



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

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

Wednesday, October 17, 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: 1

C. Conference with Real Property Negotiators

CONFERENCE WITH REAL PROPERTY NEGOTIATORS, Pursuant to Government Code Section 54956.8:

Property: 1700 Mission Street, South Pasadena, CA 91030
(APN No. 5318-014-057)

Agency Negotiators: City Manager Stephanie DeWolfe; City Attorney Teresa L. Highsmith

Negotiating Parties: Lilian M. Myers and Kenneth D. Myers

Under Negotiation: Terms of Payment

D. Public Employee Performance Evaluation

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

Title: City Manager

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.

10/11/2018
 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, October 17, 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: Mayor Richard D. Schneider, M.D.

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 by the Pasadena Humane Society on Available Animal Adoptions

3. Presentation of a Certificate of Appreciation to Olaf and Helga Weidekat, of Mission Framing, for Over 29 Years of Service to the South Pasadena Community

4. Merchant Minute

COMMUNICATIONS

5. Councilmembers Communications

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

6. City Manager Communications

7. Reordering of and Additions to the Agenda

OPPORTUNITY TO COMMENT ON CONSENT CALENDAR

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

CONSENT CALENDAR

8. Minutes of the City Council Meeting of October 3, 2018

Recommendation

Approve the minutes of the October 3, 2018 City Council Meeting.

9. Prepaid Warrants, General City Warrants, and Payroll

Recommendation

Approve the City of South Pasadena Prepaid Warrants Nos. 204475 through 204540 in the amount of \$1,852,499.85 General City Warrants Nos. 204541 through 204692 in the amount of \$255,520.98; Payroll dated October 5, 2018, in the amount of \$595,860.78; and Wire Transfers in the amount of \$1,636,857.96.

10. Monthly Investment Reports for August 2018

Recommendation

Receive and file the monthly investment reports for August 2018.

11. Second Reading and Adoption of an Ordinance to Establish a Public Art Development Fee Program and Second Reading and Adoption of an Ordinance to Create a Public Art Commission

Recommendation

1. Read by title only for second reading, waiving further reading, and adopt an Ordinance adding Division 36.390 (“Public Art Program”) and Chapter 36.395 (“Public Art Development”) to Article III of Chapter 36 of the South Pasadena Municipal Code regarding the establishment of a Public Act Program and corresponding Art Development Fee Program.
2. Read by title only for second reading, waiving further reading, and adopt an Ordinance adding a new article IVL (Public Art Commission) of the South Pasadena Municipal Code to create a Public Art Commission.

12. Approval of a Concession Lease Agreement with San Pascual Stables, LLC for Operation of the San Pascual Stables

Recommendation

Approve, in substantially to form, a Concession Lease Agreement with San Pascual Stables, LLC for the lease of the San Pascual Stables that will begin on October 17, 2018.

13. Authorize the First Contract Amendment with Clean Fuel Connection, Inc. for Additional Electrical Work for the Compressed Natural Gas (CNG) Station Upgrade Project in an Amount of \$67,535 for a Total Not-to-Exceed Contract Amount of \$367,535 and Extend the Contract Time by 100 Calendar Days for a Total Contract Time of 250 Calendar Days

Recommendation

1. Authorize the City Manager to execute the first contract amendment with Clean Fuel Connection, Inc., in an additional amount of \$67,535 for a total not-to-exceed contract amount of \$367,535 and extend the contract time by 100 calendar days for a total contract time of 250 calendar days, to provide extra electrical work and purchase a new electric vehicle charger for the Compressed Natural Gas Station Upgrade Project.
2. Appropriate a sum of \$57,000 from Proposition A to Account No. 207-9000-9307-9307.

14. Adoption of a Resolution Approving Membership Within the Los Angeles Area Regional Training Group and Approval of the Joint Powers Agreement for the Los Angeles Area Regional Training Group

Recommendation

1. Adopt a resolution approving membership within the Los Angeles Area Regional Training Group Joint Powers Authority.
2. Approve the Los Angeles Area Regional Training Group Joint Powers Agreement (JPA).
3. Authorize the City Manager to execute the JPA agreement and to take such reasonable actions as may be required to implement the intent of the JPA.

15. Adoption of a Resolution Setting a Public Hearing Date for the Landmark Designation of the South Pasadena Library Tree Project Number 2155-LHD

Recommendation

Adopt a resolution setting a date certain for the Public Hearing of the Landmark nomination in accordance to the Landmark Designation procedures set forth in the City’s Cultural Heritage Ordinance, SPMC Section 2.63(C)(9). Staff is recommending the formal designation proceedings to take place at the regularly scheduled December 5, 2018 City Council Meeting.

16. Adoption of a Resolution Setting a Public Hearing Date for the Landmark Designation, 320 Grand Avenue (Koebig House) Project Number 2123-LHD

Recommendation

Adopt a resolution setting a date certain for the Public Hearing of the Landmark nomination in accordance to the Landmark Designation procedures set forth in the City’s Cultural Heritage Ordinance, SPMC Section 2.63(C)(9). Staff is recommending the formal designation proceedings to take place at the regularly scheduled December 5, 2018 City Council Meeting.

17. Approval of a Letter in Opposition to a Provision in House Resolution 2 (H.R. 2), the Agricultural Act of 2018

Recommendation

Approve a letter in opposition to a provision in House Resolution 2 (H.R. 2), the Agricultural Act of 2018, which could block the important right of local governments across the country to enact pesticide ordinances intended to safeguard children’s health, our communities and the environment.

ACTION/DISCUSSION

18. Approval of the City of South Pasadena’s Arroyo Verdugo Communities Joint Powers Authority Draft Measure M Multiyear Subregional Program Project List

Recommendation

Approve the City of South Pasadena’s Arroyo Verdugo Communities Joint Powers Authority Draft Measure M Multiyear Subregional Program project list.

19. Reconsider the City of South Pasadena’s Default Energy Mix of Fifty Percent Renewable Energy Option for the Clean Power Alliance of Southern California

Recommendation

Reconsider the City of South Pasadena’s default energy mix of fifty percent (50%) renewable energy option for the Clean Power Alliance of Southern California (formerly known as Los Angeles Community Choice Energy).

REPORTS

20. Southern California Edison System Reliability Report and Response to Community Concerns (no staff report)

21. Information Presentation on New City Hall Art Gallery (no staff report)

22. Update on the Wilson Reservoir Wellhead Treatment System (no staff report)

COUNCILMEMBERS COMMUNICATIONS (continued)

ADJOURNMENT

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

November 7, 2018	Regular City Council Meeting	Council Chamber	7:30 p.m.
November 21, 2018	CANCELLED		
December 5, 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.

10/11/2018
Date



Desiree Jimenez, CMC
Deputy City Clerk

THE CITY OF SOUTH PASADENA EXPRESSES

APPRECIATION



Olaf and Helga Weidekat

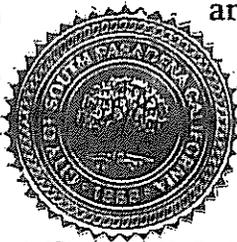
MISSION FRAMING

In appreciation of over 29 years of a franchise turned independent family-owned and operated business who prides itself on excellence in customer service while offering quality custom craftsmanship and framing and adding value to the South Pasadena community

Dated this 17th day of October, 2018

Richard D. Schneider, M.D., Mayor

Evelyn G. Zneimer, City Clerk



VERMONT 3

This page intentionally left blank.



Wednesday, October 3, 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, October 3, 2018, at 7:35 p.m., in the Amedee O. "Dick" Richards, Jr., Council Chamber, located at 1424 Mission Street, South Pasadena, California.

ROLL CALL

Present: Councilmembers 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 Mahmud led the Pledge of Allegiance.

RENDITION OF THE NATIONAL ANTHEM

Sara Kung, Student, Monterey Hills Elementary School, sang the National Anthem.

CLOSED SESSION ANNOUNCEMENTS

A. Initiation of Litigation

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

Number of Cases: 1

AGENDA ITEM 8

B. Anticipated Litigation

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

Number of Potential Cases: 2

C. Conference with Real Property Negotiators

CONFERENCE WITH REAL PROPERTY NEGOTIATORS, Pursuant to Government Code Section 54956.8:

Properties: 221 San Pascual Avenue, South Pasadena, CA 91030
(APN Nos. 5716-021-270; 5716-021-271; 5716-021-903; and
5716-021-904)

Agency Negotiators: City Manager Stephanie DeWolfe; City Attorney Teresa L. Highsmith

Negotiating Party: San Pascual Stables, LLC

Under Negotiation: Lease Agreement

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.

PUBLIC COMMENTS

Shlomo Nitzani, South Pasadena Resident, expressed his concern on getting a meeting with the City Manager.

Janet Marshall, South Pasadena Resident, expressed concern with the proposed fence on the Southern California Edison right-of-way between Mission Street and Oxley Street.

Travis Dunville, South Pasadena Resident, expressed concern with the proposed fence on the Southern California Edison (Edison) right-of-way between Mission Street and Oxley Street.

The City Council directed staff to look into the proposed fence on the Edison right-of-way.

John Srebalus, Member of the Public, discussed a pending Public Records Request he made with the City regarding the officer involved shooting that occurred on August 30, 2018.

Lissa Reynolds, South Pasadena Resident, announced the upcoming free South Pasadena Arts Council (SPARC) event on October 4, 2018.

PRESENTATIONS**2. Presentation of a Proclamation Declaring October 10, 2018 as “Walk or Bike to School Day” in the City of South Pasadena**

Mayor Schneider presented the proclamation declaring October 10, 2018 as “Walk or Bike to School Day” in the City of South Pasadena to Youth Commission Chair Cole Chuang.

COMMISSION APPOINTMENTS AND REAPPOINTMENTS**3. Commission Appointments and Reappointments**

MOTION BY COUNCILMEMBER MAHMUD, SECOND BY MAYOR PRO TEM KHUBESRIAN to appoint Amanda Estevez (12th Grade) to the Youth Commission for a full two-year school term from October 3, 2018 until June 30, 2020.

4. Councilmembers Communications

Councilmember Joe discussed the recent “What to do about Mom” event that took place on October 3, 2018.

Mayor Pro Tem Khubesrian shared photos of a recent San Gabriel Mosquito and Vector Control community outreach effort; Girl Scouts who are going door-to-door to explain the dangers of mosquitos.

Councilmember Mahmud discussed a recent Girl Scouts event where Scouts were awarded bronze, silver, and gold awards; provided an update from a recent Clean Power Alliance of Southern California meeting.

Councilmember Cacciotti shared photos of himself and Mayor Schneider taking the Metro Gold Line; running groups using parks in South Pasadena; freshly cut grass at a park in South Pasadena; the recent annual Senior Spaghetti Feast on Friday, September 28, 2018; local officials celebrating California Clean Air Day; a flyer of the Annual Chinese Moon Festival on Saturday, October 13, 2018 at the South Pasadena Public Library.

Mayor Schneider announced upcoming Metro Bike Safety Classes on October 6 and 14, 2018.

5. City Manager Communications

City Manager DeWolfe announced the upcoming City Hall closure on Monday, October 8, 2018 in observance of Columbus Day; announced the upcoming Dumpster & Donation Day on Saturday, October 13, 2018; announced the upcoming grand opening of the Arroyo Seco Bike and Pedestrian Trail on Saturday, October 20, 2018; introduced Interim Planning & Building Director David Bergman.

6. Reordering of and Additions to the Agenda

None.

CONSENT CALENDAR

Mayor Pro Tem Khubesrian pulled Item No. 9 for separate discussion.

MOTION BY COUNCILMEMBER MAHMUD, SECOND BY COUNCILMEMBER CACCIOTTI, CARRIED 5-0, to approve Consent Calendar Item Nos. 7, 8, and 10.

7. Minutes of the City Council Meeting of September 19, 2018

Approved the minutes of the September 19, 2018 City Council Meeting.

8. Prepaid Warrants, General City Warrants, and Payroll

Approved the City of South Pasadena Prepaid Warrants Nos. 204290 through 204345 in the amount of \$721,162.74; General City Warrants Nos. 204346 through 204474 in the amount of \$1,195,888.85; Payroll dated September 7, 2018, in the amount of \$646,281.77; Payroll dated September 21, 2018 in the amount of \$786,705.56.

10. Acceptance of Project Completion and Authorization to File a Notice of Completion for the Street Preventative Maintenance Project and Authorization to Release Retention Payment to American Asphalt South, Inc. in the Amount of \$19,190

1. Accepted the Street Preventative Maintenance Project as complete.
2. Authorized the recordation of the Notice of Completion with the Los Angeles County Registrar-Recorder County Clerk.
3. Authorized release of retention payment to American Asphalt South, Inc., in the amount of \$19,190.

ITEM PULLED FROM THE CONSENT CALENDAR**9. Second Reading and Adoption 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**

Councilmembers discussed the item and staff answered related questions.

Mayor Schneider opened the public comment period.

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

MOTION BY MAYOR PRO TEM KHUBESRIAN, SECOND BY COUNCILMEMBER MAHMUD, CARRIED 5-0, to read by title only for second reading, waiving further reading, and adoption of Ordinance No. 2324 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.

ACTION/DISCUSSION**11. Establish a Council Ad Hoc Committee for the California Department of Transportation State Route 710 Surplus Property Sales**

Principal Management Analyst Lin presented the staff report and responded to City Council inquiries.

Mayor Schneider opened the public comment period.

Bianca Richards, South Pasadena Resident, expressed her support for the proposed Ad Hoc Committee.

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

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY COUNCILMEMBER JOE, CARRIED 5-0, to appoint Mayor Schneider and Mayor Pro Tem Khubesrian to an Ad Hoc Committee to work with staff to address issues and concerns associated with the California Department of Transportation State Route 710 (SR-710) surplus property sales.

12. Adoption of a Resolution Declaring the City as a Creative and Innovative City; First Reading and Introduction of an Ordinance to Establish a Public Art Development Fee Program; and First Reading and Introduction of an Ordinance to Create a Public Art Commission

Principal Management Analyst Lin presented the staff report and responded to City Council inquiries.

Mayor Schneider opened the public comment period.

The following individuals expressed their support for the proposed item:

1. Laurie Wheeler, South Pasadena Resident
2. Bianca Richards, South Pasadena Resident
3. Gretchen Robinette, South Pasadena Resident
4. Lissa Reynolds, South Pasadena Resident

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

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY COUNCILMEMBER JOE, CARRIED 5-0, to:

1. Adopt Resolution No. 7579 declaring the City of South Pasadena as a Creative and Innovative City.
2. Read by title for first reading, waiving further reading, and introduce an Ordinance adding Division 36.390 ("Public Art Program") and Chapter 36.395 ("Public Art Development")

to Article III of Chapter 36 of the South Pasadena Municipal Code regarding the establishment of a Public Art Program and corresponding Public Art Development Fee Program.

3. Read by title only for first reading, waiving further reading, and introduce an Ordinance adding a new article IVL (Public Art Commission) of the South Pasadena Municipal Code to create a Public Art Commission.

13. Resolution in Support of Measure W- Safe Clean Water Program

Assistant to the City Manager Demirjian and Councilmember Mahmud presented the staff report and responded to City Council inquiries.

Mayor Schneider opened the public comment period.

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

MOTION BY MAYOR PRO TEM KHUBESRIAN, SECOND BY MAYOR SCHNEIDER, CARRIED 5-0, to adopt a Resolution No. 7580 in support of Measure W, the Los Angeles County ballot measure establishing a parcel tax for the Safe Clean Water Program.

14. Resolution Opposing Proposition 6, Ballot Measure to Repeal Senate Bill 1- Gas Tax

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

Mayor Schneider opened the public comment period.

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

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY MAYOR PRO TEM KHUBESRIAN, CARRIED 5-0, to adopt Resolution No. 7581 to oppose Proposition 6, the ballot measure to repeal Senate Bill 1.

REPORTS

15. Receive and File 2018-19 Strategic Plan Quarter 1 Update

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

Mayor Schneider opened the public comment period.

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

MOTION BY MAYOR PRO TEM KHUBESRIAN, SECOND BY COUNCILMEMBER JOE, CARRIED 5-0, to receive and file the first quarter update of the Fiscal Year (FY) 2018-19 Objectives.

16. Response to Incorrect Information and Misleading Statements in the Ballot Arguments for the “Yes on N” Campaign that Seeks to Repeal the Utility Users Tax (UUT) in November

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

Mayor Schneider opened the public comment period.

Hugh Hemington, South Pasadena Resident, discussed an issue his neighbor has had with a curb near their residence.

Edward Ristow, South Pasadena Resident, suggested that the City outsource services to save money; stated that the City is using scare tactics.

Sterling Contreras, South Pasadena Resident, suggested that new employee hires start under a 401(k) retirement plan instead of CalPERS.

Marcy Guzman, South Pasadena Resident, suggested that new employee hires start under a 401(k) retirement plan instead of CalPERS; stated City salaries should be compared to comparable positions in the private sector.

Bianca Richards, South Pasadena Resident, suggested that the staff publicize the information that was presented by the City Manager.

Gretchen Robinette, South Pasadena Resident, stated that the repeal of the UUT would be destructive for South Pasadena.

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

Councilmembers discussed the item and staff answered related questions.

The City Council directed staff to publicize the information that was presented by staff to the media and the City’s website.

17. Receive and File the Capital Improvement Plan Quarter 1 Update

Public Works Operations Manager Courdy presented the staff report and responded to City Council inquiries.

Mayor Schneider opened the public comment period.

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

By consensus, the City Council received and filed the Capital Improvement Plan Quarter 1 update.

18. Receive and File a Report of the City’s Efforts to Address Homelessness

Acting Police Chief Solinsky and Sergeant Robledo presented the staff report and responded to City Council inquiries.

Mayor Schneider opened the public comment period.

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

By consensus, the City Council received and filed the report of the City’s efforts to address homelessness.

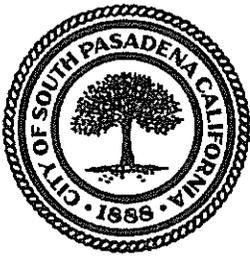
ADJOURNMENT

Mayor Schneider adjourned the City Council Meeting at 10:40 p.m.

Evelyn G. Zneimer
City Clerk

Richard D. Schneider, M.D.
Mayor

Minutes approved by the South Pasadena City Council on October 17, 2018.



City Council Agenda Report

ITEM NO. 9

DATE: October 17, 2018

FROM: Stephanie DeWolfe, City Manager *Stephanie DeWolfe*

PREPARED BY: Craig Koehler, Finance Director *Craig Koehler*

SUBJECT: Approval of Prepaid Warrants & Wire Transfers in the Amount of \$3,489,357.81, General City Warrants in the Amount of \$255,520.98 and Payroll in the Amount of \$595,860.78

Recommendation Action

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

Fiscal Impact

Prepaid Warrants:		
Warrant # 204475 – 204540		\$ 1,852,499.85
General City Warrants:		
Warrant # 204541 – 204692		\$ 255,520.98
Payroll 10-05-18		\$ 595,860.78
Wire Transfers		\$ 1,636,857.96
RSA:		
Prepaid Warrants		\$ -
General City Warrants		\$ -
Total		<u>\$ 4,340,739.57</u>

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 10-05-18
5. Redevelopment Successor Agency Check Summary Total

ATTACHMENT 1
Warrant Summary

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

	Fund No.	Date	10.17.18 Amounts	
		Prepaid	Written	Payroll
General Fund	101	115,542.31	151,042.43	303,370.53
Insurance Fund	103		1,269.00	
Street Improvement Program	104		2,823.75	
Facilities & Equip.Cap. Fund	105		9,350.00	
Local Transit Return "A"	205		1,620.00	7,025.04
Local Transit Return "C"	207	614.68	6,325.17	5,556.51
TEA/Metro	208			
Sewer Fund	210	576.69	276.76	11,365.34
CTC Traffic Improvement	211			
Street Lighting Fund	215	2,824.18	46,083.21	5,447.87
Public,Education & Govt Fund	217			
Clean Air Act Fund	218			
Business Improvement Tax	220			
Gold Line Mitigation Fund	223			
Mission Meridian Public Garage	226		804.13	
Housing Authority Fund	228			
State Gas Tax	230	3,142.79	2,336.16	14,286.54
County Park Bond Fund	232	104.06	1,414.83	
Measure R	233			
MSRC Grant Fund	238			
Bike & Pedestrian Paths	245			
BTA Grants	248		1,853.98	
Golden Streets Grant	249			
Capital Growth Fund	255			
CDBG	260		8,046.00	
Asset Forfeiture	270			
Police Grants - State	272			
Homeland Security Grant	274			
Park Impact Fees	275			
HSIP Grant	277		3,670.00	
Arroyo Seco Golf Course	295			
Sewer Capital Projects Fund	310			
Water Fund	500	45,555.60	18,605.56	44,492.20
2016 Water Revenue Bonds Fund	505	1,636,857.96		
Public Financing Authority	550			
Payroll Clearing Fund	700	16,227.13		204,316.75
Wire Transfer - Various Funds		1,636,857.96		
Column Totals		3,458,303.36	255,520.98	595,860.78
City Report Totals			4,309,685.12	

Recap by fund

	Fund No.	Amounts		
		Prepaid	Written	Payroll
RSA	227	31,054.45	-	-
Column Totals		31,054.45	-	-
RSA Report Totals			31,054.45	

	Amounts		
	Prepaid	Written	Payroll
Grand Report Total	3,489,357.81	255,520.98	595,860.78
	4,340,739.57		

Richard D. Schneider M.D., Mayor


Craig Koehler, Finance Director

**ATTACHMENT 2
Prepaid Warrant List**

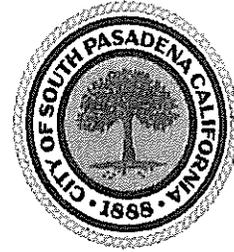
	<u>Voided Checks</u>
204499	\$1,636,857.96
204520	\$600.00

2016 Water Revenue Refunding Bonds	<u>Wire Transfers</u> \$1,636,857.96
---	--

Accounts Payable

Check Detail

User: elin
 Printed: 10/09/2018 - 10:51AM



Check Number	Check Date		Amount
ACTM3010 - Accountemps Line Item Account			
204484	09/27/2018		
Inv	51785472		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/18/2018	Finance Temp Svcs - McCaslin, Erin w/c 9/14/18	101-3010-3011-8180-000	2,860.00
Inv 51785472 Total			2,860.00
Inv	51785534		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/18/2018	Finance Temp Svcs - Lin, Yingying w/e 9/14/18	101-3010-3011-8180-000	1,720.00
Inv 51785534 Total			1,720.00
204484 Total:			4,580.00
204507	10/04/2018		
Inv	51837471		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/25/2018	Finance Temp Svcs - Lin, Yingying w/e 9/21/18	101-3010-3011-8180-000	1,720.00
Inv 51837471 Total			1,720.00
Inv	51837492		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/25/2018	Finance Temp Svcs - McCaslin, Erin w/e 9/21/18	101-3010-3011-8180-000	2,860.00
Inv 51837492 Total			2,860.00
Inv	51885211		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/02/2018	Finance Temp Svcs - McCaslin, Erin w/e 9/28/18	101-3010-3011-8180-000	2,913.63
Inv 51885211 Total			2,913.63
Inv	51885975		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/02/2018	Finance Temp Svcs - Lin, Yingying w/e 9/28/18	101-3010-3011-8180-000	1,720.00
Inv 51885975 Total			1,720.00

Check Number	Check Date	Amount
204507 Total:		9,213.63
ACTM3010 - Accountemps Total:		13,793.63
AFLA7010 - AFLAC Line Item Account		
204501	10/05/2018	
Inv	588799	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
09/28/2018	Optional Insurance 9/18	700-0000-0000-2255-000
		857.67
Inv 588799 Total		857.67
204501 Total:		857.67
AFLA7010 - AFLAC Total:		857.67
ATCN9011 - AT & T Line Item Account		
204510	10/04/2018	
Inv	000011803805	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
08/20/2018	9391062308 7/20-8/19/18	101-2010-2032-8150-000
		4,919.74
Inv 000011803805 Total		4,919.74
Inv	000011822491	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
08/27/2018	9391036942 7/27-8/26/18	101-2010-2032-8150-000
		218.21
Inv 000011822491 Total		218.21
Inv	000011822492	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
08/27/2018	9391036943 7/27-8/26/18	101-2010-2032-8150-000
		218.45
Inv 000011822492 Total		218.45
Inv	000011822817	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
08/27/2018	CLAPDSOPAS 7/27-8/26/18	101-2010-2032-8150-000
		318.42
Inv 000011822817 Total		318.42
Inv	000011944871	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
09/20/2018	9391062308 8/20-9/19/18	101-2010-2032-8150-000
		5,607.61
Inv 000011944871 Total		5,607.61

Check Number	Check Date		Amount
Inv	000011963486		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/27/2018	CLAPDSOPAS 8/27-9/26/18	101-2010-2032-8150-000	317.53
Inv 000011963486 Total			317.53
204510 Total:			11,599.96
ATCN9011 - AT & T Total:			11,599.96
AT&T5006 - AT & T U-Verse Line Item Account			
204508	10/04/2018		
Inv	130464796		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/17/2018	8/18-9/17/18	500-6010-6710-8150-000	84.25
09/17/2018	9/18-10/17/18	500-6010-6710-8150-000	75.00
Inv 130464796 Total			159.25
204508 Total:			159.25
AT&T5006 - AT & T U-Verse Total:			159.25
AT&T5011 - AT&T Line Item Account			
204509	10/04/2018		
Inv	248 134-6100		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2018	9/1-9/30/18	101-2010-2032-8150-000	9.34
Inv 248 134-6100 Total			9.34
Inv	331 841-0756		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/07/2018	9/7-10/6/18	101-2010-2032-8150-000	33.03
Inv 331 841-0756 Total			33.03
Inv	331 841-0802		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/07/2018	9/7-10/6/18	101-2010-2032-8150-000	33.03
Inv 331 841-0802 Total			33.03
Inv	626 405-0051		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/11/2018	8/11-9/10/18	101-2010-2032-8150-000	633.02
09/11/2018	9/11-10/10/18	101-2010-2032-8150-000	575.76
Inv 626 405-0051 Total			1,208.78

Inv 626 441-6497

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/13/2018	08/13-9/12/18	101-2010-2032-8150-000	264.14
09/13/2018	09/13-10/12/18	101-2010-2032-8150-000	244.32

Inv 626 441-6497 Total 508.46

Inv 626 577-6657

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/13/2018	09/13-10/12/18	101-2010-2032-8150-000	53.88
08/13/2018	08/13-9/12/18	101-2010-2032-8150-000	64.45

Inv 626 577-6657 Total 118.33

204509 Total: 1,910.97

AT&T5011 - AT&T Total: 1,910.97

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

204511 10/04/2018

Inv 287014917916x09

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/08/2018	City Mobile Devices 8/9-9/8/18	101-2010-2032-8150-000	201.92

Inv 287014917916x09 Total 201.92

Inv 287269956155x09

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2018	Police Mobile Devices 8/7-9/6/18	101-2010-2032-8150-000	606.02

Inv 287269956155x09 Total 606.02

Inv 879338213x09

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2018	FD Mobile Devices 8/16-9/15/18	101-2010-2032-8150-000	109.54

Inv 879338213x09 Total 109.54

204511 Total: 917.48

CIN4011 - AT&T --Cingular Wireless Total: 917.48

CAL6695 - CA American Water Co. Line Item Account

204512 10/04/2018

Inv 210021511021

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/27/2018	Water Supply for Wilson Well #2 7/25-8/23/18	500-6010-6711-8231-000	15.92

Check Number	Check Date		Amount
Inv 210021511021	Total		15.92
204512 Total:			15.92
CAL6695 - CA American Water Co. Total:			15.92
CAL0629 - CA Franchise Tax Board Line Item Account			
204475	09/26/2018		
Inv	P/R/E 9/2/2018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/21/2018	Garnishment	700-0000-0000-2264-000	200.00
Inv P/R/E 9/2/2018 Total			200.00
204475 Total:			200.00
204502	10/05/2018		
Inv	P/R/E 9/30/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/05/2018	Garnishment	700-0000-0000-2264-000	200.00
Inv P/R/E 9/30/18 Total			200.00
204502 Total:			200.00
CAL0629 - CA Franchise Tax Board Total:			400.00
CALI8020 - CA Science Center Foundation Line Item Account			
204513	10/04/2018		
Inv	1024007		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/21/2018	Tickets for Senior Citizens to take excursion on Oct. 18	101-8030-8021-8264-000	1,029.85
Inv 1024007 Total			1,029.85
204513 Total:			1,029.85
CALI8020 - CA Science Center Foundation Total:			1,029.85
CSD3015 - Ca. State Disbursement Unit Line Item Account			
204476	09/26/2018		
Inv	P/R/E 9/2/2018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/21/2018	Garnishment	700-0000-0000-2264-000	105.23
Inv P/R/E 9/2/2018 Total			105.23

Check Number	Check Date		Amount
204476 Total:			105.23
204503	10/05/2018		
Inv	P/R/E 9/30/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/05/2018	Garnishment	700-0000-0000-2264-000	861.23
Inv P/R/E 9/30/18 Total			861.23
204503 Total:			861.23
204504	10/05/2018		
Inv	P/R/E 9/30/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/05/2018	Garnishment	700-0000-0000-2264-000	105.23
Inv P/R/E 9/30/18 Total			105.23
204504 Total:			105.23
CSD3015 - Ca. State Disbursement Unit Total:			1,071.69
CAL8012 - Califa Group Line Item Account			
204514	10/04/2018		
Inv	1476		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2018	Electronic Resources - Mango Languages 8/1/18-7/31/19	101-8010-8011-8031-000	130.00
Inv 1476 Total			130.00
204514 Total:			130.00
CAL8012 - Califa Group Total:			130.00
CDW5246 - CDW Government Inc Line Item Account			
204516	10/04/2018		
Inv	PPF3873		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/14/2018	Symantec Antivirus subscriptions Renewal FY 18-19	101-2010-2032-8180-000	2,223.00
Inv PFP3873 Total			2,223.00
204516 Total:			2,223.00
CDW5246 - CDW Government Inc Total:			2,223.00

Check Number	Check Date		Amount
CBSE6010 - Cell Business Equipment Line Item Account			
204515	10/04/2018		
Inv	60687901		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/15/2018	Public Works Copier Property Tax	101-2010-2032-8300-000	28.62
Inv 60687901 Total			28.62
204515 Total:			28.62
CBSE6010 - Cell Business Equipment Total:			28.62
CITTF000 - CIT Technology Financial Services, Inc. Line Item Account			
204485	09/27/2018		
Inv	32426438		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/14/2018	Finance / Planning Copier	101-0000-0000-2990-024	802.67
Inv 32426438 Total			802.67
204485 Total:			802.67
CITTF000 - CIT Technology Financial Services, Inc. Total:			802.67
SOU5402 - City of South Pasadena PD Petty Cash Line Item Account			
204486	09/27/2018		
Inv	1636797		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/04/2018	Reimb. Petty Cash	101-4010-4011-8000-000	12.68
Inv 1636797 Total			12.68
Inv	210290		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/05/2018	Reimb. Petty Cash	101-4010-4011-8100-000	40.00
Inv 210290 Total			40.00
Inv	26001766557		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/24/2018	Reimb. Petty Cash	101-4010-4011-8090-000	54.06
Inv 26001766557 Total			54.06
Inv	4/17/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/13/2018	Reimb. PD Training Expense	101-4010-4011-8200-000	17.44
Inv 4/17/18 Total			17.44

Inv 47001790170

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/16/2018	Reimb. Petty Cash	101-4010-4011-8020-000	32.34

Inv 47001790170 Total 32.34

Inv 69639

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/04/2018	Reimb. Petty Cash	101-4010-4011-8105-000	19.34

Inv 69639 Total 19.34

Inv 8/14/18

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/17/2018	Reimb. PD Training Expense	101-4010-4011-8200-000	27.08

Inv 8/14/18 Total 27.08

Inv 8/20/18

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/23/2018	Reimb. PD Training Expense	101-4010-4011-8200-000	25.07
08/23/2018	Reimb. PD Training Expense	101-4010-4011-8200-000	33.07

Inv 8/20/18 Total 58.14

Inv 9/12/18

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/13/2018	Reimb. PD Training Expense	101-4010-4011-8200-000	40.16
09/13/2018	Reimb. PD Training Expense	101-4010-4011-8200-000	40.16

Inv 9/12/18 Total 80.32

204486 Total: 341.40

204517 10/04/2018

Inv 9/27/18

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/27/2018	Dollar coins for venStation parking permit machine	101-0000-0000-4460-000	2,500.00

Inv 9/27/18 Total 2,500.00

204517 Total: 2,500.00

SOU5402 - City of South Pasadena PD Petty Cash Total: 2,841.40

CRSR2010 - Corodata Shredding Inc. Line Item Account

204487 09/27/2018

Check Number	Check Date		Amount
Inv	DN 1201405		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2018	Records Day Project Svcs - Delivery & Emptying of Bins	101-1020-1021-8180-000	262.50
Inv DN 1201405 Total			262.50
204487 Total:			262.50
CRSR2010 - Corodata Shredding Inc. Total:			262.50
ATCR5011 - Corrao, Anthony Line Item Account			
204488	09/27/2018		
Inv	01260265		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/14/2018	Reimb. Building Maintenance/Workbench Project	101-5010-5011-8120-000	345.68
Inv 01260265 Total			345.68
204488 Total:			345.68
ATCR5011 - Corrao, Anthony Total:			345.68
CSAC2012 - CSAC Excess Insurance Authority Line Item Account			
204518	10/04/2018		
Inv	19401094		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/01/2018	Employee Assistance Program Svcs Oct. - Dec. 2018	101-2010-2013-8170-000	1,471.80
Inv 19401094 Total			1,471.80
204518 Total:			1,471.80
CSAC2012 - CSAC Excess Insurance Authority Total:			1,471.80
DRLL2051 - Dapeer, Rosenbilt & Litvak, LLP Line Item Account			
204489	09/27/2018		
Inv	14962		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2018	Professional Svcs-Email exchange & telephone conference 8/9-8/31	101-2010-2501-8160-000	180.00
Inv 14962 Total			180.00
204489 Total:			180.00
DRLL2051 - Dapeer, Rosenbilt & Litvak, LLP Total:			180.00

Check Number	Check Date		Amount
---------------------	-------------------	--	---------------

DEL3011 - DeLuxe for Business Line Item Account

204519 10/04/2018

Inv 02043390081

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/26/2018	AP Checks	101-3010-3011-8020-000	521.86

Inv 02043390081 Total 521.86

204519 Total: 521.86

DEL3011 - DeLuxe for Business Total:

521.86

EMPD4011 - El Monte Police Dept Explorers Line Item Account

204520 10/04/2018

Inv 9/19/18

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/19/2018	Donation to Explorer POST for participation in Open House 9/16	101-4010-4011-8020-000	200.00
09/19/2018	Donation to Explorer POST for participation in Open House 9/16	101-4010-4011-8020-000	200.00
09/19/2018	Donation to Explorer POST for participation in Open House 9/16	101-4010-4011-8020-000	200.00

Inv 9/19/18 Total 600.00

204520 Total: 600.00

EMPD4011 - El Monte Police Dept Explorers Total:

600.00

ELL1017 - Ellen's Silkscreening Line Item Account

204521 10/04/2018

Inv EE67930

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/02/2018	KP155 Uniform Polo Shirt & Artwork Charge	101-4010-4011-8134-000	108.30

Inv EE67930 Total 108.30

Inv EE68364

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/17/2018	City Polo Shirt & Hat for City Clerk's Division FY 18-19	101-1020-1021-8020-000	66.08

Inv EE68364 Total 66.08

204521 Total: 174.38

ELL1017 - Ellen's Silkscreening Total:

174.38

EJAS2010 - Emanuels Jones & Associates Line Item Account

204490 09/27/2018

Check Number	Check Date		Amount
Inv	E18-09-12		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2018	Legislative Representative Svcs - 9/18	101-2010-2011-8170-000	2,000.00
Inv E18-09-12 Total			2,000.00
204490 Total:			2,000.00
EJAS2010 - Emanuels Jones & Associates Total:			2,000.00
COBR7131 - Flex Advantage Line Item Account			
204477	09/26/2018		
Inv	P/R/E 9/2/2018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/25/2018	Reimb. Retirees Health Ins.	101-3010-3041-7131-000	802.62
Inv P/R/E 9/2/2018 Total			802.62
Inv	P/R/E 9/2/2018*		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/25/2018	Reimb. Retirees Health Ins.	101-3010-3041-7131-000	60.00
Inv P/R/E 9/2/2018* Total			60.00
204477 Total:			862.62
COBR7131 - Flex Advantage Total:			862.62
INCG6011 - Interwest Consulting Group Line Item Account			
204522	10/04/2018		
Inv	43666		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/14/2018	PW Admin Professional Services	101-6010-6011-8170-000	12,180.00
Inv 43666 Total			12,180.00
204522 Total:			12,180.00
INCG6011 - Interwest Consulting Group Total:			12,180.00
CHJA8020 - James, Christopher Line Item Account			
204523	10/04/2018		
Inv	05/05/17		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/03/2018	Return of safekeeping funds deposited with Finance on 5/5/17	101-4010-4011-8020-000	133.00
Inv 05/05/17 Total			133.00

204523 Total:		133.00
---------------	--	--------

CHJA8020 - James, Christopher Total: 133.00

MKHB1022 - Khubesrian, M.D., Marina Line Item Account

204524 10/04/2018

Inv 1106734501

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/14/2018	Reimb. 2018 League of CA Cities Annual Conference	101-1010-1011-8090-000	504.48

Inv 1106734501 Total		504.48
----------------------	--	--------

204524 Total:		504.48
---------------	--	--------

MKHB1022 - Khubesrian, M.D., Marina Total: 504.48

LABJ2011 - LA Business Journal Line Item Account

204525 10/04/2018

Inv LA787615

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/26/2018	LA Business Journal 1-Year Subscription. Acct#LA787615	101-2010-2011-8060-000	79.95

Inv LA787615 Total		79.95
--------------------	--	-------

204525 Total:		79.95
---------------	--	-------

LABJ2011 - LA Business Journal Total: 79.95

MKLK5010 - Larkin, Mike Line Item Account

204491 09/27/2018

Inv 079248

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/19/2018	Reimb. Strike Team for Delta Fire 9/7-9/20/18	101-5010-5011-8020-000	88.02

Inv 079248 Total		88.02
------------------	--	-------

Inv 100021-0

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/07/2018	Reimb. Strike Team for Delta Fire 9/7-9/20/18	101-5010-5011-8020-000	122.29

Inv 100021-0 Total		122.29
--------------------	--	--------

Inv 34658

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/07/2018	Reimb. Strike Team for Delta Fire 9/7-9/20/18	101-5010-5011-8020-000	10.39

Check Number	Check Date		Amount
Inv 34658		Total	10.39
Inv 383703			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/07/2018	Reimb. Strike Team for Delta Fire 9/7-9/20/18	101-5010-5011-8020-000	84.60
Inv 383703		Total	84.60
Inv 7370-184326			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	Reimb. Strike Team for Delta Fire 9/7-9/20/18	101-5010-5011-8020-000	106.05
Inv 7370-184326		Total	106.05
204491 Total:			411.35
MKCLK5010 - Larkin, Mike Total:			411.35
MARI8090 - Lee Ko, Mariam Line Item Account			
204492	09/27/2018		
Inv 03591710			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/13/2018	Convention & Entertainment Center - Parking	101-2010-2013-8090-000	11.00
Inv 03591710		Total	11.00
Inv 6			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/12/2018	Convention & Entertainment Center - Parking	101-2010-2013-8090-000	15.00
Inv 6		Total	15.00
Inv Sep. 12-13			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/18/2018	Convention & Entertainment Center - Mileage	101-2010-2013-8090-000	58.86
Inv Sep. 12-13		Total	58.86
204492 Total:			84.86
MARI8090 - Lee Ko, Mariam Total:			84.86
LCW7456 - Liebert Cassidy Whitmore Line Item Account			
204493	09/27/2018		
Inv 1465685			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2018	Personnel Matters - Aug. 2018	101-2010-2013-8160-000	27.00
Inv 1465685		Total	27.00

Inv 1465686

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2018	Personnel Matters - Aug. 2018	101-2010-2013-8160-000	1,341.00

Inv 1465686 Total 1,341.00

Inv 1465687

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2018	Personnel Matters - Aug. 2018	101-2010-2013-8160-000	2,072.00

Inv 1465687 Total 2,072.00

Inv 1465688

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2018	Personnel Matters - Aug. 2018	101-2010-2013-8160-000	370.00

Inv 1465688 Total 370.00

Inv 1465689

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2018	Personnel Matters - Aug. 2018	101-2010-2013-8160-000	2,892.50

Inv 1465689 Total 2,892.50

204493 Total: 6,702.50

LCW7456 - Liebert Cassidy Whitmore Total: 6,702.50

DIMD1010 - Mahmud, Diana Line Item Account

204526 10/04/2018

Inv 06073

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/27/2018	Reimb. League of CA Cities Annual Conference - Parking	101-1010-1011-8090-000	15.00

Inv 06073 Total 15.00

Inv 06220

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/27/2018	Reimb. League of CA Cities Annual Conference - Parking	101-1010-1011-8090-000	15.00

Inv 06220 Total 15.00

Inv 07493

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/27/2018	Reimb. League of CA Cities Annual Conference - Beverage	101-1010-1011-8090-000	5.79

Inv 07493 Total 5.79

Check Number	Check Date		Amount
204526 Total:			35.79
DIMD1010 - Mahmud, Diana Total:			35.79
VRMZ7000 - Munoz, Valerie Line Item Account			
204478	09/26/2018		
Inv	P/R/E 9/2/2018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/21/2018	Garnishment	700-0000-0000-2264-000	750.00
Inv P/R/E 9/2/2018 Total			750.00
204478 Total:			750.00
204505	10/05/2018		
Inv	P/R/E 9/30/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/05/2018	Garnishment	700-0000-0000-2264-000	750.00
Inv P/R/E 9/30/18 Total			750.00
204505 Total:			750.00
VRMZ7000 - Munoz, Valerie Total:			1,500.00
TRA2010 - Norman A. Traub Assoc. Line Item Account			
204527	10/04/2018		
Inv	18061.3		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/26/2018	Investigation Svcs 8/18	101-2010-2013-8170-000	7,095.86
Inv 18061.3 Total			7,095.86
204527 Total:			7,095.86
TRA2010 - Norman A. Traub Assoc. Total:			7,095.86
PEG4590 - NUFIC Line Item Account			
204479	09/26/2018		
Inv	P/R/E 9/2/2018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/25/2018	A.D. & D. Ins Sep-18	700-0000-0000-2256-000	1,011.20
Inv P/R/E 9/2/2018 Total			1,011.20
204479 Total:			1,011.20

Check Number	Check Date		Amount
PEG4590 - NUFIC Total:			1,011.20
OSSS3010 - Olympic Staffing Services Line Item Account			
204494	09/27/2018		
Inv	205194		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/12/2018	CC Part Time Temp Staff w/e 9/4-9/6/18	101-1020-1021-8180-000	725.40
Inv 205194 Total			725.40
204494 Total:			725.40
204528	10/04/2018		
Inv	205307		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/19/2018	CC Part Time Staff - 9/10/18	101-1020-1021-8180-000	80.60
Inv 205307 Total			80.60
204528 Total:			80.60
OSSS3010 - Olympic Staffing Services Total:			806.00
PIDT4010 - Pacific Institute of Defensive Tactics Line Item Account			
204529	10/04/2018		
Inv	10/22-26		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/02/2018	Training class on Oct. 22-26,2018 for Cpl. Salcido	101-4010-4011-8200-000	700.00
Inv 10/22-26 Total			700.00
204529 Total:			700.00
PIDT4010 - Pacific Institute of Defensive Tactics Total:			700.00
PWP4465 - Pasadena Water & Power Line Item Account			
204495	09/27/2018		
Inv	80176-1		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/16/2018	Water Use 60 E. State Street 7/11-8/13/18	500-6010-6711-8231-000	10,696.54
Inv 80176-1 Total			10,696.54
204495 Total:			10,696.54

Check Number	Check Date		Amount
--------------	------------	--	--------

PWP4465 - Pasadena Water & Power Total: 10,696.54

RKPO8032 - RK Promos Line Item Account

204530 10/04/2018

Inv 1228

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/13/2018	Promotional items for Walk Bike to School	101-8030-8032-8264-000	1,363.27

Inv 1228 Total 1,363.27

204530 Total: 1,363.27

RKPO8032 - RK Promos Total: 1,363.27

ROTH6010 - Roth Staffing Companies Line Item Account

204531 10/04/2018

Inv 13636275

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/14/2018	Temporaty Staffing Svcs - w/e 09/09/18	101-2010-2011-8180-000	743.04

Inv 13636275 Total 743.04

204531 Total: 743.04

ROTH6010 - Roth Staffing Companies Total: 743.04

SOU5230 - S.P.Firefighters L-3657 Line Item Account

204480 09/26/2018

Inv P/R/E 9/2/2018

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/25/2018	Union & Association Insurance - 9/18	700-0000-0000-2252-000	180.74

Inv P/R/E 9/2/2018 Total 180.74

Inv P/R/E 9/2/2018*

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/25/2018	Union & Association Dues - 9/18	700-0000-0000-2250-000	2,685.00

Inv P/R/E 9/2/2018* Total 2,685.00

204480 Total: 2,865.74

SOU5230 - S.P.Firefighters L-3657 Total: 2,865.74

SOU5435 - S.P.P. O. A. Line Item Account

204481 09/26/2018

Check Number	Check Date		Amount
Inv	P/R/E 9/2/2018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/25/2018	Union & Association Insurance - 9/18	700-0000-0000-2246-000	2,186.33
Inv P/R/E 9/2/2018 Total			2,186.33
Inv	P/R/E 9/2/2018*		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/25/2018	Union & Association Dues - 9/18	700-0000-0000-2246-000	2,726.00
Inv P/R/E 9/2/2018* Total			2,726.00
204481 Total:			4,912.33
SOU5435 - S.P.P. O. A. Total:			4,912.33
SOU5451 - S.P.Public Srvc Empl. Ass'n Line Item Account			
204482	09/26/2018		
Inv	P/R/E 9/2/2018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/25/2018	Union & Association Dues - 9/18	700-0000-0000-2248-000	1,500.00
Inv P/R/E 9/2/2018 Total			1,500.00
204482 Total:			1,500.00
SOU5451 - S.P.Public Srvc Empl. Ass'n Total:			1,500.00
SAEC4010 - SAE Communications Line Item Account			
204532	10/04/2018		
Inv	081518		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/15/2018	Crisis Communications Plan Development	101-4010-4011-8180-000	12,375.00
Inv 081518 Total			12,375.00
204532 Total:			12,375.00
SAEC4010 - SAE Communications Total:			12,375.00
SOU6666 - So. CA Edison Co. Line Item Account			
204533	10/04/2018		
Inv	3-000-5677-90		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/18/18-08/16/18	500-6010-6711-8152-000	-1,647.94
Inv 3-000-5677-90 Total			-1,647.94

Check Number	Check Date		Amount
Inv	3-000-5950-21		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	08/20/18-09/19/18	101-6010-6410-8140-000	45.94
Inv 3-000-5950-21 Total			45.94
Inv	3-000-5950-22		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/25/18-08/23/18	101-6010-6410-8140-000	22.14
Inv 3-000-5950-22 Total			22.14
Inv	3-000-7125-63		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/25/18-08/23/18	101-6010-6015-8140-000	23.37
Inv 3-000-7125-63 Total			23.37
Inv	3-000-7125-66		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/25/18-08/23/18	500-6010-6711-8140-000	32.49
Inv 3-000-7125-66 Total			32.49
Inv	3-000-7152-57		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/27/18-08/27/18	101-6010-6410-8140-000	25.24
Inv 3-000-7152-57 Total			25.24
Inv	3-000-8455-69		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/26/18-08/24/18	215-6010-6115-8140-000	34.43
Inv 3-000-8455-69 Total			34.43
Inv	3-000-9969-52		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	08/20/18-09/19/18	215-6010-6201-8140-000	12.99
09/20/2018	08/20/18-09/19/18	101-6010-6410-8140-000	12.99
Inv 3-000-9969-52 Total			25.98
Inv	3-001-1810-94		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/25/18-08/23/18	500-6010-6711-8140-000	33.56
Inv 3-001-1810-94 Total			33.56

Check Number	Check Date		Amount
Inv	3-001-1810-98		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	08/16/18-09/17/18	500-6010-6711-8152-000	22,183.65
Inv 3-001-1810-98 Total			22,183.65
Inv	3-001-1811-29		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/26/18-08/24/18	101-6010-6410-8140-000	5,006.45
Inv 3-001-1811-29 Total			5,006.45
Inv	3-001-1811-44		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	08/20/18-09/19/18	101-6010-6410-8140-000	74.59
09/20/2018	08/20/18-09/19/18	215-6010-6201-8140-000	74.59
Inv 3-001-1811-44 Total			149.18
Inv	3-001-1811-45		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	08/20/18-09/19/18	101-6010-6410-8140-000	43.08
09/20/2018	08/20/18-09/19/18	215-6010-6201-8140-000	43.09
Inv 3-001-1811-45 Total			86.17
Inv	3-001-1811-48		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/24/18-08/22/18	215-6010-6115-8140-000	31.73
Inv 3-001-1811-48 Total			31.73
Inv	3-001-1811-56		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/25/18-08/23/18	215-6010-6115-8140-000	43.13
Inv 3-001-1811-56 Total			43.13
Inv	3-001-1811-59		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/24/18-08/22/18	215-6010-6115-8140-000	31.14
Inv 3-001-1811-59 Total			31.14
Inv	3-001-1811-63		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/25/18-08/23/18	101-6010-6410-8140-000	23.53
Inv 3-001-1811-63 Total			23.53

Check Number	Check Date		Amount
Inv	3-001-1811-67		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/24/18-08/22/18	215-6010-6115-8140-000	30.89
Inv 3-001-1811-67 Total			30.89
Inv	3-001-1811-68		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/25/18-08/23/18	101-8010-8011-8140-000	91.01
Inv 3-001-1811-68 Total			91.01
Inv	3-001-1811-75		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/24/18-08/22/18	215-6010-6115-8140-000	52.24
Inv 3-001-1811-75 Total			52.24
Inv	3-001-1811-76		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/24/18-08/22/18	215-6010-6115-8140-000	33.58
Inv 3-001-1811-76 Total			33.58
Inv	3-001-1811-77		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/24/18-08/22/18	215-6010-6115-8140-000	30.89
Inv 3-001-1811-77 Total			30.89
Inv	3-001-1811-79		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/25/18-08/23/18	215-6010-6115-8140-000	31.73
Inv 3-001-1811-79 Total			31.73
Inv	3-001-1811-80		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/25/18-08/23/18	215-6010-6115-8140-000	29.54
Inv 3-001-1811-80 Total			29.54
Inv	3-001-1811-86		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/26/18-08/24/18	101-6010-6410-8140-000	23.37
Inv 3-001-1811-86 Total			23.37
Inv	3-001-1811-87		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/25/18-08/23/18	500-6010-6711-8140-000	36.02

Check Number	Check Date		Amount
Inv 3-001-1811-87	Total		36.02
Inv 3-001-1811-90			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/31/18-08/29/18	215-6010-6115-8140-000	37.54
Inv 3-001-1811-90	Total		37.54
Inv 3-001-1811-91			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/25/18-08/23/18	215-6010-6115-8140-000	49.97
Inv 3-001-1811-91	Total		49.97
Inv 3-001-1811-92			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/25/18-08/23/18	215-6010-6115-8140-000	15.00
Inv 3-001-1811-92	Total		15.00
Inv 3-001-1811-93			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/26/18-08/24/18	215-6010-6115-8140-000	33.67
Inv 3-001-1811-93	Total		33.67
Inv 3-001-1811-95			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/26/18-08/24/18	101-6010-6410-8140-000	24.03
Inv 3-001-1811-95	Total		24.03
Inv 3-001-1811-98			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/26/18-08/24/18	215-6010-6115-8140-000	14.50
Inv 3-001-1811-98	Total		14.50
Inv 3-001-1812-06			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/26/18-08/24/18	101-6010-6410-8140-000	22.31
Inv 3-001-1812-06	Total		22.31
Inv 3-001-1812-07			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	08/20/18-09/19/18	500-6010-6711-8140-000	26.56
Inv 3-001-1812-07	Total		26.56

Check Number	Check Date		Amount
Inv	3-001-1812-08		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/24/18-08/22/18	215-6010-6115-8140-000	46.00
Inv 3-001-1812-08 Total			46.00
Inv	3-001-1812-10		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/26/18-08/24/18	232-6010-6417-8140-000	51.27
Inv 3-001-1812-10 Total			51.27
Inv	3-001-1812-11		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/26/18-08/24/18	215-6010-6115-8140-000	25.30
Inv 3-001-1812-11 Total			25.30
Inv	3-001-1812-12		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/26/18-08/24/18	215-6010-6115-8140-000	26.33
Inv 3-001-1812-12 Total			26.33
Inv	3-001-1812-25		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/27/18-08/27/18	101-6010-6410-8140-000	25.40
Inv 3-001-1812-25 Total			25.40
Inv	3-001-1812-26		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/27/18-08/27/18	101-6010-6410-8140-000	1,077.31
Inv 3-001-1812-26 Total			1,077.31
Inv	3-001-1812-27		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/27/18-08/27/18	215-6010-6115-8140-000	37.20
Inv 3-001-1812-27 Total			37.20
Inv	3-001-1812-31		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/30/18-08/28/18	101-6010-6410-8140-000	35.61
Inv 3-001-1812-31 Total			35.61
Inv	3-001-1812-33		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/30/18-08/28/18	500-6010-6711-8140-000	23.37

Inv 3-001-1812-33 Total				23.37
-------------------------	--	--	--	-------

Inv 3-001-1812-35				
-------------------	--	--	--	--

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
09/20/2018	07/31/18-08/29/18	215-6010-6115-8140-000		14.92

Inv 3-001-1812-35 Total				14.92
-------------------------	--	--	--	-------

Inv 3-001-1812-36				
-------------------	--	--	--	--

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
09/20/2018	07/30/18-08/28/18	101-6010-6410-8140-000		52.66

Inv 3-001-1812-36 Total				52.66
-------------------------	--	--	--	-------

Inv 3-001-1812-38				
-------------------	--	--	--	--

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
09/20/2018	07/31/18-08/29/18	101-6010-6410-8140-000		23.63

Inv 3-001-1812-38 Total				23.63
-------------------------	--	--	--	-------

Inv 3-001-1812-39				
-------------------	--	--	--	--

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
09/20/2018	07/31/18-08/29/18	215-6010-6115-8140-000		35.40

Inv 3-001-1812-39 Total				35.40
-------------------------	--	--	--	-------

Inv 3-001-9413-97				
-------------------	--	--	--	--

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
09/20/2018	07/26/18-08/24/18	500-6010-6711-8152-000		2,146.08

Inv 3-001-9413-97 Total				2,146.08
-------------------------	--	--	--	----------

Inv 3-002-4372-43				
-------------------	--	--	--	--

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
09/20/2018	07/25/18-08/23/18	215-6010-6115-8140-000		51.28

Inv 3-002-4372-43 Total				51.28
-------------------------	--	--	--	-------

Inv 3-002-4472-77				
-------------------	--	--	--	--

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
09/26/2018	08/23/18-09/24/18	101-8010-8011-8140-000		1,565.02

Inv 3-002-4472-77 Total				1,565.02
-------------------------	--	--	--	----------

Inv 3-002-4472-78				
-------------------	--	--	--	--

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
09/26/2018	08/23/18-09/24/18	101-6010-6601-8140-000		750.69

Inv 3-002-4472-78 Total				750.69
-------------------------	--	--	--	--------

Inv 3-002-4473-12

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/26/18-08/24/18	500-6010-6711-8140-000	23.37

Inv 3-002-4473-12 Total 23.37

Inv 3-004-3214-58

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/25/18-08/23/18	500-6010-6711-8140-000	33.40

Inv 3-004-3214-58 Total 33.40

Inv 3-004-4562-56

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/25/18-08/23/18	215-6010-6115-8140-000	38.98

Inv 3-004-4562-56 Total 38.98

Inv 3-011-4089-57

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/26/2018	08/23/18-09/24/18	215-6010-6115-8140-000	36.34

Inv 3-011-4089-57 Total 36.34

Inv 3-016-0678-82

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/24/18-08/22/18	215-6010-6201-8140-000	56.45

Inv 3-016-0678-82 Total 56.45

Inv 3-022-6051-15

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/31/18-08/29/18	215-6010-6115-8140-000	46.89

Inv 3-022-6051-15 Total 46.89

Inv 3-022-6897-57

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/24/18-08/22/18	215-6010-6115-8140-000	24.44

Inv 3-022-6897-57 Total 24.44

Inv 3-022-6897-72

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/25/2018	08/22/18-09/21/18	215-6010-6115-8140-000	24.44

Inv 3-022-6897-72 Total 24.44

Inv 3-022-6897-89

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/25/18-08/23/18	215-6010-6115-8140-000	23.78

Check Number	Check Date		Amount
Inv 3-022-6897-89		Total	23.78
Inv 3-022-6897-99			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/25/18-08/23/18	215-6010-6115-8140-000	24.03
Inv 3-022-6897-99		Total	24.03
Inv 3-022-6898-05			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/25/18-08/23/18	215-6010-6115-8140-000	23.63
Inv 3-022-6898-05		Total	23.63
Inv 3-022-6898-17			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/30/18-08/28/18	215-6010-6115-8140-000	24.36
Inv 3-022-6898-17		Total	24.36
Inv 3-022-6898-28			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/29/2018	08/28/18-09/27/18	215-6010-6115-8140-000	24.41
Inv 3-022-6898-28		Total	24.41
Inv 3-023-6580-86			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/26/2018	08/23/18-09/24/18	215-6010-6201-8140-000	26.80
Inv 3-023-6580-86		Total	26.80
Inv 3-023-7462-29			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/25/2018	08/22/18-09/21/18	215-6010-6115-8140-000	63.55
Inv 3-023-7462-29		Total	63.55
Inv 3-023-7844-31			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/26/2018	08/23/18-09/24/18	215-6010-6115-8140-000	26.36
Inv 3-023-7844-31		Total	26.36
Inv 3-023-8283-79			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/26/2018	08/23/18-09/24/18	215-6010-6115-8140-000	29.60
Inv 3-023-8283-79		Total	29.60

Check Number	Check Date		Amount
Inv	3-026-3223-65		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/27/2018	08/24/18-09/25/18	215-6010-6115-8140-000	30.91
Inv 3-026-3223-65 Total			30.91
Inv	3-028-7013-82		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/26/2018	08/23/18-09/24/18	101-6010-6410-8140-000	87.38
Inv 3-028-7013-82 Total			87.38
Inv	3-028-7594-32		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/26/2018	08/23/18-09/24/18	500-6010-6711-8152-000	1,679.01
Inv 3-028-7594-32 Total			1,679.01
Inv	3-029-2458-05		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/27/2018	08/24/18-09/25/18	101-6010-6601-8140-000	43.45
Inv 3-029-2458-05 Total			43.45
Inv	3-032-0513-93		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/25/2018	08/22/18-09/21/18	215-6010-6115-8140-000	37.86
Inv 3-032-0513-93 Total			37.86
Inv	3-032-2521-62		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/25/2018	08/22/18-09/21/18	215-6010-6201-8140-000	43.94
Inv 3-032-2521-62 Total			43.94
Inv	3-032-4192-98		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/27/2018	08/24/18-09/25/18	215-6010-6201-8140-000	40.93
Inv 3-032-4192-98 Total			40.93
Inv	3-033-3452-62		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/21/2018	08/20/18-09/19/18	500-6010-6710-8140-000	288.34
Inv 3-033-3452-62 Total			288.34
Inv	3-035-3494-19		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/28/2018	08/27/18-09/26/18	215-6010-6115-8140-000	30.01

Check Number	Check Date		Amount
Inv 3-035-3494-19		Total	30.01
Inv 3-035-6502-21			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/25/2018	08/22/18-09/21/18	101-6010-6601-8140-000	724.60
Inv 3-035-6502-21		Total	724.60
Inv 3-037-6075-39			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/25/2018	08/22/18-09/21/18	215-6010-6115-8140-000	38.28
Inv 3-037-6075-39		Total	38.28
Inv 3-045-8045-41			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/25/2018	08/22/18-09/21/18	232-6010-6417-8140-000	25.99
Inv 3-045-8045-41		Total	25.99
Inv 3-046-7147-27			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/26/18-08/24/18	500-6010-6710-8140-000	2,562.86
Inv 3-046-7147-27		Total	2,562.86
Inv 3-048-3503-18			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/25/18-08/23/18	101-6010-6410-8140-000	0.14
Inv 3-048-3503-18		Total	0.14
Inv 3-048-3503-31			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/25/18-08/23/18	101-8010-8011-8140-000	21.21
Inv 3-048-3503-31		Total	21.21
Inv 3-048-3504-12			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/25/18-08/23/18	215-6010-6115-8140-000	0.43
Inv 3-048-3504-12		Total	0.43
Inv 3-048-3504-73			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/25/18-08/23/18	500-6010-6711-8140-000	9.65
Inv 3-048-3504-73		Total	9.65

Check Number	Check Date		Amount
Inv	3-048-3504-98		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/26/2018	08/23/18-09/24/18	101-8010-8011-8140-000	2,086.61
Inv 3-048-3504-98 Total			2,086.61
Inv	3-048-3505-21		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/25/18-08/23/18	500-6010-6711-8152-000	13.31
Inv 3-048-3505-21 Total			13.31
Inv	3-048-3505-86		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/25/18-08/23/18	500-6010-6711-8140-000	10.79
Inv 3-048-3505-86 Total			10.79
Inv	3-048-3506-72		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/25/18-08/23/18	500-6010-6711-8140-000	10.72
Inv 3-048-3506-72 Total			10.72
Inv	3-048-3507-28		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/25/18-08/23/18	215-6010-6115-8140-000	9.49
Inv 3-048-3507-28 Total			9.49
Inv	3-048-3508-41		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/26/2018	08/23/18-09/24/18	101-6010-6410-8140-000	80.86
Inv 3-048-3508-41 Total			80.86
Inv	3-048-3508-62		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/26/2018	08/23/18-09/24/18	215-6010-6115-8140-000	0.73
Inv 3-048-3508-62 Total			0.73
Inv	3-048-3508-76		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/26/2018	08/23/18-09/24/18	500-6010-6711-8152-000	1,748.08
Inv 3-048-3508-76 Total			1,748.08
Inv	3-048-3509-87		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/26/2018	08/23/18-09/24/18	215-6010-6201-8140-000	1.64

Check Number	Check Date		Amount
Inv 3-048-3509-87	Total		1.64
Inv 3-048-3512-00			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/26/2018	08/23/18-09/24/18	101-6010-6601-8140-000	833.22
Inv 3-048-3512-00	Total		833.22
Inv 3-048-3515-02			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/25/18-08/23/18	215-6010-6115-8140-000	0.24
Inv 3-048-3515-02	Total		0.24
Inv 3-048-3515-19			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/25/18-08/23/18	215-6010-6115-8140-000	22.42
Inv 3-048-3515-19	Total		22.42
Inv 3-048-3515-96			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/25/18-08/23/18	215-6010-6115-8140-000	10.88
Inv 3-048-3515-96	Total		10.88
Inv 3-048-3518-27			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/26/2018	08/23/18-09/24/18	215-6010-6115-8140-000	2.52
Inv 3-048-3518-27	Total		2.52
Inv 3-048-3520-99			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/25/18-08/23/18	101-6010-6410-8140-000	16.82
Inv 3-048-3520-99	Total		16.82
Inv 3-048-3524-22			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/25/18-08/23/18	215-6010-6115-8140-000	18.10
Inv 3-048-3524-22	Total		18.10
Inv 3-048-3528-66			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/25/18-08/23/18	215-6010-6115-8140-000	15.49
Inv 3-048-3528-66	Total		15.49

Check Number	Check Date		Amount
Inv	3-048-3529-42		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/25/18-08/23/18	215-6010-6115-8140-000	28.31
Inv 3-048-3529-42 Total			28.32
Inv	3-048-3530-52		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/25/18-08/23/18	215-6010-6115-8140-000	0.33
Inv 3-048-3530-52 Total			0.33
Inv	3-048-3534-21		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/26/2018	08/23/18-09/24/18	215-6010-6115-8140-000	15.63
Inv 3-048-3534-21 Total			15.63
Inv	3-048-3587-38		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/27/2018	08/24/18-09/25/18	215-6010-6115-8140-000	5.98
Inv 3-048-3587-38 Total			5.98
Inv	3-048-3587-48		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/26/18-08/24/18	215-6010-6115-8140-000	6.83
Inv 3-048-3587-48 Total			6.83
Inv	3-048-3587-62		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/26/18-08/24/18	101-6010-6410-8140-000	0.67
Inv 3-048-3587-62 Total			0.67
Inv	3-048-3593-95		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/26/18-08/24/18	215-6010-6115-8140-000	12.14
Inv 3-048-3593-95 Total			12.14
Inv	3-048-3593-98		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/26/18-08/24/18	101-6010-6410-8140-000	17.19
Inv 3-048-3593-98 Total			17.19
Inv	3-048-3594-16		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/27/2018	08/24/18-09/25/18	215-6010-6201-8140-000	18.21

Check Number	Check Date	Amount
Inv 3-048-3594-16	Total	18.21
Inv 3-048-3594-36		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
09/20/2018	07/26/18-08/24/18	215-6010-6115-8140-000
		2.69
Inv 3-048-3594-36	Total	2.69
Inv 3-048-3599-01		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
09/20/2018	07/26/18-08/24/18	101-6010-6601-8140-000
		5,497.52
Inv 3-048-3599-01	Total	5,497.52
Inv 3-048-3599-58		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
09/27/2018	08/24/18-09/25/18	101-6010-6601-8140-000
		25.16
Inv 3-048-3599-58	Total	25.16
Inv 3-048-3599-97		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
09/20/2018	07/26/18-08/24/18	232-6010-6417-8140-000
		26.80
Inv 3-048-3599-97	Total	26.80
Inv 3-048-3600-65		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
09/20/2018	07/26/18-08/24/18	215-6010-6115-8140-000
		12.61
Inv 3-048-3600-65	Total	12.61
Inv 3-048-3601-53		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
09/20/2018	07/26/18-08/24/18	500-6010-6711-8152-000
		1,703.51
Inv 3-048-3601-53	Total	1,703.51
Inv 3-048-3608-21		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
09/20/2018	07/26/18-08/24/18	500-6010-6710-8140-000
		1,409.07
Inv 3-048-3608-21	Total	1,409.07
Inv 3-048-3659-74		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
09/20/2018	07/27/18-08/27/18	101-6010-6410-8140-000
		815.69
Inv 3-048-3659-74	Total	815.69

Check Number	Check Date		Amount
Inv	3-048-3662-71		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/27/18-08/27/18	215-6010-6115-8140-000	13.69
Inv 3-048-3662-71 Total			13.69
Inv	3-048-3664-38		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/27/18-08/27/18	101-6010-6410-8140-000	0.42
Inv 3-048-3664-38 Total			0.42
Inv	3-048-3670-65		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/27/18-08/27/18	101-6010-6410-8140-000	0.20
Inv 3-048-3670-65 Total			0.20
Inv	3-048-3675-98		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/28/2018	08/27/18-09/26/18	215-6010-6115-8140-000	11.88
Inv 3-048-3675-98 Total			11.88
Inv	3-048-3733-54		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/29/2018	08/28/18-09/27/18	215-6010-6115-8140-000	0.36
Inv 3-048-3733-54 Total			0.36
Inv	3-048-3735-77		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/30/18-08/28/18	101-6010-6410-8140-000	11.80
Inv 3-048-3735-77 Total			11.80
Inv	3-048-3736-11		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/30/18-08/28/18	101-6010-6410-8140-000	29.76
Inv 3-048-3736-11 Total			29.76
Inv	3-048-3750-12		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/30/18-08/28/18	215-6010-6115-8140-000	1.07
Inv 3-048-3750-12 Total			1.07
Inv	3-048-3807-64		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/31/18-08/29/18	215-6010-6115-8140-000	13.37

Check Number	Check Date		Amount
Inv 3-048-3807-64	Total		13.37
Inv 3-048-3810-70			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/31/18-08/29/18	215-6010-6115-8140-000	0.27
Inv 3-048-3810-70	Total		0.27
Inv 3-048-3817-68			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/31/18-08/29/18	101-6010-6410-8140-000	0.27
Inv 3-048-3817-68	Total		0.27
Inv 3-048-3819-71			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/31/18-08/29/18	215-6010-6115-8140-000	14.77
Inv 3-048-3819-71	Total		14.77
Inv 3-048-3823-92			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/31/18-08/29/18	215-6010-6115-8140-000	20.74
Inv 3-048-3823-92	Total		20.74
Inv 3-048-4948-55			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/21/2018	08/20/18-09/19/18	500-6010-6710-8140-000	376.48
Inv 3-048-4948-55	Total		376.48
Inv 3-048-4954-40			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/20/18-08/20/18	215-6010-6201-8140-000	95.72
09/20/2018	07/20/18-08/20/18	101-6010-6410-8140-000	95.71
Inv 3-048-4954-40	Total		191.43
Inv 3-048-4960-02			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/20/18-08/20/18	101-6010-6410-8140-000	27.53
Inv 3-048-4960-02	Total		27.53
Inv 3-048-4960-34			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/20/18-08/20/18	215-6010-6201-8140-000	21.51
09/20/2018	07/20/18-08/20/18	101-6010-6410-8140-000	21.51
Inv 3-048-4960-34	Total		43.02

Inv 3-048-4961-25

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/20/18-08/20/18	500-6010-6711-8140-000	3.19

Inv 3-048-4961-25 Total 3.19

Inv 3-048-5123-18

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/25/2018	08/22/18-09/21/18	215-6010-6115-8140-000	18.15

Inv 3-048-5123-18 Total 18.15

Inv 3-048-5123-44

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/25/2018	08/22/18-09/21/18	215-6010-6201-8140-000	24.11

Inv 3-048-5123-44 Total 24.11

Inv 3-048-5125-68

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/24/18-08/22/18	215-6010-6115-8140-000	34.43

Inv 3-048-5125-68 Total 34.43

Inv 3-048-5125-73

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/24/18-08/22/18	215-6010-6115-8140-000	19.90

Inv 3-048-5125-73 Total 19.90

Inv 3-048-5126-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/25/2018	08/22/18-09/21/18	215-6010-6115-8140-000	0.35

Inv 3-048-5126-22 Total 0.35

Inv 3-048-5127-24

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/24/18-08/22/18	215-6010-6115-8140-000	10.52

Inv 3-048-5127-24 Total 10.52

Inv 3-048-5129-43

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/24/18-08/22/18	215-6010-6115-8140-000	1.13

Inv 3-048-5129-43 Total 1.13

Inv 3-048-5129-59

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

Check Number	Check Date		Amount
09/20/2018	07/24/18-08/22/18	215-6010-6115-8140-000	10.36
Inv 3-048-5129-59	Total		10.36
Inv 3-048-5131-46			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/24/18-08/22/18	215-6010-6115-8140-000	0.66
Inv 3-048-5131-46	Total		0.66
Inv 3-048-5131-47			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/24/18-08/22/18	215-6010-6115-8140-000	10.37
Inv 3-048-5131-47	Total		10.37
Inv 3-048-5132-96			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/25/2018	08/22/18-09/21/18	215-6010-6115-8140-000	16.18
Inv 3-048-5132-96	Total		16.18
Inv 3-048-5135-05			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/24/18-08/22/18	215-6010-6115-8140-000	23.84
Inv 3-048-5135-05	Total		23.84
Inv 3-048-5135-50			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/25/2018	08/22/18-09/21/18	101-6010-6601-8140-000	439.72
Inv 3-048-5135-50	Total		439.72
Inv 3-048-5135-90			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/25/2018	08/22/18-09/21/18	215-6010-6115-8140-000	93.44
Inv 3-048-5135-90	Total		93.44
Inv 3-048-5136-08			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/24/18-08/22/18	215-6010-6115-8140-000	12.07
Inv 3-048-5136-08	Total		12.07
Inv 3-048-5142-29			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	07/24/18-08/22/18	215-6010-6115-8140-000	10.87
Inv 3-048-5142-29	Total		10.87

Check Number	Check Date		Amount
204533	Total:		54,902.95
SOU6666	- So. CA Edison Co. Total:		54,902.95
SOGA6501	- So. Cal. Gas Co. Line Item Account		
204496	09/27/2018		
Inv	196-493-8529 1		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/19/2018	CNG Fuel for City Vehicles	500-6010-6710-8020-000	576.67
07/19/2018	CNG Fuel for City Vehicles	215-6010-6310-8020-000	576.67
07/19/2018	CNG Fuel for City Vehicles	210-6010-6501-8020-000	576.69
07/19/2018	CNG Fuel for City Vehicles	207-8030-8025-8105-000	576.67
Inv 196-493-8529 1	Total		2,306.70
204496	Total:		2,306.70
SOGA6501	- So. Cal. Gas Co. Total:		2,306.70
CEAP7000	- South Pasadena Part Time Employees Assn. Line Item Account		
204483	09/26/2018		
Inv	P/R/E 9/2/2018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/25/2018	Union & Association Dues - 9/18	700-0000-0000-2249-000	448.00
Inv P/R/E 9/2/2018	Total		448.00
204483	Total:		448.00
CEAP7000	- South Pasadena Part Time Employees Assn. Total:		448.00
SGMC2013	- St. George's Medical Clinic Line Item Account		
204497	09/27/2018		
Inv	07/01/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/01/2018	Medical Exam Acct # 117162	101-2010-2013-8170-000	250.00
Inv 07/01/18	Total		250.00
Inv	7/31/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/31/2018	Medical Exam Acct # 117034	101-2010-2013-8170-000	175.00
07/31/2018	Medical Exam Acct # 117156	101-2010-2013-8170-000	650.00
Inv 7/31/18	Total		825.00
204497	Total:		1,075.00

Check Number	Check Date		Amount
SGMC2013 - St. George's Medical Clinic Total:			1,075.00
STA5219 - Staples Business Advantage Line Item Account			
204534	10/04/2018		
Inv	3387594751		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2018	Finance Office Supplies	101-3010-3011-8000-000	328.49
Inv 3387594751 Total			328.49
204534 Total:			328.49
STA5219 - Staples Business Advantage Total:			328.49
STSM1020 - Studio Spectrum Line Item Account			
204498	09/27/2018		
Inv	19021		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2018	AV Svcs - 8/18	101-1020-1021-8180-000	2,355.00
Inv 19021 Total			2,355.00
204498 Total:			2,355.00
STSM1020 - Studio Spectrum Total:			2,355.00
BNYM6712 - The Bank of New York Mellon Trust Company, N.A. Line Item Account			
204499	09/27/2018		
Inv	SOPASAWTR16		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/10/2018	2016 Water Revenue Refunding Bonds	505-6010-6712-8330-000	835,000.00
09/10/2018	2016 Water Revenue Refunding Bonds	505-6010-6712-8331-000	803,218.75
09/10/2018	2016 Water Revenue Refunding Bonds	505-0000-0000-1000-000	-1,360.79
Inv SOPASAWTR16 Total			1,636,857.96
204499 Total:			1,636,857.96
BNYM6712 - The Bank of New York Mellon Trust Company, N.A. Total:			1,636,857.96
HAFR7000 - The Hartford Line Item Account			
204506	10/05/2018		
Inv	083018589964		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/27/2018	Life Insurance 9/18	700-0000-0000-2254-000	830.25

Check Number	Check Date		Amount
Inv 083018589964	Total		830.25
Inv 083440800051			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/02/2018	Life Insurance 10/18	700-0000-0000-2254-000	830.25
Inv 083440800051	Total		830.25
204506	Total:		1,660.50
HAFR7000 - The Hartford Total:			1,660.50
TIM4011 - Time Warner Cable Line Item Account			
204535	10/04/2018		
Inv 008 0012005			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/21/2018	Library 09/29-10/28/18	101-8010-8011-8180-000	1.58
08/21/2018	Library 08/29-09/28/18	101-8010-8011-8180-000	1.58
Inv 008 0012005	Total		3.16
Inv 008 0070193			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/21/2018	Skate Park Cable 10/1-10/31/18	101-4010-4011-8110-000	73.96
08/21/2018	Skate Park Cable 09/1-09/30/18	101-4010-4011-8110-000	73.96
Inv 008 0070193	Total		147.92
Inv 008 0224964			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/28/2018	Internet Upgrade 9/8/18-10/7/18	101-2010-2032-8150-000	368.46
Inv 008 0224964	Total		368.46
Inv 008 0269985			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/07/2018	City Hall 2nd Modem Svcs 9/17-10/16/18	101-2010-2032-8150-000	167.16
Inv 008 0269985	Total		167.16
Inv 008 0311688			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2018	1100 Oxley St. Ethernet Fiber 9/11-10/10/18	101-2010-2032-8150-000	1,222.88
Inv 008 0311688	Total		1,222.88
Inv 008 0311704			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2018	Yard Ethernet Fiber 9/11-10/10/18	101-2010-2032-8150-000	1,222.88

Check Number	Check Date		Amount
Inv 008 0311704	Total		1,222.88
Inv 008 0345504			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/11/2018	Water Operations 416 Garfield Ave. Internet 09/21-10/20/18	500-6010-6710-8150-000	360.00
Inv 008 0345504	Total		360.00
Inv 008 0355990			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/22/2018	Garfield Reservoir Cable/Internet 10/02-11/01/18	500-6010-6710-8150-000	309.67
08/22/2018	Garfield Reservoir Cable/Internet 09/02-10/01/18	500-6010-6710-8150-000	309.67
Inv 008 0355990	Total		619.34
Inv 899 0029763			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/17/2018	PD Cable 09/16-10/15/18	101-4010-4011-8110-000	158.29
08/17/2018	PD Cable 08/16-09/15/18	101-4010-4011-8110-000	158.29
Inv 899 0029763	Total		316.58
204535 Total:			4,428.38
TIM4011 - Time Warner Cable Total:			4,428.38
UNIO7221 - Union Bank MUFG Line Item Account			
204536	10/04/2018		
Inv 6711646799			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/11/2018	Downtown Revitalization Redevelopment Tax Bonds	227-7200-7211-8331-000	32,785.00
09/11/2018	Downtown Revitalization Redevelopment Tax Bonds	227-0000-0000-1001-000	-1,730.55
Inv 6711646799	Total		31,054.45
204536 Total:			31,054.45
UNIO7221 - Union Bank MUFG Total:			31,054.45
VEBU3010 - Verizon Business Svcs Line Item Account			
204537	10/04/2018		
Inv 626 405-0051			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/17/2018	Phone Conferencing Svcs #7DE37177	101-2010-2032-8150-000	35.51
Inv 626 405-0051	Total		35.51
Inv 70928017			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
09/20/2018	Phone Conferencing Svcs 8/18	101-2010-2032-8150-000	19.08
	Inv 70928017 Total		19.08
204537 Total:			54.59
VEBU3010 - Verizon Business Svcs Total:			54.59
VERW6711 - Verizon Wireless Line Item Account			
204538	10/04/2018		
	Inv 9814966052		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/23/2018	Water Dept. Internet. Tablet & Ipad 8/20-9/19/18	500-6010-6710-8150-000	149.14
	Inv 9814966052 Total		149.14
	Inv 9815235743		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/23/2018	Mgmt Svcs 08/24-09/23/18 571839627-00001	101-2010-2032-8150-000	16.03
	Inv 9815235743 Total		16.03
	Inv 9815401366		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/26/2018	Mgmt Svcs & File Mobile 8/27-09/26/18 #270619951-00002	101-2010-2032-8150-000	1,009.60
09/26/2018	Mgmt Svcs & File Mobile 8/27-09/26/18 #270619951-00002	207-8030-8025-8180-000	38.01
	Inv 9815401366 Total		1,047.61
	Inv 9815401367		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/26/2018	Police Phones/Devices 08/27-09/26/18 #270619951-00004	101-2010-2032-8150-000	588.12
	Inv 9815401367 Total		588.12
204538 Total:			1,800.90
VERW6711 - Verizon Wireless Total:			1,800.90
VUL6601 - Vulcan Materials Co. & Affiliates Line Item Account			
204500	09/27/2018		
	Inv 71843444		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/08/2018	Tack for Street Repairs	230-6010-6116-8020-000	837.68
	Inv 71843444 Total		837.68
	Inv 71937477		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
08/31/2018	Crushed Aggregate Base for Storage Yard	230-6010-6116-8020-000	419.44
Inv 71937477	Total		419.44
Inv 71937478			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2018	Cold Mix for Storage Yard	230-6010-6116-8020-000	1,885.67
Inv 71937478	Total		1,885.67
204500 Total:			3,142.79
VUL6601 - Vulcan Materials Co. & Affiliates Total:			3,142.79
XRXF5010 - Xerox Financial Svcs Line Item Account			
204539	10/04/2018		
Inv 1295403			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/08/2018	FD Copier Lease Payment 9/10 - 10/9	101-2010-2032-8300-000	1,893.11
Inv 1295403	Total		1,893.11
Inv 1307739			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/16/2018	Mgmt Svcs Copier Lease Payment 9/6-10/5	500-6010-6710-8000-000	273.17
Inv 1307739	Total		273.17
204539 Total:			2,166.28
XRXF5010 - Xerox Financial Svcs Total:			2,166.28
RSBY2013 - Yudin, Rosenberg Line Item Account			
204540	10/04/2018		
Inv 1809-2200001			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/15/2018	Legal Svcs - Aug. 2018	101-2010-2013-8160-000	16.00
Inv 1809-2200001	Total		16.00
204540 Total:			16.00
RSBY2013 - Yudin, Rosenberg Total:			16.00
Total:			1,852,499.85

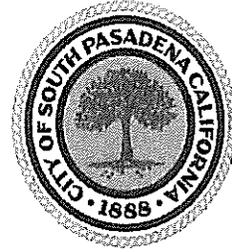
This page intentionally left blank.

ATTACHMENT 3
General City Warrant List

Accounts Payable

Check Detail

User: elin
 Printed: 10/10/2018 - 4:47PM



Check Number	Check Date		Amount
ASOP8030 - Aire Serv of Pasadena Line Item Account			
204541	10/17/2018		
Inv	55359116		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/29/2018	FD Air Conditioning Fire Captain's Office	101-6010-6601-8120-000	169.08
Inv 55359116 Total			169.08
Inv	55432194		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/17/2018	Senior Center Ice Machine - Ice Maker repairs	101-6010-6601-8120-000	395.67
Inv 55432194 Total			395.67
204541 Total:			564.75
ASOP8030 - Aire Serv of Pasadena Total:			
			564.75
ALH0181 - Alhambra Hospital Med Ctr Line Item Account			
204542	10/17/2018		
Inv	9/12/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/12/2018	FD Medical Supplies	101-5010-5011-8025-000	542.78
Inv 9/12/18 Total			542.78
204542 Total:			542.78
ALH0181 - Alhambra Hospital Med Ctr Total:			
			542.78
ACMT2920 - All City Management Line Item Account			
204543	10/17/2018		
Inv	55964		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/29/2018	School Crossing Guard Svcs- 8/12-08/25/18	101-4010-4011-8180-000	5,447.00
Inv 55964 Total			5,447.00
Inv	56200		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
09/13/2018	School Crossing Guard Svcs- 8/26-09/08/18	101-4010-4011-8180-000	6,679.66
Inv 56200 Total			6,679.66
204543 Total:			12,126.66
ACMT2920 - All City Management Total:			12,126.66
ALL0197 - All Star Fire Equipment, Inc. Line Item Account			
204544	10/17/2018		
Inv 210310			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/19/2018	FD Safety Clothing/Equipment	101-5010-5011-8134-000	377.78
Inv 210310 Total			377.78
204544 Total:			377.78
ALL0197 - All Star Fire Equipment, Inc. Total:			377.78
YVAL5265 - Allen, Yvonne Line Item Account			
204545	10/17/2018		
Inv 95137			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/11/2018	Refund for 09/20 Trip to Gardens of the World that was cancelled	101-0000-0000-5265-004	10.00
Inv 95137 Total			10.00
204545 Total:			10.00
YVAL5265 - Allen, Yvonne Total:			10.00
AIS0107 - Alliant Insurance Svcs, Inc. Line Item Account			
204546	10/17/2018		
Inv 7/1-9/30/18			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/01/2018	Special Events Reporting 7/1-9/30/18	101-0000-0000-2970-001	134.47
10/01/2018	Special Events Reporting 7/1-9/30/18	101-0000-0000-2970-001	96.39
10/01/2018	Special Events Reporting 7/1-9/30/18	101-0000-0000-2970-001	96.39
10/01/2018	Special Events Reporting 7/1-9/30/18	101-0000-0000-2970-001	96.39
10/01/2018	Special Events Reporting 7/1-9/30/18	101-0000-0000-2970-001	96.39
Inv 7/1-9/30/18 Total			520.03
204546 Total:			520.03

Check Number	Check Date		Amount
AIS0107 - Alliant Insurance Svcs, Inc. Total:			520.03
AND0239 - Anderson Business Technology Line Item Account			
204547	10/17/2018		
Inv	225809		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/12/2018	Equipment Maint. - Typewriter repair & 2 Ribbon Cartridges	101-8010-8011-8110-000	62.38
Inv 225809 Total			62.38
204547 Total:			62.38
AND0239 - Anderson Business Technology Total:			62.38
ANT0243 - Antrim's Security Co., Inc. Line Item Account			
204548	10/17/2018		
Inv	53362		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/30/2018	Keys Duplicated for Street Division	230-6010-6116-8020-000	98.55
Inv 53362 Total			98.55
204548 Total:			98.55
ANT0243 - Antrim's Security Co., Inc. Total:			98.55
ARA0260 - Aramark Uniform Services Line Item Account			
204549	10/17/2018		
Inv	533651278		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	Uniform Svcs	500-6010-6711-8132-000	30.85
09/20/2018	Uniform Svcs	101-6010-6601-8132-000	14.88
09/20/2018	Uniform Svcs	210-6010-6501-8132-000	14.87
09/20/2018	Uniform Svcs	215-6010-6310-8132-000	14.86
09/20/2018	Uniform Svcs	230-6010-6116-8132-000	84.01
09/20/2018	Uniform Svcs	215-6010-6201-8132-000	14.86
09/20/2018	Uniform Svcs	500-6010-6710-8132-000	127.87
Inv 533651278 Total			302.20
Inv	533668630		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/27/2018	Uniform Svcs	210-6010-6501-8132-000	12.71
09/27/2018	Uniform Svcs	230-6010-6116-8132-000	45.50
09/27/2018	Uniform Svcs	101-6010-6601-8132-000	12.70
09/27/2018	Uniform Svcs	500-6010-6710-8132-000	52.27
09/27/2018	Uniform Svcs	215-6010-6310-8132-000	12.70
09/27/2018	Uniform Svcs	215-6010-6201-8132-000	12.70
09/27/2018	Uniform Svcs	500-6010-6711-8132-000	28.67

Check Number	Check Date		Amount
		Inv 533668630 Total	177.25
		204549 Total:	479.45
		ARA0260 - Aramark Uniform Services Total:	479.45
		ARC6011 - ARC Line Item Account	
204550	10/17/2018		
		Inv 9828571	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		08/21/2018	P&D - 325 Oaklawn #431328
		<u>Line Item Account</u>	
		101-7010-7011-8050-000	34.59
		Inv 9828571 Total	34.59
		204550 Total:	34.59
		ARC6011 - ARC Total:	34.59
		AMST8020 - Armstrong Lock & Safe Line Item Account	
204551	10/17/2018		
		Inv 64397	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		05/08/2018	PD Duplication of keys
		<u>Line Item Account</u>	
		101-4010-4011-8020-000	84.86
		Inv 64397 Total	84.86
		Inv 6697	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		09/20/2018	Service Call to repair lock; 6 keys
		<u>Line Item Account</u>	
		101-4010-4011-8020-000	101.42
		Inv 6697 Total	101.42
		204551 Total:	186.28
		AMST8020 - Armstrong Lock & Safe Total:	186.28
		BAK0369 - Baker & Taylor Books Line Item Account	
204552	10/17/2018		
		Inv 3022339612	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		08/24/2018	Books
		<u>Line Item Account</u>	
		101-8010-8011-8080-000	39.30
		Inv 3022339612 Total	39.30
		Inv 3022351607	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		<u>Line Item Account</u>	

Check Number	Check Date		Amount
09/02/2018	Books	101-8010-8011-8080-000	26.68
Inv 3022351607 Total			26.68
Inv 3022362245			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/07/2018	Books	101-8010-8011-8080-000	34.05
Inv 3022362245 Total			34.05
Inv 3022374251			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/15/2018	Books	101-8010-8011-8080-000	158.01
Inv 3022374251 Total			158.01
Inv 4012305304			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/29/2018	Books	101-8010-8011-8080-000	452.65
Inv 4012305304 Total			452.65
Inv 4012308450			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2018	Books	101-8010-8011-8080-000	414.15
Inv 4012308450 Total			414.15
Inv 4012308477			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/30/2018	Books	101-8010-8011-8080-000	48.35
Inv 4012308477 Total			48.35
Inv 4012308487			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2018	Books	101-8010-8011-8080-000	935.50
Inv 4012308487 Total			935.50
Inv 4012314023			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/07/2018	Books	101-8010-8011-8080-000	972.81
Inv 4012314023 Total			972.81
Inv 4012318046			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/12/2018	Books	101-8010-8011-8080-000	294.06
Inv 4012318046 Total			294.06

Check Number	Check Date		Amount
Inv	4012318343		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/11/2018	Books	101-8010-8011-8080-000	15.73
Inv	4012318343 Total		15.73
204552 Total:			3,391.29
BAK0369 - Baker & Taylor Books Total:			3,391.29
BAK0366 - Baker & Taylor Entertainment Line Item Account			
204553	10/17/2018		
Inv	T85883010		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2018	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	90.27
Inv	T85883010 Total		90.27
Inv	T86142600		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/05/2018	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	16.20
Inv	T86142600 Total		16.20
Inv	T86178690		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/05/2018	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	182.16
Inv	T86178690 Total		182.16
Inv	T86178700		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/05/2018	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	48.82
Inv	T86178700 Total		48.82
Inv	T86209020		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2018	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	9.71
Inv	T86209020 Total		9.71
Inv	T86663980		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/13/2018	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	10.66
Inv	T86663980 Total		10.66
Inv	T86663990		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
09/13/2018		CDs, DVDs & Other Library Materials	16.42
		Inv T86663990 Total	16.42
		Inv T86682190	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/14/2018	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	24.62
		Inv T86682190 Total	24.62
		Inv T86858600	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/18/2018	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	122.14
		Inv T86858600 Total	122.14
		Inv T86950850	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/19/2018	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	15.39
		Inv T86950850 Total	15.39
204553 Total:			536.39
BAK0366 - Baker & Taylor Entertainment Total:			536.39
BLTF4010 - Bilt-Tuff Line Item Account			
204554	10/17/2018		
		Inv 9/27/18	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/27/2018	Supplies for Self-Defense Class & Arrest and Control Training	101-4010-4011-8200-000	45.71
		Inv 9/27/18 Total	45.71
		Inv 9/27/18*	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/27/2018	Supplies for Self-Defense Class & Arrest and Control Training	101-4010-4011-8200-000	65.33
		Inv 9/27/18* Total	65.33
204554 Total:			111.04
BLTF4010 - Bilt-Tuff Total:			111.04
DABN8267 - Bohan, Diana Line Item Account			
204555	10/17/2018		
		Inv Sep 2018	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/03/2018	Instruct Yoga class for September	101-8030-8021-8267-000	208.00

Check Number	Check Date		Amount
		Inv Sep 2018 Total	208.00
		204555 Total:	208.00
		DABN8267 - Bohan, Diana Total:	208.00
		TYBL7000 - Borrello, Tyler Line Item Account	
204556	10/17/2018		
Inv	11/12-16/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/01/2018	Training class on Nov. 12-16, 2018	101-4010-4011-8210-000	692.54
	Inv 11/12-16/18 Total		692.54
		204556 Total:	692.54
		TYBL7000 - Borrello, Tyler Total:	692.54
		BUR4018 - Burro Canyon Shooting Park Line Item Account	
204557	10/17/2018		
Inv	1681		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/08/2018	Range Fees for 8/6/18	101-4010-4011-8200-000	70.00
	Inv 1681 Total		70.00
		204557 Total:	70.00
		BUR4018 - Burro Canyon Shooting Park Total:	70.00
		CDC2930 - CA Dept of Conservation Line Item Account	
204558	10/17/2018		
Inv	7/1-9/30/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/09/2018	Strong Motion Instrumentation & Seismic Hazard Map 7/1-9/30/18	101-0000-0000-2930-001	330.13
	Inv 7/1-9/30/18 Total		330.13
		204558 Total:	330.13
		CDC2930 - CA Dept of Conservation Total:	330.13
		CAL5236 - CA Linen Services Line Item Account	
204559	10/17/2018		

Check Number	Check Date		Amount
Inv	1558697		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/24/2018	FD Supplies	101-5010-5011-8020-000	121.93
Inv 1558697 Total			121.93
Inv	1560963		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/01/2018	FD Supplies	101-5010-5011-8020-000	117.81
Inv 1560963 Total			117.81
204559 Total:			239.74
CALS236 - CA Linen Services Total:			239.74
CAME2015 - CA Maintenance & Environmental Line Item Account			
204560	10/17/2018		
Inv	28414		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2018	Yard Underground Storage Tank Inspection 8/18	101-6010-6601-8180-000	100.00
Inv 28414 Total			100.00
Inv	28415		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2018	FD/PD Undergruond Storage Tank Inspection 8/18	101-6010-6601-8180-000	100.00
Inv 28415 Total			100.00
204560 Total:			200.00
CAME2015 - CA Maintenance & Environmental Total:			200.00
KUCP4011 - Camp, Kurt J. Line Item Account			
204561	10/17/2018		
Inv	SP00046		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/27/2018	PD Fingerprint Svcs	101-4010-4011-8170-000	10.00
Inv SP00046 Total			10.00
204561 Total:			10.00
KUCP4011 - Camp, Kurt J. Total:			10.00
CAN0607 - Cantu Graphics Line Item Account			

Check Number	Check Date		Amount
204562	10/17/2018		
Inv	5335		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/04/2018	Plan/Bldg - 24x36 Coroplast - Gloss Lamination	101-7010-7011-8050-000	118.26
Inv 5335 Total			118.26
Inv	5337		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2018	Mission Meridian Parking Garage Temporary Signs	230-6010-6116-8020-000	493.85
Inv 5337 Total			493.85
Inv	5338		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2018	Plan/Bldg - Business Cards	101-7010-7011-8050-000	43.75
Inv 5338 Total			43.75
204562 Total:			655.86
CAN0607 - Cantu Graphics Total:			655.86
CWNC2501 - Carl Warren & Company Line Item Account			
204563	10/17/2018		
Inv	1857207-1857217		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/26/2018	Library Claims Administration Fee - Sep. 2018	103-2010-2501-8020-000	1,269.00
Inv 1857207-1857217 Total			1,269.00
204563 Total:			1,269.00
CWNC2501 - Carl Warren & Company Total:			1,269.00
CAT0700 - Catering Systems Inc. Line Item Account			
204564	10/17/2018		
Inv	4832		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/10/2018	Sr. Center Meals w/ 9/4-7/18	260-8030-8023-8180-000	1,809.00
Inv 4832 Total			1,809.00
Inv	4839		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/16/2018	Sr. Center Meals w/ 9/10-14/18	260-8030-8023-8180-000	1,906.20
Inv 4839 Total			1,906.20

Check Number	Check Date		Amount
Inv 4846			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/22/2018	Sr. Center Meals w/ 9/17-21/18	260-8030-8023-8180-000	1,868.40
Inv 4846 Total			1,868.40
Inv 4853			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/28/2018	Sr. Center Mcals w/ 9/24-28/18	260-8030-8023-8180-000	2,462.40
Inv 4853 Total			2,462.40
204564 Total:			8,046.00
CAT0700 - Catering Systems Inc. Total:			8,046.00
CAV831 - Cavanaugh & Associates Line Item Account			
204565	10/17/2018		
Inv 11/12-16/18			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/01/2018	Training class on Nov. 12-16, 2018	101-4010-4011-8210-000	1,096.00
Inv 11/12-16/18 Total			1,096.00
204565 Total:			1,096.00
CAV831 - Cavanaugh & Associates Total:			1,096.00
CBE5011 - CBE Los Angeles Line Item Account			
204566	10/17/2018		
Inv IN2060146			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	Contract Charges 8/20-9/19/18	101-6010-6011-8020-000	54.53
Inv IN2060146 Total			54.53
204566 Total:			54.53
CBE5011 - CBE Los Angeles Total:			54.53
CRIM4010 - Chaidez, Hector Line Item Account			
204567	10/17/2018		
Inv 191616556			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/01/2018	PD Predictrive Policing Svcs 9/18	101-4010-4011-8170-000	2,080.00
Inv 191616556 Total			2,080.00

Check Number	Check Date		Amount
204567 Total:			2,080.00
CRIM4010 - Chaidez, Hector Total:			2,080.00
LICH2920 - Chang, Lillian Line Item Account			
204568	10/17/2018		
Inv	95515		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/25/2018	Refund Deposit for War Memorial Building Use on 09/22/18	101-0000-0000-2920-000	500.00
Inv 95515 Total			500.00
204568 Total:			500.00
LICH2920 - Chang, Lillian Total:			500.00
CBAC2021 - Chatten-Brown & Carstens Line Item Account			
204569	10/17/2018		
Inv	28988		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/12/2018	Transportation Planning Legal Svcs - 710 South Pasadena FOAE	101-2010-2021-8160-000	525.00
Inv 28988 Total			525.00
204569 Total:			525.00
CBAC2021 - Chatten-Brown & Carstens Total:			525.00
JACH5265 - Chen, Jamie Line Item Account			
204570	10/17/2018		
Inv	95168		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/11/2018	Refund for 9/20 trip to Gardens of the World that was cancelled	101-0000-0000-5265-004	10.00
Inv 95168 Total			10.00
204570 Total:			10.00
JACH5265 - Chen, Jamie Total:			10.00
SCCH5265 - Chen, Schon Line Item Account			
204571	10/17/2018		
Inv	95167		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/11/2018	Refund fot 9/20 trip to Gardens of the World that was cancelled	101-0000-0000-5265-004	10.00

Check Number	Check Date		Amount
Inv 95167 Total			10.00
204571 Total:			10.00
SCCH5265 - Chen, Schon Total:			10.00
CBMS5011 - Christian Brothers Mechanical Svcs Inc. Line Item Account			
204572	10/17/2018		
Inv 36915			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/28/2018	FD Building Maint. Svcs	101-5010-5011-8120-000	482.00
Inv 36915 Total			482.00
204572 Total:			482.00
CBMS5011 - Christian Brothers Mechanical Svcs Inc. Total:			482.00
ALH4011 - City of Alhambra Line Item Account			
204573	10/17/2018		
Inv SoPas-8/18			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/19/2018	PD Inmate Housing 8/18	101-4010-4011-8180-000	3,698.00
Inv SoPas-8/18 Total			3,698.00
204573 Total:			3,698.00
ALH4011 - City of Alhambra Total:			3,698.00
CMME4011 - Commline Inc. Line Item Account			
204574	10/17/2018		
Inv 0110127			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2018	PD Unit# 1407 Repair Svcs	101-4010-4011-8100-000	558.80
Inv 0110127 Total			558.80
Inv 0111762			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/12/2018	PD Unit# 1406 Repair Svcs	101-4010-4011-8100-000	215.00
Inv 0111762 Total			215.00
Inv 0111763			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
09/12/2018	PD Unit# 0431 Repair Svcs	101-4010-4011-8100-000	300.00
Inv 0111763 Total			300.00
Inv 0115175-IN			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/03/2018	Installation of a surveillance camera in the Police lobby	101-4010-4011-8180-000	1,020.20
Inv 0115175-IN Total			1,020.20
204574 Total:			2,094.00
CMME4011 - Commline Inc. Total:			2,094.00
JCY1111 - Corney, Jose Line Item Account			
204575	10/17/2018		
Inv 09/26/18			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/27/2018	Reimb. training class on 09/26/18	101-4010-4011-8210-000	128.16
Inv 09/26/18 Total			128.16
204575 Total:			128.16
JCY1111 - Corney, Jose Total:			128.16
DSP0755 - D & S Printing Line Item Account			
204576	10/17/2018		
Inv 7884			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/16/2018	Printing & Duplication	101-8010-8011-8050-000	109.50
Inv 7884 Total			109.50
Inv 7972			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/13/2018	Print envelopes for Community Services/Senior Center	101-8030-8021-8020-000	208.05
Inv 7972 Total			208.05
Inv 7993			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/02/2018	Plan/Bldg - Self-Inking Stamps	101-7010-7011-8050-000	313.17
Inv 7993 Total			313.17
Inv 7997			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/03/2018	Plan/Bldg - Electrical Permits	101-7010-7011-8050-000	312.08

Check Number	Check Date		Amount
		Inv 7997 Total	312.08
		204576 Total:	942.80
		DSP0755 - D & S Printing Total:	942.80
		DEM0777 - Demco Line Item Account	
204577	10/17/2018		
		Inv 6451972	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		09/14/2018	Multi-print Lables and CD/DVD & Tattle-Tape
		<u>Line Item Account</u>	
		101-8010-8011-8020-000	1,024.47
		Inv 6451972 Total	1,024.47
		204577 Total:	1,024.47
		DEM0777 - Demco Total:	1,024.47
		DOJ4011 - Dept of Justice Line Item Account	
204578	10/17/2018		
		Inv 319439	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		08/03/2018	PD Applicant Fingerprinting 7/18
		<u>Line Item Account</u>	
		101-4010-4011-8020-000	192.00
		Inv 319439 Total	192.00
		204578 Total:	192.00
		DOJ4011 - Dept of Justice Total:	192.00
		DIG0800 - Digital Telecommunications Corp Line Item Account	
204579	10/17/2018		
		Inv 32234	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		10/01/2018	IT - Phones Svcs 11/18
		<u>Line Item Account</u>	
		101-2010-2032-8150-000	875.00
		Inv 32234 Total	875.00
		204579 Total:	875.00
		DIG0800 - Digital Telecommunications Corp Total:	875.00
		DDL8010 - Dr. Detail Ph.D Line Item Account	
204580	10/17/2018		

Check Number	Check Date		Amount
---------------------	-------------------	--	---------------

Inv 1603

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/16/2018	Cleaning of upholstery furniture & carpets at Senior Center	101-8030-8021-8110-000	291.00
08/16/2018	Cleaning of upholstery furniture & carpets at Senior Center	101-8030-8021-8120-000	244.00

Inv 1603 Total 535.00

Inv 1656

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/19/2018	Polish stainless appliances/counters in kitchen at Senior Center	101-8030-8021-8110-000	225.00

Inv 1656 Total 225.00

Inv 1663

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/26/2018	Building Maint.	101-8010-8011-8120-000	290.00

Inv 1663 Total 290.00

204580 Total: 1,050.00

DDL8010 - Dr. Detail Ph.D Total: 1,050.00

JKDR8265 - Drummond, JK Line Item Account

204581 10/17/2018

Inv 95142

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/11/2018	Refund for 9/20 trip to Gardens of the World that was cancelled	101-0000-0000-5265-004	10.00

Inv 95142 Total 10.00

204581 Total: 10.00

JKDR8265 - Drummond, JK Total: 10.00

EJAS2010 - Emanuels Jones & Associates Line Item Account

204582 10/17/2018

Inv E18-10-12

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/01/2018	Legislative Representative Svcs 10/18	101-2010-2011-8170-000	2,000.00

Inv E18-10-12 Total 2,000.00

204582 Total: 2,000.00

JAS2010 - Emanuels Jones & Associates Total: 2,000.00

Check Number	Check Date		Amount
EMAC2021 - Emerson & Associates Line Item Account			
204583	10/17/2018		
Inv	09/31/2018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/05/2018	Transportation Planning Professional Svcs 9/18	101-2010-2021-8170-000	5,000.00
Inv 09/31/2018 Total			5,000.00
204583 Total:			5,000.00
EMAC2021 - Emerson & Associates Total:			5,000.00
ENT5426 - Entenmann-Rovin Line Item Account			
204584	10/17/2018		
Inv	0138820-IN		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/28/2018	2 Police chief uniform badges and flat badges	101-4010-4011-8134-000	418.70
Inv 0138820-IN Total			418.70
204584 Total:			418.70
ENT5426 - Entenmann-Rovin Total:			418.70
FED1109 - FedEx Line Item Account			
204585	10/17/2018		
Inv	6-315-16976		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/21/2018	PD Transportation Charges	101-4010-4011-8010-000	11.65
Inv 6-315-16976 Total			11.65
204585 Total:			11.65
FED1109 - FedEx Total:			11.65
PRFL2010 - Fellers, Paige Line Item Account			
204586	10/17/2018		
Inv	02		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	Identity /Branding for City of South Pasadena Svcs	101-2010-2011-8170-000	1,250.00
Inv 02 Total			1,250.00
204586 Total:			1,250.00

PRFL2010 - Fellers, Paige Total: 1,250.00

FWWS1400 - Ferguson Waterworks #1083 Line Item Account

204587 10/17/2018

Inv 0638442

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/26/2018	Water Dept. Stock/Inventory Water Fittings	500-6010-6711-8020-000	10,858.33

Inv 0638442 Total 10,858.33

Inv 0642704

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/06/2018	Water Sampling Device to Monitor Break Point Chlorination	500-6010-6711-8020-000	766.51

Inv 0642704 Total 766.51

204587 Total: 11,624.84

FWWS1400 - Ferguson Waterworks #1083 Total: 11,624.84

JUFU5265 - Fulmer, Judith Line Item Account

204588 10/17/2018

Inv 95157

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/11/2018	Refund for 9/20 trip to Gardens of the World that was cancelled	101-0000-0000-5265-004	10.00

Inv 95157 Total 10.00

204588 Total: 10.00

JUFU5265 - Fulmer, Judith Total: 10.00

LAFU5265 - Fulmer, Lavon Line Item Account

204589 10/17/2018

Inv 95156

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/11/2018	Refund for 9/20 trip to Gardens of the World that was cancelled	101-0000-0000-5265-004	10.00

Inv 95156 Total 10.00

204589 Total: 10.00

LAFU5265 - Fulmer, Lavon Total: 10.00

ALS5010 - Galls Line Item Account

204590 10/17/2018

Check Number	Check Date		Amount
Inv	010699444		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2018	FD Supplies	101-5010-5011-8020-000	208.16
Inv 010699444 Total			208.16
Inv	010728943		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/10/2018	FD Supplies	101-5010-5011-8020-000	236.05
Inv 010728943 Total			236.05
Inv	010754278		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/13/2018	FD Supplies	101-5010-5011-8020-000	15.28
Inv 010754278 Total			15.28
204590 Total:			459.49
GALS5010 - Galls Total:			459.49
GAR5011 - Garvey Equipment Co Line Item Account			
204591	10/17/2018		
Inv	114022		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/13/2018	STIHL MS391-16 Chain Saw	215-6010-6310-8130-000	891.24
Inv 114022 Total			891.24
204591 Total:			891.24
GAR5011 - Garvey Equipment Co Total:			891.24
THR5910 - George L.Throop Co. Line Item Account			
204592	10/17/2018		
Inv	01761735-00		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/17/2018	Supplies for Concrete Pd at Kolle Pump Station	500-6010-6710-8020-000	165.64
Inv 01761735-00 Total			165.64
Inv	01-763443-00		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/08/2018	Curb Repairs for 2000 Block for Fair Oaks Ave	230-6010-6116-8020-000	311.01
Inv 01-763443-00 Total			311.01

Check Number	Check Date		Amount
Inv	01-763472-00		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/09/2018	Curb Repairs at 1210 Stratford Ave	230-6010-6116-8020-000	227.16
Inv 01-763472-00 Total			227.16
Inv	01-763721-00		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/13/2018	Curb Repairs at 2000 Block Fair Oaks Ave.	230-6010-6116-8020-000	127.55
Inv 01-763721-00 Total			127.55
Inv	01-767192-00		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/26/2018	Sidewalk/Street Repair Supplies	230-6010-6116-8020-000	323.71
Inv 01-767192-00 Total			323.71
204592 Total:			1,155.07
THR5910 - George L.Throop Co. Total:			1,155.07
YVGO5300 - Goldman, Yvonne Line Item Account			
204593	10/17/2018		
Inv	FD 12092		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/07/2018	Parmedic Subscription Program - Overpayment	101-0000-0000-5300-000	20.00
Inv FD 12092 Total			20.00
204593 Total:			20.00
YVGO5300 - Goldman, Yvonne Total:			20.00
GPPT9090 - Gopher Patrol Line Item Account			
204594	10/17/2018		
Inv	311122		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/17/2018	Gopher Abatement Svcs @ Arroyo Park	101-6010-6410-8180-000	250.00
Inv 311122 Total			250.00
204594 Total:			250.00
GPPT9090 - Gopher Patrol Total:			250.00
ANGY8030 - Grady, Anthony Q. Line Item Account			

Check Number	Check Date		Amount
204595	10/17/2018		
Inv	Fall 2018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/03/2018	Class Instructor - Payment for Jiu Jitsu	101-8030-8032-8267-000	163.80
Inv Fall 2018 Total			163.80
204595 Total:			163.80
ANGY8030 - Grady, Anthony Q. Total:			163.80
GRA6601 - Grainger Line Item Account			
204596	10/17/2018		
Inv	9882004402		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2018	FD Emergency Operations Receptacles	101-6010-6601-8020-000	192.01
Inv 9882004402 Total			192.01
204596 Total:			192.01
GRA6601 - Grainger Total:			192.01
GRE1270 - Greg's Automotive Services Line Item Account			
204597	10/17/2018		
Inv	13799		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	Vehicle Maint. Unit# 16	500-6010-6710-8100-000	140.18
Inv 13799 Total			140.18
204597 Total:			140.18
GRE1270 - Greg's Automotive Services Total:			140.18
HHA5011 - H & H Auto Parts Wholesale Line Item Account			
204598	10/17/2018		
Inv	11N0240632		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/17/2018	Building Maint.	101-5010-5011-8120-000	46.82
Inv 11N0240632 Total			46.82
Inv 11N0240762			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/17/2018	Building Maint.	101-5010-5011-8120-000	11.71
Inv 11N0240762 Total			11.71

Check Number	Check Date	Amount
--------------	------------	--------

204598 Total:		58.53
---------------	--	-------

HHA5011 - H & H Auto Parts Wholesale Total:		58.53
--	--	-------

HAC6711 - Hach Company Line Item Account

204599 10/17/2018

Inv 11093622

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/15/2018	Reagent for Chlorine Monitoring Units at various Pump Stations	500-6010-6711-8020-000	764.97

Inv 11093622 Total		764.97
--------------------	--	--------

Inv 11107597

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/24/2018	Water Quality Testing Kit Reagent - Amonia and Chlorine	500-6010-6711-8020-000	326.21

Inv 11107597 Total		326.21
--------------------	--	--------

204599 Total:		1,091.18
---------------	--	----------

HAC6711 - Hach Company Total:		1,091.18
--------------------------------------	--	----------

EMHA4610 - Hantke, Emily Line Item Account

204600 10/17/2018

Inv 233126551

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/03/2018	Refund Deposit - Dismissed in Admin Hearing #233126551	101-0000-0000-4610-000	48.00

Inv 233126551 Total		48.00
---------------------	--	-------

204600 Total:		48.00
---------------	--	-------

EMHA4610 - Hantke, Emily Total:		48.00
--	--	-------

HYBS8180 - Haynes Building Services LLC Line Item Account

204601 10/17/2018

Inv 36767

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2018	Monthly Janitorial Cleaning 8/18	101-6010-6601-8180-000	10,561.81
08/31/2018	Monthly Janitorial Cleaning 8/18	232-6010-6417-8180-000	1,414.83

Inv 36767 Total		11,976.64
-----------------	--	-----------

204601 Total:		11,976.64
---------------	--	-----------

Check Number	Check Date		Amount
HYBS8180 - Haynes Building Services LLC Total:			11,976.64
HPSL2021 - High Point Strategies LLC Line Item Account			
204602	10/17/2018		
Inv	232		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/01/2018	Transportation Planning Professional Svcs	101-2010-2021-8170-000	4,000.00
Inv 232 Total			4,000.00
204602 Total:			4,000.00
HPSL2021 - High Point Strategies LLC Total:			4,000.00
DVHLS270 - Hillel, David Line Item Account			
204603	10/17/2018		
Inv	95595		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/28/2018	Refund for dropped class - Tiny Pros Soccer (Fall 2018)	101-0000-0000-5270-002	114.00
Inv 95595 Total			114.00
204603 Total:			114.00
DVHLS270 - Hillel, David Total:			114.00
HIW6710 - Hi-Way Safety Inc Line Item Account			
204604	10/17/2018		
Inv	79060		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/14/2018	Signs Ordered for Engineering Requests	230-6010-6116-8020-000	249.62
Inv 79060 Total			249.62
204604 Total:			249.62
HIW6710 - Hi-Way Safety Inc Total:			249.62
JOHO5265 - Host, Joy Line Item Account			
204605	10/17/2018		
Inv	95159		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/11/2018	Refund for 9/20 trip to Gardens of the World that was cancelled	101-0000-0000-5265-004	10.00
Inv 95159 Total			10.00

Check Number	Check Date		Amount
---------------------	-------------------	--	---------------

204605 Total:			10.00
---------------	--	--	-------

JOHO5265 - Host, Joy Total:			10.00
-----------------------------	--	--	-------

HPCC1021 - HPC Computers Inc. Line Item Account

204606 10/17/2018

Inv 26900

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/12/2018	Feeder Problems HP Laserjet M525 printer	101-7010-7011-8110-000	95.00

Inv 26900 Total			95.00
-----------------	--	--	-------

204606 Total:			95.00
---------------	--	--	-------

HPCC1021 - HPC Computers Inc. Total:			95.00
--------------------------------------	--	--	-------

JOHW5265 - Hwang, Joseph Line Item Account

204607 10/17/2018

Inv 95163

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/11/2018	Refund for 9/20 trip to Gardens of the World that was cancelled	101-0000-0000-5265-004	10.00

Inv 95163 Total			10.00
-----------------	--	--	-------

204607 Total:			10.00
---------------	--	--	-------

JOHW5265 - Hwang, Joseph Total:			10.00
---------------------------------	--	--	-------

IRLA2920 - Institute for the Redesign of Learning Line Item Account

204608 10/17/2018

Inv 95513

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/25/2018	Refund Deposit for War Memorial Building Use on 9/18/18	101-0000-0000-2920-000	500.00

Inv 95513 Total			500.00
-----------------	--	--	--------

204608 Total:			500.00
---------------	--	--	--------

IRLA2920 - Institute for the Redesign of Learning Total:			500.00
--	--	--	--------

INT6115 - Interstate Batteries Line Item Account

204609 10/17/2018

Inv 69886

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/18/2018	Replace Battery for Unit# 24	500-6010-6710-8100-000	109.35

Check Number	Check Date		Amount
Inv 69886 Total			109.35
204609 Total:			109.35
INT6115 - Interstate Batteries Total:			109.35
HCC8025 - Irwindale Industrial Clinic Line Item Account			
204610	10/17/2018		
Inv	279976-801127		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/30/2018	Drug Screening for Yaret De Leon	207-8030-8025-8020-000	45.00
Inv 279976-801127 Total			45.00
204610 Total:			45.00
HCC8025 - Irwindale Industrial Clinic Total:			45.00
JLAI9258 - J Lou Architect Inc. Line Item Account			
204611	10/17/2018		
Inv	201745		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/21/2018	Architectural Design Svcs - War Memorial Building	105-9000-9258-9258-000	9,350.00
Inv 201745 Total			9,350.00
204611 Total:			9,350.00
JLAI9258 - J Lou Architect Inc. Total:			9,350.00
JSAR4011 - Jack's Auto Repair Line Item Account			
204612	10/17/2018		
Inv	16072		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	Remove & replace all brake pads, radiator hose on Unit# 0908	101-4010-4011-8100-000	1,111.77
Inv 16072 Total			1,111.77
Inv	16073		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/21/2018	Remove & replace door handle on Unit# 0213	101-4010-4011-8100-000	171.78
Inv 16073 Total			171.78
Inv	16080		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/27/2018	Remove & replace idle air control valve on Unit# 0213	101-4010-4011-8100-000	413.12

Check Number	Check Date		Amount
Inv 16080 Total			413.12
Inv 16082			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/27/2018	45 Day Inspection for Vehicle #78	207-8030-8025-8100-000	55.00
Inv 16082 Total			55.00
Inv 16083			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/28/2018	45 Day Inspection for Vehicle #80	207-8030-8025-8100-000	55.00
Inv 16083 Total			55.00
Inv 16093			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/04/2018	45 Day Inspection for Vehicle #75 on 10/4/18	207-8030-8025-8100-000	55.00
Inv 16093 Total			55.00
204612 Total:			1,861.67
JSAR4011 - Jack's Auto Repair Total:			1,861.67
JOJN7000 - Johnson, Joseph Line Item Account			
204613	10/17/2018		
Inv 09/26/18			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/26/2018	Reimb. Training class on 9/26/18	101-4010-4011-8210-000	39.94
Inv 09/26/18 Total			39.94
204613 Total:			39.94
JOJN7000 - Johnson, Joseph Total:			39.94
NCKP2920 - Kemp, Nancy Line Item Account			
204614	10/17/2018		
Inv 95512			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/25/2018	Refund Deposit for GP Youth House on 09/15/18	101-0000-0000-2920-000	250.00
Inv 95512 Total			250.00
204614 Total:			250.00

Check Number	Check Date		Amount
NCKP2920 - Kemp, Nancy Total:			250.00
KLSR8032 - Kidz Love Soccer Line Item Account			
204615	10/17/2018		
Inv	Fall 2018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/03/2018	Class Instructor - Payment for Soccer Classes	101-8030-8032-8267-000	1,025.05
Inv Fall 2018 Total			1,025.05
204615 Total:			1,025.05
KLSR8032 - Kidz Love Soccer Total:			1,025.05
TIKI4011 - Kim, Timothy Line Item Account			
204616	10/17/2018		
Inv	11/12-16/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/01/2018	Training class on Nov. 12-16,2018	101-4010-4011-8210-000	692.54
Inv 11/12-16/18 Total			692.54
204616 Total:			692.54
TIKI4011 - Kim, Timothy Total:			692.54
LUKI8265 - King, Lucy G. Line Item Account			
204617	10/17/2018		
Inv	95135		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/11/2018	Refund for 9/20 trip to Gardens of the World that was cancelled	101-0000-0000-5265-004	10.00
Inv 95135 Total			10.00
204617 Total:			10.00
LUKI8265 - King, Lucy G. Total:			10.00
KOAC6010 - KOA Line Item Account			
204618	10/17/2018		
Inv	JB53100-15		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/15/2018	HSIP Flashing Crosswalk Design	277-6010-6011-8170-000	2,095.00
Inv JB53100-15 Total			2,095.00

Check Number	Check Date		Amount
Inv	JB53100-16		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/27/2018	HSIP Flashing Crosswalk Design	277-6010-6011-8170-000	955.00
Inv	JB53100-16 Total		955.00
Inv	JB73058-12A		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/24/2018	Professional Svcs for Fair Oaks Improvement Project	207-9000-9192-9192-000	4,010.00
Inv	JB73058-12A Total		4,010.00
Inv	JB73058-12B		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/24/2018	Professional Svcs for Fair Oaks Improvement Project	277-9000-9192-9192-000	620.00
Inv	JB73058-12B Total		620.00
204618 Total:			7,680.00
KOAC6010 - KOA Total:			7,680.00
HAKU5265 - Kuromiya, Haru Line Item Account			
204619	10/17/2018		
Inv	95161		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/11/2018	Refund for 9/20 trip to Gardens of the World that was cancelled	101-0000-0000-5265-004	10.00
Inv	95161 Total		10.00
204619 Total:			10.00
HAKU5265 - Kuromiya, Haru Total:			10.00
LOS4011 - L.A. Police Dept Line Item Account			
204620	10/17/2018		
Inv	8671307		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/19/2018	Training class on 05/07-08/09/18 for Sgt. Shannon Robledo	101-4010-4011-8210-000	900.00
Inv	8671307 Total		900.00
204620 Total:			900.00
LOS4011 - L.A. Police Dept Total:			900.00
LOS5011 - L.A.C. Fire Dept. Line Item Account			

Check Number	Check Date		Amount
204621	10/17/2018		
Inv	IN0285609		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/20/2018	LACFD Underground Storage Tank Program-1414 Mission St#FA0	101-6010-6601-8180-000	2,622.00
Inv IN0285609 Total			2,622.00
Inv	IN0285611		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/20/2018	LACFD Underground Storage Tank Program-820Mission St#FA001	101-6010-6601-8180-000	2,430.00
Inv IN0285611 Total			2,430.00
204621 Total:			5,052.00
LOSS011 - L.A.C. Fire Dept. Total:			5,052.00
LTAP5500 - L.A.C. M. T. A. Line Item Account			
204622	10/17/2018		
Inv	102037		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/31/2018	Metro Pass Sales	205-8030-8024-8020-000	400.00
05/31/2018	Metro Pass Sales	205-0000-0000-5500-000	400.00
Inv 102037 Total			800.00
Inv	102559		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/30/2018	Metro Pass Sales	205-0000-0000-5500-000	410.00
09/30/2018	Metro Pass Sales	205-8030-8024-8020-000	410.00
Inv 102559 Total			820.00
204622 Total:			1,620.00
LTAP5500 - L.A.C. M. T. A. Total:			1,620.00
LDCR6410 - LandCare USA LLC Line Item Account			
204623	10/17/2018		
Inv	169501		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/24/2018	Replace Privet at City Hall	101-6010-6410-8180-000	175.00
Inv 169501 Total			175.00
Inv	169533		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/24/2018	Replace Rahphiolepis at Orange Grove Median	215-6010-6416-8180-000	64.00

Check Number	Check Date		Amount
Inv 169533	Total		64.00
Inv	171051		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2018	Brush Clearance for city owned vacant lots	101-6010-6410-8180-000	6,000.00
Inv 171051	Total		6,000.00
204623	Total:		6,239.00
LDCR6410	- LandCare USA LLC Total:		6,239.00
LCCS8060	- League of CA Cities Line Item Account		
204624	10/17/2018		
Inv	10/03/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/03/2018	City Managers Department Meeting 2/13/19-2/15/19	101-2010-2011-8090-000	650.00
Inv 10/03/18	Total		650.00
204624	Total:		650.00
LCCS8060	- League of CA Cities Total:		650.00
LILE2920	- Lees, Linda Line Item Account		
204625	10/17/2018		
Inv	95510		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/25/2018	Refund Deposit for War Memorial Building Use on 09/08/18	101-0000-0000-2920-000	500.00
Inv 95510	Total		500.00
204625	Total:		500.00
LILE2920	- Lees, Linda Total:		500.00
LKUP5011	- Lock-Up Inc. Line Item Account		
204626	10/17/2018		
Inv	20443		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/23/2018	Reprogramed 3 KABA Lever locks & installed 2 lever locks	101-4010-4011-8020-000	295.00
Inv 20443	Total		295.00
Inv	20464		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/14/2018	Removed & Reinstalled 3 doors and frames to move cabinets in	101-4010-4011-8020-000	585.00

Check Number	Check Date		Amount
Inv 20464 Total			585.00
204626 Total:			880.00
LKUP5011 - Lock-Up Inc. Total:			880.00
KELO4460 - Lopez, Ken Line Item Account			
204627	10/17/2018		
Inv 1806277			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/19/2018	Refund for unused monthly permit#1806277	101-0000-0000-4460-000	28.00
Inv 1806277 Total			28.00
204627 Total:			28.00
KELO4460 - Lopez, Ken Total:			28.00
LACG1011 - Los Angeles Community Garden Council Line Item Account			
204628	10/17/2018		
Inv 10/02/18			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/02/2018	Senior Center Community Garden Plot annual dues	101-8030-8021-8020-000	60.00
Inv 10/02/18 Total			60.00
204628 Total:			60.00
LACG1011 - Los Angeles Community Garden Council Total:			60.00
AVIC4010 - Manukian, Avick Line Item Account			
204629	10/17/2018		
Inv 09/26/18			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/26/2018	Reimb. Training class on 09/26/18	101-4010-4011-8210-000	39.94
Inv 09/26/18 Total			39.94
204629 Total:			39.94
AVIC4010 - Manukian, Avick Total:			39.94
MBFEC106 - Marx Bros. Fire Extinguisher Co. Line Item Account			
204630	10/17/2018		

Check Number	Check Date		Amount
Inv	S20701		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/07/2018	Semi annual inspection on the range guard 2.5gallon Fire Sup.Syt	101-8030-8021-8110-000	90.00
Inv S20701 Total			90.00
204630 Total:			90.00
MBFEC106 - Marx Bros. Fire Extinguisher Co. Total:			90.00
MMV9126 - Mission Meridian Village POA Line Item Account			
204631	10/17/2018		
Inv	COM001		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/21/2018	POA Ducs-Hospital10/18	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>	
09/21/2018	POA Dues-Parking 10/18	207-2010-2260-8061-000	1,730.17
Inv COM002 Total			1,730.17
204631 Total:			2,534.30
MMV9126 - Mission Meridian Village POA Total:			2,534.30
MUL7779 - Mullaney, Mary Line Item Account			
204632	10/17/2018		
Inv	95129		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/11/2018	Refund for 9/20 trip to Gardens of the World hat was cancelled	101-0000-0000-5265-004	10.00
Inv 95129 Total			10.00
204632 Total:			10.00
MUL7779 - Mullaney, Mary Total:			10.00
SAMU4011 - Munoz, Samantha Line Item Account			
204633	10/17/2018		
Inv	9/10-28/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/05/2018	Reimb, Training class on 9/10-28/18	101-4010-4011-8210-000	322.74
Inv 9/10-28/18 Total			322.74

Check Number	Check Date		Amount
204633 Total:			322.74
SAMU4011 - Munoz, Samantha Total:			322.74
NGSI6010 - Natural Gas Systems Inc. Line Item Account			
204634	10/17/2018		
Inv	5341		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/04/2018	Yard CNG Fuel Monthly Maint. Svcs 8/18	207-8030-8025-8100-000	375.00
Inv 5341 Total			375.00
204634 Total:			375.00
NGSI6010 - Natural Gas Systems Inc. Total:			375.00
ODS7777 - Odson, Alicia Line Item Account			
204635	10/17/2018		
Inv	95126		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/11/2018	Refund for 9/20 trip to Gardens of the World that was cancelled	101-0000-0000-5265-004	10.00
Inv 95126 Total			10.00
204635 Total:			10.00
ODS7777 - Odson, Alicia Total:			10.00
OFF4011 - Office Solutions Line Item Account			
204636	10/17/2018		
Inv	I-01440197		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/13/2018	PD Replacement arms for chairs	101-4010-4011-8000-000	337.26
Inv I-01440197 Total			337.26
204636 Total:			337.26
OFF4011 - Office Solutions Total:			337.26
OMEG4011 - Omega Polygraph Line Item Account			
204637	10/17/2018		
Inv	01621		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/30/2018	Fee for pre-employment polygraph examinations	101-4010-4011-8170-000	1,200.00

Check Number	Check Date		Amount
		Inv 01621 Total	1,200.00
		204637 Total:	1,200.00
		OMEG4011 - Omega Polygraph Total:	1,200.00
		OTCB8032 - OTC Brands, Inc. Line Item Account	
204638	10/17/2018		
Inv	691948702-01		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/17/2018	2018 Holloween Spooktacular Evant Supplies	101-8030-8032-8264-000	342.12
	Inv 691948702-01 Total		342.12
		204638 Total:	342.12
		OTCB8032 - OTC Brands, Inc. Total:	342.12
		OVD8011 - OverDrive Inc. Line Item Account	
204639	10/17/2018		
Inv	01148CO18139348		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/03/2018	eBooks & eAudiobooks FY 18-19	101-8010-8011-8083-000	50.85
	Inv 01148CO18139348 Total		50.85
	Inv 01148CO18153883		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/29/2018	eBooks & eAudiobooks FY 18-19	101-8010-8011-8083-000	1,156.64
	Inv 01148CO18153883 Total		1,156.64
	Inv 01148CO18159756		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2018	eBooks & eAudiobooks FY 18-19	101-8010-8011-8083-000	103.84
	Inv 01148CO18159756 Total		103.84
	Inv 01148DA18163140		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/11/2018	eBooks & eAudiobooks FY 18-19	101-8010-8011-8083-000	296.96
	Inv 01148DA18163140 Total		296.96
	Inv 01148DA18164574		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/12/2018	eBooks & eAudiobooks FY 18-19	101-8010-8011-8083-000	115.00

Check Number	Check Date		Amount
Inv 01148DA18164574	Total		115.00
204639 Total:			1,723.29
OVDR8011 - OverDrive Inc. Total:			1,723.29
PHS4011 - Pasadena Humane Society Line Item Account			
204640	10/17/2018		
Inv	OCT2018SoPas		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/04/2018	Animal Control Svcs 10/18	101-4010-4011-8180-000	10,428.25
Inv OCT2018SoPas Total			10,428.25
204640 Total:			10,428.25
PHS4011 - Pasadena Humane Society Total:			10,428.25
PAW7777 - Pasadena Weekly Line Item Account			
204641	10/17/2018		
Inv	397433		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/13/2018	Advertising - 1/5 Pg Dispay Ad PW-Display	101-8010-8011-8040-000	266.00
Inv 397433 Total			266.00
204641 Total:			266.00
PAW7777 - Pasadena Weekly Total:			266.00
RIPE4610 - Pemberton, Richard Line Item Account			
204642	10/17/2018		
Inv	233126718		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/03/2018	Refund Deposit - Cite Dismissed in Admin Hearing; #233126718	101-0000-0000-4610-000	50.00
Inv 233126718 Total			50.00
204642 Total:			50.00
RIPE4610 - Pemberton, Richard Total:			50.00
CGPH4011 - Phillips, Craig Line Item Account			
204643	10/17/2018		
Inv	09/26/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
09/26/2018	Reimb. Training class on 09/26/18	101-4010-4011-8210-000	39.94
	Inv 09/26/18 Total		39.94
204643 Total:			39.94
CGPH4011 - Phillips, Craig Total:			39.94
PHOE4610 - Phoenix Group Information Systems Line Item Account			
204644	10/17/2018		
Inv	082018184		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/18/2018	Citation & Permit Processing - 8/18	101-0000-0000-4610-000	1,808.07
09/18/2018	Citation & Permit Processing - 8/18	101-0000-0000-4460-000	459.30
	Inv 082018184 Total		2,267.37
204644 Total:			2,267.37
PHOE4610 - Phoenix Group Information Systems Total:			2,267.37
TOPL8267 - Plasil, Tony Line Item Account			
204645	10/17/2018		
Inv	Sep. 2018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/03/2018	Instruct Ballroom Wild West Bookcamp 9/18	101-8030-8021-8267-000	48.00
10/03/2018	Instruct Ballroom Dance 9/18	101-8030-8021-8267-000	125.60
	Inv Sep. 2018 Total		173.60
204645 Total:			173.60
TOPL8267 - Plasil, Tony Total:			173.60
PODV8267 - Podvoll, Candace Line Item Account			
204646	10/17/2018		
Inv	Sep. 2018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/03/2018	Instruct Meditation Class 9/18	101-8030-8021-8267-000	122.40
	Inv Sep. 2018 Total		122.40
204646 Total:			122.40
ODV8267 - Podvoll, Candace Total:			122.40

Check Number	Check Date		Amount
POSS265 - Post Alarm Systems Line Item Account			
204647	10/17/2018		
Inv	1071814		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/05/2018	Library & Sr. Center Fire Alarm System Svcs 7/1/18-6/30/19	101-8010-8011-8180-000	914.64
Inv 1071814 Total			914.64
204647 Total:			914.64
POSS265 - Post Alarm Systems Total:			914.64
PEDS6010 - Prime Electric Distributors Line Item Account			
204648	10/17/2018		
Inv	S1370937.003		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/27/2018	City Hall Lighting Upgrade	101-6010-6601-8020-000	197.00
Inv S1370937.003 Total			197.00
Inv	S1376618.003		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2018	Cover for 50A Locking/ Rec.	215-6010-6201-8020-000	129.66
Inv S1376618.003 Total			129.66
204648 Total:			326.66
PEDS6010 - Prime Electric Distributors Total:			326.66
DRDP8030 - Prothero, Dr. Donald R. Line Item Account			
204649	10/17/2018		
Inv	10/15/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/03/2018	Lecture 10/15/18 "When Humans Nearly Vanished" at Senior Cente	101-0000-0000-2994-001	100.00
Inv 10/15/18 Total			100.00
204649 Total:			100.00
DRDP8030 - Prothero, Dr. Donald R. Total:			100.00
ALRE2920 - Resa, Allen Line Item Account			
204650	10/17/2018		
Inv	95514		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/25/2018	Refund Deposit for GP Youth House on 9/22/18	101-0000-0000-2920-000	250.00

Check Number	Check Date		Amount
		Inv 95514 Total	250.00
		204650 Total:	250.00
		ALRE2920 - Resa, Allen Total:	250.00
		CHRE2920 - Reyes, Christine Line Item Account	
		204651 10/17/2018	
		Inv 95511	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		09/25/2018 Refund Deposit for War Memorial Building Use on 09/15/18 101-0000-0000-2920-000	500.00
		Inv 95511 Total	500.00
		204651 Total:	500.00
		CHRE2920 - Reyes, Christine Total:	500.00
		RHAL9158 - RHA Landscape Architects-Planners Line Item Account	
		204652 10/17/2018	
		Inv 0818042	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		08/25/2018 Professional Svcs-Bike Lockers, Shelters & Hitches 248-9000-9388-9388-000	1,853.98
		Inv 0818042 Total	1,853.98
		204652 Total:	1,853.98
		RHAL9158 - RHA Landscape Architects-Planners Total:	1,853.98
		RIO2546 - Rio Hondo College RTC Line Item Account	
		204653 10/17/2018	
		Inv F18-119-ZSPS	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		09/19/2018 PD Training class on 09/10-28/18 for PA Samantha Munoz 101-4010-4011-8210-000	352.00
		Inv F18-119-ZSPS Total	352.00
		204653 Total:	352.00
		RIO2546 - Rio Hondo College RTC Total:	352.00
		RKAC6010 - RKA Consulting Group Line Item Account	
		204654 10/17/2018	
		Inv 28002	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	

Check Number	Check Date		Amount
09/12/2018	Construction Mgmt & Inspection Svcs 8/18	104-9000-9203-9203-000	1,875.00
Inv 28002 Total			1,875.00
Inv 28003			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/12/2018	Construction Mgmt & Inspection Svcs - 8/18	104-9000-9203-9203-000	948.75
Inv 28003 Total			948.75
204654 Total:			2,823.75
RKAC6010 - RKA Consulting Group Total:			2,823.75
SGV5685 - S.G.V. Medical Center Line Item Account			
204655	10/17/2018		
Inv 821149			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/14/2018	PD Blood Alcohol Withdrawal- Kent Stephen C.	101-4010-4011-8170-000	48.00
Inv 821149 Total			48.00
Inv 821865			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/04/2018	PD Blood Alcohol Withdrawal- Jose Saavedra	101-4010-4011-8170-000	48.00
Inv 821865 Total			48.00
Inv 823790			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/08/2018	PD Blood Alcohol Withdrawal- Hoang, David	101-4010-4011-8170-000	48.00
Inv 823790 Total			48.00
Inv 824002			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/12/2018	PD Blood Alcohol Withdrawal- Villanueva Josue	101-4010-4011-8170-000	48.00
Inv 824002 Total			48.00
Inv 824185			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/15/2018	PD Blood Alcohol Withdrawal- Sanchezrivera Trinidad	101-4010-4011-8170-000	48.00
Inv 824185 Total			48.00
204655 Total:			240.00
SGV5685 - S.G.V. Medical Center Total:			240.00

Check Number	Check Date		Amount
SAN8562 - S.G.V. Newspaper Group Line Item Account			
204656	10/17/2018		
Inv	0000398980		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2018	Public Notice - 2147- EXT 191 Monterey Rd	101-7010-7011-8040-000	628.00
Inv 0000398980 Total			628.00
204656 Total:			628.00
SAN8562 - S.G.V. Newspaper Group Total:			628.00
SPH2011 - S.P.High School ASB Line Item Account			
204657	10/17/2018		
Inv	Sep. 2018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/10/2018	Teen Center Ads in Tiger Newspaper for Sep. 2018	101-8030-8032-8020-000	110.00
Inv Sep. 2018 Total			110.00
204657 Total:			110.00
PH2011 - S.P.High School ASB Total:			110.00
SAL7789 - Salcido, Juan Line Item Account			
204658	10/17/2018		
Inv	09/26/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/26/2018	Reimb. Training class on 09/26/18	101-4010-4011-8210-000	39.94
Inv 09/26/18 Total			39.94
204658 Total:			39.94
SAL7789 - Salcido, Juan Total:			39.94
SAN8032 - San Pascual Stables Line Item Account			
204659	10/17/2018		
Inv	Fall 2018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/25/2018	Instructor Horsemanship Classes	101-8030-8032-8267-000	324.00
Inv Fall 2018 Total			324.00
204659 Total:			324.00

Check Number	Check Date		Amount
SAN8032 - San Pascual Stables Total:			324.00
JASC5265 - Scarlata, Jacqueline Line Item Account			
204660	10/17/2018		
Inv	95128		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/11/2018	Refund for 9/20 trip to Gardens of the World that was cancelled	101-0000-0000-5265-004	10.00
Inv 95128 Total			10.00
204660 Total:			10.00
JASC5265 - Scarlata, Jacqueline Total:			10.00
GRSC4610 - Schneider, Greg Line Item Account			
204661	10/17/2018		
Inv	233126553		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/29/2018	Refund Deposit - Citation 233126553	101-0000-0000-4610-000	48.00
Inv 233126553 Total			48.00
204661 Total:			48.00
GRSC4610 - Schneider, Greg Total:			48.00
SER6856 - Service Pro Pest Mgmt Company Line Item Account			
204662	10/17/2018		
Inv	16121		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/27/2018	City Wide Pest Control 8/18	101-6010-6601-8120-000	401.67
Inv 16121 Total			401.67
204662 Total:			401.67
SER6856 - Service Pro Pest Mgmt Company Total:			401.67
WLST8267 - Shuttic, William Line Item Account			
204663	10/17/2018		
Inv	10/03/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/03/2018	Instruct Functional Fitness 9/18	101-8030-8021-8267-000	550.00
Inv 10/03/18 Total			550.00

Check Number	Check Date		Amount
204663	Total:		550.00
WLST8267 - Shuttic, William Total:			550.00
REP6115 - Siemens Industry Inc. Line Item Account			
204664	10/17/2018		
Inv	5610125206		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/14/2018	Traffic Signal Maintenance 7/18	215-6010-6115-8180-000	2,163.63
Inv	5610125206 Total		2,163.63
Inv	5620015464		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/14/2018	Traffic Signal Response Call Outs 7/18	215-6010-6115-8180-000	2,287.55
Inv	5620015464 Total		2,287.55
204664	Total:		4,451.18
REP6115 - Siemens Industry Inc. Total:			4,451.18
SIR8011 - SirsiDynix Line Item Account			
204665	10/17/2018		
Inv	INVMT032019		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/14/2018	SirsiDynix Symphony Software & Datastream 7/1/18-6/30/19	101-8010-8011-8180-000	27,248.66
Inv	INVMT032019 Total		27,248.66
204665	Total:		27,248.66
SIR8011 - SirsiDynix Total:			27,248.66
MCST4010 - Smith, Michael Line Item Account			
204666	10/17/2018		
Inv	09/24/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/24/2018	Reimb. Training class on 09/17-21/18	101-4010-4011-8210-000	338.12
Inv	09/24/18 Total		338.12
204666	Total:		338.12
MCST4010 - Smith, Michael Total:			338.12

SPRE7011 - South Pasadena Review Line Item Account

204667 10/17/2018

Inv H64762

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/29/2018	Public Notice - 325 Camino Verde	101-7010-7011-8040-000	255.00

Inv H64762 Total 255.00

Inv H64763

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/29/2018	Public Notice - 1800 Via Del Rey	101-7010-7011-8040-000	217.50

Inv H64763 Total 217.50

Inv I64764

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/07/2018	Notice (320 Grand - Nomination of Koebig House)	101-7010-7011-8040-000	138.75

Inv I64764 Total 138.75

Inv I64765

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/07/2018	Notice (1115 El Centro - Library Tree)	101-7010-7011-8040-000	138.75

Inv I64765 Total 138.75

204667 Total: 750.00

SPRE7011 - South Pasadena Review Total:

750.00

STA5219 - Staples Business Advantage Line Item Account

204668 10/17/2018

Inv 3388539257

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2018	Community Svcs Office Supplies	101-8030-8021-8000-000	58.33

Inv 3388539257 Total 58.33

Inv 3389072005

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2018	P & B Office Supplies	101-7010-7011-8000-000	282.64

Inv 3389072005 Total 282.64

Inv 3389072009

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2018	P & B Office Supplies	101-7010-7011-8000-000	39.63

Inv 3389072009 Total 39.63

Inv 3389072016

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2018	Community Svcs Office Supplies	101-8030-8021-8020-000	33.96
09/01/2018	Community Svcs Office Supplies	101-8030-8021-8000-000	41.37

Inv 3389072016 Total 75.33

Inv 3389424402

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2018	PW Office Supplies	101-6010-6410-8020-000	19.72
09/06/2018	PW Office Supplies	500-6010-6711-8020-000	19.72
09/06/2018	PW Office Supplies	210-6010-6501-8020-000	19.72
09/06/2018	PW Office Supplies	101-6010-6601-8020-000	19.72
09/06/2018	PW Office Supplies	215-6010-6310-8020-000	19.72
09/06/2018	PW Office Supplies	500-6010-6710-8020-000	19.72
09/06/2018	PW Office Supplies	500-6010-6710-8000-000	12.81
09/06/2018	PW Office Supplies	230-6010-6116-8020-000	19.72
09/06/2018	PW Office Supplies	215-6010-6201-8020-000	19.72

Inv 3389424402 Total 170.57

Inv 3389685608

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/08/2018	Library Office Supplies	101-8010-8011-8000-000	115.27

Inv 3389685608 Total 115.27

Inv 3390032140

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/14/2018	PW Office Supplies	101-6010-6410-8000-000	8.93
09/14/2018	PW Office Supplies	210-6010-6501-8000-000	8.91
09/14/2018	PW Office Supplies	215-6010-6310-8000-000	8.92
09/14/2018	PW Office Supplies	215-6010-6201-8000-000	8.91
09/14/2018	PW Office Supplies	230-6010-6116-8000-000	8.92
09/14/2018	PW Office Supplies	500-6010-6711-8000-000	8.93
09/14/2018	PW Office Supplies	101-6010-6601-8000-000	8.91
09/14/2018	PW Office Supplies	500-6010-6710-8000-000	8.91

Inv 3390032140 Total 71.34

Inv 3390398880

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/16/2018	Library Office Supplies	101-8010-8011-8000-000	56.93

Inv 3390398880 Total 56.93

Inv 3390398881

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/16/2018	Library Office Supplies	101-8010-8011-8000-000	32.83

Inv 3390398881 Total 32.83

Check Number	Check Date		Amount
Inv	3390398882		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/16/2018	P & B Office Supplies	101-7010-7011-8000-000	10.13
Inv 3390398882 Total			10.13
Inv	3390398884		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/16/2018	CS Office Supplies	101-8030-8032-8110-000	85.37
Inv 3390398884 Total			85.37
Inv	3390585585		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	Community Svcs Office Supplies	101-8030-8021-8020-000	13.98
09/20/2018	Community Svcs Office Supplies	101-8030-8021-8000-000	259.08
Inv 3390585585 Total			273.06
Inv	3391201856		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/27/2018	FD Office Supplies	101-5010-5011-8000-000	92.26
Inv 3391201856 Total			92.26
Inv	3391492073		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/29/2018	Emergency Operation & Disaster Preparedness	101-5010-5012-8020-000	856.03
Inv 3391492073 Total			856.03
204668 Total:			2,219.72
STA5219 - Staples Business Advantage Total:			2,219.72
STE4845 - Stetson Engineers Inc Line Item Account			
204669	10/17/2018		
Inv	1543-15-2017		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/20/2018	Consumer Confidence Report for 2017	500-6010-6711-8170-000	4,452.81
Inv 1543-15-2017 Total			4,452.81
204669 Total:			4,452.81
STE4845 - Stetson Engineers Inc Total:			4,452.81
SSSG6116 - Sundays Silk Screening Line Item Account			
204670	10/17/2018		

Check Number	Check Date		Amount
Inv	2240		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/27/2018	Safety Shirts for Public Works Staff and Polos for Supervisors	500-6010-6711-8134-000	220.56
08/27/2018	Safety Shirts for Public Works Staff and Polos for Supervisors	210-6010-6501-8134-000	220.55
08/27/2018	Safety Shirts for Public Works Staff and Polos for Supervisors	101-6010-6601-8134-000	220.56
08/27/2018	Safety Shirts for Public Works Staff and Polos for Supervisors	215-6010-6201-8134-000	220.56
08/27/2018	Safety Shirts for Public Works Staff and Polos for Supervisors	215-6010-6310-8134-000	220.56
08/27/2018	Safety Shirts for Public Works Staff and Polos for Supervisors	230-6010-6116-8134-000	220.56
08/27/2018	Safety Shirts for Public Works Staff and Polos for Supervisors	500-6010-6710-8134-000	220.55
Inv 2240 Total			1,543.90

204670 Total: 1,543.90

SSSG6116 - Sundays Silk Screening Total: 1,543.90

SPWS8020 - SupplyWorks Line Item Account

204671 10/17/2018

Inv 455641365

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/19/2018	Building Maint. Janitorial Supplies for Library	101-8010-8011-8120-000	428.80

Inv 455641365 Total 428.80

204671 Total: 428.80

SPWS8020 - SupplyWorks Total: 428.80

ANSY5265 - Sykeh, Angelina Line Item Account

204672 10/17/2018

Inv 95148

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/11/2018	Refund for 9/20 trip to Gardens of the World that was cancelled	101-0000-0000-5265-004	10.00

Inv 95148 Total 10.00

204672 Total: 10.00

ANSY5265 - Sykeh, Angelina Total: 10.00

SYK7777 - Sykeh, Jodi Line Item Account

204673 10/17/2018

Inv 95149

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/11/2018	Refund for 9/20 trip to Gardens of the World that was cancelled	101-0000-0000-5265-004	10.00

Inv 95149 Total 10.00

Check Number	Check Date		Amount
204673 Total:			10.00
SYK7777 - Sykeh, Jodi Total:			10.00
KASZ2920 - Szurpicki, Katie Line Item Account			
204674	10/17/2018		
Inv	95570		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/28/2018	Refund deposit for rental of Eddie Park House 09/15/18	101-0000-0000-2920-000	250.00
Inv 95570 Total			250.00
204674 Total:			250.00
KASZ2920 - Szurpicki, Katie Total:			250.00
TRSL5011 - Target Solutions Line Item Account			
204675	10/17/2018		
Inv	TSINV0000002742		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/21/2018	Training for the FD 9/1/18 - 8/31/19	101-5010-5011-8200-000	1,520.00
Inv TSINV0000002742 Total			1,520.00
204675 Total:			1,520.00
TRSL5011 - Target Solutions Total:			1,520.00
TER5011 - Terry's Canvas Line Item Account			
204676	10/17/2018		
Inv	486632		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/28/2018	Emergency Operation & Disaster Preparedness	101-5010-5012-8020-000	370.11
Inv 486632 Total			370.11
204676 Total:			370.11
TER5011 - Terry's Canvas Total:			370.11
NYT8011 - The New York Times Line Item Account			
204677	10/17/2018		
Inv	894600386		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/16/2018	New York Time Subscription 9/14/18 - 9/12/19	101-8010-8011-8030-000	1,100.02

Check Number	Check Date		Amount
		Inv 894600386 Total	1,100.02
		204677 Total:	1,100.02
		NYT8011 - The New York Times Total:	1,100.02
		TIM4011 - Time Warner Cable Line Item Account	
204678	10/17/2018		
Inv	008 0251967		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/12/2018	1102 Oxley St. 9/22-10/21/18	101-8030-8021-8110-000	212.26
	Inv 008 0251967 Total		212.26
		204678 Total:	212.26
		TIM4011 - Time Warner Cable Total:	212.26
		TRE9241 - Trench Shoring Line Item Account	
204679	10/17/2018		
Inv	1094126-0021		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/05/2018	K-Rail for Hanscom & Illionois Dr	230-6010-6116-8020-000	126.00
	Inv 1094126-0021 Total		126.00
		204679 Total:	126.00
		TRE9241 - Trench Shoring Total:	126.00
		TNBP2910 - Twenty Nine Black Productions Line Item Account	
204680	10/17/2018		
Inv	F83486		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/26/2018	Fefund Filming Deposit	101-0000-0000-2910-200	140.00
09/26/2018	Fefund Filming Deposit	101-0000-0000-2915-200	140.00
	Inv F83486 Total		280.00
		204680 Total:	280.00
		TNBP2910 - Twenty Nine Black Productions Total:	280.00
		UCL6115 - UCLA Center for Prehospital Care Line Item Account	
204681	10/17/2018		

Check Number	Check Date		Amount
Inv	1912		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/01/2018	FD Education & Training 7/18	101-5010-5011-8170-000	1,985.92
Inv 1912 Total			1,985.92
Inv	1949		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2018	FD Education & Training 8/18	101-5010-5011-8170-000	1,985.92
Inv 1949 Total			1,985.92
Inv	1950		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2018	FD Education & Training 9/18	101-5010-5011-8170-000	1,985.92
Inv 1950 Total			1,985.92
204681 Total:			5,957.76
UCL6115 - UCLA Center for Prehospital Care Total:			5,957.76
ULIN8021 - ULINE Line Item Account			
204682	10/17/2018		
Inv	101341932		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/18/2018	Home delivery/Coffee supplies for Senior Center	101-8030-8021-8020-000	463.56
Inv 101341932 Total			463.56
204682 Total:			463.56
ULIN8021 - ULINE Total:			463.56
UND6710 - Underground Service Alert Line Item Account			
204683	10/17/2018		
Inv	820180696		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2018	Underground Svcs Alerts 7/18	500-6010-6710-8020-000	270.70
Inv 820180696 Total			270.70
204683 Total:			270.70
UND6710 - Underground Service Alert Total:			270.70
POR4707 - United Site Services, Inc. Line Item Account			

Check Number	Check Date		Amount
204684	10/17/2018		
Inv	114-7376508		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/19/2018	Portable Toilet Svc Skate Park 9/11-10/8/18	101-8030-8032-8180-000	318.67
Inv 114-7376508 Total			318.67
204684 Total:			318.67
POR4707 - United Site Services, Inc. Total:			318.67
VAL1111 - Valencia, James Line Item Account			
204685	10/17/2018		
Inv	09/19/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2018	Reimb. Training class on 09/19/18	101-4010-4011-8210-000	8.00
Inv 09/19/18 Total			8.00
204685 Total:			8.00
VAL1111 - Valencia, James Total:			8.00
VPSI407 - Valley Power Systems Inc. Line Item Account			
204686	10/17/2018		
Inv	I30962 013070		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/24/2018	Vehicle Maint. - Engine 81	101-5010-5011-8100-000	437.10
Inv I30962 013070 Total			437.10
204686 Total:			437.10
VPSI407 - Valley Power Systems Inc. Total:			437.10
VEWI8020 - Vision Electric Wholesale Inc. Line Item Account			
204687	10/17/2018		
Inv	31252-A		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/23/2018	Facility Light Bulbs Replacement/Stock	215-6010-6201-8020-000	399.62
Inv 31252-A Total			399.62
Inv	32126		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/30/2018	Facility Light Bulbs Replacement/Stock	101-6010-6601-8020-000	230.17
Inv 32126 Total			230.17

204687 Total:			629.79
---------------	--	--	--------

VEWI8020 - Vision Electric Wholesale Inc. Total:			629.79
--	--	--	--------

WES4152 - West Coast Arborists, Inc. Line Item Account

204688 10/17/2018

Inv 140004

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2018	Street Tree Maintenance Professional Services 8/16-08/31/18	215-6010-6310-8170-000	330.00

Inv 140004 Total			330.00
------------------	--	--	--------

Inv 140142

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2018	Date Palm Pruning 8/16-8/31/18	215-6010-6310-9181-000	3,420.00

Inv 140142 Total			3,420.00
------------------	--	--	----------

Inv 140542

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/13/2018	Palm Pruning and Tree/Stump Removal	215-6010-6310-9181-000	5,134.00
09/13/2018	Palm Tree Trimming 9/1-9/13/18	215-6010-6310-8180-000	17,960.00

Inv 140542 Total			23,094.00
------------------	--	--	-----------

Inv 140543

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/15/2018	Palm Tree Trimming 9/14-9/15/18	215-6010-6310-8180-000	6,840.00
09/15/2018	Palm Pruning & Tree/Stump Removal Crew Rental 9/14-9/15/18	215-6010-6310-9181-000	5,910.00

Inv 140543 Total			12,750.00
------------------	--	--	-----------

204688 Total:			39,594.00
---------------	--	--	-----------

WES4152 - West Coast Arborists, Inc. Total:			39,594.00
---	--	--	-----------

IRWOS265 - Wong, Irene Line Item Account

204689 10/17/2018

Inv 95139

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/11/2018	Refund for 9/20 trip to Gardens of the World that was cancelled	101-0000-0000-5265-004	10.00

Inv 95139 Total			10.00
-----------------	--	--	-------

204689 Total:			10.00
---------------	--	--	-------

Check Number	Check Date		Amount
IRWO5265 - Wong, Irene Total:			116.00
PUFG8267 - Wong, Pauline Line Item Account			
204690	10/17/2018		
Inv	Sep 2018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/03/2018	Instruct Line Dance class 9/18	101-8030-8021-8267-000	116.00
Inv Sep 2018 Total			116.00
204690 Total:			116.00
PUFG8267 - Wong, Pauline Total:			116.00
YAMD8010 - Yamada Enterprises Line Item Account			
204691	10/17/2018		
Inv	18105		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/13/2018	Chairs for Teen Room & Single Svc Desks	101-8010-8011-8521-000	8,261.27
Inv 18105 Total			8,261.27
204691 Total:			8,261.27
YAMD8010 - Yamada Enterprises Total:			8,261.27
MAYA4610 - Yap, Maureen Line Item Account			
204692	10/17/2018		
Inv	222141173		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/14/2018	Citation 222141173 Overpayment	101-0000-0000-4610-000	50.00
Inv 222141173 Total			50.00
204692 Total:			50.00
MAYA4610 - Yap, Maureen Total:			50.00
Total:			255,520.98

This page intentionally left blank.

ATTACHMENT 4
Payroll 10-05-18

PAYROLL ACCOUNT RECONCILIATION
City of South Pasadena
for Payroll 10.05.18

Account Number	Account Name	10.17.18
101-0000-0000-1010-000	General Fund - Payroll cash	543,690.46
	Other Withholding Payables	\$ 240,319.93
101-0000-0000-1010-000	Net General Fund - Payroll Cash	303,370.53
	Insurance Adjustment	-
205-0000-0000-1010-000	Prop A - Payroll Cash	7,025.04
207-0000-0000-1010-000	Prop C - Payroll Cash	5,556.51
210-0000-0000-1010-000	Sewer Fund - Payroll Cash	11,365.34
211-0000-0000-1010-000	CTC Traffic Improvement	-
215-0000-0000-1010-000	Street Lighting & Landscape Aesessment - PR Ca	5,447.87
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	14,286.54
274-0000-0000-1010-000	Homeland Security Grant	-
310-0000-0000-1010-000	Sewer Capital Projects Fund	-
500-0000-0000-1010-000	Water Fund - Payroll Cash	44,492.20
700-0000-0000-2210-000	Internal Revenue Service	60,637.34
700-0000-0000-2220-000	Employment Development Dept.	23,479.00
700-0000-0000-2230-000	Internal Revenue Service	17,954.20
700-0000-0000-2240-000	PERS Pension	89,756.36
700-0000-0000-2260-000	Deferred Comp - Empower	12,489.85
700-0000-0000-2262-000	PERS Health - Actives	
101-3011-3041-7131-000	PERS Health - Retirees	
Total Checks & Direct Deposits		595,860.78
Checks		21,446.80
Direct Deposits		370,097.23
I.R.S Payments		78,591.54
E.D.D. - State of CA		23,479.00
PERS Pension		89,756.36
Deferred Comp - Empower		12,489.85
PERS Health		
		595,860.78
To 700		610,417.16
Other PR Payable		240,319.93
ACH Payable		370,097.23

ATTACHMENT 5
Redevelopment Successor Agency Check Summary Total

Redevelopment Successor Agency Check Summary Total

Agency Warrants **10.03.18**

<u>Vendor</u>	<u>Invoice #</u>	<u>Check #</u>	<u>Department</u>	<u>Description</u>	<u>Amount</u>
---------------	------------------	----------------	-------------------	--------------------	---------------

No Items to be reported for this period.

RSA Report Total \$ -

Richard D. Schneider M.D., Agency Chair

Evelyn G. Zneimer, Agency Secretary



Craig Koehler, Agency Treasurer



City Council Agenda Report

ITEM NO. 10

DATE: October 17, 2018
FROM: Stephanie DeWolfe, City Manager *CK for SD*
PREPARED BY: Craig Koehler, Finance Director *CK*
SUBJECT: **Monthly Investment Reports for August 2018**

Recommendation Action

It is recommended that the City Council receive and file the monthly investment reports for August, 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

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 Reports for August 2018

ATTACHMENT 1
Monthly Investment Reports for August 2018

Exhibit A
City of South Pasadena
INVESTMENT REPORT
August 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	1.998%	47.14%	14,883,952.32	14,883,952.32
SUBTOTAL			47.14%	<u>14,883,952.32</u>	<u>14,883,952.32</u>
MORGAN STANLEY SMITH BARNEY					
Government Securities	See Exhibit B-1	1.55%	38.89%	12,279,402.22	12,042,580.84
Corporate Bonds	See Exhibit B-1	2.64%	13.98%	4,413,249.74	4,331,959.50
SUBTOTAL			52.86%	<u>16,692,651.96</u>	<u>16,374,540.34</u>
TOTAL INVESTMENTS			100.00%	<u><u>\$31,576,604.28</u></u>	<u><u>\$31,258,492.66</u></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	41,801,185.90
Wells Fargo Uninvested Cash Balance			1,131.27	1,131.27

BANK ACCOUNTS:

Bank of the West Account Balance:	\$2,828,974.35
Morgan Stanley Uninvested Cash Balance:	\$46,924.27
Morgan Stanley Unsettled Transactions	\$0.00
BNY Mellon Uninvested Cash Balance	\$153,343.91

Required Disclosures:

Average weighted maturity of the portfolio 360 DAYS

Average weighted total yield to maturity of the portfolio 1.913%

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
August 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 Bill	912796QB8	550,000.00	99.839	549,115.60	549,114.50	-	(1.10)
2 Gov't. Securities	U.S. Treasury Note	912828ST8	413,000.00	100.032	413,133.67	410,047.05	1.260%	(3,086.62)
3 Gov't. Securities	U.S. Treasury Note	912828G95	822,000.00	100.160	823,317.95	812,012.70	1.640%	(11,305.25)
4 Gov't. Securities	U.S. Treasury Note	912828G95	164,000.00	99.781	163,641.33	162,007.40	1.640%	(1,633.93)
5 Gov't. Securities	U.S. Treasury Note	912828H52	259,000.00	98.461	255,013.73	254,335.41	1.270%	(678.32)
6 Gov't. Securities	U.S. Treasury Note	912828H52	35,000.00	99.566	34,848.24	34,369.65	1.270%	(478.59)
7 Gov't. Securities	U.S. Treasury Note	912828H52	15,000.00	99.914	14,987.12	14,729.85	1.270%	(257.27)
8 Gov't. Securities	U.S. Treasury Note	912828H52	97,000.00	100.448	97,434.11	95,253.03	1.270%	(2,181.08)
9 Gov't. Securities	U.S. Treasury Note	912828L32	250,000.00	98.641	246,601.50	243,915.00	1.410%	(2,686.50)
10 Gov't. Securities	U.S. Treasury Note	912828L32	74,000.00	100.692	74,512.02	72,198.84	1.410%	(2,313.18)
11 Gov't. Securities	U.S. Treasury Note	912828L32	329,000.00	100.687	331,259.75	320,992.14	1.410%	(10,267.61)
12 Gov't. Securities	U.S. Treasury Note	912828N89	498,000.00	99.469	495,354.62	483,040.08	1.420%	(12,314.54)
13 Gov't. Securities	U.S. Treasury Note	912828N89	150,000.00	100.684	151,026.58	145,494.00	1.420%	(5,532.58)
14 Gov't. Securities	U.S. Treasury Note	912828N89	280,000.00	100.702	281,966.03	271,588.80	1.420%	(10,377.23)
15 Gov't. Securities	U.S. Treasury Note	912828B90	736,000.00	100.440	739,239.70	724,069.44	2.030%	(15,170.26)
16 Gov't. Securities	U.S. Treasury Note	912828F96	494,000.00	100.249	495,231.85	483,482.74	2.050%	(11,749.11)
17 Gov't. Securities	U.S. Treasury Note	912828WZ9	494,000.00	99.883	493,421.03	477,347.26	1.810%	(16,073.77)
18 Gov't. Securities	U.S. Treasury Note	9128282P4	413,000.00	99.816	412,241.73	399,949.20	1.940%	(12,292.53)
19 Gov't. Securities	U.S. Treasury Note	9128282P4	579,000.00	99.211	574,431.11	560,703.60	1.940%	(13,727.51)
20 Gov't. Securities	Fed. Home Loan Mtg. Corp.	3137EADK2	309,000.00	100.030	309,091.93	305,591.73	1.260%	(3,500.20)
21 Gov't. Securities	Fed. Home Loan Mtg. Corp.	3137EADK2	309,000.00	100.253	309,781.68	305,591.73	1.260%	(4,189.95)
22 Gov't. Securities	Fed. Home Loan Mtg. Corp.	3137EADK2	20,000.00	100.407	20,081.45	19,779.40	1.260%	(302.05)
23 Gov't. Securities	Fed. Home Loan Mtg. Corp.	3137EADK2	345,000.00	100.249	345,857.75	341,194.65	1.260%	(4,663.10)
24 Gov't. Securities	Fed. Home Loan Mtg. Corp.	3137EADM8	480,000.00	100.312	481,496.92	473,606.40	1.260%	(7,890.52)
25 Gov't. Securities	Fed. Home Loan Mtg. Corp.	3137EADR7	500,000.00	100.538	502,688.56	490,105.00	1.400%	(12,583.56)
26 Gov't. Securities	Fed. Home Loan Mtg. Corp. Med.Term Note	3137EADB2	360,000.00	101.409	365,073.84	355,564.80	2.410%	(9,509.04)
27 Gov't. Securities	Fed. Home Loan Mtg. Corp. Med.Term Note	3137EADB2	326,000.00	101.915	332,242.48	321,983.68	2.410%	(10,258.80)
28 Gov't. Securities	Fed. Home Loan Bank	3130A8QS5	665,000.00	99.305	660,378.25	636,544.65	1.180%	(23,833.60)
29 Gov't. Securities	Fed. National Mtg. Assn.	3135G0YT4	231,000.00	100.021	231,047.64	230,706.63	0.810%	(341.01)
30 Gov't. Securities	Fed. National Mtg. Assn.	3135G0YT4	30,000.00	100.123	30,036.96	29,961.90	0.810%	(75.06)
31 Gov't. Securities	Fed. National Mtg. Assn.	3135G0YT4	13,000.00	100.146	13,018.99	12,983.49	0.810%	(35.50)
32 Gov't. Securities	Fed. National Mtg. Assn.	3135G0YT4	90,000.00	100.222	90,199.95	89,885.70	0.810%	(314.25)
33 Gov't. Securities	Fed. National Mtg. Assn.	3135G0ZA4	630,000.00	100.141	630,888.81	628,815.60	1.870%	(2,073.21)
34 Gov't. Securities	Fed. National Mtg. Assn.	3135G0ZA4	19,000.00	100.316	19,059.99	18,964.28	1.870%	(95.71)
35 Gov't. Securities	Fed. National Mtg. Assn.	3135G0ZA4	13,000.00	100.359	13,046.73	12,975.56	1.870%	(71.17)
36 Gov't. Securities	Fed. National Mtg. Assn.	3135G0ZA4	200,000.00	100.535	201,070.10	199,624.00	1.870%	(1,446.10)
37 Gov't. Securities	Fed. National Mtg. Assn.	3135G0ZA4	100,000.00	100.429	100,428.97	99,812.00	1.870%	(616.97)
38 Gov't. Securities	Fed. National Mtg. Assn.	3135G0A78	568,000.00	100.049	568,277.39	560,525.12	1.640%	(7,752.27)
39 Gov't. Securities	Fed. National Mtg. Assn.	3135G0H55	401,000.00	101.959	408,856.16	393,713.83	1.910%	(15,142.33)

10 - 5

Exhibit B-1

Funds and Investments
Held by Contracted (Third) Parties
August 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			12,261,000.00		12,279,402.22	12,042,580.84	1.548%	(236,821.38)
40 Corporate Bond	Pepsico Inc.	713448CK2	163,000.00	100.228	163,371.31	162,903.83	1.120%	(467.48)
41 Corporate Bond	Bank of New York Mellon (Callable)	06406HCP2	112,000.00	100.042	112,047.56	111,879.04	1.050%	(168.52)
42 Corporate Bond	Bank of New York Mellon (Callable)	06406HCP2	6,000.00	100.128	6,007.67	5,993.52	1.050%	(14.15)
43 Corporate Bond	Bank of New York Mellon (Callable)	06406HCP2	3,000.00	100.146	3,004.37	2,996.76	1.050%	(7.61)
44 Corporate Bond	Bank of New York Mellon (Callable)	06406HCP2	39,000.00	100.328	39,127.78	38,957.88	1.050%	(169.90)
45 Corporate Bond	Kimberly-Clark Corp.	494368BT9	82,000.00	100.111	82,090.77	81,580.98	1.400%	(509.79)
46 Corporate Bond	United Parcel Service	911312AK2	75,000.00	102.207	76,655.54	76,068.75	5.040%	(586.79)
47 Corporate Bond	John Deere Capital Corp.	24422ERR2	61,000.00	100.344	61,209.79	60,842.62	2.250%	(367.17)
48 Corporate Bond	US Bancorp (Callable)	91159HHB9	61,000.00	100.564	61,343.97	60,910.33	2.200%	(433.64)
49 Corporate Bond	US Bancorp (Callable)	91159HHB9	20,000.00	100.555	20,110.90	19,970.60	2.200%	(140.30)
50 Corporate Bond	Caterpillar Financial	14912L6B2	78,000.00	100.708	78,552.52	77,719.20	2.110%	(833.32)
51 Corporate Bond	Home Depot Inc. (Callable)	437076BE1	32,000.00	100.389	32,124.45	31,891.52	2.000%	(232.93)
52 Corporate Bond	Home Depot Inc. (Callable)	437076BE1	8,000.00	100.236	8,018.85	7,972.88	2.000%	(45.97)
53 Corporate Bond	Home Depot Inc. (Callable)	437076BE1	2,000.00	100.392	2,007.84	1,993.22	2.000%	(14.62)
54 Corporate Bond	Home Depot Inc. (Callable)	437076BE1	38,000.00	100.650	38,246.87	37,871.18	2.000%	(375.69)
55 Corporate Bond	Paccar Financial Corp.	69371RN36	83,000.00	98.949	82,127.67	81,837.17	1.210%	(290.50)
56 Corporate Bond	Berkshire Hathaway Inc.	084670BL1	111,000.00	100.277	111,307.83	110,536.02	1.210%	(771.81)
57 Corporate Bond	Berkshire Hathaway Inc.	084670BL1	7,000.00	100.416	7,029.15	6,970.74	1.210%	(58.41)
58 Corporate Bond	Berkshire Hathaway Inc.	084670BL1	45,000.00	100.949	45,213.53	44,811.90	1.210%	(401.63)
59 Corporate Bond	Honeywell Internatoinal	438516BJ4	82,000.00	99.468	81,563.76	80,803.62	1.420%	(760.14)
60 Corporate Bond	Proctor & Gamble Co.	742718EG0	105,000.00	100.367	105,385.52	104,120.10	1.920%	(1,265.42)
61 Corporate Bond	Proctor & Gamble Co.	742718EG0	13,000.00	100.322	13,041.91	12,891.06	1.920%	(150.85)
62 Corporate Bond	Proctor & Gamble Co.	742718EG0	3,000.00	100.489	3,014.68	2,974.86	1.920%	(39.82)
63 Corporate Bond	Proctor & Gamble Co.	742718EG0	40,000.00	100.934	40,373.46	39,664.80	1.920%	(708.66)
64 Corporate Bond	Costco Wholesale Group	22160KAF2	81,000.00	100.763	81,618.21	80,009.37	1.720%	(1,608.84)
65 Corporate Bond	BB&T Corp. (Callable)	05531FAS2	81,000.00	100.733	81,593.40	80,537.49	2.470%	(1,055.91)
66 Corporate Bond	Cisco Systems Inc.	17275RAH5	79,000.00	102.273	80,842.82	80,795.67	4.340%	(47.15)
67 Corporate Bond	PNC Funding Corp.	693476BJ1	101,000.00	103.959	104,998.22	104,002.73	4.970%	(995.49)
68 Corporate Bond	PNC Funding Corp.	693476BJ1	6,000.00	104.048	6,242.87	6,178.38	4.970%	(64.49)
69 Corporate Bond	PNC Funding Corp.	693476BJ1	2,000.00	104.070	2,081.39	2,059.46	4.970%	(21.93)
70 Corporate Bond	PNC Funding Corp.	693476BJ1	34,000.00	104.586	35,559.14	35,010.82	4.970%	(548.32)
71 Corporate Bond	Comcast Corp.	20030NBA8	98,000.00	104.142	102,059.34	101,056.62	4.990%	(1,002.72)
72 Corporate Bond	Comcast Corp.	20030NBA8	8,000.00	104.597	8,367.72	8,249.52	4.990%	(118.20)
73 Corporate Bond	Comcast Corp.	20030NBA8	2,000.00	104.751	2,095.01	2,062.38	4.990%	(32.63)
74 Corporate Bond	Comcast Corp.	20030NBA8	38,000.00	105.357	40,035.66	39,185.22	4.990%	(850.44)
75 Corporate Bond	Comcast Corp.	20030NBA8	5,000.00	104.901	5,245.07	5,155.95	4.990%	(89.12)
76 Corporate Bond	Wal-Mart	931142CU5	76,000.00	104.296	79,265.25	77,102.00	3.570%	(2,163.25)
77 Corporate Bond	Target Corp.	87612EAV8	39,000.00	104.205	40,640.07	39,750.75	3.800%	(889.32)
78 Corporate Bond	Target Corp.	87612EAV8	36,000.00	104.291	37,544.67	36,693.00	3.800%	(851.67)

10 - 6

Exhibit B-1

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

Morgan Stanley Investments

Investment Type	Issuer	CUSIP	Par Value	Adjusted Premium	Adjusted Cost	Market Value	Current YTM	Unrealized Gain/Loss
79 Corporate Bond	United Health Group Inc.	91324PCM2	53,000.00	100.859	53,455.19	52,853.72	2.710%	(601.47)
80 Corporate Bond	United Health Group Inc.	91324PCM2	7,000.00	100.996	7,069.73	6,980.68	2.710%	(89.05)
81 Corporate Bond	United Health Group Inc.	91324PCM2	18,000.00	101.978	18,356.07	17,950.32	2.710%	(405.75)
82 Corporate Bond	United Health Group Inc.	91324PCM2	42,000.00	101.540	42,646.96	41,884.08	2.710%	(762.88)
83 Corporate Bond	Intel Corp.	458140AQ3	56,000.00	100.479	56,268.28	55,644.40	2.460%	(623.88)
84 Corporate Bond	Intel Corp.	458140AQ3	3,000.00	100.636	3,019.07	2,980.95	2.460%	(38.12)
85 Corporate Bond	Intel Corp.	458140AQ3	20,000.00	101.646	20,329.10	19,873.00	2.460%	(456.10)
86 Corporate Bond	State Street Corp.	857477AS2	54,000.00	101.673	54,903.16	53,665.20	2.570%	(1,237.96)
87 Corporate Bond	State Street Corp.	857477AS2	24,000.00	101.727	24,414.43	23,851.20	2.570%	(563.23)
88 Corporate Bond	The Walt Disney Co.	25468PDE3	60,000.00	100.312	60,187.23	59,167.20	2.190%	(1,020.03)
89 Corporate Bond	The Walt Disney Co.	25468PDE3	20,000.00	101.733	20,346.52	19,722.40	2.190%	(624.12)
90 Corporate Bond	Bank of America	06051GFT1	163,000.00	100.652	164,061.98	161,309.69	2.650%	(2,752.29)
91 Corporate Bond	Coca-Cola Co.	191216BT6	62,000.00	100.675	62,418.23	60,665.76	1.910%	(1,752.47)
92 Corporate Bond	Coca-Cola Co.	191216BT6	19,000.00	100.982	19,186.55	18,591.12	1.910%	(595.43)
93 Corporate Bond	Chubb INA Holdings Inc	00440EAT4	61,000.00	100.993	61,606.03	60,055.72	2.340%	(1,550.31)
94 Corporate Bond	Chubb INA Holdings Inc	00440EAT4	62,000.00	100.756	62,468.71	61,040.24	2.340%	(1,428.47)
95 Corporate Bond	Johnson & Johnson	478160CH5	83,000.00	100.102	83,084.42	81,676.15	1.980%	(1,408.27)
96 Corporate Bond	Chevron Corp. (Callable)	166764AY6	55,000.00	101.359	55,747.49	54,482.45	2.440%	(1,265.04)
97 Corporate Bond	Chevron Corp. (Callable)	166764AY6	25,000.00	101.480	25,370.12	24,764.75	2.440%	(605.37)
98 Corporate Bond	VISA	92826CAA0	162,000.00	100.480	162,776.87	159,720.66	2.230%	(3,056.21)
99 Corporate Bond	Gen. Electric Capital Corp.	36962G4Y7	109,000.00	106.678	116,279.28	112,175.17	4.480%	(4,104.11)
100 Corporate Bond	Gen. Electric Capital Corp.	36962G4Y7	34,000.00	106.820	36,318.71	34,990.42	4.480%	(1,328.29)
101 Corporate Bond	Occidental Petroleum Corp. (Callable)	674599BY0	75,000.00	104.584	78,438.02	76,681.50	4.010%	(1,756.52)
102 Corporate Bond	Exxon Mobil Corp. (Callable)	30231GAV4	162,000.00	101.279	164,072.67	159,490.62	2.260%	(4,582.05)
103 Corporate Bond	JP Morgan Chase	46625HHZ6	151,000.00	106.137	160,266.68	156,358.99	4.470%	(3,907.69)
104 Corporate Bond	3M Co. (Callable)	88579YAU5	65,000.00	100.076	65,049.59	62,575.50	1.700%	(2,474.09)
105 Corporate Bond	3M Co. (Callable)	88579YAU5	17,000.00	99.207	16,865.19	16,365.90	1.700%	(499.29)
106 Corporate Bond	MasterCard, Inc.	57636QAF1	164,000.00	99.249	162,768.36	159,207.92	2.060%	(3,560.44)
107 Corporate Bond	Microsoft Corp.	594918BA1	82,000.00	100.921	82,755.05	80,472.34	2.430%	(2,282.71)
108 Corporate Bond	American Express Credit (Callable)	0258M0EG0	162,000.00	101.642	164,660.39	158,272.38	2.760%	(6,388.01)
109 Corporate Bond	Burlington North Santa Fe (Callable)	12189LAH4	79,000.00	103.052	81,410.99	78,559.18	3.070%	(2,851.81)
110 Corporate Bond	Apple Inc.	037833BF6	160,000.00	102.136	163,418.01	158,574.40	2.740%	(4,843.61)
111 Corporate Bond	Oracle Corp.	68389XBB0	81,000.00	101.314	82,064.12	79,343.55	2.560%	(2,720.57)
Subtotal Corporate Bonds			4,345,000.00		4,413,249.74	4,331,959.50	2.638%	(81,290.24)

10 - 7

Exhibit B-1
Funds and Investments
Held by Contracted (Third) Parties
August 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			-		-	52,350.31	0.010%	
Subtotal Cash & Cash Equivalents						52,350.31		
Grand Totals			16,606,000.00		16,692,651.96	16,426,890.65	1.830%	(318,111.62)
Unsettled Transactions								
Subtotal Unsettled Transactions			-		-	-		-
Totals incl. Unsettled Transactions			16,606,000.00		16,692,651.96	16,426,890.65		(318,111.62)
Totals per Bank Statement			16,606,000.00		16,692,651.96	16,426,890.65		(318,111.62)

10 - 8

Funds and Investments
Held by Contracted (Third) Parties
August 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			153,343.91	0.250%	153,343.91	0.250%		1	280514
Subtotal Cash & Cash Equivalents			153,343.91	0.250%	153,343.91	0.250%		1	
Total Project Fund			153,343.91	0.250%	153,343.91	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%	589,732.64	1.625%	3/31/2019	212	912828C65
3 Gov't. Securities U.S. Treasury Note		11/10/2016	40,088,000.00	1.750%	39,770,102.16	1.750%	9/30/2019	395	912828F39
4 Gov't. Securities U.S. Treasury Note		11/10/2016	1,442,000.00	1.375%	1,441,351.10	1.375%	9/30/2018	30	912828RH5
Subtotal Securities			42,122,000.00	1.735%	41,801,185.90	1.735%		380	
Total Escrow Fund			42,123,131.27	1.735%	41,802,317.17	1.735%		380	

10 - 9

Exhibit C

City of South Pasadena
Investment Report

Summary of Invested Funds -- Last Day of the Month

10-10

MONTH	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	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	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	31,258,493
SEPTEMBER	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	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	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	18,487,198	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	20,210,860	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	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	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	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	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	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. 11

DATE: October 17, 2018

FROM: Stephanie DeWolfe, City Manager *Ch. DeWolfe SD*

PREPARED BY: Margaret Lin, Principal Management Analyst *M.L.*

SUBJECT: **Second Reading and Adoption of an Ordinance to establish a Public Art Development Fee Program and Second Reading and Adoption of an Ordinance to Create a Public Art Commission**

Recommendation Action

It is recommended that the City Council:

1. Read by title only for second reading, waiving further reading, and adoption of an Ordinance adding Division 36.390 ("Public Art Program") and Chapter 36.395 ("Public Art Development") to Article III of Chapter 36 of the South Pasadena Municipal Code regarding the establishment of a Public Act Program and corresponding Art Development Fee Program; and
2. Read by title only for second reading, waiving further reading, and adoption of an Ordinance adding a new article IVL (Public Art Commission) of the South Pasadena Municipal Code to create a Public Art Commission.

Commission Review and Recommendation

This matter was not reviewed by a commission.

Discussion/Analysis

Public Art Development Fee

Through the development of the Public Art Development Fee, the City can contribute to the visual enhancement of the built environment by requiring the following developments to provide one percent (1%) of the total building valuation towards public art on-site or one and a half percent (1.5%) of the total building valuation to the public art development fee in lieu of providing public art on-site:

- Residential developments of four or more units with a building valuation exceeding \$500,000 as determined by the Building Official; and
- Commercial and industrial building projects with a building valuation exceeding \$500,000 as determined by the Building Official; and
- Remodeling projects of existing commercial or industrial buildings, when the remodeling has a building valuation exceeding \$250,000 as determined by the Building Official; and

- Remodeling projects of residential buildings of four or more units or complexes of four or more units, whether exterior or interior, when the remodeling has a building valuation exceeding \$250,000 as determined by the Building Official.

Developments or modifications to affordable housing, performance arts facilities, museums, private non-profit and institutional uses, interior remodel or tenant improvements, and national disaster repairs or rebuilding required by code will be exempt from this provision.

Projects that are subject to the Public Art Development Fee will be required to allocate a percentage of the total building valuation towards the following:

- One percent (1%) for on-site installation of approved site-specific public artwork, cultural, or artistic facilities equal to or exceeding the value of the contribution amount; or
- One and a half percent (1.5%) for payment in cash of the development fee to a new Public Art Fund.

Projects to be funded from the Public Art Fund shall consist of artwork placed in public places or incorporated into public buildings, art education programs, art display programs or performances, or the allocation of space such as a civic gallery or theater space. All projects subject to the Public Art Development Fee shall be reviewed and approved by the Public Art Commission following the design review for the associated development or redevelopment project.

Public Art Commission

The Public Art Commission (PAC) will be comprised of five members as appointed by the City Council and must demonstrate an expressed interest in and knowledge of public art projects, methods, and procedures. The PAC will be responsible for the review and approval of public art projects associated with the Public Art Program, including but not limited to, proposed site-specific public art, art donations, and public art developed with the funds from the Public Art Development Fee. Per City practice, the initial five members will be appointed one per councilmember.

Next Steps

1. City Council appoints commissioners to the Public Art Commission.
2. 6-month update of the Public Art Development Fee.

Background

During the October 3, 2018, City Council meeting the Public Art Development Fee Program and Public Art Commission ordinances were introduced for first reading. The City Council unanimously approved the proposed amendment with minor edits which have been incorporated in the attached ordinance.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

Fees collected on behalf of the Public Art Development Fee will be used towards future public art projects. Upon approval, a public art revenue account will be created to collect the development in-lieu fees. The amount of fees collected in any given year will depend on the number and size of development projects approved that year.

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*.

Attachments:

1. Public Art Development Fee Ordinance
2. Public Art Commission Ordinance

This page intentionally left blank.

ATTACHMENT 1
Public Art Development Fee Ordinance

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
ADDING DIVISION 36.390 (“PUBLIC ART PROGRAM”) AND
CHAPTER 36.395 (“PUBLIC ART DEVELOPMENT”) TO
ARTICLE III OF CHAPTER 36 OF THE SOUTH PASADENA
MUNICIPAL CODE REGARDING THE ESTABLISHMENT OF A
PUBLIC ART PROGRAM AND CORRESPONDING ART
DEVELOPMENT**

WHEREAS, the South Pasadena City Council (City Council) recognizes that public art and cultural resources can enhance the quality of life for individuals that live, work, and play within the City of South Pasadena (City); and

WHEREAS, City-owned facilities provide an opportunity to engage the public with art and provide public art opportunities; and

WHEREAS, the City Council wishes to demonstrate their commitment towards creativity and innovation by providing opportunities and support for public art; and

WHEREAS, the creation of a Public Art Program will enhance the general welfare of the community.

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

SECTION 1. A new Division 36.390 (“Public Art Program”) is added to Article III (Site Planning and General Development Standards”) of Chapter 36 (“Zoning”) of the South Pasadena Municipal Code to read as follows:

Division 36.390	Public Art Program
36.390.010	Purpose.
36.390.020	Definitions.
36.390.030	Public Art Work at City-owned Facilities.
36.390.040	Establishment of Public Art Program Fund.
36.390.050	Use of Funds.
36.390.060	Artwork Review Process.
36.390.070	Ownership of Art.

36.390.010 Purpose.

The purpose of the Public Art Program is to promote cultural experiences, increase economic development, and enhance the general welfare and quality of

life in the community. The Public Art Program will achieve this purpose through the exhibition of high quality artwork and the creation of programs that promote art to the general public.

36.390.020 Definitions.

For the purposes of this article, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

- A. "Artwork" means an original creation of physical art by an artist; and includes but is not limited to a fountain, mobile, mosaic, mural, painting, sculpture, or tapestry. Artwork may be realized through mediums including but not limited to bronze, ceramic tile, concrete, stained glass, steel, or wood. An artwork shall not include objects that are mass-produced with a standard design; signage; or landscape gardening.
- B. "Building Valuation" means the value computed by the Building Official using the latest Building Valuation Data as set forth by the International Conference of Building Officials.
- C. "Development Project" means a new residential development of four or more units, a new commercial and industrial building project with a Building Valuation exceeding \$500,000 as determined by the Building Official, any remodeling project of an existing commercial or industrial building, and any residential building of four or more units or complex of four or more units when the non-exempt portion of the remodeling project has a Building Valuation exceeding \$250,000 as determined by the Building Official.
- D. "Public Art Development Fee" means a fee paid to the City's Public Art Fund by a development project applicant in an amount equal to one and a half percent of the total Building Valuation for the project excluding land acquisition off-site improvement expenses, interior improvements, parking facilities, and public facilities.
- E. "Public Art" means any artwork installed on private property in a publicly accessible location as established by the Public Art Program or artwork displayed on City-owned facilities.
- F. "Publicly Accessible" means located on an area open to the general public and clearly visible from an adjacent public property such as a sidewalk or street.

36.390.030 Public Artwork at City-owned Facilities.

City-owned facilities that are publicly accessible during regular business hours or are visible from the public right of way are eligible for the display of public artwork. Any art proposed to be donated or installed in or on City-owned facilities will be reviewed by the Public Art Commission.

36.390.040 Establishment of a Public Art Program Fund.

The City's Finance Director shall establish a depository hereunder for the Public Art Development Fee within a designated Public Art Fund specifically for said fees to account for any fees for the Public Art Program paid pursuant to this Chapter. The Public Art Fund shall be accounted for separately and shall not be used for general governmental purposes. The Public Art Fund shall be maintained by the City Finance Director, and shall be allocated as follows:

- A. Eighty percent (80%) solely for project costs including fees for design, acquisition, commissioning, placement, installation, exhibition, improvement, maintenance, and insurance of public artwork.
- B. Twenty percent (20%) for administrative costs including project administration, staff time, artist-selection, design, drawing, maquette, community education, insurance, maintenance, curatorial services, identifying plaques, documentation, and publicity.

36.390.050 Use of Funds.

Projects to be funded from the designated Public Art Fund shall consist of artwork placed in public places or incorporated into public buildings, art education programs, public art display programs or performances, or the allocation of space such as a civic gallery or theater space as recommended by the Public Art Commission and approved or accepted by the City Council.

36.390.060 Artwork Review Process.

The Public Art Commission, as appointed by the City Council, shall review procedures for the selection of locations of public art displays, art to be purchased or commissioned for display, review and approval of proposed public art work, and for the selection of public performers on behalf of the City's Public Art Program.

36.390.070 Ownership of Art.

All artwork purchased or created from the Public Art Fund shall become the property of the City upon acceptance by the City Council.

SECTION 2. A new Division 36.395 ("Public Art Development") is added to Article III (Site Planning and General Development Standards") of Chapter 36 ("Zoning") of the South Pasadena Municipal Code to read as follows:

Division 36.395	Public Art Development
36.395.010	Percentage for Public Art for Development Projects.
36.395.020	Exempt Projects.
36.395.030	Allocation.
36.395.040	Satisfaction of Requirement.
36.395.050	Public Art Consultant
36.395.060	Public Art Concept Approval Process.

- 36.395.070 Public Art Final Approval Process.**
- 36.395.080 Ownership and Maintenance Plan of On-Site Public Art.**
- 36.395.090 Removal or Alteration of Public Artwork on Private Property.**

36.395.010 Percentage for Public Art for Development Projects.

Every new residential development of four or more units and every new commercial and industrial building project with a Building Valuation exceeding \$500,000 will be required to provide public artwork or dedicate funds to support public art. The Public Art Program shall also apply to any remodeling project of existing commercial or industrial buildings and any residential building of four or more units or complex of four or more units, when the remodeling has a Building Valuation exceeding \$250,000.

36.395.020 Exempt Developments.

The following developments or modifications, alterations, and additions to the developments are exempt from this chapter: affordable housing, performing arts facilities, museums, private non-profit and institutional uses, interior remodel or tenant improvements, seismic reinforcement, and rebuilding necessitated by a natural disaster.

36.395.030 Allocation.

The valuation of the percentage for Public Art development, as provided for in Section 36.395.010 above, shall be based on a percentage of the building cost in an amount equal to one percent (1%) or more of the total Building Valuation for the project if the project is being built on-site and one and a half (1.5%) if the developer will be paying the public art development fee in lieu of providing public art on-site, excluding land acquisition off-site improvement expenses, interior improvements, parking facilities, and public facilities.

36.395.040 Satisfaction of Requirement.

Development projects subject to the Public Art Program may satisfy the requirement through:

- a) Installation of approved site-specific public artwork, cultural, or artistic facilities equal to or exceeding the value of the contribution amount; or
- b) Payment in lieu of the one and a half percent development fee to a new Public Art Fund
 - i. Payment of the public art development fee will be collected in two installments; 1) fifty-percent (50%) of the total public art development fee shall be collected prior to issuing the building permits and 2) fifty-percent (50%) of the total public art

development fee shall be collected prior to final inspection or issuing the certificate of occupancy.

- c) No final approval, such as final inspection or a certificate of occupancy, for any development project subject to this chapter shall be granted or issued unless and until full compliance with the Public Art Program is achieved.
- d) The applicant must certify that any artwork donated or purchased is free and clear of all liens, claims, encumbrances, and restrictions. The applicant must also certify that no portion of the artwork has been exported from its country of origin in violation of laws of that country in effect at the time of export, nor imported into the United States in violation of United States laws and treaties at the time of import. The applicant must represent and warrant that no tax laws, laws of inheritance, or other laws or regulations applicable to the artwork have been broken. The applicant agrees to indemnify, defend, and hold harmless the City from and against any and all claims, damages, loss, and expenses relating to the break or alleged break of any of the applicant's obligations, representations, or warranties herein, and relating to the claims of third parties or challenging the title to the artwork or any intellectual rights or copyright for the artwork transferred and conveyed to the City.

36.395.050 Public Art Consultant.

For public art projects developed on site, the developer must contract the services of a professional art consultant experienced in working with municipal art programs for any public art project valued at more than \$25,000 (if not paid in lieu).

36.395.060 Public Art Concept Approval Process.

For public art projects developed on site, prior to the associated entitlement review for a development project an application for public art concept review shall be submitted to the Public Art Commission and shall include:

- a) Completed Public Art Application; and
- b) Preliminary sketches, photographs, or other documentation to provide sufficient clarity of the nature of the proposed artwork; and
- c) Preliminary plans containing such detailed information as may be required to adequately evaluate the location of the artwork in relation to the proposed development, and its compatibility with the proposed development, including compatibility with the character of the adjacent conforming developed parcels and existing neighborhood if necessary to evaluate the proposal; and
- d) A narrative statement to be submitted to demonstrate that the artwork will be displayed in an area open and freely available to the general public; and

- e) A maintenance plan describing the required maintenance and costs to preserve the artwork in good condition.

The Public Art Commission's concept review shall be provided to the entitlement review body(ies) for consideration during the approval process.

36.395.070 Public Art Final Approval Process.

For public art projects developed on site, following the entitlement approval process for a development project, an application for final public art approval shall be submitted to the Public Art Commission and shall include:

- a) Completed Public Art Application; and
- b) Finalized sketches, photographs, or other documentation to provide sufficient clarity of the nature of the proposed artwork; and
- c) An appraisal or other evidence of the value of the proposed artwork, including acquisition and installation costs; and
- d) Written agreement executed by or on behalf of the artist who created or is creating the artwork which expressly waives their rights under the California Art Preservation Act or other applicable laws; and
- e) Finalized plans containing such detailed information as may be required to adequately evaluate the location of the artwork in relation to the proposed development, and its compatibility with the proposed development, including compatibility with the character of the adjacent conforming developed parcels and existing neighborhood if necessary to evaluate the proposal; and
- f) A narrative statement to be submitted to demonstrate that the artwork will be displayed in an area open and freely available to the general public at least ten hours each day, or otherwise are publicly accessible in an equivalent manner based on the characteristics of the artwork or its placement on the site; and
- g) A maintenance plan describing the required maintenance and costs to preserve the artwork in good condition.

Completed applications shall be submitted to staff for the Public Art Commission's review and approval. Building permits shall not be issued until final approval has been granted by the Public Art Commission.

36.395.080 Ownership and Maintenance Cost of On-Site Public Art.

Any artwork associated with the Public Art Program that is included on site for an applicant's project shall remain on the property of the applicant; the obligation to provide all maintenance to preserve the artwork in good condition will remain with the owner of the site. Maintenance of artwork shall include without limitation, preservation of the artwork in good condition, protection of the artwork against physical defacement, mutilation or alteration, and securing and maintaining fire and extended coverage insurance and vandalism coverage in an

amount to be determined by the City Attorney. Prior to placement of an approved artwork, the applicant and owner of the site shall execute and record a covenant in a form approved by the City for maintenance of the artwork. Failure to properly maintain the artwork is hereby declared a public nuisance. In addition to all remedies provided by law, in the event the real property owner fails to maintain the artwork, upon reasonable notice, the City may perform necessary repairs, maintenance or secure insurance, and the costs therefore shall become a lien against the real property.

36.395.090 Removal or Alteration of Public Artwork on Private Property
Public artwork installed on private property to satisfy the Public Art Development requirement shall not be removed or altered without the prior approval of the City Council. In addition to any other applicable penalty, violation of this section may render the property owner liable for payment of the one and a half percent development fee to the Public Art Fund and may result in revocation of the occupancy permit issued for the subject development project. Prior to any imposition of the one percent development fee to the Public Art Fund or occupancy permit revocation pursuant to this section, the City shall afford the property owner notice and an opportunity for a hearing.

SECTION 3. 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 4. 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 5. EFFECTIVE DATE. 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 17th day of October, 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 17th day of October, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Evelyn G. Zneimer, City Clerk
(seal)

This page intentionally left blank.

ATTACHMENT 2
Public Art Commission Ordinance

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA
ADDING A NEW ARTICLE IVL (PUBLIC ART COMMISSION)
OF THE SOUTH PASADENA MUNICIPAL CODE

SECTION 1. A new and renumbered Article IVL (Public Art Commission Commission) Sections 2.79-1 through 2.79- 5 is added to Chapter 2 (Administration) to read as follows:

"ARTICLE IVL. PUBLIC ART COMMISSION

2.79-1 Creation.

is hereby created a five member public art commission.

2.79-2 Responsibilities.

It shall be the responsibility of the public art commission:

- (a) To act in an advisory capacity to the city council in all matters pertaining to public art or art in public places;
- (b) To review and approve proposed public art projects associated with the City's Civic Center Art Gallery, Public Art Program, and Public Art Development Fee; and
- (c) To provide policy recommendations on public art projects and programs as directed by the city manager or the city council, including but not limited to artwork placed in public places or incorporated into public buildings, art education programs, or art display programs or performances.

2.79-3 Limitations.

The public art commission may discharge its responsibilities in the manner and means selected by it, except as follows:

- (a) Unless expressly authorized to do so by the city council, it shall not represent itself to be, nor in any way act for or on behalf of the city council, nor shall it commit the officers, employees or staff of the city in any manner to any course of action; to the contrary, it shall act as a study center and clearinghouse for advisory action to the city council; and
- (b) It shall not encroach upon any area preempted by state or federal law; and
- (c) It shall forward all of its findings and recommendations to the city manager and the city council prior to public release.

2.79-4 Composition of members.

- (a) All members shall have an expressed interest in and knowledge of public art projects, methods, and procedures.

2.79-5 Meetings.

The public art commission shall hold up to one regular meeting each month on an as needed basis. The chair may call for a special meeting if needed with concurrence of the commission."

SECTION 4. 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 5. 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 6. EFFECTIVE DATE. This ordinance shall take effect thirty days after its passage and adoption pursuant to California Government Code Section 36937.

SECTION 7. This ordinance shall take effect thirty (30) days after its final passage and within fifteen (15) days after its passage, the City Clerk of the City of South Pasadena shall certify to the passage and adoption of this ordinance and to its approval by the Mayor and City Council and shall cause the same to be published in a newspaper in the manner required by law.

PASSED, APPROVED, AND ADOPTED this 17th day of October, 2018.

Richard 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 17th day of October, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Evelyn G. Zneimer, City Clerk
(seal)



City Council Agenda Report

ITEM NO. 12

DATE: October 17, 2018

FROM: Stephanie DeWolfe, City Manager *CDW for SD*

PREPARED BY: Sheila Pautsch, Community Services Director *SP*

SUBJECT: **Approval of a Concession Lease Agreement with San Pascual Stables, LLC for Operation of the San Pascual Stables**

Recommendation Action

It is recommended that the City Council approve, in substantially to form, the attached Concession Lease Agreement (Lease) with San Pascual Stables, LLC (SPS, LLC) for the lease of the San Pascual Stables (Stables) that will begin on November 1, 2018.

Commission Review and Recommendation

This matter was reviewed by the San Pascual Stables Subcommittee (Subcommittee). The Subcommittee recommended that the City Council authorize SPS, LLC to operate the Stables. The Subcommittee did review the lease but did not approve the final version of the lease, pending negotiations with the Stables representatives regarding maintenance obligations, term length and monthly payments.

Community Outreach

In February 2015, the City Council established a Subcommittee, of current commissioners, in February 2015 to evaluate the lease for the Stables. A series of monthly Subcommittee meetings were held (February 2015- October 2017). All meetings were open to the public and as a result, staff received ample comments and feedback from constituents.

Discussion/Analysis

Staff recommends that the City of South Pasadena (City) enter into a Lease with SPS, LLC. SPS, LLC accepted the terms and conditions of the Lease. SPS, LLC has shown it can continue to build on past successes and conduct a financially successful equestrian center that expands the equestrian recreation opportunities to the community. This Lease will begin on November 1, 2018.

The Lease consists of two terms. The Original Term is ten (10) years. Assuming SPS, LLC is in compliance with all the provisions of the Lease, the term can be extended for two additional five (5) year (Terms). The City will receive about \$66,310 annually in Concession Lease Fees (Fees) from SPS, LLC, which is equivalent to 6% of the estimated annual gross income (The projected gross revenue is approximately \$1,105,174 with SPS, LLC Fees at about \$66,310). In addition to the six percent (6%) of gross revenue payable to the City under the Lease, SPS, LLC will contribute an additional two percent (2.75%) of the gross revenue to the "San Pascual Stables Capital Improvement Fund" (CIF). The Lease requires a minimum number of capital

improvements to be made during each of the terms. The total cost of these improvements to keep the facility safe and productive is nearly \$600,000 over the two terms. Consequently, a minimum of \$30,000 needs to be set aside each year for the CIF with restricted use of funds outlined in lease. SPS, LLC will contribute 2.75% of the estimated annual gross revenue, which is approximately \$30,392 each year.

SPS, LLC is required to make specific capital improvements during the Lease such as adding a third riding ring, add security cameras, additional signage, parking and access improvements as well as enhancements to the barn and storage facilities. SPS, LLC will be required to maintain the residence as an affordable unit for low or very low occupancy and ensure compliance with the terms of any rental agreement, including termination of any occupancy. City may record an affordability covenant on the property restricting the historic residence to occupancy by a low or very low income qualified tenant.

The City will receive monthly financial reports from SPS, LLC and conduct evaluations every six months for compliance to the terms and conditions of the Lease. Compliance will include the requirement to conduct classes and programs for the community and youth organizations. The City will also ensure that SPS, LLC will make every effort to use only electric lawn equipment as well as purchase hybrid tractors.

Alternatives Considered

1. If Council desires to change the terms of the lease, staff will go back into negotiation with SPS, LLC.

Next Steps

1. Staff will monitor finances and report monthly, via a memo, to the City Council.
2. Staff will conduct a six month review for compliance with lease terms in April 2019 and continue thereafter every six months.

Background

The Subcommittee worked with Ron Hagan, Senior Associate Consultant, Integrated Consultant Group, Inc. (ICG, Inc.), and staff to evaluate the existing conditions of the Stables, interviewed the current operator and toured the facilities to create a list of best practices which assisted in creating the Request for Proposals (RFP). Once the RFP was approved by the Subcommittee and by the City Council, the RFP was distributed to multiple equestrian professionals and companies in May 2017.

As a result, five (5) proposals were received. The respondents were All Equestrian Services, LLC; Paddock Riding Club; Dark Horse White Knight Inc.; San Pascual Stables, LLC; and Double Crown, LLC. All five proposals met the minimum requirements to be considered for the new Concession Lease.

Interviews were conducted by an Ad Hoc Committee of the Subcommittee. All proposers were given forty-five (45) minutes to give an overview of their business with the remainder of the time being used by the panel to ask questions regarding directly related experiences, financials, capital

improvements of facilities and capability to perform. The Ad Hoc Committee ranked the proposals and the top four returned for a second interview, which provided an opportunity to clarify issues raised during the review of the written proposal and first interview.

In summary, all proposers met the minimum qualifications as outlined in the RFP. Only SPS, LLC and Paddock Riding Club are currently operating an equestrian center, the others have varying degrees of equestrian experience and business backgrounds. Each proposer presented slightly different approaches on how they would operate the Stables if awarded the Lease. The Ad Hoc Committee determined the proposals from SPS, LLC and Paddock Riding Club presented the best opportunity for the City to meet the goals for the Stables in the future. While Paddock Riding Club could eventually transition their management staff and programs to the Stables and develop a successful operation patterned after their current operation in Los Angeles, the Ad Hoc Committee felt it would take several years to make the transition and consequentially lose current boarders and clients.

The Ad Hoc Committee recommended to the Subcommittee move forward requesting the City Council's consideration to authorize negotiations with SPS, LLC.

On November 1, 2017, the City Council authorized staff to enter into negotiations with SPS, LLC for the Lease of the Stables.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

Annually, the City will net roughly \$66,310. SPS, LLC will contribute 2.75% of the gross revenue of around \$30,392 to the CIF for future capital improvement projects for the Stables. The City will control the CIF, which will take in about \$30,392 a year and close to \$600,000 over the full term of the lease (including extensions).

Estimated Annual Gross Revenue (EAGR)	\$1,105,174
Concessions Lease Fee 6% of the EAGR	\$66,310
Capital Improvement Fund (CIF) 2.75% of EAGR	\$30,392
Total Estimated Annual Amount to the City	\$96,702

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: Concession Lease Agreement

CONCESSION LEASE AGREEMENT

THIS CONCESSION LEASE AGREEMENT is entered into as of _____, 2018 between the CITY OF SOUTH PASADENA, a California City (City), whose address is 1414 Mission Street, South Pasadena, CA 91030, and SPS LLC, a California limited liability company ("Concessionaire"), whose address is 900 S Figueroa Street #603, Los Angeles, California 90015. The parties hereby agree as follows:

FOR AND IN CONSIDERATION of the mutual terms, covenants, and conditions herein, City hereby grants to Concessionaire, the exclusive lease to operate the equestrian boarding concession facility, San Pascual Stables ("Concession" or "SPS") at Arroyo Seco Park, signed by the parties, and incorporated herein, subject to the following terms and conditions.

1. PREMISES

That City, in consideration of the payment of concession fees hereinafter specified to be paid by Concessionaire and of the covenants and agreements herein contained to be performed and observed by Concessionaire, does hereby lease to Concessionaire for the purposes hereinafter specified that certain property, the Concession ("the Premises"), in Arroyo Seco Park, and as more particularly shown in Exhibit "A".

2. TERM

This Concession Lease Agreement is for a term of ten (10) years (the "Original Term").

Upon mutual agreement between the City and Concessionaire, the City may extend the "Original Term" for an additional five (5) years (the "First Extended Term");, provided the Concessionaire has complied with and met all terms and conditions of the "Original Term" to the City's reasonable satisfaction. Upon mutual agreement between the City and Concessionaire, the City may extend the lease for an additional five (5) year term ("Second Extended Term"), provided the Concessionaire has complied with and met all terms and conditions of the "Original Term" and the "First Extended Term" to the City's reasonable satisfaction. City shall determine if the Concessionaire has met and complied with the Original Term conditions by review of the bi-annual evaluations performed by the Community Services Director of concessionaire's operation and compliance to the lease agreement terms and conditions, as provided in Exhibit K. Concessionaire will notify City no more than one hundred eighty (180) days nor less than ninety (90) days before the end of the existing term if it intends to extend the lease for either a "First Extended Term" or a "Second Extended Term." The City has sole discretion in determining if the Concessionaire has complied with or made reasonable progress, in meeting all terms and conditions in the "Original Term" and for extending the term. Reasonable progress shall be defined as Concessionaire meeting the intent of the terms and

conditions and adhering to the terms and conditions, subject to unforeseen circumstances beyond Concessionaire's control.

This Agreement shall be subject to early termination as follows:

- a. Upon at least 180 days' prior written notice to such effect by Concessionaire to City.
- b. Upon the failure of Concessionaire or its members to observe any of the requirements of this Agreement, after thirty (30) days' notice from the City that Concessionaire is in default. City may grant additional time to correct the default at its option.
- c. By City upon determination by its City Council that the Concession is a nuisance or public safety hazard, and Concessionaire fails to remedy the same within thirty (30) days after notice (or such longer time as may be reasonably necessary to remedy the same). The City Council shall have sole discretion to determine whether the Concession constitutes a nuisance or public safety hazard to other park users. Upon such a determination (and Concessionaire's failure to remedy the same), Concessionaire shall be given 180 days to remove all its property and repair any damage Concessionaire has caused.
- d. Upon the failure of Concessionaire to complete, to City's satisfaction, all repairs and restoration listed on Exhibit L of the historic residence described in Section 16 within 60 days from the date of execution of this Concession Lease, unless the repair and restoration time is otherwise extended by the City, and subject to time necessary for City's processing of necessary permits and approvals and Force Majeure Events (as defined in Section 43).
- e. Upon a reduction in revenues of 20% or more persisting for a six month period of time.
- f. Upon any changes required by law regarding a change in use of the Property.

3. LEASE FEES

A. Concession Lease Fee. For the "Original Term", Concessionaire shall pay to City as the Concession Lease Fee, without deduction, set off, or demand, the sum equal to the following percentage of Concessionaire's Gross Receipts, as defined in Section 3.D, for the prior calendar month the sum equal to 6% of Concessionaire's gross receipts upon the Premises. For the "Extended Term", if granted by the City, Concessionaire and City shall negotiate the percentage fee at the time of the extension.

B. Capital Improvement Fund Fee. In addition to the percentage Concession Lease Fee paid during the term pursuant to Section 3.A and the ongoing regular maintenance required by this Agreement, Concessionaire agrees to pay into the San Pascual Stables Capital Improvement Fund for "Major Maintenance", and "Capital Improvements to Structures or Fixed Assets" (each as defined on Exhibit B) at the Concession, during the "Original Term" the sum equal to [two and three quarters percent (2.75%)] of Concessionaire's gross receipts upon the Premises for the prior calendar month. If City grants the "Extended Term" the percentage fee for the Capital Improvement Fund shall be negotiated at the time of the extension.

City will account for these funds in a separate account designated as "**San Pascual Stables Capital Improvement Fund**" and maintain adequate records thereof. These funds are solely for Major Maintenance and Capital Improvements to Structures or Fixed Assets at the facility as defined in Exhibit B. Concessionaire acknowledges that they possess no right, title or interest in these funds other than to help administrate pursuant to this Section. Expenditures from this capital fund will be at the City's discretion and will require prior written approval from the City. If Concessionaire uses its own labor for these projects, payment for such labor for the purpose of this Section must be preapproved by the City. Because these funds are considered public funds, all work performed using these funds must pay prevailing wage. Credit for management or supervision staff will only be allowed for reimbursement if: there are no other employees that regularly do the work, and reimbursement must be at the regular rate of pay for the work, not the supervisor or manager rate; hours and rate must be preapproved by the City. Reimbursement will include 16% of wages for payroll taxes.

Following the first whole or partial month of the term hereof, Concessionaire shall furnish to the City by the 20th day of each month, a verified statement of its total gross receipts for the preceding month along with the Concession Lease Fee and Capital Improvement Fund Fee for that period.

The Monthly Gross Revenue Report (Exhibit J), Concession Lease Fee, and the Capital Improvement Fund Fee shall be mailed to:

**City of South Pasadena
Attn: Finance Department
1414 Mission Street, South Pasadena, CA 91030**

C. Late Charge. If any installment of the Concession Lease Fee or the Capital Improvement Fund Fee due from Concessionaire is not received by City when due, Concessionaire shall pay to City an additional sum of 10% of the overdue concession fee as a late charge, however Concessionaire shall not be liable for a late charge where payments are late due to a Force Majeure Event, as defined by paragraph 42. Acceptance of any late charge shall not constitute a waiver of Concessionaire's default with respect to the overdue amount or prevent City from exercising any of the other rights and remedies available to City.

D. Gross Receipts. Concessionaire is required to recognize its revenue with a cash basis accounting method. The term "gross receipts" herein shall include the total aggregate amount of the business done, sales made, rentals, commissions received, and services performed by Concessionaire, such as, but not limited to, all income from boarding operations, training fees, instruction fees, riding academy, summer camp registration (except the registration taken at the City), facility rentals for parties or weddings, all food and vending sales, filming on the premises, temporary boarding, independent lessons and any other activity for which fees are charged or revenue is received for services rendered in, on, or from the Premises for cash and on credit (it being understood that sales on credit are to be included in gross receipts when cash (or a check) is actually received by Concessionaire) which shall be reported on the form contained in Exhibit J, attached hereto). Gross receipts shall not include the amount of any tax on sales from the Premises where such taxes are added to the selling price, stated separately, and paid by Concessionaire's customers, and remitted directly to the taxing authorities by Concessionaire.

- i. Concessionaire will maintain detailed records regarding lessons, training and commissions earned by retaining independently verifiable written reports that show date, name of participants, amount collected, and keep a comprehensive all-inclusive calendar of events and class rosters at least for three (3) years, to substantiate accuracy of Concessionaire's reported gross receipts as described in Section 3.D. These records will be provided as back up to Concessionaire's Monthly Gross Revenue Report (Exhibit J) as required in Section 3.D.
- ii. Sales of the Concessionaire's fixed assets, such as equipment, will not be considered part of gross receipt. The exception would be sale of horses, if these sales are considered a routine source of revenue for the business. If considered a revenue source, the net profit on the sale of a horse would be included in gross receipts. In addition, boarder reimbursement for actual costs or services, such as veterinarian fees or tack purchases, should not be included in gross receipts. However, if the Concessionaire adds a "handling or service" fee to the actual costs, then this "handling or service" fee shall be included in gross receipts.
- iii. Use of horses owned by boarders for program purposes, whereby Concessionaire gives rent credit (reduced boarding rent) to the boarder for use of their private horse in Concessionaire's programs, activities, or events, shall be reported in the backup records required in 3.D.i and provided to City as required in Section 3.D. This record shall indicate the full rent due for the month less the rent credit (amount of reduced rent) given the boarder for the use of their horse during the month. For liability and security purposes, the Concessionaire shall include language in the Concessionaire's boarding agreement, whereby the boarder agrees to the use of their horse by Concessionaire and the specific rent credit (reduced amount of rent) the boarder shall receive by agreeing to the

use of their horse. Use by the Concessionaire, Concessionaire's trainers, or instructors, of a boarder's private horse without the express written permission of the boarder is prohibited and will be considered a violation of the Concession Lease Agreement with the City and subject to default action under the terms of the Concession Lease Agreement.

4. CAPITAL IMPROVEMENTS

Concessionaire will prepare a "Capital Improvement Fund" plan with projected costs each year with the Director of Community Services to obtain the necessary City approvals and prioritization. Concession major maintenance and/or replacement categories are listed in Exhibit "B". The minimum dollar amount for a project to be approved for this fund is \$1,000. No capital improvement fund activities shall begin until all repairs and restoration listed on Exhibit L to the historic residence described in Section 16 have been completed to City's satisfaction; nor shall any funding from the "Capital Improvement Fund" be expended toward any projects listed in Exhibit "B" until all Exhibit "L" repairs and restoration of the historic residence have been completed. No capital improvement fund activities shall begin without City's prior written approval. Work requiring design approval, specific plans and/or specifications, as appropriate, must be submitted to City and approved by City's Planning staff. Such review will be completed by City within ninety (90) working days of receipt, with Concessionaire responsible to meet all reasonable requests for revision or amendment. Major Maintenance Repairs and Capital Improvements to the historical barn, historic residence or shed shall be in accordance with the City's Cultural Heritage Ordinance Chapter 2, Administration, Article IV.H. Concessionaire shall provide City with a monthly "Capital Improvement Status Report" detailing Major Maintenance Repair and/or Capital Improvements worked on during the month and status of completion timeline.

During an emergency, such as a natural disaster, the City may waive the formal procedure for approving capital improvements if, in the City's opinion, delaying approval creates a risk to public safety.

Upon completion of an approved capital project, the Concessionaire will submit to the Director of Community Services for reimbursement from the Capital Improvement Fund, a summary of project costs, original invoices, and copies of front and back of canceled checks to vendors. If the Concessionaire uses its own labor for these projects, time cards and payroll records must be submitted. The Director of Community Services will approve the expenditures and forward them to the Business Services Administrative Analyst to process for reimbursement to the Concessionaire.

Any unexpended capital improvement funds at the end of the "Extended Term" shall become the property of City and shall be used to improve the Premises for continued operation.

5. LATE CHARGE

If any installment of the Concession Lease Fee or the Capital Improvement Fund Fee due from Concessionaire is not received by City when due, Concessionaire shall pay to City an additional sum of 10% of the overdue concession fee or overdue Capital Improvement Fund fee as a late charge. Acceptance of any late charge shall not constitute a waiver of Concessionaire's default with respect to the overdue amount or prevent City from exercising any of the other rights and remedies available to City.

6. RECORDS AND INSPECTION

Concessionaire shall keep true and accurate books and records showing all of its income and expenses and business transactions in connection with the Concession in separate records of account in a manner reasonably acceptable to City, and City shall have the right through its representatives, and at all reasonable times, including any time during the three year period following the termination of the Agreement, to inspect such books and records including State of California sales tax return records, Federal and State income tax returns and Federal and State payroll tax reports. Concessionaire shall keep gross receipt deposits and cash disbursements related to the operation of the Concession in a separate bank account. Concessionaire shall furnish to the city each month the following reports and records:

- Monthly Gross Revenue Report as described in Section 3.D
- Detailed Monthly Activity Report as described in Section 3.D.i
- Capital Improvement Status Report as described in Section 4

7. USER RATES AND AGREEMENTS

The rates and charges to users of the Concession are the responsibility of the Concessionaire and do not require approval of the City.

a. **Rate Increases.** Concessionaire shall not increase the user rates and/or institute any additional services and charges without first notifying the City. While the Concessionaire does not need City approval of rates and fees charged for services and programs, the City must first be notified of the rate or fee increase prior to Concessionaire implementing the rate or fee increase.

b. **Boarder Agreement.** Boarder Agreements must include a non-discrimination clause as stated in this agreement Section 32. Concessionaire is responsible for submitting their Boarder Selection and Wait List Process to the Community Services Director by the first day of operation. Original boarding agreements must be retained for three (3) years after their expiration. The Boarder Selection and Wait List Process

must be equitable and non-discriminatory. All boarders shall occupy space pursuant to the terms of their Boarder Agreement, Exhibit "C" which Exhibit is attached hereto and made a part hereof. **Boarders will not be allowed to sublet their stalls.**

The Boarder Agreement must contain a section whereby the Boarder may elect to allow Concessionaire to use their horse in Concessionaire's programs at the facility in exchange for rent credit (reduced rent) for their boarding unit(s). If Boarder elects to participate in allowing the Concessionaire to use their horse in Concessionaires programs (or programs, activities, or instruction conducted by contract trainers or instructors), the specific amount of rent credit (rent reduction) must be specified in the Boarder agreement. Use by the Concessionaire, Concessionaire's trainers, or instructors, of a boarder's private horse without the express written permission of the boarder is prohibited and will be considered a violation of the Concession Lease Agreement with the City and subject to default action under the terms of the Concession Lease Agreement, unless the boarder specifically authorizes such use by initialing a statement in the Boarders Agreement giving permission to Concessionaire, or Concessionaire's staff, trainers, instructors, and students permission to use their horse.

c. **Emergency Cooperation.** The Concessionaire must cooperate with City during special events or other unanticipated eventualities. During an emergency, whereby horses or other animals from other areas may need to be housed at the stables during the emergency, the fee for boarding such horses during the emergency must be approved by the Director of Community Services, or their representative, for the City of South Pasadena. Concessionaire shall notify the Director of Community Services, or their representative, immediately upon receiving a request for temporary boarding of horses or other animals at SPS. Temporary boarding fees will only be approved by the City if, in the sole opinion of the City, they represent a fair charge for services needed to board the animals during the unanticipated emergency. It shall be the responsibility of the Concessionaire to justify the requested temporary fee for boarding to the Director of Community Services.

8. CONDITION OF PREMISES AND EQUIPMENT

Concessionaire acknowledges and agrees that the Premises, other than the historical residence as described in Section 16, are in good and tenantable condition. Concessionaire further acknowledges that the equipment to be provided by City is in good operating condition. Concessionaire shall accept the Premises and equipment to be provided by City in their presently existing "as is, where is" condition and agrees that City shall not be obligated to make any alterations, additions or improvements thereto.

9. USE OF THE PREMISES

Concessionaire shall use the Premises to operate, manage and maintain the service operations for the public described below in this Section upon the terms and conditions of this Agreement and for no other purposes:

a. A full service equestrian boarding facility for the public, open daily, including but not limited to, horse boarding, group and individual instruction for adults and youth, guided rental rides, community outreach programs targeted to city youth to provide horse related activities, facility rentals for horse shows, special events, birthday parties, filming, and other programs consistent with or complimentary to an equestrian center (for example, horse care clinics, educational, instructional and other services consistent with an equestrian center; tack shop; etc.). The lesson program should offer a variety of trainers that meet the needs of boarders first, and second provide training and access opportunities for others to the site and park trails. Trainers must meet the necessary insurance requirements.

Concessionaire shall make its best effort to work with City staff and community youth organizations to introduce local youth to equestrian activities through such programs and activities as summer equestrian camps, Boy Scout and Girl Scout merit badge programs, school field trips, offering group lessons for local nonprofit youth organizations, youth birthday parties, and special open house events planned in coordination with City staff for community youth. Tenant must use its best efforts in good faith to accomplish actions i. through ix.

- i. Collaborate with the City of South Pasadena, the School District, the local YMCA or other recreation organizations to develop equestrian programs that would complement the activities of such organization including, but not limited to, developing and expanding annual summer camps involving boy and girl scouting-type programs;
- ii. Tenant shall provide an annual written report to the Parks and Recreation Commission due the fifteenth (15th) day of November of every lease year describing in detail how actions i through v were accomplished by Tenant, and how Tenant's best efforts in good faith resulted in accomplishments regarding items I through ix; and,
- iii. Establish and maintain annual scholarship opportunities for economically disadvantaged youth and seniors;
- iv. Create an open trail rental program where members of the community could ride a horse in the Arroyo on an hourly basis either individually, as part of a group, or with a guide knowledgeable of the Arroyo;
- v. Create a facility rental program where individuals or groups could rent facility for planned activities to include, but not limited to: parties, birthdays, weddings, etc.;

- vi. Develop and maintain an equestrian program that would target people with disabilities;
- vii. Support fundraising events for community outreach;
- viii. Develop a marketing program to increase participation in the programs offered and enhance full boarding occupancy; and,
- ix. Encourage and facilitate regular boarder meetings as a community event and to solicit feedback regarding the operation of the Premises.

b. Open daily, offer hours of operation consistent with a public equestrian center, sufficient for the operation of a full service equestrian center.

c. Improve the premises to maximize accessibility, general safety and overall appearance. The Concessionaire will make reasonable access accommodations and comply with all the city, state and federal laws relating to access for people with disabilities.

d. Assume all regular maintenance, upkeep and operational obligations for the property to City standards as outlined in the Stable Operations Facility Maintenance Guidelines (see Exhibit "D") and at no cost to the City. Further, no reimbursement from the Capital Improvement Fund may be made for regular maintenance as defined in **Exhibit B**.

e. Provide and maintain a Manure Management Plan that allows no more than 80 cubic yards of manure on the property at any time, must be under the roof of the manure bin, and meets the regulations for drainage on the property (see Exhibit "E").

f. Provide a presence (by either Concessionaire, an employee or person acting on behalf of Concessionaire) on the site to operate the facility and respond to emergencies on a daily basis. Provide emergency contact numbers for emergencies.

g. Concessionaire agrees to hold routine Boarder meetings or publish digital newsletters at least twice per year to keep tenants informed of current activities, future plans, projects, etc.

10. BOARDER SELECTION AND WAITING LIST

The Concessionaire shall establish guidelines with an equitable means for choosing boarders and establishing a waiting list, and submit it for approval to the Community Services Director. The City abides by all state and federal non-discrimination laws in regards to the use of its park facilities.

11. CONCESSIONAIRE'S USE OF BOARDING UNITS

Concessionaire shall use no more than 25% of each type of available boarding units for boarding of Concessionaire's own horses or those of its trainers and

instructors. For boarding units whereby the Concessionaire gives reduced rent to trainers or instructors in exchange for in-kind services (such as teaching or performing maintenance or security functions) the reduced rent shall be the amount of income reported in the Concessionaire's gross receipts. The Concessionaire's monthly gross receipts report shall clearly detail which units are used for Concessionaire's horses whereby no rent income is reported and those units used for trainer or instructor horses whereby partial rent is received.

Use of horses owned by boarders for program purposes, whereby Concessionaire gives rent credit (reduced boarding rent) to the boarder for use of their private horse in Concessionaire's programs, activities, or events, shall be reported in the backup records required in 3.D.i and provided to City as required in Section 3.D. This record shall indicate the full rent due for the month less the rent credit (amount of reduced rent) given the boarder for the use of their horse during the month. For liability and security purposes the Concessionaire shall include language in the Concessionaire's boarding agreement whereby the boarder agrees to the use of their horse by Concessionaire and the specific rent credit (reduced amount of rent) the boarder shall receive by agreeing to the use of their horse. Use by the Concessionaire, Concessionaire's trainers, or instructors, of a boarder's private horse without the express written permission of the boarder is prohibited and will be considered a violation of the Concession Lease Agreement with the City and subject to default action under the terms of the Concession Lease Agreement.

12. CITY'S USE OF BOARDING UNITS

The Concessionaire must permit up to two horses from the City's Public Safety Department, if needed, to be boarded at no cost to the City for the stalls if the Public Safety Department chooses. The Public Safety Department agrees to pay Concessionaire's cost, including labor, associated with the feeding and care of its horses as requested by them.

13. OTHER ACTIVITIES

Other or additional activities by Concessionaire shall require the prior written consent of City, which consent may be granted or withheld in City's sole discretion. City shall process Concessionaire's request in a timely manner, subject to established City approval processes, and shall endeavor to expedite such requests to the extent possible. Concessionaire shall comply with any and all present laws, general rules or regulations of City and any governmental authority now in force relating to sanitation or public health, safety or welfare and environmental matters relating to the condition, use or occupancy of the Premises during the Term. Such rules, regulations and policies of City may include, without limitation, containers for trash removal to aid in the control of rodents, flies, yellow jackets and other insects. Concessionaire shall remedy without delay any defective, dangerous, or unsanitary conditions within Concessionaire's responsibility. Concessionaire shall not use the Premises in

any manner that will constitute waste, nuisance, or unreasonable annoyance to the public.

14. RESTRICTED SALES AND USES

a. **Sales and Rentals.** City reserves the right to prohibit the sale, rental, or use by Concessionaire of any article or item which City regards as objectionable or beyond the scope of merchandise or equipment deemed necessary for proper services to the public or of inferior quality.

b. **Containers.** Beverages in air-tight containers under pressure of carbonation sold from the Premises shall be marked for identification. Concessionaire and City shall from time to time review items sold and containers used or dispensed by Concessionaire; City prohibits the use of Styrofoam containers by Concessionaire (Muni Code 16.40.46, Ordinance No. 2305).

c. **Waste Reduction.** City prohibits the sale or use of non-recyclable containers or plastics (Muni Code 16.31.39). No pull-top cans with removable tabs are to be used or sold by Concessionaire. City will provide one (1) recycling container for cans and bottles. Concessionaire should manage all other various materials - beverage containers, mixed paper, cardboard, as well as green waste.

d. **Chemicals.** No pesticides, herbicides or fungicides may be used or sold by Concessionaire on the Premises that are not approved in writing by City in advance of proposed use or sale.

e. **Storage.** Concessionaire shall not store food, supplies, equipment or other items outside of a structure on the Premises, except as specifically approved in writing by City in advance of such storage.

f. **Private Vehicles.** Concessionaire's personnel may drive private vehicles into areas of the Park restricted to non-City vehicles only as required for loading and unloading items used to operate the Premises. Operation of such vehicles shall be subject to regulations established by City from time to time. Concessionaire's personnel may park private vehicles on site that are needed and used in Concessionaire's approved operation.

g. **Noise.** Concessionaire shall not install, use, or permit to be operated or used on the Premises any public address equipment, television equipment, juke box, radios, loudspeaker, or other equipment producing noises that can be heard outside the Premises, except as approved in writing by City in advance of such operation and use.

h. **Electric or Non-Petroleum Powered Equipment.** City policy is to replace all gas and diesel powered equipment used to maintain city property with clean energy powered equipment, such as electric, battery, hydrogen fuel cell, or other approved clean energy technology. When Concessionaire replaces existing power equipment, it shall be replaced with clean power equipment, if available. Concessionaire shall make its best

effort to use only electric lawn mowers and weed wackers in its maintenance operations. Concessionaire shall replace tractors with hybrid tractors when purchasing new tractors. If, in the City's opinion, the Concessionaire is not making a good faith effort to comply with City Green Policy, the City may consider this a breach of the agreement and place the Concessionaire in default subject to Section 31.

15. FACILITIES AND EQUIPMENT PROVIDED BY CITY

Upon commencement of the Term, City shall provide the following:

120 New Barn Box Stalls 22 Historic Barn Box Stalls 24 Pipe Stalls

One 125' x 250' lighted arena	Two sets of lighted crossties
One 110' x 250' lighted arena	Outside pipe crossties
One 60' x 120' lighted arena	Two hitching posts
Three turnouts	Six-horse wash racks

Historic residence and shed

City shall provide hookup for electrical, telephone, sewer, and potable water service at the existing locations at no cost to Concessionaire; however, Concessionaire shall be responsible for payment of all utilities (including, but not limited to electric, gas, water, solid waste removal) used at the Premises. Electrical service at these locations shall be 100 and 200 amp. Any future utility hookups deemed necessary by City in its sole discretion will be provided by the City.

16. FACILITY HISTORIC RESIDENCE

There is a historic residence, shed, and barn on the premises. The historic residence and shed were allowed to fall into disrepair and suffered from lack of required maintenance during the term of previous Concessionaire stewardship of the San Pascual Stables property. Accordingly, as a priority project under this Agreement, Concessionaire, at its sole cost, shall complete all repair and restoration of the historic residence as required and specified in Exhibit "L" within 60 days of execution of this Agreement, subject to Force Majeure Events and to the necessary time for City permitting and approvals. Concessionaire shall install smoke alarms within each sleeping room and outside of each sleeping room within the hallways of the residence; carbon monoxide detectors shall be installed outside of each sleeping room, within the hallway on each level of the residence, as required by state law. City shall be responsible for the cost and installation of central heating for the historic residence. Should the Concessionaire's repair and restoration work and the City's installation of central heating require temporary relocation of Concessionaire's employee and family, Concessionaire shall be responsible for all such relocation costs.

Upon completion of required repairs and restoration of the historic residence, for the term of this Agreement only, Concessionaire or an employee of Concessionaire may occupy the repaired and restored historic residence for the purpose of providing management and security for the Premises. Such occupancy shall terminate upon termination of the term of this Agreement. Concessionaire is required to leave the residence in a clean and reasonable condition. If not, City shall have the right to bill the Concessionaire for excessive cleaning and repair of the residence. No person shall reside elsewhere on the premises without City's written permission.

If rent is collected by Concessionaire for occupancy by its employee of the residence, City shall have the authority to review and approve any such rental agreement, and this rent shall be included in gross receipts and fees shall be paid on this income. The historic residence shall be identified as a low or very-low income unit in compliance with the City Housing Element, and any rental agreement proposed by the Concessionaire shall reflect this in the calculation of rent. Concessionaire shall be required to maintain the residence as an affordable unit for low or very low occupancy and ensure compliance with the terms of any rental agreement, including termination of any occupancy. City may record an affordability covenant on the property restricting the historic residence to occupancy by a low or very low income qualified tenant. Under no circumstances shall any tenant or occupant be permitted to continue to occupy the residence after the termination of this Concession Lease Agreement. Should any occupant refuse to vacate the residence upon notice of termination of tenancy, Concessionaire shall be required to immediately pursue eviction proceedings, including obtaining a writ of possession in unlawful detainer, at its sole cost.

The historic residence, shed, and historic barn are local landmarks and must be kept in good condition. No demolition, alteration, or improvements can be made to the residence, shed, or historic barn without written permission of the City and approval pursuant to the City's Cultural Heritage Ordinance. Concessionaire shall follow the building maintenance standards in Exhibit "D". All Major Maintenance and/or Capital Improvements to the historic residence, shed, and barn must be in compliance with all applicable local, state, and federal building and safety codes and the State Secretary of Interior Standards. City shall have the right to enter and inspect the residence by giving a minimum of 24 hours' notice to Concessionaire. Failure to keep the historic residence up to code throughout the term of this lease shall constitute a breach of the lease agreement and be subject to default proceedings under Section 40.

17. FACILITIES AND EQUIPMENT PROVIDED BY CONCESSIONAIRE

Concessionaire shall provide, at its own expense, other equipment, as needed, which equipment is not provided by City. This equipment will remain the property and responsibility of Concessionaire who shall obtain written approval of City prior to providing any other equipment that Concessionaire deems to be necessary for

the good and proper operation of the recreation area. Concessionaire will pay for gas and electric, burglar alarms, garbage pickup, and water service.

18. PROMOTION; SIGNS

Concessionaire shall not display any signs whatsoever within Arroyo Seco Park or on the Premises without the prior written consent of the City. Application for such consent shall show in reasonable detail the type, character and size of any such sign Concessionaire desires to display. City agrees not to withhold nor delay approval of reasonable requests for signs.

Concessionaire shall maintain a website for San Pascual Stables that provides a link to the City of South Pasadena website, and City, upon approval of Concessionaire's website, shall provide a link on City website to San Pascual Stables website.

Concessionaire shall maintain one or more bulletin boards for posting notices, hours of operation, fees, safety regulations, information about activities on the Premises and may distribute pamphlets or brochures describing the services and activities available on the Premises. All promotional materials shall contain the reference "San Pascual Stables a CITY OF SOUTH PASADENA facility".

19. PROTECTION OF PARK AND GENERAL PUBLIC USE

It is recognized by Concessionaire that the premises are within a City Park, owned, operated and maintained by the City, as an essential part of its system for furnishing park and recreation opportunities for the inhabitants of the City. This site is located in the Arroyo Seco and is habitat for species of birds, mammals, and plants. Concessionaire agrees to cooperate with the City to protect lands of the City from destruction by erosion, fire or improper use, and to protect the flora and fauna within the Park, as well as the area assigned to Concessionaire and to protect the public at all times from hazards. The provisions of this Agreement shall at all times be considered in order to accomplish the above-mentioned objectives.

All Concessionaire-sponsored activities and participating individuals are subject to the provisions of the City of South Pasadena's codes and ordinances and Concessionaire agrees to abide by all rules and regulations therein. Accidents that occur on the Premises must be reported to the City and Public Safety within 24 hours.

Concessionaire is granted authority to develop, administer and regulate the activities of trainees and others using the Premises pursuant to posted rules and regulations governing use of the Premises and use of the adjoining parkland. All such rules and regulations must be approved in advance in writing by the Director of Community Services and shall not conflict with City Council policy and other rules and regulations established by City. City ordinances and rules and regulations shall take precedence. Concessionaire shall post all rules and instruct customers on the safe use of the concession.

In the case of abuse of the facility or unsafe actions on the part of any person(s), Concessionaire shall courteously and respectfully point out such abuse or unsafe action and request that such person(s) refrain from so doing. Should such action persist or in the case of any dispute, the matter shall be promptly referred to the Director of Community Services or, in case of present danger, to a City Police Officer.

Concessionaire shall cooperate with the City at such time the City decides to implement riding trail improvements along the Arroyo Seco for public use. Concessionaire understands that the northern boundary of the concession property along the Arroyo Seco and the eastern driveway boundary, is designated for future trail development by the City. Development of the trail in these areas may alter the boundary line of the concession property to meet width standards for the trail system. Concessionaire agrees to any modification of the perimeter boundary line necessary to develop the public trail. Concessionaire acknowledges that the trail will be a public trail and is not included within the boundary of the stables concession property. Concessionaire shall be responsible for maintenance of the perimeter fence along the concession property bordering the trail and separating the trail from the concession property, but not the actual trail maintenance.

20. SAFETY

While City shall provide the normal level of public safety services to the Premises that it supplies to the adjacent and other parkland areas, Concessionaire shall be responsible for having adequately trained personnel on hand during hours of operation as required to perform foreseeable needs for maintaining an orderly operation, protecting visitors, on the Premises and providing emergency response in the event of accident or fire, including first-aid assistance on the Premises. Concessionaire agrees to instruct its personnel to use all reasonable efforts to notify City's Public Safety Department in the event of emergencies or other significant disturbances.

No Special Events will be conducted by Concessionaire without prior approval by the City. In order to insure the safety of the public, these safety precautions will be followed at all times:

- a. **Smoking**. Smoking will be strictly prohibited on the Premises and the surrounding area.
- b. **Reporting Accidents**. All injury accidents shall be reported to the Director of Community Services within 24 hours.
- c. **Fire Protection**. Concessionaire shall take all necessary precautions to prevent fire in or about the Premises, and Concessionaire shall carefully observe all rules of City relative to fire prevention. Concessionaire shall, at its expense, install and maintain such fire prevention and firefighting

practices and equipment as may be specified or required by the City or any other agency having jurisdiction to regulate fire prevention measures at the Premises.

d. **Hazardous Substances.** No goods, merchandise or material shall be kept, stored, or sold in or on said Premises which are in any way explosive or hazardous; and no offensive or dangerous trade, business, or occupation shall be carried on therein or thereon, and nothing shall be done on said Premises, other than as is provided for in this contract, and no machinery or apparatus shall be used or operated on said Premises which will, in any way injure said Premises or adjacent buildings. Gasoline and other flammable material shall be stored, handled, and used by Concessionaire as required by present or future regulations and laws.

Concessionaire represents and warrants to City that Concessionaire will not generate, store, release or dispose of any hazardous materials on, under or about the Premises in violation of any hazardous substance laws (as defined below). Concessionaire shall indemnify, defend and hold City harmless from any costs, losses, claims, damages, penalties and liabilities arising from Concessionaire's generation, storage, release, or disposal of any hazardous materials on or about the Premises. The provisions of this section will survive the expiration or termination of this Agreement.

For purposes of this Agreement the term "Hazardous Materials" includes, but is not limited to, substances defined as "hazardous substances," "hazardous materials," or "toxic substances" in the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended, 42 U.S.C. Section 9601, et seq.; the Hazardous Materials Transportation Act, 49 U.S.C. Section 1801, et seq.; the Resource Conservation and Recovery Act, 42 U.S.C. Section 6901, et seq.; and those substances defined as hazardous, toxic, hazardous wastes, toxic wastes, or as hazardous or toxic substances, including, but not limited to petroleum and petroleum by-products, by any law or statute now or after this date in effect in California; and in the regulations adopted and publications promulgated pursuant to those laws (all collectively "hazardous substance laws").

21. EMPLOYEES-PERSONNEL.

All persons employed or utilized in connection with the operation of the Premises, including relatives, shall be adequately trained for such purposes, shall be courteous, shall be suitably and neatly attired so as to be recognizable as employees of Concessionaire, and in no event shall any such person be under the age of sixteen (16) years. If in the reasonable judgment of City, any such person is incompetent, disorderly, discourteous, or otherwise objectionable, such person, including relatives, shall be discharged or reassigned to a non-City facility upon Concessionaire's receipt of written notice from City's Community Services Director

to such. Concessionaire shall devote his/her own time and attention to the conduct of the services to be rendered on and from the Premises to the extent reasonably required to ensure such standards of operation called for in this Agreement.

Concessionaire shall insure all employees who supervise minors meet the provisions of the Public Resources Code, Section 5164, Exhibit "F" which is attached hereto and made a part hereof, that Concessionaire will require employees or contractors that have direct supervision over or conduct programs with minors, to be fingerprinted.

22. SUGGESTIONS-GRIEVANCE COMPLAINT PROCEDURE

Concessionaire agrees to install, maintain and operate the following suggestions-complaint procedure for the Concession. Concessionaire shall post and keep posted on the office reception room bulletin board the following notice:

Suggestions - Complaint Procedure

"Any person desiring to present any suggestion or complaint concerning the operation or condition of the San Pascual Stables shall present same verbally to the Concession Manager. If satisfaction is not obtained, the suggestion or complaint shall be followed up in writing to the Concession Manager, with a copy to be mailed to the Director of Community Services, CITY OF SOUTH PASADENA, 1414 Mission Street, South Pasadena, CA 90130."

Subject to the provisions of the Agreement, both City and Concessionaire shall in good faith endeavor to respond positively and favorably to such suggestions and complaints.

23. LICENSES

Concessionaire shall, at its expense, obtain from time to time and shall be in possession of and display such licenses, permits or certificates issued by Federal, State or County authorities certifying that the business operations, equipment, facilities, products on sale and methods of preparing, serving and selling thereof all meet current health and sanitation regulations, as well as all necessary business licenses and permits.

24. CONCESSIONAIRE'S MAINTENANCE OBLIGATION

Concessionaire agrees to maintain any and all concession structures (including the historic residence, shed and historic barn), facilities, improvements, and equipment on the Premises in good order and repair, at Concessionaire's cost and expense, during the entire term. Concessionaire shall perform, at Concessionaire's own expense, any required maintenance and repairs, including small structural maintenance. Other than to the extent set forth on Exhibit L with respect to the historic residence, Concessionaire may, but is not required to, undertake Capital

Improvements to Structures or Fixed Assets. No reimbursement from the Capital Improvement Fund may be made for such required maintenance and repairs; other than for City-approved Major Maintenance and Capital Improvements as outlined in Exhibit B. Should Concessionaire fail, neglect or refuse to do so, the City shall have the right, but not the obligation, to perform such maintenance or repairs for the Concessionaire's account, and the Concessionaire agrees to promptly reimburse the City for the cost thereof, provided, however, that the City shall first give Concessionaire 30 days' written notice of its intention to perform such maintenance. City shall not be obligated to make any repairs to or maintain any improvements on the subject Premises unless otherwise required by this Agreement.

City reserves the right of entry for its employees and agents to inspect the Premises as deemed necessary by City, and the right (but not obligation) to do any and all work of any nature necessary for preservation, maintenance and operation of the park in which the Premises are located. Concessionaire shall be given reasonable notice when any such work may become necessary and will adjust concession operations in such a manner that City may proceed expeditiously.

Concessionaire expressly agrees, at its own cost and expense, to maintain and operate all of the Premises in a clean, safe, wholesome, and sanitary condition free of trash, garbage or obstructions of any kind and in compliance with any and all present and future laws, rules or regulations of any governmental authority now or in the future having jurisdiction over the Premises. Concessionaire shall remedy without delay any defective, dangerous, or unsanitary conditions.

a. **Repair and Replacement by City.** City shall have the obligation to repair or replace to the extent the damage or destruction is caused, after the effective date of this Agreement, by the sole negligence of City.

b. **Repair and Replacement by Concessionaire.** Concessionaire shall have the obligation to repair or replace to the extent damage or destruction is caused by Concessionaire, or to the extent insurance proceeds are received by Concessionaire (which shall be held in trust for such purposes), or to the extent that proceeds would have been obtained by Concessionaire if Concessionaire had been carrying the insurance required by this Agreement.

25. CONCESSIONAIRE'S SPECIFIC ONGOING "REGULAR MAINTENANCE"

In addition to the general maintenance required under Section 24 above, Concessionaire shall perform the following ongoing regular maintenance and repairs, improvements and programs in a prompt manner, without reimbursement from the Capital Improvement Fund (See Exhibit B):

- a. Keeping all signage on site up to date and in good condition so that it is easily readable and posted in plain sight locations where staff, customers, vendors, and visitors can easily observe the safety rules and policies of use at the facility.
- b. Establishing and maintaining a manure storage and removal program, where by no more than 80 cubic yards of manure may be on the premises at any time. Maintaining manure storage bins that are covered and in an area raised or elevated above the natural fall line so as not to collect water from rain or run off.
- c. Establishing and maintaining feed, stall chips, and hay storage bins that are covered and in an area raised or elevated above the natural fall line so as not to collect water from rain or run off.
- g. Cleaning waterers at least weekly, or more often, as necessary to prevent algae buildup and repairing waterers when needed.
- h. Twice daily cleaning of stalls and paddocks including manure removal, treating of urine spots with stall freshener, placement of sufficient ground shavings/chips, use of rodent bars, and maintaining the ground or flooring on a level basis.
- i. Shaping or re-sloping outside paddocks and barns for improved footing and drainage at least annually.
- j. Clean and maintain food managers daily.
- k. Replace burned out bulbs and repair light fixtures promptly as needed.
- l. Clean restroom at least twice a day or more often as needed.
- m. Mow and remove weeds from exterior of barns, paddocks, arenas, picnic areas, and perimeter of the premises so that the grounds are free from weeds and fire hazard conditions. Annually, prior to June 15th of each year, Concessionaire shall conduct hazardous fuel reduction up to 100 feet around all structures on site in compliance with State of California requirements specified in Public Resources Code 4291.
- n. Maintenance of all landscaping and trees, to include trimming and replacement when needed subject to City's tree ordinance Chapter 34 of the South Pasadena Municipal Code.
- o. Repair perimeter fencing as needed.
- p. Monitor and control pest problems - pigeons, flies, etc. All pesticide use must be preapproved by the City's IPM coordinator. An annual termite inspection shall be required for the historic residence.

- q. Check all fire hoses regularly and outside water source for fire engines.
- r. Monitor and repair plumbing as needed.
- s. Keep all arenas well sprinkled to minimize dust.
- t. Regular horse health checks (2-3x's/day).
- u. Use of outdoor turnouts will be minimized during the rainy season (October 6 - April 15). Daily manure removal will be required for any turnout use during the rainy season.
- v. Maintain storm drains in accordance with Regional Water Quality Control Board guidelines.
- w. Keep all pathways through barns compacted and sprinkled to minimize dust.

26. CONCESSIONAIRE'S ALTERATIONS AND IMPROVEMENTS

At any time during the term hereof, Concessionaire shall have the right, subject to prior written approval by City as hereinafter provided in **Exhibit B**, to construct alterations, additions and/or perform Major Maintenance or Capital Improvements to Structures or Fixed Assets on the premises using the Capital Improvement Fund to pay for such expense. Whenever Concessionaire desires to perform Major Maintenance, as defined in **Exhibit B**, construct alterations to structures or fixed assets, or add additional permanent amenities to the premises, it shall prepare specifications and working drawings and submit them to City for approval, which approval shall not be unreasonably withheld, provided that the proposed work will be of high quality, compatible with the purposes described and compatible in finish, color, and design with the existing structures on the Premises and the Park environment.

Upon expiration or termination of this Agreement, any alterations or additions to the Premises or to any structures located thereon, and all fixtures, shall remain upon the Premises and be surrendered to and become the property of the City, except that thirty (30) day prior to expiration or termination of this Agreement, Concessionaire shall ascertain from the City whether the City desires to have any such alterations removed from the Premises or have the Premises or any portion thereof restored to their condition as of the date of this Agreement. If City so desires, Concessionaire shall remove or restore same before the end of the term at no cost to the City.

27. TITLE TO IMPROVEMENTS

Concessionaire hereby acknowledges the title of City in and to the Premises described in this Agreement, including real property improvements existing or

erected thereon, and hereby covenants and agrees never to assail, contest, or resist said title.

28. INDEMNITY

Concessionaire hereby waives all claims and recourse against the City, including the right to contribution for loss of damage by reason of death or injury to persons or damages to property, whether the person or property of Concessionaire, its agents or employees, or third persons arising from, growing out of or in any way connected with or incident to this Agreement, except claims arising from the sole negligence or sole willful misconduct of City, its officers, directors, agents, or employees.

The provisions of this paragraph shall survive the termination or expiration of this Agreement.

Concessionaire shall indemnify, hold harmless, and defend the City, and its officers, directors, agents and employees (each of which is an indemnitee) from and against any and all claims, losses, damages, demands, liabilities, suits, costs, expenses, including attorneys' fees, penalties, judgments or obligations whatsoever for or in connection with injury (including death) or damage to any person or property or pecuniary or monetary loss resulting from, arising out of, or in any way related to activity conducted by Concessionaire, including, but not limited to, Concessionaire's development, construction, occupation, use, operation, or maintenance of the concession, residence, Premises, or any facilities, including events occurring on or of the Premises or facilities, regardless of how the injury or damage was caused or suffered, unless the injury or damage resulted from the sole negligence or the intentional and willful misconduct of City, its officers, directors, agents, or employees.

Concessionaire shall require a signed waiver and release, on a form approved by the City, from any guest, invitee or person utilizing services provided by Concessionaire including by not limited to, any training, individual instruction for adults and youth, guided rental rides, community outreach programs targeted to city youth to provide horse related activities, facility rentals for horse shows, special events, birthday parties, filming, and other programs consistent with or complimentary to an equestrian center.

City shall have no responsibility to safeguard the equipment and property of Concessionaire or any of its invitees. City shall have no responsibility to safeguard or protect the Concessionaire, or its employees, agents, officers, directors, or any of its invitees from bodily injury (including death) or personal injury.

In the event a claim is made against City or City is named a co-defendant in any action, arising out of, or in any way related to activity conducted by Concessionaire, Concessionaire shall immediately notify City of such fact, and at City's option shall either retain legal counsel of City's choice to represent City in

such action at Concessionaire's sole expense or reimburse City for City's litigation costs, expenses and attorney's fees in undertaking to represent itself.

In the event a claim is made against both City and Concessionaire for joint and several liability, notwithstanding any apportionment of liability between City and Concessionaire, Concessionaire shall nevertheless be responsible to indemnify and hold harmless City as fully set forth above, unless the court determines that the injury or damage resulted from the sole negligence or intentional and willful misconduct of City, its officers, directors, agents, or employees.

29. INSURANCE

Concessionaire shall carry during the term of this Concession Lease Agreement, at its own cost and expense, the following insurance:

a. **"All Risk"** property insurance of Concessionaire's property located at the Premises. City shall be named as "loss payee."

b. **General Liability** (Bodily Injury and Property Damage) including Premises and Operations (including off-site operations), Blanket Contractual Liability, Broad Form Property Damage, Products and Completed Operations, Personal Injury, and Owners and Contractors Protective Liability in an amount not less than \$2,000,000 per occurrence and at least \$4,000,000 in the aggregate which amount may be satisfied through an umbrella policy.

c. **Fire/Property Insurance** on all improvements and equipment on the Premise. Standard Fire Insurance with extended coverage and vandalism and malicious mischief endorsements thereon, on all improvements on the Premise in an amount equal to 90% of the full replacements cost thereof, and insuring the interests of the City and the Concessionaire as same shall appear. Concessionaire and City agree, to extent permissible, that they will waive their rights to subrogate fire damage. The policy shall contain a special endorsement that the City shall be the loss payee and such proceeds shall be disbursed and used to repair or rebuild and such improvements so damaged or destroyed (if such course of action is required by this Agreement.

d. **Automobile Liability** (Bodily Injury and Property Damage) extending to owned, non- owned and hired vehicles and including contractual liability covering all liability assumed under the License in an amount not less than \$1,000,000 per occurrence.

e. **Worker's Compensation** as required by law and Employer's Liability with limits of \$1,000,000 per occurrence. The insurer will waive all rights of subrogation against City, its officials, directors, employees, agents and volunteers.

f. **Deductibles and Self-Insured Retentions:** Any deductibles or self-insured retentions must be declared to and are subject to approval by City.

g. **Other Insurance Provisions:** The policy is to contain, or be endorsed to contain, the following provisions:

- i. Concessionaire shall endorse City, its officials, directors, employees, agents and volunteers as additional insured in its General Liability and Automobile Liability policies. The coverage shall contain no special limitations on the scope of protection afforded to City, its officials, directors, employees, agents or volunteers.
- ii. Concessionaire's insurance coverage shall be primary noncontributing insurance as respects to any other insurance or self-insurance available to City, its officials, directors, employees, agents or volunteers.
- iii. All endorsements to policies shall be executed by an authorized representative of the insurer.

h. **All Coverages:**

- i. Each insurance policy required by this clause shall be endorsed to state that City will be provided thirty (30) days written notice of cancellation or material change in the policy language or terms.
- ii. Insurance is to be placed with insurers with an A.M. Bests' rating of no less than A- or better.
- iii. Concessionaire shall furnish City with certificates of insurance and endorsements to the policies evidencing coverage required by this License prior to the start of operations at the Premises. The certificates of insurance and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificate of insurance and endorsements shall be on a form utilized by Concessionaire's insurer in its normal course of business and shall be received and approved by City prior to execution of this License by City. City reserves the right to require complete, certified copies of all required insurance policies in the event of an insurance claim. The Concessionaire shall provide proof that any expiring coverage has been renewed or replaced at least two (2) weeks prior to the expiration of the coverage.

30. WAIVER OF CLAIMS

The Concessionaire hereby waives any claim against the City, its officers, directors, agents, or employees for damage or loss caused in connection with or as a result of any suit or proceeding directly or indirectly attacking the validity of this Agreement or any part thereof or as a result of any judgment or award in any suit or proceeding declaring this Agreement null, void or delaying the same or any part thereof from being carried out.

31. WAIVER OF CONTRACT TERMS

No waiver by either party at any time of any of the terms, conditions, or covenants of this Agreement shall be deemed as a waiver at any time thereafter of the same or of any other terms, condition, or covenant herein contained, nor of the strict and prompt performance thereof. No delay, failure or omission of City to re-enter the Premises or to exercise any right, power, privilege, or option or be accrued shall impair any such right, power, privilege, or option or be construed as a waiver of such default or a relinquishment of any right or acquiescence therein.

No notice to the Concessionaire shall be required to restore or revive time as of the essence after the waiver by the City of any default. No option, right, power, remedy, or privilege of City shall be construed as being exhausted by the exercise thereof in one or more instances. The rights, powers, options, and remedies given to the City by this Agreement shall be deemed cumulative.

32. NON-DISCRIMINATION

The Concessionaire, its contractors, instructors, and members shall not discriminate because of sex, sexual orientation, race, religion, age, color, disability, or national origin, against any person by refusing to furnish such person any accommodation, facility, service or privilege offered to or enjoyed by the general public. Nor shall the Concessionaire or Concessionaire's employees or members publicize the accommodations, facilities, services or privileges in any manner that would directly or inferentially reflect upon or question the acceptability of the patronage of any person because of sex, sexual orientation, race, religion, age, color, disability, or national origin. In the performance of this contract, the Concessionaire will not discriminate against any applicant because of sex, sexual orientation, race, religion, age, color, disability, , national origin, or any other class protected by law.

33. TAXES

Concessionaire shall pay when due all taxes levied on personal property used or maintained upon the Premises and shall pay any possessory or use tax that may be levied in connection with use of the Premises, Concessionaire agreeing to indemnify and save City harmless from all taxes whatsoever arising out of or in any way connected to the operations conducted by Concessionaire upon the Premises.

34. PAYMENT OF DEBTS - NO LIENS

Concessionaire shall promptly pay all debts incurred by it for materials, supplies, equipment, merchandise or services used in or about or in connection with its business or operations, and the wages and salaries and payroll taxes of all employees employed thereon. Concessionaire shall permit no liens to be levied upon or to attach to any property used by it in the performance of this Agreement. Concessionaire shall pay before delinquency all license fees, taxes, and assessments imposed, levied or assessed upon items or upon any property used by Concessionaire in the performance of this Agreement or upon Concessionaire's possessory interest therein, upon Concessionaire's business or activity conducted hereunder or Concessionaire's right to conduct same, or based upon the proceeds of such business or activity.

35. ASSIGNMENT AND SUBLETTING

Concessionaire shall not voluntarily or by operation of law assign, transfer, sublet, or otherwise transfer or encumber all or any part of Concessionaire's interest in the License or in the Premises, except as expressly permitted by the City pursuant to Paragraph 15 (Facility Residence).

36. RIGHT OF ENTRY

Concessionaire agrees that City and its agents may enter upon the Premises at all reasonable times to inspect the same, and to fulfill any of the rights granted City under the terms of this Agreement, or otherwise to protect any of the rights of City and there shall be no liability against City for damages thereby sustained by Concessionaire nor shall Concessionaire be entitled to any abatement or reduction of rental herein by reason of the exercise by City of any such right herein reserved.

37. CONFLICT OF INTEREST

Concessionaire warrants and covenants that no official or employee of City nor any business entity in which an official or employee of City is interested; (1) has been employed or retained to solicit or aid in the procuring of this contract; (2) will be employed in the performance of this contract without the immediate divulgence of such fact to City. In the event City determines that the employment of any such official, employee or business entity is not compatible with such official's or employee's duties as an official or employee of City, Concessionaire, upon request of City, shall terminate such employment immediately. For breaches or violation of this paragraph, City shall have the right both to annul this contract without liability and, in its discretion, recover the full amount of any such compensation paid to such official, employee or business entity.

38. CONCESSIONAIRE AS INDEPENDENT CONTRACTOR

It is expressly agreed that under the lease to operate the facility granted by this Agreement, Concessionaire shall be an independent contractor, and is not an agent or employee of City. Except as otherwise expressly limited by other

provisions of this Agreement, Concessionaire has and shall retain the right to exercise full control and supervision of the operation of the facility, and full control over the employment, direction, compensation and discharge of all persons assisting Concessionaire in the operation of the facility under this Agreement. Concessionaire shall be solely responsible for all matters, and shall be solely responsible for Concessionaire's own acts and those of subordinates and employees.

39. NOTICES

Any notices required or permitted to be given under this Agreement shall be certified mail and addressed to respective parties at their addresses indicated on the first page hereof. Such addresses may be changed from time to time by notice in writing to either party. Such notices shall be deemed delivered at the time mailed.

40. DEFAULT

The occurrence of any one or more of the following events shall constitute a material default of this License by Concessionaire.

- a. The vacating or abandonment of the Premises by Concessionaire.
- b. The failure of Concessionaire to make any payment of concession lease fees, capital improvement fund fees, or any other payment required to be made by Concessionaire hereunder, upon 30 days written notice from City of non-payment.
- c. The failure of Concessionaire to submit the required monthly reports as listed in Section 3.D.i, upon 30 days written notice from City of failure to submit required reports.
- d. The failure of Concessionaire to observe or perform all of the covenants, conditions or provisions of this lease to be observed or performed by Concessionaire, upon 30 days written notice from City to Concessionaire. If the nature of Concessionaire's default is such that more than thirty days are reasonably required for cure thereof, then Concessionaire shall not be in default if Concessionaire shall commence such cure within the thirty day period and thereafter diligently prosecutes such cure to completion.
- e. The failure of Concessionaire to comply with any written order or directives relating to the Premises from any governmental entity within the time set forth in such order and all applicable appeal rights have been exhausted.
- f. If any petition is filed by Concessionaire under any section or chapter of the federal Bankruptcy Code as it may be amended from time to time and

such petition is not dismissed within ninety days after the filing thereof; if Concessionaire becomes insolvent or makes a transfer in fraud of creditors; if Concessionaire makes a general arrangement or general assignment for the benefit of creditors; if a receiver, custodian or trustee is appointed for any of the assets of Concessionaire located at the Premises and the appointment is not vacated within ninety days.

- g. The discovery by City that Concessionaire has provided the City with false financial information.

41. REMEDIES

In the event of a material default by Concessionaire, City may:

- a. Terminate this Concession Lease Agreement in which case Concessionaire shall immediately surrender possession of the Premises to City and remove any personal property not then granted to the City.
- b. Take possession of the Premises as the agent and on account of Concessionaire, and if it so elects may lease or rent the whole or any part of the Premises for the balance or any part of the term of this lease and retain any lease fees received and apply the same in payment on account of Concessionaire. The performance of any or all of said acts by City shall not release Concessionaire from the full and strict compliance with all of the terms, conditions and covenants of this lease on Concessionaire's part and Concessionaire shall pay any deficiency that may exist after deducting any lease fees received, if any.
- c. It is understood that the remedies herein provided for City in case of a violation of the terms of this lease by Concessionaire are not exclusive, but are in addition to the remedies provided by law or at equity, and any of which remedies City shall have the right to use at its option.

42. HOLD OVER

Any holding over after the expiration of the term of this Concession Lease Agreement, with the consent of City, shall be construed to be a rental from month to month on the same terms and conditions specified herein so far as applicable. City may terminate any hold over occupancy thirty (30) days written notice to Concessionaire.

43. FORCE MAJEURE

Neither Party shall be in breach of its obligations under this Agreement or incur any liability to the other Party for any losses or damages of any nature whatsoever incurred or suffered by that other (otherwise than under any express indemnity in this Agreement) if and to the extent that it is prevented from carrying out those

obligations by, or such losses or damages are caused by, a Force Majeure Event except to the extent that the relevant breach of its obligations would have occurred, or the relevant losses or damages would have arisen, even if the Force Majeure Event had not occurred. A Force Majeure Event is defined as an act of God, such as, but not limited to fire, flood, earthquake, mudslide; an act of war; or acts or threats of terrorism, but does not include any such damage caused by either Party.

44. MODIFICATION OF AGREEMENT

Notwithstanding any of the provisions of this Agreement, the parties may hereafter, by mutual consent agree to modifications thereof or additions thereto in writing which are not forbidden by law. City shall have the right to grant reasonable extensions of time to Concessionaire for any purpose or for the performance of any obligation of Concessionaire hereunder.

45. ATTORNEYS' FEES

Should either party bring any legal action or proceeding for the breach of any term, covenant or Condition of this Agreement, the Court shall award reasonable attorneys' fees to one or more of the parties therein based upon the degree to which each party prevails in such action or proceeding, as determined by the Court.

46. ADVICE OF COUNSEL

Each party hereto has been provided full opportunity for review of this Agreement by legal counsel. Therefore, no presumption or rule that ambiguity shall be construed against the drafting party shall apply to the interpretation or enforcement of this Agreement.

47. MISCELLANEOUS

Headings are for convenience only and shall not be considered in the interpretation of this Agreement. This Agreement shall benefit and bind the successors and assigns of the respective parties hereto.

48. ENTIRE AGREEMENT

This Standard Concessionaire Lease Agreement constitutes the entire agreement between the parties regardless of any other representations that may have been made either orally or in writing.

IN WITNESS WHEREOF, the parties hereto have affixed their signatures as of the day first herein above written.

CONCESSIONAIRE

CITY OF SOUTH PASADENA

SPS LLC,
a California limited liability company

By _____

David Sterckx, Managing Member

By _____

Richard D Schneider, M.D., Mayor

Date: _____

Date: _____

EXHIBIT A
AERIAL MAP OF PREMISES

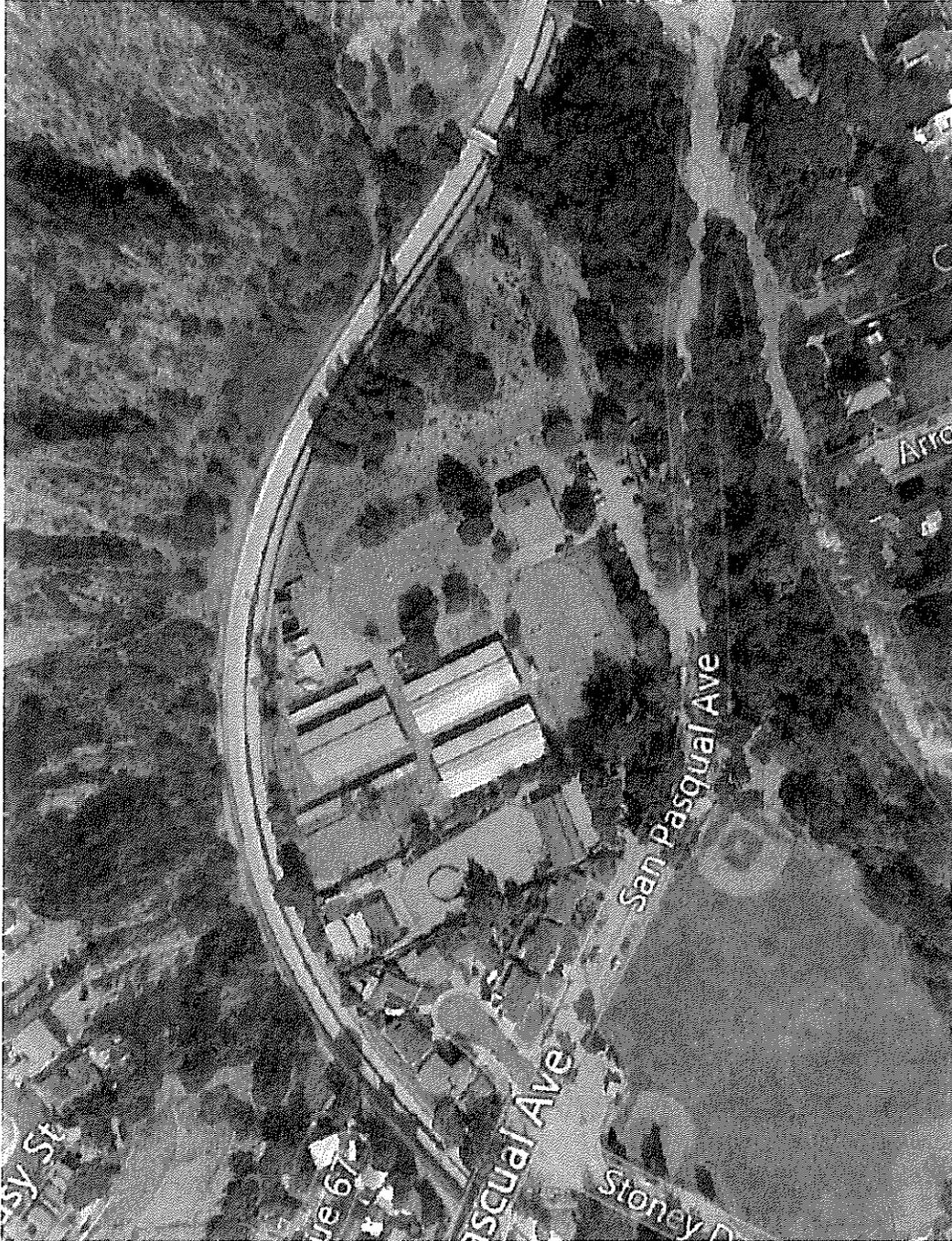


EXHIBIT B

DEFINITION OF “REGULAR MAINTENANCE”, “MAJOR MAINTENANCE”, AND “CAPITAL IMPROVEMENTS TO STRUCTURES AND FIXED ASSETS”

For purposes of determining what costs are eligible for reimbursement for the Capital Improvement Fund the following shall be the agreed definitions of what is “Regular Maintenance”, “Major Maintenance”, and “Capital Improvements to Structures and Fixed Assets”. All regular maintenance costs are the responsibility of the Concessionaire and shall not be reimbursed from the Capital Improvement Fund. Major maintenance items may be considered by the City to be eligible for reimbursement from the Capital Improvement Fund if the City finds that the need for the “Major Maintenance” was not caused by neglect or failure of the Concessionaire to provide “Regular Maintenance”, but rather from normal wear and tear, deterioration, natural disaster, or need to upgrade to meet new safety standards, and the cost is \$1,000 or more. All improvements in the “Capital Improvements to Structures and Fixed Assets” definition shall be eligible for reimbursement from the Capital Improvement Fund, as long as, the City gives its prior consent and approval for the improvement.

REGULAR MAINTENANCE

“Regular Maintenance” is defined as the costs necessary to maintain operations on the site in a safe and inviting condition and are those maintenance functions that are performed on a regular basis according to best practices in the industry. These functions include, but are not limited to, the following:

- Keeping all signage on site up to date and in good condition so that it is easily readable and posted in plain sight locations where staff, customers, vendors, and visitors can easily observe the safety rules and policies of use at the facility.
- Establishing and maintaining a manure storage and removal program, where by no more than 80 cubic yards of manure may be on the premises at any time. Maintaining manure storage bins that are covered and in an area raised or elevated above the natural fall line so as not to collect water from rain or run off.
- Establishing and maintaining feed, stall chips, and hay storage bins that are covered and in an area raised or elevated above the natural fall line so as not to collect water from rain or run off.
- Cleaning waterers at least weekly, or more often, as necessary to prevent algae buildup and repairing waterers when needed.
- Twice daily cleaning of stalls and paddocks including manure removal, treating of urine spots with stall freshener, placement of sufficient ground chips, use of rodent bars, and maintaining level of the ground.
- Shaping or re-sloping outside paddocks and barns for improved footing and drainage at least annually.
- Clean and maintain food and water managers as required.
- Replace burned out bulbs and repair light fixtures promptly as needed.

- Clean restroom at least twice a day or more often as needed.
- Mow and remove weeds from exterior of barns, paddocks, arenas, picnic areas, and perimeter of the premises so that the grounds are free from weeds and fire hazard conditions. Annually, prior to June 15th of each year, Concessionaire shall conduct hazardous fuel reduction up to 100 feet around all structures on site in compliance with State of California requirements specified in Public Resources Code 4291.
- Maintenance of all landscaping and trees, to include trimming and replacement when needed. In compliance with Chapter 34, South Pasadena Municipal Code - the City's tree ordinance.
- Repair perimeter fencing as needed.
- Monitor and control pest problems - pigeons, flies, etc. All pesticide use must be preapproved by the City's IPM coordinator.
- Check all fire hoses regularly and outside water source for fire engines.
- Monitor and repair plumbing as needed.
- Keep all arenas well sprinkled to minimize dust.
- Regular horse health checks (2-3x's/day).
- Use of outdoor turnouts will be minimized during the rainy season (October 6 - April 15). Daily manure removal will be required for any turnout use during the rainy season.
- Maintain storm drains in accordance with Regional Water Quality Control Board guidelines.
- Keep all pathways through barns compacted and sprinkled to minimize dust.
- Use of all electric leaf blowers, weed whacker, trimmer, edger, hedger and mowers with the exception of tractors.

MAJOR MAINTENANCE

"Major Maintenance" is defined as the costs necessary to perform tasks above and beyond those of the "Regular Maintenance" required tasks to ensure safe operations on the site and meet the boarding or programming demand for the facility. These tasks are those major repairs or replacements that are needed to be performed on a periodic basis due to deterioration, obsolescence, safety reasons, or changes in City, County, or State codes. "Major Maintenance" tasks must cost a minimum of \$1,000, be preapproved by the City, and be made to structures or fixed assets on the premises. "Major Maintenance" items may include, but are not limited to, the following:

- Roof repair
- Arena, turnout, and paddock piping replacement
- Manure and Feed Storage Bin replacement

- Storm damage repair
- Grading and water collection structures required by code
- Barn remodel
- Residence remodel/code upgrades
- Parking lot resurfacing and restriping
- Arena lighting replacement
- Security lighting repair or replacement
- Shade structure replacement
- Major tree replacement
- Perimeter fence replacement
- Repair or replacement of concrete slabs
- Major utility upgrades

CAPITAL IMPROVEMENTS TO STRUCTURES OR FIXED ASSETS

Capital improvements to structures or fixed assets is defined as alterations, additions, or replacement of the permanent amenities fixed to the premises.

The following categories of capital improvements may receive reimbursement from the Capital Improvement Fund with City's prior consent:

1. Alteration or expansion of existing arenas or adding additional arenas
2. Adding additional barn or paddock space on the premises.
3. Complete replacement and installation of automatic horse watering equipment and new feeding devices.
4. Upgrading or additional boarder convenience facilities.
5. Construction of new facilities on the premises approved by the City.
6. New or additional fire protection system.
7. New or additional Arena lighting.
8. Security Lighting and Video Surveillance
9. Parking Lot expansion
10. Access and Right-of-Way Improvements

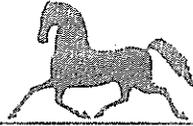
Additional major maintenance categories or capital improvement to structures or fixed assets categories, may be recommended by Concessionaire or the City and established only upon City's written authorization in City's sole discretion.

All new acquired fixed assets that will become property of the City must be placed on an inventory list and a City identification number affixed, if possible. This will be the responsibility of the City.

Major Maintenance and Capital improvements to the historical house, shed, and barn shall be in accordance with the City's Cultural Heritage Ordinance Chapter 2, Administration, Article IV.H. Concessionaire shall provide City with a monthly Capital Improvement Status Report detailing Major Maintenance and/or Capital Improvements worked on during the month and status of completion timeline.

EXHIBIT C BOARDER AGREEMENT

**SAN
PASCUAL
STABLES**



321 San Pascual Avenue
South Pasadena, CA 91030
(323) 256-3939

BOARDING AGREEMENT

THIS AGREEMENT, entered into this _____ day of _____, 20____, made between SAN PASCUAL STABLES, a partnership of the State of California, with its principal offices located at 321 San Pascual Avenue, South Pasadena, California, telephone number _____, and _____, telephone number _____, known hereinafter as "OWNER",

1. **Term of Agreement**
 This agreement is made this _____ day of _____, 20____, between OWNER, a partnership of the State of California, located at 321 San Pascual Avenue, South Pasadena, California, in said business number _____, commencing on _____, 20____, on a month-to-month basis, unless terminated by either party by giving the other party written notice of termination at least 30 days in advance.

2. **Boarding Facilities**
 OWNER agrees to provide the following facilities for the boarding of the horse(s) of the boarder:
 Name of horse(s) _____
 Breed _____
 Color _____
 Age _____

3. **Use of Facilities**
 OWNER agrees to provide the following facilities for the boarding of the horse(s) of the boarder: _____

4. **Agreement**
 OWNER agrees to provide the following facilities for the boarding of the horse(s) of the boarder: _____

5. **Insurance**
 OWNER agrees to provide the following facilities for the boarding of the horse(s) of the boarder: _____

6. **Boarder's Obligations**
 The boarder agrees to provide the following facilities for the boarding of the horse(s) of the boarder: _____

7. **Liability**
 The boarder agrees to provide the following facilities for the boarding of the horse(s) of the boarder: _____

8. **Termination**
 This agreement may be terminated by either party by giving the other party written notice of termination at least 30 days in advance.

9. **Entire Agreement**
 This agreement constitutes the entire agreement between the parties and may be amended only by a written agreement signed by both parties.

10. **Assignment**
 This agreement may not be assigned or transferred to any other person without the written consent of the other party.

11. **Force Majeure**
 This agreement shall be subject to the laws of the State of California.

12. **Notices**
 All notices shall be given in writing to the other party at the address set forth in this agreement.

13. **Severability**
 If any provision of this agreement is held to be unenforceable, the remaining provisions shall remain in effect.

14. **Signatures**
 This agreement is made and entered into by the parties on the day and date first above written.

15. **Witness**
 This agreement is made and entered into by the parties on the day and date first above written.

16. **Signatures**
 This agreement is made and entered into by the parties on the day and date first above written.

17. **Signatures**
 This agreement is made and entered into by the parties on the day and date first above written.

18. **Signatures**
 This agreement is made and entered into by the parties on the day and date first above written.

19. **Signatures**
 This agreement is made and entered into by the parties on the day and date first above written.

20. **Signatures**
 This agreement is made and entered into by the parties on the day and date first above written.

EXHIBIT D

STABLE OPERATIONS FACILITY MAINTENANCE GUIDELINES

Concessionaire will place a high priority on keeping its structures and public facilities well maintained and available to serve its customers and visitors.

Concessionaire will also view the stable infrastructure as a significant part of the public trust that must be properly maintained and operated to ensure a long and useful service.

Subject to the provisions in Exhibit B, Concessionaire shall maintain the premises according to the following standard guidelines:

BARN BUILDING/STRUCTURES GENERAL GUIDELINES

1. Siding is not cracked, broken, loose, rotted or missing sections.
2. Siding or other wood is not in direct contact with soil and no vines or plant material will be allowed to grow near thus discouraging rot, loosening damage, and infestation by insects.
3. Stucco and masonry walls are free of chips, cracks, and efflorescence.
4. Paint does not exhibit signs of peeling, flaking, or blistering.

ROOF GUIDELINES

1. Surface is free from debris and overhanging tree branches and will remain structurally sound with no sagging beams or decks.
2. Decking is free of water intrusion, especially around roof vents and skylights.
3. Eaves are kept straight and rafter tails free of rot.
4. Roof is free from displacement, warping and moss.
5. Deteriorating or curling composition shingles will be replaced as well as loose, damaged, or missing wood shingles.
6. Flat surfaces are free of ponding, blistering or splitting.
7. Flashings are kept fastened, caulked and free of corrosion.
8. Gutters and downspouts are kept fastened and free of debris and corrosion.

FOUNDATION GUIDELINES

1. Structurally sound with no excessive cracking or bowing.
2. Walls are free of termite shelter tubes.
3. Sill plates are anchored to foundation for earthquake safety and are free of rot or insect infestation.
4. Area is clear of debris that would attract wood-destroying insects and pathogens.
5. Foundation is free of differential settlement or displacement.
6. Concrete pads are level, well drained and free of excessive cracks.

7. Crawl space entrances are operable and screened.
8. Foundation is adequately vented for proper air circulation.

FRAMING GUIDELINES

1. Wood is plumb and free of termites, insect damage and rot.
2. Steel beams and columns are free of rust and corrosion
3. Joists and girders are free of rot, deterioration and sagging.

DESIGN COLOR CONTROL GUIDELINES

1. Color control of all structures should be consistent with the original design concept.
2. The colors applied in the construction of new facilities, and in their maintenance thereafter, are approved by the City.
3. Buildings and structures should use only City-approved standard colors.

BUILDING INTERIORS GENERAL GUIDELINES

1. Free of damage attributable to accumulated moisture.
2. Clean and free of evidence of vandalism, unnecessary markings, excessive dirt, etc.

WALLS AND WALL COVERINGS GUIDELINES

1. Clean, dry and free from moisture damage.
2. Free from graffiti or markings and paint is free of cracking or peeling.

DOOR AND WINDOW GUIDELINES

1. Hung correctly and operable.
2. Equipped with necessary locking devices for security.
3. Caulked and free film cracks, chips, or missing sections.

FLOOR GUIDELINES

1. Structurally sound with no signs of displacement or sagging
2. Free from surface deterioration, excessive wear or safety hazards.

FURNISHING GUIDELINES

1. Safe, serviceable, and usable.
2. Clean and compatible and appropriate to their surroundings.

ELECTRICAL SYSTEM GUIDELINES

SYSTEM	GUIDELINES
--------	------------

Wiring	<ol style="list-style-type: none"> 1. Electrical code compliant, insulation not frayed or damaged, and no open splices. 2. Panel box has ample service, correctly sized fuses, or circuit breakers, and is properly grounded. 3. Panels are accessible, obstruction free, and properly labeled.
Fixtures, Lamps, and Appliances	<ol style="list-style-type: none"> 1. Contain the proper size elements (wattage) and operate properly. 2. Fixtures are appropriate for use and secure.
Outlets	<ol style="list-style-type: none"> 1. Not overloaded for rated carrying capacity. 2. Have cover plates. 3. Outlets in bathroom areas or areas directly adjacent to sinks should have ground-fault circuit protection.
Motors and Electrical Equipment	<ol style="list-style-type: none"> 1. Clean and operating within designed temperature and pressure settings.

PLUMBING SYSTEM GUIDELINES

Licensee shall promptly notify director of Community Services of emergencies and work requests.

1. Piping free from corrosion and leaks.
2. Fixtures functioning correctly and free from leaks.
3. Porcelain/ enamel fixture surfaces smoothed and free from chipping.
4. Drain, waste, and vents have tight fittings and free from odors.
5. Clean outs accessible with locations mapped.
6. Water heaters strapped, wrapped, and free of leaks, including pressure relief valves.

HVAC SYSTEM GUIDELINES

Maintained by Licensee.

1. Components inspected annually.
2. Filters changed at least annually.
3. No signs of leakage through ducts, vents, or roof penetrations.
4. Thermostats set for maximum energy efficiency and fully operational.

EXHIBIT E
SAN PASCUL STABLES
MANURE MANAGEMENT PLAN

To comply with State and Federal water quality standards that protect streams and ground water, insure a clean stable operation, control odor, prevent insect and rodent infestation, store and dispose of horse manure in an enclosed covered storage facility so that not more than 80 cubic yards of manure remains on the property at any time, SPS LLC adheres to the following manure Management Plan.

A. Procedure for Cleaning Stalls and Pipe Corrals and Removing Manure

Describe procedures for cleaning stalls and corrals and how manure is handled:

Stalls and pipe corrals are cleaned twice daily. First cleaning in the morning: wet spots and manure are removed and replaced with a mix of white and brown shavings. The second cleaning in the afternoon removes all manure again. Manure is handled by a trained team of staff who take appropriate sanitary precautions by wearing face masks and gloves. It is transported via wheelbarrow to our manure storage unit.

B. Procedure for Manure Storage and Disposal

Provide diagram or photo of manure storage facility with dimensions and capacity. Provide disposal schedule. Describe procedures for insect and rodent control.

Next to the manure pile, we have the two mobile enclosed storage units that we transport the manure into before removing it from the property altogether. Our entire manure pile is removed twice weekly (typically Monday and Thursday, removal company: Earthworks) to ensure cleanliness and prevent rodent or insect issues. Dimensions of the manure pile are as follows: height: 5ft; length 12ft; width 20ft

We remove 80 cubic yards of manure twice weekly to remain in accordance with state and federal water quality standards.

In regards to rodents, we use two main types of rodent control systems to prevent infestation: ultrasonic repellants (a fairly new technology that uses sound waves to repel rodents, making it completely non-toxic and silent to humans and livestock ;) and non-toxic rodent traps, which are maintained daily.

In regards to insects, the entire property is sprayed daily with the insect repellent Permethrin (brand: FarmGard) which is also completely nontoxic to humans and livestock.

C. Procedure for Preventing Waste Run Off into Arroyo Seco

Provide a site diagram that shows all facilities and amenities with arrows indicating natural water flow and prevailing wind direction on site. Describe procedures for controlling water runoff and how you will prevent drainage into the Arroyo Seco and how you prevent ground water intrusion.

As stated in Answer B, our entire manure pile is removed twice weekly (typically Monday and Thursday) by Earthworks to ensure cleanliness and prevent rodent or insect issues. In addition, this frequent removal of the pile prevents runoff and ground water intrusion. After being transported to the manure location, it is moved into two removable storage units. We strive to keep a manure pile on the ground for as little time as possible. In addition, the manure pile is blocked on three sides from the adjunct Arroyo Seco land by concrete walls, which work to prevent any draining/leaking/runoff. Finally, the slight incline of the land from the manure pile creates a natural water flow into barn property, toward our wash stalls, which have appropriate drainage. A map of the facility indicating where the manure pile lies, where the storage units are, and where the incline directs water flow, is attached. The new concrete bins will have a slight incline to contain the waste into the bins.

D. Procedure for Odor Control

Describe procedure for controlling odors and preventing impacts on surrounding neighborhoods.

The manure is removed from SPS twice a week. Surrounding area is cleaned daily. Using this system, we have no odor issues. This procedure will be maintain.

E. Inspection Procedures

Describe inspection schedule and who is responsible for ensuring compliance to the Manure Management Plan

Our Barn Manager Jette Davis onsite daily and our foreman, who lives onsite, both inspect manure cleaning and disposal daily. They are responsible for its maintenance and promptly addressing any issues that arise regarding manure management. In addition, General manager David Sterckx will supervise on a regular basis the manure plan.

EXHIBIT F

SB 5164

- (1) A county or city or city and county or special City shall not hire a person for employment, or hire a volunteer to perform services, at a county or city or city and county or special City operated park, playground, recreational center, or beach used for recreational purposes, in a position having supervisory or disciplinary authority over any minor, if that person has been convicted of any offense specified in paragraph (2).
- (2) Violations or attempted violations of Section 220, 261.5, 262, 273a, 273d, or 273.5 of the Penal Code, or any sex offense listed in Section 290 of the Penal Code, except for the offense specified in subdivision (d) of Section 243.4 of the Penal Code.
- (3) Any felony or misdemeanor conviction specified in subparagraph (C) within 10 years of the date of the employer's request.
- (4) Any felony conviction that is over 10 years old, if the subject of the request was incarcerated within 10 years of the employer's request, for a violation or attempted violation of any of the offenses specified in Chapter 3 (commencing with Section 207) of Title 8 of Part 1 of the Penal Code, Section 211 or 215 of the Penal Code, wherein it is charged and proved that the defendant personally used a deadly or dangerous weapon, as provided in subdivision (b) of Section 12022 of the Penal Code, in the commission of that offense, Section 217.1 of the Penal Code, Section 236 of the Penal Code, any of the offenses specified in Chapter 9 (commencing with Section 240) of Title 8 of Part 1 of the Penal Code, or any of the offenses specified in subdivision (c) of Section 667.5 of the Penal Code, provided that no record of a misdemeanor conviction shall be transmitted to the requester unless the subject of the request has a total of three or more misdemeanor convictions, or a combined total of three or more misdemeanor and felony convictions, for violations listed in this section within the 10-year period immediately preceding the employer's request or has been incarcerated for any of those convictions within the preceding 10 years.
- (5) To give effect to this section, a county or city or special city shall require each such prospective employee or volunteer to complete an application that inquires as to whether or not that individual has been convicted of any offense specified in subdivision (a). The county or city or city and county or special City shall screen, pursuant to Section 11105.3 of the Penal Code, any such prospective employee or volunteer, having supervisory or disciplinary authority over any minor, for that person's criminal background.
- (6) Any local agency requests for Department of Justice records pursuant to this subdivision shall include the prospective employee's or volunteer's fingerprints, which may be taken by the local agency, and any other data specified by the Department of Justice. The request shall be made on a form approved by the Department of Justice. No fee shall be charged to the local agency for requesting the records of a prospective volunteer pursuant to this subdivision.

EXHIBIT G

CERTIFICATION OF NO CONFLICT OF INTEREST

The City shall not contract with, and shall reject any proposals submitted by, the persons or entities specified below, unless the City Council finds that special circumstances exist which justify the approval of such contract:

1. Employees of the City or of public agencies for which the City Council is the governing body;
2. Profit-making firms or businesses in which employees described in number one serve as officers, principles , partners , or major shareholders ;
3. Persons who, within the immediately preceding 12 months, came within the provisions of number 1, and who:
 - a. Were employed in positions of substantial responsibility in the area of service to be performed by the contract; or
 - b. Participated in any way in developing the contract or its service specifications; and
4. Profit-making firms or businesses in which the former employees, described in number 3, serve as officers, principles, partners, or major shareholders.

Contracts submitted to the City Council for approval or ratification shall be accompanied by an assurance by the department submitting, district or agency that the provisions of this section have not been violated.

San Pascual Stables LLC

David Sterckx, Managing General Partner

Official's Signature

Date

**EXHIBIT H
PROPOSER'S EQUAL EMPLOYMENT OPPORTUNITY
CERTIFICATION**

San Pascual Stables LLC

Business Address

Internal Revenue Service Employer Identification Number _____

GENERAL

In accordance with Subchapter VI of the Civil Rights Act of 1964, 42 USC Sections 2000e through 2000e-17, Section 504 of the Rehabilitation Act of 1975, the Food Stamp Act of 1977, the Welfare and Institutions Code Section 1000, Americans with Disability Act of 1990, California Department of Social Services Manual of Policies and Procedures Division 21, the Contractor, supplier, or vendor certifies and agrees that all persons employed by such firm, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, creed, color, national origin, political affiliation, marital status, age, disability, or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California.

PROPOSER'S CERTIFICATION

1. The Proposer has a written policy statement prohibiting discrimination in all phases of employment. Check One Yes No

2. The Proposer periodically conducts a self-analysis or utilization analysis of its work force. Check One Yes No

3. The Proposer has a system for determining if its employment practices are discriminatory against protected groups. Check One Yes No

4. Where problem areas are identified in employment practices, the Proposer has a system for taking reasonable corrective action, which includes the establishment of goals and timetables. Check One Yes No

Signature _____ Date _____

EXHIBIT I

EMERGENCY CONTACT INFORMATION

SITE MANAGER NAME: David Sterckx PHONE (310) 666-1060
EMAIL: davidsterckx@hotmail .com

BARN MANAGER NAME: Jette Davis PHONE (626) 840-1502
EMAIL: jettebanke@yahoo. com

SECURITY NAME: Marcelino Chareo PHONE (626) 703-0119
EMAIL: mchareo@gmail.com

ACCOUNTANT NAME: Kathleen Urquidez, CPA PHONE (562) 216-1561
EMAIL: kurquidez@us-cpas. com

INSURANCE NAME: American Equine Insurance PHONE (714) 447-9191
Through Agent: Cheval Insurance Services
EMAIL: info@chevalinsurance. com

EXHIBIT J

MONTHLY GROSS REVENUE REPORT

Report Date: _____

Reporting Period: _____

Gross Income from Boarding Operations

Total Monthly stall/paddock rent income: \$ _____

Number of stalls/paddocks rented at full charge: _____

Number of stalls/paddocks used for owners/trainer's horses: _____

Number of vacant stalls/paddocks: _____

Number of stalls/paddocks rented below full charge: _____

Gross rental Income from Historic Residence and Shed

Total monthly rent from home: \$ _____

Total monthly rent from storage shed: \$ _____

Gross income from events

Total gross income from show events \$ _____

Total gross income from Birthday parties \$ _____

Total gross income from Weddings/Special events: \$ _____

Total gross income from filming onsite: \$ _____

Total gross income from sales onsite (food, feed, and merchandize) \$ _____

Gross Income from Services

Total gross income from additional horse care services: \$ _____

Total gross income from riding academy classes: \$ _____

Total gross income from riding camps: \$ _____

Total gross income from training/instruction fees: \$ _____

Total gross income from temporary boarding or trailer storage: \$ _____

Total gross income from providing trail rides/guides: \$ _____

Total gross income from other services \$ _____

TOTAL GROSS INCOME FOR REPORTING PERIOD \$ _____

TOTAL LEASE PAYMENT (6%) FOR REPORTING PERIOD: \$ _____

TOTAL CAPITAL IMPROVEMENT FUND (2%) PAYMENT \$ _____

This form, along with payment, must be submitted to:

City of South Pasadena

Attn: Finance Department

1414 Mission Street, South Pasadena, CA 91030

With a copy to the Director of Community Services no later than the 20th day of the month after the reporting month.

EXHIBIT K

San Pascual Stables Concession Evaluation

Date: _____

For Period From _____ To _____

The purpose of this evaluation is to track progress and performance in meeting the terms and conditions required in the San Pascual Stables Concession Lease Agreement. Bi-Annual evaluations will be forwarded to City Council during each term of the agreement to provide City Council with information and data necessary to determine if concessionaire is in compliance with the terms and conditions of the agreement. If the evaluation discovers the concessionaire is not in compliance, a notice to correct will be issued by the City, which could lead to default and termination if not corrected within the time frame contained in the lease agreement.

Concession Lease Fee

Concessionaire has provided completed gross revenue forms monthly and has made percentage lease payments on time during evaluation period.

____ Every month ____ Late one month ____ Late more than one month

Comments or remedies needed: _____

Capital Improvement Fund Fee

Concessionaire has provided completed gross revenue forms monthly and has made percentage payments for the Capital Improvement Fund on time during evaluation period.

____ Every month ____ Late one month ____ Late more than one month

Comments or remedies needed: _____

Gross Receipts

Gross revenue forms were accurate and complete.

Every month Occasionally inaccurate Always inaccurate

Comments or remedies needed: _____

Capital Improvements

Concessionaire has followed procedures in the lease agreement for approval and implementation of capital improvements to the property.

Exactly With few exceptions Has not completed capital improvements

Comments or remedies needed: _____

Records and Inspection

Concessionaire has kept true and accurate books and records showing all of its income and expenses and business transactions in connection with the Concession in separate records of account and has provided access to City for inspection.

Yes There were discrepancies Did not provide access

Comments or remedies needed: _____

Boarder Agreement

Concessionaire followed procedures outlined in the lease terms and conditions for boarders and no boarder complaints went unresolved.

Yes City received some unresolved complaints and had to follow up

Comments or remedies needed: _____

Special Events and Emergencies

The Concessionaire cooperated with City during special events or other unanticipated eventualities and followed procedures outlined in the terms and conditions of the lease agreement.

Every time Most of the time Never

Comments or remedies needed: _____

Use of Premises

Concessionaire used the Premises to operate, manage and maintain the service operations for the public described in the terms and conditions of the lease agreement and for no other unauthorized purposes.

Yes With few exceptions There were many unauthorized uses

Comments or remedies needed: _____

Facility Maintenance

Concessionaire performed all regular maintenance, upkeep and operational obligations for the property to City standards as outlined in the Stables Operations Facility Maintenance Guidelines of the lease agreement at no cost to the City.

Yes Did not meet City standards City received complaints

Comments or remedies needed: _____

Manure Management Plan

Concessionaire followed the procedures for the Manure Management Plan and allowed no more than 80 cubic yards of manure on the property at any time, kept manure bin clean and covered, and met the regulations for drainage on the property.

Yes Most of the time Did not follow Manure Management Plan

Comments or remedies needed: _____

Staffing and Personnel

Concessionaire provided quality personnel for the operation of the stables per the terms and conditions outlined in the lease agreement.

___ Had full staffing ___ Some staffing issues ___ Unable to meet requirements,

Comments or remedies needed: _____

Maintenance Equipment

Concessionaire provided the maintenance equipment necessary to properly maintain the facility in a clean, safe, operating condition.

___ Yes ___ Some of the equipment ___ Poor maintenance on all equipment

Comments or remedies needed: _____

Protection of Park Property and Public Safety

Concessionaire met terms and conditions outlined in the lease agreement with regards to protection of park property, public safety, site security, and public access.

___ Yes ___ Some discrepancies ___ Failed to provide security, access or safety

Comments or remedies needed: _____

Business Licenses and Permits

Concessionaire maintained all required licenses, permits or certificates required by Federal, State, County, and City authorities.

___ Complied completely ___ Missing some required permits ___ Has no permits

Comments or remedies needed: _____

Programs and Activities

Concessionaire met City goals of providing a diverse selection of equestrian opportunities to the community and was cooperative and communicated with the City.

____ Completely ____ Somewhat ____ Not at all

Comments or remedies needed: _____

Completed by: _____

Title: _____

Delivered to Concessionaire on: (Insert Date) _____

EXHIBIT L

REQUIRED REPAIRS TO HISTORIC RESIDENCE

Exterior

- Exterior Walls-paint is peeling, blistering, and cracking-it is unknown whether the dilapidated paint condition also poses a lead paint hazard, which would also be required to be abated
- Wood Windows- paint blistering, cracking, flaking, and peeling on window components decaying and rotting at exterior sill and frames, some windows covered with plywood
- Door at basement is missing
- Loose and damaged window screens
- Plywood enclosure under existing porch
- Boarded windows (note that replacement windows must be consistent with the style, size and cladding of the original windows)
- Wires running through window
- Stacked stone wall (over 8 feet in height) constructed to create dog run

Interior

- Exposed sliding above stairway
- No handrail on stairs
- Water damage soft flooring around toilet-subfloor will need to be inspected for dry rot and possibly replaced, and then recovered with appropriate flooring; toilet will need to be inspected for possible leak and likely replaced
- Water heater installation improper; water heater may need to be removed to a permitted location
- Unpermitted electrical wiring, which must be abated
- No smoke detectors
- No carbon monoxide detectors
- Water damage in bathroom

This page intentionally left blank.



City Council Agenda Report

ITEM NO. 13

DATE: October 17, 2018

FROM: Stephanie DeWolfe, City Manager *SD*

PREPARED BY: Kahono Oei, Interim Public Works Director *K O*
Steven L. Wright, Project Manager *SMW*

SUBJECT: **Authorize the First Contract Amendment with Clean Fuel Connection, Inc. for Additional Electrical Work for the Compressed Natural Gas (CNG) Station Upgrade Project in an Amount of \$67,535 for a Total Not-to-Exceed Contract Amount of \$367,535 and Extend the Contract Time by 100 Calendar Days for a Total Contract Time of 250 Calendar Days**

Recommendation Action

It is recommended that the City Council:

1. Authorize the City Manager to execute the first contract amendment with Clean Fuel Connection, Inc., in an additional amount of \$67,535 for a total not-to-exceed contract amount of \$367,535 and extend the contract time by 100 calendar days for a total contract time of 250 calendar days, to provide extra electrical work and purchase a new electric vehicle charger for the Compressed Natural Gas (CNG) Station Upgrade Project; and
2. Appropriate a sum of \$57,000 from Proposition A to Account No. 207-9000-9307-9307.

Commission Review and Recommendation

This matter was not reviewed by a Commission.

Discussion/Analysis

In July 2017, the City Council awarded a contract in the amount of \$300,000 to Clean Fuel Connection, Inc. for the CNG Station Upgrade project. The scope of work consists of the design and construction of the CNG station, an expansion including removal and re-installation of two existing non-functional slow-fill CNG dispensers, new compressor unit, equipment protection safety bollards, and entrance gate modifications. The project also includes installation of the electrical power point-of-connection for the electronic valve panel and dispenser.

Subsequently during the initial design phase, it was determined that the existing power pedestal does not have adequate capacity to power the new CNG fueling equipment and adjacent electrical vehicle (EV) charging operations simultaneously. In order to accommodate the new CNG fueling equipment and allow for fueling of CNG vehicles and charging of EV's at the same time, it will be necessary to upgrade the existing power pedestal. To further improve efficiency,

it was determined that along with the new power pedestal an upgrade to the EV charging unit would be appropriate at this time. This additional work would provide for optimum operation of both the CNG fueling station and the EV charging station.

Alternatives Considered

Without the additional proposed electrical work, the upgrades to the CNG fueling station could negatively impact EV charging operations and vice versa as these two operations cannot be done simultaneously, which would result in significant inefficiencies. Therefore, there is no suitable alternative to the proposed electrical work under this contract amendment.

Next Steps

1. If approved, appropriate \$57,000 from Proposition A to Account No. 207-9000-9307-9307; and
2. Implement the upgrades to the power pedestal and EV charging unit in conjunction with the CNG Station Upgrade project.

Background

In 2009, the City constructed a slow-fill CNG station which allowed for the overnight refueling of the City's fleet of CNG vehicles. In 2014, the City constructed a fast-fill station to improve operational efficiency and capacity of the existing slow-fill station. The City was awarded a grant in July 2016 from the South Coast Air Quality Management District (SCAQMD) in the amount of \$150,535 to upgrade the existing CNG fueling station, which resulted in the current contract with Clean Fuel Connection, Inc. for the CNG Station Upgrade project. Work on this design-build project began in September 2018 and is expected to be completed in June 2019. The extended completion date is due to the long lead time for both the CNG and EV units along with the Southern California Edison permit and planning process. As a result, the original contract time of 150 calendar days will need to be extended by an additional 100 calendar days.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

The CNG Station Upgrade project was initially funded through a \$150,535 grant from the SCAQMD, Mobile Source Air Pollution Review Committee (MSRC) and the City's local match totaling \$180,535 from Proposition C and the Sewer Reserve Fund. As a result of value engineering, the project scope of work was adjusted and the grant from SCAQMD was reduced to \$130,000. If the proposed appropriation of \$57,000 from Proposition A funds to the project is approved, the additional work under this contract amendment will be fully funded as follows:

SCAQMD MSRC:	\$130,000
Sewer Reserve Fund:	\$100,535
Proposition C:	\$ 80,000
<u>Proposition A:</u>	<u>\$ 57,000</u>
Total:	\$367,535

Environmental Analysis

This project, including the additional scope of work, is exempt from any California Environmental Quality Act (CEQA) analysis based on State CEQA Guidelines Section requirements under 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*.

Attachment:

1. Contract Amendment One with Clean Fuel Connections, Inc.
2. Original Contract with Clean Fuel Connections, Inc.

This page intentionally left blank.

ATTACHMENT 1
Contract Amendment One with
Clean Fuel Connections, Inc.

FIRST AMENDMENT TO
AGREEMENT FOR CONSTRUCTION

THIS AMENDMENT ("Amendment") is made as of this ___ day of _____, 2018, by and between the CITY OF SOUTH PASADENA ("CITY" or OWNER) and CLEAN FUEL CONNECTION, INC., ("CONTRACTOR").

RECITALS

WHEREAS, on July 19, 2017, the CITY and CONTRACTOR entered into an Agreement for CONSTRUCTION ("Agreement") for CONTRACTOR to provide and furnish all the labor, materials, necessary tools, expendable equipment, and all utility and transportation services required for the following work of improvement: Compressed Natural Gas (CNG) Station Upgrade Project No. 2017-04, all in accordance with the Contract Documents; and

WHEREAS, the original Agreement was in the amount of \$300,000; and

WHEREAS, the CITY desires to amend the Agreement to increase the scope of work for the CONTRACTOR to provide additional electrical work and purchase a new electric vehicle charger; and

NOW THEREFORE, THE CITY AND THE CONTRACTOR AGREE AS FOLLOWS:

1. PAYMENT FOR SERVICES. That Section 3 of the Agreement is hereby amended to read as follows:

CITY shall pay for additional construction work performed by the CONTRACTOR pursuant to the terms of this Amendment Agreement. The total amount for the Agreement shall not exceed the authorized amount of \$367,535 (which includes the compensation for the original scope of work in the amount of \$300,000 and the compensation for the additional scope of work in the amount of \$67,535), unless the CITY has given specific advance approval in writing.

2. SCOPE OF SERVICES. That the scope of work of the Agreement is hereby amended to include Exhibit "A" as attached to this Amendment and incorporated herein by this reference.

3. TERM. The term of this Amendment Agreement shall extend the 150 calendar days per Section 4 of the Agreement by an additional 100 calendar days.

4. Execution of the work pursuant to this Amendment will extend the time for performance of the Project by an additional 100 calendar days for a total contract time of 250 calendar days. The compensation of the additional construction work identified in Paragraph 1 of the Amendment includes all direct and indirect costs of performing the additional work identified in Paragraph 2 of the Amendment.

5. 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.

“City”
City of South Pasadena

“Contractor”
Clean Fuel Connection, 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: _____

Amendment Exhibit "A"
Scope of Services

Contractor shall upgrade the existing Southern California Edison electrical service at the City Yard from 200 amps to 400 amps, which includes replacing the existing 277/480 200 amp Milbank pedestal panel to a 400 amp 277/480 Milbank pedestal (or approved equal).

Additionally, the Contractor shall furnish and install a new 50kW (100 AM CHAdeMO connector) DC Fast Charger (BTC or approved equal) to charge the City's electric shuttle bus and remove the existing Level 2 charger.

ATTACHMENT 2
Original Contract with
Clean Fuel Connections, Inc.

CONSTRUCTION CONTRACT / AGREEMENT

THIS AGREEMENT, made and entered into this 19th day of July, 2017, by and between CITY OF SOUTH PASADENA, a municipal corporation of the State of California, hereinafter referred to as "CITY" and CLEAN FUEL CONNECTION 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. 2017-04**), 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: Compressed Natural Gas (CNG) Station Upgrade Project all in accordance with the Contract Documents and Contractor's Proposal dated April 11, 2017.

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 Three Hundred Thousand (\$300,000).

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 One Hundred Fifty (150) 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,

Approved for Use 11.15.16
164418.3

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 s 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.

Clean Fuel Connection, Inc.
CONTRACTOR

BY Enid Joffe

President
(Title)

BY Enid Joffe / Enid Joffe

CITY OF SOUTH PASADENA

Blaine Aguilar
Blaine Aguilar, INTERIM CITY MANAGER

ATTEST:

Evelyn G. Zehmer for
Evelyn G. Zehmer, CITY CLERK

APPROVED AS TO FORM:

Teresa Highsmith
Teresa Highsmith, CITY ATTORNEY



City Council Agenda Report

ITEM NO. 14

DATE: October 17, 2018

FROM: Stephanie DeWolfe, City Manager *CM for SA*

PREPARED BY: Paul Riddle, Fire Chief *PR*

SUBJECT: **Adoption of a Resolution Approving Membership within the Los Angeles Area Regional Training Group and Approval of the Joint Powers Agreement for the Los Angeles Area Regional Training Group**

Recommendation Action

It is recommended that the City Council;

1. Adopt resolution approving membership within the Los Angeles Area Regional Training Group (RTG) Joint Powers Authority; and
2. Approve the Los Angeles Area Regional Training Group (RTG) Joint Powers Agreement (JPA); and
3. Authorize the City Manager to execute the JPA agreement and to take such reasonable actions as may be required to implement the intent of the JPA.

Commission Review and Recommendation

This matter was not reviewed by a Commission.

Discussion/Analysis

There are 30 fire departments within Los Angeles County and each fire chief has membership within the Los Angeles Area Fire Chiefs Association (LAAFCA). LAAFCA recognized the need for regional training more than a decade ago and established the RTG, which is largely supported through Homeland Security grant funds. By establishing the RTG JPA, the Los Angeles Region is on the cusp of developing the next major cooperative nationally recognized Fire Service program which will continue regional training far beyond the availability of federal grant dollars.

Through RTG's regionalized training, emergencies are handled more seamlessly thus increasing the fluidity of the operation. When a disaster strikes the Los Angeles region, no one department will be able to handle all calls for assistance in a widespread emergency response. Through this cooperation, the 30 fire agencies in the Los Angeles region have built relationships by promoting trust with the goal of achieving interoperability between all partner agencies. Beyond the operational benefits, firefighter service delivery will improve in all communities within Los Angeles County, as well as improvements in preparation and response to terrorism or other large-scale disasters have improved. The JPA under consideration will ensure regional training

continues even as Federal Homeland Security funds diminish. In fact, the past three years have seen an annual \$20 million dollar reduction in Homeland Security funding that would otherwise be available for projects such as RTG and there is no certainty that these dollars will return to levels that were once the norm.

By joining the JPA, agencies are guaranteeing participation in fire service regional training even if Federal dollars expire. Additionally, by becoming an early adopter to the RTG JPA, the Fire Chief will become a board member and will determine critical aspects that will impact future training such as:

- Creating Bylaws and/or other guidelines
- Developing Overall Policy & Strategies for regional training
- Developing a comprehensive plan for equitable funding
- Developing a budget
- Creating committees and sub-committees, as needed
- Other related responsibilities as set forth by the JPA Board that will benefit all local fire departments that choose to form the Regional Training Group Authority

There are no fees associated with joining the RTG JPA at this time, however it is anticipated that establishing a budget and seeking funding from member agencies will be a top priority. The goal will be to provide equity, fairness and transparency for all member agencies and ultimately to follow LAAFCA's vision and training 9,000 professional firefighters as one.

If funding becomes required from member agencies, the Fire Chief will have the opportunity to evaluate the costs to ensure it fits within the Department training budget. If the cost for membership ever exceeds the City's budgeted amount for training, the City can withdraw membership any time 180 days after the adoption of the Bylaws. There are no penalties for member agencies that withdraw from the RTG JPA.

Next Steps

1. Once all 30 participating fire agencies submit approved Resolutions, LAAFCA will submit required documentation to the Secretary of State for formal recognition and adoption.

Background

Fire agencies within the Los Angeles County Operational Area (LACOA) have worked together for years to prepare for natural, technological and human-caused disasters. California led the way in the 1940's with the development of the statewide mutual aid system (FIRESCOPE). Then Southern California fire agencies, through FIRESCOPE, developed the Incident Command System (ICS) to strengthen the command and coordination of fire resources responding to and managing large scale emergencies. Both of these regional fire service systems are now in use nationwide.

Several years ago, in keeping with the progressive approach within FIRESCOPE, LAAFCA established a vision to create and operate a nationally recognized regional training and education program. Through this initiative to develop regional training for the ever-changing fire service environment, the RTG has proven to be quite successful at creating, conducting and evaluating regional training through multi-agency integration. The outcomes have been remarkable and are indeed a force multiplier in comparison to what a local, independent fire department can accomplish within its own training apparatus.

Currently 9,000 professional firefighters within LAAFCA's sphere of influence serve a population of well over 10 million people and the RTG efforts have ramped up resource leverage, have increased the capacity of first responders and specialty teams to handle the most critical work required in the event of terrorism or other disaster and have become a State, if not Nationally recognized initiative – simply put the LAAFCA RTG vision of regional training has become a reality and is a very important component of all 30 fire departments within the region.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

There are no fee's associated with membership into the RTG JPA. However, if funding becomes required from member agencies, the Fire Chief will have the opportunity to evaluate the costs. If the cost for membership ever exceeds the Department budgeted amount for training, the City can withdraw membership any time 180 days after the adoption of the Bylaws. There are no penalties for member agencies that withdraw from the RTG JPA.

Public Notification of Agenda Item

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

Attachments:

1. Resolution
2. Joint Powers Agreement for Los Angeles Area Regional Training Group

This page intentionally left blank.

ATTACHMENT 1
Resolution

RESOLUTION NO. XXXX

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
APPROVING THE LOS ANGELES AREA REGIONAL TRAINING
GROUP (RTG) JOINT POWERS AGREEMENT; AUTHORIZING
THE CITY'S MEMBERSHIP IN THE LOS ANGELES AREA
REGIONAL TRAINING GROUP AUTHORITY; AND
AUTHORIZING THE CITY MANAGER TO EXECUTE THE JPA
AGREEMENT**

WHEREAS, The City recognizes the need to organize and establish a consolidated area training group to address fire protection and safety issued for the benefit of the lands and inhabitants; and

WHEREAS, The City supports the efforts to establish, operate, and maintain a joint powers authority for the purpose of integrating, sharing, and combining resources, facilities, regional assets, and information related to training firefighters and researching fire prevention, protection, and safety techniques, issues, and information for the benefit of their respective lands and inhabitants; and

WHEREAS, The Joint Powers Agreement (JPA) creates a Joint Powers Authority to conduct coordinated fire protection and safety trainings, and to address emerging fire protection and safety issues throughout the Los Angeles Area and other areas that appear to have a connection or nexus to the Los Angeles Area; and

WHEREAS, The City desires to become a member of the Los Angeles Area Regional Training Group (RTG) authority.

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

SECTION 1. Pursuant to Government Code Section 6500, et seq., the City Council approves the JPA and authorizes the City's membership in the regional Training Group (RTG) Authority.

SECTION 2. The City Manager is authorized and directed to execute the Los Angeles Area RTG Joint Powers Agreement to effectuate the intent of this Resolution. The City Manager, or designee, is authorized to take such reasonable actions as may be required to implement the intent of this Resolution.

SECTION 3. This Resolution will become effective immediately upon adoption and will remain effective unless superseded or repealed, in which case the City will

withdrawal from the Los Angeles Regional Training Group Joint Powers Authority (JPA) in accordance with terms of the Joint Powers Agreement (JPA).

SECTION 4. The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

PASSED, APPROVED AND ADOPTED ON this 17th day of October, 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 17th day of October, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Evelyn G. Zneimer, City Clerk
(seal)

This page intentionally left blank.

ATTACHMENT 2
Joint Powers Agreement for Los Angeles Area
Regional Training Group

**JOINT POWERS AGREEMENT FOR
LOS ANGELES AREA REGIONAL TRAINING GROUP**

This Joint Powers Agreement ("Agreement") is executed by and among those public agencies, duly organized and existing, which are parties signatory to the Agreement, including parties that may later become signatories to this Agreement, for the purpose of operating a joint powers authority as provided in this Agreement. This Agreement is created pursuant to Article 1 (commencing with Section 6500) of Chapter 5, Division 7, Title I of the California Government Code relating to the joint exercise of powers between the public agencies.

Each public agency executing this Agreement shall be referred to individually as "Member," with all referred to collectively as "Members."

RECITALS

WHEREAS, the Members have and possess the power and authority to organize and establish a consolidated area training group to address fire protection and safety issues for the benefit of the lands and inhabitants within their respective boundaries; and

WHEREAS, the Members propose to join together to establish, operate, and maintain a joint powers authority for the purpose of integrating, sharing, and combining resources, facilities, regional assets, and information related to training firefighters and researching fire prevention, protection, and safety techniques, issues, and information for the benefit of their respective lands and inhabitants; and

WHEREAS, it is in the public interest to provide a means by which other public agencies may request training and other services for the benefit of their lands and inhabitants; and

WHEREAS, it is to the mutual benefit of the Members to create a joint powers authority, and the Members have the authority under the Joint Exercise of Powers Act, in California Government Code Section 6500, et seq., to enter into this Agreement.

NOW, THEREFORE, for and in consideration of the mutual promises and covenants contained in this Agreement, the Members agree as follows:

**ARTICLE 1
DEFINITIONS**

Unless the context requires otherwise, the terms used in this Agreement shall have the following meanings:

- 1.01 "Act" shall mean the Joint Exercise of Powers Act, in California Government Code Section 6500, et seq.

1.02 "Agreement" shall mean this Joint Powers Agreement, as originally entered into and as amended from time to time in accordance with the provisions of this Agreement.

1.03 "Authority" shall mean the Los Angeles Area Regional Training Group created by this Agreement.

1.04 "Associate Member" means a public agency which is a party to an Associate Membership Agreement entered into between the Authority and such public agency pursuant to Article 4 of this Agreement.

1.05 "Board of Directors" or "Board" shall mean the governing body of the Authority.

1.06 "Bylaws" shall mean guidelines adopted by the Board of Directors setting forth policies and procedures for the operation of the Authority and for the exercise of the Board's powers granted in this Agreement, as amended from time to time by the Board.

1.07 "Director(s)" shall mean the individuals serving on the Board of Directors

1.08 "Effective Date" shall mean the date referenced in Article 3 and upon which this Agreement becomes effective and binding upon the Members.

1.09 "Executive Committee" shall mean the Executive Committee of the Board of Directors of the Authority.

1.10 "Fiscal Year" shall mean that period of twelve months which is established by the Board of Directors or the Bylaws as the fiscal year of the Authority.

1.11 "Member" means any public agency as the term "public agency" is defined by Section 6500 of the Act, which includes, but is not limited to, any federal, state, county, city, public corporation, public district of this state or another state, or any joint powers authority formed pursuant to the Act by any of these agencies which has executed this Agreement and has become a member of the Authority.

ARTICLE 2 CREATION OF JOINT POWERS AUTHORITY; PURPOSES

2.01 Pursuant to the Act, there is hereby created a joint powers authority to be known as Los Angeles Area Regional Training Group (also referred to herein as the "Authority"). The Authority shall be a public entity separate and apart from the Members, and shall administer this Agreement.

2.02 The purpose of the Authority is to establish a separate organization for the exercise of powers common to the Members, which may include conducting coordinated trainings and sharing resources, including but not limited to, facilities, equipment, and information, related to training firefighters and researching fire prevention, protection, and safety techniques, issues,

and information, and to address emerging and existing fire protection and safety issues for the benefit of their respective lands and inhabitants, in the manner set forth in this Agreement.

2.03 The Authority is intended to conduct coordinated fire protection and safety trainings, and to address emerging fire protection and safety issues throughout the Los Angeles County area and other areas that appear to have a connection or nexus to Los Angeles County, encouraging maximum cooperation between all fire department agencies, and promoting the safety of both fire personnel and the public, accomplished in an effective manner by the following means, including but not limited to:

a) Researching, identifying and selecting a records and business management system to be utilized by all Members for financial records, logistical support, training needs, and other purposes.

b) Designing an initial plan to utilize training centers for training focused on firefighting activities, including Fire Suppression, Paramedic, Hazardous Materials and Urban Search and Rescue training.

c) Constructing and conducting a comprehensive training needs assessment for the Authority or its Members.

d) Training regional training staff and instructors on procedures and defining expectations to enable the success of the collaborative efforts.

e) Designing a comprehensive plan for equitable, effective education and training delivery for Members that utilizes all available delivery systems and training centers, sites, or facilities used by the Authority.

f) Updating the comprehensive plan for equitable, effective education and training deliveries for Members based on experience using the plan on an ongoing basis.

ARTICLE 3 PARTIES TO AGREEMENT; EFFECTIVE DATE

3.01 This Agreement shall become effective, and the Authority shall come into existence, when this Agreement is authorized and executed by not less than three (3) public agencies ("Effective Date").

3.02 Members may submit written notice of immediate withdrawal from the Authority within 180 days after the Bylaws are adopted. There will be no costs for any Member that withdraws from the Authority within this time period. It is the intent of the Members that Bylaws will be developed and adopted by the Board, as authorized under Section 6.04(a), and that the Authority will seek applicable and necessary liability coverage during this period.

Notice shall be given to all Members pursuant to Section 18.02 within five (5) business days of adoption of the Bylaws. The notice shall include a copy of the adopted

Bylaws. After the Bylaws have been adopted, Members may withdraw from the Authority during the specified period in accordance with the provisions of this Section 3.02. After expiration of the stated time period, any Member may withdraw from the Authority in accordance with Article 16 of this Agreement, and will be reimbursed its pro-rate portion of monetary contributions as set forth in Article 16.

ARTICLE 4 ASSOCIATE MEMBERSHIP AGREEMENT

4.01. Power to Enter Into Associate Membership Agreements. In addition to those powers specified in this Agreement, the Authority shall have the power to enter into Associate Membership Agreements with any public agency upon the approval thereof by a majority vote of all members of the Board.

4.02. Contents of Associate Membership Agreement. Each Associate Membership Agreement shall:

- a) State that the public agency is an Associate Member of the Authority.
- b) Specify that the purpose of the Associate Membership Agreement is (i) to facilitate cooperation between fire department agencies to carry out the stated purposes of the Authority; and (ii) to contribute fire department personnel or facilities, who or that shall remain under the general direction and control of the respective Associate Member agency to which they or it belongs, to the Authority to assist in carrying out the activities of the Authority.
- c) Restrict the powers and obligations of such Associate Member public agency with respect to the Authority to those enumerated in this Article 4;
- d) Specify that such public agency shall not have the power to: (i) vote on any action to be taken by the Authority; or (ii) appoint a Director to the Board;
- e) Specify the fees, if any, to be charged such public agency for its participation in the Authority; and
- f) Specify to what extent, if any, the Associate Member may share in asset distributions.

4.03. Approval of Associate Membership Agreements. In determining whether to approve an Associate Membership Agreement with a public agency which proposes to be an Associate Member, the Board may take into account any criteria deemed appropriate to the Board.

**ARTICLE 5
POWERS**

5.01 The Authority shall possess in its own name all powers granted to it by law, including, but not limited to, any powers common to the Members, and the following enumerated powers:

- a) To make and enter into, in its own behalf and not on behalf of the individual Members, contracts consistent with this Agreement, including, but not limited to, contracts to retain or provide services, contract to permit others to use facilities, rent out facilities, and to purchase, lease, or dispose of equipment or supplies.
- b) To acquire by purchase or lease, hold, and dispose of property, real and personal.
- c) To receive gifts, contributions, and donations of property, funds, services, and other forms of assistance from persons, firms, corporations, entities, Members, and any governmental entity, in accordance with applicable laws, including applicable Los Angeles County Conflict of Interest Code and State conflict of interest laws.
- d) To sue and be sued in its own name.
- e) To apply for, accept, and receive appropriate grants, loans, and other assistance under any Federal, State, or local programs for assistance in developing any of its programs or providing services to other public entities.
- f) To issue bonds and to otherwise incur debts, liabilities and obligations, provided that no such bond, debt, liability or obligation shall constitute a debt, liability or obligation of the individual respective Members.
- g) Apply for, accept, and receive all licenses and permits from any federal, state, or local public agency.
- h) To appoint committees and adopt rules, regulations, policies, Bylaws, and procedures governing the operation of the Authority.
- i) To add Members or Associate Members to the Authority as approved by the Authority Board of Directors and the existing Members as provided herein.
- j) To appoint/hire officers, employees, agents, or consultants and adopt personnel rules and policies governing officers and employees.
- k) To reimburse Members for overtime expenditures of a Member's contributed personnel who is/are assigned to assist in carrying out the activities of the Authority as directed by the Executive Director of the Authority and approved by the Executive Committee in accordance with Section 13.06 of this Agreement. Such overtime expenditures, if any, shall be paid in accordance with all applicable State and Federal laws, including the Fair Labor Standards Act.

- l) To purchase equipment with prior approval by the Executive Director and pursuant to the Board's purchasing policy.
- m) To assign personnel contributed from the Members or Associate Members to positions that fulfill the needs of the Authority, who shall remain under the general direction and control of the respective Member or Associate Member agency to which such personnel belong.
- n) To invest, or cause to be invested, and manage, or cause to be managed, Authority funds, by and through the Treasurer, in accordance with State law.
- o) To obtain all types of insurance as may be necessary to cover the liabilities of the Authority or its Members as determined by the Board.
- p) To exercise such other powers and authority as are necessary and proper to carry out its functions herein, and as provided in the Act or otherwise permitted by law.

5.02 Pursuant to Government Code Section 6509, the powers of the Authority shall be exercised in accordance with the Act, and shall be subject to the restrictions upon the manner of exercising such powers that are imposed upon the El Segundo Fire Department.

5.03 Each Member expressly retains all rights and powers to finance, plan, develop, construct, equip, maintain, repair, manage, operate, and control equipment, facilities, properties, projects, and information that it deems in its sole discretion to be necessary or desirable for its own fire protection needs, and that are authorized by the laws governing it. This Agreement shall not be interpreted, and the Authority created herein, shall not have the power to impair or control any of the Members' respective rights, powers, or title to such equipment, facilities, properties, information, and projects, nor shall any Member be required to provide additional personnel, equipment, or services to the Authority than as provided in this Agreement, without the written consent of the Member.

5.04 Each Member expressly retains all rights and powers to use other funds or funding sources to finance, plan, develop, construct, equip, maintain, repair, manage, operate, and control equipment and facilities for their fire protection and safety needs.

ARTICLE 6 ORGANIZATION

6.01 Composition of Board. The Authority shall be governed by the Board of Directors, which shall be composed of the Fire Chief of each member agency. Each Director may designate an alternate to act in his/her place on the Board, provided the alternate is a person at executive command rank. Each Member shall provide a written designation of its Director representative to the Authority. The Board shall maintain a list of all current Members in good standing who serve on the Board. The Board of Directors may allow for an alternate of

the designated representative to the Authority in accordance with the Bylaws of the Authority.

6.02 Termination of Status as Director. A Director shall be removed from the Board of Directors upon the occurrence of any one of the following events:

- a) The withdrawal or removal of the appointing Member from the Authority;
- b) The death or resignation of the Director, in which case the appointing Member will provide a replacement Director;
- c) The Authority's receipt of written notice from the Member that the Director appointed by that Member is no longer qualified; or
- d) The Board by at least a two-thirds (2/3) vote of the entire Board determines to remove a Director, in which case the appointing Member will provide a replacement Director.

6.03 Compensation. Directors and their alternates, if any, are not entitled to compensation by the Authority. The Board of Directors may authorize reimbursement of expenses incurred by Directors in the performance of services for the Authority where such expenses are not paid by the appointing Member.

6.04 Powers of Board. The Board of Directors shall have the following powers and functions:

- a) Except as otherwise provided in this Agreement, the Board shall exercise all powers and conduct all business of the Authority, either directly or by delegation to other bodies or persons. The primary objective of the Board is to establish overall policy and strategy. As such, the Board may adopt and amend Bylaws or other guidelines setting forth policies and procedures for the operation of the Authority and for the exercise of the Board's powers granted herein.
- b) The Board may form an Executive Committee, as provided in Article 8. The Executive Committee may exercise all powers or duties of the Board, except (i) the adoption of the Authority's annual budget or any amendments thereto, (ii) the adoption of the Bylaws or any amendments thereto, and (iii) the issuance of bonded debt, which powers are expressly reserved to the Board. All actions by the Executive Committee shall be subject to review, and approval, modification, or disapproval, by the Board at its discretion.
- c) The Board may form, as provided in Article 10, such other advisory committees as it deems appropriate or it may delegate such power to the Executive Committee in the Bylaws or by resolution of the Board. The membership of any such other committee may consist in whole or in part of persons who are not Directors of the Board.
- d) The Board shall cause to be prepared, and shall review, modify as necessary, and adopt the annual operating budget of the Authority. To the extent that the

budget includes funding by Members, such funding is subject to approval by the governing bodies of those Member agencies. Adoption of the budget may not be delegated.

- e) The Board shall receive, review and act upon periodic reports and audits of the funds of the Authority, as required under Articles 10 and 13 of this Agreement, including contracting with a certified public accountant for an annual audit of accounts, records, and financial affairs of the Authority as necessary or required.
- g) The Board shall have such other powers and duties as are reasonably necessary to carry out the purposes of the Authority including but not limited to making and entering into contracts; employing agents and employees; acquiring, holding, and disposing of property; incurring debts, liabilities or obligations necessary for the operation of the Authority; receiving, accepting and expending or disbursing funds, by contract or otherwise, for purposes consistent with the provisions hereof; adopting contracting and purchasing rules and regulations, internal financial controls, personnel rules and regulations, maintaining at all times a complete and accurate system of accounting for all funds of the Authority, and similar rules and regulations consistent with State law governing public agencies.
- h) Adopt any rules, regulations, and policies as may be required for meetings, the conduct of meetings, and the orderly operation of the Authority.

ARTICLE 7 MEETINGS OF THE BOARD OF DIRECTORS

7.01 Regular Meetings. The Board of Directors shall hold at least two (2) regular meetings each year. The Board of Directors shall fix by resolution or in the Bylaws the date upon which, and the hour and place at which, each regular meeting is to be held. Meetings of the Board of Directors, Executive Committee, and any other "legislative body" of the Authority, as that term is defined in Section 54952 of the California Government Code, shall be called, noticed, and conducted in accordance with the Ralph M. Brown Act, Section 54950 et seq. of the California Government Code.

7.02 Minutes. The Authority shall have minutes of each regular, adjourned regular, and special meetings kept by the Secretary. As soon as practicable after each meeting, the Secretary shall forward to each Board member a copy of the minutes of such meeting.

7.03 Quorum. A majority of all members of the Board and the Executive Committee, respectively, is a quorum for the transaction of business. A vote of the majority of a quorum at a meeting of the Board or the Executive Committee is sufficient to take action unless otherwise provided in the Bylaws; except that a majority of all members of the Board is required in order to take action on: (i) the adoption of the Authority's annual budget and any amendment(s) thereto, (ii) the adoption of the Bylaws and any amendment(s) thereto, and (iii) the issuance of any bonded debt of the Authority. However,

less than a quorum may adjourn from time to time but may not take action on matters before the Board or Executive Committee.

7.04 Voting. Each Director of the Board shall have one vote.

ARTICLE 8 EXECUTIVE COMMITTEE

8.01 As set forth in Section 6.04 above, the Board may establish an Executive Committee which shall consist of no less than three (3) Directors selected from the Board. The Board will determine the number of Directors to serve on the Executive Committee. The Executive Committee will include the Chair of the Authority designated pursuant to Article 9. Except as otherwise provided herein, the composition, the terms of office of the Directors serving on the Executive Committee, and the conduct of the Executive Committee shall be as provided in the Bylaws. The Executive Committee shall conduct the business of the Authority between meetings of the Board, exercising all those powers as provided for in Section 6.04(b), or as otherwise delegated to it by the Board.

8.02 Each Director on the Executive Committee, except for the Chair of the Authority, shall be confirmed and approved by the Board of Directors by a majority vote of the entire Board.

8.03 Any vacancy on the Executive Committee shall be filled by the Board within ninety (90) days of the vacancy.

ARTICLE 9 OFFICERS

9.01 The Board shall nominate and elect a Chair, Vice Chair, and Secretary of the Authority, each for a term of two (2) years, from among the Directors at its last meeting of every odd-year Fiscal Year. Each officer shall assume the duties of the respective office upon election. If an officer ceases to be a Director of the Board, the resulting vacancy shall be filled at the next regular meeting of the Board held after the vacancy occurs or at a special meeting of the Board called to fill such vacancy. In the absence or inability of the Chair to act, the Vice Chair shall act as Chair. The Chair shall preside at and conduct all meetings of the Board. The Board may appoint such other officers as it considers necessary and as provided in the Bylaws.

ARTICLE 10 COMMITTEES

10.01 The Board may establish advisory committees as it deems appropriate or it may, in the Bylaws or by resolution, delegate such power to the Executive Committee. Members of committees shall be appointed by the Board or the Executive Committee. Each committee shall have those duties as determined by the Board or the Executive Committee or as otherwise set forth in the Bylaws. Each committee shall meet on the call of its chairperson,

and shall report to the Executive Committee and the Board as directed by the Board or the Executive Committee.

ARTICLE 11
LIABILITY OF BOARD OF DIRECTORS, OFFICERS AND
COMMITTEE MEMBERS

11.01 The members of the Board of Directors, officers and committee members of the Authority shall use ordinary care and reasonable diligence in the exercise of their powers and in the performance of their duties pursuant to this Agreement.

11.02 No Director, officer or committee member shall be responsible for any action taken or omitted by any other Director, officer or committee member. No Director, officer or committee member shall be required to give a bond or other security to guarantee the faithful performance of his or her duties pursuant to this Agreement.

11.03 The Authority may acquire and maintain insurance protection as is necessary to protect the interest of the Authority and its Members in its administration of the Authority in accordance with Article 14 below.

ARTICLE 12
STAFF

12.01 Principal Staff. The following staff members shall be appointed by and serve at the pleasure of the Executive Committee:

- a) Executive Director. The Executive Director shall administer the daily business and activities of the Authority, subject to the general supervision and policy direction of the Board and the Executive Committee; shall be responsible for all minutes, notices and records of the Authority; shall administer all contracts; may enter into contracts within authority set by the Board or Executive Committee, and shall perform such other duties as are assigned by the Board or Executive Committee. The Executive Director may be a contractor or an employee of one of the Members or Associate Members of the Authority and shall have obtained senior fire department management rank that will provide a range of operational capability to the Authority.
- b) Legal Counsel. With the approval of the majority of the Board, legal counsel shall be appointed to serve as general counsel ("General Counsel") to the Authority.

12.02 Support Staff. Subject to the approval of funding in the Authority's budget and to the general supervision and direction of the Board and Executive Committee, the Executive Director shall provide for the appointment of such other staff as may be necessary for the administrative support of the Authority, which staff shall be employees of the Authority. Upon mutual agreement, a Member may provide supplemental administrative support services in exchange for reimbursement by the Authority, or as a contribution credit for

services. Administrative personnel of a Member performing these functions remain employees of the contributing Member, and are not employees of the Authority.

12.03 Treasurer and Controller. Pursuant to Section 6505.5 and 6505.6 of the Act, the finance director and finance manager from an original member agency will be selected and designated as the Treasurer and Controller, respectively, of the Authority. The Treasurer and the Controller shall be employees of the same Member. The Treasurer shall be the depository and have custody of all funds of the Authority. The Controller shall assure that there shall be strict accountability of all funds and reporting of all receipts and disbursements of the Authority. The Treasurer and Controller shall have the duties and obligations set forth in Section 6505, 6505.1, and 6505.5 of the Act, as those sections may be amended from time to time. To the extent permitted by the Act, the Board of Directors may change the Treasurer and Controller of the Authority to any person or entity that is authorized by the Act to occupy such offices.

12.04 Compensation. With the exception of the appointing Member for work performed by the designated Treasurer and Controller, per a written agreement approved by the Board of Directors for financial services, there shall be no direct compensation paid by the Authority to any individuals contributed by a Member or Associate Member agency to serve in the capacity as an officer of the Authority, such as the Executive Director, General Counsel, or any other individuals who are employed by a Member or Associate Member agency and contributed to the Authority under this Article 12, unless direct reimbursement is otherwise authorized pursuant to Section 12.02 or Section 13.06 of this Agreement.

12.05 Personnel Contributed by Members. Participating personnel (both sworn and non-sworn) assigned to the Authority by a Member or Associate Member shall not be considered employees or contractors of the Authority for any purpose. Such personnel shall during the period of assignment remain employees of the assigning Members or Associate Members.

ARTICLE 13 BUDGET, OPERATING FUNDS, AND AUDITS

13.01 Annual Budget. The Executive Director will prepare and submit to the Board of Directors in sufficient time for revision and adoption prior to July 1 of each year, the annual budget of the Authority for the next succeeding Fiscal Year.

13.02 Disbursement of Funds. The Executive Director or his/her designee shall cause to have warrants drawn for the payment of funds or disbursements and such requisition for payment in accordance with rules, regulations, policies, procedures, and Bylaws adopted by the Board. The Executive Director may apply for, receive, and use credit cards for the sole purpose of conducting Authority business in accordance with applicable written rules and regulations.

13.03 Accounting. All funds received by the Authority shall be placed in the custody of the Treasurer. These funds shall be given object accounts, and the receipt, transfer, or disbursement of such funds during the term of this Agreement shall be accounted for by the

Controller in accordance with generally accepted accounting principles applicable to governmental entities. There shall be strict accountability of all funds by the Controller. All revenues and expenditures shall be reported by the Controller to the Executive Committee on a quarterly basis, unless otherwise required by the Board of Directors.

13.04 Approval of Expenditures. All expenditures within the approved budget shall be made upon the approval of the Executive Director in accordance with the rules, policies, and procedures adopted by the Board

13.05 Records and Audit. The Controller shall cause to be kept accurate and correct books of account showing in detail all financial transactions of the Members relating to the Authority, which books of account shall correctly show any receipts and also any costs, expenses, or changes paid or to be paid to a Member. These books and records of the Authority in the hands of the Controller shall be open to inspection at all times during normal business hours by any representative of a Member, or by any accountant or other person authorized by a Member to inspect the books of records. The Controller shall cause the books of account and other financial records of Authority to be audited annually, or biennially if so authorized by the Board of Directors, by an independent certified public accountant and any cost of the audit shall be paid by the Authority. The minimum requirements shall be those prescribed by the State Controller under California Government Code section 26909 and in conformance with generally accepted auditing standards. The annual audit, or biennial as the case may be, shall be submitted to the Board of Directors and the Executive Committee when completed.

13.06 Compensation of Contributed Personnel. All participating personnel contributed and assigned to the Authority by a Member or Associate Member shall have their salary, benefits, and overtime, if any, paid by the respective Member or Associate Member. The Authority may, but is not obligated to, reimburse a Member or Associate Member for expenses, or for the overtime of employees or for salary, benefits, and overtime of employees contributed for administrative support as authorized by Section 5.01(k) and Section 12.02, respectively and as approved by the Executive Director. It shall be the responsibility of the Authority to institute an auditing system wherein the hours worked by each individual will be documented and reported on a weekly basis for submission in a timely manner to the individual's contributing agency.

ARTICLE 14 INDEMNIFICATION AND INSURANCE

14.01 Obligations of the Authority. The debts, liabilities and obligations of the Authority ("Authority Obligations") shall be the debts, liabilities and obligations of the Authority alone. Authority Obligations shall not constitute debts, liabilities, and obligations of any individual Member, and the Members shall have no liability therefore.

14.02 Contributed Member Employees. The Members acknowledge that each Member may be contributing and assigning its own personnel to a cooperative pool of personnel to provide service to the Authority. Each such contributing Member shall be solely responsible for and

retain all debts, liabilities, and other obligations for all activities of its employees while acting in the course and scope of their assignment to the Authority, and shall maintain sufficient insurance coverage, as determined by the Member, in effect at all times to cover any such claim, loss, liability, or obligation, or otherwise provide for payment of such liability. Members may elect to self-insure any insurance obligation under this Agreement.

14.03 Member Indemnity for General Liability of Contributed Employee. Each Member shall protect, defend, indemnify, and hold free and harmless the Authority and the other Members, their respective elected and appointed boards, officials, officers, agents, volunteers, and employees from and against any and all liabilities, damages, loss, cost, claims, expenses, actions, or proceedings of any kind or nature caused by an employee of the Member who is performing Authority primary or support functions, including, but not by way of limitation, injury or death of any person, injury or damage to any property, including consequential damages and attorneys' fees and costs, resulting or arising out of or in any way connected with the alleged willful or negligent acts or omissions in the course and scope of carrying out their responsibilities in the performance of their duties to the Authority and for which each Member shall maintain sufficient liability coverage, pooled self-insurance coverage, or a program of self-insurance, which includes coverage for contractual promises to indemnify, in effect at all times as determined by the Board of Directors, to cover any such damage claim, loss, cost, expense, action, proceeding, liability, or obligation.

14.04 Member Indemnity for Workers Compensation Liability of Contributed Employee. Each Member shall fully indemnify and hold harmless the Authority and each other Member, its officers, employees and agents, from any claims, losses, fines, expenses (including attorneys' fees and court costs or arbitration costs), costs, damages or liabilities arising from or related to (1) any workers' compensation claim or demand or other workers' compensation proceeding arising from or related to, or claimed to arise from or relate to, employment which is brought by an employee of the respective agency or any contract labor provider retained by the public agency, or (2) any claim, demand, suit or other proceeding arising from or related to, or claimed to arise from or relate to, the status of employment (including without limitation, compensation, demotion, promotion, discipline, termination, hiring, work assignment, transfer, disability, leave or other such matters) which is brought by an employee of the fire department agency or any contract labor provider retained by the fire department agency.

14.05 Risk Management. The Authority shall employ the principles of sound risk management in its operations. Risks of loss shall be identified, evaluated, and treated in a manner that protects the Authority and each Member from adverse financial consequences. This may be accomplished in part through the purchase of appropriate commercial insurance. The Board of Directors may designate a Risk Manager from one of the Members (the "Authority Risk Manager") who shall act in an advisory capacity to the Board to provide guidance in the area of risk management, loss control, insurance procurement, and claims management. The Authority Risk Manager or his/her designee will be responsible for maintaining the original insurance policies and other risk management and insurance documents.

14.06 Authority Indemnity of Members. The Authority shall protect, defend, indemnify, and hold free and harmless the Members, their respective elected and appointed boards, officials, officers, agents, volunteers, and employees, and the individual Chair, Vice Chair, and Secretary, from and against any and all liabilities, damages, loss, cost, claims, expenses, actions, or proceedings of any kind or nature caused by staff employed by the Authority hired pursuant to Section 12.02 including, but not by way of limitation, injury or death of any person, injury or damage to any property, including attorney's fees and costs, resulting or arising out of or in any way connected with the alleged willful or negligent acts or omissions in the course and scope of carrying out their responsibilities in the performance of their duties to the Authority. This provision of indemnify shall not be construed to obligate the Authority to pay any liability including, but not limited to, punitive damages, which by law would be contrary to public policy or itself unlawful.

ARTICLE 15 MEMBER RESPONSIBILITIES

15.01 Each Member shall have the following responsibilities:

- a) To appoint its Director, or alternate as may be allowed, to or remove from the Board as set forth in Article 6.
- b) To consider proposed amendments to this Agreement as set forth in Article 18.
- c) To make contributions in the form of membership premiums, assessments, and fees, if any, in accordance with the Bylaws and as determined by the Board, for the purpose of defraying the costs of providing the annual benefits accruing directly to each party from this Agreement. Any such contributions are subject to approval by the governing bodies of Member agencies from whom such contributions are sought.
- d) To provide to the Authority such other information or assistance as may be necessary for the Authority to carry out fire protection or safety programs as determined by the Board.

ARTICLE 16 ADMISSION AND WITHDRAWAL OF PARTIES

16.01 Public agencies with fire departments and federal and California fire agencies may become Members of the Authority upon approval and execution of this Agreement and under such terms and conditions as are determined by the Bylaws and upon approval of the Board.

16.02 The Authority shall file a notice of this Agreement within 30 days of its Effective Date with the office of the California Secretary of State, as required by California Government Code Sections 6503.5 and 6503.6. Upon any change in membership, the Authority shall file a notice of such change of membership within 10 days of its Effective Date with the Secretary of State and with the county clerk of each county in which the Authority maintains an office, as required by California Government Code Section 53051.

16.03 Members may withdraw from the Authority in accordance with the following procedures and conditions:

- a) A Member may withdraw as provided and in accordance with Section 3.02 of this Agreement.
- b) After the expiration of the period provided in Section 3.02, a Member may withdraw as follows:

(1) Effective Date of Withdrawal for a Member or Associate Member. Such withdrawal shall become effective sixty (60) days following the giving of written notice of withdrawal of participation by any Member or Associate Member agency to the Executive Director.

(2) Disposition of Monetary Contributions Upon Withdrawal. Upon the withdrawal of a Member or Associate Member, that agency will be entitled to a pro-rata return of monetary contributions or payments it made to the Authority that have not been expended by the Authority as of the effective date of the Member's or Associate Member's withdrawal. The pro-rata return shall be calculated by taking the total monetary contributions or payments made by the then-existing Members and that have not been expended, encumbered, or contractually obligated by the Authority as of the effective date of the withdrawal, and dividing it by the number of then-existing Members. Such allocation shall be reduced by the amount of any delinquent fees or assessments owed by the Member or Associate Member. Each withdrawing or terminating Member acknowledges and agrees that it is not entitled to and has no rights to a return or share of any property, supplies, equipment, or other interests of the Authority, except as set forth in this Section or as otherwise approved by a majority of the Board.

16.04 The Board of Directors may terminate membership of any Member or Associate Member for any or no reason upon majority vote of the entire Board, upon the effective date set by the Board.

16.05 Upon any withdrawal or involuntary termination of a Member, the Member shall remain responsible and liable for any claims, demands, damages, or liability arising from the Member's membership in the Authority before the effective date of its withdrawal or involuntary termination of membership from the Authority. A Member shall not be responsible or liable for any claim, demand, damage, or liability arising after the effective date of its withdrawal or involuntary termination of membership from the Authority. The Authority may withhold funds otherwise owing to the Member or require the Member to deposit sufficient funds, as determined by the Board, to cover the Member's contingent responsibility for the foregoing claim, demand, damage, or liability.

ARTICLE 17
DISSOLUTION AND DISPOSITION OF ASSETS

17.01 Except as provided herein, the Members agree that all supplies and equipment purchased by the Authority shall be owned and controlled by the Authority as its sole and separate property and not as property of any Member.

17.02 The Authority shall continue to exist and exercise the powers herein until the Authority is terminated and dissolved by a vote of two-thirds of the entire Board of Directors; provided, however, that no such dissolution shall be complete and final until the Authority has satisfactorily disposed of all financial obligations and claims, distributed all assets, and performed all other functions deemed necessary by the Board to conclude the affairs of the Authority.

17.03 Termination shall occur upon:

- a) The written consent of two-thirds of the Board of Directors; and
- b) Full satisfaction of all outstanding financial obligations of the Authority; and
- c) All other contractual obligations of the Authority have been satisfied.

17.04 In the event of such termination of the Authority, any funds remaining following the discharge of all debts and obligations shall be disposed of by distribution to each Member who is on the Board immediately prior to the termination of the Authority, a share of such funds proportionate to the contribution made to the Authority by the Member which have accrued during its participation, to the extent determined by the Board in its sole discretion to be fair and equitable and consistent to the distribution of assets as specified in the Bylaws.

17.05 Notwithstanding any other provisions of the Agreement, the Members agree to abide by the following procedure for selling of equipment in the event the Agreement is terminated. The equipment shall be given a fair market value by an appraiser agreed upon by the Board. Before the equipment is sold on the open market, each Member shall have the right to purchase the equipment at a price and under terms as agreed upon by the Board which may include a financing arrangement for the purchaser to allow for a transition period after the termination of this Agreement. If an agreement cannot be reached concerning a purchase of the equipment, then it shall be sold on the open market. Proceeds from the sale of equipment upon termination of the Agreement shall be distributed to the Members in a manner consistent with the distribution of assets as provided in the Bylaws, and any modifications to that formula adopted by the Board.

ARTICLE 18
MISCELLANEOUS

18.01 Amendments. This Agreement may be amended with the majority approval of the Members; provided, however, that no amendment may be made that would adversely affect the

interests of the owners of bonds, letters of credit, or other financial obligations of the Authority. The Executive Director shall file a notice of the amendment to this Agreement within 30 days of its effective date with the office of the California Secretary of State, as required by California Government Code Sections 6503.5 and 6503.6.

18.02 Notices. Any notice required or permitted to be made hereunder shall be in writing and shall be delivered in the manner prescribed herein at the principal place of business of each party. The party may give notice by:

- Personal delivery;
- E-mail;
- U.S. Mail, first class postage prepaid;
- Facsimile; or,
- Any other method deemed appropriate by the Board.

At any time, by providing written notice to the other parties to this Agreement, any party may change the place, facsimile number, or e-mail for giving notice. All written notices or correspondence sent in the described manner will be deemed given to a party on whichever date occurs earliest:

- The date of personal delivery;
- The fifth business day following deposit in the U.S. mail, when sent by "first class" mail; or,
- The date of transmission, when sent by e-mail or facsimile.

18.03 Effective Date. This Agreement shall be effective at such time as provided in Section 3.01.

18.04 Conflicts of Interest. No official, officer or employee of the Authority or any Member shall have any financial interest, direct or indirect, in the Authority. Nor shall any such officer or employee participate in any decision relating to the Authority that affects his or her financial interests or those of a corporation, partnership, or association in which he or she is directly or indirectly interested, in violation of any State law or regulation. The Authority shall be subject to a Los Angeles County Conflict of Interest Code, as adopted by the Board of Supervisors, and must comply with all filing and other requirements as set forth therein and in State law.

18.05 Dispute Resolution and Arbitration. Disputes regarding the interpretation or application of any provision of this Agreement shall first, to the extent reasonably feasible, be resolved by and between any Members, or by and between any such Member and the Authority, through consultation between the parties. In the event the parties cannot resolve their dispute, then the Executive Committee shall form a subcommittee of three non-interested, objective Members of the Executive Committee who may resolve the dispute.

In the event the dispute cannot be resolved by the subcommittee of the Executive Committee, as provided hereinabove, the parties to the dispute agree to resolve the matter through non-binding mediation by a mediator to be mutually selected by the disputing parties.

In the event the dispute is not resolved by mediation, the dispute shall be resolved by binding arbitration. The parties shall submit such dispute for binding arbitration in Los Angeles County, California, before an arbitrator selected from Judicate West (or if it no longer exists, from the American Arbitration Association (AAA), or if that no longer exists, from JAMS, or if that no longer exists, from a similar arbitration organization.) Arbitration will be conducted in accordance with Judicate West's, or other chosen arbitration organization's, then current rules related to commercial arbitration. Judicate West's Commercial Arbitration Rules can be found at: <https://www.judicatewest.com/Services/DisplayPDF/127> .

The parties shall have all rights for depositions and discovery as provided under the rules of the selected arbitration organization. The arbitrator shall apply California law to the proceeding. The arbitrator shall have the power to grant all legal and equitable remedies including provisional remedies and award compensatory damages provided by law, but the arbitrator may not order relief in excess of what a court could order. The arbitrator shall prepare and provide the parties with a written award including factual findings and the legal reasoning upon which the award is based. The arbitrator may award the prevailing party all reasonable attorneys' fees, expert witness fees, and other litigation expenses, expended or incurred in such arbitration or litigation, unless the laws related to the claim that the party prevailed on preclude a court from awarding attorneys' fees and costs to the prevailing party. Any court having jurisdiction may enter judgment on the award rendered by the arbitrator, or correct or vacate such award as provided by applicable law. The parties understand that by agreeing to binding arbitration, they are giving up the rights they may otherwise have to trial by a court or a jury and all rights of appeal, and to an award of punitive or exemplary damages.

18.06 Partial Invalidity. If any one or more of the terms, provisions, sections, promises, covenants or conditions of this Agreement shall to any extent be adjudged invalid, unenforceable or void for any reason whatsoever by a court of competent jurisdiction, each and all of the remaining terms, provisions, sections, promises, covenants and conditions of this Agreement shall not be affected thereby and shall be valid and enforceable to the fullest extent permitted by law.

18.07 Successors. This Agreement shall be binding upon and shall inure to the benefit of the successors of the Members hereto.

18.08 Assignment. No Member may assign any right, claim or interest it may have under this Agreement, and no creditor, assignee or third party beneficiary of any Member shall have any right, claim, or title to any part, share, interest, fund or asset of the Authority.

18.09 Governing Law. This Agreement is made and to be performed in the County of Los Angeles, State of California, and as such California substantive and procedural law shall apply.

18.10 Headings. The section headings are for convenience only and are not to be construed as modifying or governing the language of this Agreement.

18.11 Counterparts. This Agreement may be executed in counterparts. Each executed counterpart shall have the same force and effect as an original instrument and as if all Members had signed the same instrument.

18.12 Execution. The legislative body or governing body of each Member enumerated herein have each authorized execution of this Agreement, as evidenced by the authorized signatures below, respectively. A Member's signature to this Agreement is not valid until its legislative or governing body has authorized execution of this Agreement.

18.13 Entire Agreement. This Agreement, supersedes any and all other agreements or representations, whether oral or written, between the parties hereto with respect to the subject matter hereof and contains all of the covenants and agreements between the parties with respect to any matter, and each party to this Agreement acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that any other agreement or modification of this Agreement shall be effective only if executed in writing and signed by the Authority and all Members.

18.14 Recitals. The above recitals are true and correct and are incorporated in this Agreement by this reference.

IN WITNESS WHEREOF, each Member has caused this Agreement to be executed and attested by its proper officers thereunto duly authorized, its official seals to be hereto affixed, as follows:

[MEMBER] Authorization
for Membership in the Los Angeles County Regional Training Group

IN WITNESS WHEREOF, [MEMBER], by Resolution of its [GOVERNING BOARD] has caused this Joint Powers Agreement to be executed on its behalf by the [MEMBER EMPLOYEE TITLE], and attested by [BOARD] Clerk, as of the date so executed below.

[MEMBER NAME]

Dated: _____

By: _____

NAME
TITLE

ATTEST:

APPROVED AS TO FORM:

By: _____

NAME
TITLE

By: _____

NAME
TITLE

This page intentionally left blank.



City Council Agenda Report

ITEM NO. 15

DATE: October 17, 2018

FROM: Stephanie DeWolfe, City Manager *Ch for S.D.*

PREPARED BY: David Bergman, AICP, Interim Director Planning & Building
Edwar Sissi, Associate Planner *[Signature]*

SUBJECT: **Adoption of a Resolution Setting a Public Hearing Date for the Landmark Designation of the South Pasadena Library Tree Project Number 2155-LHD**

Recommendation Action

It is recommended that the City Council adopt a resolution setting a date certain for the hearing of the Landmark nomination in accordance to the Landmark Designation procedures set forth in the City's Cultural Heritage Ordinance, SPMC Section 2.63(C)(9). Staff is recommending the formal designation proceedings to take place at the regularly scheduled December 5, 2018 City Council meeting.

Commission Review and Recommendation

This matter was reviewed by the Cultural Heritage Commission (CHC) at their regularly scheduled meeting on September 20, 2018. The CHC has made a unanimous recommendation that the City Council designate the Library Tree as a South Pasadena Landmark.

Pursuant to the Designation Procedures found in SPMC Section 2.63(C), the following is a timeline of the events involving the Cultural Heritage Commission and the recommendation of the Landmark to City Council:

- March 15, 2018: Upon the Commission's own initiative, Chair Gallatin requested the formation of the Library Tree Landmark Subcommittee composed of two Commission members.
- August 8, 2018: The Subcommittee formalized their findings and notified Staff of their request to carry the Landmark nomination to the full CHC for the Commission's formal vote on the recommendation to City Council for Designation.
- August – Sept. 2018: The Subcommittee provided their written recommendation to Staff on August 8, 2018. Due to a 20 day noticing requirement, the nomination was not formalized as a Decision Item on the Agenda for the August 16,

Setting the Date for the Library Tree Landmark Designation

October 17, 2018

Page 2 of 3

2018 CHC meeting. At the August 2018 CHC meeting, the Commission received and filed the Subcommittee report to make a formal recommendation at the September 20, 2018 CHC meeting.

September 20, 2018: The CHC formalized their recommendation to the City Council for designation of the Library Tree as a City Landmark by a unanimous vote of 4-0, with one CHC member absent.

October 4, 2018: The CHC provided notice to City Council via the City's Clerk's office of the Commission's formal recommendation to have the Library Tree designated as a City Landmark by the City Council of South Pasadena.

Executive Summary

The large Moreton Bay Fig Tree, known as the Library Tree was planted in 1930 by a South Pasadena employee. 1930 is also the year that the City's Historic Library was moved to its current centralized location within the Library Park. The tree and the Library have remained in their respective locations since that time. The CHC along with Staff are recommending approval of the Landmark Designation. The Cultural Heritage Ordinance requires that a hearing be set by resolution for a final decision on Landmark Designation by the City Council.

Community Outreach

Opportunity for public comment was provided at the CHC meeting; no public comment was given. There will be additional opportunities for public comment at both the City Council meeting to set the public hearing date, and the date of the public hearing for the Landmark Designation.

Discussion/Analysis

In accordance to the City's Cultural Heritage Ordinance, Chapter 2.58 of the South Pasadena Municipal Code, the CHC considered a recommendation by the established Subcommittee regarding the nomination of a new City Landmark. In support of the Subcommittee's findings, the CHC has made a unanimous vote of Recommendation to the City Council for the landmarking of the South Pasadena Library Park's Moreton Bay Fig Tree, known as the Library Tree.

The Subcommittee of the CHC has provided written findings of support for the designation pursuant to SPMC Section 2.63(A). The findings are attached to this report, and can be found as part of Attachment 2.

Alternatives Considered

1. The City Council may set a different date for the public hearing of this item than the December 5, 2018 date as recommended by Staff.
2. At the time of the public hearing, the City Council may deny the Landmark Designation of the Library Tree.
3. The City Council may remand the item back to the Cultural Heritage Commission for further study.

Next Steps

1. The City Council shall set a date certain for the publicly-noticed hearing of the Designation of the Library Tree as an Historic City Landmark.
2. Staff will formalize the required proceedings prior to the set meeting date in accordance to the designation procedures of the City's Cultural Heritage Ordinance.

Background

The Library Tree was originally planted in 1930, and coincided with the relocation of the City's Historic Library where both tree and building remain today. The Library Tree is widely known by multiple generations of residents and visitors. The Library Tree provides a living linkage to the City's history, and affords the community a readily accessible Historic Resource.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

The Library Tree is City-owned and located within the City's Historic Library Park. The City will not incur additional maintenance costs associated with maintaining its City's urban forest through the designation of the Library Tree as an Historic Landmark.

Environmental Analysis

This item is exempt from any California Environmental Quality Act (CEQA) analysis based on State CEQA Guidelines Section 15331, Class 31, Historic Resource Restoration/Rehabilitation, as a project that is limited to the preservation and conservation of historical resources.

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*.

The public hearing of the September 20, 2018 CHC meeting was duly noticed in accordance to the requirements of the City's Cultural Heritage Ordinance. As a City-driven project, a formal notification memo was sent to the City Manager, and the Library Director. The City also mailed individual property notices to all properties within a 300 foot radius of the Library Park in which the Library Tree is located. Additionally, the nomination of the Library Tree was duly noticed in the *South Pasadena Review* on September 7, 2018.

The public hearing for the formal designation by the City Council will be noticed upon set determination of the hearing time. Staff is recommending the City Council set the hearing date to December 5, 2018 at the regularly scheduled Council meeting.

Attachments:

1. Resolution Setting a Date Certain for the Hearing of the Landmark Designation.
2. CHC Letter of Notice to City Council on Decision for Recommendation of Designation.

This page intentionally left blank.

ATTACHMENT 1
Resolution Setting a Date Certain for the
Hearing of the Landmark Designation

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
SETTING A DATE AND TIME FOR A PUBLIC HEARING
FOR THE DESIGNATION OF THE MORETON BAY FIG TREE
KNOWN AS THE LIBRARY TREE LOCATED ADJACENT TO
THE CITY LIBRARY AT 1115 EL CENTRO STREET AS A
HISTORIC CITY LANDMARK**

WHEREAS, Section 2.62 of the South Pasadena Municipal Code, Ordinance No. 2315 (“Cultural Heritage Ordinance”) authorizes the Cultural Heritage Commission (“the Commission”) to recommend to the City Council the designation of appropriate properties as Landmarks; and

WHEREAS, on March 15, 2018, upon the Commission’s own initiative, a Landmark Subcommittee (“Subcommittee”) was formed to begin the recommendation procedures of the Library Tree as a City Landmark; and

WHEREAS, on August 8, 2018, the Subcommittee formalized their findings and notified Staff of their request to carry the Landmark nomination to the full CHC for the Commission’s formal vote on the recommendation to City Council for Designation; and

WHEREAS, on September 20, 2018, the CHC formalized their recommendation to the City Council for designation of the Library Tree as a City Landmark by a unanimous vote of 4-0, with one CHC member absent; and

WHEREAS, on October 4, 2018, the CHC provided notice to the City Council via the City’s Clerk’s office of the Commission’s formal recommendation to have the Library Tree designated as a City Landmark by the City Council of South Pasadena; and

WHEREAS, on October 17, 2018, the City Council of the City of South Pasadena held a duly noticed regularly scheduled meeting to set a date certain for the public hearing of the Landmark Designation.

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

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

SECTION 2. PUBLIC HEARING. NOTICE IS HEREBY GIVEN THAT ON WEDNESDAY, THE 5TH DAY OF DECEMBER, 2018, AT THE HOUR OF 7:30 PM, AT THE REGULAR MEETING OF THE SOUTH PASADENA CITY COUNCIL, IN THE AMEDEE O. "DICK" RICHARDS, JR. COUNCIL CHAMBER, 1424 MISSION STREET, SOUTH PASADENA, CALIFORNIA 91030, IS THE TIME AND PLACE FIXED BY THE CITY COUNCIL FOR THE PUBLIC HEARING ON THE LANDMARK DESIGNATION OF THE LIBRARY TREE LOCATED ADJACENT TO THE SOUTH PASADENA LIBRARY.

SECTION 3. NOTICE. That the Planning Division is hereby authorized and directed to publish, pursuant to Government Code Section 6061, a copy of this Resolution in a newspaper of general circulation within said City, said publication shall be not less than ten (10) days before the date set for said Public Hearing.

SECTION 4. That the City Clerk is further directed to cause a copy of the Resolution of Intention to be posted upon the official bulletin board customarily used for the posting of notices.

SECTION 5. That this Resolution shall take effect immediately upon its adoption.

SECTION 6. 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 17th day of October, 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 17th day of October, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Evelyn G. Zneimer, City Clerk
(seal)

ATTACHMENT 2
CHC Letter of Notice to City Council on Decision for
Recommendation of Designation



City of South Pasadena

1414 MISSION, SOUTH PASADENA, CA 91030 • TEL: 626.403.7220 • WWW.SOUTHPASADENACA.GOV

PLANNING & BUILDING DEPARTMENT

CULTURAL HERITAGE COMMISSION

October 4, 2018

THE SOUTH PASADENA CITY COUNCIL
1414 Mission Street
South Pasadena, CA 91030

RE: LANDMARK DESIGNATION FOR THE CITY LIBRARY TREE LOCATED AT THE CITY'S HISTORIC LIBRARY PARK

Dear Honorable Council Members:

At their regularly scheduled meeting on September 20, 2018, the Cultural Heritage Commission unanimously voted to recommend to the Council that the Moreton Bay Fig tree, known as the Library Tree, be designated as an official City Landmark. Included herein are the findings that the CHC has made in accordance to the City's Cultural Heritage Ordinance, Section 2.58 of the South Pasadena Municipal Code.

The Library Tree was originally planted in 1930, and coincided with the relocation of the City's Historic Library where both tree and building remain today. The Library Tree is widely known by multiple generations of residents and visitors. The Library Tree provides a living linkage to the City's history, and affords the community a readily accessible Historic Resource.

As part of the Designation Procedure requirements detailed in SPMC, Section 2.63(C)(7), the Commission shall notify in writing to the City Council regarding their decision on recommendation within 15 days of the CHC hearing.

The Cultural Heritage Commission enthusiastically recommends this Historic Resource to the City Council for designation as a City Landmark. We, the Commission, look forward to receiving any questions or other feedback which the Council may have.

Sincerely,

Mark Gallatin
Chair, Cultural Heritage Commission

Attachment:
Staff Memorandum to CHC Outlining the Findings of the Landmark Subcommittee.

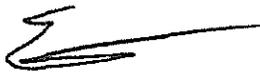


City of South Pasadena

PLANNING & BUILDING DEPARTMENT

1414 MISSION, SOUTH PASADENA, CA 91030 • TEL: 626.403.7220 • WWW.SOUTHPASADENACA.GOV

INFORMATIONAL MEMORANDUM

DATE: September 18, 2018
TO: Members of the Cultural Heritage Commission
FROM: Edwar Sissi, Associate Planner 
SUBJECT: LIBRARY TREE HISTORIC LANDMARK NOMINATION
PROJECT# 2155-LHD

Dear Commisssioners:

In accordance to the City's Cultural Heritage Ordinance ("Ordinance"), Chapter 2.58 of the South Pasadena Municipal Code, the CHC will consider a recommendation by the established Subcommittee regarding the nomination of a new City Landmark. The Subcommittee is nomlnating the South Pasadena Library Park's Moreton Bay Fig Tree. City Staff is supportive of this nomination, and we are recommending the CHC formalize a recommendation to City Council for the designation of the Library Tree as an official City Landmark pursuant to SPMC Section 2.63(B)(6) and (7).

Required Findings per Section 2.63(A):

- a. That the designation of Landmark or Historic District is consistent with one or more of the purposes set forth in Section 2.58B; and

The Subcommittee has established that the designation of the Library Tree meets the purpose of the Ordlnance in establishing and preserving a Sense of Place as llisted under Section 2.58B(A)(1). The Subcommittee finds that the Library Tree provides a sense of place through the preservation of the City's heritage and character. The Library Tree was planted in 1930 by City employee, Willem Kloezeman. At the same time the City Library was moved from its original location to its more centrally-located site that the Library still occupies today. The Library Tree is reflective of this moment in time of the City Library relocation and establishment of the surrounding park and therefore serves as a significant living and tangible reminder of the City's social, educational, cultural and architectural history as it has a timely relationship with the City Library, which is also a City Landmark, number 10. Therefore this finding can be made.

- b. That the Landmark or Historic District meets one or more of the criteria for designation listed in Section 2.63(B); and

The Subcommittee has determined that the Library Tree meets Criteria (1) and (9) under subsection (B). Criteria (1) indicates that the Landmark is notable for "its Character, interest, or value as a part of the heritage of the Community." The Library Tree serves as a living and tangible natural historic resource that provides a direct linkage to the development of the Library Park that

exists today beginning in 1930 when the Library Tree was planted and the City Library was moved to its current location.

Criteria (9) indicates the Landmark is notable for "its unique location or singular physical characteristic representing an established and familiar visual feature of the neighborhood." The Library Tree is uniquely located given its prominent location in the City's Historic Library Park and planted next to City Landmark Number 10, the City Library. The Library Tree provides a living linkage to the City's history, and affords the community a readily accessible historic artifact. Therefore, this finding can be made.

- c. That the Landmark or Historic District possesses Historic Integrity of Location, design, setting, materials, workmanship, feeling, or association.**

The Library tree was planted in 1930, coinciding with the relocation of the City's Historic Library where both building and tree remain today. The Library Tree is unique given its prominent location, and its historic association to a listed Historic Resource, the City Library. Additionally, the Library Tree is unique to the City given its maturity, its size, and its articulated natural features such as its ribbed network of surface roots, its sweeping canopy that has provided shade to generations of the community, and its multi-stemmed and graceful trunk. Therefore, this finding can be made.

Designation Procedure (SPMC 2.63(C)):

- 1. The Commission, upon its own initiative or upon the written request of any person or City agency, may recommend the designation of any Cultural Resource in the City as a Landmark or Historic District.**

The nomination of the Library Tree was brought to the Commission's attention by Chairperson Mark Gallatin at the CHC's March 2018 meeting. Upon the Commission's own initiative, Commissioner Gallatin suggested the formation of the Library Tree Landmark Subcommittee.

- 2. The Commission shall appoint a subcommittee of two members (the "Landmark subcommittee") to review all applications for consideration of an Improvement, Site or natural feature as a Landmark or Historic District. The Landmark subcommittee shall review the application materials and make a preliminary written recommendation, based on such documentation as it may require, as to whether the Commission shall consider the Improvement, Site or natural feature for appropriate designation.**

The Library Tree Landmark Subcommittee was formed at the March 2018 CHC meeting. Commission members Rebecca Thompson and Victor Holz volunteered to be on the Subcommittee.

- 3. If the Landmark subcommittee determines that the Improvement, Site or natural feature, which is the subject of the application, merits consideration by the Commission, it shall recommend that the Commission place the application upon its agenda for its next regularly scheduled meeting for consideration of such designation.**

The Subcommittee has determined that the Library Tree, as a natural feature, merits consideration by the Commission. The Subcommittee has provided written documentation to Staff in recommending that the Commission place the application upon its Agenda for the September 2018 meeting to consider the designation.

- 4. The Commission shall notify the Director of the pendency of the consideration. No applications for Design Review shall be accepted by the Planning and Building Department to construct, alter or demolish any property that is not on the South Pasadena Inventory of Historical Resources within**

a proposed Historic District, subsequent to the date of notice to the Director by the Commission, while proceedings are pending on such designation; provided, however, that after one hundred eighty days have elapsed from the date of the notice, if final action on such designation has not been completed, the applications for Design Review may be accepted by the Planning and Building Department.

The Subcommittee has provided Staff with written documentation to support the nomination of the Library Tree as a City Landmark. The written documentation was received on August 8, 2018.

5. The Commission shall send written notice by certified mail to each directly affected owner of a proposed designation as a Landmark or Historic District of the date, place, time and purpose of the hearing to consider such designation, at least twenty (20) days prior to the date of the hearing, and shall publish notice of such hearing at least once in a newspaper of general circulation in the City not less than ten days prior to such hearing.

The Subcommittee provided their written recommendation to Staff on August 8, 2018. Due to a 20 day noticing requirement, the nomination was not formalized as a Decision Item on the Agenda for the August 16, 2018 CHC meeting. At the August 2018 CHC meeting, the Commission received and filed the Subcommittee report to make a formal recommendation at the September 20, 2018 CHC meeting, subject to the 20 day noticing requirement as outlined in SPMC Section 2.63(C)(5).

As a City-driven project, a formal notification memo was sent to the City Manager, and the Library Director. The City also mailed individual property notices to all properties within a 300 foot radius of the Library Park in which the Library Tree is located. Additionally, the nomination of the Library Tree was duly noticed in the South Pasadena Review on September 7, 2018.

6. The Commission shall provide an opportunity to be heard to each affected owner and other interested members of the public. The Commission may, if necessary, continue the consideration of designation to its next regularly scheduled meeting.

The formal recommendation to designate the Library Tree as a City Landmark has been placed on the CHC Agenda for the September 20, 2018 meeting. At this meeting, the CHC will provide the opportunity for members of the public to be heard.

7. The Commission shall, within fifteen (15) days of its hearing regarding designation or of any continued hearing on the designation, recommend approval in whole or in part, or disapproval in whole or in part of the application, in writing to the City Council.

If the nomination of the Library Tree is not continued, the Commission shall respond in writing within 15 days of September 20, 2018, to the City Clerk's office of the decision that took place at the meeting regarding the recommendation for designation.

Staff Recommendation:

In concurrence with the Subcommittee's findings, Staff is recommending that the CHC uphold the recommendation of the Subcommittee in designating the Library Tree as an Historic Resource, and recommend to the City Council its designation as a City Landmark.

Attachments:

1. Subcommittee Report and Photographs
2. Nomination form of the South Pasadena Library, City Landmark No. 10
3. Official Notification Memos to the City Manager and Library Director
4. Newspaper Advertisement Notifying Public of Pending Landmark Nomination

This page intentionally left blank.



City Council Agenda Report

ITEM NO. 16

DATE: October 17, 2018

FROM: Stephanie DeWolfe, City Manager *CH for SA*

PREPARED BY: David Bergman, AICP, Interim Director Planning & Building
Edwar Sissi, Associate Planner *[Signature]*

SUBJECT: **Adoption of a Resolution Setting a Public Hearing Date for the Landmark Designation, 320 Grand Avenue (Koebig House) Project Number 2123-LHD**

Recommendation Action

It is recommended that the City Council adopt a resolution setting a date certain for the hearing of the Landmark nomination in accordance to the Landmark Designation procedures set forth in the City's Cultural Heritage Ordinance, SPMC Section 2.63(C)(9). Staff is recommending the formal designation proceedings to take place at the regularly scheduled December 5, 2018 City Council meeting.

Commission Review and Recommendation

This matter was reviewed by the Cultural Heritage Commission (CHC) at their regularly scheduled meeting on September 20, 2018. The CHC has made a unanimous recommendation that the City Council designate 320 Grand Avenue (the Koebig House) as a South Pasadena Landmark.

Pursuant to the Designation Procedures found in SPMC Section 2.63(C), the following is a timeline of the events involving the Cultural Heritage Commission and the recommendation of the Landmark to City Council:

- April 5, 2018: The Planning Division received an application for Landmark designation for the Historic home located at 320 Grand Avenue, historically known as the "Koebig House."
- April 19, 2018: At the regularly scheduled CHC meeting, the CHC reviewed the request of Landmark Designation and appointed a Subcommittee of two Commission members.
- May 15, 2018: The Subcommittee met with the property owners at the subject site to tour the property.

August 8, 2018: The Subcommittee provided their written recommendation to Staff. Due to a 20 day noticing requirement, the nomination was not formalized as a Decision Item on the Agenda for the August 16, 2018 CHC meeting. At the August 2018 CHC meeting, the Commission received and filed the Subcommittee report to make a formal recommendation at the September 20, 2018 CHC meeting, subject to the noticing requirement as outlined in SPMC Section 2.63(C)(5).

September 20, 2018: The CHC formalized their recommendation to the City Council for designation of the Koebig House located at 320 Grand Avenue as a City Landmark by a unanimous vote of 4-0, with one CHC member absent.

October 4, 2018: The CHC provided notice to City Council via the City's Clerk's office of the Commission's formal recommendation to have the Koebig House designated as a City Landmark by the City Council of South Pasadena.

Executive Summary

The Koebig House located at 320 Grand Avenue was constructed in 1927 through 1928 by noted architect H. Roy Kelley. The current property owners of the Historic home have applied for Landmark Designation with the Planning Division. The property is currently listed on the City's Historic Inventory with an Historic Status Code of 2B2. The CHC along with Staff are recommending approval of the Landmark Designation. The Cultural Heritage Ordinance requires that a hearing be set by resolution for a final decision on Landmark Designation by the City Council.

Community Outreach

Opportunity for public comment was provided at the CHC meeting; no public comment was given. There will be additional opportunities for public comment at both the City Council meeting to set the public hearing date, and the date of the public hearing for the Landmark Designation.

Discussion/Analysis

In accordance to the City's Cultural Heritage Ordinance, Chapter 2.58 of the South Pasadena Municipal Code, the CHC considered a recommendation by the established Subcommittee regarding the nomination of a new City Landmark. In support of the Subcommittee's findings, the CHC has made a unanimous vote of Recommendation to the City Council for the landmarking of the Koebig House located at 320 Grand Avenue in the City of South Pasadena.

The Subcommittee of the CHC has provided written findings of support for the designation pursuant to SPMC Section 2.63(A), listed as follows:

- a. That the designation of Landmark or Historic District is consistent with one or more of the purposes set forth in Section 2.58B; and**

Designation of the Koebig House as a city landmark is consistent with the purpose of the Cultural Heritage Ordinance in that it will preserve, maintain, and safeguard the city's heritage and character as embodied and reflected in the site and structures that serve as significant reminders of the city's social, educational, cultural and architectural history; encourage maintenance and preservation of areas that are associated with a historic event, activity, or persons that contribute to the historic character of landmarks and historic structures; preserve diverse and harmonious architectural styles, reflecting phases of the city's history; and encourage public knowledge, understanding, and appreciation of our cultural and environmental heritage. Therefore this finding can be made.

b. That the Landmark or Historic District meets one or more of the criteria for designation listed in Section 2.63(B); and

The proposed landmark meets criteria 3, 4, 6 and 7 for landmark designation listed in subsection 2.63(b) of the South Pasadena Municipal Code. Therefore, this finding can be made.

c. That the Landmark or Historic District possesses Historic Integrity of Location, design, setting, materials, workmanship, feeling, or association.

The proposed landmark exhibits a high degree of integrity, as it has had only minimal alterations since its construction 90 years ago. Therefore, this finding can be made.

Alternatives Considered

1. The City Council may set a different date for the public hearing of this item than the December 5, 2018 date as recommended by Staff.
2. At the time of the public hearing, the City Council may deny the Landmark designation of the Koebig House.
3. The City Council may remand the item back to the Cultural Heritage Commission for further study.

Next Steps

1. The City Council shall set a date certain for the publicly-noticed hearing of the Designation of the Koebig House as a City Historic Landmark.
2. Staff will formalize the required proceedings prior to the set meeting date in accordance to the designation procedures of the City's Cultural Heritage Ordinance.

Background

The single-family residence and detached garage at 320 South Grand Avenue was designed in the English Revival style, with Cotswold Cottage features by architect H. Roy Kelley and built over the course of 1927 and 1928. Known historically as the Koebig House, it was built by John Pittendrigh for its original owner Dr. Walter C.S. Koebig. Located prominently on the northeast corner of Grand Avenue and Hermosa in the Grand Avenue North potential historic district, the home is listed on the City of South Pasadena's Inventory of Cultural Resources and has been assigned a resource status code of 2B2 (2B)/5S3. The house is noted in David Gebhard and

Robert Winter's seminal Architecture in Los Angeles A Complete Guide as "A compact Tudor villa in brick". South of the Koebig House, other homes dating from the same period can be found which incorporate elements of the English Revival style, such as half-timbered facades, steep roofs and gables and turreted entrances. The neighborhood features many impressive period homes in a variety of architectural styles, including Spanish Colonial, Regency Revival, Tudor, Victorian, Farm House and Craftsman.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

The Koebig House is privately owned and the City will not incur direct costs related to ownership or maintenance of the Historic property. As a Landmark, the property owners have the opportunity to enter into a Mills Act Agreement pursuant to the procedures and regulations outlined in the Municipal Code. The City does incur indirect fiscal impacts with Mills Act Agreements through reduced property tax revenues.

Environmental Analysis

This item is exempt from any California Environmental Quality Act (CEQA) analysis based on State CEQA Guidelines Section 15331, Class 31, Historic Resource Restoration/Rehabilitation, as a project that is limited to the preservation and conservation of historical resources.

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*.

The public hearing of the September 20, 2018 Cultural Heritage meeting was duly noticed in accordance to the requirements of the City's Preservation Ordinance. Certified Mail letters were sent to the applicant and the owners of the property. The City also mailed individual property notices to all properties within a 300 foot radius of the Library Park in which the Library Tree is located. Additionally, the nomination of the Library Tree was duly noticed in the *South Pasadena Review* on September 7, 2018.

The public hearing for the formal designation by the City Council will be noticed upon set determination of the hearing time. Staff is recommending the City Council set the hearing date to December 5, 2018 at the regularly scheduled Council meeting.

Attachments:

1. Resolution Setting a Date Certain for the Hearing of the Landmark Designation.
2. CHC Letter of Notice to City Council on Decision for Recommendation of Designation.

ATTACHMENT 1
Resolution Setting a Date Certain for the
Hearing of the Landmark Designation

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
SETTING A DATE AND TIME FOR A PUBLIC HEARING
FOR THE DESIGNATION OF THE KOEBIG HOUSE
LOCATED AT 320 GRAND AVENUE AS A HISTORIC
CITY LANDMARK**

WHEREAS, Section 2.62 of the South Pasadena Municipal Code, Ordinance No. 2315 (“Cultural Heritage Ordinance”) authorizes the Cultural Heritage Commission (“the Commission”) to recommend to the City Council the designation of appropriate properties as Landmarks; and

WHEREAS, on April 5, 2018, the Planning Division received an application for Landmark designation for the Historic home located at 320 Grand Avenue, historically known as the “Koebig House”; and

WHEREAS, on April 19, 2018, at the regularly scheduled CHC meeting, the CHC reviewed the request of Landmark Designation and appointed the Landmark Subcommittee (“Subcommittee”) with two Commission members; and

WHEREAS, on May 15, 2018, the Subcommittee met with the property owners at the subject site to tour the property; and

WHEREAS, on August 8, 2018, the Subcommittee formalized their findings and notified Staff of their request to carry the Landmark nomination to the full CHC for the Commission’s formal vote on the recommendation to City Council for Designation; and

WHEREAS, on September 20, 2018, the CHC formalized their recommendation to the City Council for designation of the Koebig House as a City Landmark by a unanimous vote of 4-0, with one CHC member absent; and

WHEREAS, on October 4, 2018, the CHC provided notice to the City Council via the City’s Clerk’s office of the Commission’s formal recommendation to have the Koebig House designated as a City Landmark by the City Council of South Pasadena; and

WHEREAS, on October 17, 2018, the City Council of the City of South Pasadena held a duly noticed regularly scheduled meeting to set a date certain for the public hearing of the Landmark Designation.

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

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

SECTION 2. PUBLIC HEARING. NOTICE IS HEREBY GIVEN THAT ON WEDNESDAY, THE 5TH DAY OF DECEMBER, 2018, AT THE HOUR OF 7:30 PM, AT THE REGULAR MEETING OF THE SOUTH PASADENA CITY COUNCIL, IN THE AMEDEE O. "DICK" RICHARDS, JR. COUNCIL CHAMBER, 1424 MISSION STREET, SOUTH PASADENA, CALIFORNIA 91030, IS THE TIME AND PLACE FIXED BY THE CITY COUNCIL FOR THE PUBLIC HEARING ON THE LANDMARK DESIGNATION OF THE KOEBIG HOUSE LOCATED AT 320 GRAND AVENUE.

SECTION 3. NOTICE. That the Planning Division is hereby authorized and directed to publish, pursuant to Government Code Section 6061, a copy of this Resolution in a newspaper of general circulation within said City, said publication shall be not less than ten (10) days before the date set for said Public Hearing.

SECTION 4. That the City Clerk is further directed to cause a copy of the Resolution of Intention to be posted upon the official bulletin board customarily used for the posting of notices.

SECTION 5. That this Resolution shall take effect immediately upon its adoption.

SECTION 6. 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 17th day of October, 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 17th day of October, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Evelyn G. Zneimer, City Clerk
(seal)

ATTACHMENT 2
CHC Letter of Notice to City Council on Decision for
Recommendation of Designation



City of South Pasadena

1414 MISSION, SOUTH PASADENA, CA 91030 • TEL: 626.403.7220 • WWW.SOUTHPASADENACA.GOV

PLANNING & BUILDING DEPARTMENT

CULTURAL HERITAGE COMMISSION

October 4, 2018

THE SOUTH PASADENA CITY COUNCIL
1414 Mission Street
South Pasadena, CA 91030

RE: LANDMARK DESIGNATION FOR THE KOEBIG HOUSE LOCATED AT 320 GRAND AVENUE

Dear Honorable Council Members:

At their regularly scheduled meeting on September 20, 2018, the Cultural Heritage Commission unanimously voted to recommend to the Council that the Historic property located at 320 Grand Avenue, known as the Koebig House, be designated as an official City Landmark. Included herein are the findings that the CHC has made in accordance to the City's Cultural Heritage Ordinance, Section 2.58 of the South Pasadena Municipal Code.

The single-family residence and detached garage at 320 South Grand Avenue was designed in the English Revival style, with Cotswold Cottage features by architect H. Roy Kelley and built over the course of 1927 and 1928. Known historically as the Koebig House, it was built by John Pittendrigh for its original owner Dr. Walter C.S. Koebig. Located prominently on the northeast corner of Grand Avenue and Hermosa in the Grand Avenue North potential historic district, the home is listed on the City of South Pasadena's Inventory of Cultural Resources and has been assigned a resource status code of 2B2 (2B)/5S3. The house is noted in David Gebhard and Robert Winter's seminal Architecture in Los Angeles A Complete Guide as "A compact Tudor villa in brick". South of the Koebig House, other homes dating from the same period can be found which incorporate elements of the English Revival style, such as half-timbered facades, steep roofs and gables and turreted entrances. The neighborhood features many impressive period homes in a variety of architectural styles, including Spanish Colonial, Regency Revival, Tudor, Victorian, Farm House and Craftsman.

As part of the Designation Procedure requirements detailed in SPMC, Section 2.63(C)(7), the Commission shall notify in writing to the City Council regarding their decision on recommendation within 15 days of the CHC hearing.

The Cultural Heritage Commission enthusiastically recommends this Historic Resource to the City Council for designation as a City Landmark. We, the Commission, look forward to receiving any questions or other feedback which the Council may have.

Sincerely,

Mark Gallatin
Chair, Cultural Heritage Commission

Attachment:
CHC Report Outlining the Findings of the Landmark Subcommittee.

CHC Landmark Subcommittee Report, Draft August 8, 2018
Mark Gallatin, Chairman
Rebecca Thompson, Commissioner

320 South Grand Avenue: Review of Application for Landmark Status

Introduction

The City of South Pasadena received an application for landmark status for the home at 320 South Grand Avenue on April 5, 2018. At the meeting of the Cultural Heritage Commission (CHC) on April 19, 2018, a landmark subcommittee consisting of Chairman Mark Gallatin and Commissioner Rebecca Thompson was appointed, as required by Section 2.63(c)(2) of the South Pasadena Municipal Code. The landmark subcommittee reviewed the application materials, met with the property owner on site on May 15, 2018 and toured the property at that time. Subsequent research was conducted online and at the South Pasadena Public Library into the history of the home, its architect and builder, and prior owners. This report presents the landmark subcommittee's recommendation on the ability of the proposed application to meet one or more of the criteria required for landmark designation, explaining with brief facts the way in which the property was important to the local, state or national history during the period of significance, including any significant themes and historic contexts to which the property relates.

Background

The single family residence and detached garage at 320 South Grand Avenue was designed in the English Revival style, with Cotswold Cottage features by architect H. Roy Kelley and built over the course of 1927 and 1928. Known historically as the Koebig House, it was built by John Pittendrigh for its original owner Dr. Walter C.S. Koebig. Located prominently on the northeast corner of Grand Avenue and Hermosa in the Grand Avenue North potential historic district, the home is listed on the City of South Pasadena's Inventory of Cultural Resources and has been assigned a resource status code of 2B2 (2B)/5S3. The house is noted in David Gebhard and Robert Winter's seminal Architecture in Los Angeles A Compleat Guide as "A compact Tudor villa in brick". South of the Koebig House, other homes dating from the same period can be found which incorporate elements of the English Revival style, such as half-timbered facades, steep roofs and gables and turreted entrances. The neighborhood features many impressive period homes in a variety of architectural styles, including Spanish Colonial, Regency Revival, Tudor, Victorian, Farm House and Craftsman.

The home retains a high degree of physical integrity. In addition to its textured exterior walls and English-style casement windows, a unique feature of the Koebig House is the vertically placed stones over the second floor windows. In the Cotswolds area of central England, they are known as "combers" and are meant to direct water away from the walls. The home's south elevation features an oriel leaded-glass window with diamond-

shaped lights. On the interior, the kitchen and laundry room have been remodeled several times over the years. An original maid's room is now a den which opens onto the kitchen and breakfast area. In the foyer and living room, original wood paneling and "hand adzed" (chilled) ceiling beams are intact, as are much of the original tile and fixtures in the bathrooms. In the rear yard, a wall separating the yard from a service area was removed for the installation of a swimming pool in 1985. The rear patio area features brick and mortar paving, planter beds and retaining walls, much of which dates to the home's construction. There are also four decorative wrought iron gates. Indicative of the rising importance of the private automobile both nationally and in Los Angeles in the 1920s, the home has a three-car brick garage, with attached workshop and tool shed, accessible from Hermosa Street. The garage was equipped with a gas tank, a hoist and ladder for repairing cars and a sand pit for capturing oil.

The materiality of the house, its retaining walls and garden paths is one of textured surfaces consisting of stones, brick and clinker bricks. Thus it shares certain features with the Arts & Crafts homes which utilized materials from the Arroyo Seco, one block to the west. While H. Roy Kelley more often worked in a Mediterranean vocabulary in the San Gabriel Valley, the Koebig House is a rare extant example where he drew his inspiration from the English tradition. Beyond its distinctive style, the house personifies the ideal of a small, architect-designed single family home planned with care and efficiency for the contemporary family in the first third of the last century. In the context of 1920s Growth (1920-29), the Koebig House is a unique example of the 1920s Residential theme, significant for its high degree of physical integrity and its associations with a regionally important architect and a prominent local resident.

Harold Roy Kelley (aka H. Roy Kelley) (1893-1989), was a major figure in Southern California architecture during the period 1925-1957. Kelley was renowned for his exceptional renditions of period revival homes built from Palos Verdes to Pasadena throughout the 1920's and 1930's, which earned him numerous honors from both the architectural press and his fellow practitioners.

Kelley was born in New York on May 2, 1893. Prior to college, Kelley gained experience working in architectural firms and was able to skip his freshman courses upon entering Cornell University. Kelley graduated at age 22 with a degree in architecture in 1915. A year later, he authored an essay on the English house in which he espoused simplicity over elaborate decoration and a respect for a home's natural setting, values later made tangible in the Koebig House. Upon graduation, Kelley got a job working under architect Paul Chalfin, then under architect Herbert L. Foltz, and finally under Herb Bass until he was drafted. Kelley served with the American Expeditionary Forces in France in WWI and was discharged in 1919, settling in Los Angeles in 1920, where he found

employment with Harry Allen and L. Andrew Reinhard before he established his own independent practice in 1925 in San Marino.

The Koebig House was the winner of *House Beautiful* magazine's first "small house" competition in 1929 and was featured in a nationwide traveling exhibition. He served on the architectural advisory board of *Good Housekeeping* magazine from 1931 to 1938 and was commissioned by *Life* magazine in 1937 to design a model home for the entire nation. Kelley served on the architectural advisory committees for the Bel-Air Estates and the Palos Verdes Estates and in 1931 he was appointed to the Presidential Advisory Commission on Home Building by Herbert Hoover. Progressive architects and the federal government saw in the burgeoning "small house" movement, emphasizing minimal rooms and maximum functionality, an affordable solution to middle class housing needed after WW I and during the Great Depression. His work helped popularize ranch-style and mid-century modern homes in the West.

His design for the Pringle house captured the 1938 "House Beautiful" prize from the Architectural League of New York, the fourth time he was so honored. He also won the competition for the model American home, sponsored by the Home Owners Institute of America with a house built at Sleepy Hollow, N.Y., with Farrar & Watmough of New York acting as supervising architects.

During World War II Kelley designed camouflage for Douglas Aircraft and in 1944 was named by the War Department to design military installations. Kelley was a past board member of the American Institute of Architects, past president of the Los Angeles Architectural Club and a member of more than a dozen service and civic groups. Kelley, throughout his career designed many Monterey revival style homes in the Los Angeles area, the RAND headquarters in Santa Monica, as well as the Institute of Aeronautical Science in Los Angeles. He retired in 1957 and died in Altadena, at the age of 95, in 1989.

One of the most admired attributes of an H. Roy Kelley residence is how well it relates to its outdoor setting. Kelley was a master at creating a harmonious flow between the spaces through the use of windows, French doors, loggias and terraces and the Kelley houses, whether they be English like the Pringle house, Hacienda Spanish or Monterey, were always bright and sun-filled. There is nothing gloomy about an H. Roy Kelley house. For the twelve-room Pringle house, Kelley created a series of terraces and loggias surrounding both the front and rear elevations with the effect continuing through garden terraces leading to the enormous pool and pool house. The effect was one of great charm and easy livability. As *House & Garden* was to write in May 1937, "Loggias, opening from the house and the pavilion beside the swimming pool, permit shaded

comfort out-of-doors while the terrace and garden between the pool and the house invite leisurely loitering in the open air.”

Likewise, the Koebig House exhibits a harmonious relationship between outside and inside design elements. For example, the shape of the roofline creates a cozy bedroom ceiling on the second floor or an inglenook for sitting and enjoying the view out a window. The distinctively English inspiration for the exterior continues when one steps through the front door and into the entry foyer, its mahogany paneling reminiscent of old English manor houses in both material and craftsmanship. The architect designed the home to respect the topography of the site, adding a retaining wall that is both functional and stylish. Instead of a prominent front porch, which Kelley felt would be compromised by noise from the street, the Koebig House is oriented to the rear garden, accessible from doors opening out from the living room and sun room.

The home’s original owner was Dr. Walter C.S. Koebig. Dr. Koebig was a practicing orthopedic surgeon in Los Angeles. His importance in the medical community was referenced by the *Los Angeles Times* in 1922, when it reported that Dr. Koebig “holds a position in the state health and development department of physical training work in the schools, and is at the head of the corrective work in the Los Angeles schools”. Newspapers of the time show Dr. Koebig was a guest speaker before civic groups in Los Angeles and the San Gabriel Valley, including addresses to mothers on “the importance of correctly fitting shoes for the growing child, correct posture in standing and walking, and the cause and cure of weak and fallen arches of the feet”.

Statement of Significance

The Koebig House is significant in the context of Architecture and Design as well as in the context of 1920s Growth (1920-1929). In the first context, it is an exemplar of the 20th Century Period Revivals theme and the Tudor Revival sub-theme. Taking its inspiration from a variety of late medieval English building traditions, Tudor Revival had its origins in the late 19th-century English Arts and Crafts movement and was first seen in this country in 1890s estate houses. The style became increasingly popular in the first two decades of the 20th century and its heyday was in the 1920s and 1930s, thanks in part to rapid suburban growth and advancements in masonry veneering techniques.

The Koebig House is a veritable textbook of High style Tudor Revival design elements: two stories in height with a steeply-pitched, multi-gable wood shake roof; exterior walls veneered in brick which mimics the appearance of medieval construction techniques; tall, narrow casement windows, some with leaded diamond-shaped lights, and set in horizontal groupings or projecting bays; a main entrance set under a secondary gable with paneled wood doors and a central chimney with elaborate brickwork.

In the second context, the home's significance is derived from its construction during the period of significance; its representation of important patterns and trends in single-family residential development from this period; its display of most of the character-defining features of the Tudor Revival style enumerated above; and its retention of the essential aspects of integrity: location, design, setting, materials, workmanship, feeling, and association.

Criteria for Landmark Designation

Criteria and standards for the designation of landmarks shall include any or all of the following, as applicable:

- (1) Its character, interest or value as a part of the heritage of the community;

N/A

- (2) Its location as a site of a significant historic event;

N/A

- (3) Its identification (such as the residence, ownership, or place of occupation, etc.) with a person, persons or groups who significantly contributed to the culture and development of the city, state or United States;

The original owner of the home was Dr. Walter C.S. Koebig. Dr. Koebig was a noted orthopedic surgeon in California in the first half of the 20th century. Among his accomplishments, he held a prominent position in the state health and development department of physical training work in the schools, and was the head of the corrective work in the Los Angeles city schools.

- (4) Its exemplification of a particular architectural style of an era of history of the city;

While there are several other homes on South Grand Avenue designed in the Tudor Revival style, the Koebig House is singular in its brick construction and evocation of an English Cotswold Cottage located on a slightly raised site. These characteristics cause the home to, literally and figuratively, rise above the other 1920s period revival homes in the neighborhood.

- (5) Its exemplification of the best remaining architectural type in a neighborhood;

N/A

- (6) Its identification as the work of a person or persons whose work has influenced the heritage of the city, the state or the United States;

The Koebig House was designed by H. Roy Kelley, who had a long, award-winning career as an architect based in Southern California. Kelley's design for this house captured first place in *House Beautiful* magazine's first "small house" competition in 1929. He served on the architectural advisory board of *Good Housekeeping* magazine from 1931 to 1938 and was commissioned by *Life* magazine in 1937 to design a model home for the entire nation. Kelley served on the architectural advisory committees for the Bel-Air Estates and the Palos Verdes Estates and in 1931 he was appointed to the Presidential Advisory Commission on Home Building by Herbert Hoover. His work helped popularize ranch-style and mid-century modern homes in the West.

(7) Its embodiment of elements of outstanding attention to architectural design, engineering, detail design, detail, materials or craftsmanship;

Both inside and out, the Koebig House exhibits thoughtful attention to architectural design, detail, materials and craftsmanship. The placement of bricks and clinkers making up the exterior facades of the home was carefully considered to maximize the charm, character and texture of the house. This attention to detail was continued in the construction of the rear patio, planter beds and retaining walls, as well as in the decorative wrought iron gates and original light fixtures. The home features rarely seen details such as the vertically placed "combers" over the upper windows and the oriel window with its leaded glass consisting of diamond-shaped lights. Use of quality materials, attention to detail and outstanding workmanship are apparent on the home's interior as well. In the foyer and living room, original dark mahogany paneling and "hand adzed" (chilled) ceiling beams are intact, as are much of the original tile and fixtures in the bathrooms.

(8) It is either a part of or related to a square, park or other distinctive area which should be developed or preserved according to a plan based on a historic cultural or architectural motif;

N/A

(9) Its unique location or singular physical characteristic representing an established and familiar visual feature of a neighborhood; or

N/A

(10) Its potential for yielding information of archaeological interest;

N/A

Required Findings

As required by Section 2.63(a)(2) of the South Pasadena Municipal Code, in addition to a statement of significance, this report shall provide written findings stating the reasons the landmark qualifies for designation on the South Pasadena register of landmarks and historic districts. These findings shall include:

- (A) That the designation of landmark or historic district is consistent with one or more of the purposes set forth in SPMC 2.58B; and

Designation of the Koebig House as a city landmark is consistent with the purpose of the Cultural Heritage Ordinance in that it will preserve, maintain, and safeguard the city's heritage and character as embodied and reflected in the site and structures that serve as significant reminders of the city's social, educational, cultural and architectural history; encourage maintenance and preservation of areas that are associated with a historic event, activity, or persons that contribute to the historic character of landmarks and historic structures; preserve diverse and harmonious architectural styles, reflecting phases of the city's history; and encourage public knowledge, understanding, and appreciation of our cultural and environmental heritage;

- (B) That the landmark or historic district meets one or more of the criteria for designation listed in subsection (b) of this section; and

The proposed landmark meets criteria 3, 4, 6 and 7 for landmark designation listed in subsection 2.63(b) of the South Pasadena municipal code.

- (C) That the landmark or historic district possesses historic integrity of location, design, setting, materials, workmanship, feeling, or association.

The proposed landmark exhibits a high degree of integrity, as it has had only minimal alterations since its construction 90 years ago.

Recommendation on Landmark Status

In conclusion, pursuant to South Pasadena Municipal Code Section 2.63(a), we recommend that 320 South Grand Avenue be given landmark status based on its consistency with Criterion 3 of South Pasadena Municipal Code Section 2.63(b) due to its identification with a person, persons or groups who significantly contributed to the culture and development of the city, state or United States, with Criterion 4, as being the exemplification of a particular architectural style of an era of history of the city, with Criterion 6, due to its identification as the work of a person or persons whose work has influenced the heritage of the city, the state or the United States, and with Criterion 7, due to its embodiment of elements of outstanding attention to architectural design, engineering, detail design, detail, materials or craftsmanship.

This page intentionally left blank.



City Council Agenda Report

ITEM NO. 17

DATE: October 17, 2018

FROM: Stephanie DeWolfe, City Manager *SD*

PREPARED BY: Lucy Demirjian, Assistant to the City Manager *LD*

SUBJECT: **Approval of a Letter in Opposition to a Provision in House Resolution 2 (H.R. 2), the Agricultural Act of 2018**

Recommendation Action

It is recommended that the City Council approve of a letter in opposition to a provision in House Resolution 2 (H.R. 2), the Agricultural Act of 2018, which could block the important right of local governments across the country to enact pesticide ordinances intended to safeguard children's health, our communities and the environment.

Discussion/Analysis

H.R. 2, also known as the House Farm Bill, includes several proposals that would roll back key pesticide protections, putting children, farmworkers, communities and even endangered species at risk.

The House Farm Bill would block local governments from adopting their own pesticide regulations, even if those regulations are designed to protect children and other vulnerable populations. Section 9101 of the bill would prevent cities, counties and communities from passing laws banning the most toxic pesticides like chlorpyrifos, or restricting spraying in places like schools or playgrounds where children might be exposed.

Given the critical role that local governments have historically played in regulating pesticide use, this would be a significant setback for public health. Further, Section 9101 will set a precedent to upend local control on other important issues.

Background

The United States Environmental Protection Agency (EPA) regulates pesticides under the Federal Fungicide, Insecticide, and Rodenticide Act (FIFRA). Under FIFRA, there is no express federal prohibition on local governments establishing more restrictive regulations of pesticides. In 1991, the Supreme Court held in *Wisconsin Public Intervenor v. Mortier* that FIFRA does not preempt local governmental regulation of pesticide use.

Pesticides pose serious health risks, particularly to children. For example, chlorpyrifos is a potent neurotoxin that harms children's brain development. Other pesticides have been linked to cancer, reproductive issues, environmental harms, and acute health effects like nausea, dizziness and

vomiting. Some pesticides, such as atrazine, which is linked to reproductive harm, routinely contaminate drinking water systems.

Because federal laws fall short of protecting Americans from the potential hazards of pesticides, some states and local governments have stepped in to protect their communities by enacting their own restrictions. Local governments have responded to the scientific evidence, their residents' concerns, and their area's unique ecological conditions through prudent measures to reduce exposure to hazardous pesticides. This includes actions such as creating a list of approved or prohibited pesticides, restricting toxic pesticide use around parks and playgrounds, negotiating commodity contracts and service agreements that prevent suppliers from offering products that contain pesticides harmful to pollinators, and keeping habitat along rights-of-way and other areas of management property free of pesticides harmful to pollinators.

Section 9101 would overturn that Supreme Court decision by stating that FIFRA only allows "A State, but not a political subdivision of a State" – such as cities, counties, or school districts – to regulate the sale or use of pesticides. This could overturn existing laws and ordinances currently on the books as well as preempt local governments in the future from establishing more restrictive regulations than was established by a State or the federal government.

Section 9101 has been opposed by the National League of Cities, the National Association of County Officials, the American Academy of Pediatrics and countless environmental organizations including the Environmental Working Group, the Natural Resources Defense Council and Earthjustice.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

There is no fiscal impact.

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. Letter Opposing Provisions in H.R. 2
2. H.R. 2 Text, Section 9101

ATTACHMENT 1
Letter Opposing Provisions in H.R. 2



CITY OF SOUTH PASADENA
1414 MISSION STREET, SOUTH PASADENA, CA 91030
TEL: (626) 403-7210 • FAX: (626) 403-7211
WWW.SOUTHPASADENACA.GOV

September 20, 2018

The Honorable Michael Conaway
Chairman
U.S. House Committee on Agriculture
1301 Longworth House Office Building
Washington, DC 20515

The Honorable Pat Roberts
Chairman
U.S. Senate Committee on Agriculture
328A Russell Senate Office Building
Washington, DC 20510

The Honorable Collin Peterson
Ranking Member
U.S. House Committee on Agriculture
1305 Longworth House Office Building
Washington, DC 20515

The Honorable Debbie Stabenow
Ranking Member
U.S. Senate Committee on Agriculture
328A Russell Senate Office Building
Washington, DC 20510

Dear Chairmen Conaway and Roberts and Ranking Members Peterson and Stabenow,

I am writing on behalf of the City of South Pasadena, California to express our opposition to a provision in H.R. 2, the Agriculture Improvement Act of 2018, which could block the important right of local governments across the country to enact pesticide ordinances intended to safeguard children's health, our communities and the environment.

In 1991, the Supreme Court held in *Wisconsin Public Intervenor v. Mortier* that the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) does not preempt local governmental regulation of pesticide use. Section 9101 of H.R. 2 would strip away the rights of local governments to regulate pesticides within their jurisdictions by changing FIFRA to state that "[a] State, but not a political subdivision of a State" – such as cities, towns, counties, or school districts – can regulate the sale or use of pesticides.

Local governments have played an important role in protecting children from the risks of pesticide exposure and should be allowed to continue to do so. There are at least 155 local ordinances that ban or restrict the use of some toxic pesticides on parks, schools, playgrounds, and other public spaces that could be preempted under 9101, including more than 25 in California.

The City of South Pasadena, California has a strong history of taking every measure possible to protect the health and safety of its residents and reduce negative environmental impacts. The City has established best management practices for controlling pests including restricting the use of toxic chemical pesticides on City-owned parks and property to limit exposure to any

pesticides where children and members of the public congregate, and thereby reducing the possible human and environmental impacts from these potentially harmful products.

As the House and Senate conferees work together craft the final 2018 Farm Bill, we urge you to preserve the ability of local governments to protect children's health, wildlife and their communities from pesticide exposures.

Please exclude section 9101 of H.R. 2 from consideration in the final farm bill.

Sincerely,

Richard D. Schneider
Mayor

cc: The Honorable Dianne Feinstein, US Senator for California
The Honorable Kamala Harris, US Senator for California
The Honorable Judy Chu, US House of Representatives, 27th District of California

This page intentionally left blank.

ATTACHMENT 2
H.R. 2 Text, Section 9101

1 (3) by redesignating paragraph (3), as so
2 amended, as paragraph (2).

3 **Subtitle B—Regulatory Reform**

4 **PART I—STATE LEAD AGENCIES UNDER FED-**
5 **ERAL INSECTICIDE, FUNGICIDE, AND**
6 **RODENTICIDE ACT**

7 **SEC. 9101. RECOGNITION AND ROLE OF STATE LEAD AGEN-**
8 **CIES.**

9 (a) STATE LEAD AGENCY DEFINED.—Section 2(aa)
10 of the Federal Insecticide, Fungicide, and Rodenticide Act
11 (7 U.S.C. 136(aa)) is amended—

12 (1) by striking “(aa)STATE.—The term” and
13 inserting the following:

14 “(aa) STATE; STATE LEAD AGENCY.—

15 “(1) STATE.—The term”; and

16 (2) by adding at the end the following:

17 “(2) STATE LEAD AGENCY.—The term ‘State
18 lead agency’ means a statewide department, agency,
19 board, bureau, or other entity in a State that is au-
20 thorized to regulate, in a manner consistent with
21 section 24(a), the sale or use of any federally reg-
22 istered pesticide or device in such State.”.

23 (b) UNIFORM REGULATION OF PESTICIDES.—

24 (1) COOPERATION WITH AND ROLE OF STATE
25 LEAD AGENCY.—Section 22(b) of the Federal Insec-

1 ticide, Fungicide, and Rodenticide Act (7 U.S.C.
2 136t(b)) is amended by inserting before the period
3 at the end the following: “promulgated by the Ad-
4 ministrator or, when authorized pursuant to a coop-
5 erative agreement entered into under section
6 23(a)(1), by a State lead agency for a State”.

7 (2) AUTHORITY TO ESTABLISH AND MAINTAIN
8 UNIFORM REGULATIONS.—Section 23(a)(1) of the
9 Federal Insecticide, Fungicide, and Rodenticide Act
10 (7 U.S.C. 136u(a)(1)) is amended by inserting after
11 “enforcement of this Act,” the following: “to author-
12 ize the State or Indian tribe to establish and main-
13 tain uniform regulation of pesticides within the
14 State or for the Indian tribe,”.

15 (3) CONDITION ON MORE RESTRICTIVE REGU-
16 LATION.—Section 24(a) of the Federal Insecticide,
17 Fungicide, and Rodenticide Act (7 U.S.C. 136v(a))
18 is amended by striking “A State may” and inserting
19 “A State, but not a political subdivision of a State,
20 may”.

21 (c) ROLE OF STATE LEAD AGENCIES IN PROMULGA-
22 TION OF REGULATIONS.—Section 25(a)(2) of the Federal
23 Insecticide, Fungicide, and Rodenticide Act (7 U.S.C.
24 136w(a)(2)) is amended—

25 (1) in subparagraph (A)—

1 (A) in the first sentence, by inserting “and
2 each State lead agency” after “Agriculture”;

3 (B) by striking the second sentence and in-
4 serting the following: “If the Secretary or any
5 State lead agency comments in writing to the
6 Administrator regarding any such regulation
7 within 30 days after receiving the copy of the
8 regulation, the Administrator shall publish in
9 the Federal Register (with the proposed regula-
10 tion) all such comments and the response of the
11 Administrator to the comments.”; and

12 (C) in the third sentence, by inserting “or
13 any State lead agency” after “Secretary”;

14 (2) in subparagraph (B)—

15 (A) in the first sentence, by inserting “and
16 each State lead agency” after “Agriculture”;

17 (B) by striking the second sentence and in-
18 serting the following: “If the Secretary or any
19 State lead agency comments in writing to the
20 Administrator regarding any such regulation
21 within 15 days after receiving the copy of the
22 regulation, the Administrator shall publish in
23 the Federal Register (with the final regulation)
24 the comments of the Secretary or State lead
25 agency, if requested by the Secretary or State

1 lead agency, and the response of the Adminis-
2 trator to the comments.”; and

3 (C) in the third sentence, by inserting “or
4 any State lead agency” after “Secretary”; and

5 (3) in subparagraph (C), by inserting before the
6 period at the end the following: “, in consultation
7 with the State lead agencies”.

8 **PART II—PESTICIDE REGISTRATION AND USE**

9 **SEC. 9111. REGISTRATION OF PESTICIDES.**

10 (a) APPROVAL OF REGISTRATION.—Section 3(c)(5)
11 of the Federal Insecticide, Fungicide, and Rodenticide Act
12 (7 U.S.C. 136a(c)(5)) is amended—

13 (1) by redesignating subparagraphs (A) through
14 (D) as clauses (i) through (iv), respectively and mov-
15 ing the margins of such clauses (as so redesignated)
16 2 ems to the right;

17 (2) by striking “REGISTRATION.—The Adminis-
18 trator” and inserting the following: “REGISTRA-
19 TION.—

20 “(A) IN GENERAL.—The Administrator;”;

21 (3) in clause (iii), as so redesignated, by strik-
22 ing “; and” at the end and inserting a semicolon;

23 (4) in clause (iv), as so redesignated, by strik-
24 ing the period at the end and inserting “; and”;

This page intentionally left blank.



City Council Agenda Report

ITEM NO. 18

DATE: October 17, 2018

FROM: Stephanie DeWolfe, City Manager *SD - Lm SA*

PREPARED BY: Margaret Lin, Principal Management Analyst *M.L.*

SUBJECT: **Approval of the City of South Pasadena's Arroyo Verdugo Communities Joint Powers Authority Draft Measure M Multiyear Subregional Program Project List**

Recommendation Action

It is recommended that the City Council approve the City of South Pasadena's (City) Arroyo Verdugo Communities Joint Powers Authority (AVCJPA) Draft Measure M Multiyear Subregional Program (MSP) project list.

Commission Review and Recommendation

On September 18, 2018, a public forum was held in the Council Chambers to solicit feedback from the public regarding the City's proposed project list. On October 10, 2018, this matter was reviewed by the Public Works Commission (PWC). Recommendations on project prioritization is included in the attached draft MSP project list.

Community Outreach

The Arroyo Verdugo Communities Joint Powers Authority hired a public outreach consultant to assist with the public participation plan. A notice regarding the upcoming public meetings was included in the September issue of the City of South Pasadena's E-Neighbors newsletter; posted in the display case at City Hall, posted on the City's website, and e-mailed to every current commissioner.

Discussion/Analysis

The AVCJPA, through a Technical Advisory Committee (TAC) comprised of representatives from each member agency, contracted with Cambridge Systematics to develop the draft MSP project prioritization list for the first five-years of funding for Measure M. Cambridge Systematics, in coordination with the TAC, established the following tasks to develop the MSP:

1. Compile and screen proposed projects from individual jurisdictions for eligibility;
2. Establish an equitable distribution of funds to the individual jurisdictions based on per capita; and
3. Prioritize projects based on:
 - a. Qualitative Performance Evaluation – based on the performance measures established in the Measure M Administrative Guidelines

- b. Agency Priority – relative importance of each project to the sponsor jurisdiction
- c. Stakeholder Input – the draft project lists were shared with the public at six public meetings in September 2018 to solicit comments and input

The attached project list includes the City’s proposed projects that are eligible for Measure M funding. The list includes projects from the Council adopted 2019-2023 Capital Improvement Program, Council approved State Route 710 Early Action Projects, and public comments that were provided on the MSP. The final MSP project prioritization list for the AVCJPA will be determined by the AVCJPA Governing Board and Approved by Los Angeles County Metropolitan Transportation Authority (Metro).

Next Steps

- 1. October 2018 – Member agencies will submit their individual project lists to their respective council’s for comment and consideration.
- 2. November 2018 – AVCJPA TAC will review the draft MSP.
- 3. December 2018 – AVCJPA Governing Board will review and adopt the final MSP project prioritization list for submittal to the Metro
- 4. Metro will review the MSP and upon approval will make Measure M funds available on a reimbursement basis

Background

On October 4, 2017, the Arroyo Verdugo Steering Committee comprised of the Cities of Burbank, Glendale, La Cañada Flintridge, Pasadena, and South Pasadena and the Los Angeles County Board of Supervisor’s Office established the AVCJPA to address regional transportation planning and facilitate the distribution of Measure M funds within the subregion.

On November 8, 2016, Los Angeles County voters approved the passage of Measure M. In order to be eligible to receive Measure M funds the AVCJPA must develop a MSP that is approved by Metro. Administrative guidelines were developed by Metro to help guide subregions in the development of their MSPs. The guidelines include a five year project plan outlining the funding expenditures, public participation plan, and funding agreements between the member jurisdictions. The AVCJPA is anticipated to receive \$24,040,000 over the first five fiscal years from two funding programs: 1)Transit, and 2) Modal Connectivity and Complete Streets; and has agreed to distribute funding based on a per capita basis.

Table 1: AVCJPA MSP Funding

Funds by Year (less 0.5% for Planning)	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020- 21	FY 2021- 22	5-Year Total
Transit Projects	\$2,547,000	\$2,594,000	\$2,706,000	\$2,774,000	\$2,841,000	\$13,462,000
Modal Connectivity and Complete Streets	\$2,002,000	\$2,038,000	\$2,126,000	\$2,180,000	\$2,232,000	\$10,577,000
Total	\$4,549,000	\$4,632,000	\$4,833,000	\$4,954,000	\$5,073,000	\$24,040,000

The Measure M Administrative Guidelines include the following performance measures for project performance evaluation:

Table 2: Measure M Performance Measures

Theme	Performance Measure
Mobility	Relieve congestion
	Increase travel by transit, bicycle, and pedestrian modes
	Improve travel times
	Improve effectiveness and reliability for core riders
Economy	Increase economic output
	Support job creation and retention
	Support goods movement
	Reduce household transportation costs
	Extend useful life of facilities
Accessibility	Improve transportation options
	Improve service to transit dependent, low-income, and disadvantaged populations
	Improve first-last mile connections to transit
Safety	Reduce incidents
	Improve personal safety
Sustainability and Quality of Life	Improve environmental quality
	Improve public health

The proposed MSP project list was developed based on the AVCJPA's request for equitable distribution among the member agencies.

Table 3: AVCJPA MSP Funding Allocation

Agency	Transit Program	Modal Connectivity and Complete Streets	5-Year Total
Burbank	\$2,737,419	\$2,150,753	\$4,888,172
Glendale	\$5,258,051	\$4,131,180	\$9,389,231
La Cañada Flintridge	\$534,202	\$419,716	\$953,918
La Crescenta/Montrose	\$519,686	\$408,310	\$927,996
Pasadena	\$3,735,612	\$2,935,020	\$6,670,632
South Pasadena	\$677,416	\$532,236	\$1,209,652
Total	\$13,462,386	\$10,577,215	\$24,039,601

The AVCJPA Technical Advisory Committee awarded a contract to Cambridge Systematics to prepare the AVCJPA's MSP. Cambridge Systematics has been tasked with developing a project prioritization process to assess proposed projects, coordinating with member agencies to develop a subregional project prioritization list, evaluating individual projects submitted by each jurisdictions for eligibility, and compiling the final project prioritization list.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

The City has allocated \$12,809, as the City's proportionate share of funds, to pay for the consultant work to develop the AVCJPA MSP. The funding allocation was established based on a per capita allocation. The total contract amount for the MSP is not to exceed \$120,802. The funds will be fully reimbursed to the City by the AVCJPA upon reimbursement by Metro.

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: Draft AVCJPA 5-Year MSP Project List

Category	City Project Program	Project	Description	Funding Need	Public Works Commission Recommendations
Modal Connectivity and Complete Streets	Citywide Safe Routes to School/Complete Streets Program			\$ 10,000,000.00	
		Huntington Drive and Garfield Avenue Turn Lanes	On Huntington Drive at Garfield Avenue, convert the existing eastbound shared through and right-turn lane to a right-turn only lane, and study the addition of an eastbound left-turn lane.		
		Columbia Street and Pasadena Avenue Turn Lanes	On Columbia Street at Pasadena Avenue, stripe eastbound left-turn and shared through/right-turn lanes.		Recommended as a priority for implementation within the first 5-years as modified: Study, evaluate, and implement left turn channelization on Columbia Street, west of Orange Grove Avenue and east of Fremont Avenue, with additional striping measures and adjustments where feasible (\$150,000 estimated project cost).
		Columbia Street and Orange Grove Avenue Striping	On westbound Columbia Street at Orange Grove Avenue, restripe for one left-turn lane and one combined right-turn/through lane. Adjust signal cycle to provide protected left turn and actuated or short-duration through movement.		
		Garfield Avenue and Mission Street Signal Light Phasing	On Garfield Avenue at Mission Street, provide a longer green phase for Garfield Avenue.		
		Garfield Avenue and Monterey Road Signal	At Garfield Avenue and Monterey Road, replace the existing all-way stop with a signal.		Recommended as a priority for implementation within the first 5-years (\$400,000 estimated project cost)
		Garfield Avenue and Oak Street Signal	At Garfield Avenue and Oak Street, add a signal. (Note that the distance between this intersection and the signalized intersection of Garfield Avenue and Huntington Drive is approximately 600 feet, so queueing analysis may need to occur. Alternately, traffic might be diverted from Garfield Avenue at Huntington Drive to Fair Oaks Avenue or Los Robles Avenue)		Recommended as a priority for implementation within the first 5-years (\$400,000 estimated project cost)
Modal Connectivity and Complete Streets	Bikeway Projects Program			\$ 250,200.00	
		Fair Oaks Bikeway	The Fair Oaks Bikeway project extends from the north city limit to Huntington Drive in a north/south alignment. It contains Class II Bike Lanes between Monterey Road and Huntington Drive, and a Class III Bike Route north of Monterey Road.	\$ 30,000.00	
		El Centro Oxley Bikeway	The El Centro/Oxley Bikeway project spans the City in an east/west alignment from Pasadena Avenue to the east city limit. It consists of Class II Bike Lanes and a Class III Bike Route.	\$ 34,200.00	
		Meridian Bikeway	The Meridian Bikeway project extends in a north/south alignment from Orange Grove Avenue just south of the northern city limit to the south city limit. It consists of a Class III Bike Route, with "sharrows" along the segment from Mission Street to El Centro Street	\$ 34,000.00	
		Huntington Bikeway	The Huntington Bikeway adds Class II Bike Lanes to Huntington Drive along its length within the City.	\$ 42,000.00	
		Fremont Bikeway	The Fremont Bikeway project extends from the Pasadena city limit in the north to the Alhambra city limit in the south and consists of a Class III Bikeway.	\$ 36,000.00	

Category	City Project Program	Project	Description	Funding Need	Public Works Commission Recommendations
		Oak Street Bikeway	The Oak Street Bikeway project provides east/west bikeway connectivity in the southern area of the city. It extends from Meridian Avenue to Garfield Avenue.	\$ 24,000.00	
		Monterey Bikeway	The Monterey Bikeway project is an east/west connection that spans the City from Los Angeles to San Marino. The bikeway is primarily a crosstown regional route connecting with proposed bike lanes in Los Angeles. The Arroyo Verde Road portion of the project would provide a bikeway "spur" to Marmion Way and the terminus of the Arroyo Seco Class I Bike Bath in Los Angeles.	\$ 50,000.00	
Other Projects	State Route 110 Fair Oaks Avenue Interchange Modification Program			\$ 27,000,000.00	
		SR-110 Hookramp	Construct a new southbound SR-110 "hook" on-ramp via eastbound State Street, east of Fair Oaks Avenue		
		SR-110/Fair Oaks Avenue Striping	Restripe northbound Fair Oaks Avenue between Grevelia Street and State Street to replace northbound left-turn lanes with a right-turn lane continuing into a new right-turn lane to be built on the south side of State Street		
		SR-110 Traffic Island Removal	Remove the existing traffic island on the current SR-110 on-ramp		
		SR-110/Fair Oaks Avenue Southern Bulbout Removal	On northbound Fair Oaks Avenue between Hope Street and Grevelia Street, remove the existing bulbout in order to provide a shared through and right-turn lane, and replace the left-turn lane with a through lane.		
		SR-110/Fair Oaks Avenue Southbound Ramp	On southbound Fair Oaks Avenue north of the existing southbound on-ramp, extend the existing right-turn lane to north of Oaklawn Street (requires removal of the bulbout north of Mound Street).		
		SR-110/Fair Oaks Avenue/Grevelia Truncate	Truncate Grevelia Street between Fair Oaks Avenue and Mound Avenue (access to the adjacent Shakers Restaurant parking lot would be retained via Fair Oaks Avenue).		
		SR-110 Northbound Off-Ramp Striping	Widen northbound SR-110 off-ramp and restripe for two left-turn lanes, one through lane, and one right-turn lane.		
		SR-110/Fair Oaks Avenue Right Turn	Add second right-turn lane on westbound Grevelia Street at Fair Oaks Avenue.		
		SR-110/Fair Oaks Avenue Northern Bulbout Removal	Remove bulbout on northbound Fair Oaks Avenue prior to the Orchard Supply Hardware shopping center driveway. The current bus stop would be moved to far side of intersection.		
Other Projects	Fremont Avenue/Huntington Drive/Fair Oaks Avenue Regional Traffic Corridor Improvements Program			\$ 20,000,000.00	

Category	City Project Program	Project	Description	Funding Need	Public Works Commission Recommendations
		Adaptive Traffic Control System	Implement an Adaptive Traffic Control System (ATCS) and synchronize signals throughout the corridor. Include leading pedestrian intervals in all signal cycles. These signals would run on Fair Oaks Avenue from the City of South Pasadena into and through the City of Pasadena.		
		Crosswalk Visibility	Increase the visibility of all crosswalks using continental or ladder (perpendicular) striping.		
		Fremont Avenue and Alhambra Road Merging Lane	Extend the existing merging lane on northbound Fremont Avenue just north of the Fremont Avenue/Alhambra Road intersection.		
		Fremont Avenue and Huntington Drive Striping	Restripe Fremont Avenue south of Huntington Drive to clearly delineate eight-foot parking lanes (marked using continuous edge striping), 11-foot travel lanes, and a 10-foot left-turn lane.		
		Fremont Avenue and Huntington Drive Turn Lane	On Fremont Avenue between Huntington Lane and Huntington Drive, remove some existing parking (six spaces), add a southbound merging lane and re-designate the northbound through lane as shared through/right-turn. Prohibit right turns on red.		
		Fremont Avenue and Huntington Drive Signage	Add signage on Fremont Avenue approaching Huntington Drive northbound directing Pasadena-bound motorists to turn right at Huntington Drive and directing the traffic to continue north on Fair Oaks Avenue.		Recommended as a priority for implementation within the first 5-years and re-activate the northbound Fremont Avenue to eastbound Huntington Drive right turn signal and activate a new left turn arrow on southbound Fremont Avenue to eastbound Huntington Drive (\$50-100,000 estimated project cost)
		Huntington Drive Left Turn Lane	On Huntington Drive between Fremont Avenue and Fair Oaks Avenue, add a second northbound left-turn lane and adjust signal timing accordingly.		
		Huntington Drive Median Widening	Widen the median on Huntington Drive east of Fremont Avenue to six feet and realign the crosswalk in order to provide a median refuge with a "nose." Accommodate by narrowing eastbound general-purpose lanes as necessary or by narrowing the median between the westbound right-turn and through lanes.		
		Hunting Drive Striping	Restripe Huntington Drive between Alhambra Road and Garfield Avenue to accommodate Class II bicycle lanes. This can be accomplished without removing existing general-purpose or parking lanes or narrowing existing raised medians, by narrowing the general-purpose lanes to 10 to 11 feet. (Note that this project can be found in the City's 2011 Bicycle Master Plan.)		

Category	City Project Program	Project	Description	Funding Need	Public Works Commission Recommendations
		Huntington Drive Flashing Beacon	Add flashing beacons or other enhanced safety measures at the crosswalk on the right-turn lanes from westbound Huntington Drive to northbound Fair Oaks Avenue.		
		Fair Oaks Avenue Striping	Restripe Fair Oaks Avenue between Huntington Drive and Grevelia Street to accommodate Class II bicycle lanes. This can be accomplished without removing existing general-purpose or parking lanes or narrowing existing raised medians, by narrowing the general-purpose lanes to 10 to 11 feet. (Note that this project can be found in the City's 2011 Bicycle Master Plan.)		
		Fair Oaks Avenue HAWK Signal	Add HAWK pedestrian-actuated signals or other enhanced safety measures at the un-signalized crosswalk at Spruce Street (Note that when actuated, this would disrupt signal progression.)		
		Fair Oaks Avenue and Monterey Road Left Turn Pocket	Extend the northbound Fair Oaks Avenue left-turn pocket at Monterey Road.		
		Fair Oaks Avenue Bulbout Removals	Remove bulbouts and replace with right-turn pockets on Fair Oaks Avenue at: - the northwest and northeast corners at Monterey Road (extending to the Vons shopping center driveway); - the northwest, southwest and southeast corners at El Centro Street; - the northwest, southwest and southeast corners at Mission Street; and - the northwest, southwest and southeast corners at Hope Street.		
		Fair Oaks Avenue Bulbout Reconstruction	Reconstruct the remaining bulbouts on Fair Oaks Avenue to prevent auto intrusions on the sidewalk. (Note that as previously mentioned, measures to improve pedestrian safety should be implemented at these intersections including high-visibility crosswalk enhancements, leading pedestrian intervals, and corner radii that are no larger than necessary given the desired design and control vehicles.)		
Other Projects	Citywide Neighborhood Traffic Safety Program			\$ 5,000,000.00	
		Fremont Avenue Neighborhood Traffic Management Plan	Neighborhood Traffic Management Plan implementation for Fremont Avenue north of Huntington Drive	\$ 1,250,000.00	
		Columbia/Hermosa/Grand Neighborhood Traffic Management Plan	Neighborhood Traffic Management Plan implementation for Columbia Street, Hermosa Street, and Grand Avenue west and south of Orange Grove Avenue	\$ 1,250,000.00	
		Arroyo Drive Neighborhood Traffic Management Plan	Neighborhood Traffic Management Plan implementation for Arroyo Drive from Columbia Street to Pasadena Avenue	\$ 1,250,000.00	

Category	City Project Program	Project	Description	Funding Need	Public Works Commission Recommendations
		Meridian Avenue Neighborhood Traffic Management Plan	Neighborhood Traffic Management Plan implementation for Meridian Avenue south of Monterey Road	\$ 1,250,000.00	
New Projects					
		Grevelia Street and Fair Oaks Avenue Striping and Signal Timing	Revise the striping and relocate detectors on westbound Grevelia Avenue to northbound Fair Oaks Avenue and SR-110 northbound off-ramp (no new signal hardware installation is necessary), with improved signage to clarify lanes that exit and enter the freeway, and evaluate and implement signal timing adjustments to facilitate and increase the volume of right-turn movements from westbound Grevelia Avenue to northbound Fair Oaks Avenue, where feasible	\$ 20,000.00	Recommended as a priority for implementation within the first 5-year

This page intentionally left blank.



City Council Agenda Report

ITEM NO. 19

DATE: October 17, 2018

FROM: Stephanie DeWolfe, City Manager *CM for Sid.*

PREPARED BY: Lucy Demirjian, Assistant to the City Manager *LD*
Kristine Courdy, P.E., Public Works Operations Manager *KC*

SUBJECT: **Reconsider the City of South Pasadena's Default Energy Mix of Fifty Percent Renewable Energy Option for the Clean Power Alliance of Southern California**

Recommendation Action

It is recommended that the City Council reconsider the City of South Pasadena's default energy mix of fifty percent (50%) renewable energy option for the Clean Power Alliance (CPA) of Southern California (formerly known as Los Angeles Community Choice Energy).

Commission Review and Recommendation

The Renewable Energy Council (REC) and the Finance Commission reviewed Ordinance No. 2316, prior to its adoption by the City Council on July 19, 2017, approving the Joint Powers Agreement for the Los Angeles Community Choice Energy (LACCE) and authorizing implementation of a Community Choice Aggregation Program. The Commissions have not provided input on the default energy mix level of renewable energy option.

Community Outreach

The public had an opportunity to provide input on the Community Choice Aggregation Program that was reviewed at the REC, Finance Commission, and several City Council meetings. Additionally, the public had an opportunity to provide input on the default energy mix options at the February 21, 2018 City Council meeting.

Discussion/Analysis

On February 21, 2018, the City Council approved the City's default energy mix of 50% renewable energy option. The City Council has the opportunity to reconsider the default energy mix selection before the October 31 deadline.

Staff recommends maintaining the default option of the 50% renewable energy and 50% greenhouse gas (GHG) free mix as it represents a substantial increase in renewable energy compared to Southern California Edison's (SCE's) energy mix of 34% for 2018, yet still provides an energy cost reduction compared to SCE rates. Most CPA member agencies have selected this option as it meets the CPA program objective of offering higher levels of renewable energy content at lower rates.

Member agencies will also have the opportunity to change their default energy mix selection annually.

Alternative

The City can select the higher default energy mix of 100% renewable and 100% GHG free. The cost estimate for this energy is seven to nine percent more than SCE rates. Although this option represents the most renewable energy, it is also a cost increase compared to current SCE rates and may be burdensome for most customers.

Although the default mix is set at 50% renewable energy/50% GHG free, individual residents and business owners will be able to select a lower (36% renewable energy/ GHG free) or higher (100% renewable energy/ GHG free) level offered by CPA.

Background

Community Choice Aggregation (CCA), authorized in California under AB 117 (2002) and SB 790 (2011), allows local governments, including counties and cities, to purchase electricity in the wholesale power market and sell it to their residents and businesses at competitive rates as an alternative to electricity provided by an Investor-Owned-Utility (IOU). CCA is not a municipal utility, however the IOU will continue to provide transmission and distribution electrical services, power line maintenance, and customer billing services. The goal of a CCA is to offer more energy choices to local customers on where power is obtained from. As a member of the CCA, electricity customers from each jurisdiction are automatically enrolled into the program, however the customers have the right to opt out and continue to get power purchased by the IOU (SCE in this case).

The City of South Pasadena along with 30 other cities in Los Angeles and Ventura counties are current members of the CPA.

Legal Review

The City Attorney has not reviewed this item.

Fiscal Impact

If the City Council opts for the 100% energy mix for City facilities, there will be a seven to nine percent increase in costs.

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*.