AGENDA

Closed Session

South Pasadena City Council / Redevelopment Successor Agency / Public Financing Authority / Housing Authority

City Manager's Conference Room, Second Floor, 1414 Mission Street

Wednesday, February 5, 2014 6:30 p.m.

City Council

Marina Khubesrian, M.D., Mayor / Agency Chair / Authority Chair
Robert S. Joe, Mayor Pro Tem / Agency Vice Chair / Authority Vice Chair

Councilmembers / Agency Members / Authority Members
Michael A. Cacciotti; Diana Mahmud; Richard D. Schneider, M.D.

Sergio Gonzalez, City Manager / Agency Executive Director / Authority Executive Director
Evelyn G. Zneimer, City Clerk / Agency Secretary / Authority Secretary
Yvette Hall, Chief Deputy City Clerk / Chief Deputy Agency Secretary / Chief Deputy Authority Secretary
Richard. L. Adams II, City Attorney / Agency Counsel / Authority Counsel

Council will convene in open session at 6:30 p.m.
The public may comment on closed session items prior to the Council recessing to closed session.

Closed Session Agenda	Description
1. Roll call	Mayor Khubesrian, Councilmembers Cacciotti, Joe, Mahmud, Schneider
2. Public comments	Public comments on Closed Session item only
3. Labor negotiations	Pursuant to Government Code Section 54957.6 Conference with Labor Negotiators regarding labor negotiations with the South Pasadena Police Officers' Association (POA) City Negotiators: City Manager Sergio Gonzalez, Assistant City Manager Hilary Straus, and Legal Counsel Adrianna Guzman

Accommodations

Meeting facilities are accessible to persons with disabilities. If you need special assistance to participate in this meeting, please contact the City Clerk's Office at (626) 403-7230. Hearing assistive devices are available in the Council Chambers. Notification at least 72 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

For those submitting letters or other documents relating to items on the agenda: materials received after 4:00 p.m. on the day prior to the Council meeting may not be reviewed by the City Council.

I declare under penalty of perjury that I posted this notice of agenda on the bulletin board in the courtyard of the City Hall at 1414 Mission Street, South Pasadena, CA 91030, as required by law.

01/30/2014 Desiree Jimenez
Date Desiree Jimenez, Deputy City Clerk

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AGENDA
SPECIAL MEETING
(STUDY SESSION)

South Pasadena City Council
Amedee O. "Dick" Richards, Jr., Council Chambers, 1424 Mission Street
Wednesday, February 5, 2014 6:45 p.m.

City Council
Marina Khubesrian, M.D., Mayor
Robert S. Joe, Mayor Pro Tem

Councilmembers
Michael A. Cacciotti; Diana Mahmud; Richard D. Schneider, M.D.

Sergio Gonzalez, City Manager
Evelyn G. Zneimer, City Clerk
Yvette Hall, Chief Deputy City Clerk
Richard L. Adams II, City Attorney

Special Meeting Agenda

1. Roll Call
2. Public Comment: *Pursuant to Government Code Section 54954.3(a), members of the public will be provided with an opportunity to address any item described on the agenda only, at the time the matter is considered by the City Council.*
3. Discussion regarding potential Fire Department Shared Command Staffing with the Cities of San Gabriel and San Marino

Adjournment

PUBLIC ACCESS TO CITY COUNCIL MEETING AGENDA PACKETS, DOCUMENTS DISTRIBUTED BEFORE A MEETING, AND BROADCASTING OF CITY COUNCIL MEETINGS

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01/30/2014 Desiree Jimenez
Date Desiree Jimenez, Deputy City Clerk

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AGENDA

South Pasadena City Council / Redevelopment Successor Agency / Public Financing Authority / Housing Authority
Amedee O. "Dick" Richards, Jr., Council Chambers, 1424 Mission Street
Wednesday, February 5, 2014 7:30 p.m.

City Council
Marina Khubesrian, M.D., Mayor / Agency Chair / Authority Chair
Robert S. Joe, Mayor Pro Tem / Agency Vice Chair / Authority Vice Chair

Councilmembers / Agency Members / Authority Members
Michael A. Cacciotti; Diana Mahmud; Richard D. Schneider, M.D.

Sergio Gonzalez, City Manager / Agency Executive Director / Authority Executive Director
Evelyn G. Zneimer, City Clerk / Agency Secretary / Authority Secretary
Yvette Hall, Chief Deputy City Clerk / Chief Deputy Agency Secretary / Chief Deputy Authority Secretary
Richard L. Adams II, City Attorney / Agency Counsel / Authority Counsel

In order to address the Council, please complete a Public Comment Card.
Time allotted per speaker: 3 minutes.
No agenda item may be taken after 11:00 p.m.

Presentations and Announcements

Roll call, Invocation* (Councilmember Mahmud)
Pledge of Allegiance Brownie Troop #3151
**In permitting a nonsectarian invocation, the City does not intend to proselytize, advance, or disparage any faith or belief. Neither the City nor the City Council endorses any particular belief or form of invocation.*

1. Closed Session announcements — a Closed Session agenda has been posted separately
2. Presentation of the FY 2012-13 Annual Report of the Freeway and Transportation Commission
3. Presentation of Certificates of Appreciation to outgoing Commissioners Lawrence Abelson, Beverly Biber, Walter Cervantes, J. Stephen Felice, Mark Langill, Alexander Main, David Margrave, Diana Mahmud, John C. Rozenberg, Fred Rusk, Jr., and Judy Whaling
4. Merchant Minute: Hope Perello, SPACE Arts Center
5. Councilmembers' comments (3 minutes each)
6. City Manager communications

7. Reordering of and Additions to the Agenda

Mayor's Appointment
Proposed appointment of Fi Campbell to the Design Review Board for a full three-year term ending December 31, 2016. Proposed appointment of Alexandria Levitt to the Senior Citizen Commission for a partial term ending December 31, 2014

Opportunity to Comment on Consent Calendar
In order to address the Council, please complete a Public Comment Card. Time allotted per speaker: 3 minutes. Items listed under the consent calendar are considered by the City Manager to be routine in nature and will be enacted by one motion unless an audience member or Councilmember requests otherwise, in which case the item will be removed for separate consideration. Any motion relating to an ordinance or a resolution shall also waive the reading of the ordinance or resolution and include its introduction or adoption as appropriate.

Consent Calendar

8. Approval of the minutes of the regular City Council meeting of January 15, 2014
9. Approval of prepaid warrants in the amount of $576,815.02, General City Warrants in the amount of $437,284.90 and payroll in the amount of $778,551.36
10. Second reading and adoption of an ordinance repealing old water rates established by Ordinance Nos. 2240 and 2241
11. Approval of Mayor's City Council liaison appointments and approval of resolution appointing delegates to various outside entities
12. Approval of Title VI Civil Rights Act Compliance Manual for Fair and Equal Treatment of Dial-A-Ride Patrons
13. Mid-Year FY 2013/14 Financial Report
14. Presentation of the Comprehensive Annual Financial Report for Fiscal Year Ending June 30, 2013
15. Actuarial Valuation of Post-Employment Benefits
16. Award of contract for Predictive Policing Services
17. Resolution approving the creation of Deputy Fire Chief and Fire Division Chief classifications, job descriptions and salaries, and adding the newly-established positions to the Management Employees Group
18. Discretionary fund request from Councilmember Cacciotti in the amount of $1,000 for crossing guard at Mission/Marengo
19. Authorization to amend the existing agreement with Pacific Hydrotech Corporation to upgrade the Supervisory Control and Data Acquisition (SCADA) System at the Wilson Reservoir
20. Acceptance of project completion and authorization to file a Notice of Completion for Moffatt Street, Mound Avenue and Rollin Street Improvement Project, and authorization to release retention payment in the amount of $29,170 to E.C. Construction

Public Comments and Suggestions

Time reserved for those in the audience who wish to address the City Council. The audience should be aware that the Council may not discuss details or vote on non-agenda items. Your concerns may be referred to staff or placed on a future agenda. Please note: Public input will also be taken during all agenda items. In order to address the Council, please complete a Public Comment Card. Time allotted per speaker: 3 minutes

Public Hearing

21. Public hearing to adopt a resolution approving the Community Development Block Grant (CDBG) Program for the Fiscal Year 2014-2015

Action/Discussion

22. Resolution authorizing the inspection and abatement of brush and native vegetation fire hazards authorizing the County of Los Angeles Agriculture Commissioner to inspect and abate weeds, brush and native vegetation declared to be an existing or potential fire hazard, and schedule a public hearing to be held on February 19, 2014 to hear objections or protests to the vegetation management program
23. Approval of professional services agreement with Clancy Systems International for Parking Services for the Mission-Meridian Village Parking Garage
24. First reading and introduction an ordinance amending Chapter 19 of the South Pasadena Municipal Code, adding Sections 19.55-3 and 19.55-4, which restrict the hours of parking and parking without a permit at the Mission-Meridian Village Parking Garage
25. Adoption of a resolution revising the Master Schedule of Fees to amend the Parking Fee Schedule for the Mission-Meridian Village Parking Garage
26. Direction regarding amending Chapter 35 of the South Pasadena Municipal Code to add Water Shortage Plans and Water Conservation Provisions
27. Approval of two water conservation subsidy programs: residential high efficiency toilet exchange and residential turf removal rebate program
28. Direction regarding part-time staffing model for Dial-A-Ride

Reports

29. Status update on City's Urban Forest

Adjournment

FUTURE CITY COUNCIL MEETINGS
(OPEN SESSION)

Saturday, February, 8, 2014	Strategic Planning Session	Senior Center	9:00 a.m.
Wednesday, February 19, 2014	Regular City Council Meeting	Council Chambers	7:30 p.m.
Wednesday, March 5, 2014	Regular City Council Meeting	Council Chambers	7:30 p.m.
Wednesday, March 19, 2014	Regular City Council Meeting	Council Chambers	7:30 p.m.

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Regular meetings are broadcast live on Time-Warner Cable Channel 19 and AT&T Channel 99 and are replayed for at least 24 hours following the meeting. Meetings are also streamed live via the Internet from the City website at www.southpasadenaca.gov. Six months of archived meetings, indexed by agenda item, are also available. A DVD of regularly scheduled meetings is available for checkout at the South Pasadena Public Library. DVD and audio CD copies of meetings can be purchased from the City Clerk's Office.

Accommodations

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01/30/2014 Desiree Jimenez

Date Desiree Jimenez, Deputy City Clerk

City of South Pasadena

Date: February 5, 2014

To: Honorable Mayor and Members of the Council

From: William Sherman, M.D., Chair

Re: **FY 2012-13 Annual Report of the Freeway & Transportation Commission**

Composition of Commission: William Sherman-Chair, JoAnn Nuckolls-Vice Chair, Alan Reynolds-Secretary, David Margrave, Dan Evans.

The Freeway & Transportation Commission discussed issues relating to:

1) SR 710 Project
2) Fair Oaks "Lessons Learned" AECOM Report
3) Monterey Road Project
4) Gold Line Issues (Monterey Road/Pasadena Avenue-Rail Crossings)
5) SR 110/Fair Oaks Interchange
6) SR 710 City Resolution
7) Mobile Vending Trucks
8) Fremont Traffic Congestion
9) Bike Lanes

While each member participated in all the issues certain commissioners had more involvement in specific issues. Dan Evans attended the Gold line Construction Authority meetings and served on the Ad-Hoc committee regarding the Monterey Road revision. David Margrave represented the commission regarding mobile Food Vendors and contributed his expertise regarding Gold line issues. Alan Reynolds used his engineering expertise to assist in analysis of the SR 110/Fair Oaks interchange as well as the Monterey revision.

JoAnne Nuckols assisted in the Fair Oaks "Lessons Learned" and analysis of the AECOM report. Her prior position on the Design Advisory Group (DAG) was very important. Mrs. Nuckols attended numerous meetings regarding the State Route (SR) 710 Environmental Impact Report/Environmental Impact Statement (EIR/EIS). Her institutional knowledge of

AGENDA ITEM 2

this long-standing project and her personal contacts with those involved with the project were irreplaceable. She attended numerous Metro Board meetings, Metro Committee meetings, City Council meetings of Monrovia, Sierra Madre, Azusa, the California Transportation Commission (CTC) meeting, meetings with State Senator Carol Liu and Caltrans Secretary Brian Kelly, and Metro Staff and CH2MHill.

William Sherman was the City's representative to the Technical Advisory Committee involved with the EIR/EIS. He attended numerous Metro Board meetings, Metro Committee meetings, City Council meetings of Monrovia and Sierra Madre, the CTC meeting, meetings with Carol Liu/Brian Kelly, and Metro Staff/CH2MHill. He presented to the City Council on the direct impacts to the City of the considered alternatives remaining in the EIR/EIS.

THE CITY OF SOUTH PASADENA EXPRESSES

APPRECIATION

Lawrence Allen Abelson

Design Review Board
2011 - 2013

In appreciation for more than two years of volunteer service on the Design Review Board of the City of South Pasadena, California

Dated this 5th day of February, 2014

Marina Khubesrian, M.D., Mayor

Evelyn G. Zneimer, City Clerk

THE CITY OF SOUTH PASADENA EXPRESSES

APPRECIATION

Beverly Biber

Animal Commission
2007 - 2013

In appreciation for six years of volunteer service on the Animal Commission of the City of South Pasadena, California

Dated this 5th day of February, 2014

Marina Khubesrian, M.D., Mayor

Evelyn G. Zneimer, City Clerk

AGENDA ITEM 3

THE CITY OF SOUTH PASADENA EXPRESSES

APPRECIATION

Walter R. Cervantes

Senior Citizen Commission
2007 - 2013

In appreciation for more than six years of volunteer service on the Senior Citizen Commission of the City of South Pasadena, California

Dated this 5th day of February, 2014

Marina Khubesrian, M.D., Mayor

Evelyn G. Zneimer, City Clerk

THE CITY OF SOUTH PASADENA EXPRESSES

APPRECIATION

J. Stephen Felice

Planning Commission
2005 - 2013

In appreciation for more than eight years of volunteer service on the Planning Commission of the City of South Pasadena, California

Dated this 5th day of February, 2014

Marina Khubesrian, M.D., Mayor

Evelyn G. Zneimer, City Clerk

THE CITY OF SOUTH PASADENA EXPRESSES

APPRECIATION

Mark Langill

Parks & Recreation Commission
2006 - 2013

In appreciation for more than seven years of volunteer service on the Parks & Recreation Commission of the City of South Pasadena, California

Dated this 5th day of February, 2014

Marina Khubesrian, M.D., Mayor

Evelyn G. Zneimer, City Clerk

THE CITY OF SOUTH PASADENA EXPRESSES

APPRECIATION

Diana Mahmud

Natural Resources & Environmental Commission
2010 - 2013

In appreciation for more than three years of volunteer service on the Natural Resources & Environmental Commission of the City of South Pasadena, California

Dated this 5th day of February, 2014

Marina Khubesrian, M.D., Mayor

Evelyn G. Zneimer, City Clerk

THE CITY OF SOUTH PASADENA EXPRESSES

APPRECIATION

Alexander Main

Public Works Commission
2013

In appreciation for your volunteer service
on the Public Works Commission
of the City of South Pasadena, California

Dated this 5th day of February, 2014

Marina Khubesrian, M.D., Mayor

Evelyn G. Zneimer, City Clerk

THE CITY OF SOUTH PASADENA EXPRESSES

APPRECIATION

David Margrave

Freeway & Transportation
2012 - 2013

In appreciation for more than a year of
volunteer service on the Freeway & Transportation
Commission of the City of South Pasadena, California

Dated this 5th day of February, 2014

Marina Khubesrian, M.D., Mayor

Evelyn G. Zneimer, City Clerk

THE CITY OF SOUTH PASADENA EXPRESSES

APPRECIATION

John C. Rozenberg

Senior Citizen Commission
2011 - 2013

In appreciation for more than two years of volunteer service on the Senior Citizen Commission of the City of South Pasadena, California

Dated this 5th day of February, 2014

Marina Khubesrian, M.D., Mayor

Evelyn G. Zneimer, City Clerk

THE CITY OF SOUTH PASADENA EXPRESSES

APPRECIATION

Fred Rusk, Jr.

Finance Committee
2009 - 2013

In appreciation for more than four years of volunteer service on the Finance Committee of the City of South Pasadena, California

Dated this 5th day of February, 2014

Marina Khubesrian, M.D., Mayor

Evelyn G. Zneimer, City Clerk

THE CITY OF SOUTH PASADENA EXPRESSES

APPRECIATION

Judy Whaling

Public Safety Commission
2013

In appreciation for your volunteer service on the Public Safety Commission of the City of South Pasadena, California

Dated this 5th day of February, 2014

Marina Khubesrian, M.D., Mayor

Evelyn G. Zneimer, City Clerk

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MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL/REDEVELOPMENT SUCCESSOR AGENCY/PUBLIC FINANCING AUTHORITY/HOUSING AUTHORITY OF THE CITY OF SOUTH PASADENA CONVENED THIS 15TH DAY OF JANUARY, 2014, 7:30 P.M. AMEDEE O. "DICK" RICHARDS, JR., COUNCIL CHAMBERS 1424 MISSION STREET

ROLL CALL, INVOCATION, PLEDGE OF ALLEGIANCE

Mayor Khubesrian convened the regular meeting of the South Pasadena City Council/Redevelopment Successor Agency (Agency)/Public Financing Authority (Authority) /Housing Authority (Authority) at 7:36 p.m. Chief Deputy City Clerk Hall called the roll. Present were City Councilmembers/Agency/Authority Members Cacciotti, Mahmud, and Schneider; Mayor Pro Tem/Agency/Authority Vice Chair Joe; and Mayor/Agency/Authority Chair Khubesrian.

Absent: None.

Other Officials and Staff present: City Clerk Zneimer; City Manager/Agency/Authority Executive Director Gonzalez; City Attorney/Agency/Authority Counsel Adams; Assistant City Manager Straus; Police Chief Miller; Interim Fire Chief Frawley; Finance Director Batt; City Librarian Fjeldsted; Community Services Director Pautsch; Public Works Director Toor; Planning and Building Director Watkins; Deputy City Clerk Jimenez, and Management Aide Sanchez.

Councilmember Cacciotti presented the invocation.

Councilmember Cacciotti led the Pledge of Allegiance.

CLOSED SESSION ANNOUNCEMENTS (A CLOSED SESSION AGENDA HAS BEEN POSTED SEPARATELY)

City Attorney Adams reported that at approximately 6:30 p.m., Mayor Khubesrian called to order the Special Meeting (Closed Session) of the City Council of January 15, 2014. He stated there was no one from the public wishing to speak on Closed Session agenda items. He stated Mayor Khubesrian recessed the meeting into Closed Session to discuss the following items as listed on the Closed Session Agenda: 1) Pursuant to Government Code Section 54957(b)(1), Performance Evaluation of City Attorney; and 2) Pursuant to Government Code Section 54957.6, Conference with Labor Negotiators regarding labor negotiations with the South Pasadena Police Officers' Association (POA), City Negotiators: City Manager Sergio Gonzalez,

Assistant City Manager Hilary Straus, and Legal Counsel Adrianna Guzman. City Attorney Adams advised there was no reportable action at this time.

PRESENTATION OF A PROCLAMATION DECLARING FEBRUARY 9, 2014, AS "NELBERT CHOUINARD DAY" IN THE CITY OF SOUTH PASADENA

Mayor Khubesrian presented a Proclamation declaring February 9, 2014, as "Nelbert Chouinard Day" in the City of South Pasadena. The proclamation was received by Doris Olga Gorsinas Kouyias of the Nelbert Chouinard Foundation.

PRESENTATION OF A CERTIFICATE OF APPRECIATION TO SOUTH PASADENA BEAUTIFUL FOR SECURING TREE DONATIONS THROUGHOUT THE CITY OF SOUTH PASADENA AND ENHANCING THE IMAGE OF THE COMMUNITY

Mayor Khubesrian presented Certificates of Appreciation to South Pasadena Beautiful members Lela Bissner, Stephanie Payne Campbell, Gina Atkinson, Steven Leider, and Kristine Moe for securing tree donations throughout the City.

PRESENTATION OF CERTIFICATES OF RECOGNITION TO THE 2013 IMAGE AWARD RECIPIENTS, KATHY FOLSOM AND KAY ROSSER, CO-CHAIRS, RESTORATION CONCERT SERIES COMMITTEE OF THE FRIENDS OF THE SOUTH PASADENA PUBLIC LIBRARY, FOR OUTSTANDING EFFORTS TO ENHANCE THE IMAGE OF THE CITY BEYOND ITS BORDERS

Mayor Khubesrian presented Certificates of Recognition to 2013 Image Award Recipients, Kathy Folsom and Kay Rosser (who could not be present), Co-Chairs, Restoration Concert Series Committee of the Friends of the South Pasadena Public Library for their outstanding efforts to enhance the image of the City beyond its borders.

COUNCILMEMBERS' COMMENTS (3 MINUTES EACH)

Councilmember Schneider's reported that he attended the Los Angeles County Metropolitan Transportation Authority (Metro) Planning Commission Meeting for transportation projects. He voiced the City's position for an extension of the review period for the Environmental Impact Report (EIR) on the SR-710 project. He indicated the City wrote a letter last month requesting an extension from 60 days to 120 days due to the complexity of the project. He stated the Cities of La Cañada Flintridge and Pasadena also wrote similar

letters to Metro. He reported that members of the "No 710 Action Committee" requested a 120 day extension; however, a 90 day extension was passed and will be determined by Caltrans. Councilmember Schneider requested that the City Manager write a letter to Malcom Dougherty, Director of Caltrans, and Brian Kelly, Secretary of Transportation, in conjunction with the 5-Cities Alliance, requesting a review period of 120 days, seconded by Councilmember Caciotti. Mayor Pro Tem Joe suggested that City Manager Gonzalez request assistance from State Senator Liu in seeking an extension of the EIR. Councilmember Cacciotti suggested including Assemblymember Holden. Councilmember Caciotti also requested a letter be written to City of Los Angeles Mayor Garcetti inviting the City of Los Angeles to join the alliance, and recommended that all five mayors sign the letter, seconded by Mayor Pro Tem Joe and Councilmember Mahmud.

Councilmember Mahmud requested that City Manager Gonzalez confirm that all agendas and minutes for commissions and ad-hoc/committee meetings are posted in a consistent manner on the City's website along with archived meeting agendas and minutes. She requested that all meetings of commissions and ad-hoc/committees be listed on the City's website calendar with a link to the respective agenda. She requested that a tracking list of issues raised by Councilmembers be developed, seconded by Councilmember Schneider. She thanked Public Works' staff for coordinating the water facilities tour and the residents who attended. She announced the Citizens' Summit Strategic Planning meeting would be held on January 25, 2014, and the Strategic Planning meeting would be held on February 8, 2014, at the Senior Center.

In response to Councilmember Cacciotti's question, City Manager Gonzalez stated the Citizens' Summit would be publicized through a series of press releases, social media, and online publications. City Manager Gonzalez stated the advertising budget would be reviewed to determine if a paid advertising notice could be accommodated.

Mayor Pro Tem Joe announced the Chinese New Year

Luncheon, Year of the Horse, being held on Monday, February 3, 2014. He stated the event was being hosted by the South Pasadena Chinese American Club at the Senior Center. He also announced a special event, with dance and music performances, jointly being sponsored by the South Pasadena Chinese American Club and the South Pasadena Schools, being held on February 7, 2014, from 7:00 p.m. to 8:30 p.m., at South Pasadena Middle School Auditorium. He invited everyone to attend.

Councilmember Caciotti requested to agendize the allocation of $1,000 of discretionary funds to fund a crossing guard at the intersection of Mission Street and Marengo Avenue, seconded by Mayor Pro Tem Joe. Councilmember Caciotti requested that the South Pasadena Unified School District Board of Education be contacted for additional funding. Mayor Pro Tem Joe suggested that the Police Department's budget be reviewed to provide an additional crossing guard for next fiscal year. Councilmember Caciotti reported that he made a presentation at the East Los Angeles College Alumni Association's meeting in Monterey Park. He stated the topic discussed was the SR-710 North Study. He discussed the sediment removal project at Devil's Gate Dam at Hahamongna Watershed Park and requested staff write a letter to scale back the project. Mayor Khubesrian concurred to drafting a letter stating the City's position. Councilmember Caciotti discussed the water facilities tour and history of the water basin. He requested a future report regarding fees based on the increased water usage, seconded by Mayor Khubesrian.

Mayor Khubesrian thanked staff for the water forum and water facilities tour. She thanked Chief Miller and the Police Department for apprehending suspects in Monterey Hills. She stated she is the Senior Citizen Commission Liaison and discussed the staffing issues that have impacted the Dial-A-Ride Program. Mayor Khubesrian recognized the recent death of a pedestrian involved in a Metro Gold Line accident.

Councilmember Schneider recognized the recent passing of Beatrice Siev and requested this evening's meeting be adjourned in her memory.

CITY MANAGER COMMUNICATIONS

City Manager Gonzalez provided updates on the Dial-A-Ride Program and Downtown Project. He introduced new staff members Chief Deputy City Clerk Hall and Interim Fire Chief Frawley. Chief Frawley provided a brief overview of his duties and responded to Councilmembers' questions.

REORDERING OF AND ADDITIONS TO THE AGENDA

By City Council consensus, Item No. 20, Water Rate Increase Public Hearing, was reordered for discussion prior to Item No. 19, Approval of Resolution adopting the 2014-2021 General Plan Housing Element Update and Negative Declaration.

MAYOR'S APPOINTMENTS / REAPPOINTMENTS

Mayor Khubesrian reappointed West de Young and James McLane to the Cultural Heritage Commission; Dan Evans to the Freeway and Transportation Commission; Constance Lue and Edward Pearson to the Library Board of Trustees; Scott Kuhn to the Natural Resources and Environmental Commission; J. Michael Gin to the Parks and Recreation Commission; H. Alexander Wing to the Public Safety Commission; Steven Ray Garcia to the Public Works Commission; and Georgina Phelps to the Senior Citizen Commission for full three-year terms until December 31, 2016.

Mayor Khubesrian appointed Marysia Wojcik to the Animal Commission; Devin G. Robinson to the Finance Committee; Richard Helgeson to the Freeway and Transportation Commission; Noah Puni to the Natural Resources and Environmental Commission; Queenie Taylor to the Parks and Recreation Commission; Steven P. Dahl to the Planning Commission; Lawrence Abelson to the Public Works Commission; and Robert Vanderwall to the Senior Citizen Commission for full three-year terms ending December 31, 2016. Mayor Khubesrian appointed Stephani Ehrlich to the Youth Commission for an unfulfilled term until June 30, 2015.

MOTION: M/S Joe/Caciotti to approve the Mayor's reappointments and appointments to the various commissions and committees as listed on the agenda. By roll call vote, the motion passed unanimously. Absent: None.

CONSENT CALENDAR

Councilmember Caciotti requested Item No. 10, Approval of prepaid warrants, General City Warrants, and payroll, and Item No. 12, Monthly Investment Reports for November 2013, be removed for separate consideration.

Councilmember Mahmud requested that Item No. 14, Approval of Memorandum of Understanding for narcotics canine services between the City of South Pasadena and the South Pasadena Unified School District, be removed from the Consent Calendar for separate consideration.

City Manager Gonzalez requested that Item No. 16, Authorization to amend the existing agreement with Pacific Hydrotech Corporation for the inclusion of a Supervisory Control and Data Acquisition system at the Wilson Reservoir, be removed from the agenda for consideration at a future meeting. He also noted that Item No. 18, Approval of payment for emergency repair of Wilson Well #4 to General Pump Company, included a resolution to justify the emergency repair and required a 4/5 vote to approve the resolution.

MOTION: M/S Caciotti/Mahmud to approve Consent Calendar Item Nos. 9, 11, 13, 15, 17, and 18; and the removal of Item No. 16 from the agenda. By roll call vote, the motion passed unanimously. Absent: None.

The Consent Calendar consisted of the following items:

APPROVAL OF THE MINUTES OF THE SPECIAL AND REGULAR CITY COUNCIL MEETINGS OF DECEMBER 18, 2013

SECOND READING AND ADOPTION OF AN ORDINANCE APPROVING REVISED SPEED LIMITS ON PORTIONS OF PETERSON AVENUE AND HANSCOM DRIVE IN THE SOUTHWEST MONTEREY HILLS AND AMENDING SECTION 19.13-1 OF THE SOUTH PASADENA MUNICIPAL CODE (ORDINANCE NO. 2262)

ADOPTION OF RESOLUTIONS AUTHORIZING SIGNATORIES ON CITY/AGENCY BANKING ACCOUNTS AND RELATED BANKING

DOCUMENTS (RESOLUTION NOS. 7327, 7328, 2014-01 SA, AND 2014-02 SA)

AUTHORIZATION TO AMEND DESIGN AGREEMENT WITH URS FOR ENGINEERING DESIGN SERVICES FOR THE WILSON RESERVOIR REPLACEMENT PROJECT

~~**AUTHORIZATION TO AMEND THE EXISTING AGREEMENT WITH PACIFIC HYDROTECH CORPORATION FOR THE INCLUSION OF A SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA) SYSTEM AT THE WILSON RESERVOIR**~~ ***(ITEM REMOVED FROM AGENDA)***

AWARD OF CONTRACT IN THE AMOUNT OF $29,600 TO DMR TEAM, INC., FOR ENGINEERING SUPPORT SERVICES FOR THE HANSCOM DRIVE STREET IMPROVEMENT PROJECT PHASE II

APPROVAL OF PAYMENT FOR EMERGENCY REPAIR OF WILSON WELL #4 TO GENERAL PUMP COMPANY

ITEMS PULLED FROM THE CONSENT CALENDAR FOR SEPARATE CONSIDERATION

APPROVAL OF MEMORANDUM OF UNDERSTANDING FOR NARCOTICS CRIME CANINE SERVICES BETWEEN THE CITY OF SOUTH PASADENA AND THE SOUTH PASADENA UNIFIED SCHOOL DISTRICT

Consideration of Consent Calendar Item No. 14, Approval of Memorandum of Understanding for narcotics canine services between the City of South Pasadena and the South Pasadena Unified School District, was discussed at this time.

Mayor Khubesrian opened public comments.

Linda Krausen, South Pasadena resident, indicated opposition to canines being used to detect illegal substances on students and requested clarification on the Memorandum of Understanding.

There were no further speakers; therefore, the public comments segment was closed.

Chief Miller provided the history and an overview of the program and responded to Councilmembers' questions.

Councilmember Mahmud stated she agrees with the concept; however, indicated concerns with the terms of the agreement and costs in excess of the amount the school district will provide. She recommended the duration of the contract be limited to five years with an option to extend for an additional term.

Grants Analyst Perkosky explained how the annual costs of $12,000 were calculated and that a cost analysis was completed.

Discussion followed among the City Council and staff regarding the terms of the agreement and medical care.

Councilmember Caciotti requested that an alternative fuel vehicle be used, if possible, when working with the canine.

MOTION: M/S Cacciotti/Joe to approve the Memorandum of Understanding for Narcotics Crime Canine Services between the City of South Pasadena and the South Pasadena Unified School District. By roll call vote, the motion passed unanimously. Absent: None.

APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF $1,372,499.79, GENERAL CITY WARRANTS IN THE AMOUNT OF $965,098.12 AND PAYROLL IN THE AMOUNT OF $800,268.41

Consideration of Consent Calendar Item No. 10, Approval of prepaid warrants, General City Warrants, and payroll, was discussed at this time.

Councilmember Caciotti requested a description of each of the Southern California Edison accounts beginning on page 46 of the warrants.

MOTION: M/S Caciotti/Mahmud to approve prepaid warrants #181448-181543 in the amount of $1,372,499.79, general City warrants #181544-181720 in the amount of $965,098.12, and payroll 12-20-13 and 01-03-14 in the amount of $800,268.41, totaling $3,137,866.32; and to direct staff to provide a description of the Southern California Edison accounts beginning on page 46 of the prepaid warrants list. Sitting as the Successor Agency to the Community Redevelopment Agency, the City Council approved

Redevelopment Successor Agency warrants for $22,428.09 (included in above total). By roll call vote, the motion passed unanimously. Absent: None.

MONTHLY INVESTMENT REPORTS FOR NOVEMBER 2013

Consideration of Consent Calendar Item No. 12, Monthly Investment Reports for November 2013, was discussed at this time.

Councilmember Caciotti discussed the investment rates on page 90, Exhibit A, of the Investment Report. He requested that this matter be referred to the Finance Department to review investments under the Local Agency Investment Fund and other funds.

MOTION: M/S Caciotti/Mahmud to approve the monthly Investment Reports for November 2013 and direct the Finance Department to review investments under the Local Agency Investment Fund and other funds. By roll call vote, the motion passed unanimously. Absent: None.

WATER RATE INCREASE PUBLIC HEARING; ADOPTION OF PROPOSED URGENCY ORDINANCE NO. 2263 REPEALING CURRENT WATER RATES; FIRST READING AND INTRODUCTION OF AN ORDINANCE REPEALING CURRENT WATER RATES; AND RESOLUTION ADOPTING NEW WATER RATES EFFECTIVE JANUARY 15, 2014

RESOLUTION NO. 7331

Public Hearing Item No. 20 was reordered to be discussed prior to Public Hearing Item No. 19.

Finance Director Batt summarized the staff report as part of a PowerPoint presentation and stated the proposed water rates for the next three years would be 8%, 6%, and 4% respectively. He responded to Councilmembers' questions.

Mayor Khubesrian opened the public hearing.

The following persons spoke in opposition and/or expressed concerns to the proposed water rate increase:

Al Benzoni, South Pasadena resident
Kathy Bence, South Pasadena resident
John Flanders, South Pasadena resident
Linda Krausen, South Pasadena resident
Wendy Ryan, South Pasadena resident
Vicky Kirkwood, South Pasadena resident
Andrea M. Camlin, South Pasadena resident
Andrew Gabriel, South Pasadena resident

The following persons spoke in support of the proposed water rate increase:

Kim Hughes, South Pasadena resident
Bianca Richards, South Pasadena resident
Tim Searight, South Pasadena resident

John Flanders, South Pasadena resident, commented on an issue with his online water bill. Mayor Pro Tem Joe requested that staff assist Mr. Flanders with his billing issue. City Manager Gonzalez responded that Finance Director Batt would assist Mr. Flanders in resolving the matter.

Alex Kung, South Pasadena resident, commented on various ways the City could address water issues. He suggested purchasing water rights, placing a moratorium on the tree replacement program, and rebate programs.

Chief Deputy City Clerk Hall reported that 172 verified, written protests were received by the City Clerk's Office, which is less than the required protests of 3,480, to constitute 50 percent plus one of the parcels. She stated that no majority protest exists to the proposed Water Rate Increase. She reported that a total of 187 written protests, which includes verified and unverified protests, were received.

In response to Councilmember Schneider's question, City Manager Gonzalez explained the operations and maintenance increase of 5.4%. He stated the increase was due to inflation, the Consumer Price Index (CPI), and also included staff costs, medical benefits, retirement benefits, and increased energy costs. He stated the 5.4% increase was determined based on the recommendation of the consultant.

In response to Councilmember Schneider's inquiry, City Manager Gonzalez stated that residents were informed of the sale of the bonds. He explained that the City does not have control of the bond market and residents should work with their financial advisor to purchase bonds.

In response to Councilmember Schneider's question, City Manager Gonzalez discussed the City's water conservation programs. He stated a presentation would

be made at the next City Council meeting to provide information to residents.

In response to Councilmember Schneider's question, City Manager Gonzalez explained the protest provisions for Proposition 218.

City Manager Gonzalez indicated that staff was working on a program to assist low-income residents that would be presented at a future meeting.

In response to Councilmember Schneider's inquiry, City Manager Gonzalez discussed the established tier rate program that applies to both multi-family and single-family homes, and it was not possible to differentiate between the two. He indicated that the Water Council and National Resources and Environmental Commission evaluated the system and determined that the tier system seemed to be the most fair. Councilmember Mahmud affirmed that there is no distinction between the rate for a single-family home and multi-family home.

In response to Councilmember Schneider's inquiry, City Manager Gonzalez explained the City's prescriptive water rights, purchase of water banking, and the purchase of permanent water rights.

In response to Mayor Pro Tem Joe's question, Public Works Director Toor explained the bond funding for Wilson Reservoir and Garfield Reservoir. He indicated there are some unfunded projects which the City is already working on. He stated staff is exploring grants through the state and federal government for future projects, and will be applying for low interest loans. He stated that a substantial water rate increase would likely not be needed for additional projects in the future.

Councilmember Mahmud stated she supports the water rate increase and that the City is legally required to increase water rates due to an existing covenant. She explained that if the City defaults under the bond obligations, the City will be responsible to pay for default costs and attorney's fees. She encouraged residents to take advantage of the water conservation programs that will soon be authorized by the City Council and to use the City's staff as resources to learn

how to conserve water at home.

Mayor Khubesrian requested that staff address payment of the labor costs for the toilet exchange program. She also requested that staff review unused water allocation options.

Councilmember Caciotti stated he supports the water rate increase. He discussed the background and history of water issues in the San Gabriel Valley. He discussed the Utility Users Tax (UUT) and displayed UUT information on the overhead projector. He stated that the UUT is directed into the general fund and proposed that it be used for water. Councilmember Caciotti moved to reduce the water rates by using the UUT.

City Manager Gonzalez commented on the effects of the UUT. He stated that removal of the UUT from the water bill would have to be back filled. He advised that a financial plan would be necessary to determine the impact on general City operations estimated to be $500,000.

Discussion followed among the City Council and staff regarding a reduction of the UUT.

Councilmember Caciotti proposed that staff follow up with an analysis on the UUT reduction. Mayor Khubesrian suggested the matter be reviewed at the next budget or strategic planning meeting.

Chief Deputy City Clerk Hall presented Urgency Ordinance No. 2263 for introduction and adoption and read it by title: AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, REPEALING ORDINANCE NOS. 2240 AND 2241 ESTABLISHING WATER RATES.

MOTION: M/S Mahmud/Joe to waive further reading and adopt Ordinance No. 2263. The motion passed by the following roll call vote:

AYES: Caciotti, Joe, Mahmud, Schneider, Mayor Khubesrian
NOES: None
ABSENT: None
ABSTAIN: None

Chief Deputy City Clerk Hall presented AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, REPEALING ORDINANCE NOS. 2240 AND 2241 ESTABLISHING WATER RATES for first reading and introduction and read it by title.

MOTION: M/S Mahmud/Joe to approve AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, REPEALING ORDINANCE NOS. 2240 AND 2241 ESTABLISHING WATER RATES for first reading and introduction. The motion passed by the following roll call vote:

AYES: Caciotti, Joe, Mahmud, Schneider, Mayor Khubesrian
NOES: None
ABSENT: None
ABSTAIN: None

Chief Deputy City Clerk Hall presented Resolution No. 7331 and read it by title: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ESTABLISHING WATER RATES PURSUANT TO SECTION 35.3, 35.4, 35.5 AND 35.26 OF CHAPTER 35 OF THE SOUTH PASADENA MUNICIPAL CODE.

MOTION: M/S Mahmud/Joe to approve Resolution No. 7331, with a correction to the date on page 335 to "January 2016." The motion passed by the following roll call vote:

AYES: Caciotti, Joe, Mahmud, Schneider, Mayor Khubesrian
NOES: None
ABSENT: None
ABSTAIN: None

Mayor Pro Tem requested that staff bring back a resolution emphasizing that future water infrastructure be funded by low interest loans and grants rather than bonds. Seconded by Councilmember Caciotti.

Mayor Khubesrian recessed the meeting at 10:19 p.m.

Mayor Khubesrian reconvened the meeting at 10:25 p.m.

PUBLIC COMMENTS AND SUGGESTIONS

The public comments segment was reordered to be heard prior to Item No. 19.

Sam Burgess, South Pasadena resident, commented that he attended a Metro meeting with Councilmember Schneider this afternoon. He displayed SR-710 information on the overhead projector and provided an update regarding the project budget, schedule status, and funding. He noted this information was provided to the public this afternoon; however, it was not discussed.

Barbara Eisenstein, South Pasadena resident, invited the public to visit the City's Nature Park on Pasadena Avenue. She announced two events, a planting party and Dr. Martin Luther King, Jr. Service Day, would be held on February 1, 2014. She requested volunteers to assist with tree deliveries on Friday, January 31, 2014. She also invited the public to join the Friends of the South Pasadena Nature Park, which meets once a month in the park on Saturdays and Wednesdays. She announced the next clean up dates on Saturday, January 18, 2014, from 9:00 a.m. to 12:00 p.m., and on Wednesday, January 22, 2014, from 8:30 a.m. to 10:00 a.m.

Alex Kung, South Pasadena resident, expressed interest in applying for a City commission.

PUBLIC HEARING APPROVAL OF A RESOLUTION ADOPTING THE 2014-2021 GENERAL PLAN HOUSING ELEMENT UPDATE AND NEGATIVE DELCARATION

Planning and Building Director Watkins summarized the staff report as part of a PowerPoint presentation and responded to Councilmembers' questions.

Mayor Khubesrian opened the public hearing.

There being no speakers, Mayor Khubesrian closed the public hearing.

RESOLUTION NO. 7330

MOTION: M/S Cacciotti/Mahmud to adopt Resolution No. 7330, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ADOPTING A NEGATIVE DECLARATION AND THE 2014 – 2021 GENERAL PLAN HOUSING ELEMENT UPDATE AND GENERAL PLAN AMENDMENT and noting there were no comments made to the findings contained in the Negative Declaration. By roll call vote, the motion passed unanimously. Absent: None.

FIRST READING AND INTRODUCTION OF AN ORDINANCE CLARIFYING MAINTENANCE RESPONSIBILITY OF PRIVATE SEWER LATERALS	This item was not discussed due to City Council policy that no agenda item may be taken after 11:00 p.m.
REPORTS **MID-YEAR 2013/14 FINANCIAL REPORT**	This item was not discussed due to City Council policy that no agenda items may be taken after 11:00 p.m.
ADJOURNMENT	The City Council adjourned the regular meeting of the South Pasadena City Council/Redevelopment Successor Agency/Public Financing Authority/ Housing Authority in memory of Beatrice Siev, a long time resident and freeway fighter, at 11:02 p.m.

Evelyn G. Zneimer
City Clerk

Marina Khubesrian, M.D.
Mayor

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City of South Pasadena/ Redevelopment Successor Agency/ Public Financing Authority Agenda Report

Marina Khubesrian, M.D., Mayor/Authority Chair
Robert S. Joe, Mayor Pro Tem/Authority Vice Chair
Michael A. Cacciotti, Council/Authority Member
Diana Mahmud, Council/Authority Member
Richard D. Schneider, M.D., Council/Authority Member

Evelyn G. Zneimer, City Clerk/Authority Secretary
Gary E. Pia, City Treasurer

COUNCIL AGENDA: February 5, 2014

TO: Honorable Mayor and City Council

VIA: Sergio Gonzalez, City Manager

FROM: David Batt, Finance Director

SUBJECT: **Approval of Prepaid Warrants in the Amount of $576,815.02, General City Warrants in the Amount of $437,284.90 and Payroll in the Amount of $778,551.36**

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

Fiscal Impact

Prepaid Warrants:	
Warrant # 181721 – 181832	$ 576,815.02
General City Warrants:	
Warrant # 181833 – 182027	$ 437,284.90
Payroll 01-17-14	$ 398,405.15
Payroll 01-31-14	$ 380,146.21
Total	$ 1,792,651.28

Commission Review and Recommendation
This matter was not reviewed by a Commission.

Legal Review
The City Attorney has not reviewed this item.

Public Notification of Agenda Item
The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website.

AGENDA ITEM 9

Attachments:

1. Warrant Summary
2. Prepaid Warrant List
3. General City Warrant List
4. Payroll 01-17-14 and Payroll 01-31-14
5. Redevelopment Successor Agency Check Summary Total

ATTACHMENT 1
Warrant Summary

City of South Pasadena
Demand/Warrant Register

Recap by fund	Fund No.	Date 02.05.14 Amounts Prepaid	Written	Payroll
General Fund	101	145,602.70	267,792.56	450,582.23
Facilities & Equip.Cap. Fund	105			
MTA Pedestrian Improvement	201			
Local Transit Return "A"	205	8,401.45	6,326.39	14,077.17
Local Transit Return "C"	207	2,366.50	690.03	10,036.98
Blue Line Betterments Grant/Metro	209			
Sewer Fund	210	1,582.54	3,365.60	25,115.74
CTCTraffic Improvement	211			
Street Lighting Fund	215	16,336.37	23,210.98	8,589.14
Public,Education & Govt Fund	217			
Clean Air Act Fund	218			
Business Improvement Tax	220		39.50	
Gold Line Mitigation Fund	223			
Mission Meridian Public Garage	226	2,274.81		
Housing Authority Fund	228			
State Gas Tax	230	1,491.97	10,846.14	29,137.82
County Park Bond Fund	232		1,054.93	
Measure R	233			
MSRC Grant Fund	238			
Bike & Pedestrian Paths	245			
SGVCOG Grant Fund	247			
ARRA Grant Fund	250			
Capital Growth Fund	255			
CDBG	260		194.28	
Asset Forfeiture	270			
Police Grants - State	272	617.16	8,934.91	
Police Subventions-CLEEP	273			
Homeland Security Grant	274			
Park Impact Fees	275			
Public Library Fund Grant	280			
99 Pasadena Ave.	290			
Arroyo Seco Golf Course	295			
Sewer Capital Projects Fund	310		15,976.01	
Water Fund	500	10,904.49	98,173.57	99,700.86
Public Financing Authority	550			
Payroll Clearing Fund	700	381,398.06		128,580.46
Employee Special Event Fund	900			
Redev.Oblig.Retirement Fund	927			
	Column Totals	570,976.05	436,604.90	765,820.40
	City Report Totals		1,773,401.35	

Recap by fund	Fund No.	Amounts Prepaid	Written	Payroll
RSA	227	5,838.97	680.00	12,730.96
	Column Totals	5,838.97	680.00	12,730.96
	RSA Report Totals		19,249.93	

	Amounts Prepaid	Written	Payroll
	576,815.02	437,284.90	778,551.36
Grand Report Total		1,792,651.28	

Marina Khubesrian, M.D., Mayor

David Batt, Finance Director

ATTACHMENT 2
Prepaid Warrant List

Voided Checks	
179993	$ 4,428.00
181075	$ 17.04
181117	$ 1,010.49
181191	$ 30.00
181233	$ 15.00
181589	$ 199.00
181689	$ 346.47

Ameritas			
Inv. P/R/E 1/26/14			
01/28/14	Vision Ins Feb-14	700-0000-0000-2268-000	2,671.12
Ck. 01/30/14 181817	Total		2,671.12
Ankri, Michael			
Inv. P/R/E 1/12/14			
01/14/14	Pasadena PD Assist Traffic 1/1	101-4010-4011-7020-000	187.87
Inv. P/R/E 1/12/14A			
01/14/14	Movie Detail 1/8/14	101-0000-0000-2910-200	1,120.00
Ck. 01/16/14 181745	Total		1,307.87
Arecano Inc.			
Inv. 011614-1			
01/16/14	Finance Director Svcs 1/1-15/1	210-6010-6501-8170-000	580.35
01/16/14	Finance Director Svcs 1/1-15/1	500-3010-3012-8170-000	1,450.87
01/16/14	Finance Director Svcs 1/1-15/1	227-7200-7210-8170-000	1,741.05
01/16/14	Finance Director Svcs 1/1-15/1	101-3010-3011-8170-000	2,031.23
Ck. 01/16/14 181766	Total		5,803.50
AT & T			
Inv. 000004941201			
12/13/13	11/27-12/26/13	101-3010-3041-8150-000	314.73
Inv. 000004941202			
12/13/13	11/27-12/26/13	500-6010-6710-8150-000	44.52
Inv. 000004941203			
12/13/13	11/27-12/26/13	101-8010-8011-8150-000	48.29
Inv. 000004941204			
12/13/13	11/27-12/26/13	500-6010-6710-8150-000	44
Inv. 000004941205			
12/13/13	11/27-12/26/13	101-8030-8031-8150-000	134.37
Inv. 000004941206			
12/13/13	11/27-12/26/13	101-8030-8031-8150-000	130.01
Inv. 000004941207			
12/13/13	11/27-12/26/13	101-3010-3032-8150-000	1,093.99
Inv. 000004941208			
12/13/13	11/27-12/26/13	101-8010-8011-8150-000	135.13
Inv. 000004941621			
12/13/13	11/27-12/26/13	101-4010-4011-8150-000	85.25
Inv. 000004941622			
12/13/13	11/27-12/26/13	101-4010-4011-8150-000	42.62
12/13/13	11/27-12/26/13	101-5010-5011-8150-000	42.63
Inv. 000004941623			
12/13/13	11/27-12/26/13	101-8030-8021-8180-000	92.70
Inv. 000004941629			
12/13/13	11/27-12/26/13	205-8030-8022-8150-000	85.25
Inv. 000004941678			
12/13/13	11/27-12/26/13	101-4010-4011-8150-000	92.70
Inv. 000004954544			
12/13/13	11/27-12/26/13	101-8010-8011-8150-000	78.79
12/13/13	11/27-12/26/13	101-6010-6601-8150-000	78.80
Inv. 000004954545			
12/13/13	11/27-12/26/13	500-6010-6710-8150-000	44.50
Inv. 000004975871			
12/13/13	11/27-12/26/13	500-6010-6710-8150-000	115.49
Inv. 000004975872			
12/13/13	11/27-12/26/13	205-8030-8022-8150-000	266.78
Inv. 000004975878			
12/13/13	11/27-12/26/13	101-5010-5011-8150-000	266.
Inv. 000004975921			
12/13/13	11/27-12/26/13	101-8030-8021-8150-000	214.87

12/13/13	11/27-12/26/13	101-8010-8011-8150-000	501.38
Inv. 000004975922			
12/13/13	11/27-12/26/13	500-6010-6710-8150-000	730.98
Inv. 000004977524			
12/13/13	11/27-12/26/13	101-4010-4011-8150-000	96.18
Inv. 000004977525			
12/13/13	11/27-12/26/13	101-4010-4011-8150-000	128.30
Inv. 000004989211			
12/27/13	11/27-12/26/13	500-6010-6711-8150-000	48.26
Inv. 000004989212			
12/27/13	11/27-12/26/13	500-6010-6710-8150-000	359.85
Inv. 000004989214			
12/27/13	11/27-12/26/13	101-8030-8031-8150-000	93.35
12/27/13	11/27-12/26/13	215-6010-6115-8150-000	220.71
Inv. 000004989215			
12/27/13	11/27-12/26/13	101-5010-5011-8150-000	312.49
Inv. 000004989216			
12/27/13	11/27-12/26/13	101-8010-8011-8150-000	297.38
Inv. 000004989217			
12/27/13	11/27-12/26/13	101-4010-4011-8150-000	526.44
Inv. 000004989218			
12/27/13	11/27-12/26/13	101-4010-4011-8150-000	92.98
Inv. 000004989219			
12/27/13	11/27-12/26/13	101-8030-8031-8150-000	220.69
Inv. 000004989220			
12/27/13	11/27-12/26/13	101-8030-8021-8150-000	48.26
Inv. 000004989222			
12/27/13	11/27-12/26/13	101-6010-6011-8150-000	277.67
Inv. 000004989223			
12/27/13	11/27-12/26/13	215-6010-6115-8150-000	165.49
Inv. 000004989224			
12/27/13	11/27-12/26/13	215-6010-6115-8150-000	169.21
Inv. 000004989226			
12/27/13	11/27-12/26/13	101-5010-5011-8150-000	223.36
Inv. 000004989227			
12/27/13	11/27-12/26/13	500-6010-6710-8150-000	59.36
Inv. 000004989700			
12/27/13	11/27-12/26/13	101-4010-4011-8150-000	243.03
Inv. 000004989701			
12/27/13	11/27-12/26/13	101-5010-5011-8150-000	0.63
Inv. 000005008045			
01/02/14	11/27-12/26/13	500-6010-6710-8150-000	0.18
Ck. 01/16/14 181767	Total		8,268.92

AT & T U-Verse

Inv. 130464796-0			
12/17/13	U-Verse 11/18-12/17/13	500-6010-6710-8150-000	138.00
Ck. 01/16/14 181768	Total		138.00

AT&T

Inv. 626 405-0051			
12/11/13	12/11/13-1/10/14	101-4010-4011-8150-000	578.40
Inv. 626 441-6497			
12/13/13	12/13/13-1/12/14	101-5010-5011-8150-000	210.57
Inv. 626 577-6657			
12/13/13	12/13/13-1/12/14	101-4010-4011-8150-000	128.02
Ck. 01/16/14 181769	Total		916.99

A&T --Cingular Wireless

Inv. 287014917916X01			
01/08/14	City IPAD's 12/9-1/8/14	101-1020-1021-8150-000	30.46

01/08/14	City IPAD's 12/9-1/8/14	101-2010-2011-8150-000	30.
01/08/14	City IPAD's 12/9-1/8/14	101-4010-4011-8150-000	30.46
01/08/14	City IPAD's 12/9-1/8/14	101-8010-8011-8150-000	30.46
01/08/14	City IPAD's 12/9-1/8/14	101-8030-8031-8150-000	30.46
01/08/14	City IPAD's 12/9-1/8/14	101-5010-5011-8150-000	40.46
01/08/14	City IPAD's 12/9-1/8/14	101-7010-7101-8150-000	55.92
01/08/14	City IPAD's 12/9-1/8/14	101-6010-6011-8150-000	60.92
01/08/14	City IPAD's 12/9-1/8/14	101-1010-1011-8150-000	149.84
Ck. 01/23/14 181799	Total		459.44
Barrera, Jesus			
Inv. P/R/E 1/26/14			
01/28/14	Movie Detail 1/21/14	101-0000-0000-2910-200	630.00
Inv. P/R/E 1/26/14A			
01/28/14	Coverage 1/25/14	101-4010-4011-7000-000	368.16
Ck. 01/30/14 181818	Total		998.16
Bo, Feng			
Inv. R43437			
12/31/13	Refund Lego Camp Fee	101-0000-0000-5270-002	130.00
Ck. 01/09/14 181721	Total		130.00
Burger, Karin			
Inv. R43854			
01/09/14	Refund Cancelled Class	101-0000-0000-5270-002	120.00
Ck. 01/16/14 181770	Total		120.00
CA Dental Buying Group			
Inv. 281907			
09/04/13	FD Oxygen Tanks	101-5010-5011-8025-000	72.[illegible]
Ck. 01/16/14 181771	Total		72.90
CA Franchise Tax Board			
Inv. P/R/E 1/12/14			
01/14/14	Garnishment	700-0000-0000-2264-000	555.00
Ck. 01/16/14 181746	Total		555.00
Inv. P/R/E 1/26/14			
01/28/14	Garnishment	700-0000-0000-2264-000	555.00
Ck. 01/30/14 181819	Total		555.00
CA Franchise Tax Board			
Inv. P/R/E 1/12/14			
01/14/14	Garnishment	700-0000-0000-2264-000	169.44
Ck. 01/16/14 181747	Total		169.44
Inv. P/R/E 1/26/14			
01/28/14	Garnishment	700-0000-0000-2264-000	51.68
Ck. 01/30/14 181820	Total		51.68
Ca. State Disbursement Unit			
Inv. P/R/E 1/12/14			
01/14/14	Garnishment	700-0000-0000-2264-000	400.50
Ck. 01/16/14 181748	Total		400.50
Inv. P/R/E 1/26/14			
01/28/14	Garnishment	700-0000-0000-2264-000	400.
Ck. 01/30/14 181821	Total		400..

Cabrera, Karla			
Inv. R43723			
01/08/14	Refund Cancelled Class	101-0000-0000-5270-002	160.00
Ck. 01/09/14 181722	Total		160.00
CAL PERS 457 PLAN			
Inv. P/R/E 1/12/14			
01/14/14	Deferred Comp	700-0000-0000-2260-000	3,219.68
Ck. 01/16/14 181749	Total		3,219.68
Inv. P/R/E 1/26/14			
01/28/14	Deferred Comp	700-0000-0000-2260-000	2,275.40
Ck. 01/30/14 181822	Total		2,275.40
Carlson, Kim			
Inv. R43850			
01/09/14	Refund Cancelled Class	101-0000-0000-5270-002	115.00
Ck. 01/16/14 181772	Total		115.00
Chan, Anthony			
Inv. P/R/E 1/12/14			
01/14/14	Float Movement Detail 12/31/13	101-4010-4011-7020-000	167.00
Inv. P/R/E 1/12/14A			
01/14/14	Pasadena PD Assist Traffice 1/	101-4010-4011-7020-000	187.87
Inv. P/R/E 1/12/14B			
01/14/14	Predictive Policing 1/3/14	101-4010-4011-7000-000	138.06
Inv. P/R/E 1/12/14C			
01/14/14	Coverage 1/4/14	101-4010-4011-7000-000	61.36
Inv. P/R/E 1/12/14D			
01/14/14	Coverage 1/4/14	101-4010-4011-7000-000	368.16
Inv. P/R/E 1/12/14E			
01/14/14	Coverage 1/10/14	101-4010-4011-7000-000	368.16
Inv. P/R/E 1/12/14F			
01/14/14	Coverage 1/11/14	101-4010-4011-7000-000	368.16
Ck. 01/16/14 181750	Total		1,658.77
Inv. P/R/E 1/26/14			
01/28/14	Movie Detail 1/13/14	101-0000-0000-2910-200	560.00
Inv. P/R/E 1/26/14A			
01/28/14	Coverage 1/14/14	101-4010-4011-7000-000	368.16
Inv. P/R/E 1/26/14B			
01/28/14	Coverage 1/26/14	101-4010-4011-7000-000	368.16
Inv. P/R/E 1/26/14C			
01/28/14	Coverage 1/15/14	101-4010-4011-7000-000	138.06
Ck. 01/30/14 181823	Total		1,434.38
Chen, Suann			
Inv. R43851			
01/09/14	Refund Cancelled Class	101-0000-0000-5270-002	115.00
Ck. 01/16/14 181773	Total		115.00
Cheung, Steve			
Inv. R43720			
01/08/14	Refund Cancelled Class	101-0000-0000-5270-002	115.00
Ck. 01/09/14 181723	Total		115.00
ew, Linda			
Inv. R43847			
01/09/14	Refund Tennis Class	101-0000-0000-5270-002	50.00

Ck. 01/16/14 181774	Total		50
City of South Pasadena PD Pett			
Inv. 1/8/14			
01/08/14	Reimb. Petty Cash	101-4010-4011-8000-000	10.00
01/08/14	Reimb. Petty Cash	101-4010-4011-8100-000	24.99
01/08/14	Reimb. Petty Cash	101-4010-4011-8020-000	44.00
01/08/14	Reimb. Petty Cash	101-4010-4011-8090-000	95.74
Ck. 01/09/14 181724	Total		174.73
City of Temple City			
Inv. 1/22/14			
01/15/14	CSMFO Luncheon Mtg D.Batt & P.	101-3010-3011-8090-000	80.00
Ck. 01/16/14 181775	Total		80.00
Community Action EAP, Inc.			
Inv. 1/14			
01/01/14	Employee Assistance Program 1/	101-2010-2013-8170-000	350.00
Ck. 01/09/14 181725	Total		350.00
D & S Printing			
Inv. 8276			
12/05/13	PD Monthly Parking Permits	101-4010-4011-8020-000	428.37
Inv. 8295			
12/16/13	PD Annual Overnight Parking Pe	101-4010-4011-8020-000	1,926.03
Ck. 01/16/14 181776	Total		2,354.40
Datamatic Inc.			
Inv. 0000025301			
12/24/13	Meter Reading Maint. 2/14	500-3010-3012-8110-000	126.53
12/24/13	Meter Reading Maint. 2/14	500-6010-6710-8110-000	126.53
Ck. 01/09/14 181726	Total		253.06
Delta Dental			
Inv. P/R/E 1/26/14			
01/28/14	Dental Ins Feb-14	700-0000-0000-2267-000	11,181.65
Ck. 01/30/14 181824	Total		11,181.65
Devine, Lisa			
Inv. R43724			
01/07/14	Refund Cancelled Class	101-0000-0000-5270-002	115.00
Ck. 01/09/14 181727	Total		115.00
Dewey, Jodi			
Inv. R43722			
01/09/14	Refund Deposit Eddie Park	101-0000-0000-2920-001	250.00
Ck. 01/09/14 181728	Total		250.00
E. D. D.			
Inv. P/R/E 1/12/14			
01/14/14	State w/h Tax	700-0000-0000-2220-000	17,395.19
Ck. 01/16/14 181751	Total		17,395.19
Inv. P/R/E 1/26/14			
01/28/14	State w/h Tax	700-0000-0000-2220-000	14,916.41
Ck. 01/30/14 181825	Total		14,916.41
ECMC			
Inv. P/R/E 1/12/14			
01/14/14	Garnishment	700-0000-0000-2264-000	246.55

Ck. 01/16/14 181752	Total		246.55
Embassy Consulting Svcs			
Inv. 02/3/14			
01/13/14	PD Training-R/O Creek	101-4010-4011-8210-000	37.50
Ck. 01/16/14 181777	Total		37.50
Employment Development Dept.			
Inv. 944-0884-6			
01/06/14	Unemployment Insurance 7/1-9/3	101-8030-8032-7122-000	(437.60)
01/06/14	Unemployment Insurance 7/1-9/3	101-2010-2011-7122-000	2,480.64
01/06/14	Unemployment Insurance 7/1-9/3	205-8030-8022-7122-000	5,755.13
Ck. 01/16/14 181753	Total		7,798.17
Estrada, Erica			
Inv. R43438			
12/31/13	Refund Partial Winter Camp Fee	101-0000-0000-5270-002	16.25
Ck. 01/09/14 181729	Total		16.25
Fallon, Kristina			
Inv. R44157			
01/21/14	Refund Cancelled Class	101-0000-0000-5270-002	60.00
Ck. 01/23/14 181800	Total		60.00
Flex Advantage			
Inv. 79285			
01/13/14	Adminstration Cost	101-3010-3041-7131-000	72.00
Inv. P/R/E 1/12/14			
01/23/14	Retiree Health Reimbursement 2	101-3010-3041-7131-000	529.84
Ck. 01/23/14 181801	Total		601.84
Foster, Kelley			
Inv. R44156			
01/21/14	Refund Cancelled Class	101-0000-0000-5270-002	60.00
Ck. 01/23/14 181802	Total		60.00
Frazier, Jessica			
Inv. R43852			
01/09/14	Refund Cancelled Class	101-0000-0000-5270-002	50.00
Ck. 01/16/14 181778	Total		50.00
Garcia, Keith			
Inv. R43533			
12/31/13	Refund Partial Lego Camp Fee	101-0000-0000-5270-002	16.25
Ck. 01/09/14 181730	Total		16.25
Gardner, Megan			
Inv. R43440			
12/31/13	Refund Winter Camp Fee	101-0000-0000-5270-002	130.00
Ck. 01/09/14 181731	Total		130.00
Garger, Maryann			
Inv. R43441			
12/31/13	Refund Partial Winter Camp Fee	101-0000-0000-5270-002	16.25
Ck. 01/09/14 181732	Total		16.25
tes, Gretchen			
Inv. R44158			
01/21/14	Refund Cancelled Class	101-0000-0000-5270-002	60.00

Ck. 01/23/14 181803	Total		60
Gerhard, Lydia			
Inv. R43439			
12/31/13	Refund Partial Winter Camp	101-0000-0000-5270-002	16.25
Ck. 01/09/14 181733	Total		16.25
Giron, Aaron			
Inv. P/R/E 1/12/14			
01/14/14	Pasadena PD Assist Traffic 12/	101-4010-4011-7020-000	167.00
Inv. P/R/E 1/12/14A			
01/14/14	Pasadena PD Assist Traffic 1/1	101-4010-4011-7020-000	187.87
Inv. P/R/E 1/12/14B			
01/14/14	Predictive Policing 1/6/14	101-4010-4011-7000-000	138.06
Inv. P/R/E 1/12/14C			
01/14/14	Predictive Policing 1/8/14	101-4010-4011-7000-000	138.06
Inv. P/R/E 1/12/14D			
01/14/14	Predictive Policing 1/10/14	101-4010-4011-7000-000	138.06
Inv. P/R/E 1/12/14E			
01/14/14	Coverage 1/9/14	101-4010-4011-7000-000	368.16
Inv. P/R/E 1/12/14F			
01/14/14	Coverage 1/11/14	101-4010-4011-7000-000	368.16
Ck. 01/16/14 181754	Total		1,505.37
Glendale Memorial Occupational			
Inv. 102794			
12/05/13	Medical Exam-Susan M. Fletcher	101-2010-2013-8170-000	120.00
Ck. 01/16/14 181779	Total		120.00
Granados, Lisa			
Inv. R43855			
01/09/14	Refund Winter Camp Med	101-0000-0000-5270-001	125.00
Ck. 01/16/14 181780	Total		125.00
Griep, Tom			
Inv. 1/16/14			
01/15/14	Pianiast George Burns Show @ L	101-8030-8021-8020-000	100.00
Ck. 01/16/14 181781	Total		100.00
Hall, Yvette			
Inv. 1/8/14			
01/08/14	Reimb. Overnight Shipping	101-1020-1021-8010-000	19.95
Ck. 01/09/14 181734	Total		19.95
Hathaway, Beate			
Inv. 1304661			
01/10/14	Refund Parking Permit Fee	101-0000-0000-4460-000	100.00
Ck. 01/23/14 181804	Total		100.00
Hernandez, Jr., Joseph			
Inv. P/R/E 1/12/14			
01/14/14	Coverage 1/1/14	101-4010-4011-7000-000	368.16
Inv. P/R/E 1/12/14A			
01/14/14	Coverage 1/2/14	101-4010-4011-7000-000	368.16
Inv. P/R/E 1/12/14B			
01/14/14	Coverage 1/2/14	101-4010-4011-7000-000	76.70
Inv. P/R/E 1/12/14C			
01/14/14	Coverage 1/9/14	101-4010-4011-7000-000	368.
Inv. P/R/E 1/12/14D			
01/14/14	Coverage 1/12/14	101-4010-4011-7000-000	368.16

Ck. 01/16/14 181755	Total		1,549.34
Inv. P/R/E 1/26/14			
01/28/14	Movie Detail 1/13/14	101-0000-0000-2910-200	595.00
Inv. P/R/E 1/26/14 A			
01/28/14	Coverage 1/14/14	101-4010-4011-7000-000	368.16
Inv. P/R/E 1/26/14 B			
01/28/14	Coverage 1/18/14	101-4010-4011-7000-000	368.16
Inv. P/R/E 1/26/14 C			
01/28/14	Coverage 1/25/14	101-4010-4011-7000-000	398.84
Ck. 01/30/14 181826	Total		1,730.16
Home Depot Credit Services			
Inv. 6093000			
12/24/13	Supplies	215-6010-6310-8132-000	304.11
Inv. 7033107			
12/03/13	Supplies	101-6010-6410-8020-000	45.79
Inv. 7080805			
12/23/13	Supplies	101-6010-6410-8020-000	87.04
Ck. 01/23/14 181805	Total		436.94
Horizon Coach Lines LA			
Inv. 83955			
01/16/14	Sr.Center The Getty Excursion	205-8030-8025-8180-000	1,462.38
Ck. 01/16/14 181756	Total		1,462.38
How, Rebecca			
Inv. R43532			
12/31/13	Refund Partial Lego Camp Fee	101-0000-0000-5270-002	16.25
Ck. 01/09/14 181735	Total		16.25
ICMA			
Inv. P/R/E 1/12/14			
01/14/14	Deferred Comp	700-0000-0000-2260-000	4,550.69
Ck. 01/16/14 181757	Total		4,550.69
Inv. P/R/E 1/26/14			
01/28/14	Deferred Comp	700-0000-0000-2260-000	4,574.04
Ck. 01/30/14 181827	Total		4,574.04
ING Life Ins. & Annuity Co.			
Inv. P/R/E 1/12/14			
01/14/14	Deferred Comp	700-0000-0000-2260-000	2,805.76
Ck. 01/16/14 181758	Total		2,805.76
Inv. P/R/E 1/26/14			
01/28/14	Deferred Comp	700-0000-0000-2260-000	2,795.87
Ck. 01/30/14 181828	Total		2,795.87
Kim, Min			
Inv. R43857			
01/10/14	Refund Cancelled Class	101-0000-0000-5270-002	75.00
Ck. 01/16/14 181782	Total		75.00
Kuizon, Denise			
Inv. R43721			
01/08/14	Refund Cancelled Class	101-0000-0000-5270-002	69.00
Ck. 01/09/14 181736	Total		69.00

Law Offices of Jones & Mayer			
Inv. 66481			
12/31/13	Legal Svcs-1827 Bushnell 12/13	101-2010-2501-8160-000	3,293.00
Inv. 66482			
12/31/13	Legal Svcs-Carleton,Angela 12/	101-2010-2501-8160-000	484.00
Inv. 66483			
12/31/13	Legal Svcs-DowntownProject 12/	227-7200-7210-8160-000	2,904.50
Inv. 66484			
12/31/13	Legal Svcs-General Litigation	101-2010-2501-8160-000	3,267.50
Inv. 66485			
12/31/13	Legal Svcs-Nanse,Mark & Robert	101-2010-2501-8160-000	992.00
Inv. 66486			
12/31/13	Legal Svcs-Retainer 12/13	101-2010-2501-8160-000	12,162.50
Inv. 66487			
12/31/13	Legal Svcs-Riner Scially 12/13	101-2010-2501-8160-000	428.50
Inv. 66489			
12/31/13	Legal Svcs-Suc.Agency 12/13	227-7200-7210-8160-000	848.00
Ck. 01/09/14 181737	Total		24,380.00
LAWPOA			
Inv. 3/20/14			
01/17/14	PD Training-Capt.Wheeless & Sg	101-4010-4011-8200-000	220.00
Ck. 01/23/14 181806	Total		220.00
LDI Color ToolBox			
Inv. 189949			
01/07/14	Copier Overages 1/1-2/1/14	101-2010-2011-8300-000	87.44
01/07/14	Copier Overages 1/1-2/1/14	101-1020-1021-8300-000	87.45
01/07/14	Copier Overages 1/1-2/1/14	101-6010-6011-8300-000	87.4
Ck. 01/23/14 181807	Total		262.
Liebert Cassidy Whitmore			
Inv. 1/15/14			
01/06/14	Training-S.Pautsch & S.Furukaw	101-2010-2013-8200-000	70.00
Ck. 01/09/14 181738	Total		70.00
Inv. 174388			
12/17/13	Personnel Matters 11/13	101-2010-2013-8160-000	7,409.87
Inv. 174389			
12/17/13	Personnel Matters 11/13	101-2010-2013-8160-000	1,935.00
Inv. 174390			
12/17/13	Personnel Matters 11/13	101-2010-2013-8160-000	1,136.19
Inv. 174391			
12/17/13	Personnel Matters 11/13	101-2010-2013-8160-000	850.50
Inv. 174392			
12/17/13	Personnel Matters 11/13	101-2010-2013-8160-000	4,505.00
Inv. 174393			
12/17/13	Personnel Matters 11/13	101-2010-2013-8160-000	1,523.00
Ck. 01/16/14 181783	Total		17,359.56
Lim, Cora			
Inv. R44159			
01/21/14	Partial Refund for Cancelled C	101-0000-0000-5270-002	28.00
Ck. 01/23/14 181808	Total		28.00
Lopez Ramirez Roofing Inc.			
Inv. 0135			
12/31/13	Reroof Svc Fac Bldg,Sr.Center	101-9000-9000-9000-000	15,100.0
Inv. 0136			
12/31/13	Reroof Svc Fac Bldg,Sr.Center	101-9000-9000-9000-000	3,275.00

Ck. 01/23/14 181809	Total		18,375.00
Los Angeles Newspaper Group			
Inv. 0010452420			
11/30/13	Employment Ads 11/13	101-2010-2013-8040-000	350.00
Inv. 0010465172			
12/31/13	Employment Ads 12/13	101-2010-2013-8040-000	350.00
Ck. 01/16/14 181784	Total		700.00
M3			
Inv. COSP 010214			
01/09/14	Recreation Reception Desk & In	101-8030-8031-8020-000	1,816.70
Ck. 01/16/14 181785	Total		1,816.70
Mahmud, Diana			
Inv. 1/10/14			
01/13/14	Reimb. iAnnotate App. on iPad	101-1010-1011-8090-000	9.99
Inv. 1/22/14			
01/13/14	Reimb. League Conf. Flight Sou	101-1010-1011-8090-000	184.00
Inv. 12/11-12/13			
01/13/14	Reimb. CA Transportation MtgMi	101-1010-1011-8090-000	80.37
Ck. 01/16/14 181786	Total		274.36
Maqbool, Zahra			
Inv. R43848			
01/09/14	Refund Cancelled Class	101-0000-0000-5270-002	50.00
Ck. 01/16/14 181787	Total		50.00
ıke Roos & Company			
Inv. 5117B			
12/31/13	Strategic Planning & Consult S	101-2010-2021-8170-000	3,000.00
Ck. 01/16/14 181788	Total		3,000.00
Mission-Meridian Village			
Inv. 88888-7			
01/08/14	Property Owners Assn Dues-Hosp	226-2010-2029-8060-000	857.56
Inv. 88888-8			
01/08/14	Property Owners Assn Dues-Park	226-2010-2029-8060-000	41.08
01/08/14	Property Owners Assn Dues-Park	207-2010-2260-8061-000	1,700.00
Inv. 88888-9			
01/08/14	Property Owners Assn Dues-Util	226-2010-2029-8060-000	1,376.17
Ck. 01/09/14 181739	Total		3,974.81
Nealson, Molly			
Inv. R43719			
01/08/14	Refund Cancelled Class	101-0000-0000-5270-002	72.00
Ck. 01/09/14 181740	Total		72.00
NUFIC			
Inv. P/R/E 1/12/14			
01/14/14	A.D. & D. Ins	700-0000-0000-2256-000	1,243.80
Ck. 01/16/14 181759	Total		1,243.80
Opulent Remodeling & Construct			
Inv. 0363 Q			
01/13/14	Remodel Recreation Office Depo	101-8030-8032-8120-000	2,988.03
. 01/16/14 181789	Total		2,988.03
Inv. 100263			
01/22/14	Remodel Recreation Office	101-8030-8032-8120-000	1,892.30

Ck. 01/23/14 181810	Total		1,892.
Parkhouse Tire Inc.			
Inv. 1010376426			
10/10/13	FD Tire for Engine -81	101-5010-5011-8100-000	180.00
Ck. 01/16/14 181790	Total		180.00
Perez, Christopher A.			
Inv. P/R/E 1/26/14			
01/28/14	Movie Detail 1/13/14	101-0000-0000-2910-200	560.00
Ck. 01/30/14 181829	Total		560.00
Pers Health Insurance			
Inv. P/R/E 1/26/14			
01/28/14	Health Ins Feb-14	227-7200-7210-7131-000	345.42
01/28/14	Health Ins Feb-14	207-2010-2260-7131-000	666.50
01/28/14	Health Ins Feb-14	205-2010-2210-7131-000	831.91
01/28/14	Health Ins Feb-14	210-6010-6501-7131-000	968.13
01/28/14	Health Ins Feb-14	215-6010-6310-7131-000	1,323.27
01/28/14	Health Ins Feb-14	230-6010-6116-7131-000	1,449.75
01/28/14	Health Ins Feb-14	500-6010-6710-7131-000	2,349.77
01/28/14	Health Ins Feb-14	500-6010-6711-7131-000	2,349.77
01/28/14	Health Ins Feb-14	101-3010-3041-7131-000	38,365.08
01/28/14	Health Ins Feb-14	700-0000-0000-2262-000	97,924.80
Ck. 01/30/14 181830	Total		146,574.40
Pers Retirement			
Inv. P/R/E 1/12/14			
01/14/14	Retirement Svc Period 12/30/13	700-0000-0000-2240-000	104,356.
Ck. 01/16/14 181791	Total		104,356.
Inv. P/R/E 1/26/14			
01/28/14	Retirement Svc Period 1/13-26/	700-0000-0000-2240-000	99,211.79
Ck. 01/30/14 181831	Total		99,211.79
PETTY CASH - Sr. Center			
Inv. 1/15/14			
01/15/14	Reimb. Petty Cash	101-8030-8021-8010-000	14.00
01/15/14	Reimb. Petty Cash	101-0000-0000-2994-001	27.16
01/15/14	Reimb. Petty Cash	101-8030-8021-8264-000	47.00
01/15/14	Reimb. Petty Cash	101-8030-8021-8020-000	332.92
Ck. 01/16/14 181792	Total		421.08
Platinum Plus Busn. Card			
Inv. 5088			
12/10/13	CM Lunch w/ Councilmember-Brig	101-1010-1011-8090-000	38.79
Inv. 5088 A			
12/12/13	League of CA Conf Registration	101-2010-2011-8090-000	550.00
Inv. 5088 B			
12/12/13	League of CA Conf Registration	101-1010-1011-8090-000	550.00
Inv. 5088 C			
12/12/13	League of CA Conf Air Southwes	101-1010-1011-8090-000	183.80
Inv. 5088 D			
12/12/13	League of CA Conf Air Southwes	101-2010-2011-8090-000	183.80
Ck. 01/23/14 181811	Total		1,506.39
Platinum Plus for Business			
Inv. 8930			
12/03/13	Sr.Center Xmas Supplies-Party	101-8030-8032-8264-000	61.84

Inv. 8930 A			
12/03/13	Sr.Center Xmas Supplies-JoAnn'	101-8030-8032-8264-000	122.72
Inv. 8930 B			
12/04/13	HR Interview Panel Lunch-Subwa	101-2010-2013-8020-000	14.54
Inv. 8930 C			
12/04/13	Council Meal 12/4/13-Carmine's	101-1010-1011-8090-000	147.93
Inv. 8930 D			
12/07/13	PD SET Team Supplies-Amazon	272-4010-4018-8520-000	617.16
Inv. 8930 E			
12/12/13	HR Interview Panel Lunch-Subwa	101-2010-2013-8020-000	16.41
Inv. 8930 F			
12/13/13	Finance AP 1099 Forms-Deluxe B	101-3010-3011-8020-000	167.32
Inv. 8930 G			
12/17/13	HR Job Ad-CPRS Website	101-2010-2013-8040-000	75.00
Inv. 8930 H			
12/18/13	Sr.Center Xmas Supplies-Pavili	101-8030-8021-8020-000	45.13
Inv. 8930 I			
12/18/13	Sr.Center Xmas Supplies-Trader	101-8030-8021-8020-000	92.75
Inv. 8930 J			
12/17/13	Sr.Center Xmas Supplies-Smart	101-8030-8021-8020-000	321.35
Inv. 8930 K			
12/18/13	Sr.Center Xmas Supplies-Trader	101-0000-0000-2994-001	150.00
Inv. 8930 L			
12/18/13	Sr.Center Xmas Supplies-Pavili	101-0000-0000-2994-001	160.00
Inv. 8930 M			
12/18/13	Sr.Center Xmas Supplies-Pavili	101-0000-0000-2994-001	315.00
Inv. 8930 N			
12/19/13	HR Interview Panel Lunch-Subwa	101-2010-2013-8020-000	20.97
Inv. 8930 O			
12/19/13	HR Interview Panel Lunch-Gus's	101-2010-2013-8020-000	59.73
Inv. 8930 P			
12/18/13	Council Meals 12/20/13-Oak Tre	101-1020-1021-8090-000	95.05
Inv. 8930 Q			
12/18/13	Conf.RegistrationLeague of CA-	101-1010-1011-8090-000	550.00
Inv. 8930 R			
12/27/13	Water Dept. U-Verse Bill-AT &	500-6010-6710-8150-000	70.00
Inv. 8930 S			
12/30/13	FD Dept Books-Amazon	101-5010-5011-8080-000	152.98
Inv. 8930 T			
12/31/13	FD Dept Books-Amazon	101-5010-5011-8080-000	81.73
Ck. 01/23/14 181812	Total		3,337.61
Platinum Plus-Business Card			
Inv. 5752			
12/18/13	PW Interview Panel Lunch-Gus's	101-6010-6601-8020-000	49.02
Inv. 5752 A			
12/31/13	CSMFO Conf. 2/18-21/14- David	101-3010-3011-8090-000	350.00
Ck. 01/23/14 181813	Total		399.02
Prismantas, Victoria			
Inv. R43853			
01/08/14	Refund Cancelled Class	101-0000-0000-5270-002	88.00
Ck. 01/16/14 181793	Total		88.00
Prothero, Dr. Donald R.			
Inv. 1/13/14			
01/13/14	Sr.Center Lecture 1/13/14	101-8030-8021-8020-000	100.00
01/09/14 181741	Total		100.00

Prudential Ins. Company of Ame			
Inv. P/R/E 1/12/14			
01/14/14	Life Ins	700-0000-0000-2254-000	907.50
Ck. 01/16/14 181760	Total		907.50
Robledo, Shannon			
Inv. 1/8/14			
01/08/14	Reimb. Dog Food	101-4010-4011-8020-000	161.29
Ck. 01/09/14 181742	Total		161.29
Ronnie, Matthew			
Inv. 1/8/14			
01/08/14	Reimb. PD Supplies	101-4010-4011-8020-000	34.60
Ck. 01/09/14 181743	Total		34.60
S.P.Firefighters L-3657			
Inv. P/R/E 1/12/14			
01/14/14	Assn Dues	700-0000-0000-2250-000	1,700.00
Inv. P/R/E 1/12/14A			
01/14/14	Ins	700-0000-0000-2252-000	253.86
Ck. 01/16/14 181761	Total		1,953.86
S.P.P. O. A.			
Inv. P/R/E 1/12/14			
01/14/14	Assn Dues & Ins	700-0000-0000-2246-000	4,916.78
Ck. 01/16/14 181762	Total		4,916.78
S.P.Public Srvc Empl. Ass'n			
Inv. P/R/E 1/12/14			
01/14/14	Assn Dues & Svc Fee	700-0000-0000-2248-000	1,587.[illegible]
Ck. 01/16/14 181763	Total		1,587.00
Scherr, Robin			
Inv. 12/2013			
12/18/13	Economic Development Consultan	101-2010-2011-8090-000	500.00
Ck. 01/16/14 181794	Total		500.00
SCPMA-HR			
Inv. 3/14/14			
01/09/14	Conf.Regist-LeeKo, Chiu & Ibar	101-2010-2013-8090-000	237.00
Inv. 3877-3878			
01/09/14	Membership-Straus, LeeKo, Chiu	101-2010-2013-8060-000	200.00
Ck. 01/09/14 181744	Total		437.00
Shires, Diane			
Inv. R43849			
01/08/14	Refund Cancelled Class	101-0000-0000-5270-002	115.00
Ck. 01/16/14 181795	Total		115.00
So. CA Edison Co.			
Inv. 3-002-4472-77			
12/24/13	11/22-12/23/13	101-8010-8011-8140-000	1,981.55
Inv. 3-002-4472-78			
12/24/13	11/22-12/23/13	101-8030-8021-8140-000	716.44
Inv. 3-003-3929-47			
12/24/13	11/22-12/23/13	500-6010-6711-8140-000	121.87
Inv. 3-003-6653-57			
12/24/13	11/22-12/23/13	101-6010-6410-8140-000	685.[illegible]
Inv. 3-008-8091-11			
01/08/14	12/1/13-1/1/14	215-6010-6201-8140-000	3,388.67

Inv. 3-008-8091-12			
01/08/14	12/1/13-1/1/14	215-6010-6115-8140-000	759.60
Inv. 3-008-8091-13			
01/08/14	9/30-12/1/13	215-6010-6201-8140-000	(22.28)
01/08/14	9/30-12/1/13	215-6010-6201-8140-000	21.19
01/08/14	12/1/13-1/1/14	215-6010-6201-8140-000	7,891.74
Inv. 3-008-8091-14			
01/08/14	12/1/13-1/1/14	215-6010-6201-8140-000	11.66
Inv. 3-008-8091-16			
01/08/14	12/4/13-1/6/14	215-6010-6201-8140-000	154.32
Inv. 3-008-8091-17			
01/08/14	12/4/13-1/6/14	215-6010-6201-8140-000	70.17
Inv. 3-008-8091-18			
01/08/14	12/4/13-1/6/14	215-6010-6201-8140-000	61.06
Inv. 3-008-8091-19			
01/08/14	12/4/13-1/6/14	215-6010-6201-8140-000	50.37
Inv. 3-008-8091-20			
01/08/14	12/4/13-1/6/14	215-6010-6201-8140-000	79.23
Inv. 3-008-8091-21			
01/08/14	12/4/13-1/6/14	215-6010-6201-8140-000	86.50
Inv. 3-008-8091-22			
01/08/14	12/4/13-1/6/14	215-6010-6201-8140-000	54.17
Inv. 3-008-8091-23			
01/08/14	12/4/13-1/6/14	215-6010-6201-8140-000	87.15
Inv. 3-008-8091-24			
01/08/14	12/4/13-1/6/14	215-6010-6201-8140-000	79.49
Inv. 3-008-8436-55			
01/08/14	12/4/13-1/6/14	215-6010-6201-8140-000	150.57
Inv. 3-011-4089-57			
12/24/13	11/22-12/23/13	215-6010-6115-8140-000	52.51
Inv. 3-022-6897-72			
12/24/13	11/22-12/23/13	215-6010-6115-8140-000	25.86
Inv. 3-022-6898-28			
12/24/13	11/22-12/23/13	215-6010-6115-8140-000	27.64
Inv. 3-023-6580-86			
12/24/13	11/22-12/23/13	215-6010-6201-8140-000	57.89
Inv. 3-023-7462-29			
12/24/13	11/22-12/23/13	215-6010-6115-8140-000	205.64
Inv. 3-023-7844-31			
12/24/13	11/22-12/23/13	215-6010-6115-8140-000	53.33
Inv. 3-023-8283-79			
12/24/13	11/22-12/23/13	215-6010-6115-8140-000	63.49
Inv. 3-025-4910-19			
01/08/14	12/4/13-1/6/14	215-6010-6115-8140-000	229.36
Inv. 3-026-3223-65			
12/24/13	11/22-12/23/13	215-6010-6115-8140-000	43.57
Inv. 3-026-6343-40			
01/08/14	12/4/13-1/6/14	215-6010-6115-8140-000	40.10
Inv. 3-028-7013-82			
12/24/13	11/22-12/23/13	101-6010-6410-8140-000	108.54
Inv. 3-028-7594-32			
12/24/13	11/22-12/23/13	500-6010-6711-8152-000	1,833.74
Inv. 3-029-2458-05			
12/24/13	11/22-12/23/13	101-8030-8031-8140-000	74.35
Inv. 3-032-0513-93			
12/24/13	11/22-12/23/13	215-6010-6115-8140-000	55.31
Inv. 3-032-2521-62			
12/24/13	11/22-12/23/13	215-6010-6201-8140-000	97.85
Inv. 3-032-4192-98			
12/24/13	11/22-12/23/13	215-6010-6201-8140-000	104.14
Inv. 3-033-3452-62			
12/24/13	11/22-12/23/13	500-6010-6710-8140-000	567.27

Inv. 3-035-3494-19			
12/24/13	11/22-12/23/13	215-6010-6115-8140-000	51.25
Inv. 3-035-6502-21			
12/24/13	11/22-12/23/13	101-6010-6601-8140-000	175.78
Inv. 3-037-6075-39			
12/24/13	11/22-12/23/13	215-6010-6115-8140-000	85.31
Ck. 01/16/14 181796	Total		20,381.75
South Pasadena Part Time Emplo			
Inv. P/R/E 1/12/14			
01/14/14	Assn Dues	700-0000-0000-2249-000	520.00
Ck. 01/16/14 181764	Total		520.00
State Board of Equalization			
Inv. 44-039566			
01/25/14	Underground Storage Tank Maint	101-6010-2015-8180-000	77.00
Ck. 01/23/14 181814	Total		77.00
Time Warner Cable			
Inv. 008 0012179			
01/16/14	PD Cable 1/16-2/15/14	101-4010-4011-8110-000	17.76
Inv. 008 0070193			
01/01/14	Skate Park Cable 1/1-1/31/14	101-4010-4011-8110-000	73.96
Inv. 008 0224964			
01/08/14	Internet Upgrade 1/8-2/7/14	101-3010-3032-8170-000	336.80
Inv. 008 0269985			
01/17/14	City Hall - 2nd Modem 1/17-2/1	101-3010-3032-8150-000	142.93
Ck. 01/16/14 181797	Total		571.45
Inv. 008 0251967			
01/22/13	1102 Oxley St. 1/22-2/21/14	101-8030-8021-8110-000	153.01
Ck. 01/23/14 181815	Total		153.01
United Way			
Inv. P/R/E 1/12/14			
01/14/14	Payroll Deduction	700-0000-0000-2258-000	6.00
Ck. 01/16/14 181765	Total		6.00
Inv. P/R/E 1/26/14			
01/28/14	Payroll Deduction	700-0000-0000-2258-000	6.00
Ck. 01/30/14 181832	Total		6.00
Verizon Wireless			
Inv. 9717230980			
12/23/13	Mobile Broadband 8351 11/24-12	101-3010-3032-8150-000	11.03
Inv. 9717385020			
12/26/13	City's IPAD 11/27-12/26/13	101-1020-1021-8150-000	114.03
Ck. 01/16/14 181798	Total		125.06
Inv. 9716940125			
12/19/13	PW Scada System 11/20-12/19/13	500-6010-6711-8020-000	35.11
Inv. 9717385019			
12/26/13	PW Cell Phones 11/27-12/26/13	210-6010-6501-8020-000	34.06
12/26/13	PW Cell Phones 11/27-12/26/13	215-6010-6310-8020-000	36.72
12/26/13	PW Cell Phones 11/27-12/26/13	101-6010-6011-8020-000	36.72
12/26/13	PW Cell Phones 11/27-12/26/13	230-6010-6116-8020-000	42.22
12/26/13	PW Cell Phones 11/27-12/26/13	101-6010-6601-8020-000	70.8[illegible]
12/26/13	PW Cell Phones 11/27-12/26/13	500-6010-6710-8020-000	136.[illegible]
12/26/13	PW Cell Phones 11/27-12/26/13	500-6010-6711-8020-000	151.12

ck. 01/23/14 181816	Total	542.98
Total		**576,815.02**

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ATTACHMENT 3
General City Warrant List

3M			
Inv. XB17629			
01/03/14	Equipment Maint.	101-8010-8011-8110-000	2,039.92
Ck. 02/05/14 181833	Total		2,039.92
Abdalla, Anthony			
Inv. 1/15/14			
01/16/14	Reimb. PD Training Expense	101-4010-4011-8200-000	3.36
Ck. 02/05/14 181834	Total		3.36
Abelson, Mary/Lawrence			
Inv. 13139766			
01/20/14	Refund Citation	101-0000-0000-4610-000	48.00
Ck. 02/05/14 181835	Total		48.00
Ace Pelizon Plumbing			
Inv. 79615			
12/15/13	1345 Indiana Ave. Swr Camera S	210-6010-6501-8020-000	450.00
Inv. 79828			
12/31/13	Inspect Swr Main Maint.	210-6010-6501-8020-000	475.00
Ck. 02/05/14 181836	Total		925.00
Active Analysis Consulting			
Inv. 2/10/14			
01/24/14	PD Training R/Ofcr. A. Chan	101-4010-4011-8200-000	55.00
Ck. 02/05/14 181837	Total		55.00
Acura Embedded Sys. Inc.			
Inv. 2377			
01/15/14	FD Repairs to Engine -81	101-5010-5011-8110-000	159.00
Ck. 02/05/14 181838	Total		159.00
Adamson Police Products			
Inv. 124043			
12/19/13	2 PD Test U Methamphetamine	101-4010-4011-8020-000	45.39
Inv. 124367			
12/23/13	PD SIMS Supplies	272-4010-4018-8520-000	1,909.14
Inv. 124961			
12/31/13	PD SIMS Supplies	272-4010-4018-8520-000	4,791.20
Inv. 126899			
01/20/14	PD Uniforms Accessories	272-4010-4018-8520-000	727.08
Ck. 02/05/14 181839	Total		7,472.81
Alhambra Car Wash			
Inv. 11/13			
01/16/14	PD Car Washes 11/13	101-4010-4011-8100-000	161.00
Ck. 02/05/14 181840	Total		161.00
Alhambra Courthouse			
Inv. 12/13			
01/13/14	Court Fees 12/13	101-0000-0000-4610-000	8,644.50
Ck. 02/05/14 181841	Total		8,644.50
All Star Fire Equipment, Inc.			
Inv. 170659			
01/03/14	FD Safety Clothing	101-5010-5011-8134-000	499.22
Inv. 170745			
01/10/14	FD Turnout Boots-M.Robertson	101-5010-5011-8134-000	256.
Inv. 171060			
01/23/14	FD Safety Clothing	101-5010-5011-8134-000	381.50

Ck. 02/05/14 181842	Total		1,136.87
Alliant Insurance Svcs,Inc.			
Inv. 10/1-12/31/13			
01/08/14	Special Events Reporting 10/1-	101-0000-0000-2970-001	1,820.00
Ck. 02/05/14 181843	Total		1,820.00
Amtech Elevator Services			
Inv. DVA08398114			
12/20/13	Elevator Svcs 1/1-3/31/14	101-6010-6601-8120-000	1,099.98
Ck. 02/05/14 181844	Total		1,099.98
Aramark Uniform Services			
Inv. 502-8404812			
12/26/13	Uniform Svcs w/12/26/13	500-6010-6710-8132-000	16.00
12/26/13	Uniform Svcs w/12/26/13	230-6010-6116-8132-000	16.00
12/26/13	Uniform Svcs w/12/26/13	210-6010-6501-8132-000	16.00
12/26/13	Uniform Svcs w/12/26/13	101-6010-6601-8132-000	16.00
12/26/13	Uniform Svcs w/12/26/13	215-6010-6201-8132-000	16.00
12/26/13	Uniform Svcs w/12/26/13	215-6010-6310-8132-000	16.00
12/26/13	Uniform Svcs w/12/26/13	500-6010-6711-8132-000	73.77
Inv. 502-8438438			
01/09/14	Uniform Svcs w/1/9/14	500-6010-6711-8132-000	14.98
01/09/14	Uniform Svcs w/1/9/14	230-6010-6116-8132-000	14.98
01/09/14	Uniform Svcs w/1/9/14	500-6010-6710-8132-000	14.99
01/09/14	Uniform Svcs w/1/9/14	210-6010-6501-8132-000	14.99
01/09/14	Uniform Svcs w/1/9/14	101-6010-6601-8132-000	14.99
01/09/14	Uniform Svcs w/1/9/14	215-6010-6201-8132-000	14.99
01/09/14	Uniform Svcs w/1/9/14	215-6010-6310-8132-000	14.99
Inv. 502-8455223			
01/16/14	Uniform Svc w/ 1/16/14	215-6010-6310-8132-000	17.09
01/16/14	Uniform Svc w/ 1/16/14	500-6010-6711-8132-000	17.10
01/16/14	Uniform Svc w/ 1/16/14	230-6010-6116-8132-000	17.10
01/16/14	Uniform Svc w/ 1/16/14	210-6010-6501-8132-000	17.10
01/16/14	Uniform Svc w/ 1/16/14	101-6010-6601-8132-000	17.10
01/16/14	Uniform Svc w/ 1/16/14	215-6010-6201-8132-000	17.10
01/16/14	Uniform Svc w/ 1/16/14	500-6010-6710-8132-000	100.10
Inv. 502-8471973			
01/23/14	Uniform Svc w/1/23/14	500-6010-6711-8132-000	14.98
01/23/14	Uniform Svc w/1/23/14	500-6010-6710-8132-000	14.99
01/23/14	Uniform Svc w/1/23/14	210-6010-6501-8132-000	14.99
01/23/14	Uniform Svc w/1/23/14	101-6010-6601-8132-000	14.99
01/23/14	Uniform Svc w/1/23/14	215-6010-6201-8132-000	14.99
01/23/14	Uniform Svc w/1/23/14	215-6010-6310-8132-000	14.99
01/23/14	Uniform Svc w/1/23/14	230-6010-6116-8132-000	257.18
Ck. 02/05/14 181845	Total		824.48
ARC			
Inv. 7288624			
12/23/13	Yard Swr Maps Copies	210-6010-6501-8020-000	41.51
Inv. 7303567			
01/03/14	PW Copies Swr Map for Oak Hill	101-6010-6011-8050-000	13.63
Inv. 7312333			
01/13/14	Hanscom St. Improvement Print	101-6010-6011-8050-000	279.95
Ck. 02/05/14 181846	Total		335.09
·cadis US Inc.			
Inv. 0567537			
01/07/14	WilsonRservoirReplacementProje	500-9000-9265-9265-000	40,505.01
Ck. 02/05/14 181847	Total		40,505.01

Arlett, Jessica			
Inv. R43897			
01/10/14	Refund Dropped Class	101-0000-0000-5270-002	80.00
Ck. 02/05/14 181848	Total		80.00
Artic Mechanical Inc.			
Inv. 131205-042			
12/16/13	A/C Preventative Maint @ Iron	101-6010-6601-8120-000	212.50
Inv. 131205-043			
12/16/13	A/C Preventative Maint @ Sr. C	101-6010-6601-8120-000	1,169.61
Inv. 131209-020			
12/16/13	A/C Preventative Maint @ City	101-6010-6601-8120-000	1,445.00
Ck. 02/05/14 181849	Total		2,827.11
AT & T National Compliance Cen			
Inv. 169501			
09/06/13	LEA Tracking # File Code 13947	101-4010-4011-8150-000	250.00
Ck. 02/05/14 181850	Total		250.00
AT&T --Cingular Wireless			
Inv. 829350178X0116			
01/08/14	PD Cell Phones 12/9/13-1/8/14	101-4010-4011-8150-000	378.00
Inv. 992893782X0116			
01/08/14	PD IPAD's 12/9/13-1/8/14	101-4010-4011-8150-000	152.30
Inv. 992893782X11162			
11/08/13	PD IPAD's 10/9-11/8/13	101-4010-4011-8150-000	451.43
Ck. 02/05/14 181851	Total		981.73
Audio Editions			
Inv. 1485464			
12/26/13	Library Books on Cassette & CD	101-8010-8011-8080-000	33.11
Inv. 1487968			
01/14/14	Library Books on Cassette & CD	101-8010-8011-8080-000	17.20
Inv. 1488094			
01/15/14	Library Books on Cassette & CD	101-8010-8011-8080-000	249.29
Ck. 02/05/14 181852	Total		299.60
Avalon Property Services, Inc.			
Inv. 17963			
01/01/14	BusStopMaint & WMB Janitorial	101-6010-6011-8180-000	203.85
01/01/14	BusStopMaint & WMB Janitorial	101-8030-8032-8120-000	313.56
01/01/14	BusStopMaint & WMB Janitorial	101-6010-6410-8180-000	475.64
01/01/14	BusStopMaint & WMB Janitorial	101-6010-6601-8180-000	1,585.48
Inv. 17964			
01/01/14	Unlocking Restrooms Svcs 1/14	232-6010-6417-8180-000	172.52
Inv. 17965			
01/01/14	Machine Sweep Parking Lots Svc	207-2010-2260-8180-000	690.03
Ck. 02/05/14 181853	Total		3,441.08
Baker & Taylor Books			
Inv. 3019249324			
12/29/13	Library Books & Materials	101-8010-8011-8080-000	65.15
Inv. 4010734584			
12/20/13	Library Books & Materials	101-8010-8011-8080-000	769.20
Inv. 4010736711			
12/23/13	Library Books & Materials	101-8010-8011-8080-000	563.17
Inv. 4010742090			
12/27/13	Library Books & Materials	101-8010-8011-8080-000	2,640.
Inv. 4010743599			
12/31/13	Library Books & Materials	101-8010-8011-8080-000	900.80

Inv. 4010743948			
12/27/13	Library Books & Materials	101-8010-8011-8080-000	191.64
Inv. 4010750096			
01/06/14	Library Books & Materials	101-8010-8011-8080-000	440.99
Ck. 02/05/14 181854	Total		5,570.95
Baker & Taylor Entertainment			
Inv. T00998050			
12/30/13	Library CD's, DVD's & Material	101-8010-8011-8080-000	79.87
Inv. T01325710			
01/07/14	Library CD's, DVD's & Material	101-8010-8011-8080-000	12.24
Ck. 02/05/14 181855	Total		92.11
Bautista, Alejandro			
Inv. 691200			
01/17/14	Transit Vans#73,74,75,76 & 77	205-8030-8025-8100-000	365.00
Ck. 02/05/14 181856	Total		365.00
Board of Equalization			
Inv. 44-010139			
01/21/14	Underground Storage Tank Main.	101-2010-2011-8100-000	11.41
01/21/14	Underground Storage Tank Main.	101-6010-6011-8100-000	11.41
01/21/14	Underground Storage Tank Main.	101-7010-7101-8100-000	11.41
01/21/14	Underground Storage Tank Main.	101-5010-5011-8100-000	45.63
01/21/14	Underground Storage Tank Main.	101-4010-4011-8100-000	490.56
Ck. 02/05/14 181857	Total		570.42
Bowen, Timothy D.			
Inv. 12/30/13-1/3/14			
01/06/14	Lego Instructor Class	101-8030-8032-8267-000	828.75
Ck. 02/05/14 181858	Total		828.75
Burro Canyon Shooting Park			
Inv. 11314K			
01/16/14	PD Range Fees 1/13/14	101-4010-4011-8200-000	70.00
Ck. 02/05/14 181859	Total		70.00
CA Ass'n of Code Enforcement			
Inv. 2014			
10/10/13	Membership-Marlon Ramirez	101-7010-7101-8060-000	43.75
Ck. 02/05/14 181860	Total		43.75
CA Building Standards Commissi			
Inv. 10/1-12/31/13			
01/08/14	Bldg Standards Admin Revolving	101-0000-0000-5200-004	128.70
Ck. 02/05/14 181861	Total		128.70
CA Dept of Conservation			
Inv. 10/1-12/31/13			
01/07/14	Strong Motion Instrumentation	101-0000-0000-2930-001	453.77
Ck. 02/05/14 181862	Total		453.77
CA Linen Services			
Inv. 982538			
01/13/14	PD Dept Supplies	101-5010-5011-8020-000	107.79
Inv. 985127			
01/20/14	FD Dept Supplies	101-5010-5011-8020-000	107.50
Ck. 02/05/14 181863	Total		215.29

CA Maintenance & Environmental			
Inv. 18478			
12/18/13	UST Operator Monthly Inspectio	101-6010-2015-8180-000	100.00
Ck. 02/05/14 181864	Total		100.00
Caltronics Business Systems			
Inv. 1427743			
11/18/13	PD Copier Overages 8/6-11/5/13	101-4010-4011-8110-000	2,067.75
Ck. 02/05/14 181865	Total		2,067.75
Cantu Graphics			
Inv. 3659			
01/03/14	Sr. Center Newsletter 1/14 & 2	101-8030-8021-8050-000	687.79
Inv. 3667			
01/10/14	12x18 Matte Copies & Cutting S	101-3010-3011-8050-000	29.65
Ck. 02/05/14 181866	Total		717.44
Cartegraph Systems			
Inv. 39175			
12/31/13	Swr Asset Mgmt Software Implem	210-9000-9254-9254-000	603.75
Ck. 02/05/14 181867	Total		603.75
Carter, Tammy			
Inv. R43896			
01/10/14	Refund Dropped Class	101-0000-0000-5270-002	75.00
Ck. 02/05/14 181868	Total		75.00
Catering Systems Inc.			
Inv. 2962			
01/03/14	Sr. Center Meals w/12/30/13-1/	260-8030-8023-8180-000	194.[illegible]
01/03/14	Sr. Center Meals w/12/30/13-1/	101-8030-8021-8180-000	808.92
Inv. 2971			
01/13/14	Sr. Center Meals w/ 1/6-9/14	101-8030-8021-8180-000	869.44
Inv. 2980			
01/18/14	Sr. Center Meals w/ 1/13-17/14	101-8030-8021-8264-000	418.00
01/18/14	Sr. Center Meals w/ 1/13-17/14	101-8030-8021-8180-000	1,241.46
Ck. 02/05/14 181869	Total		3,532.10
Cavalier, Nikki			
Inv. Fall 2013			
12/23/13	Social Work Field Instrction F	101-8030-8021-8170-000	1,750.00
Ck. 02/05/14 181870	Total		1,750.00
CBE Los Angeles			
Inv. 1562447			
01/05/14	Copier Overages 12/5/13-1/4/14	500-3010-3012-8110-000	11.34
01/05/14	Copier Overages 12/5/13-1/4/14	101-3010-3011-8110-000	11.34
01/05/14	Copier Overages 12/5/13-1/4/14	101-7010-7101-8110-000	22.70
Ck. 02/05/14 181871	Total		45.38
Chan, Anthony			
Inv. 1/16/14			
01/17/14	Reimb. PD Training Expense	101-4010-4011-8200-000	18.08
Ck. 02/05/14 181872	Total		18.08
Chen, Tim			
Inv. 1304849			
01/23/14	Refund Permit	101-0000-0000-4460-000	100.
Ck. 02/05/14 181873	Total		100.00

.cy of Alhambra Police Dept.			
Inv. SP12/13			
01/02/14	PD Inmate Housing 12/13	101-4010-4011-8180-000	344.00
Ck. 02/05/14 181874	Total		344.00
City of Glendale			
Inv. GLN000005712			
01/03/14	Verdugo Fire Communications	101-5010-5011-8180-000	50,463.00
Ck. 02/05/14 181875	Total		50,463.00
City of Pasadena			
Inv. AR2101324			
12/12/13	PD Inmate Housing 11/13	101-4010-4011-8180-000	2,398.00
Ck. 02/05/14 181876	Total		2,398.00
CKCK Distribution			
Inv. 14			
11/25/13	Swr Dept/Street Dept. Gloves	210-6010-6501-8020-000	479.60
Inv. 16			
12/12/13	Swr Dept/Street Dept. Gloves	210-6010-6501-8020-000	479.60
Inv. 17			
01/02/14	Gloves	210-6010-6501-8020-000	479.60
Ck. 02/05/14 181877	Total		1,438.80
Clean Energy			
Inv. CE11545610			
12/31/13	Yard CNG Fuel Unit#13	500-6010-6711-8020-000	44.16
Inv. CE11545612			
12/31/13	PD CNG Fuel Unit#1111	101-4010-4011-8100-000	216.30
ck. 02/05/14 181878	Total		260.46
Clean Source Inc.			
Inv. 2799499-00			
12/16/13	PD Janitorial Supplies	101-4010-4011-8120-000	196.15
Inv. 2799500-00			
12/16/13	PD Janitorial Supplies	101-4010-4011-8120-000	467.44
Inv. 2804360-00			
01/10/14	Library Janitorial Supplies	101-8010-8011-8120-000	452.29
Inv. 2804607-00			
01/13/14	Janitorial Supplies	232-6010-6417-8020-000	328.41
Inv. 280464-00			
01/13/14	Janitorial Supplies	101-6010-6601-8020-000	328.41
Ck. 02/05/14 181879	Total		1,772.70
CMS			
Inv. 183			
10/02/13	PD Unit# M2 Maint.	101-4010-4011-8100-000	655.08
Inv. 184			
11/30/13	PD Unit# M2 Mount & Balance Ti	101-4010-4011-8100-000	226.66
Ck. 02/05/14 181880	Total		881.74
Community Controls			
Inv. AAAO233194			
12/19/13	Repair PD Gate	101-4010-4011-8120-000	125.00
Ck. 02/05/14 181881	Total		125.00
ok Fire Extinguisher Co			
Inv. 916677			
12/19/13	Fire Extinguishers Annual Svcs	101-6010-6601-8020-000	221.33

Inv. 916678			
12/19/13	Fire Extinguishers Annual Svcs	101-6010-6601-8020-000	76.50
Inv. 922996			
12/23/13	Annual Fire Hydrant Svcs	101-6010-6601-8020-000	1,284.60
Ck. 02/05/14 181882	Total		1,582.43
Cooney, Doug			
Inv. R43375			
12/27/13	Refund Cancelled Class	101-0000-0000-5270-002	130.00
Ck. 02/05/14 181883	Total		130.00
CoreLogic Information Solution			
Inv. 81054090			
12/31/13	RealQuest.com Svcs 12/13	101-7010-7101-8020-000	159.67
Ck. 02/05/14 181884	Total		159.67
County of Los Angeles			
Inv. 1160J			
12/26/13	Arroyo Park Pest Control	101-6010-6410-8180-000	455.72
Ck. 02/05/14 181885	Total		455.72
CPRS			
Inv. 002682			
01/14/14	2014 Membership	101-8030-8031-8060-000	480.00
Ck. 02/05/14 181886	Total		480.00
Crown Coffee & Refreshment Svc			
Inv. 24813			
11/20/13	PD Coffee & Supplies	101-4010-4011-8020-000	290.
Inv. 24913			
01/17/14	Recreation A/C Water Cooler	101-8030-8032-8020-000	45.78
Inv. 24962			
01/17/14	PD Coffee & Supplies	101-4010-4011-8020-000	244.36
Inv. 24963			
01/17/14	Sr. Center Coffee & Supplies	101-8030-8021-8020-000	114.80
Ck. 02/05/14 181887	Total		695.79
D & S Printing			
Inv. 8318			
01/08/14	Lib Printing & Copies	101-8010-8011-8050-000	130.80
Inv. 8321			
01/14/14	FD Dept Supplies Name Plates F	101-5010-5011-8020-000	226.72
Inv. 8322			
01/14/14	PD 2M Parking Permit Applicati	101-4010-4011-8050-000	239.80
Inv. 8325			
01/15/14	Swr Dept. Swr Logs	210-6010-6501-8020-000	158.05
Ck. 02/05/14 181888	Total		755.37
D-Prep, LLC			
Inv. 2/12-13/14			
01/09/14	PD Training-Cpl. Lucas & Cpl.	101-4010-4011-8210-000	446.00
Ck. 02/05/14 181889	Total		446.00
Datamatic Inc.			
Inv. 0000025399			
01/24/14	Meter Reading Maint. 3/14	500-3010-3012-8110-000	126.53
01/24/14	Meter Reading Maint. 3/14	500-6010-6710-8110-000	126.5[illegible]
Ck. 02/05/14 181890	Total		253.[illegible]

Lage Landen			
Inv. 20726675			
01/02/14	2nd Floor Copier Lease 1/15-2/	101-2010-2011-8300-000	127.58
01/02/14	2nd Floor Copier Lease 1/15-2/	101-1020-1021-8300-000	127.58
01/02/14	2nd Floor Copier Lease 1/15-2/	101-6010-6011-8300-000	127.58
Ck. 02/05/14 181891	Total		382.74
Dell Marketing L.P.			
Inv. XJ957TX81			
12/19/13	PD Color Cartridges	101-4010-4011-8000-000	362.36
Inv. XJ9F4WT33			
01/08/14	FD Chief New Computer	101-5010-5011-8530-000	253.01
Inv. XJ9F7KWW9			
01/08/14	FD Chief New Computer	101-5010-5011-8530-000	860.38
Ck. 02/05/14 181892	Total		1,475.75
Demco			
Inv. 5170248			
12/27/13	Lib Technical Svcs Supplies	101-8010-8011-8020-000	280.16
Ck. 02/05/14 181893	Total		280.16
Dept of Justice			
Inv. 007434			
12/04/13	Fingerprinting Svcs 11/13	101-4010-4011-8020-000	192.00
Ck. 02/05/14 181894	Total		192.00
Dept of Motor Vehicles			
Inv. 04222388			
01/21/14	Pull Notice Acct# 138794	205-8030-8025-8020-000	12.00
Ck. 02/05/14 181895	Total		12.00
Dept of Transportation			
Inv. SL140339			
01/15/14	Signals & Lighting 10/2013-12/	215-6010-6115-8180-000	194.59
Ck. 02/05/14 181896	Total		194.59
Digital Telecommunications Cor			
Inv. 17148			
01/10/14	Telephone Line Svc 1/14	101-3010-3041-8150-000	814.37
Ck. 02/05/14 181897	Total		814.37
Dudek			
Inv. 20133327			
08/14/13	State Revolving Loan Fund Asst	310-6010-6712-8333-000	2,144.39
Inv. 20135519			
01/09/14	Engineering Design Svcs 11/30-	310-6010-6712-8333-000	13,831.62
Ck. 02/05/14 181898	Total		15,976.01
Eagle Courier Services			
Inv. 40527			
01/16/14	Overnight Shipping-Lance,Soll	101-3010-3011-8010-000	43.50
Ck. 02/05/14 181899	Total		43.50
Empire Cleaning Supply			
Inv. 706101-1			
12/26/13	FD Cleaning Supplies	101-5010-5011-8020-000	84.78
02/05/14 181900	Total		84.78

Entenmann-Rovin			
Inv. 0096149			
01/13/14	FD New Badges & Belt Buckles	101-5010-5011-8020-000	333.29
Ck. 02/05/14 181901	Total		333.29
Eurofins Eaton Analytical			
Inv. L0149022			
12/24/13	Water Quality Testing	500-6010-6711-8170-000	260.00
Inv. L0149028			
12/24/13	Water Quality Testing	500-6010-6711-8170-000	250.00
Inv. L0149534			
12/26/13	Water Quality Testing	500-6010-6711-8170-000	230.00
Inv. L0150100			
12/31/13	Water Quality Testing	500-6010-6711-8170-000	112.50
Inv. L0150501			
01/07/14	Water Quality Testing	500-6010-6711-8170-000	230.00
Inv. L0150505			
01/07/14	Water Quality Testing	500-6010-6711-8170-000	230.00
Inv. L0150652			
01/07/14	Water Quality Testing	500-6010-6711-8170-000	250.00
Inv. L0151028			
01/09/14	Water Quality Testing	500-6010-6711-8170-000	250.00
Inv. L0151771			
01/16/14	Water Quality Testing	500-6010-6711-8170-000	750.00
Inv. L0151772			
01/16/14	Water Quality Testing	500-6010-6711-8170-000	250.00
Inv. L0151778			
01/21/14	Water Quality Testing	500-6010-6711-8170-000	230.00
Inv. L0152274			
01/21/14	Water Quality Testing	500-6010-6711-8170-000	230.
Inv. L0152372			
01/21/14	Water Quality Testing	500-6010-6711-8170-000	250.00
Ck. 02/05/14 181902	Total		3,522.50
Federal Express			
Inv. 2-474-47494			
11/22/13	Overnight Shipping-Svcs Cntr R	101-4010-4011-8010-000	147.18
Inv. 2-531-01966			
01/17/14	PD Overnight Shipping-DNA	101-4010-4011-8010-000	135.98
Ck. 02/05/14 181903	Total		283.16
Gale, Donna			
Inv. 50935510			
12/19/13	Electronic Reference	101-8010-8011-8031-000	395.61
Ck. 02/05/14 181904	Total		395.61
Galls/Quartermaster			
Inv. 001018881			
09/19/13	PD Tactical Gear	101-4010-4011-8134-000	2,023.03
Inv. 001383901			
12/17/13	PD Bike Patrol Uniforms CREDIT	272-4010-4018-8520-000	(3.01)
Inv. 001399626			
12/20/13	PD Tactical Vest Accessories	101-4010-4011-8134-000	510.09
Inv. 001431796			
01/02/14	PD Bike Patrol Uniforms	272-4010-4018-8520-000	728.68
Inv. 001437397			
01/03/14	PD Bike Patrol Uniforms	272-4010-4018-8520-000	91.51
Inv. 001455978			
01/09/14	PD Bike Patrol Uniforms	272-4010-4018-8520-000	91..
Inv. 001473145			
01/14/14	PD Bike Patrol Uniforms	272-4010-4018-8520-000	174.18

Inv. 001479814			
01/15/14	PD Bike Patrol Uniforms	272-4010-4018-8520-000	146.99
Inv. 001484866			
01/16/14	PD Bike Patrol Uniforms	272-4010-4018-8520-000	277.63
Ck. 02/05/14 181905	Total		4,040.61
Garda CL West Inc.			
Inv. 195-599914			
01/01/14	Armored Car Svc 1/14	500-3010-3012-8020-000	775.67
01/01/14	Armored Car Svc 1/14	101-3010-3011-8020-000	775.68
Ck. 02/05/14 181906	Total		1,551.35
GE Capital			
Inv. 60086058			
01/12/14	Copier Lease	101-8030-8021-8300-000	99.19
01/12/14	Copier Lease	101-8030-8031-8300-000	99.19
01/12/14	Copier Lease	101-8030-8032-8300-000	99.19
01/12/14	Copier Lease	205-8030-8025-8300-000	99.19
Ck. 02/05/14 181907	Total		396.76
George L.Throop Co.			
Inv. 175618			
01/02/14	Concrete	230-6010-6116-8020-000	145.79
Inv. 175634			
01/03/14	Concrete	230-6010-6116-8020-000	286.13
Inv. 175793			
01/21/14	Concrete	230-6010-6116-8020-000	217.73
Ck. 02/05/14 181908	Total		649.65
GK & Associates			
Inv. 13-107			
12/31/13	Construction Mgmt & Inspection	101-9000-9394-9394-000	94.00
12/31/13	Construction Mgmt & Inspection	101-9000-9391-9391-000	188.00
12/31/13	Construction Mgmt & Inspection	101-9000-9392-9392-000	188.00
Ck. 02/05/14 181909	Total		470.00
Glendale Memorial Occupational			
Inv. 4018-24488			
12/16/13	Medical Exam-Claudia James	205-8030-8025-8020-000	35.00
Ck. 02/05/14 181910	Total		35.00
Golden State Overnight			
Inv. 2512310			
12/31/13	PW Overnight Shipping	101-6010-6011-8010-000	7.31
Inv. 2519513			
01/15/14	PW Overnight Shipping	101-6010-6011-8010-000	6.18
Ck. 02/05/14 181911	Total		13.49
Goudy Honda			
Inv. 166173			
11/25/13	Superintendent Vehicle New Bat	500-6010-6711-8100-000	141.45
Ck. 02/05/14 181912	Total		141.45
Graffitti Control Systems			
Inv. SPAS1213			
12/31/13	Citywide Graffiti Removal Svcs	101-6010-6410-8262-000	1,764.00
02/05/14 181913	Total		1,764.00

Grainger			
Inv. 9332543587			
01/07/14	Sun Shade for Hard Hats	500-6010-6711-8134-000	110.69
01/07/14	Sun Shade for Hard Hats	500-6010-6710-8134-000	110.69
Inv. 9333994581			
01/08/14	Yard Back Exit Mirror Replacem	101-6010-6601-8020-000	153.27
Ck. 02/05/14 181914	Total		374.65
Grangetto, Peggy			
Inv. 6/1-4/14			
01/27/14	Reimb. PD Training Expense	101-4010-4011-8200-000	472.13
Ck. 02/05/14 181915	Total		472.13
Great Match Consulting			
Inv. 1690002666			
12/18/13	Temp Worker w/e 12/15/13	101-9000-9287-9287-000	3,292.80
Inv. 1690002674			
12/23/13	Temp Worker w/e 12/22/13	101-6010-6601-8180-000	940.80
Inv. 1690002682			
12/30/13	Temp Worker w/e 12/29/13	101-6010-6601-8180-000	752.64
Inv. 1690002689			
01/07/14	Temp Worker w/e 1/5/14	101-6010-6601-8180-000	752.64
Ck. 02/05/14 181916	Total		5,738.88
Greg's Automotive Services			
Inv. 7555			
12/06/13	Unit# 325 Replace Vaccum Hoses	230-6010-6116-8100-000	96.76
Inv. 7666			
12/27/13	Unit# 10 Oil Change	500-6010-6710-8100-000	65
Inv. 7703			
01/03/14	Unit# 19 Oil Change	500-6010-6710-8100-000	110.77
Inv. 7714			
01/08/14	Unit# 363 Oil Change & Svc Gen	210-6010-6501-8100-000	118.12
Inv. 7730			
01/07/14	Unit# 3 Vehicle Maint.	500-6010-6711-8100-000	249.90
Ck. 02/05/14 181917	Total		641.39
Haynes Building Services LLC			
Inv. 2607			
01/15/14	Citywide Janitorial Svcs 1/14	232-6010-6417-8180-000	554.00
01/15/14	Citywide Janitorial Svcs 1/14	101-6010-6601-8540-000	8,055.00
Ck. 02/05/14 181918	Total		8,609.00
Higa, Marsha			
Inv. R43987			
01/14/14	Refund Dropped Class	101-0000-0000-5270-002	124.00
Ck. 02/05/14 181919	Total		124.00
HPC Computers Inc.			
Inv. 22600			
01/16/14	Plan/Bldg Printer	101-7010-7101-8530-000	1,884.61
Ck. 02/05/14 181920	Total		1,884.61
Int'l Ass'n of Chiefs of Polic			
Inv. 1001097785			
01/02/14	2014 Dues-PD Chief Arthur Mill	101-4010-4011-8060-000	120.00
Ck. 02/05/14 181921	Total		120.00

Jack's Auto Repair			
Inv. 13639			
12/11/13	PD Vehicle Maint Unit#1198	101-4010-4011-8100-000	676.76
Inv. 13647			
12/11/13	PD Vehicle Maint Unit#0219	101-4010-4011-8100-000	1,464.13
Inv. 13650			
12/11/13	PD Vehicle Maint Unit#0432	101-4010-4011-8100-000	864.32
Ck. 02/05/14 181922	Total		3,005.21
JHM Supply			
Inv. 402058			
12/05/13	Garfield Park Drip System	101-6010-6410-8020-000	433.50
Inv. 403075			
12/17/13	Pocket Park Sprinkler Replacem	101-6010-6410-8020-000	386.95
Inv. 403310			
12/19/13	Storage Bins	101-6010-6410-8020-000	308.14
Inv. 403627			
12/23/13	Reservoir Part	500-6010-6711-8170-000	1.55
Inv. 405047			
01/13/14	Garfield Park Valve Replacemen	101-6010-6410-8020-000	95.57
Ck. 02/05/14 181923	Total		1,225.71
Jusay, Nghi			
Inv. R43436			
01/06/14	Refund Eddie Park Rental Fee	101-0000-0000-2920-001	541.00
Ck. 02/05/14 181924	Total		541.00
[illegible]ng, Tarina			
Inv. R44270			
01/24/14	Refund Dropped Class	101-0000-0000-5270-002	124.00
Ck. 02/05/14 181925	Total		124.00
Kennedy/Jenks Consultants			
Inv. 79370			
01/20/14	Garfield Reservoir Replacement	500-9000-9252-9252-000	28,936.25
Ck. 02/05/14 181926	Total		28,936.25
Kim, Helen			
Inv. R43856			
01/09/14	Refund Partial Dance Class	101-0000-0000-5270-002	4.00
Ck. 02/05/14 181927	Total		4.00
Knop, Paula B.			
Inv. 9/27/13			
09/27/13	Reimb. Dept. Expense	101-8010-8011-8020-000	14.78
Ck. 02/05/14 181928	Total		14.78
Kosmont Companies			
Inv. 0006			
01/16/14	Downtown Revitalization Proj S	101-0000-0000-2990-013	1,107.14
Ck. 02/05/14 181929	Total		1,107.14
Koutnik, Steven			
Inv. 10/13-12/13			
01/08/14	Reimb. Home Delivery Mileage	101-8030-8021-8020-000	46.48
Ck. 02/05/14 181930	Total		46.48
L.A.C. M. T. A.			
Inv. 800057678			
01/15/14	MTA Passes 12/13	205-0000-0000-5500-000	630.00

01/15/14	MTA Passes 12/13	205-2010-2210-8250-000	630.
Ck. 02/05/14 181931	Total		1,260.00
L.N. Curtis & Sons			
Inv. 6044971-00			
12/30/13	FD Safety Equipment - Class A	101-5010-5011-8134-000	416.38
Ck. 02/05/14 181932	Total		416.38
LA Met. Church of Christ			
Inv. R43435			
01/06/14	Refund WMB Deposit 12/18/13	101-0000-0000-2920-000	500.00
Ck. 02/05/14 181933	Total		500.00
Lance,Soll, & Lunghard, LLP			
Inv. 9158			
12/31/13	2013 City & Successor Agency A	227-7200-7210-8170-000	680.00
12/31/13	2013 City & Successor Agency A	500-3010-3012-8170-000	1,280.00
12/31/13	2013 City & Successor Agency A	101-3010-3041-8170-000	1,920.00
Ck. 02/05/14 181934	Total		3,880.00
Larry's Union Svc			
Inv. 035315			
11/26/13	FD Vehicle Maint on Utility Pi	101-5010-5011-8100-000	111.42
Inv. 035469			
01/14/14	FD Repairs Made to Staff 8- Ve	101-5010-5011-8100-000	388.68
Ck. 02/05/14 181935	Total		500.10
Lawn Mower Corner			
Inv. 90114			
01/21/14	Water Facilities Weed Killers	500-6010-6711-8020-000	86.1[illegible]
Inv. 90117			
01/21/14	Iron Works Museum Aerator Rent	101-6010-6410-8020-000	85.00
Ck. 02/05/14 181936	Total		171.11
LDI Color ToolBox			
Inv. 189862 1			
12/30/13	Copier Overages 12/1/13-1/1/14	101-1020-1021-8300-000	79.07
12/30/13	Copier Overages 12/1/13-1/1/14	101-6010-6011-8300-000	79.07
12/30/13	Copier Overages 12/1/13-1/1/14	101-2010-2011-8300-000	79.08
Ck. 02/05/14 181937	Total		237.22
Lew, Raymond			
Inv. R05452			
01/09/14	Refund Library Material Fee	101-0000-0000-5260-003	15.00
Ck. 02/05/14 181938	Total		15.00
Liebert Cassidy Whitmore			
Inv. 175593			
01/17/14	Personnel Matters 12/13	101-2010-2013-8160-000	4,580.40
Inv. 175594			
01/17/14	Personnel Matters 12/13	101-2010-2013-8160-000	1,149.65
Inv. 175595			
01/17/14	Personnel Matters 12/13	101-2010-2013-8160-000	5,221.00
Inv. 175596			
01/17/14	Personnel Matters 12/13	101-2010-2013-8160-000	3,481.00
Inv. 175597			
01/17/14	Personnel Matters 12/13	101-2010-2013-8160-000	7,222.[illegible]
Ck. 02/05/14 181939	Total		21,654.[illegible]

.ife-Assist Inc.			
Inv. 662917			
01/07/14	FD Medical Supplies	101-5010-5011-8025-000	704.71
Ck. 02/05/14 181940	Total		704.71
Linn & Associates			
Inv. 039			
01/21/14	Planning Svcs 11/25/13-1/20/14	101-7010-7101-8170-000	4,275.00
Ck. 02/05/14 181941	Total		4,275.00
Locate Plus			
Inv. 0114LP30995			
01/01/14	On-Line Data Base	101-4010-4011-8170-000	825.00
Inv. 1113LP30995			
11/30/13	On-Line Data Base	101-4010-4011-8170-000	75.00
Ck. 02/05/14 181942	Total		900.00
Manby, Susan			
Inv. R43983			
01/13/14	Refund Dropped Class	101-0000-0000-5270-002	75.00
Ck. 02/05/14 181943	Total		75.00
ManMade Films			
Inv. 1/2/14			
01/13/14	Refund Filming Fee	220-0000-0000-5412-001	39.50
01/13/14	Refund Filming Fee	101-0000-0000-4445-000	85.00
Ck. 02/05/14 181944	Total		124.50
.ason, Gina			
Inv. R43986			
01/14/14	Refund Dropped Class	101-0000-0000-5270-002	75.00
Ck. 02/05/14 181945	Total		75.00
Matt Chlor Inc			
Inv. 12905			
12/19/13	Sodium Hypochlorite for Wilson	500-9000-9265-9265-000	430.10
Ck. 02/05/14 181946	Total		430.10
McMaster Carr Supply Co			
Inv. 69674010			
01/02/14	Parks Division Storage Bins	101-6010-6410-8020-000	353.79
Ck. 02/05/14 181947	Total		353.79
Meeker, Minsun			
Inv. R43991			
01/15/14	Refund Youth House Deposit 1/1	101-0000-0000-2920-000	250.00
Ck. 02/05/14 181948	Total		250.00
Melchiorre, Mark			
Inv. 1/11-3/29/14			
01/09/14	Instructor Qigong Classes	101-8030-8032-8267-000	56.00
Ck. 02/05/14 181949	Total		56.00
Mendez, Heidi			
Inv. R43984			
01/13/14	Refund Dropped Class	101-0000-0000-5270-002	45.00
. 02/05/14 181950	Total		45.00

Myint, Naing			
Inv. R44269			
01/24/14	Refund Dropped Class	101-0000-0000-5270-002	251.00
Ck. 02/05/14 181951	Total		251.00
Nat'l Notary Association			
Inv. 153033971			
01/24/14	E & O Ins. Renewal Fee-Peggy G	101-4010-4011-8020-000	468.00
Ck. 02/05/14 181952	Total		468.00
National Construction Rentals			
Inv. 3812174			
01/02/14	Temp Fence for Wilson Well #2	500-6010-6711-8020-000	29.70
Ck. 02/05/14 181953	Total		29.70
National Notary Association			
Inv. 6/1-4/14			
01/27/14	PD Training-Peggy Grangetto	101-4010-4011-8200-000	499.00
Ck. 02/05/14 181954	Total		499.00
National Stock Sign Co. Inc.			
Inv. 62907			
01/10/14	No Parking Signs	101-0000-0000-5505-001	465.98
Ck. 02/05/14 181955	Total		465.98
Natural Gas Systems Inc.			
Inv. 2992			
01/06/14	Maint. 12/13	101-6010-6601-8180-000	375.00
Ck. 02/05/14 181956	Total		375
Neff, Michael			
Inv. 1/14/14			
01/14/14	Reimb.PD Training Expense	101-4010-4011-8200-000	61.20
Inv. 1/8/14			
01/09/14	Reimb. PD Training Expense	101-4010-4011-8200-000	27.60
Ck. 02/05/14 181957	Total		88.80
Ninyo & Moore			
Inv. 177485			
12/20/13	Street Improvement Project 11/	101-9000-9374-9374-000	1,183.00
Inv. 177496			
12/31/13	Material Testing-Wilson Reserv	500-9000-9265-9265-000	5,662.00
Ck. 02/05/14 181958	Total		6,845.00
Norman's Nursery			
Inv. 482722			
01/10/14	Trees for 1026 Brent Ave.	215-6010-6310-8020-000	272.50
Inv. 483239			
01/16/14	Trees for Lyndon & Marengo	215-6010-6310-8020-000	316.10
Ck. 02/05/14 181959	Total		588.60
O' Reilly Automotive Inc.			
Inv. 3213-284481			
01/03/14	Vehicle Maint. Supplies	500-6010-6710-8100-000	78.41
Ck. 02/05/14 181960	Total		78.41
OCLC Inc.			
Inv. 0000292157			
12/31/13	Lib Computer Svcs	101-8010-8011-8110-000	1,421.45

Ck. 02/05/14 181961	Total		1,421.45
Office Solutions			
Inv. I-00559524			
01/07/14	PD Office Supplies	101-4010-4011-8000-000	494.67
Inv. I-00560502			
01/08/14	PD Office Supplies	101-4010-4011-8000-000	102.90
Ck. 02/05/14 181962	Total		597.57
Oka, Maria			
Inv. R43989			
01/14/14	Refund 4 Dropped Classes	101-0000-0000-5270-002	375.00
Ck. 02/05/14 181963	Total		375.00
Olympic Staffing Services			
Inv. 175813			
01/02/14	Temp Employee w/e 12/29/13	101-3010-3011-8170-000	192.38
01/02/14	Temp Employee w/e 12/29/13	500-3010-3012-8170-000	577.12
Inv. 175921			
01/08/14	Temp Employee w/e 1/5/14	101-3010-3011-8170-000	189.00
01/08/14	Temp Employee w/e 1/5/14	500-3010-3012-8170-000	567.00
Inv. 176027			
01/15/14	Temp Employee w/e 1/12/14	101-3010-3011-8170-000	243.00
01/15/14	Temp Employee w/e 1/12/14	500-3010-3012-8170-000	729.00
Ck. 02/05/14 181964	Total		2,497.50
Osorio, Jessica			
Inv. R43374			
12/27/13	Refund Cancelled Lego Class	101-0000-0000-5270-002	130.00
Ck. 02/05/14 181965	Total		130.00
Osz Technologies			
Inv. 9501			
01/01/14	General Computer Support 12/16	101-3010-3032-8170-000	395.01
Inv. 9502			
01/01/14	General Computer Support 12/16	101-3010-3032-8170-000	370.32
Inv. 9503			
01/01/14	PD Computer Support 12/16-31/1	101-4010-4011-8170-000	2,518.14
Inv. 9504			
01/01/14	General Computer Support 12/16	101-3010-3032-8170-000	98.75
Inv. 9505			
01/01/14	General Computer Support 12/16	101-3010-3032-8170-000	3,382.20
Inv. 9506			
01/01/14	General Computer Support 12/16	101-3010-3032-8170-000	1,036.88
Inv. 9510			
01/15/14	General Computer Support 1/1-1	101-3010-3032-8170-000	1,382.51
Inv. 9511			
01/15/14	General Computer Support 1/1-1	101-3010-3032-8170-000	296.25
Inv. 9512			
01/15/14	PD Computer Support 1/1-1/15/1	101-4010-4011-8170-000	3,555.02
Inv. 9513			
01/15/14	General Computer Support 1/1-1	101-3010-3032-8170-000	123.44
Inv. 9514			
01/15/14	General Computer Support 1/1-1	101-3010-3032-8170-000	1,234.38
Inv. 9515			
01/15/14	General Computer Support 1/1-1	101-3010-3032-8170-000	938.13
Inv. 9516			
01/15/14	General Computer Support 1/1-1	101-3010-3032-8170-000	888.75
Ck. 02/05/14 181966	Total		16,219.78

Pacific Coast Tool & Supply			
Inv. 0124892-00			
12/30/13	Walk Behind Roller Maint.	230-6010-6116-8110-000	283.93
Ck. 02/05/14 181967	Total		283.93
Pasadena Lawnmower's Shop			
Inv. 8386			
01/22/14	Iron Works Museum Grass	101-6010-6410-8020-000	393.71
Ck. 02/05/14 181968	Total		393.71
Pasadena Star News			
Inv. 76420691			
01/01/14	FD Newspaper Subscription 5/13	101-5010-5011-8080-000	76.05
Ck. 02/05/14 181969	Total		76.05
Pearson, Janis			
Inv. R05339			
01/10/14	Refund Library Material Fee	101-0000-0000-5260-003	48.00
Ck. 02/05/14 181970	Total		48.00
Personal Court Reporters Inc.			
Inv. 29018			
12/24/13	Transcribing Svcs SP CC Mtg 12	101-7010-7101-8170-000	577.00
Inv. 29618			
01/20/14	Transcribing Svcs SP CC Mtg 1/	101-7010-7101-8170-000	524.00
Ck. 02/05/14 181971	Total		1,101.00
Pettee, Jack			
Inv. 29270			
12/13/13	Mayor Khubesrian Photo	101-1020-1021-8020-000	59.[illegible]
Ck. 02/05/14 181972	Total		59.95
Phillips, Craig			
Inv. 1/8/14			
01/09/14	Reimb. PD Training Expense	101-4010-4011-8200-000	27.60
Ck. 02/05/14 181973	Total		27.60
Phoenix Group Information Syst			
Inv. 112013184			
12/23/13	PD Citation & Permit Processin	101-0000-0000-4460-000	353.70
12/23/13	PD Citation & Permit Processin	101-0000-0000-4610-000	1,243.80
Ck. 02/05/14 181974	Total		1,597.50
Physio Control Inc.			
Inv. 114079418			
01/02/14	FD Medical Supplies	101-5010-5011-8025-000	366.26
Ck. 02/05/14 181975	Total		366.26
Pitney Bowes Global Fin. Svc L			
Inv. 7141427-JA14			
01/13/14	Postage Meter Lease 1/14	101-8030-8031-8010-000	64.13
01/13/14	Postage Meter Lease 1/14	101-8030-8032-8010-000	64.13
01/13/14	Postage Meter Lease 1/14	205-8030-8025-8010-000	64.13
01/13/14	Postage Meter Lease 1/14	101-8030-8021-8300-000	64.14
Inv. 8346314-DC13			
01/13/14	Postage Meter Lease 12/13	101-2010-2021-8010-000	43.21
01/13/14	Postage Meter Lease 12/13	101-2010-2013-8110-000	43.2[illegible]
01/13/14	Postage Meter Lease 12/13	101-1020-1021-8110-000	43.[illegible]
01/13/14	Postage Meter Lease 12/13	101-6010-6011-8110-000	43.21
01/13/14	Postage Meter Lease 12/13	101-5010-5011-8110-000	43.21

01/13/14	Postage Meter Lease 12/13	500-6010-6710-8110-000	43.22
01/13/14	Postage Meter Lease 12/13	500-3010-3012-8110-000	86.43
01/13/14	Postage Meter Lease 12/13	101-7010-7101-8110-000	129.64
01/13/14	Postage Meter Lease 12/13	101-3010-3011-8110-000	172.85
01/13/14	Postage Meter Lease 12/13	101-4010-4011-8110-000	216.07
Ck. 02/05/14 181976	Total		1,120.79

Pitney Bowes-Reserve Account

Inv. 34133033			
01/10/13	Reimb. Postage Meter	500-3010-3012-8010-000	0.66
01/10/13	Reimb. Postage Meter	101-8030-8021-8010-000	0.86
01/27/14	Reimb. Postage Meter	101-2010-2011-8010-000	2.24
01/27/14	Reimb. Postage Meter	101-5010-5011-8010-000	10.44
01/10/13	Reimb. Postage Meter	101-5010-5011-8010-000	15.54
01/10/13	Reimb. Postage Meter	101-1020-1021-8010-000	17.47
01/27/14	Reimb. Postage Meter	101-6010-6011-8010-000	17.68
01/27/14	Reimb. Postage Meter	101-1020-1021-8010-000	24.37
01/10/13	Reimb. Postage Meter	101-7010-7101-8010-000	93.15
01/10/13	Reimb. Postage Meter	101-6010-6011-8010-000	156.88
01/10/13	Reimb. Postage Meter	101-4010-4011-8010-000	158.49
01/27/14	Reimb. Postage Meter	101-4010-4011-8010-000	170.21
01/27/14	Reimb. Postage Meter	101-7010-7101-8010-000	239.20
01/10/13	Reimb. Postage Meter	101-2010-2011-8010-000	288.88
01/10/13	Reimb. Postage Meter	101-3010-3011-8010-000	303.66
01/27/14	Reimb. Postage Meter	101-3010-3011-8010-000	335.01
Ck. 02/05/14 181977	Total		1,834.74

Post Alarm Systems

Inv. 665013			
01/06/14	815 Mission St. Monitoring 2/	101-8030-8032-8180-000	42.95
Inv. 667013			
01/06/14	WMB Monitoring 2/14	101-8030-8031-8180-000	90.90
Ck. 02/05/14 181978	Total		133.85

Prime Graphix Inc.

Inv. 605			
01/14/14	PD Graphics on New Radar/ALPR	101-4010-4011-8100-000	318.00
Ck. 02/05/14 181979	Total		318.00

Public Safety Technologies

Inv. 94010			
01/10/14	Ethernet Cable Tech Svc Instal	101-4010-4011-8100-000	135.00
Ck. 02/05/14 181980	Total		135.00

Red Wing Shoe Store

Inv. 150000002424			
12/22/13	Safety Boots-Luis Bardales	500-6010-6710-8132-000	212.86
Ck. 02/05/14 181981	Total		212.86

Roadline Products Inc. USA

Inv. 10330			
12/19/13	White Paint & Glass Beads	230-6010-6116-8020-000	2,012.00
Inv. 10331			
12/23/13	White Paint & Glass Beads	230-6010-6116-8020-000	4,413.49
Inv. 10343			
12/27/13	White Paint & Glass Beads	230-6010-6116-8020-000	1,343.00
Ck. 02/05/14 181982	Total		7,768.49

Rodriguez, Sharae

Inv. 1/24/14			
01/27/14	Reimb. PD Training Expense	101-4010-4011-8210-000	33.76

Ck. 02/05/14 181983	Total		33
Rosenberg, Robert			
Inv. R05451			
01/06/14	Refund Library Material Fee	101-0000-0000-5260-003	17.00
Ck. 02/05/14 181984	Total		17.00
S.G.V. Medical Center			
Inv. 719448			
11/25/13	Blood Alcohol w/Drawal-Jose Pu	101-4010-4011-8170-000	48.00
Ck. 02/05/14 181985	Total		48.00
S.P.Review			
Inv. 1751			
01/09/14	Public Notice-Housing Element	101-7010-7101-8040-000	64.00
Inv. 1752			
01/09/14	Ordinance #2260 & #2261 Bldg C	101-1020-1021-8040-000	140.00
Ck. 02/05/14 181986	Total		204.00
S.P.Unified School District			
Inv. P039			
01/09/14	Use of SPMS Auditorium 12/2/13	101-8030-8032-8267-000	58.10
Ck. 02/05/14 181987	Total		58.10
San Gabriel Valley Medical Cen			
Inv. 716770			
10/13/13	Blood Alcohol w/Drawal-James R	101-4010-4011-8170-000	48.00
Inv. 718519			
11/10/13	Blood Alcohol w/Drawal-Jonatha	101-4010-4011-8170-000	48.
Inv. 718543			
11/11/13	Blood Alcohol w/Drawal-Tienngo	101-4010-4011-8170-000	48.00
Inv. 720634			
12/16/13	Blood Alcohol w/Drawal-James H	101-4010-4011-8170-000	48.00
Ck. 02/05/14 181988	Total		192.00
San Marino Security System			
Inv. 00081282			
01/02/14	Sr.Center Security System	101-8030-8021-8180-000	363.00
Inv. 00081283			
01/02/14	Lib Monitoring System Svc 1/20	101-8010-8011-8120-000	363.00
Inv. 00082385			
01/02/14	Bilike/Raymond Elevated Tank B	500-6010-6711-8020-000	228.00
Inv. 00082431			
01/02/14	Monitoring Fee Garfield House	101-8030-8031-8180-000	294.00
Ck. 02/05/14 181989	Total		1,248.00
SC Fuels			
Inv. 2368222			
11/25/13	Yard Unleaded Fuel	101-0000-0000-1400-000	5,060.75
Ck. 02/05/14 181990	Total		5,060.75
Security Design Systems, Inc.			
Inv. 189772			
12/01/13	PD Maint. Camera & Access Cont	101-4010-4011-8110-000	30.00
Inv. 189773			
12/01/13	PD Maint. Camera & Access Cont	101-4010-4011-8110-000	145.00
Inv. 189774			
12/01/13	PD Maint. Camera & Access Cont	101-4010-4011-8110-000	113.
Ck. 02/05/14 181991	Total		288.00

owcases			
Inv. 276611			
12/17/13	Technical Svcs Supplies	101-0000-0000-2700-000	(31.19)
12/17/13	Technical Svcs Supplies	101-8010-8011-8020-000	405.41
Inv. 276612			
12/17/13	Technical Svcs Supplies	101-0000-0000-2700-000	(7.74)
12/17/13	Technical Svcs Supplies	101-8010-8011-8020-000	100.62
Ck. 02/05/14 181992	Total		467.10
Siemens Industry Inc.			
Inv. 400117323			
12/27/13	Traffic Signal Maint. 12/13	215-6010-6115-8180-000	2,096.72
Inv. 400117755			
01/03/14	Traffic Signal Response Call O	215-6010-6115-8180-000	365.56
Ck. 02/05/14 181993	Total		2,462.28
Solinsky, Brian			
Inv. 1/21-22/14			
01/27/14	Reimb. PD Training Expense	101-4010-4011-8200-000	16.00
Inv. 1/23/14			
01/27/14	Reimb. PD Training Expense	101-4010-4011-8200-000	8.00
Ck. 02/05/14 181994	Total		24.00
Southern CA Overhead Door			
Inv. 47409			
12/18/13	Emergency Install Security Doo	101-6010-6601-8120-000	3,120.00
Ck. 02/05/14 181995	Total		3,120.00
George's Medical Clinic			
Inv. 92761			
12/28/13	Medical Exam-Francois Brard	101-2010-2013-8170-000	140.00
Ck. 02/05/14 181996	Total		140.00
Staples Business Advantage			
Inv. 3216766898			
12/05/13	CMO Office Supplies	101-2010-2011-8000-000	176.74
Inv. 3217117059			
12/07/13	CMO Office Supplies	101-2010-2011-8000-000	129.55
Inv. 3218626908			
12/31/13	CMO Office Supplies	101-2010-2011-8000-000	192.46
Inv. 3218626914			
12/31/13	Planning/Bldg Office Supplies	101-7010-7101-8000-000	66.27
Inv. 3218741929			
01/01/14	CMO Office Supplies	101-2010-2011-8000-000	97.10
Inv. 3218741930			
01/01/14	Yard Office Supplies	230-6010-6116-8020-000	52.27
01/01/14	Yard Office Supplies	500-6010-6710-8000-000	90.08
01/01/14	Yard Office Supplies	101-6010-6601-8000-000	176.68
Inv. 3219406181			
01/07/14	Recreation Office Supplies	101-8030-8032-8110-000	73.02
Inv. 3219406182			
01/07/14	Yard Office Supplies	101-6010-6601-8000-000	37.48
01/07/14	Yard Office Supplies	230-6010-6116-8020-000	92.74
Inv. 3219449225			
01/08/14	Comm. Svcs Office Supplies	205-8030-8025-8000-000	15.52
01/08/14	Comm. Svcs Office Supplies	101-8030-8031-8000-000	128.37
Inv. 3219513240			
01/09/14	CMO & Strategic Plan Mtg Offic	101-2010-2011-8000-000	139.54
01/09/14	CMO & Strategic Plan Mtg Offic	101-1010-1011-8090-000	230.01
Inv. 3219580455			
01/10/14	Library Office Supplies	101-8010-8011-8000-000	401.07

Inv. 3219580458			
01/10/14	Planning/Bldg Office Supplies	101-7010-7101-8000-000	61.1[illegible]
Inv. 3219580459			
01/10/14	Yard Office Supplies	500-6010-6711-8000-000	17.28
01/10/14	Yard Office Supplies	101-6010-6410-8000-000	17.28
01/10/14	Yard Office Supplies	230-6010-6116-8020-000	17.28
01/10/14	Yard Office Supplies	500-6010-6710-8000-000	17.29
01/10/14	Yard Office Supplies	210-6010-6501-8000-000	17.29
01/10/14	Yard Office Supplies	101-6010-6601-8000-000	17.29
Inv. 3219580460			
01/10/14	Yard Office Supplies	500-6010-6711-8000-000	3.50
Inv. 3219580461			
01/10/14	Yard Office Supplies	230-6010-6116-8020-000	57.00
Ck. 02/05/14 181997	Total		2,324.24
Sudijono, Elle			
Inv. R43898			
01/10/14	Refund Dropped Class	101-0000-0000-5270-002	124.00
Ck. 02/05/14 181998	Total		124.00
T & S Piano Tuning Services			
Inv. 12114			
01/21/14	Piano Tuning	101-8030-8032-8267-000	52.50
01/21/14	Piano Tuning	101-8030-8021-8110-000	52.50
Ck. 02/05/14 181999	Total		105.00
The House of Printing, Inc.			
Inv. 146513			
01/13/14	Sr.Center Busn Cards-Liliana T	101-8030-8021-8050-000	106.9[illegible]
Inv. 146562			
01/03/14	FD Busn Cards-R.Quezada	101-5010-5011-8020-000	92.4[illegible]
Ck. 02/05/14 182000	Total		199.29
Tom's Clothing & Uniforms Inc			
Inv. 84125			
01/15/14	PD Uniform	101-4010-4011-8134-000	129.71
Inv. 84250			
12/30/13	PD Uniform	101-4010-4011-8134-000	9.81
Ck. 02/05/14 182001	Total		139.52
Transtech Engineers Inc.			
Inv. 14011273			
01/03/14	Bldg & Safety Svcs 12/13	101-7010-7101-8180-000	29,823.54
Inv. 14011274			
01/03/14	Soils Report Svcs-89 & 191 Mon	101-0000-0000-2970-001	1,452.00
Inv. 14011275			
01/03/14	Code Adoption Svcs	101-7010-7101-8180-000	614.25
Ck. 02/05/14 182002	Total		31,889.79
TruGreen Landcare-West			
Inv. 7640298			
12/31/13	Landscape Svcs 12/13	215-6010-6416-8180-000	5,012.36
12/31/13	Landscape Svcs 12/13	101-6010-6410-8180-000	12,061.64
Ck. 02/05/14 182003	Total		17,074.00
Turnout Maintenance Company LL			
Inv. 9978			
01/06/14	FD Safety Clothing	101-5010-5011-8134-000	94.[illegible]
Ck. 02/05/14 182004	Total		94.[illegible]

UCLA Center for Prehospital Ca			
Inv. 840			
01/01/14	Paramedic Training	101-5010-5011-8170-000	1,845.73
Ck. 02/05/14 182005	Total		1,845.73
ULINE			
Inv. 55941503			
01/07/14	Home Delivery Take Out Bags	101-8030-8021-8020-000	187.90
Inv. 56139531			
01/15/14	PD Evidence Red Bio Hazard Dis	101-4010-4011-8020-000	61.42
Ck. 02/05/14 182006	Total		249.32
Underground Service Alert			
Inv. 1220130648			
01/01/14	Underground Svc Alert Svcs	500-6010-6710-8020-000	136.50
Ck. 02/05/14 182007	Total		136.50
Unique Mgmt Svcs Inc.			
Inv. 250026			
01/01/14	Recovering Agency Svcs 12/13	101-8010-8011-8180-000	510.15
Ck. 02/05/14 182008	Total		510.15
UPS			
Inv. 0000R0R420014			
01/04/01	Postage	101-8010-8011-8010-000	17.46
Inv. 0000R0R420024			
01/11/14	Postage	101-8010-8011-8010-000	7.84
02/05/14 182009	Total		25.30
URS Corporation			
Inv. 5651894			
09/19/13	Wilson Rsvr Project Revisions	500-9000-9255-9255-000	7,355.00
Inv. 5737007			
12/20/13	Wilson Rsvr Project Revisions	500-9000-9255-9255-000	2,752.00
Ck. 02/05/14 182010	Total		10,107.00
USA Blue Book			
Inv. 230333			
12/26/13	Replacement Gaskets	500-6010-6711-8020-000	99.38
Ck. 02/05/14 182011	Total		99.38
Valley Power Systems Inc.			
Inv. 013070			
01/23/14	Emergency Repairs on Engine-81	101-5010-5011-8100-000	7,902.94
Ck. 02/05/14 182012	Total		7,902.94
Verizon Business Svcs			
Inv. 62704257			
01/10/14	Phone Conferencing Svcs	101-2010-2011-8090-000	17.47
Inv. 69172449			
12/20/13	Phone Conferencing Svcs 11/13	101-2010-2011-8090-000	52.83
Ck. 02/05/14 182013	Total		70.30
Vulcan Materials Co. & Affilia			
Inv. 70183902			
11/27/13	Cold Mix	500-6010-6710-8020-000	456.56
11/27/13	Cold Mix	230-6010-6116-8020-000	456.56
Inv. 70183903			
11/27/13	Cold Mix	500-6010-6710-8020-000	462.82
11/27/13	Cold Mix	230-6010-6116-8020-000	462.83

Inv. 70212042			
12/27/13	Aggregate Base	500-6010-6710-8020-000	603.37
12/27/13	Aggregate Base	230-6010-6116-8020-000	603.37
Ck. 02/05/14 182014	Total		3,045.51
West Coast Arborists, Inc.			
Inv. 91518			
09/30/13	City Wide Tree Svcs 9/16-30/13	215-6010-6310-8180-000	1,200.00
Inv. 91646			
10/15/13	City Wide Tree Svcs 10/1-15/13	215-6010-6310-8180-000	4,038.00
Inv. 92193			
10/31/13	City Wide Tree Svcs 10/16-31/1	215-6010-6310-8180-000	6,628.00
Inv. 92580			
11/15/13	City Wide Tree Svcs 11/1-15/13	215-6010-6310-8180-000	2,961.00
Ck. 02/05/14 182015	Total		14,827.00
Western Fence			
Inv. 16712			
12/19/13	Patched Fence Hole @ Arroyo Fi	101-6010-6601-8020-000	250.00
12/19/13	Repaired Damaged Post @ Orange	101-6010-6410-8020-000	295.00
Ck. 02/05/14 182016	Total		545.00
Wheeless, DeAnn			
Inv. 1/21-22/14			
01/27/14	Reimb. PD Training Expense	101-4010-4011-8200-000	16.00
Inv. 1/23/14			
01/27/14	Reimb. PD Training Expense	101-4010-4011-8200-000	8.00
Ck. 02/05/14 182017	Total		24.00
Whittier Fertilizer Co.			
Inv. 270102			
11/07/13	Playground Chips	101-6010-6410-8020-000	330.00
Ck. 02/05/14 182018	Total		330.00
Wittman Enterprises LLC			
Inv. 1312059			
01/16/14	Paramedic Payment 12/13	101-0000-0000-5290-001	4,696.69
Ck. 02/05/14 182019	Total		4,696.69
WondriesFamily Collision Ctr			
Inv. RO#050101			
01/10/14	Unit#11 Front Bumper Replaceme	500-6010-6710-8100-000	1,032.39
Ck. 02/05/14 182020	Total		1,032.39
Wong, Shanice			
Inv. R43985			
01/13/14	Refund 2 Dropped Classes	101-0000-0000-5270-002	123.00
Ck. 02/05/14 182021	Total		123.00
Y Tire Sales			
Inv. 113547			
01/07/14	Transit CNG Van#76 Maint & Ins	205-8030-8025-8100-000	4,027.66
Inv. 113592			
01/07/14	Transit Van#73 Inspection & N	205-8030-8025-8100-000	218.95
Inv. 113619			
01/10/14	Transit CNG Van#74 Tire Inspec	205-8030-8025-8100-000	228.94
Ck. 02/05/14 182022	Total		4,475.[illegible]

Y Tire Sales			
Inv. 170993			
12/31/13	Repair Flat Tire Unit#19	500-6010-6710-8100-000	31.00
Ck. 02/05/14 182023	Total		31.00
Zavala, Jeanette			
Inv. 1/24/14			
01/27/14	Reimb. PD Training Expense	101-4010-4011-8210-000	33.76
Ck. 02/05/14 182024	Total		33.76
Zebra Entertainment			
Inv. 9807			
01/15/14	2014 Eggstravaganza 4/19/14 Bu	101-8030-8032-8264-000	279.00
Ck. 02/05/14 182025	Total		279.00
Zee, Yuet			
Inv. 1/8-3/5/14			
01/16/14	Instructor Line Dance Class	101-8030-8032-8267-000	105.30
Ck. 02/05/14 182026	Total		105.30
Zurita, Luis			
Inv. 1304691			
01/23/14	Refund Permit	101-0000-0000-4460-000	23.75
Ck. 02/05/14 182027	Total		23.75
Total			**437,284.90**

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ATTACHMENT 4
Payroll 01-17-14
Payroll 01-31-14

PAYROLL ACCOUNT RECONCILIATION
City of South Pasadena
for Payroll 01.17.14

Account Number	Account Name		02.05.14
101-0000-0000-1010-000	General Fund - Payroll cash		470,349.36
	Other Withholding Payables	$	231,596.59
101-0000-0000-1010-000	Net General Fund - Payroll Cash		238,752.77
	Insurance Adjustment		-
204-0000-0000-1010-000	Traffic Improvement		
205-0000-0000-1010-000	Prop A - Payroll Cash		7,004.93
207-0000-0000-1010-000	Prop C - Payroll Cash		4,537.28
210-0000-0000-1010-000	Sewer Fund - Payroll Cash		11,735.60
211-0000-0000-1010-000	CTC Traffic Improvement		-
215-0000-0000-1010-000	Street Lighting & Landscape Asessment - PR Ca		3,896.81
227-0000-0000-1010-000	CRA - Payroll Cash		5,964.93
229-0000-0000-1010-000	CRA Housing - Payroll Cash		
230-0000-0000-1010-000	State Gas Tax Fund - Payroll Cash		13,605.92
247-0000-0000-1010-000	SGVCOG Grant Fund		
260-0000-0000-1010-000	CDBG - Payroll Cash		
274-0000-0000-1010-000	Homeland Security Grant		
500-0000-0000-1010-000	Water Fund - Payroll Cash		45,006.94
700-0000-0000-2210-000	Internal Revenue Service		53,907.23
700-0000-0000-2230-000	Internal Revenue Service		13,992.74
Total Checks & Direct Deposits			**398,405.15**
Checks			19,030.80
Direct Deposits			311,499.38
I.R.S Payments			67,874.97
			398,405.15
To 700			543,070.97
Other PR Payable			231,596.59
ACH Payable			311,474.38

PAYROLL ACCOUNT RECONCILIATION
City of South Pasadena
for Payroll 01.31.14

Account Number	Account Name		02.05.14
101-0000-0000-1010-000	General Fund - Payroll cash		528,776.29
	Other Withholding Payables	$	316,946.83
101-0000-0000-1010-000	Net General Fund - Payroll Cash		211,829.46
	Insurance Adjustment		-
204-0000-0000-1010-000	Traffic Improvement		
205-0000-0000-1010-000	Prop A - Payroll Cash		7,072.24
207-0000-0000-1010-000	Prop C - Payroll Cash		5,499.70
210-0000-0000-1010-000	Sewer Fund - Payroll Cash		13,380.14
211-0000-0000-1010-000	CTC Traffic Improvement		-
215-0000-0000-1010-000	Street Lighting & Landscape Asessment - PR Ca		4,692.33
227-0000-0000-1010-000	CRA - Payroll Cash		6,766.03
229-0000-0000-1010-000	CRA Housing - Payroll Cash		
230-0000-0000-1010-000	State Gas Tax Fund - Payroll Cash		15,531.90
247-0000-0000-1010-000	SGVCOG Grant Fund		
260-0000-0000-1010-000	CDBG - Payroll Cash		
274-0000-0000-1010-000	Homeland Security Grant		
500-0000-0000-1010-000	Water Fund - Payroll Cash		54,693.92
700-0000-0000-2210-000	Internal Revenue Service		47,239.49
700-0000-0000-2230-000	Internal Revenue Service		13,441.00
Total Checks & Direct Deposits			**380,146.21**

Checks	24,217.62
Direct Deposits	295,248.10
I.R.S Payments	60,680.49
	380,146.21
To 700	612,194.93
Other PR Payable	316,946.83
ACH Payable	295,248.10

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ATTACHMENT 5
Redevelopment Successor Agency Check Summary Total

Redevelopment Successor Agency Check Summary Total

Agency Warrants **02.05.14**

Vendor	Invoice #	Check #	Department	Description	Amount
City of South Pasadena	P/R/E 1/12/14	ACH	227.0000.0000.1010.000	Payroll PE 1.12.14	$ 5,964.93
City of South Pasadena	P/R/E 1/26/14	ACH	227.0000.0000.1010.000	Payroll PE 1.26.14	$ 6,766.03
Arecano Inc.	011614-1	181766	227.7200.7210.8170.000	Finance Director Svcs 1/1-15/14	$ 1,741.05
Law Offices Jones & Mayer	66483	181737	227.7200.7210.8160.000	Legal Svcs-DowntownProject 12/13	$ 2,904.50
Law Offices Jones & Mayer	66489	181737	227.7200.7210.8160.000	Legal Svcs-Suc. Agency 12/13	$ 848.00
Pers Health Insurance	P/R/E 1/26/14	181830	227.7200.7210.7131.000	Health Ins Feb-14	$ 345.42
Lance,Soll & Lunghard LL	9158	181934	227.7200.7210.8170.000	2013 City & Successor Agency Audit	$ 680.00

RSA Report Total **$ 19,249.93**

Marina Khubesrian, M.D., Agency Chair

Evelyn G. Zneimer, Agency Secretary

David Batt, Agency Treasurer

City of South Pasadena/ Redevelopment Successor Agency/ Public Financing Authority Agenda Report

Marina Khubesrian, M.D., Mayor/Authority Chair
Robert S. Joe, Mayor Pro Tem/Authority Vice Chair
Michael A. Cacciotti, Council/Authority Member
Diana Mahmud, Council/Authority Member
Richard D. Schneider, M.D., Council/Authority Member

Evelyn G. Zneimer, City Clerk/Authority Secretary
Gary E. Pia, City Treasurer

COUNCIL AGENDA:	February 5, 2014
TO:	Honorable Mayor and City Council
VIA:	Sergio Gonzalez, City Manager
FROM:	David Batt, Finance Director
SUBJECT:	**Second Reading and Adoption of an Ordinance Repealing Old Water Rates Established by Ordinance Nos. 2240 and 2241**

Recommendation
It is recommended that the City Council read by title only for second reading, waive further reading, and adopt the attached ordinance repealing water rates established December, 2012, by Ordinance Nos. 2240 and 2241.

Fiscal Impact
The adopted ordinance, along with the passage of Resolution No. 7331, will generate sufficient revenues to meet existing debt-coverage requirements.

Commission Review and Recommendation
This matter was not reviewed by a Commission.

Background
On January 15, 2014, the City Council held a public hearing for the adoption of new water rates. As part of that process, the City Council adopted an urgency ordinance repealing the previous water rates, which took effect immediately, introduced for first reading a standard ordinance repealing the previous water rates, and adopted a resolution establishing new water rates. The attached standard ordinance is for second reading and adoption.

Legal Review
The City Attorney has reviewed this item.

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

Attachment: Ordinance Repealing Water Rates Established by Ordinance Nos. 2240 and 2241

AGENDA ITEM 10

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, REPEALING ORDINANCE NOS. 2240 AND 2241 ESTABLISHING WATER RATES

WHEREAS, the City Council has determined that water rates should reflect the cost of providing water service, including the continued repair, replacement and maintenance of the water system infrastructure; and

WHEREAS, the City Manager has submitted a report analyzing said operating costs and funding requirements for operating costs and capital improvements to the water system; and

WHEREAS, said report recommended increase in the existing water rates to sustain ongoing operating costs, funding of reserves, capital improvements and emergency repairs; and

WHEREAS, the City Council adopted the current water rates with the adoption of Urgency Ordinance No. 2240 on December 5, 2012, and Ordinance No. 2241 adopted on December 19, 2012; and

WHEREAS, failure to implement water rate increases by January 15, 2014, may result in default of the 2009 Water Bonds, decreased credit ratings, and possibly delay of current water infrastructure capital improvement projects, which would negatively impact the City of South Pasadena's (City) water delivery system; and

WHEREAS, the Water Revenue Bond issuance of 2009 contains, among other things, a rate covenant whereby the City agreed it would establish and collect rates, fees and charges and manage the operation of the Water System such that Water System revenues would be at least sufficient to pay all current operation and maintenance costs, and all payments required under the terms of the Water Revenue Bond, and all payments to meet other obligations of the City which are charges, liens or encumbrances upon Water System revenues, including the payments due under the Water Bond Issuance of 2004; and

WHEREAS, the Water Revenue Bond issuance of 2009 contains, among other things, a rate covenant whereby the City further agreed to establish and collect rates, fees and charges for each fiscal year so as to yield Water System Net revenues equal to at least 120% of the annual debt service during such fiscal year; and

WHEREAS, on November 6, 2013, the City Council tentatively approved, subject to notice and hearing, proposed water rate increases; and

WHEREAS, on November 6, 2013, the City Council designated January 15, 2014, as a Public Hearing date for water rate increases, and authorized a "Notice of Public Hearing on Proposed Changes in Water Charges" to be mailed out at least 45 days prior to the Public Hearing date; and

WHEREAS, in accordance with the notice, on January 15, 2014, a Public Hearing was convened at which time the City Council considered the written and oral protest filed or presented in connection therewith; and

WHEREAS, on January 15, 2014, the City Council found that the written protests received are less than 50% of the parcels affected thereby and introduced this ordinance for first reading.

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

SECTION 1. The City Council hereby repeals Ordinance Nos. 2240 and 2241, effective at the end of the day January 14, 2014.

SECTION 2. This ordinance shall take effect thirty (30) days after its final passage and within (15) days after its passage, the City Clerk of the City of South Pasadena shall certify to the passage and adoption of this ordinance and to its approval by the Mayor and City Council and shall cause the same to be published in a newspaper in the manner required by law.

PASSED, APPROVED, AND ADOPTED this 5th day of February, 2014.

_____
Marina Khubesrian, M.D., Mayor

ATTEST:

_____
Evelyn G. Zneimer, City Clerk
(seal)
Date: _____

APPROVED AS TO FORM:

_____
Richard L. Adams II, City Attorney

I HEREBY CERTIFY the foregoing ordinance was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 5th day of February, 2014, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

_____

Evelyn G. Zneimer, City Clerk
(seal)

City of South Pasadena/ Redevelopment Successor Agency/ Public Financing Authority Agenda Report

Marina Khubesrian, M.D., Mayor/Authority Chair
Robert S. Joe, Mayor Pro Tem/Authority Vice Chair
Michael A. Cacciotti, Council/Authority Member
Diana Mahmud, Council/Authority Member
Richard D. Schneider, M.D., Council/Authority Membe:

Evelyn G. Zneimer, City Clerk/Authority Secretary
Gary E. Pia, City Treasurer

COUNCIL AGENDA:	February 5, 2014
TO:	Honorable Mayor and City Council
VIA:	Sergio Gonzalez, City Manager
FROM:	Yvette Hall, Chief Deputy City Clerk
SUBJECT:	**Approval of Mayor's City Council Liaison Appointments and Approval of Resolution Appointing Delegates to Various Outside Entities**

Recommendation
It is recommended that the City Council approve:
1. The Mayor's list of Council liaison appointments to various commissions, boards and committees; and
2. Approve a resolution appointing Council representatives to several outside entities.

Fiscal Impact
There is no fiscal impact to making these appointments. Expenses for attending outside meetings have been budgeted in the City Council budget.

Commission Review and Recommendation
This matter was not reviewed by any Commission.

Background
At the beginning of every Mayoral term, appointments are made to various commissions, boards, committees, and agencies for the year. Most of the appointments are made by the Mayor; some agencies require a City Council vote.

Analysis
The Mayor has submitted her list of appointments to the City Clerk's Office. This is a routine item requiring confirmation by the City Council.

The Fair Political Practices Commission (FPPC) Form 806 lists organizations and agencies that offer a stipend to members. As required by law, a preliminary Form 806 with the 2014 appointments was posted on the City's website on January 30, 2014. The Form 806 will be updated and reposted, if necessary, following confirmation of the new 2014 appointments.

AGENDA ITEM 11

Legal Review
The City Attorney has reviewed this item.

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

Attachments:
1. List of proposed City Council liaison appointments
2. Resolution approving City Council appointments to outside entities

ATTACHMENT 1

List of proposed City Council liaison assignments

Liaison Appointments
Marina Khubesrian, M.D., Mayor
February 2014 to December 2014

City Commissions, Boards, and Committees	Appointed Liaison(s) or Members
Animal Commission	Mahmud
Cultural Heritage Commission	Cacciotti
Finance Committee	Khubesrian
Freeway & Transportation Commission	Schneider
Library Board of Trustees	Schneider
Natural Resources and Environmental Commission	Schneider
Parks and Recreation Commission	Joe
Planning Commission	Joe
Public Safety Commission	Cacciotti
Public Works Commission	Mahmud
Senior Citizen Commission	Khubesrian
Youth Commission	Cacciotti
Ad Hoc/Committee: Athens Contract	Joe and Mahmud
Ad Hoc/Committee: Community Center Advisory	Cacciotti and Joe
Ad Hoc/Committee: Facility Improvements	Khubesrian and Joe
Ad Hoc/Committee: Downtown Project Advisory	Khubesrian and Mahmud
Ad Hoc/Committee: Massage Establishments Issues	Khubesrian and Joe
Ad Hoc/Committee: Mission-Meridian Village Subcommittee	Khubesrian and Mahmud
Ad Hoc/Committee: Rialto Theatre Subcommittee	Joe and Schneider
Ad Hoc/Committee: City Council and South Pasadena Unified School District Subcommittee	Joe and Khubesrian
Ad Hoc/Committee: Senior Housing and Convalescent Facilities	Joe and Khubesrian
Ad Hoc/Committee: Formation of a Community Garden	Khubesrian and Schneider
Fourth of July – Festival of Balloons Committee■	Mahmud
South Pasadena Tournament of Roses Committee■	Schneider

■ **Members not appointed by Mayor**

	Regional Groups	Appointed Liaison	Alternate(s)
🗎	Arroyo Verdugo Subregion	Khubesrian	Joe
⚐Δ	Arroyo Verdugo Subregion Representative to the Southern California Association of Governments Community, Economic and Human Development Committee	Joe	None
	California Joint Powers Insurance Authority (CJPIA)	Mahmud	City Manager Gonzalez
	Foothill Employment and Training Consortium Policy Board	Joe	Khubesrian
	L.A. County City Selection Committee	Khubesrian (always Mayor)	Proxy (requires authorization)
🗎 ★ Δ	L.A. County Sanitation Board District 16	Khubesrian (always Mayor)	Joe
	League of California Cities	Khubesrian	Joe
🗎 ❖ Δ	Metro Gold Line Phase II Joint Powers Authority Board	Schneider	Cacciotti
🗎	Santa Monica Mountains Conservancy	Cacciotti	None
🗎 ❖ Δ	San Gabriel Valley Council of Governments (SGVCOG)	Mahmud	Cacciotti
🗎 ⚐ Δ	South Coast Air Quality Management District San Gabriel Valley Board Member	Cacciotti	
	SR-710 Stakeholder Outreach Advisory Committee	Mahmud	Khubesrian and Joanne Nuckols

🗎 **Requires FPPC Form**
❖ **Council vote**
★ **Board Member is current Mayor; Alternate is appointed by Mayor**
⚐ **Voted by Regional Group**
Δ **Stipend**

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ATTACHMENT 2

Resolution approving City Council appointments to outside entities

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, APPOINTING DELEGATES AND ALTERNATES AS OFFICIAL REPRESENTATIVES OF THE CITY OF SOUTH PASADENA

WHEREAS, the City Council of the City of South Pasadena (City) at its regular meeting of December 18, 2013, reorganized as follows: Marina Khubesrian, M.D., Mayor/ Redevelopment Successor Agency Chair; Robert S. Joe, Mayor Pro Tem/ Redevelopment Successor Agency Vice-Chair; Michael A. Cacciotti, Councilmember/Redevelopment Successor Agency Member; Diana Mahmud, Councilmember/ Redevelopment Successor Agency Member; and Richard D. Schneider, M.D., Councilmember/ Redevelopment Successor Agency Member; and

WHEREAS, with the reorganization, the Mayor and the City Council make appointments to various agencies and organizations for the Mayoral term until December 2014; and

WHEREAS, numerous organizations require that the City Council formally approve of its official delegates and alternates to represent the City.

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

SECTION 1. The City Council of the City of South Pasadena does hereby appoint the following persons as delegate and alternate member of the **SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS** for the term indicated:

Governing Board Representative	**Alternate**	**Term**
Councilmember Mahmud	Councilmember Cacciotti	2014

SECTION 2. The City Council of the City of South Pasadena does hereby appoint the following persons as delegate and alternate member of the **LEAGUE OF CALIFORNIA CITIES, LOS ANGELES COUNTY CHAPTER** for the term indicated:

Delegate	**Alternate**	**Term**
Mayor Khubesrian	Mayor Pro Tem Joe	2014

SECTION 3. The City Council of the City of South Pasadena does hereby appoint the following persons as delegate and alternate member of the **CALIFORNIA JOINT POWERS INSURANCE AUTHORITY** for the term indicated:

Delegate	**Alternate**	**Term**
Councilmember Mahmud	City Manager Gonzalez	2014

SECTION 4. The City Council of the City of South Pasadena does hereby confirm and appoint the following person as alternate member of the **BOARD OF DIRECTORS OF THE SANITATION DISTRICT 16** for the term indicated:

Board Member (per California Health and Safety Code Section 4730)	**Alternate**	**Term**
Mayor Khubesrian	Mayor Pro Tem Joe	2014

SECTION 5. The City Council of the City of South Pasadena does hereby appoint the following persons as delegate and alternate member of the **GOLD LINE PHASE II JOINT POWERS AUTHORITY BOARD** for the term indicated:

Delegate	**Alternate**	**Term**
Councilmember Schneider	Councilmember Cacciotti	2014

SECTION 6. The City Council of the City of South Pasadena does hereby appoint the following persons as delegate and alternates of the **ARROYO VERDUGO SUBREGION** for the term indicated:

Delegate	**Alternates**	**Term**
Mayor Khubesrian	Mayor Pro Tem Joe	2014

SECTION 7. Pursuant to the appointments made above, the City Council of the City of South Pasadena does hereby adopt the completed Form 806 of the Fair Political Practices Commission, attached hereto as Exhibit "A" and incorporated herein by this reference, concerning appointments by the City Council, and directs staff to take all other actions necessary to comply with the requirements of any applicable laws and regulations.

SECTION 8. The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

PASSED, APPROVED AND ADOPTED ON this 5th day of February, 2014.

Marina Khubesrian, M.D., Mayor

ATTEST:

Evelyn G. Zneimer, City Clerk
(seal)

APPROVED AS TO FORM:

Richard L. Adams II, City Attorney

I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena at a regular meeting held on the 5th day of February, 2014 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Evelyn G. Zneimer, City Clerk
(seal)

EXHIBIT A

PRELIMINARY REPORT

NOT FINAL

Agency Report of:
Public Official Appointments

A Public Document

California Form 806

For Official Use Only

1. Agency Name

City of South Pasadena

Division, Department, or Region *(If Applicable)*

Designated Agency Contact *(Name, Title)*

Yvette Hall, Chief Deputy City Clerk

Area Code/Phone Number	E-mail
626-403-7230	yhall@southpasadenaca.gov

Page 1 of 1

Date Posted: 01/30/2014 *(Month, Day, Year)*

2. Appointments

Agency Boards and Commissions	Name of Appointed Person	Appt Date and Length of Term	Per Meeting/Annual Salary/Stipend
LA County Sanitation Board, District 16	Name: Khubesrian M.D., Marina *(Last, First)* Alternate, if any: Joe, Robert S. *(Last, First)*	Appt Date: 02 / 05 / 14 Length of Term: 1 year	Per Meeting: $ 125 Estimated Annual: ☐ $0-$1,000 ☐ $2,001-$3,000 ☒ $1,001-$2,000 ☐ ____ Other
San Gabriel Valley Council of Governments	Name: Mahmud, Diana *(Last, First)* Alternate, if any: Cacciotti, Michael A. *(Last, First)*	Appt Date: 02 / 05 / 14 Length of Term: 1 year	Per Meeting: $ $50 Estimated Annual: ☒ $0-$1,000 ☐ $2,001-$3,000 ☐ $1,001-$2,000 ☐ ____ Other
Metro Gold Line Phase II Joint Powers Authority Board	Name: Schneider M. D., Richard D. *(Last, First)* Alternate, if any: Cacciotti, Michael A. *(Last, First)*	Appt Date: 02 / 05 / 14 Length of Term: 1 year	Per Meeting: $ $100 Estimated Annual: ☐ $0-$1,000 ☐ $2,001-$3,000 ☒ $1,001-$2,000 ☐ ____ Other
	Name: ____ *(Last, First)* Alternate, if any: ____ *(Last, First)*	Appt Date: ___ / ___ / ___ Length of Term: ____	Per Meeting: $ ____ Estimated Annual: ☐ $0-$1,000 ☐ $2,001-$3,000 ☐ $1,001-$2,000 ☐ ____ Other

3. Verification

I have read and understand FPPC Regulation 18705.5. I have verified that the appointment and information identified above is true to the best of my information and belief.

Signature of Agency Head or Designee	Print Name	Title	(Month, Day, Year)
	Yvette Hall	Chief Deputy City Clerk	01/30/14

Comment: Stipends received by elected officials who voted as part of the City Council for these appointees.

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City of South Pasadena/ Redevelopment Successor Agency/ Public Financing Authority Agenda Report

Marina Khubesrian, M.D., Mayor/Authority Chair
Robert S. Joe, Mayor Pro Tem/Authority Vice Chair
Michael A. Cacciotti, Council/Authority Member
Diana Mahmud, Council/Authority Member
Richard D. Schneider, M.D., Council/Authority Member

Evelyn G. Zneimer, City Clerk/Authority Secretary
Gary E. Pia, City Treasurer

COUNCIL AGENDA:	February 5, 2014
TO:	Honorable Mayor and City Council
VIA:	Sergio Gonzalez, City Manager
FROM:	Sheila Pautsch, Community Services Director
SUBJECT:	**Approval of Title VI Civil Rights Act Compliance Manual for Fair and Equal Treatment of Dial-A-Ride Patrons**

Recommendation
It is recommended that the City Council approve the Title VI Civil Rights Act Compliance Manual (handbook) in order to comply with federal regulations. Failure to do so will have adverse affects on Transit operation funds.

Fiscal Impact
All costs associated with the approval of this handbook are minimal and can be covered by Transit's current budget. Failure to approve and incorporate this handbook will render the Transit Division as non-complaint according to Federal Transit Administration (FTA) guidelines. Thus, resulting in the loss of federal funding.

Commission Review and Recommendation
The handbook has not been reviewed by a Commission.

Background
This Title VI Civil Rights Act Compliance Manual (handbook) was created under FTA guidelines. The sole purpose of the handbook is to ensure that any resident who desires to utilize the Dial-A-Ride service can do so without discrimination of race, color, or national origin. After extensive research and analysis, the handbook carefully outlines the rights afforded to residents of the City of South Pasadena and the City's duties and responsibilities to fair and equal access of the service. Under the FTA guidelines and per the handbook, the City is responsible for the following:

- Ensuring that patrons are notified about their protected civil rights, under federal law. *Notification should be in the various appropriate languages, which were determined by a Four Factor Analysis.*
- That all documents pertaining to access and information regarding the service are easily accessible to all patrons, regardless of race, color, or national origin.
- Providing public forums so that patrons and residents alike can give immediate feedback

AGENDA ITEM 12

regarding any changes to the service, exchange ideas for improvement of services, and communicate any grievances.

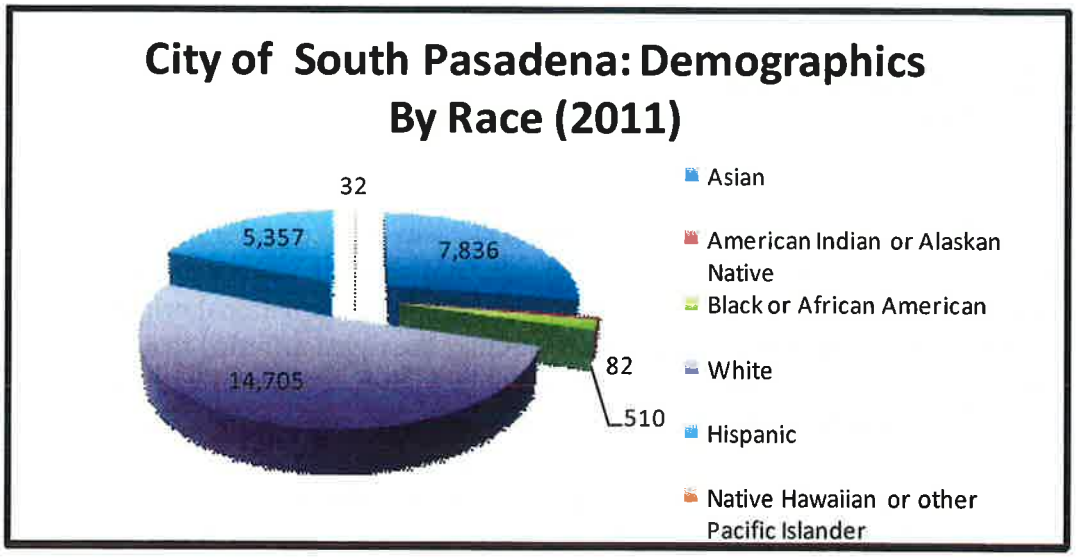
- Offering a defined and fair process for filing complaints, that is accessible to all Dial-A-Ride patrons.

The handbook goes into greater detail regarding the aforementioned responsibilities. Internally, staff has taken the proper steps to ensure full compliance of the Title VI mandate. For instance, a database has been created to track all grievances pertaining to civil rights. Moreover, internal processes and procedures have been established to ensure employees have the appropriate knowledge and resources to act swiftly should an incident occur.

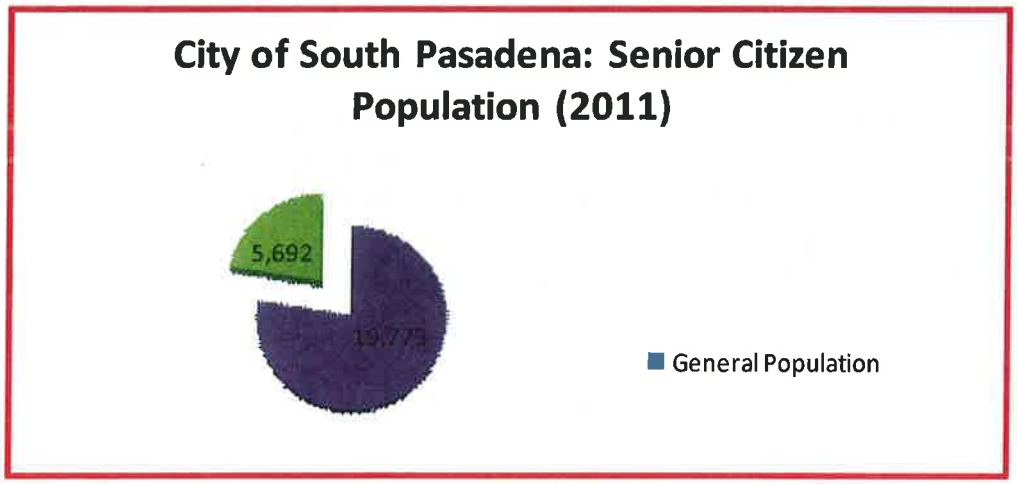
Analysis

The FTA required this handbook for all recipients and sub-recipients of federal funds. After careful research by staff, the handbook was created to guarantee the continuation of federal funding for the Transit Division. Please note that despite research findings, staff tailored the handbook to be more inclusive of minority groups residing within the City, regardless of the size of their populace. Research for this project yielded the following results:

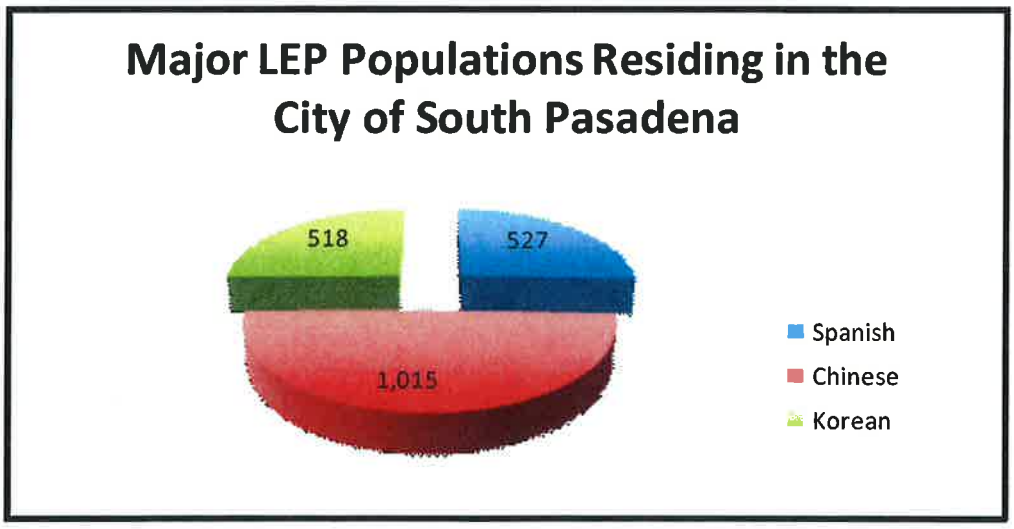
The pie graph below displays the population of the City by race. The minority groups identified in this research, to receive Title VI benefits, were Hispanics and Asians. The notable languages spoken by South Pasadena's Asian population are Chinese and Korean. While the Hispanic population includes Mexicans, Cubans, and Puerto Ricans, the variance in the Spanish dialect is nominal and does not warrant separate translators for each ethnic group.



Please note that the above graph is a depiction of the general population and not an accurate reflection of the population currently served within Dial-A-Ride. Following chart provides a better understanding of the size and diversity of the Dial-A-Ride patrons.



Overall, there were proven limitations to the findings. Since the program offers service to a very specific group of residents (seniors), it further narrowed the diversity of the patron population. Despite these findings, staff took a more inclusive approach. Therefore, the following results were taken into consideration and will be used to implement all Title VI mandated services.



The handbook not only offers better insight on how to serve the City's minority population, but it also allows Transit to build upon their customer service base; by giving all residents the ability to effectively and efficiently communicate their needs and expectation of Dial-A-Ride. Lastly, the thoroughness of staff in regards to the implementation of the Title VI offerings should help mitigate customer complaints.

Legal Review
The City Attorney has reviewed this item.

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

Attachment: City of South Pasadena: Title VI Civil Rights Transit Division Compliance Manual

City of South Pasadena: Title VI Civil Rights Transit Division Compliance Manual

This manual was written by Transit Division Staff and approved by City Council in February 2014. All data gathered for the compilation of this manual was obtained from the U.S. Census Bureau.

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Introduction:

The City of South Pasadena: Transit Division's Pledge To Fair and Equal Access

The City of South Pasadena is deeply committed to protecting the rights of its residents. Per Title VI of the Civil Rights Act of 1964, the City has redesigned its Transit Division to ensure that no citizen, eligible for Dial-A-Ride, is excluded from its services due to race, color, or national origin.

Since its inception, the overarching goal of Dial-A-Ride is to provide the utmost in services. This manual is no exception. After careful and thorough research, this booklet was specifically constructed to further protect the residents of South Pasadena from discrimination when utilizing public services. At no time should any resident be discriminated against or excluded from Dial-A-Ride services based on race, color, or national origin. This guide details the rights afforded to the residents of South Pasadena and the legal actions they may pursue to protect themselves from said discrimination.

Moreover, this manual allows the Transit Division and its customers to work together to maintain and build a better Division. The City of South Pasadena regards this issue and others pertaining to customer service very highly and is dedicated to working to improve and maintain exceptional service. Thus, the City, along with the Transit Division, implores the residents to thoroughly read this manual and exercise any tools and resources provided to them.

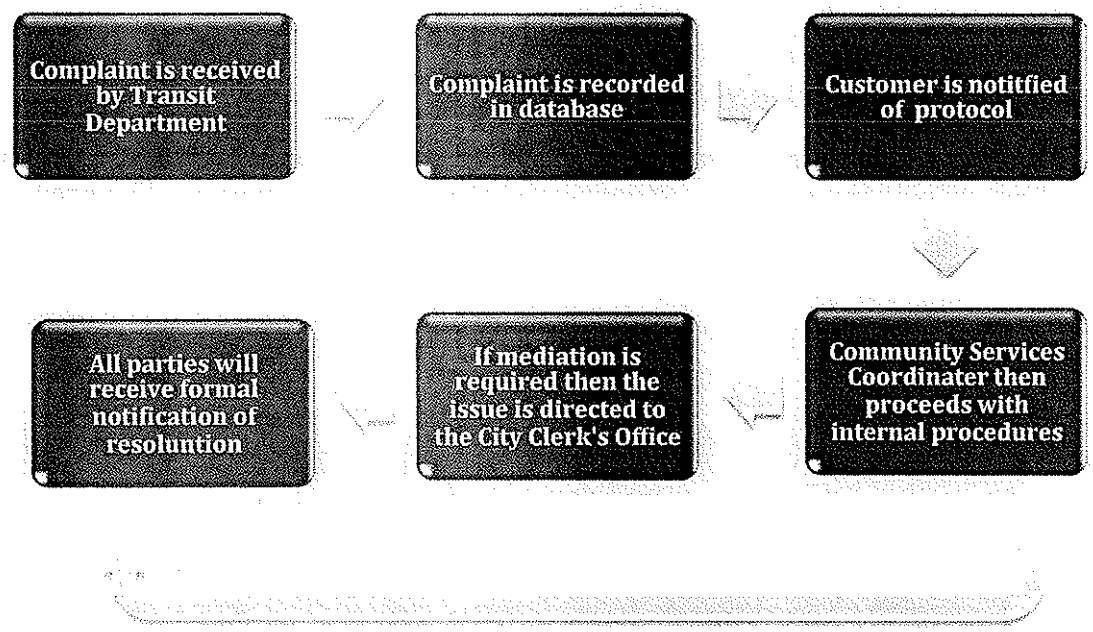
The City of South Pasadena, in accordance with the Civil Rights Act of 1964, and as a federally funded entity, of Federal Transit Administration (FTA) of the U.S. Department of Transportation (US DOT), is obligated to offer its residents the following:

- The benefits of services are shared equitably throughout the City
- The quality of services are adequate to provide equal access to all patrons
- No one is excluded from contributing in South Pasadena's, Dial-A-Ride, planning and development processes
- Process and procedures are implemented which prohibit discrimination of any kind, both intentional and unintentional

The South Pasadena Transit Division worked to compile this manual which best reflects the City, its' residents, and the Dial-A-Ride service. The program has been redesigned and updated to meet federal regulations and provide the utmost in customer service.

Filing A Formal Complaint:

The City of South Pasadena is dedicated to protecting the rights of its constituents. Thus, the Transit Department has taken precautionary measures to ensure that its residents (who qualify for the Dial-A-Ride program) receive exemplary service. The Division has recently updated its employee handbook, highlighting the expectations of its transit employees. Moreover, this section of the handbook outlines the actions that employees will take when a complaint pertaining to race, color, or national origin is filed with Transit. Below is a general outline of our process and procedures:



Process & Procedures:

All complaints are of concern to the City of South Pasadena, Dial-A-Ride. Complaints related to Title VI of the 1964 Civil Rights Act are of the utmost importance. South Pasadena understands that a swift resolution to these matters starts with access to complaint forms. Therefore, the City has made the *Civil Rights Complaint Form* available on its City website. Per the Four Factor Analysis, this form is available in English, Spanish, Chinese, and Korean. To accommodate those with no or limited internet access, the Transit Department will have hard copies of the complaint form at their main office, as well. All employees are aware of where and how patrons may access these forms and are instructed to direct those who wish to file a complaint to the pre-designated places.

Once a complaint has been filed with the Transit Division, it is the responsibility of the Transit Coordinator to ensure a resolution, be it within the Division or through a third party mediator; which the City of South Pasadena can provide through its City Clerk's Office. The Transit Coordinator is obligated to document all complaints received and input them into the Division's database. The Transit Coordinator will then proceed to reach out to the resident, who filed the complaint, and notify them of any next steps and procedures. It is up to the Transit Coordinator to provide the necessary information to constituents; however information pertaining to complaint protocol is also located on the City's website.

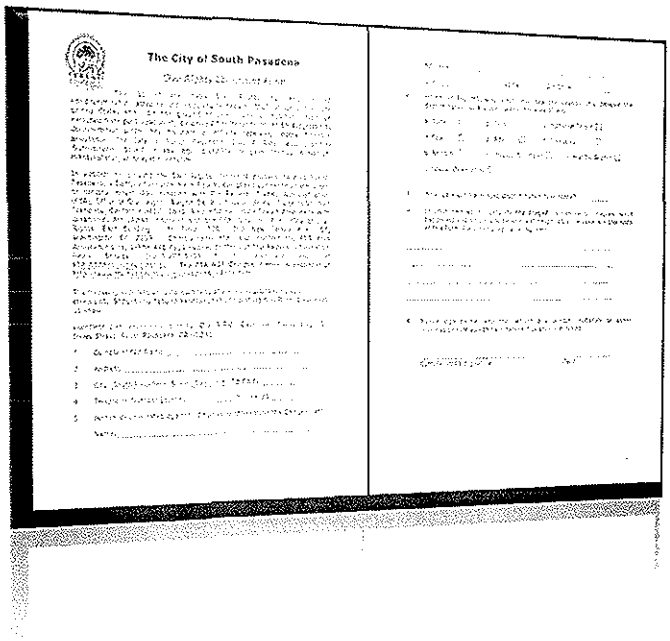
After the Transit Coordinator reaches out to the parties involved he/she is tasked with working within Division policies and procedures to reach a rational and fair decision, in compliance with Local, State, and Federal Laws. Should he/she not be able to resolve the issue, the Coordinator will then present the issue to the Community Services Director, for assistance. If need be, the Community Service Director will consult legal council to determine a suitable solution.

While it is the Division's priority to resolve all issues within a timely fashion, The City of South Pasadena is prepared to extend any additional services, such as a third party mediator. If an issue should arise that warrants third party mediation, the Transit Coordinator will relinquish the case to the City Clerk's Office. It will then be the responsibility of the City Clerk to provide the necessary resources to resolve the situation. Should the issue reside with the City Clerk's Office, the process and procedures imparted by the City of South Pasadena and enacted by the City Clerk's Office will supersede the Transit Division's protocol.

Once an outcome has been decided all parties involved will be notified. Depending on the decision, the Transit Division, under the City of South Pasadena, will make any requested changes incompliance with Local, State, and Federal Laws. Aside from adopting any changes, the Division will also amend all handbooks.

Time Frame for complaints:

- A patron has 60 days from the time of the incident to file a complaint with the City of South Pasadena.
- A representative of the City of South Pasadena will contact the patron within 48 hours from the time the complaint was filed.
- A detailed investigation will occur after the review of the complaint and may take up to 30 days to resolve.


The City of South Pasadena

Title VI Act of 1964 Civil Rights Lawsuits:

After investigation, of the past three years, into the City of South Pasadena's Transit Division it is evident that there are not any complaints of the Title VI nature, currently in arbitration. Moving forward, in an effort to consolidate and streamline its processes, complaints pertaining to Title VI will be logged into one central database.

Public Participation & Public Forums:

Under Title VI of the 1964 Civil Rights Act the City of South Pasadena is prepared to provide its Dial-A-Ride patrons with various forums. These meetings will be used as platforms to exchange information, ideas, grievances, and concerns. The City of South Pasadena recognizes the importance of feedback, especially from its target service population. Therefore, the City will make every effort to ensure that these meetings are easily accessible to it customers. While there are not any standing public forums to address these concerns, the City has in place procedures to streamline these events and guarantee that they can and will take place, should an occasion warrant it.

Reasons for Public Forums

Public forums will be held after necessary major modifications are made to the Dial-A-Ride program. The sole purpose of public forums is to give residents the opportunity to supply Transit with immediate feedback regarding changes to the service.

- Fare increase
- Modification in collection of fare
- Alterations to the application process
- Extension of Dial-A-Ride services hours and possibly days
- Adjustments to the pre-approved destinations outside the City limits *(Note that Dial-A-Ride does not have a fixed route, but approved destinations)*

Reasons for Public Participation Forums

Public participation forums will be held prior to any minor modifications to the Dial-A-Ride program. The following are examples for Participation Forums:

- Application of new rules or regulations
- The modifications of vehicles or the purchase of new vehicles
- Enhancements in processes and procedures of the overall program

Process and Procedures for Public Forum

Public Notice:

Sufficient notice will be given to patrons, prior to any public hearing. The City of South Pasadena will include both patrons and the general public regarding these notifications. The City will not only send out mailers to patrons, in the appropriate languages, but will also post these notifications on the City website, as well. In addition, flyers regarding information on the hearings will be posted at the Senior Center (a place often frequented by Dial-A-Ride patrons) as well as at City Hall. Lastly, public hearings notices will be placed on the vehicles themselves, to further

guarantee those using the services are aware of and can make appropriate accommodations should they chose to attend.

To ensure that every effort is made to not only engage patrons, but also the public at large, the City will post the following information in the local newspaper: time, date, location, and purpose of meeting. Furthermore, South Pasadena will utilize its resources with local non-profits and community service centers to endorse public participation and ensure a higher rate of engagement.

Date & Time:

Should an occasion arise where a public forum, of either kind, is required, the City of South Pasadena will provide its patrons with a one-month's notice prior to the meeting date. Moreover, the Community Transit Division, under the City of South Pasadena, will chose a date and time most appropriate for its customers to attend the public hearing. All dates and times will coincide with the coordination of transportation, since its clientele will undoubtedly need assistance. Thus, all public hearings will occur during Dial-A-Ride scheduled hours (Monday – Friday, 8am – 5pm). Furthermore, in an effort to ensure maximum participation, the Transit Division will be mindful of holidays, both federal and religious, when securing a time, date, and location.

Transportation:

The Transit Division understands that this unique population, which Dial-A-Ride serves, will require special accommodations to attend public forums. Therefore, transportation to these meetings is factored into the internal logistics of public forums. Dial-A-Ride's specialized vehicles will allow those with various handicaps to move from their place of residence to the public forums, with ease. Furthermore, the trained Transit Drivers will guarantee their safe arrival and departure.

Location:

The City of South Pasadena is a small and quaint town. Location for meetings, anywhere in the City, will only take minutes for residents to reach. While there is ample meeting space for public hearings, it is under advisement that all meetings of such nature be held at the Senior Center, located at 1102 Oxley Street in South Pasadena. The logic behind this is two-fold; first, it is the same location in which the Dial-A-Ride offices are located. Second, the Center is most accommodating both in space and accessibility for the program's target population. The facility offers wheelchair ramps and accommodating restrooms, overall this facility can provide a level of comfort in which the target service population is accustomed to having.

However, depending upon the nature of the public forum, it may be determined by the Community Services Director to change locations. The City of South Pasadena is able to offer an array of facilities in which a public forum can be held and will be able to properly accommodate the unique needs of every forum.

Translators:

In accordance with Title VI of the 1964 Civil Rights Act and related nondiscrimination statutes and regulations, which require that no person in the United States shall, on the ground of race, color or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance, the City of South Pasadena has, on staff, translators for their identified English as a Foreign Language (EFL) populations. These translators are fully employed by the City of South Pasadena and are obtainable with proper notice.

Translators for the purpose of public forums will be used for the following:

- Translations of flyers and other documents announcing information regarding the forum
- Support with community inquiries pertaining to public forums
- On-site the day of forums for translation purposes

Again, the purpose of translators is to secure participation and utilize human capital and other resources to inform residents and encourage their participation.

Past and Present Outreach:

In the past the City of South Pasadena made every effort to keep its patrons, of the Dial A Ride service, abreast on any impending changes to the program. Flyers were placed in every vehicle that transported riders. Furthermore, each patron received a letter notifying them of modifications.

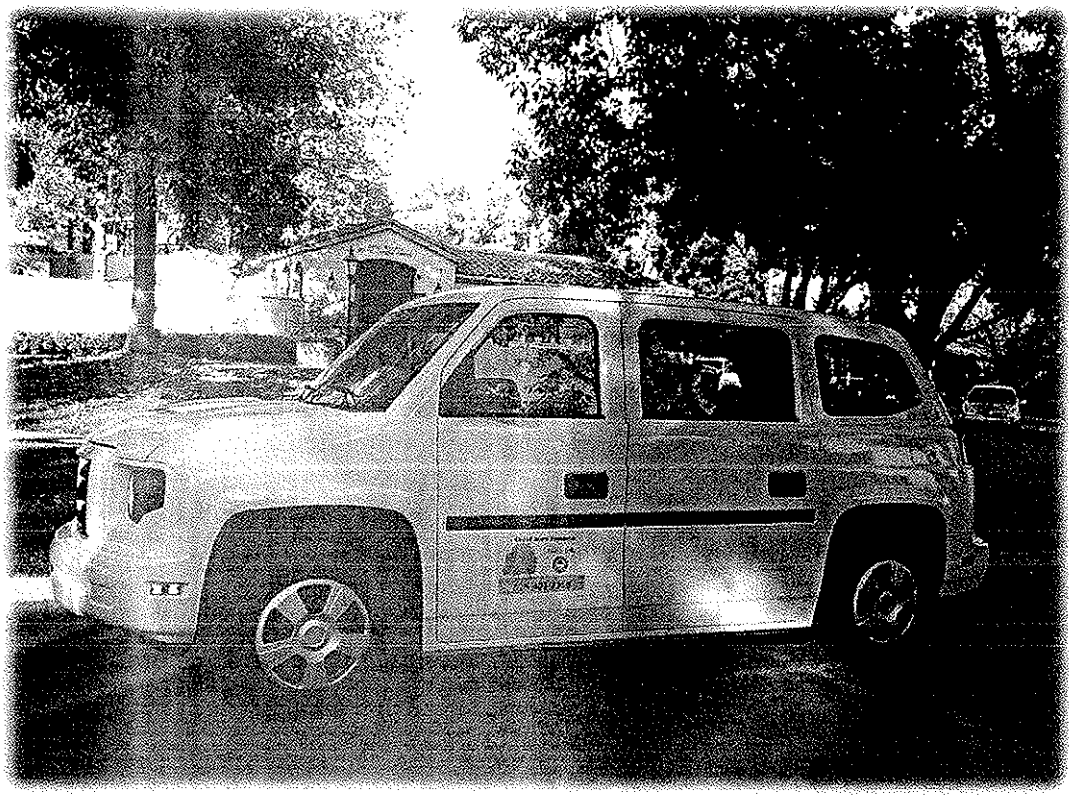
Past Outreach efforts:

- December 2012 – Mailers were sent out and flyers were posted to inform patrons of the discontinuation of weekend services.
- September 2013 – Flyers were posted in each van stating the alteration in service hours from 8am - 6pm to 8am – 5pm.

Next Steps:

Moving forward, the City of South Pasadena will provide a platform in which each patron regardless of race or national origin is able to effectively communicate any concerns that may be imposed upon them, should there be changes to the program. This will allow the Transit Division to gain further insight and feedback on how to effectively and efficiently update its program without imposing on patrons civil rights, as it pertains to the them under Title VI of the 1964 Civil Rights Act.

While the Department does not foresee any major alterations to the program it still understands the importance of public forums. These public platforms will not only be utilized to inform but also to obtain the necessary feedback and insight to enhance Dial-A-Ride Services.



Language Assistance Plan:

The City of South Pasadena is committed to ensuring that all residents and patrons of the Dial-A-Ride program receive equal access and fair treatment, when utilizing the service. Thus, a language assistance plan has been devised to further secure and protect the civil rights, of its patrons.

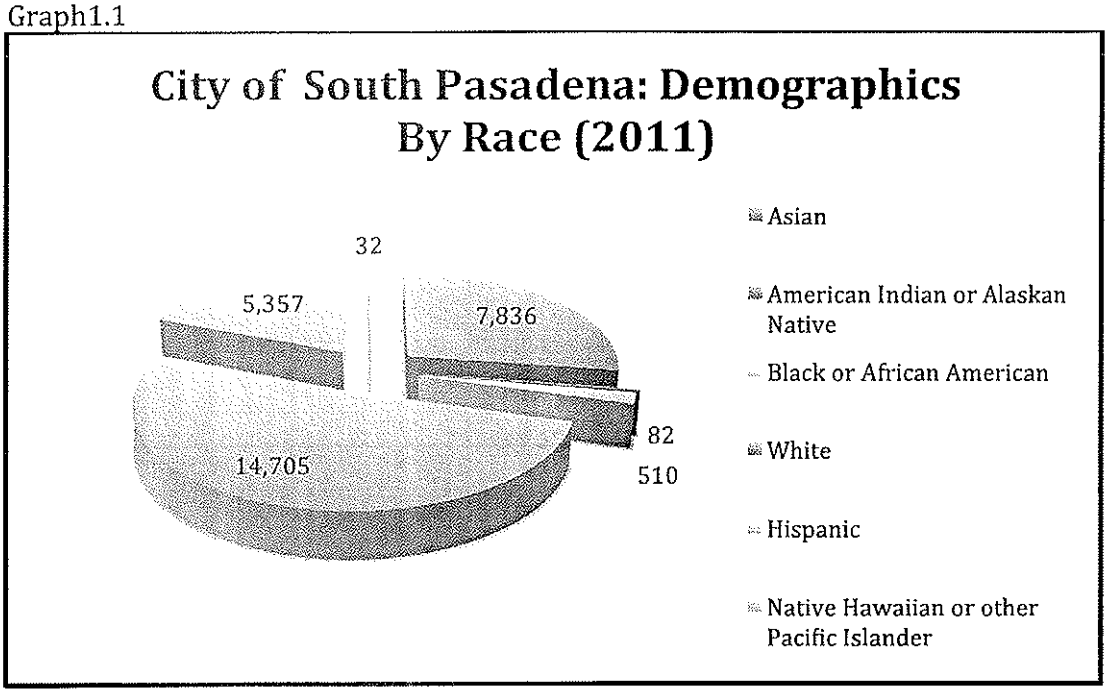
The first part of the language assistance plan incorporates the Four-Factor Analysis, as a means of understanding the City of South Pasadena's target population. Overall, the Analysis was utilized to understand the following:

- The number or proportion of Limited English Proficiency (LEP) persons eligible to be served or likely to be encountered by Dial-A-Ride
- The frequency with which LEP persons come into contact with the services
- The significance of the City's services
- Resources available to the City for LEP outreach

Factor 1:

According to the United States Census Bureau, the total population of the City of South Pasadena is estimated at 25,465, as of 2011. Below is a breakdown of the City by Race.

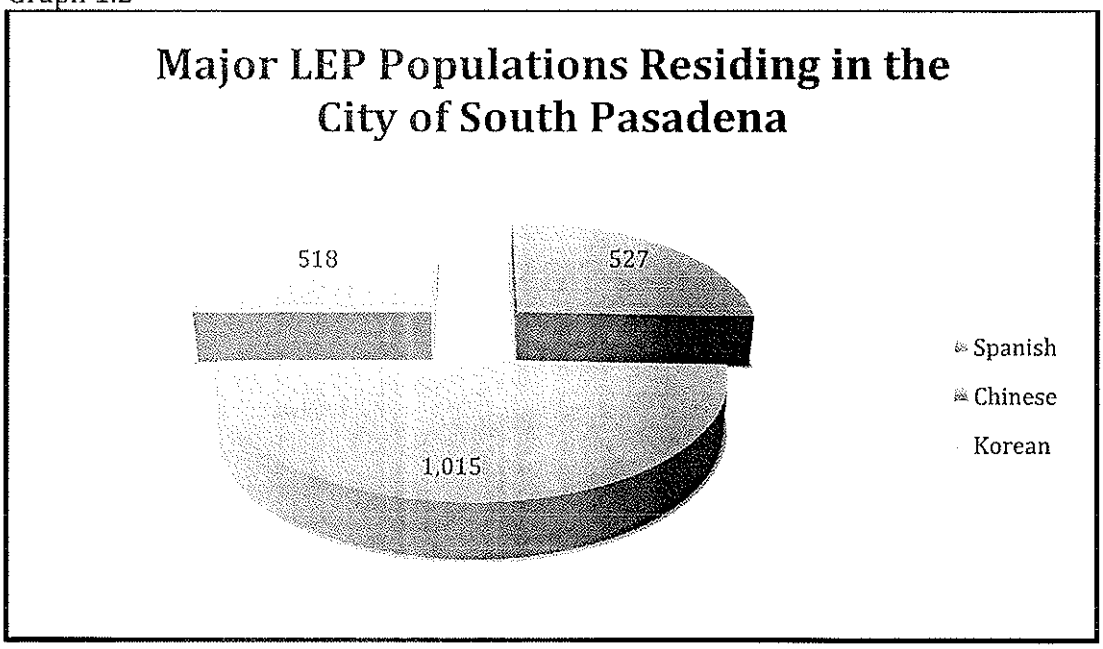
Graph1.1



Notably, there are three different languages spoken by South Pasadena's Asian population; they are Japanese, Chinese, and Korean. The most prominent languages among the Asian community are Chinese and Korean. While the Hispanic population includes Mexicans, Cubans, and Puerto Ricans, the variance in the Spanish dialect is nominal and does not warrant separate translators for each ethnic group.

From the breakdown of the general population in graph 1.1, the following graph depicts the major LEP languages spoken within the City of South Pasadena.

Graph 1.2



Major interactions with the Dial-A-Ride program:

Those who qualify for Dial-A-Ride services interact directly with the agency's employees. Services provided to patrons are on an as need basis. Those who qualify must sign-up for the services, either through an online application or in-person, at the Senior Center. Appointments for Dial-A-Ride must be made at least one day in advance, either via telephone or in person. Furthermore, all patrons interact on a one-to-one basis with the Dial-A-Ride drivers; who adhere to strict policies and procedure to ensure passengers are safe at all times while utilizing the service.

Effective means of communication:

After careful research the LEP population that could potentially be served by the City of South Pasadena's Dial-A-Ride service is minimal. Approximately less than ten percent (10%) of the LEP population qualifies for Dial-A-Ride services, according to the U.S. Census Bureau. While the numbers are nominal for language assistance, the City of South Pasadena is dedicated to ensuring that residents, who qualify for the Dial-A-Ride service, are not excluded from participating due to race, color, or national origin. Therefore, application forms will be translated into the identified LEP languages listed above.

Notably, Graph 1.2 above shows a high Chinese LEP population. It should be noted that the information obtained by the United States Census Bureau did not discriminate on age, therefore the information depicts anyone five or older who self-identified their language of preference. Thus, the number of people from the Chinese

LEP population (and all other aforementioned populations listed in the graph who qualify for Dial-A-Ride services) will vary.

After careful consideration, in an effort to effectively communicate with its patrons, the City will translate the following documents for public consumption:

- Complaint forms
- Dial-A-Ride applications
- Public service announcements
- Title VI documents.

Insuring inclusion and taking a look back:

Detailed examination of the LEP population served by the program suggests that no persons partaking in the Dial-A-Ride program is underserved in regards to their race, color, or national origin. The City of South Pasadena's Transit Division's bi-lingual staff and their ability to incorporate other prominent languages into its application process, complaint process, and other facets of the Dial-A-Ride program allow for the inclusion of all of its residents. Furthermore, the City has taken precautionary measures by training its staff to handle customers with various needs, including those with physical handicaps.

Factor 2:

How often does transit encounter LEP customers:

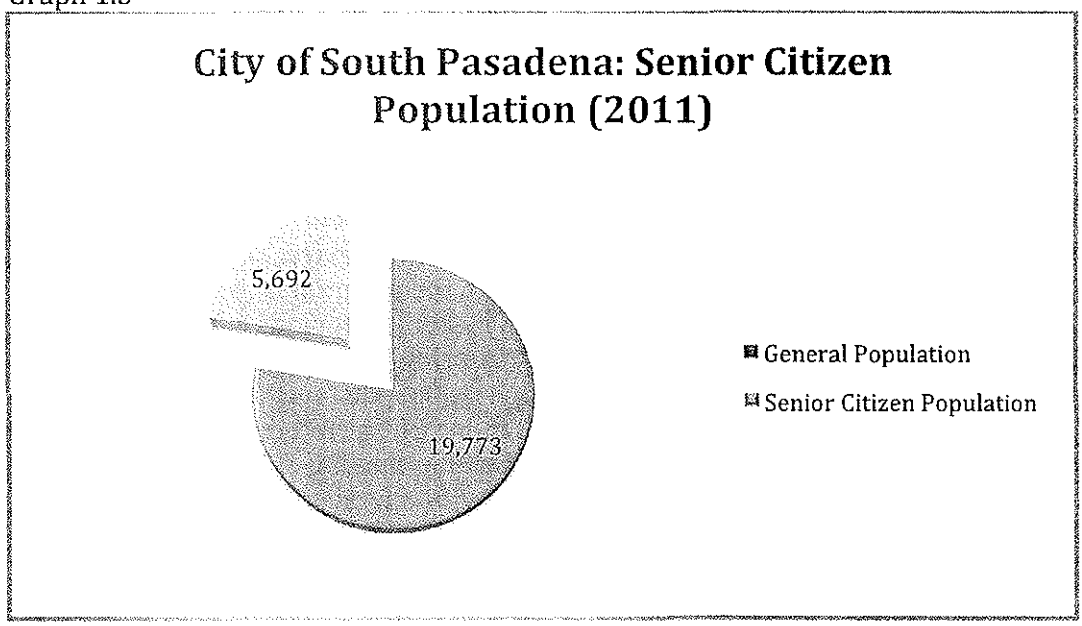
After researching Dial-A-Ride's database and interviewing its staff, the following results were yielded: The majority of LEP persons who seek Dial-A-Ride services are of Hispanic origin and prefer Spanish as their primary language for communication. The total number of LEP patrons that require assistance is 1.5 percent of the current Dial-A-Ride population. Currently, there are 1,766 people enrolled in the program. However, of the 1,766 people only 532 actively use the service. The frequency in which the identified LEP customers interact with the program is pretty high and the City of South Pasadena continuously works to meet the demands enacted upon them, by LEP riders. While there is frequent ridership of LEP persons, there is not a high demand from LEP people regarding: applications, customer service, ridership surveys, or operator surveys. However, should there be a shift in demographics and the need be prevalent for language assistance within the Dial-A-Ride program, the City of South Pasadena will reassess its resources and fulfill the needs of its customers based on demand.

Identification of LEP communities and determining the appropriate language services for each language group:

Assessment and identification has been done on a person-by-person basis, upon receiving applications. For future reference, the City of South Pasadena will place boxes for Spanish, Chinese, and Korean as a preferred language of choice option on Dial-A-Ride applications; for which each applicant can then choose which language they desire to use as a means of communication with Dial-A-Ride employees. While Spanish is actually the prevalent LEP language, the City does not want to exclude any potential customers from applying and has thus chosen a more inclusive application, which will feature all three-language options. All information will be saved in the Dial-A-Ride database, whereupon it will be analyzed and utilized to best meet the needs of its patrons. The City of South Pasadena strives to ensure that all Dial-A-Ride customers have equal access to the services and works diligently to accommodate their patrons.

The next graph conveys the population of the City by age, or rather shows that of the whole population, roughly twenty-four percent (24%) are of age to qualify for Dial-A-Ride services. Please note that the graph only shows the age of those that qualify and not those with disabilities, who could also possibly qualify for Dial-A-Ride services.

Graph 1.3



Factor 3:

The nature and importance of the program, activity, or service provided by the program to people's lives:

Dial-A-Ride provides transportation services for seniors who are 55 years and older and those with disabilities (with proper medical notification). Its services on a daily basis range from everyday tasks, such as going to the grocery store, to essential to life medical appointments, such as dialysis. Understanding the wide-range of services and the needs of the population, Dial-A-Ride has prioritized its customers. The Division's overarching rule is when booking appointments priority is given to customers who have medical appointments. Overall, the hours of operation and the number of buses and drivers available are such that the Division can effectively meet the needs of its customers. This is not a fixed route service, which allows for flexibility and strategic planning in getting the patrons to their desired destinations.

Factor 4:

The resources available to the recipient for LEP outreach:

There are various outlets currently available for outreach. The City website is a vital resource for the Dial-A-Ride community and South Pasadena residents who wish to sign-up for services. Due to the community's quaint size, mailers have proven to be another effective means of dissemination of information. Overall, cost associated with outreach is currently folded into the Division's general budget. Likewise, any translation for outreach is covered through employees' salaries and would not require any additional payment. Lastly, to make every effort to meet the needs of these passengers, the City of South Pasadena has hired bi-lingual staff.

To summarize the resources utilized by the City of South Pasadena to encourage full participation by its residents with the Dial-A-Ride service are:

- Bilingual Staff
- Flyers placed in strategic areas
- Mailers regarding information about the program, etc.
- Public forums in support of resident feedback

Plan of Action: Tools and Resources for Resident Engagement with Dial-A-Ride

After extensive research and the results of the Four-Factor Analysis, the City of South Pasadena's Dial-A-Ride service has internally restructured its Transit Division to better accommodate the needs of its patrons. By identifying the resources and tool and understanding the needs of its residents, the City of South Pasadena has clearly outlined a plan of action to engage its residents in meaningful participation of the Dial-A-Ride program. Moving forward, the City will:

- Incorporation of major Transit forms will be available in the identified Four-Factor Analysis languages
- Employees within the Transit Division are and will be well versed in targeted languages to ensure quality customer service
- Documents pertaining to updates or alterations to the program will be made easily accessible and available in LEP appropriate languages
- Transit website will have translation capabilities

Most of these items are already in place. The plan of action will be fully applicable in February 2014.

Employee Insight: Improving Customer Service

- Ensure that the appropriate bilingual employees are paired with the appropriate LEP passengers; or offer language assistant resources to employees that will guarantee clear and concise communications with passengers
- When posting information regarding services, in vehicles, post multiple flyers in the identified LEP languages; All flyers should have a number that will direct the passenger to customer service agents that will be able to assist them in their preferred language
- Train employees thoroughly on customer service when encountering an LEP passenger; as well as offer language assistance training/courses

The aforementioned are customer service improvement suggestions. It should be noted that some practices, above, are already in place and used by the Transit Division.

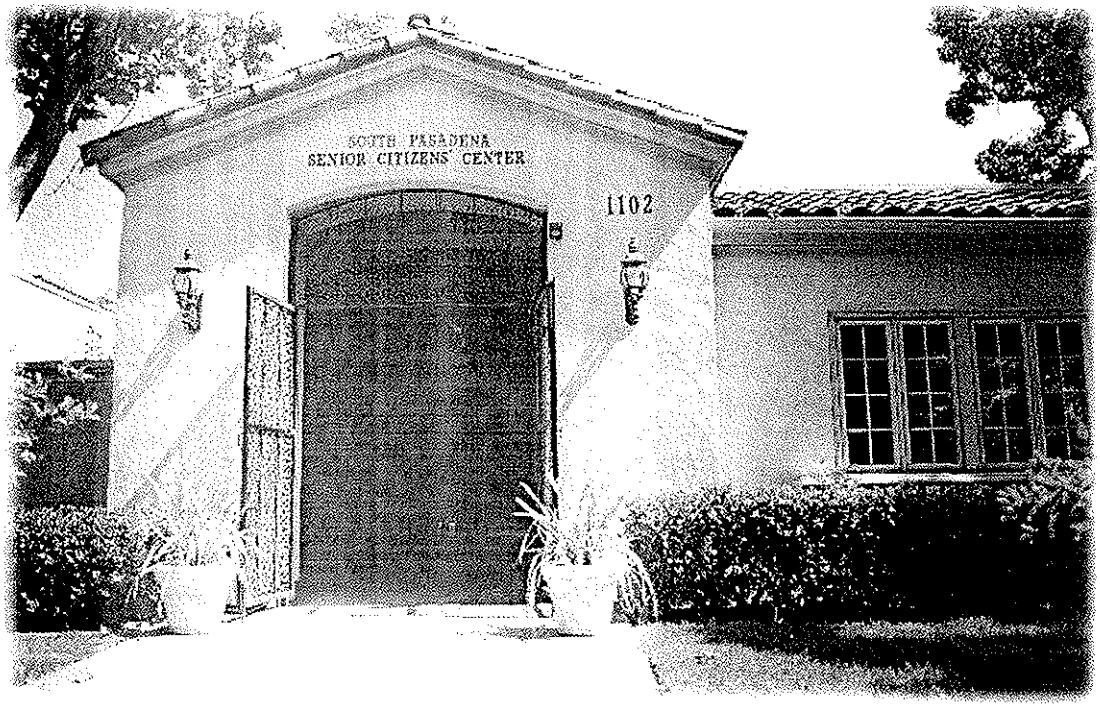
Moving Forward: Staying In tune with the City's demographics

While the City of South Pasadena has placed every resource and tools available to assist it's current residents, the City does recognize the possible shift in demographics in the future. Thus, the Transit Department will do a yearly assessment of its LEP population. The assessment will be constructed to inform Transit Division of the following:

- Major shift in demographic, in which the other unidentified populations require LEP assistance; or a current identified LEP population decreases and no longer requires LEP assistance by Transit Division
- Assessment of best LEP practices; to include post event evaluation
- Community involvement and outreach assessment and best practices

Contact Information:

For more information regarding the City of South Pasadena's Civil Rights Compliance manual please contact the Transit Division at 626.403.7368.



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City of South Pasadena/ Redevelopment Successor Agency/ Public Financing Authority Agenda Report

Marina Khubesrian, M.D., Mayor/Authority Chair
Robert S. Joe, Mayor Pro Tem/Authority Vice Chair
Michael A. Cacciotti, Council/Authority Member
Diana Mahmud, Council/Authority Member
Richard D. Schneider, M.D., Council/Authority Member

Evelyn G. Zneimer, City Clerk/Authority Secretary
Gary E. Pia, City Treasurer

COUNCIL AGENDA:	February 5, 2014
TO:	Honorable Mayor and City Council
VIA:	Sergio Gonzalez, City Manager
FROM:	David Batt, Finance Director
SUBJECT:	**Mid-Year FY 2013/14 Financial Report (Carryover from January 15, 2014)**

Recommendation
It is recommended that the City Council and the Successor Agency to the Community Redevelopment Agency receive and file the Mid-Year FY 2013/14 financial report.

Fiscal Impact
None.

Commission Review and Recommendation
This matter was not reviewed by a Commission.

Background
Mid-year is an essential time to update the Council on how actual revenues and expenditures are comparing to budgeted estimates half-way through the fiscal year, and recommend adjustments as necessary due to changing factors since the budget was adopted. The financial information provided represents a snapshot of the City's revenue and expenditure activity from July 1, 2013, through December 31, 2013.

Analysis
The General Fund began the Fiscal Year 2012/13 with a healthy undesignated fund balance of $11.2 million, or approximately 45% of expenditures. The City is on track to end FY 2013/14 with $9.1 million in undesignated fund balance, or 36% of expenditures, as the City continues its aggressive street repair program. As we move forward with the FY 2014/15 Budget Process, one of the tasks will be to reevaluate the reserve policy to assure the City's long term fiscal stability. Last year's renewal of the Utility Users' Tax (UUT), recent labor agreements, and the State's Public Employee Pension Reform Act have assisted in stabilizing the City's General Fund. However, the Federal Affordable Care Act will increase labor costs for the City, or significantly change the way we operate. Approximately 59% of General Fund expenses are wages and benefits.

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Figure 1 - General Fund History

General Fund Revenues	Actual 2011/12	Actual 2012/13	Budget 2013/14	Mid-Year 2013/14	Mid-Year Percent
Property Taxes	10,283,297	11,074,604	10,968,710	3,789,152	34.5%
Sales Taxes	1,961,143	1,956,425	2,180,410	596,451	27.4%
Utility Users Taxes	3,642,824	3,562,216	3,661,040	1,424,697	38.9%
Franchise Fees	814,765	810,642	760,519	221,550	29.1%
License & Permits	917,568	951,259	1,035,200	446,759	43.2%
Fines & Forfeitures	533,035	523,629	530,000	202,666	38.2%
Use of Money & Property	448,593	456,581	379,420	231,592	61.0%
Other Agencies	73,848	29,238	35,000	2,210	6.3%
Current Services	2,173,921	2,207,444	2,090,625	1,034,610	49.5%
All Other Revenues	1,513,969	1,506,078	1,090,948	410,629	37.6%
Total GF Revenues	**22,362,963**	**23,078,116**	**22,731,872**	**8,360,317**	**36.8%**

General Fund Expenses	Actual 2011/12	Actual 2012/13	Budget 2013/14	Mid-Year 2013/14	Mid-Year Percent
Wages & Benefits	14,450,730	14,135,431	14,636,898	6,835,196	46.7%
Operations & Maintenance	5,014,422	6,563,968	5,581,408	2,484,597	44.5%
Capital Outlay	296,443	138,520	147,000	104,995	71.4%
Other Expenses	-	-	-	-	
Capital Projects	1,379,334	942,192	4,335,248	838,412	19.3%
Transfer Out	-	984,062	168,371	168,371	100.0%
Total General Fund	**21,140,929**	**22,764,173**	**24,868,925**	**10,431,571**	**41.9%**

General Fund Revenues

The chart above of General Fund revenues by category offers an overview of collection patterns. Revenue projections are prepared using a conservative methodology based primarily on historical trends and adjustments for known or anticipated factors affecting the City's General Fund revenues. FY 2013/14 year-end revenues are not expected to differ significantly from budgeted estimates. As we emerge from the recession, the housing market has been recovering, with the City of South Pasadena experiencing an increase in total taxable assessed value of 3.8% for the 2012/13 tax roll. Property tax revenue is also expected to increase as a result of the dissolution of redevelopment agencies and the shift of former tax increment to the City. The $10.9 million in property tax revenues make up 48% of total General Fund revenues.

One of the strongest indicators of the recovering economy is the rebound in sales taxes, not only in the City but throughout the State of California, with receipts now close to pre-recession highs. The most recent quarterly adjusted sales tax receipts for South Pasadena were 12.1% higher than the same quarter one year ago. Los Angeles County increased by 3.7% within the same timeframe. Gasoline service stations, restaurants and supermarkets make up the majority of the top 15 businesses in the City.

On July 1, 2012, the City's Utility Users Tax (UUT) rate decreased from 8.0% down to 7.5%. Due to generally higher electricity, gas, water and other utility costs, plus the increase usage of cellular telephone plans, we may expect slightly higher UUT revenues over the prior year. The $3.6 million in UUT revenues make up 16% of total General Fund revenues.

Figure 2 - General Fund Expenditure by Department

Department/Program Exp	Actual 2011/12	Actual 2012/13	Budget 2013/14	Mid-Year 2013/14	Mid-Year Percent
City Council	50,334	43,375	58,531	19,214	32.8%
City Clerk					
City Clerk	330,306	283,673	402,368	133,993	33.3%
Elections	76,053	311	157,100	2,114	1.3%
City Manager					
City Manager	835,974	878,794	881,100	378,561	43.0%
Personnel	120,873	287,113	166,004	117,818	71.0%
Transportation Planning	90,079	110,202	209,000	25,341	12.1%
Legal Services	254,903	314,304	235,000	115,920	49.3%
Information Systems			189,200	138,323	
Finance					
Finance	421,569	384,312	505,066	237,965	47.1%
Information System	205,970	262,354			
City Treasurer	5,157	9,201	8,722	4,624	53.0%
Non-Dept./Overhead	1,438,924	2,765,420	1,614,589	952,409	59.0%
Police	6,994,274	6,963,840	6,643,275	3,263,207	49.1%
Fire	4,060,817	3,894,732	3,982,027	1,826,852	45.9%
Public Works					
Environmental Services	115,049	75,613	225,340	67,376	29.9%
Administration & Engineering	347,272	260,748	442,973	130,514	29.5%
Park Maintenance	406,466	390,490	537,841	208,466	38.8%
Facilities Maintenance	591,314	626,284	670,163	290,166	43.3%
Planning & Building	955,651	898,710	952,515	373,665	39.2%
Library	1,539,702	1,436,922	1,533,655	693,316	45.2%
Community Services					
Senior Services	238,123	249,370	261,013	113,677	43.6%
Community Services	200,565	195,175	201,861	88,169	43.7%
Recreation and Youth Services	482,223	506,976	487,963	243,100	49.8%
Capital Projects	1,379,334	942,192	4,335,248	838,412	19.3%
Misc/Transfers Out	-	984,062	168,371	168,371	100.0%
Total General Fund Expenses	**21,140,929**	**22,764,173**	**24,868,925**	**10,431,571**	**41.9%**

General Fund Expenditures

At mid-year, General Fund expenditures are approximately 41.9% of the current budget. Operating expenses, which excludes capital projects and transfers out, are at 37.9%. Departments continue to do a good job managing wages and benefit expenses, which are at 46.7% of budget.

Figure 3 – Citywide Legal Expenses

Department/Program Exp	Actual 2011/12	Actual 2012/13	Budget 2013/14	Mid-Year 2013/14	Mid-Year Percent
101-2013-8160 (Personnel)					
City Attorney (Jones Mayer)	304	-	-	-	
Liebert Cassidy Whitmore	63,447	224,589	-	85,011	
Norman A. Traub Assoc	22,459	-	-	-	
Total Personnel	**86,210**	**224,589**	**80,000**	**85,011**	**106.3%**
101-2021-8160 (Transportation Management)					
City Attorney (Jones Mayer)	5,181	-	-	-	
Burke, Williams & S	436	308	-	465	
Chatten-Brown & Carsten	4,574	6,397	-	2,311	
Rossmann and Moore, LLP	23,295	37,371	-	7,199	
Total Transportation Management	**33,486**	**44,076**	**80,000**	**9,975**	**12.5%**
101-2501-8160 (City Attorney)					
City Attorney (Jones Mayer)	241,691	311,832	-	115,920	
City Prosecutor (Joan Jenkins)	13,048	-	-	-	
Miscellaneous	165	972	-	-	
Total City Attorney	**254,903**	**312,804**	**235,000**	**115,920**	**49.3%**
210-6501-8160 (Sewer Fund)					
Richards, Watson & Gershon	5,424	-	-	-	
Total Sewer Fund	**5,424**	**-**	**5,000**	**-**	**-**
227-7210-8160 (Successor Agency)					
City Attorney (Jones Mayer)	2,816	78,929	-	29,470	
Kane, Ballmer, & Ber	101	-	-	-	
Miscellaneous	2,068	-	-	-	
Total Successor Agency	**4,984**	**78,929**	**8,000**	**29,470**	**368.4%**
CITYWIDE TOTAL	**$ 385,006**	**$ 660,399**	**$ 408,000**	**$ 240,376**	**58.9%**

Actual legal expenses at mid-year are 58.9% of the $408,000 budgeted, primarily due to labor negotiations and legal issues with the Successor Agency. Legal expenses may continue, as the City continues efforts to contest the freeway extension, battle with the State over prior redevelopment agency and housing assets, and work to update personnel rules and regulations.

Legal Review
The City Attorney has reviewed this item.

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

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City of South Pasadena/ Redevelopment Successor Agency/ Public Financing Authority Agenda Report

Marina Khubesrian, M.D., Mayor/Authority Chair
Robert S. Joe, Mayor Pro Tem/Authority Vice Chair
Michael A. Cacciotti, Council/Authority Member
Diana Mahmud, Council/Authority Member
Richard D. Schneider, M.D., Council/Authority Member

Evelyn G. Zneimer, City Clerk/Authority Secretary
Gary E. Pia, City Treasurer

COUNCIL AGENDA:	February 5, 2014
TO:	Honorable Mayor and City Council
VIA:	Sergio Gonzalez, City Manager
FROM:	David Batt, Finance Director Pearl Lieu, Assistant Finance Director
SUBJECT:	**Presentation of the Comprehensive Annual Financial Report for Fiscal Year Ending June 30, 2013**

Recommendation
It is recommended that the City Council receive and file the City's Comprehensive Annual Financial Report (CAFR) for the fiscal year ending June 30, 2013.

Fiscal Impact
There is no cost associated with the presentation of this report.

Commission Review and Recommendation
This matter was reviewed by the Finance Committee.

Background
After the close of each fiscal year, the Finance Department is responsible for the preparation and publication of the City's Comprehensive Annual Financial Report (CAFR) following an independent, certified audit. The goal of the financial audit and report is to provide users with a reasonable assurance that the information presented in the statements are accurate and timely.

The CAFR presents information on the status of the City's financial affairs, first on a citywide basis (Government-Wide Financial Statements) in which all City activities are reported as governmental activities and business-type activities. A second set of statements (Fund Financial Statements) report separately the activities of all City funds.

The CAFR is organized into three primary sections:

1. Introductory Section which includes the Finance Director's Letter of Transmittal, List of Principal Officials, and the Organizational Chart.
2. Financial Section which includes the Independent Auditors' Report, Management's Discussion and Analysis, and the general purpose financial statements consisting of the

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combined financial statements, notes to the financial statements, and supplemental statements.

3. Statistical Section which includes comparative information on pertinent City data such as expenditures, revenues, assessed valuations, tax levies, and collections and others.

This report is important for a number of reasons:

- The CAFR is utilized by the investment community including bond buyers, underwriters, bond issuers, and credit rating agencies.
- The CAFR serves as a public information tool in the form of a comprehensive presentation of all of the City's financial activities.
- Due to its standardized format, the CAFR serves as a tool to provide a meaningful comparison to similar data for other cities.

A brief summary of key financial data is also attached to this staff report following the CAFR.

Analysis
For FY 2012/13, the accounting firm of Lance, Soll & Lunghard, LLP (LSL) performed an independent audit to determine the financial statements are fairly presented and free from material misstatement. The independent auditor concluded there was a reasonable basis for rendering an unmodified opinion, and that the City's financial statements are fairly presented in conformity with generally accepted accounting principles (GAAP).

Listed below are financial highlights for FY 2012/13:

- The assets of the City exceeded its liabilities at the close of the most recent fiscal year by $85,441,589. Of this amount, $13,695,654 may be used to meet the government's ongoing obligations to citizens and creditors.
- The City's total net position increased by $3,932,523.
- At the close of the current fiscal year, the City's governmental funds reported combined fund balances of $16,926,100 an increase of $3,464,388. Of this amount, $10,677,897 or approximately 63.1% of total fund balances are available for spending at the City's discretion (*unassigned fund balance*).
- At the end of the current fiscal year, the unassigned fund balance for the General Fund was $11,727,832, or 53.8% of the total General Fund Expenditures.
- The City's net capital assets increased $5,172,260 from the prior year.

There are two primary citywide financial statements: the Statement of Net Position and the Statement of Activities. Like a "balance sheet" in private sector accounting, the Statement of Net Position presents the City's overall financial position at a specific point in time – in the City's case, this is as of the last day of the fiscal year (i.e., June 30).

The Statement of Activities is similar to the "income statement," presenting the City's results of operations over a period of time.

City of South Pasadena Net Position
As of June 30, 2013 and 2012

	Governmental Activities		Business-Type Activities		Total	
	2013	2012	2013	2012	2013	2012
Current and other assets	$19,086,281	$18,947,227	$40,919,891	$43,770,525	$60,006,172	$62,717,752
Capital assets	62,136,898	62,444,801	26,134,497	20,654,334	88,271,395	83,099,135
Total assets	$81,223,179	$81,392,028	$67,054,388	$64,124,859	$148,277,567	$145,516,887
Long-term liabilities outstanding	$7,131,785	$8,780,045	$48,907,166	$49,422,248	$56,038,951	$59,252,174
Other liabilities	2,479,110	2,518,403	4,317,917	2,018,592	6,797,027	3,487,114
Total liabilities	$9,610,895	$11,298,448	$53,225,083	$51,440,840	$62,835,978	$62,739,288
Net position:						
Net investment in capital assets	$61,969,593	$62,226,846	$7,448,158	$4,808,013	$69,417,751	$67,034,859
Restricted	2,328,184	2,722,783	-	-	2,328,184	-
Unrestricted	7,314,507	5,143,951	6,381,147	7,876,006	13,695,654	15,742,740
Total Net position	$71,612,284	$70,093,580	$13,829,305	$12,684,019	$85,441,589	$82,777,599

The table above presents a summarized version of the City's Statement of Net Position for FY 2012/13, and a comparison to the previous fiscal year. Net position may serve as a useful indicator of a government's financial position. In the case of the City of South Pasadena, assets exceeded liabilities by $85,441,589 at the close of the most recent fiscal year. This represents an increase of $3,932,523 or 4.8% from the prior year, driven primarily by large-scale construction projects undertaken during the current year. By far the largest portion of the City's net position, $69,417,751 or 81% reflects its investment in non-liquid capital assets (e.g. land, infrastructure, buildings, and equipment). The City uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. The second portion of the City net position of $2,328,184 represents special revenue resources that are subject to external restrictions on how they may be used. Unrestricted net position shows a balance of $13,695,654 which is a reflection of the debt that was issued in the Water Enterprise Fund for capital improvements.

City of South Pasadena Changes in Net Position
As of June 30, 2013 and 2012

	Gov Activities	Gov Activities	Bus-Type Activities	Bus-Type Activities	Total	Total
	2013	2012	2013	2012	2013	2012
Program revenues:						
Charges for services	$4,359,332	$4,813,748	$10,233,374	$9,054,998	$14,592,706	$13,868,746
Operating contributions and grants	1,706,217	1,657,557	-	-	1,706,217	1,657,557
Capital contributions and grants	93,947	1,415,306	-	-	-	1,415,306
General revenues:						
Property taxes	11,074,604	10,557,651	-	-	11,074,604	10,557,651
Other taxes	7,747,702	8,252,408	-	-	7,747,702	8,252,408
Intergovernmental	10,980	13,267	-	-	10,980	13,267
Use of Money & Property	446,167	381,165	38,006	45,652	484,173	426,817
Other	221,658	104,245	5,972	10,901	227,630	115,146
Extraordinary items	-	(442,708)	-	-	-	(442,708)
Total revenues	$25,660,607	$26,752,639	$10,277,352	$9,111,551	$35,937,959	$35,864,190
Expenses:						
General government	$4,152,804	$7,449,632	$ -	$ -	$4,152,804	$7,449,6[illegible]
Public safety	11,217,279	11,596,854	-	-	11,217,279	11,596,854
Public works	4,758,677	5,306,742	-	-	4,758,677	5,306,742
Community Services	3,101,910	3,052,840	-	-	3,101,910	3,052,840
Community Development	902,945	948,777	-	-	902,945	948,777
Interest on long-term debt	8,288	47,185	-	-	8,288	47,185
Water	-	-	6,135,803	4,598,754	6,135,803	4,598,754
Sewer	-	-	838,800	1,104,098	838,800	1,104,098
Golf Course	-	-	888,930	985,611	888,930	985,611
Total expenses	$24,141,903	$28,402,030	$7,863,533	$6,688,463	$32,005,436	$35,090,493
Increase in net position	$1,518,704	($1,649,391)	$2,413,819	$2,423,088	$3,932,523	$773,697
Net position - July 1, 2012	70,093,580	71,742,971	12,684,019	10,260,931	82,777,599	82,003,902
Restatement of Net position	-	-	(1,268,533)	-	(1,268,533)	-
Net position - June 30, 2013	$71,612,284	$70,093,580	$13,829,305	$12,684,019	$85,441,589	$82,777,599

Governmental activities net position increased by $1,518,704. Key elements of the change in governmental activities net position are as follows:

- Total taxes from governmental activities, increased by $12,247 (0.1%) from the prior year.
- Property taxes are levied based on assessed values, although increases in the assessed values of properties with no change in ownership are generally limited to 2% annually. Property taxes increased by $515,953 (4.9%).

- Program revenues decreased by $1,727,115 (23.1%) primarily as a result of a decrease in capital grant funding.
- Investment earnings increased by $65,002 (17.1%) during the year. This was primarily a result of reallocation of investments and increase in yields.
- Governmental activities expense decreased by $3,085,057 (9%) during FY 2013 due largely to a one-time recording in the prior year to record the deposit payable to the California Joint Powers Insurance Authority (CJPIA) for the City's general liability and workers' compensation coverage.

GASB Updates
For FY 2012/13, the City of South Pasadena implemented the Governmental Accounting Standards Board (GASB) Statement No. 63. The major presentation changes in the financial statements are as follows:

- Statement of Net Assets will be now called "**Statement of Net Position**"
- Invested in capital assets, net of related debt will now be called "**Net investment in capital assets**".

The Balance Sheet will have two new sections.

- **Deferred outflows of resources** is a consumption of net assets by the government that is applicable to a future reporting period.
- **Deferred inflows of resources** is an acquisition of net assets by the government that is applicable to a future reporting period.

For FY 2012/13, the City of South Pasadena implemented GASB Statement No. 65, which amends prior guidance with respect to the treatment of debt issuance costs. Debt issuance costs should be recognized in the period incurred and recognized over the life of the debt. The accounting change of this statement should be applied retroactively and therefore the City restated prior year net position by $1,268,533.

Legal Review
The City Attorney has not reviewed this item.

Public Notification of Agenda Item
The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda on the City's web site and/or notice in the *South Pasadena Review*.

Attachments:
1. Comprehensive Annual Financial Report for the Fiscal Year Ending June 30, 2013
2. Summary Financial Information for the Fiscal Year Ending June 30, 2013

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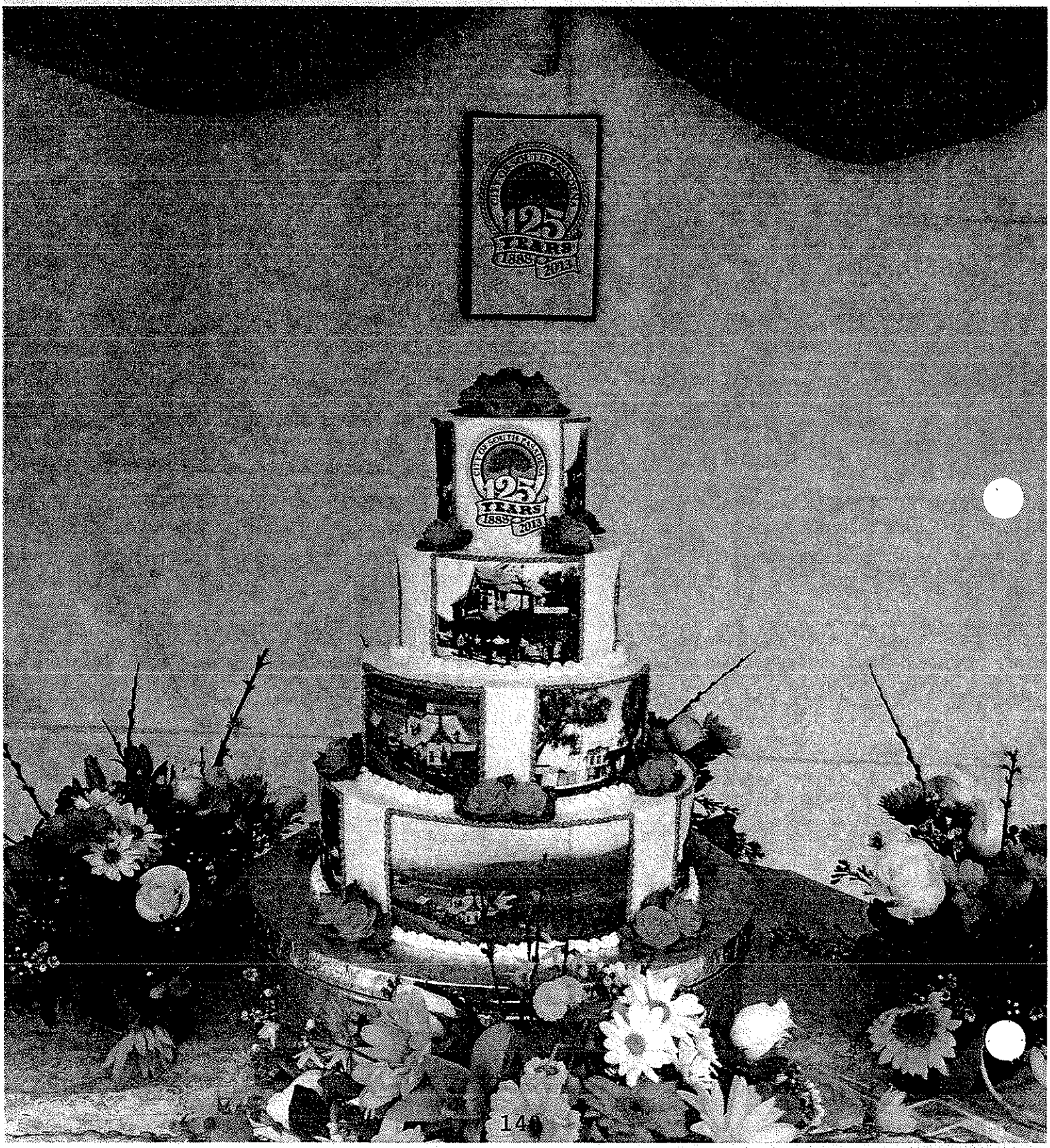
ATTACHMENT 1

Comprehensive Annual Financial Report for the
Fiscal Year Ending June 30, 2013

Comprehensive Annual Financial Report
Fiscal Year Ended June 30, 2013



City of South Pasadena, CA

CITY OF SOUTH PASADENA, CALIFORNIA

COMPREHENSIVE ANNUAL FINANCIAL REPORT

FISCAL YEAR ENDED JUNE 30, 2013

PREPARED BY: FINANCE DEPARTMENT

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CITY OF SOUTH PASADENA

COMPREHENSIVE ANNUAL FINANCIAL REPORT
FOR THE FISCAL YEAR ENDED JUNE 30, 2013

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CITY OF SOUTH PASADENA

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CITY OF SOUTH PASADENA

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CITY OF SOUTH PASADENA
FINANCE DEPARTMENT
1414 MISSION STREET, SOUTH PASADENA, CA 91030
TEL: 626.403.7250 • FAX: 626.403.7251
WWW.SOUTHPASADENACA.GOV

December 31, 2013

Honorable Mayor and Members of the City Council,

We proudly present to you the City of South Pasadena's Comprehensive Annual Financial Report (CAFR). This report consists of management's representations concerning the finances of the City of South Pasadena. It was prepared by the Finance Department in accordance with Generally Accepted Accounting Principles (GAAP) as promulgated by the Government Accounting Standards Board (GASB). Management assumes full responsibility for the completeness and reliability of all of the information presented in this report. We believe that the data presented is complete and reliable in all material respects; that it is presented in a manner designed to fairly set forth the financial activity of the City's various funds; and that all disclosures necessary to enable the reader to gain a good understanding of the City's financial activity have been included.

The City's financial statements have been audited by Lance, Soll & Lunghard, a licensed certified public accounting firm. The goal of the independent audit was to provide reasonable assurance that the financial statements of the City for the fiscal year ended June 30, 2013, are free of material misstatement. The independent audit involved examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; assessing the accounting principles used and significant estimates made by management; and evaluating the overall financial statement presentation. The independent auditor concluded, based upon the audit, that there was a reasonable basis for rendering an unmodified opinion that the City of South Pasadena's financial statements for the fiscal year ended June 30, 2013, are fairly presented in conformity with GAAP. The independent auditor's report is presented as the first component of the financial section of this report.

GAAP requires that management provide a narrative introduction, overview, and analysis to accompany the basic financial statements in the form of Management's Discussion and Analysis (MD&A). This letter of transmittal is designed to complement the MD&A and should be read in conjunction with it. The City's MD&A can be found immediately following the report of the independent auditors in the financial section of the CAFR.

Profile of the City of South Pasadena

South Pasadena is located approximately six miles northeast of downtown Los Angeles, on the west side of the San Gabriel Valley between the cities of Pasadena, San Marino, Los Angeles and Alhambra and has a population of 25,857. Founded in 1874 by the Indiana Colony, the City encompasses 3.44 square miles and was incorporated as a General Law city of the State of California on March 2, 1888. South Pasadena is noted for its beautiful, historically significant homes on tree-lined streets, for its excellent public schools and for a small-town atmosphere in the midst of greater Los Angeles.

The City is a full-service general law city that operates under the Council-Manager form of government. The City Council consists of five members elected to four-year staggered terms of office. The Mayor is selected from the City Council members and serves a one-year term. The City's other elected officials are the City Treasurer and City Clerk, each of whom serves a four-year term of office.

The City provides a full range of services, including police and fire protection; the construction and maintenance of streets and other infrastructure; sewer services; water utility; refuse collection; public improvements; planning and zoning; recreational activities and cultural events; library operations; and general administrative and support services.

The annual budget serves as the foundation of the City's financial planning and control. The City Council holds public hearings and adopts an annual budget resolution by July 1 of each fiscal year for all funds and account groups. The City Council may modify appropriations with majority approval. The budgets are adopted and presented on a basis consistent with generally accepted accounting principles.

Changes in budget appropriations at the fund level during the year must be approved by the City Council. The legal level of expenditures is controlled at the fund level, and appropriations lapse at the end of each fiscal year unless encumbered for re-appropriation by the City Council in the following fiscal year. Department heads may, without Council approval, amend individual line items within their departments, within the same fund and only within the maintenance and operations portions of the budget, without increasing total appropriations. The City Manager may, without Council approval, amend individual line items within any fund, and between divisions and programs, in the personnel costs, maintenance and operations, capital outlay and capital projects portions of the budget without increasing total appropriations for that fund.

Factors Affecting Financial Condition

The information presented in the financial statements is perhaps best understood when it is considered from the broader perspective of the environment within which the City of South Pasadena operates.

Local Economy. For FY 2012/13, the City of South Pasadena, the greater Los Angeles region and the State of California, have begun to show increasing revenues compared to the last several years as the region recovers from the 2008 recession.

Property taxes are the City's largest tax source and make up approximately half of the General Fund revenues. The City of South Pasadena experienced a net taxable value increase of 3.8% for the 2012/13 tax roll, while Los Angeles County experienced an increase in assessed values of 4.66% over the prior year due to a strong rebound in residential real estate values. In the City of South Pasadena, assessed values increased by $130 million over FY 2011/12. Property taxes have demonstrated several years of strong increases in growth in assessed values and in corresponding tax collections, partially because the City's extremely high quality of life makes it a desirable place to live and work. Moreover, the City's proximity to commercial and cultural developments in greater Pasadena offers our residents distinct lifestyle advantages. South Pasadena's assessed values and property taxes are expected to continue performing strongly as the general economy improves. Data also shows that South Pasadena retains $0.24 for every dollar of property tax collected within the City, while new cities receive only $0.05 for every dollar of property tax collected within their city boundaries.

Utility Users Tax (UUT) is the second largest revenue source for the General Fund, at $3.3 million. At the November 2011 local elections, the South Pasadena community voted to extend the UUT for ten years, while reducing the amount from 8% down to 7.5%.

Overall, South Pasadena continues to remain in satisfactory financial condition thanks to a relatively diverse and stable revenue base. Our core services, in spite of steady and progressive revenue losses to the State of California, have remained consistent. In prior years, it was estimated that the City of South Pasadena lost at least $2 million in General Fund property tax revenue each year resulting from property tax revenue shifts that commenced in 1992/93. With the dissolution of redevelopment agencies and the shifting of the former property tax increment back to affected taxing agencies, the City is expected to recover some of this lost revenue, though it is too soon to quantify the effects of these shifts. Taking matters into our own hands, the City has implemented the many findings of its various financial review committees, including a full allocation of costs between funds based on a professional cost recovery/fee study back in 2009. These changes have modestly maintained or improved the General Fund bottom line.

Long-term financial planning for infrastructure. Back in 2009, the City also established a long-range vision for its sewer system and water enterprise by adjusting charges for service to finance many necessary improvements. In June 2009, the City Council approved additional water and sewer rate adjustments to expedite the restoration and rehabilitation of the aging water and sewer infrastructure within the City. South Pasadena residents and business have realized double digit water and sewer rate increases annually in support of infrastructure repairs. For the last two fiscal years, the City Council has also voted to commit at least $2.0 million annually towards the rehabilitation of city streets.

Internal Controls The management of the City is responsible for establishing and maintaining an internal control structure to ensure that the assets of the City are protected from loss, theft or misuse, and to ensure that adequate account data is compiled for the preparation of financial

statements, in conformity with generally accepted accounting principles. The internal control structure is designed to provide reasonable, but not absolute assurance that these objectives are met. The concept of reasonable assurance recognizes that: (1) the cost of a control structure should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits require estimates and sound judgments by management.

Awards and Acknowledgements

The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the City of South Pasadena for its comprehensive annual financial report for the fiscal year ended June 30, 2012. The Certificate of Achievement is a prestigious national award, recognizing conformance with the highest standards for preparation of state and local government financial reports.

In order to be awarded a Certificate of Achievement, a government unit must publish an easily readable and efficiently organized comprehensive annual financial report, whose contents conform to program standards. This report must satisfy both generally accepted accounting principles and applicable legal requirements.

A Certificate of Achievement is valid for a period of one year only. The City of South Pasadena has received a Certificate of Achievement for the last 26 consecutive years (fiscal years ended 1987 through 2012). We believe our current report continues to conform to the Certificate of Achievement program requirements, and will again submit it to GFOA for award consideration.

The preparation and publication of this report is made possible through the dedication of the entire Finance Department staff, and especially from Pearl Lieu, Assistant Finance Director. This report would also not have been possible without the leadership of the City Manager, Sergio Gonzalez, and continued commitment from the City Council in conducting the financial operations and corresponding financial disclosures of the City in an open, public and transparent manner. Finally, thanks are again extended to the firm of Lance, Soll & Lunghard, who added many contributions to our internal control structure and improvements in our financial reporting.

Respectfully submitted,

David Batt
Finance Director

Government Finance Officers Association

Certificate of Achievement for Excellence in Financial Reporting

Presented to

City of South Pasadena

California

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended

June 30, 2012

Executive Director/CEO

CITY OF SOUTH PASADENA, CALIFORNIA

OFFICIALS OF THE CITY OF SOUTH PASADENA

CITY COUNCIL

Richard D. Schneider, M.D.
Mayor

Marina Khubesrian, M.D.
Mayor Pro Tempore

Michael A. Cacciotti
Council member

Robert S. Joe
Council member

Philip C. Putnam
Council member

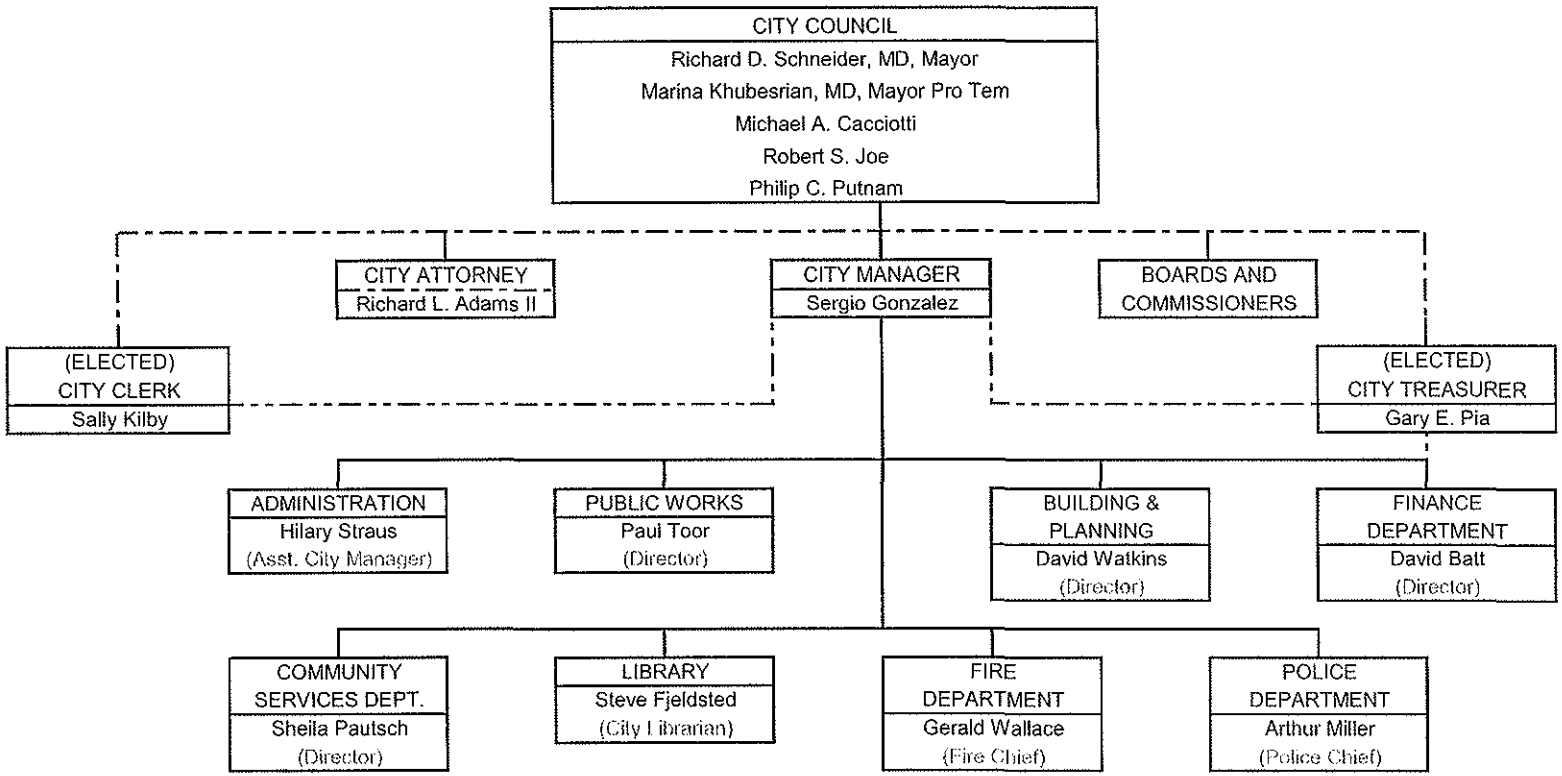
ADMINISTRATION AND DEPARTMENT HEADS

City Manager	Sergio Gonzalez
Assistant City Manager	Hilary Straus
City Clerk	Sally Kilby
City Treasurer	Gary E. Pia
Director of Finance	David Batt
Director of Public Works	Paul Toor
Director of Planning and Building	David Watkins
City Librarian	Steve Fjeldsted
Police Chief	Arthur Miller
Fire Chief	Gerald Wallace
Director of Community Services	Sheila Pautsch
City Attorney	Richard L. Adams II

CITY OF SOUTH PASADENA

ORGANIZATIONAL CHART

2012 - 2013



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LSL
CERTIFIED PUBLIC ACCOUNTANTS
vpb A Division of LSL, CPAs
vilmure, peeler & boucher

• David E. Hale, CPA, CFP • Bryan S. Gruber, CPA
• Donald G. Slater, CPA • Deborah A. Harper, CPA
• Richard K. Kikuchi, CPA • Gary A. Cates, CPA
• Susan F. Matz, CPA • Michael D. Mangold, CPA
• Shelly K. Jackley, CPA • David S. Myers, CPA

INDEPENDENT AUDITORS' REPORT

To the Honorable Mayor and Members of the City Council
City of South Pasadena, California

Report on Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of City of South Pasadena, California, (the City) as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Lance, Soll & Lunghard, LLP 203 North Brea Boulevard Suite 203 Brea, CA 92821 TEL 714.672.0022 Fax 714.672.0331 www.lslcpas.com
Orange County Temecula Valley Silicon Valley Los Angeles County

To the Honorable Mayor and Members of the City Council
City of South Pasadena, California

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of South Pasadena, California, as of June 30, 2013, and the respective changes in financial position and, where applicable, cash flows thereof and the respective budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

Change in Accounting Principle

As discussed in Note 1 to the financial statements, in 2013 the City adopted new accounting guidance, GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities*. Our opinion is not modified with respect to this matter.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The introductory section, combining and individual nonmajor fund financial statements and schedules, and statistical section are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining and individual nonmajor fund financial statements and schedules are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual nonmajor fund financial statements and schedules are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

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vpb A DIVISION OF LSL, CPAs
vrettare, preeser & boucher

To the Honorable Mayor and Members of the City Council
City of South Pasadena, California

The introductory and statistical sections have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated December 23, 2013 on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering City's internal control over financial reporting and compliance.

Lance, Soll & Lunghard, LLP

Brea, California
December 23, 2013

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Management's Discussion and Analysis

As management of the City of South Pasadena, we offer readers of the City of South Pasadena's financial statements this narrative overview and analysis of the financial activities for the fiscal year ended June 30, 2013. We encourage readers to consider the information presented here in conjunction with additional information that we have furnished in our letter of transmittal and the City's financial statements.

(A) Financial Highlights

- The assets of the City exceeded its liabilities at the close of the most recent fiscal year by $85,441,589. Of this amount, $13,695,654 may be used to meet the government's ongoing obligations to citizens and creditors.

- The City's total net position increased by $3,932,523.

- At the close of the current fiscal year, the City's governmental funds reported combined fund balances of $16,926,100 an increase of $3,464,388. Of this amount, $10,677,897 or approximately 63.1% of total fund balances are available for spending at the City's discretion (*unassigned fund balance*).

- At the end of the current fiscal year, the unassigned fund balance for the General Fund was $11,727,832, or 53.8% of the total General Fund Expenditures.

- The City's net capital assets increased $5,172,260 from the prior year.

(B) Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the City's basic financial statements, which are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-wide financial statements. The *government-wide financial statements* are designed to provide readers with a broad overview of the City's finances, in a manner similar to a private-sector business.

The *statement of net position* presents information on all of the City's assets, deferred outflows/inflows of resources, and liabilities, with the difference between these items reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City of South Pasadena is improving or deteriorating.

The *statement of activities* presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, with the use of the accrual basis of accounting, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g. uncollected taxes and earned but unused vacation leave).

Both the government-wide financial statements distinguish functions of the City that are principally supported by taxes and intergovernmental revenues (*governmental activities*) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). The governmental activities of the City include general government, public safety, public works, planning, building and safety, recreation, and debt service. The business-type activities of the City are its water, sewer, and golf course enterprises.

Fund financial statements. A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City of South Pasadena, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the City can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

Governmental funds. *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The City of South Pasadena maintains 33 individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the General Fund, which is considered to be a major fund for the purposes of this report. Data from the other 32 governmental funds are combined into a single, aggregated presentation. Individual fund data for each of these *non-major* governmental funds is provided in the form of *combining statements* elsewhere in this report.

The City of South Pasadena adopts an annual appropriated budget for its General Fund and each of its special revenue funds. A budgetary comparison statement has been provided for each governmental fund to demonstrate compliance with this budget. The budgetary comparison statement for the General Fund is located in the basic financial statements; the budgetary comparison statements for the nonmajor governmental funds are presented in the Additional Financial Information section of this report.

Proprietary funds. The City of South Pasadena maintains one type of proprietary fund, an enterprise fund. *Enterprise funds* are used to report the same functions presented as *business-type activities* in the government-wide financial statements. The City uses enterprise funds to account for its water and sewer utilities, and the municipal golf course. Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail.

Fiduciary funds. The City of South Pasadena maintains one type of fiduciary fund, a private purpose trust fund. *Fiduciary funds* are used to report assets held in a trustee or agency capacity for others and therefore cannot be used to support the government's own programs. The City uses one type of fiduciary fund, a private purpose trust fund, to account for the assets and liabilities of the former Community Redevelopment Agency.

Notes to the financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Other information. In addition to the basic financial statements and accompanying notes, this report also presents certain *required supplementary information* concerning the City's progress in funding its obligation to provide pension benefits to its employees. Required supplementary information can be found in notes to the financial statements.

The combining statements referred to earlier in connection with nonmajor governmental funds together with information are presented immediately following the notes to the financial statements.

(C) Government-wide Financial Analysis.

Net position may serve as a useful indicator of a government's financial position. In the case of the City of South Pasadena, assets exceeded liabilities by $85,441,589 at the close of the most recent fiscal year. This represents an increase of $3,932,523 or 4.8% from the prior year, driven primarily by large-scale construction projects undertaken during the current year. By far the largest portion of the City's net position, $69,417,751 or 81% reflects its investment in non-liquid capital assets (e.g. land, infrastructure, buildings, and equipment). The City uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending.

City of South Pasadena Net position
As of June 30, 2013 and 2012

	Governmental Activities		Business-Type Activities		Total	
	2013	2012	2013	2012	2013	2012
Current and other assets	$19,086,281	$18,947,227	$40,919,891	$43,770,525	$60,006,172	$62,717,752
Capital assets	62,136,898	62,444,801	26,134,497	20,654,334	88,271,395	83,099,135
Total assets	$81,223,179	$81,392,028	$67,054,388	$64,124,859	$148,277,567	$145,516,887
Long-term liabilities outstanding	$7,131,785	$8,780,045	$48,907,166	$49,422,248	$56,038,951	$59,252,174
Other liabilities	2,479,110	2,518,403	4,317,917	2,018,592	6,797,027	3,487,114
Total liabilities	$9,610,895	$11,298,448	$53,225,083	$51,440,840	$62,835,978	$62,739,288
Net position:						
Net investment in capital assets	$61,969,593	$62,226,846	$7,448,158	$4,808,013	$69,417,751	$67,034,859
Restricted	2,328,184	2,722,783	-	-	2,328,184	-
Unrestricted	7,314,507	5,143,951	6,381,147	7,876,006	13,695,654	15,742,740
Total Net position	$71,612,284	$70,093,580	$13,829,305	$12,684,019	$85,441,589	$82,777,599

The second portion of the City net position of $2,328,184 represents special revenue resources that are subject to external restrictions on how they may be used. Unrestricted net position shows a balance of $13,695,654 which is a reflection of the debt that was issued in the Water Enterprise Fund for capital improvements.

The City's governmental current assets increased by $139,054, and capital assets decreased by $307,903 as several capital projects completed in prior years begin to depreciate. The City's business-type current assets decreased by $2,850,634, due to debt service payments for the 2009 PFA Water Bonds; capital assets show a corresponding increase of $5,480,163. The City reported a net increase of $5,172,260 in capital assets, due to increased spending on the reservoir construction projects.

The City's governmental restricted assets decreased by $394,599 due to increased spending of grants expenditures. The City's business-type total net position increased by $1,145,286 due an increase in capital spending on construction projects.

City of South Pasadena Changes in Net position
As of June 30, 2013 and 2012

	Gov Activities	Gov Activities	Bus-Type Activities	Bus-Type Activities	Total	Total
	2013	2012	2013	2012	2013	2012
Program revenues:						
Charges for services	$4,359,332	$4,813,748	$10,233,374	$9,054,998	$14,592,706	$13,868,746
Operating contributions and grants	1,706,217	1,657,557	-	-	1,706,217	1,657,557
Capital contributions and grants	93,947	1,415,306	-	-	-	1,415,306
General revenues:						
Property taxes	11,074,604	10,557,651	-	-	11,074,604	10,557,651
Other taxes	7,747,702	8,252,408	-	-	7,747,702	8,252,408
Intergovernmental	10,980	13,267	-	-	10,980	13,267
Use of Money & Property	446,167	381,165	38,006	45,652	484,173	426,817
Other	221,658	104,245	5,972	10,901	227,630	115,146
Extraordinary items	-	(442,708)	-	-	-	(442,708)
Total revenues	$25,660,607	$26,752,639	$10,277,352	$9,111,551	$35,937,959	$35,864,190
Expenses:						
General government	$4,152,804	$7,449,632	$ -	$ -	$4,152,804	$7,449,632
Public safety	11,217,279	11,596,854	-	-	11,217,279	11,596,854
Public works	4,758,677	5,306,742	-	-	4,758,677	5,306,742
Community Services	3,101,910	3,052,840	-	-	3,101,910	3,052,840
Community Development	902,945	948,777	-	-	902,945	948,777
Interest on long-term debt	8,288	47,185	-	-	8,288	47,185
Water	-	-	6,135,803	4,598,754	6,135,803	4,598,754
Sewer	-	-	838,800	1,104,098	838,800	1,104,098
Golf Course	-	-	888,930	985,611	888,930	985,611
Total expenses	$24,141,903	$28,402,030	$7,863,533	$6,688,463	$32,005,436	$35,090,493
Increase in net position	$1,518,704	($1,649,391)	$2,413,819	$2,423,088	$3,932,523	$773,697
Net position - July 1, 2012	70,093,580	71,742,971	12,684,019	10,260,931	82,777,599	82,003,902
Restatement of Net position	-	-	(1,268,533)	-	(1,268,533)	-
Net position - June 30, 2013	$71,612,284	$70,093,580	$13,829,305	$12,684,019	$85,441,589	$82,777,599

Governmental Activities

Governmental activities net position increased by $1,518,704. Key elements of the change in governmental activities net position are as follows:

- Total taxes from governmental activities, increased by $12,247 (0.1%) from the prior year.
- Property taxes are levied based on assessed values, although increases in the assessed values of properties with no change in ownership are generally limited to 2% annually. Property taxes increased by $515,953 (4.9%).
- Program revenues decreased by $1,727,115 (23.1%) primarily as a result of a decrease in capital grant funding.

- Investment earnings increased by $65,002 (17.1%) during the year. This was primarily a result of reallocation of investments and increase in yields.

- Governmental activities expense decreased by $4,260,127 (15%) during FY 2013 is a result of a one-time recording in the prior year to record the deposit payable to the California Joint Powers Insurance Authority (CJPIA) for the City's general liability and workers' compensation coverage. In addition, the Successor Agency to the South Pasadena Community Redevelopment Agency returned a total of $955,824 in accumulated tax increment to the Los Angeles County Auditor-Controller.

Business-type Activities

The City's proprietary funds (or enterprise funds) provide the same type of information found in the government-wide financial statements, but offers more detail in the form of a statement of cash flows. Unrestricted net position of the fund at the end of the year show 6,381,147. Total net position for these funds were $13,829,305 an increase of $1,145,286 (9%) over the prior year, due to increases in the water and sewer charges and the completion of utility infrastructure projects.

(D) Financial Analysis of the City's Funds

As noted earlier, the City uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds

The focus of the City's governmental funds is to provide information on near-term inflows and outflows and balances of spendable resources. Such information is useful in assessing the City's financing requirements. In particular, the unreserved fund balance may serve as a useful measure of the City's net resources available for spending at the end of the fiscal year.

At the end of the current fiscal year, the City's governmental funds reported combined ending fund balances of $16,926,100 an increase of $3,464,388 from the prior year. Approximately 63.1% of fund balances constitute the unassigned fund balance, which is available for spending at the City's discretion. The remainder of the fund balance is either restricted for projects undertaken in the Special Revenue Funds (13.8%), committed by City Council action for specific purposes (16.1%), or represents net position that are nonspendable resources (7.0%).

The General Fund is the chief operating fund of the City. At the end of the current fiscal year, the unassigned fund balance of the General Fund was $11,727,832, while the total fund balance reached $15,068,404. As a measure of the General Fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total fund expenditures. The unassigned fund balance represents 53.8% of General Fund expenditures, while the total fund balance represents 69.2% of that same amount.

The fund balance of the City's General Fund increased by $313,945 during the current fiscal year. This represents an increase of 2.1% in fund balance from FY 2013. Key factors in this increase are as follows:

- Tax revenues increased $989,622 or 5.8%. The majority of tax revenues is reported in and benefits General Fund activities. The nature of the taxes and the reasons for the change in these revenue sources is the same as described earlier for governmental activities.

- Expenditures increased by $639,115 or 3% over the prior year, this was due primarily to a one-time payment of $1.4 million to CJPIA, which was offset by a decline of $285,225 in capital outlay expenses. Several street construction projects were completed in the prior year.

Other governmental funds' fund balances increase $3,150,443 (243.7%) from FY 2012. This was due primarily to a one-time recording of $2,277,708 extraordinary loss on the dissolution of the redevelopment agency in the prior year.

General Fund Budgetary Highlights

The City adopts annual appropriated operating budgets for its governmental funds (General Fund, special revenue and capital projects funds) and reports the results of operations on a budgetary comparison basis. The City also uses annual financial plans as a management tool for its enterprise funds, although the City does not report the results of these funds on a budgetary comparison basis.

In preparing its budgets, the City attempts to estimate its revenues using realistic, but conservative, methods so as to budget its expenditure appropriations and activities in a prudent manner. As a result, the City Council adopts budget adjustments during the course of the fiscal year to reflect both changed priorities and availability of additional revenues if available to allow for expansion of existing programs. During the course of the year, the City Council amended the originally adopted budget for various additional programs.

The General Fund reflected a net total favorable budget variance of $2,563,239 when comparing actual amounts to the final budget for the current fiscal year. This budget variance reflects a favorable variance in revenues of $1,345,664 and a favorable variance in total expenditures of $1,217,575. The only significant budgetary variance between the final amended budget and actual results was in the areas of taxes and capital outlay.

Capital Asset and Debt Administration

Capital assets. The City's investment in capital assets for its governmental activities and business-type activities as of June 30, 2013, amounts to $62,136,898 and $26,134,497 (net of accumulated depreciation), respectively. This investment in capital assets includes land, buildings, park improvements, roadways, vehicles, computer equipment, furniture, other equipment, and construction in progress.

Additional information on the City's capital assets can be found in Note 4 in the Notes to Financial Statements section of this report.

Long-term debt. At the end of the current fiscal year, the City of South Pasadena had total debt outstanding related to governmental activities of $7,878,849.

City of South Pasadena Long-Term Debt

	Governmental Activities	
	2013	2012
Employee compensated absences	$ 700,660	$ 767,126
Capital Leases	167,305	217,955
2000 Tax Allocation Bonds	-	-
Gen. Liability Deposit Payable	-	1,958,598
Net OPEB Liability	7,010,884	6,581,313
Total	$7,878,849	$9,524,992

The City's long-term debt decreased during the current fiscal year primarily due to the payment of the General Liability Retrospective Deposit Payable to the California Joint Powers Insurance Authority.

Proprietary Fund Long-Term Debt

	Business-Type Activities	
	2013	2012
2004 Water Revenue Bonds	$ -	$ 7,265,000
2009 Water Revenue Bonds	43,405,000	43,405,000
2013 Water Revenue Bonds	6,995,000	-
Compensated Absences	38,943	53,264
Unamortized Bond Premium (2004)	-	10,661
Unamortized Bond Discount (2009)	(969,798)	(1,006,743)
Unamortized Bond Premium (2013)	457,256	-
Total	$49,926,401	$49,727,182

Proprietary fund long-term debt increased $199,219 during the current fiscal year due to debt service payments on the refinance of the 2004 Water Revenue Bonds. Further details on long-term debt can be found in Note 7 in the Notes to Financials Statements section of this report.

Economic Factors and Next Year's Budget

- There exists regional concern over housing values. This concern notwithstanding, South Pasadena's assessed property values and property tax collections remain stable. Assessed valuation increases of 4.6% and 3.1% have been realized in FY 2013 and FY 2012, respectively. Property tax revenue (43.1% of City-wide revenues for governmental activities) remains the primary foundation of general fund revenues.

- Increases in the contributions toward employee pensions through the California Public Employees Retirement System (PERS) as well as the increasing unfunded liability for Other Post-Employment Benefits remain serious concerns. In order to begin addressing these issues, the South Pasadena City Council has already committed $1,000,000 of the General Fund balance towards funding retiree benefits.

- Sales taxes generally are a direct reflection of the general economy. The City has a mature tax base, with no big box stores or car dealerships, etc. Sales taxes are expected to increase showing signs the City is emerging from the recession and moving back towards pre-recession levels of sales volumes.

During the 2013 fiscal year, unassigned fund balance in the General Fund remained substantial at $11,727,832. For the 2014 fiscal year, General Fund expenditures are expected to exceed General Fund revenues by $1,003,446 for street improvements projects. The fiscal year 2014 Budget also includes funding for much-needed capital improvements to the City's streets, sewer and water systems, the latter being funded with proceeds from the 2009 Water Revenue Bond issue. It remains the intention of City management not to use any other available fund balance reserves for purposes of meeting costs of operations.

Requests for Information

This financial report is designed to provide a general overview of the financial position of the City of South Pasadena for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be directed to David Batt, Finance Director, dbatt@southpasadenaca.gov, 626.403.7252, or by U.S. mail: Finance Department, 1414 Mission Street, South Pasadena, CA, 91030.

CITY OF SOUTH PASADENA

STATEMENT OF NET POSITION
JUNE 30, 2013

	Primary Government		
	Governmental Activities	Business-Type Activities	Total
Assets:			
Cash and investments	$ 15,593,724	$ 9,620,698	$ 25,214,422
Receivables:			
Accounts	276,901	1,073,649	1,350,550
Taxes	1,077,438	-	1,077,438
Notes and loans	250,000	-	250,000
Accrued interest	6,611	3,653	10,264
Internal balances	1,160,000	(1,160,000)	-
Due from other governments	328,808	-	328,808
Inventories	199,091	180,772	379,863
Restricted assets:			
Cash with fiscal agent	-	31,201,119	31,201,119
Retrospective deposit refund	193,708	-	193,708
Capital assets not being depreciated	6,958,039	19,180,147	26,138,186
Capital assets, net of depreciation	55,178,859	6,954,350	62,133,209
Total Assets	**81,223,179**	**67,054,388**	**148,277,567**
Liabilities:			
Accounts payable	738,821	2,642,711	3,381,532
Accrued liabilities	513,633	58,993	572,626
Accrued interest	7,819	513,661	521,480
Deposits payable	471,773	83,317	555,090
Noncurrent liabilities:			
Due within one year	747,064	1,019,235	1,766,299
Due in more than one year	7,131,785	48,907,166	56,038,951
Total Liabilities	**9,610,895**	**53,225,083**	**62,835,978**
Net Position:			
Net investment in capital assets	61,969,593	7,448,158	69,417,751
Restricted for:			
Community development projects	34,866	-	34,866
Public safety	122,191	-	122,191
Community services	306,388	-	306,388
Capital projects	1,864,739	-	1,864,739
Unrestricted	7,314,507	6,381,147	13,695,654
Total Net Position	**$ 71,612,284**	**$ 13,829,305**	**$ 85,441,589**

CITY OF SOUTH PASADENA

STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2013

		Program Revenues		
	Expenses	Charges for Services	Operating Contributions and Grants	Capital Contributions and Grants
Functions/Programs				
Primary Government:				
Governmental Activities:				
General government	$ 4,152,804	$ 1,005,393	$ 32,872	$ -
Public safety	11,217,279	868,577	775,610	-
Community development	902,945	576,063	610,355	-
Community services	3,101,910	805,635	31,854	-
Public works	4,758,677	1,103,664	255,526	93,947
Interest on long-term debt	8,288	-	-	-
Total Governmental Activities	**24,141,903**	**4,359,332**	**1,706,217**	**93,947**
Business-Type Activities:				
Water	6,135,803	8,022,705	-	-
Sewer	838,800	1,127,843	-	-
Arroyo Seco Golf Course	888,930	1,082,826	-	-
Total Business-Type Activities	**7,863,533**	**10,233,374**	**-**	**-**
Total Primary Government	**$ 32,005,436**	**$ 14,592,706**	**$ 1,706,217**	**$ 93,947**

General Revenues:
Taxes:
Property taxes, levied for general purpose
Sales taxes
Franchise taxes
Business licenses taxes
Utility users tax
Other taxes
Motor vehicle in lieu - unrestricted
Use of money and property
Other

Total General Revenues

Change in Net Position

Net Position at Beginning of Year

Restatement of Net Position

Net Position at End of Year

See Notes to Financial Statements

Net (Expenses) Revenues and Changes in Net Position		
Primary Government		
Governmental Activities	Business-Type Activities	Total
$ (3,114,539)	$ -	$ (3,114,539)
(9,573,092)	-	(9,573,092)
283,473	-	283,473
(2,264,421)	-	(2,264,421)
(3,305,540)	-	(3,305,540)
(8,288)	-	(8,288)
(17,982,407)	**-**	**(17,982,407)**
-	1,886,902	1,886,902
-	289,043	289,043
-	193,896	193,896
-	**2,369,841**	**2,369,841**
(17,982,407)	**2,369,841**	**(15,612,566)**
11,074,604	-	11,074,604
2,481,560	-	2,481,560
810,642	-	810,642
363,437	-	363,437
3,562,215	-	3,562,215
529,848	-	529,848
10,980	-	10,980
446,167	38,006	484,173
221,658	5,972	227,630
19,501,111	**43,978**	**19,545,089**
1,518,704	2,413,819	3,932,523
70,093,580	12,684,019	82,777,599
-	(1,268,533)	(1,268,533)
$ 71,612,284	**$ 13,829,305**	**$ 85,441,589**

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CITY OF SOUTH PASADENA

BALANCE SHEET
GOVERNMENTAL FUNDS
JUNE 30, 2013

	General	Other Governmental Funds	Total Governmental Funds
Assets:			
Pooled cash and investments	$ 12,592,821	$ 3,000,903	$ 15,593,724
Receivables:			
Accounts	244,613	32,288	276,901
Taxes	1,077,438	-	1,077,438
Notes and loans	250,000	-	250,000
Accrued interest	5,870	741	6,611
Due from other governments	69,796	259,012	328,808
Due from other funds	1,583,465	-	1,583,465
Advances to other funds	750,000	-	750,000
Inventories	199,091	-	199,091
Retrospective deposit refund	193,708	-	193,708
Total Assets	**$ 16,966,802**	**$ 3,292,944**	**$ 20,259,746**
Liabilities, Deferred inflows of Resources, and Fund Balances:			
Liabilities:			
Accounts payable	$ 570,475	$ 168,346	$ 738,821
Accrued liabilities	483,444	30,189	513,633
Deposits payable	471,044	729	471,773
Due to other funds	-	1,173,465	1,173,465
Total Liabilities	**1,524,963**	**1,372,729**	**2,897,692**
Deferred inflows of resources:			
Unavailable revenues	373,435	62,519	435,954
Total Deferred inflows of Resources	**373,435**	**62,519**	**435,954**
Fund Balances:			
Nonspendable:			
Inventories	199,091	-	199,091
Notes and loans	250,000	-	250,000
Advances to other funds	750,000	-	750,000
Restricted for:			
Community development projects	-	34,866	34,866
Public safety	-	122,191	122,191
Community services	-	306,388	306,388
Public works	-	1,362,132	1,362,132
Capital Projects	-	502,607	502,607
Committed to:			
Capital Projects	-	579,447	579,447
Arroyo Golf Course Facility	153,481	-	153,481
Equipment Replacement	32,000	-	32,000
Legal Reserve	255,000	-	255,000
Renewable Energy Sources	250,000	-	250,000
Retiree Medical Benefits	500,000	-	500,000
Retiree Pension Benefits	500,000	-	500,000
Self Insurance	401,000	-	401,000
Community Center Reserve	50,000	-	50,000
Unassigned	11,727,832	(1,049,935)	10,677,897
Total Fund Balances	**15,068,404**	**1,857,696**	**16,926,100**
Total Liabilities, deferred inflows of resources, and Fund Balances	**$ 16,966,802**	**$ 3,292,944**	**$ 20,259,746**

CITY OF SOUTH PASADENA

RECONCILIATION OF THE BALANCE SHEET OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF NET POSITION
JUNE 30, 2013

Fund balances of governmental funds		$ 16,926,100
Amounts reported for governmental activities in the statement of net position are different because:		
Capital assets net of depreciation have not been included as financial resources in governmental fund activity.		62,136,898
Long-term debt and compensated absences that have not been included in the governmental fund activity:		
Capital lease payable	$ (167,305)	
Compensated Absences	(700,660)	(867,965)
Governmental funds report all OPEB contributions as expenditures, however in the statement of net position any excesses or deficiencies in contributions in relation to the Annual Required Contribution (ARC) are recorded as a asset or liability.		(7,010,884)
Accrued interest payable for the current portion of interest due on Bonds has not been reported in the governmental funds.		(7,819)
Revenues reported as unavailable revenue in the governmental funds and recognized in the statement of activities. These are included in the intergovernmental revenues in the governmental fund activity.		435,954
Net Position of governmental activities		**$ 71,612,284**

CITY OF SOUTH PASADENA

STATEMENT OF REVENUES,
EXPENDITURES AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
YEAR ENDED JUNE 30, 2013

	General	Other Governmental Funds	Total Governmental Funds
Revenues:			
Taxes	$ 18,033,197	$ 1,133,115	$ 19,166,312
Assessments	-	905,459	905,459
Licenses and permits	948,758	63,995	1,012,753
Intergovernmental	655,358	3,634,904	4,290,262
Charges for services	2,209,944	60,793	2,270,737
Use of money and property	438,525	7,642	446,167
Fines and forfeitures	523,629	-	523,629
Contributions	-	17,970	17,970
Miscellaneous	267,000	46,612	313,612
Total Revenues	**23,076,411**	**5,870,490**	**28,946,901**
Expenditures:			
Current:			
General government	5,277,750	373,258	5,651,008
Public safety	10,802,266	165,945	10,968,211
Community development	898,709	-	898,709
Community services	2,388,448	565,363	2,953,811
Public works	1,350,610	1,570,526	2,921,136
Capital outlay	1,001,025	1,027,305	2,028,330
Debt service:			
Principal retirement	50,650	-	50,650
Interest and fiscal charges	10,658	-	10,658
Total Expenditures	**21,780,116**	**3,702,397**	**25,482,513**
Excess (Deficiency) of Revenues Over (Under) Expenditures	1,296,295	2,168,093	3,464,388
Other Financing Sources (Uses):			
Transfers in	1,712	1,174,664	1,176,376
Transfers out	(984,062)	(192,314)	(1,176,376)
Total Other Financing Sources (Uses)	**(982,350)**	**982,350**	**-**
Net Change in Fund Balances	313,945	3,150,443	3,464,388
Fund Balances, Beginning of Year	14,754,459	(1,292,747)	13,461,712
Fund Balances, End of Year	**$ 15,068,404**	**$ 1,857,696**	**$ 16,926,100**

CITY OF SOUTH PASADENA

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2013

Net change in fund balances - total governmental funds		$ 3,464,388
Amounts reported for governmental activities in the statement of activities are different because:		
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the costs of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlays exceeded depreciation in the current period.		
Capital outlay	$ 2,031,515	
Depreciation	(2,339,418)	(307,903)
Repayment of bond principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net position.		
Lease Payments	50,650	
General liability retrospective deposit payable	1,958,598	2,009,248
Accrued interest for long-term liabilities. This is the net change in accrued interest for the current period.		2,370
Compensated absences expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.		66,466
Governmental funds report all contributions in relation to the annual required contribution (ARC) for OPEB as expenditures, however in the statement of activities only the ARC is an expense.		(429,571)
Revenues reported as unavailable revenue in the governmental funds and recognized in the statement of activities. These are included in the intergovernmental revenues in the governmental fund activity.		(3,286,294)
Change in net position of governmental activities		**$ 1,518,704**

CITY OF SOUTH PASADENA

BUDGETARY COMPARISON STATEMENT BY DEPARTMENT
GENERAL FUND
YEAR ENDED JUNE 30, 2013

	Budget Amounts		Actual	Variance with Final Budget Positive
	Original	Final	Amounts	(Negative)
Budgetary Fund Balance, July 1	$ 14,754,459	$ 14,754,459	$ 14,754,459	$ -
Resources (Inflows):				
Taxes	16,835,000	16,835,000	18,033,197	1,198,197
Licenses and permits	915,200	915,200	948,758	33,558
Intergovernmental	571,689	571,689	655,358	83,669
Charges for services	2,044,450	2,044,450	2,209,944	165,494
Use of money and property	401,120	401,120	438,525	37,405
Fines and forfeitures	505,000	505,000	523,629	18,629
Miscellaneous	360,000	360,000	267,000	(93,000)
Transfers in	100,000	100,000	1,712	(98,288)
Amounts Available for Appropriation	**36,486,918**	**36,486,918**	**37,832,582**	**1,345,664**
Charges to Appropriation (Outflow):				
General government				
City council	54,481	54,481	43,375	11,106
City clerk	389,387	389,387	283,674	105,713
Elections	650	650	311	339
City manager	895,980	895,980	878,792	17,188
Personnel	125,400	125,400	287,113	(161,713)
Transportation planning	272,000	272,000	110,202	161,798
Legal services	235,000	235,000	314,304	(79,304)
Finance	434,939	434,939	383,461	51,478
City treasurer	8,722	8,722	9,201	(479)
Information services	195,500	195,500	262,354	(66,854)
Non-departmental	1,602,589	3,023,854	2,704,963	318,891
Public safety				
Police	6,777,355	6,777,355	6,963,841	(186,486)
Fire	4,017,814	4,017,814	3,838,425	179,389
Community development				
Community development	937,848	937,848	898,709	39,139
Community services				
Library	1,525,231	1,525,231	1,436,925	88,306
Senior center	231,856	231,856	249,373	(17,517)
Recreation	210,808	210,808	195,176	15,632
After-school day care	483,530	483,530	506,974	(23,444)
Public works				
Public works administration	473,332	510,364	260,746	249,618
Environmental services	153,688	153,688	75,613	78,075
Park maintenance	434,480	461,840	390,490	71,350
Facilities maintenance	633,373	633,373	623,761	9,612
Capital outlay	1,601,000	1,669,133	1,001,025	668,108
Debt service:				-
Principal retirement	61,000	61,000	50,650	10,350
Interest and fiscal charges	-	-	10,658	(10,658)
Transfers out	672,000	672,000	984,062	(312,062)
Total Charges to Appropriations	**22,427,963**	**23,981,753**	**22,764,178**	**1,217,575**
Budgetary Fund Balance, June 30	**$ 14,058,955**	**$ 12,505,165**	**$ 15,068,404**	**$ 2,563,239**

CITY OF SOUTH PASADENA

STATEMENT OF NET POSITION
PROPRIETARY FUNDS
JUNE 30, 2013

	Business-Type Activities - Enterprise Funds		
	Water	Other Enterprise Funds	Totals
Assets:			
Current:			
Cash and investments	$ 8,644,730	$ 975,968	$ 9,620,698
Receivables:			
Accounts	1,049,024	24,625	1,073,649
Accrued interest	3,435	218	3,653
Inventories	180,772	-	180,772
Restricted:			
Cash with fiscal agent	31,201,119	-	31,201,119
Total Current Assets	**41,079,080**	**1,000,811**	**42,079,891**
Noncurrent:			
Capital assets - net of accumulated depreciation	23,670,018	2,464,479	26,134,497
Total Noncurrent Assets	**23,670,018**	**2,464,479**	**26,134,497**
Total Assets	**$ 64,749,098**	**$ 3,465,290**	**$ 68,214,388**
Liabilities and Net Position:			
Liabilities:			
Current:			
Accounts payable	$ 2,595,111	$ 47,600	$ 2,642,711
Accrued liabilities	48,567	10,426	58,993
Accrued interest	511,425	2,236	513,661
Deposits payable	83,317	-	83,317
Due to other funds	-	410,000	410,000
Accrued compensated absences	24,235	-	24,235
Bonds payable	995,000	-	995,000
Total Current Liabilities	**4,257,655**	**470,262**	**4,727,917**
Noncurrent:			
Advances from other funds	-	750,000	750,000
Accrued compensated absences	8,617	6,091	14,708
Bonds payable	48,892,458	-	48,892,458
Total Noncurrent Liabilities	**48,901,075**	**756,091**	**49,657,166**
Total Liabilities	**53,158,730**	**1,226,353**	**54,385,083**
Net Position:			
Net investment in capital assets	4,983,679	2,464,479	7,448,158
Unrestricted	6,606,689	(225,542)	6,381,147
Total Net Position	**11,590,368**	**2,238,937**	**13,829,305**
Total Liabilities and Net Position	**$ 64,749,098**	**$ 3,465,290**	**$ 68,214,388**

CITY OF SOUTH PASADENA

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION PROPRIETARY FUNDS YEAR ENDED JUNE 30, 2013

	Business-Type Activities - Enterprise Funds		
	Water	Other Enterprise Funds	Totals
Operating Revenues:			
Sales and service charges	$ 8,022,705	$ 2,210,669	$ 10,233,374
Miscellaneous	5,972	-	5,972
Total Operating Revenues	8,028,677	2,210,669	10,239,346
Operating Expenses:			
Administration and general	787,893	1,211,939	1,999,832
Pumping	1,217,271	-	1,217,271
Transmission/collection	3,504,511	-	3,504,511
Treatment	-	436,394	436,394
Depreciation expense	125,171	77,161	202,332
Total Operating Expenses	5,634,846	1,725,494	7,360,340
Operating Income (Loss)	2,393,831	485,175	2,879,006
Nonoperating Revenues (Expenses):			
Interest revenue	35,617	2,389	38,006
Interest expense	(500,957)	(2,236)	(503,193)
Total Nonoperating Revenues (Expenses)	(465,340)	153	(465,187)
Changes in Net Position	1,928,491	485,328	2,413,819
Net Position:			
Beginning of Year, as previously reported	10,930,410	1,753,609	12,684,019
Restatements	(1,268,533)	-	(1,268,533)
Beginning of Fiscal Year, as restated	9,661,877	1,753,609	11,415,486
End of Fiscal Year	$ 11,590,368	$ 2,238,937	$ 13,829,305

CITY OF SOUTH PASADENA

STATEMENT OF CASH FLOWS
PROPRIETARY FUNDS
YEAR ENDED JUNE 30, 2013

	Business-Type Activities - Enterprise Funds		
	Water	Other Enterprise Funds	Totals
Cash Flows from Operating Activities:			
Cash received from customers and users	$ 7,929,213	$ 2,203,824	$ 10,133,037
Cash paid to suppliers for goods and services	(3,088,100)	(410,848)	(3,498,948)
Cash paid to employees for services	(803,606)	(1,211,355)	(2,014,961)
Cash received from (payments to) others	5,972	-	5,972
Net Cash Provided by Operating Activities	4,043,479	581,621	4,625,100
Cash Flows from Capital and Related Financing Activities:			
Proceeds from capital debt	7,478,540	-	7,478,540
Acquisition and construction of capital assets	(4,865,956)	(816,539)	(5,682,495)
Principal paid on capital debt	(7,265,000)	-	(7,265,000)
Interest paid on capital debt	(593,732)	-	(593,732)
Advance from other funds	-	750,000	750,000
Net Cash Used for Capital and Related Financing Activities	(5,246,148)	(66,539)	(5,312,687)
Cash Flows from Investing Activities:			
Interest received	35,905	2,288	38,193
Net Cash Provided by Investing Activities	35,905	2,288	38,193
Net Increase (Decrease) in Cash and Cash Equivalents	(1,166,764)	517,370	(649,394)
Cash and Cash Equivalents at Beginning of Year	41,012,613	458,598	41,471,211
Cash and Cash Equivalents at End of Year	$ 39,845,849	$ 975,968	$ 40,821,817
Reconciliation of Operating Income to Net Cash Provided (Used) by Operating Activities:			
Operating income	$ 2,393,831	$ 485,175	$ 2,879,006
Adjustments to reconcile operating income net cash provided by operating activities:			
Depreciation	125,171	77,161	202,332
(Increase) decrease in accounts receivable	(189,890)	(6,845)	(196,735)
(Increase) decrease in prepaid expense	-	8,000	8,000
(Increase) decrease in inventories	71,255	-	71,255
Increase (decrease) in accounts payable	1,632,063	17,546	1,649,609
Increase (decrease) in accrued liabilities	1,619	(808)	811
Increase (decrease) in deposits payable	25,143	-	25,143
Increase (decrease) in compensated absences	(15,713)	1,392	(14,321)
Total Adjustments	1,649,648	96,446	1,746,094
Net Cash Provided by Operating Activities	$ 4,043,479	$ 581,621	$ 4,625,100

CITY OF SOUTH PASADENA

STATEMENT OF FIDUCIARY NET POSITION
FIDUCIARY FUNDS
JUNE 30, 2013

	Private-Purpose Trust Fund
	Successor Agency of the Former RDA
Assets:	
Pooled cash and investments	$ 103,807
Receivables:	
Accrued interest	551
Restricted assets:	
Cash and investments	901,436
Cash and investments with fiscal agents	199,587
Total Assets	**1,205,381**
Liabilities:	
Accounts payable	5,209
Accrued liabilities	5,720
Accrued interest	15,949
Deposits payable	1,500
Long-term liabilities:	
Due in one year	100,000
Due in more than one year	1,550,000
Total Liabilities	**1,678,378**
Net Position:	
Held in trust for other purposes	(472,997)
Total Net Position	**$ (472,997)**

CITY OF SOUTH PASADENA

STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
FIDUCIARY FUNDS
YEAR ENDED JUNE 30, 2013

	Private-Purpose Trust Fund
	Successor Agency of the Former RDA
Additions:	
Taxes	$ 425,953
Interest and change in fair value of investments	20,636
Total Additions	**446,589**
Deductions:	
Benefits	44,054
Administrative expenses	178,428
Contractual services	130,306
Interest expense	102,271
Reimbursement of prior taxes to County	955,824
Total Deductions	**1,410,883**
Changes in Net Position	**(964,294)**
Net Position - Beginning of the Year	491,297
Net Position - End of the Year	**$ (472,997)**

I. SIGNIFICANT ACCOUNTING POLICIES

Note 1: Summary of Significant Accounting Policies

a. Description of the Reporting Entity

As required by accounting principles generally accepted in the United States of America, these financial statements present the City of South Pasadena, California (the City) and its component units, entities for which the City is considered financially accountable. Blended component units, although legally separate entities, are, in substance, part of the Government's operation, so data from these units are combined herein. The criteria used in determining the scope of the reporting entity is based on the provisions of GASB Statement No. 14 as amended by Statement 39 and 61 and were as follows:

1. The members of the City Council also act as the governing body of the City of South Pasadena Housing Authority (the Authority).

2. The Authority is managed by employees of the City.

3. The Authority is financially interdependent with the City.

The City of South Pasadena was incorporated on March 2, 1888, under the general laws of the State of California. The City provides a full range of municipal services, including public safety (police and fire), streets, sanitation, refuse collection, sewer, water, parks and recreation, public improvements, planning and zoning, housing and community development, and general administrative and support services.

Blended Component Units

City of South Pasadena Housing Authority - The Authority was established pursuant to California Housing Authorities Law (Health and Safety Code Sections 34200 et seq.) on April 6, 2011. The purpose of the Housing Authority is to provide safe and sanitary housing opportunities for South Pasadena residents. Although the Housing Authority is legally separate, it is reported as if it were part of the City because the City Council also serves as the governing board of the Housing Authority. Separate financial statements of the Housing Authority are not prepared. Additionally, the Housing Authority took over the housing activities from the former Community Redevelopment Agency due to its dissolution on January 31, 2012.

b. Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e. the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the primary government and its component units. For the most part, the effect of interfund activity has been removed from these statements. All fiduciary activities are reported only in the fund financial statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include: 1) charges to customers or applicants who purchase, use or directly benefit from

Note 1: Summary of Significant Accounting Policies (Continued)

goods, services or privileges provided by a given function or segment, and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

c. Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments are recorded only when payment is due.

Property taxes, franchise taxes, licenses and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Only the portion of special assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period. All other revenue items are considered to be measurable and available only when cash is received by the government.

The proprietary and private-purpose trust funds are reported using the economic resources measurement focus and the accrual basis of accounting.

The City reports the following major governmental fund:

The General Fund is the City's primary operating fund. It accounts for all financial resources of the general government except those required to be accounted for in another fund.

The City reports the following major proprietary fund:

The Water Fund is used to account for the construction, operation and maintenance of the City-owned water system.

Note 1: Summary of Significant Accounting Policies (Continued)

Additionally, the City reports the following fund types:

The Private Purpose Trust Fund accounts for the assets and liabilities of the former community redevelopment agency and its allocated revenue to pay estimated installment payments of enforceable obligations until obligations of the former community redevelopment agency are paid in full and assets have been liquidated. Please refer to Note 12 for more information.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are charges between the government's proprietary funds function and various other functions of the government. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

Amounts reported as program revenues include: 1) charges to customers or applicants for goods, services or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the Enterprise Funds are charges to customers for sales and services. Operating expenses for Enterprise Funds include the cost of sales and services, administrative expenses and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

When both restricted and unrestricted resources are available for use, it is the government's policy to use restricted resources first, then unrestricted resources as they are needed.

d. Assets, Deferred outflows, Liabilities, Deferred inflows and Net Position or Equity

Deposits and Investments

The City's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of acquisition. For financial statement presentation purposes, cash and cash equivalents are shown as both restricted and unrestricted cash and investments in the Governmental and Proprietary Funds.

Investments for the City, as well as for its component units, are reported at fair value. The City's policy is generally to hold investments until maturity or until market values equal or exceed cost. The State Treasurer's Investment Pool operates in accordance with appropriate state laws and regulations. The reported value of the pool is the same as the fair value of the pool shares.

Note 1: Summary of Significant Accounting Policies (Continued)

Receivables and Payables

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due to/from other funds" (i.e., the current portion of interfund loans), or "advances to/from other funds" (i.e., the non-current portion of interfund loans). All other outstanding balances between funds are reported as "due to/from other funds." Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as "internal balances."

All trade and property tax receivables are shown net of an allowance for uncollectibles.

Property tax revenue is recognized in the fiscal year for which the taxes have been levied providing they become available. Available means then due, or past due and receivable within the current period and collected within the current period or expected to be collected soon enough thereafter (not to exceed 60 days) to be used to pay liabilities of the current period. The County of Los Angeles collects property taxes for the City. Tax liens attach annually as of 12:01 A.M. on the first day in January proceeding the fiscal year for which the taxes are levied. The tax levy covers the fiscal period July 1 to June 30. All secured personal property taxes and one-half of the taxes on real property are due November 1; the second installment is due February 1. All taxes are delinquent, if unpaid, on December 10 and April 10, respectively. Unsecured personal property taxes become due on the first of March each year and are delinquent on August 31.

Functional Classifications

Expenditures of the Governmental Funds are classified by function. Functional classifications are defined as follows:

General Government includes legislative activities which have a primary objective of providing legal and policy guidelines for the City. Also included in this classification are those activities which provide management or support services across more than one functional area.

Public Safety includes those activities which involve the protection of people and property.

Community Development includes those activities which involve the enhancing of the general quality of life.

Community Services includes activities such as administering the Senior Center, recreation classes and special events committees.

Public Works includes those activities that involve the maintenance and improvement of City streets, roads and park department development and maintenance.

Debt Service includes those activities that account for the payment of long-term debt principal, interest and fiscal charges.

Note 1: Summary of Significant Accounting Policies (Continued)

Inventories

Inventory consisting primarily of materials and supplies is held by the Water Enterprise Fund. Such goods are valued using the average-cost method applied on a first-in, first-out (FIFO) basis. Inventories reported in the City's General Fund are charged to inventories when purchased and treated as an expenditure when issued.

Restricted Assets

Certain proceeds of debt issues, as well as certain resources set aside for their repayment, are classified as restricted assets on the balance sheet because their use is limited by applicable bond covenants. In addition, funds have been restricted for future capital improvements by City resolution.

Capital Assets

Capital assets, which include property, plant, equipment and infrastructure assets (e.g., roads, bridges, sidewalks and similar items), are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the City as assets with an initial, individual cost of more than $5,000 for non-infrastructure assets and $25,000 for infrastructure assets (amount not rounded). Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

In accordance with GASB Statement No. 34, the City has reported current and prior year's infrastructure assets.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets of business-type activities is included as part of the capitalized value of the assets constructed.

Property, plant and equipment of the primary government, as well as the component units, are depreciated using the straight-line method over the following estimated useful lives:

Assets	Years
Buildings	50
Improvements other than buildings	10 - 25
Machinery and equipment	3 - 30
Vehicles	8

Note 1: Summary of Significant Accounting Policies (Continued)

Infrastructure	Years
Sewer collection system	60
Storm drain system	60
Bridges	60
Hardscape	40
Parkways and medians	40
Pavement, curb & gutter and sidewalks	35
Streetlights	20
Electronic traffic control devices	20

Deferred outflows/inflows of resources

In addition to assets, the statement of net position and balance sheet of governmental funds will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period and so will not be recognized as an outflow of resources (expense/ expenditure) until then.

In addition to liabilities, the statement of net position and balance sheet of governmental funds will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time. The government has only one item, which arises only under a modified accrual basis of accounting that qualifies for reporting in this category. Accordingly, the item, unavailable revenue, is reported only in the governmental funds balance sheet. The governmental funds report unavailable revenues from three sources: property taxes, special assessments and reimbursable grants billed but not yet available. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available.

Net position flow assumption

Sometimes the government will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted – net position and unrestricted – net position in the government-wide and proprietary fund financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the government's policy to consider restricted – net position to have been depleted before unrestricted – net position is applied.

Fund balance flow assumptions

Sometimes the government will fund outlays for a particular purpose from both restricted and unrestricted resources (the total of committed, assigned, and unassigned fund balance). In order to calculate the amounts to report as restricted, committed, assigned, and unassigned fund balance in the governmental fund financial statements a flow

Note 1: Summary of Significant Accounting Policies (Continued)

assumption must be made about the order in which the resources are considered to be applied. It is the government's policy to consider restricted fund balance to have been depleted before using any of the components of unrestricted fund balance. Further, when the components of unrestricted fund balance can be used for the same purpose, committed fund balance is depleted first, followed by assigned fund balance. Unassigned fund balance is applied last.

Compensated Absences

It is the policy of the City to record the cost of annual vacation as accrued. Employees are 100% vested in accrued vacation after six months of employment. The entire compensated absence liability for the Enterprise Fund is accrued as earned in the Enterprise Fund. All accumulated compensated absence liability of governmental funds is accrued when incurred in the government-wide financial statements. Compensated absences are reported in governmental funds only if they have matured.

It is the policy of the City to pay sick leave as used; accordingly, the expenditures are recorded when paid. Sick leave does not vest with employees. Accordingly, employees do not receive a payout for unused sick leave upon termination, although employees do receive credit for unused sick leave upon retirement.

Long-Term Obligations

In the government-wide financial statements and proprietary fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities or proprietary fund type statement of net position.

Fund Equity

In the fund financial statements, government funds report the following fund balance classification:

Nonspendable include amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.

Restricted include amounts that are constrained on the use of resources by either (a) external creditors, grantors, contributors, or laws of regulations of other governments or (b) by law through constitutional provisions or enabling legislation.

Committed include amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest authority, City Council. The formal action that is required to be taken to establish, modify, or rescind a fund balance commitment is a resolution of the City Council.

Assigned include amounts that are constrained by the government's intent to be used for specific purposes, but are neither restricted nor committed. The City Council, with Resolution No. 7152, authorized the Finance Director to assign fund balance amounts for specific purposes.

Note 1: Summary of Significant Accounting Policies (Continued)

Unassigned include the residual amounts that have not been restricted, committed, or assigned to specific purposes.

An individual governmental fund could include nonspendable resources and amounts that are restricted or unrestricted (committed, assigned, or unassigned) or any combination of those classifications. Restricted amounts are to be considered spent when an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available and committed, assigned, and then unassigned amounts are considered to have been spent when an expenditure is incurred for purposes for which amounts in any of those unrestricted fund balance classifications can be used.

The City Council adopts and amends committed and assigned fund balance amounts for specific purposes through a resolution. When expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available, the City considers restricted amounts to be used first. When expenditure is incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used, they are considered to be spent in the order as follows: committed, assigned and then unassigned.

Change in Accounting Principle

The City implemented GASB Statement 65, *Items Previously Reported as Assets and Liabilities*. GASB 65, among other things, amends prior guidance with respect to the treatment of debt issuance costs. Debt issuance costs should be recognized in the period incurred rather than reported on the statement of net position as deferred charges and recognized systematically over the life of the debt. The accounting changes of this statement should be applied retroactive and therefore the City has reported a restatement of beginning net position for any unamortized debt issuance costs (deferred charges) previously reported on the statement of net position to conform.

II. STEWARDSHIP

Note 2: Stewardship, Compliance and Accountability

a. Appropriations and Budgetary Control

Budgetary control is an essential element in governmental financial reporting. The City, a general law city in the State of California, does not legally require a budget. However, the City Council annually reviews and adopts a budget for the General, Special Revenue, Capital Projects and Enterprise Fund types. To facilitate a greater understanding of the City's operations, budget information for the General, Special Revenue and Capital Projects Funds is included in the accompanying basic financial statements. This detailed budget document is published and is a matter of public record. Each year, the City Manager submits his proposed budget to the City Council. The City Council holds public hearings and may modify the appropriations by majority approval. The legal level of expenditures is controlled at the fund level and operating appropriations lapse at the end of each fiscal year. All budgeted amounts are reported on the same basis as the fund types and adopted on a basis consistent with accounting principles generally accepted in the United States of America. Changes in appropriations at the fund level during the year

Note 2: Stewardship, Compliance and Accountability (Continued)

must be submitted by the City's departments for City Council review and approval. The City Manager may, without Council approval, amend individual line items within any fund and between divisions and programs, in personnel costs, maintenance and operations, capital outlay and capital projects portions of the budget without increasing total appropriations for that fund. Department heads may, without Council approval, amend individual line items within any fund in the maintenance and operation portions of the budget without increasing total appropriations for that division. Budget revisions made during fiscal year 2013 were not significant.

The City did not adopt a budget for the following funds: Traffic Improvement, ISTEA/METRO, Safe Routes to School, Homeland Security Grant, CLEEP, MTA Pedestrian Improvement, Gold line betterments, CTC Traffic Improvement Grant, SGVCOG Grant Fund, Public Education, MSRC Grant Fund, Housing Authority, Mission Oaks Parking, and Public Library. Accordingly, such information is not included in the financial statements.

b. Excess of expenditures over appropriations

Excess of expenditures over appropriations at the fund level were as follows:

Fund	Expenditures	Appropriations	Excess
Special Revenue Funds			
Proposition "A"	$ 196,446	$ 180,201	$ 16,245
Proposition "C"	541,289	469,471	71,818
Street Lighting	990,100	976,579	13,521
Parking and Business Improvement	153,211	148,000	5,211
Mission Meridian Public Garage	30,984	30,797	187
County Park Bond	23,949	16,600	7,349
CDBG	185,489	153,388	32,101
State Police Grant	165,945	19,550	146,395
Measure R	390,321	268,000	122,321

Deficit Fund Balance

The following funds contained deficit fund balances at June 30, 2013:

Fund	Amount
Nonmajor governmental funds:	
MTA Pedestrian Improvement	$ 400,819
Mission Meridian Public Garage	228,060
County Park Bond	105,942
Homeland Security Grant	34,184
SGVCOG Grant Fund	391
MSRC Grant	280,539

The City intends to fund these deficits with future revenues, transfers, and reduction of expenditures/expenses in future years.

III. DETAILED NOTES ON ALL FUNDS

Note 3: Cash and Investments

As of June 30, 2013, cash and investments were reported in the accompanying financial statements as follows:

Governmental activities	
Cash and investments	$ 15,593,724
Business-type activities	
Cash and investments	9,620,698
Cash with fiscal agent	31,201,119
Fiduciary activities	
Cash and investments	1,005,243
Cash with fiscal agent	199,587
Total Cash and Investments	$ 57,620,371

The City of South Pasadena maintains a cash and investment pool that is available for use for all funds. Each fund type's position in the pool is reported on the combined balance sheet as cash and investments. The City has adopted an investment policy which authorizes it to invest in various investments.

Deposits

At June 30, 2013, the carrying amount of the City's deposits was $5,067,117 and the bank balance was $5,620,487. The $553,370 difference represents outstanding checks and other reconciling items.

The California Government Code requires California banks and savings and loan associations to secure a City's deposits by pledging government securities with a value of 110% of a City's deposits. California law also allows financial institutions to secure City deposits by pledging first trust deed mortgage notes having a value of 150% of a City's total deposits. The City Treasurer may waive the collateral requirement for deposits which are fully insured up to $250,000 by the FDIC. The collateral for deposits in federal and state chartered banks is held in safekeeping by an authorized Agent of Depository recognized by the State of California Department of Banking. The collateral for deposits with savings and loan associations is generally held in safekeeping by the Federal Home Loan Bank in San Francisco, California as an Agent of Depository. These securities are physically held in an undivided pool for all California public agency depositors.

Under Government Code Section 53655, the placement of securities by a bank or savings and loan association with an "Agent of Depository" has the effect of perfecting the security interest in the name of the local governmental agency. Accordingly, all collateral held by California Agents of Depository are considered to be held for, and in the name of, the local governmental agency.

Note 3: Cash and Investments (Continued)

Investments

Under provision of the City's investment policy, and in accordance with the California Government Code, the following investments are authorized:

- Local Agency Investment Fund
- Certificates of Deposit (or time deposits, fully insured by the FDIC)
- Securities of the U.S. Government
- Securities Issued by other Government Agencies (No options or like instruments)
- Callable Bonds and Notes

Investments Authorized by Debt Agreements

The above investments do not address investment of debt proceeds held by a bond trustee. Investments of debt proceeds held by a bond trustee are governed by provisions of the debt agreements, rather than the general provisions of the California Government Code or the City's investment policy.

Investments in State Investment Pool

The City is a voluntary participant in the Local Agency Investment Fund (LAIF) that is regulated by California Government Code Section 16429 under the oversight of the Treasurer of the State of California. LAIF is overseen by the Local Agency Investment Advisory Board, which consists of five members, in accordance with State statute. The State Treasurer's Office audits the fund annually. The fair value of the position in the investment pool is the same as the value of the pool shares.

GASB Statement No. 31

The City adopted GASB Statement No. 31, Accounting and Financial Reporting for certain investments and for External Investment Pools, as of July 1, 1997. GASB Statement No. 31 establishes fair value standards for investments in participating interest earning investment contracts, external investment pools, equity securities, option contracts, stock warrants and stock rights that have readily determinable fair values. Accordingly, the City reports its investments at fair value in the balance sheet. All investment income, including changes in the fair value of investments, is recognized as revenue in the operating statement.

Credit Risk

The City's investment policy limits investments in medium-term notes (MTN's) to those rated "A" or better by a nationally recognized statistical rating organization. At June 30, 2013, the City's investments with money market mutual funds were rated "AAA" by S&P. Investments in U.S. government securities are not considered to have credit risk and, therefore, their credit quality is not disclosed.

Custodial Credit Risk

The custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover deposits or will not be able to recover collateral securities that are in the possession of an outside party.

Note 3: Cash and Investments (Continued)

The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty to a transaction, a government will not be able to recover the value of investment or collateral securities that are in the possession of an outside party.

As of June 30, 2013, none of the City's deposits or investments was exposed to custodial credit risk.

Concentration of Credit Risk

The City's investment policy does not impose restrictions on the percentage that the City can invest in a single type of investment. In addition, GASB 40 requires a separate disclosure if any single issuer comprises more than 5% of the total investment value. As of June 30, 2013, the City has not invested more than 5% of its total investments in any one issuer. Investments guaranteed by the U.S. government and investments in mutual funds and external investment pools are excluded from this requirement.

Interest Rate Risk

The City's investment policy limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. It states that no investments shall have a maturity date of more than three years and no more than one third of the investment portfolio shall have a maturity longer than two and a half years. The City has elected to use the segmented time distribution method of disclosure for its interest rate risk. As of June 30, 2013, the City had the following investments and original maturities:

	Remaining Investment Maturities				
	6 months or less	6 months to 1 year	1 to 3 years	3 to 5 years	Fair Value
Local agency investment fund	$ 15,981,435	$ -	$ -	$ -	$ 15,981,435
Money market mutual funds	912,025	-	-	-	912,025
Certificates of deposits	1,000,000	199,996	3,058,765	-	4,258,761
Cash with Fiscal Agent:					
Money market mutual funds	28,031,033	-	-	-	28,031,033
Certificates of Deposit	-	1,575,000	1,795,000	-	3,370,000
	$ 45,924,493	$ 1,774,996	$ 4,853,765	$ -	$ 52,553,254

Note 4: Capital Assets

Capital asset activity for the year ended June 30, 2013, was as follows:

	Beginning Balance	Increases	Decreases	Transfers	Ending Balance
Governmental Activities:					
Capital assets, not being depreciated:					
Land	$ 2,116,515	$ -	$ -	$ -	$ 2,116,515
Construction-in-progress	4,642,968	316,414	-	(117,858)	4,841,524
Total Capital Assets, Not Being Depreciated	6.759,483	316,414	-	(117,858)	6,958,039
Capital assets, being depreciated:					
Buildings	10,447,431	17,983	-	-	10,465,414
Improvements other than buildings	1,867,205	72,782	-	-	1,939,987
Machinery, equipment and vehicles	7,910,506	219,199	15,674	-	8,114,031
Infrastructure	83,198,064	1,405,137	-	117,858	84,721,059
Total Capital Assets, Being Depreciated	103,423,206	1,715,101	15,674	117,858	105,240,491
Less accumulated depreciation:					
Buildings	5,576,215	203,994	-	-	5,780,209
Improvements other than buildings	909,450	23,232	-	-	932,682
Machinery, equipment and vehicles	5,456,804	358,184	15,674	-	5,799,314
Infrastructure	35,795,419	1,754,008	-	-	37,549,427
Total Accumulated Depreciation	47,737,888	2,339,418	15,674	-	50,061,632
Total Capital Assets, Being Depreciated, Net	55,685,318	(624,317)	-	117,858	55,178,859
Governmental Activities Capital Assets, Net	$ 62,444,801	$ (307,903)	$ -	$ -	$ 62,136,898

Depreciation expense was charged to functions/programs of the primary government as follows:

Governmental Activities:	
General government	$ 25,624
Public safety	342,146
Community Service	143,135
Public works	1,828,513
Total Governmental Activities	$ 2,339,418

Note 4: Capital Assets (Continued)

	Beginning Balance	Increases	Decreases	Transfers	Ending Balance
Business-Type Activities:					
Capital assets, not being depreciated:					
Land	$ 84,685	$ -	$ -	$ -	$ 84,685
Construction-in-progress	14,265,915	4,829,547	-	-	19,095,462
Total Capital Assets, Not Being Depreciated	14,350,600	4,829,547	-	-	19,180,147
Capital assets, being depreciated:					
Buildings	4,105,150	-	-	-	4,105,150
Improvements other than buildings	3,943,700	-	-	-	3,943,700
Infrastructure	3,854,227	734,280	-	-	4,588,507
Machinery, equipment & vehicles	969,124	118,668	-	-	1,087,792
Total Capital Assets, Being Depreciated	12,872,201	852,948	-	-	13,725,149
Less Accumulated Depreciation					
Buildings	616,115	71,476	-	-	687,591
Improvements other than buildings	3,084,818	32,209	-	-	3,117,027
Infrastructure	2,187,098	57,085	-	-	2,244,183
Machinery, equipment & vehicles	680,436	41,562	-	-	721,998
Total Accumulated Depreciation	6,568,467	202,332	-	-	6,770,799
Total Capital Assets, Being Depreciated, Net	6,303,734	650,616	-	-	6,954,350
Business-Type Activities Capital Assets, Net	$ 20,654,334	$ 5,480,163	$ -	$ -	$ 26,134,497

Depreciation expense was charged to functions/programs of the primary government as follows:

Business-Type Activities:	
Water	$ 77,161
Sewer	125,171
Total Business-Type Activities	$ 202,332

Note 5: Interfund Receivable, Payable and Transfers

The composition of interfund balances as of June 30, 2013, is as follows:

Due To/From Other Funds

	Due To Other Funds			
	Nonmajor Funds	Sewer	Arroyo Seco Golf Course	Total
Due From Other Funds				
General Fund	$ 1,173,465	$ 360,000	$ 50,000	$ 1,583,465

Note 5: Interfund Receivable, Payable and Transfers (Continued)

The due from General Fund of $1,583,465 to the various nonmajor governmental funds was a result of temporary cash deficit balances in those funds.

Transfers In/Out

	Transfers Out		
	General	Nonmajor Funds	Total
Transfers In			
General Fund	$ -	$ 1,712	$ 1,712
Nonmajor Funds	984,062	190,602	1,174,664
Total	$ 984,062	$ 192,314	$ 1,176,376

Transfers in/out were made to reimburse expenditures between funds.

Advances to/from

The General fund advanced $750,000 to the Sewer fund on July 11, 2012 in order to fund the construction of the Arroyo Drive, Marengo Ave, Meridian Ave, and Huntington Drive Sewer Improvement Project. The advance bears interest at the City's portfolio rate of return, with payments due annually.

Note 6: Retrospective Deposits

Retrospective deposits and refunds are cost allocation adjustments to prior coverage periods. Some claims take many years to resolve and over time their estimated value changes. The retrospective adjustments are calculated annually and take into consideration all the changes in claim values that occurred during the most recent year. The formula is designed to adequately cover the cost of claims brought against members and to ensure the overall financial strength and security of the Authority. The formula was developed to be as equitable as possible by taking into consideration both risk exposure and claims experience of individual members. CJPIA has temporarily deferred the payment on retrospective deposits owed to the Authority by members. The payment deferral period extends until July 1, 2013 for the Liability program and July 1, 2015 for the Workers' Compensation program. Retrospective deposit payments are scheduled to resume on these dates. The October 2011 annual retrospective adjustment is included in these balances. The City at June 30, 2013 had a retrospective deposit refund in the amount of $193,708.

During the payment deferral period, members with a retrospective refund balance will receive a portion of the balance as a credit against other charges on the annual contribution invoice. The percentage to be refunded in future years will be set on an annual basis by the Executive Committee of CJPIA. Once the payment deferral period has concluded in each program, subsequent retrospective refund adjustments will be applied in full (100%) as a credit on the annual contribution invoice.

More information on the CJPIA retrospective balances can be found on the CJPIA website at CJPIA.org.

Note 7: Long-Term Debt

a. Changes in Long-Term Debt

The following is a summary of changes in long-term debt for year ended June 30, 2013:

	Balance July 1, 2012	Defeased	Additions	Deletions	Balance June 30, 2013	Due Within One Year
Governmental Activities:						
Compensated Absences	$ 767,126	$ -	$ 693,299	$ (759,765)	$ 700,660	$ 693,937
Capital Leases	217,955	-	-	(50,650)	167,305	53,127
General Liability Retrospective Deposit Payable	1,958,598	-	-	(1,958,598)	-	-
Net OPEB liability	6,581,313	-	1,006,981	(577,410)	7,010,884	-
Total Governmental Funds	$ 9,524,992	$ -	$ 1,700,280	$ (3,346,423)	$ 7,878,849	$ 747,064
Business-Type Activities:						
Compensated Absences	$ 53,264	$ -	$ 49,846	$ (64,167)	$ 38,943	$ 24,235
2004 Water Revenue Bonds	7,265,000	(7,010,000)	-	(255,000)	-	-
2009 Water Revenue Bonds	43,405,000	-	-	-	43,405,000	715,000
2013 Water Revenue Bonds	-		6,995,000	-	6,995,000	280,000
Total Proprietary Funds	$ 50,723,264	$ (7,010,000)	$ 7,044,846	$ (319,167)	50,438,943	$ 1,019,235
Add: Unamortized bond premium(discount)					(512,542)	
Net Proprietary Funds					$ 49,926,401	

b. Compensated Absences

The City's policies relating to compensated absences are described in Note 1 of the Notes to Financial Statements. The liability will be paid in future years as it becomes due by the General Fund.

c. Capital Lease

During fiscal year 2007–2008, the City entered into a $495,173, ten-year equipment lease purchase agreement with Oshkosh Capital, for the purchase of a fire truck. The lease bears interest at a rate of 4.89%. The related asset has been capitalized in the government-wide financial statements in the equipment asset category. Amortization of the leased assets is included as part of depreciation expense. At June 30, 2013, the outstanding balance was $167,305.

The annual requirements to amortize the capital lease as of June 30, 2013, including interest are as follows:

	Total
2013-2014	$ 61,308
2014-2015	61,308
2015-2016	61,308
Net Minimum Lease Payments	183,924
Less Amount Representing Interest	16,619
Present Value of Net Minimum Lease Payments	$ 167,305

Note 7: Long-Term Debt (Continued)

d. Revenue Bonds

A description of individual issues of bonds (excluding defeased bonds) outstanding as of June 30, 2013, are as follows:

2009 Water Revenue Bonds

In May 2009, the South Pasadena Public Financing Authority issued $43,405,000 Water and Wastewater Revenue Bonds. The bonds were issued to finance certain capital improvements to the City's water system and to construct two water storage reservoirs. The bonds are secured by pledges of system net revenue as described in the official statement.

Bond proceeds, as well as certain resources set aside for their repayment, are classified as restricted assets on the balance sheet because their use is limited by applicable bond covenants. In addition, funds have been restricted for future capital improvements by City resolution.

The bonds consisted of $10,530,000 of serial bonds and $32,875,000 of term bonds due October 1, 2039.

The serial bonds mature annually from October 1, 2013 to October 1, 2024, in increasing amounts from $715,000 to $1,090,000. The bonds bear interest at rates ranging from 3.000% to 4.625%. The term bonds mature on October 1, 2039, and carry interest rates ranging from 5.100% to 5.270%. Interest is payable semi-annually on April and October, commencing on October 1, 2013 and October 1, 2029, respectively.

The bonds are subject to optional redemption in whole or in part on or after October 1, 2019. On October 1, 2029, the bonds are subject to mandatory redemption which payments will become due. At June 30, 2013, $43,405,000 was outstanding.

The City has committed to appropriate each year, from these resources amounts sufficient to cover the principal and interest requirements on the debt. Total principal and interest remaining on the debt is $80,576,139 ($43,405,000 principal, $37,171,139 interest), payable semiannually through October 2039. For the current year, principal and interest paid and system net revenue received were $2,045,700 and $2,393,831, respectively.

	2009 Water Revenue Bonds	
	Principal	Interest
2013-2014	$ 715,000	$ 2,034,975
2014-2015	740,000	2,013,150
2015-2016	765,000	1,990,575
2016-2017	790,000	1,966,263
2017-2018	815,000	1,939,163
2018-2023	4,575,000	9,202,619
2023-2028	5,740,000	8,053,019
2028-2033	9,350,000	6,287,000
2033-2038	13,495,000	3,359,375
2038-2039	6,420,000	325,000
Total	$ 43,405,000	$ 37,171,139

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Note 7: Long-Term Debt (Continued)

2013 Water Revenue Bonds

In March, 2013, the South Pasadena Public Financing Authority issued $6,995,000 Water and Wastewater Revenue Bonds, 2013 Series A. The bonds were issued to refund of a portion of the outstanding California Statewide Communities Development Authority Water and Waste Water Revenue Bonds, Series 2004A that were issued on behalf of the City of South Pasadena, to purchase a surety for a reserve fund for the Bonds, and to pay costs of issuance of the bonds. The bonds are secured by a pledge of System net Revenues of the City's water system.

Bond proceeds, as well as certain resources set aside for their repayment, are classified as restricted assets on the balance sheet because their use is limited by applicable bond covenants. In addition, funds have been restricted for future capital improvements by City resolution.

The bonds mature annually from October 1, 2013 to October 1, 2029, in increasing amounts from $280,000 to $545,000. The bonds bear interest at rates ranging from .35% to 3.4%. The term bonds mature on October 1, 2029, and carry an interest rate of 5.0%. Interest is payable semi-annually on April 1 and October 1, commencing on October 1, 2013 and October 1, 2029, respectively. The City completed the refunding to reduce its debt service payments by the cash flow difference between the new refunding and old bond of $1,048,605 and an economic gain (difference between the present values of the old and new debt service payments) of $795,138.

The bonds are subject to optional redemption in whole or in part on or after October 1, 2013. On October 1, 2029, the bonds are subject to mandatory redemption when payments become due. At June 30, 2013, $6,995,000 was outstanding.

The annual requirements to amortize the outstanding bond indebtedness as of June 30, 2013, including interest are as follows:

	2013 Water Revenue Bonds	
	Principal	Interest
2013-2014	$ 280,000	$ 236,060
2014-2015	325,000	226,738
2015-2016	330,000	220,188
2016-2017	340,000	211,788
2017-2018	350,000	201,438
2018-2023	1,950,000	794,038
2023-2028	2,350,000	386,663
2028-2029	1,070,000	33,750
Total	$ 6,995,000	$ 2,310,663

Note 7: Long-Term Debt (Continued)

d. Net OPEB Liability

The City's policies relating to OPEB are described in Note 9 of the Notes to Financial Statements. The liability will be paid in future years by the General Fund as it becomes due.

e. CJPIA Retrospective Deposit Liability

Retrospective deposits and refunds are cost allocation adjustments to prior coverage periods. Some claims take many years to resolve and over time their estimated value changes. The retrospective adjustments are calculated annually and take into consideration all the changes in claim values that occurred during the most recent year. The formula is designed to adequately cover the cost of claims brought against members and to ensure the overall financial strength and security of the Authority. The formula was developed to be as equitable as possible by taking into consideration both risk exposure and claims experience of individual members. CJPIA has temporarily deferred the payment on retrospective deposits owed to the Authority by members. The payment deferral period extends until July 1, 2013 for the Liability program and July 1, 2015 for the Workers' Compensation program. Retrospective deposit payments are scheduled to resume on these dates. The October 2011 annual retrospective adjustment is included in these balances. The City at June 30, 2013 had no retrospective deposit due.

Optional Payment Plans

When retrospective deposit payments resume as indicated above, members will have the opportunity to select from a variety of optional payment plans. Discounts under the incentive plan are available to members choosing to voluntarily accelerate payment during the deferral period. The City has chosen not to voluntarily accelerate payment at this time.

After the deferral period, members choosing from among the optional payment plans will be subject to a moderate annual fee. The fee is intended to provide a means for the Authority to recover otherwise foregone investment earnings and to serve as a minor disincentive for the selection of longer financing terms.

Retrospective Balances will Change Annually

Retrospective balances will change with each annual computation during the payment deferral period. Member balances may increase or decrease as a result of the most recent year's claim development. Accordingly, some members who chose to pay off their balance in full may be required to pay additional retrospective deposits in the future based on the outcome of actual claim development reflected in subsequent retrospective deposit computations. Conversely, if claim development is favorable then subsequent retrospective adjustments could potentially result in refunds to the member.

More information on the CJPIA retrospective balances can be found on the CJPIA website at CJPIA.org.

IV. OTHER INFORMATION

Note 8: City Employees Retirement Plan (Defined Benefit Pension Plan)

Plan Description

The City of South Pasadena contributes to the California Public Employees Retirement System (PERS), a cost-sharing multiple-employer public employee defined benefit pension plan. PERS provides retirement and disability benefits, annual cost-of-living adjustments and death benefits to plan members and beneficiaries. PERS acts as a common investment and administrative agent for participating public entities within the State of California. Benefit provisions and all other requirements are established by state statute and City ordinance. Copies of PERS' annual financial report may be obtained from their executive office located at 400 P Street, Sacramento, California 95814.

Funding Policy

Participants are required to contribute 7% (9% for safety employees) of their annual covered salary. The City makes 5% (7% for Safety Employees) of the contributions required of City employees on their behalf and for their account. Every employee is required to contribute 2%. The City is required to contribute at an actuarially determined rate; the current rate is 14.162% for miscellaneous employees and 21.440% for safety employees of annual covered payroll. The contribution requirements of plan members and the City are established and may be amended by PERS.

Annual Pension Cost

For 2013, the City's annual pension cost of $2,054,397 for PERS was equal to the City's required and actual contributions. The required contribution was determined as part of the June 30, 2010, actuarial valuation using the entry age normal actuarial cost method. This method included the assumption of 3.00% inflation.

Three-Year Trend Information for PERS
(Amounts in Thousands)

Fiscal Year	Required Contributions	Percentage Contributed
6/30/2011	$ 2,325	100%
6/30/2012	2,544	100%
6/30/2013	2,054	100%

For fiscal year 2012-2013, the City of South Pasadena participated in risk pooling. Risk pooling consists of combining assets and liabilities across employers to produce large groups where the impact of a catastrophic demographic event is shared among all employers of the same risk pool. Participation in risk pools is mandatory for all rate plans with less than 100 active members. Mandated participation in risk pools was initially based on the active membership of each rate plan as of June 30, 2003. The implementation of risk pools was done in a way that minimizes the impact on employer contribution rates. The first year in risk pools, the employer contribution rates are almost identical to what the rates would have been outside pools. Future rates will be based on the experience of each pool. Pooling will reduce the volatility of future employer rates. Mandated participation will occur on an annual basis. If on any valuation date starting with the June 30, 2003, valuation, a rate plan has less than 100 active members, it will be mandated in one of the risk pools effective on that valuation date.

Note 9: Other Post-Employment Benefits

The City provides certain other post-employment benefits (OPEB) through a single-employer defined benefit healthcare plan which provides health insurance for its retired employees according to the Personnel Rules and Regulations for each of the five employee groups. Benefit provisions are included annually in the Memorandum of Understanding between the City and each of its employee groups and ultimately passed by Council action. Separate financial statements for the plan are not available.

Funding Policy

The contribution requirements of plan members and the City are established and may be amended by the City, City Council, and/or employee associations. Currently, contributions are not required from plan members. A contribution of $577,410 was made during the 2012-2013 fiscal year for current premiums.

As a result, the City calculated and recorded a Net OPEB Liability, representing the difference between the Annual OPEB Cost and actual contributions, as presented below:

Annual required contribution (ARC)	$ 1,121,058
Interest on net OPEB obligation	230,346
Adjustment to ARC	(344,423)
Annual OPEB Cost	1,006,981
Contributions made	577,410
(Decrease) increase in Net OPEB obligation	429,571
Net OPEB obligation liability June 30, 2012	6,581,313
Net OPEB obligation liability June 30, 2013	$ 7,010,884

The contribution rate of 21% is based on the ARC of $1,121,058 an amount actuarially determined in accordance with the parameters of GASB Statement No. 45. The ARC represents a level of funding that, if paid on an ongoing basis is projected to cover the annual normal cost and the amortization of unfunded actuarial liabilities (or funding excess) over a twenty year period.

Annual OPEB Costs and Net OPEB Obligation (Asset)

The City's annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation for 2012-13 and the two preceding years were as follows:

Fiscal Year End	Annual OPEB Cost	Actual Contribution (Net of Adjustments)	Percentage of Annual OPEB Cost Contributed	Net OPEB Obligation (Asset)
6/30/2011	$ 2,297,432	$ 530,008	23%	$ 4,841,498
6/30/2012	2,268,898	529,083	23%	6,581,313
6/30/2013	1,006,981	577,410	57%	7,010,884

Note 9: Other Post-Employment Benefits (Continued)

Funded Status and Funding Progress

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the City are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future.

The schedule of funding progress below presents multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits. The plan was implemented in fiscal year 2008-2009 and an actuarial valuation was performed during that year. A subsequent actuarial valuation was performed for fiscal year 2010-2011 and again for fiscal year 2012-2013.

Actuarial Valuation Date	Actuarial Value of Assets	Unfunded Actuarial Accrued Liability	Funded Ratio	Covered Payroll	UAAL as percent of Covered Payroll
1/1/2009	$ -	$ 18,580,256	0.0%	$ 9,393,343	198%
1/1/2011	-	22,197,057	0.0%	10,565,270	210%
1/1/2013	-	12,701,182	0.0%	10,810,983	117%

Actuarial Methods and Assumptions

Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and the plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in the actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

In the January 1, 2013, actuarial valuation, the projected unit credit cost method was used. The actuarial assumptions include a 3.5% investment rate of return, which is a blended rate of the expected long-term investment return on plan assets and on the employer's own investments calculated based on the funded level of the plan at the valuation date, and annual healthcare cost trend rate of 4.0%; and an inflation rate of 2.5%. The actuarial value of assets is set equal to the reported market value of assets. The UAAL is being amortized as a level percentage of payroll on an open basis. The remaining amortization period at June 30, 2013, was 20 years. At January 1, 2013, the number of active participants was 141 and the number of retirees receiving benefits was 94.

Note 10: Self-Insurance Program

a. Description of Self-Insurance Pool Pursuant to Joint Powers Agreement

The City of South Pasadena is a member of the CALIFORNIA JOINT POWERS INSURANCE AUTHORITY (Authority). The Authority is composed of 123 California public entities and is organized under a joint powers agreement pursuant to California Government Code §6500 et seq. The purpose of the Authority is to arrange and administer programs for the pooling of self-insured losses, to purchase excess insurance or reinsurance, and to arrange for group purchased insurance for property and other lines of coverage. The California JPIA began covering claims of its members in 1978. Each member government has an elected official as its representative on the Board of Directors. The Board operates through a nine-member Executive Committee.

b. Self-Insurance Programs of the Authority

Each member pays an annual contribution (formerly called the primary deposit) to cover estimated losses for the coverage period. This initial funding is paid at the beginning of the coverage period. After the close of the coverage period, outstanding claims are valued. A retrospective deposit computation is then conducted annually thereafter until all claims incurred during the coverage period are closed on a pool-wide basis. This subsequent cost re-allocation among members based on actual claim development can result in adjustments of either refunds or additional deposits required.

The total funding requirement for self-insurance programs is estimated using actuarial models and pre-funded through the annual contribution. Costs are allocated to individual agencies based on exposure (payroll) and experience (claims) relative to other members of the risk-sharing pool. Additional information regarding the cost allocation methodology is provided below.

General Liability

In the liability program claims are pooled separately between police and non-police exposures. (1) The payroll of each member is evaluated relative to the payroll of other members. A variable credibility factor is determined for each member, which establishes the weight applied to payroll and the weight applied to losses within the formula. (2) The first layer of losses includes incurred costs up to $30,000 for each occurrence and is evaluated as a percentage of the pool's total incurred costs within the first layer. (3) The second layer of losses includes incurred costs from $30,000 to $750,000 for each occurrence and is evaluated as a percentage of the pool's total incurred costs within the second layer. (4) Incurred costs in excess of $750,000 up to the reinsurance attachment point of $5 million are distributed based on the outcome of cost allocation within the first and second loss layers. (5) Costs of covered claims from $5 million to $10 million are paid under a reinsurance contract subject to a $2.5 million annual aggregate deductible. Costs of covered claims from $10 million to $15 million are paid under two reinsurance contracts subject to a combined $3 million annual aggregate deductible. On a cumulative basis for all 2012-13 reinsurance contracts the annual aggregate deductible is $5.5 million. (6) Costs of covered claims from $15 million up to $50 million are covered through excess insurance policies.

The overall coverage limit for each member including all layers of coverage is $50 million per occurrence.

Note 10: Self-Insurance Program (Continued)

Costs of covered claims for subsidence losses are paid by reinsurance and excess insurance with a pooled sub-limit of $35 million per occurrence. This $35 million subsidence sub-limit is composed of (a) $5 million retained within the pool's SIR, (b) $10 million in reinsurance and (c) $20 million in excess insurance. The excess insurance layer has a $20 million annual aggregate.

Workers Compensation

In the workers' compensation program claims are pooled separately between public safety (police and fire) and non-public safety exposures. (1) The payroll of each member is evaluated relative to the payroll of other members. A variable credibility factor is determined for each member, which establishes the weight applied to payroll and the weight applied to losses within the formula. (2) The first layer of losses includes incurred costs up to $50,000 for each occurrence and is evaluated as a percentage of the pool's total incurred costs within the first layer. (3) The second layer of losses includes incurred costs from $50,000 to $100,000 for each occurrence and is evaluated as a percentage of the pool's total incurred costs within the second layer. (4) Incurred costs in excess of $100,000 up to the reinsurance attachment point of $2 million are distributed based on the outcome of cost allocation within the first and second loss layers. (5) Costs of covered claims from $2 million up to statutory limits are paid under a reinsurance policy. Protection is provided per statutory liability under California Workers' Compensation Law.

Employer's Liability losses are pooled among members to $2 million. Coverage from $2 million to $5 million is purchased as part of a reinsurance policy, and Employer's Liability losses from $5 million to $10 million are pooled among members.

c. Purchased Insurance

Property Insurance

The City of South Pasadena participates in the all-risk property protection program of the Authority. This insurance protection is underwritten by several insurance companies. City of South Pasadena property is currently insured according to a schedule of covered property submitted by the City of South Pasadena to the Authority. City of South Pasadena property currently has all-risk property insurance protection in the amount of $84,221,987. There is a $5,000 deductible per occurrence except for non-emergency vehicle insurance which has a $1,000 deductible. Premiums for the coverage are paid annually and are not subject to retrospective adjustments.

Crime Insurance

The City of City of South Pasadena purchases crime insurance coverage in the amount of $1,000,000 with a $2,500 deductible. The fidelity coverage is provided through the Authority. Premiums are paid annually and are not subject to retrospective adjustments.

Pollution Legal Liability Insurance

The City of South Pasadena participates in the pollution legal liability insurance program (formerly called environmental insurance) which is available through the Authority. The policy covers sudden and gradual pollution of scheduled property,

Note 10: Self Insurance (Continued)

streets, and storm drains owned by the City of South Pasadena. Coverage is on a claims-made basis. There is a $50,000 deductible. The Authority has a limit of $50 million for the 3-year period from July 1, 2011 through July 1, 2014. Each member of the Authority has a $10 million sub-limit during the 3-year term of the policy.

d. Adequacy of Protection

During the past three fiscal years, none of the above programs of protection experienced settlements or judgments that exceeded pooled or insured coverage. There were also no significant reductions in pooled or insured liability coverage in 2012-2013.

Note 11: Commitments and Contingencies

As of June 30, 2013, the City had the following construction commitments:

Project Name	Contract Amount	Expenditures to date as of June 30, 2013	Remaining Commitments
Wilson Reservoir Construction	$ 7,869,900	$ 2,249,823	$ 5,620,077

Due to the occurrence of several spills from the City's sanitary sewer system, the entered into a settlement on November 16, 2011 with the Regional Water Quality Control Board, Los Angeles Region and the state Attorney General for violations of the state's general waste discharge requirements. The settlement required the City to cover fines and attorney fees in the amount of $275,000, complete repairs to its sanitary sewer system over a 10 year period, and implement specified system maintenance programs. The total estimated cost of repairs is $11.4 million. These requirements will be monitored through an open court proceeding and, if not met; the City could be subjected to further monetary penalties capped at $900,000. That cap will be reduced periodically when stages of compliance are reached. The City's settlement amount of $275,000 less the costs of the asset management system was incurred in the Sewer fund. The cost of repairs that is estimated to be $11.4 million over the next ten years will be capitalized as infrastructure costs.

The City is presently involved in certain matters of litigation that have arisen in the normal course of conducting City business. City management believes that based upon consultation with the City Attorney, that these cases in the aggregate are not expected to result in a material adverse financial impact on the City beyond that already accrued for in the basic financial statements. Additionally, City management believes that sufficient resources are available to the City to cover any potential losses, should an unfavorable outcome materialize.

Note 12: Successor Agency Trust For Assets of Former Community Redevelopment Agency

On December 29, 2011, the California Supreme Court upheld Assembly Bill 1X 26 ("the Bill") that provides for the dissolution of all redevelopment agencies in the State of California. This action impacted the reporting entity of the City of South Pasadena that previously had reported a community redevelopment agency within the reporting entity of the City as a blended component unit.

Note 12: Successor Agency Trust For Assets of Former Community Redevelopment Agency (Continued)

The Bill provides that upon dissolution of a community redevelopment agency, a "successor agency" is to be established to hold the assets until they are distributed to other units of state and local government. On January 4, 2012, the City Council elected to become the Successor Agency for the former community redevelopment agency in accordance with the Bill as part of City resolution number 7205.

After enactment of the law, which occurred on June 28, 2011, community redevelopment agencies in the State of California cannot enter into new projects, obligations or commitments. Subject to the control of a newly established oversight board, remaining assets can only be used to pay enforceable obligations in existence at the date of dissolution (including the completion of any unfinished projects that were subject to legally enforceable contractual commitments).

Successor agencies will only be allocated revenue in the amount that is necessary to pay the estimated annual installment payments on enforceable obligations of the former community redevelopment agency until all enforceable obligations of the prior community redevelopment agency have been paid in full and all assets have been liquidated.

a. Cash and investments

Cash and investments reported in the accompanying financial statements consisted of the following:

Cash and investments pooled with the City	$ 1,005,243
Cash and investments with fiscal agent	199,587
	$ 1,204,830

b. Long-Term Debt

The following debt was transferred from the Community Redevelopment Agency to the Successor Agency as of February 1, 2012 as a result of the dissolution.

The following is a summary of changes in long-term debt for year ended June 30, 2013:

	Balance June 30, 2012	Additions	Retirements	Balance June 30, 2013	Due Within One Year
Fiduciary Funds:					
2000 Tax Allocation Bond	$ 1,745,000	$ -	$ (95,000)	$ 1,650,000	$ 100,000

A description of long-term debt outstanding (excluding defeased debt) of the Successor Agency as of June 30, 2013, follows:

2000 Tax Allocation Bonds

In July 2000, the Agency issued $2,600,000 in tax allocation bonds for the Downtown Revitalization Project No. 1, which mature annually from May 1, 2001 to May 1, 2025, in increasing amounts from $55,000 to $195,000, plus interest at 4.4% to 6.0%,

Note 12: Successor Agency Trust For Assets of Former Community Redevelopment Agency (Continued)

payable semiannually on May 1 and November 1, commencing on November 1, 2000. Bonds are subject to redemption at the option of the Agency beginning May 1, 2010, at a price ranging from 102% to 100% of principal value. Debt service on the bonds is provided by incremental property tax revenues generated within the Downtown Redevelopment Project Area. At June 30, 2013, $1,650,000 was outstanding.

Pledged Revenue

The City pledged, as security for bonds issued, either directly or through the Financing Authority, a portion of tax increment revenue (including Low and Moderate Income Housing set-aside and pass through allocations) that it receives. The bonds issued were to provide financing for various capital projects, accomplish Low and Moderate Income Housing projects and to defease previously issued bonds. Assembly Bill 1X 26 provided that upon dissolution of the community redevelopment agency, property taxes allocated to community redevelopment agencies no longer are deemed tax increment but rather property tax revenues and will be allocated first to successor agencies to make payments on the indebtedness incurred by the dissolved community redevelopment agency. Total principal and interest remaining on the debt is $2,356,635 with annual debt service requirements as indicated above. For the current year, the total property tax revenue recognized by the City and Successor Agency for the payment of indebtedness incurred by the dissolved community redevelopment agency was $425,953 and the debt service obligation on the bonds was $198,139. The Successor Agency remitted $955,824 of property taxes back to the County of Los Angeles.

The annual requirements to amortize the outstanding bond indebtedness as of June 30, 2013, including interest are as follows:

	2000 Tax Allocation Bonds	
	Principal	Interest
2013-2014	$ 100,000	$ 97,819
2014-2015	105,000	92,119
2015-2016	110,000	86,081
2016-2017	115,000	79,701
2017-2018	125,000	72,945
2018-2023	735,000	245,270
2023-2028	360,000	32,700
Total	$ 1,650,000	$ 706,635

On June 14, 2012, Moody's Investors Service ("Moody's") downgraded all California tax allocation bonds rated 'Baa3' and above. As such, the Bonds' insured rating was downgraded from 'A3' to 'Ba1' and underlying rating was downgraded from 'A3' to 'Ba1'. According to Moody's, all California tax allocation bond ratings remain on review for possible withdrawal.

c. Insurance

The Successor Agency is covered under the City of South Pasadena's insurance policies. Therefore, the limitation and self-insured retentions applicable to the City also apply to the Successor Agency. Additional information as to coverage and self-insured retentions can be found in Note 10.

Note 13: Restatements of Net Position

Net Position for the Water Fund has been restated by $1,268,533 to comply with GASB Statement 65, *Items Previously Reported as Assets and Liabilities*, which was implemented in the current year. GASB 65 amends prior guidance with respect to the treatment of debt issuance costs. Debt issuance costs should be recognized in the period incurred rather than reported on the statement of net position as deferred charges and recognized systematically over the life of the debt. The accounting changes should be applied retroactively and therefore net position was restated.

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CITY OF SOUTH PASADENA

COMBINING BALANCE SHEET
NONMAJOR GOVERNMENTAL FUNDS
JUNE 30, 2013

	Special Revenue Funds			
	MTA Pedestrian Improvement	Traffic Improvement	Proposition "A"	Proposition "C"
Assets:				
Pooled cash and investments	$ -	$ -	$ 195,486	$ 134,300
Receivables:				
Accounts	-	-	83	-
Accrued interest	-	-	73	54
Due from other governments	58,436	-	-	-
Total Assets	$ 58,436	$ -	$ 195,642	$ 134,354
Liabilities, Deferred Inflows of Resources, and Fund Balances:				
Liabilities:				
Accounts payable	$ -	$ -	$ 6,703	$ 2,493
Accrued liabilities	-	-	5,114	9,104
Deposits payable	-	-	-	-
Due to other funds	400,819	-	-	-
Total Liabilities	400,819	-	11,817	11,597
Deferred Inflows of Resources:				
Unavailable revenues	58,436	-	-	-
Total Deferred Inflows of Resources	58,436	-	-	-
Fund Balances:				
Restricted for:				
Community development projects	-	-	-	-
Public safety	-	-	-	-
Community services	-	-	183,825	-
Public works	-	-	-	122,757
Capital Projects	-	-	-	-
Committed to:				
Capital Projects	-	-	-	-
Unassigned	(400,819)	-	-	-
Total Fund Balances	(400,819)	-	183,825	122,757
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	$ 58,436	$ -	$ 195,642	$ 134,354

CITY OF SOUTH PASADENA

COMBINING BALANCE SHEET
NONMAJOR GOVERNMENTAL FUNDS
JUNE 30, 2013 (CONTINUED)

	Special Revenue Funds			
	ISTEA/METRO	Gold Line Betterments	CTC Traffic Improvement Grant	Street Lighting
Assets:				
Pooled cash and investments	$ -	$ 14,913	$ -	$ 170,316
Receivables:				
Accounts	-	-	-	27,088
Accrued interest	-	-	-	-
Due from other governments	-	-	116	-
Total Assets	$ -	$ 14,913	$ 116	$ 197,404
Liabilities, Deferred Inflows of Resources, and Fund Balances:				
Liabilities:				
Accounts payable	$ -	$ -	$ -	$ 122,410
Accrued liabilities	-	-	-	5,558
Deposits payable	-	-	-	-
Due to other funds	-	-	-	-
Total Liabilities	-	-	-	127,968
Deferred Inflows of Resources:				
Unavailable revenues	-	-	-	-
Total Deferred Inflows of Resources	-	-	-	-
Fund Balances:				
Restricted for:				
Community development projects	-	-	-	-
Public safety	-	-	-	-
Community services	-	-	-	-
Public works	-	-	-	69,436
Capital Projects	-	14,913	116	-
Committed to:				
Capital Projects	-	-	-	-
Unassigned	-	-	-	-
Total Fund Balances	-	14,913	116	69,436
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	$ -	$ 14,913	$ 116	$ 197,404

CITY OF SOUTH PASADENA

COMBINING BALANCE SHEET
NONMAJOR GOVERNMENTAL FUNDS
JUNE 30, 2013

	Special Revenue Funds			
	Clean Air Act	Parking and Business Improvement	Gold Line Mitigation	Mission Oaks Parking
Assets:				
Pooled cash and investments	$ 138,405	$ 90,279	$ 184,692	$ -
Receivables:				
Accounts	-	-	-	-
Accrued interest	57	-	-	-
Due from other governments	8,126	-	-	-
Total Assets	$ 146,588	$ 90,279	$ 184,692	$ -
Liabilities, Deferred Inflows of Resources, and Fund Balances:				
Liabilities:				
Accounts payable	$ -	$ 560	$ 269	$ -
Accrued liabilities	-	-	-	-
Deposits payable	-	-	-	-
Due to other funds	-	-	-	-
Total Liabilities	-	560	269	-
Deferred Inflows of Resources:				
Unavailable revenues	-	-	-	-
Total Deferred Inflows of Resources	-	-	-	-
Fund Balances:				
Restricted for:				
Community development projects	-	-	-	-
Public safety	-	-	-	-
Community services	-	-	-	-
Public works	-	-	-	-
Capital Projects	146,588	89,719	184,423	-
Committed to:				
Capital Projects	-	-	-	-
Unassigned	-	-	-	-
Total Fund Balances	146,588	89,719	184,423	-
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	$ 146,588	$ 90,279	$ 184,692	$ -

CITY OF SOUTH PASADENA

COMBINING BALANCE SHEET
NONMAJOR GOVERNMENTAL FUNDS
JUNE 30, 2013 (CONTINUED)

	Special Revenue Funds			
	Mission Meridian Public Garage	State Gas Tax	County Park Bond	Bike and Pedestrian Paths
Assets:				
Pooled cash and investments	$ -	$ 676,850	$ -	$ -
Receivables:				
Accounts	-	-	-	-
Accrued interest	-	286	-	-
Due from other governments	-	53,753	-	-
Total Assets	$ -	$ 730,889	$ -	$ -
Liabilities, Deferred Inflows of Resources, and Fund Balances:				
Liabilities:				
Accounts payable	$ -	$ 7,587	$ 1,695	$ -
Accrued liabilities	-	10,413	-	-
Deposits payable	-	-	-	-
Due to other funds	228,060	-	104,247	-
Total Liabilities	228,060	18,000	105,942	-
Deferred Inflows of Resources:				
Unavailable revenues	-	-	-	-
Total Deferred Inflows of Resources	-	-	-	-
Fund Balances:				
Restricted for:				
Community development projects	-	-	-	-
Public safety	-	-	-	-
Community services	-	-	-	-
Public works	-	712,889	-	-
Capital Projects	-	-	-	-
Committed to:				
Capital Projects	-	-	-	-
Unassigned	(228,060)	-	(105,942)	-
Total Fund Balances	(228,060)	712,889	(105,942)	-
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	$ -	$ 730,889	$ -	$ -

CITY OF SOUTH PASADENA

COMBINING BALANCE SHEET
NONMAJOR GOVERNMENTAL FUNDS
JUNE 30, 2013

	Special Revenue Funds			
	Capital Growth Requirements	C.D.B.G.	Asset Forfeiture	CLEEP
Assets:				
Pooled cash and investments	$ 66,820	$ -	$ 21,254	$ 5,144
Receivables:				
Accounts	-	-	-	-
Accrued interest	28	-	9	2
Due from other governments	-	4,905	-	-
Total Assets	$ 66,848	$ 4,905	$ 21,263	$ 5,146
Liabilities, Deferred Inflows of Resources, and Fund Balances:				
Liabilities:				
Accounts payable	$ -	$ -	$ -	$ -
Accrued liabilities	-	-	-	-
Deposits payable	-	-	-	-
Due to other funds	-	4,905	-	-
Total Liabilities	-	4,905	-	-
Deferred Inflows of Resources:				
Unavailable revenues	-	-	-	-
Total Deferred Inflows of Resources	-	-	-	-
Fund Balances:				
Restricted for:				
Community development projects	-	-	-	-
Public safety	-	-	21,263	5,146
Community services	-	-	-	-
Public works	-	-	-	-
Capital Projects	66,848	-	-	-
Committed to:				
Capital Projects	-	-	-	-
Unassigned	-	-	-	-
Total Fund Balances	66,848	-	21,263	5,146
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	$ 66,848	$ 4,905	$ 21,263	$ 5,146

CITY OF SOUTH PASADENA

COMBINING BALANCE SHEET
NONMAJOR GOVERNMENTAL FUNDS
JUNE 30, 2013 (CONTINUED)

	Special Revenue Funds			
	Public Library Grant	State Police Grant	Homeland Security Grant	Park Impact Fees
Assets:				
Pooled cash and investments	$ 6,445	$ 109,235	$ -	$ 119,623
Receivables:				
Accounts	-	-	-	-
Accrued interest	-	47	-	-
Due from other governments	-	-	133,676	-
Total Assets	$ 6,445	$ 109,282	$ 133,676	$ 119,623
Liabilities, Deferred Inflows of Resources, and Fund Balances:				
Liabilities:				
Accounts payable	$ -	$ 13,500	$ 9,273	$ 3,505
Accrued liabilities	-	-	-	-
Deposits payable	-	-	-	-
Due to other funds	-	-	154,504	-
Total Liabilities	-	13,500	163,777	3,505
Deferred Inflows of Resources:				
Unavailable revenues	-	-	4,083	-
Total Deferred Inflows of Resources	-	-	4,083	-
Fund Balances:				
Restricted for:				
Community development projects	-	-	-	-
Public safety	-	95,782	-	-
Community services	6,445	-	-	116,118
Public works	-	-	-	-
Capital Projects	-	-	-	-
Committed to:				
Capital Projects	-	-	-	-
Unassigned	-	-	(34,184)	-
Total Fund Balances	6,445	95,782	(34,184)	116,118
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	$ 6,445	$ 109,282	$ 133,676	$ 119,623

CITY OF SOUTH PASADENA

COMBINING BALANCE SHEET
NONMAJOR GOVERNMENTAL FUNDS
JUNE 30, 2013

	Special Revenue Funds			
	ARRA Grant	Measure R	Safe Routes to School	SGVCOG Grant Fund
Assets:				
Pooled cash and investments	$ -	$ 456,865	$ -	$ -
Receivables:				
Accounts	-	-	-	-
Accrued interest	-	185	-	-
Due from other governments	-	-	-	-
Total Assets	$ -	$ 457,050	$ -	$ -
Liabilities, Deferred Inflows of Resources, and Fund Balances:				
Liabilities:				
Accounts payable	$ -	$ -	$ -	$ -
Accrued liabilities	-	-	-	-
Deposits payable	-	-	-	-
Due to other funds	-	-	-	391
Total Liabilities	-	-	-	391
Deferred Inflows of Resources:				
Unavailable revenues	-	-	-	-
Total Deferred Inflows of Resources	-	-	-	-
Fund Balances:				
Restricted for:				
Community development projects	-	-	-	-
Public safety	-	-	-	-
Community services	-	-	-	-
Public works	-	457,050	-	-
Capital Projects	-	-	-	-
Committed to:				
Capital Projects	-	-	-	-
Unassigned	-	-	-	(391)
Total Fund Balances	-	457,050	-	(391)
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	$ -	$ 457,050	$ -	$ -

CITY OF SOUTH PASADENA

COMBINING BALANCE SHEET
NONMAJOR GOVERNMENTAL FUNDS
JUNE 30, 2013

(CONTINUED)

	Special Revenue Funds			Capital Projects Funds
	Public Education	MSRC Grant Fund	Housing Authority	Facilities & Equip. Capital Project
Assets:				
Pooled cash and investments	$ 29,020	$ -	$ 1,458	$ 579,798
Receivables:				
Accounts	5,117	-	-	-
Accrued interest	-	-	-	-
Due from other governments	-	-	-	-
Total Assets	$ 34,137	$ -	$ 1,458	$ 579,798
Liabilities, Deferred Inflows of Resources, and Fund Balances:				
Liabilities:				
Accounts payable	$ -	$ -	$ -	$ 351
Accrued liabilities	-	-	-	-
Deposits payable	-	-	729	-
Due to other funds	-	280,539	-	-
Total Liabilities	-	280,539	729	351
Deferred Inflows of Resources:				
Unavailable revenues	-	-	-	-
Total Deferred Inflows of Resources	-	-	-	-
Fund Balances:				
Restricted for:				
Community development projects	34,137	-	729	-
Public safety	-	-	-	-
Community services	-	-	-	-
Public works	-	-	-	-
Capital Projects	-	-	-	-
Committed to:				
Capital Projects	-	-	-	579,447
Unassigned	-	(280,539)	-	-
Total Fund Balances	34,137	(280,539)	729	579,447
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	$ 34,137	$ -	$ 1,458	$ 579,798

CITY OF SOUTH PASADENA

COMBINING BALANCE SHEET
NONMAJOR GOVERNMENTAL FUNDS
JUNE 30, 2013

	Total Governmental Funds
Assets:	
Pooled cash and investments	$ 3,000,903
Receivables:	
Accounts	32,288
Accrued interest	741
Due from other governments	259,012
Total Assets	**$ 3,292,944**
Liabilities, Deferred Inflows of Resources, and Fund Balances:	
Liabilities:	
Accounts payable	$ 168,346
Accrued liabilities	30,189
Deposits payable	729
Due to other funds	1,173,465
Total Liabilities	**1,372,729**
Deferred Inflows of Resources:	
Unavailable revenues	62,519
Total Deferred Inflows of Resources	**62,519**
Fund Balances:	
Restricted for:	
Community development projects	34,866
Public safety	122,191
Community services	306,388
Public works	1,362,132
Capital Projects	502,607
Committed to:	
Capital Projects	579,447
Unassigned	(1,049,935)
Total Fund Balances	**1,857,696**
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	**$ 3,292,944**

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CITY OF SOUTH PASADENA

COMBINING STATEMENT OF REVENUES,
EXPENDITURES AND CHANGES IN FUND BALANCES
NONMAJOR GOVERNMENTAL FUNDS
YEAR ENDED JUNE 30, 2013

	Special Revenue Funds			
	MTA Pedestrian Improvement	Traffic Improvement	Proposition "A"	Proposition "C"
Revenues:				
Taxes	$ -	$ -	$ 400,325	$ 332,483
Assessments	-	-	-	-
Licenses and permits	-	-	-	-
Intergovernmental	195,500	1,454,479	-	-
Charges for services	-	-	5,099	-
Use of money and property	-	-	352	633
Contributions	-	-	-	-
Miscellaneous	-	-	16,845	-
Total Revenues	**195,500**	**1,454,479**	**422,621**	**333,116**
Expenditures:				
Current:				
General government	-	-	46,046	142,828
Public safety	-	-	-	-
Community services	-	-	150,400	238,461
Public works	-	-	-	-
Capital outlay	-	-	-	160,000
Total Expenditures	**-**	**-**	**196,446**	**541,289**
Excess (Deficiency) of Revenues Over (Under) Expenditures	195,500	1,454,479	226,175	(208,173)
Other Financing Sources (Uses):				
Transfers in	46,346	420,146	-	-
Transfers out	-	-	-	-
Total Other Financing Sources (Uses)	**46,346**	**420,146**	**-**	**-**
Net Change in Fund Balances	241,846	1,874,625	226,175	(208,173)
Fund Balances, Beginning of Year	(642,665)	(1,874,625)	(42,350)	330,930
Fund Balances, End of Year	**$ (400,819)**	**$ -**	**$ 183,825**	**$ 122,757**

CITY OF SOUTH PASADENA

COMBINING STATEMENT OF REVENUES,
EXPENDITURES AND CHANGES IN FUND BALANCES
NONMAJOR GOVERNMENTAL FUNDS
YEAR ENDED JUNE 30, 2013 (CONTINUED)

	Special Revenue Funds			
	ISTEA/METRO	Gold Line Betterments	CTC Traffic Improvement Grant	Street Lighting
Revenues:				
Taxes	$ -	$ -	$ -	$ -
Assessments	-	-	-	905,459
Licenses and permits	-	-	-	-
Intergovernmental	-	-	94,063	-
Charges for services	-	-	-	-
Use of money and property	-	-	-	-
Contributions	-	-	-	17,970
Miscellaneous	-	-	-	15,883
Total Revenues	-	-	94,063	939,312
Expenditures:				
Current:				
General government	-	-	189	-
Public safety	-	-	-	-
Community services	-	-	-	-
Public works	-	-	-	990,100
Capital outlay	-	-	-	-
Total Expenditures	-	-	189	990,100
Excess (Deficiency) of Revenues Over (Under) Expenditures	-	-	93,874	(50,788)
Other Financing Sources (Uses):				
Transfers in	-	-	-	-
Transfers out	(8,692)	-	(181,910)	-
Total Other Financing Sources (Uses)	(8,692)	-	(181,910)	-
Net Change in Fund Balances	(8,692)	-	(88,036)	(50,788)
Fund Balances, Beginning of Year	8,692	14,913	88,152	120,224
Fund Balances, End of Year	$ -	$ 14,913	$ 116	$ 69,436

CITY OF SOUTH PASADENA

COMBINING STATEMENT OF REVENUES,
EXPENDITURES AND CHANGES IN FUND BALANCES
NONMAJOR GOVERNMENTAL FUNDS
YEAR ENDED JUNE 30, 2013

	Special Revenue Funds			
	Clean Air Act	Parking and Business Improvement	Gold Line Mitigation	Mission Oaks Parking
Revenues:				
Taxes	$ -	$ 151,810	$ -	$ -
Assessments	-	-	-	-
Licenses and permits	-	-	-	-
Intergovernmental	31,033	-	-	-
Charges for services	-	-	-	-
Use of money and property	531	-	-	-
Contributions	-	-	-	-
Miscellaneous	-	-	-	-
Total Revenues	31,564	151,810	-	-
Expenditures:				
Current:				
General government	-	153,211	-	-
Public safety	-	-	-	-
Community services	-	-	-	-
Public works	-	-	-	-
Capital outlay	-	-	52,499	-
Total Expenditures	-	153,211	52,499	-
Excess (Deficiency) of Revenues Over (Under) Expenditures	31,564	(1,401)	(52,499)	-
Other Financing Sources (Uses):				
Transfers in	-	-	27,237	3,259
Transfers out	-	-	-	-
Total Other Financing Sources (Uses)	-	-	27,237	3,259
Net Change in Fund Balances	31,564	(1,401)	(25,262)	3,259
Fund Balances, Beginning of Year	115,024	91,120	209,685	(3,259)
Fund Balances, End of Year	$ 146,588	$ 89,719	$ 184,423	$ -

CITY OF SOUTH PASADENA

COMBINING STATEMENT OF REVENUES,
EXPENDITURES AND CHANGES IN FUND BALANCES
NONMAJOR GOVERNMENTAL FUNDS
YEAR ENDED JUNE 30, 2013 (CONTINUED)

	Special Revenue Funds			
	Mission Meridian Public Garage	State Gas Tax	County Park Bond	Bike and Pedestrian Paths
Revenues:				
Taxes	$ -	$ -	$ -	$ -
Assessments	-	-	-	-
Licenses and permits	-	-	-	-
Intergovernmental	-	587,356	-	14,897
Charges for services	-	-	-	-
Use of money and property	-	2,954	-	9
Contributions	-	-	-	-
Miscellaneous	-	-	-	-
Total Revenues	-	590,310	-	14,906
Expenditures:				
Current:				
General government	30,984	-	-	-
Public safety	-	-	-	-
Community services	-	-	-	-
Public works	-	556,477	23,949	-
Capital outlay	-	33,690	-	15,945
Total Expenditures	30,984	590,167	23,949	15,945
Excess (Deficiency) of Revenues Over (Under) Expenditures	(30,984)	143	(23,949)	(1,039)
Other Financing Sources (Uses):				
Transfers in	-	-	-	-
Transfers out	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-
Net Change in Fund Balances	(30,984)	143	(23,949)	(1,039)
Fund Balances, Beginning of Year	(197,076)	712,746	(81,993)	1,039
Fund Balances, End of Year	$ (228,060)	$ 712,889	$ (105,942)	$ -

CITY OF SOUTH PASADENA

COMBINING STATEMENT OF REVENUES,
EXPENDITURES AND CHANGES IN FUND BALANCES
NONMAJOR GOVERNMENTAL FUNDS
YEAR ENDED JUNE 30, 2013

	Special Revenue Funds			
	Capital Growth Requirements	C.D.B.G.	Asset Forfeiture	CLEEP
Revenues:				
Taxes	$ -	$ -	$ -	$ -
Assessments	-	-	-	-
Licenses and permits	-	-	-	-
Intergovernmental	-	174,387	-	-
Charges for services	35,373	-	-	-
Use of money and property	238	-	91	22
Contributions	-	-	-	-
Miscellaneous	-	13,884	-	-
Total Revenues	35,611	188,271	91	22
Expenditures:				
Current:				
General government	-	-	-	-
Public safety	-	-	-	-
Community services	-	34,679	-	-
Public works	-	-	-	-
Capital outlay	-	150,810	-	-
Total Expenditures	-	185,489	-	-
Excess (Deficiency) of Revenues Over (Under) Expenditures	35,611	2,782	91	22
Other Financing Sources (Uses):				
Transfers in	-	-	-	-
Transfers out	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-
Net Change in Fund Balances	35,611	2,782	91	22
Fund Balances, Beginning of Year	31,237	(2,782)	21,172	5,124
Fund Balances, End of Year	$ 66,848	$ -	$ 21,263	$ 5,146

CITY OF SOUTH PASADENA

COMBINING STATEMENT OF REVENUES,
EXPENDITURES AND CHANGES IN FUND BALANCES
NONMAJOR GOVERNMENTAL FUNDS
YEAR ENDED JUNE 30, 2013 (CONTINUED)

	Special Revenue Funds			
	Public Library Grant	State Police Grant	Homeland Security Grant	Park Impact Fees
Revenues:				
Taxes	$ -	$ -	$ -	$ -
Assessments	-	-	-	-
Licenses and permits	-	-	-	63,995
Intergovernmental	-	100,000	173,218	-
Charges for services	-	-	-	-
Use of money and property	-	415	-	-
Contributions	-	-	-	-
Miscellaneous	-	-	-	-
Total Revenues	-	100,415	173,218	63,995
Expenditures:				
Current:				
General government	-	-	-	-
Public safety	-	165,945	-	-
Community services	-	-	-	141,823
Public works	-	-	-	-
Capital outlay	-	-	131,487	-
Total Expenditures	-	165,945	131,487	141,823
Excess (Deficiency) of Revenues Over (Under) Expenditures	-	(65,530)	41,731	(77,828)
Other Financing Sources (Uses):				
Transfers in	-	-	-	-
Transfers out	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-
Net Change in Fund Balances	-	(65,530)	41,731	(77,828)
Fund Balances, Beginning of Year	6,445	161,312	(75,915)	193,946
Fund Balances, End of Year	$ 6,445	$ 95,782	$ (34,184)	$ 116,118

CITY OF SOUTH PASADENA

COMBINING STATEMENT OF REVENUES,
EXPENDITURES AND CHANGES IN FUND BALANCES
NONMAJOR GOVERNMENTAL FUNDS
YEAR ENDED JUNE 30, 2013

	Special Revenue Funds			
	ARRA Grant	Measure R	Safe Routes to School	SGVCOG Grant Fund
Revenues:				
Taxes	$ -	$ 248,497	$ -	$ -
Assessments	-	-	-	-
Licenses and permits	-	-	-	-
Intergovernmental	466,398	-	174,152	-
Charges for services	-	-	-	-
Use of money and property	-	1,668	-	-
Contributions	-	-	-	-
Miscellaneous	-	-	-	-
Total Revenues	466,398	250,165	174,152	-
Expenditures:				
Current:				
General government	-	-	-	-
Public safety	-	-	-	-
Community services	-	-	-	-
Public works	-	-	-	-
Capital outlay	-	390,321	-	-
Total Expenditures	-	390,321	-	-
Excess (Deficiency) of Revenues Over (Under) Expenditures	466,398	(140,156)	174,152	-
Other Financing Sources (Uses):				
Transfers in	5,676	-	-	-
Transfers out	-	-	(1,712)	-
Total Other Financing Sources (Uses)	5,676	-	(1,712)	-
Net Change in Fund Balances	472,074	(140,156)	172,440	-
Fund Balances, Beginning of Year	(472,074)	597,206	(172,440)	(391)
Fund Balances, End of Year	$ -	$ 457,050	$ -	$ (391)

CITY OF SOUTH PASADENA

COMBINING STATEMENT OF REVENUES,
EXPENDITURES AND CHANGES IN FUND BALANCES
NONMAJOR GOVERNMENTAL FUNDS
YEAR ENDED JUNE 30, 2013

(CONTINUED)

	Special Revenue Funds			Capital Projects Fund
	Public Education	MSRC Grant Fund	Housing Authority	Facilities & Equip. Capital Project
Revenues:				
Taxes	$ -	$ -	$ -	$ -
Assessments	-	-	-	-
Licenses and permits	-	-	-	-
Intergovernmental	-	169,421	-	-
Charges for services	20,321	-	-	-
Use of money and property	-	-	729	-
Contributions	-	-	-	-
Miscellaneous	-	-	-	-
Total Revenues	**20,321**	**169,421**	**729**	**-**
Expenditures:				
Current:				
General government	-	-	-	-
Public safety	-	-	-	-
Community services	-	-	-	-
Public works	-	-	-	-
Capital outlay	-	-	-	92,553
Total Expenditures	**-**	**-**	**-**	**92,553**
Excess (Deficiency) of Revenues Over (Under) Expenditures	20,321	169,421	729	(92,553)
Other Financing Sources (Uses):				
Transfers in	-	-	-	672,000
Transfers out	-	-	-	-
Total Other Financing Sources (Uses)	**-**	**-**	**-**	**672,000**
Net Change in Fund Balances	20,321	169,421	729	579,447
Fund Balances, Beginning of Year	13,816	(449,960)	-	-
Fund Balances, End of Year	**$ 34,137**	**$ (280,539)**	**$ 729**	**$ 579,447**

CITY OF SOUTH PASADENA

COMBINING STATEMENT OF REVENUES,
EXPENDITURES AND CHANGES IN FUND BALANCES
NONMAJOR GOVERNMENTAL FUNDS
YEAR ENDED JUNE 30, 2013

	Total Governmental Funds
Revenues:	
Taxes	$ 1,133,115
Assessments	905,459
Licenses and permits	63,995
Intergovernmental	3,634,904
Charges for services	60,793
Use of money and property	7,642
Contributions	17,970
Miscellaneous	46,612
Total Revenues	**5,870,490**
Expenditures:	
Current:	
General government	373,258
Public safety	165,945
Community services	565,363
Public works	1,570,526
Capital outlay	1,027,305
Total Expenditures	**3,702,397**
Excess (Deficiency) of Revenues Over (Under) Expenditures	2,168,093
Other Financing Sources (Uses):	
Transfers in	1,174,664
Transfers out	(192,314)
Total Other Financing Sources (Uses)	**982,350**
Net Change in Fund Balances	3,150,443
Fund Balances, Beginning of Year	(1,292,747)
Fund Balances, End of Year	**$ 1,857,696**

CITY OF SOUTH PASADENA

BUDGETARY COMPARISON SCHEDULE
PROPOSITION "A"
YEAR ENDED JUNE 30, 2013

	Budget Amounts		Actual	Variance with Final Budget Positive
	Original	Final	Amounts	(Negative)
Budgetary Fund Balance, July 1	$ (42,350)	$ (42,350)	$ (42,350)	$ -
Resources (Inflows):				
Taxes	389,484	389,484	400,325	10,841
Charges for services	5,000	5,000	5,099	99
Use of money and property	-	-	352	352
Miscellaneous	-	-	16,845	16,845
Amounts Available for Appropriation	352,134	352,134	380,271	28,137
Charges to Appropriation (Outflow):				
General government	47,834	47,834	46,046	1,788
Community services	132,367	132,367	150,400	(18,033)
Total Charges to Appropriations	180,201	180,201	196,446	(16,245)
Budgetary Fund Balance, June 30	$ 171,933	$ 171,933	$ 183,825	$ 11,892

CITY OF SOUTH PASADENA

BUDGETARY COMPARISON SCHEDULE
PROPOSITION "C"
YEAR ENDED JUNE 30, 2013

	Budget Amounts		Actual	Variance with Final Budget Positive
	Original	Final	Amounts	(Negative)
Budgetary Fund Balance, July 1	$ 330,930	$ 330,930	$ 330,930	$ -
Resources (Inflows):				
Taxes	323,067	323,067	332,483	9,416
Use of money and property	8,000	8,000	633	(7,367)
Amounts Available for Appropriation	661,997	661,997	664,046	2,049
Charges to Appropriation (Outflow):				
General government	105,653	105,653	142,828	(37,175)
Community services	263,818	263,818	238,461	25,357
Capital outlay	100,000	100,000	160,000	(60,000)
Total Charges to Appropriations	469,471	469,471	541,289	(71,818)
Budgetary Fund Balance, June 30	$ 192,526	$ 192,526	$ 122,757	$ (69,769)

CITY OF SOUTH PASADENA

BUDGETARY COMPARISON SCHEDULE
STREET LIGHTING
YEAR ENDED JUNE 30, 2013

	Budget Amounts		Actual	Variance with Final Budget Positive
	Original	Final	Amounts	(Negative)
Budgetary Fund Balance, July 1	$ 120,224	$ 120,224	$ 120,224	$ -
Resources (Inflows):				
Assessments	885,000	885,000	905,459	20,459
Contributions	-	-	17,970	17,970
Miscellaneous	10,000	10,000	15,883	5,883
Amounts Available for Appropriation	**1,015,224**	**1,015,224**	**1,059,536**	**44,312**
Charges to Appropriation (Outflow):				
Public works	969,602	976,579	990,100	(13,521)
Total Charges to Appropriations	**969,602**	**976,579**	**990,100**	**(13,521)**
Budgetary Fund Balance, June 30	**$ 45,622**	**$ 38,645**	**$ 69,436**	**$ 30,791**

CITY OF SOUTH PASADENA

BUDGETARY COMPARISON SCHEDULE
CLEAN AIR ACT
YEAR ENDED JUNE 30, 2013

	Budget Amounts		Actual	Variance with Final Budget Positive
	Original	Final	Amounts	(Negative)
Budgetary Fund Balance, July 1	$ 115,024	$ 115,024	$ 115,024	$ -
Resources (Inflows):				
Intergovernmental	15,000	15,000	31,033	16,033
Use of money and property	-	-	531	531
Amounts Available for Appropriation	130,024	130,024	146,588	16,564
Charges to Appropriation (Outflow):				
General government	13,600	13,600	-	13,600
Total Charges to Appropriations	13,600	13,600	-	13,600
Budgetary Fund Balance, June 30	$ 116,424	$ 116,424	$ 146,588	$ 30,164

CITY OF SOUTH PASADENA

BUDGETARY COMPARISON SCHEDULE
PARKING AND BUSINESS IMPROVEMENT
YEAR ENDED JUNE 30, 2013

	Budget Amounts		Actual	Variance with Final Budget Positive
	Original	Final	Amounts	(Negative)
Budgetary Fund Balance, July 1	$ 91,120	$ 91,120	$ 91,120	$ -
Resources (Inflows):				
Taxes	140,000	140,000	151,810	11,810
Amounts Available for Appropriation	**231,120**	**231,120**	**242,930**	**11,810**
Charges to Appropriation (Outflow):				
General government	148,000	148,000	153,211	(5,211)
Total Charges to Appropriations	**148,000**	**148,000**	**153,211**	**(5,211)**
Budgetary Fund Balance, June 30	**$ 83,120**	**$ 83,120**	**$ 89,719**	**$ 6,599**

CITY OF SOUTH PASADENA

BUDGETARY COMPARISON SCHEDULE
GOLD LINE MITIGATION
YEAR ENDED JUNE 30, 2013

	Budget Amounts		Actual	Variance with Final Budget Positive
	Original	Final	Amounts	(Negative)
Budgetary Fund Balance, July 1	$ 209,685	$ 209,685	$ 209,685	$ -
Resources (Inflows):				
Transfers in	-	-	27,237	27,237
Amounts Available for Appropriation	209,685	209,685	236,922	27,237
Charges to Appropriation (Outflow):				
Capital outlay	-	316,722	52,499	264,223
Total Charges to Appropriations	-	316,722	52,499	264,223
Budgetary Fund Balance, June 30	$ 209,685	$ (107,037)	$ 184,423	$ 291,460

CITY OF SOUTH PASADENA

BUDGETARY COMPARISON SCHEDULE
MISSION MERIDIAN PUBLIC GARAGE
YEAR ENDED JUNE 30, 2013

	Budget Amounts		Actual	Variance with Final Budget Positive
	Original	Final	Amounts	(Negative)
Budgetary Fund Balance, July 1	$ (197,076)	$ (197,076)	$ (197,076)	$ -
Resources (Inflows):				
Amounts Available for Appropriation	(197,076)	(197,076)	(197,076)	-
Charges to Appropriation (Outflow):				
General government	30,797	30,797	30,984	(187)
Total Charges to Appropriations	30,797	30,797	30,984	(187)
Budgetary Fund Balance, June 30	$ (227,873)	$ (227,873)	$ (228,060)	$ (187)

CITY OF SOUTH PASADENA

BUDGETARY COMPARISON SCHEDULE
STATE GAS TAX
YEAR ENDED JUNE 30, 2013

	Budget Amounts		Actual	Variance with Final Budget Positive
	Original	Final	Amounts	(Negative)
Budgetary Fund Balance, July 1	$ 712,746	$ 712,746	$ 712,746	$ -
Resources (Inflows):				
Intergovernmental	680,021	680,021	587,356	(92,665)
Use of money and property	7,000	7,000	2,954	(4,046)
Amounts Available for Appropriation	1,399,767	1,399,767	1,303,056	(96,711)
Charges to Appropriation (Outflow):				
Public works	635,653	635,653	556,477	79,176
Capital outlay	128,000	128,000	33,690	94,310
Total Charges to Appropriations	763,653	763,653	590,167	173,486
Budgetary Fund Balance, June 30	$ 636,114	$ 636,114	$ 712,889	$ 76,775

CITY OF SOUTH PASADENA

BUDGETARY COMPARISON SCHEDULE
COUNTY PARK BOND
YEAR ENDED JUNE 30, 2013

	Budget Amounts		Actual	Variance with Final Budget Positive
	Original	Final	Amounts	(Negative)
Budgetary Fund Balance, July 1	$ (81,993)	$ (81,993)	$ (81,993)	$ -
Resources (Inflows):				
Amounts Available for Appropriation	(81,993)	(81,993)	(81,993)	-
Charges to Appropriation (Outflow):				
Public works	16,600	16,600	23,949	(7,349)
Total Charges to Appropriations	16,600	16,600	23,949	(7,349)
Budgetary Fund Balance, June 30	$ (98,593)	$ (98,593)	$ (105,942)	$ (7,349)

CITY OF SOUTH PASADENA

BUDGETARY COMPARISON SCHEDULE
BIKE AND PEDESTRIAN PATHS
YEAR ENDED JUNE 30, 2013

	Budget Amounts		Actual	Variance with Final Budget Positive
	Original	Final	Amounts	(Negative)
Budgetary Fund Balance, July 1	$ 1,039	$ 1,039	$ 1,039	$ -
Resources (Inflows):				
Intergovernmental	13,818	13,818	14,897	1,079
Use of money and property	-	-	9	9
Amounts Available for Appropriation	14,857	14,857	15,945	1,088
Charges to Appropriation (Outflow):				
Capital outlay	31,000	31,000	15,945	15,055
Total Charges to Appropriations	31,000	31,000	15,945	15,055
Budgetary Fund Balance, June 30	$ (16,143)	$ (16,143)	$ -	$ 16,143

CITY OF SOUTH PASADENA

BUDGETARY COMPARISON SCHEDULE
CAPITAL GROWTH REQUIREMENTS
YEAR ENDED JUNE 30, 2013

	Budget Amounts		Actual	Variance with Final Budget Positive
	Original	Final	Amounts	(Negative)
Budgetary Fund Balance, July 1	$ 31,237	$ 31,237	$ 31,237	$ -
Resources (Inflows):				
Charges for services	15,000	15,000	35,373	20,373
Use of money and property	100	100	238	138
Amounts Available for Appropriation	46,337	46,337	66,848	20,511
Budgetary Fund Balance, June 30	$ 46,337	$ 46,337	$ 66,848	$ 20,511

CITY OF SOUTH PASADENA

BUDGETARY COMPARISON SCHEDULE
C.D.B.G.
YEAR ENDED JUNE 30, 2013

	Budget Amounts		Actual	Variance with Final Budget Positive
	Original	Final	Amounts	(Negative)
Budgetary Fund Balance, July 1	$ (2,782)	$ (2,782)	$ (2,782)	$ -
Resources (Inflows):				
Intergovernmental	-	-	174,387	174,387
Miscellaneous	30,000	30,000	13,884	(16,116)
Amounts Available for Appropriation	27,218	27,218	185,489	158,271
Charges to Appropriation (Outflow):				
Community services	30,890	30,890	34,679	(3,789)
Capital outlay	122,498	122,498	150,810	(28,312)
Total Charges to Appropriations	153,388	153,388	185,489	(32,101)
Budgetary Fund Balance, June 30	**$ (126,170)**	**$ (126,170)**	**$ -**	**$ 126,170**

CITY OF SOUTH PASADENA

BUDGETARY COMPARISON SCHEDULE
ASSET FORFEITURE
YEAR ENDED JUNE 30, 2013

	Budget Amounts		Actual	Variance with Final Budget Positive
	Original	Final	Amounts	(Negative)
Budgetary Fund Balance, July 1	$ 21,172	$ 21,172	$ 21,172	$ -
Resources (Inflows):				
Use of money and property	500	500	91	(409)
Amounts Available for Appropriation	21,672	21,672	21,263	(409)
Budgetary Fund Balance, June 30	$ 21,672	$ 21,672	$ 21,263	$ (409)

CITY OF SOUTH PASADENA

BUDGETARY COMPARISON SCHEDULE
STATE POLICE GRANT
YEAR ENDED JUNE 30, 2013

	Budget Amounts		Actual	Variance with Final Budget Positive
	Original	Final	Amounts	(Negative)
Budgetary Fund Balance, July 1	$ 161,312	$ 161,312	$ 161,312	$ -
Resources (Inflows):				
Intergovernmental	-	-	100,000	100,000
Use of money and property	3,000	3,000	415	(2,585)
Amounts Available for Appropriation	164,312	164,312	261,727	97,415
Charges to Appropriation (Outflow):				
Public safety	-	19,550	165,945	(146,395)
Total Charges to Appropriations	-	19,550	165,945	(146,395)
Budgetary Fund Balance, June 30	$ 164,312	$ 144,762	$ 95,782	$ (48,980)

CITY OF SOUTH PASADENA

BUDGETARY COMPARISON SCHEDULE
PARK IMPACT FEES
YEAR ENDED JUNE 30, 2013

	Budget Amounts		Actual	Variance with Final Budget Positive
	Original	Final	Amounts	(Negative)
Budgetary Fund Balance, July 1	$ 193,946	$ 193,946	$ 193,946	$ -
Resources (Inflows):				
Licenses and permits	-	-	63,995	63,995
Amounts Available for Appropriation	**193,946**	**193,946**	**257,941**	**63,995**
Charges to Appropriation (Outflow):				
Parks and recreation	125,000	142,500	141,823	677
Total Charges to Appropriations	**125,000**	**142,500**	**141,823**	**677**
Budgetary Fund Balance, June 30	**$ 68,946**	**$ 51,446**	**$ 116,118**	**$ 64,672**

CITY OF SOUTH PASADENA

BUDGETARY COMPARISON SCHEDULE
ARRA GRANT
YEAR ENDED JUNE 30, 2013

	Budget Amounts		Actual	Variance with Final Budget Positive
	Original	Final	Amounts	(Negative)
Budgetary Fund Balance, July 1	$ (472,074)	$ (472,074)	$ (472,074)	$ -
Resources (Inflows):				
Intergovernmental	-	-	466,398	466,398
Transfers in	-	-	5,676	5,676
Amounts Available for Appropriation	(472,074)	(472,074)	-	472,074
Charges to Appropriation (Outflow):				
Capital outlay	136,000	136,000	-	136,000
Total Charges to Appropriations	136,000	136,000	-	136,000
Budgetary Fund Balance, June 30	$ (608,074)	$ (608,074)	$ -	$ 608,074

CITY OF SOUTH PASADENA

BUDGETARY COMPARISON SCHEDULE
MEASURE R
YEAR ENDED JUNE 30, 2013

	Budget Amounts		Actual	Variance with Final Budget Positive
	Original	Final	Amounts	(Negative)
Budgetary Fund Balance, July 1	$ 597,206	$ 597,206	$ 597,206	$ -
Resources (Inflows):				
Taxes	242,307	242,307	248,497	6,190
Use of money and property	6,000	6,000	1,668	(4,332)
Amounts Available for Appropriation	845,513	845,513	847,371	1,858
Charges to Appropriation (Outflow):				
Capital outlay	268,000	268,000	390,321	(122,321)
Total Charges to Appropriations	268,000	268,000	390,321	(122,321)
Budgetary Fund Balance, June 30	$ 577,513	$ 577,513	$ 457,050	$ (120,463)

CITY OF SOUTH PASADENA

BUDGETARY COMPARISON SCHEDULE
FACILITIES & EQUIP. CAPITAL PROJECT
YEAR ENDED JUNE 30, 2013

	Budget Amounts		Actual	Variance with Final Budget Positive
	Original	Final	Amounts	(Negative)
Budgetary Fund Balance, July 1	$ -	$ -	$ -	$ -
Resources (Inflows):				
Transfers in	672,000	672,000	672,000	-
Amounts Available for Appropriation	**672,000**	**672,000**	**672,000**	**-**
Charges to Appropriation (Outflow):				
Capital outlay	184,500	184,500	92,553	91,947
Total Charges to Appropriations	**184,500**	**184,500**	**92,553**	**91,947**
Budgetary Fund Balance, June 30	**$ 487,500**	**$ 487,500**	**$ 579,447**	**$ 91,947**

CITY OF SOUTH PASADENA

COMBINING STATEMENT OF NET POSITION
NON-MAJOR PROPRIETARY FUNDS
JUNE 30, 2013

	Business-Type Activities - Enterprise Funds		
	Sewer	Arroyo Seco Golf Course	Totals
Assets:			
Current:			
Cash and investments	521,705	454,263	$ 975,968
Receivables:			
Accounts	24,625	-	24,625
Accrued interest	218	-	218
Total Current Assets	**546,548**	**454,263**	**1,000,811**
Noncurrent:			
Capital assets - net of accumulated depreciation	2,464,479	-	2,464,479
Total Noncurrent Assets	**2,464,479**	**-**	**2,464,479**
Total Assets	**$ 3,011,027**	**$ 454,263**	**$ 3,465,290**
Liabilities:			
Current:			
Accounts payable	$ 47,600	$ -	$ 47,600
Accrued liabilities	10,426	-	10,426
Accrued interest	2,236	-	2,236
Due to other funds	360,000	50,000	410,000
Total Current Liabilities	**420,262**	**50,000**	**470,262**
Noncurrent:			
Advances from other funds	750,000	-	750,000
Accrued compensated absences	6,091	-	6,091
Total Noncurrent Liabilities	**756,091**	**-**	**756,091**
Total Liabilities	**1,176,353**	**50,000**	**1,226,353**
Net Position:			
Net investment in capital assets	2,464,479	-	2,464,479
Unrestricted	(629,805)	404,263	(225,542)
Total Net Position	**1,834,674**	**404,263**	**2,238,937**
Total Liabilities and Net Position	**$ 3,011,027**	**$ 454,263**	**$ 3,465,290**

CITY OF SOUTH PASADENA

COMBINING STATEMENT OF REVENUES, EXPENSES
AND CHANGES IN FUND NET POSITION
NON-MAJOR PROPRIETARY FUNDS
YEAR ENDED JUNE 30, 2013

	Business-Type Activities - Enterprise Funds		
	Sewer	Arroyo Seco Golf Course	Totals
Operating Revenues:			
Sales and service charges	1,127,843	1,082,826	$ 2,210,669
Total Operating Revenues	**1,127,843**	**1,082,826**	**2,210,669**
Operating Expenses:			
Administration and general	323,009	888,930	1,211,939
Treatment	436,394	-	436,394
Depreciation expense	77,161	-	77,161
Total Operating Expenses	**836,564**	**888,930**	**1,725,494**
Operating Income (Loss)	291,279	193,896	485,175
Nonoperating Revenues (Expenses):			
Interest revenue	2,389	-	2,389
Interest expense	(2,236)	-	(2,236)
Total Nonoperating Revenues (Expenses)	**153**	**-**	**153**
Changes in Net Position	291,432	193,896	485,328
Net Position:			
Beginning of Year	1,543,242	210,367	1,753,609
End of Fiscal Year	**$ 1,834,674**	**$ 404,263**	**$ 2,238,937**

CITY OF SOUTH PASADENA

COMBINING STATEMENT OF CASH FLOWS
NON-MAJOR PROPRIETARY FUNDS
YEAR ENDED JUNE 30, 2013

	Business-Type Activities - Enterprise Funds		
	Sewer	Arroyo Seco Golf Course	Totals
Cash Flows from Operating Activities:			
Cash received from customers and users	$ 1,120,998	$ 1,082,826	$ 2,203,824
Cash paid to suppliers for goods and services	(418,848)	8,000	(410,848)
Cash paid to employees for services	(322,425)	(888,930)	(1,211,355)
Net Cash Provided by Operating Activities	**379,725**	**201,896**	**581,621**
Cash Flows from Capital and Related Financing Activities:			
Acquisition and construction of capital assets	(816,539)	-	(816,539)
Advance from other funds	750,000		750,000
Net Cash Used for Capital and Related Financing Activities	**(66,539)**	**-**	**(66,539)**
Cash Flows from Investing Activities:			
Interest received	2,288	-	2,288
Net Cash Provided by Investing Activities	**2,288**	**-**	**2,288**
Net Increase in Cash and Cash Equivalents	**315,474**	**201,896**	**517,370**
Cash and Cash Equivalents at Beginning of Year	206,231	252,367	458,598
Cash and Cash Equivalents at End of Year	**$ 521,705**	**$ 454,263**	**$ 975,968**
Reconciliation of Operating Income to Net Cash Provided by Operating Activities:			
Operating income	$ 291,279	$ 193,896	$ 485,175
Adjustments to reconcile operating income net cash provided by operating activities:			
Depreciation	77,161	-	77,161
(Increase) decrease in accounts receivable	(6,845)	-	(6,845)
(Increase) decrease in prepaid expense	-	8,000	8,000
(Increase) decrease in accrued liabilities	17,546	-	17,546
Increase (decrease) in accounts payable	(808)	-	(808)
Increase (decrease) in compensated absences	1,392	-	1,392
Total Adjustments	**88,446**	**8,000**	**96,446**
Net Cash Provided by Operating Activities	**$ 379,725**	**$ 201,896**	**$ 581,621**

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Statistical Section

This part of the City of South Pasadena's Statistical comprehensive annual financial report presents detailed information as a context for understanding what the information in the financial statements, note disclosures, and required supplementary information says about the city's overall financial health.

Contents

Financial Trends

These schedules contain trend information to help the reader understand how the city's financial performance and well-being have changed over time.

Revenue Capacity

These schedules contain information to help the reader assess the factors affecting the city's ability to generate its property and sales taxes.

Debt Capacity

These schedules present information to help the reader assess the affordability of the city's current levels of outstanding debt and the city's ability to issue additional debt in the future.

Demographic and Economic Information

These schedules offer demographic and economic indicators to help the reader understand the environment within which the city's financial activities take place and to help make comparisons over time and with other governments.

Operating Information

These schedules contain information about the city's operations and resources to help the reader understand how the city's financial information relates to the services the city provides and the activities it performs.

Sources: *Unless otherwise noted, the information in these schedules is derived from the comprehensive annual financial reports for the relevant year. The city implemented Statement 34 in 2003; schedules presenting government-wide information include information beginning in that year.*

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Financial Trends

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CITY OF SOUTH PASADENA

Net Position by Component
Last Ten Fiscal Years
(Accrual Basis of Accounting)

	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
Government activities										
Net investment in capital assets	53,712,779	52,586,854	$ 53,938,246	$ 57,875,243	$ 59,638,269	$ 56,086,968	$ 57,541,752	$60,741,741	$ 62,228,846	$ 61,969,593
Restricted	3,134,933	2,985,309	3,700,356	4,454,617	3,725,863	6,609,467	4,069,279	4,438,340	2,722,783	2,328,184
Unrestricted	3,109,784	2,866,719	3,351,709	6,396,133	8,392,273	8,979,878	6,937,924	6,562,890	5,143,951	7,314,507
Total governmental activities Net Position	$ 59,957,496	$ 58,438,882	$ 60,990,311	$ 68,725,993	$ 71,756,405	$ 71,676,313	$ 68,548,955	$71,742,971	$ 70,093,580	$ 71,612,284
Business-type activities										
Net investment in capital assets	$ 2,984,629	$ 3,290,508	$ 3,042,921	$ 3,263,489	$ 2,791,280	$ 1,890,240	$ 1,276,525	$ 4,550,204	$ 4,808,013	$ 7,448,158
Restricted	-	769,344	1,391,957	2,136,719	2,878,966	36,642,005	36,135,935	32,451,626	29,973,386	-
Unrestricted	4,323,054	2,952,479	3,319,590	2,931,187	3,542,152	(29,053,954)	(28,486,758)	(26,740,999)	(22,097,380)	6,381,147
Total business-type activities Net Position	$ 6,407,683	$ 7,012,329	$ 7,754,468	$ 8,231,395	$ 9,212,398	$ 9,478,291	$ 8,923,803	$10,260,931	$ 12,684,019	$ 13,829,305
Primary government										
Net investment in capital assets	55,797,408	55,877,360	56,981,167	61,138,732	62,429,549	57,977,208	58,818,378	65,291,945	67,034,859	69,417,751
Restricted	3,134,933	3,754,653	5,092,313	6,591,336	6,604,829	43,251,472	40,205,214	36,889,966	32,696,169	2,328,184
Unrestricted	7,432,838	5,819,198	6,671,299	9,227,320	11,934,425	(20,074,976)	(21,550,834)	(20,178,009)	(16,953,429)	13,695,654
Total primary government activities Net Position	$ 66,365,179	$ 65,451,211	$ 68,744,779	$ 76,957,388	$ 80,968,803	$ 81,154,604	$ 77,472,758	$82,003,902	$ 82,777,599	$ 85,441,589

CITY OF SOUTH PASADENA

Changes in Net Position
Last Ten Fiscal Years
(Accrual Basis of Accounting)

	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
Expenses										
Governmental Activities:										
General government	$ 4,539,884	$ 5,238,131	$ 4,623,433	$ 4,401,369	$ 3,911,227	$ 5,513,124	$ 5,816,414	$ 5,935,671	$ 7,449,632	$ 4,152,804
Public safety	8,926,614	9,631,689	9,823,747	9,779,691	9,875,234	11,525,403	11,589,395	10,939,183	11,596,854	11,217,279
Community development	763,683	786,021	770,006	883,972	997,287	839,568	920,339	911,718	948,777	902,945
Community Services	2,183,071	2,426,270	2,446,291	2,523,119	2,806,026	2,914,235	3,033,614	3,175,891	3,052,840	3,101,910
Public works	3,872,143	4,351,990	4,804,715	4,876,678	4,655,996	5,482,505	5,484,601	4,863,335	5,306,742	4,758,677
Interest on long-term debt	146,641	178,245	172,598	149,359	143,423	138,769	131,539	125,032	47,185	8,288
Total Governmental Activities expenses	20,232,036	22,612,346	22,640,390	22,614,188	22,389,193	26,411,604	26,975,902	25,950,830	28,402,030	24,141,903
Business-Type Activities:										
Water utility	2,558,200	3,607,186	4,160,990	3,908,439	3,949,800	4,451,292	7,144,268	5,105,517	4,598,754	6,135,803
Sewer utility	-	-	-	-	-	-	861,207	715,395	1,104,098	838,800
Arroyo Seco Golf Course	-	-	-	-	-	-	-	-	985,611	888,930
Total Business-Type Activities Expenses	2,558,200	3,607,186	4,160,990	3,908,439	3,949,800	4,451,292	8,005,475	5,820,912	6,688,463	7,863,533
Total Primary Government Expenses	$ 22,790,236	$ 26,219,532	$ 26,801,380	$ 26,522,627	$ 26,338,993	$ 30,862,896	$ 34,981,377	$ 31,771,742	$ 35,090,493	$ 32,005,436
Program Revenues										
Governmental Activities:										
Charges for services:										
General government	$ 1,054,576	$ 1,108,740	$ 1,238,045	$ 1,358,711	$ 1,457,911	$ 1,409,846	$ 1,319,410	$ 1,472,338	$ 1,489,846	$ 1,005,393
Public safety	550,729	579,762	589,211	569,946	1,306,513	1,349,175	840,207	860,609	899,536	868,577
Community development	579,502	715,107	715,970	598,718	801,200	405,086	446,050	530,395	548,532	576,063
Community Services	691,141	683,576	686,560	690,544	514,523	627,296	672,765	805,608	772,898	805,635
Public works	1,503,901	1,146,864	1,119,950	1,079,883	1,244,935	1,118,262	1,096,487	1,121,657	1,102,936	1,103,664
Total Charges for Services	4,379,849	4,234,049	4,349,736	4,297,802	5,325,082	4,909,665	4,374,919	4,790,607	4,813,748	4,359,332
Operating Contributions and Grants:										
General government	1,108,032	787,784	1,397,311	500,002	150,998	214,373	71,059	51,115	43,838	32,872
Public safety	249,686	746,820	987,107	2,422,944	175,552	108,406	478,495	437,544	779,399	775,610
Community development	-	-	-	-	-	-	457,670	505,547	618,435	610,355
Community Services	95,308	55,596	53,013	63,472	127,136	24,322	29,449	46,012	30,937	31,854
Public works	119,812	167,841	131,107	122,292	539,572	447,962	209,762	2,600,475	184,948	255,526
Total Operating Contributions and Grants	1,572,838	1,757,341	2,568,538	3,108,710	993,258	795,063	1,246,435	3,640,693	1,657,557	1,706,217
Capital Contributions and Grants:										
Community Services	-	-	-	-	47,516	-	-	-	-	-
Public works	1,561,750	1,259,811	2,536,724	2,712,135	513,368	1,868,187	820,447	1,305,657	1,415,306	93,947
Total Capital Contributions and Grants	1,561,750	1,259,811	2,536,724	2,712,135	560,884	1,868,187	820,447	1,305,657	1,415,306	93,947
Total Governmental Activities Program Revenue	7,514,437	7,251,701	9,454,998	10,118,647	6,879,224	7,572,915	6,441,801	9,736,957	7,886,611	6,159,496
Business-Type Activities:										
Charges for services:										
Water utility	3,217,446	3,902,977	4,442,966	4,687,499	4,543,192	4,549,062	4,270,244	4,943,874	6,903,816	8,022,705
Sewer utility	-	-	-	-	-	-	657,045	759,680	955,204	1,127,843
Arroyo Seco Golf Course	-	-	-	-	-	-	-	-	1,195,978	1,082,826
Total Business-Type Activities Program Revenues	3,217,446	3,902,977	4,442,966	4,687,499	4,543,192	4,549,062	4,927,289	5,703,554	9,054,998	10,233,374
Total Primary Government Program Revenues	$ 10,731,883	$ 11,154,678	$ 13,897,964	$ 14,806,146	$ 11,422,416	$ 12,121,977	$ 11,369,090	$ 15,440,511	$ 16,941,609	$ 16,392,870
Net (Expense)/Revenue										
Governmental Activities	$ (12,717,599)	$ (15,360,645)	$ (13,185,392)	$ (12,495,541)	$ (15,509,969)	$ (18,838,689)	$ (20,534,101)	$ (16,213,873)	$ (20,515,419)	$ (17,982,407)
Business-Type Activities	659,246	295,791	281,976	779,060	593,392	97,770	(3,078,186)	(117,358)	2,366,535	2,369,841
Total primary Government Net Expense	$ (12,058,353)	$ (15,064,854)	$ (12,903,916)	$ (11,716,481)	$ (14,916,577)	$ (18,740,919)	$ (23,612,287)	$ (16,331,231)	$ (18,148,884)	$ (15,612,566)

CITY OF SOUTH PASADENA

Changes in Net Position
Last Ten Fiscal Years
(Accrual Basis of Accounting)

	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
General Revenues and Other Charges in Net Position										
Governmental Activities:										
Taxes:										
Property taxes, levied for general purpose	$ 5,878,748	$ 6,152,773	$ 8,367,587	$ 9,116,431	$ 9,986,309	$ 10,404,273	$ 10,426,753	$ 10,667,838	$ 10,557,651	$ 11,074,604
Sales taxes	2,388,269	2,572,929	2,890,126	2,911,037	3,078,717	2,399,744	2,797,621	2,714,102	2,956,964	2,481,560
Franchise taxes	624,327	671,111	717,624	769,549	777,675	821,144	777,843	803,969	814,766	810,842
Business licenses taxes	257,799	273,432	323,055	334,840	344,497	352,528	323,307	347,665	347,096	363,437
Other taxes	1,988,990	2,113,733	2,104,870	2,379,845	3,158,469	3,942,594	4,109,696	4,143,183	4,133,582	4,092,063
Motor Vehicle In Lieu - Unrestricted	1,167,965	2,034,071	88,757	171,499	110,144	74,215	76,294	150,390	13,267	10,980
Use of money and property	439,308	489,121	619,237	839,529	921,232	658,997	517,079	415,280	381,165	446,167
Gain on sale of assets	(63,817)	-	-	-	1,100,000	-	-	-	-	-
Other	97,564	154,813	646,065	127,108	69,013	73,594	207,937	165,462	104,245	221,658
Transfers	-	-	-	-	-	-	(1,829,787)	-	-	-
Extraordinary gain/loss on dissolution of RDA	-	-	-	-	-	-	-	-	(442,708)	-
Total Governmental Activities	12,779,153	14,461,983	15,757,321	16,649,836	19,546,056	18,727,089	17,406,743	19,407,889	18,866,028	19,501,111
Business-Type Activities:										
Use of money and property	48,131	211,678	369,399	401,925	370,557	227,528	681,532	77,378	45,652	38,006
Gain on sale of assets	-	-	-	-	11,075	-	-	-	-	-
Other	54,526	97,177	90,764	54,042	14,695	13,814	12,379	13,103	10,901	5,972
Transfers	-	-	-	-	-	-	1,829,787	-	-	-
Total Business-Type Activities	102,657	308,855	460,163	455,967	396,327	241,342	2,523,698	90,481	56,553	43,978
Total Primary Government	$ 12,881,810	$ 14,770,838	$ 16,217,484	$ 17,105,803	$ 19,942,383	$ 18,968,431	$ 19,930,441	$ 19,498,370	$ 18,922,581	$ 19,545,089
Changes in Net Position										
Governmental Activities	$ 61,554	$ (698,662)	$ 2,571,429	$ 4,154,295	$ 4,036,087	$ (111,600)	$ (3,127,358)	$ 3,194,016	$ (1,649,391)	$ 1,518,704
Business-Type Activities	761,903	604,846	742,139	1,235,027	989,719	339,112	(554,488)	(26,877)	2,423,088	2,413,819
Total Primary Government	$ 823,457	$ (294,016)	$ 3,313,568	$ 5,389,322	$ 5,025,806	$ 227,512	$ (3,681,846)	$ 3,167,139	$ 773,697	$ 3,932,523

CITY OF SOUTH PASADENA

Fund Balances of Governmental Funds
Last Ten Fiscal Years
(Modified Accrual Basis Of Accounting)

	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
General Fund										
Reserved	$ 455,087	$ 542,341	$ 645,341	$ 397,742	$ 292,562	$ 1,550,920	$ 947,588	$ -	$ -	$ -
Unreserved	3,414,972	3,459,743	4,489,626	6,351,164	9,559,379	9,491,709	10,251,769	-	-	-
Nonspendable	-	-	-	-	-	-	-	426,430	433,637	1,199,091
Restricted	-	-	-	-	-	-	-	-	-	-
Committed	-	-	-	-	-	-	-	2,564,280	2,563,481	2,141,481
Unassigned	-	-	-	-	-	-	-	10,541,790	11,757,341	11,727,332
Total General Fund	$ 3,870,059	$ 4,002,084	$ 5,134,967	$ 6,748,906	$ 9,851,941	$ 11,042,629	$ 11,199,357	$ 13,532,500	$ 14,754,459	$ 15,068,404
All Other Governmental Funds										
Reserved	$ 266,517	$ 293,809	$ 2,456,501	$ 1,537,309	$ 254,778	$ 1,194,959	$ 420,227	$ -	$ -	$ -
Unreserved:										
Unreserved, reported in nonmajor,										
Special revenue funds	1,321,075	1,440,330	205,647	384,352	3,056,391	2,584,720	1,112,446	-	-	-
Capital Projects funds	-	-	-	-	-	3,064,554	1,977,128	-	-	-
Designated for:										
Low & moderate housing	-	436,976	463,776	488,508	530,096	-	-	-	-	-
Debt service	-	198,968	202,044	197,110	200,497	-	-	-	-	-
Undesignated	2,512,672	2,012,312	941,127	1,260,671	1,480,465	-	-	-	-	-
Nonspendable	-	-	-	-	-	-	-	-	-	-
Restricted	-	-	-	-	-	-	-	4,438,340	2,722,783	2,328,184
Committed	-	-	-	-	-	-	-	-	-	579,447
Assigned	-	-	-	-	-	-	-	-	-	-
Unassigned	-	-	-	-	-	-	-	(2,355,949)	(4,015,530)	(1,049,935)
Total all other Governmental Funds	$ 4,100,264	$ 4,382,395	$ 4,269,095	$ 3,867,948	$ 5,522,227	$ 6,844,233	$ 3,509,801	$ 2,082,391	$ (1,292,747)	$ 1,857,696

CITY OF SOUTH PASADENA

Changes In Fund Balances Of Governmental Funds
Last Ten Fiscal Years
(Modified Accrual Basis Of Accounting)

	2004	2005	2006	2007	2008	2009	2010
Revenues:							
Taxes	$ 10,880,019	$ 11,449,664	$ 13,972,117	$ 15,166,586	$ 16,850,652	$ 17,689,431	$ 18,037,383
Assessments	1,113,278	1,097,970	1,068,561	1,133,914	895,773	885,515	883,681
Licenses and permits	750,566	791,522	842,947	876,297	893,237	1,004,933	934,708
Intergovernmental	3,237,991	3,996,994	3,584,136	5,089,034	2,288,858	2,635,222	1,942,882
Charges for services	2,386,005	2,649,613	2,683,695	2,398,566	2,822,380	2,449,932	1,982,863
Use of money and property	439,308	509,282	642,950	868,349	921,232	658,997	517,079
Fines and forfeitures	561,435	544,883	603,086	643,055	636,668	701,894	629,280
Contributions	-	-	14,053	20,114	19,005	11,050	10,050
Miscellaneous	548,180	790,231	1,231,214	543,280	579,812	419,952	508,025
Total revenues	19,916,782	21,830,159	24,642,759	26,739,195	25,907,617	26,456,926	25,445,951
Expenditures:							
Current:							
General government	3,950,276	4,427,679	4,467,746	4,188,718	3,855,522	3,893,079	4,220,337
Public safety	8,808,933	9,496,581	9,703,634	9,727,416	10,670,808	11,134,224	11,147,779
Community development	769,466	781,903	766,775	880,902	1,005,406	831,613	919,697
Community services	2,029,889	2,270,982	2,299,564	2,507,378	2,679,273	2,764,489	2,887,103
Public works	2,501,017	2,511,989	2,721,530	2,777,051	2,852,322	3,217,465	3,297,647
Capital outlay	1,280,203	1,634,550	3,790,870	5,609,950	1,169,533	1,812,804	5,540,889
Debt service:							
Principal retirement	104,110	109,826	112,359	127,262	114,894	181,845	123,891
Interest and fiscal charges	142,274	179,240	177,557	128,516	145,997	140,221	134,275
Total expenses	19,586,168	21,412,750	24,040,035	25,947,193	22,493,755	23,975,740	28,271,618
Excess (Deficiency) of Revenues Over (Under) Expenditures	330,614	417,409	602,724	792,002	3,413,862	2,481,186	(2,825,667)
Other financing sources (uses):							
Transfers in	10,032	96,541	-	18,000	42,573	25,758	24,136
Transfers out	(10,032)	(96,541)	-	(18,000)	(42,573)	(25,758)	(376,173)
Proceed from sale of capital assets	-	-	-	-	1,100,000	-	-
Proceed from sale of capital assets	-	-	-	-	1,100,000	-	-
Capital leases	-	-	-	495,173	-	-	-
Notes and loans issued	-	-	-	65,000	-	-	-
Total other financing sources (uses)	-	-	-	560,173	1,100,000	-	(352,037)
Extraordinary gain/(loss) on dissolution of redevelopment agency	-	-	-	-	-	-	-
Net change in fund balances / net position	$ 330,614	$ 417,409	$ 602,724	$ 1,352,175	$ 4,513,862	$ 2,481,186	$ (3,177,704)
Debt service as a percentage of noncapital expenditures	1.3%	1.5%	1.4%	1.3%	1.3%	1.4%	1.1%

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Revenue Capacity

CITY OF SOUTH PASADENA

Assessed Value and Estimated Actual Value of Taxable Property,
Last Ten Fiscal Years
(in thousands of dollars)

Fiscal Year	Residential Property	Commercial Property	Other Property	Less: Tax-Exempt Property	Total Taxable Assessed Value	Total Direct Tax Rate	Estimated Actual Taxable Value[a]	Taxable Assessed Value as a Percentage of Actual Taxable Value
2004	$ 1,930,016	$ 168,874	$ 117,217	$ (13,863)	$ 2,202,244	0.241%	N/A	N/A
2005	2,087,821	177,629	118,885	(20,516)	2,363,819	0.241%	N/A	N/A
2006	2,262,942	189,286	132,004	(28,647)	2,555,585	0.241%	N/A	N/A
2007	2,478,782	207,724	130,527	(27,756)	2,789,277	0.241%	N/A	N/A
2008	2,690,867	211,373	133,651	(30,013)	3,005,878	0.241%	N/A	N/A
2009	2,850,768	217,653	141,106	(29,101)	3,180,426	0.240%	N/A	N/A
2010	2,899,484	224,824	142,474	(30,931)	3,235,851	0.240%	N/A	N/A
2011	2,972,102	228,851	125,651	(32,678)	3,293,926	0.240%	N/A	N/A
2012	3,049,558	236,648	143,771	(32,852)	3,397,125	0.240%	N/A	N/A
2013	3,175,548	246,971	137,830	(33,508)	3,526,841	0.240%	N/A	N/A

Source: County of Los Angeles Auditor-Controller and HDL Coren & Cone.

Note: [a]Estimated Actual Taxable Value is not available.

In 1978 the voters of the State of California passed Proposition 13 which limited taxes to a total maximum rate of 1%, based upon the assessed value of the property being taxed. Each year, the assessed value of property may be increased by an "inflation factor" (limited to a maximum of 2%).

CITY OF SOUTH PASADENA

Direct and Overlapping Property Tax Rates,
Last Ten Fiscal Years
(rate per $1,000 of assessed value)

	City Direct Rates		Overlapping Rates				
Fiscal Year	General Basic Tax Levy	Total Direct Rate	Los Angeles County (1)	Educational Revenue Augmentation Fun	Los Angeles County Fire FfW	Los Angeles County Flood Control	Community College
2004	0.2412	0.2412	0.2860	0.2536	0.0060	0.0096	0.0320
2005	0.2412	0.2412	0.2860	0.2536	0.0060	0.0096	0.0320
2006	0.2412	0.2412	0.2860	0.2536	0.0060	0.0096	0.0320
2007	0.2412	0.2412	0.2860	0.2536	0.0060	0.0096	0.0320
2008	0.2412	0.2412	0.2860	0.2536	0.0060	0.0096	0.0320
2009	0.2400	0.2400	0.2857	0.2551	0.0060	0.0096	0.0320
2010	0.2400	0.2400	0.2857	0.2551	0.0060	0.0096	0.0320
2011	0.2400	0.2400	0.2857	0.2551	0.0060	0.0096	0.0320
2012	0.2400	0.2400	0.2857	0.2551	0.0060	0.0096	0.0320
2013	0.2400	0.2400	0.2857	0.2551	0.0060	0.0096	0.0320

	Overlapping Rates							
			Voter Approved					
Fiscal Year	School District	Upper San Gabriel Valley Municipal Water District	South Pasadena Unified School District	Los Angeles County Flood Control	Upper San Gabriel Valley Municipal Water District	Detention Facilities	Pasadena Community College District	Total
2004	0.1712	0.0005	0.1105	0.0005	0.0061	0.0010	0.0068	1.3661
2005	0.1712	0.0005	0.1041	0.0002	0.0058	0.0009	0.0088	1.3611
2006	0.1712	0.0005	0.0957	0.0001	0.0052	0.0008	0.0041	1.3471
2007	0.1712	0.0005	0.0897	0.0001	0.0047	0.0007	0.0208	1.3571
2008	0.1712	0.0005	0.0860	-	0.0045	-	0.0197	1.3516
2009	0.1712	0.0005	0.0860	-	0.0043	-	0.0174	1.3478
2010	0.1712	0.0005	0.0884	-	0.0043	-	0.0230	1.3558
2011	0.1712	0.0005	0.1105	-	0.0037	-	0.0199	1.3741
2012	0.1712	0.0005	0.1058	-	0.0037	-	0.0196	1.3691
2013	0.1712	0.0005	0.1011	-	0.0035	-	0.0206	1.1252

Source: County of Los Angeles Auditor-Controller and HDL Coren and Cone.

(1) - The following were included in Los Angeles County; Children's Institutional Tuition Fund, County Sanitation District No. 16, County School Services, Development Center, and LA County General

CITY OF SOUTH PASADENA

Principal Property Tax Payers,
Current Year and Nine Years Ago

	2013			2004		
Taxpayer	Combined Taxable Value (1)	Rank	Percentage of Total City Taxable Assessed Value	Combined Taxable Value (1)	Rank	Percentage of Total City Taxable Assessed Value
H and O Fair Oaks Partners	$ 16,708,308	1	0.47%	$ 14,494,916	1	0.66%
99 Pasadena Avenue LLC	11,178,986	2	0.32%	-		-
Casa De General LLC	10,825,787	3	0.31%	-		-
Golden Oaks Investment LP	9,381,719	4	0.27%	-		-
NNC Terraces at South Pasadena LLC	9,255,664	5	0.26%	6,208,550	9	0.28%
California Empire LP	9,011,592	6	0.26%	7,793,509	2	0.35%
Kan Investment Limited LLC	8,978,071	7	0.25%	6,426,000	7	0.29%
Ralphs Grocery CO	-		-	6,931,780	3	0.31%
Richard Wagner Trust	8,340,198	8	0.24%	6,444,943	6	0.29%
HP III Limited	7,838,110	9	0.22%	6,804,114	4	0.31%
Jerry B. And Roberta L. Furrey Trust	7,770,656	10	0.22%	6,677,043	5	0.30%
Pasadena Industrial Associates	-		-	6,086,715	10	0.28%
Hilbert Properties II	-		-	6,406,781	8	0.29%
Total	$ 99,289,091		2.82%	$ 74,274,351		3.36%

Source: (1) HDL Coren & Cone and Los Angeles County Assessor.

CITY OF SOUTH PASADENA

Property Tax Levies and Collections,
Last Ten Fiscal Years

Fiscal Year Ended June 30,	Taxes Levied for the Fiscal Year	Collected within the Fiscal Year of the Levy		Collections in Subsequent Years	Total Collections to Date	
		Amount	Percentage of Levy		Amount	Percentage of Levy
2004	$ 4,855,643	$ 4,760,451	98.0%	$ 77,643	$ 4,838,094	99.6%
2005	5,241,559	4,807,080	91.7%	157,836	4,964,916	94.7%
2006	5,700,244	5,288,176	92.8%	117,615	5,405,791	94.8%
2007	6,257,208	5,882,613	94.0%	99,287	5,981,900	95.6%
2008	6,756,257	6,561,803	97.1%	4,193	6,565,996	97.2%
2009	7,153,748	7,054,454	98.6%	5,987	7,060,441	98.7%
2010	7,261,945	7,237,513	99.7%	(12,883)	7,224,630	99.5%
2011	7,422,229	7,375,394	99.4%	(6,476)	7,368,918	99.3%
2012	7,669,207	7,570,264	98.7%	(17,918)	7,552,346	98.5%
2013	8,244,644	8,211,281	99.6%	(12,718)	8,198,563	99.4%

Sources: Los Angeles County Tax Collector and City of South Pasadena, Finance Division.

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Debt Capacity

CITY OF SOUTH PASADENA

Ratios of Outstanding Debt by Type,
Last Ten Fiscal Years

	Government Activities			Business-type Activities			
Fiscal Year	Tax Allocation Bonds	Capital Leases	Loans	Water Revenue Bonds	Total Primary Government	Percentage of Personal Income [a]	Per Capita [a]
2004	$ 2,350,000	$ -	$ -	$ 8,880,000	$ 11,230,000	1.31%	445
2005	2,285,000	-	-	8,800,000	11,085,000	1.21%	436
2006	2,220,000	-	-	8,685,000	10,905,000	1.13%	426
2007	2,150,000	437,911	65,000	8,400,000	11,052,911	1.07%	432
2008	2,075,000	398,017	65,000	8,190,000	10,728,017	0.99%	419
2009	2,000,000	356,172	-	51,375,000	53,731,172	4.93%	2,099
2010	1,920,000	312,281	-	51,150,000	53,382,281	5.02%	2,074
2011	1,835,000	266,243	-	50,915,000	53,016,243	4.60%	2,048
2012	-	217,955	-	50,670,000	50,887,955	4.17%	1,978
2013	-	167,305	-	49,887,458	50,054,763	3.92%	1,936

Notes: Details regarding the city's outstanding debt can be found in the notes to the financial statements.

[a] See Demographic and Economic Statistics schedule for personal income and population data. These ratios are calculated using personal income and population for the prior calendar year.

CITY OF SOUTH PASADENA

Direct and Overlapping Governmental Activities Debt
As of June 30, 2013

Fiscal Year 2012-13 Assessed Valuation : $3,145,476,913 After Deducting $381,364,114 Redevelopment increment.

Overlapping Debt:	Debt Outstanding	% Applicable (1)	City's Share of Debt 6/30/13
Metropolitan Water District	$ 79,696,126	0.356%	$ 284,004
Pasadena Area Community College District 2002 Ser E	25,295,000	5.990%	1,416,180
Pasadena Area Community College District 2002 Ser D	26,505,000	0.060%	1,483,923
Pasadena Area Community College District 2006 Ser B	46,100,000	5.990%	2,580,979
Pasadena Area Community College District 2006 Ser C	5,315,367	5.990%	297,589
Total Overlapping Tax and Assessment Debt			6,062,675
Direct Debt:			
South Pasadena Unified 96 Ser A	2,825,000	100.000%	2,825,000
South Pasadena Unified DS 95 Ser B	2,706,308	100.000%	2,706,308
South Pasadena Unified SD DS 95 S-C	6,589,694	100.000%	6,589,694
South Pasadena USD SD DS 95 Ser D	1,583,669	100.000%	1,583,669
South Pasadena USD DS 2002 S-03 A	305,000	100.000%	305,000
South Pasadena USD DS 2002 Ser B	8,409,680	100.000%	8,409,680
South Pasadena USD DS 2010 Ref Bond	18,885,000	100.000%	18,885,000
Total Direct and Overlapping General Fund Obligation Debt			41,304,351
COMBINED TOTAL DEBT			$ 47,367,026 (2)

Source: HDL Coren & Cone and Los Angeles County Assessor.

Note:
(1) Percentage of overlapping agency's assessed valuation located within boundaries of the city.
(2) Excludes tax and revenue anticipation notes, enterprise revenue, mortgage revenue and tax allocation bonds and non-bonded capital lease obligations.

Debt to Assessed Valuation Ratios :

Direct Debt	1.31%
Overlapping Debt	0.19%
Total Debt	1.51%

Legal Debt Margin Information,
Last Ten Fiscal Years
(dollars in thousands)

Legal Debt Margin Calculation for Fiscal Year 2012

Assessed value	$ 3,145,477
Debt limit (15% of assessed value)	471,822
Debt applicable to limit:	
General obligation bonds	-
Less: Amount set aside for repayment of general obligation debt	-
Total net debt applicable to limit	-
Legal debt margin	$ 471,822

Fiscal Year	Debt Limit	Total net debt Applicable to Limit	Legal Debt Limit	Total net debt Applicable to the Limit as a Percentage of Debt limit
2004	$ 330,337	$ -	$ 330,337	0.00%
2005	354,573	-	354,573	0.00%
2006	383,338	-	383,338	0.00%
2007	418,392	-	418,392	0.00%
2008	450,882	-	450,882	0.00%
2009	477,064	-	477,064	0.00%
2010	485,378	-	485,375	0.00%
2011	494,089	-	494,089	0.00%
2012	509,569	-	509,569	0.00%
2013	471,822	-	471,822	0.00%

CITY OF SOUTH PASADENA

Pledged-Revenue Coverage
Last Ten Fiscal Years
(in thousands)

	Water Revenue Bonds					
Fiscal Year	Utility Service Charges	Less: Operating Expenses	Net Available Revenue	Debt Service Principal	Debt Service Interest	Coverage
2004	$ 3,217	$ 2,522	$ 695	$ -	$ -	N/A
2005	3,903	3,170	733	-	432	1.70
2006	4,443	3,727	716	195	434	1.14
2007	4,687	3,379	1,308	205	433	2.05
2008	4,543	3,446	1,097	210	414	1.76
2009	4,563	3,683	880	220	635	1.03
2010	4,283	4,490	(207)	225	2,158	(0.09)
2011	4,956	2,581	2,375	235	2,439	0.89
2012	6,911	4,086	2,825	245	2,423	1.06
2013	8,029	5,563	2,466	255	2,046	1.07

Notes: Details regarding the city's outstanding debt can be found in the notes to the financial statements. Operating expenses do not include interest, depreciation, or amortization expenses.

The Water Revenue bonds were issued in 2009 and 2013

Source: City of South Pasadena Finance Department.

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Demographic and Economic Information

CITY OF SOUTH PASADENA

Demographic and Economic Statistics
Last Ten Calendar Years

Calendar Year	Population (1)	Personal Income * (2) *(thousands of dollars)*	Per Capita * Personal Income (2)	Unemployment Rate (3)
2003	25,224	$ 860,347	$ 34,108	3.4%
2004	25,441	914,963	35,964	3.2%
2005	25,606	966,725	37,754	2.6%
2006	25,578	1,033,688	40,413	2.3%
2007	25,576	1,078,809	42,181	2.4%
2008	25,604	1,090,450	42,589	3.6%
2009	25,737	1,063,171	41,309	5.8%
2010	25,881	1,152,274	44,522	6.3%
2011	25,725	1,220,780	47,455	6.1%
2012	25,857	1,277,956	49,424	4.6%

Source: County of Los Angeles Auditor-Controller and HDL Coren and Cone.

CITY OF SOUTH PASADENA

Principal Employers
Current Year and Nine Years Ago

	2012-2013			2003-2004 *		
Employer	Employees	Rank	Percentage of Total City Employment	Employees	Rank	Percentage of Total City Employment
Mission Hospice	161	1	4.26%			
Bristol Farms	153	2	4.05%			
So. Pasadena Convalescent Hospital	146	3	3.86%			
WNC Insurance Services, Inc.	109	4	2.89%			
The Vons Companies Inc. Pavilions	91	5	2.41%			
Orchard Supply Hardware	79	6	2.09%			
Ralph's Grocery Co.	73	7	1.93%			
Trader Joe's	73	8	1.93%			
Stargate Films Inc.	66	9	1.75%			
The Vons Companies Inc.	58	10	1.54%			
	1009		26.71%	0		0.00%

* Information not available.

Source: South Pasadena Finance Department/Business License

CITY OF SOUTH PASADENA

Full-time-Equivalent City Government Employees by Function/Program
Last Ten Fiscal Years

Function/Program	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
General government										
Legislative	8	7	7	7	7	8	8	8	8	8
City Manager	6	7	7	7	7	8	8	10	10	10
Finance	7	9	8	9	8	8	8	8	8	8
Public Safety	80	81	81	81	81	81	81	88	81	81
Community Development	6	6	6	7	7	6	6	7	6	6
Community Services	34	34	36	38	39	39	39	59	39	39
Public Works	20	16	16	16	22	22	22	18	19	20
Water Utility	8	14	14	14	9	9	9	12	11	11
Total	169	174	175	179	180	181	181	210	182	183

Source: South Pasadena Finance Department

Notes: A full-time employee is scheduled to work 2,080 hours per year (including vacation and sick leave). Full-time-equivalent employment is calculated by dividing total labor hours by 2,080.

Operating Information

CITY OF SOUTH PASADENA

Operating Indicators by Function/Program
Last Ten Fiscal Years

Function/Program	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
General government										
Building permits issued	578	311	381	381	318	282	326	380	342	476
Building inspections conducted	2,355	1,888	2,154	2,154	2,230	2,152	2,113	2,158	2,376	2,380
Refuse collection										
Refuse collected (tons per day)	N/A	N/A	79	79.3	79.3	89.0	92.0	90.0	90.0	85.0
Recyclables collected (tons per day)	N/A	N/A	33	32.6	36.0	40.0	38.0	38.0	38.0	29.0
Other public works										
Street resurfacing (miles)	N/A	N/A	1	0.7	0.0	0.2	0.8	2.5	2.0	1.0
Potholes repaired *	N/A	N/A	545	450	340	480	520	580	1,600	1,450
Water										
New connections	N/A	N/A	18	20	16	18	18	10	9	6
Water main breaks	N/A	4	9	10	13	12	4	9	5	9
Average daily consumption (million gallons)	N/A	N/A	5	4.85	4.52	4.47	4.20	3.80	3.95	4.25
Peak daily consumption (million gallons)	N/A	N/A	7	6.96	6.96	6.10	6.09	5.50	5.50	5.71
Fire Department										
Total number of emergency calls responded to	2,017	1,902	1,620	1,807	1,785	1,850	1,780	1,760	1,664	1,594
Total number of fire inspections	360	317	480	480	480	470	254	229	544	296
Police Department										
Arrest stats	1,113	1,127	1,392	1,392	1,540	1,546	2,056	1,096	1,159	1,080
Traffic citations	4,136	4,101	5,762	1,858	6,669	7,641	8,216	4,734	3,468	3,753
Parking citations	16,117	14,401	13,308	11,387	14,806	12,800	10,967	9,314	9,629	10,936
Community Services										
Facility rentals	36	29	36	34	40	45	58	54	60	69
Recreation classes	188	212	207	246	248	181	180	237	419	441

NOTE:
* Based on average sized potholes and cold patch purchased.

Sources: Various city departments.

CITY OF SOUTH PASADENA

Capital Asset Statistics by Function/Program
Last Ten Fiscal Years

Function/Program	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
Other public works										
Streets (miles)	55	59	59	55	55	55	55	55	55	55
Traffic signals	N/A	N/A	30	30	30	30	31	31	31	31
Parks and recreation										
Parks	5	6	6	6	6	6	6	6	6	6
Acreage	85	86	89	89	89	89	89	89	89	89
Playgrounds	N/A	N/A	4	4	4	4	4	4	4	4
Baseball/softball diamonds	N/A	N/A	5	5	6	6	6	6	6	6
Soccer/football fields	N/A	N/A	4	4	4	4	4	4	4	4
Community centers	N/A	N/A	4	4	5	5	5	5	5	5
Water										
Water mains (miles)	68	68	68	68	68	68	68	68	68	68
Fire hydrants	N/A	N/A	165	165	165	165	165	165	165	165
Storage capacity (million gallons)	13	13	13	13	13	13	13	13	13	13
Sewage System										
Sanitary sewers (miles)	55	55	55	55	55	55	55	55	55	55
Storm sewers (miles)	2	2	2	2	2	2	2	2	2	2

Notes: No capital asset indicators are available for the general government.

Sources: Various city departments.

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ATTACHMENT 2

Summary Financial Information for the Fiscal Year Ending June 30, 2013

City of South Pasadena

Financial Report for Fiscal Year 2012/13

The South Pasadena City Council has assembled the attached financial report for widespread distribution. The report is derived from information found in the City of South Pasadena's Comprehensive Annual Financial Report for the Fiscal Year ended June 30, 2013. The report is designed to, in summary fashion, offer the reader a snapshot of certain financial transactions and outcomes during the year. Also included in the report is information on the payments made to certain vendors (e.g. legal services and consultants). This additional information is taken from the City's internal payment records, and constitutes a partial listing only of payments for third-party services during Fiscal Year 2012/13. Please contact the South Pasadena Finance department at (626) 403-7250 if you have any questions.

SOUTH PASADENA FINANCIAL REPORT 2013

REVENUES

GENERAL FUND	
Taxes	
Property	8,910,670
Sales	1,956,425
Utility	3,562,216
Motor Vehicle in lieu Adjustment	2,163,934
Other	1,208,072
Total Taxes	**17,801,317**
Library Assessment	231,880
Licenses and Permits	948,758
Intergovernmental	655,358
Charges for Services	2,209,944
Use of Money & Property	438,525
Fines & Forfeitures	523,629
Misc.	267,000
TOTAL GENERAL FUND REVENUES	**23,076,411**
SPECIAL REVENUE FUNDS	
Local Return	
Prop A, C & TDA	770,643
Measure R	250,165
State Gas Tax Fund	590,310
Clean Air Act Fund	31,564
Community Development Block Grants	188,271
State Police Grants	100,437
Public Library Grant	0
South Pasadena Established	
Street Lighting and Landscape Fund	939,312
Parking and Business Improvement Fund	151,810
Capital Growth Fund	35,611
Park Impact Fees	63,995
Public, Educational & Govt. Access Fund	20,321
Other Funds	729
Competitive Grants	
Traffic Improvement Grant	1,548,542
ARRA Grant	466,398
MTA Pedestrian Improvement Grant	195,500
Homeland Security Grant	173,218
Safe Routes to School Grant	174,152
MSRC Grant	169,421
Other Police Grants	91
TOTAL SPECIAL REVENUE FUNDS	**5,870,490**
ARROYO SECO GOLF COURSE ENTERPRISE FUND	**1,082,825**
SEWER ENTERPRISE FUND	**1,129,415**
WATER ENTERPRISE FUND	**8,064,294**
SUCCESSOR TO THE COMM. REDEVELOPMENT AGENCY (CRA) *	**446,589**
TOTAL REVENUES	**39,670,024**

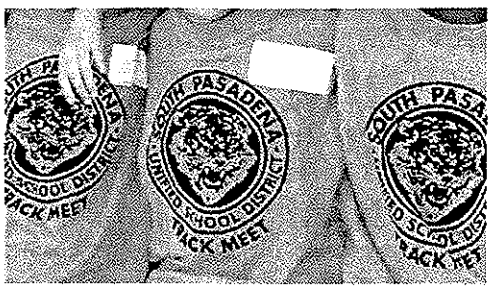
EXPENDITURES	
CITY DEPARTMENTS - GENERAL FUND	
Police	6,963,841
Fire	3,838,425
Public Works	1,350,610
Library	1,436,925
City Manager	1,590,411
Planning and Building	898,709
Community Service	951,523
Finance	383,461
City Clerk	283,985
Transfers Out	984,062
Others	4,082,226
TOTAL CITY DEPARTMENTS - GENERAL FUND	**22,764,178**
SPECIAL REVENUE FUNDS	**3,702,397**
ARROYO SECO GOLF COURSE ENTERPRISE FUND	**888,930**
SEWER ENTERPRISE FUND	**813,627**
WATER/PFA ENTERPRISE FUND	**6,135,803**
SUCCESSOR to the COMM. REDEVELOPMENT AGENCY (CRA) *	**1,410,883**
TOTAL EXPENDITURES	**35,715,818**

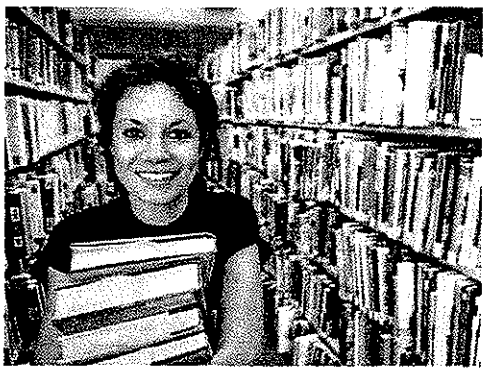
*** The CRA was dissolved as of 1/31/12. The City is acting as the Successor Agency to the CRA, and receives funds from LA County to pay the outstanding debt service on the 2000 Tax Allocation Bonds, and to reimburse administrative costs related to the winding-down of the CRA.**

RESERVES - ALL FUNDS	
UNASSIGNED	
General Fund	11,727,832
OTHER RESERVES	
Reserved for inventories	199,091
Reserved for notes and loans	1,000,000
Special Revenue Funds (Restricted)	2,907,631
COMMITTED	
Arroyo Golf Course	153,481
Renewable energy sources	250,000
Legal services	255,000
Retiree pension benefits	500,000
Retiree medical benefits	500,000
Equipment replacement	32,000
Uninsured loss	401,000
Communicty Center	50,000
Invested in capital assets (Water Fund)	23,670,018
Restricted for capital improvements (Water Fund & 2009 Bonds)	27,719,490
TOTAL RESERVES	**69,365,543**

The expenditures for legal services and consultants, shown separately, are included in the City Departments, Special Revenue, Enterprise and CRA totals above.

LEGAL SERVICES - Total	**660,399**
Specified Vendors	
Jones & Mayer *(City & CRA)*	390,761
Liebert Cassidy Whitmore *(Personnel)*	224,589
Rossman & Moore *(Transportation)*	37,371
Chatten-Brown & Carstens *(Transportation)*	6,397
Joan Stein Jenkins *(City Prosecutor)*	0
Other	1,281
CONSULTANTS (includes lobbyists) - Total	**1,088,414**
Specified Vendors	
DMR Team *(Engineering Services)*	322,412
Transtech Enginners *(Building & Planning)*	290,101
Osz Technologies *(Information Technology)*	179,275
URS Corporation *(Wilson Reservoir Design)*	130,158
Kennedy/Jenks Consultants *(Garfield Reservoir Design)*	89,393
John L. Hunter Associates, Inc. *(Stormwater Regulations)*	41,076
Mike Roos & Company *(710 Freeway)*	36,000





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City of South Pasadena/ Redevelopment Successor Agency/ Public Financing Authority Agenda Report

Marina Khubesrian, M.D., Mayor/Authority Chair
Robert S. Joe, Mayor Pro Tem/Authority Vice Chair
Michael A. Cacciotti, Council/Authority Member
Diana Mahmud, Council/Authority Member
Richard D. Schneider, M.D., Council/Authority Member

Evelyn G. Zneimer, City Clerk/Authority Secretary
Gary E. Pia, City Treasurer

COUNCIL AGENDA: February 5, 2014

TO: Honorable Mayor and City Council

VIA: Sergio Gonzalez, City Manager

FROM: David Batt, Finance Director

SUBJECT: **Actuarial Valuation of Post-Employment Benefits**

Recommendation
It is recommended that the City Council receive and file the Actuarial Valuation of Post-Employment Benefits.

Fiscal Impact
None.

Commission Review and Recommendation
This matter has been reviewed by the Finance Committee.

Background
In 2004, the Governmental Accounting Standards Board issued Statement 45, *Accounting and Financial Reporting by Employers for Post-employment Benefits other than Pensions* (GASB 45). This statement was issued to provide more complete and reliable reporting of the costs and - financial obligations that governments incur when they provide Other Post Employment Benefits (OPEB) as part of their compensation package for employees. Retiree medical costs, such as those provided by the City, are the most common type of OPEB, and the costs and financial obligations of this benefit are now reported in the City's Comprehensive Annual Financial Report. GASB 45 also requires agencies to conduct an actuarial valuation every two years to determine their OPEB liabilities.

In 2009, the City's actuarial valuation revealed an unfunded OPEB liability in the amount of $18,580,256; in 2011, the unfunded liability increased to $22,197,057. However, the latest valuation shows the unfunded liability is now $12,701,182, with the decrease due largely to the City's capping of retiree health benefits for employees retiring after July 1, 2012, and less than expected increases in health premiums (further details regarding the components of this change can be found in the attached report). GASB 45 does not require agencies to fund the liability, or take any other particular action to address the situation. Typically, cities have been dealing with this issue in one of two ways, either through participation in an irrevocable trust established to

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fund these benefits, or the method currently employed by most cities, including South Pasadena, which is the "pay as you go" approach. With the latter, only the existing retiree health costs are being funded. In fiscal year 2013, this cost was $577,410 (as opposed to the $1,121,058 annual contribution that would be required to fully fund the liability).

Legal Review
The City Attorney has not been asked to review this item.

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

Attachment: GASB 45 Actuarial Valuation of Post Employment Benefits Other than Pensions as of January 1, 2013

City of South Pasadena

GASB 45 Actuarial Valuation of Post Employment Benefits Other than Pensions as of January 1, 2013

Prepared by:

John R. Botsford
FSA, MAAA

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October 16, 2013

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October 16, 2013

City of South Pasadena
1414 Mission Street
South Pasadena, California 91030

City of South Pasadena –
GASB 45 Actuarial Valuation of Post Employment Benefits as of January 1, 2013

At the request of the City of South Pasadena, we have completed an actuarial valuation of post employment benefits as of January 1, 2013.

The purpose of this report is to determine the Annual Required Contribution and required financial disclosures under the Governmental Accounting Standards Board Statement No. 45 – *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions* (GASB 45). Our determinations reflect the procedures and methods prescribed in GASB 45.

In preparing our report, we relied on financial information and employee data provided to us by the City of South Pasadena. While Milliman has not audited the financial and census data, they have been reviewed for reasonableness and are, in our opinion, sufficient and reliable for the purposes of our calculations. If any of this information as summarized in this report is inaccurate or incomplete, the results shown could be materially affected and this report may need to be revised.

The actuarial cost method and assumptions used as well as the supporting data and principal plan provisions upon which the analysis is based are set forth in the following report. In our opinion, all assumptions and methods used in this valuation are reasonable for this purpose and fall within a best estimate range of assumptions. The values provided in this report are estimates only. They represent results if actual experience exactly matches the assumptions used. Actual experience will likely differ and continued monitoring of experience should be performed and adjustments made to the assumptions as necessary. The actuarial computations under GASB 45 are for purposes of fulfilling employer accounting requirements. The calculations reported herein have been made on a basis consistent with our understanding of GASB 45. Determinations for purposes other than meeting employer financial accounting requirements may be significantly different from the results reported herein. Reliance on information contained in this report by anyone for anything other than the intended purpose puts the relying entity at risk of being misled.

Milliman's work is prepared solely for the internal business use of the City of South Pasadena. To the extent that Milliman's work is not subject to disclosure under applicable public records laws, Milliman's work may not be provided to third parties without Milliman's prior written consent. Milliman does not intend to benefit or create a legal duty to any third party recipient of its work product. Milliman's consent to release its work product to any third party may be conditioned on the third party signing a Release, subject to the following exceptions:

Offices in Principal Cities Worldwide

- City of South Pasadena may provide a copy of Milliman's work, in its entirety, to City of South Pasadena's professional service advisors who are subject to a duty of confidentiality and who agree to not use Milliman's work for any purpose other than to benefit the City of South Pasadena.

- City of South Pasadena may provide a copy of Milliman's work, in its entirety, to other governmental entities, as required by law.

No third party recipient of Milliman's work product should rely upon Milliman's work product. Such recipients should engage qualified professionals for advice appropriate to their own specific needs.

On the basis of the foregoing, we hereby certify that, to the best of our knowledge and belief, the report is complete and accurate and has been prepared in accordance with generally recognized and accepted actuarial principles and practices which are consistent with the applicable Actuarial Standards of Practice of the American Academy of Actuaries. The undersigned is a member of the American Academy of Actuaries and meets the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion contained herein.

Sincerely,

John R. Botsford, FSA, MAAA
Principal and Consulting Actuary

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This work product was prepared solely for the City of South Pasadena for the purposes described herein and may not be appropriate to use for other purposes. Milliman does not intend to benefit and assumes no duty or liability to other parties who receive this work.

Introduction

Milliman, Inc. ("Milliman") has been retained by the City of South Pasadena ("City") to provide a GASB 45 actuarial valuation of its post employment benefit (OPEB) plans. In our valuation we:

- Project expected City benefit payments
- Calculate the present value of future benefits
- Calculate the actuarial accrued liability (present value of benefits attributable to past service)
- Determine the Annual Required Contribution (ARC) and annual OPEB expense under GASB Statement No. 45
- Prepare the financial statement disclosures relating to the funded status of the plan

Background

Employees who retire directly from the City are eligible for retiree health benefits if they are at least age 50 with a minimum of 5 years of City service at the time of retirement. The retiree health benefits are described in the Summary of Benefits for current employees and retirees in Appendix A.

Assumptions

With any valuation of future benefits, assumptions of anticipated future events are required. If actual events differ from the assumptions made, the actual cost of the plan will vary as well. The following assumptions should be reviewed for appropriateness.

Discount Rate. GASB 45 requires that the interest rate used to discount future benefit payments back to the present be based on the expected rate of return on any investments set aside to pay for these benefits. The City's OPEB liabilities are currently unfunded. Therefore, we have shown valuation results based on a discount rate of 3.50% (unfunded basis). A higher or lower discount rate may ultimately be more appropriate depending on the funding and investment policies the City ultimately establishes for its GASB 45 liabilities. A discount rate of 4.00% was used in the prior valuation.

Health Cost Trend. We have assumed annual health costs of the will increase according to the health cost inflation trend derived by using the "Getzen" model developed by the Society of Actuaries. Please see Appendix B for an explanation of this trend model. We also assumed the CalPERS Minimum contribution amount under Section 22892 will increase by 4.0% per year.

Demographic Rates. Demographic assumptions regarding mortality, disability, retirement, and withdrawal are based on statistics taken from the latest California PERS Pension valuation for the City.

A complete summary of the actuarial assumptions is presented in Appendix B.

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Results of Study

The valuation results are summarized in the following exhibit and use the following terms:

The **Present Value of Benefits (PVB)** is the present value of projected benefits discounted at the valuation interest rate (3.50%).

The **Actuarial Accrued Liability (AAL)** is the present value of benefits that are attributed to past service only. The portion attributed to future employee service is excluded. For retirees, this is equal to the present value of benefits. For active employees, this is equal to the present value of benefits prorated by service to date over service at the expected retirement age.

The **Normal Cost (NC)** is that portion of the City provided benefit attributable to employee service in the current year. Employees are assumed to have an equal portion of the present value of benefits attributed to each year of service from date of hire to expected retirement age.

The **Annual Required Contribution (ARC)** is the amount the City would be required to report as an expense for the 2012-2013 fiscal year under GASB 45. The ARC is equal to the Normal Cost plus an amount to amortize the unfunded AAL over period of 20 years on an "open" basis.

	January 1, 2013	January 1, 2011
Active Employees	141	145
Retirees	96	95
Total Participants	237	240
Present Value of Benefits	$ 16,727,671	$ 38,562,251
Actuarial Accrued Liability (AAL)	$ 12,701,182	$ 22,197,057
Assets	0	0
Unfunded Actuarial Accrued Liability/(Surplus)	$ 12,701,182	$ 22,197,057
Normal Cost (as of valuation date)	$ 437,242	$ 1,284,356
Annual Required Contribution (ARC)	$ 1,121,058	$ 2,521,129

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Changes from Prior Valuation

The Actuarial Accrued Liability (AAL) decreased by approximately $9.5 million since the last valuation. Exhibit 6 shows a summary of changes that contributed to the changes in AAL.

Variability of Results

The results contained in this report represent our best estimates. However, variation from these or any other estimates of future retiree medical costs is not only possible but probable. Actual future costs may vary significantly from estimates in this report.

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Exhibit 1. Projected Benefit Payments

The table below illustrates the projected pay-as-you-go City costs of providing retiree health benefits. The projections only consider the closed group of existing employees and retirees based on the current labor agreements.

Year	Year Ends	Future Retirees	Current Retirees	Total
1	2013	$ 16,966	$ 574,196	$ 591,162
2	2014	49,898	493,084	542,982
3	2015	84,589	484,764	569,353
4	2016	118,928	470,069	588,997
5	2017	153,351	445,535	598,886
6	2018	186,214	431,902	618,116
7	2019	223,566	422,797	646,363
8	2020	262,617	412,926	675,543
9	2021	298,416	406,565	704,981
10	2022	330,950	388,365	719,315
11	2023	365,418	382,452	747,870
12	2024	399,351	369,580	768,931
13	2025	433,147	359,836	792,983
14	2026	461,719	352,024	813,743
15	2027	485,646	343,410	829,056
16	2028	505,907	333,815	839,722
17	2029	521,755	323,362	845,117
18	2030	535,930	312,079	848,009
19	2031	549,076	300,033	849,109
20	2032	562,144	287,339	849,483

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Exhibit 2. Liabilities and Normal Cost

The **Present Value of Benefits** is the actuarial present value of benefits expected to be paid for all retirees and covered employees.

The **Actuarial Accrued Liability** is the present value of benefits that are attributed to past service only. The portion attributed to future employee service is excluded. For retirees, this is equal to the present value of benefits. For active employees, this is equal to the present value of benefits prorated by service to date over service at the expected retirement age.

The **Normal Cost** is the actuarial present value of benefits attributed to one year of service. This equals the present value of benefits divided by service at expected retirement. Since retirees are not accruing any more service, their normal cost is zero.

	January 1, 2013	January 1, 2011
Present Value of Benefits		
Actives	$ 9,633,630	$ 29,988,945
Retirees	7,094,041	8,573,306
Total	$ 16,727,671	$ 38,562,251
Actuarial Accrued Liability		
Actives	$ 5,607,141	$ 13,623,751
Retirees	7,094,041	8,573,306
Total	$ 12,701,182	$ 22,197,057
Normal Cost	$ 437,242	$ 1,284,356

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Exhibit 3. Unfunded Actuarial Accrued Liability

The Unfunded Actuarial Accrued Liability (UAAL) is the actuarial liability offset by any assets set aside to provide retiree health benefits. This is equal to the value of the retiree health benefits accrued to date that has not been funded. The amortization of UAAL shown in the exhibit below is based on a level percentage of payroll amortization over 20 years on an "open" basis.

		January 1, 2013
Unfunded Actuarial Liability (UAAL)		
Actuarial Accrued Liability	$	12,701,182
Assets		0
Unfunded Actuarial Accrued Liability	$	12,701,182
Funded percentage		0.0%
Amortization of UAAL for ARC		
UAAL	$	12,701,182
Amortization Period		20 years
Level % of Pay Amortization Factor		19.1082
Amortization Amount – January 1, 2013	$	664,698
Interest to end of fiscal year	$	11,532
Amortization Amount – June 30, 2013	$	676,230

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Exhibit 4. Required Financial Statement Disclosures

The following table shows the calculation of the Annual Required Contribution and Net OPEB Obligation.

	For the Fiscal Year Ending 06/30/2013	06/30/2012 [1]
Determination of Annual Required Contribution		
Normal Cost plus interest to fiscal year end	$ 444,828	
Amortization of UAAL	676,230	
Annual Required Contribution (ARC)	$ 1,121,058	$ 2,521,129
Determination of Net OPEB Obligation		
Annual Required Contribution	$ 1,121,058	$ 2,521,129
Interest on prior year Net OPEB Obligation	230,346	36,311
Adjustment to ARC	(344,423)	(288,542)
Annual OPEB Cost	1,006,981	2,268,898
City Contributions made [2]	(577,410)	(529,083)
Increase in Net OPEB Obligation	429,571	1,739,815
Net OPEB Obligation / (Asset) – beginning of year	$ 6,581,313	$ 4,841,498
Net OPEB Obligation / (Asset) – end of year	$ 7,010,884	$ 6,581,313

[1] Figures taken Note 9 of the City's Financial Statements as of June 30, 2012.
[2] The actual contribution amount provided by the City.

The following table shows the annual OPEB cost and net OPEB obligation for the prior year.

Fiscal Year Ended	Annual OPEB Cost	Percentage of OPEB Cost Contributed	Net OPEB Obligation
06/30/2001 *	$ 2,297,432	23%	$ 4,841,498
06/30/2012 *	2,268,898	23%	6,581,313
06/30/2013	1,006,981	57%	7,010,884

* Figures taken from Note 9 of the City's Financial Statements.

Funded Status and Funding Progress. As of January 1, 2013, the most recent actuarial valuation date, the plan was 0.0% funded. The actuarial accrued liability for benefits was $12.7 million, and the actuarial value of assets was $0.0 million, resulting in an unfunded accrued liability of $12.7 million.

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Exhibit 5. Required Supplementary Information

The following table shows a schedule of Funding Progress required under GASB 45.

Actuarial Valuation Date	Actuarial Value of Assets	AAL PUC	UAAL	Funded Ratio	Covered Payroll	UAAL as % of Covered Payroll
01/01/2009	$ 0	$ 18,580,256	$ 18,580,256	0%	9,393,343	198%
01/01/2011	0	22,197,057	22,197,057	0%	10,565,270	210%
01/01/2013	0	12,701,182	12,701,182	0%	10,810,983	117%

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Exhibit 6. Valuation Results – Changes from Prior Valuation

The following exhibit shows changes of Actuarial Accrued Liability (AAL) from the prior valuation:

		In Millions
Actuarial Accrued Liability (AAL) as of January 1, 2011	$	22.2
Increase due to benefit accrued from January 1, 2011 to December 31, 2013	$	2.7
Decrease due to expected benefit payments made in January 1, 2011 to December 31, 2013		(1.1)
Increase due to decrease in the discount period in January 1, 2011 to December 31, 2013		1.8
Decrease due to actual premium increases less than expected		(6.7)
Decrease due to updates to the future health cost trends		(0.6)
Decrease due to capped retiree health benefits for employees retiring after July 1, 2012		(6.2)
Increase due to discount rate changed from 4.0% to 3.5%		0.8
Increase due to added a margin for future mortality improvement		0.3
Decrease due to other changes (such as demographics changes, ... etc)		(0.5)
Total change in Actuarial Accrued Liability	$	(9.5)
Actuarial Accrued Liability (AAL) as of January 1, 2013	$	12.7

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Appendix A. Summary of Benefits

The following description of retiree health benefits is intended to be only a brief summary. For details, reference should be made to Summary Plan Descriptions, Plan Documents, labor agreements, and employee booklets.

Eligibility

Employees are eligible for retiree health benefits if they retire from the City on or after age 50 with at least 5 years of service, and are eligible for a PERS pension.

Health Benefits

For employees (with the exception of Fire Battalion Chiefs) who retired prior to July 1, 2012 (or hired before July, 1, 2013 for Fire Battalion Chiefs), the City pays the full cost of retiree medical premiums (single party rates) for all retirees and surviving spouses. Dependent coverage is paid for by the retiree.

For employees (with the exception of Fire Battalion Chiefs) who are hired before July 1, 2012, and retire after July 1, 2012, the City will contribute an amount of $625 per month for non-management employees or $715 per month for management employees towards retirees' health coverage, subject to CalPERS mandated reduction in coordination with Medicare.

Employees who are hired on or after July 1, 2012 (or on or after July, 1, 2013 for Fire Battalion Chiefs), the City's contribution toward retiree health coverage will be the minimum contribution amount defined under Government Code Section 22892 ($115 per month for 2013 and $119 per month for 2014).

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Health Insurance Premium Rates

The following table shows monthly retiree health insurance premiums for the 2013 and 2014 calendar year for Los Angeles Area CalPERS Health Plans:

	Monthly Single Premium Rates			
	2013 Calendar Year		2014 Calendar Year	
Plans	Basic	Medicare	Basic	Medicare
Anthem HMO Select			$ 475.86	$ 341.12
Anthem HMO Traditional			549.76	341.12
Blue Shield	$ 530.75	$ 261.32	469.91	298.21
Blue Shield Advantage	530.75	261.32	469.91	298.21
Blue Shield NetValue	453.35	261.32	395.50	298.21
Blue Shield NetValue Adv.	453.35	261.32	395.50	298.21
Health Net Salud y Más			425.44	261.24
Health Net SmartCare			542.71	261.24
Kaiser	502.40	288.37	541.79	294.97
PERS Choice	587.46	325.74	599.19	307.23
PERS Select	429.08	325.74	573.83	307.23
PERSCare	953.90	370.43	624.59	327.36
PORAC	581.00	418.00	634.00	397.00
United Healthcare			487.76	193.33

The CalPERS Minimum contribution amount under Section 22892 for 2013 is $115 per month, and $119.00 per month for 2014.

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Appendix B. Actuarial Cost Method and Assumptions

The actuarial cost method described below is one of several acceptable costs methods described in GASB 45. The assumptions described below are, in our opinion, within a best estimate range of anticipated future experience based on information provided to us. Note, that the ultimate responsibility of selecting/approving the actuarial cost method and assumptions lies with the City and its auditor.

Actuarial Cost Method

The actuarial cost method used for determining the benefit obligations is the Projected Unit Credit Cost Method. Under this method, the actuarial present value of projected benefits is the value of benefits expected to be paid for current actives and retirees and is calculated based on the assumptions and census data described this report. The Actuarial Accrued Liability (AAL) is the actuarial present value of benefits attributed to employee service rendered prior to the valuation date. The AAL equals the present value of benefits multiplied by a fraction equal to service to date over service at expected retirement.

The Normal Cost is the actuarial present value of benefits attributed to one year of service. This equals the present value of benefits divided by service at expected retirement. Since retirees are not accruing any more service, their normal cost is zero.

In determining the Annual Required Contribution, the UAAL is amortized as a level percentage of expected payroll over 20 years on an "open" basis.

Valuation Date	January 1, 2013
Fiscal Year Ending	June 30, 2013
Economic Assumptions	
Discount Rate	3.50% unfunded
Annual Payroll Increase	3.00% annual increase for the amortization of the UAAL

Demographic Assumptions

Demographic assumptions regarding retirement, disability, and turnover are based on statistics taken from the latest California PERS Experience Stud under a 2% @ 55 formula for Miscellaneous employees and a 2% @ 50 formula for Police and Fire employees. Below is a summary of the assumed rates for retirement, disability, and turnover.

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Demographic Assumptions (continued)

Disability

Hire Age	Misc. 2% @ 55 Males	Misc. 2% @ 55 Females	Males / Females Police	Males / Females Fire
30	0.02%	0.02%	0.66%	0.26%
35	0.06%	0.09%	1.00%	0.38%
40	0.15%	0.16%	1.33%	0.50%
45	0.25%	0.24%	1.66%	0.63%
50	0.33%	0.31%	2.00%	0.79%

Above disability rates for Police and Fire are combination of Non-Industrial and Industrial related disability rates for an employee.

Retirement

Age	Misc. 2% @ 55	Males / Females Police 2% @ 50	Males / Females Fire 2% @ 50
50	2.90%	1.38%	0.65%
51	2.40%	1.23%	0.81%
52	2.70%	2.62%	1.73%
53	3.20%	5.23%	4.65%
54	4.90%	6.97%	6.38%
55	9.40%	8.99%	8.68%
56	8.30%	6.38%	7.79%
57	9.00%	7.11%	9.01%
58	9.70%	6.28%	7.90%
59	11.10%	13.96%	7.29%
60	13.40%	13.96%	11.35%
61	16.50%	13.96%	11.36%
62	23.70%	13.96%	11.36%
63	23.90%	13.96%	11.36%
64	21.60%	13.96%	11.36%
65	32.30%	100.00%	100.00%
66	25.00%	100.00%	100.00%
67	24.70%	100.00%	100.00%
68	21.90%	100.00%	100.00%
69	21.50%	100.00%	100.00%
70	25.70%	100.00%	100.00%
71	17.50%	100.00%	100.00%
72	19.20%	100.00%	100.00%
73	15.50%	100.00%	100.00%
74	12.00%	100.00%	100.00%
75+	100.00%	100.00%	100.00%

Above sample probabilities are for an employee with 20 years of service.

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Demographic Assumptions (continued)

Withdrawal

Sample probabilities of miscellaneous employees terminating within one year for an employee *with five years of service* are shown below for selected ages:

	Miscellaneous	
Age	Males	Females
30	7.02%	7.02%
35	6.25%	6.25%
40	5.48%	5.48%
45	1.16%	1.16%
50	0.97%	0.97%

Sample probabilities of Safety employees terminating within one year for an employee with a given number of years of service are shown below:

	Males / Females	
Service	Police	Fire
0	10.13%	9.47%
3	2.58%	3.23%
5	2.48%	2.55%
10	1.78%	0.90%
15	1.09%	0.79%
20	0.82%	0.69%

Mortality

Rates specified by The CalPERS OPEB Assumption Model projected to year 2020 with scale AA.

Enrollment Assumption

100% of City eligible employees are assumed to elect medical coverage with PEMHCA upon retirement, and 70% assumed to elect spouse coverage. We have assumed current retirees will remain enrolled in their current plan. We have assumed active employees' plan selection upon retirement will reflect the weighted average plan selection of current retirees.

Spouse Age Difference

Actual spouse birth dates were used for those retirees from whom spouse birth dates are known. Husbands are assumed to be three years older than wives for retirees whom spouse birth dates are not known and for future retirees.

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Implicit Rate Subsidy

Since the CalPERS Health Plans are community rated health plans, we have not included in our valuation the value of any implicit rate subsidy for retirees whose premium rates are the same as active employees.

Medical Inflation

We assumed future increases to the health premiums based on the "Getzen" model published by the Society of Actuaries for purposes of evaluating long term medical trend. The "Getzen Model" was updated to reflect the latest economic growth factors with a general inflation assumption of 2.50%. The following table shows the assumed rate increases in future years.

Pre 65		Post 65	
Year	% Inflation	Year	% Inflation
2013	Actual Increases	2013	Actual Increases
2014	6.75%	2014	7.25%
2015 – 2016	5.75%	2015	6.00%
2017 – 2022	6.00%	2016	6.50%
2023 – 2028	6.25%	2017 – 2024	6.00%
2029 – 2030	6.50%	2025 – 2035	5.75%
2031 – 2034	6.75%	2036 – 2038	5.50%
2035 – 2036	6.50%	2039 – 2040	5.25%
2037 – 2038	6.25%	2041 – 2045	5.75%
2039 – 2042	6.00%	2046 – 2052	5.50%
2043 – 2047	5.75%	2053 – 2058	5.75%
2048 – 2055	5.50%	2059 – 2066	5.50%
2056 – 2066	5.25%	2067 – 2074	5.25%
2067 – 2075	5.00%	2075 – 2078	5.00%
2076 – 2079	4.75%	2079 – 2082	4.75%
2080 and beyond	4.50%	2083 and beyond	4.50%

The CalPERS Minimum contribution amount under Section 22892 is assumed to increase 4.00% per year.

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Illustration of the demographic assumptions

The following table shows the probability that a male employee hired at age 25 and still employed with the City at the ages indicated below will remain with the City until he reaches the earliest retirement eligibility (age 50 with at least 5 years of City service), and elect to receive medical coverage.

Age on Valuation Date	Municipal	Police	Fire
25	19%	44%	53%
35	54%	67%	81%
45	87%	87%	93%
49	98%	97%	97%

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Appendix C. Summary of Participant Data

The following census of participants was used in the actuarial valuation was provided to us from the City.

Covered Active Employees by Classification

Age	Misc.	Police	Fire	Total
Under 25	1	0	0	1
25 – 29	13	3	0	16
30 – 34	16	4	7	27
35 – 39	11	2	1	14
40 – 44	12	5	2	19
45 – 49	8	11	4	23
50 – 54	9	5	4	18
55 – 59	11	1	1	13
60 – 64	6	2	1	9
65 & Over	1	0	0	1
Total	88	33	20	141

Average Age at Valuation Date: 42.68
Average Service at Valuation Date: 11.25

Current Retirees and Surviving Spouses by Classification

Age	Misc.	Police	Fire	Total
Under 55	2	1	0	3
55 – 59	3	3	0	6
60 – 64	3	2	5	10
65 – 69	7	4	5	16
70 – 74	5	5	0	10
75 – 79	9	3	2	14
80 – 84	6	5	5	16
85 & Over	15	2	2	19
Total	50	25	19	94

Average Age at Valuation Date: 74.53

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City of South Pasadena/ Redevelopment Successor Agency/ Public Financing Authority Agenda Report

Marina Khubesrian, M.D., Mayor/Authority Chair
Robert S. Joe, Mayor Pro Tem/Authority Vice Chair
Michael A. Cacciotti, Council/Authority Member
Diana Mahmud, Council/Authority Member
Richard D. Schneider, M.D., Council/Authority Member

Evelyn G. Zneimer, City Clerk/Authority Secretary
Gary E. Pia, City Treasurer

COUNCIL AGENDA:	February 5, 2014
TO:	Honorable Mayor and City Council
VIA:	Sergio Gonzalez, City Manager
FROM:	Arthur J. Miller, Chief of Police Tracey Perkosky, Grants Analyst
SUBJECT:	**Award of Contract for Predictive Policing Services**

Recommendation
It is recommended that the City Council:

1. Accept a proposal dated December 16, 2013, from Crime Reduction Information Management Experts, for Predictive Policing Services;
2. Reject all other proposals received; and
3. Authorize the City Manager to execute an agreement with Crime Reduction Information Management Experts, in a not-to-exceed amount of $27,040.

Fiscal Impact
There are sufficient funds from the Citizen's Options for Public Safety Grant, fund 272-4010-8180 to pay for this annual agreement without an impact to the General Fund.

Commission Review and Recommendation
This matter was not reviewed by a Commission.

Background
Predictive Policing uses Part I crime data to forecast where crime is likely to occur within the community and allows the Department to mobilize resources accordingly. Part I crimes include murder, rape, robbery, commercial and residential burglary, thefts, grand theft auto, and arson. Predictive policing uses detailed analysis and a crime data algorithm to create maps and routes for Officers. The maps and suggested routes are not a substitute for good policing skills and will not replace the current policing activities within the City. Instead, the proposed dates and locations for crimes will be used to augment existing patrols and alert the officers to specific crime areas.

On December 4, 2013, staff solicited proposals from 13 firms and received three responses.

AGENDA ITEM 16

Analysis
Section 2.99-29(12) of the South Pasadena Municipal Code (SPMC) provides that professional service contracts, such as the herein agreement, are exempt from the bidding process. The Section of the SPMC does require, "if possible" that the City obtains three quotations before awarding the contract.

The proposals were evaluated by staff. Crime Reduction Information Management Experts was ranked as the best qualified firm to perform the required services and staff has determined that the proposed fees are just and reasonable. Within the review process, staff requested two changes to the proposal submitted by Crime Reduction Information Management Experts, and these were agreed to by Hector Chaidez, the lead consultant. Mr. Chaidez will include all Part I crimes in his analysis and the reports will be provided to the City within 48 hours of the data transfer.

Crime Reduction Information Management Experts' lead consultant performed this work as an employee of the Los Angeles Police Department and on a reciprocal assignment with the University of Southern California, Department of Public Safety. It is recommended that this contract be awarded to Crime Reduction Information Management Experts.

Legal Review
The City Attorney has reviewed this item.

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

Attachment: Agreement

AGREEMENT
FOR SERVICES

THIS AGREEMENT ("Agreement") is made as of this ___ day of _____, 2014 by and between the CITY OF SOUTH PASADENA ("City") and Crime Reduction Information Management Experts ("Consultant").

1. CONSULTANT'S SERVICES. Consultant agrees to perform during the term of this Agreement, the tasks, obligations, and services set forth in the "Scope of Services" attached to and incorporated into this Agreement as Exhibit A (the "Services").

2. TERM OF AGREEMENT. The term of this Agreement shall be from the effective date pursuant to Paragraph "38" of this Agreement and shall end on February 4, 2015 or when the work is satisfactorily completed, whichever occurs first, unless extended by a supplemental agreement.

3. FAMILIARITY WITH WORK. By execution of this Agreement, Consultant warrants that:

   (1) It has thoroughly investigated and considered the work to be performed, based on all available information; and

   (2) It carefully considered how the work should be performed; and

   (3) It fully understands the difficulties and restrictions attending the performance of the work under this Agreement; and

   (4) It has the professional and technical competency to perform the work and the production capacity to complete the work in a timely manner with respect to the schedule included in the scope of services.

4. PAYMENT FOR SERVICES. City shall pay for the services performed by Consultant pursuant to the terms of this Agreement, the compensation set forth in the "Schedule of Compensation" attached to and incorporated into this Agreement as Exhibit B. The fees for services shall not exceed the authorized amount of $27,040, unless the CITY has given specific advance approval in writing.

5. TIME FOR PERFORMANCE. Consultant shall not perform any work under this Agreement until (a) Consultant furnishes proof of insurance as required under Paragraph "8" of this Agreement. All services required by Consultant under this Agreement shall be completed on or before the end of the term of the Agreement.

6. DESIGNATED REPRESENTATIVE. Consultant hereby designates Hector Chaidez as the Consultant Representative, and said Representative shall be responsible for job performance, negotiations, contractual matters, and coordination with the City.

Consultant's professional services shall be actually performed by, or shall be immediately supervised by, the Consultant Representative.

7. HOLD HARMLESS; INDEMNIFICATION. Consultant hereby agrees to protect, indemnify and hold City and its employees, officers and servants free and harmless from any and all losses, claims, liens, demands and causes of action of every kind and character including, but not limited to, the amounts of judgment, interests, court costs, legal fees and other expenses incurred by the City arising in favor of any party, including claims, liens, debts, personal injuries, including employees of the City, death or damages to property (including property of the City) and without limitation by enumeration, all other claims or demands of every character occurring or arising directly out of the negligent acts, recklessness or willful misconduct of Consultant in the performance of its services under this Agreement. This provision is not intended to create any cause of action in favor of any third party against Consultant or the City or to enlarge in any way the Consultant's liability but is intended solely to provide for indemnification of the City for liability for damages or injuries to third persons or property arising from Consultant's negligent performance hereunder.

8. INSURANCE. Consultant shall procure and maintain at all times during the term of this Agreement insurance as set forth in Exhibit "C" attached hereto. Proof of insurance shall consist of a Certificate of Insurance provided on IOS-CGL form No. CG 00 01 11 85 or 88 executed by Consultant's insurer and in a form approved by, the City's City Attorney.

9. LICENSES, PERMITS, AND FEES. Consultant shall obtain a City of South Pasadena Business License and any and all other permits and licenses required for the services to be performed under this Agreement.

10. INDEPENDENT CONTRACTOR STATUS. City and Consultant agree that Consultant, in performing the Services herein specified, shall act as an independent Contractor and shall have control of all work and the manner in which it is performed. Consultant shall be free to contract for similar services to be performed for other entities while under contract with City. Consultant is not an agent or employee of City, and is not entitled to participate in any pension plan, insurance, bonus or similar benefits City provides for its employees. Consultant shall be responsible to pay and hold City harmless from any and all payroll and other taxes and interest thereon and penalties, therefore, which may become due as a result of services performed hereunder.

11. ASSIGNMENT. This Agreement is for the specific services with Consultant as set forth herein. Any attempt by Consultant to assign the benefits or burdens of this Agreement without written approval of City is prohibited and shall be null and void; except that Consultant may assign payments due under this Agreement to a financial institution.

12. STANDARD. Consultant agrees that the services to be rendered pursuant to this Agreement shall be performed in accordance with the standards customarily provided by an experienced and competent professional organization rendering the same or similar services. Consultant shall re-perform any of said services, which are not in conformity with standards as determined by the City.

13. CONFIDENTIALITY. Employees of Consultant in the course of their duties may have access to financial, accounting, statistical, and personnel data of private individuals and employees of City. Consultant covenants that all data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Consultant without written authorization by City. City shall grant such authorization if disclosure is required by law. All City data shall be returned to City upon the termination of this Agreement. Consultant's covenant under this Section shall survive the termination of this Agreement.

14. RECORDS AND INSPECTIONS. Consultant shall maintain full and accurate records with respect to all services and matters covered under this Agreement. City shall have free access at all reasonable times to such records, and the right to examine and audit the same and to make transcripts therefrom, and to inspect all program data, documents, proceedings and activities. Consultant shall maintain an up-to-date list of key personnel and telephone numbers for emergency contact after normal business hours.

15. OWNERSHIP OF CONSULTANT'S WORK PRODUCT. All reports, documents, all analysis, computations, plans, correspondence, data, information, computer media, including disks or other written material developed and/or gathered by Consultant in the performance of this Agreement shall be and remain the property of City without restriction or limitation upon its use or dissemination by City. Such Material shall not be the subject of a copyright application by Consultant. Any re-use by City of any such materials on any project other than the project for which they were prepared shall be at the sole risk of City unless City compensates Consultant for such use. Such work product shall be transmitted to City within ten (10) days after a written request therefore. Consultant may retain copies of such products.

16. NOTICES. All notices given or required to be given pursuant to this Agreement shall be in writing and may be given by personal delivery or by mail. Notice sent by mail shall be addressed as follows:

City: Sergio Gonzalez, City Manager
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030

Contractor: Hector Chaidez
Crime Reduction Information Management Experts
1501 S Beach Blvd, H808
La Habra, CA 90631

If the name of the principal representative designated to receive the notices, demands or communications, or the address of such person, is changed, written notice shall be given within five (5) working days of said changes.

17. TAXPAYER IDENTIFICATION NUMBER. Consultant shall provide City with a complete Request for Taxpayer Identification Number and Certification, Form W-9, as issued by the Internal Revenue Service.

18. APPLICABLE LAWS, CODES AND REGULATIONS. Consultant shall perform all services described in accordance with all applicable laws, codes and regulations required by all authorities having jurisdiction over the Services. Consultant agrees to comply with prevailing wage requirements as specified in the California Labor Code, Sections 1770, et seq.

19. RIGHT TO UTILIZE OTHERS. City reserves the right to utilize others to perform work similar to the Services provided hereunder.

20. BENEFITS. Consultant will not be eligible for any paid benefits for federal, social security, state workers' compensation, unemployment insurance, professional insurance, medical/dental, California Public Employees Retirement System ("PERS") or fringe benefits offered by the City of South Pasadena.

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

    Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in PERS as an employee of City and entitlement to any contribution to be paid by City for employer contribution and/or employee contributions for PERS benefits.

22. TRAVEL/EXPENSES. Any reimbursement expenses must be pre-authorized and shall be based upon the approved rates of L.A. County Auditor-Controller.

23. CONFLICT OF INTEREST. Consultant agrees that any conflict or potential conflict of interest shall be fully disclosed prior to execution of contract and Consultant shall comply with all applicable federal, state and county laws and regulations governing conflict of interest.

24. ECONOMIC INTEREST STATEMENT. Consultant hereby acknowledges that pursuant to Government Code Section 87300 and the Conflict of Interest Code adopted by City hereunder, Consultant is designated in said Conflict of Interest Code and is therefore required to file an Economic Interest Statement (Form 700) with the City Clerk, for each employee providing advise under this Agreement, prior to the commencement of work.

25. POLITICAL ACTIVITY/LOBBYING CERTIFICATION. Consultant may not conduct any activity, including any payment to any person, officer, or employee of any governmental agency or body or member of Congress in connection with the awarding of any federal contract, grant, loan, intended to influence legislation, administrative rulemaking or the election of candidates for public office during time compensated under the representation that such activity is being performed as a part of this Agreement.

26. NON-DISCRIMINATION. In the performance of this Agreement, Consultant shall not discriminate against any employee, subcontractor, or applicant for employment because of race, color, creed, religion, sex, marital status, national origin, ancestry, age physical or mental handicap, medical condition, or sexual orientation. Consultant will take affirmative action to ensure that subcontractors and applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, religion, sex, marital status, national origin, ancestry, age, physical or mental handicap, medical condition, or sexual orientation.

27. AUDIT OR EXAMINATION. Consultant shall keep all records of funds received from City and make them accessible for audit or examination for a period of three years after final payments are issued.

28. MODIFICATION OF AGREEMENT. This Agreement may not be modified, nor may any of the terms, provisions or conditions be modified or waived or otherwise affected, except by a written amendment signed by all parties.

29. WAIVER. If at any time one party shall waive any term, provision or condition of this Agreement, either before or after any breach thereof, no party shall thereafter be deemed to have consented to any future failure of full performance hereunder.

30. COVENANTS AND CONDITIONS. Each term and each provision of this Agreement to be performed by Consultant shall be construed to be both a covenant and a condition.

31. RIGHT TO TERMINATE. City may terminate this Agreement at any time, with or without cause, in its sole discretion, with thirty (30) days written notice.

32. EFFECT OF TERMINATION. Upon termination as stated in Paragraph "31" of this Agreement, City shall be liable to Consultant only for work performed by Consultant up to and including the date of termination of this Agreement, unless the termination is for cause, in which event Consultant need be compensated only to the extent required by law. Consultant shall be entitled to payment for work satisfactorily completed to date, based on proration of the monthly fees set forth in Exhibit "B" attached hereto. Such payment will be subject to City's receipt of a close-out billing.

33. GOVERNING LAW. This Agreement shall be governed by and construed in accordance with laws of the State of California. In the event of litigation between the parties, venue in state trial courts shall lie exclusively in the County of Los Angeles. In the event of litigation in a U.S. District Court, exclusive venue shall lie in the Central District of California.

34. LITIGATION FEES. Should litigation arise out of this Agreement for the performance thereof, the court shall award costs and expenses, including attorney's fees, to the prevailing party. In awarding attorney's fees, the court shall not be bound by any court fee schedule but shall award the full amount of costs, expenses and attorney's fees paid and/or incurred in good faith. "Prevailing Party" shall mean the party that obtains a favorable and final judgment or order from a court of law described in paragraph "33." This paragraph shall not apply and litigation fees shall not be awarded based on an order or otherwise final judgment that results from the parties' mutual settlement, arbitration, or mediation of the dispute.

35. SEVERABILITY. If any provision of this agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions nevertheless will continue in full force and effect without being impaired or invalidated in any way.

36. FORCE MAJEURE. The respective duties and obligations of the parties hereunder shall be suspended while and so long as performance hereto is prevented or impeded by strikes, disturbances, riots, fire, severe weather, government action, war acts, acts of God, or any other cause similar or dissimilar to the foregoing which are beyond the control of the party from whom the affected performance was due.

37. INTEGRATED AGREEMENT. This Agreement, together with Exhibits "A," "B", "C" and "D" supersede any and all other agreements, either oral or in writing, between the parties with respect to the subject matter herein. Each party to this Agreement acknowledges that no representation by any party, which is not embodied

herein, nor any other agreement; statement or promise not contained in this Agreement shall be valid and binding. Any modification of the Agreement shall be effective only if it is in writing and signed by all parties.

38. EFFECTIVE DATE. The effective date of this Agreement is the date the Notice to Proceed is received by Consultant, and shall remain in full force and effect until amended or terminated.

Dated: _____ "CITY"

By: _____
Sergio Gonzalez, City Manager

Dated: _____ "CONSULTANT"

By: _____
Hector Chaidez

APPROVED AS TO FORM:

_____
Richard L. Adams II, City Attorney

_____
Evelyn G. Zneimer, City Clerk
(seal)

EXHIBIT "A"

SCOPE OF SERVICES

Consultant will provide the following services weekly, upon request from the South Pasadena Police Department.

Provide crime forecasts, scenario analysis, officer reports, map creation and management reports for all UCR Part I crimes at the below rates:

Weekly Services	Max Hours	Max Amount
Crime Forecasts & Scenario Analysis	5	$260
Reports and Map Creation	3	$156
Data Updates and Management Report	2	$104

South Pasadena Police Department will provide the required data to Crime Reduction Information Management Experts in Microsoft Excel format, who will turn around the analysis and maps within 48 hours. All reports to the City will be provided in Microsoft Word or Adobe PDF format.

Included in the Scope of Services is the information provided in the proposal from Crime Reduction Information Management Experts, which is attached as Exhibit "D".

EXHIBIT "B"

SCHEDULE OF COMPENSATION

I. AMOUNT OF COMPENSATION. For performing and completing all services pursuant to Exhibit "A" Scope of Services, is $52 per hour for a total amount not to exceed $520 per week and $27,040 annually.

II. BILLING. At the end of each calendar month in which services are performed or expenses are incurred under this Agreement, Contractor shall submit an invoice to the City at the following address:

Captain DeAnn Wheeless
City of South Pasadena Police Department
1422 Mission Street
South Pasadena, CA 91030

The invoice submitted pursuant to this paragraph shall show the:

1) Purchase order number;
2) Project name/description;
3) Name and hours worked by each person who performed services during the billing period;
4) The title/classification under which they were billed;
5) The hourly rate of pay;
6) Actual out-of-pocket expenses incurred in the performance of services; and,
7) Other such information as the City may reasonably require.

III. METHOD OF PAYMENT. Payment to Contractor for the compensation specified in Section I, above, shall be made after the City Manager or designee determines that the billing submitted pursuant to Section II, above, accurately reflects work satisfactorily performed. City shall pay Contractor within thirty (30) days therefrom.

EXHIBIT "C"

The Consultant shall maintain throughout the duration of the term of the Agreement, liability insurance covering the Consultant and, with the exception of Professional Liability Insurance, designating City including its elected or appointed officials, directors, officers, agents, employees, volunteers, or consultants, as additional insured against any and all claims resulting in injury or damage to persons or property (both real and personal) caused by any aspect of the Consultant 's work, in amounts no less than the following and with such deductibles as are ordinary and reasonable in keeping with industry standards. It shall be stated, in the Additional Insured Endorsement, that the Consultant 's insurance policies shall be primary as respects any claims related to or as the result of the Consultant 's work. Any insurance, pooled coverage, or self-insurance maintained by the City, its elected or appointed officials, directors, officers, agents, employees, volunteers, or consultants shall be non-contributory.

Professional Liability Insurance	$1,000,000/$2,000,000

General Liability:

a.	General Aggregate	$2,000,000
b.	Products Comp/Op Aggregate	$2,000,000
c.	Personal & Advertising Injury	$1,000,000
d.	Each Occurrence	$1,000,000
e.	Fire Damage (any one fire)	$ 50,000
f.	Medical Expense (any one person)	$ 5,000

Workers' Compensation:

a.	Workers' Compensation	Statutory Limits
b.	EL Each Accident	$1,000,000
c.	EL Disease - Policy Limit	$1,000,000
d.	EL Disease - Each Employee	$1,000,000

Automobile Liability

a.	Any vehicle, combined single limit	$1,000,000

The Consultant shall provide thirty (30) days advance notice to City in the event of material changes or cancellation of any coverage. Certificates of insurance and additional insured endorsements shall be furnished to City thirty (30) days prior to the effective date of this Agreement. Refusal to submit such certificates shall constitute a material breach of this Agreement entitling City to any and all remedies at law or in equity, including termination of this Agreement. If proof of insurance required under this Agreement is not delivered as required or if such insurance is canceled and not adequately replaced, City shall have the right but not the duty to obtain replacement insurance and to charge the Consultant for any

premium due for such coverage. City has the option to deduct any such premium from the sums due to the Consultant.

Insurance is to be placed with insurers authorized and admitted to write insurance in California and with a current A.M. Best's rating of A-:VII or better. Acceptance of insurance from a carrier with a rating lower than A-:VII is subject to approval by City 's Risk Manager. Consultant shall immediately advise City of any litigation that may affect these insurance policies.

Exhibit "D"

"Protecting By Preventing" ™

Hector Chaidez
1501 S Beach Blvd H808
La Habra, CA 90631
Tel: 323.810.4058
www.CrimeReductionUnit.net

December 16, 2013

City of South Pasadena
City Manager's Office
Attn: Tracey Perkosky
1414 Mission Street
South Pasadena, CA 91030

PROPOSAL FOR PREDICTIVE POLICING SERVICES

INTRODUCTION

Due to stringent economic budgets, many law enforcement departments throughout the United States lack the resources needed to effectively perform crime preventive operations. Most agencies react to a series of crime problems, this strategy makes it difficult to reduce crime. Many departments also lack the technology and real-time data analysis needed to efficiently prevent crime. By utilizing our services, the South Pasadena Police Department will proactively and methodically prevent Part I crime. The information that we provide is accurate, easily understood and will help management effectively allocate their resources.

To successfully prevent Part I crime, Crime Reduction & Information Management Experts (C.R.I.M.E) will produce and deliver crime forecast data, mapping information entailing routes, and management reports. By using our expertise in predictive analytics, data-algorithm modeling, and computer information systems, we provide management with all the information needed to effectively allocate resources, prevent crime, and support the department's goal of reducing crime.

This correspondence outlines the complete scope of our services, including procedures, predictive policing reports, experience, identification of responsibilities, and estimated fees.

SCOPE OF SERVICES

We provide specific strategies in conjunction with reliable and accurate information. Our Predictive Policing services are aimed to prevent specific crime problems, thus, drastically reducing crime. All methods and strategies depicted on this proposal have been tested and duplicated with great success. Our main goal is to assist the South Pasadena Police Department with their crime reduction efforts.

This proposal is for three UCR Part I Crimes: Burglary, Theft from Motor Vehicle, and Motor Vehicle Theft. The strategy and guidelines under this proposal is to concentrate resources and efforts on crime prevention and deterrence.

1. Coordination and Project Management
   - During the first meeting, we will provide a detail presentation of our services, expected outcomes, and recommendations on how to effectively utilize Predictive Policing.
   - Monthly meetings will be held to monitor progress.
   - The transfer of crime information from one entity to the other will be done via e-mail services, cloud services, or any other type deemed acceptable.
   - Project management results will be provided via monthly management reports.

2. Predictive Policing Reports
   - All of the reports produced will focus on the three UCR Part I Crimes depicted on this proposal.
   - We will produce and distribute two weekly reports; the Crime Forecast Report and the Suspect's Travel Route Map.
   - The Crime Forecast Report will contain crime predictions depicting the locations, future dates, and times of specific crimes.
   - The Suspect's Travel Route Map contains a route depicting the suspect's route before, during, and or after the commission of a crime.
   - The weekly reports will be generated and distributed within five days after receiving the data from the South Pasadena Police Department.
   - We will create and distribute a monthly Management Report, aimed to help managers track progress and measure the effectiveness of all resources allocated to Predictive Policing. The Management Report is a graphical representation of the current and past results.

EXPERIENCE

By using our vast experience in Predictive Policing, we will provide the South Pasadena Police Department with all the necessary information needed to establish an effective and successful Predictive Policing Program.

Since 2009, we have designed and established successful Predictive Policing Programs for several law enforcement agencies.

1. University of Southern California - Department of Public Safety (DPS)
   John Thomas, Assistant Chief - DPS
   For one year, 2009 through 2010, we created a Predictive Policing Program for DPS. We provided them with all the critical information (forecast information and designated routes) focusing on a major robbery problem. After the initial year, DPS was able to reduce the robbery problem by 52%, an all-time low.

2. Los Angeles Police Department – Southwest Division
   Arthur Miller, Chief of Police – South Pasadena Police Department
   Steven Zipperman, Chief of Police - Los Angeles School Police Department
   Staring 2009, we created and maintained a Predictive Policing Program for the LAPD-Southwest Division. We provided all critical information to several different entities within the geographical area. All entities that utilized the information from our Predictive Policing services successfully attained their goal of crime reduction and or crime apprehension while targeting both, crimes against persons and property crimes.

3. Los Angeles Police Department – Pacific Division
   Jon Peters, Captain – Pacific Division
   During the summer of 2009, Pacific Division used our Predictive Policing information to target property crimes. Within a few weeks, Pacific Division was able to rapidly and drastically reduce the property crimes in the target areas.

All the reports depicted in this proposal will be created and distributed by our Predictive Analytics Consultant, Hector Chaidez. Chaidez earned a Bachelor's Degree in Business from the California State University, Dominguez Hill, and has an extensive background in Predictive Analytics, Computer Information Management Systems, Data Modeling, and Data Mining. Hector Chaidez also has a strong back ground in Crime Analysis and Law Enforcement Computer Program Design.

We will provide the South Pasadena Police Department with the most critical elements needed to prevent crime; accurate crime forecast information, the suspect's travel routes, and management reports. These three elements are the core of Predictive Policing.

This proposal is valid for a one-year term, effective from the date of acceptance between all parties involved. Both parties can terminate this agreement at any time, with or without cause, in their sole discretion, with thirty days written notice. Any changes to this agreement must be done in writing and agreed upon by both parties.

PROFESSIONAL FEES

The table below depicts the fees associated with all the services outlined in this proposal. The only Part I Crimes included in this proposal are Burglary (residential and commercial), Theft from Motor Vehicle, and Motor Vehicle Theft. The price is subject to change if other additional services are added to this list.

Weekly Services	**Hours**	**Amount**
Crime Forecasts & Scenario Analysis	5	$ 260
Reports and Map Creation	3	$ 156
Data Updates and Management Report	2	$ 104
Total Weekly Fees	**10**	**$ 520**

CLOSING

We look forward to working with the South Pasadena Police Department and supporting their efforts and crime prevention goals. We accept all of the terms and conditions set forth in the City's standard consulting services agreement.

Sincerely,

Hector Chaidez

Hector Chaidez
Predictive Analytics Consultant

Enclosure

Accepted by Tittle Date

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City of South Pasadena/ Redevelopment Successor Agency/ Public Financing Authority Agenda Report

Marina Khubesrian, M.D., Mayor
Robert S. Joe, Mayor pro tem
Diana Mahmud, Councilmember
Michael A. Cacciotti, Councilmember
Richard D. Schneider, M.D., Councilmember

Evelyn G. Zneimer, City Clerk
Gary E. Pia, City Treasurer

COUNCIL AGENDA:	February 5, 2014
TO:	Honorable Mayor and City Council
VIA:	Sergio Gonzalez, City Manager SG
FROM:	Hilary Straus, Assistant City Manager HS James Frawley, Fire Chief
SUBJECT:	**Resolution Approving the Creation of Deputy Fire Chief and Fire Division Chief Classifications, Job Descriptions and Salaries, and Adding the Newly-Established Positions to the Management Employees Group**

Recommendation
It is recommended that the City Council adopt the accompanying resolution to:

1. Authorize the creation of the Deputy Fire Chief classification and Fire Division Chief classification;
2. Approve the job description for the position of Deputy Fire Chief;
3. Approve the job description for the position of Fire Division Chief;
4. Add the newly-established Deputy Fire Chief and Fire Division classifications to the unrepresented Management Employees group; and
5. Approve the addition of the position classifications of Deputy Fire Chief and Fire Division Chief to the Management Salary Schedule.

Fiscal Impact
The fiscal impact relating to the restructuring of management staffing in the Fire Department and in particular regarding the positions of Deputy Fire Chief and Fire Division Chief will be accounted for in the Fiscal Year (FY) 2013-14 Budget. The resulting fiscal impact from the restructuring will be an annual cost saving of approximately $200,000.

Commission Review and Recommendation
This matter was not reviewed by a commission because it pertains to a matter solely within the Council's authority.

Background
The City currently employs 18 full-time sworn Fire Department personnel. The City realized it could save a substantial amount of money while increasing the level of services by sharing its Fire Command staff with the cities of San Marino and San Gabriel. Through this Fire Command agreement, the cities will share a Fire Chief, three Deputy Fire Chiefs, one from each city, who, on

AGENDA ITEM 17

an as-needed basis, can be assigned to work in one of the three Fire Division Chief positions. This new staffing model will not only save the Department money, but will also result in improved performance in terms of efficiency and the provision of services.

Analysis
The position of Deputy Fire Chief will work under the general direction of the Fire Chief. This position will have oversight and management responsibility over one of three primary programs: (1) Operations / Administration; (2) Fire Prevention / Public Relations; and (3) Training / EMS / Disaster Preparedness.

As proposed, this safety position will be classified as an at-will, unrepresented, full-time, management position, exempt from the overtime requirements of the Fair Labor Standards Act (FLSA); the initial incumbent, who is currently a South Pasadena Fire Captain, will not, however, hold this position as an at-will employee. The initial incumbent for the position of Deputy Fire Chief will also be allowed to work a 4/10 schedule when working in that capacity, but may be assigned a different schedule if and when assigned by the Fire Chief to serve as a Fire Division Chief. All subsequent hires to the position will be assigned either a 4/10 or 5/8 schedule at the Fire Chief's discretion, based on operational needs.

The salary scale for the position of Deputy Chief is outlined below. The initial incumbent for this position will be paid at Step F.

Position	**Step A**	**Step B**	**Step C**	**Step D**	**Step E**	**Step F**	**Step G**
Deputy Fire Chief *(Full-time)*	$ 8,235	$ 8,646	$ 9,079	$ 9,533	$ 10,009	$10,510	$11,035

The position of Fire Division Chief, when so assigned, will work under the general direction of the Fire Chief. As proposed, this will be an at-will unrepresented management position, paid an hourly rate, but classified as exempt for purposes of FLSA overtime requirements. The Fire Division Chief's responsibilities will include responding to call-outs, serving as incident commander, and supervising subordinate employees. The Fire Chief will staff this position on an as-needed basis.

The salary scale for the position of Fire Division Chief is outlined below. The initial incumbent will be paid at Step F when serving in this position:

Position	**Step A**	**Step B**	**Step C**	**Step D**	**Step E**	**Step F**	**Step G**
Fire Division Chief *(As-needed)*	$ 7,165	$ 7,523	$ 7,900	$ 8,295	$ 8,709	$ 9,145	$ 9,602
Hourly rate *(straight time only)*	$41.33	$43.40	$45.58	$47.86	$50.24	$52.76	$55.40

As unrepresented management employees, individuals serving as Deputy Fire Chief/Fire Division Chief will receive the benefits currently set forth in the Resolution No. 7310, except that the initial incumbent shall receive an annual uniform allowance of $675 on a pro-rated basis for the remainder of the FY 2013-14 fiscal year. Thereafter, the Deputy Fire Chief/Fire Division Chief will receive the annual uniform allowance, if any, as reflected in any subsequent resolution governing management benefits, salaries, and terms and conditions of employment.

Legal Review
The City's Legal Counsel from the firm of Liebert Cassidy Whitmore (the City's human resources and labor relations counsel) has reviewed this item.

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

Attachments:
Resolution establishing the Deputy Fire Chief and Fire Division Chief classifications, with the following exhibits:

1. Exhibit A—Amended Exhibit A of Resolution No. 7310
2. Exhibit B—Job description of Deputy Fire Chief
3. Exhibit C—Job description of Fire Division Chief
4. Exhibit D—Hour Conversation Rate Chart from Deputy Fire Chief to Fire Division Chief
5. Exhibit E—Salary schedule of management classifications, effective upon adoption

RESOLUTION NO._____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ESTABLISHING DEPUTY FIRE CHIEF AND FIRE DIVISION CHIEF CLASSIFICATIONS AS UNREPRESENTED MANAGEMENT EMPLOYEES, PROVIDING FOR THEIR SALARIES AND BENEFITS, AND APPROVING THE POSITIONS JOB DESCRIPTIONS

WHEREAS, on August 14, 2013, the City Council approved and adopted Resolution No. 7310 establishing compensation and benefits for Management Employees; and

WHEREAS, since then, the City Council is considering a shared Fire Command staff with the Cities of San Gabriel and San Marino; and

WHEREAS, the City of South Pasadena (City) is pursuing entering into a Fire Command Agreement with the Cities of San Gabriel and San Marino; and

WHEREAS, the Fire Command Agreement necessitates the addition of two Fire Command staff classifications to the group of unrepresented Management employees.

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

SECTION 1. That Exhibit A of Resolution No. 7310 be amended to include Deputy Fire Chief and Fire Division Chief classifications in Section 2 (Classifications); Section 4 (Retirement); and Section 15 (Uniforms), except that the uniform allowance provided in Section 15 for Deputy Fire Chief and Fire Division Chief shall be at the annual rate of $675. Exhibit A of Resolution No. 7310 is attached to this resolution as Exhibit A.

SECTION 2. The job descriptions for Deputy Fire Chief and Fire Division Chief, attached hereto as Exhibits B and C, are approved and adopted.

SECTION 3. The Conversion Table reflecting how vacation hours previously earned under a 56 hour schedule shall be paid under a 40 hour week schedule, attached hereto as Exhibit D, is approved and adopted.

SECTION 4. The Management Salary Schedule listing of Management classifications and compensation, attached hereto as Exhibit E, is approved and adopted.

SECTION 5. This resolution shall become effective on February 10, 2014, the first day of the new payroll period after Council adoption. The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

PASSED, APPROVED AND ADOPTED ON this 5th day of February, 2014.

Marina Khubesrian, M.D., Mayor

ATTEST:

Evelyn G. Zneimer, City Clerk
(seal)

APPROVED AS TO FORM:

Richard L. Adams II, City Attorney

I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 5th day of February, 2014, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Evelyn G. Zneimer, City Clerk
(seal)

EXHIBIT A

MANAGEMENT BENEFITS
(Exhibit A of Resolution 7310)

The following shall be the classifications, compensation and benefit plan for management employees:

SECTION 1. TERM

The following established classifications, salaries and benefits of employment for management employees shall be in effect upon adoption by the City Council.

SECTION 2. CLASSIFICATIONS

Police Chief
Fire Chief
Assistant City Manager
Deputy Fire Chief
Finance Director
Public Works Director
Fire Division Chief
Planning & Building Director
City Clerk
Police Captain
Community Services Director
City Librarian
Transportation Manager
Civilian Administrative Chief/Fire Marshal
Deputy Director of Public Works
Principal Management Analyst
Public Works Superintendent
Assistant Finance Director
Chief Deputy City Clerk
Human Resources Manager
Project Manager
Executive Assistant
Community Services Supervisor

SECTION 3. SALARY

The salaries for management employees shall be those contained in Exhibit B, "Management Salary Schedule."

SECTION 4. RETIREMENT

A. The City agrees to participate in the California Public Service Employees' Retirement System (CalPERS). Existing CalPERS safety members (Police Chief, Fire Chief, Deputy Fire Chief, Fire Division Chief and Police Captains) shall participate in the 2%@50 plan with single highest year compensation. Per AB 340, new CalPERS safety members shall participate in the 2.7%@57 plan with the highest average annual pensionable compensation earned during a period of 36 consecutive months. For all other Management employees, existing CalPERS members shall participate in the 2%@55 plan with single highest year compensation and per AB 340, new CalPERS members shall participate in the 2.5%@67 plan with highest average annual pensionable compensation earned during a period of 36 consecutive months.

B. Management Employees shall fund a 7% (miscellaneous employees) or 9% (safety employees) compensation contribution for PERS normal member contributions.

C. The City's plan shall provide the sick leave conversion benefit.

SECTION 5. RETIRED EMPLOYEE'S MEDICAL COVERAGE

Employees who became annuitants prior to July 1, 2012 shall receive City payment of 100% of the medical insurance premium for the retired employee only, with said payment not exceeding the premium requirement for insurance programs offered through CalPERS, both prior to and after becoming Medicare eligible. All employees who retire on and after July 1, 2012, shall receive a City retiree medical contribution as prescribed in Government Code Section 22892, as that amount may from time to time be adjusted upward and/or downward. As of July 1, 2011, said amount for Management employees is $715.00 monthly.

SECTION 6. DEFERRED COMPENSATION

The City shall pay the equivalent of 1% of each management employees' salary into a deferred compensation plan.

SECTION 7. SICK LEAVE

A. Sick leave shall be earned at the rate of eight (8) hours per month of service to the City.

B. Management employees may accrue unlimited sick leave.

C. At the employee's termination, the accumulated sick leave hours shall have no cash value.

SECTION 8: CONVERSION TO CALPERS SERVICE CREDIT

To the extent authorized by AB 340, upon retirement, employees may convert unused accumulated sick leave to service credits based on the formula set forth by CalPERS. According to

CalPERS, in order to receive sick leave credit, the employees' retirement date must be within 120 days from the date of separation from the City.

SECTION 9. BEREAVEMENT LEAVE

A. Bereavement leave shall be granted by the City Manager for the death of a spouse, parents, step-parents, child, step-child, grandparents, grandchildren, brothers, and/or sisters, for three work days per each fiscal year.

B. Additional occurrences shall be deducted from the employee's own sick leave.

C. Bereavement leave may be used not only for attendance at funerals, but for time spent in assisting in the preparation of funerals.

SECTION 10. MANAGEMENT LEAVE

A. Employees shall receive 80 hours of management leave each fiscal year.

B. Employees may cash out up to sixty (60) hours of unused Management Leave during a fiscal year. Consistent with the City's practice of granting Administrative or Management Leave prospectively, cash out of unused Management Leave is an annual compensation benefit for management staff, and as such will be distributed prospectively during the course of each fiscal year in accordance with this resolution.

C. For Fiscal Year 2013-14 only, employees can cash out up to sixty (60) hours of management leave, should they elect to do so, during a special payroll in December 2013 that will occur between the first and second regular payrolls in December 2013. Employees may elect to cash out up to sixty (60) hours of unused Management Leave during the special payroll that will occur between the first and second regular payrolls in December if the employee has not already cashed out thirty (30) hours of unused Management Leave previously during the special payroll in July. Thereafter, employees must use their remaining balance of Management Leave by June 30, 2014. There shall be no carry-over of Management Leave hours into a subsequent fiscal year.

D. After the special payroll in December 2013, there will be no other cash outs of Management Leave and employees must use their remaining balance of Management Leave by June 30, 2014.

E. For Fiscal Year 2013-14 only, should an employee resign from the City of South Pasadena prior to the special payroll in December 2013, that employee shall be entitled to cash out up to thirty (30) hours of unused Management Leave only, should the employee elect to do so.

F. Thereafter, in future fiscal years, employees can cash out up to thirty (30) hours of Management Leave, should they elect to do so, during a special payroll that will occur between the first and second regular

payrolls in July of each year, and may cash out another thirty (30) hours of Management Leave, should they elect to do so, during a special payroll that will occur between the first and second regular payrolls in December of each year.

G. Unused or non-cashed out management leave may not at any time be carried over to the next fiscal year.

SECTION 11. VACATION

A. Vacation shall be accrued based on the years of service as follows:

1 – 5 years	120 hours
6 – 10 years	128 hours
11 – 15 years	136 hours
16 – 20 years	152 hours
Over 20 years	160 hours

B. Employees who have achieved more than twenty years of service with the City as of the date of this resolution and whose vacation benefits are subject to the terms of this resolution as of July 7, 1999 shall be allowed to accrue vacation pursuant to the schedule contained in City Council Resolution No. 6558.

C. Employees with twenty years of service with South Pasadena and who are appointed to management positions after July 7, 1999 shall receive vacation benefits in accordance with the provisions of Section 11A above.

D. Employees subject to this resolution shall endeavor to take annual vacation leave equal to the time accrued. An employee's accrued vacation shall be capped at two years' worth of vacation hours. Employees will cease accruing vacation hours until the accrued hours fall below the maximum accumulation allowed. Employees may carry over up to two (2) years accumulation of vacation time.

SECTION 12. HOLIDAYS

Employees shall receive the following eleven paid holidays per fiscal year:

1. January 1 – New Year's Day
2. 3rd Monday in January – Martin Luther King, Jr. Birthday
3. 3rd Monday in February – President's Day
4. Last Monday in May – Memorial Day
5. July 4 – Independence Day
6. 1st Monday in September – Labor Day
7. 2nd Monday in October – Columbus Day
8. November 11 – Veteran's Day
9. 4th Thursday in November – Thanksgiving Day

10. Friday after Thanksgiving – Substitute for Admission's Day
11. December 25 – Christmas Day

If a holiday falls on a Saturday, the previous Friday shall be deemed the holiday and City Hall will be closed. If a holiday falls on a Sunday, the following Monday shall be deemed the holiday and City Hall will be closed.

B. Management employees shall receive two (2) floating holidays per fiscal year. Floating holidays may not be carried over to the next fiscal year.

SECTION 13. INSURANCE

A. City paid medical insurance coverage is provided up to $715 per month.

B. City paid dental coverage is provided up to $75 per month.

C. City paid vision care coverage is provided up to $20 per month.

D. City paid life insurance policy in the sum of $50,000 provided.

E. City paid accidental death & dismemberment insurance policy in the sum of $50,000 provided. Additional coverage up to $500,000 available at employee's expense.

SECTION 14. LONG TERM DISABILITY

A. For full-time employees who have been employed by the City for six months, the City shall provide long-term disability coverage under a self-insured status. The City may require reasonable proof of the disabling illness and retains the right to define "long term disability." The City will pay two-thirds of the employee's monthly salary effective the day disability is approved and for the duration the employee continues to be disabled or for one year, whichever is less.

B. There is a 30-day elimination period during which the employee must use his or her accrued sick leave. If the employee has less than 30 days of accrued sick leave, the employee may choose to use other accrued leave or take the remaining days unpaid.

C. Benefits shall be paid for one year for the approved disability. The City Manager may, upon review of the nature of the disability, grant up to one additional year of disability benefits.

D. The City shall continue to pay all of the insurance premiums listed in Section 13 during the City-recognized period of long term disability.

SECTION 15. UNIFORMS

Full-time Fire Chief, Police Chief and Police Captains shall receive $1,000 annually for the cleaning of and maintenance of their uniforms. Full-time Deputy Fire Chief and Fire Division Chief

shall receive $675 annually for the cleaning of and maintenance of their uniforms.

SECTION 16. WORK SCHEDULE

9/80 work schedule available.

Exhibit B

City of South Pasadena

DEPUTY FIRE CHIEF
(Full-time, Management)

Purpose
Under general direction of the Fire Chief, the Deputy Fire Chief assists in the general management of the Fire Department through supervision and evaluation within the three primary program areas in the Fire Department: (1) Operations/Administration; (2) Fire Prevention/Public Relations; and (3) Training/EMS/Disaster Preparedness. The responsibilities include personnel management and administration, fire prevention, public relations, capital improvement projects, fire training, emergency preparedness, and administrative activities, and performing related duties as required.

Distinguishing Characteristics
The Deputy Chief is distinguished from the Fire Chief in that the incumbent is not responsible for managing the entire Fire Department. It is distinguished from the Division Chief in that the incumbent is responsible for the coordination and direction of the activities within the three program areas, rather than on-scene fire suppression or incident command. Work is performed within a broad framework of general policy and requires creativity and resourcefulness to accomplish goals and objectives and to apply concepts, plans and strategies that may require non-traditional methods to achieve established goals and objectives. The incumbent exercises broad judgment in defining work objectives and determining methods and systems to meet objectives. Work is reviewed for overall results.

The Deputy Chief is responsible to represent the Department in matters of policy, rules, regulations and law in the absence of the Fire Chief. In addition, this position will serve as Fire Division Chief on an as-needed basis when assigned by the Fire Chief. This position will also serve the cities of San Marino and San Gabriel.

Examples of Duties
The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Assume management responsibility for assigned services and activities.
- Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend appropriate service and staffing levels.
- Assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
- Select, train, motivate, and evaluate Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

- Oversee and participate in the development and administration of Department's annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
- Ensure that equipment, safety clothing, apparatus, and supplies are specified, purchased, received, and distributed in an effective manner and consistent with Department policy.
- Serve as the Department and/or City liaison with other departments, and outside agencies; coordinate special community programs.
- Coordinate and assist in the City's emergency plan; coordinate and manage the City's Emergency Operations Center (EOC); coordinate and collaborate with other agencies that share the technologies and workspace within the joint operations that occur in the EOC.
- Develop and maintain lines of communication and cooperation with peers in surrounding local, state, and federal agencies; coordinate joint operations with outside agencies; oversee and participate in the development of new fire mutual aid and automatic agreements and procedures.
- Respond to emergency and non-emergency incidents; utilize the incident command system to direct activities and communications in fire and/or emergency situations; take action to mitigate hazards and treat patients; make decisions affecting life and property under emergency circumstances; develop tactics and strategies for major or critical incidents.
- Serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
- Provide responsible staff assistance to the Fire Chief; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to fire programs, policies, and procedures as appropriate.
- Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of fire science and emergency medical services; incorporate new developments as appropriate.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Serve as Fire Division Chief when assigned by the Fire Chief.
- Serve as Acting Fire Chief when assigned by the Fire Chief, or in the Fire Chief's absence
- Perform related duties as required.

Employment Standards

Education and Experience Guidelines:
Any combination of training and experience that provides the required knowledge, skills and abilities is qualifying. A typical way to gain such knowledge and abilities would be:

Education
Bachelor's Degree from an accredited college or university with major course work in Fire Science, Fire Administration, Public Administration, Business Administration, Emergency Management or a related field.

OR

Experience
At least ten years of broad and extensive experience in all major phases of professional fire fighting, including five years of administrative and supervisory experience at a supervisory level of Battalion Chief and/or Fire Captain.

Licenses and Certifications:
Must possess and maintain a valid California Class C with Firefighter endorsement or Class B commercial driver's license with appropriate endorsements, and a valid California Emergency Medical Technician certificate (a California Paramedic License with Los Angeles County accreditation is preferred). Must possess within one year of appointment a valid California State Fire Marshall Chief Officer Certification or equivalent. Must also initiate a California Incident Command Certification System (CICCS) Strike Team Leader (STEN) Task Book within six months of appointment. If employee is unable to obtain the Chief Officer certification or initiate the CICCS/STEN Task Book within the requisite time period following appointment, employee must demonstrate to the Fire Chief's satisfaction that the inability to do so is due to the unavailability of the necessary classes/courses within that same time period.

Knowledge of:

- Principles, practices and techniques of fire department administration, organization, and operation;
- Advanced methods and techniques of fire suppression and prevention, and handling of hazardous material situations;
- City and Departmental rules, regulations, policies and procedures;
- Local state, and federal safety codes, ordinances and laws, including OSHA regulations;
- Management and supervisory principles and practices, including the selection, training, evaluation and discipline of employees; and laws governing employee relations matters;
- Project management methods and practices;
- Budget preparation and administration principles and practices.

Ability to:

- Develop and administer a comprehensive fire prevention program and fire loss management policies and procedures;
- Prepare and administer assigned portion of Department budget;
- Manage the work of subordinates including coaching staff for improvement and development, training, assigning, monitoring and evaluating work performance, counseling and disciplining staff and resolving grievances;
- Implement City and Department policy and programs to improve operations;
- Present proposals and recommendations effectively in public meetings;
- Establish and maintain effective working relationships with the City Council, public officials, and other City employees, staff, private community organizations, and other encountered in the course of work;
- Develop and enforce rules and regulations, standard operating procedures, and policies.

Physical Demands and Working Environment:

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in a standard office with frequent travel to various locations to attend meetings and/or perform Department activities in responding to emergency scenes, disasters, or critical incidents; the employee occasionally works near moving mechanical parts; occasionally exposed to outside weather conditions and wet and/or humid conditions; occasionally works in high, precarious places; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, etc; wear protective apparel including goggles, face protector, aprons, safety shoes, and self-contained breathing apparatus; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings; subject to mandatory call back at any time.

Physical: Primary functions require sufficient physical ability to work in an office setting; walk, stand, or sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; perform arduous and prolonged tasks under adverse and dynamic conditions; occasionally lift and/or move heavy weights; operate office equipment, including use of computer keyboard or alternate method of data entry; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; ability to operate and use specialized vehicles and equipment.

Vision: See within the normal range of vision with or without correction; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Hearing: Hear in the normal audio range with or without correction.

FLSA Status
Exempt

1/24/2014

Exhibit C

City of South Pasadena

FIRE DIVISION CHIEF
(as-needed, Management)

Purpose
Under general direction of the Fire Chief, the Fire Division Chief provides leadership and hands-on management of the daily operations of the emergency response resources, as well as on-scene fire suppression, and incident command. Strong supervisory and administrative skills are required to effectively plan, organize, coordinate, execute and evaluate the efforts of emergency response resources and personnel. In addition, a Fire Division Chief prepares and writes reports; directs, motivates, trains and provides leadership for one or more administrative functions; works closely with Deputy Fire Chiefs; and performs related management work as required. This position will serve on an as-needed basis in either Platoon A, B, or C. This position may also serve the cities of San Marino and San Gabriel.

Distinguishing Characteristics
The Fire Division Chief is distinguished from the Deputy Fire Chief position in that the Fire Division Chief is not responsible for the coordination and direction of all the activities within the three primary program areas of (1) Operations/Administration, (2) Fire Prevention/Public Relations, and (3) Training/EMS/Disaster Preparedness. The Fire Division Chief is distinguished from Fire Captains in that the incumbent is responsible for a major unit of the Fire Department. Work is performed within a broad framework of general policy and requires creativity and resourcefulness to accomplish goals and objectives and to apply concepts, plans and strategies that may require non-traditional methods to achieve established goals and objectives. The incumbent exercises broad judgment in defining work objectives and determining methods and systems to meet objectives. Work is reviewed for overall results. This position may serve as Deputy Fire Chief or Acting Fire Chief when assigned by the Fire Chief, or in the Fire Chief's absence.

Examples of Duties
The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Directs the activities of fire personnel and equipment on an assigned shift engaged in lifesaving and fire suppression activities;
- Responds to alarms and details personnel and fire-fighting equipment to achieve the most effective fire suppression;
- Directs rescue, ventilation, first aid and resuscitation, fire extinguishment, covering of exposures and salvage operations;
- Has full command at fires until relieved by a superior;
- Makes thorough inspections of all companies, their personnel and equipment;
- Assumes responsibility for the efficient performance of companies, cleanliness of quarters, and for the operation of all fire apparatus and equipment;
- Enforces all rules and regulations and special orders;
- Supervises, instructs and assists in the work of fire inspection and the enforcement of all ordinances, laws and codes pertaining to the prevention and control of fire and fire hazards;

- Inspects or details subordinates to inspect places where fire hazards may exist, and abates hazards found;
- Reports arson cases and locates and preserves evidence of arson;
- Inspects and approves multiple occupancy dwellings and business establishments;
- Checks building plans for conformance to fire code sections;
- Issues fire clearances;
- Formulates and conducts programs of basic in-service training;
- Sets up, supervises and instructs advanced training courses in fire-fighting methods and equipment; prepares training manuals and guides;
- Prepares written tests to determine the effectiveness of training and areas of deficiencies;
- Establishes and maintains current and up-to-date running cards and running maps;
- Maintains detailed training records;
- Plans, assigns, and manages, through supervisors, the activities of the division;
- Develops and monitors the Department's budget and establishes budgetary controls;
- Manages the work of staff including: coaching staff for improvement and development, training, assigning, reviewing and evaluating work performance; coordinating activities, maintaining standards, allocating personnel, selecting new employees, acting on employee problems and recommending and implementing employee discipline;
- Administers safety and training programs;
- Prepares and/or reviews correspondence;
- Acts as division liaison with internal and external teams, committees, along with outside agencies including local and State officials, utility companies, the community and other interested groups;
- Coordinates projects with other City departments and agencies;
- Implements and maintains Federal, State and local mandates;
- Prepares reports and recommendations for City Council and commission agenda items;
- Attends and conducts meetings as required.
- On request, trains or sets up training programs for industrial plant fire forces;
- Receives and responds to inquiries and requests for information and assistance and takes appropriate action to resolve problems;
- Develops and reviews reports and other documents submitted by subordinates;
- Serves as Deputy Fire Chief or Acting Fire Chief when assigned by the Fire Chief, or in the Fire Chief's absence;
- Performs related duties as required.

Employment Standards

Education and Experience:
Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to gain such knowledge and abilities would be:

Equivalent to graduation from high school; and ten years (10) of service with the South Pasadena Fire Department and successful completion of probation as a Fire Captain.

The possession of an Associate's Degree in Fire Science, or in another field plus 20 units of Fire Science may be substituted for one year of the required experience. The possession of a

Bachelor's Degree in Fire Science or Fire Administration, or in another field plus 40 units of Fire Science may be substituted for two years of required experience.

Licenses and Certifications:
Must possess and maintain a California Class C with Firefighter endorsement or Class B commercial driver's license with appropriate endorsements and a valid California Emergency Medical Technician certificate (a California Paramedic License with Los Angeles County accreditation is preferred). Must possess within one year of appointment a valid California State Fire Marshal Chief Officer Certification or equivalent. Must also initiate a California Incident Command Certification System (CICCS) Strike Team Leader (STEN) Task Book within six months of appointment. If employee is unable to obtain the Chief Officer certification or initiate the CICCS/STEN Task Book within the requisite time period following appointment, employee must demonstrate to the Fire Chief's satisfaction that the inability to do so is due to the unavailability of the necessary classes/courses within that same time period.

Knowledge of:
- Modern principles and practices of fire department administration, fire-fighting procedures, techniques and equipment;
- Local, state and national safety codes, ordinances and laws, including OSHA regulations;
- Building materials and construction and of the principles of combustion;
- Project management methods and practices;
- Management and supervisory principles and practices;
- Applicable Federal, State and local regulations;
- High quality customer service methodology and principles;
- Hazards and generally accepted safety standards;
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;
- General City operations.

Ability to
- Analyze emergency situations and direct emergency operations;
- Assess situations quickly and adopt effective courses of action;
- Manage the work of subordinates including coaching staff for improvement and development, training, assigning, monitoring and evaluating work performance, counseling and disciplining staff and resolving grievances;
- Analyze complex issues, evaluate alternative solutions, develop sound conclusions, and recommend a course of action;
- Plan, organize, assign, coordinate and manage the activities of professional and support staff;
- Interpret and apply Memoranda of Understanding, City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;
- Develop, understand, interpret laws and execute rules, regulations, policies and procedures;
- Establish and maintain effective working relationships with the City Council, public officials, other department heads, staff, private community organizations, and others encountered in the course of work;
- Present proposals and recommendations effectively in public meetings;
- Develop clear, concise, and comprehensive studies, reports, and agenda items;
- Communicate effectively orally and in writing;

- Ensure safety and professional work standards are met.

Physical Demands and Working Environment:
The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions

Physical Demands: Potential exposure to extreme heat, flammable and combustible products, hazardous materials and chemicals, smoke and products of combustion, explosions, electrical hazards, structurally compromised buildings/facilities, and biological/radiological hazards.

While performing the duties of this job, the employee is regularly required to talk and must be able to hear pager, radio communications, human voice, and sirens. Employee is frequently required to sit, stand, and walk for long periods of time; use hands and fingers to manipulate, handle or feel objects, tools, or controls; reach with hands and arms, climb or balance, stoop, kneel, or crouch.

May be required to walk over rough, uneven, or rocky surfaces; work at heights greater than 10 feet; climb ladders or steps to reach objects; hear alarms and other auditory warning devices; observe or monitor objects such as fire protection equipment and systems, buildings, and underground storage tanks; work in small, cramped areas; use common hand tools; bend or stoop repeatedly or continually over time; use stomach and back muscles to support the body; differentiate colors or match colors of wiring systems and color-coded valves and piping; sit for extended periods of time with the ability to move at-will.

Employee must occasionally perform duties requiring physical endurance and agility. Specific vision abilities required by this job include the ability to see well in difficult conditions, i.e., night time driving, smoke conditions. Must be able to read fine print and work at a computer work station, read maps. Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust, focus, and be free from color blindness.

Work Environment: While performing the duties of this job indoors, the work environment is generally in a temperature controlled office. While working outdoors, the employee may be exposed to noise, vibration, extremes in temperature or humidity, dust, gas or fumes, at all times of day and in all weather conditions and is routinely exposed to hazardous situations such as smoke and products of combustion, chemicals, and gases on emergencies that may result in injury, and/or death. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to emergency vehicle sirens, radio traffic, road traffic, fire engine pumps, shouting, and yelling.

FLSA Status
Exempt

1/24/2014

Exhibit D

CONVERSION TABLE

RATE OF CONVERSION = 1.4 (56 hours /40 hours = 1.4 conversation rate)

SHIFTS	SHIFT HOURS	FORMULA	CONVERTED HOURS
1	24	Shift hours divided by 1.4	17.14
2	48	Shift hours divided by 1.4	34.29
3	72	Shift hours divided by 1.4	51.43
4	96	Shift hours divided by 1.4	68.57
5	120	Shift hours divided by 1.4	85.71
6	144	Shift hours divided by 1.4	102.86
7	168	Shift hours divided by 1.4	120.00
8	192	Shift hours divided by 1.4	137.14
9	216	Shift hours divided by 1.4	154.29
10	240	Shift hours divided by 1.4	171.43
11	264	Shift hours divided by 1.4	188.57
12	288	Shift hours divided by 1.4	205.71
13	312	Shift hours divided by 1.4	222.86
14	336	Shift hours divided by 1.4	240.00
15	360	Shift hours divided by 1.4	257.14
16	384	Shift hours divided by 1.4	274.29
17	408	Shift hours divided by 1.4	291.43
18	432	Shift hours divided by 1.4	308.57
19	456	Shift hours divided by 1.4	325.71
20	480	Shift hours divided by 1.4	342.86
21	504	Shift hours divided by 1.4	360.00
22	528	Shift hours divided by 1.4	377.14
23	552	Shift hours divided by 1.4	394.29
24	576	Shift hours divided by 1.4	411.43
25	600	Shift hours divided by 1.4	428.57
26	624	Shift hours divided by 1.4	445.71
27	648	Shift hours divided by 1.4	462.86
28	672	Shift hours divided by 1.4	480.00
29	696	Shift hours divided by 1.4	497.14
30	720	Shift hours divided by 1.4	514.29
31	744	Shift hours divided by 1.4	531.43
32	768	Shift hours divided by 1.4	548.57
33	792	Shift hours divided by 1.4	565.71
34	816	Shift hours divided by 1.4	582.86
35	840	Shift hours divided by 1.4	600.00
36	864	Shift hours divided by 1.4	617.14
37	888	Shift hours divided by 1.4	634.29
38	912	Shift hours divided by 1.4	651.43
39	936	Shift hours divided by 1.4	668.57
40	960	Shift hours divided by 1.4	685.71
41	984	Shift hours divided by 1.4	702.86
42	1008	Shift hours divided by 1.4	720.00

Exhibit D

CONVERSION TABLE
RATE OF CONVERSION = 1.4 (56/40 = 1.4)

SHIFTS	SHIFT HOURS	FORMULA	CONVERTED HOURS
43	1032	Shift hours divided by 1.4	737.14
44	1056	Shift hours divided by 1.4	754.29
45	1080	Shift hours divided by 1.4	771.43
46	1104	Shift hours divided by 1.4	788.57
47	1128	Shift hours divided by 1.4	805.71
48	1152	Shift hours divided by 1.4	822.86
49	1176	Shift hours divided by 1.4	840.00
50	1200	Shift hours divided by 1.4	857.14
51	1224	Shift hours divided by 1.4	874.29
52	1248	Shift hours divided by 1.4	891.43
53	1272	Shift hours divided by 1.4	908.57
54	1296	Shift hours divided by 1.4	925.71
55	1320	Shift hours divided by 1.4	942.86
56	1344	Shift hours divided by 1.4	960.00
57	1368	Shift hours divided by 1.4	977.14
58	1392	Shift hours divided by 1.4	994.29
59	1416	Shift hours divided by 1.4	1011.43
60	1440	Shift hours divided by 1.4	1028.57
61	1464	Shift hours divided by 1.4	1045.71
62	1488	Shift hours divided by 1.4	1062.86
63	1512	Shift hours divided by 1.4	1080.00
64	1536	Shift hours divided by 1.4	1097.14
65	1560	Shift hours divided by 1.4	1114.29
66	1584	Shift hours divided by 1.4	1131.43
67	1608	Shift hours divided by 1.4	1148.57
68	1632	Shift hours divided by 1.4	1165.71
69	1656	Shift hours divided by 1.4	1182.86
70	1680	Shift hours divided by 1.4	1200.00
71	1704	Shift hours divided by 1.4	1217.14
72	1728	Shift hours divided by 1.4	1234.29
73	1752	Shift hours divided by 1.4	1251.43
74	1776	Shift hours divided by 1.4	1268.57
75	1800	Shift hours divided by 1.4	1285.71
76	1824	Shift hours divided by 1.4	1302.86
77	1848	Shift hours divided by 1.4	1320.00
78	1872	Shift hours divided by 1.4	1337.14
79	1896	Shift hours divided by 1.4	1354.29
80	1920	Shift hours divided by 1.4	1371.43
81	1944	Shift hours divided by 1.4	1388.57
82	1968	Shift hours divided by 1.4	1405.71
83	1992	Shift hours divided by 1.4	1422.86
84	2016	Shift hours divided by 1.4	1440.00
85	2040	Shift hours divided by 1.4	1457.14

Exhibit E

Management Salary Schedule

	A	B	C	D	E	F	G
Police Chief	$ 9,363	$ 9,831	$ 10,322	$ 10,838	$ 11,380	$ 11,949	$ 12,54
Fire Chief	$ 8,605	$ 9,035	$ 9,487	$ 9,961	$ 10,459	$ 10,982	$ 11,53
Assistant City Manager	$ 8,542	$ 8,970	$ 9,418	$ 9,889	$ 10,383	$ 10,903	$ 11,448
Deputy Fire Chief	$ 8,235	$ 8,646	$ 9,079	$ 9,533	$ 10,009	$ 10,510	$ 11,035
Finance Director	$ 8,139	$ 8,546	$ 8,973	$ 9,422	$ 9,893	$ 10,387	$ 10,907
Public Works Director	$ 8,125	$ 8,531	$ 8,958	$ 9,405	$ 9,876	$ 10,370	$ 10,888
Planning & Building Director	$ 7,665	$ 8,048	$ 8,451	$ 8,873	$ 9,317	$ 9,783	$ 10,272
Police Captain	$ 7,623	$ 8,004	$ 8,404	$ 8,825	$ 9,266	$ 9,729	$ 10,216
Community Services Director	$ 7,282	$ 7,646	$ 8,028	$ 8,429	$ 8,851	$ 9,293	$ 9,758
City Librarian	$ 7,247	$ 7,609	$ 7,990	$ 8,389	$ 8,808	$ 9,249	$ 9,711
Transportation Manager	$ 7,240	$ 7,602	$ 7,982	$ 8,381	$ 8,800	$ 9,241	$ 9,703
Civilian Admin Chief / Fire Marshal	$ 7,240	$ 7,602	$ 7,982	$ 8,381	$ 8,800	$ 9,241	$ 9,703
Deputy Director of Public Works	$ 7,240	$ 7,602	$ 7,982	$ 8,381	$ 8,800	$ 9,241	$ 9,703
Fire Division Chief *	$ 7,165	$ 7,523	$ 7,900	$ 8,295	$ 8,709	$ 9,145	$ 9,602
Principal Management Analyst	$ 7,005	$ 7,355	$ 7,723	$ 8,109	$ 8,515	$ 8,940	$ 9,387
City Clerk	$ 6,863	$ 7,206	$ 7,566	$ 7,945	$ 8,342	$ 8,759	$ 9,197
Public Works Superintendent	$ 6,863	$ 7,206	$ 7,566	$ 7,945	$ 8,342	$ 8,759	$ 9,197
Assistant Finance Director	$ 6,050	$ 6,353	$ 6,670	$ 7,004	$ 7,354	$ 7,722	$ 8,108
Chief Deputy City Clerk	$ 6,050	$ 6,353	$ 6,670	$ 7,004	$ 7,354	$ 7,722	$ 8,108
Human Resources Manager	$ 6,050	$ 6,353	$ 6,670	$ 7,004	$ 7,354	$ 7,722	$ 8,108
Project Manager	$ 5,572	$ 5,850	$ 6,143	$ 6,450	$ 6,773	$ 7,111	$ 7,467
Executive Assistant	$ 4,868	$ 5,112	$ 5,367	$ 5,636	$ 5,918	$ 6,214	$ 6,524
Community Services Supv.	$ 4,097	$ 4,302	$ 4,517	$ 4,742	$ 4,980	$ 5,229	$ 5,49
*Special arrangement for additional hrs.	41.33	43.40	45.58	47.86	50.24	52.76	55.40

City of South Pasadena/ Redevelopment Successor Agency/ Public Financing Authority Agenda Report

Marina Khubesrian, M.D., Mayor/Authority Chair
Robert S. Joe, Mayor Pro Tem/Authority Vice Chair
Michael A. Cacciotti, Council/Authority Member
Diana Mahmud, Council/Authority Member
Richard D. Schneider, M.D., Council/Authority Member

Evelyn G. Zneimer, City Clerk/Authority Secretary
Gary E. Pia, City Treasurer

COUNCIL AGENDA:	February 5, 2014
TO:	Honorable Mayor and City Council
VIA:	Sergio Gonzalez, City Manager
FROM:	David Batt, Finance Director
SUBJECT:	**Discretionary Fund Request From Councilmember Cacciotti in the Amount of $1,000 For Crossing Guard at Mission/Marengo**

Recommendation
It is recommended that the City Council approve the request by Councilmember Cacciotti designating $1,000 of discretionary funds allocated for the purpose of a crossing guard at Mission/Marengo.

Fiscal Impact
Funds are available in the FY 2013/14 Budget. However, the annual cost for one crossing guard is approximately $8,700. Discretionary funds designated by Councilmember Cacciotti will only cover about six weeks and the remaining cost for the current school year will remain unfunded.

Commission Review and Recommendation
This matter was not reviewed by a Commission.

Background
In September 2004, the City Council approved the creation of discretionary spending budgets which allow each councilmember the opportunity to fund projects or purchases that might not otherwise be funded in the approved budget. The City Council adopted the FY 2013/14 budget with $20,000 in the Discretionary Fund, $4,000 designated for each councilmember/mayor. Discretionary funds must be used for a public purpose benefiting the City.

On August 17, 2011, the City Council approved Resolution No. 7174, establishing guidelines for discretionary budget accounts. The resolution states that all funds not expended during the fiscal year shall be carried over to subsequent fiscal years, up to a maximum carryover amount of $10,000 per councilmember account. Said unallocated funds need not be encumbered by a purchase order in order to be carried over to the following fiscal year. The table below displays the current Discretionary Fund balances, and excludes the requests being considered in this staff report.

At the January 15, 2014 Councilmember Cacciotti received a second to designate $1,000 to offset the cost of placing a crossing guard at the intersection of Mission Street and Marengo Ave. That intersection was without a crossing guard due to the school district's request to relocate the guard to the intersection of Marengo Ave. and Bank Street. Councilmember Cacciotti reported

AGENDA ITEM 18

several parents expressed their concerns with having no crossing guard at the intersection.

City Councilmembers Discretionary Funds
Fiscal Year 2012/13

Date		Cacciotti	Joe	Khubesrian	Putnam	Schneider
	Prior Year Balance >	$0	$2,000	$0	$0	$0
Pledged	Plus Current Year Balance >	$4,000	$4,000	$4,000	$4,000	$4,000
11/7/2012	Mural Project at Senior Center			500		
2/20/2013	Nutritional Snacks at Teen Center			500		
4/17/2013	Lights for "Autism Awareness"	500		300		
4/17/2013	2013 Greenest Fastest Mile	500				
4/17/2013	Emergency Notification System				2,000	
	YTD Appropriations	*1,000*	*0*	*1,300*	*2,000*	*0*
	Available at 6/30/13	**$3,000**	**$6,000**	**$2,700**	**$2,000**	**$4,000**

City Councilmembers Discretionary Funds
Fiscal Year 2013/14

Date		Cacciotti	Joe	Khubesrian	Putnam	Schneider
	Prior Year Balance >	$3,000	$6,000	$2,700	$2,000	$4,000
Pledged	Plus Current Year Balance >	$4,000	$4,000	$4,000	$4,000	$4,000
7/3/2013	Mural Project at Senior Center			(500)		
7/3/2013	Orange Grove Park Mural			350		400
10/2/2013	Nature Park Plants					500
11/20/2013	Nature Park Surveillance Camera					400
	YTD Appropriations	*0*	*0*	*(150)*	*0*	*1,300*
	Available at 2/5/14	**$7,000**	**$10,000**	**$6,850**	**$6,000**	**$6,700**

Legal Review
The City Attorney has reviewed this item.

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

City of South Pasadena/ Redevelopment Successor Agency/ Public Financing Authority Agenda Report

Marina Khubesrian, M.D., Mayor/Authority Chair
Robert S. Joe, Mayor Pro Tem/Authority Vice Chair
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Diana Mahmud, Council/Authority Member
Richard D. Schneider, M.D., Council/Authority Member

Evelyn G. Zneimer, City Clerk/Authority Secretary
Gary E. Pia, City Treasurer

COUNCIL AGENDA:	February 5, 2014
TO:	Honorable Mayor and City Council
VIA:	Sergio Gonzalez, City Manager
FROM:	Paul Toor, P.E. Public Works Director John A. Wolitarsky, Water Project Manager
SUBJECT:	**Authorization to Amend the Existing Agreement with Pacific Hydrotech Corporation to Upgrade the Supervisory Control and Data Acquisition (SCADA) System at the Wilson Reservoir**

Recommendation
It is recommended that the City Council authorize the City Manager to execute a contract amendment with Pacific Hydrotech Corporation for an additional not-to-exceed amount of $112,366.

The proposed amendment is necessary to complete the Wilson Reservoir Project and provide additional work which was not included as part of the original scope of services for this project.

Fiscal Impact
There are adequate funds budgeted in account 500-9255 to cover the cost of this amendment.

Original Contract (approved 10/3/12)	$7,869,900
Amendment No.1 (Proposed)	$112,366

Commission Review and Recommendation
This matter was not reviewed by a Commission.

Background
On October 3, 2012, City Council approved entering into an agreement with Pacific Hydrotech Corporation for construction of the Wilson Reservoir Replacement Project. The Project has been under construction since January 2012, and is currently approximately 55% complete.

Supervisory Control and Data Acquisition (SCADA) system is an integral part of water utility operations and during the design phase of this project was not included in the scope of work. The SCADA system consists of central computers, a communication network, and programmable logic controllers (PLC) in the field. A SCADA system allows operations personnel to view from a central location, the status of remote sites located throughout the City.
The SCADA System also contains a historical database to sort past values of various system

AGENDA ITEM 19

parameters; such as levels and pressures.

All the City's wells and reservoirs are equipped with SCADA systems that communicate vital information. The SCADA system selected for the Wilson Reservoir Replacement Project is state-of-the-art and will be set up by the same local company (Control Automation Design Inc.) that has been providing services to the City for over a decade.

The proposed SCADA system will include supply, installation, calibration, programing and testing including but not limited to the following components:

- 2 Ultrasonic Level Transmitters
- 1 submersible Level Transmitter
- 8 Pressure Switches
- 7 Pressure Transmitters
- 9 Hatch Intrusion Switches
- 6 Float Switches

Analysis
The proposed amendment is to include the furnishing of materials, calibration, and installation of a SCADA system that was not included as part of the original scope of services for the project. Staff negotiated the scope of work with the contractor and the proposed amendment is just and reasonable. The proposed SCADA equipment being installed is not proprietary in nature and is available through multiple vendors. However, proceeding with standard bidding practices for securing the SCADA system would delay the project and will cost the City well beyond the 15% markup fee requested by Pacific Hydrotech Corporation.

Legal Review
The City Attorney has reviewed this item.

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

Attachment: Amendment

AMENDMENT TO
AGREEMENT FOR CONTRACTOR SERVICES

THIS AMENDMENT TO THE AGREEMENT ("Amendment") is made as of this 5th day of February, 2014 by and between the CITY OF SOUTH PASADENA ("City") and Pacific Hydrotech Corporation ("Contractor").

RECITALS

WHEREAS, On October 3rd, 2012, City and Contractor entered into an Agreement For Construction Services ("Agreement") for Contractor to construct the Wilson Reservoir Replacement Project.

WHEREAS, since the time of the award, the scope of the project has been modified which has necessitated revisions to the scope of the project. These revisions include the installation of a Supervisory, Control and Data Acquisition System (SCADA).

WHEREAS, the City wishes to add an additional scope of services for the additional work required and increase the compensation to cover the additional scope of services.

NOW THEREFORE, City and Contractor agree as follows:

a) CONTRACTOR SERVICES. Paragraph No. 1 of the Agreement is hereby amended to add an additional scope of services which is attached hereto as Exhibit "1A."

b) TERM OF AGREEMENT. Paragraph No. 2 of the Agreement remains unchanged.

c) PAYMENT FOR SERVICES. Paragraph No. 3 of the Agreement is hereby amended to add an additional not to exceed amount of One Hundred Twelve thousand Three Hundred sixty-six ($112,366) dollars for the aforementioned additional scope of services.

d) REMAINING PROVISIONS OF AGREEMENT. All other terms, conditions, and remain in full force and effect.

[SIGNATURES TO FOLLOW ON NEXT PAGE]

IN WITNESS WHEREOF this Agreement is signed by the parties hereto on the date first above written.

Dated: _____ "CITY"

By:_____
Sergio Gonzalez, City Manager

Dated: _____ "CONTRACTOR"

By:_____
Kirk Harns, President

APPROVED AS TO FORM:

_____
Richard L. Adams II, City Attorney

PACIFIC HYDROTECH CORPORATION
314 E. 3rd STREET, PERRIS, CA 92570
(909) 943-8803 FAX (909) 943-1093

January 28, 2014

City of South Pasadena
1414 Mission St.
South Pasadena, CA 91030

Attention: John Wolitarsky

Reference: 2008-01 Wilson Reservoir Replacement Contract Amendment

John,

At the City's request Pacific Hydrotech Corporation (PHC) is pleased to issue a Purchase Order to Control Automation Design, Inc. (CAD) in the amount of $97,710.00, per the attached proposal dated 12/30/13, and approved submittals. Due to the additional efforts required and responsibilities assumed by PHC we respectfully require a contract amendment in the amount of $112,366.00 which includes a 15% markup to cover associated overhead costs.

As we have not received a definitive schedule from CAD to determine if there is additional contract time needed, a contract time extension may be required. Thank you for your consideration and please confirm if this is acceptable by issuing a contract amendment.

Sincerely,

Heath Chehey
Project Coordinator
Pacific Hydrotech Corporation
314 E. 3rd. Street
Perris, Ca 92570

951.943.8803 PH
951.943.1093 FAX
951.250.1382 CELL

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City of South Pasadena/ Redevelopment Successor Agency/ Public Financing Authority Agenda Report

Marina Khubesrian, M.D., Mayor/Authority Chair
Robert S. Joe, Mayor Pro Tem/Authority Vice Chair
Michael A. Cacciotti, Council/Authority Member
Diana Mahmud, Council/Authority Member
Richard D. Schneider, M.D., Council/Authority Member

Evelyn G. Zneimer, City Clerk/Authority Secretary
Gary E. Pia, City Treasurer

COUNCIL AGENDA: February 5, 2014

TO: Honorable Mayor and City Council

VIA: Sergio Gonzalez, City Manager

FROM: Paul Toor, P.E., Public Works Director
Shin Furukawa, P.E., Deputy Public Works Director
Gabriel B. Nevarez, Public Works Project Manager GBN

SUBJECT: **Acceptance of Project Completion and Authorization to File a Notice of Completion for Moffatt Street, Mound Avenue and Rollin Street Improvement Project, and Authorization to Release Retention Payment in the Amount of $29,170 to E.C. Construction**

Recommendation
It is recommended that the City Council:

1. Accept the project improvements as complete and authorize the issuance of a Notice of Completion for the project; and
2. Authorize payment of the retention to E.C. Construction in the amount of $29,170.

Fiscal Impact
There are sufficient funds available in the fiscal year 2012-13 budget for the construction of this project. The project is funded through the General fund and Sewer fund. The table below provides a summary of the project costs for construction activities:

Project Cost Summary		
	Awarded	*Actual*
Construction Contract (E.C. Construction)	$574,500	$574,500
Change orders		$8,903
10% Contingency	$57,450	
Total Construction Cost	**$631,950**	**$583,403**

Commission Review and Recommendation
This matter was not reviewed by a Commission.

AGENDA ITEM 20

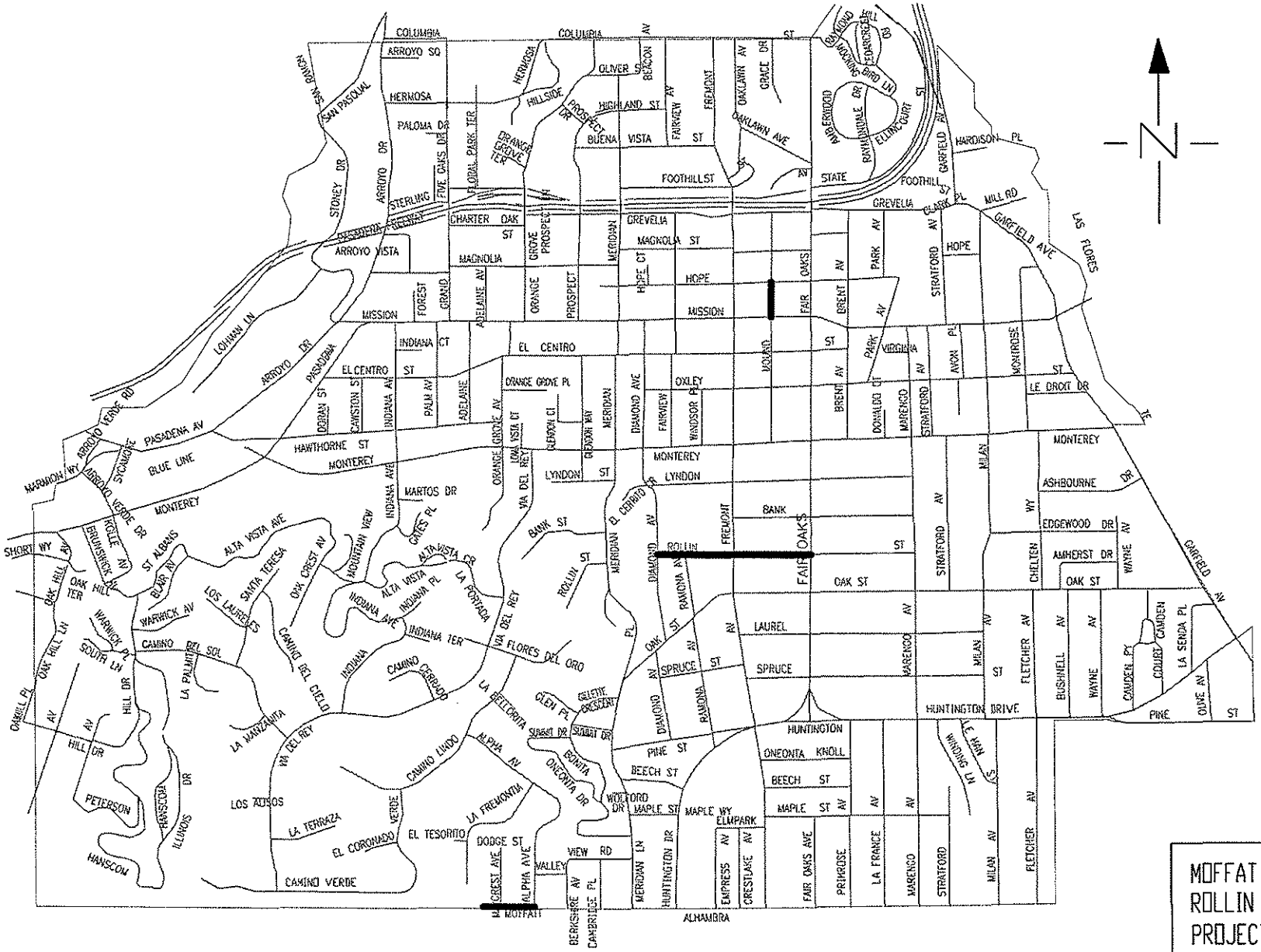
Background
The project involved pavement rehabilitation, sewer, and water improvements on Mound Avenue from Mission Street to Hope Street, Moffatt Street from Alpha Avenue to end of cul-de-sac, and Rollin Street from Fair Oaks Avenue to Diamond Avenue. More specifically, the work performed consisted of cold milling three inches of existing pavement, removal of existing base and native along edge of gutters, installation of Petromat, two and a half to four inches of asphalt overlay, removal and replacement of fire hydrants and water valves, spot repairs of vitrified clay pipe (VCP) sewer lines, and cured in place pipe (CIPP) lining of existing sewer lines.

Analysis
During the course of construction, change orders were issued to repair additional sidewalk, additional cold milling on Rollin Street, additional asphalt on Moffatt Street and the removal and replacement of handicap ramps on Moffatt Street. Quantity adjustments in the field allowed the project to stay within budget. The project was inspected and managed by GK and Associates.

Legal Review
The City Attorney has not been asked to review this item.

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

Attachment: Project Location Map



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MOFFAT ST., MOUND AVE., AND ROLLIN ST., STREET IMPROVEMENT PROJECT

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City of South Pasadena/ Redevelopment Successor Agency/ Public Financing Authority Agenda Report

Marina Khubesrian, M.D., Mayor/Authority Chair
Robert S. Joe, Mayor Pro Tem/Authority Vice Chair
Michael A. Cacciotti, Council/Authority Member
Diana Mahmud, Council/Authority Member
Richard D. Schneider, M.D., Council/Authority Member

Evelyn G. Zneimer, City Clerk/Authority Secretary
Gary E. Pia, City Treasurer

COUNCIL AGENDA:	February 5, 2014
TO:	Honorable Mayor and City Council
VIA:	Sergio Gonzalez, City Manager
FROM:	Tracey Perkosky, Grants Analyst
SUBJECT:	**Public Hearing to Adopt a Resolution Approving the Community Development Block Grant (CDBG) Program for the Fiscal Year 2014-2015**

Recommendation
It is recommended that the City Council open a public hearing and consider adopting a resolution to approve the Community Development Block Grant (CDBG) program for Fiscal Year (FY) 2014-15.

Fiscal Impact
The Los Angeles County Community Development Commission (LACDC) has released preliminary funding levels for FY 2014-15 and the City's CDBG allocation is estimated to be $124,050. The allocation may be adjusted by the LACDC based on the final United States Department of Housing and Urban Development (HUD) allocation.

In addition to the annual allocation, the City also has an unallocated reserve fund balance of $1,473 from funds carried over from previous years. The total available CDBG fund is estimated to be $125,523. Therefore for FY 2014-15 the CDBG program will be the Senior Nutrition Program funded at $18,607 and a Sidewalk Replacement Program funded at $106,916. This is the entire allotment of the City's estimated CDBG funds.

Commission Review and Recommendation
This matter was not reviewed by a Commission.

Background
Congress initiated the CDBG program in 1974 in the Housing and Community Development Act. The program is federally funded and administered by HUD. The City, as a non-entitlement community, receives an annual allocation of CDBG funds from the LACDC. The funds are restricted to benefit persons of low to moderate income and other limited programs in compliance with Federal regulations. Historically, the City has used CDBG funds to construct Americans with Disability Act (ADA) accessibility improvements, rehabilitate owner-occupied

AGENDA ITEM 21

residences of income-eligible residents, and support the Senior Meals Program.

Analysis
According to the LACDC, it is estimated that the City will have a total budget of approximately $125,523 for FY 2014-15. The City is required to provide the public an opportunity to comment on the proposed use of these funds. The public hearing held tonight will satisfy this requirement. The following is a description of the proposed programs per the Federal program classification:

A. Public Service Program
Program cap – the maximum amount of CDBG funds available for this program is limited to 15% of the FY 2013-14 allocation or $18,607.
- Senior Meal Program – Proposed allocation of $18,607
  The City has allocated 100% of available Public Service funding to its Senior Meals Program. CDBG funds are used to partially support the program that provides approximately 14,000 hot meals to seniors at the South Pasadena Senior Center and to homebound seniors.

B. Low/Moderate Income Program
Program cap – the amount of CDBG funds for this program is limited to the current year allocation and funds carried over from previous years, less the cost of the Public Service Program or $106,916.
- ADA Sidewalk Replacement Program – Proposed allocation of $106,916
  This project will replace approximately 12,200 square feet of damaged sidewalk along La Fremontia, Fair Oaks Avenue, and Primrose Avenue (see Attachment 2 – Project Location Map). These sidewalks were selected from the City's Sidewalk Survey due to their poor condition which adds difficulty for limited mobility and elderly residents. The project will provide handicap accessibility to city sidewalks with the removal and replacement of uplifted or broken concrete sidewalks on portions of several streets in the City.

Legal Review
The City Attorney has reviewed this item.

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

Attachments:
1. Resolution
2. Location Map

ATTACHMENT 1
Resolution

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, APPROVING THE CITY OF SOUTH PASADENA'S COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM FOR FISCAL YEAR 2014-15

WHEREAS, on August 22, 1974, the President of the United States signed into law the Housing and Community Development Act of 1974 (ACT); and

WHEREAS, the primary goals of the Title I of the ACT are the development of viable urban communities by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income; and

WHEREAS, the City of South Pasadena has a total of $125,523 available in CDBG funds. $124,050 from Fiscal Year 2014-15 and $1,473 in unspent carryover funds from prior fiscal years; and

WHEREAS, the City has published information and solicited comments regarding eligible activities under the ACT and has conducted a public hearing on February 5, 2014, to solicit comments and suggestions from the community for the utilization of the funds.

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

SECTION 1. The City Council approves the CDBG Program Budget for Fiscal Year 2014-15 and allocates its available CDBG funds for the following purposes:

1.	Senior Meal Program	$18,607
2.	La Fremontia, Fair Oaks Ave. and Primrose Ave. Sidewalk Replacement Project	$106,916

SECTION 2. The City Manager is authorized and directed to submit the City's final Program Planning Summary for Fiscal Year 2014-15 to the County of Los Angeles, reflecting the funding allocations set forth herein.

SECTION 3. The City Manager or designee is authorized to execute the contractual and related documents to be prepared by the County of Los Angeles that are required for the implementation of the projects/program set forth herein.

SECTION 4. The City Council authorizes staff to adjust the Program Budget, as necessary to take into account the final amount of funding awarded to the City in additional to any amounts remaining unspent at the close of the fiscal year.

SECTION 5. This resolution shall take effect from and after the date of its passage and adoption.

SECTION 6. The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

PASSED, APPROVED AND ADOPTED ON this 5th day of February, 2014.

Marina Khubesrian, M.D., Mayor

ATTEST:

Evelyn G. Zneimer, City Clerk
(seal)

APPROVED AS TO FORM:

Richard L. Adams II, City Attorney

I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 5th day of February, 2014, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

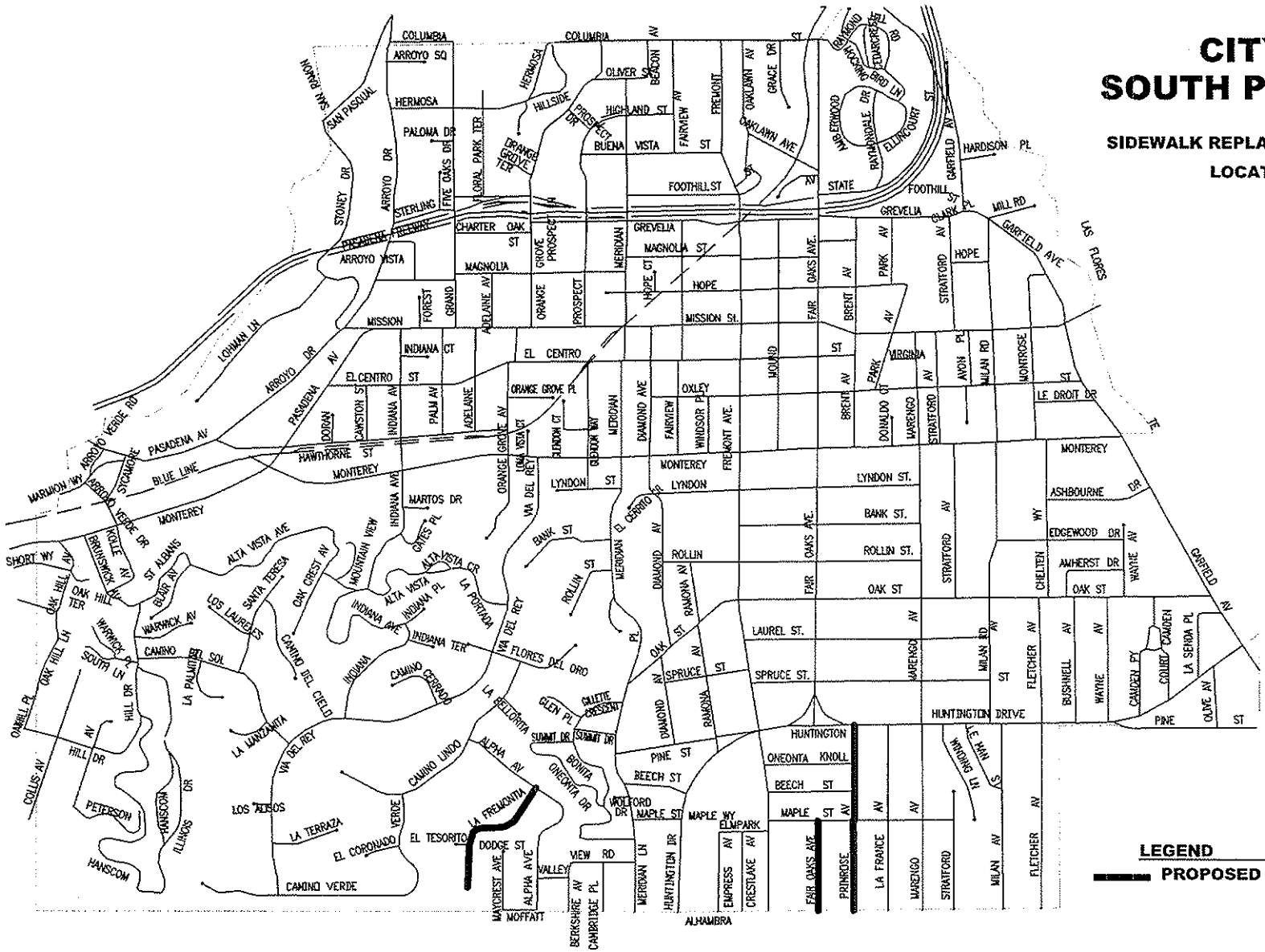
_____

Evelyn G. Zneimer, City Clerk
(seal)

ATTACHMENT 2
Project Location Map

CITY OF SOUTH PASADENA

SIDEWALK REPLACEMENT PROJECT LOCATION MAP



LEGEND

PROPOSED AREA OF IMPROVEMENT

City of South Pasadena/ Redevelopment Successor Agency/ Public Financing Authority Agenda Report

Marina Khubesrian, M.D., Mayor/Authority Chair
Robert S. Joe, Mayor Pro Tem/Authority Vice Chair
Michael A. Cacciotti, Council/Authority Member
Diana Mahmud, Council/Authority Member
Richard D. Schneider, M.D., Council/Authority Member

Evelyn G. Zneimer, City Clerk/Authority Secretary
Gary E. Pia, City Treasurer

COUNCIL AGENDA: February 5, 2014

TO: Honorable Mayor and City Council

VIA: Sergio Gonzalez, City Manager

FROM: Jim Frawley, Fire Chief

SUBJECT: **Resolution Authorizing the Inspection and Abatement of Brush and Native Vegetation Fire Hazards Authorizing the County of Los Angeles Agriculture Commissioner to Inspect and Abate Weeds, Brush and Native Vegetation Declared to be an Existing or Potential Fire Hazard, and Schedule a Public Hearing to be Held on February 19, 2014 to Hear Objections or Protests to the Vegetation Management Program**

Recommendation
It is recommended that the City Council adopt the resolution authorizing the County of Los Angeles Agriculture Commissioner to inspect and abate weeds, brush and native vegetation declared to be an existing or potential fire hazard, and schedule a public hearing to be held on February 19, 2014, to hear objections or protests to the vegetation management program.

Fiscal Impact
There is no fiscal impact to the City. Property owners who elect not to abate vegetation hazards are assessed fees through the County of Los Angeles for the inspection, abatement, and administration of the vegetation management program.

Commission Review and Recommendation
This matter was not reviewed by any commission.

Background
On April 20, 2011, the City Council approved a five-year contract with the County of Los Angeles Agriculture Commissioner to provide brush clearance and vegetation management services within the City of South Pasadena for the period from July 1, 2011 to June 30, 2016. Through the vegetation management program, property owners of unimproved and designated properties are sent notices to maintain parcels in a fire safe condition. If the property owner elects not to abate the brush and native vegetation fire hazards, the Agriculture commissioner's staff facilitates removal and authorizes a special assessment to recover costs.

AGENDA ITEM 22

Analysis
The Vegetation Management Program through the Agriculture Commissioner's office is an efficient and effective method to inspect and mitigate fire hazard problems associated with the annual growth of grass, brush and native vegetation. Fire Department staff works closely with the Agriculture Commissioner's office to respond to customer complaints relating to brush clearance and to identify high hazard areas in need of weed, brush and/or rubbish removal.

Legal Review
The City Attorney has not reviewed this item.

Public Notification of Agenda Item
The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda on the City's web site and/or notice in the *South Pasadena Review*.

Attachments:
1. Resolution
2. Abatement Order, Los Angeles County

ATTACHMENT 1
Resolution

RESOLUTION NO. ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DECLARING THAT WEEDS, BRUSH, RUBBISH AND REFUSE UPON OR IN FRONT OF SPECIFIED PROPERTY IN THE CITY ARE A SEASONAL AND RECURRENT PUBLIC NUISANCE AND DECLARING ITS INTENTION TO PROVIDE FOR THE ABATEMENT THEREOF

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

BE IT RESOLVED THAT, pursuant to the provisions of Title 4, Division 3, Part 2, Chapter 13, Article 2, of the California Government Code, Sections 39560 to 39588, inclusive, and evidence received by it, the City Council of the City of South Pasadena specifically finds:

SECTION 1. That the weeds, brush or rubbish growing or existing upon the streets, sidewalks, or private property in the city attain such large growth as to become, when dry, a fire menace to adjacent improved property, or which are otherwise noxious, dangerous, or a public nuisance.

SECTION 2. That the presence of dry grass, stubble, refuse, or other flammable materials are conditions that endanger the public safety by creating a fire hazard.

SECTION 3. That by reason of the foregoing fact, the weeds, brush, rubbish, dry grass, stubble, refuse, or other flammable material growing or existing upon the private property hereinafter described, and upon the streets and sidewalks in front of said property, constitute a seasonal and recurrent public nuisance and should be abated as such.

SECTION 4. That the private property, together with streets and sidewalks in front of same herein referred to, is more particularly described as follows, to wit: That certain property described in the attached list hereto as Exhibit "A", and by this reference made a part hereof as though set forth in full at this point.

BE IT THEREFORE RESOLVED, pursuant to the findings of fact, by this Council heretofore made, that the weeds, brush, rubbish, dry grass, stubble, refuse or other flammable material in and upon and in front of the real property hereinbefore

described constitute and are hereby declared to be a seasonal and recurrent public nuisance that should be abated. The Agricultural Commissioner/Director of Weights and Measures, County of Los Angeles, is hereby designated the person to give notice to destroy said weeds, brush, rubbish, dry grass, stubble, refuse, or other flammable material and shall cause notices to be given to each property owner by United States Mail and said notice shall be substantially in the following form to-wit:

NOTICE TO DESTROY WEEDS,
REMOVE BRUSH, RUBBISH AND REFUSE

Notice is hereby given that on February 5, 2014, the City Council of the City of South Pasadena passed or will pass a resolution declaring noxious or dangerous vegetation including weeds, brush, tumbleweeds, sagebrush, and chaparral or rubbish refuse were growing or occurring upon or in front of said property on certain streets in said city or unincorporated area of the County of Los Angeles, and more particularly described in the resolution, and that they constitute a fire hazard or public nuisance which must be abated by the removal of said noxious or dangerous vegetation, rubbish and refuse, otherwise they may be removed and the nuisance abated by County authorities and the cost of removal assessed upon the land from or in front of which the noxious or dangerous vegetation, rubbish and refuse are removed, and such cost will constitute a special assessment against such lots or lands. Reference is hereby made to said resolution for further particulars. In addition, the Board of Supervisors authorized and directed the Agricultural Commissioner to recover its costs of details. All property owners having any objections to the proposed removal of noxious or dangerous vegetation, rubbish and refuse and the recovery of inspection costs, are hereby notified that they may attend a hearing of the City Council of said city to be held at 1424 Mission Street, South Pasadena, CA 91030, in the Council Chambers on February 19, 2014, at 7:30 p.m., where their objections will be heard and given due consideration. If the property owner does not want to present objections to the proposed removal of the noxious or dangerous vegetation including weeds, brush, tumbleweeds, sagebrush, and chaparral or rubbish and refuse, or the recovery of inspection costs, the owner need not appear at the above-mentioned hearings.

_____

Evelyn G. Zneimer, City Clerk

BE IT THEREFORE RESOLVED THAT the Agricultural Commissioner is hereby authorized and directed to recover its costs of inspection of the properties hereinabove described in a manner consistent with prior action of the Board adopting a fee schedule for such inspections. The recovery of these costs is vital to the ongoing operation governing the identification and abatement of those properties that constitute a seasonal and recurrent public nuisance and endanger the public safety.

BE IT FURTHER RESOLVED THAT the 19th day of February, 2014, at the hour of 7:30 p.m. of said day, is the day and hour, and the meeting room of the City Council of the City of South Pasadena is fixed by this City Council as the place when and where any and all property owners having any objections to the aforesaid proposed removal of weeds, brush, rubbish, dry grass, stubble, refuse or other flammable material may appear before the City Council and show cause why said weeds, brush, rubbish, dry grass, stubble, refuse or other flammable material should not be removed in accordance with this resolution, and said objections will then and there be heard and given due consideration.

BE IT RESOLVED THAT the notices to destroy weeds, brush, rubbish, dry grass, stubble, refuse or other flammable material hereinbefore referred to shall be mailed by said Agricultural Commissioner/Director of Weights and Measures at least ten days prior to February 19, 2014.

PASSED, APPROVED AND ADOPTED ON this 5th day of February, 2014.

Marina Khubesrian, M.D., Mayor

ATTEST:

Evelyn G. Zneimer, City Clerk
(seal)

APPROVED AS TO FORM:

Richard L. Adams II, City Attorney

I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena at a regular meeting held on the 5th day of February, 2014, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

_____

Evelyn G. Zneimer, City Clerk
(seal)

EXHIBIT A

LOS ANGELES COUNTY DECLARATION LIST DATE: 01/08/14

CITY OF SOUTH PASADENA

IN SEQ BY WEED-KEY, THEN PARCEL UNIMPROVED

ZONE	CITY CODE	LOCATION	PARCEL	KEY
06	654	CAMINO DEL SOL	5308 002 064	F
06	654	HANSCOM DR	5308 002 070	F
06	654	HANSCOM DR	5308 002 072	F
06	654	HANSCOM DR	5308 020 027	F
06	654	HANSCOM DR & HULBERT AVE	5308 021 001	F
06	654	HANSCOM DR	5308 022 002	F
06	654	HANSCOM DR	5308 022 003	F
06	654	HANSCOM DR	5308 022 004	F
06	654	HANSCOM DR	5308 022 005	F
06	654	HANSCOM DR	5308 022 009	F
06	654	PETERSON AVE	5308 023 004	F
06	654	PETERSON AVE	5308 023 007	F
06	654	HANSCOM DR	5308 023 015	F
06	654	HANSCOM DR	5308 024 017	F
06	654	1903 HANSCOM DR	5308 024 034	F
06	654	PETERSON AVE	5308 025 027	F
06	654	HARRIMAN AVE	5308 027 007	F
06	654	HARRIMAN AVE	5308 027 008	F
06	654	HARRIMAN AVE	5308 027 016	F
06	654	HARRIMAN AVE	5308 027 017	F
06	654	HARRIMAN AVE	5308 027 018	F
06	654	HARRIMAN AVE	5308 027 019	F
06	654	HARRIMAN AVE	5308 027 020	F
06	654	WARWICK PL	5308 027 043	F
06	654	WARWICK PL	5308 027 044	F
06	654	PETERSON AVE	5308 031 001	F
06	654	PETERSON AVE	5308 031 039	F
06	654	PETERSON AVE	5308 031 040	F
06	654	PETERSON AVE	5308 031 041	F
06	654	PETERSON AVE	5308 031 042	F
06	654	PETERSON AVE	5308 032 006	F
06	654	PETERSON AVE	5308 032 009	F
06	654	HANSCOM DR	5308 032 012	F
06	654	133 PETERSON AVE	5308 032 043	F
06	654	HULBERT AVE	5308 034 002	F
06	654	HULBERT AVE	5308 034 003	F
06	654	BONITA AVE	5310 021 009	F
06	654	ONEONTA DR	5310 022 003	F
06	654	BONITA AVE	5310 022 013	F
06	654	ONEONTA DR	5310 026 003	F
06	654	ONEONTA DR	5310 026 010	F

LOS ANGELES COUNTY DECLARATION LIST DATE: 01/08/14

CITY OF SOUTH PASADENA

IN SEQ BY WEED-KEY, THEN PARCEL UNIMPROVED

ZONE	CITY CODE	LOCATION	PARCEL	KEY
06	654	ONEONTA DR	5310 026 011	F
06	654	ONEONTA DR	5310 029 007	F
06	654	5 PASADENA AVE	5311 001 018	F
06	654	KOLLE AVE	5311 007 019	F
06	654	ST ALBANS AVE	5311 008 033	F
06	654	ST ALBANS AVE	5311 008 039	F
06	654	CAMINO DEL CIELO	5311 009 055	F
06	654	CAMINO DEL CIELO	5311 009 056	F
06	654	CAMINO DEL CIELO	5311 009 057	F
06	654	CAMINO DEL CIELO	5311 009 058	F
06	654	MONTEREY RD	5311 010 010	F
06	654	MONTEREY RD	5311 010 012	F
06	654	MONTEREY RD	5311 010 015	F
06	654	191 MONTEREY RD	5311 010 022	F
06	654	MONTEREY RD	5311 010 027	F
06	654	MONTEREY RD	5311 010 028	F
06	654	MONTEREY RD	5311 010 029	F
06	654	MONTEREY RD	5311 010 030	F
06	654	OAKCREST AVE	5311 011 048	F
06	654	INDIANA AVE	5311 014 042	F
06	654	INDIANA AVE	5311 014 043	F
06	654	INDIANA AVE	5311 014 046	F
06	654	INDIANA AVE	5311 014 048	F
06	654	INDIANA AVE	5311 015 005	F
06	654	ST ALBANS AVE	5311 015 006	F
06	654	ST ALBANS AVE	5311 015 022	F
06	654	ST ALBANS AVE	5311 015 023	F
06	654	WARWICK AVE	5311 017 020	F
06	654	WARWICK AVE	5311 017 021	F
06	654	WARWICK AVE	5312 002 005	F
06	654	MONTEREY RD	5312 002 007	F
06	654	A.T. & S.F. RY	5312 002 008	F
06	654	MONTEREY RD	5312 002 009	F
06	654	MONTEREY RD	5312 002 025	F
06	654	HARRIMAN AVE	5312 016 014	F
06	654	HARRIMAN AVE	5312 016 015	F
06	654	HARRIMAN AVE	5312 016 016	F
06	654	4954 COLLINS AVE	5312 016 017	F
06	654	HILL DR	5312 017 025	F
06	654	HARRIMAN AVE	5312 017 042	F
06	654	HARRIMAN AVE	5312 017 043	F

LOS ANGELES COUNTY DECLARATION LIST DATE: 01/08/14

CITY OF SOUTH PASADENA

IN SEQ BY WEED-KEY, THEN PARCEL UNIMPROVED

ZONE	CITY CODE	LOCATION	PARCEL	KEY
06	654	HARRIMAN AVE	5312 017 044	F
06	654	HARRIMAN AVE	5312 017 049	F
06	654	OAKHILL AVE	5312 020 012	F
06	654	OAKHILL AVE	5312 020 022	F
06	654	INDIANA TERR	5314 005 017	F
06	654	619 INDIANA TERR	5314 005 021	F
06	654	INDIANA TERR	5314 005 045	F
06	654	ALTA VISTA AVE	5314 006 005	F
06	654	INDIANA TERR	5314 007 017	F
06	654	INDIANA TERR	5314 008 013	F
06	654	INDIANA TERR	5314 008 014	F
06	654	BANK ST	5314 018 010	F
06	654	INDIANA TERR	5314 026 050	F
06	654	821 ORANGE GROVE PL	5315 018 063	F
06	654	FAIR OAKS AVE	5317 018 004	F
06	654	MOCKINGBIRD LN	5317 022 004	F
06	654	CEDARCREST AVE	5317 026 003	F
06	654	1128 HUNTINGTON DR	5319 038 003	F

TOTAL VACANT/IMPROVED RECORDS	0
TOTAL UNIMPROVED RECORDS	100
TOTAL RECORDS	100

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ATTACHMENT 2

Abatement Order, Los Angeles County

ABATEMENT ORDER _____ February 19, 2014

FOLLOWING THE PUBLIC HEARING HELD FEBRUARY 19, 2014, IN THE MATTER OF RESOLUTION TO ABATE NOXIOUS WEEDS, RUBBISH, AND REFUSE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, BY MOTION ADOPTED AN ORDER DIRECTING THE AGRICULTURAL COMMISIONER/DIRECTOR OF WEIGHTS AND MEASURES TO ABATE THE NUISANCE BY HAVING THE WEEDS, RUBBISH, AND REFUSE REMOVED

CITY COUNCIL OF THE
CITY OF SOUTH PASADENA

BY _____
MAYOR

ATTEST:

BY _____
CITY CLERK

STATE OF CALIFORNIA)
)
) SS
)
COUNTY OF LOS ANGELES)

RAYMOND B. SMITH, DEPUTY DIRECTOR, BUREAU CHIEF, AGRICULTURAL COMMISSIONER/WEIGHTS AND MEASURES, being first duly sworn says: That on or before the 3rd day of February 2014, as required by the Government Code of the State of California, he notified by United States Mail the owners of each of the properties described in the attached list a notice or notices to destroy noxious or dangerous weeds, of which the annexed is a true copy, and setting the 19th day of February, 2014, as the date upon which owners of said property could attend a meeting of the Council of the City of South Pasadena, when their objections will be heard and given due consideration.

Raymond B. Smith
Deputy Director, Bureau Chief

SUBSCRIBED AND SWORN TO BEFORE ME

This_____day of _____, 2014

_____
City Clerk

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City of South Pasadena/ Redevelopment Successor Agency/ Public Financing Authority Agenda Report

Marina Khubesrian, M.D., Mayor/Authority Chair
Robert S. Joe, Mayor Pro Tem/Authority Vice Chair
Michael A. Cacciotti, Council/Authority Member
Diana Mahmud, Council/Authority Member
Richard D. Schneider, M.D., Council/Authority Membe.

Evelyn G. Zneimer, City Clerk/Authority Secretary
Gary E. Pia, City Treasurer

COUNCIL AGENDA:	February 5, 2014
TO:	Honorable Mayor and City Council
VIA:	Sergio Gonzalez, City Manager SM
FROM:	Hilary Straus, Assistant City Manager HS Samuel Zneimer, Analyst SZ
SUBJECT:	**Approval of Professional Services Agreement with Clancy Systems International for Parking Services for the Mission-Meridian Village Parking Garage**

Recommendation
It is recommended that the City Council authorize the City Manager to enter into a professional services agreement with Clancy Systems International, Inc., (Clancy), for parking services for the Mission-Meridian Village (MMV) parking garage.

Fiscal Impact
Over the past 3 years, the City has spent approximately $56,000 per year on the MMV parking garage. These costs include Property Owners Association (POA) dues, utilities, maintenance and cleaning contracts. The agreement outlines the permit system, all purchases of permits will go directly to Clancy, and the fee for the permits will be determined by the City (proposed $50 for monthly and $3 for a daily permit). For monthly permits, Clancy will receive $3 per permit for operating the system. For the daily permits purchased online, Clancy will receive $0.60 per permit processed. The remaining money will be sent to the City on the 10th of the month. Essentially the City will receive $47 per monthly permit and $2.40 per daily permit sold.

The amount of revenue generated is dependent on utilization of the parking facility. The City could receive between $25,500 and $60,000 per year to help mitigate the costs incurred by operating and maintaining the parking facility. Clancy will also charge the monthly user an initial one-time fee of up to $4.95 for producing, mailing and creating an account with Clancy.

The prices for the parking permits and estimated generated revenue are contingent on the City Council's approval of fees for the MMV parking garage.

Commission Review and Recommendation
The matter of pursuing paid parking was reviewed by the Ad-Hoc Mission-Meridian Garage Committee which was comprised of Mayor Khubesrian and former Councilmember Putnam. In

January, Councilmember Mahmud replaced former Councilmember Putnam on the Ad-Hoc Committee, and Councilmember Mahmud recommended several improvements to the agreement that are incorporated in the agreement accompanying this staff report.

Background

The City of South Pasadena owns, operates and maintains the MMV parking garage and the City Council has instructed City staff to find a way to optimize utilization and ensure the City fulfills all obligations while reducing costs and liabilities. The MMV parking garage was built using grant funds from the Los Angeles Metropolitan Transit Authority (Metro) to provide parking for transit users. As such, our primary users for the parking garage system during the daytime will be the transit riders who complete the first and last legs of their trips with an automobile. Based on the terms of the City's Memorandum of Understanding with Metro, the City is required to provide a certain number of parking spaces for transit riders.

The MMV garage was always conceived as a paid permit facility to help mitigate costs, but due to a variety of issues it was not feasible to maintain a paid parking permit program. With new innovation in the field of parking operations, and a partner in Clancy who can provide on-line permitting, the City is able to utilize a convenient and low-cost parking system to operate the MMV parking garage.

Analysis

The agreement with Clancy will allow the City to charge for permit parking within the MMV parking garage.

Why contract with Clancy

City staff reviewed multiple parking operations vendors and consulted with other cities and experts in the field to assess performance and experience with parking companies. With over 25 years of experience, Clancy is highly regarded in the field. While based in Denver, Colorado, they are well established in California with operations in multiple cities and transit agencies throughout the state, including Metro.

Staff recommends Clancy because they are uniquely qualified to operate the MMV parking garage. Clancy operates 12 Park & Ride lots along the Metro transit system, including three Gold Line parking garages. Clancy is the only company that is on the Metro website for parking permit purchase. Clancy was recommended to the City by Metro who have found them to be flexible and accountable. As they are already established with Metro, this will be a familiar system for current Metro users (the primary users of the MMV) and allows for ease of integration with Metro's website to reach the most viable users.

Contract Deal Points

The system will utilize both monthly and daily permits to satisfy commuter needs. The reserved parking spaces will guarantee the permit holder a space from 4:00 a.m. to 6:00 p.m., with free parking to all users after that time, unless another contract for use is specified.

- Monthly permits are issued after users sign-up with Clancy to receive the permits – Clancy will handle the mailing and tracking of the permits and pay issues that may arise.
- Daily permits can be obtained two ways
    - Online: pay and print.
    - By Phone- they need to know is the lot number and have a credit card.
- The City and Clancy will collaborate to decide if restriping is necessary.
- Clancy will provide signage and the City will install signs.
- Costs will depend on amount of signs and striping.
- Clancy will work with the City to develop marketing campaign to inform the public of the change to a permit system with signs and establishing connections to the City's webpage, Clancy's webpage, and Metro's webpage.
- Clancy will furnish the City with monthly reports on the accounting of funds and usage information.
- Consultant shall have a duty to cooperate with the City in its enforcement of parking permits at the Facility.
- Note in the contract there is listed a third way to purchase daily parking permits using the Park-By-Phone system that Clancy offers, but it will not be part of the current role out it may be added at a later date once the program is established for the Metro transit system parking garages.

Part of any permit parking system is enforcement. The South Pasadena Police Department will be issuing citation and patrolling the MMV parking garage, how often will be determined by staff. There is an additional item on the agenda that will provide municipal code changes to allow for specific parking hours for the MMV parking garage due to the fact that the parking garage is open for parking at 4AM for those using the Metro Gold Line.

Legal Review
The City Attorney has reviewed this item.

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

Attachment: Professional Services Agreement with Clancy Systems International

CITY OF SOUTH PASADENA

PROFESSIONAL SERVICES AGREEMENT
WITH
CLANCY INTERNATIONAL, INC.

THIS AGREEMENT ("Agreement") is made and entered into this 10th day of February 2014 ("Effective Date"), by and between the CITY OF SOUTH PASADENA, a municipal corporation ("City"), and CLANCY INTERNATIONAL, INC., a corporation ("Consultant").

W I T N E S S E T H :

A. WHEREAS, City proposes to utilize the services of Consultant as an independent contractor to provide parking permits for City's Mission Meridian Parking Facility (hereafter, "the Facility") located at the intersection of Mission Street and Meridian Avenue, South Pasadena, CA 91030, as more fully described herein; and

B. WHEREAS, Consultant represents that it has that degree of specialized expertise contemplated within California Government Code, Section 37103, and holds all necessary licenses to practice and perform the services herein contemplated; and

C. WHEREAS, City and Consultant desire to contract for the specific services described in Exhibit "A" ("Statement of Work") and desire to set forth their rights, duties and liabilities in connection with the services to be performed; and

D. WHEREAS, no official or employee of City has a financial interest, within the provisions of Sections 1090-1092 of the California Government Code, in the subject matter of this Agreement.

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

1.0. SERVICES PROVIDED BY CONSULTANT

1.1. Scope of Services. Consultant shall provide the professional services described in the Statement of Work attached hereto as Exhibit "A."

1.2. Professional Practices. All professional services to be provided by Consultant pursuant to this Agreement shall be provided by personnel experienced in their respective fields and in a manner consistent with the standards of care, diligence and skill ordinarily exercised by professional consultants in similar fields and circumstances in accordance with sound professional practices. It is understood that in the exercise of every aspect of its role, within the scope of work, consultant will be representing the City, and all of its actions, communications, or other work, during its employment, under this Agreement is under the direction of the department. Consultant also warrants that it is familiar with all laws that may affect its performance of this Agreement and shall advise City of any changes in any laws that may affect Consultant's performance of this Agreement.

1.3 Familiarity with Work. By execution of this Agreement, Consultant warrants that:

(1) It has thoroughly investigated and considered the work to be performed, based on all

available information; and

(2) It carefully considered how the work should be performed; and

(3) It fully understands the difficulties and restrictions attending the performance of the work under this Agreement; and

(4) It has the professional and technical competency to perform the work and the production capacity to complete the work in a timely manner with respect to the scope of services.

1.4. Performance to Satisfaction of City. Consultant agrees to perform all the work to the complete satisfaction of the City and within the hereinafter specified. Evaluations of the work will be done by the City Manager or his designee. If the quality of work is not satisfactory, City in its discretion has the right to:

(a) Meet with Consultant to review the quality of the work and resolve the matters of concern;

(b) Require Consultant to repeat the work at no additional fee until it is satisfactory; and/or

(c) Terminate the Agreement as hereinafter set forth.

1.5. Warranty. Consultant warrants that it shall perform the services required by this Agreement in compliance with all applicable Federal and California employment laws including, but not limited to, those laws related to minimum hours and wages; occupational health and safety; fair employment and employment practices; workers' compensation insurance and safety in employment; and all other Federal, State and local laws and ordinances applicable to the services required under this Agreement. Consultant shall indemnify and hold harmless City from and against all claims, demands, payments, suits, actions, proceedings, and judgments of every nature and description including attorneys' fees and costs, presented, brought, or recovered against City for, or on account of any liability under any of the above-mentioned laws, which may be incurred by reason of Consultant's performance under this Agreement.

1.6 Standard. Consultant agrees that the services to be rendered pursuant to this Agreement shall be performed in accordance with the standards customarily provided by an experienced and competent professional organization rendering the same or similar services. Consultant shall re-perform any of said services, which are not in conformity with such standards, at no additional cost to City.

1.7. Non-discrimination. In performing this Agreement, Consultant shall not engage in, nor permit its agents to engage in, discrimination in employment of persons because of their race, religion, color, national origin, ancestry, age, physical handicap, medical condition, marital status, sexual gender or sexual orientation, except as permitted pursuant to Section 12940 of the Government Code.

1.8. Non-Exclusive Agreement. Consultant acknowledges that City may enter into agreements with other consultants for services similar to the services that are subject to this Agreement or may have its own employees perform services similar to those services contemplated by this Agreement.

1.9. Delegation and Assignment. This is a personal service contract, and the duties

set forth herein shall not be delegated or assigned to any person or entity without the prior written consent of City.

1.10. Confidentiality. Employees of Consultant in the course of their duties may have access to financial, accounting, statistical, and personnel data of private individuals and employees of City. Consultant covenants that all data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Consultant without written authorization by City. City shall grant such authorization if disclosure is required by law. All City data shall be returned to City upon the termination of this Agreement. Consultant's covenant under this Section shall survive the termination of this Agreement.

2.0. COMPENSATION AND BILLING

2.1. Compensation. Consultant shall be compensated by City for its services as provided below:

A. Monthly Parking: For each Monthly Parking Permit sold by Consultant for the Facility, Consultant may retain $3.00 per month.

B. Daily Parking Purchased Online or by U.S. mail: For each Daily Parking Permit sold by Consultant over the Internet or by U.S. mail for the Facility, Consultant may retain $0.60.

C. Daily Parking Purchased using Park by Phone: Consulant shall receive no compensation for each Daily Parking Permit sold by Consultant by phone for the Facility.

2.2. Additional Services. Consultant shall not receive compensation for any services provided outside the scope of services specified in the Consultant's Proposal unless the City approves such additional services in writing prior to Consultant performing the additional services. It is specifically understood that oral requests and/or approvals of such additional services or additional compensation are barred and are unenforceable.

2.3. Monthly Statement & Remittance of Parking Fees. Within ten calendar days following the end of the preceding month, Consultant shall submit a Monthly Statement to City identifying the number of Monthly Permits sold for said month. Consultant shall identify, for each day in the preceding month, the number of Daily Permits sold online and by U.S. mail and the number of Daily Permits sold by phone or by U.S mail for said month. The Monthly Statement shall be submitted on a form satisfactory to the City Manager or his designee. Concurrent with Consultant's submission of its Monthly Statement, Consultant shall remit to City the amount due City after deduction of Consultant's compensation calculated in accordance with this section. The Monthly Statement shall be sent to the attention of the Office of the City Manager, City of South Pasadena, 1414 Mission Street, South Pasadena, CA 91030. Consultant's compensation shall be based on the total of all Consultant's services which have been completed to City's sole satisfaction. Any additional services approved and performed pursuant to this Agreement shall be designated as "Additional Services" and shall identify the number of the authorized change order, where applicable, on all invoices. All labor charges shall be itemized by employee name and position, corresponding hourly rate, hours worked, description of each labor charge, and total amount due for labor charges.

2.4. Records and Audits. Consultant shall maintain full and accurate records with respect to all services and matters covered under this Agreement. City shall have free access

at all reasonable times to such records, and the right to examine and audit the same and to make transcripts therefrom, and to inspect all program data, documents, proceedings and activities. Consultant shall maintain an up to date list of key personnel and telephone numbers for emergency contact after normal business hours. Records of Consultant's services relating to this Agreement shall be maintained in accordance with generally recognized accounting principles and shall be made available to City for inspection and/or audit at mutually convenient times for a period of five (5) years from the date of performance of said services.

3.0. TIME OF PERFORMANCE

3.1. Commencement and Completion of Work. The professional services to be performed pursuant to this Agreement shall commence within five (5) days from the Effective Date of this Agreement. Failure to commence work in a timely manner and/or diligently pursue work to completion may be grounds for termination of this Agreement.

4.0. TERM AND TERMINATION

4.1. Term. This Agreement shall be effective on February 10, 2014 and shall remain in effect for five (5) years, unless previously terminated as provided in Section 4.2 herein.

4.2. Notice of Termination. Notwithstanding the provision in paragraph 4.1 above, the City reserves and has the right and privilege of canceling, suspending or abandoning the execution of all or any part of the work contemplated by this Agreement, with or without cause, in its sole discretion, with thirty (30) days written notice to Consultant.

4.3. Compensation. In the event of termination, City shall pay Consultant for reasonable costs incurred and professional services satisfactorily performed up to and including the date of City's written notice of termination. Compensation for work in progress shall be prorated based on the percentage of work completed as of the effective date of termination in accordance with the fees set forth herein. In ascertaining the professional services actually rendered hereunder up to the effective date of termination of this Agreement, consideration shall be given to both completed work and work in progress, and to other documents pertaining to the services contemplated.

4.4. Documents. In the event of termination of this Agreement, all documents prepared by Consultant in its performance of this Agreement shall be delivered to the City within ten (10) days of delivery of termination notice to Consultant, at no cost to City. Any use of uncompleted documents without specific written authorization from Consultant shall be at City's sole risk and without liability or legal expense to Consultant.

5.0. INSURANCE

5.1 Consultant shall procure and maintain at all times during the term of this Agreement insurance as set forth in Exhibit "B" attached hereto. Proof of insurance shall consist of a Certificate of Insurance provided on IOS-CGL form No. CG 00 01 11 85 or 88 executed by Consultant's insurer and in a form approved by, the City's City Attorney.

6.0. GENERAL PROVISIONS

6.1. Entire Agreement. This Agreement, together with Exhibits "A" and "B" supersede any and all other agreements, either oral or in writing, between the parties with respect to the subject matter herein. This Agreement constitutes the entire Agreement between

the parties with respect to any matter referenced herein. This Agreement may be modified only in writing, and signed by the parties in interest at the time of such modification. The terms of this Agreement shall prevail over any inconsistent provision in any other contract document appurtenant hereto, including exhibits to this Agreement. Each party to this Agreement acknowledges that no representation by any party, which is not embodied herein, nor any other agreement; statement or promise not contained in this Agreement shall be valid and binding.

6.2. Representatives. For the purposes of this Agreement, the City shall be represented by the City Manager or such other person designated in writing by the City Manager (City Representative). For the purposes of this Agreement, Consultant shall be represented by Stanley Wolfson or such other person designated in writing by him and accepted by the City (Clancy Representative). Consultant shall perform the Work described herein under the direction of the City Representative, who will approve the work plan specified herein, if required, prior to Consultant commencing the Work.

The City Representative shall have the authority and responsibility to perform the following tasks:

1. Provide interpretation of the scope and specifications for the work to be performed;
2. Monitor performance of the Work to ensure compliance with the Agreement;
3. Inspect performance against the Statement of Work, and report compliance and/or deficiencies;
4. Obtain and review Monthly Statements;
5. Suspend work in accordance with other provisions of this Agreement;
6. Issue all consents, approvals, directives and agreements on behalf of the City, called for by this Agreement, except as otherwise expressly provided in this Agreement; and
7. Work directly with the Consultant in the performance of this Agreement.

Consultant's Representative shall be its agent in all consultations with City during the term of this Agreement. Consultant's Representative shall attend and assist in all coordination meetings called by City.

6.3. Notices. Any notices, documents, correspondence or other communications concerning this Agreement or the work hereunder may be provided by personal delivery, facsimile or mail and shall be addressed as set forth below. Such communication shall be deemed served or delivered: a) at the time of delivery if such communication is sent by personal delivery; b) at the time of transmission if such communication is sent by facsimile; and c) 72 hours after deposit in the U.S. mail as reflected by the official U.S. postmark if such communication is sent through regular United States mail.

Consultant shall notify City of changes in its address. The failure to do so, if such failure prevents City from locating Consultant, shall be deemed a waiver by Consultant of the right subsequently to enforce those provisions of this Agreement that require consultation or approval of Consultant. Notwithstanding this provision, City shall make every reasonable effort to locate Consultant when matters arise relating to Consultant's rights.

All communications in connection with this Agreement, sent through the U. S. Mail, must be addressed as follows:

IF TO CONSULTANT:

Stanley Wolfson
Clancy International, Inc.
2149 S. Grape Street
Denver, CO 80222

IF TO CITY:

Sergio Gonzalez, City Manager
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030

6.4. Attorneys' Fees. In the event that litigation is brought by any party in connection with this Agreement, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including reasonable attorneys' fees, incurred by the prevailing party in the exercise of any of its rights or remedies hereunder or the enforcement of any of the terms, conditions, or provisions hereof.

6.5. Governing Law. This Agreement shall be governed by and construed under the laws of the State of California without giving effect to that body of laws pertaining to conflict of laws. In the event of any legal action to enforce or interpret this Agreement, the parties hereto agree that the sole and exclusive venue shall be a court of competent jurisdiction located in Los Angeles County, California.

6.6. Assignment. Consultant shall not voluntarily or by operation of law assign, transfer, sublet or encumber all or any part of Consultant's interest in this Agreement.

6.7. Indemnification and Hold Harmless. Consultant agrees to defend, indemnify, hold free and harmless the City, its elected officials, officers, agents and employees, at Consultant's sole expense, from and against any and all claims, actions, suits or other legal proceedings brought against the City, its elected officials, officers, agents and employees arising out of the performance of the Consultant, its employees, and/or authorized subcontractors, of the work undertaken pursuant to this Agreement. The defense obligation provided for hereunder shall apply without any advance showing of negligence or wrongdoing by the Consultant, its employees, and/or authorized subcontractors, but shall be required whenever any claim, action, complaint, or suit asserts as its basis the negligence, errors, omissions or misconduct of the Consultant, its employees, and/or authorized subcontractors, and/or whenever any claim, action, complaint or suit asserts liability against the City, its elected officials, officers, agents and employees based upon the work performed by the Consultant, its employees, and/or authorized subcontractors under this Agreement, whether or not the Consultant, its employees, and/or authorized subcontractors are specifically named or otherwise asserted to be liable. Notwithstanding the foregoing, the Consultant shall not be liable for the defense or indemnification of the City for claims, actions, complaints or suits arising out of the sole active negligence or willful misconduct of the City. This provision shall supersede and replace all other indemnity provisions contained either in the City's specifications or Consultant's Proposal, which shall be of no force and effect.

6.8. Independent Contractor. Consultant is and shall be acting at all times as an independent contractor and not as an employee of City. Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not, at any time, or in any manner, represent that it or any of its or employees are in any manner agents or employees of City. Consultant shall secure, at its sole expense, and be responsible for any and all payment of Income Tax, Social Security, State Disability Insurance Compensation,

Unemployment Compensation, and other payroll deductions for Consultant and its officers, agents, and employees, and all business licenses, if any are required, in connection with the services to be performed hereunder. Consultant shall indemnify and hold City harmless from any and all taxes, assessments, penalties, and interest asserted against City by reason of the independent contractor relationship created by this Agreement. Consultant further agrees to indemnify and hold City harmless from any failure of Consultant to comply with the applicable worker's compensation laws. City shall have the right to offset against the amount of any fees due to Consultant under this Agreement any amount due to City from Consultant as a result of Consultant's failure to promptly pay to City any reimbursement or indemnification arising under this paragraph.

6.9 Benefits. Consultant will not be eligible for any paid benefits for federal, social security, state workers' compensation, unemployment insurance, professional insurance, medical/dental, California Public Employees Retirement System ("PERS") or fringe benefits offered by the City.

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

Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in PERS as an employee of City and entitlement to any contribution to be paid by City for employer contribution and/or employee contributions for PERS benefits.

6.11. Cooperation. In the event any claim or action is brought against City relating to Consultant's performance or services rendered under this Agreement, Consultant shall render any reasonable assistance and cooperation which City might require.

6.12. Ownership of Documents. All findings, reports, documents, information and data including, but not limited to, computer tapes or discs, files and tapes furnished or prepared by Consultant or any of its subcontractors in the course of performance of this Agreement, shall be and remain the sole property of City. Consultant agrees that any such documents or information shall not be made available to any individual or organization without the prior consent of City. Consultant shall deliver to City any findings, reports, documents, information, data, in any form, including but not limited to, computer tapes, discs, files audio tapes or any other Project related items as requested by City or its authorized representative, at no additional cost to the City.

6.13. Public Records Act Disclosure. Consultant has been advised and is aware that this Agreement and all reports, documents, information and data, including, but not limited to, computer tapes, discs or files furnished or prepared by Consultant, or any of its subcontractors, pursuant to this Agreement and provided to City may be subject to public disclosure as required by the California Public Records Act (California Government Code Section 6250 *et seq.*). Exceptions to public disclosure may be those documents or information that qualify as trade

secrets, as that term is defined in the California Government Code Section 6254.7, and of which Consultant informs City of such trade secret. The City will endeavor to maintain as confidential all information obtained by it that is designated as a trade secret. The City shall not, in any way, be liable or responsible for the disclosure of any trade secret including, without limitation, those records so marked if disclosure is deemed to be required by law or by order of the Court.

6.14. Conflict of Interest. Consultant and its officers, employees, associates and subconsultants, if any, will comply with all conflict of interest statutes of the State of California applicable to Consultant's services under this agreement, including, but not limited to, the Political Reform Act (Government Code Sections 81000, *et seq.*) and Government Code Section 1090. During the term of this Agreement, Consultant and its officers, employees, associates and subconsultants shall not, without the prior written approval of the City Representative, perform work for another person or entity for whom Consultant is not currently performing work that would require Consultant or one of its officers, employees, associates or subconsultants to abstain from a decision under this Agreement pursuant to a conflict of interest statute.

6.15. Political Activity/Lobbying Certification. Consultant may not conduct any activity, including any payment to any person, officer, or employee of any governmental agency or body or member of Congress in connection with the awarding of any federal contract, grant, loan, intended to influence legislation, administrative rulemaking or the election of candidates for public office during time compensated under the representation that such activity is being performed as a part of this Agreement.

6.16. Licenses, Permits, and Fees. Consultant shall obtain a City of South Pasadena Business License and any and all other permits and licenses required for the services to be performed under this Agreement.

6.17. Responsibility for Errors. Consultant shall be responsible for its work and results under this Agreement. Consultant, when requested, shall furnish clarification and/or explanation as may be required by the City's representative, regarding any services rendered under this Agreement at no additional cost to City. In the event that an error or omission attributable to Consultant occurs, then Consultant shall, at no cost to City, provide all necessary design drawings, estimates and other Consultant professional services necessary to rectify and correct the matter to the sole satisfaction of City and to participate in any meeting required with regard to the correction.

6.18. Order of Precedence. In the event of an inconsistency in this Agreement and any of the attached Exhibits, the terms set forth in this Agreement shall prevail. If, and to the extent this Agreement incorporates by reference any provision of any document, such provision shall be deemed a part of this Agreement. Nevertheless, if there is any conflict among the terms and conditions of this Agreement and those of any such provision or provisions so incorporated by reference, this Agreement shall govern over the document referenced.

6.19. Costs. Each party shall bear its own costs and fees incurred in the preparation and negotiation of this Agreement and in the performance of its obligations hereunder except as expressly provided herein.

6.20. Headings. Paragraphs and subparagraph headings contained in this Agreement are included solely for convenience and are not intended to modify, explain or to be a full or accurate description of the content thereof and shall not in any way affect the meaning or interpretation of this Agreement.

6.21. Construction. The parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

6.22. Amendments. Only a writing executed by the parties hereto or their respective successors and assigns may amend this Agreement.

6.23. Waiver. The delay or failure of either party at any time to require performance or compliance by the other of any of its obligations or agreements shall in no way be deemed a waiver of those rights to require such performance or compliance. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized representative of the party against whom enforcement of a waiver is sought. The waiver of any right or remedy in respect to any occurrence or event shall not be deemed a waiver of any right or remedy in respect to any other occurrence or event, nor shall any waiver constitute a continuing waiver.

6.24. Severability. If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable in any circumstance, such determination shall not affect the validity or enforceability of the remaining terms and provisions hereof or of the offending provision in any other circumstance. Notwithstanding the foregoing, if the value of this Agreement, based upon the substantial benefit of the bargain for any party, is materially impaired, which determination made by the presiding court or arbitrator of competent jurisdiction shall be binding, then both parties agree to substitute such provision(s) through good faith negotiations.

6.25. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement.

6.26. Corporate Authority. The persons executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this Agreement on behalf of said parties and that by doing so the parties hereto are formally bound to the provisions of this Agreement.

6.27. Taxpayer Identification Number. Consultant shall provide City with a complete Request for Taxpayer Identification Number and Certification, Form W 9, as issued by the Internal Revenue Service.

6.28. Applicable Laws, Codes, and Regulations. Consultant shall perform all services described in accordance with all applicable laws, codes and regulations required by all authorities having jurisdiction over the Services.

6.29. Travel/Expenses. Any reimbursement expenses and the rates incurred thereof must be pre-authorized by City.

6.30. Change in Name, Ownership or Control. Consultant shall notify the City Representative, in writing, of any change in name, ownership or control of Consultant. Change of ownership or control of Consultant may require an amendment to the Agreement.

6.31. Covenants and Conditions. Each term and each provision of this Agreement to be performed by Consultant shall be construed to be both a covenant and a condition.

[**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed by and through their respective authorized officers, as of the date first above written.

CITY OF SOUTH PASADENA,
A municipal corporation

_____ Date: _____
Sergio Gonzalez, City Manager
City of South Pasadena

CLANCY INTERNATIONAL, INC.
Consultant

_____ Date: _____
Stanley Wolfson
Clancy International, Inc.

APPROVED AS TO FORM:

_____ Date: _____
Richard L. Adams, II, City Attorney

EXHIBIT A

STATEMENT OF WORK

I. BACKGROUND

The City of South Pasadena ("City") operates the Mission Meridian Parking Facility located at 805 Meridian Avenue, South Pasadena, CA 91030, and proximate to the Metro Gold Line Station.

Clancy Systems International ("Consultant") shall recommend to City the number of Facility parking spaces to be sold under a Monthly Permit and a Daily Permit. City shall determine, in its sole discretion, the number of parking spaces to be sold on a monthly or daily basis. Permit holders will not be assigned a specific space but will be guaranteed a space to park in the designated areas between 4:00 am and 6:00 pm, Monday through Friday. Permit parking pursuant to this Agreement shall end at 6:00 pm Monday through Friday. City retains the ability, in its sole discretion, to determine the use of the parking at the Facility during all other hours.

The South Pasadena City Council shall determine the cost of Monthly and Daily Permits in its approved City Master Schedule of Fees for Service, and may choose to adjust such fees in its sole discretion. Permits will primarily be sold via the Internet using a link from the City's web page to Consultant's web page. In addition, City anticipates a link for purchasing permits will be accessible on Metro's website. To accommodate those patrons without Internet access, Consultant shall establish a process, approved by City, for purchasing parking permits by phone and through the U.S. mail. Consultant shall issue a transferable bar-coded window permit or equivalent to purchasers of Monthly Permits.

II. CONSULTANT'S RESPONSIBLITIES

During the term of this Contract, Consultant shall perform the following duties:

1. Consultant shall modify its web page to accommodate the on-line purchase of a Monthly Permit. The Monthly Permit shall be designed for window display and shall contain a barcode to facilitate ease of enforcement.
2. Consultant shall work with the City to link City's respective web pages to Consultant's web page and any necessary third party pages.
3. Consultant shall print Monthly Permits.
4. If requested, Consultant shall re-stripe the Facility parking (currently containing approximately 110 parking spaces) in a color to be determined by City to delineate permit parking areas from other parking in the Facility lot.
5. If requested by City, Consultant shall provide and install adequate signage to inform the public of the permit parking requirements at the Facility. The content and location of the signs shall be approved by the City prior to installation. At a minimum, Consultant shall install eight (8) signs at the Facility. Consultant shall only charge City its cost in providing the signage, without markup. The City shall review and approve all proposed costs associated with providing and installing the signage prior to Consultant's commencement of work on the signs.
6. Consultant shall work with the City to establish a marketing and distribution strategy for selling the permits. A Marketing and Distribution Plan shall be submitted to City two

weeks after the Effective Contract Date and updated as required. This plan and all updates shall be subject to City approval.

7. Consultant shall develop a parking contract for the sale of parking permits at the Facility to patrons. The parking contract shall address the renewal parking procedures for patrons including when the patron will be charged for the parking permit, as well as when and how permits will be issued. The parking contract shall be submitted to City two weeks after the Effective Contract Date and updated as required. This plan and all updates shall be subject to City approval.

8. Consultant shall be responsible for all administrative aspects of running the parking permit contract. This includes, but is not limited to handling issues regarding lost or stolen permits, issuance and mailing of the permits, and complaints relating to the issuance of the permits. The parking contract provided to patrons shall include a discussion of Consultant's handling of the administrative aspects of the parking permit contract.

9. Consultant shall sell parking permits via the Internet, by telephone, and through the U.S. mail. Patrons purchasing the Monthly Permit will be required to enter into a payment arrangement with Consultant, which may include, but is not limited, to the following: (1) automatic monthly deduction from a patron's checking account; (2) vouchers; or (3) authorized monthly charge against a patron's credit/debit card for payment of future monthly parking fees.

10. Consultant may charge each parking permit holder a one-time initial processing and mailing fee when the permit is issued not to exceed a maximum of $4.95 per permit application.

11. Consultant shall not sell more parking permits at the Facility than there are parking spaces available for permit parking at the Facility. Consultant shall not engage in the practice known as overselling with regard to the parking permits at the Facility. Should the issue arise when a valid parking permit holder arrives at the Facility and cannot find a vacant parking space in which to park, the point of contact for handling and addressing such a scenario shall be Consultant. Consultant shall prominently display on the signage in the Facility a contact number for which patrons may call and immediately speak to a Clancy representative to resolve their parking situation. Should towing of a vehicle be required, Clancy shall contact the City for assistance.

12. Following payment, Consultant shall promptly mail the window permit to the address identified by the permit holder.

13. If Consultant observes or is made aware of any maintenance related issues at the Facility, it shall immediately report said issues to the City's Public Works Department by calling them at (626) 403-7240. Maintenance issues include but are not limited to vandalism, trash and debris, defective lighting, and theft of property.

14. Consultant shall provide City with access to permit holder information supplied on parking permit application as well as their current status. Consultant shall ensure a list of valid permit holders is available to the City at all times and is immediately updated and kept current. Consultant shall make the list of valid permit holders available to City via a secure link on Consultant's web page, in a form readily usable and acceptable to City for parking enforcement. Consultant shall cooperate with the City and ensure that the devices used for parking enforcement at the Facily are synced and downloaded with a current list of parking permit holders. If mutually agreeable to Consultant and City, the manner in which the list of current permit holders is provided to City may be modified with changes in technology. Additionally, Consultant shall quarterly provide a Geographic

Information System (GIS) based analysis of the residence of all parking permit holders in accordance with details to be mutually agreed upon in writing by Consultant and City.

15. Consultant shall be prepared to commence issuance of Facility parking permits within sixty (60) days of City delivering a Notice to Proceed to Consultant.
16. Consultant's system for processing sale of parking permits shall satisfy the minimum information technology requirements described below. City reserves the right to require modifications or additions to protect Facility patrons use of Consultant's payment system. All information received by Consultant in the sale of parking permits shall be treated as strictly confidential. No information pertaining to any person using any services related to this Contract, may be sold, distributed or disseminated in any way without prior specific written authorization of City and the individual in question. The following system minimums apply to this Contract:
    a. Secure encryption technology
    b. Redundant, co-located, servers
    c. Firewall protection
    d. Independent audit control
    e. Data protection, and archiving
    f. Controlled data integrity
17. Consultant shall have a duty to cooperate with the City in its enforcement of parking permits at the Facility.

III. CITY'S RESPONSIBILITIES

During the term of this contract, City agrees to perform the following:

1. Coordinate with Consultant and Los Angeles County Metropolitan Transportation Authority ("Metro") to sell parking permits on Metro's web page.
2. Establish and coordinate with Consultant the marketing program for the Program.
3. Design parking permits and citations.
4. Designate parking permit areas at the Facility. City shall have sole discretion to determine the ratio of daily and monthly permits sold at the Facility.
5. Install appropriate signage (Consultant to provide signs).
6. Enforce parking permits by issuing citations to vehicles parked without a valid parking permit.

EXHIBIT B

INSURANCE REQUIREMENTS

The Consultant shall maintain throughout the duration of the term of the Agreement, liability insurance covering the Consultant and, with the exception of Professional Liability Insurance, designating City including its elected or appointed officials, directors, officers, agents, employees, volunteers, or consultants, as additional insured against any and all claims resulting in injury or damage to persons or property (both real and personal) caused by any aspect of the Consultant 's work, in amounts no less than the following and with such deductibles as are ordinary and reasonable in keeping with industry standards. It shall be stated, in the Additional Insured Endorsement, that the Consultant 's insurance policies shall be primary as respects any claims related to or as the result of the Consultant's work. Any insurance, pooled coverage, or self-insurance maintained by the City, its elected or appointed officials, directors, officers, agents, employees, volunteers, or consultants shall be non-contributory.

Professional Liability Insurance $1,000,000 per occurrence/$2,000,000 aggregate

General Liability:

a. General Aggregate $2,000,000
b. Products Comp/Op Aggregate $2,000,000
c. Personal & Advertising Injury $1,000,000
d. Each Occurrence $1,000,000
e. Fire Damage (any one fire) $ 50,000
f. Medical Expense (any one person) $ 5,000

Workers' Compensation:

a. Workers' Compensation Statutory Limits
b. EL Each Accident $1,000,000
c. EL Disease - Policy Limit $1,000,000
d. EL Disease - Each Employee $1,000,000

Automobile Liability

a. Any vehicle, combined single limit $1,000,000

The Consultant shall provide thirty (30) days advance notice to City in the event of material changes or cancellation of any coverage. Certificates of insurance and additional insured endorsements shall be furnished to City thirty (30) days prior to the effective date of this Agreement. Refusal to submit such certificates shall constitute a material breach of this Agreement entitling City to any and all remedies at law or in equity, including termination of this Agreement. If proof of insurance required under this Agreement is not delivered as required or if such insurance is canceled and not adequately replaced, City shall have the right but not the duty to obtain replacement insurance and to charge the Consultant for any premium due for such coverage. City has the option to deduct any such premium from the sums due to the Consultant.

Insurance is to be placed with insurers authorized and admitted to write insurance in

California and with a current A.M. Best's rating of A-:VII or better. Acceptance of insurance from a carrier with a rating lower than A-:VII is subject to approval by City's Risk Manager. Consultant shall immediately advise City of any litigation that may affect these insurance policies.

Nothing in Exhibit B shall be construed as limiting in any way, the indemnification provision contained in this Agreement, or the extent to which Consultant may be held responsible for payments of damages to persons or property.

City of South Pasadena/ Redevelopment Successor Agency/ Public Financing Authority Agenda Report

Marina Khubesrian, M.D., Mayor/Authority Chair
Robert S. Joe, Mayor Pro Tem/Authority Vice Chair
Michael A. Cacciotti, Council/Authority Member
Diana Mahmud, Council/Authority Member
Richard D. Schneider, M.D., Council/Authority Membe.

Evelyn G. Zneimer, City Clerk/Authority Secretary
Gary E. Pia, City Treasurer

COUNCIL AGENDA: February 5, 2014

TO: Honorable Mayor and City Council

VIA: Sergio Gonzalez, City Manager

FROM: Arthur Miller, Chief of Police
Mike Neff, Sergeant

SUBJECT: **First Reading and Introduction an Ordinance Amending Chapter 19 of the South Pasadena Municipal Code, Adding Sections 19.55-3 and 19.55-4, Which Restrict the Hours of Parking and Parking Without a Permit at the Mission-Meridian Village Parking Garage**

Recommendation
It is recommended that the City Council read by title only, waive further reading, and introduce for first reading an ordinance amending Chapter 19 (Motor Vehicles and Traffic) with the addition of Section 19.55-3, Parking Prohibited during certain hours in City-owned and operated facility and Section 19.55-4, Parking Permit Required during certain hours in City-owned and operated facility.

Fiscal Impact
There is no fiscal impact to the implementation of this amendment to the South Pasadena Municipal Code, (SPMC).

Commission Review and Recommendation
The matter of establishing parking ordinances was reviewed by the Ad-Hoc Mission-Meridian Village Committee.

Background
The City of South Pasadena (City) owns, operates and maintains the Mission-Meridian Village (MMV) parking garage and the police department is responsible for the parking enforcement of the SPMC and Vehicle Code violations. Currently, Section 19.55-2 of the Municipal Code authorizes the City Council to establish parking rules and regulations at City owned parking facilities.

Analysis
The City has the right to create and regulate parking rules and regulations at City owned/operated parking facilities as outlined in the SPMC below:

AGENDA ITEM 24

19.55-2 Parking on city-owned or operated off-street parking facilities.

The city council may establish by resolution prohibition, restrictions or regulations on the parking, stopping or standing of vehicles on any off-street parking facility which the City of South Pasadena owns or operates. Upon the establishment of any such limitation, the city manager is authorized to and shall place signs or markings in the affected off-street parking facility sufficient to give notice of such limitation. When such signs or markings are installed, no person shall stand, stop, or park a vehicle in violation of such limitation. (Ord.No. 2062,1.)

However, the City of South Pasadena does not currently have an ordinance which addresses regulations in regards to parking during specific hours, and or parking without a parking permit during specific hours at the MMV parking garage. It is recommended that the City Council introduce an ordinance to add the following to Chapter 19 of the SPMC:

19.55-3 Parking Prohibited during certain hours in City-owned and operated facility.

It is unlawful for any person to stop, stand, or park a motor vehicle in the city-owned operated parking structure, located at Mission-Meridian Village (MMV), between the hours of two a.m. and four a.m. of any given day.

19.55-4 Parking Permit Required during certain hours in City-owned and operated facility.

It is unlawful for any person to stop, stand, or park a motor vehicle in the city-owned operated parking structure, located at Mission-Meridian Village (MMV), between the hours of four a.m. and six p.m. Monday through Friday; except by permit.

Legal Review
The City Attorney has reviewed this item and approved as to form the ordinance.

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

Attachments: Proposed City ordinance

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING DIVISION 1 (GENERALLY) OF ARTICLE III (STOPPING, STANDING AND PARKING) OF CHAPTER 19 (MOTOR VEHICLES AND TRAFFIC) WITH THE ADDITION OF SECTION 19.55-3 (PARKING PROHIBITED DURING CERTAIN HOURS IN CITY-OWNED AND OPERATED FACILITY) AND 19.55-4 (PARKING PERMIT REQUIRED DURING CERTAIN HOURS IN CITY-OWNED AND OPERATED FACILITY), OF THE SOUTH PASADENA MUNICIPAL CODE RELATING TO HOURS OF PARKING IN THE MISSION-MERIDIAN VILLAGE PUBLIC PARKING GARAGE

WHEREAS, the City of South Pasadena owns the parking structure located at Mission-Meridian Village (MMV), and seeks to establish hours of operation and a permit system for patrons using the parking facility; and

WHEREAS, the City of South Pasadena would like to set hours of operation for the parking facility to include a closure period to assist in the provision of maintenance at the facility and promote public safety; and

WHEREAS, the City of South Pasadena would like to establish a parking permit system for patrons using the facility during business hours to off-set costs associated with the facility and promote use for commuters.

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

SECTION 1. The City Council hereby amends Division 1 (Generally) of Article III (Stopping, Standing and Parking) of Chapter 19 (Motor vehicles and traffic) of the South Pasadena Municipal Code with the addition of the following Section 19.55-3:

19.55-3 Parking Prohibited during certain hours in City-owned and operated facility.

It is unlawful for any person to stop, stand, or park a motor vehicle in the city-owned parking structure, located at Mission-Meridian Village (MMV), between the hours of two a.m. and four a.m. of any given day.

SECTION 2. The City Council hereby amends Division 1 (Generally) of Article III (Stopping, Standing and Parking) of Chapter 19 (Motor vehicles and traffic) of the South Pasadena Municipal Code with the addition of the following Section 19.55-4:

19.55-4 Parking Permit Required during certain hours in City-owned and operated facility.

It is unlawful for any person to stop, stand, or park a motor vehicle in the city-owned operated parking structure, located at Mission-Meridian Village (MMV), between the hours of four a.m. and six p.m. Monday through Friday; except by permit.

SECTION 3. This ordinance shall take effect thirty (30) days after its final passage and within fifteen (15) days after its passage, the City Clerk of the City of South Pasadena shall certify to the passage and adoption of this ordinance and to its approval by the Mayor and City Council and shall cause the same to be published in a newspaper in the manner required by law.

PASSED, APPROVED, AND ADOPTED this __ day of February, 2014.

_____
Marina Khubesrian, M.D., Mayor

ATTEST:

_____
Evelyn G. Zneimer, City Clerk
(seal)
Date: _____

APPROVED AS TO FORM:

_____
Richard L. Adams II, City Attorney

I HEREBY CERTIFY the foregoing ordinance was duly adopted by the City Council of the City of South Pasadena at a regular meeting held on the __ day of February, 2014, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

_____

Evelyn G. Zneimer, City Clerk
(seal)

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City of South Pasadena/ Redevelopment Successor Agency/ Public Financing Authority Agenda Report

Marina Khubesrian, M.D., Mayor/Authority Chair
Robert S. Joe, Mayor Pro Tem/Authority Vice Chair
Michael A. Cacciotti, Council/Authority Member
Diana Mahmud, Council/Authority Member
Richard D. Schneider, M.D., Council/Authority Member

Evelyn G. Zneimer, City Clerk/Authority Secretary
Gary E. Pia, City Treasurer

COUNCIL AGENDA:	February 5, 2014
TO:	Honorable Mayor and City Council
VIA:	Sergio Gonzalez, City Manager SM
FROM:	Hilary Straus, Assistant City Manager HS Samuel Zneimer, Analyst SZ
SUBJECT:	**Adoption of a Resolution Revising the Master Schedule of Fees to Amend the Parking Fee Schedule for the Mission-Meridian Village Parking Garage**

Recommendation
It is recommended that the City Council, after receiving public testimony, adopt a resolution updating the Master Schedule of Fees for service.

Fiscal Impact
The proposed fee schedule amendment is as follows:

Mission-Meridian Village Parking Garage
Monthly Rate (90 stalls) - $50.00
Daily Rate (17 stalls) - $3.00

The estimated annual revenue is approximately $51,492. This assumes 85% utilization for both the monthly and daily parking stalls. Reaching 85% utilization will not likely occur until full maturation and adoption of the program is realized. If the garage achieved 100% utilization, the expected annual revenue would be $60,552. As the actual revenue is dependent on utilization of the garage, staff will be assessing the performance of the program once it is operational.

Currently, operations and maintenance of the Mission-Meridian Village (MMV) Parking Garage is funded by the General Fund and Proposition A or C funds. With the new Fee Schedule and a new permit parking system, the City of South Pasadena hopes to make the MMV Parking Garage cost neutral. Allowing both General Fund and Prop A or C funds to be allocated for other needs.

Commission Review and Recommendation
This matter was not reviewed by a Commission.

AGENDA ITEM 25

Background
The City owns, operates and maintains the MMV Parking Garage and the City Council has instructed City staff to find a way to optimize utilization and ensure the City fulfills all obligations while reducing costs and liabilities. Over the past three years, the City has spent approximately $56,000 a year on the MMV Parking Garage. These costs include Property Owners Association (POA) dues, utilities, maintenance and cleaning contracts but do not include City staff time. The City has had fees in place for the MMV Parking Garage but due to a variety of reasons the City has not charged for the use of the garage. However, with new technology and a willing company, the City now has the capabilities to charge for use of the facility.

Analysis
With little exception, the law allows cities to recover the complete cost of providing fee-based services. Periodic adjustments to the master fee schedule are recommended to maintain appropriate recovery ratios of service costs. Updating of the Fee Schedule becomes necessary as operational changes require adding or eliminating certain charges for services, with increased personnel and delivery costs, or with changes in the legal environment.

The City is attempting to make the operation of MMV Parking Garage cost neutral. The new permit program system has the potential to generate funds to help offset the maintenance and operations costs. As mentioned previously, these costs are paid for by General Fund and Prop A or C monies. The City hopes that the revenue generated from the user fees will allow the City to no longer have to use either General Fund and Prop A or C monies to pay for the garage thus allowing those funds to be used for other projects and programs.

The MMV Parking Garage's utilization and preserved demand warrants a change in the Fee Schedule. Also, due to design, utilization of the tandem parking stalls as two parking spots is not currently achievable.

There will be a one-time cost for new signage and striping of the MMV garage. The annual cost of operating the permit system is variable as our third party's payment is from the actual sale of the parking permits. The only on-going cost paid to the third party would be parking permit enforcement.

Cost projections for the MMV Parking Garage:

- Annual operating and maintenance costs over the past three years have been approximately $56,000.
- Projected total cost of signage, restriping, and marketing approximately $10,000 ($2,000 per year over five years).
- Staff cost per year approximately $6,500 for maintenance and administrative work and $4,000 for enforcement (if patrolled by part-time Parking Control Aide).
- Projected yearly cost is approximately $68,500.

Revenues generated with parking permits costing $50 monthly and $3 dollar daily:

- Annual revenue is approximately $51,492.
- Known revenue of citation recovery.
- This assumes 85% utilization for both the Monthly and Daily parking stalls.
- In the first year, there will likely be less utilization due to an adopting lag.

The revenue generation numbers are net after deduction of Clancy Systems International, Inc.'s (Clancy) fees for operating the permit parking system. For monthly permits, Clancy will receive $3 per permit for operating the system. For the daily permits purchased online, Clancy will receive $0.60 per permit processed.

Legal Review
The City Attorney has reviewed this item.

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

Attachments:

1. Resolution amending the Master Fee Schedule
2. Updated Fees – Mission-Meridian Village Parking Garage fees
3. Mission-Meridian Village Parking Garage accounting past four years
4. Revenue Projects for Mission-Meridian Village Parking Garage

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ATTACHMENT 1

Resolution amending the Master Fee Schedule

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, REVISING THE MASTER SCHEDULE OF FEES FOR SERVICE BY AMENDING THE PARKING FEE SCHEDULE FOR THE MISSION-MERIDIAN VILLAGE PARKING GARAGE

WHEREAS, certain costs for City of South Pasadena (City) services should be borne by those who are the special beneficiaries of the service rather than the citizenry-at-large; and

WHEREAS, State law provides that the charges for such services shall not exceed the cost for providing the service; and

WHEREAS, the costs of these services change with time as the cost of delivery increases; and

WHEREAS, on December 7, 2011, the City Council adopted Resolution No. 7192, constituting the last update of the City's established fees and charges; and

WHEREAS, the City Council desires to amend the fees and charges to levels consistent with full cost recovery and appropriate value.

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

SECTION 1. The revised service fees and user charges as set forth in the attached Exhibit "A" are hereby fixed and established to be effective from and after the date of February 5, 2014.

SECTION 2. This resolution eliminates fees 16.03 and 16.04 and amends 16.01 and 16.02, all of those fees are regarding the Mission-Meridian Village Parking Garage.

SECTION 3. The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

PASSED, APPROVED AND ADOPTED ON this 5th day of February, 2014.

Marina Khubesrian, M.D., Mayor

ATTEST:

Evelyn G. Zneimer, City Clerk
(seal)

APPROVED AS TO FORM:

Richard L. Adams II, City Attorney

I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the XXth day of XXXX, 2014, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Evelyn G. Zneimer, City Clerk
(seal)

EXHIBIT A

CITY OF SOUTH PASADENA

MASTER SCHEDULE OF FEES FOR SERVICE

REF NO.		FEE TITLE	ACCOUNT NO.	CURRENT FEES	EACH UNIT	PER (TERM)
		GENERAL GOVERNMENT "1"				
		TRANSPORTATION				
1-601	16.01	MISSION MERIDIAN VILLAGE PARKING (DAILY)	226-4460-001	3.00	VEHICLE	DAILY
1-601	16.02	MISSION MERIDIAN VILLAGE PARKING (MONTHLY)	226-4460-001	50.00	VEHICLE	MONTHLY
~~1-601~~	~~16.03~~	~~MISSION MERIDIAN VILLAGE PARKING (MONTHLY)~~	~~226-4460-001~~	~~50.00~~	~~VEHICLE/DOUBLE STA~~	~~MONTHLY~~
~~1-601~~	~~16.04~~	~~MISSION MERIDIAN VILLAGE PARKING (MONTHLY SE~~	~~226-4460-001~~	~~12.00~~	~~VEHICLE~~	~~MONTHLY~~

ATTACHMENT 2

Updated Fees - Mission Meridian Village Parking Garage fees

CITY OF SOUTH PASADENA

MASTER SCHEDULE OF FEES CHANGES

REF NO.	FEE TITLE	ACCOUNT NO.	CURRENT FEES	PROPOSED FEES	EACH UNIT	PER (TERM)
	GENERAL GOVERNMENT "1"					
	TRANSPORTATION					
1-601 16	MISSION MERIDIAN VILLAGE PARKING (DAILY)	226-4460-001	~~5.00~~	**3.00**	VEHICLE	DAILY
1-601 16	MISSION MERIDIAN VILLAGE PARKING (MONTHLY)	226-4460-001	~~35.00~~	**50.00**	VEHICLE	MONTHLY
~~1-601 16~~	~~MISSION MERIDIAN VILLAGE PARKING (MONTHLY)~~	~~226-4460-001~~	~~50.00~~		~~VEHICLE/DOUBLE STALL~~	~~MONTHLY~~
~~1-601 16~~	~~MISSION MERIDIAN VILLAGE PARKING (MONTHLY SENIOR)~~	~~226-4460-001~~	~~12.00~~		~~VEHICLE~~	~~MONTHLY~~

Eliminating the double stall parking and the Senior Parking categories

ATTACHMENT 3

Mission-Meridian Village Parking Garage accounting past four years

Mission-Meridian Village Parking Garage Accounting (4 yrs)

2012/13 FY Budget	Budget	Spent
Proposition (Prop) C (Local Transit Return)		
Property Owners Association (POA) dues		
Acct. 207-2260-8061	$20,400	$20,400
Contract Services		
Acct. 207-2260-8180	$0	$8,054
Miscellaneous (Misc.) Supplies Parking		
Acct. 207-2260-8020	$2,000	$0
General Fund (City Manager's)		
Misc. Supplies		
Acct. 226-2029-8020	$500	$3,687
POA dues		
Acct. 226-2010-8060	$30,297	$27,298
Totals	$53,197	$59,439

2011/12 FY Budget	Budget	Spent
Proposition (Prop) C (Local Transit Return)		
Property Owners Association (POA) dues		
Acct. 207-2260-8061	$20,400	$19,241
Contract Services		
Acct. 207-2260-8180	$23,000	$7,828
Miscellaneous (Misc.) Supplies Parking		
Acct. 207-2260-8020	$2,000	$0
General Fund (City Manager's)		
Misc. Supplies		
Acct. 226-2029-8020	$500	$3,551
POA dues		
Acct. 226-2010-8060	$30,297	$28,457
Totals	$76,197	$59,077

2010/11 FY Budget	Budget	Spent
Prop C (Local Transit Return)		
POA dues		
Acct. 207-2260-8061	$17,400	$18,275
General Fund (City Manager's)		
Misc. Supplies		
Acct. 226-2029-8020	$2,000	$3,250
POA dues		
Acct. 226-2029-8060	$25,600	$26,824
Professional Services		
Acct. 226-2029-8170	$0	$1,305
Totals	$45,000	$49,654

2009/10 FY Budget	Budget	Spent
Prop C (Local Transit Return)		
Misc. Supplies Parking		
Acct. 207-2260-8020	$0	$811
Property Owners Association (POA) dues		
Acct. 207-2260-8061	$0	$34,777
General Fund (City Manager's)		
Misc. Supplies		
Acct. 226-2029-8020	$8,000	$1,854
POA dues		
Acct. 226-2029-8060	$47,000	$7,724
Professional Services		
Acct. 226-2029-8170	$26,000	$12,336
Totals	$81,000	$57,502

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ATTACHMENT 4

Revenue Projects for Mission-Meridian Village Parking Garage

Parking Revenue Projections

There are 142 spaces available as 70 of those spaces are tandem, for these calculations there will be 107 available spaces (70 tandem spaces in pratice is 35 spaces)

Daily Charge refers to amount be stall
"n" refers to number of stalls projected to be used in calculation
All calculations assume$0.60 (daily) & $3 (monthly) of revenue goes to management company
To get monthly revenue daily changes need to be multipled by 20 (approx working days in a month)
Monthly expense is approx $ 4,300

$3 dollars is the rate other Gold Line Park & Rides use

basic utilization %	equivalents
100%	107
75%	80
50%	54
25%	27
0%	0

The following Scenarios involve monthly stalls

n1 = number of daily n2= number of monthly

Following Scenarios assume charging during work week only

Scenarios 3 assumed full utilization

Scenario 3	Daily Charge	$3	Monthly Charge	$50	Yearly Net Rev
n1= 17	Gross Rev = $5,520		Net Rev= $5,046.00		$60,552.00
n2= 90					

Scenario 4 assumes 40% untilzation on monthly and 50% utilization for daily something to expect the frist 1-3 month of adopting the new pricing

Scenario 4	Daily Charge	$3	Monthly Charge	$50	Yearly Net Rev
n1= 9	Gross Rev = $2,340		Net Rev= $2,124.00		$25,488.00
n2= 36					

Scenario 5 assumes approx 66% utilization for monthly and varing level of utilization for daily 3-6 month

Scenario 5	Daily Charge	$3	Monthly Charge	$50	Yearly Net Rev
n1= 10	Gross Rev =	$3,600	Net Rev=	$3,300.00	$39,600.00
n2= 60					
[redacted]					$41,328.00
n1= 17	Gross Rev =	$4,020	Net Rev=	$3,636.00	$43,632.00
n2= 60					

Scenarios 6 assumed 85% of monthly utilization and full utilization of daily

Scenario 3	Daily Charge	$3	Monthly Charge	$50	Yearly Net Rev
n1= 17	Gross Rev =	$4,100	Net Rev=	$3,665.00	$43,980.00
n2= 77					

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City of South Pasadena/ Redevelopment Successor Agency/ Public Financing Authority Agenda Report

Marina Khubesrian, M.D., Mayor/Authority Chair
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Diana Mahmud, Council/Authority Member
Richard D. Schneider, M.D., Council/Authority Member

Evelyn G. Zneimer, City Clerk/Authority Secretary
Gary E. Pia, City Treasurer

COUNCIL AGENDA:	February 5, 2014
TO:	Honorable Mayor and City Council
VIA:	Sergio Gonzalez, City Manager
FROM:	Paul Toor, Public Works Director Debby Figoni, Water Conservation Analyst
SUBJECT:	**Direction Regarding Amending Chapter 35 of the South Pasadena Municipal Code to Add Water Shortage Plans and Water Conservation Provisions**

Recommendation
It is recommended that the City Council consider the attached Water Shortage Plans and Water Conservation Provisions for the City, and direct staff to prepare an ordinance amending Chapter 35, Water, of the South Pasadena Municipal Code (SMPC) to be agendized for first reading at a future meeting.

Fiscal Impact
There is no fiscal impact to the general fund related to the adoption of this ordinance.

Commission Review and Recommendation
This matter was reviewed by the Natural Resources and Environmental Commission. The Commission recommends that the City Council adopt an ordinance amending the Water Shortage Plans and Water Conservation Provisions in Chapter 35 of the South Pasadena Municipal Code.

Background
In November of 2009, Senate Bill X7-7 was enacted requiring all water suppliers to increase water use efficiency. For urban water conservation, the legislation set an overall goal of reducing per capita urban water use by 20% by December 31, 2020. The state shall make incremental progress towards this goal by reducing per capita water use by at least 10% by December 31, 2015.

The City's water conservation measures are presently set forth in Chapter 35, Article II of the SPMC. However a code amendment is necessary to permanently prohibit certain water uses and also to revise the manner in which the City addresses water conservation under water shortage conditions.

AGENDA ITEM 26

Analysis
The City of South Pasadena does not have a Water Shortage Plan or Water Conservation Provisions ("Plan"). The proposed amendment to the SPMC will provide a detailed description of how both of these will be accomplished and implemented.

In addition to the water reduction goals of Senate Bill X7-7, California's population continues to grow and the state has recently experienced several years of drought.

The purpose of the Water Shortage Plans and Water Conservation Provisions is to prevent water supply shortages. But should a shortage occur, the actions articulated in the Plan minimize the impact of a water supply shortage on the City's population and economy. The Plan also helps ensure that water users who conserve water during normal-year hydrology and wet-year hydrology are not disadvantaged by the Plan during shortages.

A reliable, minimum supply of quality potable water is essential to the welfare of the people and economy of the City of South Pasadena. The responsible management of water supplies in non-shortage conditions is wise and prudent for both water supply reliability and environmental stewardship, and effective and equitable management of limited water supplies during a water supply shortage minimizes the impact on the people and economy of the City. Water conservation is an important component of California's water policy for the future, therefore, all reasonable efforts to conserve water should continue to be a high priority.

Legal Review
The City Attorney has reviewed this item.

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

Attachment: Water Shortage Plans and Water Conservation Provisions

Chapter 35, Water

ARTICLE IV. WATER CONSERVATION PROVISIONS AND WATER SHORTAGE PLANS

35.70 Policy and Purpose

The purpose of this article is to establish a water conservation and supply shortage program that will reduce water consumption within the city of South Pasadena through conservation, enable effective water supply planning, assure reasonable and beneficial use of water, prevent waste of water, and maximize the efficient use of water within the city of South Pasadena to avoid and minimize the effect and hardship of water shortage to the greatest possible extent.

The provisions of this chapter apply to an

35.71 Application

The provisions of this chapter apply to any person in the use of any potable water provided by the department except for the following water uses:

A. Water necessary for water system or fire suppression system testing and maintenance, or fire suppression and other similar emergency services affecting public health and safety;

B. Water necessary to protect public health and safety as determined in the sole discretion of the department;

C. Any use of recycled water;

D. The use of water by commercial nurseries and commercial growers to sustain plants, trees, shrubs, crops or other vegetation intended for resale; and

E. Hillside areas recovering from fire. To qualify for this exemption, a customer must obtain verification from the agency requiring erosion control measures. The duration of the exemption is limited to two years, or establishment of the vegetation, whichever is the lesser time period.

35.72 Permanent Water Conservation Requirements.

The following water conservation requirements are effective at all times and are permanent. Violations of this section constitute waste and an unreasonable use of water.

A. No Washing Hard or Paved Surfaces

Washing hard or paved surfaces, including but not limited to sidewalks, walkways, driveways, parking areas, tennis courts, patios or alleys, is prohibited except as follows: (i) where necessary to alleviate safety or sanitary hazards and then only by use of a hand-held bucket or similar container, a hand-held hose equipped with a water shut-off nozzle or device; or (ii) when using a low-volume high-pressure cleaning machine equipped to recycle any water used, or a low-volume, high-pressure water broom.

B. Runoff.

Except as permitted under the preceding paragraph, it shall be unlawful for any reason to allow water to run in such a manner so as to have water migrate onto an adjoining sidewalk, driveway, street, alley, gutter or ditch.

C. Spray Irrigation Hours.

Spray irrigation shall be scheduled between 5 p.m. and 9 a.m. Operation of the spray irrigation system outside the normal watering window is allowed for testing and system maintenance and for 30 days following installation of new plants, trees or grass if necessary to prevent the plants, trees or grass from dying.

D. No Spray Irrigation during Periods of Rain.

Spray irrigation of lawn, landscape or other vegetated area during periods of rain is prohibited.

E. Washing Vehicles.

It shall be unlawful for anyone to wash any vehicle, trailer or boat by allowing any hose to run continuously. For the purpose of this section, continuously shall mean three minutes or more. Said hose shall be equipped with a position shutoff nozzle.

F. Repair All Leaks.

Loss or escape of water through breaks, leaks or other malfunctions in the water user's plumbing or distribution system for any period of time after such escape of water should have reasonably been discovered and corrected and in no event more than 7 days of receiving notice from the department is prohibited.

G. Serving Water in Restaurants.

No restaurant or other public place where food is sold, served or offered for sale shall serve drinking water to any customer unless expressly requested by the customer.

I. Restaurants Required to Use Water Conserving Dish Wash Spray Valves.

Food preparation establishments, such as restaurants, cafes and cafeterias, are prohibited from using non-water conserving dish washing spray valves.

H. Decorative Structures.

No water shall be used to clean, fill or maintain levels in decorative fountains, ponds or other similar aesthetic structures unless the structure uses a recirculating water system.

J. No Installation of Non-Recirculating equipment in Commercial Car Wash and Laundry Systems.

Installation of non-recirculating water systems is prohibited in new commercial conveyor car washes and new commercial laundry systems.

K. No Installation of Single Pass Cooling Systems.

Installation of single pass cooling systems is prohibited in buildings requesting new water service.

35.73 Water Shortage Plan Implementation.

The department shall monitor and evaluate the projected supply and demand for water by its customers. In the event of a water shortage as determined below, the city manager or his/her designee shall recommend that the city council make a determination that a water shortage exists and declare an appropriate Stage be established to permit the department to prudently supply water to its customers. Prior to implementation of a water shortage Stage as provided in this chapter, the city council shall hold a public hearing for the purposes of determining: (i) whether and to what extent a water shortage exists; and (ii) which Stage of water supply shortage is appropriate to address the water shortage. Notice of the time and place of said public hearing shall be published not less than 10 days before the hearing on the city's website and in a newspaper of general circulation within the city. The city council's determination shall be made by public notice on the city's website and in a newspaper of general circulation within the city and shall become effective immediately upon such publication. At any time during the water shortage period, the city council may discontinue any declared Stage or may implement another Stage in accordance with this chapter. Upon a finding by the city council that a water shortage no longer exists, any water shortage Stage then in effect shall terminate.

A water shortage may be declared based upon, but not limited to, the following considerations: a call for extraordinary water conservation by a wholesale water provider to the city, planned or actual disruption to water system facility components for maintenance or construction, or planned or actual interruption to sources of the city's water supply.

35.74 Stage 1: Moderate Water Supply Shortage.

A. A Stage 1 water supply shortage exists when the city council determines, in its sole discretion, that due to drought or other water supply conditions a water supply shortage or threatened shortage exists and demand reduction is necessary to make more efficient use of water and appropriately respond to existing water conditions. Upon the declaration by the city council of a Stage 1 Moderate Water Supply Shortage, the department shall implement the mandatory Stage 1 conservation measures identified in this section.

B. Stage 1 Water Conservation Measures: The following water conservation requirements apply during a declared Stage 1 water supply shortage:

1. Limits on Watering Days: Watering or irrigating of lawn, landscape or other vegetated area is limited to three (3) days per week. This subsection does not apply to landscape irrigation zones that exclusively use low flow drip type irrigation systems where no emitter produces more than 2 gallons of water per hour. This subsection also does not apply to watering or irrigating by use of a hand-held bucket or similar container; watering for very short periods of time for the express purpose of

adjusting or repairing an irrigation system; or for maintenance of vegetation, including vegetable gardens, fruit trees and shrubs, intended for consumption.

2. Obligation to Fix Leaks, Breaks or Malfunctions: All leaks, breaks or other malfunctions in the water user's plumbing or distribution system shall be repaired within 72 hours of notification by the department unless other arrangements are made with the department.

35.75 Stage 2: Serious Water Supply Shortage.

A. A Stage 2 water supply shortage exists when the city council determines, in its sole discretion, that due to drought or other water supply conditions a water supply shortage or threatened shortage exists and demand reduction is necessary to make more efficient use of water and appropriately respond to existing water conditions. Upon the declaration by the city council of a Stage 2 water supply shortage, the department shall implement the mandatory Stage 2 conservation measures identified in this section.

B. Stage 2 Water Conservation Measures: The following water conservation requirements apply during a declared Stage 2 water supply shortage:

1. Limits on Watering Days: Watering or irrigating of lawn, landscape or other vegetated area with water is limited to two (2) days per week. This subsection does not apply to landscape irrigation zones that exclusively use low flow drip type irrigation systems where no emitter produces more than 2 gallons of water per hour. This subsection also does not apply to watering or irrigating by use of a hand-held bucket or similar container; watering for very short periods of time for the express purpose of adjusting or repairing an irrigation system; or for maintenance of vegetation, including fruit trees and shrubs, intended for consumption.

2. Obligation to Fix Leaks, Breaks or Malfunctions: All leaks, breaks or other malfunctions in the water user's plumbing or distribution system shall be repaired within 48 hours of notification by the department unless other arrangements are made with the department.

3. Limits on Filling Ornamental Lakes or Ponds: Filling or re-filling ornamental lakes or ponds is prohibited, except to the extent needed to sustain aquatic life.

35.76 Stage 3: Extreme Water Supply Shortage.

A. A Stage 3 water supply shortage exists when the city council determines, in its sole discretion, that due to drought or other water supply conditions, a water supply shortage or threatened shortage exists and demand reduction is necessary to make more efficient use of water and appropriately respond to existing water conditions. Upon the declaration by the city council of a Stage 3 water supply shortage, the department shall implement the mandatory Stage 3 conservation measures identified in this section.

B. Stage 3 Water Conservation Measures: The following water conservation requirements apply during a declared Stage 3 water supply shortage:

1. Limits on Watering Days: Watering or irrigating of lawn, landscape or other vegetated area is limited to one (1) day per week. This subsection does not apply to the following categories of use, as determined by the department in its sole discretion:

   i. Landscape irrigation zones that exclusively use low flow drip type irrigation systems where no emitter produces more than 2 gallons of water per hour.

   ii. Watering or irrigating by use of a hand-held bucket or similar container.

   iii. Watering for very short periods of time for the express purpose of adjusting or repairing an irrigation system.

   iv. Maintenance of vegetation, including fruit trees and shrubs, intended for consumption.

   v. Maintenance of existing landscape necessary for fire protection.

   vi. Maintenance of existing landscape for soil erosion control.

   vii. Maintenance of plant materials identified to be rare or essential to the well-being of protected species.

   viii. Maintenance of landscape within active public parks and playing fields, school grounds, golf course greens, cemeteries and day care centers, provided that such irrigation does not exceed 2 days per week, according to a schedule established and posted by the department.

   ix. Actively irrigated habitat restoration or environmental mitigation projects.

2. Obligation to Fix Leaks, Breaks or Malfunctions: All leaks, breaks or other malfunctions in the water user's plumbing or distribution system shall be repaired within 36 hours of notification by the department, unless other arrangements are made with the department.

3. Limits on Filing Ornamental Lakes or Ponds: Filling or re-filling ornamental lakes or ponds is prohibited, except to the extent needed to sustain aquatic life.

35.77 Stage 4: Emergency Water Supply Shortage.

A. A Stage 4 condition exists when the city council declares a Stage 4 water supply shortage. Upon the declaration by the city council of a Stage 4 water supply shortage, the department will implement the mandatory Stage 4 conservation measures identified in this section.

B. Stage 4 Water Conservation Measures: The following water conservation requirements apply during a declared Stage 4 water supply shortage:

1. No Watering or Irrigating: Watering or irrigating of lawn, landscape or other vegetated area is prohibited. This restriction does not apply to the following categories of use, as determined by the department in its sole discretion:

   i. Maintenance of vegetation, including fruit trees and shrubs, vegetation intended for consumption.

   ii. Maintenance of existing landscape necessary for fire protection.

   iii. Maintenance of existing landscape for soil erosion control.

   iv. Maintenance of plant materials identified to be rare or essential to the well-being of protected species.

   v. Maintenance of landscape within active public parks and playing fields, school grounds, golf course greens, and day care centers, provided that such irrigation does not exceed 2 days per week, according to a schedule established and posted by the department.

   vi. Actively irrigated environmental mitigation projects.

2. Obligation to Fix Leaks, Breaks or Malfunctions: All leaks, breaks or other malfunctions in the water user's plumbing or distribution system shall be repaired within 24 hours of notification by the department, unless other arrangements are made with the department.

3. Limits on Filling Ornamental Lakes or Ponds: Filling or re-filling ornamental lakes or ponds is prohibited, except to the extent needed to sustain aquatic life.

4. Limits on Filling Residential Swimming Pools and Spas: Refilling of more than 1 foot and initial filling of residential swimming pools or outdoor spas is prohibited.

5. No New Potable Water Service: Upon declaration of a Stage 4 water supply shortage, no new potable water service will be provided, no new temporary meters or permanent meters will be provided, and no statements of immediate ability to service or provide potable water service will be issued, except under the following circumstances:

   i. A valid, unexpired building permit has been issued for the project; or

   ii. The project is necessary to protect the public health, safety and welfare; or

iii. The applicant provides substantial evidence of an enforceable commitment that water demands for the project will be offset prior to the provision of a new water meter(s) to the satisfaction of the department.

This subsection does not preclude the resetting or turn-on of meters to provide continuation of water service or the restoration of service that has been interrupted for a period of one year or less.

35.78 Sudden Catastrophic Water Supply Shortage.

When the city manager or his designee determines that a sudden event has, or threatens to, significantly diminish the reliability or quality of the city's water supply, the city manager or his designee may declare a Catastrophic Water Supply Shortage and impose whatever emergency water allocation or conservation actions deemed necessary, in the professional judgment of the director of public works, to protect the reliability and quality of the city's water supply, until the emergency passes or city council takes other action.

Chapter 35, Water

ARTICLE V. VIOLATIONS AND PENALTIES

35.90 Violations and penalties: Residential customers and all other customers with water meters less than 2 inches.

A. Violation: A customer shall be responsible for all uses of water served by the customer's water meter. Violation of any of the provisions of this chapter shall be the responsibility of the customer.

B. Penalties: Monetary penalties imposed under this chapter shall be collected by adding the same to the customer's water bill and shall be payable at the same time and in the same manner as such bills or by such other method of collection and payment as established by the department. Penalties for failure to comply are as follows:

1. First Violation: The department will issue a written notice of violation. Said notice shall contain, in addition to the facts of the violation, a statement of the possible penalties for each violation and a statement informing the customer of his right to a hearing on the merits of the alleged violation.

2. Second Violation: A second violation within the preceding 12 calendar months is punishable by a fine of $100.00.

3. Third Violation: A third violation within the preceding 12 calendar months is punishable by a fine of $200.00.

4. Fourth and Subsequent Violations: After a fourth or subsequent violation, the department may elect to impose a fine of $500 and disconnect a customer's service, in addition to the financial surcharges provided for herein. Disconnection of service may be undertaken only after a public hearing held by the department in accordance with Section 35.44. All costs incurred to reconnect service shall be the responsibility of the customer.

35.91 Violations and penalties: Non-residential customers with water meters 2 inches or larger.

A. Violation: A customer shall be responsible for all uses of water served by the customer's water meter. Violation of any of the provisions of this chapter shall be the responsibility of the customer.

B. Penalties: Monetary penalties imposed under this chapter shall be collected by adding the same to the customer's water bill and shall be payable at the same time and in the same manner as such bills or by such other method of collection and payment as established by the department. Penalties for failure to comply are as follows:

1. First Violation: The department will issue a written notice of violation. Said notice shall contain, in addition to the facts of the violation, a statement of the possible penalties for each violation and a statement informing the customer of his right to a hearing on the merits of the alleged violation. Notice of violation shall be sent through regular mail to the address at which the customer is billed by the department.

2. Second Violation: A second violation within the preceding 12 calendar months is punishable by a fine of $200.00.

3. Third Violation: A third violation within the preceding 12 calendar months is punishable by a fine of $400.00.

4. Fourth and Subsequent Violations: After a fourth or subsequent violation, the department may elect to impose a fine of $1000 and disconnect a customer's service, in addition to the financial surcharges provided for herein. Disconnection of service may be undertaken only after a public hearing held by the department in accordance with Section 35.44. All costs incurred to reconnect service shall be the responsibility of the customer.

35.92 Notice.

The department shall give notice of each violation of this chapter to the customer committing such violation as follows:

A. For any violation of said provisions the department may give written notice of the fact of such violation to the customer personally, by posting a notice at a conspicuous place on the customer's premises, or by United States mail, First Class, postage prepaid, addressed to the customer's billing address.

B. If the penalty assessed is, or includes, the termination of water service to the customer, notice of the violation shall be given in the following manner:

   1. By giving written notice thereof to the customer personally; or

   2. If the customer is absent from or unavailable at either his place of residence or his place of business, by posting a notice at a conspicuous place on the customer's premises, and sending a copy through the United States mail, First Class postage prepaid, addressed to the customer at his place of business, residence, or such other address provided by the customer for bills for water or electric service if such can be ascertained.

35.93 Right to hearing and Stay.

Any customer receiving a notice of violation shall have a right to a hearing by the city manager or his/her designee on the merits of the alleged violation upon that customer's written request to the department. Customer's written request for a hearing must be received by the department

within 10 days of the date of notification of the violation or customer's right to a hearing shall be deemed waived. The customer's timely written request for a hearing shall automatically stay the imposition of penalty until the hearing officer renders a decision. No other or further stay shall be granted by the department. Any customer dissatisfied with the hearing officer's dispute determination may appeal that determination within 10 days of issuance to the Natural Resources and Environmental Commission whose decision shall become final within 15 days of its issuance unless appealed to city council. The city may issue regulations to govern the contents of the request for hearing and the manner in which such hearings may be conducted.

35.94 Reservation of rights.

The rights of the department hereunder shall be cumulative to any other right of the department to discontinue service. All monies collected pursuant to the penalty provisions of this chapter shall be deposited in the water fund.

35.95 Willful misrepresentation.

Notwithstanding any other provision of law, and in addition thereto, and not in lieu thereof, any willful misrepresentation of a material fact by any person to the department, made for the purpose of securing relief from the provisions of this chapter for any customer, is unlawful. A violation of this chapter shall be punishable by a fine not exceeding the sum of $1000.

Modify the following existing sections in Article I: Section 35.13 - Discontinuance of service—For failure to pay bill, Section 35.14 - Same—For noncompliance with rules and regulations as shown below.

35.13 Discontinuance of service — For failure to pay bill.

If a customer fails to pay for water service within thirty days after the date the bill is due and payable, pursuant to Section 35.12, water service may be discontinued with twenty-four-hour prior written notice delivered to the premises where the bill for water service was provided. Service will not be resumed unless a fee established by resolution of the city council is paid by the customer for the expense of turning the water off and on. ~~When water service has been discontinued pursuant to this section, a fee established by resolution of the city council shall be paid before service is resumed.~~ The department shall resume service on weekdays during regular working hours. (Ord. No. 1680,§ 1 (part); Ord. No. 1858, § 2; Ord. No. 1983, § 94 (part); Ord. No. 2066, § 6.)

35.14 Discontinuance of service — For noncompliance with rules and regulations.

~~On failure to comply with the rules and regulations established by the department as a condition to the use of water, the water may be shut off on any or all services where the customer is being supplied with water. Service will not be resumed unless a fee established by resolution of the city council is paid by the customer for the expense of turning the water off and on. Resumption of service shall be~~

~~accomplished by the department on weekdays during regular working hours.~~ Discontinuance of service for a fourth or subsequent violation of this chapter may only occur following a hearing held in accordance with Section 35.44. Any disconnected service may be restored upon application of the customer evidencing that the customer is ready, willing and able to comply with the provisions of this chapter and department rules and regulations regarding water service. Service will not be resumed unless a fee established by resolution of the city council is paid by the customer for the expense of turning the water off and on. Resumption of service shall be accomplished by the department on weekdays during regular working hours (Ord. No. 1680, § 1 (part); Ord. No. 1983, § 94 (part); Ord. No. 2066, § 7.).

Repeal Section 35.33 - Water Waste, *as Section 35.33 is addressed in revised Article II.*

35.33 Water waste.

It is unlawful for any person to use wastefully or to permit the waste of water from the municipal water system of the city. The use of water for the washing of streets or allowing water to run upon sidewalks or gutters is declared to be a waste of water within the meaning of this section. The use of water for supplying or filling a swimming pool where no provision is made for recirculation through an adequate filter to secure the maximum conservation of such water for diversion to lawns or shrubbery or other lawful use is declared to be a waste of water. The definitions herein given of certain wastes of water shall not be deemed to be exclusive, but any and all waste of water is intended to be and by this section is prohibited within the city.

Whenever it appears to the city manager or other officer or employee of the city in charge of the department and municipal waterworks of the city that water furnished by the city from its municipal water system is being used in violation of the terms of this section, the city manager or other officer or employee shall immediately upon complaint being filed charging the violation of this section give written notice to the persons accused of his intention, after a reasonable time to be therein stated, to shut off and after such time he shall shut off or cause to be shut off from the premises of such person the water being thereto supplied by the city from its system. In the event that waste of water is found to be due to leaking or defective or wasteful equipment, such water shall remain shut off until such customer has made such changes and corrections in his water serving or distributing equipment as shall prevent further waste of water, and in any event the water shall remain shut off until city manager or other officer or employee of the city in charge of the department is reasonably satisfied that adequate provision in such water serving or distributing equipment has been made to prevent waste. The department shall collect a fee as established by resolution of the city council for shutting off water and turning it on again in any case arising under this section. (Ord. No. 1680, § 1 (part); Ord. No. 1983, § 98 (part).)

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City of South Pasadena/ Redevelopment Successor Agency/ Public Financing Authority Agenda Report

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Richard D. Schneider, M.D., Council/Authority Member

Evelyn G. Zneimer, City Clerk/Authority Secretary
Gary E. Pia, City Treasurer

COUNCIL AGENDA:	February 5, 2014
TO:	Honorable Mayor and City Council
VIA:	Sergio Gonzalez, City Manager
FROM:	Paul Toor, Public Works Director Debby Figoni, Water Conservation Analyst
SUBJECT:	**Approval of Two Water Conservation Subsidy Programs: Residential High Efficiency Toilet Exchange and Residential Turf Removal Rebate Program**

Recommendation
It is recommended that the City Council approve two water conservation subsidy programs in an effort to conserve water. The first is a residential high efficiency toilet exchange program, aimed at conserving water indoors. The second is a residential turf removal program, aimed at conserving water outdoors.

Fiscal Impact
Water conservation efficiency fee funds are available to provide subsidies to motivate residents to use water more efficiently.

For indoor conservation, staff is recommending supporting a $60 subsidy for up to 200 high efficiency toilets for a total of $12,000. Upper San Gabriel Valley Municipal Water District, through Metropolitan Water District (USGVMWD), will also help support the program with a subsidy of $50 per toilet. Between both programs, the total subsidized amount per toilet is $110.

Water conservation efficiency funds are available to provide residents with a subsidy of $1.00 per square footage of live turf removed and replaced with drought tolerant plants, up to a maximum rebate of $1,000 per account, and a program total of $25,000. Metropolitan Water District (MWD), via USVMWD, will also help support the program with a subsidy of $1 per square foot of turf removed. Between both subsidies, the total amount per square foot is $2.

For both programs, the City's funds will be available until the end of fiscal year 2014-15 or until they run out.

Commission Review and Recommendation
Both of these programs were reviewed by the Natural Resources and Environmental Commission. The Commission recommends that the City Council support both programs.

AGENDA ITEM 27

Background
2009 state legislation, Senate Bill X7-7, requires all water suppliers increase water use efficiency. The legislation set an overall goal of reducing per capita urban water use by 20% by December 31, 2020. The primary demand reduction measures that will achieve the 20% reduction include plumbing fixture retrofits and outdoor irrigation modifications.

Toilet Exchange Program
The toilet giveaway program will only be for residential customers. In the past five years, the opportunity for rebates were not well advertised to South Pasadena residents; therefore, only sixty-five South Pasadena residents have participated in the various toilet rebate programs which offered a rebate of $50 per toilet.

Year	MWD's Program	USVMWD's Program	Grand Total
2009	7	0	7
2010	4	0	4
2011	0	15	15
2012	19	12	31
2013	8	0	8
Total	38	27	65

There are still plenty of older model toilets in the City that could be replaced with new 1.28 gallon models. Providing customer incentives has proven to be an effective means of encouraging people to retrofit their fixtures with new water efficient products. Note that all new development must now install a 1.28 gallon or less model to meet the new California Green Building Standards Code.

The water savings for one new high efficiency toilet is approximately 155,052 gallons for the life of the toilet (3 people x 3 flushes/person/day – from 6 gallons to 1.28 x 10 years) without any sacrifice in performance. There is also duel benefit to this which is a reduction of water in our sewer system.

The toilet exchange event will also offer another effective indoor conservation device, a low flow, 1.5 gallon per minute showerhead. Older showerheads use about 5 gallons a minute while newer ones use 2.5. The water savings for a 1.5 gallon per minute heads is approximately 87,600 to 306,600 gallons for the life of the showerhead (3 people x 8 minute shower x 365 days a year x 1 gallon per minute savings or 3.5 gallons per minute savings x 10 years).

Turf Removal Program
The proposed program would incentivize a reduction in landscape water use, which makes up about two-thirds of residential water use. Turf grass uses 40% to 90% more water than drought tolerant plants. By removing their grass, residents can significantly reduce their water

consumption.

Turf removal programs offer customers a rebate for removing all or part of their grass lawns and replacing them with a California Friendly yard. California Friendly yards include drought tolerant plants, permeable surfaces that allow rainwater to replenish ground water supplies, and non-invasive plants. Turf removal programs are a common strategy for water conservation. Neighboring water providers in Pasadena, Crescenta Valley, and Los Angeles all offer programs.

MWD is providing funds to all of their member agencies for a turf removal program. The City's funds will be funneled through USGVMWD since they are a MWD member agency. Their program provides $ for every square foot of turf removed from the front, back or side yard, with no cap on the amount.

South Pasadena would like to match MWD's $ for every square foot of turf removed from the front yard only, up to 1,000 square feet per home, totally $1,000 per household or account. This $2 per square foot subsidy is an added incentive for residents.

Analysis

Toilet Exchange Program
Staff recommends implementation of the high efficiency toilet exchange program targeting homes built before 1992 that have yet to retrofit their older 3.5 or 6 gallon per flush models. The benefit of a giveaway program is the reasonable cost to the public. For a $50, residents can have a new, water saving toilet. In addition, this cost is affordable to our senior community. Each account is eligible to receive up to two (2) toilets per home.

The toilet that will be provided to all qualifying residents is the Ferguson Enterprises' PROFLO, a 1.28 gallon per flush toilet. The toilets will be given away at a community event organized by staff and EcoTech Services. Resident's old toilets will be returned two to three weeks later at another community event for Athens Services to collect and recycle at no charge to the city.

The cost to do the program is $160 per toilet. MWD funds will cover $50 of the cost, while water conservation efficiency fees will cover $60 making the total paid by the resident a mere $50.

In addition to saving water, these low flow devices are reducing the amount of wastewater that flows to the treatment plant.

Turf Removal Program
Through the proposed Turf Removal Rebate program, South Pasadena homeowners will be eligible to receive a rebate of $1.00 per square footage of live turf converted to California Friendly landscape, up to a maximum rebate of $1,000.

Eligibility criteria

To receive rebates, conversion projects must:

- Be a minimum of 250 square feet.
- Have live turf being irrigated with a sprinkler system using potable water for a minimum of one year prior to a rebate reservation being issued.
- Have an irrigation system that is modified and appropriate for California Friendly landscapes.
- Contain drought tolerant or California-Friendly plants to create at least 40% landscape coverage once mature. Seasonal gardens do not qualify for the incentive.
- Be permeable to water. The bare soil must be covered by mulch, decomposed granite or rock to reduce evaporation and prevent soil erosion.
- Be ready to provide the City of South Pasadena a plant list at the time of pre-inspection.
- Be responsible to know and adhere to all local codes, ordinances, and covenants in planning, permitting, and installing your project.
- Keep the California Friendly yard for at least five years, unless the property is sold.

Yard location

Turf removal programs can include front, side, or back yards. Because of the limited funding, staff recommends that only front yards be included. This will maximize visibility of the program and allow more customers to participate.

Estimated water savings

According to MWD, the estimated water savings for turf removal is 43.8 gallons per square foot per year. During FY 2013-14 and FY 2014-15, the City of South Pasadena hopes to convert about 25,000 square feet. This square footage would encompass between five (5) to thirty (30) front yard landscape conversions, depending on project sizes. The estimated annual water savings would be approximately 1.1 million gallons.

Legal Review

The City Attorney has reviewed this item.

Public Notification of Agenda Item

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

Attachment:

1. Contract from EcoTech Services, Inc.
2. Residential Turf Removal Program Additional Rebate Requirements

ATTACHMENT 1
Contract from
Eco Tech Services, Inc.

EcoTechServices, Inc.

May 15, 2013

Debby Figoni
Water Conservation Analyst
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030

High-Efficiency Toilet Distribution Program

Dear Ms. Figoni:

EcoTech Services, Inc. (EcoTech) specializes in implementing water conservation programs on behalf of water agencies in Southern California. EcoTech staff has implemented many HET Distribution Programs over the past ten years and successfully distributed more than 30,000 toilets.

EcoTech hereby submits it's proposal to implement a High-Efficiency Toilet Exchange Program for the City of South Pasadena (City). This proposal includes a program description, deliverables, project references, and a cost proposal.

The name and point of contact for this proposal is below:

EcoTech Services, Inc.
Contact: Marcos Quezada
1155 S. Grand Avenue
Glendora, CA 91740
(626) 335-1500
mquezada@ecotechservices.net

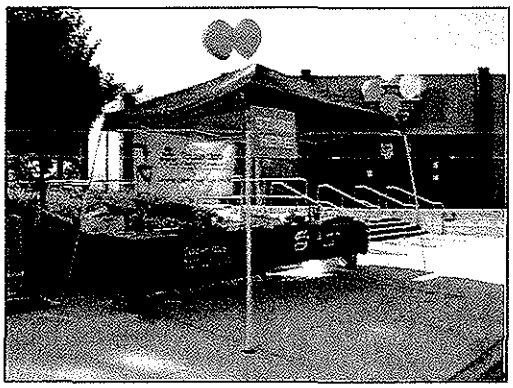
I am authorized to bind EcoTech with this proposal, including the facts and figures herein, which shall constitute a firm offer. We look forward to working with you. Thank you for the opportunity.

Truly yours,

Marcos Quezada
President
EcoTech Services, Inc.

address: 1155 S. Grand Ave, Glendora, CA 91740 phone: 626.335.1500 fax: 626.628.3312
www.ecotechservices.net

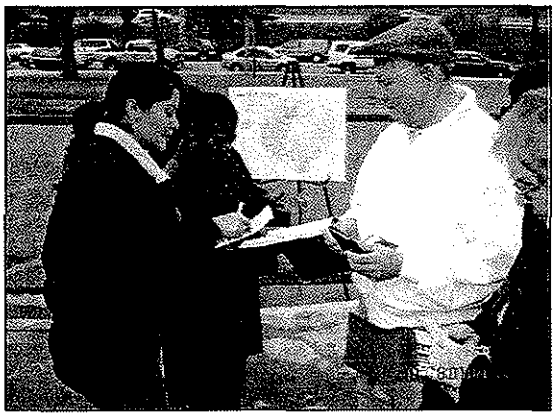
Executive Summary



EcoTech has implemented successful toilet exchange programs since 2002. Our company managed the replacement of over **30,000 toilets** in the last ten years. We've worked with various types of agencies, including water retailers, member agencies, and other entities.

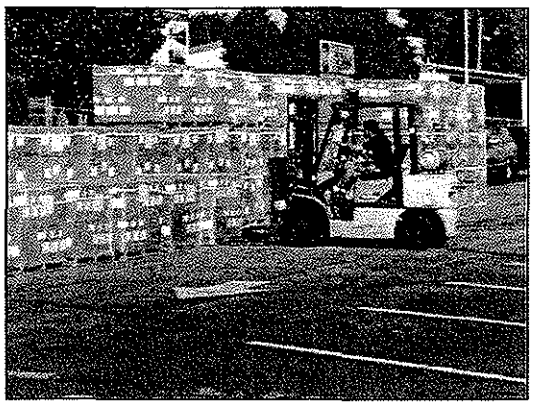
Our company offers a great service to our water agency clients and their customers. We provide superb customer service. Our experience allows us to plan for the **best logistical set up** in accordance with the facility, size of program, and staffing.

Our proposal includes a description of five similar projects along with contact information for each client. All programs were successful as measured by client satisfaction. **Our project manager has conducted twenty (20) different exchange programs, with the majority being 1,000 toilet programs.**



EcoTech executes successful programs due to our **careful planning and coordination**, which comes from years of experience. Our proposed methodology in this proposal is derived from having handled difficult situations and having worked on challenging locations.

Our fee schedule provides pricing for a single flush High-Efficiency Toilet (HET) manufactured by Ferguson Enterprises. The toilet model is the 9400 series, which flushes 1.28 gallons per flush and has a exceptional flush rating of one-thousand grams based on MaP testing results.



In addition, EcoTech does not have exclusive contracts with any one toilet distributor or manufacturer. We are able to provide any toilet brand and model the City selects. If a different toilet is selected by the City, EcoTech shall provide a modified fee schedule to reflect the change in product.

EcoTech is ready to mobilize at a moment's notice. We have the staffing and resources needed to implement a program now.

Scope of Work

The scope of work explains the major tasks necessary to implement a toilet exchange program. We recommend a program kick-off meeting with all representatives involved in this program, including staff from the City and EcoTech. City representatives can provide direction, parameters, and expectations to the group for the implementation of this program. We understand the City is looking to implement one distribution program with a goal of up to 250 HETs.

The following pages provide a detailed description of our approach for each of the tasks necessary in order to implement a successful distribution program. The cost proposal is based on the services and items offered in the following sections.

Customer Service

EcoTech shall provide a toll free phone number that residents can contact to have any potential questions answered. EcoTech staff will field customer phone calls prior to each event and provide customer support and any technical assistance throughout the program. Our fee schedule includes customer service assistance, but not reservations. Toilet reservations are considered optional for the City.

Optional Item: Toilet Reservations

EcoTech is able to take reservations if the City decides to have a reservation option available to it's residents. An additional cost for this optional item is included in the fee schedule.

Toilet Product

EcoTech will acquire all necessary materials (approved HETs, billy bolts, wax rings, toilet seats) for the event. EcoTech will order the merchandise from an approved manufacturer and coordinate all logistics for delivery and pick-up of materials. EcoTech will ensure that the manufacturer and distributor have packed the materials and pallets safely and that a pallet jack is included to unload the pallet of toilets. EcoTech will be responsible for working with the shipping company to account for all new, broken, and returned merchandise and will retain a copy of the packing slip.

We understand that the HETs used for distribution in this Program must be approved, in writing, by City staff prior to purchase. We also understand we're required to purchase only white, WaterSense approved, tank-type, single-flush HETs.

Program Marketing

It is our understanding that the City is responsible for developing marketing materials and for conducting all marketing necessary for this Program. If the City requests marketing assistance for this Program, EcoTech shall provide a customized cost proposal for development of marketing media and for distribution. Marketing samples are available upon request.

HET Distribution Event

EcoTech will oversee all logistics required for the successful implementation of the toilet exchange program. Our experience gives our team an advantage in setting up the best possible and safe layout. Our planning and coordination provides for a smooth program throughout.

Product Release and Return Form

EcoTech shall use a Product Release Form (Form) to capture each participant's information. The Form will be used for the following:

* Contact information (i.e. participants name, address, phone number, account number and pre-qualification information);
* Exchange event information;
* Toilet return event information;
* Warranty/replacement part information for the new toilets being distributed;
* Release of liability.

A Form, in triplicate, has already been developed by EcoTech and is available for use in this program at no additional cost. If the City requests a customized Form for it's program, EcoTech shall provide a cost estimate for the development and printing of the customize form.

Program Database

EcoTech will use the information from the Form to develop an Excel Spreadsheet database for the Distribution Event. EcoTech will provide a copy of the Form and customer database to the City upon completion of the event. The database will include the following information:

* Tracking numbers assigned to each program participant;
* Customer name, address, phone number, driver's license number (if available);
* Dates of customer participation;
* Number of HETs received, model designation, and the specific dwelling units into which the HETs are to be installed, including apartment if applicable.
* The report format shall be approved by the City prior to data entry.

Disposal of Old Toilets

The implementation of this program does not include a recycling day or return day for customers. Participating customers will be asked to contact their refuse/trash company to request a bulky-item pick up in order to dispose of the old toilets. EcoTech shall not be involved in the logistics or handling of old toilets.

Event Report

At the end of the distribution event, EcoTech shall provide a final report to the City, which, at a minimum, shall include the following (Excel spreadsheet):

* Sequential Form number, customer name and contact telephone number;
* Installation Address and Water Provider account number;
* Total number of HETs received (not to exceed two per household);
* Model of HET received;
* Dates of HET pick-up.

Reporting/Invoicing

EcoTech shall provide a final report to the City, which shall include an Excel database of resident information (as defined in the Event Reports section above). The report shall also include a written Final Report explaining each component of the Program including factual information (i.e. number of participants, number of devices given away, etc.), lessons learned, recommendations to improve the Program, etc.

Other Vendor General Provisions

In addition to the tasks mentioned above, EcoTech shall be responsible for the following general deliverable materials:

* Procurement of all deliverable materials, including the negotiation of price, schedule and delivery commitments by manufacturer(s) for the HETs;
* Arranging and being responsible for receiving, storing, and handling of the deliverable materials;
* Implementing such collection-inspection policies and practices as necessary to assure that the deliverable materials are undamaged, complete and consistent with the shipping documents;
* The control and security of the deliverable materials inventory. Paying the manufacturer(s) for deliverable materials;
* Providing breakfast snacks and lunch for program volunteers;
* Providing enough Forms necessary to conduct the distribution event;
* Storage or return to the manufacturer of those HETs not distributed to residents on the day of delivery.

Project Experience

This section describes five (5) representative projects that best demonstrate our qualifications and experience. All projects listed below are toilet exchange programs managed by WaterWise (now EcoTech).

Project One—Upper San Gabriel Valley Municipal Water District (Upper District)

We have conducted eighteen(18) successful programs for this client and distributed a total of 16,271 toilets. Events for this client have been held at various locations including high schools, elementary schools, and a community college. Our team has worked with various community based organizations and we've conducted programs in many challenging locations. Our team is in charge of all program logistics. Event marketing is conducted as a joint effort between our company and the water district. Client satisfaction is the reason why our company has conducted toilet exchange programs year after year since 2002. Marcos Quezada has been the Project Manager for all HET events conducted since 2002. Below is a testimonial provided by Elena Layugan, the conservation coordinator for the Upper District:

"The Upper District has worked with WaterWise (EcoTech) on a number of HET distribution programs over the years. Time after time, WaterWise has consistently provided exemplary services and superior results. Their professionalism and willingness to be flexible with meeting client requirements has definitely impressed our staff."

Project Two—Suburban Water Systems (Suburban)

Suburban is a water retailer within the Upper San Gabriel Valley Municipal Water District and Central Basin Municipal Water District. We have worked closely with Ms. Darleen Phares on various programs implemented through the two member agencies listed above.

Currently we are working with Suburban Water Systems managing a HET direct delivery program. This program provides free toilets to qualifying customers. EcoTech takes care of developing marketing materials, customer service, scheduling, toilet deliveries, and reporting.

To date we have distributed 1,445 toilets since July 2012. Mr. Quezada's responsibilities on this project include overseeing marketing material, product procurement and invoicing. Mr. Plascencia oversees customer service, deliveries and inspections. The total contract amount for this project was $281,775. Below is a recent testimonial provided by Ms. Phares regarding our services:

"Providing good customer service has always been extremely important to our company. EcoTech goes above and beyond to offer exceptional customer service, I would recommend them to other water agencies looking for a good, quality company with a longstanding reputation for excellent work."

Project Three—Central Basin Municipal Water District (CBMWD)

We have conducted two toilet exchange programs for this client with a total 1,260 toilets distributed. We also implemented a direct installation program where we distributed and installed 528 toilets. Our company coordinated these programs with multiple water retailers, even though our contract was with CBMWD. We developed specific marketing materials for each water retailer and we distributed different toilet allotments for each retailer. The fact that we worked with various entities to organize one event demonstrates our ability to coordinate and communicate well. Total contract amounts for all three programs completed for CBMWD is $397,200.

Project Four—Park Water Company (PWC)

PWC is a water retailer within CBMWD. We worked with Ms. Tammie Myers through one CBMWD toilet exchange program conducted in Norwalk, CA in 2010. We distributed a total of 216 toilets to PWC customers on this program. Our company was in charge of program logistics, marketing, customer service, product procurement, and reporting.

Currently we are working with PWC managing an HET direct delivery program. EcoTech is responsible for customer service, development of marketing materials, delivery scheduling, product procurement and delivery, program tracking and reporting. To date we have distributed 113 toilets of the 1,100 contract amount since October 1, 2012. This contract amount is for $214,500.

Project Five—Golden State Water Company (GSWC)

Our company conducted four toilet exchange programs for this client with a total of 1,568 toilets distributed. Two of these programs took place in 2009, and the other two took place in 2011. The total contract amounts equal $315,000. The program was advertised via flyers and newspaper ads.

This program required a reservation list where customers called in advance and were given a reservation number. A recommended arrival time for both the distribution and recycling events was implemented at all GSWC events. This strategy cut down on congestion and overall time each customer spent at the event. Our customer service staff handled a high volume of incoming calls to our toll free number.

EcoTechServices, Inc.SM

Cost Proposal

City of South Pasadena
High-Efficiency Toilet Distribution Program
May 15, 2013

EcoTech proposes to implement a toilet distribution program on behalf of the City of South Pasadena (City). This fee schedule includes all services listed in the scope of work. The fee schedule also provides options to the City for customized implementation, such as reservations and marketing assistance. A recycling program or disposal and handling of old toilets is not included with this proposal.

High-Efficiency Toilet Product Information

Toilet Manufacturer:	***Feguson Enterprises***
Model:	***PROFLO***
Bowl Model:	***PF9400WH***
Tank Model:	***PF9412WHC, Single Flush***
MaP Testing:	***1,000 grams***

Product Specifications Attached

Cost Breakdown

Item	Description	Cost per Unit
Product Cost	Bowl, Tank, Seat, Wax Ring, Billy Bolts	**$100**
Administration Cost	Project Management, Customer Service, Product Procurement, Event Staffing, Program Reporting	**$60**
	Total Cost per Unit	**$160**

Optional Items

Item	Description	Additional Cost per Unit
Toilet Reservations	EcoTech Customer Service takes toilet reservations.	$10
Program Marketing	Development of Program Forms, Marketing Media, Etc.	At Cost

Appendix

Product Specifications:

Ferguson PROFLO—1.28 Gallons per Flush

High Efficiency Toilet

1.28gpf

PF9400 Series

PROFLO®

- 1.28 gpf HET, High Efficiency Toilet
- EPA WaterSense Certified
- High Performance 3" Flush Valve
- Uses 20% less water than standard low consumption toilets
- 2" glazed trapway
- Gravity fed, double jetted box rim
- Meets ANSI ASME A112.19.14-2006 and ASME A112.19.2M
- 8-1/2" x 7" water surface
- Available in round, elongated and ADA
- Seat and supply not included

WaterSense Meets EPA Criteria

High Efficiency Toilet

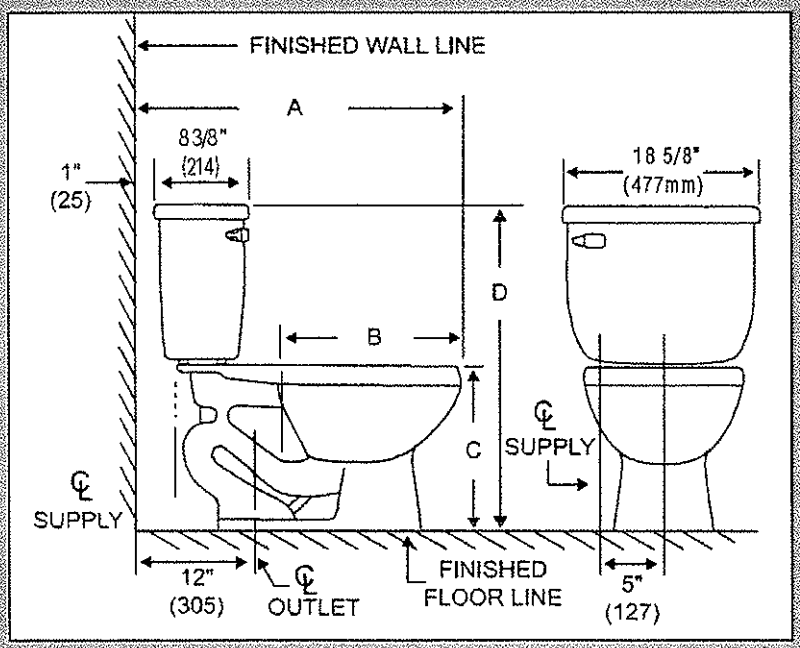
1.28gpf

PF9400 Series

PF9400WH	Round front, white
PF9400BS	Round front, biscuit
PF9401WH	Elongated, white
PF9401BS	Elongated, biscuit
PF9403WH	ADA compliant, white
PF9403BS	ADA compliant, biscuit
PF9412WHC	Tank w/ chrome trip lever, white
PF9412BS	Tank w/ chrome trip lever, biscuit
PF9412RWH	RH tank, white

OPTIONAL ACCESSORIES

PF140925PK Chrome trip lever - square style



	RF PF9400	EL PF9401	ADA PF9403
A	28-1/4"	30-1/4"	30-1/4"
B	16-1/2"	18-1/2"	18-1/2"
C	16"	16"	17"
D	30-3/4"	30-3/4"	31-3/4"

CERTIFICATION

Meets strict flushing performance guidelines established by the EPA (Environmental Protection Agency) WaterSense program. Leadership in Energy and Environmental Design (LEED) Compliant. Los Angeles Department of Water and Power (LADWP) Compliant.

This product comes complete with installation, operating, care and maintenance instructions. All PROFLO fixtures carry a 1-year limited warranty. In an effort to continually improve our products, we will make design changes from time to time. We reserve the right to ship newly designed product to fill any order unless we agree in writing to do otherwise.

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ATTACHMENT 2

Residential Turf Removal Program
Additional Rebate Requirements

City of South Pasadena
Residential Turf Removal Rebate Program
Additional Rebate Requirements

The City of South Pasadena will provide an additional $1.00 per square foot of turf removed and replaced with California friendly Plantings. The maximum amount of square footage covered under South Pasadena's rebate is 1,000 square feet or $1,000.

In addition to the terms and conditions included in Metropolitan Water District's (MWD) Residential Turf Removal Program Application, the following terms and conditions apply to projects in South Pasadena:

1. Only front yards and parkways are eligible (note: MWD funds cover backyards).
2. The size of the project must be a minimum of 250 square feet.
3. Areas to be converted must have live turf being irrigated with a sprinkler system for a minimum of one year prior to a rebate reservation being issued.
4. The irrigation system is modified and appropriate for California friendly landscapes.
5. Converted areas must contain drought tolerant or California friendly plants to create at least 40% landscape coverage once mature. Seasonal gardens do not qualify for the incentive.
6. The area must be permeable to water. The bare soil must be covered by mulch, decomposed granite or rock to reduce evaporation and prevent soil erosion.
7. A Plant list may be required by the City of South Pasadena at the time of pre-inspection. A list of acceptable plants may be found at bewaterwise.com or work with the City's Water Conservation Analyst. The area may not include invasive plants listed in the California Invasive Plant Council's "Don't Plant a Pest" program list (cal-ipc.org).
8. By participating in this program customers allow the City of South Pasadena to publicize the pre- and post-conversion project photographs (Names and addresses will not be published).
9. Participants are responsible to know and adhere to all local codes, ordinances, and covenants in planning, permitting, and installing your project.
10. If altering a parkway (the area between the street and sidewalk), property owners must obtain a permit or a waiver from the Public Works Department before altering a parkway. A rebate cannot be paid and property owners may be cited if the necessary permit is not obtained.
11. The area must remain a California friendly yard for at least five years.

The City's Water Conservation Analyst is available for assistance during the process and will inspect the project once completed. Contact information is DFigoni@SouthPasadenaCA.gov or 626-403-7311. General program questions can be directed to SoCal WaterSmart 888-376-3314.

City of South Pasadena/ Redevelopment Successor Agency/ Public Financing Authority Agenda Report

Marina Khubesrian, M.D., Mayor/Authority Chair
Robert S. Joe, Mayor Pro Tem/Authority Vice Chair
Michael A. Cacciotti, Council/Authority Member
Diana Mahmud, Council/Authority Member
Richard D. Schneider, M.D., Council/Authority Membe

Evelyn G. Zneimer, City Clerk/Authority Secretary
Gary E. Pia, City Treasurer

COUNCIL AGENDA:	February 5, 2014
TO:	Honorable Mayor and City Council
VIA:	Sergio Gonzalez, City Manager
FROM:	Sheila Pautsch, Community Services Director
SUBJECT:	**Direction Regarding Part-Time Staffing Model for Dial-A-Ride**

Recommendation
It is recommended that the City Council provide direction after considering the options presented regarding staffing for Dial-A-Ride program.

Fiscal Impact
The fiscal impact will be determined by the direction provided by the City Council. Depending on the direction, there will either be no fiscal impact, cost savings, or an increase in Proposition A and C budgets, which is separate from the General Fund.

Commission Review and Recommendation
This matter was reviewed by the Senior Citizen Commission at their January meeting. The Commission voiced concerns about the dramatic decrease in availability of services offered. The Commission recommends that the City Council explore possible ways to mitigate the staffing issues within the Dial-A-Ride program.

Background
At the November 20, 2013, City Council meeting, then Mayor Pro Tem Khubesrian expressed her concerns with availability and service issues relating to the Dial-A-Ride program over the past six months. During the following City Council meeting on December 4, 2013, Council member Cacciotti mentioned how seniors are having difficulty making appointments for Dial-A-Ride and requested staff to investigate. Staff determined the issue is primarily due to staffing.

Funding Source
The Community Transit Program is funded by Prop A and C. Prop A and C are two ½ cent sales tax measures approved by Los Angeles County voters to finance a Transit Development Program. Program funds are used by cities and the County to develop and/or improve public transit, paratransit and related transportation infrastructure. These funds are allocated and distributed monthly to jurisdictions on a "per capita" basis by the Los Angeles County Metropolitan Transportation Authority (Metro).

AGENDA ITEM 28

Below are the last three years of Prop A and C funds received:

	Prop A	Prop C
2012	356,227	295,481
2013	389,494	323,067
2014	437,862	363,195

These funds have also assisted in funding street projects over the last three years totaling $400,000 from Prop C. The most recent project was the Mission Street Improvement Project.

Allowable Uses of Prop A and C Funds

Prop A requires that funds be used exclusively to benefit public transit. Expenditures related to fixed route and paratransit services, Transportation Demand Management, Transportation Systems Management and fare subsidy programs that exclusively benefit transit are all eligible uses of Prop A funds. Prop A funds may also be traded to other jurisdictions in exchange for general or other funds.

Prop C requires that the funds also be used to benefit public transit, as described above, but provides an expanded list of eligible projects expenditures including Congestion Management Programs, bikeways and bike lanes, street improvements supporting public transit services, and Pavement Management System Projects. Prop C funds cannot be traded.

Analysis

The Transit Division has encountered many issues involving appointment availability. Since July 2013, part-time staff hours were changed in accordance with the City budget. Part-time staff, who are already in the Cal PERS system, have reduced their working hours to 28 hours a week to avoid the Affordable Care Act requirements. All new hires can only work 18 hours so as not to qualify for Cal PERS. Staff attempted to hire four additional part-time staff to cover shifts, but have been unsuccessful. The applicants either did not pass the background, medical screening or training.

Additionally, Transit has undergone several notable changes:

- December 2012: Weekend service eliminated (minimal ridership)
- July 2013: Restriction of hours offered to part-time employees
- September 2013: Reduction of hours of operation (from 6:00 pm to 5:00 pm)

The aforementioned changes coupled with some internal issues caused a state of instability within the program over the past few months. Some of the challenges faced by the Division were anticipated; however, there were also some unforeseen challenges that arose. It should be noted that the Division has been able to overcome most of the issues and diligently works through others.

- Program Modifications: These anticipated changes not only proved to be a challenge internally, but externally (with the public) as well.

- Staff Retention: Due to the decrease in work hours, staff retention proved difficult. While the demand for the service remained, Transit had to balance the loss of employees, as well as the reduction in hours of its remaining employees.

- Hiring: To offset the previous challenge, the Transit Division had an open recruitment for new drivers. However, the initial process yielded setbacks, which ultimately slowed the hiring process. Despite the challenge, the department has been able to fill a few vacant positions, but still needs to hire more drivers to meet service demands.

Below is an overview of the 2013 Dial-A-Ride program in comparison to previous years:
Monthly Ridership from 2011 – 2013

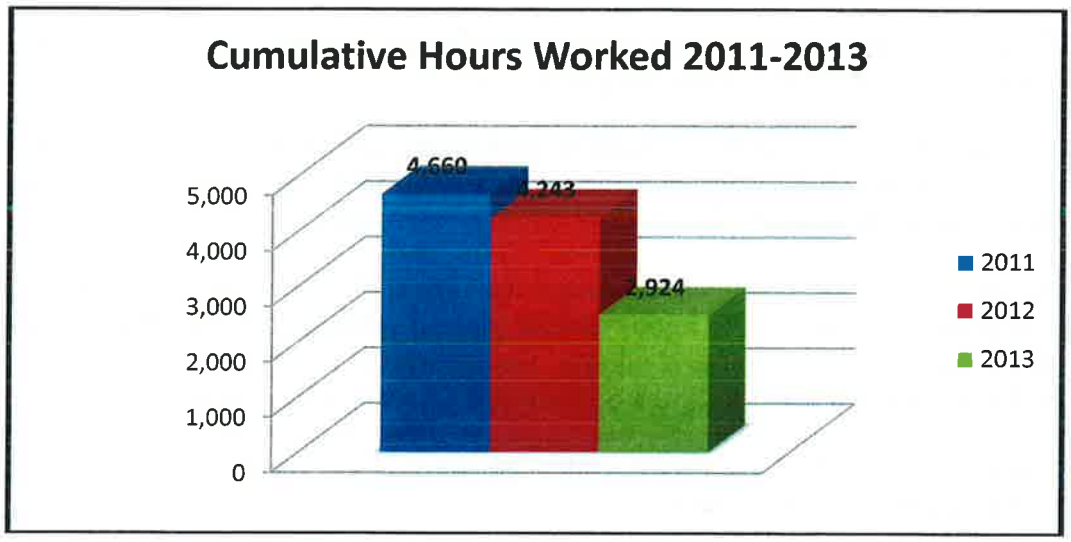
Months/ Year	2013	2012	2011
July	640	1,098	1,111
August	702	1,176	1,030
September	686	961	1,035
October	676	1,066	1,072
November	587	933	981
December	573	768	905
Total	**3,864**	**6,002**	**6,134**

As the chart indicates, ridership has dropped dramatically since last year during the same time-frame. This is due to the limited hours staff is able to work.

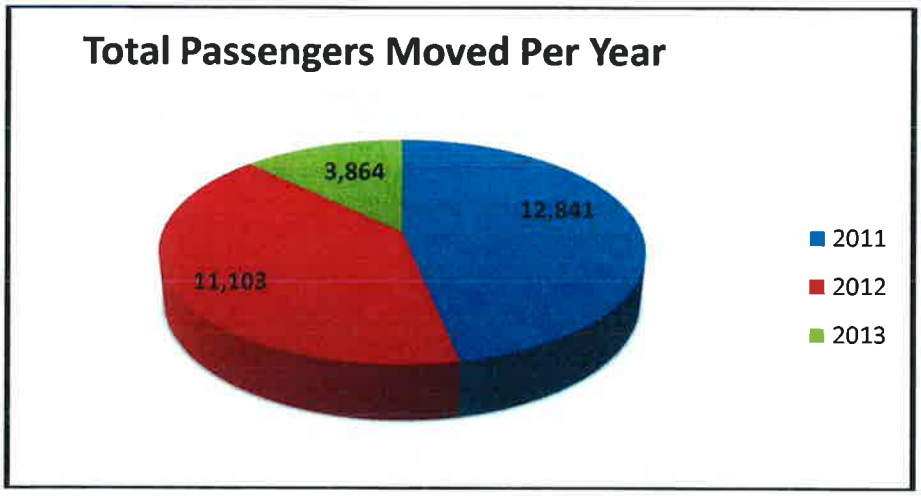
Number of Staff and Hours Worked

- 2013
  - Staff: Six part-time staff
  - Hours: Three drivers worked 28 hours a week; and three drivers worked 18 hours
  - In August and October of this year, the department lost two drivers, one designated to work 28 hours a week and the other 18 hours a week.
- 2012 and 2011
  - Staff: One full-time and five part-time
  - Hours: Staff was not limited in their hours worked. The most they were allowed to work was 38 hours a week. Drivers' hours ranged according to the needs of the program as well as their availability.

The following graph represents the amount of hours worked during July through December. This shows how the reduction of hours affected the Dial-A-Ride program which translated to fewer appointments available for passengers.



The following chart below depicts total passengers moved in a year for 2011 and 2012. Please note that 2013 only shows the number of passengers moved in the last six months. It is estimated that the total number of passengers moved for 2013 will be a little over 7,500 passengers.



The following are possible solutions in response to the concerns regarding Dial-A-Ride's service levels:

Option A: Continue current services

- All part time staff with limited hours

Benefits: No change to the budget
Drawbacks: Limited availability of appointments to passengers

Option B: Hire more part-time staff that can exceed the 18 hour threshold:

- Allow all part time staff to work a maximum of 28 hours
- Keep Full Time Program Specialist

Benefits: Alleviate the workload for the current drivers and dispatcher
Some increase in service and flexibility in transit schedule

Drawbacks: Hiring and retaining quality staff
Increase in Prop A and C funds
Increase in Cal PERS costs

Option C: Modifications to staff configuration

- Mixture of staff (2 full-time and 4 part-time) with part time staff able to work 28 hours a week

Benefits: Full staff coverage available during hours of operation
Ability to schedule passengers when they need transportation
Mitigate customer complaints
Flexibility in transit schedule

Drawbacks: Increase use of Prop A and C funds
Increase in Cal PERS costs
Increase in Medical costs

The following is the financial differences between the above possible solutions.
Current FY 2013-14

	Option A		**Option B**		**Option C**
Personnel	**2013-14**	**Personnel**	**2014-15**	**Personnel**	**2014-15**
FT Staff (2)	90,662	FT Staff (2)	90,662	FT Staff (3)	123,840
PT Staff (6)	177,315	PT Staff (5)	187,839	PT Staff (6)	171,895
PERS PT	21,278	PERS PT	28,188	PERS PT	36,098
PERS FT	13,443	PERS FT	13,443	PERS FT	18,576
WC – PT	3,546	WC – PT	9,391	WC – PT	8,594
WC – FT	3,349	WC – FT	3,349	WC – FT	6,191
Health In	15,000	Health In	15,000	Health In	22,500
Vision	480	Vision	480	Vision	720
Dental	1,800	Dental	1,800	Dental	2,700
Life Ins	372	Life Ins	372	Life Ins	558
FICA – FT	1,315	FICA – FT	1,315	FICA – FT	1,857
FICA - PT	2,571	FICA - PT	3,794	FICA – PT	4,297
Total	**331,131**	**Total**	**355.593**	**Total**	**397,988**
O&M	79,200	O&M	73,200	O&M	73,200
CIP	61,500	CIP	0	CIP	0
Total	**471,831**	**Total**	**428,793**	**Total**	**471,188**

Option A: consists of a full-time Transit Coordinator, a full-time Program Specialist, a part-time Intern and five part-time Drivers. With all personnel expenses, operations and maintenance and capital improvement projects the entire Dial-A-Ride budget for this scenario is $471,831.

Option B: shows proposed budget, which consists of a full-time Transit Coordinator, a full-time Program Specialist, a part-time Intern and four part-time Drivers. All part time staff in this budget exceeds the 18-hour a week threshold but do not surpass 28 hours a week. The total Dial-A-Ride budget in this scenario is $428,793.

Option C: is the proposed budget, which has a full-time Transit Coordinator, two full-time Drivers, a part-time Program Specialist, a part-time Intern and four part-time Drivers. The budget in this scenario is $471,188.

The above options show a difference in personnel cost for full and part time staff along with any PERS, Workers Compensation and benefits. Option C, with the addition of two full-time Drivers, eliminating the full-time Program Specialist position and making all part-time Transit staff eligible to work 28 hours a week, would best fit the current operating hours. Option B will allow all part-time staff eligible to work 28 hours and qualified staff would need to be found to fill the remaining positions in Transit. Hiring has become an issue in Transit; of the last six new hires, two have completed training and are successful in their job, one driver was released from their probation, and three did not clear the background or drug screening. A full-time Program Specialist was also hired but was later released during their probation. Option A, to continue current service would mean a dramatic decrease in ridership as shown in the previous charts which would have a greater impact on the lives of our non-driving seniors in South Pasadena.

Legal Review
The City Attorney has reviewed this item.

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

City of South Pasadena/ Redevelopment Successor Agency/ Public Financing Authority Agenda Report

Marina Khubesrian, M.D., Mayor/Authority Chair
Robert S. Joe, Mayor Pro Tem/Authority Vice Chair
Michael A. Cacciotti, Council/Authority Member
Diana Mahmud, Council/Authority Member
Richard D. Schneider, M.D., Council/Authority Member

Evelyn G. Zneimer, City Clerk/Authority Secretary
Gary E. Pia, City Treasurer

COUNCIL AGENDA:	February 5, 2014
TO:	Honorable Mayor and City Council
VIA:	Sergio Gonzalez, City Manager
FROM:	Paul Toor, Public Work Director
SUBJECT:	**Status Update on City's Urban Forest**

Recommendation
It is recommended that the City Council receive and file the attached update on the City's urban forest.

Fiscal Impact
There is no fiscal impact as this is a status update report.

Commission Review and Recommendation
This item has not been reviewed a Commission. However, staff will provide a copy of the report to the Natural Resources and Environmental Commission for future policy consideration.

Background
As part of the Public Works Department operational review, staff evaluated our City's urban forest. West Coast Arborists, Inc. (WCA) has been working with the City since 1999. Their recent urban forest study indicated that South Pasadena had a total of 10,343 trees throughout the city. While only 4.64% of these trees were shown to be diseased or declining, the City's urban forest is aging and the City must plan accordingly. Furthermore, WCA's study revealed that there were 820 possible vacant sites that would be suitable for additional tree planting. This amounts to 7.4% vacant tree wells, which is low compared to a typical community average of 10% and over. As a 14-year Tree City USA member, the City's vacant tree well goal is 5%.

Staff has updated the tree maintenance schedule and developed a four-year tree trimming/pruning schedule. In addition, the department is in the process of developing a program to address the removal and replacement of aged/unsafe trees and exploring the potential funding sources to implement this program.

Analysis
Due to increased and conflicting demand for various programs and California's present drought conditions, staff is analyzing which trees best fit in our city. The goal is to find the most

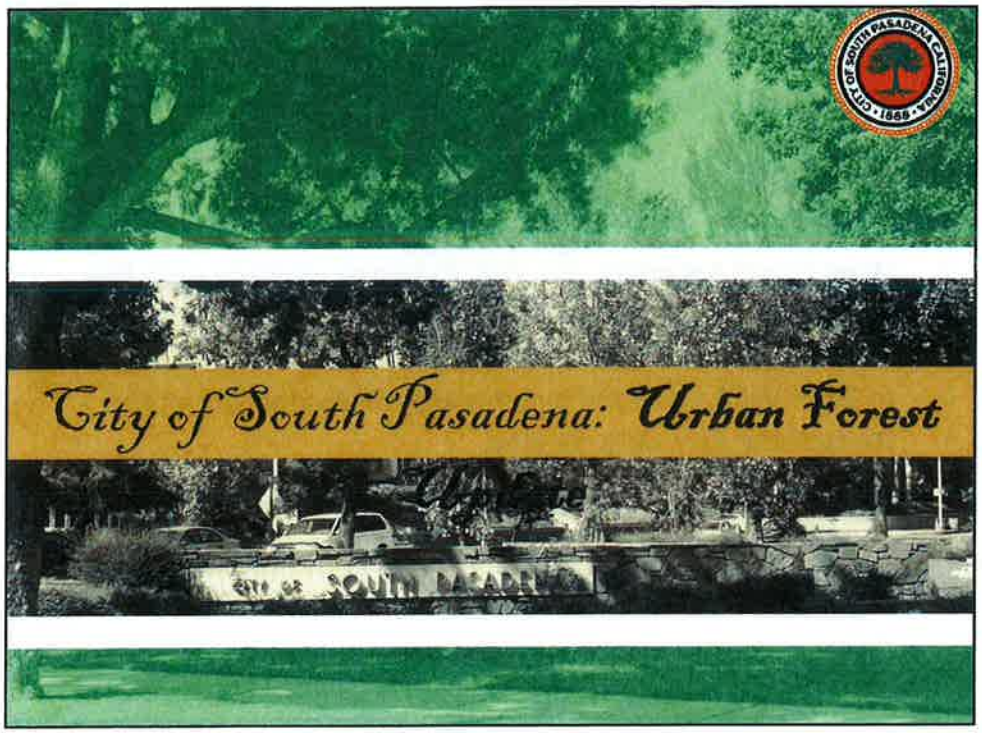
AGENDA ITEM 29

desirable trees that require the least amount of water. We need to keep our urban forest thriving because trees significantly benefit our city and environment. They combat the greenhouse effect, clean the air, provide oxygen, cool the streets and the city, conserve energy, save water, help prevent water pollution, help prevent soil erosion, shield children from ultra-violet rays, provide a canopy and habitat for wildlife, increase business traffic, and increase property values.

Legal Review
The City Attorney has reviewed this item.

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

Attachments: Status Update (PowerPoint Presentation)


City of South Pasadena: Urban Forest
Update

Urban Forest Update: Tree City USA
TREE CITY USA®
South Pasadena has been recognized for 14 consecutive years by the Arbor Day Foundation as a Tree City USA by demonstrating commitment and care for our publicly-owned trees.

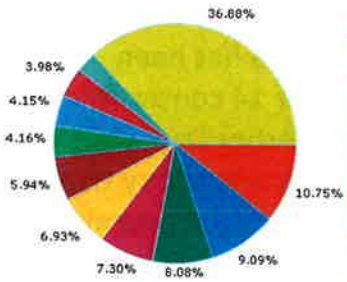
Urban Forest Update: Contract Services

West Coast Arborists, Inc. (WCA) began working with the City of South Pasadena in 1999.

In 2009 WCA provided a complete GPS inventory of the trees in the City right-of-way.

The data was collected by address and includes tree species, parkway type, botanical and common name and other tree-related information.

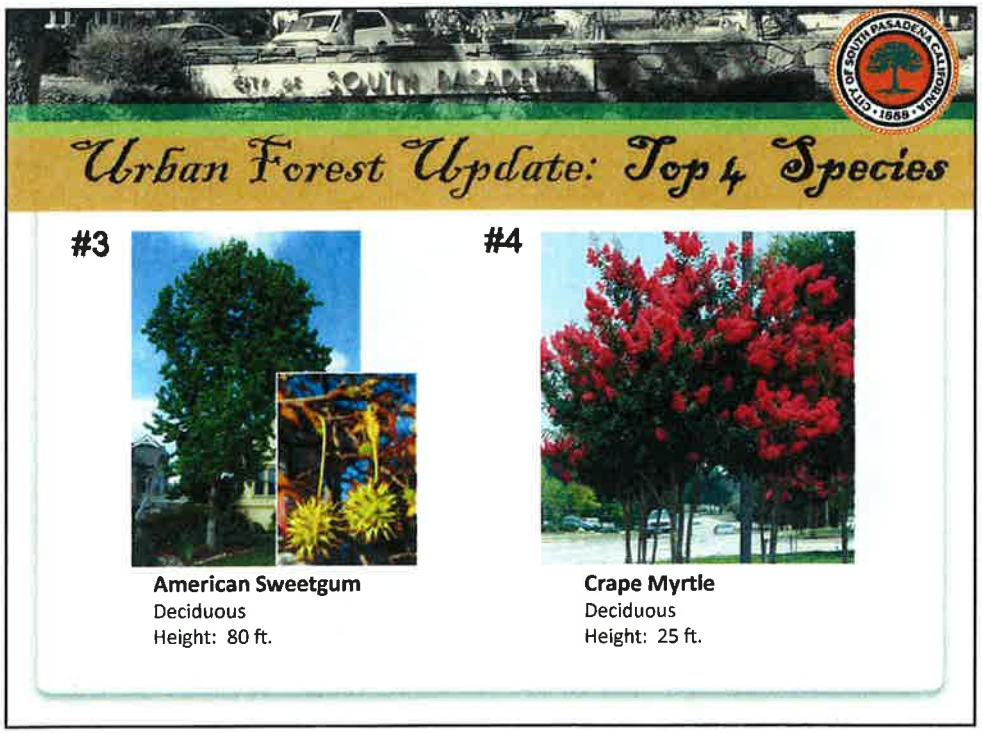
Urban Forest Update: Species Count & Value



	Botanical	Common	Total	Pct.	Estimated Value
	Washingtonia robusta	MEXICAN FAN PALM	1,112	10.75%	$1,819,965.00
	Magnolia grandiflora	SOUTHERN MAGNOLIA	940	9.09%	$5,922,670.00
	Liquidambar styraciflua	AMERICAN SWEETGUM	836	8.08%	$4,236,650.00
	Lagerstroemia indica	CRAPE MYRTLE	755	7.30%	$1,140,370.00
	Jacaranda mimosifolia	JACARANDA	717	6.93%	$5,142,250.00
	Cinnamomum camphora	CAMPHOR TREE	614	5.94%	$8,109,280.00
	Cupaniopsis anacardioides	CARROTWOOD	430	4.16%	$1,096,750.00
	Quercus agrifolia	COAST LIVE OAK	429	4.15%	$3,379,710.00
	Fraxinus uhdei	SHAMEL ASH	412	3.98%	$3,456,370.00
	Phoenix canariensis	CANARY ISLAND DATE PALM	283	2.74%	$4,632,660.00
	Other	OTHER	3,815	36.88%	$16,689,095.00
	Total Trees		**10,343**	**100%**	**$55,625,770.00**

10,343 Total City Trees Valued at $55,625,770

Urban Forest Update: Top 4 Species
#1
Mexican Fan Palm
Evergreen
Height- 80-100 ft.
#2
Southern Magnolia
Evergreen
Height- 65 ft.


Urban Forest Update: Top 4 Species
#3
American Sweetgum
Deciduous
Height: 80 ft.
#4
Crape Myrtle
Deciduous
Height: 25 ft.

Urban Forest Update: New Additions

Chinese Pistache
Deciduous
Height: 35 – 50 ft.

Western Redbud
Deciduous
Height: 25 ft.

Urban Forest Update: New Additions

Columbia Plane Tree
Deciduous
Height: 50 ft.

Holly Oak
Evergreen
Height: 60 ft.

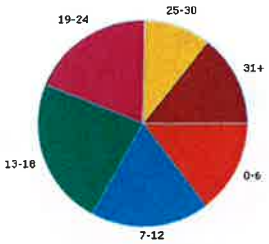
Urban Forest Update: New Additions

Strawberry Tree 'Marina'
Evergreen
Height: 35 - 50 ft.

Australian Willow
Deciduous
Height: 30 ft.

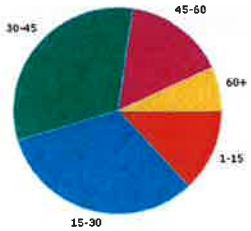
Urban Forest Update: Species

Frequency By DBH



	DBH	Total	Pct.
	0-6	1,529	14.78%
	7-12	1,686	16.23%
	13-18	2,399	23.19%
	19-24	1,972	19.07%
	25-30	1,064	10.29%
	31+	1,493	14.43%
	Total Trees	10,343	100%

Frequency By Height



	Height	Total	Pct.
	1-15	1,348	13.03%
	15-30	3,345	32.34%
	30-45	3,292	31.84%
	45-60	1,641	15.87%
	60+	716	6.92%
	Total Trees	10,343	100%

DBH = Diameter at breast height

Urban Forest Update: Maintenance FY 11/12, 12/13, 13/14

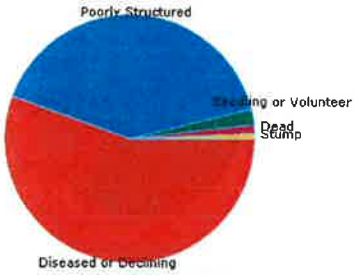
	FY 11/12	FY 12/13	FY 13/14 [3]
Trimming	2,308	6,682 [2]	1,074
Removal	109 [1]	34	13
Stump	75	13	3
Planting	100	42	33

[1] Removals in 2011 are reflective of the wind storm
[2] Additional trimming due to result of wind storm
[3] Contains only 6 months of data

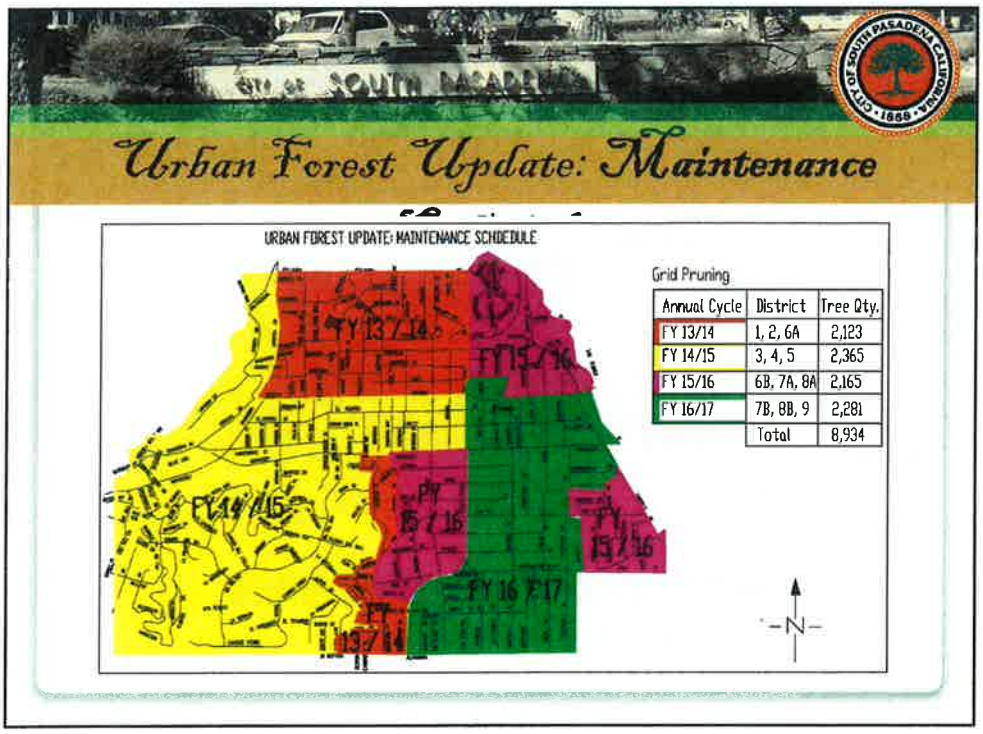
Urban Forest Update: Maintenance

Recommendations

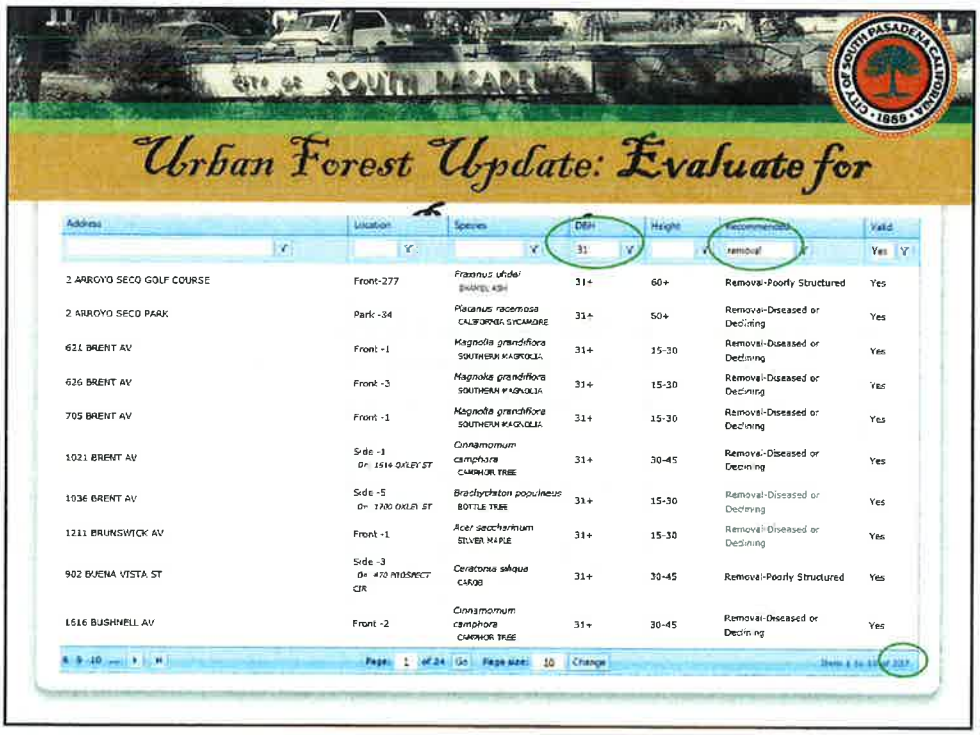
WCA's Recommendation to City	Total	Pct.
Evaluate- Diseased or Declining *	519	4.64%
Evaluate- Poorly Structured	379	3.39%
Evaluate- Seedling or Volunteer	19	0.17%
Evaluate- Dead	11	0.10%
Evaluate- Stump	6	0.05%
Grid Trim	9,406	84.22%
Plant	820	7.39%
Inspect- Recommended Removal	3	.03%
Total Tree Sites	11,163	100%



*Diseased or declining may include small and newly planted trees that have been neglected (lack of care, watering).


Urban Forest Update: Maintenance
URBAN FOREST UPDATE: MAINTENANCE SCHEDULE
FY 13/14
FY 15/16
FY 14/15
FY 16/17
N
Grid Pruning
Annual Cycle | District | Tree Qty.
FY 13/14 | 1, 2, 6A | 2,123
FY 14/15 | 3, 4, 5 | 2,365
FY 15/16 | 6B, 7A, 8A | 2,165
FY 16/17 | 7B, 8B, 9 | 2,281
Total | 8,934

Urban Forest Update: Vacant Sites
11,163 Total Tree Sites
820 Vacant Sites
=7.3% of tree sites are vacant
Average community has 10%+ tree vacancies
City goal is 5%



Address	Location	Species	DBH	Height	Recommendation	Valid
			31		removal	Yes
2 ARROYO SECO GOLF COURSE	Front-277	Fraxinus uhdei ENGLISH ASH	31+	60+	Removal-Poorly Structured	Yes
2 ARROYO SECO PARK	Park -34	Platanus racemosa CALIFORNIA SYCAMORE	31+	50+	Removal-Diseased or Declining	Yes
621 BRENT AV	Front -1	Magnolia grandiflora SOUTHERN MAGNOLIA	31+	15-30	Removal-Diseased or Declining	Yes
626 BRENT AV	Front -3	Magnolia grandiflora SOUTHERN MAGNOLIA	31+	15-30	Removal-Diseased or Declining	Yes
705 BRENT AV	Front -1	Magnolia grandiflora SOUTHERN MAGNOLIA	31+	15-30	Removal-Diseased or Declining	Yes
1021 BRENT AV	Side -1 Dir 1514 OXLEY ST	Cinnamomum camphora CAMPHOR TREE	31+	30-45	Removal-Diseased or Declining	Yes
1036 BRENT AV	Side -5 Dir 1700 OXLEY ST	Brachychiton populneus BOTTLE TREE	31+	15-30	Removal-Diseased or Declining	Yes
1211 BRUNSWICK AV	Front -1	Acer saccharinum SILVER MAPLE	31+	15-30	Removal-Diseased or Declining	Yes
902 BUENA VISTA ST	Side -3 Dir 470 MIDSECT CIR	Ceratonia siliqua CAROB	31+	30-45	Removal-Poorly Structured	Yes
1616 BUSHNELL AV	Front -2	Cinnamomum camphora CAMPHOR TREE	31+	30-45	Removal-Diseased or Declining	Yes

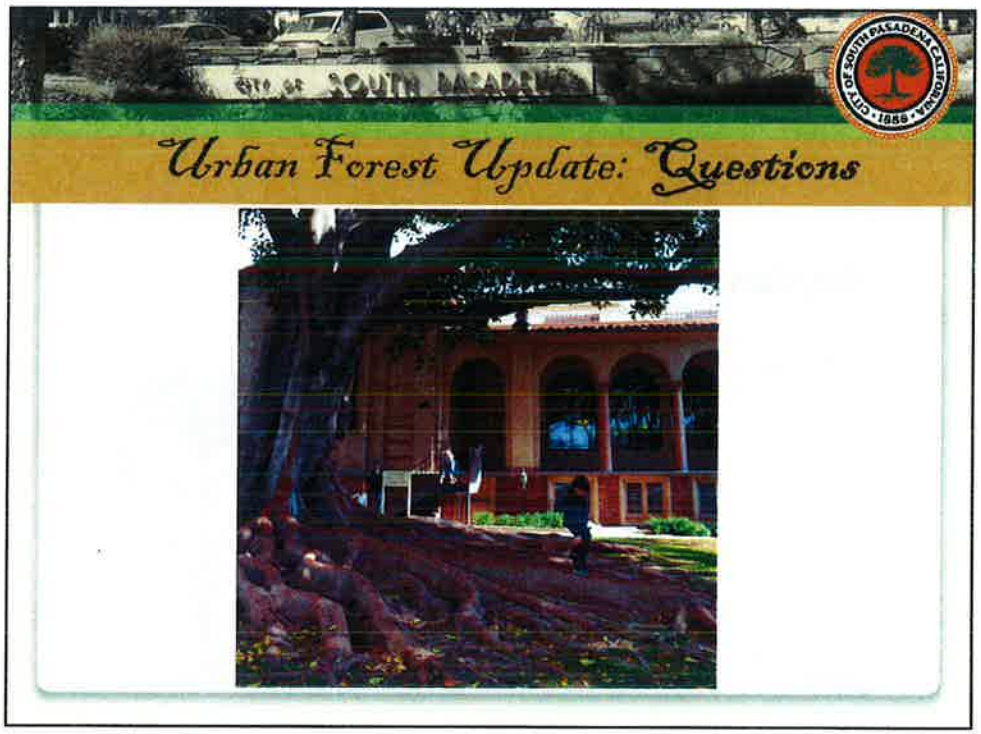
Urban Forest Update: Remove & Replant

Replant for every tree removed

- 36 trees planted in 2012 through Grant from Cal Fire
- 63 trees to be planted in 2014 through Grant from L.A. County Supervisor's Office

Urban Forest Update: Benefits of Trees

- Combats the greenhouse effect
- Cleans the air and provide oxygen
- Cools the streets and the city
- Trees conserve energy
- Trees save water
- Trees help prevent water pollution
- Trees help prevent soil erosion
- Trees shield children from ultra-violet rays
- Trees provide a canopy and habitat for wildlife
- Trees increase business traffic
- Trees increase property values


CITY OF SOUTH PASADENA
Urban Forest Update: Questions