

# CITY OF SAN MARINO

## CITY COUNCIL AGENDA

Gretchen Shepherd Romey, Mayor  
Ken Ude, Vice Mayor  
Steven W. Huang, DDS, Council Member  
Susan Jakubowski, Council Member  
Steve Talt, Council Member  
Marcella Marlowe, Ph.D., 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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**SPECIAL MEETING  
OF THE SAN MARINO CITY COUNCIL  
WEDNESDAY, APRIL 8, 2020 AT 6:00 P.M.**  
**LOCATION CHANGED TO**  
**SAN MARINO CENTER**  
**1800 HUNTINGTON DRIVE**  
**SAN MARINO, CA 91108**

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. Typically, Adjourned Meetings are held on the last Friday of every month at 8:30 a.m.

In compliance with the American 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 prior to the meeting.

### **PURSUANT TO EXECUTIVE ORDER N-29-20**

Members of the City Council may teleconference into the meeting without noticing each teleconference location from which a member will be participating in a public meeting.

### **CORONAVIRUS DISEASE (COVID-19) ADVISORY**

As a precaution to protect both staff, our constituents, and elected officials, the City is asking members of the public to follow the [California Department of Health's Guidance on Mass Gatherings](#) when deciding whether to attend this meeting. All seating in the Council meeting will be spaced by at least six feet to allow for minimizing close contact, as recommended by the State guidelines. Although public access to the meeting in person will be allowed, if you are sick or identify yourself as being "higher risk" based on the CDC's guidelines, you may wish to watch or listen to the meeting from home, or provide input electronically.

Members of the public may observe and offer comment at this meeting telephonically or otherwise electronically:

- 1) Public comment will be accepted by email to [cityclerk@cityofsanmarino.org](mailto:cityclerk@cityofsanmarino.org) before or during the meeting, prior to the close of public comment on an item, to be read by the City Clerk during public comment. Lengthy public comment may be summarized in the interest of time.
- 2) Public comment will be accepted electronically via the zoom.us teleconference module (Computer for Video Streaming).

If you are an individual with a disability and need a reasonable modification or accommodation pursuant to the Americans with Disabilities Act (“ADA”) please contact the City Clerk via email at [cityclerk@cityofsanmarino.org](mailto:cityclerk@cityofsanmarino.org) or by phone at (626) 300-0705 prior to the meeting for assistance.

### **How to participate in the meeting from home:**

- 1) Via Computer for Video Streaming:  
Website: <https://zoom.us/j/504316221>  
Meeting Id: 504 316 221
- 2) Via Phone for Audio Only:  
Phone Number: (669) 900-9128  
Meeting Id: 504 316 221
- 3) Submit Public Comments via email:  
Email: [cityclerk@cityofsanmarino.org](mailto:cityclerk@cityofsanmarino.org)

### **CALL TO ORDER**

### **PLEDGE OF ALLEGIANCE**

**ROLL CALL:** Council Member Huang, Council Member Jakubowski, Council Member Talt, Vice Mayor Ude, and Mayor Shepherd Romey

### **POSTING OF AGENDA**

The special meeting agenda is posted 24 hours prior to each special 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 special meeting agenda is also posted on the City’s website: <http://www.cityofsanmarino.org>.

### **PUBLIC COMMENTS**

The City welcomes public input. Members of the public may address the City Council by completing a public comment card and giving it to the City Clerk prior to the meeting. At this time, the public may address the City Council on items that are not on

the agenda. Pursuant to state law, the City Council may not discuss or take action on issues not on the meeting agenda (Government Code Section 54954.2). The Mayor reserves the right to place limits on duration of comments. Staff may be asked to follow up on such items.

## ADMINISTRATIVE BUSINESS

### **CITY MANAGER'S REPORT**

This is an opportunity for the City Manager to inform the City Council and the public of any upcoming events or matters of interest to the community.

### **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.

## CONSENT

### **1. RECEIVE AND FILE THE DISBURSEMENTS REPORT FOR MARCH 2020**

Recommendation: Staff recommends that the City Council receive and file the monthly Disbursements Report for the month of March 2020.

### **2. RECEIVE AND FILE THE CASH AND INVESTMENT REPORT FOR THE MONTH OF FEBRUARY 2020**

Recommendation: Staff recommends that the City Council receive and file the Investment Report as of February 2020.

### **3. APPROVAL OF MINUTES**

Recommendation: Staff recommends that the City Council approve the minutes of the special meeting of March 11, 2020, regular meeting of March 11, 2020, special meeting of March 17, 2020, and special meeting of March 27, 2020.

### **4. SECOND READING AND ADOPTION OF ORDINANCE NO. O-20-1361, AMENDING THE SAN MARINO MUNICIPAL CODE RELATING TO PUBLIC SAFETY COMMISSION MEETINGS**

Recommendation: Staff recommends that the City Council read by title only, waive further reading, and adopt Ordinance No. O-20-1361, an Ordinance of the City of San Marino Amending Section 02.14.06 (Meetings) of Article 14 (Public Safety Commission) of Chapter 2 (Administration) of the San Marino Municipal Code by Changing the Public Safety Commission Meeting Day and Location.

**5. ADOPTION OF RESOLUTION NO. R-20-11, ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2020-21 FUNDED BY SB 1, THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017**

Recommendation: Staff recommends that the City Council adopt Resolution No. R-20-11, adopting a list of Fiscal Year 2020-21 projects to be funded by SB 1 Road Maintenance and Rehabilitation Account Funds.

**6. ADOPTION OF RESOLUTION R-20-10, DENYING WITHOUT PREJUDICE CONDITIONAL USE PERMIT NO. 19-8 AND DESIGN REVIEW CASE NOS. DRC19-16HP AND DRC19-76 AT 2404 MISSION STREET, AND DIRECTING THE WAIVER OF ADDITIONAL APPLICATION FEES FOR ONE YEAR**

Recommendation: Staff recommends that the City Council adopt Resolution No. R-20-10, which denies, without prejudice, Design Review No. DRC19-16HP and DRC19-76, and Conditional Use Permit No. 19-8; and waives new application and conditional use permit fees for one year.

**7. APPROVAL OF NOTICE OF COMPLETION FOR YEAR 2 OF THE MULTI-YEAR SIDEWALK REPLACEMENT PROJECT NO. 18-9272**

Recommendation: Staff recommends that the City Council accept Year 2 of the Multi-Year Sidewalk Replacement Project No. 18-9272 as complete and authorize the City Clerk to file the Notice of Completion for Year 2.

**8. ADOPTION OF THE DISEASE PANDEMIC ANNEX TO THE CITY OF SAN MARINO'S EMERGENCY OPERATIONS PLAN**

Recommendation: Staff recommends that the City Council adopt the Disease Pandemic Annex to the City's Emergency Operations Plan.

**9. APPROVAL OF AMENDMENT TO THE CITY EMPLOYEES' ASSOCIATION SALARY SCHEDULE**

Recommendation: Staff recommends that the City Council adopt the Amended City Employees' Association Salary Schedule, which will replace 'Attachment B' to the current MOU between the City and the San Marino Employees' Association.

**10. ADOPTION OF RESOLUTION R-20-13, AUTHORIZING THE CITY REPRESENTATIVES TO APPLY FOR AND OBTAIN DISASTER ASSISTANCE FUNDING FROM STATE AND FEDERAL AGENCIES (CITY MANAGER AND FINANCE DIRECTOR)**

Recommendation: Staff recommends that the City Council adopt Resolution No. R-20-13, a Resolution of the City Council of the City of San Marino Designating the City Manager and Finance Director to be the City's Representatives to Apply for and Obtain Disaster Assistance Funding from the Federal Emergency Management Agency and the California Governor's Office of Emergency Services for Recovering Costs Associated with Declared Emergencies.

**NEW BUSINESS**

**11. ACCEPTANCE OF DONATION FROM THE SAN MARINO PUBLIC LIBRARY FOUNDATION FOR THE CROWELL PUBLIC LIBRARY PUBLIC-ACCESS COMPUTERS UPGRADE PROJECT**

Recommendation: Staff recommends that the City Council 1) accept the designation donation of \$36,000 from the Foundation and approve the replacement of public-access computers at the Crowell Library; 2) amend the FY 2019-20 revenue budget to recognize revenue of \$36,000 in the Donations Fund at Account 281-90-3601-0000 (Library Donations Received); and 3) approve a FY 2019-20 expenditure budget amendment by appropriation of \$36,000 to the Donations Fund Account 281-90-4613-0000 (Equipment-Library).

**12. APPROVAL TO JOIN THE LITIGATION CONSORTIUM AGAINST SOUTHERN CALIFORNIA EDISON (SCE) FOR UNDER-COLLECTION OF UTILITY USER TAXES**

Recommendation: Staff recommends that City Council City join the litigation consortium against Southern California Edison and authorize the City Manager to enter into the letter agreement with Colantuono, Highsmith & Whatley, P.C. (CH&W).

**13. ADOPTION OF RESOLUTION R-20-12, RENEWING THE PROCLAMATION OF A LOCAL EMERGENCY, AND URGENCY ORDINANCE NO. 20-O-13163-U, EXTENDING CERTAIN PLANNING & BUILDING ENTITLEMENTS AND DECLARING THE URGENCY THEREOF IN RESPONSE TO COVID-19**

Recommendation: Staff recommends that the City Council 1) adopt Resolution No. R-20-12, a Resolution of the City Council of the City of San Marino, Renewing the Proclamation of the Existence of a Local Emergency Concerning the COVID-19 Virus; and 2) read by title only, waive further reading and adopt Ordinance No. 20-O-1363-U, an Urgency Ordinance of the City of San Marino

Extending Certain Planning and Building Entitlements for 90 Days and Declaring the Urgency Thereof.

**14. ADOPTION OF URGENCY ORDINANCE NO. 20-O-1362-U, ADOPTING EMERGENCY REGULATIONS RELATED TO RESIDENTIAL AND COMMERCIAL TENANT EVICTIONS AND DECLARING THE URGENCY THEREOF AND CONSIDERATION OF ACTION TO REDUCE THE IMPACTS ON RESIDENTS AND LOCAL BUSINESSES RELATED TO THE COVID-19 VIRUS**

Recommendation: Staff recommends that the City Council 1) find that the proposed action is exempt from the California Environmental Quality Act (CEQA) pursuant to state CEQA Guidelines Section 15061 (b)(3) (Common Sense Exemption); 2) read by title only, waive further reading, and adopt Ordinance No. 20-O-1362-U, an Urgency Ordinance of the City of San Marino Adopting Emergency Regulations Related to Residential and Commercial Tenant Evictions and Declaring the Urgency Thereof; and 3) suspend all late fees and penalties for administrative citations related to business license or permit renewals for businesses that were in good standing prior to the pandemic and excluding the retroactive application of this waiver to past due amounts where penalties have already been assessed.

**15. APPROVAL OF AN APPROPRIATION IN THE AMOUNT OF \$4,500 FROM GENERAL FUND RESERVES TO ACCOUNT FOR EMERGENCY EXPENSES RELATED TO THE COVID-19 RESPONSE**

Recommendation: Staff recommends that the City Council approve a budget amendment to appropriate \$4,500 to Account No. 101-08-4376-0000 (Materials & Supplies-COVID-19) for the purchase of emergency supplies for COVID-19 transmission mitigation.

**WRITTEN COMMUNICATIONS OR PUBLIC WRITINGS DISTRIBUTED**

This is an opportunity to announce any written communications pertaining to the City received by members of the City Council. All public writings distributed by the City of San Marino to at least a majority of the City Council regarding any item on this agenda will be made available at the Public Counter at City Hall located at 2200 Huntington Drive, San Marino, California 91108.

**COUNCIL REPORTS**

This is an opportunity for members of the City Council to inform the public of any meetings or conferences they may have attended.

**CITY COUNCIL CALENDAR**

Scheduling dates for future Council meetings.

**PUBLIC COMMENTS**

**ADJOURNMENT**

The San Marino City Council will adjourn to **FRIDAY, APRIL 24, 2020, AT 8:30 A.M.** at the San Marino Center, 1800 Huntington Drive, San Marino, California 91108.

Dated: April 3, 2020  
Posted: April 3, 2020

AMANDA FOWLER  
ACTING CITY CLERK

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# City of San Marino

## Staff Report

*Gretchen Shepherd Romey, Mayor  
Ken Ude, Vice Mayor  
Steven W. Huang, DDS, Council Member  
Susan Jakobowski, Council Member  
Steve Talt, Council Member*

TO: Mayor and City Council  
FROM: Marcella Marlowe, Ph.D., City Manager  
BY: Paul Chung, Finance Director  
Mark Siegfried, Accounting Manager/Controller  
DATE: April 8, 2020

**SUBJECT: RECEIVE AND FILE MONTHLY DISBURSEMENTS REPORT FOR MARCH 2020**

### **STRATEGIC PLAN CRITICAL SUCCESS FACTORS**

- Efficient, Responsive, and Effective City Services
- Fiscally Responsible and Transparent City Government

### **BACKGROUND & DISCUSSION**

The City publishes a report on total disbursements each month pursuant to Government Code Sections 37202 and 37208.

There are three source points for disbursement: (1) items disbursed from the City's General Checking account, including electronic funds transfers (EFTs); (2) items disbursed from the City's Workers' Compensation Account (collaboratively managed by City staff and the workers' compensation third-party administrator); and (3) items disbursed through the payroll process, inclusive of direct deposit transfers to employees, hardcopy checks issued to employees, and electronic transfers to State and Federal taxing authorities.

### **FISCAL IMPACT & PROCUREMENT REVIEW**

Procurement review is not applicable.

## **MARCH 2020 DISBURSEMENTS SUMMARY**

| <b>Schedule of Disbursements - March 2020</b> |                     |
|---|---------------------|
| <b>Description</b>                            | <b>Amount</b>       |
| General Account Checks                        | \$ 989,049          |
| General Account Electronic Fund Transfers     | 526,639             |
| Worker's Compensation Checks                  | 8,499               |
| Salaries and Taxes Paid                       | 1,138,745           |
|   | <b>\$ 2,662,932</b> |

### **LEGAL REVIEW**

The City Attorney's office has reviewed and approved as to form.

### **RECOMMENDATION**

Staff recommends receiving and filing the Monthly Disbursements Report for the Month of March 2020. If the City Council concurs with staff's recommendation, an appropriate motion would be:

"I move to receive and file the Monthly Disbursements Report for the Month of March 2020."

### **ATTACHMENT**

I. March 2020 Transactions by Account Summary

# Accounts Payable

## Transactions by Account

User: MSiegfried  
 Printed: 03/30/2020 - 7:27AM  
 Batch: 00000.00.0000



| Account Number   | Vendor                   | Description                       | GL Date    | Check No | Amount   | PO No |
|------------------|--------------------------|-----------------------------------|------------|----------|----------|-------|
| 101-00-1060-0000 | Bob Wondries             | Moulding                          | 03/13/2020 | 0        | 86.20    |       |
| 101-00-1060-0000 | Bob Wondries             | Rotors & Pads                     | 03/13/2020 | 0        | 528.91   |       |
| 101-00-1060-0000 | Bob Wondries             | Fuel Pipe                         | 03/25/2020 | 0        | 159.91   |       |
| 101-00-1060-0000 | Bob Wondries             | Credit                            | 03/25/2020 | 0        | -247.45  |       |
| 101-00-1060-0000 | Bob Wondries             | Mouldings & Weather Stripping     | 03/25/2020 | 0        | 528.57   |       |
| 101-00-1060-0000 | Bob Wondries             | Grille & Mouldings                | 03/25/2020 | 0        | 592.59   |       |
|                  |                          | Vendor Subtotal for Department:00 |            |          | 1,648.73 |       |
| 101-00-1060-0000 | Garvey Equipment Company | Air Filters                       | 03/13/2020 | 0        | 16.21    |       |
| 101-00-1060-0000 | Garvey Equipment Company | Drive & Fan Belt                  | 03/13/2020 | 0        | 87.29    |       |
|                  |                          | Vendor Subtotal for Department:00 |            |          | 103.50   |       |
| 101-00-1060-0000 | JCB IN                   | Alternator                        | 03/13/2020 | 11568    | 331.81   |       |
| 101-00-1060-0000 | JCB IN                   | Gear Oil                          | 03/25/2020 | 11994    | 325.17   |       |
|                  |                          | Vendor Subtotal for Department:00 |            |          | 656.98   |       |
| 101-00-1060-0000 | O'Reilly Auto Parts      | Filters                           | 03/13/2020 | 11582    | 48.03    |       |
| 101-00-1060-0000 | O'Reilly Auto Parts      | Gas Treatment                     | 03/13/2020 | 11583    | 68.94    |       |
| 101-00-1060-0000 | O'Reilly Auto Parts      | Water Pump                        | 03/13/2020 | 11583    | 29.75    |       |
| 101-00-1060-0000 | O'Reilly Auto Parts      | Refrigerant                       | 03/13/2020 | 11583    | 41.60    |       |
| 101-00-1060-0000 | O'Reilly Auto Parts      | Filters, Oil and Antifreeze       | 03/13/2020 | 11582    | 668.69   |       |
| 101-00-1060-0000 | O'Reilly Auto Parts      | Coolant                           | 03/13/2020 | 11582    | 13.14    |       |
| 101-00-1060-0000 | O'Reilly Auto Parts      | Filters & Starter                 | 03/13/2020 | 11583    | 192.53   |       |
| 101-00-1060-0000 | O'Reilly Auto Parts      | Credit - Return Item              | 03/13/2020 | 11582    | -10.95   |       |
| 101-00-1060-0000 | O'Reilly Auto Parts      | Connectors Truck #5113            | 03/13/2020 | 11583    | 101.74   |       |
| 101-00-1060-0000 | O'Reilly Auto Parts      | Power Outlets                     | 03/13/2020 | 11582    | 22.97    |       |
| 101-00-1060-0000 | O'Reilly Auto Parts      | Spark Plugs                       | 03/13/2020 | 11582    | 4.36     |       |
| 101-00-1060-0000 | O'Reilly Auto Parts      | Pulley                            | 03/13/2020 | 11583    | 20.13    |       |

| Account Number   | Vendor              | Description                            | GL Date    | Check No | Amount   | PO No |
|------------------|---------------------|--|------------|----------|----------|-------|
| 101-00-1060-0000 | O'Reilly Auto Parts | Alarm Batteries                        | 03/13/2020 | 11582    | 12.03    |       |
| 101-00-1060-0000 | O'Reilly Auto Parts | Filters & Oil                          | 03/13/2020 | 11582    | 34.73    |       |
| 101-00-1060-0000 | O'Reilly Auto Parts | Credit                                 | 03/25/2020 | 12007    | -7.65    |       |
| 101-00-1060-0000 | O'Reilly Auto Parts | Batteries                              | 03/25/2020 | 12007    | 17.50    |       |
| 101-00-1060-0000 | O'Reilly Auto Parts | Filters                                | 03/25/2020 | 12007    | 104.76   |       |
| 101-00-1060-0000 | O'Reilly Auto Parts | Filters                                | 03/25/2020 | 12007    | 192.27   |       |
| 101-00-1060-0000 | O'Reilly Auto Parts | Conduit                                | 03/25/2020 | 12007    | 16.95    |       |
| 101-00-1060-0000 | O'Reilly Auto Parts | Oil                                    | 03/25/2020 | 12007    | 582.80   |       |
| 101-00-1060-0000 | O'Reilly Auto Parts | Wiper Blades                           | 03/25/2020 | 12007    | 62.39    |       |
| 101-00-1060-0000 | O'Reilly Auto Parts | Wheel Nuts                             | 03/25/2020 | 12007    | 31.32    |       |
| 101-00-1060-0000 | O'Reilly Auto Parts | Power Socket                           | 03/25/2020 | 12007    | 15.32    |       |
|                  |                     |  |            |          | 2,263.35 |       |
|                  |                     | Vendor Subtotal for Department:00      |            |          |          |       |
| 101-00-1060-0000 | U.S. Bank           | Amazon- Back Up Alarms                 | 03/25/2020 | 11613    | 53.26    |       |
|                  |                     |  |            |          | 53.26    |       |
|                  |                     | Vendor Subtotal for Department:00      |            |          |          |       |
| 101-00-2048-6990 | Virginia Lappas     | Refund- Gentle Yoga for All            | 03/25/2020 | 11614    | 46.00    |       |
|                  |                     |  |            |          | 46.00    |       |
|                  |                     | Vendor Subtotal for Department:00      |            |          |          |       |
| 101-00-2048-6990 | Jo Anne Kindler     | Refund- Zumba Gold & Gentle Yoga f     | 03/25/2020 | 11615    | 90.00    |       |
|                  |                     |  |            |          | 90.00    |       |
|                  |                     | Vendor Subtotal for Department:00      |            |          |          |       |
| 101-00-2048-6990 | Marilyn Peck        | Refund- Senior Trip - Bright Star Thea | 03/25/2020 | 11616    | 86.00    |       |
|                  |                     |  |            |          | 86.00    |       |
|                  |                     | Vendor Subtotal for Department:00      |            |          |          |       |
| 101-00-2048-6990 | Jolen Cheng         | Refund - Gentle Yoga for All           | 03/25/2020 | 11617    | 46.00    |       |
|                  |                     |  |            |          | 46.00    |       |
|                  |                     | Vendor Subtotal for Department:00      |            |          |          |       |
| 101-00-2048-6990 | Doug Barry          | Refund- Senior Trip-Bright Star Thea   | 03/25/2020 | 11618    | 86.00    |       |
|                  |                     |  |            |          | 86.00    |       |
|                  |                     | Vendor Subtotal for Department:00      |            |          |          |       |

| Account Number   | Vendor         | Description                            | GL Date    | Check No | Amount | PO No |
|------------------|----------------|--|------------|----------|--------|-------|
| 101-00-2048-6990 | Jing Gao       | Refund- Threes & Fours                 | 03/25/2020 | 11619    | 106.00 |       |
|                  |                | Vendor Subtotal for Department:00      |            |          | 106.00 |       |
| 101-00-2048-6990 | Dione Wu       | Refund- Pre K                          | 03/25/2020 | 11620    | 106.00 |       |
|                  |                | Vendor Subtotal for Department:00      |            |          | 106.00 |       |
| 101-00-2048-6990 | Howard Chen    | Refund- Afterschool Care               | 03/25/2020 | 11621    | 151.40 |       |
|                  |                | Vendor Subtotal for Department:00      |            |          | 151.40 |       |
| 101-00-2048-6990 | Yu Wan         | Refund - Art Workshop                  | 03/25/2020 | 11622    | 187.00 |       |
|                  |                | Vendor Subtotal for Department:00      |            |          | 187.00 |       |
| 101-00-2048-6990 | Suan Lin       | Refund- Gentle Yoga for All            | 03/25/2020 | 11623    | 23.00  |       |
|                  |                | Vendor Subtotal for Department:00      |            |          | 23.00  |       |
| 101-00-2048-6990 | Lois Wadsworth | Refund- Senior Trip - Bright Star Thea | 03/25/2020 | 11624    | 86.00  |       |
|                  |                | Vendor Subtotal for Department:00      |            |          | 86.00  |       |
| 101-00-2048-6990 | Le Tran        | Refund- Before School Program          | 03/25/2020 | 11625    | 100.00 |       |
|                  |                | Vendor Subtotal for Department:00      |            |          | 100.00 |       |
| 101-00-2048-6990 | Alison Chen    | Refund- Lil' Playmates                 | 03/25/2020 | 11626    | 133.00 |       |
|                  |                | Vendor Subtotal for Department:00      |            |          | 133.00 |       |
| 101-00-2048-6990 | Vanessa Golden | Refund- Before School Program          | 03/25/2020 | 11627    | 73.75  |       |
|                  |                | Vendor Subtotal for Department:00      |            |          | 73.75  |       |
| 101-00-2048-6990 | Sandy Arellano | Refund- Senior Trip - Bright Star Thea | 03/25/2020 | 11628    | 86.00  |       |

| Account Number   | Vendor           | Description                             | GL Date    | Check No | Amount | PO No |
|------------------|------------------|---|------------|----------|--------|-------|
|                  |                  | Vendor Subtotal for Department:00       |            |          | 86.00  |       |
| 101-00-2048-6990 | Sally Rector     | Refund- Senior Trips - Bright Star The  | 03/25/2020 | 11629    | 258.00 |       |
|                  |                  | Vendor Subtotal for Department:00       |            |          | 258.00 |       |
| 101-00-2048-6990 | Munci Gunner     | Refund- Gentle Yoga for All             | 03/25/2020 | 11630    | 56.00  |       |
|                  |                  | Vendor Subtotal for Department:00       |            |          | 56.00  |       |
| 101-00-2048-6990 | Cynthia Thompson | Refund - Senior Trip - Bright Star The: | 03/25/2020 | 11631    | 86.00  |       |
|                  |                  | Vendor Subtotal for Department:00       |            |          | 86.00  |       |
| 101-00-2048-6990 | Josie Zamorano   | Refund- Senior Trip - Bright Star Thea  | 03/25/2020 | 11632    | 86.00  |       |
|                  |                  | Vendor Subtotal for Department:00       |            |          | 86.00  |       |
| 101-00-2048-6990 | Amy Ling         | Refund- Twos & Threes                   | 03/25/2020 | 11633    | 245.00 |       |
|                  |                  | Vendor Subtotal for Department:00       |            |          | 245.00 |       |
| 101-00-2048-6990 | Toby Chou        | Refund-Video Game Design                | 03/25/2020 | 11634    | 410.00 |       |
|                  |                  | Vendor Subtotal for Department:00       |            |          | 410.00 |       |
| 101-00-2048-6990 | Michelle Hoglin  | Refund- Threes & Fours and Pre K        | 03/25/2020 | 11635    | 318.00 |       |
|                  |                  | Vendor Subtotal for Department:00       |            |          | 318.00 |       |
| 101-00-2048-6990 | Christine Wu     | Refund- Senior Trip - Pageant of our L  | 03/25/2020 | 11636    | 73.00  |       |
|                  |                  | Vendor Subtotal for Department:00       |            |          | 73.00  |       |
| 101-00-2048-6990 | Cindy Kuo        | Refund-Soccer, Robots & Lego            | 03/25/2020 | 11637    | 468.00 |       |
|                  |                  | Vendor Subtotal for Department:00       |            |          | 468.00 |       |

| Account Number   | Vendor            | Description                            | GL Date    | Check No | Amount | PO No |
|------------------|-------------------|--|------------|----------|--------|-------|
| 101-00-2048-6990 | Taylor Cleveland  | Refund - Twos & Threes                 | 03/25/2020 | 11639    | 122.50 |       |
| 101-00-2048-6990 | Taylor Cleveland  | Refund-Pre K                           | 03/25/2020 | 11639    | 159.00 |       |
|                  |                   | Vendor Subtotal for Department:00      |            |          | 281.50 |       |
| 101-00-2048-6990 | Jennifer Converse | Refund- Jr. Chefs                      | 03/25/2020 | 11640    | 55.00  |       |
|                  |                   | Vendor Subtotal for Department:00      |            |          | 55.00  |       |
| 101-00-2048-6990 | Ssu Lamontagne    | Refund- Gentle Yoga for All            | 03/25/2020 | 11641    | 28.00  |       |
|                  |                   | Vendor Subtotal for Department:00      |            |          | 28.00  |       |
| 101-00-2048-6990 | Lois Derry        | Refund- Senior Trip - Bright Star Thea | 03/25/2020 | 11642    | 86.00  |       |
|                  |                   | Vendor Subtotal for Department:00      |            |          | 86.00  |       |
| 101-00-2048-6990 | Pallavi Wahl      | Refund- Art Workshop, Fun w/Phonics    | 03/25/2020 | 11643    | 884.00 |       |
|                  |                   | Vendor Subtotal for Department:00      |            |          | 884.00 |       |
| 101-00-2048-6990 | Nickolas Barnett  | Refund-Threes & Fours                  | 03/25/2020 | 11644    | 159.00 |       |
|                  |                   | Vendor Subtotal for Department:00      |            |          | 159.00 |       |
| 101-00-2048-6990 | Alisa Yang        | Refund- Before School Program          | 03/25/2020 | 11645    | 152.80 |       |
|                  |                   | Vendor Subtotal for Department:00      |            |          | 152.80 |       |
| 101-00-2048-6990 | Lucy Marikian     | Refund- Senior Trip- Bright Star Thea  | 03/25/2020 | 11646    | 86.00  |       |
|                  |                   | Vendor Subtotal for Department:00      |            |          | 86.00  |       |
| 101-00-2048-6990 | Patrick Jeffries  | Refund- Afterschool Program            | 03/25/2020 | 11647    | 289.60 |       |
|                  |                   | Vendor Subtotal for Department:00      |            |          | 289.60 |       |

| Account Number   | Vendor          | Description                          | GL Date    | Check No | Amount | PO No |
|------------------|-----------------|--------------------------------------|------------|----------|--------|-------|
| 101-00-2048-6990 | Lois Gronauer   | Refund - Gentle Yoga for All         | 03/25/2020 | 11648    | 46.00  |       |
|                  |                 | Vendor Subtotal for Department:00    |            |          | 46.00  |       |
| 101-00-2048-6990 | Leticia Sanchez | Refund-Dance, Prof Egghead,Fencing.  | 03/25/2020 | 11649    | 926.00 |       |
|                  |                 | Vendor Subtotal for Department:00    |            |          | 926.00 |       |
| 101-00-2048-6990 | Christy Shen    | Refund-Twos & Threes                 | 03/25/2020 | 11650    | 183.50 |       |
|                  |                 | Vendor Subtotal for Department:00    |            |          | 183.50 |       |
| 101-00-2048-6990 | Vivian Dalton   | Refund-Jr.Chefs, Guitar, Video Game, | 03/25/2020 | 11651    | 843.00 |       |
|                  |                 | Vendor Subtotal for Department:00    |            |          | 843.00 |       |
| 101-00-2048-6990 | Aniela Rigali   | Refund- Lil' Playmates               | 03/25/2020 | 11652    | 73.00  |       |
|                  |                 | Vendor Subtotal for Department:00    |            |          | 73.00  |       |
| 101-00-2048-6990 | Ling Yang       | Refund-Art Workshop                  | 03/25/2020 | 11653    | 187.00 |       |
|                  |                 | Vendor Subtotal for Department:00    |            |          | 187.00 |       |
| 101-00-2048-6990 | Vanessa Garcia  | Refund- Lacy Park Group Reservation  | 03/25/2020 | 11654    | 145.00 |       |
|                  |                 | Vendor Subtotal for Department:00    |            |          | 145.00 |       |
| 101-00-2048-6990 | Shannon Groppi  | Refund- Sports Blitz                 | 03/25/2020 | 11655    | 110.00 |       |
|                  |                 | Vendor Subtotal for Department:00    |            |          | 110.00 |       |
| 101-00-2048-6990 | Michelle Marrs  | Refund-Tiny Toddlers                 | 03/25/2020 | 11656    | 138.50 |       |
|                  |                 | Vendor Subtotal for Department:00    |            |          | 138.50 |       |
| 101-00-2048-6990 | Christine Wong  | Refund- Pre K                        | 03/25/2020 | 11657    | 212.00 |       |



| Account Number   | Vendor          | Description                       | GL Date    | Check No | Amount | PO No |
|------------------|-----------------|-----------------------------------|------------|----------|--------|-------|
|                  |                 | Vendor Subtotal for Department:00 |            |          | 212.00 |       |
| 101-00-2048-6990 | Maryann Acosta  | Refund- Functional Fitness        | 03/25/2020 | 11658    | 34.00  |       |
|                  |                 | Vendor Subtotal for Department:00 |            |          | 34.00  |       |
| 101-00-2048-6990 | Evelyn Wildeman | Refund- Gentle Yoga for All       | 03/25/2020 | 11659    | 46.00  |       |
|                  |                 | Vendor Subtotal for Department:00 |            |          | 46.00  |       |
| 101-00-2048-6990 | Jill Lynn       | Refund -Twos & Threes             | 03/25/2020 | 11660    | 183.50 |       |
|                  |                 | Vendor Subtotal for Department:00 |            |          | 183.50 |       |
| 101-00-2048-6990 | Anna Stockdale  | Refund-Afterschool Program        | 03/25/2020 | 11661    | 135.42 |       |
|                  |                 | Vendor Subtotal for Department:00 |            |          | 135.42 |       |
| 101-00-2048-6990 | Connie Rubke    | Refund -Twos & Threes             | 03/25/2020 | 11662    | 122.50 |       |
|                  |                 | Vendor Subtotal for Department:00 |            |          | 122.50 |       |
| 101-00-2048-6990 | Ryan Roberts    | Refund-Threes & Fours             | 03/25/2020 | 11663    | 159.00 |       |
|                  |                 | Vendor Subtotal for Department:00 |            |          | 159.00 |       |
| 101-00-2048-6990 | Mary Forrest    | Refund- Twos & Threes             | 03/25/2020 | 11664    | 183.50 |       |
|                  |                 | Vendor Subtotal for Department:00 |            |          | 183.50 |       |
| 101-00-2048-6990 | Lindsey Wyman   | Refund-Twos & Threes              | 03/25/2020 | 11665    | 183.50 |       |
|                  |                 | Vendor Subtotal for Department:00 |            |          | 183.50 |       |
| 101-00-2048-6990 | Parul Rastogi   | Refund- Private Guitar & Spykids  | 03/25/2020 | 11666    | 354.00 |       |
|                  |                 | Vendor Subtotal for Department:00 |            |          | 354.00 |       |

| Account Number   | Vendor             | Description                           | GL Date    | Check No | Amount | PO No |
|------------------|--------------------|---------------------------------------|------------|----------|--------|-------|
| 101-00-2048-6990 | Krista Wong        | Refund- Jr. Chef                      | 03/25/2020 | 11667    | 410.00 |       |
|                  |                    | Vendor Subtotal for Department:00     |            |          | 410.00 |       |
| 101-00-2048-6990 | Elsie Danis        | Refund- Gentle Yoga for All           | 03/25/2020 | 11668    | 28.00  |       |
|                  |                    | Vendor Subtotal for Department:00     |            |          | 28.00  |       |
| 101-00-2048-6990 | Yini Ding          | Refund- Lil' Playmates                | 03/25/2020 | 11669    | 73.00  |       |
|                  |                    | Vendor Subtotal for Department:00     |            |          | 73.00  |       |
| 101-00-2048-6990 | Charmayne Ross     | Refund - Afterschool Program          | 03/25/2020 | 11670    | 87.76  |       |
|                  |                    | Vendor Subtotal for Department:00     |            |          | 87.76  |       |
| 101-00-2048-6990 | Kim Chhay          | Refund- Afterschool and Before Schoc  | 03/25/2020 | 11671    | 90.00  |       |
|                  |                    | Vendor Subtotal for Department:00     |            |          | 90.00  |       |
| 101-00-2048-6990 | Ann Tan            | Refund- Tennis & Lego                 | 03/25/2020 | 11672    | 278.00 |       |
|                  |                    | Vendor Subtotal for Department:00     |            |          | 278.00 |       |
| 101-00-2048-6990 | Jane Donelan       | Refund- Threes & Fours                | 03/25/2020 | 11673    | 159.00 |       |
|                  |                    | Vendor Subtotal for Department:00     |            |          | 159.00 |       |
| 101-00-2048-6990 | Yuanyuan Liu       | Refund- Before School Program         | 03/25/2020 | 11674    | 76.40  |       |
|                  |                    | Vendor Subtotal for Department:00     |            |          | 76.40  |       |
| 101-00-2048-6990 | Tina Miller        | Refund- Functional Fitness & Gentle Y | 03/25/2020 | 11675    | 90.00  |       |
|                  |                    | Vendor Subtotal for Department:00     |            |          | 90.00  |       |
| 101-00-2048-6990 | Wanda Wang- Oliver | Refund- Pre K                         | 03/25/2020 | 11676    | 424.00 |       |

| Account Number   | Vendor            | Description                            | GL Date    | Check No | Amount | PO No |
|------------------|-------------------|--|------------|----------|--------|-------|
|                  |                   | Vendor Subtotal for Department:00      |            |          | 424.00 |       |
| 101-00-2048-6990 | Fang Hou          | Refund- Pre-K                          | 03/25/2020 | 11677    | 134.00 |       |
|                  |                   | Vendor Subtotal for Department:00      |            |          | 134.00 |       |
| 101-00-2048-6990 | Sungjin Ahn       | Refund-Afterschool Program             | 03/25/2020 | 11678    | 127.62 |       |
|                  |                   | Vendor Subtotal for Department:00      |            |          | 127.62 |       |
| 101-00-2048-6990 | Jamie Zapata      | Refund- Twos & Threes                  | 03/25/2020 | 11679    | 232.50 |       |
|                  |                   | Vendor Subtotal for Department:00      |            |          | 232.50 |       |
| 101-00-2048-6990 | Julie McCabe      | Refund - Gentle Yoga for All           | 03/25/2020 | 11680    | 23.00  |       |
|                  |                   | Vendor Subtotal for Department:00      |            |          | 23.00  |       |
| 101-00-2048-6990 | Katie Manes       | Refund -Twos & Threes                  | 03/25/2020 | 11681    | 245.00 |       |
|                  |                   | Vendor Subtotal for Department:00      |            |          | 245.00 |       |
| 101-00-2048-6990 | Rohit Manchanda   | Refund-Spykids, Coding & Afterschoc    | 03/25/2020 | 11682    | 553.00 |       |
|                  |                   | Vendor Subtotal for Department:00      |            |          | 553.00 |       |
| 101-00-2048-6990 | Delcey Kawaski    | Refund - Functional Fitness & Gentle ` | 03/25/2020 | 11683    | 118.00 |       |
|                  |                   | Vendor Subtotal for Department:00      |            |          | 118.00 |       |
| 101-00-2048-6990 | Margaret Trujillo | Refund- Senior Trip - Bright Star Thea | 03/25/2020 | 11684    | 86.00  |       |
| 101-00-2048-6990 | Margaret Trujillo | Refund-Gentle Yoga for All             | 03/25/2020 | 11684    | 28.00  |       |
|                  |                   | Vendor Subtotal for Department:00      |            |          | 114.00 |       |
| 101-00-2048-6990 | Glyniss Anthony   | Refund- Senior Trip-Pageant of our Lc  | 03/25/2020 | 11685    | 73.00  |       |

| Account Number   | Vendor             | Description                            | GL Date    | Check No | Amount | PO No |
|------------------|--------------------|--|------------|----------|--------|-------|
|                  |                    | Vendor Subtotal for Department:00      |            |          | 73.00  |       |
| 101-00-2048-6990 | Katherine Tripodes | Refund- Pageant of Our Lord - Senior   | 03/13/2020 | 11530    | 73.00  |       |
| 101-00-2048-6990 | Katherine Tripodes | Refund - Senior Trip- Bright Star Thea | 03/25/2020 | 11686    | 86.00  |       |
| 101-00-2048-6990 | Katherine Tripodes | Refund-Refund Gentle Yoga for All      | 03/25/2020 | 11686    | 46.00  |       |
|                  |                    | Vendor Subtotal for Department:00      |            |          | 205.00 |       |
| 101-00-2048-6990 | Yujun Sun          | Refund- Spykids & Kinder Care          | 03/25/2020 | 11687    | 236.76 |       |
| 101-00-2048-6990 | Yujun Sun          | Refund- Chess Master                   | 03/25/2020 | 11687    | 155.00 |       |
|                  |                    | Vendor Subtotal for Department:00      |            |          | 391.76 |       |
| 101-00-2048-6990 | Hsuan Zee          | Refund - Private Guiter & Afterschool  | 03/25/2020 | 11688    | 398.60 |       |
|                  |                    | Vendor Subtotal for Department:00      |            |          | 398.60 |       |
| 101-00-2048-6990 | Suzanne Badawi     | Refund - Afterschool Program           | 03/13/2020 | 11531    | 14.89  |       |
|                  |                    | Vendor Subtotal for Department:00      |            |          | 14.89  |       |
| 101-00-2048-6990 | Danielle Dabbs     | Refund- Spykids & Private Guitar       | 03/25/2020 | 11689    | 526.28 |       |
|                  |                    | Vendor Subtotal for Department:00      |            |          | 526.28 |       |
| 101-00-2048-6990 | Huan Tong          | Refund- Musical Theater                | 03/25/2020 | 11690    | 117.00 |       |
|                  |                    | Vendor Subtotal for Department:00      |            |          | 117.00 |       |
| 101-00-2048-6990 | Austin Minnich     | Refund- Tennis, Lego, Spykids, & Aft   | 03/25/2020 | 11691    | 622.00 |       |
|                  |                    | Vendor Subtotal for Department:00      |            |          | 622.00 |       |
| 101-00-2048-6990 | Sarah Chi          | Refund- Video Game Design, Jr. Chef    | 03/25/2020 | 11692    | 708.00 |       |
|                  |                    | Vendor Subtotal for Department:00      |            |          | 708.00 |       |

| Account Number   | Vendor           | Description                         | GL Date    | Check No | Amount | PO No |
|------------------|------------------|-------------------------------------|------------|----------|--------|-------|
| 101-00-2048-6990 | Michael Morovati | Refund - Threes & Fours             | 03/25/2020 | 11693    | 106.00 |       |
|                  |                  | Vendor Subtotal for Department:00   |            |          | 106.00 |       |
| 101-00-2048-6990 | Richard Kim      | Refund- T-Ball Blitz                | 03/25/2020 | 11694    | 110.00 |       |
|                  |                  | Vendor Subtotal for Department:00   |            |          | 110.00 |       |
| 101-00-2048-6990 | Rabia Rafi       | Refund - Lil Playmates              | 03/25/2020 | 11695    | 73.00  |       |
|                  |                  | Vendor Subtotal for Department:00   |            |          | 73.00  |       |
| 101-00-2048-6990 | Hsien-Chun Lo    | Refund- Art Workshop                | 03/25/2020 | 11696    | 187.00 |       |
| 101-00-2048-6990 | Hsien-Chun Lo    | Refund- Musical Theater             | 03/25/2020 | 11696    | 117.00 |       |
|                  |                  | Vendor Subtotal for Department:00   |            |          | 304.00 |       |
| 101-00-2048-6990 | Nancy Tyler      | Refund- Tennis                      | 03/25/2020 | 11697    | 250.00 |       |
|                  |                  | Vendor Subtotal for Department:00   |            |          | 250.00 |       |
| 101-00-2048-6990 | Ying Jiang       | Refund-Spykids, Coding & Aftershoc  | 03/25/2020 | 11698    | 657.14 |       |
|                  |                  | Vendor Subtotal for Department:00   |            |          | 657.14 |       |
| 101-00-2048-6990 | Nancy Yonei      | Refund - Gentle Yoga & Senior Smart | 03/25/2020 | 11699    | 55.00  |       |
|                  |                  | Vendor Subtotal for Department:00   |            |          | 55.00  |       |
| 101-00-2048-6990 | Michelle Harris  | Refund- Threes & Fours              | 03/25/2020 | 11700    | 212.00 |       |
|                  |                  | Vendor Subtotal for Department:00   |            |          | 212.00 |       |
| 101-00-2048-6990 | Susana Arellano  | Refund-Threes & Fours               | 03/25/2020 | 11701    | 159.00 |       |
|                  |                  | Vendor Subtotal for Department:00   |            |          | 159.00 |       |
| 101-00-2048-6990 | Catherine Roheim | Refund - Brit West Soccer           | 03/25/2020 | 11702    | 138.00 |       |

| Account Number   | Vendor         | Description                       | GL Date    | Check No | Amount | PO No |
|------------------|----------------|-----------------------------------|------------|----------|--------|-------|
|                  |                | Vendor Subtotal for Department:00 |            |          | 138.00 |       |
| 101-00-2048-6990 | Jiyoun Chon    | Refund- Spykids                   | 03/25/2020 | 11703    | 154.00 |       |
|                  |                | Vendor Subtotal for Department:00 |            |          | 154.00 |       |
| 101-00-2048-6990 | Alicia Medina  | Refund- Twos & Threes             | 03/25/2020 | 11704    | 183.50 |       |
|                  |                | Vendor Subtotal for Department:00 |            |          | 183.50 |       |
| 101-00-2048-6990 | Irene Gonzalez | Refund- Twos & Threes             | 03/25/2020 | 11705    | 183.50 |       |
|                  |                | Vendor Subtotal for Department:00 |            |          | 183.50 |       |
| 101-00-2048-6990 | Juliana Ng     | Refund- Art Workshop & Jr Chef    | 03/25/2020 | 11706    | 392.00 |       |
|                  |                | Vendor Subtotal for Department:00 |            |          | 392.00 |       |
| 101-00-2048-6990 | Karissa Keith  | Refund - Pre K                    | 03/25/2020 | 11707    | 106.00 |       |
|                  |                | Vendor Subtotal for Department:00 |            |          | 106.00 |       |
| 101-00-2048-6990 | Iris Yang      | Refund-Afterschool Program        | 03/25/2020 | 11708    | 265.60 |       |
|                  |                | Vendor Subtotal for Department:00 |            |          | 265.60 |       |
| 101-00-2048-6990 | Andres Roblero | Refund - Before School Program    | 03/25/2020 | 11709    | 40.00  |       |
|                  |                | Vendor Subtotal for Department:00 |            |          | 40.00  |       |
| 101-00-2048-6990 | Esther Yao     | Refund- Soccer Blitz              | 03/25/2020 | 11710    | 110.00 |       |
|                  |                | Vendor Subtotal for Department:00 |            |          | 110.00 |       |
| 101-00-2048-6990 | Stephanie Tu   | Refund - Lil' Playmates           | 03/25/2020 | 11711    | 146.00 |       |
|                  |                | Vendor Subtotal for Department:00 |            |          | 146.00 |       |

| Account Number   | Vendor             | Description                            | GL Date    | Check No | Amount | PO No |
|------------------|--------------------|--|------------|----------|--------|-------|
| 101-00-2048-6990 | Nydia Flores-Barry | Refund- Senior Trip - Bright Star Thea | 03/25/2020 | 11712    | 86.00  |       |
|                  |                    | Vendor Subtotal for Department:00      |            |          | 86.00  |       |
| 101-00-2048-6990 | Lauren Dooling     | Refund- Threes & Fours                 | 03/25/2020 | 11713    | 159.00 |       |
|                  |                    | Vendor Subtotal for Department:00      |            |          | 159.00 |       |
| 101-00-2048-6990 | Tracy Maynard      | Refund- Tiny Toddlers                  | 03/25/2020 | 11714    | 138.50 |       |
|                  |                    | Vendor Subtotal for Department:00      |            |          | 138.50 |       |
| 101-00-2048-6990 | David Sullivan     | Refund - Afterschool Progam            | 03/25/2020 | 11715    | 40.00  |       |
|                  |                    | Vendor Subtotal for Department:00      |            |          | 40.00  |       |
| 101-00-2048-6990 | Sherry Lee         | Refund- Coach Andy's Soccer            | 03/25/2020 | 11716    | 250.00 |       |
|                  |                    | Vendor Subtotal for Department:00      |            |          | 250.00 |       |
| 101-00-2048-6990 | Tina Jimenez       | Refund- Gentle Yoga for All            | 03/25/2020 | 11717    | 56.00  |       |
|                  |                    | Vendor Subtotal for Department:00      |            |          | 56.00  |       |
| 101-00-2048-6990 | Tiffany Lawrence   | Refund-Soccer Blitz,TBall Blitz,Jr.Ch  | 03/25/2020 | 11718    | 683.00 |       |
|                  |                    | Vendor Subtotal for Department:00      |            |          | 683.00 |       |
| 101-00-2048-6990 | Mastaneh Wazni     | Refund- Threes & Fours                 | 03/25/2020 | 11719    | 212.00 |       |
|                  |                    | Vendor Subtotal for Department:00      |            |          | 212.00 |       |
| 101-00-2048-6990 | Ling Chang         | Refund - Tennis & Jr. Chef             | 03/25/2020 | 11720    | 660.00 |       |
|                  |                    | Vendor Subtotal for Department:00      |            |          | 660.00 |       |
| 101-00-2048-6990 | Jennifer Garcia    | Refund- Pre K                          | 03/25/2020 | 11721    | 159.00 |       |

| Account Number   | Vendor            | Description                           | GL Date    | Check No | Amount | PO No |
|------------------|-------------------|---------------------------------------|------------|----------|--------|-------|
|                  |                   | Vendor Subtotal for Department:00     |            |          | 159.00 |       |
| 101-00-2048-6990 | Emily Goldblatt   | Refund- Kinder Care                   | 03/25/2020 | 11722    | 193.60 |       |
|                  |                   | Vendor Subtotal for Department:00     |            |          | 193.60 |       |
| 101-00-2048-6990 | Susan Mar         | Refund- Functional Fitness & Gentle Y | 03/25/2020 | 11723    | 75.00  |       |
|                  |                   | Vendor Subtotal for Department:00     |            |          | 75.00  |       |
| 101-00-2048-6990 | Haixia Zhu        | Refund- Coding, Piano & Fencing       | 03/25/2020 | 11724    | 427.00 |       |
| 101-00-2048-6990 | Haixia Zhu        | Refund-Chess Master                   | 03/25/2020 | 11724    | 155.00 |       |
|                  |                   | Vendor Subtotal for Department:00     |            |          | 582.00 |       |
| 101-00-2048-6990 | Edward Chang      | Refund- Jr. Chefs, Spykids & Aftersch | 03/25/2020 | 11725    | 547.60 |       |
|                  |                   | Vendor Subtotal for Department:00     |            |          | 547.60 |       |
| 101-00-2048-6990 | Michelle Cescatti | Refund - Lacy Park Group Reservatio   | 03/13/2020 | 11533    | 232.00 |       |
|                  |                   | Vendor Subtotal for Department:00     |            |          | 232.00 |       |
| 101-00-2048-6990 | Cindy Rivera      | Refund- Kinder Care                   | 03/13/2020 | 11535    | 275.64 |       |
|                  |                   | Vendor Subtotal for Department:00     |            |          | 275.64 |       |
| 101-00-2048-6990 | Janet Suen        | Refund- Pageant Of Our Lord Senior 7  | 03/13/2020 | 11537    | 73.00  |       |
|                  |                   | Vendor Subtotal for Department:00     |            |          | 73.00  |       |
| 101-00-2048-6990 | Dan Kuo           | Refund- Pageant of Our Lord- Senior 7 | 03/13/2020 | 11538    | 146.00 |       |
|                  |                   | Vendor Subtotal for Department:00     |            |          | 146.00 |       |
| 101-00-2048-6990 | Alice Chong       | Refund- Gentle Yoga                   | 03/13/2020 | 11539    | 13.00  |       |



| Account Number   | Vendor          | Description                             | GL Date    | Check No | Amount | PO No |
|------------------|-----------------|---|------------|----------|--------|-------|
|                  |                 | Vendor Subtotal for Department:00       |            |          | 13.00  |       |
| 101-00-2048-6990 | Robert Almanza  | Refund- Senior Trip- Bright Star Thea   | 03/25/2020 | 11726    | 172.00 |       |
|                  |                 | Vendor Subtotal for Department:00       |            |          | 172.00 |       |
| 101-00-2048-6990 | Judith Bruner   | Refund- Senior Trip - Bright Star Thea  | 03/25/2020 | 11727    | 86.00  |       |
|                  |                 | Vendor Subtotal for Department:00       |            |          | 86.00  |       |
| 101-00-2048-6990 | Ann Crossland   | Refund - Senior Trip - Bright Star The: | 03/25/2020 | 11728    | 86.00  |       |
|                  |                 | Vendor Subtotal for Department:00       |            |          | 86.00  |       |
| 101-00-2048-6990 | Hayley Chai     | Refund- Gentle Yoga & Fit & Fabulou     | 03/25/2020 | 11729    | 97.00  |       |
|                  |                 | Vendor Subtotal for Department:00       |            |          | 97.00  |       |
| 101-00-2048-6990 | Shirley Chan    | Refund- Gentle Yoga for All             | 03/25/2020 | 11730    | 46.00  |       |
|                  |                 | Vendor Subtotal for Department:00       |            |          | 46.00  |       |
| 101-00-2048-6990 | Margaret Chuang | Refund- Gentle Yoga for All             | 03/25/2020 | 11731    | 28.00  |       |
|                  |                 | Vendor Subtotal for Department:00       |            |          | 28.00  |       |
| 101-00-2048-6990 | Lyn Cacciatore  | Refund- Gentle Yoga for All             | 03/25/2020 | 11732    | 23.00  |       |
|                  |                 | Vendor Subtotal for Department:00       |            |          | 23.00  |       |
| 101-00-2048-6990 | Dean Deines     | Refund - Gentle Yoga for All            | 03/25/2020 | 11733    | 56.00  |       |
|                  |                 | Vendor Subtotal for Department:00       |            |          | 56.00  |       |
| 101-00-2048-6990 | Jody Davis      | Refund - Lacy Park Group Reservatio     | 03/25/2020 | 11734    | 290.00 |       |
|                  |                 | Vendor Subtotal for Department:00       |            |          | 290.00 |       |

| Account Number   | Vendor             | Description                             | GL Date    | Check No | Amount | PO No |
|------------------|--------------------|---|------------|----------|--------|-------|
| 101-00-2048-6990 | Natalie Davis      | Refund- Senior Smart Phone              | 03/25/2020 | 11735    | 9.00   |       |
|                  |                    | Vendor Subtotal for Department:00       |            |          | 9.00   |       |
| 101-00-2048-6990 | Amylou Ferrer      | Refund- Lacy Park Group Reservation     | 03/25/2020 | 11736    | 290.00 |       |
|                  |                    | Vendor Subtotal for Department:00       |            |          | 290.00 |       |
| 101-00-2048-6990 | Marcia Hoffer      | Refund- Gentle Yoga for All             | 03/25/2020 | 11737    | 56.00  |       |
|                  |                    | Vendor Subtotal for Department:00       |            |          | 56.00  |       |
| 101-00-2048-6990 | Paty Hernandez     | Refund - Gentle Yoga for All            | 03/25/2020 | 11738    | 46.00  |       |
|                  |                    | Vendor Subtotal for Department:00       |            |          | 46.00  |       |
| 101-00-2048-6990 | William Hawk       | Refund- Gentle Yoga for All             | 03/25/2020 | 11739    | 56.00  |       |
|                  |                    | Vendor Subtotal for Department:00       |            |          | 56.00  |       |
| 101-00-2048-6990 | Judith Henderson   | Refund- Senior Trip - Bright Star Thea  | 03/25/2020 | 11740    | 86.00  |       |
|                  |                    | Vendor Subtotal for Department:00       |            |          | 86.00  |       |
| 101-00-2048-6990 | Marilyn Hughes     | Refund - Senior Trip - Bright Star Thea | 03/25/2020 | 11741    | 86.00  |       |
|                  |                    | Vendor Subtotal for Department:00       |            |          | 86.00  |       |
| 101-00-2048-6990 | Mary Haltom        | Refund- Fit & Fabulous & Gentle Yog     | 03/25/2020 | 11742    | 120.00 |       |
|                  |                    | Vendor Subtotal for Department:00       |            |          | 120.00 |       |
| 101-00-2048-6990 | Joan Gamberg       | Refund - Gentle Yoga for All            | 03/25/2020 | 11743    | 23.00  |       |
|                  |                    | Vendor Subtotal for Department:00       |            |          | 23.00  |       |
| 101-00-2048-6990 | Jeannette Guluzian | Refund - Gentle Yoga for All            | 03/25/2020 | 11744    | 46.00  |       |

| Account Number   | Vendor            | Description                           | GL Date    | Check No | Amount | PO No |
|------------------|-------------------|---------------------------------------|------------|----------|--------|-------|
|                  |                   | Vendor Subtotal for Department:00     |            |          | 46.00  |       |
| 101-00-2048-6990 | John Gilbaugh     | Refund -Gentle Yoga for All           | 03/25/2020 | 11745    | 92.00  |       |
|                  |                   | Vendor Subtotal for Department:00     |            |          | 92.00  |       |
| 101-00-2048-6990 | Maria Ibrahimzade | Refund - Gentle Yoga for All          | 03/25/2020 | 11746    | 46.00  |       |
|                  |                   | Vendor Subtotal for Department:00     |            |          | 46.00  |       |
| 101-00-2048-6990 | Alice Khau        | Refund- Gentle Yoga for All           | 03/25/2020 | 11747    | 23.00  |       |
|                  |                   | Vendor Subtotal for Department:00     |            |          | 23.00  |       |
| 101-00-2048-6990 | Andrea Kelly      | Refund- Gentle Yoga for All           | 03/25/2020 | 11748    | 56.00  |       |
|                  |                   | Vendor Subtotal for Department:00     |            |          | 56.00  |       |
| 101-00-2048-6990 | Gari Kupka        | Refund- Functional Fitness & Gentle Y | 03/25/2020 | 11749    | 104.00 |       |
|                  |                   | Vendor Subtotal for Department:00     |            |          | 104.00 |       |
| 101-00-2048-6990 | Wei-Yi Liu        | Refund -Threes & Fours                | 03/25/2020 | 11750    | 159.00 |       |
| 101-00-2048-6990 | Wei-Yi Liu        | Refund - Soccer & Coding & Robots C   | 03/25/2020 | 11750    | 333.00 |       |
|                  |                   | Vendor Subtotal for Department:00     |            |          | 492.00 |       |
| 101-00-2048-6990 | Jeanne Lipps      | Refund - Tai Chi                      | 03/25/2020 | 11751    | 226.00 |       |
|                  |                   | Vendor Subtotal for Department:00     |            |          | 226.00 |       |
| 101-00-2048-6990 | Cao Lam           | Refund- Gentle Yoga for All           | 03/25/2020 | 11752    | 36.00  |       |
|                  |                   | Vendor Subtotal for Department:00     |            |          | 36.00  |       |
| 101-00-2048-6990 | Anne Lin          | Refund- Gentle Yoga for All           | 03/25/2020 | 11753    | 46.00  |       |

| Account Number   | Vendor           | Description                            | GL Date    | Check No | Amount | PO No |
|------------------|------------------|--|------------|----------|--------|-------|
|                  |                  | Vendor Subtotal for Department:00      |            |          | 46.00  |       |
| 101-00-2048-6990 | Carrol Lee       | Refund- Gentle Yoga for All            | 03/25/2020 | 11754    | 23.00  |       |
|                  |                  | Vendor Subtotal for Department:00      |            |          | 23.00  |       |
| 101-00-2048-6990 | Sonia Lyn        | Refund - Gentle Yoga for All           | 03/25/2020 | 11755    | 56.00  |       |
|                  |                  | Vendor Subtotal for Department:00      |            |          | 56.00  |       |
| 101-00-2048-6990 | Fran McCreary    | Refund- Gentle Yoga for All            | 03/25/2020 | 11756    | 56.00  |       |
|                  |                  | Vendor Subtotal for Department:00      |            |          | 56.00  |       |
| 101-00-2048-6990 | Maria McClurg    | Refund- Gentle Yoga for All            | 03/25/2020 | 11757    | 46.00  |       |
|                  |                  | Vendor Subtotal for Department:00      |            |          | 46.00  |       |
| 101-00-2048-6990 | Ghassan Moubarak | Refund- Lacy Park Group Reservation    | 03/25/2020 | 11758    | 145.00 |       |
|                  |                  | Vendor Subtotal for Department:00      |            |          | 145.00 |       |
| 101-00-2048-6990 | Gretchen Notley  | Refund- Senior Smart Phone             | 03/25/2020 | 11759    | 9.00   |       |
|                  |                  | Vendor Subtotal for Department:00      |            |          | 9.00   |       |
| 101-00-2048-6990 | Suzanne Pramov   | Refund- Gentle Yoga for All            | 03/25/2020 | 11760    | 56.00  |       |
|                  |                  | Vendor Subtotal for Department:00      |            |          | 56.00  |       |
| 101-00-2048-6990 | Dianne Parra     | Refund- Senior Trip - Bright Star Thea | 03/25/2020 | 11761    | 86.00  |       |
|                  |                  | Vendor Subtotal for Department:00      |            |          | 86.00  |       |
| 101-00-2048-6990 | Rand Rubin       | Refund- Gentle Yoga for All            | 03/25/2020 | 11762    | 23.00  |       |
|                  |                  | Vendor Subtotal for Department:00      |            |          | 23.00  |       |

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|------------------|------------------|-------------------------------------|------------|----------|--------|-------|
| 101-00-2048-6990 | Felisa Rodriguez | Refund - Gentle Yoga for All        | 03/25/2020 | 11763    | 51.00  |       |
|                  |                  | Vendor Subtotal for Department:00   |            |          | 51.00  |       |
| 101-00-2048-6990 | Linda Stroud     | Refund - Gentle Yoga for All        | 03/25/2020 | 11764    | 46.00  |       |
|                  |                  | Vendor Subtotal for Department:00   |            |          | 46.00  |       |
| 101-00-2048-6990 | Jack Seto        | Refund- Gentle Yoga for All         | 03/25/2020 | 11765    | 92.00  |       |
|                  |                  | Vendor Subtotal for Department:00   |            |          | 92.00  |       |
| 101-00-2048-6990 | Roberta Salazar  | Refund- Senior Smart Phone          | 03/25/2020 | 11766    | 9.00   |       |
|                  |                  | Vendor Subtotal for Department:00   |            |          | 9.00   |       |
| 101-00-2048-6990 | Mary Tassop      | Refund- Gentle Yoga for All         | 03/25/2020 | 11767    | 28.00  |       |
|                  |                  | Vendor Subtotal for Department:00   |            |          | 28.00  |       |
| 101-00-2048-6990 | Tuyet Trieu      | Refund -Zumba Gold                  | 03/25/2020 | 11768    | 44.00  |       |
|                  |                  | Vendor Subtotal for Department:00   |            |          | 44.00  |       |
| 101-00-2048-6990 | Lynne Opyduke    | Refund- Safe & Steady Fall Classes  | 03/25/2020 | 11769    | 58.00  |       |
|                  |                  | Vendor Subtotal for Department:00   |            |          | 58.00  |       |
| 101-00-2048-6990 | Fern Yu          | Refund - Gentle Yoga & Fit & Fabulo | 03/25/2020 | 11770    | 168.00 |       |
|                  |                  | Vendor Subtotal for Department:00   |            |          | 168.00 |       |
| 101-00-2048-6990 | Peggy Yingling   | Refund- Gentle Yoga for All         | 03/25/2020 | 11771    | 23.00  |       |
|                  |                  | Vendor Subtotal for Department:00   |            |          | 23.00  |       |
| 101-00-2048-6990 | Ying Ying Yen    | Refund- Gentle Yoga for All         | 03/25/2020 | 11772    | 23.00  |       |

| Account Number   | Vendor                | Description                         | GL Date    | Check No | Amount | PO No |
|------------------|-----------------------|-------------------------------------|------------|----------|--------|-------|
|                  |                       | Vendor Subtotal for Department:00   |            |          | 23.00  |       |
| 101-00-2048-6990 | Virginia Wilcott      | Refund - Gentle Yoga for All        | 03/25/2020 | 11773    | 23.00  |       |
|                  |                       | Vendor Subtotal for Department:00   |            |          | 23.00  |       |
| 101-00-2048-6990 | Heidi Xue             | Refund- Fit & Fabulous & Art Worksh | 03/25/2020 | 11774    | 261.00 |       |
|                  |                       | Vendor Subtotal for Department:00   |            |          | 261.00 |       |
| 101-00-2048-6990 | Juan Ureno            | Refund- Gentle Yoga for All         | 03/25/2020 | 11775    | 28.00  |       |
|                  |                       | Vendor Subtotal for Department:00   |            |          | 28.00  |       |
| 101-00-2048-6990 | Jessica Vaughan       | Refund- Lacy Park Group Reservation | 03/25/2020 | 11776    | 145.00 |       |
|                  |                       | Vendor Subtotal for Department:00   |            |          | 145.00 |       |
| 101-00-2048-6990 | Daisy Kwok            | Refund - Zumba Gold & Fit & Fabulo  | 03/25/2020 | 11777    | 81.00  |       |
|                  |                       | Vendor Subtotal for Department:00   |            |          | 81.00  |       |
| 101-00-2048-6990 | Chuck Azinge          | Refund-Coding, Piano & Jr. Chef     | 03/25/2020 | 11778    | 503.00 |       |
| 101-00-2048-6990 | Chuck Azinge          | Refund - Afterschool Program        | 03/25/2020 | 11778    | 148.40 |       |
|                  |                       | Vendor Subtotal for Department:00   |            |          | 651.40 |       |
| 101-00-2048-6990 | Jackelyn Alva-Ornelas | Refund-Spanish & Kinder Care PM     | 03/25/2020 | 11779    | 478.60 |       |
|                  |                       | Vendor Subtotal for Department:00   |            |          | 478.60 |       |
| 101-00-2048-6990 | Mohammed Alyakoob     | Refund-Fencing & Chess Master       | 03/25/2020 | 11780    | 284.00 |       |
|                  |                       | Vendor Subtotal for Department:00   |            |          | 284.00 |       |
| 101-00-2048-6990 | Katherine Alleman     | Refund- Kinder Care                 | 03/25/2020 | 11781    | 177.54 |       |

| Account Number   | Vendor           | Description                       | GL Date    | Check No | Amount | PO No |
|------------------|------------------|-----------------------------------|------------|----------|--------|-------|
|                  |                  | Vendor Subtotal for Department:00 |            |          | 177.54 |       |
| 101-00-2048-6990 | Arumugham Avvai  | Refund- Afterschool Program       | 03/25/2020 | 11782    | 193.60 |       |
|                  |                  | Vendor Subtotal for Department:00 |            |          | 193.60 |       |
| 101-00-2048-6990 | Alyssa Burge     | Refund- Threes & Fours            | 03/25/2020 | 11783    | 159.00 |       |
|                  |                  | Vendor Subtotal for Department:00 |            |          | 159.00 |       |
| 101-00-2048-6990 | Monica Barajas   | Refund- Tot Time                  | 03/25/2020 | 11784    | 24.50  |       |
|                  |                  | Vendor Subtotal for Department:00 |            |          | 24.50  |       |
| 101-00-2048-6990 | Dhruba Bose- Roy | Refund- Gentle Yoga for All       | 03/25/2020 | 11785    | 23.00  |       |
|                  |                  | Vendor Subtotal for Department:00 |            |          | 23.00  |       |
| 101-00-2048-6990 | Ann Beeson- Leal | Refund- Gentle Yoga for All       | 03/25/2020 | 11786    | 23.00  |       |
|                  |                  | Vendor Subtotal for Department:00 |            |          | 23.00  |       |
| 101-00-2048-6990 | Kelly Burke      | Refund-Lil' Playmates             | 03/25/2020 | 11787    | 73.00  |       |
|                  |                  | Vendor Subtotal for Department:00 |            |          | 73.00  |       |
| 101-00-2048-6990 | Dana Banta       | Refund-Twos & Threes              | 03/25/2020 | 11788    | 183.50 |       |
|                  |                  | Vendor Subtotal for Department:00 |            |          | 183.50 |       |
| 101-00-2048-6990 | Hayley Boaz      | Refund-Twos & Threes              | 03/25/2020 | 11789    | 122.50 |       |
|                  |                  | Vendor Subtotal for Department:00 |            |          | 122.50 |       |
| 101-00-2048-6990 | Marissa Bell     | Refund - Twos & Threes            | 03/25/2020 | 11790    | 122.50 |       |
|                  |                  | Vendor Subtotal for Department:00 |            |          | 122.50 |       |

| Account Number   | Vendor           | Description                           | GL Date    | Check No | Amount | PO No |
|------------------|------------------|---------------------------------------|------------|----------|--------|-------|
| 101-00-2048-6990 | Igor Beloborodov | Refund- Professor Egghead & Art Wo    | 03/25/2020 | 11791    | 328.00 |       |
|                  |                  | Vendor Subtotal for Department:00     |            |          | 328.00 |       |
| 101-00-2048-6990 | Shannon Benard   | Refund- Afterschool Program           | 03/25/2020 | 11792    | 175.52 |       |
|                  |                  | Vendor Subtotal for Department:00     |            |          | 175.52 |       |
| 101-00-2048-6990 | Karlyn Beck      | Refund- Afterschool Program           | 03/25/2020 | 11793    | 202.90 |       |
|                  |                  | Vendor Subtotal for Department:00     |            |          | 202.90 |       |
| 101-00-2048-6990 | Julie Chun       | Refund- Chess Master                  | 03/25/2020 | 11794    | 310.00 |       |
|                  |                  | Vendor Subtotal for Department:00     |            |          | 310.00 |       |
| 101-00-2048-6990 | Rose Chen        | Refund- Tiny Toddlers                 | 03/25/2020 | 11795    | 138.50 |       |
|                  |                  | Vendor Subtotal for Department:00     |            |          | 138.50 |       |
| 101-00-2048-6990 | Lina Chen        | Refund - Tiny Toddlers                | 03/25/2020 | 11796    | 138.50 |       |
|                  |                  | Vendor Subtotal for Department:00     |            |          | 138.50 |       |
| 101-00-2048-6990 | Angie Cho        | Refund- Pre K                         | 03/25/2020 | 11797    | 212.00 |       |
|                  |                  | Vendor Subtotal for Department:00     |            |          | 212.00 |       |
| 101-00-2048-6990 | Roger Chan       | Refund- Soccer Blitz                  | 03/25/2020 | 11798    | 220.00 |       |
|                  |                  | Vendor Subtotal for Department:00     |            |          | 220.00 |       |
| 101-00-2048-6990 | Susan Chao       | Refund-Ballet, Musical Theater, Lego, | 03/25/2020 | 11799    | 726.00 |       |
|                  |                  | Vendor Subtotal for Department:00     |            |          | 726.00 |       |
| 101-00-2048-6990 | Ruth Chen        | Refund-Lego, Gymnastics & Kinderca    | 03/25/2020 | 11800    | 312.00 |       |



| Account Number   | Vendor                | Description                       | GL Date    | Check No | Amount | PO No |
|------------------|-----------------------|-----------------------------------|------------|----------|--------|-------|
|                  |                       | Vendor Subtotal for Department:00 |            |          | 312.00 |       |
| 101-00-2048-6990 | Linus Chong           | Refund- Twos & Threes             | 03/25/2020 | 11801    | 183.50 |       |
| 101-00-2048-6990 | Linus Chong           | Refund- Threes & Fours            | 03/25/2020 | 11801    | 159.00 |       |
|                  |                       | Vendor Subtotal for Department:00 |            |          | 342.50 |       |
| 101-00-2048-6990 | Kristy Chon           | Refund - Art Workshop             | 03/25/2020 | 11802    | 187.00 |       |
|                  |                       | Vendor Subtotal for Department:00 |            |          | 187.00 |       |
| 101-00-2048-6990 | Stella Chow           | Refund- Tae Kwon Do               | 03/25/2020 | 11803    | 133.00 |       |
|                  |                       | Vendor Subtotal for Department:00 |            |          | 133.00 |       |
| 101-00-2048-6990 | Yen Ping Chen         | Refund- Pre K                     | 03/25/2020 | 11804    | 159.00 |       |
|                  |                       | Vendor Subtotal for Department:00 |            |          | 159.00 |       |
| 101-00-2048-6990 | Joyce Chen            | Refund - Tot Time                 | 03/25/2020 | 11805    | 24.50  |       |
| 101-00-2048-6990 | Joyce Chen            | Refund - Lil' Playmates           | 03/25/2020 | 11805    | 73.00  |       |
|                  |                       | Vendor Subtotal for Department:00 |            |          | 97.50  |       |
| 101-00-2048-6990 | Jennifer Chen         | Refund- Lil' Playmates            | 03/25/2020 | 11806    | 73.00  |       |
|                  |                       | Vendor Subtotal for Department:00 |            |          | 73.00  |       |
| 101-00-2048-6990 | Ibeth Carcamo-Mojarro | Refund-Tot Time                   | 03/25/2020 | 11807    | 24.50  |       |
|                  |                       | Vendor Subtotal for Department:00 |            |          | 24.50  |       |
| 101-00-2048-6990 | Robin Chuang          | Refund- Before School Program     | 03/25/2020 | 11808    | 66.00  |       |
|                  |                       | Vendor Subtotal for Department:00 |            |          | 66.00  |       |
| 101-00-2048-6990 | Dougal Cameron        | Refund- Tot Time                  | 03/25/2020 | 11809    | 24.50  |       |

| Account Number   | Vendor              | Description                        | GL Date    | Check No | Amount | PO No |
|------------------|---------------------|------------------------------------|------------|----------|--------|-------|
|                  |                     | Vendor Subtotal for Department:00  |            |          | 24.50  |       |
| 101-00-2048-6990 | David Chong         | Refund- Threes & Fours             | 03/25/2020 | 11810    | 103.50 |       |
|                  |                     | Vendor Subtotal for Department:00  |            |          | 103.50 |       |
| 101-00-2048-6990 | Janice Chao         | Refund-Tot Time                    | 03/25/2020 | 11811    | 24.50  |       |
|                  |                     | Vendor Subtotal for Department:00  |            |          | 24.50  |       |
| 101-00-2048-6990 | Jessica Catalan     | Refund-Threes & Fours              | 03/25/2020 | 11812    | 103.50 |       |
|                  |                     | Vendor Subtotal for Department:00  |            |          | 103.50 |       |
| 101-00-2048-6990 | Amy Chavez          | Refund- Pre-K                      | 03/25/2020 | 11813    | 212.00 |       |
|                  |                     | Vendor Subtotal for Department:00  |            |          | 212.00 |       |
| 101-00-2048-6990 | Anita Chao          | Refund- Gentle Yoga for All        | 03/25/2020 | 11814    | 112.00 |       |
|                  |                     | Vendor Subtotal for Department:00  |            |          | 112.00 |       |
| 101-00-2048-6990 | Kathleen De La Mora | Refund - Twos & Threes             | 03/25/2020 | 11815    | 122.50 |       |
|                  |                     | Vendor Subtotal for Department:00  |            |          | 122.50 |       |
| 101-00-2048-6990 | Song Diep           | Refund- Threes & Fours             | 03/25/2020 | 11816    | 212.00 |       |
|                  |                     | Vendor Subtotal for Department:00  |            |          | 212.00 |       |
| 101-00-2048-6990 | Nina Dar            | Refund- Chess Master & Kinder Care | 03/25/2020 | 11817    | 348.60 |       |
|                  |                     | Vendor Subtotal for Department:00  |            |          | 348.60 |       |
| 101-00-2048-6990 | Trudy Do            | Refund- Threes & Fours             | 03/25/2020 | 11818    | 159.00 |       |
|                  |                     | Vendor Subtotal for Department:00  |            |          | 159.00 |       |

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| 101-00-2048-6990 | Christine El Ouardani | Refund- Spykids, Before School and A | 03/25/2020 | 11819    | 198.50 |       |
|                  |                       | Vendor Subtotal for Department:00    |            |          | 198.50 |       |
| 101-00-2048-6990 | Yoanha Delgado        | Refund- Kinder Care & Afterschool C  | 03/25/2020 | 11820    | 146.40 |       |
|                  |                       | Vendor Subtotal for Department:00    |            |          | 146.40 |       |
| 101-00-2048-6990 | Abdelkrim El Amili    | Refund- Threes & Fours               | 03/25/2020 | 11821    | 159.00 |       |
|                  |                       | Vendor Subtotal for Department:00    |            |          | 159.00 |       |
| 101-00-2048-6990 | Kelly Feldman         | Refund- Soccer and Tball Blitz       | 03/25/2020 | 11822    | 258.00 |       |
|                  |                       | Vendor Subtotal for Department:00    |            |          | 258.00 |       |
| 101-00-2048-6990 | Isamel Fernandez      | Refund- Threes & Fours               | 03/25/2020 | 11823    | 103.50 |       |
|                  |                       | Vendor Subtotal for Department:00    |            |          | 103.50 |       |
| 101-00-2048-6990 | Karen Fu              | Refund- Afterschool Program & Befor  | 03/25/2020 | 11824    | 273.60 |       |
|                  |                       | Vendor Subtotal for Department:00    |            |          | 273.60 |       |
| 101-00-2048-6990 | Molly Girardi         | Refund- Mini Sports Blitz            | 03/25/2020 | 11825    | 110.00 |       |
|                  |                       | Vendor Subtotal for Department:00    |            |          | 110.00 |       |
| 101-00-2048-6990 | Lisa Goyco            | Refund- Afterschool Care             | 03/25/2020 | 11826    | 121.03 |       |
|                  |                       | Vendor Subtotal for Department:00    |            |          | 121.03 |       |
| 101-00-2048-6990 | Deanna Gutman         | Refund- TBall Blitz                  | 03/25/2020 | 11827    | 115.00 |       |
|                  |                       | Vendor Subtotal for Department:00    |            |          | 115.00 |       |
| 101-00-2048-6990 | Helen Grubbs          | Refund- Gentle Yoga for All          | 03/25/2020 | 11828    | 28.00  |       |

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|                  |                 | Vendor Subtotal for Department:00 |            |          | 28.00  |       |
| 101-00-2048-6990 | Amanda Gandara  | Refund- Twos & Threes             | 03/25/2020 | 11829    | 183.50 |       |
|                  |                 | Vendor Subtotal for Department:00 |            |          | 183.50 |       |
| 101-00-2048-6990 | Lilian Gonzalez | Refund- Twos & Threes             | 03/25/2020 | 11830    | 122.50 |       |
|                  |                 | Vendor Subtotal for Department:00 |            |          | 122.50 |       |
| 101-00-2048-6990 | Beth Gregory    | Refund- Pre K                     | 03/25/2020 | 11831    | 106.00 |       |
|                  |                 | Vendor Subtotal for Department:00 |            |          | 106.00 |       |
| 101-00-2048-6990 | Jennifer Huang  | Refund- Lil' Playmates            | 03/25/2020 | 11832    | 73.00  |       |
|                  |                 | Vendor Subtotal for Department:00 |            |          | 73.00  |       |
| 101-00-2048-6990 | Elena Hsu       | Refund- Pre K                     | 03/25/2020 | 11833    | 159.00 |       |
|                  |                 | Vendor Subtotal for Department:00 |            |          | 159.00 |       |
| 101-00-2048-6990 | Jason Heberlein | Refund - Pre K                    | 03/25/2020 | 11834    | 199.50 |       |
|                  |                 | Vendor Subtotal for Department:00 |            |          | 199.50 |       |
| 101-00-2048-6990 | Lauren Hummel   | Refund- Tot Time                  | 03/25/2020 | 11835    | 24.50  |       |
|                  |                 | Vendor Subtotal for Department:00 |            |          | 24.50  |       |
| 101-00-2048-6990 | Elliott Henry   | Refund- Soccer & TBall Blitz      | 03/25/2020 | 11836    | 220.00 |       |
|                  |                 | Vendor Subtotal for Department:00 |            |          | 220.00 |       |
| 101-00-2048-6990 | Jiana Heib      | Refund - Soccer                   | 03/25/2020 | 11837    | 250.00 |       |
|                  |                 | Vendor Subtotal for Department:00 |            |          | 250.00 |       |

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|------------------|----------------------------|-------------------------------------|------------|----------|--------|-------|
| 101-00-2048-6990 | Steve Hsiang               | Refund- Afterschool Care            | 03/25/2020 | 11838    | 193.60 |       |
|                  |                            | Vendor Subtotal for Department:00   |            |          | 193.60 |       |
| 101-00-2048-6990 | Sherry Huang               | Refund- Mini Sport Blitz            | 03/25/2020 | 11839    | 115.00 |       |
|                  |                            | Vendor Subtotal for Department:00   |            |          | 115.00 |       |
| 101-00-2048-6990 | Sue Hsu                    | Refund- Gentle Yoga for All         | 03/25/2020 | 11840    | 23.00  |       |
|                  |                            | Vendor Subtotal for Department:00   |            |          | 23.00  |       |
| 101-00-2048-6990 | International School of LA | Refund - Lacy Park Group Reservatio | 03/25/2020 | 11841    | 290.00 |       |
|                  |                            | Vendor Subtotal for Department:00   |            |          | 290.00 |       |
| 101-00-2048-6990 | Tracy Inkavesvanitch       | Refund Lil' Playmates               | 03/25/2020 | 11842    | 73.00  |       |
|                  |                            | Vendor Subtotal for Department:00   |            |          | 73.00  |       |
| 101-00-2048-6990 | Luxi Jin                   | Refund - Musical Theater and Gymnas | 03/25/2020 | 11843    | 226.00 |       |
| 101-00-2048-6990 | Luxi Jin                   | Refund - Afterschool Program        | 03/25/2020 | 11843    | 87.76  |       |
|                  |                            | Vendor Subtotal for Department:00   |            |          | 313.76 |       |
| 101-00-2048-6990 | Ayana Jamieson             | Refund- Afterschool Care            | 03/25/2020 | 11844    | 76.40  |       |
|                  |                            | Vendor Subtotal for Department:00   |            |          | 76.40  |       |
| 101-00-2048-6990 | Greg Johansing             | Refund- Gymnastics                  | 03/25/2020 | 11845    | 109.00 |       |
|                  |                            | Vendor Subtotal for Department:00   |            |          | 109.00 |       |
| 101-00-2048-6990 | Mina Jiang                 | Refund- Pre K                       | 03/25/2020 | 11846    | 212.00 |       |
|                  |                            | Vendor Subtotal for Department:00   |            |          | 212.00 |       |

| Account Number   | Vendor          | Description                          | GL Date    | Check No | Amount | PO No |
|------------------|-----------------|--------------------------------------|------------|----------|--------|-------|
| 101-00-2048-6990 | Katie Jones     | Refund Pre K                         | 03/25/2020 | 11847    | 106.00 |       |
|                  |                 | Vendor Subtotal for Department:00    |            |          | 106.00 |       |
| 101-00-2048-6990 | Tehmina Jaffer  | Refund- Piano & Chess Master         | 03/25/2020 | 11848    | 516.00 |       |
|                  |                 | Vendor Subtotal for Department:00    |            |          | 516.00 |       |
| 101-00-2048-6990 | Adriana Kiss    | Refund- Tiny Toddlers                | 03/25/2020 | 11849    | 138.50 |       |
|                  |                 | Vendor Subtotal for Department:00    |            |          | 138.50 |       |
| 101-00-2048-6990 | Sandra Kim      | Refund- Jr. Chefs                    | 03/25/2020 | 11850    | 205.00 |       |
|                  |                 | Vendor Subtotal for Department:00    |            |          | 205.00 |       |
| 101-00-2048-6990 | Barbara Kim     | Refund- Afterschool Program          | 03/25/2020 | 11851    | 113.00 |       |
|                  |                 | Vendor Subtotal for Department:00    |            |          | 113.00 |       |
| 101-00-2048-6990 | Eun-Young Kang  | Refund Afterschool & Before School I | 03/25/2020 | 11852    | 164.16 |       |
|                  |                 | Vendor Subtotal for Department:00    |            |          | 164.16 |       |
| 101-00-2048-6990 | Annelise Li     | Refund- Mini Sports Blitz            | 03/25/2020 | 11853    | 115.00 |       |
| 101-00-2048-6990 | Annelise Li     | Refund- Soccer Blitz                 | 03/25/2020 | 11853    | 115.00 |       |
|                  |                 | Vendor Subtotal for Department:00    |            |          | 230.00 |       |
| 101-00-2048-6990 | Sally Loose     | Refund-Video Game Design             | 03/25/2020 | 11854    | 205.00 |       |
| 101-00-2048-6990 | Sally Loose     | Refund - Coding                      | 03/25/2020 | 11854    | 205.00 |       |
|                  |                 | Vendor Subtotal for Department:00    |            |          | 410.00 |       |
| 101-00-2048-6990 | Christina Loose | Refund- Mini Sports Blitz            | 03/25/2020 | 11855    | 115.00 |       |
|                  |                 | Vendor Subtotal for Department:00    |            |          | 115.00 |       |

| Account Number   | Vendor         | Description                        | GL Date    | Check No | Amount | PO No |
|------------------|----------------|------------------------------------|------------|----------|--------|-------|
| 101-00-2048-6990 | Russell Lieng  | Refund- Afterschool Program        | 03/25/2020 | 11856    | 79.00  |       |
|                  |                | Vendor Subtotal for Department:00  |            |          | 79.00  |       |
| 101-00-2048-6990 | Heather Larian | Refund- Soccer & Mini Sports       | 03/25/2020 | 11857    | 358.00 |       |
|                  |                | Vendor Subtotal for Department:00  |            |          | 358.00 |       |
| 101-00-2048-6990 | Daniel Law     | Refund- Tball & Piano              | 03/25/2020 | 11858    | 203.00 |       |
|                  |                | Vendor Subtotal for Department:00  |            |          | 203.00 |       |
| 101-00-2048-6990 | Amy Lam        | Refund Threes & Fours              | 03/25/2020 | 11859    | 106.00 |       |
|                  |                | Vendor Subtotal for Department:00  |            |          | 106.00 |       |
| 101-00-2048-6990 | Jing Li        | Refund- Soccer                     | 03/25/2020 | 11860    | 125.00 |       |
|                  |                | Vendor Subtotal for Department:00  |            |          | 125.00 |       |
| 101-00-2048-6990 | Stella Lam     | Refund- Gentle Yoga for All        | 03/25/2020 | 11861    | 23.00  |       |
|                  |                | Vendor Subtotal for Department:00  |            |          | 23.00  |       |
| 101-00-2048-6990 | Louis Lee      | Refund- Gentle Yoga for All        | 03/25/2020 | 11862    | 46.00  |       |
|                  |                | Vendor Subtotal for Department:00  |            |          | 46.00  |       |
| 101-00-2048-6990 | Donna Lau      | Refund- Gentle Yoga for All        | 03/25/2020 | 11863    | 46.00  |       |
|                  |                | Vendor Subtotal for Department:00  |            |          | 46.00  |       |
| 101-00-2048-6990 | May Lee        | Refund- Gentle Yoga for All        | 03/25/2020 | 11864    | 28.00  |       |
|                  |                | Vendor Subtotal for Department:00  |            |          | 28.00  |       |
| 101-00-2048-6990 | Jonathan Lin   | Refund-Prof Egg, Video Game Design | 03/25/2020 | 11865    | 998.00 |       |

| Account Number   | Vendor                | Description                          | GL Date    | Check No | Amount | PO No |
|------------------|-----------------------|--------------------------------------|------------|----------|--------|-------|
|                  |                       |                                      |            |          | 998.00 |       |
|                  |                       | Vendor Subtotal for Department:00    |            |          | 998.00 |       |
| 101-00-2048-6990 | Francesca Lafayette   | Refund- Pre K                        | 03/25/2020 | 11866    | 106.00 |       |
|                  |                       | Vendor Subtotal for Department:00    |            |          | 106.00 |       |
| 101-00-2048-6990 | Valerie La Follette   | Refund- Threes & Fours               | 03/25/2020 | 11867    | 103.50 |       |
|                  |                       | Vendor Subtotal for Department:00    |            |          | 103.50 |       |
| 101-00-2048-6990 | Christine Le          | Refund- Tot Time                     | 03/25/2020 | 11868    | 24.50  |       |
|                  |                       | Vendor Subtotal for Department:00    |            |          | 24.50  |       |
| 101-00-2048-6990 | Marian Mar            | Refund- Ballet & Spykids             | 03/25/2020 | 11869    | 266.00 |       |
|                  |                       | Vendor Subtotal for Department:00    |            |          | 266.00 |       |
| 101-00-2048-6990 | Mustapha Mahmud       | Refund- Afterschool Program          | 03/25/2020 | 11870    | 168.50 |       |
|                  |                       | Vendor Subtotal for Department:00    |            |          | 168.50 |       |
| 101-00-2048-6990 | Andrea McCarthy       | Refund-Mini Sports Blitz             | 03/25/2020 | 11871    | 110.00 |       |
|                  |                       | Vendor Subtotal for Department:00    |            |          | 110.00 |       |
| 101-00-2048-6990 | Lauren Metzger Warner | Refund-Mini Sports Blitz             | 03/25/2020 | 11872    | 115.00 |       |
|                  |                       | Vendor Subtotal for Department:00    |            |          | 115.00 |       |
| 101-00-2048-6990 | Lindsay McGregor      | Refund- Afterschool Program          | 03/25/2020 | 11873    | 39.50  |       |
|                  |                       | Vendor Subtotal for Department:00    |            |          | 39.50  |       |
| 101-00-2048-6990 | Casey Mork            | Refund-Tball, Prof Egg, Lego. Spykid | 03/25/2020 | 11874    | 491.76 |       |
|                  |                       | Vendor Subtotal for Department:00    |            |          | 491.76 |       |



| Account Number   | Vendor           | Description                        | GL Date    | Check No | Amount | PO No |
|------------------|------------------|------------------------------------|------------|----------|--------|-------|
| 101-00-2048-6990 | Sarah Miller     | Refund-Prof Egg, Gymnastics & Kind | 03/25/2020 | 11875    | 394.80 |       |
|                  |                  | Vendor Subtotal for Department:00  |            |          | 394.80 |       |
| 101-00-2048-6990 | Ka Lai Mok       | Refund- Twos & Threes              | 03/25/2020 | 11876    | 183.50 |       |
|                  |                  | Vendor Subtotal for Department:00  |            |          | 183.50 |       |
| 101-00-2048-6990 | Evelyn Marroquin | Refund- Pre K                      | 03/25/2020 | 11877    | 159.00 |       |
|                  |                  | Vendor Subtotal for Department:00  |            |          | 159.00 |       |
| 101-00-2048-6990 | Jaime Mercado    | Refund- Lil' Playmates             | 03/25/2020 | 11878    | 73.00  |       |
|                  |                  | Vendor Subtotal for Department:00  |            |          | 73.00  |       |
| 101-00-2048-6990 | Cyrus McWilliams | Refund- Art WorkShop & Chess Mast  | 03/25/2020 | 11879    | 342.00 |       |
|                  |                  | Vendor Subtotal for Department:00  |            |          | 342.00 |       |
| 101-00-2048-6990 | Xiaolu Ma        | Refund- Tot Time                   | 03/25/2020 | 11880    | 24.50  |       |
|                  |                  | Vendor Subtotal for Department:00  |            |          | 24.50  |       |
| 101-00-2048-6990 | Tina Mollno      | Refund- Tot Time                   | 03/25/2020 | 11881    | 24.50  |       |
|                  |                  | Vendor Subtotal for Department:00  |            |          | 24.50  |       |
| 101-00-2048-6990 | Patricia Ochoa   | Refund- Twos & Threes              | 03/25/2020 | 11882    | 183.50 |       |
|                  |                  | Vendor Subtotal for Department:00  |            |          | 183.50 |       |
| 101-00-2048-6990 | Amy Onderdonk    | Refund- Mini Sports Blitz          | 03/25/2020 | 11883    | 115.00 |       |
|                  |                  | Vendor Subtotal for Department:00  |            |          | 115.00 |       |
| 101-00-2048-6990 | Violet Ori       | Refund - Pre K                     | 03/25/2020 | 11884    | 159.00 |       |

| Account Number   | Vendor          | Description                          | GL Date    | Check No | Amount | PO No |
|------------------|-----------------|--------------------------------------|------------|----------|--------|-------|
|                  |                 | Vendor Subtotal for Department:00    |            |          | 159.00 |       |
| 101-00-2048-6990 | Leslie Nguyen   | Refund- Threes & Fours               | 03/25/2020 | 11885    | 159.00 |       |
|                  |                 | Vendor Subtotal for Department:00    |            |          | 159.00 |       |
| 101-00-2048-6990 | Teresa Nofi     | Refund- Threes & Fours               | 03/25/2020 | 11886    | 106.00 |       |
|                  |                 | Vendor Subtotal for Department:00    |            |          | 106.00 |       |
| 101-00-2048-6990 | Regina Olivas   | Refund- Threes & Fours               | 03/25/2020 | 11887    | 101.00 |       |
|                  |                 | Vendor Subtotal for Department:00    |            |          | 101.00 |       |
| 101-00-2048-6990 | Denise Peyre    | Refund- Twos & Threes                | 03/25/2020 | 11888    | 245.00 |       |
|                  |                 | Vendor Subtotal for Department:00    |            |          | 245.00 |       |
| 101-00-2048-6990 | Gloria Pugliese | Refund- Spring Break & Twos & Thre   | 03/25/2020 | 11889    | 338.00 |       |
|                  |                 | Vendor Subtotal for Department:00    |            |          | 338.00 |       |
| 101-00-2048-6990 | Carlos Palomino | Refund- Threes & Fours               | 03/25/2020 | 11890    | 159.00 |       |
|                  |                 | Vendor Subtotal for Department:00    |            |          | 159.00 |       |
| 101-00-2048-6990 | Kathleen Pastre | Refund- Kinder Care                  | 03/25/2020 | 11891    | 10.00  |       |
|                  |                 | Vendor Subtotal for Department:00    |            |          | 10.00  |       |
| 101-00-2048-6990 | Alon Filosof    | Refund- Afterschool Care & Kinder C  | 03/25/2020 | 11892    | 151.44 |       |
|                  |                 | Vendor Subtotal for Department:00    |            |          | 151.44 |       |
| 101-00-2048-6990 | David Prober    | Refund- Private Guitar & Afterschool | 03/25/2020 | 11893    | 402.28 |       |
|                  |                 | Vendor Subtotal for Department:00    |            |          | 402.28 |       |

| Account Number   | Vendor            | Description                        | GL Date    | Check No | Amount | PO No |
|------------------|-------------------|------------------------------------|------------|----------|--------|-------|
| 101-00-2048-6990 | Elizabeth Padilla | Refund- Ballet & Musical Theater   | 03/25/2020 | 11894    | 244.00 |       |
|                  |                   | Vendor Subtotal for Department:00  |            |          | 244.00 |       |
| 101-00-2048-6990 | Devon Pearce      | Refund- Tennis                     | 03/25/2020 | 11895    | 250.00 |       |
|                  |                   | Vendor Subtotal for Department:00  |            |          | 250.00 |       |
| 101-00-2048-6990 | Jana Parvini      | Refund-Spring Break, Twos & Threes | 03/25/2020 | 11896    | 716.00 |       |
| 101-00-2048-6990 | Jana Parvini      | Refund- Soccer & Mini Sports Blitz | 03/25/2020 | 11896    | 230.00 |       |
|                  |                   | Vendor Subtotal for Department:00  |            |          | 946.00 |       |
| 101-00-2048-6990 | Marytza Reyes     | Refund- Afterschool Program        | 03/25/2020 | 11897    | 387.20 |       |
|                  |                   | Vendor Subtotal for Department:00  |            |          | 387.20 |       |
| 101-00-2048-6990 | Amanda Ryan       | Refund- Afterschool Program        | 03/25/2020 | 11898    | 121.48 |       |
|                  |                   | Vendor Subtotal for Department:00  |            |          | 121.48 |       |
| 101-00-2048-6990 | Jesse Rueter      | Refund- Soccer Blitz               | 03/25/2020 | 11899    | 115.00 |       |
|                  |                   | Vendor Subtotal for Department:00  |            |          | 115.00 |       |
| 101-00-2048-6990 | Lindsey Rosvall   | Refund- Ballet & Musical Theater   | 03/25/2020 | 11900    | 234.00 |       |
|                  |                   | Vendor Subtotal for Department:00  |            |          | 234.00 |       |
| 101-00-2048-6990 | Jessica Reed      | Refund- Tennis                     | 03/25/2020 | 11901    | 125.00 |       |
|                  |                   | Vendor Subtotal for Department:00  |            |          | 125.00 |       |
| 101-00-2048-6990 | Stephanie Rutter  | Refund- Tiny Toddlers              | 03/25/2020 | 11902    | 138.50 |       |
|                  |                   | Vendor Subtotal for Department:00  |            |          | 138.50 |       |

| Account Number   | Vendor               | Description                           | GL Date    | Check No | Amount | PO No |
|------------------|----------------------|---------------------------------------|------------|----------|--------|-------|
| 101-00-2048-6990 | Viviana Rubio        | Refund- Tot Time                      | 03/25/2020 | 11903    | 24.50  |       |
|                  |                      | Vendor Subtotal for Department:00     |            |          | 24.50  |       |
| 101-00-2048-6990 | George Stamatakis    | Refund- Mini Sports Blitz             | 03/25/2020 | 11904    | 115.00 |       |
|                  |                      | Vendor Subtotal for Department:00     |            |          | 115.00 |       |
| 101-00-2048-6990 | Kenneth Sung         | Refund- Mini Sports Blitz             | 03/25/2020 | 11905    | 115.00 |       |
|                  |                      | Vendor Subtotal for Department:00     |            |          | 115.00 |       |
| 101-00-2048-6990 | Yuri Shin            | Refund- Soccer Blitz                  | 03/25/2020 | 11906    | 230.00 |       |
|                  |                      | Vendor Subtotal for Department:00     |            |          | 230.00 |       |
| 101-00-2048-6990 | Laura Stoutenborough | Refund- Soccer Blitz                  | 03/25/2020 | 11907    | 115.00 |       |
|                  |                      | Vendor Subtotal for Department:00     |            |          | 115.00 |       |
| 101-00-2048-6990 | Rebecca Sou          | Refund- Soccer Blitz                  | 03/25/2020 | 11908    | 115.00 |       |
|                  |                      | Vendor Subtotal for Department:00     |            |          | 115.00 |       |
| 101-00-2048-6990 | Anisha Shiao         | Refund- Soccer Blitz                  | 03/25/2020 | 11909    | 330.00 |       |
|                  |                      | Vendor Subtotal for Department:00     |            |          | 330.00 |       |
| 101-00-2048-6990 | Lilia Shabtay        | Refund -Gentle Yoga for All           | 03/25/2020 | 11910    | 112.00 |       |
|                  |                      | Vendor Subtotal for Department:00     |            |          | 112.00 |       |
| 101-00-2048-6990 | Mandy Saber          | Refund -Beginner Ballet & Spanish Irr | 03/25/2020 | 11911    | 519.00 |       |
|                  |                      | Vendor Subtotal for Department:00     |            |          | 519.00 |       |
| 101-00-2048-6990 | Diana Sala           | Refund-Twos & Threes                  | 03/25/2020 | 11912    | 122.50 |       |

| Account Number   | Vendor         | Description                       | GL Date    | Check No | Amount | PO No |
|------------------|----------------|-----------------------------------|------------|----------|--------|-------|
|                  |                | Vendor Subtotal for Department:00 |            |          | 122.50 |       |
| 101-00-2048-6990 | Jared Swan     | Refund- Twos & Threes             | 03/25/2020 | 11913    | 183.50 |       |
|                  |                | Vendor Subtotal for Department:00 |            |          | 183.50 |       |
| 101-00-2048-6990 | Paul Santos    | Refund-Twos & Threes              | 03/25/2020 | 11914    | 245.00 |       |
| 101-00-2048-6990 | Paul Santos    | Refund- Brit West Soccer          | 03/25/2020 | 11914    | 143.00 |       |
|                  |                | Vendor Subtotal for Department:00 |            |          | 388.00 |       |
| 101-00-2048-6990 | Azat Sattarov  | Refund- Brit West Soccer          | 03/25/2020 | 11915    | 143.00 |       |
|                  |                | Vendor Subtotal for Department:00 |            |          | 143.00 |       |
| 101-00-2048-6990 | Jeffrey Strong | Refund- Tot Time                  | 03/25/2020 | 11916    | 24.50  |       |
|                  |                | Vendor Subtotal for Department:00 |            |          | 24.50  |       |
| 101-00-2048-6990 | Peggy Shen     | Refund- Musical Theatre           | 03/25/2020 | 11917    | 351.00 |       |
|                  |                | Vendor Subtotal for Department:00 |            |          | 351.00 |       |
| 101-00-2048-6990 | Ada Santa Cruz | Refund -Threes & Fours            | 03/25/2020 | 11918    | 106.00 |       |
|                  |                | Vendor Subtotal for Department:00 |            |          | 106.00 |       |
| 101-00-2048-6990 | Jenny Son      | Before School Program             | 03/25/2020 | 11919    | 76.40  |       |
|                  |                | Vendor Subtotal for Department:00 |            |          | 76.40  |       |
| 101-00-2048-6990 | Holly Ta       | Refund-Afterschool Program        | 03/25/2020 | 11920    | 59.25  |       |
|                  |                | Vendor Subtotal for Department:00 |            |          | 59.25  |       |
| 101-00-2048-6990 | Tu Truong      | Refund- Fencing                   | 03/25/2020 | 11921    | 134.00 |       |
| 101-00-2048-6990 | Tu Truong      | Refund-Coding & Robots            | 03/25/2020 | 11921    | 210.00 |       |

| Account Number   | Vendor         | Description                         | GL Date    | Check No | Amount | PO No |
|------------------|----------------|-------------------------------------|------------|----------|--------|-------|
|                  |                | Vendor Subtotal for Department:00   |            |          | 344.00 |       |
| 101-00-2048-6990 | Ray Tsai       | Refund- Soccer                      | 03/25/2020 | 11922    | 138.00 |       |
|                  |                | Vendor Subtotal for Department:00   |            |          | 138.00 |       |
| 101-00-2048-6990 | Chunyen Tsai   | Refund- Gentle Yoga for All         | 03/25/2020 | 11923    | 69.00  |       |
|                  |                | Vendor Subtotal for Department:00   |            |          | 69.00  |       |
| 101-00-2048-6990 | Melissa Tan    | Refund- Soccer & Chinese Immersion  | 03/25/2020 | 11924    | 565.00 |       |
|                  |                | Vendor Subtotal for Department:00   |            |          | 565.00 |       |
| 101-00-2048-6990 | Annie Tang     | Refund-Prof Egg, Art, Musical, Lego | 03/25/2020 | 11925    | 727.00 |       |
|                  |                | Vendor Subtotal for Department:00   |            |          | 727.00 |       |
| 101-00-2048-6990 | Maria Tuason   | Refund- Pre K                       | 03/25/2020 | 11926    | 106.20 |       |
|                  |                | Vendor Subtotal for Department:00   |            |          | 106.20 |       |
| 101-00-2048-6990 | Eugenie Truong | Refund- Pre K                       | 03/25/2020 | 11927    | 212.00 |       |
|                  |                | Vendor Subtotal for Department:00   |            |          | 212.00 |       |
| 101-00-2048-6990 | Sofia Torres   | Refund- Pre K                       | 03/25/2020 | 11928    | 212.00 |       |
|                  |                | Vendor Subtotal for Department:00   |            |          | 212.00 |       |
| 101-00-2048-6990 | May Thai       | Before School Program               | 03/25/2020 | 11929    | 76.40  |       |
|                  |                | Vendor Subtotal for Department:00   |            |          | 76.40  |       |
| 101-00-2048-6990 | Donald Walker  | Refund-Afterschool Program          | 03/25/2020 | 11930    | 387.20 |       |
|                  |                | Vendor Subtotal for Department:00   |            |          | 387.20 |       |

| Account Number   | Vendor         | Description                       | GL Date    | Check No | Amount | PO No |
|------------------|----------------|-----------------------------------|------------|----------|--------|-------|
| 101-00-2048-6990 | Yuan Yuan Wen  | Refund- Afterschool Program       | 03/25/2020 | 11931    | 127.62 |       |
|                  |                | Vendor Subtotal for Department:00 |            |          | 127.62 |       |
| 101-00-2048-6990 | Howard Woods   | Refund - Afterschool Program      | 03/25/2020 | 11932    | 79.00  |       |
|                  |                | Vendor Subtotal for Department:00 |            |          | 79.00  |       |
| 101-00-2048-6990 | Connie Wang    | Refund- Gentle Yoga for All       | 03/25/2020 | 11933    | 28.00  |       |
|                  |                | Vendor Subtotal for Department:00 |            |          | 28.00  |       |
| 101-00-2048-6990 | Jenny Wu       | Refund- Gentle Yoga for All       | 03/25/2020 | 11934    | 28.00  |       |
|                  |                | Vendor Subtotal for Department:00 |            |          | 28.00  |       |
| 101-00-2048-6990 | Elizabeth Wong | Refund- Lil' Playmates            | 03/25/2020 | 11935    | 73.00  |       |
|                  |                | Vendor Subtotal for Department:00 |            |          | 73.00  |       |
| 101-00-2048-6990 | Stanley Wu     | Refund- Before School Program     | 03/25/2020 | 11936    | 80.00  |       |
|                  |                | Vendor Subtotal for Department:00 |            |          | 80.00  |       |
| 101-00-2048-6990 | Rumi Vazin     | Refund- Tennis                    | 03/25/2020 | 11937    | 260.00 |       |
|                  |                | Vendor Subtotal for Department:00 |            |          | 260.00 |       |
| 101-00-2048-6990 | Francis Yen    | Refund- Tennis, Piano, Tae Kwon   | 03/25/2020 | 11938    | 351.00 |       |
|                  |                | Vendor Subtotal for Department:00 |            |          | 351.00 |       |
| 101-00-2048-6990 | Stephanie Yan  | Refund- Musical Theater           | 03/25/2020 | 11939    | 117.00 |       |
|                  |                | Vendor Subtotal for Department:00 |            |          | 117.00 |       |
| 101-00-2048-6990 | Nancy Yang     | Refund - Threes & Fours           | 03/25/2020 | 11940    | 104.00 |       |

| Account Number   | Vendor         | Description                            | GL Date    | Check No | Amount | PO No |
|------------------|----------------|--|------------|----------|--------|-------|
|                  |                | Vendor Subtotal for Department:00      |            |          | 104.00 |       |
| 101-00-2048-6990 | Flora Zhu      | Refund- Art Workshop                   | 03/25/2020 | 11941    | 187.00 |       |
|                  |                | Vendor Subtotal for Department:00      |            |          | 187.00 |       |
| 101-00-2048-6990 | June Zhou      | Refund- Twos & Threes                  | 03/25/2020 | 11942    | 122.50 |       |
|                  |                | Vendor Subtotal for Department:00      |            |          | 122.50 |       |
| 101-00-2048-6990 | Xiaofang Zhu   | Refund-Tennis, Art Workshop & Ice S    | 03/25/2020 | 11943    | 397.00 |       |
|                  |                | Vendor Subtotal for Department:00      |            |          | 397.00 |       |
| 101-00-2048-6990 | Jenny Dong     | Refund- Lil' Playmates                 | 03/25/2020 | 11945    | 73.00  |       |
|                  |                | Vendor Subtotal for Department:00      |            |          | 73.00  |       |
| 101-00-2048-6990 | Anita Chao     | Refund- Gentle Yoga for All            | 03/25/2020 | 11946    | 56.00  |       |
|                  |                | Vendor Subtotal for Department:00      |            |          | 56.00  |       |
| 101-00-2048-6990 | Janelle Towner | Refund- Spykids                        | 03/25/2020 | 11947    | 149.00 |       |
| 101-00-2048-6990 | Janelle Towner | Refund- Kinder Care                    | 03/25/2020 | 11947    | 39.50  |       |
|                  |                | Vendor Subtotal for Department:00      |            |          | 188.50 |       |
| 101-00-2048-6990 | Asuncion Guba  | Refund- Ballet & Soccer                | 03/25/2020 | 11948    | 237.00 |       |
|                  |                | Vendor Subtotal for Department:00      |            |          | 237.00 |       |
| 101-00-2048-6990 | William Steier | Refund- Senior Trip - Bright Star Thea | 03/25/2020 | 11949    | 172.00 |       |
|                  |                | Vendor Subtotal for Department:00      |            |          | 172.00 |       |
| 101-00-2048-6990 | James Carlblom | Refund- Senior Smart Phone             | 03/25/2020 | 11950    | 9.00   |       |



| Account Number   | Vendor                    | Description                            | GL Date    | Check No | Amount | PO No |
|------------------|---------------------------|--|------------|----------|--------|-------|
|                  |                           | Vendor Subtotal for Department:00      |            |          | 9.00   |       |
| 101-00-2048-6990 | William Langer            | Refund- Gentle Yoga for All            | 03/25/2020 | 11951    | 46.00  |       |
|                  |                           | Vendor Subtotal for Department:00      |            |          | 46.00  |       |
| 101-00-2048-6990 | Carol Ruckh               | Refund- Senior Trip- Bright Star Theat | 03/25/2020 | 11952    | 86.00  |       |
|                  |                           | Vendor Subtotal for Department:00      |            |          | 86.00  |       |
| 101-00-2048-6990 | Mary Jo Sullivan          | Refund - Gentle Yoga for All           | 03/25/2020 | 11953    | 23.00  |       |
|                  |                           | Vendor Subtotal for Department:00      |            |          | 23.00  |       |
| 101-00-2048-6990 | Eddie Covarrubias         | Refund-Afterschool Program             | 03/25/2020 | 11975    | 76.40  |       |
|                  |                           | Vendor Subtotal for Department:00      |            |          | 76.40  |       |
| 101-00-2048-6990 | Victoria Marshall         | Refund-Jr Chef                         | 03/25/2020 | 12001    | 205.00 |       |
|                  |                           | Vendor Subtotal for Department:00      |            |          | 205.00 |       |
| 101-00-3040-0000 | California American Water | Franchise Fees Jan 2020-Feb 2020       | 03/13/2020 | 11548    | 16.46  |       |
|                  |                           | Vendor Subtotal for Department:00      |            |          | 16.46  |       |
| 101-01-4376-0000 | Prographics Inc           | Business Cards- Mayor Shepherd Rorr    | 03/13/2020 | 11591    | 136.35 |       |
|                  |                           | Vendor Subtotal for Department:01      |            |          | 136.35 |       |
| 101-01-4420-0000 | Prographics Inc           | City Notecards                         | 03/13/2020 | 11591    | 391.74 |       |
|                  |                           | Vendor Subtotal for Department:01      |            |          | 391.74 |       |

| Account Number   | Vendor                    | Description                           | GL Date    | Check No | Amount    | PO No |
|------------------|---------------------------|---------------------------------------|------------|----------|-----------|-------|
| 101-01-4480-0000 | U.S. Bank                 | Hyatt Regency - Hotel 2 nights - Conf | 03/25/2020 | 11613    | 694.58    |       |
|                  |                           | Vendor Subtotal for Department:01     |            |          | 694.58    |       |
| 101-01-4480-2872 | Mark Siegfried            | Petty Cash Reimbursement - Water Bo   | 03/13/2020 | 11588    | 12.47     |       |
|                  |                           | Vendor Subtotal for Department:01     |            |          | 12.47     |       |
| 101-01-4480-2872 | U.S. Bank                 | San Marino Cafe - CC Food 2/12/20     | 03/25/2020 | 11613    | 199.20    |       |
| 101-01-4480-2872 | U.S. Bank                 | Corner Bakery - CC Food 1/31/20       | 03/25/2020 | 11613    | 234.82    |       |
|                  |                           | Vendor Subtotal for Department:01     |            |          | 434.02    |       |
| 101-06-4106-2755 | Richards Watson & Gershon | Legal Service Jan 2020                | 03/25/2020 | 12014    | 16,080.38 |       |
|                  |                           | Vendor Subtotal for Department:06     |            |          | 16,080.38 |       |
| 101-06-4106-2756 | Richards Watson & Gershon | Legal Service Jan 2020                | 03/25/2020 | 12014    | 1,685.00  |       |
| 101-06-4106-2756 | Richards Watson & Gershon | Legal Service Jan 2020                | 03/25/2020 | 12014    | 400.00    |       |
| 101-06-4106-2756 | Richards Watson & Gershon | Legal Service Jan 2020                | 03/25/2020 | 12014    | 8,475.00  |       |
| 101-06-4106-2756 | Richards Watson & Gershon | Legal Service Jan 2020                | 03/25/2020 | 12014    | 4,068.49  |       |
|                  |                           | Vendor Subtotal for Department:06     |            |          | 14,628.49 |       |
| 101-08-4016-0000 | John Penido               | Medical Retirement March 2020         | 03/25/2020 | 0        | 1,433.00  |       |
|                  |                           | Vendor Subtotal for Department:08     |            |          | 1,433.00  |       |
| 101-08-4016-0000 | PERS (Medical)            | Retired Premium April 2020            | 03/25/2020 | 0        | 14,000.00 |       |
|                  |                           | Vendor Subtotal for Department:08     |            |          | 14,000.00 |       |

| Account Number   | Vendor                            | Description                           | GL Date    | Check No | Amount    | PO No |
|------------------|-----------------------------------|---------------------------------------|------------|----------|-----------|-------|
| 101-08-4150-0000 | IntelesysOne                      | Managed Email Signatures April 2020   | 03/13/2020 | 11567    | 135.00    |       |
| 101-08-4150-0000 | IntelesysOne                      | Network Admin Service April 2020      | 03/13/2020 | 11567    | 12,962.50 |       |
| 101-08-4150-0000 | IntelesysOne                      | Windows Server License April 2020     | 03/13/2020 | 11567    | 35.20     |       |
|                  |                                   | Vendor Subtotal for Department:08     |            |          | 13,132.70 |       |
| 101-08-4150-0500 | IntelesysOne                      | New Monitor- Admin Assistant PD       | 03/25/2020 | 11992    | 120.44    |       |
|                  |                                   | Vendor Subtotal for Department:08     |            |          | 120.44    |       |
| 101-08-4150-0750 | AT&T Mobility                     | City Wide Cell Phone Service 2/3/20-2 | 03/25/2020 | 11962    | 1,549.07  |       |
| 101-08-4150-0750 | AT&T Mobility                     | City Wide Cell Phone Service 2/3/20-2 | 03/25/2020 | 11962    | 2,283.84  |       |
|                  |                                   | Vendor Subtotal for Department:08     |            |          | 3,832.91  |       |
| 101-08-4376-0000 | Life-Assist Inc                   | COVID-19 Supplies                     | 03/25/2020 | 11998    | 3,135.95  |       |
| 101-08-4376-0000 | Life-Assist Inc                   | COVID-19 Supplies                     | 03/25/2020 | 11998    | 1,270.20  |       |
|                  |                                   | Vendor Subtotal for Department:08     |            |          | 4,406.15  |       |
| 101-09-4150-0000 | GreenPlay LLC                     | Recreation Assesment Nov 2019         | 03/25/2020 | 11989    | 853.00    |       |
| 101-09-4150-0000 | GreenPlay LLC                     | Recreation Assesment Dec 2019         | 03/25/2020 | 11989    | 1,558.20  |       |
| 101-09-4150-0000 | GreenPlay LLC                     | Recreation Assesment Feb 2020         | 03/25/2020 | 11989    | 1,336.25  |       |
|                  |                                   | Vendor Subtotal for Department:09     |            |          | 3,747.45  |       |
| 101-09-4150-0500 | Pacific Insurance Network Systems | Insurance Certificate Management      | 03/13/2020 | 0        | 125.00    |       |
|                  |                                   | Vendor Subtotal for Department:09     |            |          | 125.00    |       |
| 101-09-4150-0500 | Revize LLC                        | Website Search Enhancements           | 03/25/2020 | 12013    | 1,500.00  |       |
| 101-09-4150-0500 | Revize LLC                        | Website Emergency Alert               | 03/25/2020 | 12013    | 125.00    |       |

| Account Number   | Vendor          | Description                            | GL Date    | Check No | Amount   | PO No |
|------------------|-----------------|--|------------|----------|----------|-------|
|                  |                 | Vendor Subtotal for Department:09      |            |          | 1,625.00 |       |
| 101-09-4150-0500 | U.S. Bank       | Typeform- Month Subscription- Surv     | 03/25/2020 | 11613    | 35.00    |       |
|                  |                 | Vendor Subtotal for Department:09      |            |          | 35.00    |       |
| 101-09-4202-0000 | LC - M News Inc | Notice # N-20-05 Publish Date 2/28/20  | 03/13/2020 | 11584    | 449.28   |       |
| 101-09-4202-0000 | LC - M News Inc | Notice # N-20-04 Publish Date 2/28/20  | 03/13/2020 | 11584    | 407.16   |       |
| 101-09-4202-0000 | LC - M News Inc | Notice Inviting Bids (Project 19-9271) | 03/13/2020 | 11584    | 1,155.00 |       |
|                  |                 | Vendor Subtotal for Department:09      |            |          | 2,011.44 |       |
| 101-09-4202-0000 | Gavilan Media   | Notice #O-20-1360-U Publish 1/17/20    | 03/25/2020 | 12019    | 6,486.48 |       |
|                  |                 | Vendor Subtotal for Department:09      |            |          | 6,486.48 |       |
| 101-09-4376-0000 | Office Depot    | Toner, Coffee Supplies & Office Supp   | 03/13/2020 | 11580    | 213.06   |       |
| 101-09-4376-0000 | Office Depot    | Batteries                              | 03/25/2020 | 12006    | 20.12    |       |
| 101-09-4376-0000 | Office Depot    | Paper                                  | 03/25/2020 | 12006    | 119.32   |       |
|                  |                 | Vendor Subtotal for Department:09      |            |          | 352.50   |       |
| 101-09-4376-0000 | Prographics Inc | Business Cards- A.Fowler               | 03/13/2020 | 11591    | 106.48   |       |
|                  |                 | Vendor Subtotal for Department:09      |            |          | 106.48   |       |
| 101-09-4376-0000 | U.S. Bank       | Staples- Business Cards for Coyote Pr  | 03/25/2020 | 11613    | 65.68    |       |
| 101-09-4376-0000 | U.S. Bank       | Amazon- iPhone Case - Social Media     | 03/25/2020 | 11613    | 5.46     |       |
| 101-09-4376-0000 | U.S. Bank       | Amazon- Coffee Pods - City Hall Lobl   | 03/25/2020 | 11613    | 59.98    |       |
|                  |                 | Vendor Subtotal for Department:09      |            |          | 131.12   |       |
| 101-09-4480-0000 | U.S. Bank       | Women Leading Government - Semin       | 03/25/2020 | 11613    | 30.00    |       |
| 101-09-4480-0000 | U.S. Bank       | Women Leading Government - Semin       | 03/25/2020 | 11613    | 30.00    |       |

| Account Number   | Vendor                             | Description                          | GL Date    | Check No | Amount    | PO No |
|------------------|------------------------------------|--------------------------------------|------------|----------|-----------|-------|
|                  |                                    | Vendor Subtotal for Department:09    |            |          | 60.00     |       |
| 101-10-4106-3415 | Burke, Williams & Sorensen LLP     | Legal Service Jan 2020               | 03/25/2020 | 11963    | 3,654.50  |       |
|                  |                                    | Vendor Subtotal for Department:10    |            |          | 3,654.50  |       |
| 101-10-4106-3415 | Filarsky & Watt LLP                | Legal Service Feb 2020               | 03/13/2020 | 0        | 2,046.00  |       |
|                  |                                    | Vendor Subtotal for Department:10    |            |          | 2,046.00  |       |
| 101-10-4150-0000 | Atkinson, Andelson, Loya, Ruud & I | FLSA Audit Service Dec 2019          | 03/25/2020 | 11954    | 3,614.18  |       |
| 101-10-4150-0000 | Atkinson, Andelson, Loya, Ruud & I | FLSA Audit Service Feb 2020          | 03/25/2020 | 11954    | 9,173.85  |       |
|                  |                                    | Vendor Subtotal for Department:10    |            |          | 12,788.03 |       |
| 101-10-4150-0000 | Holman Professional Counseling Ce  | Employee Assistance Program March    | 03/13/2020 | 0        | 541.68    |       |
| 101-10-4150-0000 | Holman Professional Counseling Ce  | Employee Assistance Program - April  | 03/25/2020 | 0        | 541.68    |       |
|                  |                                    | Vendor Subtotal for Department:10    |            |          | 1,083.36  |       |
| 101-10-4150-0000 | PERS (Medical)                     | Admin Fee for Active Premium April   | 03/25/2020 | 0        | 233.57    |       |
| 101-10-4150-0000 | PERS (Medical)                     | Admin Fee for Retired Premium April  | 03/25/2020 | 0        | 136.91    |       |
|                  |                                    | Vendor Subtotal for Department:10    |            |          | 370.48    |       |
| 101-10-4376-0000 | U.S. Bank                          | Amazon- Privacy Screen Monitor       | 03/25/2020 | 11613    | 54.63     |       |
| 101-10-4376-0000 | U.S. Bank                          | Amazon- Privacy Screen Filter & Tape | 03/25/2020 | 11613    | 64.46     |       |
| 101-10-4376-0000 | U.S. Bank                          | Amazon- TV Monitor Wall Mount Arr    | 03/25/2020 | 11613    | 96.34     |       |
|                  |                                    | Vendor Subtotal for Department:10    |            |          | 215.43    |       |
| 101-10-4436-0000 | U.S. Bank                          | Neogov- Job Ad - Permit Tech         | 03/25/2020 | 11613    | 175.00    |       |
| 101-10-4436-0000 | U.S. Bank                          | Neogov- Job Ad - Code Enforcement    | 03/25/2020 | 11613    | 175.00    |       |

| Account Number   | Vendor                         | Description                           | GL Date    | Check No | Amount   | PO No |
|------------------|--------------------------------|---------------------------------------|------------|----------|----------|-------|
|                  |                                | Vendor Subtotal for Department:10     |            |          | 350.00   |       |
| 101-10-4480-0000 | U.S. Bank                      | Women Leading in Government -Semi     | 03/25/2020 | 11613    | 35.00    |       |
|                  |                                | Vendor Subtotal for Department:10     |            |          | 35.00    |       |
| 101-11-4150-0000 | CB Merchant Services           | Quarterly Membership Due - Collectic  | 03/13/2020 | 11551    | 37.50    |       |
|                  |                                | Vendor Subtotal for Department:11     |            |          | 37.50    |       |
| 101-11-4150-0000 | Hinderliter deLlamas & Associa | Audit Service - Sales Tax QTR 3 2019  | 03/13/2020 | 11563    | 263.62   |       |
| 101-11-4150-0000 | Hinderliter deLlamas & Associa | Contract Service-Sales Tax QTR 1 202  | 03/13/2020 | 11563    | 300.00   |       |
|                  |                                | Vendor Subtotal for Department:11     |            |          | 563.62   |       |
| 101-11-4150-0000 | IntelesysOne                   | Fractional CIO -March 2020            | 03/13/2020 | 11567    | 2,250.00 |       |
|                  |                                | Vendor Subtotal for Department:11     |            |          | 2,250.00 |       |
| 101-11-4150-0000 | Revenue & Cost Specialists LLC | Cost Allocation & Fee Study Paymnet   | 03/25/2020 | 12012    | 6,750.00 |       |
|                  |                                | Vendor Subtotal for Department:11     |            |          | 6,750.00 |       |
| 101-11-4316-0000 | Canon Financial Services Inc   | Copier Lease March 2020 - 2nd floor C | 03/25/2020 | 11967    | 253.36   |       |
|                  |                                | Vendor Subtotal for Department:11     |            |          | 253.36   |       |
| 101-11-4316-0000 | CopyFree Technology Inc        | Copier Usages 12/15/19-2/14/20 - 2nd  | 03/25/2020 | 11971    | 879.03   |       |
|                  |                                | Vendor Subtotal for Department:11     |            |          | 879.03   |       |
| 101-11-4376-0000 | Office Depot                   | Office Supplies                       | 03/13/2020 | 11580    | 141.90   |       |

| Account Number   | Vendor                    | Description                            | GL Date    | Check No | Amount   | PO No |
|------------------|---------------------------|--|------------|----------|----------|-------|
|                  |                           | Vendor Subtotal for Department:11      |            |          | 141.90   |       |
| 101-11-4376-0000 | U.S. Bank                 | Adobe Acrobat - Monthly Subscriptio    | 03/25/2020 | 11613    | 16.99    |       |
|                  |                           | Vendor Subtotal for Department:11      |            |          | 16.99    |       |
| 101-11-4480-0000 | U.S. Bank                 | CSFMO- Meeting A. Han, L.Carlson &     | 03/25/2020 | 11613    | 120.00   |       |
|                  |                           | Vendor Subtotal for Department:11      |            |          | 120.00   |       |
| 101-11-4500-4950 | The Gas Company           | Gas Service Feb- March 2020- City H    | 03/25/2020 | 12025    | 235.62   |       |
|                  |                           | Vendor Subtotal for Department:11      |            |          | 235.62   |       |
| 101-11-4500-9025 | AT&T                      | Phone Service Jan 2020-Feb 2020 - Ci   | 03/13/2020 | 11543    | 131.04   |       |
| 101-11-4500-9025 | AT&T                      | Phone Service Feb-March 2020- City l   | 03/25/2020 | 11960    | 1,309.99 |       |
|                  |                           | Vendor Subtotal for Department:11      |            |          | 1,441.03 |       |
| 101-11-4500-9025 | Time Warner Cable         | Cable Internent Service 3/6/20-4/5/20- | 03/25/2020 | 12026    | 264.99   |       |
|                  |                           | Vendor Subtotal for Department:11      |            |          | 264.99   |       |
| 101-11-4500-9460 | California American Water | Water Service Jan 2020-Feb 2020 - Ci   | 03/13/2020 | 11548    | 71.78    |       |
|                  |                           | Vendor Subtotal for Department:11      |            |          | 71.78    |       |
| 101-14-3106-0000 | Ming Jiang                | Refund- Tree Permit (City Confirmed    | 03/13/2020 | 11529    | 245.00   |       |
|                  |                           | Vendor Subtotal for Department:14      |            |          | 245.00   |       |
| 101-14-3106-0000 | Alan Lo                   | Refund- Tree Permit -(City Confirmed   | 03/13/2020 | 11534    | 245.00   |       |

| Account Number   | Vendor                             | Description                            | GL Date    | Check No | Amount    | PO No |
|------------------|------------------------------------|--|------------|----------|-----------|-------|
|                  |                                    | Vendor Subtotal for Department:14      |            |          | 245.00    |       |
| 101-14-3106-0000 | Cindy Chan                         | Refund - Tree Permit - (City Confirme  | 03/13/2020 | 11536    | 245.00    |       |
|                  |                                    | Vendor Subtotal for Department:14      |            |          | 245.00    |       |
| 101-14-3151-0000 | Built Strong Construction          | Refund - Building Permit 1500 Miraso   | 03/13/2020 | 11532    | 124.40    |       |
|                  |                                    | Vendor Subtotal for Department:14      |            |          | 124.40    |       |
| 101-14-3410-9245 | Feng Lin                           | Refund- Tree Fine reduced By Appeal    | 03/25/2020 | 11944    | 22,500.00 |       |
|                  |                                    | Vendor Subtotal for Department:14      |            |          | 22,500.00 |       |
| 101-14-4010-0000 | Ameritas Life Insurance Corp       | Premium Adjustment March 2020          | 03/25/2020 | 11957    | 18.44     |       |
|                  |                                    | Vendor Subtotal for Department:14      |            |          | 18.44     |       |
| 101-14-4010-0000 | Humana Insurance Co                | Adjustment Premium March 2020          | 03/13/2020 | 11565    | -11.00    |       |
|                  |                                    | Vendor Subtotal for Department:14      |            |          | -11.00    |       |
| 101-14-4010-0000 | Lincoln National Life Insurance Co | Short Term Disability Premium Adjus    | 03/25/2020 | 11999    | -15.60    |       |
| 101-14-4010-0000 | Lincoln National Life Insurance Co | Long Term Disability Premium Adjust    | 03/25/2020 | 11999    | -10.64    |       |
|                  |                                    | Vendor Subtotal for Department:14      |            |          | -26.24    |       |
| 101-14-4104-6270 | The Code Group Inc                 | Over Counter Plan Check Service 12/2   | 03/13/2020 | 0        | 427.50    |       |
| 101-14-4104-6270 | The Code Group Inc                 | Plan Check Service 12/29/19-2/1/20     | 03/13/2020 | 0        | 7,315.00  |       |
| 101-14-4104-6270 | The Code Group Inc                 | Fire Protection Plan Check Service 12/ | 03/13/2020 | 0        | 3,017.00  |       |
| 101-14-4104-6270 | The Code Group Inc                 | Fire Inspections Service 12/29/19-2/1/ | 03/13/2020 | 0        | 5,996.88  |       |
|                  |                                    | Vendor Subtotal for Department:14      |            |          | 16,756.38 |       |



| Account Number   | Vendor                           | Description                            | GL Date    | Check No | Amount    | PO No |
|------------------|----------------------------------|--|------------|----------|-----------|-------|
| 101-14-4106-0950 | Dapeer Rosenblit & Litvak LLP    | Legal Service - Feb 2020 - Code Enfor  | 03/25/2020 | 11977    | 1,589.95  |       |
| 101-14-4106-0950 | Dapeer Rosenblit & Litvak LLP    | Legal Service - Feb 2020 - Code Enfor  | 03/25/2020 | 11977    | 5,644.89  |       |
|                  |                                  | Vendor Subtotal for Department:14      |            |          | 7,234.84  |       |
| 101-14-4150-0000 | Architectural Resource Group Inc | Citywide Historical Resource Survey I  | 03/25/2020 | 11959    | 25,522.50 |       |
|                  |                                  | Vendor Subtotal for Department:14      |            |          | 25,522.50 |       |
| 101-14-4150-0000 | HdL Software, LLC                | Hosting - Additional User              | 03/25/2020 | 11991    | 90.00     |       |
|                  |                                  | Vendor Subtotal for Department:14      |            |          | 90.00     |       |
| 101-14-4202-0000 | LC - M News Inc                  | Notice N-20-6 Publish Date 3/13/20     | 03/25/2020 | 12008    | 744.12    |       |
|                  |                                  | Vendor Subtotal for Department:14      |            |          | 744.12    |       |
| 101-14-4204-0000 | International Code Council       | 2019 Building Code Books               | 03/13/2020 | 11566    | 1,227.40  |       |
|                  |                                  | Vendor Subtotal for Department:14      |            |          | 1,227.40  |       |
| 101-14-4204-0000 | U.S. Bank                        | International Code Council - Code Boc  | 03/25/2020 | 11613    | 59.45     |       |
|                  |                                  | Vendor Subtotal for Department:14      |            |          | 59.45     |       |
| 101-14-4316-0000 | CopyFree Technology Inc          | Copier Contract Usages 3/14/20-4/13/20 | 03/25/2020 | 11971    | 44.22     |       |
|                  |                                  | Vendor Subtotal for Department:14      |            |          | 44.22     |       |
| 101-14-4376-0000 | Office Depot                     | Paper & Supplies                       | 03/13/2020 | 11580    | 65.66     |       |
| 101-14-4376-0000 | Office Depot                     | Water and Office Supplies              | 03/25/2020 | 12006    | 55.59     |       |

| Account Number   | Vendor                         | Description                          | GL Date    | Check No | Amount | PO No |
|------------------|--------------------------------|--------------------------------------|------------|----------|--------|-------|
| 101-14-4376-0000 | Office Depot                   | Calendar                             | 03/25/2020 | 12006    | 13.13  |       |
|                  |                                | Vendor Subtotal for Department:14    |            |          | 134.38 |       |
| 101-14-4376-0000 | Prographics Inc                | Business Cards-M.Cervantes,V.Alema   | 03/13/2020 | 11591    | 359.29 |       |
|                  |                                | Vendor Subtotal for Department:14    |            |          | 359.29 |       |
| 101-14-4376-0000 | U.S. Bank                      | Amazon-Blueprint Storage Roll File   | 03/25/2020 | 11613    | 212.99 |       |
|                  |                                | Vendor Subtotal for Department:14    |            |          | 212.99 |       |
| 101-14-4396-0000 | U.S. Bank                      | American Planning - Membership. A.C  | 03/25/2020 | 11613    | 603.00 |       |
|                  |                                | Vendor Subtotal for Department:14    |            |          | 603.00 |       |
| 101-14-4398-0000 | Peter Flores                   | Reimbursement - Mileage Inspection ( | 03/13/2020 | 11561    | 16.10  |       |
|                  |                                | Vendor Subtotal for Department:14    |            |          | 16.10  |       |
| 101-14-4412-0000 | U.S. Bank                      | UPS- Shipping Plans - Plan Check     | 03/25/2020 | 11613    | 93.12  |       |
|                  |                                | Vendor Subtotal for Department:14    |            |          | 93.12  |       |
| 101-14-4420-0000 | Mark Siegfried                 | Petty Cash Reimbursement -Re-print F | 03/13/2020 | 11588    | 59.53  |       |
|                  |                                | Vendor Subtotal for Department:14    |            |          | 59.53  |       |
| 101-14-4420-0000 | Prographics Inc                | Notice Of Violation Forms - Code Enf | 03/13/2020 | 11591    | 312.08 |       |
|                  |                                | Vendor Subtotal for Department:14    |            |          | 312.08 |       |
| 101-14-4480-0000 | SG Valley Economic Partnership | ICSC Conference - A. Cervantes       | 03/13/2020 | 11599    | 750.00 |       |

| Account Number   | Vendor                  | Description                            | GL Date    | Check No | Amount   | PO No |
|------------------|-------------------------|--|------------|----------|----------|-------|
|                  |                         | Vendor Subtotal for Department:14      |            |          | 750.00   |       |
| 101-14-4480-0000 | U.S. Bank               | American Planning - Conference E. Cl   | 03/25/2020 | 11613    | 760.00   |       |
| 101-14-4480-0000 | U.S. Bank               | American Planning - Conference A. C    | 03/25/2020 | 11613    | 398.00   |       |
|                  |                         | Vendor Subtotal for Department:14      |            |          | 1,158.00 |       |
| 101-14-4500-9025 | Verizon Wireless        | IPAD Data Service - Building Inspecti  | 03/13/2020 | 11610    | 76.02    |       |
|                  |                         | Vendor Subtotal for Department:14      |            |          | 76.02    |       |
| 101-36-4468-0000 | U.S. Bank               | Fairfield Inn- Conference Hotel 2 Nigl | 03/25/2020 | 11613    | 359.34   |       |
| 101-36-4468-0000 | U.S. Bank               | Mexican Kitchen- Training Meal- Chic   | 03/25/2020 | 11613    | 12.65    |       |
| 101-36-4468-0000 | U.S. Bank               | The Hap-Training Meal- Chief Rueda     | 03/25/2020 | 11613    | 12.25    |       |
| 101-36-4468-0000 | U.S. Bank               | BJ Restuarant- Training Meal- Chief R  | 03/25/2020 | 11613    | 23.40    |       |
| 101-36-4468-0000 | U.S. Bank               | Ayres Hotel Training Hotel 3 Nights C  | 03/25/2020 | 11613    | 322.62   |       |
| 101-36-4468-0000 | U.S. Bank               | The Hap-Training Meal- Chief Rueda     | 03/25/2020 | 11613    | 10.00    |       |
|                  |                         | Vendor Subtotal for Department:36      |            |          | 740.26   |       |
| 101-40-4104-0000 | Management Partners     | Fleet Assessment Study                 | 03/13/2020 | 11574    | 8,300.00 |       |
|                  |                         | Vendor Subtotal for Department:40      |            |          | 8,300.00 |       |
| 101-40-4150-0000 | AmeriPride Services Inc | Uniform Cleaning Service               | 03/13/2020 | 0        | 105.37   |       |
| 101-40-4150-0000 | AmeriPride Services Inc | Uniform Cleaning Service               | 03/13/2020 | 0        | 22.23    |       |
| 101-40-4150-0000 | AmeriPride Services Inc | Uniform Cleaning Service               | 03/13/2020 | 0        | 105.37   |       |
| 101-40-4150-0000 | AmeriPride Services Inc | Uniform Cleaning Service               | 03/13/2020 | 0        | 22.23    |       |
| 101-40-4150-0000 | AmeriPride Services Inc | Cleaning Uniform Service               | 03/25/2020 | 0        | 105.37   |       |
| 101-40-4150-0000 | AmeriPride Services Inc | Uniform Cleaning Service               | 03/25/2020 | 0        | 22.23    |       |
| 101-40-4150-0000 | AmeriPride Services Inc | Uniform Cleaning Service               | 03/25/2020 | 0        | 105.37   |       |
|                  |                         | Vendor Subtotal for Department:40      |            |          | 488.17   |       |

| Account Number   | Vendor                       | Description                           | GL Date    | Check No | Amount | PO No |
|------------------|------------------------------|---------------------------------------|------------|----------|--------|-------|
| 101-40-4316-0000 | Canon Financial Services Inc | Copier Lease March 2020 - Public Wo   | 03/25/2020 | 11967    | 322.99 |       |
|                  |                              | Vendor Subtotal for Department:40     |            |          | 322.99 |       |
| 101-40-4316-0000 | U.S. Bank                    | Amazon- Wall Clock                    | 03/25/2020 | 11613    | 16.53  |       |
| 101-40-4316-0000 | U.S. Bank                    | Staples- Ink                          | 03/25/2020 | 11613    | 29.95  |       |
| 101-40-4316-0000 | U.S. Bank                    | Amazon- Ink for Engineer Plotter      | 03/25/2020 | 11613    | 67.77  |       |
| 101-40-4316-0000 | U.S. Bank                    | Ferguson - Stone Fountain Push Butto  | 03/25/2020 | 11613    | 266.61 |       |
|                  |                              | Vendor Subtotal for Department:40     |            |          | 380.86 |       |
| 101-40-4376-0000 | Prographics Inc              | Business Cards-S.Estrada              | 03/13/2020 | 11591    | 119.76 |       |
|                  |                              | Vendor Subtotal for Department:40     |            |          | 119.76 |       |
| 101-40-4376-0000 | DS Service of America , Inc  | Drinking Water Service April 2020     | 03/25/2020 | 12020    | 33.00  |       |
|                  |                              | Vendor Subtotal for Department:40     |            |          | 33.00  |       |
| 101-40-4376-0000 | U.S. Bank                    | Office Depot- Office Supplies         | 03/25/2020 | 11613    | 233.98 |       |
| 101-40-4376-0000 | U.S. Bank                    | Office Depot - Copy Paper             | 03/25/2020 | 11613    | 31.20  |       |
| 101-40-4376-0000 | U.S. Bank                    | Amazon- Pentel Eraser                 | 03/25/2020 | 11613    | 5.83   |       |
| 101-40-4376-0000 | U.S. Bank                    | Amazon- Return Credit                 | 03/25/2020 | 11613    | -49.23 |       |
| 101-40-4376-0000 | U.S. Bank                    | Albertson- Snack - Pesticide Training | 03/25/2020 | 11613    | 32.84  |       |
| 101-40-4376-0000 | U.S. Bank                    | Amazon- Urban Forester Supplies       | 03/25/2020 | 11613    | 64.26  |       |
|                  |                              | Vendor Subtotal for Department:40     |            |          | 318.88 |       |
| 101-40-4396-0000 | M.E.M.A.                     | Membership- D. Werner , G. Metcalf &  | 03/13/2020 | 11575    | 275.00 |       |
|                  |                              | Vendor Subtotal for Department:40     |            |          | 275.00 |       |
| 101-40-4396-0000 | Mark Siegfried               | Petty Cash Reimbursement - CCEA M     | 03/13/2020 | 11588    | 25.00  |       |
|                  |                              | Vendor Subtotal for Department:40     |            |          | 25.00  |       |

| Account Number   | Vendor                  | Description                           | GL Date    | Check No | Amount | PO No |
|------------------|-------------------------|---------------------------------------|------------|----------|--------|-------|
| 101-40-4468-0000 | U.S. Bank               | Amazon- City Engineer Plotter Suppli  | 03/25/2020 | 11613    | 253.11 |       |
| 101-40-4468-0000 | U.S. Bank               | Women Leading Government - Semin:     | 03/25/2020 | 11613    | 35.00  |       |
| 101-40-4468-0000 | U.S. Bank               | Pesticide Applicator Seminar- B.Maci: | 03/25/2020 | 11613    | 100.00 |       |
| 101-40-4468-0000 | U.S. Bank               | Amazon- City Engineer Plotter Supply  | 03/25/2020 | 11613    | 126.48 |       |
|                  |                         | Vendor Subtotal for Department:40     |            |          | 514.59 |       |
| 101-40-4480-0000 | U.S. Bank               | CA Park Rec Society- Conference S. E  | 03/25/2020 | 11613    | 790.00 |       |
|                  |                         | Vendor Subtotal for Department:40     |            |          | 790.00 |       |
| 101-40-4492-0003 | AmeriPride Services Inc | Uniform Cleaning Service              | 03/13/2020 | 0        | 29.78  |       |
| 101-40-4492-0003 | AmeriPride Services Inc | Uniform Cleaning Service              | 03/13/2020 | 0        | 37.61  |       |
| 101-40-4492-0003 | AmeriPride Services Inc | Uniform Cleaning Service              | 03/13/2020 | 0        | 40.61  |       |
| 101-40-4492-0003 | AmeriPride Services Inc | Uniform Cleaning Service              | 03/13/2020 | 0        | 172.76 |       |
| 101-40-4492-0003 | AmeriPride Services Inc | Uniform Cleaning Service              | 03/25/2020 | 0        | 53.47  |       |
| 101-40-4492-0003 | AmeriPride Services Inc | Uniform Cleaning Service              | 03/25/2020 | 0        | 38.56  |       |
| 101-40-4492-0003 | AmeriPride Services Inc | Cleaning Uniform Service              | 03/25/2020 | 0        | 116.70 |       |
|                  |                         | Vendor Subtotal for Department:40     |            |          | 489.49 |       |
| 101-40-4492-0004 | AmeriPride Services Inc | Uniform Cleaning Service              | 03/13/2020 | 0        | 35.06  |       |
| 101-40-4492-0004 | AmeriPride Services Inc | Uniform Cleaning Service              | 03/13/2020 | 0        | 82.47  |       |
| 101-40-4492-0004 | AmeriPride Services Inc | Uniform Cleaning Service              | 03/13/2020 | 0        | 42.09  |       |
| 101-40-4492-0004 | AmeriPride Services Inc | Uniform Cleaning Service              | 03/13/2020 | 0        | 82.47  |       |
| 101-40-4492-0004 | AmeriPride Services Inc | Uniform Cleaning Service              | 03/25/2020 | 0        | 85.44  |       |
| 101-40-4492-0004 | AmeriPride Services Inc | Cleaning Uniform Service              | 03/25/2020 | 0        | 87.44  |       |
| 101-40-4492-0004 | AmeriPride Services Inc | Uniform Cleaning Service              | 03/25/2020 | 0        | 37.79  |       |
|                  |                         | Vendor Subtotal for Department:40     |            |          | 452.76 |       |
| 101-40-4500-9025 | Verizon Wireless        | IPAD Data Service Urban Forester 1/2  | 03/13/2020 | 11610    | 38.01  |       |
|                  |                         | Vendor Subtotal for Department:40     |            |          | 38.01  |       |

| Account Number   | Vendor                         | Description                       | GL Date    | Check No | Amount    | PO No |
|------------------|--------------------------------|-----------------------------------|------------|----------|-----------|-------|
| 101-42-4150-0000 | JDS Tank Testing & Repair Inc  | Update CA Environmental Reporting | 03/13/2020 | 11569    | 180.00    |       |
| 101-42-4150-0000 | JDS Tank Testing & Repair Inc  | Pump Operator for March 2020      | 03/25/2020 | 11995    | 140.00    |       |
|                  |                                | Vendor Subtotal for Department:42 |            |          | 320.00    |       |
| 101-42-4376-0000 | O'Reilly Auto Parts            | Cleaners                          | 03/13/2020 | 11582    | 78.45     |       |
|                  |                                | Vendor Subtotal for Department:42 |            |          | 78.45     |       |
| 101-44-4106-5170 | Richards Watson & Gershon      | Legal Service Jan 2020            | 03/25/2020 | 12014    | 310.00    |       |
|                  |                                | Vendor Subtotal for Department:44 |            |          | 310.00    |       |
| 101-44-4150-0000 | 316 Engineering & Construction | Emergency Sewer Cleaning Robles & | 03/25/2020 | 11638    | 1,800.00  |       |
|                  |                                | Vendor Subtotal for Department:44 |            |          | 1,800.00  |       |
| 101-44-4150-0000 | Premier Pipe Inc.              | Refurbish Manholes - Phase 1      | 03/13/2020 | 11590    | 250.00    |       |
|                  |                                | Vendor Subtotal for Department:44 |            |          | 250.00    |       |
| 101-44-4150-9020 | Athens Services                | Street Sweeping Feb 2020          | 03/13/2020 | 11542    | 13,456.18 |       |
|                  |                                | Vendor Subtotal for Department:44 |            |          | 13,456.18 |       |
| 101-44-4460-5170 | Aurora Environmental Inc       | AB939 Compliance & Disposal Repor | 03/13/2020 | 0        | 735.00    |       |
|                  |                                | Vendor Subtotal for Department:44 |            |          | 735.00    |       |
| 101-48-4010-0000 | Ameritas Life Insurance Corp   | Premium Adjustment March 2020     | 03/25/2020 | 11957    | 8.96      |       |

| Account Number   | Vendor                               | Description                           | GL Date    | Check No | Amount   | PO No |
|------------------|--------------------------------------|---------------------------------------|------------|----------|----------|-------|
|                  |                                      |                                       |            |          | 8.96     |       |
|                  |                                      | Vendor Subtotal for Department:48     |            |          |          |       |
| 101-48-4150-0000 | Hartzog & Crabill, Inc               | Traffic Signal Timing on Huntington I | 03/25/2020 | 11990    | 2,620.00 |       |
|                  |                                      | Vendor Subtotal for Department:48     |            |          | 2,620.00 |       |
| 101-48-4150-0000 | L.A. Co. Dept of Public Works        | Signal Maintenance Feb 2020           | 03/25/2020 | 11996    | 109.69   |       |
|                  |                                      | Vendor Subtotal for Department:48     |            |          | 109.69   |       |
| 101-48-4150-0000 | Siemens Industry Inc                 | Signal Maintenance Jan 2020           | 03/13/2020 | 0        | 763.12   |       |
| 101-48-4150-0000 | Siemens Industry Inc                 | Signal Maintenance Feb 2020           | 03/25/2020 | 0        | 763.12   |       |
| 101-48-4150-0000 | Siemens Industry Inc                 | Signal Maintenance Call Out Feb 2020  | 03/25/2020 | 0        | 744.89   |       |
|                  |                                      | Vendor Subtotal for Department:48     |            |          | 2,271.13 |       |
| 101-48-4376-0000 | Consolidated Electrical Distributors | Supplies - On Call Truck              | 03/13/2020 | 11555    | 176.20   |       |
| 101-48-4376-0000 | Consolidated Electrical Distributors | Wire                                  | 03/25/2020 | 11969    | 320.22   |       |
| 101-48-4376-0000 | Consolidated Electrical Distributors | Supplies                              | 03/25/2020 | 11969    | 51.88    |       |
| 101-48-4376-0000 | Consolidated Electrical Distributors | Supplies - On Call Truck              | 03/25/2020 | 11969    | 32.20    |       |
|                  |                                      | Vendor Subtotal for Department:48     |            |          | 580.50   |       |
| 101-48-4376-0000 | Crafco Inc                           | Asphalt Cold Patch                    | 03/25/2020 | 0        | 581.85   |       |
|                  |                                      | Vendor Subtotal for Department:48     |            |          | 581.85   |       |
| 101-48-4376-0000 | Ganahl Lumber Company                | Paint Truck Supplies                  | 03/13/2020 | 11562    | 38.48    |       |
| 101-48-4376-0000 | Ganahl Lumber Company                | On Call Truck Supplies                | 03/13/2020 | 11562    | 56.32    |       |
| 101-48-4376-0000 | Ganahl Lumber Company                | Hats                                  | 03/25/2020 | 11986    | 33.05    |       |
| 101-48-4376-0000 | Ganahl Lumber Company                | Turnabout Supplies                    | 03/25/2020 | 11986    | 70.28    |       |
| 101-48-4376-0000 | Ganahl Lumber Company                | ADA Ramp Huntington/San Marino-S      | 03/25/2020 | 11986    | 130.06   |       |
|                  |                                      | Vendor Subtotal for Department:48     |            |          | 328.19   |       |
| 101-48-4376-0000 | Underground Service Alert/SC         | Gas Co - Dig Alert Tickets            | 03/13/2020 | 0        | 156.85   |       |

| Account Number   | Vendor                          | Description                            | GL Date    | Check No | Amount   | PO No |
|------------------|---------------------------------|--|------------|----------|----------|-------|
| 101-48-4376-0000 | Underground Service Alert/SC    | Gas Co- Dig Alert Tickets - State Fee  | 03/13/2020 | 0        | 38.47    |       |
|                  |                                 | Vendor Subtotal for Department:48      |            |          | 195.32   |       |
| 101-48-4376-0000 | United Rock Products            | Crushed Aggregate Base                 | 03/13/2020 | 11607    | 78.72    |       |
|                  |                                 | Vendor Subtotal for Department:48      |            |          | 78.72    |       |
| 101-48-4376-0000 | U.S. Bank                       | Amazon - Supplies - On Call Truck      | 03/25/2020 | 11613    | 211.30   |       |
| 101-48-4376-0000 | U.S. Bank                       | Speedtech - Supplies - On Call Truck   | 03/25/2020 | 11613    | 920.60   |       |
|                  |                                 | Vendor Subtotal for Department:48      |            |          | 1,131.90 |       |
| 101-48-4376-9242 | Traffic Management Incorporated | Speed Limit Signs                      | 03/25/2020 | 0        | 965.44   |       |
| 101-48-4376-9242 | Traffic Management Incorporated | Speed Limit Signs                      | 03/25/2020 | 0        | 884.24   |       |
| 101-48-4376-9242 | Traffic Management Incorporated | Speed Limit Signs                      | 03/25/2020 | 0        | 896.48   |       |
| 101-48-4376-9242 | Traffic Management Incorporated | Speed Limit Signs                      | 03/25/2020 | 0        | 997.68   |       |
|                  |                                 | Vendor Subtotal for Department:48      |            |          | 3,743.84 |       |
| 101-48-4500-1980 | Southern California Edison      | Electrical Service Jan 2020-Feb 2020 - | 03/13/2020 | 11598    | 6,990.15 |       |
| 101-48-4500-1980 | Southern California Edison      | Electrical Service Feb- March 2020- S  | 03/25/2020 | 12018    | 165.31   |       |
|                  |                                 | Vendor Subtotal for Department:48      |            |          | 7,155.46 |       |
| 101-48-4500-9025 | Verizon Wireless                | IPAD Data Service -PW Manager & S      | 03/13/2020 | 11610    | 76.02    |       |
|                  |                                 | Vendor Subtotal for Department:48      |            |          | 76.02    |       |
| 101-50-4206-0000 | Ganahl Lumber Company           | Plywood                                | 03/25/2020 | 11986    | 92.49    |       |
|                  |                                 | Vendor Subtotal for Department:50      |            |          | 92.49    |       |



| Account Number   | Vendor                      | Description                            | GL Date    | Check No | Amount   | PO No |
|------------------|-----------------------------|--|------------|----------|----------|-------|
| 101-50-4376-0000 | DS Service of America , Inc | Drinking Water Service April 2020      | 03/25/2020 | 12020    | 32.00    |       |
|                  |                             | Vendor Subtotal for Department:50      |            |          | 32.00    |       |
| 101-50-4376-0000 | U.S. Bank                   | Amazon - Supplies - On Call Truck      | 03/25/2020 | 11613    | 59.08    |       |
|                  |                             | Vendor Subtotal for Department:50      |            |          | 59.08    |       |
| 101-50-4404-0000 | Norman's Nursery Inc        | Tree                                   | 03/25/2020 | 12004    | 967.56   |       |
|                  |                             | Vendor Subtotal for Department:50      |            |          | 967.56   |       |
| 101-50-4500-9025 | AT&T                        | Phone Service Jan 2020-Feb 2020 -Lac   | 03/13/2020 | 11543    | 21.04    |       |
|                  |                             | Vendor Subtotal for Department:50      |            |          | 21.04    |       |
| 101-50-4500-9025 | Time Warner Cable           | Internet Cable Service 12/24/19-3/24/2 | 03/13/2020 | 11603    | 179.90   |       |
|                  |                             | Vendor Subtotal for Department:50      |            |          | 179.90   |       |
| 101-50-4500-9460 | California American Water   | Water Service Jan 2020-Feb 2020 -Lac   | 03/13/2020 | 11548    | 3,183.49 |       |
|                  |                             | Vendor Subtotal for Department:50      |            |          | 3,183.49 |       |
| 101-50-4508-0000 | Garvey Equipment Company    | Chains                                 | 03/25/2020 | 0        | 81.84    |       |
|                  |                             | Vendor Subtotal for Department:50      |            |          | 81.84    |       |
| 101-52-4150-0000 | Mariposa Landscapes Inc     | Cleaned Up - Fallen Oak Tree           | 03/25/2020 | 0        | 5,100.00 |       |
| 101-52-4150-0000 | Mariposa Landscapes Inc     | Cleaned Up -Fallen Jacaranda Tree      | 03/25/2020 | 0        | 3,200.00 |       |
|                  |                             | Vendor Subtotal for Department:52      |            |          | 8,300.00 |       |

| Account Number   | Vendor                       | Description                           | GL Date    | Check No | Amount   | PO No |
|------------------|------------------------------|---------------------------------------|------------|----------|----------|-------|
| 101-52-4376-0000 | U.S. Bank                    | Amazon- Supplies - On Call Truck      | 03/25/2020 | 11613    | 99.61    |       |
|                  |                              | Vendor Subtotal for Department:52     |            |          | 99.61    |       |
| 101-52-4500-9025 | Verizon Wireless             | IPAD Data Service Park Foreman 1/2    | 03/13/2020 | 11610    | 38.01    |       |
|                  |                              | Vendor Subtotal for Department:52     |            |          | 38.01    |       |
| 101-52-4500-9460 | California American Water    | Water Service Jan 2020-Feb 2020 -Grc  | 03/13/2020 | 11548    | 5,922.15 |       |
| 101-52-4500-9460 | California American Water    | Water Service Feb- March 2020 Groun   | 03/25/2020 | 11966    | 314.73   |       |
|                  |                              | Vendor Subtotal for Department:52     |            |          | 6,236.88 |       |
| 101-53-4150-0000 | Dynamic Building Maintenance | Citywide Janitorial Service Feb 2020  | 03/13/2020 | 11560    | 6,866.00 |       |
|                  |                              | Vendor Subtotal for Department:53     |            |          | 6,866.00 |       |
| 101-53-4150-0000 | SDS Security Design Systems  | Security Alarm Service April 2020- FI | 03/13/2020 | 11597    | 87.00    |       |
| 101-53-4150-0000 | SDS Security Design Systems  | Fire Alarm Service April 2020-City H& | 03/13/2020 | 11597    | 99.00    |       |
| 101-53-4150-0000 | SDS Security Design Systems  | Security Alarm Service April 2020-Th  | 03/13/2020 | 11597    | 42.00    |       |
| 101-53-4150-0000 | SDS Security Design Systems  | Security Alarm Service March & April  | 03/13/2020 | 11597    | 168.00   |       |
| 101-53-4150-0000 | SDS Security Design Systems  | Fire Alarm Service April 2020-SMC     | 03/13/2020 | 11597    | 30.00    |       |
| 101-53-4150-0000 | SDS Security Design Systems  | Security Alarm Service April 2020-Cit | 03/13/2020 | 11597    | 75.00    |       |
|                  |                              | Vendor Subtotal for Department:53     |            |          | 501.00   |       |
| 101-53-4150-0000 | Total Exterminating Inc      | Extermination Monthly Service -Libra  | 03/13/2020 | 0        | 125.00   |       |
| 101-53-4150-0000 | Total Exterminating Inc      | Extermination Monthly Service -SMC    | 03/13/2020 | 0        | 125.00   |       |
|                  |                              | Vendor Subtotal for Department:53     |            |          | 250.00   |       |
| 101-53-4206-0000 | California Steeplejack       | Repair Flagpole - Library             | 03/25/2020 | 11968    | 364.98   |       |
|                  |                              | Vendor Subtotal for Department:53     |            |          | 364.98   |       |

| Account Number   | Vendor                               | Description                           | GL Date    | Check No | Amount   | PO No |
|------------------|--------------------------------------|---------------------------------------|------------|----------|----------|-------|
| 101-53-4206-0000 | Consolidated Electrical Distributors | Lights- City Hall                     | 03/13/2020 | 11555    | 104.57   |       |
| 101-53-4206-0000 | Consolidated Electrical Distributors | Ballast - Library                     | 03/13/2020 | 11555    | 283.50   |       |
|                  |                                      | Vendor Subtotal for Department:53     |            |          | 388.07   |       |
| 101-53-4206-0000 | Ganahl Lumber Company                | Plywood- PD                           | 03/25/2020 | 11986    | 272.98   |       |
|                  |                                      | Vendor Subtotal for Department:53     |            |          | 272.98   |       |
| 101-53-4206-0000 | Graycon Inc                          | AC Maintenance Quarterly- Feb 2020-   | 03/25/2020 | 11988    | 1,958.00 |       |
|                  |                                      | Vendor Subtotal for Department:53     |            |          | 1,958.00 |       |
| 101-53-4376-0000 | Empire Cleaning Supply               | Janitorial Supplies - Lacy Park       | 03/25/2020 | 11980    | 975.37   |       |
|                  |                                      | Vendor Subtotal for Department:53     |            |          | 975.37   |       |
| 101-53-4376-0000 | Veritiv Operating Company            | Restroom Supplies- City Hall          | 03/13/2020 | 0        | 1,815.60 |       |
| 101-53-4376-0000 | Veritiv Operating Company            | Restroom Supplies - Stoneman          | 03/25/2020 | 0        | 2,972.46 |       |
|                  |                                      | Vendor Subtotal for Department:53     |            |          | 4,788.06 |       |
| 101-60-4150-0000 | CopyFree Technology Inc              | Copier Usage 12/1/19-2/29/20 - Recre: | 03/13/2020 | 11556    | 658.82   |       |
|                  |                                      | Vendor Subtotal for Department:60     |            |          | 658.82   |       |
| 101-60-4150-0000 | DS Service of America , Inc          | Drinking Water Service April 2020     | 03/25/2020 | 12020    | 74.00    |       |
|                  |                                      | Vendor Subtotal for Department:60     |            |          | 74.00    |       |
| 101-60-4150-0000 | U.S. Bank                            | Plug N Pay- Online Payment Service F  | 03/25/2020 | 11613    | 15.00    |       |
| 101-60-4150-0000 | U.S. Bank                            | Adobe Creative Cloud- Monthly Subsc   | 03/25/2020 | 11613    | 52.99    |       |
|                  |                                      | Vendor Subtotal for Department:60     |            |          | 67.99    |       |

| Account Number   | Vendor                       | Description                            | GL Date    | Check No | Amount   | PO No |
|------------------|------------------------------|--|------------|----------|----------|-------|
| 101-60-4316-0000 | Canon Financial Services Inc | Copier Lease Feb 2020                  | 03/13/2020 | 11549    | 134.53   |       |
|                  |                              | Vendor Subtotal for Department:60      |            |          | 134.53   |       |
| 101-60-4376-0000 | Office Depot                 | Toner, Paper & Supplies                | 03/13/2020 | 11580    | 190.54   |       |
| 101-60-4376-0000 | Office Depot                 | Paper & Supplies                       | 03/25/2020 | 12006    | 61.87    |       |
|                  |                              | Vendor Subtotal for Department:60      |            |          | 252.41   |       |
| 101-60-4376-0000 | U.S. Bank                    | Smart n Final - Drinks & Snacks Gree   | 03/25/2020 | 11613    | 35.57    |       |
| 101-60-4376-0000 | U.S. Bank                    | Amazon- Heater                         | 03/25/2020 | 11613    | 54.64    |       |
| 101-60-4376-0000 | U.S. Bank                    | Ellens Sillkscreening-Staff Shrits     | 03/25/2020 | 11613    | 335.67   |       |
| 101-60-4376-0000 | U.S. Bank                    | Costco- Soap & Cups                    | 03/25/2020 | 11613    | 34.53    |       |
| 101-60-4376-0000 | U.S. Bank                    | Clipart- Clip Art for Rec Guide        | 03/25/2020 | 11613    | 12.95    |       |
| 101-60-4376-0000 | U.S. Bank                    | Starbucks- Coffee - Training           | 03/25/2020 | 11613    | 17.95    |       |
| 101-60-4376-0000 | U.S. Bank                    | Amazon- Doorstopper                    | 03/25/2020 | 11613    | 7.65     |       |
| 101-60-4376-0000 | U.S. Bank                    | Costco-Forks, Bowls & Stapler          | 03/25/2020 | 11613    | 46.18    |       |
| 101-60-4376-0000 | U.S. Bank                    | Smart n Final - Smarter Living Snacks  | 03/25/2020 | 11613    | 42.13    |       |
|                  |                              | Vendor Subtotal for Department:60      |            |          | 587.27   |       |
| 101-60-4412-0000 | PGI, Inc                     | Recreation and Library Guide Spring 2  | 03/25/2020 | 12009    | 827.58   |       |
|                  |                              | Vendor Subtotal for Department:60      |            |          | 827.58   |       |
| 101-60-4420-0000 | PGI, Inc                     | Recreation and Library Guide Spring 2  | 03/25/2020 | 12009    | 4,315.50 |       |
|                  |                              | Vendor Subtotal for Department:60      |            |          | 4,315.50 |       |
| 101-60-4500-1980 | Southern California Edison   | Electrical Service Jan 2020-Feb 2020 - | 03/13/2020 | 11598    | 1,456.14 |       |
|                  |                              | Vendor Subtotal for Department:60      |            |          | 1,456.14 |       |

| Account Number   | Vendor                    | Description                            | GL Date    | Check No | Amount   | PO No |
|------------------|---------------------------|--|------------|----------|----------|-------|
| 101-60-4500-9025 | AT&T                      | Phone Service Jan 2020-Feb 2020 -Re    | 03/13/2020 | 11543    | 122.03   |       |
|                  |                           | Vendor Subtotal for Department:60      |            |          | 122.03   |       |
| 101-60-4500-9025 | Time Warner Cable         | Cable Internet Service 3/1/20-3/31/20  | 03/25/2020 | 12026    | 319.70   |       |
| 101-60-4500-9025 | Time Warner Cable         | Cable Fiber Service 3/1/20-3/31/20     | 03/25/2020 | 12026    | 355.00   |       |
|                  |                           | Vendor Subtotal for Department:60      |            |          | 674.70   |       |
| 101-60-4500-9460 | California American Water | Water Service Feb- March 2020 Stone:   | 03/25/2020 | 11966    | 364.25   |       |
|                  |                           | Vendor Subtotal for Department:60      |            |          | 364.25   |       |
| 101-60-4508-0000 | Voyager Fleet Systems Inc | Exempted Taxes 1/24/20-2/24/20         | 03/13/2020 | 11611    | -10.24   |       |
| 101-60-4508-0000 | Voyager Fleet Systems Inc | Fuel 1/24/20-2/24/20                   | 03/13/2020 | 11611    | 200.01   |       |
|                  |                           | Vendor Subtotal for Department:60      |            |          | 189.77   |       |
| 101-62-4500-9025 | AT&T                      | Phone Service Jan 2020-Feb 2020 -Re    | 03/13/2020 | 11543    | 19.38    |       |
|                  |                           | Vendor Subtotal for Department:62      |            |          | 19.38    |       |
| 101-64-4102-0000 | Andrew Chidester          | Winter Contract Classes - Sports Class | 03/13/2020 | 0        | 5,792.25 |       |
|                  |                           | Vendor Subtotal for Department:64      |            |          | 5,792.25 |       |
| 101-64-4102-0000 | Brit-West Soccer          | Winter Contract Classes - Soccer       | 03/13/2020 | 0        | 1,300.00 |       |
|                  |                           | Vendor Subtotal for Department:64      |            |          | 1,300.00 |       |
| 101-64-4102-0000 | Chess Masters Inc         | Winter Contract Classes - Chess        | 03/13/2020 | 0        | 1,462.50 |       |
|                  |                           | Vendor Subtotal for Department:64      |            |          | 1,462.50 |       |

| Account Number   | Vendor                             | Description                           | GL Date    | Check No | Amount   | PO No |
|------------------|------------------------------------|---------------------------------------|------------|----------|----------|-------|
| 101-64-4102-0000 | Kristin Fertschneider              | Winter Contract Classes - Dog Trainin | 03/13/2020 | 0        | 487.50   |       |
|                  |                                    | Vendor Subtotal for Department:64     |            |          | 487.50   |       |
| 101-64-4102-0000 | Samuel Jie Guo                     | Winter Contract Classes - Tai Chi     | 03/13/2020 | 0        | 1,684.80 |       |
|                  |                                    | Vendor Subtotal for Department:64     |            |          | 1,684.80 |       |
| 101-64-4102-0000 | Hong-Yi Hon                        | Winter Contract Classes - Piano       | 03/13/2020 | 11564    | 457.60   |       |
|                  |                                    | Vendor Subtotal for Department:64     |            |          | 457.60   |       |
| 101-64-4102-0000 | Johnny W Lee                       | Winter Contract Classes - Tae Kwon E  | 03/13/2020 | 11570    | 548.80   |       |
|                  |                                    | Vendor Subtotal for Department:64     |            |          | 548.80   |       |
| 101-64-4102-0000 | My Gym Pasadena                    | Winter Contract Classes - Gymnastics  | 03/13/2020 | 11576    | 374.40   |       |
|                  |                                    | Vendor Subtotal for Department:64     |            |          | 374.40   |       |
| 101-64-4102-0000 | Kaye Poneck                        | Winter Contract Classes - Art Workshc | 03/13/2020 | 11581    | 2,511.60 |       |
|                  |                                    | Vendor Subtotal for Department:64     |            |          | 2,511.60 |       |
| 101-64-4102-0000 | Parker-Anderson Learning Centers L | Winter Contract Classes- Chem Kids &  | 03/13/2020 | 11586    | 1,801.80 |       |
|                  |                                    | Vendor Subtotal for Department:64     |            |          | 1,801.80 |       |
| 101-64-4102-0000 | Pasadena Ice Skating Center        | Winter Contract Classes - Ice Skating | 03/13/2020 | 11587    | 660.00   |       |
|                  |                                    | Vendor Subtotal for Department:64     |            |          | 660.00   |       |
| 101-64-4102-0000 | Rocketology                        | Winter Contract Classes - Lego & Scie | 03/13/2020 | 0        | 2,161.25 |       |
|                  |                                    | Vendor Subtotal for Department:64     |            |          | 2,161.25 |       |
| 101-64-4102-0000 | Rockhold Corporation               | Winter Contract Classes - Coding, Rol | 03/13/2020 | 0        | 2,388.75 |       |

| Account Number   | Vendor                 | Description                            | GL Date    | Check No | Amount   | PO No |
|------------------|------------------------|--|------------|----------|----------|-------|
|                  |                        | Vendor Subtotal for Department:64      |            |          | 2,388.75 |       |
| 101-64-4102-0000 | Marie Cathey Ross      | Winter Contract Classes- Jr Chef       | 03/13/2020 | 0        | 2,040.00 |       |
|                  |                        | Vendor Subtotal for Department:64      |            |          | 2,040.00 |       |
| 101-64-4102-0000 | Paul Salvador          | Winter Contract Classes - Tennis       | 03/13/2020 | 11595    | 1,428.00 |       |
|                  |                        | Vendor Subtotal for Department:64      |            |          | 1,428.00 |       |
| 101-64-4102-0000 | Willam Shuttic         | Winter Contract Classes - Functional F | 03/13/2020 | 11600    | 187.20   |       |
|                  |                        | Vendor Subtotal for Department:64      |            |          | 187.20   |       |
| 101-64-4102-0000 | Waylie Tang            | Winter Contract Classes - Line Dancin  | 03/13/2020 | 11601    | 800.80   |       |
|                  |                        | Vendor Subtotal for Department:64      |            |          | 800.80   |       |
| 101-64-4102-0000 | UniStar Media & Events | Winter Contract Classes - Chinese Imr  | 03/13/2020 | 11606    | 105.00   |       |
|                  |                        | Vendor Subtotal for Department:64      |            |          | 105.00   |       |
| 101-64-4102-0000 | Joanne Voors           | Winter Classes - Dance & Theater       | 03/13/2020 | 0        | 1,665.30 |       |
|                  |                        | Vendor Subtotal for Department:64      |            |          | 1,665.30 |       |
| 101-64-4102-0000 | Maria Zeledon          | Winter Contract Classes- Spanish       | 03/13/2020 | 0        | 683.80   |       |
|                  |                        | Vendor Subtotal for Department:64      |            |          | 683.80   |       |
| 101-64-4150-0000 | Cathryn Martin         | Bridge Coordinator Wednesday Game:     | 03/25/2020 | 0        | 400.00   |       |
| 101-64-4150-0000 | Cathryn Martin         | Bridge Coordinator Wednesday Game:     | 03/25/2020 | 0        | 200.00   |       |
|                  |                        | Vendor Subtotal for Department:64      |            |          | 600.00   |       |
| 101-64-4150-0000 | Marie Nimmrich         | Bridge Coordinantor Feb 2020           | 03/13/2020 | 0        | 300.00   |       |

| Account Number   | Vendor            | Description                            | GL Date    | Check No | Amount   | PO No |
|------------------|-------------------|--|------------|----------|----------|-------|
| 101-64-4150-0000 | Marie Nimmrich    | Bridge - Reimbursement to ACBL Fee     | 03/13/2020 | 0        | 141.50   |       |
| 101-64-4150-0000 | Marie Nimmrich    | Bridge Coordinantor Monday Night Ga    | 03/13/2020 | 0        | 200.00   |       |
| 101-64-4150-0000 | Marie Nimmrich    | Reimbursement ACBL - 3/1/20-3/15/2     | 03/25/2020 | 0        | 68.50    |       |
| 101-64-4150-0000 | Marie Nimmrich    | Bridge Coordinantor Monday Night Gar   | 03/25/2020 | 0        | 100.00   |       |
| 101-64-4150-0000 | Marie Nimmrich    | Bridge Coordinantor 3/1/20-3/15/20     | 03/25/2020 | 0        | 200.00   |       |
|                  |                   | Vendor Subtotal for Department:64      |            |          | 1,010.00 |       |
| 101-64-4376-0000 | U.S. Bank         | Ellens Silkscreening- Freewheeler      | 03/25/2020 | 11613    | 208.93   |       |
|                  |                   | Vendor Subtotal for Department:64      |            |          | 208.93   |       |
| 101-66-4376-0001 | U.S. Bank         | Da Moor's Feed & Tack - Egg Hunt St    | 03/25/2020 | 11613    | 211.02   |       |
| 101-66-4376-0001 | U.S. Bank         | Amazon- Egg Hunt Poster                | 03/25/2020 | 11613    | 22.25    |       |
|                  |                   | Vendor Subtotal for Department:66      |            |          | 233.27   |       |
| 101-66-4376-0002 | U.S. Bank         | Trophies By Edco - Medal Order Expe    | 03/25/2020 | 11613    | 62.96    |       |
|                  |                   | Vendor Subtotal for Department:66      |            |          | 62.96    |       |
| 101-68-4102-0000 | Lucille Bernstein | Contract Classes - Gentle Yoga 1/14/20 | 03/25/2020 | 0        | 800.00   |       |
|                  |                   | Vendor Subtotal for Department:68      |            |          | 800.00   |       |
| 101-68-4102-0000 | Marilyn Evans     | Contract Classes Fit & Fabulous Frida  | 03/25/2020 | 11981    | 240.00   |       |
| 101-68-4102-0000 | Marilyn Evans     | Contract Classes Fit & Fabulous Wedn   | 03/25/2020 | 11981    | 180.00   |       |
| 101-68-4102-0000 | Marilyn Evans     | Contract Classes Safe & Steady Thur 1  | 03/25/2020 | 11981    | 240.00   |       |
|                  |                   | Vendor Subtotal for Department:68      |            |          | 660.00   |       |
| 101-68-4102-0000 | Kris Sanders      | Contract Classes Yoga 1/16/20-3/5/20   | 03/25/2020 | 12016    | 800.00   |       |
|                  |                   | Vendor Subtotal for Department:68      |            |          | 800.00   |       |



| Account Number                    | Vendor                | Description                              | GL Date    | Check No | Amount   | PO No |
|-----------------------------------|-----------------------|--|------------|----------|----------|-------|
| 101-68-4486-0000                  | Main Street Tours Inc | Deposit Senior Trip 5/14/20              | 03/13/2020 | 11573    | 200.00   |       |
| 101-68-4486-0000                  | Main Street Tours Inc | Balance Due - Senior Trip 2/11/20        | 03/25/2020 | 12000    | 1,453.00 |       |
| Vendor Subtotal for Department:68 |                       |  |            |          | 1,653.00 |       |
| 101-70-4376-0000                  | U.S. Bank             | S &S Worldwide - Afterschool Program     | 03/25/2020 | 11613    | 99.59    |       |
| 101-70-4376-0000                  | U.S. Bank             | Costco- Afterschool Program Snacks       | 03/25/2020 | 11613    | 193.23   |       |
| 101-70-4376-0000                  | U.S. Bank             | Costco- Afterschool Program Snacks       | 03/25/2020 | 11613    | 159.92   |       |
| 101-70-4376-0000                  | U.S. Bank             | Target- Games                            | 03/25/2020 | 11613    | 20.80    |       |
| 101-70-4376-0000                  | U.S. Bank             | Amazon- Streamers St Patty's Day         | 03/25/2020 | 11613    | 9.84     |       |
| Vendor Subtotal for Department:70 |                       |  |            |          | 483.38   |       |
| 101-72-4376-0000                  | U.S. Bank             | Ellens Silkscreening-Camp Shirts         | 03/25/2020 | 11613    | 247.03   |       |
| Vendor Subtotal for Department:72 |                       |  |            |          | 247.03   |       |
| 101-74-4376-0000                  | U.S. Bank             | Lakeshore Learning- Board Supplies       | 03/25/2020 | 11613    | 34.17    |       |
| 101-74-4376-0000                  | U.S. Bank             | Target- Diaper Pail Refill Bags          | 03/25/2020 | 11613    | 41.59    |       |
| 101-74-4376-0000                  | U.S. Bank             | Amazon- Laminating Pouches               | 03/25/2020 | 11613    | 39.40    |       |
| 101-74-4376-0000                  | U.S. Bank             | Party City - Open House Supplies         | 03/25/2020 | 11613    | 66.76    |       |
| 101-74-4376-0000                  | U.S. Bank             | Costco- Preschool Cleaning Supplies      | 03/25/2020 | 11613    | 97.40    |       |
| 101-74-4376-0000                  | U.S. Bank             | 99 Cents - Playground Equipment          | 03/25/2020 | 11613    | 29.50    |       |
| 101-74-4376-0000                  | U.S. Bank             | Dollar Tree - Tablecloths for St Patrick | 03/25/2020 | 11613    | 8.62     |       |
| Vendor Subtotal for Department:74 |                       |  |            |          | 317.44   |       |
| 101-90-4150-0000                  | U.S. Bank             | Flicker - Photo Storage                  | 03/25/2020 | 11613    | 59.99    |       |
| 101-90-4150-0000                  | U.S. Bank             | Amazon- Prime Membership - Library       | 03/25/2020 | 11613    | 130.31   |       |
| Vendor Subtotal for Department:90 |                       |  |            |          | 190.30   |       |

| Account Number   | Vendor                       | Description                            | GL Date    | Check No | Amount   | PO No |
|------------------|------------------------------|--|------------|----------|----------|-------|
| 101-90-4150-0500 | Califa Group                 | CENIC Broadband Oct-Dec 2019           | 03/13/2020 | 11546    | 5,227.54 |       |
|                  |                              | Vendor Subtotal for Department:90      |            |          | 5,227.54 |       |
| 101-90-4150-0500 | U.S. Bank                    | Google Nest Subscription               | 03/25/2020 | 11613    | 360.00   |       |
|                  |                              | Vendor Subtotal for Department:90      |            |          | 360.00   |       |
| 101-90-4316-0000 | Canon Financial Services Inc | Copier Lease March 2020- Library       | 03/25/2020 | 11967    | 190.48   |       |
| 101-90-4316-0000 | Canon Financial Services Inc | Copier Lease March 2020- Library       | 03/25/2020 | 11967    | 211.33   |       |
|                  |                              | Vendor Subtotal for Department:90      |            |          | 401.81   |       |
| 101-90-4316-0000 | U.S. Bank                    | Aims - Large Copier Repair             | 03/25/2020 | 11613    | 2,109.34 |       |
|                  |                              | Vendor Subtotal for Department:90      |            |          | 2,109.34 |       |
| 101-90-4370-0335 | U.S. Bank                    | Amazon-CD's                            | 03/25/2020 | 11613    | 13.90    |       |
|                  |                              | Vendor Subtotal for Department:90      |            |          | 13.90    |       |
| 101-90-4376-0000 | Office Depot                 | Toner, Paper & Supplies                | 03/13/2020 | 11580    | 235.74   |       |
| 101-90-4376-0000 | Office Depot                 | Toner & Supplies                       | 03/25/2020 | 12006    | 161.65   |       |
| 101-90-4376-0000 | Office Depot                 | Toner & Supplies                       | 03/25/2020 | 12006    | 249.52   |       |
| 101-90-4376-0000 | Office Depot                 | Organizer                              | 03/25/2020 | 12006    | 4.50     |       |
| 101-90-4376-0000 | Office Depot                 | Supplies                               | 03/25/2020 | 12006    | 99.36    |       |
|                  |                              | Vendor Subtotal for Department:90      |            |          | 750.77   |       |
| 101-90-4376-0000 | U.S. Bank                    | Log Tags - Promotional Materials       | 03/25/2020 | 11613    | 430.00   |       |
| 101-90-4376-0000 | U.S. Bank                    | Amazon- Cardstock                      | 03/25/2020 | 11613    | 28.12    |       |
| 101-90-4376-0000 | U.S. Bank                    | Uline - Display Insert                 | 03/25/2020 | 11613    | 102.70   |       |
| 101-90-4376-0000 | U.S. Bank                    | Dollar Tree- Flower for Pen at Circula | 03/25/2020 | 11613    | 5.58     |       |
| 101-90-4376-0000 | U.S. Bank                    | Wallgreens- Batteries                  | 03/25/2020 | 11613    | 22.04    |       |
|                  |                              | Vendor Subtotal for Department:90      |            |          | 588.44   |       |

| Account Number                    | Vendor                     | Description                           | GL Date    | Check No | Amount   | PO No |
|-----------------------------------|----------------------------|---------------------------------------|------------|----------|----------|-------|
| 101-90-4412-0000                  | U.S. Bank                  | USPS- Passport Postage                | 03/25/2020 | 11613    | 26.35    |       |
| 101-90-4412-0000                  | U.S. Bank                  | USPS- Passport Postage                | 03/25/2020 | 11613    | 8.00     |       |
| 101-90-4412-0000                  | U.S. Bank                  | USPS- Passport Postage                | 03/25/2020 | 11613    | 0.40     |       |
| 101-90-4412-0000                  | U.S. Bank                  | USPS- Passport Postage                | 03/25/2020 | 11613    | 26.35    |       |
| 101-90-4412-0000                  | U.S. Bank                  | USPS- Passport Postage                | 03/25/2020 | 11613    | 26.35    |       |
| 101-90-4412-0000                  | U.S. Bank                  | USPS- Passport Postage                | 03/25/2020 | 11613    | 7.75     |       |
| 101-90-4412-0000                  | U.S. Bank                  | USPS- Passport Postage                | 03/25/2020 | 11613    | 26.50    |       |
| 101-90-4412-0000                  | U.S. Bank                  | USPS- Passport Postage                | 03/25/2020 | 11613    | 29.40    |       |
| 101-90-4412-0000                  | U.S. Bank                  | USPS- Passport Postage                | 03/25/2020 | 11613    | 310.00   |       |
| 101-90-4412-0000                  | U.S. Bank                  | USPS- Passport Postage                | 03/25/2020 | 11613    | 26.35    |       |
| 101-90-4412-0000                  | U.S. Bank                  | USPS- Passport Postage                | 03/25/2020 | 11613    | 26.35    |       |
| 101-90-4412-0000                  | U.S. Bank                  | USPS- Passport Postage                | 03/25/2020 | 11613    | 0.40     |       |
| 101-90-4412-0000                  | U.S. Bank                  | USPS- Passport Postage                | 03/25/2020 | 11613    | 25.50    |       |
| 101-90-4412-0000                  | U.S. Bank                  | USPS- Passport Postage                | 03/25/2020 | 11613    | 0.40     |       |
| 101-90-4412-0000                  | U.S. Bank                  | USPS- Passport Postage                | 03/25/2020 | 11613    | 0.40     |       |
| 101-90-4412-0000                  | U.S. Bank                  | USPS- Passport Postage                | 03/25/2020 | 11613    | 310.00   |       |
| 101-90-4412-0000                  | U.S. Bank                  | USPS- Passport Postage                | 03/25/2020 | 11613    | 155.80   |       |
| 101-90-4412-0000                  | U.S. Bank                  | USPS- Passport Postage                | 03/25/2020 | 11613    | 0.40     |       |
| Vendor Subtotal for Department:90 |                            |                                       |            |          | 1,006.70 |       |
| 101-90-4480-0000                  | U.S. Bank                  | PLA - Conference -R. Russell          | 03/25/2020 | 11613    | 585.00   |       |
| Vendor Subtotal for Department:90 |                            |                                       |            |          | 585.00   |       |
| 101-90-4500-1980                  | Southern California Edison | Electrical Service Jan 2020-Feb 2020- | 03/13/2020 | 11598    | 3,975.16 |       |
| Vendor Subtotal for Department:90 |                            |                                       |            |          | 3,975.16 |       |
| 101-90-4500-4950                  | The Gas Company            | Gas Service - Jan 2020 -Feb 2020- Lib | 03/13/2020 | 11602    | 323.92   |       |
| Vendor Subtotal for Department:90 |                            |                                       |            |          | 323.92   |       |
| 101-90-4500-9025                  | AT&T                       | Phone Service Feb-March 2020- Libra   | 03/25/2020 | 11960    | 98.26    |       |

| Account Number   | Vendor                    | Description                          | GL Date    | Check No | Amount   | PO No |
|------------------|---------------------------|--------------------------------------|------------|----------|----------|-------|
|                  |                           |                                      |            |          | 98.26    |       |
|                  |                           | Vendor Subtotal for Department:90    |            |          | 98.26    |       |
| 101-90-4500-9025 | Time Warner Cable         | Cable Internet Service 3/2/20-4/1/20 | 03/25/2020 | 12026    | 138.99   |       |
|                  |                           |                                      |            |          | 138.99   |       |
|                  |                           | Vendor Subtotal for Department:90    |            |          | 138.99   |       |
| 101-90-4500-9460 | California American Water | Water Service Jan 2020-Feb 2020 Libr | 03/13/2020 | 11548    | 362.53   |       |
| 101-90-4500-9460 | California American Water | Water Service Feb- March 2020 Librai | 03/25/2020 | 11966    | 36.85    |       |
|                  |                           |                                      |            |          | 399.38   |       |
|                  |                           | Vendor Subtotal for Department:90    |            |          | 399.38   |       |
| 101-91-4370-0335 | Ingram Library Services   | Books                                | 03/13/2020 | 0        | 804.73   |       |
| 101-91-4370-0335 | Ingram Library Services   | Books                                | 03/13/2020 | 0        | 78.47    |       |
| 101-91-4370-0335 | Ingram Library Services   | Materials                            | 03/13/2020 | 0        | 173.84   |       |
| 101-91-4370-0335 | Ingram Library Services   | Materials                            | 03/13/2020 | 0        | 105.65   |       |
| 101-91-4370-0335 | Ingram Library Services   | Book on Disc                         | 03/25/2020 | 0        | 41.12    |       |
| 101-91-4370-0335 | Ingram Library Services   | Books                                | 03/25/2020 | 0        | 82.53    |       |
| 101-91-4370-0335 | Ingram Library Services   | Materials                            | 03/25/2020 | 0        | 563.40   |       |
| 101-91-4370-0335 | Ingram Library Services   | Books                                | 03/25/2020 | 0        | 101.60   |       |
| 101-91-4370-0335 | Ingram Library Services   | Books                                | 03/25/2020 | 0        | 24.04    |       |
| 101-91-4370-0335 | Ingram Library Services   | Materials                            | 03/25/2020 | 0        | 472.19   |       |
| 101-91-4370-0335 | Ingram Library Services   | Books                                | 03/25/2020 | 0        | 54.48    |       |
| 101-91-4370-0335 | Ingram Library Services   | Books                                | 03/25/2020 | 0        | 55.64    |       |
|                  |                           |                                      |            |          | 2,557.69 |       |
|                  |                           | Vendor Subtotal for Department:91    |            |          | 2,557.69 |       |
| 101-91-4370-0335 | U.S. Bank                 | Amazon- CD's                         | 03/25/2020 | 11613    | 12.56    |       |
| 101-91-4370-0335 | U.S. Bank                 | Amazon- CD's                         | 03/25/2020 | 11613    | 62.90    |       |
| 101-91-4370-0335 | U.S. Bank                 | Amazon- DVD's                        | 03/25/2020 | 11613    | 15.60    |       |
| 101-91-4370-0335 | U.S. Bank                 | Amazon- CD's                         | 03/25/2020 | 11613    | 19.70    |       |
| 101-91-4370-0335 | U.S. Bank                 | Amazon- CD's                         | 03/25/2020 | 11613    | 26.25    |       |
| 101-91-4370-0335 | U.S. Bank                 | Amazon-DVD's                         | 03/25/2020 | 11613    | 8.15     |       |
| 101-91-4370-0335 | U.S. Bank                 | Amazon- CD's                         | 03/25/2020 | 11613    | 23.29    |       |
| 101-91-4370-0335 | U.S. Bank                 | Amazon- DVD's                        | 03/25/2020 | 11613    | 15.32    |       |
| 101-91-4370-0335 | U.S. Bank                 | Amazon- DVD's                        | 03/25/2020 | 11613    | 194.72   |       |
|                  |                           |                                      |            |          | 378.49   |       |
|                  |                           | Vendor Subtotal for Department:91    |            |          | 378.49   |       |

| Account Number                    | Vendor                      | Description                          | GL Date    | Check No | Amount     | PO No |
|-----------------------------------|-----------------------------|--------------------------------------|------------|----------|------------|-------|
| 101-91-4370-1496                  | U.S. Bank                   | Amazon- DVDs                         | 03/25/2020 | 11613    | 87.42      |       |
| 101-91-4370-1496                  | U.S. Bank                   | Amazon- DVDs                         | 03/25/2020 | 11613    | 48.55      |       |
| 101-91-4370-1496                  | U.S. Bank                   | Amazon- DVDs                         | 03/25/2020 | 11613    | 41.59      |       |
| 101-91-4370-1496                  | U.S. Bank                   | Amazon-DVD's                         | 03/25/2020 | 11613    | 29.23      |       |
| Vendor Subtotal for Department:91 |                             |                                      |            |          | 206.79     |       |
| 101-93-4150-0000                  | OCLC Inc                    | Cataloging Jan 2020                  | 03/13/2020 | 11579    | 98.77      |       |
| 101-93-4150-0000                  | OCLC Inc                    | Worldshare Inter-Library Loan Subscr | 03/13/2020 | 11579    | 96.88      |       |
| 101-93-4150-0000                  | OCLC Inc                    | World Share Inter- Loan Subscription | 03/25/2020 | 12005    | 96.88      |       |
| 101-93-4150-0000                  | OCLC Inc                    | Monthly Cataloging Feb 2020          | 03/25/2020 | 12005    | 98.77      |       |
| Vendor Subtotal for Department:93 |                             |                                      |            |          | 391.30     |       |
| 101-93-4376-0000                  | Brodart Co                  | Processing Supplies                  | 03/13/2020 | 11545    | 152.91     |       |
| Vendor Subtotal for Department:93 |                             |                                      |            |          | 152.91     |       |
| 101-93-4376-0000                  | Demco Inc                   | Label Protectors                     | 03/13/2020 | 0        | 123.35     |       |
| Vendor Subtotal for Department:93 |                             |                                      |            |          | 123.35     |       |
| 101-93-4376-0000                  | U.S. Bank                   | Uhaul - Boxes                        | 03/25/2020 | 11613    | 49.22      |       |
| 101-93-4376-0000                  | U.S. Bank                   | Avery Labels                         | 03/25/2020 | 11613    | 49.00      |       |
| Vendor Subtotal for Department:93 |                             |                                      |            |          | 98.22      |       |
| 101-93-4376-0000                  | Vernon Library Supplies Inc | Processing Supplies                  | 03/13/2020 | 0        | 352.65     |       |
| Vendor Subtotal for Department:93 |                             |                                      |            |          | 352.65     |       |
| Subtotal for Fund: 101            |                             |                                      |            |          | 412,759.50 |       |
| 102-00-2010-0000                  | CA State Disbursement Unit  | PR Batch 00701.03.2020 Earnings Wit  | 03/06/2020 | 0        | 773.53     |       |

| Account Number   | Vendor                       | Description                           | GL Date    | Check No | Amount   | PO No |
|------------------|------------------------------|---------------------------------------|------------|----------|----------|-------|
| 102-00-2010-0000 | CA State Disbursement Unit   | PR Batch 00702.03.2020 Earnings Wit   | 03/20/2020 | 0        | 773.53   |       |
|                  |                              | Vendor Subtotal for Department:00     |            |          | 1,547.06 |       |
| 102-00-2011-0000 | American Fidelity Assurance  | Premium Adjustment March 2020         | 03/13/2020 | 0        | 167.22   |       |
| 102-00-2011-0000 | American Fidelity Assurance  | PR Batch 00702.02.2020 Critical Illne | 02/21/2020 | 0        | 53.66    |       |
| 102-00-2011-0000 | American Fidelity Assurance  | PR Batch 00702.02.2020 Cancer Insur   | 02/21/2020 | 0        | 81.30    |       |
| 102-00-2011-0000 | American Fidelity Assurance  | PR Batch 00702.02.2020 Accident Ins   | 02/21/2020 | 0        | 105.24   |       |
| 102-00-2011-0000 | American Fidelity Assurance  | PR Batch 00702.02.2020 Life Insuranc  | 02/21/2020 | 0        | 907.15   |       |
| 102-00-2011-0000 | American Fidelity Assurance  | PR Batch 00702.02.2020 Disability S1  | 02/21/2020 | 0        | 405.09   |       |
| 102-00-2011-0000 | American Fidelity Assurance  | PR Batch 00702.02.2020 Cancer Insur   | 02/21/2020 | 0        | 189.80   |       |
| 102-00-2011-0000 | American Fidelity Assurance  | PR Batch 00702.02.2020 Accident Ins   | 02/21/2020 | 0        | 263.10   |       |
| 102-00-2011-0000 | American Fidelity Assurance  | PR Batch 00701.02.2020 Life Insuranc  | 02/07/2020 | 0        | 907.15   |       |
| 102-00-2011-0000 | American Fidelity Assurance  | PR Batch 00701.02.2020 Accident Ins   | 02/07/2020 | 0        | 95.86    |       |
| 102-00-2011-0000 | American Fidelity Assurance  | PR Batch 00701.02.2020 Cancer Insur   | 02/07/2020 | 0        | 178.18   |       |
| 102-00-2011-0000 | American Fidelity Assurance  | PR Batch 00701.02.2020 Critical Illne | 02/07/2020 | 0        | 53.66    |       |
| 102-00-2011-0000 | American Fidelity Assurance  | PR Batch 00701.02.2020 Accident Ins   | 02/07/2020 | 0        | 279.80   |       |
| 102-00-2011-0000 | American Fidelity Assurance  | PR Batch 00701.02.2020 Disability S1  | 02/07/2020 | 0        | 405.09   |       |
| 102-00-2011-0000 | American Fidelity Assurance  | PR Batch 00701.02.2020 Cancer Insur   | 02/07/2020 | 0        | 75.00    |       |
|                  |                              | Vendor Subtotal for Department:00     |            |          | 4,167.30 |       |
| 102-00-2011-0000 | Texas Life Insurance Company | PR Batch 00702.03.2020 Texas Life A   | 03/20/2020 | 12024    | 203.86   |       |
| 102-00-2011-0000 | Texas Life Insurance Company | PR Batch 00701.03.2020 Texas Life A   | 03/06/2020 | 12024    | 203.89   |       |
|                  |                              | Vendor Subtotal for Department:00     |            |          | 407.75   |       |
| 102-00-2011-0000 | Transamerica Life Insurance  | PR Batch 00702.03.2020 Life Insuranc  | 03/20/2020 | 12028    | 97.80    |       |
| 102-00-2011-0000 | Transamerica Life Insurance  | PR Batch 00701.03.2020 Life Insuranc  | 03/06/2020 | 12028    | 97.80    |       |
|                  |                              | Vendor Subtotal for Department:00     |            |          | 195.60   |       |
| 102-00-2012-3080 | TIAA-Cref Financial Services | PR Batch 00701.03.2020 Deferred Cor   | 03/06/2020 | 0        | 314.91   |       |
| 102-00-2012-3080 | TIAA-Cref Financial Services | PR Batch 00701.03.2020 Deferred Cor   | 03/06/2020 | 0        | 76.93    |       |
| 102-00-2012-3080 | TIAA-Cref Financial Services | PR Batch 00702.03.2020 Deferred Cor   | 03/20/2020 | 0        | 314.91   |       |
| 102-00-2012-3080 | TIAA-Cref Financial Services | PR Batch 00702.03.2020 Deferred Cor   | 03/20/2020 | 0        | 76.93    |       |
|                  |                              | Vendor Subtotal for Department:00     |            |          | 783.68   |       |

| Account Number                    | Vendor                       | Description                         | GL Date    | Check No | Amount    | PO No |
|-----------------------------------|------------------------------|-------------------------------------|------------|----------|-----------|-------|
| 102-00-2012-3190                  | TIAA-Cref Financial Services | PR Batch 00701.03.2020 Deferred Cor | 03/06/2020 | 0        | 1,251.45  |       |
| 102-00-2012-3190                  | TIAA-Cref Financial Services | PR Batch 00701.03.2020 Deferred Cor | 03/06/2020 | 0        | 595.31    |       |
| 102-00-2012-3190                  | TIAA-Cref Financial Services | PR Batch 00701.03.2020 Deferred Cor | 03/06/2020 | 0        | 30.96     |       |
| 102-00-2012-3190                  | TIAA-Cref Financial Services | PR Batch 00701.03.2020 Deferred Cor | 03/06/2020 | 0        | 10,149.35 |       |
| 102-00-2012-3190                  | TIAA-Cref Financial Services | PR Batch 00702.03.2020 Deferred Cor | 03/20/2020 | 0        | 30.96     |       |
| 102-00-2012-3190                  | TIAA-Cref Financial Services | PR Batch 00702.03.2020 Deferred Cor | 03/20/2020 | 0        | 10,099.35 |       |
| 102-00-2012-3190                  | TIAA-Cref Financial Services | PR Batch 00702.03.2020 Deferred Cor | 03/20/2020 | 0        | 595.31    |       |
| 102-00-2012-3190                  | TIAA-Cref Financial Services | PR Batch 00702.03.2020 Deferred Cor | 03/20/2020 | 0        | 1,251.45  |       |
| Vendor Subtotal for Department:00 |                              |                                     |            |          | 24,004.14 |       |
| 102-00-2012-6050                  | U.S. Bank                    | PR Batch 00701.03.2020 PARS Emplc   | 03/06/2020 | 0        | 693.69    |       |
| 102-00-2012-6050                  | U.S. Bank                    | PR Batch 00701.03.2020 PARS Emplc   | 03/06/2020 | 0        | 693.69    |       |
| 102-00-2012-6050                  | U.S. Bank                    | PR Batch 00702.03.2020 PARS Emplc   | 03/20/2020 | 0        | 779.52    |       |
| 102-00-2012-6050                  | U.S. Bank                    | PR Batch 00702.03.2020 PARS Emplc   | 03/20/2020 | 0        | 779.52    |       |
| Vendor Subtotal for Department:00 |                              |                                     |            |          | 2,946.42  |       |
| 102-00-2012-6160                  | PERS                         | PR Batch 00701.03.2020 PERS Surviv  | 03/06/2020 | 0        | 0.32      |       |
| 102-00-2012-6160                  | PERS                         | PR Batch 00701.03.2020 PERS Emplc   | 03/06/2020 | 0        | 917.71    |       |
| 102-00-2012-6160                  | PERS                         | PR Batch 00701.03.2020 PERS Buy B   | 03/06/2020 | 0        | 222.57    |       |
| 102-00-2012-6160                  | PERS                         | PR Batch 00701.03.2020 PERS Emplc   | 03/06/2020 | 0        | 61,131.55 |       |
| 102-00-2012-6160                  | PERS                         | PR Batch 00701.03.2020 PERS Emplc   | 03/06/2020 | 0        | 541.69    |       |
| 102-00-2012-6160                  | PERS                         | PR Batch 00701.03.2020 PERS Surviv  | 03/06/2020 | 0        | 103.23    |       |
| 102-00-2012-6160                  | PERS                         | PR Batch 00701.03.2020 PERS Emplc   | 03/06/2020 | 0        | 33,721.08 |       |
| 102-00-2012-6160                  | PERS                         | PR Batch 00703.02.2020 PERS Emplc   | 03/13/2020 | 0        | 27.81     |       |
| 102-00-2012-6160                  | PERS                         | PR Batch 00703.02.2020 PERS Emplc   | 03/13/2020 | 0        | 22.46     |       |
| 102-00-2012-6160                  | PERS                         | PR Batch 00702.03.2020 PERS Emplc   | 03/20/2020 | 0        | 90,724.23 |       |
| 102-00-2012-6160                  | PERS                         | PR Batch 00702.03.2020 PERS Emplc   | 03/20/2020 | 0        | 934.27    |       |
| 102-00-2012-6160                  | PERS                         | PR Batch 00702.03.2020 PERS Surviv  | 03/20/2020 | 0        | 105.09    |       |
| 102-00-2012-6160                  | PERS                         | PR Batch 00702.03.2020 PERS Surviv  | 03/20/2020 | 0        | 0.32      |       |
| 102-00-2012-6160                  | PERS                         | PR Batch 00702.03.2020 PERS Emplc   | 03/20/2020 | 0        | 642.64    |       |
| 102-00-2012-6160                  | PERS                         | PR Batch 00702.03.2020 PERS Emplc   | 03/20/2020 | 0        | 52,323.46 |       |
| 102-00-2012-6160                  | PERS                         | PR Batch 00702.03.2020 PERS Buy B   | 03/20/2020 | 0        | 222.57    |       |
| 102-00-2012-6160                  | PERS                         | PR Batch 00911.03.2020 PERS Emplc   | 03/11/2020 | 0        | 407.76    |       |
| 102-00-2012-6160                  | PERS                         | PR Batch 00911.03.2020 PERS Emplc   | 03/11/2020 | 0        | 686.38    |       |

| Account Number   | Vendor                             | Description                          | GL Date    | Check No | Amount     | PO No |
|------------------|------------------------------------|--------------------------------------|------------|----------|------------|-------|
|                  |                                    |                                      |            |          | 242,735.14 |       |
|                  |                                    | Vendor Subtotal for Department:00    |            |          |            |       |
| 102-00-2012-7030 | TIAA-Cref Financial Services       | PR Batch 00701.03.2020 Retirement F  | 03/06/2020 | 0        | 2,436.18   |       |
| 102-00-2012-7030 | TIAA-Cref Financial Services       | PR Batch 00702.03.2020 Retirement F  | 03/20/2020 | 0        | 2,267.93   |       |
|                  |                                    |                                      |            |          | 4,704.11   |       |
|                  |                                    | Vendor Subtotal for Department:00    |            |          |            |       |
| 102-00-2014-0000 | Humana Insurance Co                | PR Batch 00702.02.2020 ER Paid Life  | 02/21/2020 | 11565    | 1,103.30   |       |
|                  |                                    |                                      |            |          | 1,103.30   |       |
|                  |                                    | Vendor Subtotal for Department:00    |            |          |            |       |
| 102-00-2015-0000 | CA Law Enforcement Assn            | Long Term Disability Premium City Pc | 03/25/2020 | 11964    | 343.00     |       |
| 102-00-2015-0000 | CA Law Enforcement Assn            | PR Batch 00702.03.2020 Police Dept l | 03/20/2020 | 11964    | 343.00     |       |
|                  |                                    |                                      |            |          | 686.00     |       |
|                  |                                    | Vendor Subtotal for Department:00    |            |          |            |       |
| 102-00-2015-0000 | H. Wilson Insurancenter Inc        | PR Batch 00702.02.2020 Fire Dept LT  | 02/21/2020 | 0        | 660.00     |       |
| 102-00-2015-0000 | H. Wilson Insurancenter Inc        | Long Term Disability Premium City Pc | 03/25/2020 | 0        | 330.00     |       |
| 102-00-2015-0000 | H. Wilson Insurancenter Inc        | PR Batch 00702.03.2020 Fire Dept LT  | 03/20/2020 | 0        | 330.00     |       |
|                  |                                    |                                      |            |          | 1,320.00   |       |
|                  |                                    | Vendor Subtotal for Department:00    |            |          |            |       |
| 102-00-2015-0000 | Lincoln National Life Insurance Co | Long Term Disability Premium City Pc | 03/25/2020 | 11999    | 500.55     |       |
| 102-00-2015-0000 | Lincoln National Life Insurance Co | PR Batch 00702.03.2020 Long Term I   | 03/20/2020 | 11999    | 510.72     |       |
| 102-00-2015-0000 | Lincoln National Life Insurance Co | PR Batch 00702.03.2020 Short Term I  | 03/20/2020 | 11999    | 748.80     |       |
|                  |                                    |                                      |            |          | 1,760.07   |       |
|                  |                                    | Vendor Subtotal for Department:00    |            |          |            |       |
| 102-00-2015-0000 | Mutual of Omaha                    | PR Batch 00702.03.2020 Short Term I  | 03/20/2020 | 12003    | 320.88     |       |
|                  |                                    |                                      |            |          | 320.88     |       |
|                  |                                    | Vendor Subtotal for Department:00    |            |          |            |       |
| 102-00-2016-0000 | PERS (Medical)                     | PR Batch 00702.03.2020 Ins Prem De   | 03/20/2020 | 0        | 7,367.77   |       |
| 102-00-2016-0000 | PERS (Medical)                     | PR Batch 00702.03.2020 Ins Prem Be   | 03/20/2020 | 0        | 67,148.35  |       |



| Account Number   | Vendor                            | Description                          | GL Date    | Check No | Amount    | PO No |
|------------------|-----------------------------------|--------------------------------------|------------|----------|-----------|-------|
| 102-00-2016-0000 | PERS (Medical)                    | PR Batch 00701.03.2020 Ins Prem De   | 03/06/2020 | 0        | 7,367.93  |       |
|                  |                                   | Vendor Subtotal for Department:00    |            |          | 81,884.05 |       |
| 102-00-2017-0000 | Ameritas Life Insurance Corp      | Premium Adjustment March 2020        | 03/25/2020 | 11957    | 18.44     |       |
| 102-00-2017-0000 | Ameritas Life Insurance Corp      | PR Batch 00702.03.2020 Vision Ins/12 | 03/20/2020 | 11957    | 926.44    |       |
|                  |                                   | Vendor Subtotal for Department:00    |            |          | 944.88    |       |
| 102-00-2024-2530 | San Marino Firefighters Assn      | PR Batch 00701.03.2020 Firefighter D | 03/06/2020 | 0        | 813.84    |       |
| 102-00-2024-2530 | San Marino Firefighters Assn      | PR Batch 00702.03.2020 Firefighter D | 03/20/2020 | 0        | 813.84    |       |
|                  |                                   | Vendor Subtotal for Department:00    |            |          | 1,627.68  |       |
| 102-00-2024-2750 | San Marino City Employees Assn    | PR Batch 00701.03.2020 San Marino C  | 03/06/2020 | 0        | 375.00    |       |
| 102-00-2024-2750 | San Marino City Employees Assn    | PR Batch 00702.03.2020 San Marino C  | 03/20/2020 | 0        | 375.00    |       |
|                  |                                   | Vendor Subtotal for Department:00    |            |          | 750.00    |       |
| 102-00-2024-2850 | San Marino Supervisory Employee A | PR Batch 00701.03.2020 SM Supervis   | 03/06/2020 | 0        | 150.00    |       |
| 102-00-2024-2850 | San Marino Supervisory Employee A | PR Batch 00702.03.2020 SM Supervis   | 03/20/2020 | 0        | 150.00    |       |
|                  |                                   | Vendor Subtotal for Department:00    |            |          | 300.00    |       |
| 102-00-2024-6490 | San Marino Police Officers Asn    | PR Batch 00701.03.2020 San Marino l  | 03/06/2020 | 0        | 844.86    |       |
| 102-00-2024-6490 | San Marino Police Officers Asn    | PR Batch 00702.03.2020 San Marino l  | 03/20/2020 | 0        | 844.86    |       |
|                  |                                   | Vendor Subtotal for Department:00    |            |          | 1,689.72  |       |
| 102-00-2028-0000 | LegalShield                       | PR Batch 00702.03.2020 Prepaid Legε  | 03/20/2020 | 0        | 47.33     |       |
| 102-00-2028-0000 | LegalShield                       | PR Batch 00701.03.2020 Prepaid Legε  | 03/06/2020 | 0        | 47.33     |       |

| Account Number   | Vendor                             | Description                          | GL Date    | Check No | Amount     | PO No |
|------------------|------------------------------------|--------------------------------------|------------|----------|------------|-------|
|                  |                                    | Vendor Subtotal for Department:00    |            |          | 94.66      |       |
| 102-00-2032-0000 | American Fidelity Assurance        | PR Batch 00702.03.2020 Dep Care/12   | 03/20/2020 | 0        | 833.32     |       |
| 102-00-2032-0000 | American Fidelity Assurance        | PR Batch 00701.03.2020 Dep Care/12   | 03/06/2020 | 0        | 833.32     |       |
|                  |                                    | Vendor Subtotal for Department:00    |            |          | 1,666.64   |       |
| 102-00-2036-0000 | American Fidelity Assurance        | PR Batch 00702.03.2020 Med Flex/12   | 03/20/2020 | 0        | 1,164.98   |       |
| 102-00-2036-0000 | American Fidelity Assurance        | PR Batch 00701.03.2020 Med Flex/12   | 03/06/2020 | 0        | 1,164.98   |       |
|                  |                                    | Vendor Subtotal for Department:00    |            |          | 2,329.96   |       |
|                  |                                    | Subtotal for Fund: 102               |            |          | 377,969.04 |       |
| 103-30-4010-0000 | Ameritas Life Insurance Corp       | Premium Adjustment March 2020        | 03/25/2020 | 11957    | -9.48      |       |
| 103-30-4010-0000 | Ameritas Life Insurance Corp       | Premium Adjustment March 2020        | 03/25/2020 | 11957    | 51.52      |       |
|                  |                                    | Vendor Subtotal for Department:30    |            |          | 42.04      |       |
| 103-30-4010-0000 | Humana Insurance Co                | Adjustment Premium March 2020        | 03/13/2020 | 11565    | -9.00      |       |
|                  |                                    | Vendor Subtotal for Department:30    |            |          | -9.00      |       |
| 103-30-4010-0000 | Lincoln National Life Insurance Co | Short Term Disability Premium Adjust | 03/25/2020 | 11999    | -46.80     |       |
| 103-30-4010-0000 | Lincoln National Life Insurance Co | Long Term Disability Premium Adjust  | 03/25/2020 | 11999    | -63.87     |       |
|                  |                                    | Vendor Subtotal for Department:30    |            |          | -110.67    |       |
| 103-30-4010-0000 | PERS (Medical)                     | Premium Adjustment April 2020        | 03/25/2020 | 0        | 902.63     |       |
|                  |                                    | Vendor Subtotal for Department:30    |            |          | 902.63     |       |
| 103-30-4150-0000 | All City Management Services Inc   | School Crossing Guard Service 2/9/20 | 03/13/2020 | 0        | 6,033.30   |       |

| Account Number   | Vendor                              | Description                           | GL Date    | Check No | Amount    | PO No |
|------------------|-------------------------------------|---------------------------------------|------------|----------|-----------|-------|
| 103-30-4150-0000 | All City Management Services Inc    | School Crossing Guard Service 2/23/2  | 03/25/2020 | 0        | 8,154.90  |       |
|                  |                                     | Vendor Subtotal for Department:30     |            |          | 14,188.20 |       |
| 103-30-4150-0000 | Alhambra Police Department          | Inmate Service Feb 2020               | 03/25/2020 | 0        | 602.00    |       |
| 103-30-4150-0000 | Alhambra Police Department          | Inmate Service Jan 2020               | 03/25/2020 | 0        | 1,806.00  |       |
|                  |                                     | Vendor Subtotal for Department:30     |            |          | 2,408.00  |       |
| 103-30-4150-0000 | City of Arcadia                     | Firearms Range Fees 7/1/19-6/30/20    | 03/13/2020 | 11554    | 5,000.00  |       |
|                  |                                     | Vendor Subtotal for Department:30     |            |          | 5,000.00  |       |
| 103-30-4150-0000 | Dr. Detail P.H,D                    | Wash Patrol Vehicles 2/5/20 & 2/26/20 | 03/13/2020 | 11559    | 600.00    |       |
|                  |                                     | Vendor Subtotal for Department:30     |            |          | 600.00    |       |
| 103-30-4150-0000 | Glendale Police Department          | Crime Lab - case # 19-1168            | 03/25/2020 | 11987    | 550.00    |       |
|                  |                                     | Vendor Subtotal for Department:30     |            |          | 550.00    |       |
| 103-30-4150-0000 | Phoenix Group Information Systems   | Parking Citations & Parking Permits F | 03/25/2020 | 12011    | 822.61    |       |
|                  |                                     | Vendor Subtotal for Department:30     |            |          | 822.61    |       |
| 103-30-4150-0000 | Superior Court of California County | Revenue Distribution Total County Fe  | 03/25/2020 | 12022    | 1,805.00  |       |
|                  |                                     | Vendor Subtotal for Department:30     |            |          | 1,805.00  |       |
| 103-30-4316-0000 | Canon Financial Services Inc        | Copier Lease March 2020 -PD           | 03/25/2020 | 11967    | 155.82    |       |
|                  |                                     | Vendor Subtotal for Department:30     |            |          | 155.82    |       |
| 103-30-4316-0000 | CopyFree Technology Inc             | Copier Contract Usage 3/8/20-4/7/20   | 03/13/2020 | 11556    | 108.90    |       |
|                  |                                     | Vendor Subtotal for Department:30     |            |          | 108.90    |       |

| Account Number   | Vendor                      | Description                          | GL Date    | Check No | Amount   | PO No |
|------------------|-----------------------------|--------------------------------------|------------|----------|----------|-------|
| 103-30-4316-0000 | Foothill Communication LLC  | Radio Repair - Ofc. Calistro         | 03/25/2020 | 11983    | 617.40   |       |
|                  |                             | Vendor Subtotal for Department:30    |            |          | 617.40   |       |
| 103-30-4316-0000 | Lifeloc Technologies        | Preliminary Alcohol Screening Device | 03/13/2020 | 11572    | 221.50   |       |
|                  |                             | Vendor Subtotal for Department:30    |            |          | 221.50   |       |
| 103-30-4376-0000 | Citi Card                   | Antrims - Keys                       | 03/13/2020 | 11553    | 27.56    |       |
| 103-30-4376-0000 | Citi Card                   | Speackwrite - Transcription Service  | 03/13/2020 | 11553    | 614.32   |       |
| 103-30-4376-0000 | Citi Card                   | Home Depot-PVC Pipes                 | 03/13/2020 | 11553    | 14.04    |       |
| 103-30-4376-0000 | Citi Card                   | Amazon- Toner                        | 03/13/2020 | 11553    | 76.63    |       |
| 103-30-4376-0000 | Citi Card                   | Amazon- Toner                        | 03/13/2020 | 11553    | 115.95   |       |
| 103-30-4376-0000 | Citi Card                   | Amazon- Calendar                     | 03/13/2020 | 11553    | 9.84     |       |
| 103-30-4376-0000 | Citi Card                   | Amazon- Office supplies              | 03/13/2020 | 11553    | 70.57    |       |
| 103-30-4376-0000 | Citi Card                   | Amazon- Visitors Register Book       | 03/13/2020 | 11553    | 20.25    |       |
| 103-30-4376-0000 | Citi Card                   | Amazon- Laser Printer                | 03/13/2020 | 11553    | 206.85   |       |
|                  |                             | Vendor Subtotal for Department:30    |            |          | 1,156.01 |       |
| 103-30-4376-0000 | Decco Awards                | Lasering Radios                      | 03/25/2020 | 11978    | 115.56   |       |
|                  |                             | Vendor Subtotal for Department:30    |            |          | 115.56   |       |
| 103-30-4376-0000 | Office Depot                | Paper & Hanging Files                | 03/25/2020 | 12006    | 75.78    |       |
| 103-30-4376-0000 | Office Depot                | Office Supplies                      | 03/25/2020 | 12006    | 32.21    |       |
|                  |                             | Vendor Subtotal for Department:30    |            |          | 107.99   |       |
| 103-30-4376-0000 | DS Service of America , Inc | Drinking Water Service April 2020    | 03/25/2020 | 12020    | 93.00    |       |
|                  |                             | Vendor Subtotal for Department:30    |            |          | 93.00    |       |
| 103-30-4376-0000 | U.S. Bank                   | Vina Engraving - Name Plates Admin   | 03/25/2020 | 11613    | 137.97   |       |
| 103-30-4376-0000 | U.S. Bank                   | Amazon- Office Supplies              | 03/25/2020 | 11613    | 37.73    |       |
| 103-30-4376-0000 | U.S. Bank                   | Amazon- Office Supplies              | 03/25/2020 | 11613    | 14.22    |       |
| 103-30-4376-0000 | U.S. Bank                   | Best Buy - Cables                    | 03/25/2020 | 11613    | 78.23    |       |

| Account Number   | Vendor          | Description                             | GL Date    | Check No | Amount   | PO No |
|------------------|-----------------|---|------------|----------|----------|-------|
|                  |                 | Vendor Subtotal for Department:30       |            |          | 268.15   |       |
| 103-30-4396-0000 | Citi Card       | Amazon-Prime Membership- PD             | 03/13/2020 | 11553    | 130.31   |       |
|                  |                 | Vendor Subtotal for Department:30       |            |          | 130.31   |       |
| 103-30-4396-0000 | U.S. Bank       | Clears- Membership A.Gonzalez           | 03/25/2020 | 11613    | 51.50    |       |
| 103-30-4396-0000 | U.S. Bank       | Rotary Club-Quarterly Dues- Chief In    | 03/25/2020 | 11613    | 418.00   |       |
| 103-30-4396-0000 | U.S. Bank       | Police Executive Membership- Chief I    | 03/25/2020 | 11613    | 220.00   |       |
| 103-30-4396-0000 | U.S. Bank       | IACP- Membership Cmdr.Ward              | 03/25/2020 | 11613    | 190.00   |       |
| 103-30-4396-0000 | U.S. Bank       | Cleat User Group Agency Membershi       | 03/25/2020 | 11613    | 125.00   |       |
| 103-30-4396-0000 | U.S. Bank       | IACP- Membership Cmdr.Blonde            | 03/25/2020 | 11613    | 190.00   |       |
|                  |                 | Vendor Subtotal for Department:30       |            |          | 1,194.50 |       |
| 103-30-4412-0000 | U.S. Bank       | UPS-Store - Mailing Subpoena            | 03/25/2020 | 11613    | 15.00    |       |
| 103-30-4412-0000 | U.S. Bank       | UPS-Store - Mailing Subpoena            | 03/25/2020 | 11613    | 21.49    |       |
|                  |                 | Vendor Subtotal for Department:30       |            |          | 36.49    |       |
| 103-30-4415-0000 | Frank Calistro  | Reimbursement - Training - Mileage      | 03/25/2020 | 11965    | 37.61    |       |
| 103-30-4415-0000 | Frank Calistro  | Reimbursement - Training - Meals 7      | 03/25/2020 | 11965    | 97.18    |       |
| 103-30-4415-0000 | Frank Calistro  | Reimbursement - Training -Hotel 3 Ni    | 03/25/2020 | 11965    | 554.55   |       |
|                  |                 | Vendor Subtotal for Department:30       |            |          | 689.34   |       |
| 103-30-4415-0000 | Citi Card       | Hilton-Training Hotel 2 Nights Sgt To   | 03/13/2020 | 11553    | 203.81   |       |
| 103-30-4415-0000 | Citi Card       | Alaska Airlines- Training-Flight Ofc. C | 03/13/2020 | 11553    | 356.80   |       |
| 103-30-4415-0000 | Citi Card       | Alaska Airlines- Training-Flight Ofc.C  | 03/13/2020 | 11553    | 356.80   |       |
| 103-30-4415-0000 | Citi Card       | Alaska Airlines- Training-Flight Ofc.C  | 03/13/2020 | 11553    | 356.80   |       |
| 103-30-4415-0000 | Citi Card       | Alaska Airlines- Training-Flight Sgt. T | 03/13/2020 | 11553    | 356.80   |       |
|                  |                 | Vendor Subtotal for Department:30       |            |          | 1,631.01 |       |
| 103-30-4415-0000 | Kevin Cordischi | Reimbursement- Training- Meals 9        | 03/25/2020 | 11972    | 138.03   |       |

| Account Number   | Vendor                         | Description                           | GL Date    | Check No | Amount | PO No |
|------------------|--------------------------------|---------------------------------------|------------|----------|--------|-------|
|                  |                                | Vendor Subtotal for Department:30     |            |          | 138.03 |       |
| 103-30-4415-0000 | Jose Corney                    | Reimbursement-Training- Mileage       | 03/25/2020 | 11973    | 49.57  |       |
| 103-30-4415-0000 | Jose Corney                    | Reimbursement-Training- Meal          | 03/25/2020 | 11973    | 8.00   |       |
|                  |                                | Vendor Subtotal for Department:30     |            |          | 57.57  |       |
| 103-30-4415-0000 | Thomas Dalessandro             | Reimbursement - Mileage - Training    | 03/25/2020 | 11976    | 48.42  |       |
|                  |                                | Vendor Subtotal for Department:30     |            |          | 48.42  |       |
| 103-30-4415-0000 | Robert Matthews                | Reimbursement - Training - Mileage    | 03/25/2020 | 12002    | 48.42  |       |
|                  |                                | Vendor Subtotal for Department:30     |            |          | 48.42  |       |
| 103-30-4415-0000 | Rio Hondo College              | Training - Sgt.Tebbetts               | 03/13/2020 | 11592    | 13.62  |       |
|                  |                                | Vendor Subtotal for Department:30     |            |          | 13.62  |       |
| 103-30-4415-0000 | Riverside Sheriff's Department | Training- Ofc. Alvarez                | 03/13/2020 | 11594    | 83.00  |       |
|                  |                                | Vendor Subtotal for Department:30     |            |          | 83.00  |       |
| 103-30-4415-0000 | Tyler Roach                    | Reimbursement- Training- Mileage      | 03/25/2020 | 12015    | 62.45  |       |
| 103-30-4415-0000 | Tyler Roach                    | Reimbursement- Training- Meals 10     | 03/25/2020 | 12015    | 124.78 |       |
|                  |                                | Vendor Subtotal for Department:30     |            |          | 187.23 |       |
| 103-30-4415-0000 | Candice Torres                 | Reimbursement-Training- Hotel and P   | 03/25/2020 | 0        | 417.69 |       |
| 103-30-4415-0000 | Candice Torres                 | Reimbursement-Training- Meals 11      | 03/25/2020 | 0        | 154.11 |       |
|                  |                                | Vendor Subtotal for Department:30     |            |          | 571.80 |       |
| 103-30-4415-0000 | U.S. Bank                      | Armitagetac- Training Ofc. Corney     | 03/25/2020 | 11613    | 223.00 |       |
| 103-30-4415-0000 | U.S. Bank                      | KimTurnerll- Training Dispatch Curtis | 03/25/2020 | 11613    | 125.00 |       |
| 103-30-4415-0000 | U.S. Bank                      | OC Sheriffs Dept- Training Ofc. Qures | 03/25/2020 | 11613    | 25.00  |       |

| Account Number   | Vendor                          | Description                          | GL Date    | Check No | Amount   | PO No |
|------------------|---------------------------------|--------------------------------------|------------|----------|----------|-------|
|                  |                                 | Vendor Subtotal for Department:30    |            |          | 373.00   |       |
| 103-30-4415-0000 | Kenric Wu                       | Reimbursement - Training- Mileage    | 03/13/2020 | 0        | 12.88    |       |
| 103-30-4415-0000 | Kenric Wu                       | Reimbursement - Training- Lunch      | 03/13/2020 | 0        | 8.00     |       |
| 103-30-4415-0000 | Kenric Wu                       | Reimbursement - Training- Parking    | 03/13/2020 | 0        | 3.00     |       |
|                  |                                 | Vendor Subtotal for Department:30    |            |          | 23.88    |       |
| 103-30-4420-0000 | Prographics Inc                 | Letterhead & Envelopes               | 03/13/2020 | 11591    | 1,243.92 |       |
|                  |                                 | Vendor Subtotal for Department:30    |            |          | 1,243.92 |       |
| 103-30-4436-0000 | Rio Hondo College               | Training - Sgt.Tebbetts              | 03/13/2020 | 11593    | 27.24    |       |
|                  |                                 | Vendor Subtotal for Department:30    |            |          | 27.24    |       |
| 103-30-4436-0000 | Robert Patrick Sanderson        | Background Check - Police Officer Ap | 03/25/2020 | 12017    | 1,200.00 |       |
|                  |                                 | Vendor Subtotal for Department:30    |            |          | 1,200.00 |       |
| 103-30-4468-0000 | Cavanaugh & Associates          | Training - Ofc. Hernandez            | 03/13/2020 | 11550    | 550.00   |       |
|                  |                                 | Vendor Subtotal for Department:30    |            |          | 550.00   |       |
| 103-30-4468-0000 | California Community Foundation | Training - Ofc. Wilson               | 03/13/2020 | 11552    | 65.00    |       |
|                  |                                 | Vendor Subtotal for Department:30    |            |          | 65.00    |       |
| 103-30-4468-0000 | Citi Card                       | CA Police Chiefs- RIPP Summit A.G    | 03/13/2020 | 11553    | 99.00    |       |
|                  |                                 | Vendor Subtotal for Department:30    |            |          | 99.00    |       |
| 103-30-4468-0000 | U.S. Bank                       | Cleas User Group Training- A. Gonza  | 03/25/2020 | 11613    | 30.00    |       |

| Account Number   | Vendor                     | Description                             | GL Date    | Check No | Amount | PO No |
|------------------|----------------------------|---|------------|----------|--------|-------|
|                  |                            | Vendor Subtotal for Department:30       |            |          | 30.00  |       |
| 103-30-4480-0000 | U.S. Bank                  | Einstein Bagels- Staff Meeting PD       | 03/25/2020 | 11613    | 33.74  |       |
|                  |                            | Vendor Subtotal for Department:30       |            |          | 33.74  |       |
| 103-30-4492-0003 | U.S. Bank                  | Toms Mens Wear - Uniform- Chief Inc     | 03/25/2020 | 11613    | 87.60  |       |
|                  |                            | Vendor Subtotal for Department:30       |            |          | 87.60  |       |
| 103-30-4492-0004 | U.S. Armor Corporation     | Patrol Body Armor - J. Ruiz             | 03/25/2020 | 12030    | 851.95 |       |
|                  |                            | Vendor Subtotal for Department:30       |            |          | 851.95 |       |
| 103-30-4500-4950 | The Gas Company            | Gas Service Feb- March 2020- PD         | 03/25/2020 | 12025    | 37.09  |       |
|                  |                            | Vendor Subtotal for Department:30       |            |          | 37.09  |       |
| 103-30-4500-9025 | AT&T                       | Phone Service Jan 2020-Feb 2020 -PD     | 03/13/2020 | 11543    | 610.33 |       |
|                  |                            | Vendor Subtotal for Department:30       |            |          | 610.33 |       |
| 103-30-4500-9025 | AT&T                       | Interstate Dedicated Private Line Servi | 03/25/2020 | 11961    | 411.91 |       |
|                  |                            | Vendor Subtotal for Department:30       |            |          | 411.91 |       |
| 103-30-4500-9025 | AT&T Mobility              | Mobile Computer Wireless Service 1/2    | 03/13/2020 | 11544    | 193.75 |       |
|                  |                            | Vendor Subtotal for Department:30       |            |          | 193.75 |       |
| 103-30-4508-0000 | Federal Signal Corporation | Parts for Repair of PD Vehicle Emerge   | 03/25/2020 | 11982    | 200.00 |       |



| Account Number   | Vendor                             | Description                       | GL Date    | Check No | Amount   | PO No |
|------------------|------------------------------------|-----------------------------------|------------|----------|----------|-------|
|                  |                                    | Vendor Subtotal for Department:30 |            |          | 200.00   |       |
| 103-30-4508-0000 | O'Reilly Auto Parts                | Wax for #18                       | 03/13/2020 | 11583    | 9.30     |       |
|                  |                                    | Vendor Subtotal for Department:30 |            |          | 9.30     |       |
| 103-30-4508-0000 | U.S. Bank                          | Best Buy- Cat Networking Cable    | 03/25/2020 | 11613    | 55.09    |       |
| 103-30-4508-0000 | U.S. Bank                          | Amazon- WIFI Bullet               | 03/25/2020 | 11613    | 86.51    |       |
|                  |                                    | Vendor Subtotal for Department:30 |            |          | 141.60   |       |
| 103-34-3202-2725 | Department of Health Care Service- | GEMT Medi-Cal Refund FY 15-16     | 03/25/2020 | 11979    | 7,965.00 |       |
|                  |                                    | Vendor Subtotal for Department:34 |            |          | 7,965.00 |       |
| 103-34-3332-0000 | Department of Health Care Service- | GEMT Medi-Cal Refund FY 15-16     | 03/25/2020 | 11979    | 5,729.55 |       |
|                  |                                    | Vendor Subtotal for Department:34 |            |          | 5,729.55 |       |
| 103-34-4010-0000 | Ameritas Life Insurance Corp       | Premium Adjustment March 2020     | 03/25/2020 | 11957    | -25.76   |       |
| 103-34-4010-0000 | Ameritas Life Insurance Corp       | Premium Adjustment March 2020     | 03/25/2020 | 11957    | 9.48     |       |
|                  |                                    | Vendor Subtotal for Department:34 |            |          | -16.28   |       |
| 103-34-4010-0000 | H. Wilson Insurancenter Inc        | Premium Adjustment March 2020     | 03/13/2020 | 0        | 66.00    |       |
|                  |                                    | Vendor Subtotal for Department:34 |            |          | 66.00    |       |
| 103-34-4010-0000 | PERS (Medical)                     | Premium Adjustment April 2020     | 03/25/2020 | 0        | 1,239.86 |       |
| 103-34-4010-0000 | PERS (Medical)                     | Premium Adjustment April 2020     | 03/25/2020 | 0        | 1,239.86 |       |
| 103-34-4010-0000 | PERS (Medical)                     | Premium Adjustment April 2020     | 03/25/2020 | 0        | 1,239.86 |       |
|                  |                                    | Vendor Subtotal for Department:34 |            |          | 3,719.58 |       |

| Account Number   | Vendor                       | Description                           | GL Date    | Check No | Amount   | PO No |
|------------------|------------------------------|---------------------------------------|------------|----------|----------|-------|
| 103-34-4150-0000 | AmeriPride Services Inc      | Towels & Mat Service                  | 03/13/2020 | 0        | 140.24   |       |
| 103-34-4150-0000 | AmeriPride Services Inc      | Towels & Mat Service                  | 03/13/2020 | 0        | 140.24   |       |
| 103-34-4150-0000 | AmeriPride Services Inc      | Towels & Mat Service                  | 03/25/2020 | 0        | 144.27   |       |
|                  |                              | Vendor Subtotal for Department:34     |            |          | 424.75   |       |
| 103-34-4150-0000 | Santa Ana College            | Fire Dept Annual Fitness Exams        | 03/13/2020 | 11596    | 2,687.00 |       |
|                  |                              | Vendor Subtotal for Department:34     |            |          | 2,687.00 |       |
| 103-34-4150-0000 | UC Regents                   | Nurse Educator - March 2020           | 03/13/2020 | 11605    | 2,344.60 |       |
|                  |                              | Vendor Subtotal for Department:34     |            |          | 2,344.60 |       |
| 103-34-4204-0000 | U.S. Bank                    | Pasadena Star New Monthly Subscript   | 03/25/2020 | 11613    | 58.03    |       |
|                  |                              | Vendor Subtotal for Department:34     |            |          | 58.03    |       |
| 103-34-4316-0000 | Turnout Maintenance Co LLC   | Reissue Check - Slated Date Check - T | 03/25/2020 | 12029    | 105.00   |       |
|                  |                              | Vendor Subtotal for Department:34     |            |          | 105.00   |       |
| 103-34-4376-0000 | Life-Assist Inc              | Ambulance Supplies                    | 03/13/2020 | 11571    | 1,403.17 |       |
| 103-34-4376-0000 | Life-Assist Inc              | Ambulance Supplies                    | 03/25/2020 | 11998    | 86.72    |       |
| 103-34-4376-0000 | Life-Assist Inc              | Ambulance Supplies                    | 03/25/2020 | 11998    | 449.27   |       |
| 103-34-4376-0000 | Life-Assist Inc              | Ambulance Supplies                    | 03/25/2020 | 11998    | 153.48   |       |
| 103-34-4376-0000 | Life-Assist Inc              | Ambulance Supplies                    | 03/25/2020 | 11998    | 66.97    |       |
|                  |                              | Vendor Subtotal for Department:34     |            |          | 2,159.61 |       |
| 103-34-4376-0000 | 233-Praxair Distribution Inc | Oxygen                                | 03/13/2020 | 0        | 49.00    |       |
|                  |                              | Vendor Subtotal for Department:34     |            |          | 49.00    |       |
| 103-34-4376-0000 | DS Service of America , Inc  | Drinking Water Service April 2020     | 03/25/2020 | 12020    | 16.00    |       |

| Account Number   | Vendor                            | Description                            | GL Date    | Check No | Amount | PO No |
|------------------|-----------------------------------|--|------------|----------|--------|-------|
|                  |                                   | Vendor Subtotal for Department:34      |            |          | 16.00  |       |
| 103-34-4376-0000 | U.S. Bank                         | Amazon- Tools E91                      | 03/25/2020 | 11613    | 21.89  |       |
| 103-34-4376-0000 | U.S. Bank                         | Amazon- Prime Membership FD            | 03/25/2020 | 11613    | 130.31 |       |
| 103-34-4376-0000 | U.S. Bank                         | Restaurant Depot- Kitchen Houseware    | 03/25/2020 | 11613    | 45.89  |       |
| 103-34-4376-0000 | U.S. Bank                         | UPS- Shipment Broken Badge for Rep     | 03/25/2020 | 11613    | 12.30  |       |
| 103-34-4376-0000 | U.S. Bank                         | Amazon- Monthly Prime Membership       | 03/25/2020 | 11613    | 14.22  |       |
|                  |                                   | Vendor Subtotal for Department:34      |            |          | 224.61 |       |
| 103-34-4396-0000 | U.S. Bank                         | Rotary Club- Quarterly Dues 1st Qtr    | 03/25/2020 | 11613    | 418.00 |       |
|                  |                                   | Vendor Subtotal for Department:34      |            |          | 418.00 |       |
| 103-34-4436-0000 | U.S. Bank                         | Supply Cache- Recruitment Books        | 03/25/2020 | 11613    | 14.69  |       |
| 103-34-4436-0000 | U.S. Bank                         | CA OFC Emerg SVC - Recruitment B       | 03/25/2020 | 11613    | 20.61  |       |
| 103-34-4436-0000 | U.S. Bank                         | Amazon- Radio Harness -Basaker         | 03/25/2020 | 11613    | 78.10  |       |
|                  |                                   | Vendor Subtotal for Department:34      |            |          | 113.40 |       |
| 103-34-4452-0000 | U.S. Bank                         | Amazon-Emergency Safety Strobe Lig     | 03/25/2020 | 11613    | 12.11  |       |
|                  |                                   | Vendor Subtotal for Department:34      |            |          | 12.11  |       |
| 103-34-4468-0000 | Firefighters Research & Education | Exposure Reporting-Subscription 2/18   | 03/25/2020 | 12010    | 69.16  |       |
|                  |                                   | Vendor Subtotal for Department:34      |            |          | 69.16  |       |
| 103-34-4468-0000 | Jeffrey Tsay                      | Reimbursement -Fire Inspector Trainir  | 03/13/2020 | 0        | 86.44  |       |
|                  |                                   | Vendor Subtotal for Department:34      |            |          | 86.44  |       |
| 103-34-4468-0000 | U.S. Bank                         | IAAI- Fire Investigation-Membership    | 03/25/2020 | 11613    | 285.00 |       |
| 103-34-4468-0000 | U.S. Bank                         | Nat Ass of Fire Investigation-Applicat | 03/25/2020 | 11613    | 125.00 |       |

| Account Number   | Vendor                     | Description                          | GL Date    | Check No | Amount   | PO No |
|------------------|----------------------------|--------------------------------------|------------|----------|----------|-------|
|                  |                            | Vendor Subtotal for Department:34    |            |          | 410.00   |       |
| 103-34-4468-0000 | Women Leading Government   | Seminar J.McGee 2/13/20              | 03/13/2020 | 11612    | 35.00    |       |
|                  |                            | Vendor Subtotal for Department:34    |            |          | 35.00    |       |
| 103-34-4480-0000 | U.S. Bank                  | Shaker - Badge Pin Lunch             | 03/25/2020 | 11613    | 30.00    |       |
| 103-34-4480-0000 | U.S. Bank                  | LA Fire Area- Fire Chief Conference  | 03/25/2020 | 11613    | 740.00   |       |
| 103-34-4480-0000 | U.S. Bank                  | Canoe House - Public Safety Commiss  | 03/25/2020 | 11613    | 85.71    |       |
| 103-34-4480-0000 | U.S. Bank                  | Ralphs- Committee Event              | 03/25/2020 | 11613    | 38.42    |       |
|                  |                            | Vendor Subtotal for Department:34    |            |          | 894.13   |       |
| 103-34-4492-0004 | Allstar Fire Equipment Inc | Helmet                               | 03/13/2020 | 11541    | 330.54   |       |
|                  |                            | Vendor Subtotal for Department:34    |            |          | 330.54   |       |
| 103-34-4492-0004 | Symbol Arts LLC            | Badges                               | 03/25/2020 | 12023    | 417.78   |       |
|                  |                            | Vendor Subtotal for Department:34    |            |          | 417.78   |       |
| 103-34-4492-0004 | Tom's Uniforms             | Uniform- N.Foth                      | 03/25/2020 | 12027    | 194.90   |       |
|                  |                            | Vendor Subtotal for Department:34    |            |          | 194.90   |       |
| 103-34-4500-9025 | AT&T                       | Phone Service Feb-March 2020- FD     | 03/25/2020 | 11960    | 1,471.41 |       |
|                  |                            | Vendor Subtotal for Department:34    |            |          | 1,471.41 |       |
| 103-34-4500-9025 | Verizon Wireless           | Mobile Computer Service 1/24/20-2/2. | 03/13/2020 | 11610    | 292.39   |       |
|                  |                            | Vendor Subtotal for Department:34    |            |          | 292.39   |       |

| Account Number   | Vendor                       | Description                            | GL Date    | Check No | Amount    | PO No |
|------------------|------------------------------|--|------------|----------|-----------|-------|
| 103-34-4508-0000 | Performance Truck Repair Inc | Engine 91 Repair                       | 03/13/2020 | 11589    | 514.00    |       |
|                  |                              | Vendor Subtotal for Department:34      |            |          | 514.00    |       |
|                  |                              | Subtotal for Fund: 103                 |            |          | 70,853.90 |       |
| 105-82-4150-0000 | DS Service of America , Inc  | Drinking Water Service April 2020      | 03/25/2020 | 12020    | 32.00     |       |
|                  |                              | Vendor Subtotal for Department:82      |            |          | 32.00     |       |
| 105-82-4500-1980 | Southern California Edison   | Electrical Service Jan 2020-Feb 2020 - | 03/13/2020 | 11598    | 687.40    |       |
|                  |                              | Vendor Subtotal for Department:82      |            |          | 687.40    |       |
| 105-82-4500-4950 | The Gas Company              | Gas Service - Jan 2020 -Feb 2020- SM   | 03/13/2020 | 11602    | 337.95    |       |
|                  |                              | Vendor Subtotal for Department:82      |            |          | 337.95    |       |
| 105-82-4500-9025 | AT&T                         | Phone Service Feb-March 2020-SMC       | 03/25/2020 | 11960    | 137.57    |       |
|                  |                              | Vendor Subtotal for Department:82      |            |          | 137.57    |       |
| 105-82-4500-9460 | California American Water    | Water Service Feb- March 2020 SMC      | 03/25/2020 | 11966    | 211.08    |       |
|                  |                              | Vendor Subtotal for Department:82      |            |          | 211.08    |       |
|                  |                              | Subtotal for Fund: 105                 |            |          | 1,406.00  |       |
| 202-48-4600-9271 | All American Asphalt         | Retention Payment - Street Rehab Proj  | 03/25/2020 | 11956    | 54,556.55 |       |
|                  |                              | Vendor Subtotal for Department:48      |            |          | 54,556.55 |       |

| Account Number   | Vendor                  | Description                          | GL Date    | Check No | Amount                            | PO No     |
|------------------|-------------------------|--------------------------------------|------------|----------|-----------------------------------|-----------|
|                  |                         |                                      |            |          | Subtotal for Fund: 202            | 54,556.55 |
| 206-84-4500-4950 | The Gas Company         | Gas Service - Jan 2020 -Feb 2020-Thu | 03/13/2020 | 11602    | 79.74                             |           |
|                  |                         |                                      |            |          | Vendor Subtotal for Department:84 | 79.74     |
|                  |                         |                                      |            |          | Subtotal for Fund: 206            | 79.74     |
| 207-11-4208-1330 | City of Pasadena        | Dial A Ride July- Dec 2019           | 03/25/2020 | 11970    | 5,811.19                          |           |
|                  |                         |                                      |            |          | Vendor Subtotal for Department:11 | 5,811.19  |
| 207-70-4208-0000 | STA West Region         | Afterschool Program Bus Feb 2020     | 03/25/2020 | 12021    | 7,021.00                          |           |
|                  |                         |                                      |            |          | Vendor Subtotal for Department:70 | 7,021.00  |
|                  |                         |                                      |            |          | Subtotal for Fund: 207            | 12,832.19 |
| 240-30-4613-0000 | Decco Awards            | Lasering Radios                      | 03/25/2020 | 11978    | 197.00                            |           |
|                  |                         |                                      |            |          | Vendor Subtotal for Department:30 | 197.00    |
|                  |                         |                                      |            |          | Subtotal for Fund: 240            | 197.00    |
| 281-50-4399-0000 | U.S. Bank               | Picnic Furniture - Donated Bench     | 03/25/2020 | 11613    | 568.10                            |           |
| 281-50-4399-0000 | U.S. Bank               | Picnic Furniture - Donated Bench     | 03/25/2020 | 11613    | 567.81                            |           |
|                  |                         |                                      |            |          | Vendor Subtotal for Department:50 | 1,135.91  |
| 281-50-4399-0000 | Valley Monument Company | Plaques- Donation Bench              | 03/25/2020 | 12031    | 427.05                            |           |

| Account Number   | Vendor                  | Description                         | GL Date    | Check No | Amount | PO No |
|------------------|-------------------------|-------------------------------------|------------|----------|--------|-------|
|                  |                         | Vendor Subtotal for Department:50   |            |          | 427.05 |       |
| 281-66-4150-0002 | Mitchell Lehman         | Track Meet Announcer                | 03/13/2020 | 0        | 200.00 |       |
|                  |                         | Vendor Subtotal for Department:66   |            |          | 200.00 |       |
| 281-66-4150-0002 | Jeffrey Van Sickle      | Track Meet Coordination and Admin S | 03/13/2020 | 11608    | 500.00 |       |
|                  |                         | Vendor Subtotal for Department:66   |            |          | 500.00 |       |
| 281-66-4150-0002 | Michelle Van Sickle     | Track Meet Coordination and Admin S | 03/13/2020 | 11609    | 500.00 |       |
|                  |                         | Vendor Subtotal for Department:66   |            |          | 500.00 |       |
| 281-91-4150-2575 | Lynn Nguyen             | Program- Paint Class 3/7/20         | 03/13/2020 | 11578    | 150.00 |       |
|                  |                         | Vendor Subtotal for Department:91   |            |          | 150.00 |       |
| 281-91-4370-0000 | U.S. Bank               | Elm USA -Disc Cleaner               | 03/25/2020 | 11613    | 165.95 |       |
|                  |                         | Vendor Subtotal for Department:91   |            |          | 165.95 |       |
| 281-91-4370-2575 | Ingram Library Services | Books                               | 03/13/2020 | 0        | 33.91  |       |
|                  |                         | Vendor Subtotal for Department:91   |            |          | 33.91  |       |
| 281-91-4376-2575 | U.S. Bank               | Vons - Adult Program Supplies       | 03/25/2020 | 11613    | 15.48  |       |
| 281-91-4376-2575 | U.S. Bank               | Whole Foods- Adult Program Snacks   | 03/25/2020 | 11613    | 13.07  |       |
| 281-91-4376-2575 | U.S. Bank               | Starbucks- Meeting Supplies         | 03/25/2020 | 11613    | 17.95  |       |
| 281-91-4376-2575 | U.S. Bank               | Dollar Tree - Earbuds               | 03/25/2020 | 11613    | 52.56  |       |
|                  |                         | Vendor Subtotal for Department:91   |            |          | 99.06  |       |

| Account Number                    | Vendor                  | Description                            | GL Date    | Check No | Amount    | PO No |
|-----------------------------------|-------------------------|--|------------|----------|-----------|-------|
| 281-92-4370-2575                  | Ingram Library Services | Books                                  | 03/13/2020 | 0        | 25.35     |       |
| 281-92-4370-2575                  | Ingram Library Services | Books                                  | 03/13/2020 | 0        | 72.00     |       |
| 281-92-4370-2575                  | Ingram Library Services | Books                                  | 03/13/2020 | 0        | 51.20     |       |
| 281-92-4370-2575                  | Ingram Library Services | Books                                  | 03/13/2020 | 0        | 29.29     |       |
| 281-92-4370-2575                  | Ingram Library Services | Books                                  | 03/13/2020 | 0        | 148.72    |       |
| 281-92-4370-2575                  | Ingram Library Services | Books                                  | 03/13/2020 | 0        | 237.62    |       |
| 281-92-4370-2575                  | Ingram Library Services | Books                                  | 03/13/2020 | 0        | 23.71     |       |
| 281-92-4370-2575                  | Ingram Library Services | Book                                   | 03/25/2020 | 0        | 16.82     |       |
| 281-92-4370-2575                  | Ingram Library Services | Books                                  | 03/25/2020 | 0        | 420.94    |       |
| 281-92-4370-2575                  | Ingram Library Services | Books                                  | 03/25/2020 | 0        | 9.84      |       |
| 281-92-4370-2575                  | Ingram Library Services | Books                                  | 03/25/2020 | 0        | 380.62    |       |
| 281-92-4370-2575                  | Ingram Library Services | Books                                  | 03/25/2020 | 0        | 48.20     |       |
| 281-92-4370-2575                  | Ingram Library Services | Books                                  | 03/25/2020 | 0        | 176.98    |       |
| Vendor Subtotal for Department:92 |                         |  |            |          | 1,641.29  |       |
| 281-92-4370-2575                  | U.S. Bank               | Amazon- DVD's                          | 03/25/2020 | 11613    | 29.55     |       |
| Vendor Subtotal for Department:92 |                         |  |            |          | 29.55     |       |
| 281-92-4376-2575                  | U.S. Bank               | Joann Stores - Children Craft Supplies | 03/25/2020 | 11613    | 28.55     |       |
| 281-92-4376-2575                  | U.S. Bank               | Michaels - Children Craft Supplies     | 03/25/2020 | 11613    | 40.36     |       |
| 281-92-4376-2575                  | U.S. Bank               | Joann Stores - Children Craft Supplies | 03/25/2020 | 11613    | 63.17     |       |
| Vendor Subtotal for Department:92 |                         |  |            |          | 132.08    |       |
| Subtotal for Fund: 281            |                         |  |            |          | 5,014.80  |       |
| 394-44-4600-8020                  | Premier Pipe Inc.       | Refurbish Manholes - Phase 2           | 03/13/2020 | 11590    | 19,000.00 |       |
| 394-44-4600-8020                  | Premier Pipe Inc.       | Refurbish Manholes - Phase 1           | 03/13/2020 | 11590    | 19,000.00 |       |
| Vendor Subtotal for Department:44 |                         |  |            |          | 38,000.00 |       |
| 394-48-4600-0500                  | Iteris, Inc             | Citywide Traffic Circulation Study Jan | 03/25/2020 | 11993    | 10,430.00 |       |



| Account Number   | Vendor                          | Description                            | GL Date    | Check No | Amount     | PO No |
|------------------|---------------------------------|--|------------|----------|------------|-------|
|                  |                                 | Vendor Subtotal for Department:48      |            |          | 10,430.00  |       |
| 394-48-4600-9271 | Transtech Engineers, Inc        | Street Rehabilitation Design and Engir | 03/13/2020 | 11604    | 32,467.50  |       |
|                  |                                 | Vendor Subtotal for Department:48      |            |          | 32,467.50  |       |
| 394-48-4600-9272 | FS Contractors, Inc             | Various Sidewalk Repairs - Progress P  | 03/25/2020 | 11985    | 8,550.00   |       |
|                  |                                 | Vendor Subtotal for Department:48      |            |          | 8,550.00   |       |
| 394-50-4600-7027 | Cal- State Site Service         | Portable Restroom 3/12/20-4/8/20       | 03/13/2020 | 11547    | 934.56     |       |
|                  |                                 | Vendor Subtotal for Department:50      |            |          | 934.56     |       |
| 394-50-4600-7150 | Archuleta Inspection Inc        | Special Inspection Rose Arbor          | 03/25/2020 | 11958    | 360.00     |       |
|                  |                                 | Vendor Subtotal for Department:50      |            |          | 360.00     |       |
| 394-50-4600-7150 | William Correia                 | Addressing Structural Calculations Fel | 03/13/2020 | 11557    | 522.50     |       |
|                  |                                 | Vendor Subtotal for Department:50      |            |          | 522.50     |       |
| 394-50-4600-7150 | Courts Construction Company Inc | Progress Payment # 1 - Rose Arbor Pr   | 03/13/2020 | 11558    | 228,019.48 |       |
| 394-50-4600-7150 | Courts Construction Company Inc | Rose Arbor Progress Payment #2         | 03/25/2020 | 11974    | 186,781.47 |       |
|                  |                                 | Vendor Subtotal for Department:50      |            |          | 414,800.95 |       |
| 394-50-4600-7150 | U.S. Bank                       | SkyBlue Printing- Rose Arbor Plan Pri  | 03/25/2020 | 11613    | 72.76      |       |
|                  |                                 | Vendor Subtotal for Department:50      |            |          | 72.76      |       |

| Account Number   | Vendor                   | Description                          | GL Date    | Check No | Amount                            | PO No      |
|------------------|--------------------------|--------------------------------------|------------|----------|-----------------------------------|------------|
|                  |                          |                                      |            |          | Subtotal for Fund: 394            | 506,138.27 |
| 591-10-4613-0500 | Governmentjobs.com, Inc  | Job Applicant Tracking System        | 03/13/2020 | 11577    | 11,335.00                         |            |
|                  |                          |                                      |            |          | Vendor Subtotal for Department:10 | 11,335.00  |
| 591-11-4613-0550 | IntelesysOne             | Computer Replacement - PD Chief, Fi  | 03/13/2020 | 11567    | 5,614.89                          |            |
|                  |                          |                                      |            |          | Vendor Subtotal for Department:11 | 5,614.89   |
| 591-30-4613-0560 | Pac- Van Inc             | Storage Unit for Homeless Property W | 03/13/2020 | 11585    | 7,325.54                          |            |
|                  |                          |                                      |            |          | Vendor Subtotal for Department:30 | 7,325.54   |
| 591-34-4613-0500 | Zoll Medical Corporation | Heart Monitor/Defibrillator          | 03/13/2020 | 0        | 35,059.41                         |            |
|                  |                          |                                      |            |          | Vendor Subtotal for Department:34 | 35,059.41  |
|                  |                          |                                      |            |          | Subtotal for Fund: 591            | 59,334.84  |
| 595-10-4150-0000 | AdminSure Inc            | Workers' Comp Claims Admin Jan 202   | 03/13/2020 | 11540    | 1,880.00                          |            |
| 595-10-4150-0000 | AdminSure Inc            | Workers' Comp Claims Admin April 2   | 03/25/2020 | 11955    | 1,880.00                          |            |
|                  |                          |                                      |            |          | Vendor Subtotal for Department:10 | 3,760.00   |
|                  |                          |                                      |            |          | Subtotal for Fund: 595            | 3,760.00   |
| 609-00-2002-0000 | Metro Water              | Domestic Water Jan 2020              | 03/13/2020 | 0        | 9,659.59                          |            |
|                  |                          |                                      |            |          | Vendor Subtotal for Department:00 | 9,659.59   |

| Account Number   | Vendor                        | Description                          | GL Date    | Check No               | Amount       | PO No |
|------------------|-------------------------------|--------------------------------------|------------|------------------------|--------------|-------|
| 609-00-2048-0625 | Built Strong Construction     | Refund - Building Permit 1500 Miraso | 03/13/2020 | 11532                  | 0.80         |       |
|                  |                               | Vendor Subtotal for Department:00    |            |                        | 0.80         |       |
| 609-00-2048-0627 | Built Strong Construction     | Refund - Building Permit 1500 Miraso | 03/13/2020 | 11532                  | 2.89         |       |
|                  |                               | Vendor Subtotal for Department:00    |            |                        | 2.89         |       |
| 609-00-2048-0628 | Built Strong Construction     | Refund - Building Permit 1500 Miraso | 03/13/2020 | 11532                  | 6.74         |       |
|                  |                               | Vendor Subtotal for Department:00    |            |                        | 6.74         |       |
| 609-00-2048-2575 | Friends of Crowell Public Lib | Reimbursement - Friends Bookstore    | 03/25/2020 | 11984                  | 816.00       |       |
|                  |                               | Vendor Subtotal for Department:00    |            |                        | 816.00       |       |
|                  |                               |                                      |            |                        |              |       |
|                  |                               |                                      |            | Subtotal for Fund: 609 | 10,486.02    |       |
|                  |                               |                                      |            |                        |              |       |
|                  |                               |                                      |            | Report Total:          | 1,515,387.85 |       |

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# City of San Marino

## Staff Report

*Gretchen Shepherd Romey, Mayor*  
*Ken Ude, Vice-Mayor*  
*Steven W. Huang, DDS, Council Member*  
*Susan Jakubowski, Council Member*  
*Steve Talt, Council Member*

TO: Mayor and City Council

FROM: Marcella Marlowe, Ph.D., City Manager

BY: Annie Han, City Treasurer

DATE: April 8, 2020

**SUBJECT: CASH AND INVESTMENT REPORT FOR THE MONTH OF  
FEBRUARY 2020**

### BACKGROUND

The City of San Marino's Investment Policy adopted by the City Council on July 10, 2019, in Section 13.0, Reporting, stipulates that the Treasurer shall review and render monthly reports to the City Council of all cash and investments held by the City.

The report shall include the following information for all cash accounts and bank deposits:

- Balance at the end of the month
- Interest rate (for all interest-bearing active deposits)

The report shall include the following information for all investments:

- A listing of individual securities held at the end of the month, by security type
- Issuer, date of maturity, date of purchase, par and the dollar amount invested
- Coupon, discount or earnings rate
- Current market value as of the date of the report and the source of this same valuation
- The weighted average maturity and weighted average yield of all investments combined

The above information may be submitted in the form of copies of statements received by the custodial institution. For investments with LAIF, the most recent statement or statements received from the State Treasurer may be included in the monthly report in lieu of the information noted above.

The report shall include a listing of all investment transactions for the month (Government Code Section 53607), and must also include a statement of compliance of the portfolio to the statement of investment policy, or manner in which the portfolio is not in compliance, as well as statement denoting the ability of the local agency to meet its expenditure requirements for the next six months, or an explanation as to why sufficient money all or may not be available (Government Code Section 53646).

Reports shall be rendered to the City Council and City Manager within 30 days following the end of the month of the period covered by the report.

**PORTFOLIO SUMMARY**

The City maintains petty cash on City facilities, cash in bank, cash in a transactional investment account, deposits with the Local Agency Investment Fund (LAIF), and investments in negotiable Certificates of Deposit, and investments in Federal Agency bonds. All items are detailed in the attachment to this report.

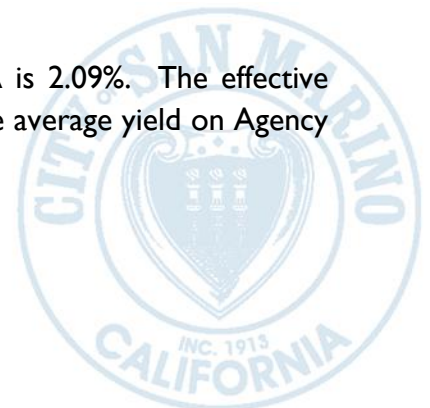
A summary of portfolio content is found below. The attachment to this report offers specific detail on each category of investment.

| City of San Marino                     |              |            |
|--|--------------|------------|
| Cash and Investments Portfolio Summary |              | Allocation |
| Petty Cash on City Premises            | \$2,150      | 0%         |
| Cash in Bank-checking accounts         | 2,800,625    | 8%         |
| Cash in Bank-IMMA                      | 18,314,944   | 52%        |
| Deposits with LAIF                     | 9,172,552    | 26%        |
| Certificates of Deposit                | 3,728,000    | 10%        |
| Notes/Agency Bonds                     | 1,250,000    | 4%         |
|  | <hr/>        |            |
| Cash and Investments                   | \$35,268,272 |            |
|  | <hr/>        |            |

**PORTFOLIO PERFORMANCE**

As of 2/29/2020, the annual percentage yield earned on the bank IMMA is 2.09%. The effective yield for LAIF deposits is 1.912%. The average yield on CDs is 1.91%. The average yield on Agency bonds is 1.65%.

Total combined portfolio yield for February 2020 is 2.02%



| Local Agency Investment Fund (LAIF)<br>Average Monthly Effective Yields |             |             |             |
|---|-------------|-------------|-------------|
|   | <u>2018</u> | <u>2019</u> | <u>2020</u> |
| Jan   | 1.35        | 2.355       | 1.967       |
| Feb   | 1.412       | 2.392       | 1.912       |
| Mar   | 1.524       | 2.436       |             |
| Apr   | 1.661       | 2.445       |             |
| May   | 1.755       | 2.449       |             |
| Jun   | 1.854       | 2.428       |             |
| Jul   | 1.944       | 2.379       |             |
| Aug   | 1.998       | 2.341       |             |
| Sep   | 2.063       | 2.280       |             |
| Oct   | 2.144       | 2.190       |             |
| Nov   | 2.208       | 2.103       |             |
| Dec   | 2.291       | 2.043       |             |

| Total Cash and Investments |              |              |
|----------------------------|--------------|--------------|
|                            | <u>2019</u>  | <u>2020</u>  |
| Jan                        | \$30,692,212 | \$34,904,352 |
| Feb                        | \$31,144,497 | \$35,268,272 |
| Mar                        | \$30,429,443 |              |
| Apr                        | \$34,853,089 |              |
| May                        | \$36,957,220 |              |
| Jun                        | \$36,039,778 |              |
| Jul                        | \$31,291,450 |              |
| Aug                        | \$30,409,792 |              |
| Sep                        | \$28,620,632 |              |
| Oct                        | \$28,003,137 |              |
| Nov                        | \$26,933,290 |              |
| Dec                        | \$33,389,986 |              |

**RECOMMENDATION**

It is recommended that this report be received and filed.

**ATTACHMENT**

Treasurer’s Report as of February 29, 2020



City of San Marino  
Treasurer's Report  
As of February 29, 2020

| Deposit/Investment Type                  | Bank/Issuer   | Maturity Date | Par Value     | Bank Balance  | Market Value  | % portfolio | Rate   |
|--|---|---------------|---------------|---------------|---------------|-------------|--------|
| <b>Cash on Premises</b>                  |   |               |               |               |               |             |        |
| Petty Cash & Cash Drawer                 |   |               | 400.00        | 400.00        |               |             |        |
| Petty Cash                               |   |               | 300.00        | 300.00        |               |             |        |
| Petty Cash & Cash Drawer                 |   |               | 400.00        | 400.00        |               |             |        |
| Petty Cash & Cash Drawer                 |   |               | 400.00        | 400.00        |               |             |        |
| Petty Cash & Cash Drawer                 |   |               | 250.00        | 250.00        |               |             |        |
| Petty Cash                               |   |               | 400.00        | 400.00        |               |             |        |
|  |   |               | 2,150.00      | 2,150.00      |               | 0.01%       |        |
| <b>Cash in Bank-checking accounts</b>    |   |               |               |               |               |             |        |
| Investment Transaction Interest Account  | US Bank-153xxx77181   |               | 633,699.56    | 633,699.56    |               |             |        |
| General Operating                        | East West Bank-00-811xx753  |               | 2,166,926.01  | 2,166,926.01  |               |             |        |
| Payroll (ZBA)                            | East West Bank-00-811xx761  |               | -             | -             |               |             |        |
| Worker's Compensation (ZBA)              | East West Bank-00-811xx779  |               | -             | -             |               |             |        |
| <b>Sub total</b>                         |   |               | 2,800,625.57  | 2,800,625.57  |               | 7.94%       |        |
| <b>Cash in Bank-money market account</b> |   |               |               |               |               |             |        |
| Money Market                             | East West Bank-00-811xx787  |               | 18,314,944.05 | 18,314,944.05 |               | 51.93%      | 2.090% |
|  |   |               | 21,115,569.62 | 21,115,569.62 |               | 59.87%      |        |
|  |   |               | 9,172,552.40  | 9,172,552.40  |               | 26.01%      | 1.912% |
| <b>Investments</b>                       |   |               |               |               |               |             |        |
| Pooled Funds                             | State of California Local Agency Investment Fund (LAIF)                     |               | 248,000       | 248,000       | 248,427.54    | 1.95%       |        |
|  |   |               | 247,000       | 247,000       | 250,491.51    | 3.10%       |        |
|  |   |               | 247,000       | 247,000       | 250,400.53    | 3.05%       |        |
|  |   |               | 247,000       | 247,000       | 250,513.30    | 3.05%       |        |
|  |   |               | 250,000       | 250,000       | Not Available | 1.50%       |        |
|  |   |               | 250,000       | 250,000       | Not Available | 1.50%       |        |
|  |   |               | 250,000       | 250,000       | Not Available | 1.60%       |        |
|  |   |               | 248,000       | 248,000       | 246,840.00    | 1.75%       |        |
|  |   |               | 247,000       | 247,000       | 243,762.18    | 1.50%       |        |
|  |   |               | 247,000       | 247,000       | Not Available | 1.85%       |        |
|  |   |               | 249,000       | 249,000       | Not Available | 1.90%       |        |
|  |   |               | 249,000       | 249,000       | Not Available | 2.45%       |        |
|  |   |               | 249,000       | 249,000       | Not Available | 2.05%       |        |
|  |   |               | 3,728,000     | 3,728,000     | 1,490,435.06  | 10.57%      |        |
|  |   |               |               |               |               | 1.91%       |        |
| <b>Negotiable CDs</b>                    |   |               |               |               |               |             |        |
| US Bank Safekeeping                      | BMW Bank of N. America Utah CUSIP #05580ABS2 (FDIC #35141)                  | 05/22/20      | 248,000       | 248,000       | 248,427.54    | 1.95%       |        |
| US Bank Safekeeping                      | Morgan Stanley Private Ban CUSIP #61760ASM2                                 | 11/23/20      | 247,000       | 247,000       | 250,491.51    | 3.10%       |        |
| US Bank Safekeeping                      | Citibank NA CUSIP #17312QV97  | 11/23/20      | 247,000       | 247,000       | 250,400.53    | 3.05%       |        |
| US Bank Safekeeping                      | Morgan Stanley Bank CUSIP #61690UBZ2  | 11/30/20      | 247,000       | 247,000       | 250,513.30    | 3.05%       |        |
| US Bank Safekeeping                      | National Bank of Commerce Callable at 1 Year CUSIP #633368DZ5 (FDIC #14266) | 05/24/21      | 250,000       | 250,000       | Not Available | 1.50%       |        |
| US Bank Safekeeping                      | JP Morgan Bank Callable at 1 Year CUSIP #4815Y2D5 (FDIC #628)               | 05/31/21      | 250,000       | 250,000       | Not Available | 1.50%       |        |
| US Bank Safekeeping                      | UBS Bank, USA CUSIP #90348JAR1 (FDIC #57565)                                | 06/07/21      | 250,000       | 250,000       | Not Available | 1.50%       |        |
| US Bank Safekeeping                      | Comenity Cap Bk Salt Lake City UT CUSIP #20033AQP4 (FDIC #57570)            | 06/07/21      | 250,000       | 250,000       | Not Available | 1.60%       |        |
| US Bank Safekeeping                      | Wells Fargo Bank NA Sioux Falls CUSIP #9497485W3 (FDIC #3511)               | 06/17/21      | 250,000       | 250,000       | Not Available | 1.75%       |        |
| US Bank Safekeeping                      | First Business Bank of Madison CUSIP #31938QSS4 (FDIC #15229)               | 06/24/21      | 248,000       | 248,000       | 246,840.00    | 1.50%       |        |
| US Bank Safekeeping                      | BMW Bank North America CUSIP #05580ASJ4                                     | 03/21/22      | 247,000       | 247,000       | Not Available | 1.85%       |        |
| US Bank Safekeeping                      | Ally Bank CUSIP #02007GLF8  | 08/22/22      | 247,000       | 247,000       | Not Available | 1.90%       |        |
| US Bank Safekeeping                      | Wells Fargo Bank Natl Bk West (FDIC #27389)                                 | 01/30/23      | 249,000       | 249,000       | Not Available | 1.90%       |        |
| US Bank Safekeeping                      | Synovus Bank Brokerage CD 101-127-574-8 (FDIC873)                           | 06/13/23      | 249,000       | 249,000       | Not Available | 2.45%       |        |
| Non-Negotiable CD                        | Jonesboro State Bank CUSIP #4804QPF86                                       | 09/16/24      | 249,000       | 249,000       | Not Available | 2.05%       |        |
| US Bank Safekeeping                      |   |               | 3,728,000     | 3,728,000     | 1,490,435.06  | 10.57%      |        |



City of San Marino  
Treasurer's Report  
As of February 29, 2020

Notes/Bonds:

US Bank Safekeeping  
US Bank Safekeeping  
US Bank Safekeeping

FHLB 1.75% 3130AGHQ0, 3130ACH00/392190318\*  
FHLB 1.6% One Time Callable CUSIP 3130A7NF8/392175163  
Federal Home Loan Mtg Corp 3134GAXV1/392200018

| Maturity                 | Par           | Bank          | Market        | %      |
|--------------------------|---------------|---------------|---------------|--------|
| 10/19/20                 | 500,000       | 500,000       | 501,090.50    | 1.750% |
| 3/29/21                  | 500,000       | 500,000       | 500,017.00    | 1.600% |
| 5/28/21                  | 250,000       | 243,875       | 250,049.75    | 1.530% |
|                          | 1,250,000     | 1,243,875     | 1,251,157.25  | 3.54%  |
| Total Cash & Investments | 35,268,272.02 | 35,262,147.02 | Not Available | 2.02%  |

WAM (days) - Total Portfolio  
54.30

I hereby certify that this report is in compliance with the City's Investment Policy as adopted by the City Council on July 10, 2019, and the source of market valuation is obtained from various bank statements, monthly LAIF statement and investment safekeeping account statement with US Bank. The City has the ability to meet its expenditure requirements for the next six months.

*Annie Han* 3/29/2020

Annie Han, City Treasurer



# PMIA/LAIF Performance Report as of 02/29/20



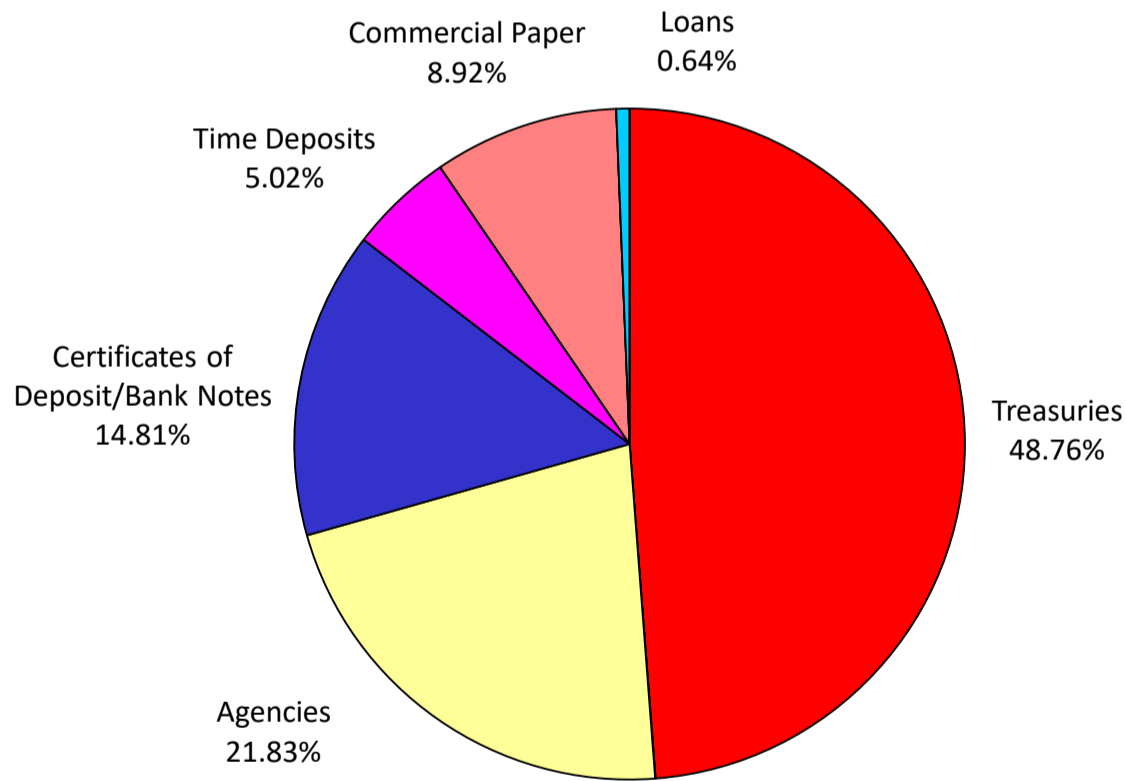
## PMIA Average Monthly Effective Yields<sup>(1)</sup>

|            |              |
|------------|--------------|
| <b>Feb</b> | <b>1.912</b> |
| Jan        | 1.967        |
| Dec        | 2.043        |

## LAIF Quarterly Performance Quarter Ended 12/31/19

|                                     |                   |
|-------------------------------------|-------------------|
| Apportionment Rate <sup>(2)</sup> : | 2.29              |
| Earnings Ratio <sup>(2)</sup> :     | 0.000062500857789 |
| Fair Value Factor <sup>(1)</sup> :  | 1.001770298       |
| Daily <sup>(1)</sup> :              | 2.02%             |
| Quarter to Date <sup>(1)</sup> :    | 2.11%             |
| Average Life <sup>(1)</sup> :       | 226               |

## Pooled Money Investment Account Portfolio Composition <sup>(1)</sup> 02/29/20 \$97.5 billion



Percentages may not total 100% due to rounding

Daily rates are now available here. [View PMIA Daily Rates](#)

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1) and interest earned on the Wildfire Fund loan pursuant to Public Utility Code 3288 (a).

Source:

<sup>(1)</sup> State of California, Office of the Treasurer

<sup>(2)</sup> State of California, Office of the Controller



California State Treasurer  
**Fiona Ma, CPA**



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**POOLED MONEY INVESTMENT ACCOUNT**

## PMIA Average Monthly Effective Yields

|      | Jan    | Feb    | Mar    | Apr    | May    | Jun    | Jul    | Aug    | Sep    | Oct    | Nov    | Dec    |
|------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 1977 | 5.770  | 5.660  | 5.660  | 5.650  | 5.760  | 5.850  | 5.930  | 6.050  | 6.090  | 6.090  | 6.610  | 6.730  |
| 1978 | 6.920  | 7.050  | 7.140  | 7.270  | 7.386  | 7.569  | 7.652  | 7.821  | 7.871  | 8.110  | 8.286  | 8.769  |
| 1979 | 8.777  | 8.904  | 8.820  | 9.082  | 9.046  | 9.224  | 9.202  | 9.528  | 9.259  | 9.814  | 10.223 | 10.218 |
| 1980 | 10.980 | 11.251 | 11.490 | 11.480 | 12.017 | 11.798 | 10.206 | 9.870  | 9.945  | 10.056 | 10.426 | 10.961 |
| 1981 | 10.987 | 11.686 | 11.130 | 11.475 | 12.179 | 11.442 | 12.346 | 12.844 | 12.059 | 12.397 | 11.887 | 11.484 |
| 1982 | 11.683 | 12.044 | 11.835 | 11.773 | 12.270 | 11.994 | 12.235 | 11.909 | 11.151 | 11.111 | 10.704 | 10.401 |
| 1983 | 10.251 | 9.887  | 9.688  | 9.868  | 9.527  | 9.600  | 9.879  | 10.076 | 10.202 | 10.182 | 10.164 | 10.227 |
| 1984 | 10.312 | 10.280 | 10.382 | 10.594 | 10.843 | 11.119 | 11.355 | 11.557 | 11.597 | 11.681 | 11.474 | 11.024 |
| 1985 | 10.579 | 10.289 | 10.118 | 10.025 | 10.180 | 9.743  | 9.656  | 9.417  | 9.572  | 9.482  | 9.488  | 9.371  |
| 1986 | 9.252  | 9.090  | 8.958  | 8.621  | 8.369  | 8.225  | 8.141  | 7.844  | 7.512  | 7.586  | 7.432  | 7.439  |
| 1987 | 7.365  | 7.157  | 7.205  | 7.044  | 7.294  | 7.289  | 7.464  | 7.562  | 7.712  | 7.825  | 8.121  | 8.071  |
| 1988 | 8.078  | 8.050  | 7.945  | 7.940  | 7.815  | 7.929  | 8.089  | 8.245  | 8.341  | 8.397  | 8.467  | 8.563  |
| 1989 | 8.698  | 8.770  | 8.870  | 8.992  | 9.227  | 9.204  | 9.056  | 8.833  | 8.801  | 8.771  | 8.685  | 8.645  |
| 1990 | 8.571  | 8.538  | 8.506  | 8.497  | 8.531  | 8.538  | 8.517  | 8.382  | 8.333  | 8.321  | 8.269  | 8.279  |
| 1991 | 8.164  | 8.002  | 7.775  | 7.666  | 7.374  | 7.169  | 7.098  | 7.072  | 6.859  | 6.719  | 6.591  | 6.318  |
| 1992 | 6.122  | 5.863  | 5.680  | 5.692  | 5.379  | 5.323  | 5.235  | 4.958  | 4.760  | 4.730  | 4.659  | 4.647  |
| 1993 | 4.678  | 4.649  | 4.624  | 4.605  | 4.427  | 4.554  | 4.438  | 4.472  | 4.430  | 4.380  | 4.365  | 4.384  |
| 1994 | 4.359  | 4.176  | 4.248  | 4.333  | 4.434  | 4.623  | 4.823  | 4.989  | 5.106  | 5.243  | 5.380  | 5.528  |
| 1995 | 5.612  | 5.779  | 5.934  | 5.960  | 6.008  | 5.997  | 5.972  | 5.910  | 5.832  | 5.784  | 5.805  | 5.748  |
| 1996 | 5.698  | 5.643  | 5.557  | 5.538  | 5.502  | 5.548  | 5.587  | 5.566  | 5.601  | 5.601  | 5.599  | 5.574  |
| 1997 | 5.583  | 5.575  | 5.580  | 5.612  | 5.634  | 5.667  | 5.679  | 5.690  | 5.707  | 5.705  | 5.715  | 5.744  |
| 1998 | 5.742  | 5.720  | 5.680  | 5.672  | 5.673  | 5.671  | 5.652  | 5.652  | 5.639  | 5.557  | 5.492  | 5.374  |
| 1999 | 5.265  | 5.210  | 5.136  | 5.119  | 5.086  | 5.095  | 5.178  | 5.225  | 5.274  | 5.391  | 5.484  | 5.639  |
| 2000 | 5.760  | 5.824  | 5.851  | 6.014  | 6.190  | 6.349  | 6.443  | 6.505  | 6.502  | 6.517  | 6.538  | 6.535  |
| 2001 | 6.372  | 6.169  | 5.976  | 5.760  | 5.328  | 4.958  | 4.635  | 4.502  | 4.288  | 3.785  | 3.526  | 3.261  |
| 2002 | 3.068  | 2.967  | 2.861  | 2.845  | 2.740  | 2.687  | 2.714  | 2.594  | 2.604  | 2.487  | 2.301  | 2.201  |
| 2003 | 2.103  | 1.945  | 1.904  | 1.858  | 1.769  | 1.697  | 1.653  | 1.632  | 1.635  | 1.596  | 1.572  | 1.545  |
| 2004 | 1.528  | 1.440  | 1.474  | 1.445  | 1.426  | 1.469  | 1.604  | 1.672  | 1.771  | 1.890  | 2.003  | 2.134  |
| 2005 | 2.264  | 2.368  | 2.542  | 2.724  | 2.856  | 2.967  | 3.083  | 3.179  | 3.324  | 3.458  | 3.636  | 3.808  |
| 2006 | 3.955  | 4.043  | 4.142  | 4.305  | 4.563  | 4.700  | 4.849  | 4.946  | 5.023  | 5.098  | 5.125  | 5.129  |
| 2007 | 5.156  | 5.181  | 5.214  | 5.222  | 5.248  | 5.250  | 5.255  | 5.253  | 5.231  | 5.137  | 4.962  | 4.801  |
| 2008 | 4.620  | 4.161  | 3.777  | 3.400  | 3.072  | 2.894  | 2.787  | 2.779  | 2.774  | 2.709  | 2.568  | 2.353  |
| 2009 | 2.046  | 1.869  | 1.822  | 1.607  | 1.530  | 1.377  | 1.035  | 0.925  | 0.750  | 0.646  | 0.611  | 0.569  |
| 2010 | 0.558  | 0.577  | 0.547  | 0.588  | 0.560  | 0.528  | 0.531  | 0.513  | 0.500  | 0.480  | 0.454  | 0.462  |
| 2011 | 0.538  | 0.512  | 0.500  | 0.588  | 0.413  | 0.448  | 0.381  | 0.408  | 0.378  | 0.385  | 0.401  | 0.382  |
| 2012 | 0.385  | 0.389  | 0.383  | 0.367  | 0.363  | 0.358  | 0.363  | 0.377  | 0.348  | 0.340  | 0.324  | 0.326  |
| 2013 | 0.300  | 0.286  | 0.285  | 0.264  | 0.245  | 0.244  | 0.267  | 0.271  | 0.257  | 0.266  | 0.263  | 0.264  |
| 2014 | 0.244  | 0.236  | 0.236  | 0.233  | 0.228  | 0.228  | 0.244  | 0.260  | 0.246  | 0.261  | 0.261  | 0.267  |
| 2015 | 0.262  | 0.266  | 0.278  | 0.283  | 0.290  | 0.299  | 0.320  | 0.330  | 0.337  | 0.357  | 0.374  | 0.400  |
| 2016 | 0.446  | 0.467  | 0.506  | 0.525  | 0.552  | 0.576  | 0.588  | 0.614  | 0.634  | 0.654  | 0.678  | 0.719  |
| 2017 | 0.751  | 0.777  | 0.821  | 0.884  | 0.925  | 0.978  | 1.051  | 1.084  | 1.111  | 1.143  | 1.172  | 1.239  |
| 2018 | 1.350  | 1.412  | 1.524  | 1.661  | 1.755  | 1.854  | 1.944  | 1.998  | 2.063  | 2.144  | 2.208  | 2.291  |
| 2019 | 2.355  | 2.392  | 2.436  | 2.445  | 2.449  | 2.428  | 2.379  | 2.341  | 2.280  | 2.190  | 2.103  | 2.043  |
| 2020 | 1.967  | 1.912  |        |        |        |        |        |        |        |        |        |        |

**Weekly Call Report Certification**  
**Local Agency Security Program**

**Institution:** East West Bank  
**Weekly as of Date:** 2/26/2020

Two authorized officers are required to executed the Weekly Call Report pursuant to CCR§16005.1.1(a).

The authorized signers of East West Bank each declares, for himself or herself alone and not for the other: I hereby verify that I have personal knowledge of the matters set forth in the Weekly Call Report (as of 02/26/2020) submitted pursuant to GC§ 53663(b) and CCR§16005.4.2 to the best of my knowledge and belief, the information contained therein is true and correct.

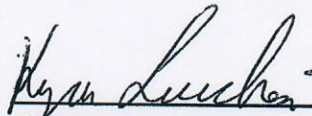


Signature

Date

Henry Kwan, SVP-Deputy Treasurer

Name and Title



Signature

2/28/20

Date

Kyra Lucchesi, SVP-Sr. Corporate Finance Manager

Name and Title

**Weekly Call Report**  
**Local Agency Security Program**  
**California Department of Business Oversight**

Institution Name:  CID #:

Mailing Address:

Weekly Report As of Date:  Submission Date:

|                                    | Pool #1 (x110%) | Pool #2 (x150%) | Pool #3 (x105%)   | Total             |
|------------------------------------|-----------------|-----------------|-------------------|-------------------|
| Total Deposits & Accrued Interest: | \$ -            | \$ -            | \$ 829,632,874.99 | \$ 829,632,874.99 |
| Less: Deposits Subject to Waivers: | \$ -            | \$ -            | \$ 275,684,174.90 | \$ 275,684,174.90 |
| Less: Interest:                    | \$ -            | \$ -            | \$ -              | \$ -              |
| Less: Uncollected Funds:           | \$ -            | \$ -            | \$ -              | \$ -              |
| Less: CDAR Deposits:               | \$ -            | \$ -            | \$ 27,380,112.34  | \$ 27,380,112.34  |
| Less: Other (Specify on Line 17):  | \$ -            | \$ -            | \$ -              | \$ -              |
| Total Secured Deposits:            | \$ -            | \$ -            | \$ 526,568,587.75 | \$ 526,568,587.75 |
| Minimum Collateral Required:       | \$ -            | \$ -            | \$ 552,897,017.14 | \$ 552,897,017.14 |

Agent of Depository:

Market Value of Pledged Securities as of Weekly Report Date:

|  |      |      |                   |                   |
|--|------|------|-------------------|-------------------|
| Excess/Deficiency in Pledged Collateral: | \$ - | \$ - | \$ 650,000,000.00 | \$ 650,000,000.00 |
| Description of Other Deposits:           | \$ - | \$ - | \$ 97,102,982.86  | \$ 97,102,982.86  |

Preparer Name:  Preparer Phone #:   
 Preparer Title:  Preparer Email Address:

Authorizer #1 Name:  Authorizer #1 Title:

Authorizer #2 Name:  Authorizer #2 Title:

LAIF

| Date  | Type of Transaction | Amount | Notes |
|---|---------------------|--------|-------|
| No Investment Transactions During the Month |                     |        |       |

East West Bank Money Market Account

| Date      | Type of Transaction                          | Amount         | Notes  |
|-----------|--|----------------|--|
| 2/12/2020 | Transfer to East West Bank Operating Account | ✓ (300,000.00) | To Cover Operating Expenses for Month of February 2020 |
| 2/20/2020 | Transfer to East West Bank Operating Account | ✓ 900,000.00   | Excess Cash Balance Invested with Money Market Account |

US Bank

| Date      | Type of Transaction                               | Amount     | Notes           |
|-----------|---|------------|-----------------|
| 2/26/2020 | Federal Home Loan Bank Agency Security was called | 500,000.00 | 1.730% Interest |

# Credited to US Bank  
DDA #153499277181

al  
2/29/2020



# City of San Marino

## Staff Report

*Gretchen Shepherd Romey, Mayor  
Ken Ude, Vice Mayor  
Steven W. Huang, DDS, Council Member  
Susan Jakubowski, Council Member  
Steve Talt, Council Member*

TO: Mayor and City Council  
FROM: Marcella Marlowe, Ph.D., City Manager  
BY: Eva Heter, City Clerk  
DATE: April 8, 2020  
**SUBJECT: APPROVAL OF MINUTES**

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### STRATEGIC PLAN CRITICAL SUCCESS FACTORS

- Engaged and Connected Residents
- Efficient, Responsive, and Effective City Services
- Fiscally Responsible and Transparent City Government

### BACKGROUND

The City Council of the City of San Marino, at a Regular Meeting held on Wednesday, April 9, 2014, approved the action minute format for City Council and all advisory board meetings.

### DISCUSSION

Attached for Council consideration are the following City Council minutes:

1. Special meeting of March 11, 2020;
2. Regular meeting of March 11, 2020;
3. Special meeting of March 17, 2020;
4. Special meeting of March 27, 2020.

### FISCAL IMPACT & PROCUREMENT REVIEW

None.

## **LEGAL REVIEW**

The City Attorney has reviewed and approved the staff report as to legal form.

## **RECOMMENDATION**

Staff recommends that the City Council approve the minutes of the special meeting of March 11, 2020, regular meeting of March 11, 2020, special meeting of March 17, 2020, and special meeting of March 27, 2020. If the City Council concurs with staff's recommendation, an appropriate motion would be:

"I move to approve the minutes of the special meeting of March 11, 2020, regular meeting of March 11, 2020, special meeting of March 17, 2020, and special meeting of March 27, 2020."

## **ATTACHMENTS**

1. Minutes of March 11, 2020 (Special meeting)
2. Minutes of March 11, 2020 (Regular meeting)
3. Minutes of March 17, 2020 (Special meeting)
4. Minutes of March 27, 2020 (Special meeting)





**MINUTES  
SPECIAL MEETING  
OF THE SAN MARINO CITY COUNCIL  
WEDNESDAY, MARCH 11, 2020 AT 5:00 P.M.  
EMERGENCY OPERATIONS CENTER (EOC)**

**CALL TO ORDER:** Mayor Shepherd Romey called the special meeting to order at 5:03 p.m. in the Emergency Operations Center (EOC) – 2200 Huntington Drive, San Marino, California 91108.

**PLEDGE OF ALLEGIANCE:** Mayor Shepherd Romey led the Pledge of Allegiance.

**ROLL CALL:**       **PRESENT:** Council Member Huang, Council Member Jakubowski, Council Member Talt, Vice Mayor Ude, and Mayor Shepherd Romey

**ABSENT:** None

**PUBLIC COMMENTS**

The following person(s) spoke:  
None

**CLOSED SESSION**

At 5:04 p.m., the City Council recessed to closed session to discuss the following:

**I. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION  
Government Code Section 54956.9(d)(4)**

The City Council met to decide whether to initiate litigation.  
Number of cases: One (1) case

**2. CONFERENCE WITH LEGAL COUNSEL—POTENTIAL LITIGATION  
Government Code Section 54956.9(d)(2)**

The City Council met with respect to one (1) matter of potential litigation against the City.  
Number of cases: One (1) case

**RECONVENE TO OPEN SESSION**

At 5:39 p.m., the City Council reconvened to open session.

**CLOSED SESSION REPORT**

On Item No. 1: Discussion was held and no reportable action was taken.  
On Item No. 2: Discussion was held and no reportable action was taken.

**ADJOURNMENT**

Mayor Shepherd Romey adjourned the meeting at 5:40 p.m.

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EVA HETER  
CITY CLERK

**MINUTES  
REGULAR MEETING  
OF THE SAN MARINO CITY COUNCIL  
WEDNESDAY, MARCH 11, 2020 AT 6:00 P.M.  
CITY HALL COUNCIL CHAMBERS**

**CALL TO ORDER:** Mayor Shepherd Romey called the regular meeting to order at 6:02 p.m. in the City Hall Council Chambers, located at 2200 Huntington Drive, San Marino, California 91108.

**PLEDGE OF ALLEGIANCE:** Mayor Shepherd Romey led the Pledge of Allegiance.

**ROLL CALL:**       **PRESENT:** Council Member Huang, Council Member Jakubowski, Council Member Talt, Vice Mayor Ude, and Mayor Shepherd Romey

**ABSENT:** None

**PUBLIC COMMENTS**

The following person(s) spoke:  
None

**CEREMONIAL**

**1. ANNOUNCEMENT OF CITY COUNCIL ADJOURNMENT OUT OF RESPECT TO THE MEMORY OF THE LATE MRS. HWEI-CHIH CHENG SUN**

This item was postponed to an undetermined date at the request of the Sun family.

**2. PRESENTATION OF PROCLAMATION RECOGNIZING THE OLD MILL FOUNDATION**

Council Member Jakubowski presented the Proclamation recognizing the Old Mill Foundation.

**ADMINISTRATIVE BUSINESS**

**CITY MANAGER'S REPORT**

City Manager Marcella Marlowe shared items of interest with City Council and the community.

**MOTION TO WAIVE FURTHER READINGS**

Council Member Huang moved, seconded by Council Member Talt, to waive the reading of the entire text of the ordinances or resolutions.

Motion passed by the following vote:

AYES: Council Member Huang, Council Member Jakubowski, Council Member Talt, Vice Mayor Ude, and Mayor Shepherd Romey  
NOES: None  
ABSTAIN: None  
ABSENT: None

**CONSENT**

Mayor Shepherd Romey pulled item no. 8 for public comment.

Council Member Jakubowski moved, seconded by Council Member Huang, to approve items 3, 4, 5, 6, and 7.

Motion passed by the following vote:

AYES: Council Member Huang, Council Member Jakubowski, Council Member Talt, Vice Mayor Ude, and Mayor Shepherd Romey  
NOES: None  
ABSTAIN: None  
ABSENT: None

**3. RECEIVE AND FILE THE DISBURSEMENTS REPORT FOR FEBRUARY 2020**

The City Council received and filed the monthly Disbursements Report for the month of February 2020.

**4. RECEIVE AND FILE THE CASH AND INVESTMENT REPORT FOR THE MONTH OF JANUARY 2020**

The City Council received and filed the Investment Report as of January 2020.

**5. APPROVAL OF MINUTES**

The City Council approved the minutes of the special meeting of February 12, 2020, regular meeting of February 12, 2020, and adjourned meeting of February 28, 2020.

**6. ADOPTION OF RESOLUTION NO. R-20-06, APPROVING THE INSTALLATION OF STOP SIGN CONTROLS ON MISSION STREET ALLEY AT ITS INTERSECTIONS WITH LAS FLORES AVENUE, EUCLID AVENUE, LOS ROBLES AVENUE AND EL MOLINO AVENUE**

The City Council adopted Resolution No. R-20-06, approving the installation of stop signs and related signage, legends and striping on the Mission Street alley at

its intersections with Las Flores Avenue, Euclid Avenue, Los Robles Avenue and El Molino Avenue because of the need to decelerate traffic in the alley when approaching the intersecting through streets and provide positive right of way for those intersecting streets.

**7. AWARD OF A CONSTRUCTION AGREEMENT FOR STREET REHABILITATION PROGRAM PROJECT NO. 19-9271 IN THE AMOUNT OF \$2,109,419 TO ALL AMERICAN ASPHALT OF CORONA**

The City Council approved the plans and specifications for the Street Rehabilitation Program Project No. 19-9271; finding that the Street Rehabilitation Program Project No. 19-9271 is categorically exempt under Sections 15301(c) and 15302 of the California Environmental Quality Act and direct the Director of Planning and Building to file the notice of exemption with the state and County of Los Angeles; awarded a construction agreement to All American Asphalt of Corona for the Street Rehabilitation Program Project No. 19-9271 in an amount not-to-exceed \$2,109,419; and authorized the Parks and Public Works Director to approve contract change orders and other contingencies in a cumulative amount not-to-exceed \$421,900.

**CONSENT CALENDAR ITEMS PULLED FOR DISCUSSION**

**8. ADOPTION OF RESOLUTION NO. R-20-05, DENYING WITHOUT PREJUDICE CONDITIONAL USE PERMIT NO. 19-07 AND DESIGN REVIEW CASE NOS. DRC19-14, DRC19-15, AND DRC19-33 AT 618 ALLEN AVENUE**

The following person spoke:  
Brant Dveirin, Applicant

Council Member Talt moved, seconded by Vice Mayor Ude, to adopt Resolution No. R-20-05, which denies, without prejudice, Design Review No. DRC19-14, Design Review No. DRC19-15, Design Review No. DRC19-33, and Conditional Use Permit No.19-07.

Motion passed by the following vote:

AYES: Council Member Huang, Council Member Jakubowski, Council Member Talt, Vice Mayor Ude, and Mayor Shepherd Romey  
NOES: None  
ABSTAIN: None  
ABSENT: None

**PUBLIC HEARING**

**9. CONDITIONAL USE PERMIT NO. CUP19-8, DESIGN REVIEW NOS. DRC19-16HP AND DRC19-76 - 2404 MISSION ST., (MI/JAMES V. COANE & ASSOCIATES)**

Planning and Building Director Aldo Cervantes presented the staff report.

Mayor Shepherd Romey opened the public hearing.

The following person(s) spoke:

James Coane, Architect, Applicant

Justin Mi, Applicant

Shirley Jagels, Appellant

Eleanor Wu, San Marino

Wesley Reutimann, San Marino

Charles Chien, San Marino

Mayor Shepherd Romey closed the public hearing.

Council Member Jakubowski moved, seconded by Council Member Talt, to deny CUP19-8, Design Review Nos. DRC19-16HP, DRC19-76, without prejudice, with the condition that the application fee will be waived if the reapplication occurs within a year; and direct staff to return at the next regular City Council meeting with a Resolution setting forth the decision and finding of the City Council.

Motion passed by the following vote:

AYES: Council Member Huang, Council Member Jakubowski, Council Member Talt, and Vice Mayor Ude

NOES: Mayor Shepherd Romey

ABSTAIN: None

ABSENT: None

**10. DISCUSSION REGARDING THE 2014 HOUSING ELEMENT ANNUAL PROGRESS REPORT FOR 2019**

Planning and Building Director Aldo Cervantes presented the staff report.

Mayor Shepherd Romey opened the public hearing.

The following person(s) spoke:

None

Mayor Shepherd Romey closed the public hearing.

Council Member Talt moved, seconded by Council Member Huang, to receive and file the 2019 Housing Element Annual Progress Report and authorize staff to file the report with the Office of Planning and Research (OPR) and the State Department of Housing and Community Development (HCD) before the April 1, 2020 deadline.

Motion passed by the following vote:

AYES: Council Member Huang, Council Member Jakubowski, Council Member Talt, Vice Mayor Ude, and Mayor Shepherd Romey  
NOES: None  
ABSTAIN: None  
ABSENT: None

### **NEW BUSINESS**

#### **II. INTRODUCTION FOR FIRST READING ORDINANCE NO. O-20-1361 AMENDING THE SAN MARINO MUNICIPAL CODE RELATING TO PUBLIC SAFETY COMMISSION MEETINGS**

Police Chief Incontro presented the staff report.

The following person(s) spoke:  
None

Council Member Jakubowski moved, seconded by Council Member Huang, to waive full reading and introduce for first reading by title only Ordinance No. O-20-1361, an Ordinance of the City of San Marino amending Section 02.14.06 (Meetings) of Article 14 (Public Safety Commission) of Chapter 2 (Administration) of the San Marino Municipal Code by changing the Public Safety Commission meeting day and location.

Motion passed by the following vote:

AYES: Council Member Huang, Council Member Jakubowski, Council Member Talt, Vice Mayor Ude, and Mayor Shepherd Romey  
NOES: None  
ABSTAIN: None  
ABSENT: None

### **WRITTEN COMMUNICATIONS OR PUBLIC WRITINGS DISTRIBUTED**

City Clerk Eva Heter announced the written communication that was distributed for the meeting.

**COUNCIL REPORTS**

None

**CITY COUNCIL CALENDAR**

None

**PUBLIC COMMENTS**

The following person spoke:  
Gene Ruckh, San Marino

**ADJOURNMENT**

Mayor Shepherd Romey adjourned the meeting at 8:32 PM to **FRIDAY, March 27, 2020, AT 8:30 A.M.** in the Barth Room at the Crowell Public Library, 1890 Huntington Drive, San Marino, California 91108.

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EVA HETER  
CITY CLERK



**MINUTES  
SPECIAL MEETING  
OF THE SAN MARINO CITY COUNCIL  
TUESDAY, MARCH 17, 2020 AT 1:00 P.M.  
CROWELL PUBLIC LIBRARY – BARTH ROOM**

**CALL TO ORDER:** Mayor Shepherd Romey called the special meeting to order at 1:04 p.m. in the Crowell Public Library – Barth Room, 1890 Huntington Drive, San Marino, CA 91108

**PLEDGE OF ALLEGIANCE:** Mayor Shepherd Romey led the Pledge of Allegiance.

**ROLL CALL:**       **PRESENT:** Council Member Huang, Council Member Jakubowski, Council Member Talt, Vice Mayor Ude, and Mayor Shepherd Romey

**ABSENT:** None

**PUBLIC COMMENTS**

The following person(s) spoke:

None

**NEW BUSINESS**

**I. CONSIDERATION OF RESOLUTION NO. R-20-09, PROCLAIMING THE EXISTENCE OF A LOCAL EMERGENCY CONCERNING THE COVID-19 VIRUS**

City Manager Marcella Marlowe presented the staff report.

Mayor Shepherd Romey recessed the meeting at 2:00 p.m., and reconvened the meeting at 2:09 p.m.

Council Member Huang moved, seconded by Vice Mayor Ude, to adopt, as amended, Resolution No. R-20-09, a Resolution of the City Council of the City of San Marino, Proclaiming the Existence of a Local Emergency Concerning the COVID-19 Virus.

Motion passed by the following vote:

**AYES:**            Council Member Huang, Council Member Jakubowski, Council Member Talt, Vice Mayor Ude, and Mayor Shepherd Romey

**NOES:**           None

**ABSTAIN:**       None

**ABSENT:**        None

**ADJOURNMENT**

Mayor Shepherd Romey adjourned the meeting at 2:20 p.m.

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EVA HETER  
CITY CLERK

**MINUTES  
SPECIAL MEETING  
OF THE SAN MARINO CITY COUNCIL  
FRIDAY, MARCH 27, 2020 AT 8:30 A.M.  
SAN MARINO CENTER**

**CALL TO ORDER:** Mayor Shepherd Romey called the special meeting to order at 8:30 a.m. in the San Marino Center – 1890 Huntington Drive, San Marino, California 91108.

**PLEDGE OF ALLEGIANCE:** Mayor Shepherd Romey led the Pledge of Allegiance.

**ROLL CALL:**       **PRESENT:** Council Member Huang, Council Member Jakubowski (Attending via Teleconference), Council Member Talt, Vice Mayor Ude (Attending via Teleconference), and Mayor Shepherd Romey

**ABSENT:** None

**PUBLIC COMMENTS**

The following person(s) spoke:

None

**NEW BUSINESS**

**I. RECEIVE AND FILE THE 2020 VEHICLE AND EQUIPMENT FLEET REVIEW AND UTILIZATION STUDY AND CONSIDER THE RECOMMENDATIONS THEREIN**

Parks and Public Works Director Michael Throne presented the staff report.

Council Member Talt moved, seconded by Council Member Huang, to receive and file the 2020 fleet review and utilization study performed by Management Partners and consider the recommendations made therein during the development of the FY 2020-21 capital equipment expenditure plan.

Motion passed by the following vote:

**AYES:**            Council Member Huang, Council Member Jakubowski, Council Member Talt, Vice Mayor Ude, and Mayor Shepherd Romey

**NOES:**           None

**ABSTAIN:**       None

**ABSENT:**       None

Mayor Shepherd Romey recessed the meeting at 9:32 a.m., and reconvened the meeting at 9:42 a.m.

**2. REVIEW OF DRAFT FY 2020-21 CAPITAL EQUIPMENT AND IMPROVEMENT BUDGET AND 5-YEAR CAPITAL PLAN**

City Manager Marcella Marlowe and Finance Director Paul Chung provided an overview of the Capital Equipment and Improvement budget. Parks and Public Works Director/Engineer Michael Throne provided the staff report.

The following person spoke:  
Liz Hollingsworth, San Marino (Teleconference)

Vice Mayor Ude moved, seconded by Council Member Jakubowski, to postpone the item for thirty days.

Motion did not pass by the following vote:

AYES: Council Member Jakubowski and Vice Mayor Ude  
NOES: Council Member Huang, Council Member Talt, and Mayor Shepherd Romey  
ABSTAIN: None  
ABSENT: None

Mayor Shepherd Romey recessed the meeting at 12:17 p.m., and reconvened the meeting at 12:22 p.m.

Mayor Shepherd Romey recessed the meeting at 2:36 p.m., and reconvened the meeting at 2:46 p.m.

The City Council reviewed the FY 2020-2021 Capital Equipment and Improvement Budget and provided direction to staff.

**WRITTEN COMMUNICATIONS OR PUBLIC WRITINGS DISTRIBUTED**

None

**PUBLIC COMMENTS**

None

**ADJOURNMENT**

Mayor Shepherd Romey adjourned the meeting at 3:22 p.m.

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EVA HETER  
CITY CLERK



# City of San Marino

## Staff Report

*Gretchen Shepherd Romey, Mayor  
Ken Ude, Vice Mayor  
Steven W. Huang, DDS, Council Member  
Susan Jakubowski, Council Member  
Steve Talt Council Member*

TO: Mayor and City Council  
FROM: Marcella Marlowe, Ph.D., City Manager  
BY: John Incontro, Chief of Police  
DATE: April 8, 2020

**SUBJECT: SECOND READING AND ADOPTION OF ORDINANCE NO. O-20-1361 AMENDING THE SAN MARINO MUNICIPAL CODE RELATING TO PUBLIC SAFETY COMMISSION MEETINGS**

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### STRATEGIC PLAN CRITICAL SUCCESS FACTORS

- Efficient, Responsive, and Effective City Services
- Safe Community
- Fiscally Responsible and Transparent City Government

### BACKGROUND

At the March 11, 2020 meeting, City Council made a motion to waive full reading and introduce the 1<sup>st</sup> Reading of Ordinance No. O-20-1361, an Ordinance of the City of San Marino amending Section 02.14.06 (Meetings) of Article 14 (Public Safety Commission) of Chapter 2 (Administration) of the San Marino Municipal Code by Changing the Public Safety Commission Meeting Day and Location.

### DISCUSSION

In 2018, the City Council adopted Ordinance No. 19-18-1334 creating the Public Safety Commission (PSC). The existing Ordinance 18-1334 under section 02.14.06 states that the Public Safety Commission meet each third Monday of the month. In April, 2019 at a joint City Council and PSC meeting it was recommended that the PSC meetings be changed to the first Monday of each month at 7:00 P.M. in the Barth Room of the Crowell Public Library.

The intent of the Public Safety Commission is to allow for additional time to prepare, review, and including relevant issues on their agenda each month. The change of day and location will provide the PSC with additional time to provide recommendations to the City Council and convene the

meetings in a venue that will allow the community to actively engage and participate with issues affecting their community.

## **FISCAL IMPACT & PROCUREMENT REVIEW**

None.

## **LEGAL REVIEW**

The City Attorney has reviewed and approved the staff report and the Ordinance as to form.

## **RECOMMENDATION**

It is the recommendation of Staff that the City Council adopt Ordinance No. O-20-1361. If the City Council concurs with Staff's recommendation, an appropriate motion would be:

"I move to read by title only, waive further reading and adopt Ordinance No. O-20-1361, an Ordinance of the City of San Marino amending Section 02.14.06 (Meetings) of Article 14 (Public Safety Commission) of Chapter 2 (Administration) of the San Marino Municipal Code by Changing the Public Safety Commission Meeting Day and Location."

## **ATTACHMENTS**

1. Proposed Ordinance No. O-20-1361
2. Current Ordinance



ATTACHMENT 1

**ORDINANCE NO. O-20-1361**

**AN ORDINANCE OF THE CITY OF SAN MARINO AMENDING SECTION 02.14.06 (MEETINGS) OF ARTICLE 14 (PUBLIC SAFETY COMMISSION) OF CHAPTER 2 (ADMINISTRATION) OF THE SAN MARINO MUNICIPAL CODE BY CHANGING THE PUBLIC SAFETY COMMISSION MEETING DAY AND LOCATION**

**THE CITY COUNCIL OF THE CITY OF SAN MARINO DOES ORDAIN AS FOLLOWS:**

Section 1. Section 02.14.06 (Meetings) of Article 14 (Public Safety Commission) of Chapter 2 (Administration) of the San Marino Municipal Code is hereby amended to read as follows:

“The Public Safety Commission shall meet on the first Monday of each and every calendar month at the hour of seven o'clock (7:00) P.M. in the Barth Room of the Crowell Library.”

Section 2. Severability. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of any competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance, and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of the Ordinance would be subsequently declared invalid or unconstitutional.

Section 3. The Mayor shall sign and the City Clerk shall attest to the adoption of this Ordinance and shall cause the same to be published as required by law.

**PASSED, APPROVED, AND ADOPTED this \_\_\_ day of \_\_\_\_\_, 2020.**

\_\_\_\_\_  
GRETCHEN SHEPHERD ROMNEY, MAYOR

ATTEST:

\_\_\_\_\_  
EVA HETER, CITY CLERK

APPROVED AS TO FORM:

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STEPHANIE CAO  
CITY ATTORNEY

STATE OF CALIFORNIA            )  
COUNTY OF LOS ANGELES    )        ss  
CITY OF SAN MARINO            )

I HEREBY CERTIFY that the foregoing City of San Marino Ordinance No. O-20-1361 was introduced and read by title at a Regular Meeting of the San Marino City Council held on the 11th day of March, 2020, and was adopted on second reading at an regular meeting of the City Council held on the 8th day of April, 2020 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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EVA HETER  
CITY CLERK



**Article 14**

**PUBLIC SAFETY COMMISSION**

**02.14.01: CREATION AND COMPOSITION:**

There is hereby created the Public Safety Commission, which shall consist of five (5) members and one alternate. Each member shall be an elector of the City. (Ord. 0-18-1334, 2-14-2018, eff. 3-16-2018)

**02.14.02: APPOINTMENT AND TERM:**

Members and the alternate member of the Public Safety Commission shall be appointed by the Mayor with the approval of the Council.

Members and the alternate member of the commission shall serve terms of four (4) years, with terms commencing July 1 of the year of appointment; except, that of the Commissioners first appointed, two (2) members and the alternate member shall serve terms of two (2) years and three (3) members shall serve terms of four (4) years. Thereafter, all Commissioners shall serve a term of four (4) years and until a successor has been appointed.

The City Council may remove any member of the commission at any time. Vacancies shall be filled by appointment for the unexpired portion of the remaining time in the same manner as the original appointment.

No Commissioner may serve more than two (2) consecutive terms; however, after waiting a period of at least two (2) years following the end of the second term, a Commissioner may be reappointed to not more than two (2) additional consecutive terms.

No member serving on the Public Safety Commission shall be permitted more than two (2) excused absences per fiscal year. No unexcused absences are allowed. (Ord. 0-18-1334, 2-14-2018, eff. 3-16-2018)

**02.14.03: VACANCIES:**

Vacancies to the Public Safety Commission shall be filled by appointment of the Mayor with the approval of the Council, after complying with any waiting period required by law. Appointment to fill a vacancy shall be for the remainder of the unexpired term. (Ord. 0-18-1334, 2-14-2018, eff. 3-16-2018)

**02.14.04: CHAIRPERSON AND VICE CHAIRPERSON:**

The members of the Public Safety Commission shall select a Chairperson and a Vice Chairperson from among its members as established by City Council resolution. (Ord. 0-18-1334, 2-14-2018, eff. 3-16-2018)

**02.14.05: COMPENSATION AND EXPENSES:**

Members of the Public Safety Commission shall serve without compensation.

Expenses of members of the commission in attendance at meetings related to their duties as members of the Public Safety Commission shall be paid for by the City when such attendance is approved by the Council. (Ord. 0-18-1334, 2-14-2018, eff. 3-16-2018)

**02.14.06: MEETINGS:**

The Public Safety Commission shall meet on the third Monday of each and every calendar month at the hour of seven o'clock (7:00) P.M. in the Council Chamber of the City Hall. (Ord. 0-18-1334, 2-14-2018, eff. 3-16-2018)

**02.14.07: SECRETARY TO COMMISSION; RECORDS:**

The Police Chief shall be the Secretary of the commission. All proceedings and actions by the commission shall be public records, and the Secretary shall record and preserve them.

All officers, departments and department heads of the City shall cooperate and render all reasonable and necessary assistance to the Public Safety Commission. (Ord. 0- 8-1334, 2-14-2018, eff. 3-16-2018)

**02.14.08: ADVISORY BOARD TO THE CITY COUNCIL:**

The Public Safety Commission shall act solely as an advisory board to the City Council and an advocate for public safety and traffic services with respect to matters relating to public safety, including understanding police and fire operations, crime prevention, emergency preparedness, traffic and transportation, and any other matters which may be assigned to it from time to time by the City Council, and shall study and make recommendations as to such matters directly to the City Council in an advisory capacity. Unless expressly authorized by the City Council, the commission shall not represent itself to be acting for or on behalf of the City Council, nor shall it commit the officers, employees, or staff of the City in any manner or to any course of action. To the contrary, the commission shall act as a study center and clearinghouse for advisory action to the City Council. (Ord. 0-18-1334, 2-14-2018, eff. 3-16-2018)



# City of San Marino

## Staff Report

*Gretchen Shepherd Romey, Mayor  
Ken Ude, Vice Mayor  
Steven W. Huang, DDS, Council Member  
Susan Jakubowski, Council Member  
Steve Talt, Council Member*

TO: Mayor and City Council

FROM: Marcella Marlowe, Ph.D., City Manager

BY: Michael Throne, PE, Parks and Public Works Director/City Engineer  
Jacqueline Ruiz, Management Analyst

DATE: April 8, 2020

**SUBJECT: ADOPTION OF RESOLUTION NO. R-20-11, ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2020-21 FUNDED BY SB I, THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017**

### STRATEGIC PLAN CRITICAL SUCCESS FACTORS

- Well-Maintained Infrastructure
- Fiscally Responsible and Transparent City Government

### BACKGROUND

Senate Bill I (SB I), the Road Repair and Accountability Act of 2017, is a multi-layer tax initiative meant to generate revenue for infrastructure repairs and improvements. In order to qualify for potential SB I funding, the City Council is asked to approve a resolution and an accompanying list of projects that would be eligible for funding. Additionally, should the City receive funding, the City is required to seek public input when creating a project list as well as utilizing a pavement management system to ensure efficiency and cost effectiveness.

### DISCUSSION

All streets in San Marino are eligible for Fiscal Year 2020-21 SB I funding and the Department will be using the publicly-adopted 2018 San Marino pavement management plan to select those streets (Attachment 3). The streets included in the map (Attachment 3) are not an approved list; rather it is a guiding document.

### FISCAL IMPACT & PROCUREMENT REVIEW

Approval of this resolution would qualify the locations specified by the City for \$252,177 in SB I funding for Fiscal Year 2020-21. The funding would supplement revenue provided by Capital

Improvement Fund 394, and depending on the street segment listed above, could constitute up to 100 percent of the total construction cost for certain street segments.

## **LEGAL REVIEW**

The City Attorney reviewed the staff report and approved it to legal form.

## **RECOMMENDATION**

Staff recommends the City Council approve Resolution No. R-20-11, adopting a list of fiscal year 2020-21 SB I projects. If the City Council concurs with staff's recommendation, an appropriate motion would be:

"I move to approve Resolution No. R-20-11 adopting a list of Fiscal Year 2020-21 projects to be funded by SB I Road Maintenance and Rehabilitation Account Funds."

## **ATTACHMENTS**

1. Resolution R-20-11
2. Local Streets and Roads-Projected Revenues
3. Street Pavement Locations



**RESOLUTION NO. R-20-11****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN MARINO, CALIFORNIA, ADOPTING A LIST OF  
PROJECTS FOR FISCAL YEAR 2020-21 FUNDED BY  
SB 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017**

**WHEREAS**, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 to address the significant multi-modal transportation funding shortfalls statewide; and

**WHEREAS**, SB 1 includes accountability and transparency provisions that will ensure the residents of our City are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

**WHEREAS**, the City must adopt by resolution a list of projects proposed to receive fiscal year funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

**WHEREAS**, the City, will receive an estimated \$252,177 in RMRA funding in Fiscal Year 2020-21 from SB 1; and

**WHEREAS**, this is the third year in which the City is receiving SB 1 funding and will enable the City to continue essential road maintenance and rehabilitation projects, safety improvements, repairing and replacing aging bridges, and increasing access and mobility options for the traveling public that would not have otherwise been possible without SB 1; and

**WHEREAS**, the City has conducted a robust public process to ensure public input into our community's transportation priorities/the project list, including approval of this resolution at the City Council meeting held on April 8, 2020; and

**WHEREAS**, the City used a Pavement Management System to develop the SB 1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the communities priorities for transportation investment; and

**WHEREAS**, the funding from SB 1 will help the City reconstruct, maintain and rehabilitate streets and roads throughout the City this year and similar projects into the future; and

**WHEREAS**, the 2018 California Statewide Local Streets and Roads Needs Assessment found that the City's streets and roads are in good condition and this revenue will help us increase the overall quality of our road system and over the next decade will bring our streets and roads into an excellent condition; and

**WHEREAS**, the SB 1 project list and overall investment in our local street and road infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials and practices, will have significant positive co-benefits statewide.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN MARINO, CALIFORNIA, DOES HEREBY FIND, DETERMINE, AND RESOLVE AS FOLLOWS:**

**SECTION 1.** The recitals set forth above are true and correct and incorporated herein as if set forth in full.

**SECTION 2.** The following list of newly proposed projects will be funded in-part or solely with Fiscal Year 2020-21 Road Maintenance and Rehabilitation Account revenues:

**A. Local Street Rehabilitation Project 20-9271; 20-year estimated useful life; to be constructed in 2021**

**SECTION 3.** The following previously proposed and adopted projects may also utilize Fiscal Year 2020-21 Road Maintenance and Rehabilitation Account revenues in their delivery. With the relisting of these projects in the adopted fiscal year resolution, the City is reaffirming to the public and the State our intent to fund these projects with Road Maintenance and Rehabilitation Account revenues:

A. Huntington Drive street rehabilitation; deep mill and fill with spot reconstruction; 20 year estimates useful life; to be constructed in 2021.

**SECTION 4.** The City Clerk shall certify to the adoption of the resolution and shall cause a certified resolution to be filed in the book of original resolutions.

**PASSED, APPROVED, AND ADOPTED, at a Regular Meeting of the City Council of San Marino, State of California this 8th day of April 2020.**

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GRETCHEN SHEPHERD ROMNEY, MAYOR  
CITY OF SAN MARINO

ATTEST:

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EVA HETER, CITY CLERK  
CITY OF SAN MARINO

STATE OF CALIFORNIA            )  
COUNTY OF LOS ANGELES       ) ss.  
CITY OF SAN MARINO            )

I, Eva Heter, City Clerk of the City of San Marino, California, hereby certify that Resolution No. R-20-11 was adopted by the City Council of the City of San Marino at a Regular Meeting held on the 8th day of April, 2020, and that the same was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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EVA HETER, CITY CLERK  
CITY OF SAN MARINO

# Local Streets and Roads - Projected Revenues

Estimated January 2020

|                                    | 2019-20                  |                        |                          |             | 2020-21                  |                          |             |
|------------------------------------|--------------------------|------------------------|--------------------------|-------------|--------------------------|--------------------------|-------------|
|                                    | Hwy Users Tax<br>Account | TCRF Loan<br>Repayment | Road Mntnc<br>Rehab Acct | TOTAL       | Hwy Users Tax<br>Account | Road Mntnc<br>Rehab Acct | TOTAL       |
| SAN FERNANDO                       | 604,590                  | 28,013                 | 459,067                  | 1,091,670   | 625,285                  | 470,622                  | 1,095,908   |
| SAN GABRIEL                        | 993,714                  | 46,293                 | 758,626                  | 1,798,633   | 1,027,914                | 777,722                  | 1,805,637   |
| SAN MARINO                         | 326,511                  | 15,011                 | 245,985                  | 587,506     | 337,600                  | 252,177                  | 589,777     |
| SANTA CLARITA                      | 5,220,894                | 245,196                | 4,018,132                | 9,484,221   | 5,402,038                | 4,119,277                | 9,521,315   |
| SANTA FE SPRINGS                   | 444,688                  | 20,529                 | 336,424                  | 801,641     | 459,855                  | 344,893                  | 804,747     |
| SANTA MONICA                       | 2,246,354                | 105,219                | 1,724,273                | 4,075,846   | 2,324,087                | 1,767,676                | 4,091,764   |
| SIERRA MADRE                       | 273,591                  | 12,518                 | 205,141                  | 491,251     | 282,839                  | 210,305                  | 493,144     |
| SIGNAL HILL                        | 289,345                  | 13,260                 | 217,300                  | 519,906     | 299,142                  | 222,770                  | 521,912     |
| SOUTH EL MONTE                     | 518,061                  | 23,938                 | 392,283                  | 934,282     | 535,746                  | 402,158                  | 937,904     |
| SOUTH GATE                         | 2,322,356                | 108,799                | 1,782,932                | 4,214,086   | 2,402,733                | 1,827,812                | 4,230,545   |
| SOUTH PASADENA                     | 637,265                  | 29,505                 | 483,514                  | 1,150,284   | 659,063                  | 495,685                  | 1,154,748   |
| TEMPLE CITY                        | 884,032                  | 41,127                 | 673,972                  | 1,599,131   | 914,416                  | 690,937                  | 1,605,353   |
| TORRANCE                           | 3,548,832                | 166,445                | 2,727,613                | 6,442,890   | 3,671,797                | 2,796,273                | 6,468,070   |
| VERNON                             | 12,985                   | 338                    | 5,545                    | 18,869      | 13,235                   | 5,685                    | 18,920      |
| WALNUT                             | 740,049                  | 34,346                 | 562,844                  | 1,337,239   | 765,423                  | 577,012                  | 1,342,435   |
| WEST COVINA                        | 2,595,517                | 121,546                | 1,991,831                | 4,708,894   | 2,685,312                | 2,041,970                | 4,727,281   |
| WEST HOLLYWOOD                     | 885,870                  | 41,214                 | 675,391                  | 1,602,475   | 916,318                  | 692,392                  | 1,608,709   |
| WESTLAKE VILLAGE                   | 206,782                  | 9,419                  | 154,349                  | 370,549     | 213,740                  | 158,234                  | 371,974     |
| WHITTIER                           | 2,101,536                | 98,398                 | 1,612,500                | 3,812,434   | 2,174,230                | 1,653,090                | 3,827,320   |
| County of Los Angeles              | 152,857,941              | 6,954,658              | 97,548,164               | 257,360,763 | 161,300,317              | 101,355,422              | 262,655,739 |
| Total Cities & County: Los Angeles | 373,560,781              | 17,303,755             | 267,143,505              | 658,008,041 | 389,648,794              | 275,219,835              | 664,868,628 |

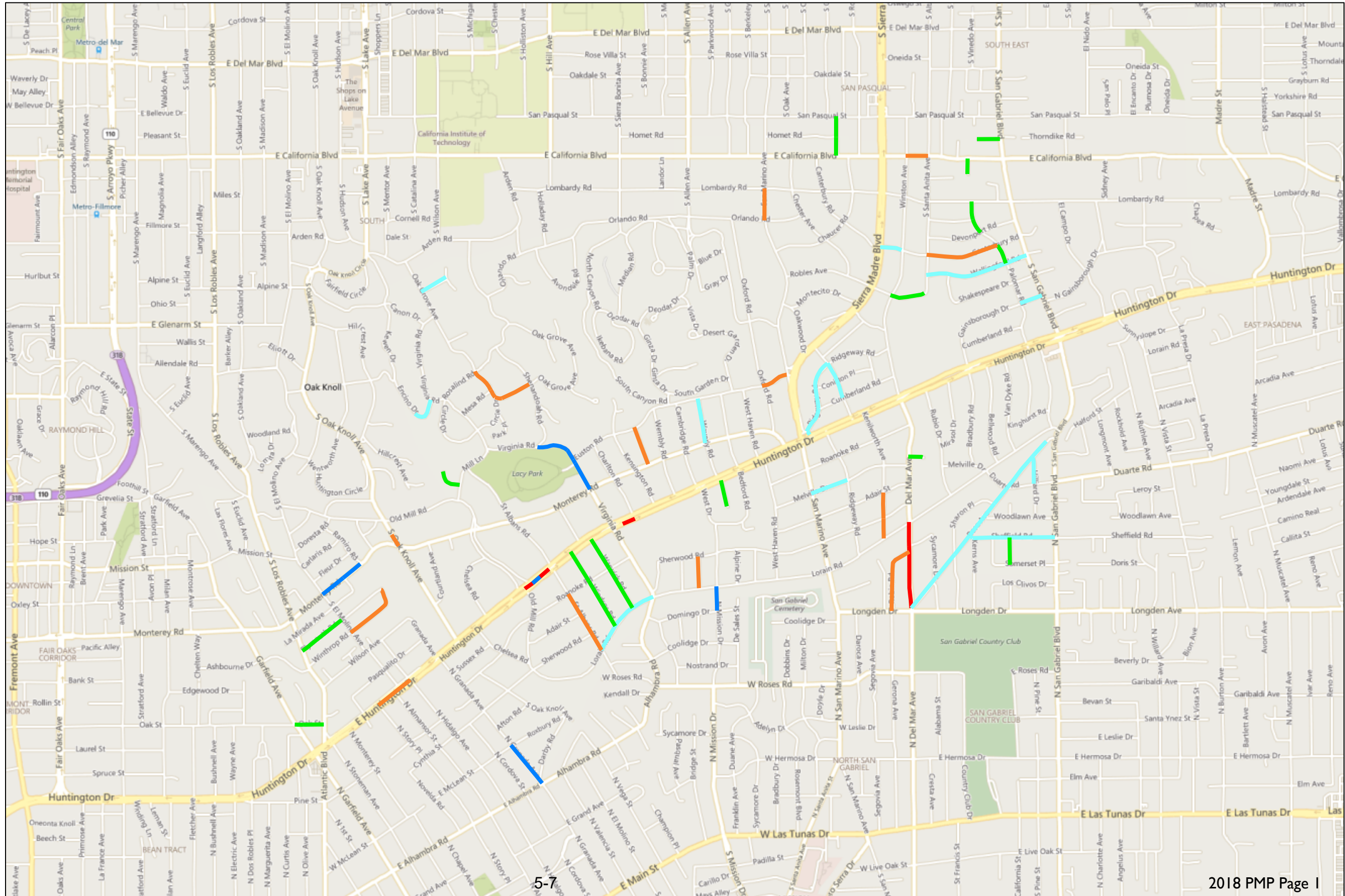




# Scenario Treatments

## 1. Improve PCI to 75 - Network - 2021 Project Period - Printed: 4/25/2018

- Feature Legend**
- RECONSTRUCT SURFACE (AC)
  - SEAL CRACKS
  - SLURRY SEAL
  - THICK AC OVERLAY W/ DIGOUTS
  - THIN AC OVERLAY
  - THIN AC OVERLAY W/ DIGOUTS



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## Staff Report

*Gretchen Shepherd Romey, Mayor*

*Ken Ude, Vice Mayor*

*Steven W. Huang, DDS, Council Member*

*Susan Jakubowski, Council Member*

*Steve Talt, Council Member*

TO: Mayor and City Council

FROM: Marcella Marlowe, Ph.D., City Manager

BY: City Attorney's Office

DATE: April 8, 2020

**SUBJECT: RESOLUTION DENYING WITHOUT PREJUDICE CONDITIONAL USE PERMIT NO. 19-8 AND DESIGN REVIEW CASE NOS. DRC19-16HP AND DRC19-76 AT 2404 MISSION STREET, AND DIRECTING THE WAIVER OF ADDITIONAL APPLICATION FEES FOR ONE YEAR**

### STRATEGIC PLAN CRITICAL SUCCESS FACTORS

- Engaged and Connected Residents
- Efficient, Responsive, and Effective City Services
- Safe Community
- Fiscally Responsible and Transparent City Government
- Beautiful, Preserved, Single-Family Neighborhoods

### BACKGROUND

On February 12, 2020, the City Council conducted the de novo public hearing regarding the applications for Design Review and Conditional Use Permit submitted by Justin Mi, the owner of the property located at 2404 Mission Street ("the Property"), for approval to construct a new two-story residence with an attached two-car garage, a detached storage structure and front yard fencing (collectively, the "Project").

Upon receiving and considering the staff report, the oral and written testimony that was presented by the parties, including the appellant and the applicant, and the public, the City Council voted 4-1 to deny the Project and directed the City Attorney's office to present a resolution for City Council consideration that denies Design Review Case Nos. DRC19-16HP AND DRC19-76 and Conditional Use Permit No. 19-8 for the reasons stated by the City Council. The Council further directed that the denial is without prejudice to the applicant's ability to file a new application to develop the Property within one year of the date of adoption of this resolution,

and that the payment of new application and conditional use permit fees shall be waived, provided that the applicant file new applications to develop the Property within one year.

## **DISCUSSION**

As is further discussed in the proposed resolution, on March 11, 2020, the City Council conducted the de novo public hearing and received and considered the staff report, the oral and written testimony that was presented by the parties, including the appellant and the applicant, and the public. The City Council found that the design of the proposed house for the Project is not compatible with the neighborhood and does not comply with the City's Residential Design Guidelines.

Consequently, the City Council denied DRC19-16HP and DRC19-76 and Conditional Use Permit No. 19-8. The proposed resolution memorializes the City Council's decision.

## **FISCAL IMPACT & PROCUREMENT REVIEW**

There will be no fiscal impact as a result of this recommendation.

## **LEGAL REVIEW**

The City Attorney's office has reviewed and approved the staff report and proposed resolution.

## **RECOMMENDATION**

Based on the City Council's direction at the March 11, 2020 meeting, staff recommends the City Council adopt Resolution No. R-20-10, attached as Attachment I, which denies, without prejudice, Design Review No. DRC19-16HP and DRC19-76, and Conditional Use Permit No. 19-8; and directs the waiver of new application and conditional use permit fees for one year.

If the City Council concurs with staff's recommendation, an appropriate motion would be:

"I move to adopt Resolution No. R-20-10, which denies, without prejudice, Design Review No. DRC19-16HP and DRC19-76, and Conditional Use Permit No. 19-8; and waives new application and conditional use permit fees for one year."

## **ATTACHMENTS**

I. Resolution No. R-20-10

**RESOLUTION NO. R-20-10**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN MARINO, CALIFORNIA, DENYING WITHOUT PREJUDICE CONDITIONAL USE PERMIT CASE NO. CUP19-8, DESIGN REVIEW CASE NOS. DRC19-16HP AND DRC19-76, A REQUEST TO CONSTRUCT A TWO-STORY RESIDENCE WITH AN ATTACHED TWO-CAR GARAGE, A DETACHED STORAGE STRUCTURE AND FRONT YARD FENCING ON A PROPERTY ZONED C-1, GENERAL COMMERCIAL, LOCATED AT 2404 MISSION STREET, AND DIRECTING THE WAIVER OF APPLICATION FEES FOR ONE YEAR**

**WHEREAS**, on February 21, 2019, an application for a Conditional Use Permit and Design Review actions was submitted to the City of San Marino by Justin Mi, the owner of the property located at 2404 Mission Street (the “Property”), which is zoned C-1, General Commercial. The applicant requested to construct a two-story residence with an attached two-car garage, a detached storage structure and front yard fencing at 2404 Mission Street. The application required one conditional use permit and two design review actions pursuant to San Marino Municipal Code Sections 23.03.01(C), 23.15.03(B), and 23.15.03(F) (collectively, the “Project”).

**WHEREAS**, the Planning Commission conducted duly noticed public hearings on the Project on September 25, 2019, and then subsequently on October 23, 2019, during which time the Project was redesigned. With a 3-2 vote, the Project was approved at the October 23, 2019 Planning Commission meeting.

**WHEREAS**, on November 1, 2019, Shirley Jagels, on behalf of San Marino Heritage, filed a timely appeal of the Planning Commission’s approval of Conditional Use Permit No. CUP19-8, Design Review Nos. DRC19-16HP and DRC19-76. The appellant expresses concern with the integrity of the staff report, inadequate public notification, and an oversight of the property as a potential historic resource.

**WHEREAS**, on November 26, 2019, the Planning Commission adopted Resolution No. PCR 19-25 regarding the Project.

**WHEREAS**, at the February 12, 2020 City Council Meeting, the City Council voted to instruct the City Clerk to set a public hearing within 40 days to hear and decide all of the applications for the Project de novo.

**WHEREAS**, on March 11, 2020, the City Council opened the public hearing and received and considered the staff report, the oral and written testimony that was presented by the parties, including the appellant and the applicant, and the public.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN MARINO, CALIFORNIA, DOES HEREBY FIND, DETERMINE, AND RESOLVE AS FOLLOWS:**

**SECTION 1.** Each of the recitals set forth above is true and correct and is incorporated into the City Council's determination on the application.

**SECTION 2.** The applicant contends that the Housing Accountability Act ("HAA"), codified in Government Code Section 65589.5, applies to the Project and restricts the City's actions. This contention is without merit because the HAA defines "housing development project" to mean: "a use consisting of any of the following: (A) Residential units only. (B) Mixed-use developments consisting of residential and nonresidential uses with at least two-thirds of the square footage designated for residential use. (C) Transitional housing or supportive housing." Gov. Code § 65589.5(h)(2). The Project application is for an individual, single-family home, which does not fall under any of the foregoing definitions. Therefore, the HAA does not apply to the Project application.

**SECTION 3.** The Property is zoned C-1, General Commercial, and is located on the south side of Mission Street, west of Euclid Avenue. The site is on a commercial corridor with general commercial uses to the north and west, and residential uses are located to the east. The current nonconforming residential use of the Property was approved by City Council in 1940. The Property contains 12,405 square feet of land area and is developed with a single-story residence, a detached garage, and freestanding storage structures. The current building footprint has generally remained the same since original construction in 1940.

**SECTION 4.** The design of the proposed house is not compatible with the neighborhood and does not comply with the City's Residential Design Guidelines for the following reasons:

a. The architecture of the proposed house does not reflect the design features of other homes in the neighborhood and is not compatible with the existing homes in the neighborhood. The proposed house increases the livable area from 12.5% to 32%, which is almost triple the size of the current house. The ridge line of the proposed roof would dwarf the adjacent home located at 2410 Mission Street. Further, there are additional massing issues due to the following proposed elements of the Project: wood shingles on the side of the proposed house that would cause a bulky look of the house; a parking area for two cars on the Property that would be tucked into the side of the proposed home; outdoor storage that goes directly into a staircase of the proposed house; a wrap-around porch; a garage that is located on the bottom floor of the structure; and an increased property plate height of approximately 2.5 feet when compared to the street sidewalk. All of the foregoing elements of the proposed house cause massing issues that are not compatible with the neighboring properties.

b. The proposed house is designed for a livable area of 3,975 square feet, which is more than two-times larger than the current home at the Property. The proposed house is also incompatible with the adjacent residential development in the nearest residential district (District VII) because the proposed house is at least 25% larger than any of the homes in that district. The two homes that are directly next door to the Property, 2410 Mission Street and 2402 Mission Street are 2,096 square feet and 3,257 square feet in size, respectively. Moreover, when compared with

the commercial properties in the legal neighborhood, other than one office building that is two stories in height, all other commercial structures are one story in height.

c. Based on the foregoing, the City Council hereby finds that the proposed house is not compatible with the existing homes and properties in the neighborhood due to its design, scale, and massing on the Property. Accordingly, the City Council cannot make the finding of compatibility with the neighborhood that is required by Section 23.15.08 of the San Marino Municipal Code to approve the application.

**SECTION 5.** The City Council hereby determines as follows with respect to the application for Conditional Use Permit Case No. CUP19-8 (Residential use in the C-1 zone):

a. Pursuant to San Marino City Code Section 23.07.02(A)(1), the City Council finds the Project is not compatible with the existing homes and properties in the neighborhood due to its design, scale, and massing on the Property for the reasons set forth in Sections 4a. and 4b above. As such, it cannot be demonstrated that the Project will not be detrimental or injurious to property or improvements in the neighborhood or to the general welfare of the City.

b. On a further and independent basis, pursuant to San Marino City Code Section 23.07.02(A)(2), the City Council finds the Project is not compatible with the existing homes and properties in the neighborhood due to its design, scale, and massing on the Property for the reasons set forth in Sections 4a. and 4b above. As such, it cannot be demonstrated that the Project will integrate with the land and uses in the neighborhood.

c. Finally, on a further and independent basis, pursuant to San Marino City Code Section 23.07.02(A)(3), the City Council finds the Project is not compatible with the existing homes and properties in the neighborhood due to its design, scale, and massing on the Property for the reasons set forth in Sections 4a. and 4b above. As such, it cannot be demonstrated that the Project will not have a detrimental effect upon the nature, condition and development of nearby uses and buildings.

**SECTION 6.** Appellant claims that the historic properties of the structure were overlooked but does not provide any evidence in support of her contention that the existing structure is a historic resource. Furthermore, a historic assessment report that was submitted by the applicant, dated July 30, 2019, which was prepared by Sapphos Environmental, Inc., determined that the property does not possess sufficient historic or architectural significance to merit listing in the National Register, California Register, or for designation as a City Historical Landmark. Therefore, the property is not considered to be a “historical resource” under the Municipal Code or as defined in Section 15064.5(a) of the CEQA Guidelines, and the proposed project would not result in a substantial adverse change to a historical resource, as defined in Section 15064.5(b) of the CEQA Guidelines. For these reasons, Appellant’s claims are rejected.

**SECTION 7.** Appellant claims that the Brown Act was violated, but does not provide any specific examples. Applications for new or replacement structures require ten (10) days prior written public notice for a new or replacement residential structure. Staff has confirmed that the public noticing process was carried out pursuant to the Brown Act through proper postings and

mailings. Notices were posted October 21, 2019 at City Hall, the Public Library, the Recreation Department, the City's website, and the Subject Property. A public notice was also published in the San Marino Tribune newspaper on September 13, 2019 and October 11, 2019. Similarly, as part of the requirements for Design Review actions, those properties that are immediately adjacent to the project site, which are referred to as the "neighborhood," were informed by the applicant in person or by mail about the proposal and given the opportunity to approve, object, or offer no position on the project. The "legal neighborhood" is defined as A. The two (2) properties on each side of the lot; B. All properties adjoining the rear of the lot and each property on either side of the adjoining property(ies); C. Extending the lot's property line across the street, all property(ies) across the street within the parameters of the extension and the property on either side of those properties; D. For houses at the end of a cul-de-sac street, all property(ies) adjoining the rear of the lot, each property on either side of those adjoining property(ies) and the three (3) properties extending from each side of the lot. The applicant attempted to contact the residents within the legal neighborhood twice between April to May 2019, which resulted in three (3) neighbors who did not object and four (4) neighbors who did not respond. Based on the foregoing, the City Council hereby rejects the Appellant's arguments that insufficient notice was provided to the neighbors or that there was a violation of the Brown Act.

**SECTION 8.** Appellant also claims that an unspecified staff report is flawed, an unspecified staff report is possibly impartial, and subjective information was not stricken from the record. Appellant, however, does not provide any specific examples or evidence in support of these arguments. Based on the foregoing, the City Council hereby rejects these arguments.

**SECTION 9.** During the March 11, 2020 City Council hearing, the applicant stated he would be willing to returning to the Planning Commission with a new design of the Project within a year if the requirement to pay new application and conditional use permit fees is waived.

**SECTION 10.** Based upon the foregoing findings, the City Council hereby denies Conditional Use Permit No. 19-8, Design Review No. DRC19-16HP, and Design Review No. DRC19-76. This denial is without prejudice to the applicant's ability to file a new application to develop the Property within one year of the date of adoption of this resolution. Moreover, new application and conditional use permit fees shall be waived, if the applicant files a new application to develop the Property within one year of the date of adoption of this resolution.

**SECTION 11.** Pursuant to Code of Civil Procedure Section 1094.6, any legal challenge to the decision of the City Council must be filed within 90 days after the adoption of this resolution by the City Council or within any other applicable shortened period of limitations.

**PASSED, APPROVED, AND ADOPTED,** at a Regular Meeting of the City Council of the City of San Marino, California, on this 8<sup>th</sup> day of April, 2020.

---

GRETCHEN SHEPHERD ROMNEY, MAYOR  
CITY OF SAN MARINO



ATTEST:

\_\_\_\_\_  
EVA HETER, CITY CLERK

CITY OF SAN MARINO  
STATE OF CALIFORNIA            )  
COUNTY OF LOS ANGELES       ) ss.  
CITY OF SAN MARINO            )

I, Eva Heter, City Clerk of the City of San Marino, California, hereby certify that Resolution No R-20-10 was adopted by the City Council of the City of San Marino at a Regular Meeting held on the 8<sup>th</sup> day of April, 2020, and that the same was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
EVA HETER, CITY CLERK  
CITY OF SAN MARINO

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# City of San Marino

## Staff Report

*Gretchen Shepherd Romey, Mayor  
Ken Ude, Vice Mayor  
Steven W. Huang, DDS, Council Member  
Susan Jakubowski, Council Member  
Steve Talt, Council Member*

TO: Mayor and City Council

FROM: Marcella Marlowe, Ph.D., City Manager

BY: Michael Throne, PE, Director of Parks and Public Works/City Engineer  
Jacqueline Ruiz, Management Analyst

DATE: April 8, 2020

**SUBJECT: APPROVAL OF NOTICE OF COMPLETION FOR YEAR 2 OF THE MULTI-YEAR SIDEWALK REPLACEMENT PROJECT NO. 18-9272**

---

### STRATEGIC PLAN CRITICAL SUCCESS FACTORS

- Efficient, Responsive, and Effective City Services
- Safe Community
- Well-Maintained Infrastructure

### BACKGROUND

On March 13, 2019, the City Council awarded a contract to FS Contractors, Inc., of Sylmar, a four-year construction project to replace 1 mile of sidewalk each year at various locations throughout San Marino. City Council approval is needed to accept the work and authorize staff to file a notice of completion for Year 2 (the second year) of the multi-year sidewalk contract.

### DISCUSSION

The second year of the multi-year sidewalk replacement program project began on September 9, 2019, and Year 2 of 4 was completed on March 9, 2020. The project included replacement of 40,823 square feet of 4-inch thick concrete sidewalk and 4,159 square feet of 6-inch thick concrete, for a total of 44,982 square feet (or approximately 1.5 miles of sidewalk replaced). The project was completed on-time and to the satisfaction of the City Engineer, all punchlist items were resolved and the one year warranty covering the work has commenced. Work on Year 3 sidewalk replacement will begin in July subject to appropriation of the project as part of the Fiscal Year 2020-21 capital improvement plan.

## **FISCAL IMPACT & PROCUREMENT REVIEW**

The final construction cost was \$367,407 including a \$9,000 change order ordered by the Director for two items: removal and replacement of the top step and 4” walkway at the staircase located on Virginia Road and installation of a parallel curb ramp and handrail on the corner of Huntington Drive and San Marino Avenue, near Bank of America. The FY 19-20 budget for the project was \$376,930 and the project was \$9,523 (or 2.5%) under budget. Unexpended funds will be returned to the Capital Improvement Fund reserves for use on future construction projects.

## **LEGAL REVIEW**

The City Attorney reviewed the staff report and has approved it to legal form.

## **RECOMMENDATION**

Staff recommends that the City Council accept Year 2 of the project as complete and authorize the City Clerk to file the notice of completion for Year 2 only. If the City Council concurs with staff's recommendation, an appropriate motion would be:

“I move to accept Year 2 of the Multi-year Sidewalk Replacement Project No. 18-9272 as complete and authorize the City Clerk to file the Notice of Completion for Year 2.”

## **ATTACHMENTS**

I. Notice of Completion



RECORDING REQUESTED BY  
AND WHEN RECORDED MAIL TO:

CITY CLERK  
CITY OF SAN MARINO  
2200 Huntington Drive  
San Marino, CA 91108

Free recording requested per Gov't Code 27383

Space above this line for Recorder's use

**NOTICE OF COMPLETION**

Notice pursuant to Civil Code Section 9204, must be filed within 15 days after completion.

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 hereinafter described.
2. The full name of the owner is: CITY OF SAN MARINO
3. The full address of the owner is: 2200 HUNTINGTON DRIVE, SAN MARINO, CA 91108
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 this with the undersigned as joint tenants or as tenants in common are:

| NAMES | ADDRESSES |
|-------|-----------|
|-------|-----------|

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

| NAMES | ADDRESSES |
|-------|-----------|
|-------|-----------|

7. A work of improvement on the property hereinafter described was completed on 03/9/2020  
The work was: Sidewalk replacement of 1.5 miles throughout city. Prj. No. 18-9272

8. The name of the contractor, if any, for such work of improvement was FS Contractors, Inc. March 13, 2019  
(IF NO CONTRACTOR FOR WORK OF IMPROVEMENT AS A WHOLE, INSERT "NONE") (DATE OF CONTRACT)

9. The property on which the work of improvement was completed is in San Marino, County of Los Angeles, State of California, and is described as follows: Public sidewalk locations inside of public right-of-way

10. The street address of the property is None  
(IF NO STREET ADDRESS HAS BEEN OFFICIALLY ASSIGNED, INSERT "NONE")

Dated: \_\_\_\_\_  
\_\_\_\_\_, City Manager  
(SIGNATURE OF OWNER OR CORPORATE OFFICER OF OWNER NAMED IN PARAGRAPH 2 OR HIS AGENT)

**VERIFICATION**

I, the undersigned, say: I am the Director of Parks and Public Works/City Engineer of San Marino, 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 8, 2020, at San Marino, CA (CITY) (STATE)

\_\_\_\_\_  
(PERSONAL SIGNATURE OF THE INDIVIDUAL WHO IS SWEARING THAT THE CONTENTS OF THE NOTICE OF COMPLETION ARE TRUE.)

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# City of San Marino

## Staff Report

*Gretchen Shepherd Romey, Mayor  
Ken Ude, Vice Mayor  
Steven W. Huang, DDS, Council Member  
Susan Jakubowski, Council Member  
Steve Talt, Council Member*

TO: Mayor and City Council

FROM: Marcella Marlowe, Ph.D., City Manager

BY: M. D. Rueda, Fire Chief

DATE: April 8, 2020

**SUBJECT: ADOPTION OF THE DISEASE PANDEMIC ANNEX TO THE CITY OF SAN MARINO'S EMERGENCY OPERATIONS PLAN**

---

### STRATEGIC PLAN CRITICAL SUCCESS FACTORS

- Efficient, Responsive, and Effective City Services
- Safe Community

### BACKGROUND

On October 11, 2017, the San Marino City Council approved the City of San Marino's Emergency Operations Plan (EOP). The EOP provides for the effective mobilization of the City's resources to respond to disasters. Since the adoption of the plan, additional "Annexes" have been developed to provide additional guidance and direction to ensure an effective response, given new and emerging technologies and threats not specifically covered in the EOP.

### DISCUSSION

The San Marino Municipal Code, Chapter 4, Article 2 codifies the creation of a San Marino Disaster Council for the purpose of developing and recommending for adoption by the City Council, mutual aid plans and agreements and the City's Emergency Operations Plan. The Disaster Council consists of the Director of Emergency Services (City Manager) as the chair, two members of the City Council appointed by the Mayor, and a representative from the City's Police and Fire Departments appointed by the City Manager.

For the past several months, City staff has been developing a Disease Pandemic Annex for approval by the Disaster Council and adoption by the City Council. The Disease Pandemic Annex is intended to ensure the safety of employees, residents, facilities, systems, and operations during any pandemic and maintain normal operations of the City to the extent possible. The Disease Pandemic Annex considers the specific threat of any disease or influenza, creating pandemic conditions within the City of San Marino.

The Disaster Council, consisting of the Director of Emergency Services, the Mayor, Vice-Mayor, Fire Chief, and Police Chief met on March 24, 2020 and again on March 31, 2020 to review the Disease Pandemic Annex, and recommends the Disease Pandemic Annex for adoption by the City Council.

## **FISCAL IMPACT & PROCUREMENT REVIEW**

None.

## **LEGAL REVIEW**

The City Attorney's office has reviewed and approved as to form.

## **RECOMMENDATION**

The Disaster Council recommends the City Council adopt the Disease Pandemic Annex to the City's Emergency Operations Plan. If the City Council concurs with staff's recommendation, an appropriate motion would be:

"I move to adopt the Disease Pandemic Annex to the City's Emergency Operations Plan."

## **ATTACHMENTS**

I. Disease Pandemic Annex





# City of San Marino

## Emergency Operations Plan



# Disease Pandemic Annex

March 2020

Approved: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

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## **DISEASE PANDEMIC RESPONSE PLAN**

### **Background**

A pandemic occurs when a new disease emerges against which the majority of the human population has no immunity. It spreads easily from person to person, causes serious illness, and can sweep across the country and around the world in a very short time.

Disease pandemics have occurred intermittently over the centuries. The last three influenza pandemics, in 1918, 1957, 1968 and 2009 killed approximately 40 million, two million one million and 575,000 people worldwide, respectively. Although the timing of a disease pandemic cannot be predicted, history and science suggest that the world will face at least one disease pandemic this century. A worldwide outbreak of a new influenza virus or disease could result in hundreds of thousands of deaths, millions of hospitalizations, and hundreds of billions of dollars in direct and indirect costs to North American economies.

### **Overview**

The City of San Marino's Disease Pandemic Preparedness and Response Plan deals with the specific threat of any disease or influenza, creating pandemic conditions within the City of San Marino.

## PLANNING ASSUMPTIONS

A disease pandemic is unlike any crisis we have encountered. No one can predict when it might arrive, where it might strike, how long it might last, and how serious its impact might be. Prudence requires that we assume and plan for the worst-case scenario. Accordingly, the City of San Marino's Disease Pandemic Annex is based on the following assumptions:

- A significant percentage of San Marino's employees could become ill at the pandemic's peak; another five percent may refuse to report to work, either because they fear becoming ill or because they are caring for afflicted family members.
- The City of San Marino may not be able to perform all functions and provide all services at full capacity throughout the pandemic.
- Any or all San Marino offices may be closed because of staffing shortages or a limited community quarantine.
- Stay at home orders may impact the movement of residents, and the availability of commodities.
- An indeterminate number of people in the community may be unable to reach government offices to conduct normal business activities.
- Confusion within the community and demand for information has the potential to overwhelm our existing communications systems.
- Some vendors may be unable to provide services or deliver supplies.
- Travel may be restricted for some periods of time within and outside the community.
- Pandemic-related financial stress, possible civil unrest, and enhanced opportunities may increase the risk of security threats.
- The pandemic may cause a serious economic downturn, the scope and duration of which are impossible to predict.

### Introduction of the Response Plan

The City of San Marino recognizes the need for and fully supports the Disease Pandemic Preparedness and Response Plan. The goal of the plan is to protect employees, the community, facilities, systems, property, and operations during any pandemic and maintain normal operations, to the extent possible, consistent with those goals. In the event that normal operations cannot be maintained, the goals will be to maximize the continuity of the government's essential services as quickly as possible.

## **Scope of the Response Plan**

This plan is intended to anticipate the potential issues that impact the government, its employees, the community and the operations that may be affected by a Disease Pandemic. The nature of a Disease Pandemic is that it will primarily impact the employees, the community, and their security. Unlike most other potential disasters, such as floods, severe storms, and the like, the primary threat is not physical destruction of records or facilities caused by the disaster event. This plan, therefore, will focus only on the threats that are reasonably related to a disease pandemic. Additional threats are addressed in other sections of the City of San Marino's Comprehensive Emergency Operations Plan or in the Annexes. It will be imperative for the Emergency Operations Center Responders to review both documents and implement all appropriate procedures.

## **Mission of the Response Plan**

The primary mission of the City of San Marino's Disease Pandemic Annex is as follows:

- Protect the residents and employees of San Marino from Disease Pandemic.
- Identify the hazards that will be produced by an outbreak of a disease pandemic.
- Plan for and reduce the impact of the outbreak.
- Maintain operations during an outbreak, after the event, and after subsequent mini-outbreaks have subsided.
- Advise senior officials, department heads, employees, the community, consultants, vendors, and sub-contractors on procedures to mitigate the impact of an outbreak on the community and themselves to become more disease pandemic-resistant.
- Assist local businesses in maintaining health and safety and sustainment

## **The plan will address and answer the following key questions:**

- What will we do if any of our facilities are closed for short term, long term, or permanently?
- What processes of operational capacities must be maintained as critical functions that must be maintained for survival of our government and the community?

- What alternatives are available or in place to assist in maintaining our supply chain if our key vendor partners experience disabling losses to their work force and cannot maintain our needs?
- What alternative processes are in place to assist our community base in the event of an outbreak, isolation, quarantine, or other factors that affect their ability to undertake and maintain even the most basic day-to-day functions?
- What must be in place to assure the continuity and integrity of government services such as police, fire, public health, and emergency response?
- What security enhancements must be in place and maintained?
- What impact will weather and utility issues have on ongoing operations?
- How long can we survive in the event of partial or total isolation and/or quarantine?

### **Decision Points**

The following events should be considered decision points for implementation of all or portions of the Disease Pandemic Annex:

- Determination by the State Public Health Department that a disease outbreak is imminent or has begun.
- Directive of the Los Angeles County Director of Health Services to implement a response protocol.
- Los Angeles County Director of Health Services declares a Local Health Emergency.
- Evidence that a disease outbreak has occurred within our community or the Los Angeles County Operational Area and is not a generic seasonal flu outbreak.
- Excessive employee absenteeism, whether disease-induced or not, that results in the government being in jeopardy of experiencing a disease related business crisis.
- Confirmation of employee exposure to disease contagions.

## **Plan Activation**

At the direction of the Director of Emergency Services, the City Manager, for the City of San Marino and on confirmation of a disease pandemic outbreak, or one or more decision points was reached as described in this plan, city staff will implement portions of this plan as may be necessary. The Emergency Operations Center (EOC) will be activated at the appropriate level as designated by the Director of Emergency Services.

## **Personnel and Community Safety**

Upon activation of this plan, the first and most important goal is to protect the health and safety of employees and people in the community. If the Emergency Operations Center Team determines that “normal” operations or altered operations can be maintained at any City office, maximum efforts should be made to eliminate or minimize any potential for infection to employees or people in the community. The Los Angeles County Department of Public Health makes this determination and any alterations to the assigned protocols will be approved only by the Team as directed or guided by the Los Angeles County Department of Public Health.

## **Disease Pandemic Crisis Assessment**

Upon activation of this plan, the Director of Emergency Services will:

- Immediately inform all members of the City of San Marino Executive Team.
- Make notifications to the Mayor, City Council, and the Public Safety Commission that the Disease Pandemic Plan has been activated.
- Include a date, place, and time of the first meeting of the emergency operations center team. If members are unable to physically meet due to governmental limitations on travel or quarantine, then they will meet by conference call.

## **At the first meeting, the Emergency Operations Center Team will:**

- Make an initial risk determination to define the extent of the crisis and what portions of the plan need to be implemented based on that analysis;
- Contact other governmental officials, community leaders, regional partners, or other resources as necessary to accomplish the objectives of this plan;
- Meet on scheduled or as-needed basis on at least a daily basis, either in person or by telephone, to continually assess the severity of the crisis, the efficacy of the City of San Marino’s response, Los Angeles County’s response, and the State’s response, and whether any changes need to be made to implement additional elements of the plan.

- Consider recovery protocols to include tracking costs and requesting reimbursement.

### **Components of the Plan**

This plan will cover the following areas:

- Continuity of essential functions
- Human resources considerations
- Security measures
- Financial impact
- Crisis communications
- Recovery

### **Continuity of Essential Functions**

We have every hope that the City of San Marino would be able to operate at full capacity throughout a disease pandemic outbreak. However, we also recognize that this may not be possible, because of staff illnesses, the directives of Federal, State or County public health officials (which may include travel restrictions and a full or partial quarantine), mandated isolation policies, the disruption of power, communications and other essential services, and other disease pandemic related problems. Accordingly, the following core functions must be sustained to maximize the City of San Marino's ability to recover from the disease pandemic and resume normal operations after it has ended:

- Emergency management
- Law enforcement
- Communications
- Human resources
- Fire suppression



- Paramedic services
- Public Works

## HUMAN RESOURCE POLICIES

The City of San Marino's ability to maintain essential functions will depend on the health, training, performance, and dedication of its employees. To protect the health of our employees, the Human Resources Manager will implement the following policies:

**Educate the employees about disease pandemic outbreaks** by providing printed materials and holding in-house seminars.

**Encourage employees to practice good hygiene** (e.g., frequent hand-washing) and give them the tools they need to do so. The City of San Marino will attempt to provide all employees with anti-bacterial hand-washing solutions and wipes to keep desks, telephones, computers, and other equipment and furnishings germ-free. Additionally, dependent upon the level of interaction with the public, the City of San Marino may provide all employees who interact regularly with customers with:

- Latex or Nitrile gloves
- Surgical masks
- Sterile gowns
- Protective eyewear
- Hand sanitizer
- Computer keyboard/mouse covers
- Bleach and water solution, 1/3 cup per gallon, for disinfecting surfaces

The Fire Department in cooperation with department heads will be responsible for ordering and maintaining sufficient quantities of these supplies for the employees they supervise:

- The Fire Department will be responsible for training identified employees in the proper use and disposal of protective gear.
- The Human Resources Manager will also work with department heads to develop policies governing the use of this equipment based on recommendations from the Centers for Disease Control and the Los Angeles County Department of Public Health.

These policies will include rules specifying that the gear will not be used unless authorized by their department head.

***The City may require employees to stay home when they are ill.***

To facilitate compliance with this rule, and recognizing the hardship a disease outbreak may create with some employees, the City of San Marino will be flexible in the use of sick leave policy, upon the activation of this plan, and direction from the Director of Emergency Services. The Human Resources Manager will develop protocols for monitoring and verifying illnesses as needed to avoid the abuse of this temporary policy.

The Human Resources Manager will also identify employees who are able to perform their jobs, or other functions, from their homes, and develop policies that may make it possible for them to do so. These policies will specify the criteria for determining the employees who will be assigned to work at home (or the functions that can be performed in homes). The work-at-home option may be implemented with the approval of the Director of Emergency Services during a disease outbreak and the activation of this plan.

The Human Resources Manager, in coordination with IT consultants, will attempt to identify and work with department heads to provide the equipment (telecommunications systems, hardware, and software) that employees working from home will require. The Human Resources Manager will also work in coordination with the IT consultant to attempt to identify and provide any additional security measures required to protect the employees working at home and the data and computer systems they are using.

***The City will establish rigorous standards for cleaning and maintenance of the City of San Marino facilities.***

- Implement training programs for in-house cleaning staff.
- Require vendors providing cleaning services to demonstrate adequate training for their employees, to ensure that they are well-briefed in pandemic protocols and understand the need to treat bathrooms, lunchrooms, elevators, and other common areas with antibacterial solutions.

***The City will keep public spaces free of clutter to prevent them from becoming unknowingly contaminated.***

***The City encourages all employees to obtain flu shots.***

It is not clear that a vaccine for a disease outbreak will be developed before a disease pandemic strikes, but employees should take advantage of whatever immunizations are available at the time. The City of San Marino will make these immunizations available to employees.

***The City may limit travel to essential businesses that cannot be conducted in any other way.***

The Human Resources Manager will develop procedures for monitoring the disease pandemic in areas to which employees may be traveling and procedures for monitoring the health of employees who travel to other areas and return to work.

***The City may limit the meetings employees must attend.***

The City of San Marino may expand its audio-conferencing and teleconferencing capacity to ensure that meetings may be conducted through those mechanisms.

***The City may implement “flex-time” scheduling wherever possible,*** so employees can avoid public transportation during peak commuting times.

***If non-public safety employees have reason to suspect that employees have had direct contact with someone infected with the virus, direct the employees to:***

- Change shirts, scarves, jewelry, hair bands and any other clothing or accessory articles in the general area of the suspected contact contamination.
- Wash hands immediately with hand sanitizer or antibacterial soap before touching face, eyes, nose, mouth, or other mucous membrane surfaces.
- Using latex gloves, put exposed clothing and accessories in a plastic bag, seal it, and then dispose of the latex gloves in a separate plastic bag using inside-out removal process for the gloves. Then seal this bag and dispose or sanitize both bags properly.
- Refrain from touching food until all universal sanitization protocols have been followed.
- Be guided by the Los Angeles County Department of Public Health for additional measures to be taken for the health and safety of employees.

## **Mental Health Concerns**

The Disease Pandemic Annex focuses on the physical health of employees, but a pandemic will affect their emotional health as well. Supervisors will be instructed to monitor employees for signs of stress and depression.

## EMPLOYEE TRAINING AND CROSS TRAINING

We have identified six essential functions to be maintained as close to full capacity as possible throughout the pandemic. To accomplish this, the following minimum staffing levels are required for each department:

|                       |            |
|-----------------------|------------|
| Fire Department       | 14 (sworn) |
| Police Department     | 14 (sworn) |
| Admin/Communications  | 3          |
| Public Works          | 8          |
| Finance               | 2          |
| Planning and Building | 1          |

To maintain those minimum staffing levels:

- The heads of all critical departments, working with the Human Resources Manager, will ensure that at least two employees in each department can cover every position in the department.
- All employees in each critical department may receive cross training to perform some essential functions of every position in the department.
- Department heads, working with the Human Resources Manager, will identify employees in non-critical departments capable of being cross-trained to perform essential functions in all critical departments. The Human Resources Manager will arrange for and assist in the implementation of the necessary training sessions to achieve that goal.
- The department heads of each critical department will identify essential functions that can be out-sourced and make arrangements for those services.
- As part of a mutual assistance arrangement with other local governments, the City of San Marino will provide back-up support, as needed, for other local governments and will receive back-up assistance from them. This will include the sharing of staff members with the ability to perform essential functions in critical departments.

The Human Resources Manager will track absences within the City of San Marino, monitor absences and the status of employees, and will communicate that information daily to the Emergency Services Director. This information is essential to make decisions about the necessary deployment and re-deployment of staff members.

## VENDOR SERVICES

- The Department Heads will identify vendors/suppliers providing services and/or supplies essential to their operations.
- The Emergency Operations Center Team will work with department heads to identify and establish relationships with back-up vendors and suppliers.
- The Emergency Operations Center Team will also obtain the pandemic response plans from all primary vendors and suppliers.
- Department heads will establish protocols to reduce the risk that vendors with access to the City of San Marino may spread the disease or virus to employees consistent with the Los Angeles County Department of Public Health. These protocols will include rules requiring vendors to wear protective gear when entering the City of San Marino facilities. These protocols will be implemented when City of San Marino employees are required to wear protective gear when in contact with the public.

## **ESSENTIAL SUPPLIES**

The Emergency Operations Center Team will work with all departments to develop a list of essential supplies sufficient for all City of San Marino departments to operate for three months. The list of essential supplies will include, in addition to personal protective equipment and basic office supplies, back-up equipment (laptops, monitors, printers, and fax machines). The department heads will identify back-up equipment needs for their areas of responsibility, and consult with the Finance Director to determine the reasonable budget for these purchases.



## HEALTHCARE SERVICES AND BUSINESS CONTINUITY

Healthcare services are essential to the social and financial welfare of the community, and, therefore, a priority. All persons working in the community expect to have access to healthcare providers who can diagnose, treat, and monitor disease. To achieve that goal in a disease pandemic setting, the City of San Marino will take the following steps:

- Consult counsel to become familiar with the potential legal issues that can affect staffing and patient care.
- Develop medical supply contingency plans to ensure a constant supply of medical items as possible.
- Ensure that the special needs of vulnerable and hard-to-reach patients, home care, and emergency care, are considered.
- Inform employees in advance about what containment procedures, such as isolation or quarantine, what facilities may be considered, and other considerations may be implemented, as directed by the Los Angeles County Department of Health Services.
- Inform residents in advance about what containment procedures, such as isolation or quarantine, may be used in the community, as directed by the Los Angeles County Department of Health Services.
- Identify the legal authorities for implementing and enforcing containment measures, such as school closings, canceling public transportation, and other movement restrictions.
- Identify the legal authorities for enforcement of local health officer orders for isolation or quarantine.
- Strategically deploy staff, as needed. Implement mutual assistance pacts with other communities.

## SECURITY

Social disruption and civil unrest may be among the byproducts of a Disease Pandemic. To mitigate those risks for the City of San Marino:

- The Police Chief will ensure special security training for law enforcement forces in how to respond to incidents, particularly during a pandemic.
- The San Marino Police Department assesses the security risks throughout the community, based on their location and past vulnerability history. The Police department will arrange for enhanced security measures as needed. These enhanced measures will include, but are not limited to:
  - Requesting additional law enforcement units from surrounding jurisdictions
  - Adding electronic security equipment
- The San Marino Police Department will develop protocols for securing schools or other facilities that are closed temporarily.
- The San Marino Police Department will develop protocols for ensuring the security of data, documents, and equipment that are transported to other sites or to the homes of employees who are working remotely.
- The San Marino Police Department will assess the additional information and computer security precautions resulting from:
  - More employees working at home;
  - A pandemic-related increase in crime generally, and in computer crime particularly;
  - Increased financial and emotional stress on employees, which may increase the risk of fraud and/or computer crime from within the City of San Marino.
- The Director of Emergency Services will communicate with the fire and police departments to outline the City of San Marino's security procedures and coordinate emergency response protocols.

## **INFORMATION TECHNOLOGY SYSTEMS**

Recognizing that Information Technology (IT) Systems is a critical function on which other critical functions rely, the City of San Marino has instructed the IT Consultant to ensure the availability of staff for performing critical functions.

### **Computer and Data Security**

To strengthen our computer and data security measures and address the vulnerabilities a pandemic will create, the City of San Marino has taken the following steps:

- Instructed the IT consultant to review all existing security programs to ensure their effectiveness and to enhance those programs, as needed, to cope with the heightened security risks anticipated in a Disease Pandemic.

## FINANCIAL IMPACTS

It is impossible to predict the likely economic effects of an disease pandemic, but this plan will assume that the City of San Marino can reasonably expect that the impacts of a wide-spread disease pandemic will be massive and widespread, affecting the entire community. This section of the plan is adapted from the U.S. Department of Homeland Security's *Pandemic Influenza Preparedness, Response, and Recovery Guide for Critical Infrastructure and Key Resources*. It provides three separate scenarios using varied assumptions about how long the pandemic will last and how severe its repercussions will be. The City of San Marino will use these scenarios as models for their response to the preservation of the community's financial welfare.

### Continuity of Essential Operations

**Scenario One** assumes a disease pandemic disaster that affects businesses for an extended period. It also is assumed that normal business operations will be significantly degraded over an extended period of time and there will be substantial economic loss. But if essential and critical functions can be sustained, then disruptions can be contained and business failure can possibly be avoided.

**Scenario Two** assumes a disease pandemic disaster that is catastrophic in its effect, with businesses directly or indirectly damaged for an extended period. It also is assumed that business operations will be almost totally lost, with significant economic impact. All that can be expected is to preserve and recover the business over time. Business failures will likely cause a cascading effect.

**Scenario Three** assumes a disease pandemic disaster that is catastrophic in its effect, with businesses directly or indirectly damaged for an extended period. It also is assumed that without government or private sector support, a business will fail, increasing the potential for cascading effects for other businesses and the community. Focusing on what remains of a business' capability and capacity would be necessary to preserve, at a minimum, those goods and services the business directly or indirectly provides locally, regionally, and nationally.

Assuming any one of these scenarios, the City of San Marino will consider taking the following steps:

- Identified the level of worker absenteeism the City of San Marino can sustain.
- Prepared to monitor effect of transportation restrictions and/or border restrictions on the movement of essential supplies to the business community, noting the capacity of the business community to wait out the pandemic with limits on essential supplies.

- Conduct frequent assessment of financial and social impact this disease pandemic has on healthcare facilities, emergency services, and social services.
- Develop backup provisions with other regions in the event of a shortage of fuel, certain food types, electrical supply, and potable water.
- Arranged with local and regional partners to augment public safety and security forces in the event it is needed.
- Conduct regular assessments of the products and services provided by local business and communicate that information to residents.

## COMMUNICATIONS

Internal and external communications are essential components of any crisis management plan. Accordingly:

- The City of San Marino will create a Crisis Communications Committee, responsible for developing and executing plans for communicating with employees, the community, and the media during the pandemic.
- The members of this committee will include:
  - Director of Emergency Services;
  - Mayor or Representative
  - The Police Chief or Representative;
  - The Fire Chief or Representative;
  - Representative for the San Marino Unified School District;
  - The City PIO; and
  - Legal Counsel.
- The Communications Coordinators will designate members of the committee with primary responsibility for communications with media, employees, and the community.
- The Crisis Communications Committee will develop and secure prior approval of advance letters, press releases, and other communications for all audiences that will be released when the pandemic response plan is implemented.
- The Communications Coordinators, who will also serve as the media coordinators, will select the City of San Marino senior government officials to serve as the government's official media spokespersons during the pandemic.
- The Communications Coordinators will ensure that the media spokespersons have the training required to fulfill their responsibilities.
- The Crisis Communications Committee will develop protocols for developing and disseminating communications material to all audiences during the pandemic.
- The Crisis Communications Committee will develop and disseminate emergency contact numbers, and emergency communication protocols, outlining back-up communication procedures to all employees and the community.

- The Crisis Communications Committee will develop “emergency pages” for the City of San Marino’s web site, containing emergency pandemic information for employees, the community, and the media, to be activated when the pandemic response plan is implemented. Designated committee members will update the information on those sites throughout the pandemic.
- The Crisis Communications Committee will create mechanisms for responding quickly and accurately to questions from the community about the City of San Marino’s pandemic response policies and procedures. These mechanisms shall include a telephone “hotline” and e-mail response.
- The Crisis Communications Committee will establish procedures for jointly developing and issuing public statements with strategic partners.
- The Crisis Communications Committee will provide accurate and current information about the City of San Marino Government’s policies and procedures, about the implementation of its pandemic response plan, and pandemic preparedness to the City of San Marino’s employees and the community, and to the media.
- The Crisis Communications Committee will develop scripts summarizing relevant information about health care services and pandemic policies and procedures for use by call centers and employees who have direct contact with the public.
- The Crisis Communications Committee will communicate regularly with employees, the community, and the media throughout the pandemic to keep them updated on the pandemic’s impact, and to announce and explain any changes in policies and procedures.
- The Crisis Communications Committee will monitor media reports – print, broadcast, and Internet – to spot and respond as needed to items that might disturb or confuse persons in the community or employees, or convey inaccurate information about the City of San Marino.
- The Crisis Communications Committee will monitor the effectiveness of the crisis communications plan throughout the pandemic and make adjustments as needed.
- Develop a system of emails and text to ensure timely communications with the City Council and Department Heads.

# ATTACHMENT A

## Policy Statement

The City of San Marino recognizes the need to develop a Disease Pandemic Preparedness Annex that will enable the government to sustain essential operations during a Disease Pandemic, minimize damage to the government caused by the pandemic, and ensure the government's ability to recover quickly from the pandemic's effect. Accordingly, it is the Emergency Operations Center Team's goal to develop a disease pandemic response plan with the following primary objectives:

- To protect the health and safety of the City of San Marino's employees.
- To protect the health and safety of the residents and businesses in the community.
- To maintain "normal" operations, to the extent possible, throughout the pandemic.
- To ensure the continuity of essential services during the pandemic.
- To cooperate fully with and contribute the maximum assistance possible to the pandemic response efforts of local partners. To minimize impact of a pandemic on the City of San Marino.
- To maximize the City of San Marino ability to recover from the disease pandemic and ensure the continuity of essential services. The pandemic response plan should describe all the policies and procedures required to achieve these goals.

## Contents of the Plan

The disease pandemic response plan should, among other features, accomplish the following:

- Identify all critical functions in all departments.
- Specify strategies for ensuring the continuity of those critical functions, including, the employee training and cross-training, outsourcing, and other measures needed to maintain the staffing levels required to sustain essential functions in all departments.
- Specify strategies for minimizing infection risks for employees, including education, encouraging good hygiene, and reducing interactions between and among employees and customers.



- Specify strategies for ensuring that all departments have the supplies and equipment needed to sustain essential operations.
- Specify strategies for ensuring the protection of the City of San Marino's facilities, information systems, data, and essential documents and records.
- Establish contingency plans for dealing with community quarantines or other developments that require the reduction in operating ours or the closure of some facilities.
- Assess the financial risks of a worldwide pandemic and establish strategies for mitigating those risks.
- Establish a crisis communications process ensuring the delivery of essential information to the government's employees, its customers, and the public at large.
- Describe the policies and procedures required to implement the response measures.

### **Testing**

This plan should specify a mechanism for testing the key components of the pandemic response plan before it is submitted for final approval. At least quarterly, all departments should review the plan as it relates to their functions, as needed, at least annually. The pandemic Response Plan will be reviewed at least annually.

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# City of San Marino

## Staff Report

*Gretchen Shepherd Romey, Mayor  
Ken Ude, Vice Mayor  
Steven W. Huang, DDS, Council Member  
Susan Jakubowski, Council Member  
Steve Talt, Council Member*

TO: Mayor and City Council

FROM: Marcella Marlowe, Ph.D., City Manager

BY: Scott Pilch, Human Resources Manager

DATE: April 8, 2020

**SUBJECT: APPROVAL OF AMENDMENT TO THE CITY EMPLOYEES' ASSOCIATION SALARY SCHEDULE**

### STRATEGIC PLAN CRITICAL SUCCESS FACTORS

- Efficient, Responsive, and Effective City Services
- Fiscally Responsible and Transparent City Government

### BACKGROUND

The City and the San Marino Employees' Association ("Association") have in place a Memorandum of Understanding ("MOU") for the period of July 1, 2019 to June 30, 2022. The MOU was adopted by the City Council on January 31, 2020. Subsequent to adoption of the MOU, the parties determined that the salary steps set forth in the salary ranges (Attachment "B" to the MOU) inaccurately reflected the application of the base salary increase and the equity salary increases.

The City Council is the approving authority for adding full-time positions to the budget, as needed, and approving any classification and/or salary alterations, as needed.

### DISCUSSION

Specifically, the amounts listed in the entry level step (A) and the top step (E) as reflected in the original Attachment B to the MOU were not an accurate reflection of the parties' agreement. The chart attached as "Attachment 2" compares the adopted salary schedule with the proposed salary schedule highlighting those salary steps that are impacted. Note that many of the job classifications have no incumbents and are "place holders" in the event these job classifications are utilized in the future.

The City and the Association have met and conferred and have mutually agreed to incorporate the attached "Attachment 2" as part of the current MOU. The attached "Attachment 2" replaces the "Attachment B" adopted by the City Council on January 31, 2020.

## **FISCAL IMPACT & PROCUREMENT REVIEW.**

Only two (2) employees are impacted by the new salary schedule. The additional salary cost for FY 2019-20 is \$172.67. This amount was already included in the budget when the MOUs were adopted, so no additional appropriation needs to be made.

## **LEGAL REVIEW**

The City Attorney has reviewed and approved the staff report as to legal form.

## **RECOMMENDATION**

Staff recommends that the City Council adopt the Amended Salary Schedule. If Council concurs, an appropriate motion would be:

“I move to adopt the Amended City Employees’ Association Salary Schedule, which will replace ‘Attachment B’ to the current MOU between the City and the San Marino Employees’ Association.”

## **ATTACHMENTS**

1. Side Letter of Agreement Between the City of San Marino and San Marino City Employees’ Association
2. City Employees’ Association Attachment “B” Salary Schedules – clean copy
3. City Employees’ Association Attachment “B” Salary Schedules – red line version



ATTACHMENT 1

SIDE LETTER OF AGREEMENT BETWEEN THE

CITY OF SAN MARINO (“CITY”)

AND

SAN MARINO EMPLOYEES’ ASSOCIATION (“ASSOCIATION”)

REPRESENTING

GENERAL,  
SUPERVISORY, AND  
CONFIDENTIAL  
EMPLOYEES

The City and the Association have in place a Memorandum of Understanding (“MOU”) for the period of July 1, 2019 to June 30, 2022. The MOU was adopted by the City Council on January 31, 2020. Subsequent to adoption of the MOU, the parties determined that the salary steps set forth in the salary ranges (Attachment “B” to the MOU) inaccurately reflected the application of the base salary increase and the equity salary increases.

The Parties have met and conferred and have mutually agreed to incorporate the attached Attachment “B” as part of the current MOU. The attached Attachment “B” replaces the Attachment “B” adopted by the City Council on January 31, 2020.

City of San Marino

San Marino City Employees’ Association

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

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

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

Date: 4/1/2020

ATTACHMENT 2

**ATTACHMENT "B" SALARY SCHEDULES**

***GENERAL EMPLOYEES' SALARY SCHEDULE***

**EFFECTIVE: 07/01/2019**

| <u>Classification</u>      | <u>Step A</u> | <u>Step B</u> | <u>Step C</u> | <u>Step D</u> | <u>Step E</u> |
|----------------------------|---------------|---------------|---------------|---------------|---------------|
| Account Clerk              | 3,715         | 3,901         | 4,096         | 4,301         | 4,515         |
| Building Inspector         | 4,533         | 4,764         | 5,007         | 5,262         | 5,529         |
| Building Inspector II      | 5,778         | 6,082         | 6,402         | 6,739         | 7,094         |
| Bldg. & Planning Assistant | 4,860         | 5,108         | 5,368         | 5,642         | 5,932         |
| Clerk Typist I             | 2,702         | 2,840         | 2,985         | 3,137         | 3,296         |
| Clerk Typist II            | 3,473         | 3,647         | 3,829         | 4,021         | 4,221         |
| Dispatcher/Clerk:          | 4,471         | 4,695         | 4,929         | 5,176         | 5,435         |
| Gardener I                 | 3,606         | 3,790         | 3,985         | 4,188         | 4,401         |
| Gardener II                | 4,188         | 4,401         | 4,625         | 4,861         | 5,108         |
| Groundsman                 | 3,364         | 3,536         | 3,715         | 3,905         | 4,105         |
| Librarian I                | 4,105         | 4,314         | 4,534         | 4,766         | 5,008         |
| Librarian II               | 5,722         | 6,008         | 6,308         | 6,624         | 6,954         |
| Librarian III              | 5,856         | 6,148         | 6,456         | 6,779         | 7,116         |
| Library Clerk III          | 3,466         | 3,642         | 3,827         | 4,024         | 4,227         |
| Maintenance Worker I       | 3,814         | 4,008         | 4,220         | 4,440         | 4,663         |
| Maintenance Worker II      | 4,037         | 4,238         | 4,450         | 4,673         | 4,906         |

|                        |       |       |       |       |       |
|------------------------|-------|-------|-------|-------|-------|
| Maintenance Worker III | 4,533 | 4,764 | 5,007 | 5,262 | 5,529 |
| Park Foreman           | 5,529 | 5,820 | 6,126 | 6,449 | 6,789 |
| Park Leadman           | 3,985 | 4,188 | 4,402 | 4,626 | 4,861 |
| Park Maintenance       | 3,606 | 3,790 | 3,985 | 4,188 | 4,401 |
| Permit Technician      | 4,486 | 4,710 | 4,945 | 5,193 | 5,453 |
| Permit Technician II   | 3,983 | 4,182 | 4,391 | 4,611 | 4,844 |
| Police Recruit         | 4,487 | 4,711 | 4,947 | 5,194 | 5,454 |
| Recreation Coordinator | 4,099 | 4,308 | 4,527 | 4,758 | 5,001 |
| Senior Account Clerk   | 4,289 | 4,508 | 4,737 | 4,979 | 5,231 |
| Shop Foreman           | 5,608 | 5,889 | 6,183 | 6,492 | 6,818 |
| Street Foreman         | 5,529 | 5,820 | 6,126 | 6,449 | 6,789 |
| Tree Trimmer I         | 3,781 | 3,974 | 4,175 | 4,387 | 4,612 |
| Tree Trimmer II        | 4,271 | 4,488 | 4,720 | 4,959 | 5,211 |
| Urban Forester         | 4,986 | 5,236 | 5,497 | 5,772 | 6,082 |

**SUPERVISORY/CONFIDENTIAL EMPLOYEES' SALARY SCHEDULE**

**EFFECTIVE: 07/01/2019**

| <u>Classification</u>    | <u>Step A</u> | <u>Step B</u> | <u>Step C</u> | <u>Step D</u> | <u>Step E</u> |
|--------------------------|---------------|---------------|---------------|---------------|---------------|
| Accountant I             | 4,503         | 4,733         | 4,972         | 5,227         | 5,494         |
| Administrative Assistant | 4,581         | 4,811         | 5,051         | 5,304         | 5,600         |
| Associate Planner        | 6,007         | 6,307         | 6,623         | 6,954         | 7,333         |
| Assistant Planner        | 5,378         | 5,647         | 5,929         | 6,226         | 6,564         |
| Code Enforcement Officer | 5,222         | 5,483         | 5,757         | 6,045         | 6,453         |
| City Clerk               | 6,797         | 7,137         | 7,494         | 7,868         | 8,428         |
| Executive Secretary      | 4,361         | 4,579         | 4,808         | 5,048         | 5,320         |
| Management Analyst       | 5640          | 5,922         | 6,218         | 6,529         | 6,881         |
| Police Records Clerk     | 4,235         | 4,447         | 4,669         | 4,903         | 5,164         |
| Recreation Supervisor    | 6,144         | 6,451         | 6,774         | 7,112         | 7,612         |
| Senior Planner           | 6,797         | 7,137         | 7,494         | 7,868         | 8,428         |



**GENERAL EMPLOYEES' SALARY SCHEDULE**

| <b>EFFECTIVE:</b>          | <b>07/01/2020</b> |               | <b>(2% Increase)</b> |               |               |
|----------------------------|-------------------|---------------|----------------------|---------------|---------------|
| <u>Classification</u>      | <u>Step A</u>     | <u>Step B</u> | <u>Step C</u>        | <u>Step D</u> | <u>Step E</u> |
| Account Clerk              | 3,790             | 3,979         | 4,178                | 4,387         | 4,606         |
| Building Inspector         | 4,624             | 4,859         | 5,107                | 5,368         | 5,640         |
| Building Inspector II      | 5,894             | 6,204         | 6,531                | 6,874         | 7,235         |
| Bldg. & Planning Assistant | 4,957             | 5,210         | 5,476                | 5,755         | 6,050         |
| Clerk Typist I             | 2,756             | 2,897         | 3,045                | 3,200         | 3,362         |
| Clerk Typist II            | 3,543             | 3,720         | 3,906                | 4,101         | 4,305         |
| Dispatcher/Clerk:          | 4,561             | 4,789         | 5,028                | 5,279         | 5,543         |
| Gardener I                 | 3,678             | 3,866         | 4,065                | 4,272         | 4,489         |
| Gardener II                | 4,272             | 4,489         | 4,717                | 4,958         | 5,210         |
| Groundsman                 | 3,431             | 3,607         | 3,790                | 3,983         | 4,187         |
| Librarian I                | 4,187             | 4,400         | 4,625                | 4,861         | 5,108         |
| Librarian II               | 5,836             | 6,128         | 6,434                | 6,756         | 7,093         |
| Librarian III              | 5,973             | 6,271         | 6,585                | 6,914         | 7,259         |
| Library Clerk III          | 3,535             | 3,715         | 3,904                | 4,105         | 4,312         |
| Maintenance Worker I       | 3,890             | 4,088         | 4,304                | 4,529         | 4,756         |
| Maintenance Worker II      | 4,117             | 4,323         | 4,539                | 4,766         | 5,004         |
| Maintenance Worker III     | 4,624             | 4,859         | 5,107                | 5,368         | 5,640         |

|                        |       |       |       |       |       |
|------------------------|-------|-------|-------|-------|-------|
| Park Foreman           | 5,640 | 5,936 | 6,249 | 6,578 | 6,925 |
| Park Leadman           | 4,065 | 4,272 | 4,490 | 4,718 | 4,958 |
| Park Maintenance       | 3,678 | 3,866 | 4,065 | 4,272 | 4,489 |
| Permit Technician      | 4,575 | 4,804 | 5,044 | 5,297 | 5,562 |
| Permit Technician II   | 4,063 | 4,266 | 4,479 | 4,703 | 4,941 |
| Police Recruit         | 4,576 | 4,805 | 5,045 | 5,298 | 5,563 |
| Recreation Coordinator | 4,181 | 4,394 | 4,618 | 4,854 | 5,101 |
| Senior Account Clerk   | 4,375 | 4,598 | 4,832 | 5,079 | 5,336 |
| Shop Foreman           | 5,721 | 6,007 | 6,307 | 6,622 | 6,954 |
| Street Foreman         | 5,640 | 5,936 | 6,249 | 6,578 | 6,925 |
| Tree Trimmer I         | 3,857 | 4,053 | 4,258 | 4,475 | 4,705 |
| Tree Trimmer II        | 4,357 | 4,577 | 4,815 | 5,059 | 5,315 |
| Urban Forester         | 5,086 | 5,340 | 5,607 | 5,888 | 6,204 |

**SUPERVISORY/CONFIDENTIAL EMPLOYEES' SALARY SCHEDULE**

**EFFECTIVE: 07/01/2020 (2% Increase)**

| <u>Classification</u>    | <u>Step A</u> | <u>Step B</u> | <u>Step C</u> | <u>Step D</u> | <u>Step E</u> |
|--------------------------|---------------|---------------|---------------|---------------|---------------|
| Accountant I             | 4,593         | 4,828         | 5,071         | 5,332         | 5,604         |
| Administrative Assistant | 4,673         | 4,907         | 5,152         | 5,410         | 5,712         |
| Associate Planner        | 6,127         | 6,433         | 6,755         | 7,093         | 7,480         |
| Assistant Planner        | 5,486         | 5,760         | 6,048         | 6,350         | 6,695         |
| Code Enforcement Officer | 5,327         | 5,593         | 5,873         | 6,166         | 6,582         |
| City Clerk               | 6,933         | 7,280         | 7,644         | 8,026         | 8,597         |
| Executive Secretary      | 4,448         | 4,671         | 4,904         | 5,149         | 5,426         |
| Management Analyst       | 5,753         | 6,040         | 6,342         | 6,659         | 7,018         |
| Police Records Clerk     | 4,320         | 4,536         | 4,763         | 5,001         | 5,268         |
| Recreation Supervisor    | 6,267         | 6,580         | 6,909         | 7,255         | 7,764         |
| Senior Planner           | 6,933         | 7,280         | 7,644         | 8,026         | 8,597         |

**GENERAL EMPLOYEES' SALARY SCHEDULE**

| <b>EFFECTIVE:</b>            | <b>07/01/2021</b>    |                      | <b>(2% Increase)</b> |                      |                      |
|------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <u><b>Classification</b></u> | <u><b>Step A</b></u> | <u><b>Step B</b></u> | <u><b>Step C</b></u> | <u><b>Step D</b></u> | <u><b>Step E</b></u> |
| Account Clerk                | 3,865                | 4,059                | 4,261                | 4,475                | 4,698                |
| Building Inspector           | 4,716                | 4,956                | 5,209                | 5,475                | 5,752                |
| Building Inspector II        | 6,012                | 6,328                | 6,661                | 7,012                | 7,380                |
| Bldg. & Planning Assistant   | 5,056                | 5,314                | 5,585                | 5,870                | 6,171                |
| Clerk Typist I               | 2,811                | 2,954                | 3,106                | 3,264                | 3,429                |
| Clerk Typist II              | 3,613                | 3,794                | 3,984                | 4,183                | 4,391                |
| Dispatcher/Clerk:            | 4,652                | 4,884                | 5,129                | 5,385                | 5,654                |
| Gardener I                   | 3,752                | 3,944                | 4,146                | 4,357                | 4,579                |
| Gardener II                  | 4,357                | 4,579                | 4,812                | 5,057                | 5,314                |
| Groundsman                   | 3,500                | 3,679                | 3,865                | 4,062                | 4,270                |
| Librarian I                  | 4,270                | 4,488                | 4,717                | 4,958                | 5,210                |
| Librarian II                 | 5,953                | 6,251                | 6,563                | 6,891                | 7,235                |
| Librarian III                | 6,092                | 6,397                | 6,717                | 7,052                | 7,404                |
| Library Clerk III            | 3,606                | 3,789                | 3,982                | 4,187                | 4,398                |
| Maintenance Worker I         | 3,968                | 4,170                | 4,390                | 4,620                | 4,851                |
| Maintenance Worker II        | 4,200                | 4,410                | 4,630                | 4,862                | 5,104                |
| Maintenance Worker III       | 4,716                | 4,956                | 5,209                | 5,475                | 5,752                |

|                        |       |       |       |       |       |
|------------------------|-------|-------|-------|-------|-------|
| Park Foreman           | 5,752 | 6,055 | 6,374 | 6,709 | 7,063 |
| Park Leadman           | 4,146 | 4,357 | 4,580 | 4,813 | 5,057 |
| Park Maintenance       | 3,752 | 3,944 | 4,146 | 4,357 | 4,579 |
| Permit Technician      | 4,667 | 4,900 | 5,145 | 5,402 | 5,673 |
| Permit Technician II   | 4,144 | 4,351 | 4,569 | 4,797 | 5,040 |
| Police Recruit         | 4,668 | 4,901 | 5,146 | 5,404 | 5,674 |
| Recreation Coordinator | 4,265 | 4,482 | 4,710 | 4,951 | 5,203 |
| Senior Account Clerk   | 4,462 | 4,690 | 4,928 | 5,180 | 5,443 |
| Shop Foreman           | 5,835 | 6,127 | 6,433 | 6,755 | 7,093 |
| Street Foreman         | 5,752 | 6,055 | 6,374 | 6,709 | 7,063 |
| Tree Trimmer I         | 3,934 | 4,134 | 4,343 | 4,564 | 4,799 |
| Tree Trimmer II        | 4,444 | 4,669 | 4,911 | 5,160 | 5,421 |
| Urban Forester         | 5,188 | 5,447 | 5,719 | 6,005 | 6,328 |

**SUPERVISORY/CONFIDENTIAL EMPLOYEES' SALARY SCHEDULE**

**EFFECTIVE: 07/01/2021 (2% Increase)**

| <u>Classification</u>    | <u>Step A</u> | <u>Step B</u> | <u>Step C</u> | <u>Step D</u> | <u>Step E</u> |
|--------------------------|---------------|---------------|---------------|---------------|---------------|
| Accountant I             | 4,685         | 4,924         | 5,173         | 5,438         | 5,716         |
| Administrative Assistant | 4,767         | 5,005         | 5,255         | 5,518         | 5,826         |
| Associate Planner        | 6,250         | 6,562         | 6,890         | 7,235         | 7,629         |
| Assistant Planner        | 5,595         | 5,875         | 6,169         | 6,477         | 6,829         |
| Code Enforcement Officer | 5,433         | 5,705         | 5,990         | 6,289         | 6,714         |
| City Clerk               | 7,072         | 7,425         | 7,796         | 8,186         | 8,769         |
| Executive Secretary      | 4,537         | 4,764         | 5,002         | 5,252         | 5,535         |
| Management Analyst       | 5,868         | 6,161         | 6,469         | 6,792         | 7,159         |
| Police Records Clerk     | 4,406         | 4,627         | 4,858         | 5,101         | 5,373         |
| Recreation Supervisor    | 6,392         | 6,712         | 7,047         | 7,400         | 7,919         |
| Senior Planner           | 7,072         | 7,425         | 7,796         | 8,186         | 8,769         |

ATTACHMENT 3

**ATTACHMENT "B" SALARY SCHEDULES**

**GENERAL EMPLOYEES' SALARY SCHEDULE**

**EFFECTIVE: 07/01/2019**

| <u>Classification</u>      | <u>Step A</u> | <u>Step B</u>                    | <u>Step C</u>                    | <u>Step D</u>                    | <u>Step E</u> |
|----------------------------|---------------|----------------------------------|----------------------------------|----------------------------------|---------------|
| Account Clerk              | 3,715         | 3,901                            | 4,096                            | 4,301                            | 4,515         |
| Building Inspector         | 4,533         | <del>4,760</del><br><u>4,764</u> | <del>4,998</del><br><u>5,007</u> | <del>5,248</del><br><u>5,262</u> | 5,529         |
| Building Inspector II      | 5,778         | <del>6,067</del><br><u>6082</u>  | <del>6,374</del><br><u>6,402</u> | <del>6,689</del><br><u>6,739</u> | 7,094         |
| Bldg. & Planning Assistant | 4,860         | <del>5,103</del><br><u>5,108</u> | <del>5,358</del><br><u>5,368</u> | <del>5,626</del><br><u>5642</u>  | 5,932         |
| Clerk Typist I             | 2,702         | <del>2,837</del><br><u>2,840</u> | <del>2,979</del><br><u>2,985</u> | <del>3,128</del><br><u>3,137</u> | 3,296         |
| Clerk Typist II            | 3,473         | 3,647                            | 3,829                            | 4,021                            | 4,221         |
| Dispatcher/Clerk:          | 4,471         | 4,695                            | 4,929                            | 5,176                            | 5,435         |
| Gardener I                 | 3,606         | <del>3,786</del><br><u>3790</u>  | <del>3,976</del><br><u>3,985</u> | <del>4,174</del><br><u>4,188</u> | 4,401         |
| Gardener II                | 4,188         | <del>4,397</del><br><u>4,401</u> | <del>4,617</del><br><u>4,625</u> | <del>4,848</del><br><u>4,861</u> | 5,108         |
| Groundsman                 | 3,364         | <del>3,532</del><br><u>3,536</u> | <del>3,709</del><br><u>3,715</u> | <del>3,894</del><br><u>3,905</u> | 4,105         |
| Librarian I                | 4,105         | <del>4,310</del><br><u>4,314</u> | <del>4,525</del><br><u>4,534</u> | <del>4,752</del><br><u>4,766</u> | 5,008         |
| Librarian II               | 5,722         | 6,008                            | 6,308                            | 6,624                            | 6,954         |
| Librarian III              | 5,856         | 6,148                            | 6,456                            | 6,779                            | 7,116         |
| Library Clerk III          | 3,466         | <del>3,639</del><br><u>3,642</u> | <del>3,824</del><br><u>3,827</u> | <del>4,012</del><br><u>4,024</u> | 4,227         |
| Maintenance Worker I       | 3,814         | <del>4,005</del><br><u>4,008</u> | <del>4,205</del><br><u>4,220</u> | <del>4,415</del><br><u>4,440</u> | 4,663         |
| Maintenance Worker II      | 4,037         | 4,238                            | 4,450                            | 4,673                            | 4,906         |

|                        |       |                                  |                                  |                                  |       |
|------------------------|-------|----------------------------------|----------------------------------|----------------------------------|-------|
| Maintenance Worker III | 4,533 | <del>4,760</del><br><u>4,764</u> | <del>4,998</del><br><u>5,007</u> | <del>5,248</del><br><u>5,262</u> | 5,529 |
| Park Foreman           | 5,529 | <del>5,805</del><br><u>5,820</u> | <del>6,096</del><br><u>6,126</u> | <del>6,401</del><br><u>6,449</u> | 6,789 |
| Park Leadman           | 3,985 | <del>4,184</del><br><u>4,188</u> | <del>4,394</del><br><u>4,402</u> | <del>4,613</del><br><u>4,626</u> | 4,861 |
| Park Maintenance       | 3,606 | <del>3,786</del><br><u>3,790</u> | <del>3,976</del><br><u>3,985</u> | <del>4,174</del><br><u>4,188</u> | 4,401 |
| Permit Technician      | 4,486 | 4,710                            | 4,945                            | 5,193                            | 5,453 |
| Permit Technician II   | 3,983 | 4,182                            | 4,391                            | 4,611                            | 4,844 |
| Police Recruit         | 4,487 | 4,711                            | 4,947                            | 5,194                            | 5,454 |
| Recreation Coordinator | 4,099 | <del>4,304</del><br><u>4,308</u> | <del>4,519</del><br><u>4,527</u> | <del>4,745</del><br><u>4,758</u> | 5,001 |
| Senior Account Clerk   | 4,289 | <del>4,503</del><br><u>4,508</u> | <del>4,729</del><br><u>4,737</u> | <del>4,965</del><br><u>4,979</u> | 5,231 |
| Shop Foreman           | 5,608 | 5,889                            | 6,183                            | 6,492                            | 6,818 |
| Street Foreman         | 5,529 | <del>5,805</del><br><u>5,820</u> | <del>6,096</del><br><u>6,126</u> | <del>6,401</del><br><u>6,449</u> | 6,789 |
| Tree Trimmer I         | 3,781 | <del>3,970</del><br><u>3,974</u> | <del>4,169</del><br><u>4,175</u> | <del>4,377</del><br><u>4,387</u> | 4,612 |
| Tree Trimmer II        | 4,271 | <del>4,485</del><br><u>4,488</u> | <del>4,709</del><br><u>4,720</u> | <del>4,945</del><br><u>4,959</u> | 5,211 |
| Urban Forester         | 4,986 | 5,236                            | 5,497                            | 5,772                            | 6,082 |



**SUPERVISORY/CONFIDENTIAL EMPLOYEES' SALARY SCHEDULE**

**EFFECTIVE: 07/01/2019**

| <u>Classification</u>    | <u>Step A</u> | <u>Step B</u>                    | <u>Step C</u>                    | <u>Step D</u>                    | <u>Step E</u> |
|--------------------------|---------------|----------------------------------|----------------------------------|----------------------------------|---------------|
| Accountant I             | 4,503         | <del>4,728</del><br><u>4,733</u> | <del>4,965</del><br><u>4,972</u> | <del>5,213</del><br><u>5,227</u> | 5,494         |
| Administrative Assistant | 4,581         | 4,811                            | 5,051                            | 5,304                            | 5,600         |
| Associate Planner        | 6,007         | 6,307                            | 6,623                            | 6,954                            | 7,333         |
| Assistant Planner        | 5,378         | 5,647                            | 5,929                            | 6,226                            | 6,564         |
| Code Enforcement Officer | 5,222         | 5,483                            | 5,757                            | 6,045                            | 6,453         |
| City Clerk               | 6,797         | 7,137                            | 7,494                            | 7,868                            | 8,428         |
| Executive Secretary      | 4,361         | 4,579                            | 4,808                            | 5,048                            | 5,320         |
| Management Analyst       | 5640          | 5,922                            | 6,218                            | 6,529                            | 6,881         |
| Police Records Clerk     | 4,235         | 4,447                            | 4,669                            | 4,903                            | 5,164         |
| Recreation Supervisor    | 6,144         | 6,451                            | 6,774                            | 7,112                            | 7,612         |
| Senior Planner           | 6,797         | 7,137                            | 7,494                            | 7,868                            | 8,428         |

**GENERAL EMPLOYEES' SALARY SCHEDULE**

**EFFECTIVE:**

**07/01/2020**

**(2% Increase)**

| <u>Classification</u>      | <u>Step A</u> | <u>Step B</u>                    | <u>Step C</u>                    | <u>Step D</u>                    | <u>Step E</u> |
|----------------------------|---------------|----------------------------------|----------------------------------|----------------------------------|---------------|
| Account Clerk              | 3,790         | 3,979                            | 4,178                            | 4,387                            | 4,606         |
| Building Inspector         | 4,624         | <del>4,855</del><br><u>4,859</u> | <del>5,098</del><br><u>5,107</u> | <del>5,352</del><br><u>5,368</u> | 5,640         |
| Building Inspector II      | 5,894         | <del>6,189</del><br><u>6,204</u> | <del>6,498</del><br><u>6,531</u> | <del>6,823</del><br><u>6,874</u> | 7,235         |
| Bldg. & Planning Assistant | 4,957         | <del>5,205</del><br><u>5,210</u> | <del>5,465</del><br><u>5,476</u> | <del>5,738</del><br><u>5,755</u> | 6,050         |
| Clerk Typist I             | 2,756         | <del>2,894</del><br><u>2,897</u> | <del>3,038</del><br><u>3,045</u> | <del>3,190</del><br><u>3,200</u> | 3,362         |
| Clerk Typist II            | 3,543         | 3,720                            | 3,906                            | 4,101                            | 4,305         |
| Dispatcher/Clerk:          | 4,561         | 4,789                            | 5,028                            | 5,279                            | 5,543         |
| Gardener I                 | 3,678         | <del>3,862</del><br><u>3,866</u> | <del>4,055</del><br><u>4,065</u> | <del>4,258</del><br><u>4,272</u> | 4,489         |
| Gardener II                | 4,272         | <del>4,485</del><br><u>4,489</u> | <del>4,710</del><br><u>4,717</u> | <del>4,945</del><br><u>4,958</u> | 5,210         |
| Groundsman                 | 3,431         | <del>3,603</del><br><u>3,607</u> | <del>3,783</del><br><u>3,790</u> | <del>3,972</del><br><u>3,983</u> | 4,187         |
| Librarian I                | 4,187         | <del>4,396</del><br><u>4,400</u> | <del>4,616</del><br><u>4,625</u> | <del>4,847</del><br><u>4,861</u> | 5,108         |
| Librarian II               | 5,836         | 6,128                            | 6,434                            | 6,756                            | 7,093         |
| Librarian III              | 5,973         | 6,271                            | 6,585                            | 6,914                            | 7,259         |
| Library Clerk III          | 3,535         | <del>3,712</del><br><u>3,715</u> | <del>3,898</del><br><u>3,904</u> | <del>4,093</del><br><u>4,105</u> | 4,312         |
| Maintenance Worker I       | 3,890         | <del>4,085</del><br><u>4,088</u> | <del>4,289</del><br><u>4,304</u> | <del>4,504</del><br><u>4,529</u> | 4,756         |
| Maintenance Worker II      | 4,117         | 4,323                            | 4,539                            | 4,766                            | 5,004         |
| Maintenance Worker III     | 4,624         | <del>4,855</del><br><u>4,859</u> | <del>5,098</del><br><u>5,107</u> | <del>5,352</del><br><u>5,368</u> | 5,640         |

|                        |       |                                  |                                  |                                  |       |
|------------------------|-------|----------------------------------|----------------------------------|----------------------------------|-------|
| Park Foreman           | 5,640 | <del>5,922</del><br><u>5,936</u> | <del>6,218</del><br><u>6,249</u> | <del>6,529</del><br><u>6,578</u> | 6,925 |
| Park Leadman           | 4,065 | <del>4,268</del><br><u>4,272</u> | <del>4,481</del><br><u>4,490</u> | <del>4,705</del><br><u>4,718</u> | 4,958 |
| Park Maintenance       | 3,678 | <del>3,862</del><br><u>3,866</u> | <del>4,055</del><br><u>4,065</u> | <del>4,258</del><br><u>4,272</u> | 4,489 |
| Permit Technician      | 4,575 | 4,804                            | 5,044                            | 5,297                            | 5,562 |
| Permit Technician II   | 4,063 | 4,266                            | 4,479                            | 4,703                            | 4,941 |
| Police Recruit         | 4,576 | 4,805                            | 5,045                            | 5,298                            | 5,563 |
| Recreation Coordinator | 4,181 | <del>4,390</del><br><u>4,394</u> | <del>4,610</del><br><u>4,618</u> | <del>4,840</del><br><u>4,854</u> | 5,101 |
| Senior Account Clerk   | 4,375 | <del>4,593</del><br><u>4,598</u> | <del>4,823</del><br><u>4,832</u> | <del>5,064</del><br><u>5,079</u> | 5,336 |
| Shop Foreman           | 5,721 | 6,007                            | 6,307                            | 6,622                            | 6,954 |
| Street Foreman         | 5,640 | <del>5,922</del><br><u>5,936</u> | <del>6,218</del><br><u>6,249</u> | <del>6,529</del><br><u>6,578</u> | 6,925 |
| Tree Trimmer I         | 3,857 | <del>4,050</del><br><u>4,053</u> | <del>4,252</del><br><u>4,258</u> | <del>4,465</del><br><u>4,475</u> | 4,705 |
| Tree Trimmer II        | 4,357 | <del>4,575</del><br><u>4,577</u> | <del>4,803</del><br><u>4,815</u> | <del>5,044</del><br><u>5,059</u> | 5,315 |
| Urban Forester         | 5,086 | 5,340                            | 5,607                            | 5,888                            | 6,204 |

**SUPERVISORY/CONFIDENTIAL EMPLOYEES' SALARY SCHEDULE**

**EFFECTIVE: 07/01/2020 (2% Increase)**

| <u>Classification</u>    | <u>Step A</u> | <u>Step B</u>                    | <u>Step C</u>                    | <u>Step D</u>                    | <u>Step E</u> |
|--------------------------|---------------|----------------------------------|----------------------------------|----------------------------------|---------------|
| Accountant I             | 4,593         | <del>4,823</del><br><u>4,828</u> | <del>5,064</del><br><u>5,071</u> | <del>5,317</del><br><u>5,332</u> | 5,604         |
| Administrative Assistant | 4,673         | 4,907                            | 5,152                            | 5,410                            | 5,712         |
| Associate Planner        | 6,127         | 6,433                            | 6,755                            | 7,093                            | 7,480         |
| Assistant Planner        | 5,486         | 5,760                            | 6,048                            | 6,350                            | 6,695         |
| Code Enforcement Officer | 5,327         | 5,593                            | 5,873                            | 6,166                            | 6,582         |
| City Clerk               | 6,933         | 7,280                            | 7,644                            | 8,026                            | 8,597         |
| Executive Secretary      | 4,448         | 4,671                            | 4,904                            | 5,149                            | 5,426         |
| Management Analyst       | 5,753         | 6,040                            | 6,342                            | 6,659                            | 7,018         |
| Police Records Clerk     | 4,320         | 4,536                            | 4,763                            | 5,001                            | 5,268         |
| Recreation Supervisor    | 6,267         | 6,580                            | 6,909                            | 7,255                            | 7,764         |
| Senior Planner           | 6,933         | 7,280                            | 7,644                            | 8,026                            | 8,597         |

**GENERAL EMPLOYEES' SALARY SCHEDULE**

| <b>EFFECTIVE:</b>          | <b>07/01/2021</b> |                                  | <b>(2% Increase)</b>             |                                  |               |
|----------------------------|-------------------|----------------------------------|----------------------------------|----------------------------------|---------------|
| <u>Classification</u>      | <u>Step A</u>     | <u>Step B</u>                    | <u>Step C</u>                    | <u>Step D</u>                    | <u>Step E</u> |
| Account Clerk              | 3,865             | 4,059                            | 4,261                            | 4,475                            | 4,698         |
| Building Inspector         | 4,716             | <del>4,952</del><br><u>4,956</u> | <del>5,200</del><br><u>5,209</u> | <del>5,460</del><br><u>5,475</u> | 5,752         |
| Building Inspector II      | 6,012             | <del>6,312</del><br><u>6,328</u> | <del>6,628</del><br><u>6,661</u> | <del>6,959</del><br><u>7,012</u> | 7,380         |
| Bldg. & Planning Assistant | 5,056             | <del>5,309</del><br><u>5,314</u> | <del>5,574</del><br><u>5,585</u> | <del>5,853</del><br><u>5,870</u> | 6,171         |
| Clerk Typist I             | 2,811             | <del>2,954</del><br><u>2,954</u> | <del>3,099</del><br><u>3,106</u> | <del>3,254</del><br><u>3,264</u> | 3,429         |
| Clerk Typist II            | 3,613             | 3,794                            | 3,984                            | 4,183                            | 4,391         |
| Dispatcher/Clerk:          | 4,652             | 4,884                            | 5,129                            | 5,385                            | 5,654         |
| Gardener I                 | 3,752             | <del>3,939</del><br><u>3,944</u> | <del>4,136</del><br><u>4,146</u> | <del>4,343</del><br><u>4,357</u> | 4,579         |
| Gardener II                | 4,357             | <del>4,575</del><br><u>4,579</u> | <del>4,804</del><br><u>4,812</u> | <del>5,044</del><br><u>5,057</u> | 5,314         |
| Groundsman                 | 3,500             | <del>3,675</del><br><u>3,679</u> | <del>3,859</del><br><u>3,865</u> | <del>4,052</del><br><u>4,062</u> | 4,270         |
| Librarian I                | 4,270             | <del>4,484</del><br><u>4,488</u> | <del>4,708</del><br><u>4,717</u> | <del>4,943</del><br><u>4,958</u> | 5,210         |
| Librarian II               | 5,953             | 6,251                            | 6,563                            | 6,891                            | 7,235         |
| Librarian III              | 6,092             | 6,397                            | 6,717                            | 7,052                            | 7,404         |
| Library Clerk III          | 3,606             | <del>3,786</del><br><u>3,789</u> | <del>3,976</del><br><u>3,982</u> | <del>4,174</del><br><u>4,187</u> | 4,398         |
| Maintenance Worker I       | 3,968             | <del>4,167</del><br><u>4,170</u> | <del>4,375</del><br><u>4,390</u> | <del>4,594</del><br><u>4,620</u> | 4,851         |
| Maintenance Worker II      | 4,200             | 4,410                            | 4,630                            | 4,862                            | 5,104         |
| Maintenance Worker III     | 4,716             | <del>4,952</del><br><u>4,956</u> | <del>5,200</del><br><u>5,209</u> | <del>5,460</del><br><u>5,475</u> | 5,752         |

|                        |       |                                  |                                  |                                  |       |
|------------------------|-------|----------------------------------|----------------------------------|----------------------------------|-------|
| Park Foreman           | 5,752 | <del>6,040</del><br><u>6,055</u> | <del>6,342</del><br><u>6,374</u> | <del>6,659</del><br><u>6,709</u> | 7,063 |
| Park Leadman           | 4,146 | <del>4,353</del><br><u>4,357</u> | <del>4,571</del><br><u>4,580</u> | <del>4,800</del><br><u>4,813</u> | 5,057 |
| Park Maintenance       | 3,752 | <del>3,939</del><br><u>3,944</u> | <del>4,136</del><br><u>4,146</u> | <del>4,343</del><br><u>4,357</u> | 4,579 |
| Permit Technician      | 4,667 | 4,900                            | 5,145                            | 5,402                            | 5,673 |
| Permit Technician II   | 4,144 | 4,351                            | 4,569                            | 4,797                            | 5,040 |
| Police Recruit         | 4,668 | 4,901                            | 5,146                            | 5,404                            | 5,674 |
| Recreation Coordinator | 4,265 | <del>4,478</del><br><u>4,482</u> | <del>4,702</del><br><u>4,710</u> | <del>4,937</del><br><u>4,951</u> | 5,203 |
| Senior Account Clerk   | 4,462 | <del>4,685</del><br><u>4,690</u> | <del>4,920</del><br><u>4,928</u> | <del>5,166</del><br><u>5,180</u> | 5,443 |
| Shop Foreman           | 5,835 | 6,127                            | 6,433                            | 6,755                            | 7,093 |
| Street Foreman         | 5,752 | <del>6,040</del><br><u>6,055</u> | <del>6,342</del><br><u>6,374</u> | <del>6,659</del><br><u>6,709</u> | 7,063 |
| Tree Trimmer I         | 3,934 | <del>4,131</del><br><u>4,134</u> | <del>4,337</del><br><u>4,343</u> | <del>4,554</del><br><u>4,564</u> | 4,799 |
| Tree Trimmer II        | 4,444 | <del>4,666</del><br><u>4,669</u> | <del>4,899</del><br><u>4,911</u> | <del>5,144</del><br><u>5,160</u> | 5,421 |
| Urban Forester         | 5,188 | 5,447                            | 5,719                            | 6,005                            | 6,328 |

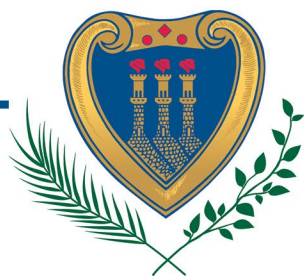
**SUPERVISORY/CONFIDENTIAL EMPLOYEES' SALARY SCHEDULE**

**EFFECTIVE: 07/01/2021 (2% Increase)**

| <u>Classification</u>    | <u>Step A</u> | <u>Step B</u>                    | <u>Step C</u>                    | <u>Step D</u>                    | <u>Step E</u> |
|--------------------------|---------------|----------------------------------|----------------------------------|----------------------------------|---------------|
| Accountant I             | 4,685         | <del>4,919</del><br><u>4,924</u> | <del>5,165</del><br><u>5,173</u> | <del>5,424</del><br><u>5,438</u> | 5,716         |
| Administrative Assistant | 4,767         | 5,005                            | 5,255                            | 5,518                            | 5,826         |
| Associate Planner        | 6,250         | 6,562                            | 6,890                            | 7,235                            | 7,629         |
| Assistant Planner        | 5,595         | 5,875                            | 6,169                            | 6,477                            | 6,829         |
| Code Enforcement Officer | 5,433         | 5,705                            | 5,990                            | 6,289                            | 6,714         |
| City Clerk               | 7,072         | 7,425                            | 7,796                            | 8,186                            | 8,769         |
| Executive Secretary      | 4,537         | 4,764                            | 5,002                            | 5,252                            | 5,535         |
| Management Analyst       | 5,868         | 6,161                            | 6,469                            | 6,792                            | 7,159         |
| Police Records Clerk     | 4,406         | 4,627                            | 4,858                            | 5,101                            | 5,373         |
| Recreation Supervisor    | 6,392         | 6,712                            | 7,047                            | 7,400                            | 7,919         |
| Senior Planner           | 7,072         | 7,425                            | 7,796                            | 8,186                            | 8,769         |

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# City of San Marino

## Staff Report

*Gretchen Shepherd Romey, Mayor  
Ken Ude, Vice Mayor  
Steven W. Huang, DDS, Council Member  
Susan Jakubowski, Council Member  
Steve Talt, Council Member*

TO: Mayor and City Council  
FROM: Marcella Marlowe, Ph.D., City Manager  
BY: Paul Chung, Finance Director  
DATE: April 8, 2020

**SUBJECT: RESOLUTION AUTHORIZING THE CITY REPRESENTATIVES TO APPLY FOR AND OBTAIN DISASTER ASSISTANCE FUNDING FROM STATE AND FEDERAL AGENCIES (CITY MANAGER AND FINANCE DIRECTOR)**

---

### STRATEGIC PLAN CRITICAL SUCCESS FACTORS

- Efficient, Responsive, and Effective City Services
- Fiscally Responsible and Transparent City Government

### BACKGROUND

California Office of Emergency Services (Cal OES) requires each agency to adopt a resolution designating specific City staff to apply for and obtain disaster assistance funding. This must be maintained and renewed every three years.

### DISCUSSION

On March 17, 2020, the City Council proclaimed an emergency due to the COVID-19 pandemic, and that proclamation is scheduled to be renewed this evening. Due to these exigent circumstances, Federal Emergency Management Agency (FEMA) has made federal assistance available to affected municipalities through the California Governor's Office of Emergency Services (Cal OES). The City is eligible for this assistance and will request funding to reimburse costs for sanitizing products, protective equipment, signage, message board rental and other needed materials and services incurred as a result of this global crisis.

In order to qualify for disaster assistance, municipalities must complete and adopt Cal OES Form I30 – Designation of Applicant's Agent Resolution for Non-State Agencies. Adoption of Cal OES Form I30 expedites federal assistance by designating specific City staff members as authorized representatives to request disaster assistance on behalf of the City and is valid for a

period of three years. The attached resolution designates the City Manager and Finance Director as the City’s representatives.

## **FISCAL IMPACT & PROCUREMENT REVIEW**

There are generally no fiscal implications involved with the adoption or renewal of Form 130 or the designation of representatives. However, due to the recent developments related to the COVID-19 pandemic, it is estimated that there will be unanticipated General Fund expenses. These costs are comprised of staffing, materials and services to combat the COVID-19 virus. These costs could potentially be offset by any disaster assistance funding.

## **LEGAL REVIEW**

The City Attorney’s office has reviewed and approved as to form.

## **RECOMMENDATION**

Staff recommends that the City Council adopt Resolution No. R-20-13. If the City Council concurs with staff’s recommendation, an appropriate motion would be:

“I move adopt Resolution No. R-20-13, a Resolution of the City Council of the City of San Marino, Designating the City Manager and Finance Director to be the City’s Representatives to Apply for and Obtain Disaster Assistance Funding from the Federal Emergency Management Agency and the California Governor’s Office of Emergency Services for Recovering Costs Associated with Declared Emergencies.”

## **ATTACHMENTS**

1. Resolution No. R-20-13
2. Cal OES Form 130



**RESOLUTION NO. R-20-13**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN MARINO, CALIFORNIA, DESIGNATING THE CITY MANAGER AND FINANCE DIRECTOR TO BE THE CITY'S REPRESENTATIVES TO APPLY FOR AND OBTAIN DISASTER ASSISTANCE FUNDING FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY AND THE CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES FOR RECOVERING COSTS ASSOCIATED WITH DECLARED EMERGENCIES**

**WHEREAS**, the City of San Marino is required to designate authorized signers to complete forms with the California Governor's Office of Emergency Services (Cal OES) for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial federal and/or state assistance under the California Disaster Assistance Act, and to file the same, along with Cal OES Form 130 attached hereto as Exhibit A, with the California Governor's Office of Emergency Services; and

**WHEREAS**, the City Council has considered the positions presented as agents of the City authorized to sign Federal Emergency Management Agency (FEMA) and the California Office of Emergency Services (Cal OES) claim and grant forms to forward the process of financial assistance for disaster recovery; and

**WHEREAS**, the City Council has designated the agents by position, and to be effective for all open and future disasters declared by the State or Federal government up to three years following the date of approval so as to expedite processing of Cal OES Form 130 with Cal OES and submit all related documentation.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN MARINO HEREBY RESOLVES AS FOLLOWS:**

SECTION 1. The City Manager and Finance Director, and any of their designees, are each hereby authorized, acting alone or together, to execute for and on behalf of the City of San Marino, a public entity established under the laws of the State of California, applications for the purpose of obtaining certain federal financial assistance and/or state financial assistance under the California Disaster Assistance Act, and to file the same, along with Cal OES Form 130 attached hereto as Exhibit A, with the California Governor's Office of Emergency Services.

SECTION 2. The City Clerk shall certify to the passage and adoption of this resolution.

SECTION 3. The City Clerk shall send a certified copy of this resolution to the California Governor's Office of Emergency Services (Cal OES).

**PASSED, APPROVED, AND ADOPTED** on this 8th day of April, 2020.

\_\_\_\_\_  
GRETCHEN SHEPHERD ROMEY, MAYOR  
CITY OF SAN MARINO

ATTEST:

\_\_\_\_\_  
EVA HETER, CITY CLERK  
CITY OF SAN MARINO

STATE OF CALIFORNIA            )  
COUNTY OF LOS ANGELES    ) ss.  
CITY OF SAN MARINO            )

I, Eva Heter, City Clerk of the City of San Marino, California, hereby certify that Resolution No R-20-13 was adopted by the City Council of the City of San Marino on the 8th day of April, 2020, and that the same was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
EVA HETER, CITY CLERK  
CITY OF SAN MARINO

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION  
FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE \_\_\_\_\_ OF THE \_\_\_\_\_  
(Governing Body) (Name of Applicant)

THAT \_\_\_\_\_, OR  
(Title of Authorized Agent)

\_\_\_\_\_, OR  
(Title of Authorized Agent)

\_\_\_\_\_  
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the \_\_\_\_\_, a public entity  
(Name of Applicant)

established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the \_\_\_\_\_, a public entity established under the laws of the State of California,  
(Name of Applicant)

hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

**Please check the appropriate box below:**

This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.

This is a disaster specific resolution and is effective for only disaster number(s) \_\_\_\_\_

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

**CERTIFICATION**

I, \_\_\_\_\_, duly appointed and \_\_\_\_\_ of  
(Name) (Title)

\_\_\_\_\_, do hereby certify that the above is a true and correct copy of a  
(Name of Applicant)

Resolution passed and approved by the \_\_\_\_\_ of the \_\_\_\_\_  
(Governing Body) (Name of Applicant)

on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

**Cal OES Form 130 Instructions**

**A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted Resolution is older than three (3) years from the last date of approval, is invalid or has not been submitted.**

When completing the Cal OES Form 130, Applicants should fill in the blanks on page 1. The blanks are to be filled in as follows:

**Resolution Section:**

**Governing Body:** This is the group responsible for appointing and approving the Authorized Agents.

Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

**Name of Applicant:** The public entity established under the laws of the State of California. Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

**Authorized Agent:** These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the Governor's Office of Emergency Services regarding grants applied for by the Applicant. There are two ways of completing this section:

1. **Titles Only:** If the Governing Body so chooses, the titles of the Authorized Agents would be entered here, not their names. This allows the document to remain valid (for 3 years) if an Authorized Agent leaves the position and is replaced by another individual in the same title. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency and does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

**Governing Body Representative:** These are the names and titles of the approving Board Members.

Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents, and a minimum of two or more approving board members need to be listed.

**Certification Section:**

**Name and Title:** This is the individual that was in attendance and recorded the Resolution creation and approval.

Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member (if a person holds two positions such as City Manager and Secretary to the Board and the City Manager is to be listed as an Authorized Agent, then the same person holding the Secretary position would sign the document as Secretary to the Board (not City Manager) to eliminate "Self Certification.")



# City of San Marino

## Staff Report

*Gretchen Shepherd Romey, Mayor*

*Ken Ude, Vice Mayor*

*Steven W. Huang, DDS, Council Member*

*Susan Jakubowski, Council Member*

*Steve Talt, Council Member*

TO: Mayor and City Council

FROM: Marcella Marlowe, Ph.D., City Manager

BY: Josette Espinosa, Interim Community Services Director  
Robert Zubiante, Management Analyst

DATE: April 8, 2020

**SUBJECT: ACCEPTANCE OF DONATION FROM THE SAN MARINO  
PUBLIC LIBRARY FOUNDATION FOR THE CROWELL PUBLIC  
LIBRARY PUBLIC-ACCESS COMPUTERS UPGRADE PROJECT**

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### STRATEGIC PLAN CRITICAL SUCCESS FACTORS

- Engaged and Connected Residents
- Efficient, Responsive, and Effective City Services
- Fiscally Responsible and Transparent City Government
- Inviting and Relevant City Facilities

### BACKGROUND

The San Marino Public Library Foundation (the Foundation) was founded and incorporated in 1995 to create a supplemental funding source for the public library of the City of San Marino. The Foundation is one of two financial support groups to the Crowell Public Library, aside from the Friends of the Crowell Public Library. The Foundation is most well-known for its outstanding capital campaign which raised over \$10 million to help build the current home of the City's public library.

The Foundation is a 501(c)(3) non-profit organization. Funds raised by the Foundation have been donated to a variety of capital improvement projects at the Crowell Public Library.

### DISCUSSION

The Foundation would like to present a \$36,000 donation to the City of San Marino. The funds for this donation come from the Delicious Destinations event, which was held in the Crowell Public Library on November 16, 2019. The Foundation is pleased that this donation will be used by the City to replace the public-access computers at the Crowell Public Library.

The donation will be presented by members of the Foundation.

## **FISCAL IMPACT & PROCUREMENT REVIEW**

This donation represents a benefit to the City's Restricted Donations Fund (Fund 281) budget for Fiscal Year 2019-20 and will have no impact on the General Fund. The donation will be recorded to the Library Donations Received account (account # 281-90-3601-0000) and once the computers have been purchased, it will be recorded to the Equipment-Library account (account # 281-90-4613-0000).

Procurement review is not applicable at this time as the City is only accepting the donation. Staff will procure the public-access computers according to the City's procurement policy.

## **LEGAL REVIEW**

The City Attorney's Office has reviewed this report and approved it as to form.

## **RECOMMENDATION**

Staff recommends that the City Council accept the donation from the Foundation and amend the Donations Fund budget to reflect the donation and expenditure.

If the City Council concurs with staff's recommendation, an appropriate motion would be:

"I move to (1) accept the designation donation of \$36,000 from the Foundation and approve the replacement of public-access computers at the Crowell Library; (2) amend the FY 2019-20 revenue budget to recognize revenue of \$36,000 in the Donations Fund at Account 281-90-3601-0000 (Library Donations Received); and (3) approve a FY 2019-20 expenditure budget amendment by appropriation of \$36,000 to the Donations Fund Account 281-90-4613-0000 (Equipment-Library)."

## **ATTACHMENTS**

None







# City of San Marino

## Staff Report

*Gretchen Shepherd Romey, Mayor  
Ken Ude, Vice Mayor  
Steven W. Huang, DDS, Council Member  
Susan Jakubowski, Council Member  
Steve Talt, Council Member*

TO: Mayor and City Council

FROM: Marcella Marlowe, Ph.D., City Manager

BY: Paul Chung, Finance Director  
Mark Siegfried, Accounting Manager/Controller

DATE: April 8, 2020

**SUBJECT: APPROVAL TO JOIN THE LITIGATION CONSORTIUM AGAINST SOUTHERN CALIFORNIA EDISON (SCE) FOR UNDER-COLLECTION OF UTILITY USER TAXES**

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### STRATEGIC PLAN CRITICAL SUCCESS FACTORS

- Efficient, Responsive, and Effective City Services
- Fiscally Responsible and Transparent City Government

### BACKGROUND

On February 11, 2020, staff received a letter from the City of Torrance proposing to form a litigation consortium of a group of cities and counties to file a lawsuit against Southern California Edison (SCE) to recover possible under-collected Utility Users Tax (UUT). This relates to SCE under collecting customer credits from the proceeds of cap-and-trade auctions under the State's greenhouse gas laws. It is estimated that the City of San Marino has approximately \$93,460 of under-collected UUT during 2014-2019.

### DISCUSSION

The City of Torrance, on behalf of the consortium, has hired Colantuono, Highsmith & Whatley, P.C. (CH&W) to litigate this matter. Of the sixty-nine cities and counties that received the letter from the City of Torrance on joining the consortium, twenty-five cities and counties, including San Marino, have expressed interest in joining the consortium. The cost basis for the cost of the litigation is proportionate to an entity's estimated share of underpayment of UUT. The current under-collection for the City is approximately \$93,460, which is estimated to be less than 0.5% of all the interested agencies for the total underpayment of UUT. The cost of litigation for the City is anticipated to be minimal compared to the past due UUT the City would be able to

recover. CH&W also indicates that it believes any legal fees incurred through this litigation would be subject to reimbursement.

CH&W plans to file suit on behalf of all the interested agencies on April 10, 2020. CH&W has asked all agencies considering to the join the consortium to sign the letter of agreement for legal services prior to that date.

## **FISCAL IMPACT & PROCUREMENT REVIEW**

The proposed estimated litigation costs by CH&W is between \$127,000 to \$220,000 through trial court judgment, which would be shared by the litigation consortium. This estimate of attorney's fees and costs is limited to work at the trial court level, which is expected to conclude in early 2021, and would not include the cost of any appeal. This cost will be shared proportionately by each city's and counties' estimated share of the total underpayment of tax in 2014-2019. If twenty-five of the cities and counties join the consortium, the City's portion is estimated to be less than \$2,000. Final cost of the legal services would be provided after CH&W receives all the agencies' agreements. Due to the fact that estimated litigation costs are minimal, no budget appropriation is necessary at this time, since it can be absorbed by budget savings.

Procurement review is not applicable.

## **LEGAL REVIEW**

The City Attorney's office has reviewed and approved as to form.

## **RECOMMENDATION**

Staff recommends that the City Council approve the City in joining the litigation consortium against SCE. If the City Council concurs with staff's recommendation, an appropriate motion would be:

"I move that the City joins the litigation consortium against Southern California Edison and to authorize the City Manager to enter into the letter agreement with Colantuono, Highsmith & Whatley, P.C. (CH&W)."

## **ATTACHMENTS**

None



# City of San Marino

## Staff Report

*Gretchen Shepherd Romey, Mayor  
Ken Ude, Vice Mayor  
Steven W. Huang, DDS, Council Member  
Susan Jakubowski, Council Member  
Steve Talt, Council Member*

TO: Mayor and City Council  
FROM: Marcella Marlowe, Ph.D., City Manager  
BY: Stephanie Cao, City Attorney  
Carol W. Lynch, Senior Counsel  
DATE: April 8, 2020

**SUBJECT: RESOLUTION RENEWING THE PROCLAMATION OF A LOCAL EMERGENCY AND URGENCY ORDINANCE EXTENDING CERTAIN PLANNING & BUILDING ENTITLEMENTS AND DECLARING THE URGENCY THEREOF IN RESPONSE TO COVID-19**

### STRATEGIC PLAN CRITICAL SUCCESS FACTORS

- Engaged and Connected Residents
- Efficient, Responsive, and Effective City Services
- Safe Community
- Fiscally Responsible and Transparent City Government

### BACKGROUND

An outbreak of respiratory illness due to a novel coronavirus, now known as COVID-19, began in December 2019. Symptoms of the virus include fever, cough, and shortness of breath, and infected individuals have experienced a range of outcomes, from mild sickness to severe illness and death. The Centers for Disease Control and Prevention (“CDC”) believes that symptoms appear within two to fourteen days after exposure. Currently, there is no vaccine to prevent COVID-19.

The CDC’s guidance to manage ongoing COVID-19 risk requires extraordinary efforts, including limiting public gatherings. On March 11, 2020, the World Health Organization publicly characterized COVID-19 as a global pandemic. On March 4, 2020, Governor Gavin Newsom declared a state of emergency to address the COVID-19 outbreak. On March 13, 2020, the

President of the United States declared a state of national emergency. On March 17, 2020, the City Council of the City of San Marino proclaimed a local emergency.

On March 19, 2020, Governor Gavin Newsom issued Executive Order N-33-20, which, among other things, ordered all individuals in California to stay at home or at their place of residence with certain exceptions (“Stay at Home Order”). As of April 2, 2020, there were over 213,000 cases in the United States, including over 8,155 cases in California, which is a significant increase that has occurred since the City Council adopted the emergency declaration on March 17, 2020.

## **DISCUSSION**

### *Renewal of Local Emergency:*

Section 04.03.02 of the San Marino Municipal Code requires that a proclamation of a local emergency shall be renewed no less than every thirty (30) days by the City Council. The renewal of the proclamation of local emergency will allow the City Manager to continue to take any actions necessary to address or mitigate impacts that COVID-19 may have on City operations and services. It also allows the City Council to approve emergency regulations to prevent the spread of illness should that become necessary. Finally, it allows the City to take advantage of state and federal funding and other resources as necessary to address issues within San Marino.

### *Extension of Certain Planning and Building Entitlements:*

Additionally, in response to the Governor’s Stay at Home Order and best social distancing practices, the City’s Planning & Building Director has requested a 90-day extension of any planning approvals and resolutions that are currently in effect, which were issued pursuant to Chapter 23 (Zoning and Development, Advertising and Signs, Fences and Walls) of the San Marino Municipal Code, and any building permits issued by the City that are currently in effect.

## **FISCAL IMPACT & PROCUREMENT REVIEW**

The resolution and ordinance have no immediate fiscal impact on the City but could allow the City to qualify for state and federal funding or other resources that are made available to local governments.

## **LEGAL REVIEW**

The City Attorney’s office has reviewed and approved as to form.

## **RECOMMENDATION**

Staff recommends that the City Council adopt Resolution No. R-20-12 and Urgency Ordinance No. 20-O-1363-U. If the City Council concurs with staff's recommendation, an appropriate motion would be:

"I move to:

1. Adopt Resolution No. R-20-12, a Resolution of the City Council of the City of San Marino, Renewing the Proclamation of the Existence of a Local Emergency Concerning the COVID-19 Virus; and
2. Read by title only, waive further reading and adopt Ordinance No. 20-O-1363-U, an urgency ordinance of the City of San Marino extending certain planning and building entitlements for 90 days and declaring the urgency thereof."

## **ATTACHMENTS**

1. Resolution No. R-20-12
2. Urgency Ordinance No. 20-O-1363-U

**RESOLUTION NO. R-20-12**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN MARINO, CALIFORNIA, RENEWING THE PROCLAMATION OF THE EXISTENCE OF A LOCAL EMERGENCY CONCERNING THE COVID-19 VIRUS**

**WHEREAS**, Government Code § 8630 and Section 04.03.02 of Chapter 4 (Emergency Services) of the San Marino Municipal Code provide that the City Council of the City of San Marino may proclaim the existence of a local emergency as defined by Government Code § 8558, subdivision (c); and

**WHEREAS**, in December 2019, an outbreak of respiratory illness due to a novel coronavirus (a disease now known as COVID-19), was first identified, and has since spread throughout the world, impacting more than 75 countries, including the United States; and

**WHEREAS**, since the federal Centers for Disease Control and Prevention (“CDC”) confirmed the first possible case of community spread of COVID-19 in the United States on February 26, 2020, there has been a significant escalation of United States domestic cases and deaths from COVID-19; and

**WHEREAS**, on March 4, 2020, Gavin Newsom, Governor of the State of California, proclaimed a state of emergency to exist in California due to the spread of COVID-19; and

**WHEREAS**, on March 13, 2020, The President of the United States declared a state of national emergency due to the spread of COVID-19; and

**WHEREAS**, on March 17, 2020, the San Marino City Council declared a state of local emergency due to the spread of COVID-19; and

**WHEREAS**, as of April 2, 2020, there were over 213,000 COVID-19 cases identified in the United States, including over 8,155 cases in California, and officials expect the number of cases in California, the United States, and worldwide to increase; and

**WHEREAS**, the City’s continued ability to mobilize local resources, coordinate interagency response, accelerate procurement of vital supplies, use mutual aid, and allow for future reimbursement by the State and Federal governments will be critical to successfully responding to COVID-19; and

**WHEREAS**, the City Council finds that these conditions warrant and necessitate that the City of San Marino renew its proclamation of the existence of the local emergency.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN MARINO HEREBY RESOLVES AS FOLLOWS:**

**IT IS HEREBY PROCLAIMED AND ORDERED** that a Local Emergency continues

to exist throughout the City of San Marino; and

**IT IS FURTHER PROCLAIMED AND ORDERED** that the City Manager, acting as the City's Director of Emergency Services, and the emergency organization of the City are still authorized and directed to take any necessary steps for the protection of life, health and safety in the City of San Marino; and

**IT IS FURTHER PROCLAIMED AND ORDERED** that the existence of this Local Emergency, the powers, functions, and duties of the City's Director of Emergency Services, the City Manager, the San Marino disaster council, and the emergency organization of this City shall continue to be those prescribed by State law and the City's ordinances, including Article 03 (City Manager) and Article 06 (Finance Administration) of Chapter 2 (Administration) and Article 03 (Director of Emergency Services) of Chapter 4 (Emergency Services), resolutions of the City, and approved emergency plans; and

**IT IS FURTHER ORDERED** that all City Departments shall continue to track costs for staffing, supplies, and equipment related to COVID-19 preparation and prevention; and

**IT IS FURTHER ORDERED** that the renewal of the Local Emergency proclamation in this Resolution shall take effect immediately and that the City shall continue to give widespread publicity and notice of the Local Emergency through the most feasible and adequate means of disseminating such notice throughout the City; and

**IT IS FURTHER ORDERED** that a copy of this Resolution shall be forwarded to the Director of California Governor's Office of Emergency Services requesting that the Director find it acceptable in accordance with State law; that the Governor waive regulations that may hinder response and recovery efforts; that recovery assistance be made available under the California Disaster Assistance Act; and that the State expedite access to State and Federal resources and any other appropriate federal disaster relief programs; and forwarded to officials as the City's Director of Emergency Services deems prudent or necessary; and

**IT IS FURTHER PROCLAIMED AND ORDERED** that the Local Emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of San Marino, State of California; and

**IT IS FURTHER ORDERED**, the City Clerk shall certify to the passage and adoption of this Resolution and shall enter it into the book of original resolutions.

**PASSED, APPROVED, AND ADOPTED** on this 8th day of April, 2020.

---

GRETCHEN SHEPHERD ROMNEY, MAYOR  
CITY OF SAN MARINO

ATTEST:

\_\_\_\_\_  
EVA HETER, CITY CLERK  
CITY OF SAN MARINO

STATE OF CALIFORNIA            )  
COUNTY OF LOS ANGELES       ) ss.  
CITY OF SAN MARINO            )

I, Eva Heter, City Clerk of the City of San Marino, California, hereby certify that Resolution No R-20-12 was adopted by the City Council of the City of San Marino on the 8th day of April, 2020, and that the same was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
EVA HETER, CITY CLERK  
CITY OF SAN MARINO



ORDINANCE NO. 20-O-1363-U

AN URGENCY ORDINANCE OF THE CITY OF SAN MARINO EXTENDING CERTAIN PLANNING AND BUILDING ENTITLEMENTS FOR 90 DAYS AND DECLARING THE URGENCY THEREOF

THE CITY COUNCIL OF THE CITY OF SAN MARINO HEREBY ORDAINS AS FOLLOWS:

WHEREAS, international, national, state, and local health and governmental authorities are responding to an outbreak of a respiratory disease caused by a novel coronavirus named "SARS-CoV-2," and the disease it causes has been named "coronavirus disease 2019," abbreviated COVID-19, ("COVID-19"); and

WHEREAS, on March 4, 2020, the Los Angeles County Board of Supervisors and Department of Public Health declared a local emergency and local public health emergency to aid the regional healthcare and governmental community in responding to COVID-19; and

WHEREAS, on March 4, 2020, the Governor of the State of California declared a state of emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the state prepare for broader spread of COVID-19; and

WHEREAS, on March 13, 2020, the President of the United States of America declared a national emergency and announced that the federal government would make emergency funding available to assist state and local governments in preventing the spread of and addressing the effects of COVID-19; and

WHEREAS, on March 17, 2020, the City Council proclaimed the existence of a local emergency to ensure the availability of mutual aid and the City's effective response to the novel coronavirus ("COVID-19"); and

WHEREAS, on March 19, 2020, the Governor of the State of California issued Executive Order N-33-20, which, among other things, ordered all individuals in California to stay at home or at their place of residence with certain exceptions; and

WHEREAS, the Centers for Disease Control and Prevention, the California Department of Public Health, and the Los Angeles County Department of Public Health have all issued recommendations, including but not limited to, social distancing, staying home if sick, canceling or postponing large group events, working from home, and other precautions to protect public health and prevent transmission of this communicable virus; and

WHEREAS, the Governor of the State of California has stated that individuals exposed to COVID-19 may be temporarily unable to report to work due to illness caused by COVID-19 or quarantines related to COVID-19; and

WHEREAS, during this local emergency, timely implementation of certain planning and building entitlements and building permits may not be possible due to various state and local orders and the paramount interest of protecting the public health and preventing transmission of COVID-19; and

WHEREAS, in the interest of public peace, health and safety, as affected by the emergency caused by the spread of COVID-19, it is necessary for the City Council to exercise its authority to issue this regulation related to the protection of the public peace, health or safety.

Section 1. The City Council of the City of San Marino does adopt the following emergency regulation which shall take effect immediately:

A 90-day extension is hereby granted for any planning approval and resolution that is currently in effect, which memorializes a final action of the City that approves an application pursuant to Chapter 23 (Zoning and Development, Advertising and Signs, Fences and Walls) of the San Marino Municipal Code, and any building permits issued by the City that are currently in effect.

Section 2. Remain in Effect. This Ordinance shall remain in effect for a period of 90 days or the duration of the local emergency, whichever is longer.

Section 3. Uncodified. This Ordinance shall not be codified.

Section 4. Severability. If any provision of this ordinance is held invalid by a court of competent jurisdiction, such provision shall be considered a separate, distinct and independent provision and such holding shall not affect the validity and enforceability of the other provisions of this ordinance.

Section 5. Publication. The Mayor shall sign and the City Clerk shall attest to the adoption of this Ordinance and shall cause the same to be published as required by law.

Section 6. Effective Date. This Ordinance is adopted as an urgency ordinance for the immediate preservation of the public peace, health and safety within the meaning of Government Code Section 36937(b), and therefore shall be passed immediately upon its introduction and shall become effective at 12:01 a.m., April 9, 2020 upon its adoption by a minimum 4/5 vote of the City Council.

Section 7. Certification. The City Clerk shall certify to the adoption of this Ordinance.

**PASSED, APPROVED, AND ADOPTED this \_\_\_ day of \_\_\_\_\_, 2020.**

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GRETCHEN SHEPHERD ROMNEY, MAYOR

ATTEST:

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EVA HETER, CITY CLERK

APPROVED AS TO FORM:

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STEPHANIE CAO  
CITY ATTORNEY

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# City of San Marino

## Staff Report

*Gretchen Shepherd Romey, Mayor  
Ken Ude, Vice Mayor  
Steven W. Huang, DDS, Council Member  
Susan Jakubowski, Council Member  
Steve Talt, Council Member*

TO: Mayor and City Council  
FROM: Marcella Marlowe, Ph.D., City Manager  
BY: Aldo Cervantes, Planning and Building Director  
DATE: April 8, 2020

**SUBJECT: AN URGENCY ORDINANCE OF THE CITY OF SAN MARINO ADOPTING EMERGENCY REGULATIONS RELATED TO RESIDENTIAL AND COMMERCIAL TENANT EVICTIONS AND DECLARING THE URGENCY THEREOF AND CONSIDERATION OF ACTION TO REDUCE THE IMPACTS ON RESIDENTS AND LOCAL BUSINESSES RELATED TO THE COVID-19 VIRUS**

### STRATEGIC PLAN CRITICAL SUCCESS FACTORS

- Engaged and Connected Residents
- Efficient, Responsive, and Effective City Services
- Safe Community
- Fiscally Responsible and Transparent City Government

### BACKGROUND

An outbreak of respiratory illness due to a novel coronavirus, now known as COVID-19, was identified in Wuhan City, China in December 2019. Symptoms of the virus include fever, cough, and shortness of breath, and infected individuals have experienced a range of outcomes, from mild sickness to severe illness and death. The Centers for Disease Control and Prevention (“CDC”) believes that symptoms appear within two to fourteen days after exposure. Currently, there is no vaccine to prevent COVID-19.

The CDC’s guidance to manage ongoing COVID-19 risk requires extraordinary efforts, including limiting public gatherings. On March 4, 2020, Governor Gavin Newsom declared a state of emergency to address the COVID-19 outbreak. On March 11, 2020, the World Health Organization publicly characterized COVID-19 as a global pandemic with cases in at least 114 countries. As of March 12, 2020, there are over 1,200 cases in the United States, including over

170 cases in California. On Friday, March 13, 2019, the President of the United States declared a state of national emergency. On March 16, 2020, the Governor of the State of California issued Executive Order N-28-20 authorizing local government agencies, among other items, to impose limitations on evictions within their jurisdiction. As a result of these actions, the City Council Proclaimed the Existence of a Local Emergency Concerning the COVID-19 Virus and adopted Resolution No. R-20-09 on March 17, 2020.

Since the City Council's emergency declaration, the Governor of the State of California issued another executive order regarding residential evictions, Executive Order, No. N-37-20. This order does not impact commercial evictions. The Governor's office states that this order "prohibits landlords from evicting tenants for nonpayment of rent and prohibits enforcement of evictions by law enforcement or courts." In fact, the text of this order is less expansive than that statement, and this order may make local eviction bans even more important.

In addition, on March 27, 2020, the federal Coronavirus Aid, Relief and Economic Security Act (H.R. 748), was signed into law. The City's moratorium on evictions of residential tenants for non-payment of rent does not supersede Section 4024 of Title IV of Division A of the Coronavirus Aid, Relief and Economic Security Act, which until July 25, 2020, prohibits landlords owning certain properties from initiating legal action to evict residential tenants for nonpayment of rent or other fees, or from charging or imposing charges for such nonpayment. Section 4024 applies only to properties that have a federally backed mortgage loan or receive federal subsidies from certain programs, such as Section 8 assistance or the low income housing tax credit program. It is not clear how many properties in the City, if any, are subject to these provisions.

As a result of the public health emergency and the precautions recommended by health authorities, many tenants in the City have experienced or expect soon to experience sudden and unexpected income loss, which will affect their ability to pay their rent. Further economic impacts are anticipated in the coming weeks and months, leaving tenants vulnerable to eviction.

The proposed temporary moratorium on eviction of residential and commercial tenants impacted by the COVID-19 pandemic for non-payment of rent and request to suspend certain late fees and penalties are intended to avoid unnecessary housing displacement, to protect the City's affordable housing stock, to prevent housed individuals from falling into homelessness, and to mitigate some of the economic impacts on the City businesses during the COVID-19 pandemic.

## **DISCUSSION**

The report provides for two components, a recommendation from staff to adopt an Urgency Ordinance related to residential and commercial tenant evictions and consideration by the City Council to suspend certain late fees and penalties.

*Urgency Ordinance regarding Eviction:*

As provided in the Ordinance, the moratorium intends to temporarily suspend eviction for non-payment of rent by residential and commercial tenants impacted by the COVID-19 crisis. In both cases, no landlord shall endeavor to evict a residential or commercial tenant in either of the following situations:

- (1) For nonpayment of rent if the tenant demonstrates that the tenant is unable to pay rent due to financial impacts related to COVID-19 or
- (2) For a no-fault eviction unless necessary for the health and safety of tenants, neighbors, or the landlord, other than illness of the tenant, the tenant's family or any of tenant's employees.

In addition, the Ordinance is drafted to include a definition of "financial impacts related to COVID-19." This includes, but is not limited, to:

- (1) Being sick with COVID-19, or caring for a household or family member who is sick with COVID-19;
- (2) Income reduction resulting from business closure or other economic or impacts of COVID-19;
- (3) Compliance with a recommendation from a government health authority to close the business, stay home, self-quarantine, or avoid congregating with others during the state of emergency;
- (4) Extraordinary out-of-pocket medical expenses related to COVID-19; or
- (5) Child care needs arising from school closures related to COVID-19.

*Violations of this Moratorium:*

As addressed in Section 2, page 4 of the draft ordinance, a Violation of this Moratorium may result in criminal prosecution as a misdemeanor or infraction. In addition, a landlord may be subject to an administrative citation.

*Consideration to suspend certain fees:*

As a result of the Executive Orders issued by the State of California, business such as restaurants, bars, gyms and other assemblies were required to close. Although restaurants have been limited to take-out food only, it is anticipated that the shift in their standard business will result in significant economic impacts. To date, staff has visited several of the businesses on Huntington Drive and Mission Street to show support. Soon after the Executive Order, staff prepared a list

of business that remain open to the public. Such list is available on the City website. The list includes contact information, hours of operation, links to menus and third party delivery services.

In order to mitigate some of the economic impacts of the current COVID-19 crisis, staff has prepared the following list of options for the City Council to consider:

Recommendations include:

Suspension of all late fees and penalties for administrative citations related to business license or permit renewals. The waiver of penalties for license fee and permit renewals shall only include those businesses that were in good standing prior to the declaration of emergency due to the pandemic. The waiver of penalties would not be applied retroactively to past due amounts where penalties already were assessed.

## **FISCAL IMPACT & PROCUREMENT REVIEW**

Several of the actions proposed herein would have a direct fiscal impact on the City; however, given the magnitude of the economic disruption caused by the COVID-19 virus, the amounts are expected to be negligible.

## **LEGAL REVIEW**

The City Attorney's office has reviewed and approved as to form.

## **RECOMMENDATION**

Staff recommends that the City Council: 1) find that proposed action is exempt from the California Environmental Quality Act (CEQA) pursuant to state CEQA Guidelines Section 15061 (b) (3) (Common Sense Exemption); 2) Adopt Urgency Ordinance No. 20-O-1362-U, and 3) direct staff to suspend the collection of late fees and penalties, as set forth above. If the City Council concurs with staff's recommendation, an appropriate motion would be:

"I move to:

1. Find that the proposed action is exempt from the California Environmental Quality Act (CEQA) pursuant to state CEQA Guidelines Section 15061 (b)(3) (Common Sense Exemption)
2. Read by title only, waive further reading and adopt Ordinance No. 20-O-1362-U, an urgency ordinance of the City of San Marino adopting emergency regulations related to residential and commercial tenant evictions and declaring the urgency thereof



3. Suspend all late fees and penalties for administrative citations related to business license or permit renewals for businesses that were in good standing prior to the pandemic and excluding the retroactive application of this waiver to past due amounts where penalties have already been assessed.”

## **ATTACHMENTS**

- I. Urgency Ordinance No. 20-O-1362-U

ORDINANCE NO. 20-O-1362-U

AN URGENCY ORDINANCE OF THE CITY OF SAN MARINO ADOPTING  
EMERGENCY REGULATIONS RELATED TO RESIDENTIAL AND  
COMMERCIAL TENANT EVICTIONS AND DECLARING THE URGENCY  
THEREOF

THE CITY COUNCIL OF THE CITY OF SAN MARINO HEREBY ORDAINS AS  
FOLLOWS:

WHEREAS, international, national, state, and local health and governmental authorities are responding to an outbreak of a respiratory disease caused by a novel coronavirus named "SARS-CoV-2," and the disease it causes has been named "coronavirus disease 2019," abbreviated COVID-19, ("COVID-19"); and

WHEREAS, on March 4, 2020, the Los Angeles County Board of Supervisors and Department of Public Health declared a local emergency and local public health emergency to aid the regional healthcare and governmental community in responding to COVID-19; and

WHEREAS, on March 4, 2020, the Governor of the State of California declared a state of emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the state prepare for broader spread of COVID-19; and

WHEREAS, on March 13, 2020, the President of the United States of America declared a national emergency and announced that the federal government would make emergency funding available to assist state and local governments in preventing the spread of and addressing the effects of COVID-19; and

WHEREAS, on March 17, 2020, the City Council proclaimed the existence of a local emergency to ensure the availability of mutual aid and the City's effective response to the novel coronavirus ("COVID-19"); and

WHEREAS, the Centers for Disease Control and Prevention, the California Department of Public Health, and the Los Angeles County Department of Public Health have all issued recommendations, including but not limited to, social distancing, staying home if sick, canceling or postponing large group events, working from home, and other precautions to protect public health and prevent transmission of this communicable virus; and

WHEREAS, as a result of the public health emergency and the precautions recommended by health authorities, many tenants in San Marino have experienced or expect soon to experience sudden and unexpected income loss; and

WHEREAS, the Governor of the State of California has stated that individuals exposed to COVID-19 may be temporarily unable to report to work due to illness caused by COVID-19 or quarantines related to COVID-19, and individuals directly affected by

COVID-19 may experience loss of income, health care and medical coverage, and ability to pay for housing and basic needs, thereby placing increased demands on already strained regional and local health and safety resources, including shelters and food banks; and

WHEREAS, commercial tenants who operate businesses within the City may have to close their businesses in response to emergency orders, which will substantially decrease or eliminate their income, and businesses that are permitted to remain open also are likely to experience a significant loss of income while the emergency orders are in effect; and

WHEREAS, further economic impacts are anticipated, leaving residential and commercial tenants vulnerable to eviction; and

WHEREAS, during this local emergency, and in the interest of protecting the public health and preventing transmission of COVID-19, it is essential to avoid unnecessary housing displacement and to prevent housed individuals from falling into homelessness; and

WHEREAS, in the interest of public peace, health and safety, as affected by the emergency caused by the spread of COVID-19, it is necessary for the City Council to exercise its authority to issue these regulations related to the protection of the public peace, health or safety.

Section 1. The City Council of the City of San Marino does adopt the following emergency regulations which shall take effect immediately:

1. A temporary moratorium on eviction for non-payment of rent by residential tenants impacted by the COVID-19 crisis is imposed as follows:

a. During the period of local emergency declared in response to COVID-19, no landlord shall endeavor to evict a residential tenant in either of the following situations: (1) for nonpayment of rent if the tenant demonstrates that the tenant is unable to pay rent due to financial impacts related to COVID-19 or (2) for a no-fault eviction unless necessary for the health and safety of tenants, neighbors, or the landlord, other than illness of the tenant or any other occupant of the residential rental unit. A landlord who knows that a residential tenant cannot pay some or all of the rent temporarily for the reasons set forth above shall not serve a notice pursuant to CCP 1161(2), file or prosecute an unlawful detainer action based on a 3-day pay or quit notice, or otherwise seek to evict for nonpayment of rent. A landlord knows of a residential tenant's inability to pay rent within the meaning of this Ordinance, if the tenant, within 7 days after the date that rent is due, notifies the landlord in writing of lost income and inability to pay full rent due to financial impacts related to COVID-19 and provides verifiable documentation to support the assertion of the inability to pay (such as termination notices, payroll checks, pay stubs, bank statements and medical bills) to the landlord. This documentation must be provided to the landlord no later than the time when the back-due rent is paid. For

purposes of this Ordinance, “in writing” includes email or text communications to a landlord or the landlord’s representative with whom the tenant has previously corresponded by email or text. Any medical or financial information provided to the landlord shall be held in confidence, and only used for evaluating the tenant’s claim. Nothing in this Ordinance shall relieve the residential tenant of liability for the unpaid rent, which the landlord may seek after expiration of the local emergency and which the tenant must pay within six months of the expiration of the local emergency. Six months after the end of the emergency if the rent is unpaid, a landlord may charge or collect a late fee for rent that is delayed for the reasons stated in this Ordinance; or a landlord may seek rent that is delayed for the reasons stated in this Ordinance through the eviction or other appropriate legal process. No fee for the late payment of rent shall be charged by a landlord during the period of the emergency or six months after the end of the emergency.

b. For purposes of this Section, “financial impacts related to COVID-19” include, but are not limited to, tenant lost household income as a result of any of the following: (1) being sick with COVID-19, or caring for a household or family member who is sick with COVID-19; (2) lay-off, loss of hours, or other income reduction resulting from business closure or other economic or employer impacts of COVID-19 including for tenants who are salaried employees or self-employed; (3) compliance with a recommendation from a government health authority to stay home, self-quarantine, or avoid congregating with others during the state of emergency; (4) extraordinary out-of-pocket medical expenses related to COVID-19; or (5) child care needs arising from school closures related to COVID-19.

c. For purposes of this Section, “no-fault eviction” refers to any eviction for which the notice to terminate tenancy is not based on alleged fault by the tenant, including but not limited to, eviction notices served pursuant to Code of Civil Procedure sections 1161(1), 1161(5), or 1161b.

d. This Ordinance applies to nonpayment eviction notices, no-fault eviction notices, and unlawful detainer actions based on such notices, served or filed on or after the date on which the local emergency was proclaimed, which was March 17, 2020.

2. A temporary moratorium on eviction for non-payment of rent by commercial tenants impacted by the COVID-19 crisis is imposed as follows:

a. During the period of local emergency declared in response to COVID-19, no landlord shall endeavor to evict a commercial tenant in either of the following situations: (1) for nonpayment of rent if the commercial tenant demonstrates that the tenant is unable to pay rent due to financial impacts related to COVID-19 or (2) for a no-fault eviction that is not based on alleged fault of the tenant, unless necessary for the health and safety of tenants, neighbors, or the landlord, other than illness of the tenant, the tenant’s family or any of tenant’s employees. A landlord who knows that a commercial tenant cannot pay some or all of the rent temporarily for the reasons set forth above shall not serve a

notice or otherwise seek to evict for nonpayment of rent. A landlord knows of a commercial tenant's inability to pay rent within the meaning of this Ordinance if the commercial tenant, within 7 days after the date that rent is due, notifies the landlord in writing of lost income and inability to pay full rent due to financial impacts related to COVID-19 and provides verifiable documentation to support the assertion of the inability to pay (such as termination notices, payroll checks, pay stubs, bank statements and medical bills) to the landlord. This documentation must be provided to the landlord no later than the time when the back-due rent is paid. For purposes of this Section, "in writing" includes email or text communications to a landlord or the landlord's representative with whom the commercial tenant has previously corresponded by email or text. Any medical or financial information provided to the landlord shall be held in confidence, and shall be used only for evaluating the commercial tenant's claim. Nothing in this Ordinance shall relieve the commercial tenant of liability for the unpaid rent, which the landlord may seek after expiration of the local emergency, and which the commercial tenant must pay within six months of the expiration of the local emergency. Six months after the end of the emergency if the rent is unpaid, a landlord may charge or collect a late fee for rent that is delayed for the reasons stated in this Ordinance; or a landlord may seek rent that is delayed for the reasons stated in this Ordinance through the eviction or other appropriate legal process. No fee for the late payment of rent shall be charged by a landlord during the period of the emergency or six months after the end of the emergency.

b. For purposes of this Section, "financial impacts related to COVID-19" include, but are not limited to, tenant lost business income as a result of any of the following: (1) being sick with COVID-19, or caring for a household or family member who is sick with COVID-19; (2) income reduction resulting from business closure or other economic or impacts of COVID-19; (3) compliance with a recommendation from a government health authority to close the business, stay home, self-quarantine, or avoid congregating with others during the state of emergency; (4) extraordinary out-of-pocket medical expenses related to COVID-19; or (5) child care needs arising from school closures related to COVID-19.

Section 2. Violations. Violations of this Ordinance shall be punishable as set forth in Article 04 of Chapter 1 of the San Marino Municipal Code. In addition, this Ordinance grants a defense in the event that an unlawful detainer action is commenced in violation of this Ordinance.

Section 3. Remain in Effect. This Ordinance shall remain in effect for the duration of the local emergency.

Section 4. Uncodified. This Ordinance shall not be codified.

Section 5. Severability. If any provision of this ordinance is held invalid by a court of competent jurisdiction, such provision shall be considered a separate, distinct and

independent provision and such holding shall not affect the validity and enforceability of the other provisions of this ordinance.

Section 6. Publication. The Mayor shall sign and the City Clerk shall attest to the adoption of this Ordinance and shall cause the same to be published as required by law.

Section 7. Effective Date. This Ordinance is adopted as an urgency ordinance for the immediate preservation of the public peace, health and safety within the meaning of Government Code Section 36937(b), and therefore shall be passed immediately upon its introduction and shall become effective at 12:01 a.m., April 9, 2020 upon its adoption by a minimum 4/5 vote of the City Council.

Section 8. Duration. This Ordinance shall remain in effect until it is superseded by another Ordinance adopted by the City Council.

Section 9. Certification. The City Clerk shall certify to the adoption of this Ordinance.

**PASSED, APPROVED, AND ADOPTED this \_\_\_ day of \_\_\_\_\_, 2020.**

\_\_\_\_\_  
GRETCHEN SHEPHERD ROMNEY, MAYOR

ATTEST:

\_\_\_\_\_  
EVA HETER, CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
STEPHANIE CAO  
CITY ATTORNEY



# City of San Marino

## Staff Report

*Gretchen Shepherd Romey, Mayor  
Ken Ude, Vice Mayor  
Steven W. Huang, DDS, Council Member  
Susan Jakubowski, Council Member  
Steve Talt, Council Member*

TO: Mayor and City Council  
FROM: Marcella Marlowe, Ph.D., City Manager  
BY: Paul Chung, Finance Director  
Mark Siegfried, Accounting Manager/Controller  
DATE: April 8, 2020

**SUBJECT: APPROVAL OF AN APPROPRIATION IN THE AMOUNT OF \$4,500 FROM GENERAL FUND RESERVES TO ACCOUNT FOR EMERGENCY EXPENSES RELATED TO THE COVID-19 RESPONSE**

### STRATEGIC PLAN CRITICAL SUCCESS FACTORS

- Efficient, Responsive, and Effective City Services
- Safe Community
- Fiscally Responsible and Transparent City Government

### BACKGROUND

On March 4, 2020, Governor Gavin Newsom declared a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the state prepare for a broader spread of COVID-19. That same day, the Los Angeles County Board of Supervisors and the Los Angeles County Health Officer declared a local health emergency in response to the increased spread of COVID-19 across the County.

On March 17, 2020, the City Council declared a local emergency in response to the COVID-19 pandemic. The proclamation of local emergency allows the City Manager, who also is the Director of Emergency Services, greater authority to procure items deemed necessary in response to the COVID-19 pandemic. The San Marino Municipal Code ("SMMC") has three relevant provisions governing procurement in this situation, as follows:

**02.03.04(L) – City Manager - Powers and Duties - Approval of Purchases.** To approve the purchase of all goods and services for all departments

or divisions of the City for which the Council has made an annual budget appropriation. To make emergency purchases of items when, in the opinion of the City Manager, the purchase is required for the operation of the government and when the concurrence of one member of the Council has been obtained. No warrant shall be submitted or recommended to the Council except on report or approval of the City Manager.

**02.06.05(A)(8) – Finance Administration - Procurement of Goods, Services, and Contracts for Public Projects - General Requirements - Emergency Procurements.** The City Council delegates to the City Manager the power to declare a public emergency, as defined in Public Contract Code section 1102, to immediately take all actions directly required by the emergency, to procure needed goods, services and public projects and to contract for public projects without informal or formal bidding. The work may be done by City forces by force account, by negotiated contract or purchase order, or by a combination thereof. At the next meeting of the City Council occurring not later than fourteen (14) days after the emergency action, the City Manager shall provide a full report on the emergency, including an explanation of why the emergency did not permit a delay that would result from a competitive solicitation of bids, and why the City Manager's actions were necessary to respond to the emergency. At that meeting, and each meeting thereafter until the emergency action is terminated, the City Council shall determine by a four-fifths (4/5) vote that there is a need to continue the remedial action and whether that work should continue without the benefit of informal or formal bidding.

**04.03.02(G)(2) – Director of Emergency Services - Powers and Duties.** In the event of the proclamation of a "local emergency" as herein provided, the proclamation of a "state of emergency" by the governor or the secretary of the California emergency management agency or the existence of a "state of war emergency", the director of emergency services is hereby empowered ... To obtain vital supplies, equipment and such other properties found lacking and needed for the protection of life and property and to bind the city for the fair value thereof and, if required immediately, to commandeer the same for public use.

(Emphasis added.)

The purpose of this report is to share the actions taken by the Finance Department to appropriately document costs related to the COVID-19 response, inform the City Council of procurement actions taken by the City Manager/Director of Emergency Services within the scope





of her responsibilities, and request an appropriation of funds to cover the expenses incurred by the operating budget to date.

## DISCUSSION

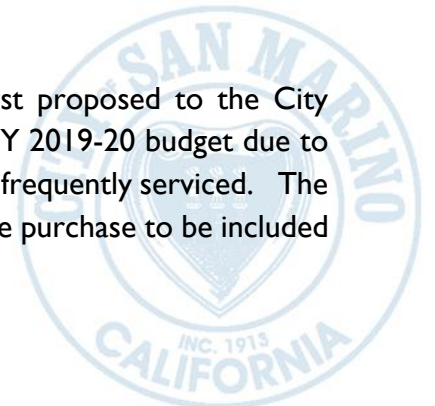
On March 15, 2020, the Finance Department established a cost center for all COVID-19 related expenses to track procurement of materials, supplies, and staff time associated with this emergency. The proclamation of a local emergency allows the State to provide mutual aid to local agencies, including personnel, equipment, and other available resources, to assist during the local emergency. Staff has been vigilantly monitoring and researching information coming from the State and Federal government regarding disaster funding. As fluid as the emergency has been, the funding and reimbursement process have not been clear from the State and Federal level. Finance staff will continue tracking and documenting all expenditures related to COVID-19 for future reimbursement.

Although expenses due to the emergency have been minimal as of this writing, procurement is increasing. Staff is currently forecasting the projected net financial impact due to the COVID-19 pandemic and should have a better projection of expenses by the next City Council meeting. These expenses were not included in the Council-approved FY 2019-20 budget and additional budget appropriation will be necessary in the future to cover the projected amounts.

In the short window of time since the City's emergency declaration (March 17, 2020) and March 31, 2020, only a few purchases have been recorded. In short, two purchases with Life Assist were completed out of the operating budget and one item was procured from Western Graphix Inc. out of the capital budget.

Life Assist is the personal protective equipment vendor that the City procured in preparation from and in response to the pandemic. Personal protective equipment includes gloves, goggles, masks, gowns, sanitary wipes and sanitizing gel. As of March 31, 2020, staff had only procured surface disinfectant and latex exam gloves, for a total amount of \$4,406.15. This expenditure utilized the proper procurement process and is within the City Manager's regular purchasing authority for purchases under \$30,000. However, since this was not a contemplated expense when the FY 2019-20 budget was adopted, an appropriation from the General Fund Reserves is warranted and is recommended by staff.

The ID Card Printer, procured from Western Graphix Inc., was first proposed to the City Council as part of the Capital Improvement Plan (CIP) for last year's FY 2019-20 budget due to its age (over five years old), lack of laminating capability, and need to be frequently serviced. The City Council deferred the purchase to a future year. Staff had slated the purchase to be included



again this year, in the FY 2020-21 CIP, in order to follow best business practices and ensure efficient operations.

However, the recent state of emergency elevated the importance of this item beyond just good business practice. City employees are designated by state code as disaster service workers. When they are required to return to work from home in an emergency, they need to be properly identified so they may cross through jurisdictions that only allow government workers to pass. The majority of current City-issued ID cards lack the proper identification language needed for this eventuality, are not signed by the current City Manager (required for the card to be considered valid), and incorrectly identify the actual job classification of several employees. All of these issues need to be corrected if we are to count on employees being able to access their work facilities as the COVID-19 situation progresses, and a reliable printer is critical to this effort. Additionally, the printer ordered through Western Graphix Inc. meets the special and elevated law enforcement requirements for official City ID cards.

This expenditure utilized proper procurement process and is within the City Manager’s regular purchasing authority of under \$30,000. Typically, the City Manager is not authorized to procure unbudgeted items or projects in the capital budget; however, pursuant to SMMC §02.03.04(L), the City Manager determined that this emergency purchase was required for the operation of government and received the concurrence of the Mayor. Furthermore, although this was not a contemplated expense when the FY 2019-20 capital budget was adopted, the purchase expense of \$7,857 can be absorbed by the capital budget due to other projects coming in under budget; therefore, no appropriation of funds is necessary. As the result of all of those factors, no further City Council action is required at this time for the ID Card Printer.

## **FISCAL IMPACT & PROCUREMENT REVIEW**

As noted above, the capital budget will not increase as a result of any procurements as of the date of the writing of this report. The operating budget will see an increase of approximately \$4,500 as a result of these procurements for the personal protective equipment. Therefore, staff requests the appropriation of \$4,500 to Account No. 101-08-4376-0000 (Material & Supplies – COVID-19). There are sufficient funds available in the General Fund Reserves for this budget appropriation.

## **LEGAL REVIEW**

The City Attorney’s Office has reviewed and approved as to form.



## RECOMMENDATION

Staff recommends a budget amendment to appropriate \$4,500 from the General Fund Reserves to Account No. 101-08-4376-0000 (Materials & Supplies-COVID-19) to purchase emergency supplies for COVID-19 transmission mitigation. If the City Council concurs with staff's recommendation, an appropriate motion would be:

“I move to approve a budget amendment to appropriate \$4,500 to Account No. 101-08-4376-0000 (Materials & Supplies-COVID-19) for the purchase of emergency supplies for COVID-19 transmission mitigation.”

## ATTACHMENTS

None

