

Pam Mendoza - Re: Cerritos Contract Cities Event - 6.19.13

From: Pam Mendoza
To: Katherine Cho; Kathy Matsumoto
Subject: Re: Cerritos Contract Cities Event - 6.19.13

Katherine,

Thank you again for all of your assistance with our Contract Cities event on Wednesday. There were many positive comments from our guests about the food, service and presentation. As you are aware, this was an important group to us as it represented elected officials from many cities in this region, as well as business partners of Contract Cities. The menu you suggested worked well and was enjoyed by our guests. The service was outstanding and attentive. We also appreciated that you were on site to oversee the details - thank you.

We have reviewed the final invoice and it looks fine. Please process the remaining balance to the credit card you have on file. If you would please send us a final invoice reflecting the payment, we will need that for our accounting department.

Thank you again. We look forward to using Patina again in the future.

Pam

>>> "Cho, Katherine" <KCho@...> :> 6/21/2013 11:52 AM >>>
Hi Pam and Kathy,

It was such a pleasure to meet you this week!

Thank you for choosing Patina Catering to host the Cerritos Contract Cities Event. All of your guests were such a delight.

I have attached the final invoice for your records. If everything looks correct, we will process payment for the final balance.

We trust the food and service met your expectations. We greatly value your feedback, as we are always seeking to improve and to make your experience an exemplary one. We encourage you to contact us with any questions, comments, or concerns.

We look forward to serving you again soon!

Warm regards,

Katherine Cho | Catering Sales Manager
Seegerstrom Center for the Arts | Leatherby's Café Rouge | Cerritos Center for the Performing Arts | Pinot Provence
T 714.556.2122 ext 4202 | C 213.926.5272 | F 213.536.4676 | kcho@...

Indulge in chef-crafted cuisine, premium cocktails and hand-selected wine varietals at Master Chef Joachim Splichal's downtown Los Angeles restaurants: from a seven-course decadent tasting menu at Michelin-Star recipient [Patina Restaurant](#), to tantalizing small plates and craft brews at "Best Steak House" in downtown Los Angeles [Nick + Stef's](#) with a Happy Hour 3pm-close, to a raw bar with French inspired cocktails at [Kendall's Brasserie & Bar](#), to innovative California-French cuisine at "Best Outdoor Dining" [Café Pinot](#) with its daily market menu for al fresco lunchtime dining.

PATINA RESTAURANT GROUP

Pam

Yvette Villalobos - Please call Rainbows

From: Pam Mendoza
To: Debbie Hitomi; Yvette Villalobos
Date: 6/14/2013 5:06 PM
Subject: Please call Rainbows

Would one of you please call Joe and ask him if he would be interested in doing centerpieces (\$25 each) for 12 tables for the CCCA dinner? The tablecloths will be white; give away on table will be the candy bars and the CCCA brochure. As Kathy and Art just discussed, he can use any flowers he wants - we know \$25 isn't much so they don't have to be big. If he is not interested, please tell Kathy and ask her about Plan B.

Thanks - sorry to drop this on you but we agreed that it could wait until Monday.

P.

4pm delivery time Hydrangeas
Can be adjusted

6/17 Yes, Rainbows will do the centerpieces
9am Spoke to Joe

Will send receipt - charge to Visa card
on file.

Kathy Matsumoto - Fwd: RE: Question

From: Pam Mendoza
To: Kathy Matsumoto
Date: 6/17/2013 1:47 PM
Subject: Fwd: RE: Question

Appears they want an answer today for the agenda.
yvette

>>> Sharon Olivito <sharon@contractcities.org> 6/17/2013 12:33 PM >>>

If you have someone that you want to do the invocation and pledge, just let me know who it is today to place on the agenda

From: Pam Mendoza [mailto:pmendoza@cerritos.us]
Sent: Friday, June 14, 2013 3:20 PM
To: Sharon Olivito
Subject: Question

Does CCCA do the flag salute, etc. or will the Mayor be responsible for that?

P.

Pam Mendoza - Re: CCCA Dinner - June 19

From: Mark Pulido <markpulido@yahoo.com>
To: Pam Mendoza <pmendoza@cerritos.us>
Date: 6/14/2013 2:33 PM
Subject: Re: CCCA Dinner - June 19

Dear Pam,

Yes, please count me in. Please remind me what the time frame is for the meeting (dinner time, meeting start time, etc.). Thank you very much!

Hope you have a wonderful weekend. Happy Father's Day to Joe, too!

Mark

From: Pam Mendoza <pmendoza@cerritos.us>
To: Mark Pulido <markpulido@yahoo.com>
Sent: Friday, June 14, 2013 12:37 PM
Subject: CCCA Dinner - June 19

Mark,

We are trying to finalize a head count for the June 19 CCCA dinner meeting that will be hosted by Cerritos at the CCPA. Do you plan to attend?

Thanks!

Pam

Pam Mendoza - Re: CCCA Dinner - June 19

From: Pam Mendoza
To: Mark Pulido
Date: 6/14/2013 3:06 PM
Subject: Re: CCCA Dinner - June 19

The social hour is at 6 p.m.; dinner is at 7 p.m.

Thanks for the weekend wishes....Happy Father's Day to you as well.

P.

>>> Mark Pulido <markpulido@yahoo.com> 6/14/2013 2:33 PM >>>
Dear Pam,

Yes, please count me in. Please remind me what the time frame is for the meeting (dinner time, meeting start time, etc.). Thank you very much!

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Mark

From: Pam Mendoza <pmendoza@cerritos.us>
To: Mark Pulido <markpulido@yahoo.com>
Sent: Friday, June 14, 2013 12:37 PM
Subject: CCCA Dinner - June 19

Mark,

We are trying to finalize a head count for the June 19 CCCA dinner meeting that will be hosted by Cerritos at the CCPA. Do you plan to attend?

Thanks!

Pam

Pam

From: "Ray, George" <gray@lefiell.com>
To: Pam Mendoza <pmendoza@cerritos.us>
Date: 6/16/2013 6:38 PM
Subject: CCCA Board Meeting June 19

Pam,

Change me to a no on attending the meeting. I have a business conflict that evening.

Thanks

Sent from my iPhone

This email has been scanned by the Symantec Email Security.cloud service.
For more information please visit <http://www.symanteccloud.com>

From: Annie Hylton
To: Bruce Barrows
CC: Art Gallucci; Pam Mendoza
Date: 6/17/2013 9:15 AM
Subject: CCCA Comments
Attachments: Welcome-CCCA.13.doc

Bruce,

Attached please find suggested comments for the California Contract Cities Association meeting on June 19.

Thank you,

Annie

**California Contract Cities Association
June Board of Directors Meeting
Presented by Mayor Bruce W. Barrows
Cerritos Center for the Performing Arts
Wednesday, June 19, 2013**

Good evening!

On behalf of the Cerritos City Council I'm delighted to welcome you to the City of Cerritos.

We're pleased that the California Contract Cities Association has chosen to hold tonight's Board of Directors meeting in Cerritos.

To begin my brief comments I'm pleased to introduce my City Council colleagues:

Mayor Pro Tem Mark Pulido,
Councilmember and former Mayor Carol Chen,
Councilmember and former Mayor Joseph Cho and
Councilmember George Ray.

I'd also delighted to introduce
City Manager Art Gallucci and
Assistant City Manager Kathy Matusmoto.

CCCA June Board of Directors Meeting
Page 2

Cerritos is proud to be a contract city as we can provide the best possible City services at the most economical price.

During the past several years this has been especially important to local cities.

While we are all facing budgetary challenges, we are also grappling with the issues resulting from the public safety realignment.

I am pleased that California Contract Cities will be sharing information with us tonight regarding this critical issue.

The City of Cerritos is working to enhance public safety services and to provide exciting programs and projects for our community.

We recently announced the new season at the Cerritos Center for the Performing Arts and hope that you have an opportunity to enjoy a show in our beautiful theater.

CCCA June Board of Directors Meeting
Page 3

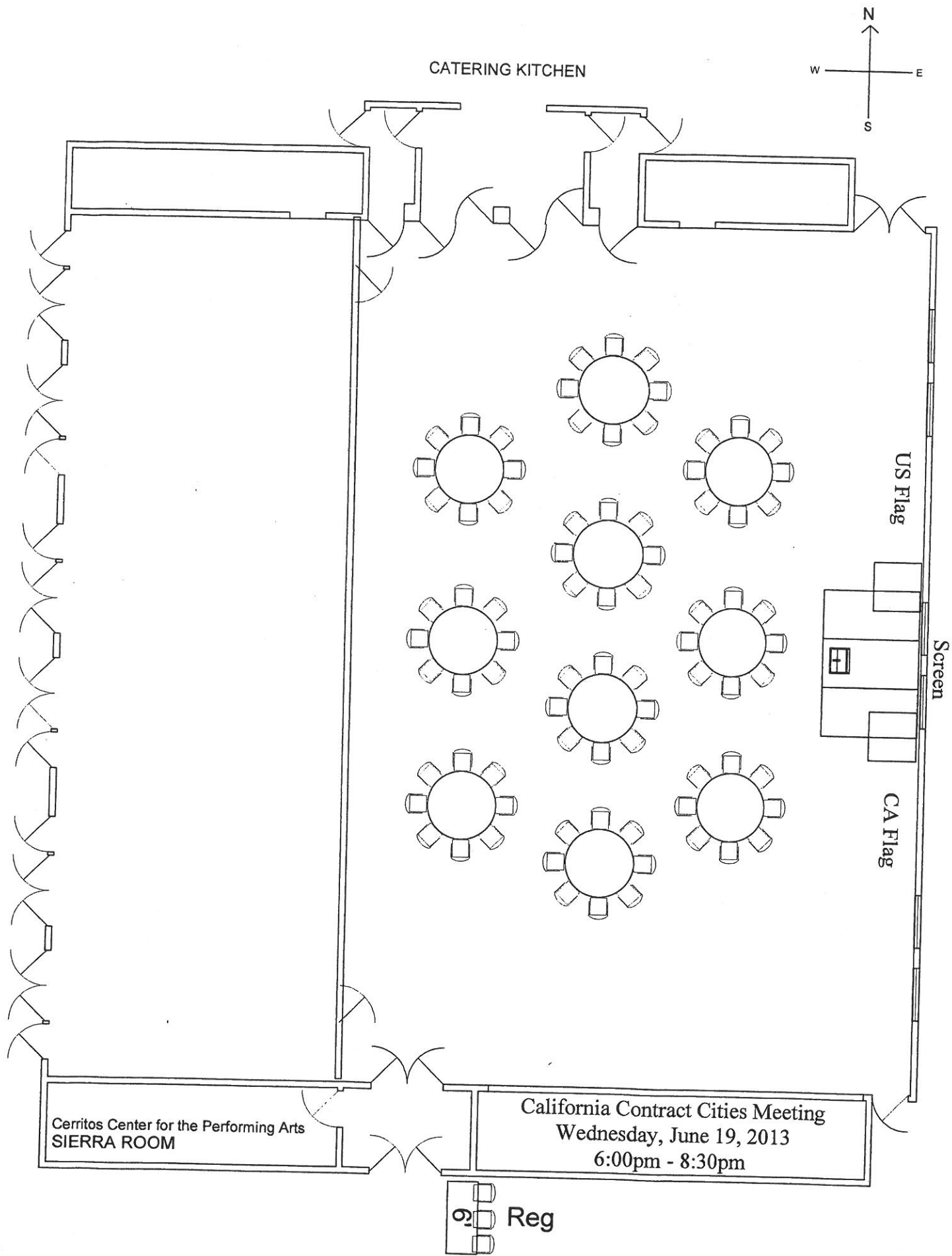
On August 10, the City of Cerritos will dedicate the new Cerritos Library Teen Studio.

The Teen Studio will be a dedicated space where teens can participate in activities which encourage their educational, creative and personal development.

The Teen Studio will feature the latest high tech equipment, including 18 Apple computers, two 40-inch computer surface tables and three 65-inch interactive smart displays.

We invite you and your library staff to visit the Teen Studio when it opens this summer.

We hope you enjoy your evening in Cerritos and we thank the California Contract Cities for sharing valuable information about the public safety realignment.



From: Bruce Barrows <bbarr90703@aol.com>
To: Pam Mendoza <pmendoza@cerritos.us>
Date: 6/14/2013 1:31 PM
Subject: Re: Comments for Wednesday

Yes, please.

Sent from my iPad

On Jun 14, 2013, at 12:29 PM, "Pam Mendoza" <pmendoza@cerritos.us> wrote:

> Bruce,

>

> Do you need any comments prepared for Wednesday night's CCCA meeting? As I understand it, you will do a welcome - Supervisor Knabe and Assistant Sheriff McDonald will be speakers.

>

> Pam

Pam Mendoza - Comments for Wednesday

From: Pam Mendoza
To: Bruce Barrows
Subject: Comments for Wednesday

Bruce,

Do you need any comments prepared for Wednesday night's CCCA meeting? As I understand it, you will do a welcome - Supervisor Knabe and Assistant Sheriff McDonald will be speakers.

Pam

Pam Mendoza - Fwd: Re: Comments for Wednesday

From: Pam Mendoza
To: Annie Hylton
Subject: Fwd: Re: Comments for Wednesday

Please prepare some comments for the Mayor for Wednesday - welcome; intro of City Council, Art, Kathy; and a couple of minutes of some AB 109 information as that is the topic for the meeting. The speakers are going to be Supervisor Don Knabe and Assistant Sheriff Terri Mc Donald.

Thanks,

Pam

>>> Bruce Barrows <bbarr90703@aol.com> 6/14/2013 1:31 PM >>>
Yes, please.

Sent from my iPad

On Jun 14, 2013, at 12:29 PM, "Pam Mendoza" <pmendoza@cerritos.us> wrote:

> Bruce,
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> Do you need any comments prepared for Wednesday night's CCCA meeting? As I understand it, you will do a
welcome - Supervisor Knabe and Assistant Sheriff McDonald will be speakers.
>
> Pam

From: Annie Hylton
To: Pam Mendoza
Date: 6/11/2013 4:40 PM
Subject: Slide Show for Contract Cities

Pam,

Art approved the slide show of City photos for the Contract Cities dinner. I've saved the PowerPoint file on a disk and sent it to Derek for testing at the CCPA. The file is set up to show each image for 5 seconds and to play continuously.

Thank you,

Annie

Pam Mendoza - Patina

From: Pam Mendoza
To: Derek Van Hamersveld; Dianne Cheney
Subject: Patina

We have decided to use Patina for our June 19 dinner event - they will be doing the bar and the food. Katherine Cho was extremely helpful and they offered an extremely competitive proposal.

Pam

Pam Mendoza - RSVP's

From: Pam Mendoza
To: Kelli Lofing
Subject: RSVP's
CC: Debbie Hitomi; Kathy Matsumoto; Yvette Villalobos

Kelli,

It would be very helpful if you could give us a call on Monday with the status of the RSVP's. If you would also please contact us a couple of times each day to update the count - we need to stay in close contact with the caterer to ensure that they are planning appropriately with food, linens, utensils, etc.

What time will CCCA staff be arriving at the CCPA to set up for the event?

I am off on Monday, however, if you need assistance please contact Kathy Matsumoto at (562) 916-1303. I can also be reached on my cell phone at (562) 716-0890.

Thanks,

Pam

Pam Mendoza - June 19 CCCA Dinner

From: Pam Mendoza
To: Debbie Hitomi; Yvette Villalobos
Subject: June 19 CCCA Dinner
CC: Kathy Matsumoto

FYI - we are hosting the CCCA Board of Director's Meeting/Dinner on Wednesday, June 19 at the CCPA. I have provided you with copies of the meeting notice from CCCA and the memo that went to the Council about this event.

I am working on the arrangements for this. If I get calls when I am not here, please direct them to Kathy. There is a file on my desk (legal sized - marked for this event) that has all of my notes should you need to see that. I am also keeping a status log updated - Kathy and I both have copies and one is in the file. It is accessible on the F drive should you need to access the document: F:\CMO\USERS\PUB\061913 CCCA Dinner Status

I may come in for a couple of hours on Tuesday, June 11 to work on the plans for this event and some expense reports. In addition, the week of the event I may adjust my hours as needed depending on where we are at with the plans for the event. On Wednesday, June 19, I will be coming in at my regular start time (noon) and working that day through the event.

If you receive calls from other cities regarding registration for the dinner, please direct them to CCCA at (562) 622-5533. They want the RSVP's because they are preparing name tags, etc.

Pam

Pam Mendoza - Fwd: Host Meeting Details

From: Pam Mendoza
To: Yvette Villalobos
Subject: Fwd: Host Meeting Details
CC: Kathy Matsumoto

Yvette,

Attached is information from CCCA regarding things they need for the dinner we are hosting at the CCPA on June 19. You will note that one of the items is a cash box, with cash in it for change.

Please have our cash box ready for that evening - including change. Guests that have to pay will be charged \$30. I'm not sure what our protocol is for having that kind of cash available? We can all count it on this end and then perhaps Kathy and I can count it together at the event to be sure that we are returning the correct amount to the City.

Thanks,

Pam

>>> Kelli Lofing <kelli@contractcities.org> 6/5/2013 4:11 PM >>>

Hi Pam,

I have attached the letter containing the details for the meeting. We cannot thank you enough! Should you have any other questions, please let me know.

Kindly,
Kelli

Kelli Lofing
Management Analyst
California Contract Cities Association
Office: 562.622.5533 X6
www.facebook.com/contractcities



Pam Mendoza - Fwd: Host Meeting Details

From: Pam Mendoza
To: Derek Van Hamersveld
Subject: Fwd: Host Meeting Details

Derek,

Here is the information provided to us from CCCA. Please note their set up needs.

Thanks!

Pam

>>> Kelli Lofing <kelli@contractcities.org> 6/5/2013 4:11 PM >>>

Hi Pam,

I have attached the letter containing the details for the meeting. We cannot thank you enough! Should you have any other questions, please let me know.

Kindly,
Kelli

Kelli Lofing
Management Analyst
California Contract Cities Association
Office: 562.622.5533 X6
www.facebook.com/contractcities



Pam Mendoza - Re: Fwd: Asst. Sheriff Terri McDonald's PowerPoint

From: Debbie Hitomi
To: Pam Mendoza
Date: 6/19/2013 11:34 AM
Subject: Re: Fwd: Asst. Sheriff Terri McDonald's PowerPoint
CC: Kathy Matsumoto

Hi Pam,

I spoke with Dianne and Derek will be setting up the room for tonight. He will be in early afternoon so I left him a voicemail regarding the PowerPoint needed for tonight and let him know I'm e-mailing him the information.

Thanks,
Angie

>>> Pam Mendoza 6/19/2013 11:00 AM >>>

Could you check with Derek or Annie and see what we have to do with this? Supervisor Knabe's office (Gail) also wanted to know if Asst. Sheriff McDonald is doing a power point. I will call her now. Then, I am getting ready to come in.

Thanks,

Pam

Kathy Matsumoto - Re: RSVP's for City of Cerritos

From: Kathy Matsumoto
To: Pam Mendoza
Date: 6/17/2013 4:43 PM
Subject: Re: RSVP's for City of Cerritos

Hopefully the no-shows will balance out the walk-ins.

>>> <pmendoza@cerritos.us> 6/17/2013 4:41 PM >>>
 Hmmmmm.....I've heard that before! â□°

Sent from my iPhone
 Apologies for any typos

On Jun 17, 2013, at 4:12 PM, "Kathy Matsumoto" <kmatsumoto@cerritos.us> wrote:

Thank you--that sounds encouraging!

>>> Kelli Lofing <kelli@contractcities.org> 6/17/2013 4:10 PM >>>

We are only sitting at 75 right now and truth be told there should not be any more than 5 or so staggering in here at the last few hours. I expect that we'll be sitting between 75-80 for the dinner

From: Kathy Matsumoto [<mailto:kmatsumoto@cerritos.us>]
Sent: Monday, June 17, 2013 4:05 PM
To: Kelli Lofing
Cc: Pam Mendoza
Subject: RE: RSVP's for City of Cerritos

His name is Richard Harpham, also known as Rick.

I erred in giving you the name of Lee Baca in our count. He will not be here but Asst. Sheriff Terri MacDonald, as stated in the invitation is coming in his place. Sorry for the confusion.

Kathy

Do you have a more current head count? I gave the caterer a final count of 85 as they really needed to have that number. That is the absolute maximum----no more! It could get interesting if more show than 85.

>>> Kelli Lofing <kelli@contractcities.org> 6/17/2013 3:53 PM >>>

Thank you so much Kathy! Do you by chance know what Lt. Harpham's first name is?

From: Kathy Matsumoto [<mailto:kmatsumoto@cerritos.us>]
Sent: Monday, June 17, 2013 2:59 PM
To: Kelli Lofing
Cc: Debbie Hitomi; Pam Mendoza; Yvette Villalobos; Pam Mendoza
Subject: RSVP's for City of Cerritos

Hi Kelli,

This is to confirm the attendance of the City of Cerritos representatives at the Contract Cities meeting on Wednesday, June 19.

Mayor Bruce Barrows
Mayor Pro Tem Mark Pulido
Councilwoman Carol Chen
Councilman Joseph Cho

Art Gallucci, City Manager
Kathy Matsumoto, Assistant City Manager
Pam Mendoza, Administrative Assistant

Special Guests from Los Angeles County

Supervisor Don Knabe
Sheriff Lee Baca
Lt. Harpham

Carl Gallucci, Budget and Justice Deputy

Please let me know if you have any further questions.

Also, please add this to your head count let me know what your total number is at the end of the day.

Thank you,

Kathy

Kathy Matsumoto - Re: Fwd: Cerritos Contract Cities Event 6.19.13

From: Kathy Matsumoto
To: Pam Mendoza
Date: 6/17/2013 4:42 PM
Subject: Re: Fwd: Cerritos Contract Cities Event 6.19.13

Spoke with Derek already and we now have 11 tables, placed 4-3-4 in the room. (10 tables of 8 + 5 more = 85). 12 arrangements were ordered, if we have 11 tables plus the check-in, we should be ok.

>>> <pmendoza@cerritos.us> 6/17/2013 4:35 PM >>>

Wow.....85! We need to let Derek know. We were only set for 10 tables. Should do 12 now. I believe I asked Debbie/Yvette to order 12 center pieces-extra for check in table and in case we had to go to 11 tables. We might want to rethink that too?

Sent from my iPhone
 Apologies for any typos

Begin forwarded message:

From: "Cho, Katherine" <KCho@patinagroup.com>
Date: June 17, 2013, 3:37:08 PM PDT
To: "'kmatsumoto@cerritos.us'" <kmatsumoto@cerritos.us>
Cc: "'pam_mendoza@ci.cerritos.ca.us'" <pam_mendoza@ci.cerritos.ca.us>
Subject: **FW: Cerritos Contract Cities Event 6.19.13**

Hi Kathy!

I have attached the final contract for your review. Could you kindly provide me with a signed copy?

I look forward to meeting you this Wednesday!

Warm regards,

Katherine Cho | Catering Sales Manager
 Segerstrom Center for the Arts | Leatherby's Café Rouge | Cerritos Center for the Performing Arts
 | Pinot Provence
 T 714.556.2122 ext 4202 | C 213.926.5272 | F 213.536.4676 | kcho@patinagroup.com

Indulge in chef-crafted cuisine, premium cocktails and hand-selected wine varietals at Master Chef Joachim Splichal's downtown Los Angeles restaurants: from a seven-course decadent tasting menu at Michelin-Star recipient [Patina Restaurant](#), to tantalizing small plates and craft brews at "Best Steak House" in downtown Los Angeles [Nick + Stef's](#) with a Happy Hour 3pm-close, to a raw bar with French inspired cocktails at [Kendall's Brasserie & Bar](#), to innovative California-French cuisine at "Best Outdoor Dining" [Café Pinot](#) with its daily market menu for al fresco lunchtime dining.

Kathy Matsumoto - Re: Cerritos Contract Cities Event - 6.19.13

From: Pam Mendoza
To: Katherine Cho; Kathy Matsumoto
Date: 6/21/2013 3:03 PM
Subject: Re: Cerritos Contract Cities Event - 6.19.13

Katherine,

Thank you again for all of your assistance with our Contract Cities event on Wednesday. There were many positive comments from our guests about the food, service and presentation. As you are aware, this was an important group to us as it represented elected officials from many cities in this region, as well as business partners of Contract Cities. The menu you suggested worked well and was enjoyed by our guests. The service was outstanding and attentive. We also appreciated that you were on site to oversee the details - thank you.

We have reviewed the final invoice and it looks fine. Please process the remaining balance to the credit card you have on file. If you would please send us a final invoice reflecting the payment, we will need that for our accounting department.

Thank you again. We look forward to using Patina again in the future.

Pam

>>> "Cho, Katherine" <KCho@patinagroup.com> 6/21/2013 11:52 AM >>>
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It was such a pleasure to meet you this week!

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We look forward to serving you again soon!

Warm regards,

Katherine Cho | Catering Sales Manager
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PATINA RESTAURANT GROUP

Kathy Matsumoto - CCCA Dinner Account

From: Pam Mendoza
To: Debbie Hitomi; Yvette Villalobos
Date: 6/26/2013 2:00 PM
Subject: CCCA Dinner Account
CC: Kathy Matsumoto

The expenses for the CCCA dinner that the City hosted on June 19 will go to account 111-63410. The final invoice received from Patina shows a zero balance - payment of the deposit and final balance was paid using Art's calcard. Copies of these invoices have been placed in the calcard book for Art's statement.

When the Rainbows invoice arrives, please be sure to use this account for payment or to code the receipt if this was put on a calcard. I would also like a copy of the Rainbows information for my event file.

Thanks!

Pam