AGENDA

Oversight Board of the Successor Agency
to the South Pasadena Community Redevelopment Agency

City Council Chambers, 1424 Mission Street
Wednesday, September 10, 2014 4:00 PM

Chair: Gary E. Pia
Vice-Chair: Richard Roche
Board Members: Tim Evans; John Mayer; Scott Price; Ted Shaw; Bob Miller

In order to address the Board, please complete a Public Comment Card and present it to the Secretary Speakers will be called upon by the Chairman at the appropriate time. Time allotted per speaker: 3 minutes.

Call to Order
Roll Call
Pledge of Allegiance
Confirmation of Agenda

Public Comment
Opportunity for members of the public to comment on any items not appearing on the agenda. When addressing the Oversight Board, please state your name and address for the record. Time allotted per speaker: 3 minutes

Discussion Items
1. Approval of Minutes: March 12, 2014 Regular Meeting
2. Resolution Approving the Recognized Obligation Payment Schedule – January 1, 2015 to June 30, 2015 (ROPS 14-15B)
3. Approval of 2014 Local Agency Biennial Review of the Conflict of Interest Codes for the Oversight Board of the Successor Agency to the South Pasadena Community Redevelopment Agency, Indicating No Amendments are Required

Adjournment

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).

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.

9-4-14
Date

Lucy L. Kbjian,
Executive Assistant to City Manager

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STATEMENT OF PROCEEDINGS FOR THE REGULAR MEETING OF THE OVERSIGHT BOARD OF THE SUCCESSOR AGENCY TO THE SOUTH PASADENA COMMUNITY REDEVELOPMENT AGENCY

CITY OF SOUTH PASADENA
CITY COUNCIL CHAMBERS
1424 MISSION STREET
SOUTH PASADENA, CALIFORNIA 91030

Wednesday, March 12, 2014

4:00 PM

AUDIO LINK FOR THE ENTIRE MEETING. (14-1371)

Attachments: Audio

Call to Order

By Common Consent, there being no objection (Board Member Evans, Vice Chair Roche and Chair Pia being absent), Board Member Price agreed to Chair the Oversight Board Meeting in the absence of the Chair and Vice-Chair.

Board Member Price called the meeting to order at 4:09 p.m.

Roll Call

Lucy L. Kbjian, Executive Assistant to City Manager, called the roll:

Present: **Board Members John Mayer, Bob Miller, Scott S. Price and Ted R. Shaw**

Absent: **Board Member Timothy B. Evans, Vice Chair Richard Roche and Chair Gary Pia**

Pledge of Allegiance

Board Member Mayer led the Pledge of Allegiance.

Confirmation of Agenda

Board Member Price reviewed and confirmed the agenda with the Board.

Public Comment

Opportunity for members of the public to comment on any items not appearing on the agenda. When addressing the Oversight Board, please state your name and address for the record. Time allotted per speaker: 3 minutes

There were none.

Action/Discussion Items

1. Approval of Minutes: February 26, 2014 Special Meeting. (14-1361)

On motion of Board Member Shaw, seconded by Board Member Mayer, duly carried by the following vote, the Oversight Board approved the February 26, 2014 Minutes:

Ayes: 4 - Board Member Mayer, Board Member Miller, Board Member Price and Board Member Shaw

Absent: 3 - Board Member Evans, Vice Chair Roche and Chair Pia

Attachments: February 26, 2014 Minutes

2. Resolution approving the Purchase and Sale Agreement between the Successor Agency and Genton Property Group, LLC, for property located at 1500 El Centro Street (APN 5315-003-901). (14-1362)

Hilary Straus, Assistant City Manager presented a brief overview of the staff report provided to the Oversight Board.

Board Member Miller enquired if selling the property was establishing the highest and best use. Hilary Straus, Assistant City Manager informed the Oversight Board that it was contingent on having successful negotiations with the owners of the other two parcels.

On motion of Board Member Miller, seconded by Board Member Mayer, duly carried by the following vote, the Oversight Board adopted Oversight Board Resolution No. 2014-03 A Resolution of the Oversight Board of the Successor Agency to the Community Redevelopment Agency of the City of South Pasadena, California, Approving A Purchase and Sale Agreement of Property Identified by APN 5315-003-901 Between the Successor Agency and Genton Property Group, LLC:

Ayes: 4 - Board Member Mayer, Board Member Miller, Board Member Price and Board Member Shaw

Absent: 3 - Board Member Evans, Vice Chair Roche and Chair Pia

Attachments: Staff Report
Resolution
Agreement

Adjournment

The meeting adjourned at 4:19 p.m. The next regular meeting is scheduled for Wednesday, April 9, 2014 at 4:00 p.m.

Approved

_____
Gary E. Pia, Chair

_____
Date

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Oversight Board
of the Successor Agency to the South Pasadena CRA

MEETING DATE: September 10, 2014

FROM: David Batt, Finance Director
Lucy Demirjian, Executive Assistant to City Manager

SUBJECT: **Resolution Approving a Recognized Obligation Payment Schedule – January 1, 2015 to June 30, 2015 (ROPS 14-15B)**

Recommendation:
It is recommended that Oversight Board adopt the attached resolution approving the Recognized Obligation Payment Schedule for the period of January 1, 2015 to June 30, 2015 (ROPS 14-15B).

Background:
AB X1 26, the Dissolution Act, required all successor agencies to formulate Recognized Obligation Payment Schedules under which the Successor Agency would make payments for eligible obligations of the former Redevelopment Agency. The Recognized Obligation Payment Schedules (ROPS) shall be reviewed and approved by the Oversight Board to the Successor Agency (Oversight Board) and subsequently by the State Department of Finance (DOF).

As part of the Fiscal Year 2012-2013 State budget package, on June 27, 2012, the Legislature passed, and the Governor signed, Assembly Bill (AB) 1484. The primary purpose of this bill was to make technical and substantive amendments to the Dissolution Act. As a budget "trailer bill," AB 1484 took immediate effect upon the signature by the Governor. AB 1484 clarified certain items that may properly be included in the ROPS. AB 1484 added Section 34177 (m) to the Health and Safety Code which requires the Successor Agency to submit the ROPS to the DOF, the State Controller's Office, the County Administrator's Office and to the County Auditor-Controller at the same time it submits the ROPS to the Oversight Board for approval.

To date, the following ROPS have been submitted to the DOF:

ROPS	Period covered	Approved by Successor Agency	Approved by Oversight Board	Approved by DOF
First ("Initial") ROPS	January-June 2012	April 18, 2012	May 9, 2012	May 25, 2012
Second ROPS	July-December 2012	April 18, 2012	May 9, 2012	May 25, 2012
Third ROPS	January-June 2013	August 15, 2012	August 22, 2012	December 18, 2012
ROPS 13-14A	July-December 2013	February 6, 2013	February 13, 2013	April 5, 2013
ROPS 13-14B	January-June 2014	September 18, 2013	September 25, 2013	October 28, 2013
ROPS 14-15A	July-December 2014	February 19, 2014	February 26, 2014	April 11, 2014

Analysis:
On September 2, 2014, the Successor Agency reviewed and approved the ROPS 14-15B for the period covering January 1, 2015 to June 30, 2015. AB 1484 added Section 34177 (m) to the Health and Safety Code which requires the Successor Agency to submit the ROPS to the DOF, the State Controller's Office, the County Administrators Office and to the County Auditor-Controller at the same time it submits the ROPS to the Oversight Board for approval. The ROPS 14-15B must now be considered by the Oversight Board and approved by resolution (attached). Once approved by the Oversight Board, the ROPS 14-15B must be submitted to the DOF by October 3, 2014.

Fiscal Impact:
If the Successor Agency and Oversight Board fail to meet this deadline, the City of South Pasadena may be liable for substantial penalties, including a $10,000 per day penalty for each day past the deadline that the ROPS is not submitted to the DOF and the County Auditor-Controller.

Attachment: Oversight Board Resolution Approving the Recognized Obligation Payment Schedule – January 1, 2015 to June 30, 2015 (ROPS 14-15B)

OVERSIGHT BOARD
RESOLUTION NO. 2014-04

A RESOLUTION OF THE OVERSIGHT BOARD OF THE SUCCESSOR AGENCY TO THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ADOPTING A RECOGNIZED OBLIGATION PAYMENT SCHEDULE FOR THE PERIOD OF JANUARY – JUNE, 2015

WHEREAS, Health and Safety Code, Section 34177(I)(2), as modified by the Supreme Court decision in *California Redevelopment Association, et al., v. Ana Matosantos, et al.,* Case No. S194861, requires the Successor Agency to prepare a recognized obligation payment schedule ("ROPS") every six months covering forward looking six month time frame; and

WHEREAS, Health and Safety Code, Section 34177(I)(2), requires the Successor Agency to submit the ROPS to the Successor Agency's Oversight Board for its approval, and simultaneously submit a copy to the Los Angeles County Auditor-Controller, the Los Angeles County Administrator's Office, and the State of California Department of Finance, and once approved by the Oversight Board, to post the Approved ROPS on the Successor Agency's website and resubmit the Approved ROPS to the DOF and the Los Angeles County Auditor-Controller; and

WHEREAS, the Oversight Board for the Successor Agency to South Pasadena Community Redevelopment Agency ("Oversight Board" as applicable) has met and has duly considered a recognized obligation payment schedule for the period January 1, 2015 through June 30, 2015, in the form submitted by the Successor Agency ("ROPS 14-15B"); and

WHEREAS, prior to its meeting on September 10, 2014, the members of the Oversight Board have been provided with copies of the ROPS 14-15B and instruments referenced in the ROPS 14-15B; and

WHEREAS, the Oversight Board has reviewed the ROPS 14-15B and those instruments referenced in the ROPS 14-15B; and

WHEREAS, the Oversight Board desires to express and memorialize its approval of the ROPS 14-15B as the Recognized Obligation Payment Schedule duly approved by the Oversight Board, a Recognized Obligation Payment Schedule in the form attached hereto as Exhibit "A," which consists of the ROPS 14-15B with additions or deletions made by and at the instance of the Oversight Board.

NOW, THEREFORE, THE OVERSIGHT BOARD OF THE SUCCESSOR AGENCY TO THE SOUTH PASADENA COMMUNITY REDEVELOPMENT AGENCY DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The Oversight Board finds and determines that the foregoing recitals are true and correct.

SECTION 2. The Oversight Board approves as the Recognized Obligation Payment Schedule for the period January 1, 2015 through June 30, 2015 (the "ROPS 14-15B") a Recognized Obligation Payment Schedule in the form attached hereto as Exhibit "A," which consists of the ROPS 14-15B with additions or deletions made by and at the instance of the Oversight Board.

SECTION 3. The Executive Director of the Successor Agency is authorized and directed to post the ROPS 14-15B on the Successor Agency's website, and to submit the ROPS 14-15B to the California Department of Finance and the Los Angeles County Auditor-Controller by October 3, 2014. The Executive Director of the Successor Agency is further authorized to take all other actions necessary and required under the Health & Safety Code or any other applicable law. In addition, the Oversight Board authorizes and directs the Successor Agency staff to make such non-substantive revisions to the ROPS 14-15B as may be necessary to submit the ROPS 14-15B in any modified form required by the California Department of Finance, and the ROPS 14-15B as so modified shall thereupon constitute the ROPS 14-15B as approved by the Oversight Board pursuant to this resolution.

SECTION 4. The Successor Agency shall maintain on file as a public record this Resolution and the ROPS 14-15B as approved hereby.

PASSED, APPROVED and ADOPTED at a Regular Meeting of the Oversight Board of the Successor Agency to the Community Redevelopment Agency of the City of South Pasadena held this 10th day of September, 2014, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Gary E. Pia, Oversight Board Chairperson

ATTEST:

Lucy Demirjian, Oversight Board Secretary

Recognized Obligation Payment Schedule (ROPS 14-15B) - Summary

Filed for the January 1, 2015 through June 30, 2015 Period

Name of Successor Agency: **South Pasadena**

Name of County: Los Angeles

	Current Period Requested Funding for Outstanding Debt or Obligation	Six-Month Total
A	**Enforceable Obligations Funded with Non-Redevelopment Property Tax Trust Fund (RPTTF) Funding Sources (B+C+D):**	**$ 901,436**
B	Bond Proceeds Funding (ROPS Detail)	901,436
C	Reserve Balance Funding (ROPS Detail)	-
D	Other Funding (ROPS Detail)	-
E	**Enforceable Obligations Funded with RPTTF Funding (F+G):**	**$ 276,059**
F	Non-Administrative Costs (ROPS Detail)	151,059
G	Administrative Costs (ROPS Detail)	125,000
H	**Current Period Enforceable Obligations (A+E):**	**$ 1,177,495**

	Successor Agency Self-Reported Prior Period Adjustment to Current Period RPTTF Requested Funding	
I	Enforceable Obligations funded with RPTTF (E):	276,059
J	Less Prior Period Adjustment (Report of Prior Period Adjustments Column S)	(29,648)
K	**Adjusted Current Period RPTTF Requested Funding (I-J)**	**$ 246,411**

	County Auditor Controller Reported Prior Period Adjustment to Current Period RPTTF Requested Funding	
L	Enforceable Obligations funded with RPTTF (E):	276,059
M	Less Prior Period Adjustment (Report of Prior Period Adjustments Column AA)	-
N	**Adjusted Current Period RPTTF Requested Funding (L-M)**	**276,059**

Certification of Oversight Board Chairman:
Pursuant to Section 34177 (m) of the Health and Safety code, I hereby certify that the above is a true and accurate Recognized Obligation Payment Schedule for the above named agency.

Gary Pia — City Treasurer

Name — Title

/s/

Signature — Date

Recognized Obligation Payment Schedule (ROPS 14-15B) - ROPS Detail
January 1, 2015 through June 30, 2015
(Report Amounts in Whole Dollars)

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
										Funding Source					
										Non-Redevelopment Property Tax Trust Fund (Non-RPTTF)			RPTTF		
Item #	Project Name / Debt Obligation	Obligation Type	Contract/Agreement Execution Date	Contract/Agreement Termination Date	Payee	Description/Project Scope	Project Area	Total Outstanding Debt or Obligation	Retired	Bond Proceeds	Reserve Balance	Other Funds	Non-Admin	Admin	Six-Month Total
								$ 3,366,157		$ 901,436	$ -	$ -	$ 151,059	$ 125,000	$ 1,177,495
1	Tax Allocation Bonds Series 2000	Bonds Issued On or	5/1/2000	5/1/2025	Union Bank of California	Bonds Issued to Fund Downtown	Downtown	2,112,757	N				151,059		151,059
2	Administrative Costs	Admin Costs	1/1/2014	6/30/2014	Employees / Contractors	Payroll / Admin. Overhead / Prof. Svcs.	Downtown Revitalization Project Area	125,000	N					125,000	125,000
3	Bond Reserve Fund	Bonds Issued On or Before 12/31/10	5/1/2000	5/1/2025	Union Bank of California	Maintain Reserve Fund per Bond Covenants	Downtown Revitalization Project Area	199,583	N						-
4	Compensating Balance Account	Miscellaneous	5/9/1990	5/9/2040	Bank of America	Interest Compensation for Low-Mod Housing Loans	Downtown Revitalization Project Area	27,381	N						-
5	Legal Services	Admin Costs	10/1/2007	10/31/2012	Law Offices of Jones & Mayer	Legal Services	Downtown Revitalization Project Area	-	N						-
6	Housing Authority Bond Proceeds	Bonds Issued On or Before 12/31/10	6/1/2014	6/30/2019	Genton Property Group LLC	Downtown Revitalization Project	Downtown Revitalization Project Area	463,104	N	463,104					463,104
7	Successor Agency Bond Proceeds	Bonds Issued On or Before 12/31/10	6/1/2014	6/30/2019	Genton Property Group LLC	Downtown Revitalization Project	Downtown Revitalization Project Area	438,332	N	438,332					438,332
8									N						-
9									N						-
10									N						-
11									N						-
12									N						-
13									N						-
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Recognized Obligation Payment Schedule (ROPS 14-15B) - Report of Cash Balances

(Report Amounts in Whole Dollars)

Pursuant to Health and Safety Code section 34177 (l), Redevelopment Property Tax Trust Fund (RPTTF) may be listed as a source of payment on the ROPS, but only to the extent no other funding source is available or when payment from property tax revenues is required by an enforceable obligation. For tips on how to complete the Report of Cash Balances Form, see https://rad.dof.ca.gov/rad-sa/pdf/Cash_Balance_Agency_Tips_Sheet.pdf.

A	B	C	D	E	F	G	H	I
		Fund Sources						
		Bond Proceeds		Reserve Balance		Other	RPTTF	
	Cash Balance Information by ROPS Period	Bonds Issued on or before 12/31/10	Bonds Issued on or after 01/01/11	Prior ROPS period balances and DDR RPTTF balances retained	Prior ROPS RPTTF distributed as reserve for future period(s)	Rent, Grants, Interest, Etc.	Non-Admin and Admin	Comments
ROPS 13-14B Actuals (01/01/14 - 06/30/14)								
1	Beginning Available Cash Balance (Actual 01/01/14)	1,101,022				27,381	-	$1,101,022 represents Bond Proceeds including a
2	Revenue/Income (Actual 06/30/14) RPTTF amounts should tie to the ROPS 13-14B distribution from the County Auditor-Controller during January 2014					11,511	273,909	
3	Expenditures for ROPS 13-14B Enforceable Obligations (Actual 06/30/14) RPTTF amounts, H3 plus H4 should equal total reported actual expenditures in the Report of PPA, Columns L and Q						244,261	
4	Retention of Available Cash Balance (Actual 06/30/14) RPTTF amount retained should only include the amounts distributed for debt service reserve(s) approved in ROPS 13-14B							
5	ROPS 13-14B RPTTF Prior Period Adjustment RPTTF amount should tie to the self-reported ROPS 13-14B PPA in the Report of PPA, Column S	No entry required					29,648	
6	Ending Actual Available Cash Balance C to G = (1 + 2 - 3 - 4), H = (1 + 2 - 3 - 4 - 5)	1,101,022	-	-	-	38,892	-	
ROPS 14-15A Estimate (07/01/14 - 12/31/14)								
7	Beginning Available Cash Balance (Actual 07/01/14) (C, D, E, G = 4 + 6, F = H4 + F4 + F6, and H = 5 + 6)	1,101,526	-	-	-	38,892	29,648	
8	Revenue/Income (Estimate 12/31/14) RPTTF amounts should tie to the ROPS 14-15A distribution from the County Auditor-Controller during June 2014					600	171,059	Reduction in income due to property no longer bei
9	Expenditures for ROPS 14-15A Enforceable Obligations (Estimate 12/31/14)						173,381	
10	Retention of Available Cash Balance (Estimate 12/31/14) RPTTF amount retained should only include the amount distributed for debt service reserve(s) approved in ROPS 14-15A							
11	Ending Estimated Available Cash Balance (7 + 8 - 9 -10)	1,101,526	-	-	-	39,492	27,326	

Recognized Obligation Payment Schedule (ROPS 14-15B) - Report of Prior Period Adjustments
Reported for the ROPS 13-14B (January 1, 2014 through June 30, 2014) Period Pursuant to Health and Safety Code (HSC) section 34186 (a)
(Report Amounts in Whole Dollars)

ROPS 13-14B Successor Agency (SA) Self-reported Prior Period Adjustments (PPA): Pursuant to HSC Section 34186 (a), SAs are required to report the differences between their actual available funding and their actual expenditures for the ROPS 13-14B (January through June 2014) period. The amount of Redevelopment Property Tax Trust Fund (RPTTF) approved for the ROPS 14-15B (January through June 2015) period will be offset by the SA's self-reported ROPS 13-14B prior period adjustment. HSC Section 34186 (a) also specifies that the prior period adjustments self-reported by SAs are subject to audit by the county auditor-controller (CAC) and the State Controller.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
		Non-RPTTF Expenditures						RPTTF Expenditures											
		Bond Proceeds		Reserve Balance		Other Funds		Non-Admin					Admin					Net SA Non-Admin and Admin PPA (Amount Used to Offset ROPS 14-15B Requested RPTTF)	
Item #	Project Name / Debt Obligation	Authorized	Actual	Authorized	Actual	Authorized	Actual	Authorized	Available RPTTF (ROPS 13-14B distributed + all other available as of 01/1/14)	Net Lesser of Authorized / Available	Actual	Differences (If K is less than L, the difference is zero)	Authorized	Available RPTTF (ROPS 13-14B distributed + all other available as of 01/1/14)	Net Lesser of Authorized / Available	Actual	Difference (If total actual exceeds total authorized, the total difference is zero)	Net Difference (M+R)	SA Comments
		$ 901,436	$ -	$ -	$ -	$ -	$ -	$ 148,909	$ 148,909	$ 148,909	$ 148,909	$ -	$ 125,000	$ 125,000	$ 125,000	$ 95,352	$ 29,648	$ 29,648	
1	Tax Allocation Bonds	-		-		-		148,909	148,909	148,909	148,909	-						-	
2	Administrative Costs	-		-		-		-		-		-						-	
3	Bond Reserve Fund	-		-		-		-		-		-						-	
4	Compensating Balance Account	-		-		-		-		-		-						-	
5	Legal Services	-		-		-		-		-		-						-	
6	Housing Authority Bond Proceeds	463,104		-		-		-		-		-						-	
7	Successor Agency Bond Proceeds	438,332		-		-		-		-		-						-	

Oversight Board
of the Successor Agency to the South Pasadena CRA

MEETING DATE: September 10, 2014

FROM: Lucy Demirjian, Executive Assistant to City Manager

SUBJECT: **Approval of 2014 Local Agency Biennial Review of the Conflict of Interest Codes for the Oversight Board of the Successor Agency to the South Pasadena Community Redevelopment Agency Indicating No Amendments are Required**

Recommendation:
It is recommended that Oversight Board authorize the City Manager to execute a 2014 Local Agency Biennial Notice indicating that no amendments are required to the Conflict of Interest Codes for the Oversight Board of the Successor Agency to the Community Redevelopment Agency of the City of South Pasadena.

Background
The Political Reform Act requires every local government agency to review its Conflict of Interest Code (Code) biennially, and by October 1, 2014. A biennial notice must be filed with the Code reviewing body indicating whether an amendment is necessary.

The Oversight Board's Code was last reviewed and adopted at its initial meeting on May 9, 2012.

Analysis
Staff, in conjunction with the City Attorney, has reviewed the current Code and determined that amendments are not necessary.

Fiscal Impact
None.

Attachment: Oversight Board 2014 Local Agency Biennial Notice

2014 Local Agency Biennial Notice

Name of Agency: Oversight Board of the Successor Agency to the South Pasadena Community Redevelopment Agency

Mailing Address: 1414 Mission Street

Contact Person: Yvette Hall, Chief Deputy City Clerk Phone No: (626) 403-7230

E-Mail: yhall@southpasadenaca.gov

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one box):

☐ **An amendment is required. The following amendments are necessary:**
(Mark all that apply.)

- ○ Include new positions (including consultants) that must be designated
- ○ Revise disclosure categories
- ○ Revise the titles of existing positions
- ○ Delete positions that no longer make or participate in making governmental decisions
- ○ Other *(describe)* _____

☐ **The code is currently under review by the code reviewing body.**

☑ **No amendment is required.** (If your code is more than five years old, amendments may be necessary.)

Verification

This agency's conflict of interest code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions. The code includes all other provisions required by Government Code Section 87302.

_____ Signature of Chief Executive Officer

_____ Date

Complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2014**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF THE CODE REVIEWING BODY HERE)

City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030

PLEASE DO NOT RETURN THIS FORM TO THE FPPC