



**CITY OF SOUTH PASADENA FINANCE  
COMMISSION REGULAR MEETING  
AGENDA**

**Commissioners to participate via ZOOM**  
**Meeting ID:820 1413 0276**  
**Password:707759**  
**December 16, 2021, at 6:30 pm.**

**CALL TO ORDER:** Commission Chair Elsner

**ROLL CALL:** Vice Chair Choi, Commissioners  
Tao, Findley, Wood, and City Treasurer Pia

**COUNCIL LIAISON:** Council Member, Jack Donovan

**STAFF PRESENT:** Interim Finance Director, Ken Louie

**NOTICE OF PUBLIC PARTICIPATION AND ACCESSIBILITY**

Pursuant to Executive Order(s), and to ensure the health and safety of the public, staff, and the Finance Commission as the Council Chambers will be open to the public for the meeting and members of the public may attend and/or participate in the in-person meeting, all are kindly reminded to follow Los Angeles County Public Health and CDC regulations and guidelines that are in place and may be posted. The In-Person Hybrid meeting will be conducted live in the City Council Chambers and on Zoom.

The Meeting will be available -

- In Person: Council Chamber – 1424 Mission St
- Via web link: [www.southpasadenaca.gov/financecommission](http://www.southpasadenaca.gov/financecommission) and
- Via Zoom: <https://us06web.zoom.us/j/82014130276?pwd=Q1B1S1R6RzV2WExJcnp0bTl3S1ZjQT09>

If you would like to comment on an agenda item, or make a general public comment, members of the public may submit their comments for Finance Commission’s consideration by one of the following options:

**Option 1:** Participants will be able to “raise their hand” using the Zoom icon during the meeting, and they will have their microphone un-muted during comment portions of the agenda to speak.

**Option 2:** Email your public comment(s) to [fcpubliccomment@southpasadenaca.gov](mailto:fcpubliccomment@southpasadenaca.gov)  
Public Comments must be received by 6 p.m., December 15, 2021 to ensure adequate time to compile and post. Public Comment portion of the email is limited to 150 words. Please make sure to indicate: 1) your name; 2) what agenda item you are submitting public comment on, or if it is a general public comment.

**ACTION/DISCUSSION**

1. Sales Tax Update
2. Fees update
3. Investment Strategy
4. Review and approve CY 2022 Calendar & Work Plan
5. Finance Dept. Policy and Procedures Update
6. FY 2021 ACFR Status (on every agenda)
7. Elect Commission Chair and Vice Chair
8. Approval of Minutes from the October 7, 2021 Meeting

**ADJOURNMENT**

**FUTURE FINANCE COMMISSION MEETINGS**

TBD

Hybrid In-Person

**PUBLIC ACCESS TO AGENDA DOCUMENTS**

Prior to meetings, agenda related documents are available for public inspection at, City Hall, 1414 Mission Street, South Pasadena, CA 91030. The complete agenda packet may also be viewed on the City’s website at: [www.southpasadenaca.gov/financecommission](http://www.southpasadenaca.gov/financecommission)

**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 Chamber. 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).

*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, and on the City’s website as required by law.*

Date 12/13/2021

Interim Finance Director – Kenneth Louie



# Finance Commission Agenda Report

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**DATE:** December 16, 2021  
**FROM:** Ken Louie, Interim Finance Director  
**SUBJECT:** Sales Tax Update

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## **Recommendation**

It is recommended that the Finance Commission receive and file report. .

## **Background**

The City uses The HDL Companies – Sales Tax Division (“HDL”) to monitor, analyze and report the Sales Tax activity of the City. This enables management to evaluate and make long-term fiscal decisions based on economic trends. HDL generally meets with staff on a quarterly basis.

## **Discussion/Analysis**

### HDL SALES TAX UPDATE

Here is a summarized version of our quarterly sales tax update:

#### The Big Picture

The City of South Pasadena experienced a 17.9% increase in Sales Tax receipts over the same quarter last year. The significant growth is due to last year’s severe impact from COVID-19 as the City and Nation attempt to rebound. Nearly all business sectors locally and nationally enjoyed double-digit gains in sales tax receipts over last year.

Restaurant sales posted their first gain in nine quarters, gaining 74.1% as casual dining rebounded sharply. This is important because many of South Pasadena’s Top 25 sales tax producers are “fast-casual”.

#### Effects of AB147 “The Wayfair Decision”

The primary effect of “Wayfair” is that it redirected online taxable sales from the county pool to the specific warehouse it was processed out of. This now would make those warehouses the new “point of sale” and generate local sales tax to those housing municipalities. While South Pasadena’s portion of the countywide tax pool dropped by 5.6%, the total dollars received remained steadfast as more consumers flocked to the internet for their purchases. This has been a long-term trend that has intensified due to the pandemic.

Measure “A”

The City’s new transaction tax continues to grow and be a solid source of General Fund revenue. Because it is a “transaction tax” and not a “Bradley-Burns” traditional sales tax, the City receives the full .75% and it is not subject to “Wayfair” legislation. Items purchased online and delivered to South Pasadena addresses will net the City the full .75% of transaction tax.

Conclusion

Each business sector is beginning to slowly climb back towards regular production/activity levels. Despite the slow recovery in traditional sales tax, the City remains in line with budget projections due to strong Measure A – transaction taxes received. At this point in time, the City is still expected to match its budgeted sales tax projection.

**Fiscal Impact**

N/A

**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.

# CITY OF SOUTH PASADENA

## SALES TAX UPDATE

### 2Q 2021 (APRIL - JUNE)



#### SOUTH PASADENA

TOTAL: \$ 589,269

17.9%  
2Q2021



40.9%  
COUNTY

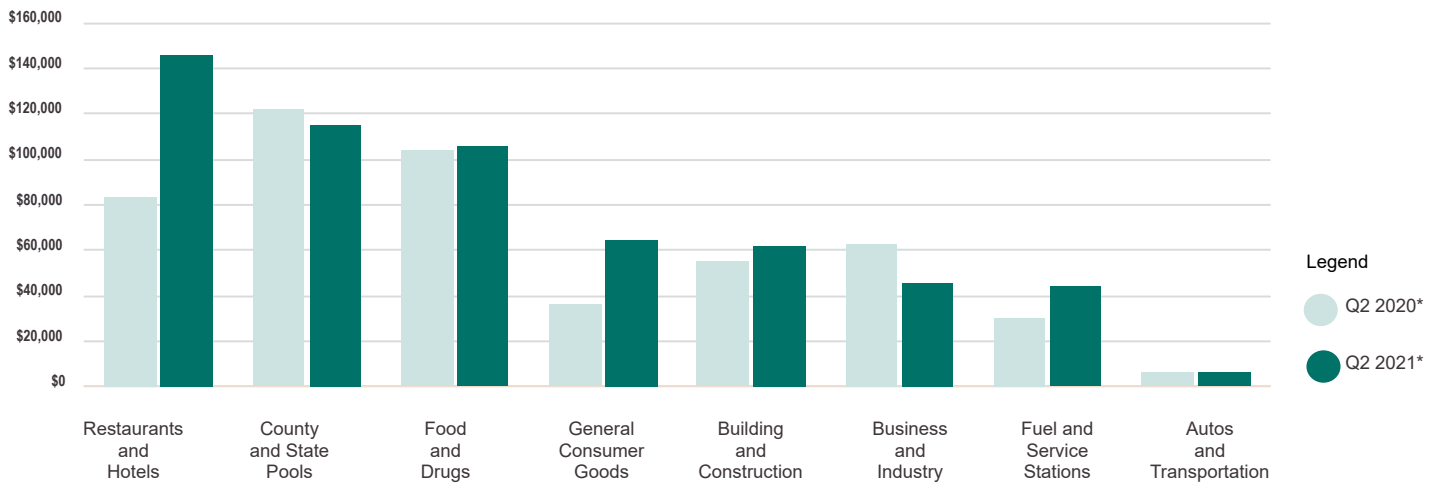


37.3%  
STATE



*\*Allocation aberrations have been adjusted to reflect sales activity*

#### SALES TAX BY MAJOR BUSINESS GROUP



#### Measure A

TOTAL: \$643,190

41.3%



#### CITY OF SOUTH PASADENA HIGHLIGHTS

South Pasadena's receipts from April through June were 17.9% above the second sales period in 2020. This growth is due to comparison to the first full quarter that was severely impacted by Covid-19 restrictions following the onset of the pandemic and resulting large double-digit gains in multiple business sectors. Despite the rebound, many of the industry groups performed below pre-Covid levels.

Restaurants sales posted their first gain in nine quarters, gaining 74.1% as casual dining rebounded sharply. Similarly, fuel sales grew for the first time in seven quarters, up 45.3% on higher gas prices and increased demand. General retail

sales started to rebound in the first quarter and continued that trend, rising 77.3%.

Building and construction materials and supplies remained strong, increasing 12.6%, the seventh consecutive quarterly growth. Food and drugs posted a modest 1.7% gain, while business and industry lost 26.8%.

The City's allocation from the countywide use tax pool dropped 5.6%. Taxable sales for all of Los Angeles County grew 40.9% over the comparable time period; the Southern California region was up 40.3%.



#### TOP 25 PRODUCERS

- |                             |                        |
|-----------------------------|------------------------|
| Ace Hardware                | Panda Express          |
| Art Pic                     | Ralphs                 |
| Bristol Farms               | Raymond Restaurant     |
| G & M Oil                   | Rite Aid               |
| Gus's BBQ                   | Shakers & Canoe House  |
| Hi Life Burgers             | Shell                  |
| Jennifer Bevan Interiors    | Tokoro Restaurant      |
| M3 Office                   | Tomato Pie Pizza Joint |
| Mamma's Brick Oven Pizza    | Trader Joes            |
| McDonalds                   | Urban Pet              |
| Mike & Annes                | Vons & Pavilions       |
| Mission Arco                |                        |
| Mission Tile West           |                        |
| Mission West Kitchen & Bath |                        |



**STATEWIDE RESULTS**

The local one cent sales and use tax from sales occurring April through June, was 37% higher than the same quarter one year ago after factoring for accounting anomalies and back payments from previous quarters.

The 2<sup>nd</sup> quarter of 2020 was the most adversely impacted sales tax period related to the Covid-19 pandemic and Shelter-In-Place directive issued by Governor Newsom. The 2Q21 comparison quarter of 2Q20 was the lowest since 2Q14 due to indoor dining restrictions at most restaurants; non-essential brick and mortar store closures; and employee remote/work from home options which significantly reduced commuting traffic and fuel sales. Therefore, similar to the 1st quarter 2020 comparison, dramatic percentage gains for 2Q21 were anticipated and materialized.

Up to this point through California's recovery, we've seen some regions experience stronger gains than others. However, with the latest data and the depths of declines in the comparison period, statewide most regions saw very similar growth.

Within the results, prolonged gains by the auto-transportation and building-construction industries generated higher receipts. Although the explosion of sales by new and used car dealers has come as welcome relief, the latest news of inventories being stretched thin due to the micro processing chip issues earlier in the year may result in a headwind into 2022. Conversely for the building-construction group, as housing prices in many markets increased over the last year, sustained available homeowner and investor equity is in place for the foreseeable future. Receipts from general consumer goods marked a steady and expected come back, led by family apparel, jewelry and home furnishing stores. When combined with solid greater economic trends, this is a welcome

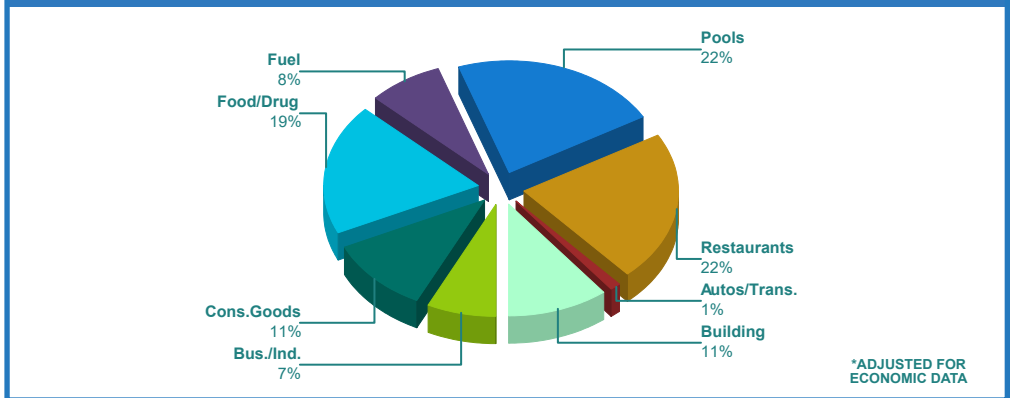
sign for many companies as a lead up to the normal holiday shopping period later this calendar year.

As consumers flock back into retail locations and with AB 147 fully implemented, growth from the county use tax pools - largely enhanced by out-of-state online sales activity - returned to more traditional gains of 9%. These results also included the reallocation of tax dollars previously distributed through the countywide pools to specific local jurisdictions that operate in-state fulfillment centers. Thus, the business and industry category, where fulfillment centers, medical-biotech vendors and garden-agricultural supplies are shown, jumped 26%.

In June, many restaurants reopened indoor dining. Given consumer desires to eat out and beautiful spring weather, all categories experienced a strong, much-needed rebound. However, labor shortages and a rise in menu prices continue to be a concern.

Looking ahead, sustained sales tax growth is still anticipated through the end of the 2021 calendar year. Inflationary effects are showing up in the cost of many taxable products. Pent up demand for travel and experiences, the return of commuters with more costly fuel, and labor shortages having upward pressure on prices may begin to consume more disposable income and tighten growth by the start of 2022.

**REVENUE BY BUSINESS GROUP**  
South Pasadena This Fiscal Year\*



**TOP NON-CONFIDENTIAL BUSINESS TYPES**

South Pasadena Business Type	Q2 '21	Change	County Change	HdL State Change
Grocery Stores	84,917	4.0% ↑	-0.9% ↓	-0.9% ↓
Casual Dining	75,446	103.2% ↑	145.5% ↑	130.2% ↑
Service Stations	43,565	45.3% ↑	85.5% ↑	73.9% ↑
Quick-Service Restaurants	40,579	29.5% ↑	31.9% ↑	28.9% ↑
Fast-Casual Restaurants	22,950	69.9% ↑	43.7% ↑	43.8% ↑
Home Furnishings	14,230	53.7% ↑	88.4% ↑	88.3% ↑
Specialty Stores	13,006	23.8% ↑	71.7% ↑	67.7% ↑
Electronics/Appliance Stores	11,890	36.6% ↑	102.3% ↑	52.6% ↑
Business Services	6,912	0.1% ↑	27.0% ↑	30.8% ↑
Light Industrial/Printers	6,674	-26.7% ↓	18.5% ↑	19.4% ↑

\*Allocation aberrations have been adjusted to reflect sales activity



# Finance Commission Agenda Report

ITEM NO. \_\_\_\_\_

**DATE:** December 16, 2021  
**FROM:** Ken Louie, Interim Finance Director  
**SUBJECT:** Fee Updates

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## **Recommendation**

It is recommended that the Finance Commission review and approve proposed fee updates.

## **Background**

The City charges user fees for the purpose of recouping all or a portion of the cost of providing a particular service. Proposition 218, which became effective in 1997, precludes cities from charging in excess of true cost. However, cities should still attempt to charge the appropriate amount to cover the cost of the service. This avoids the situation where the user is in fact subsidized by the City.

## **Discussion/Analysis**

At this time, the City is bringing forth four proposed fee updates which, if approved will aid the City in attempting to recoup a greater portion of its cost. They are:

- 1) Increase in credit card transaction fees from .5% to 2%
- 2) Allow City to charge actual staff cost of attendant at rented facilities
- 3) Return the water late fee to former level
- 4) Adjust the cost of inspection for a non-profit business license

### Recommendation #1: Increase credit card fees

The City currently charges only a .5% fee (half-cent per dollar) for each transaction. For that same transaction, the City is paying from 2.2% to 4.63% (2.20 cents – 4.63 cents per dollar). The City is therefore subsidizing these transaction for individual users. At this time, staff is re-introducing the Finance Commission's recommendation on May 20, 2021 to adjust the transaction fee to 2%. This will help recoup a greater portion of the cost borne by the City.

### Recommendation #2: Charge actual cost for facility rental attendant

When renting a facility, the renter reserves the facility, pays for staff, and must obtain insurance for the use of the facility. The renter submits a facility reservation form to the Community Services Department for approval. Once approved, the renter must pay the deposit fee as the reservation is taken. The reservation and staff attendant fees must be paid 30 days before the reservation.

Insurance must be submitted at this time. The current staff rate is \$42 an hour, which is higher than the fully burden rate of an hourly Recreation Leader. Staff is requesting to be able to change the hourly \$42 charge to “Actual Cost.” This would allow staff to place the actual estimated cost of an on-premises Recreation Leader on the deposit form. The staff member would list the price on the quote sheet and subsequently the deposit slip. Currently, the City is periodically overcharging for staff costs if the event is of a shorter duration. By changing the fee to read “Actual Cost”, a more accurate amount will be charged.

### Recommendation #3: Reinstate Water Delinquent Fees

The former fee schedule included an appropriate 5% fee for delinquent accounts. However, when the fee schedule was updated in Fiscal Year 2018-2019, the delinquent fee was accidentally omitted. At this time, staff is seeking to reinstate this fee effective January 2022.

### Recommendation #4: Discuss and give direction on business license inspection fee for non-profit

Previously Non-profits paid only the State fee of \$4 and a renewal fee of \$5. The new South Pasadena Fire Department rates (adjusted per recent fee study) would increase their fees exponentially as they are based on square footage. The new fee schedule is silent with regards to non-profit discounts. Therefore, staff is currently charging the full price. Staff is requesting that the Finance Commission review, discuss and make a recommendation on a fee/non-fee for non-profits.

### **Fiscal Impact**

The eventual approval and implementation of City fees to a more cost-appropriate level will aid the City is more accurately charging the appropriate fee for service.

### **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.

### Attachments

1. Current Fee Schedule
2. Business License Fees
3. October 2021 Merchant Statement - Credit Fees Charged



Fee No.	Fee Title	Adopted Fee FY 21-22
<b>BUILDING</b>		
	Building Permit & Plan Check	See LA County Fee Schedule
<b>CITY</b>		
1	Duplication - FPPC Regulations	\$0.10
2	Digital Records Duplication (Formerly: Duplication - CD/DVD)	\$16.00
3	Duplication - Photocopy	\$0.10
4	Filing Fees - Candidates Nominations (Per CA Election Code Section 10228)	\$25.00
5	Filing Fees - Initiative Petition (Per CA Election Code 9292(b))	\$200.00
<b>COMMUNITY SERVICES</b>		
<b>CAMP MED FEES:</b>		
6	Camp Med - Five Day Rate - 1st Child - Resident	\$157.00
7	Camp Med - Five Day Rate - Each Additional Child - Resident	\$146.00
8	Camp Med - Five Day Rate - 1st Child - Non-Resident	\$176.00
9	Camp Med - Five Day Rate - Each Additional Child - Non-Resident	\$166.00
10	Camp Med - Thanksgiving Week - 1st Child	\$97.00
11	Camp Med - Thanksgiving Week - Each Additional Child	\$92.00
12	Camp Med After School - Five Day Rate - 1st Child	\$94.00
13	Camp Med After School - Five Day Rate - Each Additional Child	\$89.00
14	Camp Med - Late Fee After First 5 Minutes - per minute	\$3.10
<b>FIELD AND OPEN SPACE RENTAL FEES:</b>		
<b>Garfield / Arroyo Park:</b>		
15	Sport Fields -- Non-Profit (Less than 50% contributor) (per hr)	\$53.00
16	Sports Fields -- Non-Profit (Contributor) (per hr)	\$0.00
17	Sport Fields - Resident (per hr.)	\$42.00
18	Sports Field - Non-Resident (per hr)	\$53.00
19	Gazebo Rental - Resident (4 hr block)	\$84.00
20	Gazebo Rental - Non-Resident (4 hr block)	\$125.00
21	Picnic Areas -- Deposit for Groups > 50 Persons resident	\$47.00
22	Picnic Areas -- Deposit for Groups > 50 Persons non-resident	\$57.00
23	Tennis Courts -- Sports Teams -- OG & Garfield Parks	\$52.00
24	Tennis Courts -- Instructions -- OG & Garfield Parks	\$52.00
<b>OG Rec Center Rental Fees:</b>		
25	Security Deposit	\$261.00
26	Non-Profit (per hr)	\$31.00
27	Resident (per hr)	\$31.00
28	Non-Resident (per hr)	\$42.00
29	Youth Groups - local (up to 2 hrs)	\$10.00
<b>Eddie Park House Rental Fees:</b>		
30	Security Deposit	\$261.00
31	Non-Profit (per hr)	\$94.00
32	Resident (per hr)	\$84.00
33	Non-Resident (per hr)	\$104.00
34	Event (4 hr block) Resident Only	\$157.00
35	Youth Groups - local (up to 2 hrs)	\$10.00
<b>Garfield Youth House Rental Fees:</b>		
36	Security Deposit	\$261.00
37	Non-Profit (per hr)	\$73.00
38	Resident (per hr)	\$63.00
39	Non-Resident (per hr)	\$104.00
40	Event (4 hr block) Resident Only	\$157.00
41	Youth Groups - local (up to 2 hrs)	\$10.00
<b>War Memorial Rental Fees:</b>		
42	Security Deposit	\$522.00
43	War Memorial -- Non-Profits (per hr)	\$115.00
44	War Memorial -- Resident (per hr)	\$104.00
45	War Memorial -- Non-Resident (per hr)	\$136.00

46	War Memorial -- Non-Profits -- Prime Time	\$183.00
47	War Memorial -- Resident / Local Business (per hr) -- Prime Time	\$172.00
48	War Memorial -- Non-Resident (per hr) -- Prime Time	\$204.00
49	War Memorial -- Lower Floor -- Non-Profits (per hr)	\$89.00
50	War Memorial -- Lower Floor -- Resident (per hr)	\$78.00
51	War Memorial -- Lower Floor -- Non-Resident (per hr)	\$104.00
52	War Memorial - Use of Kitchen (per event / use)	\$52.00
53	War Memorial - Use of Kitchen - Prime Time	\$157.00
	<b>Senior Center Rental Fees:</b>	
54	Security Deposit	\$261.00
55	Main Room - Non-Profits (per hr)	\$94.00
56	Main Room - Resident (per hr)	\$84.00
57	Main Room - Non-Resident (per hr)	\$104.00
58	Conference Room -- Non- Profits (per hr)	\$31.00
59	Conference Room -- Resident / Local Business (per hr)	\$31.00
60	Conference Room -- Non-Resident (per hr)	\$42.00
61	Kitchen Use (per event / use)	\$52.00
	<b>Senior Center Programs:</b>	
62	Hot Meals - Senior 55 & Over / Disabled Persons	\$2.75
63	Hot Meals - Persons Under 55	\$5.00
64	Home Delivered Meals - Senior 55 & Over / Disabled Persons	\$3.00
65	Senior Center Membership - single person Over 55	\$25.00
66	Senior Center Membership - couples Over 55	\$35.00
67	Computer Lab Printing	\$0.20
68	Leisure Classes - Seniors	Varies
69	Coffee	\$1.00
	<b>Dial-A-Ride Fees:</b>	
70	Senior Resident (Registered) 55>	\$0.50
71	Disabled Resident (Registered)	\$0.50
72	Caregiver	\$0.00
73	MTA Bus Pass - Senior 62 & Over	\$10.00
74	MTA Bus Pass - Disabled Persons	\$10.00
	<b>Miscellaneous Fees:</b>	
75	Breakfast with Santa Event	\$21.00
76	Spring Family Event - Presale	\$10.00
77	Spring Family Event - Day of Event	\$16.00
78	Booth Rental - All Facilities - per booth	\$52.00
79	Event -Vendor/Catering Booth - per vendor/ booth	\$104.00
80	Snow Day - Presale	\$16.00
81	Snow Day - Day of the Event	\$21.00
82	Leisure Classes	Varies
83	Refund Processing Fee	\$20.00
84	Additional Staff (Cleanup and Supervision)	\$42.00
85	Additional Staff (Alcohol)	\$42.00
	<b>FINANCE</b>	
	<b>Miscellaneous Fees:</b>	
86	NSF Check Fee (CA Civil Code Section 1719)	\$25.00
87	Credit Card Transaction Fee (Percentage of Transaction Cost)	.25%
	<b>FIRE</b>	
	<b>Fire Emergency Medical Services:</b>	
88	Advance Life Support	\$2,299.00
89	Basic Life support	\$1,533.00
90	Treat No Transport	\$547.00
91	Other EMS Fees	LA County Fee
92	Paramedic Program - Residential	\$84.00
93	Paramedic Program - Residential (6 months or less)	\$42.00
94	Paramedic Program - Business	\$94.00
95	Paramedic Program - Business (6 months or less)	\$47.00
	<b>Standby Fees:</b>	
96	Engine Company - (Use or Standby)	\$590.00
97	Ambulance	\$358.00

\*Credit Card Fee to be assessed by the council for an increase (Fee # 87)

98	Chief Officer Per Hr. - With 2 Hr. Min.	\$237.00
<b>Sprinkler Plan Check and Inspection:</b>		
<b>Residential</b>		
99	New	\$537.00
100	Remodel	\$383.00
<b>Commercial</b>		
<b>New:</b>		
101	0 - 10,000 sq ft.	\$629.00
102	10,000 - 25,000 sq ft.	\$829.00
103	25,000 - 50,000 sq ft.	\$1,319.00
104	50,000+ sq ft.	\$1,563.00
<b>Remodel/T.I.:</b>		
105	0 - 5,000 sq ft.	\$514.00
106	5,000 - 10,000 sq ft.	\$721.00
107	10,000 - 25,000 sq ft.	\$1,074.00
108	25,000+ sq ft.	\$1,319.00
109	Sprinkler - Extra Plan Check/ Site Visit - per check / visit	\$122.00
<b>Fire Alarms:</b>		
<b>New: (# of Devices) - Commercial</b>		
110	1 - 25 Devices	\$330.00
111	26-50 Devices	\$475.00
112	51-100 Devices	\$537.00
113	100+ Devices - Per Device	\$1,027.00
<b>Remodel/ T.I.: Commercial</b>		
114	1-5 Systems	\$268.00
115	6-15 Systems	\$353.00
116	16-50 Systems	\$475.00
117	50+ Systems	\$659.00
118	New Residential (Single Family)*	\$207.00
119	Remodel Residential (Single Family)*	\$146.00
120	Extra Plan Check/Site Visits	\$122.00
121	Hydrostatic Test and Alarm Test	\$122.00
122	Any Plan Check Not listed	\$122.00
<b>Hazmat Fees:</b>		
123	Hazmat Disclosure Level I	LA County Fee
124	Hazmat Disclosure Level II	LA County Fee
125	Hazmat Disclosure Level III	LA County Fee
126	Hazmat Placard Start Up Cost	LA County Fee
127	Hazmat Placard Updates	LA County Fee
<b>False Alarm Fees:</b>		
128	False Alarm - 1st Repsonse	\$0.00
129	False Alarm - 2nd and 3rd Repsonse	\$157.00
130	False Alarm - 4th and beyond	\$807.00
<b>Inspections:</b>		
131	Any Other Inspection Not Listed	\$122.00
<b>Annual Inspection of Apartments</b>		
132	3-8 Units	\$146.00
133	9-16 Units	\$184.00
134	17-50 Units	\$245.00
135	51-100 Units	\$306.00
136	101 Units or More	\$368.00
<b>Annual Inspection of Businesses</b>		
137	less than 2,000 sq ft	\$94.00
138	2,001 - 10,000 sq ft	\$209.00
139	10,000 + sq ft	\$473.00
140	Additional Inspection (3rd Visit, 2nd Reinspection)	\$147.00
141	Inspection (4th Visit and Subsequent)	\$202.00
<b>New Business Fire Inspection</b>		
142	less than 2,000 sq ft	\$62.00
143	2,001 - 10,000 sq ft	\$122.00
144	10,000 + sq ft	\$245.00

<b>Permits:</b>		
145	Permits - Event Tent	\$169.00
146	Permits - Special Film Feuling Truck	\$132.00
147	Permits - Any Other Required by Chief	\$286.00
148	Permits - Fireworks Display	\$549.00
<b>Fire Reports:</b>		
149	Redacted	\$47.00
150	Non-Redacted	\$8.00
<b>Miscellaneous Fees:</b>		
151	Investigation Cost Recovery	Actual Cost
152	Witness Fees	\$157.00
153	Record Research: Intensive, Interpretive - Per Half Hour	\$47.00
154	Records: Duplication Per Page	\$0.10
155	Underground Storage Tank Removal	\$490.00
156	Clean Up, 1st Responder	Actual Cost
<b>LIBRARY</b>		
<b>Library Services Fees:</b>		
157	Replacement - Processing Fee	\$16.00
158	Replacement of Library Item	Actual Cost
159	Inter-Library Loan (Per Title)	\$5.00
160	Library Asset Recovery Service	Actual Cost
161	Test Administration	\$37.00
<b>Printing / Reproduction Fees:</b>		
162	Local History Collection Image - Commercial Use	\$111.00
163	Local History Collection Image - Private Use - Resident	\$10.00
164	Local History Collection Image - Private Use - Non-Resident	\$26.00
165	Black & White	\$0.15
166	Color Copies	\$0.50
<b>Passport Fees:</b>		
167	Passport Photo - per photo	\$7.00
168	Passport Execution Fee (Per US State Department)	\$35.00
<b>Community Room Rental Fees:</b>		
169	Community Room - Non-Profit Groups - Per Hr. (Min. 2 Hrs.)	\$104.00
170	Community Room - Resident / Local Business - Per Hr. (Min. 2 Hrs.)	\$94.00
171	Community Room -Non-Resident - Per Hr. (Min 2 Hrs.)	\$125.00
172	Community Room - Non-Profit Groups - Primetime (Min. 2 Hrs.)	\$172.00
173	Community Room - Resident / Local Business - Primetime (Min. 2 Hrs.)	\$162.00
174	Community Room -Non-Resident - Primetime (Min 2 Hrs.)	\$193.00
175	Library Park Event (add on to Community Room Rental) - per hr (Min. 2 hrs)	\$157.00
176	Community Room - Staff (Cleanup and Supervision)	\$42.00
177	Community Room - Staff (Alcohol)	\$42.00
178	Community Room - Security Deposit	\$261.00
<b>Equipment Rental Fees:</b>		
179	Audio/Visual Equipment Rental	\$62.00
180	Equipment Rental - Baldwin Piano	\$37.00
<b>PLANNING</b>		
<b>Film Permit Fees:</b>		
181	Still photography - Per Day	\$139.00
182	Motion Picture Photography - Per Day	\$554.00
183	Student Films/ Public Service Announcements/ Educational Films - Per Day	\$21.00
184	Handheld Video Crew with less than 20 people - Per Day	\$139.00
<b>Location / Hourly Fees:</b>		
185	Still Photography / Handheld Video Crew - On Public Right-Of-Way - Per Hour	\$78.00
186	Student Filming On Public Right-of-way - per hour	\$16.00
187	Street or Lane Closure - Per Hour	\$157.00
188	Streets/Sidewalks/Alleys as Principal Site - Per Hour	\$157.00
189	City Parking Lots - Per Hour	\$157.00
190	City Building (Four Hour Minimum)/City Park - Per Hour	\$184.00
191	Police (Eight Hour Minimum) - per hour	\$90.00
192	Police Vehicles - per hour	\$21.00
193	Fire (Eight Hour Minimum) - per hour	\$90.00

194	Traffic Control Plan Review - per review	\$117.00
195	Cancellation Fee	\$104.00
<b>Use Permits:</b>		
196	Conditional Use Permit	\$3,655.00
197	Temporary Use Permit (non-profit)	\$240.00
198	Temporary Use Permit	\$481.00
199	CUP Modification	\$2,611.00
200	CUP with First Variance	\$4,700.00
201	Parking Use Permit	\$1,842.00
202	Administrative Use Permit	\$1,625.00
<b>Maps:</b>		
203	Tentative Parcel Map	\$3,877.00
204	Tentative Tract Map	\$10,513.00
205	Final Parcel / Tract Map Review	\$5,774.00
<b>Design Review:</b>		
206	Single Family Residence*	\$2,089.00
207	Commercial - Single Sign	\$1,658.00
208	Commercial - Sign Program	\$2,542.00
<b>Multi Family:</b>		
209	3-8 Units	\$3,133.00
210	9-16 Units	\$4,177.00
211	17-50 Units	\$4,700.00
212	51-100 Units	\$5,222.00
213	101 Units or More	\$6,266.00
<b>Commercial:</b>		
214	less than 2,000 sq ft	\$2,089.00
215	2,001 - 10,000 sq ft	\$4,177.00
216	10,000 + sq ft	\$6,266.00
<b>Cultural Heritage Commission Fees:</b>		
217	Cultural Hert. Comm. - Landmark Review	\$1,567.00
<b>C.H.C. Cert. of Approp. (incl. Demo)</b>		
218	Single-Family*	\$1,567.00
<b>Multi-Family:</b>		
219	3-8 Units	\$3,133.00
220	9-16 Units	\$4,177.00
221	17-50 Units	\$6,266.00
222	51-100 Units	\$7,310.00
223	101 Units or More	\$9,399.00
<b>Commercial:</b>		
224	less than 2,000 sq ft	\$3,133.00
225	2,001 - 10,000 sq ft	\$5,222.00
226	10,000 + sq ft	\$9,399.00
227	Chair Review	\$924.00
228	Historic Resource Evaluation	\$442.00
<b>Environmental Fees:</b>		
<b>Flat Fees:</b>		
229	Negative Declaration Filing	\$295.00
230	Mitigation Monitoring Inspection & Administrative Fee	Actual Cost
231	Categorical Exemption (CEQA) - Filing	\$147.00
<b>Deposit-Based Fees:</b>		
232	Initial Environmental Study	\$5,222.00
233	EIR	\$26,109.00
<b>Appeals:</b>		
234	Appeals (To Planning Commission or City Council) - Single Family*	\$1,044.00
235	Appeal - Other Uses**	\$2,089.00
236	Appeal Continuance	\$313.00
<b>Deposits:</b>		
237	Zoning Text & Map Amendments	\$10,443.00
238	Specific Plan Application	\$10,443.00
239	General Plan Amendment	\$20,887.00
240	Specific Plan Amendment	\$20,887.00

241	Development Agreement Review	\$10,443.00
242	Planned Development	\$10,443.00
<b>Other Planning Applications:</b>		
243	Zoning Code Admin Modification	\$1,187.00
244	Zoning Code Interpretation	\$959.00
245	Application Withdrawal	\$1,843.00
246	Lot Line Adjustment / Parcel Merger / Certificate of Compliance	\$2,089.00
247	Hillside Development Review	\$2,089.00
248	Hillside Development Review with Variance	\$3,133.00
249	Variance - First	\$3,446.00
250	Variance - Each Additional	\$2,431.00
251	Vacation Easements, Alleys, Street	\$1,842.00
252	Discretionary Time Extension Request	\$2,802.00
253	Covenants	\$571.00
254	Mills Act Contract	\$2,089.00
<b>Miscellaneous Fees:</b>		
255	Public Noticing Fee (Does Not Include Material / Mailing Costs)	\$298.00
256	Garage/Yard Sale Permit	\$10.00
257	Temporary Banners - Per Banner, Per Permit	\$52.00
258	Zoning - Written Analysis of Conformance	\$736.00
259	Zoning Verification Letter	\$111.00
260	Zoning Clearance for Business License Review	\$65.00
261	Re-Review - Per hour	\$161.00
262	Pre-Application Meeting	\$313.00
263	Planning Inspection Per Hour	\$161.00
264	Changes / Modifications to Approved Plans (initiated by Applicant) - Single Family*	\$522.00
265	Changes / Modifications to Approved Plans (initiated by Applicant) - All Other Uses**	\$2,089.00
266	Administrative Citation (per Municipal Code)	\$522.00
<b>Surcharges:</b>		
267	General Plan Maintenance Fee (Percentage of Building Permit Fee)	15%
268	Technology Surcharge (Percentage Applied to Fire, Building, Engineering, and Planning Permits)	10%
<b>POLICE</b>		
<b>Penalties:</b>		
269	Display Vehicle for Sale	\$50.00
270	Parking in Red Zone	\$50.00
271	Parking in Yellow Zone	\$50.00
272	Parking in White Zone	\$50.00
273	Parking in Green Zone	\$50.00
274	Parked on Parkway	\$50.00
275	Parking Prohibited by Sign	\$50.00
276	1 HR, 2 HR, 4HR Time Limited Parking	\$50.00
277	Parking Outside Spaces	\$50.00
278	Parked Over 72 Hours	\$50.00
279	Parking Vehicle for Sale	\$50.00
280	Washing, Servicing or Repairing Vehicle	\$50.00
281	Selling from Motor Vehicle	\$50.00
282	Parking Left Side of Roadway	\$50.00
283	Parking Adjacent to Schools	\$50.00
284	Exceeding 3% Grade/ Wheels Not Curbed	\$50.00
285	Emergency No Parking	\$50.00
286	Alley Parking - Sign Posted	\$50.00
287	Parked on Private Property	\$50.00
288	Parking on Public Property	\$50.00
289	Parking on City Owned Off-street Facility	\$50.00
290	Oversized Vehicle	\$50.00
291	Unattended Trailer	\$50.00
292	Overnight Parking	\$50.00
293	City Parking Lot (2 HR Limit)	\$50.00
<b>Parking Pass Fees:</b>		
294	Parking 1 Year	\$128.00

295	Parking - Senior Citizens (65 Years old min.)	\$102.00
296	Parking - Alternate Fuel Vehicles	\$102.00
297	Parking - Monthly Pass	\$31.00
298	Parking - Replacement/ Transfer	\$17.00
299	Parking - Daily Pass	\$2.10
<b>All Police Reports:</b>		
300	Redacted	\$91.00
301	Non-Redacted - Non-Resident	\$23.00
302	Non-Redacted - Resident	\$23.00
<b>False Alarm:</b>		
303	False Alarm 1st	\$0.00
304	False Alarm 2nd - 3rd	\$157.00
305	False Alarm 4th and beyond	\$575.00
<b>Reproduction:</b>		
306	Photo Reproduction - Per Photo	\$23.00
307	Video/Audio Reproduction	\$91.00
<b>Miscellaneous Fees:</b>		
308	DUI Emergency Response	Actual Cost
309	Records Check/ Clearance Letter	\$23.00
310	Special Business Background Check	\$544.00
311	Impound Fee - Vehicle Release	\$134.00
312	Juvenile Recovery	Actual Cost
313	Firearms Storage & Release	\$31.00
314	Citation Corrections/ Inspection Service (resident)	\$16.00
315	Citation Corrections/ Inspection Service (non-resident)	\$39.00
316	Fingerprint Services -- Per Three Cards	\$23.00
317	Civil Subpoena	Fee set by Courts
318	Duces Tecum Subpoena (Per CA Evidence Code)	\$16.00
319	Booking Fee	\$144.00
320	Tow Franchise Fee - per year	\$1,151.00
<b>PUBLIC WORKS</b>		
<b>Water Fees:</b>		
321	Water Turn Off (After Hours)	\$152.00
322	Water Turn On (After Hours)	\$152.00
323	Water 24 Hour Door Hanger Fee	\$33.00
324	Water Turn Off for Non-Payment***	\$67.00
325	Water - New/Change Account	\$104.00
326	Water - Discontinue Service	\$104.00
327	Water - Discontinue for Non-Compliance	\$202.00
328	Water - Unauthorized Turn on	\$202.00
329	Fire Flow Testing	\$539.00
330	Temporary Meter Rental - Install	\$42.00
331	Temporary Meter Rental - Move	\$104.00
332	Inspection of Backflow Prevention Device	\$187.00
333	Backflow Prevention Program Penalty	\$313.00
334	Water Installation Inspection Fee	\$322.00
<b>Deposit-Based Fees:</b>		
335	Water Service Installation	\$5,222.00
336	Water Meter installation	\$1,044.00
337	Temporary Meter Rental	\$2,611.00
<b>Sewer Fees:</b>		
338	Sewer Connection/Inspection, Existing Lateral	\$366.00
339	Sewer Connection/Inspection, Existing WYE	\$366.00
340	Sewer Connection/Inspection, Saddle Connect	\$366.00
341	Capping of Sewer Lateral	\$366.00
342	Sewer Construction Fee - New Construction	\$723.00
343	Sewer Spill in Public ROW	Actual Cost
344	Fats, Oils, & Grease Permit Fee (one time)	\$148.00
345	Fats, Oils, & Grease Inspection Fee (annual)	Actual Cost
346	Fats, Oils, & Grease Mitigation Penalty (annual)	\$366.00
<b>PW Engineering:</b>		

347	Excavate - Utility Trenches <= 100 l.f.	\$598.00
348	Excavations-Utility Trenches >= 100 l.f.	\$725.00
349	Excavations-Utility Trenches > 100 l.f. - per l.f.	\$0.57
350	Excavation-Utility Patches	\$535.00
351	Concrete Sidewalk / Driveway Parkway / Permit	\$189.00
352	Concrete Sidewalk / Driveway / Parkway Inspection	\$251.00
353	Curb & Gutter Permit	\$189.00
354	Curb & Gutter Inspection Flat Fee	\$251.00
355	Curb Coring Base Permit	\$209.00
356	Curb Coring Inspection Flat Fee	\$198.00
357	Pavement Street & Alley	\$422.00
358	Pavement Street & Alley Inspections Flat Fee	\$568.00
359	Street/ROW Vacation/ Abandonment	\$5,578.00
360	Public Improvement Inspection	\$505.00
361	Public Works Plan Check Fee - Single Family*	\$522.00
362	Public Works Plan Check Fee - Other Uses**	\$935.00
363	Additional Plan Check/ Reviews Beyond 2	\$156.00
364	Final Parcel Map Review	\$2,934.00
365	Final Tract Map Review	\$2,934.00
366	Final Map Amendment - Administrative	\$156.00
367	Temp Encroachment - Dumpster	\$94.00
368	Temp Encroachment - Southwest Hills	\$205.00
369	Temp Encroachment - All Other	\$110.00
<b>Deposits (Time and Material):</b>		
370	Street Renaming Processing	\$5,222.00
<b>Miscellaneous Fees:</b>		
371	100 foot Radius Map & Mailing Lists	\$69.00
372	Sidewalk Dining Permit/ Inspect, Initial	\$129.00
373	Sidewalk Dining Permit/ Inspect, Renewal	\$98.00
374	Sidewalk Rental Fee - Per Sq. Ft.	\$4.20
375	Sidewalk Vendor Permit	\$139.00
376	House Number Change	\$468.00
377	Oversized/Overloads Permits (Per Transportation Code)	\$17.00
378	Block Party Street Closure - Initial	\$278.00
379	Block Party Street Closure - Renewal	\$104.00
380	Blueprint/ Map Reproduction	Actual Cost
381	Banner Installation & Removal	\$199.00
382	Banner Installation - Initial	\$330.00
383	Parade/ Special Event Staffing	Hourly Rate
384	No Parking Signs (temporary)	\$39.00
<b>Trees:</b>		
385	Tree Removal / Replacement Permit	\$322.00
386	Private Property Tree Removal for Developments (3+ more trees)	\$447.00
387	Tree Trimming Permit	\$66.00
388	Inspection For Trimming or Removal	\$125.00
389	Private Tree Trimming in Public ROW	Actual Cost
<b>Newsrack:</b>		
390	Newsrack Permit - Initial	\$192.00
391	Newsrack Permit - Annual Renewal	\$66.00
<b>TRANSPORTATION</b>		
392	Mission Meridian Village Parking (Daily)	\$3.00
393	Mission Meridian Village Parking (Monthly)	\$50.00
394	Mission Meridian Village Parking (Monthly)	\$50.00
395	Mission Meridian Village Parking (Monthly Senior)	\$12.00

Footnotes:

\***Single Family:** This term refers to single-family homes and duplexes (2 attached dwelling units)

\*\***Other Uses:** This term refers to multifamily (3 or more units), Commercial, Mixed Use, or Legal Non-Conforming Use

\*\*\***Water Turnoff for Non-Payment:** This fee has a low income cap per SB 998.

**Facility Rental Terms:**

**Non-Profit** = Registered 501c(3) organization

**Resident** = South Pasadena Resident with South Pasadena Address or South Pasadena Based Business

**Non-Resident** = Non-South Pasadena Based Resident or Business

**Printe Time (Community Services)** = Begins at 3 pm on Fridays through Saturday 12 PM

**Printe Time (Library)** = Begins at 4pm on Fridays through Sunday at 10 PM



**BUSINESS LICENSE FEES**  
*Last update: Resolution No. 7105*

FEE TITLE	CURRENT FEES	UNITS	TERM	BUSINESS IMPROVE. TAX	TOTAL
<b>Basic Business License Fees</b>					
RETAIL WITH 1 EMPLOYEE	\$96.00	LICENSE	YEAR	\$36.00	\$132.00
RETAIL WITH ADDITIONAL EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
WHOLESALE WITH 1 EMPLOYEE	\$96.00	LICENSE	YEAR	\$36.00	\$132.00
WHOLESALE WITH ADDITIONAL EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
SERVICE WITH 1 EMPLOYEE	\$96.00	LICENSE	YEAR	\$36.00	\$132.00
SERVICE WITH ADDITIONAL EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
MANUFACTURING WITH 1 EMPLOYEE	\$96.00	LICENSE	YEAR	\$24.00	\$120.00
MANUFACTURING WITH ADDITIONAL EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$2.40	\$12.00
PROFESSIONAL BUSINESSES	\$130.00	LICENSE	YEAR	\$48.75	\$178.75
PROFESSIONAL WITH ADDITIONAL PROF EMPLYS	\$70.00	BUSINESS	YEAR	\$26.25	\$96.25
PROFESSIONAL WITH ADDITIONAL EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
BUSINESS BY VEHICLE	\$100.00	VEHICLE	YEAR	\$37.50	\$137.50
BUSINESSES WITH ADDITIONAL VEHICLES	\$40.00	VEHICLE	YEAR	\$15.00	\$55.00
CONTRACTOR \$0-\$4,999	\$36.00	CONTRACT	QTR	\$13.50	\$49.50
CONTRACTOR \$5,000-\$49,999	\$60.00	CONTRACT	QTR	\$22.50	\$82.50
CONTRACTOR \$50,000+	\$120.00	CONTRACT	QTR	\$45.00	\$165.00
BUSINESSES NOT CLASSIFIED	\$96.00	BUSINESS	YEAR	\$36.00	\$132.00
BUSINESSES NOT CLASS. WITH ADD. EMPLOYEE	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
<b>Specialty Business License Fees</b>					
ADVERTISING STRUCTURES, SIGNS, DISPLAYS	\$360.00	SIGN	YEAR	** \$135.00	\$495.00
BILLBOARD	\$24.00	BILLBOARD	YEAR	\$9.00	\$33.00
ADVERTISING VEHICLE	\$120.00	VEHICLE	DAY	\$45.00	\$165.00
ANTIQUE DEALER	\$96.00	LICENSE	YEAR	\$36.00	\$132.00
ANTIQUE DEALER W/ADD'L EMPLOYEE	\$9.60	LICENSE	YEAR	\$3.60	\$13.20
APARTMENTS, HOTELS, (3+DWELLING UNITS)	\$72.00	LICENSE	YEAR	\$18.00	\$90.00
ADDITIONAL UNITS OVER THREE	\$9.60	UNIT	YEAR	\$2.40	\$12.00
AUCTION	\$168.00	EVENT	DAY	** \$63.00	\$231.00
BOARDING HOUSE	\$96.00	LICENSE	YEAR	** \$36.00	\$132.00
BOWLING ALLEYS	\$62.40	LANE	YEAR	** \$23.40	\$85.80
CANVASSERS	\$96.00	PERSON	YEAR	** \$36.00	\$132.00
CANVASSERS	\$48.00	PERSON	DAY	** \$18.00	\$66.00
CANVASSERS	\$72.00	PERSON	QTR	** \$27.00	\$99.00
CHRISTMAS TREE WREATHS	\$168.00	LICENSE	MONTH	** \$63.00	\$231.00
CIRCUS, CARNIVAL, MENAGERIE, RODEO	\$480.00	EVENT	DAY	** \$180.00	\$660.00
TRAINED ANIMALS EXHIBITION	\$48.00	EVENT	DAY	** \$18.00	\$66.00
FIREARMS	\$96.00	BUS LICENSE	YEAR	** \$36.00	\$132.00
FORTUNE TELLING	\$400.00	LICENSE	YEAR	** \$150.00	\$550.00
GARDNERS-FIRST VEHICLE	\$80.00	VEHICLE	YEAR	\$30.00	\$110.00
GARDNERS WITH ADDITIONAL VEHICLES	\$40.00	VEHICLE	YEAR	\$15.00	\$55.00
HOSPITALS (5 BEDS + ONE EMPLOYEE)	\$192.00	LICENSE	YEAR	\$72.00	\$264.00
HOSPITALS WITH ADDITIONAL EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
HOSPITALS WITH MORE THAN 5 BEDS	\$9.60	BED	YEAR	\$3.60	\$13.20
LAUNDRY/DRY CLEANING	\$120.00	LICENSE	YEAR	\$45.00	\$165.00
LAUNDRY/DRY CLEAN. WITH ADD. EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
LAUNDRY/DRY CLEAN. WITH NONLOCAL TRUCK	\$120.00	TRUCK	YEAR	\$45.00	\$165.00
LAUNDRY/DRY CLEAN. W/ ADD. NONLCL TRUCKS	\$48.00	TRUCK	YEAR	\$18.00	\$66.00
MACHINES, GAMES, VENDING	\$72.00	MACHINE	QTR	\$27.00	\$99.00
THEATRES	\$1.92	SEAT	YEAR	\$0.72	\$2.64
SINGLE PRODUCTION	\$0.12	SEAT	SHOW	\$0.05	\$0.17
NRSRY/PRVT SCHL - NIGHT, 5 BEDS, 1 EMP	\$192.00	LICENSE	YEAR	\$72.00	\$264.00
NRSRY/PRVT SCHL - NIGHT, >5 BEDS	\$9.60	BED	YEAR	\$3.60	\$13.20
NRSRY/PRVT SCHL - DAY CARE ONLY	\$120.00	LICENSE	YEAR	\$45.00	\$165.00
NRSRY/PRVT SCHL - NITE/DAY, ADD EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
DAY CARE ONLY	\$120.00	LICENSE	YEAR	\$45.00	\$165.00
DAY CARE WITH ADDITIONAL EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
PATROLMAN	\$24.00	EMPLOYEE	YEAR	\$9.00	\$33.00
PATROL SYSTEM	\$168.00	LICENSE	YEAR	\$63.00	\$231.00
PAWNBROKER	\$240.00	LICENSE	YEAR	\$90.00	\$330.00
PAWNBROKER WITH ADDITIONAL EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
PEDDLER (FOOT)	\$96.00	PERSON	YEAR	** \$36.00	\$132.00

**BUSINESS LICENSE FEES**  
*Last update: Resolution No. 7105*

FEE TITLE	CURRENT FEES	UNITS	TERM	BUSINESS IMPROVE. TAX	TOTAL
PEDDLER (FOOT)	\$48.00	PERSON	DAY	** \$18.00	\$66.00
PEDDLER (FOOT)	\$72.00	PERSON	QTR	** \$27.00	\$99.00
PEDDLER (VEHICLE)	\$128.00	VEHICLE	YEAR	\$48.00	\$176.00
PUBLIC DANCE HALL-LONG TERM	\$960.00	FACILITY	YEAR	** \$360.00	\$1,320.00
PUBLIC DANCE HALL WITH ADD. EMPLOYEES	\$9.60	EMPLOYEE	TERM	** \$3.60	\$13.20
PUBLIC DANCE HALL-TEMPORARY	\$120.00	FACILITY	MONTH	** \$45.00	\$165.00
SEARCHLIGHTS	\$48.00	MACHINE	NIGHT	\$18.00	\$66.00
SECONDHAND DEALERS	\$216.00	LICENSE	YEAR	\$81.00	\$297.00
SECONDHAND DEALERS WITH ADD. EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
SHARPENING TOOLS	\$24.00	LICENSE	MONTH	\$9.00	\$33.00
SALES-SHRFF,BNKRPTCY,ASSIGNEE-LONG TERM	\$480.00	LICENSE	YEAR	\$180.00	\$660.00
SALES-SHRFF,BNKRPTCY,ASSIGNEE-SHORT	\$96.00	LICENSE	DAY	\$36.00	\$132.00
SIDESHOW, RIDES, ETC	\$96.00	LICENSE	DAY	** \$36.00	\$132.00
SKATING RINKS, SHOOTING GALLERY, RACETRK	\$360.00	LICENSE	YEAR	** \$135.00	\$495.00
SKTNG, SHTNG, RCTRK WITH ADD, EMPLOYEES	\$9.60	EMPLOYEE	YEAR	** \$3.60	\$13.20
TAXICAB DRIVERS	\$24.00	LICENSE	YEAR	\$9.00	\$33.00
TAXICAB OWNERS	\$120.00	CAB	YEAR	\$45.00	\$165.00
VENDERS (ITINERANT)	\$96.00	LICENSE	YEAR	** \$36.00	\$132.00
VENDERS (ITINERANT)	\$48.00	LICENSE	DAY	** \$18.00	\$66.00
VENDERS (ITINERANT)	\$72.00	LICENSE	QTR	** \$27.00	\$99.00
VENDING MACHINES	\$32.00	MACHINE	YEAR	\$12.00	\$44.00
MESSAGE FILING FEE	\$100.00				
FINGERPRINTS	\$42.00				
PERMIT FEE	\$50.00	PERMIT	YEAR		
NEW BUS LIC APPLICATION/ IN-TOWN	\$34.00	APPLICATION	YEAR		
NEW BUS LIC APPLICATION/ OUT-OF-TOWN	\$13.00	APPLICATION	YEAR		
NEW BUS LIC APP/ OUT-OF-TOWN CONTRACTOR	\$25.00	APPLICATION	YEAR		
BUSINESS LICENSE LISTING	\$9.00	REQUEST	PLUS \$0.10 per page		

\*= Business Improvement Tax  
set by Ordinance No. 1738

\*\*= Permit Required

# YOUR CARD PROCESSING STATEMENT

Merchant Number 5101 5917 2507295  
 Customer Service 1-855-775-7242

Page 6 of 7  
 Statement Period 10/01/21 - 10/31/21

## AMOUNTS SUBMITTED

Date Submitted	MASTERCARD	AMEXCT043	VISA	VISA DEBIT	DISCOVER ACQ	Total Submitted
10/31/21	\$1,755.40	\$1,865.67	\$2,964.46	\$3,001.60	\$126.32	\$9,713.45
<b>Sub Totals</b>	\$1,755.40	\$1,865.67	\$2,964.46	\$3,001.60	\$126.32	\$9,713.45
<b>Total</b>						<b>\$9,713.45</b>

## THIRD PARTY TRANSACTIONS

Date	Description	Amount
	No Third Party Transactions for this Statement Period	
<b>Total</b>		<b>0.00</b>

## ADJUSTMENTS/CHARGEBACKS

Date	Description	Amount
08/12/21	ADJUSTMENT	-220.55
	Total Adjustment	-220.55
<b>Total</b>		<b>-\$220.55</b>

## FEES CHARGED

Date	Type	Description	Volume	Rate	Total
10/31/21	CF	<b>MASTERCARD</b> DISC 1			0.00
10/31/21	CF	QUAL DISC	126.32	0.02210	-2.79
10/31/21	CF	MQUAL DISC	624.55	0.03630	-22.67
10/31/21	CF	NQUAL DISC	1004.53	0.04630	-46.51
		<b>AUTHS &amp; AVS</b>			
10/31/21	CF	CPU GTWY	50	0.2000	-10.00
10/31/21	CF	ECI CPU-G	12	0.2000	-2.40
10/31/21	CF	AVS ECIC-G	12	0.1000	-1.20
10/31/21	CF	LICENSE RATE	1755.40	0.0000610	-0.11
10/31/21	CF	NABU FEES	12	0.01950	-0.23
10/31/21	CF	BIN ICA FEE			-0.07
10/31/21	CF	MC DIGITAL ENABLEMENT	1755.40	0.00010	-0.18
10/31/21	CF	KILOBYTE AUTH FEE US	5	0.00229	-0.01
10/31/21	CF	LOCATION FEE			-1.30
		<b>AMEXCT043</b>			
10/31/21	CF	DISC 1			0.00
10/31/21	CF	QUAL DISC	955.39	0.03520	-33.63
10/31/21	CF	MQUAL DISC	900.25	0.04340	-39.07
10/31/21	CF	NQUAL DISC	10.03	0.04340	-0.44
		<b>AUTHS &amp; AVS</b>			
10/31/21	CF	CPU GTWY	11	0.2000	-2.20
10/31/21	CF	AVS CPU-G	11	0.1000	-1.10
		<b>VISA</b>			
10/31/21	CF	DISC 1			0.00

23016 LAKEFORESTD359, LAGUNA HILLS, CA 92653

# YOUR CARD PROCESSING STATEMENT

Merchant Number 5101 5917 2507295  
 Customer Service 1-855-775-7242

Page 7 of 7  
 Statement Period 10/01/21 - 10/31/21

## FEES CHARGED

Date	Type	Description	Volume	Rate	Total
10/31/21	CF	NQUAL DISC	2964.46	0.04630	-137.25
		AUTHS & AVS			
10/31/21	CF	ECI CPU-G	23	0.2000	-4.60
10/31/21	CF	AVS ECIC-G	23	0.1000	-2.30
10/31/21	CF	ACQR PROCESSOR FEES	23	0.01950	-0.45
10/31/21	CF	FIXED NETWORK CNP FEE	2		-9.00
10/31/21	CF	BIN ICA FEE			-0.01
10/31/21	CF	ACQ PROC FEE AUTH RVSL CR			-0.06
10/31/21	CF	FILE TRANSMISSION FEE			-0.05
		VS OFLN DB			
10/31/21	CF	DISC 1			0.00
10/31/21	CF	QUAL DISC	3001.60	0.02210	-66.34
		AUTHS & AVS			
10/31/21	CF	ECI CPU-G	9	0.2000	-1.80
10/31/21	CF	AVS ECIC-G	9	0.1000	-0.90
10/31/21	CF	ACQR PROCESSOR FEES	9	0.01550	-0.14
10/31/21	CF	BIN ICA FEE			-0.01
		DCVR ACQ			
10/31/21	CF	DISC 1			0.00
10/31/21	CF	NQUAL DISC	126.32	0.04630	-5.85
		AUTHS & AVS			
10/31/21	CF	CPU GTWY	2	0.2000	-0.40
10/31/21	CF	AVS CPU-G	2	0.1000	-0.20
10/31/21	CF	DSCV DATA USAGE FEE	1	0.00250	0.00
		<b>Total Card Fees</b>			<b>-393.27</b>
10/31/21	MISC	CHARGEBACKS	1	45.000	-45.00
10/31/21	MISC	BUS MGMT PRGM			-9.95
10/31/21	MISC	PCI NON-ACTION FEE			-29.95
10/31/21	MISC	DATAPROTECTION			-4.99
10/31/21	MISC	Statement			-10.00
		<b>Total Miscellaneous Fees</b>			<b>-99.89</b>
<b>Total (Miscellaneous Fees and Card Fees)</b>					<b>-\$493.16</b>

### Fee Type Legend

MISC = Miscellaneous Fees  
 CF = Card Fees

## TAX GROSS REPORTABLE SALES BY TIN

Total dollar amount of aggregate reportable payment card transactions funded and third party network transactions for each participating party, without regard to any adjustments for credits, cash equivalents, discount amount, fees, refunded amounts, or any other amounts per respective tax identification number.

Month	Description	Total
OCT	Gross Reportable Sales - TIN XXXXX0798	\$9,713.45
	<b>2021 YTD Gross Reportable Sales</b>	<b>\$229,711.12</b>





# Finance Commission Agenda Report

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**DATE:** December 16, 2021

**FROM:** Ken Louie, Interim Finance Director

**SUBJECT:** **Investment Strategy**

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## **Recommendation**

It is recommended that the Finance Commission discuss and give direction on investment strategy.

## **Background**

The City adheres to its Annual Investment Policy which is approved by the City Treasurer, the Finance Commission and ultimately the City Council. Such policy is in conformity with the California Government Code Section 53646 which regulates investment policies as well as Section 53600.3 which holds to the “prudent investor” standard.

## **Discussion/Analysis**

The three foundational principles of investing in order of importance are 1) Safety 2) Liquidity and 3) Yield. The City continues to invest well within its investment policy parameters highly-emphasizing Safety and Liquidity. At this time, the City has a sizable amount of investment in the State’s Local Agency Investment Fund (LAIF) which features a high-level of security and liquidity. With the ability to access City investments in as little as one day comes the lack of ability for LAIF to invest long-term instruments (greater yields). This lack of options creates a very low return for LAIF investors.

The City currently has approximately \$30 million in LAIF and generally has been able to meet its current routine demands by using current revenue flows. Therefore, there is no immediate need to pull LAIF dollars from the account. This lack of immediate need creates a discussion as to whether the City should seek greater returns/yield while staying within the investment policy and assuring new investment are backed by the Federal Deposit Insurance Corporation (FDIC). FDIC insures up to \$250,000 per depositor, per insured bank, for each account ownership category. The FDIC provides separate coverage for deposits held in different account ownership categories.

Staff has conducted two analyses to determine what is actually needed to be kept in the liquid LAIF investment pool. The first analysis was to determine what amount does need to be readily available for usage and therefore held in a liquid-investment:

<b>Summary Report</b>	
<b>LAIF Balance (ending 10/31/2021):</b>	<b>30,042,122</b>
Balances needed in LAIF:	
APRA 1st Installment:	3,029,618
Cell Tower:	4,374,440
Retiree Pension Reserve (Council Designated Reserve):	500,000
Retiree Medical Reserve (Council Designated Reserve):	500,000
General Fund Accessible Funds:	5,000,000
<b>Total Balances needed in LAIF:</b>	<b>13,404,058</b>
<b>Difference:</b>	<b>16,638,064</b>
Potential Transfers from LAIF to Investments held at Zions Bank:	16,500,000

The second analysis was to look a recent LAIF transfer history and determine when the LAIF pool is tapped into. It appears that annually on October 1<sup>st</sup>, the City draws funding down to ensure sufficient cash flow for its Water Bond payment.

<b>Investments Analysis</b>	
<b>LAIF Transfer History</b>	
<b>Date</b>	<b>Amount Transfer Out of LAIF</b>
10/1/2018	4,000,000
2/1/2019	1,000,000
3/1/2019	2,000,000
7/1/2019	5,000,000
10/1/2019	4,000,000
5/1/2020	2,000,000
8/1/2020	4,000,000
10/1/2020	2,600,000
4/1/2021	1,500,000
10/1/2021	3,000,000
Maximum Transfers Out:	5,000,000
Minimum Transfers Out:	1,000,000
Average Transfers Out:	2,910,000

Conclusion

It appears from the above analyses that the City could potentially invest up to \$16,500,000 in longer/greater yielding investments. Staff would request discussion and direction from the Finance Commission on this matter.

**Fiscal Impact**

Potential greater investment returns from investing in longer term investments while not sacrificing safety of principal.

**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.



**CITY OF SOUTH PASADENA  
FINANCE COMMISSION REGULAR MEETING SCHEDULE**

**City Council Chambers  
1424 Mission Street, South Pasadena, CA 91030**

**(last Thursday of the month) at 6:30 p.m.**

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January	27	2022
February	24	2022
March	31	2022
April	28	2022
May	26	2022
June	30	2022
August	25	2022
September	29	2022
October	27	2022
December	15	2022





Objective	Tasks and Activities	Target Date	Purpose	Status
Mid-Year Budget	Review Mid-year budget	February (annually)	Financial Oversight	
CAFR/ Audits	Review results of annual audits	March (annually)	Financial Oversight	
Budget and CIP	Review fiscal year budget and Capital Improvement Program	June (annually)	Financial Oversight	
Development Impact Fees	Receive and files report on impact fees	June (annually)	Financial Oversight	
Master Fee Schedule	Review fee schedule for annual CPI adjustments	June (annually)	Financial Oversight	
PERS unfunded Liability	Evaluate PERS Unfunded liability; Contract for actuarial report (Strategic Plan Objective)	May	Financial Oversight	
Investment Performance	Review investment Portfolio and update Policy as needed	September (annually)	Financial Oversight	
Purchasing Policy	Revamp purchasing policy for the City	April	Financial Oversight	
Accounting Systems	Review Department proposal for new software, updated procurement and internal controls procedures	July	Financial Oversight	
Utility Users' Tax	Review potential renewal of UUT (measure for November ballot)	May	Financial Oversight	
Tax Revenues	Review quarterly reports on sales and property tax revenues (from HdL)	Quarterly	Financial Oversight	
Financial Sustainability Plan	Receive updates on Long Term Financial Sustainability Plan	Quarterly		

**City of South Pasadena Finance Commission  
Minutes for Special Meeting of:  
October 7, 2021 6:30 P.M.**

Broadcast via ZOOM conference call.

- I. Roll Call
  - Commission Chair Elsner – Present
  - Commission Vice-Chair Choi – Present
  - Commissioner Findley – Present
  - Commissioner Tao – Absent
  - Commissioner Wood – Present
  - City Treasurer Pia – Present
  - City Council Liaison Donovan – Present
  - Interim Finance Director, Ken Louie – Present
  - Finance Manager Trinh - Present
  - Accounting Manager Trashian - Present
  
- II. General Public Comment - None
  
- III. Action/Discussion
  1. Introduction of the City Manager – Arminé Chaparyan
  2. Presentation by Morgan Stanley and Western Asset Management on City's Investments and Review City's Investment Policy
    - i. Motion by Commissioner Findley to recommend the approval of the changes to the Investment Policy, along with refined language for fossil fuel investments, Second by Commission Vice-Chair Choi. Approved 4-0.
  3. COVID Related Past Due Utility Payments
    - i. Motion by Commission vice Chair Choi to receive and file, Second by Commissioner Findley. Approved 4-0
  4. Approval of the revised minutes from the May 27<sup>th</sup> meeting
    - i. Motion by Commissioner Wood to approve the minutes, Second by Commissioner Findley. Approved 4-0
  
- IV. Communications
  1. None

*Next regular meeting – December 16, 2021*

Meeting Adjourned at 7:37PM