CITY OF SOUTH PASADENA
CITY COUNCIL CLOSED SESSION
REGULAR MEETING AGENDA

Amedee O. "Dick" Richards, Jr. Council Chambers
1424 Mission Street, South Pasadena, CA 91030

Wednesday, February 3, 2016, at 6:00 p.m.

The public may comment on Closed Session items prior to the City Council recessing to Closed Session. In order to address the City Council on Closed Session items, please complete a Public Comment Card. Time allotted per speaker: 3 minutes. The City Council will convene in Open Session at 7:30 p.m.

CALL TO ORDER: Mayor Diana Mahmud

ROLL CALL: Councilmembers Robert S. Joe; Marina Khubesrian, M.D.; Richard D. Schneider, M.D.; Mayor Pro Tem Michael A. Cacciotti; and Mayor Diana Mahmud

PUBLIC COMMENT PERIOD FOR CLOSED SESSION ITEMS ONLY
(Time limit is three minutes per person)
The City Council welcomes public input. Members of the public may address the City Council by completing a public comment card and giving it to the Recording Secretary prior to the meeting. Pursuant to State law, the City Council may not discuss or take action on issues not on the meeting agenda (Government Code Section 54954.2).

CLOSED SESSION AGENDA ITEMS

A. **Initiation of Litigation**

CONFERENCE WITH LEGAL COUNSEL - INITIATION OF LITIGATION, Pursuant to Government Code Section 54956.9 (d)(4):

Number of Cases: 1

B. **Labor Negotiations**

CONFERENCE WITH LEGAL COUNSEL – LABOR NEGOTIATIONS, Pursuant to Government Code Section 54957.6:

Conference with Labor Negotiators regarding labor negotiations with the following Employee organization: Police Officers' Association (POA)

City negotiators: City Manager Sergio Gonzalez, Human Resources Manager Mariam Lee Ko, and City Attorney Teresa L. Highsmith

C. **Existing Litigation**

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION, Pursuant to Government Code Section 54956.9 (a)

Nansen et al., v. City of South Pasadena, et al.
Case No. BC 493250

D. **Pending Litigation**

The City Council finds, based on advice from legal counsel, that discussion in open session will prejudice the position of the local agency in the litigation.

CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION, Pursuant to Government Code Section 54956.9(d)(1)

Case Name: In re Petition of City of Sierra Madre Challenging 2012 Los Angeles Municipal Separate Storm Sewer System Permit (Order No. R4-2012-0175)

Case Number: State Water Resources Control Board/Office of Chief Counsel Files A-2236(a) through (kk)

ACCOMMODATIONS

The City of South Pasadena wishes to make all of its public meetings accessible to the public. Meeting facilities are accessible to persons with disabilities. If special assistance is needed to participate in this meeting, please contact the City Clerk's Division at (626) 403-7230. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Hearing assistive devices are available in the Council Chambers. Notification at least 48 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 City 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 City Hall at 1414 Mission Street, South Pasadena, CA 91030, as required by law.

01/28/2016 Desiree Jimenez
Date Desiree Jiménez,
Deputy City Clerk

CITY OF SOUTH PASADENA
CITY COUNCIL / REDEVELOPMENT SUCESSOR AGENCY
JOINT REGULAR MEETING AGENDA

Amedee O. "Dick" Richards, Jr. Council Chambers
1424 Mission Street, South Pasadena, CA 91030

Wednesday, February 3, 2016, at 7:30 p.m.

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

CALL TO ORDER: Mayor Diana Mahmud

ROLL CALL: Councilmembers Robert S. Joe; Marina Khubesrian, M.D.; Richard D. Schneider, M.D.; Mayor Pro Tem Michael A. Cacciotti; and Mayor Diana Mahmud

INVOCATION: Mayor Diana Mahmud
**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.*

PLEDGE OF ALLEGIANCE: Boy Scout Troop 333 (Chartered by Holy Family Church)

1. CLOSED SESSION ANNOUNCEMENTS: A Closed Session Agenda has been posted separately

PRESENTATIONS

2. Presentation of a Certificate of Appreciation to Steven Treffers, Outgoing Commissioner, for Volunteer Service on the Cultural Heritage Commission

3. Presentation of a Proclamation Declaring February 9, 2016, as "Nelbert Chouinard Day" in South Pasadena

COMMISSION APPOINTMENTS

4. Commission Appointments

Recommendation
Appoint the following individuals to a full three-year term ending December 31, 2018:

- Carolyn Flemming to the Library Board of Trustees
- Kelly M. Koldus to the Planning Commission

COMMUNICATIONS

5. Councilmembers Communications
Time allotted per Councilmember is three minutes. Additional time will be allotted at the end of the City Council Meeting agenda, if necessary.

6. City Manager Communications

7. Reordering of and Additions to the Agenda

PUBLIC COMMENTS AND SUGGESTIONS

(Time limit is three minutes per person)
The City Council welcomes public input. Members of the public may address the City Council by completing a public comment card and giving it to the Recording Secretary prior to the meeting. At this time, the public may address the City Council on items that are not on the agenda. Pursuant to State law, the City Council may not discuss or take action on issues not on the meeting agenda, except that members of the City Council or staff may briefly respond to statements made or questions posed by persons exercising public testimony rights (Government Code Section 54954.2). Staff may be asked to follow up on such items.

OPPORTUNITY TO COMMENT ON CONSENT CALENDAR

In order to address the City Council, please complete a Public Comment card. Time allotted per speaker is three 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. Minutes of the City Council Meeting of January 20, 2016

Recommendation
Approve the minutes of the January 20, 2016 Regular City Council Meeting.

9. Prepaid Warrants, General City Warrants, Redevelopment Successor Agency Check Summary, and Payroll

Recommendation
Approve the City of South Pasadena Prepaid Warrants Nos. 191803 through 191853 in the amount of $740,879.78; General City Warrants Nos. 191854 through 192018 in the amount of $1,505,717.39; and Payroll, dated January 29, 2016, in the amount of $ 407,021.07. Seated as the Successor Agency to the Community Redevelopment Agency, approve Payroll, dated January 29, 2016, in the amount of $5,935.50 (included in the above totals).

10. Second Reading and Adoption of an Ordinance Amending the South Pasadena Municipal Code Chapter 36 (Zoning) and Chapter 17 (Health and Sanitation) Related to the Regulation of Massage Establishments and Repealing Ordinance No. 2267

Recommendation
Adopt an Ordinance entitled "An Ordinance of the City Council of the City of South Pasadena, California, repealing Article II (Massage Establishments), adding a new Article II (Massage Establishments), and adding a new Article III (Deemed Approved Massage Establishments) of Chapter 17 (Health and Sanitation), amending Section 36.700.020 (Definitions of Specialized Terms and Phrases) of Article VII (Definitions) of Chapter 36 (Zoning) by adding a new definition of 'Massage Establishment' and Deleting 'Massage' from the Definition of 'Personal Services,' amending Section 36.230.030 ('Commercial District Land Uses and Permit Requirements') Table 2-4 of Chapter 36 ('Zoning') of the South Pasadena Municipal Code, and repealing Ordinance No. 2267 Moratorium on Establishment or Expansion of Massage Establishments," and waive further reading.

11. Second Reading and Adoption of an Ordinance Amending Article III of Chapter 35 of the South Pasadena Municipal Code to be Consistent with the State's Model Water Efficient Landscape Ordinance

Recommendation
Adopt an Ordinance entitled "An Ordinance of the City Council of the City of South Pasadena, California, repealing and replacing Article III (Water Efficient Landscape) of Chapter 35 (Water) with a new Article III (Water Efficient Landscape) consistent with the State's Model Water Efficient Landscape Ordinance (MWELO)," and waive further reading.

12. Discretionary Fund Requests from Mayor Mahmud in the Amount of $300, Mayor Pro Tem Cacciotti in the Amount of $200, and Councilmember Joe in the Amount of $200 for the Purpose of the Special Needs Education Conference

Recommendations
Approve the discretionary fund requests by Mayor Mahmud designating $300, Mayor Pro Tem Cacciotti designating $200, and Councilmember Joe designating $200 for the purpose of the South Pasadena Council Parent-Teacher Association Special Needs Education Conference to be held on March 12, 2016.

13. Comprehensive Annual Financial Report for Fiscal Year Ending June 30, 2015

Recommendation
Receive and file the City of South Pasadena's Comprehensive Annual Financial Report (CAFR) for the Fiscal Year ending June 30, 2015.

14. Actuarial Valuation of Post-Employment Benefits

Recommendation
Receive and file the Actuarial Valuation of Post-Employment Benefits report.

15. Authorize the City Manager to Execute Professional Services Agreements: 1) BikeSGV; 2) Aztlan Athletics; and 3) Day One; on Behalf of the Golden Streets Festival Working Group for Services Associated with the Planning and Hosting of the Golden Streets Festival

Recommendation
Authorize the City Manager to execute Professional Services Agreements with: 1) BikeSGV; 2) Aztlan Athletics; and 3) Day One, on behalf of the Golden Streets Festival Working Group, for services associated with the planning and hosting of the Golden Streets Festival to be held on June 26, 2016.

16. Authorize the City Manager to Execute a Grant Award from the Mobile Source Air Pollution Reduction Review Committee in the Amount of $320,600 on Behalf of the Golden Streets Festival Working Group

Recommendation
Authorize the City Manager to execute a Grant Award Agreement and all related documents for the Mobile Air Pollution Reduction Review Committee (MSRC) 2015 Local Government Match Program, on behalf of the Golden Streets Festival Working Group, for the planning and hosting of the Golden Streets Festival to be held on June 26, 2016.

17. Authorize the City Manager to Execute a Grant Award from the Los Angeles County Metropolitan Transportation Authority in the Amount of $393,600 on Behalf of the Golden Streets Festival Working Group

Recommendation
Authorize the City Manager to execute a Grant Award Agreement and all related documents for the Los Angeles County Metropolitan Transportation Authority (LACMTA) 2014 Open Streets Grant Program, on behalf of the Golden Streets Festival Working Group, for the planning and hosting of the Golden Streets Festival to be held on June 26, 2016.

18. 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 17, 2016 to Hear Objections or Protests to the Vegetation Management Program

Recommendation
Adopt a Resolution entitled "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 therof."

19. Renewal of Contract with the County of Los Angeles Department of Agricultural Commissioner/Weights and Measures to Allow the County to Inspect, Remove and Abate Weeds, Brush and Native Vegetation Declared to be an Existing or Potential Fire Hazard on Unimproved Lots and Land within the City

Recommendation
Renew and approve the contract with the County to allow the continued process of weed and brush removal on privately owned unimproved properties within the City of South Pasadena.

PUBLIC HEARING

20. Appeal of a Decision of the Cultural Heritage Commission to Deny a Request to Demolish a Detached Garage at 1708 Fletcher Avenue and Resolution Adopting a Negative Declaration and Approving a Certificate of Appropriateness

Recommendations
1. Overturn a decision of the Cultural Heritage Commission (CHC), adopt a Negative Declaration, and approve a Certificate of Appropriateness to demolish a 217 sq. ft. detached garage for the construction of a new 480 sq. ft. detached garage.

2. Adopt a Resolution entitled, "A Resolution of the City Council of the City of South Pasadena, California, adopting a Negative Declaration and approving a Certificate of Appropriateness to demolish a detached garage to build a new detached garage on property located at 1708 Fletcher Avenue."

21. Public Hearing and Adoption of a Resolution Amending the Master Schedule of Fees to Establish an Operator Permit Fee for Massage Establishments

Recommendations
Conduct a public hearing and adopt a Resolution entitled "A Resolution of the City Council of the City of South Pasadena, California, amending the Master Schedule of Fees to establish an Operator Permit Fee for Massage Establishments."

ACTION/DISCUSSION

22. Receive and File a Fiscal Analysis Report Relating to the Utility Users Tax Repeal Initiative Measure, Pursuant to Elections Code Section 9212, and Provide Direction on Placing the Initiative on the Ballot for the November 2017 General Municipal Election

Recommendations
1. Receive and file a Fiscal Analysis Report relating to the Utility Users Tax (UUT) repeal initiative measure (Measure), pursuant to Elections Code Section 9212.

2. Adopt a Resolution entitled "A Resolution of the City Council of the City of South Pasadena, California, declaring its intent to submit to the voters at the General Municipal Election to be held on Tuesday, November 7, 2017, an Initiative Measure repealing the City's Utility Users Tax in its entirety."

23. First Reading and Introduction of an Ordinance Amending Chapter 2 (Administration) of the Municipal Code to Establish a Finance Commission

Recommendation
Introduce an Ordinance entitled "An Ordinance of the City Council of the City of South Pasadena, California, amending Chapter 2 (Administration) of the South Pasadena Municipal Code, with the addition of a new Article IVL to create the Finance Commission."

COUNCILMEMBERS COMMUNICATIONS (continued)

ADJOURNMENT

FUTURE CITY COUNCIL MEETINGS
(OPEN SESSION)

February 17, 2016	Regular City Council Meeting	Council Chambers	7:30 p.m.
March 2, 2016	Regular City Council Meeting	Council Chambers	7:30 p.m.
March 16, 2016	Regular City Council Meeting	Council Chambers	7:30 p.m.

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

Prior to meetings, City Council Meeting agenda packets are available at the following locations:

- South Pasadena Public Library, 1100 Oxley Street;
- City Clerk's Division, 1414 Mission Street; and
- City website at: www.southpasadenaca.gov/citycouncilmeetings

Individuals can be placed on an email notification list to receive forthcoming agendas by calling the City Clerk's Division at (626) 403-7230. Any disclosable public records related to an Open Session item appearing on a regular meeting agenda and distributed by the City of South Pasadena to all or a majority of the legislative body fewer than 48 hours prior to that meeting are available for public inspection at the City Clerk's Division, located at City Hall, 2nd floor, 1414 Mission Street prior to the meeting. During the meeting, these documents will be included as part of the "Reference Binder" of the agenda packet kept in the Amedee O. "Dick" Richards, Jr., Council Chambers at 1424 Mission Street, South Pasadena, CA 91030. Documents distributed during the meeting will be available following the meeting at the City Clerk's Division. 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.

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

ACCOMMODATIONS

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

01/28/2016 Desiree Jimenez

Date Desiree Jimenez,
Deputy City Clerk

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THE CITY OF SOUTH PASADENA EXPRESSES

APPRECIATION

Steven Treffers

Cultural Heritage Commission

2015 - 2016

In appreciation of volunteer service on the South Pasadena Cultural Heritage Commission and dedicated commitment in recognizing the value of identifying, protecting, and preserving the City's landmarks and historic districts and enriching the South Pasadena community

Dated this 3rd day of February, 2016

Diana Mahmud, Mayor

Evelyn G. Zneimer, City Clerk

AGENDA ITEM 2

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CITY OF SOUTH PASADENA

PROCLAMATION

Declaring February 9, 2016, as
"Nelbert Chouinard Day"
in the City of South Pasadena

WHEREAS, Nelbertina (Nelbert) Murphy Chouinard, a Graduate of Fine Art from the Pratt Institute in New York, moved to South Pasadena with a new vision of art after the passing of her husband, Horace Chouinard, in World War I; and

WHEREAS, While building the legendary art education empire known ultimately as the Chouinard Art Institute, Nelbert Chouinard lived in the home Dr. Lee Murphy, her father, built in 1907 on Garfield Avenue in South Pasadena, now known as "The Chouinard House,". South Pasadena Landmark Number 44; and

WHEREAS, Nelbert Chouinard's art education principles would impact more than 50,000 students, many of whom would go on to become cultural leaders in numerous art-related fields; and

WHEREAS, Nelbert Chouinard would train each of Walt Disney's early animators, leading to a lifelong collaboration with him, ultimately leading to both the salvation of her institute in 1955, and transition of the Chouinard Art Institute in 1972 into what is now the influential California Institute of the Arts (CalArts); and

WHEREAS, The Chouinard Foundation partnered with the South Pasadena Public Library and the Friends of the South Pasadena Public Library on March 12, 2014 to present a full house, standing room only public celebration of the profound, lasting legacy of Nelbert Chouinard which featured a panel discussion of renowned graduates of Chouinard Art Institute and a screening of "Curly" about a young inner city artist who benefitted from support by the Chouinard Foundation; and

WHEREAS, The gravity and influence of Nelbert Chouinard and her school would come to influence every West Coast art-related movement, including but not limited to costume design, animation, film, the California Watercolor School, synchromism, west coast abstraction, hard edge, west coast pop, surf and rock, ceramics, conceptualism, and graffiti.

NOW, THEREFORE, I, Diana Mahmud, Mayor, on behalf of the City Council of the City of South Pasadena, hereby declare February 9, 2016, as "Nelbert Chouinard Day" in the City of South Pasadena and encourage the community to expand their artistic abilities and imagination through art.

Diana Mahmud, Mayor

February 3, 2016
Date

AGENDA ITEM 3

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City of South Pasadena
Office of the Mayor

Memo

Date: February 3, 2016

To: The Honorable City Council

From: Mayor Diana Mahmud NJ for DM

Re: Commission Appointments

With the City Council concurrence at the February 3, 2016 City Council Meeting, I propose to appoint the following to a full three-year term ending December 31, 2018:

- **Carolyn Flemming to the Library Board of Trustees**
- **Kelly M. Koldus to the Planning Commission**

Applications are on file at the City Clerk's Office, at City Hall, 2nd floor, 1414 Mission Street, South Pasadena, CA 91030.

Thank you.

AGENDA ITEM 4

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Wednesday, January 20, 2016
Minutes of the Regular Meeting of the
Joint City Council/Redevelopment Successor Agency

CALL TO ORDER

A Regular Meeting of the South Pasadena Joint City Council/Redevelopment Successor Agency was called to order by Mayor Mahmud on Wednesday, January 20, 2016, at 7:30 p.m., in the Amedee O. "Dick" Richards, Jr., Council Chamber, located at 1424 Mission Street, South Pasadena, California.

ROLL CALL

Present: Councilmembers/Redevelopment Successor Agency Members Joe, Khubesrian, and Schneider; Mayor Pro Tem/Agency Vice Chair Cacciotti; and Mayor/Agency Chair Mahmud.

Absent: None.

City Staff Present: Sergio Gonzalez, City Manager/Agency Executive Director; Teresa L. Highsmith, City Attorney/Agency Counsel; Evelyn G. Zneimer, City Clerk/Agency Secretary; Anthony J. Mejia, Chief Deputy City Clerk/Chief Deputy Agency Secretary were present at Roll Call. Other staff members presented reports or responded to questions as indicated in the minutes.

INVOCATION

Mayor Pro Tem Cacciotti gave the invocation.

PLEDGE OF ALLEGIANCE

Mayor Pro Tem Cacciotti led the Pledge of Allegiance.

CLOSED SESSION ANNOUNCEMENTS

1. Closed Session Announcements

The Regular Closed Session of the City Council of January 20, 2016, was called to order by Mayor Pro Tem Cacciotti at 6:30 p.m., with all Councilmembers present.

AGENDA ITEM 8

The meeting convened into Closed Session to discuss the following items as listed on the Closed Session Regular Meeting Agenda:

A. CONFERENCE WITH LEGAL COUNSEL – INITIATION OF LITIGATION, Pursuant to Government Code Section 54956.9 (d)(4):
Number of Cases: 1

B. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION, Pursuant to Government Code Section 54956.9 (d)(1):

Existing Litigation: Case No. BS152744
Case Name: City of South Pasadena, et al. v. County of Los Angeles, et al.

City Attorney Highsmith reported that City Council provided direction to staff regarding the agendized Closed Session items, but did not take any reportable action.

PRESENTATIONS

2. Introduction of Mario Rueda, Fire Chief; Anthony Corrao, Firefighter/Paramedic; Kristine Courdy, Public Works Operations Manager; Stacey Falcioni, Management Analyst; Doug Griffith, Reserve Police Officer; and Michael Smith, Police Officer

Mayor Mahmud welcomed and introduced Mario Rueda, Fire Chief; Anthony Corrao, Firefighter/Paramedic; Kristine Courdy, Public Works Operations Manager; Stacey Falcioni, Management Analyst; and Michael Smith, Police Officer. It was noted that Doug Griffith, Reserve Police Officer, could not attend tonight's meeting due to Peace Officer Standards and Training.

3. Presentation of a Certificate of Recognition to the South Pasadena Tournament of Roses Committee for South Pasadena's Rose Parade Float "Fishing Follies" Being Named as the 2016 National Trophy Recipient

Mayor Mahmud presented a Certificate of Recognition to Chris Colburn and Janet Benjamin, on behalf of the South Pasadena Tournament of Roses Committee, for South Pasadena's Rose Parade Float "Fishing Follies" being named as the 2016 National Trophy recipient.

4. Commission Appointments and Re-appointments

MOTION BY MAYOR PRO TEM CACCIOTTI, SECOND BY COUNCILMEMBER SCHNEIDER, CARRIED 5-0, to:

1. Appoint the following individuals to a full three-year term ending December 31, 2018: Steven Friedman to the Cultural Heritage Commission; Mark E. Smeaton to the Design Review Board; William J. Kelly to the Natural Resources and Environmental Commission; Luis Reinoso to the Public Safety Commission; and Kim Hughes to the Public Works Commission.

 (Council action continued on next page)

2. Re-appoint the following individuals to a full three-year term ending December 31, 2018: Cornelia Balogh to the Animal Commission; Jim Fenske to the Design Review Board; Conrado Lopez to the Design Review Board; Joanne Nuckols to the Freeway and Transportation Commission; William Sherman to the Freeway and Transportation Commission; Andrew Lippman to the Library Board of Trustees; Al Benzoni to the Natural Resources and Environmental Commission; Kay Findley to the Natural Resources and Environmental Commission; Nancy M. Wilms to the Natural Resources and Environmental Commission; Ronald Rosen to the Parks and Recreation Commission; Art Salinas to the Parks and Recreation Commission; Vernon René Daley to the Public Safety Commission; Harry Lieberman to the Public Safety Commission; Mary Urquhart to the Public Safety Commission; John E. Fisher to the Public Works Commission; Clinton Granath to the Public Works Commission; Matty Hurtado-Sokolow to the Senior Citizen Commission; and Cindi Knight to the Senior Citizen Commission.

COMMUNICATIONS

5. <u>Councilmembers Communications</u>

Councilmember Joe displayed photos depicting the art exhibit and reception celebrating the works of Leo Politi held on January 10, 2016, at the Library Community Room; spoke on the success of the event and presented Ellen Daigle, Mary Joe, Lisa Boyd, Dana Farrar, Sally Kilby, and Shireen Chang with copies of the event news article; requested that City Council agendize consideration of allocating $200 of his discretionary funds for the Special Needs Education Conference held by the South Pasadena Council PTA Special Needs Committee, seconded by Councilmember Khubesrian.

Councilmember Khubesrian thanked event organizers for hosting the Leo Politi art exhibit and reception; noted that residents have many civic organizations and community meetings which they could discuss qualify of life issues in South Pasadena; noted that the City's Finance Committee is wrapping up its deliberations regarding its transition to the Finance Commission; encouraged residents to be patient when waiting at the light rail crossing, pointing out that it representing hundreds of commuters not congesting roads and freeways.

Councilmember Schneider reported that he was in attendance at the City's San Pasqual Stables Subcommittee meeting which was formed to discuss the lease agreement and management of the stables.

Mayor Pro Tem Cacciotti reported that the City is making progress towards acquiring the excess Caltrans properties; reported on his attendance at the Santa Monica Mountains Conservancy, City's San Pascual Stables Subcommittee, and County Park Needs Assessment meetings; requested that City Council agendize consideration of allocating $200 of his discretionary funds for the Special Needs Education Conference held by the South Pasadena Council PTA Special Needs Committee, seconded by Mayor Mahmud.

Mayor Mahmud requested that City Council agendize consideration of allocating $300 of her discretionary funds for the Special Needs Education Conference held by the South Pasadena Council PTA Special Needs Committee, seconded by Mayor Pro Tem Cacciotti; suggested that the Public Works Commission should review any recommendations of the Planning Commission regarding valet parking; advised that she will be attending the City's Commission meetings over the next month to introduce herself as well as review the roles and responsibilities of City Commissioners; requested that the City Council agendize consideration of developing a Code of Ethics for City Commissions, seconded by Councilmember Schneider.

Councilmember Schneider questioned whether valet parking is within the purview of the Public Works Commission; it was agreed that discussion of the Public Works Commission roles and responsibilities and whether it should consider valet parking would be agendized for a future City Council meeting.

6. City Manager Communications

City Manager Gonzalez and Public Works Director Toor announced that the City will be awarded the Engineering Award for Phase I of the Sewer Rehabilitation and Replacement Project from the California Water Environment Association (CWEA) Los Angeles Basin Chapter.

In response to City Council inquiries, Public Works Director Toor advised that the resurfacing of El Centro Street will commence on January 21, 2016, weather permitting.

City Manager Gonzalez announced that the Snow Day event will be held on Saturday, January 23, 2016, at Garfield Park; displayed a slide depicting the potential park project list that was developed during the Park Needs Assessment Workshop, noting that the City Council will have an opportunity to evaluate the list and prioritize the projects.

City Manager Gonzalez announced that Senior Management Analyst Debby Figoni will be departing from the City and thanked her for her contributions to the City of South Pasadena; Mayor Mahmud presented Ms. Figoni with the City Coin and wished her well on future endeavors.

7. Reordering of and Additions to the Agenda

None.

PUBLIC COMMENTS

Bobbie Nansen, South Pasadena resident, displayed photos depicting a City-built wall near the edge of her property, asserting that the wall was installed without appropriate environmental analysis and engineering; asserted that it is unfair that the City is prosecuting her husband for installing garden walls on their property.

Chris Sutton, Pasadena resident, stated that the California Transportation Commission staff is warning that reductions in gasoline prices will dramatically impact gas tax revenues and funding for transportation projects; speaking as the attorney for the Nansen family, asserted that the City's prosecuting attorneys are repeatedly unprepared for court; urged that the City Council terminate its contract with Jones and Mayer and instruct City staff to not participate in the prosecution of Mark Nansen.

CONSENT CALENDAR

MOTION BY COUNCILMEMBER KHUBESRIAN, SECOND BY MAYOR PRO TEM CACCIOTTI, CARRIED 5-0, to approve the Consent Calendar Item Nos. 8 through 15, with Item Nos. 11, 13, and 14 pulled for separate consideration.

8. Minutes of the City Council Meeting of January 6, 2016

MOTION BY COUNCILMEMBER KHUBESRIAN, SECOND BY MAYOR PRO TEM CACCIOTTI, CARRIED 5-0, to approve the minutes of the January 6, 2016 Regular City Council Meeting.

9. Prepaid Warrants, General City Warrants, Redevelopment Successor Agency Check Summary, and Payroll

MOTION BY COUNCILMEMBER KHUBESRIAN, SECOND BY MAYOR PRO TEM CACCIOTTI, CARRIED 5-0, to approve the City of South Pasadena Prepaid Warrants Nos. 191622 through 191666 in the amount of $256,544.04; General City Warrants Nos.191667 through 191802 in the amount of $543,471.28; and Payroll, dated January 15, 2016, in the amount of $435,437.01. Seated as the Successor Agency to the Community Redevelopment Agency, approve Payroll, dated January 15, 2016, in the amount of $5,135.29 (included in the above totals).

10. Monthly Investment Reports for November 2015

MOTION BY COUNCILMEMBER KHUBESRIAN, SECOND BY MAYOR PRO TEM CACCIOTTI, CARRIED 5-0, to receive and file the Monthly Investment Reports for November 2015 for the City Council, the Successor Agency to the Community Redevelopment Agency, and the Public Financing Authority.

12. Second Reading and Adoption of an Ordinance Amending South Pasadena Municipal Code Chapter 19A (Noise Regulations) to Restrict Construction Activity on City Recognized Holidays

MOTION BY COUNCILMEMBER KHUBESRIAN, SECOND BY MAYOR PRO TEM CACCIOTTI, CARRIED 5-0, to adopt Ordinance No. 2291 entitled "An Ordinance of the City Council of the City of South Pasadena, California, amending Section 19A.13 (Construction of Buildings and Projects) of Article 3 (Construction) of Chapter 19A (Noise Regulation) of the South Pasadena Municipal Code."

15. Authorization to Enter into an Agreement with General Pump Company to Provide As- Needed Well Maintenance and Repair Services

MOTION BY COUNCILMEMBER KHUBESRIAN, SECOND BY MAYOR PRO TEM CACCIOTTI, CARRIED 5-0, to authorize the City Manager to execute an agreement with General Pump Company for an amount not-to-exceed $50,000 to provide as-needed services for well maintenance and repairs throughout the City's water operations system.

ITEMS REMOVED FROM THE CONSENT CALENDAR FOR DISCUSSION

11. Second Reading and Adoption of an Ordinance Regulating the Cultivation of Medical Marijuana

Planning and Building Director Watkins presented the staff report and responded to City Council inquires.

Lothar Delgado, South Pasadena resident, voiced opposition to prohibitions on mobile medical marijuana dispensaries, noting that brink and mortar dispensaries are not permitted in South Pasadena.

Michelle Goldman, Glendale resident, spoke in opposition to prohibitions on mobile medical marijuana dispensaries, pointing out that it has negative impacts on homebound residents.

In response to City Council inquiries, City Attorney Highsmith explained that the City Council could determine to modify its restrictions on the cultivation of medical marijuana and/or dispensaries at a future meeting; pointed out that if the City Council does not enact restrictions prior to the State Legislature's deadline of March 1, 2016, it would be required to follow the State's licensing system regarding medical marijuana; advised that violations of the subject regulations would be enforced via the City's code enforcement procedures.

MOTION BY COUNCILMEMBER KHUBESRIAN, SECOND BY MAYOR PRO TEM CACCIOTTI, CARRIED 5-0, to adopt Ordinance No. 2290 entitled "An Ordinance of the City Council of the City of South Pasadena, California, amending Section 36.350.240 (Medical Marijuana Dispensaries) of Article III (Site Planning and General Development Standards) of Chapter 36 (zoning) by adding a new definition of 'cultivation of marijuana' and adding a citywide prohibition of the cultivation of marijuana."

13. Approval of Mayor's List of City Council Liaisons and Regional Group Appointments and Adoption of a Resolution Appointing Delegates, Representatives, and Alternates to Various Agencies and Organizations

Mayor Mahmud announced that due to scheduling conflicts list of City Council Liaisons and Regional Group Appointments should be modified to reflect that Mayor Mahmud will serve as the Youth Commission City Council Liaison and Councilmember Khubesrian will serve as the Senior Citizen Commission City Council Liaison.

By consensus, the City Council: 1) approved the Mayor's list of City Council Liaison and Regional Group Appointments to various commissions, boards, and committees, as amended; and 2) adopted Resolution No. 7443 entitled "A Resolution of the City Council of the City of South Pasadena, California, appointing delegates, representatives, and alternates as official representatives of the City of South Pasadena."

14. Award of Contract for Building and Safety Services to Transtech Engineers, Inc.

Planning and Building Director Watkins presented the staff report and responded to City Council inquiries.

Bobbie Nansen, South Pasadena resident, stated that the City's Building Official Craig Melicher failed to appear in court for a proceeding against Mark Nansen; opined that the City is not enforcing its contract provision that Transtech Engineering indemnify and protect the City during legal proceedings; opined that Transtech has not applied City regulations to permit applicants fairly, citing that David Margrave was allowed to grade his property without a permit.

Christopher Sutton, Attorney for the Nansen family, asserted that Transtech inspectors illegally entered the Nansen's property and took photos; asserted that most cities that outsource plan check, and building and safety services do so with multiple on-call companies; urged City Council to postpone the matter to allow for more time to review the qualifications of the other bidders.

In response to City Council inquiry, City Manager Gonzalez explained the staff is recommended award of the contract to Transtech based on a combinations of competitive pricing and excellent customer service history with the City; recommended against selecting multiple companies to perform building and safety services, stressing the importance of maintaining consistency; noted that the City Council establishing the rates for building and safety services for residents and that the City reimburses Transtech for services performed under the contract.

MOTION BY MAYOR PRO TEM CACCIOTTI, SECOND BY COUNCILMEMBER JOE, CARRIED 5-0, to:

1. Accept a proposal dated October 22, 2015, from Transtech Engineers, Inc. for the provision of building and safety services.

2. Authorize the City Manager to execute an agreement with Transtech for a five year period.

PUBLIC HEARING

16. First Reading and Introduction of an Ordinance Amending the South Pasadena Municipal Code Chapter 36 (Zoning) and Chapter 17 (Health and Sanitation) Related to the Regulation of Massage Establishments and Repealing Ordinance No. 2267

Councilmember Schneider asked to be excused and left the Council Chamber at 8:50 p.m.

Assistant to the City Manager Demirjian narrated a PowerPoint presentation entitled "Public Hearing: Proposed Ordinance Amending the Municipal Code to Regulate Establishment and Operation of Massage Businesses" and responded to City Council inquiries; noted that a revised redline version of the proposed ordinance was distributed to City Council and posted on the City's website.

Mayor Mahmud opened the Public Hearing.

Gretchen Robinette, South Pasadena resident, representing Women Involved in South Pasadena Political Action (WISPPA), expressed gratitude to the City Council for taking action to establish a moratorium on massage establishments and for working with the League of California Cities the addresses residents' concerns; expressed concern and questioned whether the ordinance addresses "call out" massage occurring at homes; noted that the proposed ordinance does not include reference to human trafficking.

There being no others desiring to speak on this item, Mayor Mahmud closed the Public Hearing.

In response to City Council inquiry, Police Chief Miller advised that concerns related to "call out" massages at residents' homes would be complaint-based enforcement; noted that the South Pasadena Police Department and Santa Monica Police Department worked together to perform sting vice operations in the past; advised that City Hall staff monitors periodicals and online advertisements related to adult services and notifies the Police Department as necessary.

During the course of discussion, it was agreed by the City Council to incorporate the following amendments into the proposed ordinance:

a. Section 17.13, Findings and Purpose, be amended to include reference to "human trafficking."

b. Section 17.27(b) to read as follows: "The provisions of this chapter shall be applicable to all persons and businesses described herein whether the described activities were established before or after the effective date of this article, except that massage establishments legally in business prior to the effective date hereof shall have three months ~~or until the expiration of their current business license, whichever is greater,~~ to comply with the terms hereof.

c. Section 17.17(e)(11) to read as follows: "A complete set of fingerprints taken by the police department for each applicant business owner and proposed operator or manager. The applicant shall be responsible for payment of any fingerprinting fee."

d. Section 17.45 Definitions, "Deemed Approved Massage Establishment" be reorganized to be listed as a subsection of 17.46 Performance Standards and Deemed Approved Massage Establishments.

e. Section 17.47(c), Procedure for consideration of violation to performance standards, be reorganized to become a separate section and the remainder of the balance be renumbered.

MOTION BY COUNCILMEMBER KHUBESRIAN, SECOND BY COUNCILMEMBER JOE, CARRIED 4-0 (COUNCILMEMBER SCHNEIDER ABSENT), to introduce an Ordinance entitled "An Ordinance of the City Council of the City of South Pasadena, California, repealing Article II (Massage Establishments), adding a new Article II (Massage Establishments), and adding a New Article III (Deemed Approved Massage Establishments) of Chapter 17 (Health and Sanitation), amending Section 36.700.020 (Definitions of Specialized Terms and Phrases) of Article VII (Definitions) of Chapter 36 (Zoning) by adding a new definition of 'massage establishment' and deleting 'massage' from the definition of 'personal services,' amending Section 36.230.030 ('commercial district land uses and permit requirements') Table 2-4 of Chapter 36 ('Zoning') of the South Pasadena Municipal Code, and repealing Ordinance No. 2267 Moratorium on Establishment or Expansion of Massage Establishments," as amended.

17. Public Hearing to Adopt a Resolution Approving the Community Development Block Grant (CDBG) Program for the Fiscal Year 2016-2017

Management Analyst Falcioni presented the staff report and responded to City Council inquiries.

City Manager Gonzalez and Public Works Director explained that allocation of CDBG funds for sidewalk repairs is prioritized based on number of complaints received, accident based data, access to public facilities, and access to public transportation.

Mayor Mahmud opened and closed the Public Comments period, there being no one desiring to speak to this issue.

MOTION BY MAYOR PRO TEM CACCIOTTI JOE, SECOND BY COUNCILMEMBER JOE, CARRIED 4-0 (COUNCILMEMBER SCHNEIDER ABSENT), to adopt Resolution No. 7444 entitled, "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 2016-2017."

ACTION/DISCUSSION

18. First Reading and Introduction of an Ordinance Amending Article III of Chapter 35 of the South Pasadena Municipal Code to be Consistent with the State's Model Water Efficient Landscape Ordinance

Senior Management Analyst Figoni narrated a PowerPoint presentation entitled "Model Water Efficient Landscape Ordinance (MWELO)" and responded to City Council inquiries.

Mayor Mahmud opened and closed the Public Comments period, there being no one desiring to speak to this issue.

Mayor Mahmud noted that neighboring communities have adopted that Water Efficient Landscape Ordinance drafted by the Municipal Water District of Orange County and in an effort to be consistent among neighboring communities the City Council may desire to consider adopting the ordinance in the future.

MOTION BY COUNCILMEMBER KHUBESRIAN, SECOND BY MAYOR PRO TEM CACCIOTTI, CARRIED 4-0 (COUNCILMEMBER SCHNEIDER ABSENT), to introduce an Ordinance entitled "An Ordinance of the City Council of the City of South Pasadena, California, repealing and replacing Article III (Water Efficient Landscape) of Chapter 35 (Water) with a new Article III (Water Efficient Landscape) consistent with the State's model Water Efficient Landscape Ordinance."

19. Adoption of a Resolution Approving the Recognized Obligation Payment Schedule for the Period of July 1, 2016 – June 30, 2017

The City Council seated as the Successor Agency to the South Pasadena Community Redevelopment Agency.

Finance Director Batt presented the staff report.

Chair Mahmud opened and closed the Public Comments period, there being no one desiring to speak to this issue.

MOTION BY AGENCY VICE CHAIR CACCIOTTI, SECOND BY AGENCY MEMBER JOE, CARRIED 4-0 (AGENCY MEMBER SCHNEIDER ABSENT), to adopt Resolution No. 2016-02 SA entitled "A Resolution 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 July 2016 – June 2017."

20. Approval of Modifications to Water Conservation Subsidy Programs for Fiscal Year 2015-16

Senior Management Analyst Figoni narrated a PowerPoint presentation entitled "Water Conservation Subsidy Programs" and responded to City Council inquiries.

City Manager Gonzalez and Public Works Director Toor advised that the City is focusing its efforts to conserve water usage at the Arroyo Seco Golf Course and ball fields and increasing capacity for water storage; explained that median landscaping will not likely result in significant water reduction, noting that the new Public Works Operations Manager will be addressing the matter in the future.

Mayor Mahmud opened and closed the Public Comments period, there being no one desiring to speak to this issue.

During the course of discussion, the City Council agreed that the water conservation subsidy program be amended as follows:

a. Increase the City's High Efficiency Toilet rebates from $75 to $100.
b. Increase the City's Premium High Efficient Toilet rebates from $110 to $150.
c. Increase the City's High Efficiency Washer (residential only) rebates from $115 to $165.
d. Increase the City's Weather Based Irrigation Controllers rebate from $70 to $100.
e. Allow the City's Rotating Sprinkler Nozzle rebate to be eligible for a minimum of 15 replacement nozzles.

MOTION BY MAYOR PRO TEM CACCIOTTI, SECOND BY COUNCILMEMBER KHUBESRIAN, CARRIED 4-0 (COUNCILMEMBER SCHNEIDER ABSENT), approve updated water conservation subsidy programs for Fiscal Year (FY) 2015-16, as amended, which will support continued water conservation efforts.

21. City Council Chamber Interior Renovation and Energy Efficiency Project - Status Update

Public Works Director Toor and Dale Brown, Principal of Onyx Architects, narrated a PowerPoint presentation entitled "Council Chamber Interior Renovation" and responded to City Council inquiries.

In response to City Council inquiries, City Manager Gonzalez explained that once renovated the Council Chamber could serve as a permanent secondary Emergency Operations Center (EOC); advised that the potential funding sources are preliminary in nature and that once construction bids are received, it will clarify actual project costs.

Councilmember Joe expressed concern regarding the possible use of General Fund Reserves and that the project estimate continues to increase. Mr. Brown explained that the project estimate contains a conservative contingency fund, noting that the Council Chamber is a relatively simple building and that it would be unlikely that unforeseen conditions would exist.

Public Works Director Toor advised that the Council Chamber heating, ventilating, and air conditioning (HVAC) systems are approaching 30 years of operation and that repair service is occurring with frequency and replacement parts are not readily available.

Mayor Mahmud opened and closed the Public Comments period, there being no one desiring to speak to this issue.

Councilmember Khubesrian noted that the Council Chamber interior renovation will enhance the public's ability to use the facility for more workshops and training; pointed out that a permanent primary EOC will be costly and years away from being constructed.

Mayor Pro Tem Cacciotti voiced support for moving forward with the project, noting that the Renewable Energy Fund contribution should be less than the proposed $100,000.

Councilmember Joe expressed support for progressing with the project; stressed the importance of attempting to seek project funding from sources other than the General Fund Reserves; suggested that no more than $375,000 of project funding be derived from the General Fund Reserves.

Mayor Mahmud expressed objection to utilizing the Renewable Energy Fund as a funding source for the project; encouraged staff to purchase furniture and equipment that is functional and affordable.

MOTION BY COUNCILMEMBER KHUBESRIAN, SECOND BY MAYOR PRO TEM CACCIOTTI, CARRIED 4-0 (COUNCILMEMBER SCHNEIDER ABSENT), to direct staff to proceed with Council Chamber Interior Renovation and Energy Efficiency Project with direction that staff should develop a funding plan which is mindful of utilizing General Fund Reserves and Renewable Energy Funds.

ADJOURNMENT

Mayor Mahmud adjourned the Joint City Council/Redevelopment Successor Agency meeting at 11:30 p.m.

Evelyn G. Zneimer City Clerk	Diana Mahmud Mayor

Minutes approved by the South Pasadena City Council on February 3, 2016.

City of South Pasadena/ Redevelopment Successor Agency Agenda Report

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

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

COUNCIL AGENDA: February 3, 2016

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 $740,879.78, General City Warrants in the Amount of $1,505,717.39 and Payroll in the Amount of $412,956.57**

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

Fiscal Impact

Prepaid Warrants:	
Warrant # 191803 – 191853	$ 740,536.79
General City Warrants:	
Warrant # 191854 – 192018	$ 1,505,717.39
Payroll 01-29-16	$ 407,021.07
RSA:	
Prepaid Warrants	$ 342.99
General City Warrants	$
Payroll 01-29-16	$ 5,935.50
Total	$ 2,659,553.74

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 01-29-16
5. Redevelopment Successor Agency Check Summary Total

ATTACHMENT 1
Warrant Summary

City of South Pasadena
Demand/Warrant Register

Recap by fund	Fund No.	Date 02.03.16 Amounts Prepaid	Written	Payroll
General Fund	101	126,905.40	502,189.43	204,058.16
Insurance Fund	103			
Facilities & Equip.Cap. Fund	105	1,240.00		
Local Transit Return "A"	205	826.10	1,879.19	5,540.99
Local Transit Return "C"	207	661.85		11,106.61
Sewer Fund	210	961.36	7,137.82	16,844.87
CTCTraffic Improvement	211			
Street Lighting Fund	215	24,694.61	7,536.24	10,373.07
Public,Education & Govt Fund	217			
Clean Air Act Fund	218			
Business Improvement Tax	220	29,100.00		
Gold Line Mitigation Fund	223			
Mission Meridian Public Garage	226		177.52	
Housing Authority Fund	228			
State Gas Tax	230	1,439.62	1,800.33	13,647.87
County Park Bond Fund	232		177.20	
Measure R	233			
MSRC Grant Fund	238			
Bike & Pedestrian Paths	245			
Capital Growth Fund	255			
CDBG	260		4,936.14	
Asset Forfeiture	270			
Police Grants - State	272			
Police Subventions-CLEEP	273			
Homeland Security Grant	274			
Park Impact Fees	275			
HSIP Grant	277			
Public Library Fund Grant	280			
Arroyo Seco Golf Course	295		1,190.00	
Sewer Capital Projects Fund	310			329.91
Water Fund	500	300,402.45	978,693.52	74,044.07
Public Financing Authority	550			
Payroll Clearing Fund	700	254,305.40		71,075.52
Redev.Oblig.Retirement Fund	927			
	Column Totals	740,536.79	1,505,717.39	407,021.07
	City Report Totals		2,653,275.25	

Recap by fund	Fund No.	Amounts Prepaid	Written	Payroll
RSA	227	342.99	-	5,935.50
	Column Totals	342.99	-	5,935.50
	RSA Report Totals		6,278.49	

	Amounts Prepaid	Written	Payroll
	740,879.78	1,505,717.39	412,956.57
Grand Report Total		2,659,553.74	

Diana Mahmud, Mayor

David Batt, Finance Director

Evelyn G. Zneimer, City Clerk

ATTACHMENT 2
Prepaid Warrant List

Voided Checks

191623	$753.54

Accounts Payable

Check Detail

User: mfestejo
Printed: 01/27/2016 - 2:27PM

Check Number	Check Date			Amount
ATGC8530 - Acorn Technology Corp. Line Item Account				
191803	01/14/2016			
Inv 20160				
Line Item Date	Line Item Description		Line Item Account	
12/01/2015	IT Svcs November 2015		101-3010-3032-8170-000	-1,756.91
Inv 20160 Total				-1,756.91
Inv 20160-1284				
Line Item Date	Line Item Description		Line Item Account	
12/01/2015	IT Svcs November 2015		101-3010-3032-8170-000	1,350.00
Inv 20160-1284 Total				1,350.00
Inv 20160-1287				
Line Item Date	Line Item Description		Line Item Account	
12/01/2015	IT Svcs November 2015		101-3010-3032-8170-000	52.50
12/01/2015	IT Svcs November 2015		101-4010-4011-8170-000	87.50
Inv 20160-1287 Total				140.00
Inv 20160-1289				
Line Item Date	Line Item Description		Line Item Account	
12/01/2015	IT Svcs November 2015		101-3010-3032-8170-000	45.00
Inv 20160-1289 Total				45.00
Inv 20160-1290				
Line Item Date	Line Item Description		Line Item Account	
12/01/2015	IT Svcs November 2015		101-3010-3032-8170-000	197.50
Inv 20160-1290 Total				197.50
Inv 20160-1291				
Line Item Date	Line Item Description		Line Item Account	
12/01/2015	IT Svcs November 2015		101-3010-3032-8170-000	45.00
Inv 20160-1291 Total				45.00
Inv 20160-1293				
Line Item Date	Line Item Description		Line Item Account	
12/01/2015	IT Svcs November 2015		101-3010-3032-8170-000	125.00

Check Number	Check Date			Amount
Inv 20160-1293 Total				125.00
Inv	20160-1294			
Line Item Date	Line Item Description		Line Item Account	
12/01/2015	IT Svcs November 2015		101-3010-3032-8170-000	49,665.00
Inv 20160-1294 Total				49,665.00
Inv	20160-1295			
Line Item Date	Line Item Description		Line Item Account	
12/01/2015	IT Svcs November 2015		101-4010-4011-8170-000	117.50
12/01/2015	IT Svcs November 2015		101-3010-3032-8170-000	2,275.00
Inv 20160-1295 Total				2,392.50
191803 Total:				52,203.09
ATGC8530 - Acorn Technology Corp. Total:				52,203.09
AME0229 - Ameritas Line Item Account				
191843	01/28/2016			
Inv	P/R/E 1/24/16			
Line Item Date	Line Item Description		Line Item Account	
01/25/2016	Vision Ins Feb-16		700-0000-0000-2268-000	3,453.32
Inv P/R/E 1/24/16 Total				3,453.32
191843 Total:				3,453.32
AME0229 - Ameritas Total:				3,453.32
ATCN9011 - AT & T Line Item Account				
191828	01/21/2016			
Inv	000007449678			
Line Item Date	Line Item Description		Line Item Account	
12/27/2015	8022 10/20-12/19/15		101-3010-3032-8150-000	630.60
Inv 000007449678 Total				630.60
Inv	000007455771			
Line Item Date	Line Item Description		Line Item Account	
01/04/2016	0086 10/20-12/19/15		500-6010-6710-8150-000	363.99
Inv 000007455771 Total				363.99
Inv	000007455772			
Line Item Date	Line Item Description		Line Item Account	
12/27/2015	0087 10/20-12/19/15		101-3010-3032-8150-000	210.06

Check Number	Check Date		Amount
Inv 000007455772 Total			210.06
Inv 000007455778			
Line Item Date	Line Item Description	Line Item Account	
12/27/2015	0743 10/20-12/19/15	101-3010-3032-8150-000	210.06
Inv 000007455778 Total			210.06
Inv 000007455801			
Line Item Date	Line Item Description	Line Item Account	
12/27/2015	3048 10/20-12/19/15	101-3010-3032-8150-000	129.42
Inv 000007455801 Total			129.42
Inv 000007455808			
Line Item Date	Line Item Description	Line Item Account	
12/27/2015	0099 10/20-12/19/15	101-3010-3032-8150-000	210.06
Inv 000007455808 Total			210.06
Inv 000007455821			
Line Item Date	Line Item Description	Line Item Account	
12/27/2015	1753 10/20-12/19/15	101-3010-3032-8150-000	564.00
Inv 000007455821 Total			564.00
Inv 000007455822			
Line Item Date	Line Item Description	Line Item Account	
01/04/2016	1754 10/20-12/19/15	500-6010-6710-8150-000	575.58
Inv 000007455822 Total			575.58
Inv 000007455906			
Line Item Date	Line Item Description	Line Item Account	
12/27/2015	2994 10/20-12/19/15	101-3010-3032-8150-000	291.18
Inv 000007455906 Total			291.18
Inv 000007457396			
Line Item Date	Line Item Description	Line Item Account	
12/27/2015	0802 10/20-12/19/15	101-3010-3032-8150-000	101.19
Inv 000007457396 Total			101.19
Inv 000007457397			
Line Item Date	Line Item Description	Line Item Account	
12/27/2015	0756 10/20-12/19/15	101-3010-3032-8150-000	101.19
Inv 000007457397 Total			101.19

Check Number	Check Date		Amount

Inv 000007465859

Line Item Date	Line Item Description	Line Item Account	
12/27/2015	CLAPDSOPAS 11/27/15-12/26/15	101-3010-3032-8150-000	324.72

Inv 000007465859 Total 324.72

Inv 000007475682

Line Item Date	Line Item Description	Line Item Account	
01/04/2016	0951 12/4/15-1/3/16	500-6010-6710-8150-000	18.51

Inv 000007475682 Total 18.51

Inv 000007475683

Line Item Date	Line Item Description	Line Item Account	
01/04/2016	2319 12/4/15-1/3/16	500-6010-6710-8150-000	159.04

Inv 000007475683 Total 159.04

Inv 000007475685

Line Item Date	Line Item Description	Line Item Account	
12/27/2015	0182 11/27/15-12/26/15	101-3010-3032-8150-000	35.38

Inv 000007475685 Total 35.38

Inv 000007475686

Line Item Date	Line Item Description	Line Item Account	
12/27/2015	0384 11/27/15-12/26/15	101-3010-3032-8150-000	116.36

Inv 000007475686 Total 116.36

Inv 000007475687

Line Item Date	Line Item Description	Line Item Account	
12/27/2015	0675 11/27/15-12/26/15	101-3010-3032-8150-000	78.72

Inv 000007475687 Total 78.72

Inv 000007475688

Line Item Date	Line Item Description	Line Item Account	
12/27/2015	1191 11/27/15-12/26/15	101-3010-3032-8150-000	188.88

Inv 000007475688 Total 188.88

Inv 000007475689

Line Item Date	Line Item Description	Line Item Account	
12/27/2015	2876 11/27/15-12/26/15	101-3010-3032-8150-000	36.43

Inv 000007475689 Total 36.43

Inv 000007475690

Line Item Date	Line Item Description	Line Item Account	
12/27/2015	3596 11/27/15-12/26/15	101-3010-3032-8150-000	110.01

Inv 000007475690 Total 110.01

Inv 000007475691

Line Item Date	Line Item Description	Line Item Account	
12/27/2015	4602 11/27/15-12/26/15	101-3010-3032-8150-000	18.51

Inv 000007475691 Total 18.51

Inv 000007475692

Line Item Date	Line Item Description	Line Item Account	
12/27/2015	6273 11/27/15-12/26/15	101-3010-3032-8150-000	110.02

Inv 000007475692 Total 110.02

Inv 000007475693

Line Item Date	Line Item Description	Line Item Account	
12/27/2015	6301 11/27/15-12/26/15	101-3010-3032-8150-000	75.82

Inv 000007475693 Total 75.82

Inv 000007475694

Line Item Date	Line Item Description	Line Item Account	
12/27/2015	6317 11/27/15-12/26/15	101-3010-3032-8150-000	110.00

Inv 000007475694 Total 110.00

Inv 000007475695

Line Item Date	Line Item Description	Line Item Account	
12/27/2015	6359 11/27/15-12/26/15	101-3010-3032-8150-000	110.20

Inv 000007475695 Total 110.20

Inv 000007475697

Line Item Date	Line Item Description	Line Item Account	
12/27/2015	8174 11/27/15-12/26/15	101-3010-3032-8150-000	110.93

Inv 000007475697 Total 110.93

Inv 000007475698

Line Item Date	Line Item Description	Line Item Account	
01/04/2016	9413 12/4/15-1/3/16	500-6010-6710-8150-000	16.63

Inv 000007475698 Total 16.63

Inv 000007476168

Line Item Date	Line Item Description	Line Item Account	
12/27/2015	2513 11/27/15-12/26/15	101-3010-3032-8150-000	121.73

Inv 000007476168 Total 121.73

Inv 000007476169

Line Item Date	Line Item Description	Line Item Account	
12/27/2015	6497 11/27/15-12/26/15	101-3010-3032-8150-000	2.22

Inv 000007476169 Total 2.22

Inv 000007507500

Line Item Date	Line Item Description	Line Item Account	
12/27/2015	0587 11/27/15-12/26/15	101-3010-3032-8150-000	110.57

Inv 000007507500 Total 110.57

Inv 000007507501

Line Item Date	Line Item Description	Line Item Account	
12/27/2015	9465 11/27/15-12/26/15	101-3010-3032-8150-000	110.80

Inv 000007507501 Total 110.80

Inv 000007510680

Line Item Date	Line Item Description	Line Item Account	
01/04/2016	5778 12/4/15-1/3/16	500-6010-6710-8150-000	88.51

Inv 000007510680 Total 88.51

Inv 000007513287

Line Item Date	Line Item Description	Line Item Account	
01/04/2016	5005 12/4/15-1/3/16	500-6010-6710-8150-000	19.88

Inv 000007513287 Total 19.88

Inv 000007526664

Line Item Date	Line Item Description	Line Item Account	
12/27/2015	4049 11/27/15-12/26/15	101-3010-3032-8150-000	110.57

Inv 000007526664 Total 110.57

Inv 000007529112

Line Item Date	Line Item Description	Line Item Account	
12/27/2015	1352 11/27/15-12/26/15	101-3010-3032-8150-000	110.71

Inv 000007529112 Total 110.71

Inv 000007529113

Line Item Date	Line Item Description	Line Item Account	
12/27/2015	1986 11/27/15-12/26/15	101-3010-3032-8150-000	18.51

Inv 000007529113 Total 18.51

Inv 000007529115

Line Item Date	Line Item Description	Line Item Account	
12/27/2015	9048 11/27/15-12/26/15	101-3010-3032-8150-000	35.68

Inv 000007529115 Total 35.68

Inv 000007529116

Line Item Date	Line Item Description	Line Item Account	
12/27/2015	4358 11/27/15-12/26/15	101-3010-3032-8150-000	89.74

Inv 000007529116 Total 89.74

Inv 000007534483

Line Item Date	Line Item Description	Line Item Account	
12/27/2015	4047 11/27/15-12/26/15	101-3010-3032-8150-000	50.09

Inv 000007534483 Total 50.09

Inv 000007534484

Line Item Date	Line Item Description	Line Item Account	
12/27/2015	4956 11/27/15-12/26/15	101-3010-3032-8150-000	371.45

Inv 000007534484 Total 371.45

Inv 000007534485

Line Item Date	Line Item Description	Line Item Account	
12/27/2015	9100 11/27/15-12/26/15	101-3010-3032-8150-000	50.40

Inv 000007534485 Total 50.40

Inv 000007534892

Line Item Date	Line Item Description	Line Item Account	
12/27/2015	2870 11/27/15-12/26/15	101-3010-3032-8150-000	31.47

Inv 000007534892 Total 31.47

Inv 000007534893

Line Item Date	Line Item Description	Line Item Account	
12/27/2015	2856 11/27/15-12/26/15	101-3010-3032-8150-000	31.47

Inv 000007534893 Total 31.47

Inv 000007534894

Line Item Date	Line Item Description	Line Item Account	
12/27/2015	2095 11/27/15-12/26/15	101-3010-3032-8150-000	51.75

Inv 000007534894 Total 51.75

Inv 000007534900

Line Item Date	Line Item Description	Line Item Account	
12/27/2015	2841 11/27/15-12/26/15	101-3010-3032-8150-000	31.47

Inv 000007534900 Total 31.47

Check Number	Check Date		Amount
Inv 000007534947			
Line Item Date	Line Item Description	Line Item Account	
12/27/2015	3075 11/27/15-12/26/15	101-3010-3032-8150-000	35.13
Inv 000007534947 Total			35.13
191828 Total:			6,479.64
ATCN9011 - AT & T Total:			6,479.64
AT&T5011 - AT&T Line Item Account			
191829	01/21/2016		
Inv 065 081-5011			
Line Item Date	Line Item Description	Line Item Account	
01/01/2016	12/13/15-1/12/16	101-3010-3032-8150-000	147.68
Inv 065 081-5011 Total			147.68
Inv 248 134-6100			
Line Item Date	Line Item Description	Line Item Account	
01/01/2016	1/16	101-3010-3032-8150-000	9.40
Inv 248 134-6100 Total			9.40
Inv 626 405-0051			
Line Item Date	Line Item Description	Line Item Account	
01/11/2016	1/11-2/10/16	101-3010-3032-8150-000	412.50
Inv 626 405-0051 Total			412.50
191829 Total:			569.58
AT&T5011 - AT&T Total:			569.58
ATH0292 - Athens Disposal Company Line Item Account			
191804	01/14/2016		
Inv December 2015			
Line Item Date	Line Item Description	Line Item Account	
01/13/2016	Yard Waste Fees 12/15	500-0000-0000-5525-000	14,813.52
01/13/2016	Low Income Fees 12/15	101-0000-0000-4210-001	1,488.32
Inv December 2015 Total			16,301.84
Inv January 2016			
Line Item Date	Line Item Description	Line Item Account	
01/13/2016	Estimate Rubbish Fees 1/16	500-0000-0000-5360-000	277,648.40
Inv January 2016 Total			277,648.40

Check Number	Check Date		Amount
191804 Total:			293,950.24
ATH0292 - Athens Disposal Company Total:			293,950.24

BRAS3010 - Bartel Associates Line Item Account

191830 01/21/2016

Inv 16-024

Line Item Date	Line Item Description	Line Item Account	
01/13/2016	OPEB Valuation Consulting Svcs 12/15	101-3010-3011-8170-000	7,576.20
Inv 16-024 Total			7,576.20
191830 Total:			7,576.20
BRAS3010 - Bartel Associates Total:			7,576.20

BOA7777 - Board of Equalization Line Item Account

191831 01/21/2016

Inv SR AP017300007

Line Item Date	Line Item Description	Line Item Account	
12/31/2015	2015 Sales Tax	101-0000-0000-2700-000	4,188.00
Inv SR AP017300007 Total			4,188.00
191831 Total:			4,188.00
BOA7777 - Board of Equalization Total:			4,188.00

CAL6695 - CA American Water Co. Line Item Account

191832 01/21/2016

Inv 101521002151102

Line Item Date	Line Item Description	Line Item Account	
12/24/2015	Water Svc-Wilson Well#2 311 Bradbury Dr.11/23-12/22/15	500-6010-6711-8231-000	10.56
Inv 101521002151102 Total			10.56
191832 Total:			10.56
CAL6695 - CA American Water Co. Total:			10.56

CSD3010 - Ca. State Disbursement Unit Line Item Account

191844 01/28/2016

Inv P/R/E 1/24/16

Line Item Date	Line Item Description	Line Item Account	
01/25/2016	Garnishment	700-0000-0000-2264-000	400.50

Check Number	Check Date		Amount
Inv P/R/E 1/24/16 Total			400.50
191844 Total:			400.50
CSD3010 - Ca. State Disbursement Unit Total:			400.50
STA5680 - CAL PERS 457 PLAN Line Item Account			
191845	01/28/2016		
Inv	P/R/E 1/24/16		
Line Item Date	Line Item Description	Line Item Account	
01/25/2016	Deferred Comp	700-0000-0000-2260-000	4,366.97
Inv P/R/E 1/24/16 Total			4,366.97
Inv	P/R/E 1/24/16*		
Line Item Date	Line Item Description	Line Item Account	
01/25/2016	Loam Pmt	700-0000-0000-2260-000	43.25
Inv P/R/E 1/24/16* Total			43.25
191845 Total:			4,410.22
STA5680 - CAL PERS 457 PLAN Total:			4,410.22
LCIA5270 - Ciavarello, Lee Line Item Account			
191805	01/14/2016		
Inv	R66218		
Line Item Date	Line Item Description	Line Item Account	
01/13/2016	Refund Yoga Class	101-0000-0000-5270-002	96.00
Inv R66218 Total			96.00
191805 Total:			96.00
LCIA5270 - Ciavarello, Lee Total:			96.00
CLCF2011 - City of La Canada Flintridge Line Item Account			
191806	01/14/2016		
Inv	FY 2014-2015		
Line Item Date	Line Item Description	Line Item Account	
01/14/2016	FY 14-15 Arroyo Verdugo Subregion	101-1010-1011-8060-000	753.54
Inv FY 2014-2015 Total			753.54
191806 Total:			753.54

Check Number	Check Date	Amount

CLCF2011 - City of La Canada Flintridge Total: 753.54

SOU5454 - City of South Pasadena-City Clerk Line Item Account

191807 01/14/2016

Inv 12/29/15

Line Item Date	Line Item Description	Line Item Account	
12/29/2015	Reimb. Petty Cash	101-1020-1021-8090-000	37.11
12/29/2015	Reimb. Petty Cash	101-1020-1021-8000-000	16.34
12/29/2015	Reimb. Petty Cash	101-1020-1022-8020-000	23.94
12/29/2015	Reimb. Petty Cash	101-1010-1011-8090-000	148.62
12/29/2015	Reimb. Petty Cash	101-1010-1011-8020-000	1.29
Inv 12/29/15 Total			227.30

191807 Total: 227.30

SOU5454 - City of South Pasadena-City Clerk Total: 227.30

CSPF5011 - City of South Pasadena-FD Line Item Account

191808 01/14/2016

Inv 1/13/16

Line Item Date	Line Item Description	Line Item Account	
01/13/2016	Reimb. Petty Cash	101-5010-5011-8020-000	202.36
01/13/2016	Reimb. Petty Cash	101-5010-5011-8120-000	20.46
01/13/2016	Reimb. Petty Cash	101-5010-5011-8000-000	7.62
01/13/2016	Reimb. Petty Cash	101-5010-5011-8100-000	104.87
Inv 1/13/16 Total			335.31

191808 Total: 335.31

CSPF5011 - City of South Pasadena-FD Total: 335.31

PCYD6010 - City of South Pasadena-Yard Line Item Account

191809 01/14/2016

Inv 1/11/16

Line Item Date	Line Item Description	Line Item Account	
01/11/2016	Reimb. Petty Cash	500-6010-6711-8070-000	32.99
01/11/2016	Reimb. Petty Cash	500-6010-6710-8070-000	145.44
01/11/2016	Reimb. Petty Cash	101-6010-6601-8020-000	11.26
Inv 1/11/16 Total			189.69

191809 Total: 189.69

PCYD6010 - City of South Pasadena-Yard Total: 189.69

SMCF5270 - Clifton, Samantha Line Item Account

Check Number	Check Date		Amount
191810	01/14/2016		
Inv R55580			
Line Item Date	Line Item Description	Line Item Account	
01/13/2016	Refund Dropped Gymnastics Class	101-0000-0000-5270-002	105.00
Inv R55580 Total			105.00
191810 Total:			105.00
SMCF5270 - Clifton, Samantha Total:			105.00
CPR0551 - CPRS District XIII Line Item Account			
191833	01/21/2016		
Inv 1/28/16			
Line Item Date	Line Item Description	Line Item Account	
01/15/2016	Camp Run-A-Muck Registration-1/28/16	101-8030-8032-8268-000	45.00
Inv 1/28/16 Total			45.00
191833 Total:			45.00
0551 - CPRS District XIII Total:			45.00
CRE1111 - Creek, Michael Line Item Account			
191846	01/28/2016		
Inv P/R/E 1/24/16			
Line Item Date	Line Item Description	Line Item Account	
01/25/2016	Movie Detail 1/13/16	101-0000-0000-2910-200	770.00
Inv P/R/E 1/24/16 Total			770.00
191846 Total:			770.00
CRE1111 - Creek, Michael Total:			770.00
CSM0727 - CSMFO Line Item Account			
191811	01/14/2016		
Inv Order ID166129			
Line Item Date	Line Item Description	Line Item Account	
01/08/2016	Annual Conference 3/1-4/16-David Batt	500-3010-3012-8170-000	370.00
Inv Order ID166129 Total			370.00
811 Total:			370.00
CSM0727 - CSMFO Total:			370.00

Check Number	Check Date		Amount

DEL0771 - Delta Dental Line Item Account

191847 01/28/2016

Inv P/R/E 1/24/16

Line Item Date	Line Item Description	Line Item Account	
01/25/2016	Dental Ins Feb-16	700-0000-0000-2267-000	11,035.96
Inv P/R/E 1/24/16 Total			11,035.96
191847 Total:			11,035.96
DEL0771 - Delta Dental Total:			11,035.96

CAL0616 - E. D. D. Line Item Account

191848 01/28/2016

Inv P/R/E 1/24/16

Line Item Date	Line Item Description	Line Item Account	
01/25/2016	State w/h Tax	700-0000-0000-2220-000	17,034.70
Inv P/R/E 1/24/16 Total			17,034.70
191848 Total:			17,034.70
CAL0616 - E. D. D. Total:			17,034.70

GMKL8160 - Goldman, Magdalin & Krikes LLP Line Item Account

191812 01/14/2016

Inv 1512-0010320

Line Item Date	Line Item Description	Line Item Account	
12/20/2015	Legal Svcs 11/15	101-2010-2013-8160-000	48.00
Inv 1512-0010320 Total			48.00
191812 Total:			48.00
GMKL8160 - Goldman, Magdalin & Krikes LLP Total:			48.00

ICM1610 - ICMA Line Item Account

191849 01/28/2016

Inv P/R/E 1/24/16

Line Item Date	Line Item Description	Line Item Account	
01/25/2016	Deferred Comp	700-0000-0000-2260-000	14,082.48
Inv P/R/E 1/24/16 Total			14,082.48
191849 Total:			14,082.48

Check Number	Check Date			Amount
1610 - ICMA Total:				14,082.48
HTJN5270 - Jean, Heather Line Item Account				
191813	01/14/2016			
Inv R66217				
Line Item Date	Line Item Description		Line Item Account	
01/13/2016	Refund Drawing/Painting Studio Classes		101-0000-0000-5270-002	265.00
Inv R66217 Total				265.00
191813 Total:				265.00
HTJN5270 - Jean, Heather Total:				265.00
LOS2230 - L.A.C. Registrar-Recorder Line Item Account				
191814	01/14/2016			
Inv Project # 1818				
Line Item Date	Line Item Description		Line Item Account	
01/13/2016	Negative Declaration-1708 Fletcher Ave.		101-7010-7101-8040-000	75.00
Inv Project # 1818 Total				75.00
814 Total:				75.00
LOS2230 - L.A.C. Registrar-Recorder Total:				75.00
LAWO2010 - Law Offices of Jones & Mayer Line Item Account				
191815	01/14/2016			
Inv 75785				
Line Item Date	Line Item Description		Line Item Account	
12/31/2015	Legal Svcs-1827 Bushnell 12/15		101-2010-2501-8160-000	253.87
Inv 75785 Total				253.87
Inv 75786				
Line Item Date	Line Item Description		Line Item Account	
12/31/2015	Legal Svcs-619 Camino Verde 12/15		101-2010-2501-8160-000	962.00
Inv 75786 Total				962.00
Inv 75787				
Line Item Date	Line Item Description		Line Item Account	
12/31/2015	Legal Svcs-General Litigation 12/15		101-2010-2501-8160-000	92.50
Inv 75787 Total				92.50
Inv 75788				
Line Item Date	Line Item Description		Line Item Account	

Check Number	Check Date			Amount
	12/31/2015	Legal Svcs-Nansen,Mark & Roberta 12/15	101-2010-2501-8160-000	102.50
	Inv 75788 Total			102.50
	Inv 75789			
	Line Item Date	Line Item Description	Line Item Account	
	12/31/2015	Legal Svcs-Riner Scivally 12/15	101-2010-2501-8160-000	10.00
	Inv 75789 Total			10.00
191815 Total:				1,420.87
LAWO2010 - Law Offices of Jones & Mayer Total:				1,420.87
LCW7456 - Liebert Cassidy Whitmore Line Item Account				
191816	01/14/2016			
	Inv 1414132			
	Line Item Date	Line Item Description	Line Item Account	
	12/17/2015	Personnel Matters 11/15	101-2010-2013-8160-000	141.50
	Inv 1414132 Total			141.50
	Inv 1414133			
	Line Item Date	Line Item Description	Line Item Account	
	12/17/2015	Personnel Matters 11/15	101-2010-2013-8160-000	57.00
	Inv 1414133 Total			57.00
	Inv 1414134			
	Line Item Date	Line Item Description	Line Item Account	
	12/17/2015	Personnel Matters 11/15	101-2010-2013-8160-000	294.00
	Inv 1414134 Total			294.00
191816 Total:				492.50
LCW7456 - Liebert Cassidy Whitmore Total:				492.50
VRMZ7000 - Munoz, Valerie Line Item Account				
191850	01/28/2016			
	Inv P/R/E 1/24/16			
	Line Item Date	Line Item Description	Line Item Account	
	01/25/2016	Garnishment	700-0000-0000-2264-000	1,068.50
	Inv P/R/E 1/24/16 Total			1,068.50
191850 Total:				1,068.50

Check Number	Check Date		Amount
.Z7000 - Munoz, Valerie Total:			1,068.50

PWP4465 - Pasadena Water & Power Line Item Account

191834 01/21/2016

Inv 80176-1

Line Item Date	Line Item Description	Line Item Account	
12/21/2015	60 E. State St. Water Use 11/11-12/14/15	500-6010-6711-8231-000	142.14
Inv 80176-1 Total			142.14
191834 Total:			142.14
PWP4465 - Pasadena Water & Power Total:			142.14

PER4290 - Pers Health Insurance Line Item Account

191851 01/28/2016

Inv P/R/E 1/24/16

Line Item Date	Line Item Description	Line Item Account	
01/25/2016	Health Ins Feb-16	210-6010-6501-7131-000	961.36
01/25/2016	Health Ins Feb-16	230-6010-6116-7131-000	1,439.62
01/25/2016	Health Ins Feb-16	227-7200-7210-7131-000	342.99
01/25/2016	Health Ins Feb-16	700-0000-0000-2262-000	116,564.61
01/25/2016	Health Ins Feb-16	207-2010-2260-7131-000	661.85
01/25/2016	Health Ins Feb-16	101-3010-3041-7131-000	38,096.89
01/25/2016	Health Ins Feb-16	205-2010-2210-7131-000	826.10
01/25/2016	Health Ins Feb-16	215-6010-6310-7131-000	1,314.02
01/25/2016	Health Ins Feb-16	500-6010-6711-7131-000	2,333.35
01/25/2016	Health Ins Feb-16	500-6010-6710-7131-000	2,333.35
Inv P/R/E 1/24/16 Total			164,874.14
191851 Total:			164,874.14
PER4290 - Pers Health Insurance Total:			164,874.14

PER4770 - Pers Retirement Line Item Account

191852 01/28/2016

Inv P/R/E 1/24/16

Line Item Date	Line Item Description	Line Item Account	
01/25/2016	Retirement Svc Period 1/11-1/24/16	700-0000-0000-2240-000	83,603.91
Inv P/R/E 1/24/16 Total			83,603.91
191852 Total:			83,603.91
PER4770 - Pers Retirement Total:			83,603.91

SOU5401 - PETTY CASH - Sr. Center Line Item Account

Check Number	Check Date		Amount
191835	01/21/2016		
Inv 1/20/16			
Line Item Date	Line Item Description	Line Item Account	
01/20/2016	Reimb. Petty Cash	101-0000-0000-2994-001	72.65
01/20/2016	Reimb. Petty Cash	101-8030-8021-8020-000	163.18
01/20/2016	Reimb. Petty Cash	101-0000-0000-5265-004	70.00
Inv 1/20/16 Total			305.83
191835 Total:			305.83
SOU5401 - PETTY CASH - Sr. Center Total:			305.83

PBGF8031 - Pitney Bowes Global Fin. Svc LLC Line Item Account

191836	01/21/2016		
Inv 8346314-DC15			
Line Item Date	Line Item Description	Line Item Account	
01/13/2016	Postage Meter Lease	101-4010-4011-8010-000	88.60
01/13/2016	Postage Meter Lease	101-2010-2021-8010-000	88.60
01/13/2016	Postage Meter Lease	500-3010-3012-8010-000	88.60
01/13/2016	Postage Meter Lease	101-6010-6011-8010-000	88.60
01/13/2016	Postage Meter Lease	101-1020-1021-8010-000	88.60
01/13/2016	Postage Meter Lease	101-7010-7101-8010-000	88.60
01/13/2016	Postage Meter Lease	101-2010-2011-8010-000	88.60
01/13/2016	Postage Meter Lease	101-2010-2013-8010-000	88.60
01/13/2016	Postage Meter Lease	101-3010-3011-8010-000	88.63
01/13/2016	Postage Meter Lease	101-1010-1011-8010-000	88.60
01/13/2016	Postage Meter Lease	101-5010-5011-8010-000	88.60
Inv 8346314-DC15 Total			974.63
191836 Total:			974.63
PBGF8031 - Pitney Bowes Global Fin. Svc LLC Total:			974.63

SGCM2011 - S.G.V City Manager's Assn. Line Item Account

191817	01/14/2016		
Inv 1/20/16 Mtg			
Line Item Date	Line Item Description	Line Item Account	
12/28/2015	SGV CM Assn. Luncheon 1/20/16-Sergio Gonzalez	101-2010-2011-8090-000	40.00
Inv 1/20/16 Mtg Total			40.00
191817 Total:			40.00
SGCM2011 - S.G.V City Manager's Assn. Total:			40.00

CHA3010 - S.P.Chamber of Commerce Line Item Account

191837 01/21/2016

Check Number	Check Date			Amount
Inv 5498				
Line Item Date	Line Item Description		Line Item Account	
12/30/2015	FY 15-16 3rd Quarter BIT Allocation		220-2010-2301-8185-000	29,100.00
Inv 5498 Total				29,100.00
191837 Total:				29,100.00
CHA3010 - S.P.Chamber of Commerce Total:				29,100.00
SCF1400 - SC Fuels Line Item Account				
191838	01/21/2016			
Inv 0495138				
Line Item Date	Line Item Description		Line Item Account	
01/05/2016	Svc Yard-Unleaded Fuel		101-0000-0000-1400-000	3,960.45
Inv 0495138 Total				3,960.45
191838 Total:				3,960.45
SCF1400 - SC Fuels Total:				3,960.45
2011A - SCPMA-HR Line Item Account				
191818	01/14/2016			
Inv 01178				
Line Item Date	Line Item Description		Line Item Account	
01/13/2016	Membership-Mariam Lee Ko		101-2010-2011-8060-000	50.00
Inv 01178 Total				50.00
Inv 01180				
Line Item Date	Line Item Description		Line Item Account	
01/13/2016	Membership-Jeannie Chiu		101-2010-2011-8060-000	50.00
Inv 01180 Total				50.00
Inv 01263				
Line Item Date	Line Item Description		Line Item Account	
01/13/2016	Membership-Raquel Herrera		101-2010-2011-8060-000	50.00
Inv 01263 Total				50.00
191818 Total:				150.00
2011A - SCPMA-HR Total:				150.00
REP6115 - Siemens Industry Inc. Line Item Account				

Check Number	Check Date		Amount
191839	01/21/2016		
Inv 5610012370			
Line Item Date	Line Item Description	Line Item Account	
12/16/2015	Traffic Signal Maint 11/15	215-6010-6115-8180-000	2,096.72
Inv 5610012370 Total			2,096.72
191839 Total:			2,096.72
REP6115 - Siemens Industry Inc. Total:			2,096.72
SOU6666 - So. CA Edison Co. Line Item Account			
191819	01/14/2016		
Inv 3-008-8091-11			
Line Item Date	Line Item Description	Line Item Account	
01/08/2016	12/1/15-1/1/16	215-6010-6201-8140-000	3,700.03
Inv 3-008-8091-11 Total			3,700.03
Inv 3-008-8091-12			
Line Item Date	Line Item Description	Line Item Account	
01/08/2016	12/1/15-1/1/16	215-6010-6115-8140-000	831.23
Inv 3-008-8091-12 Total			831.23
Inv 3-008-8091-13			
Line Item Date	Line Item Description	Line Item Account	
01/08/2016	12/1/15-1/1/16	215-6010-6201-8140-000	7,977.36
Inv 3-008-8091-13 Total			7,977.36
Inv 3-008-8091-14			
Line Item Date	Line Item Description	Line Item Account	
01/08/2016	12/1/15-1/1/16	215-6010-6201-8140-000	11.96
Inv 3-008-8091-14 Total			11.96
Inv 3-008-8091-16			
Line Item Date	Line Item Description	Line Item Account	
01/08/2016	12/7/15-1/6/16	215-6010-6201-8140-000	156.78
Inv 3-008-8091-16 Total			156.78
Inv 3-008-8091-17			
Line Item Date	Line Item Description	Line Item Account	
01/08/2016	12/7/15-1/6/16	215-6010-6201-8140-000	68.20
Inv 3-008-8091-17 Total			68.20

Check Number	Check Date		Amount

Inv 3-008-8091-18

Line Item Date	Line Item Description	Line Item Account	
01/08/2016	12/7/15-1/6/16	215-6010-6201-8140-000	61.66

Inv 3-008-8091-18 Total 61.66

Inv 3-008-8091-19

Line Item Date	Line Item Description	Line Item Account	
01/08/2016	12/7/15-1/6/16	215-6010-6201-8140-000	51.47

Inv 3-008-8091-19 Total 51.47

Inv 3-008-8091-20

Line Item Date	Line Item Description	Line Item Account	
01/08/2016	12/7/15-1/6/16	215-6010-6201-8140-000	79.70

Inv 3-008-8091-20 Total 79.70

Inv 3-008-8091-21

Line Item Date	Line Item Description	Line Item Account	
01/08/2016	12/7/15-1/6/16	215-6010-6201-8140-000	89.89

Inv 3-008-8091-21 Total 89.89

Inv 3-008-8091-22

Line Item Date	Line Item Description	Line Item Account	
01/08/2016	12/7/15-1/6/16	215-6010-6201-8140-000	53.24

Inv 3-008-8091-22 Total 53.24

Inv 3-008-8091-23

Line Item Date	Line Item Description	Line Item Account	
01/08/2016	12/7/15-1/6/16	215-6010-6201-8140-000	88.37

Inv 3-008-8091-23 Total 88.37

Inv 3-008-8091-24

Line Item Date	Line Item Description	Line Item Account	
01/08/2016	12/7/15-1/6/16	215-6010-6201-8140-000	84.69

Inv 3-008-8091-24 Total 84.69

Inv 3-008-8436-55

Line Item Date	Line Item Description	Line Item Account	
01/08/2016	12/7/15-1/6/16	215-6010-6201-8140-000	154.40

Inv 3-008-8436-55 Total 154.40

Inv 3-025-4910-19

Line Item Date	Line Item Description	Line Item Account	
01/08/2016	12/7/15-1/6/16	215-6010-6115-8140-000	246.86

Inv 3-025-4910-19 Total 246.86

Inv 3-026-6343-40

Line Item Date	Line Item Description	Line Item Account	
01/08/2016	12/7/15-1/6/16	215-6010-6115-8140-000	28.03

Inv 3-026-6343-40 Total 28.03

191819 Total: 13,683.87

SOU6666 - So. CA Edison Co. Total: 13,683.87

SPR6611 - Springbrook Software Line Item Account

191820 01/14/2016

Inv INV32115

Line Item Date	Line Item Description	Line Item Account	
11/30/2015	V7 Migration Onsite Training 8/3-7/15	101-3010-3032-8180-000	2,083.38

Inv INV32115 Total 2,083.38

Inv INV32116

Line Item Date	Line Item Description	Line Item Account	
11/30/2015	V7 Migration Onsite GoLive Training 9/14-24/15	101-3010-3032-8180-000	3,073.51

Inv INV32116 Total 3,073.51

191820 Total: 5,156.89

SPR6611 - Springbrook Software Total: 5,156.89

SGMC2013 - St. George's Medical Clinic Line Item Account

191821 01/14/2016

Inv 102173.0

Line Item Date	Line Item Description	Line Item Account	
11/02/2015	Medical Exam-Michael Smith	101-4010-4011-8170-000	595.00

Inv 102173.0 Total 595.00

Inv 102174.0

Line Item Date	Line Item Description	Line Item Account	
11/02/2015	Medical Exam-Douglas Griffith	101-4010-4011-8170-000	595.00

Inv 102174.0 Total 595.00

Inv 102236.0

Line Item Date	Line Item Description	Line Item Account	
11/06/2015	Medical Exam-Brian Wiley	101-4010-4011-8170-000	595.00

Check Number	Check Date			Amount
Inv 102236.0 Total				595.00
Inv 102271.0				
Line Item Date	Line Item Description		Line Item Account	
11/10/2015	Medical Exam-Stacey Falcioni		101-2010-2013-8170-000	125.00
Inv 102271.0 Total				125.00
191821 Total:				1,910.00
SGMC2013 - St. George's Medical Clinic Total:				1,910.00
TIM4011 - Time Warner Cable Line Item Account				
191840	01/21/2016			
Inv 008 0269985				
Line Item Date	Line Item Description		Line Item Account	
01/17/2016	City Hall 2nd Modem Svcs 1/17-2/16/16		101-3010-3032-8150-000	144.04
Inv 008 0269985 Total				144.04
191840 Total:				144.04
...4011 - Time Warner Cable Total:				144.04
VERW6711 - Verizon Wireless Line Item Account				
191822	01/14/2016			
Inv 9757762176				
Line Item Date	Line Item Description		Line Item Account	
12/23/2015	Mobile Broadband 11/24-12/23/15		101-3010-3032-8150-000	48.09
Inv 9757762176 Total				48.09
191822 Total:				48.09
191841	01/21/2016			
Inv 9757510893				
Line Item Date	Line Item Description		Line Item Account	
12/19/2015	Scada System 11/20-12/19/15		500-6010-6711-8020-000	111.13
Inv 9757510893 Total				111.13
191841 Total:				111.13
W6711 - Verizon Wireless Total:				159.22
VIPI3032 - Vision Technology Solutions Line Item Account				
191842	01/21/2016			

Check Number	Check Date		Amount
Inv 31487			
Line Item Date	Line Item Description	Line Item Account	
11/18/2015	Web Hosting 11/15	101-3010-3032-8180-000	220.50
Inv 31487 Total			220.50
191842 Total:			220.50
VIPI3032 - Vision Technology Solutions Total:			220.50
ING1680 - Voya Financial Line Item Account			
191853	01/28/2016		
Inv P/R/E 1/24/16			
Line Item Date	Line Item Description	Line Item Account	
01/25/2016	Deferred Comp	700-0000-0000-2260-000	2,651.20
Inv P/R/E 1/24/16 Total			2,651.20
191853 Total:			2,651.20
ING1680 - Voya Financial Total:			2,651.20
WES4152 - West Coast Arborists, Inc. Line Item Account			
191823	01/14/2016		
Inv 111498			
Line Item Date	Line Item Description	Line Item Account	
12/15/2015	Citywide Tree & Stump Removals Svcs 12/1-15/15	215-6010-6310-8180-000	7,600.00
Inv 111498 Total			7,600.00
191823 Total:			7,600.00
WES4152 - West Coast Arborists, Inc. Total:			7,600.00
WES4011 - Western Graphix Line Item Account			
191824	01/14/2016		
Inv 46311			
Line Item Date	Line Item Description	Line Item Account	
11/25/2015	New Employee Photo ID Cards	101-2010-2013-8020-000	61.95
Inv 46311 Total			61.95
191824 Total:			61.95
WES4011 - Western Graphix Total:			61.95

Check Number	Check Date		Amount
RG8530 - Western NRG Inc. Line Item Account			
25	01/14/2016		
Inv 40598			
Line Item Date	Line Item Description	Line Item Account	
01/07/2016	Sonicwall 2 Year Svc	105-3010-3032-8530-000	1,240.00
Inv 40598 Total			1,240.00
191825 Total:			1,240.00
WNRG8530 - Western NRG Inc. Total:			1,240.00
WBHS8011 - Woodbine House Line Item Account			
191826	01/14/2016		
Inv 616311			
Line Item Date	Line Item Description	Line Item Account	
11/17/2015	Book	101-8010-8011-8080-000	17.26
Inv 616311 Total			17.26
191826 Total:			17.26
.IS8011 - Woodbine House Total:			17.26
YTS1003 - Y Tire Sales Line Item Account			
191827	01/14/2016		
Inv 173282			
Line Item Date	Line Item Description	Line Item Account	
05/04/2015	Water Div. Unit#17 Backhoe Tire Repair	500-6010-6710-8100-000	1,130.83
Inv 173282 Total			1,130.83
191827 Total:			1,130.83
YTS1003 - Y Tire Sales Total:			1,130.83
Total:			740,879.78

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ATTACHMENT 3
General City Warrant List

Accounts Payable

Check Detail

User: mfestejo
Printed: 01/27/2016 - 2:28PM

Check Number	Check Date			Amount
ABD0130 - Abdalla, Anthony Line Item Account				
191854	02/03/2016			
Inv 10/27/15				
Line Item Date	Line Item Description		Line Item Account	
01/13/2016	Reimb. PD Training Expense		101-4010-4011-8210-000	8.00
Inv 10/27/15 Total				8.00
191854 Total:				8.00
ABD0130 - Abdalla, Anthony Total:				8.00
ALH0179 - Alhambra Car Wash Line Item Account				
191855	02/03/2016			
Inv Dec 2015				
Line Item Date	Line Item Description		Line Item Account	
01/08/2016	PD Car Washes 12/15		101-4010-4011-8100-000	145.00
Inv Dec 2015 Total				145.00
191855 Total:				145.00
ALH0179 - Alhambra Car Wash Total:				145.00
ALL0273 - All American Asphalt Line Item Account				
191856	02/03/2016			
Inv 168665				
Line Item Date	Line Item Description		Line Item Account	
11/30/2015	CheltenWay,CollisAve&Hill Drive St.ImproveProjects 11/15		101-9000-9203-9203-000	22,325.00
11/30/2015	CheltenWay,CollisAve&Hill Drive St.ImproveProjects 11/15		500-9000-9300-9300-000	167,111.65
Inv 168665 Total				189,436.65
191856 Total:				189,436.65
ALL0273 - All American Asphalt Total:				189,436.65
AIS0107 - Alliant Insurance Svcs,Inc. Line Item Account				
191857	02/03/2016			

Check Number	Check Date		Amount
Inv 10/1-12/31/15			
Line Item Date	Line Item Description	Line Item Account	
01/07/2016	Special Events Reporting 10/1-12/31/15	101-0000-0000-2970-001	2,152.00
Inv 10/1-12/31/15 Total			2,152.00
191857 Total:			2,152.00
AIS0107 - Alliant Insurance Svcs,Inc. Total:			2,152.00
AMZN8030 - Amazon/SYNCB Line Item Account			
191858	02/03/2016		
Inv 009262337006			
Line Item Date	Line Item Description	Line Item Account	
12/29/2015	Dept. Supplies	101-8030-8032-8000-000	159.14
12/29/2015	Dept. Supplies	101-0000-0000-2700-000	-13.14
Inv 009262337006 Total			146.00
Inv 127858016888			
Line Item Date	Line Item Description	Line Item Account	
12/16/2015	Dept. Supplies	101-8030-8032-8020-000	39.62
Inv 127858016888 Total			39.62
Inv 136218234880			
Line Item Date	Line Item Description	Line Item Account	
01/07/2016	Dept. Supplies	101-8030-8032-8264-000	26.03
Inv 136218234880 Total			26.03
Inv 220181602586			
Line Item Date	Line Item Description	Line Item Account	
01/05/2016	Dept. Supplies	101-8030-8032-8000-000	16.04
Inv 220181602586 Total			16.04
191858 Total:			227.69
AMZN8030 - Amazon/SYNCB Total:			227.69
AMER814 - American Water Works Ass'n. Line Item Account			
191859	02/03/2016		
Inv Cust# 02451140			
Line Item Date	Line Item Description	Line Item Account	
12/28/2015	Membership Director of PW Order# 7001142361	500-6010-6711-8060-000	105.00
Inv Cust# 02451140 Total			105.00

Check Number	Check Date		Amount
191859 Total:			105.00
AMER814 - American Water Works Ass'n. Total:			105.00

ANKR7000 - Ankri, Michael Line Item Account

191860 02/03/2016

Inv 10/19/15

Line Item Date	Line Item Description	Line Item Account	
01/13/2016	Reimb. PD Training Expense	101-4010-4011-8210-000	8.00
Inv 10/19/15 Total			8.00
191860 Total:			8.00
ANKR7000 - Ankri, Michael Total:			8.00

ANT0243 - Antrim's Security Co., Inc. Line Item Account

191861 02/03/2016

Inv 48217

Line Item Date	Line Item Description	Line Item Account	
09/10/2015	PD Replacement Door Hardware	101-6010-6601-8020-000	241.98
Inv 48217 Total			241.98
191861 Total:			241.98
ANT0243 - Antrim's Security Co., Inc. Total:			241.98

ARA0260 - Aramark Uniform Services Line Item Account

191862 02/03/2016

Inv 531241079

Line Item Date	Line Item Description	Line Item Account	
01/14/2016	Uniform Svcs	210-6010-6501-8132-000	10.00
01/14/2016	Uniform Svcs	215-6010-6201-8132-000	10.23
01/14/2016	Uniform Svcs	230-6010-6116-8132-000	30.00
01/14/2016	Uniform Svcs	215-6010-6310-8132-000	11.00
01/14/2016	Uniform Svcs	101-6010-6601-8132-000	15.00
01/14/2016	Uniform Svcs	500-6010-6711-8132-000	16.00
01/14/2016	Uniform Svcs	500-6010-6710-8132-000	85.00
Inv 531241079 Total			177.23

Inv 531258450

Line Item Date	Line Item Description	Line Item Account	
01/21/2016	Uniform Svc	210-6010-6501-8132-000	10.00
01/21/2016	Uniform Svc	500-6010-6710-8132-000	15.00
01/21/2016	Uniform Svc	500-6010-6711-8132-000	16.00
01/21/2016	Uniform Svc	101-6010-6601-8132-000	15.00

Check Number	Check Date			Amount
	01/21/2016	Uniform Svc	230-6010-6116-8132-000	30.00
	01/21/2016	Uniform Svc	215-6010-6310-8132-000	11.00
	01/21/2016	Uniform Svc	215-6010-6201-8132-000	80.23
	Inv 531258450 Total			177.23
191862 Total:				354.46
ARA0260 - Aramark Uniform Services Total:				354.46

ARC6011 - ARC Line Item Account

191863 02/03/2016

Inv 8437672

Line Item Date	Line Item Description	Line Item Account	
01/11/2016	Electric Vehicle Charging Station Print Svcs	101-6010-6011-8050-000	250.70
Inv 8437672 Total			250.70
191863 Total:			250.70
ARC6011 - ARC Total:			250.70

A9255 - Arcadis US Inc. Line Item Account

191864 02/03/2016

Inv 0761163

Line Item Date	Line Item Description	Line Item Account	
01/07/2016	Const. Mgmt & Inspect. Svcs 11/23-12/27/15	500-9000-9266-9266-000	22,118.54
Inv 0761163 Total			22,118.54
191864 Total:			22,118.54
ARCA9255 - Arcadis US Inc. Total:			22,118.54

ARM6010 - Armorcast Products Co. Line Item Account

191865 02/03/2016

Inv 01717960

Line Item Date	Line Item Description	Line Item Account	
12/22/2015	Meter Boxes	500-0000-0000-1400-000	5,481.93
Inv 01717960 Total			5,481.93
191865 Total:			5,481.93
ARM6010 - Armorcast Products Co. Total:			5,481.93

Check Number	Check Date			Amount

AUDI8011 - Audio Editions Line Item Account

191866 02/03/2016

Inv 1574135

Line Item Date	Line Item Description	Line Item Account	
12/15/2015	Books on Cassette & CDs	101-8010-8011-8080-000	8.60
Inv 1574135 Total			8.60
191866 Total:			8.60
AUDI8011 - Audio Editions Total:			8.60

AVA0287 - Avalon Property Services, Inc. Line Item Account

191867 02/03/2016

Inv 22636

Line Item Date	Line Item Description	Line Item Account	
01/01/2016	Bus Stop Maint. Sweeping & Trash Removal Svcs 1/16	101-6010-6601-8180-000	2,237.91
01/01/2016	Garfield Park Unlocking Restrooms Svcs 1/16	232-6010-6417-8020-000	88.60
Inv 22636 Total			2,326.51

Inv 22637

Line Item Date	Line Item Description	Line Item Account	
01/01/2016	Orange Grove Park Unlocking Restrooms Svcs 1/16	101-6010-6601-8180-000	88.60
01/01/2016	Arroyo Park Unlocking Restrooms Svcs 1/16	232-6010-6417-8020-000	88.60
Inv 22637 Total			177.20

Inv 22638

Line Item Date	Line Item Description	Line Item Account	
01/01/2016	Mission/Meridian Sweeping Svcs 1/16	101-6010-6601-8180-000	708.78
Inv 22638 Total			708.78
191867 Total:			3,212.49
AVA0287 - Avalon Property Services, Inc. Total:			3,212.49

AZBS8022 - A-Z Bus Sales, Inc. Line Item Account

191868 02/03/2016

Inv 01S501666

Line Item Date	Line Item Description	Line Item Account	
12/10/2015	Transit Van#75 Tank Inspection & Certification	205-8030-8025-8100-000	325.00
Inv 01S501666 Total			325.00

Inv 01S501667

Line Item Date	Line Item Description	Line Item Account	
12/10/2015	Transit Van#74 Tank Inspection 12/10/15	205-8030-8025-8100-000	225.00

Check Number	Check Date			Amount
Inv 01S501667 Total				225.00
191868 Total:				550.00
AZBS8022 - A-Z Bus Sales, Inc. Total:				550.00
KRYB8010 - Bartkowski, Krystina Line Item Account				
191869	02/03/2016			
Inv R13973				
Line Item Date	Line Item Description		Line Item Account	
01/19/2016	Refund Community Room Rental		101-8010-8011-8020-000	300.00
Inv R13973 Total				300.00
191869 Total:				300.00
KRYB8010 - Bartkowski, Krystina Total:				300.00
BAR0382 - Bartl, Robert Line Item Account				
191870	02/03/2016			
Inv 12/14/15				
Line Item Date	Line Item Description		Line Item Account	
01/13/2016	Reimb. PD Training Expense		101-4010-4011-8210-000	8.00
Inv 12/14/15 Total				8.00
191870 Total:				8.00
BAR0382 - Bartl, Robert Total:				8.00
KSTB5270 - Bell, Kristina Line Item Account				
191871	02/03/2016			
Inv 65622				
Line Item Date	Line Item Description		Line Item Account	
01/11/2016	Refund Dropped Soccer Class		101-0000-0000-5270-002	114.00
Inv 65622 Total				114.00
191871 Total:				114.00
KSTB5270 - Bell, Kristina Total:				114.00
N7000 - Bernal, Ryan Line Item Account				
191872	02/03/2016			

Check Number	Check Date		Amount
Inv 10/19/15			
Line Item Date	Line Item Description	Line Item Account	
01/13/2016	Reimb. PD Training Expense	101-4010-4011-8210-000	38.78
Inv 10/19/15 Total			38.78
191872 Total:			38.78
RBEN7000 - Bernal, Ryan Total:			38.78
BUR0480 - Burgos, Arthur Line Item Account			
191873	02/03/2016		
Inv 10/23/15			
Line Item Date	Line Item Description	Line Item Account	
01/13/2016	Reimb. PD Training Expense	101-4010-4011-8210-000	8.00
Inv 10/23/15 Total			8.00
191873 Total:			8.00
BUR0480 - Burgos, Arthur Total:			8.00
CAME2015 - CA Maintenance & Environmental Line Item Account			
191874	02/03/2016		
Inv 22505			
Line Item Date	Line Item Description	Line Item Account	
12/29/2015	Monthly Inspection Report 12/15	101-6010-6601-8120-000	100.00
Inv 22505 Total			100.00
Inv 22553			
Line Item Date	Line Item Description	Line Item Account	
01/06/2016	Fuel Dispenser Svc Call	101-6010-6601-8120-000	233.87
Inv 22553 Total			233.87
191874 Total:			333.87
CAME2015 - CA Maintenance & Environmental Total:			333.87
CAUB9266 - California United Bank Line Item Account			
191875	02/03/2016		
Inv #9			
Line Item Date	Line Item Description	Line Item Account	
01/08/2016	Gafield Reservoir Retention-0138174743	500-9000-9266-9266-000	26,508.25
Inv #9 Total			26,508.25

Check Number	Check Date			Amount
191875 Total:				26,508.25
CAUB9266 - California United Bank Total:				26,508.25
CAN0607 - Cantu Graphics Line Item Account				
191876	02/03/2016			
Inv 4929				
Line Item Date	Line Item Description		Line Item Account	
01/13/2016	Foam Mount		101-8030-8031-8050-000	58.86
Inv 4929 Total				58.86
191876 Total:				58.86
CAN0607 - Cantu Graphics Total:				58.86
CWNC2501 - Carl Warren & Company Line Item Account				
191877	02/03/2016			
Inv 1730042				
Line Item Date	Line Item Description		Line Item Account	
01/11/2016	Liability Claims Admin. Fee 12/15		215-6010-6201-8191-000	99.00
Inv 1730042 Total				99.00
Inv 1730043				
Line Item Date	Line Item Description		Line Item Account	
01/11/2016	Liability Claims Admin. Fee 12/15		215-6010-6201-8191-000	198.00
Inv 1730043 Total				198.00
Inv 1730044				
Line Item Date	Line Item Description		Line Item Account	
01/11/2016	Liability Claims Admin. Fee 12/15		215-6010-6201-8191-000	9.00
Inv 1730044 Total				9.00
Inv 1730045				
Line Item Date	Line Item Description		Line Item Account	
01/11/2016	Liability Claims Admin. Fee 12/15		215-6010-6201-8191-000	36.00
Inv 1730045 Total				36.00
Inv 1730046				
Line Item Date	Line Item Description		Line Item Account	
01/11/2016	Liability Claims Admin. Fee 12/15		215-6010-6201-8191-000	261.00
Inv 1730046 Total				261.00

Check Number	Check Date			Amount
Inv 1730047				
Line Item Date	Line Item Description		Line Item Account	
01/11/2016	Liability Claims Admin. Fee 12/15		215-6010-6201-8191-000	108.00
Inv 1730047 Total				108.00
191877 Total:				711.00
CWNC2501 - Carl Warren & Company Total:				711.00
CAT0700 - Catering Systems Inc. Line Item Account				
191878	02/03/2016			
Inv 3801				
Line Item Date	Line Item Description		Line Item Account	
01/11/2016	Sr. Center Meals w/ 12/28-31/15		260-8030-8023-8180-000	827.64
Inv 3801 Total				827.64
Inv 3805				
Line Item Date	Line Item Description		Line Item Account	
01/11/2016	Sr. Center Meals w/ 1/4-8/16		260-8030-8023-8180-000	1,024.10
Inv 3805 Total				1,024.10
191878 Total:				1,851.74
CAT0700 - Catering Systems Inc. Total:				1,851.74
CHA1111 - Chan, Anthony Line Item Account				
191879	02/03/2016			
Inv 10/19/15				
Line Item Date	Line Item Description		Line Item Account	
01/13/2016	Reimb. PD Training Expense		101-4010-4011-8210-000	8.00
Inv 10/19/15 Total				8.00
191879 Total:				8.00
CHA1111 - Chan, Anthony Total:				8.00
LECH5270 - Chase, Lee Line Item Account				
191880	02/03/2016			
Inv R66364				
Line Item Date	Line Item Description		Line Item Account	
01/19/2016	Refund Dropped Tennis Class		101-0000-0000-5270-002	35.00
Inv R66364 Total				35.00

Check Number	Check Date			Amount
191880 Total:				35.00
LECH5270 - Chase, Lee Total:				35.00
CITTF000 - CIT Technology Financial Services, Inc. Line Item Account				
191881	02/03/2016			
Inv	28033464			
Line Item Date	Line Item Description		Line Item Account	
01/15/2016	Richoh Copier		101-7010-7101-8110-000	300.16
01/15/2016	Richoh Copier		101-3010-3011-8110-000	150.07
01/15/2016	Richoh Copier		500-3010-3012-8110-000	150.08
Inv 28033464 Total				600.31
191881 Total:				600.31
CITTF000 - CIT Technology Financial Services, Inc. Total:				600.31
ALPD4010 - City of Alhambra Police Dept. Line Item Account				
191882	02/03/2016			
Inv	SP-12/15			
Line Item Date	Line Item Description		Line Item Account	
01/15/2016	PD Inmate Housing 12/15		101-4010-4011-8180-000	172.00
Inv SP-12/15 Total				172.00
191882 Total:				172.00
ALPD4010 - City of Alhambra Police Dept. Total:				172.00
COSG9265 - City of San Gabriel Line Item Account				
191883	02/03/2016			
Inv	9/19-12/31/15			
Line Item Date	Line Item Description		Line Item Account	
01/19/2016	Fire Command Staff Svcs 9/19-12/31/15		101-5010-5011-8183-000	87,629.58
Inv 9/19-12/31/15 Total				87,629.58
191883 Total:				87,629.58
COSG9265 - City of San Gabriel Total:				87,629.58
M8030 - City of San Marino Line Item Account				
191884	02/03/2016			

Check Number	Check Date			Amount
Inv 10/1-12/31/15				
Line Item Date	Line Item Description		Line Item Account	
12/31/2015	Fire Command Staff Svcs 10/1-12/31/15		101-5010-5011-8183-000	58,129.13
Inv 10/1-12/31/15 Total				58,129.13
191884 Total:				58,129.13
CSM8030 - City of San Marino Total:				58,129.13
CKC6116 - CKCK Distribution Line Item Account				
191885	02/03/2016			
Inv 58				
Line Item Date	Line Item Description		Line Item Account	
10/28/2015	Gloves		210-6010-6501-8020-000	4,316.40
Inv 58 Total				4,316.40
191885 Total:				4,316.40
CKC6116 - CKCK Distribution Total:				4,316.40
COM2011 - COM Consultants Line Item Account				
191886	02/03/2016			
Inv 1509CSP				
Line Item Date	Line Item Description		Line Item Account	
10/01/2015	Telephone Consultant 9/15		101-3010-3041-8170-000	665.00
Inv 1509CSP Total				665.00
Inv 1510CSP				
Line Item Date	Line Item Description		Line Item Account	
10/31/2015	Telephone Consultant 10/15		101-3010-3041-8170-000	950.00
Inv 1510CSP Total				950.00
Inv 1511CSP				
Line Item Date	Line Item Description		Line Item Account	
12/01/2015	Telephone Consultant 11/15		101-3010-3041-8170-000	973.75
Inv 1511CSP Total				973.75
Inv 1512CSP				
Line Item Date	Line Item Description		Line Item Account	
01/01/2016	Telephone Consultant 12/15		101-3010-3041-8170-000	1,377.50
Inv 1512CSP Total				1,377.50

Check Number	Check Date		Amount
386 Total:			3,966.25
COM2011 - COM Consultants Total:			3,966.25
CMME4011 - Commline Inc. Line Item Account			
191887	02/03/2016		
Inv 0015276			
Line Item Date	Line Item Description	Line Item Account	
01/13/2016	FD Switch for RA 81	101-5010-5011-8100-000	140.00
Inv 0015276 Total			140.00
191887 Total:			140.00
CMME4011 - Commline Inc. Total:			140.00
COBK9278 - Community Bank Line Item Account			
191888	02/03/2016		
Inv 168665			
Line Item Date	Line Item Description	Line Item Account	
11/30/2015	All American Asphalt #2323 RetentionCheltenWay,CollisAve&Hill	500-9000-9300-9300-000	8,795.35
11/30/2015	All American Asphalt #2323 RetentionCheltenWay,CollisAve&Hill	101-9000-9203-9203-000	1,175.00
Inv 168665 Total			9,970.35
191888 Total:			9,970.35
COBK9278 - Community Bank Total:			9,970.35
CONN6711 - Conney Safety Line Item Account			
191889	02/03/2016		
Inv 05076406			
Line Item Date	Line Item Description	Line Item Account	
01/14/2016	Yard Stock Supply Gatorade CREDIT	500-6010-6710-8020-000	-49.95
01/14/2016	Yard Stock Supply Gatorade CREDIT	230-6010-6116-8020-000	-49.96
01/14/2016	Yard Stock Supply Gatorade CREDIT	210-6010-6501-8020-000	-49.96
01/14/2016	Yard Stock Supply Gatorade CREDIT	101-6010-6601-8020-000	-49.96
01/14/2016	Yard Stock Supply Gatorade CREDIT	101-6010-6410-8020-000	-49.96
01/14/2016	Yard Stock Supply Gatorade CREDIT	500-6010-6711-8020-000	-49.96
Inv 05076406 Total			-299.75
Inv 5065876			
Line Item Date	Line Item Description	Line Item Account	
12/21/2015	Yard Stock Supply Gatorade	210-6010-6501-8020-000	223.57
12/21/2015	Yard Stock Supply Gatorade	230-6010-6116-8020-000	223.57
12/21/2015	Yard Stock Supply Gatorade	500-6010-6710-8020-000	223.56
12/21/2015	Yard Stock Supply Gatorade	101-6010-6601-8020-000	223.57

Check Number	Check Date			Amount
	12/21/2015	Yard Stock Supply Gatorade	500-6010-6711-8020-000	223.57
	12/21/2015	Yard Stock Supply Gatorade	101-6010-6410-8020-000	223.57
	Inv 5065876 Total			1,341.41
191889 Total:				1,041.66
CONN6711 - Conney Safety Total:				1,041.66

COO0695 - Cook Fire Extinguisher Co Line Item Account

191890 02/03/2016

Inv 916683

Line Item Date	Line Item Description	Line Item Account	
12/01/2015	Sr.Center Annual Inspection Svcs	101-6010-6601-8020-000	225.62
Inv 916683 Total			225.62

Inv 916684

Line Item Date	Line Item Description	Line Item Account	
12/01/2015	LIbrary Annual Inspection Svcs	101-6010-6601-8020-000	220.29
Inv 916684 Total			220.29
191890 Total:			445.91
COO0695 - Cook Fire Extinguisher Co Total:			445.91

CORE6011 - CoreLogic Information Solutions, Inc. Line Item Account

191891 02/03/2016

Inv 81646908

Line Item Date	Line Item Description	Line Item Account	
12/31/2015	PW Realquest.com Svcs 12/15	101-6010-6011-8020-000	300.00
Inv 81646908 Total			300.00
191891 Total:			300.00
CORE6011 - CoreLogic Information Solutions, Inc. Total:			300.00

JCY1111 - Corney, Jose Line Item Account

191892 02/03/2016

Inv 12/14/15

Line Item Date	Line Item Description	Line Item Account	
01/13/2016	Reimb. PD Training Expense	101-4010-4011-8210-000	8.00
Inv 12/14/15 Total			8.00

Check Number	Check Date		Amount
892 Total:			8.00
JCY1111 - Corney, Jose Total:			8.00
ANCW5270 - Crawley, Ann Line Item Account			
191893	02/03/2016		
Inv R66345			
Line Item Date	Line Item Description	Line Item Account	
01/15/2016	Refund Dropped Soccer Class	101-0000-0000-5270-002	114.00
Inv R66345 Total			114.00
191893 Total:			114.00
ANCW5270 - Crawley, Ann Total:			114.00
CSUL8021 - CSULA/UAS, Inc. Line Item Account			
191894	02/03/2016		
Inv 2016			
Line Item Date	Line Item Description	Line Item Account	
01/20/2016	Renew Membership w/Life Long Learning Program	101-8030-8021-8020-000	500.00
Inv 2016 Total			500.00
191894 Total:			500.00
CSUL8021 - CSULA/UAS, Inc. Total:			500.00
DSP0755 - D & S Printing Line Item Account			
191895	02/03/2016		
Inv 9385			
Line Item Date	Line Item Description	Line Item Account	
12/21/2015	Comm.Garden Demonstration Garden Banner	101-8030-8031-8020-000	104.64
Inv 9385 Total			104.64
Inv 9396			
Line Item Date	Line Item Description	Line Item Account	
10/16/2015	Harry Houdini Color Prints	101-8010-8011-8050-000	109.00
Inv 9396 Total			109.00
Inv 9401			
Line Item Date	Line Item Description	Line Item Account	
01/06/2016	Used Motor Oil Ad Design & Layout	101-6010-2015-8172-000	50.00
Inv 9401 Total			50.00

Inv 9424

Line Item Date	Line Item Description	Line Item Account	
01/13/2016	Yard Date Stamp	101-6010-6410-8020-000	6.90
01/13/2016	Yard Date Stamp	101-6010-6601-8020-000	6.90
01/13/2016	Yard Date Stamp	500-6010-6710-8020-000	6.90
01/13/2016	Yard Date Stamp	210-6010-6501-8020-000	6.90
01/13/2016	Yard Date Stamp	500-6010-6711-8020-000	6.90
01/13/2016	Yard Date Stamp	230-6010-6116-8020-000	6.92

Inv 9424 Total 41.42

Inv 9431

Line Item Date	Line Item Description	Line Item Account	
01/14/2016	LAC Parks Assessment-Community Mtg Copies	101-8030-8031-8020-000	54.48

Inv 9431 Total 54.48

191895 Total: 359.54

DSP0755 - D & S Printing Total: 359.54

DEM0777 - Demco Line Item Account

191896 02/03/2016

Inv 5770755

Line Item Date	Line Item Description	Line Item Account	
01/05/2016	Tech. Svcs Supplies	101-8010-8011-8020-000	136.24

Inv 5770755 Total 136.24

191896 Total: 136.24

DEM0777 - Demco Total: 136.24

DOJ4011 - Dept of Justice Line Item Account

191897 02/03/2016

Inv 142574

Line Item Date	Line Item Description	Line Item Account	
01/06/2016	PD Fingerprint Svcs 12/15	101-4010-4011-8020-000	290.00

Inv 142574 Total 290.00

191897 Total: 290.00

DOJ4011 - Dept of Justice Total: 290.00

JEND5270 - Diep, Jeanette Line Item Account

191898 02/03/2016

Check Number	Check Date			Amount
Inv	R66355			
Line Item Date		Line Item Description	Line Item Account	
01/19/2016		Refund Dropped Soccer Class	101-0000-0000-5270-002	124.00
Inv R66355 Total				124.00
191898 Total:				124.00
JEND5270 - Diep, Jeanette Total:				124.00
DUB0187 - DuBois, Andrew Line Item Account				
191899	02/03/2016			
Inv	12/14/15			
Line Item Date		Line Item Description	Line Item Account	
01/13/2016		Reimb. PD Training Expense	101-4010-4011-8210-000	38.78
Inv 12/14/15 Total				38.78
191899 Total:				38.78
DUB0187 - DuBois, Andrew Total:				38.78
. .N1111 - Dunn, Daniel Line Item Account				
191900	02/03/2016			
Inv	1/14/16			
Line Item Date		Line Item Description	Line Item Account	
01/14/2016		Reimb. Training Expenses	101-5010-5011-8200-000	204.58
Inv 1/14/16 Total				204.58
191900 Total:				204.58
DUN1111 - Dunn, Daniel Total:				204.58
EAR1003 - Earley, William Line Item Account				
191901	02/03/2016			
Inv	10/27/15			
Line Item Date		Line Item Description	Line Item Account	
01/13/2016		Reimb. PD Training Expense	101-4010-4011-8210-000	8.00
Inv 10/27/15 Total				8.00
191901 Total:				8.00
EAR1003 - Earley, William Total:				8.00

Check Number	Check Date			Amount

ELL1017 - Ellen's Silkscreening Line Item Account

191902 02/03/2016

Inv 57900

Line Item Date	Line Item Description	Line Item Account	
12/17/2015	Facility Maint. Div. Shirts	101-6010-6601-8020-000	33.68
Inv 57900 Total			33.68

Inv 58026-A

Line Item Date	Line Item Description	Line Item Account	
01/12/2016	Safety Orange Sweaters	210-6010-6501-8134-000	63.89
01/12/2016	Safety Orange Sweaters	101-6010-6601-8134-000	63.88
01/12/2016	Safety Orange Sweaters	101-6010-6601-8134-000	63.89
01/12/2016	Safety Orange Sweaters	230-6010-6116-8134-000	63.89
Inv 58026-A Total			255.55

Inv EE58109

Line Item Date	Line Item Description	Line Item Account	
01/12/2016	SportTek Polo Dept. Shirts	101-2010-2011-8020-000	26.47
01/12/2016	SportTek Polo Dept. Shirts	205-8030-8025-8132-000	34.85
Inv EE58109 Total			61.32

Inv EE58197

Line Item Date	Line Item Description	Line Item Account	
01/12/2016	Transit Uniform Shirts & Sweaters	205-8030-8025-8132-000	405.64
Inv EE58197 Total			405.64

191902 Total: 756.19

ELL1017 - Ellen's Silkscreening Total: 756.19

APAE9203 - Engineering Resources of Southern CA Line Item Account

191903 02/03/2016

Inv 46495

Line Item Date	Line Item Description	Line Item Account	
12/04/2015	El Centro St. Improvement Project 10/26-11/30/15	101-9000-9203-9203-000	15,010.00
Inv 46495 Total			15,010.00

191903 Total: 15,010.00

APAE9203 - Engineering Resources of Southern CA Total: 15,010.00

ESC1111 - Escobedo, Ceasar Line Item Account

191904 02/03/2016

Check Number	Check Date		Amount
Inv 10/27/15			
Line Item Date	Line Item Description	Line Item Account	
01/13/2016	Reimb. PD Training Expense	101-4010-4011-8210-000	8.00
Inv 10/27/15 Total			8.00
191904 Total:			8.00
ESC1111 - Escobedo, Ceasar Total:			8.00
BJME3012 - Espejo, Benjamin Line Item Account			
191905	02/03/2016		
Inv 1/15/16			
Line Item Date	Line Item Description	Line Item Account	
01/15/2016	Refund Toilet Rebate	500-3010-3012-8032-000	100.00
Inv 1/15/16 Total			100.00
191905 Total:			100.00
BJME3012 - Espejo, Benjamin Total:			100.00
CDES5270 - Estridge, Cindy Line Item Account			
191906	02/03/2016		
Inv R66351			
Line Item Date	Line Item Description	Line Item Account	
01/15/2016	Refund Dropped Soccer Class	101-0000-0000-5270-002	114.00
Inv R66351 Total			114.00
191906 Total:			114.00
CDES5270 - Estridge, Cindy Total:			114.00
EURO6710 - Eurofins Eaton Analytical Line Item Account			
191907	02/03/2016		
Inv L0247063			
Line Item Date	Line Item Description	Line Item Account	
01/05/2016	Water Sample Lab Svcs	500-6010-6711-8170-000	85.00
Inv L0247063 Total			85.00
Inv L0247345			
Line Item Date	Line Item Description	Line Item Account	
01/07/2016	Water Sample Lab Svcs	500-6010-6711-8170-000	170.00
Inv L0247345 Total			170.00

Inv L0247346

Line Item Date	Line Item Description	Line Item Account	
01/07/2016	Water Sample Lab Svcs	500-6010-6711-8170-000	85.00

Inv L0247346 Total 85.00

Inv L0247819

Line Item Date	Line Item Description	Line Item Account	
01/11/2016	Water Sample Lab Svcs	500-6010-6711-8170-000	127.00

Inv L0247819 Total 127.00

191907 Total: 467.00

EURO6710 - Eurofins Eaton Analytical Total: 467.00

FED1109 - Federal Express Line Item Account

191908 02/03/2016

Inv 5-274-85456

Line Item Date	Line Item Description	Line Item Account	
01/01/2016	Comm. Svcs Overnight Shipping	101-8030-8031-8020-000	19.27

Inv 5-274-85456 Total 19.27

191908 Total: 19.27

FED1109 - Federal Express Total: 19.27

FRE5011 - Freddie Mac's Inc Line Item Account

191909 02/03/2016

Inv 344711

Line Item Date	Line Item Description	Line Item Account	
12/09/2015	Tow Unit# 360	210-6010-6501-8100-000	375.00

Inv 344711 Total 375.00

191909 Total: 375.00

FRE5011 - Freddie Mac's Inc Total: 375.00

ATSW3010 - Garda CL West Inc. Line Item Account

191910 02/03/2016

Inv 20125879

Line Item Date	Line Item Description	Line Item Account	
12/31/2015	Armored Car Svc Excess Svcs 12/15	101-3010-3011-8020-000	31.65

Check Number	Check Date			Amount
Inv 20125879 Total				31.65
191910 Total:				31.65
ATSW3010 - Garda CL West Inc. Total:				31.65
GECA8000 - GE Capital Line Item Account				
191911	02/03/2016			
Inv 64142298				
Line Item Date	Line Item Description		Line Item Account	
01/10/2016	Copier Lease		101-3010-3032-8300-000	396.76
Inv 64142298 Total				396.76
191911 Total:				396.76
GECA8000 - GE Capital Total:				396.76
GEN1207 - General Pump Company Line Item Account				
191912	02/03/2016			
Inv 24703				
Line Item Date	Line Item Description		Line Item Account	
01/14/2016	Purchase Byron Jackson Pump Wilson#4		500-6010-6711-8520-000	119,800.00
Inv 24703 Total				119,800.00
191912 Total:				119,800.00
GEN1207 - General Pump Company Total:				119,800.00
GEOA9340 - Geo-Advantec Inc. Line Item Account				
191913	02/03/2016			
Inv 470				
Line Item Date	Line Item Description		Line Item Account	
12/31/2015	El Centro St. Improve Proj. Geotech Testing		101-9000-9203-9203-000	1,192.50
Inv 470 Total				1,192.50
191913 Total:				1,192.50
GEOA9340 - Geo-Advantec Inc. Total:				1,192.50
R5910 - George L.Throop Co. Line Item Account				
914	02/03/2016			
Inv 01-690820-00				
Line Item Date	Line Item Description		Line Item Account	

Check Number	Check Date			Amount
	12/28/2015	Supplies for Concrete Repairs	230-6010-6116-8020-000	161.85
	Inv 01-690820-00 Total			161.85
	Inv 01-692409-00			
	Line Item Date	Line Item Description	Line Item Account	
	01/20/2016	Concrete	500-6010-6710-8020-000	385.25
	Inv 01-692409-00 Total			385.25
191914 Total:				547.10
THR5910 - George L.Throop Co. Total:				547.10
HGWT3012 - Goldwhite, Harold Line Item Account				
191915	02/03/2016			
	Inv 1/12/16			
	Line Item Date	Line Item Description	Line Item Account	
	01/12/2016	Refund Toilet Rebate	500-3010-3012-8032-000	100.00
	Inv 1/12/16 Total			100.00
191915 Total:				100.00
HGWT3012 - Goldwhite, Harold Total:				100.00
GRA1244 - Graffitti Control Systems Line Item Account				
191916	02/03/2016			
	Inv SPAS1215			
	Line Item Date	Line Item Description	Line Item Account	
	12/31/2015	Graffiti Removal Svcs 12/15	101-6010-6410-8262-000	1,078.00
	Inv SPAS1215 Total			1,078.00
191916 Total:				1,078.00
GRA1244 - Graffitti Control Systems Total:				1,078.00
GRA6601 - Grainger Line Item Account				
191917	02/03/2016			
	Inv 9928606459			
	Line Item Date	Line Item Description	Line Item Account	
	12/30/2015	Cable Protector Platform Water Housing Temp Connection	500-6010-6710-8020-000	503.56
	Inv 9928606459 Total			503.56
191917 Total:				503.56

Check Number	Check Date			Amount
GRA6601 - Grainger Total:				503.56
HATC8025 - Halls Auto Tech Center Line Item Account				
191918	02/03/2016			
Inv 8735				
Line Item Date	Line Item Description		Line Item Account	
12/28/2015	Transit Van# 74 Wheelchair Inspection & Maint.		205-8030-8025-8100-000	105.00
Inv 8735 Total				105.00
Inv 8850				
Line Item Date	Line Item Description		Line Item Account	
01/19/2016	Transit Van# 78 45 Day Inspection & Maint.		205-8030-8025-8100-000	101.23
Inv 8850 Total				101.23
Inv 8865				
Line Item Date	Line Item Description		Line Item Account	
01/22/2016	Transit Van# 75 45 Day Inspection & Maint.		205-8030-8025-8100-000	80.00
Inv 8865 Total				80.00
918 Total:				286.23
HATC8025 - Halls Auto Tech Center Total:				286.23
HOPI9319 - Hands On Painting Inc. Line Item Account				
191919	02/03/2016			
Inv 1321				
Line Item Date	Line Item Description		Line Item Account	
01/13/2016	Sr.Center Kitchen-Patch, Prime & Paint		101-6010-6601-8020-000	242.50
01/13/2016	Sr.Center Kitchen-Patch, Prime & Paint		101-6010-6601-8120-000	242.50
Inv 1321 Total				485.00
191919 Total:				485.00
HOPI9319 - Hands On Painting Inc. Total:				485.00
HYBS8180 - Haynes Building Services LLC Line Item Account				
191920	02/03/2016			
Inv 9695				
Line Item Date	Line Item Description		Line Item Account	
12/31/2015	PD Scrub & Wax Svcs		101-6010-6601-8120-000	300.00
Inv 9695 Total				300.00

Check Number	Check Date			Amount
Inv 9696				
Line Item Date	Line Item Description		Line Item Account	
12/31/2015	FD Scrub & Wax Svcs		101-6010-6601-8120-000	300.00
Inv 9696 Total				300.00
191920 Total:				600.00
HYBS8180 - Haynes Building Services LLC Total:				600.00
NHRZ5270 - Hernandez, Nancy Line Item Account				
191921	02/03/2016			
Inv R66357				
Line Item Date	Line Item Description		Line Item Account	
01/19/2016	Refund Dropped Dance Class		101-0000-0000-5270-002	55.00
Inv R66357 Total				55.00
191921 Total:				55.00
NHRZ5270 - Hernandez, Nancy Total:				55.00
HQAB8100 - Hi Quality Auto Body Inc. Line Item Account				
191922	02/03/2016			
Inv 11285				
Line Item Date	Line Item Description		Line Item Account	
01/07/2016	PD Unit#1407 Replace Front Seat & Buckle		101-4010-4011-8100-000	156.62
Inv 11285 Total				156.62
191922 Total:				156.62
HQAB8100 - Hi Quality Auto Body Inc. Total:				156.62
HIW6710 - Hi-Way Safety Inc Line Item Account				
191923	02/03/2016			
Inv 39506				
Line Item Date	Line Item Description		Line Item Account	
12/18/2015	Mission/Meridian Parking Structure Signs		226-2010-2029-8020-000	177.52
Inv 39506 Total				177.52
Inv 40246				
Line Item Date	Line Item Description		Line Item Account	
01/14/2016	Island Markers		230-6010-6116-8020-000	486.79
Inv 40246 Total				486.79

Check Number	Check Date			Amount
191923 Total:				664.31
HIW6710 - Hi-Way Safety Inc Total:				664.31
CHHO5270 - Ho, Chung Line Item Account				
191924	02/03/2016			
Inv	R66354			
Line Item Date	Line Item Description		Line Item Account	
01/19/2016	Refund Horsemanship Class		101-0000-0000-5270-002	120.00
Inv R66354 Total				120.00
191924 Total:				120.00
CHHO5270 - Ho, Chung Total:				120.00
HOL1111 - Holland, Jeffrey Line Item Account				
191925	02/03/2016			
Inv	10/23/15			
Line Item Date	Line Item Description		Line Item Account	
01/13/2016	Reimb. PD Training Expense		101-4010-4011-8210-000	8.00
Inv 10/23/15 Total				8.00
191925 Total:				8.00
HOL1111 - Holland, Jeffrey Total:				8.00
ANHS3012 - Hsieh, Andy Line Item Account				
191926	02/03/2016			
Inv	1/14/16			
Line Item Date	Line Item Description		Line Item Account	
01/14/2016	Refund Toilet Rebate		500-3010-3012-8032-000	123.77
Inv 1/14/16 Total				123.77
191926 Total:				123.77
ANHS3012 - Hsieh, Andy Total:				123.77
INT4896 - Inter-Con Security Systems Inc Line Item Account				
`1927	02/03/2016			
Inv	421672			
Line Item Date	Line Item Description		Line Item Account	
01/11/2016	PD Parking Enforcement Svcs 12/15		101-4010-4011-8180-000	7,311.56

Check Number	Check Date			Amount
Inv 421672 Total				7,311.56
191927 Total:				7,311.56
INT4896 - Inter-Con Security Systems Inc Total:				7,311.56
JSAR4011 - Jack's Auto Repair Line Item Account				
191928	02/03/2016			
Inv 14637				
Line Item Date	Line Item Description		Line Item Account	
01/07/2016	PD Unit# 1115 Oxygen Sensors & Fuel Tank Sensor Repairs		101-4010-4011-8100-000	644.77
Inv 14637 Total				644.77
Inv 14690				
Line Item Date	Line Item Description		Line Item Account	
01/07/2016	PD Unit# 1407 Oil Change & Maint.		101-4010-4011-8100-000	66.53
Inv 14690 Total				66.53
Inv 14693				
Line Item Date	Line Item Description		Line Item Account	
01/11/2016	PD Unit# 1405 Replace Battery		101-4010-4011-8100-000	260.32
Inv 14693 Total				260.32
Inv 14704				
Line Item Date	Line Item Description		Line Item Account	
01/20/2016	PD Unit# 1102 Oil Change & Maint.		101-4010-4011-8100-000	61.46
Inv 14704 Total				61.46
191928 Total:				1,033.08
JSAR4011 - Jack's Auto Repair Total:				1,033.08
JAC1111 - Jacobs, Thomas Line Item Account				
191929	02/03/2016			
Inv 10/27/15				
Line Item Date	Line Item Description		Line Item Account	
01/13/2016	Reimb. PD Training Expense		101-4010-4011-8210-000	38.78
Inv 10/27/15 Total				38.78
191929 Total:				38.78

Check Number	Check Date		Amount
111 - Jacobs, Thomas Total:			38.78
HTJN5270 - Jean, Heather Line Item Account			
191930	02/03/2016		
Inv R66360			
Line Item Date	Line Item Description	Line Item Account	
01/19/2016	Refund Dropped Dance Class	101-0000-0000-5270-002	80.00
Inv R66360 Total			80.00
191930 Total:			80.00
HTJN5270 - Jean, Heather Total:			80.00
JHMS8020 - JHM Supply Line Item Account			
191931	02/03/2016		
Inv 46233/1			
Line Item Date	Line Item Description	Line Item Account	
01/19/2016	Tree Ties	215-6010-6416-8020-000	209.39
Inv 46233/1 Total			209.39
931 Total:			209.39
JHMS8020 - JHM Supply Total:			209.39
JHA307 - John L. Hunter Associates, Inc. Line Item Account			
191932	02/03/2016		
Inv SOPASCAL1115			
Line Item Date	Line Item Description	Line Item Account	
12/31/2015	Environmental Calendars	101-6010-2015-8173-000	825.00
12/31/2015	Environmental Calendars	101-6010-2015-8172-000	825.00
Inv SOPASCAL1115 Total			1,650.00
Inv SOPASNP1115			
Line Item Date	Line Item Description	Line Item Account	
12/30/2015	Environmental Compliance NPDES Svcs 11/15	101-6010-2015-8170-000	3,241.00
Inv SOPASNP1115 Total			3,241.00
191932 Total:			4,891.00
307 - John L. Hunter Associates, Inc. Total:			4,891.00
JOJN7000 - Johnson, Joseph Line Item Account			
191933	02/03/2016		

Check Number	Check Date			Amount
Inv	10/23/15			
Line Item Date		Line Item Description	Line Item Account	
01/13/2016		Reimb. PD Training Expense	101-4010-4011-8210-000	38.78
Inv 10/23/15 Total				38.78
191933 Total:				38.78
JOJN7000 - Johnson, Joseph Total:				38.78
JCRS5011 - Jones Coffee Roasters Line Item Account				
191934	02/03/2016			
Inv	38533			
Line Item Date		Line Item Description	Line Item Account	
01/15/2016		FD Coffee Supplies	101-5010-5011-8020-000	139.72
Inv 38533 Total				139.72
191934 Total:				139.72
JCRS5011 - Jones Coffee Roasters Total:				139.72
JRMC2010 - JRM Consulting Inc. Line Item Account				
191935	02/03/2016			
Inv	107			
Line Item Date		Line Item Description	Line Item Account	
01/18/2016		Library Operations Study Consulting Svcs	101-2010-2011-8170-000	9,600.00
Inv 107 Total				9,600.00
191935 Total:				9,600.00
JRMC2010 - JRM Consulting Inc. Total:				9,600.00
KBBE9203 - Kabbara Engineering Line Item Account				
191936	02/03/2016			
Inv	1285			
Line Item Date		Line Item Description	Line Item Account	
01/08/2016		EngineeringDesignSvc-CheltenWay,CollisAve&Hill Dr.8/26-10/31/	101-9000-9203-9203-000	8,827.50
Inv 1285 Total				8,827.50
191936 Total:				8,827.50
KBBE9203 - Kabbara Engineering Total:				8,827.50

Check Number	Check Date		Amount
'I4011 - Kaminski, Belen Marie Line Item Account			
37	02/03/2016		
Inv 01/15/16			
Line Item Date	Line Item Description	Line Item Account	
01/18/2016	Reimb. PD Training Expenses	101-4010-4011-8210-000	138.14
Inv 01/15/16 Total			138.14
191937 Total:			138.14
KAMI4011 - Kaminski, Belen Marie Total:			138.14
YKKT5270 - Kato, Yuka Line Item Account			
191938	02/03/2016		
Inv R66000			
Line Item Date	Line Item Description	Line Item Account	
01/11/2016	Refund Dropped Singing Workshop	101-0000-0000-5270-002	145.00
Inv R66000 Total			145.00
191938 Total:			145.00
. .KT5270 - Kato, Yuka Total:			145.00
KOAC6010 - KOA Line Item Account			
191939	02/03/2016		
Inv 0000002			
Line Item Date	Line Item Description	Line Item Account	
01/04/2016	Const. Mgmt & Inspect. Svcs-ArroyoLiftStation12/15	295-9000-9395-9395-000	1,190.00
Inv 0000002 Total			1,190.00
Inv JB53100x4			
Line Item Date	Line Item Description	Line Item Account	
01/13/2016	HSIP Crosswalks Engineering Designs 11/30/15-1/3/16	101-6010-6011-8170-000	1,080.00
Inv JB53100x4 Total			1,080.00
191939 Total:			2,270.00
KOAC6010 - KOA Total:			2,270.00
CUR7778 - L.N. Curtis & Sons Line Item Account			
191940	02/03/2016		
Inv 1354619-01			
Line Item Date	Line Item Description	Line Item Account	
06/30/2015	FD Safety Equipment	101-5010-5011-8134-000	163.54

Check Number	Check Date		Amount
Inv 1354619-01 Total			163.54
Inv 6050410-00			
Line Item Date	Line Item Description	Line Item Account	
10/22/2015	FD Safety Equipment	101-5010-5011-8134-000	224.83
Inv 6050410-00 Total			224.83
Inv 6050754-00			
Line Item Date	Line Item Description	Line Item Account	
12/30/2015	FD Safety Equipment FIT Testing	101-5010-5011-8134-000	20.00
Inv 6050754-00 Total			20.00
Inv 6231385-00			
Line Item Date	Line Item Description	Line Item Account	
10/22/2015	FD Safety Equipment	101-5010-5011-8134-000	160.00
Inv 6231385-00 Total			160.00
Inv 6231413-00			
Line Item Date	Line Item Description	Line Item Account	
12/01/2015	FD Safety Equipment	101-5010-5011-8134-000	124.70
Inv 6231413-00 Total			124.70
191940 Total:			693.07
CUR7778 - L.N. Curtis & Sons Total:			693.07
LAWY8011 - LA Weekly Line Item Account			
191941	02/03/2016		
Inv Acct.# 9457			
Line Item Date	Line Item Description	Line Item Account	
01/12/2016	Subscription for LA Weekly 2016	101-8010-8011-8030-000	90.00
Inv Acct.# 9457 Total			90.00
191941 Total:			90.00
LAWY8011 - LA Weekly Total:			90.00
LDCR6410 - LandCare Line Item Account			
191942	02/03/2016		
Inv 8048491			
Line Item Date	Line Item Description	Line Item Account	
12/31/2015	Monthly Landscape Svcs 12/15	215-6010-6416-8180-000	5,012.36
12/31/2015	Monthly Landscape Svcs 12/15	101-6010-6410-8180-000	12,061.64

Check Number	Check Date			Amount
Inv 8048491 Total				17,074.00
191942 Total:				17,074.00
LDCR6410 - LandCare Total:				17,074.00
LAW6711 - Lawn Mower Corner Line Item Account				
191943	02/03/2016			
Inv 100762				
Line Item Date	Line Item Description		Line Item Account	
11/20/2015	St. Trees Stock Supplies & Irrigation		215-6010-6310-8020-000	168.92
Inv 100762 Total				168.92
Inv 101065				
Line Item Date	Line Item Description		Line Item Account	
12/14/2015	Generator Adaptor Jacket		215-6010-6115-8020-000	81.75
Inv 101065 Total				81.75
Inv 101128				
Line Item Date	Line Item Description		Line Item Account	
12/18/2015	St. Trees Blades Stock		215-6010-6310-8020-000	100.22
Inv 101128 Total				100.22
Inv 101148				
Line Item Date	Line Item Description		Line Item Account	
12/21/2015	St. Trees Small Tools		215-6010-6310-8020-000	242.81
Inv 101148 Total				242.81
191943 Total:				593.70
LAW6711 - Lawn Mower Corner Total:				593.70
LDIC8300 - LDI Color ToolBox Line Item Account				
191944	02/03/2016			
Inv 1024929				
Line Item Date	Line Item Description		Line Item Account	
12/28/2015	2nd Fl. Copier Maint & Overages		101-6010-6011-8300-000	131.84
12/28/2015	2nd Fl. Copier Maint & Overages		101-1020-1021-8300-000	131.83
12/28/2015	2nd Fl. Copier Maint & Overages		101-2010-2011-8300-000	131.83
Inv 1024929 Total				395.50
191944 Total:				395.50

Check Number	Check Date			Amount
LDIC8300 - LDI Color ToolBox Total:				395.50
LEA2214 - League of CA Cities Line Item Account				
191945	02/03/2016			
Inv 158573				
Line Item Date	Line Item Description		Line Item Account	
01/04/2016	Membership Dues for 2016		101-3010-3041-8060-000	10,114.00
Inv 158573 Total				10,114.00
191945 Total:				10,114.00
LEA2214 - League of CA Cities Total:				10,114.00
ALSL5270 - Lee, Allis Line Item Account				
191946	02/03/2016			
Inv R66362				
Line Item Date	Line Item Description		Line Item Account	
01/19/2016	Refund Dropped Dance Class		101-0000-0000-5270-002	145.00
Inv R66362 Total				145.00
191946 Total:				145.00
ALSL5270 - Lee, Allis Total:				145.00
RMDL4610 - Lee, Raymond Line Item Account				
191947	02/03/2016			
Inv 211130759				
Line Item Date	Line Item Description		Line Item Account	
01/23/2016	Refund Citation		101-0000-0000-4610-000	48.00
Inv 211130759 Total				48.00
191947 Total:				48.00
RMDL4610 - Lee, Raymond Total:				48.00
LEE1111 - Lee, Richard Line Item Account				
191948	02/03/2016			
Inv 10/27/15				
Line Item Date	Line Item Description		Line Item Account	
01/13/2016	Reimb. PD Training Expense		101-4010-4011-8210-000	38.78
Inv 10/27/15 Total				38.78

Check Number	Check Date			Amount
1948 Total:				38.78
LEE1111 - Lee, Richard Total:				38.78
EDLV5270 - Levya, Edgar Line Item Account				
191949	02/03/2016			
Inv R66350				
Line Item Date	Line Item Description		Line Item Account	
01/15/2016	Refund Dropped Dance Class		101-0000-0000-5270-002	55.00
Inv R66350 Total				55.00
191949 Total:				55.00
EDLV5270 - Levya, Edgar Total:				55.00
LIT7777 - Litwin, Louis Line Item Account				
191950	02/03/2016			
Inv 1/11/16				
Line Item Date	Line Item Description		Line Item Account	
01/17/2016	PD Admin. Hearings 1/11/16		101-4010-4011-8180-000	180.00
Inv 1/11/16 Total				180.00
191950 Total:				180.00
LIT7777 - Litwin, Louis Total:				180.00
LOU1111 - Louie, Spencer Line Item Account				
191951	02/03/2016			
Inv 10/23/15				
Line Item Date	Line Item Description		Line Item Account	
01/13/2016	Reimb. PD Training Expense		101-4010-4011-8210-000	8.00
Inv 10/23/15 Total				8.00
191951 Total:				8.00
LOU1111 - Louie, Spencer Total:				8.00
MAC7777 - Macdonald, Anthea Line Item Account				
191952	02/03/2016			
Inv Win 2016				
Line Item Date	Line Item Description		Line Item Account	
01/22/2016	Instructor Scottish Country Dance Class		101-8030-8032-8267-000	525.20

Check Number	Check Date			Amount
Inv Win 2016 Total				525.20
191952 Total:				525.20
MAC7777 - Macdonald, Anthea Total:				525.20
AVIC4010 - Manukian, Avick Line Item Account				
191953	02/03/2016			
Inv	10/19/15			
Line Item Date	Line Item Description		Line Item Account	
01/13/2016	Reimb. PD Training Expense		101-4010-4011-8210-000	8.00
Inv 10/19/15 Total				8.00
191953 Total:				8.00
AVIC4010 - Manukian, Avick Total:				8.00
MCLN5270 - McLean, Stephanie Line Item Account				
191954	02/03/2016			
Inv	R66358			
Line Item Date	Line Item Description		Line Item Account	
01/19/2016	Refund Dropped Dance Class		101-0000-0000-5270-002	80.00
Inv R66358 Total				80.00
191954 Total:				80.00
MCLN5270 - McLean, Stephanie Total:				80.00
LTMJ5270 - Mejia, Leticia Line Item Account				
191955	02/03/2016			
Inv	R66353			
Line Item Date	Line Item Description		Line Item Account	
01/19/2016	Refund Dropped Soccer Class		101-0000-0000-5270-002	129.00
Inv R66353 Total				129.00
191955 Total:				129.00
LTMJ5270 - Mejia, Leticia Total:				129.00
MMJA4011 - Mejia, Michael Line Item Account				
191956	02/03/2016			
Inv	10/19/15			
Line Item Date	Line Item Description		Line Item Account	

Check Number	Check Date			Amount
	01/13/2016	Reimb. PD Training Expense	101-4010-4011-8210-000	8.00
	Inv 10/19/15 Total			8.00
191956 Total:				8.00
MMJA4011 - Mejia, Michael Total:				8.00

ROO4900 - Mike Roos & Company Line Item Account

191957 02/03/2016

Inv 5156Y

Line Item Date	Line Item Description	Line Item Account	
12/31/2015	Strategic Planning & Consulting Svcs 12/15	101-2010-2021-8170-000	3,000.00
Inv 5156Y Total			3,000.00
191957 Total:			3,000.00
ROO4900 - Mike Roos & Company Total:			3,000.00

MOR2900 - Morrow & Holman Plumbing Inc Line Item Account

191958 02/03/2016

Inv P-6120

Line Item Date	Line Item Description	Line Item Account	
06/20/2015	State St. Maint. Sewer Clean Out Svcs	210-6010-6501-8180-000	2,170.64
Inv P-6120 Total			2,170.64
191958 Total:			2,170.64
MOR2900 - Morrow & Holman Plumbing Inc Total:			2,170.64

NCRS6711 - National Construction Rentals Line Item Account

191959 02/03/2016

Inv 4333593

Line Item Date	Line Item Description	Line Item Account	
12/30/2015	Wilson Well#2 Temp Fence	500-6010-6711-8020-000	29.70
Inv 4333593 Total			29.70
191959 Total:			29.70
NCRS6711 - National Construction Rentals Total:			29.70

NOBEST37 - Nobest, Inc. Line Item Account

191960 02/03/2016

Check Number	Check Date		Amount
Inv 1-1511Retention			
Line Item Date	Line Item Description	Line Item Account	
12/12/2015	Sidewalk Replacement Project	260-9000-9264-9264-000	3,084.40
Inv 1-1511Retention Total			3,084.40
191960 Total:			3,084.40
NOBEST37 - Nobest, Inc. Total:			3,084.40
NOR6416 - Norman's Nursery Line Item Account			
191961	02/03/2016		
Inv 555727			
Line Item Date	Line Item Description	Line Item Account	
12/07/2015	Fair Oaks & Hope St. Tree Replacements	215-6010-6310-8180-000	170.04
Inv 555727 Total			170.04
Inv 558122			
Line Item Date	Line Item Description	Line Item Account	
01/11/2016	Fair Oaks & Hope St. Tree Replacements	215-6010-6310-8180-000	441.45
Inv 558122 Total			441.45
191961 Total:			611.49
NOR6416 - Norman's Nursery Total:			611.49
OREI6711 - O' Reilly Automotive Inc. Line Item Account			
191962	02/03/2016		
Inv 3213-370809			
Line Item Date	Line Item Description	Line Item Account	
12/28/2015	Facility Miant. Tools	215-6010-6201-8020-000	236.42
Inv 3213-370809 Total			236.42
Inv 3213-371189			
Line Item Date	Line Item Description	Line Item Account	
12/31/2015	Transit Vans Supplies	205-8030-8025-8100-000	120.07
Inv 3213-371189 Total			120.07
Inv 3213-371894			
Line Item Date	Line Item Description	Line Item Account	
01/06/2016	Water Dept. Vehicles Windshield Wiper Blades	500-6010-6710-8100-000	193.67
Inv 3213-371894 Total			193.67

Check Number	Check Date		Amount
Inv 3213-373592			
Line Item Date	Line Item Description	Line Item Account	
01/21/2016	Transit Vans Supplies	205-8030-8025-8100-000	16.27
Inv 3213-373592 Total			16.27
191962 Total:			566.43
OREI6711 - O' Reilly Automotive Inc. Total:			566.43
OHDY4010 - Occupational Health Dynamics Line Item Account			
191963	02/03/2016		
Inv 44786			
Line Item Date	Line Item Description	Line Item Account	
12/28/2015	Calibration & Quantfit Fit Tester	101-4010-4011-8020-000	813.55
12/28/2015	Calibration & Quantfit Fit Tester	101-0000-0000-2700-000	-53.55
Inv 44786 Total			760.00
191963 Total:			760.00
DY4010 - Occupational Health Dynamics Total:			760.00
OCL8011 - OCLC Inc. Line Item Account			
191964	02/03/2016		
Inv 0000436549			
Line Item Date	Line Item Description	Line Item Account	
01/25/2016	Computer Cataloguing Svcs	101-8010-8011-8110-000	1,507.60
Inv 0000436549 Total			1,507.60
191964 Total:			1,507.60
OCL8011 - OCLC Inc. Total:			1,507.60
OFF4011 - Office Solutions Line Item Account			
191965	02/03/2016		
Inv I-00886362			
Line Item Date	Line Item Description	Line Item Account	
01/06/2016	PD Office Supplies	101-4010-4011-8000-000	1,039.76
Inv I-00886362 Total			1,039.76
965 Total:			1,039.76
OFF4011 - Office Solutions Total:			1,039.76

Check Number	Check Date	Amount

PHCP9255 - Pacific Hydrotech Corp. Line Item Account

191966 02/03/2016

Inv #9

Line Item Date	Line Item Description	Line Item Account	
01/08/2016	Garfield Reservoir Replacement Project 12/15	500-9000-9266-9266-000	503,656.75
Inv #9 Total			503,656.75
191966 Total:			503,656.75
PHCP9255 - Pacific Hydrotech Corp. Total:			503,656.75

PAC5699 - Pacific Parking Systems Inc Line Item Account

191967 02/03/2016

Inv 13096

Line Item Date	Line Item Description	Line Item Account	
11/03/2015	PD Permit Machine Ventek VenStation APS Pay	101-4010-4011-8180-000	16,935.05
Inv 13096 Total			16,935.05
191967 Total:			16,935.05
PAC5699 - Pacific Parking Systems Inc Total:			16,935.05

PAL1111 - Palmieri, Michael Line Item Account

191968 02/03/2016

Inv 10/23/15

Line Item Date	Line Item Description	Line Item Account	
01/13/2016	Reimb. PD Training Expense	101-4010-4011-8210-000	38.78
Inv 10/23/15 Total			38.78
191968 Total:			38.78
PAL1111 - Palmieri, Michael Total:			38.78

PMHE6116 - Pape Material Handling Exchange Line Item Account

191969 02/03/2016

Inv 631084

Line Item Date	Line Item Description	Line Item Account	
12/13/2015	Yard Forklift Repair	230-6010-6116-8110-000	109.96
Inv 631084 Total			109.96
191969 Total:			109.96

Check Number	Check Date		Amount
.dE6116 - Pape Material Handling Exchange Total:			109.96
CTPZ7000 - Perez, Christopher A. Line Item Account			
191970	02/03/2016		
Inv 10/19/15			
Line Item Date	Line Item Description	Line Item Account	
01/13/2016	Reimb. PD Training Expense	101-4010-4011-8210-000	38.78
Inv 10/19/15 Total			38.78
191970 Total:			38.78
CTPZ7000 - Perez, Christopher A. Total:			38.78
CGPH4011 - Phillips, Craig Line Item Account			
191971	02/03/2016		
Inv 10/19/15			
Line Item Date	Line Item Description	Line Item Account	
01/13/2016	Reimb. PD Training Expense	101-4010-4011-8210-000	38.78
Inv 10/19/15 Total			38.78
191971 Total:			38.78
CGPH4011 - Phillips, Craig Total:			38.78
PBGF8031 - Pitney Bowes Global Fin. Svc LLC Line Item Account			
191972	02/03/2016		
Inv 7141427-JA16			
Line Item Date	Line Item Description	Line Item Account	
01/13/2016	Postage Meter Lease 10/30/15-1/30/16	101-8030-8031-8300-000	64.13
01/13/2016	Postage Meter Lease 10/30/15-1/30/16	101-8030-8021-8300-000	64.14
01/13/2016	Postage Meter Lease 10/30/15-1/30/16	101-8030-8032-8300-000	64.13
01/13/2016	Postage Meter Lease 10/30/15-1/30/16	205-8030-8025-8300-000	64.13
Inv 7141427-JA16 Total			256.53
191972 Total:			256.53
PBGF8031 - Pitney Bowes Global Fin. Svc LLC Total:			256.53
PTPC4610 - Plescia, Patricia Line Item Account			
191973	02/03/2016		
Inv 222128197			
Line Item Date	Line Item Description	Line Item Account	
02/23/2016	Refund Citation	101-0000-0000-4610-000	48.00

Check Number	Check Date		Amount
Inv 222128197 Total			48.00
191973 Total:			48.00
PTPC4610 - Plescia, Patricia Total:			48.00

PLU4589 - Plumbing Wholesale Outlet Inc Line Item Account

191974 02/03/2016

Inv S100050989.001

Line Item Date	Line Item Description	Line Item Account	
10/22/2015	Plumbing Supplies	101-6010-6601-8020-000	131.44
Inv S100050989.001 Total			131.44

Inv S100056747.001

Line Item Date	Line Item Description	Line Item Account	
11/18/2015	Plumbing Supplies CREDIT	101-6010-6601-8020-000	-93.40
Inv S100056747.001 Total			-93.40

Inv S100065258.001

Line Item Date	Line Item Description	Line Item Account	
12/29/2015	Plumbing Supplies Small Tools	101-6010-6601-8130-000	91.61
12/29/2015	Plumbing Supplies Small Tools	101-6010-6601-8020-000	91.61
Inv S100065258.001 Total			183.22
191974 Total:			221.26
PLU4589 - Plumbing Wholesale Outlet Inc Total:			221.26

QUA7778 - Quality Code Publishing, LLC Line Item Account

191975 02/03/2016

Inv 2016-29

Line Item Date	Line Item Description	Line Item Account	
01/19/2016	SPMC Codification Svcs 1/16	101-1020-1021-8170-000	1,919.03
Inv 2016-29 Total			1,919.03
191975 Total:			1,919.03
QUA7778 - Quality Code Publishing, LLC Total:			1,919.03

RED8995 - Red Wing Shoe Store Line Item Account

191976 02/03/2016

Inv 150000003042

Line Item Date	Line Item Description	Line Item Account

Check Number	Check Date			Amount
	01/13/2016	Safety Shoes-Ryan Garcia	230-6010-6116-8134-000	174.39
	Inv 150000003042 Total			174.39
	Inv 150000003042*			
	Line Item Date	Line Item Description	Line Item Account	
	01/13/2016	Safety Shoes-Luis Bardales	500-6010-6710-8134-000	223.00
	Inv 150000003042* Total			223.00
191976 Total:				397.39
RED8995 - Red Wing Shoe Store Total:				397.39
RIPU8540 - Roadline Products Inc. USA Line Item Account				
191977	02/03/2016			
	Inv 11806			
	Line Item Date	Line Item Description	Line Item Account	
	08/06/2015	Whip Hose & High Pressure Hoses	230-6010-6116-8020-000	487.29
	Inv 11806 Total			487.29
977 Total:				487.29
RIPU8540 - Roadline Products Inc. USA Total:				487.29
ROB1111 - Robledo, Shannon Line Item Account				
191978	02/03/2016			
	Inv 10/19/15			
	Line Item Date	Line Item Description	Line Item Account	
	01/13/2016	Reimb. PD Training Expense	101-4010-4011-8210-000	8.00
	Inv 10/19/15 Total			8.00
191978 Total:				8.00
ROB1111 - Robledo, Shannon Total:				8.00
RMRQ5270 - Rodriguez, Rosa Maria Line Item Account				
191979	02/03/2016			
	Inv R66347			
	Line Item Date	Line Item Description	Line Item Account	
	01/15/2016	Refund Dropped Cooking Class	101-0000-0000-5270-002	100.00
	Inv R66347 Total			100.00
191979 Total:				100.00

Check Number	Check Date		Amount
RMRQ5270 - Rodriguez, Rosa Maria Total:			100.00
ROD4011 - Rodriguez, Sharae Line Item Account			
191980	02/03/2016		
Inv 1/15/16			
Line Item Date	Line Item Description	Line Item Account	
01/18/2016	Reimb. PD Training Expenses	101-4010-4011-8210-000	138.14
Inv 1/15/16 Total			138.14
191980 Total:			138.14
ROD4011 - Rodriguez, Sharae Total:			138.14
RON1111 - Ronnie, Matthew Line Item Account			
191981	02/03/2016		
Inv 10/27/15			
Line Item Date	Line Item Description	Line Item Account	
01/13/2016	Reimb. PD Training Expense	101-4010-4011-8210-000	38.78
Inv 10/27/15 Total			38.78
191981 Total:			38.78
RON1111 - Ronnie, Matthew Total:			38.78
ROS2021 - Rossmann and Moore, LLP Line Item Account			
191982	02/03/2016		
Inv Dec 2015			
Line Item Date	Line Item Description	Line Item Account	
01/05/2016	Legal Svcs 710 Fwy Extension 12/15	101-2010-2021-8160-000	1,677.00
Inv Dec 2015 Total			1,677.00
191982 Total:			1,677.00
ROS2021 - Rossmann and Moore, LLP Total:			1,677.00
SOU5250 - S.P.Review Line Item Account			
191983	02/03/2016		
Inv 4470			
Line Item Date	Line Item Description	Line Item Account	
12/31/2015	Demand Response Transportation Bid Ads	205-8030-8025-8040-000	128.00
Inv 4470 Total			128.00

Check Number	Check Date			Amount
Inv 4486				
Line Item Date	Line Item Description		Line Item Account	
12/31/2015	Breakfast w/ Santa Ad		101-8030-8032-8040-000	96.00
Inv 4486 Total				96.00
Inv 4527				
Line Item Date	Line Item Description		Line Item Account	
01/14/2016	Public Notice-Financial Statement FY 6/30/15		101-1020-1021-8040-000	68.00
Inv 4527 Total				68.00
191983 Total:				292.00
SOU5250 - S.P.Review Total:				292.00
SOU9986 - S.P.Unified School District Line Item Account				
191984	02/03/2016			
Inv R035				
Line Item Date	Line Item Description		Line Item Account	
01/08/2016	Use of SPMS Auditorium Staff Fees 11/16/15		101-8030-8032-8267-000	100.00
Inv R035 Total				100.00
191984 Total:				100.00
SOU9986 - S.P.Unified School District Total:				100.00
SAL7789 - Salcido, Juan Line Item Account				
191985	02/03/2016			
Inv 12/14/15				
Line Item Date	Line Item Description		Line Item Account	
01/13/2016	Reimb. PD Training Expense		101-4010-4011-8210-000	38.78
Inv 12/14/15 Total				38.78
191985 Total:				38.78
SAL7789 - Salcido, Juan Total:				38.78
SAN4958 - San Marino Security System Line Item Account				
191986	02/03/2016			
Inv 00095593				
Line Item Date	Line Item Description		Line Item Account	
01/04/2016	Monitoring System-Sr.Center Jan-Dec 2016		101-8030-8021-8180-000	432.00
Inv 00095593 Total				432.00

Check Number	Check Date			Amount
Inv 00095594				
Line Item Date	Line Item Description		Line Item Account	
01/04/2016	Monitoring Svcs Jan-Dec 2016		101-8010-8011-8120-000	432.00
Inv 00095594 Total				432.00
Inv 00097115				
Line Item Date	Line Item Description		Line Item Account	
01/04/2016	Monitoring System-Water Level Tanks Jan-Mar 2016		500-6010-6711-8020-000	228.00
Inv 00097115 Total				228.00
191986 Total:				1,092.00
SAN4958 - San Marino Security System Total:				1,092.00
MICH4011 - Sanchez, Michael Line Item Account				
191987	02/03/2016			
Inv 1/4-8/16				
Line Item Date	Line Item Description		Line Item Account	
01/14/2016	Reimb. PD Training Expenses		101-4010-4011-8210-000	175.00
Inv 1/4-8/16 Total				175.00
Inv 10/27/15				
Line Item Date	Line Item Description		Line Item Account	
01/13/2016	Reimb. PD Training Expenses		101-4010-4011-8210-000	38.78
Inv 10/27/15 Total				38.78
191987 Total:				213.78
MICH4011 - Sanchez, Michael Total:				213.78
SAN1111 - Sandoval, Fernando Line Item Account				
191988	02/03/2016			
Inv 10/23/15				
Line Item Date	Line Item Description		Line Item Account	
01/13/2016	Reimb. PD Training Expense		101-4010-4011-8210-000	8.00
Inv 10/23/15 Total				8.00
191988 Total:				8.00
SAN1111 - Sandoval, Fernando Total:				8.00

Check Number	Check Date			Amount
'I0107 - Security Design Systems, Inc. Line Item Account				
)89	02/03/2016			
Inv 203290				
Line Item Date	Line Item Description		Line Item Account	
01/01/2016	PD Maint. Cameras & Access Control 2/16		101-4010-4011-8110-000	130.36
Inv 203290 Total				130.36
Inv 203291				
Line Item Date	Line Item Description		Line Item Account	
01/01/2016	PD Maint. Cameras & Access Control 2/16		101-4010-4011-8110-000	30.00
Inv 203291 Total				30.00
Inv 203292				
Line Item Date	Line Item Description		Line Item Account	
01/01/2016	PD Maint. Cameras & Access Control 2/16		101-4010-4011-8110-000	145.00
Inv 203292 Total				145.00
Inv 203293				
Line Item Date	Line Item Description		Line Item Account	
01/01/2016	PD Maint. Cameras & Access Control 2/16		101-4010-4011-8110-000	113.00
Inv 203293 Total				113.00
191989 Total:				418.36
SDSI0107 - Security Design Systems, Inc. Total:				418.36
CHSH3012 - Shih, Chao Hui Line Item Account				
191990	02/03/2016			
Inv 01/12/16				
Line Item Date	Line Item Description		Line Item Account	
01/12/2016	Refund Rebate		500-3010-3012-8032-000	115.00
Inv 01/12/16 Total				115.00
191990 Total:				115.00
CHSH3012 - Shih, Chao Hui Total:				115.00
REP6115 - Siemens Industry Inc. Line Item Account				
191991	02/03/2016			
Inv 5620000411				
Line Item Date	Line Item Description		Line Item Account	
06/24/2014	Change Timing Huntington/Fremont Intersection		215-6010-6115-8180-000	49.42
Inv 5620000411 Total				49.42

Check Number	Check Date			Amount
191991 Total:				49.42
REP6115 - Siemens Industry Inc. Total:				49.42
PSN3011 - So CA News Circulation Line Item Account				
191992	02/03/2016			
Inv	900041829			
Line Item Date	Line Item Description		Line Item Account	
01/21/2016	FD Subscription 13 Weeks		101-5010-5011-8020-000	96.21
Inv 900041829 Total				96.21
191992 Total:				96.21
PSN3011 - So CA News Circulation Total:				96.21
SOL1111 - Solinsky, Brian Line Item Account				
191993	02/03/2016			
Inv	10/23/15			
Line Item Date	Line Item Description		Line Item Account	
01/13/2016	Reimb. PD Training Expense		101-4010-4011-8210-000	8.00
Inv 10/23/15 Total				8.00
191993 Total:				8.00
SOL1111 - Solinsky, Brian Total:				8.00
SOU9250 - Southeast Construction Products Line Item Account				
191994	02/03/2016			
Inv	1071141-1			
Line Item Date	Line Item Description		Line Item Account	
12/28/2015	Aluminum Posts/Decomposed Granite		230-6010-6116-8020-000	64.26
Inv 1071141-1 Total				64.26
191994 Total:				64.26
SOU9250 - Southeast Construction Products Total:				64.26
STA5219 - Staples Business Advantage Line Item Account				
191995	02/03/2016			
Inv	3287132813			
Line Item Date	Line Item Description		Line Item Account	
12/16/2015	Library Office Supplies		101-8010-8011-8000-000	216.92

Inv 3287132813 Total 216.92

Inv 3287262552

Line Item Date	Line Item Description	Line Item Account	
12/18/2015	Comm. Svcs Office Supplies	101-8030-8021-8000-000	41.18

Inv 3287262552 Total 41.18

Inv 3287672970

Line Item Date	Line Item Description	Line Item Account	
12/23/2015	Comm. Svcs Office Supplies	101-8030-8021-8020-000	15.89
12/23/2015	Comm. Svcs Office Supplies	101-8030-8021-8000-000	134.34
12/23/2015	Comm. Svcs Office Supplies	101-8030-8021-8020-000	28.37

Inv 3287672970 Total 178.60

Inv 3287672971

Line Item Date	Line Item Description	Line Item Account	
12/23/2015	Comm. Svcs Office Supplies	101-8030-8021-8020-000	15.58

Inv 3287672971 Total 15.58

Inv 3287672972

Line Item Date	Line Item Description	Line Item Account	
12/23/2015	Water Dept. Office Supplies	500-6010-6711-8020-000	309.55

Inv 3287672972 Total 309.55

Inv 3288043594

Line Item Date	Line Item Description	Line Item Account	
12/30/2015	PD Office Supplies	101-4010-4011-8000-000	106.90

Inv 3288043594 Total 106.90

Inv 3288043595

Line Item Date	Line Item Description	Line Item Account	
12/30/2015	PD Office Supplies	101-4010-4011-8000-000	473.56

Inv 3288043595 Total 473.56

Inv 3288043596

Line Item Date	Line Item Description	Line Item Account	
12/30/2015	Comm. Svcs Office Supplies	101-8030-8021-8020-000	112.25

Inv 3288043596 Total 112.25

Inv 3288043597

Line Item Date	Line Item Description	Line Item Account	
12/30/2015	Comm. Svcs Office Supplies	101-8030-8021-8020-000	11.43

Inv 3288043597 Total 11.43

Inv 3288043598

Line Item Date	Line Item Description	Line Item Account	
12/30/2015	Comm. Svcs Office Supplies	101-8030-8021-8020-000	40.03

Inv 3288043598 Total 40.03

Inv 3288430341

Line Item Date	Line Item Description	Line Item Account	
01/01/2016	Comm. Svcs Office Supplies	101-8030-8021-8020-000	34.76

Inv 3288430341 Total 34.76

Inv 3289060969

Line Item Date	Line Item Description	Line Item Account	
01/07/2016	Finance Office Supplies	101-3010-3011-8020-000	54.49

Inv 3289060969 Total 54.49

Inv 3289060974

Line Item Date	Line Item Description	Line Item Account	
01/07/2016	Yard Office Supplies	101-6010-6410-8020-000	28.19
01/07/2016	Yard Office Supplies	210-6010-6501-8020-000	11.38
01/07/2016	Yard Office Supplies	500-6010-6710-8020-000	11.37
01/07/2016	Yard Office Supplies	101-6010-6601-8020-000	11.37
01/07/2016	Yard Office Supplies	230-6010-6116-8020-000	11.37
01/07/2016	Yard Office Supplies	500-6010-6711-8020-000	11.37

Inv 3289060974 Total 85.05

Inv 3289150132

Line Item Date	Line Item Description	Line Item Account	
01/08/2016	Plan/Bldg Office Supplies	101-7010-7101-8000-000	77.39
01/08/2016	Finance Office Supplies	101-3010-3011-8000-000	359.97
01/08/2016	MS Office Supplies	101-2010-2011-8000-000	31.23

Inv 3289150132 Total 468.59

Inv 3289342731

Line Item Date	Line Item Description	Line Item Account	
01/09/2016	Finance Office Supplies	101-3010-3011-8000-000	65.39

Inv 3289342731 Total 65.39

191995 Total: 2,214.28

STA5219 - Staples Business Advantage Total: 2,214.28

STSM1020 - Studio Spectrum Line Item Account

191996 02/03/2016

Check Number	Check Date			Amount
Inv 18273				
Line Item Date	Line Item Description		Line Item Account	
12/31/2015	AV Services 12/15		101-1020-1021-8170-000	2,000.00
Inv 18273 Total				2,000.00
191996 Total:				2,000.00
STSM1020 - Studio Spectrum Total:				2,000.00
SPWS8020 - SupplyWorks Line Item Account				
191997	02/03/2016			
Inv 2958305-00				
Line Item Date	Line Item Description		Line Item Account	
01/06/2016	Janitorial Supplies		101-6010-6601-8020-000	470.50
Inv 2958305-00 Total				470.50
Inv 2958306-00				
Line Item Date	Line Item Description		Line Item Account	
01/06/2016	Janitorial Supplies		101-6010-6601-8020-000	470.50
Inv 2958306-00 Total				470.50
Inv 2958308-00				
Line Item Date	Line Item Description		Line Item Account	
01/06/2016	Janitorial Supplies		101-6010-6601-8020-000	210.47
Inv 2958308-00 Total				210.47
Inv 2959704-00				
Line Item Date	Line Item Description		Line Item Account	
01/12/2016	Trash Liners		101-6010-6601-8020-000	54.65
Inv 2959704-00 Total				54.65
191997 Total:				1,206.12
SPWS8020 - SupplyWorks Total:				1,206.12
SATY5270 - Taddy, Sonia Line Item Account				
191998	02/03/2016			
Inv R65998				
Line Item Date	Line Item Description		Line Item Account	
01/11/2016	Refund Jiu Jitsu Class		101-0000-0000-5270-002	15.00
Inv R65998 Total				15.00

Check Number	Check Date			Amount
191998 Total:				15.00
SATY5270 - Taddy, Sonia Total:				15.00
TOM4455 - Tom's Clothing & Uniforms Inc Line Item Account				
191999	02/03/2016			
Inv 4274				
Line Item Date	Line Item Description		Line Item Account	
01/19/2016	Yard Uniform Pants for Dominque Lopez		500-6010-6711-8132-000	122.08
Inv 4274 Total				122.08
191999 Total:				122.08
TOM4455 - Tom's Clothing & Uniforms Inc Total:				122.08
MRST5270 - Torres, Marisela Line Item Account				
192000	02/03/2016			
Inv R66348				
Line Item Date	Line Item Description		Line Item Account	
01/15/2016	Refund Dropped Spin Class		101-0000-0000-5270-002	70.00
Inv R66348 Total				70.00
192000 Total:				70.00
MRST5270 - Torres, Marisela Total:				70.00
VKTS3012 - Tsuchida, Vicki Line Item Account				
192001	02/03/2016			
Inv 1/12/16				
Line Item Date	Line Item Description		Line Item Account	
01/12/2016	Refund Rebate		500-3010-3012-8032-000	100.00
Inv 1/12/16 Total				100.00
192001 Total:				100.00
VKTS3012 - Tsuchida, Vicki Total:				100.00
TTTC6710 - TT Technologies, Inc. Line Item Account				
192002	02/03/2016			
Inv 0176424				
Line Item Date	Line Item Description		Line Item Account	
12/31/2015	Equipment Repair - Roll Pin		500-6010-6710-8110-000	71.62

Check Number	Check Date			Amount
Inv 0176424 Total				71.62
192002 Total:				71.62
TTTC6710 - TT Technologies, Inc. Total:				71.62
UCL6115 - UCLA Center for Prehospital Care Line Item Account				
192003	02/03/2016			
Inv 1400				
Line Item Date	Line Item Description		Line Item Account	
01/01/2016	FD Paramedic Training		101-5010-5011-8170-000	1,893.98
Inv 1400 Total				1,893.98
192003 Total:				1,893.98
UCL6115 - UCLA Center for Prehospital Care Total:				1,893.98
UND6710 - Underground Service Alert Line Item Account				
192004	02/03/2016			
Inv 1220150682				
Line Item Date	Line Item Description		Line Item Account	
01/01/2016	Underground Service Alerts 12/15		500-6010-6710-8020-000	112.50
Inv 1220150682 Total				112.50
192004 Total:				112.50
UND6710 - Underground Service Alert Total:				112.50
UQMS8010 - Unique Mgmt Svcs Inc. Line Item Account				
192005	02/03/2016			
Inv 418727				
Line Item Date	Line Item Description		Line Item Account	
01/01/2016	Recovering Agency Svcs 12/15		101-8010-8011-8180-000	474.35
Inv 418727 Total				474.35
192005 Total:				474.35
UQMS8010 - Unique Mgmt Svcs Inc. Total:				474.35
R4707 - United Site Services, Inc. Line Item Account				
006	02/03/2016			
Inv 114-3602550				
Line Item Date	Line Item Description		Line Item Account	

Check Number	Check Date			Amount
	12/22/2015	Portable Toilets-El Centro St. Improve. Project 12/16/15-1/12/16	101-9000-9203-9203-000	284.34
	Inv 114-3602550 Total			284.34
192006 Total:				284.34
POR4707 - United Site Services, Inc. Total:				284.34
VAL1111 - Valencia, James Line Item Account				
192007	02/03/2016			
	Inv 10/23/15			
	Line Item Date	Line Item Description	Line Item Account	
	01/13/2016	Reimb. PD Training Expense	101-4010-4011-8210-000	38.78
	Inv 10/23/15 Total			38.78
192007 Total:				38.78
VAL1111 - Valencia, James Total:				38.78
VLCL2984 - ValleyCrest Landscape Line Item Account				
192008	02/03/2016			
	Inv R5002984			
	Line Item Date	Line Item Description	Line Item Account	
	01/22/2016	Refund Hydrant Meter Deposit	500-0000-0000-2984-000	896.11
	Inv R5002984 Total			896.11
192008 Total:				896.11
VLCL2984 - ValleyCrest Landscape Total:				896.11
VERW6711 - Verizon Wireless Line Item Account				
192009	02/03/2016			
	Inv 9757908460			
	Line Item Date	Line Item Description	Line Item Account	
	12/26/2015	PD Air Cards 11/27-12/26/15	101-3010-3032-8150-000	1,102.35
	Inv 9757908460 Total			1,102.35
192009 Total:				1,102.35
VERW6711 - Verizon Wireless Total:				1,102.35
VER8011 - Vernon Library Supplies Inc Line Item Account				
192010	02/03/2016			

Check Number	Check Date		Amount

Inv 0080953

Line Item Date	Line Item Description	Line Item Account	
12/17/2015	Library Black Ribbon Cartridges	101-0000-0000-2700-000	-24.84
12/17/2015	Library Black Ribbon Cartridges	101-8010-8011-8000-000	321.73
Inv 0080953 Total			296.89

Inv 0081093

Line Item Date	Line Item Description	Line Item Account	
01/05/2016	Library Black Ribbon Cartridges	101-0000-0000-2700-000	-24.84
01/05/2016	Library Black Ribbon Cartridges	101-8010-8011-8000-000	300.84
Inv 0081093 Total			276.00

192010 Total: 572.89

VER8011 - Vernon Library Supplies Inc Total: 572.89

VSHI9185 - Vido Samarzich, Inc. Line Item Account

192011 02/03/2016

Inv #3

Line Item Date	Line Item Description	Line Item Account	
01/12/2016	El Centro St. Improvement Proj Phase2 11/1-12/31/15	101-9000-9203-9203-000	50,302.50
01/12/2016	El Centro St. Improvement Proj 11/1-12/31/15	500-9000-9300-9300-000	120,369.40
01/12/2016	El Centro St. Improvement Proj 11/1-12/31/15	101-9000-9203-9203-000	136,589.18
01/12/2016	El Centro St. Improvement Proj 11/1-12/31/15	101-9000-9185-9185-000	7,000.00
Inv #3 Total			314,261.08

192011 Total: 314,261.08

VSHI9185 - Vido Samarzich, Inc. Total: 314,261.08

VEWI8020 - Vision Electric Wholesale Inc. Line Item Account

192012 02/03/2016

Inv 21512

Line Item Date	Line Item Description	Line Item Account	
11/02/2015	Electrical Supplies	101-6010-6601-8020-000	86.07
Inv 21512 Total			86.07

Inv 21934

Line Item Date	Line Item Description	Line Item Account	
12/08/2015	Wilson Pump House-Light Bulb Replacements	101-6010-6601-8020-000	59.68
Inv 21934 Total			59.68

Inv 21935

Line Item Date	Line Item Description	Line Item Account

Check Number	Check Date			Amount
	12/08/2015	Indiana Pump House Lighting Replacements	101-6010-6601-8120-000	161.36
	Inv 21935 Total			161.36
	Inv 21967			
	Line Item Date	Line Item Description	Line Item Account	
	12/10/2015	Electrical Supplies	101-6010-6601-8020-000	239.23
	12/10/2015	Electrical Supplies	101-6010-6601-8020-000	239.23
	Inv 21967 Total			478.46
	Inv 21968			
	Line Item Date	Line Item Description	Line Item Account	
	12/10/2015	Electrical Supplies	101-6010-6601-8020-000	9.97
	Inv 21968 Total			9.97
	Inv 22068			
	Line Item Date	Line Item Description	Line Item Account	
	12/18/2015	Electrical Supplies	101-6010-6601-8120-000	75.22
	Inv 22068 Total			75.22
	Inv 22188			
	Line Item Date	Line Item Description	Line Item Account	
	12/10/2015	Electrical Supplies	101-6010-6601-8120-000	207.68
	12/10/2015	Electrical Supplies	101-6010-6601-8020-000	207.68
	Inv 22188 Total			415.36
192012 Total:				1,286.12
VEWI8020 - Vision Electric Wholesale Inc. Total:				1,286.12
VRAR8022 - VR Auto Repair Line Item Account				
192013	02/03/2016			
	Inv 184799			
	Line Item Date	Line Item Description	Line Item Account	
	01/14/2016	PD Unit# 1201 Tire Change	101-4010-4011-8100-000	25.00
	Inv 184799 Total			25.00
	Inv 320400			
	Line Item Date	Line Item Description	Line Item Account	
	01/13/2016	Transit Van# 78 Oil Change & Maint.	205-8030-8025-8100-000	42.00
	Inv 320400 Total			42.00
192013 Total:				67.00

Check Number	Check Date			Amount
ıR8022 - VR Auto Repair Total:				67.00
WASH8025 - WASHOS Line Item Account				
192014	02/03/2016			
Inv 011627				
Line Item Date	Line Item Description		Line Item Account	
01/21/2016	Waterless Transit Van Cleaning- 5 Vans		205-8030-8025-8100-000	232.00
Inv 011627 Total				232.00
192014 Total:				232.00
WASH8025 - WASHOS Total:				232.00
WIS2563 - Wise, Randy Line Item Account				
192015	02/03/2016			
Inv 10/19/15				
Line Item Date	Line Item Description		Line Item Account	
01/13/2016	Reimb. PD Training Expense		101-4010-4011-8210-000	38.78
Inv 10/19/15 Total				38.78
2015 Total:				38.78
WIS2563 - Wise, Randy Total:				38.78
WIT6353 - Wittman Enterprises LLC Line Item Account				
192016	02/03/2016			
Inv 15012059				
Line Item Date	Line Item Description		Line Item Account	
01/18/2016	Paramedic Payment Dec 2015		101-0000-0000-5290-001	3,721.40
Inv 15012059 Total				3,721.40
192016 Total:				3,721.40
WIT6353 - Wittman Enterprises LLC Total:				3,721.40
WON1111 - Wong, Daren Line Item Account				
192017	02/03/2016			
Inv 10/23/15				
Line Item Date	Line Item Description		Line Item Account	
01/13/2016	Reimb. PD Training Expense		101-4010-4011-8210-000	8.00
Inv 10/23/15 Total				8.00

Check Number	Check Date			Amount
192017 Total:				8.00
WON1111 - Wong, Daren Total:				8.00
ZUMAR103 - Zumar Industries, Inc. Line Item Account				
192018	02/03/2016			
Inv 0159507				
Line Item Date	Line Item Description		Line Item Account	
06/26/2015	Street Name Signs		101-9000-9203-9203-000	63.64
Inv 0159507 Total				63.64
Inv 0159574				
Line Item Date	Line Item Description		Line Item Account	
06/30/2015	Street Name Signs		101-9000-9203-9203-000	63.64
Inv 0159574 Total				63.64
Inv 0159840				
Line Item Date	Line Item Description		Line Item Account	
07/21/2015	Street Name Signs		101-9000-9203-9203-000	1,365.15
Inv 0159840 Total				1,365.15
Inv 0160189				
Line Item Date	Line Item Description		Line Item Account	
08/10/2015	Street Name Signs		101-9000-9203-9203-000	414.20
Inv 0160189 Total				414.20
Inv 0160511				
Line Item Date	Line Item Description		Line Item Account	
08/27/2015	Street Name Signs		101-9000-9203-9203-000	217.76
Inv 0160511 Total				217.76
Inv 0161237				
Line Item Date	Line Item Description		Line Item Account	
10/07/2015	Street Name Signs CREDIT		101-9000-9203-9203-000	-310.65
Inv 0161237 Total				-310.65
Inv 0161492				
Line Item Date	Line Item Description		Line Item Account	
10/22/2015	Street Name Signs		101-9000-9203-9203-000	1,062.09
Inv 0161492 Total				1,062.09
192018 Total:				2,875.83

Check Number	Check Date	Amount
ZUMAR103 - Zumar Industries, Inc. Total:		2,875.83
Total:		1,505,717.39

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ATTACHMENT 4
Payroll 01-29-16

PAYROLL ACCOUNT RECONCILIATION
City of South Pasadena
for Payroll 01.29.16

Account Number	Account Name		02.03.16
101-0000-0000-1010-000	General Fund - Payroll cash		559,148.40
	Other Withholding Payables	$	355,090.24
101-0000-0000-1010-000	Net General Fund - Payroll Cash		204,058.16
	Insurance Adjustment		-
205-0000-0000-1010-000	Prop A - Payroll Cash		5,540.99
207-0000-0000-1010-000	Prop C - Payroll Cash		11,106.61
210-0000-0000-1010-000	Sewer Fund - Payroll Cash		16,844.87
211-0000-0000-1010-000	CTC Traffic Improvement		-
215-0000-0000-1010-000	Street Lighting & Landscape Asessment - PR Ca		10,373.07
227-0000-0000-1010-000	CRA - Payroll Cash		5,935.50
230-0000-0000-1010-000	State Gas Tax Fund - Payroll Cash		13,647.87
274-0000-0000-1010-000	Homeland Security Grant		-
310-0000-0000-1010-000	Sewer Capital Projects Fund		329.91
500-0000-0000-1010-000	Water Fund - Payroll Cash		74,044.07
700-0000-0000-2210-000	Internal Revenue Service		55,069.46
700-0000-0000-2230-000	Internal Revenue Service		16,006.06
Total Checks & Direct Deposits			**412,956.57**
Checks			22,311.57
Direct Deposits			319,569.48
I.R.S Payments			71,075.52
			412,956.57
To 700			674,659.72
Other PR Payable			355,090.24
ACH Payable			319,569.48

ATTACHMENT 5
Redevelopment Successor Agency Check Summary Total

Redevelopment Successor Agency Check Summary Total

Agency Warrants 02.03.16

Vendor	Invoice #	Check #	Department	Description	Amount
City of South Pasadena	P/R/E 01/24/16	ACH	227.0000.0000.1010.000	Payroll PE 01.24.16	$ 5,935.50
Pers Health Insurance	P/R/E 01/24/16	191851	227.7200.7210.7131.000	Health Ins Feb-16	$ 342.99

RSA Report Total $ **6,278.49**

Diana Mahmud, Agency Chair

Evelyn G. Zneimer, Agency Secretary

David Batt, Agency Treasurer

City of South Pasadena/ Redevelopment Successor Agency Agenda Report

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

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

COUNCIL AGENDA:	February 3, 2016
TO:	Honorable Mayor and City Council
VIA:	Sergio Gonzalez, City Manager
FROM:	Lucy Demirjian, Assistant to the City Manager
SUBJECT:	**Second Reading and Adoption of an Ordinance Amending the South Pasadena Municipal Code Chapter 36 (Zoning) and Chapter 17 (Health and Sanitation) Related to the Regulation of Massage Establishments and Repealing Ordinance No. 2267**

Recommendation
It is recommended that the City Council read by title only for second reading, waiving further reading, and adopt an ordinance:

1. Repealing and replacing Article II (Massage Establishments) of Chapter 17 (Health and Sanitation) of the South Pasadena Municipal Code (SPMC);
2. Adding a New Article III (Deemed Approved Massage Establishments) of Chapter 17 of the SPMC;
3. Amending SPMS Section 36.700.020 (Definitions of Specialized Terms and Phrases) of Article VII (Definitions) of Chapter 36 (Zoning) by Adding a New Definition of "Massage Establishment" and Deleting "Massage" from the Definition of "Personal Services;"
4. Amending SPMC Section 36.230.030 (Commercial District Land Uses And Permit Requirements) Table 2-4 of Chapter 36 (Zoning) of the SPMC; and
5. Repealing Ordinance No. 2267 (Moratorium on Establishment or Expansion of Massage Establishments).

Fiscal Impact
No fiscal impact with the introduction of this ordinance.

Commission Review and Recommendation
This item was reviewed by the Council Ad Hoc Massage Establishment Committee, who has been meeting on this matter for the past two years. The Planning Commission discussed this item at its meeting on October 26, 2015, and approved a resolution initiating Zoning Code Amendments (ZCA).

AGENDA ITEM 10

Background

In September 2009, the passage of Senate Bill 731 (SB 731) provided for the establishment of a nonprofit agency, the California Massage Therapy Council (CAMTC), for the issuance of certifications to massage therapists and practitioners (collectively, massage therapists) that are valid throughout the state, thus preempting local governments' massage technician certificates. In accordance with the law, massage therapists could not be required to obtain additional permits from a local city or county if they are state certified through the CAMTC.

Though SB 731 intended to reduce the chances of a massage business from becoming a front for prostitution, it significantly limited the ability of local governments to regulate and restrict massage businesses and resulted in the proliferation of massage businesses. The number of massage establishments in the City grew from five establishments prior to SB 731 in 2009 to 18 establishments from 2010 to mid-2011. Unfortunately, while legitimate massage businesses provide a benefit to the City, the illicit massage businesses operate in violation of state and local law, as well as contrary to the goals of the City's General Plan, and are a threat to the health and safety of the citizens of South Pasadena.

On March 5, 2014, in anticipation of SB 731's sunset date of December 31, 2014, and the high probability of extending an amended version of the law, the City Council imposed a 45-day moratorium on the establishment or expansion of massage establishments citywide. On April 9, 2014, the City Council adopted Ordinance No. 2267, which extended the moratorium for an additional 22 months and 15 days in order to provide an opportunity to continue to study this issue and determine what zoning regulations or enforcement options the City can avail itself, and to investigate what measures neighboring municipalities have taken to mitigate this problem. The moratorium will expire on March 5, 2016, or upon effective date of a replacement ordinance, whichever comes first.

A task force that included the California League of Cities and the CAMTC met throughout 2014 and resulted in Assembly Bill 1147 (AB 1147), signed by Governor Brown in September 2014. AB 1147, a legislative victory for California cities, made several changes to the make-up of the CAMTC and made the certification of massage therapists mandatory instead of optional, as was the case under SB 731. More significantly, AB 1147 restored local governments' ability to impose land use and zoning regulations on massage establishments. The proposed ordinance amendments are intended to reassert the City's ability to regulate these businesses.

The City Council introduced the attached ordinance for first reading at its regular meeting on January 20, 2016.

Analysis
AB 1147 reinstates local government regulatory control over certain aspects of massage businesses, most importantly, its land use authority. AB 1147 also expands the authority of counties and cities to regulate massage businesses through operating standards and permit, licensing, and certification requirements.

The proposed ordinance focuses on expanding and clarifying the procedural, operating, inspection and interest requirements for new and existing massage businesses.

Zoning Code Amendments
In Table 2-4 of SPMC Section 36.230.030, massage establishments are categorized as "Personal Services," which includes establishments providing non-medical services to individuals as a primary use. Examples of these uses include: barber and beauty shops; clothing rental; dry cleaning pick-up stores with limited equipment; home electronics and small appliance repair; laundromats (self-service laundries); massage (licensed, therapeutic, non-sexual); pet grooming with no boarding; shoe repair shops; tailors; tanning salons. Personal Services are allowed by right in the Commercial General (CG) zoning district, and conditionally permitted in the Commercial Office (CO) district.

The proposed amendment removes massage establishments from the Personal Services land use category, and creates a new "Massage Establishment" category and permits this use only in the CG zoning district, and only with a CUP. Massage establishments would no longer be permitted in the CO zoning district, which is primarily Fremont between Grevelia Street and Monterey Road.

The proposed amendment also adds a definition that corresponds to the one used in Article II of Chapter 17.

SPMC Chapter 17, Article II and III
In addition, the proposed ordinance will repeal and replace in its entirety Article II (Massage Establishments) of Chapter 17 (Health and Sanitation) of the SPMC, establishing requirements for operating a massage establishment and for the certification of massage therapists or technicians in accordance with current law. The proposed ordinance will also create a new Article III (Deemed Approved Massage Establishments) which provides a "deemed approved" status for existing legally operating massage establishments, subject to compliance with the standards of Article II.

The proposed revision to Article II, Chapter 17 reflects a new approach to regulating massage establishments. A key feature of the Massage Ordinance is to require a Conditional Use Permit for all new massage establishments, and "deem approved" all existing massage establishments which comply with the new provisions of Chapter 17 Article III "Deemed Approved Massage Establishments." For those existing businesses which do not comply with the new standards, there is a procedure in place to revoke their "deemed approved" status. Once revoked, the

existing business must wait 24 months before it can apply for an Operator's Permit to conduct a massage business and must then comply with the CUP requirement.

Lastly, the ordinance will repeal Ordinance No. 2267, a moratorium on the establishment and expansion of massage establishments.

Legal Review
The City Attorney has reviewed this item and prepared the attached 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*.

Attachment: Ordinance

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, REPEALING ARTICLE II (MASSAGE ESTABLISHMENTS), ADDING A NEW ARTICLE II (MASSAGE ESTABLISHMENTS), AND ADDING A NEW ARTICLE III (DEEMED APPROVED MASSAGE ESTABLISHMENTS) OF CHAPTER 17 (HEALTH AND SANITATION), AMENDING SECTION 36.700.020 (DEFINITIONS OF SPECIALIZED TERMS AND PHRASES) OF ARTICLE VII (DEFINTIONS) OF CHAPTER 36 (ZONING) BY ADDING A NEW DEFINITION OF "MASSAGE ESTABLISHMENT" AND DELETING "MASSAGE" FROM THE DEFINITION OF "PERSONAL SERVICES," AMENDING SECTION 36.230.030 ("COMMERCIAL DISTRICT LAND USES AND PERMIT REQUIREMENTS") TABLE 2-4 OF CHAPTER 36 ("ZONING") OF THE SOUTH PASADENA MUNICIPAL CODE, AND REPEALING ORDINANCE NO. 2267 MORATORIUM ON ESTABLISHMENT OR EXPANSION OF MASSAGE ESTABLISHMENTS

THE CITY COUNCILOF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. South Pasadena Municipal Code (SPMC) Article II ("Massage Establishments"), of Chapter 17 ("Health and Sanitation") is repealed and replaced with a new Article II ("Massage Establishments") to read:

ARTICLE II. MASSAGE ESTABLISHMENTS

17.13 Findings and purpose.

The City Council finds and declares as follows:

(a) The permit requirements and restrictions imposed by this chapter are reasonably necessary to protect the health, safety and welfare of the citizens of the City.

(b) The City is authorized, by virtue of the Constitution of the state of California, and Section 51031 of the California Government Code, to regulate massage establishments by imposing reasonable standards for, and conditions on, the operation of massage establishments.

(c) There is opportunity for acts of prostitution and other unlawful sexual activity to occur in massage establishments. Courts have long recognized massage as a pervasively regulated activity and that massage establishments have been known to be brothels in disguise and even engage in human trafficking. The establishment of reasonable standards for issuance of permits and restrictions on

operations would serve to reduce the risk of illegal activity, including human trafficking.

(d) The restrictions and requirements contained in this chapter are intended to reduce the burden of massage establishment regulation on the police department.

(e) The regulations and restrictions contained in this chapter are intended to discourage massage establishments from degenerating into houses of prostitution and the means utilized in this chapter bear a reasonable and rational relationship to the goals sought to be achieved.

17.14 Definitions.

For the purposes of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

"Adult oriented merchandise" means sexually oriented implements or paraphernalia, such as, but not limited to: dildos, auto sucks, sexually-oriented vibrators, Ben Wa balls, inflatable orifices, anatomical balloons with orifices, simulated and battery operated vaginas, and similar sexually-oriented devices which are designed or marketed primarily for the stimulation of human genital organs or sado-masochistic activity.

"Chief of Police" means the Chief of Police of the City of South Pasadena, or designee.

"City" means the city of South Pasadena.

"City Council" means the City Council of the City of South Pasadena.

"City Manager" means the City Manager of the City of South Pasadena, or designee.

"Conviction," or "convicted" means a guilty plea, guilty verdict or a conviction following a plea of nolo contendere.

"Customer area" means areas open to customers of the establishment or the general public.

"Employee" means any and all persons, other than an operator or manager, who renders any service, with or without compensation, for the owner, operator, manager or agent of either an owner, operator or manager of a massage establishment and who has no physical contact with customers or clients. For purposes of this chapter the term "employee" shall include independent contractors.

"Health department" means the Department of Public Health, County of Los Angeles.

"Lobby" means one room or designated area, adjacent to a public entry, which is used for an entry or waiting room for customers or other persons authorized to enter the premises.

"Manager" means the person(s) designated by the operator of the massage establishment to act as the representative and agent of the operator in managing day-to-

day operations with corresponding liabilities and responsibilities. Evidence of management includes, but is not limited to, evidence that the individual has the power to direct or hire and dismiss employees, control hours of operation, create policy or rules or purchase supplies. A manager may also be an owner. A manager must meet the standards and qualifications of sections 17.17 and 17.18 to qualify as a manager.

"Massage" means any method of manipulating the soft tissues of the human body for remedial, health, hygienic, relaxation or any other reason or purpose, whether by means of pressure on, friction against or stroking, kneading, tapping, pounding, vibrating, rubbing or any other manner of touching external parts of the human body with the hands, or with the aid of any mechanical or electrical apparatus or appliance, with or without supplementary aids such as rubbing alcohol, liniment, antiseptic, oil, powder, cream, ointment or other similar preparations commonly used in this type of business or trade.

"Massage certificate" means a certificate to practice massage, issued by the California Massage Therapy Council (CAMTC) pursuant to the California Business and Professions Code sections 4600 et seq.

"Massage establishment" means any enterprise or establishment having a fixed place of business conducted within the City of South Pasadena, where any person, firm, association, partnership, corporation, or combination of individuals, engages in, conducts, carries on or permits to be conducted or carried on, for money or any other consideration, the administration to another person of a massage, bath or health treatment involving massages or baths including, but not limited to, fomentation, electric or magnetic treatments, alcohol rubs, or any other type of system for treatment or manipulation of the human body with or without any character of bath, such as Turkish, Russian, Swedish, Japanese, vapor, shower, electric tub, sponge, mineral, fomentation, or any other type of bath.

"Massage room" means a cubicle, booth, room or enclosed or semi-enclosed area within a massage establishment where massage services are performed on patrons.

"Massage technician" means any person who administers to another person a massage as defined herein, within a massage establishment for any form of consideration or in exchange for anything of value whatsoever. The terms "massage therapist," "massage practitioner," "massage trainee," "masseur" or "masseuse" are included within this definition for purposes of this chapter.

"Operator" means all persons who have an ownership interest in the massage establishment. An operator may also be a manager or an owner. A proposed operator shall provide all of the information required for and meet all of the standards set forth in sections 17.17 and 17.18 to qualify as an operator.

"Operator's permit" means the permit issued pursuant to the provisions of this chapter required to operate or manage a massage establishment.

"Out call massage" means a massage performed or administered for money or other consideration by a licensed massage technician at a location other than a licensed massage establishment.

"Owner" means the individual(s) whose name appears on the city business license and includes any and all persons who have any ownership interest in a massage establishment. An owner may also be an operator or manager.

"Person" means any natural person, individual, or corporation, partnership, association or other group or combination of individuals acting as an entity.

"Police department" means the police department of the City of South Pasadena.

"Specified anatomical areas" means and includes any of the following human anatomical areas: genitals, pubic regions, anuses, and female breasts below a point immediately above the top of the areola.

17.15 Permits required.

(a) Operator's Permit. Except as otherwise provided herein, it shall be unlawful for any person to engage in, conduct or carry on, or to permit the engagement in, conduct of or carrying on the business or operation of a massage establishment within the City without first obtaining an operator's permit pursuant to the provisions of this Chapter, and complying with all other applicable provisions of this Code, including, but not limited to, securing the necessary business licenses as required by Chapter 18 of this Code.

(b) Conditional Use Permit. A Massage Establishment may operate only in zones for which such use is permitted pursuant to Chapter 36 of this Code, and only with a valid Conditional Use Permit. Any Conditional Use Permit issued for a Massage Establishment shall expire upon the revocation, termination or expiration of the Operator's Permit for the Massage Establishment. No Conditional Use Permit shall be approved for any massage establishment proposed to be located with a radius of 1,000 feet from any existing legally operating massage establishment.

(c) All persons or businesses providing massage to the public for any form of compensation shall apply for and obtain a business license pursuant to Chapter 18 of this Code.

(d) A massage certificate. No massage technician may practice massage in the City of South Pasadena without first obtaining a massage certificate.

17.16 Exceptions.

The requirements of this chapter shall not apply to the following individuals while engaged in performing the duties of their respective professions:

(a) Physicians, surgeons, chiropractors, physical therapists or osteopaths duly licensed to practice their respective professions in the State of California. This exemption only applies if the massage is performed by the licensed professionals or by a staff member of said licensed professionals in the course of treatment

prescribed by said professional and only when the prescribing professional is present on the premises;

(b) Acupuncturists who are duly licensed to practice their respective profession in the State of California. The exemption herein only applies if the massage therapy is performed by the licensed acupuncturist professional to the treated portion of the patient's body. If a duly licensed acupuncturist wishes to provide massage therapy by another individual(s), said individual(s) must obtain and possess a valid massage certificate and the acupuncturist office must obtain an operator's permit from the City of South Pasadena in compliance with all codes and the California Acupuncture Board;

(c) A registered or licensed vocational nurse working on the premises of, and under the direct supervision of, a state licensed physician, surgeon, chiropractor or osteopath. Practical nurses or other persons not licensed by the state of California under Division 2 of the California Business and Professions Code or the CAMTC under California Business and Professions Code sections 4600 et seq., whether or not employed by physicians, surgeons, chiropractors, osteopaths, acupuncturists, or physical therapists, may not provide massage services or act as a massage technician;

(d) Hospitals, nursing homes, sanatoriums, or other health care facilities duly licensed by the State of California;

(e) Barbers, beauticians and manicurists who are duly licensed by the State of California while engaging in the practice within the scope of their respective licenses, except that this exemption applies solely for the massaging of the neck, face or scalp of the customer or client of said barber or beautician or in the case of a licensed manicurist, the massaging of the forearm, hands, calves or feet;

(f) Coaches and trainers while acting within the scope of their employment at an accredited high school, junior college, college, or university ;

(g) Trainers of amateur, semi-professional or professional athletes or athletic teams while acting within the scope of their role as trainer.

17.17 Operator's permit—Application.

(a) Any person desiring to obtain a permit to operate a massage establishment shall submit a written application, signed under penalty of perjury to the finance director using a form specifically adopted by the finance director for that purpose. The application shall be accompanied by a nonrefundable filing fee established by resolution of the City Council to defray the cost of the investigation required by this chapter.

(b) The application shall be completed and signed by the owner of the proposed massage establishment, if a sole proprietorship, or, if the applicant is a corporation or partnership, it shall designate one of its officers or general partners

as its authorized representative. The authorized representative shall complete and sign all application forms required for an individual applicant under this chapter.

(c) The application and fee required pursuant to this section shall be in addition to any other license, permit or fee required by any other chapter of this Code or ordinance hereafter adopted. Only one application fee shall be charged regardless of the number of owners or operators designated in the application.

(d) The application for a permit does not authorize the operation of a massage establishment unless and until such permit has been properly granted, nor does the possession of a valid operator's permit authorize the possessor to perform work for which a massage certificate is required.

(e) The application for an operator's permit shall contain or be accompanied by the following information, which shall be required of each owner of the business whenever required of the "applicant":

(1) The type of ownership of the business (individual, partnership, corporation or otherwise):

(A) If the applicant is a corporation, the name of the corporation shall be set forth exactly as shown in its articles of incorporation or charter together with the state and date of incorporation and the names and residence addresses of each of its current officers, directors and each stockholder holding more than five percent of the stock of that corporation,

(B) If the applicant is a partnership, the application shall set forth the name and residence addresses of each of the partners, including limited partners,

(C) If the applicant is a limited partnership, it shall furnish a copy of its certificate of limited partnership filed with the Secretary of State. If one or more of the partners is a corporation, the provisions of this subsection pertaining to corporations shall apply;

(2) The true full and precise name under which the massage establishment is to be conducted;

(3) The present or proposed address where the massage establishment is to be conducted and all telephone numbers for the massage establishment;

(4) A complete current list of the names and residence addresses of all proposed massage technicians, aides, trainees and other employees who are or will be employed in the massage establishment, if known. If not known at the time of submission of the application, the applicant shall provide the required information no later than ten calendar days prior to opening for business;

(5) The name and residence addresses of the proposed operator or manager who will be principally in charge of the operation of the massage establishment;

(6) A description of any other business operated on the same premises as the proposed massage establishment, or within the city or the state, which is owned or operated by the owner or operator;

(7) The name and address of the owner and lessor of the real property upon or in which the proposed business is to be conducted. In the event the applicant is not the legal owner of the property, the application must be accompanied by a copy of the lease and a notarized affidavit from the owner of the property acknowledging that a massage establishment will be located on his or her property;

(8) The complete business, occupation and employment history for eight years preceding the date of application for the applicant and proposed operator or manager, including, but not limited to, a massage establishment or similar type of business history and experience of the applicant and proposed operator or manager;

(9) The complete massage permit history for the applicant and proposed operator or manager; whether such person has ever had any similar type of permit or license issued by any agency, board, city, county, territory or state; the date of issuance of such a permit or license, whether the permit or license has been or was ever denied, revoked or suspended; if a vocational or professional license or permit has been or was ever denied, revoked or suspended; if the applicant has ever been required to surrender a permit or license as a result of pending criminal charges or in lieu of said permit or license being suspended or revoked and the reason therefor;

(10) All criminal convictions of the applicant, including pleas of nolo contendere, within the last ten years including those convictions dismissed or expunged pursuant to Penal Code Section 1203.4, but excluding minor traffic violations, and the date and place of each such conviction and reason therefor;

(11) A complete set of fingerprints taken by the police department for each applicant and proposed operator or manager. The applicant shall be responsible for payment of any fingerprinting fee;

(12) Two portrait photographs at least two inches by two inches in size taken within the last month for each applicant and proposed operator or manager;

(13) Authorization for the City, its agents and employees to seek verification of the information contained in the application;

(14) Such other identification and information as the Chief of Police may reasonably require in order to discover the truth of the matters herein specified and as required to be set forth in the application;

(15) A statement in writing and dated by the person providing the information that he or she certifies under penalty of perjury that all information contained in the application is true and correct;

(16) A certificate of compliance from any department or agency with authority or jurisdiction over the building in which the massage establishment is to be located, including but not limited to, the City's planning and building department, must be submitted prior to the application's final approval. Any required inspection fees shall be the sole responsibility of the applicant. If the certificates of compliance are not received by the finance director or his or her designee, within ninety calendar days of the date of filing of the application, said application shall be deemed void. If any land use permit or other entitlement for the use of the property as a massage establishment is required, such permit or use entitlement shall be obtained by the applicant prior to the massage establishment permit becoming effective.

(f) Every owner and operator shall also provide the following personal information:

(1) The owner or operator's full, true name and all aliases used;

(2) Date and place of birth, California driver's license, California identification card, Social Security card and resident alien card, if applicable;

(3) The current residence address and residence telephone number and all previous residential addresses for a minimum of eight years immediately preceding the present address of the applicant and the dates of residence for each address;

(4) Acceptable written proof that the owner and operator is at least eighteen years of age;

(5) Height, weight, gender and color of hair and eyes.

(g) If, during the term of a permit, the permittee has any change in information submitted on the original or renewal application, the permittee shall notify the police department in writing of any such change within ten business days thereafter.

(h) If an owner or operator also desires to act as a massage technician or out call massage technician, he or she shall also satisfy the requirements for the respective permit set forth in this chapter.

17.18 Operator Examination required.

(a) Every operator shall be required to take and pass a written test assessing knowledge of the requirements of this chapter to ensure a complete understanding of the duties of a massage establishment owner, operator, manager or employee's respective duties prior to issuance of an operator's permit or before engaging in business as a massage establishment.

(b) The Chief of Police shall establish standards and procedures governing administrating, grading and noticing of the examination required by this section.

(c) The examination shall consist solely of a written test regarding the rules and regulations for massage establishments and employees as set forth in this chapter. The examination shall be prepared, conducted and graded by the City, or in its sole discretion, by a competent instructor certified by the Council for Private Post-Secondary and Vocational Education pursuant to Education Code Section 94311.1.

(d) A score of seventy percent or better is required on each section of the written test. An applicant who fails the examination shall not be eligible to take another examination until sixty calendar days after the previous examination. An applicant who fails to pass upon a second attempt, shall not again be eligible until six months thereafter. If an applicant has three or more sustained municipal code violations during any permit period, the applicant, upon renewal, must retake and pass the written examination designated in this chapter.

(e) The examination will be in the English language. In the event the applicant requires that any section of the examination be given in another language, the applicant shall pay any additional fees or costs for a court-certified and South Pasadena approved interpreter to interpret the examination. Proof of valid court certification must be provided to the Chief of Police prior to the administration of any such non-English language examination.

17.19 Operator's permit—Issuance or denial.

(a) Upon receipt of a complete written application for a permit, the Chief of Police or designee shall conduct an investigation to ascertain whether a permit should be issued as requested. The Chief of Police or designee, shall, within ninety calendar days of receipt of an application, approve, conditionally approve or deny the application. The ninety-day period may be extended for up to thirty additional calendar days, if necessary, to complete the investigation. The Chief of Police at that time may issue such permit as requested, unless he or she makes any of the following findings:

(1) The applicant has not passed the written examination as required by this chapter;

(2) The applicant, or any of the officers or directors of the corporation, a partner or any person directly engaged or employed in the massage establishment, has within eight years preceding the date of the application:

(A) Been convicted of a violation of any provision of law pursuant to which a person is required to register under the provisions of Penal Code Section 290, or conduct in violation of California Penal Code Sections 266h, 266i, 314, 315, 316, 318, subsections (a), (b), (d) or (h) of Penal Code Section 647, Penal Code 288(a) or convicted of an attempt to commit, or conspiracy to commit, any of the above mentioned offenses, or any other crime involving dishonesty, fraud, deceit, or moral turpitude or when the

prosecution accepted a plea of guilty or nolo contendere to a charge of a violation of California Penal Code Sections 415, 602 or any lesser included or related offense, in satisfaction of, or as a substitute for, any of the previously listed crimes, or any crime committed while engaged in the ownership of a massage establishment or the practice of massage,

(B) Been convicted of a violation of Health and Safety Code Section 11550 or any offense involving the illegal sale, distribution or possession of a controlled substance specified in Health and Safety Code Section 11054, 11055, 11056, 11057 or 11058,

(C) Been convicted of any offense in any other state, which is the equivalent of any of the abovementioned offenses,

(D) Been subjected to a permanent injunction against the conducting or maintaining of a nuisance pursuant to Sections 11225 through 11235 of the California Penal Code, or any similar provisions of law in a jurisdiction outside the state of California,

(E) Committed an act in another jurisdiction which, if committed in this state, would have been a violation of law and, which, if done by a permittee under this chapter, would be grounds for denial, suspension or revocation of the permit,

(F) Has had a massage operator or massage certificate or other similar license or permit denied, suspended or revoked for cause by the city, any state, local agency or other licensing authority, or has had to surrender a permit or license as a result of pending criminal charges or in lieu of said permit or license being suspended or revoked,

(G) Has engaged in conduct, which would constitute grounds for suspension or revocation under Section 17.43 of this Chapter;

(3) The owner or operator has made a false, misleading or fraudulent statement or omission of fact to the city in the permit application process;

(4) The application does not contain all of the information required by Section 17.17;

(5) The owner or operator is not at least eighteen years of age;

(6) The massage establishment as proposed does not comply with all applicable laws, including, but not limited to, health, zoning, fire and safety requirements and standards;

(7) The required fee(s) has not been paid or all other requirements of this chapter have not been satisfied in the time specified.

(b) If the application is denied for failure to comply with subsection (a)(2) or (3) of this Section, the applicant may not reapply for a period of twenty-four months from the date the application was denied.

(c) If the Chief of Police, upon completion of the investigation, determines that the applicant does not fulfill the requirements as set forth in this Chapter, the Chief of Police shall deny said application by dated written notice to the applicant. The applicant shall have the right of appeal as set forth in Section 17.39.

17.20 Operating requirements—General conditions.

All massage establishments shall comply with the following general conditions and any other conditions specified by the Chief of Police which are consistent with state law.

(a) No person granted a permit pursuant to this chapter shall use any name or conduct business under any name or designation not specified in his or her permit.

(b) No massage establishment shall employ a massage technician in that capacity who does not possess a current and valid CAMTC certification.

(c) All massage establishments required to be licensed under this chapter shall have a manager on the premises at all times when the massage establishment is open. The operator of each massage establishment shall file a statement with the finance director or designee, designating the person or persons with power to act as a manager. The operator or on duty manager shall post, on a daily basis, the name and photograph (a minimum size of four inches by six inches) of each on-duty manager and each on-duty massage technician in a conspicuous public place in the lobby of the massage establishment. The operator, or the manager in the operator's absence, shall be responsible for ensuring compliance with this chapter.

(d) The operator's permit shall be displayed in a conspicuous public place in the lobby of the massage establishment.

(e) The hours of operation must be posted in the front window and clearly visible from the outside.

(f) No massage establishment required to be licensed under this chapter shall open for business without having at least one massage technician who holds a current valid massage certificate for that specific massage establishment. There shall be at least one massage technician who holds a current valid massage certificate on the premises, and on duty, at all times when the establishment is open.

(g) The operator or manager shall ensure that the massage certificate for each on-duty massage technician is conspicuously displayed in a public place in the lobby and that each massage technician is wearing the identification required by section 17.32(b) at all times when working in the massage establishment. Such identification shall be provided to a city official upon demand.

(h) An operator or manager shall be responsible for the conduct of all employees while they are on the massage establishment premises. Any act or omission of any employee or independent contractor constituting a violation of the provisions of this chapter shall be deemed the act or omission of the operator or manager for

purposes of determining whether the operator's license shall be revoked, suspended, denied or renewed.

(i) No operator or manager shall employ any person as a massage technician who does not have a massage certificate in good standing. Every operator or manager shall report to the Chief of Police or designee, any change of employees, whether by new or renewed employment, discharge or termination, on the form and in the manner required by the Chief of Police. The report shall contain the name of the employee and the date of hire or termination. The report shall be made within five calendar days of the date of hire or termination. The operator or manager shall deliver notice of the termination of any massage technician no longer employed by the operator or manager to the Chief of Police or designee, within five calendar days of termination.

(j) All employees, including massage technicians, shall, at all times while on the business premises, wear clean clothing that is not transparent, see-through or which substantially exposes undergarments, breasts, buttocks or genitals or any manner that constitutes a violation of Section 314 of the Penal Code. Swim attire is not permitted unless providing a water-based massage modality approved by 10.5 of the Business and Professions Code. Massage technicians shall maintain the massage certificate badge visibly on their person affixed to the right front of their clothing at all times during business hours.

(k) It is unlawful for owners or employees of massage establishments or out call massage services, or massage technicians, to conduct or allow any of the following activities:

(1) It is unlawful for any massage practitioner or technician or any other employee working in a massage establishment or for an out call massage service, or customers, patrons, or guests of the establishment or service, to engage in any specified sexual activities upon the premises of the massage establishment or the out call massage location.

(2) It is unlawful for any massage technician or other employee of a massage establishment to expose specified anatomical areas in the presence of any client, patron, customer, or guest.

(3) In the course of administering the massage, it is unlawful for any massage practitioner or technician or other massage establishment employee to make intentional physical contact with the specified anatomical areas of any customer, patron or guest.

(l) The operator or manager shall maintain a register of all employees. The employee register shall be maintained on the premises for a minimum period of two years following an employee's termination. The operator or manager shall make the employee register immediately available for inspection upon demand of a representative of the police department at all reasonable times. The employee register shall include, but not be limited to, the following information:

(1) The name, nicknames or aliases used by an employee;

(2) The employee's home address and relevant phone numbers (including, but not limited to, home, cellular and pager numbers);

(3) The employee's age, date of birth, gender, height, weight, color of hair and eyes;

(4) The employee's Social Security number;

(5) The date of employment and termination, if any;

(6) The massage technician's CAMTC certification information;

(7) The duties of each employee.

(m) No massage establishment shall operate as a school of massage, or use the same facilities as that of a school of massage.

(n) At all times, the operator, manager and employees shall comply with all provisions of this Chapter and any applicable provisions of this Code.

17.21 Operating requirements—Facilities.

All massage establishments shall comply with the following operating requirements for facilities and any other conditions specified by the Chief of Police:

(a) Structure. Massage establishments shall be carried on in a structure, which is located in a zoning district, which permits such use. When a massage establishment is newly constructed, three sets of plans shall be submitted to the city and the county health care agency for approval and shall be accompanied by the appropriate plan check fee.

(b) Signs. Any signs shall be in conformance with the current sign ordinances of the city. Each operator or manager shall post and maintain, adjacent to the main entrance and the front of the business, a readable sign identifying the premises as a massage establishment. The sign, and the front of the business, shall not be illuminated by strobe or flashing lights.

(c) Services List. Each operator or manager shall post and maintain a list of services available and the cost of such services in the lobby of the massage establishment in a conspicuous public place and in any other location on the premises as the operator or manager deems appropriate. No operator or manager shall permit, and no massage technician shall offer or perform, any service other than those posted.

(d) Lighting. Minimum lighting for a massage establishment shall be provided in accordance with Title 24 of the California Building Code or successor provision or provisions. The lighting in each massage room shall be not less than 800 lumens and shall be activated at all times while the patron is in a massage room. No strobe, flashing lights or dimmer switches shall be used. No colored lights shall be used nor shall any coverings be used which change the color of the primary light source.

(e) Ventilation. The operator or manager shall provide in each massage room, minimum ventilation in accordance with the requirements of the 2013 California Building Code (CCR Title 24, Part 2, Volume 1 of 2) or successor provision or provisions.

(f) Toilet Facilities. A minimum of one toilet and one separate wash basin shall be provided for patrons in each massage establishment, which basin shall provide soap or detergent and hot and cold running water at all times and shall be located within close proximity to the massage rooms. A permanently installed soap dispenser, filled with soap, and a single service towel dispenser shall be provided at the restroom washbasin. Bar soaps shall not be used. A trash receptacle shall be provided in each toilet room.

(g) Bathing, Dressing and Locker Facilities. A minimum of one dressing room containing a separate locker capable of being locked, shall be provided for patrons to be served at the massage establishment. If a shower is included in the premises or otherwise required as a condition of approval, the shower facility shall be equipped with soap or detergent and hot and cold running water at all times and shall be located within close proximity to the massage rooms. Bar soaps shall not be used.

(h) Separate Rooms. If male and female patrons are to be treated simultaneously at the same massage establishment separate massage rooms, dressing, bathing and toilet facilities shall be provided for male and female patrons. Each separate facility or room shall be clearly marked as such.

(i) Maintenance. Wet and dry heat rooms, steam or vapor rooms or cabinets, toilet rooms, shower and bath rooms, tanning booths, whirlpool baths and pools shall be thoroughly cleaned and disinfected with a disinfectant approved by the county health department, as needed, but at least once each day the premises are open. All facilities for the massage establishment must be in good repair and shall be thoroughly cleaned and sanitized at least on a daily basis when the business is in operation. All walls, floors and ceilings of each restroom and shower area shall be constructed with materials that are smooth and easily cleanable. No carpeting shall be installed in any of these specified areas.

(j) Massage Tables. A massage table shall be provided in each massage room and all massages shall be performed on the massage table. The tables should have a minimum height of eighteen inches. Two-inch thick foam pads with a maximum width of four feet may be used on a massage table and must be covered with durable, washable plastic or other waterproof material acceptable to the county health department. Beds, floor mattresses and waterbeds shall not be permitted on the premises.

(k) Front Door. One front door that enters into the lobby or other waiting room shall be provided for customer use. All customers and any other persons other than

employees shall be required to enter and exit through the front door of the establishment.

17.22 Operating requirements—Operations.

All owners, operators and managers, including those that have a massage certificate, shall comply with the following operating requirements and any other conditions specified by the Chief of Police.

(a) Equipment. Each operator or manager shall provide and maintain on the premises adequate equipment for disinfecting and sterilizing instruments used in massage.

(b) Linen. Common use of towels or linen shall not be permitted. Towels and linen shall be laundered or changed promptly after each use. Separate enclosed cabinets shall be provided for the storage of clean and soiled linen and shall be plainly marked "clean linen" and "soiled linen" and shall have doors or covers.

(c) Living Quarters Prohibited. No person or persons shall be allowed to reside, dwell, occupy or live inside the massage establishment at any time. Living quarters, if any, shall be completely separate from the massage establishment. Alcoholic Beverages and Drugs. No person shall enter, be in or on, or remain in or on, any part of a massage establishment while in possession of, consuming, using or under the influence of, any alcoholic beverage or controlled substance. The operator or manager shall be responsible to ensure that no such person shall enter or remain upon the premises of the massage establishment. Service of alcoholic beverages is prohibited.

(d) Adult Oriented Merchandise Prohibited. The use or possession of adult oriented merchandise in or on any part of a massage establishment is prohibited.

(e) Recordings. No electrical, mechanical or artificial device shall be used by the operator or manager or any employee of the massage establishment for audio or video recording or for monitoring the performance of a massage, or the conversation or other sounds in the massage rooms without the knowledge and written consent of the patron.

(f) Client Draping. Massage clients must wear some form of clothing or draping which ensures coverage of the genital area, anus and female breasts. No common use of such coverings shall be permitted and re-use is specifically prohibited unless adequately cleaned prior to its re-use.

(g) Records. Every operator or manager shall keep a record of the dates and hours of each treatment or service, the name and address of the patron, the name of technician administering such service and a description of the treatment or service rendered. A short medical history form shall be completed by the operator or manager to determine if the patron has any communicable diseases, areas of pain, high blood pressure or any physical condition which may be adversely affected by massage. These records shall be prepared prior to administering any massage or treatment and shall be retained for a period of twenty-four months after such

treatment or service. These records shall be open to inspection upon demand only by officials charged with enforcement of this chapter or emergency personnel for emergency purposes and for no other purpose. The police department may periodically inspect the records to ensure compliance with this section. The information furnished or secured as a result of any such records shall be used only to ensure and enforce compliance with this chapter, or any other applicable state or federal laws and shall remain confidential. Any unauthorized disclosure or use of such information by any officer or employee of the city shall constitute a misdemeanor.

(h) Hours of Operation. Massage operations shall be carried on or conducted, and the premises shall be open, only between the hours of seven a.m. and ten p.m. The operator or manager must advise the city, in writing, at the time of submission of the application for a massage establishment permit of the hours of operation within the times set forth above. The operator or manager shall notify the city, in writing, at least thirty calendar days prior to the date of the effective change, of any changes in the hours of operation. No person shall operate a massage establishment or administer a massage in any massage establishment or administer a massage pursuant to an off premises massage permit between the hours of ten p.m. and seven a.m. A massage begun any time before ten p.m. must nevertheless terminate at ten p.m. All customers, patrons and visitors shall be excluded from the massage establishment during these hours and be advised of these hours. The hours of operation must be displayed in a conspicuous public place in the lobby within the massage establishment and in the front window clearly visible from the outside.

(i) Advertising. No massage establishment shall place, publish or distribute or cause to be placed, published or distributed any advertising matter that depicts any portion of the human body that would reasonably suggest to prospective customers or clients that any service is available other than those services described in this chapter and posted on the premises as required by this chapter, nor shall any massage establishment employ language in the text of any advertising that would reasonably suggest to a prospective patron that any service is available other than those services described in this chapter and posted on the premises as required by this chapter.

(j) Handicapped Areas. All massage establishments must comply with all state and federal laws and regulations for handicapped customers.

(k) Compliance. Proof of compliance with all applicable provisions of this Code shall be provided to any city official charged with enforcing or administering the provisions of this Chapter.

(l) Doors. All exterior doors (except back or rear exterior doors used only for employee entrance to and exit from the massage establishment) shall remain unlocked during business hours unless the massage establishment is a sole proprietor with no employees or independent contractors. All interior doors (other

than bathroom doors), including but not limited to all doors leading to customer areas, the front reception, hallway or front exterior doors, shall not have any locking mechanisms. A door leading from the lobby area to customer areas, if any, shall not have any locking mechanism or be capable of being locked or blocked to prevent entry, in any manner.

(m) Massage and Dressing Room Doors. All massage and dressing rooms shall be screened off by curtains, draw drapes, or in the alternative, swinging doors.. No massage may be given within any massage room within a massage establishment, which is fitted with a door capable of being locked.

(n) Access. No person(s) other than the owner, operator, operator's employees, holders of valid massage certificates and customers will be allowed beyond the front lobby, which lobby shall be located directly inside the front door entrance, during the hours of operation. Any other person(s) found beyond the first interior door leading to the inside of the business including, but not limited to, hallways, massage rooms, reception or business offices or lounge area will be in violation of this section. Entry doors to any room shall not be obstructed by any means.

(o) Discrimination. No massage establishment may discriminate or exclude patrons on the basis of race, sex, religion, age or handicap.

(p) Notices. The following notice shall be posted in a conspicuous place in the massage establishment that is easily visible to any person entering the premises and in each massage room:

NOTICE TO ALL PATRONS

THIS MASSAGE ESTABLISHMENT AND THE MASSAGE ROOMS ARE NOT LOCKED FOR YOUR SAFETY AND PROTECTION. THIS ESTABLISHMENT IS SUBJECT TO INSPECTION BY THE SOUTH PASADENA POLICE DEPARTMENT WITHOUT PRIOR NOTICE.

The language for said notice set forth above may be amended by the Chief of Police. Every owner, operator or manager required to post such notice shall be required to pay for the cost of any and all notices required by this Section.

17.23 Inspections.

(a) The Chief of Police and the County Health Department, or their authorized representatives, shall have the right to enter the massage establishment at any time during business hours for the purpose of making reasonable unscheduled inspections to observe and enforce compliance with applicable regulations, laws, and provisions of this Chapter. During an inspection, the police department may also verify the identity of all employees.

(b) The City's Planning and Building Department, Fire Department, Police Department and the County Health Department may, from time to time, make an

inspection of each massage establishment for the purpose of determining that the provisions of this Chapter, state law or other applicable laws or regulations are met. Criminal investigations may be conducted as directed by the Chief of Police. The police department may inspect the occupied massage rooms for the purpose of determining whether any unlawful activity prohibited by this Chapter is taking place, upon reasonable suspicion that such activity is taking place based on the officer's observations, or pursuant to a valid search warrant.

(c) Inspections of the massage establishment shall be conducted during business hours.

(d) An operator, manager, their agents, servants or employees commits a punishable offense if he or she refuses to permit, delays or interferes with a lawful inspection of the premises by a representative of the Police Department at any time it is occupied or open for business.

17.24 Operator's permit—Nonassignability.

No operator's permit may be sold, transferred or assigned by a permittee, or by operation of law, to any other person or persons. Any such sale, transfer or assignment, or attempted sale, transfer or assignment, shall be deemed to constitute a voluntary surrender of such permit and such permit shall thereafter be null and void except as hereinafter set forth.

17.25 Operator's permit—Change in ownership of business.

(a) One or more proposed partners in a partnership granted a permit hereunder may make application to the Chief of Police, together with the fee established by the City Council therefor, to amend the original application providing all information as required for partners in the first instance and, upon approval thereof, the transfer of the interests of one or more partners to the proposed partner or partners may occur.If the permittee is a partnership and one or more of the partners should die, one or more of the surviving partners may acquire, by purchase or otherwise, the interest of the deceased partner or partners without effecting a surrender or termination of such permit, and in such case, the permit, upon notification to the Chief of Police, shall be placed in the name of the surviving partners.

(b) If the permit is issued to a corporation, stock may be sold, transferred, issued, or assigned to stockholders who have been named on the application. If any stock is sold, transferred, issued, or assigned to a person not listed on the application as a stockholder, the permit shall be deemed terminated and void; provided, however, the proposed transferee may submit to the Chief of Police, together with a fee established by the City Council, an application to amend the original application providing all information as required for stockholders in the first instance, and, upon approval thereof, the transfer may then occur.

17.26 Operator's permit—Change of location or name.

(a) Every operator shall report immediately to the police department any and all changes of name or designation under which the business is to be conducted, and all changes of address or telephone numbers of the massage establishment. A change of location of the massage establishment may be approved by the Chief of Police provided there is compliance with all applicable regulations of the city and the new location is zoned for such a use.

(b) No permittee shall operate, conduct, manage, engage in, or carry on the business of a massage establishment under any name other than the person's name and the name of the massage establishment specified in the permit.

(c) Any application for an extension or expansion of a building or other place of business of a massage establishment shall require inspection(s) and shall comply with the provisions and regulations of this chapter and all other City ordinances including, but not limited to, zoning ordinances and building, safety and occupancy standards.

17.27 Applicability to existing massage establishments.

(a) Commencing on the effective date of the ordinance codified in this chapter, all permits for a massage establishment are to be issued in accordance with the provisions of this chapter.

(b) The provisions of this chapter shall be applicable to all persons and businesses described herein whether the described activities were established before or after the effective date of this article, except that massage establishments legally in business prior to the effective date hereof shall have three months to comply with the terms hereof.

17.28 CAMTC certificate required.

No person shall perform or administer a massage, or advertise to provide massage services in the City, unless such person has in effect a valid current massage certificate. Each massage technician shall possess either 1) a California driver's license or 2) photo identification badge issued by the City which includes their CAMTC certification number. The massage technician shall carry the license, or wear the identification badge, on his or her person, at all times when working in the massage establishment and shall ensure that a copy of the massage certificate is displayed in a conspicuous place in the lobby during business hours. Each massage technician shall immediately surrender to the Chief of Police any identification badge upon the suspension, revocation, or expiration of such permit or certificate.

17.29 RESERVED

17.30 RESERVED

17.31 Massage Practice—General conditions.

All massage technicians shall comply with the following conditions:

(a) Except to the extent required, in writing, by a state-licensed medical practitioner, no massage technician shall massage or allow a massage technician aide, or employee to massage the genitals, or anal area of any patron. Nor shall any massage technician, massage technician aide or employee solicit or allow a patron to touch or massage in any manner the genitals, gluteal fold, or anal area of a massage technician, massage technician aide or employee, or the breasts of any female massage technician, massage technician aide or employee. A massage shall not be given and no patron shall be in the presence of a massage technician, massage technician aide, operator, manager or other employee of a massage establishment unless the patron's genitals, anus, and, if a female patron, the female patron's breasts, are fully covered by a nontransparent covering.

(b) The massage technician shall wear a photo identification card prepared and issued by the City at all times when present in the massage establishment. Such identification shall be provided to the Chief of Police upon demand. The identification card shall be worn on outer clothing with the photo side facing out. If a massage technician changes his or her business address, he or she shall, prior to such change, obtain from the Chief of Police a new photo identification card and advise the police department, in writing, of the new business address.

(c) While on duty, the massage technician shall not use any name or designation or conduct business under any other name or designation than the name specified in his or her permit and photo identification card.

(d) A massage technician shall consent to, and shall not prevent, delay or interfere with an inspection of the massage establishment by the City's planning and building department, fire department, police department and the health department for the purpose of determining that the provisions of this chapter or other applicable laws or regulations are met. The massage technician shall consent to the lawful inspection of the occupied massage rooms by the police department for the purpose of determining that the provisions of this chapter are met.

17.32 Operator Permit term and renewal.

(a) Operator permits shall be valid for a period of one year from the date of issuance, unless sooner revoked or abandoned as set forth in this chapter.

(b) No permit granted herein shall confer any vested right to any person or business for more than the permit period. All massage operators and technicians subject to this chapter shall comply with the provisions of this chapter as they may be amended hereafter.

(c) Applications for the renewal of a permit shall be filed with the Chief of Police at least sixty calendar days before the expiration of the permit to be renewed. Temporary permits will not be issued. Any permittee allowing his or her permit to

lapse, or which permit expires during a suspension, shall be required to submit a new application and pay the corresponding original application fees.

(d) Any person desiring to obtain a renewal of his or her permit shall file a written application under penalty of perjury on the required form with the Chief of Police, who shall conduct an investigation. The application shall be accompanied by a non-refundable filing fee established by separate resolution of the City Council to defray the cost of the investigation required by this chapter. An applicant shall be required to update the information contained in his or her original permit application and provide any new or additional information as may be reasonably required by the Chief of Police in order to determine whether the permit should be renewed.

(e) The Chief of Police shall have sixty calendar days to investigate the renewal application and shall render a decision within that time, but no later than the date of expiration of the permit.

17.33 Suspension, revocation, denial and appeal.

(a) Violation and Noncompliance. Failure of a permittee to comply with any requirement imposed by this chapter or any other conditions imposed pursuant to the permit shall be grounds for non-renewal, suspension or revocation of the operator's permit or conditional use permit.

(b) Suspension, Nonrenewal or Revocation of Operator's Permit. The Chief of Police may suspend, revoke or refuse to renew an operator's permit if any of the following conditions exists:

(1) A violation of any of the provisions of this chapter, or if an operator or manager has been convicted of any law specified in section 17.19(a);

(2) The Chief of Police makes any of the findings necessary to deny a permit under section 17.19;

(3) Employment of any non-certified massage technician for massage services;

(4) If there have been repeated alleged violations of the provisions of this chapter which require ongoing supervision or action by law enforcement officers which demonstrate that the operator or manager is unable to operate or manage the massage establishment in a law abiding manner.

17.34 Notice.

When the Chief of Police concludes that grounds for denial, suspension, revocation or refusal to renew a permit exist, the Chief of Police shall serve the applicant or permit holder, either personally or by certified mail addressed to the address listed on the application, with a notice of denial, nonrenewal or notice of intent to suspend or revoke a permit (the "notice"). This notice shall state the reasons for the proposed action, the effective date of the decision, the right of the applicant or permit holder to appeal the

decision to the City Manager and that the Chief of Police's decision will be final if no appeal is sent to the Chief of Police by certified mail within the time stated.

17.35 Appeal.

(a) The right to appeal to the City Manager shall terminate upon the expiration of fifteen calendar days from the date of personal service or the date of acknowledgment on the certified mail of the above notice. The request for appeal shall be personally delivered to or sent by certified mail to the Chief of Police.

(b) In the event an appeal is timely filed, the suspension or revocation shall not become effective until a final decision has been rendered by the City Manager. If no appeal is filed, the suspension or revocation shall become effective upon the expiration of the period for filing appeals.

(c) The City Manager shall set a date, time and place for a hearing on appeal and shall notify the appellant of such date, time and place of the hearing. Said notice shall be sent by certified mail with proof of service attached, to the appellant, applicant or permittee at least ten calendar days prior to the date of the hearing, addressed to the address listed on the respective application or, the address given in the notice of appeal. The appellant, applicant or permittee shall be entitled to notice of the basis for the proposed action, a copy of the documents upon which the notice was based and will have the opportunity to present contrary evidence at the hearing.

(d) The City Manager, in his or her sole discretion, may grant or deny a request for a continuance.

(e) The City Manager shall preside over the hearing on appeal or, in the alternative, the City Manager may appoint a hearing officer to conduct the hearing and receive relevant evidence. The City Manager or designee shall render a written decision within forty-five calendar days from the date of the hearing. The decision of the City Manager or designee shall be final.

(f) The following rules of evidence shall apply at the hearing:

(1) Oral evidence shall be taken only under oath or affirmation. The City Manager or designee shall have authority to administer oaths, and to receive and rule on admissibility of evidence;

(2) Each party shall have the right to call and examine witnesses, to introduce exhibits, and to cross-examine opposing witnesses who have testified under direct examination. The City Manager or designee may also call and examine any witness;

(3) Technical rules relating to evidence and witnesses shall not apply to hearings provided for in this chapter. Any relevant evidence may be admitted if it is material and is evidence customarily relied upon by responsible persons in the conduct of their affairs regardless of the existence of any common law or

statutory rule which might make admission of such evidence improper over objection in civil actions. Hearsay testimony may be admissible and used for the purpose of supplementing or explaining any evidence given in direct examination, but shall not be sufficient in itself to support a finding unless such testimony would be admissible over objection in civil actions. The rules of privilege shall be applicable to the extent they are now, or are hereafter permitted in civil actions. Irrelevant, collateral, undue, and repetitious testimony shall be excluded.

17.36 New application after denial or revocation of permit.

A person may not apply for a permit pursuant to this chapter within twenty-four months from the denial or revocation of such permit.

17.37 Surrender of permit.

Any person to whom a permit has been issued pursuant to this chapter shall immediately surrender his or her permit to the Chief of Police upon its suspension or revocation.

17.38 Fees.

The City Council shall establish by resolution, and from time to time may amend, the fees for the administration of this Chapter. Fees required by this Chapter shall be in addition to any other fees that may be required under any other chapter of this Code.

17.39 Violation and penalty.

(a) Any person who violates any provision of this chapter is guilty of a misdemeanor.

(b) Any massage establishment operated, conducted or maintained contrary to the provisions of this chapter shall be, and the same is declared to be, unlawful and a public nuisance, and the city may, in addition to or in lieu of prosecuting a criminal action hereunder, commence an action or actions, proceeding or proceedings, for the abatement, removal and enjoinment thereof, in the manner provided by law, and shall take such other steps and shall apply to such court or courts as may have jurisdiction to grant such relief as will abate or remove such massage establishments and restrain and enjoin any person from operating, conducting or maintaining a massage establishment contrary to the provisions of this chapter.

(c) The penalties set forth herein, including but not limited to the requirement for posting the notice described in section 17.22(q), are cumulative and in addition to all other remedies, violations and penalties set forth in this chapter, or in any other ordinances, laws, rules or regulations of the City of South Pasadena, Los Angeles County and the State of California.

SECTION 2. SPMC Article III ("Deemed Approved Massage Establishments"), of Chapter 17 ("Health and Sanitation") is added to read:

ARTICLE III. DEEMED APPROVED MASSAGE ESTABLISHMENTS

17.40 Purpose and Scope

(a) The general purposes of this Article are to protect and promote the public health, safety, comfort, convenience, prosperity, and general welfare by requiring that Massage Establishments that would otherwise be considered Legal Nonconforming Activities under Article II (commencing with SPMC Section 17.13 comply with the Deemed Approved performance standards at Article III, Section 17.42 of this Article and to achieve the following objectives:

1. To protect the health, safety, and general welfare of the public by preventing unlawful, unsanitary, and dangerous conditions or practices within the City of South Pasadena;
2. To protect residential, commercial, industrial and civic areas and minimize the adverse impacts of nonconforming and incompatible uses;
3. To provide opportunities for Deemed Approved Massage Establishments to operate in mutually beneficial relationship to each other and to other commercial and civic services;
4. To regulate those businesses that provide massage services to the public in order to provide a standard of safety, lawfulness, and quality commonly expected of the industry;
5. To provide that Deemed Approved Massage Establishments are not the source of undue public nuisances or visual blight in the community;
6. To monitor that Deemed Approved Massage Establishments do not substantially change in mode or character of operation; and
7. To assure that guests and clients of Deemed Approved Massage Establishments are provided safe, clean, and secure premises for service.

(b) Scope. This Article shall apply, to the extent permissible under other laws, to all Legal Nonconforming Massage Establishments within the city.

(c) Duplicated Regulation. Whenever any provisions of this Article and any other provision of law, whether set forth in this code, or in any other law, ordinance, or resolution of any kind, imposes overlapping or contradictory regulations, or contains restrictions covering any same subject matter, that provision which is more restrictive or imposes higher standards shall control, except as otherwise expressly provided in this Article.

(d) Relationship to the Zoning Regulations. The Nonconforming Use provisions of the zoning regulations including, but not limited to, South Pasadena Municipal Code section 36.360.010 et seq., shall apply to this Article.

17.41 Definitions.

As used in this Article:

"Condition of Correction" means a requirement which must be carried out by the establishment in order to retain its Deemed Approved Status.

"Deemed Approved Status" means the status conferred upon a Deemed Approved Massage Establishment. Deemed Approved Status replaces legal nonconforming status.

"Illegal activity" means any activity which has been finally determined to be in noncompliance with the Deemed Approved performance standards in Section 17.42. Such an activity shall lose its Deemed Approved Status and shall no longer be considered a Deemed Approved Massage Establishment.

"Legal Nonconforming Massage Establishment" means any Massage Establishment which would otherwise be considered a nonconforming use under Chapter 17, Article II of the South Pasadena Municipal Code. Such an establishment or use shall be considered a Deemed Approved Massage Establishment, and shall no longer be considered a Legal Nonconforming Use, except such activity shall be subject to those zoning regulations relating to nonconforming uses as specified in South Pasadena Municipal Code section 36.360.010 et seq., as of the effective date of this Article.

"Hearing Officer" means the City Manager or his or her designee.

"Performance standards" means regulations prescribed in the Deemed Approved Performance Standards set forth in Section 17.42.

17.42 Performance Standards and Deemed Approved Massage Establishments

(a) "Deemed Approved Massage Establishment" means any Massage Establishment (as defined in section 17.14 of Chapter 17, Article II of the South Pasadena Municipal Code) that is legal nonconforming and in existence immediately following the effective date of any amendment to Chapter 17, Article II of the South Pasadena Municipal Code regulating massage establishments and the practice of massage. Said business shall be considered a Deemed Approved Massage Establishment as long as it complies with the Deemed Approved Massage Establishment performance standards as set forth in Section 17.42 of this Article. Said business shall no longer be considered a Legal Nonconforming Activity or Use.

(b) A massage establishment shall retain its Deemed Approved Status only if it conforms with the provisions of Chapter 17, Article II, of the SPMC, commencing with Section 17.20 and any other applicable provisions of this Code.

17.43 Deemed Approved Status Procedure

(a) Automatic Deemed Approved Status. All Massage Establishments that would otherwise be considered legal nonconforming uses under this Code and the provisions of Chapter 17, Article II shall automatically become Deemed

Approved Massage Establishments as of the effective date of this Article and shall no longer be considered legal nonconforming uses. Each such Deemed Approved Massage Establishment shall retain its Deemed Approved Status as long as it complies with the Deemed Approved performance standards in Section 17.42.

(b) Notification of owners of Deemed Approved Massage Establishment. The City shall notify the owner of each Deemed Approved Massage Establishment, and also the property owner if not the same, of the establishment's Deemed Approved Status. Such notice shall be sent via certified return receipt mail; shall include a copy of the performance standards of section 17.42 and Article II of this chapter; notification that the establishment is required to comply with all these same performance standards; and that the establishment is required to comply with all other aspects of this Article. Should the notice be returned, then the notice shall be sent via regular U.S. Mail.

17.44 Procedure for Consideration of violations to Performance Standards.

(a) As a result of an inspection or upon receiving a complaint from the public, Police Department, or any other interested party that a Deemed Approved Massage Establishment is in violation of the performance standards at Section 17.42, and once it is determined by the City that violations appear to be occurring, then the Deemed Approved Status of the Deemed Approved Massage Establishment in question shall be reviewed by the Hearing Officer at a public hearing. Notification of the public hearing shall be in accordance with Subsection (d).

1. At the public hearing the Hearing Officer shall receive testimony and other evidence on whether the operating methods of the Deemed Approved Massage Establishment is in violation of the performance standards at Section 17.42, are causing undue negative impacts in the surrounding area, and whether the property is being maintained in a manner in violation of any provision of this Code.

2. While the hearing is open, any interested party may present to the Hearing Officer for his or her consideration any relevant testimony or evidence; failure to do so will preclude the party from raising such issues during any appeal hearing and in court.

3. Within 15 days following the public hearing, the Hearing Officer shall issue a written determination whether the Deemed Approved Massage Establishment conforms to the Deemed Approved Performance Standards set forth in Section 17.42 and to any other applicable criteria, and may:

   i. continue the Deemed Approved Status for the establishment in question;

   ii. continue the Deemed Approved Status for the establishment, subject to reasonable Conditions of Correction as are in the judgment of the Hearing Officer necessary to ensure conformity

with said criteria and such conditions shall be based on the evidence before the Officer; or

iii. revoke the Deemed Approved Status if the officer finds that the violations pose a threat to the health and safety of the public.

4. The decision of the Hearing Officer shall be based upon information compiled by staff and testimony from the business owner and all other interested parties. The determination of the Hearing Officer shall become final fifteen calendar days after the date of the written decision unless appealed to the City Council in accordance with Subsection (c) of this Section. Any party seeking to appeal the determination will be limited to issues or evidence presented to the Hearing Officer prior to the close of the Hearing Officer's public hearing on the matter.

(b) Procedure for consideration of violations of conditions of corrections. In the event of a failure to comply with any prescribed condition of correction, the Hearing Officer may hold a public hearing. Notification of the public hearing shall be in accordance with Subsection (d). The same procedures shall apply as described under subsection (a) of this section.

(c) Appeal to City Council. Within fifteen calendar days after imposition of conditions of approval pursuant to the Hearing Officer's written determination on a Deemed Approved Massage Establishment or the revocation of Deemed Approved Status, an appeal may be taken to the City Council by the Deemed Approved Massage Establishment owner or any other interested party.

1. In the event the last date of appeal falls on a weekend or a holiday when City offices are closed, the next date such offices are open for business shall be the last date of appeal.

2. Such appeal shall be made on a form prescribed by the City. The appeal shall state specifically wherein it is claimed there was an error or abuse of discretion by the Officer or wherein its decision is not supported by the evidence in the record. The appeal itself must raise each and every issue that is contested, along with all the arguments and evidence in the record, previously presented to the Hearing Officer prior to the close of the public hearing on the item, which supports the basis of the appeal; failure to do so will preclude the appellant from raising such issues during the appeal or in court.

3. Upon receipt of the appeal and the appeal fee in accordance with Subsection (e) a date shall be set for consideration thereof. Not less than seventeen days prior thereto, written notice shall be given to: the owner of the Deemed Approved Massage Establishment; the property owner; the appellant in those cases where the appellant is not the owner; the adverse party or parties, or to the attorney, spokesperson, or representative of such party or parties; other interested groups and neighborhood associations

who have requested notification; and to similar groups and individuals as appropriate, of the date and place of the hearing on the appeal.

4. During the hearing on the appeal, the appellant will be limited to issues and evidence presented to the Hearing Officer prior to the close of the public hearing on the item and raised in the appeal itself. The appellant shall not be permitted to present any other evidence (written, oral, or otherwise) during the appeal process. In considering the appeal, the City Council shall determine whether the Deemed Approved Massage Establishment conforms to the applicable Deemed Approved performance standards and conditions of correction (if applicable), and may continue or revoke a Deemed Approved Status; or require such changes in the existing use or impose such reasonable conditions of approval as are, in its judgment, necessary to ensure conformity to said performance standards.
5. The decision of the City Council on the appeal shall be final.

(d) Notification of public hearing before Hearing Officer. The Hearing Officer shall notify the owner of each Deemed Approved Activity, and also the property owner if not the same, of the time and place of the public hearing.

1. Such notice shall be sent via certified return receipt mail, and shall include notification that the Deemed Approved Status of the Deemed Approved Massage Establishment will be considered by the Hearing Officer.
2. The public hearing shall also be noticed by posting notice on the premises of the subject property. The notice shall be placed in the window of the establishment (if a window facing the street is not present, then the notice will be required to be posted onto the exterior of the building). All notices shall advertise the time, date, purpose and location of the public hearing for each particular site. All notices shall be given not less than ten days prior to the date set for the hearing.
3. Notice shall also be given by mail or delivery to all persons shown on the last available equalized assessment roll as owning real property in the City within three hundred feet of the subject property; provided, however, that failure to send notice to any such owner where his or her address is not shown in said records shall not invalidate the affected proceedings.
4. Such notices shall be given not less than ten days prior to the date set for the hearing, if such is to be held. Notice by mail is deemed given on the date the notice is placed into the U.S. Mail system. Fees for notification shall be in accordance with Subsection (e) and paid for by the Deemed Approved Massage Establishment in question.

(e) Fee schedule. Fees, and regulations pertaining to fees, including the appeal, and reinspection of Deemed Approved Massage Establishments shall be in accordance with the City master fee schedule.

(f) A massage establishment which has had its Deemed Approved Status revoked must immediately cease and desist all massage services and related business operations. No massage establishment which has had its Deemed Approved Status revoked may apply for a new operator's permit pursuant to Section 17.17 through 17.19 for 24 months from the date of revocation.

17.45 Violations and penalties.

(a) Infractions. Any person who operates a massage establishment in a manner which violates, causes or permits another person to violate any provision of this Article is guilty of an infraction unless otherwise provided.

(b) Separate Offenses for Each Day. Any violator shall be guilty of a separate offense for each and every day during any portion of which any violation of any provision of this Article is committed, continued, permitted, or caused by such violator and shall be punished accordingly.

(c) Any Violation a Public Nuisance. In addition to the penalties provided in this section, any use or condition caused or permitted to exist in violation of any of the provisions of this Article, shall be and is declared to be a public nuisance and may be subject to administrative remedies pursuant to Chapter 1A of this Code. In addition, a nuisance may be abated as such by the City after appropriate notice and procedures pursuant to Chapter 24 of this Code.

(d) Injunction as Additional Remedy. Any violation of any provision of this Article shall be and is declared to be contrary to the public interest and shall, at the discretion of the City, create a cause of action for injunctive relief.

(e) Penalties. Any person convicted of an infraction under the provisions of this section shall be punishable by a fine to the maximum permitted under state law. Any violation beyond the second conviction within a one-year period may be charged by the City Attorney or District Attorney as a misdemeanor, and the penalty for conviction shall be punishable by a fine or imprisonment to the maximum permitted under State law.

(f) Liability for Expenses. In addition to the punishment provided by law, a violator is liable for such costs, expenses, and disbursements paid or incurred by the City or any of its contractors in correction, and abatement of the violation. Reinspection fees to ascertain compliance with previously noticed or cited violations may be charged against the owner of the Deemed Approved Massage Establishment, if adopted in the City's fee schedule resolution. The inspection official shall give the owner or other responsible party of such affected premises a written notice showing the itemized cost of such chargeable service and requesting payment thereof. Should the bill not be paid in the required time, the charges shall be placed as a lien against the property.

17.46 Enforcement.

The City Manger shall designate the appropriate personnel to enforce the provisions of this Article.

SECTION 3. SPMC Section 36.700.020 ("Definitions of Specialized Terms and Phrases") of Article VII ("Definitions") of Chapter 36 ("Zoning"), is amended by deleting "massage" from the definition of "Personal Services" to read:

> **Personal Services.** Establishments providing non-medical services to individuals as a primary use. Examples of these uses include: barber and beauty shops; clothing rental; dry cleaning pick-up stores with limited equipment; home electronics and small appliance repair; laundromats (self-service laundries); pet grooming with no boarding; shoe repair shops; tailors; tanning salons.
> These uses may also include accessory retail sales of products related to the services provided.

SECTION 4. SPMC Section 36.700.020 ("Definitions of Specialized Terms and Phrases") of Article VII ("Definitions") of Chapter 36 ("Zoning"), is amended by adding a new definition of "Massage Establishment" to read as follows:

"Massage Establishment." A licensed, therapeutic and non-sexual establishment having a fixed place of business conducted within the City of South Pasadena, where any person, firm, association, partnership, corporation, or combination of individuals, engages in, conducts, carries on or permits to be conducted or carried on, for money or any other consideration, the administration to another person of a massage, consistent with the requirements and standards set forth in Article II, Chapter 17.

SECTION 5. SPMC Municipal Section 36.230.030 ("Commercial District Land Uses and Permit Requirements"), Table 2-4 is amended to read:

TABLE 2-4. ALLOWED USES AND PERMIT REQUIREMENTS FOR COMMERCIAL & BUSINESS PARK DISTRICTS	P	Permitted Use		
	CUP	Conditional Use Permit required		
	AUP	Administrative Use Permit required		
	—	Use not allowed		
	PERMIT REQUIREMENT BY ZONE			**Specific Use Regulations**
LAND USE (1)	**CO**	**CG**	**BP**	
MANUFACTURING & PROCESSING USES				
Electronics, equipment, and appliance manufacturing	—	—	P	
Food and beverage products manufacturing	—	—	P	
Furniture/fixtures manufacturing, cabinet shops	—	—	P	
Handcraft industries, small-scale manufacturing, less than 3,500 sf	—	—	P	
Handcraft industries, small-scale manufacturing, 3,500 sf or more	—	—	CUP	
Laundries and dry cleaning plants, less than 3,500 sf	—	—	P	
Laundries and dry cleaning plants, 3,500 sf or more	—	—	CUP	
Media post production facilities	—	—	P	
Metal products fabrication, machine/welding shops	—	—	P	
Photographic processing plants, less than 3,500 sf	—	—	P	
Photographic processing plants, 3,500 sf or more	—	—	CUP	
Plumbing and heating shops, less than 3,500 sf	—	—	P	
Plumbing and heating shops, 3,500 sf or more	—	—	CUP	
Printing and publishing, less than 3,500 sf	—	P	P	
Printing and publishing, 3,500 sf or more	—	P	CUP	
Recycling facilities	—	CUP	CUP	36.350.160
Recycling facilities—Reverse vending machines	—	P	P	36.350.160
Warehouses, wholesaling and distribution	—	—	P	
RECREATION, EDUCATION & PUBLIC ASSEMBLY USES				
Adult entertainment businesses	—	—	(2)	36.350.030
Clubs, lodges, fraternal organizations	—	CUP	CUP	
Health and fitness facilities	—	CUP	CUP	
Indoor amusement/entertainment facilities	—	P	CUP	
Libraries, museums, galleries	—	AUP	CUP	
Outdoor recreation facilities	—	CUP	CUP	
Schools—Private	—	CUP	CUP	
Schools—Specialized education and training	—	CUP	CUP	
Special needs educational and training facilities	—	CUP	CUP	
Studios—Dance, martial arts, music, photography, etc.	—	CUP	CUP	
Theaters and auditoriums	—	CUP	—	
Community gardens	CUP	CUP	CUP	36.350.230

TABLE 2-4. (Continued) ALLOWED USES AND PERMIT REQUIREMENTS FOR COMMERCIAL & BUSINESS PARK DISTRICTS	P	Permitted Use		
	CUP	Conditional Use Permit required		
	AUP	Administrative Use Permit required		
	—	Use not allowed		
	PERMIT REQUIREMENT BY ZONE			Specific Use Regulations
LAND USE (1)	**CO**	**CG**	**BP**	
RESIDENTIAL USES				
Emergency shelter	—	—	P	36.350.250
Live/work units	—	—	—	36.350.110
Mixed-use projects	CUP	CUP	—	36.350.120
Single room occupancy	—	—	P	36.350.260
RETAIL TRADE				
Alcoholic beverage sales	—	CUP	—	36.350.040
Auto parts sales	—	P	—	
Auto sales and rental	—	CUP	CUP	
Building material stores	—	P	CUP	36.350.220
Coffee roasting and packaging, retail	—	CUP	—	
Construction/heavy equipment sales and rental	—	CUP	CUP	
Convenience & liquor stores	—	CUP	—	36.350.040
Department stores	—	P	—	
Equipment sales and rental	—	CUP	CUP	
Extended hour businesses (11:00 p.m. to 6:00 a.m.)	—	CUP	CUP	
Furniture, furnishings and appliance stores	—	P	—	
Gas stations	—	CUP	CUP	
General retail	—	P	CUP	36.350.140, 36.350.220
Grocery stores	—	AUP	—	
Hardware stores	—	P	—	
Multitenant retail	—	CUP	—	
Outdoor display and retail activities	—	CUP	CUP	
Plant nurseries and garden supply stores	—	P	—	36.350.140, 36.350.220
Restaurants	CUP	P	P	
Restaurants, multitenant retail		CUP(3)		
Restaurants, take-out and with accessory retail food	CUP	P	P	
Restaurants, with catering	CUP	CUP	CUP	
Restaurants, with catering and accessory retail food	CUP	CUP	CUP	
Restaurants, with outdoor dining	CUP	AUP	CUP	36.350.130
Second hand stores	—	P	—	

TABLE 2-4. (Continued) ALLOWED USES AND PERMIT REQUIREMENTS FOR COMMERCIAL & BUSINESS PARK DISTRICTS	P	Permitted Use		
	CUP	Conditional Use Permit required		
	AUP	Administrative Use Permit required		
	—	Use not allowed		
	PERMIT REQUIREMENT BY ZONE			Specific Use Regulations
LAND USE (1)	**CO**	**CG**	**BP**	
RETAIL TRADE (cont'd)				
Tobacco retailer—Primary use	—	P	CUP	SPMC Chapter 18, Part 6 or its successor
Tobacco retailer—Accessory use	—	As required for the primary use that the accessory use is associated with	As required for the primary use that the accessory use is associated with	
Warehouse retail	—	CUP	—	36.350.220
SERVICES—BUSINESS & PROFESSIONAL				
Automated teller machines (ATMs)	P	P	P	36.350.060
Banks and financial services	—	P	P	
Business support services	—	CUP	P(5)	
Offices—Production, research and development	P	P	P	
Offices—Professional and administrative	P	P	P	
SERVICES—OTHER				
Ambulance service	—	CUP	CUP	
Bed and breakfast inns	CUP	CUP	—	
Child/adult day care centers	—	CUP	CUP	
Contractor storage yard	—	—	CUP	
Convenience services	P	P	P	
Hotels and motels	—	CUP	—	
Medical services—Clinics	—	CUP	—	
Medical services—Laboratories	—	CUP	P	
Medical services—Offices	P	P	P	
Massage Establishment	--	CUP	--	SPMC 17.15(b)
Personal services	CUP(4)	P	—	SPMC 17.13

TABLE 2-4. ALLOWED USES AND PERMIT REQUIREMENTS FOR COMMERCIAL & BUSINESS PARK DISTRICTS	P	Permitted Use		
	CUP	Conditional Use Permit required		
	AUP	Administrative Use Permit required		
	—	Use not allowed		
	PERMIT REQUIREMENT BY ZONE			**Specific Use Regulations**
LAND USE (1)	**CO**	**CG**	**BP**	
SERVICES—OTHER (cont'd)				
Personal services—Restricted	—	AUP	—	
Vehicle repair and maintenance—Major repair work	—	CUP	—	
Vehicle repair and maintenance—Service and maintenance	—	CUP	—	
Veterinary clinics, hospitals, kennels	—	CUP	CUP	
Wine cellar	—	P	P	
TRANSPORTATION & COMMUNICATIONS				
Parking facilities/vehicle storage	—	CUP	—	
Broadcasting studios	—	CUP	P	
Telecommunications facilities	CUP	CUP	CUP	36.350.210

Notes:

(1) See Article 7 for land use definitions.

(2) Requires an Adult Business Permit in compliance with Section 36.350.030.

(3) If multitenant retail complies with the parking regulations in Section 36.310.040, a CUP is required if a new restaurant would cause the restaurant square footage in the multitenant retail to exceed twenty percent of the total square footage. If the multitenant retail is legal nonconforming with the parking regulations in Section 36.310.040, a CUP is required if a restaurant use in an existing space has been abandoned for a period of eighteen months or longer, and for all additional restaurants in new spaces or spaces previously occupied by a non-restaurant.

(4) Personal services are not permitted on parcels located within the Fremont Corridor as defined in the Land Use and Community Design Element of the South Pasadena General Plan. The Fremont Corridor includes a mixture of residential and small-scale professional office uses lining the busy and heavily traveled section of Fremont Avenue from Monterey Road north to the Pasadena Freeway, properties fronting Mound Avenue between Hope Street and the Pasadena Freeway.

(5) Business support services consisting of laboratory uses require a CUP.

SECTION 6. Urgency Ordinance No. 2267 "Extending Moratorium on the Establishment or Expansion of Massage Establishments" is repealed.

SECTION 7. 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 3rd day of February, 2016.

_____
Diana Mahmud, Mayor

ATTEST:

_____
Evelyn G. Zneimer, City Clerk
(seal)

Date: _____

APPROVED AS TO FORM:

_____
Teresa L. Highsmith, 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 3rd day of February, 2016, 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 Agenda Report

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

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

COUNCIL AGENDA:	February 3, 2016
TO:	Honorable Mayor and City Council
VIA:	Sergio Gonzalez, City Manager
FROM:	Lucy Demirjian, Assistant to the City Manager
SUBJECT:	**Second Reading and Adoption of an Ordinance Amending Article III of Chapter 35 of the South Pasadena Municipal Code to be Consistent with the State's Model Water Efficient Landscape Ordinance**

Recommendation
It is recommended that the City Council read by title only for second reading, waive further reading, and adopt an ordinance that repeals Article III (Water Efficient Landscape) of Chapter 35 (Water) of the South Pasadena Municipal Code (SPMC) and replace it with a new Article III (Water Efficient Landscape) to be consistent with the State's Model Water Efficient Landscape Ordinance (MWELO).

Fiscal Impact
There is no fiscal impact related to the adoption of the proposed ordinance.

Commission Review and Recommendation
At its December 22, 2015 meeting, the Natural Resources and Environmental Commission (NREC) recommended the City of South Pasadena (City) formally adopt the State's MWELO.

Background
On January 16, 2013, the City Council adopted Ordinance No. 2242, which brought the City into compliance with the State's 2010 MWELO and allowed project applicants to obtain self-certification of their landscape and irrigation plans by licensed professionals. Due to the water shortage brought upon by the drought in California, Governor Brown's Executive Order of April 1, 2015 (EO B-29-15) directed the Department of Water Resources (DWR) to update the State's MWELO through expedited regulation. On July 15, 2015, the California Water Commission approved the revised MWELO. The State is mandating local agencies to adopt their own ordinance, which must be "at least as effective as" DWR's updated MWELO, by December 1, 2015. The proposed amendment would make Article III of Chapter 35 of the SPMC consistent with the State's updated MWELO.

AGENDA ITEM 11

The City Council introduced the attached ordinance for first reading at its regular meeting on January 20, 2016.

Analysis

The following changes have been made to Chapter 35, Article III, of the SPMC to reflect the State's updated Model Water Efficient Landscape Ordinance:

- The definitions section was expanded to include definitions for "compost," "distribution uniformity," "establishment period for plants," "flow sensor," "friable," "fuel modification plan guideline," "gray water," "landscape water meter," "master shut-off valve," "median," "microclimate," "non residential landscape," "parkway," "rain sensor," "regional water efficient landscape," "residential landscape," "submeter," and "water conserving plant species."
- New development projects with an aggregate landscape area equal to or greater than 500 square feet requiring a building or landscape permit, plan change or design review. The previous size requirement was 2,500 square feet or larger and included public agency or private development projects.
- Rehabilitated landscape projects with an aggregate landscape area equal to or greater than 2,500 square feet requiring a building or landscape permit, plan change or design review. The previous size requirement was 2,500 square feet or larger for developer installed single family and multi-family projects and, 5,000 square feet or larger for homeowner installed or hired single family and multi-family projects.
- More efficient irrigation systems are now required which includes: a) dedicated landscape water meters or submeters for residential landscapes over 5000 sq. ft. and non-residential landscapes over 1000 sq. ft., b) irrigation systems with pressure regulators and master shut-off valves, c) all irrigation emission devices must meet the national standard stated in the Ordinance to ensure that only high efficiency sprinklers are installed, d) flow sensors that detect and report high flow conditions due to broken pipes and/or popped sprinkler heads are required for landscape areas greater than 5000 sq. ft., and e) the minimum width of areas that can be overhead irrigated was changed from 8 feet to 10 feet; areas less than 10 feet wide must be irrigated with subsurface drip or other technology that produces no over spray or runoff.
- The maximum amount of water that can be applied to a landscape was reduced from 70% of the reference evapotranspiration (ETo) to 55% for residential landscape projects, and to 45% of ETo for non-residential projects. This water allowance reduces the landscape area that can be planted with high water use plants such as cool season turf. For residential projects, the coverage of high water use plants is reduced from 33% to 25% of the landscaped area.
- Rather than having one default irrigation efficiency for the entire site, the revised ordinance allows the irrigation efficiency to be entered for each area of the landscape. The site-wide irrigation efficiency of the previous ordinance was 0.71; the revised ordinance defines the irrigation efficiency of drip as 0.81 and that of overhead spray as 0.75.
- Landscape incentives have been included for utilizing graywater systems for irrigation.
- Medians are no longer allowed to be landscaped with high water use plants.

- All local agencies will report on the implementation and enforcement of their ordinances annually.

The DWR estimates that with these modifications, a typical California residential landscape will use 20% less water than that allowed by the 2009 ordinance and commercial landscapes will use 35% less water.

Legal Review
The City Attorney has reviewed this item and drafted the attached ordinance adopting the state model 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*.

Attachment: Ordinance

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, REPEALING AND REPLACING ARTICLE III (WATER EFFICENT LANDSCAPE) OF CHAPTER 35 (WATER) WITH A NEW ARTICLE III (WATER EFFICIENT LANDSCAPE) CONSISTENT WITH THE STATE'S MODEL WATER EFFICENT LANDSCAPE ORDINANCE (MWELO)

WHEREAS, on January 16, 2013, the City Council adopted Ordinance No. 2242, which established regulations for landscape irrigation and brought the City into compliance with the State's 2010 Model Water Efficient Landscape Ordinance (MWELO); and

WHEREAS, Governor Brown's Executive Order of April 1, 2015 (EO B-29-15) directed the Department of Water Resources (DWR) to update the State's MWELO through expedited regulation; and

WHEREAS, the California Water Commission approved the revised MWELO on July 15, 2015, mandating local agencies to adopt their own ordinance, which must be "at least as effective as" DWR's updated MWELO, by December 1, 2015; and

WHEREAS, pursuant to Government Code Section 65595, the City of South Pasadena wishes to amend its Water Efficient Landscape Ordinance to be consistent with the State's MWELO.

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

SECTION 1. Article III (Water Efficient Landscape) of Chapter 35 (Water) of the South Pasadena Municipal Code is hereby repealed in its entirely and replaced with the following new Article III (Water Efficient Landscape), which reads as follows:

ARTICLE III. WATER EFFICIENT LANDSCAPE

35.50 Purpose.

(a) On April 1, 2015, Governor Brown issued Executive Order No. B-29-15 directing the California Department of Water Resources to update the State's model water efficient landscape ordinance, previously adopted in 2010 under the Water Conservation in Landscaping Act (California Government Code Sections 65591 et seq.) Local agencies, consistent with the Department of Water Resources' regulations and the Water Conservation in Landscaping Act must adopt the model ordinance (as set forth in Chapter 2.7 of Division 2 of Title 23 of the California Code of Regulations) or a water efficient landscape ordinance that is, based on evidence in the record, at least as effective

in conserving water as the model ordinance. With this Article III of Chapter 35, the City has adopted the State's 2015 model ordinance.

(b) The Legislature, in the Water Conservation in Landscaping Act, found:

(1) that the waters of the state are of limited supply and are subject to ever increasing demands;

(2) that the continuation of California's economic prosperity is dependent on the availability of adequate supplies of water for future uses;

(3) that it is the policy of the State to promote the conservation and efficient use of water and to prevent the waste of this valuable resource;

(4) that landscapes are essential to the quality of life in California by providing areas for active and passive recreation and as an enhancement to the environment by cleaning air and water, preventing erosion, offering fire protection, and replacing ecosystems lost to development;

(5) that landscape design, installation, maintenance and management can and should be water efficient;

(6) that Section 2 of Article X of the California Constitution specifies that the right to use water is limited to the amount reasonably required for the beneficial use to be served and the right does not and shall not extend to waste or unreasonable method of use.

(b) Consistent with the legislative findings, the purpose of this model ordinance is to:

(1) promote the values and benefits of landscaping practices that integrate and go beyond the conservation and efficient use of water;

(2) establish a structure for planning, designing, installing, maintaining and managing water efficient landscapes in new construction and rehabilitated projects by encouraging the use of a watershed approach that requires cross-sector collaboration of industry, government and property owners to achieve the many benefits possible;

(3) establish provisions for water management practices and water waste prevention for existing landscapes;

(4) use water efficiently without waste by setting a Maximum Applied Water Allowance as an upper limit for water use and reduce water use to the lowest practical amount;

(5) promote the benefits of consistent landscape ordinances with neighboring local and regional agencies;

(6) encourage local agencies and water purveyors to use economic incentives that promote the efficient use of water, such as implementing a tiered-rate structure; and

(7) encourage local agencies to designate the necessary authority that implements and enforces the provisions of the Model Water Efficient Landscape Ordinance or its local landscape ordinance.

(c) Landscapes that are planned, designed, installed, managed and maintained with the watershed based approach can improve California's environmental conditions and provide benefits and realize sustainability goals. Such landscapes will make the urban environment resilient in the face of climatic extremes. Consistent with the legislative findings and purpose of the Ordinance, conditions in the urban setting will be improved by:

(1) Creating the conditions to support life in the soil by reducing compaction, incorporating organic matter that increases water retention, and promoting productive plant growth that leads to more carbon storage, oxygen production, shade, habitat and esthetic benefits.

(2) Minimizing energy use by reducing irrigation water requirements, reducing reliance on petroleum based fertilizers and pesticides, and planting climate appropriate shade trees in urban areas.

(3) Conserving water by capturing and reusing rainwater and graywater wherever possible and selecting climate appropriate plants that need minimal supplemental water after establishment.

(4) Protecting air and water quality by reducing power equipment use and landfill disposal trips, selecting recycled and locally sourced materials, and using compost, mulch and efficient irrigation equipment to prevent erosion.

(5) Protecting existing habitat and creating new habitat by choosing local native plants, climate adapted non-natives and avoiding invasive plants. Utilizing integrated pest management with least toxic methods as the first course of action.

35.51 Applicability.

(a) After December 1, 2015, and consistent with Executive Order No. B-29-15, this ordinance shall apply to all of the following landscape projects:

(1) new construction projects with an aggregate landscape area equal to or greater than 500 square feet requiring a building or landscape permit, plan check or design review;

(2) rehabilitated landscape projects with an aggregate landscape area equal to or greater than 2,500 square feet requiring a building or landscape permit, plan check, or design review;

(3) existing landscapes limited to Sections 35.70, 35.71 and 35.72; and

(4) cemeteries. Recognizing the special landscape management needs of cemeteries, new and rehabilitated cemeteries are limited to Sections 35.56, 35.63, and 35.64; and existing cemeteries are limited to Sections 35.70, 35.71, and 35.72.

(b) For local land use agencies working together to develop a regional water efficient landscape ordinance, the reporting requirements of this ordinance shall become effective December 1, 2015 and the remainder of this ordinance shall be effective no later than February 1, 2016.

(c) Any project with an aggregate landscape area of 2500 square feet or less may comply with the performance requirements of this ordinance or conform to the prescriptive measures contained in Section 35.76.

(d) For projects using treated or untreated graywater or rainwater captured on site, any lot or parcel within the project that has less than 2500 sq. ft. of landscape and meets the lot or parcel's landscape water requirement (Estimated Total Water Use) entirely with treated or untreated graywater or through stored rainwater captured on site is subject only to Section 35.76(5).

(e) This ordinance does not apply to:

(1) registered local, state or federal historical sites;

(2) ecological restoration projects that do not require a permanent irrigation system;

(3) mined-land reclamation projects that do not require a permanent irrigation system; or

(4) existing plant collections, as part of botanical gardens and arboretums open to the public.

35.52 Definitions.

The terms used in this ordinance have the meaning set forth below:

(a) "applied water" means the portion of water supplied by the irrigation system to the landscape.

(b) "automatic irrigation controller" means a timing device used to remotely control valves that operate an irrigation system. Automatic irrigation controllers are able to self-adjust and schedule irrigation events using either evapotranspiration (weather-based) or soil moisture data.

(c) "backflow prevention device" means a safety device used to prevent pollution or contamination of the water supply due to the reverse flow of water from the irrigation system.

(d) "Certificate of Completion" means the document required under Section 35.61.

(e) "certified irrigation designer" means a person certified to design irrigation systems by an accredited academic institution, a professional trade organization or other program such as the US Environmental Protection Agency's WaterSense irrigation designer certification program and Irrigation Association's Certified Irrigation Designer program.

(f) "certified landscape irrigation auditor" means a person certified to perform landscape irrigation audits by an accredited academic institution, a professional trade organization or other program such as the US Environmental Protection Agency's WaterSense irrigation auditor certification program and Irrigation Association's Certified Landscape Irrigation Auditor program.

(g) "check valve" or "anti-drain valve" means a valve located under a sprinkler head, or other location in the irrigation system, to hold water in the system to prevent drainage from sprinkler heads when the sprinkler is off.

(h) "common interest developments" means community apartment projects, condominium projects, planned developments, and stock cooperatives per Civil Code Section 1351.

(i) "compost" means the safe and stable product of controlled biologic decomposition of organic materials that is beneficial to plant growth.

(j) "conversion factor (0.62)" means the number that converts acre-inches per acre per year to gallons per square foot per year.

(k) "distribution uniformity" means the measure of the uniformity of irrigation water over a defined area.

([) "drip irrigation" means any non-spray low volume irrigation system utilizing emission devices with a flow rate measured in gallons per hour. Low volume irrigation

systems are specifically designed to apply small volumes of water slowly at or near the root zone of plants.

(m) "ecological restoration project" means a project where the site is intentionally altered to establish a defined, indigenous, historic ecosystem.

(n) "effective precipitation" or "usable rainfall" (Eppt) means the portion of total precipitation which becomes available for plant growth.

(o) "emitter" means a drip irrigation emission device that delivers water slowly from the system to the soil.

(p) "established landscape" means the point at which plants in the landscape have developed significant root growth into the soil. Typically, most plants are established after one or two years of growth.

(q) "establishment period of the plants" means the first year after installing the plant in the landscape or the first two years if irrigation will be terminated after establishment. Typically, most plants are established after one or two years of growth. Native habitat mitigation areas and trees may need three to five years for establishment.

(r) "Estimated Total Water Use" (ETWU) means the total water used for the landscape as described in Section 35.56.

(s) "ET adjustment factor" (ETAF) means a factor of0.55 for residential areas and 0.45 for non-residential areas, that, when applied to reference evapotranspiration, adjusts for plant factors and irrigation efficiency, two major influences upon the amount of water that needs to be applied to the landscape. The ETAF for new and existing (non-rehabilitated) Special Landscape Areas shall not exceed 1.0. The ETAF for existing non-rehabilitated landscapes is 0.8.

(t) "evapotranspiration rate" means the quantity of water evaporated from adjacent soil and other surfaces and transpired by plants during a specified time.

(u) "flow rate" means the rate at which water flows through pipes, valves and emission devices, measured in gallons per minute, gallons per hour, or cubic feet per second.

(v) "flow sensor" means an inline device installed at the supply point of the irrigation system that produces a repeatable signal proportional to flow rate. Flow sensors must be connected to an automatic irrigation controller, or flow monitor capable ofreceiving flow signals and operating master valves. This combination flow sensor/controller may also function as a landscape water meter or submeter.

(w) "friable" means a soil condition that is easily crumbled or loosely compacted down to a minimum depth per planting material requirements, whereby the root structure of newly planted material will be allowed to spread unimpeded.

(x) "Fuel Modification Plan Guideline" means guidelines from a local fire authority to assist residents and businesses that are developing land or building structures in a fire hazard severity zone.

(y) "graywater" means untreated wastewater that has not been contaminated by any toilet discharge, has not been affected by infectious, contaminated, or unhealthy bodily wastes, and does not present a threat from contamination by unhealthful processing, manufacturing, or operating wastes. "Graywater" includes, but is not limited to, wastewater from bathtubs, showers, bathroom washbasins, clothes washing machines, and laundry tubs, but does not include wastewater from kitchen sinks or dishwashers. Health and Safety Code Section 17922.12.

(z) "hardscapes" means any durable material (pervious and non-pervious).

(aa) "hydrozone" means a portion of the landscaped area having plants with similar water needs and rooting depth. A hydrozone may be irrigated or non-irrigated.

(bb) "infiltration rate" means the rate of water entry into the soil expressed as a depth of water per unit of time (e.g., inches per hour).

(cc) "invasive plant species" means species of plants not historically found in California that spread outside cultivated areas and can damage environmental or economic resources. Invasive species may be regulated by county agricultural agencies as noxious species. Lists of invasive plants are maintained at the California Invasive Plant Inventory and USDA invasive and noxious weeds database.

(dd) "irrigation audit" means an in-depth evaluation of the performance of an irrigation system conducted by a Certified Landscape Irrigation Auditor. An irrigation audit includes, but is not limited to: inspection, system tune-up, system test with distribution uniformity or emission uniformity, reporting overspray or runoff that causes overland flow, and preparation of an irrigation schedule. The audit must be conducted in a manner consistent with the Irrigation Association's Landscape Irrigation Auditor Certification program or other U.S. Environmental Protection Agency "Watersense" labeled auditing program.

(ee) "irrigation efficiency" (IE) means the measurement of the amount of water beneficially used divided by the amount of water applied. Irrigation efficiency is derived from measurements and estimates of irrigation system characteristics and management practices. The irrigation efficiency for purposes of this ordinance are 0.75 for overhead spray devices and 0.81 for drip systems.

(ff) "irrigation survey" means an evaluation of an irrigation system that is less detailed than an irrigation audit. An irrigation survey includes, but is not limited to: inspection, system test, and written recommendations to improve performance of the irrigation system.

(gg) "irrigation water use analysis" means an analysis of water use data based on meter readings and billing data.

(hh) "landscape architect" means a person who holds a license to practice landscape architecture in the state of California Business and Professions Code, Section 5615.

(ii) "landscape area" means all the planting areas, turf areas, and water features in a landscape design plan subject to the Maximum Applied Water Allowance calculation. The landscape area does not include footprints of buildings or structures, sidewalks, driveways, parking lots, \decks, patios, gravel or stone walks, other pervious or non-pervious hardscapes, and other non-irrigated areas designated for non-development (e.g., open spaces and existing native vegetation).

(jj) "landscape contractor" means a person licensed by the state of California to construct, maintain, repair, install, or subcontract the development of landscape systems.

(kk) "Landscape Documentation Package" means the documents required under Section 35.55.

(II) "landscape project" means total area of landscape in a project as defined in "landscape area" for the purposes of this ordinance, meeting requirements under Section 490.1.

(mm) "landscape water meter" means an inline device installed at the irrigation supply point that measures the flow of water into the irrigation system and is connected to a totalizer to record water use.

(nn) "lateral line" means the water delivery pipeline that supplies water to the emitters or sprinklers from the valve.

(oo) "local agency" means a city or county, including a charter city or charter county, that is responsible for adopting and implementing the ordinance. The local agency is also responsible for the enforcement of this ordinance, including but not limited to, approval of a permit and plan check or design review of a project.

(pp) "local water purveyor" means any entity, including a public agency, city, county, or private water company that provides retail water service.

(qq) "low volume irrigation" means the application of irrigation water at low pressure through a system of tubing or lateral lines and low-volume emitters such as drip, drip lines, and bubblers. Low volume irrigation systems are specifically designed to apply small volumes of water slowly at or near the root zone of plants.

(rr) "main line" means the pressurized pipeline that delivers water from the water source to the valve or outlet.

(ss) "master shut-off valve" is an automatic valve installed at the irrigation supply point which controls water flow into the irrigation system.

When this valve is closed water will not be supplied to the irrigation system. A master valve will greatly reduce any water loss due to a leaky station valve.

(tt) "Maximum Applied Water Allowance" (MAWA) means the upper limit of annual applied water for the established landscaped area as specified in Section 35.56. It is based upon the area's reference evapotranspiration, the ET Adjustment Factor, and the size of the landscape area. The Estimated Total Water Use shall not exceed the Maximum Applied Water Allowance. Special Landscape Areas, including recreation areas, areas permanently and solely dedicated to edible plants such as orchards and vegetable gardens, and areas irrigated with recycled water are subject to the MAWA with an ETAF not to exceed 1.0. MAWA = (ETo) (0.62) [(ETAF x LA)+ ((1-ETAF) x SLA)].

(uu) "median" is an area between opposing lanes of traffic that may be unplanted or planted with trees, shrubs, perennials, and ornamental grasses.

(vv) "microclimate" means the climate of a small, specific area that may contrast with the climate of the overall landscape area due to factors such as wind, sun exposure, plant density, or proximity to reflective surfaces.

(ww) "mined-land reclamation projects" means any surface mining operation with a reclamation plan approved in accordance with the Surface Mining and Reclamation Act of 1975.

(xx) "mulch" means any organic material such as leaves, bark, straw, compost, or inorganic mineral materials such as rocks, gravel, or decomposed granite left loose and applied to the soil surface for the beneficial purposes of reducing evaporation, suppressing weeds, moderating soil temperature, and preventing soil erosion.

(yy) "new construction" means, for the purposes of this ordinance, a new building with a landscape or other new landscape, such as a park, playground, or greenbelt without an associated building.

(zz) "non-residential landscape" means landscapes in commercial, institutional, industrial and public settings that may have areas designated for recreation or public

assembly. It also includes portions of common areas of common interest developments with designated recreational areas.

(aaa) "operating pressure" means the pressure at which the parts of an irrigation system are designed by the manufacturer to operate.

(bbb) "overhead sprinkler irrigation systems" or "overhead spray irrigation systems" means systems that deliver water through the air (e.g., spray heads and rotors).

(ccc) "overspray" means the irrigation water which is delivered beyond the target area.

(ddd) "parkway" means the area between a sidewalk and the curb or traffic lane. It may be planted or unplanted, and with or without pedestrian egress.

(eee) "permit" means an authorizing document issued by local agencies for new construction or rehabilitated landscapes.

(fff) "pervious" means any surface or material that allows the passage of water through the material and into the underlying soil.

(ggg) "plant factor" or "plant water use factor" is a factor, when multiplied by ETo, estimates the amount of water needed by plants. For purposes of this ordinance, the plant factor range for very low water use plants is 0 to 0.1 , the plant factor range for low water use plants is 0.1 to 0.3, the plant factor range for moderate water use plants is 0.4 to 0.6, and the plant factor range for high water use plants is 0. 7 to 1.0. Plant factors cited in this ordinance are derived from the publication "Water Use Classification of Landscape Species". Plant factors may also be obtained from horticultural researchers from academic institutions or professional associations as approved by the California Department of Water Resources (DWR).

(hhh) " project applicant" means the individual or entity submitting a Landscape Documentation Package required under Section 35.55, to request a permit, plan check, or design review from the local agency. A project applicant may be the property owner or his or her designee.

(iii) "rain sensor" or "rain sensing shutoff device" means a component which automatically suspends an irrigation event when it rains.

(jjj) "record drawing" or "as-builts" means a set of reproducible drawings which show significant changes in the work made during construction and which are usually based on drawings marked up in the field and other data furnished by the contractor.

(kkk) "recreational area" means areas, excluding private single family residential areas, designated for active play, recreation or public assembly in parks, sports fields, picnic grounds, amphitheaters or golf course tees, fairways, roughs, surrounds and greens.

(lll) "recycled water," "reclaimed water," or "treated sewage effluent water" means treated or recycled waste water of a quality suitable for non potable uses such as landscape irrigation and water features. This water is not intended for human consumption.

(mmm) "reference evapotranspiration" or "ETo" means a standard measurement of environmental parameters which affect the water use of plants. ETo is expressed in inches per day, month, or year as represented in Section 35.75, and is an estimate of the evapotranspiration of a large field of four- to seven-inch tall, cool-season grass that is well watered. Reference evapotranspiration is used as the basis of determining the

Maximum Applied Water Allowances so that regional differences in climate can be accommodated.

(nnn) "Regional Water Efficient Landscape Ordinance" means a local Ordinance adopted by two or more local agencies, water suppliers and other stakeholders for implementing a consistent set of landscape provisions throughout a geographical region. Regional ordinances are strongly encouraged to provide a consistent framework for the landscape industry and applicants to adhere to.

(ooo) "rehabilitated landscape" means any relandscaping project that requires a permit, plan check, or design review, meets the requirements of Section 490.1 , and the modified landscape area is equal to or greater than 2,500 square feet.

(ppp) "residential landscape" means landscapes surrounding single or multifamily homes.

(qqq) "run off' means water which is not absorbed by the soil or landscape to which it is applied and flows from the landscape area. For example, run off may result from water that is applied at too great a rate (application rate exceeds infiltration rate) or when there is a slope.

(rrr) "soil moisture sensing device" or "soil moisture sensor" means a device that measures the amount of water in the soil. The device may also suspend or initiate an irrigation event.

(sss) "soil texture" means the classification of soil based on its percentage of sand, silt, and clay.

(ttt) "Special Landscape Area" (SLA) means an area of the landscape dedicated solely to edible plants, recreational areas, areas irrigated with recycled water, or water features using recycled water.

(uuu) "sprinkler head" or "spray head" means a device which delivers water through a nozzle.

(vvv) "static water pressure" means the pipeline or municipal water supply pressure when water is not flowing.

(www) "station" means an area served by one valve or by a set of valves that operate simultaneously.

(xxx) "swing joint" means an irrigation component that provides a flexible, leak-free connection between the emission device and lateral pipeline to allow movement in any direction and to prevent equipment damage.

(yyy) "submeter" means a metering device to measure water applied to the landscape that is installed after the primary utility water meter.

(zzz) "turf' means a ground cover surface of mowed grass. Annual bluegrass, Kentucky bluegrass, Perennial ryegrass, Red fescue, and Tall fescue are cool-season grasses. Bermudagrass, Kikuyugrass, Seashore Paspalum, St. Augustine grass, Zoysiagrass, and Buffalo grass are warmseason grasses.

(aaaa) "valve" means a device used to control the flow of water in the irrigation system.

(bbbb) "water conserving plant species" means a plant species identified as having a very low or low plant factor.

(cccc) "water feature" means a design element where open water performs an aesthetic or recreational function. Water features include ponds, lakes, waterfalls, fountains, artificial streams, spas, and swimming pools (where water is artificially

supplied). The surface area of water features is included in the high water use hydrozone of the landscape area. Constructed wetlands used for on-site wastewater treatment or storm water best management practices that are not irrigated and used solely for water treatment or storm water retention are not water features and, therefore, are not subject to the water budget calculation.

(dddd) "watering window" means the time of day irrigation is allowed.

(eeee) "WUCOLS" means the Water Use Classification of Landscape Species published by the University of California Cooperative Extension and the Department of Water Resources 2014.

35.53 Provisions for New Construction or Rehabilitated Landscapes.

(a) A local agency may designate by mutual agreement, another agency, such as a water purveyor, to implement some or all of the requirements contained in this ordinance. Local agencies may collaborate with water purveyors to define each entity's specific responsibilities relating to this ordinance.

35.54 Compliance with Landscape Documentation Package.

(a) Prior to construction, the local agency shall:

(1) provide the project applicant with the ordinance and procedures for permits, plan checks or design reviews;

(2) review the Landscape Documentation Package submitted by the project applicant;

(3) approve or deny the Landscape Documentation Package;

(4) issue a permit or approve the plan check or design review for the project applicant; and

(5) upon approval of the Landscape Documentation Package, submit a copy of the Water Efficient Landscape Worksheet to the local water purveyor.

(b) Prior to construction, the project applicant shall:

(1) submit a Landscape Documentation Package to the local agency.

(c) Upon approval of the Landscape Documentation Package by the local agency, the project applicant shall:

(1) receive a permit or approval of the plan check or design review and record the date of the permit in the Certificate of Completion;

(2) submit a copy of the approved Landscape Documentation Package along with the record drawings, and any other information to the property owner or his/her designee; and

(3) submit a copy of the Water Efficient Landscape Worksheet to the local water purveyor.

35.55 Elements of the Landscape Documentation Package.

(a) The Landscape Documentation Package shall include the following six (6) elements:

(1) project information;

(A) date

(B) project applicant

(C) project address (if available, parcel and/or lot number(s))

(D) total landscape area (square feet)

(E) project type (e.g., new, rehabilitated, public, private, cemetery, homeowner-installed)

(F) water supply type (e.g., potable, recycled, well) and identify the local retail water purveyor if the applicant is not served by a private well

(G) checklist of all documents in Landscape Documentation Package

(H) project contacts to include contact information for the project applicant and property owner

(I) applicant signature and date with statement, "I agree to comply with the requirements of the water efficient landscape ordinance and submit a complete Landscape Documentation Package".

(2) Water Efficient Landscape Worksheet;

(A) hydrozone information table

(B) water budget calculations

I. Maximum Applied Water Allowance (MAWA)

2. Estimated Total Water Use (ETWU)

(3) soil management report;

(4) landscape design plan;

(5) irrigation design plan; and

(6) grading design plan.

35.56 Water Efficient Landscape Worksheet.

(a) A project applicant shall complete the Water Efficient Landscape Worksheet, available from the City, which contains information on the plant factor, irrigation method, irrigation efficiency, and area associated with each hydrozone. Calculations are then made to show that the evapotranspiration adjustment factor (ETAF) for the landscape project does not exceed a factor of 0.55 for residential areas and 0.45 for non-residential areas, exclusive of Special Landscape Areas. The ETAF for a landscape project is based on the plant factors and irrigation methods selected. The Maximum Applied Water Allowance is calculated based on the maximum ETAF allowed (0.55 for residential areas and 0.45 for non-residential areas) and expressed as annual gallons required. The Estimated Total Water Use (ETWU) is calculated based on the plants used and irrigation method selected for the landscape design. ETWU must be below the MAWA.

(1) In calculating the Maximum Applied Water Allowance and Estimated Total Water Use, a project applicant shall use the ETo values from the Reference Evapotranspiration Table in Section 35.75.

(b) Water budget calculations shall adhere to the following requirements:

(1) The plant factor used shall be from WU COLS or from horticultural researchers with academic institutions or professional associations as approved by the California Department of Water Resources (DWR). The plant factor ranges from 0 to 0.1

for very low water using plants, 0.1 to 0.3 for low water use plants, from 0.4 to 0.6 for moderate water use plants, and from 0.7 to 1.0 for high water use plants.

(2) All water features shall be included in the high water use hydrozone and temporarily irrigated areas shall be included in the low water use hydrozone.

(3) All Special Landscape Areas shall be identified and their water use calculated in the Water Efficient Landscape Worksheet, available from the City.

(4) ETAF for new and existing (non-rehabilitated) Special Landscape Areas shall not exceed 1.0.

35.57 Soil Management Report.

(a) In order to reduce runoff and encourage healthy plant growth, a soil management report shall be completed by the project applicant, or his/her designee, as follows:

(1) Submit soil samples to a laboratory for analysis and recommendations.

(A) Soil sampling shall be conducted in accordance with laboratory protocol, including protocols regarding adequate sampling depth for the intended plants.

(B) The soil analysis shall include:

1. soil texture;
2. infiltration rate determined by laboratory test or soil texture infiltration rate table;
3. pH;
4. total soluble salts;
5. sodium;
6. percent organic matter; and
7. recommendations.

(C) In projects with multiple landscape installations (i.e. production home developments) a soil sampling rate of 1 in 7 lots or approximately 15% will satisfy this requirement. Large landscape projects shall sample at a rate equivalent to 1 in 7 lots.

(2) The project applicant, or his/her designee, shall comply with one of the following:

(A) If significant mass grading is not planned, the soil analysis report shall be submitted to the local agency as part of the Landscape Documentation Package; or

(B) If significant mass grading is planned, the soil analysis report shall be submitted to the local agency as part of the Certificate of Completion.

(3) The soil analysis report shall be made available, in a timely manner, to the professionals preparing the landscape design plans and irrigation design plans to make any necessary adjustments to the design plans.

(4) The project applicant, or his/her designee, shall submit documentation verifying implementation of soil analysis report recommendations to the local agency with Certificate of Completion.

35.58 Landscape Design Plan.

(a) For the efficient use of water, a landscape shall be carefully designed and planned for the intended function of the project. A landscape design plan meeting the

following design criteria shall be submitted as part of the Landscape Documentation Package.

(1) Plant Material

(A) Any plant may be selected for the landscape, providing the Estimated Total Water Use in the landscape area does not exceed the Maximum Applied Water Allowance. Methods to achieve water efficiency shall include one or more of the following:

1. protection and preservation of native species and natural vegetation;

2. selection of water-conserving plant, tree and turf species, especially local native plants;

3. selection of plants based on local climate suitability, disease and pest resistance;

4. selection of trees based on applicable local tree ordinances or tree shading guidelines, and size at maturity as appropriate for the planting area; and

5. selection of plants from local and regional landscape program plant lists.

6. selection of plants from local Fuel Modification Plan Guidelines.

(B) Each hydrozone shall have plant materials with similar water use, with the exception of hydrozones with plants of mixed water use, as specified in Section 35.59(a)(2)(D).

(C) Plants shall be selected and planted appropriately based upon their adaptability to the climatic, geologic, and topographical conditions of the project site. Methods to achieve water efficiency shall include one or more of the following:

1. use the Sunset Western Climate Zone System which takes into account temperature, humidity, elevation, terrain, latitude, and varying degrees of continental and marine influence on local climate;

2. recognize the horticultural attributes of plants (i.e., mature plant size, invasive surface roots) to minimize damage to property or infrastructure [e.g., buildings, sidewalks, power lines]; allow for adequate soil volume for healthy root growth; and

3. consider the solar orientation for plant placement to maximize summer shade and winter solar gain.

(D) Turf is not allowed on slopes greater than 25% where the toe of the slope is adjacent to an impermeable hardscape and where 25% means 1 foot of vertical elevation change for every 4 feet of horizontal length (rise divided by run x 100 =slope percent).

(E) High water use plants, characterized by a plant factor of O. 7 to 1.0, are prohibited in street medians.

(F) A landscape design plan for projects in fire-prone areas shall address fire safety and prevention. A defensible space or zone around a building or structure is required per Public Resources Code Section 4291, subdivisions (a) and (b). Avoid fire-prone plant materials and highly flammable mulches. Refer to the local Fuel Modification Plan guidelines.

(G) The use of invasive plant species, such as those listed by the California Invasive Plant Council, is strongly discouraged.

(H) The architectural guidelines of a common interest development, which include community apartment projects, condominiums, planned developments, and stock cooperatives, shall not prohibit or include conditions that have the effect of prohibiting the use of low-water use plants as a group.

(2) Water Features

(A) Recirculating water systems shall be used for water features.

(B) Where available, recycled water shall be used as a source for decorative water features.

(C) Surface area of a water feature shall be included in the high water use hydrozone area of the water budget calculation.

(D) Pool and spa covers are highly recommended.

(3) Soil Preparation, Mulch and Amendments

(A) Prior to the planting of any materials, compacted soils shall be transformed to a friable condition. On engineered slopes, only amended planting holes need meet this requirement.

(B) Soil amendments shall be incorporated according to recommendations of the soil report and what is appropriate for the plants selected (see Section 35.57).

(C) For landscape installations, compost at a rate of a minimum of four cubic yards per 1,000 square feet of permeable area shall be incorporated to a depth of six inches into the soil. Soils with greater than 6% organic matter in the top 6 inches of soil are exempt from adding compost and tilling.

(D) A minimum three inch (3") layer of mulch shall be applied on all exposed soil surfaces of planting areas except in turf areas, creeping or rooting groundcovers, or direct seeding applications where mulch is contraindicated. To provide habitat for beneficial insects and other wildlife, up to 5 % of the landscape area may be left without mulch. Designated insect habitat must be included in the landscape design plan as such.

(E) Stabilizing mulching products shall be used on slopes that meet current engineering standards.

(F) The mulching portion of the seed/mulch slurry in hydro-seeded applications shall meet the mulching requirement.

(G) Organic mulch materials made from recycled or post-consumer shall take precedence over inorganic materials or virgin forest products unless the recycled post-consumer organic products are not locally available. Organic mulches are not required where prohibited by local Fuel Modification Plan Guidelines or other applicable local ordinances.

(b) The landscape design plan, at a minimum, shall:

(I) delineate and label each hydrozone by number, letter, or other method;

(2) identify each hydrozone as low, moderate, high water, or mixed water use. Temporarily irrigated areas of the landscape shall be included in the low water use hydrozone for the water budget calculation;

(3) identify recreational areas;

(4) identify areas permanently and solely dedicated to edible plants;

(5) identify areas irrigated with recycled water;

(6) identify type of mulch and application depth;

(7) identify soil amendments, type, and quantity;

(8) identify type and surface area of water features;

(9) identify hardscapes (pervious and non-pervious);

(I 0) identify location, installation details, and 24-hour retention or infiltration capacity of any applicable storm water best management practices that encourage on-site retention and infiltration of stormwater. Project applicants shall refer to the local agency

or regional Water Quality Control Board for information on any applicable storm water technical requirements. Storm water best management practices are encouraged in the landscape design plan and examples are provided in Section 35.68.

(11) identify any applicable rain harvesting or catchment technologies as discussed in Section 35.68 and their 24-hour retention or infiltration capacity;

(12) identify any applicable graywater discharge piping, system components and area(s) of distribution;

(13) contain the following statement: "I have complied with the criteria of the ordinance and applied them for the efficient use of water in the landscape design plan"; and

(14) bear the signature of a licensed landscape architect, licensed landscape contractor, or any other person authorized to design a landscape. (See Sections 5500.1, 5615, 5641, 5641.1, 5641.2, 5641.3, 5641.4, 5641.5, 5641.6, 6701, and 7027.5 of the Business and Professions Code, Section 832.27 of Title 16 of the California Code of Regulations, and Section 6721 of the Food and Agriculture Code.).

35.59 Irrigation Design Plan.

(a) This section applies to landscaped areas requiring permanent irrigation, not areas that require temporary irrigation solely for the plant establishment period. For the efficient use of water, an irrigation system shall meet all the requirements listed in this section and the manufacturers' recommendations. The irrigation system and its related components shall be planned and designed to allow for proper installation, management, and maintenance. An irrigation design plan meeting the following design criteria shall be submitted as part of the Landscape Documentation Package.

(I) System

(A) Landscape water meters, defined as either a dedicated water service meter or private submeter, shall be installed for all non-residential irrigated landscapes of 1,000 sq. ft. but not more than 5,000 sq ft. (the level at which Water Code section 535 applies) and residential irrigated landscapes of 5,000 sq. ft. or greater. A landscape water meter may be either:

I. a customer service meter dedicated to landscape use provided by the local water purveyor; or

2. a privately owned meter or submeter.

(B) Automatic irrigation controllers utilizing either evapotranspiration or soil moisture sensor data utilizing non-volatile memory shall be required for irrigation scheduling in all irrigation systems.

(C) If the water pressure is below or exceeds the recommended pressure of the specified irrigation devices, the installation of a pressure regulating device is required to ensure that the dynamic pressure at each emission device is within the manufacturer's recommended pressure range for optimal performance.

I. If the static pressure is above or below the required dynamic pressure of the irrigation system, pressure-regulating devices such as inline pressure regulators, booster pumps, or other devices shall be installed to meet the required dynamic pressure of the irrigation system.

2. Static water pressure, dynamic or operating pressure, and flow reading of the water supply shall be measured at the point of connection. These pressure and flow measurements shall be conducted at the design stage. If the measurements are not available at the design stage, the measurements shall be conducted at installation.

(D) Sensors (rain, freeze, wind, etc.), either integral or auxiliary, that suspend or alter irrigation operation during unfavorable weather conditions shall be required on all irrigation systems, as appropriate for local climatic conditions. Irrigation should be avoided during windy or freezing weather or during rain.

(E) Manual shut-off valves (such as a gate valve, ball valve, or butterfly valve) shall be required, as close as possible to the point of connection of the water supply, to minimize water loss in case of an emergency (such as a main line break) or routine repair.

(F) Backflow prevention devices shall be required to protect the water supply from contamination by the irrigation system. A project applicant shall refer to the applicable local agency code (i.e., public health) for additional backflow prevention requirements.

(G) Flow sensors that detect high flow conditions created by system damage or malfunction are required for all on non-residential landscapes and residential landscapes of 5000 sq. ft. or larger.

(H) Master shut-off valves are required on all projects except landscapes that make use of technologies that allow for the individual control of sprinklers that are individually pressurized in a system equipped with low pressure shut down features.

(I) The irrigation system shall be designed to prevent runoff, low head drainage, overspray, or other similar conditions where irrigation water flows onto non-targeted areas, such as adjacent property, non-irrigated areas, hardscapes, roadways, or structures.

(J) Relevant information from the soil management plan, such as soil type and infiltration rate, shall be utilized when designing irrigation systems.

(K) The design of the irrigation system shall conform to the hydrozones of the landscape design plan.

(L) The irrigation system must be designed and installed to meet, at a minimum, the irrigation efficiency criteria as described in Section 35.56 regarding the Maximum Applied Water Allowance.

(M) All irrigation emission devices must meet the requirements set in the American National Standards Institute (ANSI) standard, American Society of Agricultural and Biological Engineers'/International Code Council 's (ASABE/ICC) 802-2014 "Landscape Irrigation Sprinkler and Emitter Standard, All sprinkler heads installed in the landscape must document a distribution uniformity low quarter of 0.65 or higher using the protocol defined in ASABE/ICC 802-2014.

(N) It is highly recommended that the project applicant or local agency inquire with the local water purveyor about peak water operating demands (on the water supply system) or water restrictions that may impact the effectiveness of the irrigation system.

(O) In mulched planting areas, the use of low volume irrigation is required to maximize water infiltration into the root zone.

(P) Sprinkler heads and other emission devices shall have matched precipitation rates, unless otherwise directed by the manufacturer's recommendations.

(Q) Head to head coverage is recommended. However, sprinkler spacing shall be designed to achieve the highest possible distribution uniformity using the manufacturer's recommendations.

(R) Swing joints or other riser-protection components are required on all risers subject to damage that are adjacent to hardscapes or in high traffic areas of turf grass.

(S) Check valves or anti-drain valves are required on all sprinkler heads where low point drainage could occur.

(T) Areas less than ten (IO) feet in width in any direction shall be irrigated with subsurface irrigation or other means that produces no runoff or overspray.

(U) Overhead irrigation shall not be permitted within 24 inches of any non-permeable surface. Allowable irrigation within the setback from non-permeable surfaces may include drip, drip line, or other low flow non-spray technology. The setback area may be planted or unplanted. The surfacing of the setback may be mulch, gravel, or other porous material. These restrictions may be modified if:

1. the landscape area is adjacent to permeable surfacing and no runoff occurs; or

2. the adjacent non-permeable surfaces are designed and constructed to drain entirely to landscaping; or

3. the irrigation designer specifies an alternative design or technology, as part of the Landscape Documentation Package and clearly demonstrates strict adherence to irrigation system design criteria in Section 492. 7 (a)(!)(I). Prevention of overs pray and runoff must be confirmed during the irrigation audit.

(V) Slopes greater than 25% shall not be irrigated with an irrigation system with a application rate exceeding 0.75 inches per hour. This restriction may be modified if the landscape designer specifies an alternative design or technology, as part of the Landscape Documentation Package, and clearly demonstrates no runoff or erosion will occur. Prevention of runoff and erosion must be confirmed during the irrigation audit.

(2) Hydrozone

(A) Each valve shall irrigate a hydrozone with similar site, slope, sun exposure, soil conditions, and plant materials with similar water use.

(B) Sprinkler heads and other emission devices shall be selected based on what is appropriate for the plant type within that hydrozone.

(C) Where feasible, trees shall be placed on separate valves from shrubs, groundcovers, and turf to facilitate the appropriate irrigation of trees. The mature size and extent of the root zone shall be considered when designing irrigation for the tree.

(D) Individual hydrozones that mix plants of moderate and low water use, or moderate and high water use, may be allowed if:

1. plant factor calculation is based on the proportions of the respective plant water uses and their plant factor; or 2. the plant factor of the higher water using plant is used for calculations.

(E) Individual hydrozones that mix high and low water use plants shall not be permitted.

(F) On the landscape design plan and irrigation design plan, hydrozone areas shall be designated by number, letter, or other designation. The irrigation design plan shall also designate the areas irrigated by each valve, and assign a number to each valve. This valve number must be identified in the Hydrozone Information Table of the Water Efficient

Landscape Worksheet available from the City. This table can also assist with the irrigation audit and programming the controller.

(b) The irrigation design plan, at a minimum, shall contain:

(1) location and size of separate water meters for landscape;

(2) location, type and size of all components of the irrigation system, including controllers, main and lateral lines, valves, sprinkler heads, moisture sensing devices, rain switches, quick couplers, pressure regulators, and backflow prevention devices;

(3) static water pressure at the point of connection to the public water supply;

(4) flow rate (gallons per minute), application rate (inches per hour), and design operating pressure (pressure per square inch) for each station;

(5) recycled water irrigation systems as specified in Section 35.66;

(6) the following statement: "I have complied with the criteria of the ordinance and applied them accordingly for the efficient use of water in the irrigation design plan"; and

(7) the signature of a licensed landscape architect, certified irrigation designer, licensed landscape contractor, or any other person authorized to design an irrigation system. (See Sections 5500.1, 5615, 5641, 5641.1, 5641.2, 5641.3, 5641.4, 5641.5, 5641.6, 6701, and 7027.5 of the Business and Professions Code, Section 832.27 ofTitle16 of the California Code of Regulations, and Section 6721 of the Food and Agricultural Code.)

35.60 Grading Design Plan.

(a) For the efficient use of water, grading of a project site shall be designed to minimize soil erosion, runoff, and water waste. A grading plan shall be submitted as part of the Landscape Documentation Package. A comprehensive grading plan prepared by a civil engineer for other local agency permits satisfies this requirement.

(1) The project applicant shall submit a landscape grading plan that indicates finished configurations and elevations of the landscape area including:

(A) height of graded slopes;

(B) drainage patterns;

(C) pad elevations;

(D) finish grade; and

(E) storm water retention improvements, if applicable.

(2) To prevent excessive erosion and runoff, it is highly recommended that project applicants:

(A) grade so that all irrigation and normal rainfall remains within property lines and does not drain on to non-permeable hardscapes;

(B) avoid disruption of natural drainage patterns and undisturbed soil; and

(C) avoid soil compaction in landscape areas.

(3) The grading design plan shall contain the following statement: "I have complied with the criteria of the ordinance and applied them accordingly for the efficient use of water in the grading design plan" and shall bear the signature of a licensed professional as authorized by law.

35.61 Certificate of Completion.

(a) The Certificate of Completion, for which the form is available from the City, shall include the following six (6) elements:

(1) project information sheet that contains:

(A) date;

(B) project name;

(C) project applicant name, telephone, and mailing address;

(D) project address and location; and

(E) property owner name, telephone, and mailing address;

(2) certification by either the signer of the landscape design plan, the signer of the irrigation design plan, or the licensed landscape contractor that the landscape project has been installed per the approved Landscape Documentation Package;

(A) where there have been significant changes made in the field during construction, these "as-built" or record drawings shall be included with the certification;

(B) A diagram of the irrigation plan showing hydrozones shall be kept with the irrigation controller for subsequent management purposes.

(3) irrigation scheduling parameters used to set the controller (see Section 35.62);

(4) landscape and irrigation maintenance schedule (see Section 35.63);

(5) irrigation audit report (see Section 35.64); and

(6) soil analysis report, if not submitted with Landscape Documentation Package, and documentation verifying implementation of soil report recommendations (see Section 35.57).

(b) The project applicant shall:

0) submit the signed Certificate of Completion to the local agency for review;

(2) ensure that copies of the approved Certificate of Completion are submitted to the local water purveyor and property owner or his or her designee.

(c) The local agency shall:

(1) receive the signed Certificate of Completion from the project applicant;

(2) approve or deny the Certificate of Completion. If the Certificate of Completion is denied, the local agency shall provide information to the project applicant regarding reapplication, appeal, or other assistance.

35.62 Irrigation Scheduling.

(a) For the efficient use of water, all irrigation schedules shall be developed, managed, and evaluated to utilize the minimum amount of water required to maintain plant health. Irrigation schedules shall meet the following criteria:

(1) Irrigation scheduling shall be regulated by automatic irrigation controllers.

(2) Overhead irrigation shall be scheduled between 8:00 p.m. and 10:00 a.m. unless weather conditions prevent it. If allowable hours of irrigation differ from the local water purveyor, the stricter of the two shall apply. Operation of the irrigation system outside the normal watering window is allowed for auditing and system maintenance.

(3) For implementation of the irrigation schedule, particular attention must be paid to irrigation run times, emission device, flow rate, and current reference evapotranspiration, so that applied water meets the Estimated Total Water Use. Total

annual applied water shall be less than or equal to Maximum Applied Water Allowance (MAWA). Actual irrigation schedules shall be regulated by automatic irrigation controllers using current reference evapotranspiration data (e.g., CIMIS) or soil moisture sensor data.

(4) Parameters used to set the automatic controller shall be developed and submitted for each of the following:

(A) the plant establishment period;

(B) the established landscape; and

(C) temporarily irrigated areas.

(5) Each irrigation schedule shall consider for each station all of the following that apply:

(A) irrigation interval (days between irrigation);

(B) irrigation run times (hours or minutes per irrigation event to avoid runoff);

(C) number of cycle starts required for each irrigation event to avoid runoff;

(D) amount of applied water scheduled to be applied on a monthly basis;

(E) application rate setting;

(F) root depth setting;

(G) plant type setting;

(H) soil type;

(I) slope factor setting;

(J) shade factor setting; and

(K) irrigation uniformity or efficiency setting.

35.63 Landscape and Irrigation Maintenance Schedule

(a) Landscapes shall be maintained to ensure water use efficiency. A regular maintenance schedule shall be submitted with the Certificate of Completion.

(b) A regular maintenance schedule shall include, but not be limited to, routine inspection; auditing, adjustment and repair of the irrigation system and its components; aerating and dethatching turf areas; topdressing with compost, replenishing mulch; fertilizing; pruning; weeding in all landscape areas, and removing obstructions to emission devices. Operation of the irrigation system outside the normal watering window is allowed for auditing and system maintenance.

(c) Repair of all irrigation equipment shall be done with the originally installed components or their equivalents or with components with greater efficiency.

(d) A project applicant is encouraged to implement established landscape industry sustainable Best Practices for all landscape maintenance activities.

35.64 Irrigation Audit, Irrigation Survey, and Irrigation Water Use Analysis.

(a) All landscape irrigation audits shall be conducted by a local agency landscape irrigation auditor or a third party certified landscape irrigation auditor. Landscape audits shall not be conducted by the person who designed the landscape or installed the landscape.

(b) In large projects or projects with multiple landscape installations (i.e. production home developments) an auditing rate of 1 in 7 lots or approximately 15% will satisfy this requirement.

(c) For new construction and rehabilitated landscape projects installed after December 1, 2015, as described in Section 490.1:

(1) the project applicant shall submit an irrigation audit report with the Certificate of Completion to the local agency that may include, but is not limited to: inspection, system tune-up, system test with distribution uniformity, reporting overspray or run off that causes overland flow, and preparation of an irrigation schedule, including configuring irrigation controllers with application rate, soil types, plant factors, slope, exposure and any other factors necessary for accurate programming;

(2) the local agency shall administer programs that may include, but not be limited to, irrigation water use analysis, irrigation audits, and irrigation surveys for compliance with the Maximum Applied Water Allowance.

35.65 Irrigation Efficiency.

(a) For the purpose of determining Estimated Total Water Use, average irrigation efficiency is assumed to be 0. 75 for overhead spray devices and 0.81 for drip system devices.

35.66 Recycled Water.

(a) The installation of recycled water irrigation systems shall allow for the current and future use of recycled water.

(b) All recycled water irrigation systems shall be designed and operated in accordance with all applicable local and State laws.

(c) Landscapes using recycled water are considered Special Landscape Areas. The ET Adjustment Factor for new and existing (non-rehabilitated) Special Landscape Areas shall not exceed 1.0.

35.67 Graywater Systems

(a) Graywater systems promote the efficient use of water and are encouraged to assist in on-site landscape irrigation. All graywater systems shall conform to the California Plumbing Code (Title 24, Part 5, Chapter 16) and any applicable local ordinance standards. Refer to Section 35.51(d) for the applicability of this ordinance to landscape areas less than 2,500 square feet with the Estimated Total Water Use met entirely by graywater.

35.68 Stormwater Management and Rainwater Retention.

(a) Stormwater management practices minimize runoff and increase infiltration which recharges groundwater and improves water quality. Implementing stormwater best management practices into the landscape and grading design plans to minimize runoff and to increase on-site rainwater retention and infiltration are encouraged.

(b) Project applicants shall refer to the local agency or Regional Water Quality Control Board for information on any applicable stormwater technical requirements.

(c) All planted landscape areas are required to have friable soil to maximize water retention and infiltration. Refer to Section 35.58(a)(3).

(d) It is strongly recommended that landscape areas be designed for capture and infiltration capacity that is sufficient to prevent runoff from impervious surfaces (i.e. roof and paved areas) from either: the one inch, 24-hour rain event or (2) the 85th percentile, 24-hour rain event, and/or additional capacity as required by any applicable local, regional, state or federal regulation.

(e) It is recommended that storm water projects incorporate any of the following elements to improve on-site storm water and dry weather runoff capture and use:

(1) Grade impervious surfaces, such as driveways, during construction to drain to vegetated areas.

(2) Minimize the area of impervious surfaces such as paved areas, roof and concrete driveways.

(3) Incorporate pervious or porous surfaces (e.g., gravel, permeable pavers or blocks, pervious or porous concrete) that minimize runoff.

(4) Direct runoff from paved surfaces and roof areas into planting beds or landscaped areas to maximize site water capture and reuse.

(5) Incorporate rain gardens, cisterns, and other rain harvesting or catchment systems.

(6) Incorporate infiltration beds, swales, basins and drywells to capture storm water and dry weather runoff and increase percolation into the soil.

(7) Consider constructed wetlands and ponds that retain water, equalize excess flow, and filter pollutants.

35.69 Public Education

(a) Publications. Education is a critical component to promote the efficient use of water in landscapes. The use of appropriate principles of design, installation, management and maintenance that save water is encouraged in the community.

(1) A local agency or water supplier/purveyor shall provide information to owners of permitted renovations and new, single-family residential homes regarding the design, installation, management, and maintenance of water efficient landscapes based on a water budget.

(b) Model Homes. All model homes that are landscaped shall use signs and written information to demonstrate the principles of water efficient landscapes described in this ordinance.

(1) Signs shall be used to identify the model as an example of a water efficient landscape featuring elements such as hydrozones, irrigation equipment, and others that contribute to the overall water efficient theme. Signage shall include information about the site water use as designed per the local ordinance; specify who designed and installed the water efficient landscape; and demonstrate low water use approaches to landscaping such as using native plants, graywater systems, and rainwater catchment systems.

(2) Information shall be provided about designing, installing, managing, and maintaining water efficient landscapes.

35.70 Provisions for Existing Landscaping.

(a) A local agency may by mutual agreement, designate another agency, such as a water purveyor, to implement some or all of the requirements contained in this ordinance. Local agencies may collaborate with water purveyors to define each entity's specific responsibilities relating to this ordinance.

35.71 Irrigation Audit, Irrigation Survey, and Irrigation Water Use Analysis.

(a) This section shall apply to all existing landscapes that were installed before December 1, 2015 and are over one acre in size.

(1) For all landscapes described in Section 35.71 (a) that have a water meter, the local agency shall administer programs that may include, but not be limited to, irrigation water use analyses, irrigation surveys, and irrigation audits to evaluate water use and provide recommendations as necessary to reduce landscape water use to a level that does not exceed the Maximum Applied Water Allowance for existing landscapes. The Maximum Applied Water Allowance for existing landscapes shall be calculated as: MAWA= (0.8) (ETo) (LA) (0.62).

(2) For all landscapes described in Section 35.7l(a), that do not have a meter, the local agency shall administer programs that may include, but not be limited to, irrigation surveys and irrigation audits to evaluate water use and provide recommendations as necessary in order to prevent water waste.

(b) All landscape irrigation audits shall be conducted by a certified landscape irrigation auditor.

35.72 Water Waste Prevention.

(a) Local agencies shall prevent water waste resulting from inefficient landscape irrigation by prohibiting runoff from leaving the target landscape due to low head drainage, overspray, or other similar conditions where water flows onto adjacent property, non-irrigated areas, walks, roadways, parking lots, or structures. Penalties for violation of these prohibitions shall be established locally.

(b) Restrictions regarding overspray and runoff may be modified if:

(1) the landscape area is adjacent to permeable surfacing and no runoff occurs; or

(2) the adjacent non-permeable surfaces are designed and constructed to drain entirely to landscaping.

35.73 Effective Precipitation.

(a) A local agency may consider Effective Precipitation (25% of annual precipitation) in tracking water use and may use the following equation to calculate Maximum Applied Water Allowance:

MAWA= (ETo - Eppt) (0.62) [(0.55 x LA)+ (045 x SLA)] for residential areas.

MAWA= (ETo--EPPT) (0.62) [(045 x LA)+ (0 .55 x SLA)] for nonresidential areas.

35.74 Penalties.

(a) In additional to any other authority available to enforce violations of this Municipal Code, the City may establish and administer additional penalties to the project applicant for non-compliance with the ordinance to the extent permitted by law.

35.75 Reference Evapotranspiraton (ETo) Table.

Table A — South Pasadena Reference Evapotranspiration (2015)												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Year
2.1	2.7	3.7	4.7	5.1	6.0	7.1	6.7	5.6	4.2	2.6	2	52.3

35.76 Prescriptive Compliance Option.

(a) This section contains prescriptive requirements which may be used as a compliance option to the Model Water Efficient Landscape Ordinance.

(b) Compliance with the following items is mandatory and must be documented on a landscape plan in order to use the prescriptive compliance option:

(1) Submit a Landscape Documentation Package which includes the following elements:

(A) date

(B) project applicant

(C) project address (if available, parcel and/or lot number(s))

(D) total landscape area (square feet), including a breakdown of turf and plant material

(E) project type (e.g., new, rehabilitated, public, private, cemetery, homeowner-installed)

(F) water supply type (e.g., potable, recycled, well) and identify the local retail water purveyor if the applicant is not served by a private well

(G) contact information for the project applicant and property owner (H) applicant signature and date with statement, "I agree to comply with the requirements of the prescriptive compliance option to the MWELO".

(2) Incorporate compost at a rate of at least four cubic yards per 1,000 square feet to a depth of six inches into landscape area (unless contra-indicated by a soil test);

(3) Plant material shall comply with all of the following;

(A) For residential areas, install climate adapted plants that require occasional, little or no summer water (average WUCOLS plant factor 0.3) for 75% of the plant area excluding edibles and areas using recycled water; For non-residential areas, install climate adapted plants that require occasional, little or no summer water (average WUCOLS plant factor 0.3) for 100% of the plant area excluding edibles and areas using recycled water;

(B) A minimum three inch (3") layer of mulch shall be applied on all exposed soil surfaces of planting areas except in turf areas, creeping or rooting groundcovers, or direct seeding applications where mulch is contraindicated.

(4) Turf shall comply with all of the following:

(A) Turf shall not exceed 25% of the landscape area in residential areas, and there shall be no turf in non-residential areas;

(B) Turf shall not be planted on sloped areas which exceed a slope of 1 foot vertical elevation change for every 4 feet of horizontal length;

(C) Turf is prohibited in parkways less than 10 feet wide, unless the parkway is adjacent to a parking strip and used to enter and exit vehicles. Any turf in parkways must be irrigated by sub-surface irrigation or by other technology that creates no overspray or runoff.

(5) Irrigation systems shall comply with the following:

(A) Automatic irrigation controllers are required and must use evapotranspiration or soil moisture sensor data and utilize a rain sensor.

(B) Irrigation controllers shall be of a type which does not lose programming data in the event the primary power source is interrupted.

(C) Pressure regulators shall be installed on the irrigation system to ensure the dynamic pressure of the system is within the manufacturers recommended pressure range.

(D) Manual shut-off valves (such as a gate valve, ball valve, or butterfly valve) shall be installed as close as possible to the point of connection of the water supply.

(E) All irrigation emission devices must meet the requirements set in the ANSI standard, ASABE/ICC 802-2014. "Landscape Irrigation Sprinkler and Emitter Standard," All sprinkler heads installed in the landscape must document a distribution uniformity low quarter of 0.65 or higher using the protocol defined in ASABE/ICC 802-2014.

(F) Areas less than ten (IO) feet in width in any direction shall be irrigated with subsurface irrigation or other means that produces no runoff or overspray.

(6) For non-residential projects with landscape areas of 1,000 sq. ft. or more, a private submeter(s) to measure landscape water use shall be installed.

(c) At the time of final inspection, the permit applicant must provide the owner of the property with a certificate of completion, certificate of installation, irrigation schedule and a schedule of landscape and irrigation maintenance.

SECTION 2. The adoption of this ordinance is exempt from review under the California Environmental Quality Act (CEQA) because the City is required by state law to adopt this ordinance and as such this action is ministerial. Additionally, the adoption of this ordinance is exempt from review under CEQA under CEQA Guidelines Section 15307 as an ordinance adopted to protect natural resources and under CEQA Guidelines Section 15308 as an ordinance adopted to protect the environment.

SECTION 3. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held to be invalid or unconstitutional by the final decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council declares that it would have adopted this Ordinance, and each section, subsection, sentence, clause, phrase or portion thereof, irrespective of the fact that any one or more sections, subsections, phrases or portions might be declared invalid or unconstitutional.

SECTION 4. 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 3rd day of February, 2016.

_____
Diana Mahmud, Mayor

ATTEST:

_____
Evelyn G. Zneimer, City Clerk
(seal)

APPROVED AS TO FORM:

_____
Teresa L. Highsmith, City Attorney

Date: _____

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 3rd day of February, 2016, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

_____
Evelyn G. Zneimer, City Clerk
(seal)

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City of South Pasadena
Agenda Report

Diana Mahmud, Mayor
Michael A. Cacciotti, Mayor Pro Tem
Robert S. Joe, Councilmember
Marina Khubesrian, M.D., Councilmember
Richard D. Schneider, M.D., Councilmember

Evelyn G. Zneimer, City Clerk
Gary E. Pia, City Treasurer

COUNCIL AGENDA:	February 3, 2016
TO:	Honorable Mayor and City Council
VIA:	Sergio Gonzalez, City Manager
FROM:	David Batt, Finance Director
SUBJECT:	**Discretionary Fund Requests From Mayor Mahmud in the Amount of $300, Mayor Pro Tem Cacciotti in the Amount of $200, and Councilmember Joe in the Amount of $200 for the Purpose of the Special Needs Education Conference to be held on March 12, 2016**

Recommendation
It is recommended that the City Council approve the discretionary fund requests by Mayor Mahmud designating $300, Mayor Pro Tem Cacciotti designating $200, and Councilmember Joe designating $200 for the purpose of the South Pasadena Council Parent-Teacher Association (PTA) Special Needs Education Conference.

Fiscal Impact
Funds are available in the Fiscal Year (FY) 2015-16 Budget.

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 2015-16 Budget with $20,000 in the Discretionary Fund, $4,000 designated for each councilmember. Discretionary funds must be used for a public purpose benefiting the City of South Pasadena.

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 following table displays the current Discretionary Fund balances and excludes the requests being considered in this staff report.

AGENDA ITEM 12

discretionary funds to cover costs associated with the South Pasadena Council PTA Special Needs Conference to be held on March 12, 2016.

City Councilmembers Discretionary Funds
Fiscal Year 2014/15

Date		Cacciotti	Joe	Khubesrian	Mahmud	Schneider
	Prior Year Balance >	$5,000	$5,000	$6,350	$2,000	$6,700
Pledged	Plus Current Year Balance >	$4,000	$4,000	$4,000	$4,000	$4,000
	Total	*9,000*	*9,000*	*10,350*	*6,000*	*10,700*
9/2/2014	Tourn. of Roses Souvenir Booth	2,072				
9/2/2014	10th Anniversary of the Nature Park	250	250			
11/5/2014	Materials for "Tough Guise 2"			650		
4/8/2015	Eddie Park Bridge Project	200				
4/8/2015	Acquire Leo Politi Sculpture					3,000
4/22/2015	Host City for Special Olympics		1,000			
4/22/2015	Community Garden				1,000	
5/6/2015	Acquire Leo Politi Sculpture			2,000		
5/6/2015	Host City for Special Olympics			1,000		
5/6/2015	Community Garden			700		
5/20/2015	Acquire Leo Politi Sculpture		800			
6/3/2015	Greenest Fastest Mile	250				
	YTD Appropriations	*2,772*	*2,050*	*4,350*	*1,000*	*3,000*
Available at 6/30/15		**$6,228**	**$6,950**	**$6,000**	**$5,000**	**$7,700**

City Councilmembers Discretionary Funds
Fiscal Year 2015/16

Date		Cacciotti	Joe	Khubesrian	Mahmud	Schneider
	Prior Year Balance >	$6,228	$6,950	$6,000	$5,000	$7,700
Pledged	Plus Current Year Balance >	$4,000	$4,000	$4,000	$4,000	$4,000
	Total	*$10,228*	*$10,950*	*$10,000*	*$ 9,000*	*$11,700*
8/19/2015	Commemorative Coins		500			
1/6/2016	Monarch Butterfly Waystation				600	
	YTD Appropriations	*0*	*500*	*0*	*600*	*0*
Available at 2/3/16		**$10,228**	**$10,450**	**$10,000**	**$8,400**	**$11,700**

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 and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

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South Pasadena Council PTA

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Special Needs Committee

January 6, 2016

South Pasadena City Council
1414 Mission Street
South Pasadena, California 91030

Dear Mayor Mahmud and South Pasadena City Council Members,

The South Pasadena Special Needs Committee is asking for your support in sponsoring a conference on **special needs education** to be held on March 12, 2016. The conference will provide vital information and support to families, teachers, professionals, and community members in South Pasadena and the surrounding areas.

Now in its 4th year, this free, volunteer-staffed conference will draw approximately 200 participants to a series of workshops on a variety of topics pertinent to students and others with special needs, including: Choosing medications for students with ADHD; Use of internet "apps," recently developed for autistic students; Helping students transition from high school to the working world. The conference will also feature an information fair including upwards of 30 local vendors and agencies providing services relevant to the special needs community.

We are seeking funds to help offset the costs of speaker fees, marketing, janitorial and technology staff, food and refreshments. We hope that you will consider a $1,000.00 donation towards our community event (perhaps $200.00 from each councilperson's discretionary account?). As most of you already know, this conference has been in the past a huge success, drawing participants from throughout the special needs community – students, parents, vendor and agencies – from South Pasadena, an our surrounding communities. We hope you will seriously consider our request.

I've enclosed a couple of programs from previous conferences to give you a better idea of the event. Thank you for your time and consideration. Please feel free to contact Lourdes or myself if you have any questions.

Sincerely,

Diane Lasell
Special Needs Conference Co-Chair
Diane.lasell@gmail.com
213-324-1072

Lourdes Nonato
Special Needs Conference Co-Chair
Lbnonato@gmail.com
626-379-1692

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

Diana Mahmud, Mayor
Michael A. Cacciotti, Mayor Pro Tem
Robert S. Joe, Councilmember
Marina Khubesrian, M.D., Councilmember
Richard D. Schneider, M.D., Councilmember

Evelyn G. Zneimer, City Clerk
Gary E. Pia, City Treasurer

COUNCIL AGENDA:	February 3, 2016
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, 2015**

Recommendation
It is recommended that the City Council receive and file the City of South Pasadena's (City) Comprehensive Annual Financial Report (CAFR) for the Fiscal Year (FY) ending June 30, 2015.

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 (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 is 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

AGENDA ITEM 13

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, demographic data, and performance measurements.

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 2014-15, the accounting firm of Moss, Levy, & Hartzheim, LLP 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 2014-15:

- The assets of the City exceeded its liabilities at the close of the most recent fiscal year by $72,684,133. Of this amount, $13,287,236 may be used to meet the government's ongoing obligations to citizens and creditors.
- The City's total net position increased by $7,125,194, prior to any restatement of the financial statements. The City's net position decreased by $19,785,350 as result of the restatement of $26,910,544 due to the City implementing Governmental Accounting Standards Board (GASB) Statement No. 68, Accounting and Financial Reporting for Pensions and GASB No. 71, Pension Transition for Contributions Made Subsequent to the Measurement Date. In addition, the City understated the Arroyo Seco Golf Course's capital assets, related depreciation, and inventory, and overstated the City's General Fund accounts receivable and inventory.
- At the close of the current Fiscal Year, the City's governmental funds reported combined fund balances of $21,715,406 an increase of $2,064,346. Of this amount, $12,551,796 or approximately 58% 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 $13,124,419, or 56.2% of the total General Fund Expenditures.
- The City's net capital assets increased $9,540,969 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, 2015 and 2014

	Governmental Activities		Business-Type Activities		Total	
	2015	2014	2015	2014	2015	2014
Current and other assets	$24,186,235	$22,142,894	$32,758,361	$36,780,939	$56,944,596	$58,923,833
Capital assets	63,669,718	62,878,901	42,697,638	33,947,486	106,367,356	96,826,387
Total assets	$87,855,953	$85,021,795	$75,455,999	$70,728,425	$163,311,952	$155,750,220
Deferred outflow of resources	1,944,874	-	168,479	-	2,113,353	-
Long-term liabilities outstanding	$28,220,246	$7,598,596	$52,085,102	$48,378,867	$80,305,348	$55,977,463
Other liabilities	2,288,108	2,752,880	3,637,574	4,550,394	5,925,682	7,303,274
Total liabilities	$30,508,354	$10,351,476	$55,722,676	$52,929,261	$86,231,030	$63,280,737
Deferred inflow of resources	6,008,408	-	501,734	-	6,510,142	-
Net position:						
Net investment in capital assets	$63,611,268	$62,764,726	$(8,855,140)	$10,855,319	$54,756,128	$73,620,045
Restricted	4,640,769	3,184,841	-	-	4,640,769	3,184,841
Unrestricted	(14,967,972)	8,720,752	28,255,208	6,943,845	13,287,236	15,664,597
Total Net position	$53,284,065	$74,670,319	$19,400,068	$17,799,164	$72,684,133	$92,469,483

The table above presents a summarized version of the City's Statement of Net Position for FY 2014-15, 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, assets exceeded liabilities by $72,684,133 at the close of the most recent Fiscal Year. This represents a decrease of $19,785,350 or 21.4% from the prior year, primarily due to the City implementing GASB Statement No. 68, Accounting and Financial Reporting for Pensions and GASB No. 71, Pension Transition for Contributions Made Subsequent to the Measurement Date. Capital assets are by

far the largest portion of the City's net position; $54,756,128 or 75.33% 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 $4,640,769 represents special revenue resources that are subject to external restrictions on how they may be used. Unrestricted net position shows a balance of $13,287,236 which may be used to further the purposes of the funds.

City of South Pasadena Changes in Net Position
As of June 30, 2015 and 2014

	Gov Activities 2015	Gov Activities 2014	Bus-Type Activities 2015	Bus-Type Activities 2014	Total 2015	Total 2014
Program revenues:						
Charges for services	$5,817,672	$4,941,979	$11,181,675	$11,664,711	$16,999,347	$16,696,690
Operating contributions and grants	934,186	1,260,638	-	-	934,186	1,260,638
Capital contributions and grants	1,220,504	1,300,814	-	-	1,220,504	1,210,814
General revenues:						
Property taxes	11,779,438	11,462,585	-	-	11,779,438	11,462,585
Other taxes	8,781,198	8,631,269	-	-	8,781,198	8,631,269
Intergovernmental	-	-	-	-	-	-
Use of Money & Property	542,196	498,208	32,205	28,372	574,401	526,580
Other	70,188	32,823	184,786	10,143	254,974	42,966
Transfers	87,000	-	(87,000)	-	-	-
Total revenues	$29,232,382	$28,128,316	$11,311,666	$11,703,226	$40,544,048	$39,831,542
Expenses:						
General government	$4,354,683	$5,039,084	$ -	$ -	$4,354,683	$5,039,084
Public safety	12,363,366	11,012,625	-	-	12,363,366	11,012,625
Public works	5,578,457	4,990,390	-	-	5,578,457	4,990,390
Community Services	3,336,626	3,132,433	-	-	3,336,626	3,132,433
Community Development	1,116,084	918,665	-	-	1,116,084	918,665
Interest on long-term debt	4,335	4,465	-	-	4,335	4,465
Water	-	-	4,772,647	5,804,509	4,772,647	5,804,509
Sewer	-	-	968,996	998,603	968,996	998,603
Golf Course	-	-	923,660	930,255	923,660	930,255
Total expenses	$26,753,551	$25,097,662	$6,665,303	$7,733,367	$33,418,854	$32,831,029
Increase in net position	$2,478,831	$3,030,654	$4,646,363	$3,969,859	$7,125,194	$7,000,513
Net position - July 1, 2014	74,670,319	71,612,284	17,799,164	13,829,305	92,469,483	85,441,589
Restatement of Net position	(23,865,085)	27,381	(3,045,459)	0	(26,910,544)	27,381
Net position - June 30, 2015	$53,284,065	$74,670,319	$19,400,068	$17,799,164	$72,684,133	$85,441,589

Governmental activities net position decreased by $21,386,254 as result of the restatement due to the City implementing GASB Statement No. 68, Accounting and Financial Reporting for Pensions and GASB No. 71, Pension Transition for Contributions Made Subsequent to the Measurement Date.

Other key elements to consider without the restatement due to implementing GASB No. 68 and 71:

- Total taxes from governmental activities, increased by $466,782 (2%) from the prior year due primarily to an increase in property taxes collected. 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 $401,468.
- Charges for services increased by $875,693 primarily due to an increase in building permits fees, growth management fees, and park impact fees collected in FY 2014-15, $230,449, $107,042 and $307,786 respectively. The City also entered into a Tri-City Fire Command Sharing agreement with the Cities of San Gabriel and San Marino; the reimbursement collected was $230,267 in FY 2014-15.
- Investment earnings increased by $43,988 (8.8%) during the year. This was primarily a result of reallocation of investments and increase in yields.
- Governmental activities expense increased by $1,655,889 (6.6%) during FY 2015 due mainly to an increase in capital outlays.

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, 2015
2. Summary Financial Information for the Fiscal Year Ending June 30, 2015

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ATTACHMENT 1

Comprehensive Annual Financial Report for the
Fiscal Year Ending June 30, 2015

CITY OF SOUTH PASADENA, CALIFORNIA

COMPREHENSIVE ANNUAL FINANCIAL REPORT

FISCAL YEAR ENDED JUNE 30, 2015

PREPARED BY: FINANCE DEPARTMENT

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CITY OF SOUTH PASADENA

COMPREHENSIVE ANNUAL FINANCIAL REPORT
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

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CITY OF SOUTH PASADENA

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CITY OF SOUTH PASADENA

COMPREHENSIVE ANNUAL FINANCIAL REPORT
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

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INTRODUCTORY SECTION

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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, 2015

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 Moss, Levy & Hartzheim, 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, 2015, 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, 2015, 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.

OLD WATERING TROUGH

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 26,174. 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 2014/15, the City of South Pasadena, the greater Los Angeles region and the State of California, have shown 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 4.6% for the 2014/15 tax roll, while Los Angeles County experienced an increase in assessed values of 6.1% over the prior year due to a strong rebound in residential real estate values. In the City of South Pasadena, assessed values increased by $170 million over FY 2013/14. Property taxes have demonstrated consistent 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.

The Utility Users Tax (UUT) is the second largest revenue source for the General Fund, at $3.4 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. However, with the dissolution of redevelopment agencies and the shifting of the former property tax increment back to affected taxing agencies, the City has been recovering some of this lost revenue.

Long-Term Financial Planning for Infrastructure. In 2009, the City established a long-range vision for its sewer and water enterprises by issuing bonds and adjusting charges for service to finance many critically needed improvements. Since then, the water and sewer rates needed for the restoration and rehabilitation of the aging water and sewer infrastructure have increased by over 100%. Since 2009, the City has spent $17.3 million upgrading the water system, and $3 million upgrading the sewer system. The City expects to spend an additional $24 million over the next two years on these projects. For the last three fiscal years, the City Council has also voted to commit at least $2 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, 2014. 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 28 consecutive years (fiscal years ended 1987 through 2014). 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 extended to the firm of Moss, Levy & Hartzheim for their contributions towards improving 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, 2014

Executive Director/CEO

CITY OF SOUTH PASADENA, CALIFORNIA

OFFICIALS OF THE CITY OF SOUTH PASADENA

CITY COUNCIL

Robert S. Joe
Mayor

Diana Mahmud
Mayor Pro Tempore

Michael A. Cacciotti
Councilmember

Marina Khubesrian, M.D.
Councilmember

Richard D. Schneider, M.D.
Councilmember

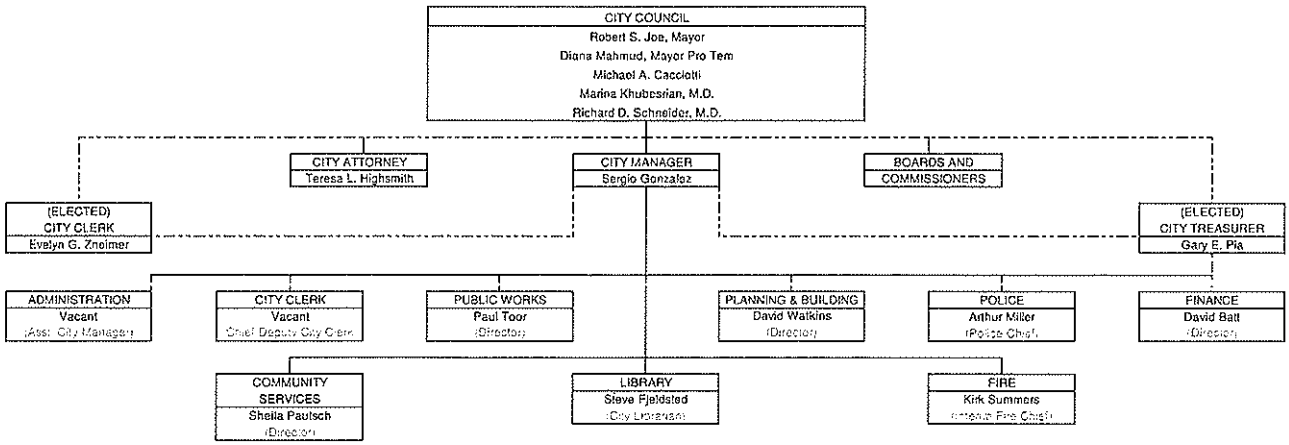
ADMINISTRATION AND DEPARTMENT HEADS

City Manager	Sergio Gonzalez
Assistant City Manager	Vacant
City Clerk	Evelyn G. Zneimer
City Treasurer	Gary E. Pia
Director of Finance	David Batt
Director of Public Works	Paul Toor
Director of Planning and Building	David Watkins
Chief Deputy City Clerk	Vacant
Director of Library, Arts, and Culture	Steve Fjeldsted
Police Chief	Arthur Miller
Fire Chief	Kirk Summers
Director of Community Services City	Sheila Pautsch
Attorney	Teresa L. Highsmith

CITY OF SOUTH PASADENA

ORGANIZATIONAL CHART

2014 - 2015



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FINANCIAL SECTION

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MOSS, LEVY & HARTZHEIM LLP
CERTIFIED PUBLIC ACCOUNTANTS

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INDEPENDENT AUDITOR'S REPORT

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

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information for the City of South Pasadena, California (the "City") as of and for the fiscal year ended June 30, 2015, 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.

Auditor's 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 City'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 City'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.

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Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of the City, as of June 30, 2015, and the respective changes in financial position, and where applicable, cash flows thereof, for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

Changes in Accounting Principles

As discussed in note 1 to the basic financial statements effective July 1, 2014, the City adopted Governmental Accounting Standards Board (GASB) Statement No. 68, *Accounting and Financial Reporting for Pensions* and Statement No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date.* 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 Management's Discussion and Analysis, Budgetary Comparison Schedule – General Fund, Schedule of Changes in the Net Pension Liability and Related Ratios, and Schedule of Pension Contributions on page 4 through 11 and 59 through 68 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 performed 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 Fund Nonmajor Financial Statements, Budgetary Comparison Schedules – Nonmajor Funds, and Statistical Section listed in the table of contents, 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 Budgetary Comparison Schedules – Nonmajor Funds, listed in the table of contents, are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

The Introductory and Statistical Section, as listed in the table of contents, 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 assurance on them.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated December 22, 2015, 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 the City's internal control over financial reporting and compliance.

Moss, Levy & Hartzheim

Moss, Levy & Hartzheim, LLP
Culver City, California
December 22, 2015

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, 2015. 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 $72,684,133. Unrestricted net position in an amount of ($9,815,892) is due to implementation of GASB Statement No. 68 during the fiscal year.

- The City's total net position increased by $7,125,194, prior to any restatement of the financial statements. The City's net position decreased by $19,785,350 as result of the restatement of $26,910,544 due to the City implementing GASB Statement No. 68, *Accounting and Financial Reporting for Pensions* and GASB No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date.* In addition, the City understated the Golf Course's capital assets, related depreciation, and inventory, and overstated the City's General Fund accounts receivable and inventory.

- At the close of the current fiscal year, the City's governmental funds reported combined fund balances of $21,715,406 an increase of $2,064,346. Of this amount, $12,551,796 or approximately 58% 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 $13,124,419, or 56.2% of the total General Fund Expenditures.

- The City's net capital assets increased $9,540,969 from the prior fiscal 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 28 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 27 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 two types of proprietary funds: enterprise fund and internal service fund. The enterprise fund is 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 the operations 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. The internal service fund is used to accumulate and allocate costs internally among the City's functions for general liability and workers' compensation insurance. Because the internal service operations benefit both governmental and business-type functions, they have been proportionally allocated and included within the governmental and business-like activities in the government-wide financial statements. Individual fund data for the internal service fund is provided in the form of combining statements in this report.

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 immediately following the 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 required supplementary information.

(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 $72,684,133 at the close of the most recent fiscal year. This represents a decrease of $19,785,350 or 21.4% from the prior fiscal year, primarily due to the City implementing GASB Statement No. 68, *Accounting and Financial Reporting for Pensions* and GASB No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date.* Capital Assets are by far the largest portion of the City's net position; $75,338,568 or 103.65% reflects its net 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, 2015 and 2014

	Governmental Activities		Business-Type Activities		Total	
	2015	2014	2015	2014	2015	2014
Current and other assets	$ 24,186,235	$ 22,142,894	$ 32,758,361	$ 36,780,939	$ 56,944,596	$ 58,923,833
Capital assets	63,669,718	62,878,901	42,697,638	33,947,486	106,367,356	96,826,387
Total assets	$ 87,855,953	$ 85,021,795	$ 75,455,999	$ 70,728,425	$163,311,952	$155,750,220
Deferred outflow of resources	$ 1,944,874	$ -	$ 168,479	$ -	$ 2,113,353	$ -
Total deferred outflow of resources	$ 1,944,874	$ -	$ 168,479	$ -	$ 2,113,353	$ -
Long-term liabilities outstanding	$ 28,220,246	$ 7,598,596	$ 52,085,102	$ 48,378,867	$ 80,305,348	$ 55,977,463
Other liabilities	2,288,108	2,752,880	3,637,574	4,550,394	5,925,682	7,303,274
Total liabilities	$ 30,508,354	$ 10,351,476	$ 55,722,676	$ 52,929,261	$ 86,231,030	$ 63,280,737
Deferred inflow of resources	$ 6,008,408	$ -	$ 501,734	$ -	$ 6,510,142	$ -
Total deferred inflow of resources	$ 6,008,408	$ -	$ 501,734	$ -	$ 6,510,142	$ -
Net position:						
Net investment in capital assets	$ 63,611,268	$ 62,764,726	$ 11,727,300	$ 7,851,494	$ 75,338,568	$ 70,616,220
Restricted	4,179,297	3,184,841	2,982,160	3,003,825	7,161,457	6,188,666
Unrestricted	(14,506,500)	8,720,752	4,690,608	6,943,845	(9,815,892)	15,664,597
Total Net position	$ 53,284,065	$ 74,670,319	$ 19,400,068	$ 17,799,164	$ 72,684,133	$ 92,469,483

The second portion of the City net position of $7,161,457 represents special revenue resources that are subject to external restrictions on how they may be used and for debt service payment. Unrestricted net position shows a negative balance of ($9,815,892).

The City's governmental current assets increased by $2,043,341, and capital assets increased by $790,817. Current assets increased due to an increase in property tax revenues, grant revenues, and workers compensation reimbursements. Improvements other than building increased due to renovations to the IT room, Garfield Park, Arroyo Park, War Memorial, Fire Department locker room, and Senior Center kitchen. Infrastructure also increased due to the completion of major street projects and sidewalk repairs. Major street projects included the following: Foothill St., San Pasqual Ave., Hawthorne St., Orange Grove Ave, and Mission St. The City's business-type current assets decreased by $4,022,578, due to debt service payments and capital spending to complete the Wilson Reservoir Construction project. The City reported a net increase of $8,750,152 in capital assets as a result of completing the Wilson Reservoir Construction project. Upon completion, the City transferred the construction-in-progress costs to infrastructure.

The City's governmental-activities restricted assets increased by $994,456 primarily due to an increase in park impact fees, more funding received for Prop A and TDA Metro grants, and a transfer from the General Fund to replenish the Facilities and Equipment Replacement Fund.

City of South Pasadena Changes in Net position
For the Fiscal Year Ended June 30, 2015 and 2014

	Gov Activities 2015	Gov Activities 2014	Bus-Type Activities 2015	Bus-Type Activities 2014	Total 2015	Total 2014
Program revenues:						
Charges for services	$ 5,817,672	$ 4,941,979	$ 11,181,675	$ 11,664,711	$ 16,999,347	$ 16,606,690
Operating contributions and grants	934,186	1,260,638	-	-	934,186	1,260,638
Capital contributions and grants	1,220,504	1,300,814	-	-	1,220,504	1,300,814
General revenues:						
Property taxes	11,779,438	11,462,585	-	-	11,779,438	11,462,585
Other taxes	8,781,198	8,631,269	-	-	8,781,198	8,631,269
Intergovernmental	-	-	-	-	-	-
Use of Money & Property	542,196	498,208	32,205	28,372	574,401	526,580
Other	70,188	32,823	184,786	10,143	254,974	42,966
Transfers	87,000	-	(87,000)	-	-	-
Total revenues	$ 29,232,382	$ 28,128,316	$ 11,311,666	$ 11,703,226	$ 40,544,048	$ 39,831,542
Expenses:						
General government	$ 4,354,683	$ 5,039,084	$ -	$ -	$ 4,354,683	$ 5,039,084
Public safety	12,363,366	11,012,625	-	-	12,363,366	11,012,625
Public works	5,578,457	4,990,390	-	-	5,578,457	4,990,390
Community Services	3,336,626	3,132,433	-	-	3,336,626	3,132,433
Community Development	1,116,084	918,665	-	-	1,116,084	918,665
Interest on long-term debt	4,335	4,465	-	-	4,335	4,465
Water	-	-	4,772,647	5,804,509	4,772,647	5,804,509
Sewer	-	-	968,996	998,603	968,996	998,603
Golf Course	-	-	923,660	930,255	923,660	930,255
Total expenses	$ 26,753,551	$ 25,097,662	$ 6,665,303	$ 7,733,367	$ 33,418,854	$ 32,831,029
Increase in net position	$ 2,478,831	$ 3,030,654	$ 4,646,363	$ 3,969,859	$ 7,125,194	$ 7,000,513
Net position - July 1, 2014	74,670,319	71,612,284	17,799,164	13,829,305	92,469,483	85,441,589
Restatement of Net position	(23,865,085)	27,381	(3,045,459)	-	(26,910,544)	27,381
Net position - June 30, 2015	$ 53,284,065	$ 74,670,319	$ 19,400,068	$ 17,799,164	$ 72,684,133	$ 92,469,483

Governmental Activities

Governmental activities net position decreased by $21,386,254 as result of the restatement due to the City implementing GASB Statement No. 68, *Accounting and Financial Reporting for Pensions* and GASB No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date.*

Other key elements to consider without the restatement due to implementing GASB No. 68 and 71:

- Total taxes from governmental activities, increased by $466,782 (2%) from the prior fiscal year due primarily to an increase in property taxes collected. 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 $316,853.

- Charges for services increased by $875,693 primarily due to an increase in building permits fees, growth management fees, and park impact fees collected in FY 2014/15, $230,449, $107,042 and $307,786 respectively. The City also entered into a Tri-City alliance agreement with the Cities of San Gabriel and San Marino to share the fire command costs; the reimbursement collected was $230,267 in FY 2014/15.

- Investment earnings increased by $43,988 (8.8%) during the fiscal year. This was primarily a result of reallocation of investments and increase in yields.

- Governmental activities expense increased by $1,655,889 (6.6%) during FY 2015 due mainly to an increase in capital outlays.

Business-type Activities

The City's proprietary funds (enterprise and internal service 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 funds at the end of the fiscal year shows $4,690,608. Total net position for these funds was $19,400,068, an increase of $1,600,904 (9%) over the prior fiscal year, due to increases in the water and sewer charges and construction expenses for the Wilson Reservoir Construction project, which was completed in the current fiscal year.

(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 $21,715,406 an increase of $2,064,346 from the prior fiscal year. Approximately 58% 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 (19%), committed by City Council action for specific purposes (18%), or represents net position that are nonspendable resources (5%).

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 $13,124,419, while the total fund balance reached $17,647,260. 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 56% of General Fund expenditures, while the total fund balance represents 74% of that same amount.

The fund balance of the City's General Fund increased by $1,242,217 in the current fiscal year. This represents an increase of 7.6% in fund balance from FY 2014. Key factors in this increase are as follows:

- Tax revenues increased $620,525 or 3.4%. 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.

- Charges for services increased $344,867 primarily due to an increase in building permits fees collected and the City receiving the Tri-City reimbursements from the Cities of San Gabriel and San Marino.

- Expenditures increased by $988,855 or 4.4% over the prior fiscal year due to salaries and benefits increases for employees and expenses from the Tri-City alliance, which are offset by revenues received from the cities of San Gabriel and San Marino.

General Fund Budgetary Highlights

The City adopts annual appropriated operating budgets for its governmental funds (General, 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 to allow for expansion of existing programs. During the course of the fiscal year, the City Council amended the originally adopted budget for various additional programs.

The General Fund reflected a net total favorable budget variance of $2,436,510 when comparing actual amounts to the final budget for the current fiscal year. This budget variance reflects a favorable variance in revenues of $1,063,755 and a favorable variance in total expenditures of $1,627,593. The only significant budgetary variance between the final amended budget and actual results was for 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, 2015, amounts to $63,669,718 and $42,697,638 (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 3 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 $28,357,576.

City of South Pasadena Long-Term Debt

	Governmental Activities	
	2015	2014
Employee compensated absences	$ 788,795	$ 755,511
Capital Leases	58,450	114,175
Gen. Liability Deposit Payable	-	44,470
Net OPEB Liability	7,118,554	7,424,199
Net Pension Liability	20,391,777	-
Total	$28,357,576	$8,338,355

The City's long-term debt increased during the current fiscal year primarily due to an increase in the Pension Liability. In the current fiscal year, the City implemented GASB Statement No. 68, *Accounting and Financial Reporting for Pensions* and GASB No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date*, which caused a restatement to the City's long-term debt. The City's policies relating to the Pension Plans and GASB Statement No. 68 and 71 are described in Notes 6 and 11 of the Notes to Financial Statements.

Proprietary Fund Long-Term Debt

	Business-Type Activities	
	2015	2014
2009 Water Revenue Bonds	$41,950,000	$42,690,000
2013 Water Revenue Bonds	6,390,000	6,715,000
Compensated Absences	35,619	41,836
2012 State Loan Payable	2,475,913	527,283
Net OPEB Liability	1,035,446	
Net Pension Liability	1,797,693	-
Unamortized Bond Discount (2009)	(895,910)	(932,853)
Unamortized Bond Premium (2013)	394,903	422,615
Total	$53,183,664	$49,463,881

Proprietary fund long-term debt increased $3,719,783 during the current fiscal year due to increases in the 2012 State Loan Payable, and pension liability, offset by debt service payments on the 2009 and 2013 Water Revenue Bonds and also a reallocation of OPEB liability to the enterprise funds. Further details on long-term debt can be found in Note 5 and 7 in the Notes to Financial Statements section of this report.

Economic Factors and Next Fiscal Year's Budget

- 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 and has prepaid the annual unfunded liability for both classic miscellaneous and safety employees

- 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 have been increasing. The City has emerged from recession and receipts have moved back to pre-recession levels. The City anticipates receiving a one-time triple flip reimbursement from the State Department of Finance due to the triple flip unwind process.

During the 2015 fiscal year, unassigned fund balance in the General Fund remained substantial at $13,124,419. The fiscal year 2016 Budget 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 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.

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CITY OF SOUTH PASADENA

STATEMENT OF NET POSITION
JUNE 30, 2015

	Primary Government		
	Governmental Activities	Business-Type Activities	Total
Assets:			
Cash and investments	$ 21,436,715	$ 10,502,465	$ 31,939,180
Receivables:			
Accounts	313,738	866,252	1,179,990
Taxes	840,932		840,932
Notes and loans	250,000		250,000
Accrued interest	8,424	4,130	12,554
Internal balances	1,160,000	(1,160,000)	
Due from other governments	153,585		153,585
Inventories	22,841	218,786	241,627
Restricted assets:			
Cash and investments with fiscal agent		22,326,728	22,326,728
Capital assets:			
Capital assets not being depreciated	6,561,209	26,040,513	32,601,722
Capital assets, net of accumulated depreciation	57,108,509	16,657,125	73,765,634
Total Assets	$ 87,855,953	$ 75,455,999	$ 163,311,952
Deferred Outflow of Resources:			
City's pension contributions subsequent to the measurement date	1,758,313	168,147	1,926,460
Adjustment due to differences in proportions	186,561	332	186,893
Total Deferred Outflow of Resources	1,944,874	168,479	2,113,353
Liabilities:			
Accounts payable	1,180,859	1,687,028	2,867,887
Accrued liabilities	421,983	77,748	499,731
Accrued interest	2,858	619,999	622,857
Deposits payable	545,078	154,237	699,315
Noncurrent liabilities			
Due within one year	137,330	1,098,562	1,235,892
Due in more than one year	28,220,246	52,085,102	80,305,348
Total Liabilities	30,508,354	55,722,676	86,231,030
Deferred Inflows of Resources:			
Differences between projected and actual earnings on pension plan investments	6,007,950	501,608	6,509,558
Adjustment due to differences in proportions	458	126	584
Total Deferred Inflows of Resources	6,008,408	501,734	6,510,142
Net Position:			
Net investment in capital assets	63,611,268	11,727,300	75,338,568
Restricted for:			
Community development projects	98,961		98,961
Public safety	117,835		117,835
Community services	963,812		963,812
Public works	2,505,316		2,505,316
Capital projects	493,373		493,373
Debt service		2,982,160	2,982,160
Unrestricted	(14,506,500)	4,690,608	(9,815,892)
Total Net Position	$ 53,284,065	$ 19,400,068	$ 72,684,133

See accompanying notes to the basic financial statements

CITY OF SOUTH PASADENA

STATEMENT OF ACTIVITIES
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

		Program Revenues		
	Expenses	Charges for Services	Operating Contributions and Grants	Capital Contributions and Grants
Governmental Activities:				
General government	$ 4,354,683	$ 1,372,549	$ 21,413	$ -
Public safety	12,363,366	1,189,968	185,067	
Community development	1,116,084	963,987	476,886	
Community services	3,336,626	1,064,439	38,348	
Public works	5,578,457	1,226,729	212,472	1,220,504
Interest on long-term debt	4,335			
Total Governmental Activities	26,753,551	5,817,672	934,186	1,220,504
Business-type Activities:				
Water	4,772,647	8,694,880		
Sewer	968,996	1,353,233		
Arroyo Seco Golf Course	923,660	1,133,562		
Total Business-type Activities	6,665,303	11,181,675		
	$ 33,418,854	$ 16,999,347	$ 934,186	$ 1,220,504

General Revenues and Transfers:
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
Transfers

Total General Revenues and Transfers

Change in Net Position

Net Position at Beginning of Fiscal Year
Restatements
Net Position at Beginning of Fiscal Year, Restated

Net Position at End of Fiscal Year

See accompanying notes to the basic financial statements

Net (Expenses) Revenue and Changes in Net Position		
Governmental Activities	Business-type Activities	Total
$ (2,960,721)	$ -	$ (2,960,721)
(10,988,331)		(10,988,331)
324,789		324,789
(2,233,839)		(2,233,839)
(2,918,752)		(2,918,752)
(4,335)		(4,335)
(18,781,189)		(18,781,189)
	3,922,233	3,922,233
	384,237	384,237
	209,902	209,902
	4,516,372	4,516,372
(18,781,189)	4,516,372	(14,264,817)
11,779,438		11,779,438
3,535,113		3,535,113
878,332		878,332
385,691		385,691
3,423,217		3,423,217
542,000		542,000
16,845		16,845
542,196	32,205	574,401
70,188	184,786	254,974
87,000	(87,000)	
21,260,020	129,991	21,390,011
2,478,831	4,646,363	7,125,194
74,670,319	17,799,164	92,469,483
(23,865,085)	(3,045,459)	(26,910,544)
50,805,234	14,753,705	65,558,939
$ 53,284,065	$ 19,400,068	$ 72,684,133

CITY OF SOUTH PASADENA

BALANCE SHEET
GOVERNMENTAL FUNDS
JUNE 30, 2015

	General	Other Governmental Funds	Total Governmental Funds
Assets:			
Pooled cash and investments	$ 16,259,782	$ 4,886,933	$ 21,146,715
Receivables:			
Accounts	259,702	54,036	313,738
Taxes	840,932		840,932
Notes and loans	250,000		250,000
Accrued interest	7,157	1,267	8,424
Due from other governments	110,885	42,700	153,585
Due from other funds	978,857		978,857
Advances to other funds	750,000		750,000
Inventories	22,841		22,841
Total Assets	$ 19,480,156	$ 4,984,936	$ 24,465,092
Liabilities, Deferred Inflow of Resources, and Fund Balances:			
Liabilities:			
Accounts payable	$ 909,463	$ 270,829	$ 1,180,292
Accrued liabilities	379,084	42,899	421,983
Deposits payable	544,349	729	545,078
Due to other funds		568,857	568,857
Total Liabilities	1,832,896	883,314	2,716,210
Deferred inflow of resources:			
Unavailable revenues		33,476	33,476
Total Deferred Inflow of Resources		33,476	33,476
Fund balances:			
Nonspendable:			
Inventories	22,841		22,841
Notes and loans	250,000		250,000
Advances to other funds	750,000		750,000
Restricted for:			
Community development projects		98,961	98,961
Public safety - police		117,835	117,835
Community services		963,812	963,812
Public works - Streets and roads		2,323,932	2,323,932
Capital Projects		493,373	493,373
Public works - Street lighting		181,384	181,384
Committed to:			
Capital Projects		461,472	461,472
Arroyo Golf Course Facility	1,100,000		1,100,000
Legal Reserve	500,000		500,000
Renewable Energy Sources	300,000		300,000
Retiree Medical Benefits	500,000		500,000
Retiree Pension Benefits	500,000		500,000
Community Center Reserve	600,000		600,000
Unassigned	13,124,419	(572,623)	12,551,796
Total Fund Balances	17,647,260	4,068,146	21,715,406
Total Liabilities, Deferred Inflow of Resources, and Fund Balances	$ 19,480,156	$ 4,984,936	$ 24,465,092

See accompanying notes to the basic financial statements

CITY OF SOUTH PASADENA

RECONCILIATION OF THE BALANCE SHEET OF GOVERNMENTAL FUNDS TO THE STATEMENT OF NET POSITION
JUNE 30, 2015

Fund balances of governmental funds	$ 21,715,406
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:	63,669,718
Long term debt and compensated absences that have not been included in the governmental fund activity:	
Capital lease payable	(58,450)
Compensated absences	(788,795)
Net pension liability	(20,391,777)
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 an asset or liability.	(7,118,554)
Deferred outflows and inflows of resources relating to pensions: In governmental funds, deferred outflows and inflows of resources relating to pensions are not reported because they are applicable to future periods. In the statement of net position, deferred outflows and inflows of resources relating to pensions are reported.	
Deferred outflow of resources:	
City's contributions subsequent to the measurement date	1,758,313
Adjustment due to differences in proportions	186,561
Deferred inflow of resources:	
Differences between projected and actual earnings on pension plan investments	(6,007,950)
Adjustment due to differences in proportions	(458)
Accrued interest payable for the current portion of interest due on Bonds has not been reported in the governmental funds.	(2,858)
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.	33,476
Internal service funds are used by management to charge the costs of certain activities, such as insurance, to individual funds. The assets and liabilities of the internal service funds must be added to the statement of net position	289,433
Net position of governmental activities	$ 53,284,065

See accompanying notes to the basic financial statements

CITY OF SOUTH PASADENA

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

	General	Other Governmental Funds	Total
Revenues:			
Taxes	$ 19,085,074	$ 1,283,662	$ 20,368,736
Assessments		895,798	895,798
Licenses and permits	1,012,625	34,915	1,047,540
Intergovernmental	439,733	1,469,592	1,909,325
Charges for services	3,430,665	449,692	3,880,357
Use of money and property	520,877	21,317	542,194
Fines and forfeitures	347,585		347,585
Contributions		12,365	12,365
Miscellaneous	351,974	45,143	397,117
Total Revenues	25,188,533	4,212,484	29,401,017
Expenditures:			
Current:			
General government	3,731,453	257,455	3,988,908
Public safety	11,628,373	23,247	11,651,620
Community development	1,093,717	27,381	1,121,098
Community services	2,723,930	485,175	3,209,105
Public works	1,587,706	1,519,347	3,107,053
Capital outlay	2,523,692	1,216,049	3,739,741
Debt service:			
Principal payments	55,725		55,725
Interest and fiscal charges	5,583		5,583
Total Expenditures	23,350,179	3,528,654	26,878,833
Excess (Deficiency) of Revenues Over (Under) Expenditures	1,838,354	683,830	2,522,184
Other Financing Sources (Uses):			
Transfers in		408,497	408,497
Transfers out	(596,137)	(29,000)	(625,137)
Total Other Financing Sources (Uses)	(596,137)	379,497	(216,640)
Net Change in Fund Balances	1,242,217	1,063,327	2,305,544
Fund Balances at Beginning of Fiscal Year	16,646,241	3,004,819	19,651,060
Restatements	(241,198)		(241,198)
Fund Balances at Beginning of Fiscal Year, as Restated	16,405,043	3,004,819	19,409,862
Fund Balances at End of Fiscal year	$ 17,647,260	$ 4,068,146	$ 21,715,406

See accompanying notes to the basic financial statements

CITY OF SOUTH PASADENA

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES FOR THE FISCAL YEAR ENDED JUNE 30, 2015

Net changes in fund balances - total governmental funds	$ 2,305,544
Amounts reported for governmental activities in the statement of activities are different because:	
Governmental funds report capital outlay as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlays exceeded depreciation expense in the current period.	
Capital outlay	3,248,682
Depreciation expense	(2,457,865)
Repayment of debt is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net position.	
Lease payments	55,725
General liability retrospective deposit payable	44,470
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.	(255,635)
Accrued interest for long-term liabilities. This is the net change in accrued interest for the current period.	1,248
Compensated absence 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.	(33,284)
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.	(637,127)
In governmental funds, pension costs are recognized when employer contributions are made. In the statement of activities, pension costs are recognized on the accrual basis. This fiscal year, the difference between accrual-basis pension costs and actual employer contributions was:	(82,360)
Internal service funds are used by management to charge the costs of certain activities, such as insurance, to individual funds. The net revenue (expense) of the internal service funds is reported with the governmental activities.	289,433
Change in net position of governmental activities	$ 2,478,831

See accompanying notes to the basic financial statements

CITY OF SOUTH PASADENA

STATEMENT OF NET POSITION
PROPRIETARY FUNDS
June 30, 2015

	Business-Type Activities-Enterprise Funds				Governmental Activities - Internal Service Fund
	Water	Sewer	Other Enterprise Funds	Totals	Insurance Fund
Assets:					
Current:					
Cash and investments	$ 8,568,756	$ 998,053	$ 935,656	$ 10,502,465	$ 290,000
Receivables:					
Accounts	780,820	85,432		866,252	
Accrued interest	3,360	642	128	4,130	
Inventories	210,144		8,642	218,786	
Restricted					
Cash and investments with fiscal agent	22,326,728			22,326,728	
Total Current Assets	31,889,808	1,084,127	944,426	33,918,361	290,000
Noncurrent:					
Capital assets - not being depreciated	22,813,912	3,226,601		26,040,513	
Capital assets - net of accumulated depreciation	14,422,542	2,220,867	13,716	16,657,125	
Total Noncurrent Assets	37,236,454	5,447,468	13,716	42,697,638	
Total Assets	69,126,262	6,531,595	958,142	76,615,999	290,000
Deferred Outflow of Resources:					
City's pension contributions subsequent to the measurement date	134,917	33,230		168,147	
Changes of assumptions	266	66		332	
Total Deferred Outflow of Resources	135,183	33,296		168,479	
Liabilities and Deferred Inflow of Resources:					
Liabilities:					
Current:					
Accounts payable	1,256,687	430,341		1,687,028	567
Accrued liabilities	63,215	14,533		77,748	
Accrued interest	613,882	6,117		619,999	
Deposits payable	154,237			154,237	
Due to other funds		360,000	50,000	410,000	
Accrued compensated absences	2,778	784		3,562	
Bonds payable	1,095,000			1,095,000	
Total Current Liabilities	3,185,799	811,775	50,000	4,047,574	567
Non-current:					
Advances from other funds		750,000		750,000	
Accrued compensated absences	25,005	7,052		32,057	
OPEB liability	865,664	169,782		1,035,446	
Net pension liability	1,442,424	355,269		1,797,693	
Loans payable		2,475,913		2,475,913	
Bonds payable	46,743,993			46,743,993	
Total Noncurrent Liabilities	49,077,086	3,758,016		52,835,102	
Total Liabilities	52,262,885	4,569,791	50,000	56,882,676	567
Deferred Inflow of Resources:					
Differences between projected and actual earnings on pension plan investments	402,478	99,130		501,608	
Adjustment due to differences in proportions	101	25		126	
Total Deferred Inflow of Resources	402,579	99,155		501,734	
Net position:					
Net investment in capital assets	8,742,029	2,971,555	13,716	11,727,300	
Restricted for debt service	2,982,160			2,982,160	
Unrestricted	4,871,792	(1,075,610)	894,426	4,690,608	289,433
Total Net Position	16,595,981	1,895,945	908,142	19,400,068	289,433

See accompanying notes to the basic financial statements

CITY OF SOUTH PASADENA

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION
PROPRIETARY FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

	Business-Type Activities-Enterprise Funds				Governmental Activities - Internal Service Fund
	Water	Sewer	Other Enterprise Funds	Totals	Insurance Fund
Operating Revenues:					
Sales and service charges	$ 8,694,880	$ 1,353,233	$ 1,133,562	$ 11,181,675	$ -
Miscellaneous	184,726	60		184,786	
Total Operating Revenues	8,879,606	1,353,293	1,133,562	11,366,461	
Operating Expenses:					
Administration and general	885,946	334,097	918,763	2,138,806	
Pumping	1,052,657			1,052,657	
Transmission/collection	2,492,259			2,492,259	
Treatment		544,862		544,862	
Insurance costs and claims					14,207
Depreciation expense	336,785	88,026	4,897	429,708	
Total Operating Expenses	4,767,647	966,985	923,660	6,658,292	14,207
Operating Income (Loss)	4,111,959	386,308	209,902	4,708,169	(14,207)
Non-operating Revenues (expenses):					
Interest revenue	26,024	6,251	(70)	32,205	
Interest expense	(5,000)	(2,011)		(7,011)	
Total Nonoperating Revenues (Expenses)	21,024	4,240	(70)	25,194	
Income (loss) before transfers	4,132,983	390,548	209,832	4,733,363	(14,207)
Transfers:					
Transfers in					303,640
Transfers out	(72,500)	(14,500)		(87,000)	
Total transfers	(72,500)	(14,500)		(87,000)	303,640
Change in net position	4,060,483	376,048	209,832	4,646,363	289,433
Net Position at Beginning of Fiscal Year	15,032,697	2,095,412	671,055	17,799,164	
Restatements	(2,497,199)	(575,515)	27,255	(3,045,459)	
Net Position at Beginning of Fiscal Year, Restated	12,535,498	1,519,897	698,310	14,753,705	
Net Position at End of Fiscal Year	$ 16,595,981	$ 1,895,945	$ 908,142	$ 19,400,068	$ 289,433

See accompanying notes to the basic financial statements

CITY OF SOUTH PASADENA

STATEMENT OF CASH FLOWS
PROPRIETARY FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

	Business-Type Activities-Enterprise Funds				Governmental Activities - Internal Service Fund
	Water	Sewer	Other Enterprise Funds	Totals	Insurance Fund
Cash Flows from Operating Activities:					
Cash received from customers and users	$ 9,103,983	$ 1,308,272	$ 1,133,562	$ 11,545,817	$ -
Cash paid to suppliers for goods and services	(4,860,218)	(188,660)	(918,763)	(5,967,641)	
Cash paid to employees for services	(813,274)	(319,306)		(1,132,580)	(13,640)
Cash received from (payments to) others	184,726			184,726	
Net Cash Provided by (Used for) Operating Activities:	3,615,217	800,306	214,799	4,630,322	(13,640)
Cash flows from noncapital Financing Activities:					
Transfers in					303,640
Transfers out	(72,500)	(14,500)		(87,000)	
Net cash provided by (used for) noncapital Financing Activities	(72,500)	(14,500)		(87,000)	303,640
Cash Flows from Capital and Related Financing Activities:					
Proceeds from capital debt		1,948,630		1,948,630	
Acquisition and construction of capital assets	(6,034,744)	(3,126,503)		(9,161,247)	
Principal paid on capital debt	(1,065,000)			(1,065,000)	
Interest paid on capital debt	54,553			54,553	
Net Cash Provided by (Used for) Capital and Related Financing Activities	(7,045,191)	(1,177,873)		(8,223,064)	
Cash Flows from Investing Activities:					
Interest received	25,095	5,966	(198)	30,863	
Net Cash Provided by (Used for) Investing Activities	25,095	5,966	(198)	30,863	
Net Increase (Decrease) in Cash and Cash Equivalents	(3,477,379)	(386,101)	214,601	(3,648,879)	290,000
Cash and cash equivalents at beginning of fiscal year	34,372,863	1,384,154	721,055	36,478,072	
Cash and cash equivalents at end of fiscal year	$ 30,895,484	$ 998,053	$ 935,656	$ 32,829,193	$ 290,000
Reconciliation of cash and cash equivalents to the Statement of Net Position:					
Cash and investments	$ 8,568,756	$ 998,053	$ 935,656	$ 10,502,465	$ 290,000
Cash and investments with fiscal agent	22,326,728			22,326,728	
	$ 30,895,484	$ 998,053	$ 935,656	$ 32,829,193	$ 290,000
Reconciliation of Operating Income (Loss) to Net Cash Provided by (Used for) Operating Activities:					
Operating income (loss)	$ 4,111,959	$ 386,308	$ 209,902	$ 4,708,169	$ (14,207)
Adjustments to Reconcile Operating Income (Loss) to Net Cash Provided by (Used for) Operating Activities					
Depreciation	336,785	88,026	4,897	429,708	
(Increase) decrease in accounts receivable	409,103	(45,021)		364,082	
(Increase) decrease in inventories	19,601			19,601	
Increase (decrease) in accounts payable	(1,383,326)	354,233		(1,029,093)	567
Increase (decrease) in accrued liabilities	14,248	1,969		16,217	
Increase (decrease) in deposits payable	34,175			34,175	
Increase (decrease) in compensated absences	(5,613)	(604)		(6,217)	
Increase (decrease) in OPEB liability	77,478	15,196		92,674	
Increase (decrease) in net pension liability	(425,038)	(104,686)		(529,724)	
Increase (decrease) in deferred outflow of resources	23,266	5,730		28,996	
Increase (decrease) in deferred inflow of resources	402,579	99,155		501,734	
Total Adjustments	(496,742)	413,998	4,897	(77,847)	567
Net Cash Provided by (Used for) Operating Activities	$ 3,615,217	$ 800,306	$ 214,799	$ 4,630,322	$ (13,640)

See accompanying notes to the basic financial statements

CITY OF SOUTH PASADENA

STATEMENT OF NET POSITION
FIDUCIARY FUND
JUNE 30, 2015

	Private -Purpose Trust Funds
	Successor Agency of the Former CRA
Assets:	
Pooled cash and investments	$ 63,653
Receivables:	
Accrued interest	645
Restricted assets:	
Cash and investments	901,436
Cash and investments with fiscal agents	197,950
Total Assets	1,163,684
Liabilities	
Accounts payable	105
Accrued liabilities	7,593
Accrued interest	14,347
Deposits payable	1,500
Long-term liabilities:	
Due in one year	110,000
Due in more than one year	1,335,000
Total Liabilities	1,468,545
Net Position (Deficit):	
Held in trust for other purposes	$ (304,861)

See accompanying notes to the basic financial statements

CITY OF SOUTH PASADENA

STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
FIDUCIARY FUND
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

	Private-Purpose Trust Funds Successor Agency of the Former CRA
Additions:	
Taxes	$ 350,398
Transfers from City	27,381
Interest and change in fair value of investments	14,474
Total Additions	392,253
Deductions:	
Benefits	45,587
Administrative expenses	166,883
Contractual services	13,064
Interest expense	91,446
Total Deductions:	316,980
Change in Net Position	75,273
Net Position (Deficit), Beginning of Fiscal Year	(380,134)
Net Position (Deficit), at End of Fiscal Year	$ (304,861)

See accompanying notes to the basic financial statements

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. The primary government has operational responsibility for the Housing Authority. 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 goods, or privileges

Note 1: Summary of Significant Accounting Policies (Continued)

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 fiscal 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 funds

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.

Note 1: Summary of Significant Accounting Policies (Continued)

The City reports the following major proprietary funds

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

The Sewer Fund is used to account for the provision of sewer construction, maintenance, and operation services to residents of the City.

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 10 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 and 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 assumption must be made about the order in which the resources are considered to

Note 1: Summary of Significant Accounting Policies (Continued)

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.

Pensions

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the City of South Pasadena's California Public Employees' Retirement System (CalPERS) Plans and additions to/deductions from the Plans' fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported as fair value.

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.

Note 1: Summary of Significant Accounting Policies (Continued)

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.

Unassigned include the residual amounts that have not been restricted, committed, or assigned to specific purposes. The General Fund is the only fund that can report a positive unassigned fundbalance.

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.

Net Position

In the government-wide financial statements and proprietary fund financial statements, net position is classified as follows:

Net Investment in Capital Assets – This component of net position consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of debt that are attributable to the acquisition, construction, or improvement of those assets.

Restricted – This component of net position consists of restricted assets reduced by liabilities and deferred inflows of resources related to those assets.

Unrestricted – This component of net position is the amount of the assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in the determination of net investment in capital assets or the restricted component of net position.

Note 1: Summary of Significant Accounting Policies (Continued)

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses, during the reporting period. Actual results could differ from those estimates.

New Accounting Pronouncements

GASB has issued Statement No. 68, *Accounting and Financial Reporting for Pensions*. This Statement is effective for periods beginning after June 15, 2014. The objective of this Statement is to improve accounting and financial reporting by state and local governments for pensions. This Statement replaces the requirements of Statement No. 27, "Accounting for Pensions by State and Local Governmental Employers" as well as the requirements of Statement No. 50, "Pension Disclosures". This Statement establishes standards for measuring and recognizing liabilities, deferred outflows of resources, deferred inflows of resources, and expense related to pensions. Implementation of the GASB Statement No. 68 did have an impact on the City's financial statements for the fiscal year ended June 30, 2015, see Note 6- Pension Plan and Note 13 – Restatements.

GASB has issued Statement No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date*. This Statement is effective for periods beginning after June 15, 2014. The objective of this Statement is to address an issue regarding application of the transition of GASB Statement No. 68 "Accounting and Financial Reporting for Pensions." The issue relates to amounts associated with contributions, if any, made by a state or local government employer or nonemployer contributing entity to a defined benefit pension plan after the measurement date of the government's beginning net pension liability. This statement will eliminate the source of potential significant understatement of restated beginning net position and expense in the first year of implementation of GASB Statement No. 68 in the accrual-basis financial statements of employers and nonemployer contributing entities. Implementation of the GASB Statement No. 71 did have an impact on the City's financial statements for the fiscal year ended June 30, 2015, see Note 6- Pension Plan and Note 13 – Restatements.

II. DETAILED NOTES ON ALL FUNDS

Note 2: Cash and Investments

As of June 30, 2015, cash and investments were reported in the accompanying financial statements as follows:

Governmental activities	
Cash and investments	21,436,715
Business-type activities	
Cash and investments	10,502,465
Cash and investments with fiscal agent	22,326,728
Fiduciary activities	
Cash and investments	965,089
Cash and investments with fiscal agent	197,950
Totals	$ 55,428,947

Cash and investments as of June 30, 2015 consist of the following:

Cash on hand	$ 13,735
Deposits with financial institutions	2,604,671
Investments	52,810,541
Total cash and investments	$ 55,428,947

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, 2015, the carrying amount of the City's deposits was $2,604,671 and the bank balance was $4,490,835. The $1,886,164 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.

Note 2: Cash and Investments (Continued)

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.

Investments

Under provision of the City's investment policy, and in accordance with Section 53601 of the California Government Code, the City may invest in the following types of investments:

INVESTMENT TYPE	MAXIMUM MATURITY	MAXIMUM SPECIFIED % OF PORTFOLIO	MINIMUM QUALITY REQUIREMENTS
Local Agency Bonds	5 years	None	None
U.S. Treasury Obligations	5 years	None	None
State Obligations- CA and Others	5 years	None	None
CA Local Agency Obligations	5 years	None	None
U.S. Agency Obligations	5 years	None	None
Bankers' Acceptances	180 days	40% - No more than 30% in any one commercial bank	None
Commercial Paper – Select Agencies	270 days	25% of the City's money – No more than 10% in any one issuer	"A-1" if the issuer has issued longterm debt it must be rated "A" without regard to modifiers
Commercial Paper – Other Agencies	270 days	40% of the agency's money	"A-1" if the issuer has issued longterm debt it must be rated "A" without regard to modifiers
Negotiable Certificates of Deposit	5 years	30%	None
CD Placement Service	5 years	30%	None
Repurchase Agreements	1 year	None	None
Reverse Repurchase Agreements and Securities Lending Agreements	92 days	20% of the base value of the portfolio	None
Medium-Term Notes	5 years	30%	"A" Rating
Mutual Funds and Money Market Mutual Funds	N/A	20% - No more than 10% in any one issuer	Multiple
Collateralized Bank Deposits	5 years	None	None

Note 2: Cash and Investments (Continued)

Mortgage Pass-Through Securities	5 years	20%	"AA" Rating
Bank/Time Deposits	5 Years	None	None
County Pooled Investment Funds	N/A	None	None
Joint Powers Authority Pool	N/A	None	Multiple
Local Agency Investment Fund (LAIF)	N/A	None	None
Voluntary Investment Program Fund	N/A	None	None

The City has monies held by trustees or fiscal agents pledged to the payment or security of certain bonds. The California Government Code provides that these monies, in the absence of specific statutory provisions governing the issuance of bonds, may be invested in accordance with the ordinance, resolutions, or indentures specifying the types of investments its trustees or fiscal agents may make.

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.

Note 2: Cash and Investments (Continued)

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, 2015, 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 notdisclosed.

As of June 30, 2015, none of the City's deposits or investments were exposed to custodial credit risk.

				Rating as of Fiscal Year End				
Investment Type	Amount	Minimum Legal Rating	Exempt From Disclosure	AAA	AA+	AA	A	Not Rated
Local Agency Investment fund	$ 18,035,672	N/A	$ -	$ -	$ -	$ -	$ -	$ 18,035,672
Money Market Mutual Funds	82,218	N/A		82,218				
Treasury Bills	2,912,941	N/A		2,912,941				
Certificate of Deposits	1,051,627	N/A						1,051,627
Medium-Term Notes	3,177,501	A		112,750		1,096,013	1,968,738	
Government Agency Securities	5,023,829	N/A			5,023,829			
Investments with Fiscal Agent:								
Money Market Mututal Funds	13,897,893	A		13,897,893				
Government Agency Securities	1,999,860	N/A				1,999,860		
Certificates of Deposit	6,629,000	N/A						6,629,000
Totals	$ 52,810,541		$ -	$ 17,005,802	$ 5,023,829	$ 3,095,873	$ 1,968,738	$ 25,716,299

Concentration of Credit Risk

The City's investment policy imposes restrictions on the percentage that the City can invest in a single type of investment in accordance with CA Government Code. 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, 2015, 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, in accordance with CA Government Code, as a means of managing its exposure to fair value losses arising from increasing interest rates. The certificates of deposit in cash with fiscal agent below with a maturity of three to five years are governed by the debt agreements, rather than the City's investment policy. The City has elected to use the segmented time distribution method of disclosure for its interest rate risk.

Note 2: Cash and Investments (Continued)

As of June 30, 2015, the City had the following investments and original maturities:

	Remaining maturity (in Months)				
Investment Type	6 Months or less	6 Months to 1 Year	1 to 3 Years	3 to 5 Years	Fair Value
Local Agency Investment fund	$ 18,035,672	$ -	$ -	$ -	$ 18,035,672
Money Market Mutual Funds	82,218				82,218
Treasury Bills	2,912,941				2,912,941
Certificate of Deposits	1,051,627				1,051,627
Medium-Term Notes		102,045	2,082,644	992,812	3,177,501
Government Agency Securities			2,926,857	2,096,972	5,023,829
Investments with Fiscal Agent:					
Money Market Mututal Funds	13,897,893				13,897,893
Government Agency Securities		1,999,860			1,999,860
Certificates of Deposit	1,992,000	496,000	3,230,000	911,000	6,629,000
Totals	$ 37,972,351	$ 2,597,905	$ 8,239,501	$ 4,000,784	$ 52,810,541

Note 3: Capital Assets

Capital asset activity for the fiscal year ended June 30, 2015, was as follows:

	Balance at July 1, 2014	Additions	Deletions	Transfers	Balance at June 30, 2015
Governmental Activities:					
Capital assets, not being depreciated					
Land	$ 2,116,515	$ -	$ -	$ -	$ 2,116,515
Construction in progress	4,608,884	79,501		(243,691)	4,444,694
Total Capital Assets, not Depreciated	6,725,399	79,501		(243,691)	6,561,209
Capital assets, being depreciated					
Buildings	10,465,414	3,233			10,468,647
Improvements other than buildings	1,979,401	310,849			2,290,250
Machinery, equipment, and vehicles	8,526,756	399,102	(87,393)		8,838,465
Infrastructure	87,730,945	2,455,997		243,691	90,430,633
Total Capital Assets, Being Depreciated	108,702,516	3,169,181	(87,393)	243,691	112,027,995
Less accumulated depreciation					
Buildings	5,984,886	205,140			6,190,026
Improvements	955,913	23,232			979,145
Machinery, equipment, and vehicles	6,121,667	312,399	(87,393)		6,346,673
Infrastructure	39,486,548	1,917,094			41,403,642
Total Accumulated Depreciation	52,549,014	2,457,865	(87,393)		54,919,486
Total Capital Assets, Being Depreciated, Net	56,153,502	711,316		243,691	57,108,509
Governmental Activities Capital Assets, Net	$ 62,878,901	$ 790,817	$ -	$ -	$ 63,669,718

Note 3: Capital Assets (Continued)

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

Government Activities:	$ 65,382
General government	289,906
Community service	111,264
Public works	1,991,313
Total Governmental Activities	$ 2,457,865

	Balance at July 1, 2014	Restatement	Additions	Deletions	Transfers	Reclassification	Balance at June 30, 2015
Business-Type Activities:							
Capital assets, not being depreciated:							
Land	$ 84,685	$ -	$ -	$ -	$ -	$ -	$ 84,685
Construction in progress	27,031,007		5,356,177		(6,431,356)		25,955,828
Total Capital Assets, Not Being Depreciated	27,115,692		5,356,177		(6,431,356)		26,040,513
Capital Assets being Depreciated							
Buildings	4,105,150						4,105,150
Improvements other than buildings	3,943,700		3,711,310		6,431,356	(10,122,855)	3,963,511
Infrastructure	4,588,507					10,122,855	14,711,362
Machinery, equipment, and vehicles	1,183,691	32,715	93,760				1,310,166
Total Capital Assets, Being Depreciated	13,821,048	32,715	3,805,070		6,431,356		24,090,189
Less Accumulated Depreciation							
Buildings	759,067		71,476				830,543
Improvements other than buildings	3,149,236		32,209				3,181,445
Infrastructure	2,313,937		274,249				2,588,186
Machinery, equipment, and vehicles	767,014	14,102	51,774				832,890
Total Accumulated Depreciation	6,989,254	14,102	429,708				7,433,064
Total Capital Assets, Being Depreciated, Net	6,831,794	18,613	3,375,362		6,431,356		16,657,125
Business-Type Activities, Capital Assets, Net	$ 33,947,486	$ 18,613	$ 8,731,539	$ -	$ -	$ -	$ 42,697,638

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

Business-Type Activities:	
Water	$ 336,785
Sewer	88,026
Arroyo Seco Golf Course	4,897
Total Business-Type Activities:	$ 429,708

Note 4: Interfund Receivable, Payable, and Transfers

The composition of interfund balances as of June 30, 2015, is as follows:

Due To/From Other Funds

	Due To Other Funds			
Due From Other Funds	Nonmajor Funds	Sewer Enterprise Fund	Other Enterprise Funds	Total
General Fund	$ 568,857	$ 360,000	$ 50,000	$ 978,857

The due from General Fund of $978,857 to the various nonmajor governmental funds was a result of temporary cash deficit balances in those funds.

Transfers In/Out

	Transfers Out				
Transfers In	General	Nonmajor Funds	Water Enterprise Fund	Sewer Enterprise Fund	Total
Nonmajor Funds	$ 408,497	$ -	$ -	$ -	$ 408,497
Insurance Internal Service Fund	187,640	29,000	72,500	14,500	303,640
Total	$ 596,137	$ 29,000	$ 72,500	$ 14,500	$ 712,137

Transfers from Nonmajor funds into the General Fund were made to fund the Facilities and Equipment Replacement fund, to match the General Fund for the MSRC Grant, and to match the General Fund for the Rogan Projects. Transfers from General Fund, Sewer Fund, Water Fund, and Nonmajor funds into the Insurance Internal Service Fund were to provide initial funding for the Insurance Fund.

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 within ten years.

Note 5: Long-Term Debt

a. Changes in Long-Term Debt

The following is a summary of changes in long-term debt for the fiscal year ended June 30, 2015:

	Balance at July 1, 2014	Restatements	Additions	Deletions	Balance at June 30, 2015	Due Within One Year
Governmental Activities:						
Compensated Absences	$ 755,511	$ -	$ 778,414	$ (745,130)	$ 788,795	$ 78,880
Capital Leases	114,175			(55,725)	58,450	58,450
General Liability Retrospective Deposits Payable	44,470			(44,470)		
Net OPEB Liability	7,424,199	(942,772)	1,209,124	(571,997)	7,118,554	
Net Pension Liability		26,810,200	9,880,123	(16,298,546)	20,391,777	
Total Governmentalal Activities	$ 8,338,355	$ 25,867,428	$ 11,867,661	$ (17,715,868)	$ 28,357,576	$ 137,330
Business-Type Activities:						
2012 State Loan Payable	$ 527,283	$ -	$ 1,948,630	$ -	$ 2,475,913	$ -
Compensated Absences	41,836		44,204	(50,421)	35,619	3,562
2009 Water Revenue Bonds	42,690,000			(740,000)	41,950,000	765,000
2013 Water Revenue Bonds	6,715,000			(325,000)	6,390,000	330,000
Net OPEB Liability		942,772	175,876	(83,202)	1,035,446	
Net Pension Liability		2,327,417	849,240	(1,378,964)	1,797,693	
Total Business-type Activities	$ 49,974,119	$ 3,270,189	$ 3,017,950	$ (2,577,587)	$ 53,684,671	$ 1,098,562
Add: Unamortized bond premium (discount)					(501,007)	
Net Business-type Funds					$ 53,183,664	

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 and Enterprise Funds.

c. Capital Lease

During fiscal year 2004–2005, 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, 2015, the outstanding balance was $58,450.

Note 5: Long-Term Debt (Continued)

The annual requirements to amortize the capital lease as of June 30, 2015, including interest are as follows:

Fisal Year	Total
2015-2106	$ 61,308
Net Minimum Lease Payments	61,308
Less Amount Representing Interest	2,858
Present Value of Net Minimum Lease Payments	$ 58,450

d. Revenue Bonds

A description of individual issues of bonds (excluding defeased bonds) outstanding as of June 30, 2015 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. At June 30, 2015, $41,950,000 was outstanding.

Note 5: Long-Term Debt (Continued)

The annual requirements to amortize the outstanding bond indebtedness as of June 30, 2015, including interest are as follows:

Fiscal Years Ending June 30,	Principal	Interest	Total
2016	$ 765,000	$ 1,990,576	$ 2,755,576
2017	790,000	1,966,262	2,756,262
2018	815,000	1,939,162	2,754,162
2019	845,000	1,910,112	2,755,112
2020	875,000	1,878,918	2,753,918
2021-2025	4,985,000	8,800,106	13,785,106
2026-2030	6,335,000	7,458,378	13,793,378
2031-2035	11,620,000	5,240,002	16,860,002
2036-2040	14,920,000	1,939,502	16,859,502
	$ 41,950,000	$ 33,123,018	$ 75,073,018

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 Wastewater 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, 2014 to October 1, 2029, in increasing amounts from $325,000 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, 2014 and October 1, 2029, respectively.

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. At June 30, 2015, $6,390,000 was outstanding.

Note 5: Long-Term Debt (Continued)

The annual requirements to amortize the outstanding bond indebtedness as of June 30, 2015, including interest are as follows:

Fiscal Years Ending June 30,	Principal	Interest	Total
2016	$ 330,000	$ 220,188	$ 550,188
2017	340,000	211,788	551,788
2018	350,000	201,438	551,438
2019	360,000	188,988	548,988
2020	375,000	174,288	549,288
2021-2025	2,100,000	640,440	2,740,440
2026-2030	2,535,000	210,740	2,745,740
	$ 6,390,000	$ 1,847,870	$ 8,237,870

Pledged Revenue

The City has committed to appropriate each fiscal 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 $83,310,888 ($48,340,000) principal, $34,970,888 interest). For the current fiscal year, principal and interest paid and system net revenue received were $3,310,638 and $4,623,116, respectively.

e. Net OPEB Liability

The City's policies relating to OPEB are described in Note 7 of the Notes to Financial Statements. The liability will be paid in future years by the General Fund as it becomes due.

f. 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 extended until July 1, 2013 for the Liability program and extends until 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, 2015, had paid off its retrospective deposit payable.

Note 5: Long-Term Debt (Continued)

g. Loans

2012 State Loan Payable

California State Water Resources Control Board loaned the City an assessable amount of $11,000,000 over the term agreement starting December 1, 2013 through May 30, 2037. The proceeds from the loan are to be used by the City for its rehabilitation and replacement of the City's sewer infrastructure. The loan acts as an installment sale agreement, in which, the City must expend its own funds prior to drawing on the accessible loan amount for reimbursement. Repayment of project funds, together with all interest accrued thereon, by the City shall be repaid in annual installments commencing 1 year after the completion of the project. For the period ended June 30, 2015, the total amount withdrawn by the City equaled the amount payable to the California State Water Resources Control Board, $2,475,913.

III. OTHER INFORMATION

Note 6: City Employees Retirement Plan (Defined Benefit Pension Plan)

a. General Information about the Pension Plans

Plan Description

All qualified employees are eligible to participate in the City's Miscellaneous and Safety Employee Pension Plan, cost-sharing multiple employer defined benefit pension plan administered by the California Public Employees Retirement System (CalPERS). Benefit provisions under the Plan are established by State statute and District resolution. CalPERS issues publicly available report that include a full description of the pension plans regarding benefit provisions, assumptions and membership information that can be found on the CalPERS website.

Benefits Provided

CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full time employment. Members with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 10 years of service. The death benefit is the Optional Settlement 2W Death Benefit. The cost of living adjustments for each plan are applied as specified by the Public Employees' Retirement Law.

The Plans' provisions and benefits in effect at June 30, 2015, are summarized as follows:

	Miscellaneous	
Hire date	Prior to January 1, 2013	On or after January 1, 2013
Benefit formula	2% @ 55	2% @ 62
Benefit vesting schedule	5 years service	5 years service
Benefit payments	Monthly for life	Monthly for life
Retirement age	50-63	52-67
Monthly benefits, as a % of eligible compensation	1.426%-2.418%	1.00% - 2.50%
Required employee contribution rates	7.0%	6.7%
Required employer contribution rates	15.661%	6.5%

	Safety	
Hire date	Prior to January 1, 2013	On or after January 1, 2013
Benefit formula	2% @ 50	2.70% @ 57
Benefit vesting schedule	5 years service	5 years service
Benefit payments	Monthly for life	Monthly for life
Retirement age	50-55	50-57
Monthly benefits, as a % of eligible compensation	2.00%-2.70%	2.00% - 2.70%
Required employee contribution rates	9.0%	12.25%
Required employer contribution rates	22.302%	12.25%

Note 6: City Employees Retirement Plan (Defined Benefit Pension Plan) (Continued)

a. General Information About the Pension Plans (Continued)

Contributions

Section 20814 (c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employees be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Funding contributions for the Plans are determined annually on an actuarial basis of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The City is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

For the fiscal year ended June 30, 2015, the contributions recognized as part of pension expense for the Plan were as follow:

Contributions - employer	$ 1,926,460

b. Pension Liabilities, Pension Expenses, and Deferred Outflows/Inflows of Resources Related to Pensions

As of June 30, 2015, the District reported net pension liabilities for its proportionate share of the net position liability of the Plan as follows:

	Proportionate Share of Net Pension Liability
Miscellaneous	$ 8,302,609
Miscellaneous PEPRA	474
Safety	13,885,453
Safety PEPRA	934
Total Net Pension Liability	$ 22,189,470

The City's net pension liability for the Plan is measured as the proportionate share of the net pension liability. The net pension liability of the Plan is measured as of June 30, 2014, and the total pension liability for the Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2013 rolled forward to June 30, 2014 using standard update procedures. The City's proportion of the net pension liability was based on a projection of the City's long-term share of contributions to the pension plans relative to the projected contributions of all participating employers, actuarially determined. The City's proportionate share of the net pension liability for the Plan as of June 30, 2013 and 2014 was as follows:

	Miscellaneous	Miscellaneous PEPRA	Safety	Safety PEPRA
Proportion - June 30, 2013	0.32805%	0.00002%	0.38431%	0.00003%
Proportion - June 30, 2014	0.33594%	0.00002%	0.37018%	0.00002%
Change - Increase (Decrease)	0.00789%	0.00000%	-0.01413%	-0.00001%

Note 6: City Employees Retirement Plan (Defined Benefit Pension Plan) (Continued)

b. Pension Liabilities, Pension Expenses, and Deferred Outflows/Inflows of Resources Related to Pensions (Continued)

For the fiscal year ended June 30, 2015, the City recognized pension expense of $2,009,827. At June 30, 2015, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Pension contributions subsequent to measurement date	$ 1,926,460	$ -
Net differences between projected and actual earnings on pension plan investments		(6,509,558)
Adjustment due to differences in proportions	186,893	(584)
Total	$ 2,113,353	$ (6,510,142)

$1,926,460 reported as deferred outflows of resources related to contributions subsequent to the measurement date and will be recognized as a reduction of the net pension liability in the fiscal year ended June 30, 2016. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions and will be recognized as pension expense as follows:

Fiscal Year Ended June 30,	
2016	$ (1,560,852)
2017	(1,560,852)
2018	(1,574,157)
2019	(1,627,388)
Total	$ (6,323,249)

Actuarial Assumptions

The total pension liabilities in the June 30, 2013 actuarial valuations were determined using the following actuarial assumptions:

	Miscellaneous	Safety
Valuation Date	June 30, 2013	June 30, 2013
Measurement Date	June 30, 2014	June 30, 2014
Actuarial Cost Method	Entry Age Normal Cost Method	Entry Age Normal Cost Method
Actuarial Assumptions:		
Discount Rate	7.50%	7.50%
Inflation	2.75%	2.75%
Payroll Growth	3.00%	3.00%
Projected Salary Increases	3.30% to 14.20% (1)	3.30% to 14.20% (1)
Investment Rate of Return	7.5% (2)	7.5% (2)
Mortality	Data for all Funds (3)	Data for all Funds (3)

Note 6: City Employees Retirement Plan (Defined Benefit Pension Plan) (Continued)

b. Pension Liabilities, Pension Expenses, and Deferred Outflows/Inflows of Resources Related to Pensions (Continued)

Actuarial Assumptions (Continued)

	Miscellaneous PEPRA	Safety PEPRA
Valuation Date	June 30, 2013	June 30, 2013
Measurement Date	June 30, 2014	June 30, 2014
Actuarial Cost Method	Entry Age Normal Cost Method	Entry Age Normal Cost Method
Actuarial Assumptions:		
Discount Rate	7.50%	7.50%
Inflation	2.75%	2.75%
Payroll Growth	3.00%	3.00%
Projected Salary Increases	3.30% to 14.20% (1)	3.30% to 14.20% (1)
Investment Rate of Return	7.5% (2)	7.5% (2)
Mortality	Data for all Funds (3)	Data for all Funds (3)

(1) Depending on age, service and type of employment
(2) Net of pension plan investment expenses, including inflation
(3) The mortality table used was developed based CalPERS' specific data. The table includes 20 years of mortality improvements using Society of Actuaries Scale BB. For more details on this table, please refer to the 2014 experience study report.

All other actuarial assumptions used in the June 30, 2013 valuation were based on the results of an actuarial experience study for the fiscal years 1997 to 2011, including updates to salary increase, mortality, and retirement rates. The experience study report can be obtained at CalPERS' website under Forms and Publications.

Discount Rate

The discount rate used to measure the total pension liability was 7.50%. To determine whether the municipal bond rate should be used in the calculation of a discount rate for each plan, CalPERS stress tested plans that would most likely result in a discount rate that would be different from the actuarially assumed discount rate. Based on the testing, none of the tested plans run out of assets. Therefore, the current 7.50% discount rate is adequate and the use of the municipal bond rate calculation is not necessary. The long term expected discount rate of 7.50% is applied to all plans in the Public Employees Retirement Fund. The stress test results are presented in a detailed report called "GASB Crossover Testing Report" that can be obtained at CalPERS' website under the GASB 68 section.

According to Paragraph 30 of Statement 68, the long-term discount rate should be determined without reduction for pension plan administrative expense. The 7.50% investment return assumption used in this accounting valuation is net of administrative expenses. Administrative expenses are assumed to be 15 basis points. An investment return excluding administrative expenses would have been 7.65%. Using this lower discount rate has resulted in a slightly higher total pension liability and net pension liability. This difference was deemed immaterial to the Public Agency Cost-Sharing Multiple-Employer Defined Benefit Pension Plan.

Note 6: City Employees Retirement Plan (Defined Benefit Pension Plan) (Continued)

b. Pension Liabilities, Pension Expenses, and Deferred Outflows/Inflows of Resources Related to Pensions (Continued)

Discount Rate (Continued)

CalPERS is scheduled to review all actuarial assumptions as part of its regular Asset Liability Management review cycle that is scheduled to be completed in February 2018. Any changes to the discount rate will require Board action and proper stakeholder outreach. For these reasons, CalPERS expects to continue using a discount rate net of administrative expenses for GASB 67 and 68 calculations through at least the 2017-18 fiscal year. CalPERS will continue to check the materiality of the difference in calculation until such time as we have changed our methodology.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, staff took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Such cash flows were developed assuming that both members and employers will make their required contributions on time and as scheduled in all future years. Using historical returns of all the funds' asset classes, expected compound (geometric) returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest one quarter of one percent.

The table below reflects long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These geometric rates of return are net of administrative expenses.

Asset Class	New Strategic Allocation	Real Return Years 1 - 10 (a)	Real Return Years 11+ (b)
Global Equity	47.00%	5.25%	5.71%
Global Fixed Income	19.00%	0.99%	2.43%
Inflation Sensitive	6.00%	0.45%	3.36%
Private Equity	12.00%	6.83%	6.95%
Real Estate	11.00%	4.50%	5.13%
Infrastructure and Forestland	3.00%	4.50%	5.09%
Liquidity	2.00%	-0.55%	-1.05%
Total	100.00%		

(a) An expected inflation of 2.50% used for this period.
(b) An expected inflation of 3.00% used for this period.

Note 6: City Employees Retirement Plan (Defined Benefit Pension Plan) (Continued)

b. Pension Liabilities, Pension Expenses, and Deferred Outflows/Inflows of Resources Related to Pensions (Continued)

Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents the net pension liability/(asset) of the Plan as of the measurement date, calculated using the discount rate of 7.50%, as well as what the net pension liability/(asset) would be if it were calculated using a discount rate that is 1 percentage-point lower (6.50%) or 1 percentage-point higher (8.50%) than the current rate:

	Miscellaneous	Miscellaneous PEPRA	Safety	Safety PEPRA
1% Decrease	6.50%	6.50%	6.50%	6.50%
Net Pension Liability	$ 13,878,334	$ 844	$ 23,895,067	$ 1,607
Current Discount Rate	7.50%	7.50%	7.50%	7.50%
Net Pension Liability	8,302,609	474	13,885,453	934
1% Increase	8.50%	8.50%	8.50%	8.50%
Net Pension Liability	3,675,288	167	5,637,963	379

Pension Plan Fiduciary Net Position

Detailed information about each pension plan's fiduciary net position is available in the separately issued CalPERS financial reports.

Note 7: 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 $552,000 was made during the 2014-2015 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)	$ 1,501,000
Interest on net OPEB liability	297,000
Adjustment to ARC	(413,000)
Annual OPEB cost	1,385,000
Contributions made	(552,000)
Implied subsidy payments	(103,199)
Increase (decrease) in net OPEB obligation	729,801
Net OPEB obligation - June 30, 2014	7,424,199
Net OPEB obligation - June 30, 2015	$ 8,154,000

The ARC of $1,501,000 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 2014-15 and the two preceding years were as follows:

Fiscal Year Ended	Annual OPEB Cost	Actual Contribution (Net of Adjustments)	Percentage of Annual OPEB Cost Contributed	Net OPEB Obligation (Asset)
6/30/2013	$ 1,006,981	$ 577,410	57%	$ 7,010,884
6/30/2014	978,719	565,404	58%	7,424,199
6/30/2015	1,385,000	655,199	47%	8,154,000

Note 7: 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 fiscal year. A subsequent actuarial valuation was performed for fiscal years 2010-2011, 2012-2013, and 2014-2015.

Actuarial Valuation Date	Actuarial Value of Assets	Unfunded Actuarial Accrued Liability	Funded Ratio	Annual Covered Payroll	UAAL as a % of 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%
1/1/2015	-	16,677,000	0.0%	11,292,000	148%

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, 2015, actuarial valuation, the entry age normal cost method was used. The actuarial assumptions include a 4.0% 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 4.5%. 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, 2015, was 20 years. At January 1, 2015, the number of active participants was 151 and the number of retirees receiving benefits was 119.

Note 8: Risk Management

The City is partially self-insured for general liability insurance. The City is responsible for claims up to $100,000 per occurrence. Coverage in excess of the City's self-insured retention is purchased through CSAC Excess Insurance Authority (CSAC-EIA) up to the statutory limits. The City participates in a risk pool for general liability insurance through CSAC-EIA above the City's self-insured retention of $100,000 up to $4,900,000 per occurrence. Reinsurance coverage in excess of the pool layer up to $25,000,000 is purchased through CSAC-EIA. CSAC-EIA retains responsibility for claims in excess of each member's self-insured retention.

For workers' compensation insurance, the City is covered from the first dollar. Coverage between $1 and $5,000,000 is provided by CSAC-EIA. CSAC-EIA participates in an excess pool which provides coverage from $5,000,000 to $50,000,000 and purchases excess insurance above $50,000,000 to the statutory limit.

Workers' compensation and general liability claims incurred prior to July 1, 2014 were covered through the City's participation in the California Joint Powers Insurance Authority.

Note 9: Commitments and Contingencies

As of June 30, 2015, the City had the following construction commitments:

Project Names	Contract Amount	Expenditures to date as of June 30, 2015	Remaining Commitments
Sewer Rehabilitation & Repair Project Phase I	$ 3,546,579	$ 3,126,503	$ 420,076
Garfield Reservoir Replacement Project	19,724,046	2,088,470	17,635,576

Due to the occurrence of several spills from the City's sanitary sewer system, the City 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 a ten year period 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 10: 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.

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	$ 965,089
Cash and investments with fiscal agent	197,950
	$ 1,163,039

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 the fiscal year ended June 30, 2015:

	Balance July 1, 2014	Additions	Retirements	Balance June 30, 2015	Due Within One Year
Fiduciary Funds:					
2000 Tax Allocation Bond	$ 1,550,000	$ -	$ (105,000)	$ 1,445,000	$ 110,000

Note 10: Successor Agency Trust for Assets of Former Community Redevelopment Agency (Continued)

A description of long-term debt outstanding (excluding defeased debt) of the Successor Agency as of June 30, 2015, 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%, 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, 2015, $1,445,000 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 $1,961,700 with annual debt service requirements as indicated above. For the current fiscal 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 $350,398 and the debt service obligation on the bonds was $197,118.

The annual requirements to amortize the outstanding bond indebtedness as of June 30, 2015, including interest are as follows:

Fiscal Years Ending June 30,	2000 Tax Allocation Bonds		
	Principal	Interest	Total
2016	$ 110,000	$ 86,082	$ 196,082
2017	115,000	79,702	194,702
2018	125,000	72,946	197,946
2019	130,000	65,570	195,570
2020	140,000	57,900	197,900
2021-2025	825,000	154,500	979,500
	$ 1,445,000	$ 516,700	$ 1,961,700

Note 10: Successor Agency Trust for Assets of Former Community Redevelopment Agency (Continued)

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 8.

Note 11: Restatements

Beginning fund balance/net position have been restated as follows:

Government-wide statement:

Governmental activities – The restatement of ($23,865,085) is due to the City implementing GASB Statement No. 68, *Accounting and Financial Reporting for Pensions* and GASB Statement No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date* during fiscal year 2014-2015 in an amount of ($24,372,951), an overstatement of Other Post-employment Benefits $942,772, an understatement of unearned revenue ($193,708), an overstatement of accounts receivable in the amount of ($38,161) and an overstatement of inventory in the amount of ($203,037).

Proprietary fund statements and business type activities:

Water Fund – The restatement of ($2,497,199) is due to the City implementing GASB Statement No. 68, *Accounting and Financial Reporting for Pensions* and GASB Statement No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date* during fiscal year 2014-2015 in an amount of ($1,709,013) and an understatement of Other Post-employment Benefits in an amount of ($788,186).

Sewer Fund – The restatement of ($575,515) is due to the City implementing GASB Statement No. 68, *Accounting and Financial Reporting for Pensions* and GASB Statement No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date* during fiscal year 2014-2015 in an amount of ($420,919) and an understatement of Other Post-employment Benefits in an amount of ($154,586).

Arroyo Seco Golf Course Fund – The restatement of $27,255 is due to an understatement of inventory in the amount of $8,642 and an understatement of capital assets and related accumulated depreciation in the net amount of $18,613.

Governmental fund statements:

General Fund – The restatement of ($241,198) is due to an overstatement of accounts receivable in the amount of ($38,161) and an overstatement of inventory in the amount of ($203,037).

Note 12: Deficit Fund Balance

The following funds contained deficit fund balances at June 30, 2015:

Fund	Amount
Nonmajor governmental funds:	
MTA Pedestrian Improvement	$ 29,951
CTC Traffic Improvement Grant	89
Mission Meridian Public Garage	287,110
County Park Bond	149,011
Homeland Security Grant	15,923
MSRC Grant	90,539

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

Note 13: Supplementary Budgetary information

The City did not adopt a budget for the following funds: CTC Traffic Improvement Grant, Gold Line Mitigation, County Park Bond, Public Library Grant, TEA/Metro Grant, MSRC Grant, and Historic Presentation Grant Fund. Accordingly, such budgetary information is not included as supplementary information.

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

Fund	Expenditures	Appropriations	Excess
Special Revenue Funds:			
Parking and Business Improvement	$ 163,500	$ 151,000	$ 12,500
Mission Meridian Public Garage	30,381	27,798	2,583
Bike and Pedestrian Paths	89,519	68,000	21,519
CDBG	146,078	139,902	6,176
Asset Forfeiture	4,639	-	4,639
State Police Grant	108,378	13,455	94,923
Homeland Security Grant	51,702	1,693	50,009
Housing Authority	27,381	-	27,381

REQUIRED SUPPLEMENTARY INFORMATION SECTION

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CITY OF SOUTH PASADENA

GENERAL FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

	Budget Amounts		Actual	Variance Positive
	Original	Final	Amounts	(Negative)
Revenues:				
Taxes	$ 19,025,110	$ 19,025,110	$ 19,085,074	$ 59,964
Licenses and permits	987,520	987,520	1,012,625	25,105
Intergovernmental	34,000	34,000	439,733	405,733
Charges for services	2,924,078	2,924,078	3,430,665	506,587
Use of money and property	386,070	386,070	520,877	134,807
Fines and forfeitures	530,000	530,000	347,585	(182,415)
Miscellaneous	238,000	238,000	351,974	113,974
Total revenues	24,124,778	24,124,778	25,188,533	1,063,755
Expenditures:				
General government:				
City council	61,103	61,103	51,733	9,370
City clerk	370,990	390,744	366,336	24,408
Elections	750	750	1,287	(537)
City manager	930,330	930,330	830,416	99,914
Personnel	221,275	230,279	247,364	(17,085)
Transportation planning	187,800	187,800	222,373	(34,573)
Legal services	255,000	255,000	255,007	(7)
Finance	538,039	562,039	653,960	(91,921)
City treasurer	9,348	9,348	9,291	57
Information services	300,100	300,100	302,435	(2,335)
Non-departmental	940,089	940,089	791,251	148,838
Public safety:				
Police	7,003,982	7,006,326	7,197,794	(191,468)
Fire	4,055,747	4,057,967	4,430,579	(372,612)
Community development:				
Community development	948,211	968,922	1,093,717	(124,795)
Community services:				
Library	1,537,831	1,537,831	1,533,840	3,991
Senior center	277,305	277,305	297,272	(19,967)
Recreation	272,326	282,326	279,225	3,101
After-school day care	537,202	537,202	613,593	(76,391)
Public works:				
Public works administration	514,958	525,698	423,981	101,717
Environmental services	237,173	238,536	148,512	90,024
Park maintenance	455,091	466,189	367,340	98,849
Facilities maintenance	613,554	613,554	647,873	(34,319)
Capital outlay	2,868,600	4,537,026	2,523,692	2,013,334
Debt service:				
Principal retirement	61,308	61,308	55,725	5,583
Interest and fiscal charges			5,583	(5,583)
Total expenditures	23,198,112	24,977,772	23,350,179	1,627,593
Excess (deficiency) of revenues over (under) expenditures	926,666	(852,994)	1,838,354	2,691,348
Other financing sources (uses):				
Transfers out	(582,497)	(582,497)	(596,137)	(13,640)
Total other financing sources (uses)	(582,497)	(582,497)	(596,137)	(13,640)
Net change in fund balances	344,169	(1,435,491)	1,242,217	2,677,708
Fund balance at beginning of fiscal year	16,646,241	16,646,241	16,646,241	
Restatements			(241,198)	(241,198)
Fund balances at beginning of fiscal year, as restated	16,646,241	16,646,241	16,405,043	(241,198)
Fund balance at end of fiscal year	$ 16,990,410	$ 15,210,750	$ 17,647,260	$ 2,436,510

See Notes to the Required Supplemental Information

Note 1: Budgetary Information

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 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 2015 were notsignificant.

Cost-Sharing Multiple-Employer Defined Benefit Pension Plan
Last 10 Fiscal Years*

Note 2: Schedules of the City's Proportionate Share of the Net Pension Liability

	Miscellaneous Fiscal Year 2014-15
Proportion of the net pension liability	0.13343%
Proportionate share of the net pension liability	$ 8,302,609
Covered employee payroll	5,722,421
Proportionate Share of the net pension liability as a percentage of covered employee payroll	145.09%
Plan's fiduciary net position	33,726,710
Plan's total pension liability	42,029,319
Plan fiduciary net position as a percentage of total pension liability	80.25%

Notes to Schedule

Change in Benefit Terms: The figures above do not include any liability impact that may have resulted from plan changes which occurred after June 30, 2013 as they have minimal cost impact. This applies for voluntary benefit changes as well as any offers of Two Years Additional Service Credit (a.k.a Golden Handshakes).

Change in Assumptions: None

*Fiscal year 2015 was the 1st year of implementation, therefore only one year is shown.

Cost-Sharing Multiple-Employer Defined Benefit Pension Plan
Last 10 Fiscal Years*

Note 2: Schedules of the City's Proportionate Share of the Net Pension Liability (Continued)

	Miscellaneous PEPRA Fiscal Year 2014-15
Proportion of the net pension liability	0.00001%
Proportionate share of the net pension liability	$ 474
Covered employee payroll	112,020
Proportionate Share of the net pension liability as a percentage of covered employee payroll	0.42%
Plan's fiduciary net position	2,315
Plan's total pension liability	2,789
Plan fiduciary net position as a percentage of total pension liability	83.00%

Notes to Schedule

Change in Benefit Terms: The figures above do not include any liability impact that may have resulted from plan changes which occurred after June 30, 2013 as they have minimal cost impact. This applies for voluntary benefit changes as well as any offers of Two Years Additional Service Credit (a.k.a Golden Handshakes).

Change in Assumptions: None

*Fiscal year 2015 was the 1st year of implementation, therefore only one year is shown.

Cost-Sharing Multiple-Employer Defined Benefit Pension Plan
Last 10 Fiscal Years*

Note 2: Schedules of the City's Proportionate Share of the Net Pension Liability (Continued)

	Safety Fiscal Year 2014-15
Proportion of the net pension liability	0.22315%
Proportionate share of the net pension liability	$ 13,885,453
Covered employee payroll	4,679,610
Proportionate Share of the net pension liability as a percentage of covered employee payroll	296.72%
Plan's fiduciary net position	60,842,423
Plan's total pension liability	74,727,876
Plan fiduciary net position as a percentage of total pension liability	81.42%

Notes to Schedule

Change in Benefit Terms: The figures above do not include any liability impact that may have resulted from plan changes which occurred after June 30, 2013 as they have minimal cost impact. This applies for voluntary benefit changes as well as any offers of Two Years Additional Service Credit (a.k.a Golden Handshakes).

Change in Assumptions: None

*Fiscal year 2015 was the 1st year of implementation, therefore only one year is shown.

Cost-Sharing Multiple-Employer Defined Benefit Pension Plan
Last 10 Fiscal Years*

Note 2: Schedules of the City's Proportionate Share of the Net Pension Liability (Continued)

		Safety PEPRA
		Fiscal Year 2014-15
Proportion of the net pension liability		0.00002%
Proportionate share of the net pension liability	$	934
Covered employee payroll		40,777
Proportionate Share of the net pension liability as a percentage of covered employee payroll		2.29%
Plan's fiduciary net position		4,092
Plan's total pension liability		5,026
Plan fiduciary net position as a percentage of total pension liability		81.42%

Notes to Schedule

Change in Benefit Terms: The figures above do not include any liability impact that may have resulted from plan changes which occurred after June 30, 2013 as they have minimal cost impact. This applies for voluntary benefit changes as well as any offers of Two Years Additional Service Credit (a.k.a Golden Handshakes).

Change in Assumptions: None

*Fiscal year 2015 was the 1st year of implementation, therefore only one year is shown.

Cost-Sharing Multiple-Employer Defined Benefit Pension Plan
Last 10 Fiscal Years*

Note 3: Schedules of Pension Contributions

	Miscellaneous Fiscal Year 2014-15
Actuarially Determined Contribution[2]	$ 845,837
Contributions in Relation to the Actuarially Determined Contribution[2]	(845,837)
Contribution Deficiency (Excess)	$ -
Covered Employee Payroll[3]	$ 5,367,742
Contributions as a Percentage of Covered Employee Payroll[3]	15.76%

[1]Historical information is required only for measurement periods for which GASB 68 is applicable.
[2]Employers are assumed to make contributions equal to the actuarially determined contributions. However, some employers may choose to make additional contributions towards their unfunded liability. Employer contributions for such plans exceed the actuarially determined contributions.
[3]Covered Employee Payroll represented above is based on pensionable earnings provided by the employer. However, GASB 68 defines covered employee payroll as the total payroll of employees pension plan. Accordingly, if pensionable earnings are different than total earnings for covered employees, the employer should display in the disclosure footnotes the payroll based on total earnings for the covered group and recalculate the required payroll-related ratios.

Notes to Schedule:

The actuarial methods and assumptions used to set the actuarially determined contributions for Fiscal Year 2014-15 were from the June 30, 2012 public agency valuations.

Actuarial Cost Method	Entry Age Normal
Amortization Method	Level Percent of Payroll
Remaining amortization period	19 years
Assets Valuation Method	15 year smoothed market
Inflation	2.75%
Salary Increases	3.30% to 14.20% depending on age, service and type of employment
Payroll Growth	3.00%
Investment Rate of Return	7.50% net of administrative expenses
Retirement Age	50-56 years
Mortality	The mortality assumptions are based on mortality rates resulting from the CalPERS Experience Study adopted by the CalPERS Board, first used in the June 30, 2009 valuation. For purposes of the post-retirement mortality rates, those revised rates include 5 years of projected on-going mortality improvement using Scale AA published by the Society of Actuaries until June 30, 2010.

* Fiscal year 2015 was the 1st year of implementation, therefore only one year is shown.

Cost-Sharing Multiple-Employer Defined Benefit Pension Plan
Last 10 Fiscal Years*

Note 3: Schedules of Pension Contributions (Continued)

	Miscellaneous PEPRA Fiscal Year 2014-15
Actuarially Determined Contribution[2]	$ 51,607
Contributions in Relation to the Actuarially Determined Contribution[2]	(51,607)
Contribution Deficiency (Excess)	$ -
Covered Employee Payroll[3]	$ 762,824
Contributions as a Percentage of Covered Employee Payroll[3]	6.77%

[1]Historical information is required only for measurement periods for which GASB 68 is applicable.
[2]Employers are assumed to make contributions equal to the actuarially determined contributions. However, some employers may choose to make additional contributions towards their unfunded liability. Employer contributions for such plans exceed the actuarially determined contributions.
[3]Covered Employee Payroll represented above is based on pensionable earnings provided by the employer. However, GASB 68 defines covered employee payroll as the total payroll of employees pension plan. Accordingly, if pensionable earnings are different than total earnings for covered employees, the employer should display in the disclosure footnotes the payroll based on total earnings for the covered group and recalculate the required payroll-related ratios.

Notes to Schedule:

The actuarial methods and assumptions used to set the actuarially determined contributions for Fiscal Year 2014-15 were from the June 30, 2012 public agency valuations.

Actuarial Cost Method	Entry Age Normal Cost Method
Amortization Method	Level Percent of Payroll
Remaining amortization period	19 years
Assets Valuation Method	15 year smoothed market
Inflation	2.75%
Salary Increases	3.30% to 14.20% depending on age, service and type of employment
Payroll Growth	3.00%
Investment Rate of Return	7.50% net of administrative expenses
Retirement Age	50-56 years
Mortality	The mortality assumptions are based on mortality rates resulting from the CalPERS Experience Study adopted by the CalPERS Board, first used in the June 30, 2009 valuation. For purposes of the post-retirement mortality rates, those revised rates include 5 years of projected on-going mortality improvement using Scale AA published by the Society of Actuaries until June 30, 2010.

* Fiscal year 2015 was the 1st year of implementation, therefore only one year is shown.

Cost-Sharing Multiple-Employer Defined Benefit Pension Plan
Last 10 Fiscal Years*

Note 3: Schedules of Pension Contributions (Continued)

	Safety Fiscal Year 2014-15
Actuarially Determined Contribution[2]	$ 982,132
Contributions in Relation to the Actuarially Determined Contribution[2]	(982,132)
Contribution Deficiency (Excess)	$ -
Covered Employee Payroll[3]	$ 4,089,749
Contributions as a Percentage of Covered Employee Payroll[3]	24.01%

[1]Historical information is required only for measurement periods for which GASB 68 is applicable.
[2]Employers are assumed to make contributions equal to the actuarially determined contributions. However, some employers may choose to make additional contributions towards their unfunded liability. Employer contributions for such plans exceed the actuarially determined contributions.
[3]Covered Employee Payroll represented above is based on pensionable earnings provided by the employer. However, GASB 68 defines covered employee payroll as the total payroll of employees pension plan. Accordingly, if pensionable earnings are different than total earnings for covered employees, the employer should display in the disclosure footnotes the payroll based on total earnings for the covered group and recalculate the required payroll-related ratios.

Notes to Schedule:

The actuarial methods and assumptions used to set the actuarially determined contributions for Fiscal Year 2014-15 were from the June 30, 2012 public agency valuations.

Actuarial Cost Method	Entry Age Normal Cost Method
Amortization Method	Level Percent of Payroll
Remaining amortization period	13 years
Assets Valuation Method	15 year smoothed market
Inflation	2.75%
Salary Increases	3.30% to 14.20% depending on age, service and type of employment
Payroll Growth	3.00%
Investment Rate of Return	7.50% net of administrative expenses
Retirement Age	50-55 years
Mortality	The mortality assumptions are based on mortality rates resulting from the CalPERS Experience Study adopted by the CalPERS Board, first used in the June 30, 2009 valuation. For purposes of the post-retirement mortality rates, those revised rates include 5 years of projected on-going mortality improvement using Scale AA published by the Society of Actuaries until June 30, 2010.

* Fiscal year 2015 was the 1st year of implementation, therefore only one year is shown.

Cost-Sharing Multiple-Employer Defined Benefit Pension Plan
Last 10 Fiscal Years*

Note 3: Schedule of Pension Contributions (Continued)

	Safety PEPRA Fiscal Year 2014-15
Actuarially Determined Contribution[2]	$ 46,884
Contributions in Relation to the Actuarially Determined Contribution[2]	(46,884)
Contribution Deficiency (Excess)	$ -
Covered Employee Payroll[3]	$ 373,303
Contributions as a Percentage of Covered Employee Payroll[3]	12.56%

[1]Historical information is required only for measurement periods for which GASB 68 is applicable.
[2]Employers are assumed to make contributions equal to the actuarially determined contributions. However, some employers may choose to make additional contributions towards their unfunded liability. Employer contributions for such plans exceed the actuarially determined contributions.
[3]Covered Employee Payroll represented above is based on pensionable earnings provided by the employer. However, GASB 68 defines covered employee payroll as the total payroll of employees pension plan. Accordingly, if pensionable earnings are different than total earnings for covered employees, the employer should display in the disclosure footnotes the payroll based on total earnings for the covered group and recalculate the required payroll-related ratios.

Notes to Schedule:

The actuarial methods and assumptions used to set the actuarially determined contributions for Fiscal Year 2014-15 were from the June 30, 2012 public agency valuations.

Actuarial Cost Method	Entry Age Normal Cost Method
Amortization Method	Level Percent of Payroll
Remaining amortization period	13 years
Assets Valuation Method	15 year smoothed market
Inflation	2.75%
Salary Increases	3.30% to 14.20% depending on age, service and type of employment
Payroll Growth	3.00%
Investment Rate of Return	7.50% net of administrative expenses
Retirement Age	50-55 years
Mortality	The mortality assumptions are based on mortality rates resulting from the CalPERS Experience Study adopted by the CalPERS Board, first used in the June 30, 2009 valuation. For purposes of the post-retirement mortality rates, those revised rates include 5 years of projected on-going mortality improvement using Scale AA published by the Society of Actuaries until June 30, 2010.

* Fiscal year 2015 was the 1st year of implementation, therefore only one year is shown.

OTHER SUPPLEMENTARY INFORMATION SECTION

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CITY OF SOUTH PASADENA

COMBINING BALANCE SHEET
NONMAJOR GOVERNMENTAL FUNDS
JUNE 30, 2015

	Special Revenue Funds			
	MTA Pedestrian Improvement	Proposition "A"	Proposition "C"	CTC Traffic Improvement Grant
Assets:				
Pooled cash and investments	$ -	$ 561,191	$ 349,907	$ 18
Receivables:				
Accounts		17,078	2,768	
Accrued interest		207	131	
Due from other governments	28,436			61
Total Assets	$ 28,436	$ 578,476	$ 352,806	$ 79
Liabilities, Deferred Inflow of Resources, and Fund Balances				
Liabilities:				
Accounts payable	$ -	$ 8,808	$ 5,439	$ -
Accrued liabilities		5,577	6,038	168
Deposits payable				
Due to other funds	29,951			
Total Liabilities	29,951	14,385	11,477	168
Deferred Inflow of Resources:				
Unavailable revenues	28,436			
Total Deferred Inflow of Resources	28,436			
Fund Balances:				
Restricted for:				
Community development projects				
Public safety - Police				
Community services		564,091		
Public works - Streets and roads			341,329	
Capital projects				
Public works - Street lighting				
Committed to:				
Capital projects				
Unassigned	(29,951)			(89)
Total Fund Balances (Deficit)	(29,951)	564,091	341,329	(89)
Total Liabilities, Deferred Inflow of Resources, and Fund Balances	$ 28,436	$ 578,476	$ 352,806	$ 79

CITY OF SOUTH PASADENA

COMBINING BALANCE SHEET
NONMAJOR GOVERNMENTAL FUNDS
JUNE 30, 2015

(Continued)

	Special Revenue Funds			
	Street Lighting	Clean Air Act	Parking and Business Improvement	Gold Line Mitigation
Assets:				
Pooled cash and investments	$ 206,722	$ 105,760	$ 115,981	$ 60,381
Receivables:				
Accounts	27,672			
Accrued interest		40		
Due from other governments		8,468		
Total Assets	$ 234,394	$ 114,268	$ 115,981	$ 60,381
Liabilities, Deferred Inflow of Resources, and Fund Balances				
Liabilities:				
Accounts payable	$ 41,502	$ -	$ -	$ -
Accrued liabilities	11,508	15		
Deposits payable				
Due to other funds				
Total Liabilities	53,010	15		
Deferred Inflow of Resources:				
Unavailable revenues				
Total Deferred Inflow of Resources				
Fund Balances:				
Restricted for:				
Community development projects				
Public safety - Police				
Community services				
Public works - Streets and roads				
Capital projects		114,253	115,981	60,381
Public works - Street lighting	181,384			
Committed to:				
Capital projects				
Unassigned				
Total Fund Balances (Deficit)	181,384	114,253	115,981	60,381
Total Liabilities, Deferred Inflow of Resources, and Fund Balances	$ 234,394	$ 114,268	$ 115,981	$ 60,381

CITY OF SOUTH PASADENA

COMBINING BALANCE SHEET
NONMAJOR GOVERNMENTAL FUNDS
JUNE 30, 2015

(Continued)

	Special Revenue Funds			
	Mission Meridian Public Garage	State Gas Tax	County Park Bond	Bike and Pedestrian Paths
Assets:				
Pooled cash and investments	$ -	$ 962,872	$ -	$ -
Receivables:				
Accounts		29		
Accrued interest		351		
Due from other governments				
Total Assets	$ -	$ 963,252	$ -	$ -
Liabilities, Deferred Inflow of Resources, and Fund Balances				
Liabilities:				
Accounts payable	$ 2,275	$ 29,421	$ 1,735	$ -
Accrued liabilities		19,593		
Deposits payable				
Due to other funds	284,835		147,276	
Total Liabilities	287,110	49,014	149,011	
Deferred Inflow of Resources:				
Unavailable revenues				
Total Deferred Inflow of Resources				
Fund Balances:				
Restricted for:				
Community development projects				
Public safety - Police				
Community services				
Public works - Streets and roads		914,238		
Capital projects				
Public works - Street lighting				
Committed to:				
Capital projects				
Unassigned	(287,110)		(149,011)	
Total Fund Balances (Deficit)	(287,110)	914,238	(149,011)	
Total Liabilities, Deferred Inflow of Resources, and Fund Balances	$ -	$ 963,252	$ -	$ -

CITY OF SOUTH PASADENA

COMBINING BALANCE SHEET
NONMAJOR GOVERNMENTAL FUNDS
JUNE 30, 2015

(Continued)

	Special Revenue Funds			
	Capital Growth Requirements	C.D.B.G.	Asset Forfeiture	CLEEP
Assets:				
Pooled cash and investments	$ 220,369	$ -	$ 16,766	$ 5,180
Receivables:				
Accounts				
Accrued interest	82		7	2
Due from other governments		695		
Total Assets	$ 220,451	$ 695	$ 16,773	$ 5,182
Liabilities, Deferred Inflow of Resources, and Fund Balances				
Liabilities:				
Accounts payable	$ 17,693	$ -	$ -	$ -
Accrued liabilities				
Deposits payable				
Due to other funds		333		
Total Liabilities	17,693	333		
Deferred Inflow of Resources:				
Unavailable revenues				
Total Deferred Inflow of Resources				
Fund Balances:				
Restricted for:				
Community development projects		362		
Public safety - Police			16,773	5,182
Community services				
Public works - Streets and roads				
Capital projects	202,758			
Public works - Street lighting				
Committed to:				
Capital projects				
Unassigned				
Total Fund Balances (Deficit)	202,758	362	16,773	5,182
Total Liabilities, Deferred Inflow of Resources, and Fund Balances	$ 220,451	$ 695	$ 16,773	$ 5,182

CITY OF SOUTH PASADENA

COMBINING BALANCE SHEET
NONMAJOR GOVERNMENTAL FUNDS
JUNE 30, 2015

(Continued)

	Special Revenue Funds			
	Public Library Grant	State Police Grant	Homeland Security Grant	Park Impact Fees
Assets:				
Pooled cash and investments	$ 6,445	$ 95,842	$ -	$ 398,353
Receivables:				
Accounts				
Accrued interest		38		
Due from other governments			5,040	
Total Assets	$ 6,445	$ 95,880	$ 5,040	$ 398,353
Liabilities, Deferred Inflow of Resources, and Fund Balances				
Liabilities:				
Accounts payable	$ -	$ -	$ -	$ 5,077
Accrued liabilities				
Deposits payable				
Due to other funds			15,923	
Total Liabilities			15,923	5,077
Deferred Inflow of Resources:				
Unavailable revenues			5,040	
Total Deferred Inflow of Resources			5,040	
Fund Balances:				
Restricted for:				
Community development projects				
Public safety - Police		95,880		
Community services	6,445			393,276
Public works - Streets and roads				
Capital projects				
Public works - Street lighting				
Committed to:				
Capital projects				
Unassigned			(15,923)	
Total Fund Balances (Deficit)	6,445	95,880	(15,923)	393,276
Total Liabilities, Deferred Inflow of Resources, and Fund Balances	$ 6,445	$ 95,880	$ 5,040	$ 398,353

CITY OF SOUTH PASADENA

COMBINING BALANCE SHEET
NONMAJOR GOVERNMENTAL FUNDS
JUNE 30, 2015

(Continued)

	Special Revenue Funds			
	Measure R	TEA/Metro Grant Fund	Public Education	MSRC Grant Fund
Assets:				
Pooled cash and investments	$ 693,952	$ 374,011	$ 73,812	$ -
Receivables:				
Accounts			6,489	
Accrued interest	258	144		
Due from other governments				
Total Assets	$ 694,210	$ 374,155	$ 80,301	$ -
Liabilities, Deferred Inflow of Resources, and Fund Balances				
Liabilities:				
Accounts payable	$ -	$ -	$ -	$ -
Accrued liabilities				
Deposits payable				
Due to other funds				90,539
Total Liabilities				90,539
Deferred Inflow of Resources:				
Unavailable revenues				
Total Deferred Inflow of Resources				
Fund Balances:				
Restricted for:				
Community development projects			80,301	
Public safety - Police				
Community services				
Public works - Streets and roads	694,210	374,155		
Capital projects				
Public works - Street lighting				
Committed to:				
Capital projects				
Unassigned				(90,539)
Total Fund Balances (Deficit)	694,210	374,155	80,301	(90,539)
Total Liabilities, Deferred Inflow of Resources, and Fund Balances	$ 694,210	$ 374,155	$ 80,301	$ -

CITY OF SOUTH PASADENA

COMBINING BALANCE SHEET
NONMAJOR GOVERNMENTAL FUNDS
JUNE 30, 2015

	Special Revenue Funds		Capital Project Fund	
	Historic Presentation Grant Fund	Housing Authority Fund	Facilities & Equip. Capital Project	Total Governmental Funds
Assets:				
Pooled cash and investments	$ -	$ 19,020	$ 620,351	$ 4,886,933
Receivables:				
Accounts				54,036
Accrued interest		7		1,267
Due from other governments				42,700
Total Assets	$ -	$ 19,027	$ 620,351	$ 4,984,936
Liabilities, Deferred Inflow of Resources, and Fund Balances				
Liabilities:				
Accounts payable	$ -	$ -	$ 158,879	$ 270,829
Accrued liabilities				42,899
Deposits payable		729		729
Due to other funds				568,857
Total Liabilities		729	158,879	883,314
Deferred Inflow of Resources:				
Unavailable revenues				33,476
Total Deferred Inflow of Resources				33,476
Fund Balances:				
Restricted for:				
Community development projects		18,298		98,961
Public safety - Police				117,835
Community services				963,812
Public works - Streets and roads				2,323,932
Capital projects				493,373
Public works - Street lighting				181,384
Committed to:				
Capital projects			461,472	461,472
Unassigned				(572,623)
Total Fund Balances (Deficit)		18,298	461,472	4,068,146
Total Liabilities, Deferred Inflow of Resources, and Fund Balances	$ -	$ 19,027	$ 620,351	$ 4,984,936

CITY OF SOUTH PASADENA

COMBINING STATEMENT OF REVENUES,
EXPENDITURES, AND CHANGES IN FUND BALANCES
NONMAJOR GOVERNMENTAL FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

	Special Revenue Funds			
	MTA Pedestrian Improvement	Proposition "A"	Proposition "C"	CTC Traffic Improvement Grant
Revenues:				
Taxes	$ -	$ 457,288	$ 378,782	$ -
Assessments				
Licenses and permits			34,915	
Intergovernmental				61
Charges for services		4,922		
Use of money and property		1,795	1,252	
Contributions				
Miscellaneous		21,587		
Total Revenues		485,592	414,949	61
Expenditures:				
Current:				
General government		27,721	35,160	266
Public safety				
Community development				
Community services		200,904	177,779	
Public works				
Capital outlay		59,100	81,089	
Total Expenditures		287,725	294,028	266
Excess (Deficiency) of Revenues Over (Under) Expenditures		197,867	120,921	(205)
Other Financing Sources (Uses):				
Transfers in	172,497			
Transfers out				
Total Other Financing Sources (Uses)	172,497			
Net Change in Fund Balances	172,497	197,867	120,921	(205)
Fund Balances (Deficit), Beginning of Fiscal Year	(202,448)	366,224	220,408	116
Fund Balances (Deficit), End of Fiscal Year	$ (29,951)	$ 564,091	$ 341,329	$ (89)

CITY OF SOUTH PASADENA

COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES NONMAJOR GOVERNMENTAL FUNDS FOR THE FISCAL YEAR ENDED JUNE 30, 2015 (Continued)

	Special Revenue Funds			
	Street Lighting	Clean Air Act	Parking and Business Improvement	Gold Line Mitigation
Revenues:				
Taxes	$ -	$ -	$ 163,045	$ -
Assessments	895,798			
Licenses and permits				
Intergovernmental		32,272		
Charges for services				
Use of money and property		362		
Contributions	12,365			
Miscellaneous	1,943			
Total Revenues	910,106	32,634	163,045	
Expenditures:				
Current:				
General government		427	163,500	
Public safety				
Community development				
Community services				
Public works	877,658			
Capital outlay	18,490			
Total Expenditures	896,148	427	163,500	
Excess (Deficiency) of Revenues Over (Under) Expenditures	13,958	32,207	(455)	
Other Financing Sources (Uses):				
Transfers in				
Transfers out	(29,000)			
Total Other Financing Sources (Uses)	(29,000)			
Net Change in Fund Balances	(15,042)	32,207	(455)	
Fund Balances (Deficit), Beginning of Fiscal Year	196,426	82,046	116,436	60,381
Fund Balances (Deficit), End of Fiscal Year	$ 181,384	$ 114,253	$ 115,981	$ 60,381

CITY OF SOUTH PASADENA

COMBINING STATEMENT OF REVENUES,
EXPENDITURES, AND CHANGES IN FUND BALANCES
NONMAJOR GOVERNMENTAL FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2015 (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		655,708		89,519
Charges for services				
Use of money and property		3,740		
Contributions				
Miscellaneous				
Total Revenues		659,448		89,519
Expenditures:				
Current:				
General government	30,381			
Public safety				
Community development				
Community services				
Public works		617,710	23,979	
Capital outlay		95,741		89,519
Total Expenditures	30,381	713,451	23,979	89,519
Excess (Deficiency) of Revenues Over (Under) Expenditures	(30,381)	(54,003)	(23,979)	
Other Financing Sources (Uses):				
Transfers in				
Transfers out				
Total Other Financing Sources (Uses)				
Net Change in Fund Balances	(30,381)	(54,003)	(23,979)	
Fund Balances (Deficit), Beginning of Fiscal Year	(256,729)	968,241	(125,032)	
Fund Balances (Deficit), End of Fiscal Year	$ (287,110)	$ 914,238	$ (149,011)	$ -

CITY OF SOUTH PASADENA

COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES NONMAJOR GOVERNMENTAL FUNDS FOR THE FISCAL YEAR ENDED JUNE 30, 2015

(Continued)

	Special Revenue Funds			
	Capital Growth Requirements	C.D.B.G.	Asset Forfeiture	CLEEP
Revenues:				
Taxes	$ -	$ -	$ -	$ -
Assessments				
Licenses and permits				
Intergovernmental		124,827		
Charges for services	136,984			
Use of money and property	683		86	21
Contributions				
Miscellaneous		21,613		
Total Revenues	137,667	146,440	86	21
Expenditures:				
Current:				
General government				
Public safety				
Community development				
Community services		39,314		
Public works				
Capital outlay	31,931	106,764	4,639	
Total Expenditures	31,931	146,078	4,639	
Excess (Deficiency) of Revenues Over (Under) Expenditures	105,736	362	(4,553)	21
Other Financing Sources (Uses):				
Transfers in				
Transfers out				
Total Other Financing Sources (Uses)				
Net Change in Fund Balances	105,736	362	(4,553)	21
Fund Balances (Deficit), Beginning of Fiscal Year	97,022		21,326	5,161
Fund Balances (Deficit), End of Fiscal Year	$ 202,758	$ 362	$ 16,773	$ 5,182

CITY OF SOUTH PASADENA

COMBINING STATEMENT OF REVENUES,
EXPENDITURES, AND CHANGES IN FUND BALANCES
NONMAJOR GOVERNMENTAL FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

(Continued)

	Special Revenue Funds			
	Public Library Grant	State Police Grant	Homeland Security Grant	Park Impact Fees
Revenues:				
Taxes	$ -	$ -	$ -	$ -
Assessments				
Licenses and permits				
Intergovernmental		106,230	47,500	
Charges for services				307,786
Use of money and property		449		
Contributions				
Miscellaneous				
Total Revenues		106,679	47,500	307,786
Expenditures:				
Current:				
General government				
Public safety		19,045	4,202	
Community development				
Community services				67,178
Public works				
Capital outlay		89,333	47,500	
Total Expenditures		108,378	51,702	67,178
Excess (Deficiency) of Revenues Over (Under) Expenditures		(1,699)	(4,202)	240,608
Other Financing Sources (Uses):				
Transfers in				
Transfers out				
Total Other Financing Sources (Uses)				
Net Change in Fund Balances		(1,699)	(4,202)	240,608
Fund Balances (Deficit), Beginning of Fiscal Year	6,445	97,579	(11,721)	152,668
Fund Balances (Deficit), End of Fiscal Year	$ 6,445	$ 95,880	$ (15,923)	$ 393,276

CITY OF SOUTH PASADENA

COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES NONMAJOR GOVERNMENTAL FUNDS FOR THE FISCAL YEAR ENDED JUNE 30, 2015 (Continued)

	Special Revenue Funds			
	Measure R	TEA/Metro Grant Fund	Public Education	MSRC Grant Fund
Revenues:				
Taxes	$ 284,547	$ -	$ -	$ -
Assessments				
Licenses and permits				
Intergovernmental		373,302	25,173	
Charges for services				
Use of money and property	2,541	853		
Contributions				
Miscellaneous				
Total Revenues	287,088	374,155	25,173	
Expenditures:				
Current:				
General government				
Public safety				
Community development				
Community services				
Public works				
Capital outlay	295,968			
Total Expenditures	295,968			
Excess (Deficiency) of Revenues Over (Under) Expenditures	(8,880)	374,155	25,173	
Other Financing Sources (Uses):				
Transfers in				90,000
Transfers out				
Total Other Financing Sources (Uses)				90,000
Net Change in Fund Balances	(8,880)	374,155	25,173	90,000
Fund Balances (Deficit), Beginning of Fiscal Year	703,090		55,128	(180,539)
Fund Balances (Deficit), End of Fiscal Year	$ 694,210	$ 374,155	$ 80,301	$ (90,539)

CITY OF SOUTH PASADENA

COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES NONMAJOR GOVERNMENTAL FUNDS FOR THE FISCAL YEAR ENDED JUNE 30, 2015

	Special Revenue Funds		Capital Projects Fund	
	Historic Presentation Grant Fund	Housing Authority Fund	Facilities & Equip. Capital Project	Total Governmental Funds
Revenues:				
Taxes	$ -	$ -	$ -	$ 1,283,662
Assessments				895,798
Licenses and permits				34,915
Intergovernmental	15,000			1,469,592
Charges for services				449,692
Use of money and property		9,535		21,317
Contributions				12,365
Miscellaneous				45,143
Total Revenues	15,000	9,535		4,212,484
Expenditures:				
Current:				
General government				257,455
Public safety				23,247
Community development		27,381		27,381
Community services				485,175
Public works				1,519,347
Capital outlay			295,975	1,216,049
Total Expenditures		27,381	295,975	3,528,654
Excess (Deficiency) of Revenues Over (Under) Expenditures	15,000	(17,846)	(295,975)	683,830
Other Financing Sources (Uses):				
Transfers in			146,000	408,497
Transfers out				(29,000)
Total Other Financing Sources (Uses)			146,000	379,497
Net Change in Fund Balances	15,000	(17,846)	(149,975)	1,063,327
Fund Balances (Deficit), Beginning of Fiscal Year	(15,000)	36,144	611,447	3,004,819
Fund Balances (Deficit), End of Fiscal Year	$ -	$ 18,298	$ 461,472	$ 4,068,146

CITY OF SOUTH PASADENA

MTA PEDESTRIAN IMPROVEMENT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL
NONMAJOR GOVERNMENTAL FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

	Budget Amounts		Actual	Variance-
	Original	Final	Amounts	Positive (Negative)
Other financing sources (uses):				
Transfers in	$ 172,497	$ 172,497	$ 172,497	$ -
Total other financing sources and (uses)	172,497	172,497	172,497	
Net Changes in Fund Balance	172,497	172,497	172,497	
Fund Balance (Deficit) at Beginning of Fiscal Year	(202,448)	(202,448)	(202,448)	
Fund Balance (Deficit) at End of Fiscal Year	$ (29,951)	$ (29,951)	$ (29,951)	$ -

CITY OF SOUTH PASADENA

PROPOSITION "A"
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL
NONMAJOR GOVERNMENTAL FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

	Budget Amounts		Actual	Variance-
	Original	Final	Amounts	Positive (Negative)
Revenues:				
Taxes	$ 452,772	$ 452,772	$ 457,288	$ 4,516
Charges for services	5,000	5,000	4,922	(78)
Use of money and property	700	700	1,795	1,095
Miscellaneous	21,050	21,050	21,587	537
Total Revenues	479,522	479,522	485,592	6,070
Expenditures:				
Current:				
General government	26,294	26,294	27,721	(1,427)
Community services	274,088	304,638	200,904	103,734
Capital outlay		59,100	59,100	
Total expenditures	300,382	390,032	287,725	102,307
Net Changes in Fund Balance	179,140	89,490	197,867	108,377
Fund Balance (Deficit) at Beginning of Fiscal Year	366,224	366,224	366,224	
Fund Balance (Deficit) at End of Fiscal Year	$ 545,364	$ 455,714	$ 564,091	$ 108,377

CITY OF SOUTH PASADENA

PROPOSITION "C"
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL
NONMAJOR GOVERNMENTAL FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

	Budget Amounts		Actual	Variance-
	Original	Final	Amounts	Positive (Negative)
Revenues:				
Taxes	$ 375,563	$ 375,563	$ 378,782	$ 3,219
Licenses and permits	20,000	20,000	34,915	14,915
Use of money and property	500	500	1,252	752
Total Revenues	396,063	396,063	414,949	18,886
Expenditures:				
Current:				
General government	41,482	41,482	35,160	6,322
Community services	188,865	188,865	177,779	11,086
Capital outlay	110,352	216,329	81,089	135,240
Total expenditures	340,699	446,676	294,028	152,648
Net Changes in Fund Balance	55,364	(50,613)	120,921	171,534
Fund Balance (Deficit) at Beginning of Fiscal Year	220,408	220,408	220,408	
Fund Balance (Deficit) at End of Fiscal Year	$ 275,772	$ 169,795	$ 341,329	$ 171,534

CITY OF SOUTH PASADENA

STREET LIGHTING
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL
NONMAJOR GOVERNMENTAL FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

	Budget Amounts		Actual	Variance-
	Original	Final	Amounts	Positive (Negative)
Revenues:				
Assessments	$ 885,000	$ 885,000	$ 895,798	$ 10,798
Contributions	10,000	10,000	12,365	2,365
Miscellaneous			1,943	1,943
Total Revenues	895,000	895,000	910,106	15,106
Expenditures:				
Current:				
Public works	1,047,057	1,047,057	877,658	169,399
Capital outlay	20,000	20,000	18,490	1,510
Total expenditures	1,067,057	1,067,057	896,148	170,909
Excess (deficiency) of revenues over (under) expenditures	(172,057)	(172,057)	13,958	186,015
Other financing sources (uses):				
Transfers out	(29,000)	(29,000)	(29,000)	
Total other financing sources and (uses)	(29,000)	(29,000)	(29,000)	
Net Changes in Fund Balance	(201,057)	(201,057)	(15,042)	186,015
Fund Balance (Deficit) at Beginning of Fiscal Year	196,426	196,426	196,426	
Fund Balance (Deficit) at End of Fiscal Year	$ (4,631)	$ (4,631)	$ 181,384	$ 186,015

CITY OF SOUTH PASADENA

CLEAN AIR ACT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL
NONMAJOR GOVERNMENTAL FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

	Budget Amounts		Actual	Variance-
	Original	Final	Amounts	Positive (Negative)
Revenues:				
Intergovernmental	$ 30,000	$ 30,000	$ 32,272	$ 2,272
Use of money and property	400	400	362	(38)
Total Revenues	30,400	30,400	32,634	2,234
Expenditures:				
Current:				
General government	3,000	3,000	427	2,573
Capital outlay		38,504		38,504
Total expenditures	3,000	41,504	427	41,077
Net Changes in Fund Balance	27,400	(11,104)	32,207	43,311
Fund Balance (Deficit) at Beginning of Fiscal Year	82,046	82,046	82,046	
Fund Balance (Deficit) at End of Fiscal Year	$ 109,446	$ 70,942	$ 114,253	$ 43,311

CITY OF SOUTH PASADENA

PARKING AND BUSINESS IMPROVEMENT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL
NONMAJOR GOVERNMENTAL FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

	Budget Amounts		Actual	Variance-
	Original	Final	Amounts	Positive (Negative)
Revenues:				
Taxes	$ 140,000	$ 140,000	$ 163,045	$ 23,045
Total Revenues	140,000	140,000	163,045	23,045
Expenditures:				
Current:				
General government	123,000	151,000	163,500	(12,500)
Total expenditures	123,000	151,000	163,500	(12,500)
Net Changes in Fund Balance	17,000	(11,000)	(455)	10,545
Fund Balance (Deficit) at Beginning of Fiscal Year	116,436	116,436	116,436	
Fund Balance (Deficit) at End of Fiscal Year	$ 133,436	$ 105,436	$ 115,981	$ 10,545

CITY OF SOUTH PASADENA

MISSION MERIDIAN PUBLIC GARAGE
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL
NONMAJOR GOVERNMENTAL FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

	Budget Amounts		Actual	Variance-
	Original	Final	Amounts	Positive (Negative)
Expenditures:				
Current:				
General government	$ 27,798	$ 27,798	$ 30,381	$ (2,583)
Total expenditures	27,798	27,798	30,381	(2,583)
Net Changes in Fund Balance	(27,798)	(27,798)	(30,381)	(2,583)
Fund Balance (Deficit) at Beginning of Fiscal Year	(256,729)	(256,729)	(256,729)	
Fund Balance (Deficit) at End of Fiscal Year	$ (284,527)	$ (284,527)	$ (287,110)	$ (2,583)

CITY OF SOUTH PASADENA

STATE GAS TAX
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL
NONMAJOR GOVERNMENTAL FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

	Budget Amounts		Actual	Variance-
	Original	Final	Amounts	Positive (Negative)
Revenues:				
Intergovernmental	$ 671,970	$ 671,970	$ 655,708	$ (16,262)
Use of money and property	2,000	2,000	3,740	1,740
Total Revenues	673,970	673,970	659,448	(14,522)
Expenditures:				
Current:				
Public works	609,561	609,561	617,710	(8,149)
Capital outlay	70,000	127,206	95,741	31,465
Total expenditures	679,561	736,767	713,451	23,316
Net Changes in Fund Balance	(5,591)	(62,797)	(54,003)	8,794
Fund Balance (Deficit) at Beginning of Fiscal Year	968,241	968,241	968,241	
Fund Balance (Deficit) at End of Fiscal Year	$ 962,650	$ 905,444	$ 914,238	$ 8,794

CITY OF SOUTH PASADENA

BIKE AND PEDESTRIAN PATHS
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL
NONMAJOR GOVERNMENTAL FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

	Budget Amounts		Actual	Variance-
	Original	Final	Amounts	Positive (Negative)
Revenues:				
Intergovernmental	$ 17,076	$ 17,076	$ 89,519	$ 72,443
Total Revenues	17,076	17,076	89,519	72,443
Expenditures:				
Capital outlay		68,000	89,519	(21,519)
Total expenditures		68,000	89,519	(21,519)
Net Changes in Fund Balance	17,076	(50,924)		50,924
Fund Balance (Deficit) at Beginning of Fiscal Year				
Fund Balance (Deficit) at End of Fiscal Year	$ 17,076	$ (50,924)	$ -	$ 50,924

CITY OF SOUTH PASADENA

CAPITAL GROWTH REQUIREMENTS
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL
NONMAJOR GOVERNMENTAL FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

	Budget Amounts		Actual	Variance-
	Original	Final	Amounts	Positive (Negative)
Revenues:				
Charges for services	$ 32,000	$ 32,000	$ 136,984	$ 104,984
Use of money and property	170	170	683	513
Total Revenues	32,170	32,170	137,667	105,497
Expenditures:				
Capital outlay	50,000	50,000	31,931	18,069
Total expenditures	50,000	50,000	31,931	18,069
Net Changes in Fund Balance	(17,830)	(17,830)	105,736	123,566
Fund Balance (Deficit) at Beginning of Fiscal Year	97,022	97,022	97,022	
Fund Balance (Deficit) at End of Fiscal Year	$ 79,192	$ 79,192	$ 202,758	$ 123,566

CITY OF SOUTH PASADENA

C.D.B.G
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL
NONMAJOR GOVERNMENTAL FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

	Budget Amounts		Actual	Variance-
	Original	Final	Amounts	Positive (Negative)
Revenues:				
Intergovernmental	$ 124,724	$ 124,724	$ 124,827	$ 103
Miscellaneous	12,498	12,498	21,613	9,115
Total Revenues	137,222	137,222	146,440	9,218
Expenditures:				
Current:				
Community services	31,000	31,000	39,314	(8,314)
Capital outlay	106,222	108,902	106,764	2,138
Total expenditures	137,222	139,902	146,078	(6,176)
Net Changes in Fund Balance		(2,680)	362	3,042
Fund Balance (Deficit) at Beginning of Fiscal Year				
Fund Balance (Deficit) at End of Fiscal Year	$ -	$ (2,680)	$ 362	$ 3,042

CITY OF SOUTH PASADENA

ASSET FORFEITURE
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL
NONMAJOR GOVERNMENTAL FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

	Budget Amounts		Actual	Variance-
	Original	Final	Amounts	Positive (Negative)
Revenues:				
Use of money and property	$ 60	$ 60	$ 86	$ 26
Total Revenues	60	60	86	26
Expenditures:				
Capital outlay			4,639	(4,639)
Total expenditures			4,639	(4,639)
Net Changes in Fund Balance	60	60	(4,553)	(4,613)
Fund Balance (Deficit) at Beginning of Fiscal Year	21,326	21,326	21,326	
Fund Balance (Deficit) at End of Fiscal Year	$ 21,386	$ 21,386	$ 16,773	$ (4,613)

CITY OF SOUTH PASADENA

CLEEP
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL
NONMAJOR GOVERNMENTAL FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

	Budget Amounts		Actual	Variance-
	Original	Final	Amounts	Positive (Negative)
Revenues:				
Use of money and property	$ 10	$ 10	$ 21	$ 11
Total Revenues	10	10	21	11
Net Changes in Fund Balance	10	10	21	11
Fund Balance (Deficit) at Beginning of Fiscal Year	5,161	5,161	5,161	
Fund Balance (Deficit) at End of Fiscal Year	$ 5,171	$ 5,171	$ 5,182	$ 11

CITY OF SOUTH PASADENA

STATE POLICE GRANT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL
NONMAJOR GOVERNMENTAL FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

	Budget Amounts		Actual	Variance-
	Original	Final	Amounts	Positive (Negative)
Revenues:				
Intergovernmental	$ 100,000	$ 100,000	$ 106,230	$ 6,230
Use of money and property	300	300	449	149
Total Revenues	100,300	100,300	106,679	6,379
Expenditures:				
Current:				
Public safety		12,464	19,045	(6,581)
Capital outlay		991	89,333	(88,342)
Total expenditures		13,455	108,378	(94,923)
Net Changes in Fund Balance	100,300	86,845	(1,699)	(88,544)
Fund Balance (Deficit) at Beginning of Fiscal Year	97,579	97,579	97,579	
Fund Balance (Deficit) at End of Fiscal Year	$ 197,879	$ 184,424	$ 95,880	$ (88,544)

CITY OF SOUTH PASADENA

HOMELAND SECURITY GRANT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL
NONMAJOR GOVERNMENTAL FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

	Budget Amounts		Actual	Variance-
	Original	Final	Amounts	Positive (Negative)
Revenues:				
Intergovernmental	$ -	$ -	$ 47,500	$ 47,500
Total Revenues			47,500	47,500
Expenditures:				
Current:				
Public safety			4,202	(4,202)
Capital outlay		1,693	47,500	(45,807)
Total expenditures		1,693	51,702	(50,009)
Net Changes in Fund Balance		(1,693)	(4,202)	(2,509)
Fund Balance (Deficit) at Beginning of Fiscal Year	(11,721)	(11,721)	(11,721)	
Fund Balance (Deficit) at End of Fiscal Year	$ (11,721)	$ (13,414)	$ (15,923)	$ (2,509)

CITY OF SOUTH PASADENA

PARK IMPACT FEES
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL
NONMAJOR GOVERNMENTAL FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

	Budget Amounts		Actual	Variance-
	Original	Final	Amounts	Positive (Negative)
Revenues:				
Charges for services	$ 30,000	$ 30,000	$ 307,786	$ 277,786
Total Revenues	30,000	30,000	307,786	277,786
Expenditures:				
Current:				
Community services	30,000	73,289	67,178	6,111
Total expenditures	30,000	73,289	67,178	6,111
Net Changes in Fund Balance		(43,289)	240,608	283,897
Fund Balance (Deficit) at Beginning of Fiscal Year	152,668	152,668	152,668	
Fund Balance (Deficit) at End of Fiscal Year	$ 152,668	$ 109,379	$ 393,276	$ 283,897

CITY OF SOUTH PASADENA

MEASURE R
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL
NONMAJOR GOVERNMENTAL FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

	Budget Amounts		Actual	Variance-
	Original	Final	Amounts	Positive (Negative)
Revenues:				
Taxes	$ 281,676	$ 281,676	$ 284,547	$ 2,871
Use of money and property	1,500	1,500	2,541	1,041
Total Revenues	283,176	283,176	287,088	3,912
Expenditures:				
Capital outlay		342,574	295,968	46,606
Total expenditures		342,574	295,968	46,606
Net Changes in Fund Balance	283,176	(59,398)	(8,880)	50,518
Fund Balance (Deficit) at Beginning of Fiscal Year	703,090	703,090	703,090	
Fund Balance (Deficit) at End of Fiscal Year	$ 986,266	$ 643,692	$ 694,210	$ 50,518

CITY OF SOUTH PASADENA

PUBLIC EDUCATION
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL
NONMAJOR GOVERNMENTAL FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

	Budget Amounts		Actual	Variance-
	Original	Final	Amounts	Positive (Negative)
Revenues:				
Intergovernmental	$ 20,000	$ 20,000	$ 25,173	$ 5,173
Total Revenues	20,000	20,000	25,173	5,173
Net Changes in Fund Balance	20,000	20,000	25,173	5,173
Fund Balance (Deficit) at Beginning of Fiscal Year	55,128	55,128	55,128	
Fund Balance (Deficit) at End of Fiscal Year	$ 75,128	$ 75,128	$ 80,301	$ 5,173

CITY OF SOUTH PASADENA

HOUSING AUTHORITY
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL
NONMAJOR GOVERNMENTAL FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

	Budget Amounts		Actual	Variance-
	Original	Final	Amounts	Positive (Negative)
Revenues:				
Use of money and property	$ 8,758	$ 8,758	$ 9,535	$ 777
Total Revenues	8,758	8,758	9,535	777
Expenditures:				
Current:				
Community development			27,381	(27,381)
Total expenditures			27,381	(27,381)
Net Changes in Fund Balance	8,758	8,758	(17,846)	(26,604)
Fund Balance (Deficit) at Beginning of Fiscal Year	36,144	36,144	36,144	
Fund Balance (Deficit) at End of Fiscal Year	$ 44,902	$ 44,902	$ 18,298	$ (26,604)

CITY OF SOUTH PASADENA

FACILITIES & EQUIP. CAPITAL PROJECT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL
NONMAJOR GOVERNMENTAL FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

	Budget Amounts		Actual	Variance-
	Original	Final	Amounts	Positive (Negative)
Expenditures:				
Capital outlay	$ 308,000	$ 308,000	$ 295,975	$ 12,025
Total expenditures	308,000	308,000	295,975	12,025
Excess (deficiency) of revenues over (under) expenditures	(308,000)	(308,000)	(295,975)	12,025
Other financing sources (uses):				
Transfers in	146,000	146,000	146,000	
Total other financing sources and (uses)	146,000	146,000	146,000	
Net Changes in Fund Balance	(162,000)	(162,000)	(149,975)	12,025
Fund Balance (Deficit) at Beginning of Fiscal Year	611,447	611,447	611,447	
Fund Balance (Deficit) at End of Fiscal Year	$ 449,447	$ 449,447	$ 461,472	$ 12,025

CITY OF SOUTH PASADENA

STATEMENT OF NET POSITION
NON-MAJOR PROPIETARY FUND
June 30, 2015

	Business-Type Activities- Enterprise Fund
	Arroyo Seco Golf Course
Assets:	
Current:	
Cash and investments	$ 935,656
Receivables:	
Accrued interest	128
Inventories	8,642
Total Current Assets	944,426
Noncurrent:	
Capital assets - not being depreciated	13,716
Total Noncurrent Assets	13,716
Total Assets	958,142
Liabilities and Net Position:	
Liabilities:	
Current:	
Due to other funds	50,000
Total Current Liabilities	50,000
Net position:	
Net investment in capital assets	13,716
Unrestricted	894,426
Total Net Position	908,142
Total Liabilities and Net Position	$ 958,142

CITY OF SOUTH PASADENA

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION
NON-MAJOR PROPRIETARY FUND
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

	Business-Type Activities- Enterprise Fund
	Arroyo Seco Golf Course
Operating Revenues:	
Sales and service charges	$ 1,133,562
Total Operating Revenues	1,133,562
Operating Expenses:	
Administration and general	918,763
Depreciation expense	4,897
Total Operating Expenses	923,660
Operating Income (Loss)	209,902
Non-operating Revenues (expenses):	
Interest revenue	(70)
Total Nonoperating Revenues (Expenses)	(70)
Change in net position	209,832
Net Position at Beginning of Fiscal Year	671,055
Restatements	27,255
Net Position at Beginning of Fiscal Year, Restated	698,310
Net Position at End of Fiscal Year	$ 908,142

CITY OF SOUTH PASADENA

STATEMENT OF CASH FLOWS
NON-MAJOR PROPRIETARY FUND
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

	Business-Type Activities-Enterprise Fund
	Arroyo Seco Golf Course
Cash Flows from Operating Activities:	
Cash received from customers and users	$ 1,133,562
Cash paid to suppliers for goods and services	(918,763)
Net Cash Provided by Operating Activities:	214,799
Cash Flows from Investing Activities:	
Interest received	(198)
Net Cash Provided by (Used for) Investing Activities	(198)
Net Increase (Decrease) in Cash and Cash Equivalents	214,601
Cash and Cash Equivalents at Beginning of Fiscal Year	721,055
Cash and Cash Equivalents at End of Fiscal Year	$ 935,656
Reconciliation of Operating Income to Net Cash Provided by (Used for) Operating Activities:	
Operating income	$ 209,902
Adjustments to Reconcile Operating Income to Net Cash Provided by (Used for) Operating Activities	
Depreciation	4,897
Total Adjustments	4,897
Net Cash Provided by (Used for) Operating Activities	$ 214,799

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STATISTICAL SECTION

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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 say 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 trend information to help the reader assess the factors affecting the city's ability to generate its property and sales taxes.

Debt Capacity

These schedules contain trend information to help the reader assess the affordability of the city's current levels of understanding 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 the city's financial activities take place and to help make comparison 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.

Source: *Unless otherwise noted, the information in the schedules is derived from the comprehensive annual financial reports for the relevant 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)

	2006	2007	2008
Government Activities			
Net investment in capital assets	$ 53,938,246	$ 57,875,243	$ 59,638,269
Restricted	3,700,356	4,454,617	3,725,863
Unrestricted	3,351,709	6,396,133	8,392,273
Total governmental activities Net Position	**$ 60,990,311**	**$ 68,725,993**	**$ 71,756,405**
Business-type activities			
Net investment in capital assets	$ 3,042,921	$ 3,263,489	$ 2,791,280
Restricted	1,391,957	2,136,719	2,878,966
Unrestricted	3,319,590	2,831,187	3,542,152
Total business-type activities Net Position	**$ 7,754,468**	**$ 8,231,395**	**$ 9,212,398**
Primary government			
Net investment in capital assets	$ 56,981,167	$ 61,138,732	$ 62,429,549
Restricted	5,092,313	6,591,336	6,604,829
Unrestricted	6,671,299	9,227,320	11,934,425
Total primary government activities Net Position	**$ 68,744,779**	**$ 76,957,388**	**$ 80,968,803**

2009	2010	2011	2012	2013	2014	2015
$ 56,086,968	$ 57,541,752	$ 60,741,741	$ 62,226,846	$ 61,969,593	$ 62,764,726	$ 63,611,268
6,609,467	4,069,279	4,438,340	2,722,783	2,328,184	3,184,841	4,179,297
8,979,878	6,937,924	6,562,890	5,143,951	7,314,507	8,720,752	(14,506,500)
$ 71,676,313	**$ 68,548,955**	**$ 71,742,971**	**$ 70,093,580**	**$ 71,612,284**	**$ 74,670,319**	**$ 53,284,065**
$ 1,890,240	$ 1,276,626	$ 4,550,204	$ 4,808,013	$ 7,448,158	$ 10,855,319	$ 11,727,300
36,642,005	36,135,935	32,451,626	29,973,386	-	-	2,982,160
(29,053,954)	(28,488,758)	(26,740,899)	(22,097,380)	6,381,147	6,943,845	4,690,608
$ 9,478,291	**$ 8,923,803**	**$ 10,260,931**	**$ 12,684,019**	**$ 13,829,305**	**$ 17,799,164**	**$ 19,400,068**
$ 57,977,208	$ 58,818,378	$ 65,291,945	$ 67,034,859	$ 69,417,751	$ 73,620,045	$ 75,338,568
43,251,472	40,205,214	36,889,966	32,696,169	2,328,184	3,184,841	7,161,457
(20,074,076)	(21,550,834)	(20,178,009)	(16,953,429)	13,695,654	15,664,597	(9,815,892)
$ 81,154,604	**$ 77,472,758**	**$ 82,003,902**	**$ 82,777,599**	**$ 85,441,589**	**$ 92,469,483**	**$ 72,684,133**

City of South Pasadena

Changes in Net Position
Last Ten Fiscal Years
(Accrual Basis of Accounting)

	2006	2007	2008	2009
Expenses				
Governmental Activities:				
General government	$ 4,623,433	$ 4,401,369	$ 3,911,227	$ 5,513,124
Public safety	9,823,747	9,779,691	9,875,234	11,525,403
Community development	770,006	883,972	997,287	839,568
Community services	2,446,291	2,523,119	2,806,026	2,914,235
Public works	4,804,715	4,876,678	4,655,996	5,482,505
Interest on long-term debt	172,698	149,359	143,423	136,769
Total Governmental Activities Expenses	$ 22,640,890	$ 22,614,188	$ 22,389,193	$ 26,411,604
Business-Type Activities:				
Water utility	4,160,990	3,908,439	3,949,800	4,451,292
Sewer utility	-	-	-	-
Arroyo Seco Golf Course	-	-	-	-
Total Business-Type Activities Expenses	4,160,990	3,908,439	3,949,800	4,451,292
Total Primary Government Expenses	$ 26,801,880	$ 26,522,627	$ 26,338,993	$ 30,862,896
Program Revenues				
Governmental Activities:				
Charges for services:				
General government	$ 1,238,045	$ 1,358,711	$ 1,457,911	$ 1,409,846
Public safety	589,211	569,946	1,306,513	1,349,175
Community development	715,970	598,718	801,200	405,086
Community services	686,560	690,544	514,523	627,296
Public works	1,119,950	1,079,883	1,244,935	1,118,262
Total Charges for Services	4,349,736	4,297,802	5,325,082	4,909,665
Operating Contributons and Grants:				
General government	1,397,311	500,002	150,998	214,373
Public safety	987,107	2,422,944	175,552	108,406
Community development	-	-	-	-
Community services	53,013	63,472	127,136	24,322
Public works	131,107	122,292	539,572	447,962
Total Operating Contributions and Grants	2,568,538	3,108,710	993,258	795,063
Capital Contributions and Grants:				
Community services	-	-	47,516	-
Public works	2,536,724	2,712,135	513,368	1,868,187
Total Capital Contributions and Grants	2,536,724	2,712,135	560,884	1,868,187
Total Governmental Activities Program Revenue	9,454,998	10,118,647	6,879,224	7,572,915
Business-Type Activities:				
Charges for services:				
Water utility	4,442,966	4,687,499	4,543,192	4,549,062
Sewer utility	-	-	-	-
Arroyo Seco Golf Course	-	-	-	-
Total Business-Type Activities Program Revenues	4,442,966	4,687,499	4,543,192	4,549,062
Total Primary Government Program Revenues	13,897,964	14,806,146	11,422,416	12,121,977
Net (Expense)/Revenue				
Governmental Activities	$ (13,185,892)	$ (12,495,541)	$ (15,509,969)	$ (18,838,689)
Business-Type Activities	281,976	779,060	593,392	97,770
Total Primary Government Net Expense	$ (12,903,916)	$ (11,716,481)	$ (14,916,577)	$ (18,740,919)

2010	2011	2012	2013	2014	2015
$ 5,816,414	$ 5,935,671	$ 7,449,632	$ 4,152,804	$ 5,039,084	$ 4,354,683
11,589,395	10,939,183	11,596,854	11,217,279	11,012,625	12,363,366
920,339	911,718	948,777	902,945	918,665	1,116,084
3,033,614	3,175,891	3,052,840	3,101,910	3,132,433	3,336,626
5,484,601	4,863,335	5,306,742	4,758,677	4,990,390	5,578,457
131,539	125,032	47,185	8,288	4,465	4,335
$ 26,975,902	$ 25,950,830	$ 28,402,030	$ 24,141,903	$ 25,097,662	$ 26,753,551
7,144,268	5,105,517	4,598,754	6,135,803	5,804,509	4,772,647
861,207	715,395	1,104,098	838,800	998,603	968,996
-	-	985,611	888,930	930,255	923,660
8,005,475	5,820,912	6,688,463	7,863,533	7,733,367	6,665,303
$ 34,981,377	$ 31,771,742	$ 35,090,493	$ 32,005,436	$ 32,831,029	$ 33,418,854
$ 1,319,410	$ 1,472,338	$ 1,489,846	$ 1,005,393	$ 1,173,376	$ 1,372,549
840,207	860,609	899,536	868,577	983,181	1,189,968
446,050	530,395	548,532	576,063	761,632	963,987
672,765	805,608	772,898	805,635	864,271	1,064,439
1,096,487	1,121,657	1,102,936	1,103,664	1,159,519	1,226,729
4,374,919	4,790,607	4,813,748	4,359,332	4,941,979	5,817,672
71,059	51,115	43,838	32,872	53,999	21,413
478,495	437,544	779,399	775,610	328,654	185,067
457,670	505,547	618,435	610,355	504,312	476,886
29,449	46,012	30,937	31,854	24,876	38,348
209,762	2,600,475	184,948	255,526	348,797	212,472
1,246,435	3,640,693	1,657,557	1,706,217	1,260,638	934,186
-	-	-	-	-	-
820,447	1,305,657	1,415,306	93,947	1,300,814	1,220,504
820,447	1,305,657	1,415,306	93,947	1,300,814	1,220,504
6,441,801	9,736,957	7,886,611	6,159,496	7,503,431	7,972,362
4,270,244	4,943,874	6,903,816	8,022,705	9,210,982	8,694,880
657,045	759,680	955,204	1,127,843	1,256,682	1,353,233
-	-	1,195,978	1,082,826	1,197,047	1,133,562
4,927,289	5,703,554	9,054,998	10,233,374	11,664,711	11,181,675
11,369,090	15,440,511	16,941,609	16,392,870	19,168,142	19,154,037
$ (20,534,101)	$ (16,213,873)	$ (20,515,419)	$ (17,982,407)	$ (17,594,231)	$ (18,781,189)
(3,078,186)	(117,358)	2,366,535	2,369,841	3,931,344	4,516,372
$ (23,612,287)	$ (16,331,231)	$ (18,148,884)	$ (15,612,566)	$ (13,662,887)	$ (14,264,817)

City of South Pasadena

Changes in Net Position
Last Ten Fiscal Years
(Accrual Basis of Accounting)

	2006	2007	2008
General Revenues and Other Changes In Net Position			
Governmental Activities:			
Taxes:			
Property taxes, levied for general purpose	$ 8,367,587	$ 9,116,431	$ 9,986,309
Sales taxes	2,890,126	2,911,037	3,078,717
Franchise taxes	717,624	769,549	777,675
Business licenses taxes	323,055	334,840	344,497
Other taxes	2,104,870	2,379,845	3,158,469
Motor Vehicle In Lieu - Unrestricted	88,757	171,499	110,144
Use of money and property	619,237	839,529	921,232
Gain on sale of assets	-	-	1,100,000
Other	646,065	127,106	69,013
Transfers	-	-	-
Extraordinary gain/loss on dissolution of RDA	-	-	-
Total Governmental Activities	15,757,321	16,649,836	19,546,056
Business-Type Activities:			
Use of money and property	369,399	401,925	370,557
Gain on sale of assets	-	-	11,075
Other	90,764	54,042	14,695
Transfers	-	-	-
Total Business-Type Activities	460,163	455,967	396,327
Total Primary Government	$ 16,217,484	$ 17,105,803	$ 19,942,383
Changes in Net Position			
Governmental Activities	$ 2,571,429	$ 4,154,295	$ 4,036,087
Business-Type Activities	742,139	1,235,027	989,719
Total Primary Government	$ 3,313,568	$ 5,389,322	$ 5,025,806

2009	2010	2011	2012	2013	2014	2015
$ 10,404,273	$ 10,426,753	$ 10,667,838	$ 10,557,651	$ 11,074,604	$ 11,462,585	$ 11,779,438
2,399,744	2,797,621	2,714,102	2,956,964	2,481,560	3,447,593	3,535,113
821,144	777,843	803,969	814,766	810,642	804,995	878,332
352,528	323,307	347,665	347,096	363,437	373,935	385,691
3,942,594	4,109,696	4,143,183	4,133,582	4,092,063	4,004,746	3,965,217
74,215	76,294	150,390	13,267	10,980	-	16,845
658,997	517,079	415,280	381,165	446,167	498,208	542,196
-	-	-	-	-	-	-
73,594	207,937	165,462	104,245	221,658	32,823	70,188
-	(1,829,787)	-	-	-	-	87,000
-	-	-	(442,708)	-	-	-
18,727,089	17,406,743	19,407,889	18,866,028	19,501,111	20,624,885	21,260,020
227,528	681,532	77,378	45,652	38,006	28,372	32,205
-	-	-	-	-	-	-
13,814	12,379	13,103	10,901	5,972	10,143	184,786
-	1,829,787	-	-	-	-	(87,000)
241,342	2,523,698	90,481	56,553	43,978	38,515	129,991
$ 18,968,431	$ 19,930,441	$ 19,498,370	$ 18,922,581	$ 19,545,089	$ 20,663,400	$ 21,390,011
$ (111,600)	$ (3,127,358)	$ 3,194,016	$ (1,649,391)	$ 1,518,704	$ 3,030,654	$ 2,478,831
339,112	(554,488)	(26,877)	2,423,088	2,413,819	3,969,859	4,646,363
$ 227,512	$ (3,681,846)	$ 3,167,139	$ 773,697	$ 3,932,523	$ 7,000,513	$ 7,125,194

City of South Pasadena

Fund Balances of Governmental Funds
Last Ten Fiscal Years
(Modified Accrual Basis of Accounting)

	2006	2007	2008	2009	2010
General Fund					
Reserved	$ 645,341	$ 397,742	$ 292,562	$ 1,550,920	$ 947,588
Unreserved	4,489,626	6,351,164	9,559,379	9,491,709	10,251,769
Nonspendable	-	-	-	-	-
Restricted	-	-	-	-	-
Committed	-	-	-	-	-
Unassigned	-	-	-	-	-
Total General Fund	$ 5,134,967	$ 6,748,906	$ 9,851,941	$ 11,042,629	$ 11,199,357
All Other Governmental Funds					
Reserved	$ 2,456,501	$ 1,537,309	$ 254,778	$ 1,194,959	$ 420,227
Unreserved:					
Unreserved, reported in nonmajor,					
Special revenue funds	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	463,776	488,506	530,096	-	-
Debt service	202,044	197,110	200,497	-	-
Undesignated	941,127	1,260,671	1,480,465	-	-
Nonspendable	-	-	-	-	-
Restricted	-	-	-	-	-
Committed	-	-	-	-	-
Assigned	-	-	-	-	-
Unassigned	-	-	-	-	-
Total all other Governmental Funds	$ 4,269,095	$ 3,867,948	$ 5,522,227	$ 6,844,233	$ 3,509,801

2011	2012	2013	2014	2015
$ -	$ -	$ -	$ -	$ -
-	-	-	-	-
426,430	433,637	1,199,091	1,207,961	1,022,841
-	-	-	-	-
2,564,280	2,563,481	2,141,481	2,650,000	3,500,000
10,541,790	11,757,341	11,727,832	12,788,280	13,124,419
$ 13,532,500	$ 14,754,459	$ 15,068,404	$ 16,646,241	$ 17,647,260
$ -	$ -	$ -	$ -	$ -
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
4,438,340	2,722,783	2,328,184	3,184,841	4,179,297
-	-	579,447	611,447	461,472
-	-	-	-	-
(2,355,949)	(4,015,530)	(1,049,935)	(791,469)	(572,623)
$ 2,082,391	$ (1,292,747)	$ 1,857,696	$ 3,004,819	$ 4,068,146

City of South Pasadena

Changes In Fund Balances of Governmental Funds
Last Ten Fiscal Years
(Modified Accrual Basis of Accounting)

	2006	2007	2008	2009	2010
Revenues:					
Taxes	$ 13,972,117	$ 15,166,586	$ 16,850,652	$ 17,689,431	$ 18,037,383
Assesments	1,068,561	1,133,914	895,773	885,515	883,681
Licenses and permits	842,947	876,297	893,237	1,004,933	934,708
Intergovernmental	3,584,136	5,089,034	2,288,858	2,635,222	1,942,882
Charges for services	2,683,695	2,398,566	2,822,380	2,449,932	1,982,863
Use of money and property	642,950	868,349	921,232	658,997	517,079
Fines and forfeitures	603,086	643,055	636,668	701,894	629,280
Contributions	14,053	20,114	19,005	11,050	10,050
Miscellaneous	1,231,214	543,280	579,812	419,952	508,025
Total revenues	24,642,759	26,739,195	25,907,617	26,456,926	25,445,951
Expenditures:					
Current:					
General government	4,467,746	4,188,718	3,855,522	3,893,079	4,220,337
Public safety	9,703,634	9,727,416	10,670,808	11,134,224	11,147,779
Community development	766,775	880,902	1,005,406	831,613	919,697
Community services	2,299,564	2,507,378	2,679,273	2,764,489	2,887,103
Public works	2,721,530	2,777,051	2,852,322	3,217,465	3,297,647
Capital outlay	3,790,870	5,609,950	1,169,533	1,812,804	5,540,889
Debt service:					
Principal retirement	112,359	127,262	114,894	181,845	123,891
Interest and fiscal charges	177,557	128,516	145,997	140,221	134,275
Total expenses	24,040,035	25,947,193	22,493,755	23,975,740	28,271,618
Excess (Deficiency) of Revenues Over (Under) Expenditures	602,724	792,002	3,413,862	2,481,186	(2,825,667)
Other financing sources (uses):					
Transfers in	-	18,000	42,573	25,758	24,136
Transfers out	-	(18,000)	(42,573)	(25,758)	(376,173)
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	$ 602,724	$ 1,352,175	$ 4,513,862	$ 2,481,186	$ (3,177,704)
Debt service as a percentage of noncapital expeditures	1.4%	1.3%	1.3%	1.4%	1.1%

2011	2012	2013	2014	2015
$ 18,317,689	$ 18,393,272	$ 19,166,312	$ 19,697,011	$ 20,205,691
885,387	888,619	905,459	896,465	895,798
1,000,988	944,680	1,012,753	985,186	1,047,540
2,572,819	2,909,377	4,290,262	2,303,094	1,989,281
2,144,589	2,222,151	2,270,737	2,682,074	3,880,357
415,280	381,165	446,167	498,208	542,194
552,093	533,035	523,629	412,748	347,585
15,637	11,285	17,970	12,455	12,365
733,700	701,995	313,612	594,210	480,206
26,638,182	26,985,579	28,946,901	28,081,451	29,401,017
4,099,345	4,207,231	5,651,008	4,297,373	3,988,989
10,608,012	11,217,259	10,968,211	10,636,711	11,651,620
913,862	955,648	898,709	911,871	1,121,098
3,024,889	2,915,639	2,953,811	2,970,037	3,209,105
2,806,005	3,024,746	2,921,136	2,970,322	3,107,053
5,978,832	2,467,712	2,028,330	3,536,250	3,739,660
131,037	48,289	50,650	53,130	55,725
127,929	67,064	10,658	8,178	5,583
27,689,911	24,903,588	25,482,513	25,383,872	26,878,833
(1,051,729)	2,081,991	3,464,388	2,697,579	2,522,184
146,179	46,729	1,176,376	421,511	408,497
(146,179)	(46,729)	(1,176,376)	(421,511)	(625,137)
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	(216,640)
-	(2,277,708)	-	-	-
$ (1,051,729)	$ (195,717)	$ 3,464,388	$ 2,697,579	$ 2,305,544
1.2%	0.5%	0.3%	0.3%	0.3%

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Revenue Capacity

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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 Assesed Value as a Percentage of Actual Taxable Value
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
2014	3,329,419	260,726	135,712	(34,820)	3,691,037	0.240%	N/A	N/A
2015	3,501,716	267,657	124,487	(32,836)	3,861,024	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 toal maximum rate of 1%, based upon the assessed value of the property being taxed. Each year, the assessed value of the 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 Fund	Los Angeles County Fire FfW	Los Angeles County Flood Control	Community College
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
2014	0.2400	0.2400	0.2857	0.2551	0.0060	0.0096	0.0320
2015	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
2006	0.1712	0.0005	0.0957	0.0001	0.0052	0.0008	0.0041	1.1060
2007	0.1712	0.0005	0.0897	0.0001	0.0047	0.0007	0.0208	1.1161
2008	0.1712	0.0005	0.0860	-	0.0045	-	0.0197	1.1103
2009	0.1712	0.0005	0.0860	-	0.0043	-	0.0174	1.1078
2010	0.1712	0.0005	0.0884	-	0.0043	-	0.0230	1.1158
2011	0.1712	0.0005	0.1105	-	0.0037	-	0.0199	1.1342
2012	0.1712	0.0005	0.1058	-	0.0037	-	0.0196	1.1292
2013	0.1712	0.0005	0.1011	-	0.0035	-	0.0206	1.1252
2014	0.1712	0.0005	0.1014	-	0.0035	-	0.0190	1.1240
2015	0.1712	0.0005	0.1006	-	0.0035	-	0.0103	1.1144

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

	2015			2006		
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
625 Fair Oaks Investors LLC	$ 17,119,845	1	0.45%			
Casa De General LLC	11,092,294	2	0.29%			
99 Pasadena Avenue LLC	10,970,701	3	0.29%			
Golden Oaks Investment LP	9,612,289	4	0.25%	8,455,880	3	0.33%
NNC Terraces at South Pasadena LLC	9,482,194	5	0.25%	8,346,050	4	0.33%
California Empire LP	9,233,552	6	0.24%	8,097,791	5	0.32%
Richard Wagner Trust	8,545,614	7	0.22%	7,079,441	9	0.28%
CCCC Growth Fund LLC	8,489,960	8	0.22%	7,466,400	7	0.29%
H P III Limited	8,026,943	9	0.21%	7,067,825	10	0.28%
Jerry B and Roberta L Furrey Trust	7,961,695	10	0.21%			
H and O Fair Oaks Partners	-		-	15,055,816	1	0.59%
MT Olive Sepulveda LP	-		-	9,755,650	2	0.38%
Time Warner Communications	-		-	7,893,840	6	0.31%
Ralphs Grocery Co	-		-	7,144,760	8	0.28%
Total	$ 100,535,087		2.63%	$ 86,363,453		3.39%

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
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)	7,224,631	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%
2014	8,569,818	8,389,757	97.9%	(16,427)	8,373,331	97.7%
2015	9,063,962	8,791,225	97.0%	(16,959)	8,774,266	96.8%

Sources: Los Angeles County Tax Collector and City of South Pasadena, Finance Division.

Debt Capacity

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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	State Loan	Total Primary Government	Percentage of Personal Income [a]	Per Capita [a]
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
2014	-	114,175	-	48,854,762	527,283	49,496,220	4.11%	1,903
2015	-	58,450	-	47,838,993	2,475,913	50,373,356	4.16%	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, 2015

Fiscal Year 2014-15 Assessed Valuation : $3,443,383,132 After Deducting $417,640,325 Redevelopment increment.

Overlapping Debt:	Debt Outstanding	% Applicable (1)	City's Share of Debt 6/30/2015
Metropolitan Water District	$ 53,296,395	0.354%	188,716
Pasadena Area Community College District 2002 Ser E	25,295,000	5.491%	1,388,908
Pasadena Area Community College District 2002 Ser D	24,160,000	5.491%	1,326,586
Pasadena Area Community College District 2006 Ser B	25,385,000	5.491%	1,393,849
Pasadena Area Community College District 2014 Ser A	16,780,000	5.491%	921,363
South Pasadena Unified 96 Ser A	2,230,000	100.000%	2,230,000
South Pasadena Unified DS 95 Ser B	2,037,873	100.000%	2,037,873
South Pasadena Unified SD DS 95 S-C	5,643,243	100.000%	5,643,243
South Pasadena USD SD DS 95 Ser D	1,516,256	100.000%	1,516,256
South Pasadena USD DS 2002 Ser B	7,949,680	100.000%	7,949,680
South Pasadena USD DS 2010 Ref Bond	18,460,000	100.000%	18,460,000
Total Overlapping Tax and Assessment Debt			43,056,474
Direct Debt:			
South Pasadena Capital Lease	58,450	100.000%	58,450
Total Direct and Overlapping General Fund Obligation Debt			58,450
COMBINED TOTAL DEBT			$ 43,114,924 (2)

Source: (1) 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.

Debt to Assessed Valuation Ratios:	
Direct Debt	1.10%
Overlapping Debt	0.15%
Total Debt	1.25%

City of South Pasadena

Legal Debt Margin Information
Last Ten Fiscal Years
(dollars in thousands)

Legal Debt Margin Calculation for Fiscal Year 2014

Assessed value	$	3,443,383
Debt limit (15% of assessed value)		516,507
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	$	516,507

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
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	-	485,378	0.00%
2011	494,089	-	494,089	0.00%
2012	509,569	-	509,569	0.00%
2013	471,822	-	471,822	0.00%
2014	494,193	-	494,193	0.00%
2015	516,507	-	516,507	0.00%

City of South Pasadena

Pledged-Revenue Coverage
Last Ten Fiscal Years
(in thousands)

	Water Revenue Bonds					
				Debt Service		
Fiscal Year	Utility Service Charges	Less: Operating Expenses	Net Available Revenue	Principal	Interest	Coverage
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
2014	9,221	5,674	3,547	995	2,271	1.09
2015	8,695	4,430	4,265	1,065	2,240	1.29

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.

Demographic and Economic Information

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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)
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%
2013	26,011	1,203,347	46,263	3.7%
2014	26,022	1,211,194	46,545	5.9%

Source: County of Los Angeles Auditor-Controller and HDL Coren and Cone.

City of South Pasadena

Principal Employers
Current Year and Ten Years Ago

	2014-2015			2004-2005 *		
Employer	Employees	Rank	Percentage of Total City Employment	Employees	Rank	Percentage of Total City Employment
Mission Grove Healthcare & Wellness Centre	183	1	4.84%			
Bristol Farms	90	2	2.38%			
The Vons Companies Inc. Pavillions	90	3	2.38%			
Ralph's Grocery Co.	80	4	2.12%			
Trader Joe's	80	5	2.12%			
WNC Insurance Services, Inc.	78	6	2.06%			
Orchard Supply Hardware	78	7	2.06%			
Stargate Films Inc.	70	8	1.85%			
Collins, Collins, Muir & Stewart, LLP	62	9	1.64%			
The Vons Companies Inc.	58	10	1.54%			
	869		23.00%	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	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
General government										
Legislative	7	7	7	8	8	8	8	8	8	5
City Manager	7	7	7	8	8	10	10	10	10	12
Finance	8	9	8	8	8	8	8	8	9	9
Public Safety	81	81	81	81	81	88	81	81	79	81
Community Development	6	7	7	6	6	7	6	6	6	6
Community Services	36	38	39	39	39	59	39	39	31	21
Public Works	16	16	22	22	22	18	19	20	20	19
Water Utility	14	14	9	9	9	12	11	11	11	10
Total	175	179	180	181	181	210	182	183	173	163

Source: South Pasadena Finance Department/Adopted budget book

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.

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Operating Information

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City of South Pasadena

Operating Indicators by Function/Program
Last Ten Fiscal Years

Function/Program	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
General government										
Building permits issued	381	381	318	282	326	380	342	476	354	349
Building inspections conducted	2,154	2,154	2,230	2,152	2,113	2,158	2,376	2,380	2,568	2,087
Refuse collection										
Refuse collected (tons per day)	79	79.3	79.3	89.0	92.0	90.0	90.0	85.0	83.0	69.0
Recyclables collected (tons per day)	33	32.6	36.0	40.0	38.0	38.0	38.0	29.0	28.0	25.0
Other public works										
Street resurfacing (miles)	1	0.7	0.0	0.2	0.8	2.5	2.0	1.0	1.3	1.8
Potholes repaired *	545	450	340	480	520	580	1,600	1,450	1,500	1,450
Water										
New connections	18	20	16	18	18	10	9	6	11	7
Water main breaks	9	10	13	12	4	9	5	9	10	9
Average daily consumption (million gallons)	5	4.85	4.52	4.47	4.20	3.80	3.95	4.25	4.60	3.40
Peak daily consumption (million gallons)	7	6.96	6.96	6.10	6.09	5.50	5.50	5.71	5.50	5.09
Fire Department										
Total number of emergency calls responded to	1,620	1,807	1,785	1,850	1,780	1,760	1,664	1,594	1,695	1,775
Total number of fire inspections	480	480	480	470	254	229	544	296	563	521
Police Department										
Arrest stats	1,392	1,392	1,540	1,546	2,056	1,096	1,159	1,080	1,003	855
Traffic citations	5,762	1,858	6,669	7,641	8,216	4,734	3,468	3,753	3,717	2,847
Parking citations	13,308	11,387	14,806	12,800	10,967	9,314	9,629	10,936	11,388	8,843
Community Services										
Facility rentals	36	34	40	45	58	54	60	69	89	86
Recreation classes	207	246	248	181	180	237	419	441	432	399

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	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
Other public works										
Streets (miles)	59	55	55	55	55	55	55	55	55	55
Traffic signals	30	30	30	30	31	31	31	31	31	31
Parks and recreation										
Parks	6	6	6	6	6	6	6	6	6	6
Acreage	89	89	89	89	89	89	89	89	89	89
Playgrounds	4	4	4	4	4	4	4	4	4	4
Baseball/softball diamonds	5	5	6	6	6	6	6	6	6	6
Soccer/football fields	4	4	4	4	4	4	4	4	4	4
Community centers	4	4	5	5	5	5	5	5	5	5
Water										
Water mains (miles)	68	68	68	68	68	68	68	68	68	68
Fire hydrants	165	165	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, 2015

City of South Pasadena

Financial Report for Fiscal Year 2014/15

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, 2015. 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 2014/15. Please contact the South Pasadena Finance department at (626) 403-7250 if you have any questions.

SOUTH PASADENA FINANCIAL REPORT 2015

REVENUES

GENERAL FUND	
Taxes	
Property	9,621,099
Sales	2,139,172
Utility	3,423,217
Motor Vehicle in lieu Adjustment	2,368,975
Other	1,300,224
Total Taxes	18,852,686
Library Assessment	232,388
Licenses and Permits	1,012,625
Intergovernmental	439,733
Charges for Services	3,430,665
Use of Money & Property	520,877
Fines & Forfeitures	347,585
Misc.	351,974
TOTAL GENERAL FUND REVENUES	**25,188,533**
SPECIAL REVENUE FUNDS	
Local Return	
Prop A, C & TDA	990,060
Measure R	287,088
State Gas Tax Fund	659,448
Clean Air Act Fund	32,634
Community Development Block Grants	146,440
State Police Grants	106,700
South Pasadena Established	
Street Lighting and Landscape Fund	910,106
Parking and Business Improvement Fund	163,045
Capital Growth Fund	137,667
Park Impact Fees	307,786
Public, Educational & Govt. Access Fund	25,173
Competitive Grants	
Traffic Improvement Grant	61
TEA / MTA Grant	374,155
Historic Preservation Grant	15,000
Homeland Security Grant	47,500
Other Police Grants	86
TOTAL SPECIAL REVENUE FUNDS	**4,202,949**
ARROYO SECO GOLF COURSE ENTERPRISE FUND	**1,133,492**
SEWER ENTERPRISE FUND	**1,359,544**
WATER ENTERPRISE FUND	**8,905,630**
HOUSING AUTHORITY	**9,535**
SUCCESSOR TO THE COMM. REDEVELOPMENT AGENCY (CRA) *	**392,253**
TOTAL REVENUES	**41,191,936**

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City of South Pasadena

EXPENDITURES

CITY DEPARTMENTS - GENERAL FUND	
Police	7,198,510
Fire	4,467,061
Public Works	1,600,180
Library	1,533,839
City Manager	1,857,968
Planning and Building	1,093,877
Community Service	1,190,088
Finance	653,958
City Clerk	367,840
Transfers Out	596,137
Others	3,386,852
TOTAL CITY DEPARTMENTS - GENERAL FUND	**23,946,310**
SPECIAL REVENUE FUNDS	**3,528,654**
ARROYO SECO GOLF COURSE ENTERPRISE FUND	**923,660**
SEWER ENTERPRISE FUND	**968,996**
WATER/PFA ENTERPRISE FUND	**8,670,864**
SUCCESSOR TO THE COMM. REDEV. AGENCY (CRA) *	**316,980**
TOTAL EXPENDITURES	**38,355,464**

*** The CRA was dissolved on 1/31/12. The Successor Agency receives funds from LA County to pay the outstanding debt service on the 2000 Tax Allocation Bonds, and administrative costs related to the winding-down of the CRA.**

RESERVES - ALL FUNDS

UNASSIGNED	
General Fund	13,124,419
OTHER RESERVES	
Reserved for inventories	22,841
Reserved for notes and loans	1,000,000
Special Revenue Funds (Restricted)	4,068,146
COMMITTED	
Arroyo Golf Course	1,100,000
Renewable energy sources	300,000
Legal services	500,000
Retiree pension benefits	500,000
Retiree medical benefits	500,000
Community Center	600,000
Facilities & equipment replacement	461,472
Invested in capital assets (Water Fund)	37,236,454
Restricted for capital improvements (Water Fund & 2009 Bonds)	22,326,728
TOTAL RESERVES	**81,740,060**

The expenditures for legal services and consultants, shown separately, are includ the City Departments, Special Revenue, Enterprise and CRA totals above.

LEGAL SERVICES - Total	**591,394**
Specified Vendors	
Colantuono, Highsmith & Whatley *(City & CRA)*	235,585
Liebert Cassidy Whitmore *(Personnel)*	144,614
Richards, Watson & Gershon *(City)*	71,062
Jones & Mayer *(City & CRA)*	69,668
Rossman & Moore *(Transportation)*	67,921
Burke, Williams & Sorenson *(Transportation)*	2,544
CONSULTANTS (includes lobbyists) - Total	**1,029,363**
Specified Vendors	
Transtech Engineers *(Building & Planning)*	417,461
Kennedy/Jenks Consultants *(Garfield Reservoir Design)*	169,371
AKD Consulting *(Garfield Reservoir)*	148,800
DMR Team *(Engineering Services)*	116,983
Osz Technologies *(Information Technology)*	84,333
Acorn Technologies *(Information Technology)*	49,198
John L. Hunter Associates, Inc. *(Stormwater Regulations)*	43,217
Mike Roos & Company *(710 Freeway)*	36,000

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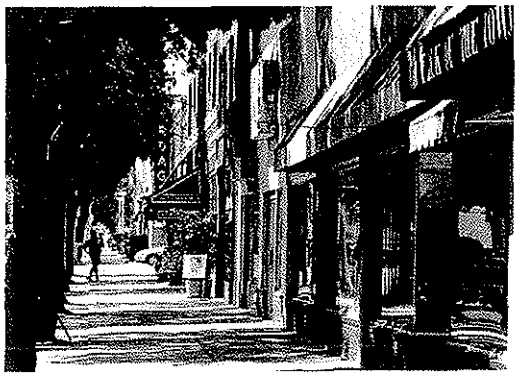

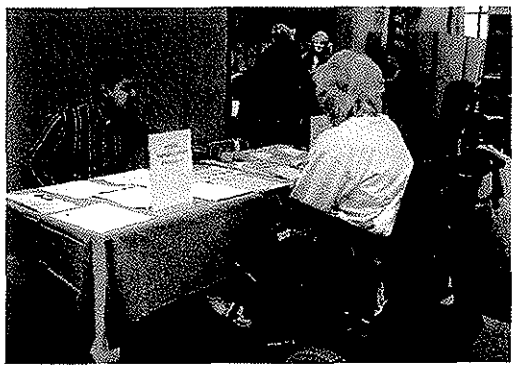

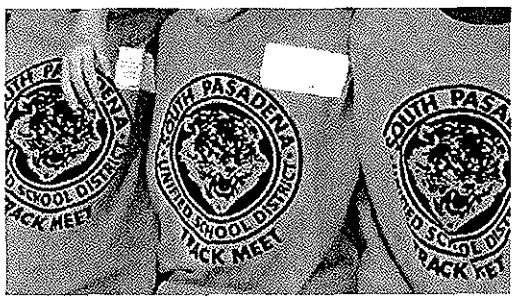

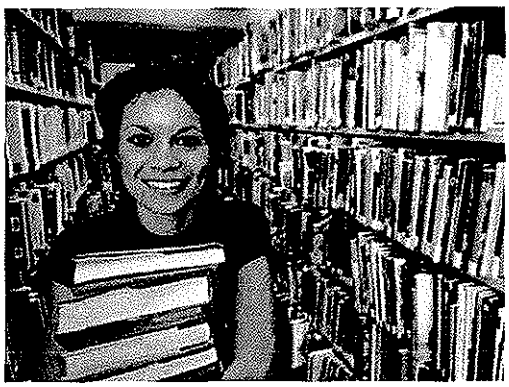

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City of South Pasadena
Agenda Report

Diana Mahmud, Mayor
Michael A. Cacciotti, Mayor Pro Tem
Robert S. Joe, Councilmember
Marina Khubesrian, M.D., Councilmember
Richard D. Schneider, M.D., Councilmember

Evelyn G. Zneimer, City Clerk
Gary E. Pia, City Treasurer

COUNCIL AGENDA:	February 3, 2016
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 of South Pasadena (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.

Analysis
In 2009, the City's actuarial valuation revealed an unfunded OPEB liability in the amount of $18,580,256; by 2011, the unfunded liability had increased to $22,197,057. In 2013, the unfunded liability had been reduced to $12,701,182, with the decrease due primarily to the City's capping of retiree health benefits for employees retiring after July 1, 2012, and less than expected increases in health premiums. In May 2014, however, the Actuarial Standards Board issued a revision to their Actuarial Standards of Practice No. 6. The new Standard requires that valuations now include the "implied subsidy" that results when retirees and active employees pay the same

AGENDA ITEM 14

premium, even though retiree health care costs are generally larger than costs for active employees. Without including the implied subsidy, the unfunded liability would have increased to $13,879,000 due to changes in mortality projections, and other actuarial assumptions. The calculated value of the implied subsidy is $2,798,000 bringing the total unfunded liability as of January 1, 2015 to $16,677,000 (further details regarding the components of these changes 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 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 2015, this cost was $551,788 (as opposed to the $1,501,000 annual contribution that would have been required to amortize the unfunded 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, 2015

CITY OF SOUTH PASADENA
RETIREE HEALTHCARE PLAN

January 1, 2015 GASB 45 Actuarial Valuation
Final Results

Mary Beth Redding, Vice President
Nathan Hinojosa, Actuarial Analyst
Tak Frazita, Associate Actuary
Bartel Associates, LLC

December 11, 2015

Contents

Topic	Page
Benefit Summary	1
Implied Subsidy	3
Data Summary	5
Actuarial Assumptions Highlights	7
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Results	13
Actuarial Certification	25
Exhibits	
Premiums	E - 1
Participant Statistics	E - 3
Actuarial Assumptions	E - 19
Definitions	E - 27

BENEFIT SUMMARY

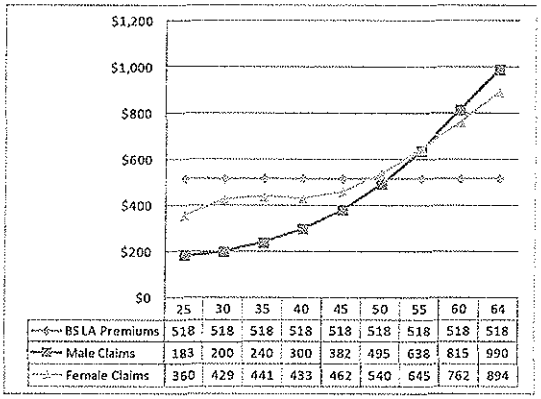
■ Eligibility	■ Retire directly from the City under CalPERS • Classic – Age 50 and 5 years of CalPERS service or disability • PEPRA – Age 52 and 5 years of CalPERS service or disability
■ Retiree Medical Benefits	■ Retired prior to July 1, 2012 – Single premium, or if larger, the smaller of $625 ($715 for Management) and the 2-party premium ■ Hired before and retired after July 1, 2012– the smaller of the actual premium and $625 for non-management and $715 for management ■ Hired on or after July 1, 2012 – PEMHCA minimum
■ PEMHCA Administrative Fee	■ Paid by City
■ Surviving Spouse Benefit	■ Benefit continues to surviving spouse

BENEFIT SUMMARY

■ Vision, Life & Medicare Part B Reimbursement	■ None
■ Pay-as-you-go Costs	Year / Pay-Go 2014/15 $551,788 2013/14 565,404 2012/13 577,410

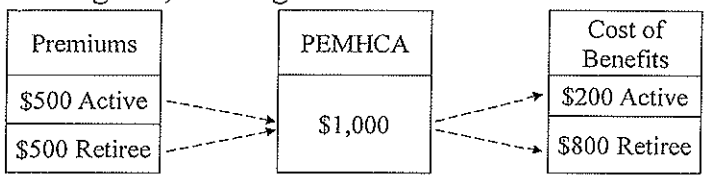
Implied Subsidy

- For PEMHCA, employer cost for allowing retirees to participate at active rates.
  - General trend:



	25	30	35	40	45	50	55	60	64
BSLA Premiums	518	518	518	518	518	518	518	518	518
Male Claims	183	200	240	300	382	495	638	815	990
Female Claims	360	429	441	433	462	540	645	762	894

  - Sample active age 35, retire age 60:



Implied Subsidy

- GASB 45 defers to actuarial standards of practice.
- Previous Actuarial Standards of Practice No. 6[1] (ASOP 6) allows community rated plans to value liability using premiums, resulting in no implied subsidy.
- In May 2014, Actuarial Standards Board released revised ASOP 6:
  - Requires implied subsidy valued for community rated plans such as PEMHCA.
  - Timing: effective with all valuations on or after March 31, 2015 with earlier implementation encouraged
- Valuation includes the implied subsidy.

[1] Measuring Retiree Group Benefits Obligations and Determining Retiree Group Benefits Plan Costs or Contributions.

DATA SUMMARY

Active Participants

	Milliman 1/1/13	Bartel Associates 1/1/15
■ Count		
• Miscellaneous	88	102
• Safety	53	49
• Total	141	151
■ Miscellaneous[2]		
• Average Age	n/a	41.8
• Average City Service	n/a	8.1
• Average Pay	n/a	$65,234
• Total Pay (000's)	n/a	6,654
■ Safety[2]		
• Average Age	n/a	42.9
• Average City Service	n/a	15.2
• Average Pay	n/a	$94,649
• Total Pay (000's)	n/a	4,638
■ Total Pay (000's)	10,811	11,292

[2] The total average age is 46.7 and total average service is 11.3

DATA SUMMARY

Retired Participants

	Milliman 1/1/13	Bartel Associates 1/1/15
■ Count		
• Miscellaneous	50	59
• Safety	44	60
• Total	94	119
■ Miscellaneous[3]		
• Average Age	n/a	76.9
• Average Service Retirement Age	n/a	60.9
■ Safety[3]		
• Average Age	n/a	71.4
• Average Service Retirement Age	n/a	56.1

[3] The total average age is 74.5

ACTUARIAL ASSUMPTIONS HIGHLIGHTS

	Milliman 1/1/13	Bartel Associates 1/1/15
■ Valuation Date	■ January 1, 2013 ■ 2012/13 & 2013/14	■ January 1, 2015 ■ 2014/15 & 2015/16
■ Funding Policy	■ Pay-go	■ Same
■ Discount Rate	■ 3.50%	■ 4.00%
■ Aggregate Payroll Increase	■ 3.00%	■ 3.25%
■ Merit and Longevity Pay Increases	■ CalPERS 1997-2007 Experience Study	■ CalPERS 1997-2011 Experience Study

ACTUARIAL ASSUMPTIONS HIGHLIGHTS

	Milliman 1/1/13	Bartel Associates 1/1/15
■ Mortality, Withdrawal, & Disability	■ CalPERS 1997-2007 Experience Study ■ Mortality projected to 2020 with Scale AA	■ CalPERS 1997-2011 Experience Study ■ Mortality projected fully generational with Scale MP-2014, modified to converge to ultimate improvement rates in 2022
■ Retirement	■ CalPERS 1997-2007 Experience Study	■ CalPERS 1997-2011 Experience Study:
■ Fixed Dollar Cap Increase	■ None	■ Same
■ PEMHCA Minimum Increase	■ 2013: Actual ($115/mo) ■ 2014: Actual ($119/mo) ■ 2015+: 4.00%	■ 2015: Actual ($122/mo) ■ 2016: Actual ($125/mo) ■ 2017+: 4.50%

ACTUARIAL ASSUMPTIONS HIGHLIGHTS

	Milliman 1/1/13				Bartel Associates 1/1/15		
■ Healthcare Trend	Increase to Following Year				Increase from Prior Year		
	Year	Non-Medicare	Year	Medicare	Year	Non-Medicare	Medicare
	2013	Actual Increases			2015	Actual Premiums	
					2016	Actual Premiums	
	2014	6.75%	2014	7.25%	2017	7.0%	7.2%
	2015-16	5.75%	2015	6.00%	2018	6.5%	6.7%
	2017-22	6.00%	2016	6.50%	2019	6.0%	6.1%
	2023-28	6.25%	2017-24	6.00%	2020	5.5%	5.6%
	2029-30	6.50%	2025-35	5.75%	2021+	5.0%	5.0%
	2031-34	6.75%	2036-38	5.50%			
	2035-36	6.50%	2039-40	5.25%			
	2037-38	6.25%	2041-45	5.75%			
	2039-42	6.00%	2046-52	5.50%			
	2043-47	5.75%	2053-58	5.75%			
	2048-55	5.50%	2059-66	5.50%			
	2056-66	5.25%	2067-74	5.25%			
	2067-75	5.00%	2075-78	5.00%			
	2076-79	4.75%	2079-82	4.75%			
	2080+	4.50%	2083+	4.50%			

ACTUARIAL ASSUMPTIONS HIGHLIGHTS

	Milliman 1/1/13	Bartel Associates 1/1/15
■ Participation at Retirement	■ 100%	■ 90% of employees hired prior to July 1,2012 ■ 50% of employees receiving PEMHCA minimum
■ Medical Plan at Retirement	■ Weighted premium based on current retiree elections – consistent with early retirees	■ Weighted premium based on current retiree elections – consistent with early retirees ■ Non-Kaiser HMO participants assumed to elected UnitedHealthcare post-Medicare beginning 2016
■ Spouse Participation at Retirement	■ 70%	■ 70% for employees hired prior to July 1, 2012 ■ 50% for employees receiving PEMHCA minimum
■ Affordable Care Act Excise Tax	■ n/a	■ 1.5% increase in total liability

ACTUARIAL METHODS

Method	Milliman 1/1/13	Bartel Associates 1/1/15
■ Actuarial Cost Method	■ Projected Unit Credit	■ Entry Age Normal ■ Will be required by GASB 75
■ Funding Policy	■ Pay-as-you-go	■ Same
■ Amortization Method	■ Level Percent of Payroll	■ Same
■ Amortization Periods	■ 20-year open (rolling) period ■ Maximum 30-year combined period	■ Same
■ Implied Subsidy	■ Not valued	■ Valued pre-Medicare

ACTUARIAL METHODS

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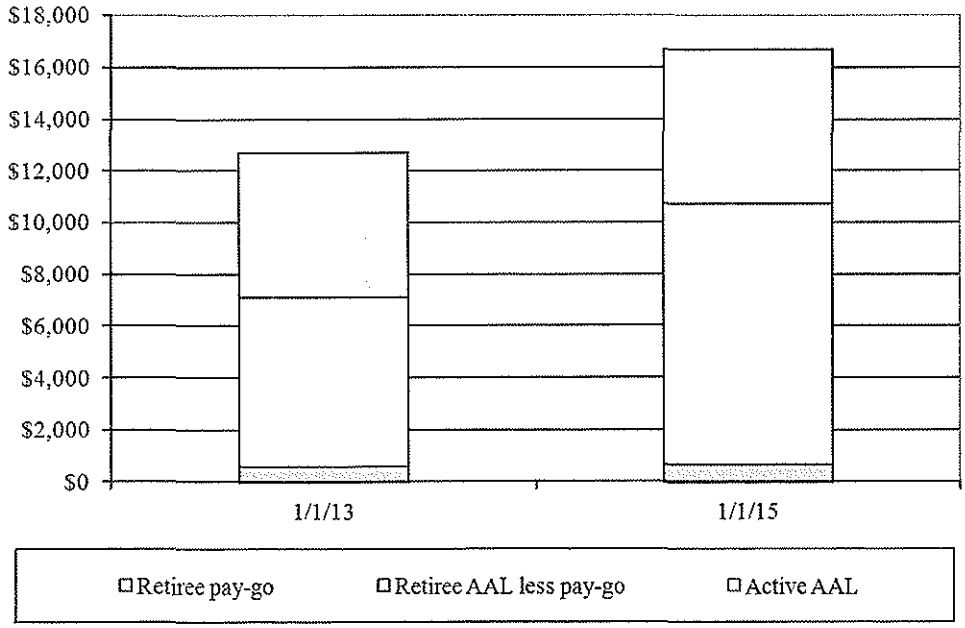
Actuarial Obligations

(Amounts in 000's)

	Milliman 1/1/13	BA 1/1/15
Present Value of Benefits		
• Actives	$ 9,634	$ 11,782
• Retirees	7,094	10,734
• Total	16,728	22,516
Actuarial Accrued Liability		
• Actives	5,607	5,943
• Retirees	7,094	10,734
• Total	12,701	16,677
Actuarial Value of Assets	-	-
Unfunded Liability	12,701	16,677
Normal Cost	445	591
Cash Subsidy Pay-Go	591	552
Implied Subsidy Pay-Go	n/a	103

Actuarial Accrued Liability

(Amounts in 000's)



14-10

Estimated Actuarial Gain/Loss Analysis

(Amounts in 000's)

	AAL
■ **1/1/13 Actual**	$ 12,701
■ **1/1/15 Expected**	13,373
■ **Changes**	
• Premiums increase less than expected	(470)
• Mortality Projection (Scale MP14 Projection)	963
• ACA Excise Tax	205
• Other including demographics and changes in actuarial method and assumptions	(192)
• Implied Subsidy	2,798
■ **Total Liability (Gain)/Loss**	3,304
■ **1/1/15 Actual**	16,677

Schedule of Funding Progress

(Amounts in 000's)

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial[4] Accrued Liability (b)	Unfunded Actuarial Accrued Liability (b-a)	Funded Ratio (a/b)	Covered Payroll (c)	UAAL as Percentage of Covered Payroll ((b-a)/c)
1/1/13	$-	$12,701	$12,701	0.0%	10,811	117%
1/1/15	-	16,677	16,677	0.0%	11,292	148%

[4] 1/1/13 based on Projected Unit Credit. 1/1/15 based on Entry Age Normal.

RESULTS

Annual Required Contribution (ARC)

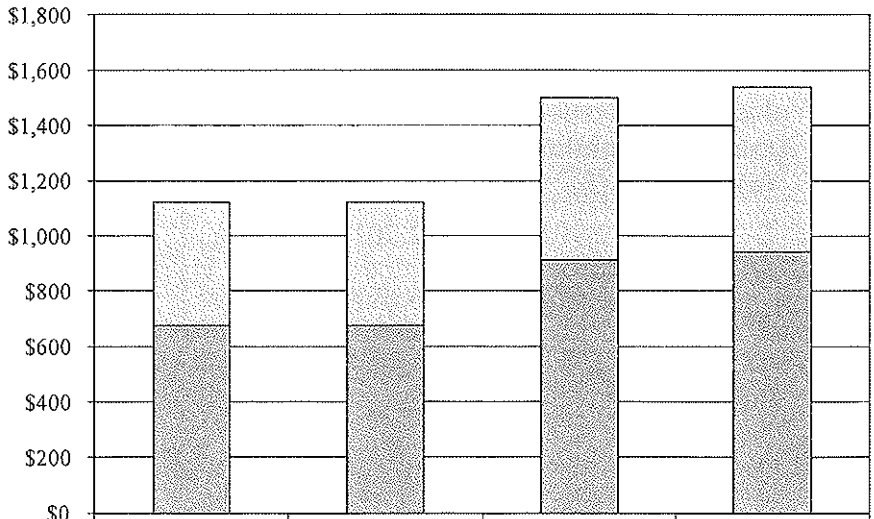
(Amounts in 000's)

	Milliman		Bartel Associates	
	2012/13	2013/14	2014/15	2015/16
ARC - $				
• Normal Cost	$445	$ 445	$ 591	$ 594
• UAAL Amortization	676	676	910	943
• Total ARC	1,121	1,121	1,501	1,537
Projected Payroll	10,811	n/a	11,292	11,659
ARC - %				
• Normal Cost	4.1%	n/a	5.2%	5.1%
• UAAL Amortization	6.3%	n/a	8.1%	8.1%
• Total ARC	10.4%	n/a	13.3%	13.2%

RESULTS

Annual Required Contribution (ARC)

(Amounts in 000's)



	12/13	13/14	14/15	15/16
Normal Cost	445	445	591	594
Amortization	676	676	910	943
ARC	1,121	1,121	1,501	1,537

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Actuarial Obligations
January 1, 2015
(Amounts in 000's)

	Cash Subsidy	Implied Subsidy	Total
Present Value of Benefits			
• Actives	$ 8,495	$ 3,287	$ 11,782
• Retirees	9,474	1,260	10,734
• Total	17,969	4,547	22,516
Actuarial Accrued Liability			
• Actives	4,405	1,538	5,943
• Retirees	9,474	1,260	10,734
• Total	13,879	2,798	16,677
Actuarial Value of Assets	-	-	-
Unfunded Actuarial Accrued Liability	13,879	2,798	16,677
2014/15 Normal Cost	444	147	591
2014/15 Pay-As-You-Go Cost	552	103	655

Annual Required Contribution (ARC)
2014/15 Fiscal Year
(Amounts in 000's)

	Cash Subsidy	Implied Subsidy	Total
ARC - $			
• Normal Cost	$ 444	$ 147	$ 591
• UAAL Amortization	757	153	910
• Total	1,201	300	1,501
Projected Payroll	11,292	11,292	11,292
ARC - % Pay			
• Normal Cost	3.9%	1.3%	5.2%
• UAAL Amortization	6.7%	1.4%	8.1%
• Total	10.6%	2.7%	13.3%

Actuarial Obligations
January 1, 2015
(Amounts in 000's)

	Misc	Safety	Total
■ **Present Value of Benefits**			
• Actives	$ 6,237	$ 5,546	$ 11,782
• Retirees	4,158	6,576	10,734
• Total	10,395	12,122	22,516
■ **Actuarial Accrued Liability**			
• Actives	2,830	3,114	5,943
• Retirees	4,158	6,576	10,734
• Total	6,988	9,690	16,677
■ **Actuarial Value of Assets**	-	-	-
■ **Unfunded Actuarial Accrued Liability**	6,988	9,690	16,677
■ **2014/15 Normal Cost**	347	244	591
■ **2014/15 Pay-As-You-Go Cost (Total)**	272	383	655

Annual Required Contribution (ARC)
2014/15 Fiscal Year
(Amounts in 000's)

	Misc	Safety	Total
■ **ARC - $**			
• Normal Cost	$ 347	$ 244	$ 591
• UAAL Amortization	381	529	910
• Total	728	773	1,501
■ **Projected Payroll**	6,654	4,638	11,292
■ **ARC - % Pay**			
• Normal Cost	5.2%	5.3%	5.2%
• UAAL Amortization	5.7%	11.4%	8.1%
• Total	10.9%	16.7%	13.3%

RESULTS

Estimated Net OPEB Obligation (NOO)

(Amounts in 000's)

	CAFR			Est.
	2012/13	2013/14	2014/15	2015/16
NOO at Beg. of Year	$ 6,581	$ 7,011	$ 7,424	$ 8,154
Annual OPEB Cost				
• ARC	1,121	1,121	1,501	1,537
• Interest on NOO	230	245	297	326
• Adjustment to ARC	(344)	(388)	(413)	(454)
• Annual OPEB Cost	1,007	979	1,385	1,409
Contributions				
• Cash Benefit Payments	577	565	552	574
• Implied Subsidy Payments	-	-	103	113
• Trust Pre-Funding	-	-	-	-
• Total Contribution	577	565	655	687
NOO at End of Year	7,011	7,424	8,154	8,876

RESULTS

10-Year Projection Illustration

(Amounts in 000's)

Fiscal Year	Begin Year NOO	ARC	Annual OPEB Cost (AOC)	Benefit Payments			Total City Payroll	ARC % of Total Pay	Contr % of Total Pay	Cash Subsidy % of Total Pay
				Cash Subsidy	Implied Subsidy	Total Contrib				
2014/15	$7,424	$1,501	$1,385	$ 552	$ 103	$ 655	$ 11,292	13.3%	5.8%	4.9%
2015/16	8,154	1,537	1,409	574	113	687	11,659	13.2%	5.9%	4.9%
2016/17	8,876	1,572	1,433	601	125	726	12,038	13.1%	6.0%	5.0%
2017/18	n/a	n/a	n/a	636	147	783	12,429	n/a	6.3%	5.1%
2018/19	n/a	n/a	n/a	676	179	855	12,833	n/a	6.7%	5.3%
2019/20	n/a	n/a	n/a	713	216	929	13,250	n/a	7.0%	5.4%
2020/21	n/a	n/a	n/a	746	255	1,001	13,681	n/a	7.3%	5.5%
2021/22	n/a	n/a	n/a	769	269	1,038	14,125	n/a	7.3%	5.4%
2022/23	n/a	n/a	n/a	791	270	1,061	14,584	n/a	7.3%	5.4%
2023/24	n/a	n/a	n/a	816	279	1,095	15,058	n/a	7.3%	5.4%

ACTUARIAL CERTIFICATION

This report presents the City of South Pasadena Retiree Healthcare Plan ("Plan") January 1, 2015 actuarial valuation. The purpose of this valuation is to:

- Determine the Governmental Accounting Standards Board Statement No. 45 January 1, 2015 Benefit Obligations,
- Determine the Plan's January 1, 2015 Funded Status, and
- Calculate the 2014/15 and 2015/16 Annual Required Contributions.

The report provides information intended for reporting under GASB 45, but may not be appropriate for other purposes. Information provided in this report may be useful to the City for the Plan's financial management. Future valuations may differ significantly if the Plan's experience differs from our assumptions or if there are changes in Plan design, actuarial methods, or actuarial assumptions. The project scope did not include an analysis of this potential variation.

The valuation is based on Plan provisions and participant data provided by the City as summarized in this report, which we relied on and did not audit. We reviewed the participant data for reasonableness.

To the best of our knowledge, this report is complete and accurate and has been conducted using generally accepted actuarial principles and practices. Additionally, in my opinion, actuarial methods and assumptions comply with GASB 45. As members of the American Academy of Actuaries meeting the Academy Qualification Standards, we certify the actuarial results and opinions herein.

Respectfully submitted,

Mary Elizabeth Redding, FSA, MAAA, EA, FCA
Vice President
Bartel Associates, LLC
December 11, 2015

Tak Frazita ASA, MAAA, EA
Associate Actuary
Bartel Associates, LLC
December 11, 2015

ACTUARIAL CERTIFICATION

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2015 PEMHCA Monthly Premiums

Los Angeles Area

Medical Plan	Non-Medicare Eligible			Medicare Eligible		
	Single	2-Party	Family	Single	2-Party	Family
Anthem Select	$493.40	$ 986.80	$1,282.84	$ 445.38	$ 890.76	$1,336.14
Anthem Traditional	631.62	1,263.24	1,642.21	445.38	890.76	1,336.14
Blue Shield Access+	517.87	1,035.74	1,346.46	352.63	705.26	1,057.89
Blue Shield NetValue	485.41	970.82	1,262.07	352.63	705.26	1,057.89
Health Net Salud y Mas	430.71	861.42	1,119.85	276.85	553.70	830.55
Health Net SmartCare	568.47	1,136.94	1,478.02	276.85	553.70	830.55
Kaiser	521.18	1,042.36	1,355.07	295.51	591.02	886.53
UnitedHealthcare	458.74	917.48	1,192.72	267.41	534.82	802.23
PERS Choice	585.18	1,170.36	1,521.47	339.47	678.94	1,018.41
PERS Select	576.49	1,152.98	1,498.87	339.47	678.94	1,018.41
PERSCare	647.11	1,294.22	1,682.49	368.76	737.52	1,106.28
PORAC	675.00	1,292.00	1,642.00	402.00	802.00	1,281.00

2016 PEMHCA Monthly Premiums

Los Angeles Area

Medical Plan	Non-Medicare Eligible			Medicare Eligible		
	Single	2-Party	Family	Single	2-Party	Family
Anthem Select	$543.47	$1,086.94	$1,413.02	n/a	n/a	n/a
Anthem Traditional	610.64	1,221.28	1,587.66	n/a	n/a	n/a
Blue Shield Access+	566.53	1,133.06	1,472.98	n/a	n/a	n/a
Blue Shield NetValue	576.46	1,152.92	1,498.80	n/a	n/a	n/a
Health Ned Salud y Mas	466.11	932.22	1,211.89	n/a	n/a	n/a
Health Net SmartCare	585.39	1,170.78	1,522.01	n/a	n/a	n/a
Kaiser	543.83	1,087.66	1,413.96	$297.23	$594.46	$891.69
UnitedHealthcare	492.24	984.48	1,279.82	320.98	641.96	962.94
PERS Choice	598.75	1,197.50	1,556.75	366.38	732.76	1,099.14
PERS Select	547.55	1,095.10	1,423.63	366.38	732.76	1,099.14
PERSCare	666.91	1,333.82	1,733.97	408.04	816.08	1,224.12
PORAC	699.00	1,399.00	1,789.00	442.00	881.00	1,408.00

Medical Plan Participation

Plan	Actives	Retirees		
		Pre-65	Post-65[5]	Total
Anthem Traditional	1%	-	-	-
Blue Shield Access+	25%	15%	9%	10%
Blue Shield NetValue	12%	-	1%	1%
Kaiser	33%	8%	17%	15%
UnitedHealthcare	1%	-	-	-
PERSCare	4%	19%	57%	47%
PERS Choice	10%	23%	13%	16%
PERS Select	1%	-	-	-
PORAC	13%	35%	3%	11%
Total	100%	100%	100%	100%

[5] Non-Kaiser HMO participants are assumed to elect UniedHealthcare beginning 2016.

Current Active Medical Plan Coverage

Plan	Region	Single	2-Party	Family	Waived	Total
Anthem Traditional	Los Angeles	1	-	-	-	1
Blue Shield Access+	Los Angeles	12	6	9	-	27
	South	1	-	1	-	2
Blue Shield NetValue	Los Angeles	2	4	8	-	14
Kaiser	Los Angeles	18	9	9	-	36
	South	2	-	-	-	2
UnitedHealthcare	Los Angeles	-	1	-	-	1
PERSCare	Los Angeles	4	-	-	-	4
PERS Choice	Los Angeles	8	-	3	-	11
PERS Select	Los Angeles	1	-	-	-	1
PORAC		6	1	8	-	15
Waived		-	-	-	37	37
Total	Total	54	22	38	37	151

PARTICIPANT STATISTICS

Retiree Medical Plan Coverage

Pre 65

Plan	Region	Single	2-Party	Family	Waived	Total
Blue Shield	Los Angeles	4	-	-	-	4
	South	-	-	-	-	-
Blue Shield NetValue	Los Angeles	-	-	-	-	-
Kaiser	Los Angeles	-	1	-	-	1
	Out of State	-	-	-	-	-
	South	-	-	1	-	1
PERS Choice	Los Angeles	2	1	-	-	3
	Out of State	3	-	-	-	3
	South	-	-	-	-	-
PERSCare	Los Angeles	3	-	-	-	3
	North	-	-	-	-	-
	Out of State	2	-	-	-	2
	South	-	-	-	-	-
PORAC		3	2	4	-	9
Waived		-	-	-	4	4
Total		17	4	5	4	30

PARTICIPANT STATISTICS

Retiree Medical Plan Coverage

Post 65

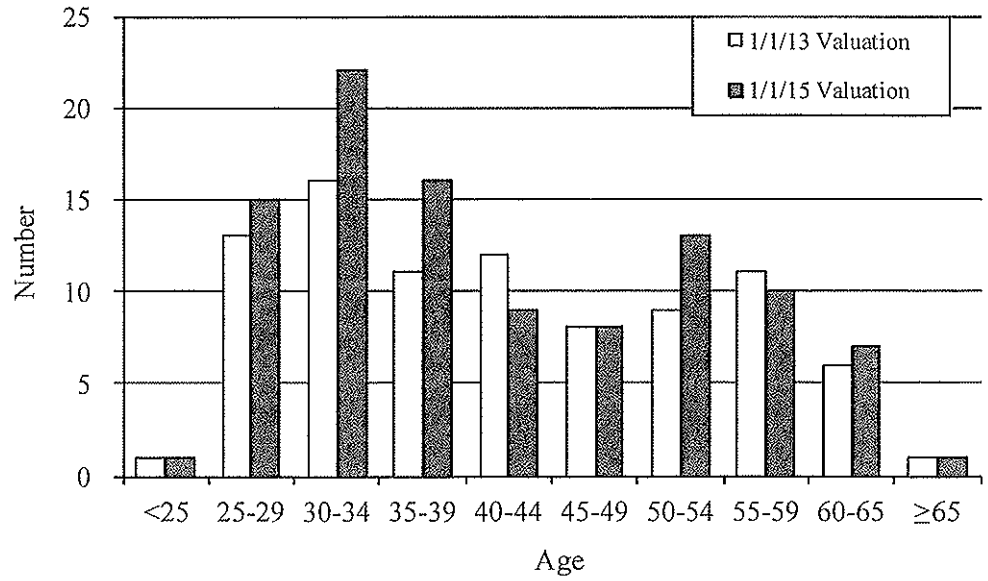
Plan	Region	Single	2-Party	Family	Waived	Total
Blue Shield	Los Angeles	3	1	-	-	4
	South	2	-	-	-	2
Blue Shield NetValue	Los Angeles	-	1			1
Kaiser	Los Angeles	6	3	-	-	9
	Out of State	1	-	-	-	1
	South	2	-	-	-	2
PERS Choice	Los Angeles	2	4	-	-	6
	Out of State	2	-	-	-	2
	South	-	1	-	-	1
PERSCare	Los Angeles	19	10	-	-	29
	North	2	-	-	-	2
	Out of State	6	-	-	-	6
	South	3	-	-	-	3
PORAC		1	1	-	-	2
Waived		-	-	-	19	19
Total		49	21	-	19	89

14-19

Actives by Age and Service
Miscellaneous

Age	City Service							
	< 1	1-4	5-9	10-14	15-19	20-24	≥ 25	Total
< 25	-	1	-	-	-	-	-	1
25-29	6	5	4	-	-	-	-	15
30-34	2	8	10	2	-	-	-	22
35-39	2	3	8	3	-	-	-	16
40-44	-	3	3	2	-	1	-	9
45-49	-	3	3	-	1	-	1	8
50-54	-	1	6	2	-	-	4	13
55-59	-	2	4	-	1	-	3	10
60-64	1	-	3	2	-	-	1	7
≥ 65	-	-	-	-	1	-	-	1
Total	11	26	41	11	3	1	9	102

Active Age Distribution
Miscellaneous

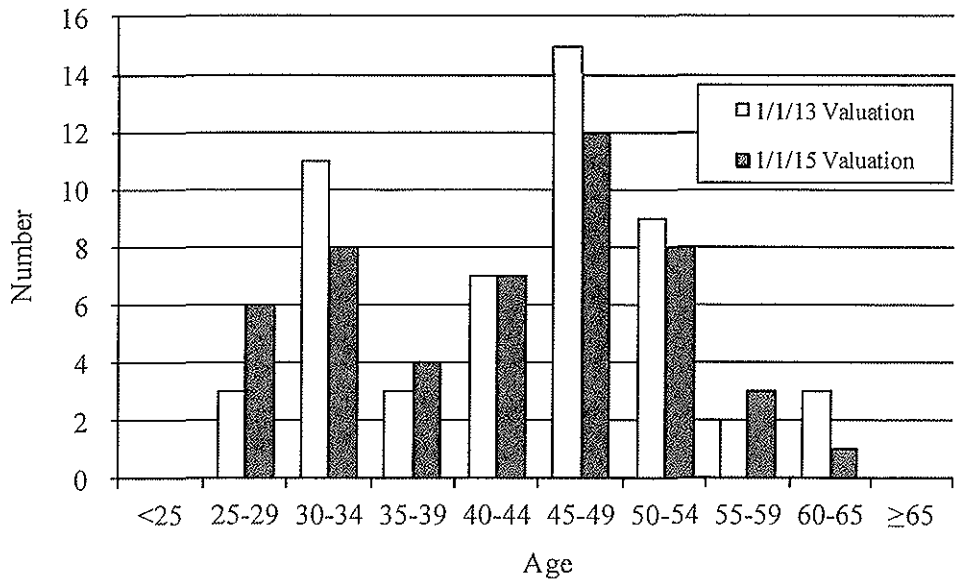


14-20

Actives by Age and Service
Safety

Age	City Service							
	< 1	1-4	5-9	10-14	15-19	20-24	≥ 25	Total
< 25	-	-	-	-	-	-	-	-
25-29	-	5	1	-	-	-	-	6
30-34	-	-	8	-	-	-	-	8
35-39	-	-	1	2	1	-	-	4
40-44	-	1	1	-	4	1	-	7
45-49	-	-	-	1	2	7	2	12
50-54	-	-	-	-	1	4	3	8
55-59	-	1	-	1	-	-	1	3
60-64	-	-	-	-	1	-	-	1
≥ 65	-	-	-	-	-	-	-	-
Total	-	7	11	4	9	12	6	49

Active Age Distribution
Safety

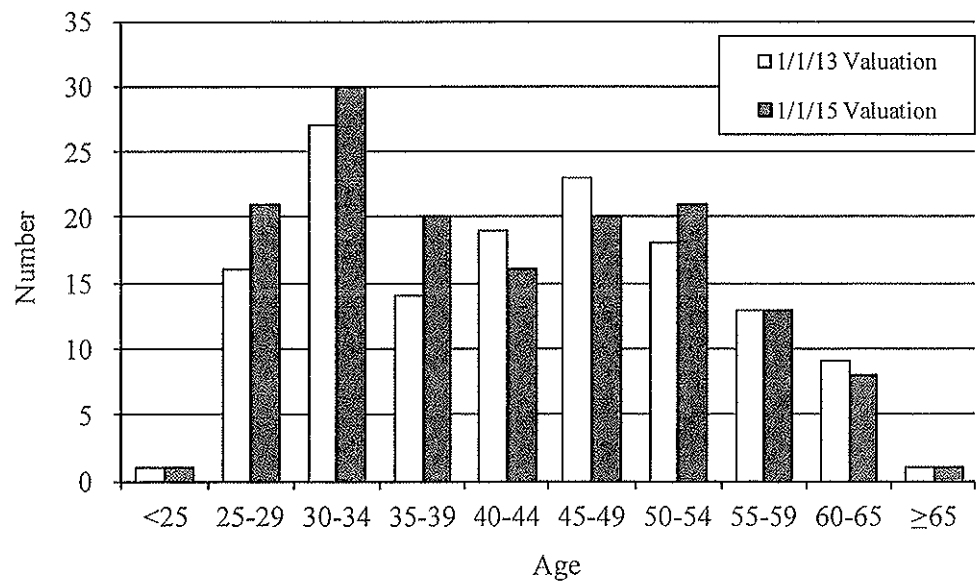


14-21

Actives by Age and Service
Total

Age	City Service							
	< 1	1-4	5-9	10-14	15-19	20-24	≥ 25	Total
< 25	-	1	-	-	-	-	-	1
25-29	6	10	5	-	-	-	-	21
30-34	2	8	18	2	-	-	-	30
35-39	2	3	9	5	1	-	-	20
40-44	-	4	4	2	4	2	-	16
45-49	-	3	3	1	3	7	3	20
50-54	-	1	6	2	1	4	7	21
55-59	-	3	4	1	1	-	4	13
60-64	1	-	3	2	1	-	1	8
≥ 65	-	-	-	-	1	-	-	1
Total	11	33	52	15	12	13	15	151

Active Age Distribution
Total

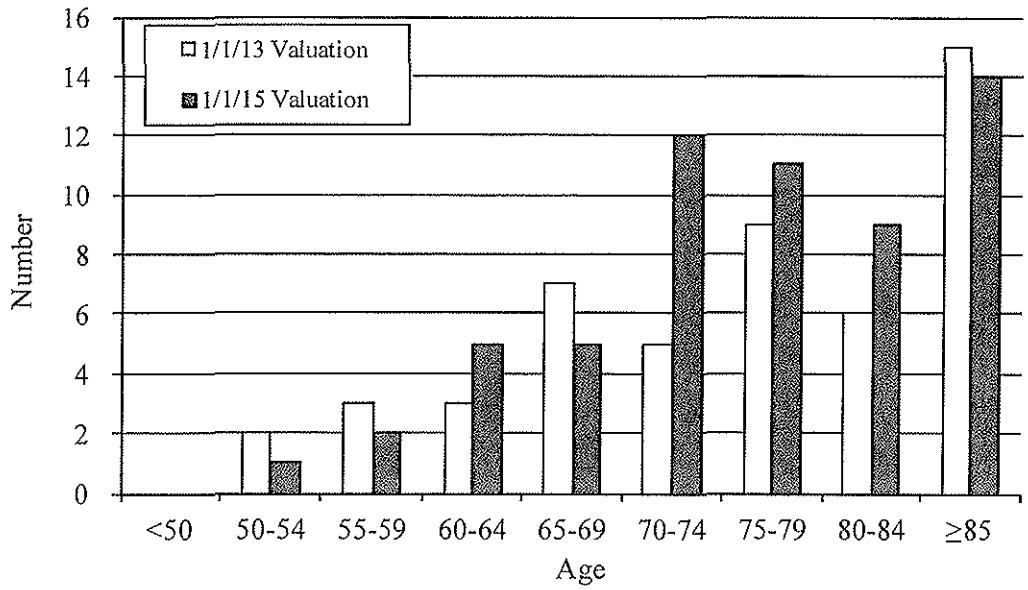


14-22

Retirees Medical Plan Coverage by Age
Miscellaneous

Age	Medical Coverage				
	Single	2-Party	Family	Waived	Total
Under 50	-	-	-	-	-
50-54	-	1	-	-	1
55-59	2	-	-	-	2
60-64	5-	-	-	-	5
65-69	2	2	-	1	5
70-74	6	2	-	4	12
75-79	5	4	-	2	11
80-84	3	2	-	4	9
85 & Over	10	-	-	4	14
Total	33	11	-	15	59
Average Age	62.0	57.9	n/a	61.3	60.9

Retiree Age Distribution
Miscellaneous

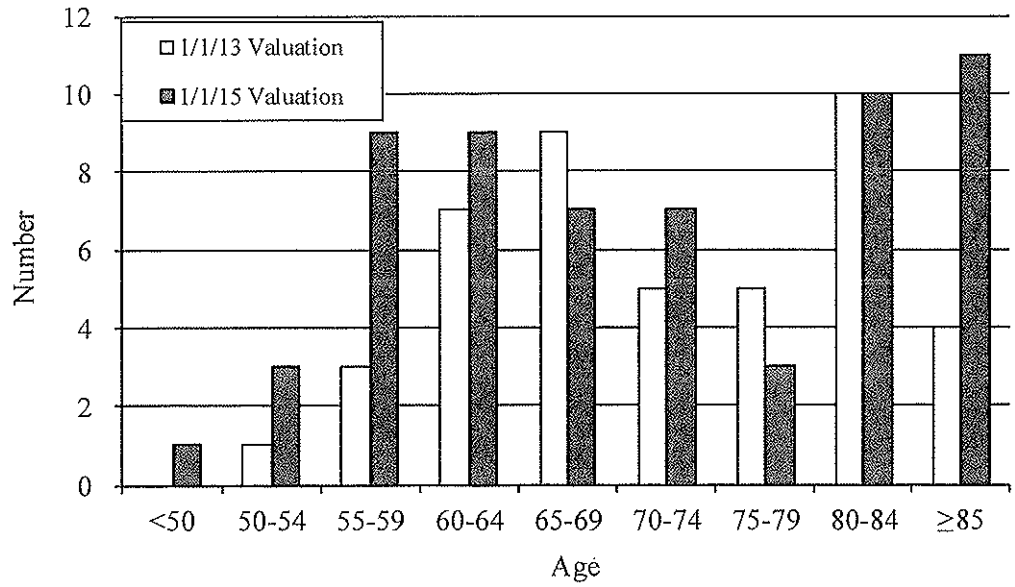


14-23

Retirees Medical Plan Coverage by Age
Safety

Age	Medical Coverage				
	Single	2-Party	Family	Waived	Total
Under 50	-	-	-	1	1
50-54	2	-	-	1	3
55-59	3	1	4	1	9
60-64	5	2	1	1	9
65-69	5	2	-	-	7
70-74	4	3	-	-	7
75-79	3	-	-	-	3
80-84	3	4	-	3	10
85 & Over	8	2	-	1	11
Total	33	14	5	8	60
Average Age	54.3	58.4	54.1	55.0	56.1

Retiree Age Distribution
Safety

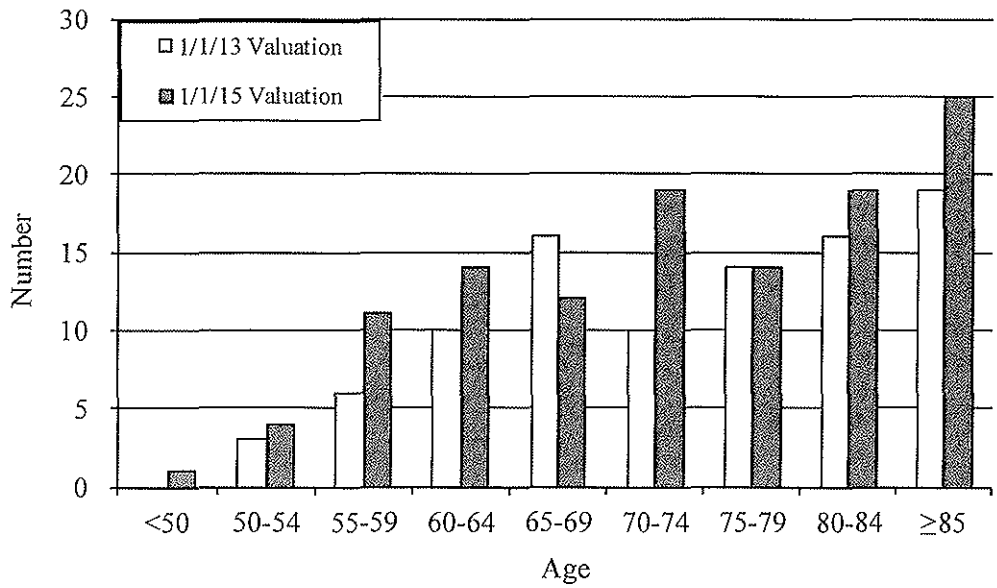


14-24

Retirees Medical Plan Coverage by Age
Total

Age	Medical Coverage				
	Single	2-Party	Family	Waived	Total
Under 50	-	-	-	1	1
50-54	2	1	-	1	4
55-59	5	1	4	1	11
60-64	10	2	1	1	14
65-69	7	4	-	1	12
70-74	10	5	-	4	19
75-79	8	4	-	2	14
80-84	6	6	-	7	19
85 & Over	18	2	-	5	25
Total	66	25	5	23	119
Average Age	60.5	58.1	54.1	60.1	59.5

Retiree Age Distribution
Total



14-25

ACTUARIAL ASSUMPTIONS

	Milliman 1/1/13	Bartel Associates 1/1/15
■ Valuation Date	■ January 1, 2013 ■ 2012/13 & 2013/14	■ January 1, 2015 ■ 2014/15 & 2015/16
■ Funding Policy	■ Pay-go	■ Same
■ Discount Rate	■ 3.50%	■ 4.00%
■ Aggregate Payroll Increase	■ 3.00%	■ 3.25%
■ Merit and Longevity Pay Increases	■ CalPERS 1997-2007 Experience Study	■ CalPERS 1997-2011 Experience Study

ACTUARIAL ASSUMPTIONS

	Milliman 1/1/13	Bartel Associates 1/1/15
■ Mortality, Withdrawal, & Disability	■ CalPERS 1997-2007 Experience Study ■ Mortality projected to 2020 with Scale AA	■ CalPERS 1997-2011 Experience Study ■ Mortality projected fully generational with Scale MP-2014, modified to converge to ultimate improvement rates in 2022
■ Retirement	■ CalPERS 1997-2007 Experience Study	■ CalPERS 1997-2011 Experience Study: Classic Misc — Benefit: 2%@55 — Expected Ret. Age: 61 PEPRA Misc — Benefit: 2%@62 — Expected Ret. Age: 62 Classic Police — Benefit: 2%@50 — Expected Ret. Age: 56 PEPRA Police — Benefit: 2.7%@57 — Expected Ret. Age: 62 Classic Fire — Benefit: 2%@50 — Expected Ret. Age: 57 PEPRA Fire — Benefit: 2.7%@57 — Expected Ret. Age: 57

ACTUARIAL ASSUMPTIONS

	Milliman 1/1/13	Bartel Associates 1/1/15
■ Fixed Dollar Cap Increase	■ None	■ Same
■ PEMHCA Minimum Increase	■ 2013: Actual ($115/mo) ■ 2014: Actual ($119/mo) ■ 2015+: 4.00%	■ 2015: Actual ($122/mo) ■ 2016: Actual ($125/mo) ■ 2017+: 4.50%

ACTUARIAL ASSUMPTIONS

■ Healthcare Trend

Milliman 1/1/13 — Increase to Following Year

Year	Non-Medicare	Year	Medicare
2013	Actual Increases		
2014	6.75%	2014	7.25%
2015-16	5.75%	2015	6.00%
2017-22	6.00%	2016	6.50%
2023-28	6.25%	2017-24	6.00%
2029-30	6.50%	2025-35	5.75%
2031-34	6.75%	2036-38	5.50%
2035-36	6.50%	2039-40	5.25%
2037-38	6.25%	2041-45	5.75%
2039-42	6.00%	2046-52	5.50%
2043-47	5.75%	2053-58	5.75%
2048-55	5.50%	2059-66	5.50%
2056-66	5.25%	2067-74	5.25%
2067-75	5.00%	2075-78	5.00%
2076-79	4.75%	2079-82	4.75%
2080+	4.50%	2083+	4.50%

Bartel Associates 1/1/15 — Increase from Prior Year

Year	Non-Medicare	Medicare
2015	Actual Premiums	
2016	Actual Premiums	
2017	7.0%	7.2%
2018	6.5%	6.7%
2019	6.0%	6.1%
2020	5.5%	5.6%
2021+	5.0%	5.0%

ACTUARIAL ASSUMPTIONS

	Milliman 1/1/13	Bartel Associates 1/1/15
■ Participation at Retirement	■ 100%	■ 90% of employees hired prior to July 1,2012 ■ 50% of employees receiving PEMHCA minimum
■ Medicare Eligible Rate	■ 100% ■ Everyone eligible for Medicare will elect Part B coverage	■ Same
■ Medical Plan at Retirement	■ Weighted premium based on current retiree elections – consistent with early retirees	■ Weighted premium based on current retiree elections – consistent with early retirees ■ Non-Kaiser HMO participants assumed to elected UnitedHealthcare post-Medicare beginning 2016

ACTUARIAL ASSUMPTIONS

	Milliman 1/1/13	Bartel Associates 1/1/15
■ Spouse Age	■ Current actives: Males 3 years older than females ■ Retirees: Males 3 years older than females if birth date not available	■ Same
■ Spouse Participation at Retirement	■ 70%	■ 70% for employees hired prior to July 1, 2012 ■ 50% for employees receiving PEMHCA minimum
■ Affordable Care Act Excise Tax	■ n/a	■ 1.5% increase in total liability

ACTUARIAL ASSUMPTIONS

- Sample HMO Medical Claims Costs: 2015

- Sample monthly claims costs

Los Angeles Region - Non-Medicare Eligible

	BS Access+		BS NetValue		Kaiser	
Age	M	F	M	F	M	F
25	$183	$360	$186	$365	$177	$347
35	240	441	243	446	232	425
45	382	462	387	468	369	446
55	638	645	646	654	616	623
60	815	762	825	772	786	735
65	1,030	927	1,043	939	993	894

- Sample PPO Medical Claims Costs: 2015

- Sample monthly claims costs

Los Angeles Region - NonMedicare Eligible

	PERS Choice		PERS Select		PERSCare		PORAC	
Age	M	F	M	F	M	F	M	F
25	$182	$299	$173	$284	$210	$344	$229	$376
35	270	415	257	394	311	478	339	521
45	429	469	408	446	494	541	539	590
55	634	613	603	583	730	706	798	772
60	761	704	724	669	877	811	956	886
65	945	850	899	808	1,089	979	1,189	1,069

ACTUARIAL ASSUMPTIONS

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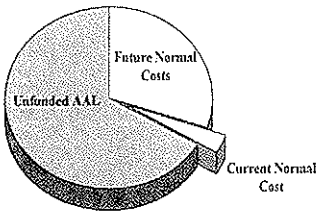
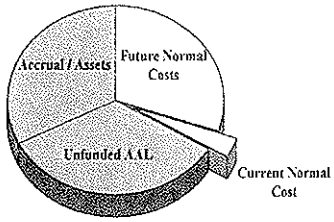
DEFINITIONS

Present Value of Projected Benefits (PVPB)

Without Assets



With Assets



- **PVPB - Present Value of all Projected Benefits**
  - Discounted value, at measurement date (January 1, 2015) of all future expected benefit payments
  - Expected benefit payments based on various actuarial assumptions

DEFINITIONS

- **AAL - Actuarial Accrued Liability / Actuarial Obligation**
  - Discounted value at measurement date (January 1, 2015) of benefits "earned" through measurement date based on actuarial cost method
  - Portion of PVPB "earned" at measurement
- **NC - Normal Cost**
  - Value of benefits "earned" during current year
  - Portion of PVPB allocated to current year
- **Actuarial Cost Method**
  - Determines how benefits are "earned" or allocated to each year of service
  - Has no effect on PVPB
  - Has significant effect on Actuarial Obligations and Normal Cost
- **Pay-As-You-Go Cost (PayGo)**
  - Cash Subsidy: Actual cash benefit payments to retirees
  - Implied Subsidy: Difference between cost of retiree benefits and retiree premiums
  - PayGo is the expected retiree benefit payments for the year while Normal Cost is the expense for benefits accrued by active employees during the year

City of South Pasadena Agenda Report

Diana Mahmud, Mayor
Michael A. Cacciotti, Mayor Pro Tem
Robert S. Joe, Councilmember
Marina Khubesrian, M.D., Councilmember
Richard D. Schneider, M.D., Councilmember

Evelyn G. Zneimer, City Clerk
Gary E. Pia, City Treasurer

COUNCIL AGENDA:	February 3, 2016
TO:	Honorable Mayor and City Council
VIA:	Sergio Gonzalez, City Manager
FROM:	Margaret Lin, Principal Management Analyst
SUBJECT:	**Authorize the City Manager to Execute Three Professional Services Agreements: 1) BikeSGV; 2) Aztlan Athletics; and 3) Day One; on Behalf of the Golden Streets Festival Working Group for Services Associated with the Planning and Hosting of the Golden Streets Festival**

Recommendation
It is recommended that the City Council authorize the City Manager to execute three Professional Services Agreements (PSAs): 1) BikeSGV; 2) Aztlan Athletics; and 3) Day One; on behalf of the Golden Streets Festival Working Group (GSFWG) for services associated with the planning and hosting of the Golden Streets Festival to be held on June 26, 2016.

Fiscal Impact
The City of South Pasadena (City) is responsible for its share of the 20% Local Match associated with the Los Angeles County Metropolitan Transportation Authority (LACMTA) grant. Using a formula based on the route length and number of street closures, the City would be responsible for $14,728.00 of the total Local Match amount. The Local Match may be in-kind.

Staff has estimated that the City's participation in the Golden Streets Festival will require approximately $66,500 in staff time, permits, and equipment rentals. This cost would be reduced if the GSFWG consolidates the purchase of equipment rentals. Furthermore, the City would receive approximately 17% of the available LACMTA grant funding.

As the Fiduciary Agent, the City would also receive 5% of the funding from the LACMTA and Mobile Source Air Pollution Reduction Review Committee (MSRC) grants, totaling $35,680 for administrative services associated with the grants and the GSFWG.

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

Background
On January 6, 2016, the City Council approved the GSFWG Memorandum of Understanding, allowing the City to work jointly with the Cities of Arcadia, Azusa, Duarte, Irwindale, Monrovia, and San Marino; and the County of Los Angeles to partner together to host a 19.12 mile contiguous open streets event to be held on Sunday, June 26, 2016 from South Pasadena to Azusa, known as the Golden Streets Festival.

Analysis
The purpose of the GSFWG is to share resources in the planning and hosting of the Golden Streets Festival. Authorizing the City Manager to execute these PSAs will allow for the various City staff of the GSFWG to work with consults to plan and host a successful open streets event. The GSFWG partner cities will be responsible for the 20% local match associated with the LACMTA grant and will divide the available funding based on the route length and number of closures within each jurisdiction. The funding will be used to help offset some of the staffing costs for each participating city. The MSRC grant funding will be used to hire consultants to assist with the planning and operations of the event.

MSRC Grant Funding Expenditures		
BikeSGV	$122,557	Project management, design, materials development, outreach, community engagement, media/social media, evaluation
Aztlan Athletics	$72,672	Logistics, hub infrastructure, portable restrooms, EMS staffing, printing (banners, flyers, posters, volunteer t-shirts), setup/breakdown
Day One	$68,175	Route activation including coordination and reimbursement for local artist participation; marketing ($35,000); volunteer TAP cards
City of South Pasadena	$16,000	5% for project administration
Insurance	$60,000	
Soft-Closure Staffing	$10,000	
Remainder	$596	
Total	**$320,000**	MSRC Award: $320,000

The consultants were included as partner organizations in each of the grant applications and will serve as the primary coordinators for the event.

Legal Review
The City Attorney has reviewed this item and the attached three PSAs.

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. Bike San Gabriel Valley Professional Services Agreement
2. Day One Professional Services Agreement
3. Aztlan Athletics Professional Services Agreement

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ATTACHMENT 1
Bike San Gabriel Valley
Professional Services Agreement

PROFESSIONAL SERVICES AGREEMENT
(City of South Pasadena / *Bike San Gabriel Valley*)

1. IDENTIFICATION

THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement") is entered into by and between the City of South Pasadena, a California municipal corporation ("City"), and Bike San Gabriel Valley (BikeSGV) a non-profit public charity ("Consultant").

2. RECITALS

2.1 City has determined that it requires the following professional services from a consultant: Project management, outreach, community engagement, media/social media, materials and evaluation on behalf of the Golden Streets Festival Working Group.

2.2 Consultant represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees. Consultant further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, City and Consultant agree as follows:

3. DEFINITIONS

3.1 "Scope of Services": Such professional services as are set forth in Consultant's *January 12, 2016* proposal to City attached hereto as Exhibit A and incorporated herein by this reference. As provided in Exhibit A Scope of Services, Consultant will coordinate its services with those provided by Aztlan Athletics and Day One; however, services provided by Aztlan Athletics and Day One are not included in this Agreement. Neither Aztlan Athletics nor Day One are subcontracted to Consultant for purposes of this Agreement. Any services provided by Aztlan Atheltics or Day One regarding the Golden Streets Festival are understood by Consultant to be provided to City under separate Agreement.

3.2 "Approved Fee Schedule": Such compensation rates as are set forth in Consultant's January 12, 2016 fee schedule to City attached hereto as Exhibit B and incorporated herein by this reference. This fee schedule shall remain in effect for the duration of this Agreement.

3.3 "Commencement Date": _____.

3.4 "Termination Date": _____.

4. TERM

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall terminate at 11:59 p.m. on the Termination Date unless extended by written agreement of the parties or terminated earlier in accordance with Section 18 ("Termination") below.

5. CONSULTANT'S SERVICES

5.1 Time is of the essence in Consultant's performance of services under this Agreement.

5.2 Consultant shall perform the services identified in the Scope of Services. City shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement. In no event shall the total compensation and costs payable to Consultant under this Agreement exceed the sum of $122,557 unless specifically approved in advance and in writing by City. Consultant shall notify the Agreement Administrator, in writing, when fees and expenses incurred under this Agreement have reached 80% of the maximum amount payable. Consultant shall concurrently inform the Agreement Administrator of Consultant's estimate of total expenditures required to complete is current assignments before proceeding, when the remaining work would exceed the maximum amount payable.

5.3 Consultant shall obtain a City business license prior to commencing, and maintain said license for the duration of, performance under this Agreement.

5.4 Consultant shall perform all work to the highest professional standards of Consultant's profession and in a manner reasonably satisfactory to City. Consultant shall keep itself fully informed of and in compliance with all local, state, and federal laws, rules, and regulations in any manner affecting the performance of the Agreement, including all Cal/OSHA requirements, the conflict of interest provisions of Government Code Section 1090, and the Political Reform Act (Government Code Section 81000 *et seq.*).

5.5 Consultant represents that it has advised City in writing prior to the date of signing of this Agreement of any known relationships with a third party, City Council members, or employees which would (1) present a conflict of interest entering into or rendering of services under this Agreement, (2) prevent Consultant from performing the terms of this Agreement, or (3) present a significant opportunity for the disclosure of confidential information.

5.6 Consultant agrees not to accept any employment during the term of this Agreement from any other person, firm or corporation where such employment is a conflict of interest or where such employment is likely to lead to a conflict of interest between City's interest and the interests of such person, firm or

corporation or any other third party. Consultant shall immediately inform City, throughout the term of this Agreement, if any employment contemplated may develop into a conflict of interest, or a potential conflict of interest

5.7 Consultant represents that it has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. **Wesley Reutimann** shall be Consultant's project administrator and shall have direct responsibility for management of Consultant's performance under this Agreement. No change shall be made in Consultant's project administrator without City's prior written consent.

5.8 Consultant has represented to the City that key personnel will perform and coordinate the services under this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of City. If City and Consultant cannot agree as to the substitution of key personnel, City may terminate this Agreement for cause.

5.9 This Agreement covers professional services of a specific and unique nature. Except as otherwise provided herein, Consultant shall not assign or transfer its interest in this Agreement or subcontract any services to be performed without amending this Agreement.

5.10 Consultant shall be responsible to City for all services to be performed under this Agreement. All subconsultants shall be approved by the Agreement Administrator and their billing rates identified in the Approved Fee Schedule, Exhibit B. City shall pay Consultant for work performed by its subconsultants (including labor) only at Consultant's actual cost plus an approved mark-up as set forth in the Approved Fee Schedule, Exhibit B. Consultant shall be liable and accountable for any and all payments or other compensation to all subconsultants performing services under this Agreement. City shall not be liable for any payment or other compensation for any subconsultants.

5.11 Consultant shall notify the Agreement Administrator, in writing, of any change in name, ownership or control of Consultant's firm or subconsultant. Change of ownership or control of Consultant's firm may require an amendment to the Agreement.

5.12 This Agreement is subject to prevailing wage law, for all work performed under the Agreement for which the payment of prevailing wages is required under the California Labor Code. In particular, Consultant acknowledges that prevailing wage determinations are available for the performance of inspection and survey work.

6. COMPENSATION

6.1 City agrees to compensate Consultant for the services provided under this Agreement, and Consultant agrees to accept in full satisfaction for such services, payment in accordance with the Approved Fee Schedule.

6.2 Consultant shall submit to City an invoice, on a monthly basis for the services performed pursuant to this Agreement. Each invoice shall identify the maximum amount payable, services rendered during the billing period and the amount due, for this invoice, and total amount previously invoiced. All labor charges shall be itemized by employee name and classification/position with the firm, corresponding hourly rate, hours worked, description of each labor charge, and total amount due for labor charges. City shall not withhold applicable taxes or other authorized deductions from payments made to Consultant except as otherwise required by law. Consultant shall include a copy of each subconsultant invoice for which reimbursement is sought.

6.3 Payments for any services requested by City and not included in the Scope of Services may be made to Consultant by City on a time-and-materials basis using Consultant's Approved Fee Schedule and without amendment of this Agreement, so long as such payment does not cause the maximum amount payable to be exceeded.

6.4 Consultant shall not be reimbursed for any expenses unless provided for in this Agreement or authorized in writing by City in advance.

7. OWNERSHIP OF WRITTEN PRODUCTS

All reports, documents or other written material ("written products" herein) developed 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. Consultant may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by Consultant.

8. RELATIONSHIP OF PARTIES

Consultant is, and shall at all times remain as to City, a wholly independent contractor. Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to 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 represent that it is, or that any of its agents or employees are, in any manner employees of City.

Under no circumstances shall Consultant look to the City as his employer. Consultant shall not be entitled to any benefits. City makes no representation as to the effect of this independent contractor relationship on Consultant's previously earned Public Employees Retirement System (PERS) retirement benefits, if any, and Consultant specifically assumes the responsibility for making such a determination. Consultant shall be responsible for all reports and obligations including, but not limited to: social security taxes, income tax withholding,

unemployment insurance, disability insurance, and workers' compensation.

9. AGREEMENT ADMINISTRATOR

In performing services under this Agreement, Consultant shall coordinate all contact with City through its Agreement Administrator. For purposes of this Agreement, City designates Paul Toor as the Agreement Administrator. City reserves the right to change this designation upon written notice to Consultant. All services under this Agreement shall be performed at the request of the Agreement Administrator, who will establish the timetable for completion of services and any interim milestones.

10. INDEMNIFICATION

10.1 The parties agree that City, its officers, agents, employees and volunteers should, to the fullest extent permitted by law, be protected from any and all loss, injury, damage, claim, lawsuit, cost, expense, attorneys' fees, litigation costs, taxes, or any other cost arising out of or in any way related to the performance of this Agreement. Accordingly, the provisions of this indemnity provision are intended by the parties to be interpreted and construed to provide the City with the fullest protection possible under the law. Consultant acknowledges that City would not enter into this Agreement in the absence of Consultant's commitment to indemnify and protect City as set forth herein.

10.2 To the fullest extent permitted by law, Consultant shall indemnify, hold harmless, and when the City requests with respect to a claim provide a deposit for the defense of, and defend City, its officers, agents, employees and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person, whether physical, emotional, consequential or otherwise, and injury to any property arising out of or in connection with Consultant's alleged negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Consultant or any of its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Consultant or its subcontractors, in the performance of this Agreement or its failure to comply with any of its obligations contained in this Agreement, except such loss or damage as is caused by the sole active negligence or willful misconduct of the City. Such costs and expenses shall include reasonable attorneys' fees due to counsel of City's choice, expert fees and all other costs and fees of litigation. Consultant shall not be entitled to any refund of attorneys' fees, defense costs or expenses in the event that it is adjudicated to have been non-negligent.

10.3 City shall have the right to offset against any compensation due Consultant under this Agreement any amount due City from Consultant as a result of Consultant's failure to pay City promptly any indemnification arising under this Section 11 and any amount due City from Consultant arising from Consultant's failure either to

(i) pay taxes on amounts received pursuant to this Agreement or (ii) comply with applicable workers' compensation laws.

10.4 The obligations of Consultant under this Section 11 are not limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to City, its officers, agents, employees and volunteers.

10.5 Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 11 from each and every subcontractor or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. If Consultant fails to obtain such indemnity obligations from others as required herein, Consultant agrees to be fully responsible and indemnify, hold harmless and defend City, its officers, agents, employees and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of Consultant's subcontractors or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of City's choice.

10.6 City does not, and shall not, waive any rights that it may possess against Consultant because of the acceptance by City, or the deposit with City, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

10.7 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 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.

10.8 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.

11. INSURANCE

11.1 During the term of this Agreement, Consultant shall carry, maintain, and keep in full force and effect insurance against claims for death or injuries to persons or damages to property that may arise from or in connection with Consultant's performance of this Agreement.

11.2 Any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements or limits shall be available to the Additional Insured. Furthermore, the requirements for coverage and limits shall be the greater of (1) the minimum coverage and limits specified in this Agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured.

11.3 Insurance required under this Agreement shall be of the types set forth below, with minimum coverage as described:

11.3.1 Comprehensive General Liability Insurance with coverage limits of not less than One Million Dollars ($1,000,000) including products and operations hazard, contractual insurance, broad form property damage, independent consultants, personal injury, underground hazard, and explosion and collapse hazard where applicable.

11.3.2 Automobile Liability Insurance for vehicles used in connection with the performance of this Agreement with minimum limits of One Million Dollars ($1,000,000) per claimant and One Million dollars ($1,000,000) per incident.

11.3.3 Worker's Compensation insurance as required by the laws of the State of California.

11.3.4 Professional Errors and Omissions Insurance with coverage limits of not less than One Million Dollars ($1,000,000).

11.4 Consultant shall require each of its subconsultants to maintain insurance coverage that meets all of the requirements of this Agreement provided however, that the Agreement Administrator may waive the provision of Errors and Omissions Insurance by subconsultants.

11.5 The policy or policies required by this Agreement shall be issued by an insurer admitted in the State of California and with a rating of at least A:VII in the latest edition of Best's Insurance Guide.

11.6 Consultant agrees that if it does not keep the aforesaid insurance in full force and effect, City may either (i) immediately terminate this Agreement; or (ii) take out the necessary insurance and pay the premium thereon at Consultant's expense.

11.7 At all times during the term of this Agreement, Consultant shall maintain on file with City's Risk Manager a certificate or certificates of insurance showing that the aforesaid policies are in effect in the required amounts and naming the City and its officers, employees, agents and volunteers as additional insureds. Consultant shall, prior to commencement of work under this Agreement, file with City's Risk Manager such certificate(s).

11.8 Consultant shall provide proof that policies of insurance required herein expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages.

11.9 The general liability and automobile policies of insurance required by this Agreement shall contain an endorsement naming City and its officers, employees, agents and volunteers as additional insureds. All of the policies required under this Agreement shall contain an endorsement providing that the policies cannot be canceled or reduced except on thirty days' prior written notice to City. Consultant agrees to require its insurer to modify the certificates of insurance to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, and to delete the word "endeavor" with regard to any notice provisions.

11.10 The insurance provided by Consultant shall be primary to any coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.

11.11 All insurance coverage provided pursuant to this Agreement shall not prohibit Consultant, and Consultant's employees, agents or subcontractors, from waiving the right of subrogation prior to a loss. Consultant hereby waives all rights of subrogation against the City.

11.12 Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of City, Consultant shall either reduce or eliminate the deductibles or self-insured retentions with respect to City, or Consultant shall procure a bond in the amount of the deductible or self-insured retention to guarantee payment of losses and expenses.

11.13 Procurement of insurance by Consultant shall not be construed as a limitation of Consultant's liability or as full performance of Consultant's duties to indemnify, hold harmless and defend under Section 11 of this Agreement.

11.14 Consultant shall report to the City, in addition to the Consultant's insurer, any and all insurance claims submitted to Consultant's insurer in connection with the services under the Agreement.

11.15 Consultant may be self-insured under the terms of this Agreement only with

express written approval from the City

11.15.1 All self-insured retentions (SIR) must be disclosed to the City for approval and shall not reduce the limits of liability.

11.15.2 Policies containing any SIR provision shall provide or be endorsed to provide that the SIR may be satisfied by either the named insured or the City.

11.16 City reserves the right to obtain a full certified copy of any insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of right to exercise later.

12. MUTUAL COOPERATION

12.1 City shall provide Consultant with all pertinent data, documents and other requested information as is reasonably available for the proper performance of Consultant's services under this Agreement.

12.2 If any claim or action is brought against City relating to Consultant's performance in connection with this Agreement, Consultant shall render any reasonable assistance that City may require in the defense of that claim or action.

13. CONFIDENTIALITY

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 prior written consent by City. City shall grant such consent if disclosure is legally required. Upon request, all City data shall be returned to City upon the termination or expiration of this Agreement.

14. RECORDS AND INSPECTIONS

Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to Consultant under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of City. City shall further have the right to make transcripts therefrom and to inspect all program data, documents, proceedings, and activities.

In addition, pursuant to Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this Agreement shall be subject to the examination and audit of the State Auditor, at the request of

City or as part of any audit of City, for a period of three (3) years after final payment under the Agreement.

15. PERMITS AND APPROVALS

Consultant shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary for Consultant's performance of this Agreement. This includes, but shall not be limited to, professional licenses, encroachment permits and building and safety permits and inspections.

16. NOTICES

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, facsimile or overnight courier service during Consultant's and City's regular business hours; or (ii) on the third business day following deposit in the United States mail if delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to City:

Sergio Gonzalez
City of South Pasadena
1414 Mission Street
South Pasadena CA 91030
Telephone: (626) 403-7240 x210
Facsimile: (626) 403-7241

If to Consultant:

Wesley Reutimann
Bike San Gabriel Valley
10900 Mulhall Street
El Monte, CA 91731
Telephone: (626) 453-3700
Facsimile:

With courtesy copy to:
Teresa L. Highsmith, Esq.
South Pasadena City Attorney
Colantuono, Highsmith & Whatley, P.C.
300 South Grand Avenue, Suite 2700
Los Angeles, CA 90071-3137
Telephone: (213) 542-5700
Facsimile: (213) 542-5710

17. SURVIVING COVENANTS

The parties agree that the covenants contained in Section 11, Section 12, Paragraph 13.2 and Section 14 of this Agreement shall survive the expiration or termination of this Agreement.

18. TERMINATION

18.1 City may terminate this Agreement for any reason on five calendar days' written notice to Consultant. Consultant may terminate this Agreement for any reason on thirty calendar days' written notice to City. Consultant agrees to cease all work

under this Agreement on or before the effective date of any notice of termination. All City data, documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.

18.2 If City terminates this Agreement due to no fault or failure of performance by Consultant, then Consultant shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement.

19. GENERAL PROVISIONS

19.1 Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Consultant further agrees to file, or shall cause its employees or subcontractor to file, a Statement of Economic Interest with the City's Filing Officer if required under state law in the performance of the services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer, or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

19.2 Consultant shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Consultant.

19.3 This Agreement shall be binding on the successors and assigns of the parties.

19.4 Except as expressly stated herein, there is no intended third party beneficiary of any right or obligation assumed by the parties.

19.5 Time is of the essence for each and every provision of this Agreement.

19.6 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, sexual orientation, national origin, ancestry, age, physical or mental disability, medical condition or any other unlawful basis.

19.7 The captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or

paragraph thereof at the head of which it appears, the section or paragraph thereof, as the case may be, and not such heading, shall control and govern in the construction of this Agreement. Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).

19.8 The waiver by City or Consultant of any breach of any term, covenant or condition herein contained shall not be deemed to be a waiver of such term, covenant or condition or of any subsequent breach of the same or any other term, covenant or condition herein contained. No term, covenant or condition of this Agreement shall be deemed to have been waived by City or Consultant unless in writing signed by one authorized to bind the party asserted to have consented to the waiver.

19.9 Consultant shall not be liable for any failure to perform if Consultant presents acceptable evidence, in City's sole judgment that such failure was due to causes beyond the control and without the fault or negligence of Consultant.

19.10 Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance of the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any of all of such other rights, powers or remedies. If legal action shall be necessary to enforce any term, covenant or condition herein contained, the party prevailing in such action, whether reduced to judgment or not, shall be entitled to its reasonable court costs, including accountants' fees, if any, and attorneys' fees expended in such action. The venue for any litigation shall be Los Angeles County, California and Consultant hereby consents to jurisdiction in Los Angeles County for purposes of resolving any dispute or enforcing any obligation arising under this Agreement.

19.11 If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to, the extent necessary to cure such invalidity or unenforceability, and in its amended form shall be enforceable. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

19.12 This Agreement shall be governed and construed in accordance with the laws of the State of California.

19.13 All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Consultant with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed by City and Consultant.

19.14 Consultant shall not discriminate against any employee or applicant for employment because of race, sex (including pregnancy, childbirth, or related medical condition), creed, national origin, color, disability as defined by law, disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical condition (cancer-related), marital status, ancestry, or sexual orientation. Consultant shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to race, sex (including pregnancy, childbirth, or related medical condition), creed, national origin, color, disability as defined by law, disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical condition (cancer-related), marital status, ancestry, or sexual orientation. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; or in terms, conditions or privileges of employment, and selection for training, Consultant agrees to post in conspicuous places, available to employees and applicants for employment, the provisions of this nondiscrimination clause.

TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

"City"
City of South Pasadena

By: _____
City Manager

Date: _____

"Consultant"
Wesley Reutimann

By: _____
Project Director

Date: _____

Attest:

By: _____
City Clerk

Date: _____

Approved as to form:

By: _____
Teresa L. Highsmith, City Attorney

Date: _____

EXHIBIT A
SCOPE OF WORK

Bike San Gabriel Valley
Jeff Seymour Family Center
10900 Mulhall St.
El Monte, CA 91731
(626) 453-3700 x1810
www.bikeSGV.org

BikeSGV SCOPE OF WORK
626 GOLDEN STREETS

Event Name
626 Golden Streets

Event Date & Time
Sunday, June 26, 2016 (8am-2pm)

INTRODUCTION:
The City of South Pasadena will partner with BikeSGV and the cities of San Marino, Arcadia, Monrovia, Duarte, Irwindale, Azusa and Los Angeles County to host a multi-jurisdiction open streets festival to celebrate the opening of the Foothill Gold Line Extension. The almost 20 mile route was selected to incorporate the San Gabriel River Bike Path and 5 new Gold Line stations. To further enhance the participant experience, BikeSGV project staff will invite local non-profit organizations, businesses, and others to participate via temporary art activities, walking tours, health screenings, fitness challenges, yoga/zumba, live music and more at activity hubs in communities along the route.

RESPONSIBLE PARTIES:
The Cities of South Pasadena, San Marino, Arcadia, Monrovia, Duarte, Irwindale, Azusa and Los Angeles County will be responsible for street closures, vehicle detour plans, and public safety. Partner cities will also assist BikeSGV with information dissemination.

Non-profit partner Aztlan Athletics will support event outreach, logistics and staging. Non-profit partner Day One will facilitate route activation, family-friendly arts activities, and health and wellness activities along the route. BikeSGV will be responsible for overall working group coordination, event pre-planning, materials development, route notification, and event production.

SCOPE OF WORK:
1. Regional Coordination and Event Fundraising

Task 1.1 Regional Working Group
- Launch, facilitate and support regional working group and local planning meetings with project partners, community stakeholders, city staff and residents
- Finalize route with Partner City staff

Task 1.2 Regional Needs Coordination

- Assess individual city needs and coordinate consolidation of specific event wide requirements for lead city (e.g., event insurance, portable restroom rentals, traffic control rentals, water stations, pedestrian barriers, etc)

Task 1.3 Technical Advisory Meetings

- Host monthly Technical Advisory Meetings to discuss and guide event implementation. Invite key stakeholders to participate in meetings

Task 1.4 Event Fundraising

- Assist City of South Pasadena and project partners secure additional grant and private funding to cover the cost of event planning and execution

Task	Deliverable
1.1	*Meeting agendas and minutes*
1.2	*Matrix of regional event needs, costs and bids*
1.3	*Meeting agendas and minutes*
1.4	*Matrix of submitted/completed grant proposals*

2. Community Engagement and Outreach

Task 2.1 Event Materials and Website

- Create event print and online information materials
- Create event website
- Create event logo

Task 2.2 Community Outreach Plan and Engagement Meetings

- Develop and execute a complete marketing and community outreach plan
- Coordinate and facilitate local resident at least one informational meeting/planning workshop/community ride in each participating city

Task 2.3 Social Media Engagement and Information Dissemination

- Inform public of event via social media (Twitter, Facebook, Instagram)
- Manage event website and social media notifications
- Distribute hard copy event informational materials to partners and at public events in project and surrounding communities

Task 2.4 Video Production and Editing

- Produce 1-2 minute promotional video leading up to event for social media, website, YouTube
- Shoot four (15s) videos for dissemination on Instagram/Facebook
- Shoot the day of the event and produce 1-2 minute event video

Task 2.5 Route Notification

- Notify residents and businesses along route 2-3 months before event, in coordination with non-profit partner Aztlan Athletics

Task 2.6 Volunteer Recruitment and Coordination

- Setup online volunteer registration and recruit volunteers
- Develop volunteer matrix, plan and event map

Task 2.7 Press Outreach

- Develop press outreach plan
- Conduct media outreach in weeks before event

Task	Deliverable
2.1	*Copies of developed materials, event website and logo*
2.2	*Community outreach plan and meeting photos*
2.3	*Online record of social media engagement and website management*
2.4	*Copies of produced video available online/social media*
2.5	*Route notification plan*
2.6	*Copy of volunteer recruitment plan and confirmed volunteer matrix*
2.7	*Copies of press outreach plan and earned media*

3. Route Activation, Events and Activities Coordination

Task 3.1 Non-profit, Business and Community Group Coordination

- Recruit and coordinate with local non-profit organizations and businesses to assist with route activation and event hubs

Task 3.2 Hub Locations and Schedule

- Assist cities in identifying hub locations
- Facilitate development of hub themes, layout, and operating times

Task 3.3 Public Transit Access

- Coordinate with Metro and public transit agencies to facilitate access to the event (e.g., Foothill Transit)

Task 3.4 Permits and Procedures

- Identify and coordinate all required event permits (e.g., hub space use)

Task	Deliverable

3.1	*List of partnering non-profits, businesses noting activities/services*
3.2	*List of hub locations, themes, opening hours*
3.3	*Copy of public transit access plan*
3.4	*Matrix of permits*

4. Event Day Coordination

Task 4.1 Day-of-Event Plan and Coordination

- Develop day-of-event action plan
- Provide staff across route to troubleshoot and oversee setup, implementation and breakdown

Task 4.2 Activity Zone Setup/Breakdown

- Develop final activity zone plans/maps
- Coordinate activity zone setup/breakdown

Task 4.3 Volunteer Management

- Manage event volunteers at volunteer centers at each site

Task 4.4 Press Conference

- Organize press conference with Metro, City staff, partners and sponsors to kick-off event

Task 4.5 Bicycle Valet Services

- Provide free bicycle valet at 2 activity hubs (e.g., South Pasadena, Azusa)

Task	**Deliverable**
4.1	*Copy of action plan*
4.2	*Hub photos*
4.3	*Volunteer lists/plans for each hub*
4.4	*Press conferences photos*
4.5	*Bicycle valet photos*

5. Data Collection and Evaluation

Task 5.1 Data Collection Plan

- Develop a data collection plan that includes:
  - Economic impact
  - Number of participants

- Surveys

Task 5.2 Final Event Report

- Produce a final report and event summary with data analysis, testimonials and lesson's learned

Task 5.3 Event Documentation

- Complete all required paperwork and administrative tasks

Task	Deliverable
5.1	*Data Collection Plan*
5.2	*Final report*
5.3	*Final event documentation*

BikeSGV Line-Item Budget

Staffing	Hours	$/hr	Total	Notes
Project Manager	460	$75	$34,500	Overall project management (Avg. 20hrs/wk x 24 weeks = 480hrs)
Community Relations Specialist (bi-lingual Spanish-English)	220	$65	$14,300	Community presentations, engagement meetings, inquiry calls, issues (Avg 10hrs/wk x 24 weeks = 240hrs)
Project Coordinator (bilingual Chinese-English)	120	$50	$6,000	Event material design, hubs coordination, general logistics
Outreach Coordinator	180	$45	$8,100	Overall route notification planning, coordination of assistants and outreach team
Outreach Assistant 1	170	$40	$6,800	bi-lingual Spanish-English
Outreach Assistant 2	170	$40	$6,800	
Social Media/Website Coordinators	120	$40	$4,800	English-Chinese-Spanish language (Avg 5hrs/wk x 24 weeks = 120hrs)
Press/Earned Media Coordinator	120	$40	$4,800	(Avg 5hrs/wk x 24 weeks = 120hrs)
Volunteer Coordinator	120	$40	$4,800	(Avg 5hrs/wk x 24 weeks = 120hrs)
Total Staffing (10 persons)	**1680**		**$90,900**	
General Costs	Cost	Unit		
Free bicycle valet services (event day)	$1,500	2	$3,000	Includes rack rentals for 2 valet stations; 8 staff ($15/hr x 10hrs)
Free bicycle mechanic services (event day)	$800	4	$3,200	Inc. spare tubs, repair materials ($100 x 8hrs x 4 stations = $3200)
Website development + maintenance			$1,000	
Materials translation (Spanish-Chinese)			$1,500	
Printing (meeting materials, flyers, info sheets)			$1,250	
Social media advertising			$3,000	Sponsored/targeted posts on social media
Promotional and event video production/editing			$4,000	
Total General Costs			**$16,950**	
Subtotal			**$107,850**	
Indirect/Admin (13.6364%)			**$14,707**	
TOTAL			**$122,557**	

	Project Partner Focus Areas	BikeSGV	Aztlan	Day One
1. Project Coordination and Facilitation				
1.1	Launch and facilitate regional working group and local planning meetings with project partners, community stakeholders, city staff and residents	X		
1.2	Assess individual city needs and coordinate consolidation of specific event wide requirements for lead city (e.g., event insurance, portable restroom rentals, traffic control rentals, water stations, pedestrian barriers, etc)	X	X	
1.3	Host monthly Technical Advisory Meetings to discuss and guide event implementation. Invite key stakeholders to participate in meetings	X		
1.4	Assist City of South Pasadena and project partners secure additional grant and private funding to cover the cost of event planning and execution	X		
2. Community Engagement and Outreach				
2.1	Develop event informational materials, logo and website	X		
2.2	Develop community outreach plan and host engagement meetings/activities	X		
2.3	Conduct social media outreach	X	X	X
2.4	Develop promotional videos	X		
2.5	Notify residents and businesses along route 2-3 months before event	X	X	
2.6	Setup online volunteer registration and recruit volunteers	X	X	X
2.7	Develop press outreach plan and conduct media outreach	X		
3. Route Activation, Events and Activities Coordination				
3.1	Recruit and coordinate local organizations, community groups and businesses to assist with route activation and event hubs	X		X
3.2	Finalize hub locations, schedule, themes, layout, and operating times with partner cities	X	X	X
3.3	Coordinate with Metro and municipal transit service operators to provide access to the event	X		
3.4	Follow all permitting procedures and guidelines (e.g., City, Caltrans)	X		
3.5	Provide wellness activities and events along route		X	X
4. Event Day Coordination/Management				
4.1	Develop event-day action plan	X	X	
4.2	Set-up and breakdown activity zones/hub areas	X	X	X
4.3	Manage volunteers	X	X	X
4.4	Host press conference	X		
4.5	Provide bicycle valet services	X		

6. Project Summary and Close-Out				
5.1	Data Analysis & Evaluation	X		
5.2	Project Summary Report	X		
5.3	Complete requisite forms and documentation	X		

Aggregated Partner and Consolidated Costs

Partner Costs		Notes
BikeSGV	*$122,557*	Project management, design, materials development, outreach, community engagement, media/social media, evaluation
Aztlan Athletics Foundation	*$72,672*	Logistics, hub infrastructure, portable restrooms, EMS staffing, printing (banners, flyers, posters, volunteer t-shirts), setup/breakdown
Day One	*$68,175*	Route activation including coordination and reimbursement for local artist participation; marketing ($35,000); volunteer TAP cards
Total Partner Costs	**$263,404**	

Consolidated Costs (So. Pasadena)

SoPas Project Admin (5%)	$16,000	Project administration
Insurance	$30,000	Comprehensive event liability insurance inc. participant coverage
Soft closure staffing (Non-PD)	$10,000	CA Conservation Corps
Remainder	$596	
Total consolidated	**$56,596**	
TOTAL	**$320,000**	MSRC Award: $320,000

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ATTACHMENT 2

Day One
Professional Services Agreement

PROFESSIONAL SERVICES AGREEMENT
(City of South Pasadena / Day One)

1. IDENTIFICATION

THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement") is entered into by and between the City of South Pasadena, a California municipal corporation ("City"), and Day One a non-profit organization ("Consultant").

2. RECITALS

2.1 City has determined that it requires the following professional services from a consultant: Route activation including coordination and reimbursement for local artist participation on behalf of the Golden Streets Festival Working Group.

2.2 Consultant represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees. Consultant further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, City and Consultant agree as follows:

3. DEFINITIONS

3.1 "Scope of Services": Such professional services as are set forth in Consultant's *January 11, 2016* proposal to City attached hereto as Exhibit A and incorporated herein by this reference.

3.2 "Approved Fee Schedule": Such compensation rates as are set forth in Consultant's January 11, 2016fee schedule to City attached hereto as Exhibit B and incorporated herein by this reference. This fee schedule shall remain in effect for the duration of this Agreement.

3.3 "Commencement Date": _____.

3.4 "Termination Date": _____.

4. TERM

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall terminate at 11:59 p.m. on the Termination Date unless extended by written agreement of the parties or terminated earlier in accordance with Section 18 ("Termination") below.

5. CONSULTANT'S SERVICES

5.1 Time is of the essence in Consultant's performance of services under this Agreement.

5.2 Consultant shall perform the services identified in the Scope of Services. City shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement. In no event shall the total compensation and costs payable to Consultant under this Agreement exceed the sum of $68,175 unless specifically approved in advance and in writing by City. Consultant shall notify the Agreement Administrator, in writing, when fees and expenses incurred under this Agreement have reached 80% of the maximum amount payable. Consultant shall concurrently inform the Agreement Administrator of Consultant's estimate of total expenditures required to complete is current assignments before proceeding, when the remaining work would exceed the maximum amount payable.

5.3 Consultant shall obtain a City business license prior to commencing, and maintain said license for the duration of, performance under this Agreement.

5.4 Consultant shall perform all work to the highest professional standards of Consultant's profession and in a manner reasonably satisfactory to City. Consultant shall keep itself fully informed of and in compliance with all local, state, and federal laws, rules, and regulations in any manner affecting the performance of the Agreement, including all Cal/OSHA requirements, the conflict of interest provisions of Government Code Section 1090, and the Political Reform Act (Government Code Section 81000 *et seq.*).

5.5 Consultant represents that it has advised City in writing prior to the date of signing of this Agreement of any known relationships with a third party, City Council members, or employees which would (1) present a conflict of interest entering into or rendering of services under this Agreement, (2) prevent Consultant from performing the terms of this Agreement, or (3) present a significant opportunity for the disclosure of confidential information.

5.6 Consultant agrees not to accept any employment during the term of this Agreement from any other person, firm or corporation where such employment is a conflict of interest or where such employment is likely to lead to a conflict of interest between City's interest and the interests of such person, firm or corporation or any other third party. Consultant shall immediately inform City, throughout the term of this Agreement, if any employment contemplated may develop into a conflict of interest, or a potential conflict of interest

5.7 Consultant represents that it has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Consultant or under its supervision, and all

personnel engaged in the work shall be qualified to perform such services. Christy Zamani shall be Consultant's project administrator and shall have direct responsibility for management of Consultant's performance under this Agreement. No change shall be made in Consultant's project administrator without City's prior written consent.

5.8 Consultant has represented to the City that key personnel will perform and coordinate the services under this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of City. If City and Consultant cannot agree as to the substitution of key personnel, City may terminate this Agreement for cause.

5.9 This Agreement covers professional services of a specific and unique nature. Except as otherwise provided herein, Consultant shall not assign or transfer its interest in this Agreement or subcontract any services to be performed without amending this Agreement.

5.10 Consultant shall be responsible to City for all services to be performed under this Agreement. All subconsultants shall be approved by the Agreement Administrator and their billing rates identified in the Approved Fee Schedule, Exhibit B. City shall pay Consultant for work performed by its subconsultants (including labor) only at Consultant's actual cost plus an approved mark-up as set forth in the Approved Fee Schedule, Exhibit B. Consultant shall be liable and accountable for any and all payments or other compensation to all subconsultants performing services under this Agreement. City shall not be liable for any payment or other compensation for any subconsultants.

5.11 Consultant shall notify the Agreement Administrator, in writing, of any change in name, ownership or control of Consultant's firm or subconsultant. Change of ownership or control of Consultant's firm may require an amendment to the Agreement.

5.12 This Agreement is subject to prevailing wage law, for all work performed under the Agreement for which the payment of prevailing wages is required under the California Labor Code. In particular, Consultant acknowledges that prevailing wage determinations are available for the performance of inspection and survey work.

6. COMPENSATION

6.1 City agrees to compensate Consultant for the services provided under this Agreement, and Consultant agrees to accept in full satisfaction for such services, payment in accordance with the Approved Fee Schedule.

6.2 Consultant shall submit to City an invoice, on a monthly basis for the services performed pursuant to this Agreement. Each invoice shall identify the maximum

amount payable, services rendered during the billing period and the amount due, for this invoice, and total amount previously invoiced. All labor charges shall be itemized by employee name and classification/position with the firm, corresponding hourly rate, hours worked, description of each labor charge, and total amount due for labor charges. City shall not withhold applicable taxes or other authorized deductions from payments made to Consultant except as otherwise required by law. Consultant shall include a copy of each subconsultant invoice for which reimbursement is sought.

6.3 Payments for any services requested by City and not included in the Scope of Services may be made to Consultant by City on a time-and-materials basis using Consultant's Approved Fee Schedule and without amendment of this Agreement, so long as such payment does not cause the maximum amount payable to be exceeded.

6.4 Consultant shall not be reimbursed for any expenses unless provided for in this Agreement or authorized in writing by City in advance.

7. OWNERSHIP OF WRITTEN PRODUCTS

All reports, documents or other written material ("written products" herein) developed 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. Consultant may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by Consultant.

8. RELATIONSHIP OF PARTIES

Consultant is, and shall at all times remain as to City, a wholly independent contractor. Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to 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 represent that it is, or that any of its agents or employees are, in any manner employees of City.

Under no circumstances shall Consultant look to the City as his employer. Consultant shall not be entitled to any benefits. City makes no representation as to the effect of this independent contractor relationship on Consultant's previously earned Public Employees Retirement System (PERS) retirement benefits, if any, and Consultant specifically assumes the responsibility for making such a determination. Consultant shall be responsible for all reports and obligations including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation.

9. AGREEMENT ADMINISTRATOR

In performing services under this Agreement, Consultant shall coordinate all contact with City through its Agreement Administrator. For purposes of this Agreement, City designates

Paul Toor as the Agreement Administrator. City reserves the right to change this designation upon written notice to Consultant. All services under this Agreement shall be performed at the request of the Agreement Administrator, who will establish the timetable for completion of services and any interim milestones.

10. INDEMNIFICATION

10.1 The parties agree that City, its officers, agents, employees and volunteers should, to the fullest extent permitted by law, be protected from any and all loss, injury, damage, claim, lawsuit, cost, expense, attorneys' fees, litigation costs, taxes, or any other cost arising out of or in any way related to the performance of this Agreement. Accordingly, the provisions of this indemnity provision are intended by the parties to be interpreted and construed to provide the City with the fullest protection possible under the law. Consultant acknowledges that City would not enter into this Agreement in the absence of Consultant's commitment to indemnify and protect City as set forth herein.

10.2 To the fullest extent permitted by law, Consultant shall indemnify, hold harmless, and when the City requests with respect to a claim provide a deposit for the defense of, and defend City, its officers, agents, employees and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person, whether physical, emotional, consequential or otherwise, and injury to any property arising out of or in connection with Consultant's alleged negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Consultant or any of its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Consultant or its subcontractors, in the performance of this Agreement or its failure to comply with any of its obligations contained in this Agreement, except such loss or damage as is caused by the sole active negligence or willful misconduct of the City. Such costs and expenses shall include reasonable attorneys' fees due to counsel of City's choice, expert fees and all other costs and fees of litigation. Consultant shall not be entitled to any refund of attorneys' fees, defense costs or expenses in the event that it is adjudicated to have been non-negligent.

10.3 City shall have the right to offset against any compensation due Consultant under this Agreement any amount due City from Consultant as a result of Consultant's failure to pay City promptly any indemnification arising under this Section 11 and any amount due City from Consultant arising from Consultant's failure either to (i) pay taxes on amounts received pursuant to this Agreement or (ii) comply with applicable workers' compensation laws.

10.4 The obligations of Consultant under this Section 11 are not limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to City, its officers, agents, employees and volunteers.

10.5 Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 11 from each and every subcontractor or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. If Consultant fails to obtain such indemnity obligations from others as required herein, Consultant agrees to be fully responsible and indemnify, hold harmless and defend City, its officers, agents, employees and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of Consultant's subcontractors or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of City's choice.

10.6 City does not, and shall not, waive any rights that it may possess against Consultant because of the acceptance by City, or the deposit with City, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

10.7 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 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.

10.8 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.

11. INSURANCE

11.1 During the term of this Agreement, Consultant shall carry, maintain, and keep in full force and effect insurance against claims for death or injuries to persons or damages to property that may arise from or in connection with Consultant's performance of this Agreement.

11.2 Any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements or limits shall be available to the Additional Insured. Furthermore, the requirements for coverage and limits shall be the greater of (1) the minimum coverage and limits specified in this Agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured.

11.3 Insurance required under this Agreement shall be of the types set forth below, with minimum coverage as described:

11.3.1 Comprehensive General Liability Insurance with coverage limits of not less than One Million Dollars ($1,000,000) including products and operations hazard, contractual insurance, broad form property damage, independent consultants, personal injury, underground hazard, and explosion and collapse hazard where applicable.

11.3.2 Automobile Liability Insurance for vehicles used in connection with the performance of this Agreement with minimum limits of One Million Dollars ($1,000,000) per claimant and One Million dollars ($1,000,000) per incident.

11.3.3 Worker's Compensation insurance as required by the laws of the State of California.

11.3.4 Professional Errors and Omissions Insurance with coverage limits of not less than One Million Dollars ($1,000,000).

11.4 Consultant shall require each of its subconsultants to maintain insurance coverage that meets all of the requirements of this Agreement provided however, that the Agreement Administrator may waive the provision of Errors and Omissions Insurance by subconsultants.

11.5 The policy or policies required by this Agreement shall be issued by an insurer admitted in the State of California and with a rating of at least A:VII in the latest edition of Best's Insurance Guide.

11.6 Consultant agrees that if it does not keep the aforesaid insurance in full force and effect, City may either (i) immediately terminate this Agreement; or (ii) take out the necessary insurance and pay the premium thereon at Consultant's expense.

11.7 At all times during the term of this Agreement, Consultant shall maintain on file with City's Risk Manager a certificate or certificates of insurance showing that the aforesaid policies are in effect in the required amounts and naming the City and its officers, employees, agents and volunteers as additional insureds. Consultant shall, prior to commencement of work under this Agreement, file with City's Risk Manager such certificate(s).

11.8 Consultant shall provide proof that policies of insurance required herein expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages.

11.9 The general liability and automobile policies of insurance required by this Agreement shall contain an endorsement naming City and its officers, employees, agents and volunteers as additional insureds. All of the policies required under this Agreement shall contain an endorsement providing that the policies cannot be canceled or reduced except on thirty days' prior written notice to City. Consultant agrees to require its insurer to modify the certificates of insurance to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, and to delete the word "endeavor" with regard to any notice provisions.

11.10 The insurance provided by Consultant shall be primary to any coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.

11.11 All insurance coverage provided pursuant to this Agreement shall not prohibit Consultant, and Consultant's employees, agents or subcontractors, from waiving the right of subrogation prior to a loss. Consultant hereby waives all rights of subrogation against the City.

11.12 Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of City, Consultant shall either reduce or eliminate the deductibles or self-insured retentions with respect to City, or Consultant shall procure a bond in the amount of the deductible or self-insured retention to guarantee payment of losses and expenses.

11.13 Procurement of insurance by Consultant shall not be construed as a limitation of Consultant's liability or as full performance of Consultant's duties to indemnify, hold harmless and defend under Section 11 of this Agreement.

11.14 Consultant shall report to the City, in addition to the Consultant's insurer, any and all insurance claims submitted to Consultant's insurer in connection with the services under the Agreement.

11.15 Consultant may be self-insured under the terms of this Agreement only with express written approval from the City

12.15.1 All self-insured retentions (SIR) must be disclosed to the City for approval and shall not reduce the limits of liability.

12.15.2 Policies containing any SIR provision shall provide or be endorsed to

provide that the SIR may be satisfied by either the named insured or the City.

11.16 City reserves the right to obtain a full certified copy of any insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of right to exercise later.

12. MUTUAL COOPERATION

12.1 City shall provide Consultant with all pertinent data, documents and other requested information as is reasonably available for the proper performance of Consultant's services under this Agreement.

12.2 If any claim or action is brought against City relating to Consultant's performance in connection with this Agreement, Consultant shall render any reasonable assistance that City may require in the defense of that claim or action.

13. CONFIDENTIALITY

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 prior written consent by City. City shall grant such consent if disclosure is legally required. Upon request, all City data shall be returned to City upon the termination or expiration of this Agreement.

14. RECORDS AND INSPECTIONS

Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to Consultant under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of City. City shall further have the right to make transcripts therefrom and to inspect all program data, documents, proceedings, and activities.

In addition, pursuant to Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of City, for a period of three (3) years after final payment under the Agreement.

15. PERMITS AND APPROVALS

Consultant shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary for Consultant's performance of this Agreement. This includes, but shall not be limited to, professional licenses, encroachment permits and building and safety permits and inspections.

16. NOTICES

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, facsimile or overnight courier service during Consultant's and City's regular business hours; or (ii) on the third business day following deposit in the United States mail if delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to City:

Sergio Gonzalez
City of South Pasadena
1414 Mission Street
South Pasadena CA 91030
Telephone: (626) 403-7240 x210
Facsimile: (626) 403-7241

If to Consultant:

Christy Zamani
Day One
175 North Euclid Avenue
Pasadena, CA 91101
Telephone: (626) 229-9750
Facsimile: (626)765-6239

With courtesy copy to:
Teresa L. Highsmith, Esq.
South Pasadena City Attorney
Colantuono, Highsmith & Whatley, P.C.
300 South Grand Avenue, Suite 2700
Los Angeles, CA 90071-3137
Telephone: (213) 542-5700
Facsimile: (213) 542-5710

17. SURVIVING COVENANTS

The parties agree that the covenants contained in Section 11, Section 12, Paragraph 13.2 and Section 14 of this Agreement shall survive the expiration or termination of this Agreement.

18. TERMINATION

18.1 City may terminate this Agreement for any reason on five calendar days' written notice to Consultant. Consultant may terminate this Agreement for any reason on thirty calendar days' written notice to City. Consultant agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City data, documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.

18.2 If City terminates this Agreement due to no fault or failure of performance by Consultant, then Consultant shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full

performance of the services required by this Agreement.

19. GENERAL PROVISIONS

19.1 Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Consultant further agrees to file, or shall cause its employees or subcontractor to file, a Statement of Economic Interest with the City's Filing Officer if required under state law in the performance of the services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer, or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

19.2 Consultant shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Consultant.

19.3 This Agreement shall be binding on the successors and assigns of the parties.

19.4 Except as expressly stated herein, there is no intended third party beneficiary of any right or obligation assumed by the parties.

19.5 Time is of the essence for each and every provision of this Agreement.

19.6 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, sexual orientation, national origin, ancestry, age, physical or mental disability, medical condition or any other unlawful basis.

19.7 The captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the section or paragraph thereof, as the case may be, and not such heading, shall control and govern in the construction of this Agreement. Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).

19.8 The waiver by City or Consultant of any breach of any term, covenant or

condition herein contained shall not be deemed to be a waiver of such term, covenant or condition or of any subsequent breach of the same or any other term, covenant or condition herein contained. No term, covenant or condition of this Agreement shall be deemed to have been waived by City or Consultant unless in writing signed by one authorized to bind the party asserted to have consented to the waiver.

19.9 Consultant shall not be liable for any failure to perform if Consultant presents acceptable evidence, in City's sole judgment that such failure was due to causes beyond the control and without the fault or negligence of Consultant.

19.10 Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance of the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any of all of such other rights, powers or remedies. If legal action shall be necessary to enforce any term, covenant or condition herein contained, the party prevailing in such action, whether reduced to judgment or not, shall be entitled to its reasonable court costs, including accountants' fees, if any, and attorneys' fees expended in such action. The venue for any litigation shall be Los Angeles County, California and Consultant hereby consents to jurisdiction in Los Angeles County for purposes of resolving any dispute or enforcing any obligation arising under this Agreement.

19.11 If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to, the extent necessary to cure such invalidity or unenforceability, and in its amended form shall be enforceable. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

19.12 This Agreement shall be governed and construed in accordance with the laws of the State of California.

19.13 All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Consultant with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations

herefrom shall be effective and binding only if made in writing and executed by City and Consultant.

19.14 Consultant shall not discriminate against any employee or applicant for employment because of race, sex (including pregnancy, childbirth, or related medical condition), creed, national origin, color, disability as defined by law, disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical condition (cancer-related), marital status, ancestry, or sexual orientation. Consultant shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to race, sex (including pregnancy, childbirth, or related medical condition), creed, national origin, color, disability as defined by law, disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical condition (cancer-related), marital status, ancestry, or sexual orientation. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; or in terms, conditions or privileges of employment, and selection for training, Consultant agrees to post in conspicuous places, available to employees and applicants for employment, the provisions of this nondiscrimination clause.

TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

"City"
City of South Pasadena

By: _____
City Manager

Date: _____

"Consultant"
Day One

By: _____
Executive Director

Date: _____

Attest:

By: _____
City Clerk

Date: _____

Approved as to form:

By: _____
Teresa L. Highsmith, City Attorney

Date: _____

EXHIBIT A
SCOPE OF WORK

January 11, 2016

City of South Pasadena
1414 Mission St.
South Pasadena 91030

Re: 626 Golden Streets Healthy Event Planning, Arts Activation, and Marketing Services – Proposal and Line-Item Budget

As a community-based, non-profit agency committed to improving the health and well-being of San Gabriel Valley residents, Day One has been a strong supporter of "open streets" and the extension of the Foothill Gold Line. Indeed, we recognize the power of such events to support our core mission of advancing public health, empowering youth and igniting change.

626 Golden Streets has tremendous potential to show local residents how active and public transportation can be used in tandem to traverse communities and explore new neighborhoods. As a youth-serving agency, Day One is especially excited by the opportunity to engage local youth in the event planning and production process, elements that are integrated into our proposed services and central to our organizational DNA.

Sincerely,

Christy Zamani
Executive Director, Day One
175 n. euclid ave.
pasadena, ca 91101
p 626.229.9750 f 626.765.6239
www.goDayOne.org

EVENT SERVICES AND ROUTE ACTIVATION

Day One, in coordination with Bike SGV, will support the 626 Golden Streets event by facilitating and coordinating route activation, which will include family-friendly arts activities, musical performers, and health and wellness activities along the route. Specific activities and services include, but are not limited to, the following.

1) Working Group and Planning Meetings

- Project staff participation at working group and city planning meetings
- *Deliverable: sign-in sheet*

2) Arts Engagement and Activation Plan

- Reach out to, coordinate and partner with local youth-serving arts organizations to integrate fun, family-friendly arts activities along the event route
- Recruit and schedule local musical acts to perform at activity hubs along the event route
- *Deliverable: final plan*

3) Healthy Family Zones

- Plan and host 3 healthy activity zones across the route that include free activities as well as fruit-infused hydration stations
- *Deliverable: photos of family zones*

4) Media Marketing and Volunteer Incentives

- Coordinate and purchase media time to market the event (e.g., KPCC, SGVT)
- Coordinate purchase of custom event TAP cards (or similar incentives) for event volunteers
- *Deliverable: media and volunteer incentive purchase invoices and receipts*

Day One Line-Item Budget (626 Golden Streets)

Planning Staff	Hours	$/hr	Total	Details
Project Manager	120	$50	$6,000	Route activation, artist coordination, and health zone planning
Project Assistant	60	$30	$1,800	Project outreach and youth coordination
Total Staffing	**180**		**$7,800**	
Event Services and Arts Activation	Cost	Units		
Arts Organization Sub-contracting	$12,000	-	$12,000	Funding for local arts organizations to activate sections of the route and hubs with art activities (e.g., Light Bringer Project - organizer of Pasadena Chalk Festival + Doo Dah Parade)
Musical performers	$3,500	-	$3,500	Sub-contract local musical acts and performers for hubs
Healthy Family Zones	$1,500	3	$4,500	Facilitation of at least 3 activity zones across route including fruit-infused hydration stations
Branded Event Tap Cards	$5	500	$2,500	$5/card (500 cards) for volunteers, promotion
Media Marketing	$35,000	-	$35,000	KPCC, Clear Channel, San Gabriel Valley Tribune, Spanish/Chinese language stations, etc
Total General Costs			**$57,500**	
SUBTOTAL			**$57,500**	
Admin (5%)			**$2,875**	
TOTAL			**$68,175**	

ATTACHMENT 3

Aztlan Athletics Foundation
Professional Services Agreement

PROFESSIONAL SERVICES AGREEMENT
(City of South Pasadena / *Aztlan Athletics Foundation*)

1. IDENTIFICATION

THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement") is entered into by and between the City of South Pasadena, a California municipal corporation ("City"), and Aztlan Athletics Foundation a limited liability company ("Consultant").

2. RECITALS

2.1 City has determined that it requires the following professional services from a consultant: logistics, hub infrastructure, portable restrooms, EMS staffing, printing (banners, flyers, posters, volunteer t-shirts), setup/breakdown on behalf of the Golden Streets Festival Working Group.

2.2 Consultant represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees. Consultant further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, City and Consultant agree as follows:

3. DEFINITIONS

3.1 "Scope of Services": Such professional services as are set forth in Consultant's *January 12, 2016* proposal to City attached hereto as Exhibit A and incorporated herein by this reference.

3.2 "Approved Fee Schedule": Such compensation rates as are set forth in Consultant's January 12, 2016 fee schedule to City attached hereto as Exhibit B and incorporated herein by this reference. This fee schedule shall remain in effect for the duration of this Agreement.

3.3 "Commencement Date": _____.

3.4 "Termination Date": _____.

4. TERM

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall terminate at 11:59 p.m. on the Termination Date unless extended by written agreement of the parties or terminated earlier in accordance with Section 18 ("Termination") below.

5. CONSULTANT'S SERVICES

5.1 Time is of the essence in Consultant's performance of services under this Agreement.

5.2 Consultant shall perform the services identified in the Scope of Services. City shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement. In no event shall the total compensation and costs payable to Consultant under this Agreement exceed the sum of $72,672 unless specifically approved in advance and in writing by City. Consultant shall notify the Agreement Administrator, in writing, when fees and expenses incurred under this Agreement have reached 80% of the maximum amount payable. Consultant shall concurrently inform the Agreement Administrator of Consultant's estimate of total expenditures required to complete is current assignments before proceeding, when the remaining work would exceed the maximum amount payable.

5.3 Consultant shall obtain a City business license prior to commencing, and maintain said license for the duration of, performance under this Agreement.

5.4 Consultant shall perform all work to the highest professional standards of Consultant's profession and in a manner reasonably satisfactory to City. Consultant shall keep itself fully informed of and in compliance with all local, state, and federal laws, rules, and regulations in any manner affecting the performance of the Agreement, including all Cal/OSHA requirements, the conflict of interest provisions of Government Code Section 1090, and the Political Reform Act (Government Code Section 81000 *et seq.*).

5.5 Consultant represents that it has advised City in writing prior to the date of signing of this Agreement of any known relationships with a third party, City Council members, or employees which would (1) present a conflict of interest entering into or rendering of services under this Agreement, (2) prevent Consultant from performing the terms of this Agreement, or (3) present a significant opportunity for the disclosure of confidential information.

5.6 Consultant agrees not to accept any employment during the term of this Agreement from any other person, firm or corporation where such employment is a conflict of interest or where such employment is likely to lead to a conflict of interest between City's interest and the interests of such person, firm or corporation or any other third party. Consultant shall immediately inform City, throughout the term of this Agreement, if any employment contemplated may develop into a conflict of interest, or a potential conflict of interest

5.7 Consultant represents that it has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such

services shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. **Jose Zavala** shall be Consultant's project administrator and shall have direct responsibility for management of Consultant's performance under this Agreement. No change shall be made in Consultant's project administrator without City's prior written consent.

5.8 Consultant has represented to the City that key personnel will perform and coordinate the services under this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of City. If City and Consultant cannot agree as to the substitution of key personnel, City may terminate this Agreement for cause.

5.9 This Agreement covers professional services of a specific and unique nature. Except as otherwise provided herein, Consultant shall not assign or transfer its interest in this Agreement or subcontract any services to be performed without amending this Agreement.

5.10 Consultant shall be responsible to City for all services to be performed under this Agreement. All subconsultants shall be approved by the Agreement Administrator and their billing rates identified in the Approved Fee Schedule, Exhibit B. City shall pay Consultant for work performed by its subconsultants (including labor) only at Consultant's actual cost plus an approved mark-up as set forth in the Approved Fee Schedule, Exhibit B. Consultant shall be liable and accountable for any and all payments or other compensation to all subconsultants performing services under this Agreement. City shall not be liable for any payment or other compensation for any subconsultants.

5.11 Consultant shall notify the Agreement Administrator, in writing, of any change in name, ownership or control of Consultant's firm or subconsultant. Change of ownership or control of Consultant's firm may require an amendment to the Agreement.

5.12 This Agreement is subject to prevailing wage law, for all work performed under the Agreement for which the payment of prevailing wages is required under the California Labor Code. In particular, Consultant acknowledges that prevailing wage determinations are available for the performance of inspection and survey work.

6. COMPENSATION

6.1 City agrees to compensate Consultant for the services provided under this Agreement, and Consultant agrees to accept in full satisfaction for such services, payment in accordance with the Approved Fee Schedule.

6.2 Consultant shall submit to City an invoice, on a monthly basis for the services

performed pursuant to this Agreement. Each invoice shall identify the maximum amount payable, services rendered during the billing period and the amount due, for this invoice, and total amount previously invoiced. All labor charges shall be itemized by employee name and classification/position with the firm, corresponding hourly rate, hours worked, description of each labor charge, and total amount due for labor charges. City shall not withhold applicable taxes or other authorized deductions from payments made to Consultant except as otherwise required by law. Consultant shall include a copy of each subconsultant invoice for which reimbursement is sought.

6.3 Payments for any services requested by City and not included in the Scope of Services may be made to Consultant by City on a time-and-materials basis using Consultant's Approved Fee Schedule and without amendment of this Agreement, so long as such payment does not cause the maximum amount payable to be exceeded.

6.4 Consultant shall not be reimbursed for any expenses unless provided for in this Agreement or authorized in writing by City in advance.

7. OWNERSHIP OF WRITTEN PRODUCTS

All reports, documents or other written material ("written products" herein) developed 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. Consultant may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by Consultant.

8. RELATIONSHIP OF PARTIES

Consultant is, and shall at all times remain as to City, a wholly independent contractor. Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to 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 represent that it is, or that any of its agents or employees are, in any manner employees of City.

Under no circumstances shall Consultant look to the City as his employer. Consultant shall not be entitled to any benefits. City makes no representation as to the effect of this independent contractor relationship on Consultant's previously earned Public Employees Retirement System (PERS) retirement benefits, if any, and Consultant specifically assumes the responsibility for making such a determination. Consultant shall be responsible for all reports and obligations including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation.

9. AGREEMENT ADMINISTRATOR

In performing services under this Agreement, Consultant shall coordinate all contact with City through its Agreement Administrator. For purposes of this Agreement, City designates Paul Toor as the Agreement Administrator. City reserves the right to change this designation upon written notice to Consultant. All services under this Agreement shall be performed at the request of the Agreement Administrator, who will establish the timetable for completion of services and any interim milestones.

10. INDEMNIFICATION

10.1 The parties agree that City, its officers, agents, employees and volunteers should, to the fullest extent permitted by law, be protected from any and all loss, injury, damage, claim, lawsuit, cost, expense, attorneys' fees, litigation costs, taxes, or any other cost arising out of or in any way related to the performance of this Agreement. Accordingly, the provisions of this indemnity provision are intended by the parties to be interpreted and construed to provide the City with the fullest protection possible under the law. Consultant acknowledges that City would not enter into this Agreement in the absence of Consultant's commitment to indemnify and protect City as set forth herein.

10.2 To the fullest extent permitted by law, Consultant shall indemnify, hold harmless, and when the City requests with respect to a claim provide a deposit for the defense of, and defend City, its officers, agents, employees and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person, whether physical, emotional, consequential or otherwise, and injury to any property arising out of or in connection with Consultant's alleged negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Consultant or any of its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Consultant or its subcontractors, in the performance of this Agreement or its failure to comply with any of its obligations contained in this Agreement, except such loss or damage as is caused by the sole active negligence or willful misconduct of the City. Such costs and expenses shall include reasonable attorneys' fees due to counsel of City's choice, expert fees and all other costs and fees of litigation. Consultant shall not be entitled to any refund of attorneys' fees, defense costs or expenses in the event that it is adjudicated to have been non-negligent.

10.3 City shall have the right to offset against any compensation due Consultant under this Agreement any amount due City from Consultant as a result of Consultant's failure to pay City promptly any indemnification arising under this Section 11 and any amount due City from Consultant arising from Consultant's failure either to (i) pay taxes on amounts received pursuant to this Agreement or (ii) comply with applicable workers' compensation laws.

10.4 The obligations of Consultant under this Section 11 are not limited by the provisions of any workers' compensation act or similar act. Consultant expressly

waives its statutory immunity under such statutes or laws as to City, its officers, agents, employees and volunteers.

10.5 Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 11 from each and every subcontractor or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. If Consultant fails to obtain such indemnity obligations from others as required herein, Consultant agrees to be fully responsible and indemnify, hold harmless and defend City, its officers, agents, employees and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of Consultant's subcontractors or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of City's choice.

10.6 City does not, and shall not, waive any rights that it may possess against Consultant because of the acceptance by City, or the deposit with City, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

10.7 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 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.

10.8 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.

11. INSURANCE

11.1 During the term of this Agreement, Consultant shall carry, maintain, and keep in full force and effect insurance against claims for death or injuries to persons or

damages to property that may arise from or in connection with Consultant's performance of this Agreement.

11.2 Any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements or limits shall be available to the Additional Insured. Furthermore, the requirements for coverage and limits shall be the greater of (1) the minimum coverage and limits specified in this Agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured.

11.3 Insurance required under this Agreement shall be of the types set forth below, with minimum coverage as described:

11.3.1 Comprehensive General Liability Insurance with coverage limits of not less than One Million Dollars ($1,000,000) including products and operations hazard, contractual insurance, broad form property damage, independent consultants, personal injury, underground hazard, and explosion and collapse hazard where applicable.

11.3.2 Automobile Liability Insurance for vehicles used in connection with the performance of this Agreement with minimum limits of One Million Dollars ($1,000,000) per claimant and One Million dollars ($1,000,000) per incident.

11.3.3 Worker's Compensation insurance as required by the laws of the State of California.

11.3.4 Professional Errors and Omissions Insurance with coverage limits of not less than One Million Dollars ($1,000,000).

11.4 Consultant shall require each of its subconsultants to maintain insurance coverage that meets all of the requirements of this Agreement provided however, that the Agreement Administrator may waive the provision of Errors and Omissions Insurance by subconsultants.

11.5 The policy or policies required by this Agreement shall be issued by an insurer admitted in the State of California and with a rating of at least A:VII in the latest edition of Best's Insurance Guide.

11.6 Consultant agrees that if it does not keep the aforesaid insurance in full force and effect, City may either (i) immediately terminate this Agreement; or (ii) take out the necessary insurance and pay the premium thereon at Consultant's expense.

11.7 At all times during the term of this Agreement, Consultant shall maintain on file with City's Risk Manager a certificate or certificates of insurance showing that the aforesaid policies are in effect in the required amounts and naming the City and its officers, employees, agents and volunteers as additional insureds.

Consultant shall, prior to commencement of work under this Agreement, file with City's Risk Manager such certificate(s).

11.8 Consultant shall provide proof that policies of insurance required herein expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages.

11.9 The general liability and automobile policies of insurance required by this Agreement shall contain an endorsement naming City and its officers, employees, agents and volunteers as additional insureds. All of the policies required under this Agreement shall contain an endorsement providing that the policies cannot be canceled or reduced except on thirty days' prior written notice to City. Consultant agrees to require its insurer to modify the certificates of insurance to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, and to delete the word "endeavor" with regard to any notice provisions.

11.10 The insurance provided by Consultant shall be primary to any coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.

11.11 All insurance coverage provided pursuant to this Agreement shall not prohibit Consultant, and Consultant's employees, agents or subcontractors, from waiving the right of subrogation prior to a loss. Consultant hereby waives all rights of subrogation against the City.

11.12 Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of City, Consultant shall either reduce or eliminate the deductibles or self-insured retentions with respect to City, or Consultant shall procure a bond in the amount of the deductible or self-insured retention to guarantee payment of losses and expenses.

11.13 Procurement of insurance by Consultant shall not be construed as a limitation of Consultant's liability or as full performance of Consultant's duties to indemnify, hold harmless and defend under Section 11 of this Agreement.

11.14 Consultant shall report to the City, in addition to the Consultant's insurer, any and all insurance claims submitted to Consultant's insurer in connection with the services under the Agreement.

11.15 Consultant may be self-insured under the terms of this Agreement only with express written approval from the City

11.15.1 All self-insured retentions (SIR) must be disclosed to the City for

approval and shall not reduce the limits of liability.

11.15.2 Policies containing any SIR provision shall provide or be endorsed to provide that the SIR may be satisfied by either the named insured or the City.

11.16 City reserves the right to obtain a full certified copy of any insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of right to exercise later.

12. MUTUAL COOPERATION

12.1 City shall provide Consultant with all pertinent data, documents and other requested information as is reasonably available for the proper performance of Consultant's services under this Agreement.

12.2 If any claim or action is brought against City relating to Consultant's performance in connection with this Agreement, Consultant shall render any reasonable assistance that City may require in the defense of that claim or action.

13. CONFIDENTIALITY

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 prior written consent by City. City shall grant such consent if disclosure is legally required. Upon request, all City data shall be returned to City upon the termination or expiration of this Agreement.

14. RECORDS AND INSPECTIONS

Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to Consultant under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of City. City shall further have the right to make transcripts therefrom and to inspect all program data, documents, proceedings, and activities.

In addition, pursuant to Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of City, for a period of three (3) years after final payment under the Agreement.

15. PERMITS AND APPROVALS

Consultant shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary for Consultant's performance of this Agreement. This includes, but shall not be limited to, professional licenses, encroachment permits and building and safety permits and inspections.

16. NOTICES

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, facsimile or overnight courier service during Consultant's and City's regular business hours; or (ii) on the third business day following deposit in the United States mail if delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to City:

Sergio Gonzalez
City of South Pasadena
1414 Mission Street
South Pasadena CA 91030
Telephone: (626) 403-7240 x210
Facsimile: (626) 403-7241

If to Consultant:

Jose Zavala
Aztlan Athletics Foundation
1000 Fremont Avenue, Suite #218
South Pasadena, CA 91030
Telephone: (626) 755-8489
Facsimile:

With courtesy copy to:
Teresa L. Highsmith, Esq.
South Pasadena City Attorney
Colantuono, Highsmith & Whatley, P.C.
300 South Grand Avenue, Suite 2700
Los Angeles, CA 90071-3137
Telephone: (213) 542-5700
Facsimile: (213) 542-5710

17. SURVIVING COVENANTS

The parties agree that the covenants contained in Section 11, Section 12, Paragraph 13.2 and Section 14 of this Agreement shall survive the expiration or termination of this Agreement.

18. TERMINATION

19.1 City may terminate this Agreement for any reason on five calendar days' written notice to Consultant. Consultant may terminate this Agreement for any reason on thirty calendar days' written notice to City. Consultant agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City data, documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.

19.2 If City terminates this Agreement due to no fault or failure of performance by Consultant, then Consultant shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement.

19. GENERAL PROVISIONS

19.1 Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Consultant further agrees to file, or shall cause its employees or subcontractor to file, a Statement of Economic Interest with the City's Filing Officer if required under state law in the performance of the services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer, or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

19.2 Consultant shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Consultant.

19.3 This Agreement shall be binding on the successors and assigns of the parties.

19.4 Except as expressly stated herein, there is no intended third party beneficiary of any right or obligation assumed by the parties.

19.5 Time is of the essence for each and every provision of this Agreement.

19.6 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, sexual orientation, national origin, ancestry, age, physical or mental disability, medical condition or any other unlawful basis.

19.7 The captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the section or paragraph thereof, as the case may be, and not such heading, shall control and govern in the

construction of this Agreement. Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).

19.8 The waiver by City or Consultant of any breach of any term, covenant or condition herein contained shall not be deemed to be a waiver of such term, covenant or condition or of any subsequent breach of the same or any other term, covenant or condition herein contained. No term, covenant or condition of this Agreement shall be deemed to have been waived by City or Consultant unless in writing signed by one authorized to bind the party asserted to have consented to the waiver.

19.9 Consultant shall not be liable for any failure to perform if Consultant presents acceptable evidence, in City's sole judgment that such failure was due to causes beyond the control and without the fault or negligence of Consultant.

19.10 Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance of the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any of all of such other rights, powers or remedies. If legal action shall be necessary to enforce any term, covenant or condition herein contained, the party prevailing in such action, whether reduced to judgment or not, shall be entitled to its reasonable court costs, including accountants' fees, if any, and attorneys' fees expended in such action. The venue for any litigation shall be Los Angeles County, California and Consultant hereby consents to jurisdiction in Los Angeles County for purposes of resolving any dispute or enforcing any obligation arising under this Agreement.

19.11 If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to, the extent necessary to cure such invalidity or unenforceability, and in its amended form shall be enforceable. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

19.12 This Agreement shall be governed and construed in accordance with the laws of the State of California.

19.13 All documents referenced as exhibits in this Agreement are hereby incorporated

into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Consultant with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed by City and Consultant.

19.14 Consultant shall not discriminate against any employee or applicant for employment because of race, sex (including pregnancy, childbirth, or related medical condition), creed, national origin, color, disability as defined by law, disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical condition (cancer-related), marital status, ancestry, or sexual orientation. Consultant shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to race, sex (including pregnancy, childbirth, or related medical condition), creed, national origin, color, disability as defined by law, disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical condition (cancer-related), marital status, ancestry, or sexual orientation. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; or in terms, conditions or privileges of employment, and selection for training, Consultant agrees to post in conspicuous places, available to employees and applicants for employment, the provisions of this nondiscrimination clause.

TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

"City"
City of South Pasadena

By: _____
City Manager

Date: _____

"Consultant"
Jose Zavala

By: _____
CEO

Date: _____

Attest:

By: _____
City Clerk

Date: _____

Approved as to form:

By: _____
Teresa L. Highsmith, City Attorney

Date: _____

EXHIBIT A
SCOPE OF WORK

Aztlan Athletics TrainRun ½ Marathon and 626 Golden Streets Wellness Hub Logistics (June 26, 2016)

Scope of Work and Benefits

Overview:

This scope of work is designed to coordinate, manage, and support the execution of the community wellness health hubs at the 626 Golden Streets event. Aztlan Athletics will utilize its existing experienced coordinators and logistics managers to oversee each hub (8), in conjunction with BikeSGV, DayOne, and other secured event volunteers. In addition, Aztlan Athletics will provide 1000 complementary TrainRun ½ marathon registrations to all youth under 18 years as part of the overall wellness and sustainability campaign through its foundation (Aztlan Athletics Foundation).

SCOPE OF WORK DETAILS

A. Hub Logistics

1. Up to 20' x 20' stage at South Pasadena, Duarte, and Azusa hubs.
2. Generators as backup at hubs with no live electrical outlets.
3. Installation of event and sponsors banners on standard stands and booths
4. Set-Up and breakdown of 10x10 booths, tables and chairs
5. Logistics Coordinator to oversee hub set-up and breakdown starting on Saturday June 25, 2016 and meet periodically with designated volunteers' coordinators to review roles and responsibilities.
6. Walkie-Talkie communications between coordinators and managers from DayOne, BikeSGV, and Aztlan Athletics.
7. Logistics team review and action planning meetings
8. Facilitation of at least 2 on-site walk-through sessions
9. Installation of bicycle racks at hubs to manage media and crowd control
10. Provision of sound technicians at major hubs (So. Pasadena, Duarte, Azusa)
11. Coordination project city representatives to finalize hub logistics, incorporate any additional programing, and make use of existing equipment.

B. 626 Golden Streets Volunteer T-Shirts:

- 500 event t-shirts, 4 color process, for all event volunteers and coordinators.
- Note: Logos and/or sponsors artwork must be printable "Camera Ready" file.

C. Media Publication & School Based Marketing

- 626 Golden Streets event media marketing material, including marketing banners, postcards, and posters
  - 60- 3x10 banners.
  - 10 4x20 double-sided street banners to install at designated public streets and/or hosted locations.

- 3000 11x17 Full Color Posters to be installed at local businesses throughout the route.
- 60,000 4"x6" double-sided postcards to be used for distributions at select events.

Relevant Operational Agreement Guidelines and Cost: (Total: $53,297.75)

- Equipment Details Included
  - 8x8 stage, 10x10, 20x20
  - PA systems and DJ's (3 units). Note: Additional PA & Sound Systems will be available for additional charge if needed.
  - 20x10 Finish Line Truss (3)
  - Walkie-talkies (30)
  - 20x30 Arch Balloon (2)
  - 85 Booths (Additional booths available and can be added in subsequent invoice at same costs).
  - 85 tables
  - 130 chairs
  - Consultation and media production equipment (cameras and video recording at each hub).
  - Use of 6 Aztlan Athletics existing events for marketing and outreach (Placing fliers in goody bags, installation of posters, and banners)
  - School-based outreach and local wellness club engagement (Starting Feb 1st 2016).
  - Water & First Aid Station Booths (8)
  - Customized video production to provide to sponsors

Projection Budget

1/10/2016

EVENT 626 Golden Streets - TrainRun 1/2 Marathon, Community Wellness Health Hubs
DATE: 26-Jun-16

NOTE: Budget based on supporting logistics at Community Wellness Health Hubs, in conjunction with Tr

EVENT MANAGEMENT: Aztlan Athletics
1000 Fremont Avenue, Suite 218
So. Pasadena, CA 91030

TRANSPORTATION EQUIP	1,803.25
SUPPORT STAFF (DIRECTORS, COORDINATORS, ETC)	21,322.00
MARKETING MATERIAL AND OUTREACH MATTERIALS	12,800.00
SET UP AND BREAKDOWN (HUBS)	7,200.00
MEDIA (T-SHIRT PRODUCTION & BANNERS & POSTERS)	4,950.00
EQUIPMENT	9,737.50
HUB RENTALS	14,860.00
SUB-TOTAL:	72,672.75
TOTAL OPERATIONAL COST:	**$72,672.75**

Note: Additional booths, tables, and other equipment will be invoiced 3 weeks prio

Bid includes all Community Wellness Health Hubs for 626 Golden Streets, in conjunction with TrainRun 1/2 Marathon & Bonus 30K. Booths will be utilized for sponsors, vendors, and community partners who are confirmed through Day One, Bike5GV, or Aztlan Athletics

CODE	DESCRIPTION	QTY	UNIT	UNIT COST	BUDGET
	TRANSPORTATION EQUIPMENT				
A01	26 Foot Stake Trucks	3	UNIT	380.00	1,140.00

A 02	Sliding Side Step Truck	1 UNIT	150.00	150.00
A 03	GEM Electric Golf Cart (FIRST AID SU	1 UNIT	450.00	450.00
A 04	Fuel	23 Gallons	2.75	63.25
	TOTAL:			1,803.25

	SUPPORT STAFF (Director, Coordinators, etc)			
B 01	Director -Jose Zavala-Aztlan Athletics	286 HOURS	55.00	15,730.00
B 02	Administrative Support	12 HOURS	16.00	192.00
B 03	Hub Coordinators	6 ALLOW	650.00	3,900.00
B05	School Outreach	6 Stipend - Youth Engagement	250.00	1,500.00
	TOTAL:			21,322.00

	EVENT OUTREACH MATERIAL			
C 01	Banners	60 UNIT	82.00	4,950.00
C 02	Posters (11x17)	3000 UNIT	0.75	2,250.00
C 03	Fliers (4"x 6")	60000 UNIT	0.06	3,600.00
C 04	Volunteer T-Shirts	500 UNIT	4.00	2,000.00
	TOTAL:			12,800.00

	SET UP AND BREAK DOWN TEAMS			
E 01	South Pasadena/San Marino Team	4 FEE-	450.00	1,800.00
E 02	LA County/Arcadia Team	4 FEE	450.00	1,800.00
E 03	Monrovia/Duarte Team	4 FEE	450.00	1,800.00
E 02	Irwindale/Azusa Team	4 FEE	450.00	1,800.00
	TOTAL:			7,200.00

	COMMUNICATIONS, TECHS, ENTERTAINMENT			
F 01	Walkie Talkies (10 per health Hub)	30 FLAT FEE	15.00	450.00
F 02	Drivers	3 FLAT FEE	250.00	750.00
F 03	Sound Techs	3 UNIT	250.00	750.00
F 04	Overnight Media/ PR Managers	6 FLAT FEE	500.00	3,000.00
	TOTAL			4,950.00

	HUB EQUIPMENT			
G 01	Generators (Aztlan Athletics)	6 UNIT	75.00	450.00
G 02	Booths 10x10	85 UNIT	45.00	3,825.00
G 03	Tables	85 UNIT	7.50	637.50
G 04	Chairs	130 UNIT	2.50	325.00
G 05	PA System & DJ (2000 Watts)	3 UNIT	650.00	1,950.00
G 06	Stages (8x8, 10x10, and 20x20)	3 ALLOW	500.00	1,500.00
G 07	Signage Truss (10 x 20)	3 ALLOW	350.00	1,050.00
	TOTAL:			9,737.50

	HUB RENTALS AND SERVICES			
H 01	Portable restrooms	100 UNIT	65.00	6,500.00
H 02	ADA compliant restrooms	8 UNIT	150.00	1,200.00
H 03	Hand washing stations	24 UNIT	65.00	1,560.00
H 04	EMS staffing (1 booth per hub + roving)	20 UNIT	120.00	2,400.00
H 05	Trash/Recycling at Hubs	40 UNIT	35.00	1,400.00
H 06	Volunteer refreshments	300 UNIT	6.00	1,800.00
	TOTAL:			14,860.00

City of South Pasadena
Agenda Report

Diana Mahmud, Mayor
Michael A. Cacciotti, Mayor Pro Tem
Robert S. Joe, Councilmember
Marina Khubesrian, M.D., Councilmember
Richard D. Schneider, M.D., Councilmember

Evelyn G. Zneimer, City Clerk
Gary E. Pia, City Treasurer

COUNCIL AGENDA:	February 3, 2016
TO:	Honorable Mayor and City Council
VIA:	Sergio Gonzalez, City Manager
FROM:	Margaret Lin, Principal Management Analyst ML
SUBJECT:	**Authorize the City Manager to Execute a Grant Award from the Mobile Source Air Pollution Reduction Review Committee in the Amount of $320,600 on Behalf of the Golden Streets Festival Working Group**

Recommendation
It is recommended that the City Council authorize the City Manager to execute a Grant award (Grant) agreement and all related documents for the Mobile Air Pollution Reduction Review Committee (MSRC) 2015 Local Government Match Program on behalf of the Golden Streets Festival Working Group (GSFWG) for the planning and hosting of the Golden Streets Festival to be held on June 26, 2016.

Fiscal Impact
The Grant is in the amount of $320,000 and will cover the consultant and equipment necessary to plan and host of the Golden Streets Festival. As the Fiduciary Agent, the City of South Pasadena (City) would also receive 5% of the funding from both the Los Angeles County Metropolitan Transportation Authority grant and the MSRC grant, totaling $35,680 for administrative services associated with the grants and the GSFWG.

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

Background
On January 6, 2016, the City Council approved the GSFWG Memorandum of Understanding, allowing the City to work jointly with the Cities of Arcadia, Azusa, Duarte, Irwindale, Monrovia, and San Marino; and the County of Los Angeles to partner together to host a 19.12 mile contiguous open streets event to be held on Sunday, June 26, 2016, from South Pasadena to Azusa, known as the Golden Streets Festival.

Analysis
In the spring of 2015, the MSRC released a Request for Proposals for the 2015 Clean

AGENDA ITEM 10

Transportation Funding Local Government Match Program for Active Transportation Programs. The City submitted an application with Bike San Gabriel Valley (BikeSGV), a non-profit bicycling advocacy group, to host an open streets event that would traverse approximately 19.12 miles, through at least eight jurisdictions, and coincide with the grand opening of Metro's Gold Line Foothill extension to Azusa.

The purpose of the GSFWG is to share resources in the planning and hosting of the Golden Streets Festival. Authorizing the City Manager to execute these PSAs will allow for City Staff of the GSFWG to work with consults to plan and host a successful open streets event. The MSRC grant funding will be used to hire Consultants to assist with the planning and operations of the event. The consultants were included as partner organizations in each of the grant applications and will serve as the primary coordinators for the event.

Legal Review
The City Attorney has reviewed this item and the attached Memorandum of Understanding.

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: MSRC Memorandum of Understanding

Clean Transportation
Funding from the MSRC
Mobile Source Air Pollution Reduction Review Committee

21865 Copley Drive
Diamond Bar
CA 91765
909.396.3269
fax 909.396.3682

January 21, 2016

Ms. Margaret Lin
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030

Dear Ms. Lin:

Please find attached two original copies of Contract Number ML16051 for signatures. This contract is to Implement "Open Streets" Events. Please sign the signature page provided in the contract, and return both copies to me. If your agency's policy compels you to use a separate signature page, make sure to include the MSRC/SCAQMD contract number on the additional page.

Rachel Valenzuela
South Coast AQMD/MSRC
21865 Copley Drive
Diamond Bar, CA 91765

If we do not receive the signed contract within 12 months from the date this letter, we reserve the right to terminate negotiations. If negotiations are terminated, the amount previously awarded will revert to the AB 2766 Discretionary Fund.

Once the contract has been executed, I will return to you a copy for your files. If you have any questions, please don't hesitate to call me at (909) 396-3101.

Sincerely,

Rachel B. Valenzuela
Contracts Assistant
MSRC Contracts Administration
rachel@cleantransportationfunding.org

Attachments

MEMBER ORGANIZATIONS: California Air Resources Board • Los Angeles County Metropolitan Transportation Authority • Orange County Transportation Authority • Riverside County Transportation Commission • San Bernardino Associated Governments • South Coast Air Quality Management District • Southern California Association of Governments • Regional Ridesharing Agency

AB 2766/MSRC LOCAL GOVERNMENT MATCH PROGRAM CONTRACT

1. PARTIES - The parties to this Contract are the South Coast Air Quality Management District (hereinafter referred to as "SCAQMD") whose address is 21865 Copley Drive, Diamond Bar, California 91765-4178, and the City of South Pasadena (hereinafter referred to as "CONTRACTOR") whose address is 1414 Mission Street, South Pasadena, California 91030.

2. RECITALS
   A. SCAQMD is the local agency with primary responsibility for regulating stationary source air pollution within the geographical boundaries of the South Coast Air Quality Management District in the State of California (State). SCAQMD is authorized under State Health & Safety Code Section 44225 (AB 2766) to levy a fee on motor vehicles for the purpose of reducing air pollution from such vehicles and to implement the California Clean Air Act.
   B. Under AB 2766, SCAQMD's Governing Board has authorized the imposition of the statutorily set motor vehicle fee. By taking such action, the State's Department of Motor Vehicles (DMV) is required to collect such fee and remit it periodically to SCAQMD.
   C. AB 2766 further mandates that thirty (30) percent of such vehicle registration fees be placed by SCAQMD into a separate account for the sole purpose of implementing and monitoring programs to reduce air pollution from motor vehicles.
   D. AB 2766 creates a regional Mobile Source Air Pollution Reduction Review Committee (MSRC) to develop a work program to fund projects from the separate account. Pursuant to approval of the work program by SCAQMD's Governing Board, SCAQMD authorized this Contract with CONTRACTOR for equipment or services described in Attachment 1 - Statement of Work, expressly incorporated herein by this reference and made a part hereof of this Contract.
   E. CONTRACTOR has met the requirements for receipt of AB 2766 Discretionary Funds as set forth in CONTRACTOR's Local Government Match Program Application dated August 31, 2015.
   F. CONTRACTOR is authorized to do business in the State of California and attests that it is in good tax standing with the California Franchise Tax Board.
   G. All parties to this Contract have had the opportunity to have this Contract reviewed by their attorney.

3. DMV FEES - CONTRACTOR acknowledges that SCAQMD cannot guarantee that the amount of fees to be collected under AB 2766 will be sufficient to fund this Contract. CONTRACTOR further acknowledges that payment under this Contract is contingent upon SCAQMD receiving sufficient funds from the DMV, and that SCAQMD assumes no responsibility for the collection and remittance of motor vehicle registration fees.

4. AUDIT AND RECORDS RETENTION
   A. CONTRACTOR shall, at least once every two years, or within two years of the termination of the Contract if the term is less than two years, be subject to an audit by SCAQMD or its authorized representative to determine if the revenues received by CONTRACTOR were spent for the reduction of pollution from motor vehicles pursuant to the Clean Air Act of 1988.
   B. CONTRACTOR agrees to maintain records related to this Contract during the Contract term and continue to retain these records for a period of two years beyond the Contract term, except that in no case shall CONTRACTOR be required to retain more than the most recent five years' records. SCAQMD shall coordinate such audit through CONTRACTOR'S audit staff.

C. If an amount is found to be inappropriately expended, SCAQMD may withhold funding, or seek reimbursement, from CONTRACTOR in the amount equal to the amount that was inappropriately expended. Such withholding shall not be construed as SCAQMD's sole remedy and shall not relieve CONTRACTOR of its obligation to perform under the terms of this Contract.

5. TERM - The term of this Contract is for eleven (11) months from the date of execution by both parties, unless terminated earlier as provided for in the TERMINATION clause of this Contract, or the term is extended by amendment of this Contract in writing. No work shall commence prior to the Contract start date, except at CONTRACTOR's cost and risk, and no charges are authorized until this Contract is fully executed, subject to the provisions stated in the PRE-CONTRACT COSTS clause of this Contract.

6. SUCCESSORS-IN-INTEREST - This Contract, and the obligations arising under the Contract, shall be binding on and inure to the benefit of CONTRACTOR and their executors, administrators, successors, and assigns.

7. REPORTING - CONTRACTOR shall submit reports to SCAQMD as outlined in Attachment 1 - Statement of Work. SCAQMD reserves the right to review, comment, and request changes to any report produced as a result of this Contract.

8. TERMINATION
   A. In the event any party fails to comply with any term or condition of this Contract, or fails to provide services in the manner agreed upon by the parties, including, but not limited to, the requirements of Attachment 1 – Statement of Work, this failure shall constitute a breach of this Contract. The non-breaching party shall notify the breaching party that it must cure this breach or provide written notification of its intention to terminate this contract. Notification shall be provided in the manner set forth in the NOTICES clause of this Contract. The non-breaching party reserves all rights under law and equity to enforce this Contract and recover damages.
   B. SCAQMD reserves the right to terminate this Contract, in whole or in part, without cause, upon thirty (30) days' written notice. Once such notice has been given, CONTRACTOR shall, except as and to the extent or directed otherwise by SCAQMD, discontinue any Work being performed under this Contract and cancel any of CONTRACTOR's orders for materials, facilities, and supplies in connection with such Work, and shall use its best efforts to procure termination of existing subcontracts upon terms satisfactory to SCAQMD. Thereafter, CONTRACTOR shall perform only such services as may be necessary to preserve and protect any Work already in progress and to dispose of any property as requested by SCAQMD.
   C. CONTRACTOR shall be paid in accordance with this Contract for all Work performed before the effective date of termination under section B of the TERMINATION clause of this Contract. Before expiration of the thirty (30) days' written notice, CONTRACTOR shall promptly deliver to SCAQMD all copies of documents and other information and data prepared or developed by CONTRACTOR under this Contract with the exception of a record copy of such materials, which may be retained by CONTRACTOR.

9. STOP WORK - SCAQMD may, at any time, by written notice to CONTRACTOR, require CONTRACTOR to stop all or any part of the Statement of Work tasks in this Contract. A stop work order may be issued for reasons including, but not limited to, the project exceeding the budget, out of scope work, delay in project schedule, or misrepresentations. Upon receipt of the stop work order, CONTRACTOR shall immediately take all necessary steps to comply with the order. CONTRACTOR shall resume the work only upon receipt of written instructions from SCAQMD cancelling the stop work order. CONTRACTOR agrees and

understands that CONTRACTOR will not be paid for performing work while the stop work order is in effect, unless SCAQMD agrees to do so in its written cancellation of the stop work order.

10. INSURANCE - CONTRACTOR represents that it is permissibly self-insured and will maintain such self-insurance in accordance with applicable provisions of California law throughout the term of this Contract. CONTRACTOR shall provide evidence of sufficient coverage during the term of this Contract and any extensions thereof that meet or exceed the minimum requirements set forth by the SCAQMD below. The certificate of self-insurance shall be mailed to: SCAQMD, 21865 Copley Drive, Diamond Bar, CA 91765-4178, Attention: Cynthia Ravenstein, MSRC Contracts Administrator. **The SCAQMD Contract Number must be included on the face of the certificate.** If CONTRACTOR fails to maintain the required insurance coverage, SCAQMD reserves the right to terminate the Contract or purchase such additional insurance and bill CONTRACTOR or deduct the cost thereof from any payments owed to CONTRACTOR. Minimum insurance coverages are as follows:

    A. Worker's compensation insurance in accordance with either California or other state's applicable statutory requirements.

    B. General Liability insurance with a limit of at least $1,000,000 per occurrence, and $2,000,000 in general aggregate.

    C. Automobile Liability insurance with limits of at least $100,000 per person and $300,000 per accident for bodily injuries and $50,000 in property damage, or $1,000,000 combined single limit for bodily injury or property damage.

11. INDEMNIFICATION - CONTRACTOR agrees to hold harmless, defend and indemnify SCAQMD, its officers, employees, agents, representatives, and successors-in-interest against any and all loss, damage, costs, lawsuits, claims, demands, causes of action, judgments, attorney's fees, or any other expenses arising from or related to any third party claim against SCAQMD, its officers, employees, agents, representatives, or successors in interest that arise or result in whole or in part, from any actual or alleged act or omission of CONTRACTOR, its employees, subcontractors, agents or representatives in the performance of this Contract. This Indemnification Clause shall survive the expiration or termination (for any reason) of the Contract and shall remain in full force and effect.

12. PAYMENT
    A. SCAQMD shall reimburse CONTRACTOR up to a total amount of Three Hundred Twenty Thousand Dollars ($320,000) in accordance with Attachment 2 – Payment Schedule expressly incorporated herein by this reference and made a part hereof of the Contract.
    B. A withhold amount or percentage (if any) shall be identified in the Payment Schedule, and such amount shall be withheld from each invoice. Upon satisfactory completion of project and final acceptance of work and the final report, CONTRACTOR's invoice for the withheld amount shall be released. Proof of project completion shall include a Final Report detailing the project goals and accomplishments, data collected during project performance, if any, documentation of significant results, and emissions reduction input data needed for calculation of emissions reductions.
    C. Any funds not expended upon early Contract termination or Contract completion shall revert to the AB 2766 Discretionary Fund. Payment of charges shall be made by SCAQMD to CONTRACTOR within thirty (30) days after approval by SCAQMD of an itemized invoice prepared and furnished by CONTRACTOR.

D. An invoice submitted to SCAQMD for payment must be prepared in duplicate, on company letterhead, and list SCAQMD's contract number, period covered by invoice, and CONTRACTOR's social security number or Employer Identification Number and submitted to:

South Coast Air Quality Management District
21865 Copley Drive
Diamond Bar, CA 91765-4178
Attn: Cynthia Ravenstein, MSRC Contracts Administrator

1. Charges for equipment, material, and supply costs, travel expenses, subcontractors, and other charges, as applicable, must be itemized by CONTRACTOR. Reimbursement for equipment, material, supplies, subcontractors, and other charges, as applicable, shall be made at actual cost. Supporting documentation must be provided for all individual charges (with the exception of direct labor charges provided by CONTRACTOR).
2. SCAQMD shall pay CONTRACTOR for travel-related expenses only if such travel is expressly set forth in Attachment 2 – Payment Schedule of this Contract or pre-authorized by SCAQMD in writing.
3. CONTRACTOR's failure to provide receipts shall be grounds for SCAQMD's non-reimbursement of such charges. CONTRACTOR may reduce payments on invoices by those charges for which receipts were not provided.
4. CONTRACTOR must submit final invoice no later than ninety (90) days after the termination date of this Contract or invoice may not be paid.

13. COMPLIANCE WITH APPLICABLE LAWS - CONTRACTOR agrees to comply with all federal, state, and local laws, ordinances, codes and regulations and orders of public authorities in the performance of this Contract. CONTRACTOR must also ensure that the vehicles and/or equipment to be purchased, leased or installed is in compliance with all applicable federal, state, and local air quality rules and regulations, and that it will maintain compliance for the full Contract term. CONTRACTOR shall ensure that the provisions of this clause are included in all subcontracts.

14. MOBILE SOURCE EMISSION REDUCTION CREDITS (MSERCs)
   A. The MSRC has adopted a policy that no MSERCs resulting from AB 2766 Discretionary Funds may be generated and/or sold.
   B. CONTRACTOR has the opportunity to generate MSERCs as a by-product of the project if a portion of the air quality benefits attributable to the project resulted from funding sources other than AB2766. These MSERCs, which are issued by SCAQMD, are based upon the quantified vehicle miles traveled (VMT) by project vehicles or other activity data as appropriate. Therefore, a portion of prospective MSERCs, generated as a result of AB 2766 Funds, must be retired. The portion of prospective credits funded by the AB 2766 program, and which are subject to retirement, shall be referred to as "AB 2766-MSERCs."
   C. The determination of AB 2766-MSERC's is to be prorated based upon the AB 2766 program's contribution to the cost associated with the air quality benefits. In the case where AB 2766 Discretionary Funds are used to pay for the full differential cost of a new alternative fuel vehicle or for the retrofitting or repowering of an existing vehicle, all MSERCs attributable to AB 2766 Discretionary Funds must be retired. The determination of AB 2766-MSERCs for infrastructure and other ancillary items is to be prorated based upon the AB 2766 program's contribution to the associated air quality benefits. Determination of the project's overall cost will be on a case-by-case basis at the time an MSERC application is submitted. SCAQMD staff, at the time an MSERC application is submitted, will calculate

total MSERCs and retire the AB 2766-MSERCs. CONTRACTOR would then receive the balance of the MSERCs not associated with AB 2766 funding.

15. NOTICES - All notices that are required under this Contract shall be provided in the manner set forth herein, unless specified otherwise. Notice to a party shall be delivered to the attention of the person listed below, or to such other person or persons as may hereafter be designated by that party in writing. Notice shall be in writing sent by email, U.S. Mail, express, certified, return receipt requested, or a nationally recognized overnight courier service. In the case of email communications, valid notice shall be deemed to have been delivered upon sending, provided the sender obtained an electronic confirmation of delivery. Email communications shall be deemed to have been received on the date of such transmission, provided such date was a business day (Tuesday-Friday) and delivered prior to 5:30pm Pacific Standard Time. Otherwise, receipt of email communications shall be deemed to have occurred on the following business day. In the case of U.S. Mail notice, notice shall be deemed to be received when delivered or five (5) business days after deposit in the U. S. Mail. In the case of a nationally recognized overnight courier service, notice shall be deemed received when delivered (written receipt of delivery).

SCAQMD:
South Coast Air Quality Management District
21865 Copley Drive
Diamond Bar, CA 91765-4178
Attn: Cynthia Ravenstein, MSRC Contracts Administrator, email: cravenstein@aqmd.gov

CONTRACTOR:
City of South Pasadena
1414 Mission Street
South Pasadena, California 91030
Attn: Margaret Lin, email: Mlin@southpasadenaca.gov

16. INDEPENDENT CONTRACTOR - CONTRACTOR is an independent contractor. CONTRACTOR, its officers, employees, agents, representatives, or subcontractors shall in no sense be considered employees or agents of SCAQMD, nor shall CONTRACTOR, its officers, employees, agents, representatives, or subcontractors be entitled to or eligible to participate in any benefits, privileges, or plans, given or extended by SCAQMD to its employees. SCAQMD will not supervise, direct, or have control over, or be responsible for, CONTRACTOR's or subcontractor's means, methods, techniques, work sequences or procedures, or for the safety precautions and programs incident thereto, or for any failure by them to comply with any local, state, or federal laws, or rules or regulations, including state minimum wage laws and OSHA requirements.

17. SUBCONTRACTOR APPROVAL - If CONTRACTOR intends to subcontract all or a portion of the work under this Contract, then CONTRACTOR must first obtain written approval from SCAQMD's Executive Officer or designee prior to subcontracting any work. Any material changes to the subcontract(s) that affect the scope of work, deliverable schedule, and/or payment/cost schedule shall also require the prior written approval of the SCAQMD Executive Officer or designee. No subcontract charges will be reimbursed unless the required approvals have been obtained from SCAQMD.

18. NON-DISCRIMINATION - In the performance of this Contract, CONTRACTOR shall not discriminate in recruiting, hiring, promotion, demotion, or termination practices on the basis of race, religious creed, color, national origin, ancestry, sex, age, or physical handicap and shall comply with the provisions of the California

Fair Employment & Housing Act (Government Code Section 12900, *et seq.*), the Federal Civil Rights Act of 1964 (P.L. 88-352) and all amendments thereto, Executive Order No. 11246 (30 Federal Register 12319), and all administrative rules and regulations issued pursuant to said Acts and Order. CONTRACTOR shall likewise require each subcontractor to comply with this clause and shall include in each such subcontract language similar to this clause.

19. CITIZENSHIP AND ALIEN STATUS
    A. CONTRACTOR warrants that it fully complies with all laws regarding the employment of aliens and others, and that its employees performing services hereunder meet the citizenship or alien status requirements contained in federal and state statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986 (P.L. 99-603). CONTRACTOR shall obtain from all covered employees performing services hereunder all verification and other documentation of employees' eligibility status required by federal statutes and regulations as they currently exist and as they may be hereafter amended. CONTRACTOR shall have a continuing obligation to verify and document the continuing employment authorization and authorized alien status of employees performing services under this Contract to insure continued compliance with all federal statutes and regulations. Notwithstanding the above, CONTRACTOR, in the performance of this Contract, shall not discriminate against any person in violation of 8 USC Section 1324b.
    B. CONTRACTOR shall retain such documentation for all covered employees for the period described by law. CONTRACTOR shall indemnify, defend, and hold harmless SCAQMD, its officers and employees from employer sanctions and other liability which may be assessed against CONTRACTOR or SCAQMD, or both in connection with any alleged violation of federal statutes or regulations pertaining to the eligibility for employment of persons performing services under this Contract.

20. NON-EFFECT OF WAIVER - The failure of CONTRACTOR or SCAQMD to insist upon the performance of any or all of the terms, covenants, or conditions of this Contract, or failure to exercise any rights or remedies hereunder, shall not be construed as a waiver or relinquishment of the future performance of any such terms, covenants, or conditions, or of the future exercise of such rights or remedies, unless otherwise provided for herein.

21. TAX IMPLICATIONS FROM RECEIPT OF MSRC FUNDS - CONTRACTOR is advised to consult a tax attorney regarding potential tax implications from receipt of MSRC funds.

22. ATTORNEYS' FEES - In the event any action is filed in connection with the enforcement or interpretation of this Contract, each party in said action shall pay its own attorneys' fees and costs.

23. FORCE MAJEURE - Neither SCAQMD nor CONTRACTOR shall be liable or deemed to be in default for any delay or failure in performance under this Contract or interruption of services resulting, directly or indirectly, from acts of God, civil or military authority, acts of public enemy, war, strikes, labor disputes, shortages of suitable parts, materials, labor or transportation, or any similar cause beyond the reasonable control of SCAQMD or CONTRACTOR.

24. SEVERABILITY - In the event that any one or more of the provisions contained in this Contract shall for any reason be held to be unenforceable in any respect by a court of competent jurisdiction, such holding shall not affect any other provisions of this Contract, and the Contract shall then be construed as if such unenforceable provisions are not a part hereof.

25. HEADINGS - Headings on the clauses of this Contract are for convenience and reference only, and the words contained therein shall in no way be held to explain, modify, amplify, or aid in the interpretation, construction, or meaning of the provisions of this Contract.

26. DUPLICATE EXECUTION - This Contract is executed in duplicate. Each signed copy shall have the force and effect of an original.

27. GOVERNING LAW - This Contract shall be construed and interpreted and the legal relations created thereby shall be determined in accordance with the laws of the State of California. Venue for resolution of any disputes under this Contract shall be Los Angeles County, California.

28. PRE-CONTRACT COSTS - Any costs incurred by CONTRACTOR prior to CONTRACTOR receipt of a fully executed Contract shall be incurred solely at the risk of the CONTRACTOR. In the event that a formal Contract is not executed, neither the MSRC nor the SCAQMD shall be liable for any amounts expended in anticipation of a formal Contract. If a formal Contract does result, pre-contract cost expenditures authorized by the Contract will be reimbursed in accordance with the Payment Schedule and payment provision of the Contract.

29. CHANGE TERMS - Changes to any part of this Contract must be requested in writing by CONTRACTOR and approved by MSRC in accordance with MSRC policies and procedures. CONTRACTOR must make requests a minimum of 90 days prior to desired effective date of change. All modifications to this Contract shall be in writing and signed by the authorized representatives of the parties. Fueling station location changes shall not be approved under any circumstances.

30. ENTIRE CONTRACT - This Contract represents the entire agreement between CONTRACTOR and SCAQMD. There are no understandings, representations, or warranties of any kind except as expressly set forth herein. No waiver, alteration, or modification of any of the provisions herein shall be binding on any party unless in writing and signed by the authorized representative of the party against whom enforcement of such waiver, alteration, or modification is sought.

31. AUTHORITY - The signator hereto represents and warrants that he or she is authorized and empowered and has the legal capacity to execute this Contract and to legally bind CONTRACTOR both in an operational and financial capacity and that the requirements and obligations under this Contract are legally enforceable and binding on CONTRACTOR.

(THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK)

IN WITNESS WHEREOF, the parties to this Contract have caused this Contract to be duly executed on their behalf by their authorized representatives.

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT

By _____
Dr. William A. Burke, Chairman, Governing Board

Date _____

CITY OF SOUTH PASADENA

By _____
Name
Title

Date _____

ATTEST:
Saundra McDaniel, Clerk of the Board

By _____

APPROVED AS TO FORM:
Kurt R. Wiese, General Counsel

By _____

//MSRC Master Boilerplate
Revised December 16, 2014

Attachment 1
Statement of Work
City of South Pasadena
Contract Number ML16051

1. **Project**

The City of South Pasadena (hereinafter referred to as CONTRACTOR), in partnership with the cities of San Marino, Arcadia, Monrovia, Duarte, Irwindale, and Azusa and the nonprofit Bike San Gabriel Valley (BikeSGV), shall plan, coordinate, and implement one Open Streets or "Ciclovia" event. This Ciclovia, sometimes referred to as Golden Streets, is intended to raise awareness related to the opening of the Gold Line Extension and new transit stations, promote the use of alternative transportation modes, and introduce residents to new "first mile, last mile" connections at the new Gold Line Extension transit stations. The Ciclovia will be held on or about June 26, 2016. The proposed Ciclovia location is along a route connecting existing and new Metro Gold Line Stations within the participating cities' jurisdictions. The event shall showcase the ability to use active transportation modes along with public transportation. CONTRACTOR shall perform the following Tasks:

Task A: Event Planning, Staffing, and Related Activities Development

CONTRACTOR shall coordinate with participating cities and BikeSGV to develop event plans, staffing plans, and define and develop Ciclovia-related activities in each participating jurisdiction. Contractor shall coordinate with each jurisdictions' Departments of Public Works, Recreation, and Public Safety in facilitating city-level community working groups, recruiting and training event staff and volunteers, contracting additional traffic enforcement, and securing necessary permits.

Task B: Event Marketing and Promotion

CONTRACTOR shall coordinate with participating cities, BikeSGV, the County of Los Angeles Districts 1 and 5, the South Coast AQMD, and the Foothill Gold Line Construction Authority, at a minimum, to define and develop Ciclovia marketing and promotion plans and materials. Contractor will support hosting community presentations in participating cities.

Task C: Activity Planning – Nonprofit and Community Groups

CONTRACTOR shall coordinate with nonprofit and community groups in the planning, outreach, staffing, and development of Ciclovia-related activities. Participating nonprofit and community organizations will include, but are not limited to, BikeSGV, Move Monrovia, Day One, City of Hope, Healthy Azusa, and the Asian Pacific Islander Obesity Prevention Alliance.

Task D: Activity Planning - Businesses

CONTRACTOR shall coordinate with business groups in the planning, outreach, promotion, staffing, and development of Ciclovia-related activities. Participating businesses will include, but are not limited to, Aztlan Athletics, Stan's Bike Shop, Empire Bikes, and Helen's Bikes.

Attachment 1
Statement of Work
City of South Pasadena
Contract Number ML16051

Task E: Implement Ciclovia Event

CONTRACTOR shall implement one (1) Ciclovia event on or about Sunday, June 26, 2016.

Task F: Evaluation

CONTRACTOR shall perform an evaluation of the Event. CONTRACTOR will report on the number of event attendees, media coverage, community input received, and conduct surveys and interviews in participating jurisdictions pre-, during, and post-Ciclovia.

Task G: Documentation

CONTRACTOR shall document and retain a record of all activities and costs related to the project for auditing purposes and to inform the development of the Final Report.

CONTRACTOR shall be reimbursed according to Attachment 2 - Payment Schedule.

2. Promotion

CONTRACTOR shall prepare and submit a proposed Public Outreach Plan to promote the MSRC's co-funding of the active transportation program. The Public Outreach Plan may be a part of the Ciclovia marketing and promotions discussed above. Acceptable outreach may include, but is not limited to, notices in CONTRACTOR mailings to residents, newspaper notices, flyers, and information items at CONTRACTOR Board meetings and community events. The Public Outreach Plan shall automatically be deemed approved 30 days following receipt by SCAQMD staff, unless SCAQMD staff notify CONTRACTOR in writing of a Public Outreach Plan deficiency. CONTRACTOR shall implement the approved Public Outreach Plan in accordance with the Project Schedule below.

3. Reports

Quarterly Reports: Until Open Streets Event is complete, CONTRACTOR shall provide quarterly progress reports that summarize the project results to date including, but not limited to: tasks completed, issues or problems encountered, resolutions implemented, and progress to date. Progress reports that do not comply will be returned to the CONTRACTOR as inadequate.

Final Report: A Final Report shall be submitted by the CONTRACTOR in the format provided by SCAQMD staff. Report shall include, at a minimum: a) an executive summary; b) approved Event Template; and c) a detailed discussion of the results and conclusions of this project, including but not limited to meetings, presentations, media buys and press generated by the event. The documentation will include specifics on event development (i.e. identified tasks, description, costs, etc.) so that future programs and events have a template to follow. CONTRACTOR will identify any barriers encountered and solutions developed to overcome the barriers, and impact of project on future active transportation projects.

Attachment 1
Statement of Work
City of South Pasadena
Contract Number ML16051

4. Project Schedule

CONTRACTOR shall comply with the increments of progress identified in the following chart.

Project Milestone	Completion
Finalize Event Route	Month 3
Contract Traffic Enforcement and Outreach Personnel	Month 3
Recruit and Train Event Volunteers	Month 5
Host Community Presentation in Participating Cities	Month 5
Convene Partner Working Group Meetings	Month 6
Facilitate City-Level Community Working Groups	Month 6
Conduct Route Notification in Participating Cities	Month 6
Market Event in Participating Communities	Month 7
Implement Ciclovia Event	Month 7
Final Report	Month 9

Attachment 2
Payment Schedule
City of South Pasadena
Contract Number ML16051

5. **Cost Breakdown**

Purchase Category	Maximum AB2766 Discretionary Funds payable under this Contract	CONTRACTOR AB2766 Subvention Funds Applied	Other Funds Applied to Match	Additional Project Co-Funding (not matched)	Total Cost
Event Marketing Materials & Supplies	$25,000	$0	$25,000	$0	$50,000
Event Traffic Enforcement	$125,000	$0	$255,000	$0	$380,000
Equipment Rental	$170,000	$0	$0	$0	$170,000
Event Planning Staff	$0	$0	$130,000	$0	$130,000
Event Insurance & Permits	$0	$0	$45,000	$0	$45,000
Totals	**$320,000**	**$0**	**$455,000**	**$0**	**$775,000**

No funds shall be paid to CONTRACTOR pursuant to this Contract, until the project described in Attachment 1 is completed and proof of completion is provided to SCAQMD. If the project described in Attachment 1 is not completed and satisfactory proof of completion is not provided to SCAQMD, no monies shall be due and payable to CONTRACTOR. Proof of completion shall include:

Active Transportation/Open Streets Events:

- Representative photos of event and temporary traffic improvements; and
- Invoice(s) from any subcontractor(s) performing banner installations and distributing materials.

If, at the completion of the Project, the expenditures are less than the Total Cost amount above, the actual amount of AB 2766 Discretionary Funds reimbursed to CONTRACTOR shall be adjusted on a prorated basis, as follows:

- For Active Transportation/Open Streets Events, the amount reimbursed to CONTRACTOR shall not exceed the actual amount of AB 2766 Subvention and Other funds applied.

Additional AB 2766 Discretionary Match Funds will not be available to fund project cost overruns. Any project cost overruns must be funded from other than AB 2766 Discretionary Funds.

Attachment 3
Supporting Documentation
City of South Pasadena
Contract Number ML16051

The supporting documents attached hereto as Attachment 3 represent obligations of the CONTRACTOR. Nothing herein shall be construed as an assumption of duties or obligations by the SCAQMD or granting any rights to third parties against the SCAQMD.

1. Support Letter from City of Monrovia
2. Support Letter from City of Arcadia
3. Support Letter from City of Duarte
4. Support Letter from City of Irwindale
5. Support Letter from Bike San Gabriel Valley
6. Support Letter from City of San Marino
7. Support Letter from City of Azusa

City of MONROVIA

epartment of Public Works

1887

January 19, 2016

Cynthia Ravenstein
Contracts Administrator
Mobile Source Air Pollution Reduction Review Committee
21865 Copley Drive
Diamond Bar, California 91765

Re: Support for the San Gabriel Valley Golden Streets – 2016 Open Streets Event

On behalf of the City of Monrovia, I am pleased to write in support of the Golden Streets Proposal.

The City recognizes the power of "Open Streets" events to promote walking and biking, public health, multi-modal transportation, community connections, economic development, zero-emissions transportation and fun! The City also recognizes that the imminent completion of the latest phase of the Foothill Gold Line Extension provides the north San Gabriel Valley an opportunity to host a one-of-a-kind event to celebrate this auspicious milestone.

The proposed Golden Streets event will do this and more by:

- Highlighting the importance of first-and-last mile connections by encouraging local residents to walk, bike, skate and scoot to the new Gold Line stations;
- Allow local residents and visitors of all ages and abilities to experience suburban streets from a unique perspective; and
- Raising awareness about the Gold Line Foothill Extension and potential future extensions to Claremont and Ontario.

It is with confident knowledge of the potential of the proposed event to realize the above that I write to express the City's commitment to partnering with Foothill Gold Line cities, organizations, and stakeholders to stage this event in 2016.

If you have any questions regarding the City's interest in and support for this unique Open Streets event, please do not hesitate to contact me.

Sincerely,

Tina Cherry
Public Services Director

City of Arcadia

Dominic Lazzaretto
City Manager

June 8, 2015

Stephen Patchan
Senior Regional Planner
Active Transportation and Special Programs
Southern California Association of Governments
818 West 7th Street, 12th Floor
Los Angeles, CA 90017

Re: Support for the San Gabriel Valley Golden Streets – 2016 Open Streets Event

On behalf of the City of Arcadia, I am pleased to write in support of the Golden Streets Proposal.

The City of Arcadia recognizes the power of "Open Streets" events to promote walking and biking, public health, multi-modal transportation, community connections, economic development, zero-emissions transportation and fun! The City of Arcadia also recognizes that the imminent completion of the latest phase of the Foothill Gold Line Extension provides the north San Gabriel Valley an opportunity to host a one-of-a-kind event to celebrate this auspicious milestone.

The proposed Golden Streets event will do this and more by:

- Highlighting the importance of first-and-last mile connections by encouraging local residents to walk, bike, skate and scoot to the new Gold Line stations;

- Allow local residents and visitors of all ages and abilities to experience suburban streets from a unique perspective; and

- Raising awareness about the Gold Line Foothill Extension and potential future extensions to Claremont and Ontario.

It is with confident knowledge of the proposed event & potential to realize the goals noted above that I write to express the City of Arcadia's commitment to partnering with Foothill Gold Line cities, organizations, and stakeholders to stage this event in 2016.

If you have any questions regarding the City of Arcadia's interest in and support for this unique Open Streets event, please do not hesitate to contact me.

Sincerely,

Dominic Lazzaretto
City Manager

240 West Huntington Drive
Post Office Box 60021
Arcadia, CA 91066-6021

City of Duarte

City of Duarte

1600 Huntington Drive, Duarte, CA 91010 - (626) 357-7931 - FAX (626) 358-0018

June 17, 2015

Stephen Patchan
Senior Regional Planner Active Transportation and Special Programs
Southern California Association of Governments
818 West 7th Street, 12th Floor
Los Angeles, CA 90017

Dear Mr. Patchan,

On behalf of the City of Duarte, I would like to express our strong support of the Golden Streets Proposal. The City of Duarte recognizes the power of "Open Streets" events to promote walking and biking, public health, multi-modal transportation, community connections, economic development, zero-emissions transportation and fun! On August 15 the City of Duarte will celebrate the opening of its Gold Line Station and we are excited that once the Gold Line Foothill Extension is operating, Duarte and several cities from north San Gabriel Valley will host a one-of-a-kind activity to celebrate this landmark event.

The proposed Golden Streets event will do this and more by:

- Highlighting the importance of first-and-last mile connections by encouraging local residents to walk, bike, skate and scoot to the new Gold Line stations;
- Allow local residents and visitors of all ages and abilities to experience suburban streets from a unique perspective; and
- Raising awareness about the Gold Line Foothill Extension and potential future extensions to Claremont and Ontario.

The City of Duarte is committed to partnering with Foothill Gold Line cities, organizations, and stakeholders to stage the Golden Streets event in 2016 and fully support all efforts and all partnerships to help make this happen.

Please contact me at (626) 357-7931 if you have any questions about Duarte's plans and collaborations for the Golden Streets Proposal.

Sincerely,

Cesar Monsalve
Duarte Parks and Recreation Director

IRWINDALE

January 12, 2016

Cynthia Ravenstein
Contracts Administrator
Mobile Source Air Pollution Reduction Review Committee
21865 Copley Drive
Diamond Bar, California 91765

Re: Support for the San Gabriel Valley Golden Streets – 2016 Open Streets Event

Dear Ms. Ravenstein,

On behalf of the City of Irwindale, I am pleased to write in support of the Golden Streets Proposal.

The City of Irwindale recognizes the power of "Open Streets" events to promote walking and biking, public health, multi-modal transportation, community connections, economic development, zero-emissions transportation and fun! Irwindale also recognizes that the imminent completion of the latest phase of the Foothill Gold Line Extension provides the north San Gabriel Valley an opportunity to host a one-of-a-kind event to celebrate this auspicious milestone.

The proposed Golden Streets event will do this and more by:

- Highlighting the importance of first-and-last mile connections by encouraging local residents to walk, bike, skate and scoot to the new Gold Line stations;
- Allow local residents and visitors of all ages and abilities to experience suburban streets from a unique perspective; and
- Raising awareness about the Gold Line Foothill Extension and potential future extensions to Claremont and Ontario.

It is with confident knowledge of the potential of the proposed event to realize the above that I write to express the City of Irwindale's commitment to partnering with Foothill Gold Line cities, organizations, and stakeholders to stage this event in 2016.

If you have any questions regarding the City of Irwindale's interest in and support for this unique Open Streets event, please do not hesitate to contact our Community Development Director, Gus Romo, at (626) 430-2206 or via email at gromo@ci.irwindale.ca.us or me at (626) 430-2217 or via email at jdavidson@ci.irwindale.ca.us.

Sincerely,

John Davidson
City Manager

BikeSGV's mission is to make the San Gabriel Valley a safer, healthier and more enjoyable place for cycling.

Bike San Gabriel Valley
Jeff Seymour Center
10900 Mulhall St.
El Monte, CA 91731

Advisory Board

Vincent Chang, Esq.
Board President

Etren Moreno
Vice-President

Melissa Preciado-Hernandez
Treasurer

Wes Reutimann
Secretary

Xilonin Cruz-Gonzalez
Board Member

Sam Pedroza
Board Member

June 22, 2015

Stephen Patchan
Senior Regional Planner
Active Transportation and Special Programs
Southern California Association of Governments
818 West 7th Street, 12th Floor
Los Angeles, CA 90017

Re: Support for 626 Golden Streets – 2016 Open Streets Event

Dear Mr. Patchan,

On behalf of Bike San Gabriel Valley (BikeSGV), I am writing to underline our support for the 626 Golden Streets project.

BikeSGV recognizes the power of "Open Streets" events to promote walking and biking, public health, multi-modal transportation, community connections, economic development, zero-emissions transportation and of course fun! BikeSGV also recognizes that the imminent completion of the latest phase of the Foothill Gold Line Extension provides the north San Gabriel Valley an opportunity to host a one-of-a-kind event to celebrate this auspicious milestone.

The proposed Golden Streets event will do this and more by:

- Highlighting the importance of first-and-last mile connections by encouraging local residents to walk, bike, skate and scoot to the new Gold Line stations;
- Allow local residents and visitors of all ages and abilities to experience suburban streets from a unique perspective; and
- Raising awareness about the Gold Line Foothill Extension and potential future extensions to Claremont and Ontario.

BikeSGV sincerely hopes you will support this application and help accelerate the San Gabriel Valley's transition to a more sustainable bicycle, pedestrian and transit-friendly future. If you have any questions or require any additional information, please feel free to contact Mr. Wesley Reutimann, Project Director at (626) 529-4615 or via email at wes@bikeSGV.org

Sincerely,

Vincent Chang
President
BikeSGV Board of Directors

City of San Marino

Office of the City Manager

JOHN T. SCHAEFER
City Manager

January 11, 2016

Cynthia Ravenstein
Contracts Administrator
Mobile Source Air Pollution Reduction Review Committee
21865 Copley Drive
Diamond Bar, California 91765

Re: Support for the San Gabriel Valley Golden Streets – 2016 Open Streets Event

Dear Ms. Ravenstein:

On behalf of the City of San Marino, I am pleased to write in support of the Golden Streets Proposal.

San Marino recognizes the power of "Open Streets" events to promote walking and biking, public health, multi-modal transportation, community connections, economic development, zero-emissions transportation and fun! San Marino also recognizes that the imminent completion of the latest phase of the Foothill Gold Line Extension provides the north San Gabriel Valley an opportunity to host a one-of-a-kind event to celebrate this auspicious milestone.

The proposed Golden Streets event will do this and more by:

- Highlighting the importance of first-and-last mile connections by encouraging local residents to walk, bike, skate and scoot to the new Gold Line stations;
- Allow local residents and visitors of all ages and abilities to experience suburban streets from a unique perspective; and
- Raising awareness about the Gold Line Foothill Extension and potential future extensions to Claremont and Ontario.

It is with confident knowledge of the potential of the proposed event to realize the above that I write to express San Marino's commitment to partnering with Foothill Gold Line cities, organizations, and stakeholders to stage this event in 2016.

If you have any questions regarding the San Marino's interest in and support for this unique Open Streets event, please do not hesitate to contact me.

Sincerely,

John T. Schaefer

2200 Huntington Drive, San Marino, CA 91108 • Phone: (626) 300-0700 Fax: (626) 300-0709

The Canyon City—Gateway to the American Dream

March 3, 2014

Avital Shavit
Metro Open Streets Program
County of Los Angeles – Metropolitan Transportation Authority (Metro)
1 Gateway Plaza
Los Angeles, CA 90012

RE: LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY (METRO) OPEN STREETS PROGRAM – SUPPORT FOR THE GOLDEN STREETS PROPOSAL

On behalf of the City of Azusa, I am writing in support of the San Gabriel Valley Golden Streets proposal to Metro's Open Streets Grant Program.

The City of Azusa recognizes the power of "Open Streets" events to promote public health, multi-modal transportation, community connections, economic development, zero-emissions transportation and fun! The City also recognizes that the imminent completion of the latest phase of the Foothill Gold Line Extension in Fall 2015 to Spring 2016 provides the communities of the north San Gabriel Valley an opportunity to host a one-of-a-kind event to celebrate this auspicious milestone that will:

- raise awareness about the Gold Line Foothill Extension and future plans;
- encourage local residents to walk, bike, skate and scoot to the new Gold Line stations;
- allow local residents of all ages and abilities to experience our streets from a unique perspective.

This event will connect the communities along the San Gabriel Gold Line in a unique way to celebrate the opening of the Extension. It is with confident knowledge of the potential of the proposed Golden Streets event to realize the above that I write to express the City of Azusa's interest in partnering with our neighbors in the San Gabriel Valley.

If you have any questions regarding the City's interest in this golden opportunity, please do not hesitate to contact Kurt Christiansen, Economic and Community Development Director, at (626) 812-5236 or kchristiansen@ci.azusa.ca.us.

Sincerely,

Joseph Romero Rocha
Mayor

Joseph Romero Rocha, Mayor
213 E. Foothill Blvd., Azusa, CA 91702
jrocha@ci.azusa.ca.us – 626.812.5228

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City of South Pasadena
Agenda Report

Diana Mahmud, Mayor
Michael A. Cacciotti, Mayor Pro Tem
Robert S. Joe, Councilmember
Marina Khubesrian, M.D., Councilmember
Richard D. Schneider, M.D., Councilmember

Evelyn G. Zneimer, City Clerk
Gary E. Pia, City Treasurer

COUNCIL AGENDA:	February 3, 2016
TO:	Honorable Mayor and City Council
VIA:	Sergio Gonzalez, City Manager
FROM:	Margaret Lin, Principal Management Analyst
SUBJECT:	**Authorize the City Manager to Execute a Grant Award from the Los Angeles County Metropolitan Transportation Authority in the Amount of $393,600 on Behalf of the Golden Streets Festival Working Group**

Recommendation
It is recommended that the City Council authorize the City Manager to execute a Grant award (Grant) agreement and all related documents for the Los Angeles County Metropolitan Transportation Authority (LACMTA) 2014 Open Streets Grant Program on behalf of the Golden Streets Festival Working Group (GSFWG) for the planning and hosting of the Golden Streets Festival to be held on June 26, 2016.

Fiscal Impact
The grant is in the amount of $393,600 and will cover the staff and equipment costs associated with the planning and hosting of the Golden Streets Festival. The City of South Pasadena (City) is responsible for its share of the 20% Local Match associated with the Los Angeles County Metropolitan Transportation Authority (LACMTA) grant. Using a formula based on the route length and number of street closures, the City would be responsible for $14,728.00 of the total Local Match amount. The Local Match may be in-kind.

Staff has estimated that the City's participation in the Golden Streets Festival will require approximately $66,500 to cover staff time, permits, and equipment rentals. This cost would be reduced if the GSFWG consolidates the purchase of equipment rentals. Furthermore, the City would receive approximately 17% ($63,566.40) of the total Grant received.

As the Fiduciary Agent, the City would also receive 5% of the funding from the LACMTA and Mobile Source Air Pollution Reduction Review Committee (MSRC) grants, totaling $35,680 for administrative services associated with the grants and the GSFWG.

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

AGENDA ITEM 17

Background
On January 6, 2016, the City Council approved the GSFWG Memorandum of Understanding, allowing the City to work jointly with the Cities of Arcadia, Azusa, Duarte, Irwindale, Monrovia, and San Marino; and the County of Los Angeles to partner together to host a 19.12 mile contiguous open streets event to be held on Sunday, June 26, 2016 from South Pasadena to Azusa, known as the Golden Streets Festival.

Analysis
In the spring of 2014, the LACMTA released a Request for Proposals designating $2 million in competitive funding for Los Angeles County cities to host "Open Streets" events. The City submitted an application with Bike San Gabriel Valley (BikeSGV), a non-profit bicycling advocacy group, to host an open streets event that would traverse approximately 19.12 miles, through at least eight jurisdictions, and coincide with the opening of Metro's Gold Line Foothill extension to Azusa.

The purpose of the GSFWG is to share resources in the planning and hosting of the Golden Streets Festival. Authorizing the City Manager to execute these PSAs will allow for the city staff of the GSFWG to work with consults to plan and host a successful open streets event. The GSFWG partner cities will be responsible for the 20% local match associated with the LACMTA grant and will divide the available funding based on the route length and number of closures within each jurisdiction. The funding will be used to help offset some of the staffing costs for each participating city. The MSRC grant funding will be used to hire consultants to assist with the planning and operations of the event. The consultants were included as partner organizations in each of the grant applications and will serve as the primary coordinators for the event.

Legal Review
The City Attorney has reviewed this item and the attached Memorandum of Understanding.

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. LACMTA Memorandum of Understanding

Caltrans ID #:6065(190)
DUNS: 044055523 LACMTA
FTIP #: LA0G113

Open Streets ID# 920000000CYC14161
CFDA: 20.205

GRANT AGREEMENT FOR
2014 OPEN STREETS GRANT PROGRAM

This Grant Agreement for 2014 Open Streets Grant Program (the "**Agreement**") is dated for reference purposes only January 1, 2016 (the "**Effective Date**") and is by and between the City of South Pasadena (the "**Grantee**") and the Los Angeles County Metropolitan Transportation Authority ("**LACMTA**").

RECITALS

A. On June 26, 2014, the LACMTA Board approved the 2014 Open Streets Grant Program providing Congestion Mitigation Air Quality ("**CMAQ**") funds for one-day events that close the street to automotive traffic and open them to people to walk or bike ("**Open Street Events**"). Further, the LACMTA Board approved that LACMTA serve as the pass through agency of the CMAQ funds with local cities.

B. On June 26, 2014, the LACMTA Board approved the award of $393,600 to Grantee for Grantee's Open Street Event titled 626 Golden Streets Festival (Open Street Grant Program ID#920000000CYC14161, FTIP #LA0G113) and which is more particularly described in the Scope of Work ("**Scope of Work**") attached as Exhibit "A" hereto (the "**Project**"). Grantee's actual one day open street event is referred to herein as the "**Event**." The term Project, as used herein, is defined to include all planning activities as well as the Event itself.

C. As the pass through agency, LACMTA will advance local funds up to the Grant Amount, as defined below, to Grantee for the Project and then submit requests, based on Grantee's invoices, to Caltrans for reimbursement with CMAQ funds. Such CMAQ funds are provided to LACMTA pursuant to Grant Agreement No. 920000000CYC14161 and dated August 26, 2014 between Caltrans and LACMTA (the "Federal Grant").

D. Grantee has agreed to provide the required local match (in kind or monetary) of $98,400 (the "Local Match"), as described in the Financial Plan that is attached as Exhibit "B", and any additional funding required to complete the Project. The Financial Plan documents all sources of funds programmed for the Project.

E. Grantee understands that the CMAQ Funds provided herein are subject to the Federal Grant.

F. The parties desire to execute this Agreement so LACMTA may advance the local funds to Grantee subject to LACMTA obtaining reimbursement of CMAQ Funds from the Federal Grant.

NOW, THEREFORE, the parties hereto do agree as follows:

AGREEMENT

1. GRANT OF FUNDS

1.1 LACMTA shall make a one-time grant of funds in the amount of $393,600 (the "Grant Amount") to Grantee subject to the terms and conditions of the Federal Grant and this Agreement. LACMTA will act as a pass through of the federal funds by advancing local funds to reimburse Grantee. LACMTA will submit Grantee's fund request to Caltrans for reimbursement of CMAQ funds which LACMTA will use to pay itself for the advancement made to Grantee.

1.2 This one time grant shall be paid on a reimbursement basis. The Local Match must be spent in the appropriate proportion to the Grant Amount.

1.3 Grantee shall be subject to, and shall comply with, all requirements of the Federal Grant and other applicable requirements of the United States Department of Transportation (USDOT), the United States Department of Labor (USDOL), and Caltrans. In addition, Grantee shall comply with all requirements of LACMTA so that LACMTA can fulfill its responsibilities as the grantee under the Federal Grant and as the pass-through agency.

1.4 The obligation for LACMTA to advance any funds for the Project is subject to sufficient funds being made available for the Project by the LACMTA Board of Directors. If such funds are not made available for the Project, this Agreement shall be void and have no further force and effect.

2. SCOPE OF WORK

2.1 Grantee shall complete the Project, including, without limitation, producing the Event, as described in the Scope of Work. The Scope of Work for the Project is attached to this Agreement as Exhibit "A" hereto. The Scope of Work includes a description of the Project, a detailed description of the work to be completed by Grantee including, without limitation, Project milestones and a set schedule for the Event. Work shall be delivered in accordance with that schedule unless otherwise agreed to by the parties in writing. If a Grantee is consistently behind schedule in meeting milestones or in delivering the Event, then LACMTA will have the option to terminate this Agreement for default. Any changes in the Scope of Work must be made by amendment.

2.2 Grantee shall utilize the grant funds provided herein to complete the Project as described in the Scope of Work and in accordance with this Agreement. The grant funds provided herein can only be used towards the completion of the Scope of Work.

2.3 The grant shall provide funds for the non-infrastructure costs of implementing Open Street events per the Metro Board and the Caltrans Authorization awarded on August 26, 2014. Per the funding guidelines, physical infrastructure costs associated with the events are not eligible for reimbursement.

3. TERM

3.1 The term of this Agreement shall commence on the Effective Date and shall terminate on July 1, 2016 (the "Termination Date"), unless terminated earlier as provided herein or extended by a written amendment to this Agreement.

4. REQUEST FOR REIMBURSEMENT

4.1 Not more frequently than once a month, Grantee will prepare and submit to LACMTA a Request for Reimbursement for allowable Project costs incurred by Grantee consistent with the Project's Scope of Work. The Request for Reimbursement submitted by Grantee shall be signed by an authorized agent who can duly certify the accuracy of the included information.

4.2 Each Request for Reimbursement must be submitted on Grantee's letterhead and shall include an invoice number and report the total of Project expenditures, specify the percent and amount of CMAQ Funds to be reimbursed, the amount of Local Match expended and include a detailed invoice describing all invoiced work completed along with appropriate detailed documentation supporting costs incurred. To ensure timely processing of invoices, each Request for Reimbursement shall not include any invoices which are older than three (3) months from the date of the Request for Reimbursement.

4.3 LACMTA will make all disbursements electronically unless an exception is requested in writing. Disbursements via Automated Clearing House (ACH) will be made at no cost to Grantee. Grantee must complete the ACH form and submit such form to LACMTA before grant payments can be made. ACH Request Forms can be found at www.metro.net/projects_studies/call_projects/ref_docs.htm.

4.4 Any funds expended by Grantee prior to the Effective Date of this Agreement shall not be reimbursed nor shall they be credited toward Grantee's Local Match requirement, without the prior written consent of LACMTA. Local Match dollars expended prior to the Effective Date shall be spent at Grantee's own risk. If applicable, the first Request for Reimbursement may be accompanied by a report describing any tasks specified in the Scope

of Work document which were accomplished prior to the Effective Date of this Agreement, which costs could be reimbursed with the Grant Amount provided that LACMTA has provided prior written approval for such expenditures to Grantee and authorized reimbursement for such amounts.

4.5 Grantee shall be responsible for any and all cost overruns for the Project.

4.6 Grantee shall contribute Grantee's Local Match (in kind or monetary) of $98,400 toward the Project. If the funds identified in Exhibit "B" are insufficient to complete the Project, Grantee agrees to secure and provide such additional non-LACMTA programmed funds necessary to complete the Project.

4.7 LACMTA will withhold ten percent (10%) of eligible expenditures per invoice as retainage. LACMTA will release the retainage after LACMTA has evaluated Grantee's performance according to the criteria specified by LACMTA and the data provided by Grantee and has determined that all contract requirements under this Agreement have been satisfactorily fulfilled. Grantee shall invoice LACMTA for reimbursement of the 10 percent retention separately.

4.8 Grantee should consult with LACMTA's Open Streets Program Manager for questions regarding non-reimbursable expenses.

4.9 Total payments shall not exceed the Grant Amount specified in Section 1.1. No Request for Reimbursement will be processed by LACMTA for expenses incurred more than sixty (60) days after the date of the Event.

4.10 If any amounts which LACMTA advanced to Grantee are disallowed or not reimbursed by Caltrans for any reason, LACMTA may notify Grantee of such result. If LACMTA provides such written notice to Grantee, then Grantee shall remit to LACMTA the disallowed or non-reimbursed amount(s) within 30 days from receipt of LACMTA's notice. All payments made by LACMTA hereunder are subject to the audit provisions contained herein and within the Federal Grant.

4.11 Grantee shall comply with and ensure that work performed under this Agreement is done in compliance with all applicable provisions of federal, state and local laws, statutes, ordinances, rules, regulations and procedural requirements, including without limitation, Federal Acquisition Regulations (FAR) and the applicable requirements and regulations of LACMTA. Grantee acknowledges responsibility for obtaining copies of and complying with the terms of the most recent federal, state or local laws and regulations and LACMTA requirements, including any amendments thereto.

4.12 If Grantee is interested in using non-competitive negotiated consultant contracts (i.e. sole source contracts) in connection with the Project, Grantee shall work with LACMTA to complete and process Exhibit 12-F – Request for Approval of

Cost/Effectiveness/Public Interest Finding with Caltrans or such other processes as required by LACMTA or Caltrans.

4.13 All requests for reimbursement shall be transmitted to LACMTA's Accounts Payable Department using one of the following two options:

1) E-mail:

AccountsPayable@Metro.net
Ref# Open Streets ID#920000000CYC14161

2) Standard Mail:

Los Angeles County Metropolitan Transportation Authority
P.O. Box 512296
Attention: Accounts Payable
Los Angeles, CA 90051-0296
Ref# Open Streets ID#920000000CYC14161

A copy of all Request for Reimbursement submittals shall also be forward to the LACMTA Open Streets Program Manager, either by email ShavitA@metro.net or by standard mail to the address set forth in Section 4.14 below.

4.14 All notices required to be provided under this Agreement will be given to the parties at the addresses specified below, unless otherwise notified in writing of change of address.

LACMTA's Address:

Los Angeles County Metropolitan Transportation Authority
One Gateway Plaza
Los Angeles, CA 90012
Attention: LACMTA Open Streets Program Manager
Avital Shavit, MS 99-22-2
Open Streets Grant Program Manager
Shavita@metro.net

Grantee's Address:

City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030
Attention: Margaret Lin
Principle Management Analyst
mlin@southpasadenaca.gov

5. START AND END DATE OF REIMBURSABLE ACTIVITIES

Unless written notification is otherwise provided by LACMTA, the start date of reimbursable activities is the Effective Date of this Agreement. Actual reimbursement of eligible work cannot occur until LACMTA and Grantee execute this Agreement. The end date of reimbursable activities is sixty (60) days after the date of the Event.

6. FEDERAL REQUIREMENTS

6.1 Grantee shall utilize the Grant Amount and Local Match to complete the Project as described in the Scope of Work and in accordance with the Federal Grant requirements of Caltrans and this Agreement.

6.2 All Caltrans requirements and guidelines, as summarized in the Federal Grant, are incorporated by reference herein as part of this Agreement. These requirements include, without limitation, the following:

(a) Simple Project Guidebook, Federal-Aid Procedure for Simple Project (GB 6-26-02), which can be found at the following website: http://www.dot.ca.gov/hq/LocalPrograms/lam/lagb/Simple%20Projects%20GB%206-26-02.pdf.
(b) the Local Assistance Procedures Manual –LAPM, which can be found at the following website: http://www.dot.ca.gov/hq/LocalPrograms/lam/lapm.htm.
(c) Assurances of legal authority.
(d) Certification of non-debarment, suspension or termination.
(e) Certification of a drug-free workplace.
(f) Inter-governmental review.
(g) Civil Rights review, including Title VI Program review.
(h) Disadvantaged Business Enterprise (DBE) assurances.
(i) Americans with Disabilities Act (ADA) disability non-discrimination.
(j) Office of Management and Budget (OMB) circulars.
(k) Lobbying certifications.
(l) Buy America requirements.
(m) Single audit requirements.

6.3 Should Caltrans require amendments, revisions, deletions of, or additions to the provisions contained within this Agreement, Grantee shall promptly execute all such amendments, revisions, deletions, or additions, as necessary, to comply with requirements of Caltrans.

7. REPORTING AND AUDIT REQUIREMENTS

7.1 Grantee shall be subject to and shall comply with all applicable requirements of LACMTA and Caltrans regarding Project reporting and audit requirements. Grantee shall use the assigned Caltrans ID #6065(190) and Open Streets ID# 920000000CYC14161 on all correspondence.

7.2 Grantee shall submit the following Reports and Certifications to LACMTA for the duration of the Project:

(a) Narrative and Financial Report on Project Progress as required by LACMTA.
(b) Annual Caltrans Compliance Self-Certification.
(c) Other reports that may be required.

7.3 LACMTA and Caltrans and/or their respective designees, in order to fulfill their respective responsibilities as the grantee/designated recipient and grantor of the Federal Grant, shall have the right to conduct audits of the Project, as needed, such as financial and compliance audits and performance audits. Grantee shall establish and maintain proper accounting procedures and cash management records and documents in accordance with Generally Accepted Accounting Principles (GAAP) as applied to governmental agencies. Grantee shall reimburse LACMTA for any expenditure not in compliance with the Scope of Work or other terms and conditions of this Agreement. LACMTA shall use FAR standards in determining the reasonableness of costs incurred. LACMTA shall have the right to conduct an audit using an outside auditing firm. The findings of that LACMTA audit will be final.

7.4 Grantee shall retain all original records and documents related to the Project for a period of three years after final payment or in accordance with the Federal Grant, whichever time period is greater.

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

7.6 Grantee shall cause all contractors to comply with the requirements of Sections 7.3, 7.4 and 7.5 above. Grantee shall cause all contractors to cooperate fully in furnishing or in making available to LACMTA all records deemed necessary by LACMTA auditors or authorized representatives related to the Project.

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

7.8 In addition to LACMTA's other remedies as provided in this Agreement, LACMTA shall withhold the grant funds provided herein and/or recommend not to award future Open Streets Program grants to Grantee if the LACMTA audit has determined that Grantee failed to comply with the Scope of Work (such as misusing grant funds provided herein or failure to return grant funds provided herein owed to LACMTA in accordance with LACMTA audit findings) and/or is severely out of compliance with other terms and conditions as defined by this Agreement, including the access to records provisions.

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

7.10 Grantee shall provide the LACMTA Open Streets Program Manager a post implementation report no later than three months after the day of the Event which report shall include items i-iv listed below. Once LACMTA receives a satisfactory report, LACMTA will release any retention and make final payment to Grantee.

(i) Participation Counts of Pedestrians and Cyclists at the Event
Using at least one of the following count methods
- Install temporary electronic detection counters (tube, video, or infrared)
- Conduct an "incomplete count" (a methodology from ecological studies) using visual or pictorial counts. This may be conducted by using crowdsourcing via Facebook, Twitter or Instagram

(ii) Personal Anecdotes
Provide personal stories from participants, business owners along the route or Event volunteers describing how the Event has positively affected their lives or community. Grantee shall engage in a dialogue with the community in person, via e-mail or through a social media platform like Facebook, Twitter or Instagram using (at least) one of the

following questions:

- Participants & Volunteers
  - How has the Event improved your neighborhood/community?
  - Has the Event encouraged you to use active transportation or transit modes more often?
- Business owners
  - Has the Event brought new or more patrons to you?
  - In light of the Event, do you think that active transportation (pedestrian and bicycle) infrastructure improvements would improve your business opportunities?

(iii) Bike-Trains & Bike Bus Shuttles Ridership
If bike-trains or special bike shuttles were used to transport participants to the event, then report the ridership of these services on the day of. If municipal bus services were employed, report on ridership on the day of the event and provide a monthly average for the same day of the week since the event took place.

(iv) Local Economic Benefit
Provide at least one of the following:

- Report the sales tax receipts revenue for all businesses along the route and/or within ¼ mile of the route for the day of the Event and a monthly average for that same day of the week for comparison.
- Report how the Event affected sales at selected participating businesses along the route (a minimum of one business for every mile of the event). These businesses may have participated by providing discounts to pedestrians and cyclists or by having a sales display or dining tables on the sidewalk.

8. ALLOWABLE COSTS

8.1 Allowable Project costs are described in the Federal Grant, the Scope of Work, and in federal guidelines.

8.2 The following guidelines shall apply for indirect costs and in-kind contributions and donations:

(a) Indirect costs shall not be considered eligible costs for reimbursement, unless all the following requirements are met by Grantee: i) provide evidence of a federally approved Cost Allocation Plan and indirect rate, as required by federal guidelines; ii) submit a written request to LACMTA; and, iii) receive a written approval from LACMTA prior to incurring the expenditure.

(b) In-kind contributions and donations shall be considered eligible as local match only upon written approval by LACMTA after verification of compliance with federal guidelines.

9. [INTENTIONALLY OMITTED]

10. EXPENDITURE AND DISPOSITION OF FUNDS

10.1 The expenditure and disposition of the Grant Amount by Grantee shall be subject to and in accordance with the terms and conditions of this Agreement, the Federal Grant and the applicable requirements of LACMTA and Caltrans. Grantee shall not utilize the Grant Amount in any way or on any project other than that specified in this Agreement.

10.2 Grantee shall address all correspondence regarding this Project to the LACMTA Open Streets Program Manager.

10.3 The programmed budget (the "Financial Plan") specifying the sources and amounts of funds to be used to pay for the Project is attached to this Agreement as Exhibit "B".

10.4 No material changes, as determined by LACMTA in its reasonable discretion, to the Financial Plan or the Scope of Work shall be funded or allowed without an amendment to this Agreement approved and signed by LACMTA's CEO or his/her designee. Grantee shall give advance written notice to LACMTA of all proposed changes to the Financial Plan or Scope of Work that it originally submitted to LACMTA.

11. TIMELY USE OF FUNDS

11.1 Grantee shall obligate the Grant Amount programmed under this Agreement no later than sixty (60) days after the date of the Event.

11.2 In the event this Agreement is not executed and/or evidence of timely obligation of the Grant Amount is not provided as described in Section 11.1 of this Agreement, the Project will be reevaluated by LACMTA and the Grant Amount may be deobligated. In the event that the Grant Amount is deobligated, this Agreement shall automatically terminate.

12. DEFAULT

Default under this Agreement is defined as one or more of the following: (i) Grantee fails to comply with the terms and conditions contained in this Agreement or the Federal Grant; (ii) Grantee fails to perform satisfactorily or to make sufficient progress toward Project

completion; (iii) Grantee makes a material change to the Scope of Work or the Financial Plan without prior written consent or approval by LACMTA and Caltrans; or, (iv) Grantee is in default of any other applicable requirements of LACMTA or Caltrans.

13. REMEDIES

13.1 In the event of a default by Grantee (as defined in Section 12), the LACMTA shall provide written notice of such default to Grantee with a 30-day period to cure the default. In the event Grantee fails to cure the default, or commit to cure the default and commence the same within such 30-day period to the satisfaction of LACMTA, the following remedies shall be available to LACMTA:

(a) LACMTA may terminate this Agreement;
(b) LACMTA may make a determination to make no further disbursements of the Grant Amount to Grantee;
(c) LACMTA may recover from Grantee any funds paid to Grantee after the default; and/or,
(d) Any remedies Caltrans may have under the Federal Grant.

13.2 Effective upon receipt of written notice of termination from LACMTA, Grantee shall not undertake any new work or obligation with respect to this Agreement unless so approved by LACMTA in writing.

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

14. TERMINATION

14.1 Notwithstanding the term of this Agreement, specified in Section 3 above, either Grantee or LACMTA may terminate its obligations hereunder at any time, without cause, on (30) days prior written notice. Upon termination, LACMTA shall have no obligation to reimburse for any costs or expenses incurred after the termination date.

15. COMMUNICATIONS

15.1 LACMTA will be the exclusive presenting sponsor of the Event and all promotional materials, press releases, graphics, promotions via print, TV, radio or web channels and other identifiers will identify the Event as "Metro presents [insert Event name]," or "[insert Event name] presented by Metro." The presenting sponsorship may not be shared. In addition, all printed and/or online promotional materials and promotions via print, TV, radio or web channels must include the "Open Streets Made Possible By Metro" type and logo lock up as supplied by LACMTA Communications. Any other sponsor logos or credits

for the Event must be separated graphically, in type and/or in following succession from the presenting sponsor mention of LACMTA and "Open Streets Made Possible By Metro" type and logo lock up.

15.2 For purposes of this Agreement, "Communications Materials" include, but are not limited to, literature, newsletters, publications, websites, advertisements, brochures, maps, information materials, video, radio and public service announcements, press releases, press event advisories, and all other related materials.

15.3 Grantee shall notify the LACMTA Chief Communications Officer or its designee of all press events related to the Project in such a manner that allows LACMTA to participate in such events, at LACMTA's sole discretion.

15.4 Grantee shall ensure that all Communication Materials identify the Event as "Metro presents [insert Event name]," or "[insert Event name]presented by Metro," or other mutually agreeable language and graphic lockup featuring Metro and/or the Metro logo, and comply with recognition of LACMTA's contribution to the Event as more particularly set forth in "Funding Agreement Communications Materials Guidelines" available on line or from the LACMTA Open Streets Program Manager. Grantee shall check with the LACMTA Open Streets Program Manager for the web address. The Funding Agreement Communications Materials Guidelines may be changed from time to time during the course of this Agreement. Grantee shall be responsible for complying with the communications requirements specified in this Agreement and with the latest Funding Agreement Communications Materials Guidelines during the term of this Agreement, unless otherwise specifically authorized in writing by the LACMTA Chief Communications Officer.

15.5 Grantee shall submit all graphic files and Communication Materials to LACMTA for approval by the LACMTA Open Streets Program Manager and LACMTA Communications prior to the release of such publicity or promotional materials or Communication Materials for the Event. LACMTA shall have at least one day to review and provide its approval. After any Communication Materials has been released to the public, Grantee shall provide a copy of or notice of such Communication Material to the LACMTA Open Streets Program Manager by either e-mail or social media channels.

15.6 Grantee shall ensure that all Event promotions via print, TV, Radio or social media channels include one of the following references or links to LACMTA's online presence as appropriate depending on the platform: Twitter accounts: @BikeMetro or @Metrolosangeles; Facebook pages: facebook.com/bikemetro or facebook.com/losangelesmetro.

15.7 LACMTA shall be provided at no cost with a minimum of a 400 SF space in a prominent, central location at the Event for an LACMTA booth/activity space, plus at least two 10' x 10' spaces for satellite displays elsewhere at the Event. LACMTA shall have the

right at any one or more of the above three locations or through a mobile vending cart, bicycle, or other vehicle, to sell, distribute or otherwise make available to Event attendees marketing, outreach and other promotional products and merchandise, including, without limitation, fare media, t-shirts and other apparel, accessories, items available for sale at the Metro Store, brochures, maps, take-ones and other novelty items. The selection of products and merchandise available for sale and distribution shall be at LACMTA's sole discretion.

15.8 The LACMTA Open Streets Program Manager shall be responsible for monitoring Grantee compliance with the terms and conditions of this Section 15. Grantee failure to comply with the terms of this Section shall be deemed a default hereunder and LACMTA shall have all rights and remedies set forth herein.

15.9 The Metro logo is a trademarked item that shall be reproduced and displayed in accordance with specific graphic guidelines available from the LACMTA Communications Division. Upon request, LACMTA shall provide scalable vector files with required type styling and logo placement for tagline and visual materials.

15.10 Grantee shall ensure that any subcontractor, including, without limitation, public relations, public affairs, and/or marketing firms hired to produce Project related Communications Materials will comply with the requirements contained in this Section 15.

16. INDEMNITY

16.1 Neither LACMTA nor any officer or employee thereof shall be responsible for any damage or liability occurring by reason of anything done or committed to be done by Grantee under or in connection with the Project, any work performed by, and/or service provided by, Grantee, its officers, agents, employees, contractors and subcontractors under this Agreement. Grantee shall fully indemnify, defend and hold LACMTA, its subsidiaries and their respective officers, agents and employees harmless from and against any claims, loss demand, action, damages, liability, penalty, fine judgment, lien, cost and expenses, including without limitation, defense costs, any costs or liability on account of bodily injury, death or personal injury of any person or for damage to or loss of use of property, any environmental obligation, any legal fees and any claims for damages of any nature whatsoever (including consequential damages) (collectively, "Claims") arising out of the Project, including, without limitation: (i) use of the grant funds provided herein by Grantee, or its officers, agents, employees, contractors or subcontractors; (ii) challenges, claims or litigation filed on behalf of any affected transportation provider and/or employees' union; (iii) breach of the Grantee obligations under this Agreement or the Grant; (iv) any act or omission of Grantee, or its officers, agents, employees, contractors or subcontractors in the performance of the Scope of Work and the Project; or (v) any Claims arising from the actual Event itself.

17. OTHER TERMS AND CONDITIONS

17.1 This Agreement, along with the applicable requirements of Caltrans, LACMTA, and the Federal Grant, constitutes the entire understanding between the parties with respect to the subject matter herein. The Agreement shall not be amended, nor any provisions or breach hereof waived, except in writing and signed by the parties who executed the original Agreement or by those at the same level of authority.

17.2 In the event that there is any legal court (e.g. Superior Court of the State of California, County of Los Angeles, or the U.S. Agency Court for the Central Agency of California) proceeding between the parties to enforce or interpret this Agreement or the applicable requirements of LACMTA to protect or establish any rights or remedies hereunder, each party shall be responsible for its costs and expenses.

17.3 Neither party hereto shall be considered in default in the performance of its obligations hereunder to the extent that the performance of any such obligation is prevented or delayed by unforeseen causes including acts of God, floods, earthquake, fires, acts of a public enemy, and government acts beyond the control and without fault or negligence of the affected party. Each party hereto shall give notice promptly to the other of the nature and extent of any such circumstances claimed to delay, hinder, or prevent performance of any obligations under this Agreement.

17.4 Grantee shall comply with and ensure that work performed under this Agreement is done in compliance with Generally Accepted Accounting Principles (GAAP), all applicable provisions of federal, state, and local laws, statutes, ordinances, rules, regulations, and procedural requirements and applicable requirements and regulations of the LACMTA.

17.5 Grantee shall not assign this Agreement, or any part thereof, without written consent and prior approval of the LACMTA's CEO or his/her designee, and any assignment without said consent shall be void and unenforceable.

17.6 Subject to all requirements of this Agreement, the Federal Grant, and all other applicable requirements of LACMTA and Caltrans, including, without limitation, any requirement of competitive procurement of services and assets, Grantee may contract with other entities to implement this Agreement.

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

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

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

17.10 Grantee agrees to comply with USDOT regulations, "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments", 49 C.F.R. Part 18.

17.11 Grantee agrees that federal laws and regulations control Project award and implementation. Grantee understands and agrees that unless Caltrans has offered express written approval of alternative procedure or course of action differing from a procedure or course of action set forth in the applicable federal directive, Grantee may incur a violation of the terms of its Agreement if it implements an alternative procedure or course of action not approved by Caltrans.

17.12 Grantee understands and agrees that federal laws, regulations, and directives applicable to the Project and to itself as the applicant for federal funds on the date on which Caltrans authorized official awards of federal assistance for the Project may be modified from time to time. In particular, new federal laws, regulations and directives may become effective after the date on which Grantee executes the Agreement for the Project, and might apply to that Agreement. Grantee agrees that the most recent of such federal laws, regulations and directives will govern the administration of the Project at any particular time, except to the extent Caltrans determines otherwise in writing.

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

LACMTA:

LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY

By:_____

Phillip A. Washington Date
Chief Executive Officer

APPROVED AS TO FORM:

MARY C. WICKHAM
County Counsel

By:_____

Deputy Date

GRANTEE: City of South Pasadena

By:_____

Sergio Gonzalez Date
City Manager

APPROVED AS TO FORM (OPTIONAL):

By:_____

Date

General Counsel

EXHIBIT A
SCOPE OF WORK

Event Name: 626 Golden Streets

Event Date and Time: Sunday, June 26, 2016 (8:00 AM - 2:00 PM)

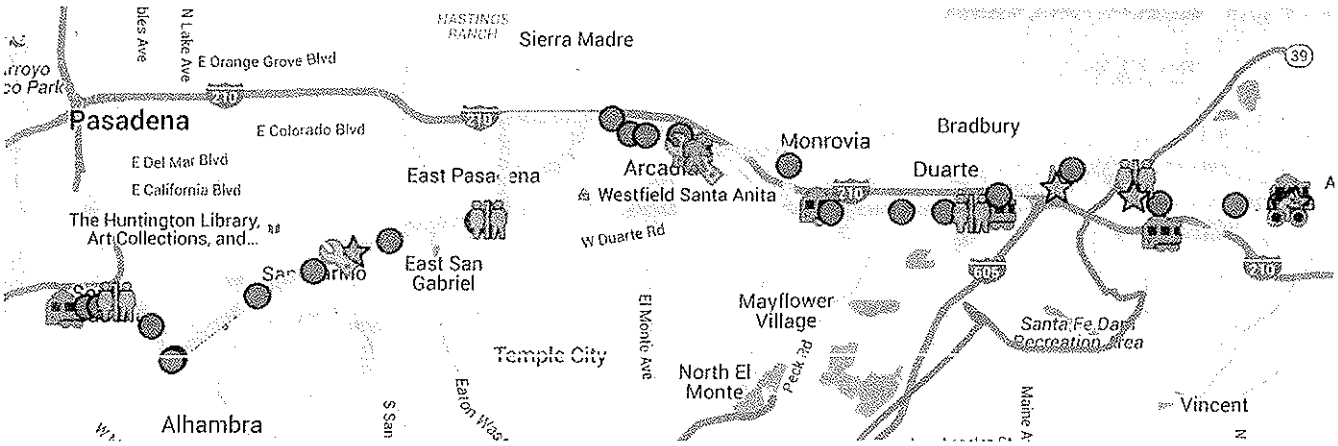
Event Description: 626 Golden Streets is a 19.17 mile event that will connect new light rail transit stations from the City of South Pasadena to Azusa a minimum of 3 (three) weeks after the opening of the Metro Gold Line Foothill Extension. Traversing the cities of South Pasadena, San Marino, Arcadia, Monrovia, Duarte, Irwindale, and Azusa, this first-of-its kind event is designed to promote active transportation, first-and-last mile connections, and the future expansion of the Foothill Gold Line and LA County's transit network in communities. Along the way participants will also encounter local businesses, community activity fun zones, live music, food vendors, historic buildings, and pedestrian-friendly block parties adjacent to new stations, where the fun will continue after the route has been re-opened to automobile traffic.

Event Location: Cities of South Pasadena, San Marino, Arcadia, Monrovia, Duarte, Irwindale, and Azusa, and Los Angeles County.

Roles and Responsibilities:

- **Lead City** (South Pasadena) - Primary liaison with Metro staff; will facilitate event within City boundaries and support general planning.
- **Partner Cities (San Marino, Arcadia, Monrovia, Duarte, Irwindale, Azusa)** - Partner Cities will facilitate event staging via in-kind provision of staffing and signing off on activities, events. In coordination with volunteers from Aztlan Athletics (who have previous experience in street closures) the partner cities will be responsible for street closures along their section of the route.
- **Public Noticing** - Partner cities and a to-be-determined event coordinator will be responsible for noticing and outreach to properties along the route.
- **BikeSGV** - Non-profit partner BikeSGV will convene planning meetings and facilitate collaboration between participating jurisdictions, event material development, volunteer recruitment, community outreach, and education.
- **Day One** - An SGV-based public health non-profit, Day One will assist with event outreach and the integration of healthy and fun activities along the route.
- **Grade Crossings** – A minimum of two (2) law enforcement officers funded by Grantee will be posted at each of the three (3) grade crossings along the route. A minimum of one (1) Metro Operations field supervisor funded by Metro will be posted at each of the three (3) grade crossings along the route.
- **AQMD** - The South Coast Air Quality Management District will assist with event marketing and promotion.
- **Move Monrovia** – Monrovia-based community group will help with event outreach, promotion, Monrovia-specific activities, and volunteer recruitment.

EVENT MAP



Legend

- Event route
- Class I bikeway
- Bike Valet
- Proposed soft closure
- Gold Line Station
- Dismount Zone
- Planned activity hub
- Local bike shop
- Public Restrooms

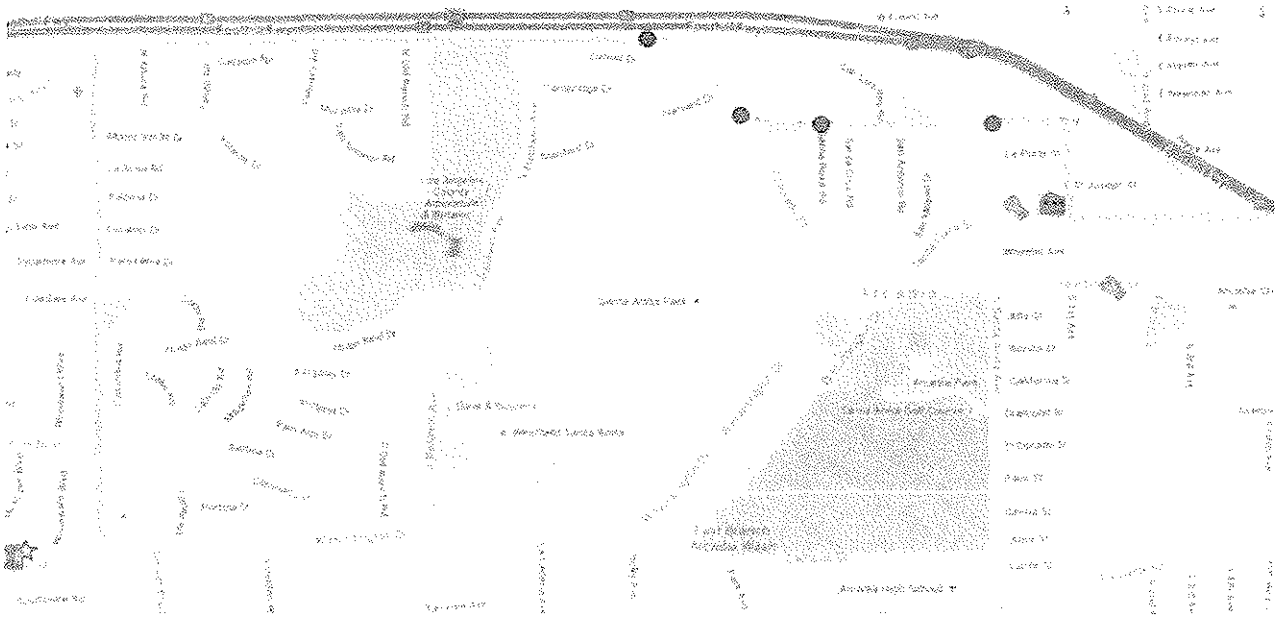
SOUTH PASADENA SEGMENT

Caltrans ID No: 6065(190) Open Streets ID#920000000CYC14161

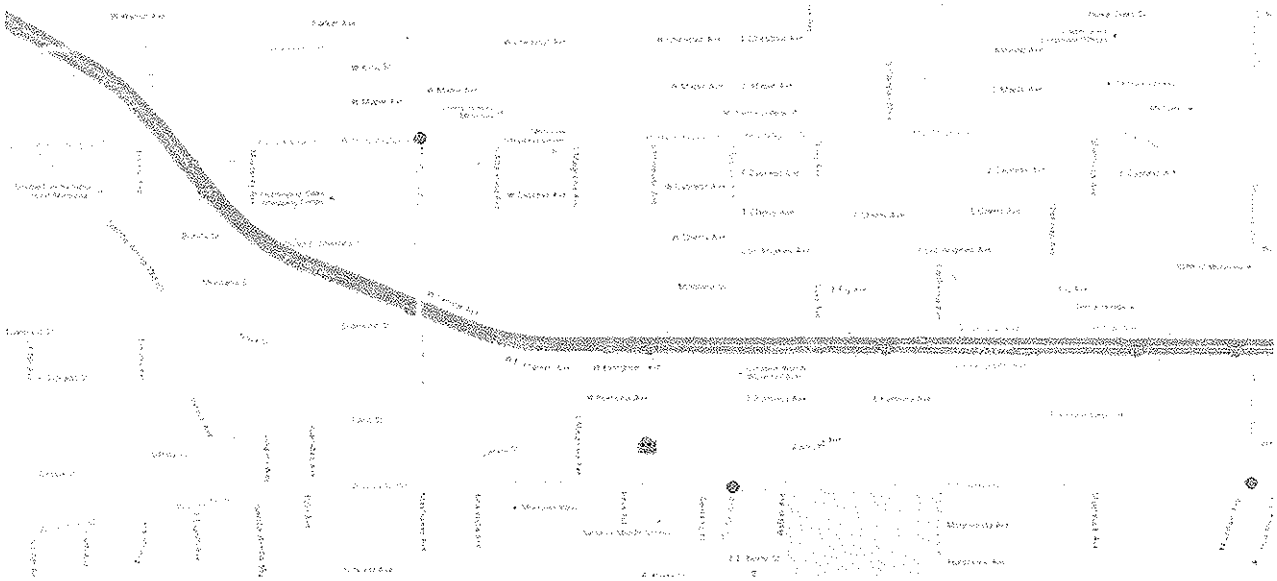
SAN MARINO SEGMENT

LOS ANGELES COUNTY / EAST PASADENA SEGMENT

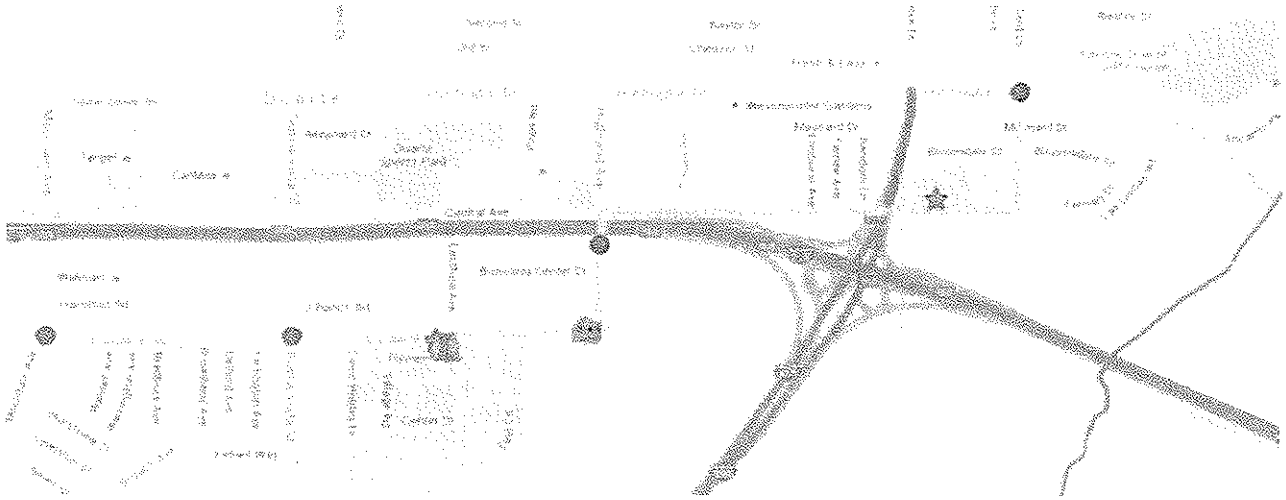
ARCADIA SEGMENT



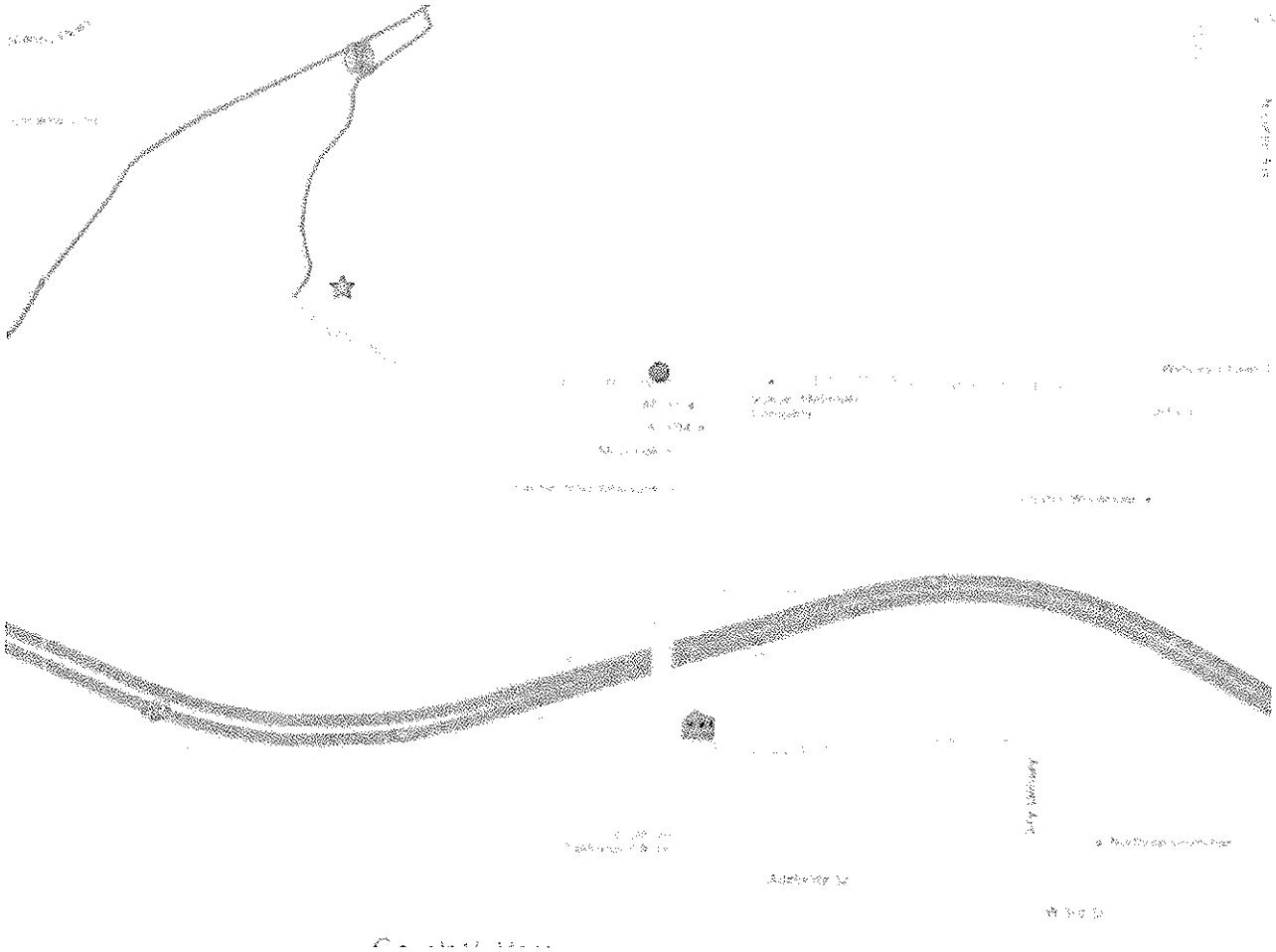
MONROVIA SEGMENT



DUARTE SEGMENT



IRWINDALE SEGMENT



AZUSA SEGMENT

EXHIBIT B
FINANCIAL PLAN

The total cost of the Project is $**492,000**. The following is a description of the funding category and the corresponding funding amounts and funding source to implement the Project.

Category	Caltrans Grant (Metro Award)	Local Match
Non-Infrastructure:	$393,600	$98,400

Sources of Federal Financial Assistance:

UZA ID	Funding Source	Amount
9154 LACMTA	CMAQ Funds	$393,600

Local Match

FUNDING SOURCES	TOTAL ($)	FEDERAL ($)	LOCAL ($)[1]
1. CMAQ	492,000	393,600	98,400

ELIGIBLE COSTS	TOTAL ($)	FEDERAL ($)	LOCAL ($)[1]
Outreach cost	36,000	30,000	6,000
Pre-event Planning costs	128,000	90,000	38,000
Event Day costs (Staffing, rentals, permits, etc.)	328,000	273,600	54,400
Total	**492,000**	**393,600**	**98,400**

[1] *In-kind local contribution as required by the Metro Open Streets Grant Program. Toll credits are programmed in lieu of a local match to meet Federal matching requirements.*

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City of South Pasadena
Agenda Report

Diana Mahmud, Mayor
Michael A. Cacciotti, Mayor Pro Tem
Robert S. Joe, Councilmember
Marina Khubesrian, M.D., Councilmember
Richard D. Schneider, M.D., Councilmember

Evelyn G. Zneimer, City Clerk
Gary E. Pia, City Treasurer

COUNCIL AGENDA:	February 3, 2016
TO:	Honorable Mayor and City Council
VIA:	Sergio Gonzalez, City Manager
FROM:	Paul Riddle, Deputy Fire Chief Eric Zanteson, Fire Captain
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 17, 2016 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 17, 2016, 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 18

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 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. Abatement Order, Los Angeles County

ATTACHMENT 1
Resolution

COUNTY OF LOS ANGELES

Department of
Agricultural Commissioner/
Weights and Measures

Kurt E. Floren
Agricultural Commissioner
Director of Weights and Measures

12300 Lower Azusa Road
Arcadia, California 91006-5872
http://acwm.lacounty.gov

Richard K. Iizuka
Chief Deputy

January 5, 2016

The Honorable City Council
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030

Honorable City Council:

RESOLUTION DECLARING THAT WEEDS, BRUSH, RUBBISH, ETC., ARE A SEASONAL AND RECURRENT PUBLIC NUISANCE

Transmitted herewith is the Declaration List of properties which have been found by inspection to have weeds, brush and/or rubbish growing or occurring upon them and which constitute an existing or potential hazard to the health and safety of adjacent property owners.

Also attached is a resolution for adoption by the City Council declaring that hazardous weeds, brush, rubbish, etc., growing or occurring upon or in front of the listed properties are a seasonal and recurrent public nuisance.

It is my recommendation that the Honorable City Council adopt this resolution at its meeting of February 3, 2016 which sets February 17, 2016 at 7:30 p.m. as the date and time for Hearing of Protests. After your City Council adopts the resolution, please send a copy to our Weed Abatement Division at the above address.

On or before February 1, 2015, Annual Weed Abatement notices will be sent to the owners of the properties identified in the resolution pursuant to state law. An affidavit attesting to the mailing of the annual notices is attached. If you have any questions, please contact Raymond B. Smith, Deputy Director/Weed Hazard and Integrated Pest Management Bureau at (626) 575-4393.

Respectfully submitted,

KURT E. FLOREN
Agricultural Commissioner
Director of Weights and Measures

Raymond B. Smith

RAYMOND B. SMITH
Deputy Director/Bureau Chief
Weed Hazard and Integrated Pest Management Bureau

KEF:RKI:RBS:mm
Enclosures

RESOLUTION NO. XXXX

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.

SECTION 5. 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.

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 3, 2016, 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 17, 2016 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 17th day of February, 2016, 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 17, 2016.

PASSED, APPROVED AND ADOPTED ON this 3rd day of February, 2016.

Diana Mahmud, Mayor

ATTEST:

Evelyn G. Zneimer, City Clerk
(seal)

APPROVED AS TO FORM:

Teresa L. Highsmith, 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 3rd day of February, 2016, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

_____

Evelyn G. Zneimer, City Clerk
(seal)

EXHIBIT A

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 1st day of February 2016, 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 17th day of February, 2016, 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 _____, 2016

_____
City Clerk

LOS ANGELES COUNTY DECLARATION LIST
CITY OF SOUTH PASADENA
KEY OF F, CITY CODE 654 (UNIMPROVED)

DATE: 01/06/16

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
5308 002 064	CAMINO DEL SOL	L S AND E ASSOCIATES	P O BOX 556537	LOS ANGELES CA	90055
5308 002 070	HANSCOM DR	LEVY,SAMUEL S	P O BOX 556537	LOS ANGELES CA	90255
5308 002 072	CAMINO DEL SOL	S AND E ASSOCIATES	P O BOX 556537	LOS ANGELES CA	90055
5308 020 027	HANSCOM DR	WINTER,ERIC	P O BOX 3702	SOUTH PASADENA CA	91031
5308 021 001	HANSCOM DR	WINTER,ERIC	P O BOX 3702	SOUTH PASADENA CA	91031
5308 022 002	HANSCOM DR	BROSMAN,NICOLE A	1556 INDIANA AVE	SOUTH PASADENA CA	91030
5308 022 003	HANSCOM DR	SOPA HANSCOM HOMES INC	20 TRUMAN STREET, STE 203	IRVINE, CA	92620
5308 022 004	HANSCOM DR	SOPA HANSCOM HOMES INC	20 TRUMAN STREET, STE 203	IRVINE, CA	92620
5308 022 005	HANSCOM DR	SOPA HANSCOM HOMES INC	20 TRUMAN STREET, STE 203	IRVINE, CA	92620
5308 022 009	HANSCOM DR	DUARTE,LAURA I	2059 BARNETT WAY	LOS ANGELES CA	90032
5308 023 004	PETERSON AVE	PITSIOU DARROUGH,ELENI N CO TR	1820 OLIVE AVE	S PASADENA CA	91030
5308 023 007	PETERSON AVE	JAMJOOM,TALAL M	239 PALMER HILL ROAD	OLD GREENWICH, CT	6870
5308 023 015	HANSCOM DR	SLOAN,SALLY F TR	461 E BLITHEDALE AVE	MILL VALLEY CA	94941
5308 024 017	HANSCOM DR	LOE, EVELYN	1865 HANSCOM DR	SOUTH PASADENA CA	91030
5308 024 034	1903 HANSCOM DR	LIU,QUAN	121 N SAN GABRIEL BLVD	SAN GABRIEL CA	91775
5308 025 027	PETERSON AVE	ABBASI,SEYED A	982 W. 10TH STREET	AZUSA, CA	91702
5308 027 007	HARRIMAN AVE	MING YANG YEH AND	1535 WEMBLEY RD	SAN MARINO CA	91108
5308 027 008	HARRIMAN AVE	MING YANG YEH AND	1535 WEMBLEY RD	SAN MARINO CA	91108
5308 027 016	HARRIMAN AVE	MING YANG YEH AND	1535 WEMBLEY RD	SAN MARINO CA	91108
5308 027 017	HARRIMAN AVE	MING YANG YEH AND	1535 WEMBLEY RD	SAN MARINO CA	91108
5308 027 018	HARRIMAN AVE	MING YANG YEH AND	1535 WEMBLEY RD	SAN MARINO CA	91108

LOS ANGELES COUNTY 'LARATION LIST
CITY OF SOUTH . . .SADENA
KEY OF F, CITY CODE 654 (UNIMPROVED)

DATE: 5/16

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
5308 027 019	HARRIMAN AVE	MING YANG YEH AND	1535 WEMBLEY RD	SAN MARINO CA	91108
5308 027 020	HARRIMAN AVE	MING YANG YEH AND	1535 WEMBLEY RD	SAN MARINO CA	91108
5308 027 043	HILL DR	MING YANG YEH AND	1535 WEMBLEY RD	SAN MARINO CA	91108
5308 027 044	WARWICK PL	MING YANG YEH AND	1535 WEMBLEY RD	SAN MARINO CA	91108
5308 031 001	PETERSON AVE	TARMASAL INC	950 HUNTINGTON DR	SAN MARINO CA	91108
5308 031 039	PETERSON AVE	JAMJOOM,TALAL M	239 PALMER HILL ROAD	OLD GREENWICH, CT	6870
5308 031 040	PETERSON AVE	JAMJOOM,TALAL M	239 PALMER HILL ROAD	OLD GREENWICH, CT	6870
5308 031 041	PETERSON AVE	JAMJOOM,TALAL M	239 PALMER HILL ROAD	OLD GREENWICH, CT	6870
5308 031 042	PETERSON AVE	JAMJOOM,TALAL M	239 PALMER HILL ROAD	OLD GREENWICH, CT	6870
5308 031 043	PETERSON AVE	LEE, NANCY	2901 W OLIVE AVE	BURBANK CA	91505
5308 031 044	PETERSON AVE	LEE, NANCY	2901 W OLIVE AVE	BURBANK CA	91505
5308 031 046	PETERSON AVE	LEE, NANCY	2901 W OLIVE AVE	BURBANK CA	91505
5308 031 047	PETERSON AVE	LEE, NANCY	2901 W OLIVE AVE	BURBANK CA	91505
5308 031 048	PETERSON AVE	LEE, NANCY	2901 W OLIVE AVE	BURBANK CA	91505
5308 032 006	PETERSON AVE	DANGELO,JOSEPH	321 N CITRUS AVE	COVINA CA	91723
5308 032 009	PETERSON AVE	DUNAWAY,CAM T TR	710 FAIRVIEW AVE	SOUTH PASADENA CA	91030
5308 032 012	HANSCOM DR	NANSEN,MARK TR	2145 HANSCOM DR	SOUTH PASADENA CA	91030
5308 032 043	133 PETERSON AVE	LAU,JOE C AND	1227 HUNTINGTON DR APT E	SOUTH PASADENA CA	91030
5308 034 002	HULBERT AVE	CHEW,PAXTON AND SUZY	1054 FORTUNE WAY	LOS ANGELES CA	90042
5308 034 003	HULBERT AVE	CHEW,PAXTON AND SUZY	1054 FORTUNE WAY	LOS ANGELES CA	90042
5310 021 009	BONITA AVE	TARMASAL INC	950 HUNTINGTON DR	SAN MARINO CA	91108

LOS ANGELES COUNTY DECLARATION LIST
CITY OF SOUTH PASADENA
KEY OF F, CITY CODE 654 (UNIMPROVED)

DATE: 01/06/16

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
5310 022 003	ONEONTA DR	RENGUAN ZHAO AND	317 N MISSION DR	SAN GABRIEL CA	91775
5310 022 013	BONITA AVE	KAROGLU,VARUJAN	3398 HEATHER FIELD DR	HACIENDA HEIGHTS CA	91745
5310 026 010	ONEONTA DR	FAMILY HOUSING CORPORATION	2299 HUNTINGTON DR UNIT B	SAN MARINO CA	91108
5310 026 011	ONEONTA DR	FAMILY HOUSING CORPORATION	2299 HUNTINGTON DR UNIT B	SAN MARINO CA	91108
5310 029 007	ONEONTA DR	MINNING,WILLIAM P JR AND	1810 RAMONA AVE NO 14	S PASADENA CA	91030
5311 001 018	5 PASADENA AVE	99 PASADENA AVE LLC	538 MISSION ST	SOUTH PASADENA CA	91030
5311 007 019	KOLLE AVE	FRANCO,LUCIO AND OLIVIA	810 ROLLIN ST	S PASADENA CA	91030
5311 008 033	ST ALBANS AVE	KIM,JOSEPH W	420 S SAN PEDRO ST APT 208	LOS ANGELES CA	90013
5311 008 039	ST ALBANS AVE	WILSON,THOMAS J TR	2425 LARKIN ST #1	SAN FRANCISCO CA	94109
5311 009 055	CAMINO DEL CIELO	WILLIAMSON,KATHLEEN D TR	PO BOX 686	SOUTH PASADENA CA	91031
5311 009 056	CAMINO DEL CIELO	WILMS,NANCY M AND ROBERT S	1457 OAKCREST AVE	SOUTH PASADENA CA	91030
5311 009 057	CAMINO DEL CIELO	DICTOR,HARRY AND	2054 BEVERLY DR	PASADENA CA	91104
5311 009 058	CAMINO DEL CIELO	KWOK,GEORGE AND	6009 BOULDER CREEK DR. APT. 2112	HAZELWOOD, MO	63042
5311 010 010	MONTEREY RD	DIETERLE,JANET E TR	3492 WEBB GARDEN DR	DALLAS TX	75229
5311 010 012	MONTEREY RD	DIETERLE,JANET E TR	3492 WEBB GARDEN DR	DALLAS TX	75229
5311 010 015	MONTEREY RD	DIETERLE,JANET E TR	3492 WEBB GARDEN DR	DALLAS TX	75229
5311 010 022	191 MONTEREY RD	HU,HELEN R ET AL	209 S OAKLAND AVE UNIT A	PASADENA CA	91101
5311 010 027	MONTEREY RD	CASEBEER,PAUL	259 MONTEREY RD	SOUTH PASADENA CA	91030
5311 010 028	MONTEREY RD	DIETERLE,JANET E TR	3492 WEBB GARDEN DR	DALLAS TX	75229
5311 010 029	MONTEREY RD	DIETERLE,JANET E TR	3492 WEBB GARDEN DR	DALLAS TX	75229
5311 010 030	MONTEREY RD	DIETERLE,JANET E TR	3492 WEBB GARDEN DR	DALLAS TX	75229

LOS ANGELES COUNTY "LARATION LIST
CITY OF SOUTH ..SADENA
KEY OF F, CITY CODE 654 (UNIMPROVED)

DATE: 6/16

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
5311 011 048	OAK CREST AVE	FINCH,JOEL D TR	382 E CALIFORNIA BLVD # 105	PASADENA CA	91106
5311 014 042	INDIANA AVE	LI,DAVID S	1441 LAKE SHORE AVE	LOS ANGELES CA	90026
5311 014 043	INDIANA AVE	NEGRETE,TONY CO TR	1507 INDIANA AVE	SOUTH PASADENA CA	91030
5311 014 048	INDIANA AVE	HERSHBERGER,GILBERT L CO TR	1471 INDIANA AVE	SOUTH PASADENA CA	91030
5311 015 005	SAINT ALBANS AVE	HOFF,DAVID C	20534 SAN GABRIEL VALLEY DR	WALNUT CA	91789
5311 015 006	ST ALBANS AVE	HOFF,DAVID C	20534 SAN GABRIEL VALLEY DR	WALNUT CA	91789
5311 015 022	ST ALBANS AVE	SHAW,JOHN V TR	833 W LUCILLE AVE	WEST COVINA CA	91790
5311 015 023	ST ALBANS AVE	SHAW,JOHN V TR	833 W LUCILLE AVE	WEST COVINA CA	91790
5311 017 020	WARWICK AVE	WALKER,LEWIS AND PATRICIA TRS	1252 BLAIR AVE	S PASADENA CA	91030
5311 017 021	WARWICK AVE	WALKER,LEWIS AND PATRICIA TRS	1252 BLAIR AVE	S PASADENA CA	91030
5312 002 005	MONTEREY RD	SCHROEDER,ALEXANDER L ET AL	PO BOX 3285	SOUTH PASADENA CA	91031
5312 002 007	MONTEREY RD	80 MONTEREY ROAD LLC	19951 OCOTILLO WAY	APPLE VALLEY CA	92308
5312 002 008	MONTEREY RD	80 MONTEREY LLC	19951 OCOTILLO WAY	APPLE VALLEY CA	92308
5312 002 009	MONTEREY RD	80 MONTEREY ROAD LLC	19951 OCOTILLO WAY	APPLE VALLEY CA	92308
5312 002 025	MONTEREY RD	80 MONTEREY ROAD LLC	19951 OCOTILLO WAY	APPLE VALLEY CA	92308
5312 016 014	HARRIMAN AVE	YAMAMURO,HITOMI TR	2482 BRIGDEN RD	PASADENA CA	91104
5312 016 015	HARRIMAN AVE	PARK,KON SOK AND	330 W 11TH ST UNIT C09	LOS ANGELES CA	90015
5312 016 016	HARRIMAN AVE	SAWAN,ISMAIL AND LORENA V	813 1/2 LAVETA TERRACE	LOS ANGELES CA	90026
5312 016 017	HARRIMAN AVE	SAWAN,ISMAIL AND LORENA V	505 N FIGUEROA ST APT 622	LOS ANGELES CA	90012
5312 017 025	HILL DR	CHAN,ALICE WING WAH TR ET AL	1424 SANTA TERESA ST	SOUTH PASADENA CA	91030
5312 017 042	HARRIMAN AVE	JUNG,DONALD AND JOANNA TRS	2161 CAMORILLA DR	LOS ANGELES CA	90065

18-1

LOS ANGELES COUNTY DECLARATION LIST
CITY OF SOUTH PASADENA
KEY OF F, CITY CODE 654 (UNIMPROVED)

DATE: 01/06/16

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
5312 017 043	HARRIMAN AVE	HUANG,KING AND	2161 CAMORILLA DR	LOS ANGELES CA	90065
5312 017 044	HARRIMAN AVE	HUANG,KING AND	1590 E CALIFORNIA BLVD	PASADENA CA	91106
5312 017 049	HARRIMAN AVE	HUANG, K M AND K E FAMILY LTD	2161 CAMORILLA DR	LOS ANGELES CA	90065
5312 020 012	OAKHILL AVE	THAM,ERNEST Y AND JANET C AND	515 W GARVEY AVE 1ST FL	MONTEREY PARK CA	91754
5312 020 022	OAKHILL AVE	THAM,ERNEST Y AND JANET C AND	515 W GARVEY AVE 1ST FL	MONTEREY PARK CA	91754
5314 005 017	INDIANA TERR	TARMASAL INC	950 HUNTINGTON DR	SAN MARINO CA	91108
5314 005 021	619 INDIANA TERR	ZHU,BENJAMIN J	1017 GARFIELD AVE	SOUTH PASADENA CA	91030
5314 005 045	ALTA VISTA AVE	VALENSI,NICHOLAS AND	529 5TH AVE 4TH FL	NEW YORK NY	10017
5314 006 005	ALTA VISTA AVE	SMITH,ALMA L TR	546 N ALTA VISTA AVE	MONROVIA CA	91016
5314 007 017	ALTA VISTA AVE	CAVENAGH,JANE T TR	520 ALTA VISTA AVE	S PASADENA CA	91030
5314 008 014	INDIANA AVE	SETO,VANESSA AND	1256 ELM AVE	SAN GABRIEL CA	91775
5314 018 010	BANK ST	LEE,TYLER AND	857 BANK ST	SOUTH PASADENA CA	91030
5314 026 050	ROLLIN ST	KOO,PATRICK AND JACKIE	260 S LOS ROBLES AVE STE 208	PASADENA CA	91101
5317 018 004	FAIR OAKS AVE	COOPER,FRANCINE T TR	835 HOLLY VISTA DR	PASADENA CA	91105
5317 022 004	MOCKINGBIRD LN	DRESSELHAUS,CARL D AND	2133 E AVENUE Q2	PALMDALE CA	93550
5317 026 003	CEDAR CREST AVE	HAUGAARD,ROBERT AND SHIRLEY TRS	390 N SAN RAFAEL AVE	PASADENA CA	91105

TOAL VACANT/IMPROVED RECORDS	0
TOTAL UNIMPROVED RECORDS	100
TOTAL RECORDS	100

ATTACHMENT 2

Abatement Order, Los Angeles County

ABATEMENT ORDER_____ FEBRUARY 17, 2016

FOLLOWING THE PUBLIC HEARING HELD FEBRUARY 17, 2016, 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 COMMISSIONER/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: _____
Diana Mahmud, Mayor

ATTEST:

BY: _____
Evelyn G. Zneimer, City Clerk

City of South Pasadena
Agenda Report

Diana Mahmud, Mayor
Michael A. Cacciotti, Mayor Pro Tem
Robert S. Joe, Councilmember
Marina Khubesrian, M.D., Councilmember
Richard D. Schneider, M.D., Councilmember

Evelyn G. Zneimer, City Clerk
Gary E. Pia, City Treasurer

COUNCIL AGENDA:	February 3, 2016
TO:	Honorable Mayor and City Council
VIA:	Sergio Gonzalez, City Manager
FROM:	Eric Zanteson, Fire Captain
SUBJECT:	**Renewal of Contract with the County of Los Angeles Department of Agricultural Commissioner/Weights and Measures to Allow the County to Inspect, Remove and Abate Weeds, Brush and Native Vegetation Declared to be an Existing or Potential Fire Hazard on Unimproved Lots and Land within the City**

Recommendation
It is recommended that the City Council renew and approve the contract with the County to allow the continued process of weed and brush removal on privately owned unimproved properties within the City of South Pasadena.

Fiscal Impact
There is no fiscal impact to the City of South Pasadena. 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 the a 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 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, County staff facilitates removal and authorizes a special assessment to recover costs. The contract expires June 30, 2016. Renewal of the contract will continue services as they currently exist.

AGENDA ITEM 19

Analysis
The Vegetation Management Program through the County is an efficient and effective method to inspect and mitigate fire hazard problems associated with the annual growth of grass, brush and native vegetation. The South Pasadena Fire Department staff works closely with the County to respond to customer complaints relating to brush clearance and to identify high hazard areas in need of weed, brush and/or rubbish removal.
If approved, the term of the renewal agreement will commence on July 1, 2016 and will terminate on June 31, 2021.

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: Weed Abatement Service Agreement

ATTACHMENT 1
Weed Abatement Service Agreement

COUNTY OF LOS ANGELES

Department of Agricultural Commissioner/ Weights and Measures

Kurt E. Floren
Agricultural Commissioner
Director of Weights and Measures

12300 Lower Azusa Road
Arcadia, California 91006-5872
http://acwm.lacounty.gov

Richard K. Iizuka
Chief Deputy

January 13, 2016

City of South Pasadena
Attn: Desiree Jimenez, Deputy City Clerk
1414 Mission Street
South Pasadena, CA 91030

Dear Ms. Jimenez:

RENEWAL OF FIVE YEAR WEED ABATEMENT SERVICES AGREEMENT

The Weed Abatement Agreement (Agreement) between your City and the County of Los Angeles Agricultural Commissioner/Weights and Measures Department expires on June 30, 2016. Enclosed is the Renewal Agreement for the term of July 1, 2016 through June 30, 2021. It is our belief that the County's Weed Abatement program continues to be of significant mutual benefit to the County and the participating city.

We would appreciate your review and your Council's approval of the Agreement on or before February 18, 2016. This will allow us sufficient time to recommend approval by the Board of Supervisors before the current Agreement expires.

Please return three original signed copies of the Agreement to:

Los Angeles County Agricultural Commissioner/Weights and Measures
Weed Hazard and Integrated Pest Management Bureau
12300 Lower Azusa Road
Arcadia, CA 91006-5872
Attn: Myrna Madrid

If you should have any questions, please feel free to contact me at (626) 575-5487.

Sincerely,

RAYMOND B. SMITH
Deputy Director/Bureau Chief
Weed Hazard and Pest Management Bureau

MYRNA MADRID
Staff Assistant II
Weed Hazard and Integrated Pest Management Bureau

RBS:MM:mm

Enclosures

WEED ABATEMENT SERVICE

AGREEMENT

THIS AGREEMENT, dated upon execution by both parties is made by and between the County of Los Angeles, hereinafter referred to as "County," and the CITY OF SOUTH PASADENA, hereinafter referred to as "City."

RECITALS:

(a) The City is desirous of contracting with the County for the performance of weed abatement functions within its boundaries on unimproved and designated improved properties by the County of Los Angeles, acting through its Agricultural Commissioner/Director of Weights and Measures.

(b) The County is agreeable to rendering such weed abatement services on the terms and conditions hereinafter set forth.

(c) Such contracts are authorized and provided for by the provisions of Section 56 ½ of the Charter of the County of Los Angeles and California Government Code (Government Code) section 51301.

THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. The County agrees, through the Agricultural Commissioner/Director of Weights and Measures, to provide weed abatement services within the corporate limits of the City in accordance with the provisions of Government Code sections 39560 through 39588.

Such services shall encompass the weed abatement duties and functions of the type coming within the jurisdiction of and customarily rendered by the Agricultural Commissioner/Weights and Measures Department of the County of Los Angeles under the Charter of County and the statutes of the State of California.

The level of service shall be the same basic level of weed abatement service that is and shall be hereinafter during the term of this agreement provided for in the unincorporated

areas of the County of Los Angeles by said Agricultural Commissioner/Director of Weights and Measures.

The County shall have the discretion to terminate services on tax default parcels.

The rendition of such services, the standard of performance, and other matters incidental to the performance of such services, and the control of personnel so employed shall remain at the discretion of the County.

The standard for hazardous vegetation clearance shall be equivalent to the Los Angeles County Fire Code, sections 325.2.1 and 325.2.2 being the same that applies in the unincorporated areas of the County of Los Angeles unless some other standard is requested by the City in writing.

2. To facilitate the performance of said functions, it is hereby agreed that the County shall have full cooperation and assistance from the City Council and other City officer, agents, and employees.

3. For the purpose of performing said functions, County shall furnish and supply all necessary labor, supervision, equipment, and supplies necessary to maintain the level of service to be rendered hereunder.

4. The County shall perform the work contemplated with resources available within its own organization and no portion of the work shall be subcontracted, except that the County may subcontract specialized equipment and/or services pursuant to County procurement procedures using a competitive bidding process.

5. No City Employee as such shall be taken over by said County, and no person employed hereunder shall have any City pension, civil service, or any status or right.

For the purpose of performing such services and functions, and for the purpose of giving official status to the performance thereof where necessary, every County officer and employee engaged in the performance of any service hereunder shall be deemed to be an officer

or employee of said City while performing services for said City, which services are within the scope of this agreement and are purely municipal functions.

6. City shall not be called upon to assume any liability for the direct payment of any salaries, wages, or other compensation to any County personnel performing services hereunder for the County, or any liability other than that provided for in this agreement.

Except as herein otherwise specified, the City shall not be liable for compensation and/or indemnification to any County employee for any injury or sickness arising out of their employment.

7. The parties hereto have executed an Assumption of Liability Agreement approved by the Board of Supervisors on December 27, 1977 and/or a Joint Indemnity Agreement approved by the Board of Supervisors on October 8, 1991. Whichever of these documents the City has signed later in time is currently in effect and is hereby made a part of and incorporated into this agreement as if set out in full herein. In the event that the Board of Supervisors later approves a revised Joint Indemnity Agreement and the City executes the revised agreement, the subsequent agreement as of its effective date shall supersede the agreement previously in effect between the parties hereto.

The City understands and agrees that the fire protection indemnity provided in the Government Code sections 850 and 850.2 applies to the County for work pursuant to this agreement.

8. Unless sooner terminated as provided for herein, this agreement shall be effective commencing July 1, 2016 through June 30, 2021.

Notwithstanding the provisions of this paragraph hereinbefore set forth, the City may terminate this agreement as of the thirty-first day of December of any year upon notice in writing to the County on or before September 30 of the same year. The County may terminate this agreement at any time and for any reason upon thirty (30) days prior written notice to the City.

9. The City, acting through its City Council, will perform the necessary functions required of the legislative body to which is referred in Government Code section 39560 through 39588, as they relate to the execution of this Agreement.

10. If the City fails to adopt a resolution declaring that weeds upon parcels of property located within the City to be a public nuisance pursuant to Government Code section 39561, then the County shall have no obligation to carry out its duties under this agreement until such year that the City does adopt such resolution, unless the City's failure occurs in the final year of this agreement, which shall mean the agreement terminates.

11. It is the intent of this agreement that the Agricultural Commissioner/Director of Weights and Measures of the County shall constitute the public officer designated by the City Council to perform the duties imposed by Government Code section 39560(a), and that the City Council of said City shall perform the duties of the legislative body as set forth in said section.

12. For and in consideration of the rendition of the foregoing services by the County, the City agrees that the costs of abating such weeds shall be assessed in the manner set forth in Government Code sections 39573 to 39585, and that upon collection of such assessments, they will be paid over to the County.

13. Each parcel, except tax-exempt parcels, upon which weeds, brush or rubbish are declared to be a public nuisance pursuant to paragraph 9 of this agreement shall be assessed the current Board of Supervisors approved inspection fee whether or not it was necessary to perform abatement work upon the parcel.

14. The parties hereto contemplate that the services of the County are limited to abatement of weeds, brush and rubbish, and agree that such services are for no other or additional work.

15. This agreement contains the entire agreement between the County and the City for weed abatement services. This agreement may not be modified except by formal amendment executed by the duly authorized representatives of the parties hereto.

16. Notices regarding this agreement shall be addressed as follows:

COUNTY:

Raymond B. Smith

Deputy Director

Los Angeles County Department of Agricultural Commissioner/

Weights and Measures

12300 Lower Azusa Road

Arcadia, California 91006-5872

CITY:

Desiree Jimenez

Deputy City Clerk

City of South Pasadena

1414 Mission Street

South Pasadena, California 91030

IN WITNESS HEREOF, the CITY OF SOUTH PASADENA, by motion duly adopted by its City Council, caused this agreement to be signed by its Mayor and attested by its Clerk, and the County of Los Angeles, by order of its Board of Supervisors, has caused these presents to be subscribed by the Chair of said Board and seal of said Board to be affixed thereto and attested by the Clerk of the Board.

CITY OF SOUTH PASADENA

By_____
Mayor

COUNTY OF LOS ANGELES

By_____
Chairman, Los Angeles County

ATTEST:

By_____
City Clerk

Patrick Ogawa, Acting Executive Officer
Clerk of the Board of Supervisors

By_____
Deputy

APPROVED AS TO FORM
BY INTERIM COUNTY COUNSEL
MARY WICKHAM

By_____
Deputy

City of South Pasadena
Agenda Report

Diana Mahmud, Mayor
Michael A. Cacciotti, Mayor Pro Tem
Robert S. Joe, Councilmember
Marina Khubesrian, M.D., Councilmember
Richard D. Schneider, M.D., Councilmember

Evelyn G. Zneimer, City Clerk
Gary E. Pia, City Treasurer

COUNCIL AGENDA:	February 3, 2016
TO:	Honorable Mayor and City Council
VIA:	Sergio Gonzalez, City Manager
FROM:	David G. Watkins, AICP, Planning & Building Director John Mayer, AICP, Senior Planner
SUBJECT:	**Appeal of a Decision of the Cultural Heritage Commission to Deny a Request to Demolish a Detached Garage at 1708 Fletcher Avenue and Resolution adopting a Negative Declaration and approving a Certificate of Appropriateness**

Recommendation
It is recommended that the City Council overturn a decision of the Cultural Heritage Commission (CHC), adopt a Negative Declaration, and approve a Certificate of Appropriateness to demolish a 217 sq. ft. detached garage for the construction of a new 480 sq. ft. detached garage (Project) (Attachment 1).

Fiscal Impact
There are no fiscal impacts related to this appeal.

Commission Review and Recommendation
This matter was reviewed by the CHC on October 15, 2015 and December 17, 2015. The CHC voted (2-1) to deny an application for a Certificate of Appropriateness to demolish a 217 sq. ft. detached garage at 1708 Fletcher Avenue.

Background
Denise Tomlan (Project Applicant) applied for a Certificate of Appropriateness to demolish a 217 sq. ft. detached garage, and a 170 sq. ft. carport in order to build a new two-car garage at 1708 Fletcher Avenue. The property is listed on the City of South Pasadena's (City) Inventory of Historic Resources. It consists of an original single-family two-story Craftsman-style residence built in 1908, a one-story detached Craftsman-style garage built in 1929, and a carport built in the 1950's. Demolition can be considered a "substantial adverse change" to the significance of a historic resource and thus a significant effect on the environment according to the California Environmental Quality Act (CEQA). The application included an architectural historian's report (PCR Report) which found that the demolition of the garage would not have a significant effect.

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On October 15, 2015, plans for the new two-car garage and the PCR Report were presented to the CHC. At that meeting, Commissioners requested more information in the PCR Report about how the demolition of the garage affects the potential district of historic homes and their detached garages. They also requested that the architect consider alternatives that would allow the existing garage to remain (See CHC Minutes, Attachment 2). The Applicant returned to the CHC on December 17, 2015, with edits to the historian's report and no changes to the original plan. She previously met with the Chair of the CHC to discuss alternatives; however, the Applicant said that they did not make sense economically and that they would be too large for the backyard (See Project Alternatives, Attachment 3). At the December 17, 2015 meeting, Commissioners discussed concerns about losing detached garages because they are considered key features of a historic district. The CHC denied the Project finding that the original garage could be kept with an alternative project (See Minutes, Attachment 4).

Analysis

According to South Pasadena Municipal Code (SPMC) Section 2.64(e), any person aggrieved by the CHC's approval of a Certificate of Appropriateness may appeal its decision to the City Council. On January 4, 2016, the Denise Tomlan filed an appeal of the CHC's decision to deny demolition of the detached garage for the construction of a new two-car garage. The appellant wants to replace an historic garage with a new larger garage. She makes the following arguments for overturning the CHC's decision: 1) renovations and additions to the primary contributing feature (the main house) are allowed, but "non-contributing" accessory structures (the detached garage) must be protected "in-situ"; and 2) the Secretary of the Interior Standards allow for changes to properties over time (see Appeal, Attachment 5).

Protecting Detached Garages

The CHC determined that the historic garage at 1708 Fletcher Avenue is important because it reflects the larger pattern of development in this neighborhood. Commissioners have noted in the past that original detached structures are rare and feel that they ought to be preserved. The property is in a grouping of homes in a potential district named "Wayne/Bushnell/Fletcher District" (District). This neighborhood is identified on a form called a Primary Record, or DPR 523A Form which is used by the California State Department of Parks and Recreation forms to record historic resources. This District is noted for homes designed in the Craftsman style and detached garages sited at the rear of each lot (see DPR Survey Form, Attachment 6). Exhibit G of Attachment X includes photographs of the subject site and neighborhood.

According to the PCR Report, one third of the historic properties within this district appear to retain their original garages. Those garages do contribute to the character of the historic properties of which they are a part. However, the PCR report indicates that garages are ancillary buildings, built in service to the primary feature of the property (the house). If every historic garage was removed from the District, it would still remain eligible as a historic district because the primary features are the residences. CEQA Section 15064.5(b)(2) states that a "substantial adverse change in the significance of an historical resources means physical demolition,

destruction, relocation, or alteration of the resource or its immediate surroundings such that the significance of an historical resources would be materially impaired." See Page 20 of PCR Report, Attachment 7).

Secretary of the Interior Standards

In considering the appropriateness of any demolition, the CHC needed to consider whether retaining the garage would substantially aid in preserving and protecting a potential historic district. The garage was built in 1929, which is more than 20 years after the house was built. According to the PCR Report, the partially altered garage has attained significance as a contributing feature to the historic property due to its Craftsman style architecture. It is generally consistent with other Craftsman garages built within the Wayne/Bushnell/Fletcher District between 1902 and 1933. However, according to the National Park Service, which published a National Register Bulletin about how to apply the criteria for National Register evaluation, all properties change over time. It is not necessary for a property to retain all of its historic physical features or characteristics; however, it must retain the "essential physical features that enable it to convey its historic identity" (see Page 15 of PCR Report, Attachment 7).

Overturning CHC Decision

Staff prepared an Initial Study per CEQA based on the architectural historian's conclusion that the demolition will not have a significant impact on the environment. Staff recommends that the City Council adopt the Negative Declaration, and approve the Certificate of Appropriateness to demolish the 217 sq. ft. detached garage for the construction of a new 480 sq. ft. detached garage (see Attachment 1). The garage is not a primary feature of the historic property and its removal and replacement with a new garage would not impair the significance of either the subject property as a district contributor, or the historic District as a whole.

Legal Review

The City Attorney is reviewing 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 *Pasadena Star-News* on January 15, 2016.

Attachments:

1. City Council Resolution (Includes Initial Study/Negative Declaration)
2. Minutes of the CHC, dated 10/15/15
3. Project Alternatives
4. Minutes of the CHC, dated 12/17/15
5. Appeal Application
6. DPR Survey Form
7. PCR Report, dated 11/04/15
8. Project Plans

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ATTACHMENT 1
City Council Resolution
Overturning CHC Decision

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ADOPTING A NEGATIVE DECLARATION AND APPROVING A CERTIFICATE OF APPROPRIATENESS TO DEMOLISH A DETACHED GARAGE TO BUILD A NEW DETACHED GARAGE ON PROPERTY LOCATED AT 1708 FLETCHER AVENUE

WHEREAS on April 27, 2015, Denise Tomlan (Project Applicant) submitted an application for a Certificate of Appropriateness on behalf of property owners Deborah & Kevin Lutz for the demolition of a 217 square foot detached garage for the construction of a new 480 square foot detached garage on property located at 1708 Fletcher Avenue (Project); and

WHEREAS, after notices were issued pursuant to the requirements of South Pasadena Municipal Code (SPMC) Section 2.64, the Cultural Heritage Commission (CHC) held a duly noticed public hearing on October 15, 2015, at which all interested parties were given the opportunity to be heard and present evidence; and

WHEREAS, on December 17, 2015, the CHC denied the application for a Certificate of Appropriateness for the Project, basing its decision on the finding that the existing 217 square foot detached garage is a contributing piece to the Wayne/Bushnell/Fletcher District and that the original garage could be kept with an alternative project; and

WHEREAS, pursuant to SPMC Section 2.64(e), "any person aggrieved by the CHC's decision on a Certificate of Appropriateness may appeal its decision to the City Council"; and

WHEREAS, on January 4, 2016, the Applicant filed an appeal of the CHC's decision; and

WHEREAS, notification of the public hearing was duly published in the *Pasadena Star News* on January 15, 2016, posted at City Hall and the South Pasadena Public Library, and mailed to property owners and occupants within a 300 foot radius of the Project site; and

WHEREAS, the City Council, after giving notice thereof as required by applicable law, held a duly noticed public hearing on February 3, 2016, at which all interested parties were given the opportunity to be heard and present evidence.

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

SECTION 1. That the City Council finds and determines the foregoing recitals to be true and correct.

SECTION 2. Pursuant to the provisions of the California Environmental Quality Act (CEQA), Public Resources Code Section 21000 *et seq.* and the CEQA Guidelines, the City Council finds that the Project will not have a significant effect on the environment and hereby adopts the attached Negative Declaration (Exhibit "A").

SECTION 3. For the foregoing reasons and based on the information and findings included in the staff report, minutes and other records of proceeding, as well as the testimony received at the public hearing, the City Council of the City of South Pasadena hereby overturns the CHC's decision of December 17, 2015, and approves a Certificate of Appropriateness for the Project located at 1708 Fletcher Avenue.

SECTION 4. 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 3rd day of February, 2016.

Diana Mahmud, Mayor

ATTEST:

Evelyn G. Zneimer, City Clerk
(seal)

APPROVED AS TO FORM:

Teresa L. Highsmith, 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 3rd day of February, 2016, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

_____

Evelyn G. Zneimer, City Clerk
(seal)

Exhibit A

City of South Pasadena
ENVIRONMENTAL CHECKLIST FORM

1. Project title:
Certificate of Appropriateness
Project No. 1818-COA

2. Lead agency name/ address:
The City of South Pasadena
Planning and Building Department
1414 Mission Street
South Pasadena, CA 91030

3. Contact person and phone number:
John Mayer, Senior Planner
City of South Pasadena
(626) 403-7260

4. Project location:
1708 Fletcher Avenue
City of South Pasadena, County of Los Angeles
California, 91030

5. Project sponsor's name and address:
Denise Tomlan (Project Architect)
1826 Fletcher Avenue
South Pasadena, CA 91030

6. General plan designation:
Low Density Residential

7. Zoning:
Residential Low Density (R-S) Zone

8. Description of project:
The project site is presently improved with an original single-family two-story Craftsman Residence built in 1908. The existing 217 square foot one-story detached Craftsman style Garage (Existing Garage) built in 1929 is located at the back southeast corner of the lot. The existing one-car garage and carport would be demolished and replaced with a new detached 480 square foot two-car garage (New Garage).

9. Surrounding land uses and setting:

	Land Uses	Significant Features
On-site	Low Density Residential	Single-Family Home
North	Low Density Residential	Single-Family Home
South	Low Density Residential	Single-Family Home
East	Low Density Residential	Single-Family Home
West	Low Density Residential	Single-Family Home

10. Other public agencies whose approval is required (e.g. permits, financing approval, or particular agreement): None

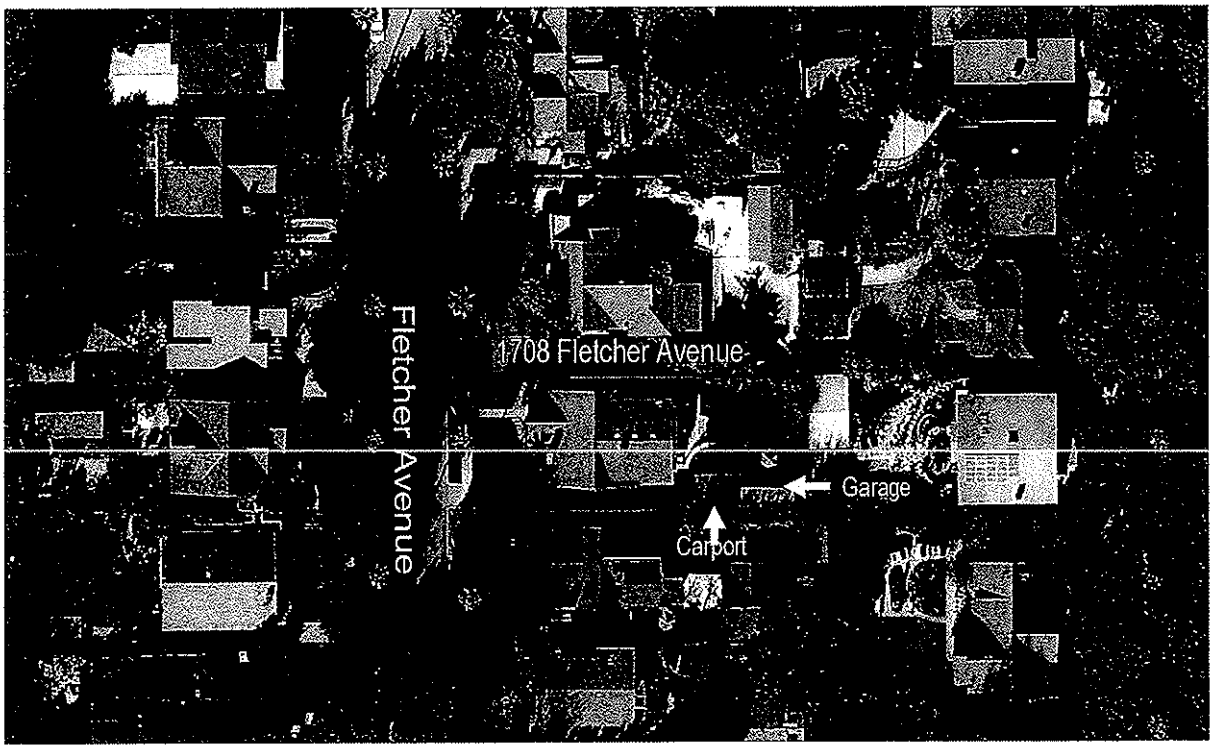

Figure 1. Project Location
Aerial View, Wayne/Bushnell/Fletcher Historic District, South Pasadena, View to North (GovClarity, 9/23/2015)

Figure 2. Photograph
Existing West and North Elevation of one-car garage

ENVIRONMENTAL FACTORS POTENTIALLY AFFECTED:

The environmental factors checked below would be potentially affected by this project, involving at least one impact that is a "Potentially Significant Impact" as indicted by the checklist on the following pages.

- ☐ Land Use and Planning
- ☐ Population and Housing
- ☐ Geological Problems
- ☐ Water
- ☐ Air Quality
- ☐ Transportation/Circulation
- ☐ Biological Resources
- ☐ Energy/Mineral Resources
- ☐ Hazards
- ☐ Noise
- ☐ Mandatory Findings of Significance
- ☐ Public Services
- ☐ Utilities & Service Systems
- ☐ Aesthetics
- ☐ Cultural Resources
- ☐ Recreation

EVALUATION OF ENVIRONMENTAL IMPACTS:

1) A brief explanation is required for all answers except "No Impact" answers that are adequately supported by the information sources a lead agency cites in the parentheses following each question. A "No Impact" answer is adequately supported if the referenced information sources show that the impact simply does not apply to projects like the one involved (e. g. the project falls outside a fault rupture zone). A "No Impact" answer should be explained where it is based on project-specific factors as well as general standards (e. g. the project will not expose sensitive receptors to pollutants, based on a project-specific screening analysis).
2) All answers must take account of the whole action involved, including off-site as well as on-site, cumulative as well as project-level, indirect as well as direct, and construction as well as operational impacts.
3) "Potentially Significant Impact" is appropriate if there is substantial evidence that an effect is significant. If there are one or more "Potentially Significant Impact" entries when the determination is made, an EIR is required.
4) "Potentially Significant Unless Mitigation Incorporated" applies where the incorporation of mitigation measures has reduced an effect from "Potentially Significant Impact" to a "Less than Significant Impact." The lead agency must describe the mitigation measures, and briefly explain how they reduce the effect to a less than significant level (mitigation measures from Section 17, "Earlier Analysis," may be cross-referenced).
5) Earlier analysis may be used where, pursuant to the tiering, program EIR, or other CEQA process, an effect has been adequately analyzed in an earlier EIR or negative declaration. Section 15063 (c) (3) (D). Earlier analyses are discussed in Section 17 at the end of the checklist.

Environmental Checklist Form
Project No. 1818-COA (1708 Fletcher)
Decision Date: February 3, 2016
DETERMINATION:

On the basis of this initial evaluation:

X I find that the project COULD NOT have a significant effect on the environment, and a NEGATIVE DECLARATION will be prepared.

☐ I find that although the proposed project could not have a significant effect on the environment, there will not be a significant effect in this case because the mitigation measures described on an attached sheet have been added to the project. A MITIGATED NEGATIVE DECLARATION will be prepared.

☐ I find that the proposed project MAY have a significant effect on the environment, and an ENVIRONMENTAL IMPACT REPORT is required.

☐ I find that the proposed project MAY have a significant effect(s) on the environment, but at least one effect 1) has been adequately analyzed in an earlier document pursuant to applicable legal standards, and 2) has been addressed by mitigation measures based on earlier analysis as described on attached sheets, if the effect is a "potentially significant impact" or " potentially significant unless mitigated". An ENVIRONMENTAL IMPACT REPORT is required but must analyze only the effects that remain to be addressed.

☐ I find that although the proposed project could have a significant effect on the environment, there WILL NOT be a significant effect in this case because all potentially significant effect (a) have been analyzed adequately in an earlier EIR pursuant to applicable standards, and (b) have been avoided or mitigated pursuant to that earlier EIR, including revisions or mitigation measures that are imposed on the proposed project.

Signature: _____ Date: January 13, 2016

Printed Name: John Mayer, Senior Planner For: City of South Pasadena

Environmental Checklist Form
Project No. 1818-COA (1708 Fletcher)
Decision Date: February 3, 2016

Issues and Supporting Information Sources	Sources	Potentially Significant Issues	Potentially Significant Unless Mitigation Incorporated	Less Than Significant Impact	No Impact
1. LAND USE AND PLANNING. Would the proposal:					
a) Conflict with general plan designation or zoning?	1, 2				X
b) Conflict with applicable environmental plans or policies adopted by agencies with jurisdiction over the project?	1, 2				X
c) Be incompatible with the existing land use in the vicinity?	1				X
d) Affect agricultural resources or operations (e.g. impact to soils or farmlands, or impacts from incompatible land uses)?					X
e) Disrupt or divide the physical arrangement of an established community (including a low-income or minority community)?					X
The General Plan Land Use designation for this project site is Low Density Residential and the corresponding Zoning District is Residential Low Density (R-S) Zone. Under the proposed Project, the existing one-and-a-half-car Garage would be demolished and replaced with a new one-story detached 480 square foot two-car garage. The proposed project would not conflict with any land use and planning issues because the project is sited within the required setbacks and it does not exceed the maximum size permitted for detached parking structures in a residential zone. The proposed project would not conflict with the Land Use and Planning issue area because the structure would comply with all of the required development standards of the Zoning Code.					
2. POPULATION AND HOUSING. Would the proposal:					
a) Cumulatively exceed official regional or local population projections?	1				X
b) Induce substantial growth in an area either directly or indirectly (e.g. through projects in an undeveloped area or major infrastructure?	1				X
c) Displace existing housing, especially affordable housing?	1				X
The proposed project will not cause substantial impacts to local population projections, induce substantial growth, or displace existing housing. Under the proposed Project, the existing one-and-a-half-car Garage would be demolished and replaced with a new one-story detached 480 square foot two-car garage. The property will remain in use as a single family home. As such, there will be no significant impact to the Population and Housing issue.					
3. GEOLOGIC PROBLEMS. Would the proposal result in or expose people to potential impacts involving:					
a) Fault rupture?	1, 5			X	
According to the City's General Plan, there are two local faults in the City: the Raymond Hill Fault, and the Elysian Park Fault. The closest active fault to the subject site is the Raymond hill Fault, which underlies most of the City, including the 710 Freeway extension through South Pasadena. As a result, new construction or expansion would be designed based on the most current local, state, and federal building standards. As such, there will be no significant impact related to these geological problems as a result of this project.					
b) Seismic ground shaking?	1, 5			X	
The project area is generally geologically stable and suitable for development. However, the project area could be impacted by ground shaking resulting from future seismic events. The proposed project would be designed based on the most current building standards and the recommendation of the project engineer. As such, there will be no significant impact related to this geological issue as a result of this project.					

Issues and Supporting Information Sources	Sources	Potentially Significant Issues	Potentially Significant Unless Mitigation Incorporated	Less Than Significant Impact	No Impact
c) Seismic ground failure, including liquefaction?	1, 3				X
d) Seiche, tsunami, or volcanic hazard?					X
e) Landslides or mudflows?	1				X
f) Erosion, changes in topography or unstable soil conditions from excavation, grading or fill?	1				X
f) Subsidence of the land?					X
h) Expansive soils?					X
i) Unique geologic or physical features?					X
The proposal area is not known for geologic, erosion or landslide activity. Also, the General Plan Safety Element indicates that South Pasadena is at a low risk of liquefaction. As a result, there will be no significant impacts on geological problem.					
4. WATER. Would the proposal result in:					
a) Changes in absorption rates, drainage patterns, or the rate and amount of surface runoff?	1, 5			X	
Under the proposed Project, the existing one-and-a-half-car Garage would be demolished and replaced with a new one-story detached 480 square foot two-car garage. This will decrease the natural absorption rate of the site and is expected to increase the amount of impervious run-off water, but not to a significant degree. Plans for the proposed project will be reviewed for compliance with all Building Code requirements, especially those that require surface water to be channeled to a public right-of-way. As a result, there will be no significant impacts to absorption rates and drainage patterns.					
b) Exposure of people or property to water related hazards such as flooding?	1				X
c) Discharge into surface waters or other alteration of surface water quality (e.g. temperature, dissolved oxygen or turbidity?	1				X
d) Changes in the amount of surface water in any water body?					X
e) Changes in currents, or the course or direction of water movements?					X
f) Change in the quantity of ground waters, either through direct additions or withdrawals, or through interception of an aquifer by cuts or excavations or through substantial loss of groundwater recharge capability?					X
g) Altered direction or rate of flow of groundwater?					X
h) Impacts to groundwater quality?					X
i) Substantial reduction in the amount of groundwater otherwise available for public water supplies?					X

Issues and Supporting Information Sources	Sources	Potentially Significant Issues	Potentially Significant Unless Mitigation Incorporated	Less Than Significant Impact	No Impact
j) Storm Water system discharges from areas for materials storage, vehicle or equipment fueling, vehicle or equipment maintenance (including washing), waste handling, hazardous materials handling or storage delivery or loading docks, or other outdoor work areas?	1				X
k) A significantly environmentally harmful increase in the flow rate or volume of storm water runoff?	1				X
l) A significantly environmentally harmful increase in erosion of the project site or surrounding areas?					X
m) Storm water discharges that would significantly impair the beneficial uses of receiving waters or areas that provide water quality benefits (e.g. riparian corridors, wetlands, etc.)?	1				X
n) Harm to the biological integrity of drainage systems and water bodies?					X
This proposal will not cause a change in surface water or groundwater. It will not change the currents, or the course of direction of water movements in either marine or fresh waters, as the project is not located in marine or fresh water setting. Furthermore, the entire City is located within Zone C, which designates areas of minimal flooding. As a result, there are no floodplain areas within the City that are pertinent to flood hazards. As a result, there will be no significant impacts on water.					
5. AIR QUALITY. Would the proposal:					
a) Violate any air quality standard or contribute to an existing or projected air quality violation?	1, 4			X	
b) Expose sensitive receptors to pollutants					X
c) Alter air movement, moisture, or temperature, or cause any change in climate?					X
d) Create objectionable odors?					X
The proposed project may violate the standard air quality during construction period. Issuance of a Building Permit requires best practices including such mitigation measures as: 1) fugitive dust control; 2) controlling equipment emissions; 3) planning the location of staging areas; and 4) limiting hours of operations. All demolition projects require that the applicant notify the South Coast Air Quality Management District (AQMD) and to submit a report indicating whether the structure has asbestos. The AQMD requires that all asbestos be removed prior to building demolition. As a result, there will be no significant impact on air quality.					
6. TRANSPORTATION/CIRCULATION. Would the proposal result in:					
a) Increased vehicle trips or traffic congestion?	1, 2, 5			X	
b) Hazards to safety from design features (e.g. sharp curves or dangerous intersections) or incompatible uses (e.g. farm equipment)?					X
c) Inadequate emergency accesses or access to nearby uses?					X

Issues and Supporting Information Sources	Sources	Potentially Significant Issues	Potentially Significant Unless Mitigation Incorporated	Less Than Significant Impact	No Impact
d) Insufficient parking capacity on-site or off-site?	2, 5				X
e) Hazards or barriers for pedestrians or bicyclists?					X
f) Conflicts with adopted policies supporting alternative transportation (e.g. bus turnouts, bicycle racks)?					X
g) Rail, waterborne or air traffic impacts?					X

Under the proposed Project, the existing one-and-a-half-car Garage would be demolished and replaced with a new one-story detached 480 square foot two-car garage. The subject site lot is a flat lot that is rectangular in shape. The existing driveway along the northern side of the lot is adequate in width to allow safe visibility upon entrance and exiting the new parking area on site. As such, there will be no significant impacts to traffic congestion, or result in any adverse impacts on transportation and circulation.

7. BIOLOGICAL Would the proposal result in:					
a) Endangered, threatened or rare species or their habitats (including but not limited to plants, fish, insects, animals or birds)?	1				X
b) Locally designated species (e.g. heritage trees)?	2, 5				X
c) Locally designated natural communities (e.g. oak forest, coastal habitat, etc.)?	1				X
d) Wetland habitat (e.g. marsh, riparian and vernal pool?					X
e) Wildlife dispersal or migration corridors?					X

The proposal will not change the diversity of species, or number of any species of plants (including trees, shrubs, grass, crops, and aquatic plants). Further, there will be no elimination or reduction in the numbers of any unique, rare, or endangered species of plants since the subject site does not contain any known populations of rare or endangered species. The proposal will not introduce any new species into the area, or result in a barrier to the normal replenishment of existing species. The project will not reduce the acreage of any agricultural crop, since the subject property is not an agricultural use. Furthermore, the city has adopted Ordinance No. 1991 to protect Oak trees and other native wildlife.

As for the De Minimis Impact Finding, there is no evidence before the City that the proposed project will have potential adverse effect on wildlife resources.

8. ENERGY AND MINERAL RESOURCES. Would the proposal:					
a) Conflict with adopted energy conservation plans?	1				X
b) Use non-renewable resources in a wasteful and inefficient manner?					X
c) Result in the loss of availability of a known mineral resource that would be of future value to the region and the residents of the State?					X

Issues and Supporting Information Sources	Sources	Potentially Significant Issues	Potentially Significant Unless Mitigation Incorporated	Less Than Significant Impact	No Impact
Under the proposed Project, the existing one-and-a-half-car Garage would be demolished and replaced with a new one-story detached 480 square foot two-car garage. The proposal may increase the demand on existing energy sources, but not to a significant degree' it will not require new sources of energy or impact natural resources. The project will not result in the use of water and energy in a wasteful manner.					
9. HAZARDS. Would the proposal involve:					
a) A risk of accidental explosion or release of hazardous substances (including, but not limited to: oil, pesticides, chemicals or radiation)?	1, 5				X
b) Possible interference with an emergency response plan or emergency evacuation plan?					X
c) The creation of any health hazard or potential health hazard?					X
d) Exposure of people to existing sources of potential health hazards?					X
e) Increased fire hazard in areas with flammable brush, grass of trees?					X
The proposed project will not create a significant impact to the environment since there will be no discharge or hazardous substances in the area as a result of this proposal. As a result, there will be no significant impact to hazards.					
10. NOISE. Would the proposal result in:					
a) Increase in the existing noise levels?	1, 2			X	
b) Exposure of people to severe noise levels?					X
Under the proposed Project, the existing one-and-a-half-car Garage would be demolished and replaced with a new one-story detached 480 square foot two-car garage. The City of South Pasadena regulates noise levels under Ordinance No. 1582 which specifies that noise generated by machinery, equipment, fans or air conditioning must not increase the ambient noise level by more than 5dBA at the property line. Construction operation will be subject to approval of a construction permit and requirements of that permit may call for the following: 1) notification of adjacent property owner of the hours of construction; 2) shrouding and shielding of intake, exhaust, impact tools, and the use of electric equipment rather than diesel powered tools; and 3) truck haul routes shall avoid residential street and adjacent schools. Beyond the short term noise related to the construction, the proposed project is residential in nature. As a result there will be no significant permanent increases in existing noise levels.					
11. PUBLIC SERVICES. Would the proposal have an effect upon, or result in a need for new or altered government services in any of the following areas:					
a) Fire protection?	1				X
b) Police protection?	1				X
c) Schools?	1				X
d) Maintenance of public facilities, including roads?	1				X
e) Other governmental services?	1				X

Issues and Supporting Information Sources	Sources	Potentially Significant Issues	Potentially Significant Unless Mitigation Incorporated	Less Than Significant Impact	No Impact
The proposal will not have an effect upon or result in a need for new or altered government services in the area including fire protection, police protection, schools, and the maintenance of public facilities including roads. The proposal is located in an urban area where services are currently provided. As a result, this proposal will have no significant impacts to public services.					
12. UTILITIES AND SERVICE SYSTEMS. Would the proposal result in a need for new systems or supplies, or substantial alterations to the following utilities:					
a) Power or natural gas?	1				X
b) Communications systems?	1				X
c) Local or regional water treatment or distribution facilities?	1				X
d) Sewer or septic tanks?	1				X
e) Storm water drainage?	1				X
f) Solid waste disposal?	1				X
g) Local or regional water supplies?	1				X
The proposal will not result in a need for new system or substantial alterations to power or natural gas, communication system, local or regional water supplies and treatment or distribution facilities, sewer or septic tanks, and solid waste disposal. Southern California Edison (SCE) currently provides electricity to the site, and Southern California Gas Company (SCGC) already provides natural gas. The SCE and SCGC have adequate capacity to serve the areas subject to the proposal. Also, the City of South Pasadena, and California Water Service Company (CWSC) provide water to the project site. The CWSC purchases water from the West Basin Water Association, which is a distributor for the Metropolitan Water District of Southern California (MWD). As a result, the proposal will not have any significant adverse impact.					
13. AESTHETICS. Would the proposal:					
a) Affect a scenic vista or scenic highway?	1, 2, 5, 7				X
b) Have a demonstrable negative aesthetic effect?	1, 2, 5, 7				X
c) Create light or glare?	1, 2, 5, 7				X
The proposed project will not affect any scenic vista, scenic highway, or create light or glare. Fletcher Avenue is not a scenic highway. To insure that the design will be compatible with the existing context, the project is subject to a Certificate of Appropriateness approval before the Cultural Heritage Commission. The streetscape is characterized by intact one-story single-family residential structures primarily designed in the Craftsman style of architecture although other styles are also represented. There is a recently constructed median in the middle of the street in front of the subject property. Commercial buildings at the south end of Fletcher Avenue and the Huntington Drive intersection bound the District on the south. The proposed Project would retain the subject Residence, and would replace the existing detached Garage with a new larger one-story garage of similar and compatible Craftsman-style design. As a result of this proposal, there will be no significant impacts on aesthetics.					
14. CULTURAL RESOURCES. Would the proposal:					
a) Disturb paleontological resources?	1				X
b) Disturb archaeological resources?	1				X

Issues and Supporting Information Sources	Sources	Potentially Significant Issues	Potentially Significant Unless Mitigation Incorporated	Less Than Significant Impact	No Impact
c) Affect historical resources?	5, 7			X	
d) Have the potential to cause a physical change, which would affect unique ethnic cultural values?	1				X
e) Restrict existing religious or sacred uses within the potential impact area?	1				X

Issues and Supporting Information Sources	Sources	Potentially Significant Issues	Potentially Significant Unless Mitigation Incorporated	Less Than Significant Impact	No Impact

a), b), d), and e) *No Impact.* According to files at the City of South Pasadena, no paleontological resources are known to occur on the project site, and the site is not located in a sensitive area for resources related to ethnic/cultural values and/or religious/sacred uses.

c) *Less than Significant Impact* The project site (1708 Fletcher Avenue) is listed on the City's Cultural Heritage Inventory. According to the City's preservation Ordinance (SPMC Section 2.64), no building or structure which is listed on the cultural heritage inventory or within a historic district shall be demolished, removed, relocated or altered without first obtaining a certificate of appropriateness from the CHC.

In considering the appropriateness of any demolition, the commission shall consider whether the improvement or natural feature is of such unusual or uncommon design, texture or materials that it could not be reproduced or be reproduced only with great difficulty and expense or whether retention of such would substantially aid in preserving and protecting a landmark or historic district. In the case of a demolition within a historic district, the commission shall make its determination based upon the impact to the criteria and standards adopted by the city council for designation of the historic district..

Section 15064.5(b) of the CEQA Guidelines states that a project involves a "substantial adverse change in the significance of a historical resource" when one or more of the following occurs:

- Substantial adverse change in the significance of a historical resource means physical demolition, destruction, relocation, or alteration of the resource or its immediate surroundings such that the significance of a historical resource would be materially impaired.
- The significance of a historical resource is materially impaired when a project:
  a. Demolishes or materially alters in an adverse manner those physical characteristics of a historical resource that convey its historical significance and that justify its inclusion in or eligibility for, inclusion in the California Register of Historical Resources; or
  b. Demolishes or materially alters in an adverse manner those physical characteristics that account for its inclusion in a local register of historical resources pursuant to Section S020.1(k) of the Public Resources Code or its identification in a historical resources survey meeting the requirements of Section S024.1(g) of the Public Resources Code, unless the public agency reviewing the effects of the project establishes by a preponderance of evidence that the resource is not historically or culturally significant; or
  c. Demolishes or materially alters in an adverse manner those physical characteristics of a historical resource that convey its historical significance and that justify its eligibility for inclusion in the California Register of Historical Resources as determined by a lead agency for purposes of CEQA.

The Project Sponsor retained architectural historian (PCR Services) to analyze the effects of the proposed demolition of the garage structure and the proposed new garage structure. According to the report, The proposed Project would retain the Residence, and would replace the existing detached Garage with a new larger one-story garage of similar and compatible Craftsman-style design. The primary feature within the subject property is the Residence which conveys the property's primary architectural significance as an example of the Craftsman style from the 1908 period of significance. The Residence would remain unchanged under the Project and the subject property as a whole would retain its significance as a contributor to the locally eligible Wayne/Bushnell/Fletcher District. The Garage was built in 1929, more than twenty years after the construction of the 1908 Residence. According to the PCR Report, the partially altered Garage has attained significance as a contributing feature of the subject property because of its Craftsman style architecture which is generally consistent with other Craftsman garages built within the Wayne/Bushnell/Fletcher District between 1902 and 1933. Nonetheless, removal of the Garage would not detract substantially from the significance of the subject property because the Garage is not an original character-defining feature of the subject property and was not constructed at the same time as the subject Residence.

Therefore the Project would have a less than significant impact under CEQA.

15. RECREATION. Would the proposal:					
a) Increase the demand for neighborhood or regional parks or other recreational facilities?	1				X

Issues and Supporting Information Sources	Sources	Potentially Significant Issues	Potentially Significant Unless Mitigation Incorporated	Less Than Significant Impact	No Impact
b) Affect existing recreational opportunities?	1				X
The proposed project will not result in an increase in the demand for recreational facilities since the proposal involves the demolition of a garage, for the construction of a new two-car garage. South Pasadena is an urban area where parks and recreational facilities are provided. Therefore, the proposed project will not increase the demand for neighborhood or regional parks or other recreational facilities.					
16. MANDATORY FINDINGS OF SIGNIFICANCE.					
a) Does the project have the potential to degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, reduce the number or restrict the range of a rare or endangered plant or animal or eliminate important examples of the major periods of California history or prehistory?	1,6,7,8			X	
The proposed project will not potentially degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, reduce the number or restrict the range of a rare or endangered plant or animal or eliminate important examples of the major periods of California history or prehistory. As a result, there are no significant impacts to this mandatory finding of significant as a result of this project.					
b) Does the project have the potential to achieve short-term, to the disadvantage of long-term, environmental goals?	1				X
The proposed use will not have the potential to achieve short-term, to the disadvantage of long-term and environmental goals.					
c) Does the project have impacts that are individually limited, but cumulatively considerable? ("Cumulatively considerable" means that the incremental effects of a project are considerable when viewed in connection with the effects of the past projects, the effects of other current projects, and the effects of probable future projects)	1				X
The proposal does not have impacts that are individually limited, but cumulatively considerable since it is for a minor modification in land use and administrative processing. The project will remove a small garage for the construction of a new larger two-car garage.					
d) Does the project have environmental effects, which will cause substantial adverse effects on human beings, either directly or indirectly?	1				X
The proposal will not have a significant effect that will cause substantial adverse effects on human beings, either directly or indirectly since no significant adverse effects were identified.					

17. EARLIER ANALYSES.

Earlier analysis may be used where, pursuant to the tiring, program EIR, or other CEQA process, one or more effects have been adequately analyzed in an earlier EIR or Negative Declaration. Section 15063 (c) (3) (D). In this case a discussion should identify the following items:

a) **Earlier analysis used.** Identify earlier analyses and state where they are available for review.
None
b) **Impacts adequately addressed.** Identify which effects from the above checklist were within the scope of and adequately analyzed in an earlier document pursuant to applicable legal standards, and state whether such effects were addressed by mitigation measures based on the earlier analysis.
Not applicable, see a) above.
c) **Mitigation measures.** For effects that are "Less than Significant with Mitigation Incorporated," describe the mitigation measures, which were incorporated or refined from the earlier document and the extent to which they address site-specific conditions of the project.
Not applicable, see a) above.

18. SOURCE REFERENCES	
1	City of South Pasadena, California, South Pasadena General Plan, adopted October 1998.
2	City of South Pasadena Chapter 36 Zoning Code
3	Seismic Hazard Zones, Official Map released: March 25, 1999.
4	South Coast Air Quality Management District. CEQA AIR Quality Handbook. Diamond Bar, California, April 1993
5	Project Plans,
6	Reconnaissance Level Survey, PCR Services, dated 2002
7	Historical Resources Impacts Analysis, PCR Services, dated November 4, 2015

ATTACHMENT 2
Minutes of the CHC, dated
10/15/15

MINUTES OF THE MEETING OF THE CULTURAL HERITAGE COMMISSION CITY OF SOUTH PASADENA, CALIFORNIA CONVENED THIS 15TH DAY OF OCTOBER, 2015 COUNCIL CHAMBERS, 1424 MISSION STREET

ROLL CALL	The Meeting convened at:	6:45 PM
	Commissioners Present:	James McLane (Chair), Deborah Howell-Ardila (Vice-Chair), and Steven Treffers
	Commissioners Absent:	Robert Conte and West J. De Young
	Council Liaison Absent:	Richard D. Schneider M.D., Councilmember
	Staff Liaison Present:	John Mayer, Senior Planner

NON-AGENDA PUBLIC COMMENT PERIOD

1. Larry McGrail (President of South Pasadena Preservation Foundation) requested that he be informed and educated about the new historic resources survey and that he can assist the surveyors.

   Glen Duncan (South Pasadena Preservation Foundation) also requested notification about the survey effort.

CONTINUED APPLICATIONS

2. None.

NEW ITEMS

3. **1708 Fletcher Avenue**
   Applicant: Denise C. Tomlan, Architect
   Project number: 1818-COA
   Historic Status Code: 5D1

   Project Description:
   A request for a Certificate of Appropriateness and a Negative Declaration to demolish a 220 sq. ft. detached garage and a 164 sq. ft. carport for the construction of a new 480 sq. ft. detached garage. The existing Craftsman style garage built in 1929 is located at the back southeast corner of the lot. An architectural historian analyzed this project's potential impacts to the historic house and impacts to the potential historic district and found that the demolition of the existing garage would not have a significant impact to the environment and the City's Cultural Resources; a Negative Declaration has been prepared for this project.

   Presentation:
   Denise Tomlan (Project Architect) presented her project and introduced Virginia Harness of PCR Services Corporation. Ms. Harness responded to questions about the report and the demolition's potential impacts to the historic resources and potential historic district.

   Ms. Tomlan responded to Commission comments regarding whether alternatives to demolition had been considered. Ms. Tomlan explained that the existing garage is not useable due to its long and narrow dimensions.

   Public Comment:
   Glen Duncan said that demolition is a significant environmental impact according to the California Environmental Quality Act (CEQA).

Deborah Lutz, property owner of 1708 Fletcher Avenue asked for ideas about how to get her project approved.

Commission Decision:
Motion/Second (Howell-Ardila /McLane) voted to **CONTINUE** the project with the following requests of the applicant: 1) expand the analysis in the report to include cumulative impacts of the project and 2) consider alternatives that would allow the existing garage to remain.

The motion carried 3-0, Conte and De Young absent

4. **920 Magnolia Street**
Applicant: George Furchtgott, Architect
Project number: 1858-COA
Historic Status Code: 5S3

Project Description:
A request for a Certificate of Appropriateness in regards to a 424 sq. ft. single story addition to an existing 934 sq. ft. Craftsman style house on a 4,567 sq. ft. lot. The house addition will consist of a master bedroom, a master bathroom, and a master closet. A new breakfast area is also being proposed. The exterior materials for the addition will consist of: Hardie Board panel siding, vinyl windows, and composite roof shingles.

Presentation:
George Furchtgott (Project Architect) presented his project and responded to questions about the project and the design guidelines. He also commented on the roofline.

Public Comment:
None

Commission Decision:
Motion/Second (McLane/Howell-Ardila) voted to **APPROVE** the project with the following **CONDITION:** the applicant shall obtain Chair Review approval for a modified roof form so that the addition is not visible from the street.

The motion carried 3-0, Conte and De Young absent

Upon consideration of the criteria identified in Section 2.64(b)(2) of the South Pasadena Municipal Code, Section 36.410.040 (required findings to approve the design review application, consideration of the application, and all written and oral testimony submitted, including the evaluation of the property by a qualified architectural historian and categorization of the property as set forth in the City's Cultural Heritage Inventory, the Cultural Heritage Commission found and determined that 920 Magnolia Street as it exists, and as it is proposed to be altered, would reasonably meet national, state or local criteria for designation as a landmark or part of an historic district, and is exempt from CEQA under Class 31.

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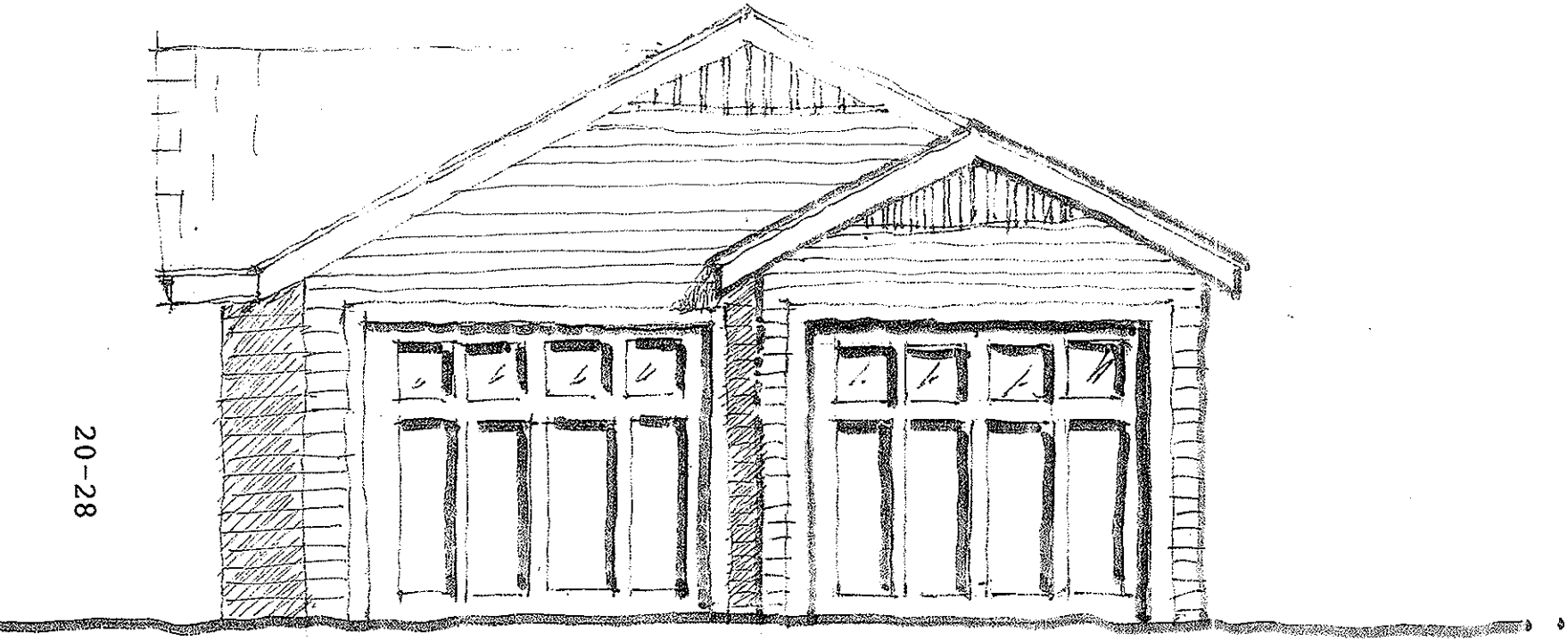
ATTACHMENT 3
Project Alternatives

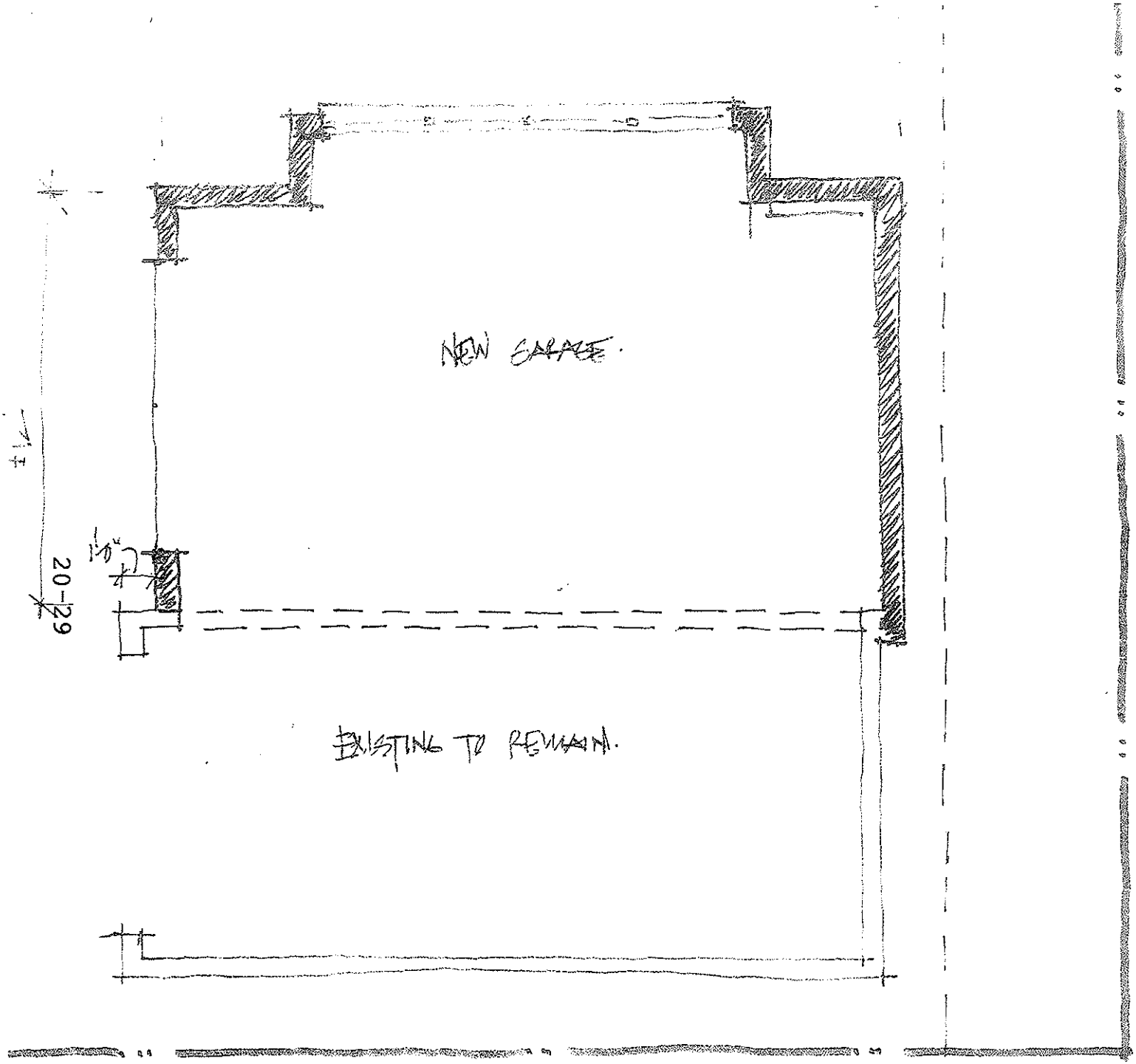
B: ALT. PROVIDED BY ARCHITECT



NEW. EXISTING TO REMAIN.

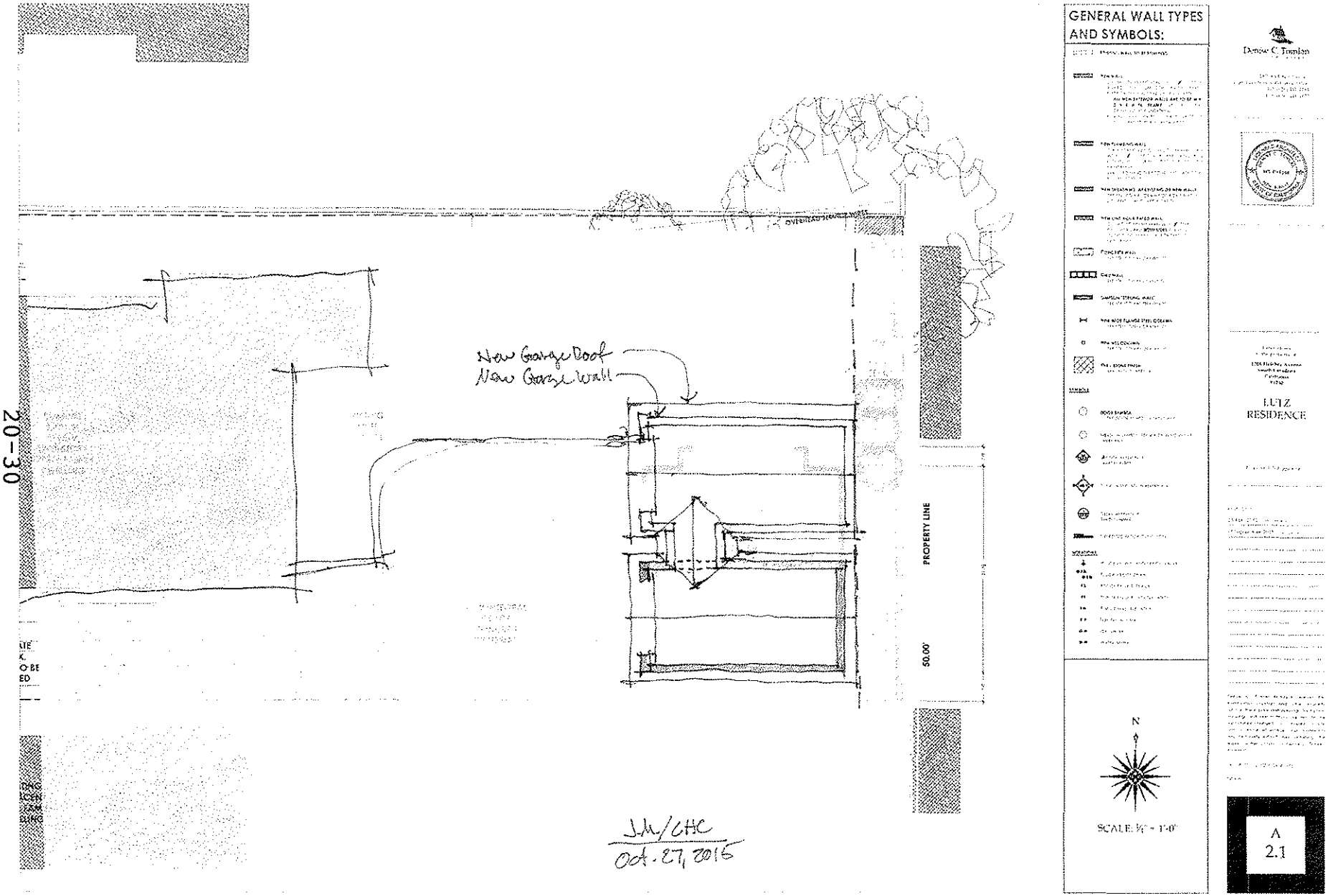
UNIT 2. PROPOSED WEST.
10.16.15

Denise C. Tomlan
ARCHITECT



LATE: PROPOSED PLAN.

C: ALT. PROVIDED BY THE CHAIR



JM/CHC
Oct. 27, 2016

20-30

REQUIRES DEMO OF EXISTING TERRACE & STAIRS.

Denise C. Tomlan
ARCHITECT

LUTZ RESIDENCE
1708 Fletcher Avenue
South Pasadena, California 91030

September 2015

RESIDENCE – EXISTING EAST ELEVATION (Rear)

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ATTACHMENT 4
Minutes of the CHC, dated
12/17/15

MINUTES OF THE MEETING OF THE CULTURAL HERITAGE COMMISSION CITY OF SOUTH PASADENA, CALIFORNIA CONVENED THIS 17TH DAY OF DECEMBER, 2015 COUNCIL CHAMBERS, 1424 MISSION STREET

ROLL CALL	The Meeting convened at:	6:45 PM
	Commissioners Present:	James McLane (Chair), West J. De Young, and Robert Conte
	Commissioners Absent:	Deborah Howell-Ardila and Steven Treffers
	Council Liaison Present:	Richard D. Schneider M.D., Councilmember
	Staff Liaison Present:	John Mayer, Senior Planner

NON-AGENDA PUBLIC COMMENT PERIOD

1. None

CONTINUED APPLICATIONS

2. **1708 Fletcher Avenue**
Applicant: Denise C. Tomlan, Architect
Project number: 1818-COA
Historic Status Code: 5D1

Project Description:
A request for a Certificate of Appropriateness and a Negative Declaration to demolish a 220 sq. ft. detached garage and 164 sq. ft. carport for the construction of a new 480 sq. ft. detached garage. The existing Craftsma style garage built in 1929 is located at the back southeast corner of the lou. An architectural historian analyzed this project's potential impacts to the historic house and impacts to the potential historic district and found that the demolition of the existing garage would not have a significant impact to the environment and the City's Cultural Resources; a Negative Declaration has been prepared for this project.

Commissioner McLane spoke about his conversations with the applicant regarding some alternative approaches that would keep the original garage intact. He distributed a sketch of a possible alternative to the commissioners. Mr. McLane also commented that this was a less costly alternative to the proposal to demolish the historic garage and build a new 2-car garage.

Presentation:
Denise Tomlan (project architect) presented her original project with no changes. She also summarized some changes to the revised architectural historian's report noting that the intact homes in the potential district have more weight as contributors than accessory structures. The applicant said the proposed project makes the most sense economically.

Public Comment:
None

Discussion:
Commissioner McLane read e-mails from Commissioners Howell-Ardila

and Treffers who listed their reasons for recommending denial of the project. Commissioner McLane emphasized the significance of historic garages as key features to a district. Commissioner Conte spoke in opposition of the project noting that it's a special garage that should be protected. Commissioner De Young would be in favor of the project noting that it is not original to the house.

Commission Decision:
Motion/Second (McLane/Conte) voted to **DENY** the project on the finding protecting the original garage is possible with an alternative project.

The motion carried 2-1 (DeYoung Opposed), Howell-Ardila and Treffers Absent.

3. **1025 Indiana Avenue**
Applicant: Freeman Han
Project number: 1876-COA
Historic Status Code: 5D1

Project Description:
A request for a Certificate of Appropriateness for a 1,410 sq. ft. single story addition to an existing 963 sq. ft. Craftsman style house on a 7,750 sq. ft. lot. The single story addition will consist of a family room, a nook, a new kitchen, a laundry room, a new master bedroom with a master bathroom and a walk-in closet. The exterior materials for the addition will consist of: wood panel siding, aluminum wood clad windows, and composition roof shingles. A 137 sq. ft. porch is proposed in the rear elevation. The existing 360 sq. ft. garage will be relocated towards the rear of the property.

An existing 7" India Laurel Fig tree will be removed. If you would like additional information, please contact the Public Works Dept. at 626/ 403-7240. No tree removal permit was required since the tree is not a protective tree and the tree trunk diameter is less than 12".

Presentation:
None; The applicant was not in attendance.

Public Comment:
None

The Commission **CONTINUED** this matter to the January 21, 2016 meeting.

NEW ITEMS

4. **825 Montrose Avenue**
Applicant: Scott Prentice Architects
Project Number: 1844-COA
Historic Status Code: 5D3

Project Description:
A request for a Certificate of Appropriateness for a 278 square foot ground-floor and a 614 square foot second-floor addition to the rear of an

John Mayer

From: Debi Howell-Ardila
Sent: Thursday, December 17, 2015 6:07 PM
To: John Mayer; James McLane
Subject: 1708 Fletcher Avenue

Hello John and Jim --

Here's my comment on the project at 1708 Fletcher Avenue.

I urge the CHC to deny the COA for the project at 1708 Fletcher Avenue (to demolish a contributing feature within one of our city's most important and intact designated historic districts) for the following reasons.

Finding that the garage is not a contributor to the historic district and issuing a Negative Declaration for this project would be contrary to:

1. How our citywide survey findings have been used and interpreted by the CHC for over a decade;

2. How our Citywide Historic Context Statement defines ancillary contributors to historic districts;

3. How the consultant team currently updating our survey is evaluating these properties within historic districts.

In addition, such a finding would be

1. Contrary to the stated goal of our Historic Preservation ordinance and General Plan, to retain historic resources and discourage their demolition;

2. In direct opposition to CEQA's guidance on the appropriate environmental document to prepare in cases of potential impacts to historical resources. PCR's exploration of potential impacts to the historic district is itself an acknowledgment of potential impacts. Therefore, a Negative Declaration is not the appropriate document to prepare when the potential for impacts exists;

3. Contrary to CEQA's requirement that the whole of the record be considered in determining whether a historical resource is present rather than a single report (let alone a report in such blatant disagreement with long term CHC policy and interpretation).

For these reasons, I urge the CHC to deny the COA and instead explore alternatives to demolition as is required by CEQA.

Thank you,
Debi Howell-Ardila

--
Debi Howell-Ardila

--

John Mayer

m: Steven Treffers
Sent: Thursday, December 17, 2015 5:39 PM
To: John Mayer
Cc: Jose Villegas; Jessica Aguilar
Subject: Re: CHC Minutes 11-19-15

Hi John,

As you know I'm unable to attend the meeting this evening due to the fact that I'm out of town for work. But I wanted to provide my thoughts on the garage at 1708 Fletcher. I do not agree with consultants finding that this would not result in an impact to the district or that a negative declaration is appropriate for this project. Although I am unable to vote I was hoping that my thoughts could be shared with my fellow commissioners during the discussion on this agenda item so that it may be entered into the record.

Thanks,
Steven

On Dec 16, 2015, at 11:20 AM, John Mayer <jmayer@southpasadenaca.gov> wrote:

> Good Morning Commissioners. Please find attached, the CHC Minutes of 11/19/15 for your review.
>
> Thanks,
> John
>
> <11-19-15 CHC Minutes.docx>

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ATTACHMENT 5
Appeal Application

CITY MANAGER

JAN 04 2016

APPEAL FORM

City of South Pasadena
1414 Mission Street | South Pasadena | California 91030
Telephone (626) 403-7230 | Fax (626) 403-7211

NOTE TO APPLICANT:

You must submit the following by the deadline:

1. This completed Appeal Form
2. Filing Fee in the amount of $860.00 – cash, credit card (Amex, Visa, MasterCard), or check payable to "City of South Pasadena"
3. One copy of a map depicting all the properties within a 300' radius of the project site and a certified list of the names and addresses of all current owners and occupants of these depicted properties, including all residential and non-residential properties (list of radius map services attached); same information in an Excel spreadsheet on a CD
4. One set of mailing labels for the City to mail information to property owners and occupants (The mailing labels must be accompanied by a notarized certification form – see attached)
5. Public Notice Fee in the amount of $220.00 (cash, credit card, or check payable to "City of South Pasadena")

APPELLANT INFORMATION:

(If more than one appellant, include a separate sheet replicating this section. Signatures are required from ALL appellants.)

Name: DENISE C. TOMLAN, ARCHITECT

Mailing Address: 1026 FLETCHER AVENUE S PASADENA, CA. 91030

Home Phone: _____ Work Phone: 626 441 4144

Cell Phone: _____ E-Mail Address: denise@denisetomlanarchitect.com

Signature: _____ Date: 4 JAN 2016

TYPE OF APPEAL:

☐ Appeal of Planning Commission Decision — Date of Decision: _____

☑ Appeal of Cultural Heritage Commission Decision — Date of Decision: 18 DEC 2015

☐ Appeal of Design Review Board Decision — Date of Decision: _____

☐ Other, *please specify:* _____ — Date of Decision: _____

PROJECT INFORMATION:

Property Address: 1708 FLETCHER AVENUE

Project Name: LUTZ RESIDENCE

Reason for this Appeal *(please attach additional pages as necessary)*: SEE ATTACHED.

For Office Use only

- ☑ 1. Appeal Form
- ☑ 2. Filing Fee in the amount of $860.00 (cash, credit card, or check payable to "City of South Pasadena")
- ☑ 3. One copy of a 300' radius map; certified list
- ☑ 4. One set of envelope labels for the City to mail information to property owners and occupants & CD
- ☑ 5. Public Noticing Fee in the amount of $220.00 (cash, credit card, or check payable to "City of South Pasadena")

Received By: Natalie Sanchez, Management Assistant **Date:** 1/4/2016

(Oct. 2011)

KEVIN M. LUTZ AND DEBORAH CALVA LUTZ, TR
KEVIN M. LUTZ TRUSTEE
DEBORAH CALVA LUTZ TRUSTEE
1708 FLETCHER AVE SO PASADENA, CA 91030

911

16-24/1220 4394
2042911715

1/3/16
Date

Pay to the Order of CITY OF SOUTH PASADENA $ 860.00

Eight Hundred Sixty and no/100 Dollars

Security Features Details on Back

WELLS FARGO Wells Fargo Bank, N.A. California wellsfargo.com

MPORAL

For FILING FEE

MP

⑆122000247⑆ 2042911715⑈ 00911

KEVIN M. LUTZ AND DEBORAH CALVA LUTZ, TR
KEVIN M. LUTZ TRUSTEE
DEBORAH CALVA LUTZ TRUSTEE
1708 FLETCHER AVE SO PASADENA, CA 91030

912

16-24/1220 4394
2042911715

1/3/16
Date

Pay to the Order of CITY OF SOUTH PASADENA $ 220.00

Two Hundred Twenty and no/100 Dollars

Security Features Details on Back

WELLS FARGO Wells Fargo Bank, N.A. California wellsfargo.com

For PUBLIC NOTICE FEE

MP

⑆122000247⑆ 2042911715⑈ 00912

4 January 2016

City of South Pasadena
Mayor and City Council Members
1414 Mission Street
South Pasadena, California 91030

Diana Mahmud - Mayor
Michael Caccioti – Mayor ProTem
Robert S. Joe – Council Member
Marinia Khubersian, M.D. – Councilmember
Richard Schneider, M.D. – Councilmember

Denise C. Tomlan

Re: **1708 Fletcher Avenue**
Appeal to Cultural Heritage Commission Decision
Denial for Certificate of Appropriateness to demolish existing 220 SF detached garage and construct 480 SF detached two-car garage

Dear Council Members:

We are before you to ask for your review of the Denial for Certificate of Appropriateness at the above mentioned property and, to ask for a general review of Ordinance #2243 which is currently protecting single car garages, and precluding owners of properties with these accessory buildings from improving these same structures to current standards.

We believe that the CHC is currently not serving the citizens of this City in a constructive and positive manner. Any submittal is subjected to a lengthy and contentious review process, without regard to the collateral expense in professional costs and time borne to the owner.

To illustrate:

27 April, 2015	Initial Submittal.
4 May, 2015	Application Denied. Request for CEQA report. This report costs $4,500.
17 September 2015	Resubmitted with CEQA report.
14 October 2015	The day before the CHC meeting, it is requested that a representative of the firm that prepared the CEQA report attend the evening meeting. Additional Cost to owner $650.
15 October 2015	CHC Meeting. Approval of Project is denied. CHC asks for alternatives to leave existing garage in place. Any other option to one proposed will add additional cost to project and consume valuable yard area. (These were investigated during design phase and discarded).
16 October 2015	Architect prepares alternate sketch, which preserves "front or west elevation of existing garage", and adds new garage around it. Owner presents to CHC Chair and it is denied.

1826 Fletcher Avenue, South Pasadena, California 91030
☎ 626 441 4144 🖷 626 441 4177 | denise@denisetomlanarchitect.com | www.denisetomlanarchitect.com

27 October 2015 — CHC Chair provided sketch, which "he would recommend approving at next meeting". The provided sketch illustrates a scheme, which requires partial demolition of an existing concrete and arroyo stone terrace at the back of the house, consumes more of the yard and creates an unusable area between the new and existing garages. Proposal more expensive than initial design.

9 December 2015 — Original Proposal Resubmitted with revised CEQA report, dated 4 November 2015, which clearly states that "the Garage is an ancillary structure that is not the primary feature of the subject property and it's removal and replacement with a new garage which meets the Secretary of the Interior's Standards would not materially impair the significance of either the subject property as a district contributor, or the historic district as a whole". *Reference CEQA report, pages 20 ,and 21.*

The revised CEQA report makes a clear distinction defining "that the garage itself is not a contributor to the historic district, but it contributes to the subject property which is a contributor to the district.". page 12

The report concludes that:

Kevin and Deborah Lutz
1708 FLETCHER AVENUE
November 4, 2015~~July 30, 2015~~ - Page 20

The subject property would therefore, ~~which would~~ remain a contributor to the locally eligible historic district. Cumulative impacts to the district are difficult to assess due to a lack of visibility of most garages within the district from the public right of way. However, based upon comparison of the 1920 Sanborn Maps with current maps, it appears that approximately 30 contributing properties retain their original garages and another 19 contributing properties appear to retain garages with similar footprints and/or siting, suggesting the original garages may still be in place but have been added on to. As such, about one third of contributing properties within the district appear to retain their original garages.

CEQA considers the impacts of a project to be cumulative when "the incremental effects of an individual project are significant when viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probable future projects." Garages dating from the period of significance of the historic district do contribute to the character of the contributing properties of which they are a part. However, garages are ancillary buildings built in service to the primary feature of each property, the residence. Without a residence, a garage would lose its significance, but the reverse is not true. Indeed, if every garage dating from the period of significance were removed from the Wayne/Fletcher/Bushnell district, the district would still remain eligible because the primary features of the district, the residences, would remain intact. CEQA Section 15064.5(b)(2) states that a "substantial adverse change in the significance of an historical resources means physical demolition, destruction, relocation, or alteration of the resource or its immediate surroundings such that the significance of an historical resources would be materially impaired." CEQA additionally states the significance of an historical resource is materially impaired when a project demolishes or materially alters in an adverse manner those physical characteristics of an historical resource that convey its historical significance and that justify its including in, or eligibility for, [the California Register or local register]."

Removal of the existing Garage and construction of the new Garage would not materially impair the eligibility of the subject property or the historic district, as the subject property would remain a contributor to the historic district and the historic district would remain eligible as a historical resource pursuant to CEQA. Therefore the Project would have a less than significant impact under CEQA because the eligibility of the ~~Residence, subject property, and historic district~~ would be protected. Furthermore, as discussed above, the Project would conform to the majority of the Standards (1-3, 5-10), with the exception of Standard 4, and would conform to the City of South Pasadena Historic Design Guidelines.

LEVEL OF SIGNIFICANCE AFTER PROJECT COMPLETION

While the Project conforms to the majority of the Standards, the Project would not conform to Standard 4 because the Garage, which has acquired significance ~~in its own right~~ as a ~~contributor to~~ contributing feature of the subject property ~~and historic district~~, would be removed and replaced with a new compatible Garage. However, per the discussion above in

Permanent Not Real Sub

17 December 2015 CHC Meeting

The revised report is dismissed with the comment that "anyone can have a report written in his or her favor". The Certificate for Appropriateness is denied, partially due to the significance of the existing garage's visibility from the street, which is entirely incorrect. (see reference photos). Two of the 5 panel members are not in attendance, though they have provided letters recommending denial. One panel member votes in our favor.

It seems ludicrous that a Historic District can be maintained while allowing for renovations and additions to the primary contributing feature, the Residence, yet the City of South Pasadena has approved an Ordinance, which protects a non-contributing Accessory structure from improvement. There was staff discussion during our last CHC meeting that the original intent of the Ordinance was to preclude owners from having to demolish an existing one-car garage to build a code-compliance two-car garage, but that the authors of the Ordinance had different agendas, and now the one-car garage is protected in-situ. This is in direct conflict with the Standard's of the Director of the Interior which allow for "the change of properties over time". (CEQA report, dated 4 November 2015, page 15).

We are providing the following Reference Materials:

A. Original Submittal, dated 24 April 2015 & 17 September 2015
B. Alternate Proposed Plan & Elevation, dated 16 October 2015
C. Proposal as submitted by CHC Chair, dated 27 October 2015 (see attached photo of existing house).

D. Before & After Photographs of Existing & Replaced Accessory Structures To illustrate value of Improvements.
   - D1: 1812 Fletcher Avenue, Approved by City Council reversal of CHC Decision, 5 June 2014.
   - D2: 1710 Fletcher Avenue
   - D3: 1727 Fletcher Avenue

E. CEQA report, dated 4 November 2015.

Sincerely,

Denise C. Tomlan, Architect
CA 18288

Deborah and Kevin Lutz,
Owners, 1708 Fletcher Avenue

Project Description

Submittal 9 December 2015

Denise C. Tomlan
ARCHITECT

LUTZ Residence
1708 FLETCHER AVENUE

REFERENCE REVISED CEQA REPORT, DATED 4 NOVEMBER 2015, PART OF THIS SUBMITTAL PACKAGE.

The existing two story residence with detached garage dates from approximately 1908, and is of a Craftsman style, referenced by long broad extended eaves, a front porch, arroyo stone, and craftsman detailing. The house was renovated in the 1990's.

No alternations to the residence are proposed.

Alterations proposed include:

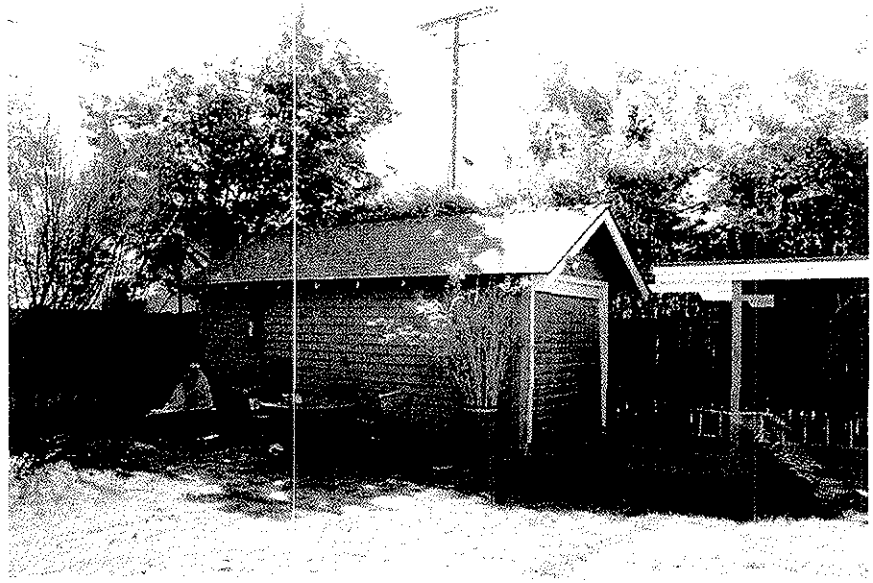
- Demolishing the existing one-car garage and carport. The garage is not original to the house.
- Construct a new 480 SF two-car detached garage, architecturally compatible with the existing vocabulary of wood siding, extended eaves and wood carriage-style garage doors.

The new north facing window will be dual glazed, factory finished wood windows with a muntin pattern to match the existing window style

The new Roofing material will be asphalt shingles to match the existing roof.

1826 Fletcher Avenue, South Pasadena, California 91030
T 626.441.4144 F 626.441.4177 E denise@denisetomlanarchitect.com www.denisetomlanarchitect.com

EXISTING DETACHED GARAGE_WEST ELEVATION



EXISTING DETACHED GARAGE_NORTH ELEVATION

20-46

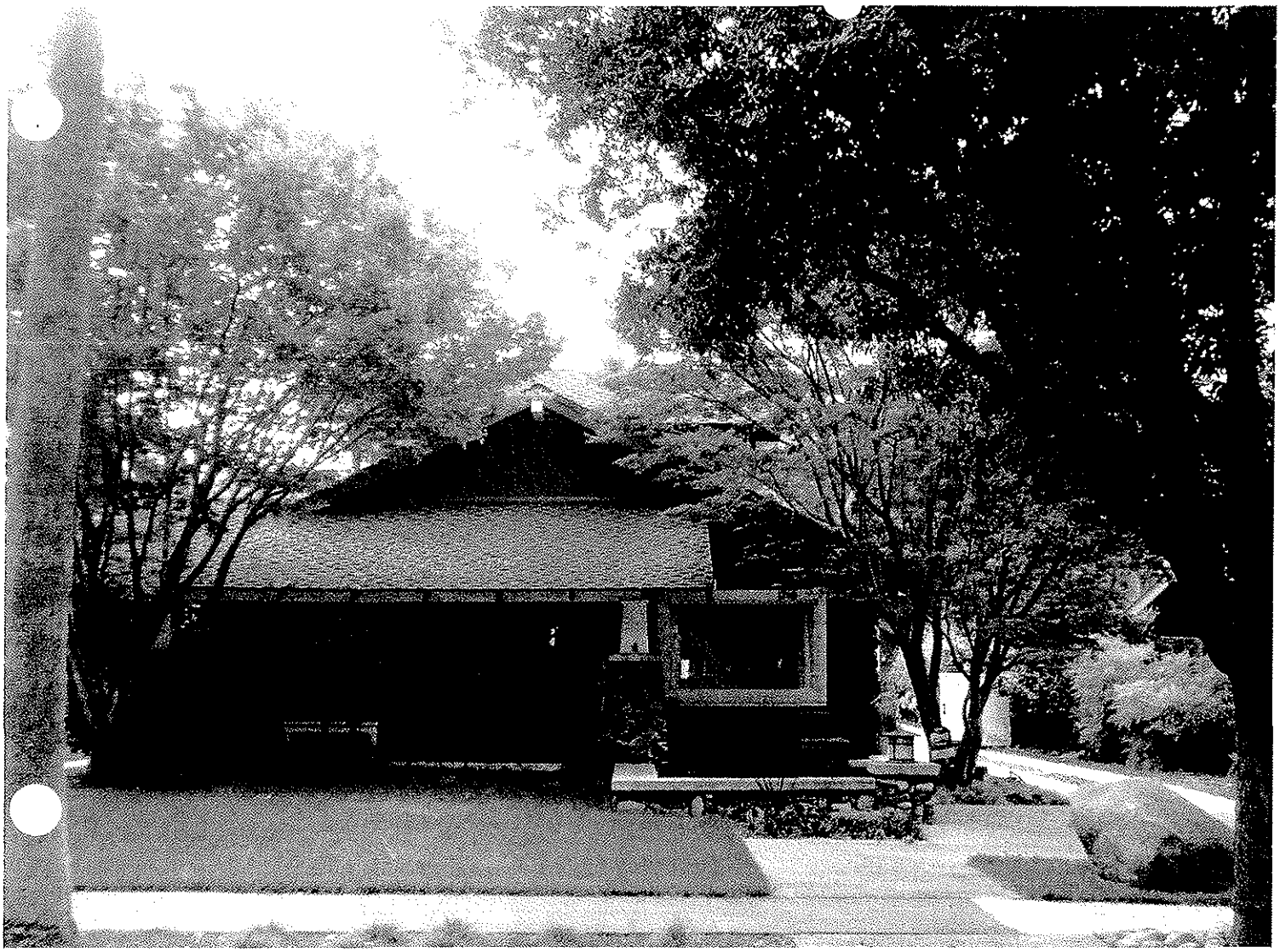
Denise C. Tomlan
ARCHITECT

LUTZ RESIDENCE

1708 Fletcher Avenue
South Pasadena, California 91030

April 2015

SUBJECT PROPERTY



1710 Fletcher Avenue - Streetscape

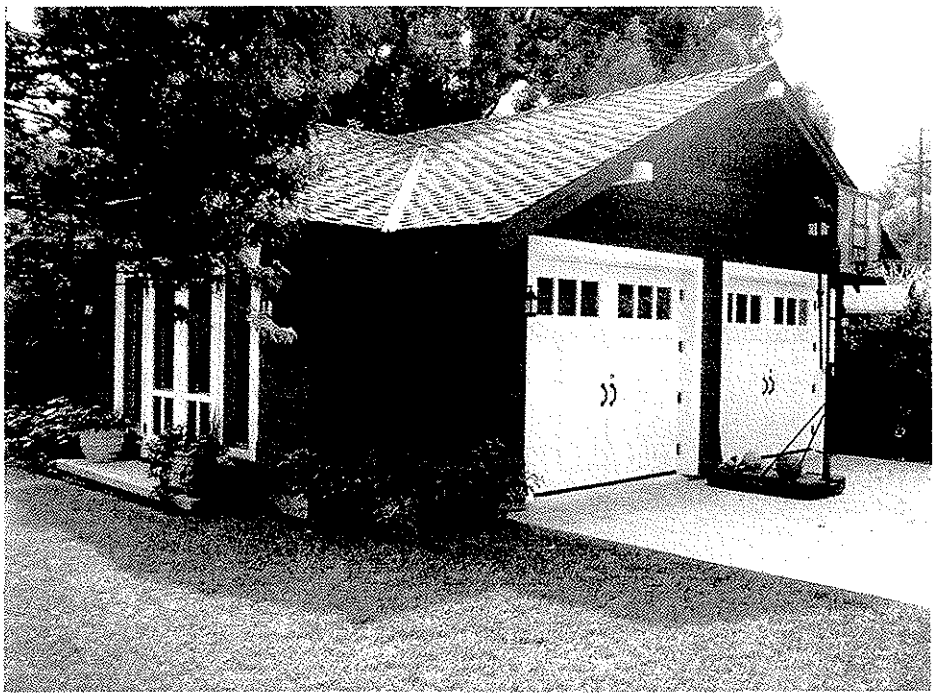
Denise C. Tomlan
ARCHITECT

ADJACENT PROPERTIES – 1710 FLETCHER AVENUE

January 2016

D2

Original "one car"garage
(current cars did not fit) & carport



Demolished & replaced with two car garage (2007)

Denise C. Tomlan
ARCHITECT

ADJACENT PROPERTIES – 1710 FLETCHER AVENUE

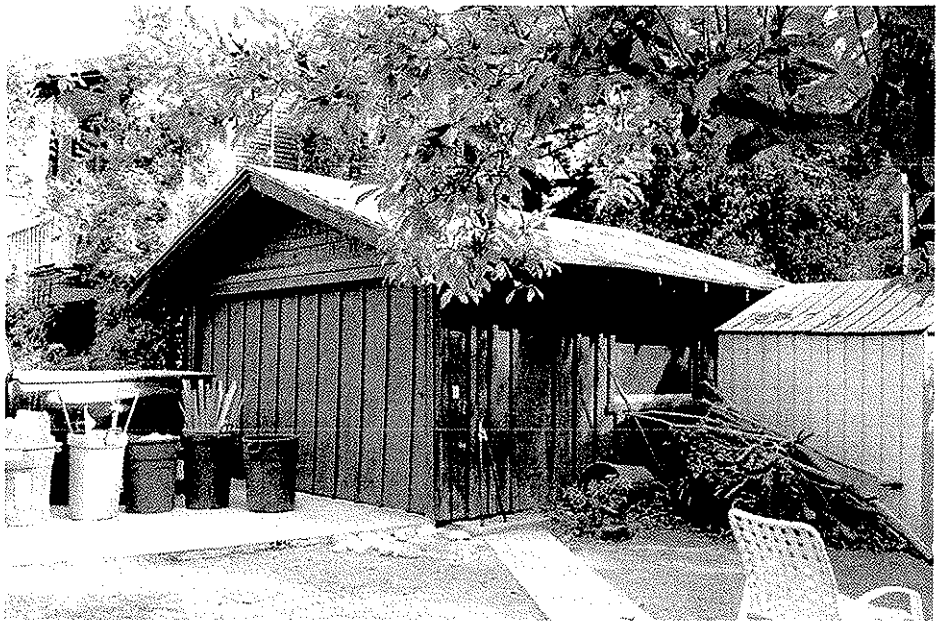
January 2016

1812 Fletcher Avenue - Streetscape

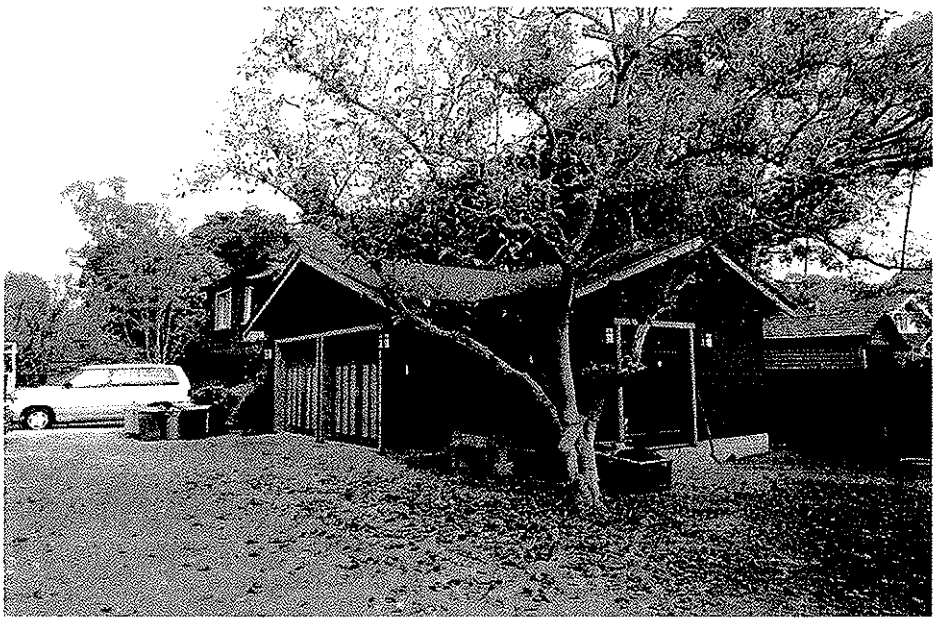
Denise C. Tomlan
ARCHITECT

ADJACENT PROPERTIES – 1812 FLETCHER AVENUE

January 2016



Original garage

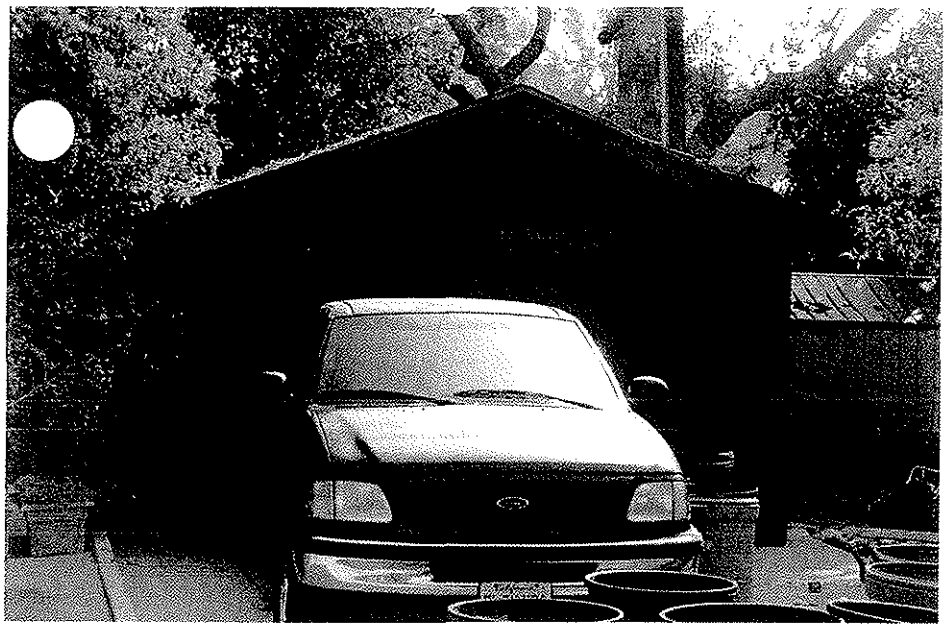


Demolished & replaced with two car garage (2015)

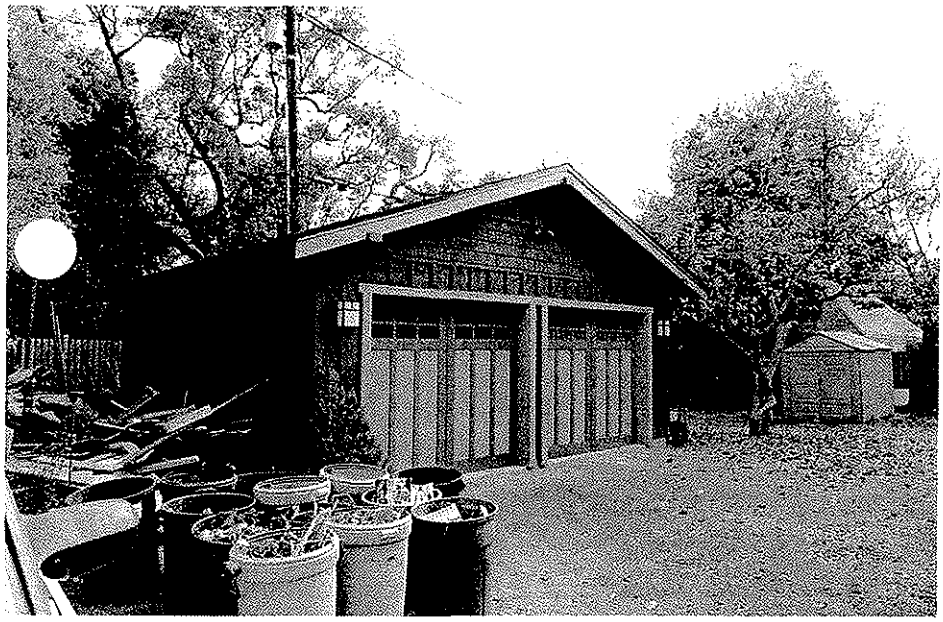
Denise C. Tomlan
ARCHITECT

ADJACENT PROPERTIES – 1812 FLETCHER AVENUE

January 2016



Original garage



Demolished & replaced with two car garage (2015)

Denise C. Tomlan
ARCHITECT

ADJACENT PROPERTIES – 1812 FLETCHER AVENUE

J ary 2016

CITY OF SOUTH PASADENA

1414 MISSION STREET, SOUTH PASADENA, CA 91030
TEL: 626.403.7210 ▪ FAX: 626.403-7211
WWW.CI.SOUTH-PASADENA.CA.US

NOTICE OF DECISION
CERTIFICATE OF APPROPRIATENESS

June 5, 2014

Katheryn and Tom McCarthy
1812 Fletcher Avenue
South Pasadena, CA 91030

PROJECT ADDRESS: Certificate of Appropriateness for 1812 Fletcher Avenue

Dear Mr. and Mrs. McCarthy:

NOTICE IS HEREBY GIVEN THAT on June 4, 2014, the City of South Pasadena City Council overturned a decision of the Cultural Heritage Commission and approved a Certificate of Appropriateness to demolish the existing 298 square foot one-story detached Craftsman style Garage, to construct a new 637 square foot detached garage with a workshop area, and a detached trellis structure on property located at 1812 Fletcher Avenue.

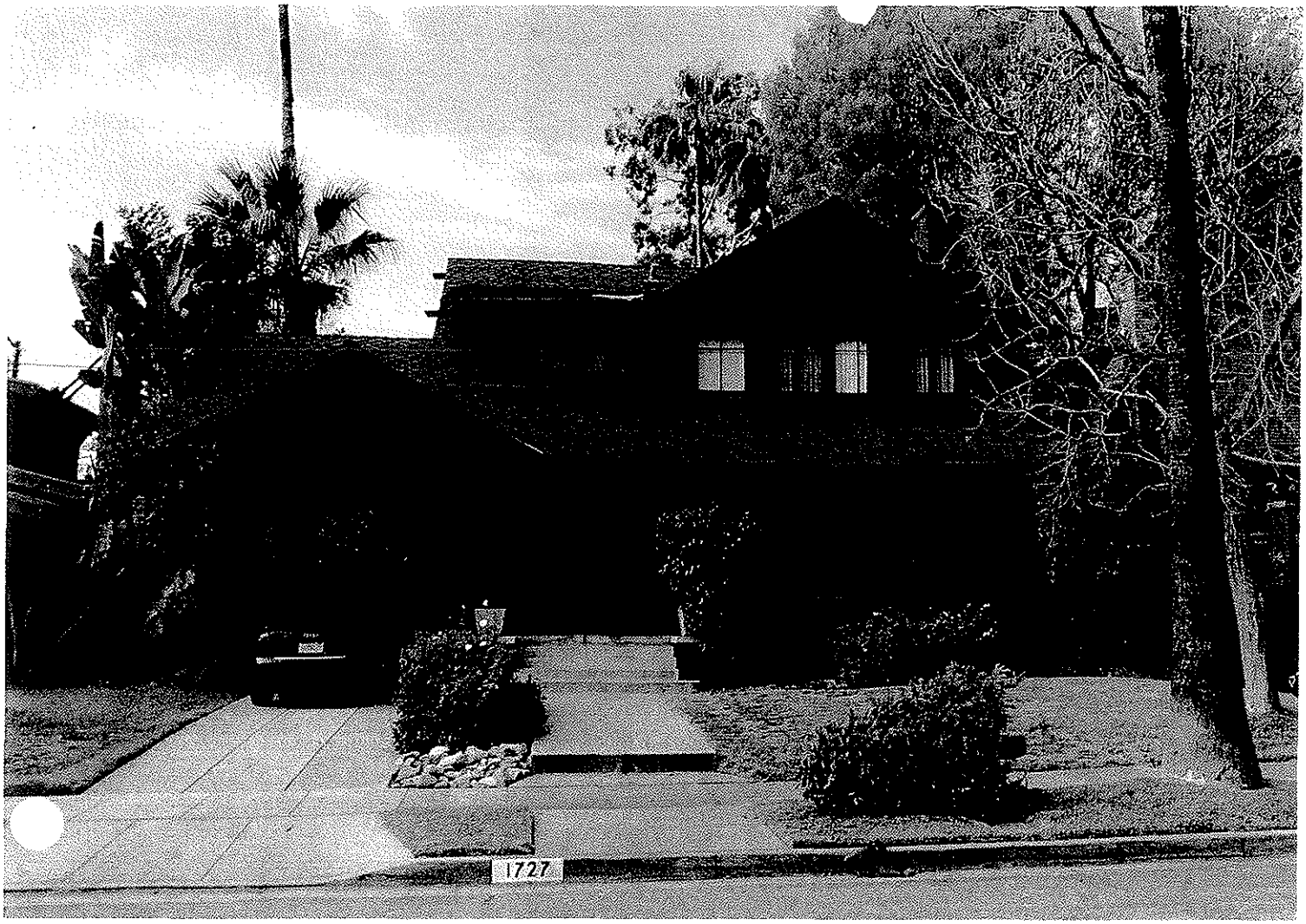
Since there is no appeal period after a City Council decision, you may submit construction plans to plan check and obtain building permits. You may submit your drawings any time during the Building Division's operating hours (7:30 am to 4:30 pm).

If you have any questions, concerns, or if you need to make any changes to the project, please contact me at (626) 403-7228, or e-mail me at jmayer@southpasadenaca.gov.

Sincerely,

John Mayer
Senior Planner

Cc: Denise C. Tomlan, Project Architect



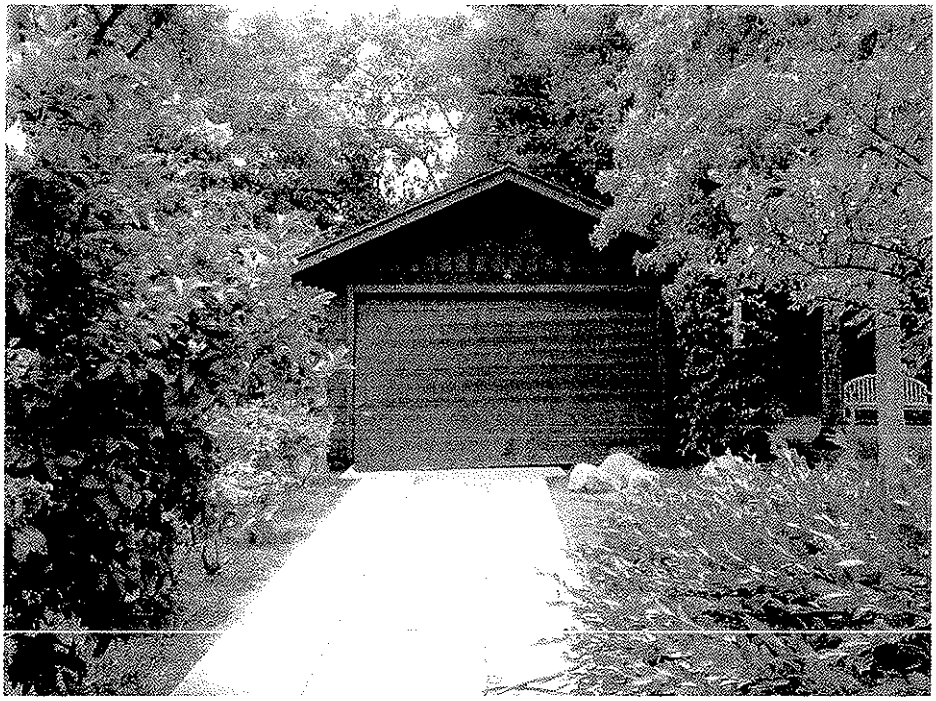
1727 Fletcher Avenue - Streetscape

Denise C. Tomlan
ARCHITECT

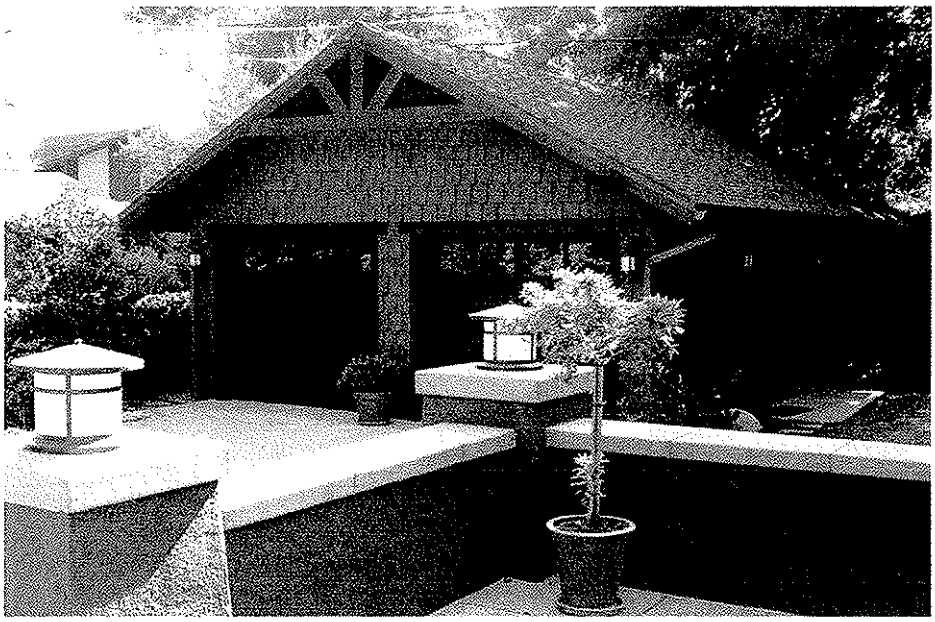
ADJACENT PROPERTIES – 1727 FLETCHER AVENUE

January 2016

D3



Original garage



Demolished & replaced with two car garage (2009)

Denise C. Tomlan
ARCHITECT

ADJACENT PROPERTIES – 1727 FLETCHER AVENUE

January 2016

RESIDENCE_WEST ELEVATION

VIEW LOOKING EAST TOWARDS EXISTING GARAGE

20-55

Denise C. Tomlan
ARCHITECT

LUTZ RESIDENCE

1708 Fletcher Avenue
South Pasadena, California 91030

April 2015

SUBJECT PROPERTY

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ATTACHMENT 6
DPR Survey Form

State of California - The Resources Agency
DEPARTMENT OF PARKS AND RECREATION

PRIMARY RECORD

Primary #
HRI #
Trinomial
NRHP Status Code 6Z1

Other Listings
Review Code Reviewer Date

Page 1 of 0 **Resource Name or #:** (Assigned by recorder) *Wayne/Bushnell/Fletcher District*

P1. Other Identifier: *Wayne/Bushnell/Fletcher District*

P2. Location: ☐ Not for Publication ☑ Unrestricted **a. County** *Los Angeles*

and (P2b and P2c or P2d. Attach a Location Map as necessary.)

b. USGS 7.5' Quad Date T ; R ; 1/4 of 1/4 of Sec ; B.M.

c. Address: *Wayne/Bushnell/ Fletcher* City *South Pasadena* Zip *91030*

d. UTM: (Give more than one for large and/or linear resources) Zone ; mE/ mN

e. Other Locational Data (e.g. Parcel #, directions to resource, elevation, etc., as appropriate)

Parcel No.

P3 Description: (Describe resources and its major elements. Include design, materials, condition, alterations, size, and boundaries)

This district is located in the southern portion of South Pasadena between Oak Street (north) and Huntington Drive (south). Rear parcel lot lines along the east side of Wayne Avenue act as the district's eastern boundary, while the rear lot lines along the west side of Fletcher Avenue act as the district's western boundary. The Wayne/Bushnell/Fletcher District is a large one- and two-story single-family residential district incorporating a few multi-family units. The district is comprised of 98 contributing structures constructed between 1902 and 1933. It is quite a dense district, with very few intrusions. The architectural character is primarily Craftsman in nature, with a consistently high level of architectural quality and minimal alterations. The use of Arroyo stone and/or clinker brick in chimneys, lots walls, and porch piers is visible in many homes. There is also a scattering of period revival styles, including Tudor Revival, Colonial Revival, and Spanish Colonial Revival. All garages are sited at the rear of each lot and are detached in nature. Garages are accessed via side driveways from the street. In the front lawns stand mature trees, some of them unusual; mature trees (primarily oak) line the streets. Concrete sidewalks, with contractor stamps embedded, separate the front lawns from the easements and street. Paved paths (usually concrete) lead from the sidewalks to the front porches or stoops. Though installed within the last three years, of interesting note are the two landscaped center islands at the north and south ends of Fletcher Avenue. This district is distinguished for its uniformity of integrity, density, style, and period.

P3b. Resource Attributes: (List attributes and codes) *HP 2. Single family property* *HP 3. Multiple family property*

P4. Resources Present: ☐ Building ☐ Structure ☐ Object ☐ Site ☑ District ☐ Element of District ☐ Other (Isolates, etc.)

P5b Description of Photo:
(View, date, accession #)

P6. Date Constructed/Age and Sources:
☐ Prehistoric ☑ Historic ☐ Both
1902-1933

P7. Owner Address:
Multiple Owners

P8. Recorded by:
(Name, affiliation, and address)
Jan Ostashay
PCR Services Corporation
233 Wilshire Boulevard, Suite 130
Santa Monica, CA 90401

P9. Date Recorded: *10/1/02*

P10. Survey Type: (Describe)

P11. Report Citation: (Cite survey report and other sources, or enter "none.")

Attachments:
☐ NONE
☑ Location Map
☐ Sketch Map
☐ Other: (List)
☑ Continuation Sheet
☐ Building, Structure, and Object Record
☐ Archaeological Record
☑ District Record
☐ Linear Feature Record
☐ Milling Station Record
☐ Rock Art Record
☐ Artifact Record
☐ Photograph Record

ATTACHMENT 7
PCR Report, dated
11/04/15

November 4, 2015

Deborah and Kevin Lutz
1708 Fletcher Avenue
South Pasadena, California 91036

Re: HISTORICAL RESOURCES CEQA IMPACTS ANALYSIS FOR GARAGE REPLACEMENT PROJECT, 1708 FLETCHER AVENUE, SOUTH PASADENA, CALIFORNIA

Dear Mr. and Mrs. Lutz:

PCR Services Corporation (PCR) appreciates the opportunity to submit this letter report to Kevin and Deborah Lutz (Clients) which summarizes and documents the results of a Historical Resources Impacts Analysis for the garage replacement project proposed for 1708 Fletcher Avenue (APN 5321-006-019) in South Pasadena, California (project site).

PROJECT DESCRIPTION

The project site is presently improved with an original single-family two-story Craftsman Residence built in 1908. The existing 217 square foot one-story detached Craftsman-style Garage (Existing Garage) built in 1929 is located at the back southeast corner of the lot. Under the Project the existing one-car Garage, carport, and brick and concrete driveway would be demolished and replaced with a new one-story detached 480 square foot two-car garage (New Garage) and integral color concrete driveway. Based upon correspondence with the owners of the subject property, the Project is necessary to alleviate shortage of covered on-site parking. The small size of the current garage makes it unusable as vehicle storage for the majority of modern automobiles. Existing street parking is scarce and in high demand requiring on-site tandem parking in the narrow driveway of the subject property. PCR reviewed Project plans for the Lutz Residence Garage Replacement, 1708 Fletcher, prepared by Denise C. Tomlan, Architect, dated April 25, 2015. A copy of the project plans is provided in Exhibit A.

REGULATORY SETTING

The subject property was previously identified in the City of South Pasadena Cultural Heritage Inventory-Historic Resources Survey, 1994. The Phase II Historic Resources Survey, 2003, recorded and identified the subject property as a contributor to the locally eligible Wayne/Bushnell/Fletcher District located in the southern portion of South Pasadena. While the district Department of Parks and Recreation (DPR) Primary Record described the general siting of garages within the district, the subject property DPR form does not make any mention of the Garage, but rather describes only the existing Residence as an element of the district. A

201 Santa Monica Boulevard, Suite 500, Santa Monica, CA 90401 INTERNET www.pcrnet.com TEL 310.451.4488 FAX 310.451.5279

copy of the respective page from the inventory list from the 2003 survey update report,[1] District DPR form, and subject property DPR form are provided in Exhibit B. There are 98 contributing properties within the district. All district contributors were constructed between 1902 and 1933. The district is composed of high quality, intact one-story single-family residential structures primarily designed in the Craftsman style of architecture although other styles are also represented. The District is dense with few intrusions (Figure 1). Distinct physical elements include the use of Arroyo stone and/or clinker brick in chimneys, lot walls, and porch piers visible in many homes. All garages are detached, sited at the rear of each lot, and accessed from the tree-lined streets by driveways along the sides of the lots. There are two landscaped center islands at the north and south ends of Fletcher Avenue installed sometime between 1999 and 2002.

City of South Pasadena Cultural Heritage Ordinance

The City's Cultural Heritage Ordinance as defined in the South Pasadena Municipal Code, Chapter 2, Article IVH, establishes criteria and processes for designating improvements, sites, or natural features (historic resources) as local landmarks or historic districts. South Pasadena adopted the Cultural Heritage in 1971 that established the Cultural Heritage Commission (CHC) to advise the City Council on all preservation issues (Ord. No. 2187, § 2, 2009.). The CHC is charged with the ongoing responsibility for adopting specific criteria and recommendations for the designation of Landmarks and Historic Districts, subject to approval by the City Council, and is also authorized to develop standards and criteria for determination of appropriateness in reviewing applications for permits to construct, enhance, alter, modify, remodel, remove, demolish or affect any inventoried property, Landmark or Historic District. As well, the CHC can review and advise the City upon the conduct of land use, housing, redevelopment, municipal improvement and other types of planning programs undertaken by any agency of the City, County or State, as they relate to Landmarks and Historic Districts in the community.[2] In 2008, the City initiated a project to review and revise the current ordinance and the CHC has been working since then to revise and refine the ordinance so that it better achieves the City's preservation goals.[3]

The designation criteria for Landmarks and Historic Districts and standards for the designation of landmarks and historic districts include any or all of the following, as applicable:

---

[1] *Historic Resources Survey Report: Phase II: Documentation of Historic Districts and Individual Properties, prepared for City of South Pasadena, prepared by PCR Services Corporation, September 2003.*

[2] *City of South Pasadena General Plan, Chapter V, Historic Preservation Element, page V-8 (http://www.ci.south-pasadena.ca.us/modules/showdocument.aspx?documentid=216, accessed, 2/5/14).*

[3] *Agenda for the City of South Pasadena Cultural Heritage Commission, Special Meeting, Tuesday, February 4, 2014, Item 2, Draft Preservation Ordinance Revisions, Definitions Section (http://www.ci.south-pasadena.ca.us/modules/showdocument.aspx?documentid=4050, accessed 2/5/14).*

(A) Its character, interest or value as a part of the heritage of the community;

(B) Its location as a site of a significant historic event;

(C) Its identification with a person, persons or groups who significantly contributed to the culture and development of the city, state or United States;

(D) Its exemplification of a particular architectural style of an era of history of the city;

(E) Its exemplification of the best remaining architectural type in a neighborhood;

(F) Its identification as the work of a person or persons whose work has influenced the heritage of the city, the state or the United States;

(G) Its embodiment of elements of outstanding attention to architectural design, engineering, detail design, detail, materials or craftsmanship;

(H) Its being a part of or related to a square, park or other distinctive area which should be developed or preserved according to a plan based on a historic cultural or architectural motif;

(I) Its unique location or singular physical characteristic representing an established and familiar visual feature of a neighborhood;

(J) Its potential of yielding information of archaeological interest;

(K) Its integrity as a natural feature or environment that strongly contributes to the well-being of the people of the city;

(L) Its significance as a distinguishable neighborhood or area whose components may lack individual distinction;

Preservation of South Pasadena's character and scale, including its urban design form and historic character, is given consideration in project review and design criteria are employed by the CHC and the Design Review Board for development projects within the City. Design review by either group takes into account the importance of maintaining scale and visual harmony in blending new construction and adaptive reuse of older structures.[4]

The CHC is responsible for the Design Review of proposed projects for properties within a designated historic district, and shall take action first on the Certification of Appropriateness and may provide the Planning Commission with recommendations on the

[4] *Ibid.*

subject zoning approval (South Pasadena Municipal Code 36.410.040 Design Review, D. Review Authority, 2. Cultural Heritage Commission (CHC) review). The CHC has the power and duty to approve or disapprove in whole or in part an application for a certificate of appropriateness regarding the demolition, alteration or removal of a landmark or an improvement or natural feature within a historic district or a structure or building listed on the cultural heritage inventory (Ord. No. 2187, § 2, 2009.)

The City of South Pasadena Residential Design Guidelines (Design Guidelines) supplement those found in the City's Zoning Code and serves as the basis for decisions by the Design Review Board, CHC and City staff. Part II of the Design Guidelines, the Design Guidelines for Alterations & Additions to Historic Residences (Historic Design Guidelines) is based upon the *Secretary of the Interior's Standards for the Treatment of Historic Properties* and assists the CHC in assessing projects for conformance with the City's Cultural Heritage Ordinance and the California Environmental Quality Act (CEQA).[5] The Historic Design Guidelines are intended to foster the preservation and rehabilitation of the character-defining features. The standard procedure for historic buildings is to identify, retain and preserve the form and detailing of the architectural materials and features that are important in defining the historic character of the structure. Additions or alterations are encouraged to be compatible with these historic features.

No building or structure which is listed on the cultural heritage inventory or within a historic district shall be demolished, removed, relocated or altered without first obtaining a certificate of appropriateness from the CHC in accordance with the provisions of Section 2.64 Demolition and alteration of the Cultural Heritage Ordinance. In considering the appropriateness of any alteration, new construction, reconstruction, relocation, restoration, remodeling or other modification of a landmark or an improvement or natural feature within a historic district, the commission shall consider, among other things:

i. The historical and architectural value and significance of the landmark or historic district;

ii. The texture, material and color of the building or structure in question or its appurtenant fixtures, including signs and the relationship of such features to similar features of other buildings within the historic district;

iii. The position of the building or structure in relation to the street or public way and to other buildings and structures; and

[5] *City of South Pasadena Residential Design Guidelines, Part II: Design Guidelines for Alterations & Additions to Historic Residences, prepared by Architectural Resources Group Architects, Planners & Conservators, Inc, January 2009, pp. 7-50*

iv. With respect to a historic district, the impact of the proposed alterations on the criteria and standards adopted by the city council for designation of the historic district.

In considering the appropriateness of any demolition, the commission shall consider whether the improvement or natural feature is of such unusual or uncommon design, texture or materials that it could not be reproduced or be reproduced only with great difficulty and expense or whether retention of such would substantially aid in preserving and protecting a landmark or historic district. In the case of a demolition within a historic district, the commission shall make its determination based upon the impact to the criteria and standards adopted by the city council for designation of the historic district.[6]

CEQA Guidelines

Section 15064.5(b) of the CEQA Guidelines states that a project involves a "substantial adverse change in the significance of a historical resource" when one or more of the following occurs:

- Substantial adverse change in the significance of a historical resource means physical demolition, destruction, relocation, or alteration of the resource or its immediate surroundings such that the significance of a historical resource would be materially impaired.
- The significance of a historical resource is materially impaired when a project:

  a. Demolishes or materially alters in an adverse manner those physical characteristics of a historical resource that convey its historical significance and that justify its inclusion in, or eligibility for, inclusion in the California Register of Historical Resources; or

  b. Demolishes or materially alters in an adverse manner those physical characteristics that account for its inclusion in a local register of historical resources pursuant to Section 5020.1(k) of the Public Resources Code or its identification in a historical resources survey meeting the requirements of Section 5024.1(g) of the Public Resources Code, unless the public agency reviewing the effects of the project establishes by a preponderance of evidence that the resource is not historically or culturally significant; or

  c. Demolishes or materially alters in an adverse manner those physical characteristics of a historical resource that convey its historical significance and

[6] *South Pasadena Municipal Code, Chapter 2, Article VII, Section 2.64*

that justify its eligibility for inclusion in the California Register of Historical Resources as determined by a lead agency for purposes of CEQA.

The Secretary of the Interior's Standards for Rehabilitation (Standards) are codified at 36 Code of Federal Regulations (CFR) Section 67.7. In most circumstances, the Standards are relevant in assessing whether there is a substantial adverse change under CEQA. Section 15064.5b(3) of the CEQA Guidelines states in part that "... a project that follows the Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings or the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings (1995), Weeks and Grimmer, shall be considered as mitigated to a level of less than a significant impact on the historic resource," and therefore may be considered categorically exempt.

1708 FLETCHER AVENUE

Construction History

The subject property is situated on Lot 71 in the Ardfert Tract in South Pasadena. The current assessor map and historic tract map are provided in Exhibit C and Exhibit D, respectively. Parcel data available online through the Los Angeles County Office of the Assessor indicates that the Residence was constructed in 1908. No original building permits were available, with the earliest available permit dating back to 1929. Therefore, the available permits were used in conjunction with available Sanborn Fire Insurance Maps to compile the following construction history. A summary of the available building permits is provided in Table 1 below and copies of the building permits are provided in Exhibit F.

The history of property development is illustrated on the historic Sanborn maps provided in Exhibit E. The 1910 Sanborn map shows that the subject property was originally improved with a one story single-family dwelling. The map shows that the house had a partial-width front porch on the north end of the front (west) elevation, three projecting window bays along the south elevation, and one window bay on the north elevation. A very small one story building, likely a storage shed, was located in the rear northeast corner of the property. The building in the northeast corner was not marked as a garage on the Sanborn map and no other ancillary buildings were located on the subject property in 1910. The surrounding streets were improved with single-family dwellings but there were still many vacant lots. Twelve of the 35 lots on Fletcher Avenue were improved, including the subject property, but only six of the residences (including the subject property) had ancillary buildings. Eighteen of the 37 lots on Bushnell Avenue were improved, including four oversized lots near the center of the block; and 14 of the 37 lots on Electric Avenue were improved.[7] The only building permit issued for

[7] *Sanborn Fire Insurance Map, Pasadena (South Pasadena), 1910, Sheet 256.*

the property before 1930 and available on record is a 1929 permit for the construction of a single-car garage. The owner at the time, Mrs. L.M. Armstrong, had the garage built for the sum of $100.

By 1930-1931 nearly all of the surrounding lots had been improved with single family residences and the majority had detached garages at the rear of their lots. The 1930-1931 Sanborn Map shows that the single-car garage built on the subject property in 1929 was located in the southeast corner at the rear of the lot. The Sanborn map also confirms that the garage was one story. The footprint of the Residence remained unchanged between 1910 and 1930-1931, but the number of stories in 1930-1931 is listed as one-and-a-half, indicating the attic level may have been added in the twenty year gap between available maps. The adjacent lot to the south of the Residence was developed by this time, with a one-story dwelling and a detached rear garage. The lot immediately north of the subject property remained unimproved in 1930-1931.[8]

In 1947, unspecified general alterations occurred on the property while it was under the ownership of G.J. O'Hanlon. The only change apparent to the Residence in the 1951 Sanborn map is a small one-story addition added off the west end of the north elevation.[9] This addition may be part of the alteration permitted in 1947. It appears that this addition has now been altered or removed, as that same area is now enclosed only with a low brick wall that extends out to the front edge of the porch. Walter and Constance Alden came into possession of the property by the 1950s, adding a car port in 1955. Walter Alden reinforced the roof himself in 1969 and also had the roofing shingles replaced. It appears that the house was damaged by an earthquake in the late 1980s, with a permit for earthquake repairs granted in March of 1988 and renewed in January of 1989. The nature of these repairs is unclear. The last permitted alteration to the house under the ownership of the Alden family was in 1991, for a foundation anchorage retrofit. In 2005, the current owners had a second-story addition and deck put in, and converted the existing attic into living space. The Residence was also re-roofed at that time. At an unspecified date, but within the last 10 years, a new car port was built to replace the one built in the 1950s. Additionally, comparison with the photograph provided as part of the DPR form for 1708 Fletcher, it appears that since 2003 the brick chimney was replaced with an arroyo stone chimney and the brick walls were painted. It also appears that many of the windows and doors have been replaced with contemporary windows in a compatible, traditional Craftsman style.

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[8] *Sanborn Fire Insurance Map, Pasadena (South Pasadena), 1930-1931 vol. 6, 1930, Sheet 662.*
[9] *Sanborn Fire Insurance Map, Pasadena (South Pasadena), 1930-October 1951, Sheet 662.*

PCR

Table 1. 1708 Fletcher Permit History

Permit #	Date	Owner	Contractor	Architect/ Engineer	Description	Valuation
6243	1/22/1929	Mrs. L.M. Armstrong			Garage Single	$100.00
16044	4/1/1947	G.J. O'Hanlon	Day Labor		General Alterations	$1,000.00
16068	4/8/1947	G.J. O'Hanlon	So Pas. Elect. Co		General Alterations	
16207	5/8/1947	G.J. O'Hanlon	Marks Plumb. Co.		General Alterations	
32193	11/4/1954	Alden	E.N. Thomas		Furnace	$395.00
34389	11/29/1955	W.A. Alden	Owner		Car port	$502.00
37695	7/1/1957	Alden	E.N. Thomas		Hs. Connection - Kitchen facilities hooked on to existing sewer - cesspool to be filled after Aug. 1, 1957	
54636	5/20/1964	W.A. Alden	E.N. Thomas & Son		Water Heater	
	8/28/1969	Walter A. Alden	Owner		Reinforce roof rafters with purlins and supports	$200.00
	9/8/1969	Mr. Walter Alden	Alhambra Roofing Company		reroof house with 175# shingles	$615.00
5779	3/2/1988	Mrs. C. Alden	J.T. Construction Co.		Superior Fireplace #FR3870 Earthquake Damage	$3,500.00
7802	1/20/1989	Constance Alden	Sommers & Sons		Earthquake Damage (Renewal of expired permit)	$3,500.00
11883	7/31/1991	Connie Alden	Ed Sylvis	Tom Purkiss	Foundation Anchorage Retrofit	$1,150.00

Table 1. 1708 Fletcher Permit History (Continued)

Permit #	Date	Owner	Contractor	Architect/ Engineer	Description	Valuation
6697	3/5/2003	Deborah Lutz	JM Construction (Owner Builder)		Electrical	
6698	3/5/2003	Deborah Lutz	King Unlimited (Owner Builder)		Mechanical	
10179	3/15/2005	Mr. and Mrs. Kevin Lutz	Newhaven Builders, Inc.	Andrea Lappas	A 1,002 sq. ft. second story attic w/ deck conversion and addition to an existing single story residence	$92,584.80
10969	3/15/2005	Mr. and Mrs. Kevin Lutz	Frank Marrone & Sons, Inc.		Plumbing	
11064	3/15/2005	Kevin and Deborah Lutz	KWG Unlimited		Mechanical	
11282	3/15/2005	Kevin Lutz	Smith Electric		Electrical	
11368	3/15/2005	Kevin Lutz	Newhaven Builders, Inc.	Andrea Lappas	Re-roof: plywood sheathing w/GAF 30 yr timberline 3-0 fiberglass shingle	$4,200.00

Architectural Description

The subject property consists of a steeply-pitched, side-gabled two-story wood-frame Craftsman Residence and detached Craftsman Garage, as described below. Current photographs are provided in Exhibit G.

Residence

Roof elements of the Residence include deep overhangs, exposed rafter tails and beam-ends, carved brackets, and a front-gabled porch roof with a horizontal vent covered with a faux window box. The partial-width front porch extends out from the north end of the front (west) elevation, with the porch roof supported by four squared wooden posts, arranged in pairs connected by cross bars and sitting atop a low painted brick wall. Concrete steps lead to the front entrance, located beneath the porch. To the south of the large front entry door is a large window with a large single pane with a row of eight smaller panes running along the top edge. An arroyo stone chimney is located just south of the front porch and extends up through the eaves of the primary side-gable roof. A second window on the west elevation is situated to the right of the chimney. Wood shingles sheath the gable ends of the Residence while clapboard siding covers the remainder of the exterior façades (Figure 2).

Along the north (side) elevation, a low brick wall encloses a small area extending from the front edge of the porch and encompassing the door located at the western edge of the north elevation, creating a small, uncovered, outdoor seating area. To the east of this seating area is a projecting window bay with three small windows. The bay is covered by a small shed-roof with exposed rafter-tails (Figure 3). At the eastern edge of the gable the first floor project slightly and extends out past the rear of the house. This extension is covered with a small front-gable roof, visible on the rear (east) elevation (Figure 4). The Residence is two stories at the rear, with a low-pitched front gable roof covering the second-story and carrying over the roof elements described above. A second story deck extends out over the back patio, and is accessed by a set of double doors. One small window at the northern edge of the second floor overlooks the deck. The patio below is uncovered save for the overhang of the deck above. The patio has a concrete floor with arroyo stone railings. Craftsman-style double doors, matching those from the deck above, allow access between the patio and the Residence. Two large pairs of windows of similar design are located directly to the right of the double doors. The south (side) elevation borders the driveway. There are a series of three projecting window bays covered a shared shed roofs along this elevation (Figure 5).

Garage

A detached, Craftsman-style Garage is situated in the backyard in the southeast corner of the subject parcel (Figure 7). The garage is accessed by a narrow driveway, composed of two rows of narrow concrete slabs. Red brick runs between the two rows of concrete and

between the southern row and the property line for approximately the last twenty feet of the driveway leading up to the garage (Figure 8). The brick and concrete area of the driveway is covered by a car port, constructed within the last decade, pulling Craftsman design elements from the Residence (Figure 9). About halfway back along the south elevation of the Residence a contemporary Craftsman-style electronically operated gate has been installed. This gate provides security and easy resident access to the backyard and Garage, and largely obscures the view of the Garage from the public right-of-way (Figure 10). A small brick patio is located along the north elevation of the Garage.

The Garage itself is a small, wood-frame building with a front-gable roof. The exterior is covered in wood clapboard which matches that used on the Residence (Figure 11). The gable-ends have slated wood vents (Figure 12). The Garage roof is covered with composite shingles. The rafter-tails under the eaves on the north and south sides of the Garage are exposed, in keeping with the Craftsman detailing of the property (Figure 13). The Garage door is metal and appears to be a replacement. It is framed in wide, painted wood trim (Figure 14). An addition was made to the rear of the Garage, evidenced on the exterior by a piece of vertical trim and on the interior by a break in the flooring. The rear (east) elevation of the Garage has what appears to be the original wood door located on the northern end, with a small single-frame wood pane window just to the left of the door (Figure 15). The Garage is single-wall construction set on a concrete slab foundation.

In addition, there is a mature tree in the northeast corner of the backyard, and a smaller citrus tree just to the west of that. The backyard also contains a variety of shrubbery and garden plantings, primarily along the northern edge of the property. The backyard of the subject property is surrounded by a tall wood privacy fence along the south and east sides, and by a block wall along the north side.

Streetscape/Views

Fletcher Avenue is situated within the locally eligible Wayne/Bushnell/Fletcher District. The streetscape is characterized by intact one-story single-family residential structures primarily designed in the Craftsman style of architecture, although other styles are also represented (Figures 16 and 17). Commercial buildings at the south end of Fletcher Avenue and the Huntington Drive intersection bound the District on the south (Figure 18). Within the District the majority of the residences are intact contributors and there are few intrusions. The 1800 block of Bushnell Avenue, one block east of Fletcher Avenue, is a beautiful tree-lined street with a dense, arched tree canopy shading the street (Figure 19). Distinct physical elements include the use of Arroyo stone and/or clinker brick in chimneys, retaining walls, and porch piers visible in many homes (Figures 20 and 21). All garages are detached, sited at the rear of each lot, and accessed from the tree-lined streets by driveways along the sides of the lots. Some of the garages appear to be altered, enlarged (Figure 22), or

have new garage doors (Figure 23), and some historic garages appear to remain intact (Figure 24).

Integrity

The subject Residence retains integrity of location, design, setting, feeling and association, as well as partial integrity of workmanship and materials, from its original 1908 period of significance. While some of the original materials and features, such as windows, have been replaced, new elements introduced to the property are compatible stylistically with the historic features of the house and the larger district. The addition at the rear of the Residence is not visible from the public right-of-way and was designed to be compatible with the historic Craftsman features and style of the Residence.

The detached Existing Garage, built in 1929, has been altered with a small rear addition and a replacement metal garage door. The concrete slabs of the associated brick and concrete driveway appears to have been partially replaced. Additionally, a detached car port was added in front of the Garage and views of the Garage are largely blocked by a recently installed gate. Despite these alterations, the Garage retains integrity of location, design, setting, feeling and association, and partial integrity of materials and workmanship due to the alterations.

Significance

The subject property retains its integrity largely intact and remains a contributor in the Wayne/Bushnell/Fletcher District. Originally constructed ca. 1908, the subject Residence continues to convey its Craftsman style architecture from its 1908 period of significance, as described above. The ancillary Craftsman-style Garage is not original to the property but was a later addition constructed in 1929, more than twenty years after the Residence was built. The Garage has been altered with a replacement metal garage door and a small rear addition. However, these changes did not have a significant impact upon the integrity of the Existing Garage, which retains five of the seven aspects of integrity and partially retains the remaining two aspects. Although not original to the subject property, the Garage has attained significance as a contributing feature of the subject property because it was constructed within the 1902-1933 period of significance for the Wayne/Bushnell/Fletcher District, and although partially altered the Garage retains sufficient integrity to convey its Craftsman-style architecture. The Garage itself is not a contributor to the district, but it does contribute to the subject property, which is a contributor to the district.

Character Defining Features

The Craftsman/Bungalow style is considered the most prevalent historic residential style in the City, characterized by a rustic aesthetic that was popular from 1900 -1925. The style was derived from The English Arts and Crafts Movement, which emphasized handcrafted

materials and simple detailing partly in a reaction against the elaborate, mass-produced ornamentation found on Victorian style homes at the turn-of the century. The Craftsman style flourished in California, especially in the Pasadena area, inspired in part by Charles and Henry Greene who practiced architecture and designed simple Craftsmen bungalows and high-style interpretations from 1903 -1914. Their work was published widely and the Craftsman style became popular across the country. Prominent front entry porches, sleeping porches, breakfast nooks and inglenooks (fireplace seats), are characteristic of the wood frame structures, which are typically clad with wood shingle or clapboard siding.[10] In South Pasadena, examples of Craftsman style homes range in size and level of detailing from one-story bungalows to larger 2-story homes.

The subject property has the following Craftsman/Bungalow style characteristics:

Massing

- Horizontal massing
- The height of the residence varies between one and two-stories
- Partial-width front porch
- There is a detached garage in rear yard

Roofs

- Low pitched, gabled roofs
- Wide overhang at eaves
- Exposed rafters and extended rafter tails at eaves

Porches

- Porch is a main element in the overall massing and character
- Partial-width, projecting, one-story porch with front-gable roof

Architectural Details

- Wood shingle siding (gable-ends, Residence)

[10] *Ibid, page 10.*

- Clapboard siding (Residence and Garage)
- Flat wood trim

Windows and Doors

- Wood windows, casement or double-hung, grouped in horizontal bands (replaced in kind)
- Extended wood lintels over door and window openings
- Stylized muntin patterns in window sash
- Oversized wood entry door (replaced in kind)

CEQA IMPACTS ANALYSIS

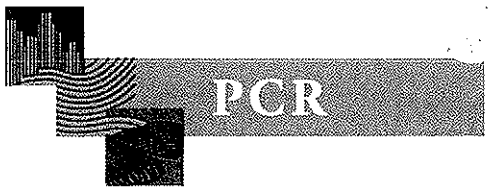
A copy of the project plans are provided in Exhibit A.

Would the project cause a substantial adverse change in significance of a historical resource as defined in State CEQA §15064.5?

Less Than Significant Impact. The proposed Project would retain the Residence, and would replace the existing detached Garage with a new larger one-story garage of similar and compatible Craftsman-style design. The primary feature within the subject property is the Residence which conveys the property's primary architectural significance as an example of the Craftsman style from the 1908 period of significance. The Residence would remain unchanged under the Project and the subject property as a whole would retain its significance as a contributor to the locally eligible Wayne/Bushnell/Fletcher District.

The Garage was built in 1929, more than twenty years after the construction of the 1908 Residence. As discussed above, the partially altered Garage has attained significance as a contributing feature of the subject property because of its Craftsman style architecture which is generally consistent with other Craftsman garages built within the Wayne/Bushnell/Fletcher District between 1902 and 1933. Nonetheless, removal of the Garage would not detract substantially from the significance of the subject property because the Garage is not an original character-defining feature of the subject property and was not constructed at the same time as the subject Residence. The National Park Service has specific language to address the extent to which a property must retain its historical features in order to be eligible:

> All properties change over time. It is not necessary for a property to retain all its historic physical features or characteristics. The property must retain, however, the essential physical



> features that enable it to convey its historic identity. The essential physical features are those features that define both *why* a property is significant (Applicable Criteria and Areas of Significance) and *when* it was significant (Periods of Significance). They are the features without which a property can no longer be identified as, for instance, a late 19th century dairy barn or an early 20th century commercial district.[11]

In the case of the subject property, retention of the Garage is not necessary in order for the subject property to be identified as an early 20th century Craftsman residence, as per the explanation of essential physical features described by the National Park Service above.

While the Garage is a feature that contributes to the subject property, removal of the Garage and its replacement with a compatible new Garage would be a minor change, and the Project would not cause a substantial material change in the integrity or significance of the subject property or the Wayne/Bushnell/Fletcher District. Furthermore, the new Garage would be differentiated from the old by thoughtful application of the Craftsman style. The new Garage would include intersecting gable roofs with wide overhanging eaves, asphalt shingles, and redwood horizontal siding to match the Residence. The windows of the new Garage would be similar to those on the subject Residence, and the new Garage would be similar in design, proportion, massing, features and materials to the existing Garage and compatible to the Residence. The public views of the subject property would not be substantially changed because the views of the existing Garage are largely obscured and the west elevation of the new Garage would be similar in design to the existing Garage, with a front-facing gable end with an open attic vent, screened by horizontal wood slats. The new Garage would have a similar one-story height and would be located in approximately the same location as the existing Garage, and would not substantially change the existing spatial relationships within the subject property or with the adjacent residences. Thus, direct impacts to the subject property would be less than significant and indirect impacts to the subject property and surrounding historic district would also be less than significant. Therefore, the proposed Project would have a less than significant impact on historical resources.

SECRETARY OF INTERIOR'S STANDARDS REVIEW

As mentioned above, under CEQA, a project that follows the Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing, Historic Buildings or the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings (1995), Weeks and Grimmer, shall be considered as mitigated to a level of less than a significant impact on the Historical Resource.[12]

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[11] *National Park Service, National Register Bulletin: How to Apply the National Register Criteria for Evaluation (U.S. Department of the Interior, 1997), 46.*

[12] *California Environmental Quality Act, 15064.5 (3).*

***Standard 1**: A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.*

The subject property would continue to be used as a Residence as it was historically. As discussed above, construction of the new Garage would require no physical change to the subject Residence and would require minimal change to the materials, features, spaces and spatial relationships of the subject property. The Project would conform to Standard 1.

***Standard 2**: The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.*

The Project would retain and preserve the historic character of the subject property. The Residence, which is the primary and only original feature within the subject property, would remain unchanged and the removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize the property would be avoided. The existing Garage would be removed and a new compatible Garage would be built in the same location to provide for current parking and storage needs. The new Garage would be similar in design, scale, massing, materials, and workmanship and would be constructed on the same location and would not disrupt the spaces and spatial relationships that characterize the property or the surrounding district. Additionally, while the 1929 Garage would be removed, a comparison of the 1930 Sanborn map of the area with current maps shows that approximately 30 or about one third of contributing properties within the district appear to retain their original garages. Furthermore, the replacement of the existing Garage would retain the overall arrangement between Residence and Garage that characterizes the district as described in the district DPR form: "All garages are sited at the rear of each lot and are detached in nature. Garages are accessed via side driveways from the street." The existing concrete and brick driveway would be demolished and replaced with a new integral color concrete driveway. The new driveway would be in the same location as the existing driveway, with an expansion to the north in the backyard area to allow for access to the second garage door. While the existing driveway is historic, a windshield survey of the district showed that most of the original driveways within the district have been replaced. The new driveway will not significantly alter the spatial relationships within the subject property or with adjacent properties. The Project would conform to Standard 2.

***Standard 3**: Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.*

The proposed project does not add any conjectural features or elements from other properties, and therefore would comply with Standard 3.

***Standard 4**: Changes to a property that have acquired historic significance in their own right will be retained and preserved.*

The Garage was added to the property in 1929 and has acquired significance in its own right as a contributing feature of the subject property. The Garage would be removed and replaced with a new compatible Garage. The Project would not conform to Standard 4.

***Standard 5**: Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.*

The Residence would remain unchanged and the distinctive materials, features, finishes, and construction techniques and examples of craftsmanship that characterized the property would be preserved. The Project would conform to Standard 5.

***Standard 6**: Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.*

The Residence would remain unchanged and has been well maintained. No deteriorated features would need to be repaired or replaced. The Project would conform to Standard 6.

***Standard 7**: Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.*

The Residence would remain unchanged. No chemical or physical treatments would be undertaken. The project would conform to Standard 7.

***Standard 8**: Archaeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.*

The potential to encounter archaeological or Native American resources is considered remote. The existing Garage would be replaced with a new Garage in the same location. Little to no ground disturbing activity would occur under the proposed project. The Project would conform to Standard 8.

***Standard 9**: New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale, and proportion, and massing to protect the integrity of the property and its environment.*

The Residence is the primary feature within the subject property and would be retained unchanged. The removal of the existing Garage and construction of a new Garage would be a minor change necessary to accommodate current parking and storage needs, and would not destroy the key distinctive historic materials, features, and spatial relationships that characterize the subject property or the historic district. The new work would be thoughtfully differentiated from the old and would be compatible with the historic materials, features, size, scale, and proportion, and massing to protect the integrity of the property and its environment. As discussed above, the partially altered existing Garage has attained significance as a contributing feature of the subject property because of its Craftsman style architecture which is generally consistent with other Craftsman garages built within the Wayne/Bushnell/Fletcher District between 1902 and 1933. Nonetheless, removal of the Garage would not detract substantially from the significance of the subject property as a historical resource because the Garage is not an original character-defining feature of the subject property and while the Garage contributes to the subject property, removal of the Garage and its replacement with a compatible new Garage would be a minor change, and would not substantially detract from the integrity or significance of the subject property or the Wayne/Bushnell/Fletcher District. Furthermore, the new Garage would be differentiated from the old by thoughtful application of the Craftsman style, intersecting gable roofs with wide overhanging eaves, painted redwood siding, and windows similar to those on the subject Residence, and the new Garage would be compatible in design, proportion, massing, features and materials. The public views of the subject property would be protected and preserved because the west elevation of the new Garage would be similar in design to the existing Garage, with a front-facing end gable with an open attic vent screened by wood slates. The new Garage would have a similar one-story height and would be located in approximately the same location as the existing Garage, and would preserve the existing spatial relationships within the subject property and

with the adjacent properties with the historic district. Therefore, the project would conform to Standard 9.

***Standard 10**: New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.*

The construction of the new Garage would be in approximately the same location as the existing detached Garage. The Residence would remain unchanged. If the new Garage would be removed in the future, the form and integrity of the historic property and its environment would be unimpaired. The Project would conform to Standard 10.

CITY OF SOUTH PASADENA HISTORIC DESIGN GUIDELINES: ADDITIONS AND NEW SECONDARY STRUCTURES

The Residence would remain unchanged, and construction of a new Garage would be compatible with the scale and massing of the subject property as well as the adjacent residences, ancillary buildings, and district. The existing setback/building placement/orientation on the parcel would be retained unchanged. The height of the new Garage would be similar to the existing Garage, and the new Garage would be in the same location as the existing Garage and would be approximately 263 feet larger than the existing Garage. The intersecting gable roof form of the new Garage is designed to be compatible with the original Residence. When viewed from the street, the new Garage would have a similar front-gabled west elevation as the existing Garage. The location, and compatible scale, form, design and materials of the new Garage and would allow the original residence to remain visually predominant. The fenestration of the new Garage would be similar to and compatible with the subject Residence. The exterior cladding would be painted redwood siding, milled to match the existing siding on the Residence. The new Garage would be thoughtfully designed to be similar to yet distinctive from the existing Garage, the subject Residence, the adjacent property, and surrounding district. The roofing materials would be composition asphalt which would be compatible and appropriate. The Project would utilize similar façade treatments on the new Garage's publicly visible west elevation to protect the significance of the subject Residence which would remain unchanged. The new Garage would be located on the site of the existing Garage and would be an appropriate size, scale and height, design and materials with an appropriate low-pitched intersecting gable roof and wide overhanging eaves.

CONCLUSION

The existing Garage would be removed and replaced with a new similar compatible code-compliant Garage to accommodate current parking and storage needs. The Project would retain the Residence, the primary feature of the subject property, unchanged. The subject property would therefore remain a contributor to the locally eligible historic district.

Cumulative impacts to the district are difficult to assess due to a lack of visibility of most garages within the district from the public-right-of-way. However, based upon comparison of the 1930 Sanborn Maps with current maps, it appears that approximately 30 contributing properties retain their original garages and another 19 contributing properties appear to retain garages with similar footprints and/or siting, suggesting the original garages may still be in place but have been added on to. As such, about one third of contributing properties within the district appear to retain their original garages.

CEQA considers the impacts of a project to be cumulative when "the incremental effects of an individual project are significant when viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probably future projects." Garages dating from the period of significance of the historic district do contribute to the character of the contributing properties of which they are a part. However, garages are ancillary buildings, built in service to the primary feature of each property, the residence. Without a residence, a garage would lose its significance, but the reverse is ***not*** true. Indeed, if every garage dating from the period of significance were removed from the Wayne/Fletcher/Bushnell district, the district would still remain eligible because the primary features of the district, the residences, would remain intact. CEQA Section 15064.5(b)(2) states that a "substantial adverse change in the significance of an historical resources means physical demolition, destruction, relocation, or alteration of the resource or its immediate surroundings such that the significance of an historical resources would be materially impaired." CEQA additionally states the significance of an historical resource is materially impaired when a project demolishes or materially alters in an adverse manner those physical characteristics of an historical resource that convey its historical significance and that justify its including in, or eligibility for, [the California Register or local register]."

Removal of the existing Garage and construction of the new Garage would not materially impair the eligibility of the subject property or the historic district, as the subject property would remain a contributor to the historic district and the historic district would remain eligible as a historical resource pursuant to CEQA. Therefore the Project would have a less than significant impact under CEQA because the eligibility of the subject property and historic district would be protected. Furthermore, as discussed above, the Project would conform to the majority of the Standards (1-3, 5-10), with the exception of Standard 4, and would conform to the City of South Pasadena Historic Design Guidelines.

LEVEL OF SIGNIFICANCE AFTER PROJECT COMPLETION

While the Project conforms to the majority of the Standards, the Project would not conform to Standard 4 because the Garage, which has acquired significance as a contributing feature of the subject property, would be removed and replaced with a new compatible Garage. However, per the discussion above in the conclusion, the Garage is an ancillary structure that is not the primary feature of the subject property and its removal and

replacement with a new Garage which meets the Secretary of the Interior's Standards would not materially impair the significance of either the subject property as a district contributor, or the historic district as a whole. From a conservative perspective, it is recommended that prior to removal of the existing Garage the current DPR form for the subject property shall be updated to incorporate historical information about the subject property as summarized above and record the physical appearance of the existing Garage as described herein.

After Project completion, the Residence which is the primary original resource within the subject property would remain unchanged and the subject property would remain eligible as a contributor to the historic district. Therefore, pursuant to CEQA, the Project would have a less than significant impact on historical resources. It is therefore recommended that a Negative Declaration be issued for the proposed project, as it has been shown "that there is no substantial evidence, in light of the whole record before the agency, that the project may have a significance effect on the environment."

Should you have any questions or require additional information please feel free to contact me at (310)-451-4488 or via email at m.jerabek@pcrnet.com. Thank you for allowing PCR the opportunity to carry out the preservation consultation services for this important project,

Sincerely,
PCR SERVICES CORPORATION

Margarita Jerabek

Margarita Jerabek, Ph.D.
Director of Historic Resources

General Notes:

Abbreviations used in the Drawings:

Contact Information:

Owner:

Architect:

Civil Engineer:

Structural Engineer:

Energy Compliance:

Code Compliance:

Sheet Index:

Project Description:

Building Summary:

Vicinity Plan:

20-81

Denise C. Tomlan
ARCHITECT

LUTZ
RESIDENCE

1708 Fletcher Avenue
South Pasadena
California
91030

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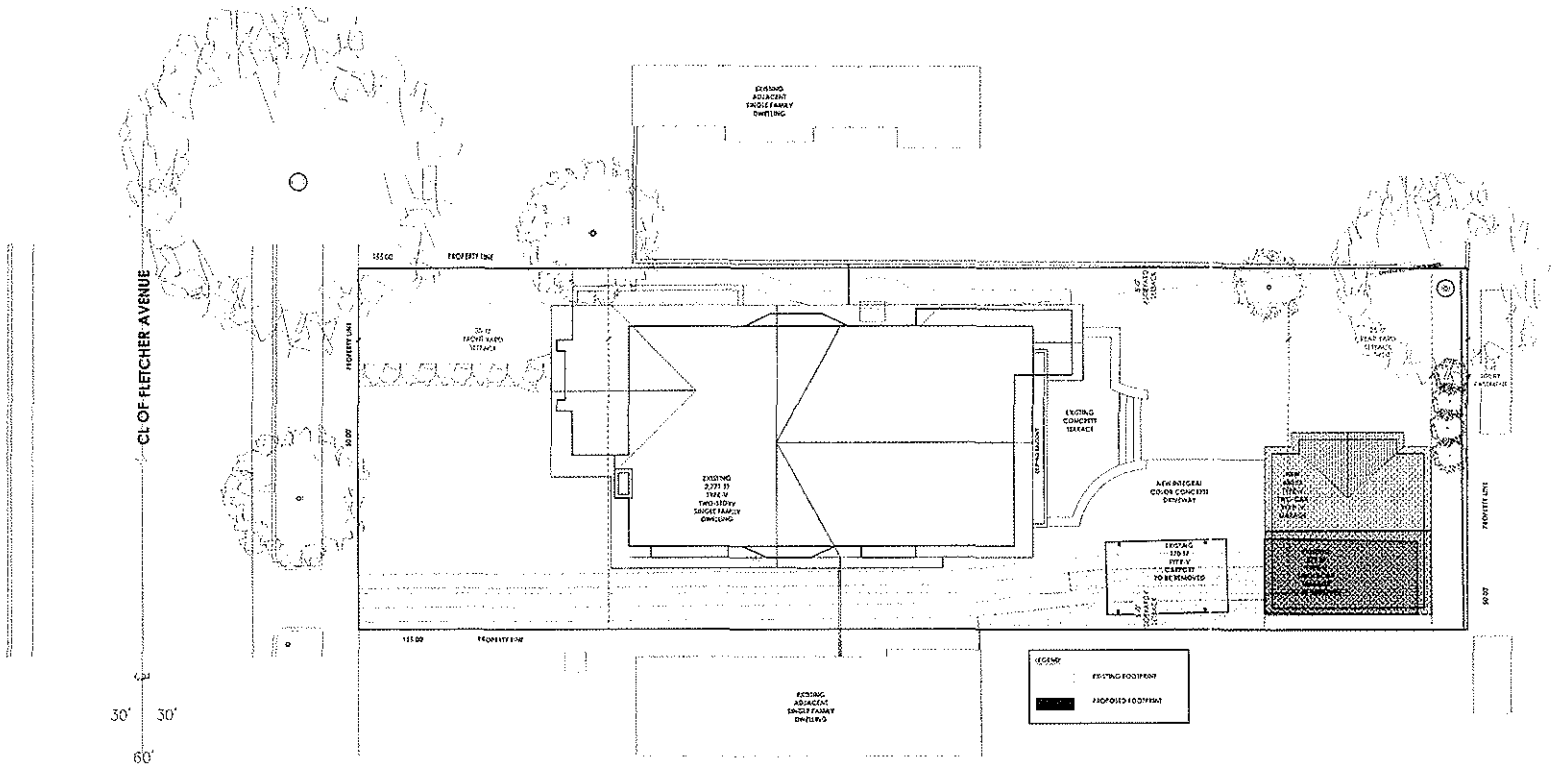

N

SCALE: 1/8" = 1'-0"

20-82

Denise C. Tomian
ARCHITECT
1426 Fletcher Avenue
South Pasadena, California 91030
Tel (626) 441-4444
Fax (626) 441-4877

Proposed Alterations to the property at
1704 Fletcher Avenue
South Pasadena
California
91030

LUTZ RESIDENCE

Proposed Site & Roof Plan

REVISIONS
24 April 2015

PROJECT: LUTZ RESIDENCE

DRAWING:

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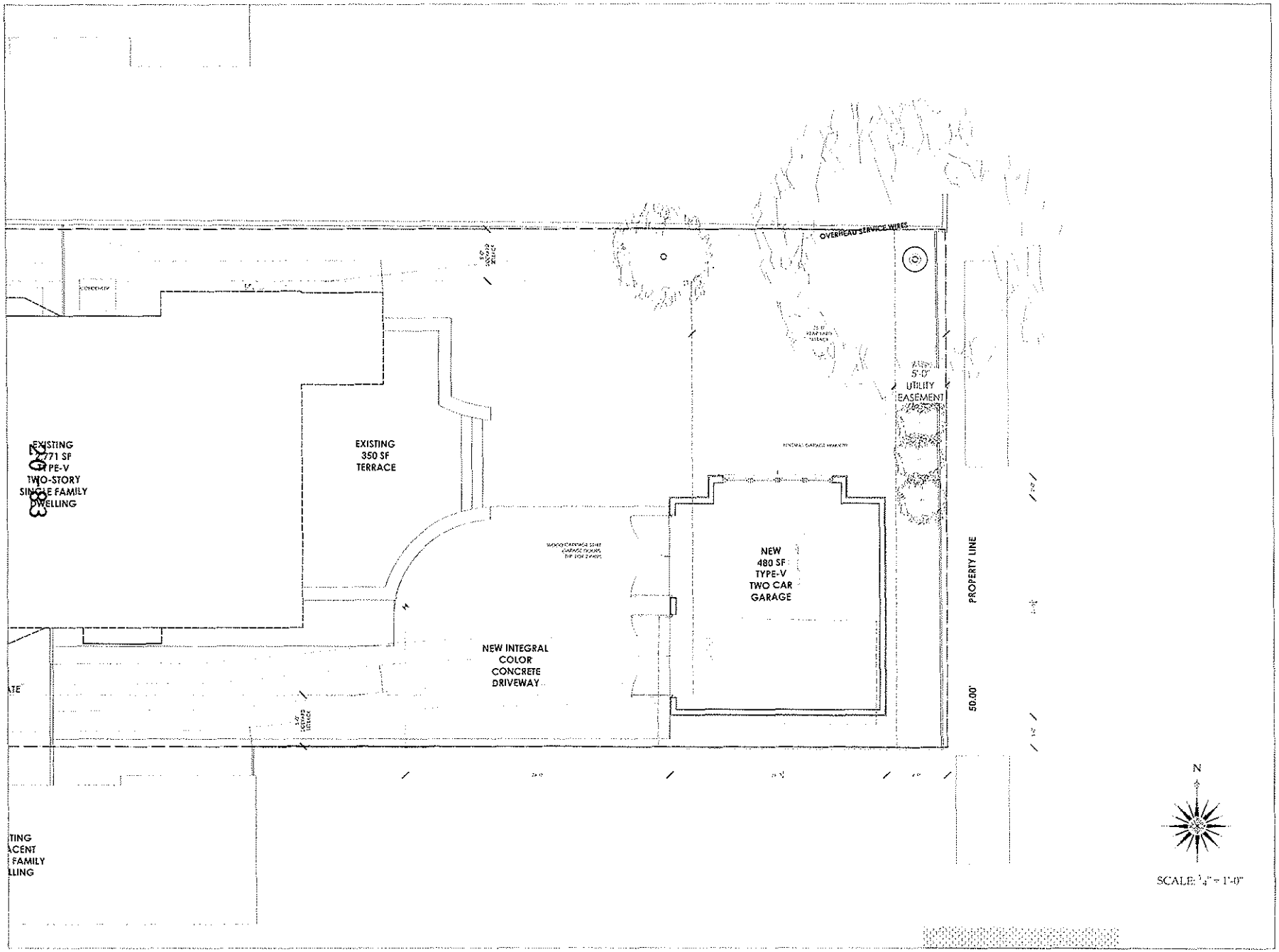

Denise C. Tomlan
ARCHITECT

LUTZ
RESIDENCE

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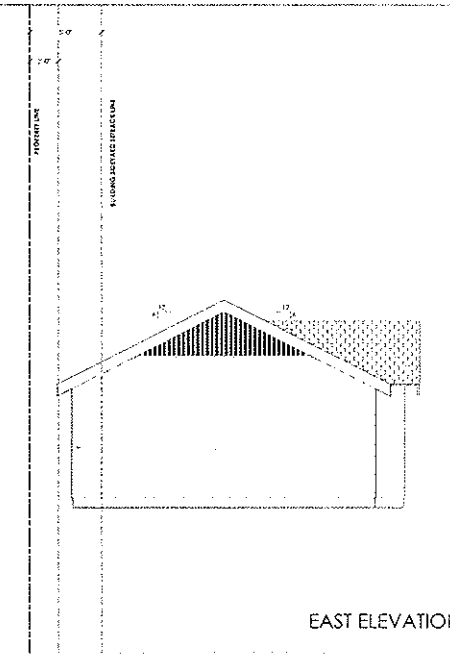
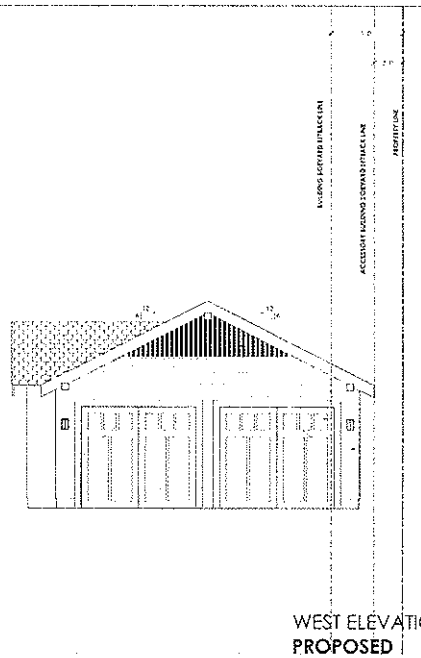
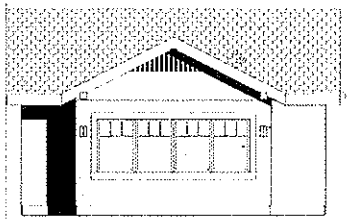


EAST ELEVATION - **PROPOSED**

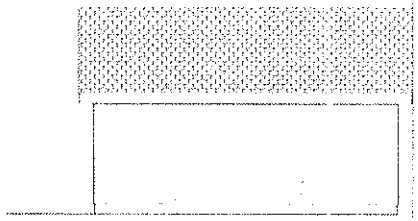


WEST ELEVATION - **PROPOSED**

Scale: 1/4" = 1'-0"



NORTH ELEVATION - **PROPOSED**



SOUTH ELEVATION - **PROPOSED**

20-84

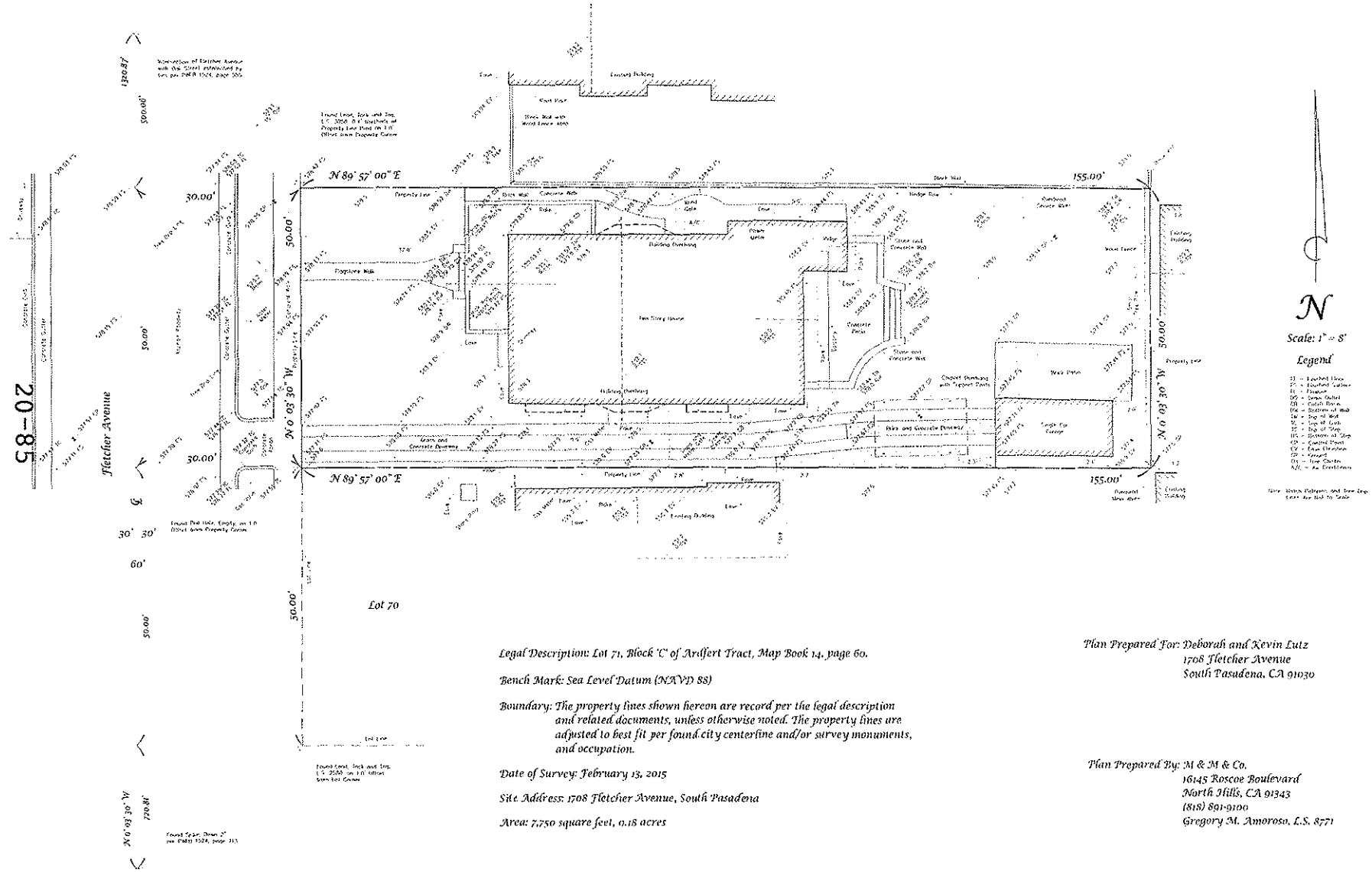
Denise C. Tomlan

LUTZ RESIDENCE

PROJECT: LUTZ RESIDENCE

A 3.0

Architectural Survey



Legal Description: Lot 71, Block 'C' of Ardfert Tract, Map Book 14, page 60.

Bench Mark: Sea Level Datum (NAVD 88)

Boundary: The property lines shown hereon are record per the legal description and related documents, unless otherwise noted. The property lines are adjusted to best fit per found city centerline and/or survey monuments, and occupation.

Date of Survey: February 13, 2015

Site Address: 1708 Fletcher Avenue, South Pasadena

Area: 7,750 square feet, 0.18 acres

Plan Prepared For: Deborah and Kevin Lutz
1708 Fletcher Avenue
South Pasadena, CA 91030

Plan Prepared By: M & M & Co.
16145 Roscoe Boulevard
North Hills, CA 91343
(818) 891-9100
Gregory M. Amoroso, L.S. 8771

EXHIBIT B: DPR FORMS

State of California – The Resources Agency
DEPARTMENT OF PARKS AND RECREATION

PRIMARY RECORD

Primary #
HRI #
Trinomial
NRHP Status Code 5S1

Other Listings
Review Code _____ Reviewer _____ Date _____

Page 1 of 0 **Resource Name or #:** (Assigned by recorder) *Wayne/Bushnell/Fletcher District*

P1. Other Identifier: *Wayne/Bushnell/Fletcher District*

P2. Location: ☐ Not for Publication ☑ Unrestricted **a. County** *Los Angeles*

and (P2b and P2c or P2d. Attach a Location Map as necessary.)

b. USGS 7.5' Quad Date T ; R ; 1/4 of 1/4 of Sec ; B.M.

c. Address: *Wayne/Bushnell/ Fletcher* City *South Pasadena* Zip *91030*

d. UTM: (Give more than one for large and/or linear resources) Zone ; mE/ mN

e. Other Locational Data (e.g. Parcel #, directions to resource, elevation, etc., as appropriate)

Parcel No.

P3 Description: (Describe resources and its major elements. Include design, materials, condition, alterations, size, and boundaries)

This district is located in the southern portion of South Pasadena between Oak Street (north) and Huntington Drive (south). Rear parcel lot lines along the east side of Wayne Avenue act as the district's eastern boundary, while the rear lot lines along the west side of Fletcher Avenue act as the district's western boundary. The Wayne/Bushnell/Fletcher District is a large one- and two-story single-family residential district incorporating a few multi-family units. The district is comprised of 98 contributing structures constructed between 1902 and 1933. It is quite a dense district, with very few intrusions. The architectural character is primarily Craftsman in nature, with a consistently high level of architectural quality and minimal alterations. The use of Arroyo stone and/or clinker brick in chimneys, lots walls, and porch piers is visible in many homes. There is also a scattering of period revival styles, including Tudor Revival, Colonial Revival, and Spanish Colonial Revival. All garages are sited at the rear of each lot and are detached in nature. Garages are accessed via side driveways from the street. In the front lawns stand mature trees, some of them unusual; mature trees (primarily oak) line the streets. Concrete sidewalks, with contractor stamps embedded, separate the front lawns from the easements and street. Paved paths (usually concrete) lead from the sidewalks to the front porches or stoops. Though installed within the last three years, of interesting note are the two landscaped center islands at the north and south ends of Fletcher Avenue. This district is distinguished for its uniformity of integrity, density, style, and period.

P3b. Resource Attributes: (List attributes and codes) *HP 2. Single family property* *HP 3. Multiple family property*

P4. Resources Present: ☐Building ☐Structure ☐Object ☐Site ☑District ☐Element of District ☐Other (Isolates, etc.)

P5b Description of Photo:
(View, date, accession #)

P6. Date Constructed/Age and Sources:
☐Prehistoric ☑Historic ☐Both
1902-1933

P7. Owner Address:
Multiple Owners

P8. Recorded by:
(Name, affiliation, and address)
Jan Ostashay
PCR Services Corporation
233 Wilshire Boulevard, Suite 130
Santa Monica, CA 90401

P9. Date Recorded: *10/1/02*

P10. Survey Type: (Describe)

P11. Report Citation: (Cite survey report and other sources, or enter "none.")

Attachments:
☐ NONE
☑ Location Map
☐ Sketch Map
☐ Other: (List)
☑ Continuation Sheet
☐ Building, Structure, and Object Record
☐ Archaeological Record
☑ District Record
☐ Linear Feature Record
☐ Milling Station Record
☐ Rock Art Record
☐ Artifact Record
☐ Photograph Record

State of California – The Resources Agency
DEPARTMENT OF PARKS AND RECREATION

PRIMARY RECORD

Primary #
HRI #
Trinomial
NRHP Status Code 3D

Other Listings
Review Code _____ Reviewer _____ Date _____

 Resource Name or #: (Assigned by recorder) *1708 FLETCHER AVENUE*

P1. Other Identifier: *WAYNE/BUSHNELL/FLETCHER DISTRICT*

P2. Location: ☐ Not for Publication ☑ Unrestricted **a. County** *Los Angeles*

and (P2b and P2c or P2d. Attach a Location Map as necessary.)

b. USGS 7.5' Quad **Date** **T** ; **R** ; **1/4 of** **1/4 of Sec** ; **B.M.**

c. Address: *1708* *FLETCHER AVENUE* City *South Pasadena* Zip *91030*

d. UTM: (Give more than one for large and/or linear resources) Zone ; mE/ mN

e. Other Locational Data (e.g. Parcel #, directions to resource, elevation, etc., as appropriate)

Parcel No. *5321-006-019*

P3 Description: (Describe resources and its major elements. Include design, materials, condition, alterations, size, and boundaries)

This one-and-one-half-story Craftsman residence is capped by a side gabled roof. Clapboard siding and brick veneer sheathe the exteriors. Roof elements include deep eaves, exposed rafter tails and beam-ends, carved brackets, and a horizontal vent with faux window box in the front-gable face. A projecting partial-width front entrance porch is located on the northwest corner of the primary (west) elevation. Square wood posts with cross bars creating an "H" pattern support the porch roof. Red brick railings enclose the porch space. Concrete steps lead to the front entrance (obscured by a non-original screen door). Also within the porch area is a large fixed window. An exterior brick chimney (apparently rebuilt) that pierces the eaves is located on the primary elevation south of the entrance. The wood-frame house appears mostly original and in good condition.

P3b. Resource Attributes: (List attributes and codes) *HP 2. Single family property*

P4. Resources Present: ☑ Building ☐ Structure ☐ Object ☐ Site ☐ District ☑ Element of District ☐ Other (Isolates, etc.)

P5b Description of Photo:
(View, date, accession #)

P6. Date Constructed/Age and Sources:
☐ Prehistoric ☑ Historic ☐ Both
1908

P7. Owner Address:

Private

P8. Recorded by:
(Name, affiliation, and address)
Jan Ostashay, Peter Moruzzi
PCR Services Corp.
233 Wilshire Bl., Ste. 130
Santa Monica, CA 90401

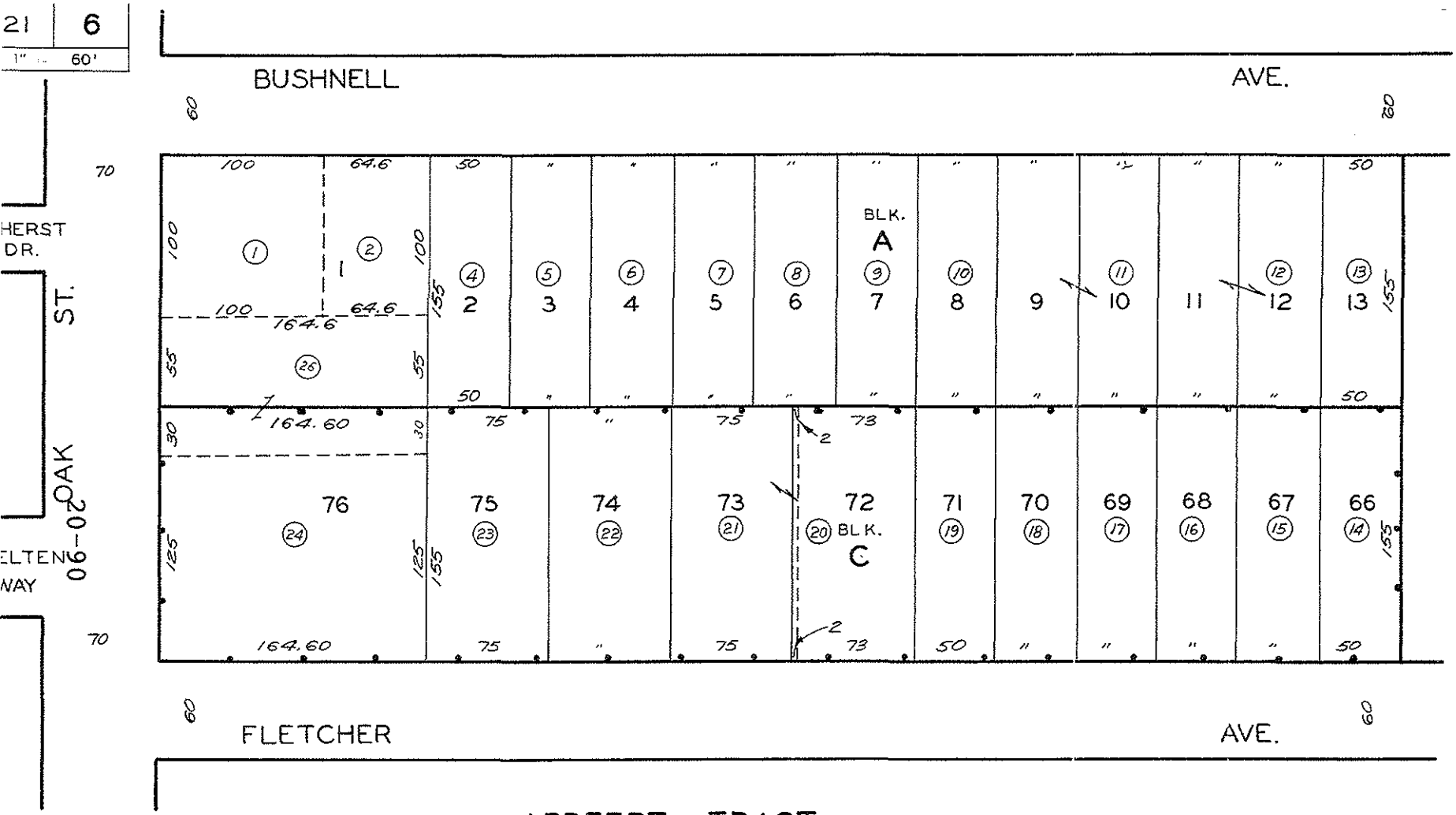
P9. Date Recorded: *8/13/2003*

P10. Survey Type: (Describe)
Intensive Level Survey

P11. Report Citation: (Cite survey report and other sources, or enter "none.")
Leslie Heumann, City of South Pasadena, Cultural Heritage Inventory - Historic Resources Survey, 1994

Attachments: ☐ NONE ☐ Continuation Sheet ☑ District Record ☐ Rock Art Record
☐ Location Map ☐ Building, Structure, and Object Record ☐ Linear Feature Record ☐ Artifact Record
☐ Sketch Map ☐ Archaeological Record ☐ Milling Station Record ☐ Photograph Record
☐ Other: (List)

EXHIBIT C: ASSESSOR'S MAP



ARDFERT TRACT

M. B. 14 - 60

ARDFERT TRACT

M. B. 13 - 84

CODE 9030

FOR PREV. ASSM'T. SEE: 1333 - 6

ASSESSOR'S MAP
COUNTY OF LOS ANGELES, CALIF.

> All properties change over time. It is not necessary for a property to retain all its historic physical features or characteristics. The property must retain, however, the essential physical features that enable it to convey its historic identity. The essential physical features are those features that define both *why* a property is significant (Applicable Criteria and Areas of Significance) and *when* it was significant (Periods of Significance). They are the features without which a property can no longer be identified as, for instance, a late 19th century dairy barn or an early 20th century commercial district.[11]

In the case of the subject property, retention of the Garage is not necessary in order for the subject property to be identified as an early 20th century Craftsman residence, as per the explanation of essential physical features described by the National Park Service above.

While the Garage is a feature that contributes to ~~the setting of~~ the subject property ~~and surrounding district~~, removal of the Garage and its replacement with a compatible new Garage would be a minor change, and the Project would not cause a substantial material change in the integrity or significance of the subject property or the Wayne/Bushnell/Fletcher District. Furthermore, the new Garage would be differentiated from the old by thoughtful application of the Craftsman style. The new Garage would include intersecting gable roofs with wide overhanging eaves, asphalt shingles, and redwood horizontal siding to match the Residence. The windows of the new Garage would be similar to those on the subject Residence, and the new Garage would be similar in design, proportion, massing, features and materials to the existing Garage and compatible to the Residence. The public views of the subject property would not be substantially changed because the views of the existing Garage are largely obscured and the west elevation of the new Garage would be similar in design to the existing Garage, with a front-facing gable end with an open attic vent, screened by horizontal wood slats. The new Garage would have a similar one-story height and would be located in approximately the same location as the existing Garage, and would not substantially change the existing spatial relationships within the subject property or with the adjacent residences. Thus, direct impacts to the subject property would be less than significant and indirect impacts to the subject property and surrounding historic district would also be less than significant. Therefore, the proposed Project would have a less than significant impact on historical resources.

SECRETARY OF INTERIOR'S STANDARDS REVIEW

As mentioned above, under CEQA, a project that follows the Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing, Historic Buildings or the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings

[11] *National Park Service, National Register Bulletin: How to Apply the National Register Criteria for Evaluation (U.S. Department of the Interior, 1997), 46.*

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(1995), Weeks and Grimmer, shall be considered as mitigated to a level of less than a significant impact on the Historical Resource.[12]

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***Standard 1**: A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.*

The subject property would continue to be used as a Residence as it was historically. As discussed above, construction of the new Garage would require no physical change to the subject Residence and would require minimal change to the materials, features, spaces and spatial relationships of the subject property. The Project would conform to Standard 1.

***Standard 2**: The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.*

The Project would retain and preserve the historic character of the subject property. The Residence, which is the primary and only original ~~resource~~ feature within the subject property, would remain unchanged and the removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize the property would be avoided. The existing Garage would be removed and a new compatible Garage would be built in the same location to provide for current parking and storage needs. The new Garage would be similar in design, scale, massing, materials, and workmanship and would be constructed on the same location and would not disrupt the spaces and spatial relationships that characterize the property or the surrounding district. Additionally, while the 1929 Garage would be removed, a comparison of the 1930 Sanborn map of the area with current maps shows that approximately 30 or about one third of contributing properties within the district appear to retain their original garages. Furthermore, the replacement of the existing Garage would retain the overall arrangement between Residence and Garage that characterizes the district as described in the district DPR form: "All garages are sited at the rear of each lot and are detached in nature. Garages are accessed via side driveways from the street." The existing concrete and brick driveway would be demolished and replaced with a new integral color concrete driveway. The new driveway would be in the same location as the existing driveway, with an expansion to the north in the backyard area to allow for access to the second garage door. While the existing driveway is historic, a windshield survey of the district showed that most of the original driveways within the district have been replaced. The new driveway will not significantly alter the spatial relationships within the subject property or with adjacent properties. The Project would conform to Standard 2.

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[12] *California Environmental Quality Act, 15064.5 (3).*

***Standard 3**: Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.*

The proposed project does not add any conjectural features or elements from other properties, and therefore would comply with Standard 3.

***Standard 4**: Changes to a property that have acquired historic significance in their own right will be retained and preserved.*

The Garage was added to the property in 1929 and has acquired significance in its own right as a ~~contributor~~ contributing feature ~~to~~ of the subject property~~ and district~~. The Garage would be removed and replaced with a new compatible Garage. The Project would not conform to Standard 4.

***Standard 5**: Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.*

The Residence would remain unchanged and the distinctive materials, features, finishes, and construction techniques and examples of craftsmanship that characterized the property would be preserved. The Project would conform to Standard 5.

***Standard 6**: Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.*

The Residence would remain unchanged and has been well maintained. No deteriorated features would need to be repaired or replaced. The Project would conform to Standard 6.

***Standard 7**: Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.*

The Residence would remain unchanged. No chemical or physical treatments would be undertaken. The project would conform to Standard 7.

Standard 8: *Archaeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.*

The potential to encounter archaeological or Native American resources is considered remote. The existing Garage would be replaced with a new Garage in the same location. Little to no ground disturbing activity would occur under the proposed project. The Project would conform to Standard 8.

Standard 9: *New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale, and proportion, and massing to protect the integrity of the property and its environment.*

The ~~subject~~ Residence is the primary ~~resources~~ feature within the subject property and would be retained unchanged. The removal of the existing Garage and construction of a new Garage would be a minor change necessary to accommodate current parking and storage needs, and would not destroy the key distinctive historic materials, features, and spatial relationships that characterize the subject property or the historic district. The new work would be thoughtfully differentiated from the old and would be compatible with the historic materials, features, size, scale, and proportion, and massing to protect the integrity of the property and its environment. As discussed above, the partially altered existing Garage has attained significance as a ~~district contributor~~contributing feature of the subject property because of its Craftsman style architecture which is generally consistent with other Craftsman garages built within the Wayne/Bushnell/Fletcher District between 1902 and 1933. Nonetheless, removal of the Garage would not detract substantially from the significance of the subject property as a historical resource because the Garage is not an original character-defining feature of the subject property and while the Garage contributes to ~~the setting of~~ the subject property~~ and surrounding district~~, removal of the Garage and its replacement with a compatible new Garage would be a minor change, and would not substantially detract from the integrity or significance of the subject property or the Wayne/Bushnell/Fletcher District. Furthermore, the new Garage would be differentiated from the old by thoughtful application of the Craftsman style, intersecting gable roofs with wide overhanging eaves, painted redwood siding, and windows similar to those on the subject Residence, and the new Garage would be compatible in design, proportion, massing, features and materials. The public views of the subject property would be protected and preserved because the west elevation of the new Garage would be similar in design to the existing Garage, with a front-facing end gable with an open attic vent screened by wood slates. The new Garage would have a similar one-story height and would be located in approximately the same location as the existing Garage,

and would preserve the existing spatial relationships within the subject property and with the adjacent properties with the historic district. Therefore, the project would conform to Standard 9.

Standard 10: *New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.*

The construction of the new Garage would be in approximately the same location as the existing detached Garage. The Residence would remain unchanged. If the new Garage would be removed in the future, the form and integrity of the historic property and its environment would be unimpaired. The Project would conform to Standard 10.

CITY OF SOUTH PASADENA HISTORIC DESIGN GUIDELINES: ADDITIONS AND NEW SECONDARY STRUCTURES

The ~~subject~~ Residence would remain unchanged, and construction of a new Garage would be compatible with the scale and massing of the subject property as well as the adjacent residences, ancillary buildings, and district. The existing setback/building placement/orientation on the parcel would be retained unchanged. The height of the new Garage would be similar to the existing Garage, and the new Garage would be in the same location as the existing Garage and would be approximately 263 feet larger than the existing Garage. The intersecting gable roof form of the new Garage is designed to be compatible with the original Residence. When viewed from the street, the new Garage would have a similar front-gabled west elevation as the existing Garage. The location, and compatible scale, form, design and materials of the new Garage and would allow the original residence to remain visually predominant. The fenestration of the new Garage would be similar to and compatible with the subject Residence. The exterior cladding would be painted redwood siding, milled to match the existing siding on the Residence. The new Garage would be thoughtfully designed to be similar to yet distinctive from the existing Garage, the subject Residence, the adjacent property, and surrounding district. The roofing materials would be composition asphalt which would be compatible and appropriate. The Project would utilize similar façade treatments on the new Garage's publicly visible west elevation to protect the significance of the subject Residence which would remain unchanged. The new Garage would be located on the site of the existing Garage and would be an appropriate size, scale and height, design and materials with an appropriate low-pitched intersecting gable roof and wide overhanging eaves.

CONCLUSION

The existing Garage would be removed and replaced with a new similar compatible code-compliant Garage to accommodate current parking and storage needs. The Project would retain the ~~subject~~ Residence, the primary feature of the subject property, unchanged.

The subject property would therefore~~, which would~~ remain a contributor to the locally eligible historic district. Cumulative impacts to the district are difficult to assess due to a lack of visibility of most garages within the district from the public-right-of-way. However, based upon comparison of the 1930 Sanborn Maps with current maps, it appears that approximately 30 contributing properties retain their original garages and another 19 contributing properties appear to retain garages with similar footprints and/or siting, suggesting the original garages may still be in place but have been added on to. As such, about one third of contributing properties within the district appear to retain their original garages.

CEQA considers the impacts of a project to be cumulative when "the incremental effects of an individual project are significant when viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probably future projects." Garages dating from the period of significance of the historic district do contribute to the character of the contributing properties of which they are a part. However, garages are ancillary buildings, built in service to the primary feature of each property, the residence. Without a residence, a garage would lose its significance, but the reverse is ***not*** true. Indeed, if every garage dating from the period of significance were removed from the Wayne/Fletcher/Bushnell district, the district would still remain eligible because the primary features of the district, the residences, would remain intact. CEQA Section 15064.5(b)(2) states that a "substantial adverse change in the significance of an historical resources means physical demolition, destruction, relocation, or alteration of the resource or its immediate surroundings such that the significance of an historical resources would be materially impaired." CEQA additionally states the significance of an historical resource is materially impaired when a project demolishes or materially alters in an adverse manner those physical characteristics of an historical resource that convey its historical significance and that justify its including in, or eligibility for, [the California Register or local register]."

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Removal of the existing Garage and construction of the new Garage would not materially impair the eligibility of the subject property or the historic district, as the subject property would remain a contributor to the historic district and the historic district would remain eligible as a historical resource pursuant to CEQA. Therefore the Project would have a less than significant impact under CEQA because the eligibility of the ~~Residence~~ subject property and historic district would be protected. Furthermore, as discussed above, the Project would conform to the majority of the Standards (1-3, 5-10), with the exception of Standard 4, and would conform to the City of South Pasadena Historic Design Guidelines.

LEVEL OF SIGNIFICANCE AFTER PROJECT COMPLETION

While the Project conforms to the majority of the Standards, the Project would not conform to Standard 4 because the Garage, which has acquired significance ~~in its own right~~ as a ~~contributor to~~contributing feature of the subject property~~ and historic district~~, would be removed and replaced with a new compatible Garage. However, per the discussion above in

the conclusion, the Garage is an ancillary structure that is not the primary feature of the subject property and its removal and replacement with a new Garage which meets the Secretary of the Interior's Standards would not materially impair the significance of either the subject property as a district contributor, or the historic district as a whole. From a conservative perspective, it is recommended that prior to removal of the existing Garage the current DPR form for the subject property shall be updated to incorporate historical information about the subject property as summarized above and record the physical appearance of the existing Garage as described herein.

After Project completion, the Residence which is the primary original resource within the subject property would remain unchanged and the subject property would remain eligible as a contributor to the historic district. Therefore, pursuant to CEQA, the Project would have a less than significant impact on historical resources.~~-~~ It is therefore recommended that a Negative Declaration be issued for the proposed project, as it has been shown "that there is no substantial evidence, in light of the whole record before the agency, that the project may have a significance effect on the environment."

Should you have any questions or require additional information please feel free to contact me at (310)-451-4488 or via email at m.jerabek@pcrnet.com. Thank you for allowing PCR the opportunity to carry out the preservation consultation services for this important project,

Field Code Changed

Sincerely,
PCR SERVICES CORPORATION

Margarita Jerabek, Ph.D.
Director of Historic Resources

EXHIBIT A: PROJECT PLANS

EXHIBIT D: TRACT MAP

19
14-60
19

Sheet No. 2.

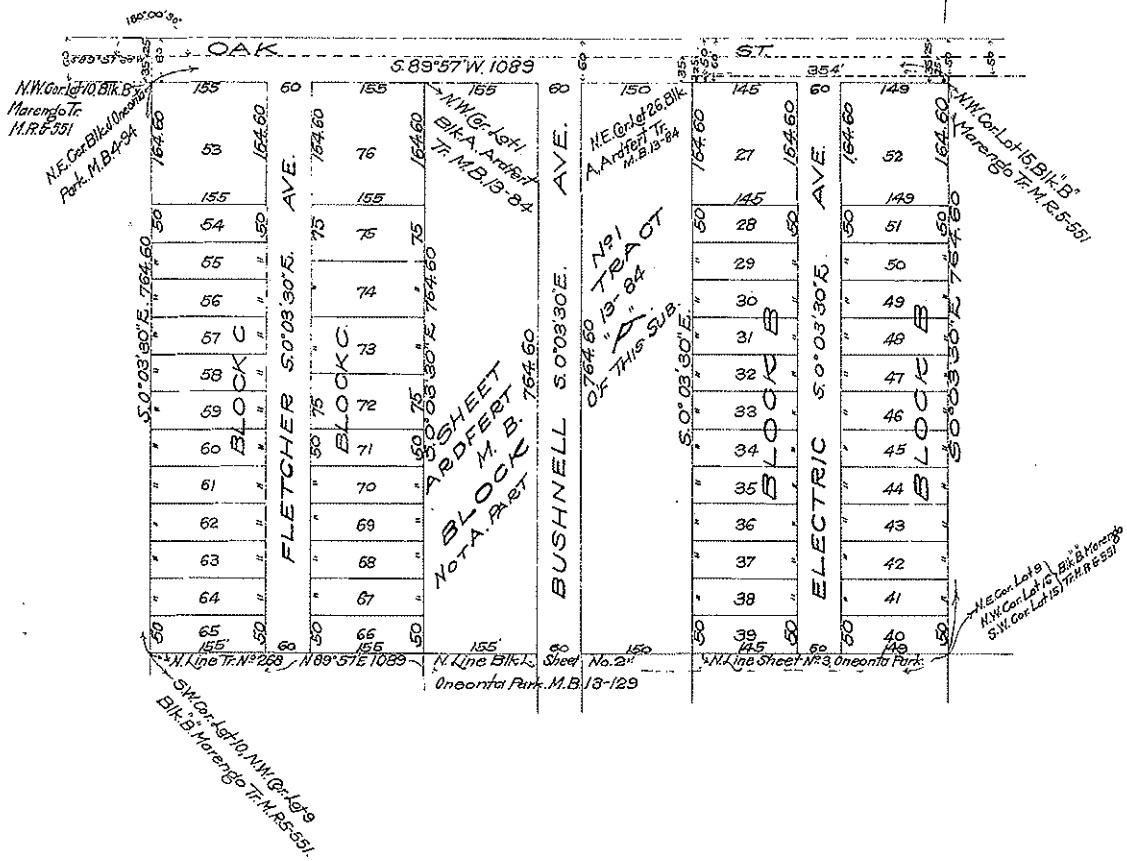
ARDFERT TRACT

In South Pasadena

A Subdivision of certain portions of Lot 10 Block B. Marendo Tract as per map of the same recorded in Book 5, Page 551 of Miscellaneous Records of Los Angeles County, California. Survey and Map by H.R. Postle City Engineer of South Pasadena August 1908

Scale: 1 inch = 100 feet.

Ardfert Tr. Sheet No. 1. is recorded In Book 13 Page 84 of Maps Los Angeles County Records.



Electric Ave. changed to Wayne Ave. D: 25-293 Ord. 498

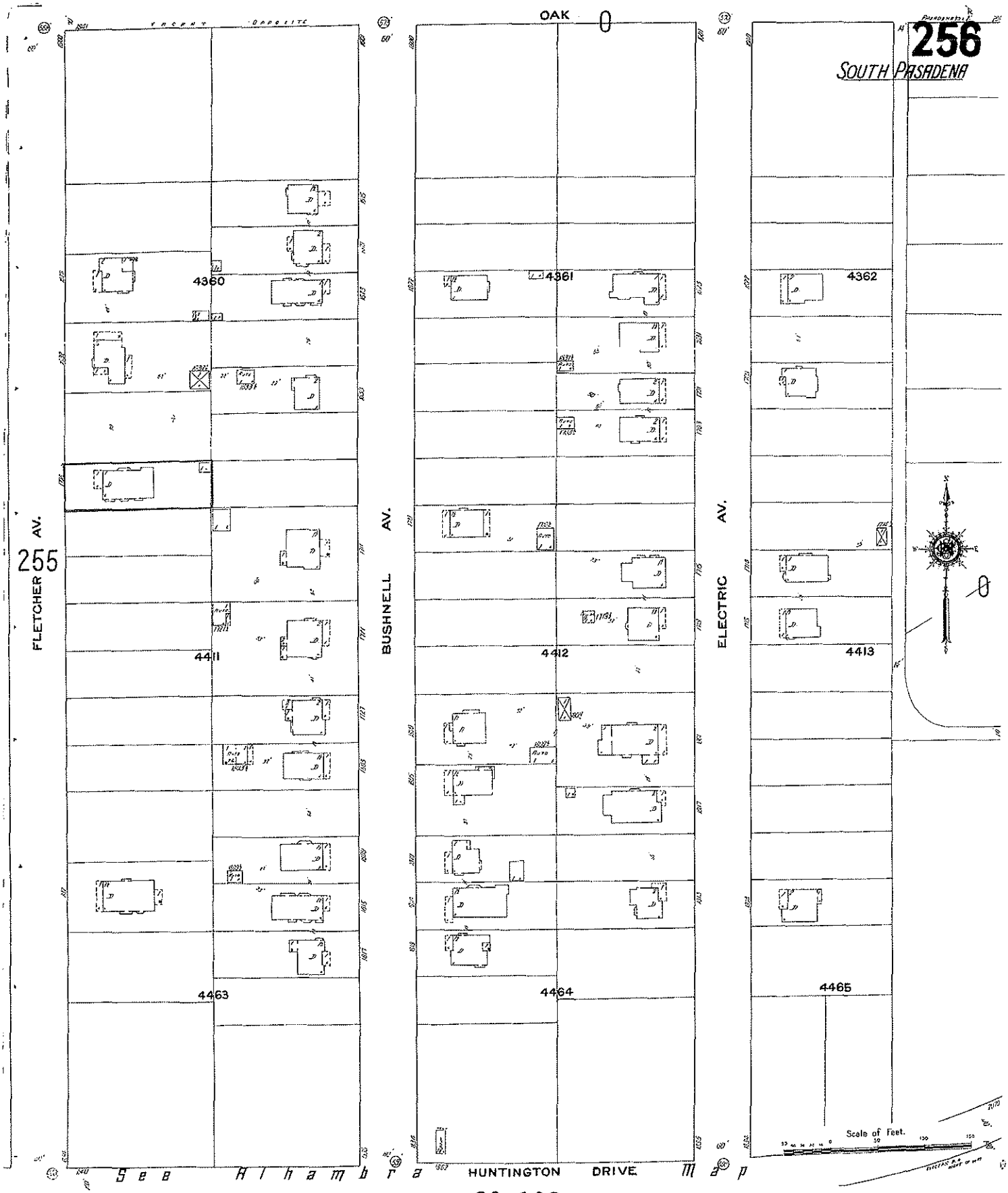
Proprietor: Josephine Ester Towell.

Recorded Oct. 8. 1908.

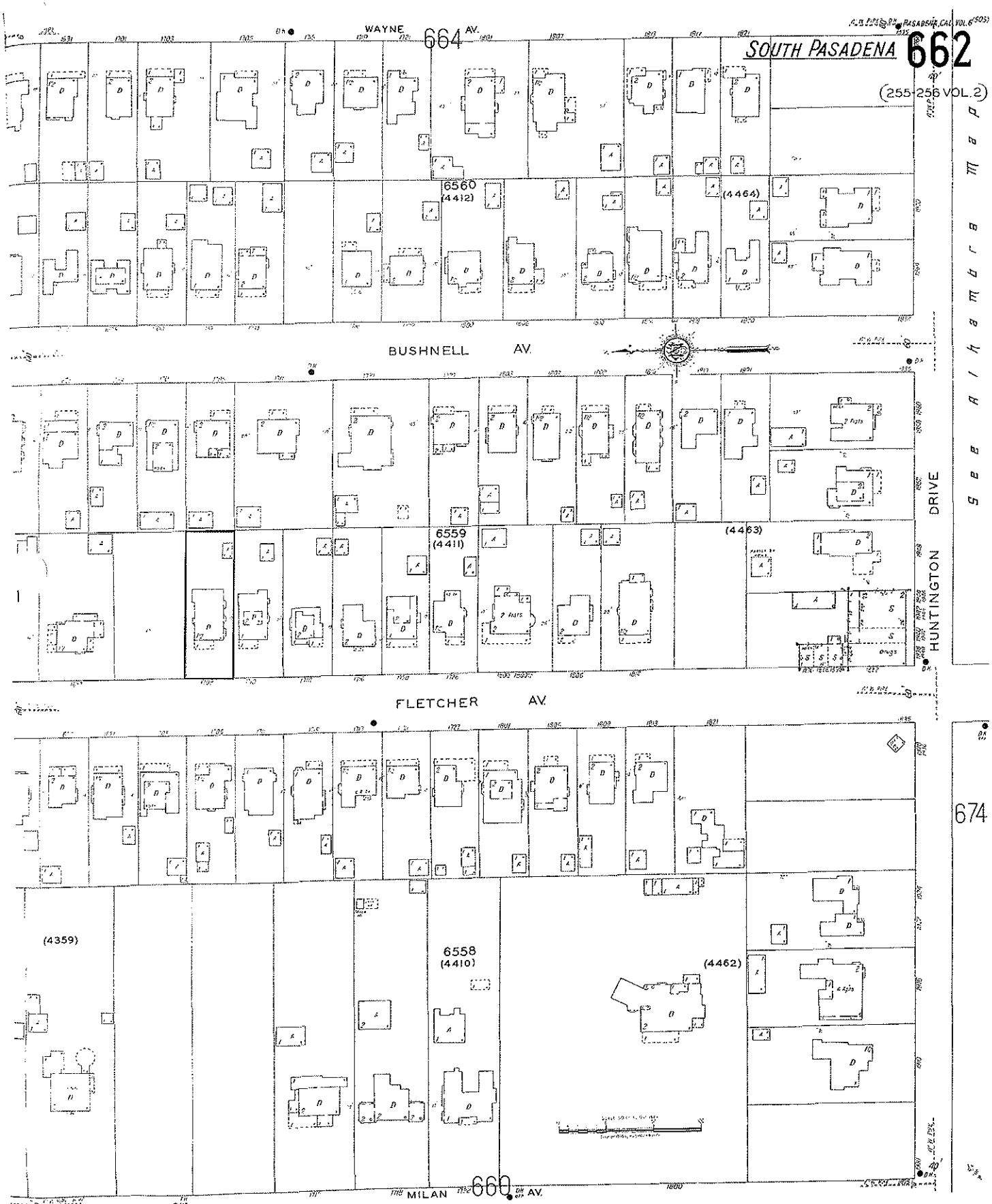
(Scale reduced to 150'=1")

EXHIBIT E: SANBORN MAPS

1910 Sanborn Map



1930-1931 Sanborn Map



20-103

1951 Sanborn Map

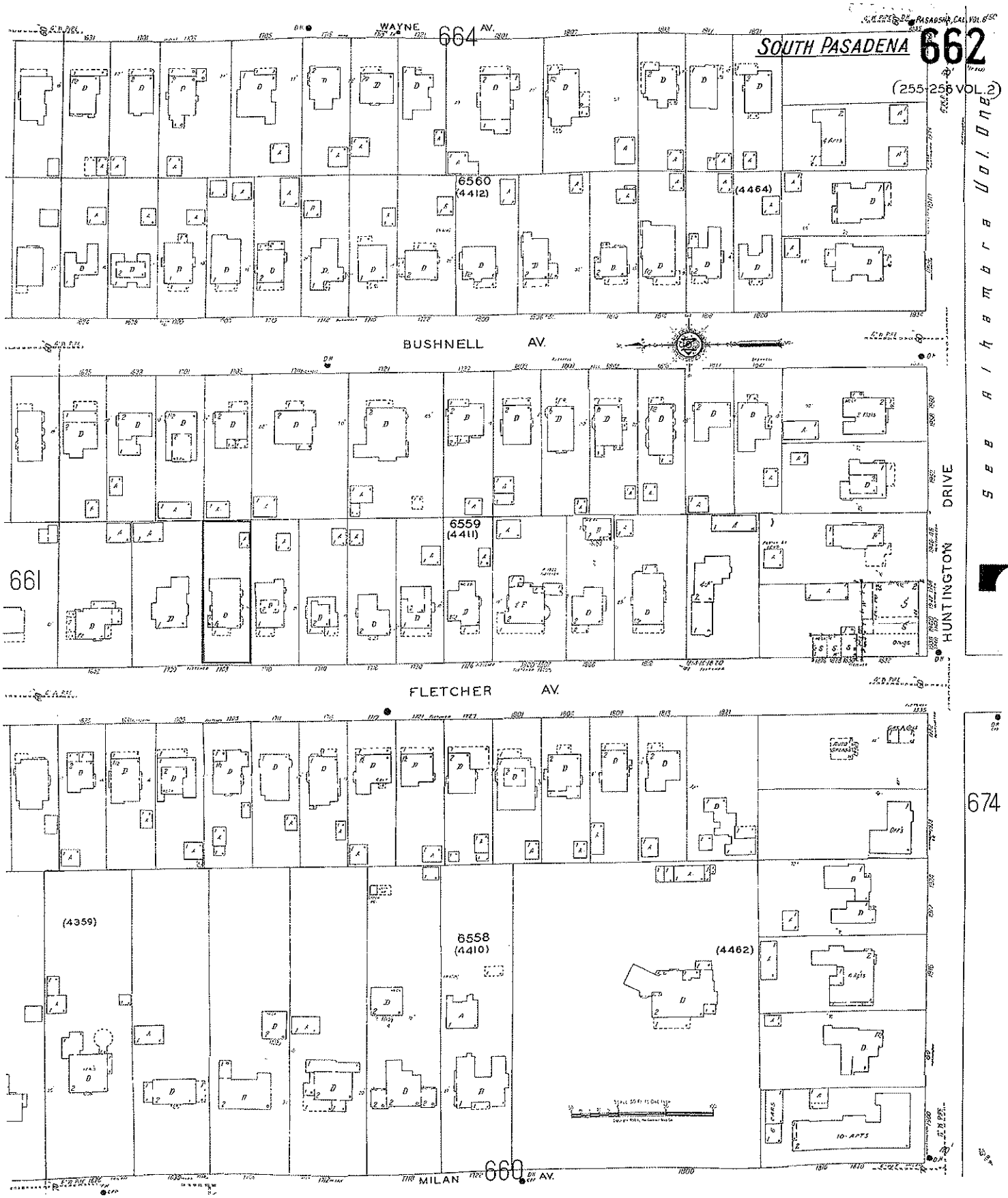


EXHIBIT F: BUILDING PERMITS

1708 FLETCHER AVENUE

City of South Pasadena

REQUEST FOR FINAL INSPECTION

ADDRESS: 1708 Fletcher **DATE:** 3-4-5

TO:
- [x] Planning Division
- [ ] Public Works Department
- [ ] Fire Department
- [ ] Other _____

DESCRIPTION OF PROJECT:

- [ ] **Reroof** [ ] **No Debri**
- [x] **Addition to Single Family Dwelling** (_____ sq.ft.)
- [ ] **New Dwelling** (No. of Stories: _____ Front/Back House)
- [ ] **New Apartment or Condominium** (No. of Units: _____)
- [ ] **Addition to Commercial Building** (_____ sq.ft.)
- [ ] **New Commercial Building**
- [ ] **Commercial Tenant Improvement**
- [x] **Other** Convert Attic Into Living space

The applicant has requested final occupancy of the project referenced above. With your approval and when deemed appropriate by the Building Division, the building permit will be finaled and where appropriate a Certificate of Completed Construction will be issued.

[x] Final is granted

Signature	Signature
Planning Intern	
Title	Title
3/15/05	
Date	Date

20-107

City of South Pasadena

1414 Mission Street
South Pasadena, CA 91030
Office Hrs: 7:30 am to 5:00 pm, M-Th
7:30 am to 4:00 Friday
Phone Number (626) 403-7220
Insp. Request (626) 403-7226

BUILDING PERMIT APPLICATION

SITE ADDRESS: 1708 Fletcher Ave. S.P.
ASSESSOR PARCEL NUMBER: 5321-006-019 Lot 71
BOOK / PAGE / PARCEL
ADDITIONAL INFORMATION / LEGAL DESCRIPTION: BLK. C ARDFERT TRACT
OWNER'S NAME: Mr. & Mrs. Kevin Lutz
STREET ADDRESS: 1708 Fletcher Ave.
CITY: South Pasadena | STATE: CA | ZIP CODE: 91030
PHONE NUMBER: (626) 441-1023
PRINCIPAL DESIGNER'S NAME: Andrea Lappas | LICENSE NO:
STREET ADDRESS: 770 Lombardy Rd.
CITY: San Marino | STATE: CA | ZIP CODE: 91108
PHONE NUMBER: (626) 793-5673
CONTACT PERSON: Andrea Lappas
PHONE NUMBER: (626) 793-5673
CONTRACTOR'S NAME: Newhaven Builders, Inc.
STREET ADDRESS: 1260 Lincoln Ave., #600
CITY: Pasadena | STATE: CA | ZIP CODE: 91103
LICENSE CLASS: B, C10, HIC | LICENSE NUMBER: 761971 | EXPIRATION DATE: 4-30-05
PHONE NUMBER: 626/ 798-9880
WORKER'S COMPENSATION INSURANCE COMPANY NAME: Harbor Specialty Ins. Co.
WORKER'S COMP. INSURANCE POLICY NUMBER: WN05 7102 | EXPIRATION DATE: 5-1-04

OWNER-BUILDER DECLARATION

I hereby affirm under penalty of perjury that I am exempt from the Contractor's License Law for the following reason (Section 7031.5 of the Business and Professions Code):

☐ I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale (Section 7044 of the Business and Professions Code).

☐ I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Section 7044 of the Business and Professions Code).

☐ I am exempt under Section _____, Business and Professions Code for the following reason: _____

Signature: _____ Date: _____

LICENSED CONTRACTOR'S DECLARATION

I hereby affirm that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

Signature: Julie Rideout Date: 7.21.03

WORKERS' COMPENSATION DECLARATION

I hereby affirm under penalty of perjury one of the following declarations:

☐ I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

☑ I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are listed in the left column of this application.

☐ I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and I agree that if I should become subject to the workers' compensation provisions of Section 37[illegible] of the Labor Code, I shall forthwith comply with those provisions.

Signature: Julie Rideout Date: 7.[illegible].03

CONSTRUCTION LENDING AGENCY

See the back of this form for required statement

AUTHORIZATION OF ENTRY

I certify that I have read this application and state that the information given is correct. I agree to comply with all federal and state laws and city ordinances relating to building construction, and I authorize a representative of this City to enter upon the property for which I have applied for this permit for the purpose of making inspections.

Name: Julie Rideout
Signature: Julie Rideout Date: 7.21.03

DESCRIPTION OF WORK: A 1,002 ☐ second story attic w/ 107 ☐ deck conversion and addition to an existing single story residence

OCCUPANCY GROUP	TYPE OF CONSTRUCTION	AREA
R	V	1,002 ☐
OCCUPANCY GROUP	TYPE OF CONSTRUCTION	AREA
NUMBER OF STORIES	FIRE SPRINKLERS	CODE IN EFFECT
2	☐ YES ☐ NO	LA CO-02

STATISTICAL CLASSIFICATION NO. 434 UNITS | PLANNING FILE NO

$ 92,584.80 INITIAL VALUATION | $ _____ REVISED VALUATION

PLAN CHECK FEE $ 897.15
ADDITIONAL PLAN CHECK FEE $ _____

PLAN CHECK NUMBER	INITIALS	DATE
009711	SR	4-22-03
Rec# 177627		
ADDITIONAL PLAN CHECK NUMBER	INITIALS	DATE

☐ SCHOOL FEES ☐ SCAQMD
☐ SA[illegible] PAID ☐ INDUSTRIAL WASTE APPROVAL
☐ [illegible] APPROVAL ☐ OSHA PERMIT OBTAINED
☐ [illegible] APPROVAL ☐ PUBLIC WORKS FEES PAID

BUILDING PERMIT FEE $ 1,055.47
ISSUANCE FEE $ 25.25
SMIP FEE $ 9.30
[illegible] MAINTENANCE FEE $ _____
Growth fee $ 1,432.86
General Plan fee $ 210.42
R# 345 TOTAL $ 1,080.72

PERMIT NUMBER	INITIALS	DATE
U10179	[illegible]	7/21/03

EXPIR[illegible]

DATE OF FINAL 3/15/05 | FINAL BY RR/[illegible]

FINAL BUILDING AND SAFETY

NO.	INSPECTION	DATE	INSPECTOR
	REQUIRED BUILDING INSPECTIONS AND APPROVALS		
B1	Soils Engineer's Approval		
B2	Location and Setbacks	8/17/03	
B3	Foundation/Trench Forms	10/3/03	
B4	Structural Concrete Slab On Grade		
B5	Raised Floor Framing		
B6	Underfloor Insulation		
B7	First Level Floor Diaphragm		
B8	Second Level Floor Diaphragm		
B9	Third Level Floor Diaphragm		
B10	Roof Diaphragm	3/12/04	
B11	Concrete Deck		
B12	Steel Framing		
B13	Fire Dept. Frame Inspection		
B14	Building Dept. Frame Inspection	3/29/04	
B15	Fire Sprinkler Hangers		
B16	Insulation/Weather Stripping	8/17/04	
B17	~~Interior Lath~~ and/or Drywall	4/5/04	
B18	Exterior Lath		
B19	Rated Floor/Ceiling Assemblies		
B20	Rated Wall Assemblies		
B21	Rated Opening Protection		
B22	Rated Shaft Construction		
B23	T-Bar Ceilings		
B24	Lot Drainage		
B25	Planning Department Approval		
B26	Fire Department Approval		
B27	Public Works Dept. Approval		
B28	Final Building Inspection		

CONSTRUCTION LENDING AGENCY

I hereby affirm that there is a construction lending agency for the performance of the work for which this permit is issued (Section 3097 of the Civil Code).

Lender's Name: _____

Lender's Address: _____

DESCRIBE COMPLE THE INTENDED USE OF ALL SPACE APPLICABLE TO THIS BUILDI ERMIT

THE FOLLOWING STATEMENT MUST BE SIGNED BY THE BUILDING OWNER. WHEN APPROVED BY THE BUILDING OFFICIAL, THE OWNER'S AGENT MAY SIGN FOR PERMITS OTHER THAN THE INITIAL OR SHELL BUILDING PERMIT.

I have read the hazardous material information guide and the SCAQMD permitting checklist. I understand my requirements under the State of California Health and Safety Code Section 25505, 25533, and 25634 concerning hazardous materials reporting.

☐ OWNER ☐ AGENT

NAME: _____

SIGNATURE: _____

Will the applicant or future building occupant handle a hazardous material or a mixture containing a hazardous material equal to or greater than the amounts specified on the hazardous materials information guide? ☐ YES ☐ NO

If the answer to the question above was yes, will the proposed building or modified facility be within 1000 feet of the outer boundary of a school. ☐ YES ☐ NO

Will the intended use of the building by the applicant or future building occupant require a permit for construction or modification from the South Coast Air Quality Management District (SCAQMD)? See permitting checklist for guidelines. ☐ YES ☐ NO

PEDESTRIAN PROTECTION: DATE APPROVED: _____ DATE PERMITTED TO BE REMOVED: _____

INSPECTION NOTES 5-25-4 INTERIOR LATH. Showers OK Showers

City of South Pasadena

1414 Mission Street
South Pasadena, CA 91030
Office Hrs: 7:30 am to 5:00 pm, M-Th
7:30 am to 4:00 Friday
Phone Number (626) 403-7220
Insp. Request (626) 403-7226

ELECTRICAL PERMIT APPLICATION

SITE ADDRESS: 1708 Fletcher Ave
ASSESSOR PARCEL NUMBER
BOOK | PAGE | PARCEL
ADDITIONAL INFORMATION / LEGAL DESCRIPTION

OWNER'S NAME: Kevin Lutz
STREET ADDRESS: 1708 Fletcher Ave
CITY: S. Pasadena | STATE: CA | ZIP CODE: 91030
PHONE NUMBER

PRINCIPAL DESIGNER'S NAME | LICENSE NO
STREET ADDRESS
CITY | STATE | ZIP CODE
PHONE NUMBER

CONTACT PERSON
PHONE NUMBER

CONTRACTOR'S NAME: Smith Electric
STREET ADDRESS: 739 Gaillard St.
CITY: La Verne | STATE: CA | ZIP CODE: 91750
LICENSE CLASS: C-10 | LICENSE NUMBER: 590954 | EXPIRATION DATE: 3-31-04
PHONE NUMBER: 909 592-9744
WORKER'S COMPENSATION INSURANCE COMPANY NAME
WORKER'S COMP. INSURANCE POLICY NUMBER | EXPIRATION DATE

OWNER-BUILDER DECLARATION

I hereby affirm under penalty of perjury that I am exempt from the Contractor's License Law for the following reason (Section 7031.5 of the Business and Professions Code):

☐ I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale (Section 7044 of the Business and Professions Code).

☐ I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Section 7044 of the Business and Professions Code).

☐ I am exempt under Section _____, Business and Professions Code for the following reason: _____.

Signature: _____ Date: _____

LICENSED CONTRACTOR'S DECLARATION

I hereby affirm that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

Signature: [signature] Date: 3-1-04

WORKERS' COMPENSATION DECLARATION

I hereby affirm under penalty of perjury one of the following declarations:

☐ I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

☐ I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are listed in the left column of this application.

☑ I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and I agree that if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Signature: [signature] Date: 3-1-04

CONSTRUCTION LENDING AGENCY

See the back of this form for required statement

AUTHORIZATION OF ENTRY

I certify that I have read this application and state that the information given is correct. I agree to comply with all federal and state laws and city ordinances relating to building construction, and I authorize a representative of this City to enter upon the property for which I have applied for this permit for the purpose of making inspections.

Name: Victor Smith
Signature: [signature] Date: 3-1-04

QTY.	ITEM	FEE
	New residential construction	
	Less than 3 units: _____ sq. ft.	$
	3 or more units: _____ sq. ft.	$
70	**Outlet Boxes(s) for receptacles, switches, lights & similar**	
	First 20 ... 20	$ 24.40
	21 or more ... 50	$ 39.50
30	**Lighting Fixture(s)**	
	First 20 ... 20	$ 24.40
	21 or more ... 10	$ 7.90
	Branch circuit(s) (in lieu of Outlet Box fees above)	
	First 10 branch circuits	$
	11 to 40 branch circuits	$
	Residential appliances	$
	Nonresidential appliances	$
	Power apparatus (size in HP, KW, or kVA)	
	Over 1 but not over 10	$
	Over 10 but not over 50	$
	Over 50 but not over 100	$
	Signs, outline lighting, and marquees	
	Supplied from one branch circuit	$
	Additional circuits within the same sign	$
	Service New___ Change___ Size: _____	$
	Switchboards, panels, motor control centers	
	0 to 399A	$
	400A to 1,000A	$
	Over	$
	Misc. apparatus, conduit, and conductors	$
	Temporary power pole(s)	$
	Temporary illumination system	$
		$
	Subtotal	$ 96.20
	Plan Check Fee	$
	Additional Plan Checking Fee	$
	Plan Maintenance Fee	$
	Permit Issuance Fee	$ 26.00
	Total	$ 122.20

FINAL
BUILDING AND SAFETY

PLAN CHECK NUMBER	INITIALS	DATE

ADDITIONAL PLAN CHECK NUMBER	INITIALS	DATE
Rec # 17199		

PERMIT NUMBER	INITIALS	DATE
011282 EXPIRED		3-1-04

DATE OF FINAL	FINAL BY
3/15/05	RL/gs

NO.	INSPECTION	DATE	INSPECTOR
REQUIRED ELECTRICAL INSPECTIONS AND APPROVALS			
E1	Temporary Power Pole		
E2	System Grounding		
E3	Underground Electrical		
E4	Rough Conduit	3/12/04	Rang
E5	Rough Wiring		
E6	Bonding Water and Gas		
E7	Service		
E8	Subpanels		
	Utility Release		

INSPECTION NOTES

20-111

CONSTRUCTION LENDING AGENCY

I hereby affirm that there is a construction lending agency for the performance of the work for which this permit is issued (Section 3097 of the Civil Code).

Lender's Name: _____

Lender's Address: _____

City of South Pasadena

1414 Mission Street
South Pasadena, CA 91030
Office Hrs: 7:30 am to 5:00 pm, M-F
Phone Number (818) 403-7220
Insp. Request (818) 403-7220

PLUMBING PERMIT APPLICATION

SITE ADDRESS: 1708 Fletcher avenue

ASSESSOR PARCEL NUMBER

BOOK | PAGE | PARCEL

ADDITIONAL INFORMATION / LEGAL DESCRIPTION

OWNER'S NAME: MR & Mrs Kevin Lutz

STREET ADDRESS: 1708 Fletcher Ave

CITY: So PAS | STATE: CA | ZIP CODE: 91030

PHONE NUMBER

PRINCIPAL DESIGNER'S NAME | LICENSE NO

STREET ADDRESS

CITY | STATE | ZIP CODE

PHONE NUMBER

CONTACT PERSON

PHONE NUMBER

CONTRACTOR'S NAME: Frank Mirrone & Sons, Inc.

STREET ADDRESS: 9860 Lower Azusa Rd.

CITY: El Monte | STATE: CA | ZIP CODE: 91731

LICENSE CLASS: C-36 | LICENSE NUMBER: 397884 | EXPIRATION DATE: 12/31/04

PHONE NUMBER: (626) 444-2548

WORKER'S COMPENSATION INSURANCE COMPANY NAME: State Compensation

WORKER'S COMP. INSURANCE POLICY NUMBER: 0416 10203 | EXPIRATION DATE: 6/24/04

OWNER-BUILDER DECLARATION

I hereby affirm under penalty of perjury that I am exempt from the Contractor's License Law for the following reason (Section 7031.5 of the Business and Professions Code):

☐ I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale (Section 7044 of the Business and Professions Code).

☐ I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Section 7044 of the Business and Professions Code).

☐ I am exempt under Section _____, Business and Professions Code for the following reason: _____

Signature: _____ Date: _____

LICENSED CONTRACTOR'S DECLARATION

I hereby affirm that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

Signature: _____ Date: 12/16/03

WORKERS' COMPENSATION DECLARATION

I hereby affirm under penalty of perjury one of the following declarations:

☐ I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

☒ I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are listed in the left column of this application.

☐ I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and I agree that if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Signature: _____ Date: 12/16/03

CONSTRUCTION LENDING AGENCY

See the back of this form for required statement

AUTHORIZATION OF ENTRY

I certify that I have read this application and state that the information given is correct. I agree to comply with all federal and state laws and city ordinances relating to building construction, and I authorize a representative of this City to enter upon the property for which I have applied for this permit for the purpose of making inspections.

Name: Yvonne Hall

Signature: _____ Date: 12/16/03

QTY.	ITEM	FEE
16	Plumbing fixtures: 3 water closets 3 tubs 5 lavatories 2 sinks __ floor drains __ floor sinks 1 showers __ trap primers __ clothes washers __ dishwashers	$ 164.00
	Repair or alteration of drainage and/or vent piping per fixture	$
	Interceptor(s), clarifier(s) and grease trap(s)	$
	Water pressure regulator(s)	$
1	Water heater(s) including vent	$ 13.10
	Water treatment equipment	$
1	Gas piping system(s) with 5 or less outlets	$ 6.75
1	Additional gas outlet(s) per system	$ 1.18
	Drains in a rain water system	$
	Lawn sprinkler system(s)	$
1	Hose bibs (first 5)	$ 10.25
	Backflow / sewer backwater valve(s)	$
	Water service: __ 1½ inch and smaller __ 2 inch to 3 inch __ Over 3 inches	$
	Repair or alteration of water piping per fixture, or per water-using or water-dispensing device	$
	Solar water heating system	$
	Connection of new sewer to existing sewer	$
	Disconnection, abandonment or repair of sewer	$
	Installation of grey water system	$
	Public or private spa	$
	Public or private swimming pool	$
1	ICE MAKER	$ 10.25
2	GARBAGE DISPOSAL	20.50
		$
		$
		$
		$
		$
	Total	$ 226.03
	Plan Checking Fee	$
	Additional Plan Checking Fee	$
	Plan Maintenance Fee	$
	Permit Issuance Fee	$ 25.25
	Total Permit Fee	$ 251.28

PLAN CHECK NUMBER	INITIALS	DATE

ADDITIONAL PLAN CHECK NUMBER	INITIALS	DATE
Rec# 8296		

PERMIT NUMBER	INITIALS	DATE
010969	SR	12-16-03

DATE OF FINAL	FINAL BY	
3/15/05	RR/gr	JW

FINAL
BUILDING AND SAFETY

EXPIRED

NO.	IN[illegible]TION	DATE	INSPECTOR

REQUIRED PLUMBING INSPECTIONS AND APPROVALS

P1	Underground/Floor Plumbing	3/12/04	[illegible]
P2	Water Service ☐ Plastic ☐ Metal		
P3	Rough Plumbing/Topout	3/17/04	[illegible]
P4	Rough Gas System		
P5	Sewer		
P6	Private Sewage Disposal System		
P7	Water Heater		
P8	Lawn Sprinklers		
P9	Gas Test	3/17/04	[illegible]
P10	Gas Final		
P11	Final Plumbing Inspection		
	Utility Released		

INCLUDE NORTH ARROW, DISTANCE TO **TWO** PROPERTY LINES, AND DEPTH OF CONNECTION

20-113

SEWER MAP

INSPECTION [illegible]OTES

CONSTRUCTION LENDING AGENCY

I hereby affirm that there is a construction lending agency for the performance of the work for which this permit is issued (Section 3097 of the Civil Code).

Lender's Name: _____

Lender's Address: _____

City of South Pasadena

1414 Mission Street
South Pasadena, CA 91030
Office Hrs: 7:30 am to 5:00 pm, M-Th
7:30 am to 4:00 Friday
Phone Number (626) 403-7220
Insp. Request (626) 403-7226

MECHANICAL PERMIT APPLICATION

SITE ADDRESS: 1708 FLETCHER

ASSESSOR PARCEL NUMBER
BOOK | PAGE | PARCEL

ADDITIONAL INFORMATION / LEGAL DESCRIPTION

OWNER'S NAME: KEVIN & DEBORAH LUTZ

STREET ADDRESS: 1708 FLETCHER

CITY	STATE	ZIP CODE
SO. PAS	CA	91030

PHONE NUMBER: 390-0109

PRINCIPAL DESIGNER'S NAME	LICENSE NO

STREET ADDRESS

CITY	STATE	ZIP CODE

PHONE NUMBER

CONTACT PERSON

PHONE NUMBER

CONTRACTOR'S NAME: KING UNLIMITED

STREET ADDRESS: 700 E ROUTE 66 #1

CITY	STATE	ZIP CODE
GLENDORA	CA	91740

LICENSE CLASS	LICENSE NUMBER	EXPIRATION DATE
C-20	523208	4-30-2004

PHONE NUMBER: 626-914-3605

WORKER'S COMPENSATION INSURANCE COMPANY NAME: REDLANDS INS. CO.

WORKER'S COMP INSURANCE POLICY NUMBER	EXPIRATION DATE
RPSI - 39-00	7-14-04

OWNER-BUILDER DECLARATION

I hereby affirm under penalty of perjury that I am exempt from the Contractor's License Law for the following reason (Section 7031.5 of the Business and Professions Code):

☐ I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale (Section 7044 of the Business and Professions Code).

☐ I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Section 7044 of the Business and Professions Code).

☐ I am exempt under Section _____, Business and Professions Code for the following reason: _____

Signature: _____ Date: _____

LICENSED CONTRACTOR'S DECLARATION

I hereby affirm that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

Signature: [signature] Date: 1-9-04

WORKERS' COMPENSATION DECLARATION

I hereby affirm under penalty of perjury one of the following declarations:

☐ I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

☒ I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are listed in the left column of this application.

☐ I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and I agree that if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Signature: [signature] Date: 1-9-04

CONSTRUCTION LENDING AGENCY

See the back of this form for required statement

AUTHORIZATION OF ENTRY

I certify that I have read this application and state that the information given is correct. I agree to comply with all federal and state laws and city ordinances relating to building construction, and I authorize a representative of this City to enter upon the property for which I have applied for this permit for the purpose of making inspections.

Name: CYRUS KING

Signature: [signature] Date: 1-9-04

QTY.	ITEM	FEE
	Each Furnace, A/C condenser, heater, boiler or vented decorative appliance (includes duct work)	
2	Up to 100,000 Btu	$ 35.00
	Over 100,000 Btu but not over 500,000 Btu	$
	Over 500,000 Btu	$
10	Air inlets and outlets served by heat/AC system	$ 27.50
	Installation, relocation, or replacement of appliance vents not included in another permit	$
	Installation or alteration of air handling units (including ducts) up to and including 2000 cfm	$
	Installation or alteration of air handling units (including ducts) over 2000 cfm but not over 10,000 cfm	$
	Installation or alteration of air handling units (including ducts) over 10,000 cfm	$
	Evaporative coolers other than portable types	$
	Ventilation fans which serve a single register	$
	Ventilation systems not part of AC system	$
	Commercial kitchen hoods	$
	Spray booths	$
	Product conveying systems	$
	Fire dampers	$
1	Alteration of existing duct systems	$
		$
		$
		$
		$
		$
		$
Subtotal		62.50
Plan Checking Fee		$
Additional Plan Checking Fee		$
Plan Maintenance Fee		$
Permit Issuance Fee		$ 26.00
Total Permit Fee		$ 88.50

PLAN CHECK NUMBER	INITIALS	DATE

ADDITIONAL PLAN CHECK NUMBER	INITIALS	DATE

PERMIT NUMBER	INITIALS	DATE
11064	SK	1 09 04

DATE OF FINAL	FINAL BY	
3/5/05	[signature]	JW

FINAL
BUILDING AND SAFETY
EXPIRED

NO.	INSPECTION	DATE	INSPECTOR
	REQUIRED MECHANICAL INSPECTIONS AND APPROVALS		
M1	FAU/Wall Furnace		
M2	Combustion Air Openings		
M3	Duct Work	3/12/04	
M4	Air Conditioning System		
M5	Thermostat		
M6	Fire Dampers		
M7	Smoke Detection Devices		
M8	Manufactured Fireplace	3/12/04	
M9	Commercial Hood		
M10	Final Mechanical Inspection		

INSPECTION NOTES

20-115

CONSTRUCTION LENDING AGENCY

I hereby affirm that there is a construction lending agency for the performance of the work for which this permit is issued (Section 3097 of the Civil Code).

Lender's Name: _____

Lender's Address: _____

City of South Pasadena

1414 Mission Street
South Pasadena, CA 91030
Office Hrs: 7:30 am to 5:00 pm, M-Th
7:30 am to 4:00 Friday
Phone Number (626) 403-7220
Insp. Request (626) 403-7226

REROOF APPLICATION

SITE ADDRESS: 1708 Fletcher Ave.

ASSESSOR PARCEL NUMBER

BOOK | PAGE | PARCEL

ADDITIONAL INFORMATION / LEGAL DESCRIPTION

OWNER'S NAME: Kevin Lutz

STREET ADDRESS: 1708 Fletcher Ave.

CITY: S. Pasadena | STATE: Ca | ZIP CODE: 91030

PHONE NUMBER: 441-1023

PRINCIPAL DESIGNER'S NAME: Andrea LaPPAS | LICENSE NO:

STREET ADDRESS: 2116

CITY | STATE | ZIP CODE

PHONE NUMBER

CONTACT PERSON: Newhaven Builders, Inc.

PHONE NUMBER: 626 798.9880

CONTRACTOR'S NAME: Newhaven Builders, Inc.

STREET ADDRESS: 1260 Lincoln Ave. #600

CITY: Pasadena | STATE: Ca. | ZIP CODE: 91103

LICENSE CLASS: BC10, H/C | LICENSE NUMBER: 761971 | EXPIRATION DATE: 4-30-05

PHONE NUMBER: 626/ 798.9880

WORKER'S COMPENSATION INSURANCE COMPANY NAME: Harbor Specialty Insurance Co.

WORKER'S COMP. INSURANCE POLICY NUMBER: WNOS 7102 | EXPIRATION DATE: 5/01/04

OWNER-BUILDER DECLARATION

I hereby affirm under penalty of perjury that I am exempt from the Contractor's License Law for the following reason (Section 7031.5 of the Business and Professions Code):

☐ I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale (Section 7044 of the Business and Professions Code).

☐ I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Section 7044 of the Business and Professions Code).

☐ I am exempt under Section _____, Business and Professions Code for the following reason: _____

Signature: _____ Date: _____

LICENSED CONTRACTOR'S DECLARATION

I hereby affirm that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

Signature: Donald Chesshir Date: 3-17-04

WORKERS' COMPENSATION DECLARATION

I hereby affirm under penalty of perjury one of the following declarations:

☐ I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

☑ I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are listed in the left column of this application.

☐ I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and I agree that if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Signature: Donald Chesshir Date: 3-17-04

CONSTRUCTION LENDING AGENCY

See the back of this form for required statement

AUTHORIZATION OF ENTRY

I certify that I have read this application and state that the information given is correct. I agree to comply with all federal and state laws and city ordinances relating to building construction, and I authorize a representative of this City to enter upon the property for which I have applied for this permit for the purpose of making inspections.

Name: Donald Chesshir

Signature: Donald Chesshir Date: 3-17-04

DESCRIPTION OF WORK

☐ Reroof Over Existing ☒ Tear-Off and Reroof

☒ New Plywood and Roof ☐ Metal Roof o/Existing

☐ Other Plywood Sheathing w/ GAF 30 Yr Timberline 3-D fiberglass shingle

TYPE OF STRUCTURE: ☒ RESIDENTIAL ☐ NONRESIDENTIAL

AREA: 1500 SQ.FT ~~SQ. FT~~ | CODE IN EFFECT: LACC2

$ _____ INITIAL VALUATION | $ 4,200.00 REVISED VALUATION

PRE-ROOF INSPECTION IS REQUIRED

DO NOT COVER THE ROOF UNTIL APPROVAL FROM THE CITY BUILDING INSPECTOR HAS BEEN OBTAINED

ANY PORTION OF THE ROOF WHICH IS COVERED WITHOUT INSPECTION SHALL BE ENTIRELY UNCOVERED AT THE EXPENSE OF THE APPLICANT

BUILDING PERMIT FEE	$ 121.60
ISSUANCE FEE	$ 26.00
	$
	$
	$
	$
TOTAL	$ 147.60

Rec # 18370

PERMIT NUMBER	INITIALS	DATE
011368	SR	3-17-04

ISSUED

DATE OF FINAL	FINAL BY
3/15/05	RR/80

NO	INSPECTION	DATE	INSPECTOR
REQUIRED BUILDING INSPECTIONS AND APPROVALS			
R1	Preroof, Tear Off, or Sheathing	3/22/04	[illegible]
R2	Final Roof Inspection		

INSPECTION NOTES

20-117

CONSTRUCTION LENDING AGENCY

I hereby affirm that there is a construction lending agency for the performance of the work for which this permit is issued (Section 3097 of the Civil Code).

Lender's Name: _____

Lender's Address: _____

CITY OF SOUTH PASADENA

1414 Mission Street
South Pasadena, CA 91030
Phone Number: (626) 403-7220
Inspection Request: (626) 403-7226

Office Hours: 7:30 am to 5:00 pm M-Th
7:30 am to 4:00 pm F

INSPECTION RECORD

Address: 1708 FLETCHER AVE
Permit No.: 10179 Date: 7/2/10
Description: 2ND STORY ATTIC CONVERSION + ADDITION TO AN EXISTING SINGLE STORY RESIDENCE

NO	INSPECTION	DATE	INSPECTOR
	REQUIRED BUILDING INSPECTIONS AND APPROVALS		
B1	Soils Engineer's Approval		
B2	Location and Setbacks	10/12/03	
B3	Foundation/Trench/Forms	10/5/03	
B4	Structural Concrete/ Slab On Grade		
B5	Raised Floor/Framing		
B6	Under Floor Insulation		
B7	First Level Floor Diaphragm		
B8	Second Level Floor Diaphragm		
B9	Third Level Floor Diaphragm		
B10	Roof Diaphragm	3/12/04	
B11	Concrete Deck		
B12	Steel Framing		
B13	Fire Dept. Frame Inspection		
B14	Building Dept. Frame Inspection	3/29/04	
B15	Fire Sprinkler Hangers		
B16	Insulation/Weather Stripping	3/12/04	
B17	Interior Lath and/or Drywall		
B18	Exterior Lath		
B19	Rated Floor/Ceiling Assemblies		
B20	Rated Wall Assemblies		
B21	Rated Opening Protection		
B22	Rated Shaft Construction		
B23	T-Bar Ceilings		
B24	Lot Drainage		
B25	Planning Department Approval	3/15/05	OK
B26	Fire Department Approval		
B27	Public Works Dept. Approval		
B28	Final Building Inspection	3/15/05	

FINAL

BUILDING AND SAFETY

NO	INSPECTION	DATE	INSPECTOR
	REQUIRED MECHANICAL INSPECTIONS AND APPROVALS		
M1	FAU/Wall Furnace		
M2	Combustion Air Openings		
M3	Duct Work	3/12/04	
M4	A/C Compressor	3-4-5	RR
M5	Thermostat		
M6	Fire Dampers		
M7	Smoke Detection Devices	3-4-5	RR
M8	Manufacturered Fireplace	3/12/04	
M9	Commercial Hood		
M10	Final Mechanical Inspection	3-4-5	RR

NO	INSPECTION	DATE	INSPECTOR
	REQUIRED ELECTRICAL INSPECTIONS AND APPROVALS		
E1	Temporary Power Pole		
E2	System Ground To Ground Rod / UFER / Water Pipe	3-4-5	RR
E3	Underground Electrical		
E4	Rough Wiring	3/12/04	
E5	Rough Dedicated		
E6	Bonding Meter and Box		
E7			
E8	Final Electrical Inspection	3-4-5	RR
	REQUIRED PLUMBING INSPECTIONS AND APPROVALS		
P1	Underground/Floor Plumbing	3/12/04	
P2	Water Service & Meter / Dedicated		
P3	Rough Plumbing/Drains	3/17/04	
P4	Rough Gas System		
P5	Sewer		
P6	Private Sewage Disposal System		
P7	Water Heater		
P8	Lawn Sprinklers		
P9	Gas Test	3/17/04	
P10	Backflow		
P11	Final Plumbing Inspection	3-4-5	RR

1) IT SHALL BE THE DUTY OF THE PERMIT APPLICANT TO CAUSE THE WORK TO REMAIN ACCESSIBLE AND EXPOSED FOR INSPECTION PURPOSES. NEITHER THE BUILDING OFFICIAL NOR THE JURISDICTION SHALL BE LIABLE FOR EXPENSE ENTAILED IN THE REMOVAL OR REPLACEMENT OF ANY MATERIAL REQUIRED TO ALLOW INSPECTION.

2) PLANS APPROVED BY THE CITY OF SOUTH PASADENA BUILDING DIVISION MUST BE AVAILABLE AT THE TIME INSPECTION IS MADE.

3) A SEPARATE PERMIT IS REQUIRED FOR ALL WORK IN THE PUBLIC RIGHT-OF-WAY.

4) SPECIAL INSPECTORS MUST BE APPROVED BY THE CITY OF SOUTH PASADENA BUILDING DIVISION PRIOR TO DOING ANY INSPECTION WORK.

5) REVISED PLANS AND/OR DETAILS MUST BE PROVIDED FOR ALL WORK NOT DONE IN ACCORDANCE WITH THE APPROVED PLANS. ALL REVISIONS MUST BE STAMPED APPROVED PRIOR TO INSPECTION.

INSPECTION NOTES

Interior w/ [illegible] 2 showers 5 Baths ok 5-25-04

BUILDING AND SAFETY

CITY OF SOUTH PASADENA

1414 Mission Street • South Pasadena • California 91030 • (818) 799-9101

PLANNING & BUILDING DIVISION

BUILDING PERMIT

Building Address: 1708 FLETCHER AVE	U.B.C. Edition: 85	Type Const.: VN	Occ. Load:	Occ. Group: R-3
Lot No.: 17	Tract:	Tract:	USE ZONE:	Variance Required:	Appr.:
Owner: CONSTANCE ALDEN	Lot Size: RENEWAL OF EXPIRED PERMIT			
Mailing Address: 1708 FLETCHER AVE				
City: SOUTH PASADENA	Zip: 91030	Tel.: 799-5033	VALUATION: $ 3500.00	
Contractor: SOMMERS & SONS				
Address:				
City:	Zip:	Tel.:		
State Lic. & Classif.:	City Lic. No.:			
Arch., Engr., Designer:				
Address:	Tel.:			
City:	Zip:	State Lic. No.:		
Proposed Construction: EARTHQUAK DAMAGE				
Sq. Ft. Size:	No. Stories:	No. Units:		

New ☐ Add. ☐ Alter. ☐ Repairs ☒ Demolition ☐

FEES		
BUILDING FEE		
S.M.I. FEE		
PLAN CHECKING FEE		
Energy Compl. Fee		
Penalty		
SPECIAL INSP.		
	30	00

PERMIT NO.	WORKERS COMP. EXP.	PROCESSED BY:
007802	EXEMPT	Date: 1-20-89

WORKER'S COMPENSATION DECLARATION

I hereby affirm that I have a certificate of consent to self-insure or a certificate of Worker's Compensation Insurance or a certified copy thereof (Sec.3800, Lab.C.).

Policy No._____ Company_____

CERTIFICATE OF EXEMPTION FROM WORKER'S COMPENSATION INSURANCE

I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the Worker's Compensation Laws of California.

Date_____ Applicant_____

NOTICE TO APPLICANT: If, after making this Certificate of Exemption you should become subject to the Worker's Compensation provisions of the Labor Code, you must forthwith comply with such provisions or this permit shall be deemed revoked.

CONSTRUCTION LENDING AGENCY

I hereby affirm that there is a construction lending agency for the performance of the work for which this permit is issued. (Sec. 3097, Civil Code.)

Lender's Name_____

Lender's Address_____

I certify that I have read this application and state that the above information is correct. I agree to comply with all city and county ordinances and state laws relating to building construction, and hereby authorize representatives of this city to enter upon the above-mentioned property for inspection purposes.

Signature of Applicant Constance Alden Date 1/20/89

Mailing Address 1708 Fletcher Ave

City, State, Zip South Pasadena CA 91030

LICENSED CONTRACTOR'S DECLARATION

I hereby affirm that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

Exp. Date_____ Signature of Contractor_____

OWNER-BUILDER DECLARATION

I hereby affirm that I am exempt from the Contractor's License Law for the following reason: (*Sec.7031.5. Business and Professions Codes Any city or county which requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance also requires the applicant for such permit to file a signed statement that he is licensed pursuant to the provisions of the Contractor's License Law, Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, or that he is exempt therefrom, and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars ($500).*

☐ I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale. (*Sec.7044, Business and Professions Code: The Contractor's License Law does not apply to an owner of property who builds or improves thereon and who does not work himself or through his own employees, provided that such improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the owner-builder will have the burden of proving that he did not build or improve for the purpose of sale.*)

☐ I, as owner of the property, am exclusively contracting with licensed contractors to construct the project. (*Sec. 7044. Business and Professions Code: The Contractor's License Law does not apply to an owner of property who builds or improves thereon, and who contracts for such projects with a contractor(s) licensed pursuant to the Contractor's License Law.*)

☐ I am exempt under Sec. 6-1, B.&P.C. for this reason_____

1-20-89

Date 1/20/89 Owner Constance Alden

20-120

CONST. HRS. 8 AM-7 PM ONLY
ORD. NO. 1582

INSPECTOR COPY

This is a building permit when properly filled out, signed and validated, and is subject to expiration if work thereunder is suspended for 180 days.

INSPECTION RECORD

FOUNDATION: (Gr. Certif. Comp. Tests, Setbacks, Form Reinf. Steel, Excavation.		
FLC .AB/JSTS., GIRDERS: Mesh, Vap. Barrier, Blkg., Spans, Access, Vents, Tr. Lmbr.		
MASONRY: Reinf., Mortar Jts., Grout Lifts, Clean-Outs, Bolts.		
ROOF SHTG: Nailing, Diaph. Blocking, Material Grade and Thickness, Roof Drains.		
FRAMING: Walls, Raft., Jsts., Blocking, Bracing, Nailing, Backing, Diaphr. Draft Stops.		
INSULATION: Thickness, R-Values, Piping, Sound Caulking.		
FIREWALLS: Material, Thickness, Dampers, Doors, Closers, Fusible Links.		
INTERIOR: LATH/DRY WALL: Nailing, Supports, Laps, Joint Reinf.		
EXTERIOR LATH/SIDING: Mesh, Fasteners, Laps, Paper, Thickness, Backing.		
FINAL INSPECTION: Finish Grading Certif., Slope Plant., Energy Compl. Card Posted, Pkg. Access, Fire Doors, Exits, Locking Devices, Landings, House Numbers, Weather Stripping, Pl./Engr. Clear.		
SWIMMING POOL/SPA		
EXCAV. REINF. SETBACKS: Radius Stl., Bonding, Exp. Soil, Ramp Loc., Surcharge.		
FENCE/GATES: Height, Closers, Accessibility, Latches, Stability.		
FINAL INSPECTION		
MISCELLANEOUS		
SPRAY PAINT BOOTH:		
RETAINING WALL:		
DUST COLLECTION SYSTEM:		
VENEER:		
RE-ROOF:		
SIGN(S):		
INSPECTION	DATE	INSP. SIGN.

INSPECTION NOTES

SETBACKS:

FRONT | SIDE | SIDE | FRONT

PLOT PLAN

STREET

PLEASE PLAN A 1" SQ. SCALE

PUBLIC WORKS REQUIRED

CITY OF SOUTH PASADENA

1414 Mission Street • South Pasadena • California 91030 • (818) 799-9101

PLANNING & BUILDING DIVISION

BUILDING PERMIT

Building Address: 1708 FLETCHER Ave	U.B.C. Edition 85	Type Const. V-N	Occ. Load	Occ. Group R-3
Lot No. 17	Tract	Tract	USE ZONE R-1	Variance Required	Appr.
Owner: MRS. C. ALDEN			Lot Size	
Mailing Address: SOUTH PASADENA 1708 FLETCHER STR			Earthquake Damage	
City: South PASADENA	Zip: 91030	Tel: 799-5033	VALUATION: $ 3500.00	
Contractor: J.T. CONSTRUCTION CO				
Address: 1905 OXLEY STREET				
City: S. PASADENE	Zip: 91030	Tel: 799 6748		
State Lic. & Classif.: 315676 B		City Lic. No.: 27932		
Arch., Engr., Designer				
Address		Tel.		
City	Zip	State Lic. No.		

FEES		
BUILDING FEE	56.00	
S.M.I. FEE		60
PLAN CHECKING FEE		
Energy Compl. Fee		
Penalty		
SPECIAL INSP.	56	60

Proposed Construction: SUPERIOR FIREPLACE # FR3870

EARTQUAKE DAMEGE

Sq. Ft. Size	No. Stories 1	No. Units

New [X] Add. [ ] Alter. [ ] Repairs [ ] Demolition [X] Other

PERMIT NO.	WORKERS COMP. EXP.	PROCESSED BY:
005779	Exempt	Date: 3-2-88

WORKER'S COMPENSATION DECLARATION

I hereby affirm that I have a certificate of consent to self-insure or a certificate of Worker's Compensation Insurance or a certified copy thereof (Sec.3800, Lab.C.)

Policy No. _____ Company _____

CERTIFICATE OF EXEMPTION FROM WORKER'S COMPENSATION INSURANCE

I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the Worker's Compensation Laws of California.

Date 3-2/88 Applicant Josef Tarnady

NOTICE TO APPLICANT: If, after making this Certificate of Exemption you should become subject to the Worker's Compensation provisions of the Labor Code, you must forthwith comply with such provisions or this permit shall be deemed revoked.

CONSTRUCTION LENDING AGENCY

I hereby affirm that there is a construction lending agency for the performance of the work for which this permit is issued. (Sec. 3097, Civil Code.)

Lender's Name _____

Lender's Address _____

I certify that I have read this application and state that the above information is correct. I agree to comply with all city and county ordinances and state laws relating to building construction, and hereby authorize representatives of this city to enter upon the above-mentioned property for inspection purposes.

Signature of Applicant Josef Tarnady 3/2/88

Mailing Address 1905 OXLEY STR

City, State, Zip South PASADENA CA 91030

LICENSED CONTRACTOR'S DECLARATION

I hereby affirm that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

Exp. Date 4/30/88 Signature of Contractor Josef Tarnady

OWNER-BUILDER DECLARATION

I hereby affirm that I am exempt from the Contractor's License Law for the following reason: (Sec.7031.5. Business and Professions Codes *Any city or county which requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance also requires the applicant for such permit to file a signed statement that he is licensed pursuant to the provisions of the Contractor's License Law, Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, or that he is exempt therefrom, and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars ($500).*

[ ] I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale. (Sec.7044, Business and Professions Code: The Contractor's License Law does not apply to an owner of property who builds or improves thereon and who does not work himself or through his own employees, provided that such improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the owner-builder will have the burden of proving that he did not build or improve for the purpose of sale.)

[ ] I, as owner of the property, am exclusively contracting with licensed contractors to construct the project. (Sec. 7044. Business and Professions Code: The Contractor's License Law does not apply to an owner of property who builds or improves thereon, and who contracts for such projects with a contractor(s) licensed pursuant to the Contractor's License Law.)

[ ] I am exempt under Sec. 12 B.&P.C. for this reason _____

Date _____ Owner _____ 56.60 TOTL

20-122

CONST. HRS. 8 AM-7 PM ONLY
ORD. NO. 1582

INSPECTOR COPY

This is a building permit when properly filled out, signed and validated, and is subject to expiration if work thereunder is suspended for 180 days.

5577A00 5000 OK

Department of PUBLIC WORKS

SMOKE DETECTORS REQUIRED

CITY OF SOUTH PASADENA

1414 Mission Street • South Pasadena • California 91030 • (818) 799-9101

PLANNING & BUILDING DIVISION

BUILDING PERMIT

department of PUBLIC WORKS

Building Address 1708 FLETCHER Ave	U.B.C. Edition 85	Type Const. V-N	Occ. Load	Occ. Group R-3
Lot No. 17	Tract	Tract	USE ZONE R-1	Variance Required	Appr.
Owner MRS. C. ALDEN			Lot Size	
Mailing Address SOUTH PASADENA 1708 FLETCHER STR			Earthquake Damage	
City South PASADENA	Zip 91030	Tel. 799--5033	VALUATION: $ 3500.00	
Contractor J.T. CONSTRUCTION CO				
Address 1905 OXLEY STREET				
City S). PASADENE	Zip 91030	Tel. 799 6748		
State Lic. & Classif. 315676 B		City Lic. No. 27932		
Arch., Engr., Designer				
Address		Tel.		
City	Zip	State Lic. No.		

FEES		
BUILDING FEE	56	00
S.M.I. FEE		60
PLAN CHECKING FEE		
Energy Compl. Fee		
Penalty 1/20/51		
SPECIAL INSP.	56	60

Proposed Construction SUPERIOR FIREPLACE # FR3870

EARTQUAKE DAMEGE

Sq. Ft. Size	No. Stories I	No. Units

New [X] Add. [ ] Alter. [ ] Repairs [ ] Demolition [X] old

PERMIT NO.	WORKERS COMP. EXP.	PROCESSED BY:
0 5779	Exempt	Date: 3-2-88

WORKER'S COMPENSATION DECLARATION

I hereby affirm that I have a certificate of consent to self-insure or a certificate of Worker's Compensation Insurance or a certified copy thereof (Sec.3800, Lab.C.)

Policy No._____ Company_____

CERTIFICATE OF EXEMPTION FROM WORKER'S COMPENSATION INSURANCE

I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the Worker's Compensation Laws of California.

Date 3-2/88 Applicant Josef Tasnady

NOTICE TO APPLICANT: If, after making this Certificate of Exemption you should become subject to the Worker's Compensation provisions of the Labor Code, you must forthwith comply with such provisions or this permit shall be deemed revoked.

CONSTRUCTION LENDING AGENCY

I hereby affirm that there is a construction lending agency for the performance of the work for which this permit is issued. (*Sec. 3097, Civil Code.*)

Lender's Name_____

Lender's Address_____

I certify that I have read this application and state that the above information is correct. I agree to comply with all city and county ordinances and state laws relating to building construction, and hereby authorize representatives of this city to enter upon the above-mentioned property for inspection purposes.

Signature of Applicant Josef Tasnady Date 3/2/88

Mailing Address 1905 OXLEY STR

City, State, Zip South PASADENA CA 91030

LICENSED CONTRACTOR'S DECLARATION

I hereby affirm that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

Exp. Date 4/30/88 Signature of Contractor Josef Tasnady

4

OWNER-BUILDER DECLARATION

I hereby affirm that I am exempt from the Contractor's License Law for the following reason: (*Sec.7031.5. Business and Professions Codes Any city or county which requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance also requires the applicant for such permit to file a signed statement that he is licensed pursuant to the provisions of the Contractor's License Law, Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, or that he is exempt therefrom, and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars ($500).*

[ ] I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale. (*Sec.7044, Business and Professions Code: The Contractor's License Law does not apply to an owner of property who builds or improves thereon and who does not work himself or through his own employees, provided that such improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the owner-builder will have the burden of proving that he did not build or improve for the purpose of sale.*)

[ ] I, as owner of the property, am exclusively contracting with licensed contractors to construct the project. (*Sec. 7044. Business and Professions Code: The Contractor's License Law does not apply to an owner of property who builds or improves thereon, and who contracts for such projects with a contractor(s) licensed pursuant to the Contractor's License Law.*)

[ ] I am exempt under Sec._____ B.&P.C. for this reason_____

Date_____ Owner_____

20-123

CONST. HRS. 8 AM-7 PM ONLY
ORD. NO. 1582

INSPECTOR COPY

This is a building permit when properly filled out, signed and validated, and is subject to expiration if work thereunder is suspended for 180 days.

INSPECTION RECORD

FOUNDATION: (Gr. Certif. Comp. Tests, Setbacks, Forms, Reinf. Steel, Excavation.		
FLOOR SLAB/JSTS., GIRDERS: Mesh, Vap. Barrier, Blkg., Spans, Access, Vents, Tr. Lmbr.		
MASONRY: Reinf., Mortar Jts., Grout Lifts, Clean-Outs, Bolts.		
ROOF SHTG: Nailing, Diaph. Blocking, Material Grade and Thickness, Roof Drains.		
FRAMING: Walls, Raft., Jsts., Blocking, Bracing, Nailing, Backing, Diaphr. Draft Stops.		
INSULATION: Thickness, R-Values, Piping, Sound Caulking.		
FIREWALLS: Material, Thickness, Dampers, Doors, Closers, Fusible Links.		
INTERIOR: LATH/DRY WALL: Nailing, Supports, Laps, Joint Reinf.		
EXTERIOR LATH/SIDING: Mesh, Fasteners, Laps, Paper, Thickness, Backing.		
FINAL INSPECTION: Finish Grading Certif., Slope Plant., Energy Compl. Card Posted, Fkg. Access, Fire Doors, Exits, Locking Devices, Landings, House Numbers, Weather Stripping, Pl./Engr. Clear.		

SWIMMING POOL/SPA

EXCAV. REINF. SETBACKS: Radius Stl., Bonding, Exp. Soil, Ramp Loc., Surcharge.		
FENCE/GATES: Height, Closers, Accessibility, Latches, Stability.		
FINAL INSPECTION		

MISCELLANEOUS

SPRAY PAINT BOOTH:		
RETAINING WALL:		
DUST COLLECTION SYSTEM:		
VENEER:		
RE-ROOF:		
SIGN(S):		
Chimney repair	1/20/89	BEC
INSPECTION	DATE	INSP. SIGN.

INSPECTION NOTES

Chimney Framing 3/4/88 BEC

SETBACKS:

FRONT | SIDE | SIDE | FRONT

PLOT PLAN

STREET

PLEASE PLAN A 1" SQ. SCALE

JOB ADDRESS

NUMBER & STREET 1708 FLETCHER

APPLICATION FOR A
BUILDING PERMIT
BUILDING DEPARTMENT • CITY OF SOUTH PASADENA, CALIFORNIA
TELEPHONE 799-9101 • 682-2175

CONTRACTOR	ST. LIC. NO.
MAIL ADDRESS Owner	PHONE
ARCHITECT ENGINEER	ST. LIC. NO.
MAIL ADDRESS	PHONE
OWNER WALTER A. ALDEN	PHONE
MAIL ADDRESS 1708 FLETCHER	

DESCRIPTION OF WORK

NEW	ADDITION	ALTERATION	REPAIR	DEMOLISH
			✓	

FLOOR AREA (SQ. FT.)	NO. OF STORIES 1	NO. OF DWELLING UNITS 1	
PRESENT BLDG. USE Resid.	PROPOSED BLDG. USE Resid.		

DESCRIBE WORK TO BE DONE REINFORCE ROOF RAFTERS WITH PURLINS & SUPPORTS

NOTE! PROVIDE PLOT PLAN ON BACK OF ORIGINAL COPY

EXTERIOR WALL MATERIAL	ROOFING MATERIAL

LOT WIDTH	LOT DEPTH	LOT AREA

VALUATION: NOTE! INCLUDE ALL LABOR, MAT., WIRING, PLMG., HEAT, ETC. $ 200.00

PLAN CHECK FEE & VALIDATION

BUILDING DEPARTMENT USE, ONLY

LOT	BLOCK	TRACT		
USE ZONE	FIRE ZONE	OCC.	TYPE BUILD.	
REQUIRED SET BACKS	FRONT	SIDE	SIDE	REAR
ENG. DEPT. APPROVAL		ZONING APPROVAL		
PERMIT FEE $5.00				
APPROVED W/OUT PLANS	PERMANENT PLAN	CHECKER'S APPROVAL		

WHEN PROPERLY VALIDATED BELOW, THIS FORM CONSTITUTES A PERMIT FOR THE WORK DESCRIBED HEREON.

Walter A. Alden

I have carefully read and examined the above application and find the same to be true and correct. All provisions of the Laws and Ordinances governing building construction will be complied with whether specified herein or not. No person shall be employed in violation of the Labor Code of the State of California. I agree not to occupy or allow occupancy of any building authorized by this permit until final inspection has been received.

20-125

SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT

PERMANENT

ATTACH NAME & ADDRESS:

8-28-69 DVM

NUMBER & STREET 1708 Fletcher

APPLICATION FOR A
LATHING/PLASTERING PERMIT
OR
ROOFING PERMIT

BUILDING DEPARTMENT • CITY OF SOUTH PASADENA, CALIFORNIA
TELEPHONE 799-9101 • 682-2175

CONTRACTOR Alhambra Roofing Company	STATE LIC. NO 253163
MAIL ADDRESS 712 South Marengo Ave., Alhambra	PHONE 282-1958
OWNER Mr. Walter ~~[illegible]~~ Alden	(CITY BUS. LIC.) B-4964
MAIL ADDRESS 1708 Fletcher, South Pasadena,	OWNER PHONE 799-5033

DESCRIPTION OF WORK

NEW BLDG.	ALTER	ADD'N	REPAIR

PRESENT USE	PROPOSED USE

ROOFING DETAILS
(INCLUDE WEIGHTS, NO. OF LAYERS, TYPE OF SHINGLES, ETC.)

TYPE OF ROOFING shingle NO. OF SQUARES 33

DESCRIPTION reroof house with 175# shingles

VALUATION (INCLUDE ALL LABOR AND MATERIAL) $ 615.00 FEES $ 7.00

LATHING & PLASTERING DETAILS

_____ YDS. EXTERIOR LATH.

_____ YDS. EXTERIOR PLASTER

_____ YDS. INTERIOR LATH.

_____ YDS. INTERIOR PLASTER

COMBINED LATHING & PLASTERING VALUATION $_____

PERMIT FEE $_____

TOTAL FEE $_____

INFORMATION PROVIDED BY BUILDING DEPT.			
USE ZONE R1	FIRE ZONE II	OCCUPANCY I	CHECKER'S APPROVAL JRW

WHEN PROPERLY VALIDATED, BELOW, THIS FORM CONSTITUTES A PERMIT TO DO THE WORK DESCRIBED HEREON.

I have carefully read and examined the above application and find the same to be true and correct. All provisions of the Laws and Ordinances governing building construction will be complied with whether specified herein or not. No person shall be employed in violation of the Labor Code of the State of California. I agree not to occupy or allow occupancy of any building authorized by this permit until final inspection has been received.

Frank Foutk 20-17

SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT

PERMANENT

INSPECTION RECORD — LATHING & PLASTERING

	DATE	APPROVED
EXTERIOR LATHING		
EXTERIOR SCRATCH COAT		
EXTERIOR BROWN COAT		
EXTERIOR FINISH COAT		
INTERIOR LATHING		
INTERIOR BROWN COAT		
INTERIOR FINISH COAT		
PARTIAL OR MISC. INSPECTIONS		
FINAL		

INSPECTION RECORD — ROOFING

	DATE	APPROVED
SHEATHING (COMMERCIAL)		
IN-PROGRESS INSPECTION	9-8-69	[illegible]
PARTIAL OR MISC. INSPECTIONS		
FINAL 20-128	9-10-69	[illegible]

CITY OF SOUTH PASADENA

1414 Mission Street • South Pasadena, California 91030
(818) 799-9101

1968

PLANNING & BUILDING DIVISION

PLAN CHECK APPLICATION

Building Address: 1708 Fletcher AVE.

Lot No. | Block | Tract

Owner: Connie ALDEN

Mailing Address: 1708 Fletcher AVE.

City: So. Pasadena | Zip: 91030 | Tel. 799-5033

Arch., Engr., Designer: T. A. Purkiss

Address: 2324 Janet Lee DR. | Tel. (818) 249-4970

City: LA Cresenta | Zip: 91214 | State Lic. No. 53291

Proposed Construction: Foundation Anchorage Retrofit

Sq. Ft. Size | No. Stories | No. Dw. Units

New ☐ Add. ☐ Alter. ☐ Repair ☐ Demolition ☐

U.B.C. Edition | Type Const. | Occ. Group

Occ. Load | F. D. Appr. Required ☐ | H. D. Appr. Required ☐

Grading Permit ☐ Obtained ☐ N.A. | Variance Required ☐ Obtained ☐ N.A.

Use Permit Required ☐ | Des. Rev. Required ☐ | APN

No. Bedrooms | Lot Size

Special Conditions

VALUATION: $ 1,150.00

PAID

FEES		
	PLAN CHECKING FEE	
	TOTAL	
	Permit No. 011837	Date 7-22-91

***WARNING:** Plan Check Fees, where no action is taken by the applicant in One Hundred Eighty (180) Days and no Building Permit is issued, are forfeited to the City.

I certify that I have read this application and state that the above information is correct. I agree to comply with all city and county ordinances and state laws relating to building construction, and hereby authorize representatives of this city to enter upon the above-mentioned property for inspection purposes.

Signature of Applicant: Kenneth L. Compton Date 7/22/91

Mailing Address: 981 Elizabeth ST.

City, State, Zip: Pasadena, CA 91104

20-128

ED Sylvis 818-791-4089

CITY OF SOUTH PASADENA

1414 Mission Street • South Pasadena • California 91030 • (818) 799-9101
PLANNING & BUILDING DIVISION

BUILDING PERMIT

Building Address: 1708 Fletcher AVE.	U.B.C. Edition: 88	Type Const.	Occ. Load	Occ. Group: R3
Lot No.	Tract	Tract	USE ZONE: R1	Variance Required	Appr.
Owner: Connie ALDEN	Lot Size			
Mailing Address: 1708 Fletcher AVE,				
City: So. Pasadena	Zip: 91030	Tel.	VALUATION: $ 1,150.00	
Contractor: ED SYLVIS				
Address: 981 Elizabeth ST.				
City: Pasadena	Zip: 91104	Tel. 791-4089		
State Lic. & Classif.: 529415 B		City Lic. No. 37897		
Arch., Engr., Designer: TOM Purkiss				
Address: 2324 Janet Lee Dr.		Tel. 249-4970		
City: La Cresenta	Zip: 91214	State Lic. No. 3291		
Proposed Construction: Foundation Anchorage Retrofit				
Sq. Ft. Size	No. Stories	No. Units		
New ☐ Add ☐ Alter ☐ Repairs ☐ Demolition ☐				

FEES			
	BUILDING FEE	30	—
	S.M.I. FEE		50
	PLAN CHECKING FEE		
	Energy Compl. Fee		
	Penalty		
	SPECIAL INSP.		
		$ 30	50

PAID

PERMIT NO.:	WORKERS COMP. EXP.	PROCESSED BY:
011883	6-1-92	JK Date: 7-31-9

8/2/91

WORKER'S COMPENSATION DECLARATION

I hereby affirm that I have a certificate of consent to self-insure or a certificate of Worker's Compensation Insurance or a certified copy thereof (Sec.3800, Lab.C.).

Policy No. XWW 504 63482 Company Ohio Casualty

CERTIFICATE OF EXEMPTION FROM WORKER'S COMPENSATION INSURANCE

I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the Worker's Compensation Laws of California.

Date _____ Applicant _____

NOTICE TO APPLICANT: If, after making this Certificate of Exemption you should become subject to the Worker's Compensation provisions of the Labor Code, you must forthwith comply with such provisions or this permit shall be deemed revoked.

CONSTRUCTION LENDING AGENCY

I hereby affirm that there is a construction lending agency for the performance of the work for which this permit is issued. (*Sec. 3097, Civil Code.*)

Lender's Name: NONE

Lender's Address: _____

I certify that I have read this application and state that the above information is correct. I agree to comply with all city and county ordinances and state laws relating to building construction, and hereby authorize representatives of this city to enter upon the above-mentioned property for inspection purposes.

Signature of Applicant: Kenneth Combs Date: 7/31/91

Mailing Address: 981 Elizabeth ST.

City, State, Zip: Pasadena CA. 91104

LICENSED CONTRACTOR'S DECLARATION

I hereby affirm that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

Exp. Date 5/31/92 Signature of Contractor Kenneth L. Combs for Sylvis ED

OWNER-BUILDER DECLARATION

I hereby affirm that I am exempt from the Contractor's License Law for the following reason: (*Sec.7031.5. Business and Professions Codes Any city or county which requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance also requires the applicant for such permit to file a signed statement that he is licensed pursuant to the provisions of the Contractor's License Law, Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, or that he is exempt therefrom, and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars ($500).*

☐ I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale. (*Sec.7044, Business and Professions Code: The Contractor's License Law does not apply to an owner of property who builds or improves thereon and who does not work himself or through his own employees, provided that such improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the owner-builder will have the burden of proving that he did not build or improve for the purpose of sale.*)

☐ I, as owner of the property, am exclusively contracting with licensed contractors to construct the project. (*Sec. 7044. Business and Professions Code: The Contractor's License Law does not apply to an owner of property who builds or improves thereon, and who contracts for such projects with a contractor(s) licensed pursuant to the Contractor's License Law.*)

☐ I am exempt under Sec. _____, B.&P.C. for this reason _____

Date _____ Owner _____

20-130

INSPECTOR COPY

CONST. HRS. 8 AM-7 PM ONLY
ORD. NO. 1582

This is a building permit when properly filled out, signed and validated, and is subject to expiration if work thereunder is suspended for 180 days.

INSPECTION RECORD

FOUNDATION: (Gr. Certif. Comp. Tests, Setbacks, Forms, Reinf. Steel, Excavation.		
FL[illegible] .AB/JSTS., GIRDERS: Mesh, Vap. Barrier, B[illegible], Spans, Access, Vents, Tr. Lmbr.		
MASONRY: Reinf., Mortar Jts., Grout Lifts, Clean-Outs, Bolts.		
ROOF SHTG: Nailing, Diaph. Blocking, Material Grade and Thickness, Roof Drains.		
FRAMING: Walls, Raft., Jsts., Blocking, Bracing, Nailing, Backing, Diaphr. Draft Stops.		
INSULATION: Thickness, R-Values, Piping, Sound Caulking.		
FIREWALLS: Material, Thickness, Dampers, Doors, Closers, Fusible Links.		
INTERIOR: LATH/DRY WALL: Nailing, Supports, Laps, Joint Reinf.		
EXTERIOR LATH/SIDING: Mesh, Fasteners, Laps, Paper, Thickness, Backing.		
FINAL INSPECTION: Finish Grading Certif., Slope Plant., Energy Compl. Card Posted, Pkg. Access, Fire Doors, Exits, Locking Devices, Landings, House Numbers, Weather Stripping, Pl./Engr. Clear.	8/21/91	[illegible]

SWIMMING POOL/SPA

EXCAV. REINF. SETBACKS: Radius Stl., Bonding, Exp. Soil, Ramp Loc., Surcharge.		
FENCE/GATES: Height, Closers, Accessibility, Latches, Stability.		
FINAL INSPECTION		

MISCELLANEOUS

SPRAY PAINT BOOTH:		
RETAINING WALL:		
DUST COLLECTION SYSTEM:		
VENEER:		
RE-ROOF:		
SIGN(S):		
INSPECTION	DATE	INSP. SIGN.

INSPECTION NOTES

Note:
The portion of house available to inspection through crawl hole was as per plan
8/21/91 [illegible] 8:55 A.M.

SETBACKS:

FRONT | SIDE | SIDE | FRONT

PLOT PLAN

STREET

PLEASE PLAN A 1" SQ. SCALE

Electrical License # 164958-03

City of South Pasadena

1414 Mission Street
South Pasadena, CA 91030
Office Hrs: 7:30 am to 5:00 pm, M-Th
7:30 am to 4:00 Friday
Phone Number (626) 403-7220
Insp. Request (626) 403-7226

ELECTRICAL PERMIT APPLICATION

SITE ADDRESS: 1708 Fletcher Ave

ASSESSOR PARCEL NUMBER

BOOK | PAGE | PARCEL

ADDITIONAL INFORMATION / LEGAL DESCRIPTION

OWNER'S NAME: Deborah Lutz

STREET ADDRESS: 1708 Fletcher Ave

CITY: South Pasadena | STATE: CA | ZIP CODE: 91030

PHONE NUMBER: 626-441-1023

PRINCIPAL DESIGNER'S NAME | LICENSE NO

STREET ADDRESS

CITY | STATE | ZIP CODE

PHONE NUMBER

CONTACT PERSON

PHONE NUMBER

CONTRACTOR'S NAME: JM Construction

STREET ADDRESS: 4500 Coldwater Canyon Rd #11

CITY: Studio City | STATE: CA | ZIP CODE: 91604

LICENSE CLASS: B Gen. | LICENSE NUMBER: 777864 | EXPIRATION DATE: 12-31-01

PHONE NUMBER: (818) 985-9133

WORKER'S COMPENSATION INSURANCE COMPANY NAME: Mercer

WORK'S COMP. INSURANCE POLICY NUMBER: 01 | EXPIRATION DATE: 11-20-01

OWNER-BUILDER DECLARATION

I hereby affirm under penalty of perjury that I am exempt from the Contractor's License Law for the following reason (Section 7031.5 of the Business and Professions Code):

☐ I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale (Section 7044 of the Business and Professions Code).

☑ I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Section 7044 of the Business and Professions Code).

☐ I am exempt under Section _____, Business and Professions Code for the following reason: _____

Signature: Deborah Lutz Date: 7/23/01

LICENSED CONTRACTOR'S DECLARATION

I hereby affirm that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

Signature: _____ Date: _____

WORKERS' COMPENSATION DECLARATION

I hereby affirm under penalty of perjury one of the following declarations:

☐ I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

☐ I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are listed in the left column of this application.

☑ I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and I agree that if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Signature: Deb Lutz Date: 7/25/01

CONSTRUCTION LENDING AGENCY

See the back of this form for required statement

AUTHORIZATION OF ENTRY

I certify that I have read this application and state that the information given is correct. I agree to comply with all federal and state laws and city ordinances relating to building construction, and I authorize a representative of this City to enter upon the property for which I have applied for this permit for the purpose of making inspections.

Name: Deb Lutz

Signature: Deb Lutz Date: 7/25/01

QTY.	ITEM	FEE
	New residential construction	
	Less than 3 units: _____ sq. ft.	$
	3 or more units: _____ sq. ft.	$
	Outlet(s) for receptacles, switches, & lights	
	First 20	$
	21 or more	$
	Lighting Fixture(s)	
	First 20	$
	21 or more	$
	Branch circuit(s) (used in lieu of unit fees above)	
	First 10 branch circuits	$
	11 to 40 branch circuits	$
	Residential appliances	$
	Nonresidential appliances	$
	Power apparatus (size in HP, KW, or kVA)	
	Over 1 but not over 10	$
	Over 10 but not over 50	$
	Over 50 but not over 100	$
	Signs, outline lighting, and marquees	
	Supplied from one branch circuit	$
	Additional circuits within the same sign	$
1	Service New X Change ___ Size: 200	$ 28.50
	Switchboards, subpanels, motor control centers	
	0 to 399A	$
	400A to 1,000A	$
	Over 1,000A	$
	Misc. apparatus, conduit, and conductors	$
	Temporary power pole(s)	$
	Temporary distribution system	$
		$
	Subtotal	$ 28.50
	Plan Checking Fee	$
	Additional Plan Checking Fee	$
	Plan Maintenance Fee	$
	Permit Issuance Fee	$ 24.00
	Total Permit Fee	$ 52.50

PLAN CHECK NUMBER	INITIALS	DATE

ADDITIONAL PLAN CHECK NUMBER	INITIALS	DATE
Rec# 100265		

PERMIT NUMBER	INITIALS	DATE
006687	SK	7-25-01

DATE OF FINAL: 3/5/03 | FINAL BY: Ron

NO.	IN TION	DATE	INSPECTOR
	REQUIRED ELECTRICAL INSPECTIONS AND APPROVALS		
E1	Temporary Power Pole		
E2	System Ground ☑ Ground Rod ☐ UFER ☑ Water Pipe ☐	3/5/3	Rcmf
E3	Underground Electrical		
E4	Rough Wiring	3/5/3	Rcmf
E5	Rough Conduit		
E6	Bonding Water and Gas	3/5/3	Rcmf
E7	Service		
E8	Final Electrical Inspection	3/5/3	Rcmf
	Utility Released		

INSPECTION NOTES

20-133

CONSTRUCTION LENDING AGENCY

I hereby affirm that there is a construction lending agency for the performance of the work for which this permit is issued (Section 3097 of the Civil Code).

Lender's Name: _____

Lender's Address: _____

Lennox License #

City of South Pasadena

1414 Mission Street
South Pasadena, CA 91030
Office Hrs: 7:30 am to 5:00 pm, M-F
Phone Number (626) 403-7220
Insp. Request (626) 403-7226

MECHANICAL PERMIT APPLICATION

SITE ADDRESS: 1708 Fletcher Ave

ASSESSOR PARCEL NUMBER

BOOK | PAGE | PARCEL

ADDITIONAL INFORMATION / LEGAL DESCRIPTION

OWNER'S NAME: Deborah Lutz

STREET ADDRESS: 1708 Fletcher Ave

CITY: South Pasadena | STATE: CA | ZIP CODE: 91030

PHONE NUMBER: 626 441-1023

PRINCIPAL DESIGNER'S NAME | LICENSE NO.

STREET ADDRESS

CITY | STATE | ZIP CODE

PHONE NUMBER

CONTACT PERSON

PHONE NUMBER

CONTRACTOR'S NAME: King Unlimited

STREET ADDRESS: 700 E. Rutledge Suite #1

CITY: Glendora | STATE: CA | ZIP CODE: 91740

LICENSE CLASS: C-20 | LICENSE NUMBER: 823208 | EXPIRATION DATE: 4-30-02

PHONE NUMBER: 626 914-3605

WORKER'S COMPENSATION INSURANCE COMPANY NAME: United Pacific

WORKER'S COMP. INSURANCE POLICY NUMBER: KWA-2-3303-00 | EXPIRATION DATE: 7-1-02

OWNER-BUILDER DECLARATION

I hereby affirm under penalty of perjury that I am exempt from the Contractor's License Law for the following reason (Section 7031.5 of the Business and Professions Code):

☐ I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale (Section 7044 of the Business and Professions Code).

☒ I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Section 7044 of the Business and Professions Code).

☐ I am exempt under Section _____, Business and Professions Code for the following reason: _____

Signature: Deborah Lutz Date: 7/23/01

LICENSED CONTRACTOR'S DECLARATION

I hereby affirm that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

Signature: _____ Date: _____

WORKERS' COMPENSATION DECLARATION

I hereby affirm under penalty of perjury one of the following declarations:

☐ I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

☐ I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are listed in the left column of this application.

☒ I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and I agree that if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Signature: Deb Lutz Date: 7/25/01

CONSTRUCTION LENDING AGENCY

See the back of this form for required statement

AUTHORIZATION OF ENTRY

I certify that I have read this application and state that the information given is correct. I agree to comply with all federal and state laws and city ordinances relating to building construction, and I authorize a representative of this City to enter upon the property for which I have applied for this permit for the purpose of making inspections.

Name: Deborah Lutz

Signature: Deb Lutz Date: 7/25/01

QTY.	ITEM	FEE
	Furnaces & A/C compressors and duct work, heaters, boilers, & vented decorative appliances	
2	Up to 100,000 Btu	$ 30.00
	Over 100,000 Btu but not over 500,000 Btu	$
	Over 500,000 Btu	$
12	Air inlets and outlets served by heat/AC system	$ 360.00
	Installation, relocation, or replacement of appliance vents not included in another permit	$
	Installation or alteration of air handling units (including ducts) up to and including 2000 cfm	$
	Installation or alteration of air handling units (including ducts) over 2000 cfm but not over 10,000 cfm	$
	Installation or alteration of air handling units (including ducts) over 10,000 cfm	$
	Evaporative coolers other than portable types	$
	Ventilation fans which serve a single register	$
	Ventilation systems not part of AC system	$
	Commercial kitchen hoods	$
	Spray booths	$
	Product conveying systems	$
	Fire dampers	$
	Alteration of existing duct systems	$
		$
		$
		$
		$
		$
		$
	Subtotal	390.00
	Plan Checking Fee	$
	Additional Plan Checking Fee	$
	Plan Maintenance Fee	$
	Permit Issuance Fee	$ 39.00
	Total Permit Fee	$ 429.00

PLAN CHECK NUMBER	INITIALS	DATE

ADDITIONAL PLAN CHECK NUMBER	INITIALS	DATE
Kathleen		

PERMIT NUMBER	INITIALS	DATE
006688	SK	7-[illegible]

DATE OF FINAL	FINAL BY
3/5/03	[illegible]

NO.	INSPECTION	DATE	INSPECTOR
	REQUIRED MECHANICAL INSPECTIONS AND APPROVALS		
M1	FAU/Wall Furnace		
M2	Combustion Air Openings	3/5/13	[illegible]
M3	Duct Work		
M4	Air Conditioning System		
M5	Thermostat		
M6	Fire Dampers		
M7	Smoke Detection Devices		
M8	Manufactured Fireplace		
M9	Commercial Hood		
M10	Final Mechanical Inspection	3/5/13	[illegible]

INSPECTION NOTES

20-135

CONSTRUCTION LENDING AGENCY

I hereby affirm that there is a construction lending agency for the performance of the work for which this permit is issued (Section 3097 of the Civil Code).

Lender's Name: _____

Lender's Address: _____

CITY OF SOUTH PASADENA
BUILDING AND ALLIED PERMITS

LOCATION 1708 - Fletcher

LOT #70 BLOCK TRACT Ardfent - Sh #2

OWNER G. J. O'HanLon

DESCRIPTION General Alterations

$ 1000 00

DATE	NUMBER	CLASSIFICATION	CONTRACTOR	PERMIT FEE
4/19/47	16044	BUILDING	Day Labor	2 00
4-26-47	16068	ELEC. WIRING	So Pas. Elect. Co	3 05
"	"	ELEC. FIXTURES	"	—
5-8-47	16207	PLUMBING	Marks Plumb. Co	Double 2 00
		SEWER		
		HOUSE CONN.		
		DRIVEWAY		
		FURNACE		

FORM 502 500 6-44

Garage Single

CITY OF SOUTH PASADENA

BUILDING AND ALLIED PERMITS

LOCATION 1708 Fletcher Ave.

LOT 71 BLOCK C TRACT Ardent Tr. Sheet #2.

OWNER MRS. L. M. Armstrong
1708 Fletcher Ave.

TRENCH	FRAME	WIRING	RGH. PLMB.	SEWER	FIN PLMB.	FIN. BLDG.	ELEC. FIX.

DATE	NUMBER	CLASSIFICATION	CONTRACTOR	ESTIMATED COST	
1-22-29	6243	BUILDING	Same.	100	00
		ELECT. WIRING			
		ELECT. FIXTURES			
		PLUMBING			
		SEWER			

Form 502—500 8-24-26 Mock 1708 Fletcher

CITY OF SOUTH PASADENA
BUILDING AND ALLIED PERMITS

LOCATION 1708 Fletcher st

LOT BLOCK TRACT

OWNER W. A. Alden

DESCRIPTION Car port

$ 502 no

DATE	NUMBER	CLASSIFICATION	CONTRACTOR	PERMIT FEE
20-888		PLAN CHECKING		
11-29-55	37389	BUILDING	Owner	3 00
		TEMP POWER		
		ELEC. WIRING		
		EXCAVATION		
		PLUMBING		
		SEWER		
		HOUSE CONN.		
		DRIVEWAY		
		FURNACE		

FORM 502 2M 1-54 MOCK

CITY OF SOUTH PASADENA

JOB CARD

BUILDING DEPARTMENT

LOCATION 1708 Fletcher Lot

BUILDING Car port

GENERAL CONTRACTOR Owner

ELECTRICAL "

PLUMBING "

SUBS IN wa. Allen

PERMIT No. 34389 11/29/55

ITEM	DATE CALLED	TIME	DATE INSPECT (1) MADE (2)		DATE CLEARED	INSPECTOR
TRENCHES		A.M. P.M.			12-6-55	P.H.
SEWER CONNECTION		A.M. P.M.				
FRAME (INCLUDING VENTS & FURN.)		A.M. P.M.				
ROUGH ELECT.		A.M. P.M.				
ROUGH PLUMBING		A.M. P.M.				
LATH INSIDE / OUTSIDE		A.M. P.M.				
FINAL PLUMB.		A.M. P.M.				
FINAL ELECT.		A.M. P.M.				
FINAL BUILD.		A.M. P.M.			2-28	P.H.
CLEAN UP		A.M. P.M.				

2-1-22

ITEM	DATE	REMARKS

20-140

FORM 634 2M 1-54 MOC

CITY OF SOUTH PASADENA BUILDING DEPARTMENT

JOB CARD

Address: 1708 Fletcher Date: 11/4/54

Owner: Alden

Contractor: E. A. Thomas

20-14

Permit Number: 32193 Value: $395.00 Fee: 2.00

Job: Furnace

Rough Inspection

Inspector

Final Inspection 11-8

Inspector

FORM 753 2M 1-54 MOCK

CITY OF SOUTH PASADENA BUILDING DEPARTMENT

JOB CARD

Address: 1708 Fletcher St Date: July 1, 1957

Owner: Aeden

Contractor: E. A. Thomas

Permit Number: 37695 Value: Fee: 2.00

No Connection - Kitchen facilities bonked
Job: on to existing sewer - Cesspool to be filled
after Oct 1, 1957

Rough Inspection Final Inspection 7/2/57

RB

Inspector Inspector

FORM 753 2M 1-56 MOCK

20-142

Installed copper water service 343-3436

CITY OF SOUTH PASADENA — JOB CARD — BUILDING DEPARTMENT

LOCATION 1708 Fletcher

BUILDING Gen. Alterations — PERMIT NO. 16044

GENERAL CONTRACTOR Day & Kabey — PHONE

ELECTRICAL "

PLUMBING " W. Rodell Construction Co. Tu. 5-8-4

ITEM	DATE CALLED	TIME	DATE INSPECT (1) MADE	(2)	DATE CLEARED	INSPECTOR
TRENCHES	4/29	A.M. / P.M.	4/30/47		4/30/47	G.E.J.
FRAME 5/28	4/17/47	A.M. / P.M.	4/17/47	5/28/47	4/4/47	G.E.J.
VENTS & FURN.		A.M. / P.M.				
WIRING X	4/8/47	A.M. / P.M.	4/8/47		4/8/47	G.E.J.
OVER. PLUMBING X		A.M. / P.M.				
LATH	4/30/47	A.M. / P.M.	4/30/47		4/30/47	G.E.J.
FINAL PLUMB.	6/4/47	A.M. / P.M.	4/4/47		6/4/47	G.E.J.
TEMP. R. FINAL ELECT. X	4/8/47	A.M. / P.M.	4/8/47	6/17	7/24/47	G.E.J.
FINAL BUILD.	6/16 7/14	A.M. / 4:00 P.M.	6/18/47	6/17	7/24/47	G.E.J.

20 43

ITEM	DATE	REMARKS
PLUMB.	4/8/47	No. Plumb. Permit. change of Drain & VENT. To SINK. DONE BY. MARKS Per. O.K.

20-144

CITY OF SOUTH PASADENA

JOB CARD

ADDRESS: 1708 Fletcher Avenue DATE: May 20, 1964

OWNER: W. A. Alden

CONTRACTOR: E.N.Thomas & Son., So.Pas.

PERMIT NUMBER: 54636 VALUE: FEE: $4.00

JOB: Water Heater

ROUGH INSPECTION 5-25-64 NHIN AC

FINAL INSPECTION 5-27-64

INSPECTOR: Graven

FORM 753 2M 9-63 MOCK

20 145

EXHIBIT G: CURRENT PHOTOGRAPHS

Figure 1. Aerial View, Wayne/Bushnell, Fletcher Historic District, South Pasadena, View to North (Google Earth, 3/24/2015)

Figure 2. Front (west) elevation, view east, showing partial-width porch with front-gable roof, Craftsman detailing including exposed carved beams and square porch columns, and an arroyo stone chimney (PCR 2015)

Figure 3. North elevation with uncovered wall enclosure and side-gabled roof, view southeast (PCR 2015)

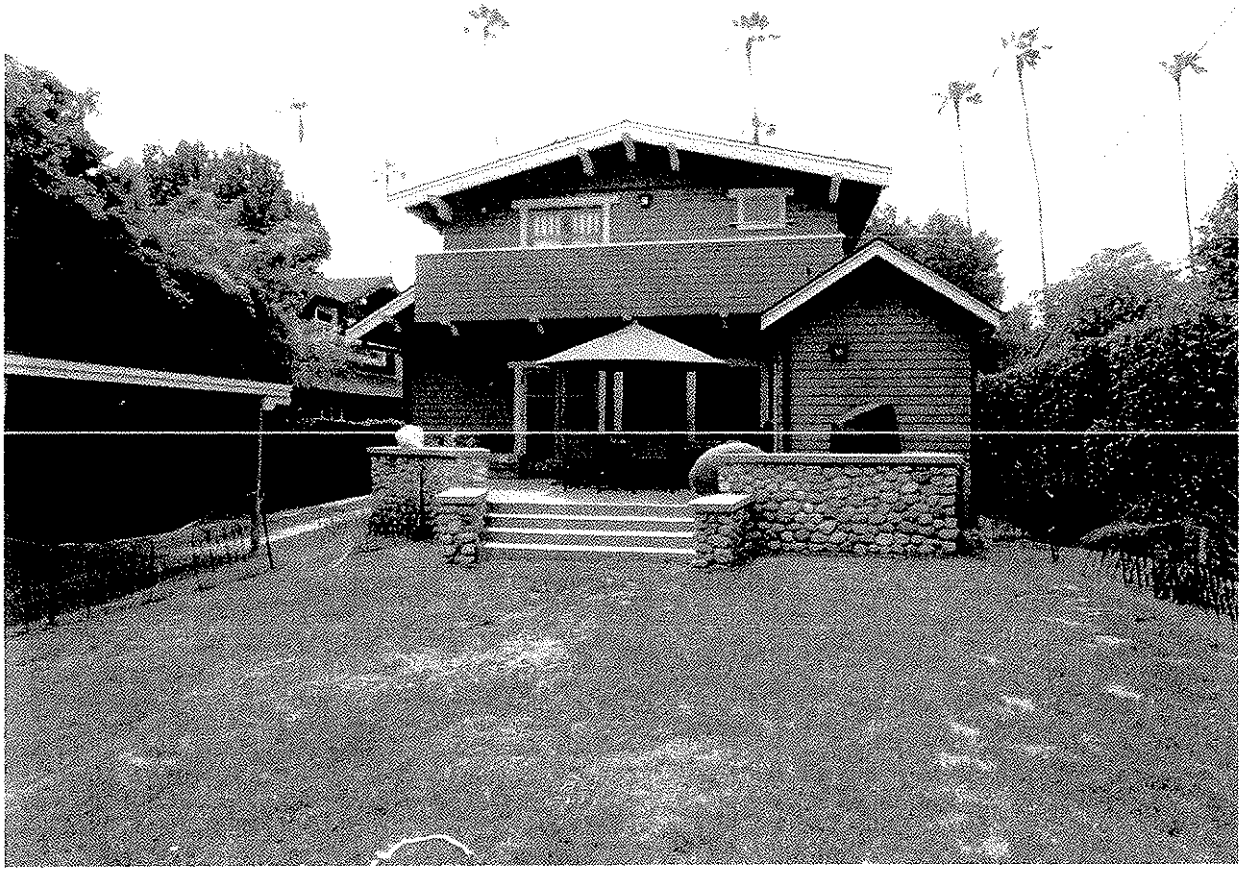


Figure 4. Rear (east) elevation, view west, showing concrete and arroyo stone patio and second story rear addition. The carport is partially visible at left (PCR 2015)

Figure 5. South elevation and driveway with contemporary Craftsman-style gate, view northeast (PCR 2015)

Figure 7. Aerial view, showing placement of the Existing Garage on the lot and in relation to the Residence (Google Earth, 3/24/2015)

Figure 8. Concrete and brick driveway leading up to the carport and Garage, with the electronic gate (at left) open, view east (PCR 2015)

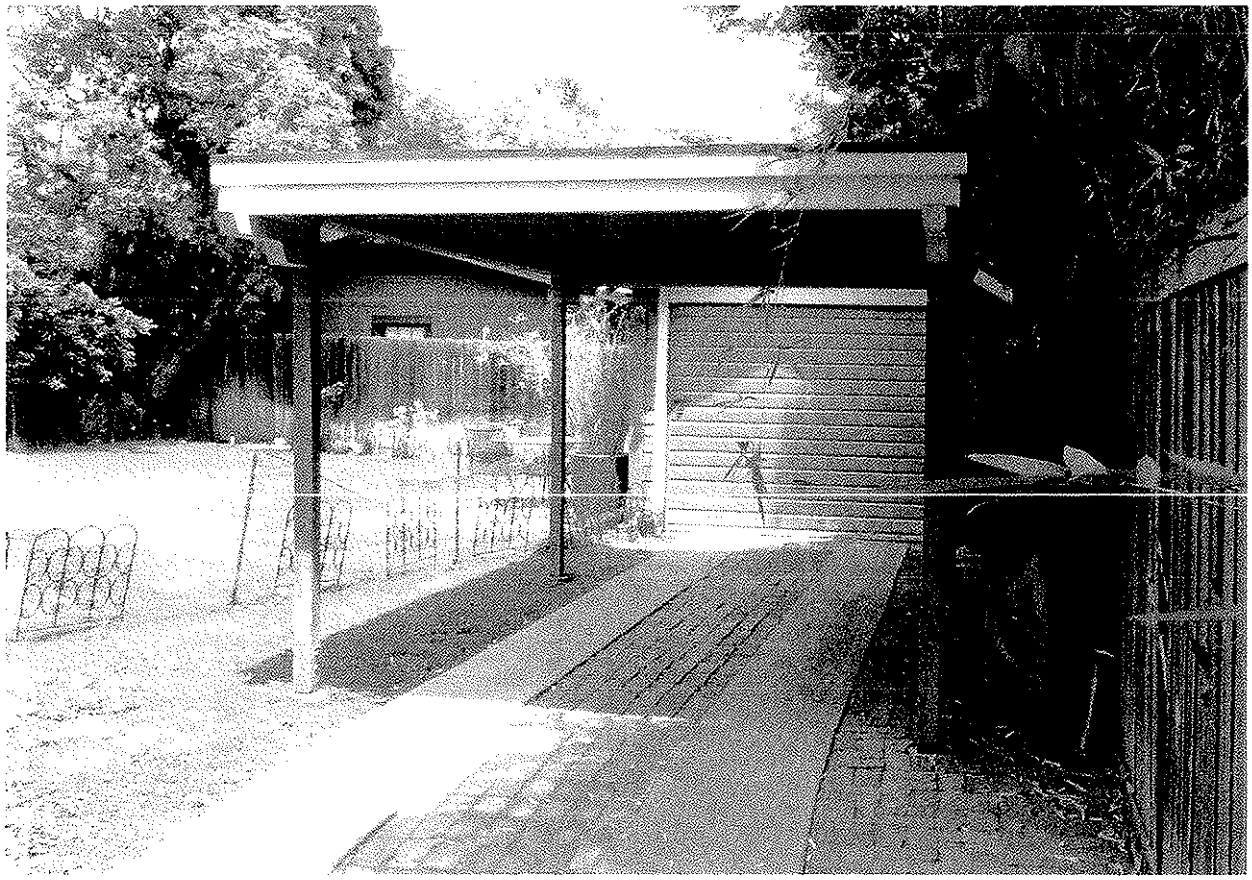


Figure 9. Carport, constructed in the 21st century, covering a portion of the concrete and brick driveway and located directly in front of the existing Garage, view east (PCR 2015)

Figure 10. Contemporary Craftsman-style gate, which obscures the public view of the existing Garage when closed, view east (PCR 2015)

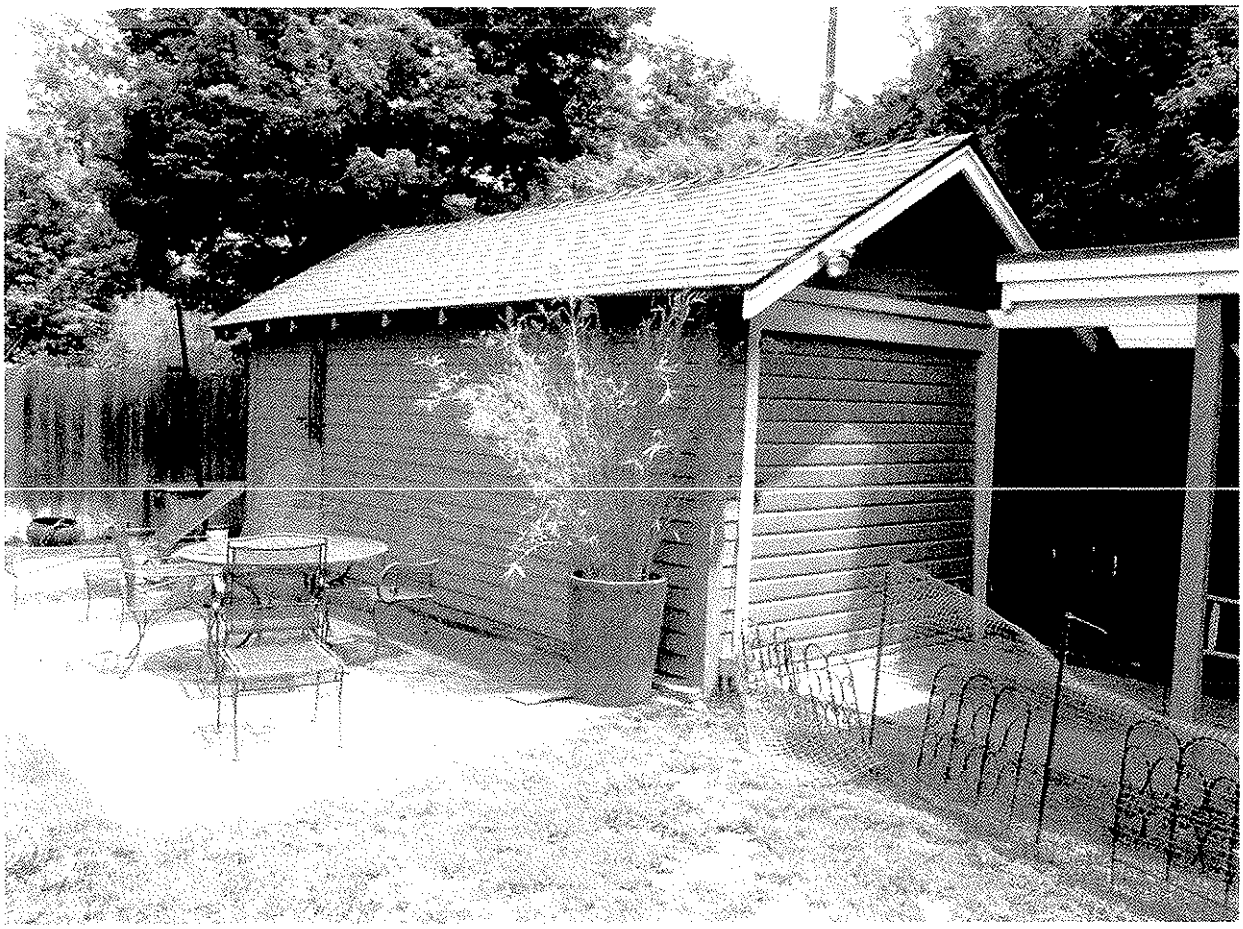


Figure 11. West and north elevations of the existing Garage, view southeast (PCR 2015)

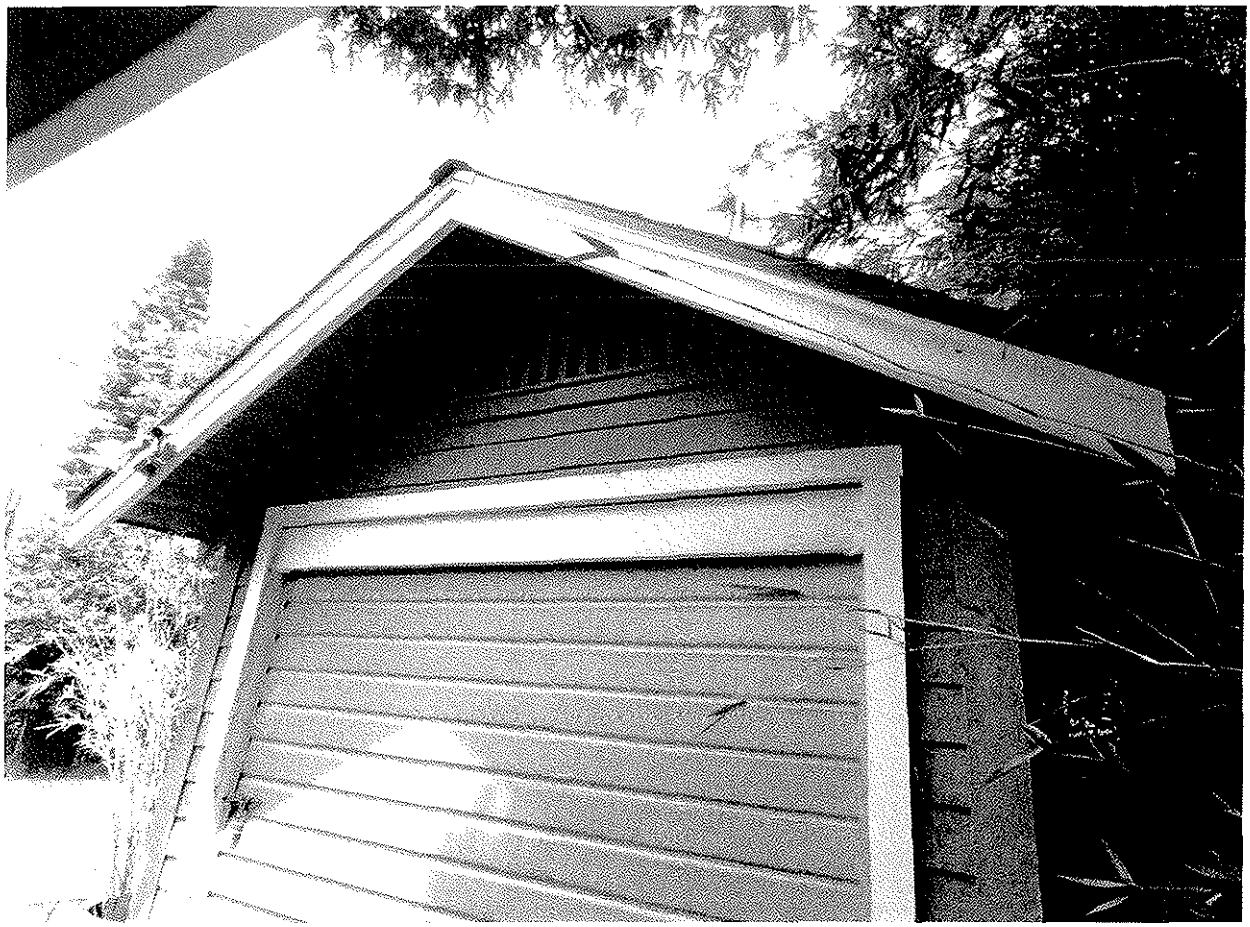


Figure 12. Wood attic vent on the front (west) gable end of the existing Garage (PCR 2015)

Figure 13. North elevation of the existing Garage, view south, showing composite roof shingles and exposed rafter tails under the eaves (PCR 2015)

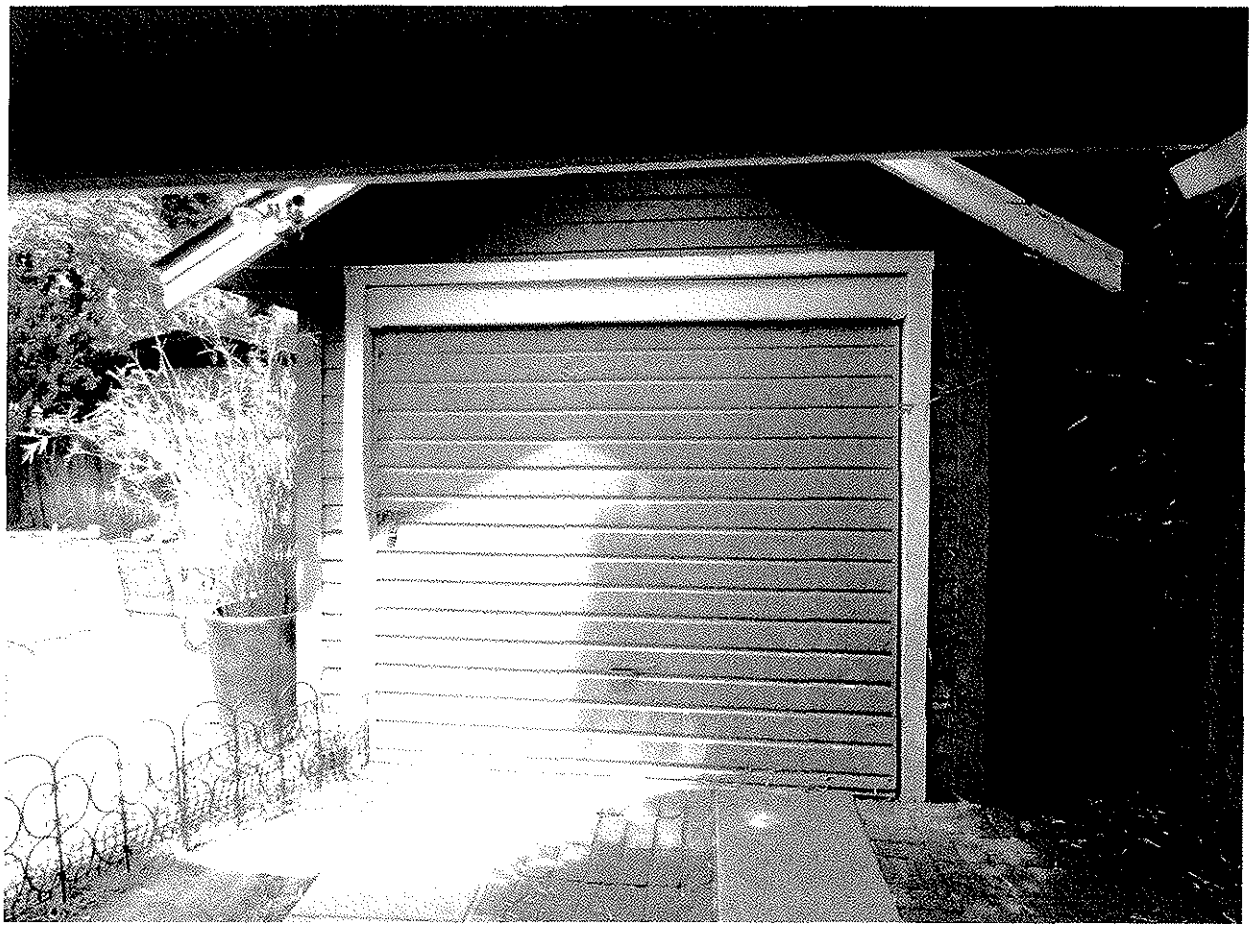


Figure 14. Replacement metal garage door on the front (west) elevation of the existing Garage, framed in wide trim (PCR 2015)

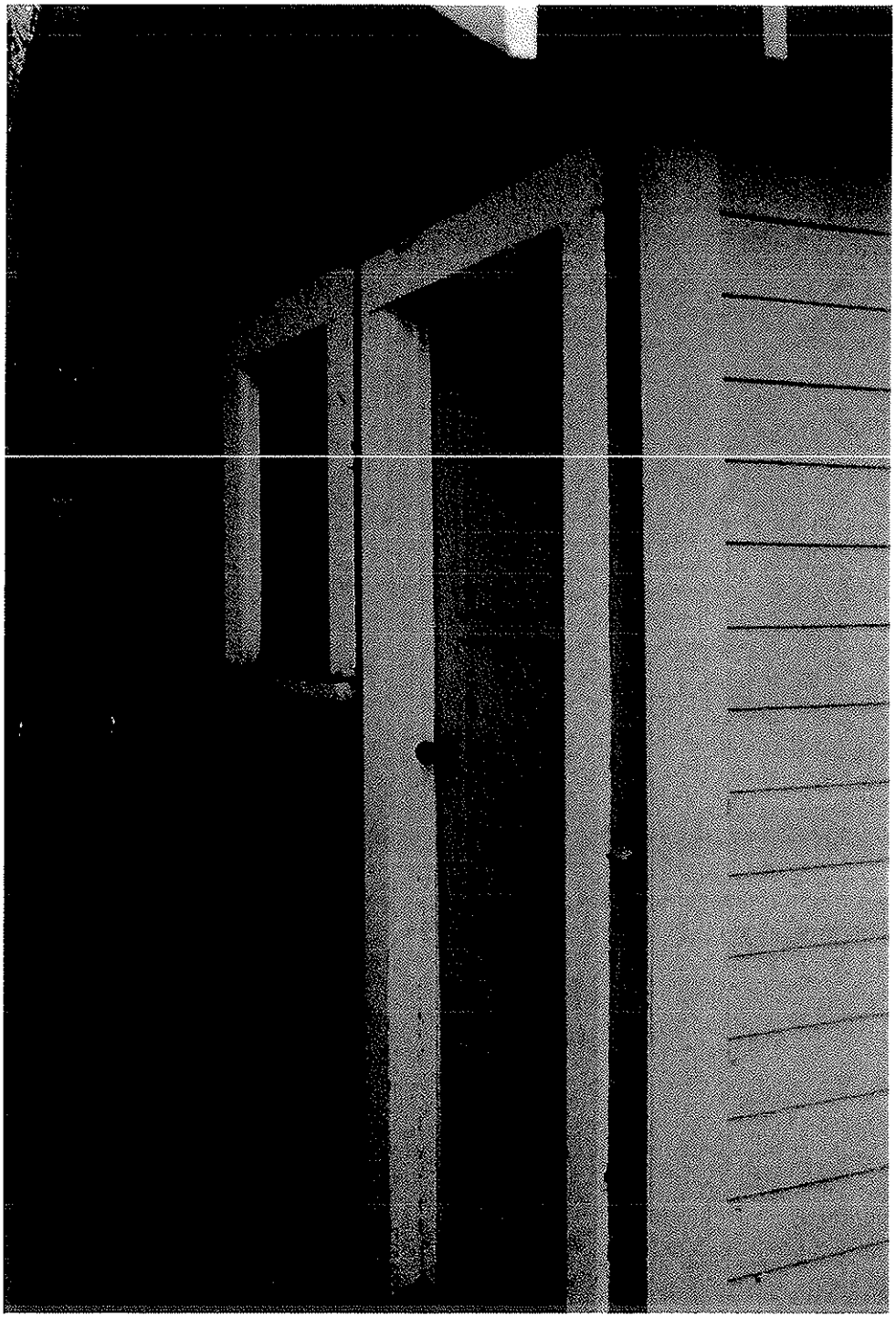


Figure 15. Rear (east) elevation of the existing Garage, with original door and single-pane wood-frame window, both surrounded by wide, flat trim typical of the Craftsman style (PCR 2015)

Figure 16. Streetscape of Fletcher Avenue, view north from 1708 Fletcher (PCR 2015)

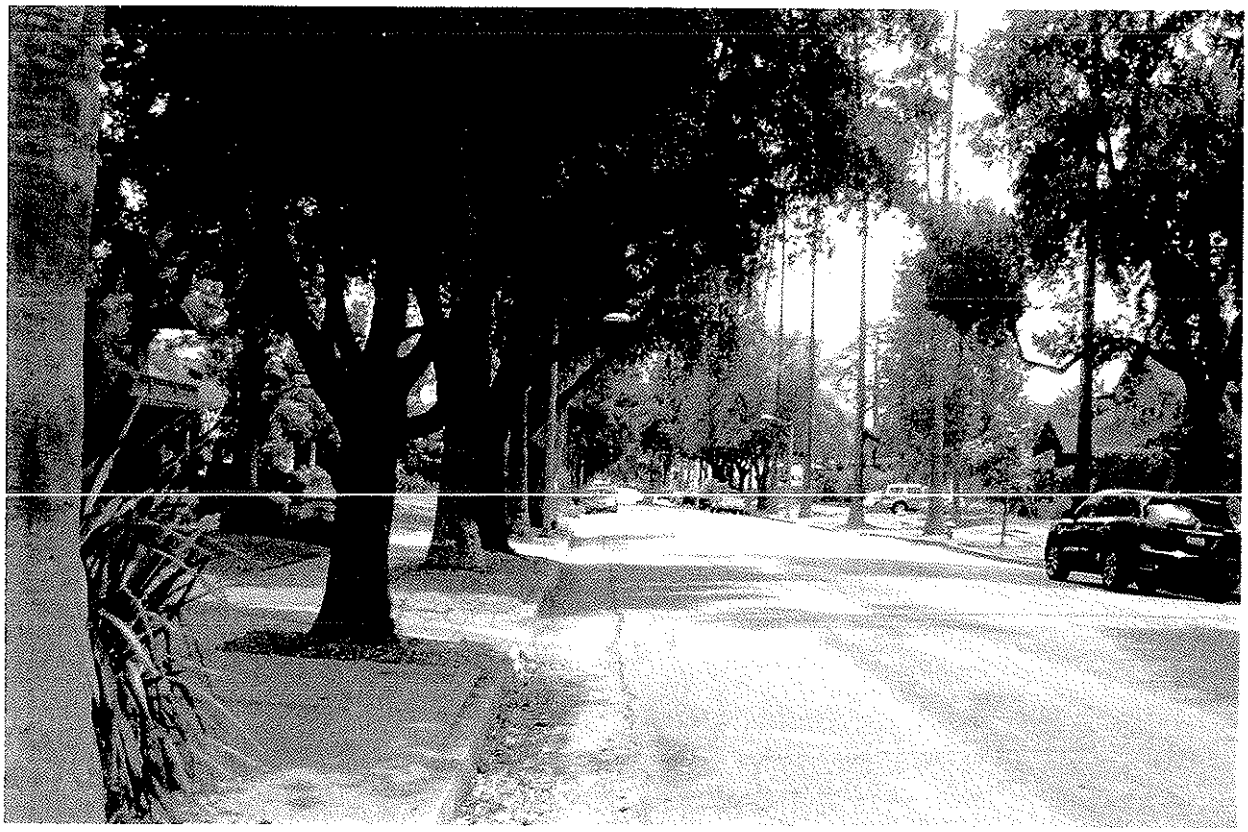


Figure 17. Streetscape of Fletcher Avenue, view south from 1708 Fletcher (PCR 2015)

Figure 18. Huntington Drive and Fletcher Avenue Intersection, view west on Huntington (PCR 2014)

Figure 19. Streetscape of Bushnell Avenue, view south showing tree canopy (PCR 2014)

Figure 20. Extensive use of arroyo stone on the front porch of a Craftsman home within the historic district at 1809 Bushnell Avenue (PCR 2015)

Figure 21. Combination of arroyo stone and clinker brick from porch piers and chimney at 1711 Bushnell Avenue (PCR 2015)

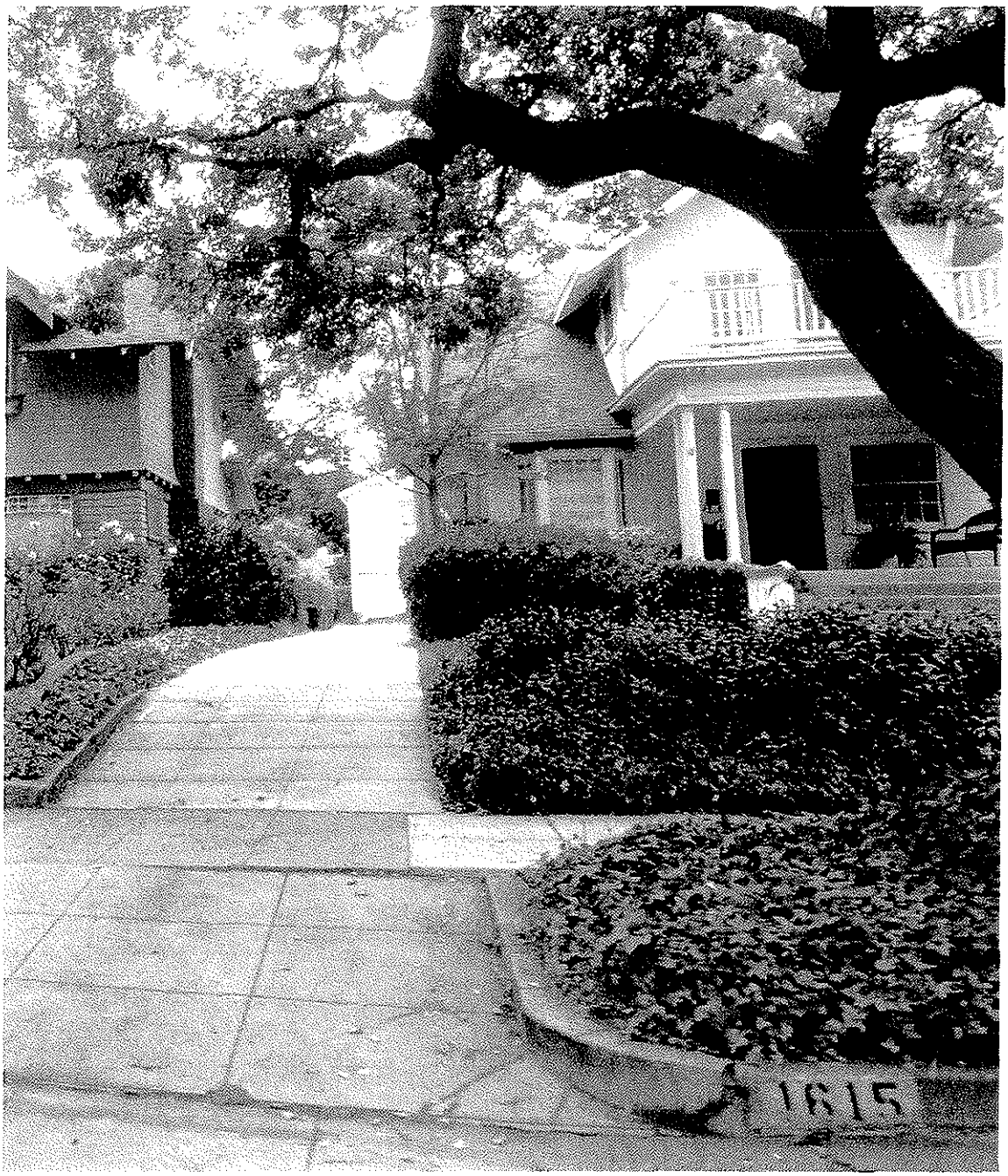


Figure 22. 1615 Bushnell, with its enlarged and altered garage visible in the background (PCR 2015)

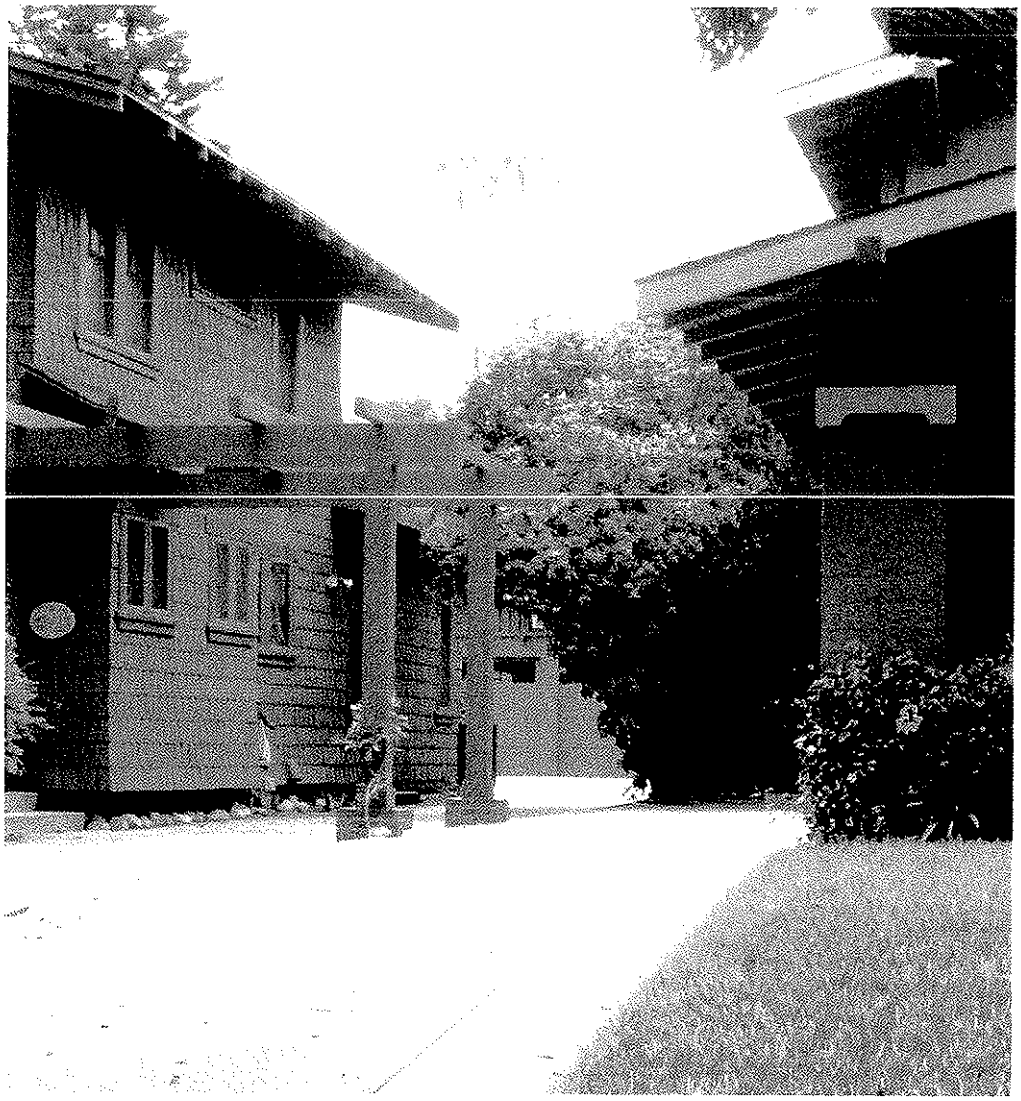


Figure 23. Garage on Bushnell with replaced garage doors (PCR 2015)

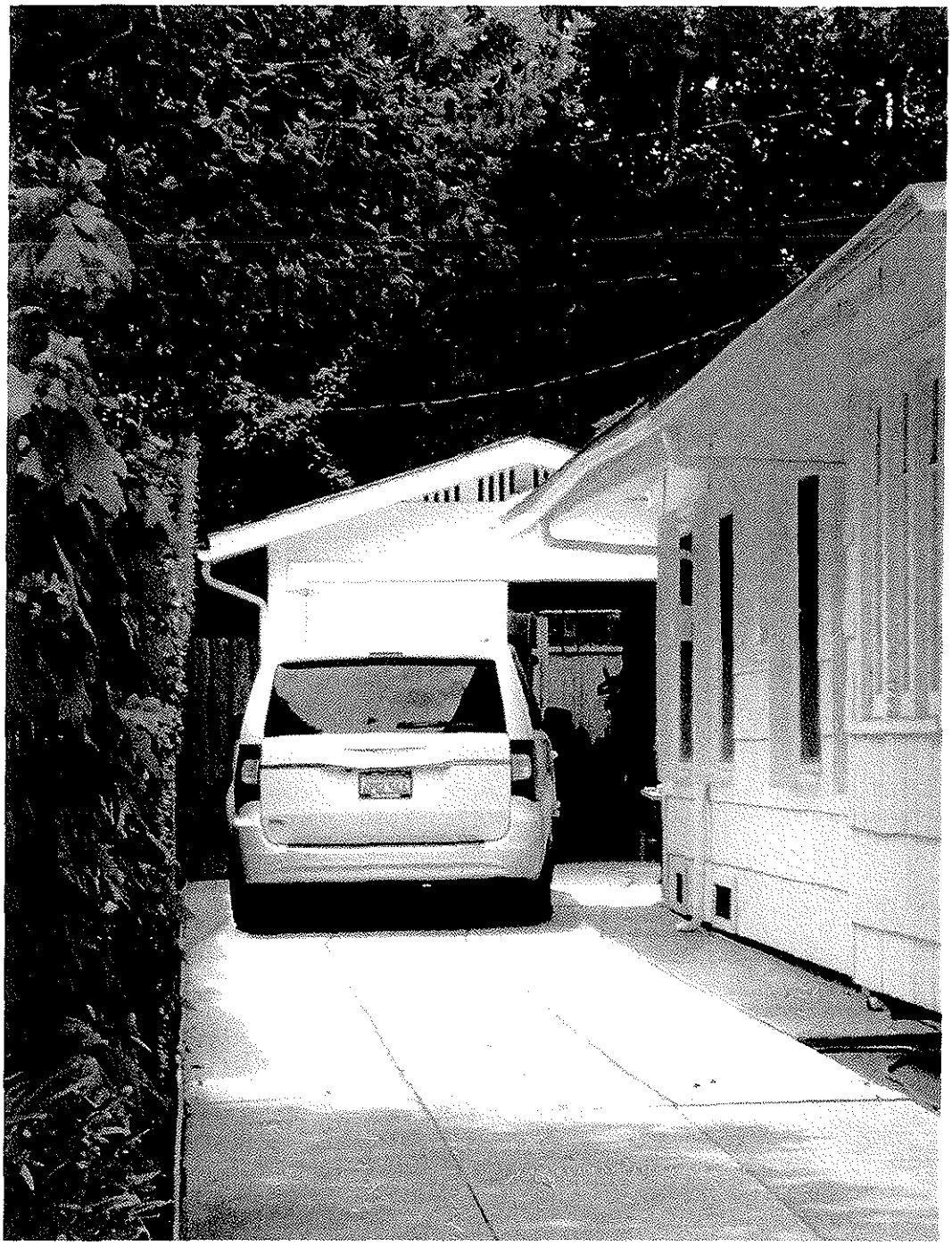


Figure 24. Craftsman garage which appears to be in its original condition, at 1711, directly west of the subject property (PCR 2015)

EXHIBIT H: PROFESSIONAL QUALIFICATIONS

PCR

Margarita Jerabek, Ph.D.

ASSOCIATE PRINCIPAL, DIRECTOR OF HISTORIC RESOURCES

SUMMARY

Margarita Jerabek has 25 years of professional practice in the United States with an extensive background in historic preservation, architectural history, art history and decorative arts, and historical archaeology. She specializes in Visual Art and Culture, 19th-20th Century American Architecture, Modern and Contemporary Architecture, Architectural Theory and Criticism, Urbanism, and Cultural Landscape, and is a regional expert on Southern California architecture. Her qualifications and experience meet and exceed the Secretary of the Interior's Professional Qualification Standards in History, Archaeology, and Architectural History. She has managed and conducted a wide range of technical studies in support of environmental compliance projects, developed preservation and conservation plans, and implemented preservation treatment projects for public and private clients in California and throughout the United States.

EXPERIENCE

Dr. Jerabek has prepared a broad range of environmental documentation and conducted preservation projects throughout the Los Angeles metropolitan area and Southern California counties. She provides expert assistance to public agencies and private clients in environmental review, from due diligence through planning/design review and permitting and when necessary, implements mitigation and preservation treatment measures on behalf of her clients. As primary investigator and author of hundreds of technical reports, plan review documents, preservation and conservation plans, HABS/HAER/HALS reports, construction monitoring reports, salvage reports and relocation plans, she is a highly experienced practitioner and expert in addressing historical resources issues while supporting and balancing project goals.

She is an expert in the evaluation, management and treatment of historic properties for compliance with Sections 106 and 110 of the NHPA, NEPA, Section 4(f) of the Department of Transportation Act, CEQA, and local ordinances and planning requirements. Dr. Jerabek regularly performs assessments to ensure conformance with the Secretary of the Interior's Standards for the Treatment of Historic Properties, and assists clients with adaptive reuse/rehabilitation projects by providing preservation design and treatment consultation, agency coordination, legally defensible documentation, construction monitoring and conservation treatment.

She is a regional expert on Southern California architecture. She has prepared a broad range of environmental documentation and conducted preservation projects throughout the Los Angeles metropolitan area as well as in Ventura, Orange, Riverside, San Bernardino and San Diego counties. Beyond her technical skill, Dr. Jerabek is a highly experienced project manager with broad national experience throughout the United States. She currently manages PCR's on-call preservation services with the City of Santa Monica, County of San Bernardino Department of Public Works, City of Hermosa Beach, Los Angeles Unified School District, and Long Beach Unified School District.

Education

Ph.D. Art History, University of Southern California, Los Angeles, 2002

M.A. Architectural History, School of Architecture, University of Virginia, Charlottesville, 1991

Certificate of Historic Preservation, School of Architecture, University of Virginia, Charlottesville, 1991

B.A. Art History, Oberlin College, Oberlin, Ohio, 1983

Awards/Recognition

2004 Preservation Award, The Preservation Society of Long Beach, Long Beach, CA

2003 Honoree Prize, The Pasadena Heritage Awards, Pasadena, CA

2003 Design Award, Tomás Rivera & Northeast Sports Complex Pedestrian Bridge

2002 California Preservation Foundation Honor Award, RBS Group, Art Conservation Management Plan, California Preservation Foundation

Professional Affiliations

California Preservation Foundation

Santa Monica Conservancy

Los Angeles Conservancy

Society of Architectural Historians

National Trust for Historic Preservation Leadership Forum

American Institute of Architects (AIA), National Allied Member

American Architectural Foundation

Association for Preservation Technology

20-171

PCR

Virginia Harness, M.A.

ASSISTANT ARCHITECTURAL HISTORIAN

SUMMARY

Virginia Harness has one year of professional experience and two years of academic experience in the practice of historic preservation and architectural history. Additionally, her professional background includes a year of professional experience in archival work and a summer of training in archaeology. She has also worked in the field of public history, conducting oral history interviews and creating a museum exhibit.

She earned her M.A. in Architectural History and Certificate in Historic Preservation from the University of Virginia (UVA) where she studied under architectural historian Dr. Richard Guy Wilson (thesis advisor) and preservationist Dr. Daniel Bluestone. Her wide range of work across preservation and history fields brings a depth of experience to her current work in historic resources.

EXPERIENCE

Ms. Harness has extensive experience in archival research, first as an archivist with the Brethren Historical Library and Archives and during her time as a student at UVA. While at UVA she worked on the Historic American Building Survey (HABS) recordation of Little Mountain Farm in Albemarle County and was a contributing author of the National Register Nomination for a corridor in Dillwyn, Virginia to assess its eligibility for listing as a historic district on the National Register of Historic Places.

As a public history intern with Historic Vienna, Inc. in northern Virginia, she designed and created a small scale museum exhibit which included traditional board mounted displays and a touch-screen interface.

Since commencing work at PCR, first as an intern and now as a technician, she has worked on historic resources assessment and impacts analysis reports, character-defining features reports, plan reviews, and HABS documentation for projects in the greater Los Angeles metropolitan area. Recent projects include HABS documentation, plan review, and construction monitoring for a late 19th century residence in Laguna Beach; a historic resource assessment and impacts analysis report for a new construction project in the Old Pasadena historic district; research for an impact report for a pipeline in San Diego County; historic resource assessments for buildings in Los Angeles, Laguna Beach, South Pasadena and Santa Monica; and a peer review of a Los Angeles Historical-Cultural Monument Application. Additionally, Ms. Harness has assisted in the completion of character defining features analysis, most recently for seven historic schools within LAUSD, and also recently completed an architectural survey of the RMS Queen Mary in Long Beach.

Education

M.A. American Architectural History
University of Virginia, Charlottesville
2014

Certificate in Historic Preservation
University of Virginia, Charlottesville
2014

B.A. Liberal Arts, St. John's College
Annapolis, Maryland 2011

Continuing Education

Section 106: A Guide to Federal Preservation for Historic Properties
California Preservation Foundation
Workshop, May 2015

CEQA: How it Really Works
California Preservation Foundation
Workshop, May 2015

Professional Affiliations

Society of Architectural Historians

California Preservation Foundation

Los Angeles Conservancy

City of South Pasadena/ Redevelopment Successor Agency Agenda Report

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

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

COUNCIL AGENDA:	February 3, 2016
TO:	Honorable Mayor and City Council
VIA:	Sergio Gonzalez, City Manager
FROM:	Lucy Demirjian, Assistant to the City Manager
SUBJECT:	**Public Hearing and Adoption of a Resolution Amending the Master Schedule of Fees to Establish an Operator Permit Fee for Massage Establishments**

Recommendation
It is recommended that the City Council conduct a public hearing and adopt a resolution amending the Master Schedule of Fees and establish a fee for a massage establishment operator permit.

Fiscal Impact
The proposed nonrefundable filing fee will allow the City to recover costs related to permit processing, examination, and background investigation.

Commission Review and Recommendation
This item was not reviewed by a commission.

Background
On January 20, 2016, the City Council introduced an ordinance to regulate massage businesses through operating standards and permit, licensing, and certification requirements (Chapter 17, Article II of the South Pasadena Municipal Code). The ordinance, which is scheduled for adoption on February 3, 2016, focuses on expanding and clarifying the procedural, operating, and inspection requirements for new and existing massage businesses. An operator's permit is required for the operation of a new massage establishment, a fee for which must be established in conjunction with the adoption of the new massage ordinance. The City Council can establish by resolution, and from time to time may amend, fees for the administration of permits or licenses.

Analysis
Staff recommends establishing a massage establishment operator permit fee that will coincide with the effective date of the new massage ordinance (March 5, 2016). The fee will recover administrative costs associated with the processing of an operator permit, which will be issued annually. These costs include staff time to review the operator permit application, administer an

examination, and perform a background check of the applicant as required by the new massage ordinance. The operator permit must be renewed annually. Applicants will be responsible for additional costs not included in the proposed operator's permit fee, such as a fee for fingerprinting.

Operator permits are valid for a period of one year from the date of issuance, unless sooner revoked or abandoned. Renewal applications must be filed with the Chief of Police at least sixty calendar days before the expiration of the permit to be renewed. Operator permits are non-transferable, unless due to a change in business owners within an existing partnership or corporation, such as due to an owner's death.

If an operator's permit has been denied or revoked as a result of an investigation, the applicant may not apply for a permit within twenty-four months from the denial or revocation.

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: Resolution Establishing an Operator Permit Fee for Massage Establishments

RESOLUTION NO. XXXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING THE MASTER SCHEDULE OF FEES TO ESTABLISH AN OPERATOR PERMIT FEE FOR MASSAGE ESTABLISHMENTS

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 March 5, 2016.

SECTION 2. This resolution replaces fee 278B with an "Operator Permit Fee" for Massage Establishments.

SECTION 3. All other fees approved by Resolution No. 7192 remain in effect.

SECTION 4. 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 3rd day of February, 2016.

Diana Mahmud, Mayor

ATTEST:

Evelyn G. Zneimer, City Clerk
(seal)

APPROVED AS TO FORM:

Teresa L. Highsmith, 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 3rd day of February, 2016, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Evelyn G. Zneimer, City Clerk
(seal)

EXHIBIT A

MASTER SCHEDULE OF FEES -- BUSINESS LICENSES

REF NO.	FEE TITLE	ACCOUNT NO.	CURRENT FEES	UNITS	TERM		BUSINESS IMPROVE. TAX	TOTAL
BASIC BUSINESS LICENSE FEES								
200	RETAIL WITH 1 EMPLOYEE	101-4400/220-5412	96.00	LICENSE	YEAR		36.00	132.00
201	RETAIL WITH ADDITIONAL EMPLOYEES	101-4400/220-5412	9.60	EMPLOYEE	YEAR		3.60	13.20
202	WHOLESALE WITH 1 EMPLOYEE	101-4400/220-5412	96.00	LICENSE	YEAR		36.00	132.00
203	WHOLESALE WITH ADDITIONAL EMPLOYEES	101-4400/220-5412	9.60	EMPLOYEE	YEAR		3.60	13.20
204	SERVICE WITH 1 EMPLOYEE	101-4400/220-5412	96.00	LICENSE	YEAR		36.00	132.00
205	SERVICE WITH ADDITIONAL EMPLOYEES	101-4400/220-5412	9.60	EMPLOYEE	YEAR		3.60	13.20
206	MANUFACTURING WITH 1 EMPLOYEE	101-4400/220-5412	96.00	LICENSE	YEAR		24.00	120.00
207	MANUFACTURING WITH ADDITIONAL EMPLOYEE	101-4400/220-5412	9.60	EMPLOYEE	YEAR		2.40	12.00
208	PROFESSIONAL BUSINESSES	101-4400/220-5412	130.00	LICENSE	YEAR		48.75	178.75
209	PROFESSIONAL WITH ADDITIONAL PROF EMPLYS	101-4400/220-5412	70.00	BUSINESS	YEAR		26.25	96.25
210	PROFESSIONAL WITH ADDITIONAL EMPLOYEES	101-4400/220-5412	9.60	EMPLOYEE	YEAR		3.60	13.20
211	BUSINESS BY VEHICLE	101-4400/220-5412	100.00	VEHICLE	YEAR		37.50	137.50
212	BUSINESSES WITH ADDITIONAL VEHICLES	101-4400/220-5412	40.00	VEHICLE	YEAR		15.00	55.00
213	CONTRACTOR $0-$4,999	101-4400/220-5412	36.00	CONTRACT	QTR		13.50	49.50
214	CONTRACTOR $5,000-$49,999	101-4400/220-5412	60.00	CONTRACT	QTR		22.50	82.50
215	CONTRACTOR $50,000+	101-4400/220-5412	120.00	CONTRACT	QTR		45.00	165.00
216	BUSINESSES NOT CLASSIFIED	101-4400/220-5412	96.00	BUSINESS	YEAR		36.00	132.00
217	BUSINESSES NOT CLASS. WITH ADD. EMPLOYEE	101-4400/220-5412	9.60	EMPLOYEE	YEAR		3.60	13.20
SPECIALTY BUSINESS FEES		101-4400/220-5412						
218	ADVERTISING STRUCTURES, SIGNS, DISPLAYS	101-4400/220-5412	360.00	SIGN	YEAR	**	135.00	495.00
219	BILLBOARD	101-4400/220-5412	24.00	BILLBOARD	YEAR		9.00	33.00
220	ADVERTISING VEHICLE	101-4400/220-5412	120.00	VEHICLE	DAY		45.00	165.00
220A	ANTIQUE DEALER	101-4400/220-5412	96.00	LICENSE	YEAR		36.00	132.00
220A	ANTIQUE DEALER W/ADD'L EMPLOYEE	101-4400/220-5412	9.60	LICENSE	YEAR		3.60	13.20
221	APARTMENTS, HOTELS, (3+DWELLING UNITS)	101-4400/220-5412	72.00	LICENSE	YEAR		18.00	90.00
222	ADDITIONAL UNITS OVER THREE	101-4400/220-5412	9.60	UNIT	YEAR		2.40	12.00
223	AUCTION	101-4400/220-5412	168.00	EVENT	DAY	**	63.00	231.00
224	BOARDING HOUSE	101-4400/220-5412	96.00	LICENSE	YEAR	**	36.00	132.00
225	BOWLING ALLEYS	101-4400/220-5412	62.40	LANE	YEAR	**	23.40	85.80
226	CANVASSERS	101-4400/220-5412	96.00	PERSON	YEAR	**	36.00	132.00
227	CANVASSERS	101-4400/220-5412	48.00	PERSON	DAY	**	18.00	66.00
228	CANVASSERS	101-4400/220-5412	72.00	PERSON	QTR	**	27.00	99.00
229	CHRISTMAS TREE WREATHS	101-4400/220-5412	168.00	LICENSE	MONTH	**	63.00	231.00
230	CIRCUS, CARNIVAL, MENAGERIE, RODEO	101-4400/220-5412	480.00	EVENT	DAY	**	180.00	660.00
231	TRAINED ANIMALS EXHIBITION	101-4400/220-5412	48.00	EVENT	DAY	**	18.00	66.00
233	FIREARMS	101-4400/220-5412	96.00	BUS LICENSE	YEAR	**	36.00	132.00
234	FORTUNE TELLING	101-4400/220-5412	400.00	LICENSE	YEAR	**	150.00	550.00
235	GARDNERS-FIRST VEHICLE	101-4400/220-5412	80.00	VEHICLE	YEAR		30.00	110.00
236	GARDNERS WITH ADDITIONAL VEHICLES	101-4400/220-5412	40.00	VEHICLE	YEAR		15.00	55.00
237	HOSPITALS (5 BEDS + ONE EMPLOYEE)	101-4400/220-5412	192.00	LICENSE	YEAR		72.00	264.00
238	HOSPITALS WITH ADDITIONAL EMPLOYEES	101-4400/220-5412	9.60	EMPLOYEE	YEAR		3.60	13.20
239	HOSPITALS WITH MORE THAN 5 BEDS	101-4400/220-5412	9.60	BED	YEAR		3.60	13.20
240	LAUNDRY/DRY CLEANING	101-4400/220-5412	120.00	LICENSE	YEAR		45.00	165.00
241	LAUNDRY/DRY CLEAN. WITH ADD. EMPLOYEES	101-4400/220-5412	9.60	EMPLOYEE	YEAR		3.60	13.20
242	LAUNDRY/DRY CLEAN. WITH NONLOCAL TRUCK	101-4400/220-5412	120.00	TRUCK	YEAR		45.00	165.00
243	LAUNDRY/DRY CLEAN. W/ ADD. NONLCL TRUCKS	101-4400/220-5412	48.00	TRUCK	YEAR		18.00	66.00
244	MACHINES, GAMES, VENDING	101-4400/220-5412	72.00	MACHINE	QTR		27.00	99.00
245	THEATRES	101-4400/220-5412	1.92	SEAT	YEAR		0.72	2.64
246	SINGLE PRODUCTION	101-4400/220-5412	0.12	SEAT	SHOW		0.05	0.17
247	NRSRY/PRVT SCHL - NIGHT, 5 BEDS, 1 EMP	101-4400/220-5412	192.00	LICENSE	YEAR		72.00	264.00
248	NRSRY/PRVT SCHL - NIGHT, >5 BEDS	101-4400/220-5412	9.60	BED	YEAR		3.60	13.20
249	NRSRY/PRVT SCHL - DAY CARE ONLY	101-4400/220-5412	120.00	LICENSE	YEAR		45.00	165.00
250	NRSRY/PRVT SCHL - NITE/DAY, ADD EMPLOYEES	101-4400/220-5412	9.60	EMPLOYEE	YEAR		3.60	13.20
251	DAY CARE ONLY	101-4400/220-5412	120.00	LICENSE	YEAR		45.00	165.00
252	DAY CARE WITH ADDITIONAL EMPLOYEES	101-4400/220-5412	9.60	EMPLOYEE	YEAR		3.60	13.20
253	PATROLMAN	101-4400/220-5412	24.00	EMPLOYEE	YEAR		9.00	33.00
254	PATROL SYSTEM	101-4400/220-5412	168.00	LICENSE	YEAR		63.00	231.00
255	PAWNBROKER	101-4400/220-5412	240.00	LICENSE	YEAR		90.00	330.00
256	PAWNBROKER WITH ADDITIONAL EMPLOYEES	101-4400/220-5412	9.60	EMPLOYEE	YEAR		3.60	13.20
257	PEDDLER (FOOT)	101-4400/220-5412	96.00	PERSON	YEAR	**	36.00	132.00
258	PEDDLER (FOOT)	101-4400/220-5412	48.00	PERSON	DAY	**	18.00	66.00
259	PEDDLER (FOOT)	101-4400/220-5412	72.00	PERSON	QTR	**	27.00	99.00

REF NO.	FEE TITLE	ACCOUNT NO.	CURRENT FEES	UNITS	TERM		BUSINESS IMPROVE. TAX	TOTAL
260	PEDDLER (VEHICLE)	101-4400/220-5412	128.00	VEHICLE	YEAR		48.00	176.00
261	PUBLIC DANCE HALL-LONG TERM	101-4400/220-5412	960.00	FACILITY	YEAR	**	360.00	1,320.00
262	PUBLIC DANCE HALL WITH ADD. EMPLOYEES	101-4400/220-5412	9.60	EMPLOYEE	TERM	**	3.60	13.20
263	PUBLIC DANCE HALL-TEMPORARY	101-4400/220-5412	120.00	FACILITY	MONTH	**	45.00	165.00
264	SEARCHLIGHTS	101-4400/220-5412	48.00	MACHINE	NIGHT		18.00	66.00
265	SECONDHAND DEALERS	101-4400/220-5412	216.00	LICENSE	YEAR		81.00	297.00
266	SECONDHAND DEALERS WITH ADD. EMPLOYEES	101-4400/220-5412	9.60	EMPLOYEE	YEAR		3.60	13.20
267	SHARPENING TOOLS	101-4400/220-5412	24.00	LICENSE	MONTH		9.00	33.00
268	SALES-SHRFF,BNKRPTCY,ASSIGNEE-LONG TERM	101-4400/220-5412	480.00	LICENSE	YEAR		180.00	660.00
269	SALES-SHRFF,BNKRPTCY,ASSIGNEE-SHORT	101-4400/220-5412	96.00	LICENSE	DAY		36.00	132.00
270	SIDESHOW, RIDES, ETC	101-4400/220-5412	96.00	LICENSE	DAY	**	36.00	132.00
271	SKATING RINKS, SHOOTING GALLERY, RACETRK	101-4400/220-5412	360.00	LICENSE	YEAR	**	135.00	495.00
272	SKTNG, SHTNG, RCTRK WITH ADD. EMPLOYEES	101-4400/220-5412	9.60	EMPLOYEE	YEAR	**	3.60	13.20
273	TAXICAB DRIVERS	101-4400/220-5412	24.00	LICENSE	YEAR		9.00	33.00
274	TAXICAB OWNERS	101-4400/220-5412	120.00	CAB	YEAR		45.00	165.00
275	VENDERS (ITINERANT)	101-4400/220-5412	96.00	LICENSE	YEAR	**	36.00	132.00
276	VENDERS (ITINERANT)	101-4400/220-5412	48.00	LICENSE	DAY	**	18.00	66.00
277	VENDERS (ITINERANT)	101-4400/220-5412	72.00	LICENSE	QTR	**	27.00	99.00
278A	VENDING MACHINES	101-4400/220-5412	32.00	MACHINE	YEAR		12.00	44.00
	OPERATOR PERMIT (MASSAGE		400.00					
278B	ESTABLISHMENT) ~~MASSAGE FILING FEE~~	101-5150-001	~~100.00~~	PERMIT	YEAR	**		
278C	FINGERPRINTS	101-5230-001	42.00					
279	PERMIT FEE	101-4410	50.00	PERMIT	YEAR			
280A	NEW BUS LIC APPLICATION/IN-TOWN	101-5150-001	34.00	APPLICATION	YEAR			
280B	NEW BUS LIC APPLICATION/OUT-OF-TOWN	101-5150-001	13.00	APPLICATION	YEAR			
280C	NEW BUS LIC APP/OUT-OF-TOWN CONTRACTOR	101-5150-001	25.00	APPLICATION	YEAR			
281	BUISINESS LICENSE LISTING	101-5150-001	9.00 plus $0.10/page	REQUEST	OCCURRENCE			

*= Business Improvement Tax
**= Permit Required

City of South Pasadena
Agenda Report

Diana Mahmud, Mayor
Michael A. Cacciotti, Mayor Pro Tem
Robert S. Joe, Councilmember
Marina Khubesrian, M.D., Councilmember
Richard D. Schneider, M.D., Councilmember

Evelyn G. Zneimer, City Clerk
Gary E. Pia, City Treasurer

COUNCIL AGENDA: February 3, 2016

TO: Honorable Mayor and City Council

FROM: Sergio Gonzalez, City Manager

SUBJECT: **Receive and File a Fiscal Analysis Report Relating to the Utility Users Tax Repeal Initiative Measure, Pursuant to Elections Code Section 9212, and Provide Direction on Placing the Initiative on the Ballot for the November 2017 General Election**

Recommendation
It is recommended that the City Council:

1. Receive and file a Fiscal Analysis Report relating to the Utility Users Tax (UUT) repeal initiative measure (Measure), pursuant to Elections Code Section 9212; and
2. Adopt a Resolution entitled "A Resolution of the City Council of the City of South Pasadena, California, declaring its intent to submit to the voters at the General Municipal Election to be held on Tuesday, November 7, 2017, an Initiative Measure repealing the City's Utility User's Tax in its entirety."

Fiscal Impact
There will be an additional cost if a ballot measure is added to the November 7, 2017 General Municipal Election, estimated at $3,000. If approved by the voters, the Measure would reduce annual City General Fund revenues by approximately $3.6 million, which represents approximately 15% of the City's overall operating revenue. To offset the loss, the City would have to reduce services and programs significantly to maintain a structurally balanced budget.

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

Background
On January 6, 2016, the City Council received, filed, and accepted the Certificate of Sufficiency of Initiative Petition for a proposed UUT repeal initiative measure (Measure). The City Council also directed staff to prepare a report, within 30 days, on the impact of the Measure, pursuant to Elections Code (EC) Section 9212. The purpose of this staff report is to present a preliminary impact analysis of the Measure on the City's finances and its ability to provide public services.

History of the UUT

UUTs are taxes levied by local governments on the consumption of utility services, including electricity, gas, water, sewer, telecommunications, sanitation, and cable television. Unlike property taxes, UUT revenues stay 100% in the city collecting the UUT and are used to provide services such as police, fire, paramedic and library services directly to the community. The need for the UUT arose in part from the post-Proposition 13 effects on local governments. The State of California was retaining the majority of property taxes generated by cities and not returning those property taxes for use in the local community which generated that revenue. As a result, cities were forced to enact other local taxes, such as a UUT, to make up for the shortfall and to maintain community services at existing levels. Currently, there are 154 cities and 4 counties in the State of California that have UUTs.

The City of South Pasadena currently collects 7.5% UUTs on the consumption of electricity, gas, water, telecommunications, cellular telephone and cable. The City has had a UUT in place since 1983, which has fluctuated between 5% to 8% over the years. The community last considered the extension of the UUT in 2011 and voted to set the rate at 7.5% and extend the UUT until June 30, 2022.

The City offers a low-income program to exempt UUT for residents who have income, adjusted for family size, at or below eighty percent of the area median income as determined under the Section 8, Income Limits for Los Angeles County, as published by the U.S. Department of Housing and Urban Development (HUD) and applicable to the Community Development Block Grant Programs.

The UUT has continuously been approved by the community throughout its over 20 year existence. In June 2011, the Finance Committee recommended placing a UUT Reduction and Continuation Measure on the November 2011 ballot (known as "Measure UUT"), based on their study of the issue as well as a community survey (conducted by a public opinion research and strategy firm) which indicated that the community does not want to see cuts to services such as police, fire, street maintenance, senior services and storm drain maintenance. At the General Municipal Election held on November 8, 2011, Measure UUT passed by 53.9%, reducing the tax from 8% to 7.5% and extending it for ten years to June 30, 2022 (Ordinance No. 2224).

Repeal Initiative Measure

"TeaPAC," which according to its website is "part of the broader Tea Party movement," has drafted a UUT Repeal ballot measure and has been encouraging volunteers in several cities to collect signatures to petition its placement on a ballot. This is the third attempt by TeaPAC to gather sufficient signatures in South Pasadena for this purpose, the first and second attempt having failed.

On May 21, 2015, Edward Ristow, Hugh Hemington, and Guillermo Guzman (Proponents) filed a "Notice of Intent to Circulate Petition" for the purpose of repealing the City of South

Pasadena's UUT. On December 1, 2015, the Proponents filed their "Notice of Submission of Signatures." The City Clerk's Division conducted a prima facie review of the submitted petitions. In accordance with EC Section 9210(b), it has been determined that said petition contained 548 signatures; therefore, said petition was accepted.

On December 2, 2015, the signatures were delivered to the Los Angeles County Registrar-Recorder/County Clerk's Office (LACRR/CC) for verification. The required number of signatures is based upon 5% of voters casting ballots at the last gubernatorial election. The LACRR/CC canvass of ballots cast for the November 4, 2014 Gubernatorial Election in the City of South Pasadena was 7,261. Therefore, a total of 363 valid signatures are required to qualify the initiative petition. The LACRR/CC has verified that the petition contains the required number of valid signatures, which again was deemed sufficient by the City Council on January 6, 2016. Pursuant to EC Section 9212, the City Council directed staff to return with a report on February 3, 2016, analyzing the impact of the Measure on the City's finances and ability to provide public services.

Typically, citizen initiatives may be adopted by the City Council, without alteration, if desired. However, the City's UTT was adopted by the voters at the General Municipal Election held on November 8, 2011, and as such, any amendments to the utility tax, or repeal of the utility tax in its entity, must be submitted directly to the voters. Therefore, the City Council should submit to the voters at the General Municipal Election to be held on November 7, 2017, the question of whether to adopt the proposed ordinance repealing the City's UUT.

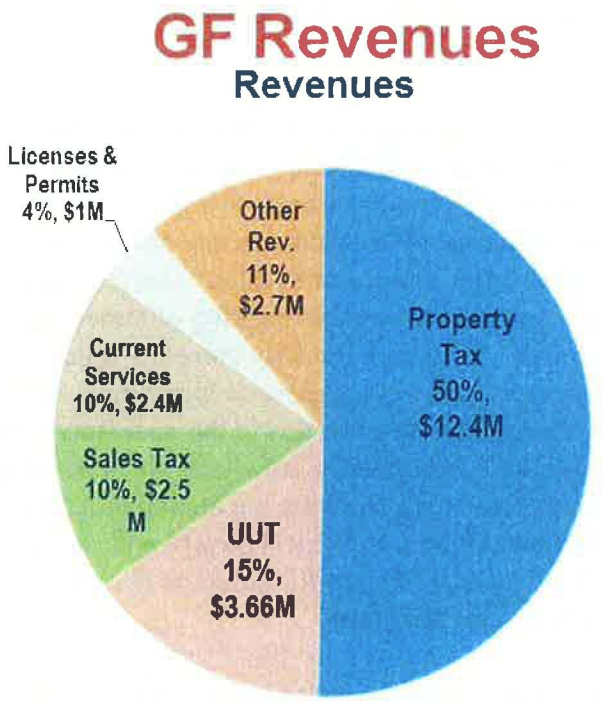
Analysis

Since voters approved the Measure, revenues generated from the UUT have helped the City maintain a level of service South Pasadena residents have come to expect. It has also made it possible for the City to have the strong financial position we enjoy today. This results in a favorable credit rating which introduces significant interest rate savings when the City has to borrow or sell bonds to fix our aging water and sewer system. The UUT has also made it possible for the City to begin addressing a tremendous backlog of street improvement projects, allocating close to $3 million annually. Although the City currently holds a good financial position, have maintained adequate service levels, and made significant commitments to infrastructure improvements, we face many uncertainties in the near future that will be challenging even if we retained the UUT. Our City's infrastructure is not confined to streets and our water and sewer system. Many of our City facilities are also in great need of repair. Just recently, flooding at the South Pasadena Public Library (Library) and Senior Center caused extensive damage and will cost the City close to a million dollars to make repairs and implement a solution to hopefully prevent flooding in the future.

Fiscal forecasting shows the City's operating fund balance is decreasing, making it difficult to fund critical building repairs and equipment purchases. Deferring these will only cost far more in the future. Furthermore, as a result of changes in actuarial methodologies, the California Public

Employees Retirement System (PERS) has recalculated the unfunded liability associated with pension costs, and has been adjusting what they charge to cities to amortize this liability. For the City of South Pasadena, PERS will be increasing the cost to the City's General Fund by an average of $223,000 each year for the next five years, for a total additional cost of $1,116,344 above what the City has normally been paying. After 2021, rates are expected to stabilize at the new higher levels. Also, the elimination of Redevelopment will transfer approximately $150,000 in staff costs to the General Fund which had been previously billed to the former Community Redevelopment Agency. With the drop in gas prices, cities across the state will experience a significant reduction in Gas Tax Revenues which, in our case, would force us to reduce our street maintenance program.

The UUT is the second largest revenue source for the City, after property taxes, and generates millions of dollars in City revenues each year, paying for integral services that the City provides to its 26,011 residents on a daily basis. The UUT makes up $3.6 million of South Pasadena's operating budget of $24.7 million. Many residents choose to live in South Pasadena because it offers a high quality of life and outstanding City services. UUT Funds help our City to maintain police officer and firefighter staffing levels, street and road maintenance and pothole repair, and support for senior services and programs such as meals-on wheels, all of which make South Pasadena a desirable place to live and for businesses to locate.



FY 2015/16 General Fund Budget = $24.7M

The UUT is a local tax, passed by local residents, and used for local services. The City of South Pasadena simply cannot afford to lose any locally-controlled revenue at this time. The Measure, if approved, would be permanent. Therefore, only permanent spending reductions can be contemplated. If the City was forced to reduce its budget by 15%, it would be nearly impossible to avoid deep cuts to essential services.

The following sections provide an overall summary of potential impacts if the Measure were approved. The first scenario looks at an across-the-board 15% reduction for each department. The second scenario looks at what a more prioritized list of cuts would require. It should be noted in both instances that this is a very preliminary analysis of potential cuts to respond to a permanent and immediate 15% loss in revenues. Actual service cuts would require far more input and coordination with City residents, business community, labor groups and ultimately the City Council.

Scenario One: Across the Board Reduction

A 15% loss in revenue for each City department would impact service levels throughout the City. Public safety would be reduced dramatically, social and recreational programs would be cut, the potential for claims against the City would rise, and the community would be far less aesthetically pleasing. Municipalities are service-based organizations, meaning that most of the operating costs are personnel-related. As such, the high quality customer service level to which South Pasadena residents and businesses are accustomed will be hampered in every interaction with City Hall, from reduced hours at the Planning and Building counter to the time it takes for police and fire to respond to emergency calls. Undoubtedly, the quality of life for South Pasadena residents would be adversely affected. With reduced police response due to cuts, crime rates could rise, potentially resulting in greater and more frequent instances of loss of life or property, senior services and youth programming would be reduced, access to the library and cultural programming would be considerably reduced, City advisory commissions would need to be scaled down or dissolved due to lack of staff support, and the already aged infrastructure would further deteriorate with a loss of available funding from the General Fund.

Impact to City Personnel

The City has proven to be fiscally conservative specifically in recent years bearing in mind the last recession. In Fiscal Year (FY) 2015-16, employee costs account for 65% of the City's General Fund expenditures. To achieve a 15% cut in the City's operating budget, at least 51 City positions would be impacted in the form of layoffs, demotions, reclassifications, changes in work status from full-time to part-time, and reduced work hours for hourly workers, all of which directly impact the level of service which can be provided to the community.

Like most other full-service cities, public safety – police and fire/paramedics – make up half of the General Fund. In order to reduce the Police Department's budget by 15%, which equates to over $1.2 million, its personnel budget would be cut by 18-20%. A total of 10 sworn positions

would be removed from the Police Department, which is approximately a third of the entire police force (sworn). Additional reductions may occur in part time positions, such as police cadets and school crossing guards. Services such as street patrol, traffic patrol, crime investigation and analysis, parking enforcement, and community crime prevention programs will be adversely impacted by the downsizing of the department.

Additionally, the department and organization will suffer great loss as skilled, capable and dedicated employees are dismissed. The personnel impacts felt in the Police Department are but one example of the upheaval that would be experienced by both employers and employees that would be felt throughout the organization. Because it is the personnel who provide the services to the community, loss of personnel will negatively impact the quality of service provided to the public.

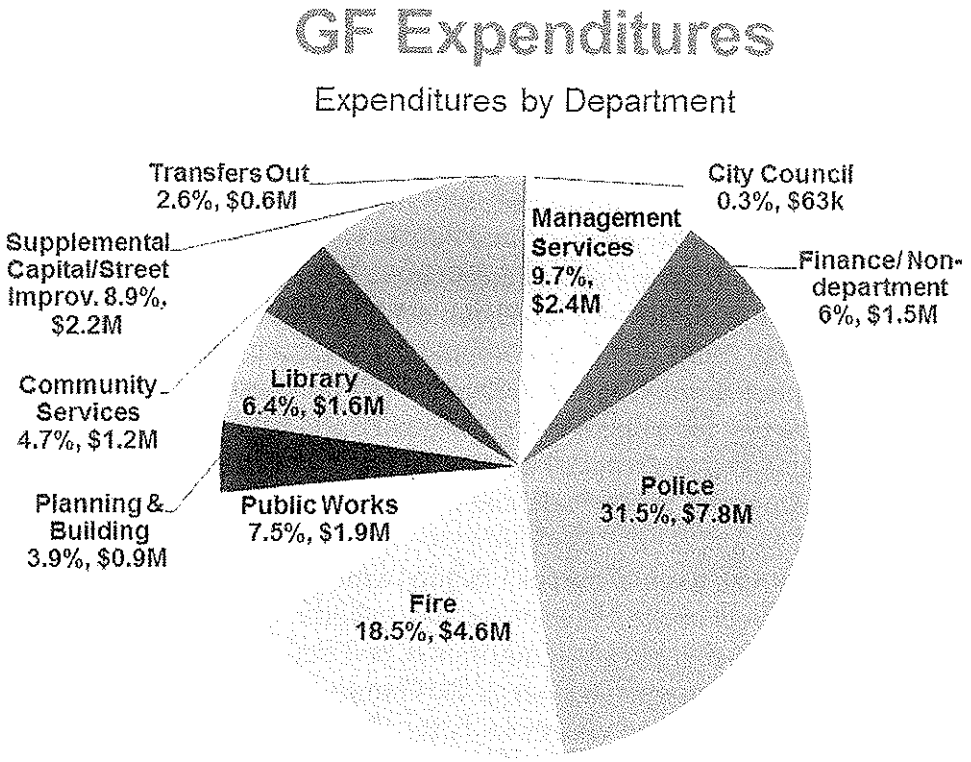
Scenario Two: Prioritized Reduction

Losing UUT funds would immediately place many of South Pasadena's services at risk. The Library, parks and City facilities, all recreation and community services programming and staffing levels in all departments would be in jeopardy. Without the funding that the UUT generates, the City will be unable to maintain the essential public safety, senior, and pothole/street repair services that our community desires.

Another approach to reduce the City's expenditures by 15%, or $3.6 million, is to prioritize reductions based on overall community values. Certain departments, programs, and positions would be given higher prioritization than others, meaning some departments would experience impacts greater than others. Regardless of what option is chosen, it is a certainty that losing $3.6 million in UUT revenues would translate into a significantly reduced level of customer service and public programs, job loss of dedicated City employees, and, most importantly, an overall decreased quality of life for residents of the City.

In April 2011, FM3 Research conducted a public opinion survey to gauge South Pasadena opinions on a variety of issues, including continuation of existing local UUT funding and perspectives about service priorities. The survey found that one result of overwhelming community satisfaction with the City's quality-of-life services was that few people wanted to make any cuts to those services, even in the midst of a national economic crisis. A majority of those polled, 79%, stated that they did not want to see any cuts to firefighters or 9-1-1 emergency response times, while a strong majority also said "NO" to any cuts to police patrols, street maintenance, and senior services.

Based on what is generally accepted as the community's highest priorities – public safety – and the fact that several functions are legally mandated (City Clerk, Finance, and Planning and Building Services, for instance), it is possible to illustrate just how significant the impacts would be on those departments that fall outside of this group. The following graph identifies the General Fund expenditures by department for FY 2015-16.



FY 2015/16 General Fund Budget = $24.7M

Suppose that the community wished to achieve a 15% cut that would avoid major impacts to police and fire and still maintain all legally required functions. To use an extreme example, eliminating the entire Community Services Department, including senior, youth and recreation services, and the entire Library Department would achieve a $2.8 million General Fund savings, a figure that is still $0.9 million short of the required $3.6 million cutback.

The Library hosts over 30,000 patrons and averages more than 800 visitors per day while checking out about 450,000 materials a year. The Library provides high quality, professional, and friendly services in a welcoming and accommodating environment and strives to inform, enrich, and empower every person in the community by fostering the pursuit of knowledge, the love of reading, and the greater appreciation and support of local culture. The Library exists for the educational, cultural, informational, and recreational benefit of its users of all ages. It is a service organization with a welcoming facility providing a balanced, important, attractive, and organized selection of books, e-books, DVDs, CDs, audio-books, magazines, newspapers, and other resources. It is also a community hub that conducts both wide-reaching and targeted outreach activities. With more than 200 programs a year (most of them for children) and an ever increasing attendance of approximately 25,000, the Library presents literary, historical, cinematic, theatrical, art, musical, dramatic, and other programs, events, and projects. Its public

personal computers and its wireless network provide Internet access and a variety of databases, many of which are offered through the Library website, which also contains original content. The Library provides space for studying and reading, as well as venues for meetings and events, many of which are co-sponsored by the Library's array of community partners. Reference services and archives related to South Pasadena such as local historical documents and artifacts are collected, stored, maintained, and availed to the community.

The Community Services Department helps create a healthy and active community through diverse and innovative programming. Thousands of individuals visit City parks and facilities, such as the War Memorial Building, Arroyo Park, Orange Grove Park, Eddie Park, Garfield Park, and the Youth House, where the following recreation activities take place: youth programs including drop-in playgrounds, day camps, and after school programs; adult uses of recreation classes such as yoga, golf, and photography; senior citizen uses of programs such as low-cost lunches (the only hot meal of the day for some seniors), seminars, and the health EXPO; and significant participation for City-sponsored special events, such as Concerts in the Park, Eggtravaganza, Snow Day, Shakespeare in the Park, and Breakfast with Santa.

The Senior Citizens' Center (Center), a multi-purpose facility with over 500 members serves about 30 lunches per day and delivers about 25 meals per day to home-bound seniors. The Center provides older adults educational, social, physical, nutritional, and emotional services. The Recreation and Youth Services Division operates out of the Orange Grove Recreation Center and coordinates over 200 leisure and recreational classes in dance, fitness, music, arts, cooking, and sports, for children and adults, after-school and summer child care, other youth programs, Concerts in the Park and other community activities. In addition, the department provides general oversight and administration, park improvements, community liaison activities, and contract management of the Arroyo Seco Golf Course, Arroyo Seco Racquet Club, San Pascual Stables, All Star Batting Cages, and Meridian Iron Works Museum.

The Dial-a-Ride Program, which is funded through Propositions A and C and is currently administered by the Transit Division of the Community Services Department, will also be affected with the elimination of the department and staff. The program will likely be contracted out and services will be substantially reduced. The aging and disabled population will be effected as they will have difficulty getting to medical appointments, grocery stores and around town.

Upon the elimination of the Library and Community Services Department, approximately 20 full-time staff and approximately 90 part-time and seasonal employees would be laid off. While the programs, services, and facilities provided by these two departments are not legally mandated, they contribute to the overall quality of life in the community and help to enhance public safety in a variety of ways. To name a few examples, exercise classes and nutritious meals increase wellness of seniors, thereby decreasing the need for emergency medical responses. Occupying young minds after school hours helps deter graffiti and other minor crimes that often lead to more serious violations if left unchecked. Library and Recreation programs also supplement the City's

highly-regarded school system, which has a direct impact on property values in the community.

The activities and programs provided by these departments affect the greatest number of people on a daily basis, yet are among the least expensive services the City offers. Any program or service cuts would need to be cognizant of the potential additional revenue losses that could occur. The same would be true for grants and other non-General Fund revenues that could be impacted.

For example, if the Community Services Department is eliminated, recreational activities and programming will be permanently cancelled and the more than $850,000 in revenue (actual FY 2014-15) generated from their activities would also be lost. An additional impact with the elimination of the Library Department is the forfeiture of Measure L (Library Special Tax) revenues, which currently account for approximately 15% of the Library's budget or $230,000. The terms of the Library Special Tax include a maintenance-of-effort (MOE) requirement which determines the amount of tax that can be levied. Since the MOE is adjusted every year by the Consumer Price Index, reductions in the annual Library budget coupled with only modest changes to the Consumer Price Index (CPI) over the next five years, could result in a situation where no tax could be levied at all, further reducing the ability of the Library to provide services to the community.

As a result, additional cuts would be necessary beyond the $3.6 million lost through the UUT. If the Library and Community Services Department, accounting for $2.8 million of the budget, were eliminated, the subsequent loss of revenue previously yielded through recreational activities and the Library Special Tax would mean an additional $1.7 million would still need to be cut from other departments or services in order to completely offset the loss of the UUT.

Yet another significant cut will need to be made, such as the City's Capital Improvement Program (CIP). Approximately $2 million of General Funds are used toward street and sidewalk improvement projects annually. Typically, local residential streets have limited funding opportunities through outside grants and other funding sources, so many times General Funds are the only viable source of repairing local streets. Specifically, the General Funds are used by the Public Works Department for design, construction and management of street improvement capital projects, for facilities maintenance division operations, public works administration operations, environmental services compliance, and park maintenance division operations. The overall street condition in the City is a Pavement Condition Index (PCI) score of 59 (on a 100 point scale). The City has a backlog of approximately $60 million in street improvement repair needs. Elimination of UUT funds would stifle the City's ability to meet the needs of our community in improving, rehabilitating, and replacing the aging infrastructure.

Some recently completed CIP projects have included the following:

- Orange Grove Street Improvement
- Gold Line Gate Arm Reconfiguration

- Moffat, Mound Rollin Street Improvements
- Mission, Oxley Park Street Improvements
- Hanscom Street Improvements Phase II
- Adelaine, Bushnell, Diamond, LaFrance, Leman, Maple, Wayne Sidewalk Replacement
- Hawthorne Street Improvements
- Foothill, Mission, and San Pasqual Street Improvements
- Fair Oaks, La Fremontia, Primrose Sidewalk Replacement

Current projects include:

- Citywide Street Name Sign Replacement
- Chelten, Collis, Hill Street Improvements
- El Centro Street Improvements
- Fletcher Ave. Street Improvements
- Preventative Maintenance Pavement Seal of Various Streets: Alpha Ave. (Valley View Rd. to south City limit), Bank St. (Fremont Ave. to Marengo Ave.), Camino Lindo (Flores de Oro to Alpha Ave.), Huntington Ln. (Maple Way to south City limit), Maple St. (Primrose Ave. to Stratford Ave.), Milan Ave. (Monterey Rd. to Edgewood St.), Valley View Rd. (Alpha Ave. to Meridian Ave.)

No matter how we arrive to the cuts necessitated to make up for the potential loss of $3.6 Million the UUT generates, we can be certain that the impacts would be felt widely and in some respect it would be severe. Personnel, City services, programs and the momentum recently made to fix the City's infrastructure would all be on the table.

Legal Review
The City Attorney has reviewed this item for compliance with EC Section 9212.

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: Resolution to Submit Initiative Measure to November 7, 2017 General Municipal Election

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DECLARING ITS INTENT TO SUBMIT TO THE VOTERS AT THE GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 7, 2017, AN INITIATIVE MEASURE REPEALING THE CITY OF SOUTH PASADENA UTILITY USERS TAX IN ITS ENTIRETY

WHEREAS, the City of South Pasadena (City) has had a Utility Users Tax (UUT) in place since 1983 and the existing form of the UUT was adopted by South Pasadena voters in 2011, in accordance with their rights under Proposition 218; and

WHEREAS, pursuant to authority provided by statute a petition has been filled with the legislative body of the City, signed by at least five (5%) percent of the number of registered voters of the City who voted for any gubernatorial candidate at the last election (November 4, 2014) to submit a proposed ordinance amending the South Pasadena Municipal Code by repealing the UUT in its entirety; and

WHEREAS, the City Clerk's Office, with assistance from the Los Angeles County Registrar-Recorder/County Clerk examined the records of registration and ascertained that pursuant to California Proposition 218 (California Constitution Article XIIIC, Section 3) the petitions are signed by the requisite number of voters, and has so certified; and

WHEREAS, on January 6, 2016, the City Council accepted, received, and filed the Certificate of Sufficiency of Initiative Petition for the repeal of the City's UUT from the Chief Deputy City Clerk and ordered a report on the initiative measure pursuant to Election Code Section 9212; and

WHEREAS, on February 3, 2016, the City Council received and filed a preliminary impact analysis of the Initiative Measure on the City's finances and its ability to provide public services which showed that UUT accounts for approximately 15% of the City's operating budget; and

WHEREAS, the City's UUT was adopted by the voters at the General Municipal Election held on November 8, 2011, and as such, any amendments to the UUT, or repeal of the UUT in its entity, must be submitted directly to the voters; and

WHEREAS, the City Council's usual practice is not to place a matter on the November ballot for a General Municipal Election until it actually calls the election in June of the applicable year.

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 intends to submit the proposed ordinance to the voters at the General Municipal Election to be held on November 7, 2017, in accordance with Election Code Section 1405(b).

SECTION 2. The City Clerk is instructed and directed to return to the City Council at the appropriate time for the purpose of calling and giving notice of a General Municipal Election to be held on November 7, 2017, and to place the initiative measure on said ballot.

SECTION 3. The text of the proposed ordinance to be submitted to the voters is attached hereto as Exhibit "A."

SECTION 4. 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 3rd day of February, 2016.

Diana Mahmud, Mayor

ATTEST:

Evelyn G. Zneimer, City Clerk
(seal)

APPROVED AS TO FORM:

Teresa L. Highsmith, 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 3rd day of February, 2016, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

_____

Evelyn G. Zneimer, City Clerk
(seal)

EXHIBIT A

ORDINANCE NO.

Stop the Utility User's Tax ("UUT")

THE PEOPLE OF THE CITY OF SOUTH PASADENA DO ORDAIN AS FOLLOW:

Section 1. Findings and Declarations

WHEREAS, the people of the City of South Pasadena find and declare that federal, state and local taxation has reached confiscatory levels; that unrestrained spending and regulation at all levels of government, are excessive, improvident, contrary to our rights as free people and are thereby destructive to Life, Liberty and the pursuit of Happiness; and

WHEREAS, it is the intent and purpose of this initiative that the current City of South Pasadena utility taxes be repealed.

Section 2. Name of Measure and Effective Date

This measure shall be known as the Stop the Utility Users' Tax and shall become effective as provided by law.

Section 3. Repeal of Utility Tax.

The existing Utility Users Tax as set forth in Chapter 34B of the South Pasadena Municipal Code is repealed in its entirety.

Section 4. Severability

The provisions of this initiative are severable. If any provision of this measure or application thereof is held invalid, that invalidity shall not affect other provisions or applications if they can be given effect without the invalid provision or application.

City of South Pasadena
Agenda Report

Diana Mahmud, Mayor
Michael A. Cacciotti, Mayor Pro Tem
Robert S. Joe, Councilmember
Marina Khubesrian, M.D., Councilmember
Richard D. Schneider, M.D., Councilmember

Evelyn G. Zneimer, City Clerk
Gary E. Pia, City Treasurer

COUNCIL AGENDA:	February 3, 2016
TO:	Honorable Mayor and City Council
VIA:	Sergio Gonzalez, City Manager
FROM:	David Batt, Finance Director
SUBJECT:	**First Reading and Introduction of an Ordinance Amending Chapter 2 (Administration) of the Municipal Code to Establish a Finance Commission**

Recommendation
It is recommended that the City Council read by title only for first reading, waiving further reading, and introduce the attached ordinance amending Chapter 2 of the City of South Pasadena Municipal Code (SPMC) to establish a Finance Commission.

Fiscal Impact
None.

Commission Review and Recommendation
The Finance Committee recommends that the City Council adopt the proposed ordinance.

Background
Following the Orange County investment scandal, the City established an Investment Review Committee. In 2007, the Investment Review Committee was dissolved and a Finance Committee (Committee) was established in order to serve in an advisory capacity to the City Council, the City Treasurer, and staff on a wider range of financial issues, not just matters related to investments and cash management. As originally constituted, the Committee had three members who served without terms. In 2008, the City Council increased the number of members to five, but made no further adjustments to the Committee structure.

Recently, concerns were raised regarding the lack of set terms, and other structural differences between the Committee and City Commissions. At the November 4, 2015 City Council Meeting, staff was directed to proceed with re-establishing the Committee as a City Commission and to return to City Council with an appropriate ordinance.

Analysis
The Committee discussed parameters for a Commission at its January 12, 2016 meeting. The

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Committee is recommending that all the conditions in the General Provisions governing commissions (Article IV, Sections 2.23-2.35 of the SPMC) apply to the new Commission, including maintaining the number of members at five, since with the establishment of set terms, there would not appear to be any need to expand the membership. The Committee also suggested that initial terms be staggered as follows: one member will serve one year and then be eligible for two consecutive three-year terms, two members will serve two years and then be eligible for two consecutive three-year terms, and the remaining two members will serve three years and be eligible for one additional consecutive three-year term.

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. Finance Commission Ordinance
2. SPMC Article IV. Boards and Commissions – General Provisions

ATTACHMENT 1
Finance Commission Ordinance

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING CHAPTER 2 (ADMINISTRATION) OF THE SOUTH PASADENA MUNICIPAL CODE, WITH THE ADDITION OF A NEW ARTICLE IVL TO CREATE THE FINANCE COMMISSION

WHEREAS, in September 2007, the City Council of the City of South Pasadena (City) created a Finance Committee to advise the City Council, the City Treasurer, and Finance Director on a wide range of financial issues; and

WHEREAS, the Finance Committee operates under a set of by-laws that are not consistent with the rules and regulations governing other City boards and commissions; and

WHEREAS, it is the desire of the City Council to provide consistency between the City boards and commissions regarding governing rules and regulations, including appointments and terms of service.

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

SECTION 1. Chapter 2 (Administration) of the South Pasadena Municipal Code is hereby amended with the addition of the following new Article IVL (Finance Commission) as follows:

ARTICLE IVL. FINANCE COMMISSION

2.79-7 Creation.
There is hereby created a Finance Commission.

2.79-8 Meetings.
The Finance Commission shall hold a maximum of six regular meetings per calendar year. The commission shall adopt a schedule of meetings each year, consistent with this section.

2.79-9 Powers and Duties.
The powers and duties of the Finance Commission shall be to:

(a) Provide high-level oversight and advice to the city council, city treasurer and finance director regarding financial matters affecting the city including, but not limited to, investments, budget development

and monitoring, revenue development, taxation, debt financing, and internal controls;

(b) Formulate and propose policies on financial matters for approval by the city council;

(c) Recommend the adoption of standards on organizations, personnel, areas and facilities, program and financial support;

(d) Make periodic inventories of financial services that exist or may be needed and interpret the needs of the public to the city council;

(e) Aid in coordinating the financial services with the programs of other governmental agencies and voluntary organizations;

(f) Inform the public of the policies and functions of the financial programs as directed by the city council.

SECTION 2. 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 17th day of February, 2016.

_____
Diana Mahmud, Mayor

ATTEST:

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

APPROVED AS TO FORM:

_____
Teresa L. Highsmith, 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 17th day of February, 2016, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

_____

Evelyn G. Zneimer, City Clerk
(seal)

ATTACHMENT 2

Article IV. Boards and Commissions – General Provisions

ARTICLE IV. BOARDS AND COMMISSIONS—GENERAL PROVISIONS

2.23 Composition, appointment and removal of members.

(a) Unless otherwise specified in this article, all boards and commissions shall consist of five adult members, all board and commission members to be appointed by the mayor of the city with at least three affirmative votes of the city council. All members of any city board or commission shall be subject to removal at any time without cause by motion of the city council adopted by at least three affirmative votes of the city council. Upon appointment, commission members take the oath of office.

(b) In addition, the mayor may appoint one nonvoting youth member to any board or commission of the city, at his or her discretion, in the same manner as prescribed in subsection a of this section. (Ord. No. 2187, § 2, 2009; Ord. No. 2228 § 1, 2012.)

2.24 Eligibility for membership.

(a) To be eligible for appointment or retention on any board or commission, a citizen must be and must maintain his or her status as a resident elector of the city. Elected city officials/employees are not eligible for membership on any board or commission. No individual shall serve on more than one board or commission at the same time. Notwithstanding the aforementioned prohibition of serving on more than one board or commission at the same time, in the event that a committee or other body is merged with a board or commission or is redesignated as a board or commission, the city council may waive this prohibition for any incumbent members of said committee or body. Said waiver shall be in effect until expiration of the commissioner's term on either commission, whichever commission term expires first.

(b) To be eligible for appointment to any board or commission as a nonvoting youth member, a citizen must be and must maintain his or her status as a resident of the city and be between the ages of fourteen and eighteen years old. No youth member shall serve on more than one board or commission at the same time. (Ord. No. 2187, § 2, 2009; Ord. No. 2210, § 1, 2010; Ord. No. 2228 § 2, 2012.)

2.25 Term of office.

(a) The term of office for boards and commissions shall be for three years (full term) commencing on January 1st and ending on December 31st. Notwithstanding, an appointment to a board or commission may be for a partial term of one or two years, if the mayor and city council find that it is necessary to do so in order to stagger the terms so that the terms of no more than three members of said commission or board will expire in the same year. Said partial term appointment shall be treated in the same manner as an appointment to an unexpired term. For those board members and commissioners serving at the time of the passage of the ordinance codified in this article, whose terms end on a different date, their terms shall be automatically extended to the following December 31st. If there is more than a three-month delay between the commencement of the term and appointment of a replacement member, the term will begin on the date the replacement appointment is made, and the term will be considered a partial term and will be treated in the same manner as an appointment to an unexpired term.

(b) The term of office for a nonvoting youth member of any board or commission shall be for one school year commencing on September 2nd and ending on June 30th. Notwithstanding, an appointment of a youth member to a board or commission may be for a partial term. Youth nonvoting members are limited to two one-year terms on any one board or commission. (Ord. No. 2187, § 2, 2009; Ord. No. 2216, § 1, 2011; Ord. No. 2228 § 3, 2012.)

2.26 Terms of members—Filling vacancies.

The term of office of each board member or commissioner shall be for the appointed term three years or until their respective successors are appointed and qualify, and a commissioner may serve for not more than two consecutive full terms. A person who was appointed to serve a partial term or a prior board member or commissioner that has not served on the board or commission for a period of one year may be appointed to serve not more than two consecutive full terms. If a vacancy occurs otherwise than by expiration of a term, it shall be filled by the mayor, with the approval of the city council, by appointment for the unexpired portion of the term. Resignations from commissions must be submitted in writing (email acceptable). (Ord. No. 2187, § 2, 2009; Ord. No. 2216, § 2, 2011.)

2.27 Absences.

A board member or commissioner's seat will be deemed vacant whenever such board member or commissioner, without excuse, misses three consecutive meetings or misses one-third or more of all regular meetings within any six-month period. To obtain an excused absence, commissioners must notify commission staff, who will then inform the city clerk's office. Attendance of less than fifty percent of any meeting will be counted as an absence. (Ord. No. 2187, § 2, 2009.)

2.28 Compensation.

The members of all boards and commissions shall serve without compensation for their services as such, but may receive reimbursement for necessary traveling and other expenses incurred on official duty when such expenditures have been authorized. The city shall include in its annual budget such appropriations of funds as in its opinion shall be sufficient for the proper and efficient functioning of such commission. (Ord. No. 2187, § 2, 2009.)

2.29 Appointment to salaried office.

No member of any board or commission of the city shall be eligible for appointment to any salaried office in the service of the city unless such board member or commissioner has resigned as a board member or commissioner prior to his appointment to the salaried position. (Ord. No. 2187, § 2, 2009.)

2.30 Quorum.

With the exception of the community redevelopment commission and the natural resources and environmental commission, three members of any board or commission shall constitute a quorum. In the event that vacancies exist on a five-member body, three members must be in attendance to achieve a quorum. Four members shall constitute a quorum and a majority vote for the community redevelopment commission and a quorum for the natural resources and environmental commission. (Ord. No. 2187, § 2, 2009.)

2.31 Organization.

All boards and commissions shall, at their first regular meeting after January 1st of each year, or as soon as reasonably possible, but in no event later than March 31st of that year, elect a chair and vice-chair from among its appointed members to serve for a term of one year. The persons selected as chair and vice-chair shall serve no more than two consecutive one-year terms as chair or vice-chair, respectively. The vice-chair shall serve as chair in the chair's absence. Commissions shall select a secretary, who may or may not be chosen from the membership of the commission. Copies of signed minutes are to be filed with the city clerk's office. All proceedings are open to the

public.

Periodically, in order to insure that commissions are functioning as efficiently as possible, and to assess whether commissions still warrant expenditure of limited resources, the city council will conduct assessments of the commissions and their processes. (Ord. No. 2187, § 2, 2009.)

2.32 Cooperation of city officers and employees.

All officers and employees of the city shall cooperate fully with and render all reasonable assistance to all city boards and commissions. (Ord. No. 2187, § 2, 2009.)

2.33 Not to incur obligations, expend revenues or commit city.

Unless otherwise authorized in this article, no commission or board shall have the power, without the consent of the city council, to incur financial obligations, nor to pledge the credit of the city, nor expend the revenues of the city for any purpose whatever, nor to commit the city, its council, officers and employees to any course of action, decision or procedure. (Ord. No. 2187, § 2, 2009.)

2.34 City council and staff liaisons.

The mayor shall appoint a councilmember as liaison to each board and commission. Liaisons are free to attend meetings as their schedules allow. The council liaison role is that of non-voting observer; the liaison does not participate in or direct commission activities. The council liaison shares council decisions and policies with the commission, and reports commission activities, issues, and requests to the council.

Each commission shall be assigned a staff liaison to assist in coordinating the commission's activities. The staff liaison is expected to provide assistance and support to the commission; provide information about relevant city policies and procedures; provide guidance and direction; develop meeting agendas in collaboration with the chair; assist the secretary with the minutes or other official documentation of the commission; facilitate communication between the commission and council; and keep the city manager informed of commission activities. With limited staff resources, the city expects commissioners to assume most of the responsibilities of carrying out the commission's mission. (Ord. No. 2187, § 2, 2009.)

2.35 Rules for transaction of business—Records.

Commissions shall keep records of its minutes, resolutions, findings, determinations, and recommendations, which records shall be public records. Commissions shall render annually to city council a full written report of its work during the preceding fiscal year. A summary is presented at a city council meeting. The commission shall also submit, from time to time, such reports as the city council may require.

Commission members are expected to complete educational programs on the Brown Act, ethics, and other topics. Costs for such programs will be assumed by the city. (Ord. No. 2187, § 2, 2009.)

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