CITY OF SOUTH PASADENA
CITY COUNCIL

AGENDA

REGULAR COUNCIL MEETING
WEDNESDAY, OCTOBER 16, 2024 AT 7:00 PM

AMEDEE O. "DICK" RICHARDS JR. COUNCIL CHAMBERS
1424 MISSION STREET, SOUTH PASADENA, CALIFORNIA 91030

NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY

The South Pasadena City Council Meeting will be conducted in-person from the Amedee O. "Dick" Richards, Jr. Council Chambers, located at 1424 Mission Street, South Pasadena, CA 91030.

Public participation may be made as follows:

- In-Person – Council Chambers, 1424 Mission Street, South Pasadena, CA 91030
- Live Broadcast via the City website http://www.spectrumstream.com/streaming/south_pasadena/live.cfm
- Via Zoom – Meeting ID: 825 9999 2830
- Written Public Comment – written comment must be submitted by 12:00 p.m. the day of the meeting by emailing to ccpubliccomment@southpasadenaca.gov
- Via Phone–+1-669-900-6833 and entering the Zoom Meeting ID listed above.

Meeting may be viewed at:
1. Go to the Zoom website, https://zoom.us/join and enter the Zoom Meeting information; or
2. Click on the following unique Zoom meeting link: https://us06web.zoom.us/j/82599992830 or
3. By calling: +1-669-900-6833 and entering the Zoom Meeting ID listed above; and viewing the meeting via http://www.spectrumstream.com/streaming/south_pasadena/live.cfm

CALL TO ORDER

CALL TO ORDER:	Mayor	Evelyn G. Zneimer

ROLL CALL

ROLL CALL:	Mayor	Evelyn G. Zneimer
	Mayor Pro Tem	Jack Donovan
	Councilmember	Jon Primuth
	Councilmember	Michael A. Cacciotti

Councilmember Janet Braun

PLEDGE OF ALLEGIANCE:
PLEDGE OF ALLEGIANCE: Councilmember Michael A. Cacciotti

PUBLIC COMMENT GUIDELINES
The City Council welcomes public input. Members of the public may comment on a non-agenda subject under the jurisdiction of the City Council or on an agenda item. Members of the public will have three minutes to address the City Council, however, the Mayor and City Council may adjust the time allotted, as needed.

Public Comments received in writing will not be read aloud at the meeting, but will be part of the meeting record. Written public comments will be uploaded to the City website for public viewing under Additional Documents. When submitting a public comment, please make sure to include the following:
1) Name (optional), and
2) Agenda item you are submitting public comment on.
3) Submit by no later than 12:00 p.m., on the day of the City Council meeting.
Correspondence received after this time will be distributed the following business day.

PLEASE NOTE: The Mayor may exercise the Chair's discretion, subject to the approval of the majority of the City Council, to adjust public comment time limit to less than three minutes, as needed.

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.

CLOSED SESSION ANNOUNCEMENTS

1. CLOSED SESSION ANNOUNCEMENTS

PUBLIC COMMENT

2. PUBLIC COMMENT - GENERAL (NON-AGENDA ITEMS)
General Public Comment will be limited to 30 minutes at the beginning of the agenda. If there are speakers remaining in the queue, they will be heard at the end of the meeting. Only Speakers who submit a Public Comment card within the first 30 minutes of Public Comment period will be queued up to speak.

PRESENTATIONS

3. A PRESENTATION FROM THE OFFICE OF SENATOR ANTHONY PORTANTINO

4. A PROCLAMATION DECLARING THE MONTH OF OCTOBER, AS "COMMUNITY PLANNING MONTH" IN THE CITY OF SOUTH PASADENA

CHANGES TO THE AGENDA

5. REORDERING OF, ADDITIONS, OR DELETIONS TO THE AGENDA

CONSENT CALENDAR
OPPORTUNITY TO COMMENT ON CONSENT CALENDAR
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 a public comment has been received 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.

6. CONSIDERATION OF THE APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF $1,757,446.34; GENERAL CITY WARRANTS IN THE AMOUNT OF $370,782.27; ONLINE PAYMENTS IN THE AMOUNT OF $136,712.76; VOIDS IN THE AMOUNT OF ($206.21); PAYROLL IN THE AMOUNT OF $985,680.60

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

7. CONSIDERATION OF APPROVAL OF THE SPECIAL JOINT CITY COUNCIL MEETING MINUTES WITH THE FINANCE COMMISSION FOR APRIL 17, 2024 AND THE REGULAR CITY COUNCIL MEETING MINUTES FOR OCTOBER 2, 2024

Recommendation
It is recommended that the City Council consider the approval of the minutes for the Special Joint City Council Meeting with the Finance Commission for April 17, 2024 and the Regular City Council Meeting for October 2, 2024.

8. CONSIDERATION OF APPROVAL OF THE PROFESSIONAL SERVICES AGREEMENT WITH MOORE IACOFANO GOLTSMAN, INC. (MIG) FOR CITY ON-CALL GIS SERVICES

Recommendation
Staff recommends that the City Council consider approval of a Professional Services Agreement with Moore Iacofano Goltsman, Inc. (MIG), for On-Call Geographic Information Systems (GIS) services for a term of two years at a not-to-exceed amount of $50,000 for the contract, with the option to extend the contract for up to three (3) one-year extensions for a total maximum contract period of five (5) years.

9. CONSIDERATION OF APPROPRIATING $3,805.00 IN FUNDS DISBURSED TO THE LIBRARY BY THE SOUTHERN CALIFORNIA LIBRARY COOPERATIVE IN FISCAL YEAR 2024-2025 TO BE SPENT ON ELECTRONIC RESOURCES FOR THE LIBRARY

Recommendation
It is recommended that the City Council appropriate funds disbursed to the Library by the

Southern California Library Cooperative (SCLC) in the amount of $3,805.00 from General Fund Miscellaneous Revenue (101-0000-0000-5505-000) to the Library's Fiscal Year 2024-2025 Electronic Resources account (101-8010-8011-8031-000) to enable the Library to expend the funds as required by SCLC.

ACTION/DISCUSSION

10. CONSIDERATION OF APPROVAL OF A DISCRETIONARY FUNDS REQUEST FROM COUNCILMEMBER CACCIOTTI IN THE AMOUNT OF UP TO $400 FOR THE AVON PLACE ANNUAL HALLOWEEN BLOCK PARTY EVENT

Recommendation

It is recommended that the City Council:

1. Find that the requested allocation of discretionary funds to support the Avon Place Annual Halloween Block Party (Event) serves a public purpose benefitting the City; the expenditure is free from any conflict of interest that arise from the use of the funds; and that the expenditure is not a gift to any individual, corporation or municipality and is only used to benefit the general public of the City; and
2. Based on such findings approve the requested expenditure of discretionary funds of up to $400 to support the Event.

PUBLIC COMMENT - CONTINUED

11. CONTINUED PUBLIC COMMENT - GENERAL

This time is reserved for speakers in the Public Comment queue not heard during the first 30 minutes of Item No. 2. No new speakers will be accepted at this time.

COMMUNICATIONS

12. COUNCILMEMBER COMMUNICATIONS

The time allotted to speak per Councilmember is three minutes. Additional time will be allotted at the end of the City Council meeting agenda, if necessary.

13. CITY MANAGER COMMUNICATIONS

ADJOURNMENT

FOR YOUR INFORMATION

FUTURE CITY COUNCIL MEETINGS

November 6, 2024	Regular City Council Meeting	7:00 P.M.
November 20, 2024	Regular City Council Meeting	7:00 P.M.
December 4, 2024	Regular City Council Meeting	7:00 P.M.
December 18, 2024	Regular City Council Meeting	7:00 P.M.

PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS

City Council meeting agenda packets, any agenda related documents, and additional documents are available at City Hall and online for public viewing on the City's website:

https://www.southpasadenaca.gov/Your-Government/Your-City-Council/City-Council-Agendas

Regular meetings are live streamed via the internet at:
http://www.spectrumstream.com/streaming/south_pasadena/live.cfm

AGENDA NOTIFICATION SUBSCRIPTION

If you wish to receive an agenda email notification please contact the City Clerk's Division via email at CityClerk@southpasadenaca.gov or call (626) 403-7230.

ACCOMMODATIONS

The City of South Pasadena wishes to make all of its public meetings accessible to the public. If special assistance is needed to participate in this meeting, please contact the City Clerk's Division at (626) 403-7230 or cityclerk@southpasadenaca.gov. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. 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).

CERTIFICATION OF POSTING

I declare under penalty of perjury that I posted this notice of agenda for the meeting to be held on October 16, 2024, on the bulletin board in the courtyard of City Hall located at 1414 Mission Street, South Pasadena, CA 91030, and on the City, website as required by law, on the date listed below.

10/10/2024	/S/
Date	Mark Perez, Deputy City Clerk

City Council Agenda Report

ITEM NO. 4

DATE: October 16, 2024

FROM: Donald Penman, Interim City Manager

PREPARED BY: Mark Perez, Deputy City Clerk

SUBJECT: **A PROCLAMATION DECLARING THE MONTH OF OCTOBER, AS "COMMUNITY PLANNING MONTH" IN THE CITY OF SOUTH PASADENA**

Attachment:
Attachment No. 1 - Proclamation Declaring October 2024 As Community Planning Month

Attachment No. 1

CITY OF SOUTH PASADENA

PROCLAMATION

Declaring October 2024 as "Community Planning Month" in the City of South Pasadena

WHEREAS, change is constant and affects all cities, towns, suburbs, counties, boroughs, townships, rural areas, and other places; and

WHEREAS, community planning and plans can help manage this change in a way that provides better choices for how people work and live; and

WHEREAS, community planning provides an opportunity for all residents to be meaningfully involved in making choices that determine the future of their community; and

WHEREAS, the full benefits of planning requires public officials and citizens who understand, support, and demand excellence in planning and plan implementation; and

WHEREAS, the month of October is designated as National Community Planning Month throughout the United States of America and its territories, and

WHEREAS, the celebration of National Community Planning Month allows us to publicly recognize the participation and dedication of the members of planning commissions and other citizen planners who have contributed their time and expertise to the improvement of the City of South Pasadena; and

WHEREAS, we recognize the many valuable contributions made by city planners and extend our heartfelt thanks for the continued commitment to public service by these professionals;

NOW, THEREFORE I, Evelyn G. Zneimer, Mayor of the City of South Pasadena, on behalf of the City Council, do hereby proclaim the month of October 2024 is hereby designated as Community Planning Month in the City of South Pasadena in conjunction with the celebration of National Community Planning Month.

_____ ___10/16/2024__

Mayor, Evelyn G. Zneimer **Date**

City Council Agenda Report

ITEM NO. 6

DATE: October 16, 2024

FROM: Donald Penman, Interim City Manager

PREPARED BY: William Castrillon, Budget and Purchasing Manager
Esteban Alvarez, Management Analyst

SUBJECT: **CONSIDERATION OF THE APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF $1,757,446.34; GENERAL CITY WARRANTS IN THE AMOUNT OF $370,782.27; ONLINE PAYMENTS IN THE AMOUNT OF $136,712.76; VOIDS IN THE AMOUNT OF ($206.21); PAYROLL IN THE AMOUNT OF $985,680.60**

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

Executive Summary
Prepaid Warrants:
Warrant # 319893-319895: **$2,327.34**
ACH: **$1,755,119.00**
Voids: **$0**
General City Warrants
Warrant # 319896-319967: **$197,684.56**
ACH: **$173,097.71**
Voids: **($206.21)**
Payroll Period Ending 9/27/2024: **$985,680.60**
Wire Transfers Out – To (LAIF): **$0**
Wire Transfers In – From (LAIF): **$0**
Wire Transfers (RSA): $0
Wire Transfers Out – To (Acct # 2413): **$0**
Wire Transfers Out – To (Acct # 1936): **$0**
Online Payments: **$136,712.76**
RSA:
Prepaid Warrants: **$0**
General City Warrants: **$0**

Total: $3,250,415.76

Key Performance Indicators and Strategic Plan
This item is in line with the Finance Department's Key Performance Indicators identified in the Fiscal Year 2024-2025 Budget. The Accounts Payable process is completely digital and routed via a workflow process. This cuts down staff time significantly, as well as streamlines a previously strenuous process. This process also falls in line with the City's environmental

strategies by reducing the amount of paper used.

Explanation of Terms
Warrant – Directs the Finance Department to pay a sum of money out of the City's funds to bearer of claim/invoice (named individual, company) also known as a payable. The warrants (payments) are only released after City Council approval.

Warrant Summary – Summarizes all of the payments prepared during a specific cycle. The beginning of the cycle is the period after the last set of warrants were approved by Council and released as payment. The end of the cycle is the last date of invoice processing. All the warrants for the current cycle are summarized and the detail of warrants provided to Council for review and approval.

Prepaid Warrant List - A Prepaid Warrant directs the Finance Department to pay a sum of money out of the City's funds to bearer of claim/invoice (named individual, company) also known as a payable. The Prepaid Warrants (payments) are released prior to City Council approval, however reported to City Council as a Prepaid. Prepayments are generally time sensitive and would incur additional charges if not paid within a specific time frame.

General City Warrant List – Detailed listing of all payments made for a specific cycle. The beginning of the cycle is the period after the last set of warrants were approved by Council and released as payment. The end of the cycle is the last date of invoice processing.

Online Payments – Payments made online. These are typically for time sensitive utilities, credit card payments, and sometimes require the use of the payee's portal (SCE, So Cal Gas, Amazon, etc.).

Voids – Checks that were issued and voided. Examples of such instances would be lost checks that were mailed out. Checks that were on a warrant that did not get approved by Council.

Payroll – All payments made related to payroll, such as payroll taxes, retirement benefits, CalPERS, Garnishments, payroll etc.

Attachment:
Attachment No. 1 - Warrant Summary
Attachment No. 2 - Prepaid Warrant List
Attachment No. 3 - General Warrant List
Attachment No. 4 - Online Payments
Attachment No. 5 - Voids
Attachment No. 6 - Payroll

City of South Pasadena
Demand/Warrant Register **Date** 10/16/2024

Recap by fund	Fund No.	Amounts	
		Prepaid	Written
General Fund	101	-	205,819.41
Insurance Fund	103	-	11,896.50
Street Improvement Program	104	-	-
Technology Surcharge Fund	106	-	-
Facilities & Equip.Cap. Fund	105	-	25,206.69
Programs and Projects	107	-	-
Local Transit Return "A"	205	-	14,589.85
SLFRF Fund	206	-	-
Local Transit Return "C"	207	-	-
TEA/Metro	208	-	-
Sewer Fund	210	-	1,226.17
CTC Traffic Improvement	211	-	-
SB2 Planning Grant	213	-	-
Rogan HR5294 Grant	214	-	-
Street Lighting Fund	215	-	39,335.28
Public, Education & Govt Fund	217	-	-
Clean Air Act Fund	218	-	-
Business Improvement Tax	220	-	-
Gold Line Mitigation Fund	223	-	-
Mission Meridian Public Garage	226	-	-
Housing Authority Fund	228	-	-
State Gas Tax	230	-	840.20
County Park Bond Fund	232	-	-
Measure R	233	-	-
Measure M	236	-	-
Road Maint & Rehab (SB1)	237	-	-
MSRC Grant Fund	238	-	-
Measure W	239	-	-
Measure H	241	-	-
Prop C Exchange Fund	242	-	-
Bike & Pedestrian Paths	245	-	-
BTA Grants	248	-	-
Golden Street Grant	249	-	-
Capital Growth Fund	255	-	-
CDBG	260	-	-
Asset Forfeiture	270	-	-
Police Grants - State	272	-	-
Homeland Security Grant	274	-	-
Park Impact Fees	275	-	-
Historic Preservation Grant	276	-	-
HSIP Grant	277	-	-
Arroyo Seco Golf Course	295	-	-
Sewer Capital Projects Fund	310	-	-
400 Capital Improvement Program	400	-	14,479.00
Water Fund	500	-	39,589.56
Water Efficiency Fund	503	-	-
2016 Water Revenue Bonds Fund	505	1,742,293.75	-
SRF Loan - Water	506	-	-
Water & Sewer Impact Fee	510	-	-
Public Financing Authority	550	-	-
Payroll Clearing Fund	700	15,152.59	17,799.61
			-
	Column Totals:	1,757,446.34	370,782.27

Recap by fund	Fund No.	Amounts	
		Prepaid	Written
RSA	227	-	-
	RSA Report Totals:	-	-

City Report Totals:	2,128,228.61
Payroll Period Ending: 09/27/2024	985,680.60
Wire Transfer Out - To LAIF	-
Wire Transfer In - From LAIF	-
Wire Transfer - RSA	-
Wire Transfer Out - To Acct. # 2413	-
Wire Transfer Out - To Acct. # 1936	-
Online Payments	136,712.76
Voids - Prepaid	-
Voids - General Warrant	(206.21)
Grand Report Total:	**3,250,415.76**

Evelyn G. Zneimer, Mayor

William Castrillon, Budget and Purchasing Manager

Mark Perez, Deputy City Clerk

Accounts Payable

Check Detail

User: ealvarez
Printed: 10/08/2024 - 5:08PM

Check Number	Check Date	Amount
BNYM6712 - The Bank of New York Mellon Trust Company, N.A.		
0	09/26/2024	
Inv SOPASAWTR16		
Line Item Date	Line Item Description	
09/26/2024	SOPASAWTR16 - 2016 WTR REV REF - Principal	1,035,000.00
09/26/2024	SOPASAWTR16 - 2016 WTR REV REF - Interest	707,293.75
Inv SOPASAWTR16 Total		1,742,293.75
0 Total:		1,742,293.75
BNYM6712 - The Bank of New York Mellon Trust Company, N.A. Total:		1,742,293.75
Total:		1,742,293.75

Accounts Payable

Check Detail

User: ealvarez
Printed: 10/08/2024 - 5:09PM

Check Number	Check Date	Amount
CSD3014 - Ca. State Disbursement Unit		
319893	10/07/2024	
Inv PR 09.13.2024		
Line Item Date	Line Item Description	
09/11/2024	PR Batch 91324.09.2024 - Garnishment	903.69
Inv PR 09.13.2024 Total		903.69
Inv PR 09.27.2024		
Line Item Date	Line Item Description	
09/26/2024	PR Batch 92724.09.2024 Garnishment - Case # FAMSS-1406906.	903.69
Inv PR 09.27.2024 Total		903.69
319893 Total:		1,807.38
CSD3014 - Ca. State Disbursement Unit Total:		1,807.38
CAL0629 - Franchise Tax Board		
319894	10/07/2024	
Inv PR 09.13.2024		
Line Item Date	Line Item Description	
09/11/2024	PR Batch 91324.09.2024 Garnishment - FTB-2150569216	125.00
Inv PR 09.13.2024 Total		125.00
Inv PR 09.27.2024		
Line Item Date	Line Item Description	
09/26/2024	PR Batch 92724.09.2024 Garnishment FTB - 2150569216	125.00
Inv PR 09.27.2024 Total		125.00
319894 Total:		250.00
319895	10/07/2024	
Inv PR 09.13.2024		
Line Item Date	Line Item Description	
09/11/2024	PR Batch 91324.09.2024 Garnishment - Case # 568717589.	134.98
Inv PR 09.13.2024 Total		134.98

Inv PR 09.27.2024

Line Item Date	Line Item Description	
09/26/2024	PR Batch 92724.09.2024 Garnishment - Case # 568717589.	134.98

Inv PR 09.27.2024 Total 134.98

319895 Total: 269.96

SCFT0000 - Franchise Tax Board Total: 519.96

SOU5435 - S.P. Police Officers Association 700-0000-0000-2246-000

0 10/07/2024

Inv September 2024

Line Item Date	Line Item Description	
09/11/2024	PR Batch 91324.09.2024 SPPOA Insurance	2,378.29
09/11/2024	PR Batch 91324.09.2024 SPPOA - Union Dues	3,857.10

Inv September 2024 Total 6,235.39

0 Total: 6,235.39

SOU5435 - S.P. Police Officers Association Total: 6,235.39

SOU5451 - S.P. Public Service Employees Association 700-0000-0000-2248-000

0 10/07/2024

Inv PR 09.27.2024

Line Item Date	Line Item Description	
09/26/2024	PR Batch 92724.09.2024 SPPSEA - Union Dues	64.00

Inv PR 09.27.2024 Total 64.00

Inv September 2024

Line Item Date	Line Item Description	
09/11/2024	PR Batch 91324.09.2024 SPPSEA - Union Dues	1,542.00

Inv September 2024 Total 1,542.00

0 Total: 1,606.00

SOU5451 - S.P. Public Service Employees Association Total: 1,606.00

CEAP7000 - S.P. Public Service Employees Association-PT 700-0000-0000-2249-000

0 10/07/2024

Inv September 2024

Line Item Date	Line Item Description	
09/11/2024	PR Batch 91324.09.2024 PART TIME ASSN. DUES / FEE	120.00

Inv September 2024 Total 120.00

Check Number	Check Date	Amount
0 Total:		120.00
CEAP7000 - S.P. Public Service Employees Association-PT Total:		120.00

SOU5230 - S.P.Firefighters L-3657

0 10/07/2024

Inv September 2024

Line Item Date	Line Item Description	
09/11/2024	PR Batch 91324.09.2024 FFA Fire Rec Fees	60.00
09/11/2024	PR Batch 91324.09.2024 Fire Assn. Insurance	177.42
09/11/2024	PR Batch 91324.09.2024 Firefighters 3657 - Union	1,925.00
Inv September 2024 Total		2,162.42
0 Total:		2,162.42
SOU5230 - S.P.Firefighters L-3657 Total:		2,162.42

SSDV2018 - Sandoval, Sheila

0 10/07/2024

Inv PR 09.13.2024

Line Item Date	Line Item Description	
09/11/2024	PR Batch 91324.09.2024 Garnishment - Sandoval	956.03
09/11/2024	PR Batch 91324.09.2024 Sandoval - Garnishment	716.59
Inv PR 09.13.2024 Total		1,672.62

Inv PR 09.27.2024

Line Item Date	Line Item Description	
09/26/2024	PR Batch 92724.09.2024 Sandoval - Garnishment	72.79
09/26/2024	PR Batch 92724.09.2024 Garnishment - Sandoval	956.03
Inv PR 09.27.2024 Total		1,028.82
0 Total:		2,701.44
SSDV2018 - Sandoval, Sheila Total:		2,701.44
Total:		15,152.59

Accounts Payable

Check Detail

User: ealvarez
Printed: 10/08/2024 - 5:14PM

Check Number	Check Date	Amount
HAWU5011 - 2 Hot Activewear & Uniforms		
319896	10/16/2024	
Inv 8418		
Line Item Date	Line Item Description	
08/19/2024	Fire Department Class A Uniforms and Gear for Fire Chief Greg Ll	6,149.36
Inv 8418 Total		6,149.36
319896 Total:		6,149.36
HAWU5011 - 2 Hot Activewear & Uniforms Total:		6,149.36
AFLA7010 - AFLAC		
0	10/16/2024	
Inv 597798		
Line Item Date	Line Item Description	
09/28/2024	Employee Optional Insurance - September 2024	1,699.30
Inv 597798 Total		1,699.30
0 Total:		1,699.30
AFLA7010 - AFLAC Total:		1,699.30
DAguilar - Aguilar, Diana		
319897	10/16/2024	
Inv Diana Aguilar		
Line Item Date	Line Item Description	
08/28/2024	Expense for USPS Priority Mail Express for Blue Shield Payment	30.45
Inv Diana Aguilar Total		30.45
319897 Total:		30.45
DAguilar - Aguilar, Diana Total:		30.45
ALLI3041 - Alliant Insurance Services, Inc.		
319898	10/16/2024	

Inv 69255182

Line Item Date	Line Item Description	
09/12/2024	Community Room Insurance	472.58

Inv 69255182 Total 472.58

Inv 69255207

Line Item Date	Line Item Description	
08/07/2024	Community Room Insurance	103.53

Inv 69255207 Total 103.53

Inv DG67688841

Line Item Date	Line Item Description	
09/24/2024	Community Room Insurance	103.53

Inv DG67688841 Total 103.53

319898 Total: 679.64

ALLI3041 - Alliant Insurance Services, Inc. Total: 679.64

AMAZONCP - Amazon Capital Services, Inc.

0 10/16/2024

Inv 11PG-RPYJ-VNCT

Line Item Date	Line Item Description	
09/25/2024	Rec office supplies	27.18
09/25/2024	Transit Supplies	131.56

Inv 11PG-RPYJ-VNCT Total 158.74

Inv 13T7-YLW1-9HLX

Line Item Date	Line Item Description	
09/12/2024	Book for library collection	35.37

Inv 13T7-YLW1-9HLX Total 35.37

Inv 16M6-CQJ9-9VH6

Line Item Date	Line Item Description	
09/11/2024	Book for library collection	13.22

Inv 16M6-CQJ9-9VH6 Total 13.22

Inv 17FN-631W-XDK7

Line Item Date	Line Item Description	
07/15/2024	Finance Department Supplies - Desk and Cabinet	1,231.38

Inv 17FN-631W-XDK7 Total 1,231.38

Inv 19H6-6HL7-9KRH

Line Item Date	Line Item Description	
07/15/2024	Finance Department Supplies	86.99

Inv 19H6-6HL7-9KRH Total 86.99

Inv 1D3H-QWDH-PD19

Line Item Date	Line Item Description	
04/22/2024	Finance Department Supplies	101.40

Inv 1D3H-QWDH-PD19 Total 101.40

Inv 1F3L-9TYC-9JR9

Line Item Date	Line Item Description	
08/16/2024	World Map Tapestry Wall Hanging	24.24

Inv 1F3L-9TYC-9JR9 Total 24.24

Inv 1GCV-RHNJ-W997

Line Item Date	Line Item Description	
09/30/2024	City Phone Supplies	33.03

Inv 1GCV-RHNJ-W997 Total 33.03

Inv 1HV1-93FM-QXCD

Line Item Date	Line Item Description	
09/23/2024	Books for Library Collection	234.01

Inv 1HV1-93FM-QXCD Total 234.01

Inv 1KDQ-W3DL-XK9J

Line Item Date	Line Item Description	
09/15/2024	Office Supplies for Department	25.83

Inv 1KDQ-W3DL-XK9J Total 25.83

Inv 1KW1-YCYY-9VQW

Line Item Date	Line Item Description	
09/17/2024	Fire Station Maintenance Supplies	41.85

Inv 1KW1-YCYY-9VQW Total 41.85

Inv 1LKG-TLDD-9KFH

Line Item Date	Line Item Description	
09/12/2024	Digital thermometers	40.62

Inv 1LKG-TLDD-9KFH Total 40.62

Inv 1LYL-JJFQ-NFMG

Line Item Date	Line Item Description	
04/22/2024	Microwave for City Hall Staff Kitchen - 2nd Floor	255.98

Inv 1LYL-JJFQ-NFMG Total 255.98

Inv 1MGR-94RM-696M

Line Item Date	Line Item Description	
09/16/2024	Senior Center craft supplies	132.75

Inv 1MGR-94RM-696M Total 132.75

Inv 1MXC-X43M-QP4G

Line Item Date	Line Item Description	
09/15/2024	Computer Supplies for Department	180.81
09/15/2024	Office Supplies for Department	113.04
09/15/2024	City Phone Supplies	44.06

Inv 1MXC-X43M-QP4G Total 337.91

Inv 1NJM-7K4J-6W39

Line Item Date	Line Item Description	
09/11/2024	Book for library collection	24.72

Inv 1NJM-7K4J-6W39 Total 24.72

Inv 1Q43-QFMJ-MQYR

Line Item Date	Line Item Description	
09/23/2024	Senior Center craft supplies	79.36

Inv 1Q43-QFMJ-MQYR Total 79.36

Inv 1VCM-W6VM-CLT9

Line Item Date	Line Item Description	
09/13/2024	Books for library collection	110.75

Inv 1VCM-W6VM-CLT9 Total 110.75

Inv 1VCT-W916-7HNQ

Line Item Date	Line Item Description	
09/13/2024	Office Furniture for Chief Office	210.33

Inv 1VCT-W916-7HNQ Total 210.33

Inv 1X3F-G6MX-7PLL

Line Item Date	Line Item Description	
07/24/2024	Credit Memo	-165.93

Inv 1X3F-G6MX-7PLL Total -165.93

Inv 1YDK-C3FT-CJX6

Line Item Date	Line Item Description	
09/30/2024	City Phone Supplies	66.14

Inv 1YDK-C3FT-CJX6 Total 66.14

0 Total: 3,078.69

AMAZONCP - Amazon Capital Services, Inc. Total: 3,078.69

AME0229 - Ameritas

0 10/16/2024

Inv September 2024

Line Item Date	Line Item Description	
09/30/2024	EE Vision Plan Premiums - September 2024	3,016.36

Inv September 2024 Total 3,016.36

0 Total: 3,016.36

AME0229 - Ameritas Total: 3,016.36

AT&T5006 - AT&T

319899 10/16/2024

Inv 130464796

Line Item Date	Line Item Description	
09/17/2024	AN 130464796 Serv 9/18 - 10/17/24	141.42

Inv 130464796 Total 141.42

319899 Total: 141.42

319900 10/16/2024

Inv 33184107563432

Line Item Date	Line Item Description	
09/07/2024	AN 331 841-0756 343 2 Services 9/7 - 10/6	31.89

Inv 33184107563432 Total 31.89

Inv 33184108023436

Line Item Date	Line Item Description	
09/07/2024	AN 331 841-0802 343 6 Services 9/7 - 10/6	31.89

Inv 33184108023436 Total 31.89

319900 Total: 63.78

319901 10/16/2024

Inv 000022330701

Line Item Date	Line Item Description	
09/20/2024	BAN 9391062308 Services for 8/20 - 9/19/24	23,786.68

Check Number	Check Date		Amount
Inv 000022330701 Total			23,786.68
319901 Total:			23,786.68
ATCN9011 - AT&T Total:			23,991.88
ATLRR816 - Atkinson, Andelson, Loya, Rudd & Romo			
0	10/16/2024		
Inv 725930			
Line Item Date	Line Item Description		
08/31/2024	Personnel Matters - August 2024		1,187.55
Inv 725930 Total			1,187.55
0 Total:			1,187.55
ATLRR816 - Atkinson, Andelson, Loya, Rudd & Romo Total:			1,187.55
BARALPW - Barrera, Alejandro			
319902	10/16/2024		
Inv 08/30/2024			
Line Item Date	Line Item Description		
08/30/2024	Alejandro Barrera Mileage, 8/30/2024		24.52
Inv 08/30/2024 Total			24.52
Inv 08/31/2024			
Line Item Date	Line Item Description		
08/31/2024	Alejandro Barrera Mileage, 8/31/2024		24.52
Inv 08/31/2024 Total			24.52
Inv 09/11/2024			
Line Item Date	Line Item Description		
09/11/2024	Alejandro Barrera Mileage, 9/11/2024		24.52
Inv 09/11/2024 Total			24.52
Inv 09/12/2024 (1)			
Line Item Date	Line Item Description		
09/12/2024	Alejandro Barrera Mileage, 9/12/2024		24.52
Inv 09/12/2024 (1) Total			24.52
Inv 09/12/2024 (2)			
Line Item Date	Line Item Description		
09/12/2024	Alejandro Barrera Mileage, 09/12/2024		24.52
Inv 09/12/2024 (2) Total			24.52

Inv 09/13/2024

Line Item Date	Line Item Description	
09/13/2024	Alejandro Barrera Mileage,09/13/2024	24.52

Inv 09/13/2024 Total 24.52

Inv FY24-25_Alejand

Line Item Date	Line Item Description	
09/13/2024	Boots FY 24-24 Reimbursement	250.00

Inv FY24-25_Alejand Total 250.00

319902 Total: 397.12

BARALPW - Barrera, Alejandro Total: 397.12

BLJD2920 - Bell, Jordan

319903 10/16/2024

Inv 71924

Line Item Date	Line Item Description	
09/25/2024	REimbursement for Camp Med Snack partial purchase.	69.93

Inv 71924 Total 69.93

319903 Total: 69.93

BLJD2920 - Bell, Jordan Total: 69.93

DABN8267 - Bohan, Diana 101-8030-8021-8267-000

0 10/16/2024

Inv SeptMoYoga

Line Item Date	Line Item Description	
09/26/2024	September monthly yoga-Contract class instructor	204.80

Inv SeptMoYoga Total 204.80

Inv SeptWalkinYoga

Line Item Date	Line Item Description	
09/26/2024	September walk in yoga-Contract class instructor	420.00

Inv SeptWalkinYoga Total 420.00

0 Total: 624.80

DABN8267 - Bohan, Diana Total: 624.80

Check Number	Check Date		Amount
BRFL2563 - Brainfuse, LLC			
319904	10/16/2024		
Inv	2012991		
Line Item Date	Line Item Description		
09/03/2024	Library Subscription to Online Education Services.		3,750.00
Inv 2012991 Total			3,750.00
319904 Total:			3,750.00
BRFL2563 - Brainfuse, LLC Total:			3,750.00
BCDJ4011 - Bravo Chrysler Dodge Jeep Ram of Alhambra			
319905	10/16/2024		
Inv	449307		
Line Item Date	Line Item Description		
07/23/2024	Vehicle Repair and Maintenance - Fire Engine RA81		18,722.81
Inv 449307 Total			18,722.81
319905 Total:			18,722.81
BCDJ4011 - Bravo Chrysler Dodge Jeep Ram of Alhambra Total:			18,722.81
BRED5011 - Breda, Inc.			
319906	10/16/2024		
Inv	549891TS-0001		
Line Item Date	Line Item Description		
09/12/2024	Building Maintenance - Furniture for Fire Station		1,469.41
Inv 549891TS-0001 Total			1,469.41
319906 Total:			1,469.41
BRED5011 - Breda, Inc. Total:			1,469.41
PMAB8021 - Budka, Pamela Avry			
319907	10/16/2024		
Inv	ChairYogaMoSept		
Line Item Date	Line Item Description		
09/26/2024	ChairYoga monthly-Contract Instructor		115.20
Inv ChairYogaMoSept Total			115.20
Inv	ChairYogaWISept		
Line Item Date	Line Item Description		
09/26/2024	ChairYoga walkin -Contract Instructor		184.00

Inv ChairYogaWISept Total 184.00

Inv MeditationMoSep

Line Item Date	Line Item Description	
09/26/2024	Meditation monthly-Contract Instructor	38.40

Inv MeditationMoSep Total 38.40

Inv MeditationWiSep

Line Item Date	Line Item Description	
09/26/2024	Meditation walk in-Contract Instructor	88.00

Inv MeditationWiSep Total 88.00

319907 Total: 425.60

PMAB8021 - Budka, Pamela Avry Total: 425.60

CAL5236 - CA Linen Services

319908 10/16/2024

Inv 2331180

Line Item Date	Line Item Description	
09/12/2024	FY24/25 Linen Cleaning Services for Fire Dept.	132.04

Inv 2331180 Total 132.04

Inv 2334902

Line Item Date	Line Item Description	
09/19/2024	FY24/25 Linen Cleaning Services for Fire Dept.	145.07

Inv 2334902 Total 145.07

Inv 2335449

Line Item Date	Line Item Description	
09/17/2024	FY24/25 Linen Cleaning Services for Fire Dept.	72.13

Inv 2335449 Total 72.13

319908 Total: 349.24

CAL5236 - CA Linen Services Total: 349.24

CAL6695 - California American Water

319909 10/16/2024

Inv 8/21/24-9/18/24

Line Item Date	Line Item Description	
09/20/2024	Wilson Well 2 Water purchased Septermber 2024	22.28

Inv 8/21/24-9/18/24 Total 22.28

319909 Total:			22.28
CAL6695 - California American Water Total:			22.28

CAME2015 - California Maintenance & Environmental

0 10/16/2024

Inv 39346

Line Item Date	Line Item Description	
07/01/2024	Monthly Underground Fuel Tank Inspection @ Service Yard	125.00
Inv 39346 Total		125.00

Inv 39347

Line Item Date	Line Item Description	
07/01/2024	Monthly Underground Fuel Tank Inspection @ FD	125.00
Inv 39347 Total		125.00

Inv 39468

Line Item Date	Line Item Description	
08/01/2024	Monthly Underground Fuel Tank Inspection @ Service Yard	250.00
Inv 39468 Total		250.00

Inv 39469

Line Item Date	Line Item Description	
08/01/2024	Monthly Underground Fuel Tank Inspection @ FD	250.00
Inv 39469 Total		250.00

Inv 39498

Line Item Date	Line Item Description	
08/05/2024	@ FD troubleshoot with Fire Staff re: Fuel Volume	160.00
Inv 39498 Total		160.00

Inv 39560

Line Item Date	Line Item Description	
08/28/2024	@ FD Quartlerly Healy Inspection	175.00
Inv 39560 Total		175.00

Inv 39561

Line Item Date	Line Item Description	
08/28/2024	@ Service Yard Quartlerly Healy Inspection	175.00
Inv 39561 Total		175.00

Inv 39582

Line Item Date	Line Item Description	
09/03/2024	Monthly Underground Fuel Tank Inspection @ Service Yard	125.00

Inv 39582 Total 125.00

Inv 39583

Line Item Date	Line Item Description	
09/03/2024	Monthly Underground Fuel Tank Inspection @ FD	125.00

Inv 39583 Total 125.00

0 Total: 1,510.00

CAME2015 - California Maintenance & Environmental Total: 1,510.00

BLU7777 - California Physicians Service

319910 10/16/2024

Inv November 2024

Line Item Date	Line Item Description	
11/01/2024	Acct W0051411903338765 Armine Chaparyan	2,006.64

Inv November 2024 Total 2,006.64

319910 Total: 2,006.64

BLU7777 - California Physicians Service Total: 2,006.64

CAN0607 - Cantu Graphics Inc.

319911 10/16/2024

Inv 61231-2

Line Item Date	Line Item Description	
08/19/2024	Installation of decals on the new Dial-a-Ride vehicles.	3,042.90

Inv 61231-2 Total 3,042.90

Inv 61236-5

Line Item Date	Line Item Description	
08/21/2024	Printing/Duplicating for PD.	64.50

Inv 61236-5 Total 64.50

Inv 61439-2

Line Item Date	Line Item Description	
09/18/2024	Multicultural event poster	49.34

Inv 61439-2 Total 49.34

Inv 61472-2

Line Item Date	Line Item Description	
09/19/2024	Library Card Applications	509.36

Inv 61472-2 Total 509.36

Inv 61481-3

Line Item Date	Line Item Description	
09/23/2024	Printing/Duplicating for PD.	44.04

Inv 61481-3 Total 44.04

319911 Total: 3,710.14

CAN0607 - Cantu Graphics Inc. Total: 3,710.14

TIM4011 - Charter Communications Holdings, LLC

0 10/16/2024

Inv 187633401091424

Line Item Date	Line Item Description	
09/14/2024	AN 187633401 Police Dept. Serv 9/16 - 10/15	1,125.54

Inv 187633401091424 Total 1,125.54

Inv 187633501092124

Line Item Date	Line Item Description	
09/21/2024	AN 187633501 1414 Mission Street CTRL ACCT Serv 9/26 - 10/25	6,603.48

Inv 187633501092124 Total 6,603.48

Inv 188598501092124

Line Item Date	Line Item Description	
09/21/2024	AN 188598501 1102 Oxley St. Serv 9/22 - 10/21/24	261.40

Inv 188598501092124 Total 261.40

0 Total: 7,990.42

TIM4011 - Charter Communications Holdings, LLC Total: 7,990.42

CHE6010 - Chem Pro Laboratory, Inc.

319912 10/16/2024

Inv IN142734

Line Item Date	Line Item Description	
03/01/2024	Cooling Tower Maintenance - Balance Owed (CLOSE OUT)	0.09

Inv IN142734 Total 0.09

Inv IN148726

Line Item Date	Line Item Description	
05/01/2024	Cooling Tower Maintenance - (CLOSE OUT)	160.65

Inv IN148726 Total 160.65

Inv IN152264

Line Item Date	Line Item Description	
06/01/2024	Cooling Tower Maintenance - (CLOSE OUT)	160.65

Inv IN152264 Total 160.65

319912 Total: 321.39

CHE6010 - Chem Pro Laboratory, Inc. Total: 321.39

CINTA3 - Cintas Corporation

319913 10/16/2024

Inv 4205341639

Line Item Date	Line Item Description	
09/16/2024	Public Works Uniform Cleaning Services - Cleaning Services FY 20	32.41
09/16/2024	Public Works Uniform Cleaning Services - Cleaning Services FY 20	29.17
09/16/2024	Public Works Uniform Cleaning Services - Cleaning Services FY 20	64.56
09/16/2024	Public Works Uniform Cleaning Services - Cleaning Services FY 20	47.14
09/16/2024	Public Works Uniform Cleaning Services - Cleaning Services FY 20	97.16
09/16/2024	Public Works Uniform Cleaning Services - Cleaning Services FY 20	44.36
09/16/2024	Public Works Uniform Cleaning Services - Cleaning Services FY 20	42.52

Inv 4205341639 Total 357.32

319913 Total: 357.32

319914 10/16/2024

Inv 5214330456

Line Item Date	Line Item Description	
06/03/2024	First Aid Kit Maintenance & Replenishment - Fire - June 2024	7.89

Inv 5214330456 Total 7.89

Inv 5220555110

Line Item Date	Line Item Description	
07/15/2024	First Aid Kit Maintenance & Replenishment - PW - July 2024	552.53

Inv 5220555110 Total 552.53

Inv 5228499314

Line Item Date	Line Item Description	
09/05/2024	First Aid Kit Maintenance & Replenishment - Fire - Sep 2024	7.89

Inv 5228499314 Total 7.89

Inv 5228499323

Line Item Date	Line Item Description	
09/05/2024	First Aid Kit Maintenance & Replenishment - Library - Sep 2024	15.79

Inv 5228499323 Total 15.79

Inv 5228499330

Line Item Date	Line Item Description	
09/05/2024	First Aid Kit Maintenance & Replenishment - Chambers - Sep 2024	7.89

Inv 5228499330 Total 7.89

Inv 5228499339

Line Item Date	Line Item Description	
09/05/2024	First Aid Kit Maintenance & Replenishment - Police - Sep 2024	35.11

Inv 5228499339 Total 35.11

Inv 5228499360

Line Item Date	Line Item Description	
09/05/2024	First Aid Kit Maintenance & Replenishment - City Hall - Sep 2024	15.79

Inv 5228499360 Total 15.79

Inv 9282034783

Line Item Date	Line Item Description	
07/31/2024	FY JULY 2024-25 Eye Wash Stations	441.00

Inv 9282034783 Total 441.00

Inv 9286243672

Line Item Date	Line Item Description	
08/31/2024	FY AUGUST 2024-25 Eye Wash Stations	441.00

Inv 9286243672 Total 441.00

Inv 9286243675

Line Item Date	Line Item Description	
08/31/2024	AED Monthly Equipment Leases - Public Works - Sept 2024	143.88

Inv 9286243675 Total 143.88

Inv 9286249821

Line Item Date	Line Item Description	
08/31/2024	AED Monthly Equipment Leases - Police (2) - Sept 2024	288.86

Inv 9286249821 Total 288.86

Inv 9286250278

Line Item Date	Line Item Description

08/31/2024	AED Monthly Equipment Leases - Library (2) - Sept 2024	288.86
Inv 9286250278 Total		288.86

Inv 9286269725

Line Item Date	Line Item Description	
08/31/2024	AED Monthly Equipment Leases - City Hall - Sept 2024	144.43
Inv 9286269725 Total		144.43

Inv 9286269884

Line Item Date	Line Item Description	
08/31/2024	AED Monthly Equipment Leases - Fire - Sept 2024	148.20
Inv 9286269884 Total		148.20

Inv 9286270824

Line Item Date	Line Item Description	
08/31/2024	AED Monthly Equipment Leases - Comm Bldg - Sept 2024	144.43
Inv 9286270824 Total		144.43

Inv 9286271460

Line Item Date	Line Item Description	
08/31/2024	AED Monthly Equipment Lease - Chambers - Sept 2024	144.43
Inv 9286271460 Total		144.43

Inv 9286272730

Line Item Date	Line Item Description	
08/31/2024	AED Monthly Equipment Leases - PW Garfield Reservoir - Sept 20	144.43
Inv 9286272730 Total		144.43

Inv 9286380668

Line Item Date	Line Item Description	
08/31/2024	AED Monthly Equipment Leases - Sr. Center - Sept 2024	158.76
Inv 9286380668 Total		158.76

319914 Total:	3,131.17
CINTAS - Cintas Corporation Total:	3,488.49

CINFIRE - Cintast Corporation No. 2

319915 10/16/2024

Inv 0F19691227

Line Item Date	Line Item Description	
07/31/2024	FY July 2024-2025 Fire Extinguisher Services.	897.90

Inv 0F19691227 Total		897.90
Inv 0F19693522		
Line Item Date	Line Item Description	
08/30/2024	FY August 2024-2025 Fire Extinguisher Services.	712.50
Inv 0F19693522 Total		712.50
319915 Total:		1,610.40
CINFIRE - Cintast Corporation No. 2 Total:		1,610.40

CTYELCSP - City Electric Supply Company
319916 10/16/2024
Inv PDA/025531

Line Item Date	Line Item Description	
06/12/2024	Electrical supplies for Orange Grove Park	448.05
Inv PDA/025531 Total		448.05
319916 Total:		448.05
CTYELCSP - City Electric Supply Company Total:		448.05

CLLA6749 - CliftonLarsonAllen LLP
319917 10/16/2024
Inv L241533495

Line Item Date	Line Item Description	
08/12/2024	Financial Audit Services - FY 2023-2024	1,380.34
08/12/2024	Financial Audit Services - FY 2023-2024	1,769.66
Inv L241533495 Total		3,150.00
Inv L241597027		
Line Item Date	Line Item Description	
09/06/2024	Financial Audit Services - FY 2023-2024	176.97
09/06/2024	Financial Audit Services - FY 2023-2024	138.03
Inv L241597027 Total		315.00
Inv L241597035		
Line Item Date	Line Item Description	
09/09/2024	Financial Audit Services - FY 2023-2024	1,492.42
09/09/2024	Financial Audit Services - FY 2023-2024	1,164.08
Inv L241597035 Total		2,656.50
319917 Total:		6,121.50

CLLA6749 - CliftonLarsonAllen LLP Total: 6,121.50

CGUSA - Compass Group USA, Inc.
319918 10/16/2024
Inv SOC213512

Line Item Date	Line Item Description	
09/27/2024	Coffee Supplies & Monthly Servicing - FY2024-25	63.07

Inv SOC213512 Total 63.07

Inv SOC214105

Line Item Date	Line Item Description	
10/01/2024	Water Machine rental	49.50

Inv SOC214105 Total 49.50

319918 Total: 112.57

CGUSA - Compass Group USA, Inc. Total: 112.57

MNBL8170 - Crestline Software, LLC
0 10/16/2024
Inv INV9770

Line Item Date	Line Item Description	
10/01/2024	Monthly Utility Billing Contract - October 2024	27,714.48

Inv INV9770 Total 27,714.48

0 Total: 27,714.48

MNBL8170 - Crestline Software, LLC Total: 27,714.48

ATGC8530 - CU Technology
0 10/16/2024
Inv 11715

Line Item Date	Line Item Description	
09/12/2024	Implementation of MFA on Workstation & Laserfiche Upgrade	2,562.50

Inv 11715 Total 2,562.50

0 Total: 2,562.50

ATGC8530 - CU Technology Total: 2,562.50

DSP0755 - D & S Printing
319919 10/16/2024

Inv 9007

Line Item Date	Line Item Description	
09/23/2024	Courtesy Notice Cards - Qty # 1000	209.48

Inv 9007 Total 209.48

Inv 9008

Line Item Date	Line Item Description	
09/23/2024	Police Department Property Receipts	837.90

Inv 9008 Total 837.90

Inv 9009

Line Item Date	Line Item Description	
09/23/2024	Police Department Overnight Parking Permit Applications.	463.05

Inv 9009 Total 463.05

Inv 9010

Line Item Date	Line Item Description	
09/25/2024	Printing Correction Notice Booklets / Building Dept.	1,080.45

Inv 9010 Total 1,080.45

Inv 9012

Line Item Date	Line Item Description	
09/23/2024	Police Department 6.5x9.5 catalog envelopes Qty # 1000.	424.46

Inv 9012 Total 424.46

319919 Total: 3,015.34

DSP0755 - D & S Printing Total: 3,015.34

DEL0771 - Delta Dental of California

319920 10/16/2024

Inv BE006260044

Line Item Date	Line Item Description	
10/01/2024	Employee Dental Premiums - October 2024	11,142.65

Inv BE006260044 Total 11,142.65

319920 Total: 11,142.65

DEL0771 - Delta Dental of California Total: 11,142.65

DEM0777 - Demco Inc.

319921 10/16/2024

Inv 7526218

Line Item Date	Line Item Description	
08/27/2024	3 single-side book trucks	1,832.55

Inv 7526218 Total 1,832.55

Inv 7530566

Line Item Date	Line Item Description	
09/05/2024	Square caster inserts for book truck	11.67

Inv 7530566 Total 11.67

319921 Total: 1,844.22

DEM0777 - Demco Inc. Total: 1,844.22

DEMV6410 - Department of Motor Vehicles

319922 10/16/2024

Inv 08750770

Line Item Date	Line Item Description	
09/10/2024	DMV pull notices	2.00

Inv 08750770 Total 2.00

319922 Total: 2.00

DEMV6410 - Department of Motor Vehicles Total: 2.00

PMLDONG - Dong, Pamella C.

0 10/16/2024

Inv SeptMartialWI

Line Item Date	Line Item Description	
10/01/2024	Sept Martial Walk In-Contract Instructor	120.00

Inv SeptMartialWI Total 120.00

Inv SeptQiGongWalki

Line Item Date	Line Item Description	
10/01/2024	Sept QiGong Walk In-Contract Instructor	76.00

Inv SeptQiGongWalki Total 76.00

0 Total: 196.00

PMLDONG - Dong, Pamella C. Total: 196.00

ELL1017 - Ellen's Silkscreening

Check Number	Check Date		Amount
319923	10/16/2024		
Inv	EE84195		
Line Item Date		Line Item Description	
09/18/2024		City Polo and Jacket	75.66
09/18/2024		City Polo and Jacket	47.82
Inv EE84195 Total			123.48
319923 Total:			123.48
ELL1017 - Ellen's Silkscreening Total:			123.48
ENTERPRI - Enterprise FM Trust			
0	10/16/2024		
Inv	FBN5152687		
Line Item Date		Line Item Description	
10/04/2024		Tesla Fleet Vehicle Lease & Down Payment - 24/25	25,206.69
Inv FBN5152687 Total			25,206.69
0 Total:			25,206.69
ENTERPRI - Enterprise FM Trust Total:			25,206.69
HERD8010 - Erdmann, Hollis			
0	10/16/2024		
Inv	000001240		
Line Item Date		Line Item Description	
09/12/2024		Baldwin piano tuning	250.00
Inv 000001240 Total			250.00
0 Total:			250.00
HERD8010 - Erdmann, Hollis Total:			250.00
EGGO4011 - Giron-Garrido, Elias			
319924	10/16/2024		
Inv	08/21/2024		
Line Item Date		Line Item Description	
09/24/2024		LIVESCAN REIMBURSEMENT FOR OFFICER GIRON 08/21/2	43.46
Inv 08/21/2024 Total			43.46
319924 Total:			43.46

Check Number	Check Date		Amount
EGGO4011 - Giron-Garrido, Elias Total:			43.46
GOGOVAPP - GOGov, Inc.			
319925	10/16/2024		
Inv 24-225			
Line Item Date	Line Item Description		
05/01/2024	Annual City App Subscription for 7/1/24-6/30/25.		16,188.00
Inv 24-225 Total			16,188.00
319925 Total:			16,188.00
GOGOVAPP - GOGov, Inc. Total:			16,188.00
GLGP8030 - Golf Group LTD.			
319926	10/16/2024		
Inv 18-2751			
Line Item Date	Line Item Description		
09/25/2024	Arroyo Seco Golf Course Comprehensive Plan.		14,479.00
Inv 18-2751 Total			14,479.00
319926 Total:			14,479.00
GLGP8030 - Golf Group LTD. Total:			14,479.00
MRTNGMBT - Gombert, Martin			
319927	10/16/2024		
Inv 2024-254			
Line Item Date	Line Item Description		
09/25/2024	Transit Division Assessment Study		999.00
Inv 2024-254 Total			999.00
319927 Total:			999.00
MRTNGMBT - Gombert, Martin Total:			999.00
CRSGRUND - Gruenewald, Christopher			
319928	10/16/2024		
Inv 09/14/2024			
Line Item Date	Line Item Description		
09/24/2024	DRIVER TRAINING REIMBURSEMENT FOR OFFICER GRUEI		74.10
Inv 09/14/2024 Total			74.10

Check Number	Check Date		Amount
319928 Total:			74.10
CRSGRUND - Gruenewald, Christopher Total:			74.10
ISGU4011 - Gutierrez, Issac			
319929	10/16/2024		
Inv	09/14/2024		
Line Item Date	Line Item Description		
09/24/2024	DRIVER TRAINING REIMBURSEMENT FOR OFFICER GUTIE		74.10
Inv 09/14/2024 Total			74.10
319929 Total:			74.10
ISGU4011 - Gutierrez, Issac Total:			74.10
HHA5011 - H & H Wholesale Parts			
319930	10/16/2024		
Inv	1IN0661401		
Line Item Date	Line Item Description		
09/19/2024	Vehicle Maintenance - Diesel Exhaust Fluid		120.13
Inv 1IN0661401 Total			120.13
319930 Total:			120.13
HHA5011 - H & H Wholesale Parts Total:			120.13
CRHY8067 - Hartney, Corey P.			
0	10/16/2024		
Inv	INVSEP24		
Line Item Date	Line Item Description		
09/25/2024	Contract Class Instructor - Basketball September 2024		253.50
Inv INVSEP24 Total			253.50
0 Total:			253.50
CRHY8067 - Hartney, Corey P. Total:			253.50
JAHE4011 - Hernandez, Javier			
319931	10/16/2024		
Inv	08/26-08/30/24		
Line Item Date	Line Item Description		
09/24/2024	BASIC T/C INVEST. FOR POLICE OFFICER HERNANDEZ 08/2		796.43

Inv 08/26-08/30/24 Total 796.43

Inv 09/05/2024

Line Item Date	Line Item Description	
09/24/2024	REPORT WRITING TRAINING POLICE OFFICER HERNANDE	86.83

Inv 09/05/2024 Total 86.83

319931 Total: 883.26

JAHE4011 - Hernandez, Javier Total: 883.26

HOM1515 - Home Depot Credit Services

319932 10/16/2024

Inv 8341798

Line Item Date	Line Item Description	
09/05/2024	Fire Department Lumbar	28.20

Inv 8341798 Total 28.20

Inv 8540133

Line Item Date	Line Item Description	
09/05/2024	Fire Department	44.50

Inv 8540133 Total 44.50

319932 Total: 72.70

HOM1515 - Home Depot Credit Services Total: 72.70

IMPCNT - Imperial County Office of Education

319933 10/16/2024

Inv INV25-00103

Line Item Date	Line Item Description	
09/11/2024	CENIC Broadband WiFi - FY 2024-2025.	2,189.07

Inv INV25-00103 Total 2,189.07

319933 Total: 2,189.07

IMPCNT - Imperial County Office of Education Total: 2,189.07

ITCR2501 - Intercare Holdings Insurance Services

0 10/16/2024

Inv 76-011766

Line Item Date	Line Item Description	
08/31/2024	Indemnity Annual Per Claim Fees - August 2024	11,896.50

Inv 76-011766 Total		11,896.50
0 Total:		11,896.50
ITCR2501 - Intercare Holdings Insurance Services Total:		11,896.50

JHMS8020 - JHM Supply

0 10/16/2024

Inv 363238/1

Line Item Date	Line Item Description	
08/19/2024	Irrigation supplies for Garfield Park, New Electrical Valve	252.21
Inv 363238/1 Total		252.21

Inv 365634/1

Line Item Date	Line Item Description	
09/12/2024	Irrigation Supplies for Garfield Park - Valve Repair	355.09
Inv 365634/1 Total		355.09

Inv 365955/1

Line Item Date	Line Item Description	
09/16/2024	Irrigation supplies for Orange Grove Median	190.26
Inv 365955/1 Total		190.26

Inv 365978/1

Line Item Date	Line Item Description	
09/18/2024	Irrigation Supplies for Arroyo Park/Broken Valve	112.77
Inv 365978/1 Total		112.77

Inv 366202/1

Line Item Date	Line Item Description	
09/17/2024	Irrigation supplies for Arroyo Park	451.13
Inv 366202/1 Total		451.13

Inv 366287/1

Line Item Date	Line Item Description	
09/18/2024	Supplies to complete water service repairs at 1204 Milan Ave	15.25
Inv 366287/1 Total		15.25

Inv 366301/1

Line Item Date	Line Item Description	
09/18/2024	Supplies to complete water service repairs at 1204 Milan	3.84
Inv 366301/1 Total		3.84

Inv 366386/1

Line Item Date	Line Item Description	
09/19/2024	Supplies for Water Division	963.59

Inv 366386/1 Total 963.59

Inv 366852/1

Line Item Date	Line Item Description	
09/23/2024	Irrigation Supplies for Arroyo Park South	132.19

Inv 366852/1 Total 132.19

0 Total: 2,476.33

JHMS8020 - JHM Supply Total: 2,476.33

LAW6711 - Kim, Harold

319934 10/16/2024

Inv 39006

Line Item Date	Line Item Description	
09/11/2024	Preventive Annual Maintenance for Water Production Portable Gen.	149.74

Inv 39006 Total 149.74

Inv 39064

Line Item Date	Line Item Description	
09/16/2024	Preventive Annual Maintenance for Water Production Portable Gen.	149.76

Inv 39064 Total 149.76

319934 Total: 299.50

LAW6711 - Kim, Harold Total: 299.50

KMTM4011 - Kim, Timothy

319935 10/16/2024

Inv 09/14/2024

Line Item Date	Line Item Description	
09/24/2024	DRIVER TRAINING REIMBURSEMENT FOR OFFICER KIM 0	74.10

Inv 09/14/2024 Total 74.10

319935 Total: 74.10

KMTM4011 - Kim, Timothy Total: 74.10

LIFE822 - Life-Assist Inc.

319936 10/16/2024

Inv 1510632

Line Item Date	Line Item Description	
09/16/2024	Fire Dept. Medical Supplies - FY24/25	951.74

Inv 1510632 Total 951.74

Inv 1511254

Line Item Date	Line Item Description	
09/18/2024	Fire Dept. Medical Supplies - FY24/25	33.04

Inv 1511254 Total 33.04

319936 Total: 984.78

LIFE822 - Life-Assist Inc. Total: 984.78

STAT8030 - Los Feliz Ford, Inc. dba Star Ford

319937 10/16/2024

Inv 19863966

Line Item Date	Line Item Description	
10/02/2024	Repairs on vehicle 83 (labor and parts)	7,955.36

Inv 19863966 Total 7,955.36

319937 Total: 7,955.36

STAT8030 - Los Feliz Ford, Inc. dba Star Ford Total: 7,955.36

MJRI2950 - Magic Jump Rentals, Inc.

319938 10/16/2024

Inv 405825

Line Item Date	Line Item Description	
09/25/2024	Halloween Spooktacular event inflatable Game rentals	1,614.60

Inv 405825 Total 1,614.60

319938 Total: 1,614.60

MJRI2950 - Magic Jump Rentals, Inc. Total: 1,614.60

DAMA4011 - Maldonado, David

319939 10/16/2024

Inv 09/10/2024

Line Item Date	Line Item Description	
09/24/2024	LIVESCAN REIMBURSEMENT FOR OFFICER MALDONADO	25.46

Inv 09/10/2024 Total 25.46

319939 Total: 25.46

DAMA4011 - Maldonado, David Total: 25.46

MBFEC106 - Marx Bros. Fire Extinguisher Co.
319940 10/16/2024
Inv S24777

Line Item Date	Line Item Description	
09/25/2024	Semi- annual inspection on fire Suppression at WMB.	125.00

Inv S24777 Total 125.00

319940 Total: 125.00

MBFEC106 - Marx Bros. Fire Extinguisher Co. Total: 125.00

MYBR2010 - Mayer Brown LLP
319941 10/16/2024
Inv 100241009

Line Item Date	Line Item Description	
08/30/2024	May 2024 Legal Invoices	2,460.00

Inv 100241009 Total 2,460.00

Inv 100241010

Line Item Date	Line Item Description	
08/30/2024	June 2024 Legal Invoices	10,168.00

Inv 100241010 Total 10,168.00

Inv 100241011

Line Item Date	Line Item Description	
08/30/2024	July 2024 Legal Invoices	6,560.00

Inv 100241011 Total 6,560.00

319941 Total: 19,188.00

MYBR2010 - Mayer Brown LLP Total: 19,188.00

MERPLMBN - Merry Plumbing Co., Inc.
319942 10/16/2024
Inv 51390073024

Line Item Date	Line Item Description	
07/31/2024	Library Plumbing Repairs	525.00

Inv 51390073024 Total		525.00
319942 Total:		525.00
MERPLMBN - Merry Plumbing Co., Inc. Total:		525.00

SCOT8300 - MRC Smart Technology Solutions
319943 10/16/2024
Inv IN4398222

Line Item Date	Line Item Description	
09/23/2024	AN C072:2L124-002-S Black & White Xerox Services for 6/22 - 9/	9,107.49
Inv IN4398222 Total		9,107.49
319943 Total:		9,107.49
SCOT8300 - MRC Smart Technology Solutions Total:		9,107.49

HIRNADA - Nada Bus, Inc.
319944 10/16/2024
Inv 52082

Line Item Date	Line Item Description	
09/25/2024	Charter Bus Services: Summer Camp Med Excursions on 7/10/24	2,300.00
Inv 52082 Total		2,300.00
319944 Total:		2,300.00
HIRNADA - Nada Bus, Inc. Total:		2,300.00

NBSFIN - NBS Government Finance Group
319945 10/16/2024
Inv 202409-3218

Line Item Date	Line Item Description	
09/20/2024	Professional Services Library Parcel Tax.	1,861.80
Inv 202409-3218 Total		1,861.80
319945 Total:		1,861.80
NBSFIN - NBS Government Finance Group Total:		1,861.80

RNIL7101 - Nilo, Richard
319946 10/16/2024

Inv 08012024

Line Item Date	Line Item Description	
08/01/2024	Reimburse City Electric Vehicle Charging	51.20

Inv 08012024 Total 51.20

Inv 09012024

Line Item Date	Line Item Description	
09/01/2024	Reimburse City Electric Vehicle Charging	43.80

Inv 09012024 Total 43.80

Inv 10012024

Line Item Date	Line Item Description	
10/01/2024	Reimburse City Vehicle Car Wash	23.68

Inv 10012024 Total 23.68

319946 Total: 118.68

RNIL7101 - Nilo, Richard Total: 118.68

PEG4590 - NUFIC

319947 10/16/2024

Inv September 2024

Line Item Date	Line Item Description	
09/27/2024	EE Benefits of AD&D Optional Supplemental - September 2024	754.80
09/27/2024	EE Benefits of AD&D Basic Coverage - September 2024	201.00

Inv September 2024 Total 955.80

319947 Total: 955.80

PEG4590 - NUFIC Total: 955.80

OVDR8011 - OverDrive Inc.

0 10/16/2024

Inv 01148CO24264632

Line Item Date	Line Item Description	
09/09/2024	eBooks/eAudiobooks	531.99

Inv 01148CO24264632 Total 531.99

Inv 01148CO24265642

Line Item Date	Line Item Description	
09/10/2024	eBooks/eAudiobooks	2,137.24

Inv 01148CO24265642 Total 2,137.24

Inv 01148CO24275695

Line Item Date	Line Item Description	
09/18/2024	eBooks/eAudiobooks	1,763.91

Inv 01148CO24275695 Total 1,763.91

Inv 01148DA24238286

Line Item Date	Line Item Description	
08/13/2024	eBooks/eAudiobooks	128.98

Inv 01148DA24238286 Total 128.98

Inv 01148DA24244110

Line Item Date	Line Item Description	
08/20/2024	eBooks/eAudiobooks	79.99

Inv 01148DA24244110 Total 79.99

Inv 01148DA24274132

Line Item Date	Line Item Description	
09/17/2024	eBooks/eAudiobooks	37.50

Inv 01148DA24274132 Total 37.50

0 Total: 4,679.61

OVDR8011 - OverDrive Inc. Total: 4,679.61

PSLSV802 - Pasadena Live Scan Service

319948 10/16/2024

Inv 235

Line Item Date	Line Item Description	
08/31/2024	Pre-Employment Live Scan Services - September 2024	300.00

Inv 235 Total 300.00

319948 Total: 300.00

PSLSV802 - Pasadena Live Scan Service Total: 300.00

PWP4465 - Pasadena Water & Power

319949 10/16/2024

Inv 8/12/24-9/11/24

Line Item Date	Line Item Description	
09/12/2024	Water purchased from City of Pasadena September 2024	3,579.93

Inv 8/12/24-9/11/24 Total 3,579.93

319949 Total: 3,579.93

PWP4465 - Pasadena Water & Power Total: 3,579.93

PLCARIE - Plescia, Carrie
0 10/16/2024
Inv LATDANCESEP24

Line Item Date	Line Item Description	
09/25/2024	Contract Class Instructor - Latin Dance September 2024	361.40

Inv LATDANCESEP24 Total 361.40

0 Total: 361.40

PLCARIE - Plescia, Carrie Total: 361.40

POS5265 - Post Alarm Systems
0 10/16/2024
Inv 1727516

Line Item Date	Line Item Description	
09/25/2024	Alarm for Orange Grove Rec Center & War Memorial -24/25.	59.76
09/25/2024	Alarm for Orange Grove Rec Center & War Memorial -24/25.	59.76

Inv 1727516 Total 119.52

0 Total: 119.52

POS5265 - Post Alarm Systems Total: 119.52

MCPSTI - Pusateri, Michele
0 10/16/2024
Inv PBALL-SEP24

Line Item Date	Line Item Description	
09/25/2024	Contract Class Instructor Pickleball - Sep 24	2,249.00

Inv PBALL-SEP24 Total 2,249.00

0 Total: 2,249.00

MCPSTI - Pusateri, Michele Total: 2,249.00

RVCSTLLC - Revenue & Cost Specialist, LLC
0 10/16/2024
Inv 9266

Line Item Date	Line Item Description	
09/25/2024	Financial Analysis and ERP Implementation Support.	1,953.76

	09/25/2024	Financial Analysis and ERP Implementation Support.	2,688.66
	09/25/2024	Financial Analysis and ERP Implementation Support.	1,165.08
	Inv 9266 Total		5,807.50
0 Total:			5,807.50
RVCSTLLC - Revenue & Cost Specialist, LLC Total:			5,807.50

TIMR6116 - Rodriguez, Tim

319950 10/16/2024

Inv 09/20/2024

Line Item Date	Line Item Description	
09/20/2024	Mileage reimbursement 09/20/2024	28.68
Inv 09/20/2024 Total		28.68

Inv 09/21/2024

Line Item Date	Line Item Description	
09/21/2024	Mileage reimbursement 09/21/2024	28.68
Inv 09/21/2024 Total		28.68
319950 Total:		57.36
TIMR6116 - Rodriguez, Tim Total:		57.36

SAN7775 - San Bernardino Sheriff's Dept

319951 10/16/2024

Inv EVOC-24-09-014

Line Item Date	Line Item Description	
09/24/2024	DRIVER TRAINING FOR 3 POLICE OFFICERS 09/14/24	300.00
Inv EVOC-24-09-014 Total		300.00
319951 Total:		300.00
SAN7775 - San Bernardino Sheriff's Dept Total:		300.00

SAN1111 - Sandoval, Fernando

319952 10/16/2024

Inv 09/18/2024

Line Item Date	Line Item Description	
09/24/2024	LIVESCAN TRAINING FOR POLICE OFFICER SANDOVAL 09	25.46
Inv 09/18/2024 Total		25.46

319952 Total: 25.46

SAN1111 - Sandoval, Fernando Total: 25.46

SAXE2013 - Saxe-Clifford PH.D, Susan

319953 10/16/2024

Inv 24-0923-6

Line Item Date	Line Item Description	
09/24/2024	PSYCHOLOGIVAL EVALUATION FOR POLICE OFFICER APPI	450.00

Inv 24-0923-6 Total 450.00

319953 Total: 450.00

SAXE2013 - Saxe-Clifford PH.D, Susan Total: 450.00

SDSI0107 - SDS Security Design Systems

319954 10/16/2024

Inv 245917

Line Item Date	Line Item Description	
07/01/2024	NM 583 8/1/24-8/30/24	67.12

Inv 245917 Total 67.12

Inv 245918

Line Item Date	Line Item Description	
07/01/2024	NM 618 8/1/24-8/30/24	29.15

Inv 245918 Total 29.15

Inv 245919

Line Item Date	Line Item Description	
07/01/2024	NM 586 8/1/24-8/30/24	45.66

Inv 245919 Total 45.66

Inv 245920

Line Item Date	Line Item Description	
07/01/2024	NM 585 8/1/24-8/31/24	36.66

Inv 245920 Total 36.66

Inv 245921

Line Item Date	Line Item Description	
07/01/2024	NM 584 8/1/24-8/30/24	77.14

Inv 245921 Total 77.14

Inv 245995

Line Item Date	Line Item Description	
07/01/2024	NM 582 8/1/24-8/30/24	101.71

Inv 245995 Total 101.71

Inv 246236

Line Item Date	Line Item Description	
08/01/2024	NM 583 9/1/24-9/30/24	67.12

Inv 246236 Total 67.12

Inv 246237

Line Item Date	Line Item Description	
08/01/2024	NM 618 9/1/24-9/30/24	29.15

Inv 246237 Total 29.15

Inv 246238

Line Item Date	Line Item Description	
08/01/2024	NM 586 9/1/24-9/30/24	45.66

Inv 246238 Total 45.66

Inv 246239

Line Item Date	Line Item Description	
08/01/2024	NM 585 9/1/24-9/30/24	36.66

Inv 246239 Total 36.66

Inv 246240

Line Item Date	Line Item Description	
08/01/2024	NM 584 9/1/24-9/30/24	77.14

Inv 246240 Total 77.14

Inv 246358

Line Item Date	Line Item Description	
08/01/2024	NM 582 9/1/24-9/30/24	101.71

Inv 246358 Total 101.71

Inv 246575

Line Item Date	Line Item Description	
09/01/2024	NM 583 10/1/24-10/31/24	67.12

Inv 246575 Total 67.12

Inv 246576

Line Item Date	Line Item Description	
09/01/2024	NM 618 10/1/24-10/31/24	29.15

Inv 246576 Total 29.15

Inv 246577

Line Item Date	Line Item Description	
09/01/2024	NM 586 10/1/24-10/31/24	45.66

Inv 246577 Total 45.66

Inv 246578

Line Item Date	Line Item Description	
09/01/2024	NM 585 10/1/24-10/31/24	36.66

Inv 246578 Total 36.66

Inv 246579

Line Item Date	Line Item Description	
09/01/2024	NM 584 10/1/24-10/31/24	77.14

Inv 246579 Total 77.14

Inv 246664

Line Item Date	Line Item Description	
09/01/2024	NM 582 10/1/24-10/31/24	101.71

Inv 246664 Total 101.71

319954 Total: 1,072.32

SDSI0107 - SDS Security Design Systems Total: 1,072.32

SHO7777 - Showcases

0 10/16/2024

Inv 329288

Line Item Date	Line Item Description	
09/04/2024	DVD cases	159.84

Inv 329288 Total 159.84

0 Total: 159.84

SHO7777 - Showcases Total: 159.84

SMUG7101 - Smuggler, LLC

319955 10/16/2024

Inv 552

Line Item Date	Line Item Description	
09/26/2024	Refund Film Production Company for Unused Police Hours	332.50

Inv 552 Total		332.50
319955 Total:		332.50
SMUG7101 - Smuggler, LLC Total:		332.50

SPEC5011 - Spectrum Gas Products

319956 10/16/2024

Inv 00627835

Line Item Date	Line Item Description	
09/12/2024	Annual PO for Medical Grade Oxygen Supplies for Fire.	134.00
Inv 00627835 Total		134.00

Inv 00628587

Line Item Date	Line Item Description	
09/20/2024	Annual PO for Medical Grade Oxygen Supplies for Fire.	147.00
Inv 00628587 Total		147.00
319956 Total:		281.00
SPEC5011 - Spectrum Gas Products Total:		281.00

SPBK - Springbrook Holding Company, LLC

0 10/16/2024

Inv INV-017276

Line Item Date	Line Item Description	
05/31/2024	CivicPay PayPad Transaction Fee	135.00
Inv INV-017276 Total		135.00
0 Total:		135.00
SPBK - Springbrook Holding Company, LLC Total:		135.00

STA5219 - Staples Business Advantage

0 10/16/2024

Inv 6002202032

Line Item Date	Line Item Description	
09/26/2024	Community Development Office Supplies	299.85
Inv 6002202032 Total		299.85

Inv 6002365379

Line Item Date	Line Item Description	
05/15/2024	Finance Department Supplies	88.17

Inv 6002365379 Total 88.17

Inv 6002730281

Line Item Date	Line Item Description	
05/23/2024	Finance Department Supplies	167.73

Inv 6002730281 Total 167.73

Inv 6002861235

Line Item Date	Line Item Description	
05/25/2024	Finance Department Supplies	281.14

Inv 6002861235 Total 281.14

Inv 6003347111

Line Item Date	Line Item Description	
05/30/2024	Office Supplies for Department	398.95

Inv 6003347111 Total 398.95

Inv 6003347112

Line Item Date	Line Item Description	
05/30/2024	Office Supplies for Department	143.61

Inv 6003347112 Total 143.61

Inv 6004066622

Line Item Date	Line Item Description	
06/05/2024	Finance Department Supplies	491.76

Inv 6004066622 Total 491.76

Inv 6004066623

Line Item Date	Line Item Description	
06/05/2024	Finance Department Supplies	64.50

Inv 6004066623 Total 64.50

Inv 6004510218

Line Item Date	Line Item Description	
09/26/2024	Community Development Office Supplies	545.39

Inv 6004510218 Total 545.39

Inv 6004510219

Line Item Date	Line Item Description	
09/26/2024	Community Development Office Supplies	28.97

Inv 6004510219 Total 28.97

Inv 6006871370

Line Item Date	Line Item Description	
07/16/2024	Finance Department Supplies	231.54

Inv 6006871370 Total 231.54

Inv 6008868243

Line Item Date	Line Item Description	
08/08/2024	Vest for Street Division	61.25

Inv 6008868243 Total 61.25

Inv 6009615464

Line Item Date	Line Item Description	
08/20/2024	Office Supplies for Department	252.14

Inv 6009615464 Total 252.14

Inv 6011292581

Line Item Date	Line Item Description	
09/25/2024	Recreation Office Supplies & Camp Med Office Supplies	90.92

Inv 6011292581 Total 90.92

Inv 6011354853

Line Item Date	Line Item Description	
08/29/2024	Credit Memo - Return of Office Supplies	-81.70

Inv 6011354853 Total -81.70

Inv 6011354854

Line Item Date	Line Item Description	
08/28/2024	Credit Memo - Return of Office Supplies	-102.16

Inv 6011354854 Total -102.16

Inv 6011354855

Line Item Date	Line Item Description	
09/06/2024	DAR office supplies	159.03

Inv 6011354855 Total 159.03

Inv 6011427937

Line Item Date	Line Item Description	
09/25/2024	Recreation Office Supplies & Camp Med Office Supplies	120.27

Inv 6011427937 Total 120.27

Inv 6011646503

Line Item Date	Line Item Description	
09/11/2024	Monthly planners, notebooks	79.06

Inv 6011646503 Total 79.06

Inv 6011754390

Line Item Date	Line Item Description	
09/13/2024	SC supplies	131.75

Inv 6011754390 Total 131.75

Inv 6012155829

Line Item Date	Line Item Description	
09/19/2024	Batteries, cardstock, flash drive, labels	70.65

Inv 6012155829 Total 70.65

Inv 6012848314

Line Item Date	Line Item Description	
09/26/2024	Community Development Office Supplies	225.41

Inv 6012848314 Total 225.41

0 Total: 3,748.23

STA5219 - Staples Business Advantage Total: 3,748.23

STNR5885 - Steven R. Norris & Associates, Inc.

319957 10/16/2024

Inv 3791

Line Item Date	Line Item Description	
09/19/2024	Prepare and present a value in-use appraisal for parcel number:	7,000.00

Inv 3791 Total 7,000.00

319957 Total: 7,000.00

STNR5885 - Steven R. Norris & Associates, Inc. Total: 7,000.00

COBR7131 - The Advantage Group

0 10/16/2024

Inv 175947

Line Item Date	Line Item Description	
09/05/2024	HRA Administration Fee - September 2024	276.00

Inv 175947 Total 276.00

Inv October 2024

Line Item Date	Line Item Description	
09/24/2024	HRA Retiree Reimbursement - October 2024	16,867.67

Inv October 2024 Total		16,867.67
0 Total:		17,143.67
COBR7131 - The Advantage Group Total:		17,143.67

HAFR7000 - The Hartford

319958 10/16/2024

Inv 085035971613

Line Item Date	Line Item Description	
09/30/2024	Employee Life Insurance Benefit - September 2024	985.50
Inv 085035971613 Total		985.50
319958 Total:		985.50
HAFR7000 - The Hartford Total:		985.50

TMOB4010 - T-Mobile

319959 10/16/2024

Inv 988212311

Line Item Date	Line Item Description	
09/21/2024	AN 988212311 Serv 8/21 - 9/20/24	2,573.85
Inv 988212311 Total		2,573.85
319959 Total:		2,573.85
TMOB4010 - T-Mobile Total:		2,573.85

ULIN8021 - Uline, Inc.

0 10/16/2024

Inv 182834810

Line Item Date	Line Item Description	
09/09/2024	Folding Picnic Tables & Shipping.	2,972.92
Inv 182834810 Total		2,972.92
0 Total:		2,972.92
ULIN8021 - Uline, Inc. Total:		2,972.92

ULRI2994 - Ulrich, Clarence

319960 10/16/2024

Inv SP-0004

Line Item Date	Line Item Description

	09/18/2024	SC Halloween entertainer	400.00
	Inv SP-0004 Total		400.00
319960 Total:			400.00
ULRI2994 - Ulrich, Clarence Total:			400.00
UPP7789 - Upper San Gabriel Valley MWD			
319961	10/16/2024		
	Inv 2/08-24		
	Line Item Date	Line Item Description	
	09/16/2024	Water purchased from MWD August 2024	93.33
	Inv 2/08-24 Total		93.33
319961 Total:			93.33
UPP7789 - Upper San Gabriel Valley MWD Total:			93.33
VPSI407 - Valley Power Systems Inc.			
319962	10/16/2024		
	Inv I40109		
	Line Item Date	Line Item Description	
	09/12/2024	Vehicle Maintenance and repair for AU-81	5,223.99
	Inv I40109 Total		5,223.99
319962 Total:			5,223.99
VPSI407 - Valley Power Systems Inc. Total:			5,223.99
VERW6711 - Verizon Wireless			
319963	10/16/2024		
	Inv 9972802035		
	Line Item Date	Line Item Description	
	09/01/2024	AN 542443342-00001 Serv 8/2 - 9/1/24	52.38
	Inv 9972802035 Total		52.38
319963 Total:			52.38
VERW6711 - Verizon Wireless Total:			52.38
VEWI8020 - Vision Electric Wholesale, Inc.			
0	10/16/2024		

Inv 1007909

Line Item Date	Line Item Description	
08/13/2024	Electrical Supplies	18.64

Inv 1007909 Total 18.64

0 Total: 18.64

VEWI8020 - Vision Electric Wholesale, Inc. Total: 18.64

WES4152 - West Coast Arborists, Inc.

0 10/16/2024

Inv 219422

Line Item Date	Line Item Description	
09/15/2024	Citywide Urban Forestry Services -Tree and Stump Removals	8,790.00

Inv 219422 Total 8,790.00

Inv 219528

Line Item Date	Line Item Description	
09/15/2024	Citywide Urban Forestry Services - Grid Pruning and Emergency Re	29,380.00

Inv 219528 Total 29,380.00

0 Total: 38,170.00

WES4152 - West Coast Arborists, Inc. Total: 38,170.00

WLHD8020 - Westlake Hardware

0 10/16/2024

Inv 14304727

Line Item Date	Line Item Description	
05/14/2024	Fire - Building Maintenance	177.33

Inv 14304727 Total 177.33

Inv 14304789

Line Item Date	Line Item Description	
05/31/2024	Fire - Building Maintenance	471.37

Inv 14304789 Total 471.37

Inv 14304817

Line Item Date	Line Item Description	
06/11/2024	Fire - Building Maintenance	77.16

Inv 14304817 Total 77.16

Inv 14304838

Line Item Date	Line Item Description	
06/20/2024	Fire - Building Maintenance	403.37

Inv 14304838 Total 403.37

Inv 14304872

Line Item Date	Line Item Description	
07/05/2024	Fire - Building Maintenance	62.81

Inv 14304872 Total 62.81

Inv 14304889

Line Item Date	Line Item Description	
07/12/2024	Fire - Building Maintenance	28.64

Inv 14304889 Total 28.64

Inv 14304917

Line Item Date	Line Item Description	
07/22/2024	Fire - Building Maintenance	96.92

Inv 14304917 Total 96.92

Inv 14304920

Line Item Date	Line Item Description	
07/23/2024	Fire - Building Maintenance	26.37

Inv 14304920 Total 26.37

Inv 14304929

Line Item Date	Line Item Description	
07/25/2024	Fire - Building Maintenance	253.56

Inv 14304929 Total 253.56

Inv 14304959

Line Item Date	Line Item Description	
08/07/2024	Fire - Building Maintenance	220.59

Inv 14304959 Total 220.59

Inv 14304960

Line Item Date	Line Item Description	
08/08/2024	Fabric for DGR Study, gloves for Staff, Scrapers	298.40

Inv 14304960 Total 298.40

Inv 14304965

Line Item Date	Line Item Description	
08/09/2024	Fire - Building Maintenance	167.81

Inv 14304965 Total 167.81

Inv 14304966

Line Item Date	Line Item Description	
08/19/2024	Light bulbs for Work Lights used during night work	79.29

Inv 14304966 Total 79.29

Inv 14304972

Line Item Date	Line Item Description	
08/12/2024	Salt for Wilson Onsite Chlorine Generator	1,248.85

Inv 14304972 Total 1,248.85

Inv 14304973

Line Item Date	Line Item Description	
08/12/2024	Locks for Library & Senior Cent. and Light for Garfield	143.29

Inv 14304973 Total 143.29

Inv 14304974

Line Item Date	Line Item Description	
08/12/2024	Water production supplies	284.67

Inv 14304974 Total 284.67

Inv 14304984

Line Item Date	Line Item Description	
08/15/2024	Garfield Park outlets by Gazebo	97.16

Inv 14304984 Total 97.16

Inv 14304987

Line Item Date	Line Item Description	
08/15/2024	Fire - Building Maintenance	29.75

Inv 14304987 Total 29.75

Inv 14305001

Line Item Date	Line Item Description	
08/20/2024	Light bulb for War Memorial building	39.67

Inv 14305001 Total 39.67

Inv 14305004

Line Item Date	Line Item Description	
08/21/2024	Fire - Building Maintenance	63.47

Inv 14305004 Total 63.47

Inv 14305006

Line Item Date	Line Item Description	
08/22/2024	Hoses, WD-40 Tools, Bolts, Cleaning supplies for Streets	394.50

Inv 14305006 Total 394.50

Inv 14305013

Line Item Date	Line Item Description	
08/23/2024	Fire - Building Maintenance	153.07

Inv 14305013 Total 153.07

Inv 14305015

Line Item Date	Line Item Description	
08/26/2024	Meridian Median	201.28

Inv 14305015 Total 201.28

Inv 14305018

Line Item Date	Line Item Description	
08/26/2024	Safety supplies for Facilities Division	105.63

Inv 14305018 Total 105.63

Inv 14305020

Line Item Date	Line Item Description	
08/26/2024	Supplies for Sample bottle distribution for 2024 Res. Sampling	18.94

Inv 14305020 Total 18.94

Inv 14305021

Line Item Date	Line Item Description	
08/26/2024	Fire - Building Maintenance	13.22

Inv 14305021 Total 13.22

Inv 14305022

Line Item Date	Line Item Description	
08/26/2024	Electrical Equipment for Library	41.86

Inv 14305022 Total 41.86

Inv 14305032

Line Item Date	Line Item Description	
08/28/2024	Parts for Aroyo Park Fountain Repair	38.32

Inv 14305032 Total 38.32

Inv 14305033

Line Item Date	Line Item Description	
08/28/2024	Fire - Building Maintenance	61.86

Inv 14305033 Total 61.86

Inv 14305036

Line Item Date	Line Item Description	
08/29/2024	Disposal for City Hall Break Room	165.36

Inv 14305036 Total 165.36

Inv 14305037

Line Item Date	Line Item Description	
08/29/2024	Lights for War Memorial	77.10

Inv 14305037 Total 77.10

Inv 14305045

Line Item Date	Line Item Description	
09/03/2024	Table for Council Chambers	66.14

Inv 14305045 Total 66.14

Inv 14305046

Line Item Date	Line Item Description	
09/03/2024	Air Duct cleaning supplies	138.42

Inv 14305046 Total 138.42

Inv 14305048

Line Item Date	Line Item Description	
09/03/2024	Water production supplies	172.57

Inv 14305048 Total 172.57

Inv 14305052

Line Item Date	Line Item Description	
09/04/2024	Batteries for Stock Supplies for Facility Trucks	52.86

Inv 14305052 Total 52.86

Inv 14305059

Line Item Date	Line Item Description	
09/05/2024	Plumbing Supplies	186.26

Inv 14305059 Total 186.26

Inv 14305060

Line Item Date	Line Item Description	
09/05/2024	Palet of 60lb bags concrete mix used for Water Division	345.13

Inv 14305060 Total 345.13

Inv 14305061

Line Item Date	Line Item Description	
09/05/2024	Plumbing Supplies	30.36

Inv 14305061 Total 30.36

0 Total: 6,533.36

WLHD8020 - Westlake Hardware Total: 6,533.36

ANWO7101 - Wong, Ann Nguyen

319964 10/16/2024

Inv 2734

Line Item Date	Line Item Description	
09/30/2024	Refund duplicate plan check fee payment	443.66

Inv 2734 Total 443.66

319964 Total: 443.66

ANWO7101 - Wong, Ann Nguyen Total: 443.66

PUFG8267 - Wong, Pauline Sam

0 10/16/2024

Inv AdultMoSept

Line Item Date	Line Item Description	
09/26/2024	Adult Monthly Line Dancing-Contract Instructor	26.00

Inv AdultMoSept Total 26.00

Inv AdultWalkinSept

Line Item Date	Line Item Description	
09/26/2024	Adult Walkin Line Dancing-Contract Instructor	247.00

Inv AdultWalkinSept Total 247.00

Inv SRWalkinSept

Line Item Date	Line Item Description	
09/26/2024	Senior walk in Line Dancing-Contract Instructor	188.00

Inv SRWalkinSept Total 188.00

0 Total: 461.00

PUFG8267 - Wong, Pauline Sam Total: 461.00

GRA1244 - Woods Maintenance Services, Inc.

Check Number	Check Date		Amount
319965	10/16/2024		
Inv	SPAS0824		
Line Item Date		Line Item Description	
09/09/2024		City Wide Graffiti Removal Services - FY2024/25.	1,692.80
Inv SPAS0824 Total			1,692.80
319965 Total:			1,692.80
GRA1244 - Woods Maintenance Services, Inc. Total:			1,692.80
XRXF5010 - Xerox Financial Services			
319966	10/16/2024		
Inv	6185582		
Line Item Date		Line Item Description	
09/02/2024		Lease Contract # 010-0061587-004 - City Facilites Copiers - FY24	2,204.46
Inv 6185582 Total			2,204.46
319966 Total:			2,204.46
XRXF5010 - Xerox Financial Services Total:			2,204.46
YTI1023 - Y Tire Performance LLC			
319967	10/16/2024		
Inv	38238		
Line Item Date		Line Item Description	
09/11/2024		Command Share - Division Chief Vehicle Maintenance	353.04
Inv 38238 Total			353.04
319967 Total:			353.04
YTI1023 - Y Tire Performance LLC Total:			353.04
CONYEE - Yee, Connie			
0	10/16/2024		
Inv	FFSeptDropIn		
Line Item Date		Line Item Description	
10/01/2024		September FF Drop In - Contract Instructor	653.60
Inv FFSeptDropIn Total			653.60
Inv	FFSeptMo		
Line Item Date		Line Item Description	
10/01/2024		September FF monthly - Contract Instructor	64.00
Inv FFSeptMo Total			64.00

Inv HIITSept

Line Item Date	Line Item Description	
10/01/2024	September HIITDrop In - Contract Instructor	157.30
Inv HIITSept Total		157.30
0 Total:		874.90
CONYEE - Yee, Connie Total:		874.90
Total:		370,782.27

City of
SOUTH PASADENA

Online Payment Log			
Date	**Vendor**	**Amount**	**Description**
10/1/2024	So Cal Edison	$136,014.90	Online Payment for Various City Owned Electric Account # 11581.
10/3/2024	So Cal Gas	$697.86	Online Payment for City Owned Natural Gas Accounts.
Total:		***$136,712.76***	

Accounts Payable

Void Check Proof List

User: ealvarez
Printed: 10/08/2024 - 3:40PM
Batch: 00001.10.2024

Account Number	Amount	Invoice No	Inv Date	Description	Reference	Task Label	Type	PONumber	Close PO?	Line Item
Vendor: GVFH7010	Gavin Fitch									
Check No: 319721	Check Date:	09/18/2024								
101-0000-0000-5200-002	206.21	3185	08/12/2024	2033 Alpha Street Refund due to doub					No	0
Check Total:	206.21									
Vendor Total:	206.21									
Report Total:	206.21									

Payroll

Payroll Summary Report

Payroll Date:	**9/27/2024**	**Regular**		
Checks			$	720.96
Direct Deposits			$	620,470.25
IRS Payments			$	146,461.60
EDD - State of CA			$	45,933.34
PERS Pension			$	137,045.07
Deferred Comp			$	35,049.38
PERS Health			$	-
			Subtotal:	**$ 985,680.60**
			Grand Total:	**$ 985,680.60**

City Council Agenda Report

ITEM NO. 7

DATE: October 16, 2024

FROM: Donald Penman, Interim City Manager

PREPARED BY: Mark Perez, Deputy City Clerk

SUBJECT: **CONSIDERATION OF APPROVAL OF THE SPECIAL JOINT CITY COUNCIL MEETING MINUTES WITH THE FINANCE COMMISSION FOR APRIL 17, 2024 AND THE REGULAR CITY COUNCIL MEETING MINUTES FOR OCTOBER 2, 2024**

Recommendation

It is recommended that the City Council consider the approval of the minutes for the Special Joint City Council Meeting with the Finance Commission for April 17, 2024 and the Regular City Council Meeting for October 2, 2024.

Executive Summary

Attached for the City Council's consideration and approval are meeting minutes and hereby included as attachments to this staff report.

Background

The City Clerk's Division is responsible for producing meeting minutes for the City Council meetings. Meeting minutes are used as the official record of the actions taken by the City at the direction of the City Council.

Fiscal Impact

There is no fiscal impact anticipated as Division staff is facilitating the work related to this project.

Key Performance Indicators and Strategic Plan

This item aligns with the Management Services Department's Key Performance Indicator to provide quick access to information and accountability, ensuring public transparency.

Attachment:
Attachment No. 1 - April 17, 2024 - Special Joint City Council Meeting Minutes
Attachment No. 2 - Amended October 2, 2024 - Regular City Council Meeting Minutes.pdf

CITY OF SOUTH PASADENA
CITY COUNCIL AND FINANCE COMMISSION
SPECIAL JOINT MEETING

M I N U T E S
WEDNESDAY, APRIL 17, 2024, AT 5:01 P.M.

CALL TO ORDER:

The Special Joint Meeting of the South Pasadena City Council and Finance Commission was called to order by Mayor Zneimer on Wednesday, April 17, 2024, at 5:18 P.M. in the Amedee O. "Dick" Richards, Jr. Council Chambers, located at 1424 Mission Street, South Pasadena, California.

ROLL CALL:

PRESENT	Mayor	Evelyn G. Zneimer
	Mayor Pro Tem	Jack Donovan
	Councilmember	Jon Primuth
	Councilmember	Michael A. Cacciotti
	Councilmember	Janet Braun
	Chair	Peter Giulioni Jr.
	Commissioner	Cynthia Quade
	Commissioner	Y-Le Ho
ABSENT	Vice Chair	Sheila Rossi

Tiara Solorzano, Acting Deputy City Clerk, announced a quorum.

CITY STAFF PRESENT:

Arminé Chaparyan, City Manager; Roxanne Diaz, City Attorney; Tiara Solorzano, Acting Deputy City Clerk; were present at Roll Call. Other staff members presented reports or responded to questions as indicated in the minutes.

PUBLIC COMMENT

1. PUBLIC COMMENT

In-Person Comments:

Josh Betta spoke regarding Item No. 2.

ACTION/DISCUSSION

2. BUDGET KICK-OFF INCLUDING OVERVIEW OF BUDGET DEVELOPMENT, PROCESS AND POLICIES AND BUDGET PREVIEW

Recommendation:
It is recommended that the City Council and Finance Commission receive and discuss the presentation and provide direction, if any.

Arminé Chaparyan, City Manager introduced John Downs, Finance Director, who gave a presentation and responded to questions from the City Council.

COUNCIL MOTION AND ACTION

A motion was made by Councilmember Braun and seconded by Councilmember Primuth to direct staff to:

Reserve some amount for unexpected appropriations, to have a balanced budget, to use the NHA tool to update the 5-year projections with the draft budget numbers, and to present those new 5-year projections with the draft budget to the Finance Commission and City Council.

The motion carried 8-0, by the following vote:

AYES:	Braun, Cacciotti, Donovan, Giulioni, Ho, Primuth, Quade, Mayor Zneimer
NOES:	None.
ABSENT:	None.
ABSTAINED:	None.

3. PERSONNEL PRESENTATION INCLUDING AN OVERVIEW OF THE RECRUITMENT AND HIRING PROCESS, STATUS OF CURRENT POSITIONS, LABOR CONTRACTS AND COSTS, AND RISK MANAGEMENT INSURANCE OVERVIEW

Recommendation
It is recommended that the City Council and Finance Commission receive and discuss the presentation and provide direction, if any.

Luis Frausto, Acting Deputy City Manager, gave a presentation and responded to questions from the City Council.

4. CONSIDERATION OF REVIEW AND APPROVAL OF THE REVISED FISCAL YEAR 2024-2025 BUDGET CALENDAR

Recommendation
It is recommended that the City Council and Finance Commission review and approve the revised Fiscal Year 2024-2025 budget calendar.

John Downs, Finance Director, gave a presentation and responded to questions from the City Council.

COUNCIL MOTION AND ACTION

A motion was made by Mayor Zneimer and seconded by Councilmember Cacciotti to approve Item No. 4 with the following amendment:

Staff is directed to add an additional Special City Council meeting after June 5th to the calendar.

The motion carried 8-0, by the following vote:

AYES:	Braun, Cacciotti, Donovan, Giulioni, Ho, Primuth, Quade, Mayor Zneimer
NOES:	None.
ABSENT:	None.
ABSTAINED:	None.

ADJOURNMENT

There being no further matters, Mayor Zneimer adjourned the meeting of the City Council and Finance Commission at 7:25 P.M.

Respectfully submitted:

_____
Mark Perez
Deputy City Clerk

APPROVED:

_____
Evelyn G. Zneimer
Mayor

ATTEST:

_____
Mark Perez
Deputy City Clerk

DRAFT

CITY OF SOUTH PASADENA
CITY COUNCIL - REGULAR MEETING

M I N U T E S
WEDNESDAY, OCTOBER 2, 2024, AT 7:00 P.M.

CALL TO ORDER:

The Regular Meeting of the South Pasadena City Council was called to order by Mayor Zneimer on Wednesday, October 2, 2024, at 7:17 P.M. The City Council Chambers are located at 1424 Mission Street, South Pasadena, California.

ROLL CALL:

PRESENT	Mayor	Evelyn G. Zneimer
	Mayor Pro Tem	Jack Donovan
	Councilmember	Jon Primuth
	Councilmember	Michael A. Cacciotti
	Councilmember	Janet Braun
ABSENT	None.	

Mark Perez, Deputy City Clerk announced a quorum.

CITY STAFF PRESENT:

Donald Penman, Interim City Manager; Roxanne Diaz, City Attorney; Mark Perez, Deputy City Clerk were present at Roll Call. Other staff members presented reports or responded to questions as indicated in the minutes.

PLEDGE OF ALLEGIANCE

The Flag Salute was led by Councilmember Primuth.

CLOSED SESSION ANNOUNCEMENTS

1. CLOSED SESSION ANNOUNCEMENTS

A. REAL PROPERTY NEGOTIATIONS
Government Code Section 54956.8

1. Property Address: 1129 Fair Oaks Avenue
   Agency Negotiator: Donald Penman, Interim City Manager
   Negotiating Party: Romaric Trust, Richard Wagner Trustee
   Under Negotiation: Price and Terms of Payment

2. Property Address: 913 Meridian Avenue
   Agency Negotiator: Donald Penman, Interim City Manager
   Negotiating Party: South Pasadena Preservation Foundation, Inc.
   Under Negotiation: Price and Terms of Payment

3. Housing Authority Property Address: 1503 El Centro Street, APN: 5315-003-903; 1507 El Centro Street, APN: 5493-038-904; and APN: 5315-003-902
   Agency Negotiator: Donald Penman, Executive Director/Interim City Manager
   Negotiating Parties:
   - Clifford Beers Housing, Inc., DBA Holos Communities;
   - Homes & Hope, LLC and Develop With Skill, LLC
   - Jamboree Housing Corporation
   - Pacific Southwest Community Development Corporation and Gangi Development Company, Inc.;
   - The Related Companies of California, LLC; and
   - West Hollywood Community Housing Corporation

   Under Negotiation: Price and Terms of Payment

B. CONFERENCE WITH LABOR NEGOTIATORS
Government Code Section 54957.6

Title: City Manager

C. CONFERENCE WITH LEGAL COUNSEL: ANTICIPATED LITIGATION-SIGNIFICANT EXPOSURE TO LITIGATION
Government Code Section 54956.9 (d)(2)
Number of Potential Cases: 1

D. CONFERENCE WITH LEGAL COUNSEL: ANTICIPATED LITIGATION-SIGNIFICANT EXPOSURE TO LITIGATION
Government Code Section 54956.9 (d)(2)
Number of Potential Cases: 1

The City has received a workers' compensation claim (Claim No. 21-146537).

E. PUBLIC EMPLOYMENT
Government Code Section 54957

Title: City Manager

City Attorney Roxanne Diaz stated that no reportable action was taken during closed session. The City Council will recess back into closed session following the regular session.

PUBLIC COMMENT

2. PUBLIC COMMENT – GENERAL (NON-AGENDA ITEMS)

In Person Public Comments:

Yvonne LaRose spoke regarding Domestic Violence Awareness Month.

Dylan Rubin spoke regarding public comment decorum.

PRESENTATIONS

3. STAFF INTRODUCTIONS

Community Services
Lucy Hakobian, Community Services Director

Donald Penman, Interim City Manager, introduced the employee.

4. A PROCLAMATION DECLARING THE WEEK OF OCTOBER 6-12, 2024 AS "FIRE PREVENTION WEEK" IN THE CITY OF SOUTH PASADENA

Greg Lloyd, Fire Chief, read and accepted the Proclamation declaring the week of October 6-12, 2024, as "Fire Prevention Week" in the City of South Pasadena.

5. A PROCLAMATION DECLARING THE MONTH OF SEPTEMBER 15 – OCTOBER 15, 2024, AS "NATIONAL HISPANIC HERITAGE MONTH" IN THE CITY OF SOUTH PASADENA

Evelyn G. Zneimer, Mayor, read and accepted the Proclamation declaring the month of September 15, 2024 – October 15, 2024, as "National Hispanic Heritage Month" in the City of South Pasadena.

CHANGES TO AGENDA

6. REORDERING OF, ADDITIONS, OR DELETIONS TO AGENDA

None.

CONSENT CALENDAR

Mayor Zneimer pulled Item Nos. 7 and 10 for separate discussion. A motion was made by Councilmember Cacciotti and seconded by Councilmember Braun to approve Item Nos. 8, 9, 11, 12, 13, and 14 of the consent calendar as presented. The motion carried 5-0, by the following vote:

AYES: Braun, Cacciotti, Donovan, Primuth, Mayor Zneimer
NOES: None.
ABSENT: None.
ABSTAINED: None.

7. CONSIDERATION OF THE APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF $675,307.41; GENERAL CITY WARRANTS IN THE AMOUNT OF $715,451.36; TRANSFERS IN THE AMOUNT OF $3,000,000.00; ONLINE PAYMENTS IN THE AMOUNT OF $45,768.36; PAYROLL IN THE AMOUNT OF $885,230.12

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

William Castrillon, Budget and Purchasing Manager responded to questions from the City Council.

COUNCIL MOTION AND ACTION

Mayor Zneimer pulled Item No. 7 for separate discussion. A motion was made by Mayor Zneimer and seconded by Councilmember Cacciotti to approve Item No. 7 as presented. The motion carried 5-0, by the following vote:

AYES: Braun, Cacciotti, Donovan, Primuth, Mayor Zneimer
NOES: None.
ABSENT: None.
ABSTAINED: None.

8. CONSIDERATION OF APPROVAL OF THE REGULAR CITY COUNCIL MEETING MINUTES FOR MAY 15, THE REGULAR CITY COUNCIL MEETING MINUTES FOR JUNE 5, 2024, AND THE REGULAR CITY COUNCIL MEETING MINUTES FOR SEPTEMBER 18, 2024

Recommendation

It is recommended that the City Council consider the approval of the minutes for the Regular City Council Meeting for May 15, 2024, Regular City Council Meeting for June 5, 2024, and the Regular City Council Meeting for September 18, 2024.

A motion was made to approve the recommendation on the Consent Calendar.

9. CONSIDERATION OF APPOINTMENT OF DR. STEPHEN SANKO TO THE PUBLIC SAFETY COMMISSION AND RENEE RUBIN TO THE FINANCE COMMISSION

Recommendation

It is recommended by Mayor Zneimer that the City Council appoint Stephen Sanko to the Public Safety Commission to a partial term ending December 31, 2024 and Renee Rubin to the Finance Commission to a partial term ending December 31, 2026.

A motion was made to approve the recommendation on the Consent Calendar.

10. CONSIDERATION OF APPROVAL OF THE PROFESSIONAL SERVICES AGREEMENT WITH WILLIAM HEZMALHALCH ARCHITECTS (WHA) FOR CITY ARCHITECT SERVICES

Recommendation

Staff recommends that the City Council consider:

1. Approval of a Professional Services Agreement with William Hezmalhalch Architects (WHA) for architectural services for a term of two years with the option to extend the contract for up to three (3) one-year extensions for a total maximum contract period of five (5) years at a not-to exceed amount of $60,000 for the two year contract; and

2. Authorize the City Manager or designee to execute said agreement and to undertake all necessary steps to implement City Council's direction.

Ben Jarvis, Senior Planner gave a presentation and responded to questions from the City Council.

Mayor Zneimer pulled Item No. 10 for separate discussion. A motion was made by Mayor Zneimer and seconded by Councilmember Cacciotti to approve Item No. 10 as presented. The motion carried 5-0, by the following vote:

AYES: Braun, Cacciotti, Donovan, Primuth, Mayor Zneimer
NOES: None.
ABSENT: None.
ABSTAINED: None.

11. CONSIDER AN APPROPRIATION OF $15,986.25 FROM THE ARROYO SECO GOLF COURSE RESERVE FUNDS FOR THE PURCHASE OF A JOHN DEERE AERCORE AERATOR

Recommendation
It is recommended that the City Council approve an appropriation of $15,986.25 from the Arroyo Seco Golf Course Reserve Funds to the Arroyo Seco Golf Course, Account No. 295-8040-8043-8520-000 to be used for the purchase of a John Deere Aercore Aerator.

A motion was made to approve the recommendation on the Consent Calendar.

12. CONSIDERATION OF A RESOLUTION ADOPTING AN UPDATED RECORDS RETENTION SCHEDULE FOR ALL CITY DEPARTMENTS, AUTHORIZING THE DESTRUCTION OF CERTAIN CITY RECORDS IN ACCORDANCE WITH STATE LAW AND AUTHORIZING UPDATES TO THE SCHEDULE WITHOUT FURTHER ACTION BY THE CITY COUNCIL

Recommendation
It is recommended that the City Council consider adopting the proposed Resolution adopting an updated records retention schedule, authorizing the destruction of certain records in accordance with state law and authorizing the updating of the record retention schedule without further action by the City Council.

A motion was made to approve the recommendation on the Consent Calendar.

Resolution No. 7875 was adopted.

13. CONSIDERATION OF APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH RALPH ANDERSON & ASSOCIATES FOR EXECUTIVE RECRUITING SERVICES FOR THE CITY MANAGER POSITION IN AN AMOUNT NOT TO EXCEED $31,000 AND AN APPROPRIATION OF FUNDS

Recommendation
It is recommended that the City Council consider:
1. Approving the Professional Services Agreement with Ralph Anderson &

Associates for Executive Recruiting Services for the City Manager position in an amount not to exceed $31,000; and
2. Approving an appropriation in the amount of $31,000 from the General Fund balance, to Account No. 101-2030-2034-8020.

A motion was made to approve the recommendation on the Consent Calendar.

14. CONSIDERATION OF APPROVAL OF AN AMENDMENT TO THE AGREEMENT WITH CALIFORNIA METRO PATROL FOR SECURITY GUARD SERVICES IN AN AMOUNT NOT TO EXCEED $110,575 AND TO EXTEND THE AGREEMENT FOR UP TO ONE YEAR

Recommendation
It is recommended that the City Council consider authorizing the City Manager, or designee, to amend the agreement with California Metro Patrol for security guard services to increase the total contract amount by $110,575 and extend the agreement term for up to one year.

A motion was made to approve the recommendation on the Consent Calendar.

CONSENT CALENDAR

15. CONSIDERATION OF APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT WITH TRANSTECH ENGINEERS, INC. FOR COMPREHENSIVE BUILDING AND SAFETY SERVICES

Recommendation
It is recommended that the City Council consider the approval of the proposed five - year Professional Services Agreement (PSA) with Transtech Engineers, Inc. for comprehensive building and safety services.

Alison Becker, Acting Community Development Director gave a presentation and responded to questions from the City Council.

COUNCIL MOTION AND ACTION

A motion was made by Councilmember Cacciotti and seconded by Councilmember Primuth to approve Item No. 15 as presented. The motion carried 5-0, by the following vote:

AYES: Braun, Cacciotti, Donovan, Primuth, Mayor Zneimer
NOES: None.
ABSENT: None.
ABSTAINED: None.

16. CONSIDERATION TO REJECT ALL SUBMITTED BIDS FOR THE GREVELIA AND BERKSHIRE POCKET PARKS PROJECT AND DIRECT STAFF TO RE-ADVERTISE THE PROJECT

Recommendation

It is recommended that the City Council consider the Rejection of All Submitted Bids for the Grevelia and Berkshire Pocket Parks Project and direct Staff to re-advertise for bids on the Project.

Ted Gerber, Public Works Director gave a presentation and responded to questions from the City Council.

COUNCIL MOTION AND ACTION

A motion was made by Councilmember Primuth and seconded by Councilmember Donovan to approve Item No. 16 as presented. The motion carried 5-0, by the following vote:

AYES: Braun, Cacciotti, Donovan, Primuth, Mayor Zneimer
NOES: None.
ABSENT: None.
ABSTAINED: None.

17. CONSIDERATION OF APPROVAL OF AN EXCLUSIVE SOLID WASTE HANDLING SERVICES AGREEMENT WITH ARAKELIAN ENTERPRISES, INC. (DBA ATHENS SERVICES) AND ADOPTION OF A RESOLUTION TO CONDUCT A PROPOSITION 218 PUBLIC HEARING

Recommendation

It is recommended that the City Council:

1. Consider approval of the amended and restated agreement with Athens Services for Exclusive Solid Waste Handling Services in the final form approved by the City Attorney; and
2. Consider approval of a resolution directing staff to schedule a Proposition 218 public hearing to consider proposed solid waste rate increases and provide notice of the public hearing.

Arpy Kasparian, Environmental Services & Sustainability Manager gave a presentation and responded to questions from the City Council.

COUNCIL MOTION AND ACTION

A motion was made by Councilmember Cacciotti and seconded by Councilmember Braun to approve Item No. 17 as presented. The motion carried 5-0, by the following vote:

AYES: Braun, Cacciotti, Donovan, Primuth, Mayor Zneimer
NOES: None.
ABSENT: None.
ABSTAINED: None.

Resolution No. 7876 was adopted.

18. CONSIDERATION TO REVIEW AND FILE THE 2021-2026 STRATEGIC PLAN UPDATE

Recommendation
It is recommended that the City Council consider reviewing and filing the 2021-2026 Strategic Plan Update.

Melissa Snyder, Community Services Supervisor gave a presentation and responded to questions from the City Council.

COUNCIL MOTION AND ACTION

A motion was made by Mayor Zneimer and seconded by Councilmember Cacciotti to approve Item No. 18 as presented. The motion carried 5-0, by the following vote:

AYES: Braun, Cacciotti, Donovan, Primuth, Mayor Zneimer
NOES: None.
ABSENT: None.
ABSTAINED: None.

PUBLIC COMMENT – CONTINUED

19. CONTINUED PUBLIC COMMENT - GENERAL

None.

COMMUNICATIONS

20. COUNCILMEMBERS COMMUNICATIONS

Councilmember Braun spoke regarding her recent meeting with the "Marengo Matters" group.

Councilmember Braun motioned to direct staff to agendize a proposal to have speed cushions on Marengo. Councilmember Cacciotti Seconded. Staff is to make the determination with the City Attorney if the resolution related to speed humps would also need to be amended.

Councilmember Primuth spoke regarding the press release related to the passing of AB 1038.

Councilmember Cacciotti gave a presentation on his recent visit to the Arroyo Seco Golf Course.

Mayor Zneimer motioned to direct staff to agendize an item related to the dissolution of the Finance Ad Hoc Committee. Councilmember Cacciotti Seconded. The Item is to appear on either the October 16 or November 6 City Council meeting.

Mayor Zneimer motioned to direct staff to explore the Arroyo Seco Golf Course Driving Range for the Fourth of July. Councilmember Cacciotti Seconded. It is to be a Fireworks or Drone Show.

Mayor Zneimer motioned to direct staff to explore alternative Fireworks Sites. Councilmember Cacciotti Seconded. The Mayor recommended the Nelson and Clarence Fields.

Mayor Zneimer gave a presentation on the multicultural event, "Around the World."

21. CITY MANAGER COMMUNICATIONS

None.

ADJOURNMENT

There being no further matters, Mayor Zneimer adjourned the meeting at 9:45 P.M. to the next Regular City Council meeting scheduled on Wednesday, October 16, 2024.

Respectfully submitted:

_____

Mark Perez
Deputy City Clerk

APPROVED

_____
Evelyn G. Zneimer
Mayor

Attest:

_____
Mark Perez
Deputy City Clerk

City Council Agenda Report

ITEM NO. 8

DATE: October 16, 2024

FROM: Donald Penman, Interim City Manager

PREPARED BY: Alison Becker, Acting Community Development Director
Ben Jarvis, Interim Senior Planner

SUBJECT: **CONSIDERATION OF APPROVAL OF THE PROFESSIONAL SERVICES AGREEMENT WITH MOORE IACOFANO GOLTSMAN, INC. (MIG) FOR CITY ON-CALL GIS SERVICES**

Recommendation

Staff recommends that the City Council consider approval of a Professional Services Agreement with Moore Iacofano Goltsman, Inc. (MIG), for On-Call Geographic Information Systems (GIS) services for a term of two years at a not-to-exceed amount of $50,000 for the contract, with the option to extend the contract for up to three (3) one-year extensions for a total maximum contract period of five (5) years.

Executive Summary

The City has a need for a consultant to provide On-Call Staff GIS Services and to function as the City's GIS specialist. This type of technical support is needed to implement housing element programs and supports good planning practices. The two-year contract will have a not-to-exceed amount of $50,000. Services will be paid from the Community Development Department budget for on-going GIS services. The contract is proposed to have three (3) one-year extensions for a total maximum term of five years.

Background

The City currently utilizes LightBox Vision as its Geographic Information Systems (GIS) platform. LightBox Vision allows staff to look up basic parcel data and to make simple maps, but the system is not designed to undertake complicated spatial analysis or mapmaking tasks. Having a GIS consultant on-call will allow staff to have access to GIS experts who can serve as an extension of the Community Development Department for those projects that require in-depth GIS analysis. This analysis is important because it provides the foundation on which staff bases their recommendations and decisions. If staff has objective analysis to formulate policy recommendations, then the Planning Commission and the City Council will likewise have the facts they needs to make informed decisions. Having an outside consultant will also allow the City access to GIS software and functionality the City currently does not have; functions that are necessary for the City to effectively serve residents and customers.

To address this need, on July 17, 2024, the City released a Request for Proposals (RFP) for On-Call GIS Staff Services. Proposals were due on August 12, 2024, and the City received 13 submittals. The proposals were scored by a review committee and compared to the requirements listed in the RFP. Based on the committee's review, Moore Iacofano Goltsman,

Inc. (MIG), submitted the proposal that best meets the City's needs. The two-year contract will authorize a total not-to-exceed amount of $50,000 that will be paid from the Community Development Department budget for GIS services on an as-needed basis.

Analysis
The City was fortunate to receive multiple proposals from qualified firms. Of the 13 proposals received,12 were deemed responsive to the RFP and one was deemed non-responsive. Based on the score of its proposal, MIG was the most qualified firm and demonstrated the best understanding of the City's needs. The following table includes the rank of each firm that responded:

Rank	Firm
1.	MIG
2.	CSG
3.	GTG
4.	Psomas
5.	ArcBridge
6.	Surf-to-Snow
7.	IMEG
8.	Paratum Solutions
9.	Bucknam
10.	David Volz Design
11.	Langan
12.	SDI Presence
13.	FEI

Given the on-call nature of the proposed contract, the firms did not have a defined project in which to showcase their qualifications and abilities. While most firms addressed this issue by talking about their relevant experience and proposed teams, MIG took the initiative to create two hypothetical projects that demonstrated what their firm offers the City. One hypothetical involved changing the development standards of a residential zone to reflect new density and development standards while the other created a dashboard to track the City's Regional Housing Needs Allocation (RHNA) obligation. Both scenarios represented actual issues the City will need to address in the near future: the City will need to revisit development standards in certain zones based on the outcome of the November election, and the City will also need to track its RHNA units across all income levels. MIG's ability to go beyond the RFP's minimum expectations and to illustrate their firm's value in addressing real issues the City is facing is one reason why their proposal outscored the others. With multiple proposals submitted from qualified firms, MIG was clearly the firm that best understood the City's needs. In addition to its innovative approach to the RFP, MIG's costs were also competitive when compared to the other qualified firms.

Scope of Services/Scope of Work
MIG will function as the City's GIS specialist. Services will include, but shall not be limited to, Coordination Meetings; GIS Creation, Acquisition, and Management; GIS Spatial Analysis and Map Production; GIS Data Quality Assurance; and GIS Files Deliverables. MIG will perform all the tasks listed in the Scope of Work that is included as Exhibit A to the Professional Services

Agreement (PSA) attached to this agenda report (Exhibit A). Exhibit B to the PSA contains the Fee Schedule and is also attached. The Agreement is for an initial term of two years with an option for the City to extend the term for three (3) one-year extensions. If funding for the extended terms is provided in the budget, the extension can be approved administratively. If applicable, compensation for the extended terms would be limited to $25,000 a year.

Alternatives (if applicable)
The City Council may opt to approve the staff recommendation or provide alternate direction.

Fiscal Impact
The two-year contract has a not-to-exceed amount of $50,000. This figure was included in the Community Development's FY 2024-25 approved budget and will be paid from Account #101-7010-7011-8170-000. Staff proposes to include three (3) one-year contract extensions. As proposed, if funding is approved through the budget development and approval process for the extended terms, the extensions can be approved administratively. If such amounts are not budgeted in future years, then City Council authorization would be required.

Key Performance Indicators and Strategic Plan
The On-Call GIS Staff Services contract supports Objectives 5 and 6 in the 2021-2026 Strategic Plan: *Plan for Affordable Housing to Comply with State Mandates* and *Respond to Community Needs and Enhance Customer Service through Innovation to More Effectively Respond to Community Priorities*.

Attachment:
Attachment No. 1 - Draft Professional Services Agreement with MIG

Attachment No. 1
EXHIBIT A

PROFESSIONAL SERVICES AGREEMENT FOR CONSULTANT SERVICES

(City of South Pasadena / Moore Iacofano Goltsman, INC. (MIG))

1. IDENTIFICATION

This PROFESSIONAL SERVICES AGREEMENT ("Agreement") is entered into by and between the City of South Pasadena, a California municipal corporation ("City"), and Moore Iacofano Goltsman, Inc. (MIG) ("Consultant").

2. RECITALS

2.1. City has determined that it requires the following professional services from a consultant: On-Call GIS Staff Services.

2.2. Consultant represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees. Consultant further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.

2.3. Consultant represents that it has no known relationships with third parties, City Council members, or employees of City which would (1) present a conflict of interest with the rendering of services under this Agreement under Government Code Section 1090, the Political Reform Act (Government Code Section 81000 *et seq.*), or other applicable law, (2) prevent Consultant from performing the terms of this Agreement, or (3) present a significant opportunity for the disclosure of confidential information.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, City and Consultant agree as follows:

3. DEFINITIONS

3.1. "Scope of Services": The Consultant will serve as the City's on-call GIS analyst/expert. The Consultant will provide GIS analytical and map-making services on an as-needed basis. The Consultant is expected to fulfill the tasks, roles, and responsibilities as listed in Exhibit A (attached).

3.2. "Agreement Administrator": The Agreement Administrator for this project is Alison Becker, AICP, Deputy Community Development Director. The Agreement Administrator shall be the principal point of contact at the City for this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and any interim milestones. City reserves the right to change this designation upon written notice to Consultant.

3.3. "Approved Fee Schedule": Consultant's compensation rates are set forth in the fee schedule attached hereto as Exhibit B and incorporated herein by this reference. This fee schedule shall remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties.

3.4. "Maximum Amount": The highest total compensation and costs payable to Consultant by City under this Agreement. The Maximum Amount under this Agreement is Fifty Thousand Dollars ($50,000).

3.5. "Commencement Date": November 1, 2024.

3.6. "Termination Date": Upon completion of the work but no later than November 1, 2026.

4. TERM

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall expire at 11:59 p.m. on the Termination Date unless extended by written agreement of the parties or terminated earlier under Section 18 ("Termination") below. Consultant may request extensions of time to perform the services required hereunder. Such extensions shall be effective if authorized in advance by City in writing and incorporated in written amendments to this Agreement.

4.1. **Time Extensions.** The Community Development Director is authorized to extend the term of this Agreement for up to three (3) one-year extensions on the same terms and conditions and if the compensation for the additional one-year extensions is included as a budget expense. The compensation for each one-year extension shall not exceed $25,000. In no event shall the term of this Agreement, with extensions, exceed five (5) years.

5. CONSULTANT'S DUTIES

5.1. **Services**. Consultant shall perform the services identified in the Scope of Services Exhibit A. City shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement.

5.2. **Coordination with City**. In performing services under this Agreement, Consultant shall coordinate all contact with City through its Agreement Administrator.

5.3. **Budgetary Notification**. Consultant shall notify the Agreement Administrator, in writing, when fees and expenses incurred under this Agreement have reached eighty percent (80%) of the Maximum Amount. Consultant shall concurrently inform the Agreement Administrator, in writing, of Consultant's estimate of total expenditures

required to complete its current assignments before proceeding, when the remaining work on such assignments would exceed the Maximum Amount.

5.4. **Business License.** Consultant shall obtain and maintain in force a City business license for the duration of this Agreement.

5.5. **Professional Standards.** Consultant shall perform all work to the standards of Consultant's profession and in a manner reasonably satisfactory to City. Consultant shall keep itself fully informed of and in compliance with all local, state, and federal laws, rules, and regulations in any manner affecting the performance of this Agreement, including all Cal/OSHA requirements, the conflict of interest provisions of Government Code § 1090 and the Political Reform Act (Government Code § 81000 et seq.).

5.6. **Avoid Conflicts.** During the term of this Agreement, Consultant shall not perform any work for another person or entity for whom Consultant was not working at the Commencement Date if such work would present a conflict interfering with performance under this Agreement. However, City may consent in writing to Consultant's performance of such work.

5.7. **Appropriate Personnel.** Consultant has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. Lisa Brownfield, AICP, Principal-in-Charge, shall be Consultant's project administrator and shall have direct responsibility for management of Consultant's performance under this Agreement. No change shall be made in Consultant's project administrator without City's prior written consent.

5.8. **Substitution of Personnel.** Any persons named in the proposal or Scope of Services constitutes a promise to the City that those persons will perform and coordinate their respective services under this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of City. If City and Consultant cannot agree as to the substitution of key personnel, City may terminate this Agreement for cause.

5.9. **Permits and Approvals.** Consultant shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary for Consultant's performance of this Agreement. This includes, but shall not be limited to, professional licenses, encroachment permits and building and safety permits and inspections.

5.10. **Notification of Organizational Changes.** Consultant shall notify the Agreement Administrator, in writing, of any change in name, ownership or control of Consultant's firm or of any subcontractor. Change of ownership or control of Consultant's firm may require an amendment to this Agreement.

5.11. **Records.** Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to Consultant under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of City. In addition, pursuant to Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of City, for a period of three (3) years after final payment under this Agreement.

6. SUBCONTRACTING

6.1. **General Prohibition.** This Agreement covers professional services of a specific and unique nature. Except as otherwise provided herein, Consultant shall not assign or transfer its interest in this Agreement or subcontract any services to be performed without amending this Agreement.

6.2. **Consultant Responsible.** Consultant shall be responsible to City for all services to be performed under this Agreement.

6.3. **Identification in Fee Schedule.** All subcontractors shall be specifically listed and their billing rates identified in the Approved Fee Schedule, Exhibit B. Any changes must be approved by the Agreement Administrator in writing as an amendment to this Agreement.

6.4. **Compensation for Subcontractors.** City shall pay Consultant for work performed by its subcontractors, if any, only at Consultant's actual cost plus an approved mark-up as set forth in the Approved Fee Schedule, Exhibit B. Consultant shall be liable and accountable for any and all payments, compensation, and federal and state taxes to all subcontractors performing services under this Agreement. City shall not be liable for any payment, compensation, or federal and state taxes for any subcontractors.

7. COMPENSATION

7.1. **General.** City agrees to compensate Consultant for the services provided under this Agreement, and Consultant agrees to accept payment in accordance with the Fee Schedule in full satisfaction for such services. Compensation shall not exceed the Maximum Amount. Consultant shall not be reimbursed for any expenses unless provided for in this Agreement or authorized in writing by City in advance.

7.2. **Invoices.** Consultant shall submit to City an invoice, on a monthly basis or as otherwise agreed to by the Agreement Administrator, for services performed pursuant to this Agreement. Each invoice shall identify the Maximum Amount, the services rendered

during the billing period, the amount due for the invoice, and the total amount previously invoiced. All labor charges shall be itemized by employee name and classification/position with the firm, the corresponding hourly rate, the hours worked, a description of each labor charge, and the total amount due for labor charges.

7.3. **Taxes.** City shall not withhold applicable taxes or other payroll deductions from payments made to Consultant except as otherwise required by law. Consultant shall be solely responsible for calculating, withholding, and paying all taxes.

7.4. **Disputes.** The parties agree to meet and confer at mutually agreeable times to resolve any disputed amounts contained in an invoice submitted by Consultant.

7.5. **Additional Work.** Consultant shall not be reimbursed for any expenses incurred for work performed outside the Scope of Services unless prior written approval is given by the City through a fully executed written amendment. Consultant shall not undertake any such work without prior written approval of the City.

7.6. **City Satisfaction as Precondition to Payment.** Notwithstanding any other terms of this Agreement, no payments shall be made to Consultant until City is satisfied that the services are satisfactory.

7.7. **Right to Withhold Payments.** If Consultant fails to provide a deposit or promptly satisfy an indemnity obligation described in Section 11, City shall have the right to withhold payments under this Agreement to offset that amount.

8. INTENTIONALLY OMITTED

9. OWNERSHIP OF WRITTEN PRODUCTS

All reports, documents or other written material ("written products" herein) developed by Consultant in the performance of this Agreement shall be and remain the property of City without restriction or limitation upon its use or dissemination by City except as provided by law. Consultant may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by Consultant.

10. RELATIONSHIP OF PARTIES

10.1. **General.** Consultant is, and shall at all times remain as to City, a wholly independent contractor.

10.2. **No Agent Authority.** Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not

represent that it is, or that any of its agents or employees are, in any manner employees of City.

10.3. **Independent Contractor Status.** Under no circumstances shall Consultant or its employees look to the City as an employer. Consultant shall not be entitled to any benefits. City makes no representation as to the effect of this independent contractor relationship on Consultant's previously earned California Public Employees Retirement System ("CalPERS") retirement benefits, if any, and Consultant specifically assumes the responsibility for making such a determination. Consultant shall be responsible for all reports and obligations including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation, and other applicable federal and state taxes.

10.4. **Indemnification of CalPERS Determination.** In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

11. INDEMNIFICATION

11.1 **Definitions.** For purposes of this Section 11, "Consultant" shall include Consultant, its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Consultant or its subcontractors, in the performance of this Agreement. "City" shall include City, its officers, agents, employees and volunteers.

11.2 **Consultant to Indemnify City.** To the fullest extent permitted by law, Consultant shall indemnify, hold harmless, and defend City from and against any and all claims, losses, costs or expenses for any personal injury or property damage arising out of or in connection with Consultant's alleged negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Consultant or failure to comply with any provision in this Agreement.

11.3 **Scope of Indemnity.** Personal injury shall include injury or damage due to death or injury to any person, whether physical, emotional, consequential or otherwise, Property damage shall include injury to any personal or real property. Consultant shall not be required to indemnify City for such loss or damage as is caused by the ~~sole~~ active negligence or willful misconduct of the City.

11.4 **Attorneys Fees.** Such costs and expenses shall include reasonable attorneys' fees for counsel of City's choice, expert fees and all other costs and fees of litigation. Consultant shall not be entitled to any refund of attorneys' fees, defense costs or expenses in the event that it is adjudicated to have been non-negligent.

11.5 **Waiver of Statutory Immunity.** The obligations of Consultant under this Section 11 are not limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to City.

11.6 **Indemnification by Subcontractors.** Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 11 from each and every subcontractor or any other person or entity involved in the performance of this Agreement on Consultant's behalf.

11.7 **Insurance Not a Substitute.** City does not waive any indemnity rights by accepting any insurance policy or certificate required pursuant to this Agreement. Consultant's indemnification obligations apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

12. INSURANCE

12.1. **Insurance Required.** Consultant shall maintain insurance as described in this section and shall require all of its subcontractors, consultants, and other agents to do the same. Approval of the insurance by the City shall not relieve or decrease any liability of Consultant Any requirement for insurance to be maintained after completion of the work shall survive this Agreement.

12.2. **Documentation of Insurance.** City will not execute this agreement until it has received a complete set of all required documentation of insurance coverage. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. Consultant shall file with City:

- Certificate of Insurance, indicating companies acceptable to City, with a Best's Rating of no less than A:VII showing. The Certificate of Insurance must include the following reference: On-Call GIS Staff Services.
- Documentation of Best's rating acceptable to the City.
- Original endorsements effecting coverage for all policies required by this Agreement.
- City reserves the right to obtain a full certified copy of any Insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of the right to exercise later.

12.3. **Coverage Amounts.** Insurance coverage shall be at least in the following minimum amounts:

- Professional Liability Insurance: $2,000,000 per occurrence, $2,000,000 aggregate
- General Liability:
  - General Aggregate: $2,000,000

- Products Comp/Op Aggregate $2,000,000
- Personal & Advertising Injury $2,000,000
- Each Occurrence $2,000,000
- Fire Damage (any one fire) $ 100,000
- Medical Expense (any 1 person) $ 10,000

- Workers' Compensation:
  - Workers' Compensation Statutory Limits
  - EL Each Accident $1,000,000
  - EL Disease - Policy Limit $1,000,000
  - EL Disease - Each Employee $1,000,000

- Automobile Liability
  - Any vehicle, combined single limit $1,000,000

Any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements or limits shall be available to the additional insured. Furthermore, the requirements for coverage and limits shall be the greater of (1) the minimum coverage and limits specified in this Agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured

12.4. **General Liability Insurance.** Commercial General Liability Insurance shall be no less broad than ISO form CG 00 01. Coverage must be on a standard Occurrence form. Claims-Made, modified, limited or restricted Occurrence forms are not acceptable.

12.5. **Worker's Compensation Insurance.** Consultant is aware of the provisions of Section 3700 of the Labor Code which requires every employer to carry Workers' Compensation (or to undertake equivalent self-insurance), and Consultant will comply with such provisions before commencing the performance of the work of this Agreement. If such insurance is underwritten by any agency other than the State Compensation Fund, such agency shall be a company authorized to do business in the State of California.

12.6. **Automobile Liability Insurance.** Covered vehicles shall include owned if any, non-owned, and hired automobiles and, trucks.

12.7. **Professional Liability Insurance or Errors & Omissions Coverage.** The deductible or self-insured retention may not exceed $50,000. If the insurance is on a Claims-Made basis, the retroactive date shall be no later than the commencement of the work. Coverage shall be continued for two years after the completion of the work by one of the following: (1) renewal of the existing policy; (2) an extended reporting period endorsement; or (3) replacement insurance with a retroactive date no later than the commencement of the work under this Agreement.

12.8. **Claims-Made Policies.** If any of the required policies provide coverage on a claims-made basis the Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work. Claims-Made Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

12.9. **Additional Insured Endorsements.** The City, its City Council, Commissions, officers, and employees of South Pasadena must be endorsed as an additional insured for each policy required herein, other than Professional Errors and Omissions and Worker's Compensation, for liability arising out of ongoing and completed operations by or on behalf of the Consultant. Consultant's insurance policies shall be primary as respects any claims related to or as the result of the Consultant's work. Any insurance, pooled coverage or self-insurance maintained by the City, its elected or appointed officials, directors, officers, agents, employees, volunteers, or consultants shall be non-contributory. All endorsements shall be signed by a person authorized by the insurer to bind coverage on its behalf. General liability coverage can be provided using an endorsement to the Consultant's insurance at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37.

12.10. **Failure to Maintain Coverage.** In the event any policy is canceled prior to the completion of the project and the Consultant does not furnish a new certificate of insurance prior to cancellation, City has the right, but not the duty, to obtain the required insurance and deduct the premium(s) from any amounts due the Consultant under this Agreement. Failure of the Consultant to maintain the insurance required by this Agreement, or to comply with any of the requirements of this section, shall constitute a material breach of this Agreement.

12.11. **Notices.** Contractor shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. Consultant shall provide no less than 30 days' notice of any cancellation or material change to policies required by this Agreement. Consultant shall provide proof that cancelled or expired policies of insurance have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages. The name and address for Additional Insured Endorsements, Certificates of Insurance and Notices of Cancellation is:

City of South Pasadena, Attn: Alison Becker, AICP, Deputy Community Development Director
1414 Mission Street
South Pasadena, CA 91030., South Pasadena, CA 91030.

12.12. **Consultant's Insurance Primary.** The insurance provided by Consultant, including all endorsements, shall be primary to any coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.

12.13. **Waiver of Subrogation.** Consultant hereby waives all rights of subrogation against the City. Consultant shall additionally waive such rights either by endorsement to each policy or provide proof of such waiver in the policy itself.

12.14. **Report of Claims to City.** Consultant shall report to the City, in addition to the Consultant's insurer, any and all insurance claims submitted to Consultant's insurer in connection with the services under this Agreement.

12.15. **Premium Payments and Deductibles.** Consultant must disclose all deductibles and self-insured retention amounts to the City. The City may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within retention amounts. Ultimately, City must approve all such amounts prior to execution of this Agreement.

City has no obligation to pay any premiums, assessments, or deductibles under any policy required in this Agreement. Consultant shall be responsible for all premiums and deductibles in all of Consultant's insurance policies. The amount of deductibles for insurance coverage required herein are subject to City's approval.

12.16. **Duty to Defend and Indemnify.** Consultant's duties to defend and indemnify City under this Agreement shall not be limited by the foregoing insurance requirements and shall survive the expiration of this Agreement.

13. MUTUAL COOPERATION

13.1. **City Cooperation in Performance.** City shall provide Consultant with all pertinent data, documents and other requested information as is reasonably available for the proper performance of Consultant's services under this Agreement.

13.2. **Consultant Cooperation in Defense of Claims.** If any claim or action is brought against City relating to Consultant's performance in connection with this Agreement, Consultant shall render any reasonable assistance that City may require in the defense of that claim or action.

14. NOTICES

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, facsimile or overnight courier

service during Consultant's and City's regular business hours; or (ii) on the third business day following deposit in the United States mail if delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to City:

Alison Becker, AICP, Deputy Director of Community Development
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030
Telephone: (626) 403-7220
Facsimile: (626) 403-7241
E-mail: abecker@southpasadenaca.gov

If to Consultant:

Lisa Brownfield, AICP, Principal-in-Charge
Moore Iacofano Goltsman, Inc. (MIG)
537 S. Raymond Avenue
Pasadena, CA 91105
Telephone: (626) 744-9872
E-mail: lorrie@migcom.com

With courtesy copy to:

Roxanne M. Diaz
South Pasadena City Attorney
Richards, Watson & Gershon
350 South Grand Avenue, 37th Floor
Los Angeles, CA 90071
Telephone: (213) 626-8484
Facsimile: (213) 626-0078

15. SURVIVING COVENANTS

The parties agree that the covenants contained in paragraph 5.11 (Records), paragraph 10.4 (Indemnification of CalPERS Determination), Section 11 (Indemnity), paragraph 12.8 (Claims-Made Policies), paragraph 13.2 (Consultant Cooperation in Defense of Claims), and paragraph 18.1 (Confidentiality) of this Agreement shall survive the expiration or termination of this Agreement, subject to the provisions and limitations of this Agreement and all otherwise applicable statutes of limitations and repose.

16. TERMINATION

16.1. **City Termination.** City may terminate this Agreement for any reason on five calendar days' written notice to Consultant. Consultant agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City data, documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.

16.2. **Consultant Termination.** Consultant may terminate this Agreement for a material breach of this Agreement upon 30 days' notice.

16.3. **Compensation Following Termination.** Upon termination, Consultant shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement. The City shall have the benefit of such work as may have been completed up to the time of such termination.

16.4. **Remedies.** City retains any and all available legal and equitable remedies for Consultant's breach of this Agreement.

17. INTERPRETATION OF AGREEMENT

17.1. **Governing Law.** This Agreement shall be governed and construed in accordance with the laws of the State of California.

17.2. **Integration of Exhibits.** All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Consultant with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed on by City and Consultant.

17.3. **Headings.** The headings and captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the language of the section or paragraph shall control and govern in the construction of this Agreement.

17.4. **Pronouns.** Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).

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

17.6. **No Presumption Against Drafter.** Each party had an opportunity to consult with an attorney in reviewing and drafting this agreement. Any uncertainty or ambiguity shall not be construed for or against any party based on attribution of drafting to any party.

18. GENERAL PROVISIONS

18.1. **Confidentiality.** All data, documents, discussion, or other information developed or received by Consultant for performance of this Agreement are deemed confidential and Consultant shall not disclose it without prior written consent by City. City shall grant such consent if disclosure is legally required. All City data shall be returned to City upon the termination or expiration of this Agreement.

18.2. **Conflicts of Interest.** Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Consultant further agrees to file, or shall cause its employees or subcontractor to file, a Statement of Economic Interest with the City's Filing Officer if required under state law in the performance of the services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer, or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

18.3. **Non-assignment.** Consultant shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Consultant.

18.4. **Binding on Successors.** This Agreement shall be binding on the successors and assigns of the parties.

18.5. **No Third-Party Beneficiaries.** Except as expressly stated herein, there is no intended third-party beneficiary of any right or obligation assumed by the parties.

18.6. **Time of the Essence.** Time is of the essence for each and every provision of this Agreement.

18.7. **Non-Discrimination.** Consultant shall not discriminate against any employee or applicant for employment because of race, sex (including pregnancy, childbirth, or related medical condition), creed, national origin, color, disability as defined by law, disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical condition (cancer-related), marital status, ancestry, or sexual orientation. Employment actions to which this provision applies shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; or in terms, conditions or privileges of employment, and selection for training. Consultant

agrees to post in conspicuous places, available to employees and applicants for employment, the provisions of this nondiscrimination clause.

18.8. **Waiver.** No provision, covenant, or condition of this Agreement shall be deemed to have been waived by City or Consultant unless in writing signed by one authorized to bind the party asserted to have consented to the waiver. The waiver by City or Consultant of any breach of any provision, covenant, or condition of this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other provision, covenant, or condition.

18.9. **Excused Failure to Perform.** Consultant shall not be liable for any failure to perform if Consultant presents acceptable evidence, in City's sole judgment, that such failure was due to causes beyond the control and without the fault or negligence of Consultant.

18.10. **Remedies Non-Exclusive.** Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance from the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any or all of such other rights, powers or remedies.

18.11. **Attorneys' Fees.** If legal action shall be necessary to enforce any term, covenant or condition contained in this Agreement, the prevailing party shall be entitled to an award of reasonable attorneys' fees and costs expended in the action.

18.12. **Venue.** The venue for any litigation shall be Los Angeles County, California and Consultant hereby consents to jurisdiction in Los Angeles County for purposes of resolving any dispute or enforcing any obligation arising under this Agreement.

TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

"City"	"Consultant"
City of South Pasadena	MIG
By:_____ *Signature*	By:_____ *Signature*
Printed:_____	Printed:_____
Title:_____	Title:_____
Date:_____	Date:_____

Attest:

By:_____
Deputy City Clerk

Date:_____

Approved as to form:

By:_____
Roxanne M. Diaz, City Attorney

Date:_____

EXHIBIT A

City of South Pasadena On-Call GIS Services

Scope of Work

We understand that services for City of South Pasadena may include the following:

- **Coordination Meetings:** Before commencing any work tasks, MIG will hold a coordination meeting with City staff to ensure alignment on project objectives, data needs, and mapping expectations, including deliverable requirements (e.g., number of analyses outputs, map sizes, number of maps, use of Esri Online Apps). During this meeting, we will also review how the requested tasks align with the project budget, ensuring that all deliverables and staff revisions can be completed within the allocated funds.

- **GIS Creation, Acquisition, and Management:** MIG will leverage Esri ArcGIS tools to develop, edit, and maintain a comprehensive geospatial database for requested task. We will acquire data from various sources, including public agencies, city departments, and proprietary datasets, to ensure the GIS data is current and complete. The data will be organized following industry best practices to facilitate seamless data management and accessibility for all project stakeholders.

- **GIS Spatial Analysis and Map Production:** MIG will conduct spatial analyses and geoprocessing to support project decisions and enhance data visualization. Our team will produce a range of GIS map deliverables tailored to the project, including printable maps, online interactive maps, and web-based tools such as ArcGIS StoryMaps and Dashboards. These products will provide insightful and accessible geographic information to support city staff and public engagement efforts.

- **GIS Data Quality Assurance:** To guarantee data accuracy, MIG will implement a quality control process, ensuring the precision and completeness of the geospatial data. This will include validation techniques and the creation of detailed metadata for each dataset. By maintaining high standards of data integrity, we will ensure the GIS outputs remain reliable and consistent throughout the project.

- **GIS Files Deliverables:** Upon completion of the GIS mapping tasks, MIG will provide the City with mapping deliverables. These may include print-ready PDF map products, GIS project files in ArcGIS Pro, geospatial data files (shapefiles or geodatabases), and/or interactive applications hosted on ArcGIS Online. These deliverables will be tailored for the city's use, ensuring they are well-organized and compatible with existing systems for easy integration and long-term accessibility.

EXHIBIT B

MIG TEAM MEMBER	HOURLY RATE
Lisa Brownfield, Principal-in-Charge	$215
José Rodriguez, Project Manager, Director of GIS Services	$175
Zack Field, Lead GIS Analyst	$150
Kathrine Wall, GIS Analyst	$125
Andrew Parish, Senior Planner	$160

Hourly Rates

Professional time is billed according to the hourly rates as presented in the table above.

Other Costs

Other costs include a Project Administration charge for subconsultants, if used—10% of their total fee.

Direct Costs

Direct costs or project expenses such as photocopying (large-quantity), plotting and printing (b&w, color) are charged at cost, plus 10%. The cost of communications including long-distance telephone (excluding cell phones), facsimile, postage, courier and other delivery costs are charged at cost, plus 10%. The mileage charge for personal autos will be the currently applicable mileage rate established by the Internal Revenue Service. All other travel expenses such as accommodations, parking, tolls, etc. are charged at cost, plus 10%.

City Council Agenda Report

ITEM NO. 9

DATE: October 16, 2024

FROM: Donald Penman, Interim City Manager

PREPARED BY: Cathy Billings, Library Director

SUBJECT: **CONSIDERATION OF APPROPRIATING $3,805.00 IN FUNDS DISBURSED TO THE LIBRARY BY THE SOUTHERN CALIFORNIA LIBRARY COOPERATIVE IN FISCAL YEAR 2024-2025 TO BE SPENT ON ELECTRONIC RESOURCES FOR THE LIBRARY**

Recommendation

It is recommended that the City Council appropriate funds disbursed to the Library by the Southern California Library Cooperative (SCLC) in the amount of $3,805.00 from General Fund Miscellaneous Revenue (101-0000-0000-5505-000) to the Library's Fiscal Year 2024-2025 Electronic Resources account (101-8010-8011-8031-000) to enable the Library to expend the funds as required by SCLC.

Executive Summary

The Administrative Council of the Southern California Library Cooperative voted to disburse one-time California Library Services Act (CLSA) funding in the amount of $365,773.00 to SCLC's 40 member libraries. Funds were disbursed proportionally to each library based on service area population. The South Pasadena Public Library's share was $3,805.00 and the funds will be expended by the Library in Fiscal Year 2024-2025 on the film-streaming resource Kanopy.

Background

The California Public Library Services Act of 1963 established a system of cooperatives with the goal of ensuring all Californians had equal access to core library services, with an emphasis on sharing resources across jurisdictions. The California Library Services Act (CLSA) was enacted in 1978; it established the California Library Services Board (CLSB), continued the cooperative system, and established and funded programs for inter-library lending and reference services for cooperative library systems. SCLC is one of nine cooperatives overseen by the CSLB and its membership is made up of 40 independent city, county, and special district public libraries located in Los Angeles and Ventura Counties.

The California State Library distributes funds allocated by the CLSB to each cooperative using a population-based formula. Funds are designated for cooperative administration and for the communication and delivery services and the shared resources that fulfill the purpose of the original act for equal access to resources for all Californians. SCLC has previously used CLSA funds to license the online newspaper and magazine reading platform PressReader for all 40 member libraries.

Analysis
SCLC's member libraries share a common geography, but otherwise are incredibly diverse in terms of size and the communities they serve. This makes it challenging to identify shared resources on which to expend SCLC's CLSA funds that will benefit all the member libraries. After expending a large portion of its CLSA funds on shared resources like PressReader, SCLC had a remaining balance of $365,773.00 that needed to be encumbered by the end of Fiscal Year 2024-2025. The Executive Committee and Administrative Council considered options for expending these funds on a shared resource, and ultimately determined that the best use of the funds would be to allocate them pro rata, using the approved service population factor, to each member library to expend on the digital resource of their choice. The Administrative Council voted to approve this use on May 29, 2024, and distributions were sent to 40 member libraries in early September.

The South Pasadena Public Library's film streaming platform Kanopy has continued to be a popular resource since it was first offered in Fiscal Year 2018-2019. In September 2024, 240 library cardholders played 1,375 titles at an average cost of $1.08 per play. The additional funds from SCLC will cover more than 3,500 plays for the Library's customers.

Alternatives (if applicable)
The alternative to appropriating the disbursement in the amount of $3,805.00 is to return the funds to the Southern California Library Cooperative.

Fiscal Impact
The impact of this item on the General Fund balance is neutral. The funds being appropriated are offset by the one-time $3,805.00 disbursement. The funds have been received from SCLC and entered into the City's financial system as a miscellaneous revenue deposit.

Key Performance Indicators and Strategic Plan
This item does not relate directly to the goals outlined in the Library's 2023-2027 Strategic Plan, however electronic resources are a core Library offering, and applying extra funds toward a film streaming resource is consistent with the Library's mission, which includes to meet the evolving and diverse needs of our users with physical and digital resources.

Commission Review and Recommendation
This matter was not reviewed by the Library Board of Trustees.

City Council Agenda Report

ITEM NO. 10

DATE: October 16, 2024

FROM: Donald Penman, Interim City Manager

PREPARED BY: Lucy Hakobian, Community Services Director

SUBJECT: **CONSIDERATION OF APPROVAL OF A DISCRETIONARY FUNDS REQUEST FROM COUNCILMEMBER CACCIOTTI IN THE AMOUNT OF UP TO $400 FOR THE AVON PLACE ANNUAL HALLOWEEN BLOCK PARTY EVENT**

Recommendation

It is recommended that the City Council:

1. Find that the requested allocation of discretionary funds to support the Avon Place Annual Halloween Block Party (Event) serves a public purpose benefitting the City; the expenditure is free from any conflict of interest that arise from the use of the funds; and that the expenditure is not a gift to any individual, corporation or municipality and is only used to benefit the general public of the City; and
2. Based on such findings approve the requested expenditure of discretionary funds of up to $400 to support the Event.

Executive Summary

This report is for approval of Councilmember Cacciotti's discretionary funds to support the Party.

Background

In September 2004, the City Council approved the creation of discretionary spending budgets that allow each Councilmember the opportunity to fund projects or purchases that might not otherwise be funded in the approved budget. Discretionary funds must be used for a public purpose benefiting the City. On August 17, 2011, the City Council approved Resolution No. 7174, establishing guidelines for the application of City Council discretionary budget accounts. It provides that use of such funds is permitted if findings can be made as set forth in City Council. Resolution No. 7174. Also, Resolution No. 7174 states that all funds not expended during the fiscal year shall be carried over to subsequent fiscal years, up to a maximum carryover amount of $10,000 per Councilmember account. The allocated funds need not be encumbered by a purchase order to be carried over to the following fiscal year per Resolution No. 7174.

In Fiscal Year (FY) 2019-20, the Budget included $20,000 of Discretionary Funds, which amounts to $4,000 per Councilmember which was a decrease from $25,000 in prior years. Each FY since the budget has remained at $20,000 for Discretionary funds.

Analysis
The City Council receives an annual discretionary funds and shall make the following specific findings before recommending the use of any funds in a discretionary account for City-related projects or purchases: a) The expenditure has a public purpose benefitting the City; b) The expenditure is free of any conflicts of interest that may arise from the use of City funds; and c) The expenditure is not a gift to any individual, corporation, or municipality, but is only used to benefit the general public of the City. The following table displays the current discretionary fund balances:

	City Councilmembers Discretionary Funds					
	Fiscal Year 2024-25					
		District 1	District 2	District 3	District 4	District 5
		Zneimer	Donovan	Primuth	Cacciotti	Braun
Date	Fiscal Year 2023-2024 Balance	*$4,000*	*$5,500*	*$8,000*	*$7,000*	*$6,000*
	Fiscal Year 2024-2025	*$4,000*	*$4,000*	*$4,000*	*$4,000*	*$4,000*
	Overall Balance	*$8,000*	*$9,500*	*$10,000*	*$10,000*	*$10,000*
Pledged	Description					
10/9/2024	Avon Place Annual Halloween Block Party				$400	
	YTD Appropriations	*$2,000*	*$1,000*	*$2,000*	*$1,400*	*$0*
	Balance Remaining	**$6,000**	**$8,500**	**$8,000**	**$8,600**	**$10,000**

On October 9, 2024, Councilmember Cacciotti requested approval to use discretionary funds to assist with the Event for a total of $400 and received a second from Mayor Zneimer. This request supports a public purpose benefitting the City in the promotion of the City as well as community before an intentional audience. There are no known or anticipated conflicts of interest that may arise from the use of City funds, and this request is not a gift but is to benefit the general public of the City.

Fiscal Impact
Sufficient funds are available in the FY 2024-25 City Council Discretionary Budget Account 101-1010-1011-8021.