

**CITY OF SAN MARINO**  
**CITY COUNCIL AGENDA**

*Allan Yung, MD, Mayor*

*Richard Sun, DDS, Vice Mayor*

*Steven W. Huang, DDS, Council Member*

*Steve Talt, Council Member*

*Richard Ward, Council Member*

*John T. Schaefer, City Manager*



[www.cityofsanmarino.org](http://www.cityofsanmarino.org)

(626) 300-0700 Phone

(626) 300-0709 Fax

City Hall Council Chamber

2200 Huntington Drive

San Marino, CA 91108

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**FRIDAY, APRIL 29, 2016**  
**8:00 A.M.**  
**CITY HALL**  
**COUNCIL CHAMBER**  
**2200 HUNTINGTON DRIVE, SAN MARINO, CA**

The City of San Marino appreciates your attendance. Citizens' interest provides the Council with valuable information regarding issues of the community.

Regular Meetings are held on the 2<sup>nd</sup> Wednesday of every month at 6:00 p.m. Adjourned Regular Meetings are held on the last Friday of every month at 8:00 a.m.

In compliance with the American with Disabilities Act, any person with a disability who requires a modification or accommodation in order to participate in a meeting should contact the City Clerk's Office at (626) 300-0705 at least 48 hours prior to the meeting.

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL:** Councilman Huang, Councilman Talt, Councilman Ward, Vice Mayor Sun, and Mayor Yung

**POSTING OF AGENDA**

The agenda is posted 72 hours prior to each meeting at the following locations: City Hall, 2200 Huntington Drive, the Crowell Public Library, 1890 Huntington Drive and the Recreation Department, 1560 Pasqualito Drive. The agenda is also posted on the City's Website: <http://www.cityofsanmarino.org>

**PUBLIC COMMENTS**

Section 54954.3 of the Brown Act provides an opportunity for members of the public to address the City Council on any item of interest to the public, before or during the Council's consideration of the item, that is within the subject matter jurisdiction of the City Council.

**MOTION TO WAIVE FURTHER READINGS**

This action permits the City Council to act on ordinances and resolutions without having to read the entire text of the ordinance or resolution. The title of an ordinance on First Reading must be read in its entirety. An ordinance on Second Reading does not require having the title read. However, the City Council may request that an ordinance or resolution be read in its entirety before taking any action.

**STUDY SESSION****1. DISCUSSION REGARDING REGISTRATION OF VACANT RESIDENTIAL PROPERTIES**

Recommendation: “A motion to direct staff to proceed with a code amendment for a Vacant Property Registration Ordinance.”

**CONSENT CALENDAR**

Members of the public may at this time speak on any items on the Consent Calendar. After which, the Mayor will request members of the City Council to indicate if there are any items on the Consent Calendar that should be discussed individually. These items will be pulled from the Consent Calendar and acted on separately.

**2. BUDGET APPROPRIATION FOR THE 2<sup>ND</sup> CALRECYCLE RUBBERIZED PAVEMENT GRANT**

Recommendation: “A motion to authorize appropriation of the 2<sup>nd</sup> CalRecycle Grant for the Rubberized Pavement Program in the amount of \$105,000 to account # 226-48-3202-7155.”

**3. MARCH 2016 TREASURER'S REPORT**

Recommendation: “A motion to accept and file the Treasurer's Report for the period ending March 31, 2016.”

**4. REVISED DISBURSEMENTS REPORTS FOR THE MONTH OF MARCH, 2016**

Recommendation: “A motion to ratify and file the Disbursements Report for the period ending March 31, 2016.”

**5. ACCEPTANCE AND AUTHORIZATION TO FILE THE NOTICE OF COMPLETION FOR THE STREET RESURFACING AND RECONSTRUCTION AT VARIOUS LOCATIONS (PROJECT NO. N-15-01)**

Recommendation: “A motion to accept the Street Resurfacing Project (Project No. N-15-01) as complete and authorize the City Clerk to file the Notice of Completion.”

**6. ADJUSTMENT OF COMPENSATION AND EXTENSION OF CITY MANAGER AGREEMENT**

Recommendation: “A motion to renew the employment agreement with the City Manager through June 30, 2017, not to increase his base salary and to increase his annual deferred compensation by \$5,000 per year.”

**7. AWARD OF BID – CARPET REPLACEMENT AT STONEMAN**

Recommendation: “A motion to authorize the City Manager to execute an award of bid to Hampton Floor Covering for carpet replacement at Stoneman in an amount not to exceed of \$48,316.00.”

**NEW BUSINESS**

**8. SOUTHERN CALIFORNIA EDISON OVERDUE STREETLIGHT PAYMENT**

Recommendation: “A motion to 1) appropriate \$285,163 from the General Fund to account 101-48-4500-1980; and 2) authorize the City Manager to issue payment to Southern California Edison in the amount of \$285,163 for streetlight back charges from November 2012 through June 2015.”

**CONTINUED BUSINESS**

**9. REQUEST FOR APPROVAL OF FUNDING AGREEMENT WITH LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY FOR INTERSECTION IMPROVEMENTS ON HUNTINGTON DRIVE AT SAN MARINO AND SAN GABRIEL**

Recommendation: “A motion to 1) approve the Funding Agreement submitted by the LACMTA; and 2) authorize the City Manager to sign the agreement on behalf of the City Council contingent on approval of the wording by the City Attorney; and 3) approve the increase in the City match from the \$450,000 budgeted to \$505,850.”

**10. REVIEW OF MAKING SAN MARINO BETTER LIST**

**PUBLIC COMMENTS**

The public may at this time speak regarding any city-related issue, provided that no action shall be taken on any item not appearing on the agenda. Any person desiring to speak should complete a Speaker’s Form located at the entrance and hand it to the City Clerk. The Mayor reserves the right to place limits on duration of comments.

**CLOSED SESSION**

**11. CONFERENCE WITH LABOR NEGOTIATOR—PURSUANT TO GOVERNMENT CODE SECTION 54957.6:**

Agency Negotiator: Attorney, Steve Filarsky  
City Manager, John Schaefer

Employee Organization: San Marino Fire Fighters’ Association

**12. CONFERENCE WITH LABOR NEGOTIATOR—PURSUANT TO GOVERNMENT CODE SECTION 54957.6:**

Agency Negotiator: Attorney, Steve Filarsky  
City Manager, John Schaefer

Employee Organization: San Marino Police Officers’ Association

**13. CONFERENCE WITH LABOR NEGOTIATOR – PURSUANT TO GOVERNMENT CODE SECTION 54957.6:**

Agency Negotiator: Attorney, Steve Filarsky  
City Manager, John Schaefer

Employee Organization: San Marino City Employees’ Association  
representing General Employees

**RECONVENE TO OPEN SESSION**

**CLOSED SESSION REPORT**

**ADJOURNMENT**

The San Marino City Council will adjourn to the next adjourned regular meeting to be held on **MONDAY, MAY 2, 2016, at 6:00 P.M.** in the Barth Room at the Crowell Public Library, 1890 Huntington Drive, San Marino, California.

Dated: April 25, 2016

Posted: April 25, 2016

VERONICA RUIZ, CMC  
CITY CLERK

# City of San Marino AGENDA REPORT



*Allan Yung, MD, Mayor*

*Richard Sun, DDS, Vice Mayor*

*Steven W. Huang, DDS, Council Member*

*Steve Talt, Council Member*

*Richard Ward, Council Member*

TO: MAYOR AND CITY COUNCIL

FROM: JOHN SCHAEFER, CITY MANAGER

BY: CINDY COLLINS  
INTERIM RECREATION DIRECTOR  
ALDO CERVANTES  
PLANNING AND BUILDING DIRECTOR

DATE: APRIL 29, 2016

SUBJECT: **DISCUSSION REGARDING REGISTRATION OF VACANT RESIDENTIAL PROPERTIES**

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## **BACKGROUND:**

Across the Nation there are significant increases in residential properties being left vacant for extended periods of time. The significant identified causes for these increases include foreclosures, residential properties being purchased as investment assets, and properties being used strictly as short-term vacation rentals.

Vacant residential properties can create concerns in communities especially in the area of health and safety. For example, issues arising from broken utility lines, fire, non-authorized tenants, and general appearance can impact the surrounding neighborhood. In the event any of these issues occur it can be extremely difficult for city personnel to locate and contact an owner or responsible party for an immediate and timely response to address the health or safety concern.

The San Marino Police and Fire Departments have encountered these same experiences at emergency calls to vacant properties. San Marino Police and Fire have not documented the number of calls for service at vacant properties; however, even without formal documentation they have recognized that there seems to be an increasing number of responses to vacant properties. Police and Fire have begun a vacant property log that will document frequency and types of calls for service at vacant properties

In addition to the abovementioned intent, the Code Enforcement division could use such a log to help with responses to maintenance violations. Last year, 14 out of the 468 total code enforcement cases were a result of poor property maintenance. With our current record keeping procedures, it is unclear how many of these properties were vacant. City Code Sections 23.02.04 Required Landscaping in Front Yards and the Public Nuisance Section 08.02.01 provide the ability to abate property maintenance violations. However, without information about the property owners it is very difficult, if not impossible, to abate these violations in an expeditious manner.

In response to these concerns, 164 out of 482 cities in the State of California have established a Vacant Property Registration Ordinance (VPRO's). Identified below are the characteristics found in other VPRO's. These items highlight some of the directions Council might desire to pursue, should the Council want to pursue a Vacant Residential Property Ordinance.

### **VACANT PROPERTY REGISTRATION ORDINANCE (VPRO'S) STRUCTURES:**

#### *The purpose of the VPRO's is:*

To ensure that owners of vacant properties are known to the City, particularly Fire and Police personnel, so that a responsible party can be reached and respond in a timely manner, if health, safety or maintenance issues occur on the property.

#### *Vacant Property definition and conditions:*

It might be legally important to differentiate vacant (having no fixtures, furniture, or inhabitants; empty) from unoccupied (not occupied by inhabitants.)

The City would need to establish a legal definition for the term "vacant." This would be the time frame the property is left unoccupied for it to be deemed vacant. Insurance Companies define vacant property in ranges anywhere from 30 to 60 consecutive days. Property should also be considered vacant if it is occupied without the owner's authority.

A property might also be considered vacant if the owner, or a responsible party, is not available to respond to emergencies in a predetermined timeframe, should Council elect to establish such a response time requirement.

#### *Registration Process:*

Vacant Property Owner information should be collected and maintained by the Police Department. This information would be confidential and would only be assessable by authorized Police, Fire and Planning Department Personnel.

- Vacant Property Registration should be required by the owner.
- A Vacant Property Owner would be in violation if current information has not been provided to the City, and it would be the responsibility of the property owner to keep this information current.
- There should be penalties established by the City Council for violations of the VRPO.
- Council should determine if it will deemed a violation if a home is not registered, or instead will it only be a violation (with enforcement) when there is a call for service to the property and it is found that the home is not registered or the information is not current.
- What would the process be to notify property owners and what would be the grace period for providing the information.
- A VRPO would need to include language that eliminates the City's liability for damage that occurs at a vacant property that is registered with the City.

#### *Responsible Party Response Requirements:*

Because a VRPO is designed to address health and safety issues, such an ordinance would need to include details related to requirements for the identification of a responsible party who can respond to the vacant

property within a prescribed period of time to address the health and safety issues that the City is responding to.

Security Requirements:

In the event that property becomes occupied without authority of the owner, it will be the property owner's responsibility to remove the unauthorized person/persons from the property and be responsible for all legal or other assessed costs associated with that removal.

Determination of Fees for Registration:

City Council will need to determine if there is a fee for registering vacant properties and if so, what that fee should be. This fee cannot exceed the actual cost of the registration.

Enforcement of the VPRO's:

Notwithstanding any other remedies available by law, violation of this chapter shall be enforced, and penalties may be assessed, pursuant to the provisions in the ordinance and other City ordinances.

Conclusion:

The VPRO's ordinances throughout the State of California are designed to protect the health and safety of residential neighborhoods and communities. The ordinance also serves the property owner by providing immediate communication to notify them of a significant issue at their property. The Owner Registration is not considered a public record and is only utilized by authorized City personnel in the event of emergency and maintenance code violations.

**FISCAL IMPACT:**

At this point, this item presents no fiscal impact.

**RECOMMENDATION:**

Staff is requesting that the Mayor and City Council affirm that they would like the City to pursue a Vacant Residential Property Ordinance and provide staff direction on what they would like included in a Vacant Property Registration Ordinance. If Council concurs, the appropriate action would be:

“A motion to direct staff to proceed with a code amendment for a Vacant Property Registration Ordinance.”

# City of San Marino AGENDA REPORT



TO: MAYOR AND CITY COUNCIL

FROM: JOHN T. SCHAEFER, CITY MANAGER

BY: LUCY GARCIA, ASSISTANT CITY MANAGER  
JASMIN ELEPANO, ADMINISTRATIVE ANALYST

DATE: APRIL 29, 2016

SUBJECT: **BUDGET APPROPRIATION FOR THE 2<sup>ND</sup> CALRECYCLE  
RUBBERIZED PAVEMENT GRANT**

*Allan Yung, MD, Mayor*

*Richard Sun, DDS, Vice Mayor*

*Steven W. Huang, DDS, Council Member*

*Steve Talt, Council Member*

*Richard Ward, Council Member*

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## **BACKGROUND**

On November 12, 2014, the City Council gave its approval for staff to submit the 1<sup>ST</sup> Rubberized Pavement Grant application, formerly called Rubberized Asphalt Concrete (RAC), through the Department of Resources and Recovery (CalRecycle) pursuant to Sections 42872, 42872.1, and 42873 of the Public Resources Code. The City's application was for a RAC Hot-Mix project under grant category RAC-1 which reimburses at the maximum amount of \$10 per ton base rate. The City was awarded the grant in the amount of \$210,028 for a grant period of February 6, 2015 to April 1, 2017.

On October 23, 2015, a Notice of Funding Availability (NOFA) was issued for the same grant and the City of San Marino submitted its second application. Under this NOFA, same eligibility criteria and evaluation was used and applicants were allowed to apply and receive grants in consecutive fiscal years. The City applied under the same category and under the same reimbursement amount of \$10 per ton base rate. On March 14, 2016, the City received notification of the grant award in the amount of \$105,000 for a grant period of March 3, 2016 to April 1, 2018. The City received its Notice to Proceed on April 13, 2016.

A total of 10,500 miles of streets were identified for the street rehabilitation project under this grant for a potential grant amount to the City of \$105,000. Eligible expenses include direct cost for rubberized paving material and installation. The following projects were identified for this grant:

<u>Street Rehabilitation Project</u>	<u>Estimated Tonnage</u>
Winston Ave. (Robles Ave. to North City limits)	1,600
Huntington Dr. (Winston Ave. to Virginia Rd.)	5,500
El Molino Ave. (Huntington Dr. to Northernly limits)	1,600
Stratford Rd. (Oxford Rd. to San Marino Ave.)	100
Virginia Rd. (Circle Dr. to Oak Grove Ave.)	<u>1,700</u>
<b>Total</b>	<b>10,500</b>

As previously reported, the City already uses rubberized asphalt for its street rehabilitation projects for most of its streets, especially the major ones, because of improved durability, reduced maintenance demand, reduced traffic noise, and longer service life. |

### **FISCAL IMPACT**

|The City has been approved for a grant award of \$105,000. This amount could offset some of the costs from the General Fund for its street rehabilitation projects and can potentially yield more projects that can be funded through the General Fund. The average cost per ton is between \$81 - \$85 and \$10 of the cost will be offset from the grant. Reimbursement of the costs will be appropriated in account #226-48-3202-7155. |

### **RECOMMENDATION**

Staff recommends that the City Council authorize appropriation of the 2<sup>nd</sup> CalRecycle Grant for the Rubberized Pavement Program.

| | If Council concurs, the appropriate action would be:

“A motion to |authorize appropriation of the 2<sup>nd</sup> CalRecycle Grant for the Rubberized Pavement Program in the amount of \$105,000 to account # 226-48-3202-7155.” |

# City of San Marino AGENDA REPORT



TO: MAYOR AND CITY COUNCIL

FROM: MARINA WANG, CITY TREASURER

BY: LISA BAILEY, FINANCE DIRECTOR

DATE: APRIL 29, 2016

SUBJECT: **TREASURER'S REPORT FOR THE MONTH OF MARCH, 2016**

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*Allan Yung, MD, Mayor*

*Richard Sun, DDS, Vice Mayor*

*Dr. Steven W. Huang, Council Member*

*Steve Talt, Council Member*

*Richard Ward, Council Member*

## BACKGROUND

The California Government Code requires that the Treasurer render a report to the City Council within 30 days of the end of each quarter which lists the City's investments and moneys held by the City. The report must state compliance with the City's Investment Policy or the manner in which it is not in compliance. It must also state the ability of the City to meet its expenditure requirements for the next six months, or provide an explanation of why sufficient funds will or may not be available.

## FISCAL IMPACT

None.

## RECOMMENDATION

Staff recommends the Council accept and file the Treasurer's Report for the period ending March 31, 2016. If Council concurs, the appropriate action would be:

"A motion to accept and file the Treasurer's Report for the period ending March 31, 2016."

Attachments: March 31, 2016 Treasurer's Report and PMIA Market Valuation

City of San Marino Treasurer's Report  
March, 2016

Deposit/Investment Type	Bank/Issuer	Maturity	Par Value	Book Value	Market Value**	Yield to First Call	Yield to Maturity
<b>Cash on Hand*</b>							
Petty Cash & Cash Drawer	City Hall		400	400.00	400.00		
Petty Cash	Fire Department		300	300.00	300.00		
Petty Cash & Cash Drawer	Recreation Department		400	400.00	400.00		
Petty Cash & Cash Drawer	Library		300	300.00	300.00		
Petty Cash & Cash Drawer	Public Works		550	550.00	550.00		
Petty Cash	Police Department		400	400.00	400.00		
		0.01%	2,350.00	2,350.00	2,350.00		
<b>Cash in Bank</b>							
Main Account	Citizens' Business Bank		(26,580.94)	(26,580.94)	(26,580.94)		
Payroll Account	Citizens' Business Bank		388,263.07	388,263.07	388,263.07		
Workers' Compensation Account	Citizens' Business Bank		(619.37)	(619.37)	(619.37)		
Investment Interest Account	US Bank		265,671.70	265,671.70	265,671.70		
		3.32%	626,754.46	626,754.46	626,754.46		
<b>Investments</b>							
Pooled Funds	State of California Local Agency Investment Fund (LAIF)	45.20%	8,524,426.87	8,524,426.87	1,884.41		0.506%
<b>CDs</b>							
US Bank Safekeeping	Oriental Bank & TR CUSIP #686184TF9 (FDIC #31469)	04/29/16	248,000	248,000	248,042.39		0.65%
US Bank Safekeeping	American Express Centurion Bk CUSIP #02587DMT2 (FDIC #27471)	05/02/16	248,000	248,000	248,169.07		0.70%
US Bank Safekeeping	Scotiabank DE P R San Juan CUSIP #90928E-JE-1 (FDIC #22946)	06/27/16	248,000	248,000	248,279.26		0.75%
US Bank Safekeeping	Bank Baroda New York, NY CUSIP #06062A-AX-7 (FDIC #33681)	11/29/16	248,000	248,000	248,697.30		1.10%
US Bank Safekeeping	CIT Bank Salt Lake City UT CUSIP #1728CBY9 (FDIC #35575)	04/17/17	248,000	248,000	Not Available		1.00%
US Bank Safekeeping	Mercantil Commercebank Primary CUSIP #58733ABBA (FDIC #22953)	06/05/17	248,000	248,000	Not Available		1.05%
US Bank Safekeeping	Bryn Mawr Trust Co. CUSIP #117673BH5 (FDIC#11866)	06/13/17	248,000	248,000	Not Available		0.95%
US Bank Safekeeping	Ally Bank, UT CUSIP #02066LMNO (FDIC #57603)	12/04/17	248,000	248,000	Not Available		1.55%
US Bank Safekeeping	Flushing Bank CUSIP #34387ABB4 (FDIC #58564)	12/12/17	248,000	248,000	Not Available		1.30%
US Bank Safekeeping	Ulster Savings Bank CUSIP #90386JAC7 (FDIC #15970)	04/10/18	249,000	249,000	Not Available		1.45%
US Bank Safekeeping	Discover Bank CUSIP 254671MS6 (FDIC #5649)	04/17/18	248,000	248,000	Not Available		1.15%
US Bank Safekeeping	Barclay's Bank Del Wilmington Stp CUSIP #06740AZB8 (FDIC #57203)	04/30/18	248,000	248,000	Not Available		1.06% ****
US Bank Safekeeping	Union Bank, NA CUSIP #90521ANG9 (FDIC #22826)	07/16/18	248,000	248,000	Not Available		1.60% ****
US Bank Safekeeping	State Bank of India, NY CUSIP #856284M68 (FDIC #33682)	07/30/18	247,000	247,000	Not Available		2.00%
US Bank Safekeeping	Celtic Bank CUSIP #15118RJG3 (FDIC #57056)	09/06/18	248,000	248,000	Not Available		1.50%
US Bank Safekeeping	Synchrony Bank CUSIP #36157QTM9 (FDIC #27314)	12/06/18	248,000	248,000	Not Available		2.00%
US Bank Safekeeping	Firstbank PR Santurce #33767ASXO (FDIC #30387)	12/11/18	248,000	248,001	Not Available		1.60%
US Bank Safekeeping	Bank of Holland Michigan CUSIP #062649ZV1 (FDIC #34862)	03/21/19	249,000	249,000	Not Available		1.60%
US Bank Safekeeping	HSEC US Bank NA CUSIP #40434AHX0 (FDIC #57890)	03/27/19	249,000	249,000	Not Available		1.05% ****
US Bank Safekeeping	Webster Bank CUSIP #94768NJT2 (FDIC #18221)	06/18/19	249,000	249,000	Not Available		1.80%
US Bank Safekeeping	American Express Bank FSB CUSIP #02587CAC4 (FDIC #35328)	07/10/19	248,000	248,000	Not Available		1.95%
US Bank Safekeeping	Sallie Mae Bank CUSIP #795450UK9 (FDIC #58177)	10/29/19	248,000	248,000	Not Available		2.20%
US Bank Safekeeping	Third Federal S & L CUSIP #88413QAW8 (FDIC #30012)	11/25/19	248,000	248,000	Not Available		2.00%
US Bank Safekeeping	Golman Sachs Bank CUSIP #38148JDV0 (FDIC #33124)	12/03/19	247,000	247,000	Not Available		2.20%
US Bank Safekeeping	BMW Bank of N. America Utah CUSIP #05580ABS2 (FDIC #35141)	05/22/20	248,000	248,000	Not Available		1.95%
World's Foremost Bank	World's Foremost Bank Lincoln, NE (FDIC #57079)	6/16/2023***	249,000	249,000	Not Available		2.45%
		34.21%	6,451,000	6,451,001	Not Available		1.49% WAY
<b>Notes/Bonds:</b>							
US Bank Safekeeping	FNMA .875 - CUSIP 3135GORT2	12/20/2017	500,000	497,614	500,589	3.378%	1.528%
US Bank Safekeeping	FHLB 4.5 Year-10 Month One Time Callable Agency- CUSIP: 313382ZL0	2/21/2019	250,000	245,829	249,446	4.288%	1.600%
US Bank Safekeeping	FFCB 1.94 Qty Callable CUSIP 3133EFVBO	1/14/2021	333,000	333,000	333,025	1.940%	1.940%
US Bank Safekeeping	FHLB 1.93 Callable CUSIP 3130A73N3	1/29/2021	335,000	600,000	335,012	1.930%	1.930%
US Bank Safekeeping	FHLB 1.93 Callable CUSIP 3130A73N3	1/29/2021	335,000	500,000	335,012	1.930%	1.930%
US Bank Safekeeping	FHLB 1.73 Qty Callable CUSIP 3130A7BT1	2/26/2021	500,000	500,000	498,848	1.730%	1.730%
US Bank Safekeeping	FHLB 1.6% One Time Callable CUSIP 3130A7NF8	3/29/2021	500,000	500,000	499,723	1.600%	1.600%
US Bank Safekeeping	FNMA One Time Callable (3/30/17) Step Up - CUSIP 3136G3ED3	3/30/2021	500,000	500,000	500,096	1.000%	1.872%
		17.25%	3,253,000	3,576,443	3,251,749		1.753% WAY
Total Cash & Investments			18,857,531.33	19,180,975.24	Not Available	1.04%	WAY

\*Book Value of Cash on Hand includes receipts to be reimbursed.

\*\*The LAIF Market Value is provided quarterly. At 03/31/2016 the valuation factor was 0.00022106%. See attached Market Valuation Report for a description of funds invested in LAIF.

\*\*\*\* Callable Bullet Step Up

\*\*\*\*Year one = 1.6% Years 2-5 = Three month Libor +45 bps.

\*\*\*\*\*1.05% until 3/17, then LIBOR plus 0.1%, cap 2.85.

I hereby certify that this report is in compliance with the City's Investment Policy as adopted by the City Council on June 11, 2014, and that the City has the ability to meet its expenditure requirements for the next six months.

Lisa Bailey, Finance Director

Marina Wang, Treasurer



**State of California  
Pooled Money Investment Account  
Market Valuation  
3/31/2016**

Description	Carrying Cost Plus Accrued Interest Purch.	Amortized Cost	Fair Value	Accrued Interest
<b>United States Treasury:</b>				
Bills	\$ 11,410,745,648.58	\$ 11,428,324,382.05	\$ 11,433,051,500.00	NA
Notes	\$ 19,895,104,458.35	\$ 19,894,615,430.08	\$ 19,906,919,000.00	\$ 27,575,588.00
<b>Federal Agency:</b>				
SBA	\$ 652,389,707.86	\$ 652,377,032.02	\$ 644,595,522.94	\$ 830,290.94
MBS-REMICs	\$ 67,195,956.41	\$ 67,195,956.41	\$ 71,568,446.72	\$ 318,368.46
Debentures	\$ 980,003,053.62	\$ 980,000,442.51	\$ 980,561,200.00	\$ 1,159,694.90
Debentures FR	\$ -	\$ -	\$ -	\$ -
Discount Notes	\$ 6,386,297,958.28	\$ 6,395,635,458.25	\$ 6,396,175,500.00	NA
GNMA	\$ -	\$ -	\$ -	\$ -
Supranational Debentures	\$ 350,136,669.79	\$ 350,136,669.79	\$ 350,709,000.00	\$ 454,512.50
CDs and YCDs FR	\$ 300,000,000.00	\$ 300,000,000.00	\$ 300,000,000.00	\$ 381,190.56
Bank Notes	\$ 200,000,000.00	\$ 200,000,000.00	\$ 200,000,000.00	\$ 387,333.33
CDs and YCDs	\$ 10,550,003,344.94	\$ 10,550,003,344.94	\$ 10,549,420,471.66	\$ 13,218,388.84
Commercial Paper	\$ 4,692,552,222.25	\$ 4,696,239,430.61	\$ 4,696,381,138.89	NA
<b>Corporate:</b>				
Bonds FR	\$ -	\$ -	\$ -	\$ -
Bonds	\$ -	\$ -	\$ -	\$ -
Repurchase Agreements	\$ -	\$ -	\$ -	\$ -
Reverse Repurchase	\$ -	\$ -	\$ -	\$ -
Time Deposits	\$ 5,647,440,000.00	\$ 5,647,440,000.00	\$ 5,647,440,000.00	NA
AB 55 & GF Loans	\$ 6,030,937,000.00	\$ 6,030,937,000.00	\$ 6,030,937,000.00	NA
<b>TOTAL</b>	<b>\$ 67,162,806,020.08</b>	<b>\$ 67,192,905,146.66</b>	<b>\$ 67,207,758,780.21</b>	<b>\$ 44,325,367.53</b>

Fair Value Including Accrued Interest

\$ 67,252,084,147.74

Repurchase Agreements, Time Deposits, AB 55 & General Fund loans, and Reverse Repurchase agreements are carried at portfolio book value (carrying cost).

The value of each participating dollar equals the fair value divided by the amortized cost (1.00022106). As an example: if an agency has an account balance of \$20,000,000.00, then the agency would report its participation in the LAIF valued at \$20,004,421.19 or \$20,000,000.00 x 1.00022106.

# City of San Marino AGENDA REPORT



*Allan Yung, MD, Mayor*

*Richard Sun, DDS, Vice Mayor*

*Steven W. Huang, DDS, Council Member*

*Steve Talt, Council Member*

*Richard Ward, Council Member*

TO: MAYOR AND CITY COUNCIL  
FROM: JOHN T. SCHAEFER, CITY MANAGER  
BY: [LISA BAILEY, FINANCE DIRECTOR]  
DATE: APRIL 29, 2016  
SUBJECT: **REVISED DISBURSEMENTS REPORTS FOR THE MONTH OF MARCH, 2016**

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## BACKGROUND

Attached are the general account check register and wire transfer reports for the month of March, 2016. This report was prepared by the Account Clerk and has been reviewed and approved by the Finance Director. All disbursements for the month are summarized and totaled below.

The Adult Services and Childrens' Services Account titles have been corrected.

## FISCAL IMPACT

### Schedule of Disbursements

<u>Date</u>	<u>Description</u>	<u>Amount In (Out)</u>
	General Account Checks 85978-86141 & EFTs	995,184.84
	Payroll Checks 52831-52858	16,593.65
	Workers' Compensation Checks 10888-	35,266.66
03/11/16	Direct Deposit	273,513.32
03/11/16	Fed Tax	58,514.09
03/11/16	State Tax	16,317.84
03/25/16	Direct Deposit	279,821.26
03/25/16	Fed Tax	61,148.41
03/25/16	State Tax	17,154.49
		<u>1,753,514.56</u>

**Schedule of Wire Transfers  
Between LAIF and City Checking Accounts**

<b>Date</b>	<b>Description</b>	<b>Amount In (Out)</b>
03/09/16	From LAIF to Main	(400,000.00)
03/18/16	From LAIF to Main	(400,000.00)
03/24/16	From LAIF to Payroll	(365,000.00)
		(1,165,000.00)

**Schedule of Wire Transfers  
Between US Bank Safekeeping and City Checking Accounts**

<b>Date</b>	<b>Description</b>	<b>Amount In (Out)</b>
None		-

**RECOMMENDATION**

Staff recommends that the Council ratify and file the Disbursements Report for the period ending March 31, 2016. If Council concurs, the appropriate action would be:

“A motion to ratify and file the Disbursements Report for the period ending March 31, 2016.”

Attachments: Disbursements Report

# City of San Marino

## March, 2016 Disbursements Report

Account	Vendor	Description	Date	Check	Amount	Prior
<b>Balance Sheet Accounts:</b>						
Payroll Withholdings	PERS	PR Batch 00702.02.2016 PERS Employer Share	03/04/2016	0	49,021.75	
Payroll Withholdings	PERS (Medical)	PR Batch 00702.02.2016 Ins Prem Bene/125 Plan	03/04/2016	0	47,620.06	
Payroll Withholdings	PERS (Medical)	PR Batch 00702.03.2016 Ins Prem Bene/125 Plan	04/01/2016	0	47,620.06	
Payroll Withholdings	PERS	PR Batch 00702.03.2016 PERS Employer Share	04/01/2016	0	47,004.53	
Payroll Withholdings	PERS	PR Batch 00701.03.2016 PERS Employer Share	03/18/2016	0	46,594.19	
Payroll Withholdings	PERS	PR Batch 00702.02.2016 PERS Employee Paid (Full Time)	03/04/2016	0	26,977.51	
Payroll Withholdings	PERS	PR Batch 00702.03.2016 PERS Employee Paid (Full Time)	04/01/2016	0	25,986.69	
Payroll Withholdings	PERS	PR Batch 00701.03.2016 PERS Employee Paid (Full Time)	03/18/2016	0	25,598.53	
Agency Funds	San Marino School District	School Fee Feb 2016	03/16/2016	86128	16,393.44	
Agency Funds	Metro Water	Domestic Water Jan 2016	03/16/2016	0	10,827.30	
Payroll Withholdings	TIAA-Cref Financial Services	PR Batch 00702.02.2016 Deferred Comp	03/04/2016	0	7,567.05	
Payroll Withholdings	TIAA-Cref Financial Services	PR Batch 00701.03.2016 Deferred Comp	03/18/2016	0	7,567.05	
Payroll Withholdings	TIAA-Cref Financial Services	PR Batch 00702.03.2016 Deferred Comp	04/01/2016	0	7,567.05	
Payroll Withholdings	PERS (Medical)	PR Batch 00702.02.2016 Ins Prem Ded/125 Plan	03/04/2016	0	6,213.73	
Payroll Withholdings	PERS (Medical)	PR Batch 00701.03.2016 Ins Prem Ded/125 Plan	03/18/2016	0	6,213.73	
Payroll Withholdings	PERS (Medical)	PR Batch 00702.03.2016 Ins Prem Ded/125 Plan	04/01/2016	0	6,213.73	
Payroll Withholdings	TIAA-Cref Financial Services	PR Batch 00702.02.2016 Deferred Comp Benefit	03/04/2016	0	4,321.53	
Payroll Withholdings	TIAA-Cref Financial Services	PR Batch 00701.03.2016 Deferred Comp Benefit	03/18/2016	0	4,276.75	
Payroll Withholdings	TIAA-Cref Financial Services	PR Batch 00702.03.2016 Deferred Comp Benefit	04/01/2016	0	4,276.75	
Payroll Withholdings	Delta Dental	PR Batch 00702.02.2016 Dent Ins/125 Plan/PPO	03/04/2016	86088	4,060.53	
Agency Funds	San Marino School District	School Fee Feb 2016	03/16/2016	86128	3,954.72	
Agency Funds	San Marino School District	School Fee Feb 2016	03/16/2016	86128	3,890.80	
Payroll Withholdings	TIAA-Cref Financial Services	PR Batch 00702.03.2016 Retirement Health Savings Plan	04/01/2016	0	2,002.23	
Petty Cash	Petty Cash	Petty Cash - Easter Egg Hunt	03/01/2016	85990	2,000.00	
Payroll Withholdings	TIAA-Cref Financial Services	PR Batch 00702.02.2016 Retirement Health Savings Plan	03/04/2016	0	1,885.84	
Payroll Withholdings	TIAA-Cref Financial Services	PR Batch 00701.03.2016 Retirement Health Savings Plan	03/18/2016	0	1,885.84	
Payroll Withholdings	Lincoln National Life Insurance Co	PR Batch 00702.02.2016 Short/Long Term Disability	03/04/2016	86016	1,575.91	
Payroll Withholdings	Delta Dental	PPO Premium April 2016	03/16/2016	86088	1,093.70	
Payroll Withholdings	American Fidelity Assurance	PR Batch 00702.02.2016 Med Flex/125 Plan	03/04/2016	0	1,085.79	
Payroll Withholdings	American Fidelity Assurance	PR Batch 00701.03.2016 Med Flex/125 Plan	03/18/2016	0	1,085.79	
Payroll Withholdings	American Fidelity Assurance	PR Batch 00702.03.2016 Med Flex/125 Plan	04/01/2016	0	1,085.79	
Payroll Withholdings	PERS	PR Batch 00701.03.2016 PERS Employee Paid (Part-Time)	03/18/2016	0	1,063.26	
Payroll Withholdings	Humana Insurance Co	PR Batch 00702.02.2016 ER Paid Life Insurance	03/04/2016	86009	1,053.19	
Payroll Withholdings	PERS	PR Batch 00702.03.2016 PERS Employee Paid (Part-Time)	04/01/2016	0	1,018.13	
Payroll Withholdings	U.S. Bank	PR Batch 00701.03.2016 PARS Employee Portion	03/18/2016	0	924.31	
Payroll Withholdings	U.S. Bank	PR Batch 00701.03.2016 PARS Employer Portion	03/18/2016	0	924.31	
Payroll Withholdings	U.S. Bank	PR Batch 00702.03.2016 PARS Employee Portion	04/01/2016	0	917.63	
Payroll Withholdings	U.S. Bank	PR Batch 00702.03.2016 PARS Employer Portion	04/01/2016	0	917.63	
Payroll Withholdings	PERS	PR Batch 00702.02.2016 PERS Employee Paid (Part-Time)	03/04/2016	0	834.46	
Payroll Withholdings	San Marino Police Officers Assn	PR Batch 00702.03.2016 San Marino PD Assn	04/01/2016	0	754.86	
Payroll Withholdings	San Marino Police Officers Assn	PR Batch 00701.03.2016 San Marino PD Assn	03/18/2016	0	724.86	
Payroll Withholdings	San Marino Firefighters Assn	PR Batch 00701.03.2016 Firefighter Dues	03/18/2016	0	657.50	
Payroll Withholdings	San Marino Firefighters Assn	PR Batch 00702.03.2016 Firefighter Dues	04/01/2016	0	657.50	

Account	Vendor	Description	Date	Check	Amount	Prior
Payroll Withholdings	Delta Dental	PR Batch 00702.02.2016 Dent Ins/125 Plan/HMO	03/04/2016	86088	610.45	
Payroll Withholdings	American Fidelity Assurance	PR Batch 00702.02.2016 Life Insurance-After Tax	03/04/2016	0	595.41	
Payroll Withholdings	CA Law Enforcement Assn	PR Batch 00702.02.2016 Police Dept LTD/125 Plan	03/04/2016	85985	588.00	
Payroll Withholdings	Fidelity Security Life Insurance/Eyemed	PR Batch 00702.02.2016 Vision Ins/125 Plan	03/04/2016	85998	578.92	
Payroll Withholdings	American Fidelity Assurance	PR Batch 00701.03.2016 Life Insurance-After Tax	03/18/2016	0	576.78	
Payroll Withholdings	American Fidelity Assurance	PR Batch 00702.03.2016 Life Insurance-After Tax	04/01/2016	0	576.78	
Inventory	Dapper Tire Co	Tires	03/16/2016	0	552.83	
Payroll Withholdings	H. Wilson Insurancenter Inc	PR Batch 00702.02.2016 Fire Dept LTD/125 Plan	03/04/2016	0	540.00	
Payroll Withholdings	State Franchise Tax Board	PR Batch 00702.02.2016 Earnings Withholding Order	03/04/2016	86034	513.67	
Recreation Deposits	Claudia Sanchez	Refund -Deposit San Marino Center 1/16/16	03/16/2016	86063	500.00	
Recreation Deposits	One Dental Specialty Center	Refund- Deposit SMC 2/29/16	03/16/2016	86065	500.00	
Recreation Deposits	Erika Ramirez	Refund - Deposit SMC 3/12/16	03/16/2016	86067	500.00	
Recreation Deposits	Christin Yoo	Refund- Deposit San Marino Center 1/29/16	03/16/2016	86071	500.00	
Payroll Withholdings	TIAA-Cref Financial Services	PR Batch 00702.02.2016 Retirement Health Savings Plan	03/04/2016	0	487.17	
Payroll Withholdings	TIAA-Cref Financial Services	PR Batch 00701.03.2016 Retirement Health Savings Plan	03/18/2016	0	487.17	
Payroll Withholdings	TIAA-Cref Financial Services	PR Batch 00702.03.2016 Retirement Health Savings Plan	04/01/2016	0	487.17	
Payroll Withholdings	State Franchise Tax Board	PR Batch 00701.03.2016 Earnings Withholding Order	03/18/2016	86127	406.87	
Payroll Withholdings	American Fidelity Assurance	PR Batch 00702.02.2016 Disability STD-After Tax	03/04/2016	0	401.84	
Payroll Withholdings	American Fidelity Assurance	PR Batch 00701.03.2016 Disability STD-After Tax	03/18/2016	0	401.84	
Payroll Withholdings	American Fidelity Assurance	PR Batch 00702.03.2016 Disability STD-After Tax	04/01/2016	0	401.84	
Payroll Withholdings	American Fidelity Assurance	PR Batch 00702.02.2016 Accident Insurance-Before Tax	03/04/2016	0	374.05	
Payroll Withholdings	American Fidelity Assurance	PR Batch 00701.03.2016 Accident Insurance-Before Tax	03/18/2016	0	374.05	
Payroll Withholdings	American Fidelity Assurance	PR Batch 00702.03.2016 Accident Insurance-Before Tax	04/01/2016	0	374.05	
Payroll Withholdings	San Marino City Employees Assn	PR Batch 00701.03.2016 San Marino City Employee Assn	03/18/2016	0	317.25	
Payroll Withholdings	San Marino City Employees Assn	PR Batch 00702.03.2016 San Marino City Employee Assn	04/01/2016	0	317.25	
Payroll Withholdings	PERS	Adjustment for 2nd Tier Generals 2/12/16 PR	03/01/2016	0	303.01	
Payroll Withholdings	TIAA-Cref Financial Services	PR Batch 00702.02.2016 Deferred Comp-Management	03/04/2016	0	292.30	
Payroll Withholdings	TIAA-Cref Financial Services	PR Batch 00701.03.2016 Deferred Comp-Management	03/18/2016	0	292.30	
Payroll Withholdings	TIAA-Cref Financial Services	PR Batch 00702.03.2016 Deferred Comp-Management	04/01/2016	0	292.30	
Recreation Deposits	Siu Wai Lo	Refund- Tsunami Swim	03/16/2016	86057	288.00	
Inventory	Dapper Tire Co	Tires	03/01/2016	0	274.04	
Recreation Deposits	Diana Wong	Refund- Afterschool Daycare	03/16/2016	86062	271.00	
Payroll Withholdings	PERS	PR Batch 00702.02.2016 PERS Buy Back Pre-Tax	03/04/2016	0	249.81	
Payroll Withholdings	PERS	PR Batch 00701.03.2016 PERS Buy Back Pre-Tax	03/18/2016	0	249.81	
Payroll Withholdings	PERS	PR Batch 00702.03.2016 PERS Buy Back Pre-Tax	04/01/2016	0	249.81	
Payroll Withholdings	American Fidelity Assurance	PR Batch 00702.02.2016 Cancer Insurance-Before Tax	03/04/2016	0	230.12	
Payroll Withholdings	American Fidelity Assurance	PR Batch 00701.03.2016 Cancer Insurance-Before Tax	03/18/2016	0	230.12	
Payroll Withholdings	American Fidelity Assurance	PR Batch 00702.03.2016 Cancer Insurance-Before Tax	04/01/2016	0	230.12	
Inventory	O'Reilly Auto Parts	Radiator	03/16/2016	86115	228.86	
Agency Funds	Friends of Crowell Public Lib	Reimbursement Feb 2016	03/16/2016	86095	213.75	
Payroll Withholdings	American Fidelity Assurance	PR Batch 00702.02.2016 Dep Care/125 Plan	03/04/2016	0	208.33	
Payroll Withholdings	American Fidelity Assurance	PR Batch 00701.03.2016 Dep Care/125 Plan	03/18/2016	0	208.33	
Payroll Withholdings	American Fidelity Assurance	PR Batch 00702.03.2016 Dep Care/125 Plan	04/01/2016	0	208.33	
Payroll Withholdings	CA State Disbursement Unit	PR Batch 00702.02.2016 Earnings Withholding Order	03/04/2016	0	198.92	
Payroll Withholdings	CA State Disbursement Unit	PR Batch 00701.03.2016 Earnings Withholding Order	03/18/2016	0	198.92	
Payroll Withholdings	CA State Disbursement Unit	PR Batch 00702.03.2016 Earnings Withholding Order	04/01/2016	0	198.92	
Inventory	Garvey Equipment Company	Starter Unit 6594	03/16/2016	0	152.60	
Payroll Withholdings	LegalShield	PR Batch 00701.02.2016 Prepaid Legal Services	02/19/2016	0	135.54	

Account	Vendor	Description	Date	Check	Amount	Prior
Payroll Withholdings	LegalShield	PR Batch 00702.02.2016 Prepaid Legal Services	03/04/2016	0	135.54	
Inventory	The Lighthouse Inc	Rear Blues Unit #15	03/16/2016	0	133.04	
Payroll Withholdings	American Fidelity Assurance	PR Batch 00702.02.2016 Cancer Insurance-After Tax	03/04/2016	0	123.35	
Payroll Withholdings	American Fidelity Assurance	PR Batch 00701.03.2016 Cancer Insurance-After Tax	03/18/2016	0	123.35	
Payroll Withholdings	American Fidelity Assurance	PR Batch 00702.03.2016 Cancer Insurance-After Tax	04/01/2016	0	123.35	
Payroll Withholdings	PERS	PR Batch 00702.03.2016 PERS Survivor Benefit	04/01/2016	0	98.58	
Payroll Withholdings	PERS	PR Batch 00702.02.2016 PERS Survivor Benefit	03/04/2016	0	97.65	
Payroll Withholdings	PERS	PR Batch 00701.03.2016 PERS Survivor Benefit	03/18/2016	0	97.65	
Payroll Withholdings	American Fidelity Assurance	PR Batch 00702.02.2016 Accident Insurance-After Tax	03/04/2016	0	86.74	
Payroll Withholdings	American Fidelity Assurance	PR Batch 00701.03.2016 Accident Insurance-After Tax	03/18/2016	0	86.74	
Payroll Withholdings	American Fidelity Assurance	PR Batch 00702.03.2016 Accident Insurance-After Tax	04/01/2016	0	86.74	
Recreation Deposits	Mary Miasnik	Refund	03/16/2016	86060	82.00	
Agency Funds	Friends of Crowell Public Lib	Reimbursement Jan 2016	03/16/2016	86095	79.00	
Payroll Withholdings	H. Wilson Insurancenter Inc	Premium Adjustment March 2016	03/01/2016	0	54.00	
Inventory	O'Reilly Auto Parts	Brake Pads & Wiper Fluid	03/01/2016	86024	52.06	
Inventory	O'Reilly Auto Parts	Brake Pads & Wiper Fluid	03/01/2016	86024	51.57	
Payroll Withholdings	Humana Insurance Co	Premium Adjustment March 2016	03/01/2016	86009	51.00	
Recreation Deposits	Brian Mcevoy	Refund - Tot Time	03/16/2016	86066	47.00	
Recreation Deposits	Doug Barry	Refund	03/16/2016	86058	40.00	
Inventory	O'Reilly Auto Parts	Engine Degreaser	03/16/2016	86115	37.80	
Payroll Withholdings	Lincoln National Life Insurance Co	Adjustment Premium March 2016	03/01/2016	86016	33.53	
Inventory	O'Reilly Auto Parts	Filters	03/01/2016	86024	26.39	
Payroll Withholdings	Delta Dental	HMO Premium April 2016	03/16/2016	86088	21.77	
Recreation Deposits	Norma Howard	Refund	03/16/2016	86064	20.00	
Inventory	O'Reilly Auto Parts	Filters	03/01/2016	86024	14.82	
Inventory	Garvey Equipment Company	Switch	03/16/2016	0	9.79	
Inventory	O'Reilly Auto Parts	Wheel Weights	03/16/2016	86115	9.37	
Payroll Withholdings	Fidelity Security Life Insurance/Eyemed	Premium Adjustment Feb 2016	03/01/2016	85998	8.15	
Inventory	O'Reilly Auto Parts	Cabin Fitter	03/01/2016	86024	6.55	
Agency Funds	Friends of Crowell Public Lib	Reimbursement Dec 2015	03/16/2016	86095	6.50	
Payroll Withholdings	LegalShield	Adjustment Premiun March 2016	03/01/2016	0	-0.03	
Payroll Withholdings	PERS (Medical)	Premium Adjustment March 2016	03/01/2016	0	-1,087.66	
					<u>452,040.98</u>	<u>363,901.96</u>
<b>Revenues:</b>						
101-00-3040-0000	California American Water	Franchise Fee Feb- Mar 2016	03/16/2016	86082	6.73	
101-00-3040-0000	California American Water	Franchise Fee Jan-Feb 2016	03/01/2016	85987	5.25	
					<u>11.98</u>	<u>-</u>
<b>City Council Accounts:</b>						
101-01-4480-0000	U.S. Bank	New Moon- Council Meeting Dinner	03/11/2016	86054	167.15	
101-01-4480-0000	U.S. Bank	League Cities - Meeting Mayor Yung	03/11/2016	86054	45.00	
101-01-4480-0000	U.S. Bank	Trader Joes- Council Meeting Snacks	03/11/2016	86054	14.25	
					<u>226.40</u>	<u>202.92</u>
<b>Administration Accounts:</b>						
595-07-4356-0000	Keenan Associates	Excess Workers' Comp Premium 1/14/16-1/14/17	03/16/2016	86103	80,880.00	
101-07-4150-0000	Kaizen info Source LLC	Records Management Project	03/16/2016	86102	15,244.29	
101-07-4016-0000	PERS (Medical)	Premuims Retired Medical April 2016	03/29/2016	0	13,025.00	
101-07-4016-0000	PERS (Medical)	Premium Retired Medical March 2016	03/01/2016	0	12,875.00	
101-07-4106-2755	Richards Watson & Gershon	Legal Service 11/24/15-1/31/16	03/16/2016	86123	8,775.69	

Account	Vendor	Description	Date	Check	Amount	Prior
101-07-4106-3415	Filarsky & Watt LLP	Legal Service 1/29/16-2/29/16	03/16/2016	0	2,676.44	
101-07-4500-1980	Southern California Edison	Electrical Service Jan-Feb 2016	03/01/2016	86033	2,640.67	
101-07-4150-0000	TIAA-Cref Financial Services	Annual Trust Company Fee 2015	03/01/2016	0	2,500.00	
101-07-4500-9025	AT&T	Phone Service Jan-Feb 2016	03/01/2016	85982	2,499.94	
595-07-4356-0000	AdminSure Inc	Workers' Compensation Claims Admin Oct 2015	03/16/2016	86072	1,780.00	
595-07-4356-0000	AdminSure Inc	Workers' Compensation Claims Admin Feb 2015	03/16/2016	86072	1,780.00	
101-07-4016-0000	John Penido	Medical Retirement March 2016	03/16/2016	0	1,257.00	
101-07-4150-0000	Laurie Kajiwara	Community Newsletter March 2016	03/01/2016	0	1,250.00	
101-07-4150-0000	SLK.US Inc	IT Services March 2016	03/16/2016	0	1,165.50	
101-07-4202-0000	ECP-SMT Aquisition, LLC	Notice #N-16-01 Publish 2/19/16	03/01/2016	0	1,056.72	
101-07-4202-0000	ECP-SMT Aquisition, LLC	Notice #N-16-02 & #N -16-03 Publish 2/12/16	03/01/2016	0	982.80	
101-07-4420-0000	PGI, Inc	City Newsletter - Feb 2016	03/16/2016	86117	929.40	
101-07-4150-0000	Aurora Environmental Inc	AB939 Compliance Report 11/15-1/16	03/01/2016	0	775.73	
101-07-4150-0000	Hinderliter deLlamas & Associa	Audit Service Sales Tax Quater 3 2015	03/16/2016	86101	597.93	
101-07-4480-0000	U.S. Bank	City Clerk Associations- Conference	03/11/2016	86054	595.00	
101-07-4150-0000	George Wallis	Janitorial Service Feb 2016	03/01/2016	85996	577.88	
101-07-4106-2755	Richards Watson & Gershon	Legal Service 1/1/16-1/31/16	03/16/2016	86123	550.00	
101-07-4500-9025	Time Warner Cable	Cable Internet - 2/6/16-4/5/16	03/16/2016	86132	529.98	
101-07-4476-0000	State Farm Insurance	Surety Bond 4/13/16-4/13/17 M. Wang	03/01/2016	86037	400.00	
101-07-4376-0000	SAP Digital Corp	Window Envelopes	03/16/2016	0	354.25	
101-07-4480-0000	U.S. Bank	League of California Meeting	03/11/2016	86054	325.00	
101-07-4150-0000	PERS (Medical)	Administrative Fee March 2016	03/01/2016	0	324.36	
101-07-4150-0000	PERS (Medical)	Administrative Fee April 2016	03/29/2016	0	322.15	
101-07-4396-0000	U.S. Bank	Rotary Club- Quarter Jan 1 Dues	03/11/2016	86054	305.00	
101-07-4150-0000	Hinderliter deLlamas & Associa	Contract Service Sales Tax 1st Quarter	03/16/2016	86101	300.00	
101-07-4376-0000	Office Depot	Paper, Supplies and Breakroom Supplies	03/01/2016	86023	272.46	
101-07-4376-0000	Martin & Chapman Co	Minute Books for Ordinance Resolutions	03/16/2016	86109	266.52	
101-07-4500-4950	The Gas Company	Gas Service Jan-Feb 2016	03/01/2016	86040	259.13	
101-07-4316-0000	GE Capital	Copier Lease March 2016	03/16/2016	86097	247.87	
101-07-4106-2755	Richards Watson & Gershon	Legal Service 1/1/16-1/31/16	03/16/2016	86123	242.50	
101-07-4436-0000	St. George's Medical Clinic	Physical - R.Ruiz	03/16/2016	86129	195.00	
101-07-4436-0000	St. George's Medical Clinic	Physical - L.Veron	03/16/2016	86129	195.00	
101-07-4436-0000	St. George's Medical Clinic	Physical -K.Gonzalez	03/16/2016	86129	195.00	
101-07-4436-0000	St. George's Medical Clinic	Physical -V.Alvarez	03/16/2016	86129	195.00	
101-07-4436-0000	St. George's Medical Clinic	Physical - C.Arias	03/16/2016	86129	195.00	
101-07-4436-0000	Department of Justice	Live Scan Jan 2016	03/16/2016	86089	192.00	
101-07-4376-0000	Office Depot	Ink and Supplies	03/16/2016	86113	186.94	
101-07-4106-2755	Dapeer,Rosenblit & Litvak LLP	Overweight Vehicles Legal Advise- 10/1/15-10/31/15	03/01/2016	85995	185.60	
101-07-4206-0000	ACR Air Conditioning	AC Maintenance	03/16/2016	0	170.00	
101-07-4436-0000	Department of Justice	Live Scan Feb 2016	03/16/2016	86089	160.00	
101-07-4316-0000	GreatAmerica Financial Services	Postage Machine March 2016	03/16/2016	86100	143.91	
101-07-4376-0000	Pacific Insurance Network Systems	Insurance Tracking Fee Feb 2016	03/01/2016	86027	125.00	
101-07-4376-0000	Pacific Insurance Network Systems	March Insurance Tracking Fee	03/16/2016	86119	125.00	
101-07-4500-9025	AT&T	Phone Service Feb-March 2016	03/16/2016	86076	103.27	
101-07-4206-0000	SDS Security Design Systems	Alarm Service L84-086 March 2016	03/16/2016	86125	99.00	
101-07-4376-0000	Office Depot	Paper and Supplies	03/01/2016	86023	80.28	
101-07-4376-0000	Office Depot	Paper and Boxes	03/16/2016	86113	79.00	
101-07-4206-0000	SDS Security Design Systems	Alarm Service L85-278 March 2016	03/16/2016	86125	75.00	

Account	Vendor	Description	Date	Check	Amount	Prior
101-07-4480-0000	U.S. Bank	Papa John Pizza - Pizza for Homeless Count Volunteers	03/11/2016	86054	67.00	
101-07-4376-0000	Vina Engraving	Council Photo Nameplates S. Huang & S.Talt	03/16/2016	86139	52.32	
101-07-4480-0000	U.S. Bank	Sweet & Savory - Food for AD Hoc Meeting	03/11/2016	86054	43.60	
101-07-4480-0000	MMASC	N. Los Angeles Trackside Luncheon - J. Schaefer 4/17/16	03/22/2016	86141	35.00	
101-07-4396-0000	CB Merchant Services	Quarterly Membership Dues	03/16/2016	86086	32.00	
101-07-4309-0000	San Marino Security Systems	Double Payment on Building Permit	03/01/2016	86031	25.00	
101-07-4376-0000	San Marino School District	Lamination Sign	03/01/2016	86036	5.51	
101-07-4500-9460	California American Water	Water Service Feb- Mar 2016	03/16/2016	86082	4.58	
					161,529.22	113,360.09
<b>Planning &amp; Bulding Accounts:</b>						
101-14-4104-6270	VCA Code Group	Plan Review Service 12/27/15-1/30/16	03/16/2016	0	9,025.00	
101-14-4106-0950	Dapeer,Rosenblit & Litvak LLP	Legal Code Enforcement -10/1/15-10/31/15	03/01/2016	85995	5,487.00	
101-14-4104-0000	RSCC Engineering	Engineering Service 2/6/16-3/7/16	03/16/2016	0	4,989.77	
101-14-4104-6270	VCA Code Group	Inspection Service 12/27/15-1/30/16	03/16/2016	0	2,520.00	
101-14-4104-6270	VCA Code Group	Fire Protection Plan Review Service 12/27/15-1/30/16	03/16/2016	0	2,124.00	
101-14-4106-2755	Richards Watson & Gershon	Legal Service 1/1/16-1/31/16	03/16/2016	86123	2,100.00	
101-14-4104-6270	VCA Code Group	Inspection Service Erburu Gallery 12/27/15-1/30/16	03/16/2016	0	1,575.00	
101-14-4202-0000	ECP-SMT Aquisition, LLC	Notice #N-16-05 & #N -16-06 Publish 2/12/16	03/01/2016	0	1,333.80	
101-14-4106-0950	Dapeer,Rosenblit & Litvak LLP	Legal Code Enforcement -1/5/16-1/31/16	03/01/2016	85995	917.70	
101-14-4202-0000	ECP-SMT Aquisition, LLC	Notice #N-16-04 Publish 2/12/16	03/01/2016	0	856.44	
101-14-4104-6270	VCA Code Group	Over the Counter Plan Review Service 12/27/15-1/30/16	03/16/2016	0	712.50	
101-14-4150-0000	SLK.US Inc	IT Services March 2016	03/16/2016	0	666.00	
101-14-4396-0000	U.S. Bank	American Planning Assoc- Membership A. Merlo 4/1/16-3/31/17	03/11/2016	86054	485.00	
101-14-4396-0000	U.S. Bank	American Planning Assoc- Membership A. Cervantes 4/1/16-3/31/17	03/11/2016	86054	455.00	
101-14-4420-0000	Dri-Stick Decal Corp	Business License Vehicle Stickers	03/01/2016	86030	374.09	
101-14-4412-0000	UPS	Postage	03/01/2016	86043	226.78	
101-14-3312-0000	Stephen Hua	Reissues-Variance Refund 2724 Carlaris Rd- Name Change on Cher	03/01/2016	85978	145.00	
101-14-4399-0000	GE Capital	Copier Lease Feb 2016	03/01/2016	86001	144.97	
101-14-4399-0000	GE Capital	Copier Lease April 2016	03/16/2016	86097	144.97	
101-14-4399-0000	CopyFree Technology Inc	Contract Overage 11/29/15-2/28/16	03/01/2016	85994	134.69	
101-14-4399-0000	CopyFree Technology Inc	Contract Base 2/29/16-5/28/16	03/01/2016	85994	117.00	
101-14-3312-0000	Lindsay Vuchetich	Refund Certificate of Occupany Application 2318 Huntington Dr	03/16/2016	86068	95.00	
101-14-4376-0000	Office Depot	Paper and Supplies	03/16/2016	86113	86.72	
101-14-4376-0000	Office Depot	Labels	03/01/2016	86023	76.28	
101-14-4500-9025	Verizon Wireless	IPads 1/24/16-2/23/16	03/16/2016	86138	76.02	
101-14-4468-0000	U.S. Bank	USD AG & Natural - Tree Seminar 1/27/16	03/11/2016	86054	65.00	
101-14-4376-0000	U.S. Bank	Walmart - Brita Faucet Replacement Filter	03/11/2016	86054	47.38	
101-14-4376-0000	Office Depot	Supplies	03/01/2016	86023	26.97	
101-14-4508-0000	U.S. Bank	Chervon- Fuel for Planning Dept Jeep	03/11/2016	86054	25.00	
					35,033.08	20,047.01
<b>Police Accounts:</b>						
103-30-4508-0000	Communications Center	Police Vehicle Outfitting	03/16/2016	0	9,861.53	
103-30-4150-0000	SLK.US Inc	IT Services March 2016	03/16/2016	0	6,660.00	
103-30-4150-0000	All City Management Services Inc	School Crossing Guard Service 1/31/16-2/13/16	03/01/2016	0	5,408.34	
103-30-4150-0000	All City Management Services Inc	School Crossing Guard Service 2/14/16-2/27/16	03/16/2016	0	5,341.98	
103-30-4150-0000	Pasadena Humane Society	Animal Control Service Feb 2016	03/16/2016	0	4,245.00	
103-30-4150-0000	Department of Justice	Live Scan Feb 2016	03/16/2016	86089	1,476.00	
103-30-4150-0000	Revenue Management- Parking Revenue Superior Court of California, County of LA	Revenue Distribution County Fees Jan 2016	03/16/2016	86130	1,405.00	

Account	Vendor	Description	Date	Check	Amount	Prior
103-30-4150-0000	Revenue Management- Parking Revenue Superior Court of California, County of LA	Revenue Distribution Dec 2015	03/01/2016	86039	1,355.00	
103-30-4508-0000	Samayoa's Mobile Car Wash	Car Wash - February 2016	03/01/2016	0	1,300.00	
103-30-4150-0000	Department of Justice	Live Scan Jan 2016	03/16/2016	86089	1,297.00	
103-30-4150-0000	George Wallis	Janitorial Service Feb 2016	03/01/2016	85996	919.85	
103-30-4480-0000	U.S. Bank	IAPE - Training Seminar 12/1-12/2/15 Sgt. Tebbetts & Det. Garcia	03/11/2016	86054	725.00	
103-30-4436-0000	St. George's Medical Clinic	Physical K.Cordischi	03/16/2016	86129	595.00	
103-30-4420-0000	Office Depot	Toner and Paper	03/16/2016	86113	505.47	
103-30-4376-0000	Office Depot	Supplies	03/16/2016	86113	486.87	
103-30-4500-9025	AT&T	Phone Service Feb-March 2016	03/16/2016	86076	477.46	
103-30-4150-0000	Phoenix Group Information Systems	Parking Citation Processing Dec 2015	03/01/2016	86026	464.24	
103-30-4468-0000	U.S. Bank	Remington Arms Co- Shotgun Armorers Class 2/8-2/9/16- K.Wu	03/11/2016	86054	450.00	
103-30-4508-0000	U.S. Bank	Honda of Glendale- Brake & Tire Repair	03/11/2016	86054	431.70	
103-30-4436-0000	Susan Saxe-Clifford PH.D. Inc	Psychological Evaluation - Applicant	03/01/2016	86032	400.00	
103-30-4436-0000	Susan Saxe-Clifford PH.D. Inc	Psychological Evaluation Police Officer Applicant	03/16/2016	86124	400.00	
103-30-4500-9025	AT&T	Interstate Dedicated Private Line Service March 2016	03/16/2016	86077	395.46	
103-30-4415-0000	U.S. Bank	CSULB- Training Lt Ward 5/23-5/25/16	03/11/2016	86054	328.00	
103-30-4396-0000	U.S. Bank	Rotary Club - Quarter Membership Jan 2016	03/11/2016	86054	305.00	
103-30-4508-0000	U.S. Bank	American Tires - Tire for PD unit #1	03/11/2016	86054	266.63	
103-30-4500-9025	AT&T	Phone Service Jan-Feb 2016	03/01/2016	85982	263.97	
103-30-4316-0000	GE Capital	Copier Lease 4/16-5/15/16	03/16/2016	86097	259.42	
103-30-4150-0000	Time Warner Cable	Cable Internet - 3/1/16-3/31/16	03/16/2016	86132	214.99	
103-30-4500-9025	AT&T Mobility	Wireless Phones 1/24/16-2/23/16	03/16/2016	86078	191.30	
103-30-4399-0000	American Express	Computer Hardware	03/16/2016	86074	169.98	
103-30-4415-0000	Victor Gee	Meals - Training 2/8/16-2/12/16	03/16/2016	0	148.52	
103-30-4415-0000	Victor Gee	Mileage - Training 2/8/16-2/12/16	03/16/2016	0	132.84	
103-30-4415-0000	Brian Wong	Meals - Training 1/25/16-2/5/16	03/16/2016	0	130.96	
103-30-4508-0000	Voyager Fleet Systems Inc	Gasoline 1/25/16-2/24/16	03/01/2016	86048	121.24	
103-30-4376-0000	Dan Gosserand	Reimbursement for Supplies for Rotary Chili Cook-Off	03/01/2016	86004	119.89	
103-30-4508-0000	All Car Specialists Inc	Alignment Unit 3	03/01/2016	85980	110.00	
103-30-4500-4950	The Gas Company	Gas Service Jan-Feb 2016	03/01/2016	86040	93.36	
103-30-4415-0000	Dan Gosserand	Reimbursement Meals	03/16/2016	86098	92.65	
103-30-4376-0000	Remington Water	Drinking Water Service March 2016	03/16/2016	86122	75.00	
103-30-4415-0000	Victor Gee	Mileage Training 2/1/16-2/4/16	03/16/2016	0	65.45	
103-30-4206-0000	Office Depot	Building Repair Supplies	03/16/2016	86113	61.18	
103-30-4415-0000	Victor Gee	Meals- Training 2/1/16-2/4/16	03/16/2016	0	56.65	
103-30-4206-0000	U.S. Bank	Home Depot - Shelving for PD Evidence Closet	03/11/2016	86054	56.07	
103-30-4396-0000	U.S. Bank	Lexisnexis Risk Data-2/1/16-2/29/16	03/11/2016	86054	51.00	
103-30-4415-0000	Victor Gee	Mileage - Training 2/15/16-2/19/16	03/16/2016	0	48.98	
103-30-4480-0000	Kenric Wu	Reimbursement- Meals 2/8-2/9/16	03/16/2016	0	48.88	
103-30-4150-0000	San Gabriel Valley Medical Ctr	In Custody- Blood Drawn CR15-1173	03/01/2016	86035	48.00	
103-30-4396-0000	U.S. Bank	Spokeo Name Search	03/11/2016	86054	46.80	
103-30-4316-0000	American Express	Equipment Repair & Maintenance	03/16/2016	86074	46.33	
103-30-4415-0000	Victor Gee	Meals - Training 2/15/16-2/19/16	03/16/2016	0	45.32	
103-30-4480-0000	Kenric Wu	Reimbursement - Meals 2/11-2/12/16	03/16/2016	0	42.02	
103-30-4206-0000	San Marino Lock & Safe Co	Duplicate Keys	03/16/2016	0	39.24	
103-30-4415-0000	Rio Hondo College	Training- 5/9-5/13/16 S. Franco	03/01/2016	86029	38.00	
103-30-4415-0000	Dan Gosserand	Reimbursement - Fuel	03/16/2016	86098	34.34	
103-30-4376-0000	Petty Cash	Office Supplies	03/16/2016	86084	28.34	

Account	Vendor	Description	Date	Check	Amount	Prior
217-30-4613-0000	U.S. Bank	Big Lots- Boxes & Lids for the Evidence Room	03/11/2016	86054	24.20	
103-30-4206-0000	Vina Engraving	Custom Plate Engraving	03/01/2016	86047	23.98	
103-30-4376-0000	U.S. Bank	CVS Pharmacy - Batteries	03/11/2016	86054	21.79	
103-30-3321-0000	Marilyn Holdsworth	Refund- Alarm Permit ( Paid Twice)	03/01/2016	85979	15.00	
103-30-4376-0000	U.S. Bank	CVS/Pharmacy - Batteries	03/11/2016	86054	14.70	
103-30-4508-0000	U.S. Bank	Alhambra Nissan- Exhaust gasket PD Unit # 8	03/11/2016	86054	10.38	
103-30-4480-0000	Petty Cash	Gas	03/16/2016	86084	10.00	
103-30-4480-0000	U.S. Bank	Service Fee - Training Lt Ward 5/23-5/25/16	03/11/2016	86054	9.02	
103-30-4420-0000	Petty Cash	CVS Photos Printing	03/16/2016	86084	0.63	
103-30-4508-0000	Voyager Fleet Systems Inc	Taxes Adjustment 1/25/16-2/24/16	03/01/2016	86048	-6.79	
103-30-3201-0000	Pasadena Humane Society	Less Impound Fees Feb 2016	03/16/2016	0	-76.00	
103-30-3201-0000	Pasadena Humane Society	Less License Credit Feb 2016	03/16/2016	0	-1,180.00	
					<u>47,248.16</u>	<u>53,890.51</u>
<b>Fire Accounts:</b>						
103-34-4014-0000	Employment Development Dept	Unemployment Insurance 10/1/15-12/31/15 B. Drake	03/16/2016	86090	5,333.00	
103-34-4508-0000	Valley Power Systems Inc	Vehicle Maintenance E91	03/16/2016	86135	3,328.19	
103-34-4150-0000	Wittman Enterprises LLC	Billing Service Jan 2016	03/01/2016	0	2,310.99	
103-34-3332-0000	Lamont, Hanley Associates Inc	Refund - Overpayment/Payment in Error Paul Davis	03/16/2016	86059	2,275.62	
103-34-4150-0000	SLK.US Inc	IT Services March 2016	03/16/2016	0	1,998.00	
103-34-4376-0000	Life-Assist Inc	Ambulance Supplies	03/01/2016	86015	1,499.88	
103-34-4500-9025	AT&T	Phone Service Feb-March 2016	03/16/2016	86076	760.46	
103-34-4480-0000	Los Angeles Area Fire Chiefs' Assoc	LA Area Fire Chiefs Assoc. Bear Paw Conference 4/13-4/15/16	03/16/2016	86094	700.00	
103-34-4376-0000	Zoll Medical Corporation	Ambulance Supplies	03/01/2016	86051	457.80	
103-34-4508-0000	Fire Apparatus Solutions	Fire Engine Pump Test	03/16/2016	86092	399.50	
103-34-4508-0000	Fire Apparatus Solutions	Fire Engine Pump Test	03/16/2016	86092	399.50	
103-34-4500-4950	The Gas Company	Gas Service Jan-Feb 2016	03/01/2016	86040	277.52	
103-34-4468-0000	U.S. Bank	SBSD- Fire Investigation Training 3/7-3/11/16 &5/17-5/19/16 J,Ts	03/11/2016	86054	265.00	
103-34-4492-0004	Allstar Fire Equipment Inc	Uniforms Safety	03/01/2016	0	259.86	
103-34-4376-0000	Mas Modern Marketing Inc	Public Educations Supplies	03/01/2016	86018	251.29	
103-34-4468-0000	Jeffrey Tsay	Reimbursement - Training -Training Instructor 1B 2/17/16	03/16/2016	0	250.00	
103-34-3332-0000	United Healthcare	Refund- Overpayment/Payment in Error -Marlow Needs	03/16/2016	86061	218.87	
103-34-4150-0000	Canon Financial Services Inc	Copier Lease March 2016	03/01/2016	85988	210.34	
103-34-4508-0000	Foothill Communication LLC	Vehicle Computer Maintenance	03/16/2016	86093	200.00	
103-34-4376-0000	233-Praxair Distribution Inc	Oxygen	03/01/2016	0	181.75	
103-34-4468-0000	Timothy Chow	Reimbursement for Fire Officer Class 2/10/15	03/01/2016	85991	150.00	
103-34-3332-0000	Lindsay Vuchetich	Refund Certificate of Occupany Application 2318 Huntington Dr	03/16/2016	86068	145.00	
281-34-4376-0000	U.S. Bank	Garnish Cafe - Event for the Chief	03/11/2016	86054	135.38	
103-34-3332-0000	LA Care Health Plan	Refund- Overpayment/Payment Error- Sean Harding	03/16/2016	86070	133.82	
103-34-4508-0000	U.S. Bank	Coats Product - Vehicle Cleaning Supplies	03/11/2016	86054	132.98	
103-34-4492-0004	U.S. Bank	Wolfpak Leather Works	03/11/2016	86054	131.49	
103-34-4376-0000	U.S. Bank	Vina- Engraving - Fire Chief Name Plate	03/11/2016	86054	120.00	
103-34-4508-0000	Valley Power Systems Inc	Replace Batteries for E91	03/01/2016	86045	120.00	
103-34-3332-0000	Valerie Williams -Siler	Refund- Overpayment/Payment Error- Valeria Williams-Siler	03/16/2016	86069	100.00	
103-34-4436-0000	St. George's Medical Clinic	DMV Physical A. Alvarado	03/16/2016	86129	100.00	
103-34-4436-0000	St. George's Medical Clinic	DMV Physical D.Tannehill	03/16/2016	86129	100.00	
103-34-4206-0000	AmeriPride Services Inc	Towels	03/16/2016	86075	93.91	
103-34-4206-0000	AmeriPride Services Inc	Towels	03/01/2016	85981	93.87	
103-34-4206-0000	AmeriPride Services Inc	Towels	03/01/2016	85981	92.03	

Account	Vendor	Description	Date	Check	Amount	Prior
103-34-4206-0000	AmeriPride Services Inc	Towels	03/01/2016	85981	92.03	
103-34-4206-0000	AmeriPride Services Inc	Towels	03/16/2016	86075	92.03	
103-34-4206-0000	AmeriPride Services Inc	Towels	03/16/2016	86075	92.03	
103-34-4206-0000	SDS Security Design Systems	Alarm Service L85-278 March 2016	03/16/2016	86125	87.00	
103-34-4376-0000	Zoll Medical Corporation	Ambulance Supplies	03/01/2016	86051	77.66	
103-34-4468-0000	Jeffrey Tsay	Reimbursement - Training -California State Fire Marshal 3/2/16	03/16/2016	0	61.00	
103-34-4480-0000	U.S. Bank	Starbucks- Shared Command Staff Meeting Treats	03/11/2016	86054	58.15	
103-34-4508-0000	U.S. Bank	Orchard Supply Vehicle Cleaning Supplies	03/11/2016	86054	49.01	
103-34-4500-9025	AT&T	Phone Service Jan-Feb 2016	03/01/2016	85982	46.24	
103-34-4492-0003	U.S. Bank	Venture County Prof Fire- Fire Chief Belt Buckle	03/11/2016	86054	38.25	
103-34-4480-0000	U.S. Bank	Starbucks- Chief's Meeting Food	03/11/2016	86054	31.10	
103-34-4316-0000	Turnout Maintenance Co LLC	Safety Equipment Maintenance	03/01/2016	86042	30.00	
103-34-4508-0000	U.S. Bank	Superbrightled- Dashboard Lights for Engine 791	03/11/2016	86054	17.31	
103-34-4376-0000	Remington Water	Drinking Water Service March 2016	03/16/2016	86122	15.00	
103-34-4376-0000	U.S. Bank	UPS Store - Shipping to Walter Reid	03/11/2016	86054	14.30	
103-34-4492-0004	U.S. Bank	Uniquie Cleaners- Uniform Cleaning	03/11/2016	86054	5.00	
281-34-4376-0000	U.S. Bank	CVS Pharmacy- Card for Injured Soldier	03/11/2016	86054	4.35	
					24,036.51	131,741.74
<b>Emergency Services Accounts:</b>						
101-36-4500-9025	HP Communications Inc	Satelite Phone EOC- 2/1/16-2/1/17	03/01/2016	86008	627.60	
101-36-4500-9025	HP Communications Inc	Satelite Phone EOC-2/1/15-2/1/16	03/01/2016	86008	627.60	
101-36-4500-9025	Verizon Wireless	IPhones, IPads & DFib Phones 1/26.16-2/25/16	03/16/2016	86138	375.06	
101-36-4500-9025	Verizon Wireless	Phones, Ipads, & DFib Phones Service 12/26/15-1/25/16	03/01/2016	86046	371.47	
101-36-4468-0000	U.S. Bank	Expedia-Fire House World Conference Hotel Stay	03/11/2016	86054	343.60	
101-36-4500-9025	AT&T	Phone Service Jan-Feb 2016	03/01/2016	85982	229.12	
101-36-4376-0000	Mark Phillips	Reimbursement - Emergency Supplies	03/16/2016	86118	188.97	
101-36-4316-0000	Foothill Communication LLC	Radio Repair	03/01/2016	85999	100.00	
101-36-4376-0000	U.S. Bank	Amazon- Emergency Supplies	03/11/2016	86054	65.38	
101-36-4468-0000	U.S. Bank	Grand Hyatt - Overnight Parking -	03/11/2016	86054	32.00	
101-36-4376-0000	U.S. Bank	Orchard Supply - Emergency Supplies	03/11/2016	86054	29.36	
101-36-4376-0000	U.S. Bank	Smart n Final- Cert Supplies	03/11/2016	86054	27.14	
					3,017.30	16,943.10
<b>Public Works Administration Accounts:</b>						
101-40-4104-0000	Interwest Consulting Group	Interim Park&PW Director/City Engineer 1/1/16-1/31/16	03/01/2016	86010	4,625.00	
101-40-4104-0000	Interwest Consulting Group	Traffic Engineering Service 1/1/16-1/31/16	03/01/2016	86010	1,932.50	
101-40-4014-0000	Employment Development Dept	Unemployment Insurance 10/1/15-12/31/15 C.Soltis	03/16/2016	86090	816.50	
101-40-4150-0000	SLK.US Inc	IT Services March 2016	03/16/2016	0	666.00	
101-40-4104-0000	RSCC Engineering	Engineering Service 2/6/16-3/7/16	03/16/2016	0	435.00	
101-40-4104-0000	RSCC Engineering	Engineering Service 2/6/16-3/7/16	03/16/2016	0	435.00	
101-40-4150-0000	George Wallis	Janitorial Service Feb 2016	03/01/2016	85996	331.64	
101-40-4104-0000	RSCC Engineering	Engineering Service 2/6/16-3/7/16	03/16/2016	0	290.00	
101-40-4104-0000	RSCC Engineering	Engineering Service 2/6/16-3/7/16	03/16/2016	0	290.00	
101-40-4104-0000	RSCC Engineering	Engineering Service 2/6/16-3/7/16	03/16/2016	0	290.00	
101-40-4104-0000	RSCC Engineering	Engineering Service 2/6/16-3/7/16	03/16/2016	0	290.00	
101-40-4468-0000	IMSA Certification	Training -J.Orosco 6/22-6/23/16	03/01/2016	86011	275.00	
101-40-4468-0000	IMSA Certification	Training -B.Macias 6/22-6/23/16	03/01/2016	86011	275.00	
101-40-4468-0000	M.E.M.A.	Annual Membership 2016-R.Hancock & G. Metcalf	03/01/2016	86019	275.00	
101-40-4468-0000	IMSA Certification	Training -D.Bolton 6/20-6/21/16	03/01/2016	86011	265.00	

Account	Vendor	Description	Date	Check	Amount	Prior
101-40-4206-0000	JHM Supply	Flood Lights	03/16/2016	0	218.87	
101-40-4376-0000	U.S. Bank	Harbor Freight - Water Transfer Pump	03/11/2016	86054	217.99	
101-40-4104-0000	RSCC Engineering	Engineering Service 2/6/16-3/7/16	03/16/2016	0	145.00	
101-40-4104-0000	RSCC Engineering	Engineering Service 2/6/16-3/7/16	03/16/2016	0	145.00	
101-40-4104-0000	RSCC Engineering	Engineering Service 2/6/16-3/7/16	03/16/2016	0	145.00	
101-40-4104-0000	RSCC Engineering	Engineering Service 2/6/16-3/7/16	03/16/2016	0	145.00	
101-40-4104-0000	RSCC Engineering	Engineering Service 2/6/16-3/7/16	03/16/2016	0	145.00	
101-40-4398-0000	Jasmin Elepano	Mileage - MMASC Meeting 2/18/16	03/16/2016	86091	140.30	
101-40-4206-0000	Consolidated Electrical Distributors	Bulbs	03/01/2016	85993	133.25	
101-40-4468-0000	U.S. Bank	Street Tree Seminar- Arborist Seminar	03/11/2016	86054	130.00	
101-40-4468-0000	U.S. Bank	University of CA - Seminar at Huntington Library for Tree Pest	03/11/2016	86054	130.00	
101-40-4376-0000	U.S. Bank	Office Depot - Toner	03/11/2016	86054	113.35	
101-40-4150-0000	AmeriPride Services Inc	Uniforms	03/01/2016	85981	101.91	
101-40-4150-0000	AmeriPride Services Inc	Uniforms	03/01/2016	85981	101.91	
101-40-4150-0000	AmeriPride Services Inc	Uniforms	03/01/2016	85981	101.91	
101-40-4150-0000	AmeriPride Services Inc	Uniforms	03/16/2016	86075	101.91	
101-40-4492-0003	AmeriPride Services Inc	Uniforms	03/01/2016	85981	98.57	
101-40-4492-0003	AmeriPride Services Inc	Uniforms	03/01/2016	85981	97.61	
101-40-4206-0000	JHM Supply	Grate/Pipe for Library	03/01/2016	0	96.74	
101-40-4468-0000	MMASC	Winter Meeting 3/17/16- V. Ruiz	03/01/2016	86020	95.00	
101-40-4468-0000	MMASC	Winter Meeting 3/17/16- J. Elepano	03/01/2016	86020	85.00	
101-40-4500-9025	Verizon Wireless	iPads Usage - R.Serven 1/24/16-2/23/16	03/16/2016	86138	38.01	
101-40-4492-0003	AmeriPride Services Inc	Uniforms	03/16/2016	86075	34.61	
101-40-4468-0000	U.S. Bank	Smart n Final- Pesticide Training Refreshments	03/11/2016	86054	33.79	
101-40-4376-0000	Remington Water	Drinking Water Service March 2016	03/16/2016	86122	30.00	
101-40-4150-0000	AmeriPride Services Inc	Uniforms	03/01/2016	85981	22.23	
101-40-4150-0000	AmeriPride Services Inc	Uniforms	03/01/2016	85981	22.23	
101-40-4150-0000	AmeriPride Services Inc	Uniforms	03/01/2016	85981	22.23	
101-40-4150-0000	AmeriPride Services Inc	Uniforms	03/16/2016	86075	22.23	
101-40-4492-0004	AmeriPride Services Inc	Uniforms	03/01/2016	85981	20.90	
101-40-4492-0004	AmeriPride Services Inc	Uniforms	03/01/2016	85981	20.90	
101-40-4492-0004	AmeriPride Services Inc	Uniforms	03/16/2016	86075	18.57	
101-40-4492-0003	AmeriPride Services Inc	Uniforms	03/01/2016	85981	15.57	
101-40-4492-0003	AmeriPride Services Inc	Uniforms	03/01/2016	85981	15.57	
101-40-4492-0004	AmeriPride Services Inc	Uniforms	03/16/2016	86075	15.09	
101-40-4492-0003	AmeriPride Services Inc	Uniforms	03/01/2016	85981	14.72	
101-40-4492-0003	AmeriPride Services Inc	Uniforms	03/01/2016	85981	14.72	
101-40-4492-0003	AmeriPride Services Inc	Uniforms	03/01/2016	85981	14.72	
101-40-4492-0003	AmeriPride Services Inc	Uniforms	03/16/2016	86075	14.72	
101-40-4492-0004	AmeriPride Services Inc	Uniforms	03/01/2016	85981	14.07	
101-40-4492-0004	AmeriPride Services Inc	Uniforms	03/01/2016	85981	14.07	
101-40-4492-0004	AmeriPride Services Inc	Uniforms	03/01/2016	85981	14.07	
101-40-4206-0000	JHM Supply	Credit	03/16/2016	0	-88.75	
					14,525.23	10,314.18
<b>Garage Accounts:</b>						
101-42-4316-0000	JDS Tank Testing & Repair Inc	Gas Line Repair Sump Line for Gas Tanks	03/01/2016	86012	8,695.00	
101-42-4150-0000	JDS Tank Testing & Repair Inc	Monthly Designated Operator Feb 2016	03/01/2016	86012	140.00	
101-42-4376-0000	U.S. Bank	Harbor Freight Tools - Sanding Disc, Safety Glasses & Gloves	03/11/2016	86054	102.32	

Account	Vendor	Description	Date	Check	Amount	Prior
101-42-4150-0000	County Sanitation Districts	Tires Refuse Fee	03/16/2016	86087	48.44	
101-42-4376-0000	U.S. Bank	Office Depot- Office Supplies	03/11/2016	86054	38.02	
					9,023.78	942.55
<b>Sewer &amp; Stormdrain Accounts:</b>						
101-44-4150-0000	Golden Bell Products Inc	Spray Sewer Manhole for Roach Control	03/01/2016	86003	3,997.50	
101-44-4150-0000	Pipe Tec, Inc	Area #1 Cleaning - Emergency	03/01/2016	86028	3,045.00	
101-44-4150-5170	California Contract Cities Association	Stormwater Funding Options	03/16/2016	86081	2,616.80	
101-44-4150-0000	Pipe Tec, Inc	Area #1 Cleaning	03/01/2016	86028	1,936.55	
101-44-4150-0000	Pipe Tec, Inc	Area #1 Cleaning - Emergency	03/01/2016	86028	1,850.00	
101-44-4150-0000	Pipe Tec, Inc	Area #1 Cleaning	03/01/2016	86028	1,632.40	
101-44-4150-0000	Pipe Tec, Inc	Area #1 Cleaning	03/01/2016	86028	1,200.43	
101-44-4150-0000	Pipe Tec, Inc	Area #1 Cleaning - Emergency	03/01/2016	86028	1,200.00	
101-44-4150-0000	Jimni Systems Inc	Monterey Pump Station Repair	03/01/2016	0	1,165.55	
101-44-4150-0000	Pipe Tec, Inc	Area #1 Cleaning	03/01/2016	86028	1,054.13	
101-44-4104-0000	KJ Services Environmental Svcs	NPDES Program Consulting Feb 2016	03/16/2016	86104	640.00	
101-44-4150-0000	Pipe Tec, Inc	Area #1 Cleaning	03/01/2016	86028	434.28	
101-44-4106-5170	Richards Watson & Gershon	Legal Service 1/1/16-1/31/16	03/16/2016	86123	299.00	
101-44-4150-0000	Pipe Tec, Inc	Area #1 Cleaning	03/01/2016	86028	121.66	
101-44-4106-5170	Richards Watson & Gershon	Legal Service 1/1/16-1/31/16	03/16/2016	86123	25.00	
					21,218.30	54,587.10
<b>Street Accounts:</b>						
394-48-4600-9271	Doug Martin Contracting Co Inc	Progress Payment #2	03/01/2016	85997	14,991.00	
394-48-4600-1986	RSCC Engineering	Engineering Service 2/6/16-3/7/16	03/16/2016	0	9,710.00	
215-48-4600-2882	RSCC Engineering	Engineering Service 2/6/16-3/7/16	03/16/2016	0	8,650.00	
101-48-4500-1980	Southern California Edison	Electrical Service Jan-Feb 2016	03/01/2016	86033	7,542.31	
101-48-4500-1980	Southern California Edison	Electrical Service Jan- Feb 2016	03/16/2016	86126	6,279.18	
394-48-4600-7921	RSCC Engineering	Engineering Service 2/6/16-3/7/16	03/16/2016	0	3,560.00	
394-48-4600-9361	RSCC Engineering	Engineering Service 2/6/16-3/7/16	03/16/2016	0	3,560.00	
394-48-4600-9000	RSCC Engineering	Engineering Service 2/6/16-3/7/16	03/16/2016	0	2,600.00	
101-48-4150-0000	Siemens Industry Inc	Signal Call Outs for Feb 2016	03/16/2016	0	1,698.63	
101-48-4376-0000	Sprague's Ready Mix	Concrete	03/01/2016	0	1,443.39	
101-48-4150-0000	Siemens Industry Inc	Signal Maintenance Feb 2016	03/16/2016	0	742.99	
101-48-4376-0000	U.S. Bank	Formed Plastics- Banner Hardware ( School District)	03/11/2016	86054	724.85	
101-48-4376-0000	U.S. Bank	Formed Plastics- Banner Hardware ( School District)	03/11/2016	86054	724.85	
101-48-4376-0000	STATS of San Diego Inc	Banner Straps ( School District)	03/16/2016	0	585.33	
101-48-4376-0000	Samayoa's Mobile Car Wash	Car Wash - February 2016	03/01/2016	0	300.00	
101-48-4376-0000	U.S. Bank	1000 Bulbs- Light Bulbs	03/11/2016	86054	284.80	
101-48-4376-0000	Traffic Management Incorporated	Signs	03/01/2016	0	253.04	
101-48-4376-0000	George L Throop Co	Reissue -Check ( Concrete)	03/01/2016	86002	241.44	
101-48-4376-0000	George L Throop Co	Reissue -Check ( Concrete)	03/01/2016	86002	215.28	
101-48-4376-0000	George L Throop Co	Reissue -Check ( Concrete)	03/01/2016	86002	183.94	
394-48-4600-2016	RSCC Engineering	Engineering Service 2/6/16-3/7/16	03/16/2016	0	174.15	
101-48-4376-0000	Ganahl Lumber Company	Supplies	03/16/2016	86096	130.20	
101-48-4376-0000	JHM Supply	Entry Treatment Lights	03/16/2016	0	110.67	
101-48-4376-0000	Underground Service Alert/SC	Dig Alert Tickets Feb 2016	03/16/2016	0	106.50	
101-48-4150-0000	L.A. Co. Dept of Public Works	Signal Maintenance Jan 2016	03/01/2016	86013	102.76	
101-48-4500-9025	Verizon Wireless	IPads Usage -D. Werner & D. Mendez 1/24/16-2/23/16	03/16/2016	86138	76.02	
101-48-4316-0000	Ray's OK Tires Inc	Mount Tire G579	03/16/2016	86121	64.62	

Account	Vendor	Description	Date	Check	Amount	Prior
101-48-4376-0000	Ganahl Lumber Company	Supplies	03/01/2016	86000	56.47	
101-48-4376-0000	JHM Supply	Flood Lights	03/16/2016	0	39.33	
101-48-4376-0000	Ganahl Lumber Company	Supplies Light Base	03/01/2016	86000	31.26	
101-48-4376-0000	Ganahl Lumber Company	Light Bulbs	03/01/2016	86000	30.40	
101-48-4376-0000	Ganahl Lumber Company	Photo Cell Clock Tower	03/16/2016	86096	20.14	
101-48-4376-0000	Walters Wholesale Electric Co	Connectors	03/01/2016	86049	14.55	
101-48-4376-0000	Ganahl Lumber Company	Supplies	03/01/2016	86000	8.88	
101-48-4376-0000	Ganahl Lumber Company	Light Bulbs	03/16/2016	86096	3.90	
					<u>65,260.88</u>	<u>49,310.52</u>
<b>Park Accounts:</b>						
281-50-4600-6053	E.C. Construction Inc	Progress Payment #2	03/01/2016	0	39,737.07	
281-50-4600-6053	E.C. Construction Inc	Change Order #2	03/01/2016	0	1,460.00	
394-50-4600-5501	Leonardo Barajas Castro	Lacy Park Garage Roof Repair	03/16/2016	86106	800.00	
101-50-4404-0000	Norman's Nursery Inc	Shrubs	03/01/2016	86022	501.78	
101-50-4404-0000	Norman's Nursery Inc	Tree	03/01/2016	86022	411.91	
101-50-4376-0000	JHM Supply	Irrigation Supplies	03/01/2016	0	283.40	
101-50-4376-0000	JHM Supply	Irrigation Supplies	03/01/2016	0	280.68	
101-50-4500-9460	California American Water	Water Service Feb- Mar 2016	03/16/2016	86082	270.69	
101-50-4500-9460	California American Water	Water Service Jan-Feb 2016	03/01/2016	85987	268.94	
101-50-4376-0000	JHM Supply	Irrigation Supplies	03/01/2016	0	249.51	
101-50-4404-0000	Norman's Nursery Inc	Shrubs	03/01/2016	86022	214.36	
101-50-4404-0000	Norman's Nursery Inc	Tree	03/01/2016	86022	144.15	
101-50-4376-0000	U.S. Bank	Home Depot- Paint for Park Benches	03/11/2016	86054	139.47	
281-50-4600-6053	U.S. Bank	American Instant Signs - Banner Patrick Trees	03/11/2016	86054	131.80	
101-50-4376-0000	U.S. Bank	Dog Waste Depot - Bags for Dog Waste	03/11/2016	86054	126.36	
101-50-4206-0000	Empire Cleaning Supply	Janitorial Supplies	03/01/2016	0	119.83	
101-50-4376-0000	JHM Supply	Irrigation Supplies	03/01/2016	0	96.11	
101-50-4376-0000	JHM Supply	Irrigation Supplies	03/16/2016	0	91.64	
101-50-4500-9025	Time Warner Cable	Cable Internet - 2/25/16-3/24/16	03/01/2016	86041	89.95	
101-50-4500-4950	The Gas Company	Gas Service Jan-Feb 2016	03/01/2016	86040	41.43	
101-50-4376-0000	Remington Water	Drinking Water Service March 2016	03/16/2016	86122	30.00	
101-50-4500-9025	AT&T	Phone Service Feb-March 2016	03/16/2016	86076	19.34	
101-50-4376-0000	JHM Supply	Fuser	03/01/2016	0	14.61	
101-50-4376-0000	JHM Supply	Credit	03/16/2016	0	-77.15	
					<u>45,445.88</u>	<u>61,830.65</u>

Account	Vendor	Description	Date	Check	Amount	Prior
<b>Grounds Accounts:</b>						
101-52-4150-0000	Mariposa Landscapes Inc	City Wide Tree Removals Feb 2016	03/16/2016	0	10,316.00	
101-52-4150-0000	ValleyCrest Landscape Maintenance	Median Landscape Maintenance Feb 2016	03/01/2016	86044	2,699.00	
101-52-4150-0000	ValleyCrest Landscape Maintenance	Extra Mowing of the Turf in the Median Feb 2016	03/16/2016	86134	1,198.00	
101-52-4500-9460	California American Water	Water Service Jan-Feb 2016	03/01/2016	85987	978.14	
101-52-4376-0000	JHM Supply	Irrigation Supplies	03/01/2016	0	472.44	
101-52-4376-0000	JHM Supply	Irrigation Supplies	03/01/2016	0	332.81	
101-52-4376-0000	Landscape Warehouse Inc	Root Water System	03/16/2016	86105	229.22	
101-52-4500-9460	California American Water	Water Service Feb- Mar 2016	03/16/2016	86082	216.05	
101-52-4150-0000	West Coast Arborist Inc	Tree Planting	03/01/2016	86050	200.00	
101-52-4376-0000	JHM Supply	Supplies	03/01/2016	0	176.21	
101-52-4376-0000	JHM Supply	Irrigation Supplies	03/01/2016	0	157.10	
101-52-4376-0000	JHM Supply	Irrigation Supplies	03/01/2016	0	131.55	
101-52-4376-0000	JHM Supply	Irrigation Supplies	03/01/2016	0	119.24	
101-52-4376-0000	JHM Supply	Supplies	03/01/2016	0	90.60	
101-52-4376-0000	JHM Supply	Irrigation for Plumbing Truck	03/01/2016	0	85.68	
101-52-4376-0000	JHM Supply	Irrigation Supplies	03/01/2016	0	79.71	
101-52-4376-0000	JHM Supply	Irrigation Supplies	03/16/2016	0	62.45	
101-52-4376-0000	JHM Supply	Irrigation Supplies	03/01/2016	0	55.00	
101-52-4376-0000	JHM Supply	Irrigation Supplies	03/01/2016	0	40.86	
101-52-4500-9025	Verizon Wireless	IPads Usage -J.Santillan 1/24/16-2/23/16	03/16/2016	86138	38.01	
101-52-4376-0000	JHM Supply	Trenching Shovel	03/01/2016	0	37.01	
101-52-4376-0000	JHM Supply	Irrigation Supplies	03/01/2016	0	36.06	
101-52-4376-0000	JHM Supply	Irrigation Supplies	03/01/2016	0	29.06	
101-52-4376-0000	JHM Supply	Irrigation Supplies	03/16/2016	0	17.29	
101-52-4376-0000	JHM Supply	Cutter	03/01/2016	0	14.87	
101-52-4376-0000	JHM Supply	Credit	03/01/2016	0	-1.14	
394-52-4600-9245	JHM Supply	Credit	03/01/2016	0	-2,604.97	
					<u>15,206.25</u>	<u>79,813.76</u>
<b>Recreation Administration Accounts:</b>						
101-60-4206-0000	George Wallis	Janitorial Service Feb 2016	03/01/2016	85996	1,557.75	
101-60-4150-0000	SLK.US Inc	IT Services March 2016	03/16/2016	0	1,498.50	
101-60-4500-1980	Southern California Edison	Electrical Service Jan- Feb 2016	03/16/2016	86126	1,348.95	
101-60-4014-0000	Employment Development Dept	Unemployment Insurance 10/1/15-12/31/15 C.Soltis	03/16/2016	86090	816.50	
101-60-4376-0000	Office Depot	Ink, Paper and Supplies	03/01/2016	86023	606.85	
101-60-4206-0000	Veritiv Operating Company	Maintenance Supplies	03/16/2016	0	407.18	
101-60-4500-9025	AT&T	Phone Service Jan-Feb 2016	03/01/2016	85982	371.57	
101-60-4500-4950	The Gas Company	Gas Service -Jan-Feb 2016	03/16/2016	86131	359.72	
101-60-4500-9025	Time Warner Cable	Cable Internet - 3/1/16-3/31/16	03/16/2016	86132	358.53	
101-60-4206-0000	Hillyard/Los Angeles	Paper Towels	03/01/2016	86006	293.78	
101-60-4500-9460	California American Water	Water Service Feb- Mar 2016	03/16/2016	86082	220.93	
101-60-4150-0000	Victor Alcalá	Instructor Quality of Life 2/4/16-2/25/16	03/16/2016	86073	220.00	
101-60-4150-0000	Edison Samuel	Senior Computer & iPad Instructor 1/20/16-2/10/16	03/01/2016	0	200.00	
101-60-4412-0000	US Postal Service	Postage for Recreation Guide	03/08/2016	86053	200.00	
101-60-4420-0000	LC - M News Inc	Camp Lacy Ad	03/16/2016	86116	140.00	
101-60-4206-0000	U.S. Bank	5850 CED - Light Bulbs	03/11/2016	86054	133.25	
101-60-4468-0000	U.S. Bank	San Marino City Club Membership	03/11/2016	86054	125.00	
101-60-4376-0000	Office Depot	Ink and Supplies	03/01/2016	86023	103.46	

Account	Vendor	Description	Date	Check	Amount	Prior
101-60-4398-0000	Petty Cash	Mileage	03/16/2016	86085	96.12	
101-60-4420-0000	U.S. Bank	California Park & Recr - Pool Manager Recruitment	03/11/2016	86054	75.00	
101-60-4500-9025	AT&T Long Distance	Long Distance Phone Service 12/8/15-2/8/16	03/01/2016	85983	68.30	
101-60-4376-0000	Capital One Commercial	Supplies	03/01/2016	85989	55.45	
101-60-4376-0000	Capital One Commercial	Supplies	03/16/2016	86083	41.81	
101-60-4206-0000	U.S. Bank	Home Depot- Stoneman Repair Supplies	03/11/2016	86054	40.98	
101-60-4206-0000	U.S. Bank	Home Depot- Stoneman Repair Supplies	03/11/2016	86054	40.98	
239-60-4376-0000	U.S. Bank	Smart n Final- Food for Park Assesment Meeting	03/11/2016	86054	34.16	
101-60-4376-0000	U.S. Bank	Demco- Office Binders	03/11/2016	86054	34.07	
101-60-4150-0000	Remington Water	Drinking Water Service March 2016	03/16/2016	86122	30.00	
101-60-4150-0000	SLK.US Inc	SSL Certificate Renewal	03/16/2016	0	26.85	
101-60-4376-0000	Vina Engraving	Commission Name Plate S. Talt	03/16/2016	86139	26.16	
101-60-4376-0000	U.S. Bank	Amazon- Calendar	03/11/2016	86054	24.06	
101-60-4206-0000	U.S. Bank	Home Depot- Drain Opener	03/11/2016	86054	23.94	
101-60-4206-0000	U.S. Bank	Home Depot- Stoneman Repair Supplies	03/11/2016	86054	23.78	
101-60-4468-0000	U.S. Bank	Southern CA Public Pool Operators Meeting	03/11/2016	86054	18.00	
101-60-4150-0000	U.S. Bank	Plug N Pay Jan 2016	03/11/2016	86054	15.00	
101-60-4376-0000	U.S. Bank	Amazon- Office Supplies Markers	03/11/2016	86054	7.60	
101-60-4376-0000	U.S. Bank	Big Lots- Office Supplies - Speakers	03/11/2016	86054	5.45	
101-60-4206-0000	U.S. Bank	Big Lots- Stoneman Repair Supplies	03/11/2016	86054	4.36	
					9,654.04	10,343.36
<b>Aquatics Accounts:</b>						
101-62-4102-0000	Heather Jo Ann Pearson	Tsunami Instructor- Feb 2016	03/01/2016	0	6,102.95	
101-62-4324-0000	Boys & Girls Club of Pasadena	Pool Rental - Oct 15-Feb 2016	03/16/2016	86080	2,552.00	
101-62-4324-0000	San Marino School District	Pool Rental March 2016	03/16/2016	86128	1,800.00	
101-62-4324-0000	San Marino School District	Pool Rental Feb 2016	03/16/2016	86128	1,800.00	
					12,254.95	0.00
<b>Contract Classes Accounts:</b>						
101-64-4150-0000	Cathryn Martin	Bridge Instructor 11/16/15-2/29/16	03/16/2016	0	380.00	
101-64-4150-0000	Marie Nimmrich	Bridge Instructor - 2/1/16-2/29/16	03/16/2016	0	320.00	
101-64-4150-0000	Marie Nimmrich	ACBL Reimbursement - 2/1/16-2/29/16	03/16/2016	0	133.75	
101-64-4150-0000	Marie Nimmrich	Bridge Wednesday Games - 2/1/16-2/29/16	03/16/2016	0	100.00	
101-64-4376-0000	U.S. Bank	Michaels - Contract Art Supplies	03/11/2016	86054	89.29	
					1,023.04	6,357.25
<b>Special Events Accounts:</b>						
104-66-4150-0000	Pyro Spectaculars Inc	Deposit 4th July Fireworks	03/16/2016	86120	12,500.00	
101-66-4376-0001	Holidaygoo, Inc	Eggs for Egg Hunt	03/01/2016	86007	1,771.90	
101-66-4150-0003	U.S. Bank	Carnival Service - Train Ride	03/11/2016	86054	970.00	
101-66-4150-0003	Hertz Equipment Rental Corporation	Snowday Generator	03/01/2016	86005	663.81	
101-66-4150-0003	U.S. Bank	Moblle Zoo- Petting Zoo for Snowdays	03/11/2016	86054	549.00	
281-66-4150-0002	Jeffrey Van Sickle	Track Meet Coordinator	03/16/2016	86136	500.00	
281-66-4150-0002	Michelle Van Sickle	Track Meet Coordinator	03/16/2016	86137	500.00	
101-66-4376-0001	U.S. Bank	Precision Dynamics - Wristband for Egg Hunt	03/11/2016	86054	206.52	
281-66-4376-0002	Tony's Pizza	Pizza for Track Meet Staff	03/16/2016	86133	150.00	
101-66-4150-0001	U.S. Bank	Champion Cleaners - Bunny Suit Cleaning	03/11/2016	86054	125.00	
101-66-4376-0003	U.S. Bank	Ralphs- Water	03/11/2016	86054	24.92	
281-66-4376-0002	Petty Cash	Track Meet Pizza Delivery Tip	03/16/2016	86085	20.00	
101-66-4376-0003	U.S. Bank	Ralphs- Ice	03/11/2016	86054	13.08	

Account	Vendor	Description	Date	Check	Amount	Prior
					17,994.23	1,656.44
<b>Senior Activities Accounts:</b>						
101-68-4486-0000	Main Street Tours Inc	Senior Trip 2/11/16	03/16/2016	86108	1,525.00	
207-68-4208-0000	Main Street Tours Inc	Prop A Senior Trip -Broad Museum 6/15/16	03/16/2016	86107	795.00	
207-68-4208-0000	Main Street Tours Inc	Senior Trip Prop A JPL 5/10/16	03/01/2016	86017	725.00	
101-68-4486-0000	Main Street Tours Inc	Senior Trip Deposit JPL 5/10/16	03/01/2016	86017	625.00	
101-68-4486-0000	Main Street Tours Inc	Deposit Senior Trip -Broad Museum 6/15/16	03/16/2016	86107	200.00	
101-68-4376-0000	Petty Cash	Senior Trip Bus Drive Tip	03/16/2016	86085	64.00	
101-68-4376-0000	Petty Cash	Senior Trip Snacks	03/16/2016	86085	8.99	
					3,942.99	807.00
<b>Day Care Accounts:</b>						
207-70-4208-0000	Student Transportation of America	Day Care School Bus Feb 2016	03/16/2016	0	6,669.00	
101-70-4376-0000	Capital One Commercial	Supplies	03/01/2016	85989	173.91	
101-70-4376-0000	Capital One Commercial	Supplies	03/16/2016	86083	82.57	
101-70-4376-0000	U.S. Bank	Smart n Final - Snacks	03/11/2016	86054	55.55	
101-70-4500-9025	U.S. Bank	Vesta- Add Minutes to Rec Cell Phone	03/11/2016	86054	54.64	
101-70-4376-0000	U.S. Bank	Ralphs - Valentine Activity Supplies	03/11/2016	86054	51.76	
101-70-4376-0000	U.S. Bank	Amazon- Daycare Craft Supplies	03/11/2016	86054	34.41	
101-70-4376-0000	U.S. Bank	Ralphs- Snacks	03/11/2016	86054	17.66	
101-70-4376-0000	U.S. Bank	Amazon- Daycare Games Supplies	03/11/2016	86054	6.99	
					7,146.49	6,581.49
<b>Preschool Accounts:</b>						
281-74-4376-0000	U.S. Bank	Sees Candy- Fundraiser	03/11/2016	86054	1,000.00	
281-74-4376-0000	U.S. Bank	Sees Candy- Fundraiser	03/11/2016	86054	982.46	
101-74-4376-0000	U.S. Bank	Michaels - Preschool Supplies	03/11/2016	86054	146.58	
101-74-4376-0000	U.S. Bank	Peraza Design- Banner	03/11/2016	86054	133.67	
101-74-4376-0000	Capital One Commercial	Supplies	03/01/2016	85989	103.52	
101-74-4376-0000	Capital One Commercial	Supplies	03/16/2016	86083	86.60	
101-74-4376-0000	U.S. Bank	Target- Cubbies	03/11/2016	86054	59.31	
101-74-4376-0000	U.S. Bank	Lakeshore Learning- Paper & Playdough	03/11/2016	86054	57.34	
101-74-4376-0000	U.S. Bank	Orchard Supply- Super Science Supplies	03/11/2016	86054	47.58	
101-74-4376-0000	Office Depot	Paper	03/01/2016	86023	37.66	
101-74-4376-0000	U.S. Bank	Tru Holiday Express- Toy Replacement	03/11/2016	86054	32.38	
101-74-4376-0000	U.S. Bank	Target- Supplies	03/11/2016	86054	31.09	
101-74-4376-0000	U.S. Bank	Target- Super Science Supplies	03/11/2016	86054	30.42	
101-74-4376-0000	U.S. Bank	Michaels -Art Supplies	03/11/2016	86054	30.23	
101-74-4376-0000	U.S. Bank	Amazon- Spring Break Books	03/11/2016	86054	26.37	
101-74-4376-0000	U.S. Bank	Amazon- Spring Break Books	03/11/2016	86054	21.54	
101-74-4376-0000	U.S. Bank	Smart n Final - Hand Soap & Gloves	03/11/2016	86054	19.59	
101-74-4376-0000	U.S. Bank	Ralphs- Lil Chefs Supplies	03/11/2016	86054	15.14	
101-74-4376-0000	U.S. Bank	Ralphs- Lil Chef Supplies	03/11/2016	86054	13.74	
101-74-4376-0000	U.S. Bank	Ralphs- Lil Chefs Supplies	03/11/2016	86054	12.40	
101-74-4376-0000	Petty Cash	Preschool Activity Supplies	03/16/2016	86085	7.94	
101-74-4376-0000	U.S. Bank	Amazon- Spring Break Books	03/11/2016	86054	7.68	
					2,903.24	745.60
<b>San Marino Center Accounts:</b>						
105-82-4500-1980	Southern California Edison	Electrical Service Jan-Feb 2016	03/01/2016	86033	862.89	
105-82-4206-0000	George Wallis	Janitorial Service Feb 2016	03/01/2016	85996	678.38	

Account	Vendor	Description	Date	Check	Amount	Prior
105-82-4376-0000	Veritiv Operating Company	Maintenance Supplies	03/16/2016	0	459.74	
105-82-4500-4950	The Gas Company	Gas Service Jan-Feb 2016	03/01/2016	86040	142.38	
105-82-4500-9025	AT&T	Phone Service Jan-Feb 2016	03/01/2016	85982	118.76	
105-82-4206-0000	SDS Security Design Systems	Alarm Service L85-280 March 2016	03/16/2016	86125	84.00	
105-82-4150-0000	Remington Water	Drinking Water Service March 2016	03/16/2016	86122	30.00	
105-82-4206-0000	SDS Security Design Systems	Alarm Service L84-125 March 2016	03/16/2016	86125	30.00	
105-82-4500-9460	California American Water	Water Service Feb- Mar 2016	03/16/2016	86082	17.17	
					2,423.32	2,617.57
<b>Thurnher House Accounts:</b>						
206-84-4206-0000	George Wallis	Janitorial Service Feb 2016	03/01/2016	85996	201.00	
206-84-4500-4950	The Gas Company	Gas Service -Jan-Feb 2016	03/16/2016	86131	44.37	
206-84-4206-0000	SDS Security Design Systems	Alarm Service L85-281 March 2016	03/16/2016	86125	42.00	
					287.37	305.94
<b>Library Administration Accounts:</b>						
101-90-4500-1980	Southern California Edison	Electrical Service Jan-Feb 2016	03/01/2016	86033	4,634.07	
101-90-4150-0000	SLK.US Inc	IT Services March 2016	03/16/2016	0	3,996.00	
101-90-4206-0000	Otis Elevator Company	Elevator Maintenance Contract-3/1/16-2/28/17	03/01/2016	86025	3,625.08	
101-90-4150-0000	Califa Group	CENIC Broadband Oct-Dec 2015	03/01/2016	85986	3,196.79	
101-90-4206-0000	George Wallis	Janitorial Service Feb 2016	03/01/2016	85996	2,366.78	
101-90-4206-0000	Graycon Inc	Boiler Fan Motor Repair	03/16/2016	86099	1,974.00	
101-90-4206-0000	Graycon Inc	Quarterly Service Maintenance Jan 2016	03/16/2016	86099	1,865.00	
281-90-4206-0000	Leonardo Barajas Castro	Cleaning of Roof Debris and Repair Gutters	03/01/2016	86014	1,100.00	
101-90-4206-0000	Empire Cleaning Supply	Paper Towels	03/16/2016	0	921.65	
101-90-4399-0000	Xerox	Copier Lease 1/22/16-2/22/16	03/16/2016	86140	323.56	
101-90-4206-0000	Empire Cleaning Supply	Restroom Supplies	03/01/2016	0	304.87	
101-90-4150-0000	U.S. Bank	Survey Monkey- Library Survey	03/11/2016	86054	300.00	
101-90-4500-4950	The Gas Company	Gas Service Jan-Feb 2016	03/01/2016	86040	275.95	
101-90-4376-0000	U.S. Bank	Amazon-Passport Photo Film & Paper	03/11/2016	86054	239.94	
101-90-4500-9025	AT&T	Phone Service Jan-Feb 2016	03/01/2016	85982	220.28	
101-90-4376-0000	Office Depot	Paper & Toner	03/16/2016	86113	188.11	
101-90-4206-0000	Total Exterminating Inc	Monthly Exterminating Service March 2016	03/16/2016	0	125.00	
101-90-4376-0000	U.S. Bank	Amazon- Power Strips	03/11/2016	86054	111.42	
101-90-4500-9460	California American Water	Water Service Feb- Mar 2016	03/16/2016	86082	102.58	
101-90-4376-0000	U.S. Bank	Lexjet - Giant Printer Paper	03/11/2016	86054	97.02	
101-90-4376-0000	U.S. Bank	Klai- Co Identification -Passport Folders	03/11/2016	86054	66.91	
101-90-4468-0000	U.S. Bank	Infopeople- OnlineTraining -D. Dobbs 2/2/16-2/15/16	03/11/2016	86054	55.00	
101-90-4150-0000	AT&T	CNIEC Phone Service Jan-Feb 2016	03/01/2016	85982	51.87	
101-90-4206-0000	U.S. Bank	Amazon- Soap Dispenser	03/11/2016	86054	35.41	
101-90-4376-0000	U.S. Bank	Amazon- Flash Drives	03/11/2016	86054	32.59	
101-90-4412-0000	U.S. Bank	USPS- Postage	03/11/2016	86054	28.40	
101-90-4316-0000	SLK.US Inc	DVD Drive	03/16/2016	0	28.34	
101-90-4150-0000	U.S. Bank	Flickr- One Year Account	03/11/2016	86054	24.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	03/11/2016	86054	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	03/11/2016	86054	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	03/11/2016	86054	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	03/11/2016	86054	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	03/11/2016	86054	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	03/11/2016	86054	22.95	

Account	Vendor	Description	Date	Check	Amount	Prior
101-90-4412-0000	U.S. Bank	USPS- Postage	03/11/2016	86054	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	03/11/2016	86054	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	03/11/2016	86054	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	03/11/2016	86054	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	03/11/2016	86054	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	03/11/2016	86054	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	03/11/2016	86054	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	03/11/2016	86054	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	03/11/2016	86054	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	03/11/2016	86054	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	03/11/2016	86054	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	03/11/2016	86054	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	03/11/2016	86054	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	03/11/2016	86054	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	03/11/2016	86054	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	03/11/2016	86054	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	03/11/2016	86054	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	03/11/2016	86054	22.95	
101-90-3701-0000	U.S. Bank	KP- Accidently Personal Charge Credit - Reimburse CK# 1037	03/11/2016	86054	15.00	
101-90-4412-0000	U.S. Bank	USPS- Postage	03/11/2016	86054	14.00	
101-90-4376-0000	U.S. Bank	Amazon- Batteries	03/11/2016	86054	3.15	
101-90-4500-9460	California American Water	Water Service Jan-Feb 2016	03/01/2016	85987	1.54	
101-90-4412-0000	U.S. Bank	USPS- Postage	03/11/2016	86054	1.47	
					<u>26,854.58</u>	<u>17,363.58</u>
<b>Adult Services Accounts:</b>						
281-91-4150-2575	Movie Licensing USA	Movie Licensing 4/1/16-3/31/18	03/01/2016	86021	800.00	
281-91-4150-2575	Movie Licensing USA	Copyright Compliance Site License 4/1/16-3/31/16	03/16/2016	86110	800.00	
101-91-4370-0335	Ingram Library Services	Adult Materials	03/16/2016	0	479.98	
101-91-4370-0335	Ingram Library Services	Adult Materials	03/01/2016	0	424.79	
101-91-4370-0335	Ingram Library Services	Adult Materials	03/01/2016	0	294.92	
101-91-4370-8585	Subway Stamp Shop Inc	Reference Books	03/01/2016	86038	263.98	
101-91-4370-1496	U.S. Bank	Amazon-DVDs	03/11/2016	86054	218.54	
101-91-4370-0335	Jenny Chu	Reimbursement- for Chinese books Purchase in Taiwan	03/16/2016	86056	210.80	
101-91-4370-0335	Ingram Library Services	Adult Materials	03/16/2016	0	205.46	
101-91-4370-0335	Ingram Library Services	Adult Books	03/01/2016	0	185.48	
101-91-4370-0335	U.S. Bank	Amazon- DVDs	03/11/2016	86054	171.63	
101-91-4370-0335	Ingram Library Services	Adult Books	03/01/2016	0	127.99	
101-91-4370-0335	Ingram Library Services	Adult Books	03/01/2016	0	102.63	
101-91-4370-0335	U.S. Bank	Amazon- CDs	03/11/2016	86054	93.21	
101-91-4370-0335	Baker & Taylor	Adults Books	03/16/2016	86079	90.84	
101-91-4370-1496	U.S. Bank	Amazon- DVDs	03/11/2016	86054	88.24	
101-91-4370-0335	Ingram Library Services	Adult Books	03/01/2016	0	85.89	
101-91-4370-0335	U.S. Bank	Amazon- CDs	03/11/2016	86054	40.89	
281-91-4370-2575	Ingram Library Services	Adult Book	03/16/2016	0	34.69	
101-91-4370-1496	U.S. Bank	Amazon- DVDs	03/11/2016	86054	29.96	
101-91-4370-0335	Baker & Taylor	Adult Books	03/01/2016	85984	29.71	
101-91-4370-0335	Nolo Press Occidental	Reference Book	03/16/2016	86112	28.78	
101-91-4370-0335	Ingram Library Services	Adult Books	03/01/2016	0	28.15	
101-91-4370-0335	U.S. Bank	Amazon-DVDs	03/11/2016	86054	21.76	

Account	Vendor	Description	Date	Check	Amount	Prior
101-91-4370-0335	U.S. Bank	Amazon-DVDs	03/11/2016	86054	20.97	
281-91-4376-2575	U.S. Bank	Vons - Meeting Treats	03/11/2016	86054	19.60	
101-91-4370-1496	U.S. Bank	Amazon-DVDs	03/11/2016	86054	18.52	
281-91-4376-2575	U.S. Bank	Vons- Meeting Treats	03/11/2016	86054	15.86	
101-91-4370-0335	U.S. Bank	Amazon-DVDs	03/11/2016	86054	9.87	
101-91-4370-0335	Ingram Library Services	Adult Book	03/01/2016	0	8.39	
101-91-4370-1496	U.S. Bank	Amazon- DVDs	03/11/2016	86054	-0.01	
101-91-4370-1496	U.S. Bank	Amazon-DVD Credit	03/11/2016	86054	-5.45	
101-91-4370-1496	U.S. Bank	Amazon-DVD Credit	03/11/2016	86054	-5.45	
					<u>4,940.62</u>	<u>5,291.39</u>
<b>Childrens' Services Accounts:</b>						
281-92-4150-2575	Movie Licensing USA	Movie Licensing 4/1/16-3/31/18	03/01/2016	86021	800.00	
281-92-4150-2575	Movie Licensing USA	Copyright Compliance Site License 4/1/16-3/31/16	03/16/2016	86110	800.00	
281-92-4370-2575	Baker & Taylor	Childrens Books	03/16/2016	86079	578.30	
281-92-4370-2575	Ingram Library Services	Childrens Books	03/01/2016	0	344.40	
281-92-4150-2575	Carlos Nieto III	Program BG 3/26/16	03/16/2016	86111	250.00	
281-92-4370-2575	Ingram Library Services	Childrens Books	03/16/2016	0	224.33	
281-92-4370-2575	Ingram Library Services	Childrens Books	03/01/2016	0	156.60	
281-92-4370-2575	Baker & Taylor	Children Books	03/16/2016	86079	111.82	
281-92-4370-2575	U.S. Bank	Amazon- J DVDs	03/11/2016	86054	71.90	
281-92-4376-2575	U.S. Bank	Vons -B &G Supplies	03/11/2016	86054	68.77	
281-92-4370-2575	Ingram Library Services	Childrens Books	03/16/2016	0	56.15	
281-92-4370-2575	Ingram Library Services	Childrens Books	03/01/2016	0	34.96	
281-92-4376-2575	U.S. Bank	99 Cents -B &G Supplies	03/11/2016	86054	34.52	
281-92-4370-2575	U.S. Bank	Amazon- JD DVDs	03/11/2016	86054	21.79	
281-92-4376-2575	U.S. Bank	Michaels -B &G Supplies Credit	03/11/2016	86054	20.20	
281-92-4376-2575	U.S. Bank	Party City -B &G Supplies	03/11/2016	86054	19.55	
281-92-4370-2575	U.S. Bank	Amazon-B &G Book	03/11/2016	86054	18.60	
281-92-4376-2575	U.S. Bank	Ralphs -B &G Supplies Credit	03/11/2016	86054	18.31	
281-92-4376-2575	U.S. Bank	Little Caesars -B &G Supplies Credit	03/11/2016	86054	13.94	
281-92-4370-2575	Ingram Library Services	Childrens Book	03/16/2016	0	11.51	
281-92-4376-2575	U.S. Bank	Vons -B &G Supplies	03/11/2016	86054	4.35	
281-92-4376-2575	U.S. Bank	Party City -B &G Supplies Credit	03/11/2016	86054	-19.55	
281-92-4376-2575	U.S. Bank	Vons -B &G Supplies Credit	03/11/2016	86054	-37.77	
					<u>3,602.68</u>	<u>5,797.33</u>
					<u>-</u>	<u>969.21</u>
<b>Processing Accounts:</b>						
<b>Old Mill Accounts:</b>						
101-95-4150-0000	Old Mill Foundation	Maintenance & Operation March & April 2016	03/16/2016	86114	8,333.34	9,273.34
					<u>995,184.84</u>	<u>1,024,995.59</u>

# City of San Marino AGENDA REPORT



TO: MAYOR AND CITY COUNCIL

FROM: JOHN T. SCHAEFER, CITY MANAGER

BY: LUCY GARCIA, ASSISTANT CITY MANAGER  
DEAN WERNER, PARKS & PUBLIC WORKS MGR

DATE: APRIL 29, 2016

SUBJECT: **ACCEPTANCE AND AUTHORIZATION TO FILE  
THE NOTICE OF COMPLETION FOR THE STREET  
RESURFACING PROJECT (PROJECT NO. N-15-01)**

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*Allan Yung, MD, Mayor*

*Richard Sun, DDS, Vice Mayor*

*Steven W. Huang, DDS, Council  
Member*

*Steve Talt, Council Member*

*Richard Ward, Council Member*

## **BACKGROUND**

On March 27, 2015, the City Council awarded contract to All American Asphalt of Corona, CA in the amount of \$979,189. The Engineer's estimate for the project was \$1,200,000. This project included the placement of 1,132 tons of asphalt concrete (AC) overlay; 3,804 square feet of sidewalk; 1,480 square feet of cross gutters; and 3,327 square feet of driveway approaches. They also striped the roadway and improved traffic signals and other related work as described in the Specifications and Contract Documents.

The project is now complete. There were no change orders authorized by the City. All punch list items were addressed as specified and inspected by the City.

## **FISCAL IMPACT**

The total construction costs were \$885,621.19 and the engineering costs were \$110,990, bringing the total costs of this project to \$996,611.19. The total amount available/budgeted was \$1,360,835 from the 2014-2015 Fiscal Year, with \$299,976 coming from Gas Tax Funds (202-48-4600-7225) and the remaining from the General Fund (394-48-4600-7225; 394-48-4600-0130; and 394-48-4600-9271). The total impact to the General Fund after restricted funds was approximately \$708,199.20.

## **RECOMMENDATION**

Staff recommends that the City Council accept and authorize the City Clerk to file the Notice of Completion for the Street Resurfacing Project (Project No. N-15-01). If the Council concurs, the appropriate action would be:

“A motion to accept the Street Resurfacing Project (Project No. N-15-01) as complete and authorize the City Clerk to file the Notice of Completion.”

Attachment: Notice of Completion

RECORDING REQUESTED BY  
AND WHEN RECORDED MAIL TO

Name: CITY OF SAN MARINO  
Street: 2200 Huntington Dr.  
Address: San Marino, CA 91108-2591  
City &  
State

SPACE ABOVE THIS LINE FOR RECORDER'S USE

Free recording requested pursuant to Government Code §6103 & 27383

**NOTICE OF COMPLETION**

Notice pursuant to Civil Code Section 3093, must be filed within 10 days after completion. (See reverse side for complete requirements.)

Notice is hereby given that:

1. The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property herein described:
2. The full name of the owner is CITY OF SAN MARINO
3. The full address of the owner is 2200 Huntington Dr., San Marino, CA 91108-2591

4. The nature of the interest or estate of the owner is: In fee.

5. The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:  
NAMES ADDRESSES

None

The full names and full addresses of the predecessors in interest of the undersigned, if the property was transferred subsequent to the commencement of the work or improvements herein referred to:

NAMES ADDRESSES  
None

6. Work of improvement on the roadway hereinafter described was completed on August 24, 2015. The work done was: Street Resurfacing Project.

7. The name of the contractor, if any, for such work of improvement was All American Asphalt of Corona, California  
March 27, 2015  
(If no contractor for work of improvement as a whole, insert "none".) (Date of Contract)

8. The property on which said work of improvement was completed is in the City of San Marino  
County of Los Angeles, State of California, and is described as follows: 1,132 Tons of asphalt, 1,480 square feet of cross gutters, 3,804 square feet of sidewalks and 3,327 square feet of driveway approaches.

9. The street address of said property is None  
(If no street address has been officially assigned insert "none.")

Date: April 29, 2016

\_\_\_\_\_  
Signature of owner or corporate officer of owner named in paragraph 2 or his agent  
John Schaefer, City Manager, City of San Marino

**VERIFICATION**

I, the undersigned say: I am the City Manager of the declarant of the foregoing Notice of Completion; I have read said Notice of Completion and know the contents thereof; the same is true of my own knowledge.

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

Executed on April 29, 2016, at San Marino, California.  
(Date of signature) (City where signed)

\_\_\_\_\_  
(Personal signature of the individual who is swearing that the contents of the Notice of Completion are true)  
John Schaefer, City Manager, City of San Marino

# City of San Marino AGENDA REPORT



TO: MAYOR AND CITY COUNCIL  
FROM: STEVE DORSEY, CITY ATTORNEY  
DATE: APRIL 29, 2016  
SUBJECT: **ADJUSTMENT OF COMPENSATION AND  
EXTENSION OF CITY MANAGER AGREEMENT**

*Allan Yung, MD, Mayor*

*Richard Sun, DDS, Vice Mayor*

*Steven W. Huang, DDS, Council  
Member*

*Steve Talt, Council Member*

*Richard Ward, Council Member*

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## **BACKGROUND:**

The City's contract with the City Manager expires on June 30, 2016, and provides that the Council can renew the agreement for two one year terms. The agreement also provides that the City Council should consider whether to adjust the City Manager's base salary if the agreement is renewed.

The City Council met and conferred with its representative, the Mayor and Vice Mayor, about the renewal of the City Manager's agreement and the City Manager's compensation. The City Council authorized its representatives to offer to renew the City Manager's agreement for one year, not to increase the base compensation and to provide additional deferred compensation in the amount of \$5,000 per annum. These terms were acceptable to the City Manager, which terms have been incorporated into the attached amended agreement.

## **FISCAL IMPACT:**

The proposed agreement provides that the City Manager's annual deferred compensation will be increased by \$5,000.

## **RECOMMENDATION:**

Based on the direction of the City Council to its negotiators, it is appropriate to renew the City Manager's agreement through June 30, 2017, not to increase his base compensation and to increase his annual deferred compensation by \$5,000. If Council concurs, the appropriate action would be:

“A motion to renew the employment agreement with the City Manager through June 30, 2017, not to increase his base salary and to increase his annual deferred compensation by \$5,000 per year.”

AMENDMENT TO CITY MANAGER EMPLOYMENT AGREEMENT  
BETWEEN THE CITY OF SAN MARINO AND JOHN T. SCHAEFER

THIS AMENDMENT (“Amendment”) to the Employment Agreement between the City of San Marino, a municipal corporation (“City”) and John T. Schaefer, an individual “City Manager”), is made and entered into effective July 1, 2016 with respect to the following facts:

RECITALS

WHEREAS, the City and the City Manager entered into an Employment Agreement dated July 1, 2015; and

WHEREAS, Section 2 of the Employment Agreement provides that the City Council may renew the Employment Agreement for two one-year terms; and

WHEREAS, the City Council on April 29, 2016, renewed the Employment Agreement for one year through June 30, 2017; and

WHEREAS, the parties desire to amend Section 3-B-(4) of the Employment Agreement by increasing the City Manager’s deferred compensation by \$5,000 per year.

NOW, THEREFORE, the City of San Marino and John T. Schaefer desire to amend the Employment Agreement, as follows:

**Section 1.** Subsection (4), “Deferred Compensation-Section 401(a),” of Paragraph B, “Basic Benefits,” of Section 3, “Compensation,” of the Agreement is amended to read as follows:

“Deferred Compensation – Section 401(a) Plan

City shall contribute to the ICMA 401(a) deferred compensation plan four percent (4%) of employee’s base salary, and commencing July 1, 2016, an additional \$5,000 per annum. The contributions to the deferred compensation plan shall be paid in equal installments at the same time the City Manager’s base salary is paid. The deferred compensation payments shall be in addition to the base salary.”

**Section 2.** All other provisions in the Employment Agreement shall remain unchanged.

IN WITNESS WHEREOF the Parties have executed this Amendment as of the day and year written below.

[signatures begin on next page]

City of San Marino, a municipal corporation  
("City")

"City Manager"

By: \_\_\_\_\_  
Allan Yung, Mayor

By: \_\_\_\_\_  
John T. Schaefer

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

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

ATTEST:

By: \_\_\_\_\_  
Veronica Ruiz, City Clerk

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Steven L. Dorsey, City Attorney

# City of San Marino AGENDA REPORT



*Allan Yung, MD, Mayor*

*Richard Sun, DDS, Vice Mayor*

*Steven W. Huang, DDS, Council Member*

*Steve Talt, Council Member*

*Richard Ward, Council Member*

TO: MAYOR AND CITY COUNCIL

FROM: JOHN T. SCHAEFER, CITY MANAGER

BY: CINDY COLLINS, INTERIM RECREATION DIRECTOR  
PADDY TABER, ADMINISTRATIVE ANALYST

DATE: APRIL 29, 2016

SUBJECT: **STONEMAN CARPET REPLACEMENT**

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## **BACKGROUND**

The Stoneman School site is the facility headquarters of the City's Recreation Department. Recreation classes, preschool programming and the Department offices are all housed at the Stoneman Facility. In 2012, Stoneman School site was purchased by the City from the San Marino Unified School District.

While the City is in the process of deciding how to move forward with this facility to best suit the community needs, general maintenance items must be addressed to maintain the health and safety of the users of this public facility. One of these maintenance items is carpet replacement. Staff has consulted with the School District and determined that it has been at least 15 years since the carpet was last replaced.

Carpet replacement will consist of commercial school grade carpet and will include the office space and fourteen rooms located throughout the facility. Staff has received three proposals for the work, the lowest from Hampton Floor Covering for \$48,316.00. A complete list of submitted estimates are attached to this report.

## **FISCAL IMPACT**

Improvement funds of \$100,000 have been appropriated in account 394-60-4600-8940 FY 15-16 budget for Stoneman School.

## **RECOMMENDATION**

If Council concurs, the appropriate action would be:

“A motion to authorize the City Manager to execute an award of bid to Hampton Floor Covering for carpet replacement at Stoneman in an amount not to exceed of \$48,316.00.”

Attachments: Carpeting Estimates

**CITY OF SAN MARINO  
REQUEST FOR PROPOSAL  
CARPET REPLACEMENT**

<b>FIRM NAME</b>	<b>Total</b>
Hampton Carpet Covering	<b>\$48,316.00</b>
Dura Flooring Inc.	\$57,860.00
Empire Today	\$90,808.00

# City of San Marino AGENDA REPORT



TO: MAYOR AND CITY COUNCIL  
FROM: JOHN T. SCHAEFER, CITY MANAGER  
BY: LUCY GARCIA, ASSISTANT CITY MANAGER  
DATE: APRIL 29, 2016  
SUBJECT: **SOUTHERN CALIFORNIA EDISON OVERDUE  
STREETLIGHT PAYMENT**

*Allan Yung, MD, Mayor*

*Richard Sun, DDS, Vice Mayor*

*Steven W. Huang, DDS, Council Member*

*Steve Talt, Council Member*

*Richard Ward, Council Member*

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## **BACKGROUND**

In July 2015, Southern California Edison (SCE) representatives requested a meeting with City staff to discuss a notable SCE billing error, which occurred between November 2012 and June 2015. A new SCE billing system evidently failed to capture/recognize a particular lamp series (1-50000 HPSV Series), which was on an expired tariff; consequently, 30 billing periods representing approximately 878 lamps were never invoiced.

Several meetings ensued with Edison to ensure these charges were correct. During these conversations, staff confirmed and/or corrected Edison's billing conclusions and discussed steps toward repayment, including bypassing any late fees and interest. In addition, given the City's recent streetlight conversion efforts, billing adjustments were arranged and confirmed to appropriately reflect the City's new rates (reduced) for the low voltage and metered streetlights.

According to Edison and in accordance with Rule 17 (Attachment), the utility company has a right to adjust the bill and recover its costs for a period of up to three years. Although the City receives Edison invoices for a number of streetlight locations on a monthly basis, the undercharges relative to this matter went unnoticed by City staff as a result of the City's recent streetlight conversions and, consequently, the expected benefits/savings from the conversions.

## **FISCAL IMPACT**

The total impact to the City from the outstanding Edison charges is \$285,163.

## **RECOMMENDATION**

Having confirmed the amount due, staff recommends the Council appropriate \$285,163 from the General Fund to account 101-48-4500-1980 and authorize the City Manager to issue payment to Southern California Edison in the amount of \$285,163 for delayed streetlight billing. If Council concurs, the appropriate action would be:

“A motion to appropriate \$285,163 from the General Fund to account 101-48-4500-1980; and

A motion authorizing the City Manager to issue payment to Southern California Edison in the amount of \$285,163 for streetlight back charges from November 2012 through June 2015.”

Attachments: Edison Letter Identifying Billing Problem  
Rule 17  
Edison Letter Identifying Amount Due to Settle Back Payment Issue



CITY OF SAN MARINO  
Mr. John Schaefer  
City Manager  
2200 Huntington Dr.  
San Marino, CA 91108-2639

Subject: Un-Billed Street Light Account

Dear Mr. Schaefer:

Thank you for the opportunity to provide the explanation to the un-bill situation. SCE acknowledges the delayed billings were a result of a system issue and not an issue caused by the City.

SCE conducted a thorough review of the situation and here is what we found:

- Last year, Edison discovered that one (1) Service Account in the City of San Marino did not bill for approximately 878 lamps, for over 30 billing periods beginning 11/1/2012 through 6/1/2015.
- It was determined that a particular lamp was on an expired tariff (1-50000 HPSV Series), was not recognized in the Customer Service System (CSS), and therefore caused the service account to stop billing.
- Upon the discovery of the situation, SCE rectified the situation and began the billing reconciliation process including the streetlight conversions from LS-2 (city-owned un-metered streetlight) to LS-3 (city-owned metered streetlight).
- SCE developed an internal process to monitor and catch this rare and unusual exception in the future.

From our discussion, SCE offered the City of Marino a payment arrangement for 3 years and removed all associated late fees.

In addition, you requested a separate account for the unbilled amount. SCE would like to offer an option of establishing a new account for the unbilled amount only. A balance statement will be generated and sent to the City after SCE receives the monthly payment.

If I can be of further assistance, please contact me at (714) 283-4373.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Tran", is written over a light blue horizontal line.

Chris Tran  
Senior Manager  
Local Government and Partnerships

cc. Joshua Torres, SCE  
Tina Valore, SCE  
Michael Bushey, SCE



Rule 17  
ADJUSTMENT OF BILLS AND METER TESTS

Sheet 1

A. General.

Estimated Usage: When regular, accurate meter readings are not available or the electric usage has not been accurately measured, SCE may estimate the customer's energy usage for billing purposes on the basis of information including, but not limited to, the physical condition of the metering equipment, available meter readings, records of historical use, and the general characteristics of the customer's load and operation.

B. Meter Tests.

1. Prior to Installation. Every meter will be tested at or prior to the time of installation, and no meter will be placed in service if found to register more than 1% fast or 1% slow.
2. On Customer Request. A customer may, on notice of not less than one week, require SCE to test the meter for his service.

No charge will be made for such a test, but, should a customer demand a test within six months after installation or more often than once in six months, he will be required to deposit \$2.00 to pay, in part, the cost of the test. This deposit will be returned if the meter is found to register more than 2% fast or 2% slow.

A customer shall have the right to require SCE to conduct the test in his presence or in the presence of an expert or other representative appointed by him. The results of the test will be furnished to the customer within a reasonable time after completion of the test.

C. Adjustment of Bills for Meter Error.

A Meter Error is incorrect kilowatthour, kilovarhour, or demand registration resulting from a malfunctioning or defective meter. It does not include Billing Error, Unauthorized Use, or an error in registration caused by meter tampering by an unauthorized person. It also does not include conditions such as grounds, shorts, incorrect meter readings, meter dial overs, improper load wiring (including other customers' circuits connected to the wiring), accounting errors, switched meters, improper customer wiring, blown fuse in one energized conductor, or incorrect meter sizing.

(Continued)

(To be inserted by utility)

Advice 1123-E  
Decision \_\_\_\_\_

Issued by  
John R. Fielder  
Senior Vice President

(To be inserted by Cal. PUC)

Date Filed Sep 28, 1995  
Effective Apr 23, 1998  
Resolution E-3530

Rule 17  
ADJUSTMENT OF BILLS AND METER TESTS

Sheet 2

(Continued)

C. Adjustment of Bills for Meter Error. (Continued)

Where, as the result of a meter test a meter is found to be nonregistering or incorrectly registering, SCE may render an adjusted bill to the customer for the amount of the undercharge, and shall issue a refund or credit to the customer for the amount of the overcharge, computed back to the date that SCE determines the Meter Error commenced, except that the period of adjustment shall not exceed three years. Such adjusted bill shall be computed in accordance with the following:

1. **Fast Meter.** If a meter is found to be registering more than 2% fast, SCE will refund to the customer the amount of the overcharge based on corrected meter readings or SCE's estimate of the energy usage either for the known period of meter error or, if the period of error is not known, for the period during which the meter was in use. Refunds for fast meters cannot exceed three years. (T)  
(N)
  
2. **Slow Meter.** If a meter for residential service is found to be registering more than 25% slow, or any meter for other class of service is found to be registering more than 2% slow, SCE may bill the customer for the amount of the undercharge based on corrected meter readings or SCE's estimate of the energy usage either for the known period of meter error or, if the period of meter error is not known for the period the meter was in use, not exceeding three months in the case of a residential service to a SCE-metered Single-Family Dwelling or Accommodation as defined in Rule 1, Definitions; not exceeding three months for a Small Business Customer, as defined in Rule 1 Definitions (or for a customer who certifies that it meets the California Government Code Section 14837 definition of "Micro-Business"); and not exceeding three years for all other service. (N)  
|  
(N)
  
3. **Nonregistering Meters.** If a meter is found to be nonregistering, SCE may bill the customer for SCE's estimate of the electric service used but not registered, not exceeding three months in the case of residential service to a SCE-metered Single-Family Dwelling or Accommodation as defined in Rule 1, Definitions; not exceeding three months for a Small Business Customer, as defined in Rule 1 Definitions (or for a customer who certifies that it meets the California Government Code Section 14837 definition of "Micro-Business"); and not exceeding three years for all other service. (N)  
|  
(N)

(Continued)

(To be inserted by utility)

Advice 2540-E  
Decision 10-10-032  
2C13 10-11-037

Issued by  
Akbar Jazayeri  
Vice President

(To be inserted by Cal. PUC)

Date Filed Dec 22, 2010  
Effective Dec 22, 2010  
Resolution \_\_\_\_\_

Rule 17  
ADJUSTMENT OF BILLS AND METER TESTS

Sheet 3

(Continued)

D. Adjustment of Bills for Billing Error.

A Billing Error is an error by SCE which results in incorrect billing charges to the customer. Billing Errors may include incorrect meter reads or clerical errors by an SCE representative such as applying the wrong rate, wrong billing factor, or an incorrect calculation. Billing Error shall also include failure to deliver a bill, actual or estimated, in a timely manner in accordance with Rule 9.A.2.

If estimated bills do not result from inaccessible roads, the customer, the customer's agent, other occupant, animal or physical condition of the property preventing access to SCE's facilities on the customer's Premises, other causes within control of the customer, or a natural or man-made disaster such as a fire, earthquake, flood, or severe storms, the issuance of estimated bills shall be considered "Billing Error" for the purpose below.

Billing Error does not include a Meter Error or Unauthorized Use, nor any error in billing resulting from meter dial over caused by other than SCE; switched or mismarked meters by other than SCE; improper customer wiring; blown fuse in one energized conductor; inaccessible meter; failure of the customer to notify SCE of changes in the customer's equipment or operation; or failure of the customer to take advantage of a rate or condition of service for which the customer is eligible; or failure to issue a bill in accordance with Rule 9.A.2. due to a natural or man-made disaster such as fire, earthquake, flood, or severe storms.

Where SCE overcharges or undercharges a customer as the result of a Billing Error, SCE may render an adjusted bill for the amount of the undercharge, and shall issue a refund or credit to the customer for the amount of the overcharge for the period of the Billing Error, but not exceeding three years in the case of an overcharge for all service accounts, and, in the case of an undercharge, not exceeding three months for residential service to a SCE-metered Single-Family Dwelling or Accommodation as defined in Rule 1, Definitions, not exceeding three months for a Small Business Customer, as defined in Rule 1 Definitions (or for a customer who certifies that it meets the California Government Code Section 14837 definition of "Micro-Business"); and not exceeding three years for all other service.

(N)  
(N)  
|  
|  
(N)

E. Adjustment of Bills for Unauthorized Use.

Unauthorized Use is the use of energy in noncompliance with SCE's tariffs or applicable law. It includes, but is not limited to, meter tampering, unauthorized connection or reconnection, theft, fraud, intentional or unintentional use of energy whereby SCE is denied full compensation for electric service provided.

Where SCE determines that there has been Unauthorized Use of electric service, SCE may bill the customer for SCE's estimate of such unauthorized use. However, such estimated bill shall indicate unauthorized use for the most recent three years and, separately, unauthorized use beyond the three-year period for collection as provided by law.

Nothing in this Rule shall be interpreted as limiting SCE's rights under any provisions of any applicable law.

(Continued)

(To be inserted by utility)

Advice 2540-E  
Decision 10-10-032  
3C11 10-11-037

Issued by  
Akbar Jazayeri  
Vice President

(To be inserted by Cal. PUC)

Date Filed Dec 22, 2010  
Effective Dec 22, 2010  
Resolution \_\_\_\_\_

Rule 17  
ADJUSTMENT OF BILLS AND METER TESTS

Sheet 4

(Continued)

## E. Adjustment of Bills for Unauthorized Use. (Continued)

## 1. Actual Usage.

If accurate meter readings from a remote check meter are available for the unauthorized use period, they will be used for billing purposes.

## 2. Estimated Usage.

If the electric usage has not been accurately measured, SCE may estimate the energy usage for billing purposes. The basis for the estimate may include, without limitation, the physical condition of the metering equipment, available meter readings, records of historical use, or the general characteristics of the load and operation of the Customer or person being billed, with consideration of any appropriate seasonal adjustment.

Estimated bills for the unauthorized use period may be determined by SCE based on one or more of the following, without limitation:

- a. Accurately-metered use from a remote check meter during the unauthorized use period;
- b. The known percent error in metering attributable to the unauthorized use;
- c. Accurately-metered use prior to the onset of the unauthorized use;
- d. The equipment and hours of operation of the Customer or person being billed;
- e. Accurately-metered subsequent use of 30 days or more (if available);
- f. Annual use profile of at least five Customers with similar connected load, premises load profiles, hours or energy use, etc. (percent of annual use); or
- g. Other reasonable and supportable billing methodology when none of the aforementioned billing techniques are appropriate under the circumstances.

(Continued)

(To be inserted by utility)

Advice 1123-E

Decision \_\_\_\_\_

4C2

Issued by

John R. Fielder  
Senior Vice President

(To be inserted by Cal. PUC)

Date Filed Sep 28, 1995Effective Apr 23, 1998Resolution E-3530

Rule 17  
ADJUSTMENT OF BILLS AND METER TESTS

Sheet 5

(Continued)

E. Adjustment of Bills for Unauthorized Use. (Continued)

3. Recovery of Associated Costs.

SCE may recover from the Customer the associated costs resulting from the unauthorized use including both investigative and equipment damage costs. Investigative costs include time and material spent for investigation, bookkeeping, film and film development, and other costs of gathering evidence. Equipment damage costs include the cost to replace the SCE-owned equipment damaged by the customer.

4. Discontinuance of Service.

In accordance with the provisions of Rule 11, where SCE determines unauthorized use is occurring, SCE may refuse or discontinue service without further notice.

If any part of the Customer's wiring or any other equipment, or the use thereof, is determined by SCE or any other authorized public agency to be unsafe or in violation of applicable laws, ordinances, rules or regulations of public authorities, or is in such condition as to endanger SCE's service facilities, SCE may discontinue service without further notice.

SCE may also discontinue service in accordance with the provisions of its tariffs, for nonpayment of a delinquent billing for unauthorized use and for associated costs, including nonpayment under an amortization agreement.

F. Limitation on Adjustment of Bills for Energy Use.

For any error in billing not defined as billing error, meter error, or unauthorized use, SCE is not required to adjust the bill. However, any billing adjustment not specifically covered in the tariffs for an undercharge or overcharge shall not exceed three years.

(To be inserted by utility)

Advice 1123-E-A  
Decision \_\_\_\_\_

Issued by  
John R. Fielder  
Senior Vice President

(To be inserted by Cal. PUC)

Date Filed Mar 6, 1995  
Effective Apr 23, 1998  
Resolution E-3530



An EDISON INTERNATIONAL® Company

April 6, 2016

CITY OF SAN MARINO  
Mr. John Schaefer  
City Manager  
2200 Huntington Dr.  
San Marino, CA 91108-2639

Subject: Un-Billed Street Light Account

Dear Mr. Schaefer:

Thank you for the opportunity to provide the explanation to the un-bill situation. SCE acknowledges the delayed billings were a result of a system issue and not an issue caused by the City.

SCE conducted a thorough review of the situation and here is what we found:

- Last year, Edison discovered that one (1) Service Account in the City of San Marino did not bill for approximately 878 lamps, for over 30 billing periods beginning 11/1/2012 through 6/1/2015.
- It was determined that a particular lamp was on an expired tariff (1-50000 HPSV Series), was not recognized in the Customer Service System (CSS), and therefore caused the service account to stop billing.
- Upon the discovery of the situation, SCE rectified the situation and began the billing reconciliation process including the streetlight conversions from LS-2 (city-owned un-metered streetlight) to LS-3 (city-owned metered streetlight).
- SCE developed an internal process to monitor and catch this rare and unusual exception in the future.

From our discussion, SCE removed all associated late fees. City of San Marino agrees to pay \$285,163.00. **Please reference CA#38-518-6333 on the check.** This will ensure the amount is applied to the correct account.

Mail payment to:

Southern California Edison  
Attn: Accounts Receivable  
P.O. Box 300  
Rosemead, CA  
91722-0001

If I can be of further assistance, please contact me at (714) 283-4373.

Sincerely,

A handwritten signature in black ink, appearing to read 'Chris Tran', with a long horizontal flourish extending to the right.

Chris Tran  
Senior Manager  
Local Government and Partnerships

cc. Joshua Torres, SCE  
Tina Valore, SCE  
Michael Bushey, SCE

# City of San Marino AGENDA REPORT



TO: MAYOR AND CITY COUNCIL

FROM: JOHN T. SCHAEFER, CITY MANAGER

BY: CHRIS A. VOGT, PE, CONTRACT PUBLIC WORKS DIR.  
LUCY GARCIA, ASSISTANT CITY MANAGER

DATE: APRIL 29, 2016

SUBJECT: **REQUEST FOR APPROVAL OF A FUNDING AGREEMENT  
FOR PROJECT F7119 – HUNTINGTON DRIVE MULTIMODAL  
CAPACITY ENHANCEMENTS**

*Allan Yung, MD, Mayor*

*Richard Sun, DDS, Vice Mayor*

*Steven W. Huang, DDS, Council Member*

*Steve Talt, Council Member*

*Richard Ward, Council Member*

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## **BACKGROUND**

On January 18, 2013, the City of San Marino submitted a Project Funding Application to the Los Angeles County Metropolitan Transportation Authority (LACMTA) as part of the 2013 Call for Projects for the Huntington Drive Multimodal Capacity Enhancements. This project is to reconfigure the intersections of Huntington Drive/San Marino Avenue, and Huntington Drive/San Gabriel Avenue to enhance circulation and safety.

The project is entirely within the City of San Marino at the intersections listed above. The proposed project consists of the reconfiguration of the two intersections to increase capacity, improve traffic flow and pedestrian movement. The project will construct a second left-turn lane at both intersections (eastbound on Huntington Drive to northbound San Marino Avenue and San Gabriel Blvd.) with signal timing modified to shorten the left-turn movement on Huntington Drive, allowing for longer through traffic. Additional project components include six enhanced crosswalks, six curb bulb-outs, and 13,000 feet of sidewalk extensions which will provide a wider area for bus shelters, trash receptacles, and other amenities including two bus pads, two bus route information kiosks, three bike racks, 16 pedestrian-level street lights, 24 countdown pedestrian signal heads, eight bicycle signal detection devices, and 15 curb ramps. All of the work will be completed within the City's existing Right-of-Way. Even though all of the work is being completed within the City limits, the east side of San Gabriel Avenue is in the County jurisdiction. The County is supportive of this project because it also benefits the traffic within the County area. Signal timing will be synchronized to maximize the project benefits.

On September 18, 2013, the LACMTA Planning and Programming Committee approved the 2013 Call for Projects listed and recommended by the Technical Advisory Committee (TAC). As a result, San Marino's application was approved for project funding. In the Application, San Marino pledged a 35% local share for the project. This local share can be funding or the costs of services in completion of the project. The 2013 cost estimate for the completed project was \$1,326,780. The funding approved through LAMTA was

\$862,407. The City's match requirement is 35% for these funds, which again can be funding or the costs of services to complete this project.

## **ANALYSIS**

According to the LACMTA regulations, funding may not be reimbursed on this contract until the Funding Agreement is fully executed. The deadline for the submittal of the Funding Agreement is May 4, 2016.

The original application designated the City as the Lead Agency for the project. As such, the City will advertise an RFP to provide a consultant to complete the preliminary design, final design and Engineers Estimate, contract specifications and special provisions, and environmental documents required to properly bid the contract for construction. Upon completion of the previously listed documents, the City will then bid the project for construction and lead in providing inspection and construction management (either by utilizing in-house staff or consulting services).

The preliminary schedule is as follows:

Final Environmental Document Completion – January 2017

Governing Board Approval – April 2017

Begin Final Design – September 2017

Completion of Plans, Specifications, and Estimates – June 2018

Advertise Bids – July 2018

Open Bids – August 2018

Award Construction Contract – September 2018

Start Construction – October 2018

Construction Completed – June 2019

The original funding award occurred in 2013. Due to increases to the cost of construction over time, LACMTA increased the cost of the project approximately 8.93% to \$1,445,285. Consequentially, LACMTA's funding increased to \$939,435 and the City's 35% match increased to \$505,850 (\$55,850 more than what is currently budgeted) in order to fully fund the project. |

## **FISCAL IMPACT**

|The estimated cost of this project is \$1,445,285. The City has been approved for funding as part of the 2013 Call for Projects in the amount of \$939,435. In order to qualify for the funding, the City is required to provide a match of \$505,850. The City's has budgeted \$450,000 for its match in the Unrestricted Capital Projects Fund, Account Number 394-48-4600-2883. A portion of the City's share can also be the value of professional services for the project including but not limited to Administration, Program Management, Construction Management, and Inspection Services. An additional \$55,850 needs to be added to the City's match to receive the \$939,435. |

**RECOMMENDATION**

Staff recommends that the City Council approve the Funding Agreement submitted by LACMTA. If Council concurs, the appropriate actions would be:

“A motion to approve the Funding Agreement submitted by the LACMTA; and,

”A motion to authorize the City Manager to sign the agreement on behalf of the City Council contingent on approval of the wording by the City Attorney; and

A motion to approve the increase in the City match from the \$450,000 budgeted to \$505,850.

Attachment: Funding Agreement



# Metro

April 11, 2016

Ms. Lucy Garcia  
City of San Marino  
2200 Huntington Drive  
San Marino, CA 91108

Re: Funding Agreement for Call for Project #F7119 – Huntington Drive Multimodal Capacity Enhancements

Dear Ms. Garcia:

Enclosed is a copy of the Funding Agreement for the Huntington Drive Multimodal Capacity Enhancements Project (F7119). Please have your City Manager and City Attorney sign and date all three signature pages and return to me at the above address, MS 99-22-4, so that I may route the Amendment for full execution. After the Amendment is fully executed, I will mail you one original for your records.

If you have any questions, please call me at 213-922-3077 or email at [lamb@metro.net](mailto:lamb@metro.net).

Thank you,

Brian Lam  
Transportation Planner

Enclosure: Amendment No. 1 for Project #F3110

**CALL FOR PROJECTS  
PROPOSITION C  
FUNDING AGREEMENT**

This Funding Agreement ("Agreement") is made and entered into effective as of February 29, 2016 ("Effective Date"), and is by and between the Los Angeles County Metropolitan Transportation Authority ("LACMTA") and the City of San Marino ("GRANTEE") for Huntington Drive Multimodal Capacity Enhancements - LACMTA Call for Projects ID# F7119 and FTIP# LAF7119 (the "Project").

WHEREAS, as part of the 2013 Call for Projects, the LACMTA Board of Directors, at its meeting on September 26, 2013, authorized a grant to GRANTEE, subject to the terms and conditions contained in this Agreement.

NOW, THEREFORE, the parties hereby agree as follows:

The terms and conditions of this Agreement consist of the following and each is incorporated by reference herein as if fully set forth herein:

1. Part I - Specific Terms of the Agreement
2. Part II - General Terms of the Agreement
3. Attachment A - Project Funding
4. Attachment B - Scope of Work
5. Attachment C - Reporting and Expenditure Guidelines
6. Attachment C-1 - Quarterly Progress/Expenditure Report
7. Attachment D - Federal Transportation Improvement Program (FTIP) Sheet
8. Attachment E - Sustainable Design Elements Special Requirements
9. Any other attachments or documents referenced in the above documents

In the event of a conflict, the Special Grant Conditions, if any, shall prevail over the Specific Terms of the Agreement and any attachments and the Specific Terms of the Agreement shall prevail over the General Terms of the Agreement.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives as of the dates indicated below:

LACMTA:

LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY

By: \_\_\_\_\_  
Phillip A. Washington  
Chief Executive Officer

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

APPROVED AS TO FORM:

MARY C. WICKHAM  
County Counsel

By:  \_\_\_\_\_  
Deputy

Date: 4/7/16 \_\_\_\_\_

GRANTEE:

CITY OF SAN MARINO

By: \_\_\_\_\_  
John Schaefer  
City Manager

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

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Steve Dorsey  
City Attorney

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

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives as of the dates indicated below:

LACMTA:

LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY

By: \_\_\_\_\_  
Phillip A. Washington  
Chief Executive Officer

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

APPROVED AS TO FORM:

MARY C. WICKHAM  
County Counsel

By:  \_\_\_\_\_  
Deputy

Date: 4/7/16

GRANTEE:

CITY OF SAN MARINO

By: \_\_\_\_\_  
John Schaefer  
City Manager

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

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Steve Dorsey  
City Attorney

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

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives as of the dates indicated below:

LACMTA:

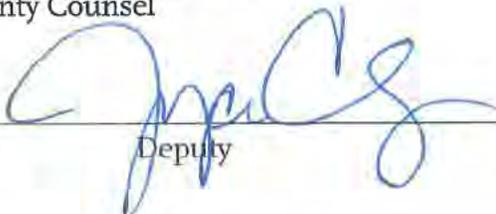
LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY

By: \_\_\_\_\_  
Phillip A. Washington  
Chief Executive Officer

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

APPROVED AS TO FORM:

MARY C. WICKHAM  
County Counsel

By:  \_\_\_\_\_  
Deputy

Date: 4/7/16

GRANTEE:

CITY OF SAN MARINO

By: \_\_\_\_\_  
John Schaefer  
City Manager

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

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Steve Dorsey  
City Attorney

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

**PART I**  
**SPECIFIC TERMS OF THE AGREEMENT**

1. Title of the Project (the "Project"): Huntington Drive Multimodal Capacity Enhancements. LACMTA Call for Projects ID# F7119, FTIP # LAF7119.
2. To the extent the Funds are available, LACMTA shall make to GRANTEE a one-time grant of the Proposition C 25% funds in the amount of \$939,435 (the "Funds") for the Project in accordance with the terms of this Agreement. LACMTA Board of Directors' action of September 26, 2013, granted the Funds to GRANTEE for the Project. The Funds are programmed over two (2) years, Fiscal Years (FY) 2015-16 and FY 2016-17. LACMTA Board of Directors' action approved Funds for FY 2015-16 only in the amount of \$105,304. LACMTA Board of Directors' action will be required annually to approve Funds for each subsequent Fiscal Year prior to those Funds being allocated to GRANTEE.
3. The Project Funding documents all sources of funds programmed for the Project as approved by LACMTA and is attached as Attachment A. The Project Funding includes the total programmed budget for the Project, including the Funds granted by LACMTA and GRANTEE'S local match requirement (the "GRANTEE Funding Commitment"). The Project Funding also includes the fiscal years in which all the funds for the Project are programmed.
4. GRANTEE shall complete the Project as described in the Scope of Work. The Scope of Work for the Project is attached to this Agreement as Attachment B. The Scope of Work includes a description of the Project, a detailed description of the work to be completed by GRANTEE including, without limitation, Project milestones consistent with the lapsing policy, and a set schedule. Work shall be delivered in accordance with that schedule unless otherwise agreed to by the parties in writing. If a GRANTEE is consistently behind schedule in meeting milestones or in delivering the Project, then LACMTA will have the option to terminate this Agreement for default as described in Part II, Section 9.
5. Eligible Project expenses are defined in the Reporting and Expenditure Guidelines (Attachment C). The form of the Quarterly Progress/Expenditure Report is attached as Attachment C-1. LACMTA will withhold 'ten percent (10%)' of eligible expenditures per invoice as retention pending an audit of expenditures and completion of the Scope of Work.
6. The "FTIP PROJECT SHEET (PDF)" is attached as Attachment D and is required to ensure that the Project is programmed correctly in the most up-to-date FTIP document. The FTIP PROJECT SHEET (PDF) can be found in ProgramMetro FTIP database under the reports section at <https://program.metro.net>. All projects that receive funding through the LACMTA Call for Projects must be programmed into the FTIP which includes locally funded regionally significant projects for information and air quality modeling purposes. GRANTEE shall review the Project in ProgramMetro each year and update or correct the Project as necessary during a scheduled FTIP amendment or adoption to be consistent with the terms of this Agreement, as amended from time to time. GRANTEE will be notified of amendments and adoptions to the FTIP via e-mail. Changes to the FTIP through ProgramMetro should be made as soon as possible after GRANTEE is aware of any changes to the Project, but no later than October 1 of the year the change or update is effective. Should GRANTEE fail to meet this date, it may affect

GRANTEE'S ability to access funding, delay the Project and may ultimately result in the Funds being lapsed. LACMTA shall review and approve any changes GRANTEE makes to the FTIP prior to incorporating such changes in to the TIP.

7. The "Sustainable Design Elements Requirements Special Grant Conditions" is attached as Attachment E. GRANTEE shall comply with the Special Grant Conditions as set forth in Attachment E.

8. Amendments to this Agreement shall be in writing executed by the parties. No changes to the (i) grant amount, (ii) Project Funding, (iii) the Scope of Work, or (iv) the lapse date of the Funds shall be allowed without a written amendment to this Agreement, approved and signed by the LACMTA Chief Executive Officer or his/her designee and GRANTEE.

9. Notice will be given to the parties at the address specified below unless otherwise notified in writing of change of address. Any notice required or permitted to be delivered hereunder shall be deemed to be delivered upon receipt by the correct address by United States mail, postage prepaid, certified or registered mail, return receipt requested, or by Federal Express or other reputable overnight delivery service addressed to the parties hereto as follows:

LACMTA's Address:

Los Angeles County Metropolitan Transportation Authority  
One Gateway Plaza  
Los Angeles, CA 90012  
Attention: Brian Lam; Mail Stop 99-22-4  
Email: lamb@metro.net

GRANTEE's Address:

City of San Marino  
2200 Huntington Drive  
San Marino, CA 91108  
Lucy Garcia  
Email: LGarcia@SanMarinoCA.gov

10. On September 26, 2002, the LACMTA Board of Directors required that prior to receiving Proposition C 10% or 25% grant funds through the Call for Projects, GRANTEE must meet a Maintenance of Effort (MOE) requirement consistent with the State of California's MOE as determined by the State Controller's office. With regard to enforcing the MOE, LACMTA will follow the State of California's MOE requirement, including, without limitation, suspension and re-implementation.

**PART II**  
**GENERAL TERMS OF THE AGREEMENT**

1. **TERM:**

1.1 The term of this Agreement shall commence on the Effective Date of this Agreement and shall expire upon the occurrence of all of the following, unless terminated earlier as provided herein: (i) the agreed upon Scope of Work has been completed; (ii) all LACMTA audit and reporting requirements have been satisfied; and (iii) the final disbursement of the Funds has been made to GRANTEE. All eligible Project expenses as defined in the Reporting Guidelines (Attachment C) incurred after the Effective Date shall be reimbursed in accordance with the terms and conditions of this Agreement. The parties understand and agree there are certain covenants and agreements which specifically remain in effect after expiration or termination of this Agreement.

1.2 Should LACMTA determine there are insufficient Funds available for the Project; LACMTA may terminate this Agreement by giving written notice to GRANTEE at least thirty (30) days in advance of the effective date of such termination. If this Agreement is terminated pursuant to this section, LACMTA will not reimburse GRANTEE any costs incurred after the effective date of such termination, except those necessary to return any facilities modified by the Project's construction to a safe state. LACMTA's share of these costs will be in equal proportion of the grant to GRANTEE Funding Commitment ratio.

2. **INVOICE BY GRANTEE:** Unless otherwise stated in this Agreement, the Quarterly Progress/Expenditure Report, with supporting documentation of expenses and Project progress as described in Part II, Section 4.1 of this Agreement, and other documents as required by LACMTA, shall satisfy LACMTA invoicing requirements.

Submit invoice with supporting documentation to:  
**ACCOUNTSPAYABLE@METRO.NET** (preferable)

or

mail to:

**Los Angeles County Metropolitan Transportation Authority**

**Accounts Payable**

**P. O. Box 512296**

**Los Angeles, CA 90051-0296**

All invoice material must contain the following information:

Re: LACMTA Project ID# F7119 and Award # 92000000F7119

Brian Lam; Mail Stop 99-22-4

3. **USE OF FUNDS:**

3.1 GRANTEE shall utilize the Funds to complete the Project as described in the Scope of Work and in accordance with the Reporting and Expenditure Guidelines and the most recently adopted LACMTA Proposition C Guidelines for the type of Proposition C funds granted by LACMTA hereunder (the "Guidelines").

3.2 GRANTEE shall not use the Funds to substitute for any other funds or projects not specified in this Agreement. Further, GRANTEE shall not use the Funds for any expenses or activities beyond the approved Scope of Work (Attachment B).

\*3.3 GRANTEE must use the Funds in the most cost-effective manner. If GRANTEE intends to use a consultant or contractor to implement all or part of the Project, LACMTA requires that such activities be procured in accordance with GRANTEE'S contracting procedures and consistent with State law. GRANTEE will also use the Funds in the most cost-effective manner when the Funds are used to pay "in-house" staff time. This effective use of funds provision will be verified by LACMTA through on-going Project monitoring and through any LACMTA interim and final audits.

\*3.4 GRANTEE'S employee, officers, councilmembers, board member, agents, or consultants (a "GRANTEE Party") are prohibited from participating in the selection, award, or administration of a third-party contract or sub-agreement supported by the Funds if a real or apparent conflict of interest would be involved. A conflict of interest would include, without limitation, an organizational conflict of interest or when any of the following parties has a financial or other interest in any entity selected for award: (a) a GRANTEE Party (b) any member of a GRANTEE Party's immediate family, (c) a partner of a GRANTEE Party; (d) any organization that employs or intends to employ any of the above. This conflict of interest provision will be verified by LACMTA through on-going Project monitoring and through any LACMTA interim and final audits.

3.5 If the Project requires the implementation of an Intelligent Transportation Systems ("ITS") project, GRANTEE shall ensure the Project is consistent with the Regional ITS Architecture. ITS projects must comply with the LACMTA Countywide ITS Policy and Procedures adopted by the LACMTA Board of Directors including the submittal of a completed, signed self-certification form (Attachment E-1). For the ITS policy and form, also see [http://www.metro.net/projects/call\\_projects/](http://www.metro.net/projects/call_projects/).

3.6 If any parking facilities are designed and/or constructed using the Funds, GRANTEE shall coordinate with LACMTA parking program staff (see METRO.net for staff listing) in the planning, design and management of the facility and shall ensure that its implementation is consistent with the LACMTA adopted parking policy. For the parking policy, see [http://www.metro.net/projects/call\\_projects/](http://www.metro.net/projects/call_projects/).

3.7 GRANTEE is obligated to continue using the Project consistent with the public transportation purposes for which the Project was approved. The Project right-of-way and real property purchased to implement the Project shall remain dedicated to public transportation use. The obligations set forth in this section shall survive termination of this Agreement.

3.8 If GRANTEE desires to use the Funds to purchase or lease equipment including, without limitation, vehicles, office equipment, computer hardware or software, or other personal property ("Equipment") necessary to perform or provide the services set forth in

the Scope of Work, GRANTEE must obtain LACMTA's written consent prior to purchasing or leasing any Equipment. Equipment purchased or leased without such prior written consent shall be deemed an unallowable expenditure of the Funds. Equipment acquired as part of the Project shall be dedicated to that Project use for their full economic life cycle, including any extensions of that life cycle achieved by reconstruction, rehabilitation, or enhancements.

3.9 If an Equipment ceases to be used for the proper use as originally stated in the Scope of Work, GRANTEE will be required to return to LACMTA the Funds used to purchase or lease such Equipment in proportion to the useful life remaining and in equal proportion of the Funds to GRANTEE Funding Commitment ratio. The obligations set forth in this section shall survive termination of this Agreement.

3.10 If any Project facilities or any real property purchased to implement the Project is no longer used or is no longer needed for the Project, including construction easements or excess property, GRANTEE will be required to return to LACMTA the Funds used to design, construct or acquire such Project facilities or real property in equal proportion of the grant to GRANTEE Funding Commitment ratio. The obligations set forth in this section shall survive termination of this Agreement.

3.11 If GRANTEE desires to use any Project facility or any real property purchased to implement the Project to generate revenue, GRANTEE shall first obtain LACMTA's written consent prior to entering into any such revenue generating arrangement. GRANTEE shall provide LACMTA with the applicable information regarding the transaction, including without limitation, the property at issue, the proposed use of the property, the amount of revenue, any impact to the Project and the proposed use of the revenue. LACMTA consent may be conditioned on whether bond funds were used, and how GRANTEE plans to use the revenue, including, without limitation, sharing any net revenues with LACMTA. If GRANTEE fails to obtain LACMTA's prior written consent, GRANTEE shall be considered in default and LACMTA shall have all rights and remedies available at law or in equity, including, without limitation the return of the Funds to cover the cost of the property in question. The obligations set forth in this section shall survive termination of this Agreement.

3.12 GRANTEE understands that this Agreement does not provide any rights for GRANTEE to use LACMTA real property needed for the Project. If the Project requires use of LACMTA Property, GRANTEE will need to enter into a separate agreement with LACMTA in accordance with LACMTA real property policies and procedures. Nothing in this Agreement obligates LACMTA to provide GRANTEE with any real estate right.

**4. DISBURSEMENT OF FUNDS:**

4.1 GRANTEE shall submit the Quarterly Progress/Expenditure Report (Attachment C-1) within 60 days after the close of each quarter on the last day of the months November, February, May and August. Should GRANTEE fail to submit such reports within 10 days of the due date and/or GRANTEE submits incomplete reports, LACMTA will not reimburse GRANTEE until the completed required reports are received, reviewed, approved. The Quarterly Progress/Expenditure Report shall include all supporting documentation (such as contractor invoices, timesheets, receipts, etc.) with a clear justification and explanation of their relevance to the Project for reimbursement. If no activity has occurred during a particular quarter, GRANTEE will still be required to submit the Quarterly Progress/Expenditure Report indicating no dollars were expended that quarter. If a request for reimbursement exceeds \$500,000 in a single month, then GRANTEE can submit such an invoice once per month with supporting documentation.

4.2 Disbursements shall be made on a reimbursement basis in accordance with the provisions of this Agreement.

4.3 LACMTA will make all disbursements electronically unless an exception is requested in writing. Disbursements via Automated Clearing House (ACH) will be made at no cost to GRANTEE. GRANTEE must complete the ACH form and submit such form to LACMTA before grant payments can be made. ACH Request Forms can be found at [http://www.metro.net/projects/call\\_projects/call\\_projects-reference-documents/](http://www.metro.net/projects/call_projects/call_projects-reference-documents/).

4.4 GRANTEE must provide detailed supporting documentation with its Quarterly Progress/Expenditure Report.

4.5 GRANTEE shall demonstrate that the GRANTEE Funding Commitment has been spent in direct proportion to the Funds invoiced with each quarter's expenditures.

4.6 Expenses that are not invoiced within 60 days after the lapsing date specified in Part II, Section 8.1 below are not eligible for reimbursement.

4.7 Any Funds expended by GRANTEE prior to the Effective Date of this Agreement shall not be reimbursed nor shall they be credited toward the GRANTEE Funding Commitment requirement, without the prior written consent of LACMTA. GRANTEE Funding Commitment dollars expended prior to the year the Funds are awarded shall be spent at GRANTEE'S own risk.

**5. AUDIT REQUIREMENTS/PAYMENT ADJUSTMENTS:**

\*5.1 LACMTA, and/or its designee, shall have the right to conduct audits of the Project, as deemed appropriate, such as financial and compliance audits; interim audits; pre-award audits, performance audits and final audits. LACMTA will commence a final audit within nine months of receipt of an acceptable final invoice, provided the Project is ready for final audit (meaning all costs and charges have been paid by GRANTEE and invoiced to LACMTA, and such costs, charges and invoices are properly documented and summarized

in the accounting records to enable an audit without further explanation or summarization including actual indirect rates for the period under review). GRANTEE agrees to establish and maintain proper accounting procedures and cash management records and documents in accordance with Generally Accepted Accounting Principles (GAAP). GRANTEE shall reimburse LACMTA for any expenditure not in compliance with this Agreement and the Guidelines. GRANTEE'S eligible expenditures submitted to LACMTA for this Project shall be in compliance with the Reporting and Expenditure Guidelines (Attachment C) and 2 CFR Subtitle A, Chapter II, Part 200. The allowability of costs for GRANTEE'S contractors, consultants and suppliers submitted to LACMTA through Recipient's Quarterly Progress Reports/Expenditures shall be in compliance with 2 CFR Subtitle A, Chapter II, Part 200 or, 48 CFR Part 31 (FAR), whichever is applicable. Any use of the Funds which is expressly prohibited under this Agreement shall be an ineligible use of the Funds and may be disallowed by LACMTA audit. Findings of the LACMTA audit are final. When LACMTA audit findings require GRANTEE to return monies to LACMTA, GRANTEE shall return such monies within thirty (30) days after the final audit is sent to GRANTEE.

\*5.2 GRANTEE'S records shall include, without limitation, accounting records, written policies and procedures, contract files, original estimates, correspondence, change order files (including documentation covering negotiated settlements), invoices, and any other supporting evidence deemed necessary by LACMTA to substantiate charges related to the Project (all collectively referred to as "records") shall be open to inspection and subject to audit and reproduction by LACMTA auditors or authorized representatives to the extent deemed necessary by LACMTA to adequately permit evaluation of expended costs. Such records subject to audit shall also include, without limitation, those records deemed necessary by LACMTA to evaluate and verify, direct and indirect costs, (including overhead allocations) as they may apply to costs associated with the Project. These records must be retained by GRANTEE for three years following final payment under this Agreement. Payment of retention amounts shall not occur until after the LACMTA's final audit is completed.

\*5.3 GRANTEE shall cause all contractors to comply with the requirements of Part II, Sections 5.1 and 5.2 above. GRANTEE shall cause all contractors to cooperate fully in furnishing or in making available to LACMTA all records deemed necessary by LACMTA auditors or authorized representatives related to the Project.

\*5.4 LACMTA or any of its duly authorized representatives, upon reasonable written notice shall be afforded access to all of the records of GRANTEE and its contractors related to the Project, and shall be allowed to interview any employee of GRANTEE and its contractors through final payment to the extent reasonably practicable.

\*5.5 LACMTA or any of its duly authorized representatives, upon reasonable written notice, shall have access to the offices of GRANTEE and its contractors, shall have access to all necessary records, including reproduction at no charge to LACMTA, and shall be provided adequate and appropriate work space in order to conduct audits in compliance with the terms and conditions of this Agreement.

5.6 In addition to LACMTA's other remedies as provided in this Agreement, LACMTA shall withhold the Funds and/or recommend not to award future Call for Projects grants to GRANTEE if the LACMTA audit has determined that GRANTEE failed to comply with the Scope of Work (such as misusing Funds or failure to return Funds owed to LACMTA in accordance with LACMTA audit findings) and/or is severely out of compliance with other terms and conditions as defined by this Agreement and the Guidelines, including the access to records provisions of Part II, Section 5.

\*5.7 When business travel associated with the Project requires use of a vehicle, the mileage incurred shall be reimbursed at the mileage rates set by the Internal Revenue Service, as indicated in the United States General Services Administration Federal Travel Regulation, Privately Owned Vehicle Reimbursement Rates.

\*5.8 GRANTEE shall certify monthly invoices by reviewing all contractor and subcontractor costs and maintaining internal control to ensure that all expenditures are allocable, allowable and reasonable and in accordance with 2 CFR Subtitle A, Chapter II, Part 200 or 48 CFR Part 31 (whichever is applicable) and the terms and conditions of this Agreement.

5.9 GRANTEE shall also certify final costs of the Project to ensure all costs are in compliance with 2 CFR Subtitle A, Chapter II, Part 200 or 48 FAR Part 31 (whichever is applicable) and the terms and conditions of this Agreement.

5.10 Whenever possible, in exercising its audit rights under this Agreement, LACMTA shall rely on GRANTEE'S own records and audit work to minimize direct audit of contractors, consultants, and suppliers.

6. **ONE TIME GRANT:** This is a one time only grant subject to the terms and conditions agreed to herein and in the Guidelines. This grant does not imply nor obligate any future funding commitment on the part of LACMTA.

7. **SOURCES AND DISPOSITION OF FUNDS:**

7.1 The obligation for LACMTA to grant the Funds for the Project is subject to sufficient Funds being made available for the Project by the LACMTA Board of Directors. If such Funds are not made available for the Project, LACMTA shall have no obligation to provide the Funds for the Project, unless otherwise agreed to in writing by LACMTA.

7.2 GRANTEE shall fully fund and contribute the GRANTEE Funding Commitment, as identified in the Project Funding (Attachment A), towards the cost of the Project. If the Funds identified in Attachment A are insufficient to complete the Project, GRANTEE agrees to secure and provide such additional non-LACMTA programmed funds necessary to complete the Project.

7.3 GRANTEE shall be responsible for any and all cost overruns for the Project.

7.4 At any time, if GRANTEE receives outside funding for the Project in addition to the Funds identified in the Project Funding at the time this grant was awarded, this Agreement shall be amended to reflect such additional funding.

7.5 If, at the time of final voucher, available funding for the Project (including the Funds, GRANTEE Funding Commitment, and any additional funding) exceeds the actual Project costs, then the cost savings shall be applied in the same proportion as the sources of funds from each party to this Agreement as specified in the Project Funding and both the Funds and GRANTEE Funding Commitment required for the Project shall be reduced accordingly. LACMTA shall have the right to use any cost savings associated with the Funds at its sole discretion, including, without limitation, programming the unused Funds to another project or to another grantee. If, at the time of final voucher, it is determined that GRANTEE has received Funds in excess of what GRANTEE should have received for the Project, GRANTEE shall return such overage to LACMTA within 30 days from final voucher.

8. **TIMELY USE OF FUNDS / REPROGRAMMING OF FUNDS:**

8.1 GRANTEE must demonstrate timely use of the Funds by:

- (i) executing this Agreement within ninety (90) days of receiving formal transmittal of the Agreement from LACMTA, or by December 31 of the first Fiscal Year in which the Funds are programmed, whichever date is later; and
- (ii) meeting the Project milestones due dates as agreed upon by the LACMTA and GRANTEE in Attachment B (Scope of Work) of this Agreement. Contracts for construction or capital purchase shall be executed within nine (9) months from the date of completion of design. Project design (preliminary engineering) must begin within six (6) months from the identified milestone start date. Funds programmed by LACMTA for Project development or right-of-way costs must be expended by the end of the second fiscal year following the year the Funds were first programmed; and
- (iii) submitting the Quarterly Progress/Expenditure Report as described in Part II, Section 4.1 of this Agreement; and
- (iv) expending the Funds granted under this Agreement for allowable costs by the stated lapse date. All Funds programmed for FY 2015-16 are subject to lapse by June 30, 2018. All Funds programmed for FY 2016-17 are subject to lapse by June 30, 2019.

8.2 In the event that the timely use of the Funds is not demonstrated as described in Part II, Section 8.1 of this Agreement, the Project will be reevaluated by LACMTA as part of its annual Call for Projects Recertification/Deobligation process and the Funds may be deobligated and reprogrammed to another project by the LACMTA Board of Directors. If GRANTEE does not complete one element of the Project, as described in the FTIP Project

Sheet, due to all or a portion of the Funds lapsing, the entire Project may be subject to deobligation at LACMTA's sole discretion. In the event that all the Funds are reprogrammed, this Agreement shall automatically terminate.

9. **DEFAULT:** A Default under this Agreement is defined as any one or more of the following: (i) GRANTEE fails to comply with the terms and conditions contained herein or in the Guidelines; (ii) GRANTEE is consistently behind schedule in meeting milestones or in delivering the Project; or (iii) GRANTEE fails to perform satisfactorily or makes a material change, as determined by LACMTA at its sole discretion, to the Financial Plan, the Scope of Work, or the Project Funding without LACMTA's prior written consent or approval as provided herein.

10. **REMEDIES:**

10.1 In the event of a Default by GRANTEE, LACMTA shall provide written notice of such Default to GRANTEE with a 30-day period to cure the Default. In the event GRANTEE fails to cure the Default, or commit to cure the Default and commence the same within such 30-day period to the satisfaction of LACMTA, LACMTA shall have the following remedies: (i) LACMTA may terminate this Agreement; (ii) LACMTA may make no further disbursements of Funds to GRANTEE; and/or (iii) LACMTA may recover from GRANTEE any Funds disbursed to GRANTEE as allowed by law or in equity.

10.2 Effective upon receipt of written notice of termination from LACMTA pursuant to Section 10.1, GRANTEE shall not undertake any new work or obligation with respect to this Agreement unless so directed by LACMTA in writing. Any Funds expended after termination shall be the sole responsibility of GRANTEE.

10.3 The remedies described herein are non-exclusive. LACMTA shall have the right to enforce any and all rights and remedies herein or which may be now or hereafter available at law or in equity.

11. **COMMUNICATIONS:**

\*11.1 GRANTEE shall ensure that all Communication Materials contain recognition of LACMTA's contribution to the Project as more particularly set forth in "Funding Agreement Communications Materials Guidelines" available on line or from the LACMTA Project Manager. Please check with the LACMTA Project Manager for the web address. The Funding Agreement Communications Materials Guidelines may be changed from time to time during the course of this Agreement. GRANTEE shall be responsible for complying with the latest Funding Agreement Communications Materials Guidelines during the term of this Agreement, unless otherwise specifically authorized in writing by the LACMTA Chief Communications Officer.

\*11.2 For purposes of this Agreement, "Communications Materials" include, but are not limited to, press events, public and external newsletters, printed materials, advertising, websites radio and public service announcements, electronic media, and construction site signage. A more detailed definition of "Communications Materials" is found in the Funding Agreement Communications Materials Guidelines.

\*11.3 The Metro logo is a trademarked item that shall be reproduced and displayed in accordance with specific graphic guidelines. These guidelines and logo files including scalable vector files will be available through the LACMTA Project Manager.

\*11.4 GRANTEE shall ensure that any subcontractor, including, but not limited to, public relations, public affairs, and/or marketing firms hired to produce Project Communications Materials for public and external purposes will comply with the requirements contained in this Section.

11.5 The LACMTA Project Manager shall be responsible for monitoring GRANTEE compliance with the terms and conditions of this Section. GRANTEE failure to comply with the terms of this Section shall be deemed a default hereunder and LACMTA shall have all rights and remedies set forth herein.

## 12. OTHER TERMS AND CONDITIONS:

12.1 This Agreement, along with its Attachments and the Guidelines, constitutes the entire understanding between the parties, with respect to the subject matter herein. The Agreement shall not be amended, nor any provisions or breach hereof waived, except in writing signed by the parties who agreed to the original Agreement or the same level of authority. Adoption of revisions or supplements to the Guidelines shall cause such revisions or supplements to become incorporated automatically into this Agreement as though fully set forth herein.

12.2 In the event that there is any court proceeding between the parties to enforce or interpret this Agreement, to protect or establish any rights or remedies hereunder, the prevailing party shall be entitled to its costs and expenses, including reasonable attorney's fees.

\*12.3 Neither LACMTA nor any subsidiary or their respective directors, officers, agents, or employee thereof shall be responsible for any damage or liability occurring by reason of anything done or committed to be done by GRANTEE under or in connection with any work performed by or service provided by GRANTEE, its officers, agents, employees, contractors and subcontractors under this Agreement. GRANTEE shall fully indemnify, defend (with counsel approved by LACMTA) and hold LACMTA, and its subsidiaries and their respective directors, officers, agents and employees harmless from and against any suits and causes of actions, claims, losses, liability, damages, costs and expenses, including without limitation, any costs or liability on account of bodily injury, death or personal injury of any person or for damage to or loss of property, any environmental obligation, and any legal fees in any way arising out of acts or omissions to act related to the Project or this Agreement, without requirement that LACMTA first pay such claim. The obligations set forth in this section shall survive termination of this Agreement.

12.4 Neither party hereto shall be considered in default in the performance of its obligation hereunder to the extent that the performance of any such obligation is prevented

or delayed by unforeseen causes including acts of God, acts of a public enemy, and government acts beyond the control and without fault or negligence of the affected party. Each party hereto shall give notice promptly to the other of the nature and extent of any such circumstances claimed to delay, hinder, or prevent performance of any obligations under this Agreement.

\*12.5 GRANTEE shall comply with and insure that work performed under this Agreement is done in compliance with Generally Accepted Accounting Principles (GAAP), all applicable provisions of federal, state, and local laws, statutes, ordinances, rules, regulations, and procedural requirements including Federal Acquisition Regulations (FAR), and the applicable requirements and regulations of LACMTA. GRANTEE acknowledges responsibility for obtaining copies of and complying with the terms of the most recent federal, state, or local laws and regulations, and LACMTA requirements including any amendments thereto.

12.6 GRANTEE agrees that those sections of this Agreement marked with an asterisk shall be included in every contract entered into by GRANTEE or its contractors relating to work performed under this Agreement and LACMTA shall have the right to review and audit such contracts.

12.7 GRANTEE shall not assign this Agreement, or any part thereof, without prior approval of the LACMTA Chief Executive Officer or his designee, and any assignment without said consent shall be void and unenforceable at the option of LACMTA.

12.8 This Agreement shall be governed by California law. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

12.9 The covenants and agreements of this Agreement shall inure to the benefit of, and shall be binding upon, each of the parties and their respective successors and assigns.

12.10 GRANTEE will advise LACMTA prior to any key Project staffing changes.

12.11 GRANTEE in the performance of the work described in this Agreement is not a contractor nor an agent or employee of LACMTA. GRANTEE attests to no organizational or personal conflicts of interest and agrees to notify LACMTA immediately in the event that a conflict, or the appearance thereof, arises. GRANTEE shall not represent itself as an agent or employee of LACMTA and shall have no powers to bind LACMTA in contract or otherwise.

**ATTACHMENT A - PROJECT FUNDING**

CFP#: F7119  
 FTIP#: LAF7119  
 FA# 92000000F7119  
 PPNO: N/A

**PROJECT TITLE: Huntington Drive Multimodal Capacity Enhancements  
 GRANTEE/ PROJECT SPONSOR: City of San Marino  
 (\$ in Actual Dollars)**

(LACMTA Programmed Funding and Sponsors Match Only)

PROGRAMMED FUNDS	PRIOR YEARS	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	TOTAL BUDGET	% OF BUDGET
<b>LACMTA PROGRAMMED FUNDING:</b>								
SELECT:								
Proposition C 25%		\$ 105,304	\$ 834,131				\$ 939,435	65.0%
<b>LACMTA SUBTOTAL</b>							<b>\$ 939,435</b>	<b>65.0%</b>
<b>GRANTEE/SPONSOR MATCH:</b>								
Grantee Funding Commitment (specify type) (Write specific type of funding match)								
SELECT:								
City General Fund		\$ 56,702	\$ 449,148				\$ 505,850	35.0%
Prop A or C Local Return							\$ -	
STPL							\$ -	
Other							\$ -	
<b>GRANTEE / PROJECT SPONSOR MATCH SUBTOTAL</b>							<b>\$ 505,850</b>	<b>35.0%</b>
<b>TOTAL PROGRAMMED FUNDING</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,283,279</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,445,285</b>	<b>100.0%</b>

## ATTACHMENT B

### SCOPE OF WORK

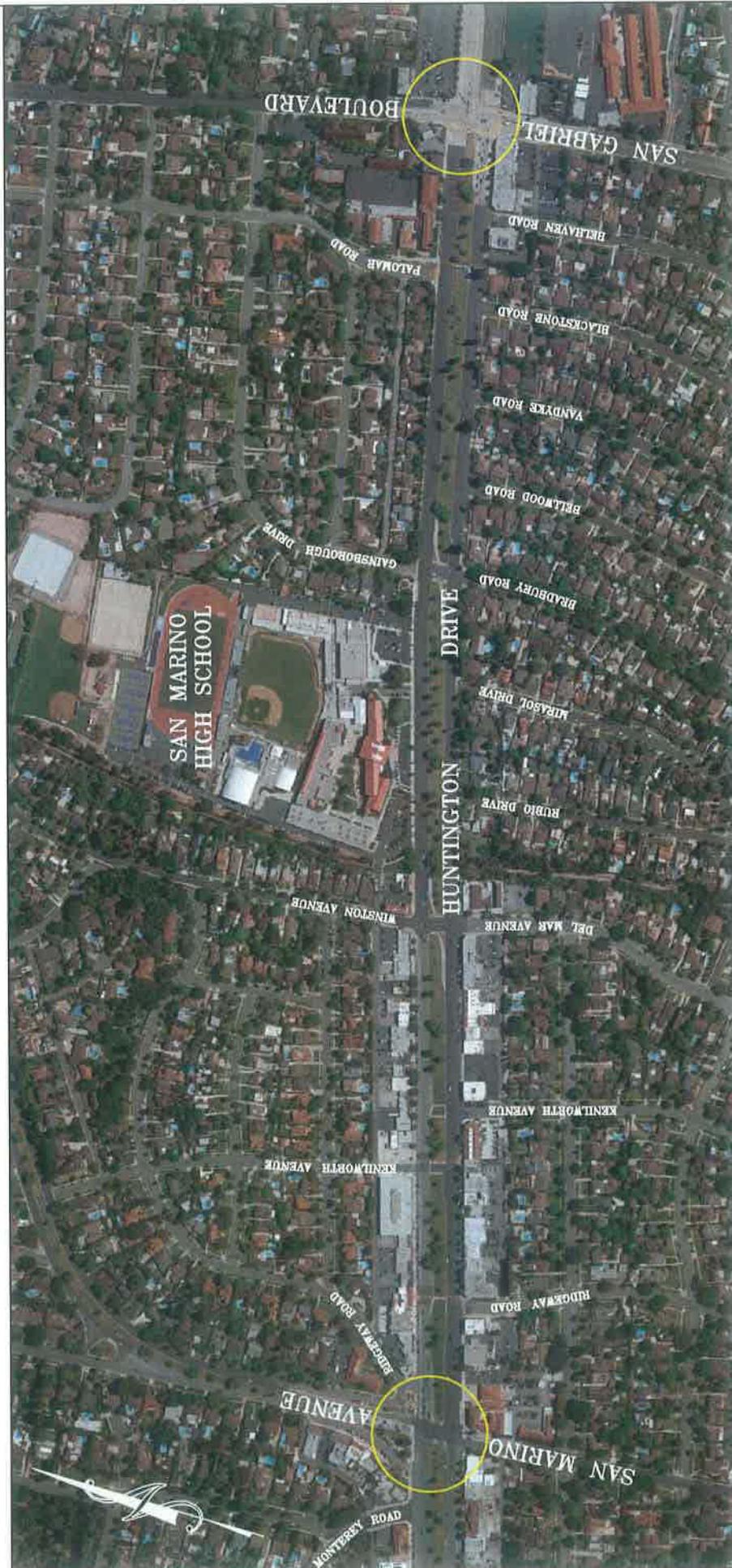
This project is located in the approximate center of the City of San Marino, extending from the west side of the eastbound approach to the intersection of Huntington Drive/San Marino Avenue, to the east side (west approach) of the Huntington Drive/ San Gabriel Blvd intersection. The attached site map shows the project location. The project will enhance the capacity of the intersections of Huntington Drive/ San Marino Ave. and Huntington Drive/ San Gabriel Blvd. It will reconfigure the two intersections to increase capacity, improve traffic flow and pedestrian movement. The project will construct a second left-turn lane at both intersections (eastbound on Huntington Drive and northbound on San Marino Ave and San Gabriel Blvd) with signal timing modified to shorten the left-turn movement on Huntington Drive, allowing for longer through traffic. Additional project components include six enhanced crosswalks, six curb bulb-outs, and 13,000 feet of sidewalk extensions which will provide a wider area for bus shelters, trash receptacles, and other amenities including two bus pads, two bus route information kiosks, three bike racks, 16 pedestrian-level street lights, 24 countdown pedestrian signal heads, eight bicycle signal detection, and 15 curb ramps.

#### PROJECT SCHEDULE:

Begin Environmental Documents, preliminary Design, and cost estimate.....	February 2016
Draft Environmental Document.....	July 2016
Final Environmental Document.....	January 2017
Governing Board Approval.....	April 2017
Begin Final Design.....	September 2017
Completion of Plans, Specifications, and Estimates.....	June 2018
Right of Way Certification.....	April 2018
Advertise.....	July 2018
Open Bids.....	August 2018
Award Construction Contract.....	September 2018
Start Construction.....	October 2018
Project Completion.....	June 2019

#### FUNDING PLAN:

LACMTA Funding	\$939,435	
Local Match Commitment	\$505,850	(35% Local Match)
Total Project Cost	\$1,445,285	



## FA ATTACHMENT C REPORTING & EXPENDITURE GUIDELINES

### REPORTING PROCEDURES

- Quarterly Progress/Expenditure Report (**Attachment C-1**) is required for all projects. The GRANTEE shall be subject to and comply with all applicable requirements of the funding agency regarding project-reporting requirements. In addition, GRANTEE will submit a quarterly report to the LACMTA at **ACCOUNTSPAYABLE@METRO.NET** or by mail to **Los Angeles County Metropolitan Transportation Authority, Accounts Payable, P. O. Box 512296, Los Angeles, California 90051-0296**. Please note that letters or other forms of documentation may **not** be substituted for this form.
- The Quarterly Progress/Expenditure Report covers all activities related to the project and lists all costs incurred. It is essential that GRANTEE provide complete and adequate response to all the questions. The expenses listed must be supported by appropriate documentation with a clear explanation of the purpose and relevance of each expense to the project. Expenses must reflect the proportionate share of local match, including in-kind, charged to the grant.
- In cases where there are no activities to report, or problems causing delays, clear explanation, including actions to remedy the situation, must be provided.
- GRANTEES are required to track and report on the project schedule. LACMTA will monitor the timely use of funds and delivery of projects. Project delay, if any, must be reported each quarter. Projects not delivered in a timely manner will be reevaluated by LACMTA as part of the annual Call for Projects Recertification process and the Funds may be deobligated and reprogrammed by the LACMTA Board.
- The Quarterly Progress/Expenditure Report is due to the LACMTA as soon as possible after the close of each quarter, but no later than the following dates for each fiscal year:

<i>Quarter</i>	<i>Report Due Date</i>
July –September	November 30
October - December	February 28
January - March	May 31
April - June	August 31

Upon completion of the Project a final report that includes project’s final evaluation must be submitted.

## EXPENDITURE GUIDELINES

- Any activity or expense charged above and beyond the approved Scope-of-Work (FA Attachment B) **is considered ineligible** and will not be reimbursed by the LACMTA unless **prior written authorization** has been granted by the LACMTA Chief Executive Officer or his/her designee.
- Any expense charged to the grant or local match, including in-kind, must be clearly and directly related to the project.
- Any activity or expense charged as local match cannot be applied to any other LACMTA-funded or non-LACMTA-funded projects; activities or expenses related to a previously funded project cannot be used as local match for the current project.
- Administrative cost is the ongoing expense incurred by the GRANTEE for the duration of the project and for the direct benefit of the project as specified in the Scope-of-Work (Attachment B). Examples of administrative costs are personnel, office supplies, and equipment. As a condition for eligibility, all costs must be necessary for maintaining, monitoring, coordinating, reporting and budgeting of the project. Additionally, expenses must be reasonable and appropriate to the activities related to the project.
- LACMTA is not responsible for, and will not reimburse any costs incurred by the GRANTEE prior to the Effective Date of the FA, unless **written authorization** has been granted by the LACMTA Chief Executive Officer or her/her designee.

## DEFINITIONS

- Local Participation: Where local participation consists of “in-kind” contributions rather than funds, the following contributions may be included:
  - Costs incurred by a local jurisdiction to successfully complete the project. Examples include engineering, design, rights-of-way purchase, and construction management costs.
  - Donations of land, building space, supplies, equipment, loaned equipment, or loaned building space dedicated to the project.
  - Donations of volunteer services dedicated to the project.
  - A third-party contribution of services, land, building space, supplies or equipment dedicated to the project.
- Allowable Cost: To be allowable, costs must be reasonable, recognized as ordinary and necessary, consistent with established practices of the organization, and consistent with industry standard of pay for work classification.
- Excessive Cost: Any expense deemed “excessive” by LACMTA staff would be adjusted to reflect a “reasonable and customary” level. For detail definition of “reasonable cost”,

please refer to the Federal Register *OMB Circulars A-87 Cost Principals for State and Local Governments; and A-122 Cost Principals for Nonprofit Organizations.*

- **Ineligible Expenditures:** Any activity or expense charged above and beyond the approved Scope-of-Work is considered ineligible.

# LACMTA FA ATTACHMENT C-1

## QUARTERLY PROGRESS / EXPENSE REPORT

Grantee To Complete	
Invoice #	
Invoice Date	
FA#	920000000F
Quarterly Report #	

### GRANTEES ARE REQUESTED TO EMAIL THIS REPORT TO

[ACCOUNTSPAYABLE@METRO.NET](mailto:ACCOUNTSPAYABLE@METRO.NET)

or submit by mail to:

Los Angeles County Metropolitan Transportation Authority

Accounts Payable

P. O. Box 512296

Los Angeles, California 90051-0296

after the close of each quarter, but no later than November 30, February 28,

May 31 and August 31. Please note that letters or other forms

of documentation may **not** be substituted for this form. Refer to the

Reporting and Expenditure Guidelines (Attachment C) for further information.

### SECTION 1: QUARTERLY EXPENSE REPORT

Please itemize grant-related charges for this Quarter on Page 5 of this report and **include totals in this Section.**

	LACMTA Grant \$	Local Match (Incl. In-Kind) \$	Local Match %	Total \$
<b>Project Quarter Expenditure</b>				
This Quarter Expenditure				
Retention Amount				
Net Invoice Amount (Less Retention)				
<b>Project-to-Date Expenditure</b>				
Funds Expended to Date (Include this Quarter)				
Total Project Budget				
% of Project Budget Expended to Date				
Balance Remaining				

**SECTION 2: GENERAL INFORMATION**

**PROJECT TITLE:** \_\_\_\_\_

**FA #:** \_\_\_\_\_

**QUARTERLY REPORT SUBMITTED FOR:**

**Fiscal Year :**     2014-2015     2015-2016     2016-2017

2017-2018     2018-2019     2019-2020

**Quarter :**         Q1: Jul - Sep     Q2: Oct - Dec

Q3: Jan - Mar     Q4: Apr - Jun

**DATE SUBMITTED:** \_\_\_\_\_

**LACMTA MODAL CATEGORY:**

RSTI                     Pedestrian     Signal Synchronization

TDM                     Bicycle         Goods Movement

Transit

<b>LACMTA Project Manager</b>	Name:	
	Phone Number:	
	E-mail:	

<b>Project Sponsor Contact / Project Manager</b>	Contact Name:	
	Job Title:	
	Department:	
	City / Agency:	
	Mailing Address:	
	Phone Number:	
	E-mail:	

**SECTION 3 : QUARTERLY PROGRESS REPORT**

**1. DELIVERABLES & MILESTONES**

List all deliverables and milestones as stated in the FA, with start and end dates. Calculate the total project duration. **DO NOT CHANGE THE ORIGINAL FA MILESTONE START AND END DATES SHOWN IN THE 2<sup>ND</sup> AND 3<sup>RD</sup> COLUMNS BELOW.**

Grantees must make every effort to accurately portray milestone dates in the original FA Scope of Work, since this will provide the basis for calculating any project delay. If milestone start and/or end dates change from those stated in the Original FA Scope of Work, indicate the new dates under Actual Schedule below and re-calculate the project duration. However, this does not change the original milestones in your FA. **PER YOUR FA AGREEMENT, ANY CHANGES TO THE PROJECT SCHEDULE MUST BE FORMALLY SUBMITTED UNDER SEPARATE COVER TO LACMTA FOR WRITTEN CONCURRENCE.**

FA Milestones	Original FA Schedule in Scope of Work		Actual Schedule	
	Start Date	End Date	Start Date	End Date
Environmental Clearance				
Design Bid & Award				
Design				
Right-of-Way Acquisition				
Construction Bid & Award				
Ground Breaking Event				
Construction				
Ribbon Cutting Event				
<b>Total Project Duration (Months)</b>				

**2. PROJECT COMPLETION**

A. Based on the comparison of the original and actual project milestone schedules above, project is (select only one) :

- On schedule per original FA schedule
- Less than 12 months behind original schedule
- Between 12-24 months behind original schedule
- More than 24 months behind original schedule

B. Was the project design started within 6 months of the date originally stated in the FA?

- Yes
- No
- Not Applicable

C. Was a construction contract or capital purchase executed within 9 months after completion of design / specifications?

- Yes
- No
- Not Applicable

### **3. TASKS / MILESTONES ACCOMPLISHED**

List tasks or milestones accomplished and progress made this quarter.

### **4. PROJECT DELAY**

If project is delayed, describe reasons for delay (this quarter). Pay particular attention to schedule delays. If delay is for the same reason as mentioned in previous quarters, please indicate by writing "Same as Previous Quarter".

### **5. ACTION ITEMS TO RESOLVE DELAY**

If the project is delayed (as described in #4), include action items that have been, or will be, undertaken to resolve the delay.

**SECTION 4: ITEMIZED LISTING OF EXPENSES AND CHARGES THIS QUARTER**

All expenses and charges, including grant and local match, must be itemized and listed below. Each item listed must be verifiable by an invoice and/or other proper documentation. The total amounts shown here must be equal to this quarter's expenditures listed on page 1 of this report. All expenses and charges must be reflective of the approved budget and rates as shown in the FA Attachment B, Scope of Work. Use additional pages if needed.

ITEM	INVOICE #	TOTAL EXPENSES / CHARGES	\$ CHARGED TO LACMTA GRANT	\$ CHARGED TO LOCAL MATCH
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
<b>TOTAL</b>				

**Notes:**

1. Local match spent in each quarter, must be in the appropriate proportion to LACMTA grant.
2. All receipts, invoices, and time sheets, attached and included with this Expense Report must be listed and shown under the Invoice Number column of the Itemized Listing (above).

**Invoice Payment Information:**

LACMTA will make all disbursements electronically unless an exception is requested in writing. ACH Payments require that you complete an ACH Request Form and fax it to Accounts Payable at 213-922-6107. ACH Request Forms can be found at [www.metro.net/callforprojects](http://www.metro.net/callforprojects). Written exception requests for Check Payments should be completed and faxed to Accounts Payable at 213-922-6107.

I certify that I am the responsible Project Manager or fiscal officer and representative of \_\_\_\_\_ and that to the best of my knowledge and belief the information stated in this report is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

## Los Angeles Metropolitan Transportation Authority 2017 Federal Transportation Improvement Program (\$000)

TIP ID <b>LAF7119</b>	Implementing Agency <b>San Marino, City of</b>																																																																																																																																																																						
Project Description: HUNTINGTON DRIVE MULTIMODAL CAPACITY ENHANCEMENTS : (1) Construct a second left-turn lane at the 2 intersections at San Marino Av and at San Gabriel Bl (eastbound on Huntington Dr and northbound on San Marino Av and San Gabriel Bl) to increase capacity and traffic flow. (2) Modifies signal timing to shorten the left-turn movement on Huntington Dr. (3) Extends sidewalks and enhance pedestrian facilities.		SCAG FTP Project #: 1AL04 Study NA Is Model: NO Model #: PM: Lucy Garcia - (626) 300-0708 Email: lgarcia@cityofsanmarino.org LS: N LS GROUP#: Conformity Category: EXEMPT - 93.127																																																																																																																																																																					
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Program Code: NCRH1 - INTERSECTION IMPROVEMENTS/CHANNELIZATION Stop Loc:		Distance: Phase: No Project Activity Completion Date 06/30/2017 Air Basin: SCAB Envir Doc: CATEGORICALLY EXEMPT - 07/01/2016 Uza: Los Angeles-Long Beach-Santa Ana Sub-Area: Other Sub-Region: San Gabriel Valley Area CTIPS ID: EA #: PPNO:																																																																																																																																																																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 10%;">PHASE</th> <th style="width: 10%;">PRIOR</th> <th style="width: 10%;">16/17</th> <th style="width: 10%;">17/18</th> <th style="width: 10%;">18/19</th> <th style="width: 10%;">19/20</th> <th style="width: 10%;">20/21</th> <th style="width: 10%;">21/22</th> <th style="width: 10%;">BEYOND PROG</th> <th style="width: 10%;">TOTAL</th> </tr> </thead> <tbody> <tr> <td>PE</td> <td></td> </tr> <tr> <td>RW</td> <td></td> </tr> <tr> <td>CON</td> <td></td> </tr> <tr> <td>SUBTOTAL</td> <td></td> </tr> <tr> <td>CITY - City Funds</td> <td>PE</td> <td>\$45</td> <td>\$0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$45</td> </tr> <tr> <td></td> <td>RW</td> <td>\$0</td> <td>\$0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$0</td> </tr> <tr> <td></td> <td>CON</td> <td>\$0</td> <td>\$461</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$461</td> </tr> <tr> <td></td> <td>SUBTOTAL</td> <td>\$45</td> <td>\$461</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$506</td> </tr> <tr> <td>PC25 - Los Angeles County Proposition "C25"</td> <td>PE</td> <td>\$85</td> <td>\$0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$85</td> </tr> <tr> <td></td> <td>RW</td> <td>\$0</td> <td>\$0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$0</td> </tr> <tr> <td></td> <td>CON</td> <td>\$0</td> <td>\$854</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$854</td> </tr> <tr> <td></td> <td>SUBTOTAL</td> <td>\$85</td> <td>\$854</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$939</td> </tr> <tr> <td></td> <td><b>TOTAL</b></td> <td><b>\$130</b></td> <td><b>\$1,315</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td><b>\$1,445</b></td> </tr> <tr> <td colspan="2" style="text-align: right;"><b>TOTAL PE: \$130</b></td> <td colspan="3" style="text-align: right;"><b>TOTAL RW: \$0</b></td> <td colspan="6" style="text-align: right;"><b>TOTAL CON: \$1,315</b></td> </tr> </tbody> </table>				PHASE	PRIOR	16/17	17/18	18/19	19/20	20/21	21/22	BEYOND PROG	TOTAL	PE											RW											CON											SUBTOTAL											CITY - City Funds	PE	\$45	\$0							\$45		RW	\$0	\$0							\$0		CON	\$0	\$461							\$461		SUBTOTAL	\$45	\$461							\$506	PC25 - Los Angeles County Proposition "C25"	PE	\$85	\$0							\$85		RW	\$0	\$0							\$0		CON	\$0	\$854							\$854		SUBTOTAL	\$85	\$854							\$939		<b>TOTAL</b>	<b>\$130</b>	<b>\$1,315</b>							<b>\$1,445</b>	<b>TOTAL PE: \$130</b>		<b>TOTAL RW: \$0</b>			<b>TOTAL CON: \$1,315</b>					
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- <b>General Comment:</b> Funding has been updated and divided between soft-cost (design and environmental) and hard-costs (construction) based on the percentage of local Match (35%) - <b>Modeling Comment:</b> Costs were changed due to lime escalation. Scope was also refined to greater detail. - <b>TCM Comment:</b> Same as modeling comments. - <b>Narrative:</b> Project cost stays the same Revise Funds Between Phase CITY: ▶ Add funds in 15/16 in ENG for \$45 — Delete funds in 15/16 in CON for \$56 CITY: + Increase funds in 16/17 in CON from \$450 to \$461 PC25: ▶ Add funds in 15/16 in ENG for \$85 — Delete funds in 15/16 in CON for \$105 PC25: + Increase funds in 16/17 in CON from \$834 to \$854 Total project cost remains the same at \$1,445																																																																																																																																																																							
<b>Last Revised Amendment 17-03 - Submitted</b>		Change reason: MINOR CHANGE	Total Cost <b>\$1,445</b>																																																																																																																																																																				

**ATTACHMENT E  
SUSTAINABLE DESIGN ELEMENTS REQUIREMENTS  
SPECIAL GRANT CONDITIONS**

1. Grantee shall ensure its Project is in compliance with the LACMTA Sustainable Design Elements Requirements by meeting the following conditions:
  - a. Grantee shall attend the LACMTA-hosted training on sustainable design prior to the initiation of the construction phase. The LACMTA training on sustainable design will be held every Fall. For training details, Grantee shall be responsible for contacting the LACMTA Sustainability Policy Manager.
  - b. Grantee shall develop a Sustainable Design Plan (Plan), for LACMTA review and approval, that contains, at a minimum, the following elements:
    1. A list of the sustainable design elements which will be included in the Project.
    2. A summary description of mitigation measures committed through project environmental review.
    3. A detail description of how the Project's proposed sustainable design elements will achieve either (1) the LACMTA Sustainable Design Performance Metrics ("LACMTA Metrics"), found in Appendix J of the Call for Projects Application; or (2) Alternative Metrics, as defined below. If Grantee desires to use an Alternative Metrics, the Plan must establish the alternative set of performance metrics Grantee intends to use.
    4. A description of how Grantee will achieve each LACMTA Metrics or the Alternative Metrics, as applicable to the Scope of Work.

The "Alternative Metrics" is defined as any alternative metrics that exceeds business-as-usual performance in the following areas: energy and water use; waste reduction; stormwater management; and reduction of urban heat island effects, as applicable to the Scope of Work. Grantee may cite performance metrics from standardized sources including but not limited to LEED, LEED-ND, Envision, and Sites Initiative.

2. Prior to initiation of the construction phase of the Project, Grantee must be found in compliance with the Plan. Grantee's compliance with the Plan can be determined in one of two ways: the LACMTA Sustainability Policy Manager shall determine and certify Grantee's compliance with the Plan or the Grantee must provide written self-certification of compliance to the LACMTA Sustainability Policy Manager with these conditions found in Section 1(b).

FTIP#: LAF7119  
PPNO: N/A

CFP#F7119  
FA# 920000000F7119

3. Grantee shall report on the implementation of the Plan. As part of the Project closeout, Grantee shall certify that the Plan has been completed, with approval from the LACMTA Sustainability Policy Manager.

4. LACMTA's Sustainability Policy Manager Contact Information:

Jacob Lieb  
[lieb@metro.net](mailto:lieb@metro.net)  
(213) 922-4132

## Making San Marino Better List: "Immediate/Emergency" Items

Project/Program Title:	Date Requested:	Responsible Department:	Status:
Center Median Water Conservation	4/24/2015	City Manager	At the 1/29/16 Meeting Council asked to have this remain on the list to be reconsidered in April, 2016. <b>Mayor asked to have this moved to May</b>

## Making San Marino Better List: "Departments Not Meeting Expectations"

Project/Program Title:	Status:
Planning and Building	On 12/30/15 Mr. Rich Haserot provided training for the DRC and on 2/1/16 P&B went live with an on line system to make permit applications and status checks easier and quicker.
Administration/Finance	The Ad Hoc Committee and Adisors continue to work on their management audit of Administration and Parks and Public Works.
City Council	No other such meetings are scheduled at this time.

## Making San Marino Better List: "Long Term Goals"

Project/Program Title:	FY To Be Included In:	Responsible Department:	Status:
Develop a plan for Stoneman (and/or San Marino Center)			Interim Community Services Director Cindy Collins has been brought on to assist in advancing this project. At the April 29th meeting she will give an update on the status of this effort.

## Making San Marino Better List: "Long Term Goals"

Project/Program Title:	FY To Be Included In:	Responsible Department:	Status:
Develop a plan for San Marino Center			Interim Community Services Director Cindy Collins has been brought on to assist in advancing this project. At the April 29th meeting Ms. Collins will give an update on this topic and its relationship to Stoneman.
Develop a Commercial District Master Plan			No action to date
Huntington Drive/City Center Plan			Contract PW Director Chris Vogt is drafting an RFP for design of this project and working to see if we can use SGVAG Grant Money to pay for the design work. This project is somewhat related to the 2013 Metro Call For Projects which is also being acted on by the Council on April 29th
Street Light Upgrades			City is still working to resolve some final contractual issues with contractor.
City Wide Traffic Management Plan			No action to date
Housing Element Status Reports	9/26/2014	Planning & Building	Amanda Merlo has spoken to a Supervisor at HCD and they are supportive of a plan where existing accessory structures could be converted to second units to meet HE requirements. P&B will be pursuing this solution.

## Making San Marino Better List: "On Deck" Items

Project/Program Title:	Date Requested:	Responsible Department:	Status:
Assess restrooms at Lacy Park	10/25/2013	Parks and Public Works	Patrick's Tree underway. Revised plan for Restrooms being developed.

## Making San Marino Better List: "Long Term Goals"

Project/Program Title:	FY To Be Included In:	Responsible Department:	Status:
<b>Oleander Plague</b>			Ron Serven continues to monitor the condition of City oleanders for evidence of Oleander Scorch.
Lacy Park Rose Arbor	10/30/2015	City Manager	Arbor closed last week of January. Bid proposal for required repair being developed. Donation and contract for work approved by Council on April 13th. On April 19th, before starting any work, contractor proposed significant additional work. Staff working to resolve.
Vacancy Registration Ordinance	2/26/2016	Staff	Staff (Fire, Police, Public Works, Community Services and Administration) has begun research will be Study Session item on April 29th.
Police Public Safety Strategy	1/29/2016	Chief of Police	At the 1/29/16 meeting, Council asked the Chief of Police to provide regular updates on a proposal to improve enhance our current public safety/policing efforts in the city. At 2/26/2016 meeting Police Chief gave report. Update reports to be given quarterly - next one due July.
			04.29.2016

**CONFERENCE WITH LABOR NEGOTIATOR  
PURSUANT TO GOVERNMENT CODE SECTION  
54957.6:**

Agency Negotiator: Attorney, Steve Filarsky  
City Manager, John Schaefer

Employee Organization: San Marino Fire Fighters'  
Association

**CONFERENCE WITH LABOR NEGOTIATOR  
PURSUANT TO GOVERNMENT CODE SECTION  
54957.6:**

Agency Negotiator: Attorney, Steve Filarsky  
City Manager, John Schaefer

Employee Organization: San Marino Police Officers'  
Association

**CONFERENCE WITH LABOR NEGOTIATOR –  
PURSUANT TO GOVERNMENT CODE SECTION  
54957.6:**

Agency Negotiator: Attorney, Steve Filarsky  
City Manager, John Schaefer

Employee Organization: San Marino City Employees'  
Association representing General Employees