



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

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

Wednesday, September 19, 2018, at 6:30 p.m.

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

CALL TO ORDER: Mayor Richard D. Schneider, M.D.

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

PUBLIC COMMENT PERIOD FOR CLOSED SESSION ITEMS ONLY

(Time limit is three minutes per person)

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

CLOSED SESSION AGENDA ITEMS

A. Initiation of Litigation

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

Number of Cases: 1

B. Anticipated Litigation

CONFERENCE WITH LEGAL COUNSEL – SIGNIFICANT EXPOSURE TO LITIGATION, Pursuant to Government Code Section 54956.9 (d)(2):

Number of Potential Cases: 3

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

9/13/2018

Date



Desiree Jimenez, CMC

Deputy City Clerk



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

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

Wednesday, September 19, 2018, at 7:30 p.m.

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

CALL TO ORDER: Mayor Richard D. Schneider, M.D.

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

PLEDGE OF ALLEGIANCE: Councilmember Cacciotti

PUBLIC COMMENTS AND SUGGESTIONS

(Time limit is three minutes per person)

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

1. CLOSED SESSION

ANNOUNCEMENTS: A Closed Session Agenda has been posted separately

PRESENTATIONS

2. Presentation of a Proclamation Declaring September 25, 2018 as “National Voter Registration Day” in the City of South Pasadena

COMMISSION APPOINTMENTS AND REAPPOINTMENTS

3. Commission Appointments and Reappointments

1. Appoint Noah Parker (12th Grade), Zack Quezada (8th Grade), Ella Chuang (7th Grade), and Camille Whetsel (7th Grade) to the Youth Commission for a full two-year school term from September 19, 2018 until June 30, 2020.
2. Reappoint Piper Fleming (10th Grade), Ismael Khan (10th Grade), and Connor Wang (9th Grade) to the Youth Commission for a full two-year school term from September 19, 2018 until June 30, 2020.

COMMUNICATIONS

4. Councilmembers Communications

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

5. City Manager Communications

6. Reordering of and Additions to the Agenda

OPPORTUNITY TO COMMENT ON CONSENT CALENDAR

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

CONSENT CALENDAR

7. Minutes of the City Council Meeting of August 15, 2018

Recommendation

Approve the minutes of the August 15, 2018 City Council Meeting.

8. Prepaid Warrants, General City Warrants, and Payroll

Recommendation

Approve the City of South Pasadena Prepaid Warrants Nos. 204001 through 204058 in the amount of \$1,574,234.28; General City Warrants Nos. 204218 through 204289 in the amount of \$429,205.87; Payroll dated August 10, 2018, in the amount of \$408,093.76; Payroll dated August 24, 2018 in the amount of \$416,040.08.

9. Monthly Investment Reports for March 2018 Through July 2018

Recommendation

Receive and file the monthly investment reports for March 2018 through July 2018.

10. Adoption of the Resolutions Authorizing Signatories on City Banking Accounts and Related Banking Documents

Recommendation

1. Adopt a resolution superseding Resolution No. 7561, Authorizing Signatures on City Bank Accounts.
2. Adopt a resolution superseding Resolution No. 7549, Authorizing Signatures on the City LAIF Account.

11. Adoption of a Resolution Amending the Master Schedule of Fees for Service to Remove Incorrect References to Water and Sewer Rates

Recommendation

Adopt a Resolution amending the Master Schedule of Fees for service to remove incorrect references to water and sewer rates.

12. Adoption of a Resolution Approving the City of South Pasadena Investment Policy for Fiscal Year 2018-19

Recommendation

Adopt a resolution approving the Fiscal Year 2018-19 Investment Policy.

13. Discretionary Fund Request from Councilmember Mahmud for the Purpose of a Give Away Item for the Public Safety Open House

Recommendation

Approve a Discretionary Fund request by Councilmember Mahmud designating \$250 for the purpose of distributing promotional items for emergency preparedness during the Public Safety Open House.

14. Discretionary Fund Request from Councilmember Joe for Sponsorship for SPARC "Arts for the Community" Benefit

Recommendation

Approve a Discretionary Fund request by Councilmember Joe designating \$250 for the purpose of a \$250 sponsorship level supporting South Pasadena Arts Council (SPARC) "Arts for the Community" Benefit.

15. Approve the Cancellation of the Regular City Council Meeting of November 21, 2018

Recommendation

Cancel the regularly scheduled City Council meeting of November 21, 2018.

16. Adoption of a Resolution Updating the City’s Conflict of Interest Code

Recommendation

Adopt a resolution amending the City’s Conflict of Interest Code.

17. Award of Contract to Studio Spectrum, Inc. for the Fire Department’s Emergency Operations Center Upgrades for an Amount Not-to-Exceed \$113,416.47 and Appropriation of Funds from the Emergency Operations Center Designated Reserves

Recommendation

1. Accept a bid dated August 27, 2018, from Studio Spectrum, Inc., for the Fire Department Emergency Operations Center (EOC) Upgrades (Project).
2. For reasons set forth in the body of the staff report, find that this contract award is not subject to competitive bidding based on Studio Spectrum, Inc., being a sole source for the control system that will be installed in the EOC.
3. Authorize the City Manager to enter into a contract with Studio Spectrum, Inc., for a not-to-exceed amount of \$113,416.47 for the Project.
4. Appropriate \$195,000 from the EOC designated reserves to the Emergency Preparedness Account No. 101-5010-5012-8020.

18. Approval of a Personnel Cooperation Agreement with the City of San Marino for the Sharing of Fire Department Personnel

Recommendation

Approve the Personnel Cooperation Agreement with the City of San Marino for the sharing of Fire Department personnel resources.

19. Award of Contract to Interwest Consulting Group, Inc., for As-Needed Traffic Engineering Consulting Services

Recommendation

Authorize the City Manager to sign a contract with Interwest Consulting Group, Inc., for a not-to-exceed amount of \$30,000 for as-needed traffic engineering consulting services for Fiscal Year 2018-19.

20. Contract Amendment for RKA Consulting Group in the Amount of \$43,950 for Additional Engineering Design Services for Alpha Avenue and Camino Del Sol Street Improvement Project for Not-to-Exceed Total Project Amount of \$115,710

Recommendation

Authorize the City Manager to sign a contract amendment in the amount of \$43,950 for additional engineering design services for the Alpha Avenue and Camino Del Sol Street Improvement Project for a not-to-exceed amount of \$115,710.

21. Acceptance of Project Completion and Authorization to File a Notice of Completion for the Grevelia Street Improvement Project and Authorization to Release Retention Payment to E.C. Construction Company in the Amount of \$18,500

Recommendation

1. Accept the Grevelia Street Improvement Project as complete.
2. Authorize the recordation of the Notice of Completion with the Los Angeles County Registrar-Recorder/County Clerk.
3. Authorize release of retention payment to E.C. Construction Company, in the amount of \$18,500.
4. Authorize the appropriation of the remaining balance amount of \$46,884 to the phase three of the Monterey Road Street Improvement Project in the Account Number 500-900-9300.

22. Acceptance of Project Completion and Authorization to File a Notice of Completion for the Monterey Road Improvement Project and Authorization to Release Retention Payment to Toro Enterprises, Inc., in the Amount of \$38,000

Recommendation

1. Accept the Monterey Road Improvement Project as complete.
2. Authorize the recordation of the Notice of Completion with the Los Angeles County Registrar-Recorder County Clerk.
3. Authorize release of retention payment to Toro Enterprises, Inc., in the amount of \$38,000.

ACTION/DISCUSSION

23. Review of Fiscal Impact Report Relating to the Utility Users Tax Repeal Initiative Measure, Pursuant to Elections Code Section 9212, and Approval of a Draft Implementation Plan

Recommendation

Review the fiscal impact analysis, pursuant to Elections Code Section 9212, and approve in concept the draft implementation plan in response to the potential loss of the Utility Users Tax revenue.

24. Approval of the Fiscal Year 2018-19 Water Conservation Rebate Program and Authorization of a Budget Amendment for Water Conservation Capital Improvement Projects

Recommendation

1. The Fiscal Year (FY) 2018-19 water conservation rebates in the amount of \$150,000 funded from the existing FY 2018-19 water efficiency fee project budget.
2. Authorize a budget amendment of \$150,000 from the water efficiency fee fund balance to establish a water conservation capital improvement project program.

25. First Reading and Introduction of an Ordinance Amending Section 2.79-6 (Sunset) of Article IVK (Public Works Commission) to Extend the Sunset of the Public Works; Commission by an Additional Year and Adoption of a Resolution Extending the Term Limits of the Freeway and Transportation Commission and Public Works Commission by an Additional Year

Recommendation

1. Read by title only for first reading, waiving further reading, and introduce an Ordinance amending Section 2.79-6 (Sunset) of Article IVK (Public Works Commission) to extend the sunset of the Public Works Commission (PWC) by an additional year.
2. Adopt a Resolution extending the term limits of the currently seated commissioners of the Freeway and Transportation Commission and PWC by an additional year.

REPORTS

26. Receive and File Report on the Progress of Meeting the Goals of the Library Operations Study

Recommendation

Receive and file the “Report on the Progress of Meeting the Goals of the Library Operations Study” and direct staff to provide the City Council with periodic status updates.

COUNCILMEMBERS COMMUNICATIONS (continued)

ADJOURNMENT

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

October 3, 2018	Regular City Council Meeting	Council Chamber	7:30 p.m.
October 17, 2018	Regular City Council Meeting	Council Chamber	7:30 p.m.
November 7, 2018	Regular City Council Meeting	Council Chamber	7:30 p.m.

PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS

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

- City Clerk’s Division, City Hall, 1414 Mission Street, South Pasadena, CA 91030;
- South Pasadena Public Library, 1100 Oxley Street, South Pasadena, CA 91030; and
- City website: www.southpasadenaca.gov/agendas

Agenda related documents provided to the City Council are available for public inspection in the City Clerk’s Division, and on the City’s website at www.southpasadenaca.gov/agendas. During

the meeting, these documents will be available for inspection as part of the "Reference Binder" kept in rear of the City Council Chamber.

Regular meetings are broadcast live on Spectrum Channel 19 and AT&T Channel 99. Meetings are also streamed live via the internet at www.southpasadenaca.gov/agendas.

AGENDA NOTIFICATION SUBSCRIPTION

Individuals can be placed on an email notification list to receive forthcoming agendas by calling the City Clerk's Division at (626) 403-7230.

ACCOMMODATIONS



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

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

9/13/2018

Date


Desiree Jimenez, CMC
Deputy City Clerk

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CITY OF SOUTH PASADENA

PROCLAMATION



Declaring September 25 2018, as
"National Voter Registration Day"
in the City of South Pasadena

WHEREAS, National Voter Registration Day was first observed in 2012 and is now considered a national holiday traditionally held on the fourth Tuesday of September; and

WHEREAS, every year, millions of Americans find themselves unable to vote because they miss a registration deadline, fail to update their registration, or are unsure how to register; and

WHEREAS, National Voter Registration Day seeks to create broad awareness of voter registration opportunities to reach tens of thousands of voters who may not register otherwise; and

WHEREAS, by utilizing new technology, leveraging partners and outreach and education, Americans in all 50 states have the ability to learn about how to register, sign up for election reminders, check their registration online, receive mail ballots, learn about early voting and more; and

WHEREAS, growing in popularity since its inception, National Voter Registration Day is a day of civic unity for a common purpose. It is an opportunity to set aside differences and celebrate democracy and the rights and opportunities we all share as Americans.

NOW, THEREFORE, I, Richard D. Schneider, M.D., Mayor, on behalf of the City Council of the City of South Pasadena, do hereby proclaim September 25 2018, as "National Voter Registration Day" in the City of South Pasadena, and encourage the community register to vote and have their voice be heard every future Election Day.



Richard D. Schneider, M.D., Mayor

September 19, 2018
Date

AGENDA ITEM 2

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**City of South Pasadena
Office of the Mayor**

Memo

Date: September 19, 2018
To: The Honorable City Council
From: Mayor Richard D. Schneider, M.D. *Dy for RDS*
Re: Commission Appointments and Re-appointments

With the City Council concurrence at the September 19, 2018 City Council Meeting, I propose to appoint the following to a full two-year school term from September 19, 2018 until June 30, 2020.

- **Noah Parker (12th Grade) to the Youth Commission**
- **Zack Quezada (8th Grade) to the Youth Commission**
- **Ella Chuang (7th Grade) to the Youth Commission**
- **Camille Whetsel (7th Grade) to the Youth Commission**

With the City Council concurrence at the September 19, 2018 City Council Meeting, I propose to re-appoint the following to for a full two-year school year term from September 19, 2018 until June 30, 2020.

- **Piper Fleming (10th Grade) to the Youth Commission**
- **Ismael Khan (10th Grade) to the Youth Commission**
- **Connor Wang (9th Grade) to the Youth Commission**

The applications are on file at the City Clerk's Office, at City Hall, 2nd floor, 1414 Mission Street, South Pasadena, CA 91030.

Thank you.

AGENDA ITEM 3

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Wednesday, August 15, 2018
Minutes of the Regular Meeting of the City Council

CALL TO ORDER

A Regular Meeting of the South Pasadena City Council was called to order by Mayor Schneider on Wednesday, August 15, 2018, at 7:41 p.m., in the Amedee O. "Dick" Richards, Jr., Council Chamber, located at 1424 Mission Street, South Pasadena, California.

ROLL CALL

Present: Councilmembers Cacciotti, Joe, and Mahmud; Mayor Pro Tem Khubesrian; and Mayor Schneider.

Absent: None.

City Staff

Present: City Manager DeWolfe; City Attorney Highsmith; City Clerk Zneimer; and Chief City Clerk Donohue were present at Roll Call. Other staff members presented reports or responded to questions as indicated in the minutes.

PLEDGE OF ALLEGIANCE

Councilmember Joe led the Pledge of Allegiance.

PUBLIC COMMENTS

Pamela Dart, South Pasadena Resident, discussed her son, Andy Dart, who was missing for three weeks.

Werner Hintzen, South Pasadena Resident, stated his current water bill does not reflect the current rates.

Gary Pia, South Pasadena Resident, announced the upcoming "What to do about Mom" senior citizen event on October 3, 2018.

Kim Hughes, South Pasadena Resident, reminded the community about the upcoming ballot measure regarding the repeal of the Utility Users Tax (UUT).

Sam Burgess, South Pasadena Resident, discussed the clearance of severe dead vegetation; replacement of memorial trees at the War Memorial Building.

AGENDA ITEM 7

Al Benzoni, South Pasadena Resident, stated he decided to forego his lawsuit against the City.

Linda Krausen, South Pasadena Resident, reminded the community about the upcoming ballot measure regarding the repeal of the UUT; stated that current South Pasadena business Koi Loungewear, is moving to the City of Pasadena.

CLOSED SESSION ANNOUNCEMENTS

1. Closed Session Announcements

The Regular Closed Session of the City Council of August 15, 2018, was called to order by Mayor Schneider at 6:30 p.m.

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

A. Initiation of Litigation

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

Number of Cases: 1

B. Anticipated Litigation

CONFERENCE WITH LEGAL COUNSEL – SIGNIFICANT EXPOSURE TO LITIGATION, Pursuant to Government Code Section 54956.9 (d)(2):

Number of Potential Cases: 1

C. Public Employee Performance Evaluation

PUBLIC EMPLOYEE PERFORMANCE EVALUATION, Pursuant to Government Code Section 54957(b)(1):

Title: City Manager

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

PRESENTATIONS

2. Presentation by the Pasadena Humane Society on Available Animal Adoptions

Jack Hagerman, Pasadena Humane Society Vice President of Communications, presented the animals available for adoption.

3. **Presentation of a Certificate of Recognition to Ellen Daigle for Being a Successful Local Business Owner for 35 Years in the City of South Pasadena**

Mayor Schneider presented a Certificate of Recognition to Ellen Daigle for being a successful local business owner for 35 years in the City of South Pasadena.

4. **Merchant Minute**

Ellen Daigle, Owner of Ellen's Silkscreening, invited the community to visit her business.

5. **Presentation of Proclamations to Outgoing Police Chief Arthur J. Miller and Outgoing Planning and Building Director David Watkins for Their Service to the City of South Pasadena**

Mayor Schneider presented proclamations to outgoing Police Chief Arthur J. Miller and outgoing Planning and Building Director David Watkins for their service to the City of South Pasadena.

ACTION/DISCUSSION

22. **First Reading and Introduction of an Ordinance Repealing Article IVD (Freeway and Transportation Commission) and Article IVK (Public Works Commission) and Adding a New Article IVK (Mobility and Infrastructure Policy Commission) to Create the Mobility and Infrastructure Policy Commission and Receive and File the 2017 Freeway and Transportation Commission and Public Works Commission Shared Roles and Responsibilities Report**

Principal Management Analyst Lin presented the staff report and responded to City Council inquiries. She noted a revised recommendation action was included as an additional document.

Mayor Schneider opened the public comment period.

Kim Hughes, South Pasadena Resident, expressed her support to leave the two commissions separate.

Pamella Dong, South Pasadena Resident, thanked the Public Works Commission for their service over the past few years.

Gayle Glauz, South Pasadena Resident, expressed support for the revised recommended action to extend the Public Works Commission for an additional year.

John E. Fisher, South Pasadena Resident, expressed concern with the proposed commission name; suggested a single point of contact for the proposed commission.

Linda Krausen, South Pasadena Resident, suggested extending the Public Works Commission for an additional year along with the commissioners terms that were set to expire.

There being no others desiring to speak on this item, Mayor Schneider closed the public comment period.

MOTION BY MAYOR SCHNEIDER, SECOND BY COUNCILMEMBER MAHMUD to extend the Public Works Commission for an additional year; extend the Commissioners terms that were set to expire for an additional year; engage in a public process when the potential merger comes up in a year; have staff provide recommendations on overlapping agenda items for the next year.

COMMUNICATIONS

6. Councilmembers Communications

Councilmember Joe discussed the recent South Pasadena Summer Concerts in the Park event; discussed City cooling centers that have been open during the summer months.

Councilmember Cacciotti displayed photos from the Arroyo Seco Bicycle and Pedestrian Trail; the recent National Night Out event; residents gathering at a local park.

Councilmember Mahmud requested that the Concerts in the Park event be spread out throughout the summer in the future; discussed storm water liability; encouraged the community to clean up after their pets; and encouraged the community to not leave furniture on the curb and call Athens Services to schedule a bulky item pick-up.

Mayor Pro Tem Khubesian expressed concern over potential brush fires in South Pasadena and stated that two cases of West Nile Virus have been identified in Los Angeles County.

MOTION BY MAYOR PRO TEM KHUBESRIAN, SECONDED BY COUNCILMEMBER MAHMUD to have staff bring back a report on City-owned areas that might be hazardous for potential fires.

7. City Manager Communications

City Manager DeWolfe introduced the City’s new Finance Director, Craig Koehler.

8. Reordering of and Additions to the Agenda

Mayor Schneider moved Item No. 22 to immediately follow presentations and moved Item No. 23 to a future City Council meeting.

CONSENT CALENDAR

Councilmember Mahmud noted minor corrections were submitted for Item Nos. 17 and 19.

Councilmember Cacciotti asked clarifying questions regarding Item No. 16 and staff answered related questions.

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY MAYOR PRO TEM KHUBESRIAN, CARRIED 5-0, to approve Consent Calendar Item Nos. 9-21.

9. Minutes of the City Council Meeting of July 18, 2018

Approved the minutes of the July 18, 2018 City Council Meeting.

10. Prepaid Warrants, General City Warrants, and Payroll

Approved the City of South Pasadena Prepaid Warrants Nos. 203592 through 203765 in the amount of \$879,921.38; General City Warrants Nos. 203766 through 203930 in the amount of \$1,558,374.20; Special Payroll dated June 29, 2018, in the amount of \$190,415.62; Payroll dated July 27, 2018, in the amount of \$776,393.75; and Wire Transfers in the amount of \$2,086.084.

11. Approve the Cancellation of the Regular City Council Meeting of September 5, 2018

Canceled the regularly scheduled City Council meeting of September 5, 2018.

12. Appointment of Voting Delegate and Alternate to Represent the City of South Pasadena at the 2018 League of California Cities' Annual Business Meeting

Appointed Councilmember Diana Mahmud as the City of South Pasadena's voting delegate, and Mayor Pro Tem Marina Khubesrian as the voting alternate for the League of California Cities' 2018 Annual Business Meeting on Friday, September 14, 2018, at the Long Beach Convention Center.

13. Support Resolutions Being Considered at the League of California Cities' Annual Business Meeting

Directed the City of South Pasadena's delegate, or alternate delegate, to support the resolutions being considered at the upcoming League of California Cities' Annual Business Meeting being held during the League's Annual Conference in Long Beach, California.

14. Authorize the First Amendment to the Professional Services Agreement with Emerson & Associates for Transportation Policy Consulting Services Associated with the State Route 710 Early Action Projects for a Total Not-To-Exceed Amount of \$45,000

Authorized the City Manager to execute the first amendment to the Professional Services Agreement with Emerson & Associates to extend the term of the Professional Services Agreement by five months for a total not-to-exceed amount of \$45,000 to continue providing the City with transportation policy consulting services associated with the SR-710 Early Action Projects.

15. Authorize the First Amendment with LandCare for Maintenance of the Arroyo Seco Bicycle and Pedestrian Trail in an Amount Not-to-Exceed \$355 Monthly for a Total Monthly Agreement Amount Not-to-Exceed \$25,783.15

Authorized the City Manager to execute the first Contract Amendment with LandCare, in an amount not-to-exceed \$355 monthly, for maintenance of the Arroyo Seco Bicycle and Pedestrian Trail.

16. Authorize the First Amendment with West Coast Arborists Inc. for 2018-19 Fiscal Year Urban Forestry Services in a Total Not-to-Exceed Amount of \$404,500

Authorized the City Manager to execute the first Contract Amendment with West Coast Arborists Inc., in an amount not-to-exceed \$404,500, for 2018-19 Fiscal Year Urban Forestry Services.

17. Authorize an Contract Amendment with Interwest Consulting Group for Project Management Services for the City's Capital Improvement Plan and Engineering Projects in an Amount Not-to-Exceed \$53,800 for a Total Not-to-Exceed Contract Amount of \$78,300

Authorized the City Manager to execute a Contract Amendment with Interwest Consulting Group, in an additional not-to-exceed amount of \$53,800, for project management services for the implementation of the City's Capital Improvement Plan and engineering projects.

18. Adoption of Resolution to Implement a Two-hour Parking Restriction on Fair Oaks Avenue and Repeal Resolution 7362 in its Entirety

Adopted Resolution No. 7570, to implement a two-hour parking restriction on the eastern side of Fair Oaks Avenue from State Street to 424 Fair Oaks Avenue, maintain a three-hour parking restriction on the western side of Fair Oaks Avenue from State Street to Columbia Street, and repeal Resolution 7362 in its entirety.

19. Authorize a Letter of Support for the South Pasadena Arts Council's Our Town Creative Placemaking Grant Application

Authorize a Letter of Support for the South Pasadena Arts Council's Our Town Creative Placemaking Grant Application for a 2020 Ray Bradbury mural to commemorate the centennial of his birth.

20. Adoption of a Resolution in Support of H.R. 2358 – The Chinese American World War II Veterans Congressional Gold Medal Act

Adopted Resolution No. 7571, in support of House of Representatives Bill 2358 – The Chinese American World War II Veterans Congressional Gold Medal Act.

21. Adoption of a Resolution to Join the Taking Back Our Community Coalition to Urge State Legislative Action to Mitigate Negative Impacts Upon Public Safety Resulting from the passage of AB 109 and Propositions 47 and 57

1. Adopted Resolution No. 7572, to join the "Taking Back our Community" Coalition.
2. Approve a contract with the City of Monrovia establishing membership to the Taking Back Our Community Coalition.
3. Allocate \$1,500 annually from the Police Departments budget to cover membership dues for the coalition.

ACTION/DISCUSSION

23. Approval of the Fiscal Year 2018-19 Water Conservation Rebate Program and Authorization of a Budget Amendment for Water Conservation Capital Improvement Projects (ITEM MOVED TO A FUTURE CITY COUNCIL MEETING)

Recommendation

1. The Fiscal Year 2018-19 water conservation rebates in the amount of \$150,000 funded from the existing FY 2018-19 water efficiency fee project budget.
2. Authorize a budget amendment of \$150,000 from the water efficiency fee fund balance to establish a water conservation capital improvement project program.

ADJOURNMENT

Mayor Schneider adjourned the City Council Meeting at 9:46 p.m. in memory of former South Pasadena Mayor, Samuel G. Knowles, who passed away on July 23, 2018, at the age of 97.

Evelyn G. Zneimer
City Clerk

Richard D. Schneider, M.D.
Mayor

Minutes approved by the South Pasadena City Council on September 19, 2018.

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**City Council/
Redevelopment Successor Agency/
Public Financing Authority
Agenda Report**

ITEM NO. 8

DATE: September 19, 2018

FROM: Stephanie DeWolfe, City Manager *[Signature]*

PREPARED BY: Craig Koehler, Finance Director *[Signature]*

SUBJECT: **Approval of Prepaid Warrants & Wire Transfers in the Amount of \$1,574,234.28 General City Warrants in the Amount of \$429,205.87 and Payroll in the Amount of \$824,133.84.**

Recommendation Action

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

Fiscal Impact

Prepaid Warrants:		
Warrant # 204001 – 204058		\$ 1,574,234.28
General City Warrants:		
Warrant # 204218 – 204289		\$ 429,205.87
Payroll 08-10-18		\$ 408,093.76
Payroll 08-24-18		\$ 416,040.08
Wire Transfers		\$ -
RSA:		
Prepaid Warrants		\$ -
General City Warrants		\$ -
 Total		 \$ 2,827,573.99

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.

Attachments:

1. Warrant Summary
2. Prepaid Warrant List
3. General City Warrant List
4. Payroll 08-10-18 and Payroll 08-24-18

ATTACHMENT 1
Warrant Summary

ATTACHMENT 2
Prepaid Warrant List

<u>Voided Checks</u>	
203726	\$125.00
203844	\$701.35
203955	\$99.00
204000	-
204152	\$12809.00
204170	\$199.00
204172	\$75.00

Spoiled Check
204215

Accounts Payable

Check Detail



User: mfestejo
 Printed: 09/07/2018 - 4:45PM

Check Number	Check Date	Amount
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AACL2021 - A & A C LLC Line Item Account

204001	08/30/2018	
Inv	2018-INV0235	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
07/25/2018	Beyond 710 Campaign Website Mgmt Svcs 3/18, 4/18 & 5/18	101-2010-2021-8170-000
		1,500.00
Inv 2018-INV0235 Total		1,500.00
204001 Total:		1,500.00

AACL2021 - A & A C LLC Total: 1,500.00

AZDB8011 - A to Z Databases Line Item Account

204002	08/30/2018	
Inv	502369	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
08/01/2018	Library Subscription from 08/01/2018 to 07/31/2019	101-8010-8011-8031-000
		3,080.00
Inv 502369 Total		3,080.00
204002 Total:		3,080.00

AZDB8011 - A to Z Databases Total: 3,080.00

FSAB5270 - Ababutain, Faisal Line Item Account

203956	08/16/2018	
Inv	R94029	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
08/01/2018	Refund Cancelled Soccer Camp	101-0000-0000-5270-002
		100.00
Inv R94029 Total		100.00
203956 Total:		100.00

FSAB5270 - Ababutain, Faisal Total: 100.00

ACTM3010 - Accountemps Line Item Account

203957	08/16/2018	
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Check Number	Check Date	Amount
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Inv 51397213

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	Amount
07/24/2018	Finance Temp Staff Svcs w/e 7/20/18	101-3010-3011-8180-000	2,062.50

Inv 51397213 Total 2,062.50

Inv 51459918

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	Amount
08/01/2018	Finance Temp Staff Svcs w/e 7/27/18	101-3010-3011-8180-000	1,650.00

Inv 51459918 Total 1,650.00

Inv 51510366

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	Amount
08/08/2018	Finance Temp Staff Svcs w/e 8/3/18	101-3010-3011-8180-000	2,062.50

Inv 51510366 Total 2,062.50

Inv 51543913

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	Amount
08/14/2018	Finance Temp Staff Svcs w/e 8/10/18	101-3010-3011-8180-000	2,062.50

Inv 51543913 Total 2,062.50

203957 Total: 7,837.50

ACTM3010 - Accountemps Total: 7,837.50

ATGC8530 - Acorn Technology Corp. Line Item Account

203958 08/16/2018

Inv 51110

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	Amount
08/01/2018	IT Svcs 7/18 HR Project	101-2010-2032-8170-000	483.75

Inv 51110 Total 483.75

203958 Total: 483.75

204184 09/07/2018

Inv 1842

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	Amount
08/01/2018	General - City (IT Users Group Mtg)	101-2010-2032-8170-000	267.50

Inv 1842 Total 267.50

Inv 1843

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	Amount
08/01/2018	General - City (Workstation Replacements)	101-2010-2032-8170-000	680.00

Check Number	Check Date		Amount
Inv 1843 Total			680.00
Inv 1845			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2018	General - Police (Software Install on Patrol Units)	101-4010-4011-8170-000	20.00
Inv 1845 Total			20.00
Inv 1846			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2018	General- Fire (EOC Workstation)	101-5010-5012-8020-000	292.50
Inv 1846 Total			292.50
Inv 1847			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2018	General- Police(Install AlienVault All-In-One Hardware Solution)	101-4010-4011-8170-000	50.00
Inv 1847 Total			50.00
Inv 1848			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2018	General- Police(Install of Adobe Acrobat)	101-4010-4011-8170-000	65.00
Inv 1848 Total			65.00
Inv 1849			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2018	General - City (Deep Freeze Renewal)	101-2010-2032-8170-000	16.25
Inv 1849 Total			16.25
Inv 1852			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2018	General - City (Tix/Chrgs Summ)	101-2010-2032-8170-000	9,031.25
08/01/2018	General - Police (Tix/Chrgs Summ)	101-4010-4011-8170-000	4,223.75
Inv 1852 Total			13,255.00
Inv 51111			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2018	(Adjustment)	101-2010-2032-8170-000	-660.00
08/01/2018	Managed IT Monitoring	101-2010-2032-8170-000	237.50
08/01/2018	Managed IT Monitoring	101-2010-2032-8170-000	512.50
Inv 51111 Total			90.00
204184 Total:			14,736.25
ATGC8530 - Acorn Technology Corp. Total:			15,220.00

Check Number	Check Date		Amount
AFLA7010 - AFLAC Line Item Account			
204185	09/07/2018		
Inv	160064		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/28/2018	Payment for Employee Optional Insurance - AFLAC	700-0000-0000-2255-000	857.67
Inv 160064 Total			857.67
204185 Total:			857.67
AFLA7010 - AFLAC Total:			857.67
SIHO5270 - Aihara, Shiho Line Item Account			
203959	08/16/2018		
Inv	R94129		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/03/2018	Refund Cancelled Fun in the Sun Camp	101-0000-0000-5270-002	131.00
Inv R94129 Total			131.00
203959 Total:			131.00
SIHO5270 - Aihara, Shiho Total:			131.00
ALH0181 - Alhambra Hospital Med Ctr Line Item Account			
204003	08/30/2018		
Inv	6/25/18/		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/27/2018	FD Medical Supplies	101-5010-5011-8025-000	155.37
Inv 6/25/18/ Total			155.37
204003 Total:			155.37
ALH0181 - Alhambra Hospital Med Ctr Total:			155.37
ALL0197 - All Star Fire Equipment, Inc. Line Item Account			
204004	08/30/2018		
Inv	209191		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/02/2018	FD Safety Clothing/ Equipment	101-5010-5011-8134-000	529.32
Inv 209191 Total			529.32
Inv 209283			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
08/08/2018	Fire Safety Clothing/Equipment	101-5010-5011-8134-000	64.39
Inv 209283 Total			64.39
Inv 209372			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/10/2018	FD Safety Clothing/Equipment	101-5010-5011-8134-000	646.05
Inv 209372 Total			646.05
Inv 209373			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/10/2018	FD Emergency Operation & Disaster Preparedness	101-5010-5012-8020-000	533.27
Inv 209373 Total			533.27
204004 Total:			1,773.03
ALL0197 - All Star Fire Equipment, Inc. Total:			1,773.03
AIS0107 - Alliant Insurance Svcs, Inc. Line Item Account			
204005	08/30/2018		
Inv 904807			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/17/2018	Special Events Insurance - Cruz'n for Roses & PD Open House	101-5010-5011-8020-000	255.00
08/17/2018	Special Events Insurance - Cruz'n for Roses & PD Open House	101-4010-4011-8020-000	255.00
08/17/2018	Special Events Insurance - Cruz'n for Roses & PD Open House	101-2010-2011-8020-000	255.00
Inv 904807 Total			765.00
204005 Total:			765.00
AIS0107 - Alliant Insurance Svcs, Inc. Total:			765.00
AMAF2920 - Alsarraaf, Amin Line Item Account			
204151	09/05/2018		
Inv 94361			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/15/2018	Deposit & Fees Refund for Youth House Use on 07/28/18	101-0000-0000-2920-000	250.00
Inv 94361 Total			250.00
204151 Total:			250.00
AMAF2920 - Alsarraaf, Amin Total:			250.00
AME0229 - Ameritas Line Item Account			
203987	08/23/2018		

Check Number	Check Date		Amount
Inv	P/R/E 8/19/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	Vision Ins. Sept-18	700-0000-0000-2268-000	3,300.28
Inv P/R/E 8/19/18 Total			3,300.28
203987 Total:			3,300.28
AME0229 - Ameritas Total:			3,300.28
AND0239 - Anderson Business Technology Line Item Account			
204006	08/30/2018		
Inv	224702		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/17/2018	Library Typewriter Repair	101-8010-8011-8110-000	381.64
Inv 224702 Total			381.64
204006 Total:			381.64
AND0239 - Anderson Business Technology Total:			381.64
LOAN8032 - Andrews, Lori Line Item Account			
204007	08/30/2018		
Inv	Sum 2018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/13/2018	Class Instructor.Payment for Hawaiian/Polynesian Dance,5 classes	101-8030-8032-8267-000	386.75
Inv Sum 2018 Total			386.75
204007 Total:			386.75
LOAN8032 - Andrews, Lori Total:			386.75
ARM6010 - Armorcast Products Co. Line Item Account			
204008	08/30/2018		
Inv	0192193		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/27/2018	10" Dia Vent Pipes	500-6010-6711-8020-000	343.94
Inv 0192193 Total			343.94
204008 Total:			343.94
ARM6010 - Armorcast Products Co. Total:			343.94

Check Number	Check Date		Amount
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ARVC1011 - Arroyo Verdugo Cities Line Item Account

204152 09/05/2018

Inv FY 2018-19

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/07/2018	City's proportionate shre of consultant fees	101-3010-3041-8060-000	12,809.00

Inv FY 2018-19 Total 12,809.00

204152 Total: 12,809.00

ARVC1011 - Arroyo Verdugo Cities Total: 12,809.00

SKAS5270 - Asavasopon, Skulpan Line Item Account

204009 08/30/2018

Inv 94425

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/16/2018	Refund for two dropped classes.	101-0000-0000-5270-002	134.00

Inv 94425 Total 134.00

204009 Total: 134.00

SKAS5270 - Asavasopon, Skulpan Total: 134.00

ATCN9011 - AT & T Line Item Account

204010 08/30/2018

Inv 00011680191

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/27/2018	CLAPDSOPAS 6/27-7/26/18	101-2010-2032-8150-000	318.42

Inv 00011680191 Total 318.42

Inv 00011681837

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/27/2018	9391036942 6/27-7/26/18	101-2010-2032-8150-000	183.26

Inv 00011681837 Total 183.26

Inv 00011681838

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/27/2018	9391036943 6/27-7/26/18	101-2010-2032-8150-000	183.42

Inv 00011681838 Total 183.42

204010 Total: 685.10

ATCN9011 - AT & T Total: 685.10

AT&T5011 - AT&T Line Item Account

204011 08/30/2018
 Inv 331 841-0756

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2018	0756 343 2 8/7-9/6/18	101-2010-2032-8150-000	33.12

Inv 331 841-0756 Total 33.12

Inv 331 841-0802

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2018	0802 343 6 8/7-9/6/18	101-2010-2032-8150-000	33.12

Inv 331 841-0802 Total 33.12

204011 Total: 66.24

AT&T5011 - AT&T Total:

66.24

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

203960 08/16/2018
 Inv 287258938988x07

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/19/2018	PW Cell Phones 6/20-7/19/18	500-6010-6711-8020-000	135.86
07/19/2018	PW Cell Phones 6/20-7/19/18	500-6010-6710-8020-000	153.91
07/19/2018	PW Cell Phones 6/20-7/19/18	101-2010-2032-8150-000	619.91

Inv 287258938988x07 Total 909.68

203960 Total: 909.68

204153 09/05/2018
 Inv 287014917916x07

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/08/2018	FD City Mobile Devices 6/9-7/8/18	101-2010-2032-8150-000	23.99
07/08/2018	Library City Mobile Devices 6/9-7/8/18	101-2010-2032-8150-000	23.99
07/08/2018	Communal City Mobile Devices 6/9-7/8/18	101-2010-2032-8150-000	115.46
07/08/2018	Transportation City Mobile Devices 6/9-7/8/18	101-2010-2032-8150-000	23.99
07/08/2018	City Council City Mobile Devices 6/9-7/8/18	101-2010-2032-8150-000	86.46

Inv 287014917916x07 Total 273.89

Inv 287014917916x08

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/08/2018	City Mobile Devices 7/9-8/8/18	101-2010-2032-8150-000	115.46
08/08/2018	City Mobile Devices 7/9-8/8/18	101-2010-2032-8150-000	86.46

Inv 287014917916x08 Total 201.92

Check Number	Check Date		Amount
Inv	879338213		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/08/2018	FD Cell Phones 7/16-8/15/18	101-2010-2032-8150-000	109.64
Inv 879338213 Total			109.64
204153 Total:			585.45
CIN4011 - AT&T --Cingular Wireless Total:			1,495.13
LUAV2920 - Avila, Luz Line Item Account			
204154	09/05/2018		
Inv	94362		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/15/2018	Refund deposit for rental of Senior Center 07/28/18	101-0000-0000-2920-000	250.00
Inv 94362 Total			250.00
204154 Total:			250.00
LUAV2920 - Avila, Luz Total:			250.00
BFWB4011 - Baxter's Frame Works & Badge Frame Line Item Account			
204012	08/30/2018		
Inv	30997		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/30/2018	1 retirement plaque for Reserve Officer Randy Davis.	101-4010-4011-8020-000	161.37
Inv 30997 Total			161.37
Inv	36960		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/02/2018	1 Name plate for Detective Arthur Burgos.	101-4010-4011-8020-000	38.34
Inv 36960 Total			38.34
204012 Total:			199.71
BFWB4011 - Baxter's Frame Works & Badge Frame Total:			199.71
BLBA8010 - Bibliotheca, LLC Line Item Account			
204013	08/30/2018		
Inv	SI0038233-US		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/10/2018	Library Annual Support & Maintenance 07/01/18-06/30/19	101-8010-8011-8180-000	3,912.78
Inv SI0038233-US Total			3,912.78

Check Number	Check Date	Amount
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204013 Total: 3,912.78

BLBA8010 - Bibliotheca, LLC Total: 3,912.78

BRSM5010 - Brady Sheet Metal Line Item Account

203941 08/09/2018

Inv 27218-1

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/03/2018	FD Stainless Steel Work Bench Counter Top	101-5010-5011-8120-000	1,000.00

Inv 27218-1 Total 1,000.00

203941 Total: 1,000.00

204186 09/07/2018

Inv 27218-2

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/03/2018	FD Stainless Steel Work Bench Counter Top	101-5010-5011-8120-000	1,857.95

Inv 27218-2 Total 1,857.95

204186 Total: 1,857.95

BRSM5010 - Brady Sheet Metal Total: 2,857.95

BRWE2013 - Brown and Welin Pharmacy Line Item Account

204187 09/07/2018

Inv 665

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/15/2018	First Aid and Medication rendered to Fire Employee Rob Crew	101-2010-2013-8170-000	379.73

Inv 665 Total 379.73

204187 Total: 379.73

BRWE2013 - Brown and Welin Pharmacy Total: 379.73

CAL6695 - CA American Water Co. Line Item Account

204015 08/30/2018

Inv 210021511021

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/26/2018	Water Svc for Wilson Well#2 6/22-7/24/18	500-6010-6711-8231-000	32.00

Inv 210021511021 Total 32.00

Check Number	Check Date		Amount
204015 Total:			32.00
CAL6695 - CA American Water Co. Total:			32.00
CAL0100 - CA Dental Buying Group Line Item Account			
204016	08/30/2018		
Inv	R 07180680		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/31/2018	Fire Oxygen Cylinder Rental	101-5010-5011-8025-000	142.50
Inv R 07180680 Total			142.50
204016 Total:			142.50
CAL0100 - CA Dental Buying Group Total:			142.50
CFC5011 - CA Fire Chiefs Ass'n Line Item Account			
204155	09/05/2018		
Inv	08/27/2018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/27/2018	FD Dues & Membership - Eduardo Rodriguez	101-5010-5011-8060-000	65.00
Inv 08/27/2018 Total			65.00
204155 Total:			65.00
CFC5011 - CA Fire Chiefs Ass'n Total:			65.00
CAL0629 - CA Franchise Tax Board Line Item Account			
203931	08/09/2018		
Inv	P/R/E 8/5/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2018	Garnishment	700-0000-0000-2264-000	200.00
Inv P/R/E 8/5/18 Total			200.00
203931 Total:			200.00
203988	08/23/2018		
Inv	P/R/E 8/19/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	Garnishment	700-0000-0000-2264-000	200.00
Inv P/R/E 8/19/18 Total			200.00
203988 Total:			200.00

CAL0629 - CA Franchise Tax Board Total: 400.00

CLCA8090 - CA Landscape Contractors Association Line Item Account

204188 09/07/2018

Inv REG-0035154

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/30/2018	Registration for MWEL Workshop Event Deposit	500-3010-3012-8090-000	50.00

Inv REG-0035154 Total 50.00

204188 Total: 50.00

CLCA8090 - CA Landscape Contractors Association Total: 50.00

CALA8010 - CA Library Association Line Item Account

204017 08/30/2018

Inv 300005607

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/20/2018	CA Library Association Individual Membership for Cathy Billings	101-8010-8011-8060-000	165.00

Inv 300005607 Total 165.00

Inv 300005979

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/15/2018	CA Library Association Individual Membership for Maida Wong	101-8010-8011-8060-000	140.00

Inv 300005979 Total 140.00

Inv 300005980

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/15/2018	CA Library Association Individual Membership for Barbara Posner	101-8010-8011-8060-000	140.00

Inv 300005980 Total 140.00

Inv 300005981

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/15/2018	CA Library Association Individual Membership for Steve Fjeldsted	101-8010-8011-8060-000	165.00

Inv 300005981 Total 165.00

Inv 300006258

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/03/2018	CLA Individual Membership for Luther Luedtke	101-8010-8011-8257-000	40.00

Inv 300006258 Total 40.00

204017 Total: 650.00

Check Number	Check Date		Amount
CALA8010 - CA Library Association Total:			650.00
CAL5236 - CA Linen Services Line Item Account			
204018	08/30/2018		
Inv	1543068		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/06/2018	Fire Department Supplies	101-5010-5011-8020-000	115.05
Inv 1543068 Total			115.05
Inv	1545303		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/13/2018	Fire Department Supplies	101-5010-5011-8020-000	115.05
Inv 1545303 Total			115.05
Inv	1547525		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/20/2018	Fire Department Supplies	101-5010-5011-8020-000	115.05
Inv 1547525 Total			115.05
204018 Total:			345.15
CAL5236 - CA Linen Services Total:			345.15
CSD3014 - Ca. State Disbursement Unit Line Item Account			
203932	08/09/2018		
Inv	P/R/E 8/5/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2018	Garnishment	700-0000-0000-2264-000	861.23
Inv P/R/E 8/5/18 Total			861.23
203932 Total:			861.23
203933	08/09/2018		
Inv	P/R/E 8/5/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2018	Garnishment	700-0000-0000-2264-000	105.23
Inv P/R/E 8/5/18 Total			105.23
203933 Total:			105.23
203989	08/23/2018		
Inv	P/R/E 8/19/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
08/21/2018	Garnishment	700-0000-0000-2264-000	861.23
Inv P/R/E 8/19/18 Total			861.23
203989 Total:			861.23
203990	08/23/2018		
Inv P/R/E 8/19/18			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	Garnishment	700-0000-0000-2264-000	105.23
Inv P/R/E 8/19/18 Total			105.23
203990 Total:			105.23
CSD3015 - Ca. State Disbursement Unit Total:			1,932.92
CAL8012 - Califa Group Line Item Account			
204019	08/30/2018		
Inv 1025			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/03/2018	Library Bookbrowse 09/01/18-08/31/19	101-8010-8011-8031-000	630.00
Inv 1025 Total			630.00
204019 Total:			630.00
CAL8012 - Califa Group Total:			630.00
CLPS3010 - CalPERS Line Item Account			
204156	09/05/2018		
Inv 100000015403001			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/18/2018	Fees for GASB-68 Reports & Schedules	101-3010-3011-8020-000	1,750.00
Inv 100000015403001 Total			1,750.00
204156 Total:			1,750.00
CLPS3010 - CalPERS Total:			1,750.00
CAN0607 - Cantu Graphics Line Item Account			
204020	08/30/2018		
Inv 5112			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/12/2018	Planning & Building Department - Mat Photo 24" * 36"	101-7010-7011-8050-000	124.83

Check Number	Check Date		Amount
		Inv 5112 Total	124.83
		Inv 5138	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/16/2018	Planning & Building Department - Poster 24" * 36"	101-7010-7011-8050-000	82.13
		Inv 5138 Total	82.13
		Inv 5250	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/15/2018	Planning & Building Department - 2 Matte Posters	101-7010-7011-8050-000	292.37
		Inv 5250 Total	292.37
		Inv 5251	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/11/2018	Planning & Building Department - 24" *36" Cora. & Lam.	101-7010-7011-8050-000	177.39
		Inv 5251 Total	177.39
		Inv 5264	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/03/2018	Planning & Building Department - 24" * 56" Coroplast Signs	101-7010-7011-8050-000	93.08
		Inv 5264 Total	93.08
		Inv 5266	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/05/2018	Planning & Building Department - 24" H Stakes	101-7010-7011-8050-000	27.38
		Inv 5266 Total	27.38
		Inv 5286	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/13/2018	Planning & Building Department - Poster, Lam & Foam Mounted	101-7010-7011-8050-000	246.38
		Inv 5286 Total	246.38
		Inv 5305	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/02/2018	Fire Medical Supply	101-5010-5011-8025-000	203.67
		Inv 5305 Total	203.67
		204020 Total:	1,247.23
		CAN0607 - Cantu Graphics Total:	1,247.23
		CAPI2010 - CAPIO Line Item Account	
203942	08/09/2018		

Check Number Check Date Amount

Inv 4927

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/03/2018	Aug 2018 - Aug 2019 Membership Dues for John Pope	101-2010-2011-8060-000	225.00

Inv 4927 Total 225.00

203942 Total: 225.00

CAPI2010 - CAPIO Total: 225.00

CWNC2501 - Carl Warren & Company Line Item Account

204021 08/30/2018

Inv 1850266

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/17/2018	Annual Liability Claims Admin Fee	103-2010-2501-8020-000	4,000.00

Inv 1850266 Total 4,000.00

Inv 1850752-1852498

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/31/2018	Liability Claims Service Fee. July 2018	103-2010-2501-8020-000	2,727.00

Inv 1850752-1852498 Total 2,727.00

204021 Total: 6,727.00

CWNC2501 - Carl Warren & Company Total: 6,727.00

WICA4610 - Castro, William De Line Item Account

204022 08/30/2018

Inv 233126546

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/25/2018	Citation 233126546 Overpayment	101-0000-0000-4610-000	10.00

Inv 233126546 Total 10.00

204022 Total: 10.00

WICA4610 - Castro, William De Total: 10.00

CAT0700 - Catering Systems Inc. Line Item Account

204023 08/30/2018

Inv 4794

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/06/2018	Sr. Center Meals w/ 07/30-08/03, 2018	101-8030-8021-8180-000	2,046.60

Inv 4794 Total 2,046.60

Inv 4802

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/10/2018	Sr. Center Meals w/ 08/06-10/18	260-8030-8023-8180-000	2,068.20

Inv 4802 Total 2,068.20

Inv 4809

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/18/2018	Sr. Center Meals w/ 08/13-17/18	260-8030-8023-8180-000	2,127.60

Inv 4809 Total 2,127.60

204023 Total: 6,242.40

CAT0700 - Catering Systems Inc. Total: 6,242.40

CBE5011 - CBE Los Angeles Line Item Account

204024 08/30/2018

Inv IN2036528

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/13/2018	Toner for PW Xerow - freight charges	101-6010-6011-8020-000	22.50

Inv IN2036528 Total 22.50

204024 Total: 22.50

CBE5011 - CBE Los Angeles Total: 22.50

CDW5246 - CDW Government Inc Line Item Account

204157 09/05/2018

Inv MJZ9546

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/12/2018	MS Office License Replacements FY 17-18	101-2010-2032-8110-000	6,788.34

Inv MJZ9546 Total 6,788.34

Inv MLC9405

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/18/2018	MS Surface Pro Type Cover	101-8010-8011-8020-000	116.80

Inv MLC9405 Total 116.80

204157 Total: 6,905.14

CDW5246 - CDW Government Inc Total: 6,905.14

Check Number	Check Date		Amount
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ABCE2920 - Ceja, Abril Line Item Account

204158 09/05/2018

Inv 94364

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/15/2018	Deposit Refund for WMB Reservation on 08/04/18	101-0000-0000-2920-000	500.00

Inv 94364 Total 500.00

204158 Total: 500.00

ABCE2920 - Ceja, Abril Total:

500.00

CBSE6010 - Cell Business Equipment Line Item Account

204025 08/30/2018

Inv 60266156

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/11/2018	PW Copier Lease 8/18	101-2010-2032-8300-000	251.61

Inv 60266156 Total 251.61

204025 Total: 251.61

CBSE6010 - Cell Business Equipment Total:

251.61

CRIM4010 - Chaidez, Hector Line Item Account

204026 08/30/2018

Inv 18150

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/02/2018	PD Predicting Policing Services - 7/18	101-4010-4011-8170-000	2,080.00

Inv 18150 Total 2,080.00

204026 Total: 2,080.00

CRIM4010 - Chaidez, Hector Total:

2,080.00

CBAC2021 - Chatten-Brown & Carstens Line Item Account

204027 08/30/2018

Inv 28976

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/13/2018	Professional Services 710 - South Pasadena FOAE	101-2010-2021-8160-000	1,161.50

Inv 28976 Total 1,161.50

204027 Total: 1,161.50

CBAC2021 - Chatten-Brown & Carstens Total:	1,161.50
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ALCI5260 - Cibrian, Alma A. Line Item Account

204028 08/30/2018

Inv 06421

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/03/2018	Request for Refund for Lost & Paid Library Material	101-0000-0000-5260-003	17.00

Inv 06421 Total	17.00
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204028 Total:	17.00
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ALCI5260 - Cibrian, Alma A. Total:

17.00

CITTF000 - CIT Technology Financial Services, Inc. Line Item Account

204029 08/30/2018

Inv 32294142

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/15/2018	Finance/Planning Copier	101-0000-0000-2990-024	729.70

Inv 32294142 Total	729.70
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204029 Total:	729.70
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CITTF000 - CIT Technology Financial Services, Inc. Total:

729.70

CIAL1021 - City of Alhambra Line Item Account

204030 08/30/2018

Inv 03322

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/08/2018	FD Training Expense. Use of City of Alhambra Fire Training Facil	101-5010-5011-8200-000	4,634.88

Inv 03322 Total	4,634.88
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204030 Total:	4,634.88
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CIAL1021 - City of Alhambra Total:

4,634.88

ALPD4010 - City of Alhambra Police Dept. Line Item Account

204031 08/30/2018

Inv SP - 06/18

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/06/2018	PD Inmate housing - 06/18	101-4010-4011-8180-000	3,784.00

Inv SP - 06/18 Total	3,784.00
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Inv SP-07/18

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/02/2018	Inmate housing-07/18	101-4010-4011-8180-000	2,924.00

Inv SP-07/18 Total 2,924.00

204031 Total: 6,708.00

ALPD4010 - City of Alhambra Police Dept. Total: 6,708.00

SOU5402 - City of South Pasadena PD Petty Cash Line Item Account

204159 09/05/2018

Inv 08/15/2018

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/15/2018	Reimb. Petty Cash	101-4010-4011-8020-000	500.00

Inv 08/15/2018 Total 500.00

Inv 08/29/2018

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/29/2018	Reimb. Petty Cash	101-4010-4011-8100-000	30.00
08/29/2018	Reimb. Petty Cash	101-4010-4011-8020-000	33.90
08/29/2018	Reimb. Petty Cash	101-4010-4011-8090-000	36.73
08/29/2018	Reimb. Petty Cash	101-4010-4011-8105-000	66.00
08/29/2018	Reimb. Petty Cash	101-4010-4011-8200-000	90.30

Inv 08/29/2018 Total 256.93

204159 Total: 756.93

SOU5402 - City of South Pasadena PD Petty Cash Total: 756.93

SOU5400 - City of South Pasadena-Fin.PettyCash Line Item Account

204032 08/30/2018

Inv 06/29/18

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/29/2018	Reimb. Petty Cash	101-3010-3011-8010-000	9.49
06/29/2018	Reimb. Petty Cash	101-2010-2021-8020-000	13.50
06/29/2018	Reimb. Petty Cash	101-1010-1011-8090-000	208.00
06/29/2018	Reimb. Petty Cash	101-1010-1011-8090-000	135.00
06/29/2018	Reimb. Petty Cash	101-1010-1011-8090-000	22.57
06/29/2018	Reimb. Petty Cash	101-2010-2013-8020-000	25.69
06/29/2018	Reimb. Petty Cash	500-6010-6711-8020-000	12.00
06/29/2018	Reimb. Petty Cash	101-1020-1021-8090-000	6.01
06/29/2018	Reimb. Petty Cash	101-1010-1011-8090-000	27.99
06/29/2018	Reimb. Petty Cash	101-2010-2021-8090-000	50.00
06/29/2018	Reimb. Petty Cash	101-7010-7011-8000-000	10.94
06/29/2018	Reimb. Petty Cash	101-2010-2013-8020-000	33.05
06/29/2018	Reimb. Petty Cash	101-1020-1021-8090-000	13.65
06/29/2018	Reimb. Petty Cash	101-1020-1021-8090-000	20.48

Check Number	Check Date			Amount
06/29/2018	Reimb. Petty Cash	101-2010-2013-8010-000		20.10
06/29/2018	Reimb. Petty Cash	101-2010-2011-8090-000		80.00
Inv 06/29/18 Total				688.47
204032 Total:				688.47
SOU5400 - City of South Pasadena-Fin.PettyCash Total:				688.47
SOU5340 - City of South Pasadena-Library Petty Cash Line Item Account				
204160	09/05/2018			
Inv	08/28/18			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
08/28/2018	Reimb. Petty Cash	101-8010-8011-8070-000		18.19
08/28/2018	Reimb. Petty Cash	101-8010-8011-8050-000		88.40
08/28/2018	Reimb. Petty Cash	101-8010-8011-8020-000		107.89
08/28/2018	Reimb. Petty Cash	101-8010-8011-8010-000		31.40
Inv 08/28/18 Total				245.88
204160 Total:				245.88
SOU5340 - City of South Pasadena-Library Petty Cash Total:				245.88
SOU5343 - City of South Pasadena-Recreation Line Item Account				
203961	08/16/2018			
Inv	8/7/18			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
08/07/2018	Reimb. Petty Cash	101-8030-8032-8264-000		30.35
08/07/2018	Reimb. Petty Cash	101-8030-8032-8268-000		429.39
Inv 8/7/18 Total				459.74
203961 Total:				459.74
204033	08/30/2018			
Inv	8/21/18			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
08/21/2018	Reimb. Petty Cash	101-8030-8032-8268-000		392.40
08/21/2018	Reimb. Petty Cash	101-8030-8032-8264-000		15.57
08/21/2018	Reimb. Petty Cash	101-8030-8032-8020-000		199.00
Inv 8/21/18 Total				606.97
204033 Total:				606.97
SOU5343 - City of South Pasadena-Recreation Total:				1,066.71

Check Number Check Date Amount

SOU5401 - City of South Pasadena-Sr.Center Line Item Account

204034 08/30/2018

Inv 8/21/18

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	Reimb. Petty Cash	101-8030-8021-8020-000	203.63
08/21/2018	Reimb. Petty Cash	101-8030-8032-8268-000	124.17
08/21/2018	Reimb. Petty Cash	101-8030-8021-8170-000	24.51
08/21/2018	Reimb. Petty Cash	101-0000-0000-2994-001	97.42

Inv 8/21/18 Total 449.73

204034 Total: 449.73

SOU5401 - City of South Pasadena-Sr.Center Total:

449.73

PCYD6010 - City of South Pasadena-Yard Line Item Account

204189 09/07/2018

Inv 08/29/18

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/29/2018	Reimb. Petty Cash	101-6010-6410-8020-000	43.83
08/29/2018	Reimb. Petty Cash	500-6010-6710-8070-000	61.91
08/29/2018	Reimb. Petty Cash	500-6010-6711-8020-000	36.14
08/29/2018	Reimb. Petty Cash	500-6010-6711-8070-000	26.16
08/29/2018	Reimb. Petty Cash	210-6010-6501-8020-000	12.42
08/29/2018	Reimb. Petty Cash	101-6010-6601-8020-000	50.14
08/29/2018	Reimb. Petty Cash	230-6010-6116-8020-000	51.62

Inv 08/29/18 Total 282.22

204189 Total: 282.22

PCYD6010 - City of South Pasadena-Yard Total:

282.22

CTGT3011 - Citygate Associates LLC Line Item Account

203962 08/16/2018

Inv 24591

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/31/2018	Consulting Svc - Finance Dept. Organizational Review 7/18	101-3010-3011-8170-000	9,167.50

Inv 24591 Total 9,167.50

203962 Total: 9,167.50

204190 09/07/2018

Inv 24606

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2018	Consulting Svc - Finance Dept. Organizational Review	101-3010-3011-8170-000	3,150.00

Inv 24606 Total 3,150.00

204190 Total:		3,150.00
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CTGT3011 - Citygate Associates LLC Total:		12,317.50
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LOCL5270 - Clarks, Lovely Line Item Account

204035	08/30/2018	
Inv	94426	

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/16/2018	Refund for dropped park reservation, Garfield Park	101-0000-0000-5270-005	75.00

Inv 94426 Total		75.00
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204035 Total:		75.00
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LOCL5270 - Clarks, Lovely Total:		75.00
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CMII4011 - CMI, Inc. Line Item Account

204036	08/30/2018	
Inv	8015088	

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2018	2 Boxes of Mouthpieces.	101-4010-4011-8020-000	84.18

Inv 8015088 Total		84.18
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204036 Total:		84.18
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CMII4011 - CMI, Inc. Total:		84.18
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CNRE4011 - CNOA Region V Line Item Account

204037	08/30/2018	
Inv	09/13/2018	

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2018	Reimb. Training class on Sep.13 for Dets.DuBois,Jacobs, Palmieri	101-4010-4011-8200-000	135.00

Inv 09/13/2018 Total		135.00
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204037 Total:		135.00
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CNRE4011 - CNOA Region V Total:		135.00
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CHWP2010 - Colantuono,Highsmith & Whatley,PC Line Item Account

203963	08/16/2018	
Inv	36408	

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/02/2018	Legal Svcs 7/18 - General Services	101-2010-2501-8160-000	9,599.19

Check Number	Check Date		Amount
Inv 36408 Total			9,599.19
Inv 36409			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/02/2018	Legal Svcs 7/18 - Adv. Benzoni	101-2010-2501-8160-000	5,316.28
Inv 36409 Total			5,316.28
Inv 36410			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/02/2018	Legal Svcs 7/18 - Transportation 710 Issues	101-2010-2021-8160-000	70.50
Inv 36410 Total			70.50
Inv 36411			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/02/2018	Legal Svcs 7/18 - Labor & Employment	101-2010-2013-8160-000	4,582.50
Inv 36411 Total			4,582.50
Inv 36412			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/02/2018	Legal Svcs 7/18 - Misc. Litigation	101-2010-2501-8160-000	3,477.85
Inv 36412 Total			3,477.85
Inv 36413			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/02/2018	Legal Svcs 7/18 - Suc. Agency	227-7200-7210-8160-000	23.50
Inv 36413 Total			23.50
Inv 36414			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/02/2018	Legal Svcs 7/18 - Special Projects	101-2010-2501-8160-000	1,942.50
Inv 36414 Total			1,942.50
Inv 36415			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/02/2018	Legal Svcs 7/18 - Tax & Assessments	101-2010-2501-8160-000	8,742.00
Inv 36415 Total			8,742.00
Inv 36416			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/02/2018	Legal Svcs 7/18 - Gardena v. RWQCB	101-2010-2501-8160-000	301.50
Inv 36416 Total			301.50

Inv 36417

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/02/2018	Legal Svcs 7/18 - Water & Utilities	101-2010-2501-8160-000	141.00

Inv 36417 Total	141.00
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203963 Total:

34,196.82

204191 09/07/2018

Inv 36408

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2018	Legal Svcs 7/18 General Svcs	101-2010-2501-8160-000	9,616.63

Inv 36408 Total	9,616.63
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Inv 36409

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2018	Legal Svcs 7/18 Adv. Benzoni	101-2010-2501-8160-000	154.30

Inv 36409 Total	154.30
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Inv 36410

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2018	Legal Svcs 7/18 710 Fwy	101-2010-2021-8160-000	164.50

Inv 36410 Total	164.50
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Inv 36411

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2018	Legal Svcs 7/18 Labor & Employment	101-2010-2013-8160-000	7,708.00

Inv 36411 Total	7,708.00
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Inv 36412

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2018	Legal Svcs 7/18 Misc. Litigation	101-2010-2501-8160-000	1,363.00

Inv 36412 Total	1,363.00
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Inv 36414

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2018	Legal Svcs 7/18 Special Projects	101-2010-2501-8160-000	10,388.33

Inv 36414 Total	10,388.33
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Inv 36415

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2018	Legal Svcs 7/18 Tax & Assessment	101-2010-2501-8160-000	376.00

Inv 36415 Total	376.00
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Check Number	Check Date		Amount
Inv 36416			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2018	Legal Svcs 7/18 Gardena v. RWQCB	101-2010-2501-8160-000	430.50
Inv 36416 Total			430.50
Inv 36417			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2018	Legal Svcs 7/18 Water & Utilities	101-2010-2501-8160-000	23.50
Inv 36417 Total			23.50
204191 Total:			30,224.76
CHWP2010 - Colantuono,Highsmith & Whatley,PC Total:			64,421.58
COMC2011 - Comcate Line Item Account			
204038	08/30/2018		
Inv 6769			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/06/2018	PW Service Request System Renewal	101-6010-6011-8020-000	2,248.68
Inv 6769 Total			2,248.68
204038 Total:			2,248.68
COMC2011 - Comcate Total:			2,248.68
CONN6711 - Conney Safety Line Item Account			
204039	08/30/2018		
Inv 05568405			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/11/2018	Safety Gloves for Water Division	500-6010-6710-8134-000	462.26
Inv 05568405 Total			462.26
204039 Total:			462.26
CONN6711 - Conney Safety Total:			462.26
CRDA1021 - Corodata Records Management Line Item Account			
204040	08/30/2018		
Inv RS4396297			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/31/2018	Records Mgmt Svcs 3/18	101-1020-1021-8180-000	296.84
Inv RS4396297 Total			296.84

Inv RS4426133

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/31/2018	Records Mgmt Svcs 7/18	101-1020-1021-8180-000	1,095.77

Inv RS4426133 Total 1,095.77

204040 Total: 1,392.61

CRDA1021 - Corodata Records Management Total: 1,392.61

CRSR2010 - Corodata Shredding Inc. Line Item Account

203964 08/16/2018

Inv DN 1198338

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/31/2018	Shredding Svcs 7/18	101-1020-1021-8180-000	52.50

Inv DN 1198338 Total 52.50

203964 Total: 52.50

CRSR2010 - Corodata Shredding Inc. Total: 52.50

CLAPW101 - County of Los Angeles Line Item Account

204041 08/30/2018

Inv SA180000468

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/17/2018	Public Works-Catch Basin Trash Insert Maintenance	101-6010-6015-8180-000	1,550.21

Inv SA180000468 Total 1,550.21

204041 Total: 1,550.21

204161 09/05/2018

Inv FY 18-19

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/02/2018	LAFCO FY 2018-2019	101-3010-3041-8060-000	1,301.90

Inv FY 18-19 Total 1,301.90

204161 Total: 1,301.90

CLA3030 - County of Los Angeles Total: 2,852.11

SP0755 - D & S Printing Line Item Account

204042 08/30/2018

Check Number Check Date Amount

Inv 7883

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/13/2018	PD 330 Notice to Appear Citations	101-4010-4011-8050-000	3,396.69

Inv 7883 Total 3,396.69

Inv 7903

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/27/2018	Library-Postcards & 11*17" posters	101-8010-8011-8050-000	273.75

Inv 7903 Total 273.75

204042 Total: 3,670.44

DSP0755 - D & S Printing Total: 3,670.44

DRLL2051 - Dapeer, Rosenbilt & Litvak, LLP Line Item Account

203965 08/16/2018

Inv 14854

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/31/2018	Legal Svcs 7/18	101-2010-2501-8160-000	22.50

Inv 14854 Total 22.50

203965 Total: 22.50

DRLL2051 - Dapeer, Rosenbilt & Litvak, LLP Total:

22.50

DBEL5010 - DB Electronics Line Item Account

204043 08/30/2018

Inv 629

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/13/2018	FD Supplies	101-5010-5011-8020-000	188.00

Inv 629 Total 188.00

Inv 630

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/13/2018	FD RA81 MDT Repair	101-5010-5011-8020-000	112.50

Inv 630 Total 112.50

Inv 637

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/20/2018	FD Motorola Deopt Repair	101-5010-5011-8183-000	575.00

Inv 637 Total 575.00

Check Number	Check Date		Amount
Inv 645			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/23/2018	FD BC9 MDT Repair/Replacement	101-5010-5011-8183-000	590.00
Inv 645 Total			590.00
Inv 663			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/20/2018	FD Motorola Depot Repairs; Replaced Front Cover Kit/Tuned and A	101-5010-5011-8020-000	970.00
Inv 663 Total			970.00
204043 Total:			2,435.50
DBEL5010 - DB Electronics Total:			2,435.50
DEL0771 - Delta Dental Line Item Account			
203991	08/23/2018		
Inv P/R/E 8/19/18			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/23/2018	Dental Ins. Sept-18	700-0000-0000-2267-000	10,834.63
Inv P/R/E 8/19/18 Total			10,834.63
203991 Total:			10,834.63
204192	09/07/2018		
Inv BE003001980			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2018	Payment for Employee Dental Premiums from Delta Dental of CA	700-0000-0000-2267-000	10,834.63
Inv BE003001980 Total			10,834.63
204192 Total:			10,834.63
DEL0771 - Delta Dental Total:			21,669.26
DIG0800 - Digital Telecommunications Corp Line Item Account			
203943	08/09/2018		
Inv 31584			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2018	IT - Phones Svcs 9/18	101-2010-2032-8150-000	606.00
Inv 31584 Total			606.00
203943 Total:			606.00

Check Number	Check Date		Amount
204193	09/07/2018		
Inv 31923			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2018	IT Phones Monthly Service Contract 10/18	101-2010-2032-8150-000	875.00
Inv 31923 Total			875.00
204193 Total:			875.00
DIG0800 - Digital Telecommunications Corp Total:			1,481.00
DPL4011 - D-Prep, LLC Line Item Account			
204044	08/30/2018		
Inv 09/19/18			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2018	PD Training class on Sep. 19,2018 for Sgt. James Valencia	101-4010-4011-8210-000	136.00
Inv 09/19/18 Total			136.00
204044 Total:			136.00
DPL4011 - D-Prep, LLC Total:			136.00
DDL8010 - Dr. Detail Ph.D Line Item Account			
204045	08/30/2018		
Inv 1605			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/16/2018	Camp Med Both Level Carpet Cleaning	101-8030-8032-8268-000	575.00
Inv 1605 Total			575.00
204045 Total:			575.00
DDL8010 - Dr. Detail Ph.D Total:			575.00
DBAR3011 - Dunbar Armored Inc. Line Item Account			
204162	09/05/2018		
Inv 4247074			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2018	Armored Car Svc for 08/18	500-3010-3012-8180-000	837.00
08/01/2018	Armored Car Svc for Excess Svcs 07/18	101-3010-3041-8180-000	290.43
08/01/2018	Armored Car Svc for 08/18	101-3010-3041-8180-000	837.00
Inv 4247074 Total			1,964.43
204162 Total:			1,964.43

Check Number	Check Date		Amount
DBAR3011 - Dunbar Armored Inc. Total:			1,964.43
ECC9000 - E.C.Construction Line Item Account			
204046	08/30/2018		
Inv #4			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/31/2018	Grevelia Street Improvement Project	104-9000-9203-9203-000	39,275.37
Inv #4 Total			39,275.37
Inv #5			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/30/2018	Grevelia Street Improvement Project	104-9000-9203-9203-000	134,415.55
06/30/2018	Grevelia Street Improvement Project	500-9000-9300-9300-000	47,184.97
Inv #5 Total			181,600.52
204046 Total:			220,875.89
ECC9000 - E.C.Construction Total:			220,875.89
ELEC4011 - Electric Car Sales & Svc. Inc. Line Item Account			
203944	08/09/2018		
Inv 24368			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/02/2018	Rental of 2 Club Car Flatbeds for PD Open House	101-4010-4011-8020-000	592.75
Inv 24368 Total			592.75
203944 Total:			592.75
ELEC4011 - Electric Car Sales & Svc. Inc. Total:			592.75
ELL1017 - Ellen's Silkscreening Line Item Account			
204047	08/30/2018		
Inv EE67866			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/24/2018	PD 3 Uniform shirts for new Police Assistant Samantha Munoz	101-4010-4011-8134-000	98.04
Inv EE67866 Total			98.04
204047 Total:			98.04
204163	09/05/2018		
Inv S 67991			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2018	Open House - Tote bags	101-4010-4011-8020-000	951.50

Check Number	Check Date		Amount
Inv S 67991 Total			951.50
			<hr/>
204163 Total:			951.50
204194	09/07/2018		
Inv EE68044			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/29/2018	City Polo Shirts & Jackets for the City Clerk's Division FY18-19	101-1020-1021-8020-000	160.32
Inv EE68044 Total			160.32
			<hr/>
204194 Total:			160.32
			<hr/>
ELL1017 - Ellen's Silkscreening Total:			1,209.86
EJAS2010 - Emanuels Jones & Associates Line Item Account			
203966	08/16/2018		
Inv E18-08-14			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2018	Legislative Representative Svcs 8/18	101-2010-2011-8170-000	2,000.00
Inv E18-08-14 Total			2,000.00
			<hr/>
203966 Total:			2,000.00
			<hr/>
EJAS2010 - Emanuels Jones & Associates Total:			2,000.00
EMBS4011 - Embassy Consulting Svcs Line Item Account			
204048	08/30/2018		
Inv 63899			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2018	PD Reim. Training class on September 06,2018	101-4010-4011-8210-000	495.00
Inv 63899 Total			495.00
			<hr/>
204048 Total:			495.00
			<hr/>
EMBS4011 - Embassy Consulting Svcs Total:			495.00
EMAC2021 - Emerson & Associates Line Item Account			
204049	08/30/2018		
Inv July 2018			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/31/2018	Transportation Planning Professional Services	101-2010-2021-8170-000	5,000.00
Inv July 2018 Total			5,000.00

204049 Total:		5,000.00
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EMAC2021 - Emerson & Associates Total:		5,000.00
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ENT5426 - Entenmann-Rovin Line Item Account

204050 08/30/2018

Inv 0137210-IN

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/24/2018	Addition of panel to Mike Creek's bage	101-4010-4011-8134-000	57.06

Inv 0137210-IN Total		57.06
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Inv 0137236-IN

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/27/2018	1 Reserve Captain's badge in Lucite; 1 Reserve Officer Flat badge	101-4010-4011-8134-000	438.22

Inv 0137236-IN Total		438.22
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204050 Total:		495.28
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ENT5426 - Entenmann-Rovin Total:		495.28
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ENZR5270 - Enzer, Daphna Line Item Account

204164 09/05/2018

Inv 94556

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2018	Deposit Refund for WMB Reservation on 10/13	101-0000-0000-2920-000	500.00

Inv 94556 Total		500.00
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204164 Total:		500.00
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ENZR5270 - Enzer, Daphna Total:		500.00
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EURO6710 - Eurofins Eaton Analytical Line Item Account

204051 08/30/2018

Inv L0396650

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/18/2018	Lab Svcs	500-6010-6711-8170-000	120.00

Inv L0396650 Total		120.00
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Inv L0396966

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/19/2018	Lab Svcs	500-6010-6711-8170-000	127.00

Inv L0396966 Total		127.00
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Inv L0398657

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/05/2018	Lab Svcs	500-6010-6711-8170-000	127.00

Inv L0398657 Total 127.00

Inv L0399070

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/05/2018	Lab Svcs	500-6010-6711-8170-000	120.00

Inv L0399070 Total 120.00

Inv L0399077

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/29/2018	Lab Svcs	500-6010-6711-8170-000	126.00

Inv L0399077 Total 126.00

Inv L0399081

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/29/2018	Lab Svcs	500-6010-6711-8170-000	252.00

Inv L0399081 Total 252.00

Inv L0399707

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/03/2018	Lab Svcs	500-6010-6711-8170-000	600.00

Inv L0399707 Total 600.00

Inv L0399938

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/05/2018	Lab Svcs	500-6010-6711-8170-000	24.00

Inv L0399938 Total 24.00

Inv L0400116

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/05/2018	Lab Svcs	500-6010-6711-8170-000	127.00

Inv L0400116 Total 127.00

Inv L0400318

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/06/2018	Lab Svcs	500-6010-6711-8170-000	360.00

Inv L0400318 Total 360.00

Inv L0400321

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

Check Number	Check Date		Amount
	07/06/2018	Lab Svcs	500-6010-6711-8170-000 60.00
	Inv L0400321	Total	60.00
	Inv	L0400322	
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
	07/06/2018	Lab Svcs	500-6010-6711-8170-000 60.00
	Inv L0400322	Total	60.00
	Inv	L0400325	
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
	07/06/2018	Lab Svcs	500-6010-6711-8170-000 60.00
	Inv L0400325	Total	60.00
	Inv	L0400326	
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
	07/06/2018	Lab Svcs	500-6010-6711-8170-000 60.00
	Inv L0400326	Total	60.00
	Inv	L0401752	
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
	07/18/2018	Lab Svcs	500-6010-6711-8170-000 480.00
	Inv L0401752	Total	480.00
	Inv	L0402258	
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
	07/20/2018	Lab Svcs	500-6010-6711-8170-000 360.00
	Inv L0402258	Total	360.00
	Inv	L0403228	
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
	07/25/2018	Lab Svcs	500-6010-6711-8170-000 6.00
	Inv L0403228	Total	6.00
	Inv	L0403442	
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
	07/27/2018	Lab Svcs	500-6010-6711-8170-000 480.00
	Inv L0403442	Total	480.00
	204051	Total:	3,549.00
	EURO6710 - Eurofins Eaton Analytical	Total:	3,549.00

Check Number	Check Date		Amount
FED1109 - FedEx Line Item Account			
204052	08/30/2018		
Inv	6-250-55754		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/20/2018	Mailing for Great Match Consulting	230-6010-6116-8020-000	40.32
Inv 6-250-55754 Total			40.32
204052 Total:			40.32
FED1109 - FedEx Total:			40.32
COBR7131 - Flex Advantage Line Item Account			
203992	08/23/2018		
Inv	P/R/E 8/05/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	Reimb. Retirees Health Ins.	101-3010-3041-7131-000	802.62
Inv P/R/E 8/05/18 Total			802.62
Inv	P/R/E 8/05/18*		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	Reimb. Retirees Health Ins.	101-3010-3041-7131-000	60.00
Inv P/R/E 8/05/18* Total			60.00
203992 Total:			862.62
COBR7131 - Flex Advantage Total:			862.62
SFOR2013 - Forrey, Sandra Line Item Account			
203967	08/16/2018		
Inv	AOJ9059022		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/14/2018	Settlement	103-2010-2501-8020-000	21,250.00
Inv AOJ9059022 Total			21,250.00
203967 Total:			21,250.00
SFOR2013 - Forrey, Sandra Total:			21,250.00
AYFR5270 - Francis, Ayako Line Item Account			
203968	08/16/2018		
Inv	R94130		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/03/2018	Refund Cancelled Fun in the Sun Camp	101-0000-0000-5270-002	131.00

Check Number	Check Date		Amount
		Inv R94130 Total	131.00
		203968 Total:	131.00
AYFR5270 - Francis, Ayako Total:			131.00
JUFU5011 - Furtado, Justin Line Item Account			
204195	09/07/2018		
Inv	08/18/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/18/2018	Reimb. Paramedic License	101-5010-5011-8200-000	200.00
	Inv 08/18/18 Total		200.00
	204195 Total:		200.00
JUFU5011 - Furtado, Justin Total:			200.00
GALS5010 - Galls Line Item Account			
204053	08/30/2018		
Inv	010037045		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/01/2018	FD Supplies	101-5010-5011-8020-000	15.38
	Inv 010037045 Total		15.38
Inv	010121189		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/14/2018	PD 1 Gun Mount - Black for Officer Carlos Pech.	101-4010-4011-8134-000	136.92
	Inv 010121189 Total		136.92
	204053 Total:		152.30
GALS5010 - Galls Total:			152.30
GTGW8520 - Game Time Line Item Account			
204054	08/30/2018		
Inv	PJI-0091998		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/14/2018	Replacement bracket for picnic table at Garfield Park	101-8030-8031-8120-000	38.59
	Inv PJI-0091998 Total		38.59
	204054 Total:		38.59

Check Number	Check Date		Amount
GTGW8520 - Game Time Total:			38.59
GEOA9340 - Geo-Advantec Inc. Line Item Account			
204055	08/30/2018		
Inv	1345		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/23/2018	El Centro Street Project	101-9000-9203-9203-000	1,140.00
Inv 1345 Total			1,140.00
204055 Total:			1,140.00
GEOA9340 - Geo-Advantec Inc. Total:			1,140.00
MRGY3012 - Gergely, Martha Line Item Account			
204165	09/05/2018		
Inv	94365		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/15/2018	Deposit & Fees refund for Youth House Use on 08/11/18	101-0000-0000-2920-000	250.00
Inv 94365 Total			250.00
204165 Total:			250.00
MRGY3012 - Gergely, Martha Total:			250.00
GSOT2015 - Golden State Overnight Line Item Account			
204056	08/30/2018		
Inv	3699548		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/31/2018	Public Works-Express Delivery Services	101-6010-6011-8010-000	10.36
Inv 3699548 Total			10.36
204056 Total:			10.36
GSOT2015 - Golden State Overnight Total:			10.36
GPPT9090 - Gopher Patrol Line Item Account			
204057	08/30/2018		
Inv	300119		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/16/2018	Gopher Abatement Svcs @ Arroyo Park	101-6010-6410-8020-000	183.00
Inv 300119 Total			183.00

Check Number	Check Date		Amount
Inv	300120		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/24/2018	Gopher Abatement Svcs @ Arroyo Park	101-6010-6410-8180-000	183.00
Inv 300120 Total			183.00
Inv	300532		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/26/2018	Gopher Abatement Svcs @ Pasadena Median	101-6010-6410-8180-000	95.00
Inv 300532 Total			95.00
Inv	305505		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/02/2018	Gopher Abatement Svcs @ Arroyo Park	101-6010-6410-8180-000	183.00
Inv 305505 Total			183.00
Inv	305506		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/14/2018	Gopher Abatement Svcs @ Arroyo Park	101-6010-6410-8180-000	183.00
Inv 305506 Total			183.00
Inv	307151		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2018	Gopher Abatement Svcs @ Arroyo Park	101-6010-6410-8180-000	183.00
Inv 307151 Total			183.00
204057 Total:			1,010.00
GPPT9090 - Gopher Patrol Total:			1,010.00
GOV1249 - Gov't Finance Officers Ass'n Line Item Account			
204166	09/05/2018		
Inv	193123001		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/30/2018	New Membership Dues - Craig Koehler 8/1/18-7/31/19	101-3010-3011-8060-000	225.00
Inv 193123001 Total			225.00
204166 Total:			225.00
GOV1249 - Gov't Finance Officers Ass'n Total:			225.00
IGGB5270 - Grable, Megan Line Item Account			
203969	08/16/2018		

Check Number	Check Date		Amount
Inv	R94132		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/03/2018	Refund Cancelled Creative Movement for Tots Class	101-0000-0000-5270-002	100.00
Inv R94132 Total			100.00
203969 Total:			100.00
MGGB5270 - Grable, Megan Total:			100.00
GRAN2032 - Granicus Line Item Account			
204196	09/07/2018		
Inv	37314		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/03/2018	Web Hosting Monthly Fee - Aug, 2018	101-2010-2032-8180-000	243.10
Inv 37314 Total			243.10
Inv	37422		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/04/2018	Web Hosting Monthly Fee - Sep.2018	101-2010-2032-8180-000	243.10
Inv 37422 Total			243.10
204196 Total:			486.20
GRAN2032 - Granicus Total:			486.20
GRMG4010 - Grant Management USA Line Item Account			
203945	08/09/2018		
Inv	8/15-16/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/06/2018	PD Training Registration - Det. Cpl. Michael Sanchez	101-4010-4011-8200-000	595.00
Inv 8/15-16/18 Total			595.00
203945 Total:			595.00
GRMG4010 - Grant Management USA Total:			595.00
GRWR4010 - Grant Writing USA Line Item Account			
203946	08/09/2018		
Inv	8/28-29/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/06/2018	PD Training Registration - Det. Cpl. Michael Sanchez	101-4010-4011-8200-000	455.00
Inv 8/28-29/18 Total			455.00

203946 Total:		455.00
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GRWR4010 - Grant Writing USA Total:		455.00
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GREA6116 - Great Match Consulting Line Item Account

204059 08/30/2018

Inv 1690003872

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/26/2018	Temp Work Facility Maintenance Assistance	101-6010-6601-8180-000	658.56

Inv 1690003872 Total		658.56
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Inv 1690003876

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/03/2018	Temp Work Facility Maintenance Assistance	101-6010-6601-8180-000	658.56

Inv 1690003876 Total		658.56
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Inv 1690003880

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/10/2018	Temp Work Facility Maintenance Assistance	101-6010-6601-8180-000	658.56

Inv 1690003880 Total		658.56
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204059 Total:		1,975.68
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GREA6116 - Great Match Consulting Total:		1,975.68
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GRIS6711 - Griswold Industries Line Item Account

204060 08/30/2018

Inv 747012

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/07/2018	Emergency Repair of Cla Val at Westside Reservoir	500-6010-6710-8110-000	2,331.52

Inv 747012 Total		2,331.52
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204060 Total:		2,331.52
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GRIS6711 - Griswold Industries Total:		2,331.52
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LRGB8010 - Grobel, Larry Line Item Account

204061 08/30/2018

Inv 8/23/18

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/15/2018	Contributing Author @ Community Room 8/23/18	101-8010-8011-8020-000	100.00

Check Number	Check Date		Amount
Inv 8/23/18 Total			100.00
204061 Total:			100.00
LRGB8010 - Grobel, Larry Total:			100.00
HDLC3011 - HdL Coren &n Cone Line Item Account			
204167	09/05/2018		
Inv 0025530			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/30/2018	Contract Svcs Property Tax July - Sep. 2018	101-3010-3011-8170-000	2,888.16
Inv 0025530 Total			2,888.16
204167 Total:			2,888.16
HDLC3011 - HdL Coren &n Cone Total:			2,888.16
HDL3356 - HDL Software, LLC Line Item Account			
203970	08/16/2018		
Inv 0012764			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/06/2018	Busn. License Processing Svcs 7/18	101-3010-3011-8170-000	7,000.00
Inv 0012764 Total			7,000.00
203970 Total:			7,000.00
HDL3356 - HDL Software, LLC Total:			7,000.00
DMHY8010 - Heffley, Dominique Line Item Account			
204168	09/05/2018		
Inv 71318			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/13/2018	Poster Design for 3F Comedy Night Library Program	101-8010-8011-8040-000	100.00
Inv 71318 Total			100.00
204168 Total:			100.00
DMHY8010 - Heffley, Dominique Total:			100.00
HPSL2021 - High Point Strategies LLC Line Item Account			
204062	08/30/2018		
Inv 226			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
08/01/2018	Consulting Fees per agreement Services performed by Coby King	101-2010-2021-8170-000	4,000.00
Inv 226 Total			4,000.00
204062 Total:			4,000.00
HPSL2021 - High Point Strategies LLC Total:			4,000.00
KHIL5011 - Hill, Kevin Line Item Account			
204063	08/30/2018		
Inv	8/20/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/20/2018	Reimb. FD Paramedic Accreditation Renewal	101-5010-5011-8200-000	200.00
Inv 8/20/18 Total			200.00
204063 Total:			200.00
KHIL5011 - Hill, Kevin Total:			200.00
MIHI5270 - Hinojosa, Michael Line Item Account			
204064	08/30/2018		
Inv	94135		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/03/2018	Refund for dropped class,Tot/Pre-Soc. include \$15 processing fee	101-0000-0000-5270-002	68.00
Inv 94135 Total			68.00
204064 Total:			68.00
MIHI5270 - Hinojosa, Michael Total:			68.00
HIW6710 - Hi-Way Safety Inc Line Item Account			
204065	08/30/2018		
Inv	76804		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/24/2018	Signs for 2000 Block Mission Street	230-6010-6116-8020-000	491.81
Inv 76804 Total			491.81
204065 Total:			491.81
HIW6710 - Hi-Way Safety Inc Total:			491.81
CYHS5270 - Hoshino, Kayo Line Item Account			
203971	08/16/2018		

Check Number	Check Date		Amount
Inv R94131			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/03/2018	Refund Cancelled Robotics w/Lego Class	101-0000-0000-5270-002	175.00
Inv R94131 Total			175.00
203971 Total:			175.00
KYHS5270 - Hoshino, Kayo Total:			175.00
LAHU5270 - Hudecki, Lauren Line Item Account			
204169	09/05/2018		
Inv 94654			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/28/2018	Refund for cancelled class, Super Soccer Stars Session 2	101-0000-0000-5270-002	90.00
Inv 94654 Total			90.00
204169 Total:			90.00
LAHU5270 - Hudecki, Lauren Total:			90.00
ITCR2501 - Intercare Holdings Insurance Svcs Line Item Account			
204197	09/07/2018		
Inv 76-005100			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/31/2018	Administrative claims handing charges July 2018	103-2010-2501-8020-000	191.00
Inv 76-005100 Total			191.00
204197 Total:			191.00
ITCR2501 - Intercare Holdings Insurance Svcs Total:			191.00
IPCC4010 - IPC Corp. Line Item Account			
204066	08/30/2018		
Inv 36479B			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/08/2018	Supplies for Police Department Jail	101-4010-4011-8020-000	989.50
Inv 36479B Total			989.50
204066 Total:			989.50
IPCC4010 - IPC Corp. Total:			989.50

IIIC8025 - Irwindale Industrial Clinic Line Item Account

204067 08/30/2018

Inv 279976-806933

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/31/2018	DOT required physical for S. Friezer on 07/17/17	207-8030-8025-8020-000	50.00

Inv 279976-806933 Total 50.00

204067 Total: 50.00

IIIC8025 - Irwindale Industrial Clinic Total:

50.00

IXII4010 - IXII Group Inc. Line Item Account

203972 08/16/2018

Inv 9/6/18 #1215

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/14/2018	PD Training Class Registration - PA Catalina Valdez	101-4010-4011-8210-000	99.00

Inv 9/6/18 #1215 Total 99.00

203972 Total: 99.00

IXII4010 - IXII Group Inc. Total:

99.00

JSAR4011 - Jack's Auto Repair Line Item Account

203973 08/16/2018

Inv 15989

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/26/2018	Transit Van# 79 45 Day Inspection Svc & Repair HVAC Control	207-8030-8025-8100-000	1,110.50

Inv 15989 Total 1,110.50

203973 Total: 1,110.50

204068 08/30/2018

Inv 15973

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/03/2018	Repairs to Unit1404; O&F change. new alternator; commer. battery	101-4010-4011-8100-000	1,336.10

Inv 15973 Total 1,336.10

Inv 15980

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/09/2018	Check charging system; remove & replace idle speed control #0432	101-4010-4011-8100-000	281.81

Inv 15980 Total 281.81

Check Number	Check Date		Amount
Inv 16000			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/02/2018	Remove & replace all brake pads on Unit #1407	101-4010-4011-8100-000	1,153.90
Inv 16000 Total			1,153.90
Inv 16002			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/02/2018	Remove & replace all brake pads on Unit #1406	101-4010-4011-8100-000	711.07
Inv 16002 Total			711.07
Inv 16003			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/31/2018	Lube, oil & filter; remove & replace brake pads on Unit #0822	101-4010-4011-8100-000	898.95
Inv 16003 Total			898.95
Inv 16014			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/06/2018	Remove & replace front brake pads; 1 serpentine belt on Unit #0431	101-4010-4011-8100-000	442.90
Inv 16014 Total			442.90
Inv 16016			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/06/2018	Remove & replace spark plugs; air filter; autolite iridium XP	101-4010-4011-8100-000	1,120.87
Inv 16016 Total			1,120.87
Inv 16021			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/13/2018	45 day inspection for #80	207-8030-8025-8100-000	55.00
Inv 16021 Total			55.00
Inv 16025			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/14/2018	45 day inspection for Vehicle #78	207-8030-8025-8100-000	55.00
Inv 16025 Total			55.00
Inv 16026			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/14/2018	Clean and tighten battery terminals on Unit #0133	101-4010-4011-8100-000	33.00
Inv 16026 Total			33.00
Inv 16032			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/17/2018	Truck Unit #363 Replace Battery	215-6010-6310-8100-000	284.55

Check Number	Check Date		Amount
Inv 16032 Total			284.55
Inv 16034			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/20/2018	45 day inspection for Vehicle #75	207-8030-8025-8100-000	55.00
Inv 16034 Total			55.00
204068 Total:			6,428.15
JSAR4011 - Jack's Auto Repair Total:			7,538.65
MAJAS270 - Jaime, Gia Line Item Account			
204170	09/05/2018		
Inv 94653			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/28/2018	Refund for cancelled class, Spanish for K-2 Grade	101-0000-0000-5270-002	199.00
Inv 94653 Total			199.00
204170 Total:			199.00
MAJAS270 - Jaime, Gia Total:			199.00
JWMW4610 - Jennifer Welson or Matthew Wood Line Item Account			
204069	08/30/2018		
Inv 233126813			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	Cite 233126813 Overpayment	101-0000-0000-4610-000	108.00
Inv 233126813 Total			108.00
204069 Total:			108.00
JWMW4610 - Jennifer Welson or Matthew Wood Total:			108.00
JHMS8020 - JHM Supply Line Item Account			
204070	08/30/2018		
Inv 110937/1			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/05/2018	Citywide Irrigation Supplies	101-6010-6410-8180-000	180.87
Inv 110937/1 Total			180.87
Inv 110938/1			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
	07/05/2018	Citywide Irrigation Supplies	101-6010-6410-8180-000 58.04
	Inv 110938/1	Total	58.04
	Inv 110994/1		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/10/2018	Parks- Variable ARC Nozzels	101-6010-6410-8180-000	16.70
	Inv 110994/1	Total	16.70
	Inv 111037/1		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/13/2018	Parks- Standard Sprinkler Nozzels	101-6010-6410-8180-000	16.70
	Inv 111037/1	Total	16.70
	Inv 111224/1		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/25/2018	Supply to install Eye Wash Station @ Kolle MWD Interconnection	500-6010-6710-8020-000	166.05
	Inv 111224/1	Total	166.05
	Inv 111240/1		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/26/2018	Library Park Nozzels and Supplies	215-6010-6416-8180-000	97.95
	Inv 111240/1	Total	97.95
	Inv 111345/1		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/06/2018	Parts to Fix Chlorine Injection System at MWN Connection	500-6010-6711-8020-000	27.00
	Inv 111345/1	Total	27.00
	Inv 111478/1		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/16/2018	Citywide Irrigation Supplies	101-6010-6410-8180-000	363.22
	Inv 111478/1	Total	363.22
	Inv 144881/1		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/09/2018	Parks - Advanced Filter Tone Probe/Batteries	101-6010-6410-8180-000	98.03
	Inv 144881/1	Total	98.03

204070 Total: 1,024.56

JHMS8020 - JHM Supply Total: 1,024.56

JRHO2013 - Jilio-Ryan, Hunter & Olsen, Inc. Line Item Account

204071	08/30/2018		
Inv	59097		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/30/2017	Admin Appeal Svcs 8/17/17	101-2010-2013-8170-000	350.00
Inv 59097 Total			350.00
Inv	59123		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2017	Admin Appeal Svcs 8/16/17	101-2010-2013-8170-000	350.00
Inv 59123 Total			350.00
Inv	59294		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/12/2017	Admin Appeal Svcs 9/6/17	101-2010-2013-8170-000	350.00
Inv 59294 Total			350.00
204071 Total:			1,050.00

JRHO2013 - Jilio-Ryan, Hunter & Olsen, Inc. Total: 1,050.00

OMS6201 - Joe's Mobile Service Line Item Account

204198	09/07/2018		
Inv	2847		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/10/2018	City Boom Truck Axel U-Bolt Replacement	215-6010-6201-8100-000	450.00
Inv 2847 Total			450.00
204198 Total:			450.00

JOMS6201 - Joe's Mobile Service Total: 450.00

JHA307 - John L. Hunter Associates, Inc. Line Item Account

204072	08/30/2018		
Inv	SOPASCAL1217		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/27/2018	NPDES/Environmental Programs and Outreach/TMDL	101-6010-6015-8172-000	925.00
02/27/2018	NPDES/Environmental Programs and Outreach/TMDL	101-6010-6015-8020-000	925.00
Inv SOPASCAL1217 Total			1,850.00
Inv	SOPASNP0218		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/02/2018	FY 16-17 Environmental Compliance NPDES Consulting Svcs	101-6010-6015-8170-000	1,233.16
05/02/2018	City's NPDES MS4 Stormwater Compliance & EWMP/CIMP Moni	101-6010-6015-8020-000	1,243.09

Check Number	Check Date		Amount
		Inv SOPASNP0218 Total	2,476.25
		Inv SOPASNP0717	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2017	NPDES/Environmental Programs and Outreach/TMDL	101-6010-6015-8020-000	7,396.30
		Inv SOPASNP0717 Total	7,396.30
		Inv SOPASNP0817	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/04/2017	NPDES/Environmental Programs and Outreach/TMDL	101-6010-6015-8020-000	6,900.00
		Inv SOPASNP0817 Total	6,900.00
		Inv SOPASNP1117	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/29/2018	NPDES/Environmental Programs and Outreach/TMDL	101-6010-6015-8020-000	6,242.50
		Inv SOPASNP1117 Total	6,242.50
204072 Total:			24,865.05
JHA307 - John L. Hunter Associates, Inc. Total:			24,865.05
KAR1897 - Karbelnig, Dr. Alan Line Item Account			
203974	08/16/2018		
Inv	7/30/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2018	Pre-employment Psychological Exam	101-2010-2013-8170-000	400.00
		Inv 7/30/18 Total	400.00
203974 Total:			400.00
KAR1897 - Karbelnig, Dr. Alan Total:			400.00
KATZ3010 - Katz & Associates Inc. Line Item Account			
204171	09/05/2018		
Inv	412618		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/16/2018	Public Outreach/Communication Support 07/18	500-3010-3012-8020-000	165.00
		Inv 412618 Total	165.00
204171 Total:			165.00

Check Number	Check Date		Amount
KATZ3010 - Katz & Associates Inc. Total:			165.00
KLSR8032 - Kidz Love Soccer Line Item Account			
204073	08/30/2018		
Inv	Sum 2018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/30/2018	Class Instuctor. Payment for 2 Soccer Classes(Summer 2018)	101-8030-8032-8267-000	647.40
Inv Sum 2018 Total			647.40
204073 Total:			647.40
KLSR8032 - Kidz Love Soccer Total:			647.40
GOHK8010 - Kurosowa, Goh Line Item Account			
204074	08/30/2018		
Inv	072718-701		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/27/2018	Books,Vides, and Recordings. 4 GOH CDs for Library Collection	101-8010-8011-8080-000	50.00
Inv 072718-701 Total			50.00
204074 Total:			50.00
GOHK8010 - Kurosowa, Goh Total:			50.00
FCA1245 - L.A. Area Fire Chiefs Assn Line Item Account			
204075	08/30/2018		
Inv	FY 18-19		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/18/2018	FD Dues and Memberships FY18-19	101-5010-5011-8060-000	1,000.00
Inv FY 18-19 Total			1,000.00
204075 Total:			1,000.00
FCA1245 - L.A. Area Fire Chiefs Assn Total:			1,000.00
LOS2015 - L.A. County Clerk Line Item Account			
204172	09/05/2018		
Inv	9/3/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/03/2018	Proposed Negative Declaration for 1800 Via Del Rey	101-7010-7011-8040-000	75.00
Inv 9/3/18 Total			75.00

Check Number	Check Date		Amount
204172	Total:		75.00
LOS2015 - L.A. County Clerk Total:			75.00
LTAP5500 - L.A.C. M. T. A. Line Item Account			
204076	08/30/2018		
Inv	102425		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/13/2018	Metro Pass Sales	205-0000-0000-5500-000	470.00
08/13/2018	Metro Pass Sales	205-8030-8024-8250-000	470.00
Inv 102425	Total		940.00
204076	Total:		940.00
LTAP5500 - L.A.C. M. T. A. Total:			940.00
LOS2230 - L.A.C. Registrar-Recorder Line Item Account			
204077	08/30/2018		
Inv	15301		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/10/2018	Notice of Exemption- Bicycle Parking Project	101-6010-6011-8020-000	75.00
Inv 15301	Total		75.00
204077	Total:		75.00
LOS2230 - L.A.C. Registrar-Recorder Total:			75.00
LOP1020 - La Opinion Line Item Account			
204078	08/30/2018		
Inv	15277		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/12/2018	Notice of Meaure & Deadline Arguments General Election Spanish	101-1020-1022-8040-000	1,207.50
Inv 15277	Total		1,207.50
204078	Total:		1,207.50
204199	09/07/2018		
Inv	15335		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2018	Notice of Nominees - 11/06/18 General Municipal Election	101-1020-1022-8040-000	745.00
Inv 15335	Total		745.00

Check Number	Check Date		Amount
204199		Total:	745.00
LOP1020 - La Opinion Total:			1,952.50
LOJI5501 - Law Office of N. Joe P. Inumerable Line Item Account			
204079	08/30/2018		
Inv	B-146393		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	Overpayment for police report 18-1700	101-0000-0000-5501-001	9.50
Inv B-146393	Total		9.50
204079		Total:	9.50
LOJI5501 - Law Office of N. Joe P. Inumerable Total:			9.50
LOES2010 - Law Offices of Edward Singer Line Item Account			
203975	08/16/2018		
Inv	AOJ9059022		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/30/2018	Legal Svcs Sandra Forrey Settlement Case	103-2010-2501-8020-000	3,750.00
Inv AOJ9059022	Total		3,750.00
203975		Total:	3,750.00
LOES2010 - Law Offices of Edward Singer Total:			3,750.00
LCCS8060 - League of CA Cities Line Item Account			
204200	09/07/2018		
Inv	3693		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/04/2018	LA County Division Meeting 09/12/18	101-2010-2011-8090-000	50.00
09/04/2018	LA County Division Meeting 09/12/18	101-1010-1011-8090-000	100.00
Inv 3693	Total		150.00
204200		Total:	150.00
LCCS8060 - League of CA Cities Total:			150.00
SYLO5270 - Leo, Sylvia Line Item Account			
203976	08/16/2018		
Inv	R94134		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/03/2018	Refund Cancelled Stars Premiere Camp	101-0000-0000-5270-002	260.00

Check Number	Check Date		Amount
		Inv R94134 Total	260.00
		203976 Total:	260.00
		SYLO5270 - Leo, Sylvia Total:	260.00
		LTKR6201 - Leotek Electronics USA Line Item Account	
		204080 08/30/2018	
		Inv 4109855998	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		07/20/2018 Citywide LED Streetlights 215-6010-6201-8020-000	3,372.60
		Inv 4109855998 Total	3,372.60
		204080 Total:	3,372.60
		LTKR6201 - Leotek Electronics USA Total:	3,372.60
		LCW7456 - Liebert Cassidy Whitmore Line Item Account	
		204201 09/07/2018	
		Inv 1464451	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		07/31/2018 Personnel Matters July 2018 101-2010-2013-8160-000	3,519.00
		Inv 1464451 Total	3,519.00
		Inv 1464452	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		07/31/2018 Personnel Matters July 2018 101-2010-2013-8160-000	551.00
		Inv 1464452 Total	551.00
		Inv 1464453	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		07/31/2018 Personnel Matters July 2018 101-2010-2013-8160-000	2,465.00
		Inv 1464453 Total	2,465.00
		204201 Total:	6,535.00
		LCW7456 - Liebert Cassidy Whitmore Total:	6,535.00
		LIFE822 - Life-Assist Inc. Line Item Account	
		204081 08/30/2018	
		Inv 870135	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	

Check Number	Check Date		Amount
08/06/2018	FD Medical Supplies	101-5010-5011-8025-000	1,617.01
Inv 870135 Total			1,617.01
204081 Total:			1,617.01
LIFE822 - Life-Assist Inc. Total:			1,617.01
MCOA8030 - M Coach Line Item Account			
204082	08/30/2018		
Inv	50926		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/17/2018	Sr. Center Bus Svcs-San Antonio Winery & Olvera St. 8/23/18	205-8030-8024-8180-000	657.81
Inv 50926 Total			657.81
204082 Total:			657.81
MCOA8030 - M Coach Total:			657.81
DIMD1010 - Mahmud, Diana Line Item Account			
204173	09/05/2018		
Inv	08/24/2018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/24/2018	DM Reimb. for League of CA Cites Annual Installation Dinner	101-1010-1011-8090-000	50.00
Inv 08/24/2018 Total			50.00
204173 Total:			50.00
DIMD1010 - Mahmud, Diana Total:			50.00
MBFEC106 - Marx Bros. Fire Extinguisher Co. Line Item Account			
204083	08/30/2018		
Inv	S20660		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/09/2018	WMB-Semi-annual inspection of Ansul R-102 3-gallon Fire Sup. Sy	101-8030-8031-8110-000	90.00
Inv S20660 Total			90.00
204083 Total:			90.00
MBFEC106 - Marx Bros. Fire Extinguisher Co. Total:			90.00
MTRCS270 - Mataric, Maja Line Item Account			
203977	08/16/2018		

Check Number	Check Date		Amount
Inv	R94133		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/03/2018	Refund Cancelled Kick It Camp	101-0000-0000-5270-002	173.00
Inv R94133 Total			173.00
203977 Total:			173.00
MTRC5270 - Mataric, Maja Total:			173.00
MCSD2010 - Matrix Consulting Group Line Item Account			
203978	08/16/2018		
Inv	18-42- #2		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/08/2018	Evaluation of Development Svcs	101-2010-2021-8170-000	9,059.00
Inv 18-42- #2 Total			9,059.00
203978 Total:			9,059.00
MCSD2010 - Matrix Consulting Group Total:			9,059.00
MAT5563 - Matt Chlor Inc Line Item Account			
204084	08/30/2018		
Inv	20565		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/22/2018	Sodium hypo Chlorine for Reservoir Disinfection	500-6010-6710-8020-000	130.73
Inv 20565 Total			130.73
Inv	20569		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/22/2018	Parts to install Emergency Chlorine Injection@Garfield Reservoir	500-6010-6710-8020-000	440.83
Inv 20569 Total			440.83
204084 Total:			571.56
MAT5563 - Matt Chlor Inc Total:			571.56
MDCS4011 - MedCycle Systems Line Item Account			
204085	08/30/2018		
Inv	1209242		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2018	Fee for disposal of regulated medical waste from PD Eviden. Room	101-4010-4011-8020-000	221.20
Inv 1209242 Total			221.20

204085 Total:		221.20
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MDCS4011 - MedCycle Systems Total:		221.20
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JSMO5010 - Monticone, Joseph Line Item Account

203947 08/09/2018

Inv 8/6/18

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/06/2018	Reimb. EOC Supplies	101-5010-5012-8020-000	13.13

Inv 8/6/18 Total		13.13
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203947 Total:		13.13
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JSMO5010 - Monticone, Joseph Total:		13.13
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SLMR5270 - Morrison, Sally Line Item Account

203979 08/16/2018

Inv R94127

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/03/2018	Refund Cancelled Robotics with Lego Class	101-0000-0000-5270-002	175.00

Inv R94127 Total		175.00
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203979 Total:		175.00
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SLMR5270 - Morrison, Sally Total:		175.00
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MOR2900 - Morrow & Holman Plumbing Inc Line Item Account

204086 08/30/2018

Inv P-06-7797

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/26/2018	Senior Center Water Heater Repairs	101-6010-6601-8120-000	110.00

Inv P-06-7797 Total		110.00
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204086 Total:		110.00
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MOR2900 - Morrow & Holman Plumbing Inc Total:		110.00
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MPLC8021 - Motion Picture Licensing Corp. Line Item Account

203980 08/16/2018

Inv 504165041

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/02/2018	Motion Picture Licensing for Camps & Events 10/1/18-10/1/19	101-8030-8032-8268-000	594.28

Check Number	Check Date		Amount
Inv 504165041	Total		594.28
203980	Total:		594.28
MPLC8021 - Motion Picture Licensing Corp. Total:			594.28
VRMZ7000 - Munoz, Valerie Line Item Account			
203934	08/09/2018		
Inv	P/R/E 8/5/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2018	Garnishment	700-0000-0000-2264-000	750.00
Inv P/R/E 8/5/18	Total		750.00
203934	Total:		750.00
203993	08/23/2018		
Inv	P/R/E 8/19/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	Garnishment	700-0000-0000-2264-000	750.00
Inv P/R/E 8/19/18	Total		750.00
203993	Total:		750.00
VRMZ7000 - Munoz, Valerie Total:			1,500.00
NSSC6710 - National Stock Sign Co. Inc. Line Item Account			
204087	08/30/2018		
Inv	95696		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/10/2018	No Parking Signs	101-0000-0000-5505-001	344.93
Inv 95696	Total		344.93
204087	Total:		344.93
NSSC6710 - National Stock Sign Co. Inc. Total:			344.93
NGSI6010 - Natural Gas Systems Inc. Line Item Account			
203948	08/09/2018		
Inv	5293		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2018	Yard CNG Fuel Monthly Maint. Svcs 7/18	207-8030-8025-8100-000	375.00
Inv 5293	Total		375.00

203948 Total:		375.00
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NGSI6010 - Natural Gas Systems Inc. Total: 375.00

NRMP7010 - Nearmap US Inc. Line Item Account

204202	09/07/2018	
Inv	Q029868	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
07/09/2018	Nearmap Vertical for Government Subscription Renewal	101-2010-2032-8180-000
		5,000.00
Inv Q029868 Total		5,000.00

204202 Total:		5,000.00
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NRMP7010 - Nearmap US Inc. Total: 5,000.00

JNEU4460 - Neuman, Jon Line Item Account

204088	08/30/2018	
Inv	B-146339	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
08/15/2018	Overpayment for Monthly ONP Permit 6244. Charged \$53.	101-0000-0000-4460-000
		25.00
Inv B-146339 Total		25.00

204088 Total:		25.00
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JNEU4460 - Neuman, Jon Total: 25.00

NIMO9203 - Ninyo & Moore Line Item Account

204089	08/30/2018	
Inv	214953	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
02/12/2018	Geotechnical & Material Testing Svcs	500-9000-9266-9266-000
		580.00
Inv 214953 Total		580.00

204089 Total:		580.00
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NIMO9203 - Ninyo & Moore Total: 580.00

DVNZ6410 - Niznik, David Line Item Account

204203	09/07/2018	
Inv	07/18/18	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
07/18/2018	Reimb. Western Chapter Dues for ISA	101-6010-6410-8200-000
		50.00

Check Number	Check Date		Amount
		Inv 07/18/18 Total	50.00
		Inv 07/20/18	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		07/20/2018 Reimb. Arborists Exam 101-6010-6410-8200-000	295.00
		Inv 07/20/18 Total	295.00
		204203 Total:	345.00
		DVNZ6410 - Niznik, David Total:	345.00
		TRA2010 - Norman A. Traub Assoc. Line Item Account	
		203981 08/16/2018	
		Inv 18061.2	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		08/05/2018 Employment Investigation Svcs 101-2010-2013-8170-000	10,816.00
		Inv 18061.2 Total	10,816.00
		203981 Total:	10,816.00
		TRA2010 - Norman A. Traub Assoc. Total:	10,816.00
		PEG4590 - NUFIC Line Item Account	
		203935 08/09/2018	
		Inv P/R/E 8/5/18	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		08/07/2018 A.D. & D. Ins Aug-18 700-0000-0000-2256-000	1,011.20
		Inv P/R/E 8/5/18 Total	1,011.20
		203935 Total:	1,011.20
		PEG4590 - NUFIC Total:	1,011.20
		OCL8011 - OCLC Inc. Line Item Account	
		204090 08/30/2018	
		Inv 0000612017	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		07/31/2018 Library Cataloging and Metadata Services 101-8010-8011-8180-000	20,050.89
		Inv 0000612017 Total	20,050.89
		204090 Total:	20,050.89

Check Number	Check Date		Amount
OCL8011 - OCLC Inc. Total:			20,050.89
OFF4011 - Office Solutions Line Item Account			
204091	08/30/2018		
Inv	I-01333127		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/13/2018	PD Office Supplies	101-4010-4011-8000-000	338.26
Inv I-01333127 Total			338.26
Inv	I-01349875		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/10/2018	PD Office Supplies	101-4010-4011-8000-000	123.08
Inv I-01349875 Total			123.08
204091 Total:			461.34
OFF4011 - Office Solutions Total:			461.34
OSSS3010 - Olympic Staffing Services Line Item Account			
204092	08/30/2018		
Inv	204672		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/08/2018	CC Part Time Temp Staff w/e 8/5/18	101-1020-1021-8180-000	967.20
Inv 204672 Total			967.20
Inv	204776		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/15/2018	CC Part Time Temp Staff w/e 8/12/18	101-1020-1021-8180-000	967.20
Inv 204776 Total			967.20
204092 Total:			1,934.40
204204	09/07/2018		
Inv	204883		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2018	City Cleark's Division Part-Time Employees for Records Mgmt Pro.	101-1020-1021-8180-000	961.26
Inv 204883 Total			961.26
Inv	204982		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/29/2018	City Cleark's Division Part-Time Employees for Records Mgmt Pro.	101-1020-1021-8180-000	846.30
Inv 204982 Total			846.30

Check Number	Check Date		Amount
204204 Total:			1,807.56
OSSS3010 - Olympic Staffing Services Total:			3,741.96
oshs6101 - Orchard Business/SYNCB Line Item Account			
204205	09/07/2018		
Inv	025073		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/12/2018	Supplies	101-6010-6410-8020-000	15.58
Inv 025073 Total			15.58
Inv	026104		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/17/2018	Supplies	101-6010-6601-8020-000	41.62
Inv 026104 Total			41.62
Inv	031561		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/14/2018	Supplies	101-5010-5012-8020-000	50.41
Inv 031561 Total			50.41
Inv	036659		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/30/2018	Supplies	101-6010-6601-8020-000	10.39
Inv 036659 Total			10.39
Inv	037295		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2018	Supplies	101-4010-4011-8020-000	79.57
Inv 037295 Total			79.57
Inv	038723		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/06/2018	Supplies	101-5010-5012-8020-000	277.02
Inv 038723 Total			277.02
Inv	038724		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/06/2018	Supplies	101-5010-5012-8020-000	256.51
Inv 038724 Total			256.51
Inv	041751		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
	07/10/2018	Supplies	101-4010-4011-8020-000 18.70
	Inv 041751	Total	18.70
	Inv 044622		
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
	07/24/2018	Supplies	101-4010-4011-8020-000 107.35
	Inv 044622	Total	107.35
	Inv 045154		
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
	07/26/2018	Supplies	230-6010-6116-8020-000 195.36
	Inv 045154	Total	195.36
	Inv 046224		
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
	07/30/2018	Supplies	101-6010-6601-8020-000 46.86
	Inv 046224	Total	46.86
	Inv 046355		
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
	08/01/2018	Supplies	500-6010-6711-8020-000 16.94
	Inv 046355	Total	16.94
	Inv 049576		
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
	07/02/2018	Supplies	215-6010-6416-8020-000 153.51
	Inv 049576	Total	153.51
	Inv 056240		
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
	07/16/2018	Supplies	101-6010-6410-8020-000 4.07
	Inv 056240	Total	4.07
	Inv 056915		
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
	07/20/2018	Supplies	500-6010-6710-8020-000 76.92
	Inv 056915	Total	76.92
	Inv 150865		
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
	07/30/2018	Supplies	101-6010-6601-8020-000 53.01
	Inv 150865	Total	53.01

Check Number	Check Date		Amount
Inv	158636		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/20/2018	Supplies	101-4010-4011-8100-000	187.22
Inv 158636 Total			187.22
Inv	159536		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/24/2018	Supplies	101-6010-6601-8020-000	17.67
Inv 159536 Total			17.67
204205 Total:			1,608.71
oshs6101 - Orchard Business/SYNCB Total:			1,608.71
ORI2659 - Oriental Trading Co., Inc. Line Item Account			
204093	08/30/2018		
Inv	691322413-01		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/03/2018	National Night Out Event 8/7/18 Game Prizes	101-0000-0000-2925-001	244.59
08/03/2018	National Night Out Event 8/7/18 Game Prizes	101-0000-0000-2700-000	-17.32
Inv 691322413-01 Total			227.27
204093 Total:			227.27
ORI2659 - Oriental Trading Co., Inc. Total:			227.27
LEPA2920 - Palacios, Lesvie Line Item Account			
204174	09/05/2018		
Inv	94363		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/15/2018	Deposit Refund for WMB Reservation on 08/04/18	101-0000-0000-2920-000	500.00
Inv 94363 Total			500.00
204174 Total:			500.00
LEPA2920 - Palacios, Lesvie Total:			500.00
PAL1111 - Palmieri, Michael Line Item Account			
204094	08/30/2018		
Inv	08/14-17		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	Reimb. PD Training Expense	101-4010-4011-8200-000	186.44
Inv 08/14-17 Total			186.44

204094 Total:		186.44
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PAL1111 - Palmieri, Michael Total:		186.44
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PRKA8267 - Parker-Anderson Line Item Account

204095	08/30/2018	
Inv	Sum 2018	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
08/09/2018	Instructor payment for 1 specialty comp class, Young Doctors	101-8030-8032-8267-000
Inv Sum 2018 Total		1,222.50

204095 Total:		1,222.50
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PRKA8267 - Parker-Anderson Total:		1,222.50
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PART4011 - Party Pronto, Inc. Line Item Account

203949	08/09/2018	
Inv	O32990	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
08/07/2018	PD Open House 9/16/18	101-4010-4011-8020-000
Inv O32990 Total		882.40

203949 Total:		882.40
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PART4011 - Party Pronto, Inc. Total:		882.40
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PHS4011 - Pasadena Humane Society Line Item Account

204096	08/30/2018	
Inv	AUG2018SoPas	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
08/03/2018	Animal contr. Services- August, 2018	101-4010-4011-8180-000
Inv AUG2018SoPas Total		10,428.25

204096 Total:		10,428.25
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PHS4011 - Pasadena Humane Society Total:		10,428.25
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PAS8032 - Pasadena Ice Skating Center Line Item Account

204097	08/30/2018	
Inv	Sum 2018	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
08/17/2018	Class Instructor. Payment for Ice Skating 2B Cool Classes	101-8030-8032-8267-000
		128.00

Check Number	Check Date		Amount
		Inv Sum 2018 Total	128.00
			<hr/>
204097		Total:	128.00
			<hr/>
PAS8032 - Pasadena Ice Skating Center Total:			128.00
PWP4465 - Pasadena Water & Power Line Item Account			
204098	08/30/2018		
Inv	80176-1		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/18/2018	Water Use 60 E. State Street 6/12-7/11/18	500-6010-6711-8231-000	3,373.62
Inv 80176-1	Total		3,373.62
			<hr/>
204098		Total:	3,373.62
			<hr/>
PWP4465 - Pasadena Water & Power Total:			3,373.62
PFDF8032 - Petite Feet D & F Line Item Account			
204099	08/30/2018		
Inv	Sum 2018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/30/2018	Class Instructor. Payment for a class, Gymnastics, Summer 2018	101-8030-8032-8267-000	455.00
Inv Sum 2018	Total		455.00
			<hr/>
204099		Total:	455.00
			<hr/>
PFDF8032 - Petite Feet D & F Total:			455.00
PET2002 - Pettee, Jack Line Item Account			
204101	08/30/2018		
Inv	8/20/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/20/2018	FD City Staff Photos	101-5010-5011-8020-000	82.13
Inv 8/20/18	Total		82.13
			<hr/>
Inv .8/20/18*			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/20/2018	Elected Official Photos	101-1010-1011-8020-000	71.18
Inv 8/20/18*	Total		71.18
			<hr/>
204101		Total:	153.31
			<hr/>

Check Number	Check Date		Amount
PET2002 - Pettee, Jack Total:			153.31
PHOE4610 - Phoenix Group Information Systems Line Item Account			
204102	08/30/2018		
Inv	072018184		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/16/2018	Citation and Permit processing for July 2018	101-0000-0000-4460-000	563.00
08/16/2018	Citation and Permit processing for July 2018	101-0000-0000-4610-000	1,600.99
Inv 072018184 Total			2,163.99
204102 Total:			2,163.99
PHOE4610 - Phoenix Group Information Systems Total:			2,163.99
PBBP8011 - Pitney Bowes Purchase Power Line Item Account			
204206	09/07/2018		
Inv	0043-4872		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/03/2018	Payment towards Purchase Power Account #80000-90000-0043-487	101-8010-8011-8010-000	500.00
Inv 0043-4872 Total			500.00
204206 Total:			500.00
PBBP8011 - Pitney Bowes Purchase Power Total:			500.00
PIT8031 - Pitney Bowes-Reserve Account Line Item Account			
204103	08/30/2018		
Inv	34133033		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/10/2018	Reimb. Postage Meter	101-7010-7011-8010-000	901.06
08/10/2018	Reimb. Postage Meter	101-1020-1021-8010-000	4.20
08/10/2018	Reimb. Postage Meter	101-5010-5011-8010-000	22.74
08/10/2018	Reimb. Postage Meter	101-3010-3011-8010-000	277.25
08/10/2018	Reimb. Postage Meter	101-2010-2011-8010-000	8.34
08/10/2018	Reimb. Postage Meter	101-1010-1011-8010-000	0.47
08/10/2018	Reimb. Postage Meter	101-2010-2021-8010-000	12.00
08/10/2018	Reimb. Postage Meter	101-6010-6011-8010-000	282.65
08/10/2018	Reimb. Postage Meter	101-4010-4011-8010-000	424.01
08/10/2018	Reimb. Postage Meter	101-0000-0000-5255-000	331.79
08/10/2018	Reimb. Postage Meter	101-2010-2013-8010-000	4.23
Inv 34133033 Total			2,268.74
204103 Total:			2,268.74
PIT8031 - Pitney Bowes-Reserve Account Total:			2,268.74

TOPL8267 - Plasil, Tony Line Item Account

204104 08/30/2018
 Inv July 2018

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/20/2018	Instruct Ballroom Dance (Tuesdays) July	101-8030-8021-8267-000	60.00

Inv July 2018 Total 60.00

204104 Total: 60.00

TOPL8267 - Plasil, Tony Total:

60.00

PWCW6710 - Pollard Water Line Item Account

204105 08/30/2018
 Inv 0113451

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/10/2018	Meter Box Lid and Water Marking Paints	500-6010-6710-8130-000	228.91

Inv 0113451 Total 228.91

204105 Total: 228.91

PWCW6710 - Pollard Water Total:

228.91

POS5265 - Post Alarm Systems Line Item Account

204106 08/30/2018
 Inv 1093272

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/06/2018	WMB & Orange Grove Rec Bldg Monitoring Fee 09/18	101-8030-8031-8180-000	48.77
08/06/2018	WMB & Orange Grove Rec Bldg Monitoring Fee 09/18	101-8030-8032-8180-000	48.77

Inv 1093272 Total 97.54

204106 Total: 97.54

POS5265 - Post Alarm Systems Total:

97.54

PUBL4011 - Public Safety Training Consultants Line Item Account

203950 08/09/2018
 Inv 08/7/18

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2018	PD Training Registration - PA Cynthia Pacheco	101-4010-4011-8210-000	129.00

Inv 08/7/18 Total 129.00

203950 Total: 129.00

UBL4011 - Public Safety Training Consultants Total:			129.00
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QUI7779 - Quinn Company Line Item Account

204107 08/30/2018

Inv WO810197635

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/18/2018	1000 Hour Preventative Maintenance	230-6010-6116-8100-000	5,457.95

	Inv WO810197635 Total		5,457.95
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Inv WO810197636

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/18/2018	1000 Hour Preventative Maintenance	230-6010-6116-8100-000	2,502.21

	Inv WO810197636 Total		2,502.21
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	204107 Total:		7,960.16
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	QUI7779 - Quinn Company Total:		7,960.16
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RBRZ5270 - Razi, Rabia Line Item Account

203982 08/16/2018

Inv R94128

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/03/2018	Refund Cancelled Fun in the Sun Camp	101-0000-0000-5270-002	131.00

	Inv R94128 Total		131.00
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	203982 Total:		131.00
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	RBRZ5270 - Razi, Rabia Total:		131.00
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REUC1021 - Regents of the University of California Line Item Account

204207 09/07/2018

Inv 610113

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/14/2018	CA Municipal Law Handbook 2018	101-1020-1021-8060-000	437.79

	Inv 610113 Total		437.79
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	204207 Total:		437.79
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	REUC1021 - Regents of the University of California Total:		437.79
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RKAC6010 - RKA Consulting Group Line Item Account

204108 08/30/2018

Check Number	Check Date		Amount
Inv 27807			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/12/2018	Construction Mgmt & Inspection Svcs	104-9000-9203-9203-000	4,650.00
Inv 27807 Total			4,650.00
Inv 27808			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/12/2018	Construction Mgmt & Inspection Svcs	104-9000-9203-9203-000	4,682.50
Inv 27808 Total			4,682.50
Inv 27809			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/12/2018	Construction Mgmt & Inspection Svcs	104-9000-9203-9203-000	2,292.50
Inv 27809 Total			2,292.50
204108 Total:			11,625.00
RKAC6010 - RKA Consulting Group Total:			11,625.00
VIRB8267 - Robles, Vivian Line Item Account			
204109	08/30/2018		
Inv	July 2018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	Participant paid late for Line Dance (Monday night) class	101-8030-8021-8267-000	40.00
Inv July 2018 Total			40.00
204109 Total:			40.00
VIRB8267 - Robles, Vivian Total:			40.00
ROTH6010 - Roth Staffing Companies Line Item Account			
203983	08/16/2018		
Inv	13616535		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/27/2018	Temp Staff Svcs w/e 7/22/18	101-2010-2011-8180-000	928.80
Inv 13616535 Total			928.80
Inv 13619291			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/03/2018	Temp Staff Svcs w/e 7/29/18	101-2010-2011-8180-000	928.80
Inv 13619291 Total			928.80

Check Number	Check Date		Amount
Inv	13622102		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/10/2018	Temp Staff Svcs w/e 8/5/18	101-2010-2011-8180-000	928.80
Inv 13622102 Total			928.80
203983 Total:			2,786.40
204208	09/07/2018		
Inv	13624928		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/17/2018	Temporary Staffing Services - w/e 08/12/18	101-2010-2011-8180-000	928.80
Inv 13624928 Total			928.80
Inv	13627763		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/24/2018	Temporary Staffing Services - w/e 08/19/18	101-2010-2011-8180-000	650.16
Inv 13627763 Total			650.16
Inv	13630559		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2018	Temporary Staffing Services - w/c 08/26/18	101-2010-2011-8180-000	928.80
Inv 13630559 Total			928.80
204208 Total:			2,507.76
ROTH6010 - Roth Staffing Companies Total:			5,294.16
BENR8021 - Rushing, Ben Line Item Account			
204110	08/30/2018		
Inv	8/20/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/20/2018	National Sr. Citizen's Day Program Music Program 8/20/18	101-0000-0000-2994-001	150.00
Inv 8/20/18 Total			150.00
204110 Total:			150.00
BENR8021 - Rushing, Ben Total:			150.00
sgv5685 - S.G.V. Medical Center Line Item Account			
204111	08/30/2018		
Inv	821027		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/20/2018	Blood Alcohol Withdrawal: Connolly Deirdre	101-4010-4011-8170-000	48.00

Check Number	Check Date		Amount
Inv 821027	Total		48.00
Inv 821149			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/23/2018	Blood Alcohol Withdrawal: Kent Stephen C.	101-4010-4011-8170-000	48.00
Inv 821149	Total		48.00
204111	Total:		96.00
sgv5685	- S.G.V. Medical Center Total:		96.00
SOU5230	- S.P.Firefighters L-3657 Line Item Account		
203936	08/09/2018		
Inv	P/R/E 8/5/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2018	Fire Assn. Insurance Aug-18	700-0000-0000-2252-000	180.74
Inv P/R/E 8/5/18	Total		180.74
Inv	P/R/E 8/5/18*		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2018	Assn. Dues Aug-18	700-0000-0000-2250-000	2,685.00
Inv P/R/E 8/5/18*	Total		2,685.00
203936	Total:		2,865.74
SOU5230	- S.P.Firefighters L-3657 Total:		2,865.74
SOU5435	- S.P.P. O. A. Line Item Account		
203937	08/09/2018		
Inv	P/R/E 8/5/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2018	Assn. Dues & Ins. Aug-18	700-0000-0000-2246-000	4,815.08
Inv P/R/E 8/5/18	Total		4,815.08
203937	Total:		4,815.08
SOU5435	- S.P.P. O. A. Total:		4,815.08
SOU5451	- S.P.Public Srvc Empl. Ass'n Line Item Account		
203938	08/09/2018		
Inv	P/R/E 8/5/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
08/07/2018	Assn. Dues Aug-18	700-0000-0000-2248-000	1,470.00
Inv P/R/E 8/5/18 Total			1,470.00
203938 Total:			1,470.00
SOU5451 - S.P.Public Srvc Empl. Ass'n Total:			1,470.00
SOU5250 - S.P.Review & The Quarterly Magazine Line Item Account			
204112	08/30/2018		
Inv F64528			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/29/2018	Public Notice: 713 Flores De Oro.	101-7010-7011-8040-000	210.00
Inv F64528 Total			210.00
Inv F64529			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/29/2018	Public Notice: 728 Bonita Dr.	101-7010-7011-8040-000	217.50
Inv F64529 Total			217.50
Inv G64557			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/17/2018	Public Notice: 1100 Fair Oaks Ave., 2126-CUP MOD	101-7010-7011-8040-000	172.50
Inv G64557 Total			172.50
Inv G64558			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/13/2018	Public Notice: 1100 Fair Oaks Ave., 2127-CUP	101-7010-7011-8040-000	150.00
Inv G64558 Total			150.00
Inv H64610			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/03/2018	Legal Notice - Notice of Measure & Deadline Arguments	101-1020-1022-8040-000	165.00
Inv H64610 Total			165.00
Inv H64662			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/17/2018	Legal Notice - Notice of Nominees Gen. Election	101-1020-1022-8040-000	75.00
Inv H64662 Total			75.00
204112 Total:			990.00
SOU5250 - S.P.Review & The Quarterly Magazine Total:			990.00

SOU9986 - S.P.Unified School District Line Item Account

204113	08/30/2018		
Inv	07/03/18		

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/03/2018	Pool Trips for Camp Med and Middle School Camp	101-8030-8032-8268-000	363.00

Inv 07/03/18 Total			363.00
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Inv 07/31/18

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/31/2018	Pool Trips for Camp Med and Middle School Camp July 10,17,24 &	101-8030-8032-8268-000	1,602.00

Inv 07/31/18 Total			1,602.00
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Inv Sum 2018

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/03/2018	Pool Trips for Camp Med and Middle School Camp 06/19 & 06/26/	101-8030-8032-8268-000	807.00

Inv Sum 2018 Total			807.00
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204113 Total:			2,772.00
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SOU9986 - S.P.Unified School District Total:			2,772.00
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SAWM8030 - San Antonio Winery Maddalena Restaurant Line Item Account

203984	08/16/2018		
Inv	11718		

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/23/2018	Sr Center Field Trip Entrance Fee Tours 8/23/18	101-8030-8021-8264-000	328.50

Inv 11718 Total			328.50
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203984 Total:			328.50
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SAWM8030 - San Antonio Winery Maddalena Restaurant Total:			328.50
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SAN7775 - San Bernardino Sheriff's Dept Line Item Account

204114	08/30/2018		
Inv	09/17-09/21		

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2018	PD Training Registration-Ofcr. Michael Smith	101-4010-4011-8210-000	215.00

Inv 09/17-09/21 Total			215.00
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204114 Total:			215.00
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Check Number	Check Date		Amount
SAN7775 - San Bernardino Sheriff's Dept Total:			215.00
SGEP2011 - San Gabriel Valley Economic Partnership Line Item Account			
204115	08/30/2018		
Inv	6623		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2018	Annual Membership Dues	220-2010-2301-8060-000	1,500.00
09/01/2018	Annual Membership Dues	101-3010-3041-8060-000	1,125.00
Inv 6623 Total			2,625.00
204115 Total:			2,625.00
SGEP2011 - San Gabriel Valley Economic Partnership Total:			2,625.00
SAN4958 - San Marino Security System Line Item Account			
204116	08/30/2018		
Inv	00115392		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/12/2018	Quarterly Monitoring Fee for Orange Grove Rec, WMB & Garfield	101-8030-8031-8180-000	621.00
07/12/2018	Quarterly Monitoring Fee for Orange Grove Rec, WMB & Garfield	101-8030-8032-8180-000	207.00
Inv 00115392 Total			828.00
Inv	R 4962		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/19/2018	Quarterly Security System Lease Billing for June 2- Oct. 01,2018	500-6010-6711-8020-000	435.00
Inv R 4962 Total			435.00
204116 Total:			1,263.00
SAN4958 - San Marino Security System Total:			1,263.00
SAN8032 - San Pascual Stables Line Item Account			
204117	08/30/2018		
Inv	Sum 2018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/09/2018	Class Instructor. Payment for Horsemanship Specialty Camp	101-8030-8032-8267-000	9,120.00
Inv Sum 2018 Total			9,120.00
204117 Total:			9,120.00
SAN8032 - San Pascual Stables Total:			9,120.00
MICH4011 - Sanchez, Michael Line Item Account			

Check Number	Check Date		Amount
204118	08/30/2018		
Inv	8/15-16/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/17/2018	Reimb. Expenses for training class on Aug. 15-16, 2018	101-4010-4011-8200-000	102.66
Inv 8/15-16/18 Total			102.66
204118 Total:			102.66
MICH4011 - Sanchez, Michael Total:			102.66
SAX1111 - Saxon, Kris Line Item Account			
204175	09/05/2018		
Inv	8/7/18-8/17/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2018	Reimb. Holy Fire Strike Team	101-5010-5011-8020-000	701.77
Inv 8/7/18-8/17/18 Total			701.77
204175 Total:			701.77
SAX1111 - Saxon, Kris Total:			701.77
SCF1400 - SC Fuels Line Item Account			
203951	08/09/2018		
Inv	1215494		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/26/2018	Yard Unleaded & Diesel Fuel	101-0000-0000-1400-000	6,134.02
Inv 1215494 Total			6,134.02
203951 Total:			6,134.02
204119	08/30/2018		
Inv	1221928-IN		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/03/2018	Fuel for City Vehicles	101-5010-5011-8105-000	575.91
08/03/2018	Fuel for City Vehicles	101-2010-2011-8100-000	143.98
08/03/2018	Fuel for City Vehicles	101-7010-7011-8100-000	143.97
08/03/2018	Fuel for City Vehicles	101-6010-6011-8100-000	143.98
08/03/2018	Fuel for City Vehicles	101-4010-4011-8105-000	6,191.00
Inv 1221928-IN Total			7,198.84
204119 Total:			7,198.84
SCF1400 - SC Fuels Total:			13,332.86

SCHO8011 - Scholastic Library Publishing Line Item Account

204120 08/30/2018

Inv 17406524

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/15/2018	Library Subscription Renewal for Scholastic Go 07/16/18-07/15/19	101-8010-8011-8031-000	4,153.00

Inv 17406524 Total 4,153.00

204120 Total: 4,153.00

SCHO8011 - Scholastic Library Publishing Total: 4,153.00

SDSI0107 - Security Design Systems, Inc. Line Item Account

204121 08/30/2018

Inv 218231

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/10/2018	Access control system maintenance & upgrade to bottom floor	101-4010-4011-8020-000	2,178.00

Inv 218231 Total 2,178.00

204121 Total: 2,178.00

SDSI0107 - Security Design Systems, Inc. Total: 2,178.00

SER6856 - Service Pro Pest Mgmt Company Line Item Account

204122 08/30/2018

Inv 15693

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/23/2018	Citywide Pest Control Svcs 07/18	101-6010-6601-8120-000	401.67

Inv 15693 Total 401.67

204122 Total: 401.67

SER6856 - Service Pro Pest Mgmt Company Total: 401.67

SHO7777 - Showcases Line Item Account

204123 08/30/2018

Inv 307168

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/10/2018	Library 24*Vinyl CD Albums/168*Three-hole Pages/500*Poly Twc	101-8010-8011-8020-000	859.55

Inv 307168 Total 859.55

204123 Total: 859.55

Check Number	Check Date		Amount
SHO7777 - Showcases Total:			859.55
REP6115 - Siemens Industry Inc. Line Item Account			
204124	08/30/2018		
Inv	5610122132		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/21/2018	Ltd Xwalk Shared w/San Marino; TS Signalized Intersection	215-6010-6115-8180-000	2,163.63
Inv 5610122132 Total			2,163.63
Inv	5620016378		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/17/2018	Traffic Signal Response Call Outs for May,2018 - Revised	215-6010-6115-8180-000	6,316.95
Inv 5620016378 Total			6,316.95
Inv	5620020348		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/29/2018	Repair Controller for Indiana/Monterey Intersection	215-6010-6115-8180-000	403.58
Inv 5620020348 Total			403.58
204124 Total:			8,884.16
REP6115 - Siemens Industry Inc. Total:			8,884.16
EDSI7010 - Sissi, Edwar Line Item Account			
203952	08/09/2018		
Inv	8/7/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2018	Reimb. Negative Declaration Filing Fee	101-7010-7011-8040-000	76.75
Inv 8/7/18 Total			76.75
Inv	8/7/18*		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2018	Reimb. Negative Declaration Filing Fee	101-7010-7011-8040-000	76.75
Inv 8/7/18* Total			76.75
203952 Total:			153.50
204209	09/07/2018		
Inv	09/05/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/05/2018	Reimb. County Filing of Negative Declaration Fee	101-7010-7011-8040-000	76.75
Inv 09/05/18 Total			76.75

204209 Total:

76.75

EDSI7010 - Sissi, Edwar Total:

230.25

SOU6666 - So. CA Edison Co. Line Item Account

203953 08/09/2018

Inv 3-002-4472-77

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/27/2018	6/25-7/25/18	101-8010-8011-8140-000	4,848.94

Inv 3-002-4472-77 Total 4,848.94

Inv 3-002-4472-78

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/27/2018	6/25-7/25/18	101-6010-6601-8140-000	2,046.78

Inv 3-002-4472-78 Total 2,046.78

Inv 3-011-4089-57

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/27/2018	6/25-7/25/18	215-6010-6115-8140-000	52.07

Inv 3-011-4089-57 Total 52.07

Inv 3-022-6897-72

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/27/2018	6/25-7/25/18	215-6010-6115-8140-000	26.51

Inv 3-022-6897-72 Total 26.51

Inv 3-023-6580-86

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/27/2018	6/25-7/25/18	215-6010-6201-8140-000	24.97

Inv 3-023-6580-86 Total 24.97

Inv 3-023-7462-29

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/27/2018	6/25-7/25/18	215-6010-6115-8140-000	148.64

Inv 3-023-7462-29 Total 148.64

Inv 3-023-7844-31

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/27/2018	6/25-7/25/18	215-6010-6115-8140-000	25.53

Inv 3-023-7844-31 Total 25.53

Inv 3-023-8283-79

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
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Check Number	Check Date		Amount
07/27/2018	6/25-7/25/18	215-6010-6115-8140-000	30.51
Inv 3-023-8283-79 Total			30.51
Inv 3-028-7013-82			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/27/2018	6/25-7/25/18	101-6010-6410-8140-000	123.57
Inv 3-028-7013-82 Total			123.57
Inv 3-028-7594-32			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/27/2018	6/25-7/25/18	500-6010-6711-8152-000	4,359.67
Inv 3-028-7594-32 Total			4,359.67
Inv 3-032-0513-93			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/27/2018	6/25-7/25/18	215-6010-6115-8140-000	64.74
Inv 3-032-0513-93 Total			64.74
Inv 3-032-2521-62			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/27/2018	6/25-7/25/18	215-6010-6201-8140-000	71.58
Inv 3-032-2521-62 Total			71.58
Inv 3-035-6502-21			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/27/2018	6/25-7/25/18	101-6010-6601-8140-000	1,230.97
Inv 3-035-6502-21 Total			1,230.97
Inv 3-037-6075-39			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/27/2018	6/25-7/25/18	215-6010-6115-8140-000	61.28
Inv 3-037-6075-39 Total			61.28
Inv 3-045-8045-41			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/27/2018	6/25-7/25/18	232-6010-6417-8140-000	27.72
Inv 3-045-8045-41 Total			27.72

203953 Total: 13,143.48

204125 08/30/2018
 Inv 3-008-8091-11

Line Item Date Line Item Description Line Item Account

Check Number	Check Date		Amount
08/07/2018	7/1-8/1/18	215-6010-6201-8140-000	3,935.72
Inv 3-008-8091-11	Total		3,935.72
Inv	3-008-8091-12		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2018	7/1-8/1/18	215-6010-6115-8140-000	878.10
Inv 3-008-8091-12	Total		878.10
Inv	3-008-8091-13		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2018	7/1-8/1/18	215-6010-6201-8140-000	7,763.02
08/07/2018	7/1-8/1/18	215-6010-6201-8140-000	-142.44
Inv 3-008-8091-13	Total		7,620.58
Inv	3-008-8091-14		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2018	7/1-8/1/18	215-6010-6201-8140-000	11.74
Inv 3-008-8091-14	Total		11.74
Inv	3-008-8091-16		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2018	7/5-8/3/18	215-6010-6201-8140-000	47.97
Inv 3-008-8091-16	Total		47.97
Inv	3-008-8091-17		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2018	7/5-8/3/18	215-6010-6201-8140-000	24.53
Inv 3-008-8091-17	Total		24.53
Inv	3-008-8091-18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2018	7/5-8/3/18	215-6010-6201-8140-000	23.82
Inv 3-008-8091-18	Total		23.82
Inv	3-008-8091-19		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2018	7/5-8/3/18	215-6010-6201-8140-000	21.08
Inv 3-008-8091-19	Total		21.08
Inv	3-008-8091-20		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2018	7/5-8/3/18	215-6010-6201-8140-000	29.44
Inv 3-008-8091-20	Total		29.44

Check Number	Check Date		Amount
Inv	3-008-8091-21		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2018	7/5-8/3/18	215-6010-6201-8140-000	34.52
Inv 3-008-8091-21 Total			34.52
Inv	3-008-8091-22		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2018	7/5-8/3/18	215-6010-6201-8140-000	20.63
Inv 3-008-8091-22 Total			20.63
Inv	3-008-8091-23		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2018	7/5-8/3/18	215-6010-6201-8140-000	29.56
Inv 3-008-8091-23 Total			29.56
Inv	3-008-8091-24		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2018	7/5-8/3/18	215-6010-6201-8140-000	28.15
Inv 3-008-8091-24 Total			28.15
Inv	3-008-8436-55		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2018	7/5-8/3/18	215-6010-6201-8140-000	51.01
Inv 3-008-8436-55 Total			51.01
Inv	3-022-6898-28		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/02/2018	6/28-7/30/18	215-6010-6115-8140-000	26.20
Inv 3-022-6898-28 Total			26.20
Inv	3-025-4910-19		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2018	7/5-8/3/18	215-6010-6115-8140-000	34.21
Inv 3-025-4910-19 Total			34.21
Inv	3-026-3223-65		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/31/2018	6/28-7/30/18	215-6010-6115-8140-000	29.68
Inv 3-026-3223-65 Total			29.68
Inv	3-026-6343-40		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
08/07/2018	7/5-8/3/18	215-6010-6115-8140-000	13.90
Inv 3-026-6343-40	Total		13.90
Inv	3-029-2458-05		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/31/2018	6/28-7/30/18	101-6010-6601-8140-000	56.74
Inv 3-029-2458-05	Total		56.74
Inv	3-032-4192-98		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2018	6/28-7/30/18	215-6010-6201-8140-000	37.88
Inv 3-032-4192-98	Total		37.88
Inv	3-035-3494-19		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2018	6/28-7/30/18	215-6010-6115-8140-000	34.75
Inv 3-035-3494-19	Total		34.75
Inv	3-045-0630-89		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2018	7/1-8/1/18	215-6010-6201-8140-000	16.05
Inv 3-045-0630-89	Total		16.05
Inv	3-048-3587-38		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/31/2018	6/28-7/30/18	215-6010-6115-8140-000	4.83
Inv 3-048-3587-38	Total		4.83
Inv	3-048-3594-16		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2018	6/28-7/30/18	215-6010-6201-8140-000	12.91
Inv 3-048-3594-16	Total		12.91
Inv	3-048-3599-58		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/31/2018	6/28-7/30/18	101-6010-6601-8140-000	38.80
Inv 3-048-3599-58	Total		38.80
Inv	3-048-3675-98		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2018	6/28-7/30/18	215-6010-6115-8140-000	12.50
Inv 3-048-3675-98	Total		12.50

Check Number	Check Date		Amount
Inv	3-048-3733-54		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/02/2018	6/28-7/30/18	215-6010-6115-8140-000	0.38
Inv 3-048-3733-54 Total			0.38
Inv	3-048-4151-49		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2018	7/5-8/3/18	215-6010-6201-8140-000	19.65
Inv 3-048-4151-49 Total			19.65
Inv	3-048-4154-08		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2018	7/5-8/3/18	215-6010-6201-8140-000	28.25
Inv 3-048-4154-08 Total			28.25
Inv	3-048-4157-19		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2018	7/5-8/3/18	215-6010-6201-8140-000	64.12
Inv 3-048-4157-19 Total			64.12
Inv	3-048-4158-60		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2018	7/5-8/3/18	215-6010-6115-8140-000	39.86
Inv 3-048-4158-60 Total			39.86
Inv	3-048-4159-93		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2018	7/5-8/3/18	215-6010-6201-8140-000	35.52
Inv 3-048-4159-93 Total			35.52
Inv	3-048-4160-78		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2018	7/5-8/3/18	215-6010-6115-8140-000	2.06
Inv 3-048-4160-78 Total			2.06
Inv	3-048-4160-91		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2018	7/5-8/3/18	215-6010-6201-8140-000	61.86
Inv 3-048-4160-91 Total			61.86
Inv	3-048-4164-59		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2018	7/5-8/3/18	215-6010-6201-8140-000	14.30

Check Number	Check Date		Amount
Inv 3-048-4164-59		Total	14.30
Inv 3-048-4164-78			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2018	7/5-8/3/18	215-6010-6201-8140-000	21.34
Inv 3-048-4164-78		Total	21.34
Inv 3-048-4164-93			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2018	7/5-8/3/18	215-6010-6201-8140-000	15.10
Inv 3-048-4164-93		Total	15.10
Inv 3-048-4168-72			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2018	7/5-8/3/18	215-6010-6201-8140-000	28.09
Inv 3-048-4168-72		Total	28.09
Inv 3-048-4173-52			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2018	7/5-8/3/18	215-6010-6201-8140-000	30.73
Inv 3-048-4173-52		Total	30.73
204125		Total:	13,436.56
204210	09/07/2018		
Inv 3-000-5677-90			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	07/18-08/16/18	500-6010-6711-8152-000	1,647.94
Inv 3-000-5677-90		Total	1,647.94
Inv 3-000-5950-21			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	07/20-08/20/18	101-6010-6410-8140-000	53.63
Inv 3-000-5950-21		Total	53.63
Inv 3-000-5950-22			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/25-07/25/18	101-6010-6410-8140-000	19.40
Inv 3-000-5950-22		Total	19.40
Inv 3-000-7125-63			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/25-07/25/18	101-6010-6015-8140-000	24.18

Check Number	Check Date		Amount
Inv 3-000-7125-63	Total		24.18
Inv 3-000-7125-66			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/25-07/25/18	500-6010-6711-8140-000	34.46
Inv 3-000-7125-66	Total		34.46
Inv 3-000-7152-57			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/27-07/27/18	101-6010-6410-8140-000	24.43
Inv 3-000-7152-57	Total		24.43
Inv 3-000-8455-69			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/26-07/26/18	215-6010-6115-8140-000	41.09
Inv 3-000-8455-69	Total		41.09
Inv 3-000-9969-52			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	07/20-08/20/18	215-6010-6201-8140-000	13.43
08/21/2018	07/20-08/20/18	101-6010-6410-8140-000	13.42
Inv 3-000-9969-52	Total		26.85
Inv 3-001-1810-93			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	07/01-08/01/18	101-6010-6410-8140-000	38.69
Inv 3-001-1810-93	Total		38.69
Inv 3-001-1810-94			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/25-07/25/18	500-6010-6711-8140-000	34.61
Inv 3-001-1810-94	Total		34.61
Inv 3-001-1810-98			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	07/18-08/16/18	500-6010-6711-8152-000	18,902.89
Inv 3-001-1810-98	Total		18,902.89
Inv 3-001-1811-29			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/26-07/26/18	101-6010-6601-8140-000	5,059.82
Inv 3-001-1811-29	Total		5,059.82

Check Number	Check Date		Amount
Inv	3-001-1811-44		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	07/20-08/20/18	101-6010-6410-8140-000	116.58
08/21/2018	07/20-08/20/18	215-6010-6201-8140-000	116.58
Inv 3-001-1811-44 Total			233.16
Inv	3-001-1811-45		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	07/20-08/20/18	215-6010-6201-8140-000	19.48
08/21/2018	07/20-08/20/18	101-6010-6410-8140-000	19.47
Inv 3-001-1811-45 Total			38.95
Inv	3-001-1811-48		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/22-07/24/18	215-6010-6115-8140-000	47.56
Inv 3-001-1811-48 Total			47.56
Inv	3-001-1811-56		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/25-07/25/18	215-6010-6115-8140-000	44.55
Inv 3-001-1811-56 Total			44.55
Inv	3-001-1811-58		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	07/01-08/01/18	101-6010-6410-8140-000	34.04
Inv 3-001-1811-58 Total			34.04
Inv	3-001-1811-59		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/22-07/24/18	215-6010-6115-8140-000	45.58
Inv 3-001-1811-59 Total			45.58
Inv	3-001-1811-63		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/25-07/25/18	101-6010-6410-8140-000	24.50
Inv 3-001-1811-63 Total			24.50
Inv	3-001-1811-67		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/22-07/24/18	215-6010-6115-8140-000	46.15
Inv 3-001-1811-67 Total			46.15

Check Number	Check Date		Amount
Inv	3-001-1811-68		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/25-07/25/18	101-8010-8011-8140-000	89.24
Inv 3-001-1811-68 Total			89.24
Inv	3-001-1811-69		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	07/01-08/01/18	215-6010-6201-8140-000	23.56
Inv 3-001-1811-69 Total			23.56
Inv	3-001-1811-75		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/22-07/24/18	215-6010-6115-8140-000	85.19
Inv 3-001-1811-75 Total			85.19
Inv	3-001-1811-76		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/22-07/24/18	215-6010-6115-8140-000	51.08
Inv 3-001-1811-76 Total			51.08
Inv	3-001-1811-77		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/22-07/24/18	215-6010-6115-8140-000	46.15
Inv 3-001-1811-77 Total			46.15
Inv	3-001-1811-79		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/25-07/25/18	215-6010-6115-8140-000	32.55
Inv 3-001-1811-79 Total			32.55
Inv	3-001-1811-80		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/25-07/25/18	215-6010-6115-8140-000	30.28
Inv 3-001-1811-80 Total			30.28
Inv	3-001-1811-86		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/26-07/26/18	101-6010-6410-8140-000	24.18
Inv 3-001-1811-86 Total			24.18
Inv	3-001-1811-87		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/25-07/25/18	500-6010-6711-8140-000	33.30

Check Number	Check Date		Amount
Inv 3-001-1811-87	Total		33.30
Inv 3-001-1811-89			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	07/01-08/01/18	215-6010-6201-8140-000	17.02
08/21/2018	07/01-08/01/18	101-6010-6410-8140-000	17.02
Inv 3-001-1811-89	Total		34.04
Inv 3-001-1811-90			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/29-07/31/18	215-6010-6115-8140-000	41.66
Inv 3-001-1811-90	Total		41.66
Inv 3-001-1811-91			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/25-07/25/18	215-6010-6115-8140-000	51.48
Inv 3-001-1811-91	Total		51.48
Inv 3-001-1811-92			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/25-07/25/18	215-6010-6115-8140-000	15.50
Inv 3-001-1811-92	Total		15.50
Inv 3-001-1811-93			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/26-07/26/18	215-6010-6115-8140-000	35.18
Inv 3-001-1811-93	Total		35.18
Inv 3-001-1811-95			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/26-07/26/18	101-6010-6410-8140-000	25.17
Inv 3-001-1811-95	Total		25.17
Inv 3-001-1811-98			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/26-07/26/18	215-6010-6115-8140-000	15.00
Inv 3-001-1811-98	Total		15.00
Inv 3-001-1812-06			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/26-07/26/18	101-6010-6410-8140-000	21.77
Inv 3-001-1812-06	Total		21.77

Check Number	Check Date		Amount
Inv	3-001-1812-07		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	07/20-08/20/18	500-6010-6711-8140-000	28.13
Inv 3-001-1812-07 Total			28.13
Inv	3-001-1812-08		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/22-07/24/18	215-6010-6115-8140-000	73.77
Inv 3-001-1812-08 Total			73.77
Inv	3-001-1812-09		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	07/01-08/01/18	101-6010-6410-8140-000	304.85
Inv 3-001-1812-09 Total			304.85
Inv	3-001-1812-10		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/26-07/26/18	232-6010-6417-8140-000	52.66
Inv 3-001-1812-10 Total			52.66
Inv	3-001-1812-11		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/26-07/26/18	215-6010-6115-8140-000	26.06
Inv 3-001-1812-11 Total			26.06
Inv	3-001-1812-12		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/26-07/26/18	215-6010-6115-8140-000	27.05
Inv 3-001-1812-12 Total			27.05
Inv	3-001-1812-25		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/27-07/27/18	101-6010-6410-8140-000	24.51
Inv 3-001-1812-25 Total			24.51
Inv	3-001-1812-26		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/27-07/27/18	101-6010-6410-8140-000	952.94
Inv 3-001-1812-26 Total			952.94
Inv	3-001-1812-27		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/27-07/27/18	215-6010-6115-8140-000	35.93

Check Number	Check Date	Amount
Inv 3-001-1812-27 Total		35.93
Inv 3-001-1812-31		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
08/21/2018	06/28-07/30/18	101-6010-6410-8140-000
		39.49
Inv 3-001-1812-31 Total		39.49
Inv 3-001-1812-32		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
08/21/2018	07/01-08/01/18	101-6010-6410-8140-000
		13.67
Inv 3-001-1812-32 Total		13.67
Inv 3-001-1812-33		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
08/21/2018	06/28-07/30/18	500-6010-6711-8140-000
		25.79
Inv 3-001-1812-33 Total		25.79
Inv 3-001-1812-34		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
08/21/2018	06/28-07/30/18	500-6010-6711-8152-000
		43.15
Inv 3-001-1812-34 Total		43.15
Inv 3-001-1812-35		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
08/21/2018	06/29-07/31/18	215-6010-6115-8140-000
		16.42
Inv 3-001-1812-35 Total		16.42
Inv 3-001-1812-36		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
08/21/2018	06/28-07/30/18	101-6010-6410-8140-000
		59.60
Inv 3-001-1812-36 Total		59.60
Inv 3-001-1812-38		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
08/21/2018	06/29-07/31/18	101-6010-6410-8140-000
		26.05
Inv 3-001-1812-38 Total		26.05
Inv 3-001-1812-39		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
08/21/2018	06/29-07/31/18	215-6010-6115-8140-000
		39.48
Inv 3-001-1812-39 Total		39.48

Check Number	Check Date		Amount
Inv	3-001-9413-97		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/26-07/26/18	500-6010-6711-8152-000	2,206.67
Inv 3-001-9413-97 Total			2,206.67
Inv	3-002-4372-43		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/25-07/25/18	215-6010-6115-8140-000	51.36
Inv 3-002-4372-43 Total			51.36
Inv	3-002-4373-12		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/26-07/26/18	500-6010-6711-8140-000	24.18
Inv 3-002-4373-12 Total			24.18
Inv	3-002-4472-77		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/28/2018	07/25-08/23/18	101-8010-8011-8140-000	2,174.20
Inv 3-002-4472-77 Total			2,174.20
Inv	3-002-4472-78		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/28/2018	07/25-08/23/18	101-6010-6601-8140-000	1,055.99
Inv 3-002-4472-78 Total			1,055.99
Inv	3-003-6653-57		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/28/2018	06/25-07/25/18	101-6010-6410-8140-000	281.78
Inv 3-003-6653-57 Total			281.78
Inv	3-003-7341-83		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	07/01-08/01/18	101-6010-6410-8140-000	11.74
Inv 3-003-7341-83 Total			11.74
Inv	3-004-3214-58		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/25-07/25/18	500-6010-6711-8140-000	32.23
Inv 3-004-3214-58 Total			32.23
Inv	3-004-4562-56		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/25-07/25/18	215-6010-6115-8140-000	44.05

Check Number	Check Date		Amount
Inv 3-004-4562-56	Total		44.05
Inv 3-011-4089-57			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/28/2018	07/25-08/23/18	215-6010-6115-8140-000	36.80
Inv 3-011-4089-57	Total		36.80
Inv 3-016-0678-82			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/22-07/24/18	215-6010-6201-8140-000	101.08
Inv 3-016-0678-82	Total		101.08
Inv 3-022-6051-15			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/29-07/31/18	215-6010-6115-8140-000	52.81
Inv 3-022-6051-15	Total		52.81
Inv 3-022-6897-57			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/22-07/24/18	215-6010-6115-8140-000	28.34
Inv 3-022-6897-57	Total		28.34
Inv 3-022-6897-72			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/24/2018	07/24-08/22/18	215-6010-6115-8140-000	23.70
Inv 3-022-6897-72	Total		23.70
Inv 3-022-6897-89			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/25-07/25/18	215-6010-6115-8140-000	24.59
Inv 3-022-6897-89	Total		24.59
Inv 3-022-6897-99			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/22-07/24/18	215-6010-6115-8140-000	27.31
Inv 3-022-6897-99	Total		27.31
Inv 3-022-6898-05			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/25-07/25/18	215-6010-6115-8140-000	24.44
Inv 3-022-6898-05	Total		24.44

Check Number	Check Date		Amount
Inv	3-022-6898-17		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/28-07/30/18	215-6010-6115-8140-000	26.95
Inv 3-022-6898-17 Total			26.95
Inv	3-022-6898-28		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/30/2018	07/30-08/28/18	215-6010-6115-8140-000	23.91
Inv 3-022-6898-28 Total			23.91
Inv	3-023-6580-86		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/28/2018	07/25-08/23/18	215-6010-6201-8140-000	23.80
Inv 3-023-6580-86 Total			23.80
Inv	3-023-7462-29		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/24/2018	07/24-08/22/18	215-6010-6115-8140-000	57.33
Inv 3-023-7462-29 Total			57.33
Inv	3-023-7844-31		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/28/2018	07/25-08/23/18	215-6010-6115-8140-000	24.03
Inv 3-023-7844-31 Total			24.03
Inv	3-023-8283-79		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/28/2018	07/25-08/23/18	215-6010-6115-8140-000	27.24
Inv 3-023-8283-79 Total			27.24
Inv	3-026-3223-65		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/28/2018	07/26-08/24/18	215-6010-6115-8140-000	29.27
Inv 3-026-3223-65 Total			29.27
Inv	3-028-7013-82		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/28/2018	07/25-08/23/18	101-6010-6410-8140-000	68.69
Inv 3-028-7013-82 Total			68.69
Inv	3-028-7594-32		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/28/2018	07/25-08/23/18	500-6010-6711-8152-000	1,929.10

Check Number	Check Date	Amount
Inv 3-028-7594-32	Total	1,929.10
Inv 3-029-2458-05		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
08/28/2018	07/26-08/24/18	101-6010-6601-8140-000
		52.59
Inv 3-029-2458-05	Total	52.59
Inv 3-032-0513-93		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
08/24/2018	07/24-08/22/18	215-6010-6115-8140-000
		40.03
Inv 3-032-0513-93	Total	40.03
Inv 3-032-2521-62		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
08/24/2018	07/24-08/22/18	215-6010-6201-8140-000
		45.20
Inv 3-032-2521-62	Total	45.20
Inv 3-032-4192-98		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
08/28/2018	07/26-08/24/18	215-6010-6201-8140-000
		41.47
Inv 3-032-4192-98	Total	41.47
Inv 3-033-3452-62		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
08/23/2018	07/20-08/20/18	500-6010-6710-8140-000
		457.49
Inv 3-033-3452-62	Total	457.49
Inv 3-035-3494-19		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
08/29/2018	07/27-08/27/18	215-6010-6115-8140-000
		35.79
Inv 3-035-3494-19	Total	35.79
Inv 3-035-6502-21		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
08/24/2018	07/24-08/22/18	101-6010-6601-8140-000
		759.84
Inv 3-035-6502-21	Total	759.84
Inv 3-037-6075-39		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
08/24/2018	07/24-08/22/18	215-6010-6115-8140-000
		39.79
Inv 3-037-6075-39	Total	39.79

Check Number	Check Date		Amount
Inv	3-045-8045-41		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/25/2018	07/24-08/22/18	232-6010-6417-8140-000	25.12
Inv 3-045-8045-41 Total			25.12
Inv	3-046-7147-27		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/26-07/26/18	500-6010-6710-8140-000	1,674.37
Inv 3-046-7147-27 Total			1,674.37
Inv	3-048-3503-18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/25-07/25/18	101-6010-6410-8140-000	0.33
Inv 3-048-3503-18 Total			0.33
Inv	3-048-3503-31		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/25-07/25/18	101-8010-8011-8140-000	48.17
Inv 3-048-3503-31 Total			48.17
Inv	3-048-3504-12		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/25-07/25/18	215-6010-6115-8140-000	0.45
Inv 3-048-3504-12 Total			0.45
Inv	3-048-3504-73		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/25-07/25/18	500-6010-6711-8140-000	10.67
Inv 3-048-3504-73 Total			10.67
Inv	3-048-3504-98		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/28/2018	07/25-08/23/18	101-8010-8011-8140-000	2,361.23
Inv 3-048-3504-98 Total			2,361.23
Inv	3-048-3505-86		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/25-07/25/18	500-6010-6711-8140-000	8.38
Inv 3-048-3505-86 Total			8.38
Inv	3-048-3506-21		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/25-07/25/18	500-6010-6711-8152-000	9.61

Check Number	Check Date		Amount
Inv 3-048-3506-21	Total		9.61
Inv 3-048-3506-72			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/25-07/25/18	500-6010-6711-8140-000	10.93
Inv 3-048-3506-72	Total		10.93
Inv 3-048-3507-28			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/25-07/25/18	215-6010-6115-8140-000	9.68
Inv 3-048-3507-28	Total		9.68
Inv 3-048-3508-41			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/28/2018	07/25-08/23/18	101-6010-6410-8140-000	45.62
Inv 3-048-3508-41	Total		45.62
Inv 3-048-3508-62			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/28/2018	07/25-08/23/18	215-6010-6115-8140-000	0.68
Inv 3-048-3508-62	Total		0.68
Inv 3-048-3508-76			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/28/2018	07/25-08/23/18	500-6010-6711-8152-000	2,056.47
Inv 3-048-3508-76	Total		2,056.47
Inv 3-048-3509-87			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/28/2018	07/25-08/23/18	215-6010-6201-8140-000	0.56
Inv 3-048-3509-87	Total		0.56
Inv 3-048-3512-00			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/28/2018	07/25-08/23/18	101-6010-6601-8140-000	1,019.35
Inv 3-048-3512-00	Total		1,019.35
Inv 3-048-3515-02			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/25-07/25/18	215-6010-6115-8140-000	0.25
Inv 3-048-3515-02	Total		0.25

Check Number	Check Date		Amount
Inv	3-048-3515-19		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/25-07/25/18	215-6010-6115-8140-000	23.08
Inv 3-048-3515-19 Total			23.08
Inv	3-048-3515-96		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/25-07/25/18	215-6010-6115-8140-000	11.10
Inv 3-048-3515-96 Total			11.10
Inv	3-048-3518-27		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/28/2018	07/25-08/23/18	215-6010-6115-8140-000	2.22
Inv 3-048-3518-27 Total			2.22
Inv	3-048-3519-30		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/28/2018	06/25-07/25/18	101-6010-6410-8140-000	453.93
Inv 3-048-3519-30 Total			453.93
Inv	3-048-3520-99		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/25-07/25/18	101-6010-6410-8140-000	11.33
Inv 3-048-3520-99 Total			11.33
Inv	3-048-3524-22		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/25-07/25/18	215-6010-6115-8140-000	18.70
Inv 3-048-3524-22 Total			18.70
Inv	3-048-3528-66		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/25-07/25/18	215-6010-6115-8140-000	18.38
Inv 3-048-3528-66 Total			18.38
Inv	3-048-3529-42		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/25-07/25/18	215-6010-6115-8140-000	27.62
Inv 3-048-3529-42 Total			27.62
Inv	3-048-3530-52		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/25-07/25/18	215-6010-6115-8140-000	0.34

Inv 3-048-3530-52 Total			0.34
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Inv 3-048-3534-21			
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/28/2018	07/25-08/23/18	215-6010-6115-8140-000	14.12

Inv 3-048-3534-21 Total			14.12
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Inv 3-048-3587-38			
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/28/2018	07/26-08/24/18	215-6010-6115-8140-000	4.98

Inv 3-048-3587-38 Total			4.98
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Inv 3-048-3587-48			
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/26-07/26/18	215-6010-6115-8140-000	6.97

Inv 3-048-3587-48 Total			6.97
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Inv 3-048-3587-62			
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/26-07/26/18	101-6010-6410-8140-000	1.00

Inv 3-048-3587-62 Total			1.00
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Inv 3-048-3593-95			
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/26-07/26/18	215-6010-6115-8140-000	12.78

Inv 3-048-3593-95 Total			12.78
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Inv 3-048-3593-98			
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/26-07/26/18	101-6010-6410-8140-000	16.21

Inv 3-048-3593-98 Total			16.21
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Inv 3-048-3594-16			
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/28/2018	07/26-08/24/18	215-6010-6201-8140-000	16.33

Inv 3-048-3594-16 Total			16.33
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Inv 3-048-3594-36			
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/26-07/26/18	215-6010-6115-8140-000	2.64

Inv 3-048-3594-36 Total			2.64
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Check Number	Check Date		Amount
Inv	3-048-3599-01		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/26-07/26/18	101-6010-6601-8140-000	5,609.92
Inv 3-048-3599-01 Total			5,609.92
Inv	3-048-3599-58		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/28/2018	07/26-08/24/18	101-6010-6601-8140-000	31.67
Inv 3-048-3599-58 Total			31.67
Inv	3-048-3599-97		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/26-07/26/18	232-6010-6417-8140-000	26.84
Inv 3-048-3599-97 Total			26.84
Inv	3-048-3600-65		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/26-07/26/18	215-6010-6115-8140-000	16.48
Inv 3-048-3600-65 Total			16.48
Inv	3-048-3601-53		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/26-07/26/18	500-6010-6711-8152-000	1,948.38
Inv 3-048-3601-53 Total			1,948.38
Inv	3-048-3608-21		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/26-07/26/18	500-6010-6711-8140-000	1,042.55
Inv 3-048-3608-21 Total			1,042.55
Inv	3-048-3659-74		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/27-07/27/18	101-6010-6410-8140-000	587.02
Inv 3-048-3659-74 Total			587.02
Inv	3-048-3662-71		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/27-07/27/18	215-6010-6115-8140-000	13.25
Inv 3-048-3662-71 Total			13.25
Inv	3-048-3664-38		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/27-07/27/18	101-6010-6410-8140-000	0.31

Inv 3-048-3664-38 Total			0.31
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Inv 3-048-3670-65			
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/27-07/27/18	101-6010-6410-8140-000	0.18

Inv 3-048-3670-65 Total			0.18
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Inv 3-048-3675-98			
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/29/2018	07/27-08/27/18	215-6010-6115-8140-000	12.65

Inv 3-048-3675-98 Total			12.65
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Inv 3-048-3733-54			
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/30/2018	07/30-08/28/18	215-6010-6115-8140-000	0.36

Inv 3-048-3733-54 Total			0.36
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Inv 3-048-3735-77			
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/28-07/30/18	101-6010-6410-8140-000	13.79

Inv 3-048-3735-77 Total			13.79
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Inv 3-048-3736-11			
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/28-07/30/18	101-6010-6410-8140-000	33.32

Inv 3-048-3736-11 Total			33.32
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Inv 3-048-3750-12			
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/28-07/30/18	215-6010-6115-8140-000	1.14

Inv 3-048-3750-12 Total			1.14
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Inv 3-048-3807-64			
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/29-07/31/18	215-6010-6115-8140-000	14.84

Inv 3-048-3807-64 Total			14.84
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Inv 3-048-3810-70			
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/29-07/31/18	215-6010-6115-8140-000	0.29

Inv 3-048-3810-70 Total			0.29
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Check Number	Check Date		Amount
Inv	3-048-3817-68		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/29-07/31/18	101-6010-6410-8140-000	0.29
Inv 3-048-3817-68 Total			0.29
Inv	3-048-3819-71		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/29-07/31/18	215-6010-6115-8140-000	16.22
Inv 3-048-3819-71 Total			16.22
Inv	3-048-3823-92		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	06/29-07/31/18	215-6010-6115-8140-000	23.25
Inv 3-048-3823-92 Total			23.25
Inv	3-048-4948-55		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/23/2018	07/20-08/20/18	500-6010-6710-8140-000	491.07
Inv 3-048-4948-55 Total			491.07
Inv	3-048-5123-18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/24/2018	07/24-08/22/18	215-6010-6115-8140-000	17.49
Inv 3-048-5123-18 Total			17.49
Inv	3-048-5123-44		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/24/2018	07/24-08/22/18	215-6010-6201-8140-000	20.67
Inv 3-048-5123-44 Total			20.67
Inv	3-048-5126-22		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/24/2018	07/24-08/22/18	215-6010-6115-8140-000	0.32
Inv 3-048-5126-22 Total			0.32
Inv	3-048-5132-96		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/24/2018	07/24-08/22/18	215-6010-6115-8140-000	15.19
Inv 3-048-5132-96 Total			15.19
Inv	3-048-5135-50		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/24/2018	07/24-08/22/18	101-6010-6601-8140-000	426.66

Inv 3-048-5135-50 Total		426.66
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Inv 3-048-5135-90		
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/24/2018	07/24-08/22/18	215-6010-6115-8140-000	82.13

Inv 3-048-5135-90 Total		82.13
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204210 Total:		57,121.03
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sou6666 - So. CA Edison Co. Total:		83,701.07
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SOGA6501 - So. Cal. Gas Co. Line Item Account

204176	09/05/2018	
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Inv 196-493-8529 1		
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/06/2018	CNG Fuel for City Vehicles	215-6010-6310-8020-000	149.31
08/06/2018	CNG Fuel for City Vehicles	207-8030-8025-8105-000	149.32
08/06/2018	CNG Fuel for City Vehicles	210-6010-6501-8020-000	149.31
08/06/2018	CNG Fuel for City Vehicles	500-6010-6710-8020-000	149.31

Inv 196-493-8529 1 Total		597.25
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204176 Total:		597.25
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SOGA6501 - So. Cal. Gas Co. Total:		597.25
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SOU5132 - South Coast A.Q.M.D Line Item Account

204126	08/30/2018	
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Inv 3258941		
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/03/2018	AQMD Annual Fee for Emissions - Various Locations FY 17-18	101-6010-6601-8020-000	6.37

Inv 3258941 Total		6.37
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Inv 3306953		
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/03/2018	AQMD flat fee for Rule 461 liquid fuel dispensing system	101-6010-6601-8020-000	120.26

Inv 3306953 Total		120.26
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Inv 3306960		
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/03/2018	AQMD flat fee for Rule 461 liquid fuel dispensing system	101-6010-6601-8020-000	120.26

Inv 3306960 Total		120.26
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Check Number	Check Date		Amount
Inv	3308603		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/03/2018	AQMD Flate Fee for last FY Emmissions @ 817 Mound Ave,	101-6010-6601-8020-000	131.79
Inv 3308603 Total			131.79
Inv	3308625		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/03/2018	AQMD Flate Fee for last FY Emmissions @ 825 Mission Street	101-6010-6601-8020-000	131.79
Inv 3308625 Total			131.79
Inv	3308872		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/03/2018	AQMD Fees for last FY Emmissions-Generator @ 1414 Mission Str	101-6010-6601-8020-000	131.79
Inv 3308872 Total			131.79
204126 Total:			642.26
SOU5132 - South Coast A.Q.M.D Total:			642.26
CEAP7000 - South Pasadena Part Time Employees Assn. Line Item Account			
203939	08/09/2018		
Inv	P/R/E 8/5/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2018	Assn. Dues & Svc Fee Aug-18	700-0000-0000-2249-000	600.00
Inv P/R/E 8/5/18 Total			600.00
203939 Total:			600.00
CEAP7000 - South Pasadena Part Time Employees Assn. Total:			600.00
STA5219 - Staples Business Advantage Line Item Account			
204127	08/30/2018		
Inv	3376353780		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/28/2018	Water Production Office Supplies	500-6010-6711-8000-000	82.55
04/28/2018	Yard Breakroom Supplies	215-6010-6201-8020-000	3.68
04/28/2018	Yard Breakroom Supplies	101-6010-6601-8020-000	3.68
04/28/2018	Yard Breakroom Supplies	101-6010-6410-8020-000	3.68
04/28/2018	Yard Breakroom Supplies	500-6010-6711-8020-000	3.69
04/28/2018	Yard Breakroom Supplies	210-6010-6501-8020-000	3.68
04/28/2018	Yard Breakroom Supplies	230-6010-6116-8020-000	3.68
04/28/2018	Yard Breakroom Supplies	215-6010-6310-8020-000	3.68
04/28/2018	Yard Breakroom Supplies	500-6010-6710-8020-000	3.69
Inv 3376353780 Total			112.01

Check Number	Check Date		Amount
Inv	3376353781		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/28/2018	Office Supplies for Parks Division	101-6010-6410-8000-000	73.72
Inv 3376353781 Total			73.72
Inv	3380399746		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/06/2018	Office Supplies for Streets Division	230-6010-6116-8000-000	82.97
Inv 3380399746 Total			82.97
Inv	3380545253		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/08/2018	Office Supplies for Facility Maintenance	101-6010-6601-8000-000	145.79
Inv 3380545253 Total			145.79
Inv	3381109245		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/15/2018	Library Office Supplies	101-8010-8011-8000-000	41.51
Inv 3381109245 Total			41.51
Inv	3381109247		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/15/2018	Library Office Supplies	101-8010-8011-8000-000	34.59
Inv 3381109247 Total			34.59
Inv	3381592291		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/21/2018	PD Office Supplies	101-4010-4011-8000-000	23.95
Inv 3381592291 Total			23.95
Inv	3381664907		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/22/2018	PD Office Supplies	101-4010-4011-8000-000	45.84
Inv 3381664907 Total			45.84
Inv	3381939741		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/24/2018	Library Office Supplies	101-8010-8011-8000-000	14.44
Inv 3381939741 Total			14.44
Inv	3381939742		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/24/2018	PD Office Supplies	101-4010-4011-8020-000	137.85

Check Number	Check Date		Amount
Inv 3381939742	Total		137.85
Inv 3382090583			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/27/2018	Office Supplies for Water Division	500-6010-6711-8000-000	321.04
Inv 3382090583	Total		321.04
Inv 3382184380			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/28/2018	Library Office Supplies	101-8010-8011-8000-000	173.13
Inv 3382184380	Total		173.13
Inv 3382184381			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/28/2018	Library Office Supplies	101-8010-8011-8000-000	20.25
Inv 3382184381	Total		20.25
Inv 3382260335			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/29/2018	Library Office Supplies	101-8010-8011-8000-000	51.20
Inv 3382260335	Total		51.20
Inv 3382668601			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/30/2018	Office Supplies for Water Division	500-6010-6711-8000-000	8.09
Inv 3382668601	Total		8.09
Inv 3382996307			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/05/2018	PD Coffee & Creamers	101-4010-4011-8000-000	426.29
07/05/2018	PD Color and black toners	101-4010-4011-8020-000	515.73
Inv 3382996307	Total		942.02
Inv 3383335363			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/07/2018	PD one keyboard tray	101-4010-4011-8000-000	146.49
Inv 3383335363	Total		146.49
Inv 3384141174			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/17/2018	Office supplies for Water Division	500-6010-6710-8000-000	8.74
Inv 3384141174	Total		8.74

Inv 3384195672

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/18/2018	PD Office Supplies	101-4010-4011-8000-000	37.88

Inv 3384195672 Total 37.88

Inv 3384195674

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/18/2018	PD Office Supplies	101-4010-4011-8000-000	61.41

Inv 3384195674 Total 61.41

Inv 3384195675

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/18/2018	Office supplies for Facility Maintenance	101-6010-6601-8000-000	223.05

Inv 3384195675 Total 223.05

Inv 3384265640

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/19/2018	PD Coffee and hot cups.	101-4010-4011-8020-000	181.96

Inv 3384265640 Total 181.96

Inv 3384265641

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/19/2018	PW Breakroom supplies	101-6010-6601-8020-000	18.01
07/19/2018	PW Breakroom supplies	215-6010-6201-8020-000	18.00
07/19/2018	PW Breakroom supplies	210-6010-6501-8020-000	18.00
07/19/2018	PW Breakroom supplies	230-6010-6116-8020-000	18.01
07/19/2018	PW Breakroom supplies	500-6010-6711-8020-000	18.00
07/19/2018	PW Breakroom supplies	215-6010-6310-8020-000	18.00
07/19/2018	PW Breakroom supplies	101-6010-6410-8020-000	18.00
07/19/2018	PW Breakroom supplies	500-6010-6710-8020-000	18.00

Inv 3384265641 Total 144.02

Inv 3384361938

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/20/2018	Community Services Office Supplies	101-8030-8021-8020-000	22.77

Inv 3384361938 Total 22.77

Inv 3384533636

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/21/2018	PW Supplies	101-6010-6601-8020-000	15.71
07/21/2018	PW Supplies	230-6010-6116-8020-000	15.71
07/21/2018	PW Supplies	210-6010-6501-8020-000	15.71
07/21/2018	PW Supplies	101-6010-6410-8000-000	50.49
07/21/2018	PW Supplies	101-6010-6410-8020-000	15.71
07/21/2018	PW Supplies	215-6010-6201-8020-000	15.70
07/21/2018	PW Supplies	215-6010-6310-8020-000	15.70

Check Number	Check Date		Amount
Inv 3384533636		Total	144.73
Inv 3385132119			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/28/2018	Community Services Dep. Supplies	101-8030-8032-8110-000	85.37
07/28/2018	Community Services Dep. Supplies	101-8030-8032-8000-000	42.22
Inv 3385132119		Total	127.59
Inv 3385616751			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2018	Transit Division Office and Maintenance Supplies	207-8030-8025-8100-000	12.03
Inv 3385616751		Total	12.03
Inv 3385697262			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/02/2018	Fire-Office Supplies	101-5010-5011-8000-000	21.01
Inv 3385697262		Total	21.01
Inv 3385697264			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/02/2018	Community Services Office supplies	101-8030-8031-8000-000	125.91
Inv 3385697264		Total	125.91
Inv 3385697265			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/02/2018	Transit Division Office and Maintenance Supplies	207-8030-8025-8000-000	50.12
Inv 3385697265		Total	50.12
Inv 3385778468			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/03/2018	Fire-Office Supplies	101-5010-5011-8000-000	279.09
Inv 3385778468		Total	279.09
Inv 3385778469			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/03/2018	Fire-Office Supplies	101-5010-5011-8000-000	111.57
Inv 3385778469		Total	111.57
Inv 3385778470			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/03/2018	Fire-Office Supplies	101-5010-5011-8000-000	52.38
Inv 3385778470		Total	52.38

Check Number	Check Date		Amount
Inv	3386429277		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/08/2018	Fire-Office Supplies	101-5010-5011-8000-000	76.49
Inv 3386429277 Total			76.49
Inv	3386429278		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/08/2018	Fire-Office Supplies	101-5010-5011-8000-000	129.71
Inv 3386429278 Total			129.71
204127 Total:			4,185.35
204177	09/05/2018		
Inv	3384265642		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/19/2018	Cleaning Supplies for Transit Vehicles/Office supplies	207-8030-8025-8000-000	140.09
07/19/2018	Cleaning Supplies for Transit Vehicles/Office supplies	207-8030-8025-8100-000	14.11
Inv 3384265642 Total			154.20
Inv	3384361936		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/20/2018	Mgmt Services Department Office Supplies	101-2010-2011-8000-000	165.19
Inv 3384361936 Total			165.19
Inv	3385132106		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/28/2018	Office Supplies & Kitchen Supplies for Finance/Mgmt Svcs Dept.	101-2010-2011-8000-000	346.96
Inv 3385132106 Total			346.96
Inv	3385132108		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/28/2018	Office Supplies & Kitchen Supplies for Finance/Mgmt Svcs Dept.	101-2010-2011-8000-000	17.29
Inv 3385132108 Total			17.29
Inv	3385132110		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/28/2018	Office Supplies & Kitchen Supplies for Finance/Mgmt Svcs Dept.	101-2010-2011-8000-000	70.16
07/28/2018	Office Supplies & Kitchen Supplies for Finance/Mgmt Svcs Dept.	101-2010-2011-8020-000	259.76
Inv 3385132110 Total			329.92
Inv	3385242602		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/29/2018	Office Supplies & Kitchen Supplies for Finance/Mgmt Svcs Dept.	101-2010-2011-8020-000	3.38

Check Number	Check Date		Amount
Inv 3385242602	Total		3.38
Inv 3385697261			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/02/2018	Finance Office Supplies	101-3010-3011-8000-000	233.89
Inv 3385697261	Total		233.89
Inv 3386346286			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/05/2018	Office Supplies & Kitchen Supplies for Finance/Mgmt Svcs Dept.	101-2010-2011-8000-000	45.98
Inv 3386346286	Total		45.98
Inv 3386429276			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/08/2018	Office Supplies & Kitchen Supplies for Finance/Mgmt Svcs Dept.	101-2010-2011-8020-000	21.59
Inv 3386429276	Total		21.59
204177	Total:		1,318.40
204211	09/07/2018		
Inv 3386991211			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/15/2018	Office Supplies for Mgmt Services Dept.	101-2010-2011-8000-000	102.71
Inv 3386991211	Total		102.71
204211	Total:		102.71
STA5219 - Staples Business Advantage Total:			5,606.46
STSM1020 - Studio Spectrum Line Item Account			
203985	08/16/2018		
Inv 18998			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/25/2018	AV Svcs 7/18	101-1020-1021-8180-000	2,250.00
Inv 18998	Total		2,250.00
203985	Total:		2,250.00
204128	08/30/2018		
Inv 18961			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/21/2018	Library Advertising	101-8010-8011-8040-000	810.00
Inv 18961	Total		810.00

204128 Total:		810.00
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STSM1020 - Studio Spectrum Total:		3,060.00
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SUL2103 - Sully-Miller Contracting Co. Line Item Account

204129 08/30/2018

Inv 4R1

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/18/2018	Garfield Ave. Street Improvement Project	500-9000-9300-9300-000	139,529.00
07/18/2018	Garfield Ave. Street Improvement Project	104-9000-9203-9203-000	50,000.00

Inv 4R1 Total		189,529.00
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204129 Total:		189,529.00
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SUL2103 - Sully-Miller Contracting Co. Total:		189,529.00
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SNBT5010 - Sunbelt Inflatable Tents Line Item Account

204178 09/05/2018

Inv 8/20/18

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/20/2018	Emergency Operation & Disaster Preparedness - Deposit	101-5010-5012-8020-000	9,326.50

Inv 8/20/18 Total		9,326.50
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204178 Total:		9,326.50
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SNBT5010 - Sunbelt Inflatable Tents Total:		9,326.50
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SCRR4010 - Superior Court of CA, County of LA Line Item Account

204130 08/30/2018

Inv July 2018

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/02/2018	Court Fees for 07/18	101-0000-0000-4610-000	6,977.50

Inv July 2018 Total		6,977.50
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204130 Total:		6,977.50
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SCRR4010 - Superior Court of CA, County of LA Total:		6,977.50
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SPWS8020 - SupplyWorks Line Item Account

204131 08/30/2018

Inv 448493031

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
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Check Number	Check Date		Amount
07/25/2018	Building Maintenance. Janitorial Supplies for Library	101-8010-8011-8120-000	364.42
Inv 448493031	Total		364.42
Inv 450377759			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/08/2018	Building Maintenance. Janitorial Supplies for Library	101-8010-8011-8120-000	224.79
Inv 450377759	Total		224.79
Inv 450377767			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/08/2018	Building Maintenance. Janitorial Supplies for Library	101-8010-8011-8120-000	140.28
Inv 450377767	Total		140.28
Inv 451294508			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/20/2018	Sr. Center Janitorial Supplies	101-8030-8021-8120-000	351.58
Inv 451294508	Total		351.58
204131	Total:		1,081.07
SPWS8020 - SupplyWorks Total:			1,081.07
BEMN6010 - The Bee Man Line Item Account			
204132	08/30/2018		
Inv 99122			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/29/2018	Bee Removal 1055 Lohman Lane	101-6010-6410-8170-000	295.00
Inv 99122	Total		295.00
204132	Total:		295.00
BEMN6010 - The Bee Man Total:			295.00
TCET4010 - The Center Line Item Account			
204133	08/30/2018		
Inv 628			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/10/2018	American Safety&Health Institute certification for PD personnel	101-4010-4011-8200-000	2,226.00
Inv 628	Total		2,226.00
204133	Total:		2,226.00

TCET4010 - The Center Total: 2,226.00

TCGS3012 - The Corporate Gift Services Line Item Account

204134 08/30/2018

Inv 26312

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/20/2018	Customized Incentive Items for Water Conservation Outreach	500-3010-3012-8032-000	550.89

Inv 26312 Total 550.89

204134 Total: 550.89

TCGS3012 - The Corporate Gift Services Total: 550.89

SOU5030 - The Gas Company Line Item Account

204135 08/30/2018

Inv 072 519 1300 5

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/15/2018	7/13-8/13/18	101-6010-6410-8140-000	16.35

Inv 072 519 1300 5 Total 16.35

Inv 080 919 2900 3

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/15/2018	7/13-8/13/18	101-6010-6601-8140-000	192.25

Inv 080 919 2900 3 Total 192.25

Inv 080 919 3600 8

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/15/2018	7/13-8/13/18	101-6010-6601-8140-000	4.24

Inv 080 919 3600 8 Total 4.24

Inv 083 019 3600 4

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/15/2018	7/13-8/13/18	500-6010-6710-8140-000	23.27

Inv 083 019 3600 4 Total 23.27

Inv 137 619 3700 5

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/15/2018	7/13-8/13/18	101-6010-6601-8140-000	58.74

Inv 137 619 3700 5 Total 58.74

Inv 148 220 0900 8

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/15/2018	7/13-8/13/18	101-6010-6410-8140-000	87.06

Check Number	Check Date		Amount
Inv 148 220 0900 8 Total			87.06
204135 Total:			381.91
SOU5030 - The Gas Company Total:			381.91
HAFR7000 - The Hartford Line Item Account			
203940	08/09/2018		
Inv	P/R/E 8/5/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2018	Life Insurance Aug-18	700-0000-0000-2254-000	837.00
Inv P/R/E 8/5/18 Total			837.00
203940 Total:			837.00
HAFR7000 - The Hartford Total:			837.00
KRTM1022 - The Korea Times LA Inc. Line Item Account			
203986	08/16/2018		
Inv	OD10281799		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/09/2018	Legal Publication - Notice of Measure & Deadline for 11/6/18 Ele	101-1020-1022-8040-000	499.00
Inv OD10281799 Total			499.00
203986 Total:			499.00
204212	09/07/2018		
Inv	OD10282283		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/23/2018	Legal Publication - Notice of Nominees 11/06/18	101-1020-1022-8040-000	499.00
Inv OD10282283 Total			499.00
204212 Total:			499.00
KRTM1022 - The Korea Times LA Inc. Total:			998.00
TIL6310 - Tilley Crane Inspection Svc Co. Line Item Account			
204213	09/07/2018		
Inv	18185		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/09/2018	Annual Inspection of City Boom Trucks	215-6010-6201-8100-000	700.00
Inv 18185 Total			700.00

204213 Total:		700.00
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TIL6310 - Tilley Crane Inspection Svc Co. Total:		700.00
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TIM4011 - Time Warner Cable Line Item Account

203954 08/09/2018

Inv 008 0070193

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/21/2018	Skate Park Cable 8/1-31/18	101-4010-4011-8110-000	73.96

Inv 008 0070193 Total		73.96
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Inv 008 0357905

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/25/2018	Camp Med & Teen Center Internet 8/5-9/4/18	101-8030-8032-8268-000	78.15
07/25/2018	Camp Med & Teen Center Internet 8/5-9/4/18	101-8030-8032-8020-000	25.00

Inv 008 0357905 Total		103.15
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Inv 899 0029763

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/18/2018	PD Cable 7/16-8/15/18	101-4010-4011-8110-000	158.29

Inv 899 0029763 Total		158.29
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203954 Total:		335.40
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204136 08/30/2018

Inv 008 0224964

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/28/2018	Internet Upgrade 8/8-9/7/18	101-2010-2032-8150-000	368.46

Inv 008 0224964 Total		368.46
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Inv 008 0251967

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/12/2018	1102 Oxley St. 8/22-9/21/18	101-8030-8021-8110-000	212.30

Inv 008 0251967 Total		212.30
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Inv 008 0269985

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2018	City Hall 2nd Modem Svcs 8/17-9/16/18	101-2010-2032-8150-000	167.16

Inv 008 0269985 Total		167.16
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Inv 008 0311688

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
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Check Number	Check Date		Amount
08/01/2018	1100 Oxley St. Ethernet Fiber 8/11-9/10/18	101-2010-2032-8150-000	1,226.30
Inv 008 0311688 Total			1,226.30
Inv 008 0311704			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2018	Yard Ethernet Fiber 8/11-9/10/18	101-2010-2032-8150-000	1,226.30
Inv 008 0311704 Total			1,226.30
Inv 008 0311712			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2018	City Hall Ethernet Fiber 8/11-9/10/18	101-2010-2032-8150-000	1,190.00
Inv 008 0311712 Total			1,190.00
Inv 008 0345504			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/11/2018	Water Operations 416 Garfield Ave. Internet 8/21-9/20/18	500-6010-6710-8150-000	360.00
Inv 008 0345504 Total			360.00
204136 Total:			4,750.52
204214	09/07/2018		
Inv 008 0357905			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/25/2018	Internet for Camp Med & Teen Center	101-8030-8032-8268-000	80.00
08/25/2018	Internet for Camp Med & Teen Center	101-8030-8032-8200-000	23.15
Inv 008 0357905 Total			103.15
204214 Total:			103.15
TIM4011 - Time Warner Cable Total:			5,189.07
TMOB4010 - T-Mobile Line Item Account			
204137	08/30/2018		
Inv 9323405893			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/02/2018	GPS Tracking of suspect	101-4010-4011-8170-000	816.00
Inv 9323405893 Total			816.00
204137 Total:			816.00
TMOB4010 - T-Mobile Total:			816.00

TOM4455 - Tom's Clothing & Uniforms Inc Line Item Account

204138 08/30/2018

Inv 11187

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/31/2018	PD Uniform & Accessories	101-4010-4011-8134-000	39.42

Inv 11187 Total 39.42

Inv 11188

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/31/2018	PD Uniform & Accessories	101-4010-4011-8134-000	59.13

Inv 11188 Total 59.13

Inv 11273

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/27/2018	PD Uniform & Accessories	101-4010-4011-8134-000	38.33

Inv 11273 Total 38.33

204138 Total: 136.88

TOM4455 - Tom's Clothing & Uniforms Inc Total:

136.88

AEV9224 - Total Access Elevator Inc. Line Item Account

204139 08/30/2018

Inv 30358

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/01/2018	Citywide Maint. on Elevators/Lifts Svc July 2018	101-6010-6601-8120-000	749.00

Inv 30358 Total 749.00

204139 Total: 749.00

TAEV9224 - Total Access Elevator Inc. Total:

749.00

ULIN8021 - ULINE Line Item Account

204140 08/30/2018

Inv 99547900

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/20/2018	Community Services supplies	101-8030-8021-8020-000	463.64

Inv 99547900 Total 463.64

204140 Total: 463.64

ULIN8021 - ULINE Total:

463.64

UMPQ3010 - UMPQUA Bank Line Item Account

203994 08/23/2018

Inv 6484

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/16/2018	Notice of Election in Chinese Translation Svcs- World Journal LA	101-1020-1022-8040-000	172.00

Inv 6484 Total 172.00

Inv 6484A

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/28/2018	PD Annual Area C Chaplains Mtg 7/27/18 Meal - Tomato Pie Pizza	101-4010-4011-8090-000	222.18

Inv 6484A Total 222.18

Inv 8209

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/16/2018	2018 Conf. Registration - M. Lee Ko League of CA	101-2010-2013-8090-000	525.00

Inv 8209 Total 525.00

203994 Total: 919.18

203995 08/23/2018

Inv 0701

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/26/2018	PD FBI CJIS Compliance Software - DUO.com	101-4010-4011-8170-000	1,440.00

Inv 0701 Total 1,440.00

203995 Total: 1,440.00

203996 08/23/2018

Inv 0693

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/25/2018	2018 HR NeoGov Conf. Hotel Deposit - MirageHotel Chiu & Herre	101-2010-2013-8090-000	197.28

Inv 0693 Total 197.28

203996 Total: 197.28

UMPQVTRV - UMPQUA Bank Total:

2,556.46

UMPQ2010 - UMPQUA Bank Line Item Account

203997 08/23/2018

Inv 6427

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/16/2018	2018 Conf. Registration - S. DeWolfe League of CA	101-2010-2011-8090-000	525.00

Check Number	Check Date		Amount
		Inv 6427 Total	525.00
		203997 Total:	525.00
203998	08/23/2018	Inv 0685	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/12/2018	Sacramento Update Lunch Mtg - M.Khubesrian EB Sacramento	101-1010-1011-8090-000	55.00
		Inv 0685 Total	55.00
Inv 0685A			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/16/2018	2018 Conf. Registration - D. Mahmud League of CA	101-1010-1011-8090-000	525.00
		Inv 0685A Total	525.00
Inv 0685B			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/16/2018	2018 Conf. Registration - M. Khubesrian League of CA	101-1010-1011-8090-000	525.00
		Inv 0685B Total	525.00
Inv 0685C			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/18/2018	Council Meal 7/18/18 - La Fiesta Grande	101-1010-1011-8090-000	162.21
		Inv 0685C Total	162.21
		203998 Total:	1,267.21
203999	08/23/2018	Inv 0719	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/16/2018	2018 Conf. Registration - L. Demirjian League of CA	101-2010-2011-8090-000	525.00
		Inv 0719 Total	525.00
Inv 0719A			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/26/2018	Sacramento Update Lunch Mtg. - L. Demirjian EB Sacramento	101-2010-2011-8090-000	55.00
		Inv 0719A Total	55.00
Inv 0719B			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/26/2018	Sacramento Update Lunch Mtg. - M. Lin EB Sacramento	101-2010-2011-8090-000	55.00
		Inv 0719B Total	55.00

Check Number	Check Date		Amount
203999	Total:		635.00
UMPQVTCF - UMPQUA Bank Total:			2,427.21
UNI6200 - Union Bank Line Item Account			
204215	09/07/2018		
Inv	1107885		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/23/2018	Finance Annual Administration Fee 07/01/18-06/30/19	101-3010-3011-8170-000	2,013.00
Inv 1107885	Total		2,013.00
204215	Total:		2,013.00
UNI6200 - Union Bank Total:			2,013.00
UQMS8010 - Unique Mgmt Svcs Inc. Line Item Account			
204141	08/30/2018		
Inv	464619		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/01/2018	Library-Contract Services. Recovering Agency Svcs 6/18	101-8010-8011-8180-000	134.25
Inv 464619	Total		134.25
Inv	465983		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2018	Library-Contract Services. Recovering Agency Svcs 7/18	101-8010-8011-8180-000	250.60
Inv 465983	Total		250.60
204141	Total:		384.85
UQMS8010 - Unique Mgmt Svcs Inc. Total:			384.85
POR4707 - United Site Services, Inc. Line Item Account			
204179	09/05/2018		
Inv	114-7223472		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	Portable Toilet Svc - Skate Park 8/14-9/10/18	101-8030-8032-8180-000	318.67
Inv 114-7223472	Total		318.67
204179	Total:		318.67
POR4707 - United Site Services, Inc. Total:			318.67

Check Number	Check Date		Amount
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URBA3011 - Urban Futures Inc. Line Item Account

204180 09/05/2018

Inv CD-2018-105

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/13/2018	Tax Allocation Bonds, Series 2000 Cont. Disclosure	101-3010-3041-8170-000	1,750.00

Inv CD-2018-105 Total 1,750.00

Inv CD-2018-106

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/13/2018	2013 & 2016 Water Bonds Cont. Disclosure	500-3010-3012-8170-000	3,050.00

Inv CD-2018-106 Total 3,050.00

204180 Total: 4,800.00

URBA3011 - Urban Futures Inc. Total:

4,800.00

VALD4011 - Valdez, Catalina Line Item Account

203955 08/09/2018

Inv 9/6/18

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/06/2018	Reimb. PD Training Expenses	101-4010-4011-8210-000	99.00

Inv 9/6/18 Total 99.00

203955 Total: 99.00

VALD4011 - Valdez, Catalina Total:

99.00

VPSI407 - Valley Power Systems Inc. Line Item Account

204142 08/30/2018

Inv I30192 013070

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/19/2018	Department Expense-Balance due	101-5010-5011-8020-000	20.00

Inv I30192 013070 Total 20.00

204142 Total: 20.00

VPSI407 - Valley Power Systems Inc. Total:

20.00

VERW6711 - Verizon Wireless Line Item Account

204143 08/30/2018

Inv 9811257534

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/19/2018	Water Dept. Internet, Tablet & Ipad 6/20-7/19/18	500-6010-6710-8150-000	149.17

Check Number	Check Date		Amount
Inv 9811257534	Total		149.17
			<hr/>
204143	Total:		149.17
204181	09/05/2018		
Inv	9811525241		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/15/2018	Mgmt Svcs 06/24-07/23/18 571839627-0001	101-2010-2032-8150-000	25.14
Inv 9811525241	Total		25.14
Inv	9811690350		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/26/2018	Mgmt Svcs & Fire Mobile 06/27-07/26/18 270619951-00002	101-2010-2032-8150-000	532.14
07/26/2018	Mgmt Svcs & Fire Mobile 06/27-07/26/18 270619951-00002	207-8030-8025-8180-000	38.01
Inv 9811690350	Total		570.15
Inv	9811690351		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/26/2018	Mgmt Svcs & Police Phones/Devices 06/27-07/26/18 270619951-00	101-2010-2032-8150-000	573.37
Inv 9811690351	Total		573.37
204181	Total:		<hr/> 1,168.66
VERW6711 - Verizon Wireless Total:			1,317.83
WQTS6010 - Water Quality & Treatment Solutions Line Item Account			
204144	08/30/2018		
Inv	18-2801		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/01/2018	Discolored Water Technical Support Services	500-6010-6711-8170-000	3,405.60
Inv 18-2801	Total		3,405.60
204144	Total:		<hr/> 3,405.60
WQTS6010 - Water Quality & Treatment Solutions Total:			3,405.60
WFBK1020 - Wells Fargo Bank Line Item Account			
204182	09/05/2018		
Inv	SOPASAWTR2013		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/23/2018	2013 Water Revenue Bonds	550-6010-6712-8340-000	360,000.00
08/23/2018	2013 Water Revenue Bonds	550-0000-0000-1021-000	-109.75
08/23/2018	2013 Water Revenue Bonds	550-6010-6712-8341-000	98,093.76

Check Number	Check Date		Amount
		Inv SOPASAWTR2013 Total	457,984.01
		204182 Total:	457,984.01
		WFBK1020 - Wells Fargo Bank Total:	457,984.01
		WES4152 - West Coast Arborists, Inc. Line Item Account	
204145	08/30/2018		
		Inv 138607	
		<u>Line Item Date</u>	<u>Line Item Account</u>
		<u>Line Item Description</u>	
		07/15/2018	Arborists Svcs
			215-6010-6310-8170-000
			220.00
		Inv 138607 Total	220.00
		Inv 139001	
		<u>Line Item Date</u>	<u>Line Item Account</u>
		<u>Line Item Description</u>	
		07/31/2018	2018 Tree Maintenance Stump Removal, Emergency Crew Rental
			215-6010-6310-9181-000
			4,284.00
		Inv 139001 Total	4,284.00
		204145 Total:	4,504.00
		WES4152 - West Coast Arborists, Inc. Total:	4,504.00
		WIT6353 - Wittman Enterprises LLC Line Item Account	
204146	08/30/2018		
		Inv 1807059	
		<u>Line Item Date</u>	<u>Line Item Account</u>
		<u>Line Item Description</u>	
		08/14/2018	Paramedic Payment May 2018
			101-0000-0000-5290-001
			4,946.21
		08/14/2018	Paramedic Payment April 2018
			101-0000-0000-5290-001
			4,323.37
		08/14/2018	Paramedic Payment June 2018
			101-0000-0000-5290-001
			4,449.88
		Inv 1807059 Total	13,719.46
		204146 Total:	13,719.46
		WIT6353 - Wittman Enterprises LLC Total:	13,719.46
		WON6400 - Wondries Fleet Group Line Item Account	
204014	08/30/2018		
		Inv 566331	
		<u>Line Item Date</u>	<u>Line Item Account</u>
		<u>Line Item Description</u>	
		08/09/2018	PD Unit#1404 Replace faulty blower motor assy; BA seat belt assy
			101-4010-4011-8100-000
			471.27
		Inv 566331 Total	471.27
		204014 Total:	471.27

Check Number	Check Date		Amount
204183	09/05/2018		
Inv	P000-K8A		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/20/2018	Automotive Equipment	105-5010-5011-8540-000	35,551.35
Inv P000-K8A Total			35,551.35
204183 Total:			35,551.35
WON6400 - Wondries Fleet Group Total:			36,022.62
PUFG8267 - Wong, Pauline Line Item Account			
204147	08/30/2018		
Inv	July & Aug 2018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/02/2018	Class Instructor. Payment for International Line Dance	101-8030-8032-8267-000	163.80
Inv July & Aug 2018 Total			163.80
204147 Total:			163.80
PUFG8267 - Wong, Pauline Total:			163.80
WOR8011 - World Book Inc Line Item Account			
204148	08/30/2018		
Inv	CQ555872013		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2018	Electronic Resources World Book Encyclopedia	101-8010-8011-8031-000	1,284.00
Inv CQ555872013 Total			1,284.00
204148 Total:			1,284.00
WOR8011 - World Book Inc Total:			1,284.00
XRXF5010 - Xerox Financial Svcs Line Item Account			
204149	08/30/2018		
Inv	1267453		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/11/2018	Citywide Copier Lease 8/10-9/9/18	101-2010-2032-8300-000	1,893.11
Inv 1267453 Total			1,893.11
204149 Total:			1,893.11
204216	09/07/2018		

Check Number	Check Date		Amount
Inv	1271546		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/17/2018	Copier Lease Payment 08/06-09/05/18	101-2010-2032-8300-000	273.17
Inv 1271546 Total			273.17
204216 Total:			273.17
XRXF5010 - Xerox Financial Svcs Total:			2,166.28
YTI1023 - Y Tire Sales Line Item Account			
204150	08/30/2018		
Inv	0008068		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/20/2018	FD Vehicled Maintenance - 2016 Dodge RAM 4500/RA-81	101-5010-5011-8100-000	1,109.91
Inv 0008068 Total			1,109.91
204150 Total:			1,109.91
YTI1023 - Y Tire Sales Total:			1,109.91
ROYA5260 - Yasharpour, Roya Line Item Account			
204100	08/30/2018		
Inv	06433		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/18/2018	Request for Refund for Lost & Paid Library Material	101-0000-0000-5260-003	15.00
Inv 06433 Total			15.00
Inv	06434		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/18/2018	Request for Refund for Lost & Paid Library Material	101-0000-0000-5260-003	16.00
Inv 06434 Total			16.00
Inv	06435		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/18/2018	Request for Refund for Lost & Paid Library Material	101-0000-0000-5260-003	16.00
Inv 06435 Total			16.00
Inv	06436		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/18/2018	Request for Refund for Lost & Paid Library Material	101-0000-0000-5260-003	5.00
Inv 06436 Total			5.00

Check Number	Check Date		Amount
204100 Total:			52.00
ROYA5260 - Yasharpour, Roya Total:			52.00
RSBY2013 - Yudin, Rosenberg Line Item Account			
204217	09/07/2018		
Inv	1804-2200001		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/15/2018	Payment for legal services for Mar. & April 2018	101-2010-2013-8160-000	1,248.00
Inv 1804-2200001 Total			1,248.00
204217 Total:			1,248.00
RSBY2013 - Yudin, Rosenberg Total:			1,248.00
ZDAS8267 - Zahra Dance Arts Line Item Account			
204058	08/30/2018		
Inv	Sum 2018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2018	Class Instructor. Payment for Belly Dance - Interim Session	101-8030-8032-8267-000	85.80
Inv Sum 2018 Total			85.80
204058 Total:			85.80
ZDAS8267 - Zahra Dance Arts Total:			85.80
Total:			1,574,234.28

ATTACHMENT 3
General City Warrant List

Accounts Payable

Check Detail

User: mfestejo
Printed: 09/13/2018 - 8:19AM



Check Number	Check Date		Amount
ACTI8030 - Action Sales Line Item Account			
204218	09/19/2018		
Inv	1826175-00		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/24/2018	FD Building Maintenance	101-5010-5011-8120-000	498.57
Inv 1826175-00 Total			498.57
204218 Total:			498.57
ACTI8030 - Action Sales Total:			
			498.57
AASI6010 - American Asphalt South Inc. Line Item Account			
204220	09/19/2018		
Inv	2018-43		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/31/2018	Street Repairs Maint Project	101-9000-9203-9203-000	192,542.20
Inv 2018-43 Total			192,542.20
204220 Total:			192,542.20
AASI6010 - American Asphalt South Inc. Total:			
			192,542.20
ARA0260 - Aramark Uniform Services Line Item Account			
204221	09/19/2018		
Inv	533530808		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/02/2018	Uniform Svcs	101-6010-6601-8132-000	62.08
08/02/2018	Uniform Svcs	500-6010-6711-8132-000	30.92
08/02/2018	Uniform Svcs	215-6010-6201-8132-000	14.95
08/02/2018	Uniform Svcs	230-6010-6116-8132-000	112.24
08/02/2018	Uniform Svcs	215-6010-6310-8132-000	14.95
08/02/2018	Uniform Svcs	210-6010-6501-8132-000	14.96
08/02/2018	Uniform Svcs	500-6010-6710-8132-000	57.27
Inv 533530808 Total			307.37
204221 Total:			307.37

Check Number	Check Date		Amount
ARA0260 - Aramark Uniform Services Total:			307.37
ARC6011 - ARC Line Item Account			
204222	09/19/2018		
Inv	9824124R		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/28/2018	PW Monterey Road Project Phase #3 Print Svcs	101-6010-6011-8050-000	46.10
Inv 9824124R Total			46.10
204222 Total:			46.10
ARC6011 - ARC Total:			46.10
AMST8020 - Armstrong Lock & Safe Line Item Account			
204223	09/19/2018		
Inv	6640		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/19/2018	Service Call to repair safe 07/09/18	101-4010-4011-8020-000	125.00
Inv 6640 Total			125.00
Inv	6658		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/30/2018	Service Call to repair safe	101-4010-4011-8020-000	95.00
Inv 6658 Total			95.00
204223 Total:			220.00
AMST8020 - Armstrong Lock & Safe Total:			220.00
BAK9999 - Baker & Taylor Inc. Line Item Account			
204224	09/19/2018		
Inv	NS18080375		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/20/2018	TS 360 Sub Fee, Reviews, Bids, Marc Profiler -08/01/18-07/31/19	101-8010-8011-8180-000	1,995.00
Inv NS18080375 Total			1,995.00
204224 Total:			1,995.00
BAK9999 - Baker & Taylor Inc. Total:			1,995.00
BFWB4011 - Baxter's Frame Works & Badge Frame Line Item Account			
204225	09/19/2018		

Inv 127121

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/24/2018	PD Engraved name plates with magnets (Jacobs & Burgos)	101-4010-4011-8020-000	32.33

Inv 127121 Total 32.33

Inv 36996

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/08/2018	PD 1 Badge presentation for Chief Art Miller	101-4010-4011-8020-000	268.30

Inv 36996 Total 268.30

Inv 37059

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	PD Chief Solinsky One Side Slide In Door Sign	101-4010-4011-8020-000	47.14

Inv 37059 Total 47.14

204225 Total: 347.77

BFWB4011 - Baxter's Frame Works & Badge Frame Total: 347.77

BLBD3032 - Blackboard Inc. Line Item Account

204226 09/19/2018

Inv 1297913

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/28/2018	Blackboard connect for government annual support fee	101-5010-5011-8180-000	14,262.19

Inv 1297913 Total 14,262.19

204226 Total: 14,262.19

BLBD3032 - Blackboard Inc. Total: 14,262.19

DABN8267 - Bohan, Diana Line Item Account

204227 09/19/2018

Inv August 2018

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/30/2018	Instructor Yoga Class	101-8030-8021-8267-000	201.60

Inv August 2018 Total 201.60

204227 Total: 201.60

DABN8267 - Bohan, Diana Total: 201.60

DEBR2920 - Brummer, Dena Line Item Account

Check Number	Check Date		Amount
204228	09/19/2018		
Inv	94543		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	Refund Deposit for GP Youth House on 08/18/18	101-0000-0000-2920-000	208.75
Inv 94543 Total			208.75
204228 Total:			208.75
DEBR2920 - Brummer, Dena Total:			208.75
CDC2930 - CA Dept of Conservation Line Item Account			
204229	09/19/2018		
Inv	4/1-6/30/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/04/2018	Strong Motion Instrumentation & Seismic Hazard Map 4/1-6/30/18	101-0000-0000-2930-001	241.45
Inv 4/1-6/30/18 Total			241.45
204229 Total:			241.45
CDC2930 - CA Dept of Conservation Total:			241.45
CAL5236 - CA Linen Services Line Item Account			
204230	09/19/2018		
Inv	1549749		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/27/2018	FD Dept Supplies	101-5010-5011-8020-000	115.05
Inv 1549749 Total			115.05
Inv	1551982		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/03/2018	FD Dept Supplies	101-5010-5011-8020-000	115.05
Inv 1551982 Total			115.05
204230 Total:			230.10
CAL5236 - CA Linen Services Total:			230.10
CAL8012 - Califa Group Line Item Account			
204231	09/19/2018		
Inv	1450		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/24/2018	Cenic - Broadband April-June 2018	101-8010-8011-8151-000	4,140.69
Inv 1450 Total			4,140.69

Check Number	Check Date	Amount
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204231 Total:		4,140.69
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CAL8012 - Califa Group Total:		4,140.69
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CAN0607 - Cantu Graphics Line Item Account

204232 09/19/2018

Inv 5311

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/10/2018	Finance Busn. Card - Craig Koehler	101-3010-3011-8050-000	43.75

Inv 5311 Total		43.75
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Inv 5312

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2018	Plan/Bldg Print Svcs	101-7010-7011-8050-000	177.39

Inv 5312 Total		177.39
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Inv 5313

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/10/2018	Plan/Bldg Print Svcs Business Cards	101-7010-7011-8050-000	43.75

Inv 5313 Total		43.75
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Inv 5317

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/11/2018	Business Cards - Tatevik Barakazyan	101-6010-6011-8050-000	32.80

Inv 5317 Total		32.80
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Inv 5318

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/16/2018	Plan/Bldg Print Svcs	101-7010-7011-8050-000	37.72

Inv 5318 Total		37.72
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Inv 5326

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/29/2018	Plan/Bldg Print Svcs	101-7010-7011-8050-000	107.31

Inv 5326 Total		107.31
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204232 Total:		442.72
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CAN0607 - Cantu Graphics Total:		442.72
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CAT0700 - Catering Systems Inc. Line Item Account

204233 09/19/2018

Check Number	Check Date		Amount
Inv	4818		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2018	Sr. Center Meals w/ 8/20-24/18	260-8030-8023-8180-000	2,521.80
Inv 4818 Total			2,521.80
204233 Total:			2,521.80
CAT0700 - Catering Systems Inc. Total:			2,521.80
CHAG8032 - Chang, Emily Line Item Account			
204234	09/19/2018		
Inv	Sum 2018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2018	Instructor Kindermusik Family Class	101-8030-8032-8267-000	268.45
Inv Sum 2018 Total			268.45
204234 Total:			268.45
CHAG8032 - Chang, Emily Total:			268.45
CMME4011 - Commline Inc. Line Item Account			
204235	09/19/2018		
Inv	0101846		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/11/2018	PD Unit# 0822 Repair Svcs	101-4010-4011-8100-000	424.27
Inv 0101846 Total			424.27
Inv	0101847		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/11/2018	PD Unit# 1404 Repair Svcs	101-4010-4011-8100-000	269.63
Inv 0101847 Total			269.63
Inv	0101848		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/11/2018	PD Unit# 1201 Repair Svcs	101-4010-4011-8100-000	334.63
Inv 0101848 Total			334.63
Inv	0101849		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/11/2018	PD Unit# 1703 Repair Svcs	101-4010-4011-8100-000	773.58
Inv 0101849 Total			773.58

Check Number	Check Date		Amount
Inv	0101851		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/11/2018	PD Unit# 1111 Repair Svcs	101-4010-4011-8100-000	334.63
Inv 0101851 Total			334.63
Inv	0101852		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/11/2018	PD Unit# 198 Repair Svcs	101-4010-4011-8100-000	773.58
Inv 0101852 Total			773.58
Inv	0101853		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/11/2018	PD Unit# 1406 Repair Svcs	101-4010-4011-8100-000	269.63
Inv 0101853 Total			269.63
Inv	0101855		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/11/2018	PD Unit# 1407 Repair Svcs	101-4010-4011-8100-000	773.58
Inv 0101855 Total			773.58
Inv	0109441		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/27/2018	PD Unit #1404 Repair modem; update software reinstall	101-4010-4011-8110-000	665.00
Inv 0109441 Total			665.00
204235 Total:			4,618.53
CMME4011 - Commline Inc. Total:			4,618.53
DSP0755 - D & S Printing Line Item Account			
204236	09/19/2018		
Inv	7937		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/23/2018	3 Rubber Stamps with Chief Solinsky's name	101-4010-4011-8000-000	105.12
Inv 7937 Total			105.12
Inv	7938		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/24/2018	Plan/Bldg Envelopes	101-7010-7011-8050-000	260.61
Inv 7938 Total			260.61
Inv	7943		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
08/28/2018	PD Blue Memo Pads, From the Desk of Memo Pads	101-4010-4011-8050-000	373.40
Inv 7943 Total			373.40
204236 Total:			739.13
DSP0755 - D & S Printing Total:			739.13
DERO9000 - DERO Line Item Account			
204237	09/19/2018		
Inv	SO-00029373		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/14/2018	Bike Hitch Surface Mounted w/Logo & Anchor	105-9000-9000-9000-000	2,948.07
Inv SO-00029373 Total			2,948.07
204237 Total:			2,948.07
DERO9000 - DERO Total:			2,948.07
DPSI7101 - Desktop Publishing Supplies Inc. Line Item Account			
204238	09/19/2018		
Inv	385664		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/09/2018	Postcard Paper for Public Notices	101-7010-7011-8050-000	342.49
Inv 385664 Total			342.49
204238 Total:			342.49
DPSI7101 - Desktop Publishing Supplies Inc. Total:			342.49
EMBS4011 - Embassy Consulting Svcs Line Item Account			
204239	09/19/2018		
Inv	58255		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/28/2018	Training class on Oct. 10,2018 for Det/SRO Burgos	101-4010-4011-8200-000	139.00
Inv 58255 Total			139.00
Inv	69556		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/14/2018	PD Training Class 9/12/18 Cpls. Sanchez & Johnson	101-4010-4011-8200-000	198.00
Inv 69556 Total			198.00
204239 Total:			337.00

EMBS4011 - Embassy Consulting Svcs Total: 337.00

EMPI5011 - Empire Cleaning Supply Line Item Account

204240 09/19/2018
 Inv 1062662

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/04/2018	FD Dept. Cleaning Supplies	101-5010-5011-8020-000	647.90
Inv 1062662 Total			647.90

204240 Total: 647.90

EMPI5011 - Empire Cleaning Supply Total: 647.90

FED1109 - FedEx Line Item Account

204241 09/19/2018
 Inv 6-250-55754

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/20/2018	Finance Overnight Shipping	101-3010-3011-8010-000	39.85
07/20/2018	Finance Overnight Shipping	101-3010-3011-8010-000	46.78
Inv 6-250-55754 Total			86.63

Inv 6-264-78298

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/03/2018	Finance Overnight Shipping	101-3010-3011-8010-000	49.41
Inv 6-264-78298 Total			49.41

Inv 6-279-81487

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/17/2018	Finance Overnight Shipping	101-3010-3011-8010-000	44.57
Inv 6-279-81487 Total			44.57

204241 Total: 180.61

FED1109 - FedEx Total: 180.61

GALS5010 - Galls Line Item Account

204242 09/19/2018
 Inv 010388902

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/25/2018	PD Uniform & Accessories	101-4010-4011-8134-000	3.39
Inv 010388902 Total			3.39

Check Number	Check Date		Amount
Inv	010434154		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/31/2018	PD Uniform & Accessories	101-4010-4011-8134-000	65.04
Inv 010434154 Total			65.04
Inv	010464388		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/06/2018	Police Officers' Polos	101-4010-4011-8134-000	170.56
Inv 010464388 Total			170.56
Inv	010487749		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/08/2018	PD Uniform & Accessories	101-4010-4011-8134-000	30.01
Inv 010487749 Total			30.01
Inv	010523039		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/13/2018	FD Uniform & Accessories	101-5010-5011-8020-000	526.95
Inv 010523039 Total			526.95
Inv	010523043		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/13/2018	FD Uniform & Accessories	101-5010-5011-8020-000	106.30
Inv 010523043 Total			106.30
Inv	010524976		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/13/2018	FD Uniform & Accessories CREDIT	101-5010-5011-8020-000	-420.87
Inv 010524976 Total			-420.87
Inv	010606318		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/23/2018	FD Uniform & Accessories	101-5010-5011-8020-000	5.39
Inv 010606318 Total			5.39
Inv	010606329		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/23/2018	FD Uniform & Accessories	101-5010-5011-8020-000	229.51
Inv 010606329 Total			229.51
204242 Total:			716.28

Check Number	Check Date		Amount
GALS5010 - Galls Total:			716.28
MAGR2920 - Grijalva, Marina Line Item Account			
204243	09/19/2018		
Inv	94542		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	Refund Deposit for GP Youth House on 06/09/18	101-0000-0000-2920-000	250.00
Inv 94542 Total			250.00
204243 Total:			250.00
MAGR2920 - Grijalva, Marina Total:			250.00
LRGB8010 - Grobel, Larry Line Item Account			
204244	09/19/2018		
Inv	8/29/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/30/2018	Library Books	101-8010-8011-8080-000	80.00
Inv 8/29/18 Total			80.00
204244 Total:			80.00
LRGB8010 - Grobel, Larry Total:			80.00
HHA5011 - H & H Auto Parts Wholesale Line Item Account			
204245	09/19/2018		
Inv	1IN0236351		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2018	FD Vehicle Maint. Supplies	101-5010-5011-8100-000	128.59
Inv 1IN0236351 Total			128.59
Inv	1IN0236383		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2018	FD Vehicle Maint. Supplies	101-5010-5011-8100-000	234.99
Inv 1IN0236383 Total			234.99
204245 Total:			363.58
HHA5011 - H & H Auto Parts Wholesale Total:			363.58
HIST7000 - Historic Resources Group Line Item Account			
204246	09/19/2018		

Check Number	Check Date		Amount
Inv	10436		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/31/2018	325 Camino Verde Historic Assessment Report Svcs	101-0000-0000-2990-034	450.00
Inv 10436 Total			450.00
204246 Total:			450.00
HIST7000 - Historic Resources Group Total:			450.00
JSAR4011 - Jack's Auto Repair Line Item Account			
204247	09/19/2018		
Inv	16023		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/14/2018	PD Unit# 0908 Oil Change & Replace Coolant Recovery Tank	101-4010-4011-8100-000	236.38
Inv 16023 Total			236.38
Inv	16024		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/14/2018	PD Unit# 0213 Replace Mass Air Flow Sensor	101-4010-4011-8100-000	18.55
Inv 16024 Total			18.55
Inv	16038		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2018	Remove & replace blower motor; assembly on Unit #1406	101-4010-4011-8100-000	303.69
Inv 16038 Total			303.69
Inv	16044		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/23/2018	Repairs to Unit#0702; Remove & replace alternaor assembly	101-4010-4011-8100-000	464.96
Inv 16044 Total			464.96
204247 Total:			1,023.58
JSAR4011 - Jack's Auto Repair Total:			1,023.58
KOAC6010 - KOA Line Item Account			
204248	09/19/2018		
Inv	JB86064-4		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/30/2018	Construction Mgmt & Inspection Svcs Monterey Rd Improvement	104-9000-9203-9203-000	12,955.00
Inv JB86064-4 Total			12,955.00

Check Number	Check Date		Amount
204248	Total:		12,955.00
KOAC6010 - KOA Total:			12,955.00
SILG5270 - Lang, Si Line Item Account			
204249	09/19/2018		
Inv	R94540		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2018	Refund Cancelled Class	101-0000-0000-5270-002	90.00
Inv R94540	Total		90.00
204249	Total:		90.00
SILG5270 - Lang, Si Total:			90.00
LIFE822 - Life-Assist Inc. Line Item Account			
204250	09/19/2018		
Inv	873001		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2018	Cert Training Operations	101-5010-5012-8520-000	512.12
Inv 873001	Total		512.12
204250	Total:		512.12
LIFE822 - Life-Assist Inc. Total:			512.12
LACT2920 - Lincoln Avenue Celestial Temple Line Item Account			
204251	09/19/2018		
Inv	R94656		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/28/2018	Refund WMB Deposit Rental 8/25/18	101-0000-0000-2920-000	500.00
Inv R94656	Total		500.00
204251	Total:		500.00
LACT2920 - Lincoln Avenue Celestial Temple Total:			500.00
BLPN8267 - Lipson, Bob Line Item Account			
204252	09/19/2018		
Inv	7/27/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/08/2018	Presentation Old Time Radio Themes 7/27/18	101-8030-8021-8020-000	125.00

Check Number	Check Date		Amount
	Inv 7/27/18	Total	125.00
	204252	Total:	125.00
	BLPN8267	Lipson, Bob Total:	125.00
	JRLM2920	Lum, Jaron Line Item Account	
	204253	09/19/2018	
	Inv	R94657	
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
	08/28/2018	Refund Garfield Park Youth House Deposit Rental 8/25/18	101-0000-0000-2920-000
	Inv R94657	Total	250.00
	204253	Total:	250.00
	JRLM2920	Lum, Jaron Total:	250.00
	MAC7777	Macdonald, Anthea Line Item Account	
	204254	09/19/2018	
	Inv	Sum 2018	
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
	08/28/2018	Class instructor. Payment for Scottish Country Dancing for 2018	101-8030-8032-8267-000
	Inv Sum 2018	Total	480.35
	204254	Total:	480.35
	MAC7777	Macdonald, Anthea Total:	480.35
	AMMZ8032	Martinez, Alma Line Item Account	
	204255	09/19/2018	
	Inv	Sum 2018	
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
	08/28/2018	Class instructor. Payment for Zumba - Tuesday night (Sum 2018)	101-8030-8032-8267-000
	Inv Sum 2018	Total	208.00
	204255	Total:	208.00
	AMMZ8032	Martinez, Alma Total:	208.00
	MMV9126	Mission Meridian Village POA Line Item Account	
	204256	09/19/2018	
	Inv	COM001	
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>

Check Number	Check Date		Amount
08/27/2018	POA Dues-Hospital 09/18	226-2010-2029-8060-000	804.13
Inv COM001 Total			804.13
Inv COM002			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/27/2018	POA Dues-Parking 09/18	207-2010-2260-8061-000	1,730.17
Inv COM002 Total			1,730.17
204256 Total:			2,534.30
MMV9126 - Mission Meridian Village POA Total:			2,534.30
JMMR8021 - Moreno, James Line Item Account			
204257	09/19/2018		
Inv	9/28/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/30/2018	Spaghetti Feast 9/29/18 Entertainment Sponsored by Regency Park	101-0000-0000-2994-001	175.00
Inv 9/28/18 Total			175.00
204257 Total:			175.00
JMMR8021 - Moreno, James Total:			175.00
MMEP4010 - Municipal Maintenance Equipment Line Item Account			
204258	09/19/2018		
Inv	0130038		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2018	GO-4 Electric Three Wheeled Utility Vehicle	105-4010-4011-8540-000	55,968.74
Inv 0130038 Total			55,968.74
204258 Total:			55,968.74
MMEP4010 - Municipal Maintenance Equipment Total:			55,968.74
OFF4011 - Office Solutions Line Item Account			
204259	09/19/2018		
Inv	I-01333127		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/13/2018	PD Office supplies	101-4010-4011-8020-000	338.26
Inv I-01333127 Total			338.26

Check Number	Check Date		Amount
Inv	I-01349875		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/10/2018	PD Office supplies	101-4010-4011-8020-000	123.08
Inv I-01349875 Total			123.08
204259 Total:			461.34
OFF4011 - Office Solutions Total:			461.34
PSCY8520 - Pasadena Cyclery Line Item Account			
204260	09/19/2018		
Inv	070318183946732		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/08/2018	Repair Bicycle; Helmet; Bike Shorts	101-4010-4011-8100-000	253.26
Inv 070318183946732 Total			253.26
Inv	080818143318952		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/20/2018	Repair Bicycle; Helmet; Bike Shorts	101-4010-4011-8100-000	37.00
Inv 080818143318952 Total			37.00
Inv	081618100811233		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/20/2018	Repair Bicycle; Helmet; Bike Shorts	101-4010-4011-8100-000	88.00
Inv 081618100811233 Total			88.00
204260 Total:			378.26
PSCY8520 - Pasadena Cyclery Total:			378.26
PET2002 - Pettee, Jack Line Item Account			
204261	09/19/2018		
Inv	08/16/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/16/2018	PD Staff Portraits 2017 & 2018 Wall	101-4010-4011-8020-000	394.20
08/16/2018	210*Police Cards for the Holiday; 250*box of A7 White Envelopes	101-4010-4011-8020-000	435.81
Inv 08/16/18 Total			830.01
204261 Total:			830.01
PET2002 - Pettee, Jack Total:			830.01

Check Number	Check Date		Amount
TOPL8267 - Plasil, Tony Line Item Account			
204262	09/19/2018		
Inv	Sum 2018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/30/2018	Instruct Ballroom Dance- August (Tue 4-5pm)	101-8030-8021-8267-000	113.60
08/30/2018	Instruct Tango Bootcamp - August (Tue 4-5pm)	101-8030-8021-8267-000	120.00
Inv Sum 2018 Total			233.60
204262 Total:			233.60
TOPL8267 - Plasil, Tony Total:			233.60
PODV8267 - Podvoll, Candace Line Item Account			
204263	09/19/2018		
Inv	Sum 2018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/30/2018	Instruct Meditation - August (Tue 8:30-9:30am)	101-8030-8021-8267-000	80.00
Inv Sum 2018 Total			80.00
204263 Total:			80.00
PODV8267 - Podvoll, Candace Total:			80.00
PGXI4011 - Prime Graphix Inc. Line Item Account			
204264	09/19/2018		
Inv	2340		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2018	PD Full Vehicle Graphic on Unit# 1801 & 1802	101-4010-4011-8100-000	985.50
Inv 2340 Total			985.50
204264 Total:			985.50
PGXI4011 - Prime Graphix Inc. Total:			985.50
PRPC5012 - ProPac Line Item Account			
204265	09/19/2018		
Inv	362656		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/23/2018	Cert Traning/Supplies	101-5010-5012-8520-000	1,336.95
Inv 362656 Total			1,336.95
204265 Total:			1,336.95

PRPC5012 - ProPac Total: 1,336.95

PVP7777 - PVP Communications, Inc. Line Item Account

204266 09/19/2018

Inv 14588

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/28/2018	Nolan N100-5 police motorcycle helmet; Helmet Comm's Kit	101-4010-4011-8134-000	843.58

Inv 14588 Total 843.58

204266 Total: 843.58

PVP7777 - PVP Communications, Inc. Total: 843.58

RGWA2980 - Rangwala Associates Line Item Account

204267 09/19/2018

Inv 1619

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/06/2018	Consulting Svcs - General Plan/DTSP	101-0000-0000-3085-000	7,400.00

Inv 1619 Total 7,400.00

204267 Total: 7,400.00

RGWA2980 - Rangwala Associates Total: 7,400.00

RIN7777 - Rincon Consultants Inc Line Item Account

204268 09/19/2018

Inv 6145

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/19/2018	Professional Fees 04/30-06/30/18	101-0000-0000-2990-035	4,459.50

Inv 6145 Total 4,459.50

204268 Total: 4,459.50

RIN7777 - Rincon Consultants Inc Total: 4,459.50

RKAC6010 - RKA Consulting Group Line Item Account

204269 09/19/2018

Inv 27912

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/15/2018	Construction Mgmt & Inspection Svcs	104-9000-9203-9203-000	2,501.25

Inv 27912 Total 2,501.25

Check Number	Check Date		Amount
Inv	27938		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/18/2018	Construction Mgmt & Inspection Svcs	104-9000-9203-9203-000	3,062.50
Inv 27938 Total			3,062.50
Inv	27939		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/15/2018	Construction Mgmt & Inspection Svcs	104-9000-9203-9203-000	966.25
Inv 27939 Total			966.25
204269 Total:			6,530.00
RKAC6010 - RKA Consulting Group Total:			6,530.00
SAN4961 - S.G.V. Council of Gov'ts Line Item Account			
204270	09/19/2018		
Inv	SGV-ULAR-1		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/01/2018	CIMP Costs Sharing for the Upper LA River Watershed Mgmt Area	101-6010-6015-8020-000	9,686.00
Inv SGV-ULAR-1 Total			9,686.00
204270 Total:			9,686.00
SAN4961 - S.G.V. Council of Gov'ts Total:			9,686.00
SAN8032 - San Pascual Stables Line Item Account			
204271	09/19/2018		
Inv	Sum 2018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/29/2018	Class Instructor. Payment for Horsemanship Classes (Sat. 1-2pm)	101-8030-8032-8267-000	216.00
Inv Sum 2018 Total			216.00
204271 Total:			216.00
SAN8032 - San Pascual Stables Total:			216.00
MICH4011 - Sanchez, Michael Line Item Account			
204272	09/19/2018		
Inv	Aug. 28-29		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/04/2018	Reimb. for training class on Aug. 28-29, 2018	101-4010-4011-8200-000	99.93
Inv Aug. 28-29 Total			99.93

204272 Total:

99.93

MICH4011 - Sanchez, Michael Total:

99.93

SDSI0107 - Security Design Systems, Inc. Line Item Account

204273 09/19/2018

Inv 217658

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2018	PD Maint. on Cameras & Access Control	101-4010-4011-8110-000	0.18

Inv 217658 Total 0.18

Inv 217659

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2018	PD Maint. on Cameras & Access Control	101-4010-4011-8110-000	30.00

Inv 217659 Total 30.00

Inv 217660

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2018	PD Maint. on Cameras & Access Control	101-4010-4011-8110-000	113.00

Inv 217660 Total 113.00

Inv 217661

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2018	PD Maint. on Cameras & Access Control	101-4010-4011-8110-000	289.92

Inv 217661 Total 289.92

Inv 218120

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2018	PD Maintenance on Cameras	101-4010-4011-8110-000	65.00

Inv 218120 Total 65.00

Inv 218121

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/30/2018	PD Maint. on Cameras & Access Control	101-4010-4011-8110-000	30.00

Inv 218121 Total 30.00

Inv 218122

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/30/2018	PD Maint. on Cameras & Access Control	101-4010-4011-8110-000	113.00

Inv 218122 Total 113.00

Check Number	Check Date		Amount
Inv	218123		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/30/2018	PD Maint. on Cameras & Access Control	101-4010-4011-8110-000	217.46
Inv 218123 Total			217.46
204273 Total:			858.56
SDSI0107 - Security Design Systems, Inc. Total:			858.56
WLST8267 - Shuttic, William Line Item Account			
204274	09/19/2018		
Inv	Aug. 2018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/30/2018	Instruct Fun-tional Fitness Class for August 2018	101-8030-8021-8267-000	500.00
Inv Aug. 2018 Total			500.00
204274 Total:			500.00
WLST8267 - Shuttic, William Total:			500.00
SPRE7011 - South Pasadena Review Line Item Account			
204275	09/19/2018		
Inv	H64607		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/03/2018	Public Notice Hillside Development Permit-1435 Oak Crest Ave	101-7010-7011-8040-000	187.50
Inv H64607 Total			187.50
Inv	H64628		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/10/2018	Proposed Hillside Notice in the S.P. Review-325 Camino Verde	101-7010-7011-8040-000	270.00
Inv H64628 Total			270.00
204275 Total:			457.50
SPRE7011 - South Pasadena Review Total:			457.50
STA5219 - Staples Business Advantage Line Item Account			
204276	09/19/2018		
Inv	3376353779		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/28/2018	Planning & Building Depatment office supplies	101-7010-7011-8000-000	356.53
Inv 3376353779 Total			356.53

Inv 3380707143

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/18/2018	PD Office Supplies CREDIT	101-4010-4011-8000-000	-308.78

Inv 3380707143 Total -308.78

Inv 3381939742

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/24/2018	PD Office Supplies	101-4010-4011-8020-000	137.85

Inv 3381939742 Total 137.85

Inv 3382668598

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/30/2018	Office Supplies for Water Division	500-6010-6711-8000-000	23.97

Inv 3382668598 Total 23.97

Inv 3384265638

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/19/2018	Library Office Supplies	101-8010-8011-8000-000	111.89

Inv 3384265638 Total 111.89

Inv 3384265639

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/19/2018	Library Office Supplies	101-8010-8011-8000-000	8.20

Inv 3384265639 Total 8.20

Inv 3384944292

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/27/2018	Library Office Supplies	101-8010-8011-8000-000	15.10

Inv 3384944292 Total 15.10

Inv 3384944293

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/27/2018	Library Office Supplies	101-8010-8011-8000-000	28.46

Inv 3384944293 Total 28.46

Inv 3384944294

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/27/2018	Library Office Supplies	101-8010-8011-8000-000	90.89

Inv 3384944294 Total 90.89

Inv 3385132113

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
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Check Number	Check Date		Amount
07/28/2018	Library Office Supplies	101-8010-8011-8000-000	121.71
Inv 3385132113 Total			121.7
Inv 3385132115			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/28/2018	PD Office Supplies	101-4010-4011-8000-000	21.89
Inv 3385132115 Total			21.89
Inv 3385132118			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/28/2018	PD Office Supplies	101-4010-4011-8000-000	316.54
Inv 3385132118 Total			316.54
Inv 3385616748			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2018	Library Office Supplies	101-8010-8011-8000-000	11.82
Inv 3385616748 Total			11.82
Inv 3385616749			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2018	Library Office Supplies	101-8010-8011-8000-000	10.93
Inv 3385616749 Total			10.93
Inv 3385616750			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2018	Library Office Supplies	101-8010-8011-8000-000	38.86
Inv 3385616750 Total			38.86
Inv 3386161454			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/04/2018	Library Office Supplies	101-8010-8011-8000-000	42.69
Inv 3386161454 Total			42.69
Inv 3386346287			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/05/2018	Mgmt Svcs Office Supplies	101-2010-2011-8000-000	13.13
Inv 3386346287 Total			13.13
Inv 3386501830			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/09/2018	Finance Office Supplies	101-3010-3011-8000-000	301.22
Inv 3386501830 Total			301.22

Check Number	Check Date		Amount
Inv	3386501831		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/09/2018	Finance Office Supplies	101-3010-3011-8000-000	65.69
Inv 3386501831 Total			65.69
Inv	3386501832		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/09/2018	Library Office Supplies	101-8010-8011-8000-000	16.84
Inv 3386501832 Total			16.84
Inv	3386501834		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/09/2018	Library Office Supplies	101-8010-8011-8000-000	13.12
Inv 3386501834 Total			13.12
Inv	3386501835		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/09/2018	Library Office Supplies	101-8010-8011-8000-000	145.82
Inv 3386501835 Total			145.82
Inv	3386501836		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/09/2018	Library Office Supplies	101-8010-8011-8000-000	17.40
Inv 3386501836 Total			17.40
Inv	3386501837		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/09/2018	Library Office Supplies	101-8010-8011-8000-000	12.03
Inv 3386501837 Total			12.03
Inv	3386587565		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/10/2018	PD Office Supplies	101-4010-4011-8000-000	514.09
Inv 3386587565 Total			514.09
Inv	3386587566		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/10/2018	PD Office Supplies	101-4010-4011-8000-000	109.49
Inv 3386587566 Total			109.49
Inv	3386767051		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/11/2018	PD Office Supplies	101-4010-4011-8000-000	109.16

Check Number	Check Date		Amount
Inv 3386767051	Total		109.16
Inv 3386862761			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/12/2018	Senior Center Office Supplies	101-8030-8021-8000-000	387.36
Inv 3386862761	Total		387.36
Inv 3386862762			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/12/2018	Senior Center Office Supplies	101-8030-8021-8020-000	141.56
Inv 3386862762	Total		141.56
Inv 3387099126			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/16/2018	PD Office Supplies	101-4010-4011-8000-000	135.75
Inv 3387099126	Total		135.75
Inv 3387099127			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/16/2018	PD Office Supplies	101-4010-4011-8020-000	744.24
08/16/2018	PD Office Supplies	101-4010-4011-8000-000	360.33
Inv 3387099127	Total		1,104.57
Inv 3388539249			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2018	FD Office Supplies	101-5010-5011-8000-000	84.16
Inv 3388539249	Total		84.16
204276	Total:		4,199.94
STA5219	- Staples Business Advantage Total:		4,199.94
SSSS8267	- Super Soccer Stars Line Item Account		
204277	09/19/2018		
Inv	Sum 2018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2018	Class Instructor. Payment for Super Soccer Stars, Two classes	101-8030-8032-8267-000	585.00
Inv Sum 2018	Total		585.00
204277	Total:		585.00
SSSS8267	- Super Soccer Stars Total:		585.00

SPWS8020 - SupplyWorks Line Item Account

204278 09/19/2018

Inv 452741184

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/27/2018	Library Janitorial Supplies	101-8010-8011-8120-000	231.81

Inv 452741184 Total 231.81

204278 Total: 231.81

SPWS8020 - SupplyWorks Total:

231.81

DOSY8021 - Synder, Don Line Item Account

204279 09/19/2018

Inv Sep. 26, 2018

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/27/2018	Presentation Move Themes are Many Spendored Things 09/26/18	101-8030-8021-8020-000	125.00

Inv Sep. 26, 2018 Total 125.00

204279 Total: 125.00

DOSY8021 - Synder, Don Total:

125.00

TCFV2915 - TCFTV Worldwide Productions Line Item Account

204280 09/19/2018

Inv WYE

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/23/2018	Refund Filming Deposit	220-0000-0000-5412-001	199.00
08/23/2018	Refund Filming Deposit	101-0000-0000-4445-000	530.00
08/23/2018	Refund Filming Deposit	101-0000-0000-2910-200	1,050.00
08/23/2018	Refund Filming Deposit	101-0000-0000-2915-200	1,050.00

Inv WYE Total 2,829.00

204280 Total: 2,829.00

TCFV2915 - TCFTV Worldwide Productions Total:

2,829.00

TOM4455 - Tom's Clothing & Uniforms Inc Line Item Account

204281 09/19/2018

Inv 1246

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2018	PD One pin of 4 stars	101-4010-4011-8134-000	16.43

Inv 1246 Total 16.43

Check Number	Check Date		Amount
204281	Total:		16.43
TOM4455 - Tom's Clothing & Uniforms Inc Total:			16.43
TREI9382 - Toro Enterprises Inc. Line Item Account			
204282	09/19/2018		
Inv	11727		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/31/2018	Monterey Road Street Improvement Project	233-9000-9354-9354-000	16,074.00
07/31/2018	Monterey Road Street Improvement Project	500-9000-9300-9300-000	23,385.82
Inv 11727	Total		39,459.82
204282	Total:		39,459.82
TREI9382 - Toro Enterprises Inc. Total:			39,459.82
TRA5998 - Transtech Engineers Inc. Line Item Account			
204283	09/19/2018		
Inv	20182172		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/30/2018	Bldg & Safety Staffing Services	101-7010-7011-8180-000	18,136.28
Inv 20182172	Total		18,136.28
Inv	20182173		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/30/2018	Bldg & Safety Staffing Services	101-7010-7011-8180-000	16,375.16
Inv 20182173	Total		16,375.16
204283	Total:		34,511.44
TRA5998 - Transtech Engineers Inc. Total:			34,511.44
ULRI2994 - Ulrich, Clarence Line Item Account			
204284	09/19/2018		
Inv	10/31/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/30/2018	Entertainment for Halloween luncheon & Costume Contest -10/31/1	101-0000-0000-2994-001	250.00
Inv 10/31/18	Total		250.00
204284	Total:		250.00
ULRI2994 - Ulrich, Clarence Total:			250.00

VECI8020 - Vecinos de South Pasadena Line Item Account

204285	09/19/2018		
Inv 94655			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/28/2018	Refund deposit for Cancelled War Memorial Building Ues on 10/20	101-0000-0000-2920-000	500.00
Inv 94655 Total			500.00
204285 Total:			500.00

VECI8020 - Vecinos de South Pasadena Total: 500.00

WIT6353 - Wittman Enterprises LLC Line Item Account

204286	09/19/2018		
Inv 1807059			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/14/2018	Paramedic Payment July 2018	101-0000-0000-5290-001	4,379.58
Inv 1807059 Total			4,379.58
204286 Total:			4,379.58

WIT6353 - Wittman Enterprises LLC Total: 4,379.58

WON6400 - Wondries Fleet Group Line Item Account

204287	09/19/2018		
Inv 564742			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/21/2018	PD Unit# 1798 Replace Transmission Assembly, Replace Disc Brake	101-4010-4011-8100-000	1,052.92
Inv 564742 Total			1,052.92
204287 Total:			1,052.92

WON6400 - Wondries Fleet Group Total: 1,052.92

PUFG8267 - Wong, Pauline Line Item Account

204288	09/19/2018		
Inv Sum 2018			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/30/2018	Instruct Line Dance class- August (Thursday morning)	101-8030-8021-8267-000	232.00
Inv Sum 2018 Total			232.00
204288 Total:			232.00

Check Number	Check Date		Amount
PUFG8267 - Wong, Pauline Total:			232.00
TOWO2970 - Wooge, Tom Line Item Account			
204289	09/19/2018		
Inv	402728		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2018	Refund for soils report review deposit	101-0000-0000-2970-001	505.76
Inv	402728 Total		505.76
204289 Total:			505.76
TOWO2970 - Wooge, Tom Total:			505.76
Total:			429,205.87

ATTACHMENT 4

Payroll 08-10-18

Payroll 08-24-18

PAYROLL ACCOUNT RECONCILIATION
City of South Pasadena
for Payroll 08.10.18

Account Number	Account Name	09.19.18
101-0000-0000-1010-000	General Fund - Payroll cash	569,558.20
	Other Withholding Payables	\$ 257,481.16
101-0000-0000-1010-000	Net General Fund - Payroll Cash	<u>312,077.04</u>
	Insurance Adjustment	-
205-0000-0000-1010-000	Prop A - Payroll Cash	7,979.07
207-0000-0000-1010-000	Prop C - Payroll Cash	5,830.50
210-0000-0000-1010-000	Sewer Fund - Payroll Cash	12,321.41
211-0000-0000-1010-000	CTC Traffic Improvement	-
215-0000-0000-1010-000	Street Lighting & Landscape Assessment - PR C	5,433.92
218-0000-0000-1010-000	Clean Air Act	-
227-0000-0000-1010-000	CRA - Payroll Cash	-
230-0000-0000-1010-000	State Gas Tax Fund - Payroll Cash	14,526.57
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	49,925.25
700-0000-0000-2210-000	Internal Revenue Service	66,031.76
700-0000-0000-2220-000	Employment Development Dept.	24,886.23
700-0000-0000-2230-000	Internal Revenue Service	20,258.30
700-0000-0000-2240-000	PERS Pension	93,869.37
700-0000-0000-2260-000	Deferred Comp - Empower	13,511.25
700-0000-0000-2262-000	PERS Health - Actives	
101-3011-3041-7131-000	PERS Health - Retirees	
Total Checks & Direct Deposits		<u>626,650.67</u>
Checks		16,481.02
Direct Deposits		391,612.74
I.R.S Payments		86,290.06
E.D.D. - State of CA		24,886.23
PERS Pension		93,869.37
Deferred Comp - Empower		13,511.25
PERS Health		
		<u>626,650.67</u>
To 700		649,093.90
Other PR Payable		257,481.16
ACH Payable		<u>391,612.74</u>

**City of South Pasadena
for Payroll 08.24.18**

Account Number	Account Name	09.19.18
101-0000-0000-1010-000	General Fund - Payroll cash	674,275.91
	Other Withholding Payables	\$ 367,795.76
101-0000-0000-1010-000	Net General Fund - Payroll Cash	306,480.15
	Insurance Adjustment	-
205-0000-0000-1010-000	Prop A - Payroll Cash	8,605.20
207-0000-0000-1010-000	Prop C - Payroll Cash	7,114.43
210-0000-0000-1010-000	Sewer Fund - Payroll Cash	13,742.11
211-0000-0000-1010-000	CTC Traffic Improvement	-
215-0000-0000-1010-000	Street Lighting & Landscape Aessment - PR Ca	6,899.23
218-0000-0000-1010-000	Clean Air Act	-
227-0000-0000-1010-000	CRA - Payroll Cash	-
230-0000-0000-1010-000	State Gas Tax Fund - Payroll Cash	18,466.29
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	54,732.67
700-0000-0000-2210-000	Internal Revenue Service	66,627.42
700-0000-0000-2220-000	Employment Development Dept.	25,071.75
700-0000-0000-2230-000	Internal Revenue Service	19,311.32
700-0000-0000-2240-000	PERS Pension	93,240.92
700-0000-0000-2260-000	Deferred Comp - Empower	12,561.03
700-0000-0000-2262-000	PERS Health - Actives	114,237.91
101-3011-3041-7131-000	PERS Health - Retirees	45,855.73
Total Checks & Direct Deposits		792,946.16
Checks		17,285.85
Direct Deposits		398,754.23
I.R.S Payments		85,938.74
E.D.D. - State of CA		25,071.75
PERS Pension		93,240.92
Deferred Comp - Empower		12,561.03
PERS Health		160,093.64
		792,946.16
To 700		766,549.99
Other PR Payable		367,795.76
ACH Payable		398,754.23

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City Council Agenda Report

ITEM NO. 9

DATE: September 19, 2018
FROM: Stephanie DeWolfe, City Manager
PREPARED BY: Craig Koehler, Finance Director
SUBJECT: Monthly Investment Reports for March 2018 through July 2018

Recommendation Action

It is recommended that the City Council receive and file the monthly investment reports for March 2018 through July 2018.

Commission Review and Recommendation

This matter was not reviewed by a commission.

Executive Summary

As required by law, a monthly investment report, including water bond funds, is presented to the City Council disclosing investment activities, types of investments, dates of maturities, amounts of deposits, rates of interest and, for securities with a maturity of more than 12 months, current market values.

Discussion/Analysis

There were no significant changes in the City of South Pasadena's (City) investments from the prior months. The amounts shown for the 2016 Water Revenue Bonds Escrow Fund are for information only. Since these funds are not accessible to the City or available for City use, they are no longer being included as part of the City's total investments.

Background

Monthly reporting of the investment reports fell behind during the recruitment for a new Finance Director. The attached reports for March 2018 through July 2018 will bring the reporting current. As required by law, a monthly investment report, including water bond funds, is presented to the City Council disclosing investment activities, types of investments, dates of maturities, amounts of deposits, rates of interest and, for securities with a maturity of more than 12 months, current market values.

The reports reflect all investments at the above-referenced date and are in conformity with the City Investment Policy as stated in Resolution No. 7476. Copies of the Resolution are available at the City Clerk's Office. The investments herein provide sufficient cash flow liquidity to meet the estimated expenditures, as required in the investment policy.

Legal Review

The City Attorney has not reviewed this item.

Fiscal Impact

There is no fiscal impact associated with 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. City Investment Report for March 2018
2. City Investment Report for April 2018
3. City Investment Report for May 2018
4. City Investment Report for June 2018
5. City Investment Report for July 2018

ATTACHMENT 1
Monthly Investment Report for March 2018

Exhibit A
City of South Pasadena

INVESTMENT REPORT
March 31, 2018

Investment Balances at Month End

INSTITUTION NAME	MATURITY DATE	YIELD TO CALL OR MATURITY	PERCENT OF PORTFOLIO	COST	CURRENT MARKET VALUE *
LOCAL AGENCY INVESTMENT FUND:					
LAIF City	ON DEMAND	1.524%	50.50%	16,744,139.81	16,744,139.81
SUBTOTAL			50.50%	<u>16,744,139.81</u>	<u>16,744,139.81</u>
MORGAN STANLEY SMITH BARNEY					
Government Securities	See Exhibit B-1	1.64%	35.41%	11,740,325.07	11,512,882.02
Corporate Bonds	See Exhibit B-1	2.70%	14.09%	4,669,806.17	4,576,119.54
SUBTOTAL			49.50%	<u>16,410,131.24</u>	<u>16,089,001.56</u>
TOTAL INVESTMENTS			100.00%	<u>\$33,154,271.05</u>	<u>\$32,833,141.37</u>

2016 WATER REVENUE BONDS ESCROW FUND **

** Information Only - Funds held in escrow are managed solely by the 2016 Bond Trustees. The funds are not accessible by the City and not available for City use. They are, therefore, not included in the Total Investments.

Wells Fargo Govt. Securities	See Exhibit B-2	1.723%		42,717,000.00	42,423,450.46
Wells Fargo Uninvested Cash Balance				484.39	484.39

BANK ACCOUNTS:

Bank of the West Account Balance:				\$3,985,069.54	
Morgan Stanley Uninvested Cash Balance:				\$234,060.57	
Morgan Stanley Unsettled Transactions				\$0.00	
BNY Mellon Uninvested Cash Balance				\$152,330.13	

Required Disclosures:

Average weighted maturity of the portfolio 414 DAYS

Average weighted total yield to maturity of the portfolio 1.729%

The City's investment liquidity is sufficient for it to meet its expenditure requirements for the next 180 days.

All investments are in conformity with the City Investment Policy.

* Current market valuation is required for investments with maturities of more than twelve months.

Exhibit B-1

Funds and Investments
Held by Contracted (Third) Parties
March 31, 2018

Morgan Stanley Investments

Investment Type	Issuer	CUSIP	Par Value	Adjusted Premium	Adjusted Cost	Market Value	Current YTM	Unrealized Gain/Loss
1 Gov't. Securities	U.S. Treasury Note	912828ST8	413,000.00	100.053	413,217.28	408,998.03	1.26%	(4,219.25)
2 Gov't. Securities	U.S. Treasury Note	912828G95	822,000.00	100.210	823,729.00	813,007.32	1.64%	(10,721.68)
3 Gov't. Securities	U.S. Treasury Note	912828G95	164,000.00	99.781	163,641.33	162,205.84	1.64%	(1,435.49)
4 Gov't. Securities	U.S. Treasury Note	912828H52	259,000.00	98.461	255,013.73	254,244.76	1.27%	(768.97)
5 Gov't. Securities	U.S. Treasury Note	912828H52	35,000.00	99.566	34,848.24	34,357.40	1.27%	(490.84)
6 Gov't. Securities	U.S. Treasury Note	912828H52	15,000.00	99.914	14,987.12	14,724.60	1.27%	(262.52)
7 Gov't. Securities	U.S. Treasury Note	912828H52	97,000.00	100.580	97,562.41	95,219.08	1.27%	(2,343.33)
8 Gov't. Securities	U.S. Treasury Note	912828L32	250,000.00	98.641	246,601.50	244,277.50	1.40%	(2,324.00)
9 Gov't. Securities	U.S. Treasury Note	912828L32	74,000.00	100.834	74,617.27	72,306.14	1.40%	(2,311.13)
10 Gov't. Securities	U.S. Treasury Note	912828L32	329,000.00	100.828	331,724.23	321,469.19	1.40%	(10,255.04)
11 Gov't. Securities	U.S. Treasury Note	912828N89	498,000.00	99.469	495,354.62	484,170.54	1.41%	(11,184.08)
12 Gov't. Securities	U.S. Treasury Note	912828N89	150,000.00	100.802	151,203.01	145,834.50	1.41%	(5,368.51)
13 Gov't. Securities	U.S. Treasury Note	912828N89	280,000.00	100.823	282,303.95	272,224.40	1.41%	(10,079.55)
14 Gov't. Securities	U.S. Treasury Note	912828B90	736,000.00	100.512	739,764.66	727,808.32	2.02%	(11,956.34)
15 Gov't. Securities	U.S. Treasury Note	912828F96	494,000.00	100.281	495,388.90	486,051.54	2.03%	(9,337.36)
16 Gov't. Securities	U.S. Treasury Note	912828WZ9	494,000.00	99.883	493,421.03	479,451.70	1.80%	(13,969.33)
17 Gov't. Securities	U.S. Treasury Note	912828P4	413,000.00	99.816	412,241.73	401,915.08	1.92%	(10,326.65)
18 Gov't. Securities	U.S. Treasury Note	912828P4	579,000.00	99.211	574,431.11	563,459.64	1.92%	(10,971.47)
19 Gov't. Securities	Fed. Home Loan Mtg. Corp.	3137EADK2	309,000.00	100.043	309,133.50	305,010.81	1.26%	(4,122.69)
20 Gov't. Securities	Fed. Home Loan Mtg. Corp.	3137EADK2	309,000.00	100.368	310,135.77	305,010.81	1.26%	(5,124.96)
21 Gov't. Securities	Fed. Home Loan Mtg. Corp.	3137EADK2	20,000.00	100.592	20,118.39	19,741.80	1.26%	(376.59)
22 Gov't. Securities	Fed. Home Loan Mtg. Corp.	3137EADK2	345,000.00	100.361	346,246.28	340,546.05	1.26%	(5,700.23)
23 Gov't. Securities	Fed. Home Loan Mtg. Corp.	3137EADM8	480,000.00	100.431	482,068.84	472,804.80	1.26%	(9,264.04)
24 Gov't. Securities	Fed. Home Loan Mtg. Corp.	3137EADR7	500,000.00	100.671	503,354.82	490,255.00	1.40%	(13,099.82)
25 Gov't. Securities	Fed. Home Loan Mtg. Corp. Med.Term Note	3137EADB2	360,000.00	101.578	365,679.60	357,440.40	2.39%	(8,239.20)
26 Gov't. Securities	Fed. Home Loan Mtg. Corp. Med.Term Note	3137EADB2	326,000.00	102.144	332,989.95	323,682.14	2.39%	(9,307.81)
27 Gov't. Securities	Fed. Home Loan Bank	3130A8QS5	665,000.00	99.305	660,378.25	637,123.20	1.17%	(23,255.05)
28 Gov't. Securities	Fed. National Mtg. Assn.	3135G0YT4	231,000.00	100.057	231,131.48	230,401.71	1.62%	(729.77)
29 Gov't. Securities	Fed. National Mtg. Assn.	3135G0YT4	30,000.00	100.340	30,102.06	29,922.30	1.62%	(179.76)
30 Gov't. Securities	Fed. National Mtg. Assn.	3135G0YT4	13,000.00	100.403	13,052.43	12,966.33	1.62%	(86.10)
31 Gov't. Securities	Fed. National Mtg. Assn.	3135G0YT4	90,000.00	100.614	90,552.37	89,766.90	1.62%	(785.47)
32 Gov't. Securities	Fed. National Mtg. Assn.	3135G0ZA4	630,000.00	100.267	631,681.47	628,595.10	1.87%	(3,086.37)
33 Gov't. Securities	Fed. National Mtg. Assn.	3135G0ZA4	19,000.00	100.598	19,113.58	18,957.63	1.87%	(155.95)
34 Gov't. Securities	Fed. National Mtg. Assn.	3135G0ZA4	13,000.00	100.681	13,088.50	12,971.01	1.87%	(117.49)
35 Gov't. Securities	Fed. National Mtg. Assn.	3135G0ZA4	200,000.00	101.014	202,028.13	199,554.00	1.87%	(2,474.13)
36 Gov't. Securities	Fed. National Mtg. Assn.	3135G0ZA4	100,000.00	100.813	100,812.60	99,777.00	1.87%	(1,035.60)
37 Gov't. Securities	Fed. National Mtg. Assn.	3135G0A78	568,000.00	100.063	568,359.59	561,399.84	1.64%	(6,959.75)
38 Gov't. Securities	Fed. National Mtg. Assn.	3135G0H55	401,000.00	102.306	410,246.34	395,229.61	1.90%	(15,016.73)

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Exhibit B-1
Funds and Investments
Held by Contracted (Third) Parties
March 31, 2018

Morgan Stanley Investments

Investment Type	Issuer	CUSIP	Par Value	Adjusted Premium	Adjusted Cost	Market Value	Current YTM	Unrealized Gain/Loss	
Subtotal Gov't. Securities			11,711,000.00		11,740,325.07	11,512,882.02	1.64%	(227,443.05)	
39	Corporate Bond	Boeing Capital Corp. (Callable)	097014AM6	59,000.00	100.608	59,358.97	59,068.44	1.44%	(290.53)
40	Corporate Bond	Boeing Capital Corp. (Callable)	097014AM6	20,000.00	100.678	20,135.63	20,023.20	1.44%	(112.43)
41	Corporate Bond	Metlife, Inc.	59156RAR9	138,000.00	101.996	140,754.96	140,058.96	3.35%	(696.00)
42	Corporate Bond	Metlife, Inc.	59156RAR9	19,000.00	101.915	19,363.83	19,283.48	3.35%	(80.35)
43	Corporate Bond	Pepsico Inc.	713448DA3	163,000.00	100.500	163,814.64	162,853.30	2.25%	(961.34)
44	Corporate Bond	Bank of New York Mellon (Callable)	06406HCP2	112,000.00	100.090	112,100.83	111,501.60	2.10%	(599.23)
45	Corporate Bond	Bank of New York Mellon (Callable)	06406HCP2	6,000.00	100.271	6,016.27	5,973.30	2.10%	(42.97)
46	Corporate Bond	Bank of New York Mellon (Callable)	06406HCP2	3,000.00	100.309	3,009.27	2,986.65	2.10%	(22.62)
47	Corporate Bond	Bank of New York Mellon (Callable)	06406HCP2	39,000.00	100.696	39,271.28	38,826.45	2.10%	(444.83)
48	Corporate Bond	Kimberly-Clark Corp.	494368BT9	82,000.00	100.212	82,173.89	81,099.64	1.41%	(1,074.25)
49	Corporate Bond	United Parcel Service	911312AK2	75,000.00	103.793	77,845.02	77,052.75	4.98%	(792.27)
50	Corporate Bond	John Deere Capital Corp.	24422ERR2	61,000.00	100.571	61,348.58	60,829.81	2.25%	(518.77)
51	Corporate Bond	US Bancorp (Callable)	91159HHB9	61,000.00	100.925	61,564.06	60,670.60	2.21%	(893.46)
52	Corporate Bond	US Bancorp (Callable)	91159HHB9	20,000.00	100.909	20,181.85	19,892.00	2.21%	(289.85)
53	Corporate Bond	Caterpillar Financial	14912L6B2	78,000.00	101.090	78,849.81	77,553.84	2.11%	(1,295.97)
54	Corporate Bond	Home Depot Inc.	437076BE1	32,000.00	100.593	32,189.86	31,835.84	2.01%	(354.02)
55	Corporate Bond	Home Depot Inc. (Callable)	437076BE1	8,000.00	100.359	8,028.74	7,958.96	2.01%	(69.78)
56	Corporate Bond	Home Depot Inc. (Callable)	437076BE1	2,000.00	100.598	2,011.96	1,989.74	2.01%	(22.22)
57	Corporate Bond	Home Depot Inc. (Callable)	437076BE1	38,000.00	100.992	38,376.87	37,805.06	2.01%	(571.81)
58	Corporate Bond	Paccar Financial Corp.	69371RN36	83,000.00	98.949	82,127.67	81,464.50	1.22%	(663.17)
59	Corporate Bond	Berkshire Hathaway Inc.	084670BL1	111,000.00	100.397	111,441.15	110,631.48	2.10%	(809.67)
60	Corporate Bond	Berkshire Hathaway Inc.	084670BL1	7,000.00	100.597	7,041.79	6,976.76	2.10%	(65.03)
61	Corporate Bond	Berkshire Hathaway Inc.	084670BL1	45,000.00	100.680	45,306.14	44,850.60	2.10%	(455.54)
62	Corporate Bond	Honeywell Internatoinal	438516BJ4	82,000.00	99.468	81,563.76	80,516.62	1.42%	(1,047.14)
63	Corporate Bond	Proctor & Gamble Co.	742718EG0	105,000.00	100.497	105,521.93	104,188.35	1.91%	(1,333.58)
64	Corporate Bond	Proctor & Gamble Co.	742718EG0	13,000.00	100.436	13,056.74	12,899.51	1.91%	(157.23)
65	Corporate Bond	Proctor & Gamble Co.	742718EG0	3,000.00	100.663	3,019.88	2,976.81	1.91%	(43.07)
66	Corporate Bond	Proctor & Gamble Co.	742718EG0	40,000.00	101.265	40,506.08	39,690.80	1.91%	(815.28)
67	Corporate Bond	Costco Wholesale Group	22160KAF2	81,000.00	101.008	81,816.69	79,849.80	1.72%	(1,966.89)
68	Corporate Bond	BB&T Corp. (Callable)	05531FAS2	81,000.00	100.952	81,770.92	80,326.08	2.47%	(1,444.84)
69	Corporate Bond	PNC Funding Corp.	693476BJ1	101,000.00	105.085	106,135.64	104,796.59	4.93%	(1,339.05)
70	Corporate Bond	PNC Funding Corp.	693476BJ1	6,000.00	105.200	6,312.00	6,225.54	4.93%	(86.46)
71	Corporate Bond	PNC Funding Corp.	693476BJ1	2,000.00	105.228	2,104.55	2,075.18	4.93%	(29.37)
72	Corporate Bond	PNC Funding Corp.	693476BJ1	34,000.00	105.896	36,004.50	35,278.06	4.93%	(726.44)
73	Corporate Bond	Comcast Corp.	20030NBA8	98,000.00	105.259	103,153.79	101,970.96	4.94%	(1,182.83)
74	Corporate Bond	Comcast Corp.	20030NBA8	8,000.00	105.839	8,467.15	8,324.16	4.94%	(142.99)

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Exhibit B-1

Funds and Investments
Held by Contracted (Third) Parties
March 31, 2018

Morgan Stanley Investments

Investment Type	Issuer	CUSIP	Par Value	Adjusted Premium	Adjusted Cost	Market Value	Current YTM	Unrealized Gain/Loss
75 Corporate Bond	Comcast Corp.	20030NBA8	2,000.00	106.037	2,120.73	2,081.04	4.94%	(39.69)
76 Corporate Bond	Comcast Corp.	20030NBA8	38,000.00	106.813	40,588.87	39,539.76	4.94%	(1,049.11)
77 Corporate Bond	Comcast Corp.	20030NBA8	5,000.00	106.229	5,311.47	5,202.60	4.94%	(108.87)
78 Corporate Bond	Qualcomm Inc.	747525ASP8	82,000.00	100.297	82,243.43	81,065.20	2.12%	(1,178.23)
79 Corporate Bond	Wal-Mart	931142CU5	76,000.00	105.250	79,990.22	77,650.72	3.54%	(2,339.50)
80 Corporate Bond	Target Corp.	87612EAV8	39,000.00	105.126	40,999.06	39,955.11	3.78%	(1,043.95)
81 Corporate Bond	Target Corp.	87612EAV8	36,000.00	105.230	37,882.96	36,881.64	3.78%	(1,001.32)
82 Corporate Bond	United Health Group Inc.	91324PCM2	53,000.00	101.045	53,554.11	52,765.21	2.71%	(788.90)
83 Corporate Bond	United Health Group Inc.	91324PCM2	7,000.00	101.213	7,084.90	6,968.99	2.71%	(115.91)
84 Corporate Bond	United Health Group Inc.	91324PCM2	18,000.00	102.411	18,433.97	17,920.26	2.71%	(513.71)
85 Corporate Bond	United Health Group Inc.	91324PCM2	42,000.00	101.876	42,788.12	41,813.94	2.71%	(974.18)
86 Corporate Bond	Intel Corp.	458140AQ3	56,000.00	100.581	56,325.38	55,681.36	2.46%	(644.02)
87 Corporate Bond	Intel Corp.	458140AQ3	3,000.00	100.771	3,023.13	2,982.93	2.46%	(40.20)
88 Corporate Bond	Intel Corp.	458140AQ3	20,000.00	101.998	20,399.64	19,886.20	2.46%	(513.44)
89 Corporate Bond	State Street Corp.	857477AS2	54,000.00	102.021	55,091.17	53,685.18	2.56%	(1,405.99)
90 Corporate Bond	State Street Corp.	857477AS2	24,000.00	102.086	24,500.72	23,860.08	2.56%	(640.64)
91 Corporate Bond	The Walt Disney Co.	25468PDE3	60,000.00	100.374	60,224.52	58,975.80	2.18%	(1,248.72)
92 Corporate Bond	The Walt Disney Co.	25468PDE3	20,000.00	102.081	20,416.14	19,658.60	2.18%	(757.54)
93 Corporate Bond	Bank of America	06051GFT1	163,000.00	100.775	164,263.94	161,875.30	2.64%	(2,388.64)
94 Corporate Bond	Coca-Cola Co.	191216BT6	62,000.00	100.803	62,497.63	60,800.92	1.91%	(1,696.71)
95 Corporate Bond	Coca-Cola Co.	191216BT6	19,000.00	101.169	19,222.03	18,632.54	1.91%	(589.49)
96 Corporate Bond	ACE INA Holdings Inc.	00440EAT4	61,000.00	101.180	61,719.78	60,078.29	2.33%	(1,641.49)
97 Corporate Bond	ACE INA Holdings Inc.	00440EAT4	62,000.00	100.898	62,556.57	61,063.18	2.33%	(1,493.39)
98 Corporate Bond	Johnson & Johnson	478160CH5	83,000.00	100.121	83,100.11	81,647.93	1.98%	(1,452.18)
99 Corporate Bond	Chevron Corp. (Callable)	166764AY6	55,000.00	101.610	55,885.34	54,594.65	2.43%	(1,290.69)
100 Corporate Bond	Chevron Corp. (Callable)	166764AY6	25,000.00	101.754	25,438.43	24,815.75	2.43%	(622.68)
101 Corporate Bond	VISA	92826CAA0	162,000.00	100.565	162,914.93	159,440.40	2.23%	(3,474.53)
102 Corporate Bond	Gen. Electric Capital Corp.	36962G4Y7	109,000.00	107.836	117,541.35	112,934.90	4.46%	(4,606.45)
103 Corporate Bond	Gen. Electric Capital Corp.	36962G4Y7	34,000.00	108.003	36,721.05	35,227.40	4.46%	(1,493.65)
104 Corporate Bond	Occidental Petroleum Corp. (Callable)	674599BY0	75,000.00	105.351	79,013.58	77,178.00	3.98%	(1,835.58)
105 Corporate Bond	Exxon Mobil Corp. (Callable)	30231GAV4	162,000.00	101.486	164,407.20	159,587.82	2.25%	(4,819.38)
106 Corporate Bond	JP Morgan Chase	46625HHZ6	151,000.00	107.056	161,654.18	157,397.87	4.43%	(4,256.31)
107 Corporate Bond	3M Co. (Callable)	88579YAU5	65,000.00	100.086	65,056.18	62,476.05	1.69%	(2,580.13)
108 Corporate Bond	3M Co. (Callable)	88579YAU5	17,000.00	99.207	16,865.19	16,339.89	1.69%	(525.30)
109 Corporate Bond	MasterCard, Inc.	57636QAF1	164,000.00	99.249	162,768.36	159,524.44	2.05%	(3,243.92)
110 Corporate Bond	Microsoft Corp.	594918BA1	82,000.00	101.028	82,842.71	80,419.86	2.42%	(2,422.85)
111 Corporate Bond	American Express Credit (Callable)	0258M0EG0	162,000.00	101.829	164,963.18	158,521.86	2.75%	(6,441.32)
112 Corporate Bond	Burlington North Santa Fe (Callable)	12189LAH4	79,000.00	103.397	81,683.24	79,088.48	3.04%	(2,594.76)
113 Corporate Bond	Apple Inc.	037833BF6	160,000.00	102.367	163,787.16	158,184.00	2.73%	(5,603.16)

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Exhibit B-1

Funds and Investments
Held by Contracted (Third) Parties
March 31, 2018

Morgan Stanley Investments

Investment Type	Issuer	CUSIP	Par Value	Adjusted Premium	Adjusted Cost	Market Value	Current YTM	Unrealized Gain/Loss
114 Corporate Bond	Oracle Corp.	68389XBB0	81,000.00	101.455	82,178.79	79,409.97	2.55%	(2,768.82)
Subtotal Corporate Bonds			4,584,000.00		4,669,806.17	4,576,119.54	2.70%	(93,686.63)
Money Market	Liquid Asset Fund		-				0.010%	
Uninvested Cash			-		-	234,060.57	0.010%	
Subtotal Cash & Cash Equivalents					-	234,060.57		
Grand Totals			16,295,000.00		16,410,131.24	16,323,062.13	1.92%	(321,129.68)
Unsettled Transactions								
Subtotal Unsettled Transactions					-	-		-
Totals incl. Unsettled Transactions			16,295,000.00		16,410,131.24	16,323,062.13		(321,129.68)
Totals per Bank Statement			16,295,000.00		16,410,131.24	16,323,062.13		(321,129.68)

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Funds and Investments
Held by Contracted (Third) Parties
March 31, 2018

2016 Water Revenue Bonds

Investment Type	Issuer	Settlement Date	Par Value	Coupon Rate	Market Value	Current YTM	Maturity Date	Days to Maturity	CUSIP Account Number
BNY Mellon Project Fund									
1 Cash			-	0.010%	-	0.010%		1	
2 Morgan Stanley Treasury Portfolio			152,330.13	0.250%	152,330.13	0.250%		1	280514
Subtotal Cash & Cash Equivalents			152,330.13	0.250%	152,330.13	0.250%		1	
Total Project Fund			152,330.13	0.250%	152,330.13	0.250%		1	
Wells Fargo Escrow Fund -- Information Only									
1 Cash			484.39	0.100%	484.39	0.100%		1	77126400
Subtotal Cash & Cash Equivalents			484.39	0.100%	484.39	0.100%		1	
2 Gov't. Securities U.S. Treasury Note		11/10/2016	592,000.00	1.625%	589,016.32	1.625%	3/31/2019	365	912828C65
3 Gov't. Securities U.S. Treasury Note		11/10/2016	40,088,000.00	1.750%	39,801,370.80	1.750%	9/30/2019	548	912828F39
4 Gov't. Securities U.S. Treasury Note		11/10/2016	595,000.00	0.875%	595,000.00	0.875%	3/31/2018	0	912828Q45
5 Gov't. Securities U.S. Treasury Note		11/10/2016	1,442,000.00	1.375%	1,438,063.34	1.375%	9/30/2018	183	912828RH5
Subtotal Securities			42,717,000.00	1.723%	42,423,450.46	1.723%		6	
Total Escrow Fund			42,717,484.39	1.723%	42,423,934.85	1.723%		6	

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Exhibit C

City of South Pasadena
Investment Report

Summary of Invested Funds -- Last Day of the Month

MONTH	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
JULY	18,506,000	20,273,657	13,579,652	11,604,558	14,003,563	17,332,153	20,958,651	26,306,572	28,541,631	74,033,803
AUGUST	17,256,000	20,608,628	12,099,372	11,595,476	13,043,563	17,330,985	12,658,088	26,294,151	28,405,544	73,122,925
SEPTEMBER	16,766,000	17,292,659	11,000,410	11,582,026	11,783,420	16,331,557	19,715,369	22,058,959	27,049,892	70,952,657
OCTOBER	16,266,000	17,297,628	10,757,440	10,575,907	11,795,960	13,841,158	17,221,779	22,325,114	27,023,005	70,917,973
NOVEMBER	15,646,000	16,621,046	10,499,526	8,992,178	11,800,260	13,836,635	17,221,849	22,287,418	73,246,265	26,547,176
DECEMBER	18,756,000	18,487,198	10,634,416	10,185,282	11,805,140	16,837,192	20,603,990	22,253,300	71,499,585	28,949,643
JANUARY	20,582,573	20,210,860	12,629,088	9,186,793	11,816,031	18,846,359	26,309,319	27,399,997	71,229,735	32,878,042
FEBRUARY	20,284,404	19,519,072	12,619,768	9,184,331	13,818,580	18,845,663	26,260,788	30,108,605	71,084,575	33,013,420
MARCH	19,715,013	18,448,613	12,610,790	9,126,552	13,319,038	13,145,894	26,315,158	28,939,924	72,604,964	32,833,141
APRIL	22,169,776	19,317,280	12,605,200	11,130,863	17,327,604	13,153,853	26,326,876	28,276,276	75,018,330	
MAY	23,010,520	16,191,609	12,595,623	11,128,155	19,327,983	23,452,878	26,310,240	28,429,928	76,053,277	
JUNE	23,385,906	15,871,761	12,581,680	10,275,475	19,323,510	22,452,628	29,289,712	26,594,581	75,918,587	

ATTACHMENT 2
Monthly Investment Report for April 2018

Exhibit A
City of South Pasadena

INVESTMENT REPORT
April 30, 2018

Investment Balances at Month End

INSTITUTION NAME	MATURITY DATE	YIELD TO CALL OR MATURITY	PERCENT OF PORTFOLIO	COST	CURRENT MARKET VALUE *
LOCAL AGENCY INVESTMENT FUND:					
LAIF City	ON DEMAND	1.661%	50.17%	16,744,139.81	16,804,213.67
SUBTOTAL			50.17%	<u>16,744,139.81</u>	<u>16,804,213.67</u>
MORGAN STANLEY SMITH BARNEY					
Government Securities	See Exhibit B-1	1.62%	35.85%	11,963,145.05	11,691,159.60
Corporate Bonds	See Exhibit B-1	2.71%	13.98%	<u>4,666,003.49</u>	<u>4,568,726.36</u>
SUBTOTAL			49.83%	<u>16,629,148.54</u>	<u>16,259,885.96</u>
TOTAL INVESTMENTS			100.00%	<u>\$33,373,288.35</u>	<u>\$33,064,099.63</u>

2016 WATER REVENUE BONDS ESCROW FUND **

** Information Only - Funds held in escrow are managed solely by the 2016 Bond Trustees. The funds are not accessible by the City and not available for City use. They are, therefore, not included in the Total Investments.

Wells Fargo Govt. Securities	See Exhibit B-2	1.735%	42,122,000.00	41,743,437.02
Wells Fargo Uninvested Cash Balance			1,131.27	1,131.27

BANK ACCOUNTS:

Bank of the West Account Balance:	\$6,397,308.07
Morgan Stanley Uninvested Cash Balance:	\$27,862.56
Morgan Stanley Unsettled Transactions	\$0.00
BNY Mellon Uninvested Cash Balance	\$152,510.95

Required Disclosures:

Average weighted maturity of the portfolio 400 DAYS

Average weighted total yield to maturity of the portfolio 1.790%

The City's investment liquidity is sufficient for it to meet its expenditure requirements for the next 180 days.

All investments are in conformity with the City Investment Policy.

* Current market valuation is required for investments with maturities of more than twelve months.

Exhibit B-1

Funds and Investments
Held by Contracted (Third) Parties
April 30, 2018

Morgan Stanley Investments

Investment Type	Issuer	CUSIP	Par Value	Adjusted Premium	Adjusted Cost	Market Value	Current YTM	Unrealized Gain/Loss
1 Gov't. Securities	U.S. Treasury Bill	912796PG8	225,000.00	99.896	224,765.55	224,840.25	-	74.70
2 Gov't. Securities	U.S. Treasury Note	912828ST8	413,000.00	100.049	413,200.75	408,775.01	1.26%	(4,425.74)
3 Gov't. Securities	U.S. Treasury Note	912828G95	822,000.00	100.201	823,648.11	811,050.96	1.64%	(12,597.15)
4 Gov't. Securities	U.S. Treasury Note	912828G95	164,000.00	99.781	163,641.33	161,815.52	1.64%	(1,825.81)
5 Gov't. Securities	U.S. Treasury Note	912828H52	259,000.00	98.461	255,013.73	253,659.42	1.27%	(1,354.31)
6 Gov't. Securities	U.S. Treasury Note	912828H52	35,000.00	99.566	34,848.24	34,278.30	1.27%	(569.94)
7 Gov't. Securities	U.S. Treasury Note	912828H52	15,000.00	99.914	14,987.12	14,690.70	1.27%	(296.42)
8 Gov't. Securities	U.S. Treasury Note	912828H52	97,000.00	100.554	97,537.19	94,999.86	1.27%	(2,537.33)
9 Gov't. Securities	U.S. Treasury Note	912828L32	250,000.00	98.641	246,601.50	243,340.00	1.41%	(3,261.50)
10 Gov't. Securities	U.S. Treasury Note	912828L32	74,000.00	100.806	74,596.64	72,028.64	1.41%	(2,568.00)
11 Gov't. Securities	U.S. Treasury Note	912828L32	329,000.00	100.800	331,633.17	320,235.44	1.41%	(11,397.73)
12 Gov't. Securities	U.S. Treasury Note	912828N89	498,000.00	99.469	495,354.62	481,735.32	1.42%	(13,619.30)
13 Gov't. Securities	U.S. Treasury Note	912828N89	150,000.00	100.779	151,168.34	145,101.00	1.42%	(6,067.34)
14 Gov't. Securities	U.S. Treasury Note	912828N89	280,000.00	100.799	282,237.54	270,855.20	1.42%	(11,382.34)
15 Gov't. Securities	U.S. Treasury Note	912828B90	736,000.00	100.498	739,661.75	723,583.68	2.03%	(16,078.07)
16 Gov't. Securities	U.S. Treasury Note	912828F96	494,000.00	100.275	495,357.93	482,578.72	2.04%	(12,779.21)
17 Gov't. Securities	U.S. Treasury Note	912828WZ9	494,000.00	99.883	493,421.03	475,667.66	1.81%	(17,753.37)
18 Gov't. Securities	U.S. Treasury Note	9128282P4	413,000.00	99.816	412,241.73	398,578.04	1.94%	(13,663.69)
19 Gov't. Securities	U.S. Treasury Note	9128282P4	579,000.00	99.211	574,431.11	558,781.32	1.94%	(15,649.79)
20 Gov't. Securities	Fed. Home Loan Mtg. Corp.	3137EADK2	309,000.00	100.041	309,125.48	304,683.27	1.26%	(4,442.21)
21 Gov't. Securities	Fed. Home Loan Mtg. Corp.	3137EADK2	309,000.00	100.345	310,067.38	304,683.27	1.26%	(5,384.11)
22 Gov't. Securities	Fed. Home Loan Mtg. Corp.	3137EADK2	20,000.00	100.556	20,111.25	19,720.60	1.26%	(390.65)
23 Gov't. Securities	Fed. Home Loan Mtg. Corp.	3137EADK2	345,000.00	100.339	346,171.24	340,180.35	1.26%	(5,990.89)
24 Gov't. Securities	Fed. Home Loan Mtg. Corp.	3137EADM8	480,000.00	100.408	481,958.27	472,046.40	1.27%	(9,911.87)
25 Gov't. Securities	Fed. Home Loan Mtg. Corp.	3137EADR7	500,000.00	100.645	503,226.55	488,620.00	1.40%	(14,606.55)
26 Gov't. Securities	Fed. Home Loan Mtg. Corp. Med.Term Note	3137EADB2	360,000.00	101.545	365,562.86	354,607.20	2.41%	(10,955.66)
27 Gov't. Securities	Fed. Home Loan Mtg. Corp. Med.Term Note	3137EADB2	326,000.00	102.100	332,845.86	321,116.52	2.41%	(11,729.34)
28 Gov't. Securities	Fed. Home Loan Bank	3130A8QS5	665,000.00	99.305	660,378.25	633,492.30	1.18%	(26,885.95)
29 Gov't. Securities	Fed. National Mtg. Assn.	3135G0YT4	231,000.00	100.050	231,115.35	230,452.53	1.62%	(662.82)
30 Gov't. Securities	Fed. National Mtg. Assn.	3135G0YT4	30,000.00	100.298	30,089.51	29,928.90	1.62%	(160.61)
31 Gov't. Securities	Fed. National Mtg. Assn.	3135G0YT4	13,000.00	100.354	13,045.99	12,969.19	1.62%	(76.80)
32 Gov't. Securities	Fed. National Mtg. Assn.	3135G0YT4	90,000.00	100.538	90,484.38	89,786.70	1.62%	(697.68)
33 Gov't. Securities	Fed. National Mtg. Assn.	3135G0ZA4	630,000.00	100.243	631,528.33	628,173.00	1.88%	(3,355.33)
34 Gov't. Securities	Fed. National Mtg. Assn.	3135G0ZA4	19,000.00	100.543	19,103.23	18,944.90	1.88%	(158.33)
35 Gov't. Securities	Fed. National Mtg. Assn.	3135G0ZA4	13,000.00	100.619	13,080.43	12,962.30	1.88%	(118.13)
36 Gov't. Securities	Fed. National Mtg. Assn.	3135G0ZA4	200,000.00	100.921	201,842.97	199,420.00	1.88%	(2,422.97)
37 Gov't. Securities	Fed. National Mtg. Assn.	3135G0ZA4	100,000.00	100.738	100,738.46	99,710.00	1.88%	(1,028.46)
38 Gov't. Securities	Fed. National Mtg. Assn.	3135G0A78	568,000.00	100.061	568,343.73	559,826.48	1.64%	(8,517.25)
39 Gov't. Securities	Fed. National Mtg. Assn.	3135G0H55	401,000.00	102.239	409,978.15	393,240.65	1.91%	(16,737.50)

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Exhibit B-1
Funds and Investments
Held by Contracted (Third) Parties
April 30, 2018

Morgan Stanley Investments

Investment Type	Issuer	CUSIP	Par Value	Adjusted Premium	Adjusted Cost	Market Value	Current YTM	Unrealized Gain/Loss
Subtotal Gov't. Securities			11,936,000.00		11,963,145.05	11,691,159.60	1.62%	(271,985.45)
40 Corporate Bond	Boeing Capital Corp. (Callable)	097014AM6	59,000.00	100.476	59,280.70	59,049.56	1.44%	(231.14)
41 Corporate Bond	Boeing Capital Corp. (Callable)	097014AM6	20,000.00	100.530	20,106.06	20,016.80	1.44%	(89.26)
42 Corporate Bond	Metlife, Inc.	59156RAR9	138,000.00	101.561	140,154.26	139,731.90	3.36%	(422.36)
43 Corporate Bond	Metlife, Inc.	59156RAR9	19,000.00	101.497	19,284.50	19,238.45	3.36%	(46.05)
44 Corporate Bond	Pepsico Inc.	713448DA3	163,000.00	100.447	163,729.18	162,920.13	2.25%	(809.05)
45 Corporate Bond	Bank of New York Mellon (Callable)	06406HCP2	112,000.00	100.081	112,090.56	111,709.92	2.10%	(380.64)
46 Corporate Bond	Bank of New York Mellon (Callable)	06406HCP2	6,000.00	100.244	6,014.61	5,984.46	2.10%	(30.15)
47 Corporate Bond	Bank of New York Mellon (Callable)	06406HCP2	3,000.00	100.278	3,008.33	2,992.23	2.10%	(16.10)
48 Corporate Bond	Bank of New York Mellon (Callable)	06406HCP2	39,000.00	100.625	39,243.59	38,898.99	2.10%	(344.60)
49 Corporate Bond	Kimberly-Clark Corp.	494368BT9	82,000.00	100.192	82,157.83	81,052.08	1.41%	(1,105.75)
50 Corporate Bond	United Parcel Service	911312AK2	75,000.00	103.478	77,608.70	76,697.25	5.01%	(911.45)
51 Corporate Bond	John Deere Capital Corp.	24422ERR2	61,000.00	100.528	61,321.84	60,855.43	2.25%	(466.41)
52 Corporate Bond	US Bancorp (Callable)	91159HHB9	61,000.00	100.855	61,521.69	60,784.06	2.20%	(737.63)
53 Corporate Bond	US Bancorp (Callable)	91159HHB9	20,000.00	100.841	20,168.19	19,929.20	2.20%	(238.99)
54 Corporate Bond	Caterpillar Financial	14912L6B2	78,000.00	101.016	78,792.52	77,479.74	2.11%	(1,312.78)
55 Corporate Bond	Home Depot Inc.	437076BE1	32,000.00	100.554	32,177.26	31,819.84	2.01%	(357.42)
56 Corporate Bond	Home Depot Inc. (Callable)	437076BE1	8,000.00	100.336	8,026.84	7,954.96	2.01%	(71.88)
57 Corporate Bond	Home Depot Inc. (Callable)	437076BE1	2,000.00	100.558	2,011.16	1,988.74	2.01%	(22.42)
58 Corporate Bond	Home Depot Inc. (Callable)	437076BE1	38,000.00	100.926	38,351.81	37,786.06	2.01%	(565.75)
59 Corporate Bond	Paccar Financial Corp.	69371RN36	83,000.00	98.949	82,127.67	81,432.13	1.22%	(695.54)
60 Corporate Bond	Berkshire Hathaway Inc.	084670BL1	111,000.00	100.374	111,415.41	110,427.24	2.11%	(988.17)
61 Corporate Bond	Berkshire Hathaway Inc.	084670BL1	7,000.00	100.562	7,039.35	6,963.88	2.11%	(75.47)
62 Corporate Bond	Berkshire Hathaway Inc.	084670BL1	45,000.00	100.641	45,288.25	44,767.80	2.11%	(520.45)
63 Corporate Bond	Honeywell Internatoinal	438516BJ4	82,000.00	99.468	81,563.76	80,391.16	1.42%	(1,172.60)
64 Corporate Bond	Proctor & Gamble Co.	742718EG0	105,000.00	100.472	105,495.72	104,080.20	1.91%	(1,415.52)
65 Corporate Bond	Proctor & Gamble Co.	742718EG0	13,000.00	100.415	13,053.89	12,886.12	1.91%	(167.77)
66 Corporate Bond	Proctor & Gamble Co.	742718EG0	3,000.00	100.629	3,018.88	2,973.72	1.91%	(45.16)
67 Corporate Bond	Proctor & Gamble Co.	742718EG0	40,000.00	101.201	40,480.55	39,649.60	1.91%	(830.95)
68 Corporate Bond	Costco Wholesale Group	22160KAF2	81,000.00	100.961	81,778.43	79,733.16	1.72%	(2,045.27)
69 Corporate Bond	BB&T Corp. (Callable)	05531FAS2	81,000.00	100.910	81,736.71	80,288.01	2.47%	(1,448.70)
70 Corporate Bond	PNC Funding Corp.	693476BJ1	101,000.00	104.867	105,916.14	104,743.06	4.94%	(1,173.08)
71 Corporate Bond	PNC Funding Corp.	693476BJ1	6,000.00	104.978	6,298.66	6,222.36	4.94%	(76.30)
72 Corporate Bond	PNC Funding Corp.	693476BJ1	2,000.00	105.004	2,100.08	2,074.12	4.94%	(25.96)
73 Corporate Bond	PNC Funding Corp.	693476BJ1	34,000.00	105.643	35,918.53	35,260.04	4.94%	(658.49)
74 Corporate Bond	Comcast Corp.	20030NBA8	98,000.00	105.042	102,940.77	101,757.32	4.96%	(1,183.45)
75 Corporate Bond	Comcast Corp.	20030NBA8	8,000.00	105.598	8,447.80	8,306.72	4.96%	(141.08)
76 Corporate Bond	Comcast Corp.	20030NBA8	2,000.00	105.786	2,115.72	2,076.68	4.96%	(39.04)
77 Corporate Bond	Comcast Corp.	20030NBA8	38,000.00	106.529	40,481.20	39,456.92	4.96%	(1,024.28)
78 Corporate Bond	Comcast Corp.	20030NBA8	5,000.00	105.971	5,298.55	5,191.70	4.96%	(106.85)

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Exhibit B-1

Funds and Investments
Held by Contracted (Third) Parties
April 30, 2018

Morgan Stanley Investments

Investment Type	Issuer	CUSIP	Par Value	Adjusted Premium	Adjusted Cost	Market Value	Current YTM	Unrealized Gain/Loss
79 Corporate Bond	Qualcomm Inc.	747525ASP8	82,000.00	100.286	82,234.45	81,706.44	2.10%	(528.01)
80 Corporate Bond	Wal-Mart	931142CU5	76,000.00	105.066	79,850.38	77,293.52	3.56%	(2,556.86)
81 Corporate Bond	Target Corp.	87612EAV8	39,000.00	104.948	40,929.82	39,842.40	3.79%	(1,087.42)
82 Corporate Bond	Target Corp.	87612EAV8	36,000.00	105.049	37,817.71	36,777.60	3.79%	(1,040.11)
83 Corporate Bond	United Health Group Inc.	91324PCM2	53,000.00	101.010	53,535.05	52,764.15	2.71%	(770.90)
84 Corporate Bond	United Health Group Inc.	91324PCM2	7,000.00	101.171	7,081.98	6,968.85	2.71%	(113.13)
85 Corporate Bond	United Health Group Inc.	91324PCM2	18,000.00	102.328	18,418.95	17,919.90	2.71%	(499.05)
86 Corporate Bond	United Health Group Inc.	91324PCM2	42,000.00	101.812	42,760.91	41,813.10	2.71%	(947.81)
87 Corporate Bond	Intel Corp.	458140AQ3	56,000.00	100.561	56,314.37	55,648.32	2.46%	(666.05)
88 Corporate Bond	Intel Corp.	458140AQ3	3,000.00	100.745	3,022.35	2,981.16	2.46%	(41.19)
89 Corporate Bond	Intel Corp.	458140AQ3	20,000.00	101.930	20,386.03	19,874.40	2.46%	(511.63)
90 Corporate Bond	State Street Corp.	857477AS2	54,000.00	101.953	55,054.85	53,582.04	2.56%	(1,472.81)
91 Corporate Bond	State Street Corp.	857477AS2	24,000.00	102.017	24,484.05	23,814.24	2.56%	(669.81)
92 Corporate Bond	The Walt Disney Co.	25468PDE3	60,000.00	100.362	60,217.31	58,973.40	2.18%	(1,243.91)
93 Corporate Bond	The Walt Disney Co.	25468PDE3	20,000.00	102.013	20,402.68	19,657.80	2.18%	(744.88)
94 Corporate Bond	Bank of America	06051GFT1	163,000.00	100.752	164,225.04	161,058.67	2.65%	(3,166.37)
95 Corporate Bond	Coca-Cola Co.	191216BT6	62,000.00	100.778	62,482.36	60,599.42	1.91%	(1,882.94)
96 Corporate Bond	Coca-Cola Co.	191216BT6	19,000.00	101.133	19,215.20	18,570.79	1.91%	(644.41)
97 Corporate Bond	ACE INA Holdings Inc.	00440EAT4	61,000.00	101.144	61,697.95	59,894.07	2.34%	(1,803.88)
98 Corporate Bond	ACE INA Holdings Inc.	00440EAT4	62,000.00	100.871	62,539.71	60,875.94	2.34%	(1,663.77)
99 Corporate Bond	Johnson & Johnson	478160CH5	83,000.00	100.117	83,097.09	81,315.93	1.99%	(1,781.16)
100 Corporate Bond	Chevron Corp. (Callable)	166764AY6	55,000.00	101.562	55,858.85	54,657.35	2.43%	(1,201.50)
101 Corporate Bond	Chevron Corp. (Callable)	166764AY6	25,000.00	101.701	25,425.30	24,844.25	2.43%	(581.05)
102 Corporate Bond	VISA	92826CAA0	162,000.00	100.548	162,888.38	159,578.10	2.23%	(3,310.28)
103 Corporate Bond	Gen. Electric Capital Corp.	36962G4Y7	109,000.00	107.613	117,298.11	112,771.40	4.47%	(4,526.71)
104 Corporate Bond	Gen. Electric Capital Corp.	36962G4Y7	34,000.00	107.775	36,643.49	35,176.40	4.47%	(1,467.09)
105 Corporate Bond	Occidental Petroleum Corp. (Callable)	674599BY0	75,000.00	105.203	78,902.56	76,977.75	3.99%	(1,924.81)
106 Corporate Bond	Exxon Mobil Corp. (Callable)	30231GAV4	162,000.00	101.446	164,342.09	159,386.94	2.25%	(4,955.15)
107 Corporate Bond	JP Morgan Chase	46625HHZ6	151,000.00	106.880	161,388.17	156,895.04	4.45%	(4,493.13)
108 Corporate Bond	3M Co. (Callable)	88579YAU5	65,000.00	100.084	65,054.90	62,063.95	1.70%	(2,990.95)
109 Corporate Bond	3M Co. (Callable)	88579YAU5	17,000.00	99.207	16,865.19	16,232.11	1.70%	(633.08)
110 Corporate Bond	MasterCard, Inc.	57636QAF1	164,000.00	99.249	162,768.36	159,070.16	2.06%	(3,698.20)
111 Corporate Bond	Microsoft Corp.	594918BA1	82,000.00	101.007	82,825.78	79,986.90	2.43%	(2,838.88)
112 Corporate Bond	American Express Credit (Callable)	0258M0EG0	162,000.00	101.793	164,904.64	158,544.54	2.75%	(6,360.10)
113 Corporate Bond	Burlington North Santa Fe (Callable)	12189LAH4	79,000.00	103.330	81,630.61	78,501.51	3.07%	(3,129.10)
114 Corporate Bond	Apple Inc.	037833BF6	160,000.00	102.323	163,716.33	157,473.60	2.74%	(6,242.73)
115 Corporate Bond	Oracle Corp.	68389XBB0	81,000.00	101.428	82,156.79	79,062.48	2.56%	(3,094.31)
Subtotal Corporate Bonds			4,584,000.00		4,666,003.49	4,568,726.36	2.71%	(97,277.13)

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Exhibit B-1
Funds and Investments
Held by Contracted (Third) Parties
April 30, 2018

Morgan Stanley Investments

Investment Type	Issuer	CUSIP	Par Value	Adjusted Premium	Adjusted Cost	Market Value	Current YTM	Unrealized Gain/Loss
Money Market	Liquid Asset Fund		-				0.010%	
Uninvested Cash			-		-	27,862.56	0.010%	
Subtotal Cash & Cash Equivalents						27,862.56		
Grand Totals			16,520,000.00		16,629,148.54	16,287,748.52	1.92%	(369,262.58)
Unsettled Transactions								
Subtotal Unsettled Transactions								
Totals incl. Unsettled Transactions			16,520,000.00		16,629,148.54	16,287,748.52		(369,262.58)
Totals per Bank Statement			16,520,000.00		16,629,148.54	16,287,748.52		(369,262.58)

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Funds and Investments
Held by Contracted (Third) Parties
April 30, 2018

2016 Water Revenue Bonds

Investment Type	Issuer	Settlement Date	Par Value	Coupon Rate	Market Value	Current YTM	Maturity Date	Days to Maturity	CUSIP Account Number
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BNY Mellon Project Fund

1	Cash		-	0.010%	-	0.010%		1	
2	Morgan Stanley Treasury Portfolio		152,510.95	0.250%	152,510.95	0.250%		1	280514
Subtotal Cash & Cash Equivalents			152,510.95	0.250%	152,510.95	0.250%		1	
Total Project Fund			152,510.95	0.250%	152,510.95	0.250%		1	

Wells Fargo Escrow Fund -- Information Only

1	Cash		1,131.27	0.100%	1,131.27	0.100%		1	77126400
Subtotal Cash & Cash Equivalents			1,131.27	0.100%	1,131.27	0.100%		1	
2	Gov't. Securities U.S. Treasury Note	11/10/2016	592,000.00	1.625%	588,530.88	1.625%	3/31/2019	335	912828C65
3	Gov't. Securities U.S. Treasury Note	11/10/2016	40,088,000.00	1.750%	39,716,785.12	1.750%	9/30/2019	518	912828F39
4	Gov't. Securities U.S. Treasury Note	11/10/2016	1,442,000.00	1.375%	1,438,121.02	1.375%	9/30/2018	153	912828RH5
Subtotal Securities			42,122,000.00	1.735%	41,743,437.02	1.735%		503	
Total Escrow Fund			42,123,131.27	1.735%	41,744,568.29	1.735%		503	

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Exhibit C

City of South Pasadena
Investment Report

Summary of Invested Funds -- Last Day of the Month

MONTH	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
JULY	18,506,000	20,273,657	13,579,652	11,604,558	14,003,563	17,332,153	20,958,651	26,306,572	28,541,631	74,033,803
AUGUST	17,256,000	20,608,628	12,099,372	11,595,476	13,043,563	17,330,985	12,658,088	26,294,151	28,405,544	73,122,925
SEPTEMBER	16,766,000	17,292,659	11,000,410	11,582,026	11,783,420	16,331,557	19,715,369	22,058,959	27,049,892	70,952,657
OCTOBER	16,266,000	17,297,628	10,757,440	10,575,907	11,795,960	13,841,158	17,221,779	22,325,114	27,023,005	70,917,973
NOVEMBER	15,646,000	16,621,046	10,499,526	8,992,178	11,800,260	13,836,635	17,221,849	22,287,418	73,246,265	26,547,176
DECEMBER	18,756,000	18,487,198	10,634,416	10,185,282	11,805,140	16,837,192	20,603,990	22,253,300	71,499,585	28,949,643
JANUARY	20,582,573	20,210,860	12,629,088	9,186,793	11,816,031	18,846,359	26,309,319	27,399,997	71,229,735	32,878,042
FEBRUARY	20,284,404	19,519,072	12,619,768	9,184,331	13,818,580	18,845,663	26,260,788	30,108,605	71,084,575	33,013,420
MARCH	19,715,013	18,448,613	12,610,790	9,126,552	13,319,038	13,145,894	26,315,158	28,939,924	72,604,964	32,833,141
APRIL	22,169,776	19,317,280	12,605,200	11,130,863	17,327,604	13,153,853	26,326,876	28,276,276	75,018,330	33,064,100
MAY	23,010,520	16,191,609	12,595,623	11,128,155	19,327,983	23,452,878	26,310,240	28,429,928	76,053,277	
JUNE	23,385,906	15,871,761	12,581,680	10,275,475	19,323,510	22,452,628	29,289,712	26,594,581	75,918,587	

ATTACHMENT 3
Monthly Investment Report for May 2018

Exhibit A
City of South Pasadena

INVESTMENT REPORT
May 31, 2018

Investment Balances at Month End

INSTITUTION NAME	MATURITY DATE	YIELD TO CALL OR MATURITY	PERCENT OF PORTFOLIO	COST	CURRENT MARKET VALUE *
LOCAL AGENCY INVESTMENT FUND:					
LAIF City	ON DEMAND	1.755%	50.61%	16,804,213.67	16,804,213.67
SUBTOTAL			50.61%	<u>16,804,213.67</u>	<u>16,804,213.67</u>
MORGAN STANLEY SMITH BARNEY					
Government Securities	See Exhibit B-1	1.62%	35.35%	11,736,316.06	11,500,757.45
Corporate Bonds	See Exhibit B-1	2.74%	14.04%	4,660,890.95	4,574,702.90
SUBTOTAL			49.39%	<u>16,397,207.01</u>	<u>16,075,460.35</u>
TOTAL INVESTMENTS			100.00%	<u>\$33,201,420.68</u>	<u>\$32,879,674.02</u>

2016 WATER REVENUE BONDS ESCROW FUND **

** Information Only - Funds held in escrow are managed solely by the 2016 Bond Trustees. The funds are not accessible by the City and not available for City use. They are, therefore, not included in the Total Investments.

Wells Fargo Govt. Securities	See Exhibit B-2	1.735%	42,122,000.00	41,807,730.98
Wells Fargo Uninvested Cash Balance			1,131.27	1,131.27

BANK ACCOUNTS:

Bank of the West Account Balance:	\$8,242,988.30
Morgan Stanley Uninvested Cash Balance:	\$266,107.22
Morgan Stanley Unsettled Transactions	\$0.00
BNY Mellon Uninvested Cash Balance	\$152,702.40

Required Disclosures:

Average weighted maturity of the portfolio 383 DAYS

Average weighted total yield to maturity of the portfolio 1.844%

The City's investment liquidity is sufficient for it to meet its expenditure requirements for the next 180 days.

All investments are in conformity with the City Investment Policy.

* Current market valuation is required for investments with maturities of more than twelve months.

Exhibit B-1

Funds and Investments
Held by Contracted (Third) Parties
May 31, 2018

Morgan Stanley Investments

Investment Type	Issuer	CUSIP	Par Value	Adjusted Premium	Adjusted Cost	Market Value	Current YTM	Unrealized Gain/Loss
Subtotal Gov't. Securities			11,711,000.00		11,736,316.06	11,500,757.45	1.616%	(235,558.61)
39 Corporate Bond	Boeing Capital Corp. (Callable)	097014AM6	59,000.00	100.334	59,197.03	59,032.45	1.440%	(164.58)
40 Corporate Bond	Boeing Capital Corp. (Callable)	097014AM6	20,000.00	100.372	20,074.44	20,011.00	1.440%	(63.44)
41 Corporate Bond	Metlife, Inc.	59156RAR9	138,000.00	101.096	139,512.12	139,248.90	3.370%	(263.22)
42 Corporate Bond	Metlife, Inc.	59156RAR9	19,000.00	101.051	19,199.70	19,171.95	3.370%	(27.75)
43 Corporate Bond	Pepsico Inc.	713448DA3	163,000.00	100.391	163,637.82	162,714.75	2.250%	(923.07)
44 Corporate Bond	Bank of New York Mellon (Callable)	06406HCP2	112,000.00	100.071	112,079.59	111,707.68	2.100%	(371.91)
45 Corporate Bond	Bank of New York Mellon (Callable)	06406HCP2	6,000.00	100.214	6,012.84	5,984.34	2.100%	(28.50)
46 Corporate Bond	Bank of New York Mellon (Callable)	06406HCP2	3,000.00	100.244	3,007.32	2,992.17	2.100%	(15.15)
47 Corporate Bond	Bank of New York Mellon (Callable)	06406HCP2	39,000.00	100.549	39,213.98	38,898.21	2.100%	(315.77)
48 Corporate Bond	Kimberly-Clark Corp.	494368BT9	82,000.00	100.172	82,140.66	81,304.64	1.410%	(836.02)
49 Corporate Bond	United Parcel Service	911312AK2	75,000.00	103.153	77,364.50	76,617.75	5.010%	(746.75)
50 Corporate Bond	John Deere Capital Corp.	24422ERR2	61,000.00	100.481	61,293.14	60,795.04	2.250%	(498.10)
51 Corporate Bond	US Bancorp (Callable)	91159HHB9	61,000.00	100.781	61,476.16	60,804.80	2.200%	(671.36)
52 Corporate Bond	US Bancorp (Callable)	91159HHB9	20,000.00	100.768	20,153.51	19,936.00	2.200%	(217.51)
53 Corporate Bond	Caterpillar Financial	14912L6B2	78,000.00	100.938	78,731.28	77,651.34	2.100%	(1,079.94)
54 Corporate Bond	Home Depot Inc.	437076BE1	32,000.00	100.512	32,163.80	31,835.84	2.010%	(327.96)
55 Corporate Bond	Home Depot Inc. (Callable)	437076BE1	8,000.00	100.310	8,024.80	7,958.96	2.010%	(65.84)
56 Corporate Bond	Home Depot Inc. (Callable)	437076BE1	2,000.00	100.516	2,010.32	1,989.74	2.010%	(20.58)
57 Corporate Bond	Home Depot Inc. (Callable)	437076BE1	38,000.00	100.855	38,325.02	37,805.06	2.010%	(519.96)
58 Corporate Bond	Paccar Financial Corp.	69371RN36	83,000.00	98.949	82,127.67	81,625.52	1.220%	(502.15)
59 Corporate Bond	Berkshire Hathaway Inc.	084670BL1	111,000.00	100.349	111,387.88	110,542.68	2.100%	(845.20)
60 Corporate Bond	Berkshire Hathaway Inc.	084670BL1	7,000.00	100.525	7,036.74	6,971.16	2.100%	(65.58)
61 Corporate Bond	Berkshire Hathaway Inc.	084670BL1	45,000.00	100.598	45,269.13	44,814.60	2.100%	(454.53)
62 Corporate Bond	Honeywell Internatoinal	438516BJ4	82,000.00	99.468	81,563.76	80,701.94	1.420%	(861.82)
63 Corporate Bond	Proctor & Gamble Co.	742718EG0	105,000.00	100.445	105,467.49	104,093.85	1.910%	(1,373.64)
64 Corporate Bond	Proctor & Gamble Co.	742718EG0	13,000.00	100.391	13,050.82	12,887.81	1.910%	(163.01)
65 Corporate Bond	Proctor & Gamble Co.	742718EG0	3,000.00	100.593	3,017.80	2,974.11	1.910%	(43.69)
66 Corporate Bond	Proctor & Gamble Co.	742718EG0	40,000.00	101.133	40,453.11	39,654.80	1.910%	(798.31)
67 Corporate Bond	Costco Wholesale Group	22160KAF2	81,000.00	100.911	81,737.52	80,001.27	1.720%	(1,736.25)
68 Corporate Bond	BB&T Corp. (Callable)	05531FAS2	81,000.00	100.864	81,700.13	80,350.38	2.470%	(1,349.75)
69 Corporate Bond	Cisco Systems Inc.	17275RAH5	79,000.00	102.751	81,173.52	81,333.66	4.320%	160.14
70 Corporate Bond	PNC Funding Corp.	693476BJ1	101,000.00	104.635	105,681.51	104,692.56	4.940%	(988.95)
71 Corporate Bond	PNC Funding Corp.	693476BJ1	6,000.00	104.740	6,284.39	6,219.36	4.940%	(65.03)
72 Corporate Bond	PNC Funding Corp.	693476BJ1	2,000.00	104.765	2,095.30	2,073.12	4.940%	(22.18)
73 Corporate Bond	PNC Funding Corp.	693476BJ1	34,000.00	105.372	35,826.62	35,243.04	4.940%	(583.58)
74 Corporate Bond	Comcast Corp.	20030NBA8	98,000.00	104.809	102,713.07	101,614.24	4.960%	(1,098.83)
75 Corporate Bond	Comcast Corp.	20030NBA8	8,000.00	105.339	8,427.11	8,295.04	4.960%	(132.07)
76 Corporate Bond	Comcast Corp.	20030NBA8	2,000.00	105.519	2,110.37	2,073.76	4.960%	(36.61)
77 Corporate Bond	Comcast Corp.	20030NBA8	38,000.00	106.227	40,366.10	39,401.44	4.960%	(964.66)

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Exhibit B-1

Funds and Investments
Held by Contracted (Third) Parties
May 31, 2018

Morgan Stanley Investments

Investment Type	Issuer	CUSIP	Par Value	Adjusted Premium	Adjusted Cost	Market Value	Current YTM	Unrealized Gain/Loss
Subtotal Gov't. Securities			11,711,000.00		11,736,316.06	11,500,757.45	1.616%	(235,558.61)
39 Corporate Bond	Boeing Capital Corp. (Callable)	097014AM6	59,000.00	100.334	59,197.03	59,032.45	1.440%	(164.58)
40 Corporate Bond	Boeing Capital Corp. (Callable)	097014AM6	20,000.00	100.372	20,074.44	20,011.00	1.440%	(63.44)
41 Corporate Bond	Metlife, Inc.	59156RAR9	138,000.00	101.096	139,512.12	139,248.90	3.370%	(263.22)
42 Corporate Bond	Metlife, Inc.	59156RAR9	19,000.00	101.051	19,199.70	19,171.95	3.370%	(27.75)
43 Corporate Bond	Pepsico Inc.	713448DA3	163,000.00	100.391	163,637.82	162,714.75	2.250%	(923.07)
44 Corporate Bond	Bank of New York Mellon (Callable)	06406HCP2	112,000.00	100.071	112,079.59	111,707.68	2.100%	(371.91)
45 Corporate Bond	Bank of New York Mellon (Callable)	06406HCP2	6,000.00	100.214	6,012.84	5,984.34	2.100%	(28.50)
46 Corporate Bond	Bank of New York Mellon (Callable)	06406HCP2	3,000.00	100.244	3,007.32	2,992.17	2.100%	(15.15)
47 Corporate Bond	Bank of New York Mellon (Callable)	06406HCP2	39,000.00	100.549	39,213.98	38,898.21	2.100%	(315.77)
48 Corporate Bond	Kimberly-Clark Corp.	494368BT9	82,000.00	100.172	82,140.66	81,304.64	1.410%	(836.02)
49 Corporate Bond	United Parcel Service	911312AK2	75,000.00	103.153	77,364.50	76,617.75	5.010%	(746.75)
50 Corporate Bond	John Deere Capital Corp.	24422ERR2	61,000.00	100.481	61,293.14	60,795.04	2.250%	(498.10)
51 Corporate Bond	US Bancorp (Callable)	91159HHB9	61,000.00	100.781	61,476.16	60,804.80	2.200%	(671.36)
52 Corporate Bond	US Bancorp (Callable)	91159HHB9	20,000.00	100.768	20,153.51	19,936.00	2.200%	(217.51)
53 Corporate Bond	Caterpillar Financial	14912L6B2	78,000.00	100.938	78,731.28	77,651.34	2.100%	(1,079.94)
54 Corporate Bond	Home Depot Inc.	437076BE1	32,000.00	100.512	32,163.80	31,835.84	2.010%	(327.96)
55 Corporate Bond	Home Depot Inc. (Callable)	437076BE1	8,000.00	100.310	8,024.80	7,958.96	2.010%	(65.84)
56 Corporate Bond	Home Depot Inc. (Callable)	437076BE1	2,000.00	100.516	2,010.32	1,989.74	2.010%	(20.58)
57 Corporate Bond	Home Depot Inc. (Callable)	437076BE1	38,000.00	100.855	38,325.02	37,805.06	2.010%	(519.96)
58 Corporate Bond	Paccar Financial Corp.	69371RN36	83,000.00	98.949	82,127.67	81,625.52	1.220%	(502.15)
59 Corporate Bond	Berkshire Hathaway Inc.	084670BL1	111,000.00	100.349	111,387.88	110,542.68	2.100%	(845.20)
60 Corporate Bond	Berkshire Hathaway Inc.	084670BL1	7,000.00	100.525	7,036.74	6,971.16	2.100%	(65.58)
61 Corporate Bond	Berkshire Hathaway Inc.	084670BL1	45,000.00	100.598	45,269.13	44,814.60	2.100%	(454.53)
62 Corporate Bond	Honeywell Internatoinal	438516BJ4	82,000.00	99.468	81,563.76	80,701.94	1.420%	(861.82)
63 Corporate Bond	Proctor & Gamble Co.	742718EG0	105,000.00	100.445	105,467.49	104,093.85	1.910%	(1,373.64)
64 Corporate Bond	Proctor & Gamble Co.	742718EG0	13,000.00	100.391	13,050.82	12,887.81	1.910%	(163.01)
65 Corporate Bond	Proctor & Gamble Co.	742718EG0	3,000.00	100.593	3,017.80	2,974.11	1.910%	(43.69)
66 Corporate Bond	Proctor & Gamble Co.	742718EG0	40,000.00	101.133	40,453.11	39,654.80	1.910%	(798.31)
67 Corporate Bond	Costco Wholesale Group	22160KAF2	81,000.00	100.911	81,737.52	80,001.27	1.720%	(1,736.25)
68 Corporate Bond	BB&T Corp. (Callable)	05531FAS2	81,000.00	100.864	81,700.13	80,350.38	2.470%	(1,349.75)
69 Corporate Bond	Cisco Systems Inc.	17275RAH5	79,000.00	102.751	81,173.52	81,333.66	4.320%	160.14
70 Corporate Bond	PNC Funding Corp.	693476BJ1	101,000.00	104.635	105,681.51	104,692.56	4.940%	(988.95)
71 Corporate Bond	PNC Funding Corp.	693476BJ1	6,000.00	104.740	6,284.39	6,219.36	4.940%	(65.03)
72 Corporate Bond	PNC Funding Corp.	693476BJ1	2,000.00	104.765	2,095.30	2,073.12	4.940%	(22.18)
73 Corporate Bond	PNC Funding Corp.	693476BJ1	34,000.00	105.372	35,826.62	35,243.04	4.940%	(583.58)
74 Corporate Bond	Comcast Corp.	20030NBA8	98,000.00	104.809	102,713.07	101,614.24	4.960%	(1,098.83)
75 Corporate Bond	Comcast Corp.	20030NBA8	8,000.00	105.339	8,427.11	8,295.04	4.960%	(132.07)
76 Corporate Bond	Comcast Corp.	20030NBA8	2,000.00	105.519	2,110.37	2,073.76	4.960%	(36.61)
77 Corporate Bond	Comcast Corp.	20030NBA8	38,000.00	106.227	40,366.10	39,401.44	4.960%	(964.66)

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Exhibit B-1

Funds and Investments
Held by Contracted (Third) Parties
May 31, 2018

Morgan Stanley Investments

Investment Type	Issuer	CUSIP	Par Value	Adjusted Premium	Adjusted Cost	Market Value	Current YTM	Unrealized Gain/Loss
78 Corporate Bond	Comcast Corp.	20030NBA8	5,000.00	105.695	5,284.73	5,184.40	4.960%	(100.33)
79 Corporate Bond	Wal-Mart	931142CU5	76,000.00	104.870	79,700.89	77,442.48	3.550%	(2,258.41)
80 Corporate Bond	Target Corp.	87612EAV8	39,000.00	104.759	40,855.82	39,903.63	3.780%	(952.19)
81 Corporate Bond	Target Corp.	87612EAV8	36,000.00	104.855	37,747.97	36,834.12	3.780%	(913.85)
82 Corporate Bond	United Health Group Inc.	91324PCM2	53,000.00	100.971	53,514.68	52,840.47	2.700%	(674.21)
83 Corporate Bond	United Health Group Inc.	91324PCM2	7,000.00	101.126	7,078.85	6,978.93	2.700%	(99.92)
84 Corporate Bond	United Health Group Inc.	91324PCM2	18,000.00	102.238	18,402.89	17,945.82	2.700%	(457.07)
85 Corporate Bond	United Health Group Inc.	91324PCM2	42,000.00	101.742	42,731.82	41,873.58	2.700%	(858.24)
86 Corporate Bond	Intel Corp.	458140AQ3	56,000.00	100.540	56,302.60	55,718.88	2.460%	(583.72)
87 Corporate Bond	Intel Corp.	458140AQ3	3,000.00	100.717	3,021.51	2,984.94	2.460%	(36.57)
88 Corporate Bond	Intel Corp.	458140AQ3	20,000.00	101.857	20,371.47	19,899.60	2.460%	(471.87)
89 Corporate Bond	State Street Corp.	857477AS2	54,000.00	101.882	55,016.03	53,717.58	2.560%	(1,298.45)
90 Corporate Bond	State Street Corp.	857477AS2	24,000.00	101.943	24,466.23	23,874.48	2.560%	(591.75)
91 Corporate Bond	The Walt Disney Co.	25468PDE3	60,000.00	100.349	60,209.60	59,133.60	2.180%	(1,076.00)
92 Corporate Bond	The Walt Disney Co.	25468PDE3	20,000.00	101.941	20,388.29	19,711.20	2.180%	(677.09)
93 Corporate Bond	Bank of America	06051GFT1	163,000.00	100.726	164,183.26	161,559.08	2.640%	(2,624.18)
94 Corporate Bond	Coca-Cola Co.	191216BT6	62,000.00	100.752	62,465.93	60,765.58	1.910%	(1,700.35)
95 Corporate Bond	Coca-Cola Co.	191216BT6	19,000.00	101.094	19,207.86	18,621.71	1.910%	(586.15)
96 Corporate Bond	ACE INA Holdings Inc.	00440EAT4	61,000.00	101.106	61,674.41	60,086.22	2.330%	(1,588.19)
97 Corporate Bond	ACE INA Holdings Inc.	00440EAT4	62,000.00	100.841	62,521.53	61,071.24	2.330%	(1,450.29)
98 Corporate Bond	Johnson & Johnson	478160CH5	83,000.00	100.113	83,093.85	81,656.23	1.980%	(1,437.62)
99 Corporate Bond	Chevron Corp. (Callable)	166764AY6	55,000.00	101.510	55,830.42	54,561.10	2.430%	(1,269.32)
100 Corporate Bond	Chevron Corp. (Callable)	166764AY6	25,000.00	101.645	25,411.21	24,800.50	2.430%	(610.71)
101 Corporate Bond	VISA	92826CAA0	162,000.00	100.531	162,859.99	159,532.74	2.230%	(3,327.25)
102 Corporate Bond	Gen. Electric Capital Corp.	36962G4Y7	109,000.00	107.374	117,038.10	112,892.39	4.460%	(4,145.71)
103 Corporate Bond	Gen. Electric Capital Corp.	36962G4Y7	34,000.00	107.531	36,560.60	35,214.14	4.460%	(1,346.46)
104 Corporate Bond	Occidental Petroleum Corp. (Callable)	674599BY0	75,000.00	105.045	78,783.87	77,043.00	3.990%	(1,740.87)
105 Corporate Bond	Exxon Mobil Corp. (Callable)	30231GAV4	162,000.00	101.403	164,272.49	159,706.08	2.250%	(4,566.41)
106 Corporate Bond	JP Morgan Chase	46625HHZ6	151,000.00	106.690	161,101.54	157,284.62	4.440%	(3,816.92)
107 Corporate Bond	3M Co. (Callable)	88579YAU5	65,000.00	100.082	65,053.54	62,460.45	1.690%	(2,593.09)
108 Corporate Bond	3M Co. (Callable)	88579YAU5	17,000.00	99.207	16,865.19	16,335.81	1.690%	(529.38)
109 Corporate Bond	MasterCard, Inc.	57636QAF1	164,000.00	99.249	162,768.36	159,358.80	2.050%	(3,409.56)
110 Corporate Bond	Microsoft Corp.	594918BA1	82,000.00	100.985	82,807.69	80,521.54	2.410%	(2,286.15)
111 Corporate Bond	American Express Credit (Callable)	0258M0EG0	162,000.00	101.754	164,842.06	158,928.48	2.750%	(5,913.58)
112 Corporate Bond	Burlington North Santa Fe (Callable)	12189LAH4	79,000.00	103.259	81,574.34	78,455.69	3.070%	(3,118.65)
113 Corporate Bond	Apple Inc.	037833BF6	160,000.00	102.275	163,640.13	158,428.80	2.720%	(5,211.33)
114 Corporate Bond	Oracle Corp.	68389XBB0	81,000.00	101.399	82,133.13	79,350.03	2.550%	(2,783.10)
Subtotal Corporate Bonds			4,581,000.00		4,660,890.95	4,574,702.90	2.744%	(86,188.05)

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Exhibit B-1
Funds and Investments
Held by Contracted (Third) Parties
May 31, 2018

Morgan Stanley Investments

Investment Type	Issuer	CUSIP	Par Value	Adjusted Premium	Adjusted Cost	Market Value	Current YTM	Unrealized Gain/Loss
Money Market	Liquid Asset Fund		-				0.010%	
Uninvested Cash			-		-	266,107.22	0.010%	
Subtotal Cash & Cash Equivalents						266,107.22		
Grand Totals			16,292,000.00		16,397,207.01	16,341,567.57	1.905%	(321,746.66)
Unsettled Transactions								
Subtotal Unsettled Transactions			-		-	-		-
Totals incl. Unsettled Transactions			16,292,000.00		16,397,207.01	16,341,567.57		(321,746.66)
Totals per Bank Statement			16,292,000.00		16,397,207.01	16,341,567.57		(321,746.66)

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Funds and Investments
Held by Contracted (Third) Parties
May 31, 2018

2016 Water Revenue Bonds

Investment Type	Issuer	Settlement Date	Par Value	Coupon Rate	Market Value	Current YTM	Maturity Date	Days to Maturity	CUSIP Account Number
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BNY Mellon Project Fund

1	Cash		-	0.010%	-	0.010%		1	
2	Morgan Stanley Treasury Portfolio		152,702.40	0.250%	152,702.40	0.250%		1	280514
Subtotal Cash & Cash Equivalents			152,702.40	0.250%	152,702.40	0.250%		1	
Total Project Fund			152,702.40	0.250%	152,702.40	0.250%		1	

Wells Fargo Escrow Fund -- Information Only

1	Cash		1,131.27	0.100%	1,131.27	0.100%		1	77126400
Subtotal Cash & Cash Equivalents			1,131.27	0.100%	1,131.27	0.100%		1	
2	Gov't. Securities U.S. Treasury Note	11/10/2016	592,000.00	1.625%	588,992.64	1.625%	3/31/2019	304	912828C65
3	Gov't. Securities U.S. Treasury Note	11/10/2016	40,088,000.00	1.750%	39,779,723.28	1.750%	9/30/2019	487	912828F39
4	Gov't. Securities U.S. Treasury Note	11/10/2016	1,442,000.00	1.375%	1,439,015.06	1.375%	9/30/2018	122	912828RH5
Subtotal Securities			42,122,000.00	1.735%	41,807,730.98	1.735%		472	
Total Escrow Fund			42,123,131.27	1.735%	41,808,862.25	1.735%		472	

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Exhibit C

City of South Pasadena
Investment Report

Summary of Invested Funds -- Last Day of the Month

MONTH	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
JULY	18,506,000	20,273,657	13,579,652	11,604,558	14,003,563	17,332,153	20,958,651	26,306,572	28,541,631	74,033,803
AUGUST	17,256,000	20,608,628	12,099,372	11,595,476	13,043,563	17,330,985	12,658,088	26,294,151	28,405,544	73,122,925
SEPTEMBER	16,766,000	17,292,659	11,000,410	11,582,026	11,783,420	16,331,557	19,715,369	22,058,959	27,049,892	70,952,657
OCTOBER	16,266,000	17,297,628	10,757,440	10,575,907	11,795,960	13,841,158	17,221,779	22,325,114	27,023,005	70,917,973
NOVEMBER	15,646,000	16,621,046	10,499,526	8,992,178	11,800,260	13,836,635	17,221,849	22,287,418	73,246,265	26,547,176
DECEMBER	18,756,000	18,487,198	10,634,416	10,185,282	11,805,140	16,837,192	20,603,990	22,253,300	71,499,585	28,949,643
JANUARY	20,582,573	20,210,860	12,629,088	9,186,793	11,816,031	18,846,359	26,309,319	27,399,997	71,229,735	32,878,042
FEBRUARY	20,284,404	19,519,072	12,619,768	9,184,331	13,818,580	18,845,663	26,260,788	30,108,605	71,084,575	33,013,420
MARCH	19,715,013	18,448,613	12,610,790	9,126,552	13,319,038	13,145,894	26,315,158	28,939,924	72,604,964	32,833,141
APRIL	22,169,776	19,317,280	12,605,200	11,130,863	17,327,604	13,153,853	26,326,876	28,276,276	75,018,330	33,064,100
MAY	23,010,520	16,191,609	12,595,623	11,128,155	19,327,983	23,452,878	26,310,240	28,429,928	76,053,277	32,879,674
JUNE	23,385,906	15,871,761	12,581,680	10,275,475	19,323,510	22,452,628	29,289,712	26,594,581	75,918,587	

ATTACHMENT 4
Monthly Investment Report for June 2018

Exhibit A
City of South Pasadena

INVESTMENT REPORT
June 30, 2018

Investment Balances at Month End

INSTITUTION NAME	MATURITY DATE	YIELD TO CALL OR MATURITY	PERCENT OF PORTFOLIO	COST	CURRENT MARKET VALUE *
LOCAL AGENCY INVESTMENT FUND:					
LAIF City	ON DEMAND	1.854%	50.24%	16,804,213.67	16,804,213.67
SUBTOTAL			50.24%	<u>16,804,213.67</u>	<u>16,804,213.67</u>
MORGAN STANLEY SMITH BARNEY					
Government Securities	See Exhibit B-1	1.55%	35.83%	11,984,067.86	11,736,860.24
Corporate Bonds	See Exhibit B-1	2.75%	13.92%	<u>4,656,992.37</u>	<u>4,561,274.95</u>
SUBTOTAL			49.76%	<u>16,641,060.23</u>	<u>16,298,135.19</u>
TOTAL INVESTMENTS			100.00%	<u>\$33,445,273.90</u>	<u>\$33,102,348.86</u>

2016 WATER REVENUE BONDS ESCROW FUND **

** Information Only - Funds held in escrow are managed solely by the 2016 Bond Trustees. The funds are not accessible by the City and not available for City use. They are, therefore, not included in the Total Investments.

Wells Fargo Govt. Securities	See Exhibit B-2	1.735%	42,122,000.00	41,778,600.16
Wells Fargo Uninvested Cash Balance			1,131.27	1,131.27

BANK ACCOUNTS:

Bank of the West Account Balance:	\$6,712,844.50
Morgan Stanley Uninvested Cash Balance:	\$24,293.55
Morgan Stanley Unsettled Transactions	\$0.00
BNY Mellon Uninvested Cash Balance	\$152,907.34

Required Disclosures:

Average weighted maturity of the portfolio 356 DAYS

Average weighted total yield to maturity of the portfolio 1.872%

The City's investment liquidity is sufficient for it to meet its expenditure requirements for the next 180 days.

All investments are in conformity with the City Investment Policy.

* Current market valuation is required for investments with maturities of more than twelve months.

Exhibit B-1
Funds and Investments
Held by Contracted (Third) Parties
June 30, 2018

Morgan Stanley Investments

Investment Type	Issuer	CUSIP	Par Value	Adjusted Premium	Adjusted Cost	Market Value	Current YTM	Unrealized Gain/Loss
Subtotal Gov't. Securities			11,961,000.00		11,984,067.86	11,736,860.24	1.555%	(247,207.62)
40 Corporate Bond	Boeing Capital Corp. (Callable)	097014AM6	59,000.00	100.201	59,118.76	59,012.39	1.450%	(106.37)
41 Corporate Bond	Boeing Capital Corp. (Callable)	097014AM6	20,000.00	100.224	20,044.87	20,004.20	1.450%	(40.67)
42 Corporate Bond	Metlife, Inc.	59156RAR9	138,000.00	100.660	138,911.42	138,709.32	3.390%	(202.10)
43 Corporate Bond	Metlife, Inc.	59156RAR9	19,000.00	100.633	19,120.36	19,097.66	3.390%	(22.70)
44 Corporate Bond	Pepsico Inc.	713448DA3	163,000.00	100.339	163,552.36	162,735.94	2.250%	(816.42)
45 Corporate Bond	Bank of New York Mellon (Callable)	06406HCP2	112,000.00	100.062	112,069.32	111,700.96	2.100%	(368.36)
46 Corporate Bond	Bank of New York Mellon (Callable)	06406HCP2	6,000.00	100.186	6,011.18	5,983.98	2.100%	(27.20)
47 Corporate Bond	Bank of New York Mellon (Callable)	06406HCP2	3,000.00	100.213	3,006.38	2,991.99	2.100%	(14.39)
48 Corporate Bond	Bank of New York Mellon (Callable)	06406HCP2	39,000.00	100.478	39,186.29	38,895.87	2.100%	(290.42)
49 Corporate Bond	Kimberly-Clark Corp.	494368BT9	82,000.00	100.152	82,124.60	81,388.28	1.410%	(736.32)
50 Corporate Bond	United Parcel Service	911312AK2	75,000.00	102.848	77,136.06	76,351.50	5.030%	(784.56)
51 Corporate Bond	John Deere Capital Corp.	24422ERR2	61,000.00	100.437	61,266.28	60,839.57	2.250%	(426.71)
52 Corporate Bond	US Bancorp (Callable)	91159HHB9	61,000.00	100.711	61,433.56	60,765.76	2.200%	(667.80)
53 Corporate Bond	US Bancorp (Callable)	91159HHB9	20,000.00	100.699	20,139.78	19,923.20	2.200%	(216.58)
54 Corporate Bond	Caterpillar Financial	14912L6B2	78,000.00	100.864	78,673.73	77,571.78	2.110%	(1,101.95)
55 Corporate Bond	Home Depot Inc.	437076BE1	32,000.00	100.472	32,151.15	31,811.52	2.010%	(339.63)
56 Corporate Bond	Home Depot Inc. (Callable)	437076BE1	8,000.00	100.286	8,022.89	7,952.88	2.010%	(70.01)
57 Corporate Bond	Home Depot Inc. (Callable)	437076BE1	2,000.00	100.476	2,009.52	1,988.22	2.010%	(21.30)
58 Corporate Bond	Home Depot Inc. (Callable)	437076BE1	38,000.00	100.789	38,299.88	37,776.18	2.010%	(523.70)
59 Corporate Bond	Paccar Financial Corp.	69371RN36	83,000.00	98.949	82,127.67	81,622.20	1.220%	(505.47)
60 Corporate Bond	Berkshire Hathaway Inc.	084670BL1	111,000.00	100.326	111,362.14	110,373.96	2.110%	(988.18)
61 Corporate Bond	Berkshire Hathaway Inc.	084670BL1	7,000.00	100.490	7,034.30	6,960.52	2.110%	(73.78)
62 Corporate Bond	Berkshire Hathaway Inc.	084670BL1	45,000.00	100.558	45,251.24	44,746.20	2.110%	(505.04)
63 Corporate Bond	Honeywell Internatoinal	438516BJ4	82,000.00	99.468	81,563.76	80,568.28	1.420%	(995.48)
64 Corporate Bond	Proctor & Gamble Co.	742718EG0	105,000.00	100.420	105,441.07	103,904.85	1.920%	(1,536.22)
65 Corporate Bond	Proctor & Gamble Co.	742718EG0	13,000.00	100.369	13,047.95	12,864.41	1.920%	(183.54)
66 Corporate Bond	Proctor & Gamble Co.	742718EG0	3,000.00	100.560	3,016.80	2,968.71	1.920%	(48.09)
67 Corporate Bond	Proctor & Gamble Co.	742718EG0	40,000.00	101.069	40,427.45	39,582.80	1.920%	(844.65)
68 Corporate Bond	Costco Wholesale Group	22160KAF2	81,000.00	100.863	81,699.14	79,737.21	1.720%	(1,961.93)
69 Corporate Bond	BB&T Corp. (Callable)	05531FAS2	81,000.00	100.822	81,665.91	80,208.63	2.470%	(1,457.28)
70 Corporate Bond	Cisco Systems Inc.	17275RAH5	79,000.00	102.617	81,067.24	81,001.86	4.340%	(65.38)
71 Corporate Bond	PNC Funding Corp.	693476BJ1	101,000.00	104.418	105,462.01	104,226.95	4.960%	(1,235.06)
72 Corporate Bond	PNC Funding Corp.	693476BJ1	6,000.00	104.518	6,271.05	6,191.70	4.960%	(79.35)
73 Corporate Bond	PNC Funding Corp.	693476BJ1	2,000.00	104.542	2,090.83	2,063.90	4.960%	(26.93)
74 Corporate Bond	PNC Funding Corp.	693476BJ1	34,000.00	105.120	35,740.65	35,086.30	4.960%	(654.35)
75 Corporate Bond	Comcast Corp.	20030NBA8	98,000.00	104.592	102,500.06	101,155.60	4.980%	(1,344.46)
76 Corporate Bond	Comcast Corp.	20030NBA8	8,000.00	105.097	8,407.75	8,257.60	4.980%	(150.15)
77 Corporate Bond	Comcast Corp.	20030NBA8	2,000.00	105.269	2,105.37	2,064.40	4.980%	(40.97)
78 Corporate Bond	Comcast Corp.	20030NBA8	38,000.00	105.943	40,258.43	39,223.60	4.980%	(1,034.83)

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Exhibit B-1

Funds and Investments
Held by Contracted (Third) Parties
June 30, 2018

Morgan Stanley Investments

Investment Type	Issuer	CUSIP	Par Value	Adjusted Premium	Adjusted Cost	Market Value	Current YTM	Unrealized Gain/Loss
Subtotal Gov't. Securities			11,961,000.00		11,984,067.86	11,736,860.24	1.555%	(247,207.62)
40 Corporate Bond	Boeing Capital Corp. (Callable)	097014AM6	59,000.00	100.201	59,118.76	59,012.39	1.450%	(106.37)
41 Corporate Bond	Boeing Capital Corp. (Callable)	097014AM6	20,000.00	100.224	20,044.87	20,004.20	1.450%	(40.67)
42 Corporate Bond	Metlife, Inc.	59156RAR9	138,000.00	100.660	138,911.42	138,709.32	3.390%	(202.10)
43 Corporate Bond	Metlife, Inc.	59156RAR9	19,000.00	100.633	19,120.36	19,097.66	3.390%	(22.70)
44 Corporate Bond	Pepsico Inc.	713448DA3	163,000.00	100.339	163,552.36	162,735.94	2.250%	(816.42)
45 Corporate Bond	Bank of New York Mellon (Callable)	06406HCP2	112,000.00	100.062	112,069.32	111,700.96	2.100%	(368.36)
46 Corporate Bond	Bank of New York Mellon (Callable)	06406HCP2	6,000.00	100.186	6,011.18	5,983.98	2.100%	(27.20)
47 Corporate Bond	Bank of New York Mellon (Callable)	06406HCP2	3,000.00	100.213	3,006.38	2,991.99	2.100%	(14.39)
48 Corporate Bond	Bank of New York Mellon (Callable)	06406HCP2	39,000.00	100.478	39,186.29	38,895.87	2.100%	(290.42)
49 Corporate Bond	Kimberly-Clark Corp.	494368BT9	82,000.00	100.152	82,124.60	81,388.28	1.410%	(736.32)
50 Corporate Bond	United Parcel Service	911312AK2	75,000.00	102.848	77,136.06	76,351.50	5.030%	(784.56)
51 Corporate Bond	John Deere Capital Corp.	24422ERR2	61,000.00	100.437	61,266.28	60,839.57	2.250%	(426.71)
52 Corporate Bond	US Bancorp (Callable)	91159HHB9	61,000.00	100.711	61,433.56	60,765.76	2.200%	(667.80)
53 Corporate Bond	US Bancorp (Callable)	91159HHB9	20,000.00	100.699	20,139.78	19,923.20	2.200%	(216.58)
54 Corporate Bond	Caterpillar Financial	14912L6B2	78,000.00	100.864	78,673.73	77,571.78	2.110%	(1,101.95)
55 Corporate Bond	Home Depot Inc.	437076BE1	32,000.00	100.472	32,151.15	31,811.52	2.010%	(339.63)
56 Corporate Bond	Home Depot Inc. (Callable)	437076BE1	8,000.00	100.286	8,022.89	7,952.88	2.010%	(70.01)
57 Corporate Bond	Home Depot Inc. (Callable)	437076BE1	2,000.00	100.476	2,009.52	1,988.22	2.010%	(21.30)
58 Corporate Bond	Home Depot Inc. (Callable)	437076BE1	38,000.00	100.789	38,299.88	37,776.18	2.010%	(523.70)
59 Corporate Bond	Paccar Financial Corp.	69371RN36	83,000.00	98.949	82,127.67	81,622.20	1.220%	(505.47)
60 Corporate Bond	Berkshire Hathaway Inc.	084670BL1	111,000.00	100.326	111,362.14	110,373.96	2.110%	(988.18)
61 Corporate Bond	Berkshire Hathaway Inc.	084670BL1	7,000.00	100.490	7,034.30	6,960.52	2.110%	(73.78)
62 Corporate Bond	Berkshire Hathaway Inc.	084670BL1	45,000.00	100.558	45,251.24	44,746.20	2.110%	(505.04)
63 Corporate Bond	Honeywell International	438516BJ4	82,000.00	99.468	81,563.76	80,568.28	1.420%	(995.48)
64 Corporate Bond	Proctor & Gamble Co.	742718EG0	105,000.00	100.420	105,441.07	103,904.85	1.920%	(1,536.22)
65 Corporate Bond	Proctor & Gamble Co.	742718EG0	13,000.00	100.369	13,047.95	12,864.41	1.920%	(183.54)
66 Corporate Bond	Proctor & Gamble Co.	742718EG0	3,000.00	100.560	3,016.80	2,968.71	1.920%	(48.09)
67 Corporate Bond	Proctor & Gamble Co.	742718EG0	40,000.00	101.069	40,427.45	39,582.80	1.920%	(844.65)
68 Corporate Bond	Costco Wholesale Group	22160KAF2	81,000.00	100.863	81,699.14	79,737.21	1.720%	(1,961.93)
69 Corporate Bond	BB&T Corp. (Callable)	05531FAS2	81,000.00	100.822	81,665.91	80,208.63	2.470%	(1,457.28)
70 Corporate Bond	Cisco Systems Inc.	17275RAH5	79,000.00	102.617	81,067.24	81,001.86	4.340%	(65.38)
71 Corporate Bond	PNC Funding Corp.	693476BJ1	101,000.00	104.418	105,462.01	104,226.95	4.960%	(1,235.06)
72 Corporate Bond	PNC Funding Corp.	693476BJ1	6,000.00	104.518	6,271.05	6,191.70	4.960%	(79.35)
73 Corporate Bond	PNC Funding Corp.	693476BJ1	2,000.00	104.542	2,090.83	2,063.90	4.960%	(26.93)
74 Corporate Bond	PNC Funding Corp.	693476BJ1	34,000.00	105.120	35,740.65	35,086.30	4.960%	(654.35)
75 Corporate Bond	Comcast Corp.	20030NBA8	98,000.00	104.592	102,500.06	101,155.60	4.980%	(1,344.46)
76 Corporate Bond	Comcast Corp.	20030NBA8	8,000.00	105.097	8,407.75	8,257.60	4.980%	(150.15)
77 Corporate Bond	Comcast Corp.	20030NBA8	2,000.00	105.269	2,105.37	2,064.40	4.980%	(40.97)
78 Corporate Bond	Comcast Corp.	20030NBA8	38,000.00	105.943	40,258.43	39,223.60	4.980%	(1,034.83)

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Exhibit B-1

Funds and Investments
Held by Contracted (Third) Parties
June 30, 2018

Morgan Stanley Investments

Investment Type	Issuer	CUSIP	Par Value	Adjusted Premium	Adjusted Cost	Market Value	Current YTM	Unrealized Gain/Loss
79 Corporate Bond	Comcast Corp.	20030NBA8	5,000.00	105.436	5,271.81	5,161.00	4.980%	(110.81)
80 Corporate Bond	Wal-Mart	931142CU5	76,000.00	104.686	79,561.05	77,209.16	3.560%	(2,351.89)
81 Corporate Bond	Target Corp.	87612EAV8	39,000.00	104.581	40,786.58	39,785.46	3.790%	(1,001.12)
82 Corporate Bond	Target Corp.	87612EAV8	36,000.00	104.674	37,682.73	36,725.04	3.790%	(957.69)
83 Corporate Bond	United Health Group Inc.	91324PCM2	53,000.00	100.935	53,495.63	52,683.59	2.710%	(812.04)
84 Corporate Bond	United Health Group Inc.	91324PCM2	7,000.00	101.085	7,075.93	6,958.21	2.710%	(117.72)
85 Corporate Bond	United Health Group Inc.	91324PCM2	18,000.00	102.155	18,387.86	17,892.54	2.710%	(495.32)
86 Corporate Bond	United Health Group Inc.	91324PCM2	42,000.00	101.678	42,704.61	41,749.26	2.710%	(955.35)
87 Corporate Bond	Intel Corp.	458140AQ3	56,000.00	100.521	56,291.59	55,641.04	2.460%	(650.55)
88 Corporate Bond	Intel Corp.	458140AQ3	3,000.00	100.691	3,020.73	2,980.77	2.460%	(39.96)
89 Corporate Bond	Intel Corp.	458140AQ3	20,000.00	101.789	20,357.86	19,871.80	2.460%	(486.06)
90 Corporate Bond	State Street Corp.	857477AS2	54,000.00	101.814	54,979.70	53,560.44	2.570%	(1,419.26)
91 Corporate Bond	State Street Corp.	857477AS2	24,000.00	101.873	24,449.56	23,804.64	2.570%	(644.92)
92 Corporate Bond	The Walt Disney Co.	25468PDE3	60,000.00	100.337	60,202.39	58,771.20	2.190%	(1,431.19)
93 Corporate Bond	The Walt Disney Co.	25468PDE3	20,000.00	101.874	20,374.83	19,590.40	2.190%	(784.43)
94 Corporate Bond	Bank of America	06051GFT1	163,000.00	100.702	164,144.18	160,995.10	2.650%	(3,149.08)
95 Corporate Bond	Coca-Cola Co.	191216BT6	62,000.00	100.727	62,450.56	60,600.66	1.910%	(1,849.90)
96 Corporate Bond	Coca-Cola Co.	191216BT6	19,000.00	101.058	19,201.00	18,571.17	1.910%	(629.83)
97 Corporate Bond	Chubb INA Holdings Inc	00440EAT4	61,000.00	101.069	61,652.37	59,914.81	2.340%	(1,737.56)
98 Corporate Bond	Chubb INA Holdings Inc	00440EAT4	62,000.00	100.814	62,504.51	60,897.02	2.340%	(1,607.49)
99 Corporate Bond	Johnson & Johnson	478160CH5	83,000.00	100.109	83,090.81	81,635.48	1.980%	(1,455.33)
100 Corporate Bond	Chevron Corp. (Callable)	166764AY6	55,000.00	101.461	55,803.70	54,364.20	2.440%	(1,439.50)
101 Corporate Bond	Chevron Corp. (Callable)	166764AY6	25,000.00	101.592	25,397.97	24,711.00	2.440%	(686.97)
102 Corporate Bond	VISA	92826CAA0	162,000.00	100.514	162,833.28	159,369.12	2.230%	(3,464.16)
103 Corporate Bond	Gen. Electric Capital Corp.	36962G4Y7	109,000.00	107.151	116,794.86	112,379.00	4.480%	(4,415.86)
104 Corporate Bond	Gen. Electric Capital Corp.	36962G4Y7	34,000.00	107.303	36,483.04	35,054.00	4.480%	(1,429.04)
105 Corporate Bond	Occidental Petroleum Corp. (Callable)	674599BY0	75,000.00	104.897	78,672.84	76,748.25	4.000%	(1,924.59)
106 Corporate Bond	Exxon Mobil Corp. (Callable)	30231GAV4	162,000.00	101.363	164,207.38	159,019.20	2.260%	(5,188.18)
107 Corporate Bond	JP Morgan Chase	46625HHZ6	151,000.00	106.512	160,832.53	156,192.89	4.470%	(4,639.64)
108 Corporate Bond	3M Co. (Callable)	88579YAU5	65,000.00	100.080	65,052.27	62,189.40	1.690%	(2,862.87)
109 Corporate Bond	3M Co. (Callable)	88579YAU5	17,000.00	99.207	16,865.19	16,264.92	1.690%	(600.27)
110 Corporate Bond	MasterCard, Inc.	57636QAF1	164,000.00	99.249	162,768.36	158,755.28	2.060%	(4,013.08)
111 Corporate Bond	Microsoft Corp.	594918BA1	82,000.00	100.964	82,790.77	80,177.14	2.420%	(2,613.63)
112 Corporate Bond	American Express Credit (Callable)	0258M0EG0	162,000.00	101.718	164,783.52	158,158.98	2.760%	(6,624.54)
113 Corporate Bond	Burlington North Santa Fe (Callable)	12189LAH4	79,000.00	103.192	81,521.70	78,227.38	3.080%	(3,294.32)
114 Corporate Bond	Apple Inc.	037833BF6	160,000.00	102.230	163,568.56	157,483.20	2.740%	(6,085.36)
115 Corporate Bond	Oracle Corp.	68389XBB0	81,000.00	101.371	82,110.90	78,871.32	2.560%	(3,239.58)
Subtotal Corporate Bonds			4,581,000.00		4,656,992.37	4,561,274.95	2.753%	(95,717.42)

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Exhibit B-1
Funds and Investments
Held by Contracted (Third) Parties
June 30, 2018

Morgan Stanley Investments

Investment Type	Issuer	CUSIP	Par Value	Adjusted Premium	Adjusted Cost	Market Value	Current YTM	Unrealized Gain/Loss
Money Market Uninvested Cash	Liquid Asset Fund		-		-	24,293.55	0.010%	
Subtotal Cash & Cash Equivalents						24,293.55		
Grand Totals			16,542,000.00		16,641,060.23	16,322,428.74	1.887%	(342,925.04)
Unsettled Transactions								
Subtotal Unsettled Transactions								
Totals incl. Unsettled Transactions			16,542,000.00		16,641,060.23	16,322,428.74		(342,925.04)
Totals per Bank Statement			16,542,000.00		16,641,060.23	16,322,428.74		(342,925.04)

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Funds and Investments
Held by Contracted (Third) Parties
June 30, 2018

2016 Water Revenue Bonds

Investment Type	Issuer	Settlement Date	Par Value	Coupon Rate	Market Value	Current YTM	Maturity Date	Days to Maturity	CUSIP Account Number
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BNY Mellon Project Fund

1 Cash			-	0.010%	-	0.010%		1	
2 Morgan Stanley Treasury Portfolio			152,907.34	0.250%	152,907.34	0.250%		1	280514
Subtotal Cash & Cash Equivalents			152,907.34	0.250%	152,907.34	0.250%		1	
Total Project Fund			152,907.34	0.250%	152,907.34	0.250%		1	

Wells Fargo Escrow Fund -- Information Only

1 Cash			1,131.27	0.100%	1,131.27	0.100%		1	77126400
Subtotal Cash & Cash Equivalents			1,131.27	0.100%	1,131.27	0.100%		1	
2 Gov't. Securities U.S. Treasury Note		3/31/2014	592,000.00	1.625%	589,134.72	1.625%	3/31/2019	274	912828C65
3 Gov't. Securities U.S. Treasury Note		9/30/2014	40,088,000.00	1.750%	39,749,657.28	1.750%	9/30/2019	457	912828F39
4 Gov't. Securities U.S. Treasury Note		9/30/2011	1,442,000.00	1.375%	1,439,808.16	1.375%	9/30/2018	92	912828RH5
Subtotal Securities			42,122,000.00	1.735%	41,778,600.16	1.735%		442	
Total Escrow Fund			42,123,131.27	1.735%	41,779,731.43	1.735%		442	

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Exhibit C

City of South Pasadena
Investment Report

Summary of Invested Funds -- Last Day of the Month

MONTH	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
JULY	18,506,000	20,273,657	13,579,652	11,604,558	14,003,563	17,332,153	20,958,651	26,306,572	28,541,631	74,033,803	33,187,829
AUGUST	17,256,000	20,608,628	12,099,372	11,595,476	13,043,563	17,330,985	12,658,088	26,294,151	28,405,544	73,122,925	
SEPTEMBER	16,766,000	17,292,659	11,000,410	11,582,026	11,783,420	16,331,557	19,715,369	22,058,959	27,049,892	70,952,657	
OCTOBER	16,266,000	17,297,628	10,757,440	10,575,907	11,795,960	13,841,158	17,221,779	22,325,114	27,023,005	70,917,973	
NOVEMBER	15,646,000	16,621,046	10,499,526	8,992,178	11,800,260	13,836,635	17,221,849	22,287,418	73,246,265	26,547,176	
DECEMBER	18,756,000	18,487,198	10,634,416	10,185,282	11,805,140	16,837,192	20,603,990	22,253,300	71,499,585	28,949,643	
JANUARY	20,582,573	20,210,860	12,629,088	9,186,793	11,816,031	18,846,359	26,309,319	27,399,997	71,229,735	32,878,042	
FEBRUARY	20,284,404	19,519,072	12,619,768	9,184,331	13,818,580	18,845,663	26,260,788	30,108,605	71,084,575	33,013,420	
MARCH	19,715,013	18,448,613	12,610,790	9,126,552	13,319,038	13,145,894	26,315,158	28,939,924	72,604,964	32,833,141	
APRIL	22,169,776	19,317,280	12,605,200	11,130,863	17,327,604	13,153,853	26,326,876	28,276,276	75,018,330	33,064,100	
MAY	23,010,520	16,191,609	12,595,623	11,128,155	19,327,983	23,452,878	26,310,240	28,429,928	76,053,277	32,879,674	
JUNE	23,385,906	15,871,761	12,581,680	10,275,475	19,323,510	22,452,628	29,289,712	26,594,581	75,918,587	33,102,349	

ATTACHMENT 5
Monthly Investment Report for July 2018

Exhibit A
City of South Pasadena
INVESTMENT REPORT
July 31, 2018
Investment Balances at Month End

INSTITUTION NAME	MATURITY DATE	YIELD TO CALL OR MATURITY	PERCENT OF PORTFOLIO	COST	CURRENT MARKET VALUE *
LOCAL AGENCY INVESTMENT FUND:					
LAIF City	ON DEMAND	1.944%	50.33%	16,883,952.32	16,883,952.32
SUBTOTAL			50.33%	<u>16,883,952.32</u>	<u>16,883,952.32</u>
MORGAN STANLEY SMITH BARNEY					
Government Securities	See Exhibit B-1	1.58%	35.80%	12,007,168.36	11,742,954.61
Corporate Bonds	See Exhibit B-1	2.68%	13.87%	<u>4,652,822.96</u>	<u>4,560,922.37</u>
SUBTOTAL			49.67%	<u>16,659,991.32</u>	<u>16,303,876.98</u>
TOTAL INVESTMENTS			100.00%	<u>\$33,543,943.64</u>	<u>\$33,187,829.30</u>

2016 WATER REVENUE BONDS ESCROW FUND **

** Information Only - Funds held in escrow are managed solely by the 2016 Bond Trustees. The funds are not accessible by the City and not available for City use. They are, therefore, not included in the Total Investments.

Wells Fargo Govt. Securities	See Exhibit B-2	1.735%	42,122,000.00	41,770,331.80
Wells Fargo Uninvested Cash Balance			1,131.27	1,131.27

BANK ACCOUNTS:

Bank of the West Account Balance:	\$3,934,545.81
Morgan Stanley Uninvested Cash Balance:	\$46,924.27
Morgan Stanley Unsettled Transactions	\$0.00
BNY Mellon Uninvested Cash Balance	\$153,118.52

Required Disclosures:

Average weighted maturity of the portfolio 353 DAYS

Average weighted total yield to maturity of the portfolio 1.917%

The City's investment liquidity is sufficient for it to meet its expenditure requirements for the next 180 days.

All investments are in conformity with the City Investment Policy.

* Current market valuation is required for investments with maturities of more than twelve months.

Exhibit B-1

Funds and Investments
Held by Contracted (Third) Parties
July 31, 2018

Morgan Stanley Investments

Investment Type	Issuer	CUSIP	Par Value	Adjusted Premium	Adjusted Cost	Market Value	Current YTM	Unrealized Gain/Loss
1 Gov't. Securities	U.S. Treasury Note	912796PU7	275,000.00	99.949	274,859.48	274,887.25	-	27.77
2 Gov't. Securities	U.S. Treasury Note	912828ST8	413,000.00	100.036	413,150.58	409,613.40	1.260%	(3,537.18)
3 Gov't. Securities	U.S. Treasury Note	912828G95	822,000.00	100.170	823,400.80	811,240.02	1.640%	(12,160.78)
4 Gov't. Securities	U.S. Treasury Note	912828G95	164,000.00	99.781	163,641.33	161,853.24	1.640%	(1,788.09)
5 Gov't. Securities	U.S. Treasury Note	912828H52	259,000.00	98.461	255,013.73	253,910.65	1.270%	(1,103.08)
6 Gov't. Securities	U.S. Treasury Note	912828H52	35,000.00	99.566	34,848.24	34,312.25	1.270%	(535.99)
7 Gov't. Securities	U.S. Treasury Note	912828H52	15,000.00	99.914	14,987.12	14,705.25	1.270%	(281.87)
8 Gov't. Securities	U.S. Treasury Note	912828H52	97,000.00	100.474	97,459.86	95,093.95	1.270%	(2,365.91)
9 Gov't. Securities	U.S. Treasury Note	912828L32	250,000.00	98.641	246,601.50	243,370.00	1.410%	(3,231.50)
10 Gov't. Securities	U.S. Treasury Note	912828L32	74,000.00	100.721	74,533.36	72,037.52	1.410%	(2,495.84)
11 Gov't. Securities	U.S. Treasury Note	912828L32	329,000.00	100.715	331,353.91	320,274.92	1.410%	(11,078.99)
12 Gov't. Securities	U.S. Treasury Note	912828N89	498,000.00	99.469	495,354.62	481,680.54	1.420%	(13,674.08)
13 Gov't. Securities	U.S. Treasury Note	912828N89	150,000.00	100.708	151,062.02	145,084.50	1.420%	(5,977.52)
14 Gov't. Securities	U.S. Treasury Note	912828N89	280,000.00	100.726	282,033.90	270,824.40	1.420%	(11,209.50)
15 Gov't. Securities	U.S. Treasury Note	912828B90	736,000.00	100.455	739,346.14	722,347.20	2.030%	(16,998.94)
16 Gov't. Securities	U.S. Treasury Note	912828F96	494,000.00	100.256	495,263.62	481,921.70	2.050%	(13,341.92)
17 Gov't. Securities	U.S. Treasury Note	912828WZ9	494,000.00	99.883	493,421.03	475,455.24	1.810%	(17,965.79)
18 Gov't. Securities	U.S. Treasury Note	9128282P4	413,000.00	99.816	412,241.73	398,317.85	1.940%	(13,923.88)
19 Gov't. Securities	U.S. Treasury Note	9128282P4	579,000.00	99.211	574,431.11	558,416.55	1.940%	(16,014.56)
20 Gov't. Securities	Fed. Home Loan Mtg. Corp.	3137EADK2	309,000.00	100.033	309,100.56	305,332.17	1.260%	(3,768.39)
21 Gov't. Securities	Fed. Home Loan Mtg. Corp.	3137EADK2	309,000.00	100.277	309,855.14	305,332.17	1.260%	(4,522.97)
22 Gov't. Securities	Fed. Home Loan Mtg. Corp.	3137EADK2	20,000.00	100.446	20,089.11	19,762.60	1.260%	(326.51)
23 Gov't. Securities	Fed. Home Loan Mtg. Corp.	3137EADK2	345,000.00	100.272	345,938.36	340,904.85	1.260%	(5,033.51)
24 Gov't. Securities	Fed. Home Loan Mtg. Corp.	3137EADM8	480,000.00	100.336	481,611.30	472,896.00	1.260%	(8,715.30)
25 Gov't. Securities	Fed. Home Loan Mtg. Corp.	3137EADR7	500,000.00	100.564	502,821.94	488,900.00	1.400%	(13,921.94)
26 Gov't. Securities	Fed. Home Loan Mtg. Corp. Med.Term Note	3137EADB2	360,000.00	101.443	365,195.78	354,186.00	2.410%	(11,009.78)
27 Gov't. Securities	Fed. Home Loan Mtg. Corp. Med.Term Note	3137EADB2	326,000.00	101.961	332,392.87	320,735.10	2.410%	(11,657.77)
28 Gov't. Securities	Fed. Home Loan Bank	3130A8QS5	665,000.00	99.305	660,378.25	633,871.35	1.180%	(26,506.90)
29 Gov't. Securities	Fed. National Mtg. Assn.	3135G0YT4	231,000.00	100.028	231,064.46	230,616.54	0.810%	(447.92)
30 Gov't. Securities	Fed. National Mtg. Assn.	3135G0YT4	30,000.00	100.167	30,050.01	29,950.20	0.810%	(99.81)
31 Gov't. Securities	Fed. National Mtg. Assn.	3135G0YT4	13,000.00	100.198	13,025.69	12,978.42	0.810%	(47.27)
32 Gov't. Securities	Fed. National Mtg. Assn.	3135G0YT4	90,000.00	100.301	90,270.52	89,850.60	0.810%	(419.92)
33 Gov't. Securities	Fed. National Mtg. Assn.	3135G0ZA4	630,000.00	100.166	631,047.77	628,576.20	1.870%	(2,471.57)
34 Gov't. Securities	Fed. National Mtg. Assn.	3135G0ZA4	19,000.00	100.372	19,070.73	18,957.06	1.870%	(113.67)
35 Gov't. Securities	Fed. National Mtg. Assn.	3135G0ZA4	13,000.00	100.424	13,055.10	12,970.62	1.870%	(84.48)
36 Gov't. Securities	Fed. National Mtg. Assn.	3135G0ZA4	200,000.00	100.631	201,261.94	199,548.00	1.870%	(1,713.94)
37 Gov't. Securities	Fed. National Mtg. Assn.	3135G0ZA4	100,000.00	100.506	100,505.81	99,774.00	1.870%	(731.81)
38 Gov't. Securities	Fed. National Mtg. Assn.	3135G0A78	568,000.00	100.052	568,293.93	559,815.12	1.640%	(8,478.81)
39 Gov't. Securities	Fed. National Mtg. Assn.	3135G0H55	401,000.00	102.029	409,135.01	392,651.18	1.910%	(16,483.83)

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Exhibit B-1

Funds and Investments
Held by Contracted (Third) Parties
July 31, 2018

Morgan Stanley Investments

Investment Type	Issuer	CUSIP	Par Value	Adjusted Premium	Adjusted Cost	Market Value	Current YTM	Unrealized Gain/Loss	
Subtotal Gov't. Securities			11,986,000.00		12,007,168.36	11,742,954.61	1.584%	(264,213.75)	
39	Corporate Bond	Boeing Capital Corp. (Callable)	097014AM6	59,000.00	100.059	59,035.09	59,010.03	1.450%	(25.06)
40	Corporate Bond	Boeing Capital Corp. (Callable)	097014AM6	20,000.00	100.066	20,013.26	20,003.40	1.450%	(9.86)
41	Corporate Bond	Mellife, Inc.	59156RAR9	138,000.00	100.195	138,269.28	138,213.90	3.400%	(55.38)
42	Corporate Bond	Metlife, Inc.	59156RAR9	19,000.00	100.187	19,035.56	19,029.45	3.400%	(6.11)
43	Corporate Bond	Pepsico Inc.	713448DA3	163,000.00	100.282	163,460.42	162,827.22	1.120%	(633.20)
44	Corporate Bond	Bank of New York Mellon (Callable)	06406HCP2	112,000.00	100.052	112,058.29	111,770.40	1.050%	(287.89)
45	Corporate Bond	Bank of New York Mellon (Callable)	06406HCP2	6,000.00	100.157	6,009.40	5,987.70	1.050%	(21.70)
46	Corporate Bond	Bank of New York Mellon (Callable)	06406HCP2	3,000.00	100.178	3,005.35	2,993.85	1.050%	(11.50)
47	Corporate Bond	Bank of New York Mellon (Callable)	06406HCP2	39,000.00	100.402	39,156.60	38,920.05	1.050%	(236.55)
48	Corporate Bond	Kimberly-Clark Corp.	494368BT9	82,000.00	100.131	82,107.44	81,459.62	1.400%	(647.82)
49	Corporate Bond	United Parcel Service	911312AK2	75,000.00	102.522	76,891.86	76,236.75	5.040%	(655.11)
50	Corporate Bond	John Deere Capital Corp.	24422ERR2	61,000.00	100.389	61,237.57	60,795.65	2.250%	(441.92)
51	Corporate Bond	US Bancorp (Callable)	91159HHB9	61,000.00	100.636	61,388.03	60,847.50	2.200%	(540.53)
52	Corporate Bond	US Bancorp (Callable)	91159HHB9	20,000.00	100.626	20,125.10	19,950.00	2.200%	(175.10)
53	Corporate Bond	Caterpillar Financial	14912L6B2	78,000.00	100.785	78,612.14	77,622.48	2.110%	(989.66)
54	Corporate Bond	Home Depot Inc.	437076BE1	32,000.00	100.430	32,137.58	31,849.92	2.000%	(287.66)
55	Corporate Bond	Home Depot Inc. (Callable)	437076BE1	8,000.00	100.261	8,020.84	7,962.48	2.000%	(58.36)
56	Corporate Bond	Home Depot Inc. (Callable)	437076BE1	2,000.00	100.433	2,008.66	1,990.62	2.000%	(18.04)
57	Corporate Bond	Home Depot Inc. (Callable)	437076BE1	38,000.00	100.718	38,272.94	37,821.78	2.000%	(451.16)
58	Corporate Bond	Paccar Financial Corp.	69371RN36	83,000.00	98.949	82,127.67	81,726.78	1.210%	(400.89)
59	Corporate Bond	Berkshire Hathaway Inc.	084670BL1	111,000.00	100.301	111,334.61	110,415.03	2.110%	(919.58)
60	Corporate Bond	Berkshire Hathaway Inc.	084670BL1	7,000.00	100.453	7,031.69	6,963.11	2.110%	(68.58)
61	Corporate Bond	Berkshire Hathaway Inc.	084670BL1	45,000.00	100.516	45,232.12	44,762.85	2.110%	(469.27)
62	Corporate Bond	Honeywell Internatoinal	438516B4	82,000.00	99.468	81,563.76	80,662.58	1.420%	(901.18)
63	Corporate Bond	Proctor & Gamble Co.	742718EG0	105,000.00	100.393	105,412.84	103,899.60	1.920%	(1,513.24)
64	Corporate Bond	Proctor & Gamble Co.	742718EG0	13,000.00	100.345	13,044.88	12,863.76	1.920%	(181.12)
65	Corporate Bond	Proctor & Gamble Co.	742718EG0	3,000.00	100.524	3,015.72	2,968.56	1.920%	(47.16)
66	Corporate Bond	Proctor & Gamble Co.	742718EG0	40,000.00	101.000	40,400.01	39,580.80	1.920%	(819.21)
67	Corporate Bond	Costco Wholesale Group	22160KAF2	81,000.00	100.812	81,658.01	79,840.08	1.720%	(1,817.93)
68	Corporate Bond	BB&T Corp. (Callable)	05531FAS2	81,000.00	100.777	81,629.14	80,273.43	2.470%	(1,355.71)
69	Corporate Bond	Cisco Systems Inc.	17275RAH5	79,000.00	102.473	80,953.32	80,847.81	4.340%	(105.51)
70	Corporate Bond	PNC Funding Corp.	693476BJ1	101,000.00	104.186	105,227.37	104,005.76	4.970%	(1,221.61)
71	Corporate Bond	PNC Funding Corp.	693476BJ1	6,000.00	104.280	6,256.79	6,178.56	4.970%	(78.23)
72	Corporate Bond	PNC Funding Corp.	693476BJ1	2,000.00	104.303	2,086.05	2,059.52	4.970%	(26.53)
73	Corporate Bond	PNC Funding Corp.	693476BJ1	34,000.00	104.849	35,648.75	35,011.84	4.970%	(636.91)
74	Corporate Bond	Comcast Corp.	20030NBA8	98,000.00	104.360	102,272.35	101,072.30	4.990%	(1,200.05)
75	Corporate Bond	Comcast Corp.	20030NBA8	8,000.00	104.838	8,387.06	8,250.80	4.990%	(136.26)
76	Corporate Bond	Comcast Corp.	20030NBA8	2,000.00	105.001	2,100.02	2,062.70	4.990%	(37.32)
77	Corporate Bond	Comcast Corp.	20030NBA8	38,000.00	105.640	40,143.33	39,191.30	4.990%	(952.03)

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Exhibit B-1

Funds and Investments
Held by Contracted (Third) Parties
July 31, 2018

Morgan Stanley Investments

Investment Type	Issuer	CUSIP	Par Value	Adjusted Premium	Adjusted Cost	Market Value	Current YTM	Unrealized Gain/Loss
78 Corporate Bond	Comcast Corp.	20030NBA8	5,000.00	105.160	5,257.99	5,156.75	4.990%	(101.24)
79 Corporate Bond	Wal-Mart	931142CU5	76,000.00	104.488	79,410.83	77,148.36	3.570%	(2,262.47)
80 Corporate Bond	Target Corp.	87612EAV8	39,000.00	104.390	40,712.25	39,688.74	3.800%	(1,023.51)
81 Corporate Bond	Target Corp.	87612EAV8	36,000.00	104.480	37,612.68	36,635.76	3.800%	(976.92)
82 Corporate Bond	United Health Group Inc.	91324PCM2	53,000.00	100.896	53,475.13	52,750.90	2.710%	(724.23)
83 Corporate Bond	United Health Group Inc.	91324PCM2	7,000.00	101.040	7,072.79	6,967.10	2.710%	(105.69)
84 Corporate Bond	United Health Group Inc.	91324PCM2	18,000.00	102.065	18,371.73	17,915.40	2.710%	(456.33)
85 Corporate Bond	United Health Group Inc.	91324PCM2	42,000.00	101.608	42,675.37	41,802.60	2.710%	(872.77)
86 Corporate Bond	Intel Corp.	458140AQ3	56,000.00	100.500	56,279.80	55,564.32	2.460%	(715.48)
87 Corporate Bond	Intel Corp.	458140AQ3	3,000.00	100.663	3,019.89	2,976.66	2.460%	(43.23)
88 Corporate Bond	Intel Corp.	458140AQ3	20,000.00	101.716	20,343.29	19,844.40	2.460%	(498.89)
89 Corporate Bond	State Street Corp.	857477AS2	54,000.00	101.742	54,940.88	53,511.84	2.570%	(1,429.04)
90 Corporate Bond	State Street Corp.	857477AS2	24,000.00	101.799	24,431.74	23,783.04	2.570%	(648.70)
91 Corporate Bond	The Walt Disney Co.	25468PDE3	60,000.00	100.324	60,194.69	58,785.60	2.190%	(1,409.09)
92 Corporate Bond	The Walt Disney Co.	25468PDE3	20,000.00	101.802	20,360.45	19,595.20	2.190%	(765.25)
93 Corporate Bond	Bank of America	06051GFT1	163,000.00	100.676	164,102.41	161,115.72	2.650%	(2,986.69)
94 Corporate Bond	Coca-Cola Co.	191216BT6	62,000.00	100.700	62,434.13	60,575.24	1.910%	(1,858.89)
95 Corporate Bond	Coca-Cola Co.	191216BT6	19,000.00	101.019	19,193.66	18,563.38	1.910%	(630.28)
96 Corporate Bond	ACE INA Holdings Inc.	00440EAT4	61,000.00	101.031	61,628.82	59,934.33	2.340%	(1,694.49)
97 Corporate Bond	ACE INA Holdings Inc.	00440EAT4	62,000.00	100.784	62,486.32	60,916.86	2.340%	(1,569.46)
98 Corporate Bond	Johnson & Johnson	478160CH5	83,000.00	100.105	83,087.56	81,492.72	1.980%	(1,594.84)
99 Corporate Bond	Chevron Corp. (Callable)	166764AY6	55,000.00	101.409	55,775.13	54,424.70	2.440%	(1,350.43)
100 Corporate Bond	Chevron Corp. (Callable)	166764AY6	25,000.00	101.535	25,383.82	24,738.50	2.440%	(645.32)
101 Corporate Bond	VISA	92826CAA0	162,000.00	100.497	162,804.61	159,292.98	2.230%	(3,511.63)
102 Corporate Bond	Gen. Electric Capital Corp.	36962G4Y7	109,000.00	106.911	116,533.06	112,413.88	4.480%	(4,119.18)
103 Corporate Bond	Gen. Electric Capital Corp.	36962G4Y7	34,000.00	107.058	36,399.59	35,064.88	4.480%	(1,334.71)
104 Corporate Bond	Occidental Petroleum Corp. (Callable)	674599BY0	75,000.00	104.744	78,557.98	76,590.00	4.010%	(1,967.98)
105 Corporate Bond	Exxon Mobil Corp. (Callable)	30231GAV4	162,000.00	101.320	164,137.78	159,229.80	2.260%	(4,907.98)
106 Corporate Bond	JP Morgan Chase	46625HHZ6	151,000.00	106.321	160,544.97	156,013.20	4.470%	(4,531.77)
107 Corporate Bond	3M Co. (Callable)	88579YAU5	65,000.00	100.078	65,050.91	61,998.30	1.700%	(3,052.61)
108 Corporate Bond	3M Co. (Callable)	88579YAU5	17,000.00	99.207	16,865.19	16,214.94	1.700%	(650.25)
109 Corporate Bond	MasterCard, Inc.	57636QAF1	164,000.00	99.249	162,768.36	159,084.92	2.060%	(3,683.44)
110 Corporate Bond	Microsoft Corp.	594918BA1	82,000.00	100.942	82,772.68	80,001.66	2.430%	(2,771.02)
111 Corporate Bond	American Express Credit (Callable)	0258M0EG0	162,000.00	101.680	164,720.95	158,243.22	2.760%	(6,477.73)
112 Corporate Bond	Burlington North Santa Fe (Callable)	12189LAH4	79,000.00	103.121	81,465.44	78,277.15	3.070%	(3,188.29)
113 Corporate Bond	Apple Inc.	037833BF6	160,000.00	102.183	163,492.05	157,611.20	2.740%	(5,880.85)
114 Corporate Bond	Oracle Corp.	68389XBB0	81,000.00	101.342	82,087.13	79,068.15	2.560%	(3,018.98)
Subtotal Corporate Bonds			4,581,000.00		4,652,822.96	4,560,922.37	2.676%	(91,900.59)

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Exhibit B-1
Funds and Investments
Held by Contracted (Third) Parties
July 31, 2018

Morgan Stanley Investments

Investment Type	Issuer	CUSIP	Par Value	Adjusted Premium	Adjusted Cost	Market Value	Current YTM	Unrealized Gain/Loss
Money Market	Liquid Asset Fund		-	-	-		0.010%	
Uninvested Cash			-			46,924.27	0.010%	
Subtotal Cash & Cash Equivalents						46,924.27		
Grand Totals			16,567,000.00		16,659,991.32	16,350,801.25	1.884%	(356,114.34)
Unsettled Transactions								
Subtotal Unsettled Transactions								
Totals incl. Unsettled Transactions			16,567,000.00		16,659,991.32	16,350,801.25		(356,114.34)
Totals per Bank Statement			16,567,000.00		16,659,991.32	16,350,801.25		(356,114.34)

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Funds and Investments
Held by Contracted (Third) Parties
July 31, 2018

2016 Water Revenue Bonds

Investment Type	Issuer	Settlement Date	Par Value	Coupon Rate	Market Value	Current YTM	Maturity Date	Days to Maturity	CUSIP Account Number
BNY Mellon Project Fund									
1	Cash		-	0.010%	-	0.010%		1	
2	Morgan Stanley Treasury Portfolio		153,118.52	0.250%	153,118.52	0.250%		1	280514
Subtotal Cash & Cash Equivalents			153,118.52	0.250%	153,118.52	0.250%		1	
Total Project Fund			153,118.52	0.250%	153,118.52	0.250%		1	
Wells Fargo Escrow Fund -- Information Only									
1	Cash		1,131.27	0.100%	1,131.27	0.100%		1	77126400
Subtotal Cash & Cash Equivalents			1,131.27	0.100%	1,131.27	0.100%		1	
2	Gov't. Securities U.S. Treasury Note	11/10/2016	592,000.00	1.625%	589,365.60	1.625%	3/31/2019	243	912828C65
3	Gov't. Securities U.S. Treasury Note	11/10/2016	40,088,000.00	1.750%	39,740,437.04	1.750%	9/30/2019	426	912828F39
4	Gov't. Securities U.S. Treasury Note	11/10/2016	1,442,000.00	1.375%	1,440,529.16	1.375%	9/30/2018	61	912828RH5
Subtotal Securities			42,122,000.00	1.735%	41,770,331.80	1.735%		411	
Total Escrow Fund			42,123,131.27	1.735%	41,771,463.07	1.735%		411	

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Exhibit C

City of South Pasadena
Investment Report

Summary of Invested Funds -- Last Day of the Month

MONTH	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
JULY	18,506,000	20,273,657	13,579,652	11,604,558	14,003,563	17,332,153	20,958,651	26,306,572	28,541,631	74,033,803	33,187,829
AUGUST	17,256,000	20,608,628	12,099,372	11,595,476	13,043,563	17,330,985	12,658,088	26,294,151	28,405,544	73,122,925	
SEPTEMBER	16,766,000	17,292,659	11,000,410	11,582,026	11,783,420	16,331,557	19,715,369	22,058,959	27,049,892	70,952,657	
OCTOBER	16,266,000	17,297,628	10,757,440	10,575,907	11,795,960	13,841,158	17,221,779	22,325,114	27,023,005	70,917,973	
NOVEMBER	15,646,000	16,621,046	10,499,526	8,992,178	11,800,260	13,836,635	17,221,849	22,287,418	73,246,265	26,547,176	
DECEMBER	18,756,000	18,487,198	10,634,416	10,185,282	11,805,140	16,837,192	20,603,990	22,253,300	71,499,585	28,949,643	
JANUARY	20,582,573	20,210,860	12,629,088	9,186,793	11,816,031	18,846,359	26,309,319	27,399,997	71,229,735	32,878,042	
FEBRUARY	20,284,404	19,519,072	12,619,768	9,184,331	13,818,580	18,845,663	26,260,788	30,108,605	71,084,575	33,013,420	
MARCH	19,715,013	18,448,613	12,610,790	9,126,552	13,319,038	13,145,894	26,315,158	28,939,924	72,604,964	32,833,141	
APRIL	22,169,776	19,317,280	12,605,200	11,130,863	17,327,604	13,153,853	26,326,876	28,276,276	75,018,330	33,064,100	
MAY	23,010,520	16,191,609	12,595,623	11,128,155	19,327,983	23,452,878	26,310,240	28,429,928	76,053,277	32,879,674	
JUNE	23,385,906	15,871,761	12,581,680	10,275,475	19,323,510	22,452,628	29,289,712	26,594,581	75,918,587	33,102,349	



City Council Agenda Report

ITEM NO. 10

DATE: September 19, 2018

FROM: Stephanie DeWolfe, City Manager 

PREPARED BY: Craig Koehler, Finance Director
Mariam Lee Ko, Human Resources Manager

SUBJECT: **Adoption of the Resolutions Authorizing Signatories on City Banking Accounts and Related Banking Documents**

Recommendation Action

It is recommended that the City Council adopt:

1. A resolution superseding Resolution No. 7561, Authorizing Signatures on City Bank Accounts; and
2. A resolution superseding Resolution No. 7549, Authorizing Signatures on the City LAIF Account

Commission Review and Recommendation

This matter was not reviewed by a Commission.

Discussion/Analysis

By adopting the attached resolutions, that supersedes all prior resolutions, Finance Director Craig Koehler and Human Resources Manager Mariam Lee Ko will have signatory authority on the City of South Pasadena's (City) bank accounts and related banking documentation. The standard resolution authorizing investment of City monies in the Local Agency Investment Fund (LAIF) will also be updated with the addition of Finance Director Craig Koehler.

Background

The hiring of Finance Director Craig Koehler and other changes in staffing in the Finance Department necessitate a change in signatory authority for City bank accounts. The City Council previously updated the resolution for signatures on City bank accounts on June 20, 2018. The resolution authorizing signatures on City LAIF accounts was most recently updated on April 18, 2018. At this time, it is appropriate to add or remove staff from the signatory authority list. The bank requires action from the City Council documenting approval of these changes. Currently it is necessary to authorize revisions to the bank account signatory assignments.

Legal Review

The City Attorney has reviewed this item and has opined that the resolutions are in order.

Fiscal Impact

There is no fiscal impact associated with the adoption of the updated resolutions authorizing signature authority.

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 Superseding Resolution No. 7561, Authorizing Signatures on City Bank Accounts
2. Resolution Superseding Resolution No. 7549, Authorizing Signatures on the City LAIF Account

ATTACHMENT 1
Resolution Superseding Resolution No. 7561,
Authorizing Signatures on City Bank Accounts

RESOLUTION NO. XXXX

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
SUPERSEDING RESOLUTION NO. 7561, AUTHORIZING
SIGNATURES ON CITY BANK ACCOUNTS**

WHEREAS, the City Council or its designee has the authority to manage the City of South Pasadena's (City) bank accounts.

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

SECTION 1. To authorize Richard D. Schneider, M.D., Mayor, effective December 20, 2017, as a signatory on all City of South Pasadena bank accounts and related documentation.

SECTION 2. The use of the facsimile signature of Mayor Schneider is hereby authorized and said bank is hereby authorized to honor and pay any and all checks and drafts so signed provided said checks and drafts are countersigned by one other signatory.

SECTION 3. To authorize Gary E. Pia, City Treasurer, effective December 21, 2011, as a signatory on all City bank accounts and related documentation.

SECTION 4. The use of the facsimile signature of Gary E. Pia, City Treasurer, is hereby authorized and said bank is hereby authorized to honor and pay any and all checks and drafts so signed provided said checks and drafts are countersigned by one other signatory.

SECTION 5. To authorize City Manager Stephanie DeWolfe, Finance Director Craig Koehler, and Human Resources Manager Mariam Lee Ko, as signatories on all City of South Pasadena bank accounts and related documentation.

SECTION 6. This resolution shall become effective immediately upon its adoption.

SECTION 7. The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

PASSED, APPROVED AND ADOPTED ON this 19th day of September, 2018.

Richard D. Schneider, M.D., 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 19th day of September 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Evelyn G. Zneimer, City Clerk
(seal)

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ATTACHMENT 2
Resolution Superseding Resolution No. 7549
Authorizing Signatures on the City LAIF Account

RESOLUTION NO. XXXX

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
SUPERSEDING RESOLUTION NO. 7549,
AUTHORIZING INVESTMENT OF MONIES IN THE
LOCAL AGENCY INVESTMENT FUND**

WHEREAS, Pursuant to California Government Code, Chapter 730 of the statutes of 1976 Section 16429.1 was added to create a Local Agency Investment Fund in the State Treasury for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the City of South Pasadena does hereby find that the deposit and withdrawal of money of the Local Agency Investment Fund in accordance with the provisions of Government Code Section 16429.1 for the purpose of investment as stated therein as in the best interests of the City of South Pasadena.

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

SECTION 1. the City Council does hereby authorize the deposit and withdrawal of the City of South Pasadena monies in the Local Agency Investment Fund in the State Treasury in accordance with the provisions of Government Code Section 16429.1 for the purpose of investment as stated therein, and verification by the State Treasurer's Office of all banking information provided in that regard.

SECTION 2. the following City of South Pasadena Officers or their successors in Office shall be authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund:

Gary E. Pia City Treasurer	Stephanie DeWolfe City Manager	Craig Koehler Finance Director	Mariam Lee Ko Human Resources Manager
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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 19th day of September, 2018.

Richard D. Schneider, M.D., 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 19th day of September 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Evelyn G. Zneimer, City Clerk
(seal)

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City Council Agenda Report

ITEM NO. 11

DATE: September 19, 2018

FROM: Stephanie DeWolfe, City Manager *[Signature]*

PREPARED BY: Karen Aceves, Principal Management Analyst *KA*
Marc A. Donohue, Chief City Clerk *MD*

SUBJECT: **Adoption of a Resolution Amending the Master Schedule of Fees for Service to Remove Incorrect References to Water and Sewer Rates**

Recommendation Action

It is recommended that the City Council adopt a Resolution amending the Master Schedule of Fees for service to remove incorrect references to water and sewer rates.

Commission Review and Recommendation

This matter was not reviewed by a Commission.

Discussion/Analysis

On November 1, 2017, the City Council held a public hearing, completed the Proposition 218 majority protest procedure and adopted new water and sewer rates effective January 1, 2018 with Resolution Nos. 7536 and 7537. Resolution No. 7552, which adopted the City's Master Schedule of Fees for Services effective July 1, 2018, incorrectly included a prior table of water and sewer rates reflecting the rates set on January 15, 2014, but did not repeal or replace Resolution No. 7536, which established current water rates, or Resolution No. 7537, which established current sewer rates, as required by Proposition 218.

Background

The Master Schedule of Fees adopted pursuant to Resolution No. 7552 did not and could not repeal Resolution Nos. 7536 and 7537, and the incorrect water and sewer rates shown on the Master Schedule of Fees pursuant to Resolution No. 7552 are an administrative and clerical error which must be corrected for avoidance of doubt.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

There is no fiscal impact associated with this item.

Environmental Analysis

This item is exempt from any California Environmental Quality Act (CEQA) analysis.

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,
AMENDING THE MASTER SCHEDULE OF FEES FOR
SERVICE TO REMOVE INCORRECT REFERENCES
TO WATER AND SEWER RATES**

WHEREAS, on November 1, 2017, the City Council held a public hearing, completed the Proposition 218 majority protest procedure and adopted new water and sewer rates effective January 1, 2018, as set forth in Exhibit A attached to and incorporated by Resolution No. 7536 (water rates) and in Exhibit A attached to and incorporated by Resolution No. 7537; and

WHEREAS, Resolution No. 7536, expressly repealed Resolution 7331, which had set forth the previously established water rates on January 15, 2014 ; and

WHEREAS, Resolution No. 7537 expressly repealed Resolution No. 7047, which had set forth the previously established sewer rates on May 6, 2009; and

WHEREAS, Resolution No. 7552, which adopted the City's Master Schedule of Fees for Services effective July 1, 2018, incorrectly included a prior table of water and sewer rates reflecting the rates set on January 15, 2014, but did not repeal or replace Resolution No. 7536, which established current water rates, or Resolution No. 7537, which established current sewer rates, as required by Proposition 218; and

WHEREAS, restating the City's applicable water and sewer rates in the Master Schedule of Fees is not necessary, where these water and sewer fees are required to be set by a separate and specific procedure required by Proposition 218; and

WHEREAS, the City has applied the water and sewer fees approved pursuant to Resolutions 7536 and 7537 consistently since January 1, 2018; and

WHEREAS, the Master Schedule of Fees adopted pursuant to Resolution No. 7552 did not and could not repeal Resolution Nos. 7536 and 7537, and the incorrect water and sewer rates shown on the Master Schedule of Fees pursuant to Resolution No. 7552 are an administrative and clerical error which must be corrected for avoidance of doubt.

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

SECTION 1. The Master Schedule of Fees adopted by Resolution No. 7552 is corrected to delete all references to the water and sewer rates because current water rates are set separately by Resolution 7536 and current sewer rates are set separately by

Resolution 7537, pursuant to the Proposition 218 process; with Exhibit "A" corrected to delete references to water and sewer rates, Resolution No. 7552 remains in full effect.

SECTION 2. The action taken herein is declarative of existing law; this Resolution does not change the water rates set by Resolution No. 7536 or the sewer rates set by Resolution 7537, or the remaining fees set forth in Exhibit "A" (Master Schedule of Fees) of Resolution No. 7552.

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 19th day of September, 2018.

Richard D. Schneider, M.D., 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 19th day of September, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Evelyn G. Zneimer, City Clerk
(seal)



City Council Agenda Report

ITEM NO. 12

DATE: September 19, 2018
FROM: Stephanie DeWolfe, City Manager
PREPARED BY: Craig Koehler, Finance Director
SUBJECT: Adoption of a Resolution Approving the City of South Pasadena Investment Policy for Fiscal Year 2018-19

Recommendation Action

It is recommended that the City Council adopt a resolution approving the Fiscal Year (FY) 2018-19 Investment Policy.

Commission Review and Recommendation

This matter was reviewed by the Finance Commission and recommends that the City Council adopt a resolution approving the FY 2018-19 Investment Policy.

Executive Summary

The proposed Investment Policy for FY 2018-19 is identical to the FY 2017-18 Policy with the exception of minor technical corrections made by the State Legislature relating primarily to permissible portfolio allocations, and minor language edits in the Table of Notes.

Discussion/Analysis

Funds held in the City's brokerage account represent amounts that are above and beyond what is needed to maintain a stable cash flow and meet the City's ongoing operational, as well as emergency needs. For those purposes, the City continues to maintain strong balances in our demand accounts with the Local Agency Investment Fund (LAIF) and Bank of the West.

Background

Each year, the City Council is required to adopt an Investment Policy. The types of investment vehicles that cities are permitted to use are specified in the California Government Code (Government Code), which also explicitly requires that investment decisions be based first on the safety of the investment, followed by its liquidity, and only when these conditions are satisfied can yield be considered. Prior to FY 2014-15, the City of South Pasadena's (City) policy was actually far more restrictive than what the Government Code allows.

Two major changes to the Investment Policy were incorporated; the first was in the area of permitted investments, which now mirrors the Government Code, and the second related to the maturity of an investment, which in the earlier policy was limited to three and one-half years, but was extended to the maximum permitted length of five years.

In accordance with requests from the City Council, the Finance Commission addressed the issue of socially-conscious investing at its September 23, 2015 meeting. After a lengthy discussion, the Finance Commission recommended that due to the complexity of this topic the City Council should convene a special meeting, and invite the City's investment advisors, to discuss how the City might go about developing a policy regarding socially-conscious investing. This topic is still under review by the Finance Commission, and will be agendized for discussion at a future meeting.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

None.

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 Adopting the FY 2018-19 Investment Policy
2. Exhibit A City of South Pasadena Investment Policy FY2018/19 (redlined)

ATTACHMENT 1
Resolution Adopting FY 2018-19 Investment Policy

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
ADOPTING AN INVESTMENT POLICY FOR
FISCAL YEAR 2018-19**

WHEREAS, the City Council of South Pasadena recognizes the need for prudent investment management; and

WHEREAS, investment management strategies are normally outlined in a document defined as an "Investment Policy"; and

WHEREAS, California Government Code Section 53646 requires an annual submission of an investment policy to the legislative body.

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

SECTION 1. The Investment Policy attached hereto and incorporated herein as "Exhibit A" is hereby adopted as the Investment Policy of the City of South Pasadena for Fiscal Year 2018-19.

SECTION 2. This resolution shall become effective immediately upon adoption.

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 19th day of September, 2018.

Richard D. Schneider, M.D., 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 19th day of September 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Evelyn G. Zneimer, City Clerk
(seal)

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ATTACHMENT 2

Exhibit A City of South Pasadena Investment Policy
FY2018/19 (redlined)

“EXHIBIT A”
CITY OF SOUTH PASADENA
INVESTMENT POLICY
FY 2018/19

1. Introduction

The purpose of this document is to define the City’s policy for investment and cash management. In accordance with California law and the public trust, it is the City’s policy to invest public funds in a manner that will provide the highest investment return with the maximum security while meeting the daily cash flow demands.

2. Scope

This policy covers all financial assets and investment activities under the direct control of the City of South Pasadena.

3. Prudence

The City adheres to the guidance provided by the “prudent investor” standard, as codified in Government Code section 53600.3. This obligates a fiduciary to insure that:

“When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency. Within the limitations of this section and considering individual investments as part of an overall strategy, investments may be acquired as authorized by law.

All participants in the investment process shall act as custodians of the public trust. Investment officials shall recognize that the investment portfolio is subject to public review and evaluation. Accordingly, the overall program shall be designed and managed with a degree of professionalism that is worthy of the public trust.

4. Objectives

The primary objectives of investment activity, in order of priority, are shown below, and shall be in conformity with California Government Code section 53600.5:

Safety - Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.

Liquidity - The investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements as prescribed by state law and which might be reasonably anticipated. An adequate portion of the portfolio should be maintained in liquid short-term securities that can be converted to cash if necessary to meet disbursement requirements. Since unanticipated cash requirements do, indeed, arise, most investments will be in securities with active secondary or resale markets. Emphasis shall be on marketable securities with low sensitivity to market risk.

Yield - Yield should become a consideration only after the more basic requirements of safety and liquidity have been met. The investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles commensurate with the City's investment risk restraints and the cash flow characteristics of the portfolio.

5. Delegation of Authority

Authority to manage the City's investment program is derived from California Government Code Sections 53600 *et seq.* By adoption of this policy, the City Council delegates investment authority to the City Treasurer. Such authority may be revoked by the City Council in writing at any time. The Treasurer shall establish procedures for the operation of the investment program consistent with this investment policy. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. By adoption of this policy, the City Treasurer appoints the Finance Director and Assistant Finance Director as Deputy City Treasurer(s). The names of those persons to whom investment authority is delegated will be submitted to City Council for approval. No person may engage in an investment transaction except as provided under the terms of this policy and its related procedures. The Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the investment activities.

6. Reporting

The City Treasurer shall submit a monthly investment report to the City Council and copied to the Finance Committee based on summaries provided by the Finance Department. This report will include the following required elements:

- A. A report of investment activity for the month
 - 1. Maturities, withdrawals, sales and called investments
 - 2. New investments

- B. A statement of investment balances at month end
 - 1. Type of investment and par value, if applicable
 - 2. Issuing institution
 - 3. Date of maturity
 - 4. Amount of deposit or cost of security
 - 5. Current market value of securities with maturity in excess of twelve months
 - 6. Rate of interest or yield to maturity at purchase date
 - 7. Rate of interest or yield to maturity at the report date
 - 8. A representation certifying compliance of the City's investment activities to the City's Statement of Investment Policy.
 - 9. A representation as to the availability of cash to meet the City's expenditures over the next six months, as required in Section 53646 (2) (b) (3), based on cash flow projections provided by the Finance Department.

7. Authorized and Suitable Investment Instruments

Purchase of investments will be made with surplus funds available. The investments will be paid for, in full, as soon as practical after the time of trade. Purchases will not be made using leverage, margin accounts, or other unfunded mechanisms. No investments shall conflict with Government Code section 53601.

Eligible vehicles for the investment of funds shall be limited to the following table:

ALLOWABLE INVESTMENT INSTRUMENTS PER STATE GOVERNMENT CODE (AS OF JANUARY 1, 2018)^A APPLICABLE TO ALL LOCAL AGENCIES^B

INVESTMENT TYPE	MAXIMUM MATURITY ^C	MAXIMUM SPECIFIED % OF PORTFOLIO ^D	MINIMUM QUALITY REQUIREMENTS
Local Agency Bonds	5 years	None	None
U.S. Treasury Obligations	5 years	None	None
State Obligations- CA and Others	5 years	None	None
CA Local Agency Obligations	5 years	None	None
U.S. Agency Obligations	5 years	None	None
Bankers' Acceptances	180 days	40% ^E	None
Commercial Paper – Pooled Funds ^F	270 days	25% of the agency's money ^G	Highest letter and number rating by an NRSRO ^H
Commercial Paper – Non-Pooled Funds ^I	270 days	40% ^J of the agency's money ^G	Highest letter and number rating by an NRSRO ^H
Negotiable Certificates of Deposit	5 years	30% ^J	None
Non-Negotiable Certificates of Deposit	5 years	None	None
Placement Service Deposits	5 years	30% ^K	None
Placement Service Certificates of Deposit	5 years	30% ^K	None
Repurchase Agreements	1 year	None	None
Reverse Repurchase Agreements and Securities Lending Agreements	92 days ^L	20% of the base value of the portfolio	None ^M
Medium-Term Notes ^N	5 years	30%	"A" rating category or its equivalent or better
Mutual Funds and Money Market Mutual Funds	N/A	20% ^O	Multiple ^{P,Q}
Collateralized Bank Deposits	5 years	None	None
Mortgage Pass-Through Securities	5 years	20%	"AA" rating category or its equivalent or better ^R
County Pooled Investment Funds	N/A	None	None
Joint Powers Authority Pool	N/A	None	Multiple ^S
Local Agency Investment Fund (LAIF)	N/A	None	None
Voluntary Investment Program Fund ^T	N/A	None	None
Supranational Obligations ^U	5 years	30%	"AA" rating category or its equivalent or better

TABLE OF NOTES

- A. Sources: Sections 16340, 16429.1, 53601, 53601.8, 53635, 53635.2, and 53638.
- B. Municipal Utilities Districts have the authority under the Public Utilities Code Section 12871 to invest in certain securities not addressed here.
- C. Section 53601 provides that the maximum term of any investment authorized under this section, unless otherwise stated, is five years. However, the legislative body may grant express authority to make investments either specifically or as a part of an investment program approved by the legislative body that exceeds this five year maturity limit. Such approval must be issued no less than three months prior to the purchase of any security exceeding the five-year maturity limit.
- D. Percentages apply to all portfolio investments regardless of source of funds. For instance, cash from a reverse repurchase agreement would be subject to the restrictions.
- E. No more than 30 percent of the agency's money may be in bankers' acceptances of any one commercial bank.
- F. "Select Agencies" are defined as a "city, a district, or other local agency that do[es] not pool money in deposits or investment with other local agencies, other than local agencies that have the same governing body."
- G. Local agencies, other than counties or a city and county, may purchase no more than 10 percent of the outstanding commercial paper of any single issuer.
- H. Issuing corporation must be organized and operating within the U.S., have assets in excess of \$500 million, and debt other than commercial paper must be in a rating category of "A" or its equivalent or higher by a nationally recognized statistical rating organization, or the issuing corporation must be organized within the U.S. as a special purpose corporation, trust, or LLC, has program wide credit enhancements, and has commercial paper that is rated "A-1" or higher, or the equivalent by a nationally recognized statistical rating agency.
- I. "Other Agencies" are counties, a city and county, or other local agency "that pools money in deposits or investments with other local agencies, including local agencies that have the same governing body." Local agencies that pool exclusively with other local agencies that have the same governing body must adhere to the limits set for "Select Agencies," above.
- J. No more than 30 percent of the agency's money may be in negotiable certificates of deposit that are authorized under Section 53601(i).
- K. No more than 30 percent of the agency's total funds may be invested in deposits, including certificates of deposit, through a placement service (Excludes negotiable certificates of deposit authorized under Section 53601(i)).
- L. Reverse repurchase agreements or securities lending agreements may exceed the 92-day term if the agreement includes a written codicil guaranteeing a minimum earning or spread for the entire period between the sale of a security using a reverse repurchase agreement or securities lending agreement and the final maturity dates of the same security.
- M. Reverse repurchase agreements must be made with primary dealers of the Federal Reserve Bank of New York or with a nationally or state chartered bank that has a significant relationship with the local agency. The local agency must have held the securities used for the agreements for at least 30 days.
- N. "Medium-term notes" are defined in Section 53601 as "all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the U.S. or by depository institutions licensed by the U.S. United States or any state and operating within the U.S. United States"
- O. No more than 10 percent invested in any one mutual fund. This limitation does not apply to money market mutual funds
- P. A mutual fund must receive the highest ranking by not less than two nationally recognized rating agencies or the fund must retain an investment advisor who is registered with the SEC (or exempt from registration), has assets under management in excess of \$500 million, and has at least five years experience investing in instruments authorized by Sections 53601 and 53635.
- Q. A money market mutual fund must receive the highest ranking by not less than two nationally recognized statistical rating organizations or retain an investment advisor registered with the SEC or exempt from registration and who has not less than five years experience investing in money market instruments with assets under management in excess of \$500 million.
- R. Issuer must be rated in a rating category of "A" or its equivalent or better as provided by a nationally recognized statistical rating organization~~agency~~.
- S. A joint powers authority pool must retain an investment advisor who is registered with the SEC (or exempt from registration), has assets under management in excess of \$500 million, and has at least five years experience investing in instruments authorized by Section 53601, subdivisions (a) to (o).
- T. Local entities can deposit between \$200 million and \$10 billion into the Voluntary Investment Program Fund, upon approval by their governing bodies. Deposits in the fund will be invested in the Pooled Money Investment Account.
- U. Only those obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development (IBRD), International Finance Corporation (IFC), and Inter-American Development Bank (IADB).

8. Maturities

To the extent possible, the City of South Pasadena will attempt to match its investments with anticipated cash flow requirements. Securities shall not be purchased which have maturity dates of more than five years. At the time of purchase no more than one third of the investment portfolio shall have a maturity date in excess of three years into the future.

All investment instruments will be acquired with a view toward holding such instruments to their maturity, thereby avoiding risks to loss of principal due to market fluctuations.

9. Portfolio Adjustments

The moneys entrusted to the City Treasurer will be a passively managed portfolio. However, the City Treasurer will make best efforts to observe, review, and react to changing conditions that affect the portfolio. Should any investments exceed a percentage-of-portfolio limitation due to an incident such as fluctuation in portfolio size, the affected securities may be held to maturity to avoid losses. When no loss is indicated, the Treasurer shall consider restructuring the portfolio basing his decision on the expected length of time the portfolio will be unbalanced. If this occurs, the City Council shall be notified by information contained in the next monthly report as required in Section 6 of this policy.

10. Authorized Banks and Security Dealers

In selecting financial institutions for the deposit or investment of City funds, the Treasurer shall consider the credit-worthiness of institutions, and utilize only those depositories that are qualified public depositories as established by state law. In addition, only broker-dealers that are authorized in the state of California will be utilized. The Treasurer shall continue to monitor financial institutions' credit characteristics and financial history throughout the period in which City funds are deposited or invested.

All broker-dealers who desire to become qualified bidders for investment transactions must supply the treasurer with the following items: audited financial statements; Financial Industry Regulatory Authority (FINRA) certification; proof of state registration; and certification of awareness of, and familiarity with South Pasadena's investment policy.

From time to time, the Finance Director will review the broker-dealer relationships, fees and charges for reasonableness and competitiveness.

11. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the City Manager any financial interests in financial institutions that conduct business within the City of South Pasadena, and they shall further disclose any large personal financial investment positions that could be related to the performance of the City, particularly with regard to the timing of purchases and sales.

12. Safekeeping and Custody

At a minimum, securities will be held in safekeeping in an account in the name of the City of South Pasadena at a broker which is adequately insured by Securities Investor Protection

Corporation. Securities purchased from broker/dealers may be on a "delivery versus payment" basis and held in a third party custodian account in a manner that establishes the City's right of ownership.

13. Internal Control

The City Treasurer and Deputy City Treasurers are responsible for ensuring compliance with the City's Investment Policy as well as for establishing systems of internal control designed to prevent losses due to fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets or imprudent actions by City officers and employees. No investment personnel may engage in an investment transaction except as provided under the terms of this policy. No investment transaction, other than cash movements between Bank of the West and LAIF, will occur without the authorization of the City Treasurer and one of the Deputy City Treasurers as defined in Section 5 of this policy. In the absence of the City Treasurer, the Mayor shall authorize investment transactions on his/her behalf.

To strengthen internal control there are specific limits set on the locations to which the Treasurer or his representative may make transfers of funds via telephone. The Treasurer hereby has the limited authorization to make telephone transfers of funds *only* between the City's bank account, the City's investment accounts at the LAIF and the City's broker-dealer after an investment decision has been made. Telephone transfers can only be made among these three accounts. Any other transfers of funds must be executed through written means (such as a check or warrant) or normal electronic funds transfers with adequate written documentation and approval. The City's bank, broker-dealer, and the Local Agency Investment Fund are informed in writing of these limitations.

At the time of the annual audit of the City's financial statements, the audit program by the independent auditor will include an evaluation and report to the City Council regarding the compliance with the City's investment policy.

14. Statement of Investment Policy

The Statement of Investment Policy shall be updated annually in the month of August by the City Treasurer and Finance Commission, and submitted to the City Council for review and adoption.

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City Council Agenda Report

ITEM NO. 13

DATE: September 19, 2018

FROM: Stephanie DeWolfe, City Manager 

PREPARED BY: Craig Koehler, Finance Director 

SUBJECT: **Discretionary Fund Request from Councilmember Mahmud for the Purpose of a Give Away Item for the Public Safety Open House**

Recommendation Action

It is recommended that the City Council approve a Discretionary Fund request by Councilmember Mahmud designating \$250 for the purpose of distributing promotional items for emergency preparedness during the Public Safety Open House.

Commission Review and Recommendation

This matter was not reviewed by the Public Safety Commission.

Discussion/Analysis

The Public Safety Commission would like to distribute a give away item to the public during the Public Safety Open House to be held on September 16. The item is a combination light/whistle that attaches to a key chain, that will be printed with the SPPD non-emergency number.

Background

In September 2004, the City Council approved creation of discretionary spending budgets which allow each Councilmember the opportunity to fund projects or purchases that might not otherwise be funded in the approved budget. The City Council adopted the Fiscal Year (FY) 2018-19 Budget with \$20,000 in the Discretionary Fund, \$4,000 designated for each Councilmember. Discretionary funds must be used for a public purpose benefiting the City of South Pasadena (City).

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

Discretionary Fund Request from Councilmember Mahmud for the Purpose of a Give Away
 Item for the Public Safety Open House
 September 19, 2018
 Page 2 of 2

City Councilmembers Discretionary Funds Fiscal Year 2018/19						
Date	Prior Year Balance Carryover Maximum>	<u>Cacciotti</u>	<u>Joe</u>	<u>Khubesrian</u>	<u>Mahmud</u>	<u>Schneider</u>
Pledged	Plus Current Year Balance >	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
		\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
	<i>Total</i>	<i>14,000</i>	<i>14,000</i>	<i>14,000</i>	<i>14,000</i>	<i>14,000</i>
9/19/2018	Public Safety Commission - Public Safety Open House give away				250	
	<i>YTD Appropriations</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>250</i>	<i>0</i>
	Available at 09/19/2018	\$14,000	\$14,000	\$14,000	\$13,750	\$14,000

Legal Review

The City Attorney has not reviewed this item.

Fiscal Impact

Funds are available in the FY 2018-19 Budget.

Public Notification of Agenda Item

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



City Council Agenda Report

ITEM NO. 14

DATE: September 19, 2018
FROM: Stephanie DeWolfe, City Manager
PREPARED BY: Craig Koehler, Finance Director
SUBJECT: Discretionary Fund Request from Councilmember Joe for Sponsorship for SPARC "Arts for the Community" Benefit

Recommendation Action

It is recommended that the City Council approve a Discretionary Fund request by Councilmember Joe designating \$250 for the purpose of a \$250 sponsorship level supporting South Pasadena Arts Council (SPARC) "Arts for the Community" Benefit.

Commission Review and Recommendation

This matter was not reviewed by a Commission.

Discussion/Analysis

The funds would go toward the SPARC "Arts for the Community" Benefit, September 22, 2018, at a \$250 sponsorship level, which would be in the City's name.

Background

In September 2004, the City Council approved creation of discretionary spending budgets which allow each Councilmember the opportunity to fund projects or purchases that might not otherwise be funded in the approved budget. The City Council adopted the Fiscal Year (FY) 2018-19 Budget with \$20,000 in the Discretionary Fund, \$4,000 designated for each Councilmember. Discretionary funds must be used for a public purpose benefiting the City of South Pasadena (City).

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

Discretionary Fund Request from Councilmember Joe for Sponsorship for SPARC "Arts for the Community" Benefit
 September 19, 2018
 Page 2 of 2

City Councilmembers Discretionary Funds							
Fiscal Year 2018/19							
Date	Prior Year Balance	Carryover Maximum	Cacciotti	Joe	Khubesrian	Mahmud	Schneider
			\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Pledged		Plus Current Year Balance	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
		<i>Total</i>	<i>14,000</i>	<i>14,000</i>	<i>14,000</i>	<i>14,000</i>	<i>14,000</i>
9/19/2018	Public Arts Commission - SPARC Community Benefit			250			
		<i>YTD Appropriations</i>	<i>0</i>	<i>250</i>	<i>0</i>	<i>0</i>	<i>0</i>
Available at 09/19/2018			\$14,000	\$13,750	\$14,000	\$13,750	\$14,000

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

Funds are available in the FY 2018-19 Budget.

Public Notification of Agenda Item

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



City Council Agenda Report

ITEM NO. 15

DATE: September 19, 2018
FROM: Stephanie DeWolfe, City Manager *[Signature]*
PREPARED BY: Marc Donohue, Chief City Clerk *[Signature]*
SUBJECT: **Approve the Cancellation of the Regular City Council Meeting of November 21, 2018**

Recommendation Action

It is recommended that the City Council cancel the regularly scheduled City Council meeting of November 21, 2018.

Commission Review and Recommendation

This matter was not reviewed by a Commission.

Discussion/Analysis

A review of upcoming agenda items suggests that there are no items of significance scheduled for the November 21, 2018 City Council meeting. In addition, November 21st is the day before the Thanksgiving Holiday and meeting attendance is expected to be low. Consequently, should the City Council opt to cancel the November 21, 2018 regular meeting, routine items will be taken up on the next regular meeting on December 5, 2018.

Next Steps

1. Should the City Council cancel the meeting, staff will ensure that the required posting and noticing requirements are met.

Background

The City Council has the legal authority to establish meeting dates and times and to reschedule or cancel such meetings with proper and timely public notice.

Legal Review

The City Attorney has not reviewed this item.

Fiscal Impact

Due to the cancellation, staff will process payments on a weekly/prepay basis, which will be included in the warrant run of December 5, 2018 in order to ensure timely payments are made for services and fees.

Approve the Cancellation of the November 21, 2018 City Council Meeting

September 19, 2018

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*.



City Council Agenda Report

ITEM NO. 16

DATE: September 19, 2018

FROM: Stephanie DeWolfe, City Manager *[Signature]*

PREPARED BY: Marc A. Donohue, Chief City Clerk *[Signature MD]*

SUBJECT: Adoption of a Resolution Updating the City's Conflict of Interest Code

Recommendation Action

It is recommended that the City Council adopt a resolution amending the City's Conflict of Interest Code.

Commission Review and Recommendation

This matter was not reviewed by a Commission.

Discussion/Analysis

The Political Reform Act (California Government Code 81000) controls conflicts of interest of public officials through disclosure of financial interest and prohibitions on participation in the making of decisions in which the official knows or has reason to know he or she has financial interest. Pursuant to California Government Code 87306, each City is required to have a conflict of interest code, review its code biennially, and make amendments, if necessary. The City is required to designate employees who must disclose certain investments, income, interests in real property, and business positions, and who must disqualify themselves from making or participating in the making of governmental decisions affecting those interests.

The proposed amendments are only to the list of designated positions that have either been added, deleted, or modified.

Background

California Government Code Sections 87306 and 87306.5 state the conflict of interest code must be reviewed every two years and amended when circumstances change, such as when new positions are created or duties of existing positions change. The code must be consistent with the minimum requirements of the Political Reform Act. As a result of the current review, staff is recommending that the current list of designated position be amended to incorporate the updated positions that are required to file Fair Political Practices Commission (FPPC) Form 700 Statement of Economic Interest.

Adoption of a Resolution Updating the City's Conflict of Interest Code

September 19, 2018

Page 2 of 2

Next Steps

Notify staff whose positions have been added, deleted, or modified from the updated list of designated positions.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

There is no fiscal impact associated with the biennial review and update of the City's Conflict of Interest Code.

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 with Proposed Amended Conflict of Interest Code (redlined version included)

RESOLUTION NO. ____

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
AMENDING THE CITY'S CONFLICT OF INTEREST CODE
AND RESCINDING RESOLUTION NO. 7478**

WHEREAS, the Political Reform Act (Government Code Section 81000 et seq.) requires all public agencies to adopt and promulgate a Conflict of Interest Code (Code); and

WHEREAS, the City Council previously amended its Code by adopting Resolution No. 7478 on September 6, 2016, as set forth in Section 18730 of the California Code of Regulations; and

WHEREAS, the Political Reform Act requires that the City Council review its Code biennially to determine whether amendments are required; and

WHEREAS, a staff level review of City's Code reveals that amendments may be necessary to the Disclosure Categories as well as the List of Designated Positions; and

WHEREAS, a public meeting was held upon the proposed amended Code at a regular meeting of the City Council on September 19, 2018, at which all present were given the opportunity to be heard on the proposed amended Code.

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

SECTION 1. The City Council does hereby adopt the proposed amended Conflict of Interest Code, a copy of which is attached hereto as "Exhibit A".

SECTION 2. Resolution Nos. 7478 is hereby rescinded.

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 19th day of September, 2018.

Richard D. Schneider M.D., 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 19th day of September, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Evelyn G. Zneimer, City Clerk
(seal)

“EXHIBIT A”

**CONFLICT OF INTEREST CODE OF THE
CITY OF SOUTH PASADENA, CALIFORNIA
(Amended September 19, 2018)**

The Political Reform Act (Government Code § 81000, et seq.) requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted regulation (2 California Code of Regulations Section 18730), which contains the terms of a standard Conflict of Interest Code, which can be incorporated by reference in an agency’s code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices, designating positions and establishing disclosure categories, shall constitute the Conflict of Interest Code of the City of South Pasadena.

Individuals holding designated positions shall file their statements of economic interests with the Chief City Clerk who will make the statements available for public inspection and reproduction (Government Code § 81008) during regular business hours, at 1414 Mission Street, South Pasadena, CA 91030.

The City’s Code does not establish any disclosure obligation for Members of the City Council and Planning Commission, City Treasurer, City Manager, and City Attorney, as Government Code Section 87200 et seq., requires disclosure for those positions as a matter of state law. An official who holds a position specified in Government Code Section 87200 is not required to file statements under this Code for any agency that has the same or a smaller jurisdiction.

**CONFLICT OF INTEREST CODE
CITY OF SOUTH PASADENA, CALIFORNIA**

**APPENDIX A
DISCLOSURE CATEGORIES
(Amended September 19, 2018)**

CATEGORY 1 (Full Disclosure)

Must disclose all investments, business positions in business entities, and sources of income (including gifts, loans, and travel payments); and all interests in real property located in or within two miles of the jurisdiction of the City.

CATEGORY 2 (Disclosure Related to Procurement, Real Property)

Must disclose all investments, business positions in business entities, sources of income (including gifts, loans, and travel payments) if the source is of a type which provides, manufactures, or supplies goods, materials, equipment, machinery, or services (including training or consulting services) of the type utilized by the department in which the person is employed; and all interests in real property located in or within two miles of the jurisdiction of the City.

CATEGORY 3 (Disclosure Related to Procurement)

Must disclose all investments, business positions in business entities, and sources of income (including gifts, loans, and travel payments) if the source is of a type which provides, manufactures, or supplies goods, materials, equipment, machinery, or services (including training or consulting services) of the type utilized by the department in which the person is employed.

CATEGORY 4 (Disclosure Related to Regulatory/Licenses/Permits, Real Property)

Must disclose all investments, business positions in business entities, sources of income (including gifts, loans, and travel payments) if the source is of a type that is subject to the regulatory, permit, or licensing authority of the City; and all interests in real property located in or within two miles of the jurisdiction of the City.

CONSULTANTS

Those consultants that will make, participate in the making, or act in a staff capacity for governmental decisions shall file statements of economic interests and such disclosure requirements shall conform to the range of duties. The City Manager shall make such determinations in writing to be filed with and retained in the same manner as the City's Conflict of Interest Code.

**CONFLICT OF INTEREST CODE
CITY OF SOUTH PASADENA, CALIFORNIA**

**APPENDIX B
LIST OF DESIGNATED POSITIONS**

<u>DESIGNATED POSITIONS</u>	<u>DISCLOSURE CATEGORY</u>
<u>Government Code Section 87200 Filers</u>	
City Attorney	Govt. Code §87200
City Manager	Govt. Code §87200
City Treasurer	Govt. Code §87200
Members of the City Council	Govt. Code §87200
Members of the Planning Commission	Govt. Code §87200
 <u>Boards/Commissions/Committees</u>	
Members of the Cultural Heritage Commission	4
Members of the Design Review Board	4
Members of the Finance Commission	1
Members of the Library Board of Trustees	2
Members of the Public Works Commission	2
 <u>Management Services Department</u>	
Assistant City Manager	1
Assistant to the City Manager	1
Assistant City Attorney	1
Chief City Clerk	3
City Clerk	1
Deputy City Clerk	3
Executive Assistant	3
Human Resources Manager	3
Principal Management Analyst (Public Information Officer)	2
Principal Management Analyst (Transportation Planning)	2
 <u>Community Services Department</u>	
Community Services Director	1
Community Services Supervisor	3

DESIGNATED POSITIONS

DISCLOSURE CATEGORY

Fire Department

Deputy Fire Chief	1
Fire Chief	1
Fire Prevention Specialist	4
Operations Division Chief	1

Finance Department

Assistant Finance Director	1
Film Liaison	4
Finance Director	1
Principal Management Analyst (Grants)	2

Library Services Department

Assistant Library Director	1
Administrative Secretary	3
Director of Library, Arts, and Culture	1
Senior Librarian	3

Planning and Building Department

Assistant Planner	4
Associate Planner	4
Building Inspector	4
Building Official	4
Building Supervisor	4
Community Improvement Coordinator	4
Planning and Building Director	1
Senior Planner	1

Police Department

Police Captain	3
Police Chief	1

Public Works Department

Deputy Director of Public Works	1
Facilities Supervisor	3
Public Works Director	1
Public Works Operations Manager	2
Water Operations Manager	2
Water Projects Manager	2

DESIGNATED POSITIONS

DISCLOSURE CATEGORY

Successor Agency to the South Pasadena Community Redevelopment Agency *

Members of the Successor Agency	1
Executive Director	1
Agency Counsel	1

Public Financing Authority of the City of South Pasadena*

Members of the Public Financing Authority	1
Executive Director	1
Authority Counsel	1

Housing Authority of the City of South Pasadena*

Members of the Housing Authority	1
Executive Director	1
Authority Counsel	1

*The Statement of Economic Interests on file with the City or the Fair Political Practices Commission for an individual who holds the related designated position with the City, e.g. City Manager/Executive Director, shall satisfy the requirements of this code.

“EXHIBIT A”
(Redlined Version)
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(Amended September 19, 2018)

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CITY OF SOUTH PASADENA, CALIFORNIA**

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**CONFLICT OF INTEREST CODE
CITY OF SOUTH PASADENA, CALIFORNIA**

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Members of the Public Works Commission	2
 <u>Management Services Department</u>	
Assistant City Manager	1
Assistant to the City Manager	1
Assistant City Attorney	1
Chief City Clerk	3
City Clerk	1
Deputy City Clerk	3
Executive Assistant	3
Human Resources Manager	3
Principal Management Analyst (Information Technology) (Public Information Officer)	3 2
Principal Management Analyst (Transportation Planning)	2
Senior Management Analyst (Environmental Programs)	2
 <u>Community Services Department</u>	
Community Services Director	1
Community Services Supervisor	3

DESIGNATED POSITIONS

DISCLOSURE CATEGORY

Fire Department

Deputy Fire Chief	1
Fire Chief	1
Fire Prevention Specialist	4
Operations Division Chief	1

Finance Department

Assistant Finance Director	1
Film Liaison	4
Finance Director	1
Principal Management Analyst (Grants)	3 2

Library Services Department

Assistant Library Director	1
Administrative Secretary	3
Director of Library, Arts, and Culture	1
Senior Librarian	3

Planning and Building Department

Assistant Planner	4
Associate Planner	4
Building Inspector	4
Building Official	4
Building Supervisor	4
Community Improvement Coordinator	4
Planning and Building Director	1
Senior Planner	1

Police Department

Police Captain	3
Police Chief	1

Public Works Department

Deputy Director of Public Works	1
Facilities Supervisor	3
Public Works Director	1
Public Works Operations Manager	2
Water Operations Manager	2
Water Projects Manager	2

DESIGNATED POSITIONS

DISCLOSURE CATEGORY

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Members of the Housing Authority	1
Executive Director	1
Authority Counsel	1

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City Council Agenda Report

ITEM NO. 17

DATE: September 19, 2018

FROM: Stephanie DeWolfe, City Manager *[Signature]*

PREPARED BY: Kahono Oei, Interim Public Works Director *[Signature]*
Steven Wright, Project Manager

SUBJECT: **Award of Contract to Studio Spectrum, Inc., for the Fire Department's Emergency Operations Center Upgrades for an Amount Not-to-Exceed \$113,416.47 and Appropriation of Funds from the Emergency Operations Center Designated Reserves**

Recommendation Action

It is recommended that the City Council:

1. Accept a bid dated August 27, 2018, from Studio Spectrum, Inc., for the Fire Department Emergency Operations Center (EOC) Upgrades (Project); and
2. For reasons set forth in the body of this report, and find that this contract award is not subject to competitive bidding based on Studio Spectrum, Inc., being a sole source for the control system that will be installed in the EOC; and
3. Authorize the City Manager to enter into a contract with Studio Spectrum, Inc., for a not-to-exceed amount of \$113,416.47 for the Project; and
4. Appropriate \$195,000 from the EOC designated reserves to the Emergency Preparedness Account No. 101-5010-5012-8020.

Commission Review and Recommendation

This matter was not reviewed by a Commission.

Community Outreach

The remodeling/upgrading of the City's EOC has been presented and discussed during the past three annual Community Budget Forums.

Discussion/Analysis

Disasters are defined as any event or incident that exceeds the response capabilities of a local agency. Disasters can be localized (wind event) or regional (earthquake) in scope. Regardless of the type of disaster, it is extremely important that information and resources be managed effectively. The EOC enables City staff to accomplish that goal. It serves as the central coordinating point for personnel to gather information, prioritize the response, and manage resources.

The current location of the EOC is on the first floor of the Fire Station, located at 817 Mound Ave. After consideration of several alternate locations for the EOC, the City Council approved staff recommendations that the location of the EOC remain the same. The current EOC's infrastructure, however, is outdated and in need of several upgrades. The EOC is housed in a conference room with only one large television monitor. It is not equipped with multiple screens to display situation status reports, monitor various media reports and/or display critical maps of the city concurrently to allow for efficient and effective incident management. Below is a summary of the proposed upgrades to the EOC:

- Install a state-of-the-art Audio Video (AV) system
- Electrical improvements to accommodate the new AV system, including wiring and low-voltage cabling
- Upgrades to the communication system, including telephone, intra/internet, etc.
- Establish a "Smart Wall", which will house multiple television monitors and behind it, the supporting electrical and communication system
- Carpentry work to accommodate the new AV system and electrical/communication upgrades

The City currently has an annual contract with Studio Spectrum, Inc. to provide audio/visual services for City Council broadcasting, which is an integrated system with other city facilities. Studio Spectrum, Inc. is the sole source for the proposed EOC upgrades, as the city currently uses their control system in other facilities (i.e. City Council Chambers and the Library). Studio Spectrum, Inc. will be able to perform the work at the EOC with no interruption to this critical system and will be able to provide continuity and seamless communication between the EOC and existing facilities that are on the same communication platform. Pursuant to SPMC § 2.99-29(11)(i) and (j), good or services which can be obtained from only one source may be made without a competitive process; additionally, the City Council may authorize purchase of equipment and services without complying with the competitive bidding process when in the opinion of the Council, compliance with competitive bidding procedures would not be in the best interest of the City.

The Fire Department EOC upgrades are critical in order to provide the City with efficient and effective emergency/incident management and response. The EOC is an essential facility that serves as the heartbeat of emergency response operations, therefore there is an immediate need for this work. Since Studio Spectrum, Inc. is already under contract with the city on another project, they will be able to expedite the work for the Fire Department EOC upgrades.

Based on the reasons stated above, it is recommended that the City Council find this contract with Studio Spectrum, Inc. to be exempt from competitive bidding and award the Project to Studio Spectrum, Inc.

Background

At the October 4, 2017 City Council Meeting, then Public Works Director Paul Toor presented to the City Council an alternate location for the EOC. The alternate proposed EOC location included a new three-story facility to be built in the courtyard that separates the Police

Department facility from the Fire Department facility. After hearing the item, the City Council directed staff to consider utilizing the funds that are currently available in the EOC designated reserves for new equipment that would support EOC functionality in its current location.

At the January 17, 2018 Council Meeting, Fire Chief Paul Riddle presented to the City Council an itemized list of equipment and furniture needed to complete the upgrade of the EOC in its current location. The City Council approved the recommendations which included an initial transfer of \$205,000 from the EOC designated reserves.

The policy for awarding Public Works contracts under SPMC Section 2.99-35(b) states that public projects of \$175,000 or less shall be let to contract by informal procedures (competitive bidding).

Next Steps

1. If approved, appropriate \$195,000 from the EOC designated reserves to the Emergency Preparedness Account Number 101-5010-5012-8020; and
2. Implement the EOC upgrades with work scheduled to begin in October and be completed in December 2018.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

On January 17, 2018, the City Council approved the transfer of \$205,000 from the EOC designated reserves to the Emergency Preparedness Account to begin the remodel of the EOC. The designated reserves account currently has a balance of \$195,000. With the appropriation of funds from the designated reserves, there is sufficient funding available in the Fiscal Year (FY) 2018-19 Fire Department Emergency Preparedness Account.

Environmental Analysis

Pursuant to Public Resources Code Section 15302, this action does not constitute a 'project' within the meaning of California Environmental Quality Act (CEQA) in that it has no potential to cause either a direct physical change in the environment, or a reasonably foreseeable indirect change in the environment, and therefore does not require environmental review.

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: Construction Contract Agreement with Studio Spectrum Inc.

CONSTRUCTION CONTRACT / AGREEMENT

THIS AGREEMENT, made and entered into this ___ day of ___, 20___, by and between CITY OF SOUTH PASADENA, a municipal corporation of the State of California, hereinafter referred to as "CITY" and STUDIO SPECTRUM, INC., "CONTRACTOR."

That the CITY and the CONTRACTOR, for the consideration hereinafter named, mutually agree as follows:

1. Contract Documents. The complete contract and agreement ("AGREEMENT") consists of the Contract Documents, which includes all of the following documents incorporated herein by this reference: Approved Plans and Specifications (**Project No. 2018-05**), Notice Inviting Bids, Instructions to Bidders, Information for Bidders, Contractor's Bid Proposal, this Contract/Agreement, Standard Specifications, Special Provisions, Reference Specifications, the documents in the Appendix, if any, and all mutually agreed-upon modifications and amendments thereto. In the event of conflict between these documents, precedence shall be determined under section 2-5.2 of the Standard Specifications.

2. Scope of Services. CONTRACTOR shall perform everything required to be performed, shall provide and furnish all the labor, materials, necessary tools, expendable equipment, and all utility and transportation services required for the following work of improvement: **Fire Department's Emergency Operations Center Upgrades, Project No. 2018-05** all in accordance with the Contract Documents and Contractor's Proposal dated August 27, 2018.

CONTRACTOR agrees to perform all the work and furnish all the materials at his own cost and expense necessary to construct and complete in a good and workman-like manner and to the satisfaction of the City Engineer of the CITY, the Work of Improvement in accordance with the plans, specifications, and Contract Documents (the "Specifications") therefore prepared by City's Engineering Department and adopted by the City Council.

3. Compensation. CITY agrees to pay and CONTRACTOR agrees to accept in full payment for this Work of Improvement the stipulated sum of One Hundred Thirteen Thousand, Four Hundred Sixteen Dollars and Forty Seven Cents (\$113,416.47).

CITY agrees to make monthly payments and final payment in accordance with the method set forth in the Specifications.

4. Time for Completion. CONTRACTOR agrees to commence construction of the Work of Improvement within fifteen (15) days after issuance of a Notice To Proceed, and to continue in a diligent and workman-like manner without interruption, and to complete the construction thereof within Sixty (60) calendar days from the date the Notice to Proceed is issued.

5. Time is of the Essence. Time is of essence of this Contract, and it is agreed that it would be impracticable or extremely difficult to ascertain the extent of actual loss or damage which the CITY will sustain by reason of any delay in the performance of this Agreement. It is,

therefore, agreed that CONTRACTOR will pay as liquidated damages to the CITY the following sum: Five Hundred Dollars (\$500.00) for each day's delay beyond the time herein prescribed for finishing work. If liquidated damages are not paid, as designated by the CITY, the CITY may deduct the amount thereof from any money due or that may become due the CONTRACTOR under this Agreement in addition to any other remedy available to CITY. The CONTRACTOR shall not be assessed liquidated damages for any delay caused by the failure of a public utility to relocate or remove an existing utility required for the performance of this Contract.

6. Prevailing Wages Required. The CONTRACTOR will pay, and will require all subcontractors to pay, all employees on the work of improvement a salary or wage at least equal to the prevailing salary or wage established for such work as set forth in the wage determinations for this work. Travel and subsistence pay shall be paid in accordance with Labor Code Section 1773.8. The CONTRACTOR shall forfeit to the CITY, as penalty, \$200.00 for each calendar day or portion thereof for each worker paid (either by him or any subcontractors under him) less than the prevailing rate described above on the work provided for in this Agreement, all in accordance with Section 1775 of the Labor Code of the State of California.

7. 8-Hour Day. In the performance of this Contract, not more than eight (8) hours shall constitute a day's work, and the CONTRACTOR shall not require more than eight (8) hours in a day from any person employed by him hereunder, except as provided in the Labor Code of the State of California. The CONTRACTOR shall adhere to Article 3, Chapter 1, Part 7 (Sections 1810, et seq.) of the Labor Code of the State of California, and it is agreed that the CONTRACTOR shall forfeit to the CITY as a penalty the sum of \$200.00 for each worker employed in the execution of this Contract by the CONTRACTOR or any subcontractor for each calendar day during which any worker is required or permitted to labor more than eight (8) hours in violation of that article.

8. Workers Compensation. CONTRACTOR, by executing this Agreement hereby certifies:

"I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the work of this Contract."

9. Bonds. CONTRACTOR shall, prior to the execution of this Contract, furnish two bonds approved by the CITY, one in the amount of One Hundred Percent (100%) of the Contract price, to guarantee the faithful performance of the work, and one in the amount of One Hundred Percent (100%) of the Contract price to guarantee payment of all claims for labor and materials furnished. This Contract shall not become effective until such bonds are supplied to and approved by the CITY. CONTRACTOR shall, prior to the release of the performance and payment bonds or the retention payment, furnish a warranty performance and payment bond equal to at least ten percent of the final contract price or \$1,000, whichever is greater.

10. Arbitration. This AGREEMENT is further subject to the provisions of Article 1.5 (commencing at Section 20104) of Division 2, Part 3 of the Public Contract Code regarding the resolution of public works claims of less than \$375,000. Article 1.5 mandates certain procedures for the filing of claims and supporting documentation by Contractor, for the response to such claims by the Agency, for a mandatory meet and confer conference upon the request of

Contractor, for mandatory nonbinding mediation in the event litigation is commenced, and for mandatory judicial arbitration upon the parties' failure to resolve the dispute through mediation. This AGREEMENT hereby incorporates the provisions of Article 1.5 as though fully set forth herein.

11. Prompt Payment. This Agreement is subject to the provisions of Article 1.7 (commencing at Section 20104.50) of Division 2, Part 3 of the Public Contract Code regarding prompt payment of contractors by local governments. Article 1.7 mandates certain procedures for the payment of undisputed and properly submitted payment requests within 30 days after receipt, for the review of payment requests, for notice to Contractor of improper payment requests, and provides for the payment of interest on progress payment requests which are not timely made in accordance with that Article. This AGREEMENT hereby incorporates the provisions of Article 1.7 as though fully set forth herein.

12. Securities for Retentions. At the request and expense of CONTRACTOR, securities equivalent to the amount withheld shall be deposited with AGENCY, or with a state or federally chartered bank in this state as the escrow agent, who shall then pay those moneys to CONTRACTOR upon Agency's confirmation of CONTRACTOR'S satisfactory completion of this AGREEMENT. At any time during the term of this AGREEMENT CONTRACTOR may, at its own expense, substitute securities for funds otherwise withheld as retention (or the retained percentage) in accordance with Public Contract Code § 22300.

13. Registration with DIR. Pursuant to Labor Code § 1725.5, CONTRACTOR and any subcontractor must be registered with the California Department of Industrial Relations for any bid proposal and prior to performing any work. Further, this project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

14. Subcontractor Eligibility. This AGREEMENT is subject to Public Contract Code Section 6109: CONTRACTOR shall be prohibited from performing work on this project with a subcontractor who is ineligible to perform work on the project pursuant to Sections 1777.1 or 1777.7 of the Labor Code.

15. Apprentices. CONTRACTOR shall comply with the provisions of Labor Code Section 1777.5 concerning the employment of apprentices on public works projects, and further agrees that CONTRACTOR is responsible for compliance with Section 1777.5 by all of its subcontractors.

16. Records. CONTRACTOR shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to CITY under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to CONTRACTOR under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of CITY. In addition, pursuant to Government Code Section 8546.7, all such documents and this Agreement shall be subject to the examination and audit of the State Auditor, at the request of CITY or as part of any audit of CITY, for a period of three (3) years after final payment under the Agreement.

17. Indemnity. To the fullest extent permitted by law, CONTRACTOR shall, at its sole cost and expense, fully defend, indemnify and hold harmless CITY, its authorized representatives and their respective subsidiaries, affiliates, members, directors, officers, employees and agents (collectively, the "Indemnitees") from and against any and all claims, actions, demands, costs, judgments, liens, penalties, liabilities, damages, losses, and expenses, including but not limited to any fees of accountants, attorneys or other professionals (collectively "Liabilities"), arising out of, in connection with, resulting from or related to, any alleged act, omission, fault or negligence of CONTRACTOR, CONTRACTOR's Representative, or any of its officers, agents, employees, Subcontractors or Suppliers, or any person or organization directly or indirectly employed by any of them (Collectively, the "Indemnitors"), in connection with or relating to or claimed to be in connection with or relating to the work performed under this AGREEMENT. CONTRACTOR shall not be entitled to any refund of attorneys' fees, defense costs and expenses in the event that it is adjudicated to have been non-negligent.

CONTRACTOR shall not be required to defend or indemnify CITY for liabilities caused by the sole active negligence or willful misconduct of CITY.

If CONTRACTOR is a joint venture or partnership, each venturer or partner shall be jointly and severally liable for any and all of the duties and obligations of CONTRACTOR that are assumed under or arise out of this AGREEMENT. Each of such venturers or partners waives notice of the breach or non-performance of any undertaking or obligation of CONTRACTOR contained in, resulting from or assumed under this AGREEMENT, and the failure to give any such notice shall not affect or impair such venturer's or partner's joint and several liability hereunder.

18. Attorneys' Fees Following Disputes. In the event of a dispute between the parties under this AGREEMENT, the prevailing party is not entitled to attorneys' fees from the other party. This provision takes precedence over any conflicting provision in any of the documents which are incorporated herein by reference.

IN WITNESS WHEREOF, the said CONTRACTOR and the CITY MANAGER and CITY CLERK of the CITY have caused the names of said parties to be affixed hereto, each in triplicate, the day and year first above written.

STUDIO SPECTRUM, INC.
CONTRACTOR

BY _____

(Title)

BY _____

CITY OF SOUTH PASADENA

Stephanie DeWolfe, CITY MANAGER

ATTEST:

APPROVED AS TO FORM:

Evelyn G. Zneimer, CITY CLERK

Teresa Highsmith, CITY ATTORNEY

TECHNICAL PROVISIONS

A. SCOPE OF WORK

The work consists of furnishing all materials, equipment, tools, labor, and incidentals required to complete the improvements shown on the Plans, Cut Sheets, Specifications and Contract Documents for the Fire Department Emergency Operations Center (EOC) Upgrades. The Scope of Work includes, but is not limited to, each bid item listed in the Contractor's Bid Proposal, as covered in the Plans, Cut Sheets, Specifications, and Contract Documents and as described in the corresponding items on the following pages. More specifically, the work to be performed pursuant to these specifications consists of audio / video upgrades to the EOC and miscellaneous items and appurtenances as needed for a complete and proper job. The project includes, installation of a state-of-the art Audio Video (AV) system, new wiring and low voltage cabling, upgrades to the communication system (including telephone and intra/internet, etc.), installation of a "Smart Wall" which will house multiple television monitors and behind it, the supporting electrical and communication system, and carpentry work to accommodate the new AV system and electrical/communication upgrades.

Work will take place at the following location:

**City of South Pasadena Fire Department – Emergency Operations Center
817 Mound Avenue
South Pasadena CA, 91030**

B. TIME OF COMPLETION

The Contract Time of Completion is 60 calendar days from the date the Notice to Proceed is issued.

C. NOTIFICATIONS

The Contractor shall notify the CITY and the owners of all utilities and substructures not less than 48 hours prior to starting construction. The following list of names and telephone numbers is intended for the convenience of the Contractor and is not guaranteed to be complete or correct:

CITY OF SOUTH PASADENA (626) 403-7240
Attention: Kahono Oei, Interim Public Works Director

CITY OF SOUTH PASADENA (626) 403-7379
Attention: Francois Brard, Facilities Supervisor

AT&T COMMUNICATIONS (626) 570-5454
OSP Engineering

TIME WARNER CABLE
Attention: Mike Nelson

(626) 855-3351

D. EMERGENCY INFORMATION

The names, addresses, and telephone numbers of the Contractor and Subcontractors, or their representatives, shall be filed with the City Public Works Department and the City Police Department prior to beginning work.

E. GENERAL REQUIREMENTS

Below is an overview of the general requirements that shall be included in the project scope:

- The City will not allow for substitutions or equivalent items relating to the audio video equipment listed in the technical provisions. Specific part numbers are provided in the equipment list herein.
- The Contractor must hold a California C-7 license for low voltage electrical work. Infocomm CTS designation is highly desired of the audio video (AV) installation technicians, audio DSP programmers, and Crestron control software programmers. Crestron programmers must be "Crestron Certified Programmers" and hold a DMC-E4K certification. Electrical contractor must hold a California C-10 license for high voltage electrical work.
- Contractor shall remove all existing Audio Video equipment, speakers and equipment racks, and provide to the City.
- Contractor is responsible for furnishing all AV connector plates and internal floor box components to ensure a professional, symmetrical, and seamless appearance.
- All spaces shall be cleaned as an ongoing activity. The Contractor shall vacuum clean all work areas and remove all debris, scrap, and waste at the end of each working day.
- All equipment shall be firmly secured in place unless requirements of portability dictate otherwise. Fastening and supports shall meet all City code requirements.
- All boxes, equipment, face plates, etc. shall be installed plump and square.

Contractor shall include:

- All equipment, wire and accessories for a fully functional audio video system.
- All labor associated with turnkey installation, programming, testing and training.
- All AV cabling, connectors, termination, piece-parts, labels, heat-shrink, cable dressing materials, power supplies, and testing.
- One (1) year warranty coverage of all materials and labor of the audio video system. Warranty goes into effect at the time of final sign off or first beneficial use of the system.
- User training shall be a minimum of two (2) hours.

- Network integration will be required with the audio video installation. Contractor is required network drop in the equipment closet.

Submittals:

Contractor shall prepare a submittal of all equipment for City review and approval before ordering any equipment. If any equipment becomes unavailable between when bids are submitted and the contract is awarded, Contractor shall submit an equivalent product for City review and approval. If there is a cost difference, Contractor shall submit the cost difference with no additional mark up.

Cable Dressing:

Use ¼ inch Velcro to secure cable bundles entering the rack rather than zip ties. Cables in bundles must be uniform and straight, no overlapping or twists. Know the bend radius of the cable being used to avoid loss of signal or power.

Lacing Bars:

- Use cable lacing bars (LBP-1A) mounted to the rear rack rails behind each piece of equipment in the rack.
- For cables entering the rack use the cross over “X” zip tie method to secure them to the lacing bar.
- Use ¼ inch Velcro to secure bundles of cables running across lacing bars rather than zip ties where possible.

To verify that cables are properly dressed within a rack, verify that they are:

- The correct length, particularly in the case of premade cables.
- Supported by management rings, stress relief loops, lacing bars or other support structures.
- Properly grouped and organized, using appropriate cables ties where necessary (Velcro preferred).
- Trimmed to length.
- Free of splices

Serviceability:

Cable lengths should allow equipment to be removed easily for service. Bundles should be routed and sized in a way that allows a technician to remove the rack and devices without exceeding the bend radius of the cables. Inspect the cables to ensure that equipment is accessible, and that moving certain electronics doesn't interfere with other rack components.

Termination Stress:

Reduce stress on your terminations in one of several ways, including springs, properly tensioned clamps or cable supports.

Cable Labeling:

Standards must follow InfoComm F501.01:2015. This Standard defines requirements for audiovisual system cable labeling for a variety of venues. The Standard provides requirements for easy identification of all power and signal paths in a completed audiovisual system to aid in operation, support, maintenance, and troubleshooting.

Testing and Acceptance Procedures:

Initial System Testing and Adjustment: Contractor shall perform all tests and adjustments, shall furnish all test equipment necessary to perform all work required and verify performance of the system.

Substantial Completion: Once the initial system testing is complete, the Contractor shall perform Substantial Completion testing to verify overall system functionality, internal rack functions, cable dressings, external devices functions, terminations, and device operation. Contractor shall demonstrate to the City that the system performance is in compliance with this specification. Contractor shall complete the following items before the project is deemed substantially complete:

- Contractor shall provide the as-built equipment list.
- Contractor shall provide redlined design drawings, rack layouts, spreadsheets, and any other relevant and current documentation.
- Contractor punchlist: provide an internally constructed punch list of known items that are incomplete.
- Perform all system testing and adjustments needed for proper operation of the system.
- All devices, including floor boxes, racks, termination panels, components, closets, panels, and cables should be terminated and labeled.

Final Acceptance: The following items are required for Final Acceptance of the AV system:

- Completion of all Substantial Completion items listed.
- Demonstration to the City that all outstanding items from the City's punch-list have been resolved.
- Final interface design of the control system interface screens and software provided to the City.
- All training performed and City proficiency demonstrated.
- All operations and maintenance manuals provided to the City.
- Final as-built system documentation included spreadsheets, software, drawings (in final CAD and PDF format).
- All warranty documentation provided to the City.

Training:

The contractor shall provide at least two (2) hours of training for City's Users and Technical Staff to become proficient in the operation, routine maintenance, troubleshooting and other basic AV system support functions. The Contractor shall provide and Operations and Maintenance Manual to trainees for review either at the training session.

Warranty:

Contractor shall warranty all AV systems, including all equipment, parts, material and labor provided, to be free from faults and defects in workmanship. This warranty coverage shall include the overall AV system installation. The warranty shall be effective for a period up to one (1) year upon final sign off or first beneficial use of the system. If equipment modification by the Contractor voids any manufactures' warranty, the Contractor shall assume all responsibilities of the required warranty. Response time for the warranty service work shall be two (2) business days from the time a request for service is submitted to the Contractor by the City. Contractor shall provide all manufacturer warranty documents to the City.

F. DESCRIPTION OF BID ITEMS

The unit prices to be paid for the items listed in the Contractor's Proposal as defined herein shall be considered full compensation for furnishing all labor, materials, tools, and equipment, and doing all work involved in furnishing and installing the materials complete and in place, in accordance with the details as specified herein, and as directed by the City Public Works Department.

All incidental work which is neither shown on the Plans nor otherwise specified, and which is necessary to complete the construction of improvements as shown on the Plans and as specified herein, shall be furnished and installed as though such work were shown on the Plans or specified herein, and no additional compensation will be allowed therefore.

BID ITEM NO. 1 CRESTON AV ROUTING AND CONTROL SYSTEM

GENERAL

Contractor shall supply all equipment, materials and labor for installation and programming of AV hardware as listed below. These components will provide the flexibility to configure the room's AV Display systems for either a standard presentation mode, or multi-display EOC mode.

Below is the equipment that shall be included with this bid item:

Description	Quantity
Crestron DM Audio Video Switcher to support the following signals: 1 Rack PC, 1 Wireless Presentation Device, 1 Satellite HDTV Tuner, 2 Floor Box Laptop Plates, 1 In Room PC, 3 Input slots available for future expansion. Switcher will be configured to support sending those sources to the following locations: 4 In Room Televisions and 1 Cisco VTC Box.	1
DM HDMI and VGA Auto switching Transmitter Plate for FRONT WALL laptop input connections.	2
DM HDMI Transmitter Plate for In Room PC located at FRONT RIGHT corner of the room	1
DM Receivers for In Room Televisions	4
Control System for simplified control of the following equipment: Audio/Video routing for all destinations, Audio Mixer providing volume level and muting control, 4 Televisions, and 4 Cable Tuner boxes	1
10" Tabletop Touch Panel	1
Cables and Fittings	1
Network Equipment	1
Installation Cables and Fittings Budget for AV Routing and Control System	1

Crestron Programming Requirements:

The Crestron Program must have advanced equipment control screens for the following pieces of equipment:

1. Cable Tuner (client provided, IR)
 - Programming must be able to fully control channel selection and menu navigation of a client provided cable tuner.
 - Programming should provide reasonable simulated feedback where appropriate.
2. Power Switch(relay)
 - Programming must be able to discretely turn the system on or off via a relay controlled power switch.
 - The audio amplifiers, wireless microphone receivers and any other appropriate equipment, should be power sequenced.
 - Programming should provide accurate state feedback.
3. Crestron DM Signal routing (Crestron network communication)

- Programming must accommodate routing of all needed video sources for the system. There are a minimum of 5 sources in this design.
 - 1 DM Transmitter plate
 - 1 local HDMI connection
 - 1 local VGA connection
 - 1 OFE Cable Tuner (HDMI)
- Programming must accommodate routing of all needed audio and video destinations in the system.
- Programming must provide accurate feedback as to the current source selections, where appropriate.

Preset Scenario Requirements: The Crestron Program must have one-button-press preset setups and custom control screens for a minimum of 3 room configurations and uses. This preset should include power, routing and audio settings for each configuration as appropriate.

Multiple User Level Requirements: The Crestron Program must support three user levels. There should be unique control interfaces for a basic user as well as for a slightly more technical staff member. Additionally, there should be separate access to the advanced equipment control area for a more highly trained technical user to have full equipment control. Password protection should be implemented. City staff should be consulted to determine what features are available at what user level and how password protection should be employed.

System Network Integration: City staff will be responsible for ensuring all wired network, wireless network and cable television signals and connections are available to the integrator. The integrator is responsible for working with City staff to place the control and AV equipment on the City network as appropriate for wireless Xpanel and IOS control as well as network functionality of devices. The integrator is responsible for providing any unmanaged network switch hardware needed to connect or power the Crestron control and DM equipment.

Below are the X-panel, touch panel, mobile application and program requirements:

- Custom control interfaces should be completed for a networked Crestron Touchscreen, a PC based Xpanel and an IOS interface.
- The interfaces should look and work identically across platforms.
- Client branded graphics should be used as appropriate.
- Xpanel program must be created as both an executable program that can be installed and as a web-based X-panel to be stored on the control system and accessed anywhere within the building.
- Client must be given final approval of all graphics and design work before final creation of any control interfaces.
- Upon completion and approval of the final program and touchpanel, client must be provided with a disc containing:
 - Complete, un-compiled copy of the program file (***.smw)

- Any modules or IR drivers that are used in the program, but not a part of the standard Crestron database. (***.usp ***.umc ***.ir)
- Complete, un-compiled copy of the touchpanel file (***.vtp)
- Any custom graphics created for or used in the final touchpanel (***.jpg ***.bmp ***.gif ***.psd)

PAYMENT

Payment for **BID ITEM NO. 1 – CRESTRON AV ROUTING AND CONTROL SYSTEM** shall be a lump sum contract bid item price for all the AV routing and control system hardware and shall include full compensation for all labor, materials, tools, equipment, installation, programming and incidentals necessary to do all the work involved thereof, complete, in place, and accepted. Based on actual work performed, Contractor to verify all site conditions and quantities.

BID ITEM NO. 2 – CONFERENCE CAMERA SYSTEM

GENERAL

Contractor shall supply all equipment, materials and labor for installation of the Conference Camera System. The camera and table microphone system will allow for video conference calls via Windows PC applications such as Skype, WebEx, Adobe Connect, etc. This system will provide an open platform for video conference calls, as the Cisco SX80 conferencing system currently installed is limited to inter-agency communications.

Below is the equipment that shall be included with this bid item:

Description	Quantity
Vaddio ConferenceSHOT AV Bundle - Basic Includes one ConferenceSHOT AV PTZ Camera, one HDMI Audio Inserter Kit, one EasyMIC Table MicPOD, plus Thin Profile Wall Mount with mounting hardware.	1
Vaddio USB 3.0 Active Cable 20m A-B	1

PAYMENT

Payment for **BID ITEM NO. 2 –CONFERENCE CAMERA SYSTEM** shall be a lump sum contract bid item price for all the camera system hardware and shall include full compensation for all labor, materials, tools, equipment, installation, programming and incidentals necessary to do all the work involved thereof, complete, in place, and accepted. Based on actual work performed, Contractor to verify all site conditions and quantities.

BID ITEM NO. 3 – MISCELLANEOUS INSTALLATION PARTS

GENERAL

Contractor shall supply all equipment, materials and labor for installation of the miscellaneous parts required for installation of Bid Item No. 1 and 2.

Below is the equipment that shall be included with this bid item:

Description	Quantity
Power and cable management accessories for use in owner provided equipment rack.	1
Kramer HDMI over TP Extension Kit to extend HDMI signal from OFE PC to the OFE monitor at the rear of the room	1
Barco Clickshare Wireless Display Device (2-Button Kit)	1
Miscellaneous Installation Parts and Mounting Hardware for Input Plates and Cable	1

PAYMENT

Payment for **BID ITEM NO. 3 – MISCELLANEOUS INSTALLATION PARTS** shall be a lump sum contract bid item price for all the miscellaneous installation equipment and hardware and shall include full compensation for all labor, materials, tools, equipment, installation, programming and incidentals necessary to do all the work involved thereof, complete, in place, and accepted. Based on actual work performed, Contractor to verify all site conditions and quantities.

BID ITEM NO. 4 – INSTALLATION AND PROGRAMMING LABOR

GENERAL

Contractor shall provide all labor for the installation and programming of the audio/video systems.

Below are the tasks and person hours that shall be included with this bid item:

Description	Quantity
Crestron Control System Programming Services, Documentation and Testing.	50 Hrs

Description	Quantity
Control System programming includes equipment control of all audio/video routing within the presentation and display systems and control of four televisions. A simple graphic interface will be created to provide easy access to the most commonly used features. Modes and presets will also be created to meet the needs of the different uses of the room to provide simple set-up and control.	
Component Installation, AV Equipment Rack Wiring, User Training. New video routing components will be installed into an OFE equipment racks located in the adjacent closet space under the stairs. Labor budget includes installation crew and end user training. 3-man crew, 42 hours	42 Hrs.

PAYMENT

Payment for **BID ITEM NO. 4 – INSTALLATION & PROGRAMMING** shall be a lump sum contract bid item price for installation and programming work and shall include full compensation for all labor, materials, tools, equipment, installation, programming and incidentals necessary to do all the work involved thereof, complete, in place, and accepted. Based on actual work performed, Contractor to verify all site conditions and quantities.

BID ITEM NO. 5 – ELECTRICAL SUBCONTRACTOR WORK

GENERAL

Contractor shall supply all equipment, materials and labor to perform the electrical work associated with this contract as described below.

Below are the tasks that shall be included with this bid item:

Description	Quantity
<ol style="list-style-type: none"> 1. Install two 2" EMT conduits from the closet under the staircase to the accessible ceiling space in the emergency room conference room. 2. Install four duplex receptacles for televisions on the new wall. 3. Install four low voltage rings and conduit for data cable on the new wall. 4. Relocate one existing light switch into the new wall. 5. Relocate on existing plugmold strip for the new wall. 6. Install two low voltage data rings and conduit for data cable at the reconfigured desktop. 7. Install one duplex receptacle for the new data rack location. 	1

PAYMENT

Payment for **BID ITEM NO. 5 – ELECTRICAL SUBCONTRACTOR WORK** shall be a lump sum contract bid item price for all electrical subcontractor work and shall include full compensation for all labor, materials, tools, equipment, installation, programming and incidentals necessary to do all the work involved thereof, complete, in place, and accepted. Based on actual work performed, Contractor to verify all site conditions and quantities.

BID ITEM NO. 6 – DATA/TELECOM SUBCONTRACTOR WORK

GENERAL

Contractor shall supply all equipment, materials and labor to perform the data/telecom work associated with this contract as described below.

Below are the tasks that shall be included with this bid item:

Description	Quantity
<p>Fire Dept – Data Cabling</p> <ol style="list-style-type: none">1. Provide and install (35) Shielded CAT6 Data Cables from the new 1st Floor IDF to the different areas in the 1st and 2nd Floor at the Fire Department. (see sketch drawing)2. Provide LD10IW Panduit Cable Raceway to get across rooms where ceiling access is not accessible.3. Provide and install (1) 48-Port CAT6 Shielded Patch Panels to terminate all new cabling.4. Provide and install (1) Horizontal 2-U Wire-managers.5. Shielded CAT6 Jacks shall be used to terminate cabling at the station side.6. All new cabling shall be terminated, tested and labeled according to current industry standards. <p>Fiber Optic Backbone Cable</p> <ol style="list-style-type: none">1. Provide and install (1) 12-Strand Multimode Fiber Optic cable from the PD Basement to the new Fire Department IDF.2. All new fiber strands shall terminate onto LC Connectors and be housed onto LC Coupler Panels.3. All new fiber shall be housed onto 1U Fiber Optic enclosures at the PD Basement and at the New FD IDF.4. All new fiber strands shall be terminated, tested and labeled to current industry standards. <p>Notes:</p>	1

Description	Quantity
<ul style="list-style-type: none"> • All work shall be done during normal business work hours. • We assume that the New Rack in the 1st Floor IDF will be installed by others. • All sleeves and EMT pathway from the IDF to the garage and to the 2nd Floor shall be provided by the electrical contractor. 	

PAYMENT

Payment for **BID ITEM NO. 6 – DATA/TELECOM SUBCONTRACTOR WORK** shall be a lump sum contract bid item price for all data/telecom work and shall include full compensation for all labor, materials, tools, equipment, installation, programming and incidentals necessary to do all the work involved thereof, complete, in place, and accepted. Based on actual work performed, Contractor to verify all site conditions and quantities.

BID ITEM NO. 7 – WALL REPAIR, PATCHING AND PAINTING

GENERAL

Contractor shall supply all equipment, materials and labor for wall repair, patching and painting associated with this contract.

Below is the task that shall be included with this bid item:

Description	Quantity
Wall Repair, Patching and Painting	1

PAYMENT

Payment for **BID ITEM NO. 7 – WALL REPAIR, PATCHING AND PAINTING** shall be a lump sum contract bid item price for wall repair, patching and painting and shall include full compensation for all labor, materials, tools, equipment and incidentals necessary to do all the work involved thereof, complete, in place, and accepted. Based on actual work performed, Contractor to verify all site conditions and quantities.

G. LIABILITY INSURANCE

The Contractor shall furnish the Agency a policy or certificate of liability insurance in which the Agency is the named insured or is named as an additional insured with the Contractor. The policy furnished by the Contractor shall be issued by an insurance company authorized by the Insurance Commissioner to transact business in the State of

California. The insurance company shall have a policy holder rating of A or higher and Financial Class VII or higher as established by A.M. Best, or equivalent or greater rating established by another recognized rating entity such as Moody's. Notwithstanding any inconsistent statement in the policy or any subsequent endorsement, the Agency shall be the insured or named as an additional insured covering the Work, whether liability is attributable to the Contractor or the Agency. The policy shall insure the Agency, its officers, employees, and agents, while acting within the scope of their duties on the Work, against all claims arising out of or in connection with the Work, except as provided in 6-10.

Except as provided in 6-10, the Contractor shall save, keep, and hold harmless the Agency, its officers and agents from all damages, costs or expenses in law or equity that may at any time arise or be set up because of damages to property, or of personal injury received by reason of or in the course of performing work, which may be caused by any willful or negligent act or omission by the Contractor, any of the Contractor's employees, or any Subcontractor. The Agency will not be liable for any accident, loss or damage to the Work prior to its completion and acceptance, except as provided in 6-10.

All liability insurance policies shall bear an endorsement or shall have attached a rider whereby it is provided that, in the event of expiration or proposed cancellation of such policies for any reason whatsoever, the Agency shall be notified by registered mail, return receipt requested, giving a sufficient time before the date thereof to comply with any applicable law or statute, but in no event less than 30 days before expiration or cancellation is effective.

The cost of this insurance shall be included in the Contractor's Bid.

The Contractor shall, at its own expense, take out and maintain during the life of the contract such public liability and property damage insurance protecting the contractor and any sub-contractor performing work covered by the contract from claims for damages for personal injury, including accidental death, as well as from claims for property damages, which may arise from his operations under the contract, and shall protect him and the City from claims for such damages, naming the City as an additional insured under the policy, whether such operations be by himself or by any sub-contractor or by anyone directly or indirectly employed by either of them and the amount of such insurance shall be as set forth in the attached Exhibit A (South Pasadena Insurance Requirements).

H. WORKER'S COMPENSATION INSURANCE

Before execution of the Contract by the Board, the Contractor shall file with the Engineer the following signed certification:

"I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract."

The Contractor shall also comply with Section 3800 of the Labor Code by

securing, paying for, and maintaining in full force and effect for the duration of the contract, complete Workers' Compensation Insurance, and shall furnish a Certificate of Insurance to the Engineer before execution of the Contract. The Agency, its officers, or employees, will not be responsible for any claims in law or equity occasioned by failure of the Contractor to comply with this paragraph.

All compensation insurance policies shall bear an endorsement or shall have attached a rider whereby it is provided that, in the event of expiration or proposed cancellation of such policies for any reason whatsoever, the Agency shall be notified by registered mail not less than 30 days before expiration or cancellation is effective.

The Contractor shall furnish the Agency with satisfactory proof of insurance required. The insurance shall be taken out with a responsible insurance carrier authorized under the laws of the State of California and satisfactory to the City. In case any work is sublet, the contract shall require the subcontractor similarly provide Worker's Compensation Insurance for the subcontractor's employees. The Contractor shall provide, and shall cause each subcontractor to provide, adequate insurance for the protection of his employees not otherwise protected.

I. PERMITS

The Agency will obtain, at no cost to the Contractor, all encroachment and building permits necessary to perform Contract work in streets, highways, railways or other rights-of-way. The Contractor shall obtain and pay for all costs incurred for permits necessitated by its operations such as, but not limited to, those permits required for night work, overload, blasting, and demolition. For private contracts, the Contractor shall obtain all permits incidental to the Work or made necessary by its operations, and pay all costs incurred by the permit requirements.

The Contractor shall pay all business taxes or license fees that are required for the work.

The Contractor shall, at his own expense, obtain a business license from the City of South Pasadena. The Contractor shall comply will all Federal, State or local laws, ordinances or rules and regulations relating to the performance of the work.



City Council Agenda Report

ITEM NO. 18

DATE: September 19, 2018

FROM: Stephanie DeWolfe, City Manager 

PREPARED BY: Paul Riddle, Fire Chief 

SUBJECT: **Approval of a Personnel Cooperation Agreement with the City of San Marino for the Sharing of Fire Department Personnel**

Recommendation Action

It is recommended that the City Council approve the Personnel Cooperation Agreement with the City of San Marino for the sharing of fire department personnel resources.

Commission Review and Recommendation

This matter was not reviewed by a Commission.

Discussion/Analysis

The current approved staffing level of the South Pasadena Fire Department (SPFD) is 21 full-time suppression personnel consisting of 1 Fire Chief, 2 Operation Division Chiefs, 3 Captains, 6 Engineers and 9 Firefighter Paramedics. The minimum daily staffing level is 7 which includes one Division Chief, one Captain, two Engineers and three Firefighter Paramedics. The minimum staffing level is defined in the Memorandum of Understanding (MOU) between the South Pasadena Firefighter's Association (SPFFA) and the City of South Pasadena (City).

From time to time, the SPFD experiences a temporary and unusually high number of Captain, Engineer, or Firefighter Paramedic vacancies. The vacancies are the result of injuries, illnesses, extended deployments, and vacations. During these times, it is extremely difficult for the SPFD to fill the vacancies with in-house resources. The proposed Personnel Cooperation Agreement (Agreement) would allow the SPFD, during those times they are experiencing unusual and/or extended vacancies, to maintain necessary staffing levels by pooling resources and utilizing qualified personnel from the City of San Marino Fire Department (SMFD). The SMFD would have equal opportunity to utilize personnel from SPFD to fill their respective vacancies during those times when they are experiencing personnel shortages.

Both agencies will continue to follow their respective Standard Operating Procedures (SOP's) for filling internal vacancies with overtime. When circumstances arise where either department cannot fill their current vacancies with internal personnel, they would then offer up the overtime to qualified personnel from the other agency. Requests for personnel assistance from either agency shall be administered by the on-duty Operation Division Chiefs of each department.

When either agency is asked to provide assistance pursuant to the proposed Agreement, they shall exercise their best efforts to provide aid subject to fulfilling its obligations to its own constituents. At no time will either department be required to provide assistance.

The Agreement has been vetted by the City Managers, Human Resource Departments and City Attorneys of both cities. It has also been reviewed by the SPFFA and the San Marino Firefighter's Association (SMFFA); both Fire Associations support moving forward with the Agreement.

Next Steps

1. Complete cross training of all personnel from both agencies to ensure they are completely familiar with the functionality of the other city.

Background

On March 5, 2014, the cities of South Pasadena, San Marino and San Gabriel entered into a Tri-City Cooperative Agreement (Tri-City Agreement) for the sharing of certain fire command staff personnel. Although the Tri-City Agreement was terminated on May 3, 2017, the cities of South Pasadena and San Marino agreed that there were advantages in sharing personnel. On July 19, 2017, both cities entered into a new two city agreement for the sharing of a Division Chief's position. Thus far, both cities have worked extremely well together under this new agreement.

In addition to the sharing of the Division Chiefs position, the SPFD and SMFD operate together on a daily basis. Both departments train together, use similar equipment and operate on the fire ground using the same tactics and strategies. During the past year, additional training has also taken place to ensure all personnel are highly familiar with the other agencies SOP's and Standard Operating Guidelines (SOG's).

Legal Review

The City Attorney has reviewed this item and agreement.

Fiscal Impact

There is no fiscal impact to the City. The borrowing City will pay the lending city the direct cost of the services of employees working guest shifts at the employee's then current regular hourly rate of compensation, plus any applicable overtime, including any benefit costs directly incurred as a result of a firefighter's work for the other city.

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: Personnel Cooperation Agreement

**FIRE DEPARTMENT PERSONNEL COOPERATION AGREEMENT
CITIES OF SAN MARINO AND SOUTH PASADENA**

This Agreement is made this _____ day of _____ 2018, by and between the **Cities of San Marino and South Pasadena**, California municipal corporations and general law cities (hereinafter referred to individually as a **“Party”** and collectively as the **“Parties”**).

RECITALS

A. Each of the Parties operates a fire department with finite personnel resources. From time to time, each of the Parties’ fire departments experiences a temporary and unusually high number of Firefighter, Engineer or Captain vacancies due to injury, illness, extended fire assignment and vacation and cannot fill those vacancies with in-house resources.

B. The purpose of this Agreement is to allow the Parties’ respective fire departments, during those times when they are experiencing unusual and/or extended vacancies, to maintain necessary staffing levels by pooling resources and utilizing fire personnel from the other party’s fire department.

C. The Agreement will facilitate the foregoing and will be to the mutual interest and advantage of both Parties.

D. The Parties have met and conferred with their respective employee organizations, and have reached agreement on the terms set forth herein.

AGREEMENT:

NOW, THEREFORE, in consideration of the foregoing and of the covenants and conditions set forth below, the Parties agree as follows:

1. DEFINITIONS

“Lending Employer” or **“Lending Party”** shall mean the Party that regularly employs a firefighter and pays the firefighters salary and benefits. For the purposes of this Agreement, the Lending Employer shall be considered the general employer.

“Borrowing Employer” or **“Borrowing Party”** shall mean the Party who borrows the services of a firefighter from the Lending Employer on a temporary basis. For the purposes of this Agreement, the Borrowing Employer shall be considered the special employer.

“Guest Shift” shall mean a shift worked by an employee of the Lending Employer for the Borrowing Employer pursuant to this Agreement.

2. PERSONNEL ASSISTANCE

a. When either Party anticipates the inability to properly staff resources for its Department, and no voluntary coverage is available at the Borrowing Employer, the Borrowing Employer may request the Lending Employer to provide the needed staffing. Each Party will develop its own respective internal policy to determine when it is necessary to temporarily obtain firefighter resources from the other Party. Requests for personnel assistance from either Party shall be administered by the on duty Operations Division Chiefs of each Party. When a Party is asked to provide assistance pursuant to this Agreement, it shall exercise its best efforts to provide aid subject to fulfilling its obligations to its own constituents, but neither Party will be required to provide any assistance pursuant to this Agreement.

b. No employee of either Fire Department shall be required to work for the other Party.

c. Lending Employer firefighters working for the Borrowing Employer shall receive pay at their regular hourly rate plus any applicable overtime, including any benefit costs directly incurred as a result of a firefighter's work for the other Party, at their current rank with a minimum of three hours guaranteed.

d. The Lending Party's employee shall furnish his or her own personal safety equipment provided by the Lending Party when performing services for the Borrowing Party.

3. RESPONSIBILITIES OF PARTIES

a. When working for a Guest Shift, the Employee shall be under the supervision and direction of Borrowing Employer and its management and supervisory employees. The Borrowing Employer shall determine the precise tasks, services and assignments that the Employee will perform pursuant to this Agreement.

b. All employees working Guest Shifts will remain full-time regular employees of the Lending Employer, will remain on Lending Employer's payroll, will remain subject to Lending Employer's general personnel administration, and will continue to receive compensation and benefits solely from Lending Employer. The Parties shall not be considered joint employers. Employees working Guest Shifts shall remain subject to the Lending Employer's personnel policies, rules and regulations. For employees working Guest Shifts, the Lending Employer shall remain responsible for payment of the employees' salary and related benefits, pension, insurance, taxes and withholdings required under the Lending Employer's personnel rules, policies and contracts and applicable federal and state law. The Lending Employer shall be responsible for keeping and maintaining the personnel file and payroll and other records of for employees who work Guest Shifts.

4. COST REIMBURSEMENT

The Borrowing Party will pay the Lending Party the direct cost of the services of employees working Guest Shifts at the employee's then current regular hourly rate of compensation, plus any applicable overtime, including any benefit costs directly incurred as a result of a firefighter's work for the other Party. The Parties will ensure that the direct benefit

costs of each are calculated in the same manner. Each Party shall provide the other with a breakdown of the hourly benefit costs incurred for each employee who performs Guest Shifts for the other Party at the time of the invoice. Payment shall be made within thirty (30) days of receipt of an invoice. The Borrowing Party shall not be liable or responsible for payment of any benefits other than those directly incurred as a result of additional hours worked by a firefighter working a Guest Shift for the Borrowing Party.

5. TERMS OF AGREEMENT

This Agreement is effective _____, and shall remain in effect until terminated by either Party. Either Party may terminate this Agreement for convenience and without cause by giving the other Party thirty (30) days' written notice of termination.

6. WORKERS' COMPENSATION INSURANCE.

The Lending Employer, at its sole cost and expense, shall procure and maintain for the duration of this Agreement workers' compensation insurance or self-insurance covering its employees, in accordance with the requirements of California law. In accordance with Labor Code section 3602(d), the Parties intend that this obligation constitute a valid and enforceable agreement by which the Lending Employer agrees to obtain, and shall obtain, workers' compensation coverage for its employees who work Guest Shifts for the Borrowing Employer under this Agreement. The Borrowing Employer therefore shall not be subject to civil, criminal or other penalties for failure to provide workers' compensation coverage or tort liability in the event of an injury to or illness of Employee suffered in the course of providing Guest Shift work under this Agreement. In accordance with Insurance Code section 11663, and because employees who work Guest Shifts remain on the Lending Employer's payroll, the Lending Employer acknowledges that its workers' compensation insurer or self-insurer will be liable for the entire cost of workers' compensation benefits payable on account of an illness or injury occurring in the course of and arising out of the general and special employment of Employees working Guest Shifts under this Agreement.

7. MODIFICATION

This Agreement may be modified only by a written agreement executed by the Parties.

8. ASSIGNMENT

The Parties understand that their unique status as public entities is the sole inducement for each to enter into this Agreement. For this reason, the Parties agree that they will not assign or transfer any portion of or interest in this Agreement. Any attempt to assign or transfer any portion of this Agreement will be void.

9. NOTICES

All notices required by the Agreement must be in writing and given to the Parties at the following address:

CITY OF SAN MARINO
City Manager
2200 Huntington Drive
San Marino, CA 91108

CITY OF SOUTH PASADENA
City Manager
1414 Mission Street
South Pasadena, CA 91030

10. CALIFORNIA LAW

This Agreement shall be construed in accordance with the laws of the State of California.

11. INDEMNIFICATION.

a. The Lending Employer shall indemnify, defend, protect and hold harmless the Borrowing Employer, and its officers, employees, volunteers and agents, from and against any and all liability, losses, claims, damages, expenses, demands, and costs (including, but not limited to, attorney, expert witness and consultant fees, and litigation costs) of every nature related to the provision of services under this Agreement solely based on negligence or willful misconduct of the Lending Employer, except to the extent that the negligence or willful misconduct is due to acts or omissions of the employee who is providing Guest Shift services to the Borrowing Employer under supervision of the Borrowing Employer.

b. The Borrowing Employer shall indemnify, defend, protect and hold harmless the Lending Employer, and its officers, employees, volunteers and agents, from and against any and all liability, losses, claims, damages, expenses, demands, and costs (including, but not limited to, attorney, expert witness and consultant fees, and litigation costs) of every nature arising out of:

i. a breach of the Borrowing Employer's obligations under this Agreement; or

ii. an act or omission of Employee of the Lending Employer performing Guest Shift work for the Borrowing Employer under this Agreement, except where caused by the sole negligence or willful misconduct of the Lending Employer, or as otherwise provided by section 5, or as otherwise limited by law.

c. The Parties' obligations under this Section 12 shall survive the termination of this Agreement.

12. PRESERVATION OF AGREEMENT

Should any provision of this Agreement be found invalid or unenforceable, the decision shall affect only the provision interpreted, and all remaining provisions shall remain enforceable.

13. ENTIRE AGREEMENT

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 representations by either Party and any other agreements, statements, or promises by either Party concerning the subject matter of this Agreement that are not contained

in this Agreement, are not valid or binding. Any modification of the Agreement will be effective only if it is in writing signed by both Parties. Any issues with respect to the interpretation or construction of this Agreement are to be resolved without the presumption that ambiguities should be construed against the drafter.

14. DISPUTE RESOLUTION

The Parties shall attempt in good faith to resolve any dispute arising out of or relating to this Agreement promptly by the negotiations between the Parties' authorized representatives. The disputing Party shall give the other Party written notice of any dispute. Within twenty (20) days after delivery of such notice, the authorized representatives shall meet at a mutually acceptable time and place, and thereafter as often as they reasonably deem necessary, to exchange information and to attempt to resolve the dispute. If the matter has not been resolved within thirty (30) days of the first meeting, either Party may initiate a mediation of the dispute. A mediator that is acceptable to both Parties shall be selected. The mediator shall conclude the mediation within sixty (60) days of hearing the Parties, unless the Parties agree to extend the medication process beyond such deadline. Upon agreeing on a mediator, the Parties shall enter into a written agreement for the mediation services with each Party paying a half of the mediator's fee, if any. Each Party shall bear its own legal fees and expenses. If, after good faith efforts to mediate the dispute the Parties cannot agree to a resolution of the dispute, either Party may pursue whatever legal remedies may be available to it at law or in equity, before a court of competent jurisdiction and with venue in Los Angeles County.

15. THIRD PARTY BENEFICIARIES

This Agreement is for the sole benefit of its Parties; no other person or entity may enforce it.

16. COUNTERPARTS

This Agreement may be executed in any number of counterparts, each of which will be an original, but all of which together will constitute one instrument executed on the same date.

17. HEADINGS FOR REFERENCE ONLY

The headings contained in this Agreement are for convenience of reference only and shall not limit or otherwise affect in any way the meaning or interpretation of this Agreement.

IN WITNESS THEREOF, the Parties hereto have executed this Agreement on the day and year first show above.

CITY OF SAN MARINO

CITY OF SOUTH PASADENA

Marcella Marlow
City Manager

Stephanie DeWolfe
City Manager



City Council Agenda Report

ITEM NO. 19

DATE: September 19, 2018

FROM: Stephanie DeWolfe, City Manager *JD*

PREPARED BY: Kahono Oei P.E., Interim Public Works Director *KO*
Rafael Casillas P.E., Deputy Public Works Director *RC*
Alex Chou, Associate Civil Engineer *ACE*

SUBJECT: Award of Contract to Interwest Consulting Group, Inc., for As-Needed Traffic Engineering Consulting Services

Recommendation Action

It is recommended that the City Council authorize the City Manager to sign a contract with Interwest Consulting Group, Inc., for a not-to-exceed amount of \$30,000 for as-needed traffic engineering consulting services for Fiscal Year (FY) 2018-19.

Commission Review and Recommendation

This matter was not reviewed by a commission.

Discussion/Analysis

The City of South Pasadena (City) does not have a registered traffic engineer on staff to handle the increasing number of traffic related requests that come to the City. Some of the tasks the traffic engineer can perform for the City include traffic studies, traffic counts, signal timing modifications, and the handling of various other technical issues related to traffic.

In July 2018, a request for proposals was advertised on the Integrated Marketing Systems Network, on the City website and was also direct mailed to several engineering firms with previous experience in traffic engineering services. Proposals were received from the following six firms:

- Interwest Consulting Group, Inc., *Huntington Beach*
- KOA Corporation, *Monterey Park*
- Quantum Quality Consulting, Inc., *Torrance*
- Transtech, *Chino*
- Iteris, *Los Angeles*
- WG Zimmerman Engineering, Inc., *Huntington Beach*

(Listed in order of final ranking by staff)

After reviewing the qualifications, staff ranked Interwest Consulting Group, Inc., as the best qualified firm to perform the services, based on a combination of experience, scope of services, project understanding and service fees.

Interwest Consulting Group, Inc., is a full-service engineering firm based in Huntington Beach and specializes in providing traffic engineering services, civil engineering services and other general construction management service to municipal agencies. They have provided similar traffic engineering services to the Cities of San Marino, Eastvale, and Lancaster. Staff has checked Interwest Consulting Group's references, and recommends awarding as-needed traffic engineering consulting services.

As with all professional services agreements, the agreement can be terminated at any time with thirty days written notice.

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

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

South Pasadena Municipal Code Section 2.99-29(12) states that "contracts for services of specially trained and professional persons or businesses shall be exempt from bidding. If possible, quotes from three qualified vendors shall be obtained prior to the award of a contract."

Next Steps

1. Interwest Consulting Group will begin preparing several traffic related studies.
2. Staff will bring back report findings to Public Works Commission for recommendations.

Background

The role of City Traffic Engineer has been filled by consulting traffic engineering firms on an as-needed basis each year. In the year 2010, the City has been filled by consulting traffic engineering firm for one year term and additional one year service is extended by the satisfactory performances with the authorization by the City Council. The on-call traffic engineering services has been budgeted each FY Budget since.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

The adopted FY 2017-18 Budget includes funding for professional as-needed traffic engineering services and studies. There are sufficient funds budgeted in Account No. 101-6011-8170 to fund traffic engineering services.

Environmental Analysis

This item is exempt from any California Environmental Quality Act (CEQA) analysis based on State CEQA Guidelines Section 21084 of the Public Resources Code, in accordance with Article 19, Section 15301, Class 1 "existing facilities."

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: Agreement

**PROFESSIONAL SERVICES AGREEMENT
FOR CONSULTANT SERVICES**

(City of South Pasadena / Interwest Consulting Group, Inc.)

1. IDENTIFICATION

This PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is entered into by and between the City of South Pasadena, a California municipal corporation (“City”), and Interwest Consulting Group, Inc. (“Consultant”).

2. RECITALS

- 2.1. City has determined that it requires the following professional services from a consultant: **As-Needed Consulting Traffic Engineering Services**
- 2.2. Consultant represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees. Consultant further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.
- 2.3. Consultant represents that it has no known relationships with third parties, City Council members, or employees of City which would (1) present a conflict of interest with the rendering of services under this Agreement under Government Code Section 1090, the Political Reform Act (Government Code Section 81000 *et seq.*), or other applicable law, (2) prevent Consultant from performing the terms of this Agreement, or (3) present a significant opportunity for the disclosure of confidential information.

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

3. DEFINITIONS

- 3.1. “Scope of Services”: Such professional services as are set forth in Consultant’s August 16, 2018 proposal to City attached hereto as Exhibit A and incorporated herein by this reference.
- 3.2. “Agreement Administrator”: The Agreement Administrator for this project is Kahono Oei, Interim Public Works Director. The Agreement Administrator shall be the principal point of contact at the City for this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and any interim milestones. City reserves the right to change this designation upon written notice to Consultant

- 3.3. "Approved Fee Schedule": Consultant's compensation rates are set forth in the fee schedule attached hereto as Exhibit B and incorporated herein by this reference. This fee schedule shall remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties.
- 3.4. "Maximum Amount": The highest total compensation and costs payable to Consultant by City under this Agreement. The Maximum Amount under this Agreement is Thirty Thousand Dollars (\$30,000).
- 3.5. "Commencement Date": September 19, 2018.
- 3.6. "Termination Date": September 18, 2019.

4. TERM

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall expire at 11:59 p.m. on the Termination Date unless extended by written agreement of the parties or terminated earlier under Section 18 ("Termination") below. Consultant may request extensions of time to perform the services required hereunder. Such extensions shall be effective if authorized in advance by City in writing and incorporated in written amendments to this Agreement.

5. CONSULTANT'S DUTIES

- 5.1. **Services.** Consultant shall perform the services identified in the Scope of Services. City shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement.
- 5.2. **Coordination with City.** In performing services under this Agreement, Consultant shall coordinate all contact with City through its Agreement Administrator.
- 5.3. **Budgetary Notification.** Consultant shall notify the Agreement Administrator, in writing, when fees and expenses incurred under this Agreement have reached eighty percent (80%) of the Maximum Amount. Consultant shall concurrently inform the Agreement Administrator, in writing, of Consultant's estimate of total expenditures required to complete its current assignments before proceeding, when the remaining work on such assignments would exceed the Maximum Amount.
- 5.4. **Business License.** Consultant shall obtain and maintain in force a City business license for the duration of this Agreement.
- 5.5. **Professional Standards.** Consultant shall perform all work to the standards of Consultant's profession and in a manner reasonably satisfactory to City. Consultant shall keep itself fully informed of and in compliance with all local, state, and federal

laws, rules, and regulations in any manner affecting the performance of this Agreement, including all Cal/OSHA requirements, the conflict of interest provisions of Government Code § 1090 and the Political Reform Act (Government Code § 81000 et seq.).

- 5.6. **Avoid Conflicts.** During the term of this Agreement, Consultant shall not perform any work for another person or entity for whom Consultant was not working at the Commencement Date if such work would present a conflict interfering with performance under this Agreement. However, City may consent in writing to Consultant's performance of such work.
- 5.7. **Appropriate Personnel.** Consultant has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. James G. Ross shall be Consultant's project administrator and shall have direct responsibility for management of Consultant's performance under this Agreement. No change shall be made in Consultant's project administrator without City's prior written consent.
- 5.8. **Substitution of Personnel.** Any persons named in the proposal or Scope of Services constitutes a promise to the City that those persons will perform and coordinate their respective services under this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of City. If City and Consultant cannot agree as to the substitution of key personnel, City may terminate this Agreement for cause.
- 5.9. **Permits and Approvals.** Consultant shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary for Consultant's performance of this Agreement. This includes, but shall not be limited to, professional licenses, encroachment permits and building and safety permits and inspections.
- 5.10. **Notification of Organizational Changes.** Consultant shall notify the Agreement Administrator, in writing, of any change in name, ownership or control of Consultant's firm or of any subcontractor. Change of ownership or control of Consultant's firm may require an amendment to this Agreement.
- 5.11. **Records.** Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to Consultant under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of City. In addition, pursuant to Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this Agreement shall be subject to the examination and audit of the State Auditor, at

the request of City or as part of any audit of City, for a period of three (3) years after final payment under this Agreement.

6. SUBCONTRACTING

- 6.1. **General Prohibition.** This Agreement covers professional services of a specific and unique nature. Except as otherwise provided herein, Consultant shall not assign or transfer its interest in this Agreement or subcontract any services to be performed without amending this Agreement.
- 6.2. **Consultant Responsible.** Consultant shall be responsible to City for all services to be performed under this Agreement.
- 6.3. **Identification in Fee Schedule.** All subcontractors shall be specifically listed and their billing rates identified in the Approved Fee Schedule, Exhibit B. Any changes must be approved by the Agreement Administrator in writing as an amendment to this Agreement.
- 6.4. **Compensation for Subcontractors.** City shall pay Consultant for work performed by its subcontractors, if any, only at Consultant's actual cost plus an approved mark-up as set forth in the Approved Fee Schedule, Exhibit B. Consultant shall be liable and accountable for any and all payments, compensation, and federal and state taxes to all subcontractors performing services under this Agreement. City shall not be liable for any payment, compensation, or federal and state taxes for any subcontractors.

7. COMPENSATION

- 7.1. **General.** City agrees to compensate Consultant for the services provided under this Agreement, and Consultant agrees to accept payment in accordance with the Fee Schedule in full satisfaction for such services. Compensation shall not exceed the Maximum Amount. Consultant shall not be reimbursed for any expenses unless provided for in this Agreement or authorized in writing by City in advance.
- 7.2. **Invoices.** Consultant shall submit to City an invoice, on a monthly basis or as otherwise agreed to by the Agreement Administrator, for services performed pursuant to this Agreement. Each invoice shall identify the Maximum Amount, the services rendered during the billing period, the amount due for the invoice, and the total amount previously invoiced. All labor charges shall be itemized by employee name and classification/position with the firm, the corresponding hourly rate, the hours worked, a description of each labor charge, and the total amount due for labor charges.
- 7.3. **Taxes.** City shall not withhold applicable taxes or other payroll deductions from payments made to Consultant except as otherwise required by law. Consultant shall be solely responsible for calculating, withholding, and paying all taxes.

- 7.4. **Disputes.** The parties agree to meet and confer at mutually agreeable times to resolve any disputed amounts contained in an invoice submitted by Consultant.
- 7.5. **Additional Work.** Consultant shall not be reimbursed for any expenses incurred for work performed outside the Scope of Services unless prior written approval is given by the City through a fully executed written amendment. Consultant shall not undertake any such work without prior written approval of the City.
- 7.6. **City Satisfaction as Precondition to Payment.** Notwithstanding any other terms of this Agreement, no payments shall be made to Consultant until City is satisfied that the services are satisfactory.
- 7.7. **Right to Withhold Payments.** If Consultant fails to provide a deposit or promptly satisfy an indemnity obligation described in Section 11, City shall have the right to withhold payments under this Agreement to offset that amount.

8. PREVAILING WAGES

Consultant is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. Consultant shall defend, indemnify, and hold the City, its elected officials, officers, employees, and agents free and harmless from any claim or liability arising out of any failure or alleged failure of Consultant to comply with the Prevailing Wage Laws.

9. OWNERSHIP OF WRITTEN PRODUCTS

All reports, documents or other written material ("written products" herein) developed by Consultant in the performance of this Agreement shall be and remain the property of City without restriction or limitation upon its use or dissemination by City except as provided by law. Consultant may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by Consultant.

10. RELATIONSHIP OF PARTIES

- 10.1. **General.** Consultant is, and shall at all times remain as to City, a wholly independent contractor.
- 10.2. **No Agent Authority.** Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of

Consultant's employees, except as set forth in this Agreement. Consultant shall not represent that it is, or that any of its agents or employees are, in any manner employees of City.

- 10.3. **Independent Contractor Status.** Under no circumstances shall Consultant or its employees look to the City as an employer. Consultant shall not be entitled to any benefits. City makes no representation as to the effect of this independent contractor relationship on Consultant's previously earned California Public Employees Retirement System ("CalPERS") retirement benefits, if any, and Consultant specifically assumes the responsibility for making such a determination. Consultant shall be responsible for all reports and obligations including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation, and other applicable federal and state taxes.
- 10.4. **Indemnification of CalPERS Determination.** In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

11. INDEMNIFICATION

- 11.1 **Definitions.** For purposes of this Section 11, "Consultant" shall include Consultant, its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Consultant or its subcontractors, in the performance of this Agreement. "City" shall include City, its officers, agents, employees and volunteers.
- 11.2 **Consultant to Indemnify City.** To the fullest extent permitted by law, Consultant shall indemnify, hold harmless, and defend City from and against any and all claims, losses, costs or expenses for any personal injury or property damage arising out of or in connection with Consultant's alleged negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Consultant or failure to comply with any provision in this Agreement.
- 11.3 **Scope of Indemnity.** Personal injury shall include injury or damage due to death or injury to any person, whether physical, emotional, consequential or otherwise, Property damage shall include injury to any personal or real property. Consultant shall not be required to indemnify City for such loss or damage as is caused by the sole active negligence or willful misconduct of the City.
- 11.4 **Attorneys Fees.** Such costs and expenses shall include reasonable attorneys' fees for counsel of City's choice, expert fees and all other costs and fees of litigation.

Consultant shall not be entitled to any refund of attorneys' fees, defense costs or expenses in the event that it is adjudicated to have been non-negligent.

- 11.5 **Defense Deposit.** The City may request a deposit for defense costs from Consultant with respect to a claim. If the City requests a defense deposit, Consultant shall provide it within 15 days of the request.
- 11.6 **Waiver of Statutory Immunity.** The obligations of Consultant under this Section 11 are not limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to City.
- 11.7 **Indemnification by Subcontractors.** Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 11 from each and every subcontractor or any other person or entity involved in the performance of this Agreement on Consultant's behalf.
- 11.8 **Insurance Not a Substitute.** City does not waive any indemnity rights by accepting any insurance policy or certificate required pursuant to this Agreement. Consultant's indemnification obligations apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

12. INSURANCE

- 12.1. **Insurance Required.** Consultant shall maintain insurance as described in this section and shall require all of its subcontractors, consultants, and other agents to do the same. Approval of the insurance by the City shall not relieve or decrease any liability of Consultant. Any requirement for insurance to be maintained after completion of the work shall survive this Agreement.
- 12.2. **Documentation of Insurance.** City will not execute this agreement until it has received a complete set of all required documentation of insurance coverage. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. Consultant shall file with City:
 - Certificate of Insurance, indicating companies acceptable to City, with a Best's Rating of no less than A:VII showing. The Certificate of Insurance must include the following reference: As-Needed Consulting Traffic Engineering Services.
 - Documentation of Best's rating acceptable to the City.
 - Original endorsements effecting coverage for all policies required by this Agreement.
 - City reserves the right to obtain a full certified copy of any Insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of the right to exercise later.

12.3. **Coverage Amounts.** Insurance coverage shall be at least in the following minimum amounts:

- Professional Liability Insurance: \$2,000,000 per occurrence,
\$4,000,000 aggregate

- General Liability:
 - General Aggregate: \$4,000,000
 - Products Comp/Op Aggregate \$4,000,000
 - Personal & Advertising Injury \$2,000,000
 - Each Occurrence \$2,000,000
 - Fire Damage (any one fire) \$ 100,000
 - Medical Expense (any 1 person) \$ 10,000

- Workers' Compensation:
 - Workers' Compensation Statutory Limits
 - EL Each Accident \$1,000,000
 - EL Disease - Policy Limit \$1,000,000
 - EL Disease - Each Employee \$1,000,000

- Automobile Liability
 - Any vehicle, combined single limit \$1,000,000

Any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements or limits shall be available to the additional insured. Furthermore, the requirements for coverage and limits shall be the greater of (1) the minimum coverage and limits specified in this Agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured

12.4. **General Liability Insurance.** Commercial General Liability Insurance shall be no less broad than ISO form CG 00 01. Coverage must be on a standard Occurrence form. Claims-Made, modified, limited or restricted Occurrence forms are not acceptable.

12.5. **Worker's Compensation Insurance.** Consultant is aware of the provisions of Section 3700 of the Labor Code which requires every employer to carry Workers' Compensation (or to undertake equivalent self-insurance), and Consultant will comply with such provisions before commencing the performance of the work of this Agreement. If such insurance is underwritten by any agency other than the State Compensation Fund, such agency shall be a company authorized to do business in the State of California.

12.6. **Automobile Liability Insurance.** Covered vehicles shall include owned if any, non-owned, and hired automobiles and, trucks.

- 12.7. **Professional Liability Insurance or Errors & Omissions Coverage.** The deductible or self-insured retention may not exceed \$50,000. If the insurance is on a Claims-Made basis, the retroactive date shall be no later than the commencement of the work. Coverage shall be continued for two years after the completion of the work by one of the following: (1) renewal of the existing policy; (2) an extended reporting period endorsement; or (3) replacement insurance with a retroactive date no later than the commencement of the work under this Agreement.
- 12.8. **Claims-Made Policies.** If any of the required policies provide coverage on a claims-made basis the Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work. Claims-Made Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.
- 12.9. **Additional Insured Endorsements.** The City, its City Council, Commissions, officers, and employees of South Pasadena must be endorsed as an additional insured for each policy required herein, other than Professional Errors and Omissions and Worker's Compensation, for liability arising out of ongoing and completed operations by or on behalf of the Consultant. Consultant's insurance policies shall be primary as respects any claims related to or as the result of the Consultant's work. Any insurance, pooled coverage or self-insurance maintained by the City, its elected or appointed officials, directors, officers, agents, employees, volunteers, or consultants shall be non-contributory. All endorsements shall be signed by a person authorized by the insurer to bind coverage on its behalf. General liability coverage can be provided using an endorsement to the Consultant's insurance at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37.
- 12.10. **Failure to Maintain Coverage.** In the event any policy is canceled prior to the completion of the project and the Consultant does not furnish a new certificate of insurance prior to cancellation, City has the right, but not the duty, to obtain the required insurance and deduct the premium(s) from any amounts due the Consultant under this Agreement. Failure of the Consultant to maintain the insurance required by this Agreement, or to comply with any of the requirements of this section, shall constitute a material breach of this Agreement.
- 12.11. **Notices.** Contractor shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. Consultant shall provide no less than 30 days' notice of any cancellation or material change to policies required by this Agreement. Consultant shall provide proof that cancelled or expired

policies of insurance have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages. The name and address for Additional Insured Endorsements, Certificates of Insurance and Notices of Cancellation is: City of South Pasadena, Attn: Public Works Department, 1414 Mission Street, South Pasadena, CA 91030.

- 12.12. **Consultant's Insurance Primary.** The insurance provided by Consultant, including all endorsements, shall be primary to any coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.
- 12.13. **Waiver of Subrogation.** Consultant hereby waives all rights of subrogation against the City. Consultant shall additionally waive such rights either by endorsement to each policy or provide proof of such waiver in the policy itself.
- 12.14. **Report of Claims to City.** Consultant shall report to the City, in addition to the Consultant's insurer, any and all insurance claims submitted to Consultant's insurer in connection with the services under this Agreement.
- 12.15. **Premium Payments and Deductibles.** Consultant must disclose all deductibles and self-insured retention amounts to the City. The City may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within retention amounts. Ultimately, City must approve all such amounts prior to execution of this Agreement.

City has no obligation to pay any premiums, assessments, or deductibles under any policy required in this Agreement. Consultant shall be responsible for all premiums and deductibles in all of Consultant's insurance policies. The amount of deductibles for insurance coverage required herein are subject to City's approval.

- 12.16. **Duty to Defend and Indemnify.** Consultant's duties to defend and indemnify City under this Agreement shall not be limited by the foregoing insurance requirements and shall survive the expiration of this Agreement.

13. MUTUAL COOPERATION

- 13.1. **City Cooperation in Performance.** City shall provide Consultant with all pertinent data, documents and other requested information as is reasonably available for the proper performance of Consultant's services under this Agreement.
- 13.2. **Consultant Cooperation in Defense of Claims.** If any claim or action is brought against City relating to Consultant's performance in connection with this Agreement,

Consultant shall render any reasonable assistance that City may require in the defense of that claim or action.

14. NOTICES

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, facsimile or overnight courier service during Consultant's and City's regular business hours; or (ii) on the third business day following deposit in the United States mail if delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to City:

Public Works Director
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030
Telephone: (626) 403-7240
Facsimile: (626) 403-7241

If to Consultant

James G. Ross
Public Works Group Leader
15140 Transistor Lane
Huntington Beach, CA 92649
Telephone: (714) 899-9039
Cell Phone: (714) 742-1551

With courtesy copy to:

Teresa L. Highsmith, Esq.
South Pasadena City Attorney
Colantuono, Highsmith & Whatley, PC
790 E. Colorado Blvd. Ste. 850
Pasadena, CA 91101
Telephone: (213) 542-5700
Facsimile: (213) 542-5710

15. SURVIVING COVENANTS

The parties agree that the covenants contained in paragraph 5.11 (Records), paragraph 10.4 (Indemnification of CalPERS Determination), Section 11 (Indemnity), paragraph 12.8 (Claims-Made Policies), paragraph 13.2 (Consultant Cooperation in Defense of Claims), and paragraph 18.1 (Confidentiality) of this Agreement shall survive the expiration or termination of this Agreement, subject to the provisions and limitations of this Agreement and all otherwise applicable statutes of limitations and repose.

16. TERMINATION

16.1. **City Termination.** City may terminate this Agreement for any reason on five calendar days' written notice to Consultant. Consultant agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City

data, documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.

- 16.2. **Consultant Termination.** Consultant may terminate this Agreement for a material breach of this Agreement upon 30 days' notice.
- 16.3. **Compensation Following Termination.** Upon termination, Consultant shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement. The City shall have the benefit of such work as may have been completed up to the time of such termination.
- 16.4. **Remedies.** City retains any and all available legal and equitable remedies for Consultant's breach of this Agreement.

17. INTERPRETATION OF AGREEMENT

- 17.1. **Governing Law.** This Agreement shall be governed and construed in accordance with the laws of the State of California.
- 17.2. **Integration of Exhibits.** All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Consultant with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed on by City and Consultant.
- 17.3. **Headings.** The headings and captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the language of the section or paragraph shall control and govern in the construction of this Agreement.
- 17.4. **Pronouns.** Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).
- 17.5. **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 shall be enforceable in its amended form. 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, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

- 17.6. **No Presumption Against Drafter.** Each party had an opportunity to consult with an attorney in reviewing and drafting this agreement. Any uncertainty or ambiguity shall not be construed for or against any party based on attribution of drafting to any party.

18. GENERAL PROVISIONS

- 18.1. **Confidentiality.** All data, documents, discussion, or other information developed or received by Consultant for performance of this Agreement are deemed confidential and Consultant shall not disclose it without prior written consent by City. City shall grant such consent if disclosure is legally required. All City data shall be returned to City upon the termination or expiration of this Agreement.
- 18.2. **Conflicts of Interest.** Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Consultant further agrees to file, or shall cause its employees or subcontractor to file, a Statement of Economic Interest with the City's Filing Officer if required under state law in the performance of the services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer, or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.
- 18.3. **Non-assignment.** Consultant shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Consultant.
- 18.4. **Binding on Successors.** This Agreement shall be binding on the successors and assigns of the parties.
- 18.5. **No Third-Party Beneficiaries.** Except as expressly stated herein, there is no intended third-party beneficiary of any right or obligation assumed by the parties.
- 18.6. **Time of the Essence.** Time is of the essence for each and every provision of this Agreement.
- 18.7. **Non-Discrimination.** Consultant shall not discriminate against any employee or applicant for employment because of race, sex (including pregnancy, childbirth, or related medical condition), creed, national origin, color, disability as defined by law,

disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical condition (cancer-related), marital status, ancestry, or sexual orientation. Employment actions to which this provision applies shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; or in terms, conditions or privileges of employment, and selection for training. Consultant agrees to post in conspicuous places, available to employees and applicants for employment, the provisions of this nondiscrimination clause.

- 18.8. **Waiver.** No provision, covenant, or condition of this Agreement shall be deemed to have been waived by City or Consultant unless in writing signed by one authorized to bind the party asserted to have consented to the waiver. The waiver by City or Consultant of any breach of any provision, covenant, or condition of this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other provision, covenant, or condition.
- 18.9. **Excused Failure to Perform.** Consultant shall not be liable for any failure to perform if Consultant presents acceptable evidence, in City's sole judgment, that such failure was due to causes beyond the control and without the fault or negligence of Consultant.
- 18.10. **Remedies Non-Exclusive.** Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance from the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any or all of such other rights, powers or remedies.
- 18.11. **Attorneys' Fees.** If legal action shall be necessary to enforce any term, covenant or condition contained in this Agreement, the prevailing party shall be entitled to an award of reasonable attorneys' fees and costs expended in the action.
- 18.12. **Venue.** The venue for any litigation shall be Los Angeles County, California and Consultant hereby consents to jurisdiction in Los Angeles County for purposes of resolving any dispute or enforcing any obligation arising under this Agreement.

TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

“City”
City of South Pasadena

“Consultant”
Interwest Consulting Group, Inc.

By: _____
Signature

By: _____
Signature

Printed: _____

Printed: _____

Title: _____

Title: _____

Date: _____

Date: _____

Attest:

By: _____
Evelyn G. Zneimer, City Clerk

Date: _____

Approved as to form:

By: _____
Teresa L. Highsmith, City Attorney

Date: _____

EXHIBIT A
SCOPE OF WORK

SCOPE OF WORK

Scope of Services:

The scope of services included but not limited to traffic studies, traffic counts, signal timing modifications, review of parking study, radar study, and the handling of various other technical issues related to traffic. The list of tasks is identified in the RFP, including but not limited to:

- Work in conjunction with the City Manager, Police Department, Public Works Department, Public Works Commission, and the public to address general questions related to traffic engineering.
- Evaluate issues pertaining to the California Vehicle Code, the California Streets and Highway Code, and the California Manual of Uniform Traffic Control Devices (MUTCD), and make recommendations.
- Perform traffic studies for stop sign warrants, traffic signal warrants, crosswalk installations and removals, flashing crosswalk installations, road closures, etc.
- Perform traffic signal timing and coordination/synchronization.
- Review and approve traffic signal plans submitted to the City.
- Review and approve traffic control plans submitted to the City.
- Analyze parking issues and recommend courses of action. Analyze preferential parking districts.
- Respond to traffic striping and marking questions raised by the public and/or City maintenance crews.
- Review proposed traffic calming measures and recommend an approach and a course of action.
- Prepare traffic control plans for City construction activities in the public right of way and for public events requiring lane closures.
- Attend City meetings and other public meetings as needed.
- Perform vehicle and pedestrian counts.
- Perform radar speed surveys.
- Investigate school zone signage installations.
- Investigate speed hump installation.
- Assist the City in preparation of grant applications for Safe Routes to School, Highway Safety Improvement Program, and Highways for Life grants.

Detail scope of services and listing of current hourly rates are referenced in the original proposal dated August 16, 2018 enclosed herewith as Exhibit "B".

EXHIBIT B
FEE SCHEDULE

Fee Schedule

Fee Proposal

Based on the information provided in the RFP, Interwest is prepared to provide up to 8 hours per month of traffic engineering consulting services to the City of South Pasadena for a total not to exceed fee of \$1,200.

For services in excess of 8 hours per month, Interwest will provide traffic engineering consulting services, as requested by the City, at the hourly rates shown below:

Staff	Classification	Hourly Rate
Andrew Yi, PE, TE, PTOE	Traffic Engineer	\$150
Ruth Smith, TE, PTP	Deputy Traffic Engineer	\$150

Pricing

The City has identified several traffic studies to be performed upon award of the contract. Please include pricing for the following traffic studies, including 24-hour vehicle counts and a one-hour speed survey at each location:

Traffic Study	Total Price
Stop warrant analysis on Oak Street at Milan Avenue	\$1,720
Stop warrant analysis on Meridian Avenue at Magnolia Street	\$1,570
Stop warrant analysis on Meridian Avenue at Hope Street	\$1,570
Stop warrant analysis on Ramona Avenue at Spruce Street	\$1,720
Stop warrant analysis on Diamond Avenue at Oak Street	\$1,720

The analysis for the traffic studies would include a field review (including sight distance assessment), data collection (traffic counts, speed survey and collision data), the analysis and full report. The analysis will be based on Multi-way stop control methodology per CA MUTCD only and the count data, speed survey and collision history will be collected by Interwest.



City Council Agenda Report

ITEM NO. 20

DATE: September 19, 2018

FROM: Stephanie DeWolfe, City Manager *SD*

PREPARED BY: Kahono Oei P.E., Interim Public Works Director *KO*
Rafael Casillas P.E., Deputy Public Works Director *RC*
Alex Chou, Associate Civil Engineer *ACE*

SUBJECT: **Contract Amendment for RKA Consulting Group in the Amount of \$43,950 for Additional Engineering Design Services for Alpha Avenue and Camino Del Sol Street Improvement Project for Not-to-Exceed Total Project Amount of \$115,710**

Recommendation Action

It is recommended that the City Council authorize the City Manager to sign a contract amendment in the amount of \$43,950 for additional engineering design services for the Alpha Avenue and Camino Del Sol Street Improvement Project for not-to-exceed total project amount of \$115,710.

Commission Review and Recommendation

This matter was not reviewed by a commission.

Discussion/Analysis

In December 2017, the City Council awarded a contract in the amount of \$71,760 to RKA Consulting Group for engineering design services for the Alpha Avenue (La Fremontia to Valley View Road) and Camino Del Sol (Saint Albans to Santa Teresa) Street Improvement Project. The proposed improvements include grind and overlay of damaged asphalt pavement, localized repairs of damaged asphalt, localized repairs of damaged sidewalk, driveways, curb and gutter, adjustment of manholes and utility covers, replacement of water line and replacement of water services, valves, and meter boxes.

Subsequent to awarding the design contract to RKA Consulting Group, the City of South Pasadena (City) received numerous requests from the neighboring residents from Alpha Avenue (Camino Lindo to La Fremontia) and Camino Del Sol (Santa Teresa to Via Del Rey) to have their streets repaved. Since the street segments of Alpha Avenue (Camino Lindo to La Fremontia) and Camino Del Sol (Santa Teresa to Via Del Rey) are scheduled for water repaved in Fiscal Year (FY) 2018-19, it is prudent to combine these projects into one single larger project for competitive bid pricing and reduce construction impacts to residents.

Contract Amendment with RKA Consulting Group for Additional Engineering Design Services for Alpha Avenue and Camino Del Sol Street Improvement Project

September 19, 2018

Page 2 of 3

In July 2018, the staff requested a revised proposal from RKA Consulting Group for additional scope of work including design of street improvements and water improvements required additional topographic survey, preparation of additional construction plans, and specification modifications. The proposal submitted by RKA Consulting Group is in line with similar engineering design services provided by other engineering firm for City agencies. The proposed fees are based on the original hourly rates and reasonable for the additional scope of work.

Alternatives Considered

This additional engineering design services for Alpha Avenue (Camino Lindo to La Fremontia) and Camino Del Sol (Santa Teresa to Via Del Rey) may be postponed to be designed in 2019 along with other street segments for more competitive proposals.

Next Steps

1. RKA Consulting Group will deliver completion of plans, specifications, and engineer estimate (PS&E) for advertisement in October 2018.
2. Staff will bring back construction contract to the City Council for award in December 2018.

Background

The street list is generated based on the Pavement Management Program (PMP) which was developed in 2015, taking into account staff recommendations, citizen requests and complaints conditions of city's infrastructure such as water and road surface, and Commissioner input. The Public Works Commission and subsequently the City Council approved the street improvements. The original project limits are on Alpha Avenue (Camino Lindo to La Fremontia), Camino Del Sol (Saint Albans to Santa Teresa). Additional project limits are the extension of Alpha Avenue (La Fremontia to Valley View Road), and extension of Camino Del Sol (Santa Teresa to Via Del Rey).

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

The original scope of service is funded from FY 2017-18 Budget and additional engineering design service is funded from FY 2018-19 Budget in which both funds are included as apart of Capital Improvement Projects (CIP) funds. There are sufficient funds budgeted in CIP Account No. 104-9000-9203 to fund additional engineering design services.

Environmental Analysis

This item is exempt from any California Environmental Quality Act (CEQA) analysis based on State CEQA Guidelines Section 21084 of the Public Resources Code, in accordance with Article 19, Section 15301, Class 1 "existing facilities."

Contract Amendment with RKA Consulting Group for Additional Engineering Design Services
for Alpha Avenue and Camino Del Sol Street Improvement Project
September 19, 2018
Page 3 of 3

Public Notification of Agenda Item

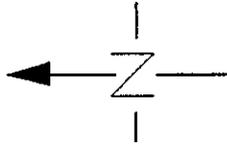
The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

Attachments:

1. Project Location Map
2. Contract Amendment

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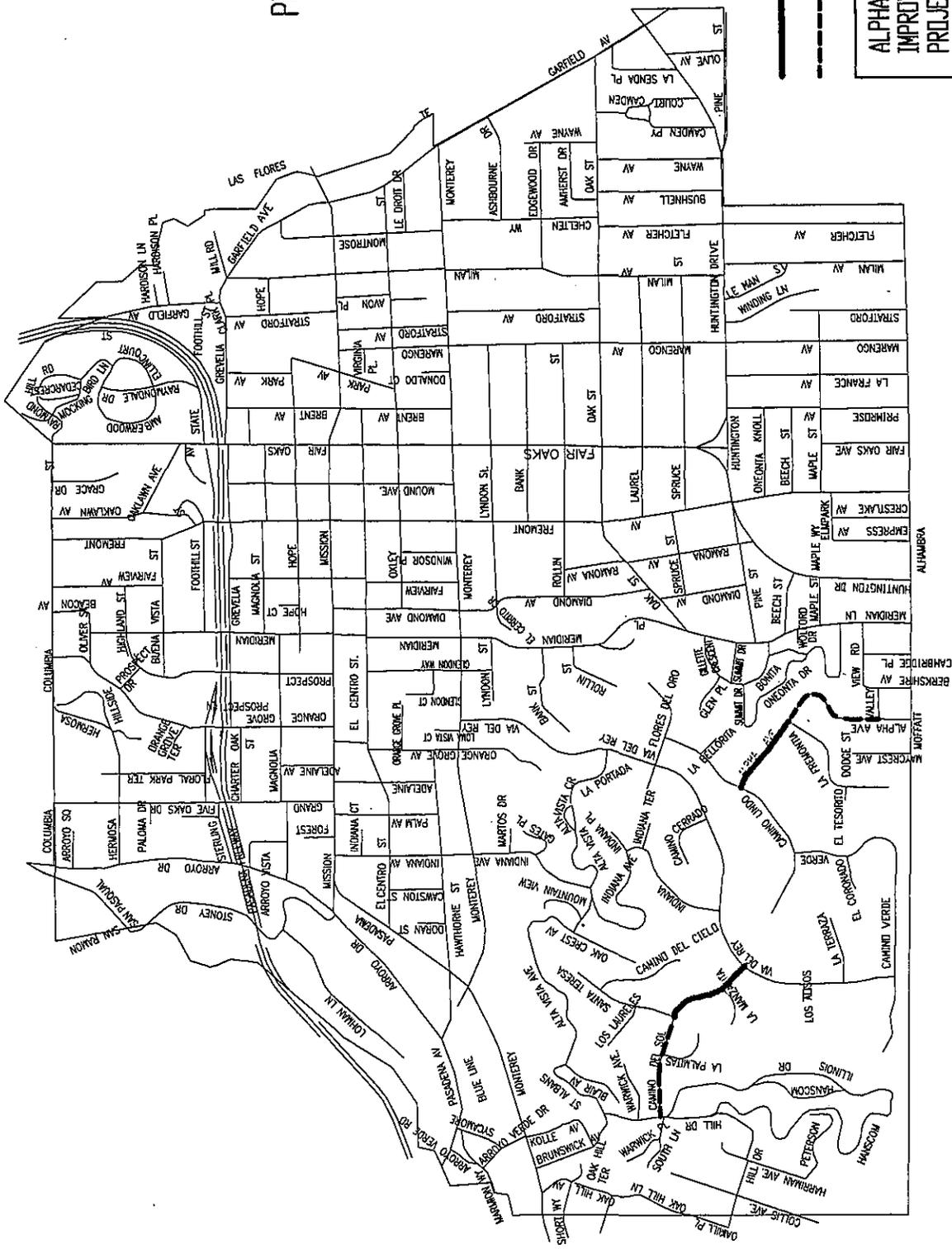
ATTACHMENT 1
Location Map



PROJECT LOCATION MAP

— AMENDED PROJECT LIMIT
- - - ORIGINAL PROJECT LIMIT

ALPHA AVENUE AND CAMINO DEL SOL
IMPROVEMENT PROJECT
PROJECT NO. 2018-01



ATTACHMENT 2
Contract Amendment

AMENDMENT TO
AGREEMENT FOR CONSULTANT SERVICES

THIS AMENDMENT ("Amendment") is made as of this 19th day of September, 2018 by and between the CITY OF SOUTH PASADENA ("City") and RKA Consulting Group ("Consultant").

RECITALS

WHEREAS, on December 20, 2017 the City and Consultant entered into an Agreement for Consultant Services ("Agreement") for Consultant to provide Professional Engineering Design Services for the Alpha Avenue and Comino Del Sol Street Improvement Project;

WHEREAS, the Agreement was for an initial amount of \$71,760;

WHEREAS, subsequent to the Consultant submitting a proposal to provide these to the City, the City increased the scope of improvements to include water improvements and street improvements on Alpha Avenue from Camino Lindo to La Fremontia and Camino Del Sol from Santa Teresa to Via Del Rey;

WHEREAS, the additional costs for said Professional Engineering Design Services shall be in an amount not to exceed \$43,950.

NOW THEREFORE, THE CITY AND THE CONSULTANT AGREE AS FOLLOWS:

1. PAYMENT FOR SERVICES. That Section 4 of the Agreement is hereby amended to read as follows:

City shall pay for the Professional Engineering Design Services performed by Consultant pursuant to the terms of this Agreement, the compensation set forth in the "Schedule of Compensation". The total fees for the services shall not exceed the authorized amount of **\$115,710** (which includes the compensation for the original scope of services in the amount of \$71,760, and the compensation for the additional scope of services in the amount of \$43,950), unless the CITY has given specific advance approval in writing.

2. SCOPE OF SERVICES. That scope of work of the Agreement is hereby amended to include Exhibit A as attached to this Amendment.

3. PROVISIONS OF AGREEMENT. All other terms, conditions, and provisions of the Agreement to the extent not modified by this Amendment, shall remain in full force and effect.

Dated: _____

“CITY”

By: _____
Stephanie DeWolfe, City Manager

ATTEST:

By: _____
Evelyn G. Zneimer, City Clerk

Dated: _____

“CONSULTANT”

By: _____

APPROVED AS TO FORM:

By: _____
Teresa L. Highsmith, City Attorney

EXHIBIT A
SCOPE OF WORK



SCOPE OF WORK

Scope of Services:

Task 1—Utility Coordination:

Coordinate with utility agencies to obtain as-builts, identify any future utility work that needs to be completed prior to paving, and inform the utility agencies of the moratorium after the streets have been repaved. RKA will coordinate and notify the utility agencies of any work that they will have to perform either prior to construction or during construction. It is assumed that no relocation of utilities is necessary and the only work to be done with regard to non-water utilities is the adjustment of manholes and valve cans. While this task has been completed under the original scope of the project, a second effort to obtain as-builts for the new limits and documentation of providing notice of the moratoriums areas to utility will be completed to ensure accurate information is included on the plans and utility upgrades and repairs are fully coordinated in advance of the proposed improvements.

Task 2—Geotechnical Investigation

Cores (potholes) have been completed under the previous scope of work. Due to the proximity of the cores and the new extension of project limits being relatively close, RKA is not proposing to complete any additional investigation relating to the pavement section or underlying soils.

Task 3—Topographic Survey

RKA will work in coordination with our sub consultant to produce a topographic survey each of the four streets. The survey will include cross section shots at 50' intervals, trees, meter boxes, sidewalk, drive approaches, utility covers and other pertaining details of the existing conditions to develop a basis for design.

Task 4—Field Investigation

In addition to the topographic survey, and at the conclusion of the preparation of design base files, RKA staff will conduct a field investigation to confirm the details of the base files and make note of any features that will aid or drive the project design. Generally items that will be identified will include:

- Paving limits, including street widths and lengths
- Areas of failure that will require localized reconstruction
- Segments of sidewalk and curb and gutter to be replaced, if necessary
- Substandard curb ramps and sidewalk in need of ADA upgrades
- Existing striping and markings, including blue fire hydrant reflectors
- Manholes, valves, and vaults that will need to be adjusted
- Traffic signal loops that will need to be replaced
- Special conditions resulting from tree damage

Task 5—Design Design Development

Following the field investigation and completion of the topographic survey, RKA will set out to bring the extended areas up to match the current level of completion on the previous project limits. Once the extension is matching the previous scope RKA will coordinate a meeting to discuss the findings and repair methods with the City in order to reduce the number of comments and changes on the 50% submittal. To stay on schedule, the majority of the design information will be shown on the 80% plans. Essentially, the 95% and 100% submittals will be utilized to clarify outstanding details and finalizing drafting, minor review comments are expected.

Detail scope of services and listing of current hourly rates are referenced in the original proposal dated August 16, 2018 enclosed herewith as Exhibit "B".

EXHIBIT B
FEE SCHEDULE

Fee Schedule

<p>Camino Del Sol and Alpha Avenue- Extension</p> <p>Engineering Design Services</p> <p>July 31, 2017</p>
--

20 - 14

	Project Manager \$130/hr	Project Engineer \$115/hr	Engineering Technician 75/hr	Clerical \$60/hr	Sub Consultant Fee	Total Fee
Task 1- Meetings (4)						\$0.00
Task 2 - Utility Research and Coordination	2	4	15	1		\$1,905.00
Task 3 - As-Built Research and Field Work		24				\$2,760.00
Task 4 - Project Kickoff Meeting						\$0.00
Task 5 - Project Design						\$0.00
	50%	4	80			\$9,720.00
	80%	4	120			\$14,320.00
	95%	4	40			\$5,120.00
	100%	8	10			\$2,190.00
Task 6 - Technical Specs						\$0.00
Task 7- Engineer's Estimate		5				\$575.00
Task 8- Public Outreach Meetings						\$0.00
Task 9 - Construction Support						\$0.00
Task 10 - Soils Investigation (Pavement Cores)						\$0.00
Task 11- Topo Survey					\$ 7,360.00	\$ 7,360.00
Subtotal Hours	22	283	15	1		
Base Fee	\$ 2,860	\$ 32,545	\$ 1,125	\$ 60	\$ 7,360	\$ 43,950



City Council Agenda Report

ITEM NO. 21

DATE: September 19, 2018

FROM: Stephanie DeWolfe, City Manager *SD*

PREPARED BY: Kahono Oei P.E., Interim Public Works Director *KO*
Rafael Casillas P.E., Deputy Public Works Director
Alex Chou, Associate Civil Engineer *ACE*

SUBJECT: **Acceptance of Project Completion and Authorization to File a Notice of Completion for the Grevelia Street Improvement Project and Authorization to Release Retention Payment to E.C. Construction Company in the Amount of \$18,500**

Recommendation Action

It is recommended that the City Council:

1. Accept the Grevelia Street Improvement Project (Project) as complete;
2. Authorize the recordation of the Notice of Completion (NOC) with the Los Angeles County Registrar-Recorder County Clerk; and
3. Authorize release of retention payment to E.C. Construction Company (Contractor), in the amount of \$18,500.
4. Authorize the appropriation of the remaining balance amount of \$46,884 to the phase three of the Monterey Road Street Improvement Project in the Account Number 500-900-9300.

Commission Review and Recommendation

This matter was not reviewed a Commission.

Discussion/Analysis

The original contract amount is \$415,884 and the final construction cost amount of \$369,000 led to a total cost savings in the amount of \$46,884. The reduction in the final contract amount was primarily due to quantity adjustments of leveling course asphalt, final overlay asphalt, and reduced concrete work. Cost saving for this Project will be transferred to the phase three of the Monterey Road improvements. This Project was inspected and managed by RKA Consulting Group.

Background

In September, 2017, the City Council awarded a construction contract to E.C. Construction Company for the Project. The scope of work consists of cold milling of existing pavement, reconstruction of localized asphalt pavement failures, asphalt overlay, removal and

reconstruction of damaged Portland Concrete Cement (PCC) pavement, removal and replacement of sidewalk, curb ramps, driveway approaches, curb and gutter, traffic loop replacement, upgrade pedestrian push button, thermoplastic striping and pavement markings, utility adjustments and installation of new water meters, services, valves, fire hydrants and its appurtenances.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

This Project was funded from the Fiscal Year (FY) 2017-18 Budget in the Street Improvement Program Account Number 104-9000-9203. Additionally, a portion of water improvements were funded from Water Department Account No. 500-9000-9300.

Environmental Analysis

This item is exempt from any California Environmental Quality Act (CEQA) analysis based on State CEQA Guidelines Section 21084 of the Public Resources Code, in accordance with Article 19, Section 15301, Class 1 "existing facilities."

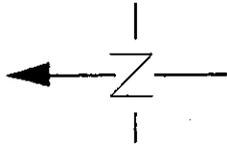
Public Notification of Agenda Item

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*.

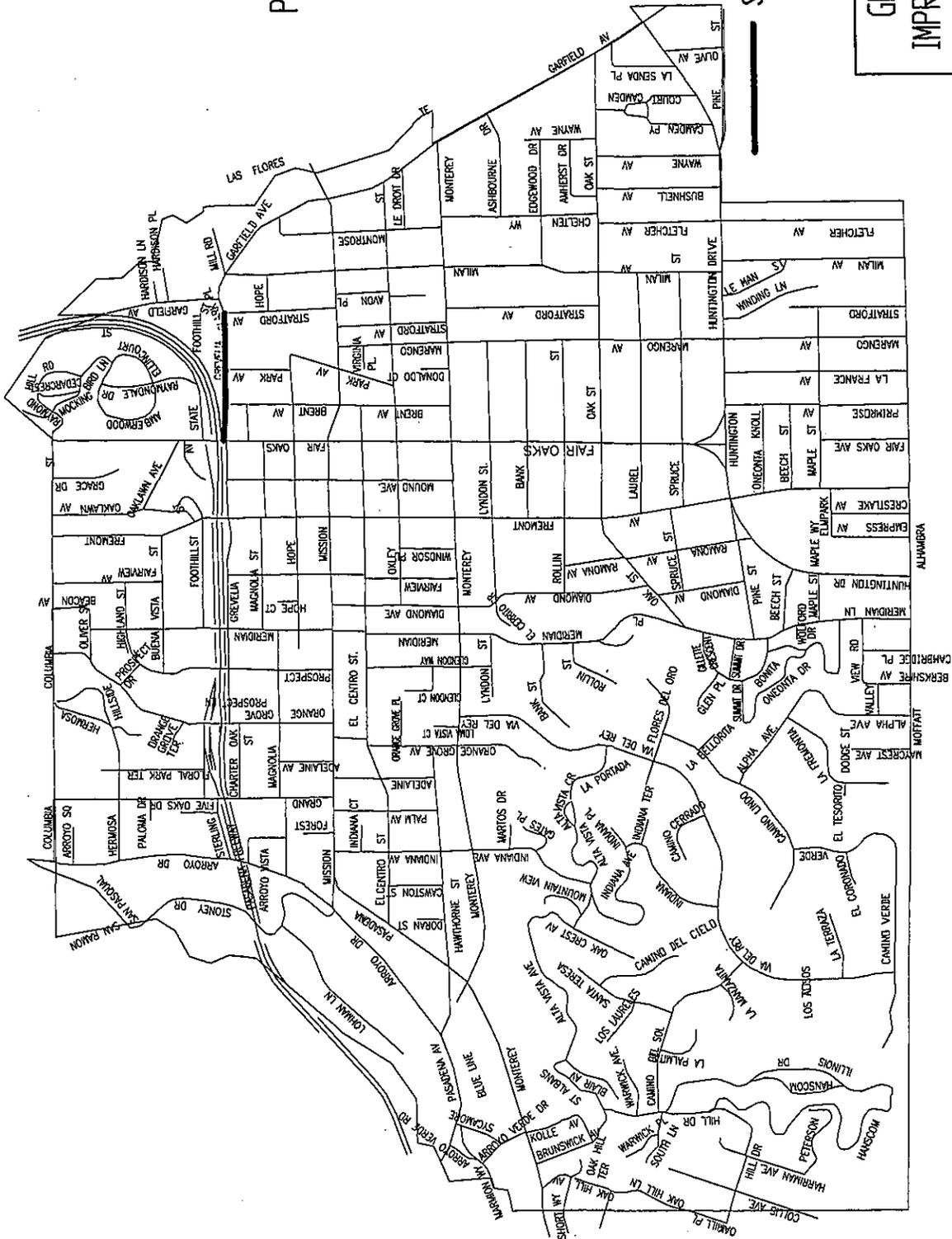
Attachments:

1. Project Location Map
2. Notice of Completion

ATTACHMENT 1
Location Map



PROJECT LOCATION MAP



STREET IMPROVEMENT PROJECT

GREVELIA STREET
IMPROVEMENT PROJECT

ATTACHMENT 2
Notice of Completion

RECORDING REQUESTED BY:

City of South Pasadena

AND WHEN RECORDED MAILTO:

City of South Pasadena - PW

1414 Mission Street

South Pasadena, CA 91030

SPACE ABOVE THIS LINE IS FOR RECORDER'S USE

A.P.N.:

Order No.:

Escrow No.:

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

- 1. The undersigned is OWNER or agent of the OWNER of the interest or estate stated below in the property hereinafter described.
- 2. The FULL NAME of the OWNER is City of South Pasadena
- 3. The FULL ADDRESS of the OWNER is 1414 Mission Street, South Pasadena, CA 91030
- 4. The NATURE OF THE INTEREST or ESTATE of the undersigned is: _____ in fee.
- 5. The FULL NAMES and FULL ADDRESSES of ALL PERSONS, if any, WHO HOLD SUCH INTEREST or ESTATE with the undersigned as JOINT TENANTS or as TENANTS IN COMMON are:

NAMES

ADDRESSES

_____	_____
_____	_____
_____	_____

- 6. The full names and full addresses of the predecessors in interest of the undersigned if the property was transferred subsequent to the commencement of the work of improvement herein referred to:

NAMES

ADDRESSES

_____	_____
_____	_____
_____	_____

- 7. A work of improvement on the property hereinafter described was COMPLETED September 19, 2018

- 8. The work of improvement completed is described as follows:

Grevelia Street Improvement Project

- 9. The NAME OF THE ORIGINAL CONTRACTOR, if any, for such work of improvement is:

E.C. Construction Company

- 10. The street address of said property is: Grevelia Street from Fair Oaks Avenue to Stratford Avenue

11. The property on which said work of improvement was completed is in the City of South Pasadena, County of Los Angeles, State of California, and is described as follows:

Date: September 19, 2018

(Signature of Owner or agent of owner)
Alex Chou, City of South Pasadena

Verification for INDIVIDUAL owner _____:
I, the undersigned, declare under penalty of perjury under the laws of the State of California that I am the owner of the aforesaid interest or estate in the property described in the above notice; that I have read said notice, that I know and understand the contents thereof, and that the facts stated therein are true and correct.

Date and Place (Signature of owner named in paragraph 2)

Verification for NON-INDIVIDUAL owner: I, the undersigned, declare under penalty of perjury under the laws of the State of California that I am the agent ("PRESIDENT, PARTNER, MANAGER, AGENT, ETC.") of the aforesaid interest or estate in the property described in the above notice; that I have read the said notice, that I know and understand the contents thereof, and that the facts stated therein are true and correct.

September 19, 2018 South Pasadena
Date and Place

(Signature of person signing on behalf of owner)
Alex Chou, City of South Pasadena

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City Council Agenda Report

ITEM NO. 22

DATE: September 19, 2018

FROM: Stephanie DeWolfe, City Manager *SD*

PREPARED BY: Kahono Oei P.E., Interim Public Works Director *KO*
Rafael Casillas P.E., Deputy Public Works Director *RC*
Alex Chou, Associate Civil Engineer *AC*

SUBJECT: **Acceptance of Project Completion and Authorization to File a Notice of Completion for the Monterey Road Improvement Project and Authorization to Release Retention Payment to Toro Enterprises, Inc., in the Amount of \$38,000**

Recommendation Action

It is recommended that the City Council:

1. Accept the Monterey Road Improvement Project (Project) as complete;
2. Authorize the recordation of the Notice of Completion (NOC) with the Los Angeles County Registrar-Recorder County Clerk; and
3. Authorize release of retention payment to Toro Enterprises, Inc., (Contractor), in the amount of \$38,000.

Commission Review and Recommendation

This matter was not reviewed a Commission.

Discussion/Analysis

The original contract amount of \$796,641 and the final construction cost amount of \$759,083 led to a total cost savings in the amount of \$37,558. The reduction in the final contract amount was primarily due to quantity adjustments of leveling course asphalt, final overlay asphalt, reduced concrete work and elimination of unnecessary water upgrades. Cost saving for this Project will be transferred to the next phase of the Monterey Road improvements. This Project was inspected and managed by KOA Corporation.

Background

In January, 2018, the City Council awarded a construction contract to Toro Enterprises, Inc., for the Project. The scope of work consists of cold milling of existing pavement, reconstruction of localized asphalt pavement failures, asphalt rubber hot mix (ARHM) overlay, removal and reconstruction of damaged Portland Concrete Cement (PCC) pavement, removal and replacement of sidewalk, curb ramps, driveway approaches, curb and gutter, traffic loop replacement, upgrade pedestrian push button, thermoplastic striping and pavement markings,

utility adjustments and installation of new water meters, services, valves, fire hydrants and its appurtenances.

The Monterey Road Street Improvement Project from Pasadena Avenue to Fair Oaks Avenue is segmented into three phases. The first phase from Fair Oaks Avenue to Meridian Avenue was completed in 2016. The second phase from Meridian Avenue to Via Del Rey was budgeted and adopted in Fiscal Year (FY) 2016-17. The third phase from Via Del Rey to 500 feet east of Pasadena Avenue was budgeted and adopted in FY 2017-18. In addition, the Project incorporates the use of recycled tires and is eligible for a California Department of Resources Recycling and Recovery (CalRecycle) grant funding up to one hundred fifty thousand dollars (\$150,000). Once the third phase is completed, staff will request reimbursements from CalRecycle.

Next Steps

1. File for the NOC with the Los Angeles County Registrar-Recorder County Clerk.
2. Notify Granting Agencies of Project Completion.
3. Prepare advertisement of the Monterey Road Improvement Project (Phase 3).
4. The Monterey Road Improvement Project is anticipated to be awarding in November 2018.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

This Project was funded from the FY 2017-18 Budget in the Street Improvement Program Account Number 104-9000-9203. Additionally, a portion of street improvements and various concrete repairs were funded from Measure R Account Number 233-9000-9354 and water improvements were funded from Water Department Account No. 500-9000-9300.

Environmental Analysis

This item is exempt from any California Environmental Quality Act (CEQA) analysis based on State CEQA Guidelines Section 21084 of the Public Resources Code, in accordance with Article 19, Section 15301, Class 1 "existing facilities."

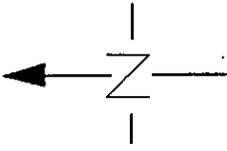
Public Notification of Agenda Item

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. Project Location Map
2. Notice of Completion

ATTACHMENT 1
Location Map

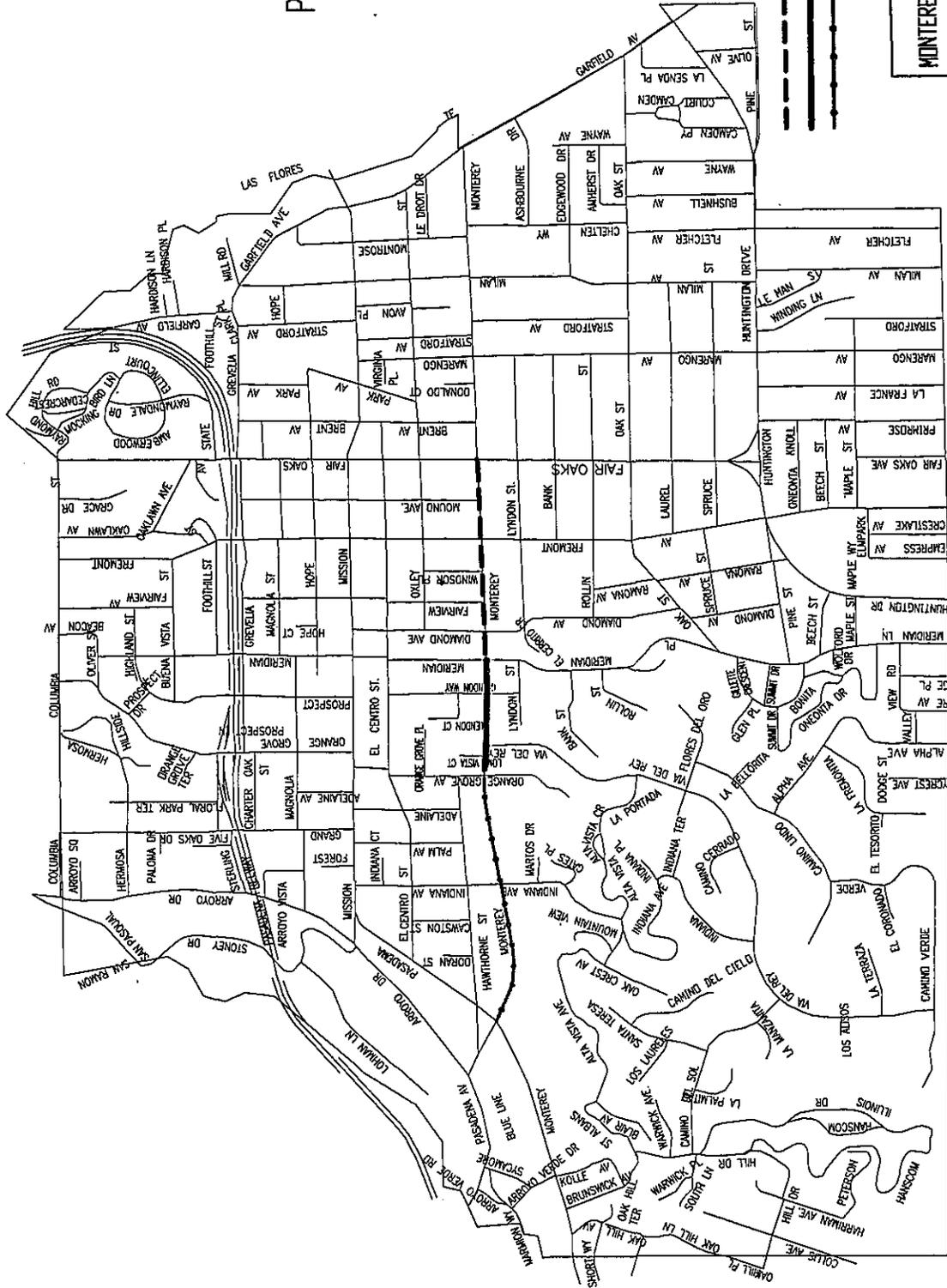


PROJECT LOCATION MAP

- PHASE #1 - COMPLETED 2016
- PHASE #2 - CURRENT PROJECT
- PHASE #3 - FINAL PHASE



MONTEREY ROAD STREET IMPROVEMENT PROJECT
PROJECT NO. 2017-03



ATTACHMENT 2
Notice of Completion

RECORDING REQUESTED BY:

City of South Pasadena

AND WHEN RECORDED MAIL TO:

City of South Pasadena - PW

1414 Mission Street

South Pasadena, CA 91030

SPACE ABOVE THIS LINE IS FOR RECORDER'S USE

A.P.N.:

Order No.:

Escrow No.:

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

- 1. The undersigned is OWNER or agent of the OWNER of the interest or estate stated below in the property hereinafter described.
- 2. The FULL NAME of the OWNER is City of South Pasadena
- 3. The FULL ADDRESS of the OWNER is 1414 Mission Street, South Pasadena, CA 91030
- 4. The NATURE OF THE INTEREST or ESTATE of the undersigned is: _____ in fee.

- 5. The FULL NAMES and FULL ADDRESSES of ALL PERSONS, if any, WHO HOLD SUCH INTEREST or ESTATE with the undersigned as JOINT TENANTS or as TENANTS IN COMMON are:

NAMES

ADDRESSES

_____	_____
_____	_____
_____	_____

- 6. The full names and full addresses of the predecessors in interest of the undersigned if the property was transferred subsequent to the commencement of the work of improvement herein referred to:

NAMES

ADDRESSES

_____	_____
_____	_____
_____	_____

- 7. A work of improvement on the property hereinafter described was COMPLETED September 19, 2018
- 8. The work of improvement completed is described as follows:

Monterey Road Street Improvement Project Phase II

- 9. The NAME OF THE ORIGINAL CONTRACTOR, if any, for such work of improvement is:
Toro Enterprises, Inc.
- 10. The street address of said property is Monterey Road from Meridian Avenue to Orange Grove Avenue

11. The property on which said work of improvement was completed is in the City of South Pasadena, County of Los Angeles, State of California, and is described as follows:

Date: September 19, 2018

(Signature of Owner or agent of owner)
Alex Chou, City of South Pasadena

Verification for INDIVIDUAL owner _____:
I, the undersigned, declare under penalty of perjury under the laws of the State of California that I am the owner of the aforesaid interest or estate in the property described in the above notice; that I have read said notice, that I know and understand the contents thereof, and that the facts stated therein are true and correct.

Date and Place

(Signature of owner named in paragraph 2)

Verification for NON-INDIVIDUAL owner: I, the undersigned, declare under penalty of perjury under the laws of the State of California that I am the agent ("PRESIDENT, PARTNER, MANAGER, AGENT, ETC.") of the aforesaid interest or estate in the property described in the above notice; that I have read the said notice, that I know and understand the contents thereof, and that the facts stated therein are true and correct.

September 19, 2018 South Pasadena

Date and Place

(Signature of person signing on behalf of owner)
Alex Chou, City of South Pasadena

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City Council Agenda Report

ITEM NO. 23

DATE: September 19, 2018

FROM: Stephanie DeWolfe, City Manager *J.*

SUBJECT: **Review of Fiscal Impact Report Relating to the Utility Users Tax Repeal Initiative Measure, Pursuant to Elections Code Section 9212, and Approval of a Draft Implementation Plan**

Recommended Action

It is recommended that City Council review the fiscal impact analysis, pursuant to Elections Code Section 9212, and approve in concept the draft implementation plan in response to the potential loss of the Utility Users Tax (UUT) revenue

Commission Review and Recommendation

This matter was not reviewed by a commission. With Council's direction, staff will present the draft plan to the Finance Commission and the Financial Sustainability Task Force for further review and/or comment following Council recommendation.

Executive Summary

An initiative to repeal the Utility Users Tax (UUT) has qualified for the November 6, 2018 General Municipal Election ballot. The UUT is the second largest revenue source for the City, and generates \$3.4 million dollars in City revenues each year. Elimination of this revenue source will require a commensurate reduction in expenditures in the City budget, which will result in significant reductions in services to the community.

On July 18, 2019 staff presented a draft Fiscal Impact Report to Council for concept approval. The report (Attachment 1) included a recommended UUT budget reduction scenario that included reductions in staffing in the Police, Fire, Library, Community Services, and Management Services Departments, as well as more than \$1 million in cuts to funds for streets and infrastructure improvements.

City Council directed staff to return at a September Council meeting with a third scenario that amended the recommended scenario to include:

- Reinstatement of library hours to six days per week instead of five;
- Reinstatement of reductions to the street tree planting and maintenance budget;
- New reductions to staff in the Public Works Department to offset the reinstatements.

In response to these criteria, staff is presenting Scenario 3 which includes the above reinstatements, balanced by new cuts to staff in the Public Works Department. However, sufficient personnel cuts could not be made in the Public Works Department alone, without

impacting the safety of City streets. As a result, additional personnel cuts had to be made in the Police Department in order to balance the reinstatements.

Community Outreach

This report provides critical information to the community regarding the direct impacts of the loss of UUT revenue. With Council's direction, the approved draft implementation plan will be presented at additional public meetings including the Finance Commission and other community group meetings.

Background

The UUT is a local tax on utility services, voted on and renewed by residents multiple times since its inception in 1983. It is the second largest revenue source for the City, after property taxes, and generates \$3.4 million dollars in City revenues each year, paying for integral community services.

The City of South Pasadena is one fewer than 25% of California cities that provide a full range of municipal services within their boundaries, including police, fire, library, streets, and parks and recreation. UUT revenue helps the City pay for local services rather than rely on other agencies, such as the County, to provide these services.

Although South Pasadena is a full-service City, and provides an extremely high quality of life, the organization has a relatively small staff and conservative budget. There is very little room for budget reductions without significant impacts to the provision of core City services.

To guide the consideration of budget reductions, a focused methodology was developed to determine where cuts could be made if the Measure passes. Every effort was made to align the budget reductions with the priorities identified in the community survey conducted in April, 2018. Those results indicated that public safety and street maintenance were the highest priorities and that library and community services should be cut first. Further, every effort was made to preserve core city services that provide critical daily support to residents. Finally, the cuts are sustainable, rather than one time monies, and can be implemented in the time table that would be required if the Measure passes.

Discussion/Analysis

In July, City Council directed staff to draft a third budget reduction scenario that amended the recommended scenario to include partial reinstatement of library hours and reinstatement of reductions to the tree planting budget, balanced by new reductions to staff in the Public Works Department.

However, staff cuts could not be made to the Public Works Department in a sufficient amount to offset the reinstatements without creating further impacts to street and infrastructure improvements, or jeopardizing local return and grant funds. In the recommended scenario, capital projects have already been cut by \$1.2 million and cannot be further reduced without

impacting the safety of City streets. The General Fund allocation for streets remaining in the budget is necessary for basic street maintenance. Further, there is a balance of local return and grant funds that must be used for street improvements in a timely manner. The City must maintain staffing to manage these funds, and the associated projects, in a timely manner or risk losing the funds. Cuts to Public Works staff must be carefully balanced with the potential loss of funds and basic safety of streets. Therefore, limited reductions were made and the balance of the necessary cuts was taken from Police Department personnel.

Library Reinstatement: Cost \$35,000

The recommended scenario included a reduction in Library hours from 57 per week to 37 per week, resulting in a reduction in Library services from seven days per week to five days per week. Reinstatement of one day per week could be accomplished with the addition of part-time staff at a total of \$35,000. Other Library reductions that remain in the recommended scenario include elimination of special programs at the library, such as children's events and new technologies; elimination of cultural events at the library such as lectures and musical performances; and the elimination of two full-time positions and numerous part-time positions.

Tree Planting Reinstatement: Cost \$165,000

The Landscape, Lighting and Maintenance District (LLMD) budget includes funds for tree planting and landscaping in the amount of \$165,000, all of which was cut in the recommended scenario. The revised scenario reinstates the full amount as directed by Council.

Public Works Staffing Reductions: Savings \$85,000

In order to offset the costs to fund trees and increase library hours, the Public Works Department General Fund budget would need to be reduced by an additional \$200,000. Excluding the reductions in the LLMD Fund for trees, the Public Works Department budget has already been reduced by \$1.2 million in General Fund dollars for street improvements.

The total Public Works Department budget is ten million dollars including streets, water, sewer, parks maintenance, engineering and administration. However, the general fund portion of the budget is only two million or 20%. The majority of Public Works is funded using restricted funds such as sewer and water funds, as well as local return funds and grants.

The Public Works Department has a total of 32 Full Time Employees (FTE), totaling \$3,000,000, but only 26% of employee salaries is paid for using general fund dollars (\$800,000.) Twelve positions are partially funded by the General Fund, ranging between 15% and 90%, and one position is fully funded by the General Fund. The total is the equivalent of 7.7 FTE in the General Fund.

Eliminating staff positions that are only partially funded with General Fund dollars creates several problems: 1) it requires the elimination of multiple positions to achieve the desired level of savings because the amounts are small for each position, and therefore creates tremendous impacts on the ability of the department to complete projects; 2) it creates challenges for the use of local return and grant funds which pay for the remainder of the position and must be expended

per funding guidelines; or, 3) partial position reductions (only the GF portion) would create varying levels of part-time positions that are undesirable to the workforce and unsustainable.

Therefore, staff is proposing to eliminate the Deputy Director position which is 90% General Fund and would provide a total savings of approximately \$165,000 (fully burdened). However, this cut also creates significant impacts. The department is already minimally staffed; the Deputy Director functions as a senior project manager and is responsible for the oversight and completion of major construction projects. The loss of this position would significantly impair the ability of the department to complete critical projects and expend local return and grants funds as required:

- There is a backlog of street projects in the Pavement Management System; eliminating this position would significantly reduce the amount of projects that could be completed. Street work was identified by the community as one of the highest priorities and has already been reduced by 70% in the recommended scenario;
- Local return fund monies (such as Measure R, Measure M, SB1, Prop A and Prop C) and grant dollars must be spent within a designated time frame. Due to limited staffing, there is already a backlog of projects under these funding categories. Without the Deputy Director position, many of these projects would not be completed within required timelines and the City would not qualify for reimbursement or have to return the dollars. This, in turn, could jeopardize the City's position to receive grant and local return funds in the future.

To offset the unacceptable risks and potential loss of funding, the Deputy Director position would need to be partially backfilled with a consultant. Staff is recommending a cost of \$80,000 annually. It should be noted that consultants are considerably more expensive than City staff and, although this amount is roughly half the cost of the FTE, this dollar amount will not purchase a half time consultant. It provides a minimal amount of staffing to maintain only the most critical projects.

This results in a total cost savings of only \$85,000 from staffing reduction in Public Works, leaving a gap of \$115,000 that must be identified through reductions in other departments.

Police Department Staffing Reductions: Savings \$115,000

A police officer position would be eliminated at a cost of \$115,000, reducing the total number of officers to 20. This reduction would be in addition to the reductions already included in the recommended scenario including elimination of the School Resource Officer position, who is dedicated to work with the schools, and the crossing guard contract for school sites. Further reductions include elimination of a Captain position, which provides support to the detective bureau and dispatch, and elimination of the FAST contract, a regional air support program. All crime prevention programs, such as the women's self-defense courses, would also be eliminated as would the cadet program. The Department's ability to provide safety and security at

community events, such as the Festival of Balloons, would be severely curtailed. Three full-time employees as well as six cadets would be cut.

Additional cuts to the Police Department are the only feasible source of finding the remaining savings. In the recommended scenario the other departments have already reached maximum staff reductions:

- Community Services - General Fund staff have already been eliminated;
- Library - This scenario was specifically prepared to return staffing to the Library;
- Fire Department - Personnel has already been cut from four personnel per engine to three; no further cuts can be made without additional significant public safety impacts;
- Planning and Building - Must accept applications for development and construction and must process them within specified timelines under State law; with already limited staff, these deadlines cannot be met with reduced staffing.
- Finance – Cannot meet governmental accounting and reporting standards with staffing reductions.

The general fund currently funds 120 full time employees (FTE) and would be reduced to 104 employees, a reduction of 13% in staffing. A summary of the revised recommended scenario is below:

Scenario 3

Department	General Fund Budget	Proposed Reductions	Revenue Loss	Revised Budget
Community Services	\$ 1,427,027	\$ 1,343,622	\$ (688,000.00)	\$ 83,405
Public Works	\$ 3,549,141	\$ 955,000	*	\$ 2,594,141
Library	\$ 1,754,789	\$ 440,667	\$ -	\$ 1,314,122
Fire	\$ 5,278,250	\$ 555,000	\$ -	\$ 4,723,250
Police	\$ 8,815,924	\$ 781,000	\$ -	\$ 8,034,924
Management Services	\$ 2,811,211	\$ 75,000	\$ -	\$ 2,736,211
Finance	\$ 834,879	\$ -	\$ -	\$ 834,879
Planning & Building	\$ 1,225,953	\$ -	\$ -	\$ 1,225,953
Total:	\$ 25,697,174	\$ 4,150,289	\$ (688,000.00)	\$ 21,546,885
		\$ 3,462,289		

* additional loss of local return funds (non-GF)

Baseline Recommended Scenario

The recommended scenario presented to Council in July is summarized below; the full staff report with more detail is attached for more information.

The recommended scenario was prepared in alignment with the priorities outlined by the residents in response to the community survey conducted in April and makes every attempt to preserve critical core services. Some of the services that will be impacted include:

- Elimination of the police officer assigned to the schools
- Elimination of the school crossing guard program
- Reduction of Fire personnel from four to three per engine
- A 60% cut to funding for street improvement and maintenance
- An 18% reduction in hours at the library
- Elimination of after school and summer camp programs for children
- Elimination of community events such as concerts in the park
- Elimination of many seniors programs

In alignment with community priorities, the Community Services and Library departments took notable reductions in services and personnel totaling more than \$1 million, after recognizing lost revenue. These reductions are balanced by a cut of \$1 million in street improvement programs, and more than \$1 million in reductions in police and fire personnel. With additional cuts to the Management Services Department, total reductions achieve the \$3.4 million target. The general fund currently funds 120 full time employees (FTE) and would be reduced to 105 employees, a reduction of 12.5% in staffing. Impacts of these service cuts are detailed below.

Recommended Scenario

Department	General Fund Budget	Proposed Reductions	Revenue Loss	Revised Budget
Community Services	\$ 1,427,027	\$ 1,343,622	\$ (688,000.00)	\$ 83,405
Public Works	\$ 3,549,141	\$ 1,035,000	*	\$ 2,514,141
Library	\$ 1,754,789	\$ 475,667	\$ -	\$ 1,279,122
Fire	\$ 5,278,250	\$ 555,000	\$ -	\$ 4,723,250
Police	\$ 8,815,924	\$ 666,000	\$ -	\$ 8,149,924
Management Services	\$ 2,811,211	\$ 75,000	\$ -	\$ 2,736,211
Finance	\$ 834,879	\$ -	\$ -	\$ 834,879
Planning & Building	\$ 1,225,953	\$ -	\$ -	\$ 1,225,953
Total:	\$ 25,697,174	\$ 4,150,289	\$ (688,000.00)	\$ 21,546,885
	Total After Revenue Loss	\$ 3,462,289	* additional loss of local return funds (non-GF)	

Next Steps

If the Measure is passed by voters, staff would return for final approval of the implementation plan and discuss details such as termination notices for programs that would no longer be funded and disposition of City facilities that would no longer be in use.

Legal Review

The City Attorney has reviewed this item for compliance with Elections Code Section 9212.

Fiscal Impact

Costs for the November 6, 2018 General Municipal Election have been accounted for in the FY 2018-19 Budget. If approved by the voters, the Measure would reduce annual City General Fund revenues by approximately \$3.4 million. To offset the loss, the City would have to reduce services and programs by \$3.4 million as described in the draft implementation plan detailed above.

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:

Fiscal Impact Report from the July 18, 2018 City Council meeting

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ATTACHMENT
Fiscal Impact Report from the July 18, 2018
City Council Meeting



City Council Agenda Report

ITEM NO. 17

DATE: July 18, 2018

FROM: Stephanie DeWolfe, City Manager

SUBJECT: **Review of Fiscal Impact Report Relating to the Utility Users Tax Repeal Initiative Measure, Pursuant to Elections Code Section 9212, and Approval of a Draft Implementation Plan**

Recommendation Action

It is recommended that City Council review the fiscal impact analysis, pursuant to Elections Code Section 9212, and approve in concept the draft implementation plan in response to the potential loss of the Utility Users Tax (UUT) revenue

Commission Review and Recommendation

This matter was not reviewed by a commission. With Council's direction, staff will present the draft plan to the Finance Commission and the Financial Sustainability Task Force for further review and/or comment.

Executive Summary

An initiative to repeal the Utility Users Tax has qualified for the November 6, 2018 General Municipal Election ballot. The UUT is a local tax on utility services, voted on and renewed by residents multiple times since its inception in 1983. It is the second largest revenue source for the City, after property taxes, and generates \$3.4 million dollars in City revenues each year, paying for integral community services.

The City of South Pasadena is one fewer than 25% of California cities that provide a full range of municipal services within their boundaries, including police, fire, library, streets, and parks and recreation. UUT revenue helps the City pay for local services rather than rely on other agencies to provide these services.

In accordance with California Elections Code Section 9212, the City Council can review the fiscal impact of the Measure. This report provides budget summary information and a draft implementation plan to cut \$3.4 million from the City budget should the Measure pass.

The draft plan was prepared in alignment with the priorities outlined by the residents in response to the community survey conducted in April and makes every attempt to preserve critical core services. However, a cut of \$3.4 million requires reductions in service and elimination of positions in the Community Services, Library, Management Services, Public Works, Police and Fire departments. Some of the services that will be impacted include:

- Elimination of the police officer assigned to the schools
- Elimination of the school crossing guard program
- Reduction of Fire personnel from four to three per engine
- A 70% cut to funding for street improvement and maintenance
- A 35% reduction in hours at the library
- Elimination of special programs at the library, such as children's events, and new technologies
- Elimination of cultural events at the library such as lectures and musical performances
- Elimination of after school and summer camp programs for children
- Elimination of community events such as concerts in the park
- Elimination of many seniors programs

Community Outreach

This report provides critical information to the community regarding the direct impacts of the loss of UUT revenue. With Council's direction, the approved draft implementation plan will be presented at additional public meetings including the Finance Commission and other community group meetings.

Discussion/Analysis

Revenue

The City relies on utility user taxes to help pay for essential public services throughout the community. The UUT accounts for \$3.4 million in revenues, which constitutes approximately 12% of the General Fund budget. It is the City's second largest revenue source, behind property tax which generate \$13.6 million, or 49%, of the General Fund. Property tax revenue generally increases by a small percentage each year, however those increases are not sufficient to offset a loss of \$3.4 million. Sales tax is the third largest source of revenue at 11% and has remained flat in recent years.

UUT is the only tax revenue that is entirely at the control of the City, with 100% of the tax revenue retained by the City. Property taxes, in comparison, are controlled by the County and only 24% of what is collected from South Pasadena is received by the City. UUT tax revenue can also be used to support all government programs, it is not restricted to particular uses.

Other sources of revenue include local return funds, grants and service charges. All of these revenue sources are restricted and can only be used for limited purposes. For example, charges for services such as sewer, water, and waste disposal can only be used to pay for the cost of providing those services and cannot be used to fund other government programs. Further, unlike counties, cities receive little of their revenue (less than 10%) from the state or federal governments.

The amount paid by each household for UUT varies depending on the utilities used by the household and the consumption rate. The UUT is paid by residential and commercial consumers, though commercial consumers typically pay more than residential consumers because of higher

consumption. The City offers annual exemptions of the UUT for low income households falling below 80% of the County median income.

The UUT is a tax placed on monthly residential and commercial utility bills as follows:

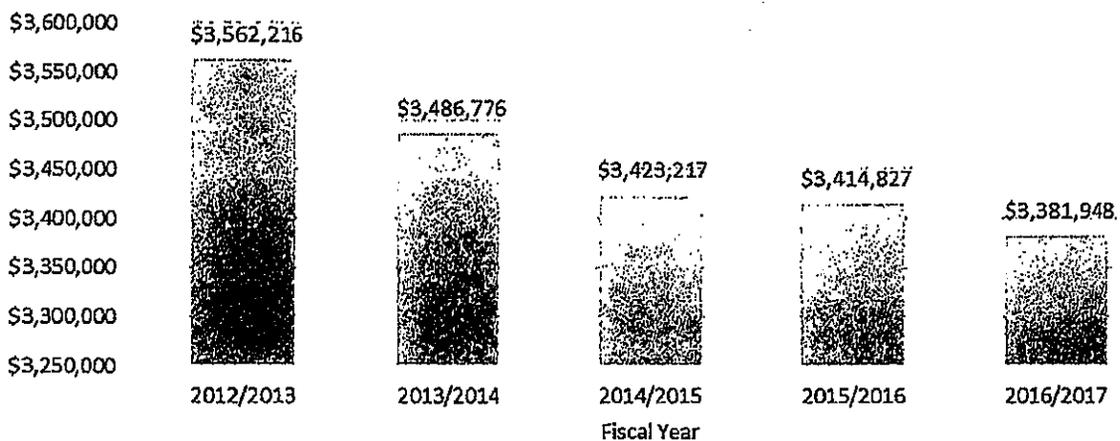
Cellular Telephone	7.5%
Electricity	7.5%
Gas	7.5%
Water	7.5%
Telephone	7.5%
Cable	7.5%

The anticipated annual revenues received from the tax, broken down by category:

Utility Tax – Water	\$645,000
Utility Tax – Electric	\$1,300,000
Utility Tax – Gas	\$385,000
Utility Tax – Telephone	\$750,000
Utility Tax – Cable	\$350,000
Total	\$3,430,000

The following table shows the total UUT revenue collected and utilized for general City services over the last five years. Despite increases in utility rates, the revenue generated by the UUT has gradually decreased. This is primarily because the UUT is calculated based on actual consumption of a service; if service usage drops, the user pays less tax. Utility payments are dropping as land lines and cable TV give way to newer technologies. Conservation of natural resources also lowers UUT revenue by reducing consumption of water, power and gas.

UUT Revenue



Expenditures

As with any city, the majority of South Pasadena's budget (72%) is personnel who provide services directly to the public. Over the past five years the City has maintained a fiscally conservative budget and kept the costs of personnel to a minimum. The City's number of staff per capita is roughly half of that for larger cities such as Pasadena. There were no increases in the number of employees in the adopted budget for FY 18-19, and in the last five years only three full time positions were added, all of which were conversions of existing contract employees to City employees. To further manage costs, the City did not increase wages or provide a Cost of Living Adjustment (COLA) as part of the approved labor contracts for 2018 and 2019. When comparing with other San Gabriel Valley cities, South Pasadena pay rates are frequently below those of other cities.

Despite conservative staffing levels, the City provides a full spectrum of quality services to residents and an excellent quality of life. In the recent survey of the community, 95% of residents rated the quality of life in South Pasadena as very high. Most notably, the City maintains local police and fire departments, which is unusual for a city of 25,000 people. Maintaining control of critical public safety services contributes significantly to the quality of life valued by residents. As a result, public safety represents 52% of the general fund budget. UUT revenue directly supports the operation of these departments and the quality of the service provided.

Maintenance of public infrastructure is also a critical priority expressed by residents in the recent survey. Repair and upgrade of street and roads, sidewalks, street lighting, and street trees are all critical components of a high quality city. While South Pasadena funds many of these projects with local return funds and grants, all are supplemented with General Fund revenue. For example, the Lighting and Landscaping Maintenance District (LLMD) program is supplemented by the General Fund between \$100,000- \$200,000 annually. Because maintenance traffic signals and street lighting is a safety issue and cannot be reduced further, program cuts would be focused on tree planting and landscape maintenance. The loss of UUT revenue will directly impact the extent of the capital projects that can be implemented by the City.

The City also provides a high level of social services and cultural programming for a City its size. The Library and Community Services departments are directly supported by UUT dollars through the General Fund providing children's programming and support to senior citizens, especially those who may not be able to obtain services elsewhere.

Methodology for Budget Reductions

A focused methodology was developed to determine where cuts could be made if the Measure passes. Every effort was made to align the budget reductions with the priorities identified in the community survey conducted in April, 2018. Those results indicated that public safety and street maintenance were the highest priorities and that library and community services should be cut first. Further, every effort was made to preserve core city services that provide critical daily support to residents. Finally, the cuts are sustainable, rather than one time monies, and can be implemented in the time table that would be required if the Measure passes.

There are several departments which cannot be reduced without jeopardizing the ability to meet state mandated requirements. The Planning and Building Department must accept applications for development and construction permits and must process them within specified timelines. With already limited staff, these deadlines could not be met with reduced staffing. The Finance Department also must meet strict government accounting standards in the processing of financial transactions and reporting. A smaller number of staff would jeopardize the City's ability to meet these requirements. As a result, no cuts are proposed to these two departments in either of the scenarios below.

Draft Implementation Plan

In alignment with community priorities, the Community Services and Library departments have notable reductions in services and personnel totaling more than \$1 million, after recognizing lost revenue. These reductions are balanced by a cut of \$1 million in street improvement programs, and more than \$1 million in reductions in police and fire personnel. With additional cuts to the Management Services Department, total reductions achieve the \$3.4 million target. Impacts of these service cuts are detailed below.

Department	General Fund Budget	Proposed Reductions	Revenue Loss	Revised Budget
Community Services	\$ 1,427,027	\$ 1,343,622	\$ (688,000)	\$ 83,405
Public Works	\$ 3,549,141	\$ 1,035,000	*	\$ 2,514,141
Library	\$ 1,754,789	\$ 475,667		\$ 1,279,122
Fire	\$ 5,278,250	\$ 555,000		\$ 4,723,250
Police	\$ 8,815,924	\$ 666,000		\$ 8,149,924
Management Services	\$ 2,811,211	\$ 75,000		\$ 2,736,211
Finance	\$ 834,879	\$ -		\$ 834,879
Planning & Building	\$ 1,225,953	\$ -		\$ 1,225,953
Total:	\$ 25,697,174	\$ 4,150,289	\$ (688,000)	\$ 21,546,885
	Total After Revenue Loss	\$ 3,462,289	* additional loss of local return funds (non-GF)	

The Community Services Department would be dissolved with the exception of the Dial-A-Ride program and senior lunch program. The transit division managing Dial-A-Ride, which does not include any General Fund dollars, would be moved under the Public Works Department. The Senior Center would remain open only for senior lunches, with one part time employee. Children's programs such as Camp Med and the Teen Center would be eliminated, as would all special programming such as concerts in the park and movie nights. A total of five full time employees would be cut as well as 37 part time employees. The total cost reduction, recognizing the lost revenue paid by program attendees, is \$655,622.

Impacts to the library include a reduction in hours from 57 hours weekly to 37 hours weekly. The building would be closed on Sundays and Mondays with reduced hours all other days of the week. Special programs would not be funded including the loss of children's programming, author nights and film screenings. The budget for purchase of resources and new technology would be reduced and the Capital Improvement budget would be unfunded. A total of three full

time employees would be eliminated, including a circulation supervisor, a digital information specialist, and the assistant director position, as well as a significant decrease to part time staffing. Total cost reductions for the department are \$475,667. Under this scenario, the Library Tax (Measure L) would remain intact. The Measure L ordinance requires that a baseline budget be maintained in order for the tax to be assessed. The remaining budget of \$1,279,112 exceeds the requirements of the ordinance.

In the Public Works Department, the street repair budget would be reduced by \$800,000, which would limit street repairs to basic maintenance using local return funds. This would reduce or eliminate many of the infrastructure repair goals outlined in the City's Capital Improvement Plan. This action would make the City ineligible to receive local return funds from SB-1 of \$460,000 annually as the City would not be meeting the maintenance of effort required to receive the funds. In addition, the department would stop supplementing the Landscape and Lighting Maintenance District through the General Fund. This would result in a \$165,000 reduction to the tree budget, which would eliminate tree planting and reduce trimming cycles to every 6-7 years. The park maintenance contract would be cut by \$70,000, which would reduce mowing and trash pickup from City facilities to every other week, rather than weekly. No positions would be cut in this department as the majority of the work cited above is performed by contractors.

Impacts in the Police Department include eliminating the School Resource Officer position, who is dedicated to work with the schools, and the crossing guard contract for school sites. Further reductions include elimination of a Captain position, which provides support to the detective bureau and dispatch, and elimination of the FAST contract, a regional air support program. All crime prevention programs, such as the women's self-defense courses, would also be eliminated as would the cadet program. The Department's ability to provide safety and security at community events, such as the Festival of Balloons, would be severely curtailed. Three full-time employees as well as six cadets would be cut. Budget impact to the Police Department is a total reduction of \$666,000.

The Fire Department would eliminate three full-time Firefighter Paramedic positions. This would reduce the amount of Firefighters on an engine from four to three and would no longer meet national standards. The current EMS response delivery model, which ideally calls for two paramedics per engine to administer Advanced Life Support functions, would be extensively impacted. Community emergency training programs, such as CERT (Community Emergency Response Team), would be dramatically reduced or eliminated. Total impacts to the Fire Department are \$555,000.

Finally, the Management Services Department would eliminate the new budget for public art, reducing the City's ability to brand the City as a creative city. Also eliminated would be video production contract for City Council meetings, reducing video to a single, stationary camera with no operator. Finally, one part-time management assistant position dedicated to supporting housing and transportation issues would also be eliminated. Total reductions in this department are \$75,000.

Alternative Implementation Plan

The alternative scenario, presented below, answers the inevitable question of how the reductions could be made without impacting local public safety. In short, to reduce the budget by \$3.4 million without touching public safety would require the total elimination of the Community Services Department and reduction of Library services to one day per week with only two part-time staff. Under the Municipal Libraries Act, a library cannot be dismantled or closed completely except by a vote of 51 percent of the registered voters. Remaining open one day per week meets minimum operating standards while achieving necessary reductions. This scenario would disqualify the City from assessing the Library Tax approved by voters. In addition, \$1.3 million would have to be cut from the streets and public works budget to achieve the total required reductions of \$3.4 million.

Department	General Fund Budget	Proposed Reductions	Revenue Loss	Revised Budget
Library	\$ 1,754,789	\$ 1,659,789	\$ (318,000)	\$ 95,000
Community Services	\$ 1,427,027	\$ 1,427,027	\$ (688,000)	\$ -
Public Works	\$ 3,549,141	\$ 1,306,473	*	\$ 2,242,668
Management Services	\$ 2,811,211	\$ 75,000		\$ 2,736,211
Finance	\$ 834,879	\$ -		\$ 834,879
Police	\$ 8,815,924	\$ -		\$ 8,815,924
Fire	\$ 5,278,250	\$ -		\$ 5,278,250
Planning & Building	\$ 1,225,953	\$ -		\$ 1,225,953
Total:	\$ 25,697,174	\$ 4,468,289	\$ (1,006,000)	\$ 21,228,885
	Total After Revenue Loss	\$ 3,462,289	* additional loss of local return funds (non-GF)	

Next Steps

If the Measure is passed by voters, staff would return for final approval of the implementation plan and discuss details such as termination notices for programs that would no longer be funded and disposition of City facilities that would no longer be in use.

Background

On January 6, 2016, the City Council received, filed, and accepted the Certificate of Sufficiency of Initiative Petition for a proposed UUT repeal initiative measure (Measure). The purpose of this staff report is to present a preliminary impact analysis of the Measure on the City's finances and its ability to provide public services.

History of the UUT

UUTs are taxes levied by local governments on the consumption of utility services, including electricity, gas, water, and sewer, telecommunications, and cable television. Unlike property taxes, UUT revenues stay 100% in the city collecting the UUT and are used to provide services such as police, fire, paramedic and library services directly to the community. The need for the UUT arose in part from the post-Proposition 13 effects on local governments. The State of California was retaining the majority of property taxes generated by cities and not returning those property taxes for use in the local community which generated that revenue. As a result, cities were forced to enact other local taxes, such as a UUT, to make up for the shortfall and to

maintain community services at existing levels. Currently, there are 154 cities and 4 counties in the State of California that have UUTs.

The City of South Pasadena currently collects 7.5% UUTs on the consumption of electricity, gas, water, telecommunications, cellular telephone and cable. The City has had a UUT in place since 1983. The community last considered the extension of the UUT in 2011 and voted to set the rate at 7.5% and extend the UUT until June 30, 2022.

The City offers a low-income program to exempt UUT for residents who have income, adjusted for family size, at or below eighty percent of the area median income as determined under the Section 8, Income Limits for Los Angeles County, as published by the U.S. Department of Housing and Urban Development (HUD) and applicable to the Community Development Block Grant Programs.

The UUT has continuously been approved by the community throughout its over 20 year existence. In June 2011, the Finance Committee recommended placing a UUT Reduction and Continuation Measure on the November 2011 ballot (known as "Measure UUT"), based on their study of the issue as well as a community survey (conducted by a public opinion research and strategy firm) which indicated that the community does not want to see cuts to services such as police, fire, street maintenance, senior services and storm drain maintenance. At the General Municipal Election held on November 8, 2011, Measure UUT passed by 53.9%, reducing the tax from 8% to 7.5% and extending it for ten years to June 30, 2022 (Ordinance No. 2224).

Repeal Initiative Measure

"Tea PAC," which according to its website is "part of the broader Tea Party movement," has drafted a UUT Repeal ballot measure and has been encouraging volunteers in several cities to collect signatures to petition its placement on a ballot. This is the third attempt by Tea PAC to gather sufficient signatures in South Pasadena for this purpose, the first and second attempt having failed.

On May 21, 2015, Edward Ristow, Hugh Hemington, and Guillermo Guzman (Proponents) filed a "Notice of Intent to Circulate Petition" for the purpose of repealing the City of South Pasadena's UUT. On December 1, 2015, the Proponents filed their "Notice of Submission of Signatures." The City Clerk's Division conducted a prima facie review of the submitted petitions. In accordance with EC Section 9210(b), it has been determined that said petition contained 548 signatures; therefore, said petition was accepted.

On December 2, 2015, the signatures were delivered to the Los Angeles County Registrar-Recorder/County Clerk's Office (LACRR/CC) for verification. The required number of signatures is based upon 5% of voters casting ballots at the last gubernatorial election. The LACRR/CC canvass of ballots cast for the November 4, 2014 Gubernatorial Election in the City of South Pasadena was 7,261. Therefore, a total of 363 valid signatures are required to qualify the initiative petition. The LACRR/CC has verified that the petition contains the required number of valid signatures, which again was deemed sufficient by the City Council on January 6, 2016.

Pursuant to EC Section 9212, staff prepared a report analyzing the impact of the Measure on the City's finances and ability to provide public services for the City Council meeting on February 3, 2016.

On September 1, 2015, Governor Brown signed into law Senate Bill No. 415 "Voter Participation" which prohibits municipal governments from holding an election other than on a statewide election date. On September 7, 2016, the City Council approved transitioning the November 2017 General Municipal Election to be held with the November 2018 Statewide General Election.

Typically, citizen initiatives may be adopted by the City Council, without alteration, if desired. However, the City's UTT was adopted by the voters at the General Municipal Election held on November 8, 2011, and as such, any amendments to the utility tax, or repeal of the utility tax in its entirety, must be submitted directly to the voters. Therefore, the question of whether to adopt the proposed ordinance repealing the City's UUT will be submitted to the voters at the General Municipal Election to be held on November 6, 2018.

Legal Review

The City Attorney has reviewed this item for compliance with Elections Code Section 9212.

Fiscal Impact

Costs for the November 6, 2018 General Municipal Election have been accounted for in the FY 2018-19 Budget. If approved by the voters, the Measure would reduce annual City General Fund revenues by approximately \$3.4 million. To offset the loss, the City would have to reduce services and programs by \$3.4 million as described in the draft implementation plan detailed above.

Public Notification of Agenda Item

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



City Council Agenda Report

ITEM NO. 24

DATE: September 19, 2018

FROM: Stephanie DeWolfe, City Manager *SD*

PREPARED BY: Kristine Courdy, Public Works Operations Manager *KC*
Lucy Demirjian, Assistant to the City Manager *LD*

SUBJECT: **Approval of the Fiscal Year 2018-19 Water Conservation Rebate Program and Authorization of a Budget Amendment for Water Conservation Capital Improvement Projects**

Recommendation Action

It is recommended that the City Council approve:

- 1) The Fiscal Year (FY) 2018-19 water conservation rebates in the amount of \$150,000 funded from the existing FY 2018-19 water efficiency fee project budget; and
- 2) Authorize a budget amendment of \$150,000 from the water efficiency fee fund balance to establish a water conservation capital improvement project program.

Commission Review and Recommendation

This matter was reviewed by the Natural Resources and Environmental Commission (NREC) at their August 28, 2018 meeting. The Commission approved the proposed Water Conservation Rebate Program and Capital Improvement Projects with the following comments:

- Remove any City Incentive for rain barrels in the Metropolitan Water District (MWD) residential rebate program which has been incorporated into staff's recommendation.
- Expand the median Capital Improvement Project to include the entire stretch of Fair Oaks.
- Consider a more visible location for the City impervious surface conversion demonstration project.
- There was a brief discussion on adding a City incentive match to the MWD landscape transformation rebate program, however no recommendation was made.

Executive Summary

Annually, the City Council adopts a water conservation program funded through a water efficiency fee billed to all City of South Pasadena (City) water customers. For 2018-19 FY, the proposed water conservation program includes rebates and water conservation capital improvement projects. The proposed water conservation rebate program includes new incentives for impervious surface conversions and planting of drought tolerant/native trees.

Staff recommends using the water efficiency fee fund balance to establish a new capital improvement program for water efficiency projects throughout the City. With this program, the City will become a leader in demonstrating how to best implement storm water capture and water conservation measures. The proposed projects include transformation of the concrete

courtyard at City Hall to include drought tolerant landscaping. The program also includes funds for turf removal and landscape transformation of the City median at Fair Oaks Avenue and Huntington Drive.

Community Outreach

The approved 2018-19 FY water rebate program information including guidelines and application forms will be included on the City’s website, e-newsletter, and other social media channels. In addition, the Environmental Program budget includes sending out a newsletter which will incorporate information on water conservation rebates, education and programs.

Discussion/Analysis

Annually the South Pasadena City Council has adopted a water conservation program that includes rebates, education/outreach, water conservation material, and projects to promote water conservation throughout the City. For 2018-19 FY, the proposed water conservation program includes the following items: 1) water conservation rebates, audits & promotion; and 2) a water conservation capital improvement project program.

Water Conservation Rebates, Audits & Promotion

For 2018-19 FY, the proposed water conservation rebates includes the following components: additional match rebate funds for Metropolitan Water District of Southern California (MWD) residential and commercial rebates, City residential rebates, City commercial rebates, residential and commercial water audits, and promoting water conservation. MWD now offers \$1 per square foot (sf) of turf removal for residential and commercial customers in their Landscape Transformation Program, therefore it has been moved from a City rebate program to MWD. This allowed the City to increase the funding offered by the City for its residential rebate programs. Below is a comparison of the proposed 2018-19 FY water conservation rebate funding to the existing 2017-18 FY funding:

Table 1: Proposed 2018-19 FY Water Conservation Rebate Funding Compared to the Existing 2017-18 FY Water Conservation Rebate Funding			
Items	2017-18 FY (Existing)	2018-19 FY (Proposed)	Difference
MWD Additional Rebate Funding – Residential	\$23,000	\$23,000	-
MWD Additional Rebate Funding – Commercial	\$17,000	\$17,000	-
City Residential Rebate Program	\$15,000	\$45,000	\$30,000
Turf Removal/Landscape Transformation Program – Residential ¹	\$25,000	\$0	(\$25,000)
City Commercial Rebate Program	\$25,000	\$20,000	(\$5,000)
Residential & Commercial Water Audits	\$25,000	\$20,000	(\$5,000)
Promoting Water Conservation/Other	\$20,000	\$25,000	\$5,000
TOTAL	\$150,000	\$150,000	-
Notes:			
1) MWD Residential and Commercial Rebate Program both include \$1 per square foot (sf) of turf removal in their Landscape Transformation Program, therefore it has been moved from a City rebate program to MWD.			

Below is a summary describing each component of the proposed 2018-19 FY water conservation rebates:

- MWD Additional Rebate Funding – Residential and Commercial Rebates:** MWD offers water conservation rebates for residential and commercial customers. For the 2018-19 FY, MWD is offering many of the same programs, therefore the proposed City incentive is the same funding amount as adopted in 2017-18 FY. MWD added a \$1 per sf incentive for turf removal/ landscape transformation for both residential and commercial customers. Therefore the turf removal program will now be administered by MWD instead of the City. In general, the incentives offered by the City are generous when compared to neighboring agencies. Below is an overview of the MWD 2018-19 FY rebate program including the City’s incentive:

Table 2: MWD 2018-19 FY Residential and Commercial Rebate Program			
Items	MWD Incentive	City’s Incentive	Total Customer Incentive
<i>Residential Rebates: Total City Incentive Budget = \$23,000</i>			
High Efficiency (HE) Clothes Washer	\$85	\$165	\$250
Premium HE Toilet (<1.1 GPF)	\$40	\$150	\$190
Rotating Nozzles	\$2	\$2	\$4
Weather Based Irrigation Controller (WBIC) ¹ – Less than one irrigated acre	\$80	\$100	\$180
WBIC – More than one irrigated acre	\$35 per station	\$15	\$50
Soil Moisture Sensor System (SMSS) – less than one irrigated acre	\$80	\$70	\$150
SMSS – One irrigated acre or larger	\$35 per station	\$15	\$50
Rain Barrel (max 2 per home)	\$35	\$0	\$35
Cistern (200-500 gallons)	\$250	\$0	\$250
Cistern (501-999 gallons)	\$300	\$0	\$300
Cistern (1,000+ gallons)	\$350	\$0	\$350
Turf Removal/Landscape Transformation (max 1,500 sf)	\$1 per sf	\$0	\$1 per sf
<i>Commercial Rebates: Total City Incentive Budget = \$17,000²</i>			
Commercial Premium HE Toilet	\$40	\$150	\$190
Multi-Family Premium HE Toilet	\$40	\$150	\$190
Turf Removal/Landscape Transformation (max 10,000 sf)	\$1 per sf	\$0	\$1 per sf
Notes:			
1) When grant funding is available MWD incentive is \$120 and City’s incentive is \$70.			
2) This is an abbreviated list of the MWD Commercial Rebates that include a City Incentive. Additional MWD commercial rebates are offered that will be advertised on the City’s website.			

- City Residential Rebate Program:** The proposed City residential rebate program includes additional water conservation rebates not currently offered by MWD. Drought tolerant plants, drip conversion, showerheads, and HE toilets are proposed again in the 2018-19 FY program. MWD now offers \$1 per sf of turf removal for residential customers in their Landscape Transformation Program, therefore it has been moved from a City rebate program to MWD. Staff considered adding a match to the MWD landscape transformation program, however recommends creating additional City residential rebate programs to broaden the impact of the water conservation funds.

Based on the additional funding available, the following rebates programs are being added to the City’s 2018-19 FY residential rebate program: impervious surface conversion and planting drought tolerant/native trees. The goals of these programs are to increase storm water capture, replenish the ground water basin, reduce storm water runoff, and reduce water consumption through use of native trees and plants.

To qualify for the impervious surface removal program customers must perform the following: 1) remove a minimum of 200 square feet of impervious surface (such as concrete, asphalt, grouted pavers, or surface that water cannot penetrate through); 2) till the subsurface so it is no longer compacted; and 3) replace it with a pervious surface such as vegetation, swales, rain gardens, pervious pavement or permeable interlocking concrete pavers. To qualify for the drought tolerant/ native tree program, customers must plant a tree on the City native and drought tolerant tree list.

Below is a summary of the proposed City residential rebate program that will have a total proposed budget of \$45,000 for 2018-19 FY:

Table 3: City 2018-19 FY Residential Rebate Program	
Residential Rebate Items	Proposed Rebate
Drought Tolerant/Native Landscaping Plants ¹	\$250 \$600
Trees (10 trees maximum) ²	\$50/tree
Drip Conversion	\$150
Showerheads (<2.5 GPM)	\$25
HE Toilets (<1.28 GPF)	\$100
Impervious Surface Conversion (1,000 sf maximum) ²	\$2/sf
Notes:	
1) Proposing to increase the drought tolerate/native landscaping plants from \$250 to \$600 for the 2018-19 FY.	
2) New City Residential Rebate Program for the 2018-19 FY.	

- City Commercial Rebate Program:** The proposed City commercial rebate program includes additional water conservation rebates not currently offered by MWD. Drought tolerant plants, drip conversion, rotating sprinkler nozzles, and HE toilets are proposed

again in the 2018-19 FY program. MWD now offers \$1 per sf of turf removal for commercial customers in their Landscape Transformation Program, therefore it has been moved from a City rebate program to MWD.

The following rebates programs are being added to the City's 2018-19 FY commercial rebate program: impervious surface conversion and planting drought tolerant/native trees. The goals and descriptions to qualify for the impervious surface conversion and planting drought tolerant/native trees programs are included in the City Residential Rebate section above.

Below is a summary of the proposed City commercial rebate program that will have a total proposed budget of \$20,000 for 2018-19 FY:

Commercial Rebate Items	Proposed Rebate
Drought Tolerant/Native Landscaping Plants	\$600
Trees (10 trees maximum) ¹	\$50/tree
Drip Conversion	\$250
HE Toilets (1.28 GPF)	\$100
Rotating Sprinkler Nozzle (>15)	\$2/each
Impervious Surface Conversion (1,000 sf maximum) ¹	\$2/sf
Notes:	
1) New City Commercial Rebate Program for the 2018-19 FY.	

- **Residential & Commercial Water Audits:** The 2017-18 FY included a Residential Water Audit Survey Program targeting single-family homes using 60 units of water or more per billing cycle (two months). The program consists of an on-site survey to identify indoor and/or outdoor sources of water use and water waste; and to educate the homeowner on water conservation measures, including information on rebate incentives for appliances/fixtures to help reduce water consumption. It is being proposed to add commercial and multi-family water audits to the 2018-19 FY Water Conservation Program. The proposed budget for residential and commercial water audits in the 2018-19 FY is \$20,000.
- **Promoting Water Conservation/Other:** The proposed budget for promoting water conservation in the 2018-19 FY Budget is \$25,000. Examples of items that are used to promote water conservation are buckets, low flow nozzles, tree water aids, water conservation brochures/pamphlets, newsletters, and other print media. Funds can also be used for events, programs, outreach, and community classes related to water conservation education.

Water Conservation Capital Improvement Project Program

City properties, such as parks, facilities and medians, have opportunity to conserve water by removing turf, planting native/drought tolerant landscaping, replacing irrigation fixtures with low flow nozzles, and installing drip irrigation. The City can be a leader in demonstrating water conservation, impervious surface conversion and using drought tolerant native plants at City facilities. Therefore, it is being proposed to establish a water conservation capital improvement project program.

The proposed projects are: 1) Demonstration impervious surface conversion and drought tolerant landscaping transformation at City Hall; and 2) Turf removal and landscape transformation at the Fair Oaks and Huntington medians. The NREC discussed considering a location different than City Hall for the impervious surface conversion project such as Mission Meridian area or the Library. Staff considered these alternate locations however feel that City Hall is still the most impactful location to demonstrate an impervious surface conversion project.

The goal of these projects is are to increase storm water capture, replenish the ground water basin, reduce storm water runoff, and reduce water consumption through use of native trees and plants. In addition, the City can demonstrate to the Community how to best implement storm water capture and water conservation measures while improving the space aesthetically and providing natural shade. Below is a summary of the proposed projects:

Table 5: Proposed Water Conservation Capital Improvement Project Program		
Project	2018-19 FY	2019-20 FY
Huntington and Fair Oaks Intersection Median Turf Removal & Landscape Transformation	\$50,000	-
City Hall Impervious Surface Removal and Drought Tolerant Landscaping Demonstration Project	\$15,000 (Design)	\$85,000 (Construction)
TOTAL	\$65,000	\$85,000

During the budget process each year the City Council can review, prioritize and add new water conservation projects to this program.

Next Steps

1. If approved, Staff will update all the rebate promotional information including guidelines, forms and applications to include the adopted 2018-19 FY water rebate program information. In addition, the rebate information will be included on the City's website and promoted through the City's social media channels.
2. The proposed water conservation capital improvement projects will be added to the City's multi-year Capital Improvement Program and incorporated into staff's work plan.

Background

MWD offers rebates on indoor and outdoor devices through their SoCalWater\$mart Program. In addition, the City adds supplemental funds to these rebates. Through the SoCalWater\$mart Program, residential and commercial rebate checks contain the entire amount of the rebate, both MWD and City portions.

Since the State of California declared a drought in January 2014, the City has made a concerted effort to increase water conservation and improve water efficiency. During the drought the City met the State Water Resource Control Board (SWRCB) imposed water conservation requirements. On April 7, 2017, by Executive Order B-40-17, the Governor terminated the January 14, 2017 drought state of emergency. In addition, Executive Order B-40-17 proclaimed that provisions of Executive Order B-37-16, "Making Water Conservation a California Way of Life", are to remain in full force and effect. For the 2017-18 FY, the City's cumulative calendar year water use reduction was 19%. In order to continue the City's successful water conservation efforts and to provide the best programs and assistance possible to the residents and businesses, staff recommends approval of the proposed Water Conservation Programs for FY 2018-19.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

The 2018-19 FY Budget includes \$150,000 under Account Number 500-3010-3012-8032 for water conservation rebates and promotion. The revenue for water conservation program is collected through a water efficiency fee of \$0.14 per unit of water billed to all City water customers. Annually the City collects approximately \$240,000 in revenue to fund the City's water conservation program, including rebates, projects, and staff oversight of the Program. The current fund balance is estimated to be \$500,000. Approval of the proposed water conservation capital improvement projects will require a budget amendment allocating \$150,000 from the available fund balance.

Public Notification of Agenda Item

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

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City Council Agenda Report

ITEM NO. 25

DATE: September 19, 2018

FROM: Stephanie DeWolfe, City Manager *J.*

PREPARED BY: Margaret Lin, Principal Management Analyst *M.L.*
Kahono Oei, Interim Public Works Director *K.O.*

SUBJECT: **First Reading and Introduction of an Ordinance Amending Section 2.79-6 (Sunset) of Article IVK (Public Works Commission) to Extend the Sunset of the Public Works Commission by an Additional Year and Adoption of a Resolution Extending the Term Limits of the Freeway and Transportation Commission and Public Works Commission by an Additional Year**

Recommendation Action

It is recommended that the City Council:

1. Read by title only for first reading, waiving further reading, and introduce an Ordinance amending Section 2.79-6 (Sunset) of Article IVK (Public Works Commission) to extend the sunset of the Public Works Commission (PWC) by an additional year; and
2. Adopt a Resolution extending the term limits of the currently seated commissioners of the Freeway and Transportation Commission (FTC) and PWC by an additional year.

Commission Review and Recommendation

This matter was not reviewed by a commission. During the August 15, 2018, City Council Meeting, commissioners from the PWC and the public expressed support for the extension of the PWC for an additional year.

Discussion/Analysis

The proposed ordinance would amend Section 2.79-6 (Sunset) of Article IVK (Public Works Commission) and extend the sunset date of the PWC by an additional year. Staff can reconsider the option of merging the FTC and PWC during the following year and provide a recommendation to the City Council for their consideration prior to the sunset of the PWC in 2019. In order to maintain continuity during the additional year, Staff recommends extending the term limits for the commissioners that have completed two consecutive terms by December 2018 by one year.

During the following year, the following topic areas could result in an overlap between the FTC and PWC's purview:

- Bicycle Lanes
- Fair Oaks Avenue Corridor
- Fremont Avenue Traffic
- Metro Gold Line
- Monterey Road Project
- State Route 110 Hookramp Project

In order to minimize confusion and increase efficiency, policy discussions should be directed to the FTC and subsequent implementation discussions should be directed to the PWC.

Next Steps

1. October 3, 2018 – Second reading and adoption of the ordinance extending the sunset of the PWC; the ordinance will be in effect 30 days after the adoption of the ordinance.
2. August 2019 – Staff will reconsider the option of merging the FTC and PWC and provide a recommendation to the City Council for their consideration prior to the sunset of the PWC in 2019.

Background

On August 15, 2018, Staff recommended the dissolution of both the FTC and PWC to create a new MIPC due to the PWC's original sunset date in November 2018 and the anticipated conclusion of the State Route 710 (SR-710) North Project. In response to public comments received regarding the proposed merger, staff amended their recommendation to postpone the proposed merger by one year in anticipation of the Governor signing legislation removing the SR-710 North stubs from the State Highway Code and to direct Staff to introduce an ordinance extending the sunset date of the PWC by one year. Council voted 5-0 to extend the PWC sunset date by one year; extend the current terms for the expiring commissioners by one year; and for staff to bring back recommendations regarding PWC and FTC agenda overlaps.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

There are no fiscal impacts at this time.

Environmental Analysis

This item is exempt from any California Environmental Quality Act (CEQA).

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:

1. Ordinance Extending the Sunset of the PWC by an Additional Year
2. Resolution Extending the Term Limits for the FTC and PWC by an Additional Year

ATTACHMENT 1
**Ordinance Extending the Sunset of the Public Works
Commission by an Additional Year**

ORDINANCE NO. ____

**AN ORDINANCE OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA
AMENDING SECTION 2.79-6 (SUNSET) OF ARTICLE IVK
(PUBLIC WORKS COMMISSION) OF CHAPTER 2
(ADMINISTRATION) OF THE SOUTH PASADENA
MUNICIPAL CODE, TO EXTEND THE SUNSET OF THE
PUBLIC WORK COMMISSION BY AN ADDITIONAL YEAR**

SECTION 1. Section 2.79-6 (Sunset) of Article IVK (Public Works Commission), of Chapter 2 (Administration) is amended to read as follows:

“2.79-6 Sunset.

The public works commission is being created for a period of seven years and shall expire on December 31, 2019.”

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

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

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

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

PASSED, APPROVED, AND ADOPTED ON this 19th day of September, 2018.

Richard D. Schneider, M.D., Mayor

ATTEST:

APPROVED AS TO FORM:

Evelyn G. Zneimer, City Clerk
(seal)

Teresa L. Highsmith, City Attorney

Date: _____

I HEREBY CERTIFY the foregoing ordinance was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 19th day of September, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Evelyn G. Zneimer, City Clerk
(seal)

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ATTACHMENT 2

**Resolution Extending the Term Limits of the
Freeway an Transportation and Public Works
Commission by an Additional Year**

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, EXTENDING THE TERMS OF CERTAIN MEMBERS OF THE PUBLIC WORKS COMMISSION AND THE FREEWAY AND TRANSPORTATION COMMISSION FOR ONE ADDITIONAL YEAR, UNTIL DECEMBER 31, 2019

WHEREAS, the City will consider the consolidation of the Public Works Commission and the Freeway and Transportation Commission due to overlap of jurisdiction and to create staffing efficiencies, after further review and public input, anticipated to occur into calendar year 2019; and

WHEREAS, both the Public Works Commission and the Freeway and Transportation Commissions have done exception jobs studying traffic related issues, assisting with transportation planning efforts, and providing support on capital improvement projects; and

WHEREAS, several Commissioners on the Public Works Commission and the Freeway and Transportation Commission have terms that will expire on December 31, 2018; and

WHEREAS, in order to facilitate the greater continuing public discussion regarding the potential consolidation of these two Commissions, while maintaining continuity of the existing Commissions, it will serve the public interest to extend the terms of the existing Public Works Commission and Freeway and Transportation Commission members whose terms will otherwise expire at the end of the current calendar year.

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

SECTION 1. The terms of the following Public Safety Commissioners shall be extended for one additional year, with the expiration of their terms occurring on December 31, 2019:

John Fisher
Clinton Granath

SECTION 2. The terms of the following Freeway and Transportation Commissioners shall be extended for one additional year, with the expiration of their terms occurring on December 31, 2019:

Joanne Nuckols
William Sherman

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 19th day of September, 2018.

Richard D. Schneider, M.D., 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 19th day of September, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Evelyn G. Zneimer, City Clerk
(seal)

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City Council Agenda Report

ITEM NO. 26

DATE: September 19, 2018

FROM: Stephanie DeWolfe, City Manager *SD*

PREPARED BY: Steve Fjeldsted, Director of Library, Arts, and Culture *SF*

SUBJECT: **Receive & File Report on the Progress of Meeting the Goals of the Library Operations Study**

Recommendation Action

It is recommended that the City Council receive and file the "Report on the Progress of Meeting the Goals of the Library Operations Study" (LOS) and direct staff to provide the City Council with periodic status updates.

Commission Review and Recommendation

This report was reviewed by the Library Board of Trustees (LBT) at their September 13, 2018 meeting.

Executive Summary

To date, 19 of the primary goals of the LOS recommendations have been completed, 21 are in progress, and 16 are not done. Some of those not done have not been possible yet because of a lack of funding or other shortages.

The 37-page "South Pasadena Public Library Operations Study, Final Report, April 12, 2016" by Library Planning Consultant Joe Matthews was approved by the LBT and presented to the City Council as a Receive and File item on May 4, 2016. The goals related to the 56 LOS recommendations have been prioritized in order of urgency and their reachability.

Community Outreach

To start the LOS process, an in-depth survey seeking widespread input from community members, both library users and nonusers alike, was developed by Joe Matthews with assistance from the LBT and the staff. It asked for the community's responses to questions regarding the Library's services, resources, and needs and was posted on the City website and publicized with announcements on the Library webpage, the FOL website, and in e-Neighbors. 500 LOS bookmarks were also distributed from Library desks and other locations around town. Publicity releases about the LOS survey and its potential impact were sent regularly to local media. More than 700 completed LOS surveys were completed, received and tabulated. A public forum was presented in the Community Room in 2015 for the general public, community stakeholders, the

LBT, the FOL, and staff. An invitation to the forum had been mailed to all community clubs and organizations asking them to each send at least one representative. More than 50 attended and commented on the survey results and contributed their related opinions, all of which were recorded.

After the finalized LOS was presented at the City Council meeting on May 4, 2016, a copy was posted on the City website and announcements about its completion and location were widely disseminated. Community members were also informed that a paper copy of the LOS could be obtained for the asking at the Library. Copies of the LOS were also mailed to all South Pasadena clubs and organizations.

Discussion/Analysis

The LOS includes a Prioritization Framework matrix that includes the following 12 key improvement recommendations:

- Fiber optic internet link
- First floor renovations
- Improved Wi-Fi connection
- Increase Internet workstations
- Resource acquisition with full processing
- “Right size” the collection
- Reinvent the Library website
- Increase the number of e-Resources
- Shared Integrated Library System
- Create a Library foundation
- Prepare a space allocation study
- Develop performance measures

The most pressing of the 56 recommendations, the addition of a broadband fiber optic link for public and staff computers and improved Wi-Fi were both accomplished in 2016, with more Wi-Fi connectors added throughout the Library and Community Room in 2017. These were achieved with the successful application to the California State Library’s Corporation for Network Initiatives (CENIC) grant program and use of the California Research and Education Network (CalREN), which now provides 1 gigabit high speed connection. Reduced telecommunications charges are achieved using a membership in the nonprofit Califa consortium the California Teleconnect fund (CTF) and the Universal Service Schools and Libraries Program, commonly known as “E-Rate.”

Next came the purchase of 13 new computers with funding for them coming from a class action settlement related to price fixing of Cathode Ray Tube computers. All of the computers have been received, with some already installed while others are part of the first floor re-organization of the first floor of the Library.

The Library website is now more robust and attractive and a broad expansion of new library e-resources are available through it. These include downloadable films, digital magazines and comics, a more sizeable assortment of e-books and audiobooks, and an online suggested reading service.

The recommended staff reorganization is well underway with the Assistant Library Director on board for about a year and a half and a new recruitment for the Digital Services Librarian to commence soon.

The size of the Library physical book collection has been significantly reduced in size with an increased emphasis on popularity. Slow moving items have been weeded to create more available space which is greatly needed. Reference books have been incorporated into the circulating collection when appropriate and arrangements have been made with the vendor for the acquisition of pre-processed books. Donated books are not being added except in the cases of Local History or Ray Bradbury-related items. A self-check machine has been installed on the first floor and an interior design consultant was hired to develop a makeover plan for the first floor. The renderings have been completed.

For more than a year meetings related to the formation of a Library Foundation have been held using a subcommittee of the LBT. These have been conducted both individually and collectively with members of the FOL Board. The much-needed launch of a Library Foundation is anticipated soon. The Library Foundation is especially necessary with a multitude of LOS goals either in progress or not yet done, at a time when the City and FOL are not able to cover all the costs of the LOS related projects.

The Library identified that the highest priority need was for the fiber optic internet link and improved Wi-Fi and they have been undertaken first. They have been completed, as are all of the other items on the above list except for four items. The Shared Integrated Library System would take buy-in from other library jurisdictions. The creation of a Library Foundation and the development of performance measures are projects in their infancy and cannot yet be considered in progress.

The attached "South Pasadena Public Library Operations Study, Status Report, September 19, 2018" individually lists all 56 recommendations and if the goal is completed, in progress, or not yet done. A total of 40 of the goals are listed as completed or in progress, although it should be noted that many of the projects listed as completed, such as "rightsizing the collection and "reducing the number of print subscriptions" are ongoing.

Background

Consultant Joan Frye Williams developed the "South Pasadena Public Library Operations Study Discussion Draft" in 2014, but had to leave the project due to personal reasons. Consultant Matthews was hired to finalize the LOS and develop a Library Strategic Plan. The intent of the LOS is to increase efficiency and help the Library adopt "best practices" to meet its strategic

goals. The Fire Department, Public Works Department, and Management Services Department have undergone similar processes to streamline their operations.

At various times during the formulation of the LOS draft, Joe Matthews also conducted one-on-one interviews with members of the LBT, FOL staff, and community stakeholders. Consultant Matthews also conducted field trips with LBT and staff members to the Alhambra, Arcadia, Monrovia, Monterey Park, and San Marino public libraries. Consultant Matthews then surveyed the participants for what they liked and disliked about each of the libraries and their websites. The finalized LOS includes 56 recommendations that are categorized into 8 groups:

- Technology
- Materials
- Facilities
- Youth Services
- Operations
- Organizational Structure
- Finance
- Using Data

The finalized LOS includes a Summary of Improvement Recommendations that identified 27 of the recommendations as first year priorities and acknowledged that the LBT, staff, and Director of Library, Arts, and Culture may evaluate and reprioritize as necessary.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

Except for the relatively small number of LOS goals that have already been addressed with the use of grants and discounts, or by simply changing the Library's practices, all of the funds needed to accomplish the LOS goals would need to derive from the City's revenues –including Measure L Library Special Tax funds, and to a far lesser extent, from the FOL. The Library could do more of what the LOS calls for, but the City lacks the funding.

It is worth noting that since the finalized LOS representing new costs for the Library has been completed, three other reports have been released which also contain additional new costs for the Library's improvement. They are the Facilities Assessment which shows that the Library has one of the largest needs in the City for infrastructure/maintenance funding, the Library Strategic Plan, and an Interior Design Plan for the Library's first floor entryway area prepared by a highly regarded Library Interior Design Consultant have been presented.

The most important LOS item for implementation by the Library now is the establishment of a Library Foundation. A subcommittee of the LBT and the FOL have been meeting and a launch is most necessary.

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. South Pasadena Public Library Operations Study Status Report, September 19, 2018
2. South Pasadena Public Library Operations Study Final Report, April 12, 2016

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ATTACHMENT 1
South Pasadena Public Library Operations Study
Status Report, September 19, 2018

South Pasadena Public Library Operations Study
STATUS REPORT
September 19, 2018

TECHNOLOGY

Recommendation	Status
Fiber optic connection to the library	✓
Improve the library's WiFi network	✓
Provide guest passes for Internet only users	✓
Upgrade PCs to run current operating system	✓
Install self-checkout stations 4,911 checkouts and 475 renewals since May 2018 kiosk launch. Average of more than 100 checkouts per day, but that is only 2% of all checkouts.	✓
Expand the Library's social media presence Library Facebook Page launched September 2017; "Likes" increased by 67% since then.	✓ (Ongoing)
Increase Internet workstations to reach a target of one for every 1,000 residents Library has 10 Internet workstations, 2 were added in FY 17/18; ready to deploy 6 when furniture is installed Fall 2018; Friends of Library embarking on a fundraising campaign toward laptop check-out kiosk.	In Progress
Create an information technology upgrade/replacement budget category To be addressed in FY 2019/2020 budget cycle.	Not Yet Done
Dedicate a computer workstation for patrons to register for a library card	Not Yet Done
Install equipment to allow patrons to pay for library fees using a credit card	Not Yet Done
Reinvent the Library's Website as a full-service eBranch	In Progress
Purchase/license a library services app Funding allocated in FY 2018/2019.	In Progress
Broaden the distribution of library programs	In Progress
Explore the possibility of sharing an integrated library system	Not Yet Done
Implement RFID (for theft prevention, collection management, materials handling)	Not Yet Done

MATERIALS

Recommendation	Status
Immediately reduce the number of books to "right size" collection; continue to refresh at least 6-8% of book collection annually Discarded 11,336 items in FY 2017/2018 which was 8.3% of total physical collection.	✓ (Ongoing)
Integrate the reference collection into the general collection	✓
Donated materials should not be added to the collection Exceptions include local history and special collections titles.	✓
Reduce the number of print magazine subscriptions 27 titles have been cancelled for 2019.	✓
Increase the number of eBooks Added 807 eBooks in FY 2017/2018 plus 1,970 new titles via consortium membership. Added new eBooks line item for FY 2018/2019 budget with \$10,000 allocation.	✓
Offer 50-60% of the audio (non-music) collection in downloadable digital format 70% of collection is digital: 9,040 of 12,658.	✓
Transition from music CDs to a streaming and/or download service	Not Yet Done
Revise the library's Collection Development Policy	Not Yet Done

FACILITIES

Recommendation	Status
Have staff participate in a design charrette	✓
Solve the flooding problem	✓
Consolidate public service desks to a single service point	In Progress
Remodel the existing first floor space as a short-term goal	In Progress
Prepare a major space allocation study	In Progress
The Friends of the Library need display shelving Funding allocated in FY 2018/2019.	In Progress
Install a large screen display monitor near the exit of the library Funding allocated in FY 2018/2019.	In Progress
Provide additional parking	Not Yet Done

YOUTH SERVICES

Recommendation	Status
Staff should maintain its strong liaison with the local elementary, middle and high schools Regular communications with school librarians, principals, teachers, including quarterly educators newsletter, letters to principals re: summer reading program, all flyers and info distributed through SPUSD Administrative offices.	✓
Offer more programs for teens Launching Teen Advisory Board (TAB) Fall 2018.	In Progress
Create a shared online catalog with the local schools	Not Yet Done

OPERATIONS

Recommendation	Status
Stop repairing books	✓
The library should be open Thursday night	✓
The library should have its own Facebook page and be more active in social media "Likes" increased by 67% since September 2017 Facebook page launch; Google Business page claimed and actively managed.	✓ (Ongoing)
Adopt a automatic shipment program for new acquisitions Some serial publications are on standing order; will be adding to the order profile in FY 2018/2019.	Not Yet Done
Order all materials with full processing and cataloging provided	In Progress
Capture the contact information of those who attend programs	In Progress
Translate the Welcome Brochure	Not Yet Done
Consider offering multiple colorful library cards	Not Yet Done

ORGANIZATIONAL STRUCTURE

Recommendation	Status
The Library Board of Trustees and City should endorse and adopt the recommended Library Organizational Chart	✓
The librarians and selected staff should be provided with the necessary tools to provide roving service iPad purchased in FY 2017/2018 used with City mobile hotspot device to provide services and information offsite. Further funding allocated in FY 2018/2019.	In Progress
Hire tech savvy staff to provide computer support services	In Progress
Stop providing reference services at a dedicated reference desk Single point-of-service desk to be installed and implemented Fall 2018.	In Progress
The Public Services Manager should reach out to nursery schools, church schools, clubs, homeschoolers, and other community organizations	In Progress
Library staff should be creating original content to post on the library website and social media	In Progress

FINANCE

Recommendation

Status

The Library Board of Trustees should explore creating a Library Foundation	In Progress
Write off the fines of users that have not used the library in more than 3 years	Not Yet Done
The Library Board of Trustees should develop a policy with the City that encourages entrepreneurship	Not Yet Done

USING DATA

Recommendation

Status

Immediately start to gather outcome data for library programs	In Progress
Develop a set of performance measures to report to the Board of Trustees	Not Yet Done
Do more to retain customers	In Progress
Send out overdue notices and reminder notices via email	In Progress
Use a continuous customer satisfaction survey	Not Yet Done

ATTACHMENT 2
South Pasadena Public Library Operations Study
Final Report, April 12, 2016



SOUTH PASADENA PUBLIC LIBRARY OPERATIONS STUDY

Final Report

April 12, 2016

Prepared by
Joseph Matthews
Library Consultant
Carlsbad, CA 92008

*The very existence of libraries affords
the best evidence that we may yet have hope
for the future of man.* H. P. Frot

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*I have always imagined that Paradise
will be a kind of library.* Jorge Luis Borges

PURPOSE

This study was commissioned by the City of South Pasadena to determine how library resources can be better allocated to support the *South Pasadena Public Library Strategic Plan, 2011 to 2015*. This study also continues an operations review study begun by Joan Frye Williams in 2014. In addition, during a second phase of this project, the consultant will prepare a new *South Pasadena Public Library Strategic Plan 2016-2020*.

Reflecting the Community's Vision

During the development of the South Pasadena Public Library's current strategic plan, the library purposely encouraged the participation of community members in order to ensure that the library's goals and objectives reflected the changing characteristics and needs of its residents. The resulting strategic plan envisioned improvements in five main areas:

1. **Technology** – The South Pasadena Public Library will expand and improve its use of new technologies to provide access to library materials, information about library services, and help its customers connect to the online world.
2. **Facilities** – The South Pasadena Public Library will provide a facility that is welcoming, comfortable, easily accessible and flexible.
3. **Materials** – All The South Pasadena Public Library users will have access to library materials that reflect community needs and local culture.
4. **Youth Services** – The South Pasadena Public Library will provide youths with the resources they need to succeed in school and work to nurture a life-long love of learning and reading.
5. **Finance** – The South Pasadena Public Library will work to ensure financial stability while providing cost effective operations.

In addition to these five broad topics, this report will also address current library operations and organizational structure.

Meeting the Demands of a Vibrant Community

Public libraries were originally called upon to acquire, organize and then share materials (predominantly recreational). The vast majority of these materials were books purchased from commercial publishers. The value of any library's collection is rooted in the worth of a local copy of a title that is of interest to a customer. However, for some the value of the local copy is reduced to almost zero when a digital copy of the same item can be retrieved anywhere, anytime. Today public libraries are in transition as society is moving with ever-increasing speed to the digital environment. The Internet does indeed change almost everything. Thus, public libraries, including the South Pasadena Public Library, are moving to involve their communities in a planning process to reinvent themselves so that they are responsive to the current needs of their community.

The public library is no longer the "go-to-place" for gaining access to information – the Internet is. Collections and library catalogs are losing value everyday as people shift to purchasing eBooks (print books) and eBooks online from a host of sources. Thus, public libraries must position themselves so that they are where the people are – which is increasingly online, especially the use of online social media sites.

In addition, the residents of South Pasadena live in a community that is surrounded by good public libraries in nearby communities. And many South Pasadena residents take the opportunity to visit other public libraries as many of the residents from other communities come to South Pasadena to visit its public library.

Maintaining Excellence

While it is clear that the staff of the South Pasadena Public Library has been stressed as the result of budget cuts, especially in the acquiring of new materials, staff have continued to provide high levels of customer service and will do so in the future. This study seeks to identify ways to streamline and modernize library practices by suggesting priorities for improving existing services and to suggest new services within the constraints of the library's staffing and materials operations budget.

What This Study Is Not

This review of library operations is not a look into prior decisions, nor is it an inquiry into how the library got where it is today, or an attempt to "grade" the library's performance. Nor is this study an evaluation of library employees. However, it is the opinion of this consultant that the South Pasadena Public Library staff members are dedicated and care deeply about the quality of services that they provide.

The goal of this study is to identify opportunities that will result in improved library services for the users of South Pasadena Public Library. As the demographics of South Pasadena change the library must reinvent and repurpose itself to more effectively serve as many community members as possible.



Historical photos courtesy of the South Pasadena Public Library

PROCESS

The analysis resulting in this report was conducted from October 2015 to January 2016. The activities included:

1. Analysis of Library Documents

The consultant reviewed primary source documents including:

- South Pasadena Public Library Strategic Plan, 2011 to 2015
- 2014 South Pasadena Public Library Operations Study report prepared by Joan Frye Williams
- Library budgets
- Library organization chart
- Library position descriptions
- Library Website
- Annual statistics submitted by the library to the California State Library for its annual California Public Library Survey
- A number of reports about patrons and materials generated from the library's integrated library system.

2. Interviews with Staff Members and Key Stakeholders

In order to develop a much richer understanding about the library, the consultant interviewed almost all staff members as well as members of the Library Board of Trustees, and Board members of the Friends of the Library. The consultant would like to acknowledge the thoughtful comments and observations made during these interviews and to thank the participants for the hospitality extended to the consultant. Those interviewed included:

Library Staff Members

Curtis Callahan
Chelsea Clark
Spenser Coates

Library Board of Trustees

Carolyn Flemming (new member as of 2/3/2016)
Andy Lippman
Constance Lue

Library Staff Members (continued)

Sean Faye
Steve Fjeldsted
Andrew Grafton
Christina Lozano-Jones
Ann Palmer
Barbara Posner
Suzanne Soto
Michael Toman
Maida Wong

Library Board of Trustees (continued)

Ed Pearson
Ann Penn
Rick Thomas

Friends of the Library

Dorothy Cohen
Kristen Dube
Ann Messana
Marcia Sainer
Jane Schirmeister

Other Community Members

Glen Duncan, Route 66 Historic Association
Bredan Durrett, Former President of Library Board of Trustees
and Chair of Library Measure L Committee
Sally Kilby, South Pasadena Chinese-American Club
Lincoln Skinner, Pastor of the Oneonta Church
John Selmer, Santa Fe Crafts
Odom Stamps, Former South Pasadena Mayor and Architect
Liliana Torres, Community Services Department
John Vandercook, Re-Imagine Your Home
Laurie Wheeler, Director of the South Pasadena Chamber of Commerce
Geoff Yantz, South Pasadena Unified School District Superintendent

3. Observation

The consultant also visited the library on a number of occasions in order to better understand how staff provide services and use resources in order to accomplish their jobs. This report is the result of all of the observations, interviews, and reviewing of documents.

4. Consultant Perspective

The consultant's perspective for any Operations Study is that it offers the opportunity for:

- Improved Customer Service –by solving problems for customers, enabling self-service, and providing new and better service
- Increase Staff Capacity –improving and eliminating staff workflows that do not add value (from the customer's perspective), improving transparency, communication and engagement
- Meet New Service Demands –best achieved by reallocating existing resources
- Rationalize Use of space – using renovations to reduce the need for staffing when it is unnecessary (consolidate service points)
- Increasing Engagement with the Community –providing more opportunities for staff to develop partnerships with the community.

5. Opportunities and Recommendations

Once the analysis was complete, the consultant considered ways to strengthen existing services and explored the possible introduction of new services. Considering the goals and objectives of the library's strategic plan and drawing upon the best practices and innovative services from other libraries, the consultant identified a variety of proven techniques for streamlining, modernizing, and building necessary capacity to provide quality services in the coming years. These opportunities and recommendations are documented in this report.

Joan Frye Williams in her 2014 report identified five major opportunities that the South Pasadena Public Library should embrace. These opportunities include:

1. Improve Ease of Use for the Customer
2. Make Customer Service Seamless
3. Adopt Service Techniques that can be Scaled Up Without Adding Staff
4. Restructure Management
5. Use Data to Drive Service Management

This report uses the recommendations contained in the *2014 South Pasadena Public Library Operations Study* report by Ms. Frye Williams without duplicating the discussion that led to the recommendations. Note also that in some cases the recommendations are modified to reflect a deeper understanding of the needs of the community.

A draft of this report was reviewed and discussed at length with the South Pasadena Public Library Board of Trustees and the senior librarians on staff at the library. The consultant appreciates all of the thoughtful discussion that led to this final report.



BACKGROUND

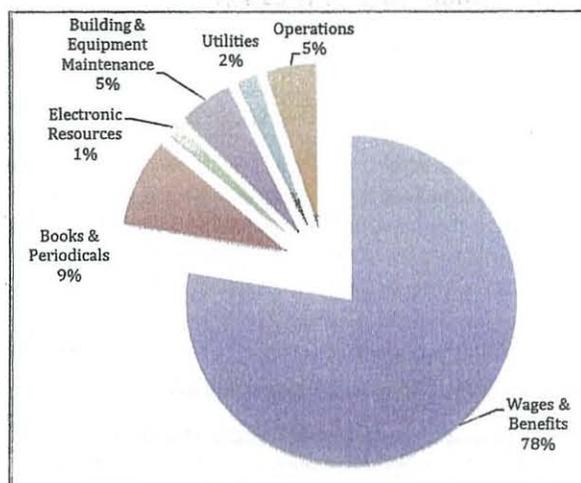
The South Pasadena Public Library is located at the center of the city inside Library Park shaded by a host of mature trees. Adjacent to the library is the City's Senior Center. The original two-story library was built in 1907 and was funded by the Carnegie Corporation. A 20,000 square foot, two-story addition to the original library was built in 1980. Currently, the library occupies a total of 24,500 square feet (including the Community Room). It should be noted that the newest part of the library itself is now 35 years old and is long overdue for renovation.

In November 2015, voters approved Measure L, a property tax to support the library, which means that the library will receive about \$306,000 in fiscal year 2016/17 - this represents about 15% of the library's annual budget.

Library Budget

The South Pasadena Public Library's budget totals some \$1.5 million. Staff wages and benefits account for the largest proportion of the library's budget (78%) followed by the acquisition of books and periodicals and licensing of electronic materials. Most of the information technology expenses are a part of the City's budget.

In addition to the City's General Fund, the library receives revenue from several other sources (the largest of these are the Measure L funds - \$230,000 in 2015-16. This will increase to \$306,590 in 2016-17 with a 3% increase each year thereafter. The second most important source of income for the library comes from the Friends of the Library, which provided some \$80,148 this past year to the library. The Friends of the Library maintain three endowment funds to support technology, books of enduring value, and children's titles.



South Pasadena Public Library Expenditures

Community Demographics

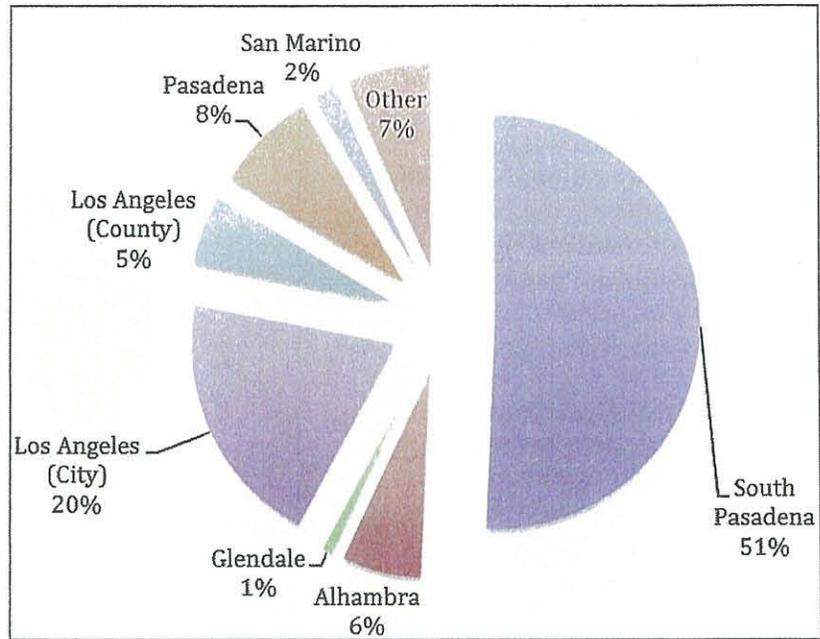
South Pasadena is estimated to have slightly over 26,000 residents of which 23.4% are under the age of 18 and 12.1% are over the age of 65 (U.S. Census data). The community is well educated with 63.0% of the residents having a Bachelor's or higher degree (statewide average is 30.7%). Slightly more than 30% of the residents are Asian and some 18% are Hispanic/Latino. Interestingly, more than half of the residents live in rental housing.



Library Patrons

The library currently has 35,157 individuals who have registered and received a library card. Of these, 17,833 or 69% are residents of South Pasadena. Residents from other nearby cities that have registered for a library card include Alhambra (6% of total cardholders), Pasadena (8%), and the City of Los Angeles (20%).

Examining the South Pasadena residents who borrowed materials from the library in the past year, we see that only children under the age of 16 are very active users.



South Pasadena Public Library Patrons by Local Jurisdiction

Borrowing of Library Materials by Age Range

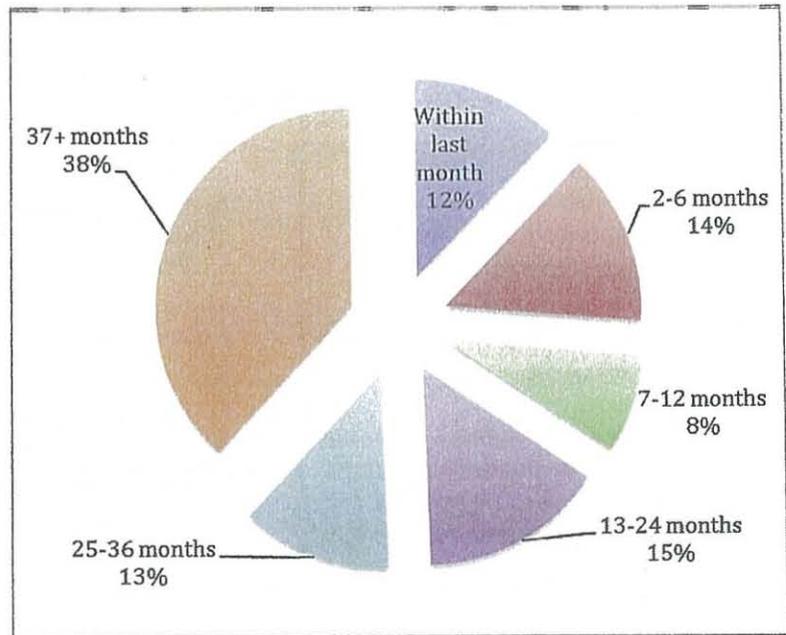
Age Range	Total	Library Use This Year	% Use This Year
Under 16	2,795	1,520	54.4%
16 - 24	2,324	617	26.5%
25 - 34	2,577	560	21.7%
35 - 44	3,092	1,232	39.8%
45 - 54	3,063	1,163	38.0%
55 +	3,193	1,327	41.6%

Frequency of Use

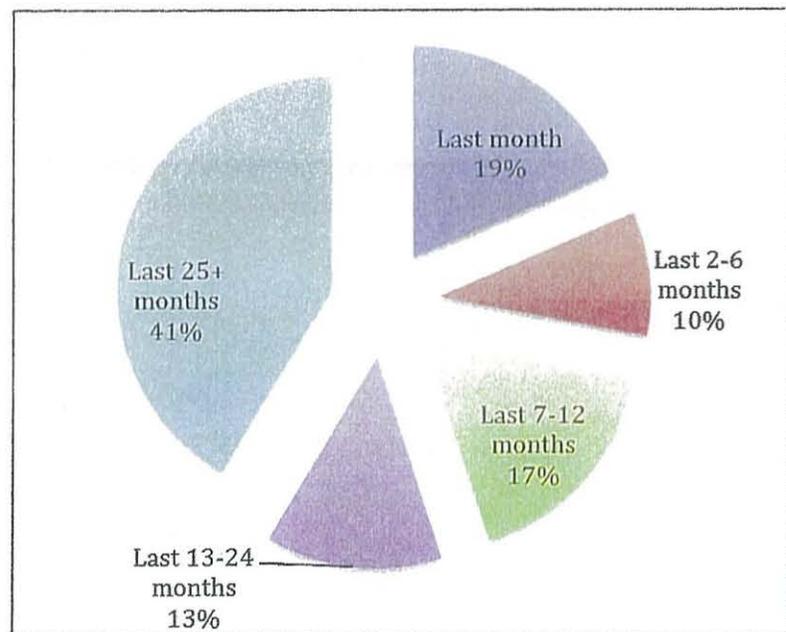
Twelve percent (12%) of library patrons have borrowed materials from the library in the last month and about a third (34%) of library patrons borrowed materials at least once in the last year; another third borrowed materials sometime in the last 2-3 years; and another third have not been to the library in 4 or more years.

It is interesting to note that almost half (46%) of South Pasadena residents with a library card have borrowed materials in the last year and slightly more than 41% of South Pasadena residents with a library card have not borrowed materials in more than 2 years.

The South Pasadena Public Library is a very popular destination with about 825 individuals coming through the doors each day (total annual gate count was 280,295). Not everyone entering the library borrows library materials - some come to study, read, meet others, do research, use an Internet computer, attend a program, and so forth. Programs in the Community Room do not affect the gate count so use of the library is actually even higher.



Library Patrons Last Date of Borrowing Materials



South Pasadena Residents with a Library Card by Date of Last Borrowing

The Library's Collection

The library's physical collection contains some 138,474 items and of these, 80% are books while audio CDs account for 8% and DVDs consist of another 6% of the total collection.

The South Pasadena Public Library also provides access to 18 digital resources. Data about the number of items that have been downloaded is unavailable.

Employment Resources

A to Z

Learning Express Library

Genealogy Resources

Ancestry Library Edition

Local History

Calisphere
Flickr

General Research Resources

Gale OneFile
Gale Virtual Reference
Los Angeles Times
Oxford English Dictionary
World Book Encyclopedia

Homework Assistance

Live Homework Help

Scholastic

SIRS – pro and con views on controversial topics

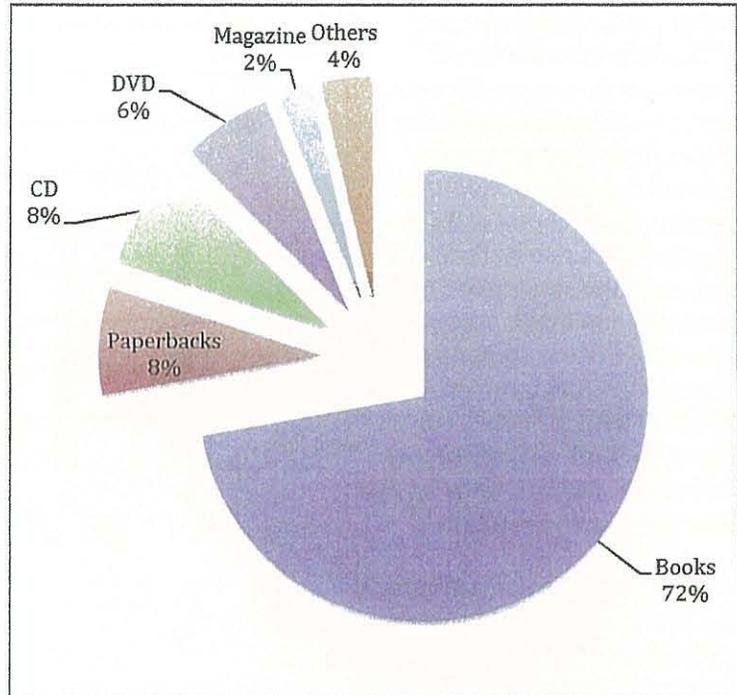
Toucan Valley Social Studies Fact Card

Reading Recommendations

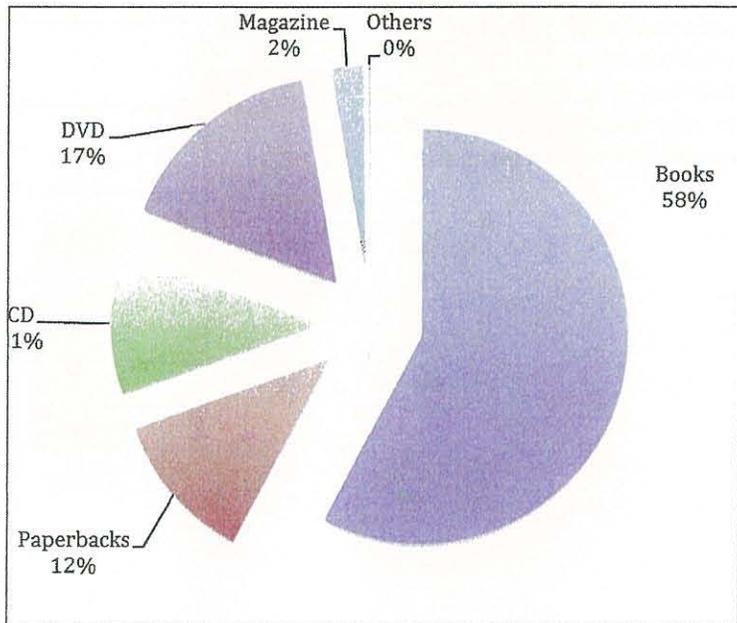
Novelist Plus
Book Browse

eBooks

Overdrive – eBooks for everyone
Tumblebooks – eBooks for children



South Pasadena Public Library Collection by Type of Materials

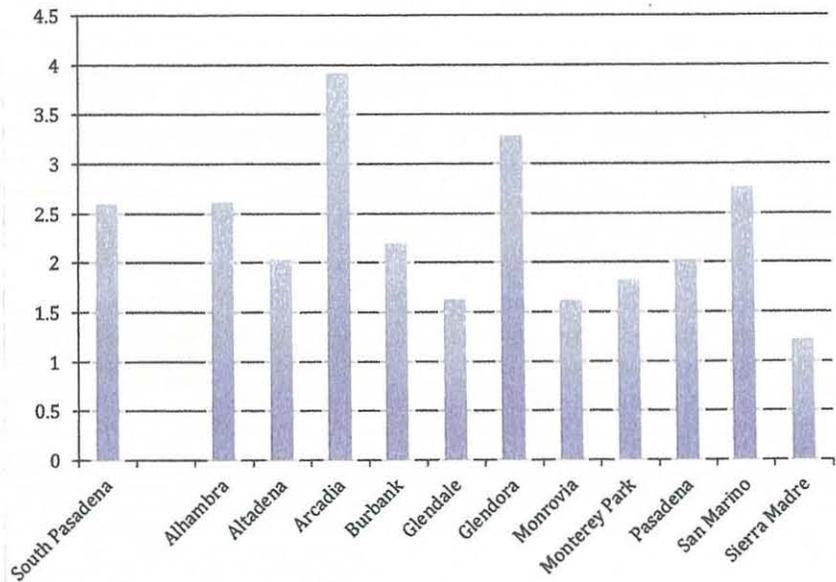


South Pasadena Public Library Collection Use by Type of Materials

Use of the Collection

Continuing to attest to the popularity of a very traditional medium, almost three-fourths (70%) of the materials borrowed are books, followed by DVDs (17%), and CDs (11%). Magazine borrowing and other materials types account for the remaining usage.

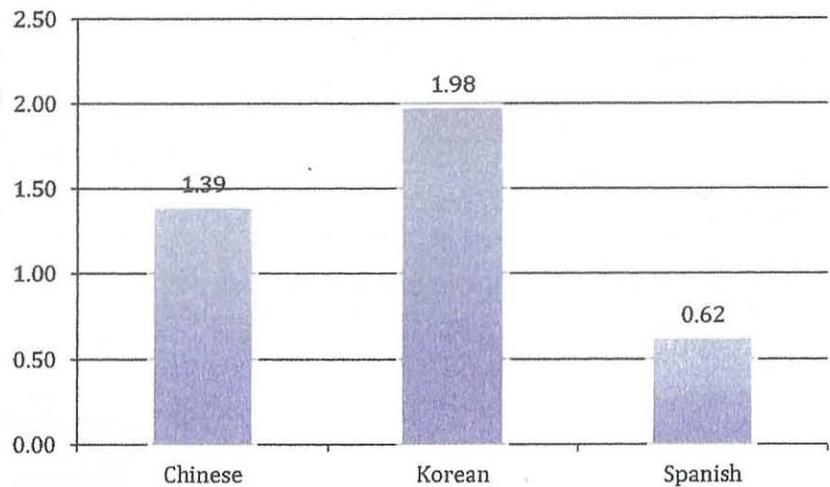
Another performance measure that provides an indication of the appropriateness of a library's collection is the overall turnover rate (circulation rate divided by the size of the total collection). A collection turnover rate of 2.5 or higher indicates a collection that is well used (the assumption being that a collection that is appealing to the members of the community will be used more). The turnover rate for the South Pasadena Public Library is 2.6 – only three nearby libraries have higher collection turnover rates higher than South Pasadena.



Collection Turnover Rates

The use of the library's International Collection is quite variable. The three languages in the International Collection – Chinese, Korean and Spanish – have collection turnover rates that are below 2.0, and Spanish has the lowest turnover rate of .62.

It should be noted that the South Pasadena Unified School District has started a Spanish language immersion program this year and next year will be starting a Chinese language immersion program.



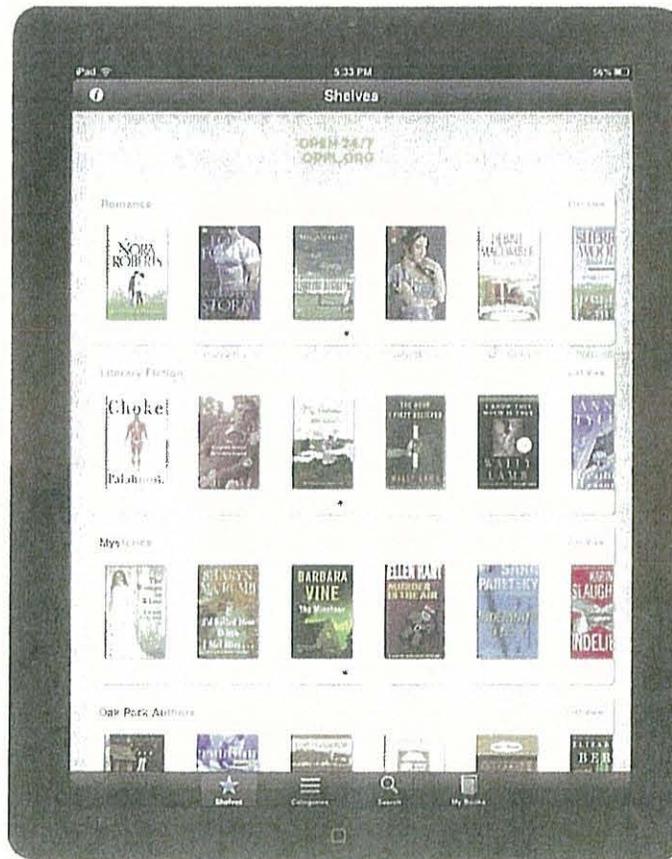
International Language Turnover Rates

eBooks

Library patrons may borrow eBooks (download to their own device for a period of time) provided by two vendors: Overdrive (for adult eBooks) and Tumblebooks (for children's eBooks). The library has 8,866 eBooks, 4,960 digital audiobooks, and 30 videos accessible via Overdrive. A total of 6,077 eBooks were checked out during the 2014/2015 fiscal year. The cost of Overdrive is just over \$10,000 per year (the base price is \$3,000 per year). The cost per use of downloading an eBook from Overdrive is \$1.65 (this is fairly high suggesting the library needs to do more marketing of eBooks).

An additional 318 eBooks and 80 videos are available from Tumblebooks. A total of 1,811 eBooks were downloaded from Tumblebooks last year (which costs \$599 per year). The cost per use of Tumblebooks is \$.33 per use.

Library patrons would more likely download eBooks if there was a stand-alone kiosk that patrons could browse available eBooks (such as the 3M Cloud Library or the Biblioboard system).



Programs

The South Pasadena Public Library presents a number of programs for pre-school and school-age children, teens and adults. Regularly scheduled children's programs include Toddler Storytimes (ages 1-2), Toddler Storytimes (ages 2-3), Preschool Storytimes, Family Storytimes, and Barks and Books. Other interesting children programs include a Tween Journalism Camp, a Tween Writing Series, Art Contest, and Bookmark Contest. Adult programs include a monthly Computer Class, Affordable Healthcare-Act sessions, LA Opera Talks, a monthly Book Group, a Job Search workshop, and Author Nights. In addition, the library provides concerts, film screenings, plays, and living history nights that appeal to all sectors of the community.

Number of Program offerings and associated attendance is shown below.

Program Offerings and Attendance

Type of Program	Number of Programs, 2013-14	Attendance 2013-14	Number of Programs, 2014-15	Attendance 2014-15
Pre-School	128	5,516	125	5,529
School Age	168	15,701	162	18,775
Young Adult	11	564	13	824
Adult	48	5,146	59	3,632
Totals	355	26,927	359	28,760

Compared to other nearby public libraries, the South Pasadena Public Library offers a moderate number of programs per capita. However, program attendance per capita is very high (although attendance declined compared to the prior year).

	Number of Programs	Program Attendance	Attendance Per Program	Programs Per Capita	Attendance Per Capita
South Pasadena	355	26,927	75.9	13.6	1,035.2
Alhambra	478	13,523	28.3	5.6	159.7
Altadena	247	7,992	32.4	4.7	151.1
Arcadia	1,065	26,124	24.5	18.5	454.3
Burbank	406	29,937	73.7	3.8	283.6
Glendora	461	22,110	48.0	9.0	431.1
Glendale	2,541	68,757	27.1	13.0	351.2
Monrovia	243	19,078	78.5	6.5	513.4
Monterey Park	2,436	35,496	14.6	85.8	1,250.7
San Marino	322	10,035	31.2	24.1	752.2
Sierra Madre	297	7,833	26.4	26.8	706.1

Reference

Librarians provide reference service at the Reference Desk located on the first floor. During the last year, some 18,866 patron questions were answered. Given that the library was open a total of 2,679 hours last year (7 days a week), this equates to answering about 7 questions per hour. The value of reference services has been sharply declining in recent years as more people seek information online 24/7 – as and when needed using their handheld electronic devices.

Library Staff

As of December 2015, the library has a total staff of 19.1 FTE with a total of 6 full-time professional librarians.



Overall Rating

Each year, *Library Journal* publishes an article ranking all public libraries based on their budget size. A service index is created by combining circulation per capita, visits per capita, program attendance per capita, and public Internet computer use per capita data. Data for the 2015 rankings are from the 2013/14 fiscal year. Out of the 1,400 libraries across the U.S. with budgets that range from \$1 million to \$4.9 million, the South Pasadena Public Library ranked 221 (15 California public libraries ranked higher than South Pasadena).¹

1 Keith Curry Lance and Ray Lyons. America's STAR Libraries: The LJ Index of Public Library Service 2015. *Library Journal*, November 1, 2015, 24-34.

OPPORTUNITIES AND RECOMMENDATIONS

The Short-Term Future of the South Pasadena Public Library

TECHNOLOGY

The expectation of people who visit the public library is that they will find information technology sufficient to meet their needs. Most people expect that the library will provide sufficient Internet workstations and a WiFi network with adequate bandwidth to accommodate all of the people who bring their own devices.

Recommendation # 1 – Improve the library’s WiFi network

With the passage of Measure L (Library Special Tax Initiative) in November 2015, the Library’s WiFi wireless network is scheduled for a significant upgrade (adding 8 more wireless access points). Hopefully the upgrade will occur in the Spring of 2016. However, the amount of bandwidth consumed by users of the WiFi network should be monitored and additional bandwidth provided, when needed, to ensure that people have both access to the network and the ability to print and download content in a timely manner.

Recommendation # 2 – Increase the number of Internet workstations to reach a target of one workstation for every 1,000 residents

The complement of additional workstations might include standard desktop PCs, as well as tablets and/or portable devices such as Chromebooks. The library should consider installing a self-service laptop/tablet dispensing machine to provide access to these devices (cost for a dispensing machine is about \$25,000 – the machine can dispense iPads/tablets in units of 6.2 It is recommended that a machine able to store/dispense 18 iPads/tablets be purchased as a starting point). A user borrows an iPad/tablet using their library card. Each device would have WiFi capabilities (including WiFi printing) thus minimizing the need for data cables.



Self-service laptop/tablet dispensing machine

Recommendation # 3 – Provide guest passes for Internet only users

Providing a guest pass will reduce the need for staff to interact with visitors who only want to use an Internet computer. The guest pass would allow someone to use an Internet computer or gain access to the WiFi network

2 Laptopsanytime is a vendor that provides a dispensing machine with experience in the library marketplace.

Recommendation # 4 – Upgrade PCs to run current operating system

Every PC in the library, including the Internet workstations, should have identical amounts of RAM memory and a very recent version of the operating system (e.g., Windows 7). Older versions of the computer operating system are no longer maintained and thus are more susceptible to security breaches.

Recommendation # 5 – Use an information technology upgrade/ replacement budget category

The reality is that information technology is constantly changing and software and hardware upgrades are necessary in order to ensure that the technology continues to operate in an efficient and secure manner. As time goes on, the library will become increasingly reliant on technology. It is anticipated that staff workstations will be replaced this year with newer model computer workstations. Line item fund 105 can be used for this purpose.

Recommendation # 6 – Fiber optic connection to the library

There are two lines that connect the library to the Internet – one for staff and one for the public. The library should upgrade its current 100 MB fiber connection to the City Hall network to a 1GB connection. The State Library provides grants to assist libraries in converting to a fiber optic connection to the Internet. The baseline connection provides space for a minimum of 1 GB of bandwidth – almost a 100 times improvement over the very slow and congested bandwidth currently available. The library needs to have a 1GB connection to the Internet for both staff and the public.



Self-Checkout Kiosk

Recommendation # 7 – Install self-checkout stations

Install four (4) self-checkout stations near the main entrance and one in the Children's area. Note that it will be necessary to upgrade the library's ILS to Symphony 3.5 to support self-checkout machines.

Recommendation # 8 – Dedicate a computer workstation for patrons to register for a library card

Providing a dedicated PC for patron registration will eliminate the need for a paper form and free up staff time dedicated to data entry.

Recommendation # 9 – Install equipment to allow patrons to pay library fines and fees using a credit card

The library's existing integrated online library system has the necessary software so all patrons can pay fines and fees using a credit card. This will do much to improve customer satisfaction and income revenue.

Recommendation # 10 – Reinvent the Library’s Website as a full-service eBranch

For many residents, the Library’s Website is the only way they interact with the Library. The Library’s eBranch provides access to electronic resources including (database, eBooks, and in the future, streaming media – audio and video) as well as more robust information about upcoming events and programs. Library patrons should be able to check/update their account information, place a hold, request an item be purchased, interact with a librarian using chat, make a financial donation to the library and so forth. The existing library Website is difficult to navigate and needs to be significantly updated and redesigned. This updated Website must be accessible and optimized when using handheld mobile devices (smartphones).

The library will need to:

- Hire an experienced Website developer (consultant) for the project
- Consider separating the library’s Website from the city’s Website for improved security (majority of traffic to the Website is to gain access to the library’s content)
- Recognize that the library’s Website must provide access to a large amount of digital content (that will require significant computer resources)
- Improve the visibility of the library’s Website using search engine optimization techniques
- Use Google Analytics to constantly monitor and improve the site
- Library should hire an individual who would be responsible for maintaining/improving the library’s Website.

Recommendation # 11 – Purchase/license a library services app

Providing a library services app that customers can download that will allow patrons with mobile devices to place a hold, check their account, learn about upcoming events, and so forth.

Recommendation # 12 – Broaden the distribution of library programs

The library should video record library programs and make them available on the library’s Website, the community access cable TV channel, as well as posting them to Facebook, YouTube and other social media sites. While it may be necessary to obtain copyright permission to use some material in a program, this is not an onerous task.

The library needs to do a better job of promoting all of its programs and classes using its Website, the City and Friends newsletters, local newspapers, and most importantly using social media.

Recommendation # 13 – Expand the Library’s social media presence

With more than 50% of the world’s population having access to the Internet via hand-held smartphones and other electronic devices, increasingly the world is operating at the network level while the primary focus of the library is its space, its collections and the programs and services it offers within the building (the institutional level). Thus, staff members must have the time to spend interacting with library patron’s online using social media – Facebook, Twitter, Instagram, Flickr, Pinterest and so forth. The use of social networking sites allows the library to build community including people interested in South Pasadena who no longer live in the community.

A search for “South Pasadena” on Wikipedia found two entries – a general entry describing the city and its environs (no mention of the public library nor of City Hall) and as a stop on a metro line. Clearly this represents a significant opportunity for librarians to enrich the City entry but also to contribute additional historical content related to South Pasadena. The library should budget for use of a social media management tool such as Social Flow (recommended), Hootsuite or agorapulse.

Recommendation # 14 – Explore the possibility of sharing an integrated library system

The library's online integrated library system, developed and maintained by SirsiDynix, only serves the South Pasadena Public Library. The cost to the City of maintaining this ILS system is \$2,800 per month. Sharing an automated system with several nearby libraries would expose the collections of all these libraries to the patrons of each library so that more resources would be immediately accessible. In addition, the costs for maintaining each library's integrated library system would decline (a formula based on the number of patrons and items could be used to allocate costs).

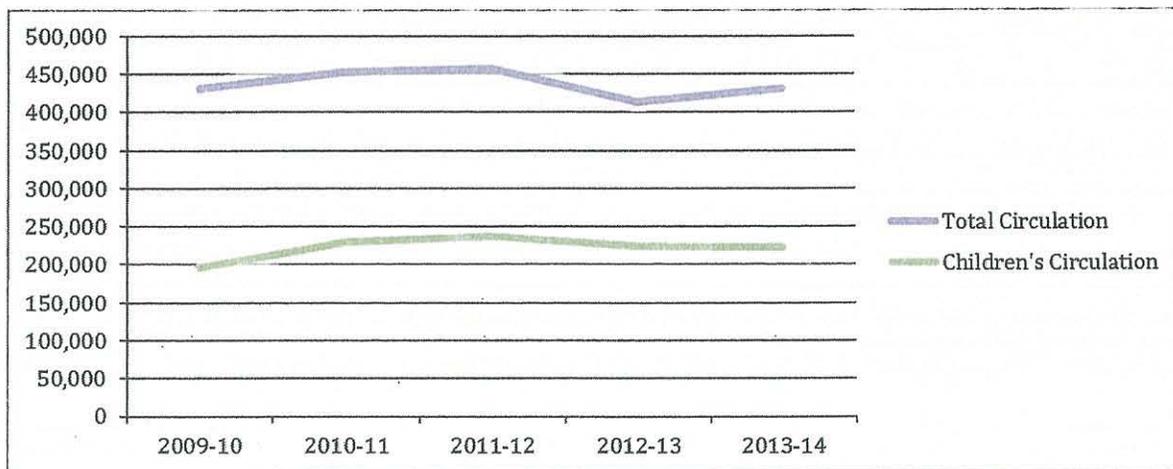
Recommendation # 15 – Implement RFID

In conjunction with the Library's next major renovation (as yet unapproved and unfunded – discussed in the next section of this report), the Library should implement RFID (radio frequency identification) as a means of identifying and tracking each item in the library's collection. Rather than using a barcode to identify each item, an RFID tag is used. Having each item identified using RFID allows the library to ultimately install a sorting system for all items being returned to the library. A sorting system improves the speed with which returned items are placed back on the shelves using fewer staff resources. RFID also reduces staff repetitive motion injuries and potential employer liability.



MATERIALS

The printed book will continue to be a cornerstone for learning and recreational reading for residents of all ages for the foreseeable future. The irony is that the number of new print book titles published increases each year (as do the number of eBooks – published by the “regular” publishers as well as self-published eBooks). Yet, public libraries do not have the space to continue to add many new print book titles unless they discard books that are not longer in demand. Over the last five years, total borrowing of materials has remained fairly constant at about 450,000 items (borrowing of children’s materials is about 50% of the total).



Total Borrowing of Physical South Pasadena Public Library Materials Over the Last Five Years

Recommendation # 16 – Library must immediately reduce the number of items in its book collection in order to “right size” its overall collection. However, the library should continue to refresh at least 6 to 8% of its book collection each year.

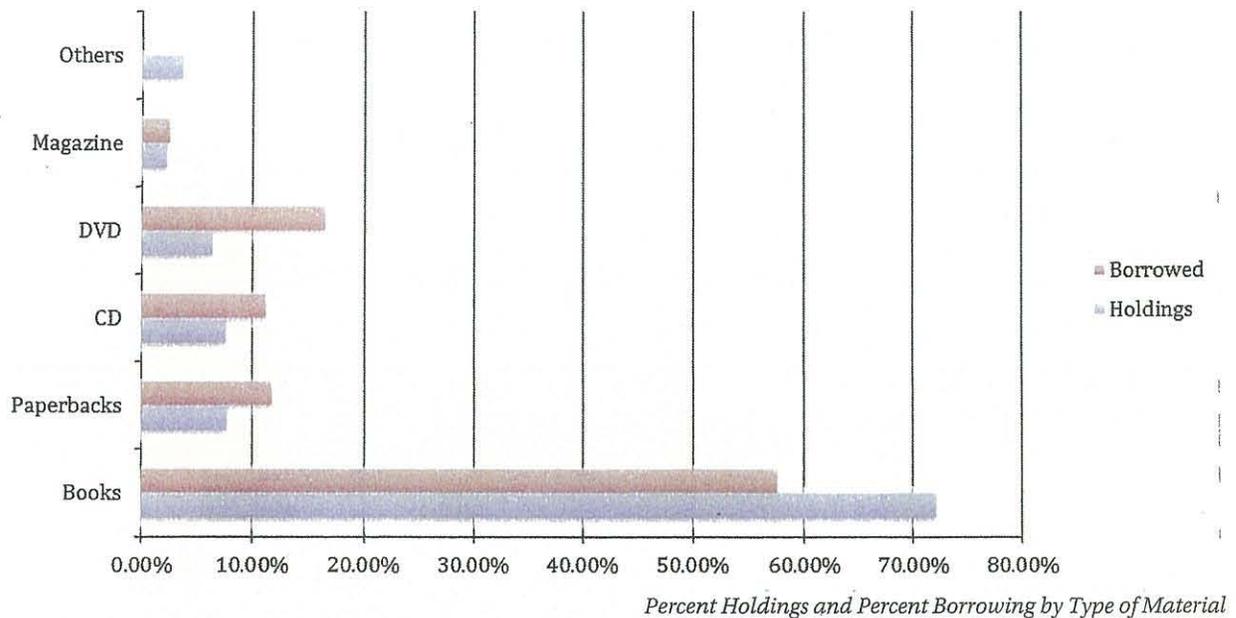
Upon entering the South Pasadena Public Library one is immediately struck by the chock-a-block shelves that are full of books and other materials within the building. A library is considered to have a collection that is in “balance” with the interests and needs of its community when the percent of borrowing for a particular type of material is about the same as the percent of holdings (number of items in the collection).

This is not the case for the South Pasadena Public Library. As seen in the following chart, the percentage of books in the collection (holdings) significantly exceeds the percentage of books being borrowed (thus, the size of the book collection should be reduced). The number of books that should be pulled from the shelves (weeding of the collection based on last date of use) should be 14,000 – 14% of the total number of books currently in the collection.

In addition, the size of the DVD collection should be increased given the popularity of this format (percent use is more than double the percent holdings). Installing “retail style” shelving for DVDs with attractive signage would be welcomed by the library’s customers.

The library should change its checkout policy for CDs and DVDs from three (3) weeks to one (1) week. This would improve the availability of these popular materials so that more people can use these items.

The library should place hold materials requested by patrons ready for pickup on a shelf directly accessible by patrons.



Recommendation # 17 – Integrate the reference collection into the general collection

The library should integrate its remaining reference collection into the general collection (after the reference collection has been extensively weeded—at least 50% to 75% of reference titles should be discarded as their contents are now available online or the information is dated). The reference shelving should be removed.

Recommendation # 18 – Donated materials should not be added to the collection

Reflecting the reality that public libraries today are less about their collections and more about creating connections within the community, in general the librarians should not be spending their time considering whether to add donated materials to the library’s collection. Donated materials should go immediately to the Friends of the Library.

Recommendation # 19 – The library should reduce the number of print magazine subscriptions

The usage of the print magazine collection is declining and the library should reduce the number of print magazine subscriptions by at least one-half. The savings should be allocated to increasing the amount of digital materials.

Recommendation # 20 – Increase the number of eBooks

Increase the number of eBooks that are available for patrons to download to 10 to 15% of the library’s total book collection. The library should consider purchasing the 3M eBook Discovery Station or a Biblioboard Station to encourage people to browse for eBooks. The advantage of a Biblioboard Station is that the library’s digitized photographs would be more visible. The library might wish to consider moving from Overdrive to Total Boox for adult eBooks (cost is \$5,500 the first year and \$4,500 for each succeeding year).

The library could also purchase the most popular self-published eBooks from a vendor such as SmashWords.

Recommendation # 21 – Offer 50 to 60% of the audio (non-music) collection in downloadable digital format

While this recommendation can be implemented in an incremental manner, there is clear customer demand for non-music audio content (Books on CD, Playaways, MP3 players) that can be downloaded or streamed.

Recommendation # 22 – Transition from music CDs to a streaming download service

Reduce purchasing as many music CDs in order to implement a streaming music service such as Freegal. The library should remove the rotating CD shelving and replace it with attractive “retail style” CD shelving units.



Recommendation # 23 – Revise the library’s Collection Development Policy

The library’s Collection Development Policy will need to be updated in order to reflect the recommendations noted above. In particular, the library should adopt a maximum book collection size as the library transitions from a collection-centric organization to becoming the community’s knowledge center. This review of the Collection Development Policy should address the role of Specials Collections (what is included and what is excluded – for example, South Pasadena history, Southern California history and culture, and the Ray Bradbury collection).

FACILITIES

The current library facilities are showing their age and are clearly in need of a major refurbishment/remodeling. In addition, the City is currently in the preliminary planning process to build a new Community Center that would incorporate the Senior Center (currently located next door in the Library Park). The time frame for the actual construction of a new Community Center is unknown although a 2 to 3 year time horizon was mentioned frequently during interviews.

Recommendation # 24 – Provide parking

Convenient and accessible parking for the library is a long-standing problem that needs to be addressed by the City (the library has zero dedicated parking spaces). The inability to find parking was mentioned by several community members as to the reason why they do not use the library more often. Despite the significant costs, this is a problem that must be solved to ensure that all South Pasadena residents have convenient access to the library.

Recommendation # 25 – Consolidate public service desks to a single service point

The space adjacent to the library's main entrance is dominated by two large service desks (circulation and reference) that should be consolidated into a single, streamlined service location in a design that is attractive, space-saving and welcoming. By implication, all of the other service elements encompassed by the space from the entrance to the back wall by the stairs should be eliminated or repositioned. The Children's area service desk would remain as is.

Recommendation # 26 – Have staff participate in a design charrette

Tapping into the experiences and expertise of library staff members, Board members, and interested Friends of the Library, a half-day design charrette (moderated by the consultant) is proposed. Participants would have the opportunity to consider the placement of a new service desk as well as consider eliminating and/or moving other furniture and equipment presently found in the space. In addition, space for self-checkout machines and a (possible) laptop/tablet dispensing machine would need to be allocated. This might mean eliminating/moving the reference collection shelving, new materials display shelving, tables and chairs, comfortable seating, the ostrich display, as well as providing a self-serve holds pickup shelf, space for additional Internet computers, and space for returned materials.

Recommendation # 27 – Remodel the existing first floor space as a short-term goal

Using the plan developed during the design charrette, the library should involve the appropriate City departments (such as Public Works and IT) to make the necessary changes to the first floor space. The plan should include painting the interior space and installing new signage throughout the library to make it more vibrant, up-to-date and inviting. Changes to the existing first floor space should be made within the next year.



Recommendation # 28 – Solve the flooding problem

The fact that the library has experienced two serious flooding incidents in the past few months (and 15 times over the past 9 years) indicates that preventing future floods should be high on the City's to-do list. Each flood results in service interruptions to the library's customers and additional costs to the City. It should be noted that the City has awarded a contract to a design firm that will hopefully fully resolve this issue in 2016.

Recommendation # 29 – Prepare a major space allocation study

Once the City has decided to build the new Community Center, the library should hire an architectural firm with recent experience in renovating/remodeling public libraries (assuming the decision is made to make the existing Senior Center space available for library use). This space allocation study would consider the need for more flexible and adaptable space to accommodate change over time. Space is clearly needed for more computer workstations, collaborative space for teens and adults, small meeting/training rooms, children's story time area, space for additional comfortable seating, the Friends bookstore, a computer lab, a digital innovation lab (create digital music, record and edit a podcast, create a video, and make a robot), local history room and a kitchen. The aisle space between books shelves does not comply with ADA requirements and the existing tables, chairs and other furniture should be replaced.

This future space allocation study should also carefully examine the electrical distribution system as the library has difficulty adding additional electrical outlets due to constraints on existing electrical circuits.

The architects preparing the space allocation study will prepare an estimate of the costs to remodel/renovate the library that can then be used for capital fundraising purposes. Remodeling the existing library space as well as renovating the Senior Center for library purposes is going to cost several million dollars.

Recommendation # 30 - The Friends of the Library need display shelving

The Friends of the Library should purchase two new bookstore-style display shelves for use on the first floor (to eliminate the tables now being used). The Friends should display items for sale that are either quite popular (cooking, gardening, travel, and so forth) or related to a season or holiday on a weekly rotating basis. The "bottom of the barrel" materials should be kept upstairs or given to charities.

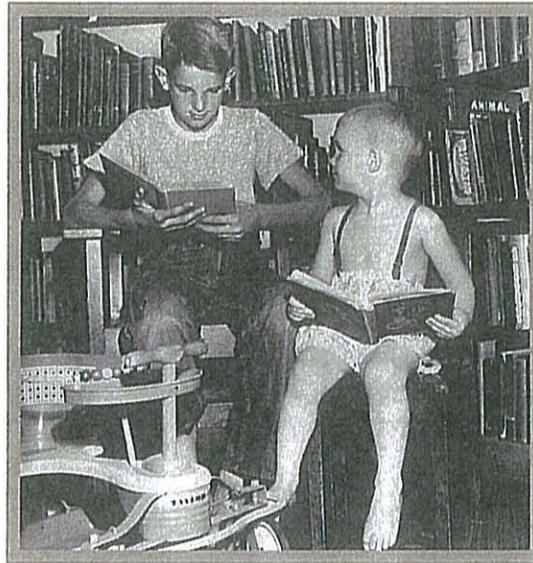
Recommendation # 31 – Install a large screen display monitor near the exit of the library

The display monitor would provide a colorful display of upcoming library events.

YOUTH SERVICES

Recommendation # 32 – Offer more programs for teens

While the library offers some programming for teens (and offers opportunities for volunteering), the library should be doing more for this important age group. The library should consider involving the City's Youth Commission as a way to understand their perspective (focusing on the questions of why teens do and do not use the library and its services).



Recommendation # 33 – Staff should maintain its strong liaison with the local elementary, middle and high schools

Maida Wong, the Children's Service Librarian, has extensive contacts with the local schools (meets and communicates with the school librarians regularly, attends meetings, and so forth) that should be maintained. Given the obvious support for education (the South Pasadena Educational Foundation raises \$600,000 each year), the library needs to ensure that an effective and long-lasting relationship with the local schools is maintained. The public library is open seven days a week to provide access to materials that will assist students when school is out and on weekends (school libraries are not open during these times).

Recommendation # 34 – The library should create a shared online catalog with the local schools

Making the resources of the local schools highly visible in the public library's online catalog will broaden the resources that will be accessible by the library's student patrons. A delivery service could be developed to share local resources between the school libraries and the public library

OPERATIONS

The current selection and ordering operations of the South Pasadena Public Library mainly reflect traditional library practices, including some that do not add real value for the customer. Materials are ordered from a vendor (Baker & Taylor), and when the materials arrive they are cataloged using OCLC, processed (book jackets added and library ID stamped), and many of the more popular items are placed on the New Books shelves. The following recommendations will result in new items being placed on the shelves faster while costs are reduced.

Recommendation # 35 – The library should adopt an Automatic Shipment program for new acquisitions

Rather than having the librarians select each item to order, a Automatic Shipment Plan can be implemented with each vendor that will free up staff time. The library completes a collection development profile indicating the type of material that each vendor (such as Baker & Taylor) should provide over the course of the year. While the library has already implemented such a program in a limited way, this program should be expanded significantly. The librarians would be able to supplement the Automatic Shipment Plan by ordering specific titles as needed to meet customer interest and requests.

Recommendation # 36 – The library should order all materials with full processing and cataloging provided

Ordering all new acquisitions from Baker & Taylor and other vendors with full processing and cataloging will mean that staff will have a significant amount of busy work eliminated. The cost for this service is about \$4 per title ordered. The implications of this recommendation are several:

- The library should stop using OCLC for cataloging (the library could rely on obtaining any needed cataloging records from other libraries using the Z39.50 software – a part of the library's integrated library system).
- Staff would be freed up to add eBook bibliographic records to the library's catalog.
- Materials on-order would be visible in the catalog (so they can be reserved before they arrive).
- The materials received from the vendors can be immediately placed on the shelves for customers to use.
- Staff would need to develop new workflows within the Technical Services area in order to maximize efficiencies.

Recommendation # 37 – The library should stop repairing books

Given the ready availability of a great many other books already in the library there is no need to repair books (except for rare, out-of-print works pertaining to local history and some out-of-print materials), which is a time consuming activity (admittedly this activity is performed by volunteers). If a damaged book needs to be replaced, the library can order a duplicate copy from one of several sources and have it in the hands of the customer in a matter of days.

Recommendation # 38 - The library should translate the Welcome Brochure

The library should translate the Welcome Brochure into Chinese, Spanish and Korean. Community groups and churches that have frequent contact with these various ethnic groups could distribute these brochures on behalf of the library.

Recommendation # 39 – The library should capture the contact information of those who attend programs

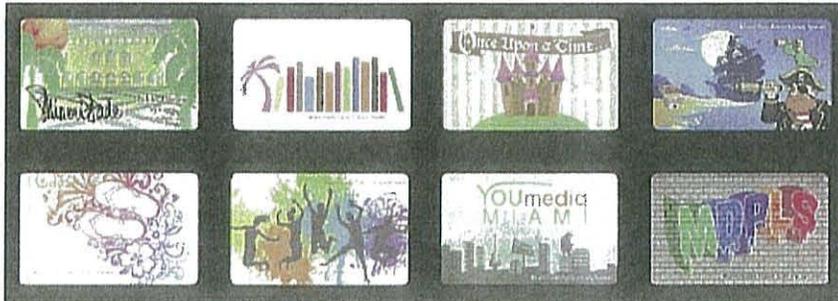
Knowing who is attending the very popular library programs (children’s programs, Author Nights, concerts, film screenings, and so forth) will assist the library in identifying segments of the community that it is not reaching with its program offerings. This information can be retained in the library’s ILS system.

Recommendation # 40 – The library should have its own Facebook page and be much more active in social media

The library should have its own Facebook page and be much more proactive in other social media outlets (Instagram, Snapchat, Pinterest and so forth).

Recommendation # 41 – The library should consider offering multiple colorful library cards

The library should offer multiple colorful library cards (perhaps have a contest involving the children, teens and adults of the community) similar to the examples shown below.



Sample Library Cards

Recommendation #42 – The library should be open Thursday night

The library should be open Thursday so that those who visit the Farmer’s Market might also visit the library. The library could close on Monday nights with the result that service is improved for no additional costs. The library should set up a table on the corner adjacent to the Farmer’s Market to promote the library and register people on the spot with an iPad.

ORGANIZATIONAL STRUCTURE

Historically libraries have created organizational structures that have revolved around collections and a set of collection-related services. As such, the traditional public library organizational structure evolved into a division of responsibilities based on the age of the cardholder – children’s services and adult services. In addition, a supporting group (sometimes called Technical Services or Support Services) focused on the activities that underlie the operation of the library – acquiring and organizing (cataloging) materials, loaning of materials, re-shelving items, maintaining information technology, and so forth.

The recommended new organizational structure allows the Director of the Library, Arts and Culture to continue to focus on developing special projects and large-scale cultural events that appeal to the broader South Pasadena community.

A new position, the *Assistant Director of the Library*, will have responsibility for all library collections, services and operations. This individual would conduct regular staff meetings, prepare personnel evaluations, work with each Manager to prepare a draft budget, work with the City on personnel issues, implement the customer satisfaction survey, work with the three Manager’s to ensure that information about the library is regularly shared using social media, press releases, the Web sites, newsletters, and so forth. The Assistant Director (a librarian) should be selected as the likely successor for the current Director of the Library, Arts and Culture when he decides to retire.

The *Public Services Manager* (a librarian) would be responsible for developing programs and outreach for adults, teens and children. A more diverse set of programs can be offered if the library reaches out and partners with knowledgeable individuals and organizations to share their expertise and enthusiasm. The Public Services Manager would prepare content to communicate upcoming programs and events in the library using a variety of means (Web site, social media, newsletter, flyers, etc.). Works to ensure that programs and services are evaluated (hopefully using the PLA Project Outcome surveys as well as in-house surveys) and uses opportunities to interact with the community in order to provide more responsive programs and services.

2-3 librarians will report to the Public Services Manager who will be responsible for preparing, scheduling, conducting (some programs will be delivered by staff, some by volunteers, and in some cases, paid performers), and evaluating programs. There may well be a Children’s librarian, a Teen librarian, and an Adult librarian but there are also other ways this department could be organized.

The *Digital Services Manager* (someone with technology skills and perhaps a librarian) would be responsible for maintaining the Digital Library, the library’s Website (which needs to be completely redesigned), and the digital Local History collection. In addition, this Manager would be responsible for raising the visibility of the library within the realm of social media on such sites as Facebook, Twitter, Pinterest, Flickr and Wikipedia (using a social media management tool), evaluating and constantly improving all things digital using such tools as Google Analytics.

The Digital Services Manager should have extensive computer systems experience and programming skills needed to supervise and implement digital systems including Web sites. This Manager would have a staff of 1-2 who would have programming and Web site development skills. This staff would maintain the digital library, post content such as historical photos to sites such as Pinterest, Flickr, Facebook and others; engage with online community members as they post comments, ratings, and reviews.

The Digital Services Manager will be responsible for hiring and managing tech savvy staff that will interact with library patrons and answer their technology-related questions. The tech savvy staff may be a new type of position requiring a new job title/job description.

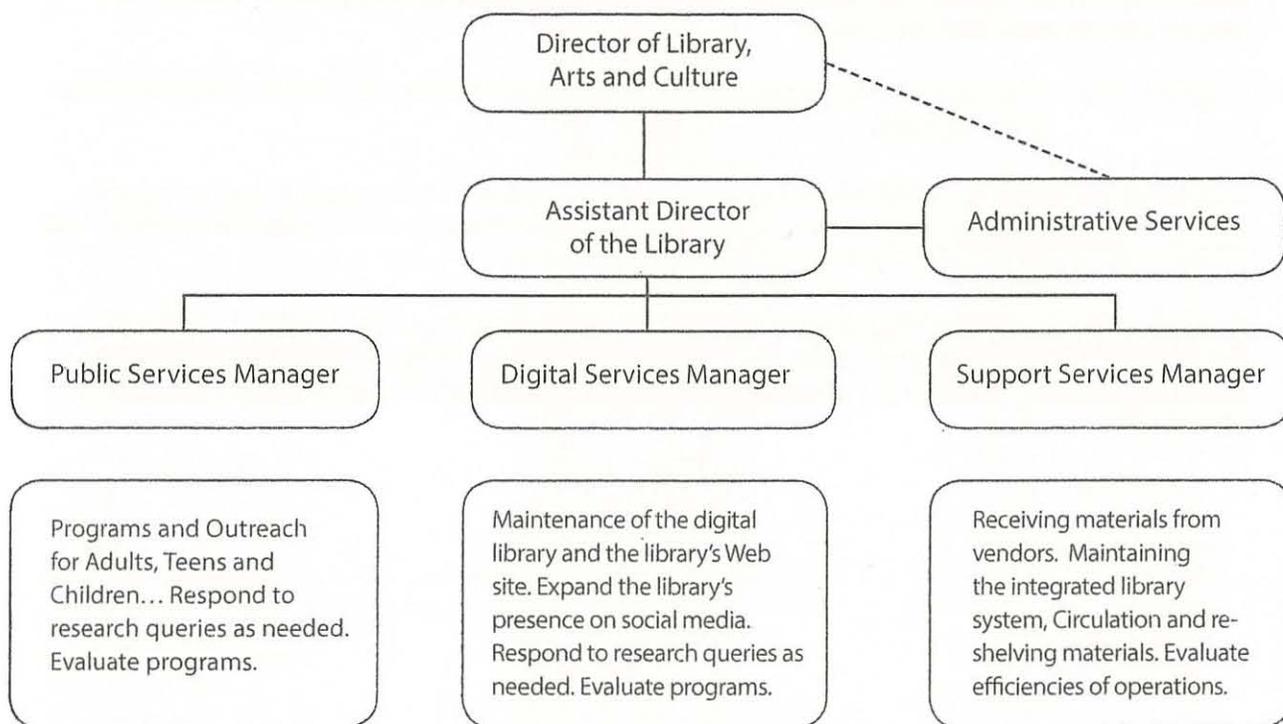
The *Support Services Manager* (a librarian’s degree is not required) would be responsible for managing information technology, materials flow (receiving materials from vendors as well as Circulation and the re-shelving of returned materials), customer service, and facilities.

The Support Services' Manager would have several staff members plus manage volunteers who are assisting the library in the re-shelving of materials and other activities.

Recommendation # 43 – The Library Board of Trustees and the City should endorse and adopt the recommended Library Organizational Chart.

The Library should include the new position of the Assistant Director of the Library in the next fiscal year budget and commence recruitment for the new position.

Proposed South Pasadena Public Library Organizational Chart



Recommendation # 44 – The librarians and selected staff should be provided with the necessary tools to provide roving services

The librarians and selected staff members should be provided with headsets and tablets so that they may roam within the library and provide immediate service – regardless of their location within the library.

Recommendation # 45 – Hire tech savvy staff to provide computer support services

Hiring tech savvy staff to provide support services for computer-related questions (“How do I print?,” “How do I download a pdf file?,” “How do I get to this specific Website?,” and so forth) will free up the librarians to provide more essential (and value adding) services.

Recommendation # 46 – Stop providing reference services at a dedicated reference desk

The library should stop providing reference services at a public desk while at the same time encourage people to ask reference questions using email (create a new email address such as AskQuestion@SouthPasadenaca.gov), sending a text message, or scheduling an appointment.

Recommendation # 47 – The Public Services Manager should reach out to nursery schools, church schools, clubs, homeschoolers and other community organizations

The instructors and teachers who work at nursery and church schools providing pre-kindergarten training often lack higher education degrees and training in early childhood education. The Public Services Manager and other librarians could develop a series of workshops using the resources found in Every Child Ready to Read to improve the skills of the pre-school teachers, instructors and aids in South Pasadena nursery and church schools.

Recommendation # 48 – Library staff should be creating original content to post on the library Website & social media

Librarians and other staff should create original content for the library Website about library programs and resources in order to reach a broader audience. This same content (podcasts, videos of programs, and so forth) should also be posted to a range of social media sites.

The library will soon be providing access to all of the past editions of the local newspaper, *The South Pasadena Review* (the digitization of this resource was funded by the Friends of the Library). The library should be providing tools that will enable people to post comments and add additional information to this content.

FINANCE

The cultivating of additional funding sources should continue to remain a high priority for the South Pasadena Public Library. In addition to funds provided by the Friends of the Library Book Sales and bookstore, the library should explore other funding options.

Recommendation # 49 – The Library Board of Trustees should explore creating a Library Foundation

The purpose of the Library Foundation is to create an endowment fund that would provide sustaining funds to the library as well as capital improvement and expansion funds. A majority of Library Foundation's uses two methods to raise funds. First, the Foundation has an annual major event (home tours, Murder Mystery dinner at the Library, and so forth) and expects a significant donation to attend the event. And second, the Foundation works to inform financial planners and family attorneys that prepare wills and trusts of the existence of the Foundation and that the Library is a great place to remember loved ones in a very tangible way that will benefit the residents of South Pasadena for generations to come.

Recommendation # 50 – The Library Board should write off old fines

The library and the City need to acknowledge that patrons who have not used in the library in more than 3 years are not likely to return (especially if they have fines owed). These old fines should be written off (this may require City Council action).

Overdue fines for all items are 25 cents per day. Accounts are blocked at \$10 for adults, and \$5.00 for children. Accounts are referred to a collection agency when an individual owes more than \$25.00 or if the item is overdue for more than 80 days (the system declares the item as "lost"). The use of the collection agency has reduced the amount of lost items and the amount of unpaid fines and fees.

The amount of uncollected library fines totals to more than \$250,000. More than half of these fines have accrued to those who have not used the library in more than 3 years. Individuals who have not used the library in 3 or more years should be deleted from the integrated library system and their fines (\$148,413) written off.

Last Used the Library*	Number of Patrons	Total Fines
2013 – 2014	1,462	\$30,888
2011 – 2012	2,588	78,398
Before 2011	8,654	148,413
Totals	12,704	\$257,699

* = Date last borrowed materials

Recommendation # 51 – The Library Board of Trustees should develop a policy with the City that encourages entrepreneurship

Should the library develop additional revenue streams by being more entrepreneurial, the library should not be "penalized" by the City who may reduce the library's budget (share of the General Fund). For example, the Library Board may wish to consider charging a DVD "collection building" fee of \$1 per DVD at the time of checking out.

USING DATA

Using data to drive service management ensures that the available data about existing library services can be used to strengthen and improve services, as well as begin to gather outcomes data to better report the impact the library has in the lives of its customers.

Recommendation # 52 – Immediately start to gather outcome data for library programs

Public libraries have historically reported activity data, usually called output measures, such as the amount of borrowing, the number of Internet computer sessions, and attendance at programs. Outcome measures focus on the change that occurs in an individual's life as a result of interacting with the library in some way. There might be a change in attitude, skill, knowledge, behavior or status (condition).

The Public Library Association has a free, three-year project underway that encourages libraries to gather outcome data for the services they provides (see ProjectOutcome.Org to sign up for free). A series of tools are provided to gather outcome-related data from library customers.

Recommendation # 53 – The library should develop a set of performance measures to report to the Board of Trustees

The Library Director should prepare a quarterly report providing a set of performance measures to the Board of Trustees. These performance measures would include both output measures (how busy is the library?) and outcome measures (what difference does the library make in the lives of library customers?).

Recommendation # 54 – The library should do more to retain customers

The library should develop original content for a library (“We Miss You”) quarterly newsletter touting all of the programs and events – for all age groups – and send the newsletter using email to all South Pasadena residents who have a library card and have not used the library in 3 months. The goal is to remind these individuals to remember the value of the library when they use the library. Some of the same content could also be shared with the City's E-Neighbors newsletter.

Recommendation # 55 – The library should send out overdue notices and reminder notices via email

The library should be sending out overdue and reminder notices via email. This will improve service and reduce costs.

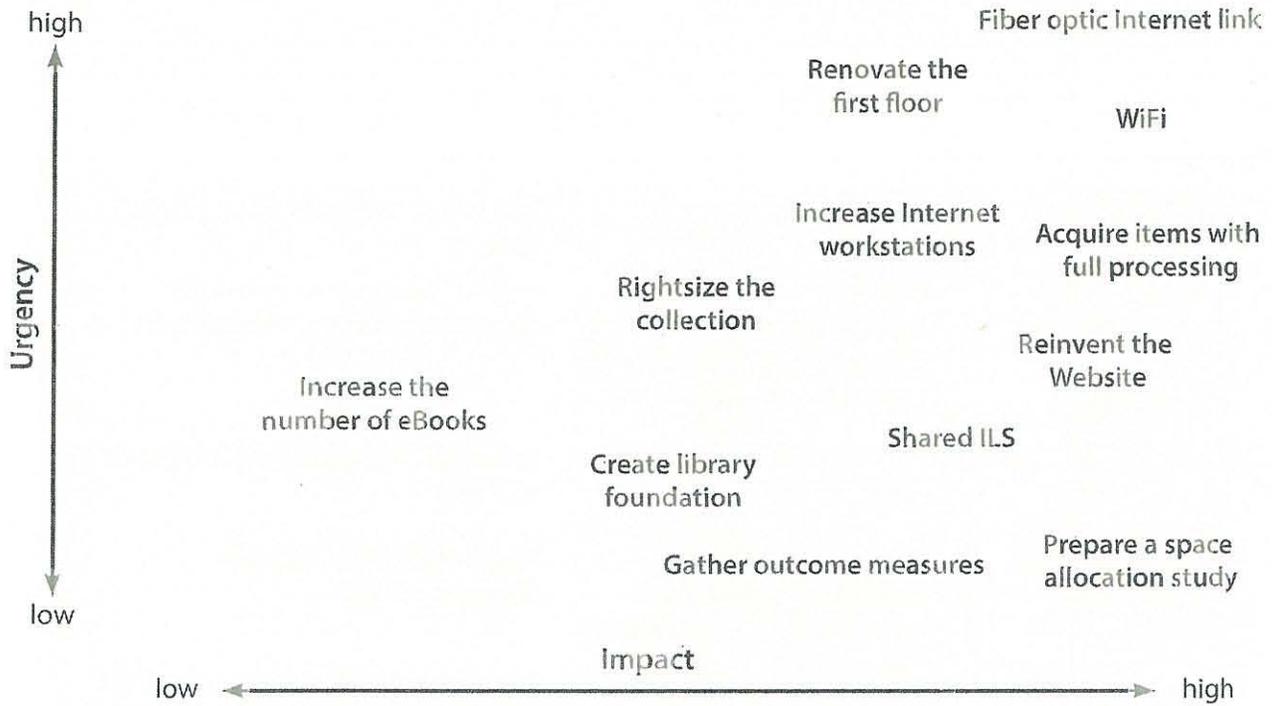
Recommendation # 56 – The library should use a continuous customer satisfaction survey

The library should subscribe to a continuous customer satisfaction survey, such as provided by Counting Opinions, to gather continuous customer feedback (cost is about \$2,200 per year). The resulting survey data will identify areas the library needs to make improvements as well as providing feedback about the quality of library services.



PRIORITIZATION FRAMEWORK

A prioritization framework is provided here with the key improvement recommendations identified in the matrix below.



SUMMARY OF IMPROVEMENT RECOMMENDATIONS

All of the consultant's improvement recommendations are listed here along with a suggested priority. A priority of A should be addressed in the coming year. B priorities should be completed in following year. The Library Board of Trustees, library staff and the Director of the Library, Arts & Culture should review and adjust the all of priorities as they see fit. Once solidified, the library should prioritize

Recommendations	Priority	Improvement Opportunity	Notes
Technology			
1	A	Improve the library's WiFi network	Measures L funds – work proceeding soon
2	A	Increase the number of Internet workstations to reach a target of one workstation for every 1,000 residents by 2020	Install a self-service laptop/tablet dispensing machine – cost \$25,000
4	A	Upgrade PCs to run current operating system	Acorn Technology Corp will be doing this soon?
5	A	Create a information technology upgrade/ replacement budget category	Needs approval of the City Manager's Office
6	A+	Fiber optic connection to the library	Library has an opportunity for a State Library grant to help defray some of the costs – grant application was submitted in January
10	A	Reinvent the Library's Web site as a full-service eBranch	Note that Acorn Technology does not provide Website support
13	A	Expand the Library's social media presence	Cost of a social media management tool estimated to be \$5,000
3	B	Provide guest passes for Internet only users	Reduce staff time
7	B	Install self-checkout stations	Reduce staff time
8	B	Dedicate a PC for patrons to register for a library card	Reduce need for staff to enter data
9	B	Install equipment to allow patrons to pay for library fines and fees using a credit card	Customer convenience
11	B	Purchase/license a library services app	

14	B	Explore the possibility of sharing an integrated library system	Save money and provide access to a larger collection
12	C	Broaden the distribution of library programs	
15	C	Implement RFID	

Materials

16	A	The Library must immediately reduce the number of items in its book collection in order to "right size" its overall collection. However, the library should continue to refresh at least 6 to 8% of its book collection each year.	All staff should work together to complete this project in a short period of time
17	A	Integrate all of the reference collection into the general collection	
19	A	The library should reduce the number of print magazine subscriptions	
18	B	Donated materials should not be added to the collection	
20	B	Increase the number of eBooks	
21	B	Offer 50 to 60% of the audio (non-music) collection in digital format	
22	B	Transition from music CDs to a streaming download service	
23	B	Revise the library's Collection Development Policy	

Facilities

24	A	Provide additional parking	
25	A	Consolidate desks to a single point of service	

- 26 A Have staff participate in a design charrette
- 27 A Remodel the existing first floor space as a short-term goal
- 28 A Solve the flooding problem
- 30 A The Friends of the Library need display shelving
- 29 B Prepare a major space allocation study
- 31 B Install a large screen display monitor near the exit of the library

Youth Services

- 32 A Offer at least one program per week for teens
- 33 B Staff should maintain its strong liaison with the local elementary, middle and high schools
- 34 B The library should create a shared online catalog with the local schools

Operations

- 35 A The library should adopt a Automatic Shipment program for new acquisitions
- 36 A The library should order all materials with full processing and cataloging provided
- 37 A The library should stop repairing books
- 38 B The library should translate the Welcome Brochure

- 39 B The library should capture the identity of those who attend programs
- 40 B The library should have its own Facebook page and be more active in social media
- 41 B The library should consider offering multiple colorful library cards
- 42 B The library should be open Thursday night

Organizational Structure

- 43 A The Library Board of Trustees and the City should endorse and adopt the recommended Library Organizational Chart.
- 45 A Hire tech savvy young people to provide computer support services
- 46 A Stop providing reference services at a public desk
- 47 B The Public Services Manager should reach out to nursery schools, church schools, clubs and other community organizations
- 44 B The librarians and selected staff should be provided with the necessary tools to provide roving service
- 48 B Library staff should be creating original content to post on the library Website & social media

Finance

49	A	The Library Board of Trustees should explore creating a Library Foundation	Requires articles of incorporation and a separate Board. Need community movers & shakers on the Board.
50	A	The Library Board should acknowledge that patrons who have not used in the library in more than 3 years are not likely to return (especially if they have fines owed). These old fines should be written off.	
51	B	The Library Board of Trustees should develop a policy with the City that encourages entrepreneurship	

Using Data

52	A	Immediately start to gather outcome data for library programs	Immediately start to gather outcome data for library programs
55	A	The library should send out overdue notices and reminder notices via email	
53	B	The library should develop a set of performance measures to report to the Board of Trustees	
54	B	The library should do more to retain customers	
56	B	The library should use a continuous customer satisfaction survey	Cost is about \$2,200 per year

THE UPDATED STRATEGIC PLAN

The South Pasadena Public Library will be embarking on the development of a new Strategic Plan in 2016 that will engage a broad spectrum of the community. In a time of significant change within our society, the planning process must address some fundamental questions about what the future holds for the library. Should the library:

Totally Physical
(facilities and media)



Totally Virtual
(facilities and media)

Focus on the Individual



Focus on the Community

Collection Library
(facilities and virtual)



Creation Library
(social, maker space)

Portal
Everything for everyone



Archive
Specialized niche

In the future,
the library will be more about
what it *does* for people
rather than what it
has for people.