



**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, December 16, 2015, 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 Robert S. Joe

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

PUBLIC COMMENT PERIOD FOR CLOSED SESSION ITEM 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 ITEM

A. Initiation of Litigation

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

Number of Cases: 1

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.

12/10/2015
Date


Desiree Jimenez,
Deputy City Clerk



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

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

Wednesday, December 16, 2015, 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 Robert S. Joe

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

INVOCATION: Mayor Robert S. Joe
**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: Mayor Robert S. Joe

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

PRESENTATIONS

2. Presentation of Certificates of Appreciation to Outgoing City Commissioners

- Robert Conte, Cultural Heritage Commission
- Amy Nettleton, Design Review Board
- Ann Penn, Library Board of Trustees
- Kim Hughes, Natural Resources and Environmental Commission
- Shireen Chang, Public Safety Commission
- Mathew Pendo, Public Works Commission

3. Presentation of a Certificate of Appreciation to Michael Toman for 20 Years of Service as an Employee with the City of South Pasadena

ELECTION OF OFFICERS

- 4. **Mayor's Year End Review Presentation**
- 5. **Election of Mayor and Mayor Pro Tem for the 2015-2016 Term**
(Officers also serve as Redevelopment Successor Agency Chair and Vice Chair; Public Financing Authority Chair and Vice Chair; and Housing Authority Chair and Vice Chair)
- 6. **Presentation to Outgoing Mayor Robert S. Joe by Incoming Mayor**
- 7. **Comments by Incoming Mayor**
- 8. **Recess to Reception**

COMMUNICATIONS

- 9. **Councilmembers Communications**
- 10. **City Manager Communications**
- 11. **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

12. Minutes of the City Council Meeting of November 18, 2015

Recommendation

Approve the minutes of the City Council Meeting of November 18, 2015.

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

Recommendation

Approve the City of South Pasadena Prepaid Warrants Nos. 191148 through 191205 in the amount of \$278,196.68; General City Warrants Nos. 191206 through 191331 in the amount of \$854,192.29; Payroll, dated December 04, 2015, in the amount of \$440,388.73. Seated as the Successor Agency to the Community Redevelopment Agency, approve the Redevelopment Successor Agency Payroll, dated December 04, 2015, in the amount of \$5,137.41 (included in the above totals).

14. Monthly Investment Reports for October 2015

Recommendation

Receive and file the monthly investment reports for October 2015 for the City Council, the Successor Agency to the Community Redevelopment Agency, and the Public Financing Authority.

15. Banking Services Agreement with Bank Of The West

Recommendation

Authorize the City Treasurer and staff to sign a Depository Contract and related documents for banking services with Bank of the West.

16. Award Contract in the Amount of \$249,975.20 to Emergency Vehicle Group, Inc. for Purchase of 2016 Dodge Type I 4500 Road Rescue Ambulance

Recommendation

1. Award a contract to Emergency Vehicle Group, Inc. (EVG) at the proposed competitive procurement price utilizing Houston-Galveston Area Council (H-GAC) nationwide government procurement service for the purchase of a Road Rescue Ambulance.
2. Authorize the City Manager to execute the Offer and Purchase Agreement.

PUBLIC HEARING

17. Adoption of a Resolution Authorizing Removal of the Existing Uncontrolled Marked Crosswalk at the Intersection of Fair Oaks Avenue and Lyndon Street (Cont. from 11/18/2015)

Recommendation

1. Conduct a public hearing to receive public comment on the possible removal of the existing uncontrolled marked crosswalk at the intersection of Fair Oaks Avenue and Lyndon Street.
2. Adopt a resolution entitled "A Resolution of the City Council of the City of South Pasadena, California, authorizing the removal of the existing uncontrolled marked crosswalk at the intersection of Fair Oaks Avenue and Lyndon Street."

ACTION/DISCUSSION

18. Award Contract in the Amount of \$23,900 to R.E. Patterson and Associates for the South Pasadena Emergency Operations Plan

Recommendation

1. Accept a proposal, dated November 5, 2015, from R.E. Patterson and Associates to research and write the City of South Pasadena Emergency Operations Plan and authorize the City Manager to execute an agreement with R.E. Patterson and Associates in an amount not-to-exceed \$23,900.
2. Reject all other proposals received.
3. Authorize a budget transfer in the amount of \$23,900 from the General Fund reserves.

ADJOURNMENT

**FUTURE CITY COUNCIL MEETINGS
(OPEN SESSION)**

January 6, 2016	Regular City Council Meeting	Council Chambers	7:30 p.m.
January 20, 2016	Regular City Council Meeting	Council Chambers	7:30 p.m.
February 3, 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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12/10/2015

Date

Desiree Jimenez
Deputy City Clerk

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**CITY OF SOUTH PASADENA
CITY COUNCIL
STUDY SESSION SPECIAL MEETING AGENDA**

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

Wednesday, December 16, 2015, at 6:30 p.m.

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Time allotted per speaker is three minutes.*

CALL TO ORDER: Mayor Robert S. Joe

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

STUDY SESSION

1. Discussion on the Draft Historic Preservation Ordinance

(Time limit is three minutes per person)

The City Council welcomes public input. Pursuant to Government Code Section 54954.3(a), members of the public will be provided with an opportunity to address any item described on the agenda only, at the time the matter is considered by the City Council. 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.

ADJOURN TO THE REGULAR CITY COUNCIL MEETING OF DECEMBER 16, 2015

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).

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12/10/2015

Date



Desiree Jimenez
Deputy City Clerk



City of South Pasadena Planning & Building Department

Memo

Date: December 16, 2015
To: Honorable Mayor and City Council
From: John Mayer, Senior Planner *JM*
Re: Study Session for Draft Preservation Ordinance

On November 19, 2014, staff presented the Cultural Heritage Commission's (CHC) draft re-write of the City's Historic Preservation ordinance. Since that time, Staff has worked with the City Attorney and the Cultural Heritage Commission to make some clarifications and address inconsistencies. A list of those edits and comments are included as Attachment 1.

The public was invited to a Special Meeting of the CHC on November 12, 2015 meeting to learn about the preservation ordinance. Staff created a webpage so that the public can access the entire ordinance. The ordinance is broken out into separate sections with short descriptions about the content. The website is <http://www.southpasadenaca.gov/index.aspx?page=531>.

The latest draft of the Preservation Ordinance is attachment 2. This memo can be used as a guide that will identify the issues with the current ordinance (Attachment 3). Staff has also included the PowerPoint presentation for tonight's hearing (Attachment 4).

BACKGROUND

Since 1992, South Pasadena's preservation ordinance has been an effective tool for implementing the City's historic preservation efforts. However, it has several deficiencies and it doesn't address current preservation issues. In 2007, the State Office of Historic Preservation awarded the City with a grant to help fund revisions to the ordinance. South Pasadena is a Certified Local Government (CLG) which means that the City is eligible for Federal grants, technical assistance, and generally shows the City's commitment to historic preservation. Staff retained the services of Historic Resources Group (HRG) to review the current ordinance for possible legal issues, antiquated content and inconsistent standards. HRG prepared a diagnosis report of those issues and used that information to draft a new ordinance.

Since 2008, the CHC has tailored the draft ordinance in a way that will help the Commission with its decision making and it will help the public by having a clear understanding of the CHC's

purpose and its processes. The main purpose of this revised ordinance is to strengthen the City's legal framework needed to assure continued protection of its historic character and scale.

PROPOSED ORDINANCE

This memo serves as a guide to all 12 sections of the proposed Preservation Ordinance including: a short description of each section's purpose, a list of each section's deficiencies/outdated content, and items that were added to address those issues.

1. Purpose Statement

Section 2.58 (Attachment 2, P. 2)

Description

The proposed ordinance begins with a purpose statement to establish the City's reasons for enacting preservation laws. The purpose statement explains the City's preservation goals so that everyone clearly understands why South Pasadena preserves historic buildings and what it hopes to accomplish by regulating the look of new construction.

Current Ordinance

The current ordinance lacks a "purpose statement".

Proposed Ordinance

The purpose statement reflects the preservation goals that are outlined in the recitals section of the City's original preservation ordinance.

2. Definitions

Section 2.59A (Attachment 2, P. 3)

Description

This section includes a concise set of definitions of terms that are used throughout the preservation ordinance.

Current Ordinance

The current ordinance contains 18 terms and definitions.

Proposed Ordinance

The proposed ordinance contains 37 definitions. The CHC reviewed certain terms that needed refinement and other terms needed to be defined in order to be consistent with new, updated content in the ordinance.

3. Enabling Authority

Section 2.59B (Attachment 2, P. 8)

Description

The ordinance must identify the legal authority by which it is able to regulate historic buildings and historic areas. It needs to include a discussion on the state and federal legal framework for preservation in California.

Current Ordinance

The current ordinance lacks this section.

Proposed Ordinance

Section 2.59 identifies the California Government Code Sections that allow city and county legislative bodies to protect “places, sites, buildings, structures, works of art, and other objects having a special character or special historical or aesthetic interest or value”.

4. Cultural Heritage Commission (CHC)

Section 2.61 (Attachment 2, P. 9)

Description

This section identifies the entity charged with administering and enforcing the ordinance (the CHC). Since South Pasadena is a Certified Local Government (CLG), the City must comply with certain requirements in order to maintain that status. The ordinance must have an “adequate and qualified historic preservation review commission”.

Current Ordinance

Establishment of the CHC is in the current ordinance and is in general compliance with the CLG requirements. See.

Proposed Ordinance

The CHC rejected HRG’s suggested language because it was too restrictive; each member would need to represent a different discipline related to historic preservation. Commissioners agreed to keep the current language with two minor changes. Two members are *encouraged* to be appointed from professionals specializing in a history, architecture, architectural history, and other related professions. This requirement matches the CLG’s requirements for an “adequate” review commission. The CHC now has this expertise and it has been extremely helpful in reviewing applications for designation of historic resources and Certificates of Appropriateness (approvals for construction). Having a small portion of experts on the CHC will ensure sound judgment in carrying out the provisions of the ordinance.

5. Powers and Duties of the Commission

Section 2.62 (Attachment 2, P. 9)

Description

This section gives the CHC broad powers to discuss and review all matters related to historic preservation. It also gives latitude for the City Council to send historic preservation related items to the CHC for review and follow-up.

Current Ordinance

There are 23 specified duties listed in the current ordinance. Only three allow the CHC final review authority, unless appealed to the City Council. These include:

(1) Establish criteria and conduct or cause to be conducted a comprehensive survey of cultural resources within the boundaries of the city, and publicize and periodically update survey results;

(13) Adopt written standards to be used by the commission in reviewing applications for permits to construct, change, alter, modify, remodel, remove, demolish or affect any landmark or historic district;

(23) 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, approved and adopted by the city council.

Proposed Ordinance

The CHC grouped the enumerated powers into 5 categories including: 1) review and approval; 2) identify cultural resources; 3) establish criteria and standards; 4) community outreach activities; and 5) promote preservation objectives. The CHC listed these duties in accordance with the Commission’s most common activities. Three items were added including: the duty to recommend approval of Mills Act contracts, compile an Inventory, and establish criteria for a comprehensive survey of cultural resources.

**6. Register of Landmarks and Historic Districts
SPMC Section 2.63 (Attachment 2, P. 13)**

Description

A property that is listed on the Inventory could become a registered Landmark. A grouping of properties that have a common theme, known as a *potential* historic district could become a *designated* historic district. Landmarks and Historic Districts are officially designated by the City Council as being worthy of public interest and protection. This section of the ordinance outlines the procedure for registering a landmark and historic district.

Current Ordinance

The CHC has the authority to recommend landmarks and historic district designations to the City Council.

- Criteria: It allows the CHC to recommend listing by using any, or all, of 14 criterions.
- Report: The CHC must prepare and send a report with its recommendation to the City Council on the historical and architectural significance of the site(s) to be designated.
- Owners Consent: With respect to a historic district, the ordinance requires that 50% + 1 of all affected property owners “*must consent*” to the nomination. The current ordinance is unclear about how to obtain that consent in a fair and transparent way.

Proposed Ordinance

The proposed ordinance contains the following changes with respect to Landmarks and Historic Districts:

- Criteria: The designation criteria remains, but the language was tightened so that a potential landmark or historic district meets a high bar. As part of the revised criteria, the new ordinance incorporates three key concepts used by the National Register program to decide whether a property or a district qualifies for listing including: 1) historic significance, 2) historic integrity, and 3) historic context, which are used by the National Register program to decide whether a property or a district qualifies for listing.
- Report: The revised ordinance delineates the required content for the report to City Council:

- Statement of Significance. The statement would clearly explain the reasons why a property or district meets the City's criteria. It would also include mention of the significant themes and historic contexts to which the property relates.
- Written Findings. Three findings would describe the reasons a Landmark or Historic District qualifies for the Register of Landmarks and Historic Districts. The 3 findings include: consistency with ordinance's purpose statements, meeting one or more criteria under designation criteria, and the degree of integrity.
- Survey & Context Statement Required. The survey will identify the buildings, structures, landscaping, or Natural Features that are considered "Contributing Elements" and those that are "Non-Contributors". The Context Statement establishes a link between the physical environment of a proposed Historic District and its history.
- Additional Findings. There are four other findings that address: appropriateness of the boundaries, interrelationship of a district's resources, historic integrity of contributors, and that a majority of owners do not oppose the nomination of a district.
- Owners Consent: The revised ordinance changes the requirements for the majority and ensures the property owners have good information before voting.
 - Impartial Analysis: The City Attorney would prepare an impartial analysis that property owners clearly understand the effects of becoming an historic district. City staff would mail the analysis and a ballot to the property owners within the proposed district. The ballot would provide the owner with the option to consent to or to oppose a district designation.
 - District Vote:
 - For districts that are on the California Register, but are not designated locally, a nomination would have to be defeated by a simple majority of those who oppose it. The CHC felt that it should be harder for a majority to vote down an important district (Paragraph D, Page 10).
 - For all other potential districts, the CHC agreed with the City Council's request that a 60% majority of properties vote in support of a district nomination. This was in reaction to a Councilmember who felt that a simple majority was "troubling" (Paragraph E, Page 10).

7. Inventory of Cultural Resources Section 2.64 (Attachment 2, P. 19)

Description

The Cultural Heritage Inventory is the formal adopted list of the entire City's identified cultural resources. The term "inventory" and "survey" are used somewhat interchangeably. The survey is used to create the inventory. It is the City's official list of properties that were determined historically significant through a systematic inventory and evaluation of buildings

within the City.

Current Ordinance

The current ordinance does not acknowledge the City's establishment of an inventory, but does have procedures for adding and deleting properties from it.

The CHC needs an updated survey of the City's historic resources in order to make sound legal decisions in accordance with the California Environmental Quality Act (CEQA). Per CEQA Guideline Section 15064.5(a), "historical resources" include resources identified in a historic survey. The survey provides information that commissioners use to make decisions that affect historic resources. Decisions made on outdated information could open the City to legal challenge.

Proposed Ordinance

The revised ordinance acknowledges the adoption of City Council Resolution No. 6286 (South Pasadena Resources Survey: Inventory of Addresses). Section 2.63(a)(2) requires a review of the Inventory every 5 years so that it remains up to date according to current preservation planning practice. Compiling and regularly updating an accurate and complete survey of potential historic resources is one of the best ways to ensure that the City's CEQA determinations are legally adequate, and it also serves as an excellent planning tool in general.

8. Certificate of Appropriateness – Alteration and Demolition
Section 2.65 (Attachment 2, P. 21)

Description

A Certificate of Appropriateness is a permit that the CHC grants to a property owner, who submits plans to alter, demolish, relocate or remove a building or structure that's listed on the Historic Inventory. An "alteration" is any exterior change or modification to a historic property. The CHC has the authority to approve or disapprove an application for a Certificate of Appropriateness.

Current Ordinance

The current ordinance lacks the following pertinent items:

- Clear review criteria that the CHC needs to evaluate changes to historic resources. Currently, the CHC determines whether alterations meet national, state or local criteria for designation as a landmark or as part of a historic district.
- A system that could streamline the approval process for small alteration projects (i.e. window replacements, rear yard porches, replacing siding, etc.).
- Acknowledgment of the California Environmental Quality Act (CEQA).
- An expiration date for Certificates of Appropriateness, which can be problematic if plans are, acted upon several years later, after the context of a neighborhood changes.

Proposed Ordinance

- HRG added precise, tailored standards that can be used for the various applications that are submitted to the CHC for review. The new review criteria will be useful for property owners who need to know how a project should be designed so that it meets the CHC's expectations. It will also allow the courts to judge the validity of the CHC's decisions .
- The proposed ordinance establishes criteria for projects that are considered "minor" in scope.
- The draft ordinance establishes a CEQA review process for substantial alterations/demolitions to properties listed on the Inventory of historic resources.
- Certificates of Appropriateness would expire 18 Months from the date of approval.
- A Certificate of Appropriateness may be revoked if an applicant doesn't comply with the approval, the Preservation Ordinance, or the applicant misrepresented the project to the CHC.
- An appeal process was added.

**9. Certificate of Appropriateness Not Required – Work Related to Public or Safety
Section 2.66 (Attachment 2, P. 38)**

Description

This section includes provisions for the review of demolitions that are necessary in order to protect the interest of public health and safety.

Current Ordinance

The current ordinance does not have a procedure for handling structures that pose a threat to public health and safety.

Proposed Ordinance

The CHC discussed this topic with the Building Official, Craig Melicher. This new section outlines a procedure for handling buildings that pose an "imminent threat". A Certificate of Appropriateness (CHC Approval) would not be required for work related to protecting public health and safety.

Generally, if it can be shown that: 1) the imminent threat can't be abated by isolation, shoring, and/or bracing; and 2) the CHC, Building Official, and property owner cannot agree on a reconstruction plan, the historic resource can be demolished (in part or in full) within 8 days of the Building Official's evaluation of the threat.

**10. Historic Preservation Incentives
Section 2.67 (Attachment 2, P. 40)**

Description

A Mills Act contract allows a tax reduction for a property owner who agrees to perform certain restoration and maintenance tasks over a ten-year period. A property owner prepares a rehabilitation/maintenance plan for the improvements that will be made over a ten-year period. The CHC reviews the plan and makes a recommendation to the City Council for its approval.

The plan lists all of the necessary improvements that will be needed in order to restore and maintain a building's original appearance. Use of the Mills Act contract is authorized in the South Pasadena Municipal Code (SPMC) under Section 2.66 (Historic Preservation Incentives). The intent of the Mills Act contract is to "foster preservation of South Pasadena's cultural heritage landmark and historic district properties, and historic properties listed on the California Register. As a result, there are 220 properties that are eligible for a Mills Act contract.

In recent years, the City Council has raised concerns about ongoing monitoring of the City's Mills Act contracts and whether anyone is checking the status of the contract holder's obligations. Questions have been raised about whether the Mills Act is just a tax relief for normal maintenance and upkeep rather than an incentive to restore historic property.

Current Ordinance

The current ordinance does not have a procedure for reviewing, recommending, and monitoring Mills Act Contracts.

Proposed Ordinance

The CHC has drafted new language to ensure that the Mills Act incentive is being applied in an appropriate way, that there is follow up and enforcement of the Mills Act contracts, and that an annual report will be provided to the City Council regarding the status of Mills Act contracts.

- Foundation: Paragraphs (a) and (b) lay the foundation for the City to offer incentives for necessary work that will encourage owners of qualifying historic resources to rehabilitate, preserve, maintain, and restore historic properties
- Purpose: Section (c)(i) acknowledges the City Council's authority to use Mills Act Contracts based on the recommendations of the CHC. Section (c) contains three purpose statements to explain that the Mills Act is intended to support the goals and objectives of the General Plan's Historic Preservation Element and furthers the City's Preservation goals.
- Limitations: Section (c)(ii) establishes the limitations on properties that are eligible for the Mills Act. Eligible properties include Historic Landmark and Historic District Contributors. A third category was added to allow a property owner of a Historic Resource to request eligibility. To achieve eligibility, the CHC must agree that the historic resource is of particular importance to the city based on its unique design, style, or architecture and that the property owner provides substantial evidence that the resource needs substantial work.
- Criteria: Section (c)(iii) outlines all of the criteria that the CHC will use in its recommendation to the City Council. The Criteria Section is likened to a checklist that is used to make a recommendation.

For example, the CHC will make a recommendation based on the additional criterion that: the tax benefit is not expected to exceed the amount invested (subsection "a"), the tax benefit will not be used for previous work (subsection "c"), it will not be used for routine maintenance (subsection "d"), it will not be used for interior work (subsection "e"), and it will not be used for landscaping (subsection "f").

- Required Content of Contract: Section (c)(iv) explains that the Mills Act contracts shall include the required provisions per State Law, and that a Notice of Nonrenewal be automatically issued 6 years into the duration of the contract, unless otherwise recommended by the Commission.
- Administration: Section (c)(v) describes the processing of new Mills Act contracts.
- Annual Review and Recommendation: Section (c)(vi) includes the annual review of existing contracts, evaluation criteria for recommending a cancellation or a notice of nonrenewal. Please note that the CHC has not yet reviewed the criteria section, Section (c)(vi)(2).

11. Enforcement and Penalties

Section 2.68 (Attachment 2, P. 46)

Description

The most well-crafted preservation ordinance may be rendered ineffectual with weak enforcement provisions. The current code has several provisions designed to protect historic resources from demolition and inappropriate alterations.

Current Ordinance

The City has made a concerted attempt to protect historic buildings from illegal demolition or inappropriate alterations. The ordinance requires that the property owner abate the illegal work through reconstruction. If illegal demolition or inappropriate alterations affect a property that contributes to a historic district, or is a designated landmark, no building permits shall be issued for 5 years (unless a permit is needed for a safety reason); the penalty is 3 years for a home that's listed on the Inventory.

Proposed Ordinance

The proposed ordinance contains the same obligations and consequences; however, the language is broken out into sections and subsections for visual clarity. Previously, this section was described in two paragraphs. The CHC also added the ability for a property owner to first seek an approval for a Certificate of Appropriateness for the unpermitted work. If the Certificate of Appropriateness is denied, and denied upon appeal of the City Council, then the owner would need to abate the situation.

“Demolition by Neglect” is a term used to describe a situation in which a property owner intentionally allows a historic property to deteriorate, potentially beyond the point of repair. Property owners can use this kind of long-term neglect to circumvent the City’s historic preservation regulations. Sometimes demolition by neglect occurs when an owner essentially abandons a historic property. More often, neglect is an affirmative strategy used by an owner who wants to develop the property.

The most important tool for controlling demolition by neglect is a carefully drafted provision in the ordinance that requires affirmative maintenance and ensuring that the CHC has remedies and enforcement authority. The proposed ordinance (Paragraph “g”) explains the obligation to maintain a historic property and the consequences for the failure to maintain it. This section also describes examples of deteriorating features.

12. Severability of Provisions

Section 2.69 (*Attachment 2, P. 51*)

Description

Severability refers to a provision that states if parts of the ordinance are held to be unenforceable, the remainder of the ordinance should still apply.

Current Ordinance

Severability is covered in the current ordinance.

Proposed Ordinance

Severability is covered in the proposed ordinance with no changes.

Attachments:

1. Memo to CHC (Revisions to Ordinance)
2. Proposed Ordinance
3. Current Ordinance
4. PowerPoint Presentation for 12/16/15 Workshop

ATTACHMENT 1
Memo to CHC
(Revisions to Ordinance)



Memo

Date: August 14, 2015
To: Cultural Heritage Commission
From: John Mayer, Senior Planner
Re: Item #11 – Historic Preservation Ordinance

The City Attorney reviewed the draft Ordinance with Staff and made several comments and edits. The list below references those edits and comments. The mark-up copy is attached.

Section 2.63 (Register of Landmarks and Historic Districts)

Paragraph (c)(2), Page 17 of 52, City Attorney wanted this to clarify that the subcommittee is not actually conducting the study for a nomination for Landmark and Historic District; the burden is on the applicant to submit the study and for the subcommittee to review this. City Attorney wanted to ensure that property owners are using this paragraph to have commissioners do the work.

Section 2.65 (Certificate of Appropriateness – Alteration and Demolition)

Global Note Pp. 21-38: City Attorney had staff re-number the outline due to it becoming “unwieldy”.

Paragraph B (*Intent*) P. 22, extraordinary circumstances for demolition and inappropriate alterations was clarified to mean those involving “imminent threat”.

Paragraph D1 (*Exceptions*) P. 22, term paint was changed from noun to verb and clarified to mean painting a building

Paragraph E(6) (*Minor Project Review*) P. 26:

- City Attorney advised that this section be broken down into two sections: a) Eligibility Requirements for this review, and b) Application Process
- City Attorney noted that there are a lot of items listed as being eligible for M.P.R. Cautions that a possible concern is approving a lot of work (including demolition of non-contributing garages and accessory structures) without public notice.
- City Attorney noted that any item places on the Commission’s agenda must be noted, so a phrase was added to require public notification to satisfy Brown Act Requirements.
- Sentences referencing whether 3 commissioners expressed interest in a particular project was deleted; City Attorney said it’s a Brown Act Violation

- See additional tracked changes (in blue) from Pp. 26 to 27

Paragraph E(7)(b) (*Certificate of Economic Hardship*) P. 32, City Attorney strongly advised the Commission include findings to approve a Certificate of EC. The findings on P. 32 are from City of Ontario. Findings used in other cities are attached to this memo for additional information and reference.

Paragraph E(7)(c) (*Conditions*) Pp. 33-34:

- P. 33 - City Attorney said that you don't need to spell out all the conditions. She suggests leaving them more general, as in, the Commission may condition a Certificate of Appropriateness. Staff advises that the conditions remain so that staff and applicants will know what types of conditions can be expected at the hearing.
- P. 33 – Regarding a possible condition that would suspend a Certificate of Appropriateness for 180 days until the CHC can do something with a threatened resource; this seems like a dangerous condition to impose. It suggests that the Commission would have to grant the Certificate of Appropriateness if it does not take any of the steps listed within 180 days. This should not be the Commission's burden. It should always be the burden of the owner to demonstrate why a Certificate of Appropriateness should be granted. The word Commission was replaced with “owner”.
- Conditions that were previously listed as findings are now optional conditions of approval. City Attorney felt that those items were more appropriate as possible conditions of approval such as:
 - In the case of an approved relocation of an Historic Resource, building permits shall first be issued for the replacement project on the current location, prior to the relocation of an historic resource to another location
 - In the case of an approved demolition or relocation, all CEQA documentation has been reviewed and approved by the appropriate review authority
 - In the case of an approved demolition or relocation, any Mills Act contract formerly existing on the property shall no longer be in force, pursuant to the cancellation terms in the contract;
 - In the case of an approved demolition, the owner shall repay to the City any preservation grants or loans the owner previously accepted from the City as incentives to help preserve the resource;
- See additional tracked changes (in blue) from Pp. 33 to 34

Paragraph E(7)(d) (*Findings*) Pp. 34-37:

- P. 34 - City Attorney believes that altering or demolishing a listed property is probably never going to be consistent with the General Plan. We disagree, the General Plan's policies recognize that changes to historic resources are sometimes necessary to assure continuity with the City's historic character, scale, and small town feel.
- P. 35 – A paragraph noting that a project should be exempt, but is not, was deleted. The appropriate CEQA document should be adopted first. Then the Commission makes the appropriate findings.
- P. 36 – Paragraph 10 regarding findings for demolition: This should be restated. As written, it would allow an applicant to argue that demolition is appropriate simply because one of the findings can be met—for example, that the Mills Act contract is no longer in force or that the Commission didn't act to acquire the property, remove or save character defining parts or relocate the property.

This was corrected to require that all the findings be made for demolition including:

- CEQA analysis has been conducted, and the owner has provided substantial evidence, as defined in CEQA (Public Resources Code § 21080(e)), demonstrating that no feasible alternative exists that would avoid a significant adverse impact on the resource;
- The owner is approved for a Certificate of Economic Hardship;
- The size, massing and scale of the replacement structure is harmonious with other Improvements and

Natural Features that contribute to the Historic District or neighborhood character:

- o The replacement structure contributes to the integrity of the Historic District or neighborhood.

Paragraph E(9) (***Revocation or Modification of Certificate of Appropriateness***) p. 37: This decision should be appealed to the City Council to comply with due process. A sentence referencing the appeals process was added.

Section 2.67 (Historic Preservation Incentives)

Paragraph (c)(ii)(2), P.41 and P.45 of 52, City Attorney asks if the Commission really wants to limit Mills Acts to 4 per year. She said: "It may constrain preservation efforts". The CA also said that people may not be willing to try and go through the expense of preparing for a Mills Act when they know there is a cap.

ATTACHMENT 2
Proposed Ordinance

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
REPEALING AND REPLACING ARTICLE IVH (CULTURAL
HERITAGE COMMISSION) OF CHAPTER 2
(ADMINISTRATION) WITH A NEW ARTICLE IVH (CULTURAL
HERITAGE COMMISSION) OF THE SOUTH PASADENA
MUNICIPAL CODE TO UPDATE THE LEGAL FRAMEWORK
NEEDED TO PROTECT THE CITY'S CULTURAL RESOURCES**

WHEREAS, on February 19, 1992, the City Council adopted Ordinance No. 2004, which amended Chapter 2 of the South Pasadena Municipal Code related to the Cultural Heritage Commission; and

WHEREAS, the purpose of the formation of the Cultural Heritage Commission under Chapter 2, Article IVH of the South Pasadena Municipal Code is to promote the public health, safety, and general welfare by providing for the identification, protection, enhancement, perpetuation, and use of improvements, buildings, structures, signs, objects, features, sites, places, landscape and areas within South Pasadena that reflect special elements of the City's architectural, artistic, cultural, engineering, aesthetic, historical, political, and social heritage (the "Cultural Heritage Ordinance"); and

WHEREAS, on April 27, 2006, the Cultural Heritage Commission and staff determined that the Cultural Heritage Ordinance needs to be evaluated and revised in order to address current preservation issues and better achieve the City's preservation goals; and

WHEREAS, on October 1, 2007, the State Office of Historic Preservation awarded the City with a grant to partially fund draft revisions to the Historic Preservation Ordinance; and

WHEREAS, on October 28, 2008, a historic preservation consultant, who meets the Secretary of the Interior's Professional Qualification Standards, completed a review of the current Cultural Heritage Ordinance and prepared a draft revised ordinance that addressed possible legal issues, antiquated content, and inconsistent language; and

WHEREAS, on August 21, 2014, the Cultural Heritage Commission completed its review and fine tuning of the consultant's draft revised ordinance and has recommended approval of a new Cultural Heritage Ordinance.

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

SECTION 1. That Article IVH (Cultural Heritage Commission) of Chapter 2 (Administration) of the South Pasadena Municipal Code is hereby repealed in its entirety and replaced with the following new IVH (Cultural Heritage Commission):

ARTICLE IVH. CULTURAL HERITAGE COMMISSION

2.58A Title. This article shall be known as the “Cultural Heritage Ordinance.”

2.58B - Purpose. The purpose of the Cultural Heritage Ordinance is to promote the public health, safety, and general welfare by providing for the identification, protection, enhancement, perpetuation, and use of improvements, buildings, structures, signs, objects, features, sites places, landscapes and areas representing the City’s architectural, artistic, cultural, engineering, aesthetic, historical, political, social, and other heritage for the following reasons:

(a) Sense of Place

- (1). To preserve, maintain, and safeguard the City’s heritage and character as embodied and reflected in the sites, structures, and neighborhoods that serve as significant reminders of the city’s social, educational, cultural and architectural history and;
- (2). To foster civic and neighborhood pride, a sense of identity based on the recognition and use of Cultural Resources, and continuity of the city’s historic character, scale and small town atmosphere in all future construction; and;
- (3). To encourage maintenance and preservation of areas that are associated with a historic event, activity, or persons that contribute to the historic character of districts, neighborhoods, landmarks, historic structures, and artifacts.

(b) Physical Setting

- (1). To preserve diverse and harmonious architectural styles, reflecting phases of the City’s history and to encourage complementary contemporary design and construction and;

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- (2). To identify as early as possible, and resolve conflicts between the preservation of Cultural Resources and alternative land uses and;
- (3). To conserve valuable material and energy resources by ongoing historic or adaptive new use and;

(c) Education

- (1). To promote the use and enjoyment of private and public historic structures, districts, and Cultural Resources as appropriate for the appreciation, general welfare, and recreation of the people of the City;
- (2). To foster pride in the ownership of City historic or Cultural Resources;
- (3). To encourage public knowledge, understanding, and appreciation of our cultural and environmental heritage;

(d) Economic

- (1). To stabilize and enhance neighborhoods and property values and increase economic and financial benefits to the City and its inhabitants;
- (2). To adopt incentives that promote the preservation and rehabilitation of historic structures.

2.59A Definitions.

“Alteration” means any exterior change or modification, through public or private action, of any cultural resource or of any property located within a historic district including, but not limited to, exterior changes to or modification of structure, architectural details or visual characteristics, such as surface texture, grading, surface paving, new structures, cutting, or removal of trees and other natural features, disturbance of archaeological sites or areas, and the placement or removal of any exterior objects, such as signs, plaques, light fixtures, street furniture, walls, fences, steps, plantings and landscape accessories substantially affecting the exterior visual qualities of the property; except such alterations as identified in Section 2.64(c)(1) shall not be subject to the provisions of this article.

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“Building Official” means the officer or other designated authority charged with the administration and enforcement of the building, housing, electrical, plumbing, and related codes.

“California Environmental Quality Act” (CEQA) Shall refer to the State of California law requiring public agencies to study, document and consider the potential environmental effects of a proposed action prior to allowing the action to occur. Collectively, the provisions of CEQA are codified in Public Resources Code Section 21000 et seq. and in the State of California CEQA Guidelines, as described in the California Code of Regulations, Title 14, Chapter 3, Section 15000 et seq.

“California Office of Historic Preservation” “California Office of Historic Preservation” (also known as the Office of Historic Preservation or OHP) means the agency that carries out the provisions of the National Historic Preservation Act of 1966, as amended, and related State and Federal laws and regulations pertaining to the preservation of historic and archaeological resources. It carries out the National Park Service’s historic preservation programs including nominating historic properties to the National Register of Historic Places and qualifying local programs for the Certified Local Government program. It also administers the State’s preservation programs such as the California Register of Historical Resources. (See Public Resources Code §§ 5020, et seq.)

“California Register of Historical Resources” California Register of Historical Resources shall refer to the authoritative and comprehensive listing and guide to California’s significant Cultural Resources, including historic (built environment) and prehistoric (archeological and paleontological) resources. The California Register of Historical Resources is defined in the State of California Public Resources Code Section 5024.1 and in the California Code of Regulations, Title 14, Chapter 11.5, Sections 4850 et seq.

“Certificate of Appropriateness” “Certificate of Appropriateness” means the permit granted on the finding by the Cultural Heritage Commission that the application to demolish, alter, or relocate an historic resource as defined by this ordinance, is in accordance with the City’s Design Guidelines, the Secretary of the Interior Standards, and other applicable criteria as provided in Section 2.64).

“Character-Defining Feature” are those visual aspects and physical elements that comprise the appearance of a historical building or property, and that are significant to its historical, architectural and cultural values, including the overall shape of the historical building or property, its materials, craftsmanship, decorative details, interior spaces and features, as well as the various aspects of its site and environment.

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“Contributing Resource (Contributor)” A property or feature, including all buildings, structures, objects, and/or sites, that contribute to the historic significance of a designated or eligible historic district.

Cultural Heritage Commission, Commission” means the Cultural Heritage Commission of the City established by this article.

“Cultural Resource” Cultural Resource shall refer to historic (built environment) and prehistoric (archeological and paleontological) resources that are significant in the history of the city, region, state or nation. Cultural Resources include built or natural resources listed on or eligible for listing on the National Register, California Register, or South Pasadena Register of Cultural Resources. Cultural Resources can include: property improvements, buildings, structures, objects, sites, historic districts, signage, or other manmade or natural features. Historic significance can derive from a range of social, historic, and cultural values or associations, including scientific, aesthetic/architectural, and political, among others.

“Demolition” shall mean the destruction or removal in whole or part of any physical structure.

“Design Guidelines” means the approved City of South Pasadena Residential Design Guidelines and the City of South Pasadena Commercial Design Guidelines, as they may be amended from time to time.

“Engineering Evaluation” Shall mean an evaluation of a building or structure performed under the direction of a qualified professional (Historic Architect or Structural or Civil Engineer, as defined in this article).

“Historic Context” means a broad pattern of historical development in a community or its region, organized by theme, place, and time which may be represented by historic resources.

“Historic District” means any area or site containing a number of Improvements or Natural Features that have a special character, historical/aesthetic value or interest, or that represent one or more architectural periods or styles typical of a period of the City's history. A Historic District shall have a significant concentration, linkage, or continuity of sites, buildings, structures, objects, or other features that are united in terms of historic development, architecture, or aesthetics. A Historic District may contain both Contributing Resources and Non-Contributors, depending on whether the resource adds or does not add to the qualities, associations, and values of the Historic District.

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“Historic Integrity” is the authenticity of a property’s historic identity, evidenced by the survival of physical characteristics that existed during the property’s prehistoric or historic period of significance. For properties listed in or eligible for inclusion in the City’s Register of Cultural Resources, Historic Integrity is the composite of seven aspects: location, design, setting, materials, workmanship, feeling, and association. Historic Integrity enables a property to continue reflecting and conveying its historic significance. Not only must a property resemble its historic appearance, but it must also retain physical materials, design features, and aspects of construction dating from the period when it attained significance.

“Historical Resource means any building, structure, object, site, area or place that is historically or archaeologically significant, or is significant in the architectural, engineering, scientific, economic, agricultural, educational, social, political, military or cultural annals of California, or the city of South Pasadena, or both as defined by CEQA” means any resource within the categories of Historical Resources defined by CEQA Guideline [California Code of Regulations Title 14] Section 15064.5(a), as it may be amended from time to time.

“Imminent Threat” means the existence of any condition within, or affecting, a structure that, in the opinion of the authority having jurisdiction, would qualify such building or structure as dangerous to the extent that the life, health, property or safety of the public, the structure’s occupants, or those performing necessary repair, stabilization or shoring work, are in immediate peril due to conditions affecting the building or structure. Potential hazards to persons using, or improvements within, the public right-of-way may not be construed to be “Imminent Threats” solely for that reason if the hazard can be Mitigated by shoring, stabilization, barricades or temporary fences.

“Improvement” means any building, structure, parking facility, fence, gate, wall, landscape, work of art or other object affixed to and constituting a physical betterment of real property, or any part of such betterment.

“Landmark” shall mean any designated improvement or natural feature that has special character, or has special historical, cultural, architectural, archeological, community, or aesthetic value as part of the heritage of the city, region, state, or nation.

“Maintenance” means any work done to an Improvement or Natural Resource to preserve it or keep it in its existing condition.

“National Register of Historic Places” means the official Federal inventory of districts, sites, buildings, structures, and objects significant in American history, architecture, engineering, archaeology, and culture. The National Register is maintained by the

Secretary of the Interior under the authority of the Historic Sites Act of 1935 and the National Historic Preservation Act of 1966 (16 U.S.C. 470 et seq., 36 C.F.R. Sections 60, 63).

“Preservation” means the act or process of applying measures necessary to sustain the existing form, integrity and materials of a historic property. Work, including the preliminary measures to protect and stabilize the property, generally focuses on the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction.

“Qualified Professional(s) shall mean any of the following professions/occupations:

- Architectural Historian shall refer to an architectural historian who meets and/or exceeds the Secretary of the Interior’s Professional Qualifications Standards in architectural history, as defined by the National Park Service.
- Civil Engineer means any individual registered by the State of California to practice civil engineering pursuant to the State of California Business and Professions Code, Chapter 7, Section 6702. When working with historic buildings and structures for the City of South Pasadena, the Civil Engineer shall have experience in historic preservation.
- Historian shall refer to a historian who meets and/or exceeds the Secretary of the Interior’s Professional Qualifications Standards in history, as defined by the National Park Service.
- Historic Architect shall refer to a licensed architect who meets and/or exceeds the Secretary of the Interior’s Professional Qualifications Standards in historic architecture, as defined by the National Park Service.
- Preservation Contractor: Preservation Contractor shall refer to a licensed Contractor with a minimum of five years experience of completed work similar in material, design, and extent to that indicated for the Proposed Project with a record of successful in-service performance.
- Structural Engineer means any individual registered by the State of California to practice structural engineering and to use the title Structural Engineer pursuant to the State of California Business and Professions Code, Chapter 7, Section 6701. When working with historic buildings and structures for the City of South Pasadena, the Structural Engineer shall have experience in historic preservation.

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“Repair” Means the fixing of a deteriorated or damaged part of an existing Improvement or Natural Resource, in a manner that is consistent with the existing materials and appearance

“Secretary of the Interior’s Standards for the Treatment of Historic Properties” shall mean both the Standards and Guidelines developed by the Department of the Interior, National Park Service, which addresses the preservation of Historical Resources including buildings, sites, objects, districts, and landscapes. The Secretary of Interior Standards identify four treatments including: Preservation, Rehabilitation, Restoration, and Reconstruction.

“Site” A parcel or adjoining parcels under single ownership or single control, considered a unit for the purposes of development or other use.

“South Pasadena Inventory of Cultural Resources, or Inventory “The official list of properties that are located within the City of South Pasadena including: cultural heritage landmarks and historic district properties, historic properties listed on the California Register, properties that are listed as being eligible for special consideration in local planning.

“South Pasadena Register of Landmarks and Historic Districts” means the list of designated Landmarks and Historic Districts in the City of South Pasadena that have been designated as such pursuant to this article.

“State of Emergency” Means a declaration by the President of the United States of America, or by the Governor of the State of California, pursuant to Chapter 7 of Division 1 of Title 2 of the Government Code, or by the South Pasadena City Council.

“Uninhabitable Structure” Means a Cultural Resource damaged as a result of an Emergency and/or possesses a threat to health and safety and has been posted as “unsafe/no entry” (ATC red tag) or “unsafe/limited entry” (ATC yellow tag) by the Building Official, an OES Certified Inspector, or a Federal Inspector. An Uninhabitable Structure shall be a structure that is not, or cannot be, occupied, inhabited, or used for its intended purposes.

2.59B Enabling Authority.

California Government Code Sections 65850 and 37361 enable city legislative bodies to provide for “the protection, enhancement; perpetuation, or use of places, sites, buildings,

structures, works of art, and other objects having a special character or special historical or aesthetic interest or value.”

2.60 A - Creation.

There is hereby created a cultural heritage commission of the city. (Ord. No. _____ § 2, 2014.)

2.61 Cultural Heritage Commission.

(a) Composition and Appointment of Members. Five (5) Commissioners shall be appointed pursuant to Section 2.23 of Article IV, Boards and Commissions – General Provisions. All members shall have an expressed interest in and knowledge of the cultural heritage of the city. Members shall be chosen from among:

- (1) Professionals in the disciplines of architecture, history, planning, archeology, land economics, real estate or a related discipline, to the extent such professionals are available in the community. At least two (2) members are encouraged to be appointed from among professionals in the disciplines of history, architecture, and architectural history, planning, pre-historic and historic archeology, folklore, cultural anthropology, curation, conservation, and landscape architecture or related disciplines, such as urban planning, American studies, American civilization, or cultural geography, to the extent that such professionals are available in the community.
- (2) Such other persons as have demonstrated special interest, experience, or knowledge of the history, architecture or cultural heritage of the city as will provide for an adequate and qualified commission;
- (3) In order to permit the commission flexibility in performing its duties in as efficient a manner as possible, the commission may adopt criteria under which the chair, acting alone, or a subcommittee of the full commission, may implement and administer the policies of the commission on a case by case basis.

2.62 Powers and duties of the Commission.

(a) General Powers. The Commission shall be an advisory board to advise the City Council, Planning Commission, Parks and Recreation Commission, all City

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departments and the City Manager on all matters relating to the identification, protection, retention, and preservation of landmarks and historic districts in the City. The Commission shall have the power to appoint an advisory panel of volunteer experts as may be necessary to assist in the exercise of its duties.

(b) Enumerated Powers. The Commission shall have the following powers and duties in addition to those otherwise provided in this article:

1. Review and Approval

- A. Approve or disapprove in whole or in part applications for Certificates of Appropriateness and their related environmental assessments regarding the demolition, alteration or relocation of a landmark or an improvement or natural feature within a historic district or a structure or building listed on the Cultural Heritage Inventory, approved and adopted by the City Council.
- B. Review all applications for permits, environmental assessments, environmental impact reports, environmental impact statements, and other similar documents set forth in this article, pertaining to all Cultural Resources;
- C. Render advice and guidance, upon the request of property owners or occupants, on procedures for inclusion of a building, structure, improvement, or site on the local inventory, state or national register;
- D. Render advice and guidance, upon request of the property owners, on the restoration, alteration, decoration, landscaping or maintenance of any landmark and historic district; and
- E. Review and advise upon the conduct of land use, housing and redevelopment, municipal improvement, and other types of planning and programs undertaken by any agency of the City, the County, or State, as they relate to qualified historic resources.
- F. Review and advise upon the requests for Mills Act contracts and existing Mills Act contracts

2. Identify Cultural Resources

- A. Compile and maintain a current South Pasadena Cultural Heritage

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Inventory that includes all sites, natural features, buildings and structures that are potentially eligible for landmark or historic district status or that may warrant special consideration in local planning. Copies of the Inventory shall be transmitted to the City Clerk and City Manager, and to the departments of Planning and Building, Parks and Recreation, Public Works and other appropriate departments and governmental or civic agencies;

- B. Compile and maintain a current local South Pasadena Register of all sites, natural features, buildings and structures designated and approved as Landmarks or Historic Districts by the City Council. A description of the Landmark or Historic District on the Register and its reason for inclusion shall be contained therein. Copies of the Register shall be transmitted to the City Clerk and City Manager, and to the departments of Planning and Building, Parks and Recreation, Public Works and other appropriate departments and governmental or civic agencies;
- C. Recommend to the City Council that certain areas, places, buildings, structures, natural features, works of art or similar objects having a significant historical, cultural, architectural, community or aesthetic value as part of the heritage of the City be designated as Landmarks, or that areas be designated Historic Districts;
- D. Submit annually a recommended budget to the City Council covering services, supplies, equipment and other expenses appropriate for the performance of its duties; and
- E. The Cultural Heritage Commission shall establish criteria and conduct or cause to be conducted a comprehensive survey of Cultural Resources within the boundaries of the city, and publicize and periodically update survey results.

3. Establish Criteria and Standards

- A. Adopt specific criteria for the designation of landmarks and historic districts subject to approval by the City Council;
- B. Adopt written standards to be used by the Commission in reviewing applications for permits to construct, change, alter, modify, remodel, remove, demolish or affect any qualified Historical Resources; and

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- C. Establish criteria for a comprehensive survey of Cultural Resources within the boundaries of the city, and publicize and periodically update survey results.

4. Community Outreach

- A. Encourage public understanding and involvement in architectural, archaeological and environmental heritage through educational programs such as lectures, tours, walks, reports or publications, films, open houses and special events;
- B. Explore means for the protection, retention and use of any designated or potential landmark and historic district including, but not limited to, appropriate legislation and financing, such as encouraging independent funding organizations or private, local, state or federal assistance; and
- C. Encourage private efforts to acquire property and raise money on behalf of cultural and historical preservation; however, the commission is specifically denied the power to acquire any property or interest therein for or on behalf of itself or the City.

5. Promote Preservation Objectives

- A. Promote the use of Federal historic preservation tax incentives.
- B. Participate in the Certified Local Government Program and carry out any responsibilities delegated to it under that program;
- C. Recommend and encourage the protection, enhancement, appreciation and use of Cultural Resources which have not been designated as landmarks or historic districts and take such steps as it deems desirable to recognize such Cultural Resources including, but not limited to, listing, certificates, letters or plaques;
- D. Confer recognition upon the owner of designated landmarks or historic districts by means of certificates, plaques or markers and, from time to time, recommend that the City Council issue commendations to such owners who have rehabilitated their property in an exemplary manner;
- E. Recommend to the City Council the purchase or acceptance of fee or

other interests in property for purposes of cultural resource preservation;

- F. Investigate and report to the City Council on the use of various Federal, State, local or private funding sources and mechanisms available to promote cultural resource preservation in the City;
- G. Work closely with the City Council, City Attorney, City Manager and staff, and other commissions in order to assure that environmental changes will be orderly and will not damage the cultural or historical integrity of the City;
- H. Cooperate with local, County, State and Federal governments in the pursuit of the objectives of historic preservation; and
- I. Perform any other functions that may be designated by resolution or motion of the City Council.

2.63 Register of Landmarks and Historic Districts.

- (a) Listing Landmarks and Historic Districts on the South Pasadena Register of Landmarks and Historic Districts. The Commission shall have the responsibility to recommend to the City Council the adoption of ordinances or resolutions designating improvements, sites or natural features as Landmarks or Historic Districts and thereby encouraging their preservation, protection, enhancement, rehabilitation or perpetuation. The Commission shall prepare and transmit a report of its recommendation to the Council on the historical and architectural significance of the improvement, site or natural feature to be designated.
 - (1) The Report’s statement of significance shall clearly state the reasons the property meets the City’s criteria with brief facts that explain the way in which the property was important to the local, state or national history during the period of significance. It would also include significant themes and historic contexts to which the property relates.
 - (2) In addition to a statement of significance the report shall provide written findings as to the reasons the Landmark or Historic District qualifies for designation on the South Pasadena Register of Landmarks and Historic Districts. These findings shall include:

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- that the designation of Landmark or Historic District is consistent with one or more of the purposes set forth in subsection 2.58 above; and,
 - that the Landmark or Historic District meets one or more of the criteria for designation listed in sub-subsections (A through L) of subsection (2) of Section 2.62 herein; and,
 - that the Landmark or Historic District possess integrity of location, design, setting, materials, workmanship, feeling, or association.
- (3) When considering an application for a Historic District or a Landmark, a Survey of the Historic Resource(s) shall be included as part of the Commission’s report. The Historic Resource Survey shall include a context statement supporting a finding establishing the relation between the physical environment of the Landmark or Historic District and its history. The context statement shall represent the history of the area by theme, place, and time. It shall define the various historic factors which shaped the development of the area. It shall define a period of significance for the Historic District and relate historic features to that period of significance. It may include, but not be limited to, Historical activities or events, associations with Historic personages, architectural styles and movements, master architects, designers, building types, building materials, landscape design, or pattern of physical development that influenced the character of the Landmark or Historic District at a particular time in history. Using this information, the survey shall identify those buildings, structures, landscaping, or Contributing Resources.
- (4) In addition to the required findings in subsection 2.63(a)(1)(B) when recommending approval of a Historic District the Commission shall also find:
- that the proposed boundaries are appropriate in that the district possesses a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development. A district derives its importance from being a unified entity or a theme, even though it may be

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composed of a wide variety of resources (Districts organized around a theme). Thematic districts are not required to have physical or contiguous boundaries

- that the identity of a district results from the interrelationship of its resources, which can convey a visual sense of the overall historic environment or be an arrangement of historically or functionally related properties.
 - The district contains a number of Contributing Resources that add to the historic architectural qualities or historic associations for which a district is significant because it was present during the period of significance and, possesses historic integrity reflecting its character at that time.
 - With respect to the designation of a local district that is not listed on the California Register, but was identified in a local survey, not less than sixty percent of all affected owners of the proposed historic district must consent to such designation. Each parcel or lot shall be entitled to only one vote per parcel. By way of example only, if the proposed historic district were composed of twenty parcels, then the owners of twelve parcels would be required to consent to the designation.
 - With respect to the designation of a Historic District that was listed on the California Register prior to December 2004, not less than fifty percent minus one of all affected owners of the proposed Historic District must consent to such designation. Each parcel or lot shall be entitled to only one vote per parcel. By way of example only, if the proposed Historic District were composed of twenty parcels, then eleven property owners would be required to oppose the designation.
- (5) In recommending approval of a Historic District, the Cultural Heritage Commission may recommend conditions to be included in

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design guidelines, as appropriate to further the purpose of this section.

- (b) Designation Criteria for Landmarks and Historic Districts. Criteria and standards for the designation of Landmarks and Historic Districts shall include any or all of the following, as applicable:
- (1) Its character, interest or value as a part of the heritage of the community;
 - (2) Its location as a site of a significant historic event;
 - (3) Its identification (such as the residence, ownership, or place of occupation, etc.) with a person, persons or groups who significantly contributed to the culture and development of the City, state or United States;
 - (4) Its exemplification of a particular architectural style of an era of history of the City;
 - (5) Its exemplification of the best remaining architectural type in a neighborhood;
 - (6) 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;
 - (7) Its embodiment of elements of outstanding attention to architectural design, engineering, detail design, detail, materials or craftsmanship;
 - (8) 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;
 - (9) Its unique location or singular physical characteristic representing an established and familiar visual feature of a neighborhood;
 - (10) Its potential for yielding information of archaeological interest;
 - (11) Its integrity as a natural feature or environment that strongly contributes to the well-being of the people of the City;

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- (12) Its significance as a distinguishable neighborhood or area whose components may lack individual distinction;
 - (13) Subject to review and approval by the City Council, the Commission may by resolution adopt additional or more detailed criteria and standards for the determination of designation of Landmarks and Historic Districts.
- (c) Designation Procedure. Landmarks and Historic Districts shall be established by the City Council in the following manner:
- (1) The Commission, upon its own initiative or upon the written request of any person or City agency, may recommend the designation of any cultural resource in the City as a Landmark or Historic District.
 - (2) The Commission shall appoint a subcommittee of two members (the “Landmark subcommittee”) to review all applications for consideration of an improvement, site or natural feature as a Landmark or Historic District. The Landmark subcommittee shall review the application materials and make a preliminary written recommendation, based on such documentation as it may require, as to whether the Commission shall consider the improvement, site or natural feature for appropriate designation. The Landmark subcommittee, as soon as practicable and prior to the hearing on designation, shall:
 - With respect to the proposed designation of a Landmark, exercise its best efforts to meet with the owner in an effort to obtain such owner’s written consent to the proposed designation; and
 - With respect to the proposed designation of a Historic District, shall have obtained the consent of affected owners in accordance with Section 2.62(a)(1)(D)(iv). The aforementioned consent shall be obtained by sending a ballot and an impartial opinion of the City Attorney to every parcel owner in said district, as to the effect of the designation on the parcels located in the proposed district. The ballot shall provide the owner with the option to consent to or to oppose the proposed historic district designation.

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- (3) If the Landmark subcommittee determines that the improvement, site or natural feature, which is the subject of the application, merits consideration by the Commission, it shall recommend that the Commission place the application upon its agenda for its next regularly scheduled meeting for consideration of such designation.
- (4) The Commission shall notify the Planning and Building Director of the pendency of the consideration. No applications for Design Review shall be accepted by the Planning and Building Department to construct, alter or demolish any property that is not on the South Pasadena Inventory of Historical Resources within a proposed Historic District, subsequent to the date of notice to the Director by the Commission, while proceedings are pending on such designation; provided, however, that after one hundred eighty days have elapsed from the date of the notice, if final action on such designation has not been completed, the applications for Design Review may be accepted by the Planning and Building Department.
- (5) The Commission shall send written notice by certified mail to each affected owner of a proposed designation as a Landmark or Historic District of the date, place, time and purpose of the hearing to consider such designation, at least twenty days prior to the date of the hearing, and shall publish notice of such hearing at least once in a newspaper of general circulation in the City not less than ten days prior to such hearing.
- (6) The Commission shall provide an opportunity to be heard to each affected owner and other interested members of the public. The Commission may, if necessary, continue the consideration of designation to its next regularly scheduled meeting.
- (7) The Commission shall, within fifteen days of its hearing regarding designation or of any continued hearing on the designation, recommend approval in whole or in part, or disapproval in whole or in part of the application, in writing to the City Council.
- (8) The affected owner may object to the decision of the Commission by filing with the City Clerk a written statement setting forth their objection prior to the hearing before the City Council.
- (9) The City Council, upon receipt of the recommendation, shall set the matter for hearing within thirty days of the date of filing of the

Commission recommendation with the City Clerk. The Council shall cause written notice of the Council hearing to be given by registered mail to each affected owner and shall provide a reasonable opportunity for the owner to be heard at the Council hearing. The City Council shall render its decision thereon within thirty days after the close of the hearing of the City Council.

- (10) The City shall notify the affected owner in writing of the final action of the City Council with respect to the proposed designation and shall give such owner written notice of any further action which it takes with respect to such designation.
- (11) Failure to send any notice by mail to any affected owner where the address of such owner is not a matter of public record shall not invalidate any proceedings in connection with the proposed designation. The Commission and City Council may also give such other notice as they may deem desirable and practicable.
- (12) Upon designation by the City Council, the City Clerk shall record the City Council's declaration in the office of the County Recorder of the County.

2.64 Inventory of Cultural Resources

The City shall establish and maintain an Inventory of Cultural Resources as follows:

- (a) The City shall maintain an official list of properties known as the Inventory of Cultural Resources ("Inventory") that it has determined, upon recommendation by the Cultural Heritage Commission, to be historically significant through the systematic inventory and evaluation of buildings within its jurisdiction.
 - (1) The Inventory was first established with the passage of Council Resolution No. 6286 and has been subsequently revised by the City of South Pasadena City Council and upon any subsequent updates.
 - (2) The Inventory shall be reviewed every five years, and revised if necessary, to ensure that the document remains up to date according to current preservation planning practice.
- (b) Inclusions. The official list of properties located on the Inventory is located in the City Hall and includes those properties that are located within the City of

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South Pasadena that are: South Pasadena’s cultural heritage landmark and historic district properties, historic properties listed on the California Register, properties that are listed as being eligible for special consideration in local planning in order to assure continuity of the City’s historic character, scale, and small town atmosphere for all projects, and Properties that the City determines to be historically significant based on the criteria for additions as outlined in subsection (d) herein.

- (c) Listing property on the Inventory. A property owner may submit a written application for inclusion of his/her property on the Inventory to the commission. The application shall provide photographic evidence, an evaluation by an accredited architectural historian including the current forms used by the California State Department of Parks and Recreation (DPR 523-A Form) to record historic resources, and such further information as the commission may require. Written notice of such an application for addition and the time and place of a public hearing before the commission shall be provided to property owners within a three hundred foot radius of the subject property not less than ten days prior to the hearing.
- (d) If the commission finds that there is substantial evidence that the property reasonably meets national, state or local criteria for historical significance, and that it has been so evaluated by an accredited historian, it shall recommend to the council that the property be included on the Inventory of Cultural Resources. The council shall consider the recommendation and may, at its discretion, request further information from the applicant and hold a public hearing. The council may, by resolution, determine that the property be included on the Inventory of Cultural Resources.
- (e) De-Listing property from the Inventory of Cultural Resources. An owner of a cultural resource listed on the Inventory of Cultural Resources may submit a written application to the commission requesting removal from the Inventory. The application shall provide evidence and supporting documentation as to the lack of historic significance of the cultural resource, including photographic evidence as to the current condition of the cultural resource, an evaluation by an accredited architectural historian, and such further information as the commission may require. Written notice of such an application for deletion and the time and place of a public hearing before the commission shall be provided to property owners within a three hundred foot radius of the subject cultural resource not less than ten days prior to the hearing. If the commission finds:

- (1) That the cultural resource lacks historical significance as defined under national, state, and local criteria for historical significance; or
- (2) That the cultural resource has lost its historical integrity due to irreversible alterations.

The Commission shall make a recommendation to the city council that the cultural resource be deleted from the Inventory. The council shall consider the recommendation and may, in its discretion, request further information from the applicant and hold an additional public hearing. The council may, by resolution, determine that the cultural resource be deleted from the Inventory.

- (f) Listing and De-Listing properties from the Inventory may also be initiated by majority vote of the members of the commission. Should the commission initiate the addition of a cultural resource to the Inventory, or deletion of a cultural resource from the Inventory, written notice of the time and place of a public hearing before the commission shall be given to the owner of said property or cultural resource, and to property owners within a three hundred foot radius of said property or cultural resource, at least ten days prior to the hearing.

Recommendations to the council as to such addition or deletion shall be made by the commission upon making the applicable findings set forth in subsections (c) or (e), above. The council shall consider the recommendation and may, in its discretion, request further information from the applicant and hold an additional public hearing. The council may, by resolution, determine that the property be listed to or de-listed from the Inventory.

- (g) A cultural resource shall be deleted from the Inventory of Cultural Resources upon complete destruction of that cultural resource pursuant to a duly issued certificate of appropriateness for such destruction by the city.

2.65 Certificate of Appropriateness – Alteration and Demolition

- A. **Purpose.** This section sets forth the process for obtaining a Certificate of Appropriateness (“Certificate”) from the Commission, for the purpose of authorizing proposed work that may affect “historical resources,” as defined by this ordinance and for non-contributors that affect federal, state, and local historic districts and Historical Resources, within the City of South Pasadena. No person shall proceed with Demolition, Alteration, or relocation of such a resource, or new construction affecting such a resource, without first obtaining a Certificate. Approval of such work

shall be required even if no other permits or entitlements are required by the City, and the Commission’s approval or denial of the proposed work shall be deemed a discretionary action under CEQA (California Code of Regulations, Title 14, § 15002(i)).

- B. **Intent.** It is the intent of the City of South Pasadena that Cultural Resources will not be demolished, inappropriately altered or relocated unless an imminent threat, as determined by the Building Official pursuant to Section 2.66, exists. Review of all applications for a Certificate of Appropriateness shall comply with all applicable state and federal laws and regulations, including without limitation, the California Environmental Quality Act, the National Historic Preservation Act and the National Environmental Policy Act.
- C. **Actions Requiring a Certificate of Appropriateness.** The following actions shall require a Certificate of Appropriateness from the Commission. Performance of any work that falls within the provisions of this article without a Certificate of Appropriateness is prohibited:
- (1) Alteration, Demolition, or relocation of, or new construction affecting: the South Pasadena Register of Landmarks and Historic Districts; the South Pasadena Inventory of Cultural Resources, and any other “historical resources” as defined by CEQA; and
 - (2) Any other project referred to the Commission by the City Council, Planning Commission, or City staff.
- D. **Exceptions to Requirements for Certificate of Appropriateness.** The following items of construction, work or labor on an Improvement or Natural Feature are deemed not to be an Alteration for the purposes of this article and shall not require a Certificate of Appropriateness:
- (1) Painting of any residential or commercial building ;
 - (2) Ordinary Maintenance and Repair which does not require a building permit, as provided in 2.67 of this article;
 - (3) Landscaping, including sprinkler system work, that does not affect a Character-Defining Feature;
 - (4) Paving work that does not affect a Character-Defining Feature;

- (5) All Alterations which are entirely interior and do not affect the exterior of an Improvement, except for interior features that are specifically mentioned as being important in a landmark designation;
- (6) Replacement of existing screens and awnings with the same or substantially consistent materials, form and shape;

E. Procedures for a Certificate of Appropriateness

- (1). **Emergency Actions.** The procedures in Section 2.65 shall not apply to Demolition, Alteration, and relocation requests pertaining to Improvements that need expedited evaluation in the interest of the public health or safety.
- (2). **Application.** The owner or authorized representative proposing a discretionary project that may affect any potential “Historical Resource,” shall file an application for a Certificate of Appropriateness, on forms provided by the Planning and Building Department for such purpose. The application must be accompanied by any required fee and such documentation as the Commission shall require, including without limitation:
 - (a) A written narrative of the project indicating the manner and the extent in which the proposed project is consistent with the Secretary of the Interior Standards for the Treatment of Historic Properties and the City of South Pasadena’s adopted design guidelines
 - (b) A landscaping plan which shall accurately and clearly display the following:
 - i. Existing trees on the project site that are subject to this City’s adopted Tree Ordinance;
 - ii. Species of all trees, and their appropriate trunk diameter, height, and condition;
 - iii. Final disposition of all existing trees;
 - iv. The extent of proposed vegetation;
 - v. Species and planting sizes of all proposed landscaping along with the provisions for irrigation and ongoing maintenance;
 - vi. Irrigation plan; and

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- vii. Indication of all hardscape along with the exterior of all structures and amenities, including colors and materials keyed to a materials and colors board as appropriate.
- (c) a site or plot plan, at an appropriate scale, reflecting the proposed project including: areas of alteration and, or demolition, property lines, all recorded or proposed easements, and public rights of way. The site plan shall also indicate the footprint of buildings on adjacent properties.
- (d) structure floor plans and building sections, at a scale of at least one eighth inch equals one foot,
- (e) exterior elevations specifying all exterior materials with critical dimensions and existing Character Defining Features clearly indicated,
- (f) materials, colors, and finishes clearly indicated on elevation drawings and keyed to a materials and colors board including light reflectance values, a clear indication of the appearance, location, and light effects of all exterior lighting fixtures, and a two-point perspective rendering showing proposed structures with profile drawings of the adjoining structures from an eye level elevation.
- (g) window and door schedule,
- (h) photographs of the site and its surroundings to document the existing conditions and provide a complete understanding of the property and its neighborhood context, include photographs of the site and adjacent properties for a distance of 300 feet from each end of the principal street frontage, as well as properties opposite the subject and adjacent properties. The photos shall be mounted color prints, supplied from continuous views along the principal streets, along with a key map provided indicating the relationship of all views to the parcels, streets, and related features.
- (i) documentation as may be required to understand the history of previous construction on the property including but not limited to: a series of site plans illustrating the chronological order of construction of permitted and non-permitted work, the construction or removal of Character Defining Features, building permits.
- (j) although not a mandatory requirement, it is strongly recommended for a complete understanding of the proposal, that a three-dimensional scale model of the projects site, a perspective view, or other similar types of graphic information also be provided.

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The application shall be filed with the Director of Planning or his/her designee who shall transmit the same to the Commission within ten (10) days of the receipt of a complete application, as determined pursuant to the Permit Streamlining Act.

- (3). **Timing of Review.** If the proposed project is exempt from the California Environmental Quality Act, the Commission shall have sixty (60) days from the date of receipt of a complete application from the Director of Planning, or his/her designee within which to grant or deny the Certificate. A continuance may be granted pursuant to the Permit Streamlining Act. If any action under this article is subject to the provisions of CEQA, the time in which such action must be taken shall be extended in order to allow time to comply with CEQA; provided, however, that such action is taken within the time limits imposed by the Permit Streamlining Act. The Cultural Heritage Commission will be advisory to the Planning Commission on variances for properties on the Register of Landmarks and Historic Districts and the South Pasadena Inventory of Cultural Resources.
- (4). **Public Notice Requirements.** All projects requiring a Certificate of Appropriateness subject to the Commission’s approval shall require public notification. The city shall, no later than ten (10) days prior to the hearing, give legal public hearing notice indicating the place, date and time of the Cultural Heritage Commission meeting and shall include a brief description of the proposed project. Public notification shall be provided as follows:
 - (a) Hearing Notice to Applicant and Owners. Public notification shall be provided to the applicant; to all owners of real property as shown on the County’s latest equalized assessment roll, and to all legal occupants located within a 300-foot radius of the subject parcel upon which a Certificate is requested.
 - (b) Hearing Notice to Owners of Historic District Properties. Public notification for any project proposed within a Historic District or a district listed on the California Register shall be as follows: the public notification described in subsection “i” above, plus the owners of real property as shown on the County’s latest equalized assessment roll and to all legal occupants of each property located within that historic district or district listed on the California Register.
- (5). **Notification Procedure for Processing Applications.** Applications shall be processed according to the notification procedure established by the Planning and Building Department.

(6) Minor Project Review. A Certificate of Appropriateness may be obtained by going through Minor Project Review if the proposed project is determined eligible for such review.

(a) Eligibility for Minor Project Review. A project may be considered a Minor Project if it involves only the following:

- i. Demolition or relocation of non-Character-Defining Features, including, without limitation, non-contributing additions, garages, accessory structures or incompatible, previously replaced windows, doors or siding material;
- ii. Any undertaking that does not change exterior features, including without limitation:
 1. Re-roofing if the proposed roofing material is comparable in appearance, color and profile to the existing or original roofing material;
 2. Replacement of windows and doors if the proposed replacements are the same materials, form, and color as the existing or original windows and doors;
- iii. An addition less than 200 square feet proposed for side or rear elevations (not visible from the public right-of-way), that does not materially alter the features or have an adverse effect on the integrity of a Cultural Resource;
- iv. Minor changes to a previously approved Certificate;
- v. Any other undertaking determined by the Director of Planning or his/her designee to not materially alter the features or have an adverse effect on the integrity of an Historic Resource as defined by CEQA.

(b) Application Requirements for Minor Project Review.

- i. The required application materials include without limitation a written narrative of the proposed project, vicinity map, site plan and exterior elevations drawn to scale, window and door schedule, and photographs of the structure and the neighborhood.

(c) Process for Minor Project Review

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- i. After the Certificate of Appropriateness application for Minor Project Review is deemed complete by the Director of Planning or his/her designee, the Commission’s Chairperson, or his/her designee shall evaluate the application to determine its eligibility for Minor Project Review.
- ii. If the proposed project meets the Minor Project eligibility criteria, the Commission’s Chairperson, or his/her designee (the “Chair”) may elect to do one of the following:
 1. Approve the Certificate of Appropriateness: If the proposed project is deemed to be consistent with the City of South Pasadena Design Guidelines and the Secretary of the Interior’s Standards for the Treatment of Historic Properties, the Commission may approve the proposed project.
 2. Consent Calendar: If the Chair determines that the proposed project needs additional review the Chair may elect to place the item on the Commission’s next meeting agenda and the project shall be noticed pursuant to Section 2.65(E)(4) as a Consent Calendar item.
 3. Deny the Certificate of Appropriateness: If the proposed project is deemed to be inconsistent with the City of South Pasadena Design Guidelines and the Secretary of the Interior’s Standards for the Treatment of Historic Properties, the Chair may elect to refer the proposed project to the entire Commission.
- (d) If the proposed project does not meet the Minor Project eligibility criteria and/or is inconsistent with the City of South Pasadena Residential or Commercial Design Guidelines or the Secretary of the Interior’s Standards for the Treatment of Historic Properties, the Staff shall forward the application to the Commission for its review and recommendation according to the standard Certificate of Appropriateness process.
- (e) From time to time as circumstances warrant, the Commission may, by resolution, modify the list of criteria for actions deemed to qualify for Minor Project review.
- (7). **Standard Certificate of Appropriateness Criteria.** The Commission shall determine whether to approve or deny the issuance of the Certificate based upon the following criteria:

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- (a) **Non-Emergency Actions.** The following procedures shall apply to all Alteration, Demolition, and relocation requests that do not involve an emergency, nor a need to expedite evaluation in the interest of the public health or safety.

In evaluating the appropriateness of the proposed project, the Commission may consider (as applicable):

- i. The purpose of this article.
- ii. Whether any affected Improvement or natural feature is listed in or eligible for listing in the South Pasadena Register of Cultural Resources, California Register of Historical Resources, or the National Register of Historic Places, or is otherwise a “Historical Resource”.
- iii. The California Environmental Quality Act and its implementing Guidelines, and whether:
 1. The project is consistent with the Secretary of the Interior’s Standards for the Treatment of Historic Properties, and is therefore exempt from CEQA under Class 31, which applies to “projects limited to maintenance, repair, stabilization, rehabilitation, restoration, preservation, conservation or reconstruction of historical resources in a manner consistent with the Secretary of the Interior’s Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings (1995), Weeks and Grimmer.” (CEQA Guideline [Cal. Code Regs. Title 14] § 15331).
 2. The project would normally qualify for a categorical exemption from CEQA, but the project is subject to CEQA because the Exception for Historical Resources exception applies and the project “may cause a substantial adverse change in the significance of a historical resource.” (CEQA Guideline § 15300.2(f) [Exception for Historical Resources]; CEQA Guideline § 15064.5(b) [Determining the Significance of Impacts on Historical and Unique Archeological Resources; definition of “substantial adverse change in the significance of a historical resource”].
- iv. City of South Pasadena Zoning Code
- v. City of South Pasadena Residential Design Guidelines, and particularly:

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1. The Design Guidelines for Historic Residences that apply to any Improvement or Natural Feature on the Cultural Heritage Inventory, including Landmarks, and Improvements or Natural Resources within both designated and potential Historic Districts;
 2. The Design Guidelines for Non-Historic Existing Residences that apply to single-family, Non-Contributors located within Historic Districts, as well as residences outside Historic District boundaries; and
 3. The Design Guidelines for New Single-Family Residences that apply to new construction located in Historic Districts.
- vi. City of South Pasadena Commercial Design Guidelines
 - vii. Secretary of the Interior’s Standards for the Treatment of Historic Properties, and the associated Guidelines State Historical Building Code (Title 24, Part 8 of California Code of Regulations)
 - viii. The historic and architectural value and significance of the Improvement or Natural Feature
 - ix. The position of the Improvement or Natural Feature in relation to the street or public way and to other Improvements and Natural Features
 - x. The texture, material and color of the Improvement in question or its appurtenant fixtures, including signs and the relationship of such features to similar features of other Cultural Resources located nearby, if the project is located outside of a designated or potential Historic District, or to other Improvements within a Historic District, if the project is located within a designated or potential Historic District
 - xi. With respect to a designated Historic District, the impact of the proposed Demolition, Alterations, Relocation, or new construction on the criteria and standards adopted by the City Council for designation of the Historic District
 - xii. With respect to proposed relocations or Demolitions, review of the replacement structure, to be considered by the Cultural Heritage Commission and Planning Commission concurrently with the relocation or Demolition permit request. A building permit for the replacement structure must be obtained before a Cultural Resource is relocated or demolished

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- xiii. With respect to proposed Demolitions, 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 the “historical resource,” as defined by CEQA, or the Historic District.
- xiv. Any applicable report from a Historic Architect or Structural Engineer regarding the feasibility of the proposed work, or feasibility of the Commission’s suggestions for project revision, subject to peer review by a City consultant.
- xv. Second Units. To the extent that the Commission has review authority over a second unit, consideration shall be given to any existing second unit ordinance in South Pasadena and to California Government Code § 65852.2, which allows agencies to impose standards on second units that include, without limitation, standards that prevent adverse impacts on any real property that is listed in the California Register of Historic Places, and standards for parking, height, setback, lot coverage, architectural review, and maximum size of a unit.
- xvi. Density Bonuses. Pursuant to California Government Code § 65915, a density bonus requested for a housing development shall not be granted if the City finds that, among other things, the “concession or incentive would have a specific adverse impact, as defined in paragraph (2) of subdivision (d) of Section 65589.5, upon public health and safety or the physical environment or on any real property that is listed in the California Register of Historical Resources and for which there is no feasible method to satisfactorily mitigate or avoid the specific adverse impact without rendering the development unaffordable to low- and moderate-income households.” The Commission shall consider the provisions of Government Code § 65915, as it may be amended from time to time, in its review of proposed projects, and in any recommendations made to the Planning Commission.
- xvii. Earthquake Hazard Reduction. Municipal Code Chapter 9, Article III contains standards and provisions for earthquake hazard reduction in all City buildings and structures, including special provisions in Section 9.38 with which a “historical building” may comply “as a means to preserve original architectural elements and facilitate restoration.” Those special provisions include standards for existing or re-erected walls of unburned clay masonry or adobe construction; guidance for determining allowable

stresses for archaic materials; and consideration for alternative materials, design or methods of construction, including a request for an opinion by the State Historical Building Safety Board for its consideration, advice or findings in accordance with the State Historical Building Code. Certificate of Appropriateness review shall consider the provisions in Municipal Code Chapter 9, Article III as a whole, and particularly Section 9.38, as well as any other relevant provisions in this Ordinance.

xviii. Whether the owner applied for a Certificate of Economic Hardship in accordance with subsection (6)(C)

(b) **Certificate of Economic Hardship.** In considering the appropriateness of either demolition or alteration, the Commission shall approve or conditionally approve a Certificate of Appropriateness if it finds that such cultural resource cannot be remodeled or rehabilitated in a manner which would allow a reasonable use of or reasonable return on investment from the property to the owner. If the project is subject to CEQA, the Certificate of Economic Hardship shall not be granted until all CEQA review has been conducted in accordance with law.

i. The Commission may solicit expert testimony or require that the owner submit any or all of the following information before the Commission makes a determination on the application for a Certificate of Economic Hardship:

1. The past and current use of the property;
2. The proposed future use of the property;
3. The original purchase price and date purchased;
4. The current assessed value of the property;
5. The estimated market value of the property, evaluated by an independent party experienced with appraising Cultural Resources, prepared within three (3) months before submitting the application for a Certificate of Economic Hardship to the Commission: in its current condition, after completion of the proposed project, after any changes recommended by the Commission, and, in the case of proposed Demolition after renovation of the existing property for continued use

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6. The current outstanding mortgage debt encumbering the property identifying principal balance, interest rate, and monthly payment amounts;
 7. The immediate past three-year history of income and expenses, if it is an income-producing property;
 8. Form of ownership or operation of the property, whether sole proprietorship, for profit or not-for-profit corporation, limited partnership, limited liability company, joint venture or other;
 9. An estimate of the cost of the proposed project-estimate of any additional cost that would be incurred to comply with the recommendations of the Commission;
 10. A report from a Historic Architect or Structural Engineer with experience in rehabilitation as to the structural soundness of any structures on the property and their suitability for rehabilitation;
 11. In the case of proposed demolition, an estimate from an Historic architect, developer, real estate consultant, appraiser or other real estate professional experienced in rehabilitation, as to the economic feasibility of rehabilitation or reuse of the existing structure on the property;
 12. Such other information of applicant or principal investors in the property, considered necessary by the commission to determine if there is a reasonable return to the owner;
 13. Evidence that the owner has made serious efforts to sell or rent the property to no avail, and has taken advantage of all available financial and land use incentives
- (ii) Findings. The following findings shall be made for all Certificate of Economic Hardship applications:
1. Denial of the application will diminish the value of the subject property so as to leave substantially no value.
 2. Sale or rental of the property is impractical, when compared to the cost of holding such property for uses permitted in this zone.

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3. An adaptive reuse study has been conducted and found that utilization of the property for lawful purposes is prohibited or impractical.
4. Rental at a reasonable rate of return is not feasible.
5. Denial of the Certificate of Appropriateness would damage the owner of the property unreasonably in comparison to the benefit conferred on the community, or
6. All means involving City sponsored incentives, such a transfer of development rights, tax abatements, financial assistance, building code modifications, changes in the zoning ordinance, loans, grants, and reimbursements, have been explored to relieve possible economic disincentives.

(c) **Conditions.** Conditions of approval for a Certificate of Appropriateness may include the following:

- i. The Commission conditions its approval on subsequent review of specific items by the Planning Commission;
- ii. Documentation appropriate to the project, consistent with the Historic American Buildings Survey/Historic American Engineering Record/Historic American Landscapes Survey (HABS/HAER/HALS) standards of the Department of the Interior, will be conducted;
- iii. One or more facades or elements will be retained; Approval of the Certificate of Appropriateness will be suspended for one hundred and eighty (180) days to allow the owner to take steps as it deems necessary to preserve or restore the Cultural Resource, including acquisition of the property, moving the resource to another location, or removing and saving parts or Character-Defining Features from the resource;
- iv. In the case of an approved relocation of an Historic Resource, building permits shall first be issued for the replacement project on the current location, prior to the relocation of an historic resource to another location.
- v. In the case of an approved demolition or relocation, all CEQA documentation has been reviewed and approved by the appropriate review authority ;

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- vi. In the case of an approved demolition or relocation, any Mills Act contract formerly existing on the property shall no longer be in force, pursuant to the cancellation terms in the contract;
 - vii. In the case of an approved demolition, the owner shall repay to the City any preservation grants or loans the owner previously accepted from the City as incentives to help preserve the resource;
 - viii. Any other conditions the Commission deems appropriate, on a case-by-case basis.
- (d) **Findings.** To approve a Certificate of Appropriateness, the Commission shall make all of the Mandatory Findings listed below, and at least three (3) of the Project Specific Findings listed below. If the Commission cannot make the required findings, the Certificate of Appropriateness shall be denied.
- i. Mandatory Findings:
 - 1. The Commission has considered the resource’s status on the South Pasadena Register of Cultural Resources, South Pasadena Cultural Heritage Inventory, California Register of Historical Resources, or National Register of Historic Places, and whether the property otherwise qualifies as a “Historical Resource” as defined by CEQA.
 - 2. The project is consistent with the goals and policies of the General Plan
 - 3. The project is consistent with the goals and policies of this article;
 - 4. The Commission has considered the criteria identified in Section 2.65(E)(7) of this article;
 - 5. The Commission has considered the Certificate of Appropriateness application, and all written and oral testimony submitted, including any evaluations of the property and proposed project by a Qualified Architectural Historian.
 - ii. Project Specific Findings, Appropriate to the Project Type:
 - 1. The project removes inappropriate alterations of the past

2. The project is appropriate to the size, massing, and design context of the historic neighborhood. The addition provides a clear distinction between the new and historic elements
3. The project restores original historic features
4. The project adds substantial new living space (for example: a second story toward the rear of the residence) while preserving the single story [architectural style or building type] character of the streetscape
5. The project enhances the appearance of the [residence or building] without adversely affecting its original design, character, or heritage.
6. The project will not adversely affect the character of the Historic District in which the property is located
7. The project will be compatible with the appearance of existing Improvements on the site and the new work will be compatible with massing, size, scale, and Character-Defining Features to protect the historic integrity of the property and its environment.
8. The project is consistent with the Secretary of the Interior’s Standards for the Treatment of Historic Properties, and is therefore exempt from CEQA under Class 31, which applies to “projects limited to maintenance, repair, stabilization, rehabilitation, restoration, preservation, conservation or reconstruction of historical resources in a manner consistent with the Secretary of the Interior’s Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings (1995), Weeks and Grimmer.” (CEQA Guideline [Cal. Code Regs. Title 14] § 15331.)
9. Relocation as an alternative to Demolition of the “historical resource.” as defined by CEQA, is appropriate because:
 - a. CEQA analysis has been conducted, and the owner has provided substantial evidence, as defined in CEQA (Public Resources Code § 21080(e)), demonstrating that no feasible alternative exists that would avoid a significant adverse impact on the resource;
 - b. Relocation is required to prevent destruction of the resource at its current location

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- c. The new location is compatible with the resource’s original character and use
 - d. Upon relocation, the resource retains its historic features and compatibility in orientation, setting, and general environment
 - e. If located within the City of South Pasadena, the receiving location is appropriately zoned
 - f. The relocation is part of a definitive series of actions that will assure preservation of the resource
10. Demolition of the “historical resource,” as defined by CEQA, is appropriate because of the following:
- CEQA analysis has been conducted, and the owner has provided substantial evidence, as defined in CEQA (Public Resources Code § 21080(e)), demonstrating that no feasible alternative exists that would avoid a significant adverse impact on the resource;
- a. The owner is approved for a Certificate of Economic Hardship;
 - b. The size, massing and scale of the replacement structure is harmonious with other Improvements and Natural Features that contribute to the Historic District or neighborhood character;
 - c. The replacement structure contributes to the integrity of the Historic District or neighborhood.
- (8). **Expiration of Certificate of Appropriateness.** A Certificate of Appropriateness shall lapse and become void eighteen (18) months (or shorter period if specified as a condition of approval) from the date of final approval, unless a building permit (if required) has been issued and the work authorized by the Certificate has commenced prior to such expiration date and is diligently pursued to completion. Upon application by the property owner before the expiration of a Certificate of Appropriateness, the Commission may extend the expiration date of the Certificate for an additional period of up to twelve (12) months. The Commission may approve, approve with conditions, or deny any request for extension.
- (9). **Revocation or Modification of Certificate of Appropriateness.** A Certificate of Appropriateness may be revoked or modified for reasons of (1) noncompliance with any terms or conditions of the Certificate; (2) noncompliance with any provisions of this article; or (3) a finding of fraud or misrepresentation used in the

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process of obtaining the Certificate. Revocation proceedings may be initiated by motion of the Commission or City Council. Once revocation proceedings have been initiated and written notice provided to the property owner, all work being done in reliance upon such Certificate or associated permits shall be immediately suspended until a final determination is made regarding the revocation. The decision to revoke a Certificate of Appropriateness shall be made by the Commission following a public hearing, with written notice provided to the property owner at least ten (10) days prior thereto. The Commission's decision may be appealed to the City Council, pursuant to paragraph 11 (Appeal).

- (10). **Denial of Certificate.** In the case of a decision by the Commission not to permit Demolition, relocation or Alteration, the applicant for the Certificate and the Director of Planning shall be notified in writing of such denial, which shall set forth the reasons given in support thereof.
- (11). **Appeal.**
 - (a) Any person aggrieved by the Commission's approval or denial of a Certificate of Appropriateness may appeal the Commission's decision to the City Council.
 - (b) Within fifteen (15) calendar days from the effective date of the Commission's decision to the affected owners, the appellant shall file his/her written letter of appeal and shall pay a filing fee, as determined by resolution of the city council, with the city clerk. The appeal shall set forth the grounds relied on by the appellant. Upon receipt of the written letter of appeal and payment of the applicable filing fee, the city clerk shall place the matter upon the city council agenda for a regularly scheduled meeting of the council in accordance with subsection (e)(3) of this section.
 - (c) Within sixty (60) days following the filing of a written appeal, or as soon as practicable, the city council shall conduct a public hearing to review the decision of the commission. At any time prior to its final decision, the council may refer the matter back to the commission for further consideration. The council shall set the matter for hearing and shall give written notice by certified mail addressed to the owner, of the time and place for the hearing, at least ten days prior to the date thereof.
 - (d) At the time set for the hearing, the appellant and any other interested parties shall be given a reasonable opportunity to be heard in order to show cause why the decision of the commission should be reversed or modified. The city council may reverse or affirm wholly or partly, or may modify the decision of

the commission, and may impose such conditions as the facts warrant, and its decision shall be final. Any hearing may be continued from time to time. (Ord. No. 2004, (part); Ord. No. 2039, § 1(B); Ord. No. 2045, § 1.)

2.66 Certificate of Appropriateness Not Required – Work Related to Public Health or Safety

(a) **Necessary Work Posing an Imminent Threat.**

Where it is determined by the Building Official that Demolition, relocation or Alteration of an Improvement or Natural Feature that is subject to this article may be immediately necessary in the interest of the public health or safety, and that bracing, shoring or isolation will not Mitigate the danger to public health and safety, or to adjacent property, a Certificate of Appropriateness shall not be required if the following procedures are implemented:

(1) Determination of Imminent Threat. Within twenty-four (24) hours of making a determination on the imminent threat to the public health or safety, the Building Official shall provide a written statement of evaluation to the Property Owner and the Commission. The written statement shall contain an itemization of the following observations:

- i. The structural and/or environmental conditions upon which the determination of Imminent Threat has been made.
- ii. An assessment of the immediacy of the action and whether demolition, in whole or in part, is a possible abatement method.
- iii. The age of the building, and
- iv. An assessment of the building's eligibility for the National Register of Historic Places (if available).

All assessments and Engineering Evaluations of Cultural Resources made pursuant to this Ordinance shall utilize the State Historic Building Code and the Uniform Code for Building Conservation. Where the building official has determined by inspection that a historic resource in whole or in part is in imminent danger of collapse or poses a significant risk to life and/or property, the Building Official shall order the immediate abatement of the dangerous condition.

(2) Abatement by Repair. Within eight (8) calendar days of the Building Official's determination of imminent threat, the owner shall abate the

danger by isolation, shoring and/or bracing to mitigate the danger to public health and safety.

(3) Abatement by Demolition. If the evidence shows that bracing, shoring or isolation will not mitigate the danger to public health and safety, the procedure to abate the imminent threat by demolition shall be as follows: within eight (8) calendar days of the Building Official’s determination of imminent threat:

i. Commission Review. The property owner shall meet and confer with the Building Official, the Commission, or Chair as acting authority if the Commission is unavailable, to reach an agreed upon course of action about the imminent threat within eight (8) calendar days. Such action may require the removal of structural features to a point where stability can be assured by a Civil or Structural Engineer, and a plan to stabilize and/or reconstruct the structure and preserve any Character Defining Features. If such course of action is agreeable to the Property Owner, the Commission or Chair, and the Building Official, the Building Official may place a stay on the demolition and order the implantation of the stabilization/reconstruction plan within 30 calendar days.

Where there is no agreement on a course of action, the Building Official shall order the resource be demolished, in part or in full, and authorize the issuance of a Demolition Permit no later than eight (8) calendar days following the Building Official’s determination of imminent threat.

(4) Photo Documentation. Prior to the issuance of a Demolition Permit, the owner shall have the Cultural Resource and/or Character Defining Feature(s) photographed to the satisfaction of the Planning and Building Director and in accordance with Historic American Buildings Survey (HABS) or HABS-like recordation standards, if possible. Any architectural detail uncovered during a demolition shall also be photographed to the satisfaction of the Director. The photographs and photographic record shall be submitted to the City Planning Division and the City Library.

2.67 Historic preservation incentives.

- (a) By enactment of this section, the City desires to foster preservation of South Pasadena’s Historical Resources.
- (b) The following incentives shall be made available to qualifying properties that undergo maintenance or alteration work that is consistent with the Secretary of the Interior’s Standards for the Treatment of Historic Properties. This work includes rehabilitation for continual use of Historic Buildings and Sites, preservation and maintenance of character-defining features, and restoration of Historical Resources that have been significantly altered over time.
- (c) Contracts. The City Council authorizes the use of contracts pursuant to California Government Code Section 50280 et seq., known as “Mills Act Contracts.” Such contracts may be entered into at the sole discretion of the City Council based on the recommendations of the cultural heritage commission in a form to be approved by the city attorney. The intent of such contracts shall be the continued preservation of historical properties. (Ord. No. 2187, § 2, 2009.)

(i) Purpose.

- 1. The purpose of SPMC Section 2.66(b) is to implement State law (Government Code Sections 50280-50290), allowing the approval of Mills Act Contracts by establishing a uniform procedure for the owners of qualified historic properties within the City to enter into contracts with the City.
- 2. The City Council finds that the Mills Act Contract will support the goals and objectives in the Historic Preservation Element of the General Plan with regards to incentivizing the maintenance and preservation of Historical Resources.
- 3. The Council further finds that entering into a Mills Act Contract is an effective incentive to further the City’s preservation goals to rehabilitate, preserve, restore, and maintain qualifying Historical Resources.

(ii) Limitations on Eligibility.

- 1. The Mills Act Contract is limited to the following qualifying properties:
 - a. Local Historic landmarks;

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- b. Contributing properties of local historic districts; and
 - c. Properties that the Commission has identified as set forth in SPMC Section 2.66(vii).
2. The granting of new Mills Act Contracts shall be limited to a maximum of four (4) properties each year.

(iii) Criteria.

1. In considering the merits of a Mills Act Contract proposal, the Commission shall use the following criteria in making a recommendation to the City Council:
- a. The estimated tax benefit is not expected to exceed the applicant's proposed financial investment in the historic resource over the first ten (10) years of the contract.
 - b. The proposed Mills Act Contract features a work plan that will provide a benefit to the public by:
 - i. Rehabilitating the property for continued occupancy or adaptive reuse and improved viability through systems upgrades and structural reinforcement upgrades.
 - ii. Preserving and maintaining the character-defining features of the property, or
 - iii. Restoring character-defining features of the property that have been significantly altered or removed over time.
 - c. The estimated tax benefit will not be used for any maintenance or alteration work that was previously completed or initiated before the contract is approved, unless it can be shown that the completed work was necessary in the interest of the public health or safety following involuntary damage or destruction caused by fire, Act of Nature, or any other casualty.

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- d. The estimated tax benefit will not be used for routine maintenance work except for exemplary or exceptional properties that have financially burdensome maintenance requirements.
- e. The estimated tax benefit will not be used for work within the interior of a structure unless the Commission determines the following exceptions should be made:
 - i. Interior work is necessary to improve the structural integrity of the property; or
 - ii. Interior work is necessary to preserve and maintain character defining features within the Historic Resource that were specifically identified as part of the official landmark nomination; or
 - iii. Interior work is necessary to preserve and maintain character-defining features of the property that were discovered subsequent to its designation as a landmark. The Commission must first determine that those interior features are character defining based on substantial evidence provided by the applicant.
- f. The estimated tax benefit will not be used for landscaping work unless it will be used for specific landscape features that were identified as part of the official landmark nomination.

(iv) Required provisions of Mills Act Contracts.

- 1. The required provisions of a Mills Act contract shall be those required by State law Government Code Sections 50281 and 50282 including the following specifications:
 - a. Unless otherwise recommended by the Commission and approved by the City Council, a notice of nonrenewal will automatically be issued six (6) years into the duration of the contract. The procedure for notice of non-renewal by the owner or the City, shall be as identified in State law (Government Code Section 50282 (a), (b), and (c).
 - b. The contract agreement is to assist in the preservation of the qualifying property; therefore, restoration and rehabilitation of the property shall conform to the rules and regulations of the State of California Office of

Historic Preservation (Department of Parks and Recreation), the United States Secretary's of the Interior Standards for the Treatment of Historic Properties.

- c. The owner agrees to permit periodic examination of the interior and exterior of the premises by the County Assessor, the Department of Parks and Recreation, the State Board of Equalization, and the City, as may be necessary to verify the owner's compliance with the contract agreement, and to provide any information requested to ensure compliance with the contract agreement.
 - d. In addition to the requirement in Subsection “c” herein, the owner must agree to also submit evidence to the City in accordance with the reporting schedule specified in the Mills Act Contract (and at a minimum every three years) to confirm that preservation tasks were completed in accordance with the time line stipulated in the Mills Act Contract.
 - e. The contract shall be binding on all successors-in-interest of the owner to the benefits and burdens of the contract. It shall stipulate escrow instructions that require a review and re-evaluation every three years.
 - f. The City shall provide written notice of the contract to the State of California Office of Historic Preservation within 180 days of entering into the contract.
2. The Mills Act Contract shall state that the City may cancel the contract after a duly noticed public hearing if it determines that the owner has breached any of the conditions of the contract or has allowed the property to deteriorate to the point that it no longer meets the significance criteria under which it was designated (Government Code Sections 50284 and 50285).
 3. The contract shall state that if the City cancels the contract pursuant to Subsection “2” herein, the owner shall pay the State of California a cancellation fee of twelve and one-half percent of the full value of the property at the time of cancellation, as determined by the County Assessor without regard to any restriction on the property imposed by the Mills Act Contract.

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4. The contract shall also provide that in the event preservation, rehabilitation, or restoration becomes infeasible due to damage caused by natural disaster (e.g., earthquake, fire, flood, etc.), the City may cancel the contract without requiring the owner to pay the State of California the above-referenced cancellation fee as a penalty. However, in this event, a contract shall not be cancelled by the City unless the City determines, after consultation with the State of California Office of Historic Preservation, in compliance with Public Resources Code Section 5028, that preservation, rehabilitation, or restoration is infeasible.
 5. The City shall maintain a sample Mills Act Contract with all required provisions specified by this Subparagraph.
- v) Administration of New Mills Act Contracts. The commission shall have the responsibility to recommend to the City Council the approval of Mills Act Contract proposals. The commission shall prepare and transmit a report of its recommendation to the Council on the merits of each proposal.
1. Timing.
 - a. After January 1st of each year, or as soon as reasonably possible, but in no event later than March 31st of that year, the Commission shall accept proposals for Mills Act Contracts.
 - b. After April 1st of each year, or as soon as reasonably possible, but in no event later than June 30th of that year, the Commission shall review proposals for Mills Act Contracts.
 - c. After June 30th of each year, or as soon as reasonably possible, but in no event later than September 30th of that year, the Commission shall make a recommendation to the City Council of no more than four (4) new Mills Act Contract proposals.
 2. Criteria. Recommendations to the City Council regarding new Mills Act Contracts shall be made by the Commission upon meeting the criteria set forth in Section 2.66(c)(iii), above.
- vi) Annual Review and Recommendation Regarding Cancellation or Notices of Non-Renewal of Existing Mills Act Contracts. The Commission shall have the responsibility to recommend to the City Council the cancellation or a Notice of Non-Renewal of any existing Mills Act Contracts.

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1. Timing. After June 30th of each year, or as soon as reasonably possible, but in no event later than September 30th of that year, the Commission shall review the progress made towards the completion of preservation work stipulated in the Mills Act Contracts that are scheduled for review that year and Mills Act Contracts that are ten (10) years or older.
2. Criteria.
 - a. Cancellation of Mills Act Contract. In considering a recommendation to cancel a Mills Act Contract, the Commission shall determine whether the owner has breached any of the conditions of the contract or has allowed the property to deteriorate to the point that it no longer meets the significance criteria under which it was designated.
 - b. Notice of Non-Renewal. In considering a recommendation to issue a Notice of Non-Renewal of a Mills Act Contract, the Commission shall use the following criteria in making a recommendation to the City Council:
 - (i) The owner has provided substantial evidence to the Commission that, although progress has been made towards meeting certain obligations of the contract, the owner cannot fulfill the remaining requirements of the contract due to reasons beyond the owner's control; or
 - (ii) The property has been successfully rehabilitated for continued occupancy or adaptive reuse; or
 - (iii) The character-defining features of the property have been preserved and are expected to remain in good aesthetic composition with a reasonable level of routine maintenance and upkeep, or
 - (iv) The property has been completely restored in accordance with the plans that were approved with a Certificate of Appropriateness.

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3. Report. The Commission shall prepare and transmit a report of its review of current Mills Act Contracts as part of its annual report to the City Council.
- vii) The Commission may proactively survey the City and identify properties that may benefit from a Mills Act Contract. The Commission may, if it finds that it is in the best interest of the City, contact the property owner directly and recommend that a Mills Act Contract be pursued.

2.68 Enforcement and Penalties.

- (a) Demolition, relocation, significant alteration or removal of any improvement, site or natural feature subject to the provisions of this article without obtaining a certificate of appropriateness is a misdemeanor and is further hereby expressly declared to be a nuisance.
- (b) Obligations and Consequences upon Alterations made without first obtaining approval from the Cultural Heritage Commission:
 - 1) The Planning and Building Director or his /her designee shall give notice to the owner of record by certified or registered mail of specific alterations that were made without first obtaining a Certificate of Appropriateness. The owner or person in charge of the structure shall have thirty (30) days to apply for a Certificate of Appropriateness to legalize the unpermitted work.
 - 2) In reviewing the unpermitted Alterations, the Commission shall either:
 - a. Approve the Certificate of Appropriateness pursuant to SPMC Section 2.64, or
 - b. Deny the Certificate of Appropriateness and require that the inappropriate alteration(s) be abated pursuant to Subsection “e” herein.
 - 3) If the property owner fails to apply for a Certificate of Appropriateness or abatement of the Public Nuisance pursuant to paragraph “e” of this section is not possible, the matter shall be referred to the City Prosecutor for further action.
- (c) Obligations and Consequences upon failure to comply with a Certificate of Appropriateness:

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- 1) The Planning and Building Director or his /her designee shall give notice by certified or registered mail of specific instances of failure to comply with a Certificate of Appropriateness. The owner or person in charge of the structure shall have thirty (30) days to remedy such violation(s) by taking corrective action(s) specified in the notice or apply for a Certificate of Appropriateness to legalize the unpermitted work.
- 2) In reviewing the unpermitted Alterations, the Commission shall either:
 - a. Approve a Certificate of Appropriateness for the changes that deviated from the approved plans, or
 - b. Deny the Certificate of Appropriateness and require that the unauthorized changes be abated pursuant to Subsection “e” herein.
- 3) If the property owner fails to apply for a Certificate of Appropriateness or abatement of the Public nuisance pursuant to subsection (e) herein is not possible, the matter shall be referred to the City Prosecutor for further action.

(d) Obligations and Consequences upon Demolition, relocation, or Removal of any Improvement, Site, or Natural Feature on property listed on the Inventory of Cultural Resources or South Pasadena Register of Cultural Resources without the approval of a Certificate of Appropriateness:

- 1) The Planning and Building Director or his /her designee shall give notice to the owner of record by certified or registered mail of the unlawful work that was done without first obtaining a Certificate of Appropriateness. The owner or person in charge of the structure shall have thirty (30) days to apply for a Certificate of Appropriateness to legalize the demolition.
- 2) In reviewing the unpermitted Demolition, the Commission shall either:
 - a. Approve the Certificate of Appropriateness pursuant to the criteria specified in SPMC Section 2.64 (Demolition and Alteration),
 - b. Deny the Certificate of Appropriateness and require that the nuisance be abated pursuant to Subsection “e” herein.

(e) Abatement of Nuisance

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1) Nuisance shall be abated by reconstructing or restoring the property to its original condition prior to the performance of work in violation of this article in the following manner.

a) Covenant to Reconstruct Within One Year. Within thirty days (30) days of the effective date of the Commission’s denial of a Certificate of Appropriateness, the owner of the property shall execute and record a covenant in favor of the city to do such reconstruction or restoration within one year of the effective date of the Commission’s decision to deny a Certificate of Appropriateness. The form of the covenant shall be subject to approval by the city attorney, and shall run with the land.

b) Time Extension on Covenant. Upon application to the commission, the time may be extended on a Covenant to reconstruct if the owner shows the work cannot reasonably be performed within one year.

c) City Action. If the owner refuses to execute and record such covenant, then the city may cause such reconstruction or restoration to be done, and the owner shall reimburse the city for all costs incurred in doing the work. The cost of the work performed by the city shall constitute a lien against the property on which the work is performed. Restoration or reconstruction may only be required when plans or other evidence is available to effect the reconstruction or restoration to the satisfaction of the director of planning.

(f) Additional Penalties

1) Penalty for Demolition of Properties in Violation of This Article Which are Listed on Inventory of Cultural Resources. With respect to a violation of this article on a building or structure listed on the Inventory of Cultural Resources, no building permits or other construction-related permits shall be issued for a period of three (3) years following the date of demolition or complete reconstruction pursuant to Subsection “e” herein, whichever occurs last, for property on which demolition has been done in violation of this article. No permits or use of the property as a parking area shall be allowed during the three years if plans or other evidence for reconstruction or restoration of a demolished structure do not exist, or if the reconstruction or restoration is not completed for any reason. Permits which are necessary for public safety or welfare in the opinion of the director of planning may be issued.

- 2) Penalty for Demolition of Properties in Violation of This Article Which have been Designated a Landmark or are Within a Historic District. With respect to a violation of this article on a landmark or an improvement within a historic district, no building or construction-related permits shall be issued for a period of five (5) years following the date of demolition or complete reconstruction pursuant to Subsection “e” herein, whichever occurs last, for property on which demolition has been done in violation of this article. No permits or use of the property as a parking area shall be allowed during the five years if plans or other evidence for reconstruction or restoration of a demolished structure do not exist, or if the reconstruction or restoration is not completed for any reason. Permits which are necessary for public safety or welfare in the opinion of the Planning and Building Director may be issued.
- 3) For purposes of this section, the date of demolition shall be presumed to have occurred on the date the city has actual knowledge of the demolition, and the owner shall have the burden of proving an earlier date, if entitlement to an earlier date is claimed.
- 4) For purposes of this section, the date of complete reconstruction shall be the date that a certificate of occupancy is issued by the City.

(g) Failure to Maintain

- 1) Notice. The director of planning shall cause notice of the applicability of this section to be made by certified mail to the person shown as the owner on the rolls of the tax assessor, and on any other person known to have an interest in the property, as soon as practicable after having knowledge that the provisions of this section are applicable to the property. The date the city first had actual knowledge of the demolition shall be stated in the notice.
- 2) Consequences for a Failure to Maintain. The owner, lessee, or other person in actual charge of a landmark, building, structure or improvement within a historic district, or structure listed on the Inventory of Historic Resources shall comply with all applicable codes, laws and regulations governing the maintenance of property. It is the intent of this subsection to preserve from deliberate or inadvertent neglect the exterior features of buildings, and the interior portions thereof when such maintenance is necessary to prevent deterioration and decay of the exterior. All such buildings shall be preserved against such decay and deterioration and shall be free from structural defects through prompt corrections of any of the following defects including, but not limited to:

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- a. Facades which may fall and injure members of the public or property.
- b. Deteriorated or inadequate foundation, defective or deteriorated flooring or floor supports, deteriorated walls or other vertical structural supports.
- c. Members of ceilings, roofs, ceiling and roof supports or other horizontal members which sag, split or buckle due to defective material or deterioration.
- d. Deteriorated or ineffective waterproofing of exterior walls, roofs, foundations or floors, including broken windows or doors.
- e. Defective or insufficient weather protection for exterior wall covering, including lack of paint or weathering due to lack of paint or other protective covering.
- f. Any fault or defect in the building which renders it not properly watertight or structurally unsafe.
- g. Electrical and plumbing systems.
- h. Prevention of infestation.

If the owner refuses upon thirty days' written notice by city to correct or undertake the maintenance of a landmark, building, structure or improvement within a historic district, or a property listed on the Inventory of Cultural Resources, then the city may cause such repair or work to be done, and the owner shall reimburse the city for all costs incurred in doing such work. The cost of the work performed by the city shall constitute a special assessment lien against the property on which the work is performed.

3) Appeal of Decision. The decision of the director of planning that this section is applicable to property may be appealed by the affected owner to the Cultural Heritage Commission which shall hold a hearing on such appeal within sixty (60) days of its filing with the City Clerk's Office, and which shall render a decision on the appeal within thirty days of the close of the hearing on the appeal. The decision of the Commission may be appealed to the City Council in accordance with the procedures for appeal of a denial of a certificate of appropriateness.

(h) Remedies Cumulative. The remedies available to the city are cumulative. The city's exercise of civil remedies shall be in addition and not in lieu of any criminal prosecution and penalty.

2.69 Severability of Provisions.

Should any section or provision of this article be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of this article as a whole or any section thereof other than the section or provision specifically declared to be invalid.

SECTION 3. This ordinance shall take effect thirty (30) days after its final passage and within fifteen (15) days after its passage, the City Clerk of the City of South Pasadena shall certify to the passage and adoption of this ordinance and to its approval by the Mayor and City Council and shall cause the same to be published in a newspaper in the manner required by law.

PASSED, APPROVED, AND ADOPTED this ___ day of ____ 2015.

Robert S. Joe, Mayor

ATTEST:

APPROVED AS TO FORM:

Evelyn G. Zneimer, City Clerk
(seal)

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 XXth day of XXXX, 2015, by the following vote:

AYES:

NOES:

ABSENT:

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ABSTAINED:

Evelyn G. Zneimer, City Clerk
(seal)

ATTACHMENT 3
Current Preservation Ordinance
(For Reference)

CHAPTER 2 ADMINISTRATION**ARTICLE IVH. CULTURAL HERITAGE COMMISSION****2.58 Definitions.**

(a) "Accredited architectural historian" means an architectural historian who meets the historic preservation professional qualification standards of the National Park Service.

(b) "Alteration" means any exterior change or modification, through public or private action, of any cultural resource or of any property located within a historic district including, but not limited to, exterior changes to or modification of structure, architectural details or visual characteristics, such as surface texture, grading, surface paving, new structures, cutting, or removal of trees and other natural features, disturbance of archaeological sites or areas, and the placement or removal of any exterior objects, such as signs, plaques, light fixtures, street furniture, walls, fences, steps, plantings and landscape accessories substantially affecting the exterior visual qualities of the property; except such alterations as identified in Section 2.64(c)(1) shall not be subject to the provisions of this article.

(c) "Certificate of appropriateness" means the permit granted after review by the cultural heritage commission of applications to demolish, alter, relocate or remove a landmark, or an improvement or natural feature within a historic district, or a building or structure in accordance with and as provided in Section 2.64(b)(1).

(d) "Commission" means the cultural heritage commission of the city established by this article.

(e) "City council" or "council" mean the city council of the city of South Pasadena.

(f) "Cultural heritage inventory" means the list, as approved and adopted by the city council, of identified cultural resources which can potentially be designated as a landmark or as a historic district.

(g) "Cultural resource" means improvements, buildings, structures, signs, features, sites, places, areas or other objects of scientific, aesthetic, educational, cultural, architectural, archaeological or historical significance, whether manmade or natural, to the citizens of the city.

(h) "Demolition" shall have the meaning set forth in Division 36.700 of this code.

(i) "Exterior architectural feature" means the architectural elements embodying style, design, general arrangement and components of all of the outer surfaces of an improvement including, but not limited to, the kind, color and texture of the building materials and the type and style of all windows, doors, lights, signs and other fixtures appurtenant to such improvement.

(j) "Historic district" means any area or site containing a number of improvements or natural features which have a special character, historical interest or aesthetic value or which represent one or more architectural periods or styles typical to a period of history of the city, and which constitute a distinct section of the city that has been designated a historic district pursuant to this article.

(k) "Improvement" means any building, structure, parking facility, fence, gate, wall, work of art or other object affixed to and constituting a physical betterment of real property, or any part of such betterment.

(l) "Landmark" means any site or improvement, whether manmade or natural, which has special historical, cultural, aesthetic, archaeological or architectural character, interest or value as part of the development, heritage or history of the city, the state of California, or the nation and which has been so designated pursuant to this article.

(m) "Member" means any member of the cultural heritage commission.

(n) "Natural feature" means any tree, plant life or geological element subject to the provisions of this article.

(o) "Owner" means the person or persons appearing as the owner of the improvement, natural feature or

site on the last equalized assessment roll of the county of Los Angeles.

(p) "Parcel" or "lot" shall have the meaning set forth in Division 36.700 of this code.

(q) "Preservation" means the identification, study, protection, restoration, rehabilitation or enhancement of cultural resources.

(r) "Site" means a parcel or any portion of real property. (Ord. No. 2187, § 2, 2009.)

2.59 Creation.

There is hereby created a cultural heritage commission of the city. (Ord. No. 2187, § 2, 2009.)

2.60 Composition of members.

All members shall have an expressed interest in and knowledge of the cultural heritage of the city. Members shall be chosen from among:

(a) Professionals in the disciplines of architecture, history, planning, archeology, land economics or related discipline, to the extent such professionals are available in the community; and

(b) Such other persons as have demonstrated special interest, experience, or knowledge of the history, architecture or cultural heritage of the city as will provide for an adequate and qualified commission.

(c) In order to permit the commission flexibility in performing its duties in as efficient a manner as possible, the commission may adopt criteria under which the chair, acting alone, or a subcommittee of the full commission, may implement and administer the policies of the commission on a case by case basis. (Ord. No. 2187, § 2, 2009.)

2.61 Powers and duties of the commission.

(a) General Powers. The commission shall be an advisory board to advise the city council, planning commission, parks and recreation commission, all city departments and the city manager on all matters relating to the identification, protection, retention, and preservation of landmarks and historic districts in the city. The commission shall have the power to appoint an advisory panel of volunteer experts as may be necessary to assist in the exercise of its duties, subject to the approval of the city council.

(b) Enumerated Powers. The commission shall have the following powers and duties in addition to those otherwise provided in this article:

(1) Establish criteria and conduct or cause to be conducted a comprehensive survey of cultural resources within the boundaries of the city, and publicize and periodically update survey results;

(2) Adopt specific criteria for the designation of landmarks and historic districts subject to approval by the city council;

(3) Recommend to the city council that certain areas, places, buildings, structures, natural features, works of art or similar objects having a significant historical, cultural, architectural, community or aesthetic value as part of the heritage of the city be designated as landmarks, or that an area be designated a historic district;

(4) Compile and maintain a current register of all sites, natural features, buildings and structures designated and approved as landmarks or historic districts by the city council. A description of the landmark or historic district and its reason for inclusion shall be contained therein. Copies of the register and list shall be transmitted to the city clerk and city manager, and to the departments of planning, parks and recreation, public works and other appropriate departments and governmental or civic agencies;

(5) Encourage public understanding and involvement in architectural, archaeological and environmental heritage through educational programs such as lectures, tours, walks, reports or publications, films, open houses and special events;

(6) Explore means for the protection, retention and use of any designated or potential landmark and historic district including, but not limited to, appropriate legislation and financing, such as encouraging independent funding organizations or private, local, state or federal assistance;

(7) Encourage private efforts to acquire property and raise money on behalf of cultural and historical preservation; however, the commission is specifically denied the power to acquire any property or interest therein for or on behalf of itself or the city;

(8) Submit annually a proposed budget to the city council covering services, supplies, equipment and other expenses appropriate for the performance of its duties;

(9) Work closely with the city council, city attorney, city manager and staff, other commissions and the community redevelopment agency in order to assure that environmental changes will be orderly and will not damage the cultural or historical integrity of the city;

(10) Recommend and encourage the protection, enhancement, appreciation and use of cultural resources which have not been designated as landmarks or historic districts and take such steps as it deems desirable to recognize such cultural resources including, but not limited to, listing, certificates, letters or plaques;

(11) Render advice and guidance, upon request of the property owners, on the restoration, alteration, decoration, landscaping or maintenance of any landmark and historic district;

(12) Review and advise upon the conduct of land use, housing and redevelopment, municipal improvement, and other types of planning and programs undertaken by any agency of the city, the county, or state, as they relate to landmarks and historic districts of the community;

(13) Adopt written standards to be used by the commission in reviewing applications for permits to construct, change, alter, modify, remodel, remove, demolish or affect any landmark or historic district;

(14) Recommend to the city council the purchase or acceptance of fee or other interests in property for purposes of cultural resource preservation;

(15) Investigate and report to the city council on the use of various federal, state, local or private funding sources and mechanisms available to promote cultural resource preservation in the city;

(16) Review all applications for permits, environmental assessments, environmental impact reports, environmental impact statements, and other similar documents set forth in this article, pertaining to landmarks or historic districts;

(17) Cooperate with local, county, state and federal governments in the pursuit of the objectives of historic preservation;

(18) Perform any other functions that may be designated by resolution or motion of the city council;

(19) Participate in the Certified Local Government Program and carry out any responsibilities delegated to it under that program;

(20) Pursue the designation of historic districts and national register nominations to enable property owners to make use of federal tax incentives;

(21) Render advice and guidance, upon the request of property owners or occupants, on procedures for inclusion of a building, structure, improvement, or site on the local, state or national register;

(22) Confer recognition upon the owner of designated landmarks or historic districts by means of certificates, plaques or markers and, from time to time, recommend that the city council issue commendations to such owners who have rehabilitated their property in an exemplary manner;

(23) 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, approved and adopted by the city council. (Ord. No. 2187, § 2, 2009.)

2.62 Landmarks and historic districts.

(a) Registering Landmarks and Historic Districts.

(1) Registering. The commission shall have the responsibility to recommend to the city council the adoption of ordinances or resolutions designating improvements, sites or natural features as landmarks or historic districts and thereby necessitating their preservation, protection, enhancement, rehabilitation or perpetuation. The commission shall prepare and transmit a report of its recommendation to the council on the historical and architectural significance of the improvement, site or natural feature to be designated.

(2) Designation Criteria for Landmarks and Historic Districts. Criteria and standards for the designation of landmarks and historic districts shall include any or all of the following, as applicable:

- (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;

(M) With respect to the designation of a historic district, not less than fifty percent plus one of all affected owners of the proposed historic district must consent to such designation. Each parcel or lot shall be entitled to only one vote per parcel or lot. By way of example only, if the proposed historic district were composed of twenty parcels, then eleven property owners would be required to consent to the designation;

(N) Subject to review and approval by the city council, the commission may by resolution adopt additional or more detailed criteria and standards for the determination of designation of landmarks and historic districts.

(3) Designation Procedure. Landmarks and historic districts shall be established by the city council in the following manner:

(A) The commission, upon its own initiative or upon the written request of any person or city agency, may recommend the designation of any cultural resource in the city as a landmark or historic district.

(B) The commission shall appoint a subcommittee of two members (the "landmark subcommittee") to review all applications for consideration of an improvement, site or natural feature as a landmark or historic district. The landmark subcommittee shall conduct a study and shall make a preliminary written recommendation, based on such documentation as it may require, as to whether the commission shall consider the improvement, site or natural feature for appropriate designation. The landmark subcommittee, as soon as practicable and prior to the hearing on designation, shall:

(i) With respect to the proposed designation of a landmark, exercise its best efforts to meet with the owner in an effort to obtain such owner's written consent to the proposed designation; and

(ii) With respect to the proposed designation of a historic district, shall have obtained the consent of affected owners in accordance with Section 2.62(a)(2)(M).

(C) If the landmark subcommittee determines that the improvement, site or natural feature, which is the subject of the application, merits consideration by the commission, it shall recommend that the commission place the application upon its agenda for its next regularly scheduled meeting for consideration of such designation.

(D) The commission shall notify the director of planning of the pendency of the consideration. No applications for a permit to construct, alter or demolish any improvement or natural feature, or any improvement or natural feature within a proposed historic district, filed subsequent to the date of notice to the director of planning by the commission, shall be issued while proceedings are pending on such designation; provided, however, that after one hundred eighty days have elapsed from the date of the notice, if final action on such designation has not been completed, the permit application may be approved.

(E) The commission shall send written notice by registered mail to each affected owner of a proposed designation as a landmark or historic district of the date, place, time and purpose of the hearing to consider such designation, at least twenty days prior to the date of the hearing, and shall publish notice of such hearing at least once in a newspaper of general circulation in the city not less than ten days prior to such hearing.

(F) The commission shall provide an opportunity to be heard to each affected owner and other interested members of the public. The commission may, if necessary, continue the consideration of designation to its next regularly scheduled meeting.

(G) The commission shall, within fifteen days of its hearing regarding designation or of any continued hearing on the designation, recommend approval in whole or in part, or disapproval in whole or in part of the application, in writing to the city council.

(H) The affected owner may object to the decision of the commission by filing with the city clerk a written statement setting forth their objection prior to the hearing before the city council.

(I) The city council, upon receipt of the recommendation, shall set the matter for hearing within thirty days of the date of filing of the commission recommendation with the city clerk, and shall render its decision thereon within thirty days after the close of the hearing of the city council. The council shall cause written notice of the council hearing to be given by registered mail to each affected owner and shall provide a reasonable opportunity for the owner to be heard at the council hearing.

(J) The city shall notify the affected owner in writing of the final action of the city council with respect to the proposed designation and shall give such owner written notice of any further action which it takes with respect to such designation.

(K) Failure to send any notice by mail to any affected owner where the address of such owner is not a matter of public record shall not invalidate any proceedings in connection with the proposed designation. The commission and city council may also give such other notice as they may deem desirable and practicable.

(L) Upon designation by the city council, the city clerk shall record the city council's declaration in the office of the county recorder of the county. (Ord. No. 2187, § 2, 2009.)

2.63 Cultural heritage inventory—Additions and deletions.

(a) Addition. A property owner wishing to have their property included on the inventory may submit a written application for inclusion to the commission. The application shall provide photographic evidence, an evaluation by an accredited architectural historian, and such further information as the commission may require. Written notice of such an application for addition and the time and place of a public hearing before the commission shall be provided to property owners within a three hundred ~~173~~ foot radius of the subject property not less than ten days prior to the hearing.

If the commission finds that there is substantial evidence that the property reasonably meets national, state or local criteria for historical significance, and that it has been so evaluated by an accredited historian, it shall recommend to the council that the property be included on the inventory. The council shall consider the recommendation and may, at its discretion, request further information from the applicant and hold a public hearing. The council may, by resolution, determine that the property be included on the inventory.

(b) Deletion. An owner of a cultural resource listed on the inventory may submit a written application to the commission requesting removal from the inventory. The application shall provide evidence and supporting documentation as to the lack of historic significance of the cultural resource, including photographic evidence as to the current condition of the cultural resource, an evaluation by an accredited architectural historian, and such further information as the commission may require. Written notice of such an application for deletion and the time and place of a public hearing before the commission shall be provided to property owners within a three hundred foot radius of the subject cultural resource not less than ten days prior to the hearing. If the commission finds:

(1) That the cultural resource lacks historical significance as defined under national, state, and local criteria for historical significance; or

(2) That the cultural resource has lost its historical integrity due to irreversible alterations, it shall make a recommendation to the city council that the cultural resource be deleted from the inventory. The council shall consider the recommendation and may, in its discretion, request further information from the applicant and hold an additional public hearing. The council may, by resolution, determine that the cultural resource be deleted from the inventory.

(c) Additions to or deletions from the inventory may also be initiated by majority vote of the members of the commission. Should the commission initiate the addition of property to the inventory, or deletion of a cultural resource from the inventory, written notice of the time and place of a public hearing before the commission shall be given to the owner of said property or cultural resource, and to property owners within a three hundred foot radius of said property or cultural resource, at least ten days prior to the hearing.

Recommendations to the council as to such addition or deletion shall be made by the commission upon making the applicable findings set forth in subsections (a) or (b), above. The council shall consider the recommendation and may, in its discretion, request further information from the applicant and hold an additional public hearing. The council may, by resolution, determine that the property be added to or deleted from the inventory.

(d) A cultural resource shall be deleted from the inventory upon complete destruction of that cultural resource pursuant to a duly issued certificate of appropriateness for such destruction by the city. (Ord. No. 2187, § 2, 2009.)

2.64 Demolition and alteration.

(a) Demolition or Alteration of Landmarks and Improvements Within Historic Districts.

(1) Nonemergency Demolition or Alteration. No landmark nor any improvement or natural feature within a historic district or any portion thereof shall be demolished, removed, relocated or altered without first obtaining a certificate of appropriateness from the commission. No certificate of appropriateness shall be approved unless the plans for the changes in construction, alteration, demolition, relocation or removal conform with the provisions of this subsection.

(2) Criteria. The commission shall establish, by resolution subject to review and approval by the city council, criteria for determining whether a landmark, or improvement or natural feature within an historic district shall be permitted to be demolished, removed, relocated or altered.

(A) Alterations. 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 ~~one of the~~ things:

(i) The purpose of this article;

- (ii) The historical and architectural value and significance of the landmark or historic district;
- (iii) 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;
- (iv) The position of the building or structure in relation to the street or public way and to other buildings and structures; and
- (v) 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.

(B) Demolitions. 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.

(C) Economic Hardship. In considering the appropriateness of either demolition or alteration of a landmark or improvement or natural feature within a historic district, the commission shall approve or conditionally approve a certificate of appropriateness if it finds that such cultural resource cannot be remodeled or rehabilitated in a manner which would allow a reasonable use of or reasonable return from the property to the owner.

(i) The commission may solicit expert testimony or require that the owner submit any or all of the following information before the commission makes a determination on the application:

- a. The past and current use of the property;
- b. The original purchase price;
- c. The current assessed value of the property;
- d. The estimated market value of the property:
 - 1. In its current condition,
 - 2. After completion of the proposed construction, alteration, demolition or removal,
 - 3. After any changes recommended by the commission, and
 - 4. In the case of demolition, after renovation of the existing property for continued use (if by appraisal, such appraisal shall not be older than six months from the date of submission to the commission);
- e. The current outstanding mortgage debt encumbering the property identifying principal balance and interest rate;
- f. The immediate past three-year history of income and expenses, if income-producing property;
- g. Form of ownership or operation of the property, whether sole proprietorship, for profit or not-for-profit corporation, limited partnership, joint venture or other;
- h. An estimate of the cost of the proposed construction, alteration, demolition or removal and an estimate of any additional cost that would be incurred to comply with the recommendations of the commission;
- i. A report from a licensed engineer or architect with experience in rehabilitation as to the structural soundness of any structures on the property and their suitability for rehabilitation;
- j. In the case of proposed demolition, an estimate from an architect, developer, real estate consultant, appraiser or other real estate professional experienced in rehabilitation, as to the economic feasibility of rehabilitation or reuse of the existing structure on the property;
- k. Such other information of applicant or principal investors in the property, considered necessary by the commission to determine if there is a reasonable return to the owner.

(b) Demolition or Alteration of Other Buildings and Structures.

(1) Nonemergency Demolition or Alteration. Until such time as the cultural heritage inventory is approved

and adopted by the city council, no building or structure, fifty years or older, shall be demolished without first obtaining a certificate of appropriateness in accordance with this subsection. Upon the adoption of the cultural heritage inventory, no building or structure which is listed on the cultural heritage inventory shall be demolished, removed, relocated or altered without first obtaining a certificate of appropriateness in accordance with this subsection.

(2) Criteria. The commission shall determine whether a building or structure as provided in subsection (b) (1) of this section, or any portion thereof, shall be permitted to be demolished, removed, relocated or altered based on the following criteria:

(A) In considering the appropriateness of demolition or alteration, the commission shall consider whether the building, structure, improvement or natural feature would reasonably meet national, state or local criteria for designation as a landmark or as part of a historic district.

(B) The commission shall also consider whether denial of the certificate would result in economic hardship in accordance with subsection (a)(2)(C) of this section.

(c) Exceptions to Requirements of Certificate of Appropriateness.

(1) Not Alteration. The following items of construction, work or labor on a building, structure or improvement are deemed not to be an alteration for the purposes of this article and shall not require a certificate of appropriateness:

(A) House painting;

(B) Routine maintenance which does not require a building permit;

(C) Landscaping, including sprinkler system work;

(D) Flat concrete work;

(E) All alterations which are entirely interior and do not affect the exterior of the building, structure or improvement;

(F) Replacement of existing screens and awnings with same or substantially consistent materials.

(2) Demolition in the Interest of Public Health or Safety. Where it is determined by a duly authorized city official that demolition, removal or alteration of a landmark, or of an improvement or natural feature within a historic district, or of a building or structure as provided in subsection (b)(1) of this section, is immediately necessary in the interest of the public health or safety, the city official may issue a demolition permit without the affected owner first obtaining a certificate of appropriateness. The commission shall be notified in writing as soon as possible, but in any event within not more than five days of the receipt of any application for such work in order to pictorially document the building, structure or improvement prior to commencement of demolition.

(d) Procedures for a Certificate of Appropriateness.

(1) An application for a certificate of appropriateness ("certificate"), accompanied by such documentation as the commission shall require, shall be filed with the director of planning who shall transmit the same to the commission within ten days of the receipt of a complete application. The commission shall determine whether to approve or deny the issuance of the certificate based upon the criteria established in subsections (a) and (b) of this section, respectively, for a landmark or historic district, or a building or structure as provided in subsection (b)(1) of this section. The commission shall have sixty days from the date of receipt of a complete application from the director of planning within which to grant or deny the certificate.

(2) All projects requiring a certificate of appropriateness subject to the cultural heritage commission's approval shall require public notification. Projects which are within the following parameters shall require a three hundred foot radius public notification.

(A) Any demolition of an existing structure and new house or structure;

(B) A change from the existing architectural design (i.e., replacement of all existing windows with a different window, removal and replacement of existing exterior with different materials, a roof reconfiguration or similar construction which alters the existing style);

- (C) A two-story addition on a single-story existing structure;
- (D) A fifty-percent increase to the existing structure or five hundred square feet, whichever is less;
- (E) An addition that exceeds the floor area ratio.

Projects that do not meet the above stated parameters shall be required to provide a one hundred foot radius public notification.

(3) The city shall, no later than ten days prior to the hearing, give legal notice to the applicant and to the owners of property. If the legal owner is not a resident, notice will also be given to the occupant of the property indicating the place, date and time of the cultural heritage commission meeting.

(4) Applications shall be processed according to the notification procedure established by the community development department.

(5) In the case of a decision by the commission not to permit demolition, removal or alteration, the applicant for the certificate and the director of planning shall be notified in writing of such denial, which shall set forth the reasons given in support thereof.

(6) Demolition, significant alteration or removal of any improvement, site or natural feature which fall within the provisions of this article without a certificate of appropriateness authorizing the work to be done, is prohibited.

(e) Appeal.

(1) Any person aggrieved by the commission's approval or denial of a certificate of appropriateness may appeal the decision of the commission to the city council.

(2) Within fifteen calendar days after the mailing of notice to the affected owners of the decision of the commission, the appellant shall file his or her written letter of appeal and shall pay a filing fee, as determined by resolution of the city council, with the city clerk. The appeal shall set forth the grounds relied on by the appellant. Upon receipt of the written letter of appeal and payment of the applicable filing fee, the city clerk shall place the matter upon the city council agenda for a regularly scheduled meeting of the council in accordance with subsection (e)(3) of this section.

(3) Within sixty days following the filing of a written appeal, the city council shall conduct a public hearing to review the decision of the commission. At any time prior to its final decision, the council may refer the matter back to the commission for further consideration. The council shall set the matter for hearing and shall give written notice by certified mail addressed to the owner, of the time and place for the hearing, at least ten days prior to the date thereof.

(4) At the time set for the hearing, the appellant and any other interested parties shall be given a reasonable opportunity to be heard in order to show cause why the decision of the commission should be reversed or modified. The city council may reverse or affirm wholly or partly, or may modify the decision of the commission, and may impose such conditions as the facts warrant, and its decision shall be final. Any hearing may be continued from time to time. (Ord. No. 2187, § 2, 2009.)

2.65 Maintenance and care.

(a) Ordinary Maintenance and Repair. Nothing in this article shall be construed to prevent the ordinary maintenance and repair of any exterior architectural feature of any designated landmark or improvement or natural feature within a historic district that does not involve a change in design, material, color or appearance thereof. Nothing in this article shall prevent the construction, reconstruction, alteration, restoration or demolition of any such feature which the city official charged with the issuance of building permits shall certify is required by the public safety because of an unsafe or dangerous condition.

(b) Affirmative Duty to Maintain. Every landmark and improvement or natural feature within a historic district shall be maintained in good repair by the owner¹ or ⁷⁷such other person who has legal possession or control thereof, in order to preserve it against decay and deterioration to the extent practicable. (Ord. No. 2187, § 2,

2009.)

2.66 Historic preservation incentives.

(a) By enactment of this section, the city desires to foster preservation of South Pasadena's cultural heritage landmark and historic district properties, and historic properties listed on the California Register.

(b) Mills Act Contracts. The city council authorizes the use of contracts pursuant to California Government Code Section 50280 et seq., alternately known as "Historical Property Contracts" or the "Mills Act." Such contracts may be entered into at the sole discretion of the city council based on the recommendations of the cultural heritage commission in a form to be approved by the city attorney. The intent of such contracts shall be the continued preservation of historical properties. (Ord. No. 2187, § 2, 2009.)

2.67 Enforcement and penalties.

(a) Obligations and Consequences upon Demolition Without a Certificate of Appropriateness.

(1) Demolition, relocation, significant alteration or removal of any improvement, site or natural feature subject to the provisions of this article without obtaining a certificate of appropriateness is a misdemeanor and is further hereby expressly declared to be a nuisance, and shall be abated by reconstructing or restoring the property to its original condition prior to the performance of work in violation of this article whenever possible. The owner of the property, within thirty days of notice from the director of planning that demolition, relocation, significant alteration or removal has been performed in violation of this article shall execute and record a covenant in favor of the city to do such reconstruction or restoration within one year of the date of such notice. The form of the covenant shall be subject to approval by the city attorney, and shall run with the land. Upon application to the commission, the time may be extended by the commission, if the owner shows the work cannot reasonably be performed within one year. If the owner refuses to execute and record such covenant, then the city may cause such reconstruction or restoration to be done, and the owner shall reimburse the city for all costs incurred in doing the work. The cost of the work performed by the city shall constitute a lien against the property on which the work is performed. Restoration or reconstruction may only be required when plans or other evidence is available to effect the reconstruction or restoration to the satisfaction of the director of planning.

(2) With respect to a violation of this article on a landmark or an improvement within a historic district, no building or construction-related permits shall be issued for a period of five years from the date of demolition for property on which demolition has been done in violation of this article and no permits or use of the property as a parking area shall be allowed during the five years if plans or other evidence for reconstruction or restoration of a demolished structure do not exist, or if the reconstruction or restoration is not completed for any reason. Permits which are necessary for public safety or welfare in the opinion of the director of planning may be issued. For purposes of this section, the demolition shall be presumed to have occurred on the date the city has actual knowledge of the demolition, and the owner shall have the burden of proving an earlier date, if entitlement to an earlier date is claimed. The owner shall have the affirmative obligations to plant grass, to provide a temporary irrigation system to maintain such landscaping and to prevent the accumulation of debris and waste on the property during this period.

(3) With respect to a violation of this article on a building or structure as provided in Section 2.64(b)(1), no building permits or other construction-related permits shall be issued for a period of three years from the date of demolition of such building or structure if such demolition is done without first obtaining a certificate of appropriateness for the demolition. Permits which are necessary for public safety or welfare in the opinion of the director of planning may be issued. No permits or use of the affected property as a parking area shall be allowed. The demolition shall be presumed to have occurred on the date the city has actual knowledge of the demolition, and the owner shall have the burden of proving an earlier date, if entitlement to an earlier date is claimed. The owner shall have the affirmative obligations to plant grass, to provide a temporary irrigation system to maintain such landscaping and to prevent the accumulation of debris and waste on the property during this period.

ATTACHMENT 4
PowerPoint Presentation
for 12/16/15 Workshop



DRAFT PRESERVATION ORDINANCE

DECEMBER 16, 2015

City of South Pasadena



South Pasadena's Historic Preservation Ordinance

Background

- 1992: City's preservation ordinance adopted
- 2007: SHPO awarded grant to help fund revisions
- 2008: CHC held series of meetings to tailor the ordinance

11-19-14: Staff presented the draft ordinance to City Council

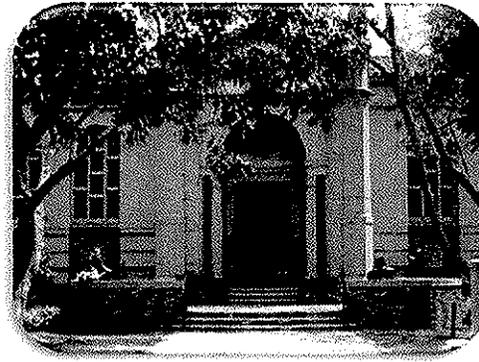
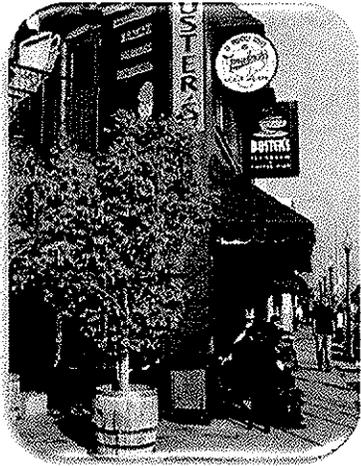
08-14-15: Revisions to draft presented to CHC

11-12-15: CHC Special Meeting to hear public comments

11-19-15: CHC made formal recommendation to adopt the ordinance



Why is Historic Preservation Important to South Pasadena?



1-82

- Guiding General Plan Provision - Preserve Small town Atmosphere
- Appreciation and protection of cultural resources, historic buildings and neighborhoods
- Historic character: a valuable resource for a highly desirable place to live, work, and visit.

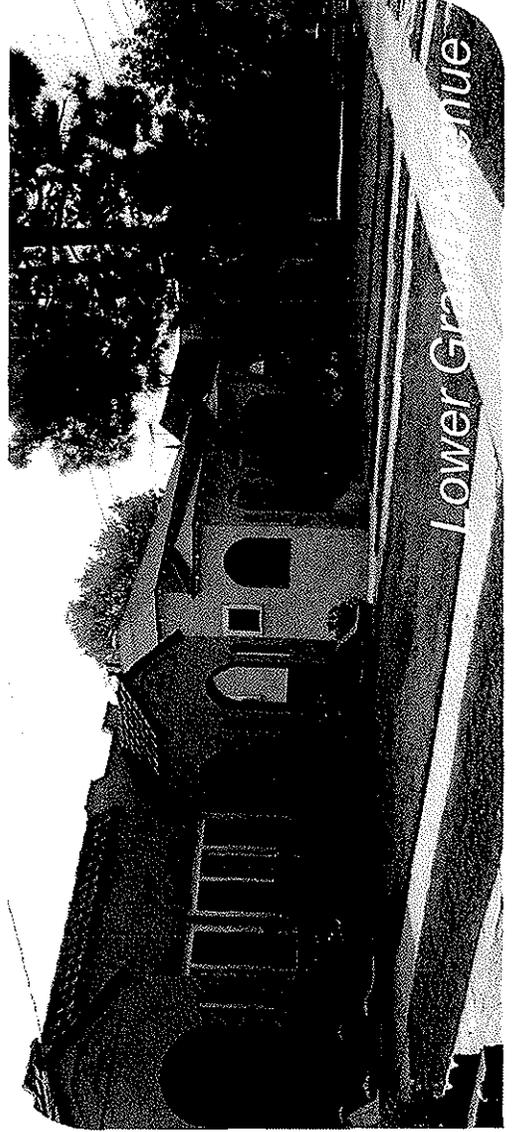


What is considered Historic?



1-83

Districts





What is considered Historic?

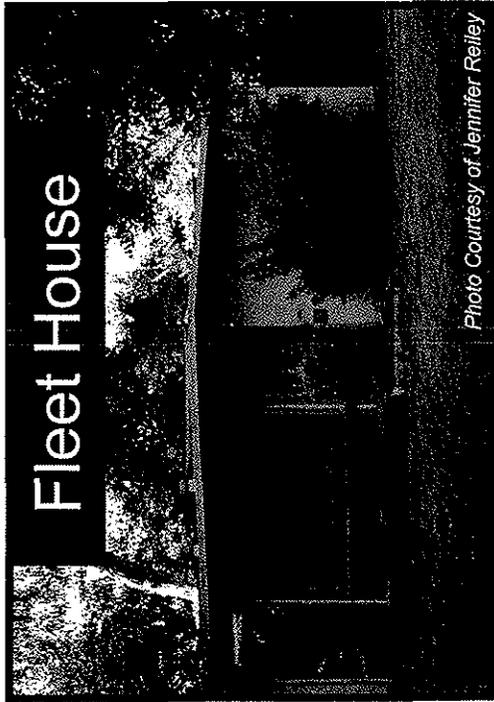
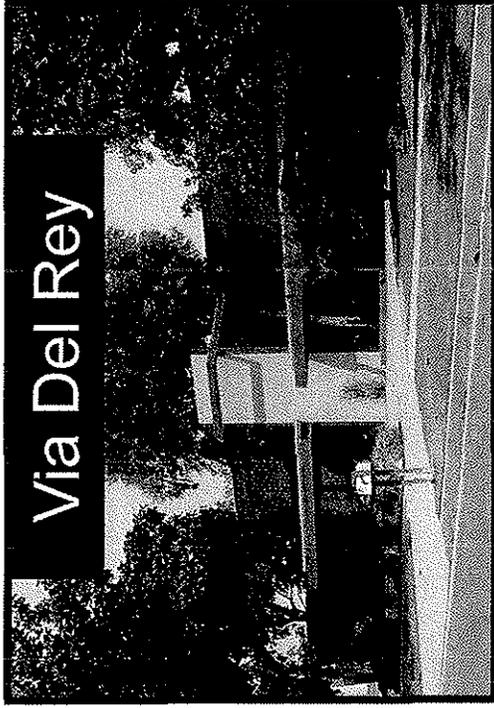
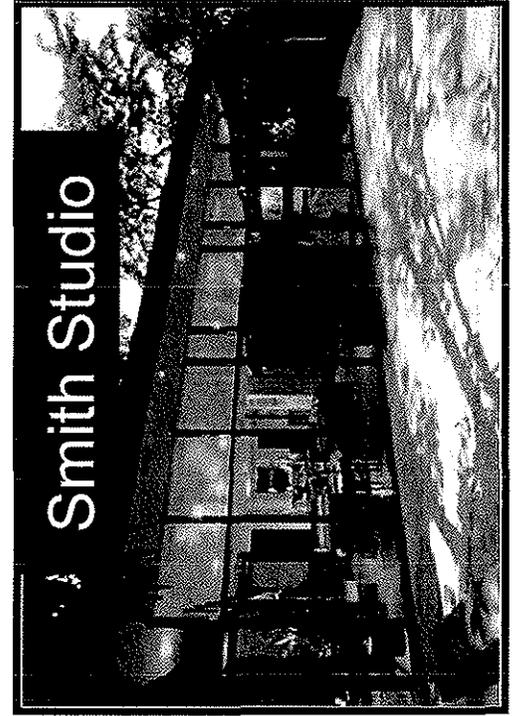
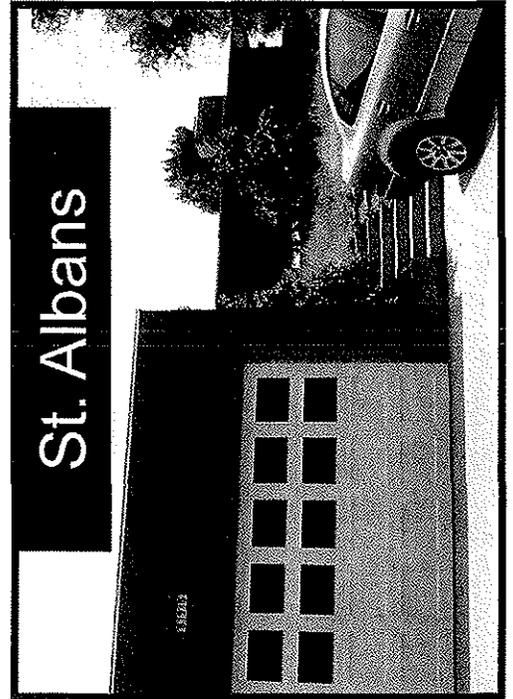


Photo Courtesy of Jennifer Reiley

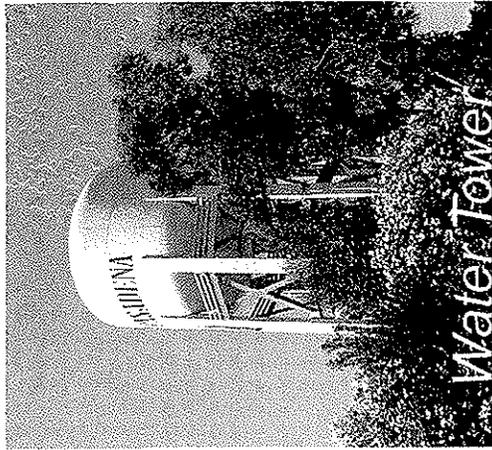
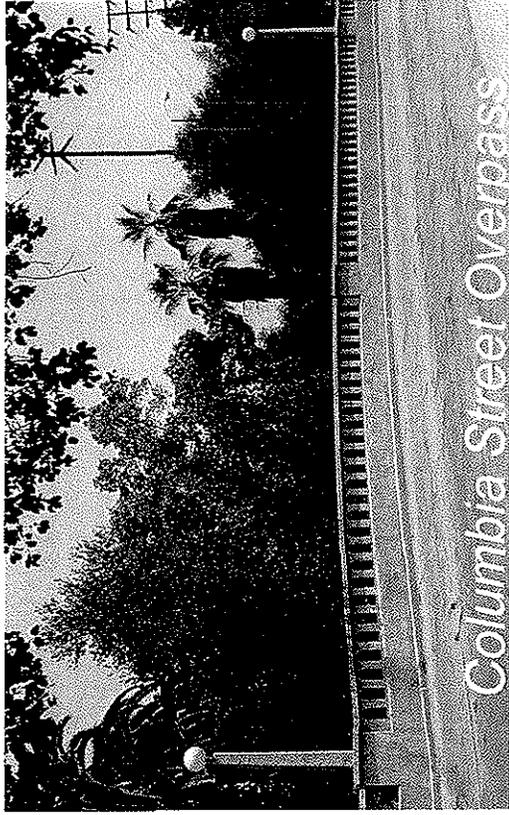


Individual Buildings

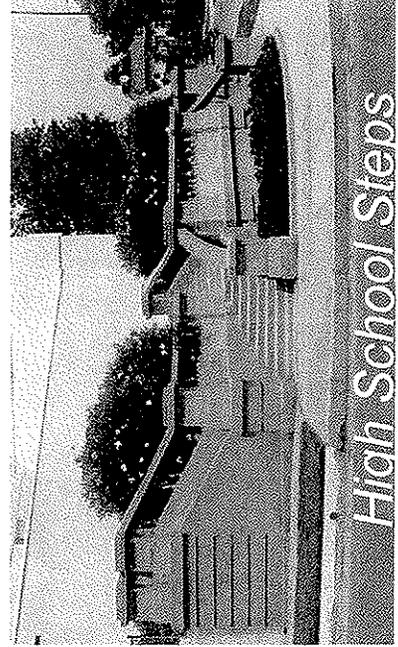
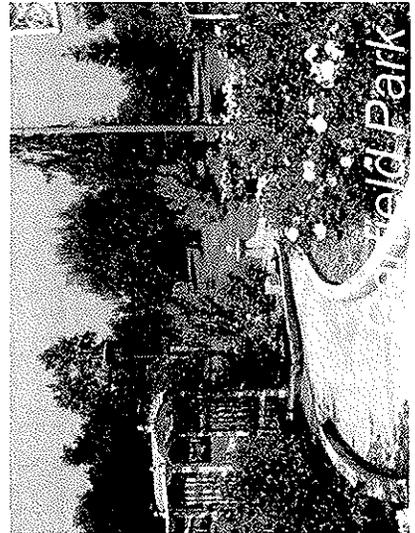
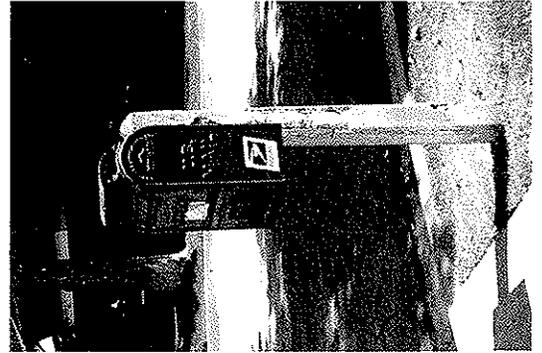




What is considered Historic?



Not just buildings





How Does South Pasadena Protect Historic Resources?

Constructed 1922



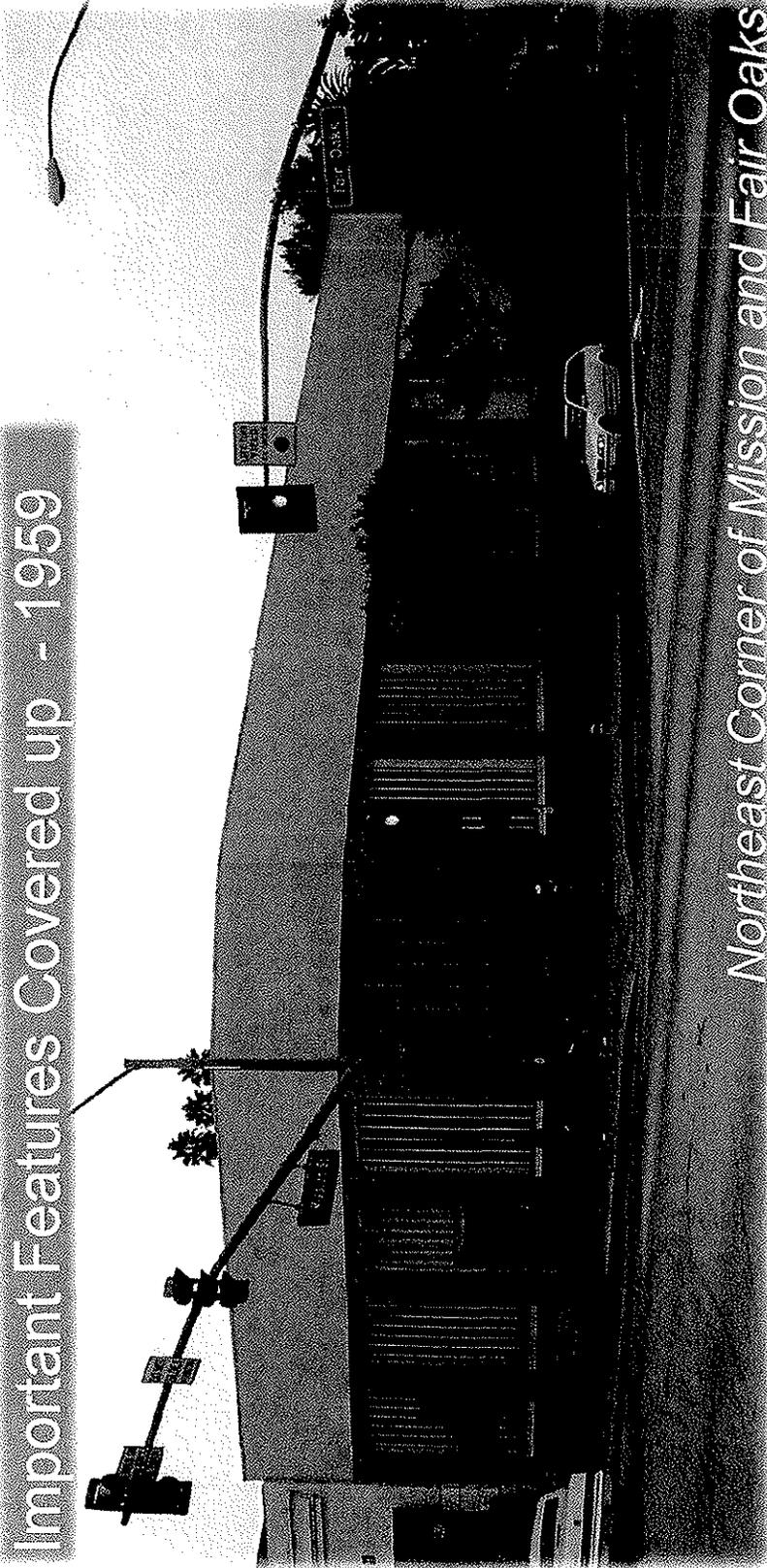
Northeast Corner of Mission and Fair Oaks

Reviewing Alterations



How Does South Pasadena Protect Historic Resources?

Important Features Covered up - 1959

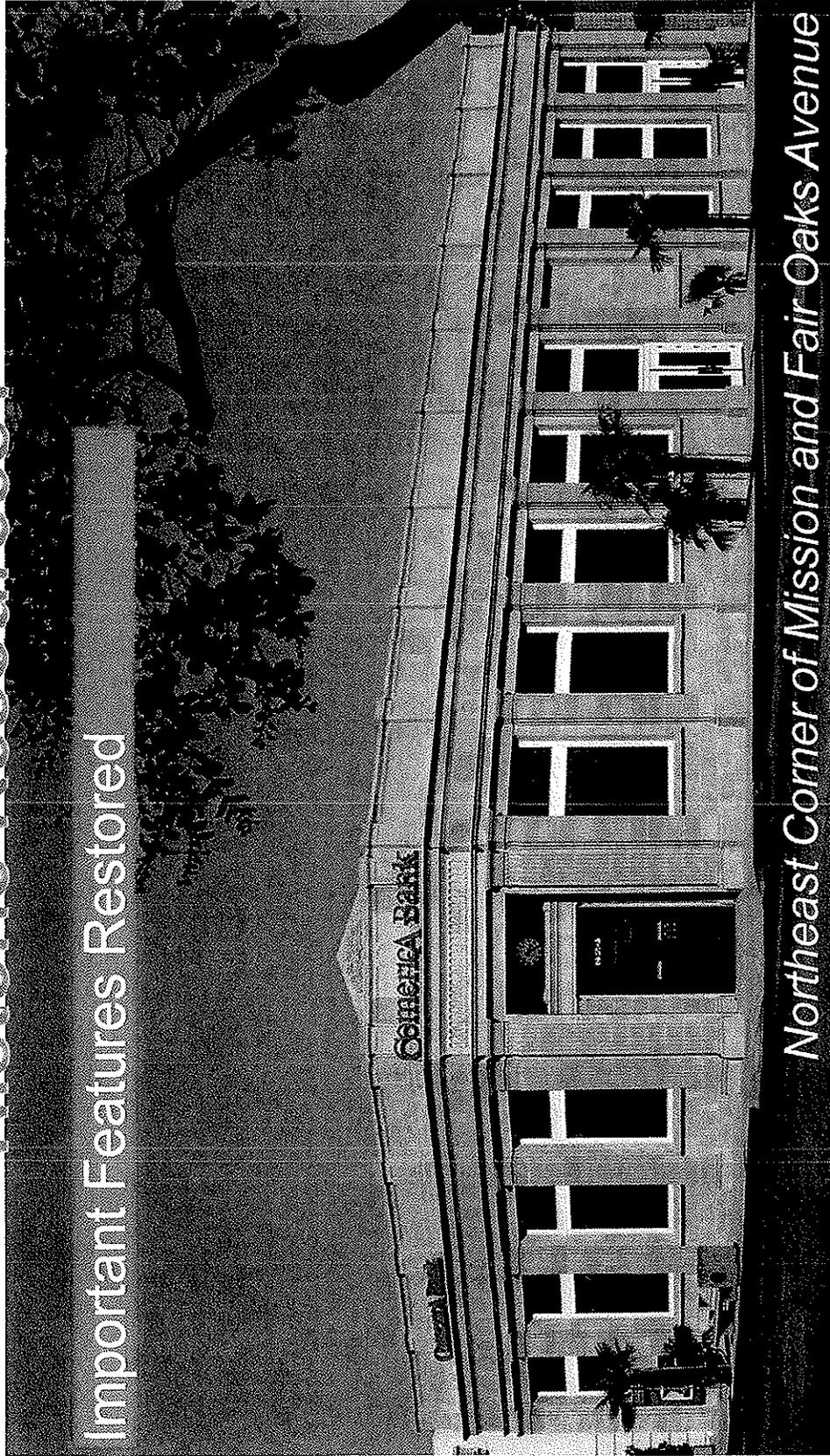


Northeast Corner of Mission and Fair Oaks

Reviewing Alterations



How Does South Pasadena Protect Historic Resources?



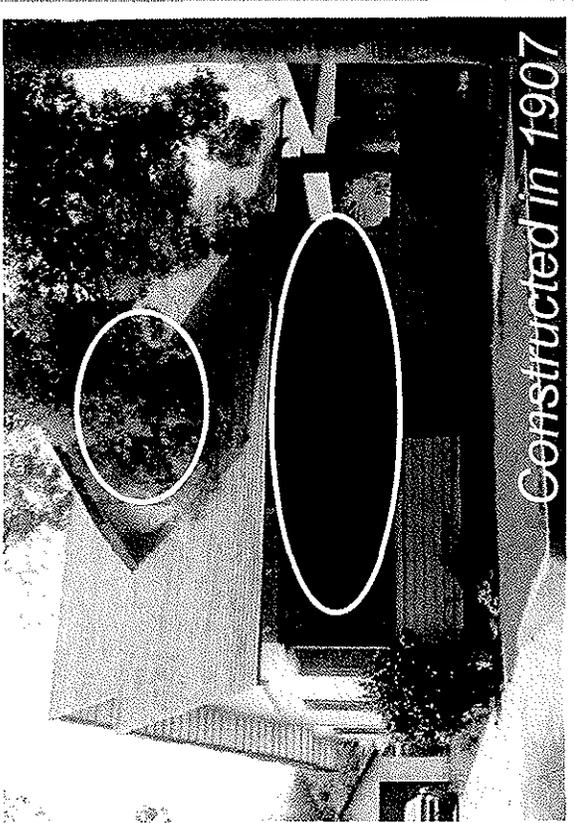
Important Features Restored

Northeast Corner of Mission and Fair Oaks Avenue

Reviewing Alterations



How Does South Pasadena Protect Historic Resources?



House not in South Pasadena

Reviewing Alterations

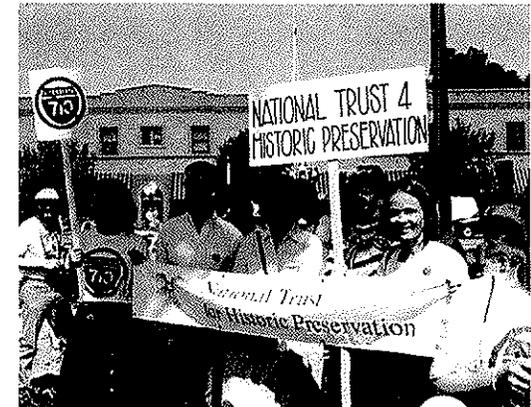


Background of South Pasadena's Historic Preservation Ordinance

Current Historic Preservation Ordinance:

- Adopted in 1992 to safeguard City's heritage and character
- Amended in 1998 to authorize the use tax incentives for restoration and preservation of deteriorated buildings
- Amended in 2001 to establish a procedure for adding or removing properties from the inventory

1-90





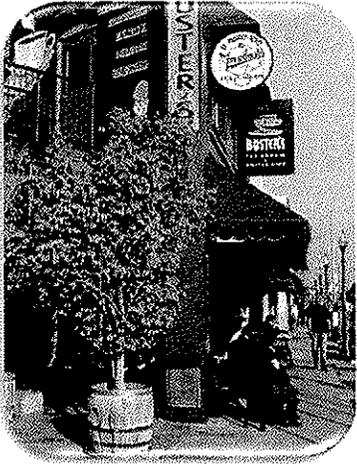
Background of South Pasadena's Historic Preservation Ordinance

Current Historic Preservation Ordinance lacks:

- A strong legal framework
- Clear policy direction and guidelines
- Detailed Review criteria
- Streamlining small projects
- Acknowledgement of CEQA
- Demolition of Historic Resources



South Pasadena's Historic Preservation Ordinance



1-92

Purpose Statement needed:

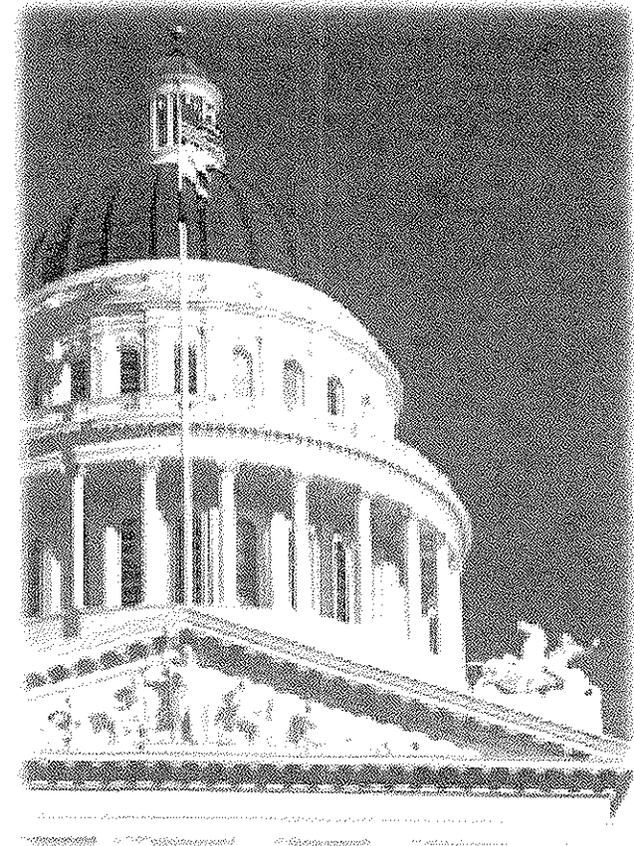
- Establishes the reasons for the enacting preservation law in South Pasadena
- Explains what City hopes to accomplish by regulating look of new construction



South Pasadena's Historic Preservation Ordinance

Ordinance needs to acknowledge its Enabling Authority.

- California Government Code allows cities to protect places, sites, buildings, works of art, and other objects of special historic value

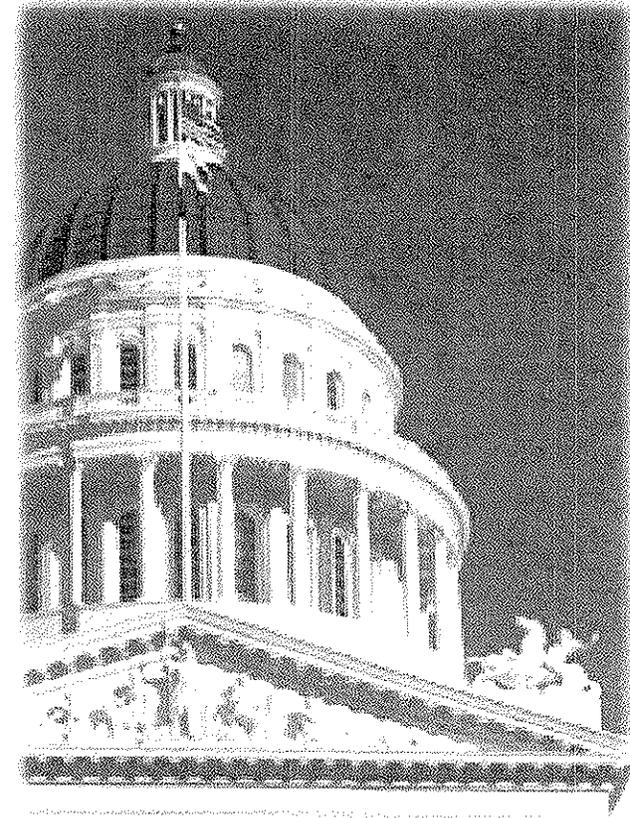




South Pasadena's Historic Preservation Ordinance

Ordinance needs to acknowledge CEQA.

- Historical resources recognized as part of the environment
- Historical Resource is any structure that is:
 - Listed on National Register
 - Determined eligible for CA Register of Historical Resources
 - Included in a local register of historical resources

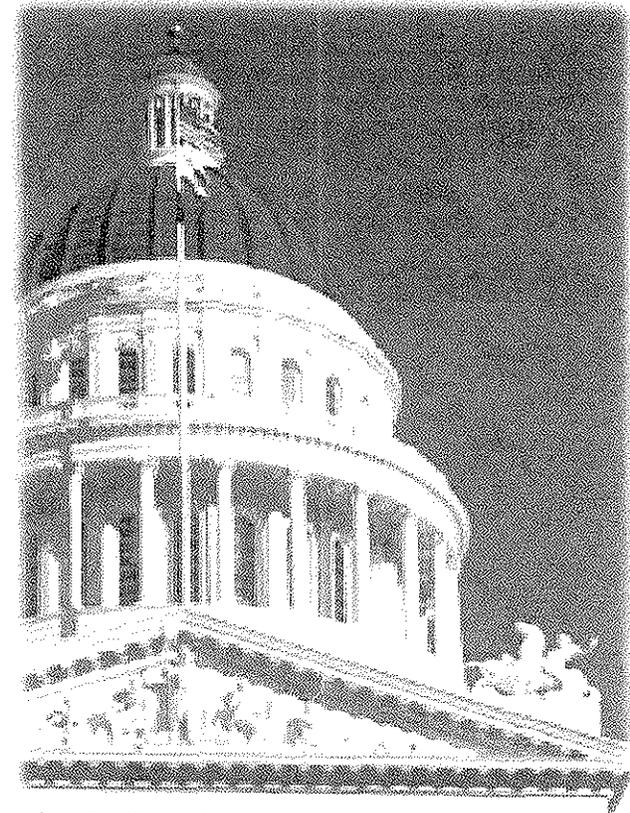




South Pasadena's Historic Preservation Ordinance

Ordinance needs to acknowledge CEQA.

- Required by law to consider environmental impacts
- Review Authority must adopt appropriate CEQA document prior to making a decision for alteration and demolition.





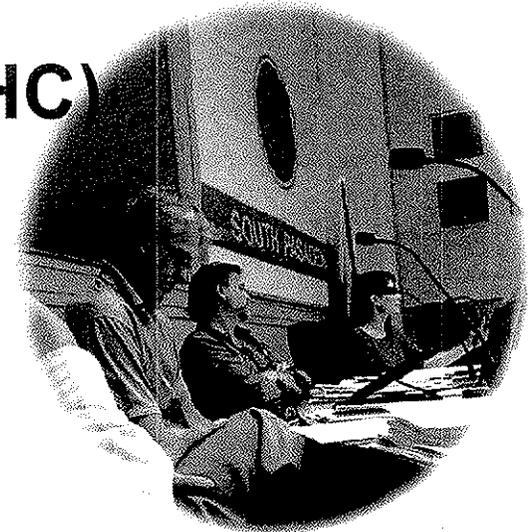
South Pasadena's Historic Preservation Ordinance

Definitions

- A concise set of terms used throughout the preservation ordinance.
- Terms refined and others defined for consistency with new, updated content

Cultural Heritage Commission (CHC)

- Entity charged with administering and enforcing the ordinance
- Five Members appointed by City Council



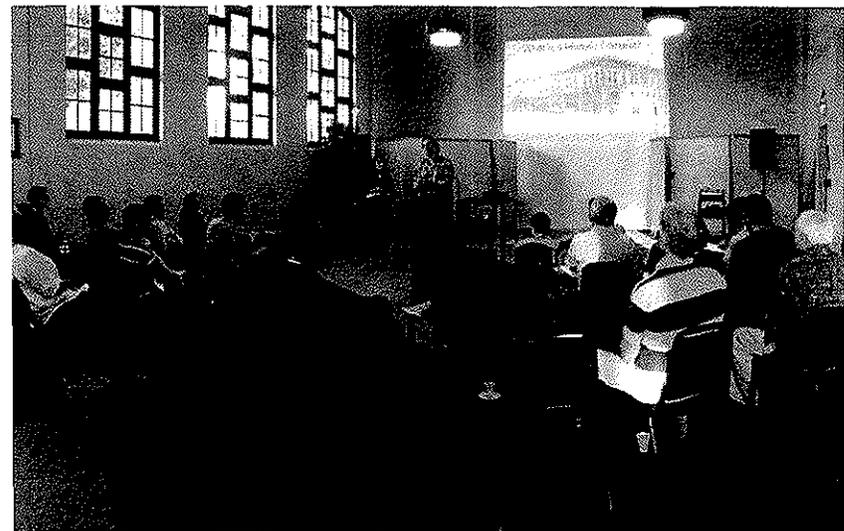


South Pasadena's Historic Preservation Ordinance

CHC Powers and Duties

- Broad powers to discuss and review all matters related to historic preservation
- 23 Specified duties in the current ordinance
- Now grouped into the following categories:
 - Review and approval;
 - Identify cultural resources;
 - Establish criteria and standards;
 - Community outreach activities; and
 - Promote preservation objectives.

1-97





South Pasadena's Historic Preservation Ordinance

Register of Landmarks & Historic Districts

- Oaklawn District changed the procedure for designating historic districts
- New Ordinance requires:
 - Owners' Consent to require 60% majority instead of 50% + 1
 - Impartial Analysis of City Attorney
 - Special Report to City Council





South Pasadena's Historic Preservation Ordinance

Inventory of Historic Resources

- A listing of 2,567 properties with various degrees of historic significance
- Properties that are subject to CHC review
- These Qualify as Historic Resources under CEQA Law
- Proposed Ordinance would require a review and update Inventory to remain legally adequate



South Pasadena's Historic Preservation Ordinance

Certificate of Appropriateness

- A CHC approval allowing owner to alter, demolish, relocate, or remove a building or structure listed on the Inventory
- Minor Project Review allows streamlined approach to approve minor projects.
- Precise tailored criteria for evaluating projects
- Appropriate conditions that may be applied
- Mandatory Findings and Optional Findings
- Expiration period of 18 months
- Appeal process added



South Pasadena's Historic Preservation Ordinance

Work Related to Public Health & Safety

- Certificate of Appropriateness not required for structures about to collapse
- Procedure for Review
 - Building Official determines emergency work is necessary
 - CHC and Property owner get official notice
 - Owner must correct the situation within 8 days
 - If demolition is the only option, CHC and Property Owner confer with Building Official to see what can be saved.





South Pasadena's Historic Preservation Ordinance

Historic Preservation Incentives

- Mills Act Contracts
 - Tax reduction for a property owner who does certain restoration and maintenance tasks over a ten-year period
 - Intended for landmarks and historic district properties (220 properties eligible)
 - Procedures needed for:
 - Ongoing monitoring of contracts,
 - Checking their status and owners' obligations.
 - Criteria needed for type of work required in a contract.



South Pasadena's Historic Preservation Ordinance

Historic Preservation Incentives

- Mills Act Contracts (What's New?)
 - Any property owner can request eligibility
 - Added Criterion
 - Tax benefit can't exceed the amount spent on repairs
 - Non-Retroactive
 - Excludes interior work, routine maintenance, and landscaping
 - Annual renewal expires in 6 years
 - Administration and annual review procedures



South Pasadena's Historic Preservation Ordinance

Enforcement & Penalties

- To protect historic buildings from illegal demolition or inappropriate alterations.
- Illegal work to be abated through reconstruction
- No Building Permits allowed for 3 years for property listed on the Inventory; 5 years for Landmark or Historic District Property.



South Pasadena's Historic Preservation Ordinance

Enforcement & Penalties

- CHC broke out the enforcement language into separate paragraphs for greater clarity
- Allows property owner to seek approval from CHC prior to abatement
- Demolition by Neglect addressed
 - Owners that allow historic property to deteriorate
 - Using long-term neglect to circumvent preservation ordinance



South Pasadena's Historic Preservation Ordinance

Enforcement & Penalties

- Demolition by Neglect addressed
 - Examples and types of deteriorated features are listed
 - If not corrected within 30 days of written notice, City can make the repairs



South Pasadena's Historic Preservation Ordinance

Severability of Provisions

- If parts of the ordinance are held to be unenforceable, the remainder of the ordinance should still apply

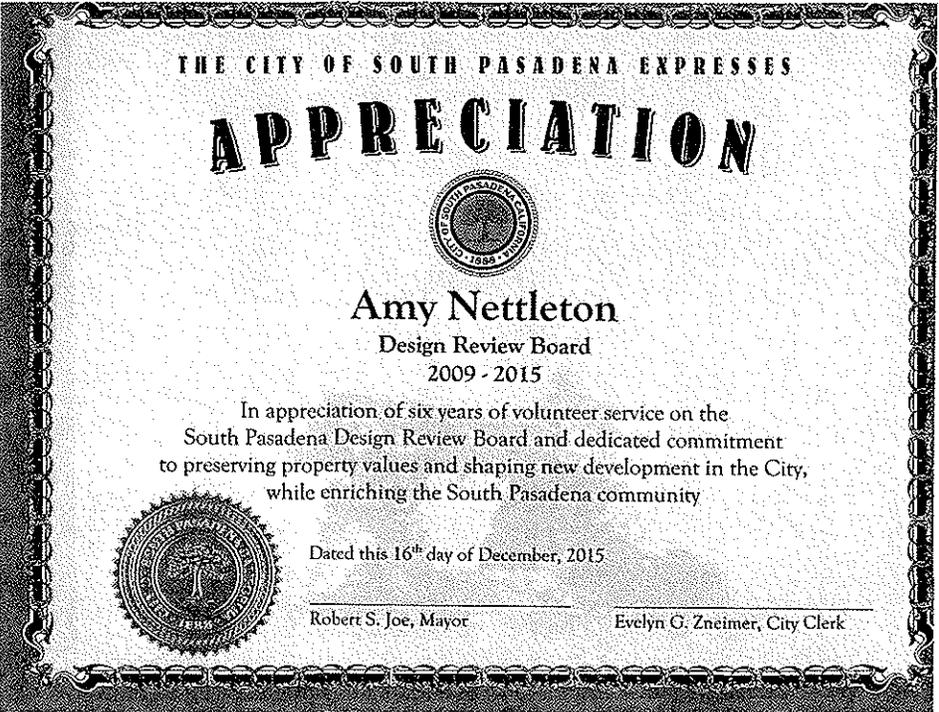
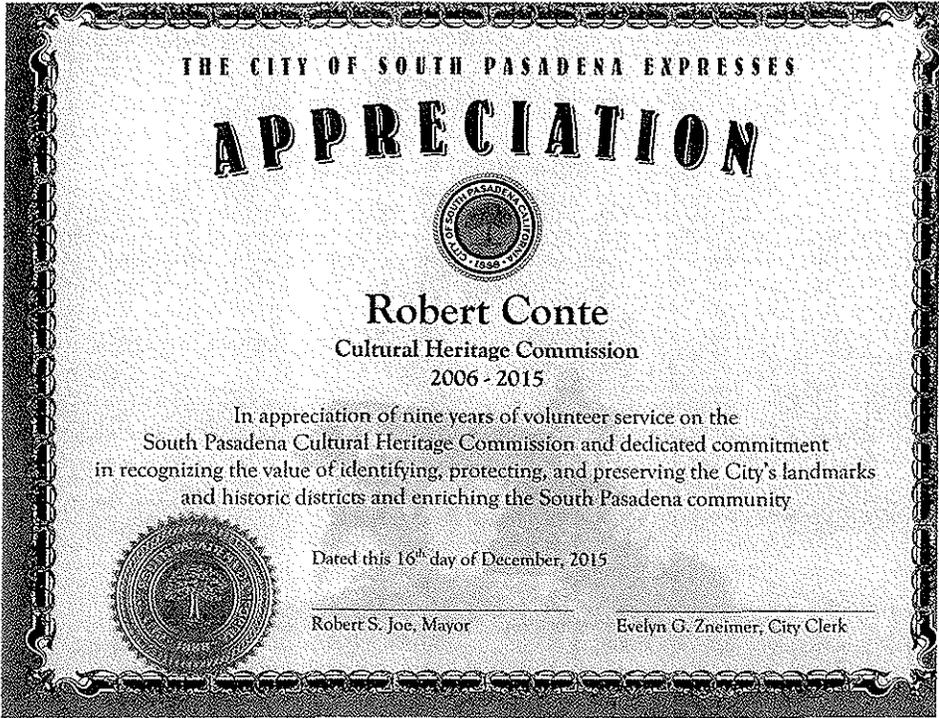


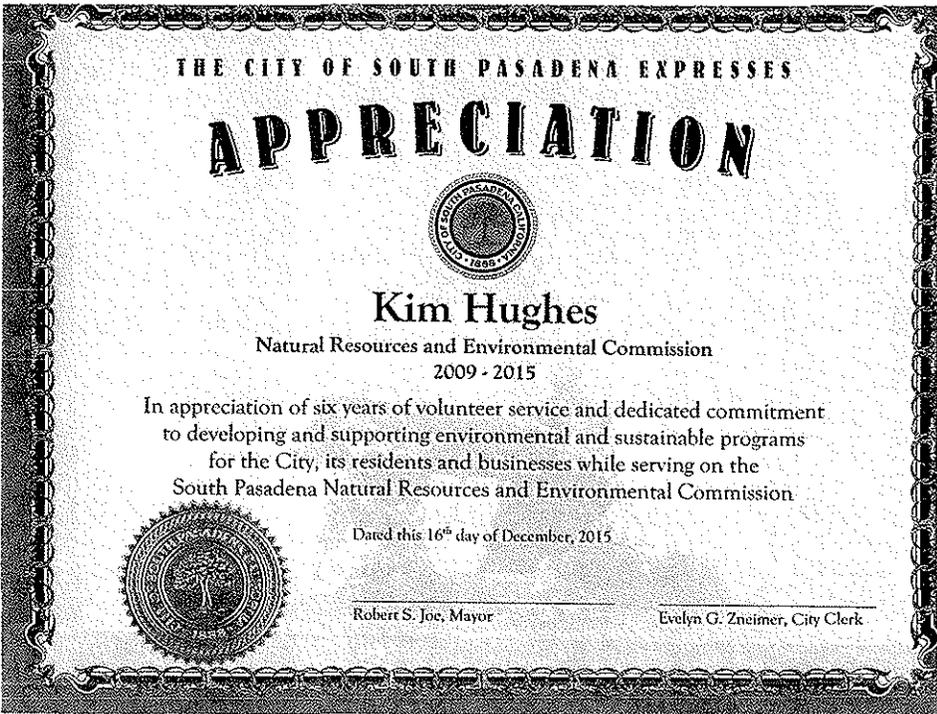
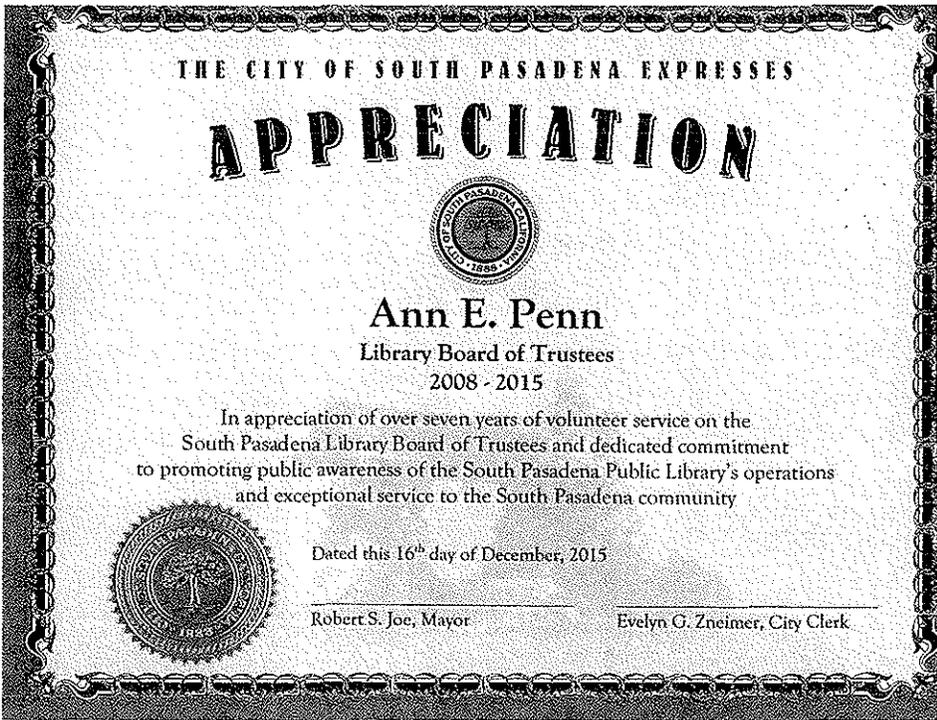
South Pasadena's Historic Preservation Ordinance

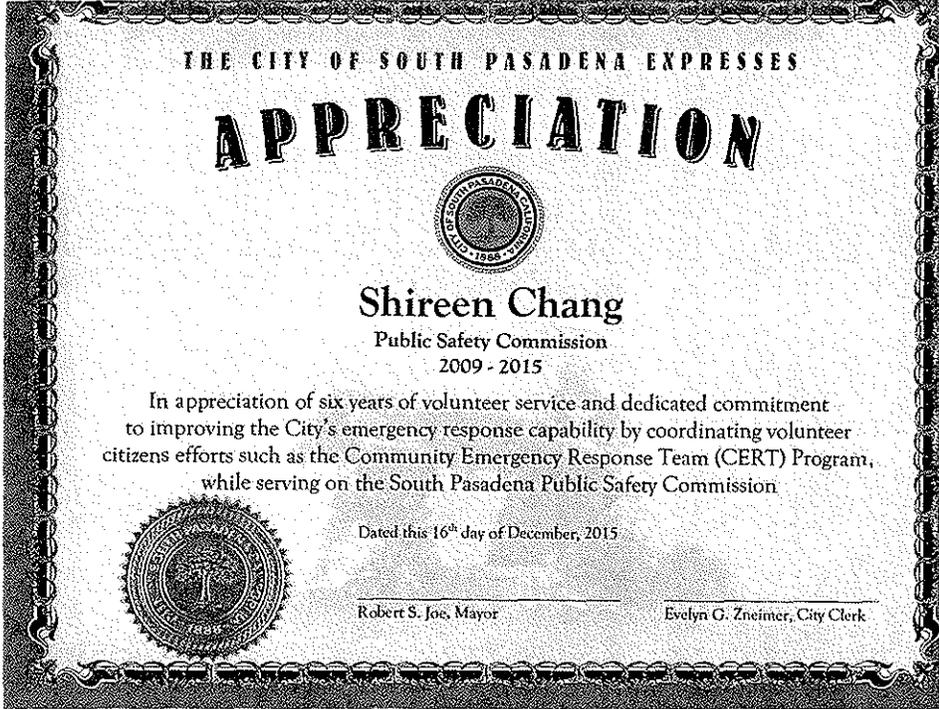
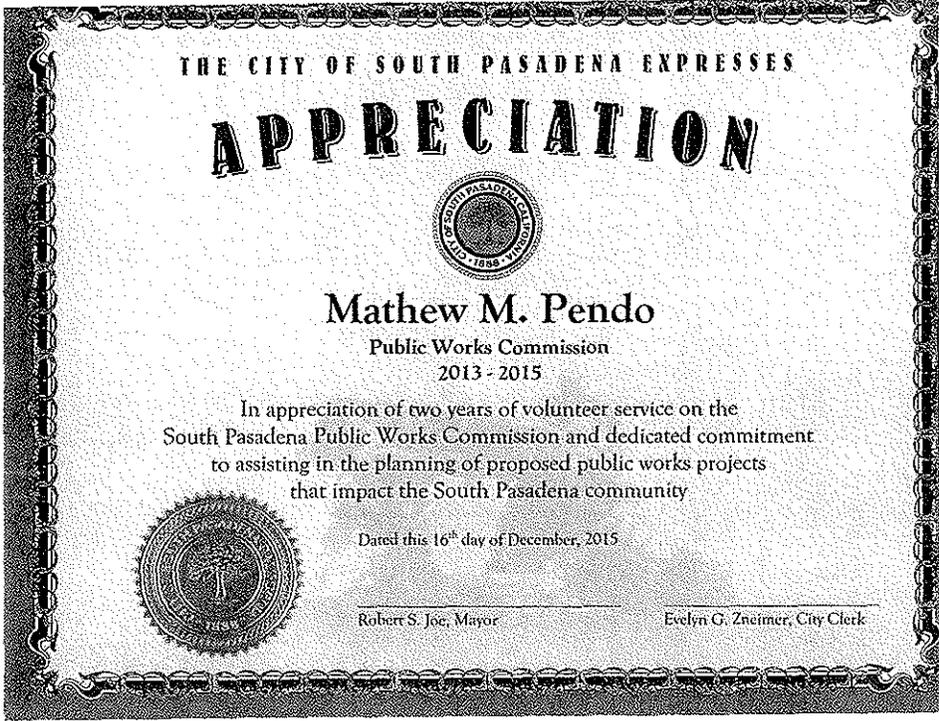
Next Steps

- City Council to address concerns with the proposed ordinance
- Direct staff to address Council's concerns
- First Reading
- Second Reading

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THE CITY OF SOUTH PASADENA EXPRESSES

APPRECIATION



Michael Toman

Reference Librarian – South Pasadena Public Library

In grateful appreciation for 20 years of dedicated service to the South Pasadena Public Library, serving as an integral part of the Library's day-to-day operations team and providing valuable assistance to the South Pasadena Community



Dated this 16th day of December, 2015

Robert S. Joe, Mayor

Evelyn G. Zneimer, City Clerk

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Wednesday, November 18, 2015
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 Joe on Wednesday, November 18, 2015, at 7:38 p.m., in the Amedee O. "Dick" Richards, Jr., Council Chambers, located at 1424 Mission Street, South Pasadena, California.

ROLL CALL

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

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 Mahmud gave the invocation.

PLEDGE OF ALLEGIANCE

Mayor Pro Tem Mahmud led the Pledge of Allegiance.

CLOSED SESSION ANNOUNCEMENTS

The Regular Closed Session of the City Council of November 18, 2015, was called to order by Mayor Joe at 6:30 p.m., with all Councilmembers present.

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

1. Conference with Legal Counsel – Initiation of Litigation
Pursuant to Government Code Section 54956.9 (d)(4)
Number of Cases: 1

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

1. **SOUTH PASADENA TOURNAMENT OF ROSES COMMITTEE ANNUAL FLOAT FUNDRAISER DRAWING FOR THE ULTIMATE TOURNAMENT OF ROSES EXPERIENCE**

Mayor Joe, Ted Shaw, and Alan Vlacich conducted the South Pasadena Tournament of Roses Committee's Annual Float Fundraiser drawing for the Ultimate Tournament of Roses Experience.

2. **PRESENTATION OF THE FISCAL YEAR 2014-15 ANNUAL REPORT OF THE NATURAL RESOURCES AND ENVIRONMENTAL COMMISSION**

Kim Hughes, Chair of the Natural Resources and Environmental Commission (NREC), presented the Fiscal Year 2014-15 Annual Report of the NREC.

Councilmember Khubesrian suggested that the NREC consider creating a program which recognizes businesses that eliminate use of polystyrene products, such as providing a window decal or publishing a list of converted businesses.

3. **PRESENTATION OF THE FISCAL YEAR 2014-15 ANNUAL REPORT OF THE SENIOR CITIZEN COMMISSION**

Alexandria Levitt, Chair of the Senior Citizen Commission (SCC), presented the Fiscal Year 2014-15 Annual Report of the SCC.

4. **PRESENTATION OF THE FISCAL YEAR 2014-15 ANNUAL REPORT OF THE ANIMAL COMMISSION (AC)**

Erin Fleming, Chair of the Animal Commission (AC), presented the Fiscal Year 2014-15 Annual Report of the AC.

5. **COUNCILMEMBERS' COMMENTS**

Councilmember Khubesrian applauded City Commissioners for their enthusiasm and willingness to volunteer; addressed the importance of taking proper care of and being kind to animals; suggested that the Animal Commission consider advertising "No-Kill Los Angeles" pet adoption events on its webpage; expressed thankfulness for the opportunity to enjoy friends and family during the upcoming Thanksgiving holiday, encouraging residents to be kind to each other and to resolve differences peacefully.

Councilmember Schneider reported on his attendance at the meetings of the Public Safety Commission, Cultural Heritage Commission, Arroyo Seco Golf Course Subcommittee, and Renewable Energy Council; urged the community to remember those killed in recent tragedies in Paris, Syria, Beirut, Yemen, and the Russian plane bombing; commended the South Pasadena Arts Council and artists on the beauty of the Utility Box Art Project.

Councilmember Cacciotti displayed PowerPoint slides and reported on his trip to China as part of a delegation of southern California public officials and entrepreneurs to discuss the future of a low carbon economy; encouraged residents to sign-up for the Cool California Challenge to track efforts to reduce carbon footprints; thanked City staff for securing a grant from the South Coast Air Quality Management District to allow for the hosting of a "Golden Streets" event in South Pasadena.

Mayor Pro Tem Mahmud reported on her attendance at the Los Angeles Regional Water Quality Control Board (LARWQCD) workshop on stormwater funding, noting that municipal government representatives expressed concerns regarding unfunded liabilities for stormwater compliance; pointed out that LARWQCD Board Members expressed concern regarding the lack of support from local water districts to help address storm water compliance; advised that she is now serving on the Stormwater Funding Options Steering Group; noted that the Library Board of Trustees recently adopted an alcohol use policy for the Library Community Room which is consistent with the established City policy for alcohol service at the War Memorial Building and Senior Center; spoke on her attendance at a Cap and Trade workshop sponsored by the Southern California Association of Governments and Southern California Gas Company which focused on affordable housing and sustainable community projects.

Mayor Joe invited the community to attend the 2015 State of the City Address on December 9, 2015, at 6:00 p.m., in the Library Community Room.

6. CITY MANAGER COMMUNICATIONS

City Manager Gonzalez advised that the Amgen Local Organizing Committee has been established and recently held its first meeting, noting that South Pasadena will be a Host City in May 2016; announced that City Hall will be closed starting November 25, 2015 through November 27, 2015, in order for staff to perform critical upgrades to the City's Information Technology system; commended the Police Department for successfully hosting its Teen Academy; advised that South Pasadena residents are eligible to receive up to a \$3,000 rebate for earthquake retrofitting.

In response to City Council inquiry, Police Chief Miller explained that the Teen Academy allows local teens to interact with South Pasadena Police Officers in a non-threatening manner and helps promote community policing; advised that a Citizens Academy for adults is anticipated to begin spring 2016.

7. REORDERING OF AND ADDITIONS TO THE AGENDA

None.

PUBLIC COMMENTS

Amedee Barry, South Pasadena resident, thanked City Council and staff for their efforts to help resolve parking issues on Adelaine Avenue; pointed out that a 1-hour parking restriction may not result in a successful resolution to the residents parking concerns, noting that most Trader Joe's customers complete their shopping within one hour.

CONSENT CALENDAR

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY MAYOR PRO TEM MAHMUD, CARRIED 5-0, to approve the Consent Calendar Item Nos. 8 through 17, with Item Nos. 11, 12, 13, and 14 pulled for separate consideration.

8. MINUTES OF THE CITY COUNCIL MEETING OF OCTOBER 21, 2015

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY MAYOR PRO TEM MAHMUD, CARRIED 5-0, to approve the minutes of the City Council Meeting of October 21, 2015.

9. PREPAID WARRANTS, GENERAL CITY WARRANTS, REDEVELOPMENT SUCCESSOR AGENCY CHECK SUMMARY, AND PAYROLL

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY MAYOR PRO TEM MAHMUD, CARRIED 5-0, to approve the City of South Pasadena Prepaid Warrants in the amount of \$541,869.78, General City Warrants in the amount of \$267,200.05, and Payroll in the amount of \$435,015.10.

10. MONTHLY INVESTMENT REPORTS FOR SEPTEMBER 2015

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY MAYOR PRO TEM MAHMUD, CARRIED 5-0, to receive and file the monthly investment reports for September 2015 for the City Council, the Successor Agency to the Community Redevelopment Agency, and the Public Financing Authority.

15. ADOPTION OF A RESOLUTION APPROVING FINAL PARCEL MAP NO. 73010 FOR 1413 LYNDON STREET

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

1. Adopt Resolution No. 7432 entitled "A Resolution of the City Council of the City of South Pasadena, California, approving Final Parcel Map No. 73010 (Parcel Map) for 1413 Lyndon Street."
2. Authorize the recordation of the Final Parcel Map with the Los Angeles County Registrar-Recorder/County Clerk.

16. ACCEPTANCE OF PROJECT COMPLETION AND AUTHORIZATION TO FILE A NOTICE OF COMPLETION FOR LIBRARY CARPET REPLACEMENT PROJECT

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

- 1. Accept the Library Carpet Replacement Project and authorize the issuance of a Notice of Completion for the project.
- 2. Authorize release of retention payment to Premier Carpet, Inc., in the amount of \$2,350.

17. IMPLEMENTATION OF COLLECTION OF UTILITY USERS TAX ON PREPAID WIRELESS SERVICES, AGREEMENT WITH BOARD OF EQUALIZATION, AND AUTHORIZATION FOR EXAMINATION OF PREPAID MOBILE TELEPHONE SERVICE SURCHARGES AND LOCAL CHARGE RECORDS

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

- 1. Adopt Resolution No 7433 entitled "A Resolution of the City of South Pasadena, authorizing the City Manager to execute agreement with the Board of Equalization for implementation of the Local Prepaid Mobile Telephony Service Collection Act."
- 2. Adopt Resolution No. 7434 entitled "A Resolution authorizing the examination of Prepaid Mobile Telephony Services Surcharge and Local Charge Records."

ITEMS REMOVED FROM THE CONSENT CALENDAR FOR DISCUSSION

11. ADOPTION OF A RESOLUTION TO DESTROY EXPIRED RECORDS, PER THE CITY OF SOUTH PASADENA'S RECORD RETENTION SCHEDULE

Linda Krausen, South Pasadena resident, requested clarification as to the type of records sought to be destroyed and their expiration period.

Chief Deputy City Clerk Mejia advised that pursuant to the City's adopted Records Retention Schedule, the Human Resources Division is requesting destruction of testing and recruitment files and Community Services Department is requesting destruction of transit-related documents; noted that the destruction sheet should be amended to delete reference to Community Services Department Driver Daily Sheets for 2011 and 2012, noting that they are not yet eligible for destruction.

MOTION BY MAYOR PRO TEM MAHMUD, SECOND BY COUNCILMEMBER CACCIOTTI, CARRIED 5-0, to adopt Resolution No. 7431 entitled "A Resolution of the City Council of the City of South Pasadena, California, approving the destruction of certain City records from the Community Services Department and Management Services Department," as amended to delete reference to Community Services Department Driver Daily Sheets for Years 2011 and 2012.

12. AWARD OF CONTRACT TO KABBARA ENGINEERING FOR ENGINEERING DESIGN SERVICES FOR THE LIBRARY DRAINAGE IMPROVEMENT PROJECT

Mayor Pro Tem Mahmud pointed out that the contracts for Item Nos. 12 and 13 do not appear to conform to the City's standard contract template and requested that City Council authorize her to work with staff to ensure all necessary terms and provisions are included in the final executed contract.

Following discussion, MOTION BY MAYOR PRO TEM MAHMUD, SECOND BY COUNCILMEMBER CACCIOTTI, CARRIED 5-0, to:

1. Accept a proposal dated October 15, 2015, from Kabbara Engineering for engineering design services for the Library Drainage Improvement Project and authorize the City Manager to execute an agreement with Kabbara Engineering for a not-to-exceed amount of \$64,660.
2. Reject all other proposals received.
3. Authorize a budget transfer in the amount of \$64,660 from General Fund reserves.
4. Authorize Mayor Pro Tem Mahmud to work with staff to ensure all necessary terms and provisions are included in the final executed contract.

13. AWARD OF CONTRACT TO MICHAEL BAKER INTERNATIONAL, INC. FOR ENVIRONMENTAL SERVICES FOR THE DOG PARK PROJECT

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

1. Accept a proposal dated October 22, 2015, from Michael Baker International, Inc. for environmental services for the Dog Park Project (Project) and reject all other proposals received.
2. Approve, and authorize the City Manager to execute, a contract with Michael Baker International, Inc., for environmental services for the Project in an amount not-to-exceed \$26,845.
3. Authorize Mayor Pro Tem Mahmud to work with staff to ensure all necessary terms and provisions are included in the final executed contract.

14. APPROVAL OF A CONTRACT AMENDMENT FOR ADDITIONAL CONSTRUCTION ENGINEERING SUPPORT SERVICES FOR THE CHELTEN WAY, COLLIS AVENUE, AND HILL DRIVE STREET IMPROVEMENT PROJECT

In response to City Council inquiry, Public Works Director Toor advised that during the construction phase of the subject project, unforeseen soil conditions were discovered, and as a result additional engineering design support services are needed; advised that surplus soil from Garfield Reservoir is being transported to backfill the trenches at the project sites to ensure that proper soil compaction can be achieved.

MOTION BY MAYOR PRO TEM MAHMUD, SECOND BY COUNCILMEMBER CACCIOTTI, CARRIED 5-0, to approve, and authorize the City Manager to execute, the second amendment to the contract with Kabbara Engineering in the amount of \$14,400 for additional construction engineering support services for the Cheltenham Way, Collis Avenue, and Hill Drive Street Improvement Project.

PUBLIC HEARING

18. ADOPTION OF A RESOLUTION AUTHORIZING REMOVAL OF AN EXISTING UNCONTROLLED MARKED CROSSWALK AT THE INTERSECTION OF FAIR OAKS AVENUE AND LYNDON STREET

Public Works Director Toor presented the staff report and responded to City Council inquiries.

Mayor Joe opened and closed the Public Hearing, there being no one desiring to speak to this issue.

In response to City Council inquiry, City Attorney Highsmith advised that to her understanding Public Works staff have executed the necessary public notification procedures for removal of a crosswalk.

Councilmember Schneider opined that uncontrolled marked crosswalks pose a significant danger to pedestrians, particularly at crosswalks which extend over six lanes; stated that uncontrolled marked crosswalks at major streets such as Huntington Drive and Fair Oaks Avenue should be eliminated.

Councilmember Cacciotti explained that on streets with multiple lanes, it can be difficult to see pedestrians at uncontrolled marked crosswalks due to the stopped vehicles blocking view of the pedestrians; addressed the importance of ensuring that crosswalk markings be removed completely rather than painted over.

Mayor Pro Tem Mahmud suggested that staff investigate the history of the subject crosswalk to determine if there was a necessity or citizen request which prompted installation of the crosswalk; expressed concern that removal of the subject crosswalk would worsen pedestrian safety at the intersection; opined that the crosswalk markings serve as a visual cue to drivers that a pedestrian may be crossing.

Public Works Director Toor explained that uncontrolled intersections provide pedestrians with a false perception of safety, noting that drivers in the number one lane of a three lane street have difficulty seeing pedestrians; advised that pedestrian safety enhancements at Lyndon Street would consist of expanding the median island and installing in-roadway warning lights, estimated to cost \$350,000.

Councilmember Khubesrian spoke on her experience driving on Fair Oaks Avenue and receiving a ticket for failure to yield to a pedestrian, pointing out that she was driving in the number one lane and could not see the pedestrian beginning to cross; opined that pedestrians are more likely to use caution crossing at an unmarked crosswalk.

Councilmember Schneider requested that outreach efforts be taken to inform parents and students of the importance to use the controlled crosswalks rather than crossing at Lyndon Street.

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY COUNCILMEMBER KHUBESRIAN, to:

1. Adopt a resolution entitled "A Resolution of the City Council of the City of South Pasadena, California, authorizing the removal of the existing uncontrolled marked crosswalk at the intersection of Fair Oaks Avenue and Lyndon Street."
2. Direct staff to develop and implement an educational outreach program that informs nearby schools, students, and parents of the removal of the subject crosswalk and the importance of maintaining safe driving speeds near crosswalks.

Mayor Pro Tem Mahmud indicated her opposition to the motion on the table, stating that she does not have adequate information related to the history of the installation of the crosswalk at Lyndon Street and whether or not removal of a marked crosswalk results in decreased pedestrian crossings at the intersection.

SUBSTITUTE MOTION BY MAYOR PRO TEM MAHMUD, SECOND BY COUNCILMEMBER SCHNEIDER, CARRIED 5-0, to continue the Public Hearing to the Regular City Council Meeting of December 16, 2015, with direction that staff provide City Council with information regarding the history of the existing uncontrolled marked crosswalk at the intersection of Fair Oaks Avenue and Lyndon Street, installation of the controlled crosswalk at Bank Street, and empirical data as to whether pedestrians decrease use of previously marked crosswalks.

Councilmember Cacciotti noted that staff should develop an educational outreach program that informs nearby schools, students, and parents of the removal of the subject crosswalk and the importance of maintaining safe speeds near crosswalks.

ACTION/DISCUSSION**19. INTRODUCTION OF AN ORDINANCE ESTABLISHING A STREET CUT MORATORIUM ON NEWLY PAVED STREETS**

Public Works Director Toor presented the staff report and responded to City Council inquiries.

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

Mayor Pro Tem Mahmud recommended that staff notify local utility companies of upcoming street improvements, including a reminder that a street cut moratorium will be in place for a five year period after completion of a project.

Public Works Director Toor advised that staff currently practices notifying local utility companies of upcoming projects once project design is approved and invites them to preconstruction meetings; noted that utility companies are typically provided 90-120 days advance notice of upcoming projects.

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

1. Introduce an Ordinance entitled "An Ordinance of the City Council of the City of South Pasadena, California, amending Chapter 31, Article II of the South Pasadena Municipal Code adding Section 31.28 establishing a street cut moratorium on newly paved streets," and waive further reading.
2. Direct staff to notify local utility companies of planned street improvements, including a reminder that a street cut moratorium will be in place for a five year period after completion of a project.

20. DIRECTION REGARDING THE REGULATION OF MEDICAL MARIJUANA DISPENSARIES, MOBILE DISPENSARIES AND CULTIVATION

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

In response to City Council inquiry, City Attorney Highsmith advised that the proposed ordinance is intended to prohibit the commercial cultivation of medical marijuana as a land use; noted that the ordinance is not intended to prohibit an individual's cultivation of medical marijuana for personal use and that staff can refine the proposed ordinance to clarify the distinction between commercial versus residential cultivation.

In response to City Council inquiry, Planning and Building Director Watkins advised that if the City does not take action regarding commercial cultivation of medical marijuana, after March 1, 2016, new State regulations will preempt the City's regulatory ability.

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

Councilmember Khubesrian opined that commercial cultivation of medical marijuana would be incompatible with the character of South Pasadena and therefore the City Council should move forward with amendments to the Municipal Code.

MOTION BY COUNCILMEMBER KHUBESRIAN, SECOND BY COUNCILMEMBER CACCIOTTI, CARRIED 5-0, to direct staff to continue the prohibition of fixed and mobile medical marijuana dispensaries in any zoning district as currently provided by South Pasadena Municipal Code Section 36.350.240 and to move forward with amendments to the Municipal Code to prohibit cultivation.

ADJOURNMENT

Mayor Joe adjourned the Joint City Council/Redevelopment Successor Agency at 9:58 p.m.

Evelyn G. Zneimer
City Clerk

Robert S. Joe
Mayor

Minutes approved by the South Pasadena City Council on December 16, 2015.

City of South Pasadena/ Redevelopment Successor Agency Agenda Report

Robert S. Joe, Mayor/Agency Chair
Diana Mahmud, Mayor Pro Tem/Agency Vice Chair
Michael A. Cacciotti, Council/Agency Member
Marina Khubesian, 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: December 16, 2015
TO: Honorable Mayor and City Council
VIA: Sergio Gonzalez, City Manager *SA*
FROM: David Batt, Finance Director *DB*
SUBJECT: **Approval of Prepaid Warrants in the Amount of \$278,196.68,
General City Warrants in the Amount of \$854,282.29 and Payroll
in the Amount of \$445,526.14**

Recommendation

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

Fiscal Impact

Prepaid Warrants:

Warrant # 191148 – 191205 \$ 278,196.68

General City Warrants:

Warrant # 191206 – 191331 \$ 854,192.29

Payroll 12-04-15 \$ 440,388.73

RSA:

Prepaid Warrants \$

General City Warrants \$ 90.00

Payroll 12-04-15 \$ 5,137.41

Total \$ 1,578,005.11

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.

Approval of Warrants
December 16, 2015
Page 2 of 2

Attachments:

1. Warrant Summary
2. Prepaid Warrant List
3. General City Warrant List
4. Payroll 12-04-15
5. Redevelopment Successor Agency Check Summary Total

ATTACHMENT 1
Warrant Summary

City of South Pasadena
Demand/Warrant Register
Recap by fund

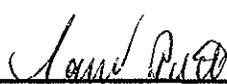
Fund No.	Date 12.16.15 Amounts			
	Prepaid	Written	Payroll	
General Fund	101	69,479.71	464,148.43	265,723.51
Insurance Fund	103			
Facilities & Equip.Cap. Fund	105			
Local Transit Return "A"	205	397.90	829.90	4,216.19
Local Transit Return "C"	207		1,700.00	6,700.15
Sewer Fund	210	25.00	18.00	13,589.68
CTCTraffic Improvement	211			
Street Lighting Fund	215	31,619.23	10,355.92	8,497.38
Public,Education & Govt Fund	217			
Clean Air Act Fund	218			
Business Improvement Tax	220			
Gold Line Mitigation Fund	223			
Mission Meridian Public Garage	226		2,274.81	
Housing Authority Fund	228			
State Gas Tax	230	800.45	13,101.03	10,066.40
County Park Bond Fund	232	137.20		
Measure R	233			
MSRC Grant Fund	238			
Bike & Pedestrian Paths	245			
Capital Growth Fund	255			
CDBG	260		60,601.64	
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			
Sewer Capital Projects Fund	310		44,612.61	219.99
Water Fund	500	54,158.93	256,549.95	51,486.51
Public Financing Authority	550			
Payroll Clearing Fund	700	121,578.26		79,888.92
Employee Special Event Fund	900			
Redev.Oblig.Retirement Fund	927			
Column Totals		278,196.68	854,192.29	440,388.73
City Report Totals			1,572,777.70	

Recap by fund

Fund No.	Amounts			
	Prepaid	Written	Payroll	
RSA	227	-	90.00	5,137.41
Column Totals		-	90.00	5,137.41
RSA Report Totals			5,227.41	

Amounts	Amounts		
	Prepaid	Written	Payroll
Grand Report Total	278,196.68	854,282.29	445,526.14
		1,578,005.11	

Robert S. Joe, Mayor


David Batt, Finance Director

ATTACHMENT 2
Prepaid Warrant List

Spoiled Check
191204

Accounts Payable

Check Detail

User: mfestejo
 Printed: 12/09/2015 - 9:38AM



Check Number	Check Date		Amount
ATGC8530 - Acorn Technology Corp. Line Item Account			
191176	12/03/2015		
Inv	20074		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2015	IT Svcs 10/15 Credit	101-3010-3032-8170-000	-485.42
Inv 20074 Total			-485.42
Inv	20074-1268		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2015	IT Svcs 10/15	101-3010-3032-8170-000	42.50
Inv 20074-1268 Total			42.50
Inv	20074-1270		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2015	PD IT Svcs 10/15	101-4010-4011-8170-000	425.00
Inv 20074-1270 Total			425.00
Inv	20074-1271		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2015	PD IT Svcs 10/15	101-4010-4011-8170-000	180.00
Inv 20074-1271 Total			180.00
Inv	20074-1274		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2015	IT Svcs 10/15	101-3010-3032-8170-000	2,200.00
Inv 20074-1274 Total			2,200.00
Inv	20074-1275		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2015	IT Svcs 10/15	101-3010-3032-8170-000	202.50
Inv 20074-1275 Total			202.50
Inv	20074-1276		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2015	IT Svcs 10/15	101-3010-3032-8170-000	7.50
Inv 20074-1276 Total			7.50

Check Number	Check Date		Amount
Inv	20074-1277		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2015	PD IT Svcs 10/15	101-4010-4011-8170-000	742.50
Inv 20074-1277 Total			742.50
Inv	20074-1278		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2015	IT Svcs 10/15	101-3010-3032-8170-000	120.00
Inv 20074-1278 Total			120.00
Inv	20074-1281		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2015	PD IT Svcs 10/15	101-4010-4011-8170-000	315.00
10/31/2015	IT Svcs 10/15	101-3010-3032-8170-000	4,187.50
Inv 20074-1281 Total			4,502.50
Inv	20074-1282		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2015	IT Svcs 10/15	101-3010-3032-8170-000	7,007.50
Inv 20074-1282 Total			7,007.50
Inv	20074-1283		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2015	IT Svcs 10/15	101-3010-3032-8170-000	325.00
Inv 20074-1283 Total			325.00
191176 Total:			15,269.58
ATGC8530 - Acorn Technology Corp. Total:			15,269.58
AKDC9265 - AKD Consulting Line Item Account			
191188	12/03/2015		
Inv	CSP 2015-12		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2015	Water Fac.&Capital Improv Proj.Mgmt Svc 11/15	500-6010-6711-8170-000	11,200.00
Inv CSP 2015-12 Total			11,200.00
191188 Total:			11,200.00
AKDC9265 - AKD Consulting Total:			11,200.00
AT&T5006 - AT & T U-Verse Line Item Account			

Check Number	Check Date		Amount
191189	12/03/2015		
Inv	130464796		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/17/2015	11/18-12/17/15	500-6010-6710-8150-000	67.00
Inv 130464796 Total			67.00
191189 Total:			67.00
AT&T5006 - AT & T U-Verse Total:			67.00
AT&T5011 - AT&T Line Item Account			
191148	11/24/2015		
Inv	065 081-5011		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2015	10/13-11/12/15	101-3010-3032-8150-000	147.62
Inv 065 081-5011 Total			147.62
Inv	248 134-6100		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2015	11/1-30/15	101-3010-3032-8150-000	9.40
Inv 248 134-6100 Total			9.40
191148 Total:			157.02
191190	12/03/2015		
Inv	626 405-0051		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/11/2015	11/11-12/10/15	101-3010-3032-8150-000	341.95
Inv 626 405-0051 Total			341.95
Inv	626 441-5294		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/13/2015	11/11-12/10/15	101-3010-3032-8150-000	55.97
Inv 626 441-5294 Total			55.97
Inv	626 441-6497		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/13/2015	11/11-12/10/15	101-3010-3032-8150-000	154.18
Inv 626 441-6497 Total			154.18
Inv	626 577-6657		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/13/2015	11/13-12/12/15	101-3010-3032-8150-000	52.42

Check Number	Check Date		Amount
		Inv 626 577-6657 Total	52.42
		191190 Total:	604.52
		AT&T5011 - AT&T Total:	761.54
		BRAS3010 - Bartel Associates Line Item Account	
191149	11/24/2015	Inv 15-737	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		11/19/2015 Consulting Svcs-OPEB Valuation 10/15 101-3010-3011-8170-000	2,995.00
		Inv 15-737 Total	2,995.00
		191149 Total:	2,995.00
		BRAS3010 - Bartel Associates Total:	2,995.00
		BILT4011 - Bilt-Tuff Line Item Account	
191150	11/24/2015	Inv #6033	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		11/24/2015 PD Supplies for Self Defense Class & Arrest & Control Training 101-4010-4011-8200-000	1,042.45
		Inv #6033 Total	1,042.45
		191150 Total:	1,042.45
		BILT4011 - Bilt-Tuff Total:	1,042.45
		STA5680 - CAL PERS 457 PLAN Line Item Account	
191177	12/03/2015	Inv P/R/E 11/29/15	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		12/01/2015 Deferred Comp 700-0000-0000-2260-000	3,655.35
		Inv P/R/E 11/29/15 Total	3,655.35
		Inv P/R/E 11/29/15*	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		12/01/2015 Loan Payment 700-0000-0000-2260-000	43.25
		Inv P/R/E 11/29/15* Total	43.25
		191177 Total:	3,698.60

Check Number	Check Date		Amount
STA5680 - CAL PERS 457 PLAN Total:			3,698.60
GBCL4010 - Carrillo, Gilbert Line Item Account			
191151	11/24/2015		
Inv	11/24/15		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/24/2015	Reimb. Supplies for Academy	101-4010-4011-8134-000	258.42
Inv 11/24/15 Total			258.42
191151 Total:			258.42
GBCL4010 - Carrillo, Gilbert Total:			258.42
CHA1111 - Chan, Anthony Line Item Account			
191178	12/03/2015		
Inv	P/R/E 11/29/15		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2015	Movie Detail 11/18/15	101-0000-0000-2910-200	1,015.00
Inv P/R/E 11/29/15 Total			1,015.00
Inv P/R/E 11/29/15A			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2015	Movie Detail 11/23/15	101-0000-0000-2910-200	1,050.00
Inv P/R/E 11/29/15A Total			1,050.00
191178 Total:			2,065.00
CHA1111 - Chan, Anthony Total:			2,065.00
CRE1111 - Creek, Michael Line Item Account			
191179	12/03/2015		
Inv	P/R/E 11/29/15		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2015	Movie Detail 11/23/15	101-0000-0000-2910-200	700.00
Inv P/R/E 11/29/15 Total			700.00
191179 Total:			700.00
CRE1111 - Creek, Michael Total:			700.00
DSP0755 - D & S Printing Line Item Account			
191152	11/24/2015		

Check Number	Check Date		Amount
Inv	9356		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/24/2015	Finance A/P Purchase Order Forms	101-3010-3011-8020-000	782.71
Inv 9356 Total			782.71
191152 Total:			782.71
DSP0755 - D & S Printing Total:			782.71
AMDC8267 - Delgado, Ana Maria Line Item Account			
191191	12/03/2015		
Inv	Oct 2015		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/03/2015	Instructor Yoga Class	101-8030-8021-8267-000	272.00
Inv Oct 2015 Total			272.00
191191 Total:			272.00
AMDC8267 - Delgado, Ana Maria Total:			272.00
DV8032 - DeVito, David Line Item Account			
191192	12/03/2015		
Inv	121215		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2015	Breakfast w/Santa12/12/15Entertainment-Magic,BalloonTwisting,Ju	101-8030-8032-8264-000	270.00
Inv 121215 Total			270.00
191192 Total:			270.00
DVDV8032 - DeVito, David Total:			270.00
DIG0800 - Digital Telecommunications Corp Line Item Account			
191193	12/03/2015		
Inv	22503		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/27/2015	Relocate & Update Phone Extensions in PD	101-3010-3032-8150-000	285.00
Inv 22503 Total			285.00
Inv	22707		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/11/2015	Relocate & Update Phone Extensions in PD	101-3010-3032-8150-000	225.00
Inv 22707 Total			225.00

Check Number	Check Date		Amount
191193 Total:			510.00
DIG0800 - Digital Telecommunications Corp Total:			510.00
CAL0616 - E. D. D. Line Item Account			
191180	12/03/2015		
Inv	P/R/E 11/29/15		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2015	State w/h Tax	700-0000-0000-2220-000	21,252.10
Inv P/R/E 11/29/15 Total			21,252.10
191180 Total:			21,252.10
CAL0616 - E. D. D. Total:			21,252.10
ERQW8010 - Earthquake Solutions Line Item Account			
191181	12/03/2015		
Inv	15-11-334		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/19/2015	Earthquake Safety Training	101-8010-8011-8200-000	200.00
Inv 15-11-334 Total			200.00
191181 Total:			200.00
ERQW8010 - Earthquake Solutions Total:			200.00
COBR7131 - Flex Advantage Line Item Account			
191153	11/24/2015		
Inv	89806		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/09/2015	Administration Cost	101-3010-3041-7131-000	102.00
Inv 89806 Total			102.00
Inv	P/R/E 11/15/15		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/24/2015	Retiree Health Reimbursement 12/15	101-3010-3041-7131-000	741.77
Inv P/R/E 11/15/15 Total			741.77
191153 Total:			843.77
COBR7131 - Flex Advantage Total:			843.77

Check Number	Check Date		Amount
18032 - Grace Entertainment LLC Line Item Account			
191194	12/03/2015		
Inv	12/12/15 Bal		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/03/2015	Breakfast w/Santa Entertainment Balance 12/12/15	101-8030-8032-8264-000	200.00
Inv 12/12/15 Bal Total			200.00
191194 Total:			200.00
GETL8032 - Grace Entertainment LLC Total:			200.00
RYHG4010 - Hang, Ryan Line Item Account			
191154	11/24/2015		
Inv	11/24/15		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/24/2015	Reimb. Supplies for the Academy	101-4010-4011-8134-000	237.05
Inv 11/24/15 Total			237.05
191154 Total:			237.05
RYHG4010 - Hang, Ryan Total:			237.05
HOM1515 - Home Depot Credit Services Line Item Account			
191155	11/24/2015		
Inv	12428		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/01/2015	Supplies	101-6010-6601-8120-000	77.86
10/01/2015	Supplies	101-6010-6601-8020-000	77.85
Inv 12428 Total			155.71
Inv	1972877		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2015	Supplies	500-6010-6711-8020-000	21.21
Inv 1972877 Total			21.21
Inv	2070535		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/29/2015	Supplies	101-6010-6601-8120-000	377.94
Inv 2070535 Total			377.94
Inv	3092160		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/08/2015	Supplies	101-6010-6410-8020-000	64.10

Check Number	Check Date		Amount
Inv 3092160	Total		64.10
Inv 3971589			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/08/2015	Supplies	500-6010-6711-8020-000	300.63
Inv 3971589	Total		300.63
Inv 4570160			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/27/2015	Supplies	101-5010-5011-8120-000	16.39
Inv 4570160	Total		16.39
Inv 5225774			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/06/2015	Supplies	101-6010-6410-8020-000	38.21
Inv 5225774	Total		38.21
Inv 5973356			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/26/2015	Supplies	500-6010-6710-8020-000	465.04
Inv 5973356	Total		465.04
Inv 7013371			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/14/2015	Supplies	101-6010-6601-8120-000	141.65
10/14/2015	Supplies	215-6010-6115-8020-000	141.65
Inv 7013371	Total		283.30
Inv 7563856			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/24/2015	Supplies	101-5010-5011-8120-000	158.44
Inv 7563856	Total		158.44
Inv 8094391			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/23/2015	Supplies	101-5010-5011-8020-000	206.85
Inv 8094391	Total		206.85
Inv 8213255			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/13/2015	Supplies	101-6010-6410-8020-000	47.52
Inv 8213255	Total		47.52

Check Number	Check Date		Amount
Inv	8563777		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/23/2015	Supplies	101-5010-5011-8120-000	206.06
Inv 8563777 Total			206.06
191155 Total:			2,341.40
HOM1515 - Home Depot Credit Services Total:			2,341.40
ICM1610 - ICMA Line Item Account			
191182	12/03/2015		
Inv	P/R/E 11/29/15		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2015	Deferred Comp	700-0000-0000-2260-000	5,945.01
Inv P/R/E 11/29/15 Total			5,945.01
191182 Total:			5,945.01
ICM1610 - ICMA Total:			5,945.01
MS8020 - JHM Supply Line Item Account			
191195	12/03/2015		
Inv	22762/2		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/30/2015	Irrigation Supplies	101-6010-6410-8020-000	105.22
Inv 22762/2 Total			105.22
Inv	31452/1		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/02/2015	Irrigation Supplies	101-6010-6410-8020-000	213.15
Inv 31452/1 Total			213.15
Inv	32503/1		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/10/2015	Irrigation Supplies	101-6010-6410-8020-000	155.10
Inv 32503/1 Total			155.10
191195 Total:			473.47
MS8020 - JHM Supply Total:			473.47

LUN1111 - Lunnon, Joseph Line Item Account

Check Number	Check Date		Amount
191183	12/03/2015		
Inv	P/R/E 11/29/15		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2015	Movie Detail 11/18/15	101-0000-0000-2910-200	840.00
Inv P/R/E 11/29/15 Total			840.00
191183 Total:			840.00
LUN1111 - Lunnou, Joseph Total:			840.00
WLMY2920 - Maynard, William Line Item Account			
191156	11/24/2015		
Inv	R64667		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/19/2015	Refund WMB Deposit 11/14/15	101-0000-0000-2920-000	500.00
Inv R64667 Total			500.00
191156 Total:			500.00
WLMY2920 - Maynard, William Total:			500.00
ONSP2013 - Onshine Photobooth Line Item Account			
191196	12/03/2015		
Inv	2014-186		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/25/2015	Employee Holiday Luncheon Photobooth 12/16/15	101-2010-2013-8020-000	200.00
Inv 2014-186 Total			200.00
191196 Total:			200.00
ONSP2013 - Onshine Photobooth Total:			200.00
OSHS6101 - Orchard Business/SYNCB Line Item Account			
191157	11/24/2015		
Inv	021180		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/29/2015	Supplies	101-6010-6601-8120-000	31.56
Inv 021180 Total			31.56
Inv	021253		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/29/2015	Supplies	101-6010-6410-8020-000	1.34
Inv 021253 Total			1.34

Check Number	Check Date		Amount
Inv 027400			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/06/2015	Supplies	101-6010-6601-8020-000	53.76
10/06/2015	Supplies	101-6010-6601-8120-000	53.76
Inv 027400 Total			107.52
Inv 028913			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/16/2015	Supplies	101-6010-6601-8020-000	85.04
Inv 028913 Total			85.04
Inv 029700			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2015	Supplies	101-4010-4011-8020-000	3.62
Inv 029700 Total			3.62
Inv 031315			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/13/2015	Supplies	101-6010-6601-8120-000	111.16
10/13/2015	Supplies	101-6010-6601-8020-000	111.17
10/13/2015	Supplies	101-6010-6601-8130-000	140.00
Inv 031315 Total			362.33
Inv 031483			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/14/2015	Supplies	101-6010-6601-8120-000	82.60
Inv 031483 Total			82.60
Inv 032226			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/17/2015	Supplies	101-5010-5011-8020-000	62.99
Inv 032226 Total			62.99
Inv 033409			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/21/2015	Supplies	101-4010-4011-8020-000	39.27
Inv 033409 Total			39.27
Inv 033449			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/21/2015	Supplies	500-6010-6711-8020-000	111.34
Inv 033449 Total			111.34

Check Number	Check Date		Amount
Inv 034972			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/27/2015	Supplies	101-6010-6601-8120-000	34.92
Inv 034972 Total			34.92
Inv 045670			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/13/2015	Supplies	101-8030-8032-8120-000	25.88
Inv 045670 Total			25.88
Inv 056805			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/15/2015	Supplies	101-4010-4011-8020-000	93.45
Inv 056805 Total			93.45
Inv 057073			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/16/2015	Supplies	101-8030-8021-8020-000	65.33
Inv 057073 Total			65.33
Inv 102915*			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/29/2015	Supplies	101-6010-6410-8020-000	65.21
Inv 102915* Total			65.21
Inv 150810			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/21/2015	Supplies	101-6010-6601-8020-000	176.73
Inv 150810 Total			176.73
Inv 153205			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2015	Supplies	101-5010-5011-8120-000	152.91
Inv 153205 Total			152.91
191157 Total:			1,502.04
OSHS6101 - Orchard Business/SYNCB Total:			1,502.04
PACO8264 - Paco's Mexican Restaurant Line Item Account			
191197	12/03/2015		
Inv 121215 Bal			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
12/03/2015	2015 Breakfast w/Santa Event Caterer Balance	101-8030-8032-8264-000	1,335.00
Inv 121215 Bal Total			1,335.00
191197 Total:			1,335.00
PACO8264 - Paco's Mexican Restaurant Total:			1,335.00
PWP4465 - Pasadena Water & Power Line Item Account			
191158	11/24/2015		
Inv	80233-0		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/06/2015	Water Use-36 Columbia Street 7/9-9/10/15	500-6010-6711-8231-000	60.88
Inv 80233-0 Total			60.88
191158 Total:			60.88
PWP4465 - Pasadena Water & Power Total:			60.88
PER4770 - Pers Retirement Line Item Account			
191184	12/03/2015		
Inv	P/R/E 11/29/15		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2015	Retirement Svc Period 11/16-11/29/15	700-0000-0000-2240-000	88,188.45
Inv P/R/E 11/29/15 Total			88,188.45
191184 Total:			88,188.45
PER4770 - Pers Retirement Total:			88,188.45
PPBA7608 - Platinum Plus Busn. Card Line Item Account			
191159	11/24/2015		
Inv	0641		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/02/2015	CM Lunch w/CouncilMember & ATCM-El Jardin	101-1010-1011-8090-000	29.56
Inv 0641 Total			29.56
Inv	0641A		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/02/2015	League Conf. Airport Parking-Bob Hope Airport	101-2010-2011-8090-000	30.00
Inv 0641A Total			30.00

Check Number	Check Date		Amount
Inv 0641B			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/03/2015	League Conf. Hotel CM-Hilton San Jose	101-2010-2011-8090-000	427.56
Inv 0641B Total			427.56
Inv 0641C			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/03/2015	League Conf. Hotel A/FCM-Hilton San Jose	101-2010-2011-8090-000	427.56
Inv 0641C Total			427.56
Inv 0641D			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/03/2015	League Conf. Hotel Councilmember-Hilton San Jose	101-1010-1011-8090-000	427.56
Inv 0641D Total			427.56
Inv 0641E			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/05/2015	Breakfast 710 Mtg w/Denny Zane-La Monarca	101-2010-2021-8090-000	28.60
Inv 0641E Total			28.60
Inv 0641F			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/16/2015	Sacramento Mtg 11/17-MKhubersrian-Southwest	101-1010-1011-8090-000	172.00
Inv 0641F Total			172.00
Inv 0641G			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/16/2015	Sacramento Mtg 11/17-MKhubersrian-Southwest	101-1010-1011-8090-000	25.00
Inv 0641G Total			25.00
Inv 0641H			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/21/2015	Lunch CM,Mayor & Transport. Deputy Mtg-Mike & Anne's	101-1010-1011-8090-000	61.27
Inv 0641H Total			61.27
Inv 0641I			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/02/2015	C3 Mtg Coffee-Starbucks	101-2010-2021-8090-000	14.95
Inv 0641I Total			14.95
191159 Total:			1,644.06

Check Number	Check Date		Amount
A7608 - Platinum Plus Busn. Card Total:			1,644.06
MBN2937 - Platinum Plus for Business Line Item Account			
191160	11/24/2015		
Inv	0423		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/01/2015	SWRCB Mtg Paul Toor- Southwest	500-6010-6711-8200-000	138.52
Inv 0423 Total			138.52
Inv	0423A		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/02/2015	FD Equipment-Ventamatic	101-5010-5011-8110-000	85.71
Inv 0423A Total			85.71
Inv	0423B		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/06/2015	Conf.Registration D.Batt- CalPers Conf.	101-2010-2013-8090-000	399.00
Inv 0423B Total			399.00
Inv	0423C		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/06/2015	SWRCB Mtg Flight-D.Batt- Southwest	500-3010-3012-8090-000	253.00
Inv 0423C Total			253.00
Inv	0423D		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/07/2015	FD Captain Exam Refreshments- Vons	101-5010-5011-8020-000	27.51
Inv 0423D Total			27.51
Inv	0423E		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/07/2015	Council Meal 10/7/15- Patakan	101-1010-1011-8090-000	99.16
Inv 0423E Total			99.16
Inv	0423F		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/07/2015	NeoGov Conf Monte Carlo Hotel-M. LeeKo	101-2010-2013-8090-000	256.48
Inv 0423F Total			256.48
Inv	0423G		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/07/2015	NeoGov Conf Monte Carlo Hotel-R. Herrera	101-2010-2013-8090-000	256.48
Inv 0423G Total			256.48

Check Number	Check Date		Amount
Inv 0423H			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/07/2015	NeoGov Conf Monte Carlo Hotel-J. Chiu	101-2010-2013-8090-000	256.48
Inv 0423H Total			256.48
Inv 0423I			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/08/2015	PW Equipment Deposit-Rent A Tool	210-6010-6501-8020-000	25.00
Inv 0423I Total			25.00
Inv 0423J			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/15/2015	TransportationPlanConfRegistration-Margaret Lin EB 2015 CA	101-2010-2021-8090-000	400.00
Inv 0423J Total			400.00
Inv 0423K			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/14/2015	CalPers Flight D. Batt- Southwest	500-3010-3012-8090-000	89.00
10/14/2015	CalPers Flight D. Batt- Southwest	101-3010-3011-8090-000	267.00
Inv 0423K Total			356.00
Inv 0423L			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/16/2015	FD Equipment REI.com	101-5010-5011-8134-000	392.18
Inv 0423L Total			392.18
Inv 0423M			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/21/2015	Sr.Center Supplies-Smart N Final	101-8030-8021-8020-000	157.33
Inv 0423M Total			157.33
Inv 0423N			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/21/2015	Sr.Center Supplies-Party City	101-8030-8021-8020-000	106.23
Inv 0423N Total			106.23
Inv 0423O			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/21/2015	Sr.Center Supplies-Stats Floral Supply	101-8030-8021-8020-000	61.96
Inv 0423O Total			61.96

Check Number	Check Date		Amount
Inv 0423P			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/21/2015	Council Meal 10/21/15- Mamma's Brick Oven	101-1010-1011-8090-000	134.76
Inv 0423P Total			134.76
Inv 0423Q			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/24/2015	Sr. Center Monthly Netflix.com	101-8030-8021-8020-000	22.88
Inv 0423Q Total			22.88
Inv 0423R			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2015	PD IACP Conf. Chicago Marriott Hotel-Chief Miller	101-4010-4011-8090-000	348.04
Inv 0423R Total			348.04
Inv 0423S			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/27/2015	FD Front Office Furniture-Nat. Busn. Furniture	101-5010-5011-8120-000	480.31
Inv 0423S Total			480.31
Inv 0423T			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/29/2015	CC Embossed Foil Stamps-InRubber Duck Design	101-1020-1021-8020-000	275.00
Inv 0423T Total			275.00
Inv 0423U			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/29/2015	CC Certificate Paper-Baudville	101-1020-1021-8020-000	41.45
Inv 0423U Total			41.45
Inv 0423V			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/29/2015	CC New Law & Election Seminars Registration-League of CA Cities	101-1020-1021-8090-000	450.00
Inv 0423V Total			450.00
Inv 0423W			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2015	PD Support Svcs Office Furnitures- Nat. Busn Furniture	101-4010-4011-8020-000	442.22
Inv 0423W Total			442.22
Inv 0423X			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2015	Sr.Center Supplies-Trader Joes	101-8030-8021-8020-000	87.66

Check Number	Check Date		Amount
Inv 0423X Total			87.60
Inv 0423Y			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/02/2015	FD Dept. Dishmaster Faucet-Plumbing Wholesale Outlet	101-5010-5011-8120-000	228.00
Inv 0423Y Total			228.00
191160 Total:			5,781.36
MBN2937 - Platinum Plus for Business Total:			5,781.36
PPBC0000 - Platinum Plus-Business Card Line Item Account			
191161	11/24/2015		
Inv 0456			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2015	SWRCB Mtg-SQ Taxi -P.Toor & D. Batt	500-3010-3012-8090-000	45.12
Inv 0456 Total			45.12
Inv 0456A			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2015	SWRCB Mtg-JWA Parking Costa Mesa	500-3010-3012-8090-000	20.00
Inv 0456A Total			20.00
Inv 0456B			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2015	CalPers Conf.-VTA Light Rail	101-2010-2013-8090-000	2.00
Inv 0456B Total			2.00
Inv 0456C			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/26/2015	CalPers Conf.-Original Joes	101-2010-2013-8090-000	26.00
Inv 0456C Total			26.00
Inv 0456D			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/27/2015	CalPers Conf.-Pho 69 Noodle	101-2010-2013-8090-000	16.00
Inv 0456D Total			16.00
Inv 0456E			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/28/2015	CalPers Conf.-VTA Light Rail	101-2010-2013-8090-000	2.00
Inv 0456E Total			2.00

Check Number	Check Date		Amount
Inv	0456F		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/28/2015	CalPers Conf.-JWA Parking Costa Mesa	101-2010-2013-8090-000	66.00
Inv 0456F Total			66.00
Inv	0456G		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/28/2015	CalPers Conf.-Ramada San Jose Hotel	101-2010-2013-8090-000	410.40
Inv 0456G Total			410.40
191161 Total:			587.52
PPBC0000 - Platinum Plus-Business Card Total:			587.52
LDRM2920 - Ramirez, Lidia Line Item Account			
191162	11/24/2015		
Inv	R64666		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/19/2015	Refund Sr. Center Deposit 11/7/15	101-0000-0000-2920-000	250.00
Inv R64666 Total			250.00
191162 Total:			250.00
LDRM2920 - Ramirez, Lidia Total:			250.00
SMFD5011 - Sacramento Metropolitan Fire District Line Item Account			
191198	12/03/2015		
Inv	201505267317		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/26/2015	2012-2013 GEMT Admin Fee	101-0000-0000-5505-000	199.12
Inv 201505267317 Total			199.12
191198 Total:			199.12
SMFD5011 - Sacramento Metropolitan Fire District Total:			199.12
SCF1400 - SC Fuels Line Item Account			
191163	11/24/2015		
Inv	0400453		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/03/2015	Yard Unleaded Fuel	101-0000-0000-1400-000	4,344.27

Check Number	Check Date		Amount
Inv 0400453		Total	4,344.27
191163		Total:	4,344.27
SCF1400		SC Fuels Total:	4,344.27
REP6115 - Siemens Industry Inc. Line Item Account			
191164	11/24/2015		
Inv	5610003368		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/15/2015	Traffic Signal Maint. 8/15	215-6010-6115-8180-000	2,096.72
Inv 5610003368		Total	2,096.72
Inv	5610009302		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/27/2015	Traffic Signal Maint. 9/15	215-6010-6115-8180-000	2,096.72
Inv 5610009302		Total	2,096.72
Inv	5620004974		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/14/2015	Traffic Signal Call Outs. 8/15	215-6010-6115-8180-000	1,649.46
Inv 5620004974		Total	1,649.46
Inv	5620008885		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/27/2015	Traffic Signal Call Outs 9/15	215-6010-6115-8180-000	3,159.78
Inv 5620008885		Total	3,159.78
191164		Total:	9,002.68
REP6115		Siemens Industry Inc. Total:	9,002.68
SOU6666 - So. CA Edison Co. Line Item Account			
191185	12/03/2015		
Inv	3-000-5677-90		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/19-11/18/15	500-6010-6711-8152-000	1,051.43
Inv 3-000-5677-90		Total	1,051.43
Inv	3-000-5950-21		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/19-11/18/15	101-6010-6410-8140-000	97.14
Inv 3-000-5950-21		Total	97.14

Check Number	Check Date		Amount
Inv	3-000-5950-22		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/19-11/18/15	101-6010-6410-8140-000	165.23
Inv 3-000-5950-22 Total			165.23
Inv	3-000-7125-63		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/19-11/18/15	101-6010-2015-8140-000	27.35
Inv 3-000-7125-63 Total			27.35
Inv	3-000-7125-66		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/19-11/18/15	500-6010-6711-8140-000	44.61
Inv 3-000-7125-66 Total			44.61
Inv	3-000-7152-57		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/19-11/18/15	101-6010-6410-8140-000	25.52
Inv 3-000-7152-57 Total			25.52
Inv	3-000-8455-69		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/19-11/18/15	215-6010-6115-8140-000	59.81
Inv 3-000-8455-69 Total			59.81
Inv	3-000-9969-52		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/19-11/18/15	101-6010-6410-8140-000	13.44
11/21/2015	10/19-11/18/15	215-6010-6201-8140-000	13.44
Inv 3-000-9969-52 Total			26.88
Inv	3-001-1810-93		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/1-11/1/15	101-6010-6410-8140-000	39.80
Inv 3-001-1810-93 Total			39.80
Inv	3-001-1810-94		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/19-11/18/15	500-6010-6711-8140-000	45.14
Inv 3-001-1810-94 Total			45.14

Check Number	Check Date		Amount
Inv	3-001-1810-98		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/19-11/18/15	500-6010-6711-8152-000	31,743.24
Inv 3-001-1810-98 Total			31,743.24
Inv	3-001-1811-29		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/19-11/18/15	101-6010-6601-8140-000	6,935.06
Inv 3-001-1811-29 Total			6,935.06
Inv	3-001-1811-44		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/19-11/18/15	215-6010-6201-8140-000	95.62
11/21/2015	10/19-11/18/15	101-6010-6410-8140-000	95.62
Inv 3-001-1811-44 Total			191.24
Inv	3-001-1811-45		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/19-11/18/15	215-6010-6201-8140-000	108.29
11/21/2015	10/19-11/18/15	101-6010-6410-8140-000	108.28
Inv 3-001-1811-45 Total			216.57
Inv	3-001-1811-48		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/19-11/18/15	215-6010-6115-8140-000	51.45
Inv 3-001-1811-48 Total			51.45
Inv	3-001-1811-56		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/19-11/18/15	215-6010-6115-8140-000	70.39
Inv 3-001-1811-56 Total			70.39
Inv	3-001-1811-58		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/1-11/1/15	101-6010-6410-8140-000	35.30
Inv 3-001-1811-58 Total			35.30
Inv	3-001-1811-59		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/19-11/18/15	215-6010-6115-8140-000	38.96
Inv 3-001-1811-59 Total			38.96

Check Number	Check Date		Amount
Inv	3-001-1811-63		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/19-11/18/15	101-6010-6410-8140-000	27.34
Inv 3-001-1811-63 Total			27.34
Inv	3-001-1811-64		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/19-11/18/15	101-6010-6410-8140-000	41.49
Inv 3-001-1811-64 Total			41.49
Inv	3-001-1811-67		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/19-11/18/15	215-6010-6115-8140-000	39.51
Inv 3-001-1811-67 Total			39.51
Inv	3-001-1811-68		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/19-11/18/15	101-8010-8011-8140-000	80.60
Inv 3-001-1811-68 Total			80.60
Inv	3-001-1811-69		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/1-11/1/15	215-6010-6201-8140-000	24.21
Inv 3-001-1811-69 Total			24.21
Inv	3-001-1811-75		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/19-11/18/15	101-8010-8011-8140-000	104.13
Inv 3-001-1811-75 Total			104.13
Inv	3-001-1811-76		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/19-11/18/15	101-8010-8011-8140-000	54.98
Inv 3-001-1811-76 Total			54.98
Inv	3-001-1811-77		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/19-11/18/15	101-8010-8011-8140-000	41.94
Inv 3-001-1811-77 Total			41.94
Inv	3-001-1811-79		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/19-11/18/15	101-8010-8011-8140-000	43.63

Check Number	Check Date		Amount
Inv 3-001-1811-79	Total		43.65
Inv 3-001-1811-80			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/19-11/18/15	101-8010-8011-8140-000	47.85
Inv 3-001-1811-80	Total		47.85
Inv 3-001-1811-86			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/19-11/18/15	101-6010-6410-8140-000	26.75
Inv 3-001-1811-86	Total		26.75
Inv 3-001-1811-87			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/19-11/18/15	500-6010-6711-8140-000	36.32
Inv 3-001-1811-87	Total		36.32
Inv 3-001-1811-89			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/1-11/1/15	101-6010-6410-8140-000	17.65
11/21/2015	10/1-11/1/15	215-6010-6201-8140-000	17.65
Inv 3-001-1811-89	Total		35.30
Inv 3-001-1811-90			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/19-11/18/15	215-6010-6115-8140-000	38.00
Inv 3-001-1811-90	Total		38.00
Inv 3-001-1811-91			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/19-11/18/15	215-6010-6115-8140-000	68.64
Inv 3-001-1811-91	Total		68.64
Inv 3-001-1811-92			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/19-11/18/15	215-6010-6115-8140-000	18.81
Inv 3-001-1811-92	Total		18.81
Inv 3-001-1811-93			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/19-11/18/15	215-6010-6115-8140-000	62.51
Inv 3-001-1811-93	Total		62.51

Check Number	Check Date		Amount
Inv	3-001-1811-95		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/19-11/18/15	101-6010-6410-8140-000	28.43
Inv 3-001-1811-95 Total			28.43
Inv	3-001-1811-98		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/19-11/18/15	215-6010-6115-8140-000	18.53
Inv 3-001-1811-98 Total			18.53
Inv	3-001-1812-06		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/19-11/18/15	101-6010-6410-8140-000	43.93
Inv 3-001-1812-06 Total			43.93
Inv	3-001-1812-07		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/19-11/18/15	500-6010-6711-8140-000	30.20
Inv 3-001-1812-07 Total			30.20
Inv	3-001-1812-08		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/19-11/18/15	215-6010-6115-8140-000	64.89
Inv 3-001-1812-08 Total			64.89
Inv	3-001-1812-09		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/1-11/1/15	101-6010-6410-8140-000	315.40
Inv 3-001-1812-09 Total			315.40
Inv	3-001-1812-10		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/19-11/18/15	232-6010-6417-8140-000	137.20
Inv 3-001-1812-10 Total			137.20
Inv	3-001-1812-11		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/19-11/18/15	215-6010-6115-8140-000	37.12
Inv 3-001-1812-11 Total			37.12
Inv	3-001-1812-12		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/19-11/18/15	215-6010-6115-8140-000	34.55

Check Number	Check Date		Amount
Inv 3-001-1812-12		Total	34.51
Inv 3-001-1812-25			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/19-11/18/15	101-6010-6410-8140-000	25.97
Inv 3-001-1812-25		Total	25.97
Inv 3-001-1812-26			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/19-11/18/15	101-6010-6410-8140-000	1,143.92
Inv 3-001-1812-26		Total	1,143.92
Inv 3-001-1812-27			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/19-11/18/15	215-6010-6115-8140-000	57.01
Inv 3-001-1812-27		Total	57.01
Inv 3-001-1812-31			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/19-11/18/15	101-6010-6410-8140-000	61.05
Inv 3-001-1812-31		Total	61.05
Inv 3-001-1812-32			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/1-11/1/15	101-6010-6410-8140-000	14.11
Inv 3-001-1812-32		Total	14.11
Inv 3-001-1812-33			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/19-11/18/15	500-6010-6711-8140-000	34.22
Inv 3-001-1812-33		Total	34.22
Inv 3-001-1812-34			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/19-11/18/15	500-6010-6711-8152-000	1,872.90
Inv 3-001-1812-34		Total	1,872.90
Inv 3-001-1812-35			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/19-11/18/15	215-6010-6115-8140-000	18.05
Inv 3-001-1812-35		Total	18.05

Check Number	Check Date		Amount
Inv	3-001-1812-36		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/19-11/18/15	101-6010-6410-8140-000	87.95
Inv 3-001-1812-36 Total			87.95
Inv	3-001-1812-38		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/19-11/18/15	101-6010-6410-8140-000	25.81
Inv 3-001-1812-38 Total			25.81
Inv	3-001-1812-39		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/19-11/18/15	215-6010-6115-8140-000	53.62
Inv 3-001-1812-39 Total			53.62
Inv	3-001-9413-97		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/19-11/18/15	500-6010-6711-8152-000	3,078.15
Inv 3-001-9413-97 Total			3,078.15
Inv	3-002-4372-43		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/19-11/18/15	215-6010-6115-8140-000	87.36
Inv 3-002-4372-43 Total			87.36
Inv	3-002-4473-12		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/19-11/18/15	500-6010-6711-8140-000	26.75
Inv 3-002-4473-12 Total			26.75
Inv	3-003-7341-83		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/1-11/1/15	101-6010-6410-8140-000	12.06
Inv 3-003-7341-83 Total			12.06
Inv	3-004-3214-58		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/19-11/18/15	500-6010-6711-8140-000	43.67
Inv 3-004-3214-58 Total			43.67
Inv	3-004-4562-56		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/19-11/18/15	215-6010-6115-8140-000	72.29

Check Number	Check Date		Amount
Inv 3-004-4562-56		Total	72.21
Inv 3-016-0678-82			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/19-11/18/15	215-6010-6201-8140-000	137.46
Inv 3-016-0678-82		Total	137.46
Inv 3-022-6051-15			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/19-11/18/15	215-6010-6115-8140-000	86.08
Inv 3-022-6051-15		Total	86.08
Inv 3-022-6897-57			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/19-11/18/15	215-6010-6115-8140-000	27.40
Inv 3-022-6897-57		Total	27.40
Inv 3-022-6897-89			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/19-11/18/15	215-6010-6115-8140-000	27.91
Inv 3-022-6897-89		Total	27.91
Inv 3-022-6897-99			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/19-11/18/15	215-6010-6115-8140-000	26.44
Inv 3-022-6897-99		Total	26.44
Inv 3-022-6898-05			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/19-11/18/15	215-6010-6115-8140-000	27.63
Inv 3-022-6898-05		Total	27.63
Inv 3-022-6898-17			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/19-11/18/15	215-6010-6115-8140-000	26.84
Inv 3-022-6898-17		Total	26.84
191185		Total:	49,442.03
191199	12/03/2015		
Inv 3-002-4472-77			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/21-11/20/15	101-8010-8011-8140-000	2,329.02

Check Number	Check Date		Amount
Inv 3-002-4472-77	Total		2,329.02
Inv 3-002-4472-78			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/21-11/20/15	101-8030-8021-8140-000	775.01
Inv 3-002-4472-78	Total		775.01
Inv 3-003-6653-57			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/21-11/20/15	101-6010-6410-8140-000	762.84
Inv 3-003-6653-57	Total		762.84
Inv 3-011-4089-57			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/21-11/20/15	215-6010-6115-8140-000	48.56
Inv 3-011-4089-57	Total		48.56
Inv 3-022-6897-72			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/21-11/20/15	215-6010-6115-8140-000	26.50
Inv 3-022-6897-72	Total		26.50
Inv 3-023-6580-86			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/21-11/20/15	215-6010-6201-8140-000	28.85
Inv 3-023-6580-86	Total		28.85
Inv 3-023-7462-29			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/21-11/20/15	215-6010-6115-8140-000	221.57
Inv 3-023-7462-29	Total		221.57
Inv 3-023-7844-31			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/21-11/20/15	215-6010-6115-8140-000	25.42
Inv 3-023-7844-31	Total		25.42
Inv 3-023-8283-79			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/21-11/20/15	215-6010-6115-8140-000	29.92
Inv 3-023-8283-79	Total		29.92

Check Number	Check Date		Amount
Inv	3-026-3223-65		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/21-11/20/15	215-6010-6115-8140-000	37.35
Inv 3-026-3223-65 Total			37.35
Inv	3-028-7013-82		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/21-11/20/15	101-6010-6410-8140-000	120.06
Inv 3-028-7013-82 Total			120.06
Inv	3-028-7594-32		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/21-11/20/15	215-6010-6115-8140-000	2,507.21
Inv 3-028-7594-32 Total			2,507.21
Inv	3-029-2458-05		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/21-11/20/15	101-8030-8031-8140-000	57.26
Inv 3-029-2458-05 Total			57.26
Inv	3-032-0513-93		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/21-11/20/15	215-6010-6115-8140-000	65.71
Inv 3-032-0513-93 Total			65.71
Inv	3-032-2521-62		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/21-11/20/15	215-6010-6201-8140-000	104.83
Inv 3-032-2521-62 Total			104.83
Inv	3-032-4192-98		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/21-11/20/15	215-6010-6201-8140-000	72.48
Inv 3-032-4192-98 Total			72.48
Inv	3-033-3452-62		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/21-11/20/15	500-6010-6710-8140-000	417.28
Inv 3-033-3452-62 Total			417.28
Inv	3-035-6502-21		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/21-11/20/15	101-6010-6601-8140-000	223.51

Check Number	Check Date		Amount
Inv 3-035-6502-21	Total		223.51
Inv 3-037-6075-39			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	10/21-11/20/15	215-6010-6115-8140-000	86.03
Inv 3-037-6075-39	Total		86.03
191199	Total:		7,939.41
SOU6666 - So. CA Edison Co. Total:			57,381.44
SOGA6501 - So. Cal. Gas Co. Line Item Account			
191165	11/24/2015		
Inv 196-493-8529 1			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/05/2015	Natural Gas Vehicle Fuel 10/1-11/1/15	500-6010-6711-8020-000	27.00
11/05/2015	Natural Gas Vehicle Fuel 10/1-11/1/15	205-8030-8025-8105-000	397.90
11/05/2015	Natural Gas Vehicle Fuel 10/1-11/1/15	230-6010-6116-8020-000	30.00
11/05/2015	Natural Gas Vehicle Fuel 10/1-11/1/15	101-6010-6601-8020-000	29.00
11/05/2015	Natural Gas Vehicle Fuel 10/1-11/1/15	500-6010-6710-8020-000	85.00
Inv 196-493-8529 1	Total		568.90
191165	Total:		568.90
SOGA6501 - So. Cal. Gas Co. Total:			568.90
BDSR2920 - Spencer, Bridgette Line Item Account			
191166	11/24/2015		
Inv R64662			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/19/2015	Refund WMB Deposit 10/31/15	101-0000-0000-2920-000	550.00
Inv R64662	Total		550.00
191166	Total:		550.00
BDSR2920 - Spencer, Bridgette Total:			550.00
DGSH4894 - Suh, Dong W. Line Item Account			
191167	11/24/2015		
Inv R64668			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/19/2015	Refund Youth House Deposit 11/14/15	101-0000-0000-4894-000	250.00
Inv R64668	Total		250.00

Check Number	Check Date		Amount
191167 Total:			250.00
DGSH4894 - Suh, Dong W. Total:			250.00
YVSN4894 - Sun, Yvonne Line Item Account			
191168	11/24/2015		
Inv	R64664		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/19/2015	Refund Youth House Deposit 11/7/15	101-0000-0000-4894-000	250.00
Inv R64664 Total			250.00
191168 Total:			250.00
YVSN4894 - Sun, Yvonne Total:			250.00
SWRCB900 - SWRCB Accounting Office Line Item Account			
191169	11/24/2015		
Inv	WD-0109781		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/02/2015	Water System Permit Fee 7/1/15-6/30/16	500-6010-6711-8170-000	2,037.00
Inv WD-0109781 Total			2,037.00
Inv	WD-0113018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/02/2015	Annual Waste Discharge Permit Fee 7/1/15-6/30/16	101-6010-2015-8020-000	6,869.00
Inv WD-0113018 Total			6,869.00
191169 Total:			8,906.00
SWRCB900 - SWRCB Accounting Office Total:			8,906.00
SOU5030 - The Gas Company Line Item Account			
191170	11/24/2015		
Inv	072 519 1300 5		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/17/2015	10/14-11/13/15	101-6010-6410-8140-000	27.78
Inv 072 519 1300 5 Total			27.78
Inv	080 919 2900 3		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/17/2015	10/14-11/13/15	101-6010-6601-8140-000	244.89

Check Number	Check Date		Amount
Inv 080 919 2900 3		Total	244.89
Inv 080 919 3600 8			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/17/2015	10/14-11/13/15	101-8030-8031-8140-000	8.36
Inv 080 919 3600 8		Total	8.36
Inv 083 019 3600 4			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/17/2015	10/14-11/13/15	500-6010-6710-8140-000	43.83
Inv 083 019 3600 4		Total	43.83
Inv 137 619 3700 5			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/17/2015	10/14-11/13/15	101-8030-8021-8140-000	57.46
Inv 137 619 3700 5		Total	57.46
Inv 148 220 0900 8			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/17/2015	10/14-11/13/15	101-6010-6410-8140-000	73.75
Inv 148 220 0900 8		Total	73.75
191170 Total:			456.07
SOU5030 - The Gas Company Total:			456.07
PTSP2011 - The Print Spot Line Item Account			
191200	12/03/2015		
Inv 27634			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/19/2015	Employee Holiday Luncheon Invitations	101-2010-2013-8020-000	185.30
Inv 27634		Total	185.30
191200 Total:			185.30
PTSP2011 - The Print Spot Total:			185.30
TIM4011 - Time Warner Cable Line Item Account			
191171	11/24/2015		
Inv 008 0251967			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/22/2015	1102 Oxley St. 11/22-12/21/15	101-8030-8021-8110-000	194.70
Inv 008 0251967		Total	194.70

Check Number	Check Date		Amount
191171 Total:			194.70
191201	12/03/2015		
Inv	008 0011783		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2015	Camp Med Internet 11/19-12/18/15	101-8030-8032-8268-000	78.38
Inv 008 0011783 Total			78.38
Inv	008 0070193		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2015	Skate Park Cable 12/1-31/15	101-4010-4011-8110-000	0.58
Inv 008 0070193 Total			0.58
191201 Total:			78.96
TIM4011 - Time Warner Cable Total:			273.66
TOOR6010 - Toor, Paul Line Item Account			
191172	11/24/2015		
Inv	11/10/15		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/10/2015	Reimb. PW Luncheon Mtg 11/10/15	101-6010-6601-8120-000	67.44
Inv 11/10/15 Total			67.44
191172 Total:			67.44
TOOR6010 - Toor, Paul Total:			67.44
UNI6130 - United Way Line Item Account			
191186	12/03/2015		
Inv	P/R/E 11/29/15		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/30/2015	Payroll Deduction	700-0000-0000-2258-000	6.00
Inv P/R/E 11/29/15 Total			6.00
191186 Total:			6.00
UNI6130 - United Way Total:			6.00
MRVD2920 - Valadez, Marlene Line Item Account			
191173	11/24/2015		

Check Number	Check Date		Amount
Inv	R64663		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/19/2015	Refund WMB Deposit 11/7/15	101-0000-0000-2920-000	500.00
Inv R64663 Total			500.00
191173 Total:			500.00
MRVD2920 - Valadez, Marlene Total:			500.00
JFVQ2920 - Vasquez, Jennifer Line Item Account			
191174	11/24/2015		
Inv	R64665		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/19/2015	Refund Eddie Park Deposit 11/7/15	101-0000-0000-2920-001	250.00
Inv R64665 Total			250.00
191174 Total:			250.00
JFVQ2920 - Vasquez, Jennifer Total:			250.00
GI680 - Voya Financial Line Item Account			
191187	12/03/2015		
Inv	P/R/E 11/29/15		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2015	Deferred Comp	700-0000-0000-2260-000	2,488.10
Inv P/R/E 11/29/15 Total			2,488.10
191187 Total:			2,488.10
ING1680 - Voya Financial Total:			2,488.10
VUL6601 - Vulcan Materials Co. & Affiliates Line Item Account			
191202	12/03/2015		
Inv	70972078		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/25/2015	Concrete Sand	500-6010-6710-8020-000	311.15
11/25/2015	Concrete Sand	230-6010-6116-8020-000	311.15
Inv 70972078 Total			622.30
Inv	70976734		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/30/2015	Cold Mix	230-6010-6116-8020-000	459.30
11/30/2015	Cold Mix	500-6010-6710-8020-000	459.30

Check Number	Check Date		Amount
Inv 70976734		Total	918.60
191202 Total:			1,540.90
VUL6601 - Vulcan Materials Co. & Affiliates Total:			1,540.90
WES4152 - West Coast Arborists, Inc. Line Item Account			
191203	12/03/2015		
Inv 107211			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/15/2015	Tree Trimming & Removal Svcs 7/1-7/15/15	215-6010-6310-8180-000	15,950.00
Inv 107211 Total			15,950.00
Inv 109408			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/30/2015	Tree Trimming & Removal Svcs 9/16-30/15	215-6010-6310-8180-000	550.00
Inv 109408 Total			550.00
Inv 109870			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/15/2015	Tree Trimming & Removal Svcs 10/1-10/15/15	215-6010-6310-8180-000	880.00
Inv 109870 Total			880.00
Inv 110398			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2015	Tree Trimming & Removal Svcs 10/16-10/31/15	215-6010-6310-8180-000	330.00
Inv 110398 Total			330.00
191203 Total:			17,710.00
WES4152 - West Coast Arborists, Inc. Total:			17,710.00
BRWY4010 - Wiley, Brian Line Item Account			
191175	11/24/2015		
Inv 11/24/15			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/24/2015	Reimb. Supplies for Academy	101-4010-4011-8134-000	242.39
Inv 11/24/15 Total			242.39
191175 Total:			242.39
BRWY4010 - Wiley, Brian Total:			242.39

Check Number	Check Date	Amount
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SP8010 - Woman's Club of South Pasadena Line Item Account

191205 12/03/2015

Inv 12/6/15

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/03/2015	Change of Venue Sisters in Crime Holiday Party 12/6/15 Rental	101-8010-8011-8020-000	750.00

Inv 12/6/15 Total	750.00
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191205 Total:	750.00
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WCSP8010 - Woman's Club of South Pasadena Total:	750.00
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Total:	278,196.68
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ATTACHMENT 3
General City Warrant List

Accounts Payable

Check Detail

User: mfestejo
 Printed: 12/09/2015 - 9:20AM



Check Number	Check Date		Amount
ADA0143 - Adamson Police Products Line Item Account			
191206	12/16/2015		
Inv	IN194925		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/10/2015	PD Brownells Recoil Spring Assembly	101-4010-4011-8020-000	48.55
Inv IN194925 Total			48.55
191206 Total:			48.55
ADA0143 - Adamson Police Products Total:			48.55
ALH0179 - Alhambra Car Wash Line Item Account			
191207	12/16/2015		
Inv	Oct 2015		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/09/2015	PD Car Washes	101-4010-4011-8100-000	188.00
Inv Oct 2015 Total			188.00
191207 Total:			188.00
ALH0179 - Alhambra Car Wash Total:			188.00
ALL0273 - All American Asphalt Line Item Account			
191208	12/16/2015		
Inv	168394		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2015	Street Improvement Projects 10/15	500-9000-9300-9300-000	213,411.80
10/30/2015	Street Improvement Projects 10/15	101-9000-9203-9203-000	292,632.14
Inv 168394 Total			506,043.94
191208 Total:			506,043.94
ALL0273 - All American Asphalt Total:			506,043.94
ALL0197 - All Star Fire Equipment, Inc. Line Item Account			
191209	12/16/2015		

Check Number	Check Date		Amount
Inv	185490		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2015	FD Safety Clothing	101-5010-5011-8134-000	2,779.83
Inv 185490 Total			2,779.83
Inv	185880		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/13/2015	FD Safety Clothing	101-5010-5011-8134-000	378.45
Inv 185880 Total			378.45
191209 Total:			3,158.28
ALL0197 - All Star Fire Equipment, Inc. Total:			3,158.28
AMZN8030 - Amazon/SYNCB Line Item Account			
191210	12/16/2015		
Inv	121338721355		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/04/2015	Supplies	101-8030-8032-8264-000	57.20
Inv 121338721355 Total			57.20
Inv	122041082360		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2015	Supplies	101-8030-8031-8020-000	75.75
Inv 122041082360 Total			75.75
191210 Total:			132.95
AMZN8030 - Amazon/SYNCB Total:			132.95
AMT0229 - Amtech Elevator Services Line Item Account			
191211	12/16/2015		
Inv	DVA08398C15		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2015	City Hall Elevator Maint. 12/15	101-6010-6601-8120-000	376.35
Inv DVA08398C15 Total			376.35
191211 Total:			376.35
T0229 - Amtech Elevator Services Total:			376.35
ANT0243 - Antrim's Security Co., Inc. Line Item Account			

Check Number	Check Date		Amount
191212	12/16/2015		
Inv 47843			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/10/2015	Combination Change Library Safe	101-6010-6601-8120-000	175.00
Inv 47843 Total			175.00
191212 Total:			175.00
ANT0243 - Antrim's Security Co., Inc. Total:			175.00
ARA0260 - Aramark Uniform Services Line Item Account			
191213	12/16/2015		
Inv 531119338			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/26/2015	Uniform Svcs	500-6010-6710-8132-000	25.00
11/26/2015	Uniform Svcs	500-6010-6711-8132-000	15.00
11/26/2015	Uniform Svcs	215-6010-6201-8132-000	14.00
11/26/2015	Uniform Svcs	230-6010-6116-8132-000	25.00
11/26/2015	Uniform Svcs	101-6010-6601-8132-000	14.13
11/26/2015	Uniform Svcs	210-6010-6501-8132-000	9.00
11/26/2015	Uniform Svcs	215-6010-6310-8132-000	14.00
Inv 531119338 Total			116.13
Inv 531136726			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/03/2015	Uniform Svcs	500-6010-6711-8132-000	15.00
12/03/2015	Uniform Svcs	215-6010-6201-8132-000	14.00
12/03/2015	Uniform Svcs	215-6010-6310-8132-000	14.00
12/03/2015	Uniform Svcs	230-6010-6116-8132-000	78.43
12/03/2015	Uniform Svcs	101-6010-6601-8132-000	14.00
12/03/2015	Uniform Svcs	210-6010-6501-8132-000	9.00
12/03/2015	Uniform Svcs	500-6010-6710-8132-000	25.00
Inv 531136726 Total			169.43
191213 Total:			285.56
ARA0260 - Aramark Uniform Services Total:			285.56
ARM0253 - Armstrong Lock & Safe Co. Line Item Account			
191214	12/16/2015		
Inv 64290			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/15/2015	Various Facilities Key Duplication	101-8030-8031-8020-000	82.84
Inv 64290 Total			82.84

Check Number	Check Date		Amount
Inv 64292			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/19/2015	PD Duplication of Keys	101-4010-4011-8120-000	182.57
Inv 64292 Total			182.57
Inv 64300			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/07/2015	Various Facilities Key Duplication	101-8030-8031-8020-000	49.59
Inv 64300 Total			49.59
Inv 64301			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/01/2015	PD Duplication of Keys	101-4010-4011-8120-000	364.06
Inv 64301 Total			364.06
191214 Total:			679.06
ARM0253 - Armstrong Lock & Safe Co. Total:			679.06
PTI6601 - Artic Mechanical Inc. Line Item Account			
215	12/16/2015		
Inv 140727-877			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/25/2015	A/C Maint @ Camp Med	101-6010-6601-8120-000	100.00
Inv 140727-877 Total			100.00
Inv 140734-432			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2015	A/C Maint @ FD	101-6010-6601-8120-000	466.42
Inv 140734-432 Total			466.42
Inv 140734-433			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/17/2015	A/C Maint @ City Hall	101-6010-6601-8120-000	488.75
Inv 140734-433 Total			488.75
Inv 140735-293			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/10/2015	A/C Maint @ Sr. Center	101-6010-6601-8120-000	424.91
Inv 140735-293 Total			424.91
191215 Total:			1,480.08

Check Number	Check Date		Amount
ARTI6601 - Artic Mechanical Inc. Total:			1,480.08
RBAS3012 - Asher, Robert Line Item Account			
191216	12/16/2015		
Inv	11/10/15		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/10/2015	MWD Toilet Rebate	500-3010-3012-8032-000	84.00
Inv 11/10/15 Total			84.00
191216 Total:			84.00
RBAS3012 - Asher, Robert Total:			84.00
CIN4011 - AT&T --Cingular Wireless Line Item Account			
191217	12/16/2015		
Inv	829350178X11162		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/08/2015	PD Cell Phones 10/9-11/8/15	101-3010-3032-8150-000	426.66
Inv 829350178X11162 Total			426.66
Inv	879338213X11232		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/15/2015	FD Cell Phones 10/16-11/15/15	101-3010-3032-8150-000	89.96
Inv 879338213X11232 Total			89.96
191217 Total:			516.62
CIN4011 - AT&T --Cingular Wireless Total:			516.62
BFWB4011 - Baxter's Frame Works & Badge Frame Line Item Account			
191218	12/16/2015		
Inv	29814		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/15/2015	2015 PD Luncheon Presentation Awards & Plaques	101-4010-4011-8020-000	433.80
Inv 29814 Total			433.80
191218 Total:			433.80
BFWB4011 - Baxter's Frame Works & Badge Frame Total:			433.80
BORD8267 - Bordeaux, Janet Line Item Account			
191219	12/16/2015		

Check Number	Check Date		Amount
Inv	Nov 2015		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/04/2015	Instructor Line Dance Class	101-8030-8021-8267-000	44.00
Inv Nov 2015 Total			44.00
191219 Total:			44.00
BORD8267 - Bordeaux, Janet Total:			44.00
BUR0480 - Burgos, Arthur Line Item Account			
191220	12/16/2015		
Inv	1/11-15/16		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/07/2015	Reimb. PD Training Expenses	101-4010-4011-8210-000	695.78
Inv 1/11-15/16 Total			695.78
Inv	11/23-25/15		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2015	Reimb. PD Training Expense	101-4010-4011-8210-000	52.75
Inv 11/23-25/15 Total			52.75
191220 Total:			748.53
BUR0480 - Burgos, Arthur Total:			748.53
BURK8160 - Burke, Williams & Sorensen, LLP Line Item Account			
191221	12/16/2015		
Inv	194542		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/06/2015	Legal Svcs 10/15	227-7200-7210-8160-000	90.00
Inv 194542 Total			90.00
191221 Total:			90.00
BURK8160 - Burke, Williams & Sorensen, LLP Total:			90.00
CAL5236 - CA Linen Services Line Item Account			
191222	12/16/2015		
Inv	1210000		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/16/2000	FD Dept. Supplies	101-5010-5011-8020-000	115.42
Inv 1210000 Total			115.42

Check Number	Check Date		Amount
Inv	1213254		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/23/2015	FD Dept. Supplies	101-5010-5011-8020-000	116.41
Inv 1213254 Total			116.41
Inv	1215604		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/30/2015	FD Dept. Supplies	101-5010-5011-8020-000	119.45
Inv 1215604 Total			119.45
191222 Total:			351.28
CALS236 - CA Linen Services Total:			351.28
CAME2015 - CA Maintenance & Environmental Line Item Account			
191223	12/16/2015		
Inv	22119		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/13/2015	Monthly Fuel Tank Inspection	101-2010-2011-8100-000	2.00
11/13/2015	Monthly Fuel Tank Inspection	101-5010-5011-8100-000	8.00
11/13/2015	Monthly Fuel Tank Inspection	101-6010-6011-8100-000	2.00
11/13/2015	Monthly Fuel Tank Inspection	101-7010-7101-8100-000	2.00
11/13/2015	Monthly Fuel Tank Inspection	101-4010-4011-8105-000	86.00
Inv 22119 Total			100.00
Inv	22282		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/24/2015	Quarterly Inspections	101-6010-6601-8120-000	55.00
Inv 22282 Total			55.00
191223 Total:			155.00
CAME2015 - CA Maintenance & Environmental Total:			155.00
KUCP4011 - Camp, Kurt J. Line Item Account			
191224	12/16/2015		
Inv	SP00036		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/18/2015	Court Appearances & Court Related Material Services	101-4010-4011-8180-000	1,610.00
Inv SP00036 Total			1,610.00
191224 Total:			1,610.00

Check Number	Check Date		Amount
KUCP4011 - Camp, Kurt J. Total:			1,610.00
CAN0607 - Cantu Graphics Line Item Account			
191225	12/16/2015		
Inv	4783		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/22/2015	Yard Busn Cards	101-6010-6410-8020-000	51.40
10/22/2015	Yard Busn Cards	101-6010-6011-8050-000	91.34
10/22/2015	Yard Busn Cards	500-6010-6711-8050-000	91.34
Inv 4783 Total			234.08
Inv	4848		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/18/2015	Sr. Center Holiday Events 2015 Postcards	101-8030-8021-8050-000	107.91
Inv 4848 Total			107.91
Inv	4863		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	FD Envelopes	101-5010-5011-8020-000	206.01
Inv 4863 Total			206.01
Inv	4864		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2015	PD Copies for Teen Academy	101-4010-4011-8050-000	23.74
Inv 4864 Total			23.74
191225 Total:			571.74
CAN0607 - Cantu Graphics Total:			571.74
CAT0700 - Catering Systems Inc. Line Item Account			
191226	12/16/2015		
Inv	3740		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/19/2015	Sr. Center Meals w/11/9-13/15	260-8030-8023-8180-000	911.24
Inv 3740 Total			911.24
Inv	3749		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/27/2015	Sr. Center Meals w/ 11/16-20/15	260-8030-8023-8180-000	1,086.80
Inv 3749 Total			1,086.80

Check Number	Check Date		Amount
191226	Total:		1,998.04
CAT0700 - Catering Systems Inc. Total:			1,998.04
CAV831 - Cavanaugh & Associates Line Item Account			
191227	12/16/2015		
Inv	1/11-15/16		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/02/2015	PD Training Registration-Ofcr. Burgos	101-4010-4011-8210-000	558.00
Inv 1/11-15/16 Total			558.00
191227	Total:		558.00
CAV831 - Cavanaugh & Associates Total:			558.00
CBE5011 - CBE Los Angeles Line Item Account			
191228	12/16/2015		
Inv	IN1733823		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2015	FD Copier Overage Charges 10/20-11/19/15	101-5010-5011-8170-000	29.66
Inv IN1733823 Total			29.66
191228	Total:		29.66
CBE5011 - CBE Los Angeles Total:			29.66
CHU5011 - Chuck's Appliance Service Line Item Account			
191229	12/16/2015		
Inv	215-1410		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/05/2015	Repairs Made to FD Refrigerator	101-5010-5011-8110-000	308.50
Inv 215-1410 Total			308.50
191229	Total:		308.50
CHU5011 - Chuck's Appliance Service Total:			308.50
PAS4012 - City of Pasadena Line Item Account			
191230	12/16/2015		
Inv	3001141		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/21/2015	FY 2015-2016 Foothill Air Support	101-4010-4011-8180-000	24,556.00

Check Number	Check Date		Amount
Inv 3001141		Total	24,556.00
Inv 3001596			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2015	PD Inmate Housing 10/15	101-4010-4011-8180-000	1,780.00
Inv 3001596		Total	1,780.00
191230 Total:			26,336.00
PAS4012 - City of Pasadena Total:			26,336.00
CLAV6711 - Cla-Val Company Line Item Account			
191231	12/16/2015		
Inv 676736			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2015	Grand Rsvr Pump Rebuild 3 Pump Controls	500-6010-6711-8110-000	7,742.32
Inv 676736		Total	7,742.32
191231 Total:			7,742.32
CLAV6711 - Cla-Val Company Total:			7,742.32
CMME4011 - Commline Inc. Line Item Account			
191232	12/16/2015		
Inv 0011311			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2015	PD Units Wireless Connection Upgrades Unit 1407	101-4010-4011-8100-000	1,039.62
Inv 0011311		Total	1,039.62
Inv 0011312			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2015	PD Units Wireless Connection Upgrades Unit 1406	101-4010-4011-8100-000	1,039.62
Inv 0011312		Total	1,039.62
Inv 0011313			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2015	PD Units Wireless Connection Upgrades Unit 1405	101-4010-4011-8100-000	1,039.62
Inv 0011313		Total	1,039.62
Inv 0011314			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2015	PD Units Wireless Connection Upgrades Unit 1404	101-4010-4011-8100-000	1,039.62
Inv 0011314		Total	1,039.62

Check Number	Check Date		Amount
Inv 0011316			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2015	PD Units Wireless Connection Upgrades Unit 1201	101-4010-4011-8100-000	1,356.28
Inv 0011316 Total			1,356.28
Inv 0011318			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2015	PD Units Wireless Connection Upgrades Unit 1112	101-4010-4011-8100-000	1,356.28
Inv 0011318 Total			1,356.28
Inv 0011320			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2015	PD Units Wireless Connection Upgrades Unit 1115	101-4010-4011-8100-000	1,356.28
Inv 0011320 Total			1,356.28
Inv 0011323			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2015	PD Units Wireless Connection Upgrades Unit 0908	101-4010-4011-8100-000	1,356.28
Inv 0011323 Total			1,356.28
191232 Total:			9,583.60
CMME4011 - Commline Inc. Total:			9,583.60
COBK9278 - Community Bank Line Item Account			
191233	12/16/2015		
Inv 168394			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2015	All American Asphalt #2323 Retention	500-9000-9300-9300-000	11,232.20
10/30/2015	All American Asphalt #2323 Retention	101-9000-9203-9203-000	15,401.69
Inv 168394 Total			26,633.89
191233 Total:			26,633.89
COBK9278 - Community Bank Total:			26,633.89
CONN6711 - Conney Safety Line Item Account			
191234	12/16/2015		
Inv 05046530			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/16/2015	Water Dept. Hydration Pack for Meter Readers & Hand Warmers	500-6010-6710-8132-000	344.48
Inv 05046530 Total			344.48

Check Number	Check Date		Amount
Inv	05047023		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/16/2015	New Hire Rain Boots	500-6010-6710-8132-000	111.99
Inv 05047023 Total			111.99
Inv	05047616		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/17/2015	New Hire Rain Gear	500-6010-6710-8132-000	94.43
Inv 05047616 Total			94.43
191234 Total:			550.90
CONN6711 - Conney Safety Total:			550.90
JCY1111 - Corney, Jose Line Item Account			
191235	12/16/2015		
Inv	11/17-19/15		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/03/2015	Reimb. PD Training Expenses	101-4010-4011-8210-000	248.25
Inv 11/17-19/15 Total			248.25
191235 Total:			248.25
JCY1111 - Corney, Jose Total:			248.25
COR7788 - Cornforth, Darren Line Item Account			
191236	12/16/2015		
Inv	Fall 2015		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2015	Instructor Youth Tennis Class	101-8030-8032-8267-000	16.25
Inv Fall 2015 Total			16.25
191236 Total:			16.25
COR7788 - Cornforth, Darren Total:			16.25
LOS2249 - County of Los Angeles Line Item Account			
191237	12/16/2015		
Inv	846M		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/12/2015	PD Weighing of Dept. Scales	101-4010-4011-8110-000	100.00

Check Number	Check Date		Amount
Inv 846M Total			100.00
191237 Total:			100.00
LOS2249 - County of Los Angeles Total:			100.00
CPDR7101 - CP & DR Line Item Account			
191238	12/16/2015		
Inv #397			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/02/2015	CA Planning & Development Report Subscription for 2016	101-7010-7101-8060-000	238.00
Inv #397 Total			238.00
191238 Total:			238.00
CPDR7101 - CP & DR Total:			238.00
JNCR5270 - Currie, Jean Line Item Account			
191239	12/16/2015		
Inv R64608			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/23/2015	Refund Park Rsvp	101-0000-0000-5270-005	55.00
Inv R64608 Total			55.00
191239 Total:			55.00
JNCR5270 - Currie, Jean Total:			55.00
DSP0755 - D & S Printing Line Item Account			
191240	12/16/2015		
Inv 9307			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/12/2015	Water Dept. Door Hangers	500-6010-6710-8050-000	310.65
Inv 9307 Total			310.65
Inv 9337			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/19/2015	FD Name Plate for New Hire	101-5010-5011-8020-000	23.98
Inv 9337 Total			23.98
Inv 9349			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/23/2015	PD 500 Front Counter Call Cards	101-4010-4011-8050-000	109.00

Check Number	Check Date		Amount
Inv 9349 Total			109.00
Inv 9354			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/23/2015	Arroyo Park & Library Signs	101-6010-6601-8020-000	152.60
Inv 9354 Total			152.60
Inv 9369			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/04/2015	PD Evidence Room Narcotics Storage Envelopes	101-4010-4011-8020-000	294.30
Inv 9369 Total			294.30
191240 Total:			890.53
DSP0755 - D & S Printing Total:			890.53
DAN0769 - D'Angelo Company Line Item Account			
191241	12/16/2015		
Inv S1257246.003			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/28/2015	Water Dept. Brass Fittings	500-0000-0000-1400-000	1,853.04
Inv S1257246.003 Total			1,853.04
191241 Total:			1,853.04
DAN0769 - D'Angelo Company Total:			1,853.04
ASHD8267 - Delery, Ashley Line Item Account			
191242	12/16/2015		
Inv Nov 2015			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/04/2015	Instructor Pep Your Life Exercise Classes	101-8030-8021-8267-000	294.40
Inv Nov 2015 Total			294.40
191242 Total:			294.40
ASHD8267 - Delery, Ashley Total:			294.40
AMDC8267 - Delgado, Ana Maria Line Item Account			
243	12/16/2015		
Inv Nov 2015			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
12/04/2015	Instructor Yoga Class	101-8030-8021-8267-000	43.20
Inv Nov 2015 Total			43.20
191243 Total:			43.20
AMDC8267 - Delgado, Ana Maria Total:			43.20
DDEK6712 - Dudek Line Item Account			
191244	12/16/2015		
Inv	20155397		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/09/2015	Swr Rehabilitation/Repair Project 9/26-10/30/15	310-6010-6501-8170-000	44,612.61
Inv 20155397 Total			44,612.61
191244 Total:			44,612.61
DDEK6712 - Dudek Total:			44,612.61
DUNN9257 - Dunn Edwards Paints Line Item Account			
191245	12/16/2015		
Inv	2170001121		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/18/2015	Paint Supplies	215-6010-6115-8020-000	111.73
Inv 2170001121 Total			111.73
191245 Total:			111.73
DUNN9257 - Dunn Edwards Paints Total:			111.73
ELL1017 - Ellen's Silkscreening Line Item Account			
191246	12/16/2015		
Inv	57590		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/09/2015	Maint. T Shirts	215-6010-6201-8132-000	33.68
Inv 57590 Total			33.68
Inv	A57605		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/10/2015	Teen Academy Coffee Mugs for Graduation Ceremony	101-4010-4011-8020-000	378.78
Inv A57605 Total			378.78

Check Number	Check Date		Amount
Inv	EE57591		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2015	Supervisor Shirts	215-6010-6201-8132-000	41.31
Inv EE57591 Total			41.31
191246 Total:			453.77
ELL1017 - Ellen's Silkscreening Total:			453.77
EBEI5010 - Emblem Enterprises Inc. Line Item Account			
191247	12/16/2015		
Inv	505572		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/12/2015	New Fire Dept. Vector Artwork Files	101-5010-5011-8020-000	75.00
Inv 505572 Total			75.00
191247 Total:			75.00
EBEI5010 - Emblem Enterprises Inc. Total:			75.00
EULR8021 - Euler, Linda Line Item Account			
191248	12/16/2015		
Inv	Oct-Nov 2015		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/30/2015	Reimb. Home Delivery Mileage	101-8030-8021-8020-000	24.32
Inv Oct-Nov 2015 Total			24.32
191248 Total:			24.32
EULR8021 - Euler, Linda Total:			24.32
EURO6710 - Eurofins Eaton Analytical Line Item Account			
191249	12/16/2015		
Inv	L0239463		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/05/2015	Water Sample Lab Svcs	500-6010-6711-8170-000	85.00
Inv L0239463 Total			85.00
Inv	L0240102		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/09/2015	Water Sample Lab Svcs	500-6010-6711-8170-000	85.00
Inv L0240102 Total			85.00

Check Number	Check Date		Amount
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Inv L0240103

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/09/2015	Water Sample Lab Svcs	500-6010-6711-8170-000	127.00

Inv L0240103 Total 127.00

Inv L0240104

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/09/2015	Water Sample Lab Svcs	500-6010-6711-8170-000	170.00

Inv L0240104 Total 170.00

Inv L0240973

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/16/2015	Water Sample Lab Svcs	500-6010-6711-8170-000	20.00

Inv L0240973 Total 20.00

Inv L0241561

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2015	Water Sample Lab Svcs	500-6010-6711-8170-000	85.00

Inv L0241561 Total 85.00

Inv L0241562

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2015	Water Sample Lab Svcs	500-6010-6711-8170-000	127.00

Inv L0241562 Total 127.00

Inv L0241579

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2015	Water Sample Lab Svcs	500-6010-6711-8170-000	85.00

Inv L0241579 Total 85.00

Inv L0241935

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/24/2015	Water Sample Lab Svcs	500-6010-6711-8170-000	127.00

Inv L0241935 Total 127.00

191249 Total: 911.00

EURO6710 - Eurofins Eaton Analytical Total: 911.00

GALS5010 - Galls Line Item Account
 191250 12/16/2015

Check Number	Check Date		Amount
Inv	004375256		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/10/2015	PD Bike Uniform & Helmet Bag	101-4010-4011-8134-000	81.21
Inv 004375256 Total			81.21
Inv	004375258		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/10/2015	PD Bike Uniform & Helmct Bag	101-4010-4011-8134-000	29.42
Inv 004375258 Total			29.42
191250 Total:			110.63
GALS5010 - Galls Total:			110.63
GAR5011 - Garvey Equipment Co Line Item Account			
191251	12/16/2015		
Inv	88224		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/23/2015	St. Division Supplies	230-6010-6116-8110-000	494.87
Inv 88224 Total			494.87
Inv	88226		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/16/2015	Repair Hose Reel for Portable Air Compressor	230-6010-6116-8110-000	197.00
Inv 88226 Total			197.00
Inv	88227		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/23/2015	Hose Assy with Fittings	230-6010-6116-8110-000	431.64
Inv 88227 Total			431.64
191251 Total:			1,123.51
GAR5011 - Garvey Equipment Co Total:			1,123.51
THR5910 - George L.Throop Co. Line Item Account			
191252	12/16/2015		
Inv	01-688329-00		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/23/2015	Concrete	230-6010-6116-8020-000	24.95
Inv 01-688329-00 Total			24.95

Check Number	Check Date		Amount
Inv	01-688376-00		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/23/2015	Concrete	230-6010-6116-8020-000	126.98
Inv 01-688376-00 Total			126.98
Inv	01-689011-00		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/02/2015	Sidewalk Repair Construction Matcials	230-6010-6116-8020-000	127.14
Inv 01-689011-00 Total			127.14
191252 Total:			279.07
THR5910 - George L.Throop Co. Total:			279.07
PAGI5270 - Gin, Pauline Line Item Account			
191253	12/16/2015		
Inv	11/24/15		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/24/2015	MWD Toilet Rebate	500-3010-3012-8032-000	165.00
Inv 11/24/15 Total			165.00
191253 Total:			165.00
PAGI5270 - Gin, Pauline Total:			165.00
GRA6601 - Grainger Line Item Account			
191254	12/16/2015		
Inv	9893063694		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/13/2015	Water Production Parts	500-6010-6711-8020-000	111.54
Inv 9893063694 Total			111.54
Inv	9894128371		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/16/2015	Mission/Meridian Garage Red Safety Strobe Light	101-6010-6601-8120-000	102.36
Inv 9894128371 Total			102.36
191254 Total:			213.90
GRA6601 - Grainger Total:			213.90
GRE6116 - Great Match Consulting Line Item Account			

Check Number	Check Date		Amount
191255	12/16/2015		
Inv	1690003196		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2015	Temp. Workers Svcs w/e 11/1/15	230-6010-6116-8180-000	3,128.16
Inv 1690003196 Total			3,128.16
Inv	1690003197		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2015	Temp. Workers Svcs w/e 11/1/15	230-6010-6116-8180-000	1,811.04
Inv 1690003197 Total			1,811.04
Inv	1690003201		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/10/2015	Temp. Workers Svcs w/e 11/8/15	230-6010-6116-8180-000	3,457.44
Inv 1690003201 Total			3,457.44
Inv	1690003202		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/10/2015	Temp. Workers Svcs w/e 11/8/15	230-6010-6116-8180-000	1,481.76
Inv 1690003202 Total			1,481.76
191255 Total:			9,878.40
GRE A6116 - Great Match Consulting Total:			9,878.40
GRE1270 - Greg's Automotive Services Line Item Account			
191256	12/16/2015		
Inv	11742		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2015	Yard Unit# 54 Replace Battery	500-6010-6710-8100-000	173.24
Inv 11742 Total			173.24
Inv	11792		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/03/2015	Yard Unit# 11 Replace Battery	500-6010-6710-8100-000	45.00
Inv 11792 Total			45.00
191256 Total:			218.24
E1270 - Greg's Automotive Services Total:			218.24
MCGZ8021 - Gutierrez, Michael Line Item Account			
191257	12/16/2015		

Check Number	Check Date		Amount
Inv	Oct-Nov 2015		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/03/2015	Reimb. Home Delivery Mileage	101-8030-8021-8020-000	32.77
Inv Oct-Nov 2015 Total			32.77
191257 Total:			32.77
MCGZ8021 - Gutierrez, Michael Total:			32.77
HATC8025 - Halls Auto Tech Center Line Item Account			
191258	12/16/2015		
Inv	8563		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/23/2015	Transit Van# 75 Replace Tires	205-8030-8025-8100-000	555.90
Inv 8563 Total			555.90
191258 Total:			555.90
HATC8025 - Halls Auto Tech Center Total:			555.90
HDLC3010 - Hinderliter deLlamas & Associates Line Item Account			
191259	12/16/2015		
Inv	0024640		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/27/2015	Contract Svcs- Sales Tax 4th Quarter	101-3010-3011-8170-000	975.00
Inv 0024640 Total			975.00
Inv	0024640*		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/27/2015	Audit Svcs- Sales Tax Sales Quarter 2 2015	101-3010-3011-8170-000	795.24
Inv 0024640* Total			795.24
191259 Total:			1,770.24
HDLC3010 - Hinderliter deLlamas & Associates Total:			1,770.24
WTHG3012 - Huang, Wenten Line Item Account			
191260	12/16/2015		
Inv	11/24/15		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/24/2015	MWD Toilet Rebate	500-3010-3012-8032-000	165.00
Inv 11/24/15 Total			165.00

Check Number	Check Date		Amount
191260 Total:			165.00
WTHG3012 - Huang, Wentin Total:			165.00
INT4896 - Inter-Con Security Systems Inc Line Item Account			
191261	12/16/2015		
Inv	421325		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/10/2015	PD Parking Enforcement Svcs 10/15	101-4010-4011-8180-000	9,837.42
Inv 421325 Total			9,837.42
191261 Total:			9,837.42
INT4896 - Inter-Con Security Systems Inc Total:			9,837.42
IPC4011 - IPC Police Supply Depot Line Item Account			
191262	12/16/2015		
Inv	33782		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/11/2015	Kapak Bags	101-4010-4011-8020-000	270.44
Inv 33782 Total			270.44
191262 Total:			270.44
IPC4011 - IPC Police Supply Depot Total:			270.44
JSAR4011 - Jack's Auto Repair Line Item Account			
191263	12/16/2015		
Inv	14604		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/17/2015	PD Unit# 1198 Replace A/C Hose & Switch & Oil Change	101-4010-4011-8100-000	618.77
Inv 14604 Total			618.77
Inv	14615		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2015	PD Unit# 0908 Replace Radiator, Oil Change & Maint.	101-4010-4011-8100-000	883.53
Inv 14615 Total			883.53
Inv	14619		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/24/2015	PD Unit# 1115 Replace Intake Manifold & Battery	101-4010-4011-8100-000	1,299.67

Check Number	Check Date		Amount
Inv 14619 Total			1,299.67
Inv 14620			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/24/2015	PD Unit# 1198 Replace Intake Manifold	101-4010-4011-8100-000	1,086.61
Inv 14620 Total			1,086.61
Inv 14621			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2015	PD Unit# 0432 Replace Battery & Valve Cover Gasket	101-4010-4011-8100-000	496.56
Inv 14621 Total			496.56
Inv 14624			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/02/2015	PD Unit# 0219 Replace Battery	101-4010-4011-8100-000	235.57
Inv 14624 Total			235.57
Inv 14625			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/24/2015	PD Unit# 1102 Oil Change & Maint.	101-4010-4011-8100-000	81.45
Inv 14625 Total			81.45
Inv 14634			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/02/2015	PD Unit# 1112 Replace Electric Fan Motor, Brake Pads & Oil Chang	101-4010-4011-8100-000	2,383.98
Inv 14634 Total			2,383.98
191263 Total:			7,086.14
JSAR4011 - Jack's Auto Repair Total:			7,086.14
JNJZ4610 - Jerz, Jennifer Line Item Account			
191264	12/16/2015		
Inv 222124446			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/19/2015	Refund Citation	101-0000-0000-4610-000	148.00
Inv 222124446 Total			148.00
191264 Total:			148.00
JNJZ4610 - Jerz, Jennifer Total:			148.00
JHMS8020 - JHM Supply Line Item Account			

Check Number	Check Date		Amount
191265	12/16/2015		
Inv 36548/1			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/15/2015	Arroyo Park North Supplies	215-6010-6416-8020-000	282.29
Inv 36548/1 Total			282.29
Inv 36556/1			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/15/2015	Arroyo Park North Irrigation Supplies	215-6010-6416-8020-000	49.63
Inv 36556/1 Total			49.63
191265 Total:			331.92
JHMS8020 - JHM Supply Total:			331.92
KBBE9203 - Kabbara Engineering Line Item Account			
191266	12/16/2015		
Inv 1258			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/06/2015	Engineering Design Svcs 5/2015-8/2015	101-9000-9203-9203-000	2,940.00
Inv 1258 Total			2,940.00
191266 Total:			2,940.00
KBBE9203 - Kabbara Engineering Total:			2,940.00
KAH7777 - Kahn, Howard Line Item Account			
191267	12/16/2015		
Inv B134441/B134810			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/19/2015	Refund Overnight Permits	101-0000-0000-4460-000	100.00
Inv B134441/B134810 Total			100.00
191267 Total:			100.00
KAH7777 - Kahn, Howard Total:			100.00
KAMI4011 - Kaminski, Belen Marie Line Item Account			
191268	12/16/2015		
Inv 11/30/15			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/30/2015	Reimb. Textbook for Training Class	101-4010-4011-8200-000	21.06
Inv 11/30/15 Total			21.06

Check Number	Check Date		Amount
191268 Total:			21.06
KAMI4011 - Kaminski, Belen Marie Total:			21.06
KAR1897 - Karbelnig, Dr. Alan Line Item Account			
191269	12/16/2015		
Inv	11/24/15		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/30/2015	Psychological Evaluation	101-4010-4011-8170-000	300.00
Inv 11/24/15 Total			300.00
Inv	11/30/15		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2015	Psychological Evaluation Fee	101-4010-4011-8170-000	300.00
Inv 11/30/15 Total			300.00
Inv	12/1/15		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/02/2015	Psychological Evaluation	101-4010-4011-8170-000	300.00
Inv 12/1/15 Total			300.00
191269 Total:			900.00
KAR1897 - Karbelnig, Dr. Alan Total:			900.00
LADA8021 - L.A.C. District Attorney's Line Item Account			
191270	12/16/2015		
Inv	15-1048		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/23/2015	Legal Svcs 9/15	101-4010-4011-8180-000	53.83
Inv 15-1048 Total			53.83
191270 Total:			53.83
LADA8021 - L.A.C. District Attorney's Total:			53.83
LOS5011 - L.A.C. Fire Dept. Line Item Account			
191271	12/16/2015		
Inv	IN0221545		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/13/2015	7/1/15-6/30/16 Underground Storage Tank Program-AR0018143	101-6010-6011-8100-000	35.94
11/13/2015	7/1/15-6/30/16 Underground Storage Tank Program-AR0018143	101-5010-5011-8100-000	143.76

Check Number	Check Date		Amount
11/13/2015	7/1/15-6/30/16	Underground Storage Tank Program-AR0018143	35.94
11/13/2015	7/1/15-6/30/16	Underground Storage Tank Program-AR0018143	35.94
11/13/2015	7/1/15-6/30/16	Underground Storage Tank Program-AR0018143	1,545.42
Inv IN0221545 Total			1,797.00
Inv IN0230609			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/13/2015	Hazardous Materials Disclosure Program 7/1/15-6/30/16	101-6010-6601-8020-000	363.00
Inv IN0230609 Total			363.00
Inv IN0231095			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/13/2015	Disclosure Program 7/1/15-6/30/16-AR0059201	101-6010-6011-8100-000	7.26
11/13/2015	Disclosure Program 7/1/15-6/30/16-AR0059201	101-5010-5011-8100-000	29.04
11/13/2015	Disclosure Program 7/1/15-6/30/16-AR0059201	101-4010-4011-8105-000	312.18
11/13/2015	Disclosure Program 7/1/15-6/30/16-AR0059201	101-7010-7101-8100-000	7.26
11/13/2015	Disclosure Program 7/1/15-6/30/16-AR0059201	101-2010-2011-8100-000	7.26
Inv IN0231095 Total			363.00
191271 Total:			2,523.00
LCS5011 - L.A.C. Fire Dept. Total:			2,523.00
CUR7778 - L.N. Curtis & Sons Line Item Account			
191272	12/16/2015		
Inv 6231385-00			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/10/2015	FD Testing for Safety Equipment	101-5010-5011-8134-000	160.00
Inv 6231385-00 Total			160.00
191272 Total:			160.00
CUR7778 - L.N. Curtis & Sons Total:			160.00
LDCR6410 - LandCare Line Item Account			
191273	12/16/2015		
Inv 8015318			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2015	Landscape Svcs 10/15	215-6010-6416-8180-000	5,012.36
10/31/2015	Landscape Svcs 10/15	101-6010-6410-8180-000	12,061.64
Inv 8015318 Total			17,074.00
191273 Total:			17,074.00

Check Number	Check Date	Amount
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LDCR6410 - LandCare Total: 17,074.00

LAW6711 - Lawn Mower Corner Line Item Account

191274 12/16/2015

Inv 100340

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/22/2015	Chainsaws	101-6010-6601-8020-000	600.06
10/22/2015	Chainsaws	230-6010-6116-8020-000	1,200.08

Inv 100340 Total 1,800.14

Inv 100489

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2015	Air Filter Covers	215-6010-6310-8020-000	41.42

Inv 100489 Total 41.42

Inv 100575

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/09/2015	Chain Saw Chains	215-6010-6310-8020-000	407.62

Inv 100575 Total 407.62

Inv 100645

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/12/2015	Parks Division Chain Saw Blades	215-6010-6310-8020-000	166.77

Inv 100645 Total 166.77

Inv 99938

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/25/2015	Chainsaws	215-6010-6310-8020-000	621.30

Inv 99938 Total 621.30

191274 Total: 3,037.25

LAW6711 - Lawn Mower Corner Total: 3,037.25

LDIC8300 - LDI Color ToolBox Line Item Account

191275 12/16/2015

Inv 1022456

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/23/2015	Copier Maint & Overages 11/15	101-2010-2011-8300-000	24.69
11/23/2015	Copier Maint & Overages 11/15	101-6010-6011-8300-000	24.69
11/23/2015	Copier Maint & Overages 11/15	101-1020-1021-8300-000	24.70

Inv 1022456 Total 74.08

Check Number	Check Date		Amount
275 Total:			74.08
LDIC8300 - LDI Color ToolBox Total:			74.08
SHLU3012 - Lu, Shih Line Item Account			
191276	12/16/2015		
Inv	12/1/15		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2015	MWH Toilet Rebates	500-3010-3012-8032-000	458.00
Inv 12/1/15 Total			458.00
191276 Total:			458.00
SHLU3012 - Lu, Shih Total:			458.00
LPC4011 - Lynn Peavey Company Line Item Account			
191277	12/16/2015		
Inv	310439		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/13/2015	PD Evidence Room Supplies	101-4010-4011-8020-000	311.22
Inv 310439 Total			311.22
191277 Total:			311.22
LPC4011 - Lynn Peavey Company Total:			311.22
AMMZ8032 - Martinez, Alma Line Item Account			
191278	12/16/2015		
Inv	Fall 2015		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/17/2015	Instructor Zumba Classes	101-8030-8032-8267-000	464.75
Inv Fall 2015 Total			464.75
191278 Total:			464.75
AMMZ8032 - Martinez, Alma Total:			464.75
MBFEC106 - Marx Bros. Fire Extinguisher Co. Line Item Account			
191279	12/16/2015		
Inv	H076689		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/28/2015	Yard Fire Extinguisher Svcs	101-6010-6601-8120-000	75.00

Check Number	Check Date		Amount
Inv H076689	Total		75.00
191279	Total:		75.00
MBFEC106 - Marx Bros. Fire Extinguisher Co. Total:			75.00
BRMR8267 - Miller, Brian Line Item Account			
191280	12/16/2015		
Inv	Fall 2015		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2015	Instructor Tiny Soccer Class	101-8030-8032-8267-000	83.85
Inv Fall 2015	Total		83.85
191280	Total:		83.85
BRMR8267 - Miller, Brian Total:			83.85
MMV9126 - Mission-Meridian Village Line Item Account			
191281	12/16/2015		
Inv	88888-7		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2015	Property Owners Assn Dues-Hospital 12/15	226-2010-2029-8060-000	857.56
Inv 88888-7	Total		857.56
Inv	88888-8		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2015	Property Owners Assn Dues-Parking 12/15	226-2010-2029-8060-000	41.08
12/01/2015	Property Owners Assn Dues-Parking 12/15	207-2010-2260-8061-000	1,700.00
Inv 88888-8	Total		1,741.08
Inv	88888-9		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2015	Property Owners Assn Dues-Utility 12/15	226-2010-2029-8060-000	1,376.17
Inv 88888-9	Total		1,376.17
191281	Total:		3,974.81
MMV9126 - Mission-Meridian Village Total:			3,974.81
NIMO9203 - Ninyo & Moore Line Item Account			
191282	12/16/2015		
Inv	193958		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
11/10/2015	St.Improvement Proj. Geotech. Testing Svcs 10/15	101-9000-9203-9203-000	16,237.25
Inv 193958 Total			16,237.25
191282 Total:			16,237.25
NIMO9203 - Ninyo & Moore Total:			16,237.25
NOBEST37 - Nobest, Inc. Line Item Account			
191283	12/16/2015		
Inv	1-1511-1		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/12/2015	Sidewalk Replacement Project	260-9000-9264-9264-000	58,603.60
Inv 1-1511-1 Total			58,603.60
191283 Total:			58,603.60
NOBEST37 - Nobest, Inc. Total:			58,603.60
NOR6416 - Norman's Nursery Line Item Account			
'284	12/16/2015		
Inv	550148		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/01/2015	Eddie Park 24" Box Tree	215-6010-6310-8180-000	359.70
Inv 550148 Total			359.70
191284 Total:			359.70
NOR6416 - Norman's Nursery Total:			359.70
OFF4011 - Office Solutions Line Item Account			
191285	12/16/2015		
Inv	I-00860956		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/12/2015	PD Office Supplies	101-4010-4011-8000-000	271.38
Inv I-00860956 Total			271.38
Inv	I-00862656		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/16/2015	PD Office Supplies	101-4010-4011-8000-000	418.40
Inv I-00862656 Total			418.40
191285 Total:			689.78

Check Number	Check Date		Amount
OFF4011 - Office Solutions Total:			689.78
PHS4011 - Pasadena Humane Society Line Item Account			
191286	12/16/2015		
Inv	December 2015		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/02/2015	PD Animal Control Svcs 12/15	101-4010-4011-8180-000	10,224.00
Inv December 2015 Total			10,224.00
191286 Total:			10,224.00
PHS4011 - Pasadena Humane Society Total:			10,224.00
PLMS6310 - Pasadena Lawnmower's Shop Line Item Account			
191287	12/16/2015		
Inv	9765		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/21/2015	Fair Oaks Median Plants	101-6010-6410-8020-000	158.05
Inv 9765 Total			158.05
Inv	9835		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/19/2015	State Street Median Plants	101-6010-6410-8020-000	288.85
Inv 9835 Total			288.85
191287 Total:			446.90
PLMS6310 - Pasadena Lawnmower's Shop Total:			446.90
PSNS7101 - Pasadena Star News Line Item Account			
191288	12/16/2015		
Inv	900041829		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/19/2015	FD Subscription	101-5010-5011-8080-000	96.21
Inv 900041829 Total			96.21
191288 Total:			96.21
PSNS7101 - Pasadena Star News Total:			96.21
PCRI7101 - Personal Court Reporters Inc. Line Item Account			
191289	12/16/2015		

Check Number	Check Date		Amount
Inv 60796			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/25/2015	Transcribing Svcs SP CC Mtg 11/18/15	101-7010-7101-8170-000	535.50
Inv 60796 Total			535.50
191289 Total:			535.50
PCRI7101 - Personal Court Reporters Inc. Total:			535.50
PFPS5011 - PFP Systems Testings, Inc. Line Item Account			
191290	12/16/2015		
Inv 15709			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/10/2015	Fire Sprinkler Test for Civic Center	101-6010-6601-8120-000	850.00
Inv 15709 Total			850.00
191290 Total:			850.00
PFPS5011 - PFP Systems Testings, Inc. Total:			850.00
JE4610 - Phoenix Group Information Systems Line Item Account			
191291	12/16/2015		
Inv 102015184			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/30/2015	PD Citation & Permit Processing 10/15	101-0000-0000-4610-000	1,681.46
11/30/2015	PD Citation & Permit Processing 10/15	101-0000-0000-4460-000	468.70
Inv 102015184 Total			2,150.16
191291 Total:			2,150.16
PHOE4610 - Phoenix Group Information Systems Total:			2,150.16
PLSF8031 - Play Safe, LLC Line Item Account			
191292	12/16/2015		
Inv 15-0245			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/24/2015	Playground Safety Audits-Arroyo,Eddie,Garfield,OrangeGrove	101-8030-8031-8110-000	4,400.00
Inv 15-0245 Total			4,400.00
292 Total:			4,400.00
PLSF8031 - Play Safe, LLC Total:			4,400.00

Check Number	Check Date		Amount
PLU4589 - Plumbing Wholesale Outlet Inc Line Item Account			
191293	12/16/2015		
Inv	S100052149.001		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/28/2015	Water Dept. Parts	500-6010-6711-8020-000	2.69
Inv S100052149.001 Total			2.69
Inv	S100056496.001		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/17/2015	City Hall Basement Plumbing Supplies	101-6010-6601-8120-000	20.76
Inv S100056496.001 Total			20.76
Inv	S100056752.001		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/18/2015	City Hall Basement Plumbing Supplies	101-6010-6601-8120-000	177.52
Inv S100056752.001 Total			177.52
191293 Total:			200.97
PLU4589 - Plumbing Wholesale Outlet Inc Total:			200.97
PODV8267 - Podvoll, Candace Line Item Account			
191294	12/16/2015		
Inv	Nov 2015		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/05/2015	Instructor Meditation Class	101-8030-8021-8267-000	86.40
Inv Nov 2015 Total			86.40
191294 Total:			86.40
PODV8267 - Podvoll, Candace Total:			86.40
POS5265 - Post Alarm Systems Line Item Account			
191295	12/16/2015		
Inv	822679		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/05/2015	Camp Med Monitoring System Dec 2015	101-8030-8031-8180-000	42.95
Inv 822679 Total			42.95
Inv	826146		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/05/2015	WMB Monitoring Fee Dec 2015	101-8030-8031-8180-000	46.45

Check Number	Check Date		Amount
Inv 826146 Total			46.45
191295 Total:			89.40
POS5265 - Post Alarm Systems Total:			89.40
COM0666 - Public Safety Technologies Line Item Account			
191296	12/16/2015		
Inv 95979			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/16/2015	PD Radar/Lidar Certification	101-4010-4011-8110-000	75.00
Inv 95979 Total			75.00
191296 Total:			75.00
COM0666 - Public Safety Technologies Total:			75.00
RED8995 - Red Wing Shoe Store Line Item Account			
191297	12/16/2015		
Inv 150000002989			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/02/2015	Safety Shoes-Dominquez Lopez	500-6010-6710-8132-000	168.93
Inv 150000002989 Total			168.93
Inv 150000002989*			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/02/2015	Safety Shoes-Hugo Houston	230-6010-6116-8134-000	233.14
Inv 150000002989* Total			233.14
191297 Total:			402.07
RED8995 - Red Wing Shoe Store Total:			402.07
RWGN8160 - Richards, Watson & Gershon Line Item Account			
191298	12/16/2015		
Inv 204220			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/16/2015	Nansen Claim 10/15	101-2010-2501-8160-000	8,403.30
Inv 204220 Total			8,403.30
191298 Total:			8,403.30

Check Number	Check Date		Amount
RWGN8160 - Richards, Watson & Gershon Total:			8,403.30
MNST3012 - Rosenthal, Mona Line Item Account			
191299	12/16/2015		
Inv	11/24/15		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/24/2015	MWD Toilet Rebates	500-3010-3012-8032-000	300.00
Inv 11/24/15 Total			300.00
191299 Total:			300.00
MNST3012 - Rosenthal, Mona Total:			300.00
SGB3223 - S.G.Basin H2O Quality Author Line Item Account			
191300	12/16/2015		
Inv	0003958		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/22/2015	Basin Water Quality Assessment Fee FY 2015-2016	500-6010-6711-8170-000	17,838.50
Inv 0003958 Total			17,838.50
191300 Total:			17,838.50
SGB3223 - S.G.Basin H2O Quality Author Total:			17,838.50
SOU5250 - S.P.Review Line Item Account			
191301	12/16/2015		
Inv	4367		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/19/2015	Public Notice-1513 Indiana Ave.	101-7010-7101-8040-000	84.00
Inv 4367 Total			84.00
Inv	4368		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/19/2015	Public Notice-1506 Indiana Ave.	101-7010-7101-8040-000	80.00
Inv 4368 Total			80.00
Inv	4369		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/19/2015	Public Notice-1502 Indiana Ave.	101-7010-7101-8040-000	84.00
Inv 4369 Total			84.00
Inv	4377		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
11/26/2015	Public Notice-2131 Hanscom Dr.	101-7010-7101-8040-000	72.00
Inv 4377 Total			72.00
Inv 4378			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/26/2015	Public Notice-1024 Glendon Ct.	101-7010-7101-8040-000	88.00
Inv 4378 Total			88.00
Inv 4379			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/26/2015	Public Notice-Marijuana Cultivation	101-7010-7101-8040-000	72.00
Inv 4379 Total			72.00
Inv 4427			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/30/2015	Sr.Center Holiday Ad	101-8030-8021-8040-000	80.00
Inv 4427 Total			80.00
191301 Total:			560.00
SOU5250 - S.P.Review Total:			560.00
SAN8032 - San Pascual Stables Line Item Account			
191302	12/16/2015		
Inv Fall 2015			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/24/2015	Instructor Horsemanship Class	101-8030-8032-8267-000	108.00
11/06/2015	Instructor Horsemanship Classes	101-8030-8032-8267-000	864.00
Inv Fall 2015 Total			972.00
Inv Fall 2015*			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2015	Instructor Horsemanship Class	101-8030-8032-8267-000	108.00
Inv Fall 2015* Total			108.00
191302 Total:			1,080.00
SAN8032 - San Pascual Stables Total:			1,080.00
N8569 - Sandler Bros. Line Item Account			
303	12/16/2015		
Inv 0191243			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
11/18/2015	PW Sand Bags	230-6010-6116-8020-000	283.40
Inv 0191243 Total			283.40
191303 Total:			283.40
SAN8569 - Sandler Bros. Total:			283.40
DN3C3012 - Scoville, Diane Line Item Account			
191304	12/16/2015		
Inv 11/24/15			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/24/2015	MWD Toilet Rebate	500-3010-3012-8032-000	100.00
Inv 11/24/15 Total			100.00
191304 Total:			100.00
DN3C3012 - Scoville, Diane Total:			100.00
SDSI0107 - Security Design Systems, Inc. Line Item Account			
191305	12/16/2015		
Inv 202840			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2015	PD Maint. on Cameras & Access Control 12/15	101-4010-4011-8110-000	30.00
Inv 202840 Total			30.00
Inv 202841			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2015	PD Maint. on Cameras & Access Control 12/15	101-4010-4011-8110-000	145.00
Inv 202841 Total			145.00
Inv 202842			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2015	PD Maint. on Cameras & Access Control 12/15	101-4010-4011-8110-000	113.00
Inv 202842 Total			113.00
191305 Total:			288.00
SDSI0107 - Security Design Systems, Inc. Total:			288.00
SEL6010 - Selco Battery Co. Line Item Account			
191306	12/16/2015		

Check Number	Check Date		Amount
Inv 1714			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/18/2015	SCADA PCC Panel Batteries	500-6010-6711-8020-000	80.00
Inv 1714 Total			80.00
191306 Total:			80.00
SEL6010 - Selco Battery Co. Total:			80.00
SER6856 - Service Pro Pest Mgmt Company Line Item Account			
191307	12/16/2015		
Inv 144462			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/18/2015	Citywide Pest Control 9/15	101-6010-6601-8120-000	389.17
Inv 144462 Total			389.17
Inv 145081			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/23/2015	Citywide Pest Control 11/15	101-6010-6601-8120-000	389.17
Inv 145081 Total			389.17
191307 Total:			778.34
SER6856 - Service Pro Pest Mgmt Company Total:			778.34
SHO6666 - Shono, Jean Line Item Account			
191308	12/16/2015		
Inv Nov 2015			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/04/2015	Instructor Knitting Class	101-8030-8021-8267-000	36.00
Inv Nov 2015 Total			36.00
191308 Total:			36.00
SHO6666 - Shono, Jean Total:			36.00
REP6115 - Siemens Industry Inc. Line Item Account			
191309	12/16/2015		
Inv 5610008926			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/19/2015	Traffic Signal Maint. 10/15	215-6010-6115-8180-000	2,096.72
Inv 5610008926 Total			2,096.72

Check Number	Check Date		Amount
Inv	5620003153		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/19/2015	Traffic Signal Call Outs 10/15	215-6010-6115-8180-000	1,075.39
Inv 5620003153 Total			1,075.39
191309 Total:			3,172.11
REP6115 - Siemens Industry Inc. Total:			3,172.11
SMUG2910 - Smuggler Line Item Account			
191310	12/16/2015		
Inv	Mercedes Job		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/02/2015	Refund Film Deposit	101-0000-0000-2910-200	35.00
Inv Mercedes Job Total			35.00
191310 Total:			35.00
SMUG2910 - Smuggler Total:			35.00
SPEC5011 - Spectrum Gas Prodcuts, Inc. Line Item Account			
191311	12/16/2015		
Inv	110896		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/18/2015	Hydrotest Oxygen Portable	101-5010-5011-8110-000	88.50
Inv 110896 Total			88.50
191311 Total:			88.50
SPEC5011 - Spectrum Gas Prodcuts, Inc. Total:			88.50
STA5219 - Staples Business Advantage Line Item Account			
191312	12/16/2015		
Inv	3280865300		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/13/2015	Mgmt Svcs Office Supplies	101-2010-2011-8020-000	68.97
10/13/2015	Mgmt Svcs Office Supplies	101-2010-2011-8000-000	34.68
Inv 3280865300 Total			103.65
Inv	3283299564		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/04/2015	FD Office Supplies	101-5010-5011-8000-000	134.06

Check Number	Check Date		Amount
Inv 3283299564	Total		134.06
Inv 3283299565			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/04/2015	FD Office Supplies	101-5010-5011-8000-000	222.33
Inv 3283299565	Total		222.33
Inv 3283588529			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/07/2015	PD Office Supplies	101-4010-4011-8000-000	244.97
Inv 3283588529	Total		244.97
Inv 3284130077			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/14/2015	Plan/Bldg Office Supplies	101-7010-7101-8000-000	198.85
Inv 3284130077	Total		198.85
Inv 3284389372			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/17/2015	PD Office Supplies	101-4010-4011-8000-000	868.56
Inv 3284389372	Total		868.56
Inv 3284443979			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/18/2015	Plan/Bldg Office Supplies Credit	101-7010-7101-8000-000	-22.55
Inv 3284443979	Total		-22.55
Inv 3284897573			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/22/2015	PD Office Supplies	101-4010-4011-8000-000	272.49
Inv 3284897573	Total		272.49
191312	Total:		2,022.36
STA5219 - Staples Business Advantage Total:			2,022.36
STSM1020 - Studio Spectrum Line Item Account			
191313	12/16/2015		
Inv 18254			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/30/2015	AV Svcs 11/15	101-1020-1021-8170-000	2,975.00
Inv 18254	Total		2,975.00

Check Number	Check Date		Amount
191313 Total:			2,975.00
STSM1020 - Studio Spectrum Total:			2,975.00
SUM7778 - Sum, Kin Line Item Account			
191314	12/16/2015		
Inv	11/24/15		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/24/2015	MWD Toilet Rebate	500-3010-3012-8032-000	39.00
Inv 11/24/15 Total			39.00
191314 Total:			39.00
SUM7778 - Sum, Kin Total:			39.00
SUN8556 - Sun Badge Company Line Item Account			
191315	12/16/2015		
Inv	363064		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/17/2015	PD Badge Repair	101-4010-4011-8020-000	91.66
Inv 363064 Total			91.66
191315 Total:			91.66
SUN8556 - Sun Badge Company Total:			91.66
SCRR4010 - Superior Court of CA, County of LA Line Item Account			
191316	12/16/2015		
Inv	November 2015		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/04/2015	Court Fees 11/15	101-0000-0000-4610-000	8,066.00
Inv November 2015 Total			8,066.00
191316 Total:			8,066.00
SCRR4010 - Superior Court of CA, County of LA Total:			8,066.00
SPWS8020 - SupplyWorks Line Item Account			
191317	12/16/2015		
Inv	2952096-00		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/02/2015	Janitorial Supplies	101-6010-6601-8020-000	453.10

Check Number	Check Date		Amount
Inv 2952096-00 Total			453.10
191317 Total:			453.10
SPWS8020 - SupplyWorks Total:			453.10
PTSP2011 - The Print Spot Line Item Account			
191318	12/16/2015		
Inv 27624			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/17/2015	2015 State of the City Address Invitations	101-1010-1011-8020-000	28.61
Inv 27624 Total			28.61
191318 Total:			28.61
PTSP2011 - The Print Spot Total:			28.61
TUMP821 - Tumpak, John Line Item Account			
191319	12/16/2015		
Inv 12/18/15			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/04/2015	Music Lecture 12/18/15	101-8030-8021-8267-000	100.00
Inv 12/18/15 Total			100.00
191319 Total:			100.00
TUMP821 - Tumpak, John Total:			100.00
UND6710 - Underground Service Alert Line Item Account			
191320	12/16/2015		
Inv 1020150688			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2015	Underground Svc Alerts 10/15	500-6010-6710-8020-000	82.50
Inv 1020150688 Total			82.50
191320 Total:			82.50
UND6710 - Underground Service Alert Total:			82.50
44707 - United Site Services, Inc. Line Item Account			
191321	12/16/2015		

Check Number	Check Date		Amount
Inv 114-3495721			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/13/2015	Portable Toilet Svcs -Skate Park 11/10-12/7/15	101-8030-8032-8180-000	263.27
Inv 114-3495721 Total			263.27
191321 Total:			263.27
POR4707 - United Site Services, Inc. Total:			263.27
USLP4010 - United States Latex Products Line Item Account			
191322	12/16/2015		
Inv 58779			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/14/2015	PD Micro Flex Supreno Powder Free Gloves	101-4010-4011-8020-000	600.99
10/14/2015	PD Micro Flex Supreno Powder Free Gloves	101-0000-0000-2700-000	-45.87
Inv 58779 Total			555.12
191322 Total:			555.12
USLP4010 - United States Latex Products Total:			555.12
UNI7778 - United Storm Water, Inc. Line Item Account			
191323	12/16/2015		
Inv SW30631-R			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2015	Instal! Catch Basin Pipe Screen Project-Retention Payment	101-6010-2015-8020-000	1,565.55
Inv SW30631-R Total			1,565.55
191323 Total:			1,565.55
UNI7778 - United Storm Water, Inc. Total:			1,565.55
VRAR8022 - VR Auto Repair Line Item Account			
191324	12/16/2015		
Inv 162305			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/19/2015	PD Unit#0702 Wipers Installed	101-4010-4011-8100-000	35.00
Inv 162305 Total			35.00
Inv 162306			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/19/2015	PD Unit#0908 Wipers Installed & Brake Light Blub	101-4010-4011-8100-000	55.00
Inv 162306 Total			55.00

Check Number	Check Date		Amount
Inv 162307			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/19/2015	PD Unit#0133 4 Tires & 2 Wipers Installed	101-4010-4011-8100-000	135.00
Inv 162307 Total			135.00
Inv 162309			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/19/2015	PD Unit#0134 Wipers Installed	101-4010-4011-8100-000	35.00
Inv 162309 Total			35.00
Inv 162310			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2015	PD Unit# 0431 Installed Wipers & Tire Change	101-4010-4011-8100-000	127.50
Inv 162310 Total			127.50
Inv 162311			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2015	PD Unit# 0432 Installed Wipers	101-4010-4011-8100-000	17.50
Inv 162311 Total			17.50
Inv 162312			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2015	PD Unit# 0416 Installed Wipers	101-4010-4011-8100-000	35.00
Inv 162312 Total			35.00
Inv 184793			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/18/2015	PD Unit# 1406 Installed Wipers , Oil Change & Change Tires	101-4010-4011-8100-000	132.00
Inv 184793 Total			132.00
Inv 184794			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/18/2015	PD Unit# 0219 Installed Wipers	101-4010-4011-8100-000	35.00
Inv 184794 Total			35.00
Inv 184795			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2015	PD Unit# 0317 Installed Wipers	101-4010-4011-8100-000	35.00
Inv 184795 Total			35.00
Inv 184796			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
11/18/2015	PD Unit# 0416 Installed Wipers	101-4010-4011-8100-000	35.00
Inv 184796 Total			35.00
Inv 320399			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/04/2015	Transit Van# 79 Oil Change	205-8030-8025-8100-000	42.00
Inv 320399 Total			42.00
191324 Total:			719.00
VRAR8022 - VR Auto Repair Total:			719.00
WASH8025 - WASHOS Line Item Account			
191325	12/16/2015		
Inv 1115160			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/30/2015	Waterless 5 Van Cleanings	205-8030-8025-8100-000	232.00
Inv 1115160 Total			232.00
191325 Total:			232.00
WASH8025 - WASHOS Total:			232.00
WAT7788 - Watson, Sylvia Line Item Account			
191326	12/16/2015		
Inv 11/24/15			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/24/2015	MWD Toilet Rebate	500-3010-3012-8032-000	100.00
Inv 11/24/15 Total			100.00
191326 Total:			100.00
WAT7788 - Watson, Sylvia Total:			100.00
WHI6410 - Whittier Fertilizer Co. Line Item Account			
191327	12/16/2015		
Inv 299503			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/18/2015	State St. Median-Soil	101-6010-6410-8020-000	107.25
Inv 299503 Total			107.25

Check Number	Check Date		Amount
Inv	299504		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/18/2015	State St. Median-Bungie Cover Up Loose Dirt	101-6010-6410-8020-000	14.52
Inv 299504 Total			14.52
191327 Total:			121.77
WHI6410 - Whittier Fertilizer Co. Total:			121.77
WIT6353 - Wittman Enterprises LLC Line Item Account			
191328	12/16/2015		
Inv	15010059		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/19/2015	Paramedic Payment October 2015	101-0000-0000-5290-001	2,289.98
Inv 15010059 Total			2,289.98
191328 Total:			2,289.98
WIT6353 - Wittman Enterprises LLC Total:			2,289.98
WG8267 - Wong, Pauline Line Item Account			
191329	12/16/2015		
Inv	Nov 2015		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/17/2015	Instructor Western Line Dance Class	101-8030-8032-8267-000	93.60
Inv Nov 2015 Total			93.60
Inv	Nov. 2015		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/04/2015	Instructor Line Dance Class	101-8030-8021-8267-000	187.20
Inv Nov. 2015 Total			187.20
191329 Total:			280.80
PUFG8267 - Wong, Pauline Total:			280.80
YTI1023 - Y Tire Sales Line Item Account			
191330	12/16/2015		
Inv	117775		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/05/2015	Water Dept. Tires Unit# 13	500-6010-6711-8100-000	453.30
Inv 117775 Total			453.30

Check Number	Check Date	Amount
191330 Total:		453.30
YTH1023 - Y Tire Sales Total:		453.30
MSZB4460 - Ziebell, Melissa Line Item Account		
191331	12/16/2015	
Inv	Permit# 40340	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
11/30/2015	Refund Permit Fee	101-0000-0000-4460-000
		75.00
Inv Permit# 40340 Total		75.00
191331 Total:		75.00
MSZB4460 - Ziebell, Melissa Total:		75.00
Total:		854,282.29

ATTACHMENT 4
Payroll 12-04-15

PAYROLL ACCOUNT RECONCILIATION
City of South Pasadena
for Payroll 12.04.15

Account Number	Account Name	12.16.15
101-0000-0000-1010-000	General Fund - Payroll cash	498,817.82
	Other Withholding Payables	\$ 233,094.31
101-0000-0000-1010-000	Net General Fund - Payroll Cash	265,723.51
	Insurance Adjustment	-
204-0000-0000-1010-000	Traffic Improvement	
205-0000-0000-1010-000	Prop A - Payroll Cash	4,216.19
207-0000-0000-1010-000	Prop C - Payroll Cash	6,700.15
210-0000-0000-1010-000	Sewer Fund - Payroll Cash	13,589.68
211-0000-0000-1010-000	CTC Traffic Improvement	-
215-0000-0000-1010-000	Street Lighting & Landscape Assessment - PR C:	8,497.38
218-0000-0000-1010-000	Clean Air Act	-
227-0000-0000-1010-000	CRA - Payroll Cash	5,137.41
229-0000-0000-1010-000	CRA Housing - Payroll Cash	-
230-0000-0000-1010-000	State Gas Tax Fund - Payroll Cash	10,066.40
247-0000-0000-1010-000	SGVCOG Grant Fund	-
260-0000-0000-1010-000	CDBG - Payroll Cash	-
274-0000-0000-1010-000	Homeland Security Grant	-
310-0000-0000-1010-000	Sewer Capital Projects Fund	219.99
500-0000-0000-1010-000	Water Fund - Payroll Cash	51,486.51
700-0000-0000-2210-000	Internal Revenue Service	63,669.54
700-0000-0000-2230-000	Internal Revenue Service	16,219.38
Total Checks & Direct Deposits		445,526.14
Checks		20,089.30
Direct Deposits		345,547.92
I.R.S Payments		79,888.92
		<u>445,526.14</u>
To 700		578,642.23
Other PR Payable		233,094.31
ACH Payable		<u>345,547.92</u>

ATTACHMENT 5
Redevelopment Successor Agency Check Summary Total

Redevelopment Successor Agency Check Summary Total

Agency Warrants 12.16.15

<u>Vendor</u>	<u>Invoice #</u>	<u>Check #</u>	<u>Department</u>	<u>Description</u>	<u>Amount</u>
City of South Pasadena	P/R/E 11/29/15	ACH	227.0000.0000.1010.000	Payroll PE 11.29.15	\$ 5,137.41
Burke, Williams & Sorensen	194542	191221	227.7200.7210.8160.000	Legal Svcs 10/15	\$ 90.00

RSA Report Total \$ 5,227.41

Robert S. Joe, Agency Chair

Evelyn G. Zneimer, Agency Secretary


David Batt, Agency Treasurer

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

*Robert S. Joe, Mayor/Agency Chair/Authority Chair
Diana Mahmud, Mayor Pro Tem/Agency Vice Chair/Authority Vice Chair
Michael A. Cacciotti, Council/Agency/Authority Member
Marina Khubesrian, M.D., Council/Agency/Authority Member
Richard D. Schneider, M.D., Council/Agency/Authority Member
Evelyn G. Zneimer, City Clerk/Agency/Authority Secretary
Gary E. Pia, City Treasurer*

COUNCIL AGENDA: December 16, 2015
TO: Honorable Mayor and City Council
VIA: Sergio Gonzalez, City Manager *SG*
FROM: Gary E. Pia, City Treasurer
David Batt, Finance Director *DB*
SUBJECT: **Monthly Investment Reports for October 2015**

Recommendation

It is recommended that the City Council, the Successor Agency to the Community Redevelopment Agency (CRA), and the Public Financing Authority (PFA) receive and file the monthly investment reports for October 2015.

Fiscal Impact

None.

Commission Review and Recommendation

This matter was not reviewed by a Commission.

Background

As required by law and PFA Resolution No. 7211 – Joint Exercise of Powers Authority, a monthly investment report is presented to the City Council disclosing investment activities, types of investments, dates of maturities, amounts of deposits, rates of interest and, for securities with a maturity of more than 12 months, current market values. Additional reports are provided on the City's water bond funds and the former CRA's downtown redevelopment tax allocation bonds investments.

The reports reflect all investments at the above-referenced date and are in conformity with the City's Investment Policy and the Successor Agency's Investment Policy as stated in Resolution Nos. 7365 and 2013-08 SA respectively. Copies of these resolutions are available at the City Clerk's office. The investments herein provide sufficient cash flow liquidity to meet the estimated expenditures, as required in the investment policies.

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*.

Attachments:

1. City Investment Reports for October 2015
2. Successor Agency to the Community Redevelopment Agency Investment Reports for October 2015
3. Public Financing Authority Investment Reports for October 2015

ATTACHMENT 1
City Investment Reports for October 2015

Exhibit A
City of South Pasadena
INVESTMENT REPORT
October 31, 2015

Investment Balances at Month End

INSTITUTION NAME	MATURITY DATE	YIELD TO CALL OR MATURITY	PERCENT OF PORTFOLIO	COST	CURRENT MARKET VALUE *
LOCAL AGENCY INVESTMENT FUND:					
LAIF City	ON DEMAND	0.357%	45.56%	10,145,728.60	10,145,728.60
SUBTOTAL			45.56%	<u>10,145,728.60</u>	<u>10,145,728.60</u>
MORGAN STANLEY SMITH BARNEY					
Government Securities	See Exhibit B	1.540%	38.70%	8,617,028.12	8,666,623.05
Corporate Bonds	See Exhibit B	2.386%	15.74%	3,505,159.09	3,512,762
SUBTOTAL			54.44%	<u>12,122,187.21</u>	<u>12,179,385.10</u>
TOTAL INVESTMENTS			100.00%	<u>\$22,267,915.81</u>	<u>\$22,325,113.70</u>

BANK ACCOUNTS:

Bank of America Account Balance:	\$4,577,629.27
Smith Barney Uninvested Cash Balance:	\$117,020.06
Smith Barney Unsettled Transactions	\$0.00

Required Disclosures:

Average weighted maturity of the portfolio 516 DAYS

Average weighted total yield to maturity of the portfolio 1.135%

The City's investment liquidity is sufficient for it to meet its expenditure requirements for the next 180 days.

All investments are in conformity with the City Investment Policy.

* Current market valuation is required for investments with maturities of more than twelve months.

Exhibit P

Funds and Investments
Held by Contracted (Third) Parties
October 31, 2015

Morgan Stanley Smith Barney Investments

Investment Type	Issuer	CUSIP	Settlement Date	Par Value	Adjusted Premium	Adjusted Cost	Coupon Rate	YTM at Purchase	Market Value	Current YTM	Maturity Date	Days to Maturity	Unrealized Gain/Loss	
1	Gov't. Securities	U.S. Treasury Note	912828RM4	12/29/2014	387,000.00	100.334	388,291.92	1.000%	0.664%	389,066.58	0.990%	10/31/2016	366	774.66
2	Gov't. Securities	U.S. Treasury Note	912828RM4	9/24/2015	30,000.00	100.577	30,173.10	1.000%	0.419%	30,160.20	0.990%	10/31/2016	366	(12.90)
3	Gov't. Securities	U.S. Treasury Note	912828RM4	10/14/2015	11,000.00	100.648	11,071.27	1.000%	0.349%	11,058.74	0.990%	10/31/2016	366	(12.53)
4	Gov't. Securities	U.S. Treasury Note	912828NG1	12/26/2014	533,000.00	102.871	548,301.34	2.750%	0.914%	550,636.97	2.660%	5/31/2017	578	2,335.63
5	Gov't. Securities	U.S. Treasury Note	912828NG1	9/24/2015	44,000.00	103.340	45,469.55	2.750%	0.621%	45,455.96	2.660%	5/31/2017	578	(13.59)
6	Gov't. Securities	U.S. Treasury Note	912828NG1	10/14/2015	15,000.00	103.455	15,518.29	2.750%	0.549%	15,496.35	2.660%	5/31/2017	578	(21.94)
7	Gov't. Securities	U.S. Treasury Note	912828PY0	12/29/2014	866,000.00	103.389	895,346.75	2.750%	1.268%	903,255.32	2.630%	2/28/2018	851	7,908.57
8	Gov't. Securities	U.S. Treasury Note	912828PY0	9/24/2015	54,000.00	104.331	56,338.76	2.750%	0.868%	56,323.08	2.630%	2/28/2018	851	(15.68)
9	Gov't. Securities	U.S. Treasury Note	912828PY0	10/14/2015	23,000.00	104.583	24,054.12	2.750%	0.761%	23,989.46	2.630%	2/28/2018	851	(64.66)
10	Gov't. Securities	U.S. Treasury Note	912828VK3	12/26/2014	222,000.00	99.895	221,765.79	1.375%	1.406%	224,335.44	1.360%	6/30/2018	973	2,569.65
11	Gov't. Securities	U.S. Treasury Note	912828VK3	9/24/2015	15,000.00	101.114	15,167.04	1.375%	0.951%	15,157.80	1.360%	6/30/2018	973	(9.24)
12	Gov't. Securities	U.S. Treasury Note	912828VK3	10/14/2015	6,000.00	101.351	6,081.03	1.375%	0.861%	6,063.12	1.360%	6/30/2018	973	(17.91)
13	Gov't. Securities	U.S. Treasury Note	912828H52	3/6/2015	568,000.00	98.461	559,257.91	1.250%	1.577%	563,978.56	1.250%	1/31/2020	1,553	4,720.65
14	Gov't. Securities	U.S. Treasury Note	912828H52	9/24/2015	35,000.00	99.566	34,848.24	1.250%	1.353%	34,752.20	1.250%	1/31/2020	1,553	(96.04)
15	Gov't. Securities	U.S. Treasury Note	912828H52	10/14/2015	15,000.00	99.914	14,987.12	1.250%	1.270%	14,893.80	1.250%	1/31/2020	1,553	(93.32)
16	Gov't. Securities	Fed. Home Loan Mtg. Corp.	3137EADL0	12/26/2014	839,000.00	99.672	836,246.40	1.000%	1.121%	841,735.14	0.990%	9/29/2017	699	5,488.74
17	Gov't. Securities	Fed. Home Loan Mtg. Corp.	3137EADL0	9/24/2015	26,000.00	100.485	26,126.19	1.000%	0.744%	26,084.76	0.990%	9/29/2017	699	(41.43)
18	Gov't. Securities	Fed. Home Loan Mtg. Corp.	3137EADL0	10/14/2015	26,000.00	100.628	26,163.39	1.000%	0.668%	26,084.76	0.990%	9/29/2017	699	(78.63)
19	Gov't. Securities	Fed. Home Loan Mtg. Corp.	3137EADK2	10/20/2015	309,000.00	100.120	309,370.93	1.250%	1.217%	307,631.13	0.990%	9/29/2017	699	(1,739.80)
20	Gov't. Securities	Fed. National Mtg. Assn.	3135G0GY3	12/26/2014	440,000.00	100.536	442,357.74	1.250%	0.817%	443,660.80	1.230%	1/30/2017	457	1,303.06
21	Gov't. Securities	Fed. National Mtg. Assn.	3135G0GY3	9/24/2015	36,000.00	100.858	36,308.71	1.250%	0.559%	36,299.52	1.230%	1/30/2017	457	(9.19)
22	Gov't. Securities	Fed. National Mtg. Assn.	3135G0GY3	10/14/2015	13,000.00	100.966	13,125.52	1.250%	0.473%	13,108.16	1.230%	1/30/2017	457	(17.36)
23	Gov't. Securities	Fed. National Mtg. Assn.	3135G0JA2	12/30/2014	637,000.00	100.357	639,272.03	1.125%	0.883%	641,172.35	1.110%	4/27/2017	544	1,900.32
24	Gov't. Securities	Fed. National Mtg. Assn.	3135G0JA2	9/24/2015	47,000.00	100.735	47,345.25	1.125%	0.628%	47,307.85	1.110%	4/27/2017	544	(37.40)
25	Gov't. Securities	Fed. National Mtg. Assn.	3135G0JA2	10/14/2015	18,000.00	100.859	18,154.59	1.125%	0.545%	18,117.90	1.110%	4/27/2017	544	(36.69)
26	Gov't. Securities	Fed. National Mtg. Assn.	3135G0TG8	12/30/2014	450,000.00	98.924	445,158.00	0.875%	1.229%	449,928.00	0.870%	2/8/2018	831	4,770.00
27	Gov't. Securities	Fed. National Mtg. Assn.	3135G0TG8	9/8/2015	282,000.00	99.909	281,743.38	0.875%	0.913%	281,954.88	0.870%	2/8/2018	831	211.50
28	Gov't. Securities	Fed. National Mtg. Assn.	3135G0TG8	9/24/2015	50,000.00	100.012	50,006.17	0.875%	0.869%	49,992.00	0.870%	2/8/2018	831	(14.17)
29	Gov't. Securities	Fed. National Mtg. Assn.	3135G0TG8	10/14/2015	20,000.00	100.172	20,034.31	0.875%	0.798%	19,996.80	0.870%	2/8/2018	831	(37.51)
30	Gov't. Securities	Fed. National Mtg. Assn.	3135G0YM9	12/30/2014	275,000.00	101.197	278,290.53	1.875%	1.449%	281,369.00	1.830%	9/18/2018	1,053	3,078.47
31	Gov't. Securities	Fed. National Mtg. Assn.	3135G0YM9	2/10/2015	219,000.00	101.665	222,646.64	1.875%	1.875%	224,072.04	1.830%	9/18/2018	1,053	1,425.40
32	Gov't. Securities	Fed. National Mtg. Assn.	3135G0YM9	9/24/2015	34,000.00	102.370	34,805.85	1.875%	1.038%	34,787.44	1.830%	9/18/2018	1,053	(18.41)
33	Gov't. Securities	Fed. National Mtg. Assn.	3135G0YM9	10/14/2015	14,000.00	102.635	14,368.84	1.875%	0.946%	14,324.24	1.830%	9/18/2018	1,053	(44.60)
34	Gov't. Securities	Fed. National Mtg. Assn.	3135G0YT4	12/26/2014	500,000.00	100.263	501,315.70	1.625%	1.537%	507,995.00	1.590%	11/27/2018	1,123	6,679.30
35	Gov't. Securities	Fed. National Mtg. Assn.	3135G0YT4	9/24/2015	30,000.00	101.581	30,474.22	1.625%	1.100%	30,479.70	1.590%	11/27/2018	1,123	5.48
36	Gov't. Securities	Fed. National Mtg. Assn.	3135G0YT4	10/14/2015	13,000.00	101.876	13,243.94	1.625%	1.003%	13,207.87	1.590%	11/27/2018	1,123	(36.07)
37	Gov't. Securities	Fed. National Mtg. Assn.	3135G0ZA4	12/30/2014	630,000.00	100.982	636,185.84	1.875%	1.568%	643,444.20	1.830%	2/9/2019	1,197	7,258.36
38	Gov't. Securities	Fed. National Mtg. Assn.	3135G0ZA4	9/24/2015	19,000.00	102.209	19,419.77	1.875%	1.190%	19,405.46	1.830%	2/9/2019	1,197	(14.31)
39	Gov't. Securities	Fed. National Mtg. Assn.	3135G0ZA4	10/14/2015	13,000.00	102.519	13,327.44	1.875%	1.096%	13,277.42	1.830%	2/9/2019	1,197	(50.02)
40	Gov't. Securities	Fed. National Mtg. Assn.	3135G0D75	9/15/2015	735,000.00	99.450	730,957.50	1.500%	1.620%	732,758.25	1.500%	6/22/2020	1,696	1,800.75
41	Gov't. Securities	Fed. National Mtg. Assn.	3135G0D75	9/24/2015	47,000.00	99.728	46,872.07	1.500%	1.560%	46,856.65	1.500%	6/22/2020	1,696	(15.42)
42	Gov't. Securities	Fed. National Mtg. Assn.	3135G0D75	10/14/2015	17,000.00	100.206	17,034.94	1.500%	1.454%	16,948.15	1.500%	6/22/2020	1,696	(86.79)

Exhibit B-1

Funds and Investments
Held by Contracted (Third) Parties
October 31, 2015

Morgan Stanley Smith Barney Investments

Investment Type	Issuer	CUSIP	Settlement Date	Par Value	Adjusted Premium	Adjusted Cost	Coupon Rate	YTM at Purchase	Market Value	Current YTM	Maturity Date	Days to Maturity	Unrealized Gain/Loss
Subtotal Gov't. Securities				8,563,000.00		8,617,028.12	1.581%	1.219%	8,666,623.05	1.540%		925	49,594.93
43 Corporate Bond	Metlife Inc.	59156RAU2	1/2/2015	97,000.00	103.275	100,176.51	6.750%	1.099%	100,395.00	6.520%	6/1/2016	214	218.49
44 Corporate Bond	Metlife Inc.	59156RAU2	9/29/2015	16,000.00	103.559	16,569.47	6.750%	0.625%	16,560.00	6.520%	6/1/2016	214	(9.47)
45 Corporate Bond	US Bancorp (Callable)	91159HHB9	12/30/2014	106,000.00	101.166	107,235.63	2.200%	1.068%	107,486.12	2.160%	11/15/2016	381	250.49
46 Corporate Bond	US Bancorp (Callable)	91159HHB9	9/29/2015	11,000.00	101.334	11,146.77	2.200%	0.906%	11,154.22	2.160%	11/15/2016	381	7.45
47 Corporate Bond	Duke Energy Carolinas	26442CAL8	1/5/2015	108,000.00	100.901	108,972.75	1.750%	0.941%	108,530.28	1.740%	12/15/2016	411	(442.47)
48 Corporate Bond	Duke Energy Carolinas	26442CAL8	9/29/2015	10,000.00	100.995	10,099.45	1.750%	0.857%	10,049.10	1.740%	12/15/2016	411	(50.35)
49 Corporate Bond	Exxon Mobil Corp.	30231GAA0	7/23/2015	112,000.00	100.091	112,101.96	0.921%	0.854%	112,346.08	0.910%	3/15/2017	501	244.12
50 Corporate Bond	BB&T Corp.	05531FAK9	1/12/2015	108,000.00	101.336	109,443.23	2.150%	1.178%	109,264.68	2.120%	3/22/2017	508	(178.55)
51 Corporate Bond	BB&T Corp. (Callable)	05531FAK9	9/29/2015	10,000.00	101.315	10,131.46	2.150%	1.194%	10,117.10	2.120%	3/22/2017	508	(14.36)
52 Corporate Bond	BB&T Corp. (Callable)	05531FAK9	10/16/2015	4,000.00	101.505	4,060.21	2.150%	1.057%	4,046.84	2.120%	3/22/2017	508	(13.37)
53 Corporate Bond	Gen. Electric Capital Corp.	36962GW0	12/30/2014	108,000.00	101.423	109,536.65	2.300%	1.331%	110,010.96	2.250%	4/27/2017	544	474.31
54 Corporate Bond	Gen. Electric Capital Corp.	36962GW0	10/16/2015	10,000.00	101.843	10,184.27	2.300%	1.049%	10,186.20	2.250%	4/27/2017	544	1.93
55 Corporate Bond	Caterpillar Financial Service	14912L5E7	1/6/2015	110,000.00	100.692	110,761.69	1.625%	1.182%	110,849.20	1.610%	6/1/2017	579	87.51
56 Corporate Bond	United Technologies	913017BU2	12/30/2014	108,000.00	100.941	109,016.22	1.800%	1.198%	109,286.28	1.770%	6/1/2017	579	270.06
57 Corporate Bond	United Technologies	913017BU2	9/29/2015	10,000.00	101.228	10,122.75	1.800%	1.016%	10,119.10	1.770%	6/1/2017	579	(3.65)
58 Corporate Bond	United Technologies	913017BU2	10/16/2015	3,000.00	101.281	3,038.44	1.800%	0.980%	3,035.73	1.770%	6/1/2017	579	(2.71)
59 Corporate Bond	Microsoft Corp.	594918AP9	1/12/2015	113,000.00	99.743	112,709.59	0.875%	0.967%	112,975.14	0.870%	11/15/2017	746	265.55
60 Corporate Bond	Microsoft Corp.	594918AP9	9/29/2015	7,000.00	100.079	7,005.50	0.875%	0.836%	6,998.46	0.870%	11/15/2017	746	(7.04)
61 Corporate Bond	Wells Fargo Co.	949746NX5	1/5/2015	94,000.00	108.250	101,754.96	5.625%	1.632%	102,033.24	5.180%	12/11/2017	772	278.28
62 Corporate Bond	Wells Fargo Co.	949746NX5	9/29/2015	15,000.00	108.563	16,284.49	5.625%	1.488%	16,281.90	5.180%	12/11/2017	772	(2.59)
63 Corporate Bond	JP Morgan Chase & Co.	46625HJF8	1/5/2015	111,000.00	100.660	111,732.75	1.195%	1.133%	111,407.37	1.210%	1/25/2018	817	(325.38)
64 Corporate Bond	JP Morgan Chase & Co.	46625HJF8	9/29/2015	8,000.00	100.545	8,043.58	1.195%	1.195%	8,029.36	1.210%	1/25/2018	817	(14.22)
65 Corporate Bond	JP Morgan Chase & Co.	46625HJF8	10/16/2015	3,000.00	100.541	3,016.22	1.195%	1.210%	3,011.01	1.210%	1/25/2018	817	(5.21)
66 Corporate Bond	Wal-Mart Stores Inc.	931142DF7	1/6/2015	110,000.00	98.977	108,874.70	1.125%	1.447%	110,269.50	1.120%	4/11/2018	893	1,394.80
67 Corporate Bond	Goldman Sachs Group Inc.	38141GVK7	6/5/2015	110,000.00	101.179	111,297.41	1.478%	1.099%	111,010.90	1.480%	4/30/2018	912	(286.51)
68 Corporate Bond	Goldman Sachs Group Inc.	38141GVK7	9/29/2015	9,000.00	100.955	9,085.95	1.496%	1.496%	9,082.71	1.480%	4/30/2018	912	(3.24)
69 Corporate Bond	Goldman Sachs Group Inc.	38141GVK7	10/16/2015	3,000.00	101.027	3,030.81	1.496%	1.480%	3,027.57	1.480%	4/30/2018	912	(3.24)
70 Corporate Bond	Merck & Co. Inc.	58933YAG0	1/12/2015	111,000.00	99.970	110,966.70	1.300%	1.309%	111,250.86	1.290%	5/18/2018	930	284.16
71 Corporate Bond	Merck & Co. Inc.	58933YAG0	9/29/2015	8,000.00	100.137	8,010.98	1.300%	1.245%	8,018.08	1.290%	5/18/2018	930	7.10
72 Corporate Bond	Pepsico Inc.	7134748BH0	1/6/2015	102,000.00	108.285	110,450.58	5.000%	1.707%	111,330.96	4.580%	6/1/2018	944	880.38
73 Corporate Bond	Boeing Capital Corp. (Callable)	097014AM6	10/22/2015	59,000.00	104.529	61,672.11	2.900%	1.242%	61,398.35	2.780%	8/15/2018	1,019	(273.76)
74 Corporate Bond	Coca-Cola Co.	191216BF6	7/20/2015	110,000.00	100.629	110,691.35	1.650%	1.435%	111,079.10	1.630%	11/1/2018	1,097	387.75
75 Corporate Bond	Bank of New York Mellon (Ca	06406HCP2	9/14/2015	112,000.00	100.359	112,401.87	2.100%	1.984%	112,807.52	2.080%	1/15/2019	1,172	405.65
76 Corporate Bond	Bank of New York Mellon (Ca	06406HCP2	9/29/2015	6,000.00	101.084	6,065.02	2.100%	1.751%	6,043.26	2.080%	1/15/2019	1,172	(21.76)
77 Corporate Bond	Bank of New York Mellon (Ca	06406HCP2	10/16/2015	3,000.00	101.235	3,037.06	2.100%	1.702%	3,021.63	2.080%	1/15/2019	1,172	(15.43)
78 Corporate Bond	Oracle Corp.	68389XAQ8	12/30/2014	109,000.00	101.323	110,441.94	2.375%	1.947%	111,196.35	2.320%	1/15/2019	1,172	754.41
79 Corporate Bond	Oracle Corp.	68389XAQ8	9/29/2015	8,000.00	102.046	8,163.65	2.375%	1.716%	8,161.20	2.320%	1/15/2019	1,172	(2.45)
80 Corporate Bond	Oracle Corp.	68389XAQ8	10/16/2015	3,000.00	102.493	3,074.80	2.375%	1.574%	3,060.45	2.320%	1/15/2019	1,172	(14.35)
81 Corporate Bond	John Deere Capital Corp.	24422ESK6	1/6/2015	112,000.00	99.642	111,599.04	1.950%	2.040%	112,359.52	1.940%	3/4/2019	1,220	760.48
82 Corporate Bond	John Deere Capital Corp.	24422ERR2	10/22/2015	61,000.00	101.861	62,135.15	2.250%	1.694%	61,793.61	2.220%	4/17/2019	1,264	(341.54)
83 Corporate Bond	Home Depot Inc.	437076BE1	4/27/2015	110,000.00	101.756	111,931.05	2.000%	1.500%	111,716.00	1.960%	6/15/2019	1,323	(215.05)
84 Corporate Bond	Home Depot Inc. (Callable)	437076BE1	9/29/2015	8,000.00	101.061	8,084.85	2.000%	1.697%	8,124.80	1.960%	6/15/2019	1,323	39.95
85 Corporate Bond	Home Depot Inc. (Callable)	437076BE1	10/16/2015	2,000.00	101	2,035.38	2.000%	1.496%	2,031.20	1.960%	6/15/2019	1,323	(4.18)

Exhibit P 1

Funds and Investments
Held by Contracted (Third) Parties
October 31, 2015

Morgan Stanley Smith Barney Investments

Investment Type	Issuer	CUSIP	Settlement Date	Par Value	Adjusted Premium	Adjusted Cost	Coupon Rate	YTM at Purchase	Market Value	Current YTM	Maturity Date	Days to Maturity	Unrealized Gain/Loss	
86	Corporate Bond	Berkshire Hathaway Inc.	084670BL1	8/28/2015	111,000.00	101.078	112,196.35	2.100%	1.804%	112,552.89	2.070%	8/14/2019	1,383	356.54
87	Corporate Bond	Berkshire Hathaway Inc.	084670BL1	9/29/2015	7,000.00	101.622	7,113.54	2.100%	1.656%	7,097.93	2.070%	8/14/2019	1,383	(15.61)
88	Corporate Bond	American Express Credit	0258M0DP1	4/27/2015	110,000.00	101.382	111,520.69	2.250%	1.870%	110,444.40	2.240%	8/15/2019	1,384	(1,076.29)
89	Corporate Bond	American Express Credit	0258M0DP1	9/29/2015	9,000.00	100.630	9,056.68	2.250%	2.076%	9,036.36	2.240%	8/15/2019	1,384	(20.32)
90	Corporate Bond	American Express Credit	0258M0DP1	10/16/2015	3,000.00	101.001	3,030.04	2.250%	1.974%	3,012.12	2.240%	8/15/2019	1,384	(17.92)
91	Corporate Bond	Proctor & Gamble Co.	742718EG0	1/27/2015	105,000.00	101.235	106,296.35	1.900%	1.580%	105,971.25	1.880%	11/1/2019	1,462	(325.10)
92	Corporate Bond	Proctor & Gamble Co.	742718EG0	9/29/2015	13,000.00	101.084	13,140.87	1.900%	1.619%	13,120.25	1.880%	11/1/2019	1,462	(20.62)
93	Corporate Bond	Proctor & Gamble Co.	742718EG0	10/16/2015	3,000.00	101.648	3,049.45	1.900%	1.474%	3,027.75	1.880%	11/1/2019	1,462	(21.70)
94	Corporate Bond	Apple Inc.	037833AX8	3/12/2015	114,000.00	98.318	112,082.52	1.550%	1.911%	112,903.32	1.560%	2/7/2020	1,560	820.80
95	Corporate Bond	Apple Inc.	037833AX8	9/29/2015	7,000.00	99.010	6,930.70	1.550%	1.787%	6,932.66	1.560%	2/7/2020	1,560	1.96
96	Corporate Bond	Apple Inc.	037833AX8	10/16/2015	3,000.00	99.375	2,981.25	1.550%	1.701%	2,971.14	1.560%	2/7/2020	1,560	(10.11)
97	Corporate Bond	PNC Funding Corp.	693476BJ1	9/10/2015	101,000.00	111.421	112,535.54	5.125%	2.300%	112,765.49	4.590%	2/8/2020	1,561	229.95
98	Corporate Bond	PNC Funding Corp.	693476BJ1	9/29/2015	6,000.00	111.689	6,701.35	5.125%	2.238%	6,698.94	4.590%	2/8/2020	1,561	(2.41)
99	Corporate Bond	PNC Funding Corp.	693476BJ1	10/16/2015	2,000.00	111.754	2,235.08	5.125%	2.223%	2,232.98	4.590%	2/8/2020	1,561	(2.10)
00	Corporate Bond	Comcast Corp.	20030NBA8	6/22/2015	98,000.00	111.584	109,351.89	5.150%	2.296%	110,292.14	4.570%	3/1/2020	1,583	940.25
01	Corporate Bond	Comcast Corp.	20030NBA8	9/29/2015	8,000.00	112.909	9,032.70	5.150%	2.023%	9,003.44	4.570%	3/1/2020	1,583	(29.26)
02	Corporate Bond	Comcast Corp.	20030NBA8	10/16/2015	2,000.00	113.362	2,267.23	5.150%	1.921%	2,250.86	4.570%	3/1/2020	1,583	(16.37)
03	Corporate Bond	Cisco Systems Inc.	17275RAX0	6/22/2015	112,000.00	100.104	112,116.89	2.450%	2.297%	113,920.80	2.400%	6/15/2020	1,689	1,803.91
04	Corporate Bond	Cisco Systems Inc.	17275RAX0	9/29/2015	5,000.00	101.824	5,091.22	2.450%	2.034%	5,085.75	2.400%	6/15/2020	1,689	(5.47)
05	Corporate Bond	Cisco Systems Inc.	17275RAX0	10/16/2015	3,000.00	102.141	3,064.22	2.450%	1.963%	3,051.45	2.400%	6/15/2020	1,689	(12.77)
06	Corporate Bond	United Health Group Inc.	91324PCM2	9/24/2015	110,000.00	102.096	112,306.06	2.700%	2.228%	112,338.60	2.640%	7/15/2020	1,719	32.54
07	Corporate Bond	United Health Group Inc.	91324PCM2	9/29/2015	7,000.00	102.434	7,170.39	2.700%	2.153%	7,148.82	2.640%	7/15/2020	1,719	(21.57)
08	Corporate Bond	Intel Corp.	458140AQ3	9/23/2015	56,000.00	101.156	56,647.09	2.450%	2.192%	56,897.68	2.410%	7/29/2020	1,733	250.59
09	Corporate Bond	Intel Corp.	458140AQ3	9/29/2015	3,000.00	101.535	3,046.04	2.450%	2.108%	3,048.09	2.410%	7/29/2020	1,733	2.05
Subtotal Corporate Bonds					3,436,000.00		3,505,159.09	2.480%	1.551%	3,512,762.05	2.386%		1,024	7,602.96
Money Market	Liquid Asset Fund			0.00					0.00	0.010%		1		
Uninvested Cash				0.00		117,020.06			117,020.06	0.020%		1		
Subtotal Cash & Cash Equivalents						117,020.06			117,020.06			1		
Grand Totals					11,999,000.00		12,239,207.27	1.824%	1.303%	12,296,405.16	1.767%		945	57,197.89
Unsettled Transactions														
Totals incl. Unsettled Transactions					11,999,000.00		12,239,207.27			12,296,405.16				57,197.89
Totals per Bank Statement							12,239,207.27			12,296,405.16				57,197.89

Exhibit C

City of South Pasadena
Investment Report

Summary of Invested Funds -- Last Day of the Month

MONTH	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
JULY	9,903,906	13,890,011	18,506,000	20,273,657	13,579,652	11,604,558	14,003,563	17,332,153	20,958,651	26,306,572
AUGUST	8,050,382	12,821,952	17,256,000	20,608,628	12,099,372	11,595,476	13,043,563	17,330,985	12,658,088	26,294,151
SEPTEMBER	7,075,316	12,830,016	16,766,000	17,292,659	11,000,410	11,582,026	11,783,420	16,331,557	19,715,369	22,058,959
OCTOBER	8,079,227	12,648,943	16,266,000	17,297,628	10,757,440	10,575,907	11,795,960	13,841,158	17,221,779	22,325,114
NOVEMBER	8,179,951	12,813,000	15,646,000	16,621,046	10,499,526	8,992,178	11,800,260	13,836,635	17,221,849	
DECEMBER	9,959,808	15,063,000	18,756,000	18,487,198	10,634,416	10,185,282	11,805,140	16,837,192	20,603,990	
JANUARY	11,719,732	17,143,000	20,582,573	20,210,860	12,629,088	9,186,793	11,816,031	18,846,359	26,309,319	
FEBRUARY	11,800,280	17,684,000	20,284,404	19,519,072	12,619,768	9,184,331	13,818,580	18,845,663	26,260,788	
MARCH	12,480,215	16,654,000	19,715,013	18,448,613	12,610,790	9,126,552	13,319,038	13,145,894	26,315,158	
APRIL	15,460,860	18,784,000	22,169,776	19,317,280	12,605,200	11,130,863	17,327,604	13,153,853	26,326,876	
MAY	17,070,125	20,209,000	23,010,520	16,191,609	12,595,623	11,128,155	19,327,983	23,452,878	26,310,240	
JUNE	15,170,118	20,014,000	23,385,906	15,871,761	12,581,680	10,275,475	19,323,510	22,452,628	29,289,712	

ATTACHMENT 2
Successor Agency to the Community
Redevelopment Agency Investment Reports for
October 2015

Exhibit A

CITY OF SOUTH PASADENA
 SUCCESSOR AGENCY TO THE COMMUNITY REDEVELOPMENT AGENCY
 INVESTMENT REPORT
 October 31, 2015

Investment Balances at Month End

INSTITUTION NAME	MATURITY DATE	RATE OF INTEREST	PAR VALUE	PERCENT OF PORTFOLIO	COST	CURRENT MARKET VALUE *
LOCAL AGENCY INVESTMENT FUND:						
LAIF -- SA-CRA	ON DEMAND	0.357%			913,238.07	
SUBTOTAL				100.00%	<u>913,238.07</u>	
TOTAL INVESTMENTS				<u>100.00%</u>	<u>\$913,238.07</u>	
BANK ACCOUNTS:						
Bank of America SA-CRA Account Balance:						\$0.00
Bank of America SA-CRA Housing Loans (Collateralization) Account Balance:						\$0.00

Required Disclosures:

Average Maturity of the portfolio

1 DAY

Average total yield to maturity of the portfolio

0.357%

The Agency's investment liquidity is sufficient for it to meet its expenditure requirements for the next 180 days.

There have been no variances to the Agency Investment Policy

* Current Market Valuation required for investments with maturities of more than twelve months.

Exhibit B

**CITY OF SOUTH PASADENA
SUCCESSOR AGENCY TO THE COMMUNITY REDEVELOPMENT AGENCY
INVESTMENT REPORT**

**Summary of Investment Activity for the Month
October 31, 2015**

SA-CRA LAIF Account Beginning Balance:	\$912,503.35
Add Deposits	\$734.72
 Subtract Withdrawals	
 Ending LAIF Balance:	\$913,238.07

Exhibit C

CITY OF SOUTH PASADENA
SUCCESSOR AGENCY TO THE COMMUNITY REDEVELOPMENT AGENCY
INVESTMENT REPORT
October 31, 2015

Funds and Investments
Held by Contracted (Third) Parties

	Account/Investment Description	Account/Investment Value *	Date of Valuation
2000 Downtown Revitalization Project #1 Tax Allocation Bonds			
Trustee: Union Bank of California			
Debt Service Fund	Blackrock Provident Institutional Treasury Funds	\$43,043.68	10/31/2015
Interest Account	Blackrock Provident Institutional Treasury Funds	0.00	10/31/2015
Principal/Sinking Account	Blackrock Provident Institutional Treasury Funds	0.00	10/31/2015
Reserve Account	Blackrock Provident Institutional Treasury Funds	<u>197,945.00</u>	10/31/2015
Total Funds Managed by Union Bank of California		\$240,988.68	

* Asset valuations provided by Union Bank through monthly reports.

Exhibit D

CITY OF SOUTH PASADENA
 SUCCESSOR AGENCY TO THE COMMUNITY REDEVELOPMENT AGENCY
 INVESTMENT REPORT

Summary of Invested Funds -- Last Day of the Month

MONTH	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
JULY	2,917,877	3,017,198	3,108,000	3,103,080	1,984,558	1,894,269	1,753,205	907,945	910,136	912,503
AUGUST	2,917,877	3,017,198	3,108,000	3,103,080	1,984,558	1,894,269	1,753,205	907,945	910,136	912,503
SEPTEMBER	2,917,877	2,777,198	2,808,000	3,103,080	1,984,558	1,894,269	1,753,205	907,945	910,136	912,503
OCTOBER	2,953,905	2,816,650	2,829,419	2,030,097	1,987,121	1,796,085	1,754,833	908,532	910,691	913,238
NOVEMBER	3,034,905	2,831,650	2,829,419	2,030,097	1,987,121	1,796,085	1,754,833	908,532	910,691	
DECEMBER	3,177,905	2,991,650	2,959,419	2,205,097	1,987,121	1,796,085	1,754,833	908,532	911,274	
JANUARY	3,237,463	3,052,641	2,977,435	2,208,580	1,989,403	820	1,756,257	909,118	911,274	
FEBRUARY	3,237,463	3,052,641	2,977,435	2,208,580	2,139,403	820	1,756,257	909,118	911,274	
MARCH	3,334,463	3,052,641	2,977,435	2,208,580	1,939,403	2,000,820	906,257	909,118	911,274	
APRIL	2,802,720	3,084,227	3,141,429	2,211,614	1,941,969	2,001,427	907,394	909,635	911,859	
MAY	2,977,720	3,084,227	3,141,429	1,981,614	1,941,969	2,001,427	907,394	909,635	911,859	
JUNE	2,977,720	3,084,227	3,091,429	1,981,614	1,891,969	2,001,427	907,394	909,635	911,859	

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ATTACHMENT 3
Public Financing Authority Investment Reports for
October 2015

Exhibit A

South Pasadena
Public Financing Authority
INVESTMENT REPORT
October 31, 2015

Investment Balances at Month End

INSTITUTION NAME	MATURITY DATE	YIELD TO CALL OR MATURITY	PERCENT OF PORTFOLIO	COST	CURRENT MARKET VALUE *
WELLS FARGO - RELIANCE TRUST					
Cash Equivalents	See Exhibit B	0.151%	57.00%	11,096,829.27	11,096,829.27
Certificates of Deposit / Govt. Securities	See Exhibit B	0.823%	43.00%	8,372,780.00	8,372,780.00
SUBTOTAL			100.00%	19,469,609.27	19,469,609.27
TOTAL INVESTMENTS			100.00%	\$19,469,609.27	\$19,469,609.2

OTHER ACCOUNTS:

Wells Fargo 2009 Bonds Revenue Fund	\$5.19
Wells Fargo 2009 Bonds Interest Fund	\$1.65
Wells Fargo 2009 Bonds Principal Fund	\$1.26
Wells Fargo 2013 Bonds Revenue Fund	\$1.37
Wells Fargo 2013 Bonds Interest Fund	\$0.18
Wells Fargo 2013 Bonds Principal Fund	\$0.18
Wells Fargo 2013 Bonds Cost of Issuance Fund	\$0.11

Required Disclosures:

Average weighted maturity of the portfolio 192 DAYS

Average weighted total yield to maturity of the portfolio 0.440%

The PFA's investment liquidity is sufficient for it to meet its expenditure requirements for the next 180 days.

* Current market valuation is required for investments with maturities of more than twelve months.

Exhibit B

**Funds and Investments
Held by Contracted (Third) Parties
October 31, 2015**

2009 PFA Water Revenue Bonds			Wells Fargo - Reliance Trust							
Investment Type	Issuer	Settlement Date	Par Value	Coupon Rate	Market Value	Current YTM	Maturity Date	Days to Maturity		
Reserve Fund										
1	Cash		0.00	0.010%	0.00	0.010%		1		
2	Federated Treasury Obligations		4,534.27	0.010%	4,534.27	0.010%		1		
3	Government Advantage Money Market		259,637.90	0.010%	259,637.90	0.010%		1		
Subtotal Cash & Cash Equivalents			264,172.17	0.010%	264,172.17	0.010%				
1	CDARS - CD	Medallion Bank - UT	3/15/2013	248,000.00	0.550%	248,000.00	0.550%	3/15/2016	136	1
2	CDARS - CD	Lake Forest Bank	6/27/2014	248,000.00	1.600%	248,000.00	1.600%	6/27/2016	240	1
3	CDARS - CD	American State Bank -IA	3/28/2013	248,000.00	0.700%	248,000.00	0.700%	3/28/2017	514	1
4	CDARS - CD	Oriental Bank	5/29/2014	248,000.00	1.000%	248,000.00	1.000%	5/30/2017	577	1
5	CDARS - CD	Barclays Bank	7/2/2014	248,000.00	1.150%	248,000.00	1.150%	7/3/2017	611	1
6	CDARS - CD	CIT Bank - UT	3/13/2013	248,000.00	1.100%	248,000.00	1.100%	3/13/2018	864	1
7	CDARS - CD	First Bank - PR	3/15/2013	248,000.00	1.050%	248,000.00	1.050%	3/15/2018	866	1
8	CD - Callable	JP Morgan Chase - OH	3/15/2013	248,000.00	0.750%	248,000.00	0.750%	3/15/2018	866	1
9	CDARS - CD	Bank of Deerfield	6/11/2014	248,000.00	1.600%	248,000.00	1.600%	6/11/2018	954	1
10	CDARS - CD	Discover Bank - DE	7/16/2014	247,000.00	1.550%	247,000.00	1.550%	7/16/2018	989	1
11	CDARS - CD	Goldman Sachs Bank	7/16/2014	247,000.00	1.600%	247,000.00	1.600%	7/16/2018	989	1
12	CDARS - CD	GE Capital Bank	7/18/2014	247,000.00	1.600%	247,000.00	1.600%	7/18/2018	991	1
13	CDARS - CD	Bar Harbor Bank - ME	5/30/2014	170,000.00	1.600%	170,000.00	1.600%	3/29/2019	1,245	1
Subtotal CDs			3,143,000.00	1.209%	3,143,000.00	1.209%		745		
Total Reserve Fund			3,407,172.17	1.116%	3,407,172.17	1.116%		687		
Project Fund										
1	Cash		0.00	0.010%	0.00	0.010%		1		
2	Federated Treasury Obligations		843,779.26	0.010%	843,779.26	0.010%		1		
3	Government Advantage Money Market		4,935,792.46	0.010%	4,935,792.46	0.010%		1		
4	USA Mutuals Partners Insured		5,053,085.38	0.320%	5,053,085.38	0.320%		1		
Subtotal Cash & Cash Equivalents			10,832,657.10	0.155%	10,832,657.10	0.155%		1		
1	Govt. Securities	Fed. Home Loan Bank	12/30/2014	1,997,780.00	0.375%	1,997,780.00	0.375%	6/24/2016	237	
2	CDARS - CD	Lyons National Bank	10/7/2015	248,000.00	0.650%	248,000.00	0.650%	10/7/2016	342	1
3	CDARS - CD	Baroda Bank	10/13/2015	248,000.00	0.650%	248,000.00	0.650%	10/13/2016	348	1
4	CDARS - CD	Safra Bank	10/9/2015	249,000.00	0.550%	249,000.00	0.550%	11/9/2016	375	1
5	CDARS - CD	Ally Bank	5/14/2015	249,000.00	0.600%	249,000.00	0.600%	11/14/2016	380	1
6	CDARS - CD	Triumph Bank	5/15/2015	249,000.00	0.600%	249,000.00	0.600%	12/15/2016	411	1
7	CDARS - CD	American Express Centurion	6/30/2015	249,000.00	0.800%	249,000.00	0.800%	12/27/2016	423	1
8	CDARS - CD	Mercantile Commerce Bank	6/26/2015	249,000.00	0.800%	249,000.00	0.800%	12/27/2016	423	1
9	CDARS - CD	MB Financial Bank	6/29/2015	249,000.00	0.700%	249,000.00	0.700%	12/29/2016	425	1
10	CDARS - CD	Access Bank	6/30/2015	249,000.00	0.700%	249,000.00	0.700%	12/30/2016	426	1
11	CDARS - CD	Everbank	10/16/2015	249,000.00	0.750%	249,000.00	0.750%	1/17/2017	444	1
12	CDARS - CD	BMO Harris Bank	10/7/2015	248,000.00	0.900%	248,000.00	0.900%	4/7/2017	524	1
13	CDARS - CD	Capital One Bank	10/7/2015	248,000.00	0.850%	248,000.00	0.850%	4/7/2017	524	1
14	CDARS - CD	Capital One National Assn.	10/7/2015	248,000.00	0.850%	248,000.00	0.850%	4/7/2017	524	1
Subtotal CDs & Securities			5,229,780.00	0.590%	5,229,780.00	0.590%		265		
Total Project Fund			16,062,437.10	0.296%	16,062,437.10	0.296%		87		
Grand Totals			19,469,609.27	0.440%	19,469,609.27	0.440%		192		

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City of South Pasadena Agenda Report

Robert S. Joe, Mayor
Diana Mahmud, Mayor Pro Tem
Michael A. Cacciotti, Councilmember
Marina Khubesrian, M.D., Councilmember
Richard D. Schneider, M.D., Councilmember

Evelyn G. Zneimer, City Clerk
Gary E. Pia, City Treasurer

COUNCIL AGENDA: December 16, 2015
TO: Honorable Mayor and City Council
VIA: Sergio Gonzalez, City Manager *SG*
FROM: David Batt, Finance Director *DB*
SUBJECT: **Banking Services Agreement with Bank of the West**

Recommendation

It is recommended that the City Council authorize the City Treasurer and staff to sign a Depository Contract and related documents for banking services with Bank of the West.

Fiscal Impact

Currently, analysis charges on City of South Pasadena (City) bank accounts are approximately \$25,000 per year, with the amount offset by an earnings credit allowance calculated on the account balance. Based on Bank of the West's pricing schedule, analysis charges should be reduced by approximately \$5,000 - \$10,000 per year. Because the per unit charges are less, the amount of the balance that would be held by the bank to compensate for the analysis costs would also be reduced, allowing the excess funds to be invested at a higher yield.

Commission Review and Recommendation

This matter was not reviewed by a Commission.

Background

In October 2015, the City's banking service provider, Bank of America, informed the City that due to increased regulations related to collateralization limits, and the cost of providing services to "non-profitable" entities, they would be closing our accounts with them effective January 19, 2016. (This will not affect the City's credit card merchant services accounts, and the City will continue to maintain those accounts for the present time). This action by Bank of America is not limited to South Pasadena; they are closing many of their municipal client accounts all across the country.

The City currently has a general checking account and a payroll account with Bank of America (two inactive Successor Agency accounts were closed earlier this year). Staff issued Requests for Proposals (RFP) to seven local banks to provide general and payroll account services, and received responses back from Citizens Business Bank and Bank of the West.

Analysis

The responses to the RFP were reviewed by City Treasurer Gary Pia, Finance Director David Batt, and Assistant Finance Director Pearl Lieu. The types of services provided by both banks are very similar, and reference checks revealed no dissatisfaction with either institution. There were, however, two differences between the banks. First, Bank of the West agreed with the City's request for a five-year fixed price contract, whereas Citizens Business Bank would only guarantee prices for three years, and second, the cost for services from Bank of the West were less than the costs from Citizens Business Bank. The reviewers, therefore, are recommending that the City select Bank of the West as its banking services provider.

At the City Council meeting scheduled for January 6, 2016, staff will bring the necessary signatory resolutions, and any remaining documentation requiring City Council authorization that may be necessary to complete the transition of banking services.

Legal Review

The City Attorney has 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: Contract for Deposit of Public Funds



CONTRACT FOR DEPOSIT OF PUBLIC FUNDS [California – Inactive and Active]

Depository: BANK OF THE WEST
Local Agency:
Agent of Depository:
Security Safekeeper:
Depository's Net Worth as of ;
Depository's Paid-up Capital and Surplus: \$
Depository's Most Recent CRA Rating:
Effective Date of this Agreement:

This agreement is made by and between Bank of the West ("Depository") and the Treasurer of the local agency named above ("Agency") on behalf of the Agency with respect to the Agency's deposit of funds with Depository.

Depository and Agency agree, as follows:

- 1. Governing law. This agreement is entered into pursuant to California Government Code Title 5, Division 2 (the "Code")...
2. Agency Representations. Agency has determined that the deposit accounts and services contemplated by this agreement are to the public advantage...
3. Depository Representations. Depository represents and warrants that its net worth and latest Community Reinvestment Act rating are as set forth at the top of this agreement.
4. Interest. Interest shall accrue on interest-bearing accounts maintained by Agency at the rate set forth in Agency's account agreement with Depository.

equivalent to an account where interest is calculated on a 360-day basis. Interest shall be paid quarterly or more frequently, as set forth in the account agreement.

5. **Expenses.** Unless otherwise agreed by the parties: (a) Depository shall bear the expense of transportation of eligible securities maintained as collateral to and from the designated Agent of the Depository; (b) Agency shall bear the expense of transportation of funds to and from Depository; and (c) Depository shall handle, collect, and pay checks, drafts, and other exchange for the fees set forth in the account agreement between Depository and Agency.
6. **Other Deposit Terms.** Each deposit shall be subject to the terms of the account agreement between Depository and Agency. This agreement supplements and supersedes, where inconsistent, the terms of the account agreement between Depository and Agency.
7. **Deposits.** At the time of each deposit, Depository will issue a receipt to Agency. Each deposit shall be subject to the terms of this agreement and the account agreement, which shall state if and when interest is to be paid, the rate of interest, the duration of the deposit, and the terms of withdrawal.
8. **Security for Deposits.** Depository shall at all times maintain the required amount of eligible securities including Letters of Credit with the Agent of Depository named above to secure the deposits of the Agency, in accordance with the Code. The Agent of Depository is authorized to place such securities for safekeeping with the bank named above as "*Security Holder*" or with any Federal Reserve Bank or branch thereof or with any other Approved Agents of Depository, in accordance with Section 53659. Pursuant to Section 53653, Treasurer waives security for the portion of any deposits that is insured pursuant to federal law.

Depository may add, substitute or withdraw securities being used as security for deposits in accordance with Section 53654. The Treasurer approves the interchange of classes of security, as defined in Section 53632.5.

Depository shall have and hereby reserves the right to collect interest on the securities maintained as collateral, except in cases where the securities are liable to sale or are sold or converted in accordance with the provisions of California Government Code §53665.

9. **Default by Depository.** If Depository fails as an institution or fails to pay all or part of the deposits of the Agency secured by pooled securities in accordance with this agreement and upon the demand of the Treasurer or any other authorized official, Treasurer will send written notice to the Administrator of Local Agency Security of the State of California (the "*Administrator*"), who shall draw on any applicable letter of credit and/or convert into money any securities necessary to cover (a) the deposits of the Agency, (b) any accrued interest, and (c) the reasonable expenses of the Administrator, which shall be distributed and used by the Administrator, as provided in Section 53665 of the Code. If the Administrator determines that a security is not qualified to secure public

deposits, Depository will substitute other securities to comply with the requirements of this agreement.

Upon notice to the Treasurer from the Administrator, Treasurer may withdraw deposits in the event the Depository fails to pay the assessments, fines, or penalties assessed by the Administrator or may withdraw authorization for the placement of pooled securities in an agent of depository in the event the Agent of Depository fails to pay the fines or penalties assessed by the Administrator.

10. **Compliance.** Subject to Section 53648 and applicable federal law, the parties shall comply in all respects with the provisions of the Code and other applicable provisions of law.
11. **Termination.** Either party may terminate this agreement as to future deposits by providing 30 days prior written notice written notice to the other party.

_____ Date: _____
AGENCY

By: _____

Name/Title:

By: _____

Name/Title:

BANK OF THE WEST Date: _____

"DEPOSITORY"

By: _____

Name/Title:

By: _____

Name/Title:

(Corporate Seal)

[Note: This agreement should be signed in triplicate]

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City of South Pasadena Agenda Report

Robert S. Joe, Mayor
Diana Mahmud, Mayor Pro Tem
Michael A. Cacciotti, Councilmember
Marina Khubesrian, M.D., Councilmember
Richard D. Schneider, M.D., Councilmember

Evelyn G. Zneimer, City Clerk
Gary E. Pia, City Treasurer

COUNCIL AGENDA: December 16, 2015
TO: Honorable Mayor and City Council
VIA: Sergio Gonzalez, City Manager *SG*
FROM: Paul Riddle, Deputy Fire Chief *PR*
Eric Zanteson, Captain *EZ*
SUBJECT: **Award Contract in the Amount of \$249,975.20 to Emergency Vehicle Group, Inc. for Purchase of 2016 Dodge Type I 4500 Road Rescue Ambulance**

Recommendation

It is recommended that the City Council:

1. Award a contract to Emergency Vehicle Group, Inc. (EVG) at the proposed competitive procurement price utilizing Houston-Galveston Area Council (H-GAC) nationwide government procurement service for the purchase of a Road Rescue Ambulance; and
2. Authorize the City Manager to execute the attached Offer and Purchase Agreement.

Fiscal Impact

The cost for the Rescue Ambulance is \$249,975.20. Funds for this purchase have been budgeted in the City of South Pasadena's (City) Fiscal Year (FY) 2015-16 budget. The entire amount is payable upon delivery of the vehicle which will occur near the end of FY 2015-16.

Commission Review and Recommendation

This matter was not reviewed by a commission.

Background

Emergency medical services represent an integral public service provided by the South Pasadena Fire Department (SPFD). For FY 2014-15, SPFD had 1,315 medical responses or 74.1% of the total for all responses within the City. The SPFD's reserve ambulance is now 15 years old and the front-line ambulance is 6 years old. Typical emergency vehicle service life is often around 7 years and the reserve ambulance is past that life span. The new 2016 Dodge Rescue Ambulance will replace the existing 2009 Type III Rescue Ambulance and allow for the retirement of the 2001 Type III Rescue Ambulance from front line service.

Analysis

The SPFD is seeking to award a contract of \$249,975.20 to EVG for a 2016 Dodge Ram Type I 4500 Road Rescue Ambulance. Staff is recommending utilizing H-GAC to satisfy the requirements of the public competitive bidding process. H-GAC is a regional council of governments operating under the laws of the State of Texas and governed by a board comprised of 36 elected officials. The H-GAC Board awards all contracts, which can then be made available to local governments nationwide through HGACBuy. All products offered through HGACBuy have been awarded by virtue of a public competitive process and satisfy all the requirements of the formal competitive bidding process. There is no annual membership dues required to purchase through HGACBuy. Currently there are approximately 230 other cities and counties in the State of California participating in HGACBuy. The Cities of San Marino, Pasadena, and Glendale recently purchased new Rescue Ambulances utilizing HGACBuy. The City applied for and has been issued an Intra Local Contract (ILC) number from HGACBuy. The issued ILC number allows the City to participate in the program.

The 2016 Dodge Ram Type I 4500 Road Rescue Ambulance is a “next generation” vehicle and is equipped with the cleanest and most efficient diesel engine available and meets the California Air Resources Board (CARB) Low Emission Vehicle III standards. In addition to being CARB compliant it is also compliant with Environmental Protection Agency Tier III requirements. The attached specifications of the vehicle meet the needs of the department and are nearly identical to what the City of San Marino just purchased for their replacement ambulance.

EVG is a licensed and bonded California Auto Dealership and has over 20 years of custom ambulance sales. Delivery of the vehicle will be on or before August 1, 2016, at which time a late delivery penalty of \$100.00 per day is imposed on the vendor.

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. Road Rescue EVG Offer and Purchase Agreement
2. Road Rescue EVG Bid/Specifications

ATTACHMENT 1
Road Rescue EVG Offer and Purchase Agreement



October 25, 2015

Captain / Paramedic Eric Zanteson
South Pasadena Fire Department
817 Mound Ave
South Pasadena Fire , California 91030

RE: Offer to Provide One (1) Road Rescue Type I Ultramedic Ambulance(s) on 2016 Dodge 4500, 4 x 2, Diesel Powered Two Door Standard Cab Chassis

Attention: Captain / Paramedic Eric Zanteson

On behalf of Emergency Vehicle Group, Inc., I would like to thank you for the opportunity to provide you with the following offer for the South Pasadena Fire Department to purchase One (1) Road Rescue Type I Ultramedic Ambulance(s) on 2016 Dodge 4500, 4 x 2, Diesel Powered Two Door Standard Cab Chassis

Emergency Vehicle Group, Inc. (EVG) is proud to be in the business of serving those who bravely serve our communities and help ensure the safety of our families and friends. Our pledge is to offer you the same quality of service and expertise that is demanded from you. Over the years we have introduced fire departments, municipalities and private companies to the absolute best in service, sales and support for emergency vehicle products.

We proudly serve California, Arizona and Nevada and offer you premium custom products along with the best value available in the industry. EVG accomplishes this by representing Spartan ERV Apparatus, SVI Trucks, Wheeled Coach Ambulance, Road Rescue Ambulances, Lifeline Ambulances and McCoy Miller Ambulances as well as ambulance remounts and command vehicles built by EVG.

EVG employs EVT and ASE Certified Mechanics with decades of experience in servicing emergency vehicles, fire apparatus and ambulances. EVG recognizes the importance of these vehicles as a life saving device and take great pride in serving those that bravely serve and protect us. Our corporate office, remount and main service facility is located in Anaheim, CA.

Our mission is to develop long-term relationships and provide our customers with "honest, intelligent effort" in everything we do for you. We are committed to do whatever it takes to surpass customers' expectations by continually improving upon what we do.

All of us at Emergency Vehicle Group, Inc. believe in long-term relationships and we look forward to the opportunity of working with you and the South Pasadena Fire Department . I would again like to thank you for the opportunity. Each of us at EVG offer you our sincere pledge of "Honest, Intelligent Effort" in everything we do for you now, and in the future.

Sincerely,


Craig Herrera
Regional Account Manager

2883 E. Coronado St. Anaheim, CA 92806
Tel: 714-238-0110 Fax: 714-238-0120

www.evginc.net



**The Following is an Offer and Purchase Agreement for:
South Pasadena Fire Department To Purchase**

**One (1) Road Rescue Type I Ultramedic Ambulance(s) on 2016 Dodge 4500, 4 x 2, Diesel Powered Two Door Standard Cab(s)
September 17, 2015**

Description	Qty	Price Each	Extended Price
One (1) Road Rescue Type I Ultramedic Ambulance(s) on 2016 Dodge 4500, 4 x 2, Diesel Powered Two Door Standard Cab Chassis Chassis VIN Number(s): To Be Determined After Production Start	1	\$229,250.41	\$229,250.41
Tax (Based on Rate of 9%)	1	\$20,632.54	\$20,632.54
Tire Fee	1	\$12.25	\$12.25
Document Fee	1	\$80.00	\$80.00
Total Purchase Price	1	\$249,975.20	\$249,975.20

This constitutes a contract for the purchase and sale of One (1) Road Rescue Type I Ultramedic Ambulance(s) on 2016 Dodge 4500, 4 x 2, Diesel Powered Two Door Standard Cab chassis between Emergency Vehicle Group, Inc. (Seller) and the South Pasadena Fire Department (Buyer) in the total amount of:

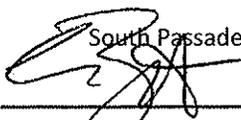
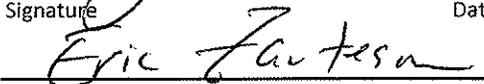
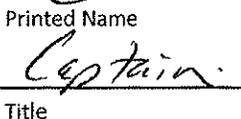
**Two Hundred Forty Nine Thousand Nine Hundred Seventy Five Dollars and Nineteen Cents
\$249,975.20**

Offer based on work order/specification reference number 150033-RR and any associated drawing(s) as provided. A final approval work order/specification and drawing will be provided after all Pre-Construction changes are completed (if applicable). Pre-Construction changes may incur an additional cost.

Payment Terms: 100% payment of the contract is due at the time of delivery. Failure to pay the contract in full may result in interest accruing at a rate of 0.0164% compounded daily on the unpaid portion (based on a 6% annual rate). Proof of insurance and approved financing or payment will be required to execute this contract.

Delivery Time: Delivery shall be 180 days after after receipt of chassis and approved work order and production drawings of the vehicle.

Signature below represents acceptance of above contract and terms:

South Pasadena Fire Department:

 Signature _____ Date 9-18-15

 Printed Name _____

 Title _____

Emergency Vehicle Group:

 Signature _____ Date 9/17/2015
 Printed Name Craig Herrera
 Printed Name _____
 Title Regional Account Manager
 Title _____

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ATTACHMENT 2
Road Rescue EVG Bid/Specifications



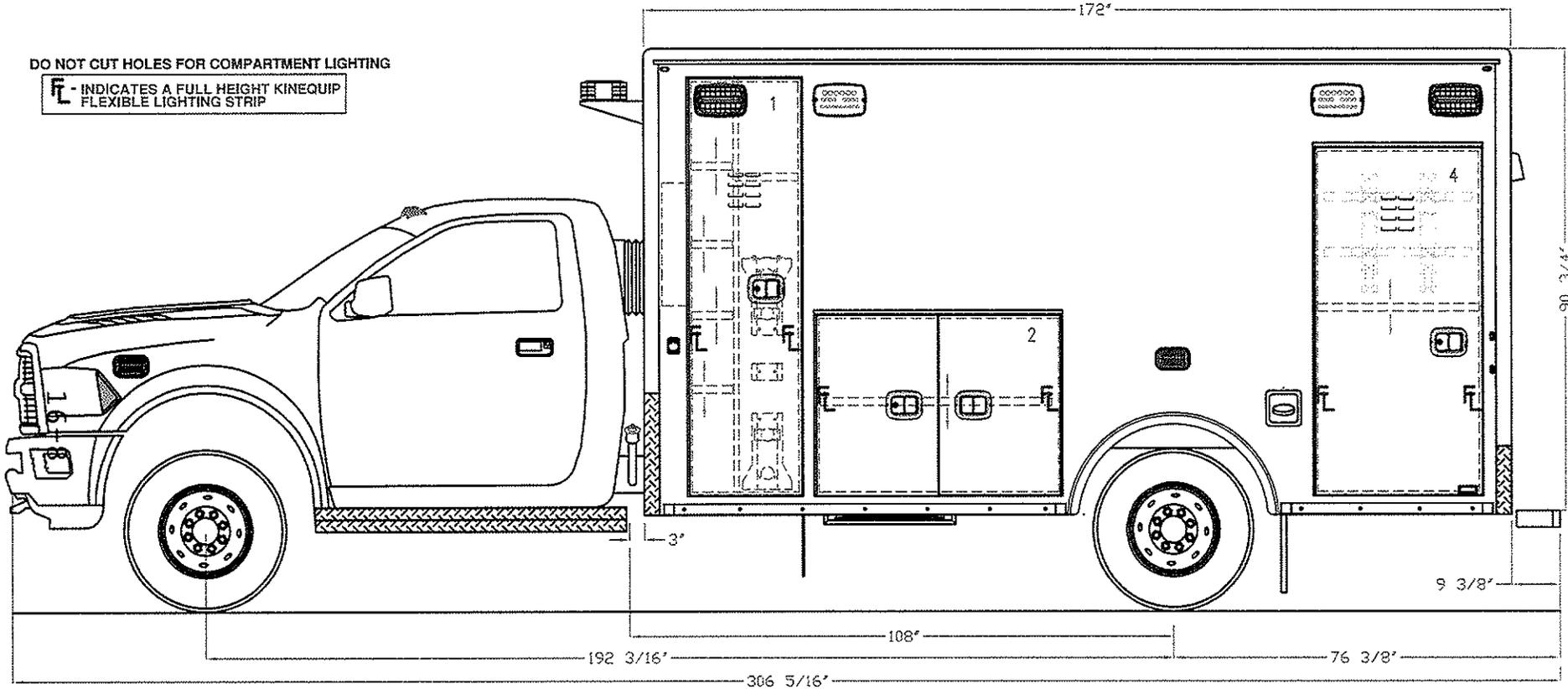
SOUTH PASADENA FIRE DEPARTMENT RAM-4500 4 X 2 ULTRAMEDIC PASS-THROUGH

DEALER SIGNATURE



DO NOT CUT HOLES FOR COMPARTMENT LIGHTING

F - INDICATES A FULL HEIGHT KINEQUIP FLEXIBLE LIGHTING STRIP



DOOR NO.	INTERIOR DIMENSIONS			NOTES
	HEIGHT	WIDTH	DEPTH	
1	81.50"	23.25"	22.00"	FIXED DIVDER (3) ADJ. SHELVES, (1) FIXED SHELF, O2 STORAGE
2	35.50"	49.25"	21.25"	(1) ADJ. SHELF
4	67.06"	33.50"	21.25"	(1) ADJ. SHELF, SCBA STORAGE

DETAILS ARE CONCEPTUAL ONLY.
LAYOUT AND ALL DIMENSIONS ARE APPROXIMATE AND
SUBJECT TO MODIFICATION BY DESIGN ENGINEERING.

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Road Rescue
2737 N. FORSYTH RD
WINTER PARK, FL 32792
www.roadrescue.com PHONE 800-932-7077 FAX 800-513-2688

STREETSIDE EXTERIOR DETAIL

BID NUMBER

DRAWN BY RRS	DATE 04/02/2015	REVISION 1 04/06/2015	REVISION 2 05/12/2015	REVISION 3 08/21/2015	REVISION 4 09/09/2015	SHEET 1 OF 9
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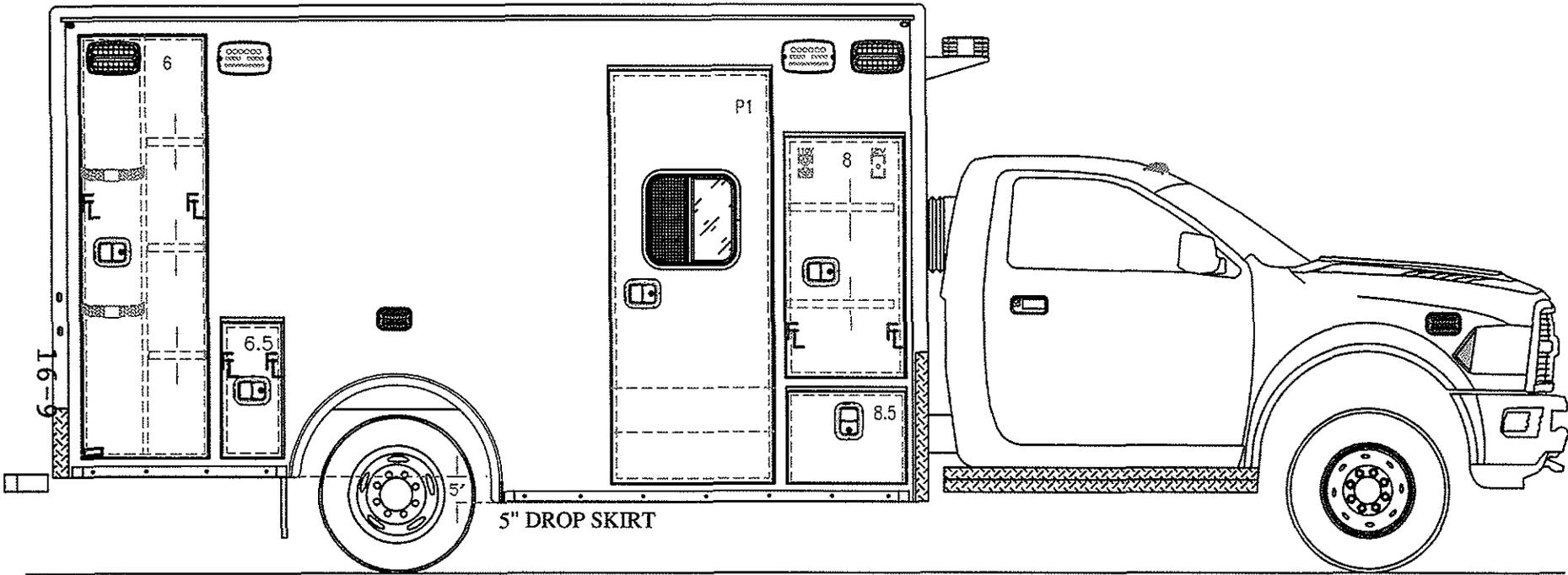
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SOUTH PASADENA FIRE DEPARTMENT RAM-4500 4 X 2 ULTRAMEDIC PASS-THROUGH

DEALER SIGNATURE



DOOR NO.	INTERIOR DIMENSIONS			NOTES	DOOR NO.	DOOR JAM OPENING		MISC. NOTES
	HEIGHT	WIDTH	DEPTH			HEIGHT	WIDTH	
6	81.50"	24.75"	21.25"	FIXED DIVIDER, (3) ADJ. SHELVES	8	45.31"	22.00"	RIGHT STACK/ALS ACCESS
6.5	25.50"	12.38"	17.25"	MISC. STORAGE	P1	76.62"	30.06"	SLIDING TINTED WINDOW 18" X 18"
8.5	18.00"	22.00"	21.00"	BATTERY DRAWER	DETAILS ARE CONCEPTUAL ONLY. LAYOUT AND ALL DIMENSIONS ARE APPROXIMATE AND SUBJECT TO MODIFICATION BY DESIGN ENGINEERING.			PROPRIETARY AND CONFIDENTIAL THIS INFORMATION CONTAINED IN THIS DRAWING IS THE SOLE PROPERTY OF ROAD RESCUE ANY REPRODUCTION IN PART OR AS A WHOLE WITHOUT THE WRITTEN PERMISSION OF ROAD RESCUE IS PROHIBITED.

Road Rescue
2737 N. FORSYTH RD
WINTER PARK, FL 32792
www.roadrescue.com PHONE 800-932-7077 FAX 800-513-2688
DRAWN BY RRS DATE 04/02/2015
REVISION 1 04/06/2015
REVISION 2 05/12/2015
REVISION 3 08/21/2015
REVISION 4 09/09/2015

CURBSIDE EXTERIOR DETAIL
SHEET 2 OF 9

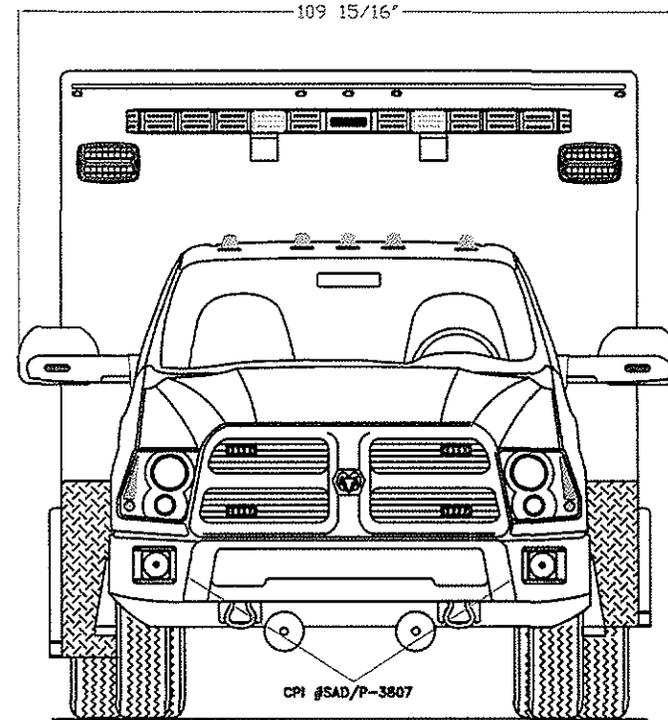
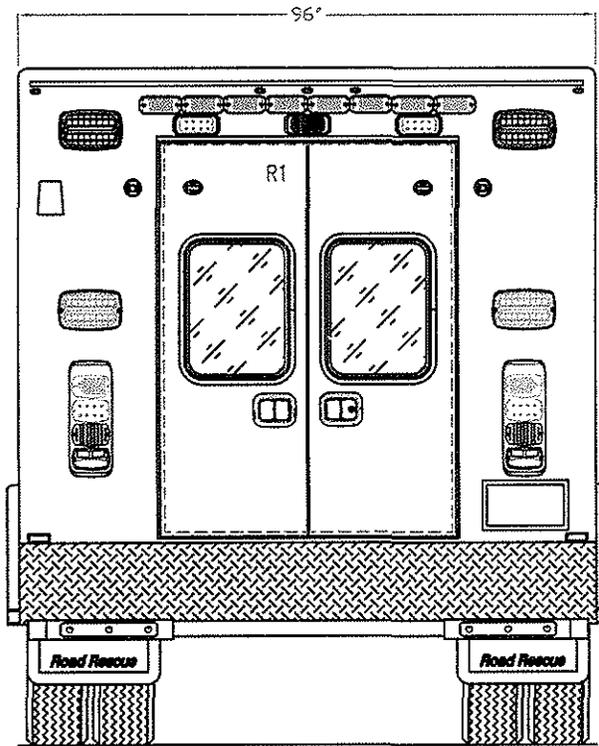
BID NUMBER
17399

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SOUTH PASADENA FIRE DEPARTMENT RAM-4500 4 X 2 ULTRAMEDIC PASS-THROUGH

DEALER SIGNATURE



16-10

DOOR NO.	CLEAR OPENING		NOTES
	HEIGHT	WIDTH	
R1	61.62"	50.25"	FIXED TINTED WINDOWS 18" X 24"
NOTES:			

NOTES:

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Road Rescue 2737 N. FORSYTH RD
WINTER PARK, FL 32792
www.roadrescue.com PHONE 800-932-7077 FAX 800-513-2688

FRONT & REAR EXTERIOR DETAIL

BID NUMBER

DRAWN BY RRS	DATE 04/02/2015	REVISION 1 04/06/2015	REVISION 2 05/12/2015	REVISION 3 08/21/2015	REVISION 4 09/09/2015	SHEET 3 OF 9
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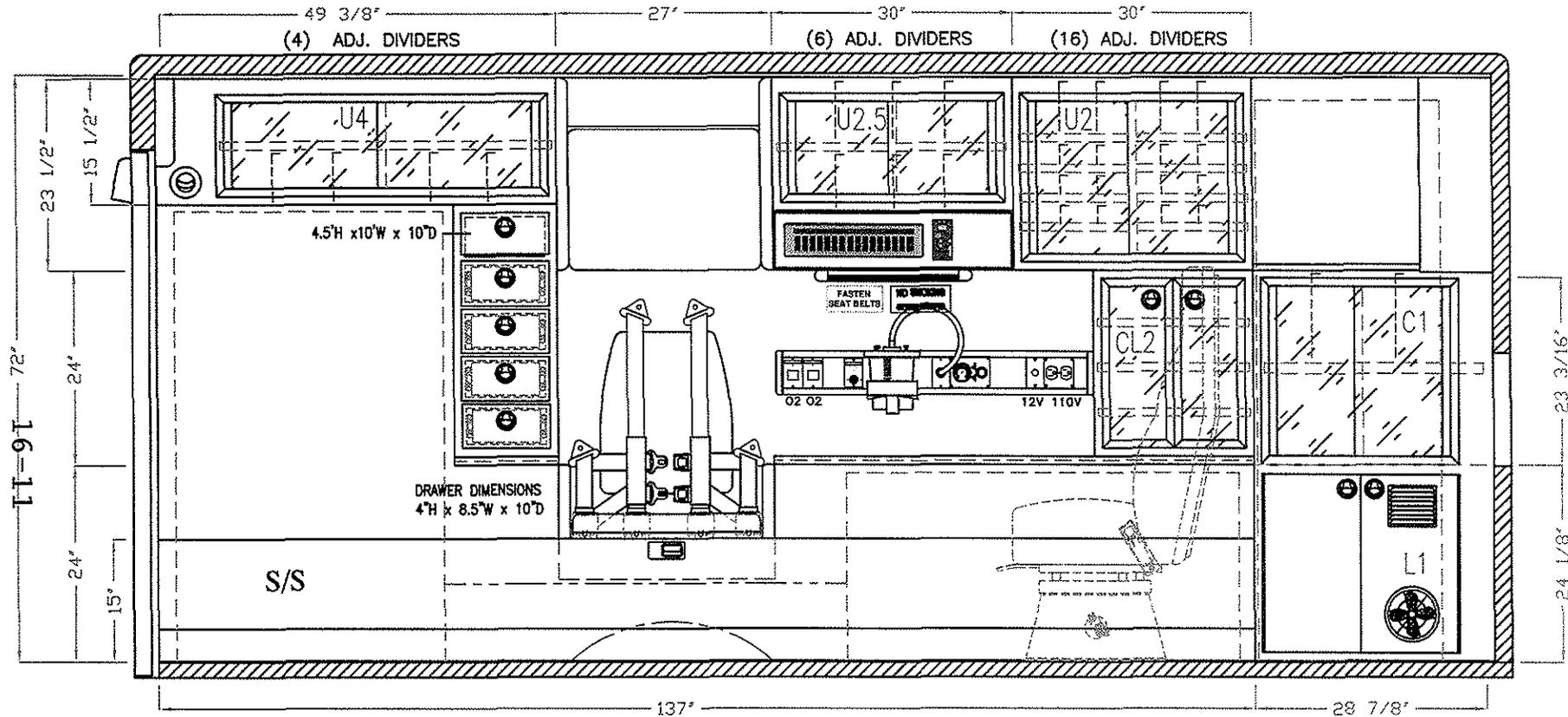
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SOUTH PASADENA FIRE DEPARTMENT RAM-4500 4 X 2 ULTRAMEDIC PASS-THROUGH

DEALER SIGNATURE



DOOR NO.	INTERIOR DIMENSIONS			NOTES	DOOR NO.	INTERIOR DIMENSIONS			MISC. NOTES
	HEIGHT	WIDTH	DEPTH			HEIGHT	WIDTH	DEPTH	
C1	23.00"	28.50"	15.50"	SLIDING PLEX DOORS, (1) ADJ. SHELF	U4	15.50"	41.75"	18.12"	SLIDING PLEX DOORS, (1) ADJ. SHELF, RESTOCK
L1	23.62"	28.50"	15.50"	DOUBLE ALUM. DOOR, VENTED	CL2	23.00"	20.00"	8.00"	FRAMED LEXAN DOORS, (3) ADJ. SHELVES
U2	23.50"	29.62"	18.12"	SLIDING PLEX DOORS, (4) ADJ. SHELVES, RESTOCK	DETAILS ARE CONCEPTUAL ONLY. LAYOUT AND ALL DIMENSIONS ARE APPROXIMATE AND SUBJECT TO MODIFICATION BY DESIGN ENGINEERING.				
U2.5	16.00"	29.62"	18.12"	SLIDING PLEX DOORS, (1) ADJ. SHELF, RESTOCK					

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Road Rescue		2737 N. FORSYTH RD WINTER PARK, FL 32792		www.roadrescue.com PHONE 800-932-7077 FAX 800-513-2688				DRAWN BY RRS DATE 04/02/2015		REVISION 1 04/06/2015		REVISION 2 05/12/2015		REVISION 3 08/21/2015		REVISION 4 09/09/2015		SHEET 4 OF 9		BID NUMBER	
STREETSIDE INTERIOR DETAIL																		17399			
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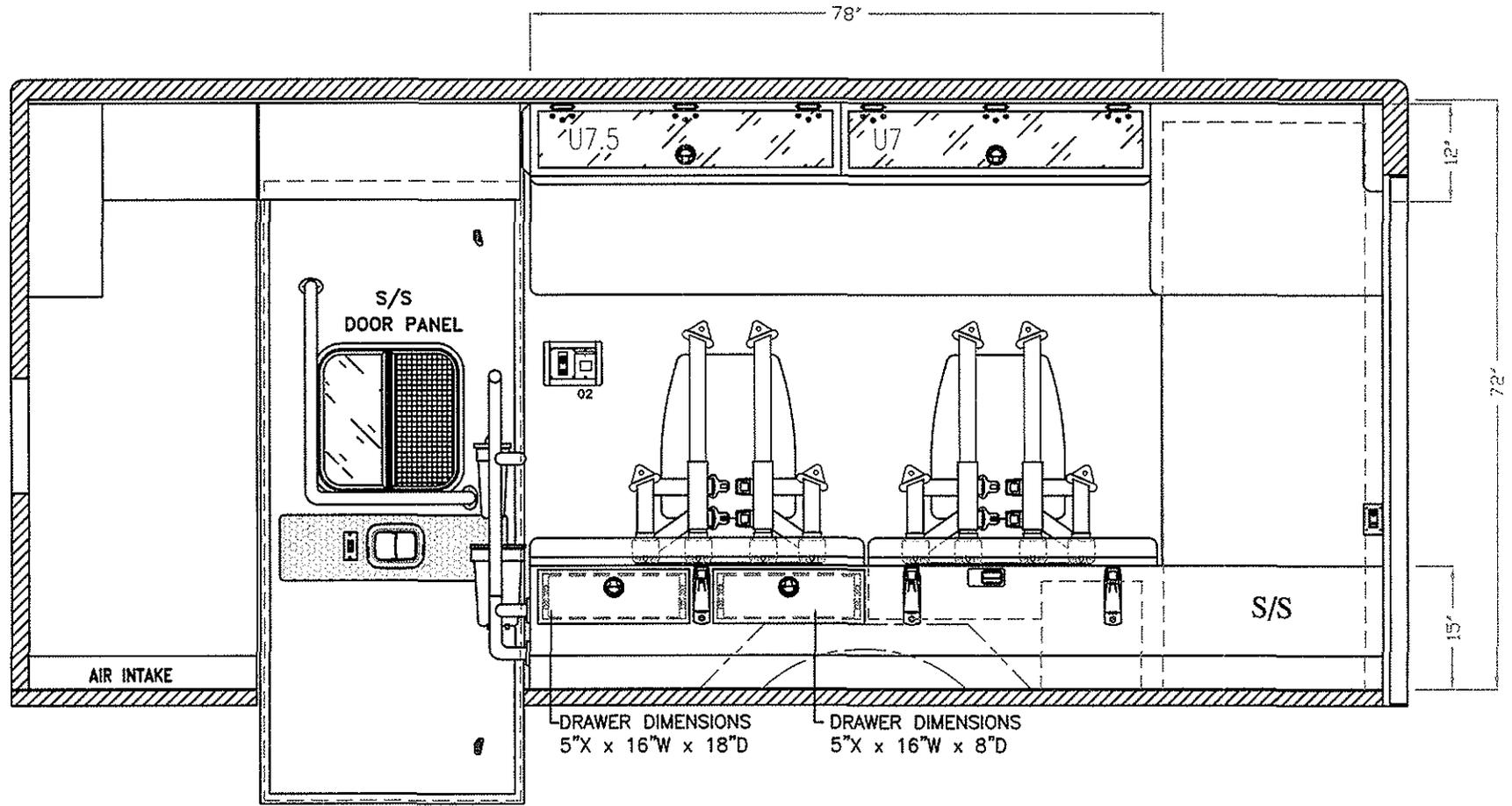


SOUTH PASADENA FIRE DEPARTMENT RAM-4500 4 X 2 ULTRAMEDIC PASS-THROUGH

DEALER SIGNATURE



16-12



DOOR NO.	INTERIOR DIMENSIONS			NOTES
	HEIGHT	WIDTH	DEPTH	
U7	9.00"	40.00"	8.50"	SLIDING DOOR, RESTOCK
U7.5	9.00"	38.00"	8.50"	SLIDING DOOR, RESTOCK

NOTES:

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Road Rescue
2737 N. FORSYTH RD
WINTER PARK, FL 32792
www.roadrescue.com PHONE 800-932-7077 FAX 800-513-2688

CURBSIDE INTERIOR DETAIL

BID NUMBER
 17399

DRAWN BY RRS	DATE 04/02/2015	REVISION 1 04/06/2015	REVISION 2 05/12/2015	REVISION 3 08/21/2015	REVISION 4 09/09/2015	SHEET 5 OF 9
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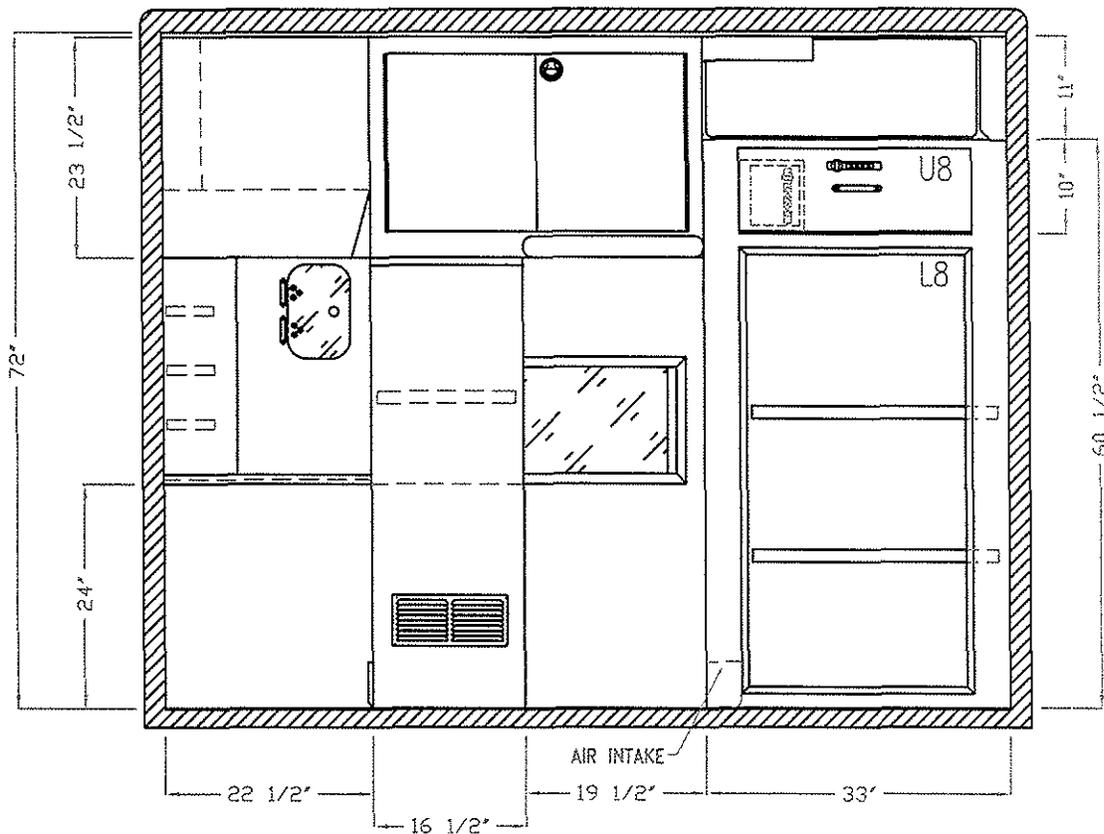


SOUTH PASADENA FIRE DEPARTMENT RAM-4500 4 X 2 ULTRAMEDIC PASS-THROUGH

DEALER SIGNATURE



16-13



DOOR NO.	INTERIOR DIMENSIONS			NOTES
	HEIGHT	WIDTH	DEPTH	
U8	10.00"	25.00"	26.00"	SINGLE ALUM. DOOR, LOCKING LATCH
L8	50.00"	28.00"	26.00"	OPEN STORAGE, (2) ADJ. SHELVES

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FRONT INTERIOR DETAIL

BID NUMBER

DRAWN BY RRS	DATE 04/02/2015	REVISION 1 04/06/2015	REVISION 2 05/12/2015	REVISION 3 08/21/2015	REVISION 4 09/09/2015	SHEET 6 OF 9
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17399

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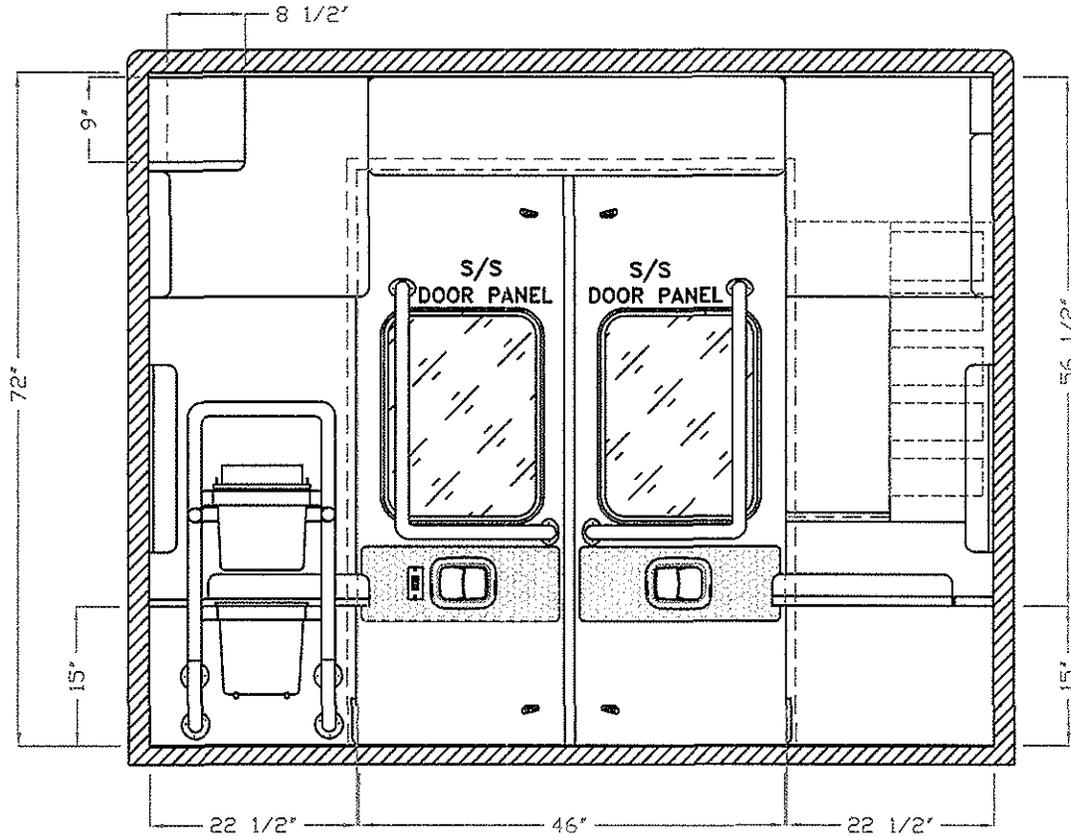


SOUTH PASADENA FIRE DEPARTMENT RAM-4500 4 X 2 ULTRAMEDIC PASS-THROUGH

DEALER SIGNATURE



16-14



NOTES:

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Road Rescue

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REAR INTERIOR DETAIL

BID NUMBER

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17399



DRAWN BY RRS	DATE 04/02/2015	REVISION 1 04/06/2015	REVISION 2 05/12/2015	REVISION 3 08/21/2015	REVISION 4 09/09/2015
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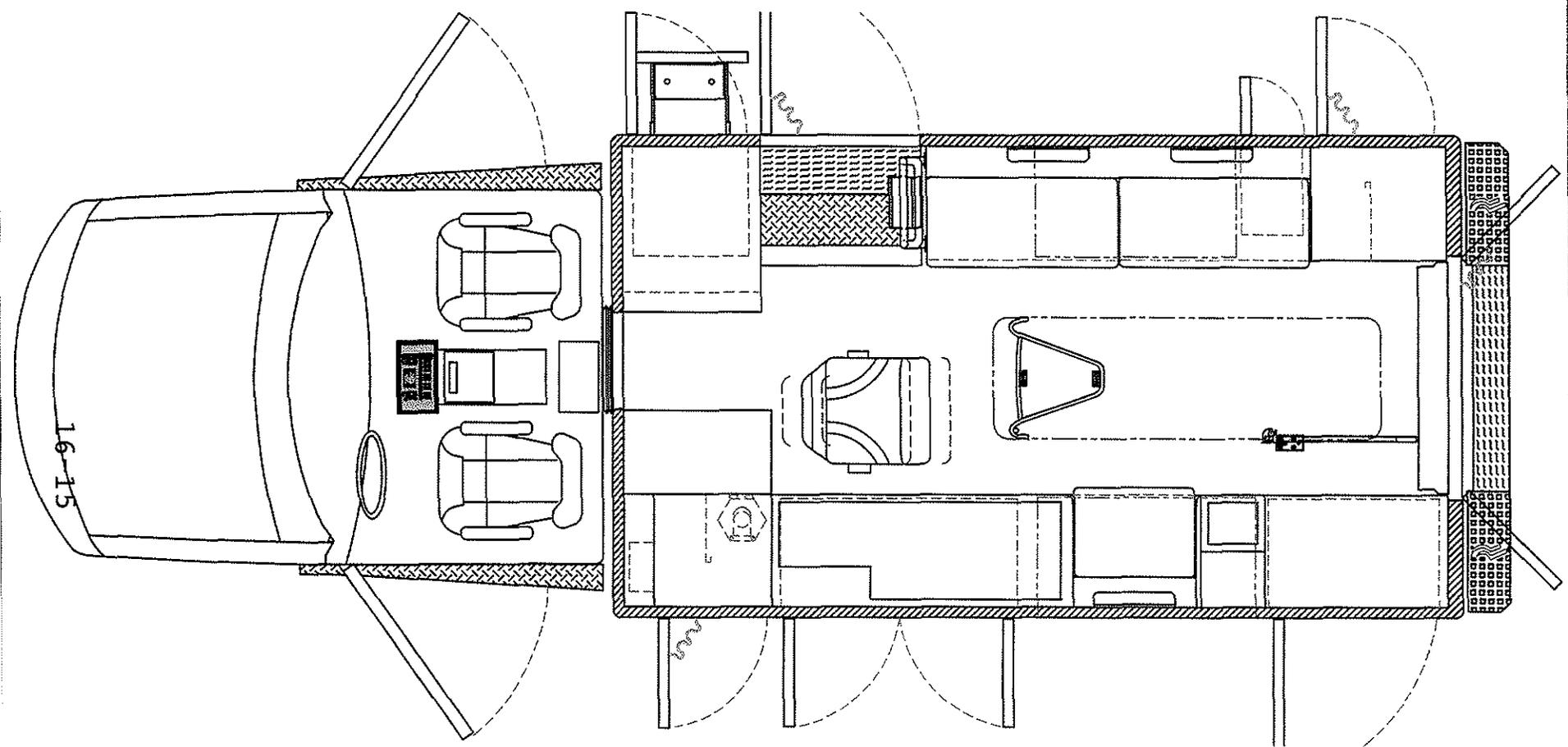
SHEET 7 OF 9

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OVERHEAD FLOOR DETAIL

BID NUMBER

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REVISION 1	REVISION 2	REVISION 3	REVISION 4
04/06/2015	05/12/2015	08/21/2015	09/09/2015

SHEET 8 OF 9

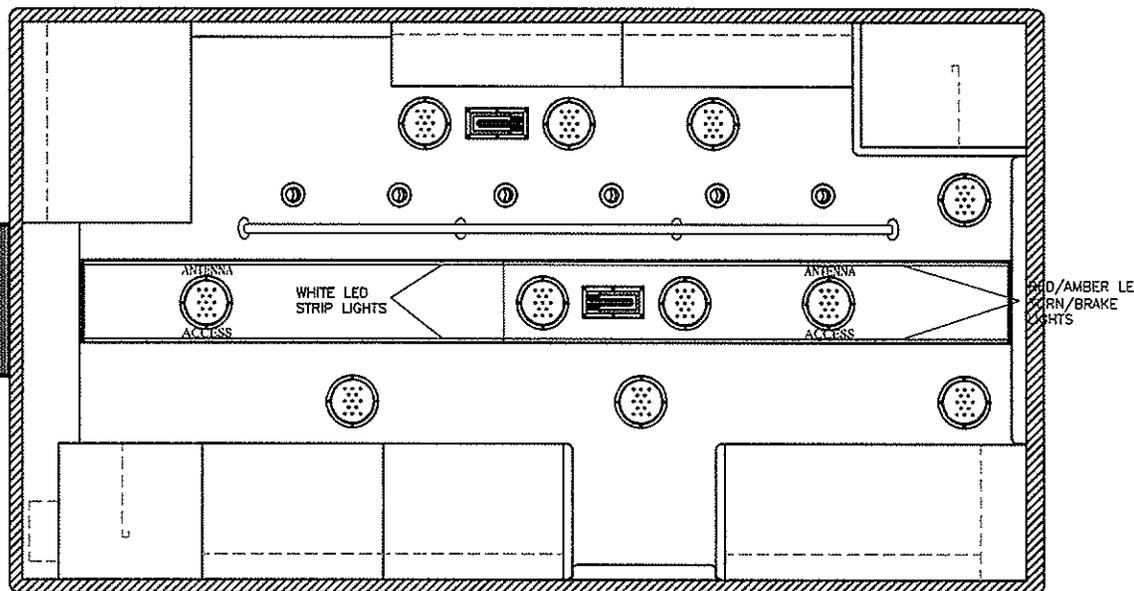
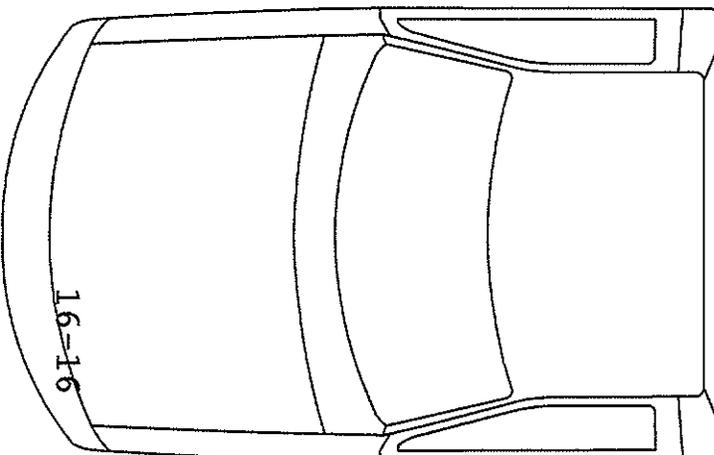
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SOUTH PASADENA FIRE DEPARTMENT RAM-4500 4 X 2 ULTRAMEDIC PASS-THROUGH

DEALER SIGNATURE



NOTES:

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OVERHEAD CEILING DETAIL

BID NUMBER

DRAWN BY RRS	DATE 04/02/2015	REVISION 1 04/06/2015	REVISION 2 05/12/2015	REVISION 3 08/21/2015	REVISION 4 09/09/2015
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SHEET 9 OF 9



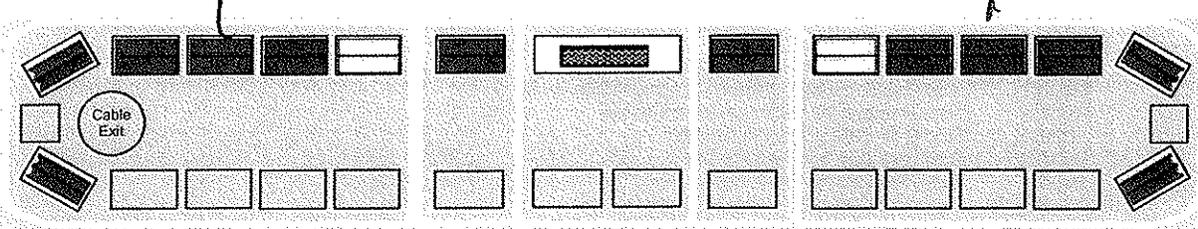
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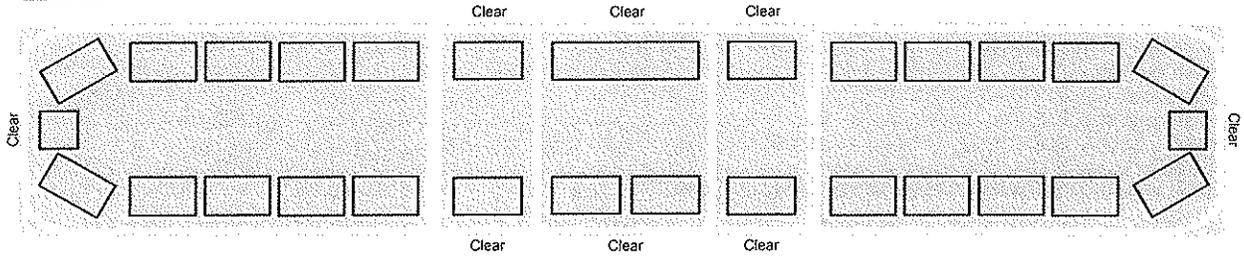
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Freedom® IV Series Light Bar Order Form/Worksheet

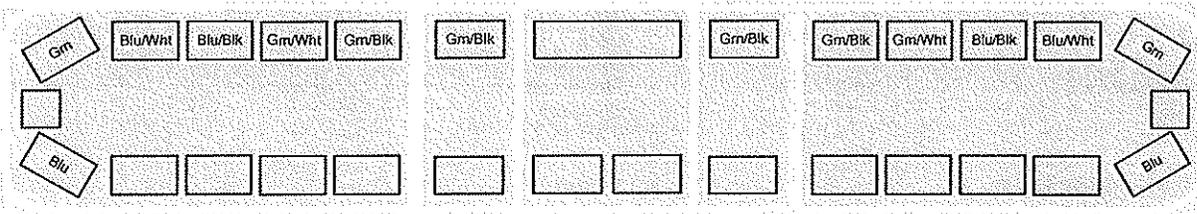
Configuration



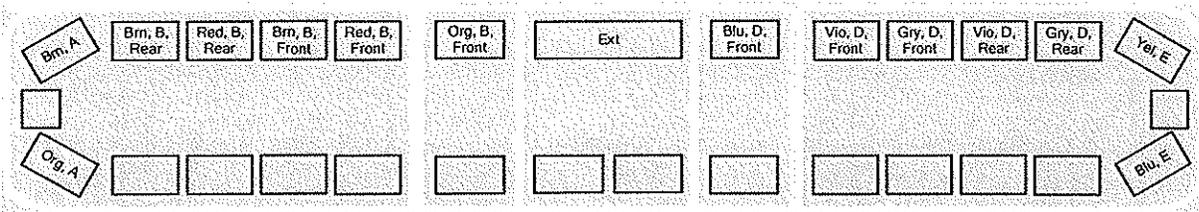
Lenses



Control Cable Wiring



Internal Harness Connectors and Colors



Control Cable Color	Function	I/O Ports	Cable
Orange	Cruise		12Conductor
White/Violet	Scanlock		12Conductor
Violet	LowPower		12Conductor

Freedom® IV Series Light Bar Order Form/Worksheet

Line Items

QTY	Model #	Description	List Price
1	F4X7RRRR	72" Freedom IV LC Series	\$2,276.00
8	F4DLR	Add Super-LED® Lighthouse, 1 Long Red/Red	\$1,856.00
2	F4DLC	Add Super-LED® Lighthouse, 1 Long White/White	\$464.00
1	F4795H	Pre-wire for GTT 795H Opticom Emitter	\$0.00
1	795H	Add GTT 795H Opticom Emitter	\$1,710.00
4	F4CFR	Add Red Title 13 Filter, Corner	\$24.00
8	F4LFR	Add Red Title 13 Filter, Full	\$48.00
1	46-0726345-00	Add LC Driver Side Cable Harness	\$0.00
1	F4DSCBL	Cable Exit on the Alternate Side of the LightBar	\$0.00
Total:			\$6,378.00

The above costs (in US Dollars) is an estimate only. Refer to the current Whelen Automotive Price List for accurate pricing!

Order Information

Order Date 7/17/2015
 Account Number
 Project Name
 Vehicle Type
 Voltage
 Bar Length
 WECAD Version Application is not deployed using ClickOnce

Bill To:

PO Number
 Name
 Address1
 Address2
 City
 State
 Zip Code
 Telephone
 Contact 1
 Contact 2

Ship To:

PO Number
 Name
 Address1
 Address2
 City
 State
 Zip Code
 Telephone
 Contact 1
 Contact 2

Special Instructions



QUOTATION

South Pasadena Fire Department
 Captain Eric Zanteson
 817 Mound Avenue
 South Pasadena, California 91030-2620
 626-403-7300
 909-241-8391 Cell
 ezanteson@ci.south-pasadena.ca.us

Emergency Vehicle Group, Inc.
 Craig Herrera Regional Account Manager
 2883 East Coronado Street
 Anaheim, California 92806
 714-500-7451 Direct Line
 714-272-9016 Cell
 cherrera@evginc.net

Exp. Date: 04/27/2015
 Quote No: 150033RR-0007
 09/08/2015 10:21:35

PART NO	S	DESCRIPTION	QTY	ID
		== Road Rescue Boilerplate - 2014.017 03/05/15 ==	1	RR1
00-01-0999		Information - Scope, Purpose and Classification	1	RR1
		WARRANTY	1	RR1
00-02-8100		Warranty - Documentation	1	RR1
00-02-8200		Warranty - Module Structural	1	RR1
00-02-8300		Warranty - Electrical, Standard System	1	RR1
00-02-8400		Warranty - Paint	1	RR1
00-02-8500		Warranty - Conversion	1	RR1
		== Dodge RAM, 192" WB - 168" Bodies - 2014.017 03/05/15 ==	1	RR1
		01- CHASSIS REQUIREMENTS	1	RR1
01-01-3204	S <	2016 Ram 4500 SLT 4x2, , 192.5"W/B, 16,500 GVWR 15-3 SR#2015355F	1	RR1
		Chassis will be ordered with Dual OEM alternators and OEM aluminum wheels.		
01-07-0140		-- Front Suspension - Dodge Ram-Series (4x2)	1	RR1
01-07-1000		-- Sway Bar, Front - OEM	1	RR1
01-07-8050	<	-- Rear Suspension - Liquid Spring- B4500 4x2 DS120R-A	1	RR1
01-07-9020	<	-- Dump - Circuit, Dump W/ enable switch in cab. State Location: Cab console	1	RR1
		Dump to actuate only when switch is in on position and rear module doors are open.		
		CHASSIS OPTIONS	1	RR1
01-17-5100	>	Block Heater, - Wired to Shoreline- includes switch	1	RR1
		OUTSIDE REAR VIEW MIRRORS	1	RR1
01-20-0100		Mirrors - OEM Standard	1	RR1
		CAB INTERIOR OPTIONS	1	RR1
01-21-3500		-- Cab Insulation - Thinsulate in Cab Ceiling (STANDARD)	1	RR1
		TIRES / WHEELS	1	RR1
01-23-4100	>	Spare Tire Bracket - Delete	1	RR1
03-16-1550		Running Boards - Diamond Plate, D-4500 (Standard)	1	RR1

PART NO	S	DESCRIPTION	QTY	ID
== Type 1 - UM 168" Module, RAM-Series - 2014.017 03/05/15 ==			1	RRI
02-01-7002	S	< > Ultramedic - 172"L x 96"W Type 1 Module 15-4 SR#2015269F	1	RRI
Ultramedic I - 172"L x 96"W Type I Aisle width to be 46". The interior headroom shall be 72"				
This shall include widening the compartment #4 and #6 compartment by 4.00 inches each				
02-01-9500		-- Interior Headroom - 72"	1	RRI
02-01-9622	>	-- Standard Aisle Width = 46"	1	RRI
03 - MODULE EXTERIOR			1	RRI
EXTERIOR - COMPARTMENT #1			1	RRI
04-06-0020	<	-- Compartment #1 - Full Height, Standard Configuration (UM)	1	RRI
Compartment #1 shall have an interior dimension of 81.50 inches high x 23.25 inches wide x 22.00 inches deep with a single hinged door.				
04-06-0010	<	-- Electrical Storage - Compartment #1 #1 Compartment Electrical Storage - Recessed into the bulkhead side of compartment #1 shall be an enclosed area for the installation of miscellaneous electrical components. The aluminum cover for this area to be installed with 'J' molding The 'J' molding to be full length of panel on bottom and inboard side. Outboard side of panel to be secured with mechanical fasteners. (STANDARD)	1	RRI
04-06-1510	<	-- Shelf, Adjustable - First shelf, Compartment #1 Location: (1) Adjustable removable shelf for #1 exterior compartment. Shelf shall be located between wall #1 and divider	1	RRI
04-06-1520	<	-- Shelf, Adjustable, Additional - (1) , Compartment #1 Locations: (3) Between wall #1 and divider in compartment #1	3	RRI
04-06-1650	<	-- Divider, Fixed - Compartment #1 -Standard The fixed divider shall be approximately 8.00 inches from the forward wall #1.	1	RRI
INTERIOR STREETSIDE #1 - LEFT STACK and BULKHEAD			1	RRI
05-12-1850	<	-- Upper Bulkhead Cabinet, 17"D with Sliding Acrylic Doors	1	RRI
Cabinet #C1 shall have an interior dimension of 23.00 inches high x 28.50 inches wide x 15.50 inches deep with double Lexan sliders and (1) adjustable shelf				
05-12-0250	<	-- Left Stack - Storage Area #1. (STANDARD Ultramedic)	1	RRI
Left Stack Radio/Inverter cabinet to include (1) adjustable shelf in				

PART NO	S	DESCRIPTION	QTY	ID
		upper section. Both sections shall have double solid aluminum, Kydex Thermoplastic or multi-spec (picked in the proper section of work order) covered doors with locking Latch on the upper doors and locking latch on the lower doors. (standard Ultramedic)		
05-21-8400		-- Cabinet Latch - Southco 2" Round Pull Ring Latch, Stainless Non-Locking	2	RRI
05-12-16SR	X <	-- Left Lower Bulkhead Cabinet, Custom SR#2015269F	1	
		Custom left stack cabinet: Left stack radio and inverter cabinet shall include (1) adjustable shelf in the upper section. Both sections shall have double hinged aluminum doors with locking latches. "L1" shall also have a single door that will open towards the cab. Install (2) vents in the cabinet, (1) in the door and (1) in the bulkhead wall with (2) Muffin fans (1) pull air in and (1) to push air out of the cabinet Wire to Ignition Hot only		
05-12-17SR	X <	-- Cabinet "C1", Custom SR#2015269F	1	
		Install a Avonite counter top from the top of cabinet C1 to the upper cabinet U8 with a footman loop strap for the large MCI bag		
		EXTERIOR - COMPARTMENT #2		
04-07-0600	<	-- Compartment #2 - Standard Configuration, (UM) #2 Compartment to be directly behind the #1 compartment on the street side of the module. Includes (1) adjustable shelf on Unistrut track.	1	RRI
		Compartment #2 shall have an interior dimension of 35.50 inches high x 49.25 inches wide x 21.25 inches deep with double hinged doors	1	RRI
04-07-2610	<	-- Shelf Adjustable - Compartment #2 Standard (Ultramedic).	1	RRI
		INTERIOR STREETSIDE #2 - ACTION AREA		
05-13-0800	<	-- Cabinets - Upper Left U2 and U2.5, Standard Configuration (UM)	1	RRI
		Cabinet #U2 shall have an interior dimension of 23.50 inches high x 29.62 inches wide x 18.12 inches deep with double Lexan slider and restocking features. The cabinet #U2 shall also have (4) adjustable shelves	1	RRI
		Cabinet #U2.5 shall have an interior dimension of 16.00 inches high x 29.62 inches wide x 18.12 inches deep with double Lexan slider and restocking features.		
05-13-0700		-- Medical Device Rail - Action Area Wall	1	RRI
		ATTENDANT LIGHT		
11-03-1300	<	-- Attendant Light - Kinequip LED Rail Light, 18" Swivel Mount	1	RRI
		Location: (1) Below cabinet #U2 in action area	1	RRI

PART NO	S	DESCRIPTION	QTY	ID	
05-13-1700	<	-- Cabinet, Additional - Center Left C2 , Forward Action Counter Cabinet #CL2 shall have a interior dimension of 23.00 inches high x 20.00 inches wide x 8.00 inches deep with double hinged Lexan doors and (3) adjustable shelves Location: (1) Action area next / aft cabinet #C1	1	RRI	
05-21-8400		-- Cabinet Latch - Southco 2" Round Pull Ring Latch, Stainless Non-Locking	1	RRI	
05-13-2200	>	-- Countertop - Forward Action Area and Rear Monitor Area	1	RRI	
05-13-2209		-- Avonite Stormy Gray, F1-9010 (STANDARD)	1	RRI	
05-13-2820	<	-- Shelf Adjustable - Additional, Cabinet U2 Locations: (3) Cabinet #U2	3	RRI	
EXTERIOR - COMPARTMENT #4				1	RRI
04-09-3000	<	-- Compartment #4 - 3/4 height, Standard Configuration Full Height #4 Compartment streetside rear of module with Interior Upper left #4 Cabinet - #4 Compartment to be full height to bottom of upper left #4 cabinet. Compartment #4 shall have an interior dimension of 67.06 inches high x 33.50 inches wide x 21.25 inches deep with a single hinged door.	1	RRI	
04-09-4505		-- Shelf Adjustable , Compartment #4, Standard	1	RRI	
04-09-6002	<	-- Louver Door, (2-Sets) of 4 Stamped Louvers Locations: (2) Compartment #4 door - upper door	1	RRI	
04-09-8000	<	-- Unistrut Back Wall of #4 Compartment for SCBA Brackets Locations: (2) Compartment #4 - wall #2 upper section	1	RRI	
INTERIOR STREETSIDE #3 - CPR SEAT				1	RRI
05-14-0500	<	-- Streetside - CPR Seat, Standard Configuration The CPR seat shall include a flip up seat equipped with a gas strut hold open device and positive latch for securing the lid when closed. The CPR seat shall include a 2" foam seat and backrest, the upper and lower sections will be padded on both sides for added protection.	1	RRI	
05-14-0900	<	-- CPR Seat Lid Hold-Down CPR Seat Lid Hold-down - Install a Black Tri Mark recessed paddle latch, (1) under CPR seat lid.	1	RRI	
05-14-2000	S <	-- CPR Seat, Dropdown Countertop, Solid Surface Delete due to 6-point seat belt on CPR seat	1	RRI	
INTERIOR STREETSIDE #4 - REAR AREA				1	RRI
05-15-1000		-- Cabinet - Upper Left U4, Standard Configuration	1	RRI	

PART NO	S	DESCRIPTION	QTY	ID
05-15-01SR	X <	-- Cabinet #4, Modified SR#2015269F Modified cabinet #U4 due to higher compartment #4. Cabinet #U4 shall have an interior dimension of 15.50 inches high x 41.75 inches wide x 18.12 inches deep with double Lexan sliders and restocking features	1	
05-15-02SR	X <	-- Cabinet C4, Custom SR#2015269F Install (4) pull out drawers and a drop down door in the telemetry area. The cabinet shall be as wide as the countertop will allow. Approximately 12.00 inches wide by 10.00 inches deep utilizing 12.00 inch slides and shall extend from the counter top to the bottom of the cabinet U4.. The cabinet shall have (4) drawers with flush pull latches and a drop down door at the top with a flush pull latch. Depth of the cabinet shall be approximately half the depth of the counter top. The drawers shall not protrude past the edge of the counter top when opened.	1	
04-09-31SR	X <	-- Compartment #4, Raise to 63.50 ID SR#2015269F Raise the compartment #4 to 63.50 inches inside dimension.	1	
04-09-32SR	X <	-- Compartment #4 Coat Hooks SR#2015269F Install (4) coat hooks in compartment #4 Exact location to be determined at pre-con	1	
EXTERIOR - COMPARTMENT #6				
04-11-0600	<	-- Compartment #6 - Standard Configuration (UM) Compartment #6 shall have a interior dimension of 81.50 inches high x 24.75 inches wide x 21.25 inches deep with a single hinged door	1	RRI
04-11-4560	< >	-- Divider, Fixed - Compartment #6 (UM) Divider shall be approximately 8.00 inches from wall #3	1	RRI
04-11-4510	<	-- Shelf Adjustable - Compartment #6 Location: (1) Divider to wall #3	1	RRI
04-11-4520	< >	-- Shelf Adjustable - (1) Additional, Compartment #6 Locations: (2) Divider to wall #3	2	RRI
04-11-4631	< >	-- Equipment Strap - (1), Quick Release, Plastic Buckle- (Specify Location) Locations:	1	RRI

PART NO	S	DESCRIPTION	QTY	ID
		(1) Wall #1 to divider (1) Wall #1 to divider below strap #1		
		INTERIOR CABINETS- SQUAD BENCH AREA		
05-16-0100	S	-- Curbside Squad Bench - Seating Capacity (2), Two Piece Hinged Lid	1	RRI
05-16-0500		-- Medical Device Rail - Squad Bench	1	RRI
05-16-0600		-- Latches, Lids - Squad Bench Tri Mark , Standard	1	RRI
05-16-1310	S <	-- Slide-Out Drawer, At Head of Squad Bench There shall be (2) slide out drawers under the squad bench. The drawer at the head of the squad bench dimensions shall be 5.00 inches high x 16.00 inches wide x 18.00 inches deep each. The second drawer dimensions shall be 5.00 inches high x 16.00 inches wide x 8.00 inches deep.	2	RRI
05-21-8400		-- Cabinet Latch - Southco 2" Round Pull Ring Latch, Stainless Non-Locking	2	RRI
05-16-8400	<	-- Cabinet - Upper Squad Bench, 9"H, 72" Headroom ONL Cabinet #U7 shall have an interior dimension of 9.00 inches high x 40.00 inches x 8.50 inches deep with flip up Lexan door and restocking features Cabinet #U7.5 shall have an interior dimension of 9.00 inches high x 38.00 inches x 8.50 inches deep with flip up Lexan door and restocking features	1	RRI
		INTERIOR - BIOHAZARD		
05-17-0200		-- Squad Bench "A" Bar 16" - Anti-Microbial, Waste/Sharps (STANDARD)	1	RRI
		EXTERIOR - COMPARTMENT #6.5		
04-12-3400	< >	-- Compartment #6.5 - Base Configuration (UM & PM) Location: (1) Curbside aft rear wheels - forward of compartment #6 Compartment #6.5 shall have an interior dimension of 25.50 inches high x 12.38 inches wide x 17.25 inches deep with a single hinged door	1	RRI
04-02-0750	<	-- Compartment Handle, TriMark Chrome, Curbside, locking Pick QTY for single doors or Leading doors on the curbside.	1	RRI
		EXTERIOR - COMPARTMENT #8		
04-14-1400	<	-- Compartment #8 - Full Height, "A" Style Configuration Compartment #8 shall have an interior dimension of 45.31 inches high x 22.00 inches wide with a single hinged door.	1	RRI
05-15-2400	X <	-- Delete Lower Right Stack Doors SR#2015269F	1	

PART NO	S	DESCRIPTION	QTY	ID
		Delete the cabinet L8 door for credit		
		INTERIOR CURBSIDE - RIGHT STACK STORAGE #8	1	RRI
05-18-0600		-- Right Stack - Upper Heater-A/C Unit, Standard Configuration (UM & PM)	1	RRI
05-18-0800		-- Right Stack - Hidden Air Intake (STANDARD)	1	RRI
05-18-1099	<	-- Right Stack - "A" Style Custom Configuration (UM & PM)	1	RRI
		Location: (1) Cabinet #U8		
05-18-5110		-- U8 - Drug Cabinet, Single Aluminum Drop-Down Door, Interior	1	RRI
05-21-8500		-- Cabinet Latch - Southco 2" Round Pull Ring Latch, Stainless Locking	1	RRI
05-18-2400		-- Delete Lower Right Stack ALS Doors	1	RRI
05-18-9220	<	-- Lock, RF ALS - Simplex 5 Button Programmable Combination Location: (1) U8 cabinet door	1	RRI
		EXTERIOR - COMPARTMENT #8.5	1	RRI
04-15-0400	<	-- Compartment #8.5 - Drawer Style Battery Box Configuration	1	RRI
		Compartment #8.5 shall have an interior dimension of 18.00 inches high x 22.00 inches wide x 21.00 inches deep. The compartment shall be a slide out tray with the door attached		
		Battery access door mounted slide out battery tray. The interior of the battery compartment to be made of diamond plate aluminum. Battery Tray to be raw aluminum.		
		NOTE: All 8.5 compartments with a battery tray of any kind will get diamond plated, If the 8.5 does not get a battery tray then it will be painted the same color as the other exterior compartments.		
02-02-1000		Materials, Type I & Type III	1	RRI
		EXTERIOR MODULE CONSTRUCTION	1	RRI
03-03-1400	>	-- Module Roof Radius, 3 Inch High (STANDARD)	1	RRI
03-03-1500	>	-- Extreme Bonding Tape (STANDARD)	1	RRI
03-03-1600	>	-- Sub-floor Gusset Supports (STANDARD)	1	RRI
03-03-1700	>	-- One Piece Side Body Panels (STANDARD)	1	RRI
03-03-1800	>	-- Reinforce Rear Header (STANDARD)	1	RRI
03-03-1900	>	-- Single Sheet Module Roof Sheet (STANDARD)	1	RRI
03-02-0200		Module Undercoating (STANDARD)	1	RRI
		INSULATION	1	RRI
03-13-2220	< >	-- Whisper Quiet - Sound Dampening/Thermal Insulation Package (UM & PM) Whisper Quiet - Sound Dampening/Thermal Insulation Package.	1	RRI

PART NO	S	DESCRIPTION	QTY	ID
		(ULTRAMEDIC AND PROMEDIC)		
		Spray foam underbody insulation prior to undercoat application, full subfloor coverage where applicable. Includes curbside step well area.		
03-03-2010	< >	Drop Curbside Forward Body Skirt - 5", Add Double Step, Light Duty Chassis Drop Curbside Forward Body Skirt, Add Double Step ahead of the Curbside Wheelwell - Drop curbside forward body skirt a total of 5 inches lower than the rearward skirt and incorporate a Double Step in the Side Entry Step well. Increase the depth of stepwell inboard as far as sub structure permits. Side surfaces to be Diamond Plate. Step surface to be a combination of NFPA Diamond Plate and removable 9" Grip Strut insert. The second step to be fabricated of NFPA Diamond Plate and installed so that the step surface is midway between the stepwell floor surface and the module floor (Ultramedic, Promedic only)	1	RRI
		SIDE DOOR STEP	1	RRI
03-08-2020	<	-- (2) Step Well, Side Entry - Increased Depth, Diamond Plate Upper and Lower steps Both steps shall be diamond plate, ILOS	1	RRI
03-08-3010		-- Stepwell Light - LED, Whelen OS Mini, Clear (STANDARD)	1	RRI
03-03-8005		Fuel Fill - Standard Pocket -Square	1	RRI
		MODULE ENTRANCE	1	RRI
03-05-0100	S < >	Module Access - Standard SR#2015269F	1	RRI
		The curbside rear door will be located rearward approximately 2" to allow an additional 2" to be added into the right front stack.		
03-06-0100	<	Entry Doors - Hidden Hinge, Seal on Door ,W/Fail Safe Latching,STC This includes the Fail Safe Latching mechanisms on all three entrance doors.	1	RRI
03-06-0700		-- Door Restraints - Rear, Polished Cast Aluminum, Pin & Slot Sty	1	RRI
03-06-0850	<	-- Door Restraints - Side, Heavy Duty Gas Spring Hold Opens Curbside Door Restraint - Heavy Duty gas spring hold opens. - Attached by 1/4" x 20 SS Machine Screws with 1/4" x 20 Nut Inserts into Corner Gusset in Door Side entrance door to open to 90+ degrees. (STANDARD)	1	RRI
03-06-1011		-- Entry Door Handles - TriMark Chrome (includes interior handles)	1	RRI
03-06-1500		-- Door Panel, Inner - Stainless Steel (STANDARD)	1	RRI
03-06-4010	>	-- Lock Boxes, White Diamond Grade (STANDARD)	1	RRI
03-06-4400		-- Door Panel Mounting Screws (STANDARD)	1	RRI
03-06-2200		-- Magnetic Entry Door Switches (STANDARD)	1	RRI
03-06-4200		-- Coil Cords for Electrical Circuits (STANDARD)	1	RRI

PART NO	S	DESCRIPTION	QTY	ID
03-06-6065	<	-- Power Door Locks - Module Entry Doors,W/Hidden Switch Install power door locks in side and rear entrance doors. Includes (2) lock/unlock switches, one at side door and one at rear door. Also includes (1) hidden switch in rear license frame for unlock function only. System will be tied to OEM chassis power locks so that both systems operate as one. Does not include wireless remote. Note: Hidden Switch can be moved per dealer instructions.	1	RRI
Rear Entry Door Grab Bars				
05-10-1301	<	-- Rear Entry Door Grab Bars - "L" Bars, 16" Anti-Microbial "L" Bars - 16" Anti-Microbial. 1.25" Diameter stainless steel "L" Bars mounted to each rear door. Approximately 16" wide by 24" high. Clear Anti-Microbial finish.	1	RRI
05-10-1401	<	-- Side Entry Door Grab Bars - "L" Bar - 19" Anti-Microbial "L" Bar - 19" Anti-Microbial. 1.25" Diameter stainless steel "L" Bars mounted to side entry door. Approximately 19" wide by 24" high. Clear Anti-Microbial finish.	1	RRI
WINDOWS				
03-09-0030		Module Window Requirements	1	RRI
03-09-1130	<	-- Window - Side Entry Door, 18X18, Slider - Limo Tint Curbside entry door window shall have Limo tint, ILOS	1	RRI
03-09-1230	<	-- Window - Rear Entry Doors, 18X24, Fixed - Limo Tint Both the rear entry door windows shall have Limo tint, ILOS	1	RRI
03-09-2000	<	-- Window - Squad Bench, Framming Only for Future Use Add framework only over curbside squad bench. - Add framework in curbside wall over the squad bench to allow 14"H x 33.5"L window to be installed at a later date.	1	RRI
MODULE TO CHASSIS MOUNTING SYSTEM				
03-10-5000		Module to chassis mounting system-Light Duty I (10)	1	RRI
03-11-6000		Connecting Bellows, Type I	1	RRI
REAR BUMPER AND REAR STEP CONSTRUCTION				
03-12-2220	>	Rear Bumper - Non-Recessed 9" Flip-Up (UM & PM)	1	RRI
03-12-3120		-- NFPA Diamond Plate Bumper Pods. (UM & PM)	1	RRI
03-12-5010		-- Dock Bumpers - Black Rubber,Rear 2.5"H x 16"W	1	RRI
ELECTROLYSIS PREVENTION				
03-14-4000	<	Electrolysis Prevention, Fluid Film (STANDARD) Fluid Film is used at Every Point Where the Mounting Process has the Propensity to Break Paint (STANDARD)	1	RRI
COMBINATION RUB RAIL AND FENDER RING				
03-15-6500	< >	Crash Rail, Extruded Anodized 3" C Channel ILOS Rubber Extruded aluminum rub rails, ILOS	1	RRI
03-15-7050	>	-- Fender Rings - Polished Alum, Dropped Skirt Curbside - up to 19.5"	1	RRI
SPLASH GUARDS AND RUNNING BOARDS				
03-16-1520		Running Boards - Diamond Plate, Type I (Standard)	1	RRI
03-16-1800	<	Mud Flaps - Rear, Black w/ RR Logo (Standard) Heavy Duty Rubber Mud Flaps w/ RR Logo	1	RRI

PART NO	S	DESCRIPTION	QTY	ID
		- Heavy Duty Rubber Mud Flaps to be bolted to the wheel liner behind the rear duals with with 1/4" x 20 Stainless Steel bolts, washer and nylon locknut for ease of maintenance and repair (STANDARD)		
03-17-1000	<	Drip Rails Polished Aluminum Drip Rails - Above All Doors, Entry and Compartment (Standard)	1	RR1
03-18-1000	<	Wheel well liners Aluminum Wheelwell Liners - Extending to Bottom of Skirt (Standard)	1	RR1
CAB TO MODULE ACCESS			1	RR1
03-19-1100	<	Pass Thru Opening - Type I There shall be a pass through window between the cab and patient compartment	1	RR1
03-19-4900	>	-- Pass Thru Window, Type 1 Ford, GM or Dodge	1	RR1
LICENSE PLATE HOLDER			1	RR1
03-20-0510	>	-- Rear License Holder Location - C/S Above Rear Kickplate	1	RR1
EXTERIOR COMPARTMENT CONSTRUCTION			1	RR1
04-01-0100		Exterior Compartment Construction, Light Duty	1	RR1
04-01-3000	<	Door Sill Protection, Stainless Steel. (STANDARD) Door Sill Protection - Install Stainless Steel sill protector on lower edge of all door frames to prevent paint damage. (STANDARD)	1	RR1
04-01-5100	X <	Diamond Plate Compartment ILOS Aluminum (EACH) SR# 2015269F Locations: (1) Compartment #1 (1) Compartment #2 (1) Compartment #4 (1) Compartment #6 (1) Compartment #6.5	5	
EXTERIOR COMPARTMENT DOORS			1	RR1
04-02-0100		Compartment Door - Hidden Hinge, Seal on Door (UM)	1	RR1
04-02-0710	<	-- Compartment Handles, Exterior - TriMark Chrome (UM) TriMark Two-Point Cast w/Polished Chrome Paddle Handle and Housing, Locking and Non-Locking, with floating cam - Mounted in CNC Cut Opening in Each Compartment Door Skin w/OEM Clamp Assembly. (STANDARD ULTRAMEDIC) Note: Must pick handles from menu.	1	RR1
04-02-0800	<	-- Compartment Door Locks - TriMark Compartment Door Handle Manual Locks. - All doors shall incorporate double cut, non-directional tumbler assemblies that are keyed alike (STANDARD)	1	RR1
04-02-5999		-- Power Door Locks - Exterior Compartment(s)	1	RR1

PART NO	S	DESCRIPTION	QTY	ID
04-02-6010	<	-- Exterior Compartment #'s 1, 2, 4, 6 & 8, Only Locations: (1) Compartment #1 (1) Compartment #2 (1) Compartment #4 (1) Compartment #6 (1) Compartment #8	1	RRI
04-02-6050	<	-- Add Power Door Lock to #6.5 Compt. Location: (1) Compartment #6.5	1	RRI
04-02-0740	<	-- Compartment Handle, TriMark Chrome, Street side, locking Locations: (1) Compartment #1 (1) Compartment #2 (1) Compartment #4	1	RRI
04-02-0750	<	-- Compartment Handle, TriMark Chrome, Curbside, locking Locations: (1) Compartment #6 (1) Compartment #6.5 (1) Curbside entry door (1) Compartment #8	1	RRI
04-02-1000		-- Compartment Door Nader Pin - (STANDARD)	1	RRI
04-02-1200		-- Compartment Door Lubrication - Door Handles and Latches (STANDARD)	1	RRI
04-02-1300		-- Compartment Door Reflectors - (STANDARD)	1	RRI
04-02-1500		-- Magnetic Compartment Door Switches - (STANDARD)	1	RRI
04-02-2010		-- Compartment Door Panel, Inner - Diamond Plate (STANDARD)	1	RRI
04-02-2300		-- Compartment Door, Gas Struts - (STANDARD)	1	RRI
04-02-2500		-- Compartment Door Panel Mounting Screws - (STANDARD)	1	RRI
04-03-0410	<	Compartment Light Locations - Ultramedic Delete the standard compartment lights	1	RRI
04-03-2400	<	-- Compartment Lights - LED, Flexible Strip, KineQuip Locations: (2) Compartment #1 (2) Compartment #2 (2) Compartment #4 (2) Compartment #6 (2) Compartment #8	1	RRI
04-03-1600	<	-- Door Open Indicators, (STANDARD Smart Display) Door Open Indicators, LCD/VGA - Magnetic Proximity Switches located at the top of the door between the jamb and the door frame will activate a door open indicator on the driver's control panel. The VGA screen will include a digital layout with door open indicators for each module door and activate the corresponding Interior compartment light. NOTE- OPEN CAB DOOR WILL NOT BE SHOWN ON VGA DISPLAY.	1	RRI

PART NO	S	DESCRIPTION	QTY	ID
		(STANDARD)		
04-03-2301	X <	Additional Exterior Compartment LED Light, Flexible LED Strip Location: (2) Compartment #6.5	1	
		EXTERIOR COMPARTMENT INTERIOR	1	RRI
04-04-1000	<	Exterior Compartment - Interior Finish, Scorpion Rubberized Delete the standard Scorpion lined compartment	1	RRI
04-04-1001	<	-- Color = Dark Gray Delete the standard Scorpion lined compartments	1	RRI
04-04-2000	<	-- Exterior Compartment - Floor Matting "Turtle Tile"	1	RRI
04-04-2001	<	-- Color = Black Locations: (1) Compartment #1, including (4) shelves (1) Compartment #2, including (1) shelf (1) Compartment #4, including (1) shelf (1) Compartment #6, including (3) shelves (1) Compartment #6.5 (1) Compartment #8, including (2) shelves	1	RRI
04-05-0001	<	Exterior Compartment Shelving and Unistrut - Standard All exterior shelving Unistrut shall be welded to the walls prior to any compartment wall finish. Where specified, exterior adjustable shelves shall be box pan formed of a minimum .125 inch Aluminum Diamond Plate and comers shall be welded. Shelves shall be infinitely adjustable, and securely mounted to heavy gauge aluminum Unistrut track. (Standard)	1	RRI
04-05-1000	<	-- Compartment Shelving - Diamond Plate (STANDARD) Diamond Plate Exterior Compartment Shelving. (STANDARD)	1	RRI
	<	INTERIOR TRIM AND FEATURES New Interior Trim - All cabinet and wall panel aluminum trim to be Gray anodized. (No Black trim to be used). All protective corner trim will be Opaque and will include a matching domed end cap. (STANDARD)	1	RRI
		INTERIOR ADJUSTABLE SHELVES	1	RRI
		INTERIOR TRIM	1	RRI
05-05-1000		-- Interior Trim - Standard	1	RRI
		INTERIOR COLORS	1	RRI
05-20-2000		-- Multi-Spec Interior Surfaces - ILOS	1	RRI
05-20-2001	<	-- Color - Misty Grey #6028,ILOS The interior finish shall be Misty Gray multi-spec process	1	RRI
05-20-5300	<	-- Upper Band Vinyl Color - Cabinets and Stitched Cushions Upper Band Vinyl Color Choice for cabinets and stitched cushions.	1	RRI
05-20-5328	<	-- Color - Ash Gray Upper band upholstery shall be Ash Gray	1	RRI

PART NO	S	DESCRIPTION	QTY	ID
05-20-5500		-- Lower Band Vinyl Color - Vacuum Formed Cushions	1	RR1
05-20-5502	<	-- Color - Ash Gray Lower band upholstery shall be Ash Gray	1	RR1
05-20-9000		-- Acrylic Glass Color Choice (STANDARD)	1	RR1
05-20-9001	<	-- Color - Clear Lexan shall be Clear	1	RR1
05-21-5200	<	-- Squad Bench & Lower Left, Full Height Brushed Stainless Kickpanels The stainless steel shall be full height on the streetside wall and the squad bench	1	RR1
		HEADLINER	1	RR1
05-06-1200		Headliner - Vinyl Ceiling, No Seams (STANDARD)	1	RR1
05-06-1100		-- Ceiling Medical Device Rail (STANDARD)	1	RR1
05-06-1802		-- White LED Strip Lights, Ceiling Medical Device Rail. (UM & PM)	1	RR1
05-06-1902		-- Red/Amber LED Turn/Brake Strip Lights, Ceiling Medical Device Rail. (UM & PM)	1	RR1
11-01-1400	<	-- Dome Lights - Kinequipe 8" Round LED The interior lighting system shall consist of (11) Kinequip 8.00 inch round LED dome lights fixtures in the following configuration: (3) Cot lights In the medical device rail over the primary cot (2) Bench lights over the squad bench (3) Dome lights - streetside (1) Dome light - curbside over head of squad bench (1) Dome light - curbside rear (1) Dome light - over the walkway	1	RR1
11-01-9000		-- Timer -15 minute- Restocking (STANDARD)	1	RR1
		FLOORING	1	RR1
05-07-1000		-- Aluminum Floor/Wall Cove Moulding. (STANDARD)	1	RR1
05-07-1400		-- Stainless Steel Rear Threshold, 45 Degree Chamfered (STANDARD)	1	RR1
05-07-5000		-- Loncoin II Flecks Flooring Choice (STANDARD)	1	RR1
05-07-5001	<	-- Color - 150 Onyx Flooring material shall be Loncoin Onyx 150	1	RR1
05-07-6100		-- Curbside Stainless Steel Threshold, 4" wide, W/Safety Walk Anti-Skid Tape	1	RR1
		HEAD BUMPERS	1	RR1
		BACKRESTS	1	RR1
05-10-1903	<	Ceiling Grab Rail - Center 108" Anti-Microbial Center of patient compartment headliner	1	RR1
		PLASMA HANGER	1	RR1
05-11-4000		IV Hangers - CPI #IV2008 (STANDARD)	1	RR1
05-11-4002	<	-- Quantity (2) Locations: (1) Standard position above the primary cot (1) Standard position above the squad bench	1	RR1

PART NO	S	DESCRIPTION	QTY	ID
05-14-2550		Seat Belt, CPR Seat - 6-Point- Change Notice 8- Compliant	1	RRI
05-16-0300	X <	Pre-Structure for Restraint Belts, Squad Bench. Reinforce wall tube structure and the face of the squad bench for future installation Restraint Belts for back board carrying capabilities. This option does not include the installation of seat belt retractors or receivers on the face of the squad bench.	1	
05-16-1015		Seat Belts, Squad Bench - Two 6-Point belts - Change Notice 8-COMPLIANT	1	RRI
		ATTENDANT SEAT	1	RRI
05-19-5900		Attendant Seat - EVS Vac Form, 3-Point Belt W/ Child Seat, Swivel Base	1	RRI
05-19-5901	<	-- Color - Ash Attendant seat shall be Ash Gray	1	RRI
		MISC. INTERIOR OPTIONS	1	RRI
05-21-2001	<	-- Adjustable Divider, (1) Interior Cabinet Locations: (4) Cabinet U2, (1) on each shelf (2) Cabinet U2.5, (1) on each shelf (1) Cabinet U4, Lower shelf (1) Cabinet C1, top shelf	8	RRI
05-21-2011	<	-- (1) additional adjustable dividers. Locations (12) Cabinet U2, (3) per shelf (2) Cabinet U2.5, (2) per shelf (3) Cabinet U4, (3) lower shelf (1) Cabinet C1, (1) lower shelf	18	RRI
05-21-7900	X <	Drug Cabinet Locking 6.00 inches high x 9.00 inches wide x 16.00 inches deep SR#2015269F Install a 6.00 inch high x 9.00 inch wide x 16.00 inch deep cabinet with a right hinged door in the cabinet U8 with a Simplex lock	1	
		RADIO AND CLOCKS	1	RRI
		07 - ELECTRICAL 12 VOLT DC	1	RRI
06-01-0100		-- General Wiring - General Harness Standard	1	RRI
07-02-1000		-- Voltmeter - Standard	1	RRI
07-02-1100		-- Alarm,Low Voltage,With Buzzer and Indicator,in cab console	1	RRI
07-03-1000		-- Ammeter - for PC System	1	RRI
		BATTERY SYSTEM	1	RRI
07-05-0400	<	-- Batteries - Type I UM/PM, Ford or Dodge Ram (2) OEM (1) Additional,STD The two OEM batteries under the hood. One 735 CCA AC Delco additional battery shall be supplied by the manufacturer and located in the exterior compartment located below the right front ALS cabinet.	1	RRI
07-07-0400		-- Module Disconnect - PC System	1	RRI
07-08-0100		-- Battery Ground	1	RRI

PART NO	S	DESCRIPTION	QTY	ID
07-09-8500	<	-- Battery Charger - Kusssmaul, Autocharge 1200 40A w/Remote /Bar Graph Location: (1) Left stack / radio compartment and shall include a remote bar graph indicator on driver side of radio console.	1	RR1
07-10-1000		-- Power Outlets 12V, (2) Power Point Style, On with Ignition (STANDARD)	1	RR1
		FRONT CONSOLE	1	RR1
08-01-3101	<	-- Driver's Switch Panel/Radio Console - PC System, Custom The front center console shall be a custom design per the South Pasadena Fire Department specifications The console shall be determined at the pre-con meeting	1	RR1
08-02-0500	S <	-- Driver's Control Panel - Carling Rocker Switches Primary to activate all warning lights. Secondary to activate rear facing lights only.	1	RR1
08-02-5500		-- Open Door/Open Compartment Chimes	1	RR1
08-01-33SR	X <	-- Custom Map Rack SR#2015269F The custom map rack shall be per the design of the South Pasadena Fire Department specification The map rack shall be determined at the pre-con meeting	1	
08-04-3902	<	-- Power Distribution - PC Board Electrical System (UM & PM) The electrical system shall be a standard Road Rescue PC Board system	1	RR1
		COMMUNICATION	1	RR1
06-06-3004	< >	-- Antenna UHF/VHF - (4) Bases and Cables Locations: (1) Front of module roof Port#1 to the L1 cabinet. Label the cable at both ends "MDT" (1) 24.00 inches behind Cable #1 in Port #2 to L1 cabinet and label at both ends "VHF" (1) 24.00 inches behind Cable #2 in Port #3 to L1 cabinet and label at both ends "UHF" (1) 24.00 inches behind Cable #3 in Port #2 to L1 cabinet and label at both ends "GPS"	1	RR1
06-06-1600		-- Two Way Radio Routing Path Cab to Module. (STANDARD)	1	RR1
06-06-1700	<	-- Two Way Radio Prewire, 12VDC Power and Ground (STANDARD) Delete the standard power sources	1	RR1

PART NO	S	DESCRIPTION	QTY	ID
06-06-6600	<	-- Radio Power - (2) Power Post (1) Ground Post in Floor Console Locations: (1) Front cab console - Ignition Hot (1) Front cab console - Constant Hot (1) Front cab console - Ground (1) Rear radio cabinet - Ignition Hot (1) Rear radio cabinet - Constant Hot (1) Rear radio cabinet - Ground (1) Rear radio control head - Ignition Hot (1) Rear radio control head - Constant Hot (1) Rear radio control head - Ground All power circuits shall be protected by a 40 AMP circuit breaker on each circuit	3	RR1
		ATTENDANT CONTROL PANEL	1	RR1
08-03-0500		-- Attendant's Control Panel - Carbon Fiber Graphics w/Visual Display, Carling	1	RR1
		ENVIROMENTAL CLIMATE CONTROL SYSTEM	1	RR1
13-01-2000		-- Climate Control - Standard (UM & PM)	1	RR1
13-01-1200		-- HVAC - Central Air Flow Discharge (UM & PM)	1	RR1
13-03-1000		-- Return Air System	1	RR1
13-03-2000		-- Return Air Central Plenum	1	RR1
13-03-3000		-- Heat /AC Cabinet	1	RR1
13-02-5404	<	-- HVAC Aux Underbody Condenser - Hoseline, Dodge RAM-series PC ELEC Location: (1) Under compartment #2	1	RR1
07-04-5305		Ignition Battery Shut off Timer, 5 minute, (Standard)	1	RR1
07-10-7225	<	Outlet, Kussmaul, USB Dual Port, 5VDC, 3 Amp output, switch panel location ILOS Location: (1) Center front cab console switch panel	1	RR1
07-10-7275	<	Outlet, Kussmaul, USB Dual Port, 5VDC, 3 Amp output, switch pane Style, IATS Location: (1) Action area switch panel.	1	RR1
		EMERGENCY SYSTEMS - Dodge RAM-Series	1	RR1
		WARNING AUDIBLE - SIREN, SPEAKERS, AIR HORNS	1	RR1
09-03-1100	<	-- Siren Electronic - Whelen 295SLSA1, California Title 13 Compliant Delete the standard Whelen siren	1	RR1
09-03-11SR	X <	-- Siren Electronic, Whelen 295HFS2X with Dual AMP, ILOS SR#2015589F Install a Whelen 295HFS2X siren with dual AMPs, ILOS	1	
09-03-2410		-- Speakers - (2) CPI "Though-The-Bumper" for Dodge RAM	1	RR1

PART NO	S	DESCRIPTION	QTY	ID
09-03-30SR	X <	<p> -- Buell Air Horns SR#2015269F</p> <p>(2) 10.00 inch Buell Strombos airhorns mounted through the front bumper. The system shall include a frame mounted air reservoir and a 12 Volt pump mounted in compartment #2. The pump shall be protected by an aluminum cover.</p>	1	
09-03-6010	X <	<p> -- Air Horns to be Operated by Panel Switch SR#2015269F</p> <p>The air horns shall be operated by a momentary switch in the switch panel upper position #1, ILO foot switch</p>	1	
09-05-0200		-- Backup Alarm (STANDARD)	1	RRI
09-06-0200		-- Emergency Sequencer/Load Manager (STANDARD)	1	RRI
09-44-0000	X	TRAFFIC MANAGEMENT SYSTEM	1	
09-44-1830	X <	<p>Traffic Advisor - Whelen 5MM LED TAL85 Lo Profile This vehicle shall be equipped with a Whelen Low Profile #TAL85 with (8) 5mm LED Traffic Advisor mounted above the rear doors with the control head in radio console. The Traffic Advisor shall be wired directly to the batteries.</p>	1	
AUXILLARY EMERGENCY LIGHTS			1	RRI
09-70-12SR	X <	<p> -- Aux Warning Lights - Whelen ION Wide Angle SR#2015516F</p> <p>Install (2) Whelen ION Wide Angle LED lights on the rear side mirrors The light shall be P/N WIONSMR with Black housing wired to emergency light circuit.</p>	1	
09-70-31SR	X <	<p>Lightbar, Whelen Freedom 72.00 Inch LED Lightbar SR#2015503R-1</p> <p>Install a Whelen F4X7RRRR 72.00 inch Freedom IVLC series lightbar</p> <p>(4) Red comers LED and (10) forward facing LED (R-R-C-R-R-Opticom-R-C-R-R)</p> <p>Lenses shall be Clear</p>	1	
09-80-2110	< >	<p>Warning Light Flasher - Vanner 9860GCPE - (STANDARD)Smart Display/PC System Vanner 9860GCPE LED electronic flasher to power specified lights. Standard will be Dual Burst Flash</p>	1	RRI
09-80-3100		-- Emergency Flashers Set to - "X" Flash Pattern ILOS KKK-A-1822F	1	RRI
09-95-1505	<	<p>Whelen M9 LED, w/Chrome Flange - RED / Clear Lens (Internal Flasher) Locations: (2) Front upper corners</p>	8	RRI

PART NO	S	DESCRIPTION	QTY	ID
		(2) Streetside upper corners (2) Curbside upper corners (2) Rear upper corners		
09-95-1507	<	Whelen M9 LED, w/Chrome Flange - AMBER / Clear Lens (Internal Flasher) Locations: (2) Rear at window level - centered	2	RRI
09-95-2550	<	Whelen M7 Super LED - RED 3rd Brake Light Location: (1) Centered above the rear door as a third brake light	1	RRI
09-95-3405	<	Whelen M6 LED, w/Chrome Flange - RED / Clear Lens (Internal Flasher) Locations: (2) Above rear wheel wells (2) On the diamond plate riser as emergency warning lights. In line with tail lights	4	RRI
09-95-3405	<	Whelen M6 LED, w/Chrome Flange - RED / Clear Lens (Internal Flasher) Locations: (2) Cab front fenders	2	RRI
09-95-4221	<	Whelen 500 LIN6 Super LED - RED w/ Clear Lens Locations: (2) Front grille lights IATS	2	RRI
09-95-4221	<	Whelen 500 LIN6 Super LED - RED w/ Clear Lens Locations: (2) Front grille lights, ILOS	2	RRI
		EXTERIOR AUTOMOTIVE LIGHTING		
10-01-1050	<	Tail Lights, Brake/Turn - Whelen M6-Series LED, Must Pick Flng See option 10-01-3002	1	RRI
10-01-1240	<	-- Back-up Lights - Whelen M6-Series LED Rear, Must Pick Flng See option 10-01-3002	1	RRI
10-01-3000		-- Rear Tail/Turn/Brake Light Mounting - Must choose mounting flanges	1	RRI
10-01-30SR	X <	-- Light Housing, Whelen M6FCV4, Verical Chrome Flange SR#2015589F Install a pair of Whelen M6FCV4 chrome flanges for (4) vertical light heads on the rear of the module as lower as possible	1	
10-01-5020	<	-- Outboard Rear Flashers, Wired to OEM Brake Lights (STANDARD)	1	RRI

PART NO	S	DESCRIPTION	QTY	ID
		Delete this option		
		FLOOD AND LOAD SYSTEMS		
10-02-1020	<	Scene Lighting - (4) Whelen M9 Series Super LED Locations: (2) Streetside (2) Curbside	1 1	RRI RRI
10-02-2040	<	Rear Load Lights - (2) Whelen M7 Series Super LED, WHITE, Steady Burn Locations: (2) Above rear doors as loading lights	1	RRI
10-02-3010		Lighting Operation - Side Scene, Rear Load and Back-Up Lights, Standard	1	RRI
10-02-3130	< >	-- Lighting Operation, Feature - Scene and Load Light, Auto-Reset Cutout Switches Location: (1) Momentary cutout switch shall be located on the curbside wall at the head of squad bench (1) Momentary switch shall be mounted on the curbside rear door panel.	1	RRI
		Cab Entry - Lighting		
		INTERIOR LIGHTING - CEILING		
11-01-90SR	X <	Timer, Additional 15 Minute, Restocking SR#2015589F Install a second momentary timer switch located on the rear curbside entry door lock box to activate the restocking timer, IATS	1 1 1	RRI RRI
		SPOTLIGHTS / HANDHELD LIGHTS		
11-02-1998	<	Delete Standard Handheld Spotlight Delete the hand held spotlight	1 1	RRI RRI
11-02-6100	>	Streamlight SL-20X Flashlight	1	RRI
11-02-6101	<	-- (1) SL-20X - #26010 Locations: (1) Each side of the aisle way	2	RRI
11-02-9101	<	-- Wiring For Flashlight - 12V Direct to Battery Locations: (1) Each side of cab walk thru	2	RRI
12-01-5400	<	Shore Inlet - Kussmaul Super Auto-Eject, 20Amp Location: (1) Streetside forward of compartment #1 - standard location	1	RRI
12-01-6300	<	-- Kussmaul, Eject,Cover,15 or 20A,Red Kussmaul cover shall be Red	1	RRI

PART NO	S	DESCRIPTION	QTY	ID
12-02-0200	<	Receptacles, Interior - 110V-15A (1) Action Wall, (1) Right Stack Locations: (1) Action area switch panel (1) Right front stack cabinet, in the upper section	1	RRI
POWER SUPPLY - 110VAC			1	RRI
12-03-1000	< >	Inverter Charger - Prewire, Standard Wiring only for 1200 watt maximum 'UL' listed inverter with internal transfer relay and battery charger. Wiring setup is for installation in bottom section of Left Stack/Radio Cabinet. Includes remote on/off switch in the rear switch panel. (STANDARD)	1	RRI
13-02-0222	S <	Exhaust Fan- Upgrade 230 CFM, (2) Speed, Standard Location Location: (1) Standard exhaust fan location	1	RRI
13-02-022S	X <	Exhaust Fan, Added 230CFM Fan SR#2015269F Install a second 230CFM fan IATS in the bottom side of the U2.5 cabinet Refer to RR-5854	1	
COT MOUNTING PROVISIONS			1	RRI
14-01-1010		Cot Mounting - Hardware	1	RRI
14-01-1110		-- Post & Wheel Cups - None (STANDARD)	1	RRI
14-01-1310	< >	-- Cot Mount- Ferno 175-3, Center for Model 35 cot,- Change Notice 8- NOT COMPLIANT Delete the standard Ferno-Washington 175-1 cot mount	1	RRI
14-01-13SR	X <	Cot Mount, Ferno-Washington 173-1 SR#2015269F Install a Ferno-Washington center mount 173-3, ILOS for a Ferno-Washington 28EZ cot	1	
OXYGEN AND AIR SYSTEMS			1	RRI
14-02-0050		Oxygen System - PC System	1	RRI
14-02-1000		-- O2 Cylinder Wrench - (STANDARD)	1	RRI
14-02-2000	<	-- O2 Cylinder Bracket - Zico #QR-MV (STANDARD) Location: (1) Compartment #1, wall #3	1	RRI
14-02-2010		-- Standard Zico O2 Bracket to be Adjustable	1	RRI
14-02-3000		-- O2 Control - Electric with Manual Bypass on Action Wall. (STANDARD)	1	RRI
14-02-3150	<	-- Oxygen Regulator, 50 PSI Preset Location: (1) Compartment #1, on oxygen line	1	RRI
14-02-4000		-- O2 Outlets - Ohio Style, (2) Action Wall, (1) Squad Bench (STANDARD)	1	RRI
14-02-9020	<	-- SCBA, (2) Bracket Installed - Exterior Compartment, Zico Brkt # UN-6-30-3-SF Locations:	1	RRI

PART NO	S	DESCRIPTION	QTY	ID
		(2) Compartment #4 - upper section		
		The SCBA brackets shall be Zico walk-away spring clip UN-6-30-3-SF brackets		
		VACUUM SYSTEM	1	RRI
14-03-1010	<	Suction System - SSCOR On-Board (STANDARD) Location: (1) Action area	1	RRI
		MISC MEDICAL	1	RRI
14-04-1000	<	Fire Extinguisher - 5# (ABC) w/ Mounting Bracket. (STANDARD) Shipped loose	1	RRI
		PAINT AND FINISH	1	RRI
15-00-0100		Road Rescue Paint Process - Standard	1	RRI
15-01-5600	<	-- Cab Paint - Single Color, Repaint other than OEM, Type I Paint Color Code: FLNA 3042	1	RRI
15-01-2010	<	-- Module Paint - Single Color, Paint other than OEM Paint Color Code: FLNA 3042	1	RRI
15-01-4030	<	-- Module Paint - Roof and Roof Radius Different Than Sidewalls OEM White	1	RRI
15-01-9900		-- Color - White Match to OEM Chassis	1	RRI
		GRAPHICS AND LETTERING	1	RRI
15-03-3900		RR Badge Logos (STANDARD)	1	RRI
15-03-4000		RR Logos and Model Name (STANDARD)	1	RRI
15-03-4001		Ultramedic - Black Logos	1	RRI
15-04-1000		Nomenclature Plaques. DIESEL. (STANDARD)	1	RRI
		16 - REFERENCES AND STANDARDS	1	RRI
16-01-0200		Owner's Manual (STANDARD)	1	RRI
		== Dealer Provided - EMS Equipment - 2014.017 03/05/15 ==	1	RRI

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City of South Pasadena Agenda Report

Robert S. Joe, Mayor
Diana Mahmud, Mayor Pro Tem
Michael A. Cacciotti, Councilmember
Marina Khubesian, M.D., Councilmember
Richard D. Schneider, M.D., Councilmember

Evelyn G. Zneimer, City Clerk
Gary E. Pia, City Treasurer

COUNCIL AGENDA: December 16, 2015 (continued from November 18, 2015)
TO: Honorable Mayor and City Council
VIA: Sergio Gonzalez, City Manager *SA*
FROM: Paul Toor, P.E., Public Works Director *PT*
Shin Furukawa, P.E., Deputy Public Works Director *SF*
SUBJECT: **Adoption of a Resolution Authorizing Removal of the Existing Uncontrolled Marked Crosswalk at the Intersection of Fair Oaks Avenue and Lyndon Street**

Recommendation

It is recommended that the City Council:

1. Conduct a public hearing to receive public comment on the possible removal of the existing uncontrolled marked crosswalk at the intersection of Fair Oaks Avenue and Lyndon Street; and
2. Adopt a resolution entitled "A Resolution of the City Council of the City of South Pasadena (City), California, authorizing the removal of the existing uncontrolled marked crosswalk at the intersection of Fair Oaks Avenue and Lyndon Street (Project)."

Fiscal Impact

If approved, removal of the crosswalk via sandblasting is estimated to cost \$5,000. There are funds available in the Public Works Streets Maintenance budget to fund the work.

Commission Review and Recommendation

The Public Works Commission (PWC) discussed the Project at its meeting of July 8, 2015. The PWC recommended removal of the existing crosswalk and associated signage.

Background

An existing uncontrolled marked crosswalk exists along the south leg of the intersection of Lyndon Street and Fair Oaks Avenue. The crosswalk is hatched, and pedestrian crossing signage is posted. The intersection of Lyndon Street and Fair Oaks Avenue is a 4-way intersection, where traffic on Fair Oaks Avenue is uncontrolled. Fair Oaks Avenue has an average daily traffic of approximately 32,000 vehicles per day, and the posted speed limit is 35 mph. There are controlled crosswalks at intersections one block in either direction along Fair Oaks Avenue.

A request was made by the PWC to consider removing the uncontrolled marked crosswalk for safety purposes.

This item was discussed by the City Council at its meeting of November 18, 2015. The City Council requested that staff provide additional information, and continued the item.

Analysis

Fair Oaks Avenue is a six lane divided roadway carrying an average daily traffic of approximately 32,000 vehicles. The small median dividing the roadway offers minimal pedestrian refuge and is not handicap accessible. The majority of pedestrian travel in this area is assumed to be associated with the South Pasadena Middle School (Middle School) located two blocks south of the intersection. Because there are existing controlled crosswalks one block to the north (at Monterey Road) and one block to the south (at Bank Street), removal of the crosswalk at Lyndon Street is not expected to impact pedestrians travelling to/from the Middle School. The only pedestrians that may be affected are those who continue traveling on Lyndon Street after crossing Fair Oaks Avenue.

A traffic study was conducted by the City's consulting traffic engineer. Based on the observed traffic volumes and pedestrian crossing volumes, removal of the uncontrolled marked crosswalk is recommended.

At the November 18, 2015 City Council meeting, the City Council requested additional information:

1. *History of the marked crosswalk at the subject intersection*

The City does not have records of when the marked crosswalk at the intersection of Fair Oaks Avenue and Bank Street was installed. In 1954, Fair Oaks Avenue was improved to remove the Pacific Electric Railroad tracks running down the middle of the roadway, but those improvement plans do not indicate the proposed installation of any marked crosswalks. Aerial photos from 1974 show the existence of the crosswalk.

2. *Information regarding installation of the controlled crosswalk at the intersection of Bank Street and Fair Oaks Avenue*

After receiving several complaints about the uncontrolled intersection of Bank Street and Fair Oaks Avenue, a traffic study was conducted and it was determined that a traffic signal was warranted for the intersection. In 2010, the City received funding through the Highway Safety Improvement Program to install a traffic signal at the intersection. Prior to installation of the traffic signal, there was a marked crosswalk at the uncontrolled intersection.

3. *Empirical data related to pedestrian use of crosswalks after removal of markings*

Staff was unable to find any published "after" studies related to pedestrian counts following removal of a marked crosswalk. The most cited study regarding marked and unmarked crosswalks is the 2005 Federal Highway Administration study [Safety Effects of Marked Versus Unmarked Crosswalks at Uncontrolled Locations](#), but the study does not address

pedestrian counts following removal of marked crosswalks. There is also a 1974 study by Los Angeles County entitled Crosswalk Removal Before and After Study, but the study only addresses number of accidents after removal of crosswalks (they were significantly reduced), not crosswalk usage.

The principal of the Middle School was notified of this matter being considered by the PWC.

California Vehicle Code Section 21950.5 requires a public hearing no less than 30 days prior to the scheduled date of removal.

If approved, removal of the crosswalk will be done via sandblasting. Because the City does not have the necessary equipment in-house, the work will be outsourced.

If the City Council elects to not remove the crosswalk as recommended by the Public Works Commission, the City Council may direct staff to develop alternatives to improve visibility of the crosswalk, such as creation of a pedestrian refuge in the median, installation of additional signage, or other traffic calming measures. These measures may cost upwards of \$100,000, depending on the improvement(s) selected. The source of funding for such improvements will need to be identified. Due to the width of the roadway, proximity of nearby signalized intersections and traffic volumes, in-roadway warning lights (flashing crosswalk) are not recommended for this location.

Legal Review

The City Attorney has reviewed this item and has drafted the Resolution.

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*. Notices of this item were mailed to nearby residents on Lyndon Street, and were also posted at the crosswalk as required by California Vehicle Code Section 21950.5.

Attachments:

1. Resolution
2. Traffic Study

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ATTACHMENT 1
Resolution

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF SOUTH PASADENA, CALIFORNIA,
AUTHORIZING THE REMOVAL OF AN UNCONTROLLED
MARKED CROSSWALK AT THE INTERSECTION OF FAIR
OAKS AVENUE AND LYNDON STREET**

WHEREAS, Fair Oaks Avenue is a six lane divided roadway carrying an average daily traffic of approximately 32,000 vehicles with an uncontrolled intersection at Lyndon Street, which includes a uncontrolled marked crosswalk (uncontrolled crosswalk) across the southerly leg; and

WHEREAS, pedestrian access across Fair Oaks Avenue is also available at the controlled intersection of Monterey Road and Fair Oaks Avenue, which is only one block north, and at the controlled intersection of Bank Street and Fair Oaks Avenue, which is only one block south of the uncontrolled crosswalk; and

WHEREAS, South Pasadena Middle School is located two blocks south of the uncontrolled crosswalk and students are adequately served by the controlled crosswalk at Bank Street and Fair Oaks Avenue, which is closer to the school; and

WHEREAS, the City of South Pasadena's consulting traffic engineer has conducted a traffic study based on the observed traffic volumes and pedestrian crossing volumes and recommends the removal of the uncontrolled crosswalk, as adequate and safer pedestrian access is provided by the two controlled crosswalks immediately one block to the north and to the south of the intersection of Lyndon Street and Fair Oaks Avenue; and

WHEREAS, pursuant to the requirements of Vehicle Code Section 21950.5, notice of the proposed removal of the uncontrolled crosswalk was posted at the intersection of Lyndon Street and Fair Oaks Avenue for at least 30 days and notice of the public hearing and opportunity to be heard regarding the proposed removal of the uncontrolled crosswalk was advertised prior to the public hearing; and

WHEREAS, on December 16, 2015, the City Council held the public hearing and considered testimony regarding the proposed removal of the uncontrolled crosswalk at the intersection of Lyndon Street and Fair Oaks Avenue.

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

SECTION 1. That the above recitals are all true and correct.

SECTION 2. That sufficient controlled crosswalks across Fair Oaks Avenue exist to provide safer pedestrian access at the controlled intersections of Monterey Road and Fair Oaks Avenue and at Bank Street and Fair Oaks Avenue, and that the removal of the uncontrolled crosswalk at the intersection of Lyndon Street and Fair Oaks Avenue, as recommended by the traffic study performed by the City's consulting traffic engineer, is in the interest of public safety.

SECTION 3. The City Manager is directed to cause the removal by sandblasting of the marked crosswalk at the uncontrolled intersection of Lyndon Street and Fair Oaks Avenue, either through City forces or third party contract.

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 16th day of December, 2015.

Robert S. Joe, Mayor

ATTEST:

APPROVED AS TO FORM:

Evelyn G. Zneimer, City Clerk
(seal)

Teresa L. Highsmith, City Attorney

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ATTACHMENT 2
Traffic Study

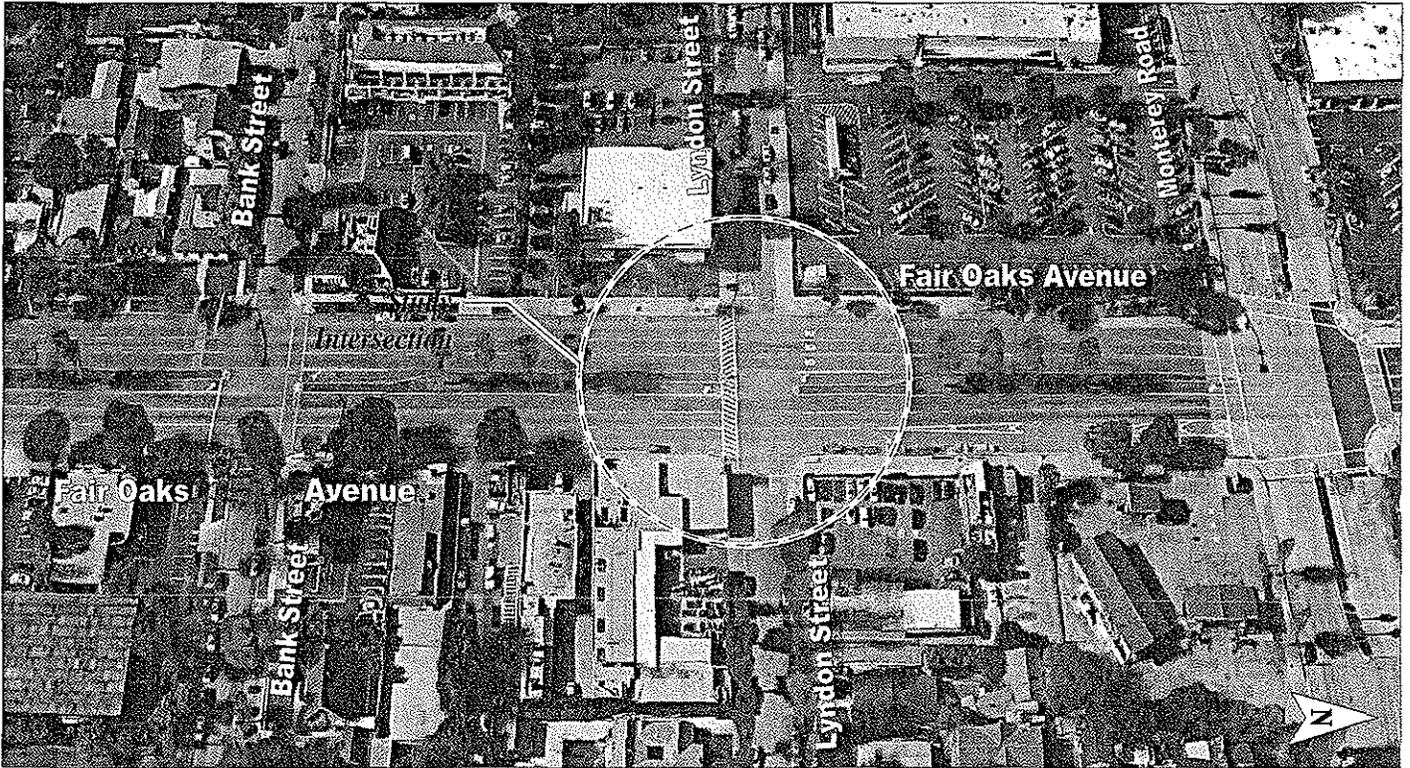
TO#76: Traffic Study

for

Removal of the Existing Crosswalk at the Intersection of Fair Oaks Avenue & Lyndon Street

in

The City of South Pasadena, CA



PRESENTED TO:



CITY OF SOUTH PASADENA

Public Works Department
1414 Mission Street
South Pasadena, CA 91030



PRESENTED TO:



MINAGAR & ASSOCIATES, INC.

Traffic Engineering – Transportation Planning – ITS Consultants

18662 MacArthur Blvd., Suite 435
Airport Business Center
Irvine, CA 92612

Tel: (949)727-3399 • Fax: (949)553-0232

Web: www.minagarinc.com • Email: minagarf@minagarinc.com



22 Years of Excellence

September 30, 2015



September 30, 2015

Shin Furukawa, P.E.
Deputy Director of Public Works
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030

RE: TO#76: Removal of the Existing Marked Crosswalk at the Intersection of Fair Oaks Avenue in the City of South Pasadena

The City of South Pasadena has requested for Minagar & Associates, Inc. to review and evaluate the existing traffic, roadway and site conditions at the intersection of Fair Oaks Avenue and Lyndon Street, and to determine if the existing marked crosswalk on Fair Oaks Avenue at the south leg of the intersection is warranted or if it should be removed as appropriate. The following provides a summary of our analysis, findings and recommendations.

Figure 1 shows the location vicinity of the study intersection. A site visit was performed at the study intersection to verify the roadway, roadside and traffic volume conditions. The intersection at Fair Oaks Avenue and Lyndon Street is a four-legged, two-way stop controlled intersection. North/south traffic on Fair Oaks Avenue operates freely and through the intersection, and east/west traffic approaching from the side street, Lyndon Street, arrives at a stop before entering or crossing the intersection. The surrounding land use consists of commercial property along the Fair Oaks corridor, and South Pasadena Middle School on the east side of Fair Oaks Avenue a few blocks to the south of Lyndon Street.

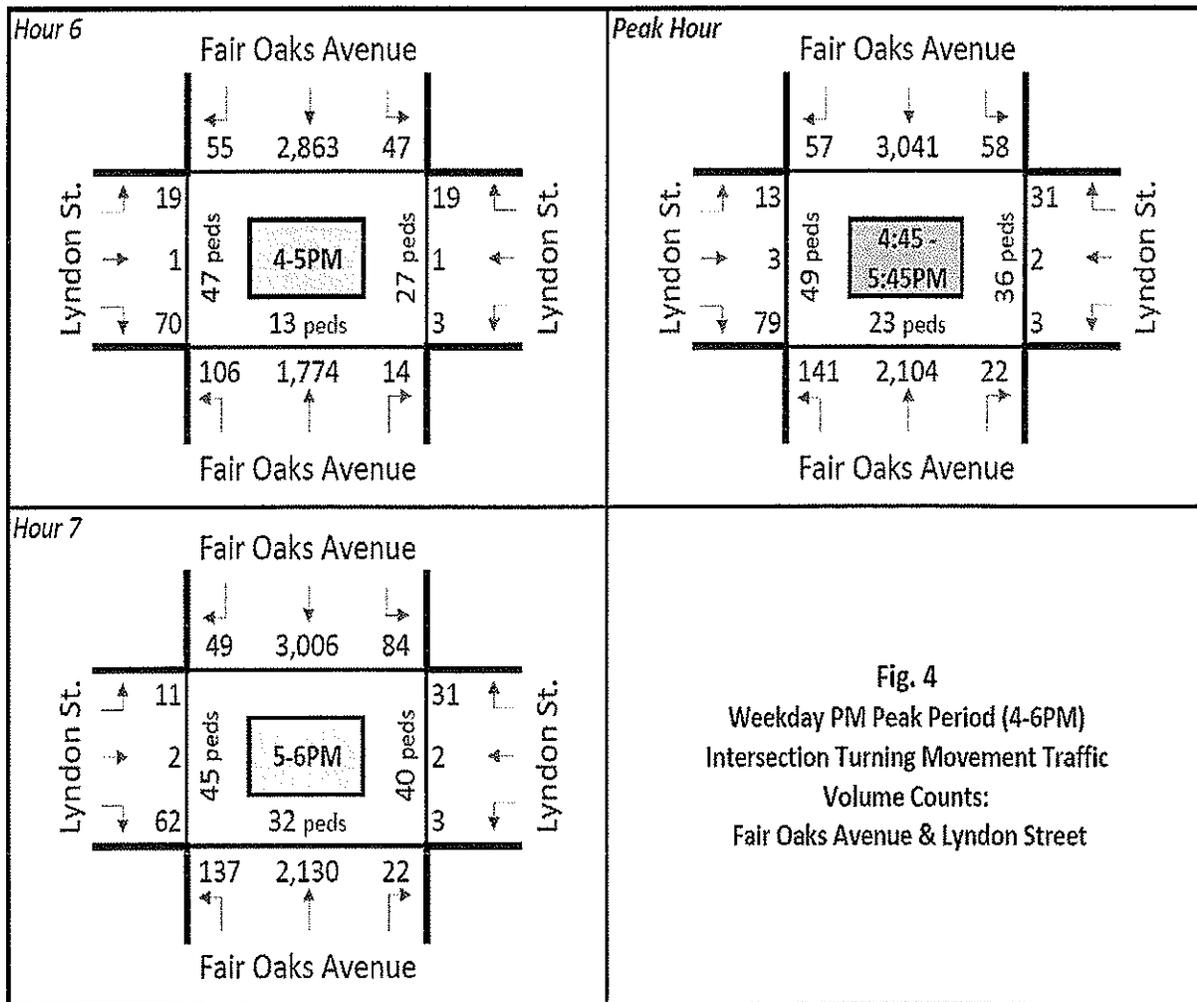
Fair Oaks Avenue is a major north/south arterial from the north city limit to Huntington Drive at its south end. In the vicinity of the subject intersection between Monterey Road and Huntington Drive, Fair Oaks Avenue is 110'-foot wide street with curb, gutter and sidewalk, with three travel lanes per direction divided by a raised landscaped median, temporary one-hour parking allowed in most areas, and an average daily traffic (ADT) volume of 32,450 vehicles per day. The current posted speed limit on this section of Fair Oaks Avenue is 35 miles per hour, with supplemental 25 mile-per-hour speed limit signs posted in the vicinity of the school zone.

Lyndon Street is an undesignated (local) street providing residential access to the surrounding neighborhoods, as well as to South Pasadena High School west of Fair Oaks Avenue. The roadway provides a 32-foot wide section with curb, gutter and sidewalk, and serves east/west traffic with one lane per direction, On-street parking is allowed on both sides of the street. The prima facie speed limit Lyndon Street is 25 miles per hour.

Intersection vehicle and pedestrian traffic counts were collected on a typical Thursday in September (9/24/15), over a seven-hour survey period during the morning (7:00_{AM} - 9:00_{AM}), mid-day (11:00_{AM} - 2:00_{PM}) and afternoon (4:00_{PM} - 6:00_{PM}) peak traffic periods. **Figures 2 through 4** summarize the AM, midday and PM traffic volume data collected by Minagar field staff. Traffic count worksheets and peak-hour breakdowns are provided under **Attachment A**.



Fig. 1 – Study Location



As the major street of the two roadways at the intersection, Fair Oaks Avenue carries the vast majority of traffic at the intersection (98%), while Lyndon Street carries only about 2% of the intersection traffic throughout the day. Over the seven-hour survey period, pedestrian crossing activity was highest on the unmarked east leg crossing (213 peds; average=30/hour), followed by the unmarked west leg crossing (198 peds; average=28/hour) and finally the marked crosswalk on the south leg (77 peds; average=11/hour). No pedestrians were observed to attempt to cross Fair Oaks Avenue on the north leg of the intersection.

At the time of the study it could not be determined what proportion of pedestrians crossing each street was destined to or coming from the nearby middle school. Field staff noted that approaching vehicles typically did not stop at the crosswalk to allow pedestrians waiting on either side of Fair Oaks Avenue to cross the street; rather, motorists tended to yield more often only once pedestrians were already engaged in the crosswalk.



Consideration of Marked Crosswalks

Methodology and Findings

The California MUTCD currently does not prescribe a "warrant" at uncontrolled locations for approving the installation or location of a marked crosswalk. The decision to install crosswalk-type pavement markings across the roadway at a *legal crosswalk* (as defined by the California Vehicle Code) is made through measuring and analyzing the field conditions, reviewing the municipality's overall pedestrian plan, and making appropriate engineering judgment on a case-by-case basis for any given location. Few cities advocate actual "blanket warrant" criteria for installing marked crosswalk lines at uncontrolled locations. However, some of the more commonly considered factors in choosing a location for a marked crosswalk include satisfaction of the following conditions:

- The nearest marked/controlled crosswalk is greater than 300' away.
- Sight distance at the location is adequate for both pedestrians and motorists.
- Few traffic gaps are available for pedestrians to cross the roadway.
- There is an identified crash problem in which a marked crosswalk might help alleviate.
- There are opportunities to install complementary pedestrian enhancements such as:
 - Shortening the crossing distance (e.g., refuge medians, bulb-outs, etc.), especially at long crossing distances or on multi-lane streets.
 - Flashing Yellow Beacon or In-Roadway Warning Light installation (if warranted).
 - Use of high-visibility pavement markings, signage and lighting treatments.

In addition to these factors, the look-up table shown below (developed by the Federal Highway Administration (FHWA)) was used to identify the appropriateness of this location for a marked crosswalk, based on the number of travel lanes, posted/approach speeds, and the ADT of the crossing street in question.

Comparing the characteristics of the crossing roadway (35 MPH approach speed; six lanes of travel; 110'-foot pedestrian crossing distance; 32,400+ vehicles per day) with the matrix below, it was found that the south leg of the intersection is considered to be an unfavorable location for a marked crosswalk by itself to serve the needs of pedestrians crossing the roadway. This is due to the increased crash risk to pedestrians without other pedestrian facility enhancements, such as traffic calming treatments, pedestrian traffic signals, or other crossing improvements which would help in addressing the high travel speeds, traffic volumes, long crossing distances, and the overall exposure of pedestrians to conflicting vehicle traffic.

The FHWA's guideline also recommends that a minimum of 20 pedestrian crossings in the peak hour (or 15 or more if elderly or child pedestrians) be met at the subject crossing location before placing a high priority on using a marked crosswalk without other additional pedestrian facility enhancements. The results of the field data collection show that this minimum threshold was met only once over the course of the seven-hour survey period, from 5:00pm to 6:00pm in which a total of 32 pedestrians crossed Fair Oaks Avenue at this location. On average, only 11





pedestrians per hour (about 1 every six minutes) used the existing marked crosswalk to cross Fair Oaks Avenue.

Fig. 5 - FHWA Recommendations for Considering Marked Crosswalk and Other Needed Pedestrian Improvements at Uncontrolled Locations

	≤ 9,000 ADT			> 9,000 to ≤ 12,000 ADT			> 12,000 to ≤ 15,000 ADT			32,450± vpd > 15,000 ADT		
	≤ 30 mph	35 mph	≥ 40 mph	≤ 30 mph	35 mph	≥ 40 mph	≤ 30 mph	35 mph	≥ 40 mph	≤ 30 mph	35 mph	≥ 40 mph
2 Lanes	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
3 Lanes	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
4+ Lanes, Raised Median	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
4+ Lanes, No Median	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

4+ Lanes, Raised Median
6 + median
35

- Candidate sites for marked crosswalks. Marked crosswalks must be installed carefully and selectively. Before installing new marked crosswalks, an engineering study is needed to determine whether the location is suitable for a marked crosswalk. For an engineering study, a site review may be sufficient at some locations, while a more in-depth study of pedestrian volume, vehicle speed, sight distance, vehicle mix, etc. may be needed at other sites. It is recommended that a minimum of 20 pedestrian crossings per peak hour (or 15 more elderly and/or child pedestrians) exist at a location before placing a high priority on the installation of a marked crosswalk alone.
- Probable candidate sites for marked crosswalks. Potential increase in pedestrian crash risk may occur if marked crosswalks are added without other pedestrian facility enhancements. These locations should be closely monitored and may be considered for enhancements as feasible.
- Marked crosswalks alone are insufficient, since pedestrian crash risk may be increased due to providing marked crosswalks alone. Consider using other treatments, such as traffic-calming treatments, traffic signals with pedestrian signals where warranted, or other substantial crossing improvement to improve crossing safety for pedestrians.

While the minimum recommended pedestrian volume during a singular peak hour was met, considering the high speed, high traffic volume, and lengthy crossing distance on Fair Oaks Avenue, a marked crosswalk is not recommended at this location. Given that there are sufficient nearby crossing opportunities for pedestrians, which are also controlled by dedicated pedestrian traffic signal phases (400' to the north at Monterey Road, and 350' to the south at Bank Street), it is recommended that the existing marked crosswalk on the south leg of the intersection at Fair Oaks Avenue and Lyndon Street be removed.

In removing the existing marked crosswalk the City must comply with its obligation to public notice per CVC section 21950.5:



CVC §21950.5

- (a) *An existing marked crosswalk may not be removed unless notice and opportunity to be heard is provided to the public not less than 30 days prior to the scheduled date of removal. In addition to any other public notice requirements, the notice of proposed removal shall be posted at the crosswalk identified for removal.*
- (b) *The notice required by subdivision (a) shall include, but is not limited to, notification to the public of both of the following:*
 - (1) *That the public may provide input relating to the scheduled removal.*
 - (2) *The form and method of providing the input authorized by paragraph (1).*

Once approved by the South Pasadena City Council, Public Works must notify in writing the police department one to two weeks in advance of the scheduled removal. The notification should include a copy of this warrant analysis and any other basis or resolution for the City's approval to remove the crosswalk. Once removed, it is recommended that the special signs (R9-3 + R3-3P) and/or barricades be considered at the intersection of Fair Oaks Avenue and Lyndon Street prohibiting pedestrian crossing, and directing pedestrians toward either of the adjacent marked crosswalks at Monterey Road or Bank Street.

Should you have any additional questions regarding our assessment, please contact me at (949)727-3399 ext. 2# or by e-mail minagarf@minagarinc.com.

Sincerely,

MINAGAR & ASSOCIATES, INC.

A handwritten signature in cursive script, appearing to read "Fred Minagar".

Fred Minagar, MS, PE, RCE, FITE
President/Contract City Traffic Engineer



Attachment A

Weekday Eight-Hour

Turning Movement Traffic Counts



TO#76: Traffic Study for the Removal of the Existing Crosswalk at the Intersection of Fair Oaks Avenue & Lyndon Street - City of South Pasadena, CA



MINAGAR & ASSOCIATES, INC.

Location:
City of South Pasadena, CA

Traffic Engineering - ITS - Transportation Planning
18662 MacArthur Boulevard, Ste. 435, Irvine, CA 92612
Ph: (949) 727-3399 - Web: minaganinc.com

File Name : 1_FOAV# @ LyndonS
Site Code : 01
Start Date : 9/24/2015
Page No : 1

Groups Printed- All Vehicles - Group 1

Start Time	Lyndon St. Eastbound				Lyndon St. Westbound				Fair Oaks Ave. Northbound				Fair Oaks Ave. Southbound				Int. Total
	Left	Thru	Right	Peds	Left	Thru	Right	Peds	Left	Thru	Right	Peds	Left	Thru	Right	Peds	
07:00 AM	1	0	1	1	1	1	2	0	8	513	2	7	2	327	3	3	872
07:15 AM	4	1	4	1	0	0	7	0	9	569	1	7	2	319	3	3	930
07:30 AM	2	0	3	0	0	0	0	0	13	698	2	15	3	341	5	9	1091
07:45 AM	5	0	17	2	0	1	6	0	45	861	7	40	23	610	10	35	1662
Total	12	1	25	4	1	2	15	0	75	2641	12	69	30	1597	21	50	4555
08:00 AM	0	1	13	1	0	0	13	0	37	749	6	12	19	345	3	7	1206
08:15 AM	1	0	14	0	1	1	5	0	36	532	2	5	3	394	4	2	1000
08:30 AM	0	0	7	0	0	0	8	0	17	504	1	2	4	299	4	3	849
08:45 AM	2	0	5	3	1	0	8	0	32	597	4	0	2	362	6	1	1023
Total	3	1	39	4	2	1	34	0	122	2382	13	19	28	1400	17	13	4078
BREAK																	
11:00 AM	1	3	5	1	0	0	5	0	20	398	1	0	2	371	9	4	820
11:15 AM	2	0	8	2	1	0	3	0	27	376	4	4	17	443	10	0	897
11:30 AM	5	0	6	1	0	0	2	0	7	351	3	0	10	326	6	1	718
11:45 AM	4	0	4	4	0	0	6	0	21	323	6	9	19	401	7	4	808
Total	12	3	23	8	1	0	16	0	75	1448	14	13	48	1541	32	9	3243
12:00 PM	2	0	9	3	0	0	5	0	31	425	2	6	12	606	8	7	1116
12:15 PM	2	0	7	2	0	0	12	0	23	325	2	5	21	453	3	3	858
12:30 PM	1	0	3	1	0	0	5	0	14	205	4	1	10	220	6	3	473
12:45 PM	2	0	6	3	0	0	3	0	15	255	3	5	18	390	3	0	703
Total	7	0	25	9	0	0	25	0	83	1210	11	17	61	1669	20	13	3150
01:00 PM	5	0	13	2	0	0	4	0	21	513	6	8	27	561	11	1	1172
01:15 PM	5	0	6	1	4	0	14	0	10	394	6	8	23	462	7	3	943
01:30 PM	10	0	12	2	5	0	3	0	20	427	4	4	11	498	8	11	1015
01:45 PM	4	0	9	2	1	0	7	0	13	263	4	8	16	451	9	6	793
Total	24	0	40	7	10	0	28	0	64	1597	20	28	77	1972	35	21	3923
BREAK																	
04:00 PM	4	0	7	8	1	0	4	0	28	389	2	9	9	651	12	14	1138
04:15 PM	7	0	23	2	1	1	4	0	34	513	6	12	20	680	8	15	1326
04:30 PM	5	0	11	3	1	0	7	0	22	391	1	0	14	738	20	10	1223
04:45 PM	3	1	29	0	0	0	4	0	22	481	5	6	4	794	15	8	1372
Total	19	1	70	13	3	1	19	0	106	1774	14	27	47	2863	55	47	5059
05:00 PM	2	0	20	14	0	0	12	0	27	485	7	21	28	778	14	19	1427
05:15 PM	7	2	11	6	1	2	9	0	34	567	6	2	15	759	12	11	1444
05:30 PM	1	0	19	3	2	0	6	0	58	571	4	7	11	710	16	11	1419
05:45 PM	1	0	12	9	0	0	4	0	18	508	5	10	30	759	7	4	1367
Total	11	2	62	32	3	2	31	0	137	2131	22	40	84	3006	49	45	5657
Grand Total	88	8	284	77	20	6	168	0	662	13183	106	213	375	14048	229	198	29665
Apprch %	19.3	1.8	62.1	16.8	10.3	3.1	86.6	0	4.7	93.1	0.7	1.5	2.5	94.6	1.5	1.3	
Total %	0.3	0	1	0.3	0.1	0	0.6	0	2.2	44.4	0.4	0.7	1.3	47.4	0.8	0.7	
All Vehicles	88	8	284	77	20	6	168	0	662	13183	106	213	375	14048	229	198	29665
% All Vehicles	100	100	100	100	100	100	100	0	100	100	100	100	100	100	100	100	100
Group 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% Group 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0



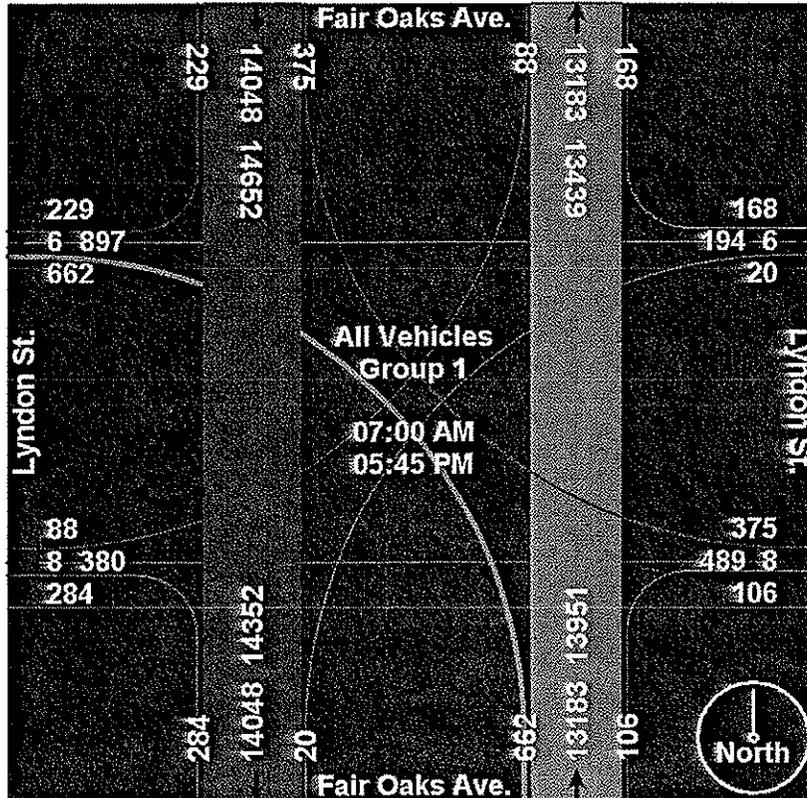


MINAGAR & ASSOCIATES, INC.

Location:
City of South Pasadena, CA

Traffic Engineering - ITS - Transportation Planning
18662 MacArthur Boulevard, Ste. 435, Irvine, CA 92612
Ph: (949) 727-3399 - Web: minagarinc.com

File Name : 1_FOAv# @ LyndonSt
Site Code : 01
Start Date : 9/24/2015
Page No : 2



TO#76: Traffic Study for the Removal of the Existing Crosswalk at the Intersection of Fair Oaks Avenue & Lyndon Street - City of South Pasadena, CA



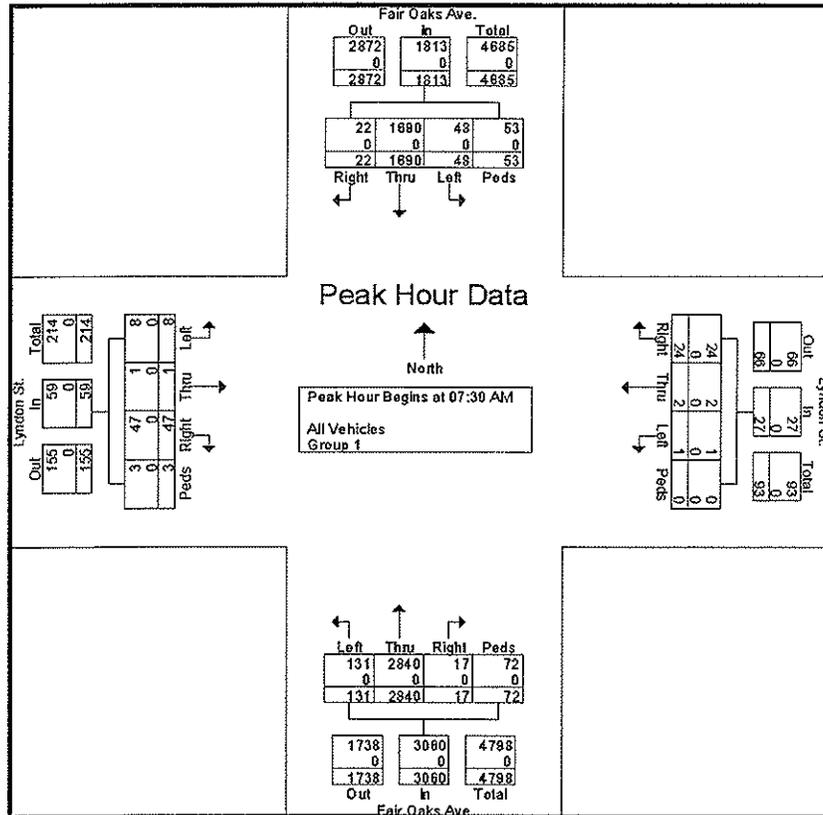
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Start Time	Lyndon St. Eastbound					Lyndon St. Westbound					Fair Oaks Ave. Northbound					Fair Oaks Ave. Southbound					Int. Total	
	Left	Thru	Right	Peds	App. Total	Left	Thru	Right	Peds	App. Total	Left	Thru	Right	Peds	App. Total	Left	Thru	Right	Peds	App. Total		
Peak Hour Analysis From 07:00 AM to 08:45 AM - Peak 1 of 1 Peak Hour for Entire Intersection Begins at 07:30 AM																						
07:30 AM	2	0	3	0	5	0	0	0	0	0	13	698	2	15	728	3	341	5	9	358	1091	
07:45 AM	5	0	17	2	24	0	1	6	0	7	45	861	7	40	953	23	610	10	35	678	1662	
08:00 AM	0	1	13	1	15	0	0	13	0	13	37	749	6	12	804	19	345	3	7	374	1206	
08:15 AM	1	0	14	0	15	1	1	5	0	7	36	532	2	5	575	3	394	4	2	403	1000	
Total Volume	8	1	47	3	59	1	2	24	0	27	131	2840	17	72	3060	48	1690	22	53	1813	4959	
% App. Total	13.6	1.7	79.7	5.1		3.7	7.4	88.9	0		4.3	92.8	0.6	2.4		2.6	93.2	1.2	2.9			
PHF	400	250	691	375	615	250	500	462	000	519	728	825	607	450	803	522	693	550	379	669	746	
All Vehicles	2840																				1690	100
% All Vehicles	100	100	100	100	100	100	100	100	0	100	100	100	100	100	100	100	100	100	100	100	100	
Group 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
% Group 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	



TO#76: Traffic Study for the Removal of the Existing Crosswalk at the Intersection of Fair Oaks Avenue & Lyndon Street - City of South Pasadena, CA



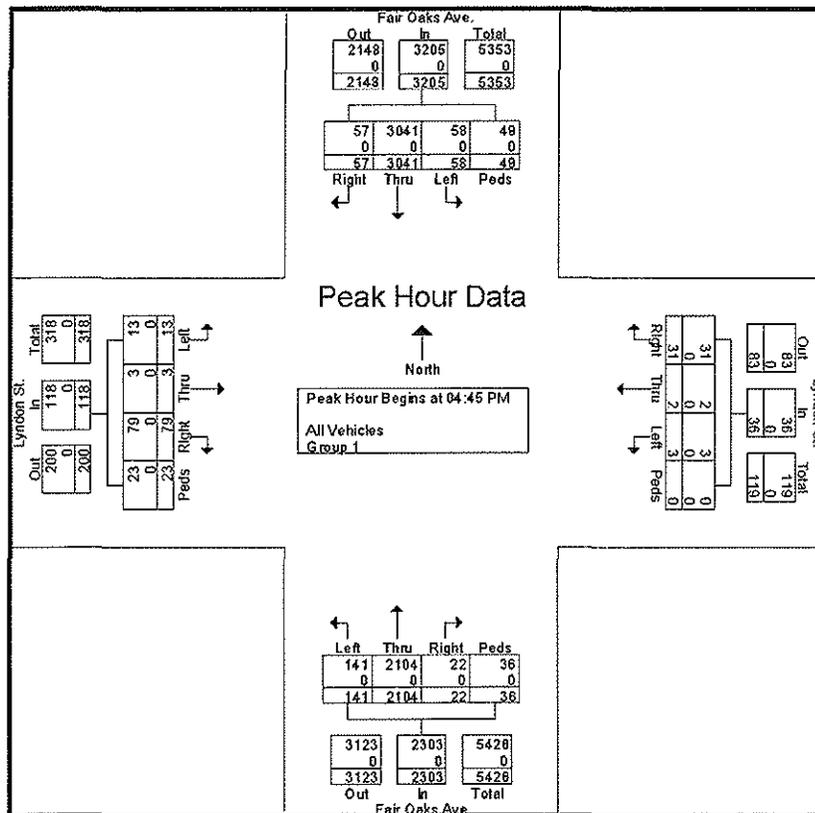
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File Name : 1_FOAv# @ LyndonSt
Site Code : 01
Start Date : 9/24/2015
Page No : 5

Start Time	Lyndon St. Eastbound					Lyndon St. Westbound					Fair Oaks Ave. Northbound					Fair Oaks Ave. Southbound					Int. Total
	Left	Thru	Right	Peds	App. Total	Left	Thru	Right	Peds	App. Total	Left	Thru	Right	Peds	App. Total	Left	Thru	Right	Peds	App. Total	
Peak Hour Analysis From 04:00 PM to 05:45 PM - Peak 1 of 1																					
Peak Hour for Entire Intersection Begins at 04:45 PM																					
04:45 PM	3	1	29	0	33	0	0	4	0	4	22	481	5	6	514	4	794	15	8	821	1372
05:00 PM	2	0	20	14	36	0	0	12	0	12	27	485	7	21	540	28	778	14	19	839	1427
05:15 PM	7	2	11	6	26	1	2	9	0	12	34	567	6	2	609	15	759	12	11	797	1444
05:30 PM	1	0	19	3	23	2	0	6	0	8	58	571	4	7	640	11	710	16	11	748	1419
Total Volume	13	3	79	23	118	3	2	31	0	36	141	2104	22	36	2303	58	3041	57	49	3205	5662
% App. Total	11	2.5	66.9	19.5		8.3	5.6	86.1	0		6.1	91.4	1	1.6		1.8	94.9	1.8	1.5		
PHF	464	375	681	411	819	375	250	646	000	750	608	921	786	429	900	518	957	891	645	955	980
All Vehicles	3041																				
% All Vehicles	100	100	100	100	100	100	100	100	0	100	100	100	100	100	100	100	100	100	100	100	100
Group 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% Group 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0



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City of South Pasadena Agenda Report

Robert S. Joe, Mayor
Diana Mahmud, Mayor Pro Tem
Michael A. Cacciotti, Councilmember
Marina Khubesian, M.D., Councilmember
Richard D. Schneider, M.D., Councilmember

Evelyn G. Zneimer, City Clerk
Gary E. Pia, City Treasurer

COUNCIL AGENDA: December 16, 2015
TO: Honorable Mayor and City Council
VIA: Sergio Gonzalez, City Manager 
FROM: Arthur Miller, Chief of Police
Brian Solinsky, Police Captain 
Paul Riddle, Deputy Fire Chief
SUBJECT: **Award Contract in the Amount of \$23,900 to R.E. Patterson and Associates for the South Pasadena Emergency Operations Plan**

Recommendation

It is recommended that the City Council:

1. Accept a proposal dated November 5, 2015 from R.E. Patterson and Associates to research and write the City of South Pasadena (City) Emergency Operations Plan (EOP) and authorize the City Manager to execute an agreement with R.E. Patterson and Associates for a not-to-exceed amount of \$23,900;
2. Reject all other proposals received; and
3. Authorize a budget transfer in the amount of \$23,900 from the General Fund reserves.

Fiscal Impact

This project has not been budgeted in the Fiscal Year 2015-16 budget. A budget transfer from General Fund reserves is requested to cover the cost of the EOP.

Commission Review and Recommendation

This matter has been reviewed by the Public Safety Commission (PSC). The PSC supports the purposed award of contract to R.E. Patterson and Associates and the transfer of General Fund reserves in the amount of \$23,900.

Background

The EOP identifies the City's emergency planning, organization, and response policies and procedures. The EOP also addresses the integration and coordination with other governmental agencies, special districts, and non-governmental organizations involved in emergency preparedness, management and response operations. By its nature, an Emergency Operations Plan is a living document. In as much that processes, guidance, and protocols will change and so too must this document.

The City's Office of Emergency Management, within the Police and Fire Department, is

responsible for reviewing the entire EOP on an annual basis, and coordinating the revision of the plan as required. Formal revision of this plan will be completed every three years, consistent with federal guidelines to qualify for reimbursement under the Robert T. Stafford Disaster Relief and Emergency Assistance Act. The framework for these guidelines comes from the National Incident Management System (NIMS) and the Incident Command System (ICS). Both of these systems have been developed by the Federal Emergency Management Agency (FEMA) to standardize emergency response across various governmental and non-governmental agencies.

The last revision to this EOP and adoption by resolution was in 2012. In 2013, the emergency management function was absorbed by the Police Department. A complete review of the program and revision was initiated to update the plan and City preparedness.

Analysis

A request for proposals was issued in September 2015. Proposals were received from the following three firms:

- Rohde and Associates
- R.E. Patterson and Associates
- Terra Firra Enterprises

Section 4526 of the Government Code states that professional services contracts are to be bid based on qualifications rather than on price:

Notwithstanding any other provision of law, selection by a state or local agency head for professional services of private architectural, landscape architectural, engineering, environmental, land surveying, or construction project management firms shall be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required.

After ranking the proposals and conducting interviews with the short-listed firms, staff determined R.E. Patterson and Associates to be the most qualified consultant for the City's new EOP.

R.E. Patterson is a smaller consulting firm specializing in emergency operations and hazardous mitigation, with over 10 years in the industry. R.E. Patterson and Associates employs nationally recognized staff and consult on both state and federal disasters. R.E. Patterson and Associates have recently completed similar EOP projects from the cities of Scotts Valley, Concord, Los Altos, and Discovery Bay. Their principal is a former Police Captain, so he is familiar with municipal processes and procedures.

Emergency Operations Plan Proposal
December 16, 2015
Page 3 of 3

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. Agreement R. E. Patterson and Associates

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ATTACHMENT 1
R.E. Patterson and Associates

R.E. PATTERSON AND ASSOCIATES
EMERGENCY MANAGEMENT PLANNING & TRAINING

November 5, 2015

Captain Brian Solinsky
South Pasadena Police Department
1422 Mission Street
South Pasadena, CA 91030-3299

Dear Brain:

Thank you for your interest in allowing R.E. Patterson and Associates to participate in the process of obtaining Emergency Management planning and training services for the City of South Pasadena. Based on our discussion, I would propose the following:

1. Development of a multi-hazard Emergency Operations Plan (EOP) that is consistent with the State of California's Standardized Emergency Management System (SEMS.) The plan is intended to be used by City staff in your Emergency Operations Center (EOC) during emergencies or disasters. It would include the basic information contained in SEMS compliant EOPs, as well as EOC positional checklists and City-specific appendices and annexes that would be used by EOC personnel during an activation.
2. Develop and conduct a basic EOC Positional Training Course specific to the City. The training would include how your EOC would operate during emergencies or disasters, what roles City personnel would have in the Center, and the features of the new EOP. Immediately following the training, a tabletop exercise would be conducted to instill the training, as well as to test the features of the draft EOP. The combined time for the training course and tabletop exercise is anticipated to be 4 hours in length. I would provide 5 (five) copies of the draft EOP for the exercise, as well as all exercise handout materials.

Following the exercise, the final version of the EOP would be developed. I would provide you with 1 (one) hard copy and 3 (three) copies on memory stick. The cost for these two projects is **\$23,900.00**.

Should you have any questions or comments, please feel free to contact me via email at russell_patterson@sbcglobal.net, or on my cell at (408) 718-0004.

Sincerely,



Russ Patterson
Principal, R.E. Patterson and Associates

Web: www.repattersonandassociates.com