

CITRUS COMMUNITY COLLEGE DISTRICT

AGENDA OF REGULAR MEETING OF THE BOARD OF TRUSTEES

MEETING: Regular Meeting in September

DATE: Tuesday, September 10, 2013

TIME: 4:15 p.m.

PLACE: Community Room, CI 159
1000 West Foothill Boulevard, Glendora, California 91741-1899

AGENDA:

A. PLEDGE OF ALLEGIANCE

B. BOARD OF TRUSTEES

Susan M. Keith, President
Patricia Rasmussen, Vice President
Joanne Montgomery, Clerk/Secretary
Edward C. Ortell, Member
Gary L. Woods, Member
Mariana Vega, Student Trustee

C. COMMENTS: MEMBERS OF THE AUDIENCE

Members of the public may request the opportunity to address the Board regarding items on and not on the agenda. To do so, please complete the "*Request to Address Board of Trustees*" form and give it to the Recording Secretary of the Board (Christine Link). Public input is limited to five (5) minutes per person, so that everyone who wishes to speak to the Board has an opportunity to speak, and so that the Board can conduct its business in an efficient manner.

The Brown Act prohibits the Board from discussing or taking action in response to any public comments that do not address an agenda item.

D. REPORTS

Geraldine M. Perri, Superintendent/President
Arvid Spor, Vice President of Student Services/Interim Vice President of Academic Affairs
Robert L. Sammis, Director of Human Resources
Carol R. Horton, Vice President of Finance and Administrative Services
Lisa Villa, Academic Senate President
Robert Coutts, Classified Employees
Mariana Vega, Student Trustee
Members of the Board of Trustees

E. MINUTES

1. Approval of the Regular Meeting Minutes of August 13, 2013

F. CLOSED SESSION PER THE FOLLOWING SECTIONS OF THE GOVERNMENT CODE:

1. Per Section 54957.6: Conference with Labor Negotiator, Robert L. Sammis, District Chief Negotiator - Employee Organization: Citrus College Faculty Association CTA/NEA (CCFA).
2. Per Section 54957.6: Conference with Labor Negotiator, Robert L. Sammis, District Chief Negotiator - Employee Organization: Citrus College Adjunct Faculty Federation, (CAFF) Local 6352.
3. Per Section 54957.6: Conference with Labor Negotiator, Robert L. Sammis, District Chief Negotiator - Employee Organization: California School Employees Association (CSEA) Citrus College Chapter Local 101.

G. PUBLIC HEARINGS

1. Open a public hearing and invite members of the audience to present their comments with regard to the GANN Appropriation Limit Calculation. (Page 6)
2. Open a public hearing and invite members of the audience to present their comments with regard to the 2013-2014 Adopted Budget. (Page 7)
3. Open a public hearing and invite members of the audience to present their comments with regard to entering into an Energy Conservation Service Agreement to upgrade equipment, sensors, controls and software in the District's Central Plant facility. (Page 8)

H. INFORMATION AND DISCUSSION

1. 2013-2014 Adopted Budget PowerPoint Presentation – Carol R. Horton, Vice President of Finance and Administrative Services (Page 9)
2. Program Review – Public Works – Arvid Spor, Vice President of Student Services/Interim Vice President of Academic Affairs (Page 10)
3. Program Review – Water Technology – Arvid Spor, Vice President of Student Services/Interim Vice President of Academic Affairs (Page 56)

4. **Report of Ad Hoc Board Subcommittee Regarding Residence of Dr. Gary L. Woods (Page 131)**

I. **ACTION ITEMS**

1. **Consent Items**

Routine items of business placed on the consent agenda already have been carefully screened by members of the staff and reviewed in advance by Board members. Upon request of any Board member, an item on the consent agenda may be considered separately at its location on the meeting's agenda.

Recommendation: Moved by _____ and seconded by _____ to approve the CONSENT ITEMS as listed (with the following exceptions):

Remove from consent list: _____, _____, _____, _____, _____, _____

Business Services

- a. Authorization is requested to approve the attached list of independent contractor/consultant agreements as submitted. (Page 133)
- b. Authorization is requested to approve facility rentals and usage. (Page 135)
- c. Authorization is requested to approve A & B Warrants for August 2013. (Page 137)
- d. Authorization is requested to accept Project #04-1213, Fountain Concrete Replacement Project as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$139,040.00. (Page 139)
- e. Authorization is requested to approve a \$500.00 one year membership to the California Corporate College. (Page 140)

Student Services

- f. Authorization is requested to approve the Student Health Center to administer influenza vaccine to faculty and staff who request shots to reimburse the Student Health Center at the rate of \$17.00 per injection. (Page 141)

Academic Affairs

- g. Authorization is requested to approve agreements between Citrus College and Mt. San Antonio College in the amount of \$66,000 and between Citrus College and Rio Hondo College in the amount of \$78,000. Contracts will be in effect September 11, 2013 to July 31, 2014 for the San Gabriel Valley Career Technical Education Community Collaborative - Round Six. (Page 142)

Personnel Recommendations

- h. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. (Page 154)
- i. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. (Page 161)
- j. Authorization is requested to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts. (Page 164)

I. ACTION (continued)

Business Services

2. Authorization is requested to adopt Resolution #2013-14-02 to establish the District's GANN Appropriation Limit of \$79,075,477 for the 2013-2014 fiscal year. (Page 170)
3. Authorization is requested to approve the Quarterly Financial Status Report for the fiscal quarter ended June 30, 2013, and authorizing the forwarding of this report to the Chancellor's Office and the Office of the Los Angeles County Superintendent of Schools. (Page 173)
4. Authorization is requested to approve the attached adopted budget for all District funds for the 2013-2014 fiscal year. (Page 176)
5. Authorization is requested to adopt Resolution 2013-14-03 and authorize the Vice President of Finance & Administrative Services to execute the Energy Conservation Service Agreement on Project 02-1314, Central Plant, on behalf of the District. The Energy Conservation Service Agreement cost of \$195,780 is within budget and will be funded from Fund 41, Capital Projects. (Page 218)

General

6. Authorization is requested to approve the Board's Goals for 2013-2014. (Page 239)
7. As of the posting of the agenda and preparation of this agenda item, the report of the ad hoc subcommittee was not complete. The ad hoc subcommittee is awaiting input from Dr. Woods, which Dr. Woods' attorney has indicated will be provided on September 5, 2013. As a result, the ad hoc subcommittee has not yet formulated a specific recommendation. However, for purposes of this agenda, possible action includes, but is not limited to: no further action, authorization to file an application for leave to sue in quo warranto, or a vote to declare the seat vacant and to begin the process to appoint a successor.

It is anticipated that the report will be completed soon after obtaining input from Dr. Woods, and distributed to members of the Board of Trustees on the morning of Monday, September 9, 2013. Pursuant to Government Code section 54957.5, subdivision (b), the report of the ad hoc subcommittee will be made available for public inspection at the time it is distributed to all, or a majority of all, Board of Trustees members. The report will be available in the Superintendent/President's Office, located at 1000 W. Foothill Blvd., Glendora, CA 91741. The report may also be posted on the Citrus College website, in a position and manner that makes it clear that the report relates to this agenda item for the September 10, 2013, Board of Trustees meeting.

(Page 241)

At this time, the board may adjourn to closed session to discuss Item No. F.

J. ADJOURNMENT

Dates to Remember:

October 1, 2013	Board of Trustees Meeting
October 15, 2013	Board of Trustees Meeting

If requested, the agenda shall be made available in appropriate alternate formats to persons with a disability, as required by Section 202 of the American with Disabilities Act of 1990 (42 U.S.C. Section 12132), and the rules and regulations adopted in implementation thereof. The agenda shall include information regarding how, for whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires a modification or accommodation in order to participate in the public hearing.

To make such a request, please contact Christine Link, the Recording Secretary to the Board of Trustees at (626) 914-8821 no later than 12 p.m. (noon) on the Monday prior to the Board meeting.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE	September 10, 2013	Resolution	_____
SUBJECT:	Public Hearing – GANN Appropriation Limit	Information	X
		Enclosure(s)	X

BACKGROUND

At the September 10, 2013, meeting, the Board will be presented with a GANN Appropriation Limit Calculation Resolution.

The GANN Appropriation Limit Calculation has been available for review at the five public libraries in the Citrus College service area, at the Citrus College library, and in the Superintendent/President’s office.

A public hearing at a regularly scheduled Board of Trustees meeting is required for the purpose of hearing comments and opinions from staff and the community. This hearing must take place prior to Board action on the GANN Appropriation Limit Calculation Resolution.

This item was prepared by Rosalinda Buchwald, Director of Fiscal Services.

RECOMMENDATION

Open a public hearing and invite members of the audience to present their comments with regard to the GANN Appropriation Limit Calculation.

Carol R. Horton

 Recommended by

_____/_____
 Moved Seconded

Aye ___ Nay ___ Abstained ___

 Approved for Submittal

Item No. _____ G.1. _____

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE	September 10, 2013	Resolution	_____
SUBJECT:	Public Hearing – 2013-2014 - Adopted Budget	Information	X _____
		Enclosure(s)	_____

BACKGROUND

At the September 10, 2013, meeting, the Board will be presented with 2013-2014 Adopted Budget.

The 2013-2014 adopted budget has been available for review at the office of the Vice President of Finance and Administrative Services.

A public hearing at a regularly scheduled Board of Trustees meeting is required for the purpose of hearing comments and opinions from staff and the community. This hearing must take place prior to Board action on the 2013-2014 adopted Budget.

This item was prepared by Carol Cone, Budget Supervisor.

RECOMMENDATION

Open a public hearing and invite members of the audience to present their comments with regard to the 2013-2014 Adopted Budget.

Carol R. Horton

Recommended by

/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. G.2.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE	September 10, 2013	Resolution	_____
SUBJECT:	Public Hearing – Energy Conservation Service Agreement	Information	X _____
		Enclosure(s)	_____

BACKGROUND

At the September 10, 2013, meeting, the Board of Trustees will be presented for approval a contract to enter into an Energy Conservation Service Agreement.

California’s Government Code section 4217.10 *et seq.*, authorizes a public agency to enter into an Energy Conservation Service Agreement for the development of energy saving projects. District staff has identified a project to upgrade equipment, sensors, controls and software in the District’s Central Plant facility. It is anticipated that energy savings will exceed the cost of the project over the lifespan of the equipment.

Before entering into an Energy Conservation Service Agreement, the governing body must first hold a public hearing at a regularly scheduled Board of Trustees meeting for the purpose of hearing comments and opinions from staff and the community. The public hearing must take place prior to Board action on the Energy Conservation Service Agreement.

This item was prepared by Robert Iverson, Director of Purchasing and Warehouse.

RECOMMENDATION

Open a public hearing and invite members of the audience to present their comments with regard to entering into an Energy Conservation Service Agreement to upgrade equipment, sensors, controls and software in the District’s Central Plant facility.

Carol R. Horton
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. G.3.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE	September 10, 2013	Resolution	_____
SUBJECT:	2013-2014 Adopted Budget PowerPoint Presentation	Information	X _____
		Enclosure(s)	_____

BACKGROUND

Carol Horton, Vice President of Finance and Administrative Services will present a PowerPoint regarding the 2013-2014 Adopted Budget.

A similar PowerPoint was presented to the campus community on Tuesday, September 3, 2013, at a Budget Forum.

This item was prepared by Judy Rojas, Administrative Assistant.

RECOMMENDATION

Information only; no action required.

Carol R. Horton _____
Recommended by

_____/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ H.1. _____

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	Board of Trustees	Action	_____
DATE	July 16, 2013	Resolution	_____
SUBJECT:	Program Reviews – Public Works	Information	X
		Enclosure(s)	X

BACKGROUND

The Public Works program has undergone the prescribed program review process based on a 6-year cycle. It was approved at the June 3, 2013 Educational Programs Committee meetings and the June 10, 2013 Steering Committee Meeting.

This item was prepared by Jerry Capwell, Administrative Assistant, Academic Affairs.

RECOMMENDATION

Information only; no action is required.

Arvid Spor, Ed.D.
Recommended by

/_____
Moved Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. H.2.



Public Works Instructional Program Review 2011-2012

Spring 2013

Prepared by

Name	Title
Jim Lancaster	Dean
Jim Woolum	Program Review Coordinator

Public Works Program Review Committee Members

Name	Title
Dr. Irene Malmgren	Vice President of Academic Affairs
Dr. Lan Hao	Director of Institutional Research
Dr. David Kary	Curriculum Chair
Michelle Plug	Articulation Officer
James Woolum	Program Review Coordinator
Lanette Granger	Library
Sarah Bosler	Library



PROGRAM REVIEW – Public Works

The final summary of the program review process for Public Works is attached to this page.

I affirm that this program has been reviewed according to the accepted District procedures for program review and that the final summary accurately reflects the consensus of the members of the review committee.

_____	_____
Jim Lancaster, Dean of Curriculum, Career/Technical and Continuing Education	date
_____	_____
Michelle Plug, Articulation Officer	date
_____	_____
David Kary,, Chair of Curriculum Committee	date
_____	_____
Irene Malmgren, Vice President of Academic Affairs	date
_____	_____
Jim Woolum,, Academic Senate President	date
_____	_____
Geraldine M. Perri, Superintendent/President	date

It will be the department’s responsibility to communicate review recommendations with additional offices and services.

Table of Contents

	page #
1. Executive Summary	5
2. Faculty and staff	5
3. Program description (<i>using the catalog description</i>)	6
4. Program goals and objectives	6
5. List and review of degrees, certificates, and awards	6
6. List of industry-based standard certificates and licenses	10
7. Advisory committee or council	10
8. Program Student Learning Outcomes (SLOs)	10
9. Curriculum review and Student Learning Outcomes Assessment	11
10. Review of previous recommendations	15
11. Evaluation Criteria - Mission	17
12. Evaluation Criteria - Need	17
13. Evaluation Criteria - Quality	17
14. Evaluation Criteria - Feasibility	17
15. Evaluation Criteria – Compliance	18

16. Recommendations	19
17. Budget Recommendations	20
Attachment A – Key performance indicator data	21
Attachment B – Maintenance Superintendents Association (MSA) Notes – Oct. 9, 2012	28
Attachment C – Advisory Committee Meeting Minutes – June 12, 2012	29
Attachment D – Economic Modeling Specialists International (EMSI) Report	33
Attachment E – Library Report	40

1. Executive Summary

A. Program History/Description

Public Works, a career technical program, provides training for entry-level employment or advancement in public works occupations. Job opportunities include public works maintenance worker, arborist, and landscape or park management worker. Upon completion of the courses in this discipline as well as the general education requirements, students may earn an associate degree in Public Works. Students may also earn certificates of achievement in Public Works I or Public Works II. A third certificate of achievement is offered in Public Works/Landscape Management. This program is offered in collaboration with Mt. San Antonio College with course requirements that must be taken at each college. Courses in Public Works are offered at Citrus College and horticulture and landscape courses are offered at Mt. San Antonio College.

The Advisory Council members include directors, supervisors, engineers, and inspectors from public work departments of local cities and the county of Los Angeles and a representative of West Coast Arborists.

Courses in public works are offered on campus in the evening, at off-campus employer sites in the late afternoon and evening, and online.

B. Strengths/Effective Practices

1. Strong program commitment from LA/OC Maintenance Superintendents Association (MSA).
2. Dean is co-chair of MSA education committee.
3. MSA partners with Citrus College to offer scholarships to attend Citrus College Public Works program.
4. Certificate completion is steadily increasing--10/11 had 13 awards, double from the previous year.

C. Weaknesses/Lessons Learned

1. Program suffers from not having full-time faculty leadership.
2. Dean of division responsible for curriculum changes, program review and other 10+1 items within the program.
3. It is extremely difficult to find a qualified faculty to teach the OSHA course.

D. Recommendations/Next Steps

1. Inactivate Certificate of Achievement in Landscape Management.
2. Hire one FT faculty.
3. Explore internships with city municipalities for students entering field of public works.
4. Revise certificates and degree as recommended by employers.

2. Faculty

Full-Time Faculty

None

Adjunct Faculty

Adawiya, Issa
Chapman, Fullmer
Latta, Rebecca
Swartz, Theodore

3. Program description

Public Works, a career technical program, provides training for entry-level employment or advancement in public works occupations. Job opportunities include public works maintenance worker, arborist, and landscape or park management worker. Upon completion of the courses in this discipline as well as the general education requirements, students may earn an associate degree in Public Works. Students may also earn certificates of achievement in Public Works I or Public Works II.

4. Program Goals and Objectives

The goals and objectives of the Public Works Program are:

- a) Provide coursework required for job advancement.
- b) Offer DE courses to provide coursework for those outside of the southern California area.
- c) Offer Certificates of Achievement leading to job placement and/or advancement

5. List and Review of Degrees, Certificates, and Awards

Courses

PUB 150 Public Works I

PUB 151 Street Construction and Maintenance James Lancaster

PUB 154 Soils - Trenching and Grading

PUB 155 Public Works Inspection

PUB 156 Concrete Structures and Inspection

PUB 157 Asphalt and Portland Cement

PUB 158 Municipal and Urban Tree Care

PUB 159 Urban Forest Management Planning

PUB 160 Public Administration

PUB 161 California Occupational Safety and Health

PUB 162 Traffic Control Standards, Practices, and Policies

PUB 164 Plan Interpretation and Cost Estimating

PUB 165 Environmental Management in Public Works

PUB 166 Supervision in Public Works

Public Works A.S. Degree

These course offerings prepare new personnel for public works occupations and provide upgrading within these occupations. Job opportunities exist in both the public and private sectors.

This degree requires meeting the Citrus College General Education and proficiency requirements combined with successful completion (grades of "C" and above) of the following major requirements:

Required Courses	Units
PUB150 Public Works I	3
PUB151 Street Construction and Maintenance	3
PUB155 Public Works Inspection	3
PUB157 Asphalt and Portland Cement	3
PUB160 Public Administration	3
PUB164 Plan Interpretation and Cost Estimating	3
PUB166 Supervision in Public Works	3
Total Units 21	

A.S. Degree Level Student Learning Outcomes

Students completing the Public Works A.S. Degree will:

1. Explain how to effectively use resources to administer infrastructure maintenance.
2. Describe and explain the fundamentals of street maintenance.
3. Demonstrate knowledge of equipment and techniques used for street maintenance.
4. Explain preventative methods and materials, emphasizing the importance of the need for longevity, in street construction and maintenance.
5. Properly demonstrate a clear understanding of inspection records, duties, and job diary techniques.
6. Describe and explain the ability to read and interpret plans.
7. Demonstrate a clear understanding of codes and ordinances

Public Works I Certificate of Achievement

These course offerings prepare new personnel for public works occupations and provide upgrading within these occupations. Job opportunities exist in both the public and private sectors.

Required Courses

Course	Title	Units
PUB 150	Public Works I	3
PUB 151	Street Construction and Maintenance	3
PUB 155	Public Works Inspection	3
PUB 157	Asphalt and Portland Cement	3

Select two (2) of the following electives:

Course	Title	Units
PUB 154	Soils - Trenching and Grading	3
PUB 156	Concrete Structures and Inspection	3
PUB 158	Municipal and Urban Tree Care	3
PUB 161	California Occupational Safety and Health	3
PUB 162	Traffic Control Standards, Practices, and Policies	3

PUB 165	Environmental Management in Public Works	3
---------	------------------------------------------	---

EMPLOYMENT OPPORTUNITY: *Public Works Employees*

Certificate of Achievement Student Learning Outcomes:

Students completing the PUBLIC WORKS I Certificate of Achievement will:

1. Describe and explain the fundamentals of street maintenance
2. Demonstrate knowledge of equipment and techniques used for street maintenance
3. Explain preventative methods and materials, emphasizing the importance of the need for longevity, in street construction and maintenance
4. Properly demonstrate a clear understanding of inspection records, duties, and job diary techniques
5. Describe and explain the ability to read and interpret plans and demonstrate a clear understanding of codes and ordinances
6. Explain how to effectively use resources to administer infrastructure maintenance

Public Works II Certificate of Achievement

This Certificate prepares those already working in the Public Works field for promotion to supervisor or manager. Job opportunities exist in both the public and private sectors.

Required Courses

Course	Title	Units
Students must complete the Public Works I Certificate of Achievement plus:		18
PUB 160	Public Administration	3
PUB 164	Plan Interpretation and Cost Estimating	3
PUB 166	Supervision in Public Works	3
CSIS 130	Microcomputer Applications I	4
MATH 150	Intermediate Algebra	5

Select one (1) of the following electives:

Course	Title	Units
BUS 172	Personnel Management	3
BUS 175	Introduction to Management	3
BUS 176	Management for the Office Professional	3
PUB 154	Soils - Trenching and Grading	3
PUB 156	Concrete Structures and Inspection	3
PUB 158	Municipal and Urban Tree Care	3
PUB 159	Urban Forest Management Planning	3
PUB 161	California Occupational Safety and Health	3
PUB 162	Traffic Control Standards, Practices, and Policies	3
PUB 165	Environmental Management in Public Works	3

Employment Opportunity: Public Works Crew Leader, Street Division Supervisor, Maintenance Supervisor, Field Operations Manager

Certificate of Achievement Student Learning Outcomes:

Students completing the PUBLIC WORKS II Certificate of Achievement will:

1. Demonstrate techniques of Public Works administration in planning, finance, and personnel
2. Demonstrate the ability to estimate time, material, labor and equipment needed for Public Works projects
3. Describe effective methods of personnel management including communication, orientation, training, motivation, decision making, performance evaluation, and disciplinary action
4. Demonstrate the ability to use technology to prepare electronic spreadsheets, database management systems, and multimedia presentations

		CCCCO Approval Year	Awards by Year				Total
	Award		2008	2009	2010	2011	
Public Works Level I	AS Degree	1968	2	1	1	4	8
	Certificate	1968	3	3	4	9	19
Public Works Level II	Certificate	1974	2	1	3	2	8
			7	5	8	15	35

Degree or Certificate Title	Date last reviewed by Curriculum	Date degree SLOs written	Date degree SLOs Assessed	Date last reviewed by Advisory Council
Public Works AS Degree			N/A	6/12
Public Works 1			N/A	6/12
Public Works 2			N/A	6/12
Landscape (joint with Mt. SAC)	Deactivated eff. Fall 2012			

All certificates are mapped and courses scheduled/offered to allow completion within 3 semesters.

Landscape certificate recommended to be deactivated due to zero demand

6. List of Industry-Based Standard Certificates and Licenses

None, However the LA/OC MSA chapter is currently exploring the idea of statewide certification for public works employees.

7. Advisory Committee or Council

Name	Position / Company
Ken Boyce	City of Carson/MSA
Bill Ornelas	City of Rosemead/MSA
Robert Swartz	City Engineer/LADPW
Gerard Batista	City of Duarte/MSA
Troy Wittenbrock	City of Duarte/MSA
Issa Idawya	LADPW

8. Program Student Learning Outcomes

The Public Works Program has adopted the Institutional General Education Competencies of Citrus College (as approved by Steering December 8, 2008). General education competencies serve as a common set of core curricular components identified and defined by faculty. Student learning outcomes are behaviors based on these competencies.

Any student transferring, completing a degree or certificate from Citrus College, must demonstrate effectively assessed awareness, understanding, knowledge, skills, and abilities in the selected competencies.

Students completing courses in the Public Works Program will have acquired the following competencies:

1) Communication (personal expression and information acquisition)

- (a) Describe and explain the fundamentals of street maintenance.
- (b) Describe and explain the ability to read and interpret plans.

2) Computation

3) Creative, Critical, and Analytical Thinking, and Information Competency

- (a) Properly demonstrate a clear understanding of inspection records, duties, and job diary techniques.
- (b) Demonstrate a clear understanding of codes and ordinances.

4) Community/Global Consciousness and Responsibility

5) Technology

Explain how to effectively use resources to administer infrastructure maintenance.

6) Discipline / (Subject Area Specific Content Material)

- (a) Demonstrate knowledge of equipment and techniques used for street maintenance.
- (b) Explain preventative methods and materials, emphasizing the importance of the need for longevity, in street construction and maintenance.

9. Curriculum Review and Student Learning Outcomes Assessment

Curriculum/ SLO Assessment Map: Public Works

CC 1: Communication	CC 4: Community/global consciousness and responsibility
CC 2: Computation	CC 5: Technology
CC 3: Creative, Critical, and analytical thinking, information competency	CC 6: Discipline/Subject Area Specific Content Material

	CC 1 (a) Explain fund of street maintenance	CC 1 (b) Ability to read and interpret plans	CC 3 (a) Demo understanding of records	CC 3 (b) Understand codes	CC- 5 Effective use of resources	CC 6 (a) Knowledge of equipment and techniques	CC 6 (b) Knowledge of preventative methods	Date of SLO Assessment semester / year or CA=(Ongoing, Continuing Assessment)
--	-------------------------------------------------------	--------------------------------------------------------	--------------------------------------------------	-------------------------------------	--------------------------------------------	----------------------------------------------------------	------------------------------------------------------	-----------------------------------------------------------------------------------------

PUB 150 –Public Works I (3 Units), Applicability-D,C Last Offered-S 13, Last Curriculum Date: S07 , Curriculum Revision Date: S13 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award								
SLO 1	I							S12
SLO 2	I							S12
SLO 3				I				S12
SLO 4				I				S12
SLO 5				I				S12
SLO 6						I		S12
SLO 7						I		S12
SLO Key: I= Introduced, D=Developed, M=Mastered								

PUB 151 –Street Construction and Maintenance (3 Units), Applicability-D,C Last Offered-F 12, Last Curriculum Date: S12, Curriculum Revision Date: S18 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award								
SLO 1	I							S12
SLO 2			I	D				S12
SLO 3					I			S12
SLO 4					I			S12
SLO 5			I					S12
SLO Key: I= Introduced, D=Developed, M=Mastered								

PUB 154 –Soils – Trenching and Grading(3 Units), Applicability-D,C Last Offered-S 10, Last Curriculum Date: S12, Curriculum Revision Date: S18 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award								
SLO 1						I		F14
SLO 2						I		F14
SLO 3	I			I			I	F14
SLO Key: I= Introduced, D=Developed, M=Mastered								

	CC 1 (a) Explain fund of street maintenance	CC 1 (b) Ability to read and interpret plans	CC 3 (a) Demo understanding of records	CC 3 (b) Understand codes	CC- 5 Effective use of resources	CC 6 (a) Knowledge of equipment and techniques	CC 6 (b) Knowledge of preventative methods	Date of SLO Assessment semester / year or CA=(Ongoing, Continuing Assessment)
--	-------------------------------------------------------	--------------------------------------------------------	--------------------------------------------------	-------------------------------------	--------------------------------------------	----------------------------------------------------------	------------------------------------------------------	--------------------------------------------------------------------------------------------

PUB 155 –Public Works Inspection (3 Units), Applicability-D,C Last Offered-S 13, Last Curriculum Date: F08, Curriculum Revision Date: F14 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award								
SLO 1			I					S12
SLO 2				I				S12
SLO 3		I	I	D				S12
SLO 4		I						S12
SLO Key: I= Introduced, D=Developed, M=Mastered								

PUB 156 –Concrete Structures and Inspection (3 Units), Applicability-D,C Last Offered-S 13, Last Curriculum Date: S06, Curriculum Revision Date: S12 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award								
SLO 1						I		S12
SLO 2						I		S12
SLO 3						I		S12
SLO 4	I							S12
SLO 5				I		I		S12
SLO 6			I		I			S12
SLO Key: I= Introduced, D=Developed, M=Mastered								

PUB 157 –Asphalt and Portland Cement (3 Units), Applicability-D/C Last Offered-S 13, Last Curriculum Date:S06 , Curriculum Revision Date: S12 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award								
SLO 1	I					I		S12
SLO 2	I					I		S12
SLO 3	I							S12
SLO 4	I			I				S12
SLO 5				I		I	I	S12
SLO 6						D		S12
SLO 7				D				S12
SLO Key: I= Introduced, D=Developed, M=Mastered								

	CC 1 (a) Explain fund of street maintenance	CC 1 (b) Ability to read and interpret plans	CC 3 (a) Demo understanding of records	CC 3 (b) Understand codes	CC- 5 Effective use of resources	CC 6 (a) Knowledge of equipment and techniques	CC 6 (b) Knowledge of preventative methods	Date of SLO Assessment semester / year or CA=(Ongoing, Continuing Assessment)
--	-------------------------------------------------------	--------------------------------------------------------	--------------------------------------------------	-------------------------------------	--------------------------------------------	----------------------------------------------------------	------------------------------------------------------	--------------------------------------------------------------------------------------------

PUB 158 –Municipal and Urban Tree Care (3 Units), Applicability-D,C Last Offered-F 12, Last Curriculum Date:F09 , Curriculum Revision Date: F15 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award								
SLO 1						I	I	F 12
SLO 2						I		F 12
SLO 3						I	I	F 12
SLO 4							I	F 12
SLO 5							I	F 12
SLO 6						I		F 12
SLO 7						I	I	F 12
SLO 8				I				F 12
SLO Key: I= Introduced, D=Developed, M=Mastered								

PUB 159 –Urban Forest Management Planning (3 Units), Applicability-D,C Last Offered-F 10, Last Curriculum Date:F09 , Curriculum Revision Date: F15 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award								
SLO 1		I				I		When offered
SLO 2						I		When offered
SLO 3						I		When offered
SLO 4		I						When offered
SLO 5				I				When offered
SLO 6		I				I		When offered
SLO 7		D						When offered
SLO Key: I= Introduced, D=Developed, M=Mastered								

PUB 160 –Public Administration (3 Units), Applicability-D,C Last Offered-S 13, Last Curriculum Date:S12 , Curriculum Revision Date: S18 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award								
SLO 1				I				S 12
SLO 2						I		S 12
SLO 3		I				I		S 12
SLO Key: I= Introduced, D=Developed, M=Mastered								

	CC 1 (a) Explain fund of street maintenance	CC 1 (b) Ability to read and interpret plans	CC 3 (a) Demo understanding of records	CC 3 (b) Understand codes	CC- 5 Effective use of resources	CC 6 (a) Knowledge of equipment and techniques	CC 6 (b) Knowledge of preventative methods	Date of SLO Assessment semester / year or CA=(Ongoing, Continuing Assessment)
--	-------------------------------------------------------	--------------------------------------------------------	--------------------------------------------------	-------------------------------------	--------------------------------------------	----------------------------------------------------------	------------------------------------------------------	-----------------------------------------------------------------------------------------

PUB 161 –California Occupational Safety and Health (3 Units), Applicability-C Last Offered-S 12, Last Curriculum Date:S06 , Curriculum Revision Date: S12 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award								
SLO 1				D				F 13

SLO 2				I				F 13
SLO 3				I				F 13
SLO 4				I				F 13
SLO 5				I				F 13
SLO Key: I= Introduced, D=Developed, M=Mastered								

PUB 162 –Traffic Control Standards, Practices, and Policies (3 Units), Applicability-C Last Offered-F 11, Last Curriculum Date:S12 , Curriculum Revision Date: S18 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award								
SLO 1				I				S 14
SLO 2	I			I				S 14
SLO 3				I				S 14
SLO 4				I				S 14
SLO Key: I= Introduced, D=Developed, M=Mastered								

PUB 164 –Plan Interpretation and Cost Estimating (3 Units), Applicability-C Last Offered-F 12, Last Curriculum Date:S12 , Curriculum Revision Date: S18 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award								
SLO 1		I						S 13
SLO 2		I		I	I			S 13
SLO 3				I	I			S 13
SLO 4	I							S 13
SLO 5	I							S 13
SLO 6				I	I			S 13
SLO Key: I= Introduced, D=Developed, M=Mastered								

	CC 1 (a) Explain fund of street maintenance	CC 1 (b) Ability to read and interpret plans	CC 3 (a) Demo understanding of records	CC 3 (b) Understand codes	CC- 5 Effective use of resources	CC 6 (a) Knowledge of equipment and techniques	CC 6 (b) Knowledge of preventative methods	Date of SLO Assessment semester / year or CA=(Ongoing, Continuing Assessment)
--	-------------------------------------------------------	--------------------------------------------------------	--------------------------------------------------	-------------------------------------	--------------------------------------------	----------------------------------------------------------	------------------------------------------------------	-----------------------------------------------------------------------------------------

PUB 165 –Environmental Management in Public Works (3 Units), Applicability-C Last Offered-S 12, Last Curriculum Date:S09 , Curriculum Revision Date: Currently under review Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award								
SLO 1					I			S 12
SLO 2					D			S 12
SLO 3				I				S 12
SLO 4				I			I	S 12

SLO 5						I		S 12
SLO 6				D				S 12
SLO Key: I= Introduced, D=Developed, M=Mastered								

PUB 166 –Supervision in Public Works (3 Units), Applicability-C Last Offered-F 12, Last Curriculum Date:S06 , Curriculum Revision Date: S12 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award								
SLO 1			I					S 13
SLO 2	I							S 13
SLO 3		I						S 13
SLO 4				I				S 13
SLO 5						I		S 13
SLO 6			I					S 13
SLO 7			I					S 13
SLO 8		I						S 13
SLO Key: I= Introduced, D=Developed, M=Mastered								

10. Review of previous recommendations

Mission:

a. By headcount, there are approximately 100 Public Works students enrolled at Citrus College at any given time, most taking one class per semester. A portion of these students are working toward their Public Works Certificate. The Public Works Program Review 2005-2006 indicates 7 certificates were awarded. A certificate requires six classes which, for the typical Public Works student, would take six semesters to complete. It would therefore be expected that approximately 10 or more certificates should be awarded annually. It is recommended that staff increase their efforts in identifying eligible students to apply for their Public Works Certificate.

Response: Certificate completions are increasing. there were 13 completions in 10/11, a doubling from the previous year. An in-house CTE counselor has helped facilitate this process.

b. Though employees in the public works industry are overwhelmingly male, it is recommended that a concerted effort be put forth to attract female students into the program.

Response: Kim Holland hosted a "Women in the Workforce" event prior to her retirement. The event had a large public works component.

Need:

a. It is recommended that a promotional slick be developed for the Public Works program.

Response: incomplete

b. It is recommended that the new Outreach Coordinator be consulted regarding promotion of the Public Works program.

Response: incomplete

Quality:

a. Recognizing the lack of gender balance in this industry, it is recommended that an emphasis is placed on the recruitment of women.

Response: Kim Holland hosted a "Women in the Workforce" event prior to her retirement. The event had a large public works component.

b. All syllabi will be revised by the fall 2006 semester to reflect the new Student Learning Outcomes.

Response: All Syllabi contain SLOs

c. Syllabi should be consistent with regard to a statement of accessing service for students with disabilities.

Response: Complete

d. The new Wingspan system will be explored to determine if it can flag students who are eligible for certificates and to track those awarded.

Response: Degree audit software purchased in 2010, awaiting implementation

Feasibility:

NONE

Compliance:

NONE

11. Evaluation Criteria – Mission

Current status

Program is one of only three public works programs in the state.

Commendations

- a. Curriculum and program are very well aligned with the needs of the industry. modifications are made based upon advisory counsel recommendations

Recommendations

- a. Needs a full-time faculty member to provide ground level leadership and program oversight/ownership

12. Evaluation Criteria – Need

The program is one of only three public works programs in the state. Employment is fairly level, but consistent. Students who enroll in the class are generally incumbent workers in the field who are seeking career advancement from a crew worker to foreman or foreman to director. Some students are seeking to improve skill levels for their current position. There is no state licensing in this career field. A limited number of Certificates of Achievement are issued.

Current status

Program is one of only three public works programs in the state. There are no industry-based certifications in Public Works. Please see the EMSI Report (Attachment D) for more information.

Commendations

- a.

Recommendations

- a.

13. Evaluation Criteria – Quality

Current status

Curriculum and program are very well aligned with the needs of the industry. modifications are made based upon advisory counsel recommendations

Commendations

- a.

Recommendations

- a. Explore internships with city municipalities for students entering field of public works
- b. Revise certificates and degree as recommended by employers.

14. Evaluation Criteria – Feasibility

Current status

Courses in public works are offered on campus in the evening, at off-campus employer sites in the late afternoon and evening, and online.

No full-time faculty leadership

Commendations

- a.

Recommendations

- a. needs a full-time faculty member to provide ground level leadership and program oversight/ownership

15. Evaluation Criteria – Compliance**Current status**

Advisory council meets regularly

Program has an excellent partnership with MSA

Commendations

- a. For being staffed with 100% adjunct, the faculty completed all course SLO Assessments.

Recommendations

- a. Course Outlines of Record for PUB 150, 156, 157, 161, and 166 need to be refreshed to remain in compliance. PUB 159 is being reviewed for deactivation.

16. Recommendations

Rank	Description of recommendation (actions or behaviors to be completed)	Responsible person(s)	Target Date	Personnel	Facilities	Equip. / Software	Supplies
1	Innactivate Certificate of Achievement in Landscape Management.	Dean	12/12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Hire one FT faculty.	FNIC/BOT	6/13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Explore interships with city municipalites for students entering field of public works.	Dean/MSA	6/13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Revise certificates and degree as recommended by employers.	Dean	6/13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

17. Budget Recommendations

Resources are needed in the following areas:

Certificated Personnel (FNIC)

Position	Discuss impact on goals / SLOs	Impact ◇	Priority ‡
FT Faculty	No faculty leadership, program is 100% adjunct	MNQ	2

Classified Personnel

Position	Discuss impact on goals / SLOs	Impact ◇	Priority ‡

Facilities

Facilities / repairs or modifications needed	Discuss impact on goals / SLOs	Bldg / Room	Impact ◇	Priority ‡

Computers / Software (Tecs)

Item	Discuss impact on goals / SLOs	Cost	Impact ◇	Priority ‡

Equipment

Item	Discuss impact on goals / SLOs	Cost	Impact ◇	Priority ‡

Supplies (Division)

Item	Discuss impact on goals / SLOs	Cost	Impact ◇	Priority ‡

Additional information:

◇ **Impact:**

M = Mission: Does program meet the District's mission and established core competencies? Does program reflect the District's diversity?

N = Need: How is program addressing needs based on labor market data, enrollment, articulation, advisory committee, regional agreements, etc.?

Q = Quality: Are lecture/lab unit values appropriate? Have the course outlines been reviewed / updated regularly? Are disciplines appropriate? Is faculty development adequate? Does program support State and District emphasis on critical thinking, problem solving and written expression? Does program meet stated objectives in the form of SLOs? Are course pre-requisites and co-requisites validated?

F = Feasibility: Are facilities, equipment, and library resources adequate? Are evening programs and services adequate? Are course offerings frequent enough for students to make adequate progress in both day and evening programs? Does the program have adequate communication with & support from Counseling?

C = Compliance: Do course requisites meet Federal, State & District requirements? Do the course outlines meet state, district & federal regulations for content? Do vocational programs have regular advisory meetings?

‡ **Priority: (Note: When discussing priority, consider the following and address in Column 2)**

A. Is this goal mandated by law, rule, or district policy?

B. Is this goal essential to program success?

C. Is this goal necessary to maintain / improve program student learning outcomes?

Attachment A: Key Performance Indicator data pages

PUB Program Review

	Key Performance Indicators	Fall04	Fall05	Fall06	Fall07	Fall08	Fall09
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Program Access							
1	Majors (total)						
2	New Majors						
3	Courses Offered	4.0	4.0	2.0	3.0	4.0	5.0
4	Sections Offered	4.0	4.0	2.0	5.0	5.0	5.0
5	Morning Secions						
6	Afternoon Sections				3.0	1.0	1.0
7	Evening Sections	3.0	3.0	1.0	1.0	3.0	3.0
8	Arranged Sections						
9	Weekend Sections						
10	Short Term Sections	0.0	0.0	0.0	0.0	0.0	0.0
11	Distance Ed Full-Term Sections	1.0	1.0	1.0	1.0	1.0	1.0
12	Distance Ed Short-Term Sections						
13	Enrollment	107	95	37	144	155	120
14	Weekly Student Contact hours (WSCH)	317.9	280.0	107.9	444.6	518.5	395.0
15	Full-Time Equivalent Students (FTES)	10.9	9.6	3.7	13.7	16.0	12.2
Program Resources							
16	Full-Time Equivalent Faculty (FTEF)	0.6	0.6	0.3	0.7	0.8	0.8
17	Credit Reimbursement Rate	\$2,922.30	\$3,259.71	\$3,476.34	\$3,668.28	\$3,834.46	\$3,834.46
Program Operation							
18	WSCH/FTEF	567.7	500.0	385.4	609.1	648.1	500.1
19	FTES/FTEF	19.5	17.1	13.2	18.8	20.0	15.4
20	Fill Rate at Census	57.8	49.5	38.0	58.9	75.4	50.7
Program Success							
21	Course Retention	92.5	90.5	97.3	100.0	99.4	95.0
22	Course Success	71.0	77.9	75.7	86.8	86.5	77.5

PUB Program Review

	Key Performance Indicators				Winter08	Winter09	Winter10
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Program Access							
1	Majors (total)						
2	New Majors						
3	Courses Offered						
4	Sections Offered						
5	Morning Secions						
6	Afternoon Sections						
7	Evening Sections						
8	Arranged Sections						
9	Weekend Sections						
10	Short Term Sections						
11	Distance Ed Full-Term Sections						
12	Distance Ed Short-Term Sections						
13	Enrollment						
14	Weekly Student Contact hours (WSCH)				0.0	0.0	0.0
15	Full-Time Equivalent Students (FTES)						
Program Resources							
16	Full-Time Equivalent Faculty (FTEF)						
17	Credit Reimbursement Rate				\$3,668.28	\$3,834.46	\$3,834.46
Program Operation							
18	WSCH/FTEF						
19	FTES/FTEF						
20	Fill Rate at Census						
Program Success							
21	Course Retention						
22	Course Success						

PUB Program Review

	Key Performance Indicators	Spring05	Spring06	Spring07	Spring08	Spring09	Spring10
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Program Access							
1	Majors (total)						
2	New Majors						
3	Courses Offered	4.0	4.0	3.0	5.0	5.0	4.0
4	Sections Offered	4.0	4.0	3.0	5.0	6.0	4.0
5	Morning Sections						
6	Afternoon Sections				2.0	1.0	1.0
7	Evening Sections	3.0	3.0	2.0	2.0	3.0	2.0
8	Arranged Sections						
9	Weekend Sections						
10	Short Term Sections	0.0	0.0	0.0	1.0	0.0	0.0
11	Distance Ed Full-Term Sections	1.0	1.0	1.0	1.0	2.0	1.0
12	Distance Ed Short-Term Sections				0.0		
13	Enrollment	106	90	63	162	174	144
14	Weekly Student Contact hours (WSCH)	309.2	262.5	183.8	530.2	562.9	478.0
15	Full-Time Equivalent Students (FTES)	10.6	9.0	6.3	16.4	17.4	14.8
Program Resources							
16	Full-Time Equivalent Faculty (FTEF)	0.6	0.6	0.4	0.8	0.9	0.8
17	Credit Reimbursement Rate	\$2,922.30	\$3,259.71	\$3,476.34	\$3,668.28	\$3,834.46	\$3,834.46
Program Operation							
18	WSCH/FTEF	552.1	468.8	437.5	679.7	605.3	597.5
19	FTEF/FTEF	18.9	16.1	15.0	21.0	18.7	18.4
20	Fill Rate at Census	50.2	45.7	44.7	61.6	63.7	78.3
Program Success							
21	Course Retention	96.2	94.4	95.2	96.3	98.9	97.9
22	Course Success	93.4	86.7	77.8	84.0	86.8	79.2

PUB Program Review

	Key Performance Indicators	Sum 04	Sum 05	Sum 06	Sum 07	Sum 08	Sum 09
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Program Access							
1	Majors (total)						
2	New Majors						
3	Courses Offered			1.0	1.0	2.0	1.0
4	Sections Offered			1.0	1.0	2.0	1.0
5	Morning Secions						
6	Afternoon Sections			1.0		1.0	
7	Evening Sections						
8	Arranged Sections						
9	Weekend Sections						
10	Short Term Sections			0.0	0.0	0.0	0.0
11	DistanceEd Full-Term Sections			0.0		0.0	
12	DistanceEd Short-Term Sections				1.0	1.0	1.0
13	Enrollment				20	71	35
14	Weekly Student Contact hours (WSCH)	0.0	0.0	52.5	60.1	219.1	105.0
15	Full-Time Equivalent Students (FTES)			1.8	2.1	6.8	3.2
Program Resources							
16	Full-Time Equivalent Faculty (FTEF)			0.1	0.1	0.3	0.1
17	Credit Reimbursement Rate	\$2,922.30	\$3,259.71	\$3,476.34	\$3,668.28	\$3,834.46	\$3,834.46
Program Operation							
18	WSCH/FTEF			375.0	429.2	730.2	750.0
19	FTES/FTEF			12.9	14.7	22.5	23.1
20	Fill Rate at Census				66.7	85.6	73.3
Program Success							
21	Course Retention				100.0	100.0	94.3
22	Course Success				100.0	97.2	77.1

	04-05		05-06		06-07		07-08		08-09		09-10	
	Year1		Year2		Year3		Year4		Year5		Year6	
Gender												
Female	11	8.1%	11	9.2%	6	7.7%	4	1.8%	14	5.2%	36	17.2%
Male	124	91.9%	109	90.8%	72	92.3%	193	87.3%	247	91.8%	169	80.9%
Missing							24	10.9%	8	3.0%	4	1.9%
Total	135	100.0%	120	100.0%	78	100.0%	221	100.0%	269	100.0%	209	100.0%
Age												
19 or younger	8	5.9%	8	6.7%	1	1.3%	3	1.4%	3	1.1%	19	9.1%
20-24	25	18.5%	19	15.8%	12	15.4%	27	12.2%	29	10.8%	42	20.1%
25-29	17	12.6%	14	11.7%	10	12.8%	41	18.6%	51	19.0%	30	14.4%
30-34	22	16.3%	23	19.2%	13	16.7%	30	13.6%	38	14.1%	27	12.9%
35-39	16	11.9%	19	15.8%	15	19.2%	36	16.3%	56	20.8%	28	13.4%
40-49	33	24.4%	29	24.2%	22	28.2%	63	28.5%	71	26.4%	43	20.6%
50 and above	14	10.4%	8	6.7%	5	6.4%	21	9.5%	21	7.8%	20	9.6%
Total	135	100.0%	120	100.0%	78	100.0%	221	100.0%	269	100.0%	209	100.0%
Ethnicity												
Asian	9	6.7%	8	6.7%	3	3.8%	2	0.9%	8	3.0%	3	1.4%
Black or African American	13	9.6%	7	5.8%	4	5.1%	39	17.6%	28	10.4%	27	12.9%
Hispanic/Latino	54	40.0%	50	41.7%	30	38.5%	78	35.3%	128	47.6%	83	39.7%
American Indian or Alaska Native	4	3.0%	1	0.8%	1	1.3%	3	1.4%	2	0.7%		
Native Hawaiian or Other Pacific Islander								1	0.5%	1	0.4%	
White	47	34.8%	40	33.3%	38	48.7%	41	18.6%	52	19.3%	32	15.3%
Two or More Races											1	0.5%
Unknown/Non-Respondent	8	5.9%	14	11.7%	2	2.6%	57	25.8%	50	18.6%	63	30.1%
Total	135	100.0%	120	100.0%	78	100.0%	221	100.0%	269	100.0%	209	100.0%
Educational Goal												
Degree & Transfer	11	8.1%	23	19.2%	9	11.5%	5	2.3%	13	4.8%	37	17.7%
Transfer	7	5.2%	3	2.5%	5	6.4%	1	0.5%	2	0.7%	8	3.8%
AA/AS	11	8.1%	9	7.5%	3	3.8%	23	10.4%	47	17.5%	31	14.8%
License	14	10.4%	5	4.2%		0.0%	9	4.1%	8	3.0%	4	1.9%
Certificate	28	20.7%	27	22.5%	15	19.2%	51	23.1%	44	16.4%	25	12.0%
Job Skills	51	37.8%	40	33.3%	35	44.9%	85	38.5%	97	36.1%	59	28.2%
Basic Skills							10	4.5%	29	10.8%	15	7.2%
Personal											1	0.5%
Undecided							5	2.3%	20	7.4%	20	9.6%
Not Reported	13	9.6%	13	10.8%	11	14.1%	32	14.5%	9	3.3%	9	4.3%
Total	135	100.0%	120	100.0%	78	100.0%	221	100.0%	269	100.0%	209	100.0%

	Key Performance Indicators	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10
		Year1	Year2	Year3	Year4	Year5	Year6
Program Resources							
23	Revenue: FTES*Reimbursement Rate	\$62,202.39	\$60,304.64	\$34,763.40	\$117,605.06	\$152,343.10	\$114,842.08
24	Total District Adopted Program Budget	NO DATA	23,592	19,802	35,050	52,089	43,947
25	Support Personnel (wage without benefit, 2200 and 2400 in budget)	n/a	n/a	n/a	n/a	0	N/A
26	Supplies (4300 in budget)	0	0	0	NO DATA	104	0
27	Cost	17,507	24,683	15,702	NO DATA	51,914	
28	Total FTES for the year	21.3	18.5	10	32.06	39.73	29.95
29	Cost per FTES	821.92	1,334.22	1,570.20		1,306.67	
Degrees and Certificates							
30	Degree: Public Works				2	1	2
31	Certificates: Public Works	10	20	10	10	8	10
32	Skill Awards						
33	Licenses (reported by department)						
Career Technical Education Programs							
34	VTEA Grant						
35	Industry Contributions to Program Resources						
36	Available Jobs						
37	Attach one copy of the three most recent College Core Indicator Information forms for each of the appropriate TOP codes						
38	Please include "Student Satisfaction" and "Employer Satisfaction" in the program review write-up.						
39	Labor market data						

Attachment B:

Maintenance Superintendents Association (MSA) Notes – Oct. 9, 2012

How would you like to see the Public Works certificate change? What does it need to include? Is it missing anything in its current form?

Provides a good foundation for what is needed on the job, especially as a supplement to work being performed by those already employed in the field of public works (Gerard)

ADD work experience/field work component – especially for those not working in public works while enrolled

- Supplement to classroom instruction

ADD irrigation fundamentals

ADD full service maintenance component – tress, gardening, irrigation, street maintenance, etc.

- Many cities do 'cross over' work and do not contract out other service – the employee may need to be versed in all of these areas so they are capable of performing the work needed at any given time

ADD signal technology

ADD job shadowing

- Spend a day in the field at a city office
- Match the skills needed with the city/yard that specializes in the same services
- Not necessarily do any work that day, but instead experience what is needed to perform in that job, what occurs in the city on any given day, etc.
- Many were willing to participate in this part of the program

ADD internships

- It is an EASY process – many work through their HR departments to 'hire' the intern
- Example – the intern shadowed an employee for 8 weeks – helped provide career direction for those still undecided about specialty
- Many internships have led to employment following internship

Attachment C: Advisory Committee Meeting Minutes

CITRUS COMMUNITY COLLEGE
Public Works
Tuesday, June 12, 2012
1:00pm – 3:00pm

Attendees: Ken Boyce, City of Carson; Bill Ornelas, City of Rosemead; Marti DeYoung, Grant Specialist, Citrus College; Jim Lancaster, Dean of Curriculum, CTCE, Robert Swartz, Senior Civil Engineer, LA County DWP; Gerard C. Batista, City of Duarte; Troy Wittenbrock, Field Services Manager, City of Duarte

Agenda	Discussion	Recommendations & Action Items
Welcome and Introductions	<p>Jim Lancaster introduced himself as the Dean of Curriculum, Career, Technical, and Continuing Education. The Advisory Council was introduced.</p> <p>A sign-in sheet and hand-out materials was circulated.</p>	
Updates and News	<p>It is mandatory that an advisory meeting for all Community College CTE Programs be conducted at least once a year. We look to the industry for input on current and future needs, which assists us to stay on track as a college in providing students quality programs that leads to employment: high-wage, high- skill or high-demand careers.</p> <p>Also Advisory contacts assist in keeping us informed of job availability within the industry.</p> <p>Importantly, applying for additional grant funding (Perkins, VTEA) for these programs requires having an Advisory Committee.</p> <p>The college goal is to follow the industry and meet the needs of the community.</p>	<p>New adjunct must be hired to fill courses required for the certificate. Faculty will assist in the search.</p>
Program Certificate and Degree Outcomes/Review	<p>The Public Works Certificate requires updating and revamping. There has not been a demand for it and is on historical status until it is recommended to bring it back.</p> <p>Some students do not understand the process in filing for a certificate and steps will be made to inform the procedure.</p> <p>Jim asks the faculty to assist in updating.</p>	
Program Review	<p>New adjunct must be hired in order to teach courses that pertain to the certificate.</p> <p>We must offer a minimum of 5ive classes per semester to keep on track with the certificate program.</p> <p>We will be a school of 10,000 students. Many adjuncts have been released due to fewer classes being offered.</p> <p>There is a hiring freeze for classified staff.</p> <p>We have had to eliminate participation in some outside events since there is a lack of staff.</p> <p>Only three colleges offer Public Works Programs, therefore important to maintain the program at Citrus College.</p>	

<p style="text-align: center;">Data Certificates/Degrees Awarded</p> <p style="text-align: center;">Program Needs and Recommendations</p>	<p>Interns must not displace a worker. This is not an apprenticeship.</p> <p>Jim distributed the most current data information on degrees and certificates awarded. 2010-11 = 13 degree/certificates awarded This was doubled from the previous year due to having a dedicated counselor to the CTE Programs.</p> <p>We have proven it to be effective and Marti and Jim are working diligently to maintain having a CTE instructor.</p> <p>All Public Works courses will be taught in one classroom that can be concentrated to the program. We can put supplies and industry posters, information on the walls that pertain strictly to the industry.</p> <p>Since Public Works does not have a full-time faculty, Jim is requesting needs and recommendations from each of the faculty and he will then write their program review. This is used as a planning tool.</p> <p>As MSA develops a state-wide certification our curriculum should be standardized and aligned towards those requirements. i.e., model with water program. If MSA requires CEU courses, they must be developed into the curriculum.</p> <p>A student outcome would be that the student will be qualified to take the certification test.</p> <p>To better serve the working student we will explore developing one or two unit courses in addition to the traditional three unit course.</p> <p>Group would like data to support which courses should be developed that teaches to the weakest subject areas, i.e., math, writing, communication, computer.</p> <p>The state of California is concerned that many classes do not require enough basic skills. We are working on an implementation plan that addresses the requirement without creating all basic skills classes. A suggestion would be to create a pre-requisite of an introductory class that incorporates the basic skills that applies to the subject.</p> <p>Enrollment is higher with those classes conducted on-campus; therefore most of the off-site locations will be eliminated.</p> <p>There is still a tremendous need for additional Public Work instructors.</p> <p>Per Issa Adawiya there is a significantly large population of Public Works students, and he would be willing to teach a certificate suite of courses as an off-site location.</p>	<p>research grant dollars for a pilot internship program. It will be discussed further. Course must be written.</p> <p>Jim will write the Program Review with all recommended needs.</p> <p>The curriculum will be standardized and aligned towards the MSA state-wide certification.</p> <p>Create a pre-requisite introductory course with the option of waiving the requirement for those students that have more experience.</p> <p>A continual need for new Public Work instructors.</p> <p>Jim will meet with the CTE Dean from Santa Clarita to partnership with</p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p>Meeting Adjourned</p> <p>Submitted by: Lois Bottari</p>	<p>A suggestion is to advertise with the cities that a Public Works certificate is a preferred qualification to the position.</p> <p>Marti and Jim explained that it has been difficult to create excitement and interest with the high schools for the Public Works Program.</p> <p>The Advisory agree that a dedicated career counselor who is well-versed in the industry and not just course work is a critical component to assisting students in understanding the various jobs and management careers within the Public Works field.</p> <p>The Advisory will continue throughout the year to submit ideas and needs for the program to Jim Lancaster.</p> <p>The next meeting will be announced.</p>	<p>Advertise with the cities that a Public Works certificate be recognized as a preferred qualification.</p> <p>A Career Counselor is critical to assisting students in understanding the industry and program.</p> <p>Advisory will continually submit recommendations and needs throughout the year to Jim Lancaster.</p>
-----------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Attachment D:

Economic Modeling Specialists International (EMSI) Report

1000 West Foothill Boulevard
Glendora, California 91741-1899

Occupation Report

LA/OC/SB



Report Info

Dataset Version	2013.1
Timeframe	2011 - 2017
Region Name	LA/OC/SB
Counties	Los Angeles, CA (6037)
	Orange, CA (6059)
	San Bernardino, CA (6071)

Occupation Group

Civil Engineering Technicians (17-

3022) Tree Trimmers and Pruners

(37-3013)

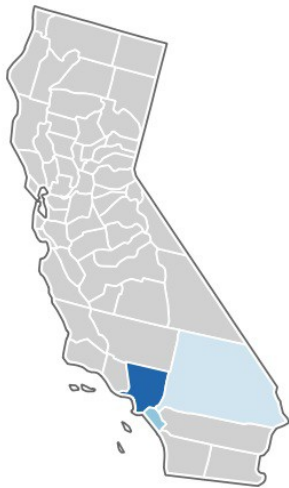
Cement Masons and Concrete Finishers (47-

2051) Highway Maintenance Workers (47-








4051)

Traffic Technicians (53-6041)

Job Distribution



Overview

Annual Openings Estimate (2012)	374	
Related Completions (2011)	386	
Current Job Postings	N/A for Multiple Codes	
Gender		
Male	97% 	
Female	3% 	
Age		
14-18	1% 	
19-24	7% 	
25-44	52% 	
45-64	37% 	
65+	3% 	
12,829 Jobs (2012) National Location Quotient: 0.61	7.0% % Change (2011-2017) Nation: 7.3%	\$21.55/hr Median Earnings Nation: \$17.42/hr

LA/OC/SB | Growth for Target Occupations

12,609

2011 Jobs

13,494

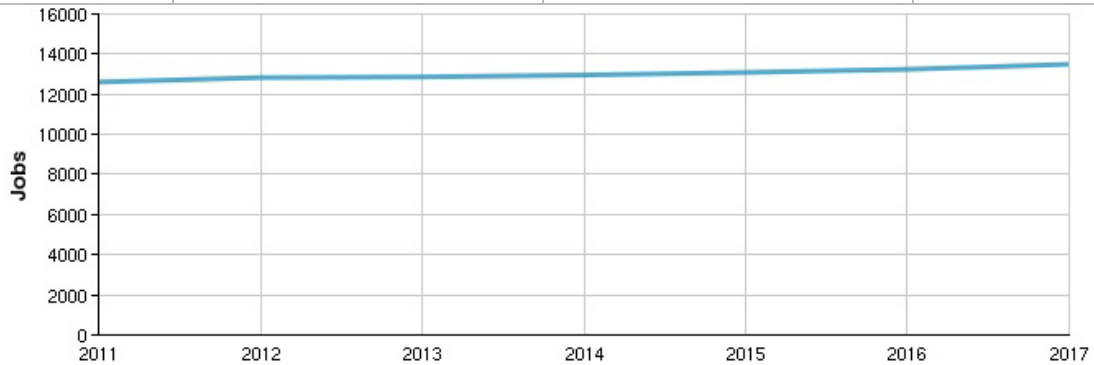
2017 Jobs

885

Change (2011-2017)

7.0%

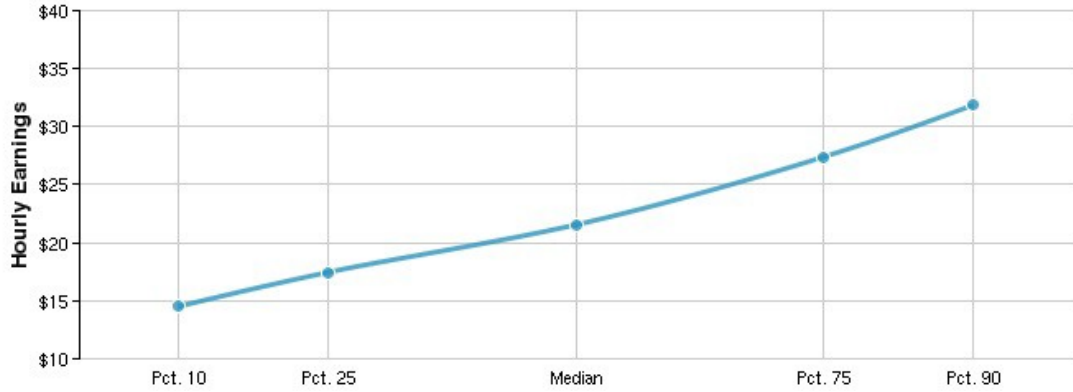
% Change (2011-2017)



Occupation	2011 Jobs	2017 Jobs	Change	% Change
Civil Engineering Technicians (17-3022)	2,465	2,670	205	8%
Tree Trimmers and Pruners (37-3013)	3,175	3,295	120	4%
Cement Masons and Concrete Finishers (47-2051)	5,364	5,653	289	5%
Highway Maintenance Workers (47-4051)	1,431	1,694	263	18%
Traffic Technicians (53-6041)	173	181	8	5%

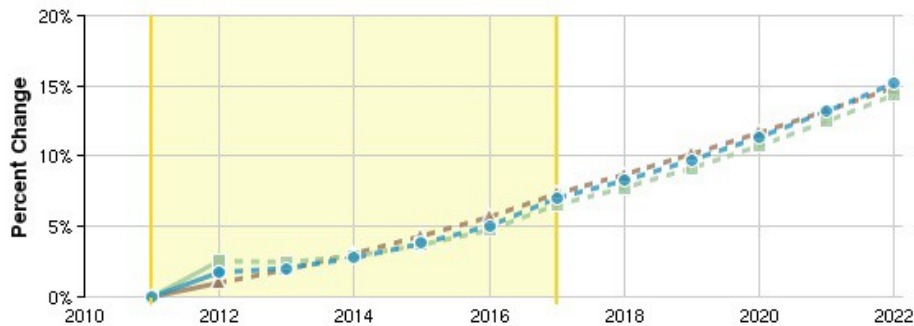
LA/OC/SB | Percentile Earnings

\$14.52/hr 10th Percentile Earnings	\$21.55/hr Median Earnings	\$31.84/hr 90th Percentile Earnings
-----------------------------------------------	--------------------------------------	-----------------------------------------------



Occupation	10th Percentile Earnings	Median Earnings	90th Percentile Earnings
Civil Engineering Technicians (17-3022)	\$21.18	\$30.61	\$40.43
Tree Trimmers and Pruners (37-3013)	\$11.59	\$14.26	\$19.36
Cement Masons and Concrete Finishers (47-2051)	\$12.47	\$21.15	\$34.21
Highway Maintenance Workers (47-4051)	\$17.47	\$23.68	\$34.93
Traffic Technicians (53-6041)	\$12.67	\$19.32	\$34.93

Regional Trends



Region	2011 Jobs	2017 Jobs	% Change
A LA/OC/SB	12,609	13,494	7.0%
B State	38,036	40,526	6.5%
C Nation	451,539	484,647	7.3%

Educational Programs

6 Programs (2011)		386 Completions (2011)				
Program	2007	2008	2009	2010	2011	
Building Construction Technology (46.0415)	0	0	0	147	187	
Construction Engineering Technology/Technician (15.1001)	57	76	81	127	112	
Engineering Technology, General (15.0000)	33	43	32	28	44	
Construction Trades, General (46.0000)	102	73	17	50	43	
Construction/Heavy Equipment/Earthmoving Equipment Operation (49.0202)	0	0	0	0	0	

Inverse Staffing Patterns

Industry	Occupation Group Jobs in Industry (2012)	% of Occupation Group in Industry (2012)	% of Total Jobs in Industry (2012)
Landscaping Services (561730)	2,827	22.0%	5.1%
Poured Concrete Foundation and Structure Contractors (238110)	2,265	17.7%	27.1%
Local Government, Excluding Education and Hospitals (903999)	1,878	14.6%	0.7%
Engineering Services (541330)	1,277	10.0%	2.7%
All Other Specialty Trade Contractors (238990)	641	5.0%	2.6%

Data Sources and Calculations

State Data Sources

This report uses state data from the following agencies: California Labor Market Information Department

Institution Data

The institution data in this report is taken directly from the national IPEDS database published by the U.S. Department of Education's National Center for Education Statistics.

Completers Data

The completers data in this report is taken directly from the national IPEDS database published by the U.S. Department of Education's National Center for Education Statistics.

Location Quotient

Location quotient (LQ) is a way of quantifying how concentrated a particular industry, cluster, occupation, or demographic group is in a region as compared to the nation. It can reveal what makes a particular region unique in comparison to the national average.

Staffing Patterns Data

The staffing patterns data in this report is compiled from several sources using a specialized process. Sources include Occupational Employment Statistics, and the National Occupation Matrix. EMSI uses ratios from the national matrix and inputs regional jobs by industry, converting these to jobs by occupation. The ratios derived from this are adjusted to equal actual regional data, resulting in a unique regional staffing pattern.

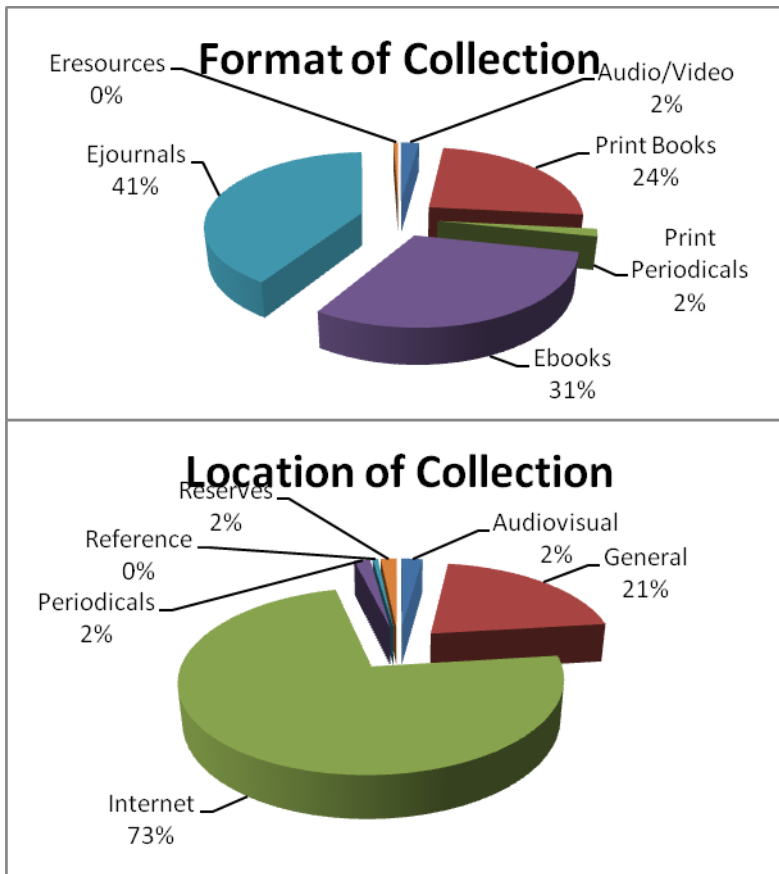
Attachment E: Library Report
CITRUS COLLEGE LIBRARY
SPRING 2013
LIBRARY REPORT: PUBLIC WORKS

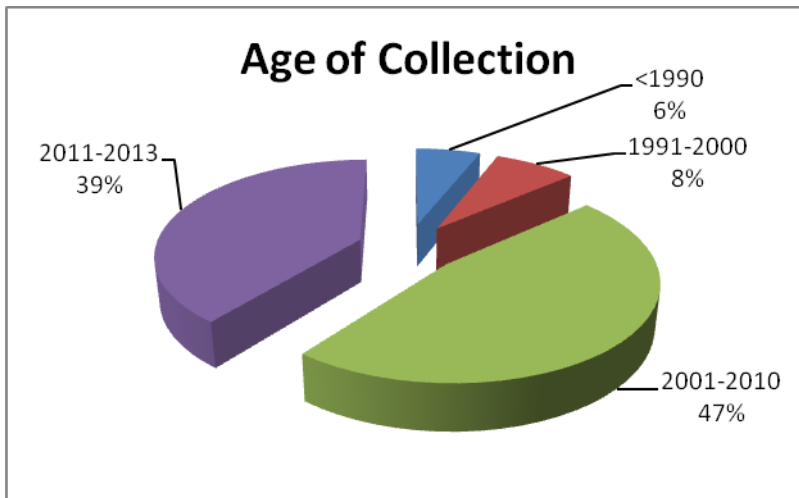
Activity:

Library Instruction Sessions (during prior year)	-0-
Circulation of materials in Dewey subject area 620-629.99 % of total circulation	.40%

Resources:

Dewey arranged materials 621.319-625.88 582.16 631.4-635	112
Ejournals – listed at end of report	73





Databases:

<p>Academic Search Premier (1975-) Multi-displinary database for academic publications including peer-reviewed journals, & images.</p>	<p>GreenFILE Indexes with some Open Access full-text information on scholarly, government & general-interest titles on the human impact to the environment.</p>
<p>MasterFILE Premier (1975-) Magazines, reference books, biographies, primary documents, & images.</p>	<p>Military & Government news for all branches of the military & government.</p>
<p>eBook Collection e-book titles. Searchable, printable by page.</p>	<p>Vocational & Career (1985-) Trade and industry-related journals.</p>
<p>Business Source Premier (1965-; some 1922-) accounting, economics, finance, international bus., management, & industry profiles. Daily updates.</p>	

ASHRAE journal (0001-2491) [Title details from Ulrichsweb.com™](#)

from 01/01/2004 to present in [Academic Search Premier](#) and [Vocational & Career Collection](#)

ASHRAE transactions (0001-2505) [Title details from Ulrichsweb.com™](#)

from 01/01/2004 to present in [Academic Search Premier](#) and [Vocational & Career Collection](#)

Building design (0007-3423) [Title details from Ulrichsweb.com™](#)

from 01/11/2002 to present in [Business Source Premier](#)

Building services engineering research & technology (0143-6244) [Title details from Ulrichsweb.com™](#)

from 02/01/2001 to present in [Business Source Premier](#)

Buildings (Cedar Rapids. 1947) (0007-3725) [Title details from Ulrichsweb.com™](#)

from 07/01/1996 to present in [Business Source Premier](#), [MasterFILE Premier](#) and [Vocational & Career Collection](#)

Bulletin of applied mechanics [Title details from Ulrichsweb.com™](#)

from 2005 to present in [Directory of Open Access Journals](#)

Civil engineering (New York, N.Y. 1983) (0885-7024) [Title details from Ulrichsweb.com™](#)

from 01/01/1997 to present in [Academic Search Premier](#), [Business Source Premier](#), [MasterFILE Premier](#), [Military & Government Collection](#) and [Vocational & Career Collection](#)

Civil engineering and environmental systems (1028-6608) [Title details from Ulrichsweb.com™](#)

from 12/01/2002 to 18 months ago in [Academic Search Premier](#)

Computer-aided civil and infrastructure engineering (1093-9687) [Title details from Ulrichsweb.com™](#)

from 01/01/1998 to 1 year ago in [Academic Search Premier](#)

Concrete products (1957) (0010-5368) [Title details from Ulrichsweb.com™](#)

from 01/01/1997 to present in [Business Source Premier](#) and [Vocational & Career Collection](#)

Construction management and economics (0144-6193) [Title details from Ulrichsweb.com™](#)

from 03/01/1983 to 18 months ago in [Business Source Premier](#)

Contractor (Newton, Mass.) (0897-7135) [Title details from Ulrichsweb.com™](#)

from 07/01/1999 to present in [Business Source Premier](#), [MasterFILE Premier](#) and [Vocational & Career Collection](#)

Design news (0011-9407) [Title details from Ulrichsweb.com™](#)

from 10/03/1988 to present in [Business Source Premier](#) and [Vocational & Career Collection](#)

from 10/17/1988 to present in [Academic Search Premier](#)

Electronic journal of information technology in construction [Title details from Ulrichsweb.com™](#)

from 1996 to 2006 in [Directory of Open Access Journals](#)

Electronic journal of structural engineering [Title details from Ulrichsweb.com™](#)

from 2001 to present in [Directory of Open Access Journals](#)

Electronic journal technical acoustics [Title details from Ulrichsweb.com™](#)

from 2001 to present in [Directory of Open Access Journals](#)

Engineered systems (0891-9976) [Title details from Ulrichsweb.com™](#)

from 01/01/1995 to present in [Academic Search Premier](#), [Business Source Premier](#), [Military & Government Collection](#) and [Vocational & Career Collection](#)

Engineering economist (0013-791X) [Title details from Ulrichsweb.com™](#)

from 06/01/1996 to 18 months ago in [Academic Search Premier](#) and [Business Source Premier](#)

Engineering management journal (1042-9247) [Title details from Ulrichsweb.com™](#)

from 06/01/1999 to present in [Academic Search Premier](#) and [Business Source Premier](#)

ENR (0891-9526) [Title details from Ulrichsweb.com™](#)

from 04/02/2001 to 4 days ago in [Academic Search Premier](#), [Business Source Premier](#) and [MasterFILE Premier](#)

Environmental design construction (1095-8932) [Title details from Ulrichsweb.com™](#)

from 01/01/2002 to present in [Business Source Premier](#)

Journal of composites for construction (1090-0268) [Title details from Ulrichsweb.com™](#)

from 02/01/1997 to 1 year ago in [Business Source Premier](#)

Journal of computational acoustics (0218-396X) [Title details from Ulrichsweb.com™](#)

from 03/01/1999 to 1 year ago in [Academic Search Premier](#)

Journal of computing in civil engineering (0887-3801) [Title details from Ulrichsweb.com™](#)

from 01/01/1995 to 1 year ago in [Academic Search Premier](#)

Journal of construction engineering and management (0733-9364) [Title details from Ulrichsweb.com™](#)

from 03/01/1995 to 1 year ago in [Academic Search Premier](#) and [Business Source Premier](#)

Journal of construction research (1609-9451) [Title details from Ulrichsweb.com™](#)

from 03/01/2002 to 03/31/2006 in [Business Source Premier](#)

Journal of energy engineering (0733-9402) [Title details from Ulrichsweb.com™](#)

from 04/01/1995 to 1 year ago in [Academic Search Premier](#)

Journal of engineering design (0954-4828) [Title details from Ulrichsweb.com™](#)

from 01/01/1994 to 18 months ago in [Academic Search Premier](#), [Business Source Premier](#) and [Military & Government Collection](#)

Journal of engineering mechanics (0733-9399) [Title details from Ulrichsweb.com™](#)

from 01/01/1995 to 1 year ago in [Academic Search Premier](#) and [Military & Government Collection](#)

Journal of environmental engineering (New York, N.Y.) (0733-9372) [Title details from Ulrichsweb.com™](#)

from 01/01/1995 to 1 year ago in [Academic Search Premier](#), [Business Source Premier](#) and [Military & Government Collection](#)

Journal of environmental engineering and science (1496-2551) [Title details from Ulrichsweb.com™](#)

from 01/01/2002 to 11/30/2008 in [Academic Search Premier](#)

Journal of information technology in construction [Title details from Ulrichsweb.com™](#)

from 2006 to present in [Directory of Open Access Journals](#)

Journal of integrated design & process science (1092-0617) [Title details from Ulrichsweb.com™](#)

from 03/01/1999 to 6 months ago in [Academic Search Premier](#)

Journal of irrigation and drainage engineering (0733-9437) [Title details from Ulrichsweb.com™](#)

from 01/01/1995 to 1 year ago in [Academic Search Premier](#)

Journal of light & visual environment (0387-8805) [Title details from Ulrichsweb.com™](#)

from 1996 to present in [Directory of Open Access Journals](#)

Journal of management in engineering (0742-597X) [Title details from Ulrichsweb.com™](#)

from 01/01/1995 to 1 year ago in [Academic Search Premier](#) and [Business Source Premier](#)

Journal of materials in civil engineering (0899-1561) [Title details from Ulrichsweb.com™](#)

from 02/01/1995 to 1 year ago in [Academic Search Premier](#)

Journal of media economics (0899-7764) [Title details from Ulrichsweb.com™](#)

from 01/01/1988 to 18 months ago in [Communication & Mass Media Complete](#)

from 01/01/1994 to 18 months ago in [Business Source Premier](#)

Journal of performance of constructed facilities (0887-3828) [Title details from Ulrichsweb.com™](#)

from 02/01/1995 to 1 year ago in [Academic Search Premier](#)

Journal of professional issues in engineering education and practice (1052-3928) [Title details from Ulrichsweb.com™](#)

from 01/01/1995 to 1 year ago in [Academic Search Premier](#)

Journal of structural engineering (New York, N.Y.) (0733-9445) [Title details from Ulrichsweb.com™](#)

from 01/01/1995 to 1 year ago in [Academic Search Premier](#)

Journal of surveying engineering (0733-9453) [Title details from Ulrichsweb.com™](#)

from 02/01/1995 to 1 year ago in [Academic Search Premier](#) and [Military & Government Collection](#)

Journal of transportation engineering (0733-947X) [Title details from Ulrichsweb.com™](#)

from 01/01/1995 to 1 year ago in [Academic Search Premier](#)

Journal of urban planning and development (0733-9488) [Title details from Ulrichsweb.com™](#)

from 03/01/1995 to 1 year ago in [Academic Search Premier](#) and [Military & Government Collection](#)
Journal of water resources planning and management (0733-9496) [Title details from Ulrichsweb.com™](#)

from 01/01/1995 to 1 year ago in [Academic Search Premier](#)
Leadership and management in engineering (1532-6748) [Title details from Ulrichsweb.com™](#)

from 01/01/2001 to 1 year ago in [Business Source Premier](#)
Lean construction journal [Title details from Ulrichsweb.com™](#)

from 2004 to present in [Directory of Open Access Journals](#)
Mechanics based design of structures and machines (1539-7734) [Title details from Ulrichsweb.com™](#)

from 02/01/2003 to 18 months ago in [Academic Search Premier](#)
PEB exchange (1018-9327) [Title details from Ulrichsweb.com™](#)

from 02/01/2003 to 10/31/2005 in [Academic Search Premier](#)
Photogrammetric record (0031-868X) [Title details from Ulrichsweb.com™](#)

from 03/01/2003 to 1 year ago in [Academic Search Premier](#)
Practice periodical on structural design and construction (1084-0680) [Title details from Ulrichsweb.com™](#)

from 02/01/1996 to 1 year ago in [Military & Government Collection](#)
Public roads (0033-3735) [Title details from Ulrichsweb.com™](#)

from 03/01/1990 to present in [Academic Search Premier](#) and [MasterFILE Premier](#)
from 1993 to present in [U.S. Government Documents](#)
Qualified remodeler (0098-9207) [Title details from Ulrichsweb.com™](#)

from 11/01/2004 to present in [MasterFILE Premier](#)
Reeves journal (0048-7066) [Title details from Ulrichsweb.com™](#)

from 01/01/1995 to present in [Business Source Premier](#), [MasterFILE Premier](#) and [Vocational & Career Collection](#)
Research in engineering design (0934-9839) [Title details from Ulrichsweb.com™](#)

from 10/01/1998 to 1 year ago in [Academic Search Premier](#)
Rock products (1917) (0035-7464) [Title details from Ulrichsweb.com™](#)

from 07/01/2003 to present in [Academic Search Premier](#)
Roofing siding insulation (0033-7129) [Title details from Ulrichsweb.com™](#)

from 06/01/1995 to 06/30/2008 in [Business Source Premier](#), [MasterFILE Premier](#) and [Vocational & Career Collection](#)
Shock and vibration (1070-9622) [Title details from Ulrichsweb.com™](#)

from 01/01/1998 to 9 months ago in [Academic Search Premier](#)
Soil mechanics and foundation engineering (0038-0741) [Title details from Ulrichsweb.com™](#)

from 09/01/2000 to 1 year ago in [Academic Search Premier](#)
Stone world (1052-6994) [Title details from Ulrichsweb.com™](#)

from 01/01/1995 to present in [MasterFILE Premier](#)
Strain (0039-2103) [Title details from Ulrichsweb.com™](#)

from 02/01/2003 to 1 year ago in [Academic Search Premier](#)
Structural engineering/earthquake engineering (0289-8063) [Title details from Ulrichsweb.com™](#)

from 2002 to present in [Directory of Open Access Journals](#)
Supply house times (0039-5935) [Title details from Ulrichsweb.com™](#)

from 07/01/1999 to present in [Business Source Premier](#)
Sustainable facility (1934-6980) [Title details from Ulrichsweb.com™](#)

from 10/01/2007 to 01/31/2012 in [Business Source Premier](#)
Thermal science

from 2001 to present in [Directory of Open Access Journals](#)
from 12/01/2010 to present in [Academic Search Premier](#)

Transportation science (0041-1655) [Title details from Ulrichsweb.com™](#)

from 02/01/1967 to 5 years ago in [Academic Search Premier](#) and [Business Source Premier](#)

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	Board of Trustees	Action	_____
DATE	July 16, 2013	Resolution	_____
SUBJECT:	Program Reviews – Water Technology	Information	X
		Enclosure(s)	X

BACKGROUND

The Water Technology program has undergone the prescribed program review process based on a 6-year cycle. It was approved at the June 3, 2013 Educational Programs Committee meetings and the June 10, 2013 Steering Committee Meeting.

This item was prepared by Jerry Capwell, Administrative Assistant, Academic Affairs.

RECOMMENDATION

Information only; no action is required.

Arvid Spor, Ed.D.
Recommended by

/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.3.



Water Technology Instructional Program Review 2011-2012

Spring 2013

Prepared by

Name	Title
Jim Lancaster	Dean
Jim Woolum	Program Review Coordinator

Water Technology Program Review Committee Members

Name	Title
Dr. Irene Malmgren	Vice President of Academic Affairs
Dr. Lan Hao	Director of Institutional Research
Dr. David Kary	Curriculum Chair
Michelle Plug	Articulation Officer
James Woolum	Program Review Coordinator
Lanette Granger	Library
Sarah Bosler	Library



PROGRAM REVIEW – Water Technology

The final summary of the program review process for Water Technology is attached to this page.

I affirm that this program has been reviewed according to the accepted District procedures for program review and that the final summary accurately reflects the consensus of the members of the review committee.

_____ Jim Lancaster, Dean of Career/Technical and Continuing Education	_____ date
_____ Michelle Plug, Articulation Officer	_____ date
_____ David Kary,, Chair of Curriculum Committee	_____ date
_____ Irene Malmgren, Vice President of Academic Affairs	_____ date
_____ Jim Woolum,, Academic Senate President	_____ date
_____ Geraldine M. Perri, Superintendent/President	_____ date

It will be the department's responsibility to communicate review recommendations with additional offices and services.

Table of Contents

	page #
1. Executive Summary	5
2. Faculty and staff	6
3. Program description (<i>using the catalog description</i>)	6
4. Program goals and objectives	6
5. List and review of degrees, certificates, and awards	6
6. List of industry-based standard certificates and licenses	7
7. Advisory committee or council	7
8. Program Student Learning Outcomes (SLOs)	8
9. Curriculum review and Student Learning Outcomes Assessment	9
10. Review of previous recommendations	12
11. Evaluation Criteria - Mission	13
12. Evaluation Criteria - Need	13
13. Evaluation Criteria - Quality	14
14. Evaluation Criteria - Feasibility	14
15. Evaluation Criteria – Compliance	15

16.	Recommendations	16
17.	Budget Recommendations	17
	Attachment A – Key performance indicator data	19
	Attachment B – Supplemental Data	25
	Attachment C – Gap Assessment - Water-Industry Educational Needs & Available Programs	26
	Attachment D – Advisory Committee Minutes	51
	Attachment E – Occupation Report	55
	Attachment F – Occupation Regional Comparison	61

1. Executive Summary

A. Program History/Description

This program is designed to prepare students who wish to seek employment in the public drinking water supply industry or qualify for a more responsible position within the industry. These courses will be helpful to students who wish to prepare for the T-1, T-2, T-3, T-4, and T-5 Water Treatment Operator and D-1, D-2, D-3, D-4, and D-5 Water Distribution Operator certification examinations given by the California Department of Public Health. Coursework also provides contact hours for Operator Certification maintenance requirements.

B. Strengths/Effective Practices

1. Adjunct faculty have done a very good job staying up to date with SLO Assessments.
2. Pool of adjunct faculty is strong and has depth.
3. The program is primarily attended by incumbent workers needing training to maintain or add additional Department of Public Health certifications.
4. The number of certificate completers has increased steadily in the last two years due to "intrusive counseling" in the CTE division.
5. There is a large number of close to retirement age workers in the industry.
6. Water Conservation and storm water run-off control are expected areas of study requiring attention in the next few years.
7. Current completer output across three counties appears to match current need in the industry.
8. Program is scheduled to allow for completion in one year.

C. Weaknesses/Lessons Learned

1. Program suffers from not having full-time faculty leadership.
2. Dean of division responsible for curriculum changes, program review and other 10+1 items within the program.
3. Program lacks technical math component.
4. Water Awareness Day has not been offered for the last two years due to lack of staffing in the Water Technology program.
5. The industry and the program remain male dominated.
6. Employment in the industry will remain fairly flat in the next few years. There will be few new jobs and many retirements are being replaced with technology.

D. Recommendations/Next Steps

1. Hire a Full-time faculty member in either Public Works or Water Technology to coordinate both programs and provide program level leadership.
2. Explore the development of an internship program to assist new students with entry into the industry.
3. Modify WATR 150 to include technical math, write a WATR math course or partner with math department to develop a technical math course that will become part of the program requirements.
4. Explore curriculum development in storm water control.
5. Closely monitor regional labor market data and trends.
6. Maintain "intrusive" counseling technique in the program.

2. Faculty

**Full-Time
Faculty**Glancy, James
Gramling, Cary
Maestas, Albert
Maestas, Michael**Adjunct Faculty**Martinez, Jose
Sherman, Stephen
Vagnozzi, Jeannette**3. Program description**

This program is designed to prepare students who wish to seek entry level employment in the public water supply industry or qualify for a more responsible position within the industry. These courses will be helpful to students who wish to prepare for the T1, T2, T3, T4 and T5 Water Treatment Operator and D1, D2, D3, D4, and D5 Water Distribution Operator certification examinations given by the Department of Health Services. The Citrus College Water Technology program is approved by the Department of Health Services as a provider of Specialized Training for operator certification requirements as well as for contact hours for operator certificate renewal.

4. Program Goals and Objectives

The goals and objectives of the Water Technology Program are:

- a) Provide training for incumbent workforce to maintain or increase their Department of Public Health certification level (D-1 through D-5 and/or T-1 through T-5)
- b) Prepare students for entry level employment in the water treatment and/or water distribution industries.

5. List and Review of Degrees, Certificates, and Awards

Both the Certificate and the AS Degree were reviewed during the 2011 Advisory meeting, modifications were made to remove math requirement. The committee reviewed the certificate and degree again in 2012. Additional minor modifications suggested in 2012 to remove Biology and PUB courses from the list and add WATR 162.

Degree or Certificate Title	Date last reviewed by Curriculum	Average number of awards each year	Date degree SLOs written	Date degree SLOs Assessed	Date last reviewed by Advisory Council
Associate in Science, Applied Arts	2011				6/2012
Water Technology Certificate	2011	9			6/2012

Water Technology Certificate

Required

WATR 150 Introduction to Water Systems
WATR 151 Water Resources and Distribution
WATR 156 Water Treatment I
WATR 153 Water Resources and Distribution II
WATR 157 Water Treatment II

Plus One of the Following

WATR 162 Water Conservation
BUS 151 Business Spelling and Vocabulary
BUS 152 Business Communications
CSIS 100 Introduction to Computers
CSIS 130 Microcomputer Applications I
PUB 155 Public Works Inspection
PUB 160 Public Works Administration
PUB 161 California Occupational Safety & Health
SPCH 101 Public Address
SPCH 106 Small Group Communication

6. List of Industry-Based Standard Certificates and Licenses

Department of Public Health Water Distribution D1-D5 certification
Department of Public Health Water Treatment T1-T5 certification

7. Advisory Committee or Council

Name	Position / Company
Steve Sherman	Field Operations Supervisor – Covina Irrigating Co
Mike Maestas	Water and Sewer Manager – City of Chino Hills
A. Michael Maestas	Controls Analyst – Cucamonga Valley Water District
Ken Deck	General Manager – Rowland Water District
Daniel Marquez	Operations - Valley County Water District
Gary Gramling	Water Production Operations – City of Lakewood
Jose Martinez	Administration Services Manager – Walnut Valley
Gary Williams	Employee Development Specialist – Golden State Water

8. Program Student Learning Outcomes

The Water Technology Program has adopted the Institutional General Education Competencies of Citrus College (as approved by Steering December 8, 2008). General education competencies serve as a common set of core curricular components identified and defined by faculty. Student learning outcomes are behaviors based on these competencies.

Any student transferring, completing a degree or certificate from Citrus College, must demonstrate effectively assessed awareness, understanding, knowledge, skills, and abilities in the selected competencies.

Students completing courses in the Water Technology Program will have acquired the following competencies:

1) Communication (personal expression and information acquisition)

- (a) Describe and explain regulatory issues that relate to the public drinking water supply.
- (b) Diagram and explain the fundamentals of the water distribution system including SCADA (supervisory control and data acquisition), maintenance, pumps, hydraulics, and valves.

2) Computation

3) Creative, Critical, and Analytical Thinking, and Information Competency

Given a scenario involving water contamination; identify the contaminants, recommend the best treatment, administer the treatment and then verify the contaminants are below allowable safety thresholds.

4) Community/Global Consciousness and Responsibility

5) Technology

6) Discipline / (Subject Area Specific Content Material)

Demonstrate the safe handling of chemicals used in the Water industry and describe the Occupational Safety and Health Administration (OSHA) regulations related to public drinking water.

9. Curriculum Review and Student Learning Outcomes Assessment

Curriculum/ SLO Assessment Map: Water Technology

CC 1: Communication	CC 4: Community/global consciousness and responsibility
CC 2: Computation	CC 5: Technology
CC 3: Creative, Critical, and analytical thinking, information competency	CC 6: Discipline/Subject Area Specific Content Material

	CC 1 (a) Describe and explain regulatory issues	CC 1 (b) Diagram water system.	CC 3 Identify contaminants and recommend treatment	CC 6 Demonstrate safe handling of chemicals used in industry			Date of SLO Assessment semester / year or CA=(Ongoing, Continuing Assessment)
--	-----------------------------------------------------------	------------------------------------------	--------------------------------------------------------------	------------------------------------------------------------------------	--	--	-----------------------------------------------------------------------------------------

WATR 150 –Introduction to Water Systems (3 Units), Applicability-D/C Last Offered-S 13, Last Curriculum Date: S09 , Curriculum Revision Date: S15 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award							
SLO 1		I					
SLO 2			I				
SLO 3			I				
SLO 4	I						F 12
SLO 5			I				
SLO 6		I					
SLO 7		I					
SLO Key: I= Introduced, D=Developed, M=Mastered							

WATR 151 –Water Resources and Distribution I (3 Units), Applicability-D/C Last Offered-F 12, Last Curriculum Date:F09 , Curriculum Revision Date: F15 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award							
SLO 1			I				F 12
SLO 2	I						
SLO 3		I					
SLO 4		I					
SLO 5		I					
SLO Key: I= Introduced, D=Developed, M=Mastered							

	CC 1 (a) Describe and explain regulatory issues	CC 1 (b) Diagram water system.	CC 3 Identify contaminants and recommend treatment	CC 6 Demonstrate safe handling of chemicals used in industry			Date of SLO Assessment semester / year or CA=(Ongoing, Continuing Assessment)
--	-----------------------------------------------------------	------------------------------------------	--------------------------------------------------------------	------------------------------------------------------------------------	--	--	-----------------------------------------------------------------------------------------

WATR 153 –Water Resources and Distribution II(3 Units), Applicability-D/C Last Offered-S 13 , Last Curriculum Date:F09 , Curriculum Revision Date: F15 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award							
SLO 1		I					S 12
SLO 2	I	I					
SLO 3		I					
SLO 4			I				
SLO5	I						
SLO 6		I					
SLO Key: I= Introduced, D=Developed, M=Mastered							

WATR 155 –Water Distribution Operator Exam Preparation (1 Unit), Applicability (Stand Alone) Last Offered-W 11, Last Curriculum Date:S07 , Curriculum Revision Date: S13 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award							
SLO 1		I					WHEN OFFERED
SLO 2			I	I			
SLO 3	I						
SLO 4	I						
SLO 5		I					
SLO 6	I			I			
SLO 7		I	I	I			
SLO Key: I= Introduced, D=Developed, M=Mastered							

WATR 156 –Water Treatment I (3 Units), Applicability-D/C Last Offered-S 13, Last Curriculum Date:F06 , Curriculum Revision Date: F12 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award							
SLO 1			I				F 12
SLO 2			I				
SLO 3	I						
SLO 4			I				
SLO 5			I				
SLO 6	I			I			
SLO 7			I	I			
SLO Key: I= Introduced, D=Developed, M=Mastered							

	CC 1 (a) Describe and explain regulatory issues	CC 1 (b) Diagram water system.	CC 3 Identify contaminants and recommend treatment	CC 6 Demonstrate safe handling of chemicals used in industry			Date of SLO Assessment semester / year or CA=(Ongoing, Continuing Assessment)
--	-----------------------------------------------------------	------------------------------------------	--------------------------------------------------------------	------------------------------------------------------------------------	--	--	-----------------------------------------------------------------------------------------

WATR 157–Water Treatment II (3 Units), Applicability-D/C Last Offered-F 12, Last Curriculum Date:F06 , Curriculum Revision Date: F12 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award							
SLO 1	I						F 12
SLO 2				I			
SLO 3			I	I			
SLO 4			I				
SLO 5			I				
SLO 6	I		I				
SLO 7	I						
SLO 8	I						
SLO 9		I					
SLO Key: I= Introduced, D=Developed, M=Mastered							

WATR 162–Water Conservation (3 Units), Applicability-D/C Last Offered-S 13, Last Curriculum Date:S09 , Curriculum Revision Date: under review Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award							
SLO 1	I						S 13
SLO 2	I						
SLO 3		I					
SLO 4		I					
SLO 5	I						
SLO 6	I	I					
SLO Key: I= Introduced, D=Developed, M=Mastered							

WATR 165–Water Systems Operations and Technology Update (1 Unit), Applicability (Stand Alone) Last Offered-S 08, Last Curriculum Date:S09 , Curriculum Revision Date: S15 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award							
SLO 1		I	I				WHEN OFFERED
SLO 2	I						
SLO 3	I						
SLO 4	I						
SLO 5			I				
SLO 6		I					
SLO 7		I					
SLO Key: I= Introduced, D=Developed, M=Mastered							

10. Review of previous recommendations

Mission:

By headcount, there are fewer than 100 Water Technology students enrolled at Citrus College at any given time, most taking one class per semester. A portion of these students are working toward their Water Technology Certificate, and others are taking coursework specifically for their operator certification. Six classes are required for the Water Technology Certificate. The Certificate is reviewed annually by the Water Technology

Advisory Council for relevancy to industry standards. It would therefore be expected that up to 10 Certificates Water Technology would be awarded each year. Certificate awards range from 1-3 in this program annually. It is recommended that staff redouble their efforts to encourage eligible students to apply for their certificate, especially students who are completing WATR 153 Water Resources and Distribution II and WATR 157 Water Treatment II.

-- Response: Certification requirements were reviewed in 2011 and 2012. "Intrusive" counseling was implemented. Certificate completers increased to 12 in 2011 and 23 in 2012.

Though employees in the water industry are overwhelmingly male, it is recommended that a concerted effort be put forth to attract female students into the program.

-- Response: WATR 162, Water Conservation, was added to the curriculum. This course typically sees a higher concentration of nontraditional students

Need:

The ratio of full-time equivalent student to full-time equivalent faculty has gone from 19:1 in 2000-01 to 42:1 in 2004-05. It is recommended that alternatives to the large class size for the introductory course be explored such as a second section or an on-line class.

-- Response: Water Technology class enrollment remains at 40-60+ per course

It is recommended that alternate delivery modes be explored to meet industry needs such as contract education or seminar style workshops of six hours at water agency locations to facilitate the award of Contact Hours.

-- Response: Mt. SAC has moved all Water Technology to fee-based and noncredit specifically to meet this need in the region. Citrus will maintain its focus on credit instruction for the next few years as labor market predictions suggest a very slow increase in demand.

Quality:

It is recommended that the proposed distance education class "Updates in the Water Industry" be offered, after approval, on a regular schedule to meet the needs of students who need to obtain contact hours and renew their operator certification.

-- Response: No faculty expertise to develop the curriculum

Syllabi will be revised for the fall 2006 semester to reflect the recently approved Student Learning Outcomes.

-- Response: All syllabi now have SLOs.

Feasibility:

No recommendations

Compliance:

No recommendations

11. Evaluation Criteria – Mission

Current status

The Water Technology program supports the mission of the college in the areas of degrees (one), certificates (one), and preparation of the workforce. The program provides training to meet state mandates for employment and the preparation for state certification in the areas of water distribution and treatment. Coursework in this area also improves the skill level of incumbent employees.

Commendations

a.

Recommendations**12. Evaluation Criteria – Need****Current status**

The Citrus College Water Technology program is approved by the Department of Health Services as a provider of Specialized Training for operator certification requirements as well as for contact hours for operator certificate renewal. Employment in the area remains level. While some groups believe that technology will reduce the workforce, this trend has not emerged and the workforce numbers have remained steady.

Mount San Antonio College has a similar program but they have recently moved all classes to Non Credit or Fee Based status.

Commendations

a.

Recommendations

- a. Closely monitor regional labor market data and trends.
- b. Explore the development of an internship program to assist new students with entry into the industry.

13. Evaluation Criteria – Quality

Current status

The quality of the program has been, and remains, strong. Our part-time instructors are working professionals in the field who are aware of the trends, issues, and operation of water treatment and distribution systems. A full time faculty member is needed to maintain and improve the quality of the program.

Commendations

a.

Recommendations

- a. Hire a Full-time faculty member in either Public Works or Water Technology to coordinate both programs and provide program level leadership.
- b. Modify WATR 150 to include technical math, write a WATR math course or partner with math department to develop a technical math course that will become part of the program requirements.
- c. Explore curriculum development in storm water control.
- d. Modify Certificate to make WATR 162 - Water Conservation a requirement for the certificate

14. Evaluation Criteria – Feasibility

Current status

The water program is designed to prepare student for certification in their area of employment (treatment and/or distribution). Timing is not a critical factor in this discipline as the state includes "years of experience" in the field as a requirement for various levels of certification. As a result, the pace for students is generally slow with students taking one course at a time and spending up to a decade to complete their studies and certification. The California State University system does not have a transfer program related to this curriculum.

Classes are generally offered in the evening after a work day or in a distance learning format. In the past, the college has hosted a Water Awareness Day during spring break that was well attended. Participants received continuing education hourly credit for the event. Due to the intensive planning required for the event, it has not been scheduled for the past two years. A full time faculty member would have sufficient time to coordinate an event like the Water Awareness Day.

Commendations

a.

Recommendations

- a. Maintain "intrusive" counseling technique in the program.

15. Evaluation Criteria – Compliance

Current status

The Water Technology program is in substantial compliance with federal, state, and district requirements. Advisory meetings are conducted on a regular basis, facilities are in compliance with ADA standards, and required reports are completed in a timely manner.

Curriculum updates for WATR 150 and 162 have been initiated. Updates for WATR 155, 156, and 157 are due or overdue. WATR 155 and 165 are stand alone courses that have not been offered in several years and are being reviewed for deactivation.

Commendations

a.

Recommendations

16. Recommendations

Rank	Description of recommendation (actions or behaviors to be completed)	Responsible person(s)	Target Date	Personnel	Facilities	Equip. / Software	Supplies
1	Hire a Full-time faculty member in either Public Works or Water Technology to coordinate both programs and provide program level leadership.	Dean	Fall, 2013	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Explore the development of an internship program to assist new students with entry into the industry.	Dean/FT faculty	Fall 2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Modify WATR 150 to include technical math, write a WATR math course or partner with math department to develop a technical math course that will become part of the program requirements.	Dean / faculty	Spring 2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Explore curriculum development in storm water control.	Dean / faculty	Fall 2014	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Closely monitor regional labor market data and trends.	Dean	Annually	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Maintain "intrusive" counseling technique in the program.	Dean		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Modify Certificate to make WATR 162 - Water Conservation a requirement for the certificate	Dean / faculty	Fall 2014	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

17. Budget Recommendations

Resources are needed in the following areas:

Certificated Personnel (FNIC)

Position	Discuss impact on goals / SLOs	Impact ◇	Priority ‡
FT faculty	needed to facilitate program dev and maintenance	N, Q, C	B

Classified Personnel

Position	Discuss impact on goals / SLOs	Impact ◇	Priority ‡

Facilities

Facilities / repairs or modifications needed	Discuss impact on goals / SLOs	Bldg / Room	Impact ◇	Priority ‡

Computers / Software (Tecs)

Item	Discuss impact on goals / SLOs	Cost	Impact ◇	Priority ‡

Equipment

Item	Discuss impact on goals / SLOs	Cost	Impact ◇	Priority ‡

Supplies (Division)

Item	Discuss impact on goals / SLOs	Cost	Impact ◇	Priority ‡

Additional information:

◇ **Impact:**

M = Mission: Does program meet the District's mission and established core competencies? Does program reflect the District's diversity?

N = Need: How is program addressing needs based on labor market data, enrollment, articulation, advisory committee, regional agreements, etc.?

Q = Quality: Are lecture/lab unit values appropriate? Have the course outlines been reviewed / updated regularly? Are disciplines appropriate? Is faculty development adequate? Does program support State and District emphasis on critical thinking, problem solving and written expression? Does program meet stated objectives in the form of SLOs? Are course pre-requisites and co-requisites validated?

F = Feasibility: Are facilities, equipment, and library resources adequate? Are evening programs and services adequate? Are course offerings frequent enough for students to make adequate progress in both day and evening programs? Does the program have adequate communication with & support from Counseling?

C = Compliance: Do course requisites meet Federal, State & District requirements? Do the course outlines meet state, district & federal regulations for content? Do vocational programs have regular advisory meetings?

‡ **Priority: (Note: When discussing priority, consider the following and address in Column 2)**

A. Is this goal mandated by law, rule, or district policy?

B. Is this goal essential to program success?

C. Is this goal necessary to maintain / improve program student learning outcomes?

Attachment A: Key Performance Indicator data pages

WATR Program Review

	Key Performance Indicators	Fall04	Fall05	Fall06	Fall07	Fall08	Fall09
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Program Access							
1	Majors (total)						
2	New Majors						
3	Courses Offered	3.0	3.0	3.0	4.0	3.0	4.0
4	Sections Offered	3.0	3.0	3.0	5.0	3.0	4.0
5	Morning Sections						
6	Afternoon Sections				2.0		
7	Evening Sections	3.0	3.0	3.0	3.0	3.0	4.0
8	Arranged Sections						
9	Weekend Sections						
10	Short Term Sections	0.0	0.0	0.0	1.0	0.0	0.0
11	DistanceEd Full-Term Sections	0.0	0.0	0.0	0.0	0.0	0.0
12	DistanceEd Short-Term Sections				0.0		
13	Enrollment	123	104	120	144	138	204
14	Weekly Student Contact hours (WSCH)	358.8	303.3	352.9	448.8	472.8	693.8
15	Full-Time Equivalent Students (FTES)	12.3	10.4	12.1	13.9	14.6	21.4
Program Resources							
16	Full-Time Equivalent Faculty (FTEF)	0.4	0.4	0.4	0.7	0.5	0.7
17	Credit Reimbursement Rate	\$2,922.30	\$3,259.71	\$3,476.34	\$3,668.28	\$3,834.46	\$3,834.46
Program Operation							
18	WSCH/FTEF	854.2	722.2	840.3	650.5	964.9	1067.5
19	FTES/FTEF	29.3	24.8	28.8	20.1	29.8	32.9
20	Fill Rate at Census	86.1	70.1	81.3	60.3	79.2	100.5
Program Success							
21	Course Retention	94.3	90.4	93.3	97.9	99.3	94.6
22	Course Success	69.9	70.2	67.5	81.9	81.9	75.5

WATR Program Review

	Key Performance Indicators				Winter08	Winter09	Winter10
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Program Access							
1	Majors (total)						
2	New Majors						
3	Courses Offered				1.0	1.0	2.0
4	Sections Offered				1.0	1.0	2.0
5	Morning Sections						
6	Afternoon Sections				1.0		
7	Evening Sections					1.0	1.0
8	Arranged Sections						
9	Weekend Sections						
10	Short Term Sections				1.0	1.0	1.0
11	DistanceEd Full-Term Sections						
12	DistanceEd Short-Term Sections				0.0	0.0	1.0
13	Enrollment				17	47	69
14	Weekly Student Contact hours (WSCH)				18.8	52.2	165.6
15	Full-Time Equivalent Students (FTES)				0.6	1.6	5.1
Program Resources							
16	Full-Time Equivalent Faculty (FTEF)				0.1	0.1	0.2
17	Credit Reimbursement Rate				\$3,668.28	\$3,834.46	\$3,834.46
Program Operation							
18	WSCH/FTEF				375.9	1043.5	828.0
19	FTES/FTEF				11.6	32.2	25.6
20	Fill Rate at Census				24.6	89.6	69.8
Program Success							
21	Course Retention				94.1	91.5	97.1
22	Course Success				88.2	72.3	82.6

WATR Program Review

	Key Performance Indicators	Spring05	Spring06	Spring07	Spring08	Spring09	Spring10
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Program Access							
1	Majors (total)						
2	New Majors						
3	Courses Offered	3.0	3.0	4.0	3.0	3.0	3.0
4	Sections Offered	3.0	3.0	4.0	3.0	3.0	3.0
5	Morning Sections						
6	Afternoon Sections						
7	Evening Sections	3.0	3.0	3.0	3.0	3.0	3.0
8	Arranged Sections						
9	Weekend Sections						
10	Short Term Sections	0.0	0.0	0.0	0.0	0.0	0.0
11	DistanceEd Full-Term Sections	0.0	0.0	1.0	0.0	0.0	0.0
12	DistanceEd Short-Term Sections						
13	Enrollment	148	113	84	146	168	215
14	Weekly Student Contact hours (WSCH)	431.7	332.5	227.5	508.1	571.3	731.1
15	Full-Time Equivalent Students (FTES)	14.8	11.4	7.8	15.7	17.6	22.6
Program Resources							
16	Full-Time Equivalent Faculty (FTEF)	0.4	0.4	0.5	0.5	0.5	0.6
17	Credit Reimbursement Rate	\$2,922.30	\$3,259.71	\$3,476.34	\$3,668.28	\$3,834.46	\$3,834.46
Program Operation							
18	WSCH/FTEF	1027.8	791.7	494.6	1016.3	1166.0	1218.5
19	FTES/FTEF	35.2	27.1	17.0	31.4	36.0	37.6
20	Fill Rate at Census	99.3	73.3	41.3	78.9	104.5	144.5
Program Success							
21	Course Retention	91.9	96.5	92.9	97.3	97.0	97.2
22	Course Success	66.2	70.8	67.9	69.9	76.2	79.1

WATR Program Review

	Key Performance Indicators	Summer04	Summer05	Summer06	Summer07	Summer08	Summer09
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Program Access							
1	Majors (total)						
2	New Majors						
3	Courses Offered				1.0	2.0	2.0
4	Sections Offered				1.0	2.0	2.0
5	Morning Sections						
6	Afternoon Sections					1.0	
7	Evening Sections				1.0	1.0	1.0
8	Arranged Sections						
9	Weekend Sections						
10	Short Term Sections				1.0	1.0	1.0
11	DistanceEd Full-Term Sections					0.0	
12	DistanceEd Short-Term Sections				0.0	0.0	1.0
13	Enrollment				28	48	71
14	Weekly Student Contact hours (WSCH)	0.0	0.0	0.0	23.3	141.0	173.4
15	Full-Time Equivalent Students (FTES)				0.8	4.4	5.4
Program Resources							
16	Full-Time Equivalent Faculty (FTEF)				0.0	0.2	0.2
17	Credit Reimbursement Rate	\$2,922.30	\$3,259.71	\$3,476.34	\$3,668.28	\$3,834.46	\$3,834.46
Program Operation							
18	WSCH/FTEF				583.3	671.3	866.9
19	FTES/FTEF				20.0	20.7	26.8
20	Fill Rate at Census				56.0	64.7	87.2
Program Success							
21	Course Retention				100.0	100.0	97.2
22	Course Success				71.4	72.9	77.5

		04-05		05-06		06-07		07-08		08-09		09-10	
		Year1		Year2		Year3		Year4		Year5		Year6	
Gender													
	Female	13	6.3%	13	7.7%	14	8.2%	20	7.7%	20	7.0%	37	9.6%
	Male	19		15		15		23		26		34	
		4	93.7%	6	92.3%	6	91.8%	8	91.9%	0	91.2%	4	89.4%
	Missing							1	0.4%	5	1.8%	4	1.0%
	Total	20	100.0%	16	100.0%	17	100.0%	25	100.0%	28	100.0%	38	100.0%
		7		9		0		9		5		5	
Age													
	19 or younger	5	2.4%	10	5.9%	6	3.5%	17	6.6%	11	3.9%	28	7.3%
	20-24	33	15.9%	30	17.8%	32	18.8%	29	11.2%	52	18.2%	75	19.5%
	25-29	37	17.9%	33	19.5%	34	20.0%	53	20.5%	62	21.8%	88	22.9%
	30-34	27	13.0%	25	14.8%	32	18.8%	47	18.1%	45	15.8%	65	16.9%
	35-39	28	13.5%	21	12.4%	22	12.9%	41	15.8%	37	13.0%	32	8.3%
	40-49	52	25.1%	35	20.7%	30	17.6%	54	20.8%	60	21.1%	72	18.7%
	50 and above	25	12.1%	14	8.3%	13	7.6%	17	6.6%	18	6.3%	25	6.5%
	Missing			1	0.6%	1	0.6%	1	0.4%				
	Total	20	100.0%	16	100.0%	17	100.0%	25	100.0%	28	100.0%	38	100.0%
		7		9		0		9		5		5	
Ethnicity													
	Asian	12	5.8%	9	5.3%	6	3.5%	10	3.9%	14	4.9%	7	1.8%
	Black or African American	14	6.8%	10	5.9%	7	4.1%	28	10.8%	11	3.9%	10	2.6%
	Hispanic/Latino	92	44.4%	80	47.3%	88	51.8%	121	46.7%	138	48.4%	125	32.5%
	American Indian or Alaska Native	5	2.4%			1	0.6%			1	0.4%		
	White	72	34.8%	61	36.1%	53	31.2%	62	23.9%	76	26.7%	84	21.8%
	Unknown/Non-Respondent	12	5.8%	9	5.3%	15	8.8%	38	14.7%	45	15.8%	15	4.3%
		9		6		10		15		18		9	
	Total	20	100.0%	16	100.0%	17	100.0%	25	100.0%	28	100.0%	38	100.0%
		7		9		0		9		5		5	
Educational Goal													
	Degree & Transfer	19	9.2%	12	7.1%	17	10.0%	8	3.1%	12	4.2%	43	11.2%
	Transfer	7	3.4%	6	3.6%	10	5.9%			1	0.4%	12	3.1%
	AA/AS	4	1.9%	6	3.6%	4	2.4%	31	12.0%	36	12.6%	39	10.1%
	License	7	3.4%	9	5.3%	6	3.5%	7	2.7%	7	2.5%	4	1.0%
	Certificate	68	32.9%	59	34.9%	49	28.8%	43	16.6%	36	12.6%	50	13.0%
	Job Skills	80	38.6%	64	37.9%	71	41.8%	110	42.5%	142	49.8%	158	41.0%
	Basic Skills							6	2.3%	15	5.3%	19	4.9%
	Personal											2	0.5%
	Undecided							15	5.8%	15	5.3%	40	10.4%
	Not Reported	22	10.6%	13	7.7%	13	7.6%	39	15.1%	21	7.4%	18	4.7%
		15		10		10		39		21		18	
	Total	20	100.0%	16	100.0%	17	100.0%	25	100.0%	28	100.0%	38	100.0%
		7		9		0		9		5		5	
	Total	13	100.0%	12	100.0%	78	100.0%	22	100.0%	26	100.0%	20	100.0%
		5		0				1		9		9	

Key Performance Indicators		2004-05	2005-06	2006-07	2007-08	2008-09	2009-10
		Year1	Year2	Year3	Year4	Year5	Year6
Program Resources							
23	Revenue: FTES* Reimbursement Rate	\$79,140.13	\$70,735.71	\$68,831.53	\$112,652.88	\$135,624.85	\$208,249.52
24	Total District Adopted Program Budget	21,810	23,558	19,387	24,349	37,819	49,794
25	Support Personnel (wage without benefit, 2200 and 2400 in budget)	n/a	n/a	n/a	n/a	0	N/A
26	Supplies (4300 in budget)	0	0	0	N/A	104	0
27	Cost	22,893	18,322	18,361	22,419	28,523	
28	Total FTES for the year	27.1	21.7	19.8	30.71	35.37	54.31
29	Cost per FTES	844.76	844.33	927.32	730.02	806.42	
Degrees and Certificates							
30	Degree: Water and Wastewater Technology	0	0	0	2	7	3
31	Certificates: Water and Wastewater Technology	2	8	10	5	7	12
32	Skill Awards						
33	Licenses (reported by department)						
Career Technical Education Programs							
34	VTEA Grant						
35	Industry Contributions to Program Resources						
36	Available Jobs						
37	Attach one copy of the three most recent College Core Indicator Information forms for each of the appropriate TOP codes						
38	Please include "Student Satisfaction" and "Employer Satisfaction" in the program review write-up.						
39	Labor market data						

Attachment B: Water Technology—Supplemental Data

Regional Breakdown by County for Wastewater and Water Treatment/Distribution Operators

2011-2012 changes

County	County Name	2011 Jobs	2012 Jobs	2012 Annual Openings	Median Hourly Earnings	2011 National Location Quotient
6037	Los Angeles	2,009	1,976	54	\$35.24	0.60
6059	Orange	446	439	12	\$27.16	0.39
6071	San Bernardino	362	362	10	\$28.44	0.71
	Total	2,817	2,777	76	\$33.08	

LA/OC/SB Program Completions for Wastewater and Water Treatment/Distribution Programs

Institution	Award Level	2011 Completions
Santiago Canyon College	Award of less than 1 academic year	66
Citrus College	Award of less than 1 academic year	23
San Bernardino Valley College	Award of less than 1 academic year	14
Mt. San Antonio College	Award of less than 1 academic year	12
College of the Canyons	Award of less than 1 academic year	10
Los Angeles Trade Technical College	Award of less than 1 academic year	2
Santiago Canyon College	Associates degree	33
Citrus College	Associates degree	8
College of the Canyons	Associates degree	6
San Bernardino Valley College	Associates degree	3
Los Angeles Trade Technical College	Associates degree	2

Attachment C:

Draft Report for the San Gabriel Valley Economic Partnership

Gap Assessment: Water-Industry Educational Needs and Available Programs

Carla Dillon, D.P.A., P.E.
Carla_Dillon@yahoo.com
(714) 396-6933

September 3, 2012

Purpose

The purpose of this project was to assess the gap between water-industry educational needs and available programs to meet those needs. This project serves to inform targeted development in the San Gabriel Valley.

The project involved meeting with water sector representatives to understand the current and coming needs. In addition, current programs in the region were assessed including community colleges, universities, and research centers. Lastly, programs and agencies outside of the regions were contacted to understand innovation in other areas.

Needs and Input from Water Sector Representatives

To understand the current gaps in skills and future needs, several representatives invited to Education Coalition meetings of the Partnership. In addition, several water sector reports were reviewed, and others were contacted and interviewed. Organizations contacted included:

- Golden State Water Company
- Los Angeles Department of Water and Power
- Metropolitan Water District
- San Gabriel Basin Water Quality Authority
- Southern California Edison
- Three Valley Municipal Water District
- Upper San Gabriel Valley Municipal Water District

Outside of the region, the following agencies were contacted:

- Albuquerque Bernalillo County Water Utility Authority
- Baywork, San Francisco/Bay Area
- Orange County Sanitation District
- Sacramento Area Sewer District
- Thames Coromandel District Council, New Zealand
- Timaru District Council, New Zealand

Summaries of the representative's comments are found in Appendix B.

According to a survey conducted by the Partnership, 25% of respondents have had difficulty finding candidates with skills they need. The water-sector representatives provided insight on current needs and general observations, as well as a vision for what skills will be needed in the future. Issues described by water sector representatives revolve around expected turnover due to retirements, under-met candidate needs, on-going needs for employees, gaining interest in the field when students are considering career options, educating students on career paths in the water sector, internships, and future needs.

Some agencies may experience 25-30% turnover in next few years. Metropolitan Water District projects that 1/3 of its work force will be eligible for retirement in a few years. During the meeting with the Department of Labor in July 2012, some agency representatives indicated that they may not refill all positions, but may downsize in the process. Reducing staff may cause a shift in work to the private sector through contracts.

Interest in Water and Outreach

High turnover is expected in next few years, and organizations need a strong pipeline of employees. Recruiting starts by gaining interest in the water sector. There is a need to gain interest early, possibly targeting high school students and encouraging math and science courses. Other methods have included using high school students to work on customer surveys. This may build interest and future skilled employees. Regional Occupational Programs may also be a means of gaining interest. Labor unions have also been a source of help with recruitment, and many water agencies have relationships with schools. Upper San Gabriel Valley Municipal Water District has an existing relationship with Rio Hondo Community College on training for skilled craft workers.

Certificates and Training

Many students do not seem aware of options and the variety of water-related careers with varied levels of required training and education. Not all positions require a college degree, but some do. Certain positions do require certifications, which are generally transferable between agencies provided they are doing roughly the same job.

There are three state regulated water certifications: 1) Water Treatment, 2) Water Distribution, and 3) Wastewater Treatment. Water Treatment and Water Distribution are certified through the State of California Department of Public Health. Wastewater Operator certification is through the State Water Resource Control Board. Other certificates are available through the California Water Environment Association (a non-profit state level water association). These include Collection System Maintenance, Wastewater Treatment Plant Maintenance (includes Electrical/Instrumentation and Mechanical Technologist), Laboratory Analysis, Biosolids Land Application Management, Environmental Compliance Inspection, and Industrial Treatment Plant Operations. Some licenses are required by the state, some may be required by employers, and some may just be desired by the employee. Some of the certificates have multiple levels with a separate written test for each and escalating years of experience required. The American Public Works Association also administers a Stormwater Management Certificate.

General Skills

There is a general gap in qualified skilled craft positions (operators, mechanics, machinists, welders, pump specialists, etc.). It was noted by one water sector representative that there is not a strong pool of trained managers ready to take place top positions. In general, the pool of candidates for professional staff has been sufficient, but one representative relayed concern with recent cutbacks at California State Universities, which has been feeder schools. This may create a gap in professional candidates in the coming years. There is an on-going need for professional

positions such as scientists, engineers, and accountants. Students need basic skills in math and science. Many organizations are willing to train for craft positions, but they must have basic math (i.e. grasp fractions) and reading skills, Math skills are typically required to advance within organizations.

Internships

Lastly, student internship programs exist, but are traditionally focused on professional positions. Members of the Education Coalition expressed concern that there are not enough intern positions for the crafts. This is valuable to engage students, help them develop further interest and skills, and begin to lead to full-time employment.

Future Needs

There are a wide range of needs and developing areas for the water sector that will create exciting opportunities. A few of these concepts include:

- Changing landscaping regulations may open opportunities,
- Growing need for water conservation and technology to reduce water use, (LAEDC, 2008),
- Exploration of the water-energy link (MWD report, 2011),
- Standard specifications needed before industry invests in product development so there will be less uncertainty by manufacturers and entrepreneurs (MWD report, 2011),
- ‘Great efficiency’ technologies, energy reduction, and gray and green water infrastructure (MWD report, 2011),
- New needs for intraregional water trading with expertise in planning, engineering, marketing, commodity trading and finance (MWD report, 2011),
- Water reuse,
- Train employees to manage new generation,
- Water industry employees don’t match the demographics of their customer, which hinders communication and future employees need to be much more diverse,
- Need by new workforce generation to have information and data ready immediately,
- Less obtrusive means for material/equipment/pipe replacement,
- Predictive tools for failure and conditions,
- Product testing, product development, training, trouble shooting,
- A new water pricing structure - conflict of conservation and less income (MWD report, 2011),
- Growing needs (MWD report, 2011), informatics, sensors, metrology, and management technology,
- Technology leads to more accurate information and more regulations, which will cause changes in the industry,
- Significant investment in water infrastructure, which will create good construction jobs also research and development, and
- Need to rethink approach and also consider how things can be done better. Employees who are innovative and willing to challenge the status quo.

Existing Programs and Research Centers

The University of La Verne conducted a survey of regional programs. The details of this review are presented in Appendix C. The results present San Gabriel Valley schools with water or environmental programs. In addition, the educational backgrounds of the Managers of water agencies were provided. It was noted that additional information on these programs would be available in the *2012-2014 Occupational Programs in California Community Colleges* guide and on the website www.californiacolleges.edu.

Within the San Gabriel Valley, there are numerous programs providing certificates, associate degrees, bachelor, and master degrees in water-related fields. At the associate level, Rio Hondo and Citrus Colleges have water programs. It appears that Citrus College focuses on preparing students for the Water Treatment and Water Distribution Certificate career path. Rio Hondo's specialization focuses on the wastewater certification career path.

Santiago Canyon College (SCC) has a water certificate program and is moving to a web/tele-presence delivery, which may enable more students to participate. In addition, students currently attending SCC's water program come from Los Angeles, Orange, and Riverside Counties. SCC has also implemented a regular forum with water agencies to ensure that the program is serving the needs in the area. The need for an internship program was identified several years ago. This program was successfully implemented in 2011-12.

The Office of Water Programs based at Cal State Sacramento was contacted. This is a completely self-funded program that provides on-line courses and preparation books for any individual who wants to prepare for a water certification exam. The Office of Water Programs also provides training and research on a contract basis.

The Baywork organization was also reviewed. This is a collaborative of water and wastewater utilities working together to create the workforce of the future. It has created a roadmap for supporting operational reliability by assuring a prepared workforce. It is also a community college consortium. Their website, www.baywork.org, provides a one-stop means for individuals to identify water-related jobs, typical job descriptions, and training in the Bay Area Region.

The Gap

Several gaps between agency needs and the status quo surfaced during this project. These include:

- Lack of interest by young adults in the water sector,
- Students are not aware of options for water-related careers and variety of positions with varied levels of training and education,
- Lack of qualified candidates for skilled craft positions,
- Poor skills in math and reading of those entering the field in craft positions, and
- The availability of internship programs for craft positions.

In summary the gap appears to be with connecting people with information. Information is needed to make it easy for potential employees to know the needs, to know the value of the water industry, the training required, the certification necessary, where training is available, and jobs available.

Recommendations and Conclusions

To fill the gap, several actions may be pursued, including formation of an information clearinghouse to better inform potential candidates of training and jobs, utilization and promotion of existing training and available programs in the region for water-related careers, bolstering interest in the water sector, integrating practical examples in coursework, internships, and on-going open dialogue with stakeholders.

Identify/Select/Form a Lead Organization

It is recommended that one organization serve in a lead capacity to function as a clearinghouse of regional information on water careers, jobs, and training. This could be achieved through an existing school or organization, or a newly created organization. A website would be critical to share information with potential students and job candidates. Baywork (www.Baywork.org) may be used as a model website. This would provide an information resource center on water careers, consolidated job listings for the region, access to courses and training available, describe types of jobs, and coordination/collaboration for career outreach events. The available information would include training for mechanical repair and maintenance, welding, machining in addition to water operator. Through the website and outreach, it should be apparent to student that there are careers in the water sector with degree and non-degree options and show students how to get these jobs and what is required. As the website is fully developed, apps for phones and tablets may increase access by the target audience.

Utilize existing programs

Rio Hondo and Citrus Colleges have water programs that may be able to sufficiently serve the region. If these programs are not meeting the enrollment demands of the region, it is recommended to explore why. In addition, it appears that other colleges in the region provide training in machining, welding, and mechanics. It should be further explored to determine if these educational programs are sufficient to meet the minimum qualifications for entry level positions in water agencies.

Santiago Canyon College provides a strong water program to students in the region, and they are moving to a web/tele-presence delivery mode, which would be available to students anywhere. In addition, the on-line courses and study books are available through the Office of Water Programs based at Cal State Sacramento. Both would supplement the programs available within the San Gabriel Valley.

It is also recommended that the Coalition and regional colleges look at leveraging resources by offering students the ability to enroll at multiple schools to access the courses they need.

There may be three tracks that students are pursuing, and the greater the flexibility provided by academic institutions, the greater opportunity for students to enroll and achieve their goals.

Various paths to water careers include:

- 1) Students take courses for the purpose of gaining knowledge to pass the certification exams or satisfy specific educational coursework requirements for certification. It is recommended to build cross-campus programs for non-degree seekers and show examples of courses available at different schools to satisfy knowledge for various exams or jobs.
- 2) Students seek an Associate degree or college-level certificate in water or a related craft. It is recommended to build/show a cross-campus program for degree seekers and show how courses at multiple community colleges could be used to obtain an Associate degree
- 3) Students seek to transfer to a four-year institution. It is recommended to build/show a cross-campus selection of options in water-related courses that could be transferred for those seeking a four-year degree.

Building Interest

Building interest in the water sector may simultaneously create more candidates for employment. If a lead organization is selected, it is recommended that regular outreach take place. Possible recipients of the outreach would be Regional Occupational Programs, Workforce Investment Boards, and prisons. Other methods may be considered including employment of high school students to conduct surveys, internships, booths at conferences and job fairs.

Real World Examples

It is recommended to more frequently integrate water problems in teaching, especially in math. There may be pre-developed curricula through professional associations such as the Water Environment Federation. In addition, programs in public administration and management may benefit with more coursework examples related to water/city/utilities (i.e. billing, water units, accounting, tax revenue, and operating vs. capital budget). If instructors are not adjunct faculty who work in the water sector, bringing in agency representatives to give presentations to classes in a community college course would address the need for practical math and science problems. This would also allow students to hear directly from those working in the field.

Internships

Further development of structured internship programs for craft positions is recommended. The Santiago Canyon College internship program may serve as a model. It would be advantageous the work closely with water agencies to gain interest and buy-in for such a program, and alleviate concerns. This could be administered through individual schools or through a lead organization.

Input by Stakeholders

It is recommended that the lead organization facilitate regional forums between water agencies and schools to understand, on an on-going basis, the current and future skill needs.

This would include working with local agencies on basic needs for job families.

For any program success, it is important to engage stakeholders (customers). Santiago Canyon College holds meetings one to two times per year to serve as forums to ensure the program is meeting the needs of the water sector. This may serve as a model to provide a holistic view of current needs.

In addition to regular meetings with water agencies to understand necessary skills, it is also recommended that regular market surveys be conducted to understand the current trends and future shifts in market needs. It is unknown how much will be contracted out in the coming years if agencies do consider downsizing as positions are vacated. The operation and maintenance functions will need to continue regardless of the possibility of decreased staffing.

While holding periodic meetings between water agencies and colleges with water programs, regulatory agencies should also be engaged, including the California Department of Public Health, California Department of Water Resources, California Regional Water Quality Control Board, California State Water Resources Control Board, Pasadena Health Department, and Los Angeles Department of Public Health. In addition, the engagement of the California Water Environment Association and the local Los Angeles section may also provide value.

The California Department of Public Health, the State Water Resource Control Board, and the California Water Environment Association conduct testing and issue certifications. Representatives from these organizations would provide insight on coming changes to exams or requirements. Regulatory agencies may drive change that would impact operation or maintenance of water systems. All of this input will be valuable information for training students and to understand the future industry drivers. As mentioned by one of the water representatives, new technology is providing the ability to detect particles in water at lower concentrations, which leads to new regulations. Changes such as this could create jobs and those seeking certification may find related questions on their certification exams. Therefore, maintaining open dialogue with regulators will be valuable.

Funding

If a new organization is formed, consider other funding sources. It was noted during the meeting with the Department of Labor, that Workforce Investment Boards may be a resources for the region and a source of funding. During several Education Coalition meeting, grants were discussed as possible means to obtain funding, including the Department of Commerce for incubators on green initiatives, and other organizations that provide funding for education in Science, Technology, Engineering, and Math (STEM).

Questions to Answer for the Next Step

To determine the practicality of these recommendations and better inform the path forward, questions are provided for discussion, potentially at the September 7 Education Coalition meeting.

- 1) What are the obstacles to forming or selecting a Lead Organization? Is there a likely candidate?
- 2) Are the Rio Hondo and Citrus College Water programs at capacity?
- 3) What are the barriers for students (time options, travel/commute, and availability of classes)?
- 4) What obstacles are there for students wanting to units/credits from multiple community colleges for an Associate degree? Use units/credits from multiple community colleges to transfer to a four-year institution? Enrolling in two schools at one time?
- 5) What paths led to careers as machinists, mechanics, and operators?
- 6) Could a user-friendly program fact sheet be developed so students know what courses will transfer?
- 7) What agencies and what positions need training and education in advance?
- 8) What agencies and what positions do employers fully train the employee and just desire aptitude?
- 9) What, if any, are the specific gaps in craft labor needs compared with programs at San Gabriel Valley schools.

Acknowledgements

The University of La Verne contributed to the work of this report through research on area academic programs related to water in the San Gabriel Valley. In addition, they provided educational backgrounds of water sector executives. Dr. Marcia Godwin directed the ULV research with the assistance of doctoral student Lisa Henkle.

Appendix A
Research Organizations and Water Centers

Organization	Association	Mission/Focus	Services
American Water Works Association	Independent non-profit	International nonprofit educational association dedicated to safe water. AWWA is the authoritative resource for knowledge, information, and advocacy for improving the quality and supply of water in North America and beyond.	Conferences and education Bookstore AWWA Standards Journal & publications Advocacy Public affairs Utility quality programs Career Center
Water Environment Federation and Water Environment Research Foundation	Independent non-profit	Independent scientific research organization dedicated to wastewater and stormwater issues including wastewater collection, treatment, reuse, and operations; residuals and utility management, sustainability, and emerging water quality issues such as micro-constituents.	Section for college students (membership, job bank, career resources, student programs) Educational programs for k-12 Non profit technical educational organization Research and publish latest information Provide technical expertise and training Sponsor conferences and other special events Review, testify, and comment on environmental regulations and legislation Publications Continuing education Awards
WateReuse/Foundation, Washington DC	Independent non-profit	The mission of the WateReuse Research Foundation is to conduct and promote applied research on the reclamation, recycling, reuse, and desalination of water.	Paid subscribers List available of member agencies Annual symposium, annual conference, webcasts, co-sponsored conferences Advocacy for federal funding, tracks legislation, supports bills, have close contact with congress and federal agencies Resources on regulations Awards

Organization	Association	Mission/Focus	Services
National Water Research Institute (NWRI)	On campus of OCWD and MWDOC	Create new sources of water through research and technology and to protect the freshwater and marine environments.	Fund research Hold symposiums Publications and newsletters Give awards Conduct outreach Commission advisory/expert panels Water utility branding
The Caltech Center for Sustainable Energy Research (CCSER)	Caltech	Goal to transform the industrialized world from one powered by fossil fuels to one that is powered by sunlight.	Research focus
Engineering Research Center (ERC) for Re-inventing the Nation's Urban Water Infrastructure (ReNUWit).	Stanford, UC Berkeley, Colorado School of Mines, NM State University	Interdisciplinary, multi-institution research center whose goal is to change the ways in which we manage urban water. Every member of the research team, from the Director to the first year graduate students, participates in education and outreach activities. We work with students at every level from kindergarten through post-doctoral graduates, as well as with teachers, professionals, decision-makers, and the public at large.	Industrial/Practitioner (I/P) members and innovation partners help translate ideas from university research into professional practice Each of our research institutions has partnered with a local school, and works with teachers and administrators to create programs and activities that best suit their students' interests and needs Research Experience for Teachers (RET) Summer Community College Opportunity for Research Experience Water Technicians Training (WTT) Tribal Colleges
Luskin Center for innovation	School of Public Affairs at UCLA	Address environmental sustainability in Los Angeles through a mixture of scholarship, research, and community engagement. Focus is energy, water, and the environment.	Portal/Links Reports for policymakers Research water resources and treatment
PUCWater Institute (PWI)	<i>Purdue University Calumet</i>	Conduct research and offer educational programs in water resources, and assist local, regional and state agencies, as well as the private sector in economic development and in resolving water-related issues. The PWI can provide an interdisciplinary approach to complex issues dealing with water efficiency, water quality, economy, and water security.	Awards Community briefings

Organization	Association	Mission/Focus	Services
UCLA Water Resources Group	UCLA Institute of the Environment and Sustainability	To bring together for the first time all the water resource expertise from across the UCLA campus and water resources researchers, managers and policy makers from beyond the campus. The goal is to foster communication and collaboration between these diverse groups, develop new research synergies, quickly and effectively inform policy makers about the latest in science, technology and policy options, and communicate and work with the private sector and the public to develop sustainable water resources in southern California. We believe that UCLA and southern California can serve as a model and source of water resource solutions nationally and internationally.	Research focus
Water Diplomacy Initiative	USC, Center on public diplomacy at the Annenberg School	1) achieve a greater understanding of the impact of water diplomacy on the recipients of extant or future programs; 2) assess best practices in the field; 3) develop technological and policy recommendations for water diplomacy.	Academic publications on water diplomacy, conversations in public diplomacy roundtables A major conference on the topic in the spring of 2012 A briefing on the topic in Washington, D.C. Continuing research activity addressing a range of water diplomacy issues
Water Resources Institute	Cal State San Bernardino	Supports, coordinates and conducts regional and state wide policy analysis and research in all water-related areas. It has an extensive collection of current Geographic Information System-based data and historical records related to water, including aspects such as water rights, quantity, quality, treatment, and management.	Federally-funded education programs Workshops Courses Certificates Degree programs in water resources.

Organization	Association	Mission/Focus	Services
Water Resources Research Center	The University of Arizona	Promotes understanding of critical state and regional water management and policy issues through research, community outreach and public education.	Publicly available reports Guides – pamphlets to educate the public on water, conservation, landscaping, regulations, wells, CD Project WET for K-12 teachers Also water festivals throughout the year Newsletter with info on legislation and public policy Brown bag lunches with guest speakers Annual conference Webinar series Cooperative project between UofA, WRRRC, AZ Dept of Environmental Quality Transboundary aquifer assessment AZ-Mex. Grants for research Awards to students studying water
Water Technology Research (WaTeR) Center	UCLA	Membrane and analysis specialty: Water Production: Desalination, Purification, and Reclamation	Diagnostic evaluations of desalination and water purification processes Evaluation and ranking of anti-scalant effectiveness Membrane RO process analysis Advanced numerical process modeling and analysis of pilot-studies Evaluation of residuals minimization, treatment, and disposal strategies Membrane characterization and selection for targeted applications Diagnostic testing of scaling and fouling and development of mitigation processes
Urban Water Research Center	UCI	Promote excellence in urban water research, education and outreach. The UWRC facilitates research in basic and applied sciences, engineering, and social sciences to create new knowledge, inform policymakers, and educate the public in order to foster urban water sustainability in Orange County, California, the United States, and beyond.	Free newsletter Post research results/papers Periodic seminars/conferences Mass Spectrometry Facility Educational partnerships

Appendix B: Reports from Individuals in the Water Sector on Needs and Gaps

Debra Man, Assistant General Manager and COO, **Metropolitan Water District**

[Excerpt from Partnership meeting minutes.] Ms. Mann talked about the research underway at the Metropolitan Water District's (MWD) Weymouth Treatment Plant in La Verne. Innovation in instrumentation is making it possible to detect particles in water at lower concentrations than just a few years ago. This leads to new regulations and the need to find methods to implement more stringent requirements.

She also talked about the need for programs to train new MWD field employees including mechanics, pump specialists, and hydropower staff as 1/3 of the employees in these positions will be eligible to retire within the next few years. These positions are critical because they are responsible for maintaining the water system infrastructure; conveyance of the water from its source to the user, and treatment of the water to meet standards. MWD needs a pipeline of replacement employees in training today. Not only must the new employees replace the retiring employees but they need to be trained to rethink the very systems they are hired to maintain. MWD wants employees who will ask, "Is there a better method of coating or treating or something that makes the system work better?"

Ken Manning, General Manager of the **San Gabriel Basin Water Quality Authority**

[Excerpt from Partnership meeting minutes.] Ken has a background in both water and education and is very interested in promoting training and jobs in the water industry.

He talked about the positive aspects of water careers. Most notably it is a stable industry that doesn't react dramatically to economic cycles. Skill levels vary depending on a variety of factors. For many positions, college degrees are not necessary. Certifications are required but are transferable between agencies. Ken is expecting a turnover rate from retirements in the 25 - 30 percent range over the next few years.

There has been a need for a significant investment in water infrastructure which will also create good construction jobs.

College degrees and certifications are required for some of the higher skilled positions among them positions in the sanitation agencies because of the use of chemical.

Ken recommends the committee talk to people in the American Water Works Association (AWWA) about jobs and job training.

Today's water industry employees don't match the demographics of their customer which hinders communication. The future employees need to be much more diverse.

In summary Ken said there are job opportunities at all levels within the industry: maintenance and operations; research and development and management.

Shane Chapman, General Manager, **Upper San Gabriel Valley Municipal Water District**

[Excerpt from Partnership meeting minutes.] Mr. Chapman told the group that qualified applicants for skilled craft positions are difficult to find. Upper District has reached out for training partners and is currently working with Rio Hondo Community College on training skilled craft workers. Labor unions have also been good partners in finding applicants for this work. Managing waste water and water reuse are also growing sectors for future water supplies and need specially trained employees.

The way young employees learn and how they do their work is different than that of current employees. Younger generations grew up in the information age and are use to having whatever information they want immediately available. They expect to have systems available to find data instantaneously. This also leads them to be more proactive in the way they approach their work.

Upper District has targeted High School students as a source of employees for completing energy and water audits. Almost all the water jobs of the future will require some science training and finding a way to get high school students excited about these careers and ready to take the STEM classes that are necessary is a challenge.

Rick Hansen, General Manager, **Three Valley Municipal Water District**

[Excerpt from Partnership meeting minutes.] Mr. Hansen emphasized that in addition to the retiring trade employees, a number of seasoned water managers are close to retirement age and there isn't a strong pool of trained managers available to take their places.

He agrees that high schools are the place to start in attracting new talent into water fields. Students aren't aware of the variety of careers that the water industry offers and the opportunities available that requires training but not always college degrees.

He also talked about the opportunities for increasing local water supply in the San Gabriel Valley. Today the SGV is not taking full advantage of storm water, reclaimed water, ground water clean up and better water use efficiency. 70% of the water use is for irrigation of landscaping. Cities are beginning to look at allowing native plant gardens but much change is still needed. New landscaping regulation also offers new opportunities for training and jobs creation.

Ben Lewis, Media Communications and Technology Administrator, **Golden State Water Company**

[Excerpt from Partnership meeting minutes.] Mr. Lewis spoke from the perspective of investor owned water companies. They are having many of the same employee retirement challenges as the public water agencies. Additionally, east coast companies are "stealing" good employees. Water agencies need to get out the message about the benefits of water careers. Careers in water aren't all in the sciences. Water companies need business majors and accountants as well.

Additionally, water companies aren't always communicating well with their customers. They need to have professional staff that can communicate well with the public and tell the water story.

In conclusion he questioned whether baby boomers would keep the Gen Y employees from being productive. It is not necessary to just train new employees but to train the managers who will oversee them so they are ready to allow them to do things differently. He isn't sure employers are ready for the new generation of employees.

Jim McDaniel, Assistant General Manager, **LA Department of Water and Power**

- Real gap is with the craft level positions (operators, welders, mechanics).
- Pool of candidates for professional staff has been sufficient, but there is concern with recent cutbacks at Cal States, which has been a feeder school.
- LADWP trains new employees, but they must have basic math (grasp fractions) and reading skills.
- Having a hard time getting interest; high attrition rates for new employees.
- Recommends better integration of real water problems in teaching math so students see the value and need.

- Suggest promoting the 2-year associate program that would also allow easy transfer for those wanting to pursue 4 year degree.
- For Distribution Operators, a certification is now required, which was not previously. These employees must be able to calculate flows and volumes.
- Almost exclusively promote from within. Need math skills to move up.
- DWP partners with unions for a joint training institute for line workers on the power side of the organization. This is a skill needed throughout the country. Skills for this work include one formal course in basic electrical knowledge and training in pole climbing. After obtaining this, candidates are able to go to the union hall.

Patricia Flores, Sr. Manager, **Southern California Edison**

- Currently looking to stabilize workforce, as it is in a transformational state.
- Skill-set of meter reading is obsolete so trying to retrain those employees.
- SCE provides the training for pole/line climbing, but this requires being physically fit, and able to carry ~80 lbs.
- Have worked on internships with Mt. SAC, Rio Hondo and Everest colleges in the past, but have scaled back. They continue to work with universities.

Corine Doughty, Dean, Business and Career Technical Education, **Santiago Canyon College**

- All instructors work in the water sector so they bring real-life applications to the classroom. All are part-time adjunct faculty.
- Students can obtain an associate of science degree.
- Meet periodically with water agencies to make sure that needs are met. Internships were identified as an area to expand. This past year, an internship program was successfully implemented.
- Students come from Los Angeles, Riverside, and Orange Counties.
- The courses are always full
- Starting in Fall 2013, they will begin on-line courses – tele-presence. The aim is to have very interactive courses.
- No formal coordination with other schools.
- They do have a need for equipment and tele-presence devices.

Angie Mendoza, Program Representative, **Office of Water Programs, Cal State Sacramento**

- This is a completely self-funded program.
- The Office of Water Programs may, through individual contracts, provide training or research for agencies or other organizations.
- Individuals/students may purchase certification prep books on-line
- Individuals/students may enroll in on-line courses

Mark Holstad, Manager, **Albuquerque Bernalillo County Water Utility Authority**

- With the recession, the pool of qualified candidates has improved.
- They want individuals with aptitude and the agency provides all training for operators/mechanics.
- They have worked with junior colleges to set up classes.
- They have decreased the number of joint projects with Universities.

Vick Kyotani, Principal Engineer, **Sacramento area Sewer District**

- No gaps in pool of professional employees.

Glenn Bielefelt, **Sacramento area Sewer District**

Waiting to hear on operator training/gaps and succession planning

Shane Towns, Supervisor, **Orange County Sanitation District**

- Have had difficulty finding qualified welders.
- Typically seek trained/mid-career employees. With other industries leaving Southern California, there are fewer candidates seeking employment.

Simon Watson/Chuck Forman, Managers, **Orange County Sanitation District**

- The internship program with Santiago Canyon College worked well.
- The students were in a one-year program that rotated through fleet services, operations, mechanical maintenance.
- Only downside was that the interns were hired by OCSD before the completion of the internship.

New Zealand, Multiple Wastewater Treatment Plants Representatives

- The country previously had certifications, but eliminated them. Now new employees attend a 1 week training course held at various locations throughout the country.
- Not having any issues with sufficient number of qualified candidates.
- Tried to overlap a near-to-retirement employee for succession training, but did not work well, employee decided not to retire.

Appendix C: College Programs Related to Water/Environmental Issues

Prepared by Lisa Henkle, DPA Student, University of La Verne; research directed by Marcia Godwin, Ph.D., Associate Professor of Public Administration

College/Universit	Program	Certificate/Degree	Contact
Citrus College	Water Technology	Certificate of Achievement; Associate of Science	Advisory Committee
Mt. San Antonio College	Air Conditioning and Water Technology	Certificate of Achievement; Associate of Science	Richard Anderson- randerson@mtsac.edu Lanny Richardson- lrichardson@mtsac.edu Darrow Soares- dsoares@mtsac.edu
Rio Hondo College	Environmental Technology; Environmental Sciences	Certificate of Achievement; Associate of Science- Environmental Technology, with specialization in Water and Water Waste Management	Steve Katnik- (562)463-7501 skatnik@riohondo.edu Gary Duran- (909)573-5252 gary.duran@riohondo.edu
Pasadena City College	Environmental science courses	No degree or certificate. Transfer program only.	
San Bernardino Valley College	Environmental Science; Water Supply Technology Program	Associate of Science degree- Environmental Science; Water supply Technology Certificate	None listed
Imperial Valley College	Water Treatment Technology	Associate's of Science; Certificate	None Listed Main Campus- (760) 352-8320
Palomar Community College	Wastewater Program	Associate Degree; Certificate	None Listed Main Campus- (760) 744-1150, ext. 2284
Santiago Canyon College	Wastewater/ Environmental Sanitation Program	Associate's Degree; Certificate	Program facilitator, Dr. James Gates (714) 628-4836 Gates_jim@sccolege.edu
Ventura College	Water Science program	Associate's Degree; Certificate	None Listed Main Campus- (805) 654- 6400
Chaffey College	Vocational GIS; Geography	Certificate; AS degree	Geography department
San Diego City College	Sustainability	Certificate; AS Degree	None Listed
Santa Ana College	Wastewater- Environmental Sanitation	Certificate; AA Degree	None Listed

California State University, Northridge	Public Health; Health Administration; Environmental and Occupational Health; GIS	MPH MS- Health Administration BA, MS- Environmental and Occupational Health; GIS Certificate	Health Sciences Dept- Anita Slechta, Chair- (818) 677-3101 Environmental Health Dept- Ron Norton, Director (818) 677-2401 GIS- Dr. Shawna Dark (818) 677-3530 Shawna.dark@csun.edu
California State Polytechnic University, Pomona	Environmental Resources	Baccalaureate of Science, concentration Master of Science, concentration	College of Science, Dean, Brian Jersky (as of 6/11/12)
California State University, Los Angeles	Health Science	Baccalaureate of Science, with an option in community health	Walter Zelman, Chair (323) 343-4635 wzelman@calstatela.edu
California State University, Sacramento, online program	Wastewater Treatment Plant Operation Specialist; Water Treatment Plant Operations Specialist	Certificate Home study and video series program.	(916) 278-4433 (800) 858-7743
California State University, San Bernardino	Geology; Earth and Environmental Studies; Environmental Health Science; Public Health Education	Baccalaureate; Master of Science; Master of Public Health	Dr. Alan Smith, Chair Geology (909) 537-5409 Dr. Ted Coleman, Health Science and Human Ecology (909) 537-5537
Claremont McKenna College	Environmental, Economic, and Politics; Environmental Analysis*	Baccalaureate	None listed W.M. Keck Science Center (909) 621-8588
Pitzer College	Environmental, Economic, and Politics; Environmental Analysis*	Baccalaureate	None listed W.M. Keck Science Center (909) 621-8588
Pomona College	Environmental Analysis*	Baccalaureate	None listed W.M. Keck Science Center (909) 621-8588
Scripps College	Environmental, Economic, and Politics; Environmental Analysis*	Baccalaureate	None listed W.M. Keck Science Center (909) 621-8588

Harvey Mudd College	Environmental Analysis*	Baccalaureate	None listed W.M. Keck Science Center (909) 621-8588
Whittier College	Environmental Sciences	Baccalaureate	Cheryl Swift, Program Coordinator (562) 907-4451
American Public University	Environmental Science; Environmental Technology	Online Baccalaureate of Science; Undergraduate Certification	Admissions Office 877-777-9081
University of California, Riverside; Water Science and Policy Center (research facility)	Environmental Sciences; Industrial Wastewater Technology	Baccalaureate degree; Extension Program	Michael Anderson, Chair (951) 827-3757 michael.anderson@ucr.edu Center- Ariel Dinar, Director (951) 827-2875 ariel.dinar@ucr.edu
University of California, Los Angeles	Geology; Environmental Health; Epidemiology; Bioengineering; Public Policy	Baccalaureate; MPH; DrPH; MS; Ph.D.	
University of California, Irvine	Urban Studies; Urban and Regional Planning; Public Policy; Planning, Policy & Design	BA, MPP, Ph.D.	
UCI: Urban Water Research Center	Social Ecology; Planning and Design; Toxicology; Environmental Health; Ecology and Evolutionary Biology; Civil and Environmental Engineering		William J. Cooper, Ph.D., Director (949) 824-3442 wcooper@uci.edu
University of Southern California	Environmental Studies; Water Diplomacy Initiative	BA, BS, MA; Center on Public Diplomacy offers graduate degrees in Public Diplomacy	(213) 740-7770 environ@dornsife.usc.edu Center- Nicholas Cull, Director Master of Public Diplomacy Program, (213) 821-4080 cull@usc.edu

Claremont Graduate University	Public Health; Health Promotion	MPH; Ph.D.	Darlene Peterson, Director, MPH Darleen.peterson@cgu.edu (909) 607-6729 Kim Reynolds, Director, Ph.D. kim.reynolds@cgu.edu (909) 607-7300
Keck Graduate Institute	Bioscience Management	Certificate; Master of Bioscience	None listed
Art Center College of Design	Environmental Design	Baccalaureate and Masters degrees	David Mocarski, Chair David.mocarski@artcenter.edu
California Institute of Technology	Environmental Science and Engineering	Program of study	None listed
Los Angeles Trade-Technical Community College	Water Systems Technology	Associate Degree	None listed
Association of Boards of Certifications		Certification	(515) 232-3623 abc@abccert.org
California Water Environment Association	Collection System Maintenance; Analyst; Compliance Inspector; Plant Maintenance; Industrial Waste Treatment Plant Operator; Biosolids Land Application Management	Certification	(510) 382- 7800 tcp@cwea.org
California Nevada American Water Works Association	Water College	Certification	None Listed
California Rural Water Association		Certifications	(916) 553-4900 info@calruralwater.org

*This program is a five college collaboration that allows students to take advantage of a broad range of courses.

Text: 2012-2014 Occupational Programs in California Community Colleges

206 Pages, 8.5 x 11 softcover

LAMA Books \$35.00 (287-978-0-88069-060-7)

<http://www.lamabooks.com/scripts/prodList.asp?idCategory=27>

Appendix D: Education Backgrounds of Water Managers

Prepared by Lisa Henkle, DPA Student, University of La Verne; research directed by Marcia Godwin, Ph.D.,
Associate Professor of Public Administration

District	Executive	Education	Contact
San Gabriel Valley Municipal Water District	Darin Kasamoto, General Manager	BS, Purdue University, Civil Engineering MS, California State University, Long beach, Civil Engineering	(626) 969-7911
Upper San Gabriel Valley Municipal Water District	Shane Chapman, General Manager	Does not list education	(626) 443- 2297
Three Valleys Municipal Water District	None listed		(909) 621-5568
Rowland Water District	None listed		(562) 697-1726
La Puente Valley Water District	Greg Galindo, General Manager	None listed	(626) 330-2126
Crescenta Valley Water District	None listed		(818) 248- 1659
Metropolitan Water District	Jeffrey Kightlinger, General Manager	BA, History, University of California, Berkeley J.D., Santa Clara University Law School	(213) 217-6000
Western Municipal Water District	John Rossi, General Manager	None listed	(951) 571-7100
Western Municipal Water District	Jeffrey Sims, Assistant General Manager, Chief Operating Officer	BS, Engineering, California Polytechnic University, Pomona MPA, California State University, San Bernardino	(951) 571-7100
Western Municipal Water District	Paul Ruge, Assistant General Manager, Chief Administrative Officer	AS, Physical Science BS, Public Administration, University of La Verne, MS, Human Resources, Chapman University	(951) 571-7100
Western Municipal Water District	Roy LeMond, Assistant General Manager, Chief Financial Officer	BA, Business Administration, concentration in Accounting, California State University, Fullerton, MBA, Finance, California State University, San Bernardino	(951) 571-7100
Cucamonga Valley Water District	Martin Zvirbulis, General Manager	None Listed	(909) 987-2591
Cucamonga Valley Water District	Todd Corbin, Assistant General Manager	BS, Accounting, Indiana University MPA, California State University, San Bernardino	

District	Executive	Education	Contact
Cucamonga Valley Water District	Jo Lynne Russo-Pereyra, Assistant General Manager for External Affairs	BA, Political Science and Sociology, University of California, Santa Barbara MA, Public Policy and Administration, Columbia University	
Monte Vista Water District	Mark Kinsey, General Manager	None listed	(909) 624-0035
East Valley Water District	None Listed		(909) 889-9501
Eastern Municipal Water District	Paul Jones, II, General Manager	None listed	800-426-3693
Inland Empire Utilities Agency			(909) 993-1600

Appendix E: Task Status/Results

Task 1: Project Contribution from ULV

Explore alignment with the University of La Verne class to contribute to this study. Discuss with Dr. Marcia Godwin the possible contribution from students in a winter 2012 ULV class.

Dr. Marcia Godwin and doctoral student Lisa Henkle, both from the University of La Verne, agreed to conduct the academic program review.

Task 2: Stakeholder Input on Project Scope

Based upon input from the San Gabriel Valley Economic Partnership, add or delete the organizations, institutions, programs, and representatives to interview/research. This will ensure that this project work includes the desired scope and stakeholders for water agencies, academic and research institutions.

On March 23, 2012 The Coalition accepted the proposal with no questions and changes.

Task 3: Water Agency Needs

Agency representatives will attend the San Gabriel Valley Economic Partnership meetings for the subcommittee members to identify current gaps in skills and qualified/available candidates and anticipated future needs. If needed, follow-up may be conducted by proposer.

LA City Dept of Sanitation	San Gabriel Valley Water Company
Los Angeles Department of Water and Power	Sanitation District of L.A. County
Metropolitan Water District	Southern California Edison
San Gabriel Basin Water Quality Authority	Three Valleys Municipal Water District
San Gabriel Valley Municipal Water District	Upper San Gabriel Valley Municipal Water District

This task was conducted by inviting guests to speak at the partnership meetings, reviewing existing reports on the subject, and conducting follow-up interviews.

Task 4: Academic Program Review - Within the Region (to be completed by University of La Verne students)

Meet with and interview representatives from academia on current and future educational programs related to water. In addition, review publicly available information about existing programs.

Art Center College of Design	Pasadena City College
Azusa Pacific University	Pitzer College
California Institute of Technology	Rio Hondo College
California State Polytechnic University, Pomona	Rose Institute
Chaffee College	Scripps College
Citrus College	University of La Verne
Claremont Graduate University	University of Southern California
Glendale Community College	University of the West
Harvey Mudd College	Western University of Health Sciences
Keck Graduate Institute	Whittier College
Mt. San Antonio College	

Dr. Marcia Godwin and doctoral student Lisa Henkle, both from the University of La Verne, conducted this portion. Results are tabulated in Appendix C.

Task 5: Research Center Program Review

Investigate water-related research programs (including policy). Meet with and interview representatives from research centers to understand current and future goals. In addition, review publicly available information about mission and focus of the research program/institution.

Arizona Water Institute	Engineering Research Center for Re-inventing the
Arizona Water Resources Research Center	Nation's Urban Water Infrastructure (Stanford, UC
California Institute of Technology	Berkeley, Colorado School of Mines, NM State
University of Southern California	University)
University of CA, Los Angeles	Urban Water Research Center, UCI
National Water Research Institute	WaterReuse Foundation
	Water Environment Research Foundation

Dr. Carla Dillon completed this review and presented the findings to the Education Coalition on March 23, 2012. The table summary is included in Appendix A.

Task 6: Review - Outside the Region

Conduct review of academic programs outside the San Gabriel Valley to serve as possible models.

California State University, Sacramento	Santa Ana College
-----------------------------------------	-------------------

Conduct review of employer needs outside the San Gabriel Valley.

East Bay Municipal Utility District	Sacramento Regional County Sanitation District
San Diego, Public Utilities Department	Orange County Sanitation District
Wastewater Branch	

Dr. Carla Dillon completed this review and results are included in this report. Although East Bay Municipal Utility District and San Diego, Public Utilities were not contacted, other agencies outside the region were contacted and the results are included.

Task 7: Initial Draft Gap Analysis Report

Issue initial gap report without recommendations to members of the San Gabriel Valley Economic Partnership Water subcommittee

Submitted electronically to the Partnership on August 28, 2012.

Task 8: Facilitated Workshop with the San Gabriel Valley Economic Partnership Stakeholders

This task will consist of a facilitated workshop with key San Gabriel Valley Economic Partnership stakeholders to consider options for academic program development within the San Gabriel Valley and/or the Water Research and Technology Center in development. The gap analysis report would be distributed to the key stakeholders prior to the workshop to allow time to read and develop ideas to meet the gaps. The workshop would allow a forum for key stakeholders to collectively contribute to the recommendations to fill the gap.

To be held September 7, 2012 at the Education Coalition meeting.

Task 9: Draft Report

Following input on the Gap Analysis Report, a Draft Report will be produced. This will include recommendations to fill the gap, and input from the optional workshop. ***October 2012***

Task 10: Finalize Report

Finalize report based upon input and comments from stakeholders. ***December 2012***

Attachment D:

**CITRUS COMMUNITY COLLEGE
Water Technology Advisory Committee
Wednesday, June 27, 2012
1:00pm – 3:00pm**

Attendees: Steve Sherman, Field Operations Supervisor – Covina Irrigating Co.; Mike Maestas, Water and Sewer Manager – City of Chino Hills; A. Michael Maestas, Controls Analyst – Cucamonga Valley Water District ; Jim Lancaster, Dean of Curriculum, CTCE; Ken Deck, General Manager – Rowland Water District; Daniel Marquez, Operations - Valley County Water District; Julie McElrath – City of Pasadena; Gary Gramling, Water Production Operations – City of Lakewood; Jose Martinez, Administration Services Manager – Walnut Valley; Gary Williams, Employee Development Specialist – Golden State Water

Agenda	Discussion	Recommendations & Action Items
Welcome and Introductions	Jim Lancaster introduced himself as the Dean of Curriculum, Career, Technical, and Continuing Education. The Advisory Council was introduced. A sign-in sheet and hand-out materials was circulated.	

Updates and News Program Certificate and Degree Outcomes/Review	It is mandatory that an advisory meeting for all Community College CTE Programs be conducted at least once a year. We look to the industry for input on current and future needs, which assists us to stay on track as a college in providing students quality programs that leads to employment: high- wage, high- skill or high-demand careers. Also Advisory contacts assist in keeping us informed of job availability within the industry. The budget for community colleges is becoming tighter, and is in the worst financial position in its history. At Citrus we are close to reaching our mandatory reserves of 5%. As a result, there have been considerable cuts in classes, and the college population will drop to 10,000 from a high of over 13,000 students. Jim distributed information on program review, demographics and course offerings. As in Public Works, it is still a male-dominated program with a wide-range age bracket A previous recommendation was to advertise and market to	 Recommendation is to discuss new ways to help increase the female student.
----------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------

	<p>increase the numbers of female students. We must further discuss ideas on how to appeal to the female population. The most important information is in student outcomes which are monitored closely by the state. The focus is on completers which are only measured through certificates and degrees earned because there is not a way to track those Water Technology students that only take a couple of courses for the state exam or job enhancement.</p> <p>An increase in 2010-11 years certificates was due in part to the math requirement being removed as a certificate requirement since the Math Department no longer offered the course. The question is what math skills are necessary for the students' success.</p> <p>Gary Gramling began giving his own certificate that was created in the CTE office so his students can qualify to take the state exam. The other instructors would like the same certificate which helps students to qualify in taking the required exam. Students must earn a C grade or above. We would like to find a method to track those students that pass the exam which would demonstrate student success. To date there is not a student transcript from the state that can be used to measure.</p> <p>The group reviewed all required courses for the certificates and degree. Jim asked their opinion on what the counselors should advise in the Student Educational Plan that shows a better understanding on industry needs (various exams), and which courses that must be included.</p> <p>There are water certifications that do not require college course work (D1, T1), but to advance there are course requirements that are necessary. After the introductory course students may take the D2, T2 exams. That is the highest anyone can go without employment (hands on experience).</p> <p>With the Citrus College Certificate plus experience will allow those that are employed to go through D5, T5. The certificate is a valued selling point to those that are already employed in the industry.</p> <p>Mike Maestas will send Jim Lancaster the website that shows the requirements for the industry certifications which Jim will forward to the counselors.</p> <p>Coursework was reviewed for revamping.</p> <p>The Degree and Certificate mirror each other in required course work.</p>	<p>Continue to create a certificate that states completed hours which enables students to take the state exam.</p> <p>Create a system to track students who successfully pass the certification exam.</p> <p>Mike will send Jim the Water Technology website that lists required licensing for positions.</p>
--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p>Student Learning Outcomes</p>	<p>Water Conservation 162 must be a requirement and mandatory for Urban Water Conservation Council in applying for any grant funding. Water Conservation discipline attracts a female interest in Water Technology. Public Works courses will not be needed for the certificate.</p> <p>Citrus does not have any dedicated lab space to be able to offer backflow courses.</p> <p>There was an extensive discussion on if a Water Mathematics course or the placement test for Math 150 should be a prerequisite to other courses. Currently, math is incorporated into the courses, however it hinders the time necessary to complete all the material required for each course. The math requirement detours many students from enrolling in the Water Technology Program and eliminates the ability to finish the program in one year.</p> <p>Jim suggested that we schedule short-courses which might solve the sequencing, and the one-year completion will remain. Or rewrite the Water 150 course to incorporate more math which will be the pre-requisite to the other courses.</p> <p>In conclusion the Advisory recommended that we do not create a separate math class but rewrite Water 150 to incorporate more math and will become a pre-requisite or co-requisite.</p> <p>Jim and the Advisory will review the sequencing which will coincide with certification testing dates. As a result, some courses must be offered in the summer and winter terms.</p> <p>The pre-requisites for Water 151 is Water 150 and/or D1 & D2 certification. Water 153 with the pre-requisite of Water 151 or D3 certification. To assist in course sequencing and scheduling, Jim will poll the students to see how many are taking more than one course. The group recommends that to meet demand and certification a one-year certificate is attainable for students.</p> <p>The same pre-requisites for Water 150, etc. is T1 or T3 certifications. By these advisory recommendations it will assist in increasing the number of completers.</p> <p>The advisory reviewed the current Student Learning Outcomes. Add or rework an outcome that includes the ability to calculate in both treatment and distribution in order to pass the certification exams.</p>	<p>Water Conservation 162 must be a requirement for the Certificate. The Public Works requirement will be eliminated. Biology 145 removed. 18 units of all Water courses should be required for the Certificate.</p> <p>The course content for Water 150 must be modified and include SLO's. It will be then decided if the course will be offered as an 8 week or 16 week class.</p> <p>Pre-requisites determined</p> <p>Jim will poll the students to see how many are taking more than one course.</p> <p>One-Year Certificate is attainable for students through proper scheduling and sequencing of classes.</p> <p>Outcomes will include a demonstration that students have the ability to calculate in treatment and distribution.</p>
-----------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

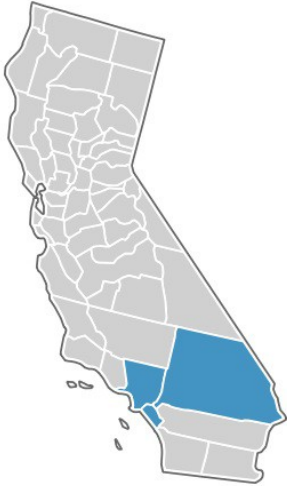
<p>Program Review</p> <p>Internships</p> <p>Submitted by: Lois Bottari</p>	<p>Add or rework an outcome that includes resource and conservation.</p> <p>Modify Student Outcome number one.</p> <p>Jim will write the program review and will send it to the Advisory group for review. He will include their recommendations.</p> <p>Internships will be discussed in more detail at the next Advisory meeting. Without a full-time faculty it is difficult to monitor an internship program. There is a possibility of creating a class and have an adjunct faculty manage. A pilot program with one city will be created to assess the feasibility of an internship.</p> <p>Water Awareness Day was cancelled and those in the industry believe it is important and would like to see it reinstated. Jim explained that with the lack of support staff it was impossible to continue with it. However, if someone in the industry would like to head the workshop, Citrus will host it during spring break.</p> <p>Meeting Adjourned</p>	<p>Include an outcome for resource and conservation.</p> <p>Modify outcome number one.</p> <p>The Advisory will send Jim their recommendations for the program review.</p> <p>A pilot program to assess the feasibility of an internship.</p> <p>The Advisory will research and determine if a Water Awareness Day can be planned and Citrus will host the conference.</p>
----------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Attachment E:

**1000 West Foothill Boulevard
Glendora, California 91741-1899**

Occupation Report

LA/OC/SB



Report Info

Dataset Version	2013.1
Timeframe	2011 - 2017
Region Name	LA/OC/SB
Counties	Los Angeles, CA (6037) Orange, CA (6059) San Bernardino, CA (6071)



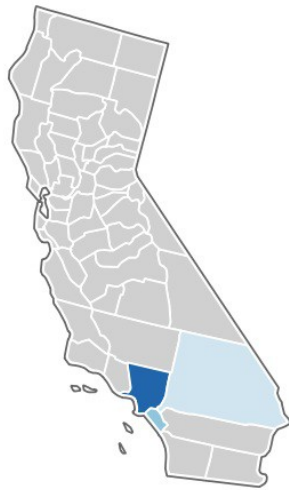
Water and Wastewater Treatment Plant and System Operators

SOC 51-8031: Operate or control an entire process or system of machines, often through the use of control boards, to transfer or treat water or wastewater.

Related O*NET Occupations:

Water and Wastewater Treatment Plant and System Operators (51-8031.00)

Job Distribution



Overview

Annual Openings Estimate (2012)	76
Related Completions (2011)	179
Current Job Postings	0

Gender

Male	96%	<div style="width: 96%;"></div>
Female	4%	<div style="width: 4%;"></div>

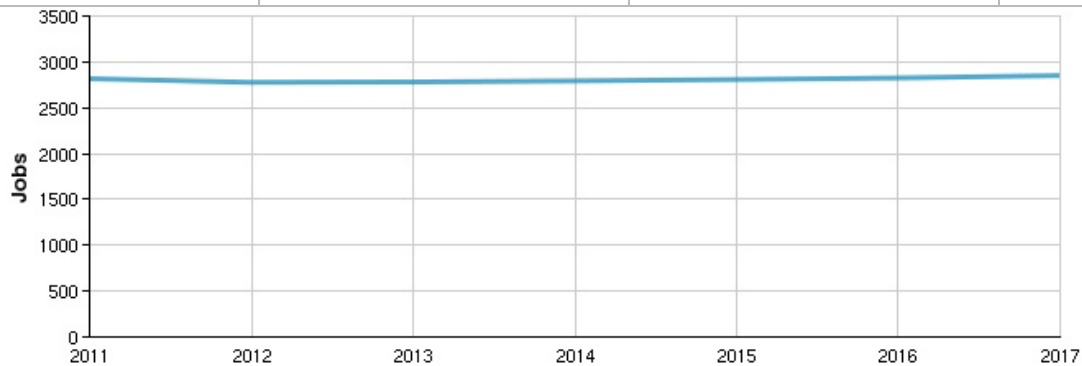
Age

14-18	0%	<div style="width: 0%;"></div>
19-24	2%	<div style="width: 2%;"></div>
25-44	36%	<div style="width: 36%;"></div>
45-64	60%	<div style="width: 60%;"></div>
65+	3%	<div style="width: 3%;"></div>

2,777 Jobs (2012) National Location Quotient: 0.55	1.2% % Change (2011-2017) Nation: 6.1%	\$33.08/hr Median Earnings Nation: \$20.09/hr
-----------------------------------------------------------------	-----------------------------------------------------	------------------------------------------------------------

LA/OC/SB | Growth for Target Occupation Water and Wastewater Treatment Plant and System Operators (51-8031)

2,817 2011 Jobs	2,851 2017 Jobs	34 Change (2011-2017)	1.2% % Change (2011-2017)
---------------------------	---------------------------	---------------------------------	-------------------------------------

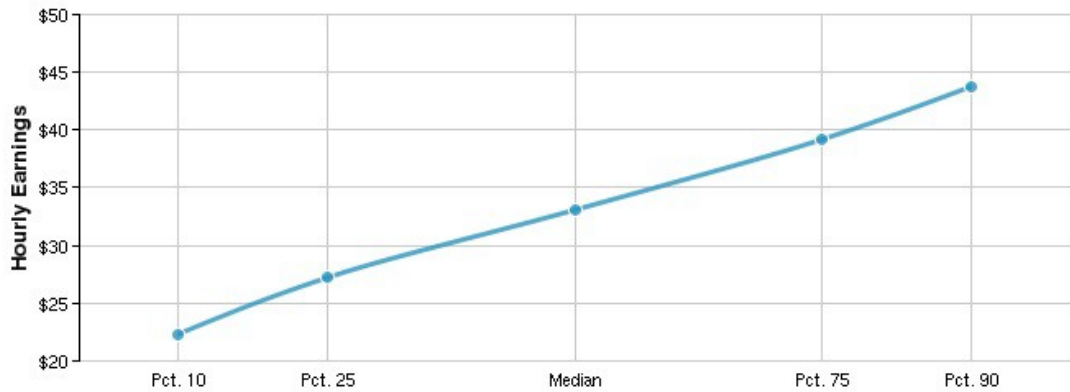


LA/OC/SB | Percentile Earnings for Water and Wastewater Treatment Plant and System Operators (51-8031)

\$22.34/hr
10th Percentile Earnings

\$33.08/hr
Median Earnings

\$43.75/hr
90th Percentile Earnings



Educational Attainment (National)

Doctoral or professional degree	0%	
Master's degree	1%	
Bachelor's degree	8%	■
Associate's degree	11%	■
Some college, no degree	32%	■
High school diploma or equivalent	43%	■
Less than high school diploma	4%	■

Regional Trends



Region	Jobs	2017 Jobs	201% Change
A LA/OC/SB	2,817	2,851	1.2%

Educational Programs

1 Programs (2011)	179 Completions (2011)				
Program	2007	2008	2009	2010	2011
Water Quality and Wastewater Treatment Management and Recycling Technology/Technician (15.0506)	121	104	129	151	179

Inverse Staffing Patterns

Industry	Occupation Jobs in Industry (2012)	% of Occupation in Industry (2012)	% of Total Jobs in Industry (2012)
Local Government, Excluding Education and Hospitals (903999)	2,308	83.1%	0.9%
Water Supply and Irrigation Systems (221310)	233	8.4%	13.7% Private
Households (814110)	19	0.7%	0.0% Solid Waste
Landfill (562212)	15	0.5%	1.1% Other
Nonhazardous Waste Treatment and Disposal (562219)	15	0.5%	1.1%

Data Sources and Calculations

State Data Sources

This report uses state data from the following agencies: California Labor Market Information Department

Institution Data

The institution data in this report is taken directly from the national IPEDS database published by the U.S. Department of Education's National Center for Education Statistics.

Completers Data

The completers data in this report is taken directly from the national IPEDS database published by the U.S. Department of Education's National Center for Education Statistics.

Location Quotient

Location quotient (LQ) is a way of quantifying how concentrated a particular industry, cluster, occupation, or demographic group is in a region as compared to the nation. It can reveal what makes a particular region unique in comparison to the national average.

Staffing Patterns Data

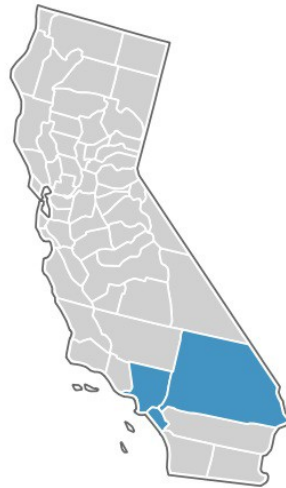
The staffing patterns data in this report is compiled from several sources using a specialized process. Sources include Occupational Employment Statistics, and the National Occupation Matrix. EMSI uses ratios from the national matrix and inputs regional jobs by industry, converting these to jobs by occupation. The ratios derived from this are adjusted to equal actual regional data, resulting in a unique regional staffing pattern.

Attachment F: Occupation Regional Comparison

1000 West Foothill Boulevard
Glendora, California 91741-1899

Occupation Regional Comparison

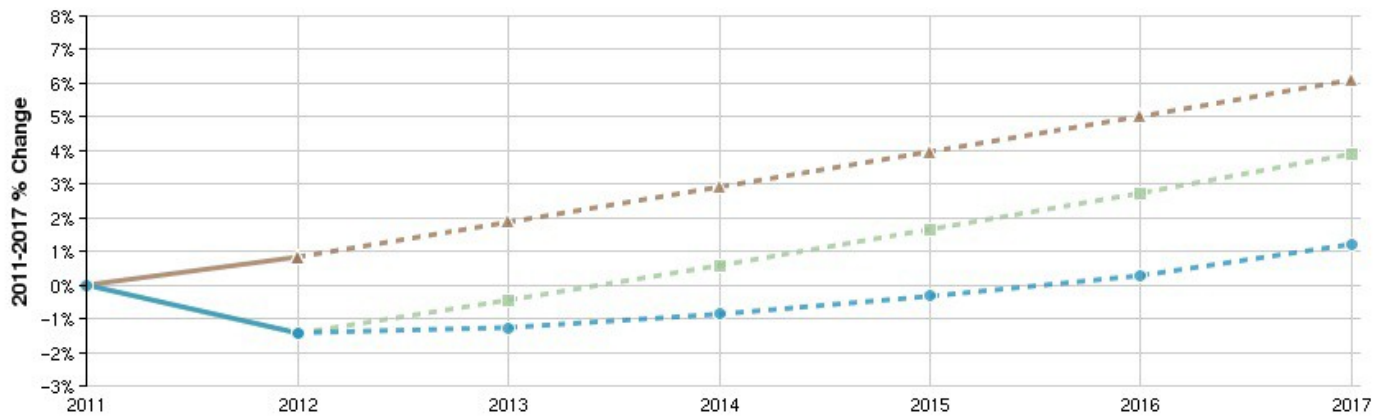
LA/OC/SB



Report Info

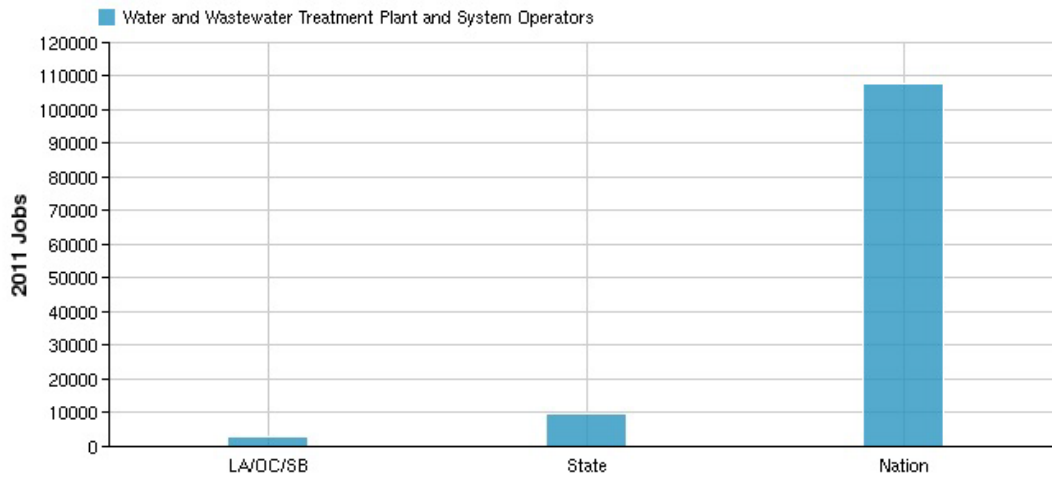
Dataset Version	2013.1
Timeframe	2011 - 2017
Region Name	LA/OC/SB
Counties	Los Angeles, CA (6037)
	Orange, CA (6059)
	San Bernardino, CA (6071)

Occupation Change Summary



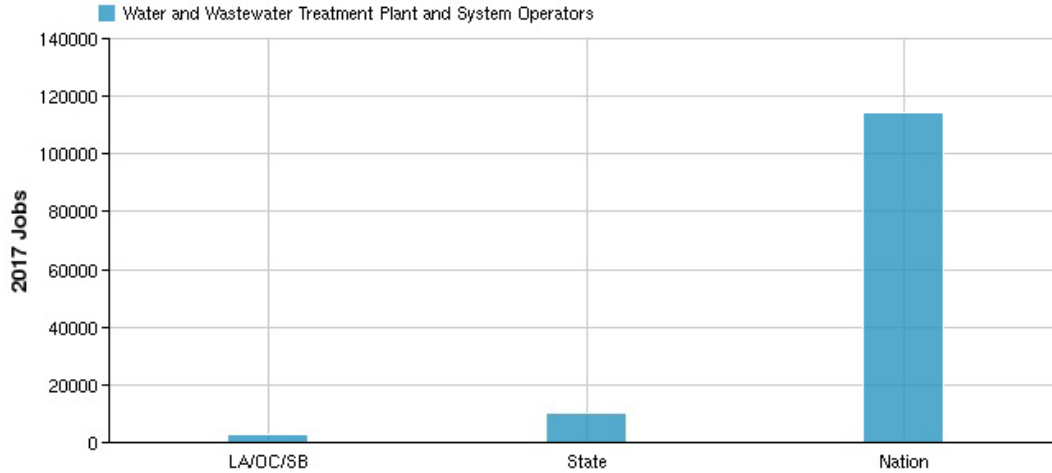
Region	2011 Jobs	2017 Jobs	Change	% Change	Median Hourly Earnings
A LA/OC/SB	2,817	2,851	34	1%	\$33.08
B State	9,934	10,321	387	4%	\$29.89
C Nation	107,575	114,139	6,564	6%	\$20.09

Occupation Breakdown - 2011 Jobs



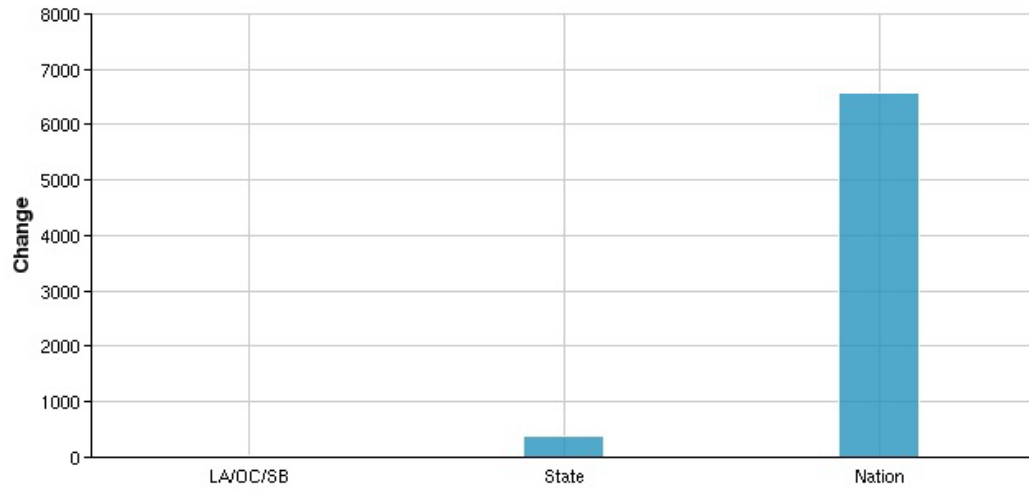
Occupation	Description	LA/OC/SB	State	Nation
51-8031	Water and Wastewater Treatment Plant and System Operators	2,817	9,934	107,575
	Total	2,817	9,934	107,575

Occupation Breakdown - 2017 Jobs



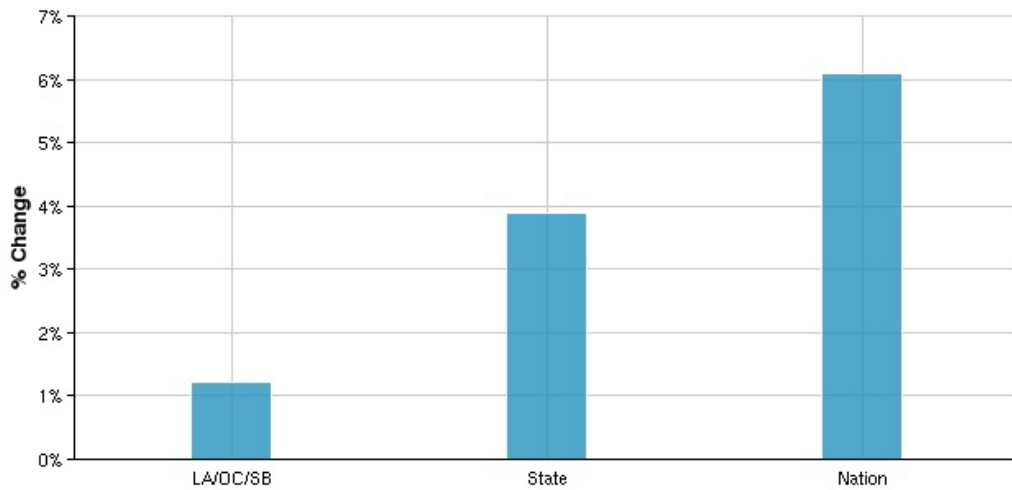
Occupation	Description	LA/OC/SB	State	Nation
51-8031	Water and Wastewater Treatment Plant and System Operators	2,851	10,321	114,139
	Total	2,851	10,321	114,139

Occupation Breakdown - Change



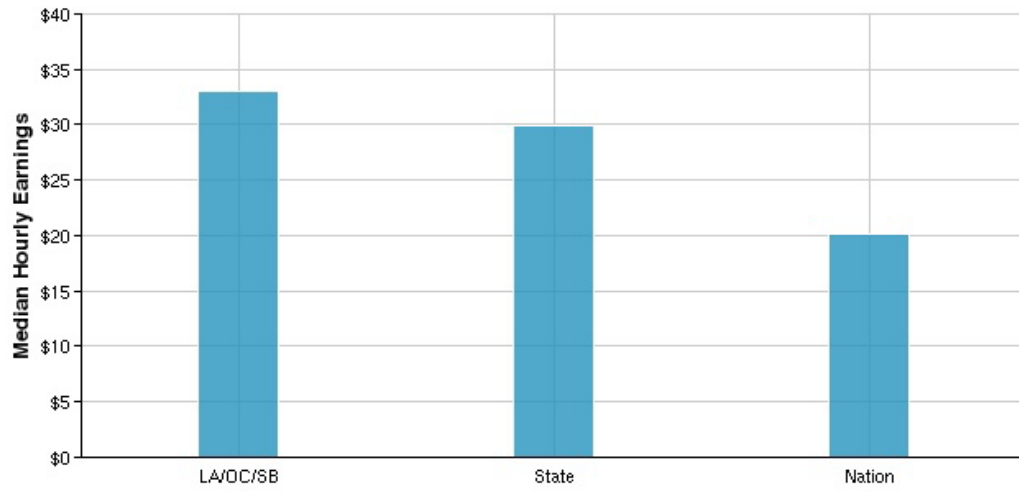
Occupation	Description	LA/OC/SB	State	Nation
51-8031	Water and Wastewater Treatment Plant and System Operators	34	387	6,564
Total		34	387	6,564

Occupation Breakdown - % Change



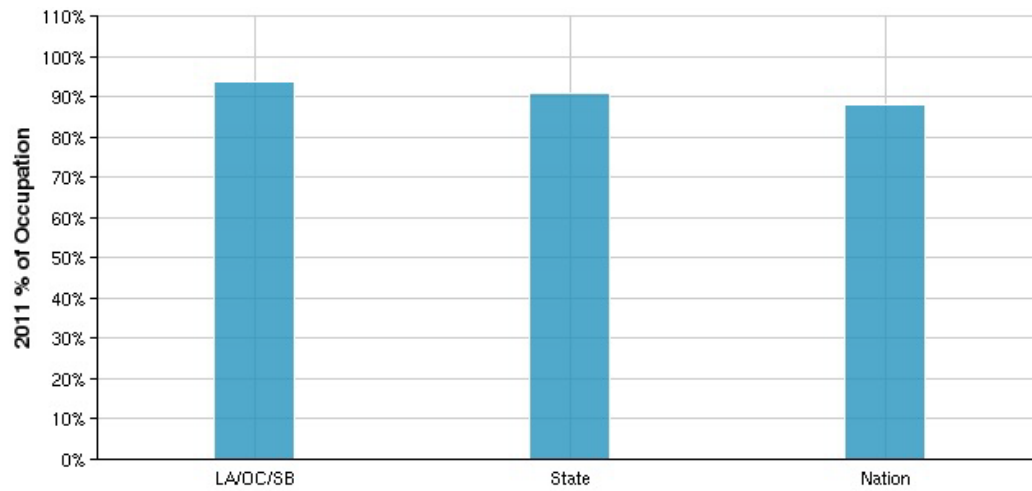
Occupation	Description	LA/OC/SB	State	Nation
51-8031	Water and Wastewater Treatment Plant and System Operators	1%	4%	6%
Total		1%	4%	6%

Occupation Breakdown - Median Hourly Earnings



Occupation	Description	LA/OC/SB	State	Nation
51-8031	Water and Wastewater Treatment Plant and System Operators	\$33.08	\$29.89	\$20.09
	Total	\$33.08	\$29.89	\$20.09

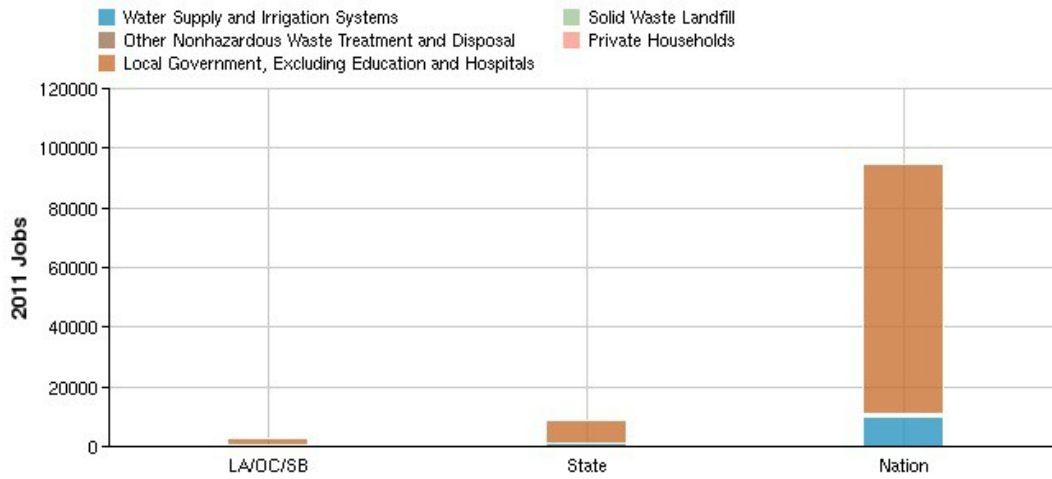
Top Industries - 2011 % of Occupation



NAICS Code	Description	LA/OC/SB	State	Nation
903999	Local Government, Excluding Education and Hospitals	83%	80%	78%
221310	Water Supply and Irrigation Systems	9%	9%	9%
814110	Private Households	1%	0%	0%
562219	Other Nonhazardous Waste Treatment and Disposal	1%	0%	0%
562212	Solid Waste Landfill	1%	1%	1%
Total		94%	91%	88%

Source: EMSI Complete Employment - 2013.1

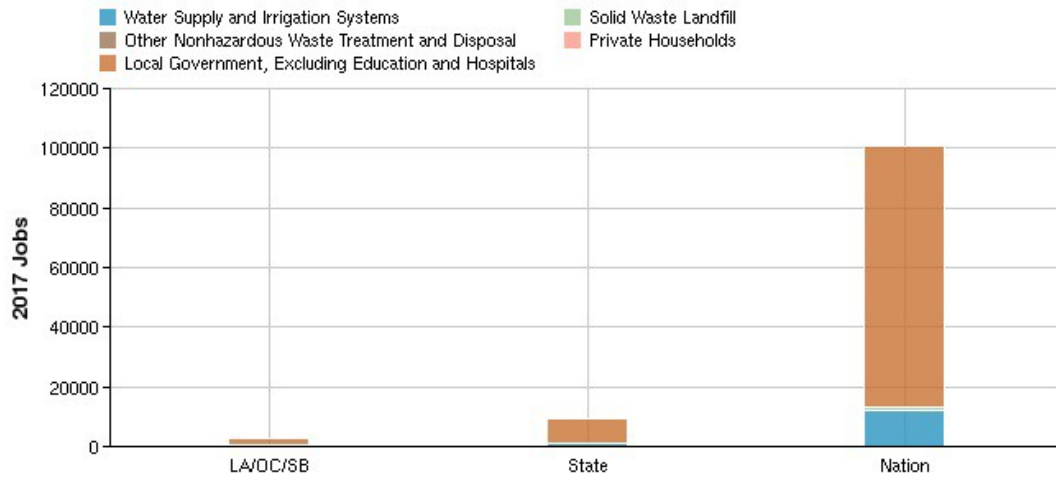
Top Industries - 2011 Jobs



NAICS Code	Description	LA/OC/SB	State	Nation
903999	Local Government, Excluding Education and Hospitals	2,333	7,948	84,041
221310	Water Supply and Irrigation Systems	252	914	9,730
814110	Private Households	19	39	72
562219	Other Nonhazardous Waste Treatment and Disposal	16	34	276
562212	Solid Waste Landfill	16	82	756
Total		2,635	9,017	94,875

Source: EMSI Complete Employment - 2013.1

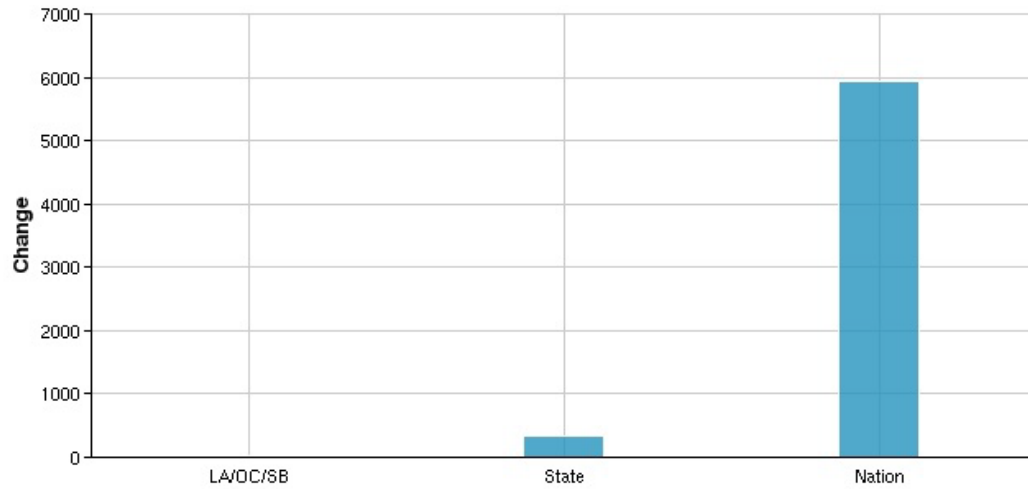
Top Industries - 2017 Jobs



NAICS Code	Description	LA/OC/SB	State	Nation
903999	Local Government, Excluding Education and Hospitals	2,365	8,270	87,339
221310	Water Supply and Irrigation Systems	232	902	12,381
814110	Private Households	23	47	83
562219	Other Nonhazardous Waste Treatment and Disposal	17	38	286
562212	Solid Waste Landfill	16	88	719
Total		2,653	9,345	100,807

Source: EMSI Complete Employment - 2013.1

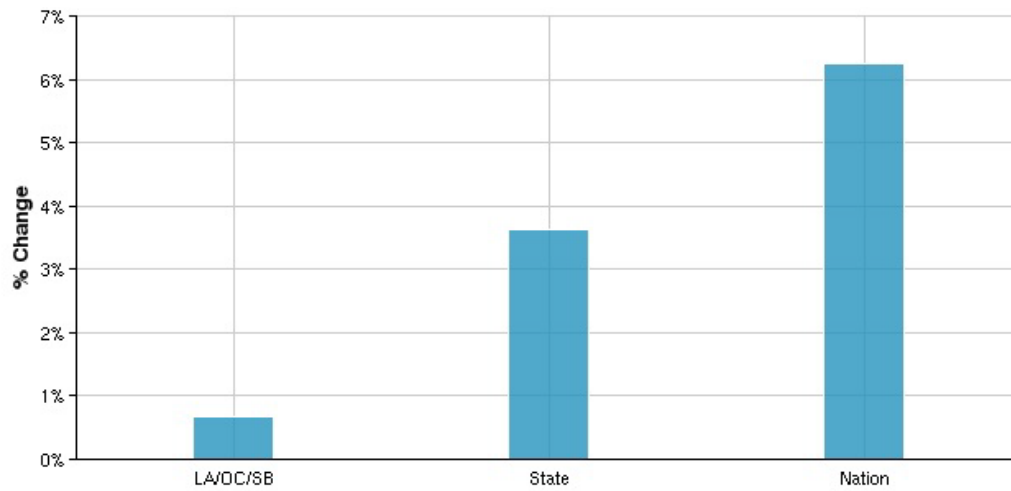
Top Industries - Change



NAICS Code	Description	LA/OC/SB	State	Nation
903999	Local Government, Excluding Education and Hospitals	32	322	3,298
814110	Private Households	4	8	11
562219	Other Nonhazardous Waste Treatment and Disposal	1	4	10
562212	Solid Waste Landfill	0	6	-37
221310	Water Supply and Irrigation Systems	-20	-12	2,651
Total		18	328	5,932

Source: EMSI Complete Employment - 2013.1

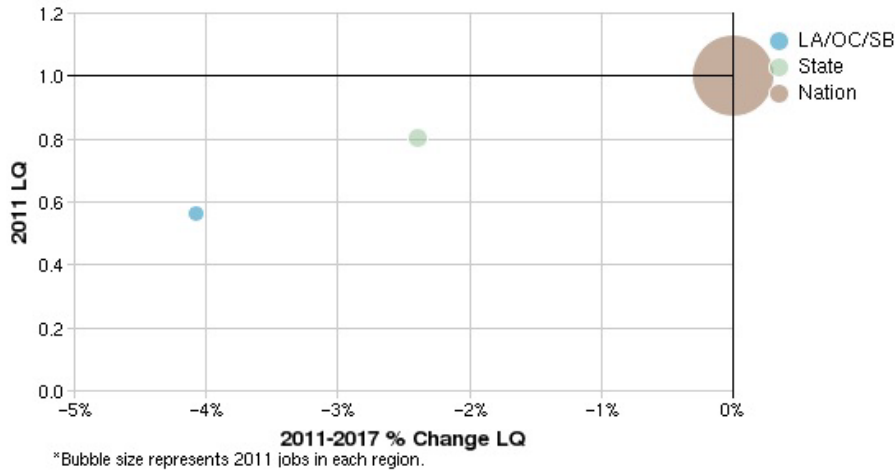
Top Industries - % Change



NAICS Code	Description	LA/OC/SB	State	Nation
814110	Private Households	21%	21%	15%
562219	Other Nonhazardous Waste Treatment and Disposal	6%	12%	4%
903999	Local Government, Excluding Education and Hospitals	1%	4%	4%
562212	Solid Waste Landfill	0%	7%	-5%
221310	Water Supply and Irrigation Systems	-8%	-1%	27%
Total		1%	4%	6%

Source: EMSI Complete Employment - 2013.1

Location Quotient Breakdown - 2011 National LQ



Occupation	Description	LA/OC/SB	State	Nation
51-8031	Water and Wastewater Treatment Plant and System Operators	0.56	0.80	1.00
Total		0.56	0.80	1.00

Source: EMSI Complete Employment - 2013.1

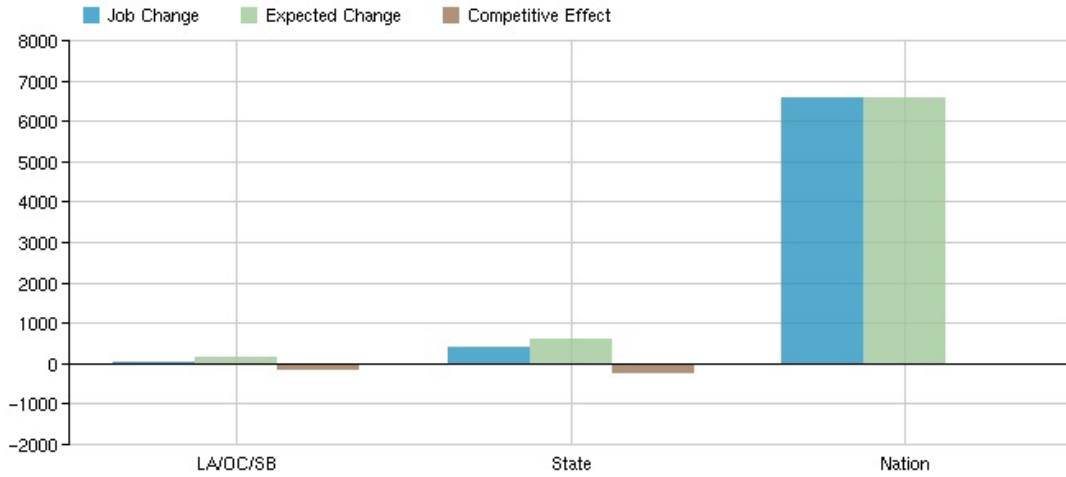
Location Quotient Breakdown - 2017 National LQ



Occupation	Description	LA/OC/SB	State	Nation
51-8031	Water and Wastewater Treatment Plant and System Operators	0.54	0.79	1.00
Total		0.54	0.79	1.00

Source: EMSI Complete Employment - 2013.1

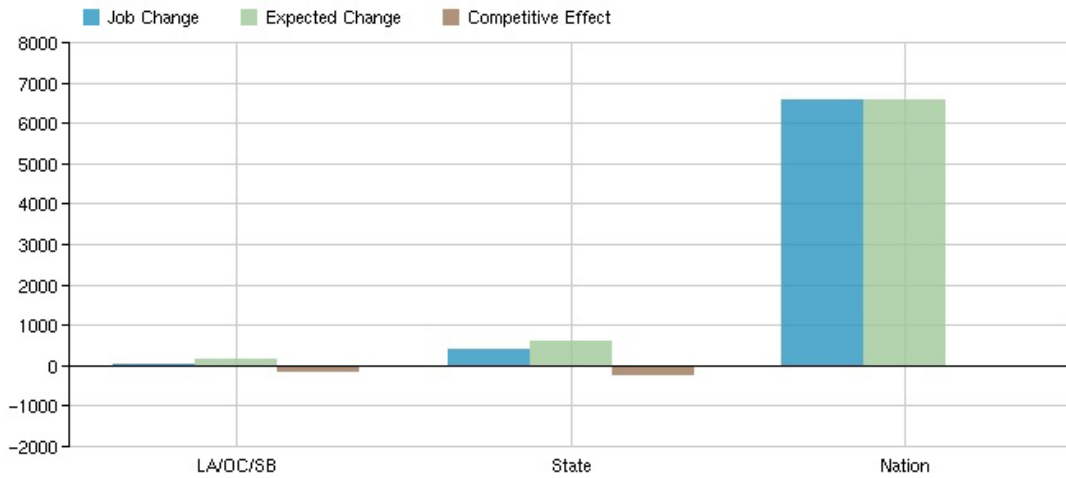
Shift Share Breakdown - Job Change



Occupation	Description	LA/OC/SB	State	Nation
51-8031	Water and Wastewater Treatment Plant and System Operators	34	388	6,564
Total		34	388	6,564

Source: EMSI Complete Employment - 2013.1

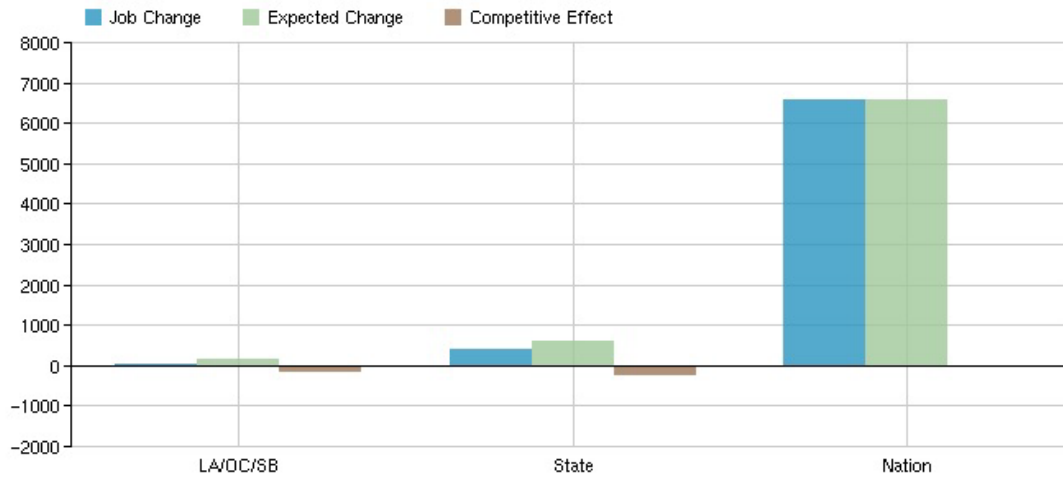
Shift Share Breakdown - Expected Change



Occupation	Description	LA/OC/SB	State	Nation
51-8031	Water and Wastewater Treatment Plant and System Operators	172	606	6,564
Total		172	606	6,564

Source: EMSI Complete Employment - 2013.1

Shift Share Breakdown - Competitive Effect



Occupation	Description	LA/OC/SB	State	Nation
51-8031	Water and Wastewater Treatment Plant and System Operators	-138	-219	0
	Total	-138	-219	0

Source: EMSI Complete Employment - 2013.1

Data Sources and Calculations

State Data Sources

This report uses state data from the following agencies: California Labor Market Information Department

Staffing Patterns Data

The staffing patterns data in this report is compiled from several sources using a specialized process. Sources include Occupational Employment Statistics, and the National Occupation Matrix. EMSI uses ratios from the national matrix and inputs regional jobs by industry, converting these to jobs by occupation. The ratios derived from this are adjusted to equal actual regional data, resulting in a unique regional staffing pattern.

Location Quotient

Location quotient (LQ) is a way of quantifying how concentrated a particular industry, cluster, occupation, or demographic group is in a region as compared to the nation. It can reveal what makes a particular region unique in comparison to the national average.

Shift Share

Shift share is a standard regional analysis method that attempts to determine how much of regional job growth can be attributed to national trends and how much is due to unique regional factors.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE	SEPTEMBER 10, 2013	Resolution	_____
SUBJECT:	Report of Ad Hoc Board Subcommittee Regarding Residence of Dr. Gary L. Woods	Information	X
		Enclosure(s)	_____

BACKGROUND

On March 19, 2013, Mr. John Fincher, CCFA President, presented the Board with information regarding the residency of Trustee Gary L. Woods, Trustee Area 1.

At the April 2, 2013, regular Board of Trustees meeting action was taken to utilize District legal counsel to advise the Board regarding the matter above.

Legal counsel recommended and the Board formed an ad hoc subcommittee, consisting of Trustee Keith and Trustee Rasmussen, at their May 7, 2013, regular Board of Trustees meeting. The ad hoc subcommittee was established to consider the issue of residency of Trustee Gary L. Woods, gather facts and prepare a report to the Board of Trustees, which may include a recommendation for action.

The ad hoc subcommittee's duration was limited, expiring on July 30, 2013, and did not have continuing subject matter jurisdiction or a meeting schedule fixed by action of the Board. At its meeting on July 16, 2013, the Board of Trustees voted to extend the term of the ad hoc subcommittee, until September 30, 2013.

The report of the ad hoc subcommittee will be presented at the public meeting on September 10, 2013.

RECOMMENDATION

That the ad hoc subcommittee present its report at the public meeting on September 10, 2013.

As of the posting of the agenda and preparation of this agenda item, the report of the ad hoc subcommittee was not complete. The ad hoc subcommittee is awaiting input from Dr. Woods, which Dr. Woods' attorney has indicated will be provided on September 5, 2013. It is anticipated that the report will be completed soon thereafter, and

distributed to members of the Board of Trustees on the morning of Monday, September 9, 2013. Pursuant to Government Code section 54957.5, subdivision (b), the report of the ad hoc subcommittee will be made available for public inspection at the time it is distributed to all, or a majority of all, Board of Trustees members. The report will be available in the Superintendent/President's Office, located at 1000 W. Foothill Blvd., Glendora, CA 91741. The report may also be posted on the Citrus College website, in a position and manner that makes it clear that the report relates to this agenda item for the September 10, 2013, Board of Trustees meeting.

_____/_____
Moved Seconded

Aye__Nay__Abstained__

Item No. _____ H.4. _____

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	September 10, 2013	Resolution	
SUBJECT:	Independent Contractor/Consultant Agreements	Information	
		Enclosure(s)	X

BACKGROUND

Independent contractor/consultant agreements within budget.

This item was prepared by Judy Rojas, Administrative Assistant, Administrative Services.

RECOMMENDATION

Authorization is requested to approve the attached list of independent contractor/consultant agreements as submitted.

Carol R. Horton
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ I.1.a. _____

INDEPENDENT CONTRACTOR AGREEMENT
Board of Trustees Meeting – September 10, 2013

<u>CONTRACTOR CONSULTANT/ DEPARTMENT</u>	<u>RATE</u>	<u>FUNDING SOURCE</u>	<u>PERIOD</u>	<u>SERVICE</u>
<u>ADMINISTRATIVE SERVICES</u>				
Farley, Donald V., M.S., D.A.B.M.P. R2A Architecture	\$1,000.00max 10% of Constr Cost \$523,550.50max	Bond Bond	9/11/13-6/30/14 1/14/09- Project Completion Revision	Radiation Shielding Design Report Add'l Architectural Services Changes for Admin Bldg Renovation per Proposal #9670P.00
<u>FINE AND PERFORMING ARTS</u>				
Aiken, Christopher	\$4,500.00max	District	9/11/13-6/30/14	Musician Services
Ferrer, Joshua	\$4,500.00max	District	9/11/13-6/30/14	Musician Services
Hinrichsen, Greg	\$8,000.00max	District	9/11/13-6/30/14	Director of Musical Productions
Ingram, Raymond	\$2,000.00max	ASO	9/11/13-6/30/14	Guest Artist
Lane, Michelle	\$4,500.00max	District	9/11/13-6/30/14	Musician Services
Rowe, Amy Eimi	\$4,500.00max	District	9/11/13-6/30/14	Musician Services

Note: A standard District agreement for Independent Contractor/Consultant will be completed for each consultant

CITRUS COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

Action X

DATE September 10, 2013

Resolution

SUBJECT: Facility Usage/Rentals

Information

Enclosure(s)

 X

BACKGROUND

Facility usage agreements that have been prepared and are being submitted to the Board for their approval for the rental and/or use of various campus facilities.

This item was prepared by Judy Rojas, Administrative Assistant, Administrative Services.

RECOMMENDATION

Authorization is requested to approve facility rentals and usage.

Carol R. Horton
Recommended by

 /
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. I.1.b.

**Use of Facilities
September 10, 2013**

ORGANIZATION	FACILITY	ACTIVITY	DATE(S)	CHARGE
Mike Fischler	Recording Arts Studio	Voice Over Recording	7/17/2013	\$100.00
Ani Babayance	Recording Arts Studio	Vocal Piano Demo	8/21/2013	\$200.00
Finnmax LLC	Exterior of Student Services Building	TV Show Filming	8/24/2013	\$600.00 plus additional labor if required
FLS International	CI159	Student Orientation and Testing	8/26/2013	\$100.00 plus additional labor if required
Azusa Pacific University	Hammer Throw Cage	Hammer Throw Practice	Mon, Wed & Fri 9/4/13 through 8/1/14	Repair costs up to \$2,500.00
Gartner	Stadium and Field House Visitor Locker Room	Commercial Filming	9/9/2013	\$6,750.00 plus additional labor if required
Wall Street University	LB105	Financial Literacy Workshop	9/24, 10/1, 10/29 and 11/5/13	\$1,200.00 plus additional labor if required
Red Dragon Karate	Gym	Karate Tournament	10/19 & 10/20/13	\$2,220.00 plus additional labor if required
Montview League	Tennis Courts	Tennis Prelims and Finals	10/29 & 10/30/13	\$300.00 plus additional labor if required
Azusa Unified School District	Performing Arts Center	Holocaust Speaker	11/13/2013	\$1,800.00 plus additional labor if required
Charter Oak Youth Football and Cheer	Stadium	Cheer Competition	12/7/2013	\$4,625.00 plus additional labor if required
Jin's Dance Studio	Performing Arts Center	Dance Performance	1/18/2014	\$2,950.00 plus additional labor if required
Kiwanis Club of Glendora	Campus Center	Community Fundraiser	1/25/2014	\$1,422.50 plus additional labor if required

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	September 10, 2013	Resolution	
SUBJECT:	A & B Warrants	Information	
		Enclosure(s)	X

BACKGROUND

A & B Warrants for August 2013. "A" warrants provide payment for employees. "B" warrants provide payments to vendors.

This item was prepared by Lucia Blades, Accounting Supervisor.

RECOMMENDATION

Authorization is requested to approve A & B Warrants for August 2013.

Carol R. Horton
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ I.1.c. _____

CITRUS COMMUNITY COLLEGE DISTRICT		
APPROVAL OF A & B WARRANTS		
August, 2013		
B WARRANT AMOUNT PAID TO VENDORS		\$1,195,190.22
GRANT AMOUNT PAID TO STUDENTS		\$48,216.61
NUMBER OF A WARRANTS ISSUED TO EMPLOYEES	REGISTER NUMBER	AMOUNT
1	203-C	\$741.60
9	203-N	\$3,262.47
43	C1A-C	\$393,391.91
215	V2C-C	\$1,140,890.30
14	V2C-N	\$24,400.65
60	C5A-C	\$142,043.15
7	C5A-N	\$3,961.70
8	C3A-C	\$7,885.11
323	C3A-N	\$242,575.12
3	221-C	\$5,218.55
8	221-N	\$6,227.92
5	231-N	\$3,220.92
1	233-C	\$2,000.00
7	238-N	\$185.28
1	C2A-C	\$2,993.00
299	C2A-N	\$1,347,145.26
1,004		\$3,326,142.94
ske		
9/4/2013		

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	September 10, 2013	Resolution	_____
SUBJECT:	Notice of Completion, Project #04-1213, Fountain Concrete Replacement Project	Information	_____
		Enclosure(s)	_____

BACKGROUND

At its meeting of July 16, 2013, the Board of Trustees approved award of a contract for Project #04-1213, Fountain Concrete Replacement Project, to replace concrete at the fountain area. Quotes were solicited and a contract was awarded to FM Exteriors of San Dimas, California in the amount of \$139,040.00. The project has now been completed with no change orders. The final contract amount is \$139,040.00.

California Civil Code Section 3117 requires the owner of a construction project to file a Notice of Completion in the county in which the project is located within ten days of the acceptance of the project.

This item was prepared by Robert Iverson, Director of Purchasing and Warehouse.

RECOMMENDATION

Authorization is requested to accept Project #04-1213, Fountain Concrete Replacement Project as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$139,040.00.

Carol R. Horton _____
Recommended by

_____/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ I.1.d. _____

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	September 10, 2013	Resolution	_____
SUBJECT:	Institutional Membership to California Corporate College (CA CC)	Information	_____
		Enclosure(s)	_____

BACKGROUND

The California Corporate College (CA CC) provides the college with access to contract training specific knowledge and expertise. Membership allows for discounts on CT Summit registration and on select training and development including DDI courses. Also included is marketing support and templates, access to the CA CC intranet which features training tools and marketing research and sales information as well as newsletter.

This item was prepared by James Lancaster, Dean of Career, Technical & Continuing Education.

RECOMMENDATION

Authorization is requested to approve a \$500.00 one year membership to the California Corporate College.

Carol R. Horton
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. I.1.e.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE	September 10, 2013	Resolution	_____
SUBJECT:	Staff Influenza Vaccines	Information	_____
		Enclosure(s)	_____

BACKGROUND

For many years the Student Health Center has administered influenza shots to faculty and staff who request them and the District has reimbursed the Student Health Center for the cost of the vaccine and staff time. Injections will be \$17.00 per employee, the same as last year.

This item was prepared by Tonya Ryan, Administrative Assistant, Student Services.

RECOMMENDATION

Authorization is requested to approve the Student Health Center to administer influenza vaccine to faculty and staff who request shots and to reimburse the Student Health Center at the rate of \$17.00 per injection.

Arvid Spor, Ed.D.
Recommended by

/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ I.1.f. _____

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	September 10, 2013	Resolution	
SUBJECT:	Agreements with Mt. San Antonio College and Rio Hondo College to implement the San Gabriel Valley Career Technical Education Community Collaborative Grant – Round Six	Information	
		Enclosure(s)	X

BACKGROUND

The San Gabriel Valley Career Technical Education Community Collaborative (SGVCTECC) grant represents a partnership between Citrus College (CC), Mt. San Antonio College (MSAC), and Rio Hondo College (RHC). In year one partners selected Citrus College as the coordinating fiscal agent and as projects continue into round six, agreements are used to divest the portion of work applicable to each college. Round six expands to include the Finance & Business and Entertainment sectors and continues investments in Engineering & Design, Energy & Utility, and Transportation sectors.

The enclosed agreements are for Mt. San Antonio College in the amount of \$66,000 and Rio Hondo College in the amount of \$78,000.

This item was prepared by Marti DeYoung, CTE Supervisor.

RECOMMENDATION

Authorization is requested to approve agreements between Citrus College and Mt. San Antonio College in the amount of \$66,000 and between Citrus College and Rio Hondo College in the amount of \$78,000. Contracts will be in effect September 11, 2013 to July 31, 2014 for the San Gabriel Valley Career Technical Education Community Collaborative - Round Six.

Arvid Spor, Ed.D.
Recommended by

Moved / Seconded

Approved for Submittal

Aye__Nay__Abstained__

Item No. _____ I.1.g. _____

Citrus Community College District
Agreement #14-13406-01

This Agreement is entered into by and between Citrus Community College District (District) and **Mt. San Antonio College**. Agreement is for the performance of a portion of the work awarded to Citrus College as fiscal agent for the **San Gabriel Valley Career Technical Education Community Collaborative (SGVCTECC) Round Six (6)** by the California Community Colleges Chancellor's Office (grant award #12-140-821).

1. **STATEMENT OF WORK:** Mt. San Antonio College shall exercise its best efforts to carry out the program in compliance with the Request for Application (RFA 2008), CCCCCO Grant Agreement Article I Career-Technical Education Pathways Initiative Program-Specific Legal Terms and conditions (effective January 1, 2012) and congruence with outcomes proposed within the Round Six (6) application as outlined in Exhibit A (A1 & A2), which is incorporated herein and made a part of this Agreement.
2. **PERIOD OF PERFORMANCE:** The period of performance shall be from September 11, 2013 to July 31, 2014. These dates are subject to the Chancellor's Office continued support of this funding.
3. **PAYMENTS:** District will reimburse Mt. San Antonio College actual costs for performance of work under this Agreement in the amount not to exceed \$66,000 over a 10-month period when expenditures are congruent with the budget incorporated into this Agreement. Documentation of the required 10% match will be required prior to final payment.
4. **INVOICES:** District will reimburse Mt. San Antonio College upon receipt of monthly invoices provided by Mt. San Antonio College. Invoices, other than the June and July 2014 invoice, are to be submitted within 45 days of the month for which the reimbursement is requested. The June 2014 invoice must be received by District on or before July 25, 2014. The final invoice shall be clearly marked "FINAL" and must be submitted to District by August 31, 2014; and estimated FINAL invoice is due July 25, 2014 to properly anticipate and implement fiscal close out requirements.

Invoices shall identify expenditures by major budget categories (i.e., salaries, fringe benefits, equipment, travel, supplies, etc.) as provided in Exhibit A, and shall show current request and cumulative expenses. Invoices must include the following certification signed by an officer or designated official of Mt. San Antonio College: "I certify that this request represents actual costs incurred during the invoice period and that these costs are appropriate and in accordance with the RFA, this Agreement and within the parameters of allowable expenses for this grant. Mt. San Antonio College further certifies that payment made by District under this Agreement shall not duplicate reimbursement of costs and services which are received from other sources."

If applicable, final invoice shall show Mt. San Antonio College's cost share amounts. Final invoice received after termination or end date of this Agreement shall be honored at the discretion of District unless another submission date is agreed upon in advance by District and Mt. San Antonio College.

Invoices shall be dated, numbered, and referenced to the Citrus College Agreement #14-13406-01 and Purchase Order # (14-*to be provided*) and mailed to:

Accounts Payable

Citrus Community College
1000 West Foothill Boulevard
Glendora, CA 91741-1899.

District reserves the right to withhold payment of Mt. San Antonio College's invoices until acceptance of all services, reports, and/or supplies called for in this Agreement. Program information, typically provided quarterly, may be required monthly to verify expenses.

5. **PROJECT MANAGEMENT:** District's Project Director is responsible for the overall conduct of the project. The Project Director is responsible for program technical monitoring and guidance. Mt. San Antonio College's Project Director is responsible for Mt. San Antonio College's portion of the project. No substitution may be made of the Mt. San Antonio College Project Director without prior written approval from District.

For programmatic or technical matters:

Citrus College
Marti DeYoung, CTE Supervisor
1000 West Foothill
Glendora, CA 91741-1899
Mt. San Antonio College
Sarah Daum, Dean, Technology & Health
1100 N. Grand Avenue
Walnut, CA 91789

For business matters:

Citrus Community College District
Rosalinda Buchwald
Director of Fiscal Services
Mt. San Antonio College
Adrienne Price
Director of Grants

6. **KEY PERSONNEL:** Project activities at Mt. San Antonio College shall be under the direction of Sarah Daum, Dean. Mt. San Antonio College shall notify District in writing of any proposed changes. Project activities at Citrus College shall be under the direction of Jim Lancaster, Dean.
7. **EQUIPMENT ACCOUNTABILITY AND DISPOSITION:** For the purposes of this Agreement, equipment is defined as non-expendable, tangible personal property having a useful life of more than one year and an acquisition cost of \$1,000 or more. Title to equipment purchased under this Agreement vests with Mt. San Antonio College, subject to the provisions of the Award. If greater than 25% of the contract allocation will be spent on equipment, then advanced permission of the project director is required (RFA requirement).
8. **ACCOUNTING RECORDS AND PROGRAM:**

Accounts and Records The accounting for funds awarded under this agreement will be in accordance with the generally accepted accounting principles consistently applied and in accordance with federal

cost principals and Office of Management and Budget circulars, as applicable to Mt. San Antonio College. Mt. San Antonio College shall maintain records to support identifiable charges to the project. Obligations, commitments, encumbrances, or expenditures must be made within the period of the performance (#2 of this Agreement).

Examination of Records Mt. San Antonio College agrees that District shall, until the expiration of the three (3) years after final payment under this agreement, have access to and right to examine any directly pertinent books, documents, papers, and records of Mt. San Antonio College involving transactions related to this Agreement. It is understood that, unless agreed to in writing by Mt. San Antonio College, such examination shall be made during Mt. San Antonio College's regularly established business hours.

9. **ASSIGNMENT:** Mt. San Antonio College shall not assign, transfer, or subcontract its interest or obligations under this Agreement without the written consent of District.
10. **AMENDMENT:** This Agreement can only be amended by joint written agreement signed by the authorized representative. No modification will be binding until signed by both parties. The authorized representatives are the signatories noted at the end of this Hold Harmless Agreement.
11. **RECORD RETENTION:** Financial record, supporting documents and other record pertaining to this Agreement shall be maintained and retained by Mt. San Antonio College for a period of three years from the termination date of this Agreement.
12. **PUBLICATIONS:** Mt. San Antonio College agrees that all publications that result from work under this Agreement will acknowledge that the project was supported by a grant from the California Community Colleges Chancellor's Office (see Article I/CCCCO).
13. **CHANGES:** This Agreement constitutes the entire agreement between the parties regarding the subject matter herein. Any modification to this Agreement shall be made in writing and must be signed by the authorized representatives of both parties.

FOR Mt. San Antonio College

By _____

Irene Malmgren, Ed.D.
Vice President, Instruction

Date

FOR Citrus Community College District

By _____

Carol R. Horton
Vice President, Finance and Administrative Services

Date

EXHIBIT A

San Gabriel Valley CTE Community Collaborative – Round 6
Citrus College Agreement #14-13406-01 with Mt. San Antonio College
Start Date: 9/11/2013 End Date: 7/31/2014

Exhibit A1 Engineering & Design (Industrial Design Engineering/IDE)

Activity Id: 32 - Programs of Study - Develop / Improve

Anticipated improvement or outcome, including – as appropriate – quantitative descriptions:

Stronger relationships, better curriculum alignment & structure will move students into college Programs of Study A range our outreach and connections with HS/ROP feeder programs will fully actualize the WIP funded integrated multi-discipline program.

Exhibit A2 Across All Sectors

Activity Id: 04 - Articulation

Anticipated improvement or outcome, including – as appropriate – quantitative descriptions:

By mid semester students in HS articulated courses informed about option, opportunity and credit by exam process. Renew/new course level agreements, credit by exam offered, and paperwork for credit finalized. Ideally materials will be distributed via online methods.

Activity Id: 23 - Outreach Strategies to Encourage Student Participation

Anticipated improvement or outcome, including – as appropriate – quantitative descriptions:

Campus events & promotion of HS/ROP articulation will increase enrollment, credit by exam attempts, and CTE credit on transcript. CTE college student mentors will serve as 'career guides' or tutors in industry sector programs rounds 1-6.

Activity Id: 27 - Professional Development (in-service) for Administrators

Anticipated improvement or outcome, including – as appropriate – quantitative descriptions:

Administrators participate in professional development, be current with educational trends, & engage in evolving student success strategies, i.e., "Doing What Matters", Student Success Taskforce, state/federal research in CTE, STEM and integration.

Activity Id: 29 - Professional Development (in-service) for teachers, and/ or faculty

Anticipated improvement or outcome, including – as appropriate – quantitative descriptions:

Professional development will improve curriculum, instructional delivery and education with training trends. Tangible outcomes will be reflected in existing & revised curriculum, program alignment, and add HS articulated courses.

Activity Id: 35 - Teacher and Faculty Externships in Business and Industry

Anticipated improvement or outcome, including – as appropriate – quantitative descriptions:

Instructors/counselors participate in externships and relationships and curriculum is strengthened. Externships in industry sectors funded through CTE CC Rounds 1-6. Participation will expand to 3-college & USD partnership.

BUDGET

Category	Description (<i>examples of budget request to implement activities</i>)	Exhibit A1	Exhibit A2	Subtotals
1000	Faculty (hourly) curriculum development + an externship	\$ 3,800	\$ 4,500	\$ 8,300
2000	Program of study/in-sector (IDE) clerical support Across sector coordination – oversight, articulation, & outreach \$23,040 Clerical support & student mentors \$5,000		\$28,050	\$28,050
3000	Benefits	\$ 477	\$ 4,862	\$5,339
4000	Instructional materials and operational supplies	\$1,500	\$1,661	\$3,161
5000	Conferences & travel option \$3,000 Transportation & light refreshments \$5,150 Secondary Externship contracted services \$10,000		\$18,150	\$18,150
6000	Equipment	\$3,000	\$0	\$3,000
Total		\$8,777	\$57,223	\$66,000

STATEMENT OF MATCH* (minimum 10%):

*Sarah Daum, Dean Technology and Health will meet or exceed 10% match \$6,600 (\$9,000 pledged)

Sustainability Plan

Mt. San Antonio College will develop the courses necessary for students to complete the Building Automation Systems and Industrial Design Engineering programs so that students will not have to take courses on other campuses to complete these programs. All courses in the pathways will be supported by general funds after program approval. Partnerships with business, industry and secondary partners, as well as data collection will be maintained by leveraging Perkins funding.

Citrus Community College District
Agreement #14-13406-02

This Agreement is entered into by and between Citrus Community College District (District) and **Rio Hondo College**. This Agreement is for the performance of a portion of the work awarded to Citrus College as fiscal agent for the **San Gabriel Valley Career Technical Education Community Collaborative (SGVCTECC) Round Six (6)** by the California Community Colleges Chancellor's Office (grant award #12-140-821).

1. **STATEMENT OF WORK:** Rio Hondo College shall exercise its best efforts to carry out the program in compliance with the Request for Application (RFA 2008), CCCCO Grant Agreement Article I Career-Technical Education Pathways Initiative Program-Specific Legal Terms and Conditions (effective January 1, 2012) and congruence with outcomes proposed within the Round Six (6) application as outlined in Exhibit A (A1 & A2), which is incorporated herein and made a part of this Agreement.
2. **PERIOD OF PERFORMANCE:** The period of performance shall be from September 11, 2013, to July 31, 2014. These dates are subject to the Chancellor's Office continued support of this funding.
3. **PAYMENTS:** District will reimburse Rio Hondo College actual costs for the performance of work under this Agreement in the amount not to exceed \$78,000 over a 10-month period when expenditures are congruent with the budget incorporated into this Agreement. Documentation of the required 10% match will be required prior to final payment.
4. **INVOICES:** District will reimburse Rio Hondo College upon receipt of monthly invoices provided by Rio Hondo College. Invoices, other than the June and July 2014 invoice, are to be submitted within 45 days of the month for which the reimbursement is requested. The June 2014 invoice must be received by District on or before July 25, 2014. The final invoice shall be clearly marked "FINAL" and will be submitted to District by August 31, 2014; an *estimated* FINAL invoice is due July 25, 2014 to properly anticipate and implement fiscal close out requirements.

Invoices shall identify expenditures by major budget categories (i.e., salaries, fringe benefits, equipment, travel, supplies, etc.) as provided in Exhibit A, and shall show current request and cumulative expenses. Invoices must include the following certification signed by an officer or designated official of Rio Hondo College: "I certify that this request represents actual costs incurred during the invoice period and that these costs are appropriate and in accordance with the RFA, this Agreement and within the parameters of allowable expenses for this grant. Rio Hondo College further certifies that payment made by District under this Agreement shall not duplicate reimbursement of costs and services which are received from other sources."

If applicable, the final invoice shall show Rio Hondo College's cost share amounts. Final invoices received after the termination or end date of this Agreement shall be honored at the discretion of District unless another submission date is agreed upon in advance by District and Rio Hondo College.

Invoices shall be dated, numbered, and referenced to the Citrus College Agreement #13-13406-02 and Purchase Order # (14-*to be provided*) and mailed to:

Accounts Payable
Citrus Community College

1000 West Foothill Boulevard
Glendora, CA 91741-1899.

District reserves the right to withhold payment of Rio Hondo College's invoices until acceptance of all services, reports, and/or supplies called for in this Agreement. Program information, typically provided quarterly, may be required monthly to verify expenses.

- 5. PROJECT MANAGEMENT:** District's Project Director is responsible for the overall conduct of the project. The Project Director is responsible for program technical monitoring and guidance. Rio Hondo College's Project Director is responsible for Rio Hondo College's portion of the project. No substitution may be made of the Rio Hondo College Project Director without prior written approval from District.

For programmatic or technical matters:

Citrus College

Marti DeYoung, CTE Supervisor

1000 West Foothill

Glendora, CA 91741-1899

Rio Hondo College

Mike Slavich, Dean of Career & Technical Education

3600 Workman Mill Road

Whittier, CA 90601

For business matters:

Citrus Community College District

Rosalinda Buchwald

Director of Fiscal Services

Rio Hondo Community College District

Timothy Connell

Director Contract Management and Vendor Services

- 6. KEY PERSONNEL:** Project activities at Rio Hondo College shall be under the direction of Mike Slavich, Dean. Rio Hondo College shall notify District in writing of any proposed changes. Project activities at Citrus College shall be under the direction of Jim Lancaster, Dean.
- 7. EQUIPMENT ACCOUNTABILITY AND DISPOSITION:** For the purposes of this Agreement, equipment is defined as non-expendable, tangible personal property having a useful life of more than one year and an acquisition cost of \$1,000 or more. Title to equipment purchased under this Agreement vests with Rio Hondo College, subject to the provisions of the Award. If greater than 25% of the contract allocation will be spent on equipment, then advanced permission of the project director is required (RFA requirement).
- 8. ACCOUNTING RECORDS AND PROGRAM:**

Accounts and Records The accounting for funds awarded under this agreement will be in accordance with the generally accepted accounting principles consistently applied and in accordance with federal cost principles and Office of Management and Budget circulars, as applicable to Rio Hondo College. Rio Hondo College shall maintain records to support identifiable charges to the project. Obligations,

commitments, encumbrances, or expenditures must be made within the period of the performance (#2 of this Agreement).

Examination of Records Rio Hondo College agrees that District shall, until the expiration of the three (3) years after final payment under this agreement, have access to and right to examine any directly pertinent books, documents, papers, and records of Rio Hondo College involving transactions related to this Agreement. It is understood that, unless agreed to in writing by Rio Hondo College, such examination shall be made during Rio Hondo College's regularly established business hours.

9. **ASSIGNMENT:** Rio Hondo College shall not assign, transfer, or subcontract its interest or obligations under this Agreement without the written consent of District.
10. **AMENDMENT:** This Agreement can only be amended by joint written agreement signed by the authorized representative. No modification will be binding until signed by both parties. The authorized representatives are the signatories noted at the end of this Hold Harmless Agreement.
11. **RECORD RETENTION:** Financial record, supporting documents and other record pertaining to this Agreement shall be maintained and retained by Rio Hondo College for a period of three years from the termination date of this Agreement.
12. **PUBLICATIONS:** Rio Hondo College agrees that all publications that result from work under this Agreement will acknowledge that the project was supported by a grant from the California Community Colleges Chancellor's Office (see Article I/CCCCO).
13. **CHANGES:** This Agreement constitutes the entire agreement between the parties regarding the subject matter herein. Any modification to this Agreement shall be made in writing and must be signed by the authorized representatives of both parties.

FOR Rio Hondo Community College District – Rio Hondo College

By _____
Teresa Dreyfuss
President

Date:

FOR Citrus Community College District

By _____
Carol R. Horton
Vice President, Finance and Administrative Services

Date:

EXHIBIT A

San Gabriel Valley CTE Community Collaborative
Citrus College Agreement #14-13406-02 with Rio Hondo College
Start Date: 9/11/2013 End Date: 7/31/2014

Exhibit A1 Finance and Business Industry Sector

Activity Id: 01 - Academic Counseling

Anticipated improvement or outcome, including – as appropriate – quantitative descriptions:

Retain counselor specific for business students to provide guidance in accounting career & transfer option.

Activity Id: 03 - Advisory Councils

Anticipated improvement or outcome, including – as appropriate – quantitative descriptions:

The RHC faculty will conduct more outreach to recruit and increase the number of business/industry representatives as well as secondary teachers attending and materials will be printed/provided and meetings hosted for curriculum to be updated.

Activity Id: 08 - Curriculum development

Anticipated improvement or outcome, including – as appropriate – quantitative descriptions:

Continue to review degrees/certificates to reflect the needs of business/industry & develop materials to distribute to secondary partners. Continue to develop skills certificates targeted for in-demand occupations in industry. Expert/consultants used

Activity Id: 16 - Instructional Materials Purchase/Replacement (including software)

Anticipated improvement or outcome, including – as appropriate – quantitative descriptions:

Based on recommendations of RHC faculty and advisory council, updated technology and learning materials plus instructional supplies will be purchased to be placed in the business computer lab and curriculum.

Activity Id: 32 - Programs of Study - Develop / Improve

Anticipated improvement or outcome, including – as appropriate – quantitative descriptions:

VITA program debut in 2013 for tax year 2012. Students able to apply knowledge of federal/state tax learned from tax courses to assist low-income individuals & families w/ tax return preparation through knowledge/practical applied through VITA prog.

Activity Id: 36 - Travel - In state

Anticipated improvement or outcome, including – as appropriate – quantitative descriptions:

Travel and conferences fees will be specific to the development of technical expertise of persons directly related to CTE program development/implementation in the industry sector.

Exhibit A2 Across Sector

Activity Id: 04 - Articulation

Anticipated improvement or outcome, including – as appropriate – quantitative descriptions:

By mid semester students in HS articulated courses informed about option, opportunity and credit by exam process. Renew/new course level agreements, credit by exam offered, and paperwork for credit finalized. Ideally distributed via online methods.

Activity Id: 05 - Career Exploration Development for 7th & 8th Graders

Anticipated improvement or outcome, including – as appropriate – quantitative descriptions:

Green curriculum expands to more schools (after school & ThinkTogether). Summer Career Academy on campus 1, 2 or 3 wks) evolve into multiple discipline pilots, i.e., math/automotive, science/information technology, English & alternative fuels.

Activity Id: 23 - Outreach Strategies to Encourage Student Participation

Anticipated improvement or outcome, including – as appropriate – quantitative descriptions:

Campus events & promotion of HS/ROP articulation will increase enrollment, credit by exam attempts, and CTE credit on transcript. CTE college student mentors will serve as 'career guides' or tutors in industry sector programs rounds 1-6.

Activity Id: 31 - Program Marketing and Outreach

Anticipated improvement or outcome, including – as appropriate – quantitative descriptions:

Virtual/print marketing updated/revise to promote programs of study, articulation credit, & CTE program viability. Material distributed to students, counselors, teachers, & business/industry community across 3-college area of San Gabriel Valley.

Activity Id: 36 - Travel - In state

Anticipated improvement or outcome, including – as appropriate – quantitative descriptions:

Travel and conferences fees will be specific to the development of technical expertise of persons directly related to CTE program development/implementation and completion of CTE CC deliverables (all rounds).

Activity Id: 39 - Work-based Learning (internships, cooperative education, school-based enterprises, job shadowing, etc.)

Anticipated improvement or outcome, including – as appropriate – quantitative descriptions:

CWEE websites improved (intra and inter-college collaboration); visible & expanded resources; increased participation faculty/businesses/students. Guidance/handbooks/database and multi-level contracts finalized and implemented (in person & virtual).

BUDGET

Category	Description (<i>examples of budget request to implement activities</i>)	Exhibit A1	Exhibit A2	Subtotals
1000	Faculty stipends (curriculum development + VITA + counselor SEP) Faculty stipends (Summer Academy & career pathways support)	\$15,000	\$17,000	\$32,000
2000	Student workers		\$2,000	\$2,000
3000	Benefits	\$3,000	\$3,000	\$6,000
4000	Instructional, meeting, operational & summer academy supplies	\$6,000	\$5,000	\$11,000
5000	In state travel & other contracted services Articulation database/website maintenance Bus transportation (career days & summer academy) Marketing/Outreach CWEE website Improvement/recruitment/database Summer academy support resources	\$5,000	\$22,000	\$27,000
6000	Equipment	\$0	\$0	\$0
Total		\$29,000	\$49,000	\$78,000

STATEMENT OF MATCH* (minimum 10%):

*Mike Slavich, Dean Rio Hondo College pledges to meet or exceed 10% match \$ 7,800 using district funds that support dean's time, faculty, equipment and, if necessary, Perkins sources.

Sustainability Plan

Rio Hondo College will continue to execute the activities that have proven successful in the accomplishment of the middle school career exploration and career pathway development objectives. We will continue to nurture the partnership developed with an afterschool organization to implement the career exploration/green curriculum, we will once again review and modify the curriculum to fit the needs of the organization and accomplish the objectives of the grant. We will provide train the trainer opportunities to the organization in addition to providing the initial material for the activities, reducing the amount of support for the following year.

The CTE Career Exploration summer academy will continue to be hosted to expose a minimum of 75 middle school students to high wage-high skill industries. The academy's contextualized experience allows participating student not only to learn about different industry sectors but also to understand the relevance of their academic subjects in the "real world". The summer academy is possible with the cooperation of secondary institutions, college faculty and students, in addition to the funds that the grant provides.

Rio Hondo College will continue to review and update the CTE articulation process for renewing/creating and granting credit. The use of the online site will be reviewed for effectiveness and modified in order to meet the goals of linking secondary to post-secondary.

**ACADEMIC EMPLOYEES
SEPARATIONS
SEPTEMBER 10, 2013**

Name	Classification	Department	Reason	Date of Separation
Mercurio, Vincent	Counselor	DSP&S	Retirement	7/1/2014

**ACADEMIC EMPLOYEES - FULL-TIME
EXTRA DUTY, STIPEND ASSIGNMENTS
SEPTEMBER 10, 2013**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Goedhart, Christine	Faculty Inquiry Group Participant - Race to STEM Grant	Stipend	09/11/13	12/13/13	\$500.00/tl.
Juncosa, Barbara	Faculty Inquiry Group Participant - Race to STEM Grant	Stipend	09/11/13	12/13/13	\$500.00/tl.
Kaisler, Denise	Faculty Inquiry Group Participant - Race to STEM Grant	Stipend	09/11/13	12/13/13	\$500.00/tl.
Kary, David	Faculty Inquiry Group Participant - Race to STEM Grant	Stipend	09/11/13	12/13/13	\$500.00/tl.
Ramos, Gloria	Faculty Inquiry Group Participant - Race to STEM Grant	Stipend	09/11/13	12/13/13	\$500.00/tl.
Shrope, Douglas	Co - Director, "Fiddler on the Roof" - Music	Stipend	09/15/13	10/15/13	\$2,000.00/tl.

**ACADEMIC EMPLOYEES - ADJUNCT
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
SEPTEMBER 10, 2013**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Blickley, Jessica	proctor-DSPS	Hourly as needed	09/11/13	12/31/13	\$45.80/hr.
Chui, Pamela	Instructor - ESL	Hourly as needed	08/23/13	12/14/13	\$45.80/hr.
Cross, Peter	Instructor - Biology	Hourly as needed	02/19/14	06/13/14	\$45.80/hr.
Dery, Kenneth	Faculty Inquiry Group Participant - Race to STEM Grant	Stipend	09/11/13	12/13/13	\$500.00/tl.
Duncan, Tanya	proctor-DSPS	Hourly as needed	09/11/13	12/31/13	\$45.80/hr.
Duncan, Tanya	Instructor - Biology	Hourly as needed	02/19/14	06/13/14	\$45.80/hr.
Foisia, L.E.	Instructor - ESL	Hourly as needed	08/23/13	12/14/13	\$45.80/hr.
Harfouche, Youssef	Faculty Inquiry Group Participant - Race to STEM Grant	Stipend	09/11/13	12/13/13	\$500.00/tl.
Kuroki, Mikage	Instructor - English	Hourly as needed	08/23/13	12/14/13	\$45.80/hr.
McConnell, Matthew	Instructor - Kinesiology	Hourly as needed	08/23/13	12/14/13	\$45.80/hr.
Montes, Monica	Faculty Inquiry Group Participant - Race to STEM Grant	Stipend	09/11/13	12/13/13	\$500.00/tl.
Okubo, Emi	Instructor - Japanese	Hourly as needed	09/11/13	12/15/13	\$45.80/hr.
Villeneuve, Louisa	Faculty Inquiry Group Participant - Race to STEM Grant	Stipend	09/11/13	12/13/13	\$500.00/tl.
Weber, Daniel	Counselor - Basic Skills Initiative	Hourly as needed	09/11/13	12/31/13	\$45.80/hr.

**ACADEMIC EMPLOYEES
FALL 2013 ADJUNCT
SEPTEMBER 10, 2013**

Name	Department/Discipline	Placement	LHE Rate
Aghyarian, Meray	ESL	1-5	\$1,093
Baca, Richard	Communication	1-1	\$1,046
Dinneen, Gregory	Kinesiology	1-1	\$1,046
Hallman, John	Kinesiology	1-1	\$1,046
Jaimes, Franciella	Speech	1-4	\$1,046
Kuroki, Mikage	English	1-1	\$1,046
McConnell, Matthew	Kinesiology	1-1	\$1,046
Okubo, Emi	Japanese	1-1	\$1,046

**ACADEMIC EMPLOYEES
FALL 2013 NON CREDIT
SEPTEMBER 10, 2013**

Name	Department/Discipline	Placement	Hourly Rate
Kim, Jung	Non Credit	1-1	\$38.43

**ACADEMIC EMPLOYEES
SPRING 2014 ADJUNCT
SEPTEMBER 10, 2013**

Name	Department/Discipline	Placement	LHE Rate
Cross, Peter	Biology	1-1	\$1,046
Duncan, Tanya	Biology	1-1	\$1,046

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X _____
DATE	September 10, 2013	Resolution	_____ _____
SUBJECT:	Classified Employees	Information	_____ _____
		Enclosure(s)	X _____

BACKGROUND

Enclosed are personnel actions with regard to the employment, change of status, and/or separation of classified employees.

This item was prepared by Kai Wattree-Jackson, Human Resources Technician II.

RECOMMENDATION

Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees.

Robert L. Sammis
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. 1.1.i.

**CLASSIFIED EMPLOYEES
EMPLOYMENT/CHANGE OF STATUS
SEPTEMBER 10, 2013**

NAME	CLASS/DEPT/PRCT	REASON/MOS.	BEGN/END	RANGE & STEP	MONTHLY RATE
Lopez, Fe	Accounting Supervisor	Temporary Upgrade	9/11/13 thru 12/31/13	16-1 (13-1+3A)	\$7,006.00/mo
Michel, Frank	Food Service Supervisor	Temporary Upgrade	9/30/13 thru 12/31/13	9-1 (8-1+1A)	\$4878.00/mo
Rodriguez, Servando	Custodian	Temporary Upgrade	7/16/13 thru 12/31/13	27-7 (22-7+2I+3F)	\$3973.36/mo

**CLASSIFIED EMPLOYEES
SEPARATIONS/LEAVES
SEPTEMBER 10, 2013**

NAME	CLASSIFICATION	REASON	DEPT	DATES
Horton, Carol	Vice President of Finance and Administrative Services	Retirement	Finance and Administrative Services	3/1/14
Lui, Lu	Research Analyst	Resignation	Institutional Research	8/31/13
Trujillo, Margarita	Custodian	Retirement	Custodial	2/28/13
Wenzel, Robert	Instructional Lab Assistant	Resignation	Fine and Performing Art	9/1/13

**CLASSIFIED SUBSTITUTES
SEPTEMBER 10, 2013**

NAME	CLASS/DEPT	REASON/MOS.	BEGN/END	RANGE & STEP	MONTHLY RATE
Liu, Lu	Research Analyst	Serve as a substitute during recruitment period	09/11/13 thru 11/10/13	49-1	\$29.45/hr
Mohammad, Zeenathul	Library Media Tech II	Serve as a substitute during recruitment period	09/11/13 thru 11/11/13	31-1	\$18.88/hr limited to 20hrs per week

**SHORT-TERM, HOURLY
SEPTEMBER 10, 2013**

NAME	CATEGORY	DESCRIPTION	DEPARTMENT	HOURLY RATE/TOTAL	BEGIN/END DATE
Hernandez, Conrad Jude	Performing Arts Support	Front of House Usher	Performing Arts	\$9/hr	9/11/13 thru 12/31/13
Nystrom, Alec	Performing Arts Support	Front of House Usher	Performing Arts	\$9/hr	9/11/13 thru 12/31/13
Polzin, Alyssa	Performing Arts Support	Front of House Usher	Performing Arts	\$9/hr	9/11/13 thru 12/31/13
Rodriguez, Alexander	Performing Arts Support	Front of House Usher	Performing Arts	\$9/hr	9/11/13 thru 12/31/13
VanKlavren, John	Campus Services	Assist as needed for facility rentals	Facility Rentals	\$14/hr	9/11/13 thru 12/31/13

**VOLUNTEERS, NON-ACADEMIC
SEPTEMBER 10, 2013**

VOLUNTEER NAME	DEPARTMENT	BEGIN DATE	END DATE
Cook, Devon	STEM (Student Mentors)	9/11/13	6/30/14
Cortez, Crystal	STEM (Student Mentors)	9/11/13	6/30/14
Ingraham, Jeff	Golf Range (Golf Workshop)	9/21/13	11/2/13
Iniguez, Adrian	STEM (Student Mentors)	9/11/13	6/30/14
Lachman, Selma	Music (Support Staff)	9/16/13	6/14/13
Lopez, Jeff	STEM (Student Mentors)	9/11/13	6/30/14
Luevanos, Claire	Kinesiology (volunteer athletic counselor)	9/11/13	6/15/14
Olivas, Daniel	Golf Range (Golf Workshop)	9/21/13	11/2/13
Reyes, Andrew	Music (Support Staff)	9/16/13	6/14/13
Rodriguez, Jacob	Golf Range (Golf Workshop)	9/21/13	11/2/13
Smith, Caitlin	Golf Range (Golf Workshop)	9/21/13	11/2/13

**VOLUNTEER COACHES
SEPTEMBER 10, 2013**

VOLUNTEER NAME	SPORT	BEGIN DATE	END DATE
Dinneen, Gregory	W Basketball	9/11/13	6/30/14
Hernandez, Denise	Softball	8/21/13	6/30/14
Iles, James	M Soccer	8/15/13	6/30/14
Johnstone, Tiffany	Volleyball	9/11/13	6/30/14
Paredes, Terry	Softball	8/21/13	6/30/14
Thomas, Brandon	M Basketball	8/15/13	6/30/14

PROFESSIONAL EXPERT
September 10, 2013

Name	Description	Department	Rate	Begin/End
Loucks, Trina	Accompanist - Piano Player	Fine & Performing Arts	\$25.00/hr.	09/11/13 to 12/31/13
McConnell, Matthew	Men's Basketball Program Assistant	Kinesiology	no more than \$8,836.00/ttl.	09/11/13 to 06/15/14
Paredes, Terry	Softball Program Assistant	Kinesiology	\$5,563.00/ttl. (Revision to August 13, 2013 Board Agenda)	08/26/13 to 06/15/14
Westfall, Christine	Swimming Program Assistant	Kinesiology	\$4,418.00/ttl.	09/11/13 to 06/15/14

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE	September 10, 2013	Resolution	X
SUBJECT:	District's GANN Appropriation Limit	Information	_____
		Enclosure(s)	X

BACKGROUND

Article XIII B of the Constitution of the State of California, as approved by the voters in November 1979, requires the establishment of Appropriation Limits on "Proceeds of Taxes" revenues for public agencies, including community college districts, beginning with the 1980-81 fiscal year. Each district is required to determine and adopt such an Appropriation Limit for the 2013-2014 fiscal year, as a legislative act.

This item was prepared by Rosalinda Buchwald, Director of Fiscal Services.

RECOMMENDATION

Authorization is requested to adopt Resolution #2013-14-02 to establish the District's GANN Appropriation Limit of \$79,075,477 for the 2013-2014 fiscal year.

Carol R. Horton _____
Recommended by

_____/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. 1.2.

CALIFORNIA COMMUNITY COLLEGES
GANN LIMIT WORKSHEET
2013-14

DISTRICT NAME: Citrus Community College District
DATE: August 21, 2013

I. **2013-14 APPROPRIATIONS LIMIT:**

A.	2012-13 Appropriations Limit	<u>\$75,807,727</u>
B.	2013-14 Price Factor: 1.0512	
C.	Population factor:	
	1. 2011-12 Second Period Actual FTES <u>10,861.71</u>	
	2. 2012-13 Second Period Actual FTES <u>10,777.76</u>	
	3. 2013-14 Population change factor <u>.9923</u> (line C.2. divided by line C.1.)	
D.	2012-13 Limit adjusted by inflation and population factors (line A multiplied by line B and line C.3.)	<u>\$79,075,477</u>
E.	Adjustments to increase limit:	
	1. Transfers in of financial responsibility	\$
	2. Temporary voter approved increases	_____
	3. Total adjustments - increase	_____
	Sub-Total	<u>\$79,075,477</u>
F.	Adjustments to decrease limit:	
	1. Transfers out of financial responsibility	\$
	2. Lapses of voter approved increases	_____
	3. Total adjustments - decrease	<u>< _____ ></u>
G.	2013-14 Appropriations Limit	<u>\$79,075,477</u>

II. **2013-14 APPROPRIATIONS SUBJECT TO LIMIT:**

A.	State Aid (General Apportionment, Apprenticeship Allowance, Basic Skills, and Partnership for Excellence)	<u>\$38,009,496</u>
B.	State Subventions (Home Owners Property Tax Relief, Timber Yield tax, etc.)	<u>34,452</u>
C.	Local Property taxes	<u>5,004,502</u>
D.	Estimated excess Debt Service taxes
E.	Estimated Parcel taxes, Square Foot taxes, etc.
F.	Interest on proceeds of taxes
G.	Local appropriations from taxes for unreimbursed State, court, and federal mandates	<u>< 533,807 ></u>
H.	2013-14 Appropriations Subject to Limit	<u>\$42,514,643</u>

CITRUS COMMUNITY COLLEGE DISTRICT

**RESOLUTION
2013-14-02**

APPROPRIATION LIMIT FOR 2013-2014

WHEREAS, Article XIII B of the Constitution of the State of California, as approved by the voters in November of 1979, requires the establishment of Appropriation Limits on “Proceeds of Taxes” revenues for public agencies, including community college districts, beginning with the 1980-81 fiscal year, and

WHEREAS, each district is required to determine and adopt such an Appropriation Limit for the 2013-2014 fiscal year, as a legislative act, and

WHEREAS, this community college Appropriation Limits have been calculated in accordance with Article XIII B of the State Constitution and Division 9 of Title I of the Government Code,

BE IT THEREFORE RESOLVED, as a legislative act of this governing board, that for the purposes of Article XIII B, there is hereby established this district’s “Appropriation Limit” of \$79,075,477 for the 2013-2014 fiscal year.

Passed and Adopted by the Board of Trustees of Citrus Community College District this 10th day of September 2013, by the following vote:

Ayes: _____
Noes: _____
Abstain: _____
Absent: _____

Date: September 10, 2013

Susan M. Keith, President
Board of Trustees

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	September 10, 2013	Resolution	
SUBJECT:	California Community Colleges Quarterly Financial Report, CCFS-311Q	Information	
		Enclosure(s)	X

BACKGROUND

In accordance with Title 5 of the California Code of Regulations, section 58310, Report on District's Financial Condition, the chief executive officer or other designee of the governing board of each district shall regularly report in detail to the governing board of the district the district's financial condition and shall submit reports showing the financial and budgetary conditions of the district, including outstanding obligations, to the governing board at least once every three months. The chief executive officer or other designee shall also prepare a quarterly report on forms provided by the Chancellor no later than forty five days following the completion of each quarter. The certified report shall be reviewed by the district governing board at a regularly scheduled meeting and entered into the minutes of the meetings.

This item was prepared by Carol Cone, Budget Supervisor.

RECOMMENDATION

Authorization is requested to approve the Quarterly Financial Status Report for the fiscal quarter ended June 30, 2013, and authorizing the forwarding of this report to the Chancellor's Office and the Office of the Los Angeles County Superintendent of Schools.

 Carol Horton
 Recommended by

 /
 Moved Seconded

 Approved for Submittal

Aye ___ Nay ___ Abstained ___

Item No. 1.3.

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-31 IQ

Fiscal Year: 2012-2013

Quarter Ended: (Q4) Jun 30, 2013

District: (820) CITRUS

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2009-10	Actual 2010-11	Actual 2011-12	Projected 2012-2013
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	59,266,083	60,295,769	55,752,164	55,951,728
A.2	Other Financing Sources (Object 8900)	197,484	137,691	126,779	148,035
A.3	Total Unrestricted Revenue (A.1 + A.2)	59,463,567	60,433,460	55,878,943	56,099,763
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	55,829,236	56,014,795	55,831,888	55,600,415
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	2,702,452	2,538,184	2,044,570	1,506,550
B.3	Total Unrestricted Expenditures (B.1 + B.2)	58,531,688	58,552,979	57,876,458	57,106,965
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	931,879	1,880,481	-1,997,515	-1,007,202
D.	Fund Balance, Beginning	7,567,111	8,498,990	10,379,471	8,381,956
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	7,567,111	8,498,990	10,379,471	8,381,956
E.	Fund Balance, Ending (C. + D.2)	8,498,990	10,379,471	8,381,956	7,374,754
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	14.5%	17.7%	14.5%	12.9%
II. Annualized Attendance FTES:					
G.1	Annualized FTES (excluding apprentice and non-resident)	11,444	11,639	10,684	10,671

III

. Total General Fund Cash Balance (Unrestricted and Restricted)

		As of the specified quarter ended for each fiscal year			
		2009-10	2010-11	2011-12	2012-2013
H.1	Cash, excluding borrowed funds		9,594,297	4,426,123	13,363,849
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	10,334,638	9,594,297	4,426,123	13,363,849

IV

. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I.	Revenues:				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	53,010,911	56,391,768	55,951,728	99.2%
I.2	Other Financing Sources (Object 8900)	140,153	130,153	148,035	113.7%
I.3	Total Unrestricted Revenue (I.1 + I.2)	53,151,064	56,521,921	56,099,763	99.3%
J.	Expenditures:				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	55,989,051	57,525,758	55,600,415	96.7%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,375,099	1,353,927	1,506,550	111.3%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	57,364,150	58,879,685	57,106,965	97%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-4,213,086	-2,357,764	-1,007,202	
L	Adjusted Fund Balance, Beginning	8,381,956	8,381,956	8,381,956	
L.1	Fund Balance, Ending (C. + L.2)	4,168,870	6,024,192	7,374,754	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	7.3%	10.2%		

V. Has the district settled any employee contracts during this quarter?

YES

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify) YYYY-YY	Management		Academic				Classified	
			Permanent		Temporary			
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:								
Year 1: 2012-13			69,100	2%			57,500	2%
Year 2:								
Year 3:								
b. BENEFITS:								
Year 1:								
Year 2:								
Year 3:								

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

The district plans to fund the increases from the general fund ending balance.

VI Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?

YES

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.) The district participated in a \$10,000,000 TRANS issued on 4/9/2013. Repayment amounts are 50% on August 30, 2013 and 50% on September 30, 2013.

VI Does the district have significant fiscal problems that must be addressed?

This year? NO

I.

Next year? NO

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q

District: (820) CITRUS

Fiscal Year: 2012-2013
Quarter Ended: (Q4) Jun 30, 2013

Chief Business Officer		District Contact Person	
CBO Name:	Carol R. Horton	Name:	Carol J. Cone
CBO Phone:	626-914-8886	Title:	Budget Supervisor
CBO Signature:	_____	Telephone:	626-914-8885
Date Signed:	_____	Fax:	626-914-8604
Chief Executive Officer Name:	Geraldine M. Perri, Ph.D.	E-Mail:	ccone@citruscollege.edu
CEO Signature:	_____		
Date Signed:	_____		
Electronic Cert Date:	08/21/2013		

California Community Colleges, Chancellor's Office
Fiscal Services Unit
1102 Q Street, Suite 4554
Sacramento, California 95814-6511

Send questions to:
Christine Atalig (916)327-5772 catalig@cccco.edu or Tracy Britten (916)323-6899 tbritten@cccco.edu
© 2007 State of California. All Rights Reserved.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	September 10, 2013	Resolution	
SUBJECT:	Adopted Budget 2013-2014	Information	
		Enclosure(s)	X

BACKGROUND

In accordance with Title 5 of the California Code of Regulations, Section 58300, requirement to prepare and file annual statement, the chief executive officer or other designee of the governing board of each district shall prepare and keep on file for public inspection a statement of all receipts and expenditures of the district for the preceding fiscal year and a statement of the estimated total expenses for the district for the current fiscal year.

This item was prepared by Carol Cone, Budget Supervisor.

RECOMMENDATION

Authorization is requested to approve the attached adopted budget for all District funds for the 2013-2014 fiscal year.

Carol R. Horton _____
Recommended by

_____/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. 1.4.

CITRUS COMMUNITY COLLEGE DISTRICT

2013-2014

ADOPTED BUDGET

GENERAL FUND UNRESTRICTED REVENUES	ACTUALS 11-12	UNAUDITED ACTUALS 12-13	ADOPTED BUDGET 13-14	BUDGET INCREASES DECREASES
FEDERAL REVENUE				
8150 PELL ADMIN ALLOWANCE	30,575	23,220	20,000	-3,220
8160 VETERANS EDUCATION	4,980	2,350	1,500	-850
TOTAL FEDERAL REVENUE	35,555	25,570	21,500	-4,070
STATE REVENUE				
8610 GENERAL APPORTIONMENT	42,777,814	32,809,026	38,009,496 *	5,200,470
8610 GEN APPORTIONMENT PRIOR YEAR(08800)	987,023	774,129	710,570	-63,559
8612 ENROLL FEE ADMIN	56,589	156,047	141,045	-15,002
8621 TAX BAILOUT	0	0	0	0
8624 Return to Title IV PY (08800)	9,935	-46,536	0	46,536
8628 PART TIME FAC COMPENSATION FUND (01600)	252,321	252,320	252,321	1
8630 EPA	0	8,252,510	7,134,526	-1,117,984
8660 INTEREST	0	0	0	0
8670 TAX RELIEF HOMEX	33,158	32,582	34,452	1,870
8679 TAX OTHER	0	1	0	-1
8681 LOTTERY NON PROP 20	1,482,134	1,324,200	1,378,880	54,680
8681 LOTTERY PRIOR YEAR NON PROP 20 (08800)	48,238	-79,642	0	79,642
8682 LOTTERY PROP 20 (00000)	0	0	0	0
8682 LOTTERY PRIOR YEAR PROP 20 (08800)	0	0	0	0
8683 MANDATED COST-MANDATED REIMB	0	297,629	295,719	-1,910
8684 MANDATED COST-COLL BARGAINING	0	0	0	0
8685 MANDATED COST-OPEN MEETINGS	0	0	0	0
8686 MANDATED COST-HEALTH FEE	137,806	0	0	0
8687 MANDATED COST-AGENCY FEE ARRANGE	0	0	0	0
8688 MANDATED COST-ENROLMT FEE COL&WAIVER	0	0	0	0
8689 MANDATED COST - INTEGRATED WASTE	0	0	0	0
8691 MOTOR VEHICLE FUEL REFUND	1,411	1,011	0	-1,011
8692 MANDATED COST - ABSENTEE BALLOT	0	0	0	0
8693 MANDATED COST - INVESTMENT REPORTS	0	0	0	0
8699 OTHER STATE REVENUE	5,106	0	0	0
TOTAL STATE REVENUE	45,791,535	43,773,276	47,957,009	4,183,733
LOCAL REVENUE				
8811 SECURED TAXES	3,476,804	3,751,771	4,223,144	471,373
8812 SUPPLEMENTAL TAXES	41,607	58,616	35,572	-23,044
8813 UNSECURED TAXES	81,374	82,743	95,312	12,569
8816 PRIOR YEAR TAXES	214,540	337,434	330,522	-6,912
RECEIPTS FROM PROP TAX JPA	66,859	70,042	99,229	29,187
PAYMENT TO PROP TAX JPA	-10,823	-90,401	-197,397	-106,996
8817 ERAF TAXES	-121,202	-30,173	395,178	425,351
8818 RDA FUNDS	70,017	45,832	22,942	-22,890
8819 RESIDUAL PAYMENTS	0	220,880	0	-220,880
8819 LIQUIDATION OF ASSETS	0	769,624	0	-769,624
TOTAL TAXES	3,819,176	5,216,368	5,004,502	-211,866

GENERAL FUND UNRESTRICTED REVENUES

	ACTUALS 11-12	UNAUDITED ACTUALS 12-13	ADOPTED BUDGET 13-14	BUDGET INCREASES DECREASES
LOCAL REVENUE - CONTINUED				
8820 CONTRIBUTION	0	1	0	-1
8860 INTEREST	150,996	65,516	150,000	84,484
8861 INTEREST TRAN	0	98,800	0	-98,800
8874 ENROLLMENT FEE	3,619,027	4,325,508	4,434,215	108,707
8879 TRANSCRIPTS	27,356	30,813	25,000	-5,813
8880 NON-RES TUITION FOREIGN (01800)	1,774,017	2,012,286	1,949,668	-62,618
8880 NON-RES TUITION OUT-OF-STATE (01900)	32,754	56,743	55,132	-1,611
8880 NON-RES TUITION Prior Year (08800)	0	0	0	0
TOTAL NON-RES TUITION	1,806,771	2,069,029	2,004,800	-64,229
8885 REFUND CHARGE/RETAINER (03000)	12	0	0	0
8885 Exam by Credit (03100)	180	0	0	0
8885 PHOTO ID CARDS (03600)	0	0	0	0
TOTAL FEES	192	0	0	0
8889 OTHER LOCAL INCOME	35	0	0	0
8890 OTHER LOCAL INCOME	108,667	46,189	54,220	8,031
8891 REG CASH OVER SHORT	11,329	1,065	0	-1,065
8893 IOU PROCESSING FEE	0	0	0	0
8894 RETURN CHECKS SERVICE	91	130	0	-130
8895 PARKING FINES	272,034	220,717	220,000	-717
8896 OTHER LOCAL-JOURNEYS	21,925	13,885	18,000	4,115
8897 COSMETOLOGY INCOME	77,275	64,105	65,000	895
8898 SUBPOENA RECORDS	563	485	300	-185
8899 LIBRARY FINES	9,640	271	500	229
TOTAL OTHER LOCAL REVENUE	501,559	346,846	358,020	11,174
8910 SALES OF EQUIPMENT	2,500	0	0	0
8911 LIBRARY BOOK SALES	14	0	0	0
TOTAL LOCAL REVENUE	9,927,591	12,152,882	11,976,537	-77,545
TOTAL GENERAL FUND REVENUE	55,754,681	55,951,728	59,955,046	4,102,118
TOTAL GENERAL FUND EXPENDITURES	55,831,885	55,838,087	59,094,220	3,256,135
EXCESS/(DEFICIENCY)ofREVoverEXPENDITURES	-77,204	113,641	860,826	747,183
OTHER FINANCING				
7210 TRANSFER TO FUND 01.3	-1,331,701	-1,155,732	-1,412,506	-256,774
7312 TRANSFER TO FUND 33.0-PROG MATCH	-649,000	0	0	0
7313 TRANSFER TO FUND 39.0	-13,869	-80,075	0	80,075
7314 TRANSFER TO FUND 41.0	0	-220,743	-139,074	81,669
7317 TRANSFER TO FUND 59.0	-50,000	-50,000	-50,000	0
7319 TRANSFER TO FUND 74.0	0	0	-3,284	-3,284
8981 TRANSFER FROM FUND 01.3 Various Programs	47,122	66,063	59,329	-6,734
8989 TRANSFER FROM FUND 74.0 FWS 00000	55,116	53,733	0	-53,733
TRANSFER FROM FUND 74.0 FWS 90100 Admin /	6,240	12,961	8,450	-4,511
8989 TRANSFER FROM FUND 74.0 SEOG 90300 Admin	13,795	13,417	12,114	-1,303
8989 TRANSFER FROM FUND 74.0 SEOG 90312 Admin	0	130	0	-130
8990 TRANSFER FROM FUND 72.0	1,993	1,730	1,731	1
TOTAL OTHER FINANCING	-1,920,304	-1,358,516	-1,523,240	-164,724
INCREASE/DECREASE IN FUND BALANCE	-1,997,508	-1,244,875	-662,414	582,459
BEGINNING BALANCE JULY 1, 2013	10,379,472	8,381,956	7,137,081	-1,244,875
ENDING BALANCE JUNE 30, 2014	2,893,823	2,867,232	3,034,790	167,558
RESERVE FOR CONTINGENCIES	5,488,133	4,269,849	3,439,877	-829,972

**GENERAL FUND UNRESTRICTED
EXPENDITURE BY DEPARTMENT**

		ACTUALS	UNAUDITED	ADOPTED	BUDGET
		11-12	ACTUALS	BUDGET	INCREASES
DEPARTMENT			12-13	13-14	DECREASES
PAGE 5	00011 FORESTRY	21,031	20,783	20,836	53
PAGE 6	00020 BIOLOGICAL SCIENCE	1,160,216	1,346,562	1,387,376	40,815
PAGE 8	00028 BUSINESS	973,947	1,307,979	1,300,623	-7,356
PAGE 10	00050 LANG ARTS COMMUNICATIONS	295,713	320,460	314,029	-6,431
PAGE 12	00057 COMPUTER SCIENCE/INFO SERV	593,070	576,183	595,906	19,723
PAGE 14	00065 KINESIOLOGY	1,835,811	2,128,625	2,176,577	47,952
PAGE 17	00072 INFO TECH/ENGINEERING	163,275	169,628	174,570	4,942
PAGE 18	00097 AUTOMOTIVE TECHNOLOGY	638,916	730,018	722,667	-7,351
PAGE 20	00116 DRAFTING TECHNOLOGY	241,544	243,771	303,802	60,031
PAGE 21	00130 WATER TECHNOLOGY	21,753	9,710	34,699	24,988
PAGE 22	00137 ART	877,872	869,854	975,633	105,779
PAGE 24	00142 MUSIC	1,799,667	1,793,868	1,893,981	100,114
PAGE 28	00145 RECORDING TECHNOLOGY	453,332	467,356	491,261	23,906
PAGE 30	00146 THEATRE ARTS	364,440	379,944	381,953	2,009
PAGE 32	00148 DANCE	226,677	225,117	262,236	37,119
PAGE 34	00151 PHOTOGRAPHY	135,074	149,493	126,551	-22,942
PAGE 35	00159 FOREIGN LANGUAGE	658,213	601,364	697,668	96,304
PAGE 36	00181 NURSING - VOCATIONAL	1,322,576	1,225,559	1,278,438	52,879
PAGE 38	00182 NURSING - RN	354,435	426,603	549,820	122,717
PAGE 40	00188 DENTAL ASSISTING	293,565	292,256	303,568	11,311
PAGE 42	00221 CHILD DEVELOPMENT	358,345	403,133	301,157	-101,975
PAGE 44	00236 ENGLISH	1,549,989	2,511,417	2,522,320	10,904
PAGE 48	00266 SPEECH, DEBATE, FORENSIC SCN	529,613	572,833	626,024	53,191
PAGE 50	00268 PHILOSOPHY	273,894	305,320	340,937	35,617
PAGE 51	00274 MATHEMATICS	3,134,012	3,521,747	3,335,930	-185,818
PAGE 54	00280 PHYSICAL SCIENCE	506,973	452,926	494,209	41,283
PAGE 56	00283 CHEMISTRY	715,316	741,373	783,243	41,870
PAGE 58	00286 GEOLOGY	147,397	205,694	235,387	29,693
PAGE 60	00290 PSYCHOLOGY	712,435	752,930	749,963	-2,966
PAGE 62	00295 PUBLIC WORKS	35,985	51,040	40,365	-10,675
PAGE 63	00299 ADMIN of JUSTICE	134,853	122,777	230,170	107,393
PAGE 64	00312 SOCIAL SCIENCE	627,461	567,178	628,264	61,086
PAGE 66	00318 HISTORY	677,634	555,194	606,715	51,520
PAGE 68	00322 SOCIOLOGY	505,442	521,274	543,005	21,731
PAGE 70	00326 COSMETOLOGY	1,853,764	1,532,668	1,751,419	218,751
PAGE 73	00331 CITRUS SUBSTITUTE COSTS	457,008	234,382	109,561	-124,821
PAGE 74	00332 CLAREMONT SUMMER SCH	105,271	89,212	141,597	52,385
PAGE 75	00333 MONROVIA SUMMER SCH	93,439	86,506	118,109	31,603
PAGE 76	00336 AZUSA UNIFIED SUMMER SCH	122,772	105,138	126,926	21,788
PAGE 76	00337 DUARTE SUMMER SCHOOL	98,260	81,160	94,191	13,031
PAGE 77	00341 HUMANITIES	34,732	30,100	32,112	2,012
PAGE 78	00346 COUNSELING INSTRUCTIONAL	97,949	115,260	159,225	43,965

EXPENDITURE BY DEPARTMENT

		ACTUALS	UNAUDITED	ADOPTED	BUDGET
		11-12	ACTUALS	BUDGET	INCREASES
			12-13	13-14	DECREASES
PAGE 79	00362 READING SKILLS	645,073	0	0	0
PAGE 80	00364 LEARNING CENTER INSTR	235,714	239,729	243,950	4,220
PAGE 82	00365 ENGLISH AS A SECOND LANGUAGE	440,749	467,860	452,362	-15,498
PAGE 84	00371 NON-CREDIT/INSTRUCT	253,450	190,857	266,259	75,402
PAGE 85	00372 DISTANCE EDUCATION	291,072	247,775	501,580	253,804
PAGE 86	00373 INTERNATIONAL EDUCATION	147,832	140,336	157,432	17,096
PAGE 87	00375 STUDENT LEARNING OUTCOMES	75,796	60,357	91,020	30,663
PAGE 88	00380 RETIREES BENEFITS INSTR	361,808	259,321	309,163	49,841
PAGE 89	00381 INSTRUCTION V P	573,234	607,001	417,514	-189,488
PAGE 90	00382 INSTRUCTION DEANS	2,263,766	1,711,454	2,108,642	397,188
PAGE 92	00390 ACADEMIC SENATE	208,385	200,441	196,744	-3,697
PAGE 93	00391 CTE WORKFORCE DEV	2,541	2,384	2,000	-384
PAGE 94	00392 EVENING OFFICE/CONTINUING ED	59,649	0	0	0
PAGE 95	00393 NON-CREDIT	143,672	119,475	124,975	5,500
PAGE 96	00400 LEARNING CENTER NON-INSTR	255,619	247,664	254,359	6,695
PAGE 98	00401 LIBRARY	971,792	910,002	981,853	71,851
PAGE 100	00402 LIBRARY MEDIA	147,258	145,663	155,692	10,029
PAGE 102	00410 ADMISSIONS	1,188,603	1,272,747	1,310,912	38,165
PAGE 104	00412 LIBRARY - PHOTO ID	16,187	16,070	13,477	-2,593
PAGE 106	00420 COUNSELING	1,266,942	1,155,952	1,115,977	-39,975
PAGE 108	00422 TRANSFER CENTER	260,331	217,302	300,548	83,246
PAGE 109	00423 CAREER CENTER	166,472	207,973	227,918	19,945
PAGE 110	00428 STUDENT SERVICES VP	249,179	350,612	354,207	3,595
PAGE 111	00431 STUDENT EMPLOYMENT SERVICES	209,300	0	0	0
PAGE 112	00433 INTERNATIONAL STUDENTS	275,953	271,461	267,574	-3,887
PAGE 113	00434 TRANSPORTATION	73,392	98,029	96,927	-1,102
PAGE 114	00439 OUTREACH	116,276	115,377	117,019	1,642
PAGE 116	00440 BUILDINGS/MAINTENANCE	1,176,834	1,281,519	1,273,474	-8,045
PAGE 118	00441 CUSTODIAL	1,907,423	1,971,000	2,067,449	96,449
PAGE 122	00442 GROUNDS	950,563	924,124	1,066,437	142,314
PAGE 124	00443 UTILITIES	1,425,076	1,554,720	1,920,000	365,280
PAGE 125	00444 FACILITIES-M&O	865,004	892,081	933,258	41,177
PAGE 126	00445 FACILITIES - PE MAINTENANCE	83,124	102,043	109,000	6,957
PAGE 128	00446 PRESIDENT	784,891	698,863	1,040,919	342,056
PAGE 130	00447 ADMIN SERVICES VP	549,313	595,824	550,607	-45,218
PAGE 131	00448 ADM SERV TRUSTEES	142,531	130,113	132,531	2,418
PAGE 132	00449 COLLEGE ADV/DEVELOPMENT	459,338	167,436	228,840	61,404
PAGE 135	00450 COLLEGE ADV/EXT RELATIONS	412,056	578,969	663,394	84,425
PAGE 136	00451 FISCAL SERVICES	1,443,807	1,640,530	1,569,470	-71,060
PAGE 138	00452 HUMAN RESOURCES	509,125	597,418	482,325	-115,094
PAGE 139	00453 HUM RESOURCES-PERSONNEL	725,475	723,472	748,213	24,741
PAGE 140	00454 RETIREES BENEFITS NON-INSTR	1,257,349	1,113,010	892,337	-220,672
PAGE 141	00457 PURCHASING / WAREHOUSE	966,334	1,018,143	1,112,874	94,731
PAGE 142	00458 COLLEGE ADV/REPOGRAPHICS	563,857	522,302	637,976	115,674
PAGE 143	00459 INSTITUTIONAL RESEARCH	218,334	262,324	277,434	15,111
PAGE 144	00460 RISK MANAGEMENT	745,257	771,078	759,796	-11,282
PAGE 145	00462 CAMPUS SAFETY	167,594	153,233	176,787	23,554
PAGE 146	00463 TECHNOLOGY & COMPUTER SERVICES	2,421,690	2,234,860	2,317,060	82,199
PAGE 148	00485 STUDENT AFFAIRS	279,586	287,811	306,937	19,126
PAGE 150	00486 CO-CURRICULAR COACHES	720,572	666,084	664,401	-1,683
PAGE 152	00488 CO-CURRICULAR CLARION	40,680	41,092	43,345	2,253
PAGE 154	00490 PERFORMING ARTS CENTER	912,356	799,216	938,230	139,014
PAGE 156	01915 CENTENNIAL CELEBRATION	0	10,588	150,000	139,412

TOTAL EXPENDITURES

55,831,885

55,838,087

59,094,220

3,256,135

CITRUS COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET 2013 - 2014

**GENERAL FUND UNRESTRICTED
FUND 01**

	ACTUALS 11-12	UNAUDITED ACTUALS 12-13	ADOPTED BUDGET 13-14	BUDGET INCREASES DECREASES
1100 SALARY FACULTY REGULAR	12,003,748	11,688,494	11,568,309	-120,185
1200 SALARY NONINSTR FACULTY REG	3,878,104	3,590,529	4,055,926	465,397
1300 SALARY FACULTY	210,538	153,601	215,000	61,399
1310 SALARY FACULTY OVERLOAD	1,481,609	1,606,069	1,613,672	7,603
1320 SALARY FACULTY ADJUNCT	2,650,908	2,796,698	3,421,551	624,853
1370 SALARY FACULTY EXTRA DUTY	167,838	195,642	243,543	47,901
1380 SALARY SUMMER	995,340	1,077,596	1,588,027	510,431
1385 SALARY WINTER	626,134	909,944	1,019,234	109,290
1390 SALARY APPLIED MUSIC TUTORS	121,178	91,462	120,000	28,538
1400 SALARY NONINSTR FACULTY HRLY	269,664	244,241	358,344	114,103
	22,405,061	22,354,277	24,203,607	1,849,330
2100 SALARY CLASSIFIED REGULAR	12,677,593	12,450,844	13,196,671	745,827
2200 SALARY INSTR AIDES REGULAR	339,474	444,301	304,733	-139,568
2300 SALARY CLASSIFIED HOURLY	1,038,155	656,320	716,678	60,358
2400 SALARY CLASSIFIED INSTR HOURLY	138,771	102,377	144,714	42,337
	14,193,993	13,653,842	14,362,796	708,954
3100 STRS	1,814,855	1,775,693	1,929,555	153,862
3200 PERS	1,337,615	1,398,757	1,518,944	120,187
3300 OASDI	848,267	838,041	1,000,372	162,331
3350 MEDICARE	501,237	498,179	546,245	48,066
3400 H&W	6,889,066	8,010,466	7,624,205	-386,261
3500 UN EMP INSURANCE	575,969	614,723	29,178	-585,545
3600 WK COMP	697,603	680,377	737,878	57,502
3700 RETIREMENT BENEFITS	506,789	90,711	70,250	-20,461
3800 RETIREMENT INCENTIVE	5,780	5,000	10,000	5,000
	13,177,181	13,911,947	13,466,626	-445,318
4300 SUPPLIES	892,865	760,882	1,236,781	475,899
	892,865	760,882	1,236,781	475,899
5100 CONSULTANTS	135,537	129,050	187,265	58,215
5200 CONFERENCE/TRAVEL	68,182	65,019	111,500	46,481
5300 DUES/MEMBERSHIPS	123,886	99,416	126,460	27,044
5400 INSURANCE LIABILITY	440,412	462,626	475,000	12,374
5500 UTILITIES	1,431,917	1,562,721	1,935,000	372,279
5600 RENTS,LEASES & REPAIRS	445,893	483,525	561,955	78,430
5700 LEGAL, ELECTION & AUDIT EXPENSE	483,593	316,190	334,000	17,810
5800 OTHER SERVICES	1,646,453	1,763,091	1,924,123	161,032
	4,775,873	4,881,637	5,655,303	773,666
6100 SITE IMPROVEMENTS	14,360	12,826	4,000	-8,826
6200 BUILDINGS	-320	4,802	538	-4,264
6300 LIBRARY BOOKS	34,033	24,377	35,382	11,005
6400 EQUIPMENT	338,839	233,496	129,186	-104,310
	386,912	275,502	169,106	-106,396
	55,831,885	55,838,086	59,094,219	3,256,135

**CITRUS COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET 2013 - 2014**

GENERAL RESTRICTED FUND 01.3		ACTUALS	UNAUDITED	ADOPTED	BUDGET	BUDGET
00000.0-XXX00-00000-XXXX-0000000		11-12	ACTUALS	BUDGET	BUDGET	INCREASES
			12-13	13-14	13-14	DECREASES
FEDERAL REVENUE						
8120	ULV STEM GRANT Y2	11102	39,699	0	0	0
8120	HSI Bridge to Success Y2	11302	225,493	0	0	0
8120	HSI Bridge to Success Y3	11303	231,936	193,999	0	-193,999
8120	HSI Bridge to Success Y4	11304	0	284,437	148,466	-135,972
8120	HSI Bridge to Success Y5	11305	0	0	430,522	430,522
8120	HSI Coop Grant Y5	11405	0	0	0	0
8120	HSI PT5Coop Grant Y1	11412	261,004	438,996	0	-438,996
8120	HSI PT5Coop Grant Y2	11413	0	334,695	440,305	105,610
8120	HSI PT5Coop Grant Y3	11414	0	0	775,000	775,000
8120	STEM Grant YR2	11502	173,931	0	0	0
8120	RACE 2STEM Grant Y1	11512	289,012	580,988	0	-580,988
8120	RACE 2 STEM Grant Y2	11513	0	133,754	729,878	596,123
8120	STEM2-CSUF COOP	12300	52,111	94,980	0	-94,980
8120	STEM2-CSUF COOP Y2	12302	0	81,406	65,685	-15,722
8130	ALLIED HEALTH CARE	14000	0	0	0	0
8130	ALLIED HEALTH CARE	14011	27,081	0	0	0
8140	TANF - FEDERAL SHARE	11800	63,558	61,852	58,760	-3,092
8160	VETERANS SERVICES YR 1	10000	56,114	0	0	0
8160	VETERANS SERVICES YR 2	10002	59,843	73,490	0	-73,490
8160	VETERANS SERVICES YR 3	10003	0	100,634	32,699	-67,935
8170	VTEA	13000	489,478	501,895	477,306	-24,589
8170	CTE TRANSITIONS	14100	46,970	49,389	44,025	-5,364
8190	ARRA FUNDS	00081	0	0	0	0
8190	DIGITAL RESOURCES	18000	3,695	1,305	0	-1,305
8190	YESS - LA	28400	0	71,920	77,320	5,400
8190	YESS - LA	28402	0	71,920	77,320	5,400
	TOTAL FEDERAL REVENUE		2,019,925	3,075,661	3,357,285	281,624
STATE REVENUE						
8613	FINANCIAL AID	00000	362,253	427,300	420,211	-7,089
8613	FIN AID PRIOR YR	12010	0	0	0	0
8622	EOPS	12100	590,207	590,207	590,207	0
8622	EOPS - PRIOR YR	12110	0	0	0	0
8622	EOPS - PRIOR YR	12112	8,849	0	0	0
8623	DSPS	16100	467,522	500,603	497,941	-2,662
8623	DSPS (08800)	08800	1,452	1,384	0	-1,384
8624	CARE - PRIOR YR	12210	0	0	0	0
8625	CALWORKS	12800	216,397	209,829	209,829	0
8626	PS-MAPP PY	29600	0	10,513	22,500	11,987
8626	PS-MAPP	29613	0	7,377	15,123	7,746
8627	MATRICULATION	10700	395,037	393,479	305,607	-87,872
8627	MATRICULATION PY	10707	0	0	0	0
8627	MATRICULATION-NONCREDIT	10800	0	0	87,872	87,872
8627	CARE	12200	113,797	115,242	112,914	-2,328
8628	FOSTER KINSHIP CARE EDUCATION	28000	0	490,907	490,907	0
8654	EQUAL EMPLOYMT OPPORTNY FUND	11600	6,693	6,694	6,693	-1
8654	CTE - Community Collaborative	13401	0	0	0	0

GENERAL RESTRICTED FUND 01.3			ACTUALS	UNAUDITED	ADOPTED	BUDGET
00000.0-XXX00-00000-XXXX-0000000			11-12	ACTUALS	BUDGET	INCREASES
STATE REVENUE				12-13	13-14	DECREASES
8654	CTE - Community Collaborative	13402	127,640	0	0	0
8654	CTE - Community Collaborative	13404	119,838	280,162	0	-280,162
8654	CTE - Community Collaborative	13405	15,970	179,026	153,005	-26,021
8654	CTE - Community Collaborative	13406	0	0	348,000	348,000
8654	EGR -AND PROGRAM	13900	0	203,687	144,050	-59,637
8654	ASSOCIATE DEGREE NURSING-RN	13902	0	0	0	0
8654	ASSOCIATE DEGREE NURSING-RN	13903	0	0	0	0
8654	ASSOCIATE DEGREE NURSING-RN	13904	135,287	0	0	0
STATE REVENUE - CONTINUED						
8654	BASIC SKILLS One Time 08-09	14509	0	0	0	0
8654	BASIC SKILLS One Time 09-10	14510	219,425	0	0	0
8654	BASIC SKILLS One Time 10-11	14511	0	175,541	0	-175,541
8654	BASIC SKILLS One Time 11-12	14512	0	13,734	148,308	134,575
8654	BASIC SKILLS One Time 12-13	14513	0	0	162,042	162,042
8654	BASIC SKILLS One Time 12-13	14514	0	0	162,042	162,042
8654	INSTR EQUIP BLOCK GRANT	15600	0	18,024	55,450	37,425
8654	INSTR EQUIP ON-GOING	15700	0	29,133	216,890	187,758
8654	INSTR EQUIP ON-GOING	15714	0	0	139,074	139,074
8682	LOTTERY PROP 20	00000	287,066	275,875	264,100	-11,775
8682	LOTTERY PROP 20 PRIOR YR	08800	35,993	69,033	0	-69,033
	TOTAL STATE REVENUE		3,103,426	3,997,750	4,552,765	555,016
LOCAL REVENUE						
8850	AUDITORIUM FACILITY RENTAL	15200	43,577	45,058	50,000	4,942
8860	Interest			0		
8876	HEALTH FEE	15400	450,411	508,441	451,000	-57,441
8876	HEALTH FEE PY	15488	-180	-150	0	150
8881	PARKING FEE	17700	538,710	711,911	711,911	0
8881	PARKING FEE - COMM ED	17739	10,412	8,875	8,875	0
8881	PARKING FEE PY	17788	5,285	6,805	0	-6,805
8882	PARKING TOKENS	17700	121,832	173,393	173,393	0
8890	STEM/W ULV Local Dollars	11199	9,649	0	0	0
8890	DPSS CalWorks Program	12700	53,000	53,000	49,000	-4,000
8890	MATHEMATICS GRANT	17900	0	0	0	0
8890	MATHEMATICS GRANT	17902	4,966	0	59	59
8890	ENGINEERING GRANT	18100	3,612	14,566	373	-14,193
8890	AEROSPACE ENG GRANT	18200	0	1,000	0	-1,000
8890	CHILD DEV TNG CONSORTIUM	18600	34,000	34,000	34,000	0
	TOTAL LOCAL REVENUE		1,275,274	1,556,900	1,478,611	-78,289
TOTAL REVENUE			6,398,625	8,630,311	9,388,662	758,351
TOTAL EXPENDITURES			7,447,163	9,448,453	10,801,357	1,352,904
EXCESS/(DEFICIENCY) OF REV. OVER EXPEND.			-1,048,538	-818,142	-1,412,695	-594,553

GENERAL RESTRICTED FUND 01.3		ACTUALS	UNAUDITED	ADOPTED	BUDGET	BUDGET
00000.0-XXX00-00000-XXXX-0000000		11-12	ACTUALS	ACTUALS	BUDGET	INCREASES
OTHER FINANCING SOURCES			12-13	13-14	DECREASES	
7210	INTRAFUND TFR	12800	25,517	24,395	8,000	-16,395
7210	CTE-Community Collaborative	13402	4,909	0	0	0
7210	CTE-Community Collaborative	13404	4,609	10,775	0	-10,775
7210	CTE-Community Collaborative	13405	614	6,886	5,885	-1,001
7210	CTE-Community Collaborative	13406	0	0	13,384	0
7210	EGR -AND PROGRAM	13900	0	7,834	5,540	-2,294
7210	ADN/RN PROGRAM Yr 4	13904	5,203	0	0	0
7210	ALLIED HEALTH CARE	14011	2,462	0	0	0
7210	CTE TRANSITIONS	14100	1,807	1,900	1,693	-207
7210	CHILD DEV TNG. Transfer	18600	2,000	2,000	2,000	0
7210	CDC FOSTER KINSHIP CARE ED	28000	0	12,273	11,827	-446
7311	CALWORKS TFR TO FUND 01.3	12800	0	0	6,975	6,975
7312	CALWorks CDC TRFR TO FUND 33.0	12800	50,000	0	0	0
7312	CWSSTUDY TFR TO FUND 33.0	12800	9,927	0	0	0
7314	CWSSTUDY TFR TO FUND 41.0	12800	56	0	0	0
7314	Auditorium Rental Tfr to fund 41.0	15200	50,000	0	0	0
7315	CWSSTUDY TFR TO FUND 51.0	12800	2,937	9,832	4,000	-5,832
7319	CWSTUDY TFR TO FUND 74.0	12800	0	0	26,368	26,368
7500	GRANTS CARE	12200	6,919	8,950	9,213	263
7500	MATHEMATICS GRANT	17902	1,500	-50	0	50
7600	OTHR OUTGO TO STU-TANF	11800	20,572	20,760	7,384	-13,376
7600	OTHR PYMTS STUDENT BOOKS	12100	155,082	155,405	151,133	-4,272
7600	OTHR PYMTS TO/FOR STU-CARE	12200	19,672	17,006	10,883	-6,123
7600	OTHR PYMTS TO/FOR STU-ENGIN	18100	0	3,000	0	-3,000
7600	OTHR PYMTS TO/FOR STU-CDEV	18600	20,944	20,160	20,000	-160
7610	OTHER PYMNTS TO STUDENT/AIDE	18600	0	0	300	300
7900	CONTINGENCY-AUDITORIUM	15200	0	0	255,443	255,443
7900	CONTINGENCY-HEALTH CENTER	15400	0	0	505,564	505,564
8980	Student Success INTERFUND TFR-IN	10700	185,351	213,496	0	-213,496
8980	Student Success Non Credit DM	10800	0	0	87,872	87,872
8980	STAFF DEV TRANSFER-IN	11700	25,000	0	0	0
8980	STATE FINANCIAL AID	12000	554,112	470,988	469,972	-1,016
8980	EOPS INTERFUND TRANSFER - IN	12100	146,669	151,644	86,902	-64,742
8980	CALWorks INTERFUND TRANSFER -	12800	0	5,766	0	-5,766
8980	IE & Library	15714	0	0	46,358	46,358
8980	ADDITIONAL CATEGORICAL TFR IN		0	0	721,402	721,402
8980	DSPS INTERFUND TRANSFER - IN	16100	349,484	313,838	0	-313,838
8980	Security Interfund Transfer-IN	17700	71,082	0	0	0
8989	FEDERAL WORK STUDY	12000	32,851	68,021	0	-68,021
TOTAL OTHER FINANCING SOURCES			979,819	922,629	366,913	-542,331
INCREASE/DECREASE IN FUND BALANCE			-68,719	104,487	-1,045,781	-1,136,884
BEGINNING BALANCE:			1,010,010	941,294	1,045,781	104,487
ENDING BALANCE			941,294	1,045,781	0	-1,045,781

GENERAL RESTRICTED FUND - 01.3

EXPENDITURE BY PROGRAM

		ACTUALS 11-12	UNAUDITED ACTUALS 12-13	ADOPTED BUDGET 13-14	BUDGET INCREASES DECREASES
	PROGRAM				
PAGE 165	02000 DISTANCE EDUCATION	292,563	320,450	191,324	-129,126
PAGE 165	02000 TECH SERVICES	30,498	24,457	72,776	48,319
PAGE 166	10000 VETS	62,043	0	0	0
PAGE 167	10002 VETs Yr 2	63,233	74,069	0	-74,069
PAGE 168	10003 VETs Yr 3	0	101,583	32,699	-68,884
PAGE 169	10700 STUDENT SUCCESS	580,388	606,975	617,847	10,873
PAGE 170	10800 STUDENT SUCCESS Non Credit	0	0	87,872	87,872
PAGE 171	10800 STUDENT SUCCESS Non Credit DM	0	0	87,872	87,872
PAGE 172	11102 ULV STEM GRANT YR 2	39,698	0	0	0
PAGE 173	11199 STEM GRANT W/ULV	9,649	0	0	0
PAGE 174	11302 HSI BRIDGE TO SUCCESS Y2	225,495	0	0	0
PAGE 175	11303 HSI BRIDGE TO SUCCESS Y3	231,936	194,975	0	-194,975
PAGE 176	11304 HSI BRIDGE TO SUCCESS Y4	0	286,086	148,466	-137,620
PAGE 178	11305 HSI BRIDGE TO SUCCESS Y5	0	0	430,522	430,522
PAGE 180	11412 HSI PT5 COOP GRANT YEAR 1	261,006	445,379	0	-445,379
PAGE 181	11413 HSI PT5 COOP GRANT YEAR 2	0	343,193	440,305	97,112
PAGE 182	11414 HSI PT5 COOP GRANT YEAR 3	0	0	775,000	775,000
PAGE 183	11502 STEM GRANT YR 2	173,929	0	0	0
PAGE 184	11512 RACE TO STEM YEAR 1	289,014	584,702	0	-584,702
PAGE 185	11513 RACE TO STEM YEAR 2	0	135,431	729,878	594,446
PAGE 186	11600 EQUAL EMPLOYMENT OPPORTUN	6,693	6,694	6,693	-1
PAGE 187	11700 STAFF DEV - GEN 00455	8,223	49	3,732	3,683
PAGE 187	11700 STAFF DEV - MGMT 01455	0	0	1,855	1,855
PAGE 188	11700 STAFF DEV - FACULTY 02455	13,117	5,015	15,333	10,318
PAGE 188	11700 STAFF DEV - CLASSIFIED 03455	1,422	2,699	3,319	620
PAGE 189	11700 STAFF DEV - SUPRVS 04455	516	0	1,828	1,828
PAGE 190	11800 TANF	42,987	41,092	51,376	10,284
PAGE 191	12000 FINANCIAL AID	554,111	470,988	469,972	-1,016
PAGE 192	12000 FINANCIAL AID BFAP	372,285	438,133	420,211	-17,922
PAGE 193	12100 EOPS	439,236	440,112	447,211	7,099
PAGE 195	12100 EOPS - DISTRICT MATCH	146,669	151,644	156,917	5,274
PAGE 196	12110 EOPS - PRIOR YR	8,849	0	0	0
PAGE 197	12200 CARE	87,205	90,463	92,818	2,355
PAGE 198	12300 STEM 2-CSUF COOP	52,111	94,980	0	-94,980
PAGE 199	12302 STEM 2-CSUF COOP YR 2	0	83,369	65,685	-17,685
PAGE 200	12700 CALWORKS DPSS	52,999	53,000	49,000	-4,000
PAGE 201	12800 CALWORKS COORD	119,792	162,629	164,486	1,856
PAGE 203-206	13000 VTEA	489,478	501,895	477,306	-24,589

EXPENDITURE BY PROGRAM

		ACTUALS	UNAUDITED	ADOPTED	BUDGET
		11-12	ACTUALS	BUDGET	INCREASES
			12-13	13-14	DECREASES
PAGE 207	13402 CTE Community Colla/Energy	122,731	0	0	0
PAGE 208	13404 CTE Community Colla/Energy	115,230	270,787	0	-270,787
PAGE 209	13405 CTE Community Colla/Energy	15,356	172,140	147,120	-25,020
PAGE 210	13406 CTE Community Colla/Energy	0	0	334,616	0
PAGE 211	13500 NURSING/LA HEALTHCARE	1,108	6,421	7,692	1,271
PAGE 212	13900 EGR - AND/RN PROGRAM	0	195,853	138,510	-57,343
PAGE 213	13904 AND/RN PROGRAM Yr 4	130,084	0	0	0
PAGE 214	14011 ALLIED HEALTH CARE	24,620	0	0	0
PAGE 215	14100 CTE TRANSITIONS	45,164	47,489	42,332	-5,157
PAGE 216	14510 BASIC SKILLS 09/10	221,168	0	0	0
PAGE 217	14511 BASIC SKILLS 10/11	0	185,306	0	-184,558
PAGE 218	14512 BASIC SKILLS 11/12	0	13,734	148,308	134,575
PAGE 219	14513 BASIC SKILLS 12/13	0	0	162,042	162,042
PAGE 219	14514 BASIC SKILLS 13/14	0	0	162,042	162,042
PAGE 220	15200 AUDITORIUM FACILITY RENTAL	12,156	0	28,450	28,450
PAGE 221	15400 HEALTH CENTER	504,483	508,368	543,377	35,009
PAGE 222	15600 INSTR EQUIP ON-GOING	0	24,033	73,933	55,528
PAGE 222	15700 INSTR EQUIP ON-GOING	0	38,843	289,187	250,344
PAGE 222	15714 INSTR EQUIP & Library	0	0	185,432	185,432
PAGE 224	16100 DSPS	818,458	820,391	828,950	8,559
PAGE 226	17700 SECURITY	759,633	827,596	983,587	155,991
PAGE 228	17902 MATHEMATICS GRANT	3,465	50	59	9
PAGE 229	18000 DIGITAL RESOURCES	3,695	1,305	0	-1,305
PAGE 230	18100 ENGINEERING GRANT	3,612	11,566	373	-11,193
PAGE 230	18200 AEROSPACE ENG GRANT	0	1,000	0	-1,000
PAGE 231	18600 CHILD DEV TRNG CONSORTIUM	11,055	11,840	11,700	-140
PAGE 232	28000 FOSTER KINSHIP CARE ED	0	486,848	479,080	-7,768
PAGE 233	28400 YESS - LA	0	74,728	77,320	2,592
PAGE 234	28402 YESS - LA	0	72,172	77,320	5,148
PAGE 235	29600 MAPP Carryover	0	10,513	22,500	11,987
PAGE 235	29613 MAPP	0	7,407	15,123	7,716
	TOTAL EXPENDITURES	7,447,163	9,448,453	10,801,357	1,352,904

GENERAL RESTRICTED FUND 01.3
ADOPTED BUDGET 2013-2014

	ACTUALS 11-12	UNAUDITED ACTUALS 12-13	ADOPTED BUDGET 13-14	BUDGET INCREASES DECREASES
1100 SALARY FACULTY REGULAR	0	0	0	0
1200 SALARY NONINST FACULTY REGULAR	1,120,078	1,233,937	1,407,453	173,517
1300 SALARY FACULTY HOURLY	39,320	49,681	63,500	13,819
1400 SALARY NONINST FACULTY HOURLY	530,386	719,295	831,503	112,208
	1,689,784	2,002,913	2,302,456	299,644
2100 SALARY CLASSIFIED REGULAR	1,958,713	2,028,548	2,187,120	158,572
2200 SALARY INSTR'L AIDES REGULAR	74,875	74,443	77,166	2,723
2300 SALARY CLASSIFIED HOURLY	726,952	747,404	649,846	-97,558
2400 SALARY INSTR'L AIDES HOURLY	242,437	339,104	209,815	-129,289
	3,002,977	3,189,499	3,123,947	-65,552
3100 STRS	131,614	147,281	172,576	25,295
3200 PERS	225,503	255,127	267,929	12,802
3300 OASDI/MEDICARE	228,375	239,390	269,818	30,428
3400 H & W	612,444	726,536	839,065	112,529
3500 UN EMP INSURANCE	69,855	48,961	2,766	-46,195
3600 WK COMP	89,175	98,659	97,960	-699
	1,356,966	1,515,954	1,650,113	134,160
4000 SUPPLIES	239,240	467,349	395,314	-72,035
5100 CONSULTANTS	190,089	429,174	443,045	13,871
5200 CONFERENCE/TRAVEL	36,954	67,465	139,793	72,328
5300 DUES/MEMBERSHIPS	0	0	6,611	6,611
5400 INSURANCE LIABILITY	56,112	60,464	60,464	0
5500 UTILITIES	5,570	6,366	7,100	734
5600 RENTS, LEASES & REPAIRS	7,070	7,786	7,300	-486
5700 AUDITS	0	0	0	0
5800 OTHER SERVICES	494,241	887,836	1,618,955	731,119
	790,036	1,459,091	2,283,268	824,177
6100 SITE IMPROVEMENTS	0	10,700	70,000	59,300
6200 BUILDINGS	0	4,379	0	-4,379
6400 EQUIPMENT	368,160	798,568	976,258	177,690
	368,160	813,647	1,046,258	232,611
TOTAL EXPENDITURE	7,447,163	9,448,453	10,801,357	1,352,904
7210 INTRAFUND TRANSFERS-OUT	47,121	66,063	48,329	-17,734
7300 INTERFUND TRANSFERS - OUT	112,920	9,832	37,343	27,511
7500 GRANTS	8,419	8,900	9,213	313
7600 OTHER PAYMENTS TO/FOR STUDENTS	216,270	216,330	189,700	-26,630
7900 RESERVE FOR CONTINGENCIES	0	0	761,007	761,007
TOTAL APPROPRIATIONS	7,831,893	9,749,577	11,846,949	2,097,371

CITRUS COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET 2013-2014

COMMUNITY EDUCATION FUND REVENUES FUND 39.0

		ACTUALS 11-12	UNAUDITED ACTUALS 12-13	ADOPTED BUDGET 13-14	BUDGET INCREASES DECREASES
39.0-00000.0-XXXXX-00000-XXXX-0000000					
LOCAL REVENUE					
8830 CONTRACT EDUCATION	30100	12,295	31,356	22,290	-9,066
8830 CONTRACT SERVICES	30101	0	0	0	0
8830 CONTRACT SERVICES - Kenshu	30200	71,695	91,170	75,000	-16,170
8860 INTEREST		143	50	50	0
8872 COMM ED - GENERAL	31000	0	0	0	0
8872 COMM ED - General Studies	31100	89,815	41,723	69,381	27,658
8872 COMM ED - BUS/COMP	31200	0	0	0	0
8872 COMM ED - LANGUAGE	31300	0	0	0	0
8872 COMM ED - MONEY MANAGEMENT	31500	0	0	0	0
8872 COMM ED - SWIM LESSONS	31500	28,646	32,336	43,560	11,224
8872 COMM ED - FITNESS CENTER	31600	58,038	38,794	66,045	27,251
8872 COMM ED - VOCATIONAL	31700	0	0	0	0
8872 COMM ED - SPECIAL INTERESTS	31800	0	0	0	0
8872 COMM ED - SELF IMPROVEMENT	31900	0	0	0	0
8872 COMM ED - SAFETY	32000	0	0	0	0
8872 COMM ED - ONLINE	32100	7,881	9,865	20,000	10,135
8891 REFUND SERVICE CHARGE		-5	0	0	0
TOTAL LOCAL REVENUE		268,508	245,294	296,326	51,032
TOTAL REVENUE		268,508	245,294	296,326	51,032
TOTAL EXPENDITURES		282,377	325,369	296,326	-29,043
EXCESS/(DEFICIENCY) OF REV OVER EXPEND		-13,869	-80,075	0	80,075
OTHER FINANCING					
7300 INTERFUND TRANSFER IN	30100	0	0	0	0
7600 OTHER OUTGO	30100	0	0	0	0
7900 CONTINGENCY-Kenshu	30200	0	0	0	0
7900 CONTINGENCY-COMM ED	31000	0	0	0	0
8980 INTERFUND TRANSFER IN	00000	13,869	80,075	0	-80,075
TOTAL OTHER FINANCING		-13,869	-80,075	0	80,075
INCREASE/DECREASE IN FUND BALANCE		0	0	0	0
BEGINNING BALANCE		0	0	0	0
ENDING BALANCE		0	0	0	0

COMMUNITY EDUCATION FUND
FUND 39.0

EXPENDITURE BY DEPARTMENT

		ACTUALS	UNAUDITED	ADOPTED	BUDGET
		11-12	ACTUALS	BUDGET	INCREASES
			12-13	13-14	DECREASES
<hr/>					
DEPARTMENT					
PAGE 238	30100 CONTRACT ED	1,992	55,721	0	-55,721
PAGE 239	30101 CONTRACT ED	0	0	0	0
PAGE 240	30200 CONTRACT ED - KENSHU	49,953	59,513	54,228	-5,285
PAGE 241	31000 COMMUNITY ED ADMIN	106,277	128,918	140,654	11,736
PAGE 242	31100 COMMUNITY ED GEN	30,074	18,081	33,315	15,234
PAGE 242	31500 COMMUNITY ED SWIM LESSONS	35,875	25,403	31,400	5,997
PAGE 243	31600 COMMUNITY ED FITNESS CTR	29,471	30,215	27,129	-3,085
PAGE 243	32100 COMMUNITY ED ONLINE	28,736	7,518	9,600	2,082
TOTAL EXPENDITURES		282,377	325,369	296,326	-29,043

COMMUNITY EDUCATION FUND 39.0- EXPENDITURE TOTALS

	ACTUALS 11-12	UNAUDITED ACTUALS 12-13	ADOPTED BUDGET 13-14	BUDGET INCREASES DECREASES
1100 SALARY FACULTY REGULAR	0	0	0	0
1200 SALARY NONINST FACULTY REGULAR	13,804	14,356	15,229	873
1300 SALARY FACULTY HOURLY	0	24,404	0	-24,404
1400 SALARY NONINST FACULTY HOURLY	4,450	0	15,000	15,000
	18,254	38,759	30,229	-8,531
2100 SALARY CLASSIFIED REGULAR	38,553	59,907	64,332	4,425
2200 SALARY INSTR'L AIDES REGULAR	0	0	0	0
2300 SALARY CLASSIFIED HOURLY	33,994	50,788	21,000	-29,788
2400 SALARY INSTR'L AIDES HOURLY	42,349	35,402	42,000	6,598
	114,896	146,097	127,332	-18,765
3100 STRS	1,139	2,606	2,494	-112
3200 PERS	4,461	8,853	9,878	1,026
3300 OASDI/MEDICARE	9,326	12,148	11,241	-907
3400 H & W	15,480	27,988	27,332	-656
3500 UN EMP INSURANCE	2,068	1,876	79	-1,797
3600 WK COMP	2,531	3,512	2,994	-519
	35,005	56,983	54,017	-2,966
4000 SUPPLIES	8,297	9,635	14,750	5,115
5100 CONSULTANTS	33,805	16,491	19,179	2,688
5200 CONFERENCE/TRAVEL	45	563	0	-563
5300 DUES/MEMBERSHIPS	0	0	588	588
5400 INSURANCE	0	4,602	0	-4,602
5600 RENTS/LEASE/REPAIR	0	750	0	-750
5800 OTHER SERVICES	72,076	51,489	50,231	-1,258
	105,926	73,895	69,998	-3,897
6200 SITE IMPROVEMENT	0	0	0	0
6400 EQUIPMENT	0	0	0	0
	0	0	0	0
TOTAL EXPENDITURES	282,378	325,369	296,326	-29,044
7300 INTERFUND TRANSFERS-OUT	0	0	0	0
7600 OUTGO FOR/TO STUDENTS	0	0	0	0
7900 RESERVE FOR CONTINGENCIES	0	0	0	0
TOTAL APPROPRIATIONS	282,378	325,369	296,326	-29,044

**CITRUS COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET 2013-2014**

CAPITAL PROJECTS FUND - 41.0

		ACTUALS 11-12	UNAUDITED ACTUALS 12-13	ADOPTED BUDGET 13-14	BUDGET INCREASES DECREASES
41.0-00000.0-XXXXX-00000-XXXX-0000000					
FEDERAL REVENUE					
8190 Sustainability Plan	40012	237,690	20,649	0	-20,649
TOTAL FEDERAL REVENUE		237,690	20,649	0	-20,649
STATE REVENUE					
8651 CP - Voc Tech Bldg	40300	0	0	0	0
8651 CP - Stdt Svcs Bldg	40600	0	0	0	0
8652 Sustainability Plan	40012	0	0	0	0
8652 PROP 39	45400	0	0	139,074	139,074
TOTAL STATE REVENUE		0	0	139,074	139,074
LOCAL REVENUE					
8818 REDEVELOPMENT		0	0	0	0
8840 CONCESSIONS		47,723	44,931	54,500	9,569
8850 RENTS/LEASES		95,327	131,837	131,837	0
8851 RECORDING ARTS RENTAL		27,300	25,873	25,873	1
8852 GYM RENTAL		35,888	15,896	15,896	1
8853 STADIUM RENTAL		143,648	100,056	100,056	0
8854 POOL RENTAL		11,420	1,733	1,733	1
8855 FLS RENTAL		149,255	134,774	134,774	0
8856 AUDITORIUM RENTAL		85,079	92,585	92,585	0
8857 BUILDING RENTAL		13,500	12,000	12,000	0
8858 GROUNDS RENTAL		166,761	172,815	172,815	0
8858 GROUNDS RENTAL	08800	0	0	0	0
8859 STUDENT CENTER		2,521	3,682	3,682	0
8860 INTEREST		77,637	45,997	46,000	3
8880 NON-RESIDENT TUITION		439,457	440,002	212,800	-227,202
8880 NON-RESIDENT TUITION PY	08800	0	-788	0	788
8890 OTHER LOCAL REVENUE		8,099	7,552	7,000	-552
8890 EDISON/KWH INCENTIVE	49000	3,307	18,582	0	-18,582
8891 OVER/SHORT		1,438	27	0	-27
8892 REDEVELOPMENT		101,564	66,541	0	-66,541
TOTAL LOCAL REVENUE		1,409,924	1,314,094	1,011,551	-302,543
TOTAL REVENUE		1,647,614	1,334,743	1,150,625	-163,469

CAPITAL PROJECTS FUND - 41.0

		ACTUALS 11-12	UNAUDITED ACTUALS 12-13	ADOPTED BUDGET 13-14	BUDGET INCREASES DECREASES
41.0-00000.0-XXXXX-00000-XXXX-0000000					
OTHER FINANCING SOURCES					
7900 Contingency		0	0	0	0
8980 INTERFUND TFR	00000	0	220,743	0	-220,743
8980 INTERFUND TFR - SM 2012-2013	45400	0	0	139,074	139,074
8981 INTERFUND TFR FROM FD 01.3		50,056	0	0	0
8989 INTERFUND TFR FROM FD 74.0 FWS		441	279	0	-279
TOTAL OTHER FINANCING SOURCES		50,497	221,022	139,074	-81,948
TOTAL AVAILABLE		1,698,111	1,555,765	1,289,699	-245,417
TOTAL EXPENDITURES		1,738,244	1,555,765	9,428,181	7,872,416
INCREASE/DECREASE IN FUND BALANCE		-40,133	0	-8,138,482	-8,117,833
BEGINNING BALANCE		8,178,613	8,138,482	8,138,482	0
ENDING BALANCE		8,138,480	8,138,482	0	-8,138,482

CAPITAL PROJECTS FUND - 41.0

EXPENDITURE BY DEPARTMENT

DEPARTMENT		ACTUALS	UNAUDITED	ADOPTED	BUDGET
		11-12	ACTUALS 12-13	BUDGET 13-14	INCREASES DECREASES
PAGE 249	00000 FACILITIES USAGE	143,488	167,331	168,200	868
PAGE 250	00000 RECORDING ARTS RENTAL	52,409	55,493	66,016	10,523
PAGE 251	00000 CONCESSIONS	44,475	40,531	54,161	13,630
PAGE 252	40000 ADMINISTRATIVE SERVICES	493,321	683,492	6,651,396	5,967,904
PAGE 253	40001 LITTLE THEATER ALTERATIONS	19,757	252,793	0	-252,793
PAGE 253	40002 REPROGRAPHICS ROOF	23,345	45,553	0	-45,553
PAGE 253	40003 LIBRARY ROOF	86,090	85,556	0	-85,556
PAGE 253	40004 MAIN SWITCH GEAR-PTE	0	0	20,000	20,000
PAGE 254	40006 STADIUM RESTROOMS	49,068	0	0	0
PAGE 254	40008 FOUNTAIN REDESIGN/WALKWAY	1,940	-30	143,925	143,955
PAGE 254	40009 COMPUTER TECHNOLOGY	223,563	0	0	0
PAGE 255	40010 ACQUISITIONS	30,407	0	0	0
PAGE 255	40011 GENERATORS	9,665	50,116	344,796	294,680
PAGE 256	40012 SUSTAINABILITY PLAN	195,556	10,930	0	-10,930
PAGE 256	40013 CONTROL RETRO FITS	22,740	19,371	180,000	160,629
PAGE 257	40014 HVAC Upgrade IS BLDG	0	1,863	0	-1,863
PAGE 257	40015 IS BUILDING ROOF	0	67,376	709,165	641,789
PAGE 257	40016 Retro commissioning central plant	0	32,360	200,000	167,640
PAGE 258	40017 SF6 HIGH VOLTAGE SWITCH REPLACEM	0	0	532,375	532,375
PAGE 258	42100 KINESIOLOGY/FITNESS CENTER/POOL	337,920	42,924	30,000	-12,924
PAGE 259	45400 SM Block Grant	0	0	278,148	278,148
PAGE 259	49900 CAMPUS EMERGENCY	4,500	106	50,000	49,894
TOTAL EXPENDITURES		1,738,244	1,555,765	9,428,181	7,872,416

CAPITAL PROJECTS FUND - 41.0

	ACTUALS 11-12	UNAUDITED ACTUALS 12-13	ADOPTED BUDGET 13-14	BUDGET INCREASES DECREASES
2100 SALARY CLASSIFIED REGULAR	68,083	77,057	77,626	569
2300 SALARY CLASSIFIED HOURLY	225,411	185,428	199,647	14,219
	293,494	262,485	277,273	14,788
3220 PERS CLASSIFIED	7,445	8,932	11,743	2,809
3320 OASDI CLASSIFIED	10,541	10,879	17,191	6,312
3360 MEDICARE CLASSIFIED	3,983	3,539	4,020	482
3420 H&W CLASSIFIED	15,876	18,235	18,831	596
3520 UN EMP INS CLASSIFIED	4,363	2,529	139	-2,391
3620 WK COMP CLASSIFIED	5,582	4,957	5,268	312
	47,790	49,071	57,192	8,120
4000 SUPPLIES	37,395	51,249	70,762	19,513
	37,395	51,249	70,762	19,513
5100 CONSULTANTS	401,848	207,418	250,978	43,560
5200 TRAVEL	484	0	0	0
5400 INSURANCE LIABILITY	0	0	4,203	4,203
5500 UTILITIES ELECTRICAL	0	0	1,000	1,000
5600 RENTS, LEASES & REPAIRS	5,800	200	108,623	108,423
5700 LEGAL FEES	20,104	99,974	67,680	-32,294
5800 OTHER SERVICES	455,656	131,238	5,314,934	5,183,696
	883,892	438,829	5,747,418	5,308,589
6100 SITE IMPROVEMENTS	82,252	188,846	1,807,036	1,618,191
6200 BUILDINGS	3,129	245,200	1,100,000	854,800
6400 EQUIPMENT	390,292	320,084	368,500	48,416
	475,673	754,130	3,275,536	2,521,406
TOTAL EXPENDITURES	1,738,244	1,555,765	9,428,181	7,872,415
7900 CONTINGENCY	0	0	0	0
TOTAL APPROPRIATIONS	1,738,244	1,555,765	9,428,181	7,872,416

**CITRUS COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET 2013-2014**

REVENUE BOND CONSTRUCTION FUND - 42.0

42.0-00000.0-00000-00000-XXXX-0000000	ACTUALS 11-12	UNAUDITED ACTUALS 12-13	ADOPTED BUDGET 13-14	BUDGET INCREASES DECREASES
LOCAL REVENUE				
8860 INTEREST	92,823	42,402	50,000	7,598
TOTAL LOCAL REVENUE	92,823	42,402	50,000	7,598
OTHER FINANCING SOURCES				
7900 Contingency	0	0	0	0
8940 SALE OF BONDS	0	0	10,000,000	10,000,000
TOTAL OTHER FINANCING SOURCES	0	0	10,000,000	10,000,000
TOTAL AVAILABLE	92,823	42,402	10,050,000	10,007,598
TOTAL EXPENDITURES	3,820,161	2,086,034	15,261,440	13,175,407
INCREASE/DECREASE IN FUND BALANCE	-3,727,338	-2,043,632	-5,211,440	-3,167,808
BEGINNING BALANCE	10,982,405	7,255,072	5,211,440	-2,043,632
ENDING BALANCE	7,255,067	5,211,440	0	-5,211,440

REVENUE BOND CONSTRUCTION FUND - 42.0

EXPENDITURE BY DEPARTMENT

42.0-00000.0-XXXXX-00530-XXXX-7100000

			ACTUALS	UNAUDITED	ADOPTED	BUDGET
			11-12	ACTUALS	BUDGET	INCREASES
				12-13	13-14	DECREASES
DEPARTMENT						
PAGE 263	00000	ADMINISTRATIVE SERVICES	305,315	264,819	6,473,417	6,208,598
PAGE 264	80100	FIELD HOUSE/CONCESSION	7,615	0	0	0
PAGE 264	80500	ENTERPRISE SYSTEM	397,711	299,932	227,591	-72,341
PAGE 265	80700	STUDENT SVCS BLDG	798,269	17,642	0	-17,642
PAGE 265	80800	FINE ARTS/COMMUNICATION COMPLEX	81,270	578	0	-578
PAGE 266	80900	VOCATIONAL TECH COMPLEX	43,716	5,852	0	-5,852
PAGE 266	80913	VOCATIONAL TECH COMPLEX - DYN0	0	6,662	645,609	638,947
PAGE 267	81000	MAIN GYM REMODEL	275	1,386	0	-1,386
PAGE 267	81100	RESTROOM BLDG EAST CAMPUS	377,915	34,729	0	-34,729
PAGE 268	81600	ADMIN REMODEL	1,691,053	1,048,867	3,037,404	1,988,537
PAGE 268	81700	ED BUILDING	0	0	3,500,000	3,500,000
PAGE 269	81800	PC BUILDING - DENTAL ASSISTING	0	6,092	594,023	587,930
PAGE 269	82700	HAYDEN HALL	10,375	0	0	0
PAGE 270	83000	MATH/SCIENCE	0	-127,044	0	127,044
PAGE 270	83100	CAMPUS CENTER	36,842	7,625	212,780	205,155
PAGE 271	83200	CAMPUS SIGNAGE	0	21,482	4,100	-17,382
PAGE 271	83500	TECH C REMODEL	69,805	497,411	566,516	69,105
TOTAL EXPENDITURES			3,820,161	2,086,034	15,261,440	13,175,407

REVENUE BOND CONSTRUCTION FUND - 42.0

	ACTUALS 11-12	UNAUDITED ACTUALS 12-13	ADOPTED BUDGET 13-14	BUDGET INCREASES DECREASES
1400 SALARY CERTIFICATED HOURLY	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
2100 SALARY CLASSIFIED REGULAR	308,740	228,484	189,752	-38,732
2300 SALARY CLASS HOURLY	0	21,667	59,156	37,489
	<u>308,740</u>	<u>250,151</u>	<u>248,908</u>	<u>-1,243</u>
3100 STRS	0	0	0	0
3200 PERS	33,724	25,774	27,156	1,382
3300 OASDI	18,116	13,345	15,432	2,088
3350 MEDICARE	4,476	3,627	3,609	-18
3400 H & W	59,419	49,354	46,280	-3,074
3500 UN EMP INSURANCE	4,971	2,798	124	-2,674
3600 WK COMP	5,866	4,657	4,729	72
	<u>126,572</u>	<u>99,555</u>	<u>97,331</u>	<u>-2,223</u>
4000 SUPPLIES	8,413	6,742	6,000	-742
	<u>8,413</u>	<u>6,742</u>	<u>6,000</u>	<u>-742</u>
5100 CONSULTANTS	401,319	123,759	7,092,978	6,969,219
5200 TRAVEL	44	1,751	4,000	2,249
5400 INSURANCE LIABILITY	0	0	0	0
5500 UTILITIES ELECTRICAL	0	0	0	0
5600 RENTS, LEASES & REPAIRS	0	0	0	0
5700 LEGAL FEES	0	0	0	0
5800 OTHER SERVICES	247,869	233,985	891,479	657,494
	<u>649,232</u>	<u>359,496</u>	<u>7,988,457</u>	<u>7,628,961</u>
6100 SITE IMPROVEMENTS	38,129	403,330	237,282	-166,048
6200 BUILDINGS	2,166,875	743,365	5,814,274	5,070,908
6400 EQUIPMENT	522,200	223,394	869,188	645,794
	<u>2,727,204</u>	<u>1,370,089</u>	<u>6,920,744</u>	<u>5,550,654</u>
TOTAL EXPENDITURES	3,820,161	2,086,034	15,261,440	13,175,407
7100 DEBT RETIREMENT	0	0	0	0
7900 CONTINGENCY	0	0	0	0
TOTAL APPROPRIATIONS	3,820,161	2,086,034	15,261,440	13,175,407

CITRUS COMMUNITY COLLEGE DISTRICT

ADOPTED BUDGET 2013-2014

BOOKSTORE - 51.0 BOOKSTORE/COFFEE BAR

		ACTUALS 11-12	UNAUDITED ACTUALS 12-13	ADOPTED BUDGET 13-14	BUDGET INCREASES DECREASES
51.0-00000.0-XXXXX-00000-XXXX-0000000					
LOCAL REVENUE					
8840 SALES NEW BOOKS	50100	2,775,429	2,916,929	2,815,000	-101,929
8840 SALES USED BOOKS	50200	540,683	621,344	580,000	-41,344
8840 SALES TRADE BOOKS	50300	21,682	17,589	15,000	-2,589
8840 SALES SUPPLIES	50400	369,318	339,679	250,000	-89,679
8840 SALES CANDY	50500	430,666	289,838	250,000	-39,838
8840 SALES SOFTWARE	50600	15,695	6,999	10,000	3,001
8840 SALES DRUGS	50700	6,197	4,807	5,000	193
8840 SALES COSMETOLOGY	50800	18,203	19,427	20,000	573
8840 SALES NONTAXABLE	50900	7,320	9,828	10,000	172
8840 SALES	51400	29	2	0	-2
8840 COFFEE BAR SALES ART SUPPLIES	53100	0	27,588	35,000	7,412
8840 COFFEE BAR SALES FOOD TAXABLE	53200	0	15,336	20,000	4,664
8840 COFFEE BAR SALES FOOD NON/TAX	53300	0	247,484	195,000	-52,484
8860 INTEREST		3,086	761	3,000	2,239
8890 OTHER LOCAL REVENUE	50800	0	0	6,000	6,000
8890 COMMISSIONS		13,655	16,085	17,000	915
8890 COMMISSIONS Book Rentals	51000	5,434	1,678	8,000	6,322
8891 SALES OVER/SHORT		-2,033	143	0	-143
8891 COSMETOLOGY SALES OVER/SHORT	50800	-13	79	0	-79
8891 COFFEE BAR SALES OVER/SHORT	53000	0	172	0	-172
TOTAL LOCAL REVENUE		4,205,351	4,535,768	4,239,000	-296,768
TOTAL REVENUE		4,205,351	4,535,768	4,239,000	-296,768
TOTAL EXPENDITURES		4,150,931	4,327,565	4,038,102	289,463
EXCESS/(DEFICIENCY) of REV. OVER EXPENDITURE		54,420	208,203	200,898	-7,305
OTHER FINANCING					
7316 INTERFUND TRANSFER TO CAFETERIA		144,000	125,878	104,796	-21,082
7318 INTERFUND TRANSFER TO ASO		190,000	125,217	190,000	64,783
7600 OTHER OUTGO TO/FOR STUDENTS	50800	11,801	0	10,000	10,000
7900 CONTINGENCY		0	0	366,956	366,956
8981 INTERFUND TRANSFER FROM Cal Works Study		2,937	9,832	1,500	-8,332
8989 INTERFUND TRANSFER FROM FWS		45,817	33,059	0	-33,059
TOTAL OTHER FINANCING		-297,047	-208,203	-670,252	-462,049
INCREASE/DECREASE IN FUND BALANCE		-242,627	0	-469,354	-469,354
BEGINNING BALANCE		711,983	469,354	469,354	0
ENDING BALANCE		469,354	469,354	0	-469,354

**GENERAL RESTRICTED FUND - 51.0
EXPENDITURE BY PROGRAM**

		ACTUALS	UNAUDITED	ADOPTED	BUDGET
		11-12	ACTUALS	BUDGET	INCREASES
			12-13	13-14	DECREASES
6910000	BOOKSTORE		4,110,652	3,798,890	-275,033
6910000	COSMETOLOGY	50800	40,279	27,262	-6,275
6910000	BOOKSTORE/COFFEE BAR	53000	0	211,950	-8,155
TOTAL EXPENDITURES			4,150,931	4,038,102	-289,463

BOOKSTORE

FUND 51.0

	ACTUALS	UNAUDITED	ADOPTED	BUDGET
	11-12	ACTUALS	BUDGET	INCREASES
		12-13	13-14	DECREASES
1400 SALARY NONINST FACULTY HOURLY	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
2100 SALARY CLASSIFIED REGULAR	315,499	355,734	419,587	63,853
2200 SALARY INSTR'L AIDES REGULAR	0	0	0	0
2300 SALARY CLASSIFIED HOURLY	334,554	263,126	210,000	-53,126
2400 SALARY INSTR'L AIDES HOURLY	0	0	0	0
	<u>650,053</u>	<u>618,860</u>	<u>629,587</u>	<u>10,727</u>
3100 STRS	0	0	0	0
3200 PERS	42,313	44,892	48,009	3,117
3300 OASDI/MEDICARE	33,677	33,602	44,338	10,737
3400 H & W	76,284	87,278	92,935	5,658
3500 UN EMP INSURANCE	7,099	4,726	290	-4,436
3600 WK COMP	13,343	12,416	11,962	-454
	<u>172,716</u>	<u>182,913</u>	<u>197,535</u>	<u>14,622</u>
4000 SUPPLIES	<u>61,800</u>	<u>41,774</u>	<u>45,000</u>	<u>3,226</u>
5100 CONSULTANTS	0	0	0	0
5200 CONFERENCES	905	1,129	1,500	372
5300 DUES/MEMBERSHIPS	4,949	2,347	4,500	2,153
5500 UTILITIES	3,391	0	0	0
5600 RENTS/LEASES/REPAIRS	2,253	7,385	0	-7,385
5700 LEGAL/AUDIT	0	0	0	0
5800 OTHER SERVICES	3,250,745	3,442,757	3,132,980	-309,777
	<u>3,262,243</u>	<u>3,453,617</u>	<u>3,138,980</u>	<u>-314,637</u>
6100 SITE IMPROVEMENT	0	0	0	0
6200 BUILDINGS	0	1,590	0	-1,590
6400 EQUIPMENT	4,119	28,811	27,000	-1,811
	<u>4,119</u>	<u>30,401</u>	<u>27,000</u>	<u>-3,401</u>
TOTAL EXPENDITURE	4,150,931	4,327,565	4,038,102	-289,463
7300 INTERFUND TRANSFER OUT	334,000	251,095	294,796	43,701
7600 OTHER OUTGO TO/FOR STUDENTS	11,801	0	10,000	10,000
7900 CONTINGENCY	0	0	366,956	366,956
TOTAL APPROPRIATIONS	4,496,732	4,578,659	4,709,854	131,195

CITRUS COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET 2013-2014

CAFETERIA - 52.0

		ACTUALS 11-12	UNAUDITED ACTUALS 12-13	ADOPTED BUDGET 13-14	BUDGET INCREASES DECREASES
52.0-00000.0-XXXXX-00000-XXXX-0000000					
LOCAL REVENUE					
8840 SALES CAFETERIA	60100	314,567	267,813	314,567	46,754
8840 SALES CONCESSIONS	60200	0	0	0	0
8840 SALES BANQUET	60300	38,252	22,180	38,252	16,072
8840 SALES VENDING	60500	0	0	0	0
8840 SALES NONTAXABLE	60600	32,118	35,374	32,118	-3,256
8840 SALES CAMPUS GRIND	60700	0	0	0	0
8860 INTEREST		315	141	314	173
8890 OTHER LOCAL INCOME		0	0	0	0
8890 OTHER LOCAL INCOME	60500	54,280	65,681	54,280	-11,401
8891 SALES OVER/SHORT		-11	16	0	-16
TOTAL LOCAL REVENUE		439,518	391,204	439,531	48,327
TOTAL REVENUE		439,518	391,204	439,531	48,327
TOTAL EXPENDITURES		590,744	522,733	544,327	21,594
EXCESS/(DEFICIENCY) of REV. OVER EXPENDITURE		-151,226	-131,528	-104,796	26,733
OTHER FINANCING					
8981 INTERFUND TRANSFER FROM Cal Works Study		0	0	0	0
8986 INTERFUND TRANSFER FROM BOOKSTORE		144,000	125,878	104,796	-21,082
8989 INTERFUND TRANSFER IN-FWS		7,226	5,650	0	-5,650
INCREASE/DECREASE IN FUND BALANCE		0	0	0	0
BEGINNING BALANCE		0	0	0	0
ENDING BALANCE		0	0	0	0

**CAFETERIA
FUND 52.0**

	ACTUALS 11-12	UNAUDITED ACTUALS 12-13	ADOPTED BUDGET 13-14	BUDGET INCREASES DECREASES
2100 SALARY CLASSIFIED REGULAR	177,368	183,844	187,098	3,254
2300 SALARY CLASSIFIED HOURLY	108,667	84,668	54,708	-29,960
	286,035	268,512	241,806	-26,706
3100 STRS	0	0	0	0
3200 PERS	20,077	21,370	21,408	38
3300 OASDI/MEDICARE	15,659	15,746	18,498	2,752
3400 H & W	38,633	41,263	43,091	1,828
3500 UN EMP INSURANCE	3,347	2,237	121	-2,116
3600 WK COMP	5,435	5,102	4,594	-507
	83,151	85,717	87,712	1,996
4000 SUPPLIES	14,384	13,428	15,620	2,192
5000 OTHER SERVICES	207,174	154,258	196,188	41,930
6000 CAPITAL OUTLAY	0	816	3,000	2,184
TOTAL EXPENDITURE	590,744	522,733	544,327	21,594
7900 CONTINGENCY	0	0	0	0
TOTAL APPROPRIATIONS	590,744	522,733	544,327	21,594

CITRUS COMMUNITY COLLEGE DISTRICT

ADOPTED BUDGET 2013-2014

GOLF DRIVING RANGE

FUND 59.0

	ACTUALS 11-12	UNAUDITED ACTUALS 12-13	ADOPTED BUDGET 13-14	BUDGET INCREASES DECREASES
59.0-00000.0-XXXXX-00000-XXXX-0000000				
LOCAL REVENUE				
8830 CONTRACTED SERVICES	0	0	0	0
8831 LESSONS Youth	585	900	900	0
8832 LESSONS PGA Pro	0	0	0	0
8833 LESSONS Range Pro	7,220	4,525	4,525	0
8834 LESSONS FLS	0	0	0	0
8840 SALES - BALLS	70100 116,281	108,796	108,796	0
8840 SALES - PRO SHOP MERCHANDISE	70200 23,037	17,305	17,305	0
8840 SALES - CONCESSIONS	70300 1,607	1,633	1,633	0
8840 SALES - LABOR	70400 308	378	378	0
8840 SALES - CONSIGNMENT	70500 0	0	0	0
8840 SALES - CONCESSIONS NON TAXABLE	70600 8,613	9,285	9,285	0
8850 RENTAL	24,000	24,000	24,000	0
8850 RENTAL - PY	08800 2,000	0	0	0
8860 INTEREST	1,250	1,117	1,117	0
8885 GOLF - LOCAL DUES	360	357	357	0
8870 RETURN CHECK SERVICE	0	0	0	0
8890 LOCAL REVENUE	0	0	0	0
8891 LOCAL REVENUE	100	258	258	0
TOTAL LOCAL REVENUE	185,360	168,554	168,554	0
TOTAL REVENUE	185,360	168,554	168,554	0
TOTAL EXPENDITURES	202,786	187,757	261,174	73,418
EXCESS/(DEFICIENCY)ofREVoverEXPENDITURES	-17,426	-19,203	-92,620	-73,418
OTHER FINANCING SOURCES				
7900 CONTINGENCY	0	0	172,324	172,324
8980 INCOMING TRANSFER FROM 01.0	50,000	50,000	50,000	0
8989 INTERFUND TRANSFER FWS	3,521	1,650	0	-1,650
INCREASE/DECREASE IN FUND BALANCE	36,095	32,447	-214,944	-247,392
BEGINNING BALANCE	146,401	182,497	214,944	32,447
ENDING BALANCE	182,496	214,944	0	-214,944

GOLF DRIVING RANGE FUND 59.0
EXPENDITURES BY PROGRAM

	ACTUALS 11-12	UNAUDITED ACTUALS 12-13	ADOPTED BUDGET 13-14	BUDGET INCREASES DECREASES
59.0-00000.0-00000-00470-XXXX-6810000				
GOLF DRIVING RANGE	202,786	187,757	261,174	73,418
TOTAL EXPENDITURES	202,786	187,757	261,174	73,418

GOLF DRIVING RANGE

FUND 59.0

	ACTUALS	UNAUDITED	ADOPTED	BUDGET
	11-12	ACTUALS	BUDGET	INCREASES
		12-13	13-14	DECREASES
2100 SALARY CLASSIFIED REGULAR	65,669	63,546	65,136	1,589
2300 SALARY CLASSIFIED HOURLY	49,835	47,774	50,000	2,226
2400 SALARY CLASSIFIED HOURLY	0	0	8,000	8,000
	<u>115,504</u>	<u>111,320</u>	<u>123,136</u>	<u>11,815</u>
3100 STRS	0	0	0	0
3200 PERS	7,173	6,688	8,368	1,680
3300 OASDI/MEDICARE	5,937	4,861	9,420	4,559
3400 H & W	2,280	2,351	2,351	0
3500 UN EMP INSURANCE	1,243	699	62	-637
3600 WK COMP	2,195	2,115	2,340	223
	<u>18,828</u>	<u>16,715</u>	<u>22,541</u>	<u>5,826</u>
4000 SUPPLIES	<u>23,654</u>	<u>15,229</u>	<u>43,968</u>	<u>28,739</u>
5100 CONSULTANTS	5,775	3,625	10,640	7,015
5200 CONFERENCE/TRAVEL	757	839	900	61
5600 RENTS, LEASES & REPAIRS	434	0	5,625	5,625
5700 AUDITS	0	0	0	0
5800 OTHER SERVICES	30,772	26,489	34,365	7,876
	<u>37,738</u>	<u>30,953</u>	<u>51,530</u>	<u>20,577</u>
6400 EQUIPMENT	7,062	13,539	20,000	6,461
	<u>7,062</u>	<u>13,539</u>	<u>20,000</u>	<u>6,461</u>
TOTAL EXPENDITURE	202,786	187,757	261,174	73,418
7900 CONTINGENCY	0	0	172,324	172,324
TOTAL AVAILABLE	202,786	187,757	433,498	245,742

CITRUS COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET 2013-2014

ASSOCIATED STUDENT ORGANIZATIONS
FUND 71.0

71.0-00000.0-00000-LLLLL-XXXX-0000000		ACTUALS 11-12	UNAUDITED ACTUALS 12-13	ADOPTED BUDGET 13-14	BUDGET INCREASES DECREASES	
LOCAL REVENUE						
8830	CONTRACTED SERVICES-ASO	00485	92,885	72,832	123,641	50,809
8830	ACTIVITIES	02703	486	0	0	0
8830	MEN'S BASKETBALL	07352	14,639	5,282	12,549	7,267
8830	WIND SYMPHONY	13352	0	0	479	479
8830	HPAC RENOVATION FUND	15352	0	2,374	0	-2,374
8830	PASSPORTS TO TRAVEL	16352	0	0	3,836	3,836
8830	SAT SERIES FOR KIDS	18352	4,223	6,093	4,932	-1,161
8830	EVENINGS AT EIGHT	19352	14,951	51,085	21,762	-29,323
8830	VOC NURSING	22350	0	0	386	386
8830	PAC RENAISSANCE FUND	24352	0	0	3,445	3,445
8830	WOMEN'S ENSEMBLE	25352	1,834	329	1,491	1,162
8830	VOCAL MUSIC	26352	0	1,063	0	-1,063
8830	CITRUS SINGERS RECORDINGS	26358	0	0	3,600	3,600
8830	POP SHOW	27352	0	8,050	0	-8,050
8830	RDA EXAM HEALTH OCCUP	28352	2,668	1,992	5,261	3,269
8830	SUMMER CONSERVATORY	29352	12,198	6,747	17,878	11,131
8830	FOOTBALL FUNDRAISING	30352	14,361	4,654	4,051	-603
8830	BATTLE OF THE BANDS	31358	0	6,658	0	-6,658
8830	NIGHT OF MUSIC FROM FILM	32358	10,043	4,066	4,354	288
8830	JAZZ TOUR	33358	0	0	0	0
8830	MEN'S SOCCER	40352	0	0	274	274
8830	SOFTBALL	41352	0	0	0	0
8830	BASEBALL CAMP	42352	3,001	0	0	0
8830	NURSING	44350	460	0	0	0
8830	THEATER	48352	12,400	14,796	39,055	24,259
8830	DANCE	49352	2,324	1,802	5,291	3,489
8830	WOMEN'S VOLLEYBALL	52352	556	0	986	986
8830	INSTRUMENTAL MUSIC	53352	277	22,642	750	-21,892
8830	CAMPUS CENTER EQUIPMENT	62352	0	0	677	677
8830	SPRING MUSICAL	67352	10,614	32,852	4,350	-28,502
8830	CHRISTMAS SHOW	87358	49,237	49,607	47,873	-1,734
8830	SPRING POP SHOW	90358	9,145	0	9,117	9,117
8830	CITRUS SINGERS TOUR	96358	0	0	0	0
8860	INTEREST		24,627	12,715	13,750	1,035
8861	INVESTMENT		0	0	0	0
8885	OTHER STUDENT FEES/CHARGES		375,145	383,432	0	-383,432
8885	OTHER STUDENT FEES/CHARGE	08800	-2,578	0	0	0
8885	OTHER STUDENT FEES/CHARGE	00485	-372,567	-396,949	0	396,949
8890	OTHER LOCAL REVENUE		0	0	0	0
TOTAL LOCAL REVENUE			280,929	292,123	329,788	24,148
TOTAL REVENUE			280,929	292,123	329,788	24,148
TOTAL EXPENDITURES			457,817	487,711	508,038	20,327

**ASSOCIATED STUDENT ORGANIZATIONS
FUND 71.0**

	ACTUALS 11-12	UNAUDITED ACTUALS 12-13	ADOPTED BUDGET 13-14	BUDGET INCREASES DECREASES
71.0-00000.0-00000-LLLLL-XXXX-0000000				
EXCESS/(DEFICIENCY) of REVENUE over EXPENDITURES	-176,889	-195,588	-178,250	3,821
OTHER FINANCING SOURCES				
8981 INTERFUND TRANSFER CalWorks Study	0	0	2,000	2,000
8985 INTERFUND TRANSFER BOOKSTORE	190,000	125,217	190,000	64,783
8989 INTERFUND TRANSFER FWS	11,515	7,600	0	-7,600
INCREASE/DECREASE IN FUND BALANCE	24,626	-62,772	13,750	61,004
BEGINNING BALANCE	2,678,328	2,702,954	2,640,182	-62,772
ENDING BALANCE	2,702,954	2,640,182	2,653,932	13,749

**ASSOCIATED STUDENT ORGANIZATION - 71.0
EXPENDITURE BY PROGRAM**

	ACTUALS	UNAUDITED	ADOPTED	BUDGET
	11-12	ACTUALS	BUDGET	INCREASES
		12-13	13-14	DECREASES
00485 STU ACTIVITIES	290,367	265,821	315,643	49,822
01485 REIMBURSABLE	3,619	-3,618	0	3,618
02703 ACTIVITIES	486	0	0	0
07352 MEN'S BASKETBALL	14,639	5,282	12,549	7,267
13352 WIND SYMPHONY	0	0	479	479
15352 HPAC RENOVATION FUND	0	2,374	0.00	-2,374.14
16352 PASSPORTS TRVL	0	0	3,836	3,836
18352 THEATER/YOUTH	4,367	6,093	4,932	-1,161
19352 EVENINGS AT EIGHT	15,124	51,085	21,762	-29,323
22350 VOCATIONAL NURSING	0	0	386	386
24352 PAC RENAISSANCE FUND	0	0	3,445	3,445
25352 WOMEN'S ENSEMBLE	1,833	329	1,491	1,162
26352 VOCAL MUSIC	0	1,063	0	-1,063
26358 CITRUS SINGERS RECORDINGS	0	0	3,600	3,600
27352 POP SHOW	0	8,050	0	-8,050
28352 RDA EXAM HEALTH	2,669	1,992	5,261	3,269
29352 SUM CONSERVATRY	12,251	6,747	17,878	11,131
30352 FOOTBALL FUNDRAISING	14,362	10,070	4,051	-6,020
31358 BATTLE OF THE BANDS	0	6,658	0	-6,658
32358 NIGHT OF MUSIC FROM FILM	10,042	4,066	4,354	287
33358 JAZZ TOUR	0	0	0	0
40352 MEN'S SOCCER	0	0	274	274
42352 BASEBALL CAMP	3,000	0	0	0
44350 NURSING ASSOCIATION	459	0	0	0
48352 FA YOUTH SHAKES	12,447	14,796	39,055	24,259
49352 DANCE	2,323	1,802	5,291	3,489
52352 WOMEN'S VOLLEYBALL	556	0	986	986
53352 INSTRUMENTAL MUSIC	278	22,642	750	-21,892
62352 CAMPUS CENTER EQUIP	0	0	677	677
67352 MUSIC COORD	10,614	32,852	4,350	-28,502
87358 MUSIC COORD	49,237	49,607	47,873	-1,734
90358 MUSIC COORD	9,144	0	9,117	9,117
TOTAL EXPENDITURES	457,817	487,711	508,038	20,327

2013-2014 ASCC BUDGET

INCOME

<u>501</u>	<u>Student Service Fees</u>	\$	397,410.00
<u>506</u>	<u>IOU's</u>	\$	100.00
<u>507</u>	<u>Bookstore Dividend</u>	\$	190,000.00
<u>508</u>	<u>Interest Income</u>	\$	15,000.00
<u>509</u>	<u>Athletics</u>	\$	9,000.00
<u>510</u>	<u>Video Games</u>	\$	-
<u>511</u>	<u>Miscellaneous</u>	\$	500.00
TOTAL INCOME			\$612,010.00

EXPENSES

CAMPUS SERVICE ACCOUNTS

<u>701</u>	<u>Athletic Support Meals</u>		
01-701	Athletic Trainers	\$	732.00
02-701	Sports Information	\$	168.00
<u>702</u>	<u>Drama</u>	\$	5,341.00
<u>703</u>	<u>Social Activities</u>		
01-703	Club Activities	\$	5,000.00
02-703	Activities	\$	19,000.00
03-703	Football Games	\$	500.00
04-703	Leadership Academy	\$	2,000.00
<u>704</u>	<u>Community Relations</u>	\$	16,000.00
<u>705</u>	<u>Instrumental Music</u>	\$	7,775.00
<u>706</u>	<u>Vocal Music</u>	\$	7,617.00
<u>707</u>	<u>Memberships</u>	\$	-
<u>708</u>	<u>Printing & Subscriptions</u>	\$	-
<u>709</u>	<u>Baseball (28: 44 games maximum) 3 coaches</u>	\$	8,376.00
<u>710</u>	<u>Men's Basketball (18: 28 games maximum)</u>	\$	6,641.00
<u>711</u>	<u>Women's Basketball (18: 28 games maximum)</u>	\$	6,641.00
<u>712</u>	<u>Men's Cross-Country (7.5: 9 meets maximum)</u>	\$	1,807.00

2013-2014 ASCC BUDGET

<u>713</u>	<u>Women's Cross-Country (7.5: 9 meets maximum)</u>	\$	1,807.00
<u>714</u>	<u>Football (80: 10 games maximum)</u>	\$	11,454.00
<u>715</u>	<u>Men's Golf (8: 22 matches maximum) 2 coaches</u>	\$	2,781.00
<u>716</u>	<u>Women's Golf (8: 22 matches maximum)</u>	\$	2,781.00
<u>718</u>	<u>Men's Soccer (20: 22 games maximum)</u>	\$	4,885.00
<u>719</u>	<u>Women's Soccer (20: 22 games maximum)</u>	\$	4,885.00
<u>720</u>	<u>Softball (24: 52 games maximum) 3 coaches</u>	\$	8,068.00
<u>721</u>	<u>Women's Swimming</u>	\$	2,944.00
<u>725</u>	<u>Men's Track & Field (25: 14 meets maximum) 2 coaches</u>	\$	-
<u>726</u>	<u>Women's Track & Field (25: 14 meets maximum) 2 coaches</u>	\$	-
<u>727</u>	<u>Volleyball (15: 24 games maximum)</u>	\$	4,414.00
<u>728</u>	<u>Men's Water Polo (18: 21 games maximum)</u>	\$	4,096.00
<u>729</u>	<u>Women's Water Polo (18: 21 games maximum)</u>	\$	4,096.00
<u>730</u>	<u>Haugh P.A.C.</u>	\$	6,273.00
<u>731</u>	<u>Vocational Technology</u>		
01-731	Automotive	\$	972.00
02-731	Cosmetology	\$	750.00
03-731	Dental Assisting	\$	1,325.00
04-731	Vocational Nursing	\$	1,767.00
05-731	Evening Cosmetology	\$	750.00
06-731	Recording Arts	\$	1,237.00
07-731	Registered Nursing	\$	1,767.00
<u>732</u>	<u>Accounting Supplies</u>	\$	1,000.00
<u>735</u>	<u>Campus Improvements</u>	\$	45,000.00
<u>736</u>	<u>Salaries</u>	\$	306,421.00
<u>737</u>	<u>Scholarships & Grants</u>		
	ASCC Scholarship	\$	16,300.00
	ASCC StudGov Grant	\$	8,000.00
<u>739</u>	<u>Dance</u>	\$	3,800.00

2013-2014 ASCC BUDGET

TOTAL CAMPUS SERVICE ACCOUNTS	\$	535,171.00
-------------------------------	----	------------

ASCC ACTIVITIES ACCOUNTS

<u>801</u>	<u>Awards & Championships (Awards @ \$57.60)</u>		
01-801	Athletic Awards	\$	4,000.00
02-801	Achievement Awards/Banquet	\$	6,800.00
<u>802</u>	<u>Campus Center Maintenance</u>	\$	14,000.00
<u>803</u>	<u>Conferences</u>	\$	5,000.00
<u>805</u>	<u>Equipment & Repairs</u>	\$	1,000.00
<u>806</u>	<u>Public Relations</u>	\$	5,000.00
<u>807</u>	<u>Supplies</u>	\$	10,559.00
<u>808</u>	<u>Contingencies</u>	\$	30,480.00
	TOTAL ASCC ACTIVITIES ACCOUNTS	\$	76,839.00
	TOTAL EXPENSES + CONTINGENCIES	\$	612,010.00
	TOTAL INCOME LESS EXPENSES		\$0.00

2013-2014 ASCC BUDGET ADDENDUM

1. This budget does not provide additional funds for out-of-state travel by any of the programs it funds.
2. No funds provided from this budget are to be used for the purchase of alcohol.
3. The allocations for the athletics accounts are maximum figures based on teams having at least the maximum number of players and coaches the COA identifies in the guidelines for postseason competition. That number will be reviewed following the fourth week of the team's season and will either remain at the maximum allowed or be reduced to reflect the actual size of the team and district-authorized coaching staff.

Adopted: 5-Jun-12

CITRUS COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET 2013-2014

STUDENT REPRESENTATION FEE
FUND 72.0

72.0-00000.0-00000-00485-XXXX-69900000	ACTUALS 11-12	UNAUDITED ACTUALS 12-13	ADOPTED BUDGET 13-14	BUDGET INCREASES DECREASES
LOCAL REVENUE				
8860 Interest	99	158	200	42
8884 Student Representation Fee	28,477	24,722	24,730	8
8884 Student Representation Fee PY 08800	0	-1	0	1
8890 OTHER LOCAL REVENUE	0	0	0	0
TOTAL LOCAL REVENUE	28,576	24,879	24,930	51
TOTAL REVENUE	28,576	24,879	24,930	51
TOTAL EXPENDITURES	9,403	19,841	43,686	23,845
EXCESS/(DEFICIENCY) of REVENUE over EXPENDITURES	19,173	5,037	-18,756	-23,793
OTHER FINANCIAL SOURCES				
7310 INTERFUND TRANSFER OUT	1,993	1,730	1,731	1
INCREASE/DECREASE IN FUND BALANCE	17,180	3,307	-20,487	-23,794
BEGINNING BALANCE	0	17,180	20,487	3,307
ENDING BALANCE	17,180	20,487	0	-20,487

**STUDENT REPRESENTATION FEE - 72.0
EXPENDITURE BY PROGRAM**

	ACTUALS 11-12	UNAUDITED ACTUALS 12-13	ADOPTED BUDGET 13-14	BUDGET INCREASES DECREASES
00485 STUDENT REPRESENTATION	9,403	19,841	43,686	23,845
TOTAL EXPENDITURES	9,403	19,841	43,686	23,845

**STUDENT REPRESENTATION FEE
FUND 72.0**

	ACTUALS 11-12	UNAUDITED ACTUALS 12-13	ADOPTED BUDGET 13-14	BUDGET INCREASES DECREASES
72.0-00000.0-00000-00485-XXXX-6990000				
4300 SUPPLIES	0	1,645	2,000	355
5100 CONSULTANT	0	800	4159	3,359
5200 TRAVEL	7,403	15,796	15,000	-796
5800 OTHER SERVICES	2,000	1,000	11,000	10,000
5880 OTHER CHARGES/FEES	0	600	11,527	10,927
TOTAL EXPENDITURE	9,403	19,841	43,686	23,845
7310 INTERFUND TRANSFER OUT (7% of revenue)	1,993	1,730	1,731	1
TOTAL APPROPRIATION	11,396	21,572	45,417	23,845

CITRUS COMMUNITY COLLEGE DISTRICT

ADOPTED BUDGET 2013 - 2014

STUDENT FINANCIAL AID FUND 74.0

	SPOR	Sequiera	Thomas
--	------	----------	--------

74.0-00000.0-XXXX-00000-XXXX-0000000

		ACTUALS 11-12	UNAUDITED ACTUALS 12-13	ADOPTED BUDGET 13-14	BUDGET INCREASES DECREASES
FEDERAL REVENUE					
8120 FWS	90100	187,586	193,327	177,441	-15,886
8120 FWS	90114	0	14,052	0	-14,052
8150 PELL	90200	14,355,753	14,639,108	15,000,000	360,892
8150 PELL PY	90211	558,763	-622	0	622
8150 PELL PY	90212	0	108,588	0	-108,588
8150 FSEOG	90300	179,854	203,976	193,823	-10,153
8150 FSEOG PY	90311	40,866	0	0	0
8150 FSEOG PY	90312	0	2,083	0	-2,083
8150 FSEOG FY	90314	0	10,691	0	-10,691
8150 DIRECT LOAN	90400	2,157,882	2,204,372	2,500,000	295,628
8150 DIRECT LOAN PY	90411	44,936	0	0	0
8150 DIRECT LOAN PY	90412	0	35,192	0	-35,192
8150 ACG PY	90811	1,627	0	0	0
TOTAL FEDERAL REVENUE		17,527,267	17,410,767	17,871,264	460,497
STATE REVENUE					
8653 CAL GRANT	90500	806,536	754,645	800,000	45,355
8653 CAL GRANT PY	90511	10,463	0	0	0
8653 CAL GRANT PY	90512	0	9,458	0	-9,458
TOTAL STATE REVENUE		816,999	764,103	800,000	35,897
TOTAL REVENUE		18,344,266	18,174,870	18,671,264	496,394
TOTAL EXPENDITURES		22,502	24,425	198,643	174,219
EXCESS/(DEFICIENCY) of REV over EXP		18,321,764	18,150,446	18,472,621	322,175
OTHER FINANCING SOURCES					
7300 TFR ACA FWS to FD 01.0	90100	11,724	12,961	8,450	-4,511
7300 TFR ACA FSEOG to FD 01.0	90300	11,362	13,417	12,114	-1,303
7300 TFR ACA FSEOG to FD 01.0	90311	2,433	0	0	0
7300 TFR ACA FSEOG to FD 01.0	90312	0	130	0	-130
7310 TFR TO FD 01.0 FWS	90100	49,631	53,733	0	-53,733
7311 TFR TO FD 01.3 FWS	90100	32,851	68,021	0	-68,021
7312 TFR TO FD 33.0 FWS	90100	2,358	0	0	0
7314 TFR TO FD 41.0 FWS	90100	441	279	0	-279
7315 TFR TO FD 51.0 FWS	90100	45,817	33,059	0	-33,059
7316 TFR TO FD 52.0 FWS	90100	7,226	5,650	0	-5,650
7317 TFR TO FD 59.0 FWS	90100	3,521	1,650	0	-1,650
7318 TFR TO FD 71.0 FWS	90100	11,515	7,600	0	-7,600
7510 PELL	90200	14,355,753	14,639,108	15,000,000	360,892

STUDENT FINANCIAL AID FUND 74.0

74.0-00000.0-90100-00429-XXXX-7320000
FWS - OFF CAMPUS

		ACTUALS	UNAUDITED	ADOPTED	BUDGET
		11-12	ACTUALS	BUDGET	INCREASES
			12-13	13-14	DECREASES
7510 PELL PY	90211	558,763	-622	0	622
7510 PELL PY	90212	0	108,588	0	-108,588
7510 SEOG	90300	170,425	201,250	181,709	-19,541
7510 SEOG PY	90311	36,500	0	0	0
7510 SEOG PY	90312	0	1,953	0	-1,953
7510 DIRECT LOAN	90400	2,157,882	2,204,372	2,500,000	295,628
7510 DIRECT LOAN PY	90411	44,936	0	0	0
7510 DIRECT LOAN PY	90412	0	35,192	0	-35,192
7510 CAL GRANT	90500	806,536	754,645	800,000	45,355
7510 CAL GRANT PY	90511	10,463	0	0	0
7510 CAL GRANT PY	90512	0	9,458	0	-9,458
7510 ACG PY	90811	1,627	0	0	0
8980 INCOMING TRANSFER FROM FUND 01.0		0	0	3,284	
8981 INCOMING TRANSFER FROM FUND 01.3		0	0	26,368	26,368
INCREASE/DECREASE IN FUND BALANCE		0	0	0	-3,284
BEGINNING BALANCE		0	0	0	0
ENDING BALANCE		0	0	0	0

STUDENT FINANCIAL AID FUND 74.0

74.0-00000.0-90100-00429-XXXX-7320000
FWS

		ACTUALS	UNAUDITED	ADOPTED	BUDGET
		11-12	ACTUALS	BUDGET	INCREASES
			12-13	13-14	DECREASES
2350 SAL HRLY COMBO NONINSTR'L		0	0	51,000	51,000
2397 SAL HRLY FWS NONINSTR'L		0	0	107,643	107,643
2450 SAL HRLY COMBO INSTR'L		0	0	1,736	1,736
2497 SAL HRLY FWS INSTR'L		0	0	12,480	12,480
3612 WC CLASS INSTR'L		0	0	3,014	3,014
3620 WC CLASS NONINSTR'L		0	0	270	270
5800 OTHER SERVICES		22,502	24,425	22,500	-1,925
TOTAL EXPENDITURE		22,502	24,425	198,643	174,219

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	September 10, 2013	Resolution	X
SUBJECT:	Award of Contract, Project 02-1314, Central Plant - Energy Conservation Service Agreement	Information	
		Enclosure(s)	X

BACKGROUND

The Board of Trustees approves the award of all contracts for construction. Government Code section 4217.10 *et seq.*, authorizes a public agency after first holding a public hearing to enter into an Energy Conservation Service Agreement for projects that create energy savings that will exceed the project cost over the lifespan of the equipment.

At the September 10, 2013, meeting, the Board of Trustees held a public hearing at a regularly scheduled Board of Trustees meeting as is required for the purpose of hearing comments and opinions from staff and the community prior to Board action on the Energy Conservation Service Agreement.

Staff has negotiated an energy conservation service contract with Climatec Building Technologies Group of Irvine, California to upgrade equipment, sensors, controls and software at the District's Central Plant facility. The anticipated savings over the lifespan of the equipment from this project will exceed the project cost. The project cost is \$195,780 and will be funded by Fund 41, Capital Projects. The enclosure outlines the project's anticipated savings and costs.

This item was prepared by Robert Iverson, Director of Purchasing and Warehouse.

RECOMMENDATION

Authorization is requested to adopt Resolution 2013-14-03 and authorize the Vice President of Finance & Administrative Services to execute the Energy Conservation Service Agreement on Project 02-1314, Central Plant, on behalf of the District. The Energy Conservation Service Agreement cost of \$195,780 is within budget and will be funded from Fund 41, Capital Projects.

Carol R. Horton
Recommended by

_____/_____
Moved Seconded

Approved for Submittal

Aye__Nay__Abstained__

Item No. 1.5.

RESOLUTION NO. 2013-14-03

CITRUS COMMUNITY COLLEGE DISTRICT
RESOLUTION FOR APPROVAL OF
ENERGY CONSERVATION SERVICES AGREEMENT WITH
CLIMATEC BUILDING TECHNOLOGIES GROUP

WHEREAS, Climatec Building Technologies Group ("Climatec") has represented to the Citrus Community College District ("District") that Climatec has developed certain procedures for the design and provision of energy conservation measures as defined in Government Code section 4217.11 ("Energy Conservation Measures"); and

WHEREAS, Climatec has analyzed the current heating, ventilation, and air conditioning (HVAC) system at the District's Citrus College campus ("Premises") and has represented that Climatec's provision of Energy Conservation Measures to the Premises will result in a reduction in energy consumption or demand that will result in net cost savings to the District ("Cost Savings"). A copy of the Energy Analysis is attached as **Exhibit A** and incorporated herein; and

WHEREAS, based upon the analysis and presentation by District staff and Climatec, the cost to the District for Climatec to design, provide, and install the Energy Conservation Measures will be less than the anticipated marginal cost to the District of thermal, electrical, or other energy that would have been consumed by the District in the absence of the Energy Conservation Measures; and

WHEREAS, Government Code section 4217.12 (a)(1) authorizes a public agency to enter into an energy service agreement with respect to Energy Conservation Measures if the District's governing board finds that the anticipated cost to the District for the Energy Conservation Measures provided by the energy conservation facility will be less than the anticipated marginal costs to the District of thermal, electrical or other energy that would have been consumed by the District in the absence of such purchases; and

WHEREAS, on September 10, 2013, pursuant to Government Code section 4217.10 *et seq.*, the governing board of the District held a public hearing with respect to the District entering into the Agreement with Climatec. A copy of the Agreement is attached hereto as **Exhibit B** and incorporated herein; and

WHEREAS, the District desires to retain Climatec to design, provide, install, and monitor the Energy Conservation Measures pursuant to the terms and conditions of the Agreement.

NOW, THEREFORE, it is found, determined and resolved by the Governing Board of the District as follows:

1. That the District held a public hearing at a regularly scheduled meeting of the Governing Board for which notice was given not less than two weeks in advance.
2. Based upon reports of staff, reviewed by the Board in connection herewith, and pursuant to Government Code section 4217.12, the Board finds that the anticipated cost to the District for the Energy Conservation Measures provided pursuant to the Agreement will be less than the anticipated

marginal costs to the District of thermal, electrical or other energy that would have been consumed by the District in the absence of such purchases, as described in Exhibits "A" and "B."

3. It is in the best interests of the District to enter into the Agreement.
4. That the District's Superintendent/President or her designee is authorized to enter into the Agreement, and to take all steps and perform all actions necessary to execute and implement that Agreement and to take any actions deemed necessary to best protect the interests of the District.

PASSED AND ADOPTED by the Board of Trustees of the Citrus Community College District, this 10th day of September, 2013, by the following vote:

AYES: _____

NOES: _____

ABSTENTIONS: _____

ABSENT: _____

ATTEST:

Susan M. Keith
President
Board of Trustees

Exhibit A – Energy Analysis
Exhibit B – Agreement

Exhibit "B" for Board Resolution

AGREEMENT FOR
PROJECT 02-1314, DESIGN AND INSTALLATION OF
ENERGY CONSERVATION MEASURES AT CITRUS CENTRAL PLANT
(Government Code § 4217.10, et seq.)

THIS CONTRACT is made and entered into this 11th day of September, 2013 ("Contract"), by and between the Citrus Community College District ("District"), a public community college district organized and operating under California law, and Climatec Building Technologies Group, a California LLC ("Contractor" or "Climatec").

1. The Contractor shall furnish to the District for a total price of one hundred ninety five thousand seven hundred eighty dollars (**\$195,780.00**) ("Contract Price"), the following services ("Project," "Services" or "Work"):

Design, provide, and install new BACnet devices and VLX modules ("Project"), as more specifically described in the Scope of the Project attached as "Exhibit A" and incorporated herein.

2. Contractor shall perform the Work at Citrus College, 1000 W. Foothill Blvd., Glendora CA 91741 ("Premises" or "Site").
3. Work shall be completed within **ninety (90)** consecutive calendar days ("Contract Time") from the date specified in the District's Notice to Proceed. Contractor agrees that if the Work is not completed within the Contract Time and/or pursuant to the completion schedule, construction schedule, or project milestones developed pursuant to provisions of the Contract, it is understood, acknowledged, and agreed that the District will suffer damage which is not capable of being calculated. Pursuant to Government Code section 53069.85, Contractor shall pay to the District, as fixed and liquidated damages for these incalculable damages, the sum of **one thousand dollars (\$ 1,000.00)** per day for each and every calendar day of delay beyond the Contract Time or beyond any completion schedule, construction schedule, or Project milestones established pursuant to the Contract.
4. The Contractor shall not commence the Work under this Contract until the Contractor has submitted and the District has approved any required paperwork including the performance bond , payment (labor and material) bond(s), the certificate(s) and affidavit(s), and the endorsement(s) of insurance required under the Terms and Conditions and the District has issued a Notice to Proceed. The Contractor shall not commence the construction or installation portion of the Project until the Division of the State Architect ("DSA") has approved all plans and specifications, if required.
5. Payment for the Work shall be made in accordance with the Terms and Conditions.
6. Inspection and acceptance of the Work shall be performed by Fred Diamond, Director of Facilities & Construction, or his designee.
7. This Contract incorporates by this reference the Terms and Conditions attached hereto. The Contractor, by executing this Contract, agrees to comply with all the Terms and Conditions.
8. The Contract Documents include only the following documents, as indicated:

<input type="checkbox"/> Instructions to Bidders	<input checked="" type="checkbox"/> Asbestos & Other Hazardous Materials Certification
<input type="checkbox"/> Bid Form and Proposal	<input checked="" type="checkbox"/> Lead-Product(s) Certification
<input type="checkbox"/> Bid Bond	<input checked="" type="checkbox"/> Insurance Certificates and Endorsements
<input type="checkbox"/> Designated Subcontractors List	<input type="checkbox"/> Performance Bond
<input checked="" type="checkbox"/> Notice to Proceed	<input checked="" type="checkbox"/> Payment Bond
<input checked="" type="checkbox"/> Terms and Conditions to Contract	<input type="checkbox"/> Work Specifications
<input checked="" type="checkbox"/> Noncollusion Affidavit	<input checked="" type="checkbox"/> Exhibit "A" ("Scope of Work")
<input checked="" type="checkbox"/> Prevailing Wage Certification	<input checked="" type="checkbox"/> Plans

- Workers' Compensation Certification
- Criminal Background Investigation Certification
- Drug-Free Workplace Certification

Climatec proposal LA13-BIS025R1 PRO

9. Guarantees / Warranties:

9.1. The Contractor shall guarantee all labor and material used in the performance of this Contract for a period of one year from the date of the District's written approval of the Work (Board acceptance).

10. The Contractor represents that it has all necessary qualifications, licenses, and the ability to perform the Project in a professional manner, without the advice, control, or supervision of the District. The Contractor shall adhere to all applicable public works contract laws in seeking subcontractors to perform the construction and installation component of the Project

11. By signing this Contract, Contractor certifies, under penalty of perjury, that all the information provided in the Contract Documents is true, complete, and correct.

12. The District will retain ownership of any present and/or future environmental attributes and/or credits which may be generated by the Project.

13. Information regarding Contractor::

- Type of Business Entity:
- Individual
 - Sole Proprietorship
 - Partnership
 - Limited Partnership
 - Corporation
 - Limited Liability Company
 - Other: _____

_____ Employer Identification and/or Social Security Number NOTE: Federal Code of Regulations sections 6041 and 6209 require non-corporate recipients of \$600.00 or more to furnish their taxpayer identification number to the payer. The regulations also provide that a penalty may be imposed for failure to furnish the taxpayer identification number. In order to comply with these regulations, the District requires your federal tax identification number or Social Security number, whichever is applicable.

ACCEPTED AND AGREED on the date indicated below:

Dated: _____, 2013

Dated: _____, 2013

CITRUS COMMUNITY COLLEGE DISTRICT

CLIMATEC BUILDING TECHNOLOGIES GROUP

By: _____

By: _____

Print Name: Carol R. Horton

Print Name: _____

Print Title: _____

Print Title: _____

Address: 1000 W. Foothill Blvd. Glendora CA 91741 _____

License No.: _____

Telephone: _____

Address: _____

Facsimile: _____

Telephone: _____

E-Mail: _____

Facsimile: _____

E-Mail: _____

TERMS AND CONDITIONS TO CONTRACT

1. **NOTICE TO PROCEED:** District shall provide a Notice to Proceed to Contractor pursuant to the Contract at which time Contractor shall proceed with the Work.
2. **SITE EXAMINATION:** Contractor has examined the Site and certifies that it accepts all measurements, specifications and conditions affecting the Work to be performed at the Site. By submitting its quote, Contractor warrants that it has made all Site examination(s) that it deems necessary as to the condition of the Site, its accessibility for materials, workers and utilities, and Contractor's ability to protect existing surface and subsurface improvements. No claim for allowance of time or money will be allowed as to any other undiscovered condition on the Site.
3. **EQUIPMENT AND LABOR:** The Contractor shall furnish all tools, equipment, apparatus, facilities, transportation, labor, and material necessary to furnish the services herein described, the services to be performed at such times and places as directed by and subject to the approval of the authorized District representative indicated in the Work specifications attached hereto.
4. **SUBCONTRACTORS:** Subcontractors, if any, engaged by the Contractor for any Service or Work under this Contract shall be subject to the approval of the District. Contractor agrees to bind every subcontractor by the terms of the Contract as far as such terms are applicable to subcontractor's work, including, without limitation, all indemnification, insurance, bond, and warranty requirements. If Contractor shall subcontract any part of this Contract, Contractor shall be fully responsible to the District for acts and omissions of its subcontractor and of persons either directly or indirectly employed by itself. Nothing contained in the Contract Documents shall create any contractual relations between any subcontractor and the District.
5. **TERMINATION:** If Contractor fails to perform the Services and Contractor's duties to the satisfaction of the District, or if Contractor fails to fulfill in a timely and professional manner Contractor's obligations under this Contract, or if Contractor violates any of the terms or provisions of this Contract, the District shall have the right to terminate this Contract effective immediately upon the District giving written notice thereof to the Contractor. District shall also have the right in its sole discretion to terminate the Contract for its own convenience. Termination shall have no effect upon any of the rights and obligations of the parties arising out of any transaction occurring prior to the effective date of termination.
6. **SAFETY AND SECURITY:** Contractor is responsible for maintaining safety in the performance of this Contract. Contractor shall be responsible to ascertain from the District the rules and regulations pertaining to safety, security, and driving on school grounds, particularly when children are present.
7. **CHANGE IN SCOPE OF WORK:** Any change in the scope of the Work, method of performance, nature of materials or price thereof, or any other matter materially affecting the performance or nature of the Work shall not be paid for or accepted unless such change, addition, or deletion is approved in advance and in writing by a valid change order executed by the District. Contractor specifically understands, acknowledges, and agrees that the District shall have the right to request any alterations, deviations, reductions, or additions to the Project or Work, and the cost thereof shall be added to or deducted from the amount of the Contract Price by fair and reasonable valuations. Contractor also agrees to provide the District with all information requested to substantiate the cost of the change order and to inform the District whether the Work will be done by the Contractor or a subcontractor. In addition to any other information requested, Contractor shall submit, prior to approval of the change order, its request for a time extension (if any), as well as all information necessary to substantiate its belief that such change will delay the completion of the Work. If Contractor fails to submit its request for a time extension or the necessary supporting information, it shall be deemed to have waived its right to request such extension.
8. **TRENCH SHORING:** If this Contract is in excess of \$25,000 and is for the excavation of any trench deeper than five (5) feet, Contractor must submit and obtain District acceptance, in advance of excavation, of a detailed plan showing the design of shoring, bracing, sloping, or other provisions to be made for worker protection from the hazard of caving ground during the excavation of such trench or trenches. If the plan varies from the shoring system standards, the plan shall be prepared by a registered civil or structural engineer.
9. **EXCAVATIONS OVER FOUR FEET:** If this Contract includes excavations over four (4) feet, Contractor shall promptly, and before the following conditions are disturbed, notify the District, in writing, of any: (1) Material that the Contractor believes may be material that is hazardous waste, as defined in Section 25117 of the Health and Safety Code, that is required to be removed to a Class I, Class II, or Class III disposal site in accordance with provisions of existing law; (2) Subsurface or latent physical conditions at the site differing from those indicated; or (3) Unknown physical conditions at the site of any unusual nature, different materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in the Contract. The District shall promptly investigate the conditions, and if it finds that the conditions do materially so differ, or do involve hazardous waste, and cause a decrease or increase in the Contractor's cost of, or the time required for, performance of any part of the Work shall issue a change order under the procedures described

in the Contract. In the event that a dispute arises between the District and the Contractor whether the conditions materially differ, or involve hazardous waste, or cause a decrease or increase in the Contractor's cost of, or time required for, performance of any part of the work, the Contractor shall not be excused from any scheduled completion date provided for by the contract, but shall proceed with all Work to be performed under the contract. The Contractor shall retain any and all rights provided either by Contract or by law which pertain to the resolution of disputes and protests between the contracting parties.

10. **LEAD-BASED PAINT:** Pursuant to the Lead-Safe Schools Protection Act (Education Code Section 32240 et seq.) and other applicable law, no lead-based paint, lead plumbing and solders, or other potential sources of lead contamination shall be utilized on this Project, and only trained and state-certified contractors, inspectors and workers shall undertake any action to abate existing risk factors for lead. Contractor must execute the Lead-Based Paint Certification, if applicable.
11. **WORKERS:** Contractor shall at all times enforce strict discipline and good order among its employees and the employees of its subcontractors and shall not employ or work any unfit person or anyone not skilled in work assigned to him or her. Any person in the employ of the Contractor or a subcontractor whom the District may deem incompetent or unfit shall be dismissed from the Site and shall not again be employed at Site without written consent from the District.
12. **CORRECTION OF ERRORS:** Contractor shall perform, at its own cost and expense and without reimbursement from the District, any work necessary to correct errors or omissions which are caused by the Contractor's failure to comply with the standard of care required herein.
13. **SUBSTITUTIONS:** No substitutions of material from those specified in the Work Specifications shall be made without the prior written approval of the District.
14. **CONTRACTOR SUPERVISION:** Contractor shall provide competent supervision of personnel employed on the job Site, use of equipment, and quality of workmanship,
15. **CLEAN UP:** Debris shall be removed from the Premises. The Site shall be in order at all times when work is not actually being performed and shall be maintained in a reasonably clean condition.
16. **ACCESS TO WORK:** District representatives shall at all time have access to the Work wherever it is in preparation or in progress. Contractor shall provide safe and proper facilities for such access.
17. **PROTECTION OF WORK AND PROPERTY:** The Contractor shall erect and properly maintain at all times, as required by conditions and progress of the Work, all necessary safeguards, signs, barriers, lights, and security persons for protection of workers and the public, and shall post danger signs warning against hazards created by the Work. In an emergency affecting life and safety of life or of Work or of adjoining property, Contractor, without special instruction or authorization from District, is permitted to act at his discretion to prevent such threatened loss or injury.
18. **ASSIGNMENT OF CONTRACT:** The Contractor shall not assign or transfer in any way any or all of its rights, burdens, duties, or obligations under this Contract without the prior written consent of the District.
19. **TIME IS OF THE ESSENCE:** Time is of the essence in the performance of and compliance with each of the provisions and conditions of this Contract.
20. **OCCUPANCY:** District reserves the right to occupy buildings at any time before formal Contract completion and such occupancy shall not constitute final acceptance or approval of any part of the Work covered by this Contract, nor shall such occupancy extend the date specified for completion of the Work.
21. **FORCE MAJEUR CLAUSE:** The Contractor shall be excused from performance hereunder during the time and to the extent that it is prevented from obtaining delivery, or performing by act of God, fire, strike, loss, or shortage of transportation facilities, lock-out, commandeering of materials, product, plant, or facilities by the government, when satisfactory evidence thereof is presented to the District, provided that it is satisfactorily established that the non-performance is not due to the fault or neglect of the Contractor.
22. **INDEMNIFICATION / HOLD HARMLESS CLAUSE:** To the furthest extent permitted by California law, Contractor shall defend, indemnify, and hold harmless the District, their agents, representatives, officers, consultants, employees, and volunteers (the "indemnified parties") from any and all demands, losses, liabilities, claims, suits, and actions (the "claims") of any kind, nature, and description, including, but not limited to, attorneys' fees and costs, directly or indirectly arising from personal or bodily injuries, death, property damage, or otherwise arising out of, connected with, or resulting from the performance of this Contract unless the claims are caused wholly by the sole negligence or willful misconduct of the indemnified parties. The District shall have the right to accept or reject any legal representation that Contractor proposes to defend the District.
23. **PAYMENT:** On a monthly basis, Contractor shall submit an application for payment based upon the estimated value for

materials delivered or services performed under the Contract as of the date of submission ("Application for Payment"). Within thirty (30) days after District's approval of the Application for Payment, Contractor shall be paid a sum equal to ninety percent (90%) of the value of the Work performed (as verified by Architect and Inspector and certified by Contractor) up to the last day of the previous month, less the aggregate of previous payments and amount to be withheld. The District may deduct from any payment an amount necessary to protect the District from loss because of: (1) liquidated damages which have accrued as of the date of the application for payment; (2) any sums expended by the District in performing any of Contractor's obligations under the Contract which Contractor has failed to perform or has performed inadequately; (3) defective Work not remedied; (4) stop notices as allowed by state law; (5) reasonable doubt that the Work can be completed for the unpaid balance of the Total Contract price or by the scheduled completion date; (6) unsatisfactory prosecution of the Work by Contractor; (7) unauthorized deviations from the Contract; (8) failure of the Contractor to maintain or submit on a timely basis proper and sufficient documentation as required by the Contract or by District during the prosecution of the Work; (9) erroneous or false estimates by the Contractor of the value of the Work performed; (10) any sums representing expenses, losses, or damages, as determined by the District, incurred by the District for which Contractor is liable under the Contract; and (11) any other sums which the District is entitled to recover from Contractor under the terms of the Contract or pursuant to state law, including section 1727 of the California Labor Code. The failure by the District to deduct any of these sums from a progress payment shall not constitute a waiver of the District's right to such sums. The District shall retain 10% from all amounts owing as retention. Retention shall be paid pursuant to Public Contract Code sections 7107 and 7200.

24. **PERMITS AND LICENSES:** The Contractor and all of its employees, agents, and subcontractors shall secure and maintain in force, at Contractor's sole cost and expense, all licenses and permits as are required by law, in connection with the furnishing of materials, supplies, or services herein listed.
25. **INDEPENDENT CONTRACTOR STATUS:** While engaged in carrying out the Services of this Contract, the Contractor is an independent contractor, and not an officer, employee, agent, partner, or joint venture of the District. Contractor shall be solely responsible for its own Worker's Compensation insurance, taxes, and other similar charges or obligations. Contractor shall be liable for its own actions, including its negligence or gross negligence, and shall be liable for the acts, omissions, or errors of its agents or employees.
26. **ANTI-DISCRIMINATION:** It is the policy of the District that in connection with all work performed under Contracts there be no discrimination against any employee engaged in the work because of race, color, ancestry, national origin, or religious creed, and therefore the Contractor agrees to comply with applicable Federal and California laws including, but not limited to the California Fair Employment Practice Act beginning with Government Code Section 12900 and Labor Code Section 1735. In addition, the Contractor agrees to require like compliance by all its subcontractor(s).
27. **DISABLED VETERAN BUSINESS ENTERPRISES:** Section 17076.11 of the Education Code requires school districts using funds allocated pursuant to the State of California School Facility Program for the construction or modernization of a school building (SFP Funds) to have a participation of at least 3 percent, per year, of the overall dollar amount expended each year by the school district, for disabled veteran business enterprises (DVBE). If this Contract uses SFP Funds, Contractor must submit, with its executed Contract, appropriate documentation to the District identifying the steps Contractor has taken to solicit DVBE participation in conjunction with this Contract.
28. **PAYMENT BOND AND PERFORMANCE BOND:** The Contractor shall not commence the Work until it has provided to the District, in a form acceptable to the District, a Payment (Labor and Material) Bond and a Performance Bond, each in an amount equivalent to 100 percent of the Contract Price issued by a surety admitted to issue bonds in the State of California and otherwise acceptable to the District.
29. **CONTRACTOR'S INSURANCE:** Contractor has in force, and during the term of this Contract shall maintain in force with the minimum indicated limits, the following insurance:
 - Commercial General Liability insurance:** \$1,000,000 for each occurrence and general aggregate with Products and Completed Operations Coverage;
 - Automobile Liability – Any Auto:** combined single limit of \$1,000,000;
 - Excess Liability insurance:** \$4,000,000;
 - Workers Compensation:** Statutory limits; and
 - Employers' Liability:** \$1,000,000.
 - Professional Liability (Errors and Omissions) Insurance:** \$1,000,000 for each occurrence and general aggregate

The Contractor shall provide to the District certificate(s) of insurance and endorsements satisfactory to the District. The policy(ies) shall not be amended or modified and the coverage amounts shall not be reduced without thirty (30) days written

notice to the District prior to cancellation. Except for worker's compensation insurance and professional liability insurance, the District, the Architect, and the Project Manager shall be named as an additional insured on all policies. The Contractor's policy(ies) shall be primary; any insurance carried by the District shall only be secondary and supplemental. The Contractor shall not allow any subcontractor, employee, or agent to commence work on this Contract or any subcontract until the insurance required of the Contractor, subcontractor, or agent has been obtained.

30. **WARRANTY/QUALITY:** Unless a longer warranty is called for elsewhere in the Contract Documents, the Contractor, manufacturer, or their assigned agents shall guarantee the workmanship, product or service performed against defective workmanship, defects or failures of materials for a minimum period of one (1) year from filing the Notice of Completion with the county in which the Site is located. All workmanship and merchandise must be warranted to be in compliance with applicable California energy, conservation, environmental, and educational standards.
31. **CONFIDENTIALITY:** The Contractor shall maintain the confidentiality of all information, documents, programs, procedures, and all other items that Contractor encounters while performing the Contractor's Services to the extent allowed by law. This requirement shall be ongoing and shall survive the expiration or termination of this Contract and specifically includes all student, parent, and disciplinary information.
32. **COMPLIANCE WITH LAWS:** Contractor shall give all notices and comply with all laws, ordinance, rules and regulations bearing on conduct of the Work as indicated or specified. If Contractor observes that any of the Work required by this Contract is at variance with any such laws, ordinance, rules or regulations, Contractor shall notify the District, in writing, and, at the sole option of the District, any necessary changes to the scope of the Work shall be made and this Contract shall be appropriately amended in writing, or this Contract shall be terminated effective upon Contractor's receipt of a written termination notice from the District. If Contractor performs any work that is in violation of any laws, ordinances, rules or regulations, without first notifying the District of the violation, Contractor shall bear all costs arising therefrom.
33. **DISPUTES:** In the event of a dispute between the parties as to performance of the Work, the interpretation of this Contract, or payment or nonpayment for work performed or not performed, the parties shall attempt to resolve the dispute by those procedures set forth in Public Contract Code section 20104, et seq., if applicable. Pending resolution of the dispute, Contractor agrees it will neither rescind the Contract nor stop the progress of the Work, but will allow determination by the court of the State of California, in the county in which the District's administration office is located, having competent jurisdiction of the dispute. All claims of over \$375,000, which are outside the scope of Public Contract Code section 20104, et seq., may be determined by independent arbitration if mutually agreeable, otherwise by litigation.
 - Notice of the demand for arbitration of a dispute shall be filed in writing with the other party to the Contract.
 - The demand for arbitration of any claim of over \$375,000 shall be made within a reasonable time after written notice of the dispute has been provided to the other party, but in no case longer than ninety (90) days after initial written notice, and the demand shall not be made later than the time of Contractor submission of the request for final payment.
34. **LABOR CODE REQUIREMENTS:** The Contractor shall comply with all applicable provisions of the California Labor Code, Division 3, Part 7, Chapter 1, Articles 1-5, including, without limitation, the payment of the general prevailing per diem wage rates for public work projects of more than one thousand dollars (\$1,000). Copies of the prevailing rate of per diem wages are on file with the District. Contractor specifically acknowledges and understands that if the District and/or its designee operates a labor compliance program on this Project, that the Contractor shall perform the Work of the Project while complying with all the applicable provisions of the District's labor compliance program. In addition, the Contractor and each subcontractor shall comply with Chapter 1 of Division 2, Part 7 of the California Labor Code, beginning with Section 1720, and including Section 1735, 1777.5 and 1777.6, forbidding discrimination, and Sections 1776, 1777.5 and 1777.6 concerning the employment of apprentices by Contractor or subcontractors. Willful failure to comply may result in penalties, including loss of the right to bid on or receive public works contracts. **Certified Payroll Records:** Contractor and its subcontractor(s) shall keep accurate certified payroll records of employees and shall make them available to the District immediately upon request.
35. **ANTI-TRUST CLAIM:** Contractor and its subcontractor(s) agree to assign to the District all rights, title, and interest in and to all causes of action they may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, services, or materials pursuant to the Contract or a subcontract. This assignment shall be made and become effective at the time the District tenders final payment to the Contractor, without further acknowledgment by the parties.
36. **GOVERNING LAW:** This Contract shall be governed by and construed in accordance with the laws of the State of California with venue of any action in a County in which the District sits.

37. **PROVISIONS REQUIRED BY LAW DEEMED INSERTED:** Each and every provision of law and clause required by law to be inserted in this Contract shall be deemed to be inserted herein and this Contract shall be read and enforced as though it were included therein.
38. **BINDING CONTRACT:** This Contract shall be binding upon the parties hereto and upon their successors and assigns, and shall inure to the benefit of said parties and their successors and assigns.
39. **DISTRICT WAIVER:** District's waiver of any term, condition, covenant or waiver of a breach of any term, condition or covenant shall not constitute the waiver of any other term, condition or covenant or the waiver of a breach of any other term, condition or covenant.
40. **INVALID TERM:** If any provision of this Contract is declared or determined by any court of competent jurisdiction to be illegal, invalid or unenforceable, the legality, validity or enforceability of the remaining parts, terms and provisions shall not be affected thereby, and said illegal, unenforceable or invalid part, term or provision will be deemed not to be a part of this Contract.
41. **ENTIRE CONTRACT:** This Contract sets forth the entire Contract between the parties hereto and fully supersedes any and all prior agreements, understanding, written or oral, between the parties hereto pertaining to the subject matter thereof. This Contract may be modified only by a writing upon mutual consent.

PREVAILING WAGE CERTIFICATION

I hereby certify that I will conform to the State of California Public Works Contract requirements regarding prevailing wages, benefits, on-site audits with 48-hours notice, payroll records, and apprentice and trainee employment requirements, for all Work on the above Project.

Date: _____

Proper Name of Contractor: _____

Signature: _____

Print Name: _____

Title: _____

WORKERS' COMPENSATION CERTIFICATION

Labor Code section 3700 in relevant part provides:

Every employer except the State shall secure the payment of compensation in one or more of the following ways:

- a. By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this state.
- b. By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees.

I am aware of the provisions of section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the Work of this Contract.

Date: _____

Proper Name of Contractor: _____

Signature: _____

Print Name: _____

Title: _____

(In accordance with Article 5 - commencing at section 1860, chapter 1, part 7, division 2 of the Labor Code, the above certificate must be signed and filed with the awarding body prior to performing any Work under this Contract.)

ASBESTOS & OTHER HAZARDOUS MATERIALS CERTIFICATION

Contractor hereby certifies that no Asbestos, or Asbestos-Containing Materials, polychlorinated biphenyl (PCB), or any material listed by the federal or state Environmental Protection Agency or federal or state health agencies as a hazardous material, or any other material defined as being hazardous under federal or state laws, rules, or regulations "New Material Hazardous", shall be furnished, installed, or incorporated in any way into the Project or in any tools, devices, clothing, or equipment used to affect any portion of Contractor's work on the Project for District.

Contractor further certifies that it has instructed its employees with respect to the above-mentioned standards, hazards, risks, and liabilities.

Asbestos and/or asbestos-containing material shall be defined as all items containing but not limited to chrysotile, crocidolite, amosite, anthophyllite, tremolite, and actinolite. Any or all material containing greater than one-tenth of one percent (.1%) asbestos shall be defined as asbestos-containing material.

Any disputes involving the question of whether or not material is New Hazardous Material shall be settled by electron microscopy or other appropriate and recognized testing procedure, at the District's determination. The costs of any such tests shall be paid by Contractor if the material is found to be New Hazardous Material.

All Work or materials found to be New Hazardous Material or Work or material installed with "New Hazardous Material" containing equipment will be immediately rejected and this Work will be removed at Contractor's expense at no additional cost to the District.

Contractor has read and understood the document Hazardous Materials Procedures & Requirements, and shall comply with all the provisions outlined therein.

Date: _____

Proper Name of Contractor: _____

Signature: _____

Print Name: _____

Title: _____

LEAD-PRODUCT(S) CERTIFICATION

California Occupational Safety and Health Administration (CalOSHA), Environmental Protection Agency (EPA), California Department of Health Services (DHS), California Department of Education (CDE), and the Consumer Product Safety Commission (CPSC) regulate lead-containing paint and lead products.

Because the Contractor and its employees will be providing services for the District, and because the Contractor's work may disturb lead-containing building materials, **CONTRACTOR IS HEREBY NOTIFIED** of the potential presence of lead-containing materials located within certain buildings utilized by the District. All school buildings built prior to 1993 are presumed to contain some lead-based paint until sampling proves otherwise.

The CDE mandates that school districts utilize DHS lead-certified personnel when a lead-based hazard is identified. Examples of lead-certified personnel include: project designers, inspectors, and abatement workers. Furthermore, since it is assumed by the district that all painted surfaces (interior as well as exterior) within the District contain some level of lead, it is imperative that the Contractor, its workers and subcontractors fully and adequately comply with all applicable laws, rules and regulations governing lead-based materials (**Including Title 8, California Code of Regulations, Section 1532.1**). Any and all Work which may result in the disturbance of lead-containing building materials must be coordinated through the District.

The California Education Code also prohibits the use or import of lead-containing paint, lead plumbing and solders, or other potential sources of lead contamination in the construction of any new school facility or in the modernization or renovation of any existing school facility. The Contractor shall provide the District with any sample results prior to beginning Work, during the Work, and after the completion of the Work. The District may request to examine, prior to the commencement of the Work, the lead training records of each employee of the Contractor.

If failure to comply with these laws, rules, and regulations results in a site or worker contamination, the Contractor will be held solely responsible for all costs involved in any required corrective actions, and shall defend, indemnify and hold harmless the District, pursuant to the indemnification provisions of the Contract, for all damages and other claims arising therefrom. If lead disturbance is anticipated in the Work, only persons with appropriate accreditation, registrations, licenses and training shall conduct this Work.

It shall be the responsibility of the Contractor to properly dispose of any and all waste products, including but not limited to, paint chips, any collected residue, or any other visual material that may occur from the prepping of any painted surface. It will be the responsibility of the Contractor to provide the proper disposal of any hazardous waste by a certified hazardous waste hauler. This company shall be registered with the Department of Transportation (DOT) and shall be able to issue a current manifest number upon transporting any hazardous material from any school site within the District.

THE UNDERSIGNED HEREBY ACKNOWLEDGES, UNDER PENALTY OF PERJURY, THAT HE OR SHE HAS RECEIVED NOTIFICATION OF POTENTIAL LEAD-BASED MATERIALS ON THE OWNER'S PROPERTY, AS WELL AS THE EXISTENCE OF APPLICABLE LAWS, RULES AND REGULATIONS GOVERNING WORK WITH, AND DISPOSAL OF, SUCH MATERIALS WITH WHICH IT MUST COMPLY. THE UNDERSIGNED ALSO WARRANTS THAT HE OR SHE HAS THE AUTHORITY TO SIGN ON BEHALF OF AND BIND THE CONTRACTOR.

Date: _____

Proper Name of Contractor: _____

Signature: _____

Print Name: _____

Title: _____

AGREEMENT EXHIBIT A

SCOPE OF THE PROJECT

General Scope

1. Contractor shall provide the design, procurement, installation, associated construction, programming, configuration, and training, related to the implementation of a Tridium/Alerton Direct Digital Control System. The Tridium/ Alerton system will be incorporated into the mechanical system including the Central Plant System, Refrigerant Monitoring, Condenser Water System, and Hot Water System.
 - 1.1. Points list from proposal LA13-BLS025R1 for Central Plant System.
 - 1.2. Points list from proposal LA13-BLS025R1 Refrigerant Monitoring.
 - 1.3. Points list from proposal LA13-BLS025R1 for Condenser Water System.
 - 1.4. Points list from proposal LA13-BLS025R1 for Hot Water System.

Specific Tasks Within General Scope

1. Climatec will furnish and install a new Jace controller to bring in the Alerton BACnet devices.
2. Climatec will furnish and install a new Alerton VLX and Expansion modules in replacement of Lon devices.
3. Climatec will furnish and install a new compatible Tridium software on the current Tridium server
4. Climatec will furnish and install two new ABB BACnet drives for the condenser water pumps with conduit and communication
5. Climatec will furnish and install necessary cable, wire, and relays for the above named devices
6. Climatec will furnish submittals and diagrams prior to field installation.
7. Climatec will provide software Engineering, Programming, Pre-Testing, Start-up, and as-built documentation.
8. Climatec will provide a new Operator Workstation (computer) with graphics for each piece of mechanical equipment.
9. Climatec will provide 75 predetermined trends and 20 alarms.
10. Climatec will provide demonstration and training of 40 hours to be determined by Citrus College to be determined by District to whatever suites District needs and can be combined:
 - 10.1. Onsite Operator Training
 - 10.2. Irvine Classroom Training
11. Climatec will provide one year warranty from date of acceptance (Board acceptance).

(Note: #8 must be compatible with District's network and be inventoried if fixed asset qualified.)

Performance of Work

1. Contractor shall self-perform or selection subcontractor(s) or subconsultant(s) to:
 - 1.1. Design the Project,

- 1.2. Procure the Project Equipment,
 - 1.3. Perform the installation and construction of the Project, as described herein.
2. Contractor shall locate, identify and manage qualified and experienced companies, and individuals, such as installation contractors, finance companies, project managers, engineers, architects, and alternative energy experts as required, to complete the Project as delineated herein.

Project Close Out

1. **Close-Out Inspection:** Contractor shall coordinate the final inspection by the District and the District's inspector, if any, and any other agency/entity that may have jurisdiction over the Project.

Exhibit A



**CCC-IOU Energy Efficiency Partnership Program
SCE/SCG Pilot Retrocommissioning (RCx) Program**



2013 RCx Investigation Report Review

* Investigation Report approved, with the exception of RCx-4, which is conditionally approved and will be addressed in the verification report.

Approved*

Reviewer:	Jonathon Stage, P.E.	QC:	SWC, P.E.
Date:	4/11/2013, 7/1/13	Date:	7/8/2013

Customer and Project Summary

Company Name:	Citrus College	Description:	Central Utility Plant
Facility Address:	1000 West Foothill Boulevard		
City:	Glendora	Zip:	91741
Primary Facility Contact:	Fred Diamond, Director of Facilities	Office:	(626) 914-8691
Email:	fdiamond@citruscollege.edu	Cell:	
SCE Account Rep	Lisa Hannaman	Office:	(714) 895-0616
Email:	lisa.hannaman@sce.com	Cell:	(714) 325-2537
SCE CCC/IOU Partnership Mgr	Michael Schwonke	Office:	(626) 302-0664
Email:	michael.schwonke@sce.com	Cell:	(626) 862-9847
SCG CCC/IOU Partnership Mgr	Paul Deang	Office:	(909) 335-7509
Email:	pdeang@semprautilities.com	Cell:	(951) 533-1121
RCx Provider:	Victor Gonzales, P.E., RCx Agent	Office:	(562) 439-1600
Email:	gonzales@kw-engineering.com	Budget:	\$44,906.00
Application Number:	PCCC-12-900001		
Electric SAID:	008-7846-56	Gas SAID:	
Avg. Electric Cost (\$/kWh):	\$ 0.1176	Customer Segment:	Schools/Colleges/Universities
Avg. Gas Cost (\$/Therm):	\$ 0.46	Program / Offering:	CCC/IOU Partnership

Proposed Measure Summary as Approved for Project Agreement

Solution Code	Measure Number	Measure Description	Proposed kWh Savings	Proposed kW Savings	Proposed Therm Savings	Proposed Installation Cost	Simple Payback Without Incentive (yrs)*	Potential Incentive (Electric + Gas)	Required to Implement	Will Be Implemented by Customer
AC-57213	RCx-1	Restore Proper Control of HWP's and Boiler Staging	92,382.1	0.00	479.5	\$ 36,250.48	3.27	\$ 22,651.22	No	Yes
AC-98504	RCx-2	Optimize HWP and Boiler Controls to Maximize Boiler Efficiency	-3,913.2	0.00	1,950.3	\$ 1,370.81	3.14	\$ 1,011.13	No	Yes
PM-23862	RCx-3	Shut Off PCHP During Day (Intermittent Use Currently)	2,052.2	0.80	0.0	\$ 789.56	3.27	\$ 492.52	No	Yes
PM-23862	RCx-4	Recommission SCHW Pump VFD Controls & Optimize	156,979.9	16.93	0.0	\$ 60,396.76	3.27	\$ 37,675.18	No	Yes
PM-23862	RCx-5	Reduce Flow of PCHW Pumps to Match Design	2,672.9	0.00	0.0	\$ 1,028.36	3.27	\$ 641.48	No	Yes
PM-19854	RCx-6	Lockout SCHWPs based on outside air temp	71,974.2	0.00	0.0	\$ 27,691.50	3.27	\$ 17,273.82	No	Yes
AC-89556	RCx-7	Automate control sequence to charge TES	124,325.0	0.00	0.0	\$ 47,833.05	3.27	\$ 29,838.01	No	Yes
AC-49858	RCx-8	Implement CW Temperature Reset Based on WB Temperature	45,553.9	0.00	0.0	\$ 17,526.49	3.27	\$ 10,932.93	No	Yes
Total:			492,027.0	17.73	2,429.8	\$ 192,887.01	3.27	\$ 120,516.30	<- Not Cost Capped @ 80% of Project	

RCx Provider Investigation Report Revision Log

Date	Revision	Document Name
4/2/2013	1	DRAFT Citrus College Investigation Report - 2013.4.1.pdf & Citrus College PDR Log & Calculations 04.01.13_secure.xlsx
6/28/2013	2	Citrus College Investigation Report - 2013.06.28 &
7/2/2013	3	Citrus College - CUP RCx - Investigation Report - 2013.07.02.pdf & Citrus College - CUP RCx - Kickoff Meeting Minutes & Citrus College - CUP RCx - Scope and Costs from Climatec & Citrus College PDR Log & Calculations - 2013.07.02_secure

RCx Provider Investigation Report Review

1 & 2. Executive Summary and Introduction	Approved
This section includes report summary and summary table with measures, savings, and incentive.	
3. Facility Description	Approved
Includes a table listing building names, floor areas, and vintage. Also, lists typical occupancy schedules and project contacts.	
4. Historical Energy Use	Approved
Includes Annual Energy Use, Annual Energy Cost, Typical Load Profile, and Energy Star Data.	
5. RCx Plan	Approved
Includes Plan Objective, RCx Process, Roles and Responsibilities and Project Schedule	
6. Description of Systems Evaluated, Site Controls, and Trending Capability	Approved
This section clearly describes the central plant cooling, heating, and EMS controls. The scope of this project only includes the central utility plant. This section also outlines the data points that were trending as part of the RCx process.	



CCC-IOU Energy Efficiency Partnership Program
SCE/SCG Pilot Retrocommissioning (RCx) Program



2013 RCx Investigation Report Review

7. Summary of Recommended Measures Conditionally Approved

Each measure includes identification of problem areas, proposed solutions, basis of energy savings, recommendation for implementation, and an M&V plan.

A general overview of how well the energy calculations calibrate to historical utility bill energy use is not included in the Investigation Report. However, the calculations were reviewed and in general were found to be reasonable per the notes in the Detailed Measure sections below. This section is conditionally approved on the basis that the implementer provide a brief discussion of model calibration in the post-implementation Verification Report.

8. Other Measures Considered Approved

A targeted approach was used to only investigate those measures which the customer had a high probability of implementing. There has been discussion of extending RCx to the other buildings around campus once the project at the central plant is completed.

Appendices Approved

Appendices include RCx Kickoff Meeting Minutes, Initial PDRL, Baseline Trend Data and Energy Savings Calculations.

Estimated Measure Summary - As Submitted in Table 1.1
(Populate this table and detailed information will copy down)

SCG Solution Code	SCE Solution Code	Measure Number	Measure Description	Estimated kWh Savings	Estimated kW Savings	Estimated Therm Savings	Estimated Installation Cost	Simple Payback Without Incentive
	AC-57213	RCx-1	Restore Proper Control of HWWPs and Boiler Staging	92,382.1	0.00	479.5	\$ 36,250.48	3.27
	AC-98504	RCx-2	Optimize HWP and Boiler Controls to Maximize Boiler Efficiency	-3,913.2	0.00	1,950.3	\$ 1,370.81	3.14
	PM-23862	RCx-3	Shut Off PCHP During Day (Intermittent Use Currently)	2,052.2	0.80	0.0	\$ 789.56	3.27
	PM-23862	RCx-4	Recommission SCHW Pump VFD Controls & Optimize	156,979.9	16.93	0.0	\$ 60,396.76	3.27
	PM-23862	RCx-5	Reduce Flow of PCHW Pumps to Match Design	2,672.9	0.00	0.0	\$ 1,028.36	3.27
	PM-19854	RCx-6	Lockout SCHWPs based on outside air temp	71,974.2	0.00	0.0	\$ 27,691.50	3.27
	AC-89556	RCx-7	Automate control sequence to charge TES	124,325.0	0.00	0.0	\$ 47,833.05	3.27
	AC-49858	RCx-8	Implement CW Temperature Reset Based on WB Temperature	45,553.9	0.00	0.0	\$ 17,526.49	3.27
Total:				492,027.0	17.73	2,429.8	\$ 192,887.01	3.27

Detailed Measure, Trend Data, and Calculation Review - As Submitted in Table 1.1

Measure Number	RCx-1	Measure Description	Restore Proper Control of HWWPs and Boiler Staging
Solution Code	Optimize HVAC boiler sequencing - retrocommissioning		AC-57213
EUL	0	Qualifying RCx Measure:	Yes
kWh Savings	92,382	M&V Method:	IPMVP Option A: Retrofit Isolation - Key Parameters
kW Savings	0.0	Baseline Documented Per M&V Plan:	Yes
Therm Saving	480	M&V Plan Follows SCE Min. Plan Req:	Yes
Estimated Installation Cost	\$ 36,250.48	Savings Projection Reasonable:	Yes

Notes:
The controllers on the HHW pump and boiler systems are currently non-functional. As a result, the pumps are operating at 100% speed, despite the VFD's that are installed. This measure will install new controllers so that the HHW pumps operate at reduced speeds during part load conditions. Baseline trend data supports the claim that pumps are currently operating at constant speed. Final savings will be based on post-implementation trend data per the M&V plan. This measure is approved as submitted.

Measure Number	RCx-2	Measure Description	Optimize HWP and Boiler Controls to Maximize Boiler Efficiency
Solution Code	Install, repair or optimize hot water pump VFD retrocommissioning		AC-98504
EUL	0	Qualifying RCx Measure:	Yes
kWh Savings	-3,913	M&V Method:	Pre- and Post-Implementation Snapshots
kW Savings	0.0	Baseline Documented Per M&V Plan:	Yes
Therm Saving	1,950	M&V Plan Follows SCE Min. Plan Req:	Yes
Estimated Installation Cost	\$ 1,370.81	Savings Projection Reasonable:	Yes

Notes:
The boilers currently provide constant HHW supply temperature (HHWST). This measure will implement HHWST reset. Savings will be verified based on HHW supply and return temperature trend data, which should validate that the HHWST reduces as outside air temperature ranges from 45°F to 65°F. This measure is approved as submitted.



CCC-IOU Energy Efficiency Partnership Program
SCE/SCG Pilot Retrocommissioning (RCx) Program



2013 RCx Investigation Report Review

Measure Number	RCx-3	Measure Description	Shut Off PCHP During Day (Intermittent Use Currently)
Solution Code	Install, repair or optimize chilled water pump VFD retrocommissioning		PM-23862
EUL	0	Qualifying RCx Measure:	Yes
kWh Savings	2,052	M&V Method:	Pre- and Post-Implementation Snapshots
kW Savings	0.8	Baseline Documented Per M&V Plan:	Yes
Therm Saving	0	M&V Plan Follows SCE Minimum Plan Req:	Yes
Estimated Installation Cost	\$ 789.56	Savings Projection Reasonable:	Yes

Notes:
This measure will install a controller and prevent the primary chilled water pump from operating when the chiller is not operating, except during normal chiller start-up sequences. The calculation method used was conservative in that it assumes the pumps operate at part load during some of the baseline hours. Trend data indicates that the pumps cycle when the chillers are not operating. This measure is approved as submitted because the savings estimate is conservative.

Measure Number	RCx-4	Measure Description	Recommission SCHW Pump VFD Controls & Optimize
Solution Code	Install, repair or optimize chilled water pump VFD retrocommissioning		PM-23862
EUL	0	Qualifying RCx Measure:	Yes
kWh Savings	156,980	M&V Method:	IPMVP Option B: Retrofit Isolation - All Parameters
kW Savings	16.9	Baseline Documented Per M&V Plan:	Yes
Therm Saving	0	M&V Plan Follows SCE Min. Plan Req:	Yes
Proposed Installation Cost	\$ 60,396.76	Savings Projection Reasonable:	Yes

Notes:
The implementer estimated savings using a bin simulation that correlates building load to the time of day. The baseline campus and chiller loads were determined from trend data collected in February. The cooling loads were then binned into 24 one hour bins. Because of this approach, the cooling loads were NOT extrapolated to 8,760 hour per year annual weather data. The implementer believes this is a conservative estimate of the cooling load. The reviewer agrees that this is a conservative estimate of cooling load. However, this is not necessarily a conservative estimate for energy savings. This 24 hourly bin approach was used for every CHW RCx measure. **The 24 hourly bin approach is conditionally approved with the requirement that the implementer provide a revised calculation with the forthcoming Verification Report that is a 8,760 hourly weather bin model, and the model should use post-implementation M&V trend data extrapolated based on regional 30 year average TMY-2 weather data.** RCx-4 calculations should specifically be calibrated to post-implementation pump demand and chiller water flow.

Measure Number	RCx-5	Measure Description	Reduce Flow of PCHW Pumps to Match Design
Solution Code	Install, repair or optimize chilled water pump VFD retrocommissioning		PM-23862
EUL	0	Qualifying RCx Measure:	Yes
kWh Savings	2,673	M&V Method:	Pre- and Post-Implementation Snapshots
kW Savings	0.0	Baseline Documented Per M&V Plan:	Yes
Therm Saving	0	Baseline Documented Per M&V Plan:	Yes
Proposed Installation Cost	\$ 1,028.36	Savings Projection Reasonable:	Yes

Notes:
See RCx-4 note, as same general comment applies. Other than the conditional approval described in the RCx-4 note, the proposed energy savings are conditionally approved as submitted.

Measure Number	RCx-6	Measure Description	Lockout SCHWPs based on outside air temp
Solution Code	Optimize chilled water pump schedule - retrocommissioning		PM-19854
EUL	0	Qualifying RCx Measure:	Yes
kWh Savings	71,974	M&V Method:	Pre- and Post-Implementation Snapshots
kW Savings	0.0	Baseline Documented Per M&V Plan:	Yes
Therm Saving	0	M&V Plan Follows SCE Min. Plan Req:	Yes
Proposed Installation Cost	\$ 27,691.50	Savings Projection Reasonable:	Yes

Notes:
See RCx-4 note, as same general comment applies. Other than the conditional approval described in the RCx-4 note, the proposed energy savings are conditionally approved as submitted.

Measure Number	RCx-7	Measure Description	Automate control sequence to charge TES
Solution Code	Optimize HVAC chiller plant schedule - retrocommissioning		AC-89556
EUL	0	Qualifying RCx Measure:	Yes
kWh Savings	124,325	M&V Method:	IPMVP Option B: Retrofit Isolation - All Parameters
kW Savings	0.0	Baseline Documented Per M&V Plan:	Yes
Therm Saving	0	M&V Plan Follows SCE Min. Plan Req:	Yes
Proposed Installation Cost	\$ 47,833.05	Savings Projection Reasonable:	Yes

Notes:
See RCx-4 note, as same general comment applies. Other than the conditional approval described in the RCx-4 note, the proposed energy savings are conditionally approved as submitted.



CCC-IOU Energy Efficiency Partnership Program
SCE/SCG Pilot Retrocommissioning (RCx) Program



2013 RCx Investigation Report Review

Measure Number	RCx-8	Measure Description	Implement CW Temperature Reset Based on WB Temperature
Solution Code	Adjust chiller water reset retrocommissioning		AC-49858
EUL	0	Qualifying RCx Measure:	Yes
kWh Savings	45,554	M&V Method:	Pre- and Post-Implementation Snapshots
kW Savings	0.0	Baseline Documented Per M&V Plan:	Yes
Therm Saving	0	M&V Plan Follows SCE Min. Plan Req:	Yes
Proposed Installation Cost	\$ 17,526.49	Savings Projection Reasonable:	Yes

Notes:
See RCx-4 note, as same general comment applies. Other than the conditional approval described in the RCx-4 note, the proposed energy savings are conditionally approved as submitted.



7/23/13

Mr. Fred Diamond
Director of Facilities and Construction
Citrus Community College
1000 West Foothill Boulevard
Glendora, CA 91741-1899

Hello Fred,

Thank you for your assistance with and support of the CCC/IOU Partnership's RCx Pilot effort at Citrus College. Your involvement to date has been crucial to ensuring the success of this effort and we look forward to continuing to work with you through this process as we optimize the central plant operations on your campus and help Citrus College save money on their utility bills.

Here is an update of the RCx process to date since hiring kW Engineering last fall:

- Regular bi-weekly RCx team calls were established and held, solidifying the RCx team on this project and helping to address questions and barriers to projects investigation in a timely manner.
- Based on preliminary campus and plant data available from both the utilities and from the central plant EMS, kW Engineering was able to develop a preliminary list of Energy Efficiency Measures (EEMs), rough savings and cost estimates. With this information, the RCx team was then able to come to a consensus on which measures with which to investigate further.
- From further investigation, and at the wishes of the campus, it was determined that all of the old, proprietary control points in the central plant needed to be replaced with new, open protocol points.
- kW Engineering then built an central plant energy simulation model to more accurately predict the energy savings expected by implementation of their recommended EEMs. This model was further calibrated with additional trend data taken from the central plant.
- kW Engineering developed the new sequences of operation (SOOs) for the entire central plant operation, including any recommended optimized sequences. New SOOs were reviewed, further modified and approved by both Citrus College and their chosen controls contractor, Climatec, to ensure that the final SOO list achieved the campus' goals for both energy savings and increased occupant comfort.
- kW Engineering summarized all of their investigation findings in an investigation report, describing, in detail, the project, campus, existing equipment, the RCx process, the recommended EEMs, expected energy savings, expected implementation costs, CO2 emission reduction, estimated incentives and payback of the measures.
- In parallel, Climatec developed and submitted a cost proposal for implementation of the EEMs suggested by kW Engineering. These costs were used as is in the investigation report created by kW.

- This report was then reviewed by the Professional Engineers at Newcomb Anderson McCormick (NAM), acting as technical reviewer for both Southern California Edison (SCE) and So Cal Gas (SCG).
- After minor modifications, the investigation report, supporting calculations and methodology were determined to be clear, concise and repeatable by engineers familiar with industry standard energy savings calculations.

As approved, the RCx Project at Citrus College is estimated to:

- Achieve yearly energy savings of 492,027 kWh, 17.7 kW and 2430 Therms
- Achieve yearly energy bill savings of \$58,980.
- Receive \$120,516 in incentive money from the participating IOUs - SCE and SCG
- Cost \$192,887 to implement the recommended changes
- Achieve a simple payback of 1.23 years.

Final costs, savings and incentive amounts will be trued up during final measure verification, performed by kW Engineering.

SCE and SCG will make every attempt to issue you a Notice to Proceed (NTP) for project implementation coordinated with the date of board approval. Waiting for the NTP before beginning construction ensures that your project will qualify for available utility incentives.

Thank you again for your willing participation in this project and we look forward to working with you through the construction, commissioning, verification and training phases of this project.

Regards,



Steve Clarke
Senior Program Manager
Newcomb Anderson McCormick

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	October 2, 2012	Resolution	_____
SUBJECT:	Board Goals 2013-2014	Information	_____
		Enclosure(s)	X

BACKGROUND

At their August 13, 2013, Board Retreat, the Board of Trustees developed board goals for the 2013-2014 academic year.

This item was prepared by Christine Link, Executive Assistant, Superintendent/President's Office.

RECOMMENDATION

Authorization is requested to approve the Board's Goals for 2013-2014.

Geraldine M. Perri, Ph.D.
Recommended by

_____/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. 1.6.

**CITRUS COLLEGE
BOARD OF TRUSTEES
2013-2014 GOALS**

1. The Board of Trustees encourages the college community to work to advance the institutional goals of the Strategic Plan through the implementation of activities aimed at meeting the planning objectives.
2. The Board of Trustees will work to advocate for key legislative actions which advance and fund the mission of California community colleges.
3. The Board of Trustees will work to support the Gold Line expansion to Ontario and research strategies to ensure student safety when accessing the college from the proposed Gold Line Station.
4. The Board of Trustees supports and encourages the college's advancement of a "college of completion" agenda to facilitate students in meeting their educational goals.
5. The Board of Trustees encourages the college to consider innovative strategies and practices which support the aims and goals of the California Community Colleges Student Success Program.
6. The Board of Trustees supports and encourages the college in its efforts to promote a college culture committed to sustainability and the effective use of resources.
7. The Board of Trustees will work to enhance collaboration with K-12 educational partners.
8. The Board of Trustees will work to support the College Foundation in the identification and cultivation of potential donors.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE	SEPTEMBER 10, 2013	Resolution	<u> </u>
SUBJECT:	Possible Action In Response to Report of Ad Hoc Board Subcommittee Regarding Residence of Dr. Gary L. Woods	Information	<u> </u>
		Enclosure(s)	<u> </u>

BACKGROUND

On March 19, 2013, Mr. John Fincher, CCFA President, presented the Board with information regarding the residency of Trustee Gary L. Woods, Trustee Area 1.

At the April 2, 2013, regular Board of Trustees meeting action was taken to utilize District legal counsel to advise the Board regarding the matter above.

Legal counsel recommended and the Board formed an ad hoc subcommittee, consisting of Trustee Keith and Trustee Rasmussen, at their May 7, 2013, regular Board of Trustees meeting. The ad hoc subcommittee was established to consider the issue of residency of Trustee Gary L. Woods, gather facts and prepare a report to the Board of Trustees, which may include a recommendation for action.

The ad hoc subcommittee's duration was limited, expiring on July 30, 2013, and did not have continuing subject matter jurisdiction or a meeting schedule fixed by action of the Board. At its meeting on July 16, 2013, the Board of Trustees voted to extend the term of the ad hoc subcommittee, until September 30, 2013.

After the report of the ad hoc subcommittee is presented at the public meeting on September 10, 2013, the Board of Trustees will have the opportunity to consider and possibly take action in response to the report of the ad hoc Board subcommittee regarding residency of Dr. Gary L. Woods. Options include, but are not limited to: no further action, authorization to file an application for leave to sue in quo warranto, or a vote to declare the seat vacant and to begin the process to appoint a successor.

RECOMMENDATION

As of the posting of the agenda and preparation of this agenda item, the report of the ad hoc subcommittee was not complete. The ad hoc subcommittee is awaiting input from Dr. Woods, which Dr. Woods' attorney has indicated will be provided on September 5, 2013. As a result, the ad hoc subcommittee has not yet formulated a specific recommendation. However, for purposes of this agenda, possible action includes, but is not limited to: no further action, authorization to file an application for leave to sue in quo warranto, or a vote to declare the seat vacant and to begin the process to appoint a successor.

It is anticipated that the report will be completed soon after obtaining input from Dr. Woods, and distributed to members of the Board of Trustees on the morning of Monday, September 9, 2013. Pursuant to Government Code section 54957.5, subdivision (b), the report of the ad hoc subcommittee will be made available for public inspection at the time it is distributed to all, or a majority of all, Board of Trustees members. The report will be available in the Superintendent/President's Office, located at 1000 W. Foothill Blvd., Glendora, CA 91741. The report may also be posted on the Citrus College website, in a position and manner that makes it clear that the report relates to this agenda item for the September 10, 2013, Board of Trustees meeting.

_____ / _____

Moved Seconded

Aye__Nay__Abstained__

Item No. 1.7.



Report of Ad Hoc Board Subcommittee: Residency of Dr. Gary L. Woods

September 9, 2013

Susan M. Keith
Dr. Patricia Rasmussen

Assisted by Christopher Keeler
Fagen Friedman & Fulfrost

I. Introduction

Dr. Gary Lewis Woods is the elected member of the Citrus College Board of Trustees representing Trustee Area #1, which includes the City of Azusa and portions of Duarte. Dr. Woods was first elected to this office in 1982. His present term expires on November 30, 2013.

At the public Board meeting on March 19, 2013, representatives of the Community College Association, an affiliate of California Teachers Association, and John Fincher, President of the Citrus College Faculty Association, addressed the Board during the public comment period and asserted that Dr. Woods is not a resident of Azusa. Ron Reel, President of the Community College Association in California reported that, on January 29, 2013, the CTA office in Santa Fe Springs received a letter from a former United States Postal Worker. The former Postal Worker observed in the 1980's that the resident at 385 N. Rockvale Avenue, Apt. 42 would allow his mail to sit uncollected for "weeks at a time" and then suddenly empty it, as if he didn't actually live at that address. This pattern continued for several years. The complex manager informed the Postal Worker that Gary Woods worked at Citrus College and used the apartment when he would work late and didn't want to drive home. She said that he had business at Citrus College and that he only came by occasionally.

Mr. Reel stated that, when notified of this issue, CTA authorized an investigation into the residency of Dr. Woods. Other speakers described some of the results of that investigation and provided the address of a website, FireGaryWoods.com, which documents the results of their investigation in greater detail. Mr. Fincher urged the Board to retain legal counsel and, at the next meeting in April, vote to vacate Dr. Woods' seat and begin the process to appoint a successor.

At the April 2, 2013, regular Board of Trustees meeting, the Board voted unanimously to utilize District legal counsel to advise the Board regarding Dr. Woods' residency.

Fagen Friedman & Fulfroost was selected to provide advice regarding this matter. Legal counsel recommended that the Board form an ad hoc subcommittee to study the issue of Dr. Woods' residency. At the regular meeting on May 7, 2013, the Board formed an ad hoc subcommittee, consisting of Trustee Keith and Trustee Rasmussen, to consider the issue of residency of Trustee Gary L. Woods, gather facts and prepare a report to the Board of Trustees, which may include a recommendation for action. The ad hoc subcommittee's duration was limited, set to expire on July 30, 2013, and did not have continuing subject matter jurisdiction or a meeting schedule fixed by action of the Board. However, at the regular Board meeting on July 16, 2013, the Board extended the term of the ad hoc subcommittee until September 30, 2013.

The ad hoc advisory committee has prepared this report for consideration by the Board of Trustees.

II. Procedural History

The ad hoc subcommittee met on May 15, 2013, to plan for the inquiry. The subcommittee assigned legal counsel to gather information from various sources, including but not limited to the Citrus College Faculty Association, publicly available records, Dr. Woods and any sources of information suggested by Dr. Woods.

On June 4, 2013, legal counsel met with John Fincher, CCFA President, to obtain documentation and information relevant to the residency issue collected by CCFA. Legal counsel also gathered publicly available records related to Dr. Woods' residency.

By letter to Board President, Susan Keith, dated July 15, 2013, George M. Yin, attorney from Dr. Woods, urged the College "to refrain from staging a 'kangaroo court' that threatens to damage the District's reputation. Mr. Woods and the District's residents deserve an orderly process that complies with California law." He further asserted that a quo warranto proceeding is the "proper vehicle for a board of trustees of a community college district to test whether one of its members was entitled to hold office on account of the member's residency status." He wrote:

Mr Woods strongly maintains that he has satisfied all relevant residency requirements to serve as a Board member for the District. Yet, if certain members of the Board insist on continuing to question his qualifications, we demand that the Board use the proper legal procedure, and allow the Attorney General's Office to decide whether or not to pursue a quo warranto proceeding. This process will allow the Attorney General to make an independent determination as to Mr. Woods' residency in the trustee area that he currently represents. To engage in other non-legally prescribed proceedings opens the District up to potential lawsuits and ridicule. The residents of the District deserve better.

By letter to George M. Yin, dated July 30, 2013, legal counsel for the District explained:

There have been no decisions made to take any action that might impact title to [Dr. Woods'] office. Rather, consistent with the Board's directives, the ad hoc committee is considering the issue of residency of Dr. Woods, gathering facts and will prepare a report to the Board of Trustees, which may include a recommendation for action.

Counsel further explained:

The ad hoc committee's inquiry is similar to inquiries made by other public agencies when considering residency issues. For example, in 95 Ops.Cal.Atty.Gen. 43 (2012), the Attorney General describes Arrowbear Park County Water District's use of legal counsel to conduct an investigation of residency status in response to complaints by members of the public and ratepayers that a board member was not a resident of the water district.

In the same letter of July 30, 2013, legal counsel requested information from Dr. Woods "that may support his claim of residency within the District and his trustee area." Specifically, legal counsel requested the following records:

- Major bills/statements, such as credit card and bank statements, showing the billing address;
- Personal tax records (federal and state) and statements from the Social Security Administration showing mailing address;
- Utility bills for the residences at 1212 Arno Drive, Sierra Madre and 450 N. Soldano #242, Azusa for the past 6 months, showing billing address and consumption;

- Invoices, packing lists or other evidence of delivery of purchases to both addresses;
- A list of residences owned or leased by Dr. Woods;
- Dr. Woods' telephone number(s);
- Registration for Dr. Woods' vehicle(s);
- Dr. Woods' driver's license;
- Dr. Woods' voting registration;
- Location of Dr. Woods' business office;
- Location of any post office box rented or used by Dr. Woods;
- Clubs, community groups or similar organization of which Dr. Woods is a member;
- Branch office where Dr. Woods conducts his banking;
- Location of Dr. Woods' primary care physician;
- Homeowner's exemption or renter's credit; and,
- Any other documents that Dr. Woods might consider helpful in resolving questions concerning his legal residence.

Additionally, legal counsel requested to meet with Mr. Yin and Dr. Woods to discuss the above-identified records and any other information that may shed light on this issue, preferably at Dr. Woods' residence at 450 N. Soldano in Azusa. District legal counsel proposed a meeting on August 6, 8 or 9, 2013.

Having received no response, District legal counsel called Mr. Yin on August 5th. Mr. Yin stated that he was considering the letter of July 30th, that he would discuss the requests with his client, Dr. Woods, and then respond. As of the Board meeting on August 13, 2013, Mr. Yin had not responded. This was relayed to the Board of Trustees by legal counsel during the public meeting on August 13, 2013.

District legal counsel called Mr. Yin again on August 27, 2013. Mr. Yin stated that his client was gathering documents that will prove he resides in Azusa. Mr. Yin stated that he and his client wanted to meet with legal counsel for the District to provide such documentation and an explanation of residency issues. District legal counsel explained that there was a short time line for obtaining this input.

By email dated August 29, 2013, District legal counsel explained that the subcommittee desired to present a report at the Board meeting on September 10th and that the ad hoc subcommittee was meeting on Tuesday, September 3rd. Although receipt of Dr. Woods' input prior to that meeting

was preferable, District legal counsel explained that, as long as input was received by September 6th, it could be incorporated into the report. Legal counsel requested Mr. Yin's cooperation to schedule a date, time and location for the meeting at his earliest convenience and explained that District legal counsel could accept documentation at any time via overnight mail or scanned copies via email.

During the week of September 2, 2013, District legal counsel and Mr. Yin worked to schedule a meeting, which eventually was set for 10:30 a.m. on September 5, 2013, at Dr. Woods' apartment at 450 N. Soldano in Azusa. On September 4th, Mr. Yin informed District legal counsel that Dr. Woods was not available for that meeting, as he would be teaching at that time. However, Mr. Yin met with District legal counsel to provide documentation and open the apartment for observation.

III. Facts Gathered during Inquiry

For purposes of voting and holding elected office, Dr. Woods lists an apartment in the Soldano Senior Village Apartments ("SSVA"), 450 N. Soldano Avenue, unit 242-F, in Azusa, CA 91702. The SSVA is a 55+, independent living apartment complex. There are one and two-bedroom units with rates starting from \$850/month for a one-bedroom unit and \$1100/month for a two-bedroom unit. The complex appears relatively well-maintained. Dr. Woods' apartment, 242F, is a one bedroom unit on the second floor. Although most units in the complex have patio furniture, barbeques and/or plants on their patios or decks, Dr. Woods' deck is empty.

According to the United States Census Bureau, the median value of owner-occupied housing units (2007-2011) in Azusa is \$359,300. The "per capita money income in the past 12 months" for residents of Azusa is \$19,119 (2011 dollars). The median household income is \$53,826. Just over 18% of residents live below the poverty line.

Gary Woods is the 1/3 owner of a residence located at 1212 Arno Drive in Sierra Madre, California. A title report shows that Dr. Woods purchased this property on or about April 15, 2011, with a co-owner, for \$1,140,000. The home is 3,223 square feet in size and sits on approximately 1/3 acre (13769 square feet).

The Arno Drive home is in a neighborhood with other custom homes. A prior listing on the Multiple Listing Service included photographs of the interior and exterior of the property, which reveal a modern, luxurious home, which sits on a hill and has impressive views of the surrounding area.

According to the United States Census Bureau, the median value of owner-occupied housing units (2007-2011) in Sierra Madre is \$770,500. The "per capita money income in the past 12 months" for residents of Sierra Madre is \$52,221 (2011 dollars). The median household income is \$84,487. 8.6% of residents live below the poverty line.

After concerns about Dr. Woods' residency arose, the California Teachers Association arranged for surveillance of Dr. Woods on February 19, 20, 21, 22, 26, 27, and 28th, March 1, 4, 5, and 7th, 2013. During surveillance, it appeared that Dr. Woods left the Arno Drive residence each morning, went to work and/or conducted other business/matters and returned each evening to the

Arno Drive residence. There was very little evidence of Dr. Woods' presence at the SSVA. A log and narrative of the surveillance are attached.

For example, on the morning of February 20, 2013, the investigator observed Dr. Woods' car parked at the Arno Drive residence at approximately 6:20 a.m. At approximately 7:45 a.m., he observed Dr. Woods pull into the staff parking lot at Pasadena City College and then walk towards campus. At approximately 8:40 a.m., the investigator visited 450 N. Soldano Avenue and observed a business card, which he had stuck in the doorjamb of unit 242-F the previous day, was still in place. (The business card remained in place for at least 3 days which suggests that the door was not opened during that time period.) The next morning, February 21, 2013, at 6:30 a.m., the investigator observed Dr. Woods' car in the driveway of the Arno Drive property, suggesting that he spent the night there, rather than in Azusa.

Similarly, on March 5, 2013, the investigator observed Dr. Woods' car in the driveway of the Arno Drive residence at approximately 6:39 a.m. At approximately 8:22 p.m., after the Citrus College Board meeting, Dr. Woods returned to the Arno Drive residence and parked his car in the driveway.

During the period of observation, it appears that Dr. Woods spent each night at the Sierra Madre home and made only sporadic visits to the N. Soldano apartment.

On June 29, 2013, a resident from a neighboring building in the SSVA provided the following information. The neighbor reported spending a lot of time sitting on his front patio, from which he has a clear view of Dr. Woods' apartment. When asked who rents apartment 242, he responded "Gary." He stated that he knew Gary was a lawyer. When asked how much time Gary spends at the apartment, the neighbor reported that he saw Gary at the complex most days, briefly checking on his apartment and getting his mail. When asked whether it appeared that Gary ever spent the night in the apartment, the neighbor reported that he did not believe so. When asked whether he had ever seen Gary throw a party or host visitors in the apartment, he responded "no." When asked whether he had ever seen Gary at the apartment during a holiday, he responded "no." When asked if Gary had any friends in the apartment complex, the neighbor reported that Gary has visited with the woman who lives across the hall from his unit, and that he may have attended a party or social event that she hosted. However, the neighbor reported that Gary did not spend a lot of time at the apartment.

On August 27, 2013, the Citrus College Faculty Association mailed an invitation to Dr. Woods to participate in a candidate's forum on September 4, 2013. District employees assert that the invitation was addressed to Dr. Woods at the 450 N. Soldano Avenue address and mailed via first class U.S. mail, according to standard practice at Citrus College. On September 4, 2013, Dr. Woods sent an email to Bruce Langford, CCFA President, stating:

Subject: Candidates forum

Bruce:

I talked with Melissa Masatani of the San Gabriel Tribune yesterday, and she notified me that there is a candidates forum Wednesday (today) at 2:30 p.m.

Since I did not receive notice of this either at my residence, or by e-mail, I was not able to make arrangements at work to have the time to attend the forum. As you are probably aware, I teach until 6:10 p.m. on Wednesday, and we are one week into the new semester. I am sure that you will understand that the students come first, so I cannot cancel classes since students are trying to register and get their credits to transfer. I have been on the Board for 32 years, an educator for 42 years and I believe that my positions are very well known.

I would appreciate it if you would read this statement to the audience at the forum.

Thank you

Dr. Woods

On September 5, 2013, District legal counsel met attorney George Yin at the N. Soldano apartment to receive requested documentation and observe the apartment. Unit 242F is a one bedroom unit, with a small living area and a kitchen/nook. It is furnished with a couch, an end table, a wall unit (containing books, photographs (possibly of family members) and a small tv/dvd player with cable box), a kitchen table with chairs, a bed and nightstands. There was a coffee machine and a blender in the kitchen. There was no clothes washer or dryer in the unit. The apartment has prints on the walls and other art displayed on shelves and tables. There were cleaning supplies in storage areas, food in the refrigerator, clothing and personal items in the bedroom. There is a telephone with a functioning answering machine.¹ The apartment was tidy and appeared well kept. In sum, the space could be lived in.

Legal counsel for the District asked Mr. Yin if Dr. Woods' claim of residency in Azusa was a highly technical, legal claim, or whether he claimed to live "day-to-day" at the N. Soldano apartment. Mr. Yin claimed that Dr. Woods does live at the N. Soldano apartment "day-to-day" and that it is his "home base." Mr. Yin asserted, however, that Dr. Woods owns other property. He does spend time at the Arno Drive property and perform some maintenance there. Mr. Yin further stated that Dr. Woods would have a right to sleep at the Sierra Madre home at times without losing his domicile in Azusa.

District legal counsel also spoke with Pearl Ciminski, manager of the SSVA. She reported seeing Dr. Woods regularly picking up his mail "at the end of the day." She also reported meeting his girlfriend at the complex once, possibly last summer. She described Dr. Woods as a "nice, quiet person" who minds his own business. When asked if he socialized with others in the complex, she responded "nobody socializes." When asked if she has ever seen him at the SSVA during a holiday or special occasion, she reported that she leaves the area during such times, and would not have seen him.

On September 5-7, 2013, a limited surveillance was performed by a licensed private investigator. The investigator observed Dr. Woods leave the Arno Drive residence early on September 5th and return to that home at approximately 10 p.m. that night. He was not observed leaving the

¹ An incoming telephone call was answered automatically during the meeting.

residence between approximately 6 a.m. and 8:30 a.m. on September 6th, but he was observed returning to the residence shortly before 11 p.m. that night. The next morning, September 7th, Dr. Woods left the residence at approximately 6:45 a.m. At some point Dr. Woods returned to the Arno Drive home, and left again at around 8:30 p.m. Dr. Woods returned to the Arno Drive home at approximately 10:30 p.m. that night. Each night, Dr. Woods parked his car inside the garage.

Dr. Woods is an accounting and law professor at Pasadena City College. According to the Official Academic Salary Schedule for Contract Monthly Faculty, posted online, given his advanced degree and years of service, Dr. Woods would earn at least \$10,420.58 per work month for full time service. Dr. Woods is also a licensed attorney. His business address, listed with the California Bar Association, is 740 North Lake Avenue, Pasadena, CA 91104.

Gary Lewis Woods is listed as a licensed owner of thoroughbred race horses with the California Horse Racing Board (license no. 301943) through December 2014. Mr. Yin stated that he believed Dr. Woods may not currently own a racehorse.

Dr. Woods' biography states that he is a longtime member of the Tournament of Roses and served as a member of Goodwill Industries' governing board. Dr. Woods is also the former president of the San Gabriel Valley Chapter of IFA, an international organization composed of law and business leaders who support law and drug enforcement agencies in the community.

In response to questions from a reporter from the San Gabriel Valley Tribune, Dr. Woods reportedly stated that he met "all the requirements for domicile" in Azusa. It was further reported that he stated: "I get mail (in Azusa), I have a telephone and I get calls there, I vote there, my driver's license is there, I voted in the most recent election . . . I think I've voted in every election." In response to questions about the surveillance, Dr. Woods explained: "I'm a close friend of the family and at the time that (surveillance) happened, the mother was dying and they asked me to give them support." He reportedly claimed to own other properties, which he described as "investment properties."

On August 28, 2013, the Claremont Courier published an article about Dr. Woods' residency issue. He reportedly denied allegations that he resides in Sierra Madre, stating: "I've been a resident there for 32 years. I've been a registered voter there for 32 years . . . I've always gotten everything at my address in Azusa. All my documents go there: my driver's license, bank statements, taxes, utility bills—no different than anyone who lives in a domicile."²

The table below lists the documents provided by Mr. Yin in response to District legal counsel's requests.

Documents Requested	Documents Provided
Major bills/statements, such as credit card and bank statements, showing the billing address	No documents provided.

² Dr. Woods' references to "there" are apparently references to Azusa.

<p>Personal tax records (federal and state) and statements from the Social Security Administration showing mailing address</p>	<p>Tax Return, 2012 Form 1040, shows address as 450 N. Soldano Ave, 242F, Azusa, CA 91702</p> <p>No itemized deduction for mortgage interest claimed</p> <p>Tax Return, 2012 Form 540-V, shows address as 450 N. Soldano Ave 242F, Azusa, CA 91702</p> <p>Tax preparer (CPA) located in Pasadena</p>
<p>Utility bills for the residences at 1212 Arno Drive, Sierra Madre and 450 N. Soldano #242, Azusa for the past 6 months, showing billing address and consumption</p>	<p>No utility bills provided for 1212 Arno Drive residence.</p> <p>Azusa Light & Water "Detail History" reports for Gary Woods, 450 N. Soldano Ave, Apt 242F for 2013</p> <p>February electric usage: 196 bill: \$28.08</p> <p>March electric usage: 120 bill: \$18.32</p> <p>April electric usage: 37 bill: \$5.83</p> <p>May electric usage: 51 bill: \$7.84</p> <p>June electric usage: 41 bill: \$6.41</p> <p>July electric usage: 59 bill: \$8.95</p> <p>August electric usage: 137 bill: \$20.10</p> <p>Verizon Telephone bills for Gary Woods, 450 N. Soldano Ave Apt. 242 for 2013</p> <p>April 10 calls</p> <p>May 9 calls</p> <p>June 11 calls</p> <p>July No usage information</p> <p>August 11 calls</p> <p>September 12 calls</p>

Invoices, packing lists or other evidence of delivery of purchases to both addresses	Sales Order from Azusa Sales, showing purchase of refrigerator by Gary Woods on June 20, 2013, for delivery to 450 N. Soldano #242, Azusa, CA 91702. ³
A list of residences owned or leased by Dr. Woods	<p>Tenancy Agreement with Soldano Senior Village for 450 N. Soldano Avenue, Unit # 242 commencing 8/24/09, along with numerous rent statements showing monthly rent and parking in the amount of \$850 and \$10, respectively</p> <p>Executor's Deed, evidencing transfer to Gary L. Woods and Gerald R. Woods, as joint tenants, of property located at 3912 Blanche Street, Pasadena, CA, in April 1973.</p> <p>Grant Deed, evidencing transfer to Gary L. Woods of property located at 740 N. Lake Ave., Pasadena, CA 91104</p> <p>Quitclaim Deed, evidencing transfer to Gary L. Woods and Judy M. Chin, Trustee, as joint tenants with right of survivorship, of a condominium located at 848 Huntington Drive, Unit 2, Arcadia, CA 91007</p> <p>Grant Deed evidencing transfer to Gary Woods and Guo Ping Wu, as 1/3 owner and 2/3 owner, respectively, of property located at 1212 Arno Drive, Sierra Madre, CA 91024.</p>
Dr. Woods' telephone number(s)	Verizon statements indicate that telephone at 450 N. Soldano address is 626-812-9098
Registration for Dr. Woods' vehicle(s)	California vehicle registration card, effective from 7/8/2013 to 7/8/2014 for 2009 Lexus, license number 6JJZ318, lists address as 450 N. Soldano Ave 242F, Azusa, CA 91702

³ The Sales Order does not have the box checked to "take" an existing refrigerator from the apartment.

Dr. Woods' driver's license	<p>Current California Driver License for Dr. Woods lists address as 740 N. Lake Ave, Pasadena, CA 91104.</p> <p>March 21, 2013, California DMV Notice of Change of Address form, listing as the "new or correct residence address," 450 N. Soldano Ave, 242F, Azusa, CA 91702</p>
Dr. Woods' voting registration	<p>Records from Los Angeles County Registrar-Recorder/County Clerk show Dr. Woods changed his voter registration on or about October 5, 2009, from 1151 W. Arrow Hwy, Azusa, CA 91702 to 450 N. Soldano Ave, 242F, Azusa, CA 91702</p>
Location of Dr. Woods' business office	<p>No separate documentation provided, however, Mr. Yin represented that Dr. Woods' law office is located at 740 N. Lake Ave., Pasadena, CA 91104. This was confirmed on the California Bar Association website.</p> <p>Pasadena City College is located at 1570 E. Colorado Blvd., Pasadena, CA 91106</p>
Location of any post office box rented or used by Dr. Woods	<p>No documents provided</p>
Clubs, community groups or similar organization of which Dr. Woods is a member	<p>2013-14 Member Card for Elks USA, Lodge 2025 in Arcadia, CA.</p> <p>Member identification card for Pasadena Tournament of Roses, Pasadena, CA. The card shows membership since 1983.</p>
Branch office where Dr. Woods conducts his banking	<p>Several months' checking and savings account statements for Gary Lewis Woods from East West Bank, 301 West Valley Blvd, San Gabriel CA 91776, and,</p> <p>Several months checking and savings account statements for Gary L. Woods, Woods Stable Investments, from Amalgamated Bank, 275 Seventh Avenue, New York, NY 10001</p> <p>The address on each account is 450 N.</p>

	Soldano Avenue #242F, Azusa, CA 91702
Location of Dr. Woods' primary care physician	No documents provided
Homeowner's exemption or renter's credit	No documents provided. ⁴
Any other documents that Dr. Woods might consider helpful in resolving questions concerning his legal residence	<p>June 30, 2012 Annual Member Statement from the Public Employees' Retirement System, shows N. Soldano Ave address</p> <p>Summons for Jury Service, dated January 6, 2012, shows N. Soldano Ave address</p> <p>Letter from Citrus College Foundation, dated May 2, 2013, thanking Dr. Woods' for a donation to the "College of Completion", shows N. Soldano Ave address</p>

IV. Relevant Law and Board Policy

A. Qualifications for Office/Trustee Areas

Any California citizen, who is 18 years of age or older, a registered voter, and who is not disqualified from holding a civil office by law or the California Constitution, is eligible to be a community college district governing board member. (Cal. Educ. Code §72103.)

Consistent with Education Code section 5019, Board members are elected by trustee area. Board Policy 2010 states, in pertinent part:

The Board shall consist of five members elected by the qualified voters of the District. Members shall be elected by trustee area as defined in BP 2100 titled Board Elections.

Board Policy 2100 states, in pertinent part:

The Board of Trustees has provided for the election of trustees by trustee areas. The trustee areas include:

- Trustee Area 1 Azusa and portions of Duarte Representative
- Trustee Area 2 Claremont and portions of Pomona and La Verne Representative
- Trustee Area 3 Duarte and portions of Azusa, Monrovia, Arcadia, Covina and Irwindale Representative

⁴ Real estate records indicate Dr. Woods does not claim a homeowner's exemption for the 1212 Arno Drive property. Further, Dr. Woods almost certainly would not qualify for the "renter's credit" under California income tax law based on income. To qualify adjusted gross income must be \$35,659 or less for persons filing single.

Trustee Area 4 Glendora and portions of San Dimas Representative
Trustee Area 5 Monrovia/Bradbury and portions of Duarte Representative
A District Trustee Area Map with the individual Trustee Area Maps are available in the
Superintendent/President's Office.

Residency within the geographic boundaries of a community college district trustee area is a qualification or condition of eligibility for election to the governing board of that district. (Cal. Educ. Code §72022; also see 83 Ops.Cal.Atty.Gen 181 (2000).) A candidate for election must be a resident at the time of the election and, if elected, the trustee must remain a resident in the district (and his trustee area) for the entire term of his or her office. (86 Ops.Cal.Atty.Gen. 194 (2003); 58 Ops.Cal.Atty.Gen 888 (1975).)

Education Code section 5090 indicates that vacancies on community college and school district governing boards are caused by any of the events enumerated in section 1770 of the Government Code. These events include, among other things, an incumbent ceasing to be an "inhabitant" of the district, county, or city for which local residence is required by law. (Govt. Code § 1770(e); 58 Ops.Cal.Atty.Gen 888 (1975).) Thus, a vacancy occurs if: (1) the law requires local residence for the office, and (2) the officer ceases to be an inhabitant of the area for which local residency is required.

As indicated above, the primary issue in this subject area relative to an incumbent trustee is whether a vacancy on a board arises by reason of failure to comply with the residency requirement. This question hinges on the meaning of "residency" for the purposes of Education Code section 72022 and "inhabitant" for the purposes of Government Code section 1770, neither of which are defined in either statute.

B. Meaning of Residency/Domicile

Government Code section 244 provides:

In determining the place of residence the following rules shall be observed:

- (a) It is the place where one remains when not called elsewhere for labor or other special or temporary purpose, and to which he or she returns in seasons of repose.
- (b) There can only be one residence.
- (c) A residence cannot be lost until another one is gained....

Many California Attorney General opinions have found that, generally, the terms "inhabitant" and "resident" for the purposes of these statutes mean "domicile." A person may have only one domicile, which has been interpreted further to be "any factual place of abode of some permanence, more than a mere temporary sojourn." (73 Ops.Cal.Atty.Gen. 427 (1990) quoting *Smith v. Smith* (1955) 45 Cal.2d 235, 239; 75 Ops.Cal.Atty.Gen. 26 (1991).) Mere residence, on the other hand, is where a person's habitation is fixed for some period of time, but where he or she does not have the intention of remaining. (73 Ops.Cal.Atty.Gen 197 (1990); *cf.* Elec. Code § 200, subd. (c).) Thus, the question is not whether a trustee is merely residing within the territory of the district, but whether he or she is domiciled there. (73 Ops.Cal.Atty.Gen 197 (1990).)

More specifically, domicile is “the place where a person’s habitation is fixed, at which the person intends to remain, and to which a person intends to return whenever absent. Thus, domicile requires both the act of residence and the element of intent.” (*Id.*; see also 73 Ops.Cal.Atty.Gen. 197, 208-211 (1990).)

A test commonly used for making this determination has been described as follows,

Many factors enter into this equation, including where an individual is registered to vote and his or her address for mail (*Ballf v. Public Welfare Department* (1957) 151 Cal.App.2d 784, 788-89), where his or her tax returns are filed (*Johnson v. Johnson* (1966) 245 Cal.App.2d 40, 44), where an automobile is registered (8 Ops.Cal.Atty.Gen. 221 (1946)), and where a homeowner’s exemption or renter’s credit is taken (Cal. Elec. Code, § 211; *Fenton v. Board of Directors of the Groveland Community Services District*, (1984) 156 Cal.App.3d 1107, 1112.)

The critical element is one of intent, and while declarations of the individual in this regard are important, such declarations are not determinative. The acts of the individual must be examined as well. (*Mauro v. Department of Mental Hygiene* (1962) 207 Cal.App.2d 381, 389.)

(73 Ops.Cal.Atty.Gen. 427 (1990).)

V. Analysis

A. Facts Suggesting Domicile in Azusa

Dr. Woods satisfies several of the objective, technical tests for establishing domicile in Azusa. His tax records, utility bills, vehicle registration and voting registration all reflect the 450 N. Soldano Avenue address. Additionally, his PERS statement, summons for jury service and correspondence from Citrus College were also sent that that address.

Further, it is clear that Dr. Woods could live at the Azusa apartment. It is a fully furnished and functional apartment. Further, he has been observed there, at a minimum, checking his mail and visiting his apartment.

Dr. Woods did not claim a mortgage interest deduction for the interest paid on the loan for the Arno Drive residence.

Perhaps most important, Dr. Woods clearly expresses an intent to reside in Azusa.

B. Facts Suggesting Domicile in Sierra Madre

Dr. Woods seems more "connected" to the Sierra Madre/Pasadena community. He owns several properties there, but none in Azusa. Dr. Woods' employment, both as a community college faculty member and as an attorney, are in Pasadena. Dr. Woods does his local banking in San

Gabriel, which is much more conveniently located to Pasadena and Sierra Madre than to Azusa. Dr. Woods' drivers license reflects a Pasadena address and he filed a Notice of Change of Address form only after his residency became a public issue.

Dr. Woods is a member of community organizations in Pasadena and Arcadia. He provided no documentation of community activity in Azusa.

Dr. Woods' electric utility usage in the Azusa apartment is extremely low, and he receives very few telephone calls there (and those received could be handled automatically by the answering machine). This suggests that he does not spend a substantial amount of time there.

Most significant, when Dr. Woods has been observed in "day to day" life in February, March and September 2013, he appears to live at 1212 Arno Drive in Sierra Madre. He leaves there in the morning and returns there each evening, while he appears only to visit his Azusa apartment.⁵ No evidence has been presented that Dr. Woods remains in Azusa "when not called elsewhere for labor or other special or temporary purpose" or that he "returns in seasons of repose," such as holidays or special occasions.

C. Discussion

The case law cited above holds that the critical element is one of intent, and while declarations of the individual in this regard are important, such declarations are not determinative. The acts of the individual must be examined as well. Residence is the place where one remains when not called elsewhere for labor or other special or temporary purpose, and to which he or she returns in seasons of repose. Domicile requires both the act of residence and the element of intent.

The Attorney General has been asked to grant leave to sue in quo warranto in many cases involving "dual residency." These are situations in which public officials claim residency within the jurisdictional boundaries of their public agency, while also residing outside of said jurisdiction.

Although reasonable minds could, and likely will, disagree, the evidence suggests that Dr. Woods has never resided at the N. Soldano apartment. He visits the apartment to collect his mail and inspect his apartment. However, aside from Dr. Woods' own representations, the evidence does not show that he spends the night there, or that he remains there when not called elsewhere for labor and other special or temporary purpose. He does not appear to return to the N. Soldano apartment in "seasons of repose," such as holidays or weekends. He does not receive visitors or entertain there. Our inquiry has revealed no direct associations with the Azusa area, while he is connected through work at Pasadena City College and his law practice, and the Tournament of Roses, with the Pasadena area, which is contiguous to his home in Sierra Madre.

Members of the subcommittee have considered this issue in practical terms as well. Dr. Woods' claim that the one-bedroom, \$850/mo. N. Soldano apartment is his domicile is hard to believe,

⁵ The fact that Dr. Woods did not receive the invitation to the CCFA candidates' forum suggests that Dr. Woods may visit the Azusa apartment and collect his mail there inconsistently or sporadically.

given his socio-economic status, his connections to the Pasadena/Sierra Madre community and that he has been so often observed living day to day in the million dollar, custom home that he co-owns in Sierra Madre.

Further, if the subcommittee members were required to "prove" their residence in their own trustee areas, they both expect that they could identify scores of people who could verify that they live where they say they live, who regularly see them at their homes, who have socialized with them there for many years, who have seen them there "in seasons of repose" such as weekends, holiday and special occasions, and that they do not merely visit the property to collect mail and inspect the premises.

VI. Board of Trustees Options

A. Declaring a Vacancy

Usually, a Board member who becomes domiciled outside the District would resign. That resignation creates a vacancy, which can be filled. Even in the absence of a resignation, courts have found that if an appointing power determines that a member no longer fulfills the residency requirement and, thus, is ineligible for board membership, the appointing power may consider the position vacant and select an appointee to serve the remainder of the unexpired term. (*Klose v. Superior Court* (1950) 96 Cal.App.2d, 913.) In *Klose*, the Court held that,

Where an appointing power considers a vacancy in office to exist, it may appoint a successor, without proceedings to declare the vacancy to exist, and that when it does so appoint[,], the official succeeded may by quo warranto question whether there was any vacancy.⁶

(*Klose, supra*, 96 Cal.App.2d at 917-918, referring to *People v. Brite* (1880) 55 Cal. 79, 80 [finding that when the public officer ceased to be an inhabitant of the district, he ceased to be eligible for office and a vacancy occurred]; see also *People v. Flemming* (1893) 100 Cal. 537, 541; 73 Ops.Cal.Atty.Gen 197 (1990).)

Thus, in appropriate cases, a board of trustees may determine that the residency requirement has been violated and may proceed with appointing a successor. A board's appointment of a successor will in effect serve as confirmation of the board's determination that sufficient facts exist to have caused the vacancy. (73 Ops.Cal.Atty.Gen 197 (1990).)

Although a board of trustees may make the determination that a vacancy exists, if the board fills the vacancy:

The incumbent...may still question and contest the allegations of that fact, either before or after the installation of the appointee, before such installation, if he refuse[s] to vacate the office, in an action by the people to oust him; or, after such

⁶ "Quo warranto" is an action brought before the Attorney General seeking approval to proceed with a court action, usually to remove someone from public office or determine whether an office has been vacated. Quo warranto actions will be further described below.

installation, in an action Thus he may always have his day in court before it can be conclusively adjudged against him that the office was vacant at the time the appointment was made.

(*Klose, supra*, 96 Cal.App.2d at 918, quoting *Flemming, supra*, 100 Cal. at 541.)

After consultation with legal counsel, a review of the facts and a discussion of relevant legal standards, the subcommittee believes that there is insufficient evidence to conclude at this time, with the degree of certainty necessary to vacate his seat and appoint a successor, that Dr. Woods is not a resident of the District.

B. Quo Warranto Action

As an alternative to declaring a vacancy and appointing a successor based on a finding that a board member is not eligible for office on residency grounds, any individual or the Board of Trustees itself may request that the Attorney General grant leave to sue “in quo warranto.” Quo warranto actions are filed in accordance with section 803 of the Code of Civil Procedure, which states:

An action may be brought by the attorney-general, in the name of the people of this state... upon a complaint of a private party, against any person who usurps, intrudes into, or unlawfully holds or exercises any public office...within this state. And the attorney-general must bring the action, whenever he has reason to believe that any such office ... has been usurped, intruded into, or unlawfully held or exercised by any person...

Title 11, section 1 of the California Code of Regulations, as authorized by section 803 cited above, further states that,

Any person desiring “leave to sue” in the name of the people of the State of California under any law requiring the prior permission therefor of the Attorney General...shall serve his application...upon the proposed defendant, and within five days after such service shall file the same with the Attorney General.

The Attorney General essentially serves as a gatekeeper, and makes a determination whether the complaining party should have a right to sue in court to remove the public officer. As a general rule, the Attorney General views the existence of a "substantial question or fact or law" as presenting a sufficient "public purpose" to warrant the granting of leave to sue. Leave will be denied only in the presence of other overriding considerations. (81 Ops.Cal.Atty.Gen 94, 98 (1998).)

As stated above, the subcommittee believes that a substantial question of law or fact does exist regarding Dr. Woods' residency. According to Dr. Woods' own attorney, "if certain members of the Board insist on continuing to question his qualifications, we demand that the Board use the proper legal procedure, and allow the Attorney General's Office to decide whether or not to pursue a quo warranto proceeding." As noted above, to obtain leave to sue in quo warranto, a petitioner need not "prove" that a public official is not a resident, but needs to establish a

substantial question of law or fact. The subcommittee believes that a substantial question of law or fact does exist and, for that reason and consistent with Dr. Woods' demands, believes that a request for leave to sue in quo warranto is appropriate. The Attorney General will then make an independent determination if a substantial question of fact or law exists and whether a legal action challenging his residency would serve a public purpose.

VII. Recommendation

For the reasons set forth above, the ad hoc subcommittee recommends that the Board of Trustees authorize legal counsel to file, with the Attorney General, a request for leave to sue in quo warranto on the issue of Dr. Woods' eligibility to serve on the District Board of Trustees based on his residency.



Appendix to
Report of Ad Hoc Board Subcommittee:
Residency of Dr. Gary L. Woods

TABLE OF CONTENTS
for
Appendix to
Report of Ad Hoc Board Subcommittee:
Residency of Dr. Gary L. Woods

<u>Exhibit No.</u>	<u>Description</u>
1.	Board meeting comments dated March 19, 2013.
2.	Correspondence from Stephen Cervantes to Robin.
3.	Correspondence from George Yin to Susan Keith dated July 15, 2013.
4.	Correspondence from Chris Keeler to George Yin dated July 30, 2013.
5.	Email from George Yin to Chris Keeler dated August 30, 2013.
6.	Voter registration records.
7.	Soldano Senior Village webpage.
8.	U.S. Census Bureau Quick Facts regarding Azusa.
9.	Title Information from Lawyers Title Insurance Corporation regarding 1212 Arno Drive, Sierra Madre, CA 91024.
10.	Photographs.
11.	U.S. Census Bureau Quick Facts regarding Sierra Madre.
12.	Summary of Investigation with Exhibits A-Z.
13.	Email from Bruce Langford to Chris Keeler dated September 5, 2013 and email from John Fincher to Chris Keeler dated September 4, 2013.
14.	Investigation report from Hector Cardenas, PI to Chris Keeler dated September 8, 2013.
15.	Pasadena City College Salary Schedule.
16.	State Bar of California Attorney search.
17.	California Horse Racing Board License information.

18.	Citrus College Biography of Dr. Gary Woods.
19.	Article by Sarah Torribio from the Claremont Courier dated August 28, 2013.
20.	2012 Payment Voucher for 540 returns.
21.	Utility bills.
22.	Azusa Sales Order.
23.	Tenancy Agreement between Soldano Senior Village and Gary Woods dated August 24, 2009.
24.	Executor's Deed dated April 23, 1973.
25.	Grant Deed dated October 9, 1984.
26.	Quitclaim Deed dated February 1, 2012.
27.	Grant Deed dated February 8, 2011.
28.	DMV Registration and Vehicle Renewal Notice.
29.	California Driver's License and Notice of Charge of Address.
30.	Elks 2013-2014 Member card and Pasadena Tournament of Roses Member card.
31.	Bank Statements.
32.	California Public Employee's Retirement System - 2012 Annual Member Statement.
33.	Correspondence from George Yin to Chris Keeler dated September 5, 2013.

EXHIBIT 1

Comments – Ron Reel 3.19.2013 Citrus College BOT

Madam President of the Board, members of the Board, Administrators, Guests, I am Dr. Ron Norton Reel and I am the President of the Community College Association here in California. We are an affiliate of the California Teachers Association and represent community college faculty throughout the state, including Citrus College full time faculty. It is good to be back before you and on the campus of Citrus College. Unfortunately, this time my appearance is under completely different circumstances.

On January 29th of this year, our CTA office in Santa Fe Springs received a letter from a member in the community. This person lives approximately 6 miles from here in Covina. I would like to share a portion of the letter with you.

“My name is Stephen Cervantes. This letter is about Gary Woods who is on your Board of Trustees.

From 1983 to 1991 I was employed by the United States Postal Service as a letter carrier. I worked at the Azusa Post Office. For most of the time I delivered mail uneventfully. There was, however, one place I will never forget.

There is an apartment complex at 385 N Rockvale Avenue. As I delivered the mail to the complex, I would load it into what is called a ‘gang box’; each apartment had its own individual mailbox. One of those boxes had a very peculiar habit of filling up for many weeks at a time, as if nobody lived there. Then it would suddenly be emptied. Then it would fill up again, then after several more weeks would be emptied. This pattern continued for several years. One day I happened to talk to the manager of the complex when I was loading the mail. I asked her about apartment 42, which received mail in the

name of Gary Woods. She said that he worked at Citrus College and used the apartment when he would work late and didn't want to drive home. She said that he had business at Citrus College and that he only came by occasionally.

It turns out Gary Woods was an elected official for Azusa. I thought you had to live in the city you represented. That is true, isn't it? How can somebody living outside the area represent Azusa?" ...and the letter continues on.

Ladies and Gentlemen of the Board this letter raises an extraordinary issue. A Board member, who is supposed to reside in and represent a community, apparently doesn't. When faced with this issue, what should happen next?

The California Teachers Association's main office in Burlingame, when notified of this issue, stepped forward and started its own investigation. It retained legal counsel and a private investigation firm. Tonight we are going to reveal what this investigation has uncovered and what you, as a Board, should do going forward.

I am limited in the amount of time to speak before you. My colleague and Vice President of CCA, Ms. Lynette Nyaggah will explain to you what happened next. After you review the evidence that is being presented, and the potential remedies to cure this situation, I am sure that the remaining eligible members of the Board will know how to proceed.

Thank you for your time, I look forward to hearing how you intend to fix this situation.

Comments – Lynette Nyaggah 3.19.2013 Citrus College BOT

Madam President of the Board, members of the Board, Administrators, Guests, I am Lynette Nyaggah and I am the Vice President of the Community College Association here in California. As Ron told you, we are the CTA affiliate for our community college faculty throughout the state.

I teach linguistics nearby at Rio Hondo College. Being somewhat close and knowing a few faculty members here at Citrus, I have heard rumors of this situation for many, many years. When I was informed that CTA was taking an interest in finding out what is really going on, I was personally very curious as to what would be discovered. Mr. Woods currently lists his address as the Soldano Senior village Apartments, just a few blocks west of our current location. Does he really live at 450 N. Soldano in Azusa, in a senior citizen, one bedroom apartment where, according to the law, he should be residing? Or does he live somewhere else? Tonight we will all find out.

The first item that we found out, and it is a biggie, is that Mr. Woods purchased a \$1.14 million dollar home high in the hills above Sierra Madre in April of 2011. This residence, according to a real estate online search, has 4 bedrooms, 3 and a half baths, and spreads out over 3200 square feet. Not only does it have views of the entire San Gabriel Valley, it also has an office, an atrium entranceway and includes an 800 gallon saltwater aquarium. Not too shabby. BUT it is NOT in Azusa.

Mr. Woods also owns various other real estate properties including another residence and an office building at 740 North Lake Avenue. Both of these properties are

in Pasadena. Total it all up and we believe he has a financial interest in several million dollars worth of real estate holdings. But NONE of them are in Azusa.

The second item we have discovered is that that he is a member of the Pasadena Tournament of Roses. That's great for someone spending time - in Pasadena.

The third item we found out is that he has owned several thoroughbred racehorses and maintains a private box at Santa Anita.

Ladies and gentlemen that are here tonight please think about this for a moment: to buy, sell, enjoy and maintain a risky investment - such as racehorses - is not a cheap enterprise. To own a million dollar residence is not a cheap enterprise. To own, operate and maintain an office building is not a cheap enterprise. All of this takes money, and there is absolutely nothing wrong with that. The United States is proud of its ability to enable people to achieve financial success. I applaud anyone, especially my students who have gone on to achieve personal and professional satisfaction. BUT I do not applaud, nor should we condone people who use their financial resources to manipulate and deceive the population into believing something that is not true.

In this case Gary Woods has done exactly that. He has deceived the population that lives in Azusa. He ran for office in the mid 1980's claiming to live in Azusa. As we found out earlier with the letter, that was not true then - nor is it true today. Some of you in attendance are probably thinking; how do we know he does not reside in Azusa? Couldn't he go to that senior citizen one-bedroom apartment every night? Maybe he sleeps there?

Yes he could - but he doesn't. To explain how we know he doesn't reside in Azusa, I would like to ask my colleague on the CCA executive Board, Mr. Dewayne Sheaffer to come up and explain just how we know....

Comments of Dewayne Sheaffer Citrus College BOT 3.19.2013

Madam President of the Board, members of the Board, Administrators, Guests, I am Dewayne Sheaffer and I am the Secretary of the Community College Association, an affiliate of CTA I am a counselor at Long Beach City College.

California law is pretty clear when it comes to eligibility for a Board of Trustee position. If you look at California Education Code Section 72036:

.... A candidate for election as a member of the governing board shall reside in, and be registered to vote in, the trustee area he or she seeks to represent.

That sounds reasonable; everyone can probably agree that is a good idea. But what if a candidate for trustee has more than one place to go too? What if they simply maintain a separate residence somewhere in the district? Is that sufficient to be eligible? In order to find guidance on this question we can look to California Elections Code Section 349 :

"Residence" for voting purposes means a person's **domicile**.

The **domicile** of a person is that place in which his or her habitation is fixed, wherein the person has the intention of remaining, and to which, whenever he or she is absent, the person has the intention of returning.

At a given time, a person may have only **one domicile**.

The residence of a person is that place in which the person's habitation is

fixed for some period of time, but wherein he or she does not have the intention of remaining. At a given time, a person may have more than one residence.

In other words, you can have multiple residences, but you can only have one -- **and only one – domicile**. In this case, how do we determine Mr. Woods domicile? Which location does he sleep in? Which location does he return to? Where is his home? Where is his domicile?

At the end of January a surveillance of the 1212 Arno Drive residence in Sierra Madre began. The operation concluded during the first week in March. Almost 150 photographs were taken. Numerous videos were taken. Before I get into the details I would like to mention that none of the pictures are exciting; there is very little in the way of action, most of it is boring. But it does tell where his domicile is.

On a typical day Mr. Woods parks his Black Lexus G350 license 6JJZ318 outside in the driveway. Each morning he leaves the residence at approximately 6:50 AM. He drives down Santa Anita Avenue to Arcadia. He visits someone at a condominium briefly - then heads to Pasadena City College. In the evening he returns to the Sierra Madre address, backs the car into the driveway, then goes in the house for the evening. This is the daily routine. No attempt to drive to Azusa was witnessed.

All of the evidence you have heard about tonight is available for all to view online at the following website: FireGaryWoods.com. You can look at everything from the postman's letter, to real estate documents to pictures and videos. You can make your own determination.

In order to provide you with a pathway out of this problem, I would like to yield to my colleague on the Board of Directors of CCA, John Fincher.

Comments of John Fincher Citrus College BOT 3.19.2013

Madam President, members of the Board, Dr. Perri, friends and guests. I am John Fincher, President of the Citrus College Faculty Association. Before I get to my comments I would like to thank a few, very important people:

First of all, I would like to thank Dr. Ron Norton Reel, President of CCA for flying down from Sacramento and speaking before you tonight. Just two weeks ago Ron had major surgery and we are all glad to see him up and about again. I know he was disappointed he couldn't run the Los Angeles Marathon this past Sunday. I am sure he will next year.

Secondly, Ms. Lynette Nyaggah, Vice President of CCA lost her father just last week, I am very appreciative of her taking the time to come here tonight during this particularly emotional and stressful situation. Thanks, Lynette.

Mr. Dewayne Shaeffer, Secretary of CCA come up from Long Beach City College, an institution that has been rolled by financial setbacks resulting in the layoff of numerous faculty there. Thanks for taking the time and coming up, Dewayne.

Ms. Emma Leheney, Head of CTA's legal division at the CTA headquarters up in Burlingame who personally was involved. She approved and authorized this inquiry.

Mr. Glenn Rothner, Partner at the Pasadena law firm of Rothner, Seagall and Greenstone, Ms. Barbara Dalton, an attorney and founder of Los Angeles based Public Interest Investigations, and all of the sub-contractors involved in the collection and dissemination of this evidence.

Mr. Steve Cervantes, the former U.S. Postman. His letter independently validated what many people on this campus have long thought was occurring.

Finally, but certainly not least, to our CCFA Executive Board who gave unanimous consent to proceed with the process on this very important issue.

How should you, the Board, proceed with this evidence? First of all, you should retain legal counsel. In our research, our legal counsel suggests that you could vote to VACATE the Azusa Board position due to lack of legal domiciled residency status. There are numerous cases throughout California in which various Boards, confronted with a similar situation, have done just that. For example: Several years ago, at the Grossmont School District, the Attorney General of the State of California ruled in Opinion No. 97-1008 that:

“Residence” for purposes of Education Code section 35107 means “domicile,” a place of physical presence coupled with an intention to make that place one's permanent home; a person may only have one domicile at any given time.”

“...an election residence requirement remains during the entire term of office as a continuing qualification for holding the office. Hence, if defendant failed at any time during her term of office to qualify as a resident of the District, her office became vacant upon such occurrence.”

The Attorney General concludes that “...both the public and the District have an interest in the integrity of public office and in the qualifications of their officials”.

Ladies and Gentlemen of the Board.. You have a couple of weeks before the next Board meeting. You have time to look at the evidence, and to retain counsel. At the next Board meeting in April there should be a vote to vacate the Azusa position and begin the process to appoint a successor. That successor should be a ‘domiciled’ resident of the City of Azusa.

Thank you for listening and I look forward to your response.

That concludes our remarks. On a side note: You have a big agenda tonight to go over. We don't wish to distract the work of the Board. Tonight's speakers will move from this room to the lobby of the CFI and we will hold a press briefing for any members of the media in attendance and any interested audience members.

Thanks again.

EXHIBIT 2

Stephen Cervantes
610 N. Garsden Avenue
Covina, CA 91724
(626) 915-1700

Robin :

My name is Stephen Cervantes. This letter is about Gary Woods who is on your Board of Trustees.

From 1983 to 1991 I was employed by the United States Postal Service as a letter carrier. I worked at the Azusa Post Office. For most of the time I delivered mail uneventfully. There was, however, one place I will never forget.

There is an apartment complex at 385 N Rockvale Avenue. As I delivered the mail to the complex, I would load it into what is called a 'gang box'; each apartment had its own individual mailbox. One of those boxes had a very peculiar habit of filling up for many weeks at a time, as if nobody lived there. Then it would suddenly be emptied. Then it would fill up again, then after several more weeks would be emptied. This pattern continued for several years. One day I happened to talk to the manager of the complex when I was loading the mail. I asked her about apartment 42 which received mail in the name of Gary Woods. She said that he worked at Citrus College and used the apartment when he would work late and didn't want to drive home. She said that he had business at Citrus College and that he only came by occasionally.

It turns out Gary Woods was an elected official for Azusa. I thought you had to live in the city you represented. That is true, isn't it? How can somebody living outside the area represent Azusa?

I heard that there might be some kind of investigation on this issue. I just wanted you to know what I remember from back in the 80's.

Sincerely,



Stephen Cervantes

RECEIVED
JAN 29 2013
Santa Fe Springs RRC

EXHIBIT 3

KAUFMAN LEGAL GROUP
A PROFESSIONAL CORPORATION

July 15, 2013

VIA U.S. MAIL AND E-MAIL

Ms. Susan M. Keith
President, Board of Trustees
Citrus Community College District
1000 West Foothill Blvd.
Glendora, CA 91741-1899

Re: Trustee Gary L. Woods Residency Inquiry
Our File No.: WOO6350.001

Dear Ms. Keith:

As you know, on May 7, 2013, the Board of Trustees authorized (by a 3-2 vote) the formation of an ad-hoc committee of two Board members who were tasked with gathering facts in response to certain allegations regarding the residency status of Trustee Gary L. Woods. Our office has been retained to advise Mr. Woods with respect to any legal issues that may arise in connection with those proceedings.

At present, the extent of the ad-hoc committee's activities to date is unknown, although we are aware that the Board is contemplating an extension of time for the ad-hoc committee to act. Moreover, it is not known what sort of action, if any, the Board contemplates taking as a result of the ad-hoc committee's activities.

Given the lack of transparency and lack of any articulated legal framework for this process, we find it necessary to express our strong objections to the process, and to urge the District to refrain from staging a "kangaroo court" that threatens to damage the District's reputation. Mr. Woods and the District's residents deserve an orderly process that complies with California law.

The Board's duties and responsibilities are clearly prescribed by law. (*See* Cal. Educ. Code Section 70902(a); *see also* Board Policy ("BP") 2200 ("[t]he Board of Trustees governs on behalf of the citizens of the Citrus Community College District with the authority granted and duties defined in Education Code Section 70902.")) The clearest expression of the limits on these duties and responsibilities is provided in Education Code Section 70902, which states: "***a district board may not exercise its powers in a manner that is in conflict with, inconsistent with, or preempted by any law.***" (88 Ops. Cal. Atty. Gen. 46, 49 (2005)(emphasis added); Cal. Educ. Code § 70902(a).) In short, the Board must follow procedures set forth by the Legislature and courts of this state.

Ms. Susan M. Keith, President, Board of Trustees
July 15, 2013
Page 2

With regard to the ad-hoc committee's activities and any subsequent Board actions, the Board may not simply take extra-legal actions at its discretion; rather, it must follow the legally prescribed procedures for adjudicating the issue of Mr. Woods' residency or face the consequences of exceeding its authority. Courts and the California Attorney General's Office agree that the proceeding known as *quo warranto* is the only proper method for adjudicating a Board member's title to political office. (See e.g., *Visnich v. Sacramento County Bd. of Educ.* (1974) 37 Cal. App. 3d 684, 690 (“[T]itle to an elective office cannot be litigated by any other means than in quo warranto by the state . . .”).

Indeed, courts have held that “[t]he statutory proceeding in the nature of quo warranto generally affords the *exclusive remedy* as to matters coming within its scope.” (*Wilson v. City of San Bernardino* (1960) 186 Cal. App. 2d 603, 611 (emphasis added).) And, as the California Attorney General states: “[a]n action filed under the terms of this statute is known as a ‘quo warranto’ action, and is *the* proper legal means for testing title to public office.” (95 Ops. Cal. Atty. Gen. 43 (2012)(emphasis added); 87 Ops. Cal. Atty. Gen. 30 (2004).) This principle has been upheld by the California Supreme Court. (*San Ysidro Irrigation District v. Superior Court v. City of San Diego*, 56 Cal. 2d 708, 714-715.) As a consequence, the Board has no authority to undertake any other proceeding to determine Mr. Woods' entitlement to office.

The nature of and criteria for quo warranto proceedings are set forth in Code of Civil Procedure Section 803, which provides in pertinent part:

An action may be brought by the attorney-general, in the name of the people of this state, upon his own information, or upon a complaint of a private party, against any person who usurps, intrudes into, or unlawfully holds or exercises any public office . . . within this state.

Determining the validity of an office holders' title to political office on the basis of residency has been the subject of numerous court cases and California Attorney General's Opinions. The California Attorney General's Office has expressly deemed quo warranto to be the proper vehicle for a board of trustees of a community college district to test whether one of its members was entitled to hold office on account of the member's residency status. (See 84 Ops. Cal. Atty. Gen. 154, 155 (2001)(residency challenge to Rio Hondo Community College trustee); 75 Ops. Cal. Atty. Gen. 26 (1992)(residency challenge to Riverside Community College District trustee).) As the Attorney General has said:

Ms. Susan M. Keith, President, Board of Trustees
July 15, 2013
Page 3

This proceeding is properly initiated by a public agency under the provisions of section 803 of the Code of Civil Procedure to test whether [a board member] unlawfully holds or exercises any public office. A member of a community college district board of trustees holds a public office.”

(84 Ops. Cal. Atty. Gen. 154, 155 (2001).) In determining whether to undertake or grant leave to sue in quo warranto, the Attorney General’s Office will consider evidence and weigh it in light of the statutes governing vacancies and residency requirements for community college district boards, including Government Code Sections 1770 and 244, and Education Code Section 5030, 5090, and 72022.

Mr. Woods strongly maintains that he has satisfied all relevant residency requirements to serve as a Board member for the District. Yet, if certain members of the Board insist on continuing to question his qualifications, we demand that the Board use the proper legal procedure, and allow the Attorney General’s Office to decide whether or not to pursue a quo warranto proceeding. This process will allow the Attorney General to make an independent determination as to Mr. Woods’ residency in the trustee area that he currently represents. To engage in other non-legally prescribed proceedings opens the District up to potential lawsuits and ridicule. The residents of the District deserve better.

Very truly yours,

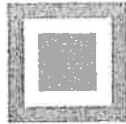


George M. Yin
Kaufman Legal Group

cc:

Ms. Susan M. Keith, President, Board of Trustees
Dr. Patricia Rasmussen, Vice President, Board of Trustees
Ms. Joanne Montgomery, Clerk/Secretary, Board of Trustees
Dr. Edward C. Ortell, Member, Board of Trustees
Dr. Gary L. Woods, Member, Board of Trustees
Dr. Geraldine M. Perri, Superintendent/President

EXHIBIT 4



Fagen Friedman & Fulfroost LLP

1 Civic Center Drive, Suite 300
San Marcos, California 92069, San Diego
Main: 760-304-6000
Fax: 760-304-6011
www.fagenfriedman.com

Christopher D. Keeler
Direct Dial: 760-304-6001
ckeeler@fagenfriedman.com

July 30, 2013

VIA FACSIMILE & U.S. MAIL

George M. Yin
Kaufman Legal Group
777 S. Figueroa Street, Suite 4050
Los Angeles, CA 90017

Re: Trustee Gary L. Woods Residency Inquiry

Dear Mr. Yin:

Your letter, dated July 15, 2013, has been referred to our firm for review and response.

The Board of Trustees of the Citrus Community College District, through use of an *ad hoc* committee, has authorized an appropriate inquiry regarding Dr. Woods' residency. There have been no decisions made to take any action that might impact title to his office. Rather, consistent with the Board's directives, the *ad hoc* committee is considering the issue of residency of Trustee Woods, gathering facts and will prepare a report to the Board of Trustees, which may include a *recommendation* for action. The *ad hoc* committee's inquiry is similar to inquiries made by other public agencies when considering residency issues. For example, in 95 Ops.Cal.Atty.Gen. 43 (2012), the Attorney General describes Arrowbear Park County Water District's use of legal counsel to conduct an investigation of residency status in response to complaints by members of the public and ratepayers that a board member was not a resident of the water district.

As you know, the test commonly used for determining domicile has been described as follows:

Many factors enter into this equation, including where an individual is registered to vote and his or her address for mail (*Ballf v. Public Welfare Department* (1957) 151 Cal.App.2d 784, 788-89), where his or her tax returns are filed (*Johnson v. Johnson* (1966) 245 Cal.App.2d 40, 44), where an automobile is registered (8 Ops.Cal.Atty.Gen. 221 (1946)), and where a homeowner's exemption or renter's credit is taken (Cal. Elec. Code, § 211; *Fenton v. Board of Directors of the Groveland Community Services District*, (1984) 156 Cal.App.3d 1107, 1112.)

The critical element is one of intent, and while declarations of the individual in this regard are important, such declarations are not determinative. The acts of the

individual must be examined as well. (*Mauro v. Department of Mental Hygiene* (1962) 207 Cal.App.2d 381, 389.)

The foregoing are merely examples of the kind of records that indicate domicile. To further the *ad hoc* committee's inquiry, I write to request information from Dr. Woods that may support his claim of residency within the District and his trustee area. Specifically, I would like to review the following records:

- Major bills/statements, such as credit card and bank statements, showing the billing address;¹
- Personal tax records (federal and state) and statements from the Social Security Administration showing mailing address;
- Utility bills for the residences at 1212 Arno Drive, Sierra Madre and 450 N. Soldano #242, Azusa for the past 6 months, showing billing address and consumption;
- Invoices, packing lists or other evidence of delivery of purchases to both addresses;
- A list of residences owned or leased by Dr. Woods;
- Dr. Woods' telephone number(s);
- Registration for Dr. Woods' vehicle(s);
- Dr. Woods' driver's license;
- Dr. Woods' voting registration;
- Location of Dr. Woods' business office;
- Location of any post office box rented or used by Dr. Woods;
- Clubs, community groups or similar organization of which Dr. Woods is a member;
- Branch office where Dr. Woods conducts his banking;
- Location of Dr. Woods' primary care physician;
- Homeowner's exemption or renter's credit; and,
- Any other documents that Dr. Woods might consider helpful in resolving questions concerning his legal residence.

Additionally, I would like to meet with you and Dr. Woods to discuss the above-identified records and any other information that may shed light on this issue, preferably at Dr. Woods' residence at 450 N. Soldano in Azusa. I am available on August 6, 8 and 9, 2013. Please

¹ For all records requests, please note that I do not seek disclosure of sensitive information, such as credit card, account or social security numbers, purchase details, income earned or taxes paid, etc. I request that you redact sensitive information before providing copies of those records to me.

George M. Yin
July 30, 2013
Page 3

confirm one of these dates and notify me of your preferred time, or contact me to select another, mutually convenient date and time.

Best Regards,

FAGEN FRIEDMAN & EULFROST, LLP

A handwritten signature in black ink, appearing to read "Chris Keeler", written over the printed name.

Christopher D. Keeler

CDK:dm

cc: Susan M. Keith, President, Board of Trustees
Dr. Patricia Rasmussen, Vice President, Board of Trustees

00113-00007/471528.1

EXHIBIT 5

Chris Keeler

From: George M. Yin <gyin@kaufmanlegalgroup.com>
Sent: Friday, August 30, 2013 11:42 AM
To: Chris Keeler
Subject: RE: Citrus CCD/Dr. Gary Woods

Chris,

Thanks for the message. We will be contacting you in the near future.

George M. Yin
Attorney
Kaufman Legal Group
A Professional Corporation
777 S. Figueroa Street, Suite 4050
Los Angeles, CA 90017-5864
Tel: 213.452.6565
Dir: 213.452.6576
Fax: 213.452.6575
Email: gyin@kaufmanlegalgroup.com

The information contained in this email, including any attachments, is confidential and may be attorney-client privileged information and intended only for the addressee. Do not read, copy, or disseminate this email communication unless you are the addressee. The information contained in this message is the property of Kaufman Legal Group and its unauthorized use, disclosure, reproduction, or dissemination, is strictly prohibited. If you have received this message in error, please immediately notify the sender and destroy all copies of this communication. Thank you.

Circular 230 Notice: To comply with IRS requirements, please be advised that unless otherwise expressly stated by the sender, any tax advice contained in this e-mail message and its attachments is not intended or written to be used and cannot be used by the recipient (1) to avoid any penalties under the Internal Revenue Code, or 2) to support the promotion or marketing or to recommend any federal tax transaction or matter. Taxpayers should seek advice based on the taxpayer's particular circumstances from an independent tax advisor with respect to any federal tax transaction or matter.

From: Chris Keeler [<mailto:ckeeler@fagenfriedman.com>]
Sent: Thursday, August 29, 2013 2:24 PM
To: George M. Yin
Subject: Citrus CCD/Dr. Gary Woods

George,

During our telephone conversation on August 27th, you stated that, in response to my request of July 30th, your client was gathering documents that will prove he resides in Azusa. You stated that you and your client want to meet with me to provide the documentation and an explanation of residency issues.

I explained that there is a short time line for obtaining this input. The subcommittee desires to present the report at the Board meeting on September 10th. I write now to clarify that we have a subcommittee meeting set for Tuesday, September 3rd. While I would like to receive Dr. Woods' input prior to that meeting (and can organize my schedule to make that happen), as long as we receive that input by September 6th, we should be able to incorporate it into the report.

Please contact me at your earliest convenience to schedule a date, time and location for the meeting. I am happy to accept documentation at any time via overnight mail or scanned copies via email.

Best Regards,

Chris



Fagen Friedman & Fulfroast LLP

Chris Keeler

1 Civic Center Drive
Suite 300
San Marcos, CA 92069-2952
Direct: (760) 304-6001
Main Phone: (760) 304-6000
Main Fax: (760) 304-6011
E-mail: ckeeler@fagenfriedman.com
Web: www.fagenfriedman.com

 Please consider the environment before printing this email.

CONFIDENTIALITY NOTICE TO RECIPIENT(S): This e-mail communication and any attachment(s) may contain information that is confidential and/or privileged by law and is meant solely for the intended recipient(s). Unauthorized use, review, duplication, disclosure or interception of this e-mail is strictly prohibited and may violate applicable laws including the Electronic Communications Privacy Act. If you received this e-mail in error please notify us immediately of the error by return e-mail and please delete this message and any attachment(s) from your system. Thank you in advance for your cooperation.

EXHIBIT 6



Los Angeles County REGISTRAR-RECORDER/COUNTY CLERK

COMBINED ROSTER

The combined roster shows who voted at their designated polling place on election day, and is used to obtain the voter's voting history information. The combined rosters are retained for a period of five years, and are then discarded. Therefore, combined rosters with voted information for elections conducted by this office prior to 2008 are no longer available.

PRESERVATION OF ROSTERS OR COMBINED ROSTERS AND INDEXES CALIFORNIA ELECTIONS CODE SECTION 17300(A): The elections official shall preserve all rosters of voters or combined rosters and indexes as provided for in Section 14109, if applicable, until five years after the date of the election, after which they may be destroyed by that official.

STATE OF CALIFORNIA)
)
COUNTY OF LOS ANGELES)

I, Dean C. Logan, Registrar-Recorder/County Clerk of the County of Los Angeles, State of California, do hereby certify that the following voted information is on file at the Registrar-Recorder/County Clerk office:

VOTER'S NAME: GARY LEWIS WOODS
RESIDENCE ADDRESS: 450 N SOLDANO AVE 242F
 AZUSA, CA 91702
DATE OF BIRTH: 12/29/1943
PARTY: DEMOCRATIC
REGISTRATION STATUS: ACTIVE
REGISTRATION DATE: 10/7/2009

VOTING HISTORY:

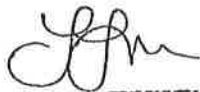
- | | |
|----------------------------------------------------------|----------------------------------------------------------|
| 11/6/2012 GENERAL ELECTION | 11/8/2005 SPECIAL STATEWIDE AND CONSOLIDATED ELECTIONS |
| 6/5/2012 PRESIDENTIAL PRIMARY ELECTION | 11/2/2004 GENERAL ELECTION |
| 11/8/2011 LOCAL & MUNICIPAL CONSOLIDATED ELECTIONS | 3/2/2004 PRIMARY ELECTION |
| 11/2/2010 GENERAL ELECTION | 10/7/2003 STATEWIDE SPECIAL ELECTION |
| 6/8/2010 STATEWIDE DIRECT PRIMARY ELECTION | 11/5/2002 GENERAL ELECTION |
| 11/3/2009 CONSOLIDATED ELECTIONS | 3/5/2002 PRIMARY ELECTION |
| 7/14/2009 32ND U.S. CONGRESSIONAL DIST SPEC GEN ELECTION | 11/6/2001 CONSOLIDATED ELECTIONS |
| 5/19/2009 STATEWIDE SPECIAL AND CONSOLIDATED ELECTIONS | 3/6/2001 24TH STATE SENATE DIST SPECIAL PRIMARY ELECTION |
| 11/4/2008 GENERAL ELECTION | 11/7/2000 GENERAL ELECTION |
| 6/3/2008 PRIMARY ELECTION | 3/7/2000 PRIMARY ELECTION |
| 2/5/2008 PRESIDENTIAL PRIMARY ELECTION | |
| 11/6/2007 CONSOLIDATED ELECTIONS | |
| 11/7/2006 GENERAL ELECTION | |
| 6/6/2006 PRIMARY ELECTION | |

In witness whereof, I have hereunto set my hand and affixed the seal of the Registrar-Recorder/County Clerk at Norwalk, California this

04 DAY OF JUNE 2013

This is a true certified document
if it bears the seal, imprinted in purple ink,
of the Registrar-Recorder/County Clerk

JUN 4 - 2013



Dean C. Logan REGISTRAR-RECORDER/COUNTY CLERK
LOS ANGELES COUNTY, CALIFORNIA



This is a true copy to the extent certified for voting purposes
if it bears the seal, imprinted in purple ink,
of the Registrar-Recorder/County Clerk

JUN 4 - 2013



J. M. C. Logan REGISTRAR-RECORDER/COUNTY CLERK
LOS ANGELES COUNTY, CALIFORNIA



EXHIBIT 7



Send to Mobile Devices
Scan this code with your QR app on your smart phone or tablet to take this info with you on the go.



Soldano Senior Village Apartments

450 N. Soldano Avenue, Azusa, CA 91702

Rates from \$850.00

55+ Lifestyles, Independent Living



(888) 701-7321

Special Offer

Special - Print or Scan and Present this coupon

Two bedroom / One bath upstairs for \$1100. Hurry offer ends soon!

Valid Date 02/05/2013

Photos



Map: 450 N. Soldano Avenue, Azusa, CA, 91702

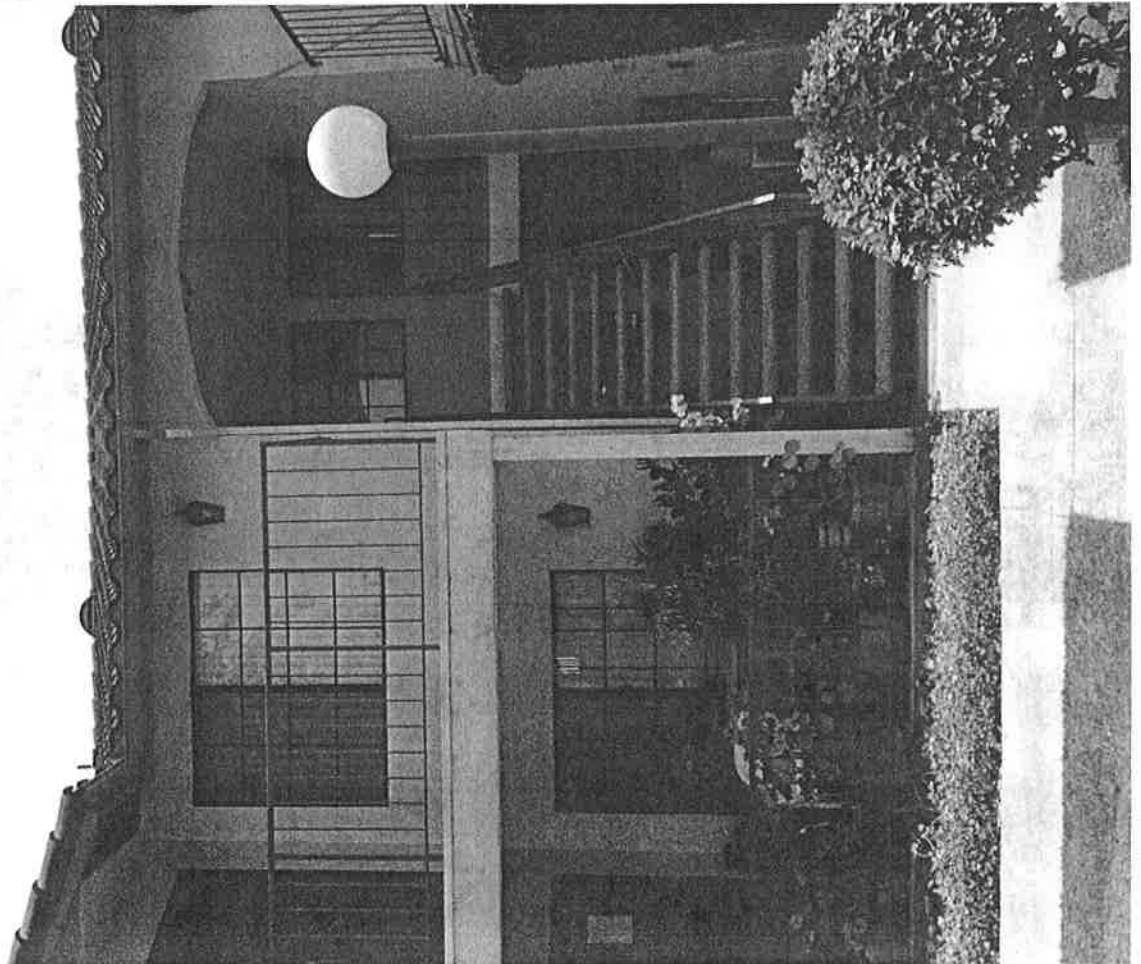


EXHIBIT 8

U.S. Department of Commerce

Home Site About Us Index A to Z Glossary FAQs

[People](#)
[Business](#)
[Geography](#)
[Data](#)
[Research](#)
[Newsroom](#)

State & County QuickFacts

Azusa (city), California

People QuickFacts	Azusa	California
Population, 2012 estimate	47,407	38,041,430
Population, 2010 (April 1) estimates base	46,361	37,253,956
Population, percent change, April 1, 2010 to July 1, 2012	2.3%	2.1%
Population, 2010	46,361	37,253,956
Persons under 5 years, percent, 2010	7.5%	6.8%
Persons under 18 years, percent, 2010	26.8%	25.0%
Persons 65 years and over, percent, 2010	7.7%	11.4%
Female persons, percent, 2010	51.0%	50.3%
White alone, percent, 2010 (a)	57.6%	57.6%
Black or African American alone, percent, 2010 (a)	3.2%	6.2%
American Indian and Alaska Native alone, percent, 2010 (a)	1.2%	1.0%
Asian alone, percent, 2010 (a)	8.7%	13.0%
Native Hawaiian and Other Pacific Islander alone, percent, 2010 (a)	0.2%	0.4%
Two or More Races, percent, 2010	4.7%	4.9%
Hispanic or Latino, percent, 2010 (b)	67.6%	37.6%
White alone, not Hispanic or Latino, percent, 2010	19.3%	40.1%
Living in same house 1 year & over, percent, 2007-2011	84.4%	84.2%
Foreign born persons, percent, 2007-2011	31.2%	27.2%
Language other than English spoken at home, percent age 5+, 2007-2011	57.7%	43.2%
High school graduate or higher, percent of persons age 25+, 2007-2011	76.2%	80.8%
Bachelor's degree or higher, percent of persons age 25+, 2007-2011	20.2%	30.2%
Veterans, 2007-2011	1,326	1,997,566
Mean travel time to work (minutes), workers age 16+, 2007-2011	28.2	27.0
Housing units, 2010	13,386	13,680,081
Homeownership rate, 2007-2011	52.4%	56.7%
Housing units in multi-unit structures, percent, 2007-2011	34.9%	30.8%
Median value of owner-occupied housing units, 2007-2011	\$359,300	\$421,600
Households, 2007-2011	12,539	12,433,172
Persons per household, 2007-2011	3.41	2.91
Per capita money income in the past 12 months (2011 dollars), 2007-2011	\$19,119	\$29,634
Median household income, 2007-2011	\$53,826	\$61,632
Persons below poverty level, percent, 2007-2011	18.2%	14.4%

Business QuickFacts	Azusa	California
Total number of firms, 2007	3,248	3,425,510
Black-owned firms, percent, 2007	S	4.0%
American Indian- and Alaska Native-owned firms, percent, 2007	S	1.3%
Asian-owned firms, percent, 2007	S	14.9%
Native Hawaiian and Other Pacific Islander-owned firms, percent, 2007	S	0.3%
Hispanic-owned firms, percent, 2007	S	16.5%
Women-owned firms, percent, 2007	28.2%	30.3%
Manufacturers shipments, 2007 (\$1000)	1,444,554	491,372,092
Merchant wholesaler sales, 2007 (\$1000)	404,002	598,456,486
Retail sales, 2007 (\$1000)	426,971	455,032,270
Retail sales per capita, 2007	\$9,287	\$12,561
Accommodation and food services sales, 2007 (\$1000)		

44,630 80,852,787

Geography QuickFacts	Azusa	California
Land area in square miles, 2010	9.66	155,779.22
Persons per square mile, 2010	4,801.3	239.1
FIPS Code	03386	06
Counties		

(a) Includes persons reporting only one race.
 (b) Hispanics may be of any race, so also are included in applicable race categories.

D: Suppressed to avoid disclosure of confidential information
 F: Fewer than 25 firms
 FN: Footnote on this item for this area in place of data
 NA: Not available
 S: Suppressed; does not meet publication standards
 X: Not applicable
 Z: Value greater than zero but less than half unit of measure shown

Source U.S. Census Bureau: State and County QuickFacts. Data derived from Population Estimates, American Community Survey, Census of Population and Housing, County Business Patterns, Economic Census, Survey of Business Owners, Building Permits, Census of Governments
 Last Revised: Thursday, 27-Jun-2013 13:53:42 EDT

EXHIBIT 9



Lawyers Title
INSURANCE CORPORATION

Prepared For:
Preferred Customer

Lawyers Title Company

3480 Vine St., Suite 100
Riverside, CA 92507
Phone: 888-789-3366
Fax: 951-781-1173

Property Address: 1212 ARNO DR
SIERRA MADRE, CA 91024
Assessor's Parcel No: 5765-003-018
Title Representative:

Thank You For Choosing Lawyers Title Company

This title information has been furnished without charge by Lawyers Title Company in conformance with the rules established by the California Insurance Commissioner, who urges you to shop for the best service available and compare charges and fees for title insurance and other services associated with the purchase or sale of a home.

This information is provided as an accommodation only. The information contained herein is not a complete statement or representation of the status of title to the property in question and no assurances are made or liability assumed as to the accuracy thereof. If you wish protection against loss with respect to the status of title, you should obtain a commitment, binder or policy of title insurance.

Data Deemed Reliable, But Not Guaranteed.
Copyright © 2004-2013 FIS Data Services, All Rights Reserved.
All other trademarks and copyrights are the property of their respective holders.



Property Information

Primary Owner : WOODS, GARY
Secondary Owner : WU, GUO PING
Site Address : 1212 ARNO DR
SIERRA MADRE, CA 91024-1567
Mailing Address : 1212 ARNO DR
SIERRA MADRE, CA 91024
Assessor Parcel Number : 5765-003-018
CountyName : Los Angeles
Tax Account ID :
Phone : N/A
Census Tract : 4305.01
Housing Tract Number : 31104
Lot Number : 8
Page Grid : 567-D1
Legal Description : Lot: 8 ; Tract No: 31104 ; Abbreviated Description: LOT:8
CITY:REGION/CLUSTER: 05/05170 TR#:31104 *TR=31104 LOT 8 ;
City/Muni/Twp: REGION/CLUSTER: 05/05170

Property Characteristics

Bedrooms : 4	Year Built : 1979	Square Feet : 3223
Bathrooms : 3.0	Garage : N/A	Lot size : 13769 SF
Partial Bath : 0	Fireplace : N/A	Number of Units : 0
Total Rooms : 0	Pool/Spa : P	Use Code : Single Family Residential
Zoning : SRR1-CUP*		

Sale/Loan Information

Transfer Date : 04/15/2011	Document # : 11-0550415
Transfer Value : \$1,140,000	Cost/Sq Feet : \$ 353
First Loan Amt : \$690,000	Lender : BANK OF AMERICA NA

Assessment/Tax Information

Assessed Value : \$1,162,800	Tax Amount : \$13,768.20
Land Value : \$835,482	Tax Status : Delinquent:2011
Improvement Value : \$327,318	Tax Rate Area : 7-516
Percent Improvement : 28 %	Homeowner Exemption : N

Data Deemed Reliable, But Not Guaranteed.

Tax Search Results

[Add Search to Order](#) | [Print Results](#) | [Options](#)

Tax Year: 2012-2013 APN: 5765-003-018 Payments as of: 2/4/2013
 Described As: **LOT # *TR=31104**
 Address: **1212 ARNO DR SIERRA MADRE CA 91024**
 City: **SIERRA MADRE-69**
 Billing Address: **1212 ARNO DR SIERRA MADRE CA 91024**
 Assessed Owner(s): **WOODS, GARY AND**
WU, GUO P
[Search All Owners](#)

Tax Rate Area:	0007516	Value		Conveyance Date:	03/02/1994
Use Code:	0104	Land:	635,482.00	Conveying Instrument:	420213
		Improvements:	327,318.00	Date Transfer Acquired:	
Region Code:	05	Personal Property:		Vesting:	
Flood Zone:		Fixtures:		Year Built:	1979
Zoning Code:	SRR1-CUP*	Inventory:		Year Last Modified:	1979
Taxability Code:		Homeowner:		Land:	Square Footage
Tax Rate:		Inventory:		Improvements:	3223
Bill#:		Personal Property:		Tax Defaulted:	
Issue Date:	10/15/2012	Religious:		Total Tax:	13,768.23
		All Other:			
		Net Taxable Value:	1,162,800.00		

Installments

Installment	Amount	Penalty	Due Date	Status	Payment Date	Balance
1st	6,884.12	688.41	12/10/2012	PAID	11/27/2012	0.00
2nd	6,884.11	698.41	4/10/2013	UNPAID		6,884.11
Total Balance:						6,884.11

Special Liens

Account	Description	Amount
30.71	L.A. COUNTY FLOOD CONTROL	59.79
36.92	LA CO PARK DISTRICTS	25.11
1.70	L.A. CITY TRAUMA/EMERGENCY SERV.	136.65
62.15	CO SANITATION DIST NO. 15	134.00
61.32	SAN GABRIEL MOSQ ABATE	10.38

▼ Hide Open Orders

Open Orders with same APN					
Company	Department	Title Unit	Order #	Date Created	
FID		01	19655767	2/9/2011	
LTI		05	113050529	1/31/2013	

THE INFORMATION PROVIDED IS A SUMMARIZED SEARCH OF OUR RECORDS. PROPERTY INSIGHT DOES NOT WARRANT NOR GUARANTEE THE ACCURACY NOR COMPLETENESS OF THE INFORMATION SHOWN. A FULL/EXTENDED TAX SEARCH IS RECOMMENDED.



This page is part of your document - DO NOT DISCARD



20110550415



Pages:
0003

Recorded/Filed in Official Records
Recorder's Office, Los Angeles County,
California

04/15/11 AT 08:00AM

FEES:	22.00
TAXES:	1,254.00
OTHER:	0.00
PAID:	1,276.00



LEADSHEET



201104150210008

00004036106



003264790

SEQ:
02

DAR - Title Company (Hard Copy)



THIS FORM IS NOT TO BE DUPLICATED

T21

2

RECORDING REQUESTED BY:
Fidelity National Title

AND WHEN RECORDED MAIL TO:

Gary Woods and Guo Ping Wu
1212 Arno Drive
Sierra Madre, CA 91024



THIS SPACE FOR RECORDER'S USE ONLY.
Escrow No.: 11-3495-JP

Title Order No.: 19655767

GRANT DEED

THE UNDERSIGNED GRANTOR(S) DECLARE(S)

DOCUMENTARY TRANSFER TAX is \$1,254.00

60

- computed on full value of property conveyed, or
- computed on full value less value of liens or encumbrances remaining at time of sale
- Unincorporated area City of Sierra Madre **AND**

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,

Phillip A. Marmolejo and Madai L. Marmolejo, Husband and Wife as Community Property

hereby GRANT(s) to:

Gary Woods, an Unmarried Man, as to an undivided 33.3330% interest and Guo Ping Wu, a Married Man, as to an undivided 66.6670% interest as Tenants in Common the real property in the City of Sierra Madre, County of Los Angeles, State of California, described as: Lot 8 of Tract No. 31104, in the City of Sierra Madre, County of Los Angeles, State of California, as per Map recorded in Book 901, Pages 3 and 4 of Maps, in the Office of the County Recorder of said County Also Known as 1212 Arno Drive, Sierra Madre, CA 91024 AP# 5765-003-018

DATED February 8, 2011
STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
On 2/18/2011
before me, JULIE ANN BEDARD
A Notary Public in and for said State personally appeared
MADAI L. MARMOLEJO

Phillip A. Marmolejo
Madai L. Marmolejo

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct WITNESS my hand and official seal



Signature *Julie Ann Bedard*

(Seal)

MAIL TAX STATEMENTS TO PARTY SHOWN BELOW; IF NO PARTY SHOWN, MAIL AS DIRECTED ABOVE.

2A

4

ACKNOWLEDGMENT

State of California

County of *Los Angeles*

On *March 22, 2011* before me, *Christina M. Ingle*

A Notary Public in and for said State personally appeared *Phillip A. Marmolejo*

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature *[Handwritten Signature]*



(Seal)

This page is part of your document - DO NOT DISCARD



20110550416



Pages:
0017

Recorded/Filed in Official Records
Recorder's Office, Los Angeles County,
California

04/15/11 AT 08:00AM

FEES:	67.00
TAXES:	0.00
OTHER:	0.00
PAID:	67.00



LEADSHEET



201104150210008

00004036107



003264790

SEQ:
03

DAR - Title Company (Hard Copy)



THIS FORM IS NOT TO BE DUPLICATED

T21

2

FIDELITY VAN NUYS

Recording Requested By:
D. User



After Recording Return To:
BANK OF AMERICA, N.A.

ReconTrust Co./TX2-979-01-07
P.O. Box 619003
Dallas, TX 75261-9003
Prepared By:
GOVINDARAJULU BAKTHAVATSALU

19655767

[Space Above This Line For Recording Data]

11-3495-JP
(Escrow/Closing #)

00023438715304011
(Doc ID #)

DEED OF TRUST

MIN 1000255-0001115594-0

5765-003-018

DEFINITIONS

Words used in multiple sections of this document are defined below and other words are defined in Sections 3, 11, 13, 18, 20 and 21. Certain rules regarding the usage of words used in this document are also provided in Section 16.

(A) "Security Instrument" means this document, which is dated APRIL 11, 2011, together with all Riders to this document.

(B) "Borrower" is

GARY WOODS, AN UNMARRIED MAN, AS TO AN UNDIVIDED 33.333% INTEREST, AND GUO PING WU, A MARRIED MAN, AS HIS SOLE AND SEPARATE PROPERTY, AS TO AN UNDIVIDED 66.667% INTEREST, AS TENANTS IN COMMON.

Borrower's address is
450 N. SOLDANO AVENUE 242-F, AZUSA, CA 91702

CALIFORNIA--Single Family--Fannie Mae/Freddie Mac UNIFORM INSTRUMENT (MERS)

Form 3005 1/01

MERS Deed of Trust-CA
1006A-CA (06/09)(d1)

Page 1 of 14



* 2 3 9 9 1 *

* 2 3 4 3 8 7 1 5 3 0 0 0 0 0 1 0 0 0 A *

3A

Borrower is the trustor under this Security Instrument.

(C) "Lender" is
BANK OF AMERICA, N.A.

Lender is a NATIONAL ASSOCIATION
organized and existing under the laws of THE UNITED STATES
Lender's address is

101 South Tryon Street, Charlotte, NC 28255

(D) "Trustee" is
RECONTRUST COMPANY NA
MSN TO-02 225 WEST HILLCREST DR, THOUSAND OAKS, CA 91360

(E) "MERS" is Mortgage Electronic Registration Systems, Inc. MERS is a separate corporation that is acting solely as a nominee for Lender and Lender's successors and assigns. MERS is the beneficiary under this Security Instrument, MERS is organized and existing under the laws of Delaware, and has an address and telephone number of P.O. Box 2026, Flint, MI 48501-2026, tel. (888) 679-MERS.

(F) "Note" means the promissory note signed by Borrower and dated APRIL 11, 2011. The Note states that Borrower owes Lender
SIX HUNDRED NINETY THOUSAND and 00/100

Dollars (U.S. \$ 690,000.00) plus interest. Borrower has promised to pay this debt in regular Periodic Payments and to pay the debt in full not later than MAY 01, 2026

(G) "Property" means the property that is described below under the heading "Transfer of Rights in the Property."

(H) "Loan" means the debt evidenced by the Note, plus interest, any prepayment charges and late charges due under the Note, and all sums due under this Security Instrument, plus interest.

(I) "Riders" means all Riders to this Security Instrument that are executed by Borrower. The following Riders are to be executed by Borrower [check box as applicable]:

- | | | |
|------------------------------------------------|---------------------------------------------------------|---------------------------------------------|
| <input type="checkbox"/> Adjustable Rate Rider | <input type="checkbox"/> Condominium Rider | <input type="checkbox"/> Second Home Rider |
| <input type="checkbox"/> Balloon Rider | <input type="checkbox"/> Planned Unit Development Rider | <input type="checkbox"/> 1-4 Family Rider |
| <input type="checkbox"/> VA Rider | <input type="checkbox"/> Biweekly Payment Rider | <input type="checkbox"/> Other(s) [specify] |

(J) "Applicable Law" means all controlling applicable federal, state and local statutes, regulations, ordinances and administrative rules and orders (that have the effect of law) as well as all applicable final, non-appealable judicial opinions.

(K) "Community Association Dues, Fees, and Assessments" means all dues, fees, assessments and other charges that are imposed on Borrower or the Property by a condominium association, homeowners association or similar organization.

(L) "Electronic Funds Transfer" means any transfer of funds, other than a transaction originated by check, draft, or similar paper instrument, which is initiated through an electronic terminal, telephonic instrument, computer, or magnetic tape so as to order, instruct, or authorize a financial institution to debit or credit an account. Such term includes, but is not limited to, point-of-sale transfers, automated teller machine transactions, transfers initiated by telephone, wire transfers, and automated clearinghouse transfers.

(M) "Escrow Items" means those items that are described in Section 3.

(N) "Miscellaneous Proceeds" means any compensation, settlement, award of damages, or proceeds paid by any third party (other than insurance proceeds paid under the coverages described in Section 5) for: (i) damage to, or destruction of, the Property; (ii) condemnation or other taking of all or any part of the Property; (iii) conveyance in lieu of condemnation; or (iv) misrepresentations of, or omissions as to, the value and/or condition of the Property.

(O) "Mortgage Insurance" means insurance protecting Lender against the nonpayment of, or default on, the Loan.

(P) "Periodic Payment" means the regularly scheduled amount due for (i) principal and interest under the Note, plus (ii) any amounts under Section 3 of this Security Instrument.

4

(Q) "RESPA" means the Real Estate Settlement Procedures Act (12 U.S.C. Section 2601 et seq.) and its implementing regulation, Regulation X (24 C.F.R. Part 3500), as they might be amended from time to time, or any additional or successor legislation or regulation that governs the same subject matter. As used in this Security Instrument, "RESPA" refers to all requirements and restrictions that are imposed in regard to a "federally related mortgage loan" even if the Loan does not qualify as a "federally related mortgage loan" under RESPA.

(R) "Successor in Interest of Borrower" means any party that has taken title to the Property, whether or not that party has assumed Borrower's obligations under the Note and/or this Security Instrument.

TRANSFER OF RIGHTS IN THE PROPERTY

The beneficiary of this Security Instrument is MERS (solely as nominee for Lender and Lender's successors and assigns) and the successors and assigns of MERS. This Security Instrument secures to Lender: (i) the repayment of the Loan, and all renewals, extensions and modifications of the Note; and (ii) the performance of Borrower's covenants and agreements under this Security Instrument and the Note. For this purpose, Borrower irrevocably grants and conveys to Trustee, in trust, with power of sale, the following described property located in the

COUNTY of LOS ANGELES ;
[Type of Recording Jurisdiction] [Name of Recording Jurisdiction]

SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF.

Parcel ID Number: 5765003018
address of 1212 ARNO DR, SIERRA MADRE
[Street/City]
California 91024-1567 ("Property Address"):
[Zip Code]

which currently has the

~~TOGETHER WITH~~ all the improvements now or hereafter erected on the property, and all easements, appurtenances, and fixtures now or hereafter a part of the property. All replacements and additions shall also be covered by this Security Instrument. All of the foregoing is referred to in this Security Instrument as the "Property." Borrower understands and agrees that MERS holds only legal title to the interests granted by Borrower in this Security Instrument, but, if necessary to comply with law or custom, MERS (as nominee for Lender and Lender's successors and assigns) has the right; to exercise any or all of those interests, including, but not limited to, the right to foreclose and sell the Property; and to take any action required of Lender including, but not limited to, releasing and canceling this Security Instrument.

BORROWER COVENANTS that Borrower is lawfully seized of the estate hereby conveyed and has the right to grant and convey the Property and that the Property is unencumbered, except for encumbrances of record. Borrower warrants and will defend generally the title to the Property against all claims and demands, subject to any encumbrances of record.

THIS SECURITY INSTRUMENT combines uniform covenants for national use and non-uniform covenants with limited variations by jurisdiction to constitute a uniform security instrument covering real property.

14

25. **Statement of Obligation Fee.** Lender may collect a fee not to exceed the maximum amount permitted by Applicable Law for furnishing the statement of obligation as provided by Section 2943 of the Civil Code of California.

The undersigned Borrower requests that a copy of any Notice of Default and any Notice of Sale under this Security Instrument be mailed to the Borrower at the address set forth above. A copy of any Notice of Default and any Notice of Sale will be sent only to the address contained in this recorded request. If the Borrower's address changes, a new request must be recorded.

BY SIGNING BELOW, Borrower accepts and agrees to the terms and covenants contained in this Security Instrument and in any Rider executed by Borrower and recorded with it.


GARY WOODS

(Seal)
- Borrower


GUO PING WU

(Seal)
- Borrower

(Seal)
- Borrower

(Seal)
- Borrower

5

State of California

County of Los Angeles

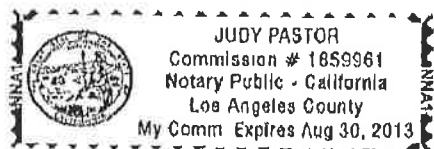
On 4/12/11 before me, Judy Pastor, Notary Public, personally appeared [handwritten name]

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal. Signature [handwritten signature]

(Seal)



16

Order No. 19655767

LEGAL DESCRIPTION

EXHIBIT "ONE"

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE CITY OF SIERRA MADRE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AND IS DESCRIBED AS FOLLOWS:

Lot 8 of Tract No. 31104, in the City of Sierra Madre, County of Los Angeles, State of California, as per map recorded in Book 901, Pages 3 and 4 of maps, in the office of the County Recorder of said county.

Assessor's Parcel No: 5765-003-018

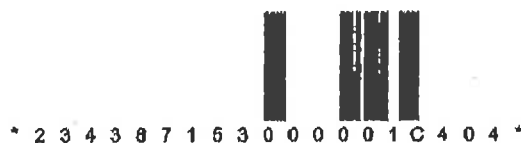
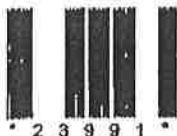
17

DOC ID #: 00023438715304011

LEGAL DESCRIPTION EXHIBIT A

Legal Description Exhibit A
1C404-XX (08/08)(d/i)

Page 1 of 1





Prior Transfer

Recording Date: 04/15/2011 Document #: 11-0550415
Price: \$1,140,000 Document Type: Grant Deed
First TD: \$690,000 Type of Sale: Full-Computed from Transfer Tax
Lender Name: BANK OF AMERICA NA
Buyer Name: WOODS, GARY; WU, GUO PING
Buyer Vesting: Tenants in Common
Sell Name: MARMOLEJO, PHILLIP A; MARMOLEJO, MADAI L
Legal: LOT:8 CITY:SIERRA MADRE TR#:31104 MAP REF:MB901 PG3&4
City/Muni/Twp: SIERRA MADRE

Prior Transfer

Recording Date: 04/15/2011 Document #: 11-0550414
Price: Document Type: Intrafamily Transfer & Dissolution
First TD: Type of Sale: Non-Arms Length Transfer
Lender Name:
Buyer Name: WU, GUO PING
Buyer Vesting: Married Man as his sole and separate property
Sell Name: ZHANG, YOU YING
Legal: LOT:8 CITY:SIERRA MADRE TR#:31104 MAP REF:MB901 PG3&4
City/Muni/Twp: SIERRA MADRE

Mortgage Record

Recording Date: 08/14/2008 Document #: 08-1467059
Loan Amount: \$668,000 Loan Type: Unknown
TD Due Date: 08/01/2038 Type of Financing: FIX
Lender Name: AFFILIATED FINANCIAL GROUP INC
Lender Type: Finance Company
Buyer Vesting: MARMOLEJO, PHILLIP A; MARMOLEJO, MADAI L
Vesting:

Prior Transfer

Recording Date: 11/21/2003 Document #: 03-3522951
Price: \$830,000 Document Type: Individual Deed
First TD: \$664,000 Type of Sale: Full-Computed from Transfer Tax
Lender Name: DOWNEY SAVINGS & LOAN
Buyer Name: MARMOLEJO, PHILLIP A; MARMOLEJO, MADAI L
Buyer Vesting: Community Property (Marital Community)
Sell Name: CHUNG, TE HENG; CHUNG, HUI LIN
Legal: LOT:8 CITY:SIERRA MADRE TR#:31104 MAP REF:MB901 PG3&4
City/Muni/Twp: SIERRA MADRE

Mortgage Record

Recording Date: 07/31/2001 Document #: 01-1356275
Loan Amount: \$350,000 Loan Type: Unknown
TD Due Date: 08/01/2016 Type of Financing:
Lender Name: CALIFORNIA BANK & TRUST
Lender Type: Bank
Buyer Vesting: CHUNG, TE HENG; CHUNG, HUI LIN
Vesting:

Data Deemed Reliable, But Not Guaranteed.

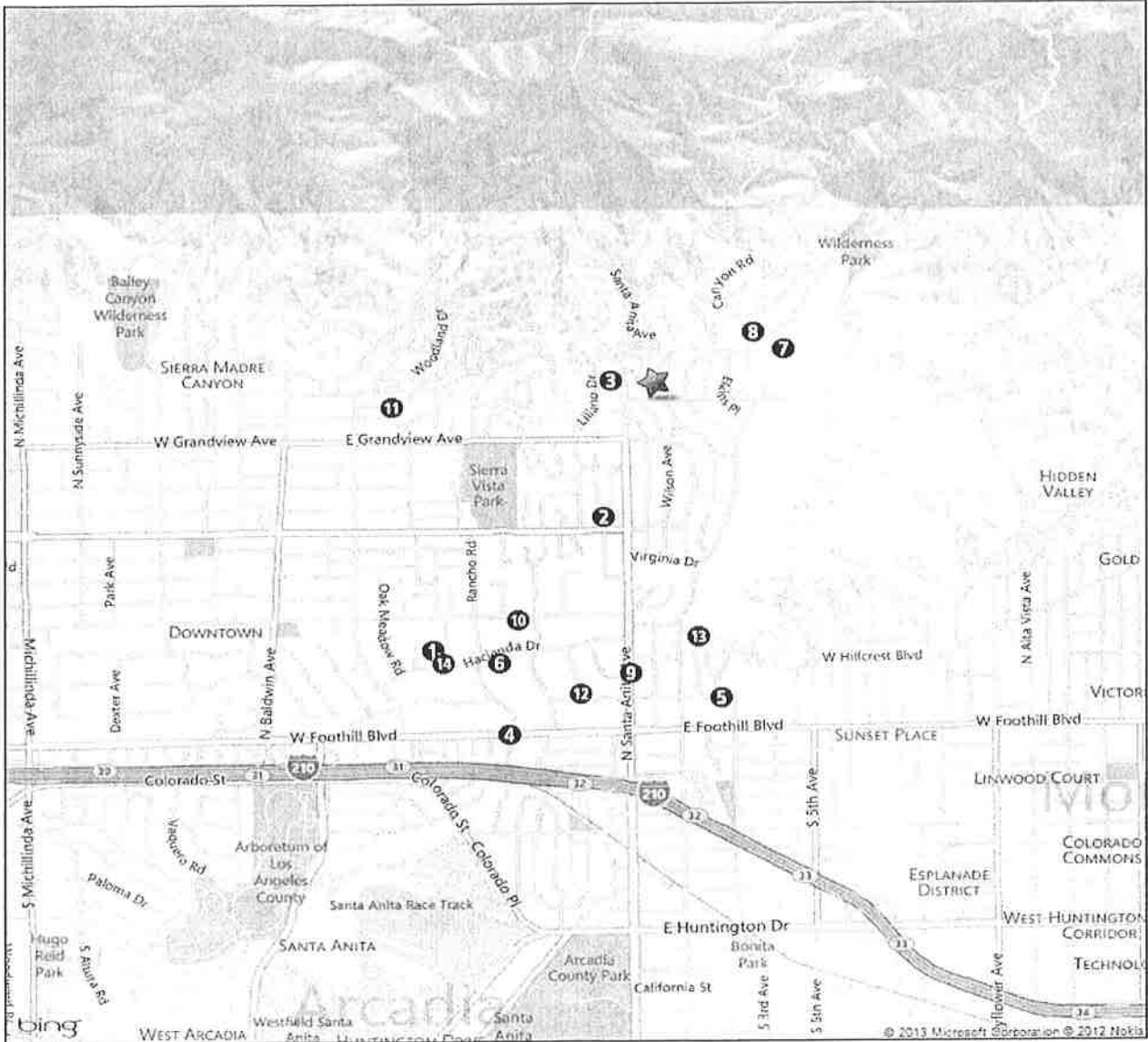
Prior Transfer

Recording Date:	03/02/1994	Document #:	94-0420213
Price:	\$450,000	Document Type:	Grant Deed
First TD:	\$200,000	Type of Sale:	Full-Computed from Transfer Tax
Lender Name:	T J FINANCIAL INC		
Buyer Name:	CHUNG, TE HENG; CHUNG, HUI LIN		
Buyer Vesting:	Joint Tenancy		
Sell Name:	WILSON, PAUL G; WILSON, RITA T		
Legal:	LOT:8 CITY:SIERRA MADRE TR#:31104 MAP REF:MAP901 PG3&4		
City/Muni/Twp:	SIERRA MADRE		

Data Deemed Reliable, But Not Guaranteed

SALES COMPARABLES MAP

**1212 ARNO DR
SIERRA MADRE, CA 91024-1567**



1. 1436 Carmelita Pl	12/20/2012	\$2,680,000	11. 407 Pleasant Hill Ln	07/13/2012	\$1,160,000
2. 1735 El Vista Cir	12/06/2012	\$1,238,000	12. 1225 Ramona Rd	06/18/2012	\$2,058,000
3. 2060 Liliano Dr	12/06/2012	\$905,000	13. 1350 Highland Oaks Dr	05/25/2012	\$1,380,000
4. 231 W Foothill Blvd	11/16/2012	\$1,760,000	14. 1421 Caballero Rd	05/18/2012	\$1,633,000
5. 1209 Oakhaven Rd	10/16/2012	\$1,285,000			
6. 1400 Rancho Rd	10/11/2012	\$2,282,000			
7. 2124 Highland Oaks Dr	09/04/2012	\$950,000			
8. 246 Angelo Pl	08/28/2012	\$1,180,000			
9. 1255 N Santa Anita Ave	07/17/2012	\$1,608,000			
10. 635 E Orange Grove Ave	07/17/2012	\$1,126,000			

Data Deemed Reliable. But Not Guaranteed.



Criteria Selected:

Searched by Radius: 1.5 miles
 Minimum Area: 2,578 SqFt. Maximum Area: 3,867 SqFt.
 Pool: All
 Land Use: Same as Subject
 Date Range: 05/17/2012 to 02/11/2013

Area Sales Analysis

	Low	Median	High
Bedrooms:	3	4	5
Baths:	2	3	6
Lot Size:	10,019	25,942	36,429
Living Area (SqFt):	2,658	3,097	3,845
Sale Price:	\$905,000	\$1,332,500	\$2,680,000
Year Built:	1917	1950	1984
Age:	29	63	96

Subject Property

Sale Date: 04/15/2011 **Year Built:** 1979 **Price:** \$1,140,000 **Pool:** P
Lot Size: 13,769 SF **Square Feet:** 3,223 **\$/SF:** \$353 **BR/Bth:** 4/3.0

Comparable Sales Data

No.	Address	Date	Price	Loan	\$/SF	SqFt	BR/Bth	Year Built	Lot Size	Pool
1	1436 CARMELITA PL ARCADIA, CA 91006	12/20/2012	\$2,680,000	\$0	\$849	3,155	3/3	1948	32,178 SF	P
Owner: HONG LIANG SUN APN: 5770-015-005 Legal: Land Use: Single Family Residential		Seller: ROBERT A FERRARO, THE FERRARO Document #: 12-1976180 Located approximately 1.28 miles from subject property.								
2	1735 EL VISTA CIR ARCADIA, CA 91006	12/06/2012	\$1,238,000	\$825,000	\$465	2,658	3/3	1950	10,019 SF	N/A
Owner: CHRISTOPHER DEVIN YOUNG, MATILDA APN: 5766-012-020 Legal: Land Use: Single Family Residential		Seller: JOHN W LA GRANDEUR Document #: 12-1870740 Located approximately 0.57 miles from subject property.								
3	2060 LILIANO DR SIERRA MADRE, CA 91024	12/06/2012	\$905,000	\$625,000	\$309	2,922	4/4	1962	13,325 SF	N/A
Owner: HAZIM J RABADI, BETTY S RABADI APN: 5764-003-010 Legal: Land Use: Single Family Residential		Seller: KEVIN STEUER, STEUER LIVING TRUST Document #: 12-1875020 Located approximately 0.12 miles from subject property.								
4	231 W FOOTHILL BLVD ARCADIA, CA 91006	11/16/2012	\$1,760,000	\$1,056,000	\$624	2,820	4/4	1949	34,408 SF	N/A
Owner: LEI LIU, XIAOMING ZHU APN: 5770-019-008 Legal: Land Use: Single Family Residential		Seller: MAN HERMAN HUI, KWAN SHAN CHOW Document #: 12-1747168 Located approximately 1.45 miles from subject property.								

Data Deemed Reliable, But Not Guaranteed.

Comparable Sales Data

No.	Address	Date	Price	Loan	\$/SF	SqFt	BR/Bth	Year Built	Lot Size	Pool
5	1209 OAKHAVEN RD ARCADIA, CA 91006	10/16/2012	\$1,285,000	\$771,000	\$415	3,092	5/3	1984	10,707 SF	P
	Owner: YAN HUA XU, LIHONG MI APN: 5771-024-023 Legal: Land Use: Single Family Residential									Located approximately 1.26 miles from subject property.
6	1400 RANCHO RD ARCADIA, CA 91006	10/11/2012	\$2,282,000	\$1,612,500	\$593	3,845	4/5	1956	36,429 SF	N/A
	Owner: MATTHEW S TAN, SHIRLEY Z TAN APN: 5770-013-021 Legal: Land Use: Single Family Residential									Located approximately 1.20 miles from subject property.
7	2124 HIGHLAND OAKS DR ARCADIA, CA 91006	09/04/2012	\$950,000	\$760,000	\$345	2,748	3/2	1958	14,606 SF	N/A
	Owner: MITCHELL J GEE, MEGAN N T AU APN: 5765-012-018 Legal: Land Use: Single Family Residential									Located approximately 0.48 miles from subject property.
8	246 ANGELO PL ARCADIA, CA 91006	08/28/2012	\$1,180,000	\$944,000	\$368	3,200	4/3	1960	31,847 SF	N/A
	Owner: OSNAT SHURER APN: 5765-011-008 Legal: Land Use: Single Family Residential									Located approximately 0.40 miles from subject property.
9	1255 N SANTA ANITA AVE ARCADIA, CA 91006	07/17/2012	\$1,608,000	\$1,100,000	\$497	3,231	4/4	1965	23,657 SF	N/A
	Owner: YANPING CHEN BAGG APN: 5770-003-016 Legal: Land Use: Single Family Residential									Located approximately 1.14 miles from subject property.
10	635 E ORANGE GROVE AVE SIERRA MADRE, CA 91024	07/17/2012	\$1,126,000	\$844,218	\$362	3,102	5/3	1939	27,896 SF	P
	Owner: ANTHONY MASSINO, AMY SKIFF APN: 5766-020-005 Legal: Land Use: Single Family Residential									Located approximately 1.03 miles from subject property.
11	407 PLEASANT HILL LN SIERRA MADRE, CA 91024	07/13/2012	\$1,160,000	\$910,000	\$309	3,746	5/6	1917	32,230 SF	P
	Owner: PATRICK PERKINS, LUISA PERKINS APN: 5763-011-049 Legal: Land Use: Single Family Residential									Located approximately 0.88 miles from subject property.
12	1225 RAMONA RD ARCADIA, CA 91006	06/18/2012	\$2,058,000	\$0	\$630	3,264	5/4	1938	28,667 SF	P
	Owner: CHIEN YU CHEN, HSIAO YUN WU APN: 5770-006-007 Legal: Land Use: Single Family Residential									Located approximately 1.24 miles from subject property.

Data Deemed Reliable, But Not Guaranteed.

Comparable Sales Data

No.	Address	Date	Price	Loan	\$/SF	SqFt	BR/Bth	Year Built	Lot Size	Pool
13	1350 HIGHLAND OAKS DR ARCADIA, CA 91006	05/25/2012	\$1,380,000	\$690,000	\$513	2,685	3/4	1950	20,469 SF	N/A
	Owner: WEN FEI SHEN									
	APN: 5771-026-003									
	Legal:									
	Land Use: Single Family Residential									Located approximately 1.02 miles from subject property.
14	1421 CABALLERO RD ARCADIA, CA 91006	05/18/2012	\$1,633,000	\$0	\$561	2,907	3/3	1942	23,988 SF	N/A
	Owner: JOHN T DIEHL, KELLY M DIEHL									
	APN: 5770-015-014									
	Legal:									
	Land Use: Single Family Residential									Located approximately 1.30 miles from subject property.

Data Deemed Reliable, But Not Guaranteed

NEARBY PROPERTY OWNERS

SOKOL, RICHARD TR
1206 ARNO DR
SIERRA MADRE, CA 91024
 APN: 5765-003-019 **Bedrooms:** 3
Telephone: **Bathrooms:** 3
Square Feet: 2,670 **Lot size:** 14,118
Year Built: 1979 **Garage:**
Sale Date: 09/14/2010
Land Use: Single Family Residential

KANENOBU, EIKO
1218 ARNO DR
SIERRA MADRE, CA 91024
 APN: 5765-003-017 **Bedrooms:** 4
Telephone: **Bathrooms:** 3
Square Feet: 3,037 **Lot size:** 14,187
Year Built: 1979 **Garage:**
Sale Date: 12/30/2002
Land Use: Single Family Residential

FISHMAN, DANIEL AND LAVINE, SANDRA L
1221 VIA GRANATE ST
SIERRA MADRE, CA 91024
 APN: 5765-003-008 **Bedrooms:** 3
Telephone: **Bathrooms:** 4
Square Feet: 3,171 **Lot size:** 13,299
Year Built: 1963 **Garage:**
Sale Date: 07/19/1994
Land Use: Single Family Residential

SALISBURY, GEORGE B CO TR
1200 ARNO DR
SIERRA MADRE, CA 91024
 APN: 5765-003-020 **Bedrooms:** 4
Telephone: **Bathrooms:** 4
Square Feet: 3,181 **Lot size:** 18,130
Year Built: 1979 **Garage:**
Sale Date: 07/17/1992
Land Use: Single Family Residential

SIVILOTTI, MASSIMO A AND RUTH A
1211 VIA GRANATE ST
SIERRA MADRE, CA 91024
 APN: 5765-003-007 **Bedrooms:** 3
Telephone: **Bathrooms:** 3
Square Feet: 2,356 **Lot size:** 12,197
Year Built: 1965 **Garage:**
Sale Date: 05/24/1995
Land Use: Single Family Residential

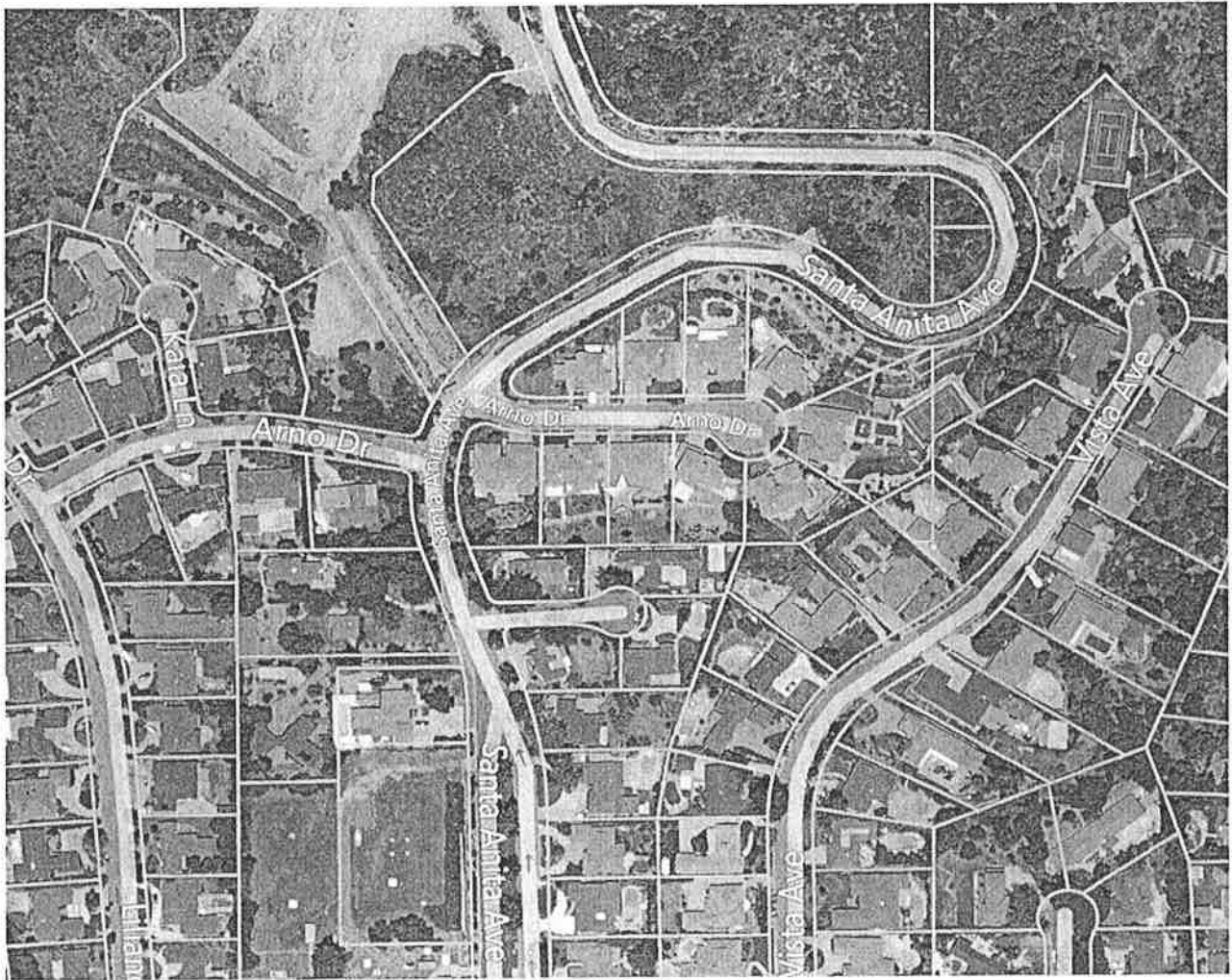
YOU JIAN CHEN AND WEI PING LOU
1209 ARNO DR
SIERRA MADRE, CA 91024
 APN: 5765-003-011 **Bedrooms:** 4
Telephone: **Bathrooms:** 3
Square Feet: 3,037 **Lot size:** 11,517
Year Built: 1979 **Garage:**
Sale Date: 07/07/1995
Land Use: Single Family Residential

WANG, JIING T AND WINNY H
1224 ARNO DR
SIERRA MADRE, CA 91024
 APN: 5765-003-016 **Bedrooms:** 3
Telephone: **Bathrooms:** 3
Square Feet: 2,670 **Lot size:** 15,015
Year Built: 1979 **Garage:**
Sale Date: 09/18/1980
Land Use: Single Family Residential

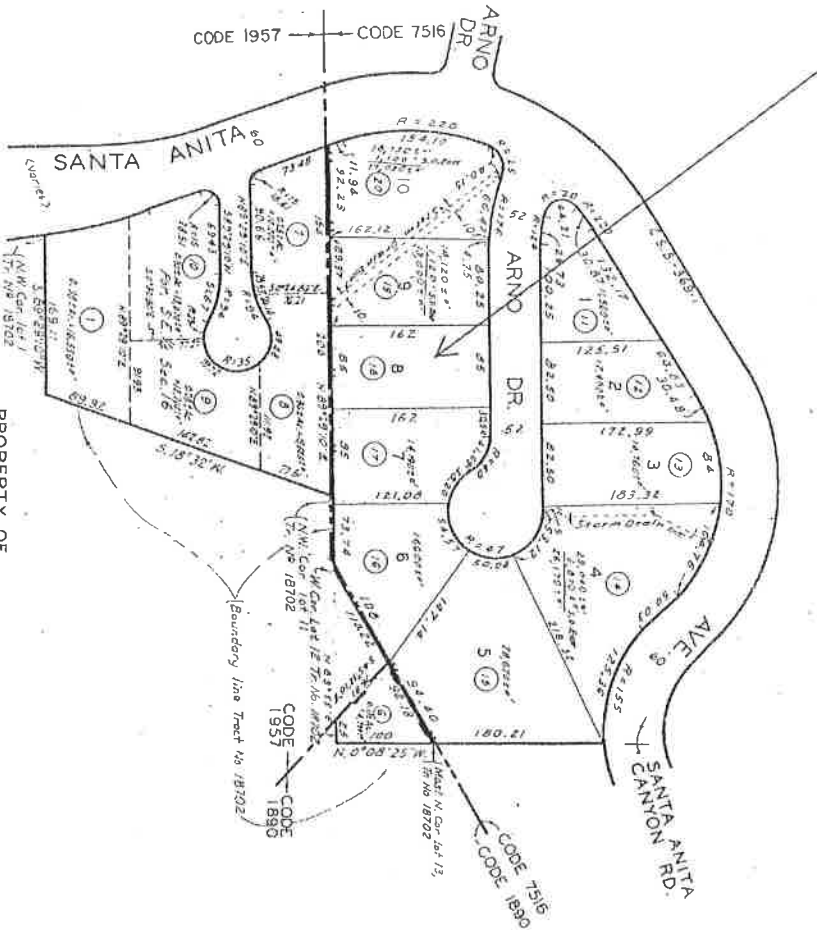
DERMOVSESIAN, BERJ AND MARINE TRS
1215 ARNO DR
SIERRA MADRE, CA 91024
 APN: 5765-003-012 **Bedrooms:** 3
Telephone: **Bathrooms:** 3
Square Feet: 2,670 **Lot size:** 12,415
Year Built: 1979 **Garage:**
Sale Date: 12/24/2009
Land Use: Single Family Residential

KING, RUSSELL W AND RUTH E TRS
1220 VIA GRANATE ST
SIERRA MADRE, CA 91024
 APN: 5765-003-009 **Bedrooms:** 4
Telephone: **Bathrooms:** 2
Square Feet: 2,528 **Lot size:** 12,197
Year Built: 1963 **Garage:**
Sale Date: 06/06/1990
Land Use: Single Family Residential

ROSENTHAL, JULIE TR
1221 ARNO DR
SIERRA MADRE, CA 91024
 APN: 5765-003-013 **Bedrooms:** 4
Telephone: **Bathrooms:** 4
Square Feet: 3,223 **Lot size:** 14,985
Year Built: 1979 **Garage:**
Sale Date: 12/29/1992
Land Use: Single Family Residential



1212 ARNO DR
SIERRA MADRE, CA 91024-1567



CODE
 7516
 1957
 1890

FOR PREV. ASSWT. SEE: 749-1

PROPERTY OF
P.H. LANNAN
 M.B. 7-23
T. IN., R. 11 W.
 TRACT NO. 31104
 M.B. 901-3-4

REVISIONS
 1-28-01
 3-27-01
 10-21-02
 1-27-02
 10-21-02
 6-28-02
 10-28-02
 7/27/07
 7/27/08

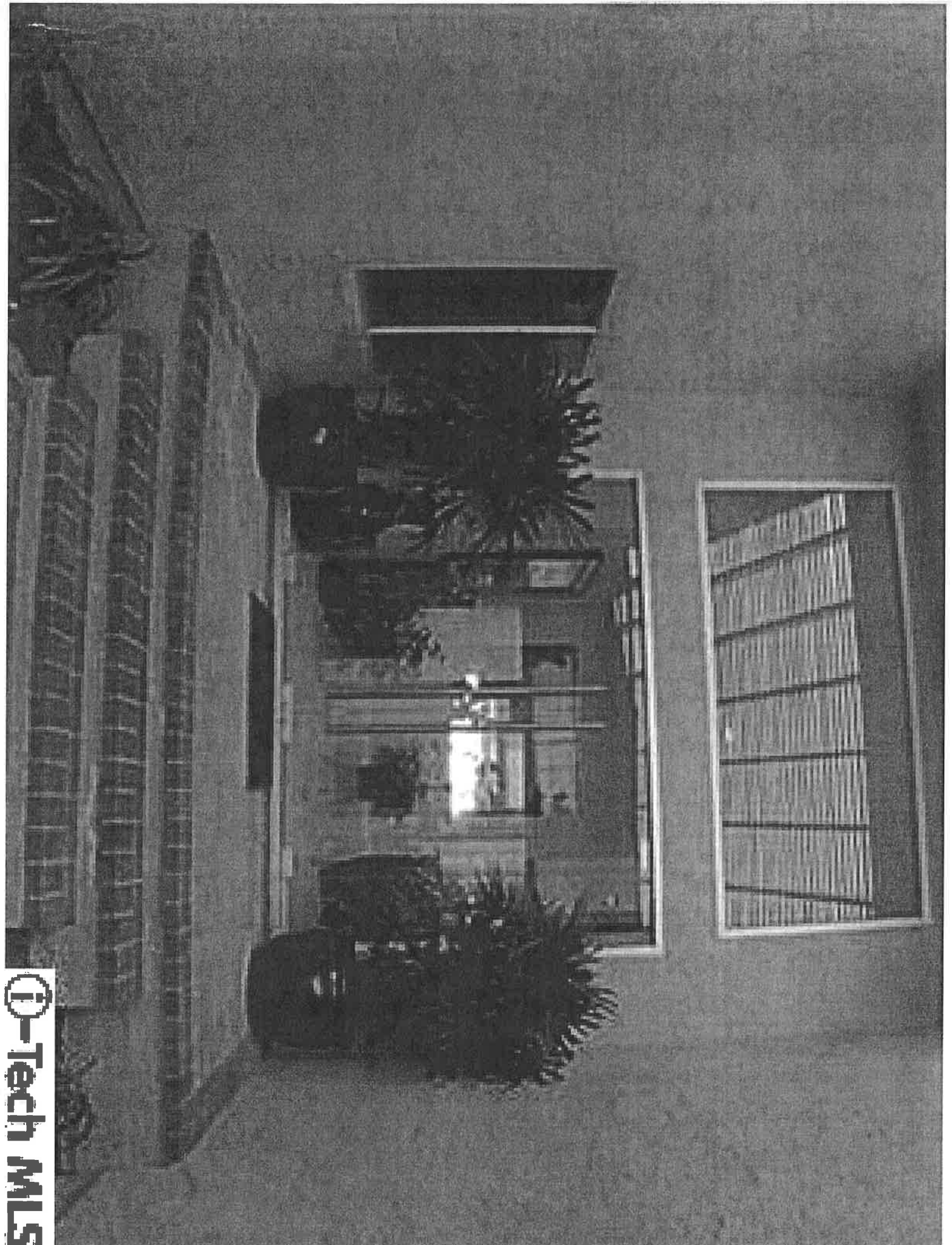
ASSISTANT S. HAP
 COUNTY OF LOS ANGELES, CALIF.



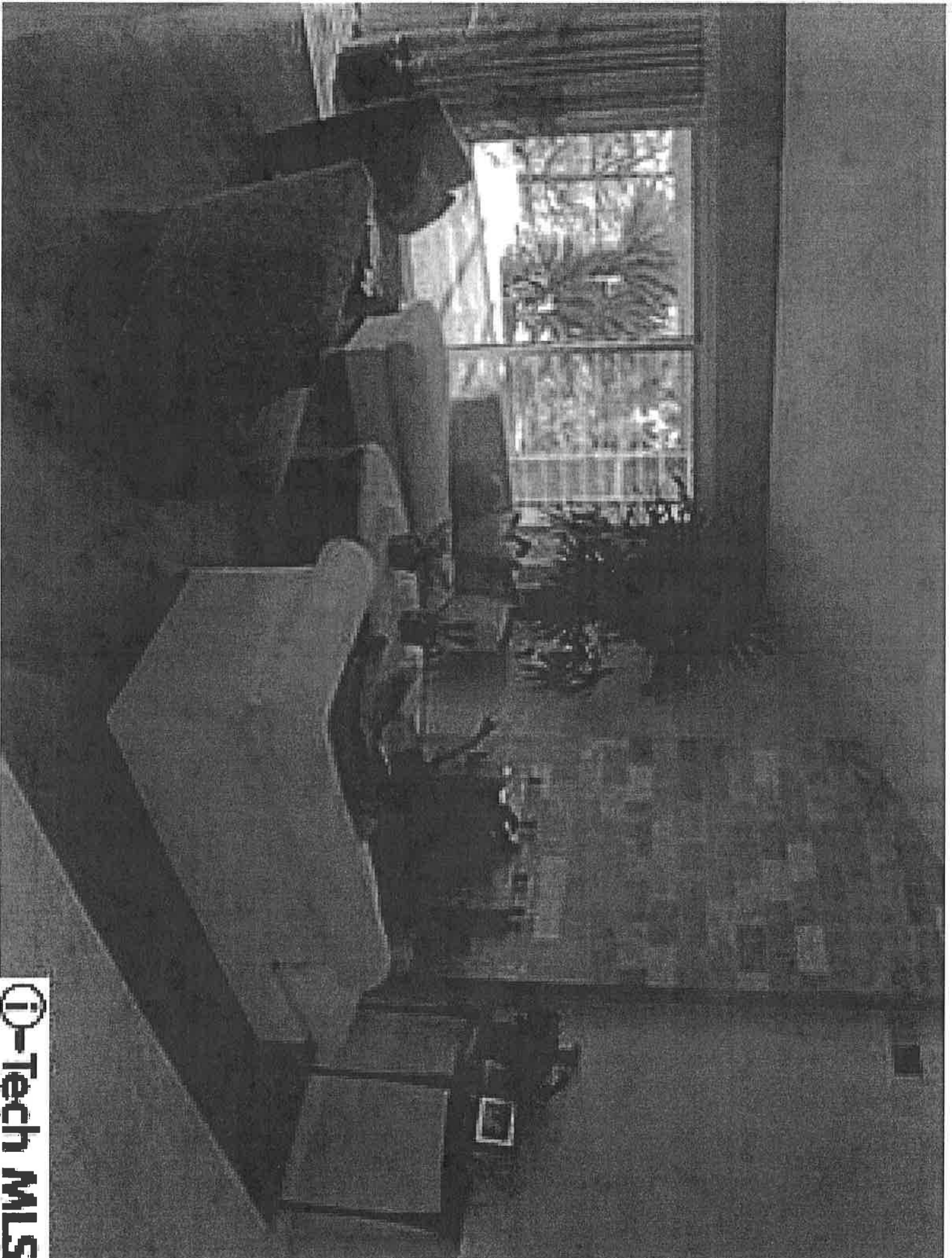
EXHIBIT 10



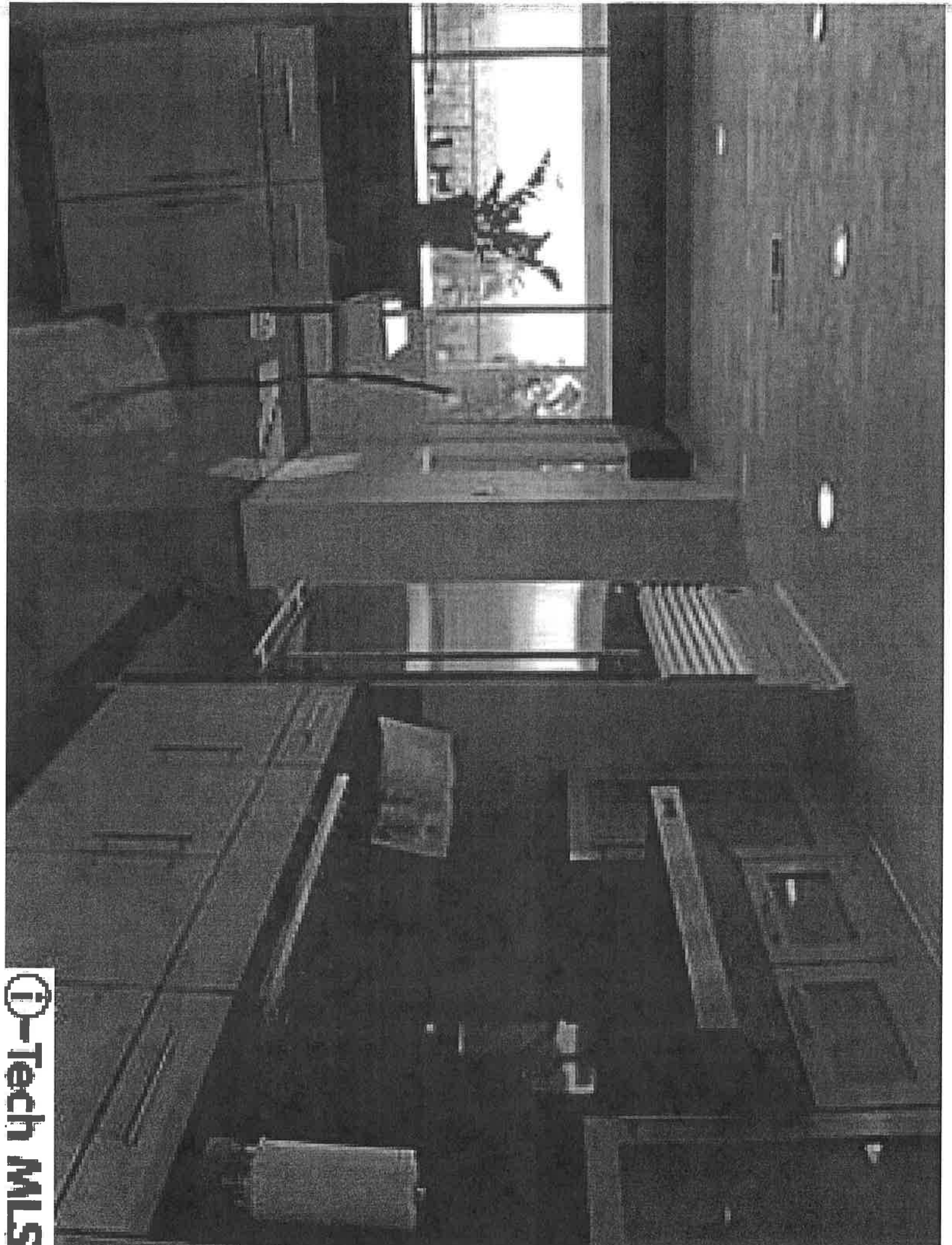
i-Tech MILS



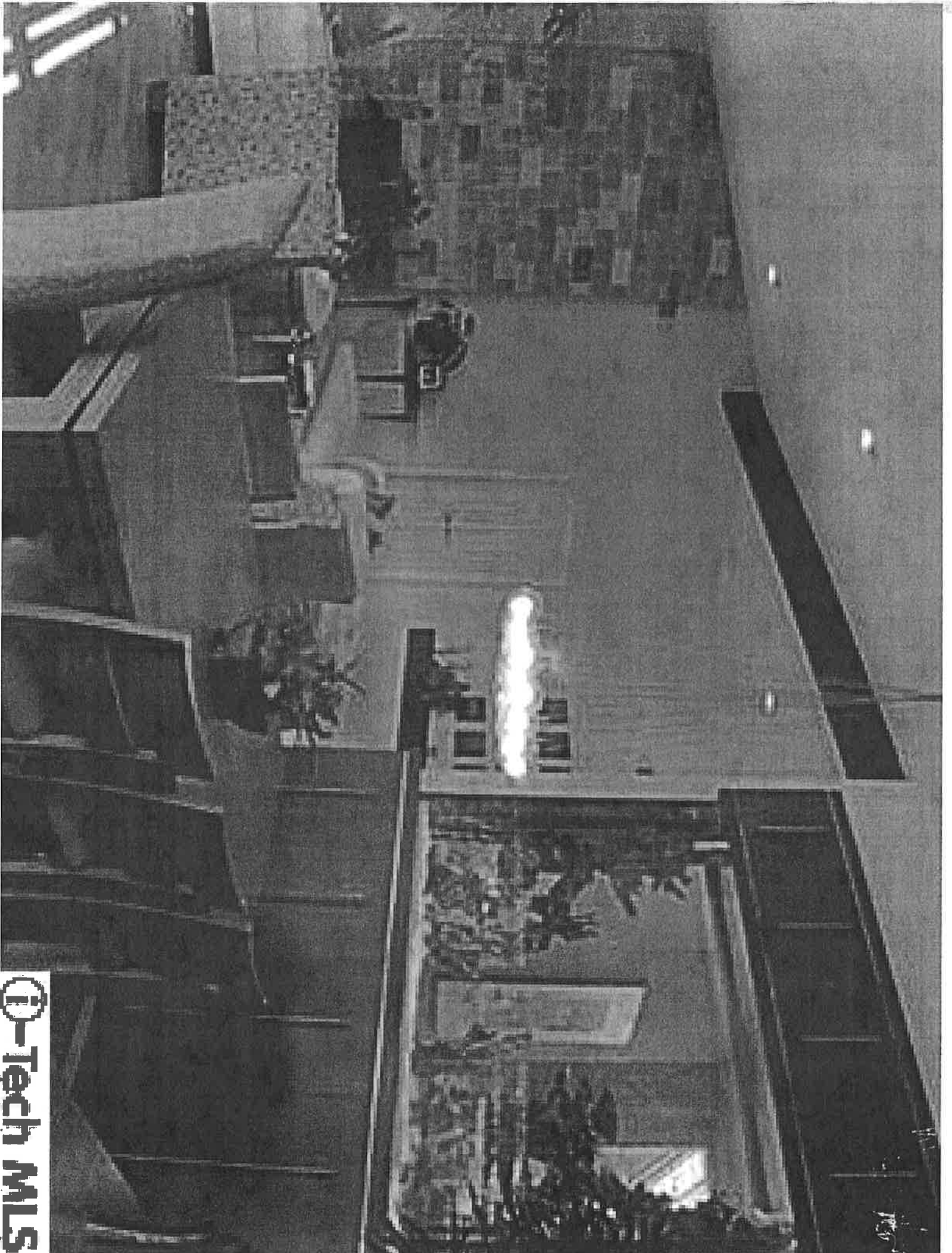
i-Tech MILS



i-Tech MILS



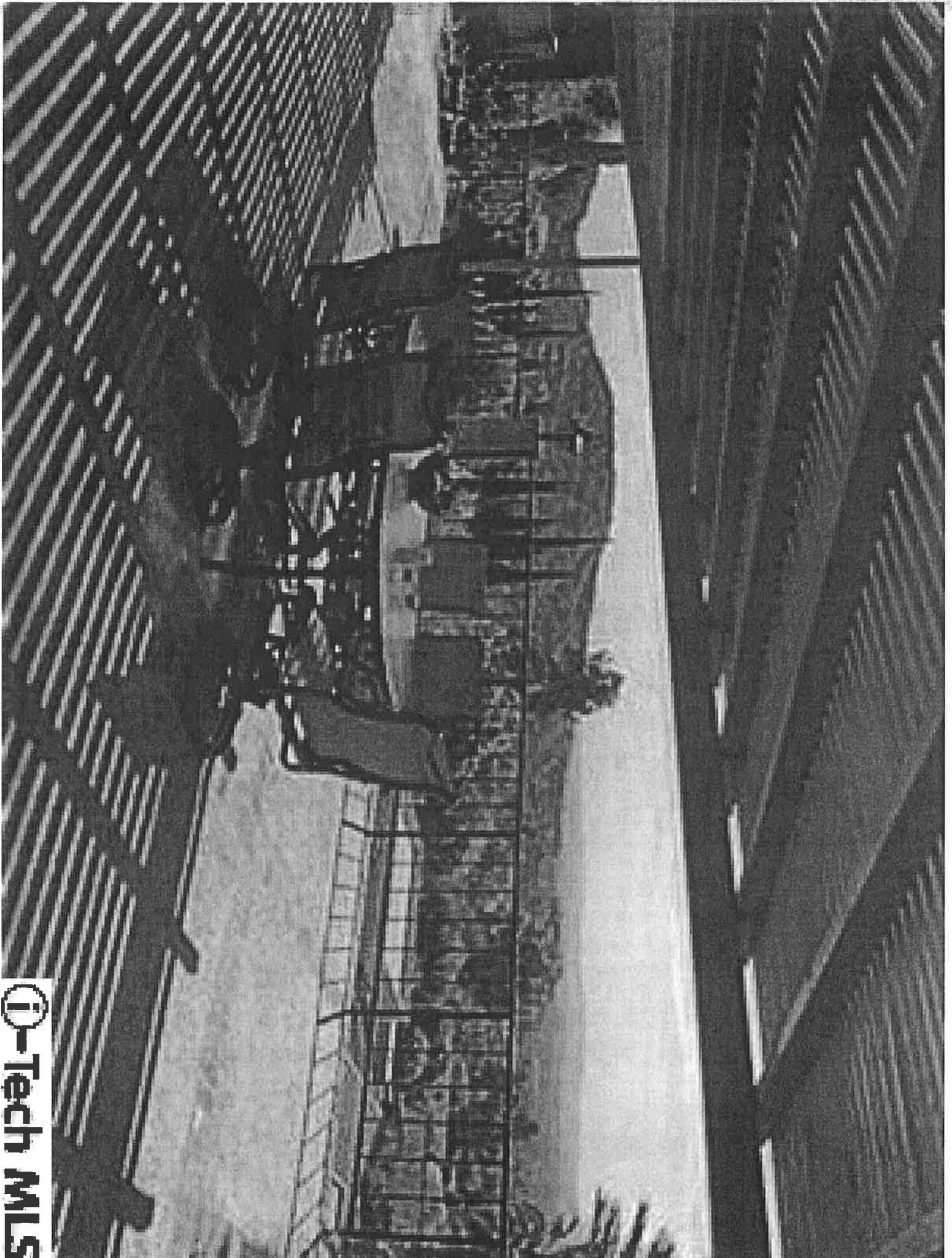
i-Tech MILS



i-Tech MILS



i-Tech MILS



i-Tech MILS



!-Tech MLS

EXHIBIT 11

U.S. Department of Commerce

Home Blogs About Us Index A to Z Glossary FAQs

People Business Geography Data Research Newsroom

State & County QuickFacts

Sierra Madre (city), California

People QuickFacts	Sierra Madre	California
Population, 2012 estimate	11,016	38,041,430
Population, 2010 (April 1) estimates base	10,917	37,253,956
Population, percent change, April 1, 2010 to July 1, 2012	0.9%	2.1%
Population, 2010	10,917	37,253,956
Persons under 5 years, percent, 2010	4.7%	6.8%
Persons under 18 years, percent, 2010	19.2%	25.0%
Persons 65 years and over, percent, 2010	17.4%	11.4%
Female persons, percent, 2010	52.7%	50.3%
White alone, percent, 2010 (a)	82.1%	57.6%
Black or African American alone, percent, 2010 (a)	1.8%	6.2%
American Indian and Alaska Native alone, percent, 2010 (a)	0.4%	1.0%
Asian alone, percent, 2010 (a)	7.6%	13.0%
Native Hawaiian and Other Pacific Islander alone, percent, 2010 (a)	0.1%	0.4%
Two or More Races, percent, 2010	4.3%	4.9%
Hispanic or Latino, percent, 2010 (b)	14.9%	37.6%
White alone, not Hispanic or Latino, percent, 2010	72.3%	40.1%
Living in same house 1 year & over, percent, 2007-2011	91.9%	84.2%
Foreign born persons, percent, 2007-2011	12.9%	27.2%
Language other than English spoken at home, percent age 5+, 2007-2011	16.6%	43.2%
High school graduate or higher, percent of persons age 25+, 2007-2011	96.5%	80.8%
Bachelor's degree or higher, percent of persons age 25+, 2007-2011	57.4%	30.2%
Veterans, 2007-2011	791	1,997,566
Mean travel time to work (minutes), workers age 16+, 2007-2011	29.3	27.0
Housing units, 2010	5,113	13,680,081
Homeownership rate, 2007-2011	61.8%	56.7%
Housing units in multi-unit structures, percent, 2007-2011	23.1%	30.8%
Median value of owner-occupied housing units, 2007-2011	\$770,500	\$421,600
Households, 2007-2011	4,593	12,433,172
Persons per household, 2007-2011	2.35	2.91
Per capita money income in the past 12 months (2011 dollars), 2007-2011	\$52,221	\$29,634
Median household income, 2007-2011	\$84,487	\$61,632
Persons below poverty level, percent, 2007-2011	8.6%	14.4%
Business QuickFacts	Sierra Madre	California
Total number of firms, 2007	1,912	3,425,510
Black-owned firms, percent, 2007	F	4.0%
American Indian- and Alaska Native-owned firms, percent, 2007	F	1.3%
Asian-owned firms, percent, 2007	S	14.9%
Native Hawaiian and Other Pacific Islander-owned firms, percent, 2007	F	0.3%
Hispanic-owned firms, percent, 2007	S	16.5%
Women-owned firms, percent, 2007	30.0%	30.3%
Manufacturers shipments, 2007 (\$1000)	NA	491,372,092
Merchant wholesaler sales, 2007 (\$1000)	D	598,456,486
Retail sales, 2007 (\$1000)	16,217	455,032,270
Retail sales per capita, 2007	\$1,513	\$12,561

Accommodation and food services sales, 2007 (\$1000) 6,672 80,852,787

Geography QuickFacts	Sierra Madre	California
Land area in square miles, 2010	2.95	155,779.22
Persons per square mile, 2010	3,696.9	239.1
FIPS Code	71806	06
Counties		

(a) Includes persons reporting only one race.

(b) Hispanics may be of any race, so also are included in applicable race categories.

D: Suppressed to avoid disclosure of confidential information

F: Fewer than 25 firms

FN: Footnote on this item for this area in place of data

NA: Not available

S: Suppressed, does not meet publication standards

X: Not applicable

Z: Value greater than zero but less than half unit of measure shown

Source U.S. Census Bureau: State and County QuickFacts. Data derived from Population Estimates, American Community Survey, Census of Population and Housing, County Business Patterns, Economic Census, Survey of Business Owners, Building Permits, Census of Governments

Last Revised: Thursday, 27-Jun-2013 13:55:55 EDT

EXHIBIT 12

On August 28, 2013, Barry Keuroghelian provided the following explanation/narrative of surveillance of Dr. Gary Woods, which had previously been documented with a spreadsheet, attached, and photographs disclosed on the FireGaryWoods.com website.

1. On February 19, 2013, at approximately 6:11 a.m., I took a position near 1212 Arno Drive, Sierra Madre, California 91024. I observed a dark Lexus GS350 (License # 6JJZ318) and a Silver Mustang convertible (License # 6RUY519) in the driveway of that residence. A photograph is attached hereto as Exhibit A. I noticed that the interior lights were on inside the home (visible from far left window) as I was parked at the end of the cul-de-sac.

2. That same day, at approximately 7:25 a.m., I observed the Lexus GS350 (License # 6JJZ318) parked in the staff parking lot at Pasadena City College. A photograph is attached in Exhibit A (the second photograph in that exhibit).

3. Later that day, at approximately 11:21 a.m., I arrived at 450 N. Soldano Avenue, Azusa, California 91702 (a 55+ Community). I rang the doorbell, but no one answered the door in unit 242. There was no evidence of occupancy. I left a business card stuck in the doorjamb and took a photograph. A photograph is attached hereto as Exhibit B.

4. On February 20, 2013, at approximately 6:20 a.m., took a position near 1212 Arno Drive, Sierra Madre, California 91024. I observed a Lexus GS350 (License # 6JJZ318) and a Silver Mustang convertible (License # 6RUY519) in the driveway. A photograph is attached hereto as Exhibit C.

5. That same day, at approximately 7:45 a.m., I observed Dr. Gary Woods (the "Subject"), driving the Lexus GS350 (License # 6JJZ318), pull into the staff parking lot at Pasadena City College and then exit the vehicle. I took a photograph of said vehicle and video of the car pulling into the parking lot and the Subject walking towards campus. A photograph of the vehicle is attached hereto as Exhibit D.

6. Later that day, at approximately 8:40 a.m., I travelled to 450 N. Soldano Avenue, Azusa, California 91702 (a 55+ Community). I rang the doorbell, but no one answered the door

in unit 242. There was no evidence of occupancy. My business card was still in the doorjamb, which indicated that the door had not been opened. A photograph is attached hereto as Exhibit E.

7. On February 20, 2013, at approximately 12:08 p.m., I took a position near, and waited for the Subject to arrive at, the 1212 Arno Drive, but I did not observe him.

8. On February 21, 2013, at approximately 6:30 a.m., I took a position near 1212 Arno Drive, Sierra Madre, California 91024. I observed a Lexus GS350 (License # 6JJZ318) parked in the driveway. I was able to obtain a photograph and video of said vehicle. A photograph is attached hereto as Exhibit F.

9. That same day at 7:28 a.m., I observed the Lexus GS350 (License # 6JJZ318) arrive at Pasadena City College, where the Subject pulled into the staff parking. A photograph is attached hereto as Exhibit G.

10. Later that day, at approximately 12:51 p.m., I travelled to 450 N. Soldano Avenue, Azusa, California 91702 (a 55+ Community). I rang the doorbell, but no one answered the door in unit 242. There was no evidence of occupancy. My business card was still in the doorjamb, which indicated that the door had not been opened. A photograph is attached hereto as Exhibit H. I noticed that, although most units have furniture, barbeques and/or plants on their patios and decks, there was nothing on the deck of unit 242.

11. On February 21, 2013, at approximately 8:56 p.m., I returned to 1212 Arno Drive, Sierra Madre, California 91024. I observed the Lexus GS350 (License # 6JJZ318) and a Matrix (License # 5NHD165) in the driveway. I was able to obtain a photograph and video of said vehicles. A photograph is attached hereto as Exhibit I.

12. On February 22, 2013, at approximately 6:32 a.m., I took a position near 1212 Arno Drive, Sierra Madre, California 91024. I observed the Lexus GS350 (License # 6JJZ318) and a dark Toyota Matrix (License # 5NHD165). I was able to obtain a photograph and video of said vehicles. A photograph is attached hereto as Exhibit J.

13. That same day at approximately 7:02 a.m., I followed the Subject to 848 W. Huntington Drive and observed the Lexus GS350 (License # 6JJZ318) pull into the garage for Unit #2.

14. At approximately 7:40 a.m. on February 22, 2013, I observed the Lexus GS350 (License # 6JJZ318) parked in the staff parking lot at Pasadena City College. A photograph of the vehicle is attached hereto as Exhibit K.

15. On February 26, 2013, at approximately 6:38 a.m., I took a position near 1212 Arno Drive, Sierra Madre, California 91024. I observed the Lexus GS350 (License # 6JJZ318) parked in the driveway. I was able to obtain a photograph and video of said vehicle. A photograph is attached hereto as Exhibit L. Shortly thereafter, I observed the Subject getting gas for the Lexus GS350 at the Arco Station located at the intersection of Santa Anita and Foothill.

16. That same day, at approximately 7:15 a.m., I travelled to 450 N. Soldano Avenue, Azusa, California 91702 (a 55+ Community). I noticed that my business card had been removed from the doorjamb of unit 242 and placed a leaf in the corner of the door. A photograph is attached hereto as Exhibit M.

17. On February 26, 2013, at approximately 9:10 p.m., I took a position near 1212 Arno Drive, Sierra Madre, California 91024. At approximately 9:20 p.m., I observed the Subject driving the Lexus GS350 (License # 6JJZ318) and pulling into the driveway of the residence. I was able to obtain a photograph and video of said vehicle. A photograph is attached hereto as Exhibit N.

18. On February 27, 2013, at approximately 6:27 a.m., I took a position near 1212 Arno Drive, Sierra Madre, California 91024. I observed the Lexus GS350 (License # 6JJZ318) in the driveway. A photograph is attached hereto as Exhibit O.

19. That same day, at approximately 7:45 a.m., I observed the Lexus GS350 (License # 6JJZ318) parked in the staff parking lot of Pasadena City College. A photograph is attached hereto as Exhibit P.

20. On February 28, 2013, at approximately 6:38 a.m., I took a position near 1212 Arno Drive, Sierra Madre, California 91024. I observed the Lexus GS350 (License # 6JJZ318) and a Toyota Matrix (License # 5NHD165) in the driveway. A photograph is attached hereto as Exhibit Q.

21. That same day, at approximately 6:54 a.m., I took a position near 848 W. Huntington Drive and observed a Dark Lexus GS350 (License # 6JJZ318) pull into the garage for Unit #2.

22. On February 28, 2013, at approximately 7:48 a.m., I observed the Lexus GS350 (License # 6JJZ318) parked in the staff parking lot at Pasadena City College. A photograph of the vehicle is attached hereto as Exhibit R.

23. Later that same day, at approximately 9:08 a.m., I travelled to 450 N. Soldano Avenue, Azusa, California 91702 (a 55+ Community). I noticed that the leaf had dropped from the doorjamb, so I placed a piece of clear tape on the bottom right corner of the door connecting the door to the doorjamb. A photograph is attached hereto as Exhibit S.

24. On March 1, 2013, at approximately 6:32 a.m., I took a position near 1212 Arno Drive, Sierra Madre, California 91024. I observed the Lexus GS350 (License # 6JJZ318) and a Toyota Matrix (License # 5NHD165) in the driveway. I was able to take a photograph and video of said vehicles. A photograph is attached hereto as Exhibit T (first photo in exhibit). At approximately 7 a.m., I observed the Subject driving south on Santa Anita and turning right onto Foothill Blvd.

25. That same day, at approximately 7:48 a.m., I observed the Lexus GS350 (License # 6JJZ318) parked in the staff parking lot of Pasadena City College. A photograph of the vehicle is attached hereto as Exhibit T (second photo in exhibit).

26. On March 4, 2013, at approximately 6:37 a.m., I took a position near 1212 Arno Drive, Sierra Madre, California 91024. I observed the Lexus GS350 (License # 6JJZ318) in the driveway. A photograph is attached hereto as Exhibit U.

27. That same day, at approximately 6:51 a.m., I travelled to 848 W. Huntington Drive and observed that the Lexus GS350 (License # 6JJZ318) was not there. I waited in position until 7:18 a.m., however, the Subject did not arrive.

28. Also on March 4, 2013, at approximately 7:35 a.m., I arrived at Pasadena City College and observed that the Lexus GS350 (License # 6JJZ318) was not there. I remained in position until 7:50 a.m., however, the Subject was not observed.

29. Later that day, at approximately 8:21 a.m., I took a position near 1212 Arno Drive, Sierra Madre, California 91024 address and observed the Lexus GS350 (License # 6JJZ318) in the driveway. I remained in position until approximately 8:30 a.m. and did not observe the Subject or movement of the Lexus GS350. A photograph is attached hereto as Exhibit V.

30. On March 5, 2013, at approximately 6:39 a.m., I took a position near 1212 Arno Drive, Sierra Madre, California 91024. I observed the Lexus GS350 (License # 6JJZ318) in the driveway. A photograph is attached hereto as Exhibit W.

31. That same day, at approximately 6:53 a.m., I travelled to 848 W. Huntington Drive and observed that the Lexus GS350 (License # 6JJZ318) was not there. I waited in position until 7:29 a.m., however, the Subject did not arrive.

32. Then, at approximately 7:34 a.m., I arrived at 1212 Arno Drive, Sierra Madre, California 91024 address and observed the Lexus GS350 (License # 6JJZ318) in the driveway. I remained in position until approximately 8:06 a.m. and did not observe the Subject or movement of the Lexus GS350.

33. Later on March 5, 2013, at approximately 1:58 p.m., I travelled to 450 N. Soldano Avenue, Azusa, California 91702 (a 55+ Community). I observed that the tape I had previously placed on the door was broken, suggesting that the door had been opened. I removed tape and applied clear tape to the door and doorjamb, as before. A photograph is attached hereto as Exhibit X. I observed the area until 3:20 p.m., but did not observe the Subject or his automobile.

34. That evening, at approximately 6:49 p.m., I took a position near 1212 Arno Drive, Sierra Madre, California 91024. Upon my arrival, the Lexus GS350 (License # 6JJZ318) was not in the driveway. However, at approximately 8:22 p.m., I observed the Subject arrive at that address in the Lexus GS350 and part in his driveway. I was able to take a photograph and video of said vehicle. A photograph is attached hereto as Exhibit Y.

35. On May 7, 2013, at approximately 7:55 p.m., I took a position near 1212 Arno Drive, Sierra Madre, California 91024. I observed the Lexus GS350 (License # 6JJZ318) parked in front of the house, against the curb in front of the mailbox.

36. A spreadsheet showing my activities is attached as Exhibit Z.

EXHIBIT A





EXHIBIT B



EXHIBIT C



EXHIBIT D



EXHIBIT E



EXHIBIT F

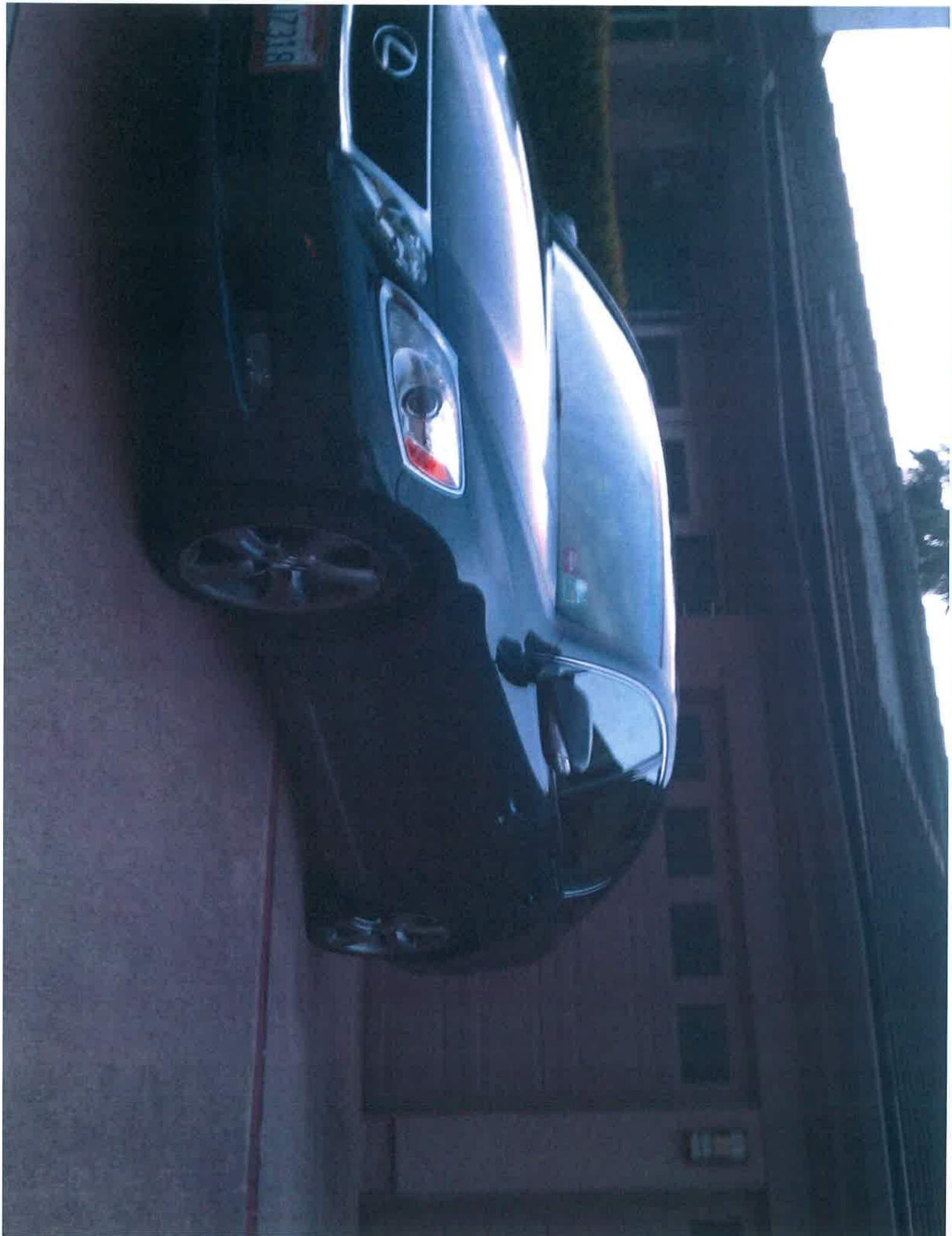


EXHIBIT G



EXHIBIT H



EXHIBIT I



EXHIBIT J



EXHIBIT K



EXHIBIT L

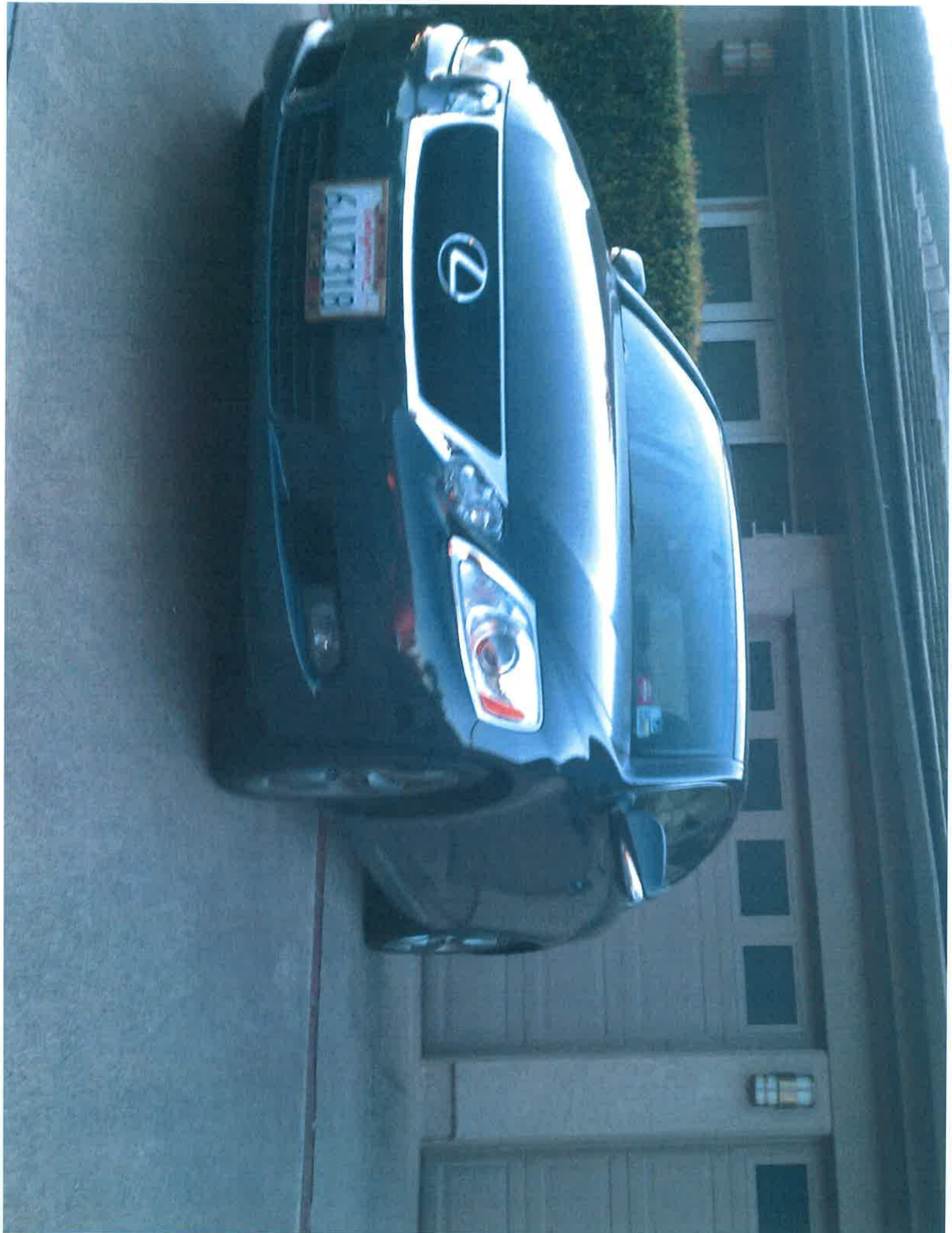


EXHIBIT M



EXHIBIT N

6117318



EXHIBIT O



EXHIBIT P



EXHIBIT Q



EXHIBIT R



California
6JJ7318

EXHIBIT S





EXHIBIT T



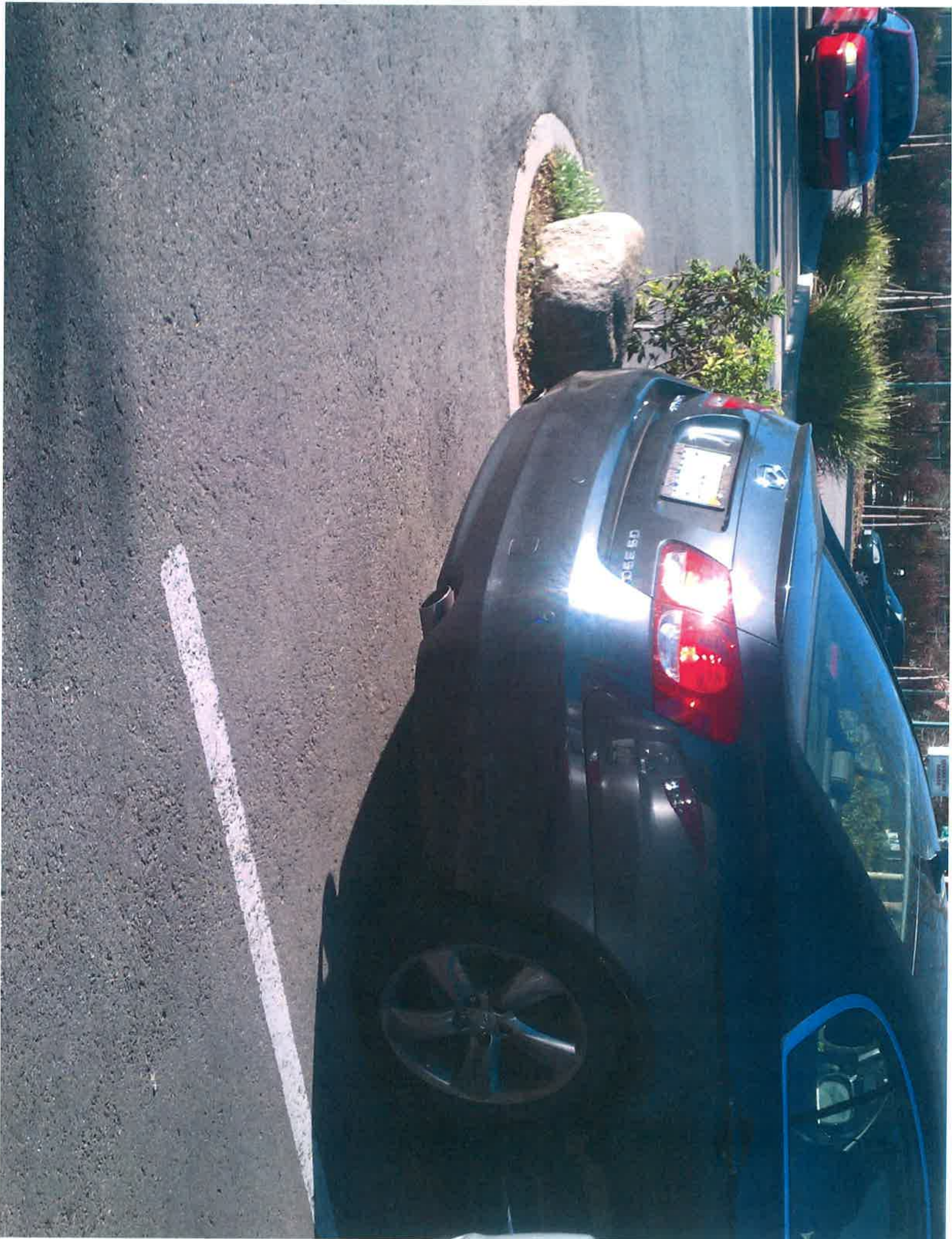


EXHIBIT U



EXHIBIT V



EXHIBIT W



EXHIBIT X



EXHIBIT Y



EXHIBIT Z

Date	Location	Arrival Time	Miles Driven	Observation	Evidence	Departure Time	Notes
2/19/2013	Office					5:22am	
2/19/2013	1212 Arno	6:11am	43.2	Dark Lexus GS350 (Lic# 6JJZ318) and Silver Mustang conv (Lic# 6RUY519) in driveway	Photograph	6:57am	Interior lights on inside the home (visible from far left window) - Parked at end of culdesac
2/19/2013	Pasadena City College	7:25am	7.8	Dark Lexus GS350 (Lic# 6JJZ318) Parked in Staff lot 1	Obtained visual	7:50am	Dark Blue/Gray Lexus GS350 4-dr with moonroof
2/19/2013	450 N Soldano	11:21am	14.6	No one home, no evidence of occupancy	Left a business card and took photograph	11:38am	Gated community
2/19/2013	Pasadena City College	11:43am	14.3	GS350 (Lic# 6JJZ318) in same parking spot	Photographed GS350 and Staff permit	12:04pm	
2/19/2013	Office	12:51pm	31.6				
		Total Miles	111.5				

Date	Location	Arrival Time	Miles Driven	Observation	Evidence	Departure Time	Notes
2/20/2013	Office					5:26am	
2/20/2013	1212 Arno	6:20am	43.2	Dark Lexus GS350 (Lic# 6JJZ318) Parked in driveway with silver mustang (Lic# 6RUY519)	Photograph	6:54am	
2/20/2013	Pasadena City College	7:47am	7.8	Dark Lexus GS350 (Lic# 6JJZ318) Parked in staff parking	Photo of car, video of parking, and Woods in elevator	8:15am	
2/20/2013	450 N Soldano	8:40am	14.8	No change (business card still in door)	Photograph	9:15am	
2/20/2013	1212 Arno	12:08pm	10.3			12:45pm	Waited for woods (no visual)
2/20/2013	Office	10:22am	42.8				
		Total Miles	118.9				

Date	Location	Arrival Time	Miles Driven	Observation	Evidence	Departure Time	Notes
2/21/2013	Office					6:38am	
2/21/2013	1212 Arno	6:30am	43.1	Dark Lexus GS350 (Lic# 6JJZ318) in driveway	Photograph and video	6:57am	
2/21/2013	Pasadena City College	7:28am	7.6	Dark Lexus GS350 (Lic# 6JJZ318) Pulled into driveway	Photograph	8:40am	Did not see where he parked
2/21/2013	450 N Soldano	12:51pm	14.5	No change (business card still in door)	Photograph	1:09pm	Nothing on patio
2/21/2013	Office	1:54pm	44			7:30pm	
2/21/2013	1212 Arno	8:56pm	42.8	Dark Lexus GS350 (Lic# 6JJZ318) in driveway with matrix (lic# 5NHD165)	Photograph and Video	9:02pm	
2/21/2013	Office	9:54pm	39.2				
		Total Miles	191.2				

Date	Location	Arrival Time	Miles Driven	Observation	Evidence	Departure Time	Notes
2/22/2013	Office					5:22am	
2/22/2013	1212 Arno	6:32am	42.8	Dark Lexus GS350 (Lic# 6JJZ318) and Dark Toyota Matrix (Lic# 5NHD165)	Photograph and video	6:52am	
2/22/2013	848 W Huntington Dr	7:02am	4.7	Dark Lexus GS350 (Lic# 6JJZ318) Parked in garage for unit #2	Video	7:24am	Pulled into garage with Green ford explorer (Lic# 2ZIK665)
2/22/2013	Pasadena City College	7:40am	6.8	Dark Lexus GS350 (Lic# 6JJZ318) Parked in staff Parking lot	Photograph	7:55am	
2/22/2013	Office	8:50am	33.8				
		Total Miles	88.1				

Date	Location	Arrival Time	Miles Driven	Observation	Evidence	Departure Time	Notes
2/26/2013	Office					6:37am	
2/26/2013	1212 Arno	6:38am	44.1	Dark Lexus GS350 (Lic# 6JUZ318) in driveway	Photograph and video	6:52am	Woods got gas at Arco Station (video) (Santa Anita and Foothill)
2/26/2013	450 N Soldano	7:15am	10.4	Business card had been removed. Placed a leaf in the corner of the door.	Photograph	7:28am	
2/26/2013	1212 Arno	9:10pm	10.5	Dark Lexus GS350 (Lic# 6JUZ318) in driveway	Photograph and video	9:25pm	Woods got home at 9:20pm (no other cars in driveway)
2/26/2013	Office	10:18pm	39.1				
		Total Miles	104.1				

Date	Location	Arrival Time	Miles Driven	Observation	Evidence	Departure Time	Notes
2/27/2013	Office					5:31am	
2/27/2013	1212 Arno	6:27am	42.8	Dark Lexus GS350 (Lic# 6JJZ318) in driveway	Photogtaph	6:40am	
2/27/2013	Pasadena City College	7:45am	7.8	Dark Lexus GS350 (Lic# 6JJZ318) Parked in staff Parking lot	Photogtaph	8:15am	
2/27/2013	Office	9:22am	32.8				
		Total Miles	83.4				

Date	Location	Arrival Time	Miles Driven	Observation	Evidence	Departure Time	Notes
2/28/2013	Office					5:40am	
2/28/2013	1212 Arno	6:38am	42.3	Dark Lexus GS350 (Lic# 6JJZ318) in driveway with Toyota Matrix (Lic# 5NHD165)	Photograph	6:49am	
2/28/2013	850 W Huntington Dr	6:54am	4.5	Dark Lexus GS350 (Lic# 6JJZ318) Parked in garage for unit #2	Photograph and Video	7:28am	Pulled into garage with Green ford explorer (Lic# 2ZIK665)
2/28/2013	Pasadena City College	7:48am	6.4	Dark Lexus GS350 (Lic# 6JJZ318) Parked in staff Parking lot	Photograph	8:28am	
2/28/2013	450 N Soldano	9:08am	14.8	Leaf dropped. Replaced leaf.	Photograph	9:22am	(Taped bottom right corner of door)
2/28/2013	Office	10:39am	42.2				
		Total Miles	110.2				

Date	Location	Arrival Time	Miles Driven	Observation	Evidence	Departure Time	Notes
3/1/2013	Office					5:40am	
3/1/2013	1212 Arno	6:32am	44.1	Dark Lexus GS350 in driveway with Toyota Matrix (Lic# 5NHD165)	Photograph and Video	6:57am	South on Santa Anita and turned R on Foothill at 7am
3/1/2013	Pasadena City College	7:48am	8.1	Dark Lexus GS350 (Lic# 6JZ318) Parked in staff Parking lot	Photograph	8:18am	
3/1/2013	Office	9:30am	31.6				
		Total Miles	83.8				

Date	Location	Arrival Time	Miles Driven	Observation	Evidence	Departure Time	Notes
3/4/2013	Office					5:48am	
3/4/2013	1212 Arno	6:37am	42.8	Dark Lexus GS350 in driveway	Photograph	6:45am	
3/4/2013	848 W Huntington Dr	6:51am	4.4	No Lexus GS350 (Lic# 6JJZ318)	N/A	7:18am	Woods did not show up
3/4/2013	Pasadena City College	7:35am	6.5	No Lexus GS350 (Lic# 6JJZ318)	N/A	7:50am	Woods did not go to class
3/4/2013	1212 Arno	8:21am	7.5	Dark Lexus GS350 (Lic# 6JJZ318) in driveway	N/A	8:30am	Woods did not leave house
3/4/2013	Office	9:41am	32.6				
		Total Miles	93.8				

Date	Location	Arrival Time	Miles Driven	Observation	Evidence	Departure Time	Notes
3/5/2012	Office					5:48am	
3/5/2012	1212 Arno	6:39am	41.6	Dark Lexus GS350 (Lic# 6JJZ318) in driveway	Photograph	6:46am	
3/5/2012	848 W Huntington Dr	6:53am	4.5	No Lexus GS350 (Lic# 6JJZ318)	N/A	7:29am	Woods did not show up
3/5/2012	1212 Arno	7:34am	4.3	Dark Lexus GS350 (Lic# 6JJZ318) in driveway	N/A	8:06am	Woods did not leave house
3/5/2012	450 N Soldano	1:58pm	10.6	Tape broken. Removed tape and re-taped.	Photograph	3:20pm	Waited for woods to pick up mail (no visual)
3/5/2012	Office	4:15pm	45.7			5:40pm	
3/5/2012	1212 Arno	6:49pm	43.2	Dark Lexus GS350 (Lic# 6JJZ318) in driveway	Photograph and video	8:35pm	Woods arrived at 8:22pm
3/5/2012	Office	9:20pm	39.1				
		Total Miles	189				

EXHIBIT 13

Chris Keeler

From: Bruce Langford <Blangford@CITRUSCOLLEGE.EDU>
Sent: Thursday, September 05, 2013 7:52 AM
To: Chris Keeler
Subject: RE: Request

Given that the email was read at the Forum per Dr. Wood's request, this would not seem to violate any personal communication issues.

The email is below.

Bruce Langford

From: Gary L. Woods [<mailto:GLWOODS@pasadena.edu>]
Sent: Wednesday, September 04, 2013 1:45 PM
To: Bruce Langford
Cc: 'ccclarion@hotmail.com'; 'melissa.masatani'
Subject: Candidates forum

Bruce:

I talked with Melissa Masatani of the San Gabriel Tribune yesterday, and she notified me that there is a candidates forum Wednesday (today) at 2:30 p.m.

Since I did not receive notice of this either at my residence, or by e-mail, I was not able to make arrangements at work to have the time to attend the forum. As you are probably aware, I teach until 6:10 p.m. on Wednesday, and we are one week into the new semester. I am sure that you will understand that the students come first, so I cannot cancel classes since students are trying to register and get their credits to transfer. I have been on the Board for 32 years, an educator for 42 years and I believe that my positions are very well known.

I would appreciate it if you would read this statement to the audience at the forum.

Thank you
Dr. Woods

From: Chris Keeler [<mailto:ckeeler@fagenfriedman.com>]
Sent: Wednesday, September 04, 2013 8:50 PM
To: Bruce Langford
Subject: Request

Mr. Langford,

I am an attorney for Citrus College. I understand that Dr. Woods requested that you read, at the beginning of the candidates' forum today, an email message from him. Would you please forward a copy of that email message to my attention? It appears you would not be breaching any confidences, given that Dr. Woods requested that you make the content of that email public.

Please let me know if you have any questions.

Thanks in advance.

Chris Keeler
Fagen Friedman & Fulfro

Chris Keeler

From: John Fincher <JFincher@CITRUSCOLLEGE.EDU>
Sent: Wednesday, September 04, 2013 10:58 PM
To: Chris Keeler
Subject: Re: Invitation to Candidates' Forum
Attachments: You are invited to the Citrus College Faculty Forum for Area 1 candidates will be Wednesday.docx

Chris:

Good to hear from you.

It was mailed to him, first class, last week to the Azusa address he has listed as his 'official' address:

450 N SOLDANO AVE. #242F
AZUSA, CA 91702

Please note an attachment of the invitation. I believe the date was August 27, 2013. Due to the fact I knew that Mr. Woods may question my integrity on this issue, I had a middle-level administrator take, identify and place the letter in the outgoing mail. If you would like to speak to this individual, I will be happy contact them on your behalf.

Additionally, he was informed via the Trustee Update from Christine Link (BOT Admin Assistant) last Friday. The following is from her:

The following information was included in the 8/30/13 Trustee Update

· September 4, 2013 – *CCFA's Candidates Forum @ Citrus College, CI 159; 2:30 to 3:30 p.m.*

Therefore, he was notified TWICE. The other candidates were notified ONCE.

Thanks,

John

John Fincher
Professor, Speech Communication



1000 W. Foothill Blvd.
Glendora, California 91741
(626) 852-8094

From: Chris Keeler <ckeeler@fagenfriedman.com>
Date: Wednesday, September 4, 2013 8:53 PM

To: John Fincher <jfincher@citruscollege.edu>

Subject: Invitation to Candidates' Forum

Mr. Fincher,

I have been informed that Dr. Woods claimed that he did not receive an invitation to the candidates' forum (held today) by mail at his residence. Can you inform me when the invitation was mailed, that it was mailed via regular U.S. mail, and of the address to which the invitation was sent?

Thanks in advance.

Chris Keeler

EXHIBIT 14

September 8, 2013

Chris Keeler
Attn: Chris

Re: Gary Woods

This is a confidential report prepared for and directed to Chris Keeler

Dear Chris,

Per your request, I conducted an investigation regarding a surveillance assignment. I was given investigative instructions on the above referenced matter. The following is the report of the investigation conducted on September the 5th, 6th and the 7th 2013.

Investigation

Thursday, September 5, 2013

6:15 a.m. Investigator Cardenas departed the office for this assignment.

6:27 a.m. Investigator Cardenas arrived at Mr. Woods' residence located at 1212 Arno Drive, Sierra Madre, CA 91024. The residence can be described as a tan stucco construction, single family dwelling with an attached three car garage. Parked in the driveway was silver, 2013 Jaguar sedan bearing Rusnak dealer paper plates, and a dark blue, 2009 Toyota Matrix bearing CA plates: 5NHD165. With no activity to report at this time, surveillance was established to monitor the front of the residence.

6:48 a.m. A male subject matching Mr. Woods' description pulled out of the garage in a black Lexus GS 350 bearing CA plates: 6JJZ318 and continued south-bound on Santa Anita Avenue. Moments later view of the vehicle was lost due to heavy traffic conditions. **(Video Footage Obtained)**

7:00 a.m. The immediate area and the Pasadena City College area was canvassed in an attempt to locate the vehicle but was unable to do so.

8:15 a.m. Surveillance was discontinued due to lack of activity, and the investigator departed the vicinity.

8:30 a.m. The investigator arrived at his office.

THIS REPORT PRIVILIGED AND CONFIDENTIAL ATTORNEY WORK PRODUCT

(Evening)

4:00 p.m. Investigator Cardenas departed the office for this assignment.

4:15 p.m. Investigator Cardenas arrived at Mr. Woods' residence located at 1212 Arno Drive, Sierra Madre, CA 91024. There were no vehicles parked in the residence's driveway. With no activity to report, surveillance was established from a nearby location.

7:07 p.m. With no activity to report at this time, photographs were obtained to document the location.

9:54 p.m. Mr. Woods' vehicle (black Lexus GS 350 bearing CA plates: 6JJZ318) arrived at the residence and backed up into garage. **(Video Footage Obtained- Due to poor lighting conditions, the vehicle was not captured on video)**

10:30 p.m. Due to lack of activity, surveillance was discontinued and the investigator departed the vicinity.

10:45 p.m. The investigator arrived at his office.

Friday, September 6, 2013

5:45 a.m. Investigator Cardenas departed the office for this assignment.

6:00 a.m. Investigator Cardenas arrived at Mr. Woods' residence located at 1212 Arno Drive, Sierra Madre, CA 91024. Parked in the driveway was a dark blue, 2009 Toyota Matrix bearing CA plates: 5NHD165. Garbage cans were out at the curb. With no activity to report at this time, surveillance was established to monitor the front of the residence.

6:41 a.m. With no activity to report at this time, video footage was obtained to document the location.

8:30 a.m. Due to lack of activity, surveillance was discontinued and the investigator departed the vicinity.

8:45 a.m. The investigator arrived at his office.

(Evening)

4:45 p.m. Investigator Cardenas departed the office for this assignment.

5:00 p.m. Investigator Cardenas arrived at Mr. Woods' residence located at 1212 Arno Drive, Sierra Madre, CA 91024. There were no vehicles parked in the residence's driveway. with no activity to report, surveillance was established from a nearby location.

6:09 p.m. With no activity to report at this time, video footage was obtained to document the location.

7:12 p.m. With no activity to report at this time, video footage was obtained to document the location.

10:43 p.m. Mr. Woods vehicle (black Lexus GS 350 bearing CA plates: 6JJZ318) arrived at the residence and backed into the center garage. **(Video Footage Obtained)**

11:30 p.m. Due to lack of activity, surveillance was discontinued and the investigator departed the vicinity.

11:45 p.m. The investigator arrived at his office.

Saturday, September 7, 2013

6:15 a.m. Investigator Cardenas departed the office for this assignment.

6:30 a.m. Investigator Cardenas arrived at Mr. Woods' residence located at 1212 Arno Drive, Sierra Madre, CA 91024. Parked in the driveway was silver, 2013 Jaguar sedan bearing Rusnak dealer paper plates. With no activity to report at this time, surveillance was established to monitor the front of the residence.

6:42 a.m. A male subject matching Mr. Woods' description pulled out of the garage in a black Lexus GS 350 bearing CA plates: 6JJZ318 and continued south-bound on Santa Anita Avenue, and moments later entered the 210 east-bound Freeway. **(Video Footage Obtained)**

7:09 a.m. The subject arrived at 450 N. Soldano Avenue in the city Azusa, CA.

7:43 a.m. The subject departed the location in his vehicle and moments later entered the 210 west-bound Freeway.

7:50 a.m. The subject proceeded to drive his vehicle at a high rate of speed (approximately 80 mph) and then slowed his vehicle down below the posted speed limit. To avoid detection and compromising the case, the investigator drove past the subject and waited for him at Santa Anita Avenue and Foothill Blvd. in the city of Arcadia.

9:30 a.m. Due to lack of activity, surveillance was discontinued and the investigator departed the vicinity.

9:45 a.m. The investigator arrived at his office.

(Evening)

4:45 p.m. Investigator Cardenas departed the office for this assignment.

4:55 p.m. Investigator Cardenas arrived at Mr. Woods' residence located at 1212 Arno Drive, Sierra Madre, CA 91024. Parked in the driveway was a 2009 Toyota Matrix bearing CA plates: 5NHD165. With no activity to report, surveillance was established from a nearby location.

7:35 p.m. A male subject matching Mr. Woods' description, who was accompanied by an unknown female subject, pulled out of the garage in a black Lexus GS 350 bearing CA plates: 6JJZ318 and continued south-bound on Santa Anita Avenue.

7:49 p.m. The subject and his female companion entered arrived at and entered Cafe Fusion located at 510 E Live Oak Ave Arcadia, CA 91006, and entered out of view. **(Video Footage Obtained)**

10:10 p.m. The subject and his female companion exited the business and departed moments later. **(Video Footage Obtained)**

10:23 p.m. The subject and his female companion arrived at their residence in the city of Sierra Madre and backed up the vehicle into the garage. **(Video Footage Obtained)**

11:20 p.m. Due to lack of activity, surveillance was discontinued and the investigator departed the vicinity.

11:35 a.m. The investigator arrived at his office.

Evidence

ITEM#	DESCRIPTION:	TIME:
01	TDK Mini DV 60	
01	Sony 8mm MP 120	

Investigation conducted and report prepared by:

Hector Cardenas, PI

End of Report

THIS REPORT PRIVILIGED AND CONFIDENTIAL ATTORNEY WORK PRODUCT

EXHIBIT 15



Pasadena Area Community College District

Official Academic Salary Schedule

Effective July 1, 2007

CONTRACT MONTHLY FACULTY

10-Month Contract Faculty – 10 payments per year

11-Month Contract Faculty – 11 payments per year

12-Month Contract Faculty – 12 payments per year

STEP Years of Experience	1 Class A Minimum Qualifications	2 Class B I. BA+54** or MA+18** II. Life+18** (incl. AA) or Equivalent***	3 Class C I. BA+72** or MA+36** II. Life+36** (incl. BA or BS)	4 Class D I. BA+90** or MA+54** II. Life+54** (incl. MA or MS)	5 Class E Doctorate Degree
1 - 6	5808.20	6064.44	6320.71	6576.94	7089.42
7	6064.44	6320.71	6576.94	6833.18	7345.66
8	6320.71	6576.94	6833.18	7089.42	7601.90
9	6576.94	6833.18	7089.42	7345.66	7858.14
10	6833.18	7089.42	7345.66	7601.90	8114.39
11	6833.18	7345.66	7601.90	7858.14	8370.64
12	6833.18	7345.66	7601.90	8114.39	8626.90
13	6833.18	7345.66	7601.90	8114.39	8626.90
*14	6833.18	7345.66	7601.90	8114.39	8626.90
15	7089.42	7601.90	7858.14	8370.64	8883.14
16	7089.42	7601.90	7858.14	8370.64	8883.14
17	7089.42	7601.90	7858.14	8370.64	8883.14
18	7345.66	7858.14	8114.39	8626.90	9139.40
19	7345.66	7858.14	8114.39	8626.90	9139.40
20	7345.66	7858.14	8114.39	8626.90	9139.40
21	7601.90	8114.39	8370.64	8883.14	9395.62
22	7601.90	8114.39	8370.64	8883.14	9395.62
23	7601.90	8114.39	8370.64	8883.14	9395.62
24	7858.14	8370.64	8626.90	9139.40	9651.85
25	7858.14	8370.64	8626.90	9139.40	9651.85
26	7858.14	8370.64	8626.90	9139.40	9651.85
27	8114.39	8626.90	8883.14	9395.62	9908.06
28	8114.39	8626.90	8883.14	9395.62	9908.06
29	8114.39	8626.90	8883.14	9395.62	9908.06
30	8370.64	8883.14	9139.40	9651.85	10164.37
31	8370.64	8883.14	9139.40	9651.85	10164.37
32	8370.64	8883.14	9139.40	9651.85	10164.37
33	8626.90	9139.40	9395.62	9908.06	10420.58

Classes B, C, D (Category I) Faculty in subject matter areas in which a bachelor's degree or higher is offered.

Classes B, C, D (Category II) Faculty in subject matter areas in which no bachelor's degree is offered (see reverse).

* Initial placement of the schedule recognizes on a year-for-year basis up to 13 years of full-time suitable teaching experience and/or full-time vocational experience exceeding that required to meet minimum teaching qualifications. Double line indicates maximum limit for initial employment.

** Upper division or graduate level semester units (convert quarter units to semester units by multiplying by 2/3). For full details see Article 12 of the PCC/CTA Contract.

*** 60 semester units.

Initial placement of the schedule recognizes on a year-for-year basis up to 13 years suitable teaching experience and/or vocational experience exceeding that required to meet minimum teaching qualifications.

CLASS A

Minimum Qualifications

CLASS B

- I. MA + 18 or BA + 54.
- II. Eighteen units beyond those required for the minimum qualifications, including an associate degree (or equivalent*).

CLASS C

- I. MA + 36 or BA + 72.
- II. Thirty-six units beyond those required for the minimum qualifications, including a bachelor's degree.

CLASS D

- I. MA + 54 or BA + 90.
- II. Fifty-four (54) units beyond those required for minimum qualifications, including a master's degree.

CLASS E

- I. Possession of an earned doctorate for an accredited institution, or
- II. Following completion of a bachelor's degree, graduation from a three-year program at a professionally oriented institution which is accredited by a recognized professional organization which awards accreditation to institutions of higher education for training in that profession and which institution is approved by the California Community Colleges Chancellor's Office, which degree can be translated to the equivalent of a doctorate.

CLASSES B, C, D (Category II)

Open only to faculty in the following subject matter areas in which no bachelor's degree is offered:

Administration of Justice	Fashion
Advertising/Graphic Design	Fire Technology
Automotive Technology	Food Services
Building Construction	Legal Assisting
Business Information Technology	Machine Shop Technology
Computer Information Systems	Medical Assisting
Cosmetology and Barbering	Photographic Technology/Commercial Photography
Dental Assisting	Printing Technology
Dental Hygiene	Radiologic Technology
Dental Laboratory Technology	Sign Art
Drafting--Mechanical Drafting	Telecommunications
Electrical Technology	Vocational Nursing
Electronics Technology	Welding
Emergency Medical Technology	
Environmental Technology	

*60 semester units

EXHIBIT 16

Monday, September 9, 2013

THE STATE BAR OF CALIFORNIA

ATTORNEY SEARCH

Gary Lewis Woods - #93065

Current Status: Active

This member is active and may practice law in California.

See below for more details.

Profile Information

The following information is from the official records of The State Bar of California.

Bar Number:	93065		
Address:	740 North Lake Avenue Pasadena, CA 91104 Map it	Phone Number:	(626) 791-5493
		Fax Number:	Not Available
		e-mail:	Not Available
County:	Los Angeles	Undergraduate School:	Univ of Southern Calif; Los Angeles CA
District:	District 2		
Sections:	None	Law School:	Southwestern Univ SOL; Los Angeles CA

Status History

Effective Date	Status Change
Present	Active
5/30/1980	Admitted to The State Bar of California

Explanation of member status

Actions Affecting Eligibility to Practice Law**Disciplinary and Related Actions**

Overview of the attorney discipline system.

This member has no public record of discipline.

Administrative Actions

This member has no public record of administrative actions.

[Start New Search »](#)

EXHIBIT 17



**WELCOME TO THE
CALIFORNIA HORSE RACING BOARD**

License Number - 301943

Name	GARY LEWIS WOODS
Division	THOROUGHBRED
License Type	OWNER
Expiration Date	12/2014
Standing	In Compliance

[Go back and select another record](#)

[Go back and search again](#)

[Conditions of Use](#) | [Privacy Policy](#)

Copyright © 2013 California Horse Racing Board

[Acrobat Reader](#) enables you to view and print PDF files.

To incorporate the latest accessibility features download of the latest version of Acrobat Reader may be required.

EXHIBIT 18



You are here: Citrus College > Administration > Board of Trustees

Dr. Gary L. Woods

Trustee Area #1 - Azusa and portions of Duarte Representative

Elected 1982 - Term expires 11/30/2013

Dr. Gary L. Woods was first elected to the Citrus Community College District Board of Trustees in 1982 and since then has been reelected to consecutive terms. He has held all board offices, including several tenures as president.

A longtime resident of Trustee Area 1, Dr. Woods has been an educator for more than 40 years and an attorney for nearly 30 years. He is an accounting and law professor at Pasadena City College and a practicing attorney. He holds a bachelor of science degree in accounting and a master of science degree in education from the University of Southern California; a juris doctor degree from Southwestern University School of Law; and a certificate from the Institute of International and Comparative Law at the University of San Diego School of Law.

Dr. Woods has been nominated "outstanding college teacher of the year" three times and was twice awarded the Community College League of California's Service Award for his years of outstanding service to the community. He also served as a member of the California State Accreditation Committee for Community Colleges; was a member of the governing board for Goodwill Industries; and is listed in "Who's Who Among American Teachers."

Dr. Woods is a member of the California State Bar and the U.S. District Court, Ninth Circuit. He is a longtime member of the Tournament of Roses and served as a member of Goodwill Industries' governing board. Dr. Woods is also the former president of the San Gabriel Valley Chapter of IFA, an international organization composed of law and business leaders who support law and drug enforcement agencies in the community.



CITRUS COLLEGE • 1000 WEST FOOTHILL BOULEVARD • GLENDORA, CALIFORNIA 91741-1899 • (626) 963-0323

Web site developed by SectorPoint, Inc.

EXHIBIT 19

As elections near, residency of longtime Citrus trustee questioned

August 28, 2013 4:38 PM

Two seats are open in the November 5 election for the Citrus Community College District Governing Board, those of longtime board members Gary L. Woods and Edward C. Ortell. Both incumbents are running for another term, a bid that—between brisk competition from 4 candidates and accusations that he is not a resident of the district he represents—may prove contentious for Mr. Woods.

Mr. Woods, who has represented Azusa and portions of Duarte on the board since 1982, has long listed as his primary residence a one-bedroom apartment on Rockvale Avenue in Azusa. However, Citrus College Faculty Association President John Fincher questioned the legitimacy of that claim at the March 19 meeting of the Citrus College board of trustees.

Mr. Fincher told the board earlier in the year, the faculty association received a letter from a longtime Azusa post office employee asserting that during the many years he delivered mail to Mr. Wood's Azusa address, the trustee's mail box would fill up for weeks at a time and then suddenly be cleared out. When he questioned the apartment manager, the letter carrier said he was told the trustee "only used the apartment when he would work late and didn't want to drive home."

Mr. Fincher told the board it's "curious" that Mr. Woods, whose income includes a career as an attorney as well as a position as a Pasadena City College professor, would choose to reside "in a one-bedroom rental, in a senior citizen complex in a predominantly fixed income area." He went on to note the California Teachers Association, the parent organization for the college's faculty association, had undertaken an investigation regarding the matter.

"We now know that [Mr. Woods] owns an office building and a residence in Pasadena. We also know that in the past couple of years, he purchased another residence, this time a 3,200 square foot \$1.1 million view home high above Sierra Madre," Mr. Fincher related.

"Virtually every morning, he leaves the Sierra Madre residence at approximately 6:50 a.m. At the end of his day, he drives back up and backs into his driveway, then goes inside to retire for the evening."

Mr. Woods has denied these allegations, a position he reasserted in a phone interview with the COURIER on Monday.

"I've been a resident there for 32 years. I've been a registered voter there for 32 years," he said. "I've always gotten everything at my address in Azusa. All my documents go there: my driver's license, bank statements, taxes, utility bills—no different than anyone who lives in a domicile."

Mr. Fincher suggested that board members corroborate the story of Mr. Woods' alleged Sierra Madre residency themselves by visiting www.firegarywoods.com. This website purports to

have photographic and video evidence of Mr. Woods' Sierra Madre residency, as well as the aforementioned letter from the postal carrier and a deed showing that Mr. Woods co-owns the property in Sierra Madre. After that, he advised, the board should retain legal council and take steps to "vacate the Azusa position and begin the process to appoint a successor."

Any elected official is allowed to have multiple residences, Mr. Fincher noted, but under California Elections Code Section 349, if you run for an office you must have your domicile or primary residence in the area you are representing.

The saga continues

At the April 2, 2013 meeting of the Citrus College Board of Trustees, trustees Joanne Montgomery and Patricia Rasmussen moved the board obtain legal council regarding the residency concerns presented by Mr. Fincher, a motion unanimously approved by the board. Soon after, the board contracted with Chris Keeler, a partner at the Fagan, Friedman & Fulfrost law firm.

At the May 7 board meeting, it was moved the board form an ad-hoc advisory committee consisting of Board President Sue Keith, who represents Claremont and portions of Pomona and La Verne, and Patricia Rasmussen, representing Glendora and portions of San Dimas. The purpose of the committee, which would cease to exist on July 30, would be to "consider the issue of residency of Trustee Gary L. Woods, gather facts and prepare a report to the Board of Trustees, which may include a recommendation for action." The board approved the motion 3-2, with Mr. Woods and Mr. Ortell casting the dissenting votes.

At their July 13 meeting, the board voted 3-2 to extend the ad-hoc committee, which was to expire on July 30, 2013, through September 30.

"Legal counsel has not completed several tasks necessary for the report," Ms. Keith explained. "The subcommittee's term should be extended to allow for completion of fact-gathering and analysis, and the preparation of a thorough, well-reasoned report."

Mr. Woods, along with Mr. Ortell, cast a dissenting vote and his attorney, George Yin of the Kaufman Legal Group, objected to the formation and continuation of the ad-hoc legal committee, citing transparency concerns. He argued that the proper procedure for addressing residency concerns is through the California Attorney General's Office, via a legal proceeding called quo warranto, during which an individual's right to hold an office is challenged.

"To engage in other non-legally prescribed proceedings opens the district up to potential lawsuits and ridicule," Mr. Yin warned. "The residents of the district and Mr. Woods deserve better."

The residency question is pending as the November election looms and as the next meeting of the board of trustees, set for September 10 at 4:15 p.m., nears. At the August 18 board meeting, Mr. Keeler said he had not received the documentation he requested from Mr. Yin on August 5 proving Mr. Woods' Azusa residency.

“I’m hoping that at the September board meeting, the ad-hoc committee will be able to make a report to the board and may have a recommendation, Ms. Keith said.

In the meantime, Mr. Woods said he is focusing on the upcoming election rather than on embarking on litigation. He considers the allegations of his detractors, which have found their way into a number of articles in the San Gabriel Valley Tribune and affiliated newspapers, to constitute a smear campaign.

“They’re trying to try me in the press rather than in the courts,” he said.

—**Sarah Torribio**

storribio@claremont-courier.com

EXHIBIT 20

Voucher at bottom of page.

MAIL 540-V PAYMENTS WITH COMPUTER-GENERATED FORM 540 TO:

FRANCHISE TAX BOARD
P.O. BOX 942867
SACRAMENTO, CA 94267-0009

IF AMOUNT OF PAYMENT IS ZERO, DO NOT MAIL THIS VOUCHER.

WHERE TO FILE: Using black or blue ink, make check or money order payable to the 'Franchise Tax Board.' Write the taxpayer's social security number (SSN) or individual taxpayer identification number (ITIN) and '2012 Form 540-V' on the check or money order. Detach the voucher below. Enclose, but **do not staple**, your payment and Form 540-V with your computer-generated Form 540 return and mail to:

FRANCHISE TAX BOARD
PO BOX 942867
SACRAMENTO CA 94267-0009

Make all checks or money orders payable in U.S. dollars and drawn against a U.S. financial institution.

WHEN TO FILE: Calendar Year -- File and Pay by April 15, 2013.
When the due date falls on a weekend or holiday, the deadline to file and pay without penalty is extended to the next business day.

ONLINE SERVICES: Use Web Pay and enjoy the ease of our free online payment service. Go to ftb.ca.gov for more information. **Do not mail this voucher if you use Web Pay.**

-----DETACH HERE-----IF NO PAYMENT IS DUE, DO NOT MAIL THIS VOUCHER-----DETACH HERE-----

CAUTION: You may be required to pay electronically, see instructions.

TAXABLE YEAR **2012** **Payment Voucher for**
540 Returns

CALIFORNIA FORM
540-V

GARY WOOD
WOODS

12

450 N SOLDANO AVE 242F
AZUSA CA 91702

AMOUNT OF PAYMENT

California Resident Income Tax Return 2012

Under penalties of perjury, I declare that I have examined this tax return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete.

Your signature _____

Spouse's/RDP's signature (if a joint tax return, both must sign) _____

Sign Here

Daytime phone number (optional) _____

Date _____

Your email address (optional). Enter only one. _____

Paid preparer's signature (declaration of preparer is based on all information of which preparer has any knowledge) _____

It is unlawful to forge a spouse's/RDP's signature.

GREGORY A. KNISS, CPA

4/12/13

• PTIN

P00184968

• FEIN

Firm's name (or yours, if self-employed)

Firm's address

KROST, BAUMGARTEN, KNISS & GUERRERO
790 E. COLORADO BLVD, SUITE 600
PASADENA, CA 91101-2186

95-3653314

Joint tax return? (See instructions.)

Do you want to allow another person to discuss this tax return with us (see instructions)?

• Yes

No

GREGORY A KNISS CPA

(626) 449-4225

Print Third Party Designee's Name

Telephone Number

For the year Jan 1 - Dec 31, 2012, or other tax year beginning , 2012, ending , 20
 Your first name and initial Last name

GARY WOODS
 If a joint return, spouse's first name and initial Last name

See separate instructions.
 Spouse's social security number

Home address (number and street). If you have a P.O. box, see instructions. Apartment no.
450 N. SOLDANO AVE., 242F

▲ Make sure the SSN(s) above and on line 6c are correct.

City, town or post office, state, and ZIP code. If you have a foreign address, also complete spaces below (see instructions).
AZUSA, CA 91702

Presidential Election Campaign

Foreign country name Foreign province/state/county Foreign postal code

Check here if you, or your spouse if filing jointly, want \$3 to go to this fund? Checking a box below will not change your tax or refund. You Spouse

- Filing Status** Check only one box.
- 1 Single
 - 2 Married filing jointly (even if only one had income)
 - 3 Married filing separately. Enter spouse's SSN above & full name here. . . ▶
 - 4 Head of household (with qualifying person). (See instructions.) If the qualifying person is a child but not your dependent, enter this child's name here. ▶
 - 5 Qualifying widow(er) with dependent child

Third Party Designee

Do you want to allow another person to discuss this return with the IRS (see instructions)? **Yes.** Complete below. **No**

Designee's name ▶ GREGORY A. KNISS, CPA Phone no. ▶ (626) 449-4225 Personal identification number (PIN) ▶ 52544

Sign Here

Joint return? See instructions. ▶
Keep a copy for your records. ▶

Under penalties of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

Your signature	Date	Your occupation	Daytime phone number
		<u>TEACHER</u>	
Spouse's signature. If a joint return, both must sign.	Date	Spouse's occupation	If the IRS sent you an Identity Protection PIN, enter it here (see instrs)

Paid Preparer Use Only

Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed	PTIN
<u>GREGORY A. KNISS, CPA</u>	<u>GREGORY A. KNISS, CPA</u>	<u>4/12/13</u>		<u>P00184968</u>
Firm's name ▶	<u>KROST, BAUMGARTEN, KNISS & GUERRERO</u>			Firm's EIN ▶ <u>95-3653314</u>
Firm's address ▶	<u>790 E. COLORADO BLVD, SUITE 600 PASADENA, CA 91101-2186</u>			Phone no. <u>(626) 449-4225</u>

SCHEDULE A
(Form 1040)

Itemized Deductions

OMB No. 1545-0074

2012

Attachment
Sequence No. **07**

Department of the Treasury
Internal Revenue Service (99)

▶ Information about Schedule A and its separate instructions is at www.irs.gov/form1040.
▶ Attach to Form 1040.

Name(s) shown on Form 1040

GARY WOODS

Interest You Paid	10	Home mtg interest and points reported to you on Form 1098.	10			
	11	Home mortgage interest not reported to you on Form 1098. If paid to the person from whom you bought the home, see instructions and show that person's name, identifying number, and address ▶				
Note. Your mortgage interest deduction may be limited (see instructions).		-----				

	12	Points not reported to you on Form 1098. See instrs for spcl rules	12			
	13	Mortgage insurance premiums (see instructions)	13			
	14	Investment interest. Attach Form 4952 if required. (See instrs.)	14			
	15	Add lines 10 through 14			15	0.

EXHIBIT 21

DATE 09/03/13
 TIME 3:16PM

AZUSA LIGHT & WATER
 DETAIL HISTORY PRINT

CUST # 001-0773.009 ACTIVE SERV.450 N SOLDANO AVE ON DATE 8/27/2009
 NAME GARY WOODS PREM APT 242F LAST PD 8/14/2013
 ATTN DUE DATE 8/25/2013
 STREET 450 N SOLDANO AVE APT 24 CL 2 Res Multi-Famil NOTICE
 ADDRESS RT 100 RI-Res Svc # DELQ 0
 CITY/ST AZUSA CA TC 0 TAXABLE SHUT DT
 ZIP CD 91702 TP 1 RESIDENTIAL STOP DS
 PHONE # 626-585-7351 TD 1 AZUSA OFF DT

	CURRENT BAL	30 DAY BAL	60 DAY BAL	90 DAY BAL	PENL/INT	ACCOUNT BAL
WA	0.00	0.00	0.00	0.00	0.00	0.00
EL	0.00	0.00	0.00	0.00	0.00	0.00
SW	0.00	0.00	0.00	0.00	0.00	0.00
RF	0.00	0.00	0.00	0.00	0.00	0.00

Today's Charges Less Payments: 0.00 Giving a New Balance of 0.00

TRAN	DATE	METER#/REF#	READING	USAGE	RDC	RT	CLS	MULT	AMOUNT
E READ	03/05/13		18366	47263	120	AJ00	2	120	13.92
E ITEM	03/05/13	1.00 Mult Res		Landscape-01		1	60		.52
E Pub	03/05/13								.32
E CATa	03/05/13								.03
E PCA	03/05/13			120		3		.019160	2.30
E MISC	03/05/13	Feb. Pub Benefit Chg				202			.52
E MISC	03/05/13	Feb. State Energy Tax				203			.06
E ET	03/05/13							.040000	.56
E ET	03/05/13							.040000	.09
E Due	03/25/13			2/27/2013	29			Current Bill	18.32
E								ELECTRIC Total Bill	16.32
M PBAL	03/05/13								.00
M Due	03/25/13					0		Current Bill	.00
M								WATER Total Bill	.00
S PBAL	03/05/13								.00
S ITEM	03/05/13	1.00 Residential Sewer SR				10	2		8.51
S Due	03/25/13					0		Current Bill	8.51
S								SEWER Total Bill	8.51
R PBAL	03/05/13								.00
R ITEM	03/05/13	1.00 Dumpster Trash/Recyc				30	71		14.50
R ITEM	03/05/13	1.00 Dumpster Franchise Fee				32	72		1.61
R ITEM	03/05/13	1.00 Dumpster AB 919 Fee				34	73		.67
R ITEM	03/05/13	1.00 Dumpster Uncollectible				36	74		.83
R Due	03/25/13					0		Current Bill	17.61
R								REFUSE Total Bill	17.61
		INV # 6971699						Invoice Total Bill	44.44
E CASH	03/19/13	Lock		3/19/2013					18.32-

DATE 09/03/13
 TIME 3:16PM

AZUSA LIGHT & WATER
 DETAIL HISTORY PRINT

PAGE 3

CUST # 001-0773.009 ACTIVE SERV. 450 N SOLDANO AVE ON DATE 8/27/2009
 NAME GARY WOODS PREM APT 242F LAST PD 8/14/2013
 ADDR DUE DATE 8/25/2013
 STREET 450 N SOLDANO AVE APT 24 CL 2 Res Multi-Famil NOTICE
 ADDRESS RT 100 RL-Res Svc \$ DELQ 0
 CITY/ST AZUSA CA TC 0 TAXABLE SHUT DT
 ZIP CD 91702 TP 1 RESIDENTIAL STOP DS
 PHONE # 626-585-7351 TD 1 AZUSA OFF DT

	CURRENT BAL	30 DAY BAL	60 DAY BAL	90 DAY BAL	PRNL/INT.	ACCOUNT BAL
WA	0.00	0.00	0.00	0.00	0.00	0.00
EL	0.00	0.00	0.00	0.00	0.00	0.00
SW	0.00	0.00	0.00	0.00	0.00	0.00
RF	0.00	0.00	0.00	0.00	0.00	0.00

Today's Charges Less Payments: 0.00 Giving a New Balance of 0.00

TRAM	DATE	METER#/REF#	READING	USAGE	RDC	RT	CLS	MULT	AMOUNT
S CASH	03/19/13	Lock	3/19/2013						8.51-
R CASH	03/19/13	Lock	3/19/2013						17.61-
E PBAL	04/02/13								.00
E READ	04/02/13	18366	47300	37	A100	2		37	4.29
E ITEM	04/02/13	1.00 Mult Res	Landscape-01	1	60				.52
E Pub	04/02/13								.10
E CATa	04/02/13								.01
E PCA	04/02/13			37	3			.019160	.71
E ET	04/02/13							.040000	.17
E ET	04/02/13							.040000	.03
E Due	04/22/13		3/26/2013	27	Current Bill				5.83
E					ELECTRIC Total Bill				5.83
W PBAL	04/02/13								.00
W Due	04/22/13			0	Current Bill				.00
W					WATER Total Bill				.00
S PBAL	04/02/13								.00
S ITEM	04/02/13	1.00 Residential Sewer	SR	10	2				8.51
S Due	04/22/13			0	Current Bill				8.51
S					SEWER Total Bill				8.51
R PBAL	04/02/13								.00
R ITEM	04/02/13	1.00 Dumpster Trash/Recyc		30	71				14.50
R ITEM	04/02/13	1.00 Dumpster Franchise Fee		32	72				1.61
R ITEM	04/02/13	1.00 Dumpster AB 939 Fee		34	73				.67
R ITEM	04/02/13	1.00 Dumpster Uncollectible		36	74				.83
R Due	04/22/13			0	Current Bill				17.61
R					REFUSE Total Bill				17.61
		INV # 7047355			Invoice Total Bill				31.95

DATE 09/03/13
TIME 3:16PM

AZUSA LIGHT & WATER
DETAIL HISTORY PRINT

CUST # 001-0771.009 ACTIVE SERV.450 N BOLDANO AVE ON DATE 8/27/2009
 NAME GARY WOODS PREM APT 242F LAST PD 8/14/2013
 ATTN DUE DATE 8/25/2013
 STREET 450 N BOLDANO AVE APT 24 CL 2 Res Multi-Famil NOTICE
 ADDRESS RT 100 R1-Res Svc % DELQ 0
 CITY/ST AZUSA CA TC 0 TAXABLE SHUT DT
 ZIP CD 91702 TP 1 RESIDENTIAL STOP DS
 PHONE # 626-585-7351 TD 1 AZUSA OFF DT

	CURRENT BAL	30 DAY BAL	60 DAY BAL	90 DAY BAL	PRNL/INT.	ACCOUNT BAL
MA	0.00	0.00	0.00	0.00	0.00	0.00
EL	0.00	0.00	0.00	0.00	0.00	0.00
SW	0.00	0.00	0.00	0.00	0.00	0.00
RF	0.00	0.00	0.00	0.00	0.00	0.00

Today's Charges Less Payments: 0.00 Giving a New Balance of 0.00

TRAM	DATE	METER#/REF#	READING	USAGE	RDC	RT	CLS	MULT	AMOUNT
R CASH	04/08/13	Lock	4/08/2013						5.83-
S CASH	04/08/13	Lock	4/08/2013						6.51-
R CASH	04/08/13	Lock	4/08/2013						17.61-
R PBAL	05/02/13								.00
R READ	05/02/13	18366	47351	51	A100	2		51	5.92
R ITEM	05/02/13	1.00	Mult Res Landscape-01			1	60		.52
R Pub	05/02/13								.13
R CATA	05/02/13								.01
R PCA	05/02/13			51		3		.019160	.98
R ET	05/02/13							.040000	.24
R ET	05/02/13							.040000	.04
R Due	05/22/13		4/24/2013	29	Current Bill				7.84
R					ELECTRIC Total Bill				7.84
R PBAL	05/02/13								.00
R Due	05/22/13				0	Current Bill			.00
R					WATER Total Bill				.00
R PBAL	05/02/13								.00
R ITEM	05/02/13	1.00	Residential Sewer SR	10		2			8.51
R Due	05/22/13				0	Current Bill			8.51
R					SEWER Total Bill				8.51
R PBAL	05/02/13								.00
R ITEM	05/02/13	1.00	Dumpster Trash/Recyc	30		71			14.56
R ITEM	05/02/13	1.00	Dumpster Franchise Fee	32		72			1.61
R ITEM	05/02/13	1.00	Dumpster AB 919 Fee	34		73			.67
R ITEM	05/02/13	1.00	Dumpster Uncollectible	36		74			.83
R Due	05/22/13				0	Current Bill			17.61
R					REFUSE Total Bill				17.61

DATE 09/03/13
 TIME 3:16PM

AZUSA LIGHT & WATER
 DETAIL HISTORY PRINT

COST # 001-0773.009 ACTIVE SERV.450 N BOLDANO AVE ON DATE 8/27/2009
 NAME GARY WOODS PREM APT 242F LAST PD 8/14/2013
 ATTN DUE DATE 8/25/2013
 STREET 450 N BOLDANO AVE APT 24 CL 2 Res Multi-Famil NOTICE
 ADDRESS RT 100 R1-Res Svc \$ DELQ 0
 CITY/ST AZUSA CA TC 0 TAXABLE SHUT DT
 ZIP CD 91702 TP 1 RESIDENTIAL STOP DS
 PHONE # 626-585-7351 TD 1 AZUSA OFF DT

	CURRENT BAL	30 DAY BAL	60 DAY BAL	90 DAY BAL	PNL/INT.	ACCOUNT BAL
WA	0.00	0.00	0.00	0.00	0.00	0.00
EL	0.00	0.00	0.00	0.00	0.00	0.00
BW	0.00	0.00	0.00	0.00	0.00	0.00
RF	0.00	0.00	0.00	0.00	0.00	0.00

Today's Charges Less Payments: 0.00 Giving a New Balance of 0.00

TRAN	DATE	METER#/REF#	READING	USAGE	RDC	RT	CLS	MULT	AMOUNT
		INV #	7132724	Invoice Total Bill					33.96
E CASH	05/08/13	Lock	5/08/2013						7.84-
S CASH	05/08/13	Lock	5/08/2013						8.51-
R CASH	05/08/13	Lock	5/08/2013						17.61-
E PBAL	06/04/13								.00
E READ	06/04/13	18366	47392	41	A100	2		41	4.76
E ITEM	06/04/13	1.00	Mult Res Landscape-01			1	60		.52
E Pub	06/04/13								.11
E CATa	06/04/13								.01
E FCA	06/04/13			41		3		.019160	.79
E ET	06/04/13							.040000	.19
E ET	06/04/13							.040000	.03
H Due	06/24/13		5/28/2013	34	Current Bill				6.41
E					ELECTRIC Total Bill				6.41
W PBAL	06/04/13								.00
W Due	06/24/13				0	Current Bill			.00
W									.00
S PBAL	06/04/13								.00
S ITEM	06/04/13	1.00	Residential Sewer SR	10	2				8.51
S Due	06/24/13				0	Current Bill			8.51
S									8.51
R PBAL	06/04/13								.00
R ITEM	06/04/13	1.00	Dumpster Trash/Recyc	30	71				14.50
R ITEM	06/04/13	1.00	Dumpster Franchise Fee	32	72				1.61
R ITEM	06/04/13	1.00	Dumpster AB 939 Fee	34	73				.67
R ITEM	06/04/13	1.00	Dumpster Uncollectible	36	74				.83
R Due	06/24/13				0	Current Bill			17.61

DATE 09/03/13
TIME 3:16PM

AZUSA LIGHT & WATER
DETAIL HISTORY PRINT

CUST # 001-0773.009 ACTIVE SERV.450 N SOLDANO AVE ON DATE 8/27/2009
NAME GARY WOODS PREM APT 242F LAST PD 8/14/2013
ATTN DUE DATE 8/25/2013
STREET 450 N SOLDANO AVE APT 24 CL 2 Res Multi-Famil NOTICE
ADDRESS RT 100 R1-Res Svc # DELQ 0
CITY/ST AZUSA CA TC 0 TAXABLE SHUT DT
ZIP CD 91702 TP 1 RESIDENTIAL STOP DS
PHONE # 626-585-7351 TD 1 AZUSA OFF DT

	CURRENT BAL	30 DAY BAL	60 DAY BAL	90 DAY BAL	PENL/INT.	ACCOUNT BAL
WA	0.00	0.00	0.00	0.00	0.00	0.00
EL	0.00	0.00	0.00	0.00	0.00	0.00
SW	0.00	0.00	0.00	0.00	0.00	0.00
RF	0.00	0.00	0.00	0.00	0.00	0.00

Today's Charges Less Payments: 0.00 Giving a New Balance of 0.00

TRAN	DATE	METER#/RFP#	READING	USAGE	RDC	RT	CLS	MULT	AMOUNT
R									REFUSE Total Bill 17.61
		INV # 7225479							Invoice Total Bill 32.51
E CASH	06/11/13	Lock	6/11/2013						6.41-
S CASH	06/11/13	Lock	6/11/2013						8.51-
R CASH	06/11/13	Lock	6/11/2013						17.61-
E PBAL	07/03/13								.00
E READ	07/03/13	18366	47451	59	A100	2		59	6.84
E ITEM	07/03/13	1.00	Mult Res Landscape-01			1	60		.52
E Pub	07/03/13								.16
E CATa	07/03/13								.02
E PCA	07/03/13			59		3		.018590	1.10
E RT	07/03/13							.040000	.27
E ET	07/03/13							.040000	.04
E Due	07/23/13		6/25/2013	28				Current Bill	8.95
E								ELECTRIC Total Bill	8.95
W PBAL	07/03/13								.00
W Due	07/23/13							0 Current Bill	.00
W								WATER Total Bill	.00
S PBAL	07/03/13								.00
S ITEM	07/03/13	1.00	Residential Sewer SR	10		2			8.93
S Due	07/23/13							0 Current Bill	8.93
S								SEWER Total Bill	8.93
R PBAL	07/03/13								.00
R ITEM	07/03/13	1.00	Dumpster Trash/Recyc	30		71			14.50
R ITEM	07/03/13	1.00	Dumpster Franchise Fee	32		72			1.61
R ITEM	07/03/13	1.00	Dumpster AB 939 Fee	34		73			.67
R ITEM	07/03/13	1.00	Dumpster Uncollectible	36		74			.83

DATE 09/03/13
 TIME 3:16PM

AZUSA LIGHT & WATER
 DETAIL HISTORY PRINT

CUST # 001-0773-009 ACTIVE SERV.450 N BOLDANO AVE ON DATE 8/27/2009
 NAME GARY WOODS PREM APT 242F LAST PD 8/14/2013
 ADDR DUE DATE 8/25/2013
 STREET 450 N BOLDANO AVE APT 24 CL 2 Res Multi-Famil NOTICE
 ADDRESS RT 100 RI-Res Svc # DELQ 0
 CITY/ST AZUSA CA TC 0 TAXABLE SHUT DT
 ZIP CD 91702 TP 1 RESIDENTIAL STOP DS
 PHONE # 626-585-7151 TD 1 AZUSA OFF DT

	CURRENT BAL	30 DAY BAL	60 DAY BAL	90 DAY BAL	PENL/INT	ACCOUNT BAL
WA	0.00	0.00	0.00	0.00	0.00	0.00
EL	0.00	0.00	0.00	0.00	0.00	0.00
BW	0.00	0.00	0.00	0.00	0.00	0.00
RF	0.00	0.00	0.00	0.00	0.00	0.00

Today's Charges Less Payments: 0.00 Giving a New Balance of 0.00

TRAN	DATE	METER#/REF#	READING	USAGE	RDC	RT	CLS	MULT	AMOUNT
R	Due 07/23/13							0 Current Bill	17.61
R								REFUSE Total Bill	17.61
		INV # 7323900						Invoice Total Bill	35.49
E	CASH 07/10/13	Lock	7/10/2013						8.95-
S	CASH 07/10/13	Lock	7/10/2013						8.93-
R	CASH 07/10/13	Lock	7/10/2013						17.61-
E	PBAL 08/05/13								.00
E	READ 08/05/13	18366	47588	137	A100	2		137	15.89
E	ITEM 08/05/13	1.00	Mult Res Landscape-01			1	60		.52
E	Pub 08/05/13								.36
E	CATA 08/05/13								.04
H	PCA 08/05/13			137		3		.018590	2.55
E	ET 08/05/13							.040000	.64
H	ET 08/05/13							.040000	.10
E	Due 08/25/13		7/25/2013	10				Current Bill	20.10
E								ELECTRIC Total Bill	20.10
W	PBAL 08/05/13								.00
W	Due 08/25/13							0 Current Bill	.00
W								WATER Total Bill	.00
S	PBAL 08/05/13								.00
S	ITEM 08/05/13	1.00	Residential Sewer SR			10	2		8.93
S	Due 08/25/13							0 Current Bill	8.93
S								SEWER Total Bill	8.93
R	PBAL 08/05/13								.00
R	ITEM 08/05/13	1.00	Dumpster Trash/Recyc	30	71				15.51
R	ITEM 08/05/13	1.00	Dumpster Franchise Fee	32	72				1.72
R	ITEM 08/05/13	1.00	Dumpster AB 939 Fee	34	73				.67

DATE 09/03/13
TIME 3:16PM

AZUSA LIGHT & WATER
DETAIL HISTORY PRINT

PAGE 8

CUST # 001-0773-009 ACTIVE SERV. 450 N BOLDANO AVE ON DATE 8/27/2009
NAME GARY WOODS PREM APT 242F LAST PD 8/14/2013
ATTN DUE DATE 8/25/2013
STREET 450 N BOLDANO AVE APT 24 CL 2 Res Multi-Famil NOTICE
ADDRESS RT 100 R1-Res Svc # DELQ 0
CITY/ST AZUSA CA TC 0 TAXABLE SHUT DT
ZIP CD 91702 TP 1 RESIDENTIAL STOP DS
PHONE # 626-585-7351 TD 1 AZUSA OFF DT

	CURRENT BAL	30 DAY BAL	60 DAY BAL	90 DAY BAL	PENL/INT.	ACCOUNT BAL
WA	0.00	0.00	0.00	0.00	0.00	0.00
BL	0.00	0.00	0.00	0.00	0.00	0.00
BW	0.00	0.00	0.00	0.00	0.00	0.00
RF	0.00	0.00	0.00	0.00	0.00	0.00

Today's Charges Less Payments: 0.00 Giving a New Balance of 0.00

TRAN	DATE	METER#/REF#	READING	USAGE	RDC	RT	CLS	MULT	AMOUNT
R ITEM	08/05/13	1.00	Dumpster Uncollectible	36	74				.83
R Due	08/25/13							0	Current Bill 18.73
R									REFUSE Total Bill 18.73
		INV #	7408746						Invoice Total Bill 47.76
E CASH	08/14/13	Lock	8/14/2013						20.10-
S CASH	08/14/13	Lock	8/14/2013						8.93-
R CASH	08/14/13	Lock	8/14/2013						18.73-



Account Number

Due Date
9/15/13

Amount Due

Visit verizon.com/myverizon
Shop * Bill Pay * Autopay
Account Changes * Repair
On Demand/Pay Per View * Details
Go green today - Go Paper Free

Account Information

Statement Date: 8/22/13
GARY WOODS
Phone: 626-812-9098

Account Summary

Previous Balance
Payment Received Aug 6
Balance Forward

New Charges

Current Activity
Taxes, Governmental Surcharges and Fees
Verizon Surcharges and Other Charges & Credits

Total New Charges due by September 15, 2013

Amount Due by September 15, 2013

Verizon News

Save With Verizon

Did you know you could be eligible for savings with Verizon services? Call us at 1-888-873-8090 today to review your account.

Special Online Offer

Great news! For a limited time, add High Speed Internet .5 to 1 Mbps to your existing voice service for less than \$16/mo. more w/no annual contract required. Visit verizon.com/copper/8tp to order today or call 1-888-883-8090 for other offers. Price subject to change after first year.

Special Online-Only Price

Get the fastest qualified Internet speed avail., unlimited local calling, plus 3 calling features for \$44.99/mo. for 1 yr. Visit verizon.com/copper/8lj for this ONLINE-ONLY offer. For other offers call 1-888-803-0977. Subject to taxes & fees. Terms & restrictions apply. Limited-time offer.

Want Automatic Payment?

Enroll below or at Verizon.com to authorize your financial institution to deduct the amount of your monthly bill from the account associated with your enclosed check and send payment directly to Verizon. To discontinue Automatic Payment, call Verizon. Please keep a copy of this authorization.

Questions about your bill or service?

View your bills in detail at verizon.com or call 1-800-VERIZON (1-800-837-4966). Enter your ten digit number 626-812-9098. Use 1101034742 if asked for your customer identification code. Customers with disabilities call 1-800-974-6006 TTY.

Please return remit slip with payment.

To enroll in Automatic Payment (Sign and date below)



By signing above I verify that I have reviewed and accepted the terms and conditions at verizon.com/autopayterms for automatic bill payment

Account Number:

New Charges Due:

Sep 15, 2013

Amount Due:

082213

Make check payable to Verizon



00025387 01 AV 0.360 VC082211 0100 XX
GARY WOODS
450 N. SOLDANO AVE APT 242
AZUSA CA 91702-3670



VERIZON
PO BOX 920041
DALLAS TX 75392-0041

01 1411 1101034742 00N00000000000 00000003606 04



Phone Number
626-812-9098

Account Number

Date Due
9/15/13

Page
2 of 4

Current Activity

Current Charges

8/22	9/21	Residence line	
8/22	9/21	Zone Unit Charges	
8/22	9/21	VLD -- Verizon Single Rate Long Distance	
		• Plan Charge	1.99
		• Plan Calls	.24

Current Charges Subtotal

Current Activity Total

Taxes, Governmental Surcharges and Fees

- Federal Excise Tax
- Funding to support the Public Utilities Commission
- 911 State Tax
- California Relay Service and Communications Devices Fund
- CHCF-B and the CASF
- California Teleconnect Fund surcharge
- CA Universal Lifeline Telephone Service
- CA High Cost Fund -- A

Total Taxes, Governmental Surcharges and Fees

Verizon Surcharges and Other Charges & Credits

- Federal Universal Service Fee
- Federal Subscriber Line Charge
- VLD -- Carrier Cost Recovery Charge
- VLD -- Long Distance Administrative Charge

Total Verizon Surcharges and Other Charges & Credits

Legal Notices

Charges by Service Provider

Required by CA statute, this chart restates your Current Activity by service provider.

	Verizon California	Verizon LD
Voice		
Current Activity		
Total		
Taxes, Fees and Other Charges		

Basic charges of \$31.11 per month must be paid to retain local service.

Payment by Check

Paying by check authorizes check processing or use of the check information for a one-time electronic fund transfer from your account. For all payments using bank account information, we may retain the information to send you electronic refunds or enable your future electronic payments to us (to opt out, call 1-888-500-5358).

Late Payment Charges

To avoid a late payment charge of 1.5% or \$2.50, whichever is greater, on unpaid balances over \$20 payment must be received before Sep 22, 2013.

Correspondence

Go to verizon.com/contactus or mail to PO Box 33078, St. Petersburg, FL 33733

Credit Reporting

If you fail to pay your bill, Verizon may submit a negative credit report to a credit reporting agency, which will negatively affect your credit report.

Questions & Correspondence

If you have a question about this bill, call 1-800-Verizon. If your complaint remains unresolved contact: for Intrastate or slamming (unauthorized carrier changes) Issues -- the CPUC at Consumer Affairs Branch, 505 Van Ness Ave., San Francisco, CA

94102, cpuc.ca.gov or 1-800-649-7570 (TDD 1-800-229-6846); for TV issues -- your Local Franchise Authority; for interstate or international calling -- FCC Consumer Complaints, 445 12th St. SW, Washington, DC 20554, fccinfo@fcc.gov or 1-888-225-5322 (TTY 1-888-835-5322). The CA Consumer Protection rules are online at CPUC.ca.gov.

Bankruptcy Information

If you are or were in bankruptcy, this statement may include amounts for pre-bankruptcy service. You should not pay pre-bankruptcy amounts; they are for your information only. Mail bankruptcy-related correspondence to 500 Technology Drive, Suite 550, Weldon Spring, MD 63304.

You Can Block Third Party Billing to Your Verizon Bill.

For more information, visit verizon.com/blocking or call us at 1-800-Verizon.



Phone Number
626-812-9098

Account Number

Date Due
9/15/13

Page
3 of 4

Call Detail

Zone Unit Charges

Date	Time	Place	Number	Rate	Minutes	Amount
Jul 26	5:54 AM	CA	626-	Night		
Jul 27	8:35 AM	CA	626-	Night		
Aug 1	11:48 PM	CA	626-	Night		
Aug 10	8:56 AM	CA	626-	Night		
Aug 11	8:00 AM	CA	626-	Night		
Aug 13	7:29 PM	CA	626-	Eve		
Aug 17	2:34 PM	CA	626-	Night		
Aug 17	2:40 PM	CA	626-	Night		
Aug 18	8:14 AM	CA	626-	Night		
Aug 18	8:15 AM	CA	626-	Night		
Aug 18	8:16 AM	CA	626-	Night		

Total Zone Unit Charges

VLD - Verizon Single Rate Long Distance

Date	Time	Place	Number	Minutes	Amount
Aug 20	3:13 PM	LosAngeles CA	213-		

Subtotal

Summary of VLD - Verizon Single Rate Long Distance

Plan Charge

Plan Calls

Total VLD - Verizon Single Rate Long Distance

Verizon Single Rate Long Distance start date: 08/31/09

Thank you for using Verizon.



Phone Number
626-812-9098

Account Number

Date Due
9/15/13

Page
4 of 4

Need-to-Know Information

Customer Proprietary Network Information (CPNI) Notice

CPNI is information that relates to the type, quantity, destination, technical configuration, location, amount of use, and billing information of your telecommunications or interconnected VoIP services. This information is made available to us solely by virtue of our relationship with you. The protection of your information is important to us. Under federal law, you have a right, and we have a duty, to protect the confidentiality of your CPNI.

We may use and share your CPNI among our affiliates and agents to offer you services that are different from the services you currently purchase from us. Verizon offers a full range of services such as video, wireless, Internet, and long distance. Visit verizon.com for a complete listing of our services and companies.

You may choose not to have your CPNI used for the marketing purposes described above by calling us anytime at 1-866-483-9700. When you call, please have your bill and account number available. Your decision about use of your CPNI doesn't affect our provision of services to you nor eliminate all Verizon marketing contacts.

Unless you call us at the number above, Verizon may use your CPNI to market different types of services beginning 30 days after the first time we notify you of the CPNI policy described above. You may elect at any time to add or remove a restriction on the use of your CPNI. Your choice remains valid until you change your election by calling the number above.

Bundle Today & Start Saving

Call 1-888-825-8111 or visit verizon.com/savenow and let us review your account. We can help find the best bundle to meet your entertainment and communication needs. Thank you for being a valued Verizon customer.

Do More At verizon.com/myverizon

Pay your bill, get 24 months of bill history, add or change services, find help. Control at your fingertips. Log on or register at verizon.com/myverizon

Know What's Below. Call Before You Dig.

August 11 – or 8-11 Day – is a good reminder to call before you dig. Call 811 to have your lines marked before any digging project. It's FREE – and it can prevent injury and service interruption.



Account Number

Due Date
8/15/13

Amount Due

Visit verizon.com/myverizon

Shop * Bill Pay * Autopay
Account Changes * Repair
On Demand/Pay Per View Details
Go green today -- Go Paper Free

Account Information

Statement Date: 7/22/13
GARY WOODS
Phone: 626-812-9098

Account Summary

Previous Balance
Payment Received Jul 5
Balance Forward

New Charges

Current Activity
Taxes, Governmental Surcharges and Fees
Verizon Surcharges and Other Charges & Credits
Total New Charges due by August 15, 2013

Amount Due by August 15, 2013

Verizon News

Save With Verizon

Did you know you could be eligible for savings with Verizon services? Call us at 1-888-946-8111 today to review your account.

Special Online Offer

Great news! For a limited-time, add High Speed Internet .5 to 1 Mbps to your existing voice service for less than \$16/mo. more w/no annual contract required. Visit verizon.com/copper/1jx to order today or call 1-888-627-8090 for other offers. Price subject to change after first year.

Special Online-Only Price

Get the fastest qualified Internet speed avail., unlimited local calling, plus 3 calling features for \$44.99/mo. for 1 yr. Visit verizon.com/copper/1ed for this ONLINE-ONLY offer. For other offers call 1-888-803-0999. Subject to taxes & fees. Terms & restrictions apply. Limited-time offer.

Want Automatic Payment?

Enroll below or at Verizon.com to authorize your financial institution to deduct the amount of your monthly bill from the account associated with your enclosed check and send payment directly to Verizon. To discontinue Automatic Payment, call Verizon. Please keep a copy of this authorization.

Questions about your bill or service?

View your bills in detail at verizon.com or call 1-800-VERIZON (1-800-837-4966). Enter your ten digit number 626-812-9098. Use 1101034742 if asked for your customer identification code. Customers with disabilities call 1-800-974-6006 TTY.

Please return remittance slip with payment.



Phone Number
626-812-9098

Account Number

Date Due
8/15/13

Page
2 of 4

Current Activity

Current Charges

7/22 8/21 Residence line
7/22 8/21 Zone Unit Charges
7/22 8/21 VLD -- Verizon Single Rate Long Distance
• Plan Charge 1.99

Current Charges Subtotal

Current Activity Total

Taxes, Governmental Surcharges and Fees

Federal Excise Tax
Funding to support the Public Utilities
Commission
911 State Tax
California Relay Service and Communications
Devices Fund
CHCF-B and the CASF
California Teleconnect Fund surcharge
CA Universal Lifeline Telephone Service
CA High Cost Fund -- A

Total Taxes, Governmental Surcharges and Fees

Verizon Surcharges and Other Charges & Credits

Federal Universal Service Fee
Federal Subscriber Line Charge
VLD -- Carrier Cost Recovery Charge
VLD -- Long Distance Administrative Charge

Total Verizon Surcharges and Other Charges & Credits

Legal Notices

Charges by Service Provider

Required by CA statute, this chart restates your Current Activity by service provider.

Verizon California

Verizon LD

94102, cpuc.ca.gov or 1-800-649-7570 (TDD 1-800-229-6846); for TV issues -- your Local Franchise Authority; for interstate or international calling -- FCC Consumer Complaints, 445 12th St. SW, Washington, DC 20554, fccinfo@fcc.gov or 1-888-225-5322 (TTY 1-888-835-5322). The CA Consumer Protection online at CPUC ca.gov



Phone Number
626-812-9098

Account Number

Date Due
8/15/13

Page
3 of 4

Call Detail

Zone Unit Charges

Date	Time	Place	Number	Rate	Minutes	Amount
Jun 30	8:35 AM	CA	626-	Night	1 0	
Jul 1	5:58 AM	CA	626-	Night		
Jul 1	10:44 PM	CA	626-	Eve		
Jul 2	11:27 PM	CA	626-	Night		
Jul 4	11:02 PM	CA	626-	Night		
Jul 6	8:51 AM	CA	626-	Night		
Jul 7	9:33 AM	CA	626-	Night		
Jul 14	8:14 AM	CA	626-	Night		
Jul 14	8:15 AM	CA	626-	Night		
Jul 17	5:58 AM	CA	626-	Night		
Jul 20	8:42 AM	CA	626-	Night		

Total Zone Unit Charges



Phone Number
626-812-9098

Account Number

Date Due
8/15/13

Page
4 of 4

Need-to-Know Information

Customer Proprietary Network Information (CPNI) Notice

CPNI is information that relates to the type, quantity, destination, technical configuration, location, amount of use, and billing information of your telecommunications or interconnected VoIP services. This information is made available to us solely by virtue of our relationship with you. The protection of your information is important to us. Under federal law, you have a right, and we have a duty, to protect the confidentiality of your CPNI.

We may use and share your CPNI among our affiliates and agents to offer you services that are different from the services you currently purchase from us. Verizon offers a full range of services such as video, wireless, Internet, and long distance. Visit verizon.com for a complete listing of our services and companies.

You may choose not to have your CPNI used for the marketing purposes described above by calling us anytime at 1-866-483-9700. When you call, please have your bill and account number available. Your decision about use of your CPNI doesn't affect our provision of services to you nor eliminate all Verizon marketing contacts.

Unless you call us at the number above, Verizon may use your CPNI to market different types of services beginning 30 days after the first time we notify you of the CPNI policy described above. You may elect at any time to add or remove a restriction on the use of your CPNI. Your choice remains valid until you change your election by calling the number above.

Federal Subscriber Line Charge

Effective on or about July 2, 2013, the Federal Subscriber Line Charge may change on your main phone line and on any additional phone line. This charge helps pay for the costs of providing and maintaining the local network.

Verizon Surcharges

Verizon's Surcharges include:

- (i) a Federal Subscriber Line and/or Access Recovery Charge applicable to interstate and international services that helps pay for the costs of providing and maintaining the local phone network;
 - (ii) a Federal Universal Service Charge applicable to interstate and international services to recover fees imposed on us by the government to support universal service, and;
 - (iii) a Carrier Cost Recovery Charge applicable to long distance customers that helps defray various charges we pay for state to state and international calling such as those for government number administration, local number portability, regulatory fees, and charges we or our agents must pay to terminate calls on other networks.
- Please note that these are Verizon charges, not taxes. These charges, and what is included in these charges, are subject to change from time to time. For additional information regarding the charges on your Verizon bill, please visit verizon.com or call the number listed on your bill.

Monthly Rate Changes to Directory Listing Services

On September 21, 2013, the monthly rates for Directory Listing services change as follows:

- Non-Published Service changes from \$2 to \$2.25
- Non-Listed Service changes from \$1.75 to \$2
- Additional Residential Listings change from \$2.25 to \$2.70 (includes Foreign, Alternate, Cross-Reference)

Use Verizon's new app, Visual 411, for FREE business directory listings, coupons, deals, weather and more. Available on your desktop, smart phone or FIOS TV, visit verizon.com/visual411 for details.

Bundle Today & Start Saving

Call 1-888-803-0966 or visit verizon.com/savenow and let us review your account. We can help find the best bundle to meet your entertainment and communication needs. Thank you for being a valued Verizon customer.

FUSF Surcharge Changes July 2, 2013

Your Federal Universal Service Fund (FUSF) surcharge may change on July 2, 2013. Authorized and reviewed quarterly by the FCC, the FUSF funds programs to keep local telephone rates affordable for all customers and provides discounts to schools, libraries, rural health care providers, and low-income families.



Account Number

Due Date
7/16/13

Amount Due

Visit verizon.com/myverizon

Shop * Bill Pay * Autopay
Account Changes * Repair
On Demand/Pay Per View * Details
Go green today - Go Paper Free

Verizon News

Save With Verizon

Did you know you could be eligible for savings with Verizon services? Call us at 1-888-956-8111 today to review your account.

Special Online Only Price

Order Verizon High Speed Internet up to .5 to 1 Mbps for only \$19.99/month for 1 yr. Visit verizon.com/copper/1ao to get this ONLINE ONLY offer. Or call 1-888-947-8111 for other offers. Subject to taxes and fees. Terms and restrictions apply. Verizon voice service required. Limited-time offer.

Special Online Only Price

Get the fastest qualified Internet speed avail., unlimited local calling, plus 3 calling features for \$44.99/mo. for 1 yr. Visit verizon.com/copper/5ef for this ONLINE ONLY offer. For other offers call 1-888-756-8823. Subject to taxes & fees. Terms & restrictions apply. Limited-time offer.

Account Information

Statement Date: 6/22/13
GARY WOODS
Phone: 626-812-9098

Account Summary

Previous Balance

Payment Received Jun 10

Balance Forward

New Charges

Current Activity

Taxes, Governmental Surcharges and Fees

Verizon Surcharges and Other Charges & Credits

Total New Charges due by July 16, 2013

Amount Due by July 16, 2013

Want Automatic Payment?

Enroll below or at Verizon.com to authorize your financial institution to deduct the amount of your monthly bill from the account associated with your enclosed check and send payment directly to Verizon. To discontinue Automatic Payment, call Verizon. Please keep a copy of this authorization.

Questions about your bill or service?

View your bills in detail at verizon.com or call 1-800-VERIZON (1-800-837-4966). Enter your ten digit number 626-812-9098. Use 1101034742 if asked for your customer identification code. Customers with disabilities call 1-800-974-6006 TTY.

Please return remit slip with payment.



Phone Number
626-812-9098

Account Number

Date Due
7/16/13

Page
2 of 4

Current Activity

Current Charges

6/22 7/21 Residence line
6/22 7/21 Zone Unit Charges
6/22 7/21 VLD – Verizon Single Rate Long Distance
 • Plan Charge 1.99
6/22 7/21 VLD – International Calls

Current Charges Subtotal

Current Activity Total

Taxes, Governmental Surcharges and Fees

Federal Excise Tax
Funding to support the Public Utilities
Commission
911 State Tax
California Relay Service and Communications
Devices Fund
CHCF-B and the CASF
California Teleconnect Fund surcharge
CA Universal Lifeline Telephone Service
CA High Cost Fund – A

Total Taxes, Governmental Surcharges and Fees

Verizon Surcharges and Other Charges & Credits

Federal Universal Service Fee
Federal Subscriber Line Charge
Carrier Cost Recovery Charge

Total Verizon Surcharges and Other Charges & Credits

Legal Notices

Charges by Service Provider

Required by CA statute, this chart restates your Current Activity by service provider.

Verizon California

Verizon LD

94102; cpuc.ca.gov or 1-800-649-7570 (TDD 1-800-229-6846); for TV issues – your Local Franchise Authority; for interstate or international calling – FCC Consumer Complaints, 445 12th St. SW, Washington, DC 20554, fccinfo@fcc.gov or 1-888-225-5322 (TTY 1-888-835-5322). The CA Consumer Protection rules are online at CPUC.ca.gov.



Account Number

Due Date

Amount Due

6/15/13

Visit verizon.com/myverizon
 Shop * Bill Pay * Autopay
 Account Changes * Register
 On Demand Pay Per View Details
 Go green today - Go Paper Free

Account Information

Statement Date: 5/22/13
 GARY WOODS
 Phone: 626-812-9098

Account Summary

Previous Balance
 Payment Received May 7
 Balance Forward

New Charges

Current Activity
 Taxes, Governmental Surcharges and Fees
 Verizon Surcharges and Other Charges & Credits
 Total New Charges due by June 15, 2013

Amount Due by June 15, 2013

Verizon News

Save With Verizon

Did you know you could be eligible for savings with Verizon services? Call us at 1-888-697-8111 today to review your account.

Special Online Only Price

Order Verizon High Speed Internet up to .5 to 1 Mbps for only \$19.99/month for 1 yr. Visit verizon.com/copper/7zn to get this ONLINE ONLY offer. Or call 1-888-675-8090 for other offers. Subject to taxes and fees. Terms and restrictions apply. Verizon voice service required. Limited time offer.

Special Online Only Price

Get the fastest qualified internet speed avail., unlimited local calling plus 3 calling features for \$44.99/mo. for 1 yr. Visit verizon.com/copper/5ef for this ONLINE ONLY offer. For other offers call 1-888-558-1564. Subject to taxes & fees. Terms & restrictions apply. Limited time offer.

Want Automatic Payment?

Enroll below or at Verizon.com to authorize your financial institution to deduct the amount of your monthly bill from the account associated with your enclosed check and send payment directly to Verizon. To discontinue Automatic Payment, call Verizon. Please keep a copy of this authorization.

Questions about your bill or service?

View your bills in detail at verizon.com or call 1-800-VERIZON (1-800-837-4966). Enter your ten digit number 626-812-9098. Use 1101034742 if asked for your customer identification code. Customers with disabilities call 1-800-974-6006 TTY.

Please return remit slip with payment.

To enroll in Automatic Payment (Sign and date below)



By signing above I verify that I have reviewed and accepted the terms and conditions at verizon.com/autopayterms for automatic bill payment

Account Number:
 New Charges Due: Jun 15, 2013
 Amount Due: 052213

Make check payable to Verizon



00025600 01 AV 0.360 VC052211 0097 XX
 GARY WOODS
 450 N. SOLDANO AVE APT 242
 AZUSA CA 91702-3670



VERIZON
 PO BOX 920041
 DALLAS TX 75392-0041

01 1411 1101034742 00N00000000000 00000003569 06



Phone Number
626-812-9098

Account Number

Date Due
6/15/13

Page
2 of 4

Current Activity

Current Charges

5/22	6/21	Residence line	
5/22	6/21	Zone Unit Charges	
5/22	6/21	VLD - Verizon Single Rate Long Distance	
		• Plan charge	1.99
		• Plan calls	.72

Current Charges Subtotal

Current Activity Total

Taxes, Governmental Surcharges and Fees

- Federal Excise Tax
- Funding to support the Public Utilities Commission
- 911 State Tax
- California Relay Service and Communications Devices Fund
- CHCF-B and the CASF
- California Teleconnect Fund surcharge
- CA Universal Lifeline Telephone Service
- CA High Cost Fund - A

Total Taxes, Governmental Surcharges and Fees

Verizon Surcharges and Other Charges & Credits

- Federal Universal Service Fee
- Federal Subscriber Line Charge
- Carrier Cost Recovery Charge

Total Verizon Surcharges and Other Charges & Credits

Legal Notices

Charges by Service Provider

Required by CA statute, this chart restates your Current Activity by service provider.

	Verizon California	Verizon LD
Voice		

Current Activity

Total

Taxes, Fees and Other Charges

Basic charges of \$31.14 per month must be paid to retain local service.

Payment by Check

Paying by check authorizes check processing or use of the check information for a one-time electronic fund transfer from your account. For all payments using bank account information, we may retain the information to send you electronic refunds or enable your future electronic payments to us (to opt out, call 1-888-500-5358).

Late Payment Charges

To avoid a late payment charge of 1.5% or \$2.50, whichever is greater, on unpaid balances over \$20 payment must be received before Jun 22, 2013.

Correspondence

Go to verizon.com/contactus or mail to PO Box 33078, St. Petersburg, FL 33733

Credit Reporting

If you fail to pay your bill, Verizon may submit a negative credit report to a credit reporting agency, which will negatively affect your credit report.

Questions & Correspondence

If you have a question about this bill, call 1-800-Verizon. If your complaint remains unresolved contact: for intrastate or slamming (unauthorized carrier changes) issues - the CPUC at Consumer Affairs Branch, 505 Van Ness Ave., San Francisco, CA

94102, cpuc.ca.gov or 1-800-649 7570 (TDD 1-800-229-6846); for TV issues - your Local Franchise Authority; for interstate or international calling - FCC Consumer Complaints, 445 12th St. SW, Washington, DC 20554, fccinfo@fcc.gov or 1-888-225-5322 (TTY 1-888-835-5322). The CA Consumer Protection rules are online at CPUC.ca.gov.

Bankruptcy Information

If you are or were in bankruptcy, this statement may include amounts for pre-bankruptcy service. You should not pay pre-bankruptcy amounts; they are for your information only. Mail bankruptcy-related correspondence to 500 Technology Drive, Suite 550, Weldon Spring, MO 63304.

You Can Block Third Party Billing to Your Verizon BILL

For more information, visit verizon.com/blocking or call us at 1-800-Verizon.



Phone Number
626-812-9098

Account Number

Date Due
6/15/13

Page
3 of 4

Call Detail

Zone Unit Charges

Date	Time	Place	Number	Rate	Minutes	Amount
Apr 29	11:04 PM		CA 626-	Night		
May 5	11:11 PM		CA 626-	Night		
May 6	10:59 PM		CA 626-	Eve		
May 11	7:39 AM		CA 626-	Night		
May 11	2:44 PM		CA 626-	Night		
May 12	11:45 AM		CA 626-	Night		
May 18	9:37 PM		CA 626-	Night		
May 19	8:23 AM		CA 626-	Night		
May 21	5:12 PM		CA 626-	Eve		
Total Zone Unit Charges						

VLD - Verizon Single Rate Long Distance

Date	Time	Place	Number	Minutes	Amount
Apr 25	3:18 PM		CA		
May 7	7:15 PM		CA		
Subtotal					

Summary of VLD - Verizon Single Rate Long Distance

Plan Charge

Plan calls

Total VLD - Verizon Single Rate Long Distance

Verizon Single Rate Long Distance start date: 08/31/09

Thank you for using Verizon Long Distance.



Account Number

Due Date
5/16/13

Amount Due

Visit verizon.com/myverizon

Shop * Bill Pay * Autopay

Account Changes * Repair

On Demand/Pay Per View Details

Go green today ~ Go Paper Free

Account Information

Statement Date: 4/22/13

GARY WOODS

Phone: 626-812-9098

Account Summary

Previous Balance

Payment Received Apr 5

Balance Forward

New Charges

Current Activity

Taxes, Governmental Surcharges and Fees

Verizon Surcharges and Other Charges & Credits

Total New Charges due by May 16, 2013

Amount Due by May 16, 2013

Verizon News

Save With Verizon

Did you know you could be eligible for savings with Verizon services? Call us at 1-888-747-4955 today to review your account.

Special Online Only Price

Order Verizon High Speed Internet up to .5 to 1 Mbps for only \$19.99/month for 1 yr. Visit verizon.com/copper/8aq to get this ONLINE ONLY offer. Or call 1-888-689-8090 for other offers. Subject to taxes and fees. Terms and restrictions apply. Verizon voice service required. Limited time offer.

Special Online Only Price

Get the fastest qualified Internet speed avail., unlimited local calling plus 3 calling features for \$44.99/mo. for 1 yr. Visit verizon.com/copper/7zm for this ONLINE ONLY offer. For other offers call 1-888-674-8111. Subject to taxes & fees. Terms &



Phone Number
626-812-9098

Account Number

Date Due
5/16/13

Page
2 of 4

Current Activity

Current Charges

4/22	5/21	Residence line	
4/22	5/21	Zone Unit Charges	
4/22	5/21	VLD – Verizon Single Rate Long Distance	
		• Plan charge	1.99
		• Plan calls	.12

Current Charges Subtotal

Current Activity Total

Taxes, Governmental Surcharges and Fees

- Federal Excise Tax
- Funding to support the Public Utilities Commission
- 911 State Tax
- California Relay Service and Communications Devices Fund
- CHCF-B and the CASF
- California Teleconnect Fund surcharge
- CA Universal Lifeline Telephone Service
- CA High Cost Fund – A

Total Taxes, Governmental Surcharges and Fees

Verizon Surcharges and Other Charges & Credits

Federal Universal Service Fee

Charges by Service Provider

As required by CA statute, the grid below restates your current charges, including taxes and fees, by service provider. The total charges shown here will match the "Total New Charges" line shown on page 1.

	Verizon California	Verizon LD	Total
Voice			
Taxes, Fees and Other Charges			
Total New Charges			

Basic charges of \$31.14 per month must be paid to retain local telephone service. This amount includes charges for your line, the interstate subscriber line charge, and applicable taxes, fees, and other charges.



Phone Number
626-812-9098

Account Number

Date Due
5/16/13

Page
3 of 4

Call Detail

Zone Unit Charges

Date	Time	Place	Number	Rate	Minutes	Amount
Mar 23	6:37 PM	CA	626-	Night		
Mar 24	7:57 AM	CA	626-	Night		
Mar 30	9:19 AM	CA	626-	Night		
Apr 4	5:15 PM	CA	626-	Eve		
Apr 7	8:15 AM	CA	626-	Night		
Apr 16	3:45 PM	CA	626-	Day		
Apr 20	8:19 AM	CA	626-	Night		
Apr 21	8:29 AM	CA	626-	Night		

Total Zone Unit Charges

LD - Verizon Single Rate Long Distance

Date	Time	Place	Number	Minutes	Amount
Mar 28	4:31 PM	Los Angeles CA			

Subtotal

Summary of VLD - Verizon Single Rate Long Distance

Plan Charge

Plan calls

Total VLD - Verizon Single Rate Long Distance

\$2.11



Need-to-Know Information

Important Information Regarding Telecommunications Relay Service (TRS)

TRS provides an operator to telephone users who use text telephones (TTY) or web capable devices (WCD) because they are deaf, hard of hearing, or speech disabled. From payphones, TRS local calls are free; toll calls must be billed to calling cards, prepaid cards (PPC), collect or third party billing. PPC information is available online at fcc.gov/cgb/consumerfacts/prepaidcards.html.

Available TRS methods are explained below. TRS is provided 24 hours a day, 365 days per year with no time limits. For further information call TRS, visit TRS web site, or read the explanation available in telephone books.

1. To call a TTY user, dial TRS at 711. A Communications Assistant (CA) will place your call and type your spoken words for the TTY user. The CA will read to you the messages the TTY user sends you. Calls are private, confidential and uncensored. While there is no charge to TRS users for TTY, regular phone charges do apply.
2. Speech-to-Speech Service (STS) is another form of TRS available by calling 711. The CA can assume an active or passive role in repeating the conversation and follows the same guidelines as with TTY calls.
3. IP Relay Service is a form of TRS which relays calls from a WCD. A CA follows the TTY call guidelines.

To use IP Relay:

- (a) connect a WCD to an Internet Service Provider;
- (b) type in your TRS IP Internet address;
- (c) enter your 10 digit presubscribed number; and
- (d) select your preferred relay operator's icon.

month (the federal lifeline subscriber line charge of \$6.50 is waived for Lifeline customers). In addition to the lower monthly telephone service price available through the Lifeline program, customers qualifying for Lifeline pay a reduced service connection charge of \$10.00. There are other options that can help low-income consumers save money, including a voluntary limit on long distance (toll) calling, free toll blocking and a waived deposit with toll blocking. For Lifeline customers that do not pay toll charges, their access to the toll network may be denied, however, local service will not be disconnected.

Native American Lifeline Service Available

Verizon also provides low-cost Lifeline service through its Native American Lifeline (NAL) program. Residents of federally recognized tribal lands who meet the criteria for Lifeline may qualify to obtain basic telephone service for as low as \$1.00 per month. Residents of federally recognized tribal lands who currently do not have telephone service may also be eligible to obtain up to a \$100 credit to offset the one-time costs to establish telephone service. This credit is known as Link-Up assistance. If you have any questions about EITel, Lifeline, Link-Up or NAL, please call us toll-free at 1-800-VERIZON or visit www.lifelinesupport.org.

April is National Safe Digging Month

Call before you dig! 811 is the FREE nationwide number designated to protect diggers from hitting an underground utility line. Call 811 several days before digging to have underground utilities marked to avoid disrupted service, serious injury or possible fines.

Verizon Surcharges

Verizon's Surcharges include (i) a Federal Subscriber Line and Access Recovery Charge applicable to local services that helps pay for the costs of providing and maintaining the local phone network; (ii) a Federal Universal Service Charge applicable to interstate and international services to recover fees imposed on us by the



Phone Number
626-812-9098

Account Number

Date Due
4/15/13

Page
2 of 3

Current Activity

Current Charges

- 3/22 4/21 Residence line
- 3/22 4/21 Zone Unit Charges
- 3/22 4/21 VLD - Verizon Single Rate Long Distance
 - Plan charge
 - Plan calls

Current Charges Subtotal

Current Activity Total

Taxes, Governmental Surcharges and Fees

- Federal Excise Tax
- Funding to support the Public Utilities Commission
- 911 State Tax
- California Relay Service and Communications Devices Fund
- CHCF-B and the CASF
- California Teleconnect Fund surcharge
- CA Universal Lifeline Telephone Service
- CA High Cost Fund - A

Total Taxes, Governmental Surcharges and Fees

Verizon Surcharges and Other Charges & Credits

Federal Universal Service Fee

Charges by Service Provider

As required by CA statute, the grid below restates your current charges, including taxes and fees, by service provider. The total charges shown here will match the "Total New Charges" line shown on page 1.

	Verizon California	Verizon LD	Total
Voice			
Taxes, Fees and Other Charges			

**Total New
Charges**

Basic charges of \$31.18 per month must be paid to retain local telephone service. This amount includes charges for your line, the interstate subscriber line charge, and applicable taxes, fees, and other charges.



Phone Number
626-812-9098

Account Number

Date Due
4/15/13

Page
3 of 3

Call Detail

Zone Unit Charges

Date	Time	Place	Number	Rate	Minutes	Ar
Feb 24	2:43 PM	CA	626-	Night		
Feb 26	1:54 PM	CA	626-	Day		
Mar 1	2:33 PM	CA	626-	Day		
Mar 4	10:38 AM	CA	626-	Day		
Mar 5	3:26 PM	CA	626-	Day		
Mar 14	2:13 PM	CA	626-	Day		
Mar 19	7:34 PM	CA	626-	Eve		
Mar 22	7:55 PM	CA	626-	Eve		
Mar 22	7:56 PM	CA	626-	Eve		
Total Zone Unit Charges						\$.81

VLD – Verizon Single Rate Long Distance

Date	Time	Place	Number	Minutes	Amount
Feb 28	6:13 PM	LosAngeles CA	213	4.0	

Subtotal

Summary of VLD – Verizon Single Rate Long Distance

Plan Charge

Plan calls

Total VLD – Verizon Single Rate Long Distance

Verizon Single Rate Long Distance start date: 08/31/09

Thank you for using Verizon Long Distance.

EXHIBIT 22

AZUSA SALES

Kitchen Specialties Since 1953
 406 N. AZUSA AVE. AZUSA, CA 91702
 (626) 334-0213 • WWW.AZUSASALES.COM



SALES ORDER

DELIVER WILL CALL TAKE NOTIFY
 DAY 505 DATE 6/22/13 AM
 VIA 155 5750 PM

NO. 5750

SOLD TO

NAME: **Cam Wood** HOME PHONE: (536) 374-3949
 ADDRESS: 450 N. Sycamore St. APT # 4
 CITY: Azusa CA 91702 GIBELL FAX ()

JOB SITE ADDRESS: 1
 CITY: ZIP: APT #:
 SHIP TO PHONE: ()

DATE: 6/22/13
 SALESPERSON: DKE

E-MAIL: **woodcam@azusa.com**
 SOURCE: NEWSPAPER MAILER REFERRAL PHONE BOOK CABLE PC INTERNET
 DELIVERY INSTRUCTIONS: YES NO SPECIAL INSTRUCTIONS

PURCHASE ORDER NUMBER: 1
 SERIAL: 2, 3, 4, 5, 6, 7
 CLR: 1, 2, 3, 4, 5, 6, 7
 LOC: 1, 2, 3, 4, 5, 6, 7
 LIST: 1, 2, 3, 4, 5, 6, 7

TRANSACTION: D/O
 SPECIAL ORDER:

CODE	KEY	SKU	DESCRIPTION	BRAND	MODEL	MODEL NUMBER	SERIAL	CLR	LOC	LOC/TAG	LIST	AMOUNT	ACCT
1		1440	Range	NEFF	18X							499.95	
2													
3													
4													
5													
6													
7													

EXTENDED WARRANTY:
 FROM DATE OF PURCHASE

I HEREBY AGREE TO THE FOLLOWING TERMS
X *Tracy Wood*

- SPECIAL ORDERS CANNOT BE CANCELED.
- IF NO ONE AT HOME AT TIME OF DELIVERY, THERE WILL BE A \$55 RE-DELIVERY CHARGE.
- AMOUNTS PAST DUE WILL BE CHARGE 1 1/2% PER MONTH (MINIMUM \$15 PER MONTH).
- RETURNED ITEMS MAY BE SUBJECT TO A MINIMUM 15% RESTOCKING CHARGE.
- IF DELIVERY AND / OR INSTALLATION IS SPECIFIED, IT IS TO EXISTING FACILITIES ONLY AND EASY ACCESS IS REQUIRED.
- PRICES ON APPLIANCES DO NOT INCLUDE GAS FLEX LINES, SHUTOFF VALVES, 220 VOLT RANGE AND DRYER CORDS, VENTING MATERIAL, ETC. ALL INSTALLATION PARTS WILL BE BILLED SEPARATELY.
- WE ARE NOT RESPONSIBLE FOR DAMAGE TO DOORS, FLOOR COVERINGS, DOOR FRAMES OR STAIRWAYS DURING DELIVERY. UPSTAIRS DELIVERY MAY REQUIRE AN EXTRA CHARGE.

DATE: 6/22/13
 FINANCE COMPANY: **C.O.D.**
 ACCOUNT NUMBER:
 AMOUNT DUE:

63	DELIVERY	3275
61	SALES TAX	49.59
30	EXTEN. WAR.	
67	FRIGHT	
68	G/L#	
65	SUBLET	
	TOTAL	588.49
71	CASH	
72	CK. #	
73	CR. CARD	588.49
	BALANCE	→

TERMS: **X** DATE: _____ CUSTOMER: _____

EXHIBIT 23

779.17

TENANCY AGREEMENT

CO# 165
BLDG# 06
UNIT# 242

This Tenancy Agreement ("Agreement") is entered into as of 8/24/09 (date) by and between Soldano Senior Village ("Landlord") and Gary Woods (individually and collectively "Tenant"). Landlord and Tenant agree as follows:

- Premises:** Landlord rents to Tenant and Tenant rents from Landlord real property and improvements described as: 450 N. Soldano Ave., Azusa Unit # 242, California 91702. ("Premises").
- Term:** The term of this Agreement shall commence on (date) 8/24/09 ("Commencement Date") (Check A or B):

- A. **MONTH-TO-MONTH:** and continue on a month-to-month basis. Tenant may terminate the tenancy by giving written notice at least 30 days prior to the intended termination date. Landlord may terminate the tenancy by giving written notice as provided by law. Such notices may be given on any date.
- B. **LEASE:** for a period of 12 months terminating on (date) 8/30/10, and thereafter the tenancy shall continue on a month-to-month basis, unless either Landlord or Tenant has given the other 30 days prior written notice that such month-to-month tenancy shall not be created. Except as otherwise modified by the parties, all terms and conditions of this Agreement shall remain in full force and effect during said month-to-month tenancy, which may be terminated in the manner set forth in paragraph 2.A.

NOTICE: A tenant who stops paying rent before expiration of his or her term, without lawful excuse, has breached the lease. The fact the tenant has vacated the premises, or otherwise been ousted of possession by legal procedures to terminate the tenancy, does not relieve the tenant of the rental obligation for the balance of the term. This is so even if the landlord declares a forfeiture of the lease. The landlord may pursue a damages claim for all damages incurred, including but not limited to, unpaid rent for the balance of the term (less any rent paid by a replacement tenant during the term), costs of cleaning and repairing the premises, and attorneys' fees and costs.

- Rent:** "Rent" shall mean all monetary obligations of Tenant to Landlord under the terms of this Agreement, except the security deposit.
 - Tenant agrees to pay base rent of \$ 850.00 per month.
 - Rent is payable in advance on the first day of each calendar month, and is delinquent on the next day.
 - If the Commencement Date falls on any day other than the first on the month, and Tenant has paid one full month's Rent in advance of the Commencement Date, Rent for the second calendar month shall be prorated based upon a 30-day period.
 - PAYMENT:** Rent shall be paid by personal check, money order or cashier's check to Landlord and shall be delivered to the office of the Landlord's duly authorized management agent, VPM Management, Inc., a California corporation, located at 2400 Main Street, Suite 201, Irvine, CA 92614-6271, or such other place as the Landlord may designate in writing from time to time. The telephone number for Landlord's management agent is (949) 863-1500. Payments may be made in person at the above-referenced office of the Landlord's management agent between the hours of 9:00 a.m. to 5:00 p.m., on the following days of the week: Monday through Friday. **NO CASH IS ACCEPTED.**
 - All Rent paid after the tenth of any month must be paid in the form of a cashier's check or money order and must include the \$50.00 late charge. **LANDLORD WILL NOT ACCEPT PERSONAL CHECKS AFTER THE TENTH DAY OF ANY MONTH.**
- HUD Tenancies (if checked):** Tenant's portion of the base rent is \$ N/A and the local Housing Authority's portion of the base rent is \$ N/A. A copy of the Housing Assistance Payment Contract (HAP Contract) is attached hereto and incorporated herein. The amount of the monthly housing assistance payment pursuant to the HAP Contract is subject to change in accordance with HUD requirements. Tenant agrees to pay any increases in Tenant's portion of the base rent without any further notice from the Landlord.
- Late Charges:** Tenant agrees to pay a late charge of Fifty Dollars (\$50.00) if the Rent is not paid within five (5) days of its due date. Tenant and Landlord agree that Landlord will sustain damage on account of any late payment of rent, including but not limited to added accounting, administrative and management expenses and costs, but that it will be impracticable and extremely difficult to specify the actual amount of such damage. The parties agree that this late charge represents a fair and reasonable estimate of the damages that Landlord will incur by reason of the late payment of rent. Tenant bears the risk of loss or delay of any payment made by mail. This late charge, which shall be considered "additional rent," does not establish a grace period; Landlord may serve a Three Day Notice to Pay Rent or Quit if Rent is not paid on its due date.
- Rent Check Returned for Insufficient Funds:** Tenant agrees to pay a service charge of twenty-five dollars (\$25.00) if Tenant's bank returns a rent check for insufficient funds or Tenant instructs the bank to stop payment of said funds. If the bank returns Tenant's check, Landlord may serve, in accordance with Civil Code § 827, a 30-day written notice that all future payments must be made in the form of a cashier's check or money order.
- Application of Payments:** At Landlord's option and without notice, Landlord may apply payments received first to any of Tenant's unpaid obligations, then to current rent - regardless of notations on checks or money orders and regardless of when the obligations arose.
- Notice That Failure to Pay Rent On Time May Be Reported to Credit Record Agencies:** Pursuant to California Civil Code § 1785.26, Tenant is hereby notified that a negative credit report reflecting on Tenant's credit record may be submitted to a credit reporting agency if Tenant fails to fulfill the terms of credit obligations by failing to pay rent on time.
- Security Deposit:**
 - Tenant will deposit with Landlord the sum of 0 Dollars (\$ 0) as a security deposit. Landlord shall not be obligated to pay interest on the security deposit to Tenant unless required by law. Landlord will hold the deposit for the full and timely performance by Tenant of Tenant's obligations under this Agreement, including payment of Rent and cleaning, maintaining, and repairing the Premises after surrender. If all or any portion of Tenant's security deposit is applied by Landlord during the term of this Agreement, Landlord may demand that Tenant replenish the full amount applied. Tenant's failure to replenish the amount within five (5) days after written demand will constitute a breach of this Agreement. Landlord's written demand for replenishment will include an itemized statement describing the disposition of the security. The balance of all deposits shall be refunded within three weeks from the date possession is delivered to Landlord or Landlord's agent, together with a statement showing any charges made against the deposits by Landlord. No trust relationship between Landlord and Tenant is created on account of the security deposit and Landlord may commingle the deposit with other funds of Landlord.

- b. Under California law, after giving or receiving a notice of termination of tenancy or before expiration of a lease, Tenant has a right to request that the Landlord or its authorized agent make an initial inspection of the Premises to determine its condition before Tenant vacates, and Tenant has the right to be present during the inspection. The purpose of the inspection is to allow the Tenant an opportunity to remedy identified deficiencies or damage to the Premises, if any, caused by Tenant. If Tenant wishes to have such an inspection, please contact the Landlord or its authorized representative as soon as possible after giving or receiving a notice of termination of tenancy or prior to expiration of the lease, as the case may be. If Tenant requests an inspection, Tenant will be given 48 hours' advance notice of the inspection, but Tenant may waive in writing the required 48 hours' notice and have the inspection done sooner.
- c. Return of keys to the Premises signifies the conclusion of occupancy of the Premises by Tenant. If no forwarding address is given, the security deposit disbursement will be mailed to the Premises. If the security deposit refund is returned as undeliverable due to insufficient address, the check will be held for three (3) months and then voided.
- d. If lawful charges, deductions, damages and other unpaid sums due under this Agreement exceed the total amount of deposits, Tenant shall pay such excess amount upon written demand mailed to Tenant.
- e. The security deposit will not be returned until all occupants have vacated the Premises. Any security deposit returned by check shall be made payable to all persons named as a Tenant on this Agreement, or as subsequently modified.
10. **Nonrefundable Applicant Screening Fee:** Any "screening fee" charged to process Tenant's rental application is nonrefundable, and has not and will not be credited to Tenant's security deposit or deemed to be a security deposit.
11. **Acceptance of Condition of Premises:** Tenant agrees that Tenant has inspected the Premises including fixtures and accepts the same as being clean and in orderly condition and repair, exceptions to be noted on the Landlord-Tenant Checklist, attached hereto as an Addendum to this Agreement. The Landlord-Tenant Checklist must be reviewed by both the Tenant and Landlord or Landlord's agent. There may be charges for any item not listed on this original checklist at the time the Tenant vacates the Premises.
12. **Delay in Possession:** If delivery of possession of the Premises by Landlord at the Commencement Date is delayed, Landlord shall not be liable for any damage caused by the delay, nor shall this Agreement be void or voidable, but Tenant shall not be liable for any rent until possession is delivered. Tenant may terminate this Agreement if possession is not delivered within ten (10) days of the Commencement Date.
13. **Use:** The Premises shall be used as a private dwelling with no more than (1) one persons inhabiting the Premises during any month, and for no other purpose, without Landlord's prior written consent. Tenant agrees to comply with any recorded covenants, conditions, restrictions and/or easements affecting the Premises and/or the property of which the Premises are a part. Without Landlord's prior written consent, Tenant may not use or maintain a waterbed on the Premises.
14. **No Automobile Repair:** Tenant may not repair automobiles, motorcycles, other motor vehicles, or any other heavy machinery anywhere in the parking area, garage, or driveway, or on any other portion of the property of which the Premises are a part.
15. **Maintenance:** Tenant shall properly use, operate and safeguard the Premises, including if applicable, any furniture, furnishings and appliances, and all mechanical, electrical, gas and plumbing fixtures, and keep them and the Premises clean, sanitary and well ventilated. Tenant shall immediately notify Landlord, in writing, of any problem, malfunction or damage. Tenant shall be charged for all damage to the Premises as a result of failure to report a problem in a timely manner.
16. **Tenant's Obligations To Refrain from Disturbance, Unlawful Conduct, and Waste:** Tenant shall not disturb, annoy, endanger, interfere or inconvenience Landlord, Landlord's employees, agents or contractors, nor other residents or invitees within the community, nor occupants of neighboring properties, nor use the Premises for any immoral or unlawful purpose nor violate any law or ordinance. Tenant shall not commit or permit any waste upon the Premises, or any nuisance or other act or thing, which may disturb the quiet enjoyment of the apartment community of which the Premises are a part. This shall include but not be limited to loud or late parties, loud music or television set. Violation of this provision, at Landlord's option, shall constitute grounds for immediate termination of this Agreement.
17. **Animals:** Unless otherwise provided in California Civil Code § 54.2, no animal or pet shall be kept on or about the Premises, or the apartment community of which the Premises are a part, even temporarily, without the prior written consent of Landlord. Exceptions: _____
18. **Alterations:** Tenant shall make no alterations or improvements to the Premises without obtaining Landlord's written consent in advance, including but not limited to painting, wallpapering, permanent shelving, flooring, shades, or installing or changing locks. Tenant shall, at Tenant's own expense and at all times, maintain the Premises in good working order and repair, and shall surrender the Premises at termination of this Agreement in as good condition as received, normal wear and tear excepted. Tenant shall be responsible for damages caused by Tenant's negligence and that of Tenant's family, invitees, guests and animals. Tenant shall not commit or allow any person to commit any act resulting in the destruction, defacement, damage, impairment, or removal of any part of the Premises or the apartment community of which the Premises are a part, including wall, ceiling, and floor coverings, and the furniture, fixtures, and furnishings of the Premises.
19. **Assignment or Subletting:** Tenant shall not assign this Agreement or any interest under this Agreement or sublet the Premises or any portion of the Premises without Landlord's prior written consent, which consent shall not be unreasonably withheld. The Landlord's consent shall not be deemed unreasonably withheld for any reasonable objection, including but not limited to the following: (a) the proposed assignee or subtenant does not have the financial ability or stability to carry out the tenant's obligations under this Agreement, (b) the proposed assignee or subtenant would change the use of the Premises, (c) the proposed assignee or subtenant has a poor credit history or poor history with previous landlords, or (d) the proposed assignee or subtenant does not satisfy the standards then used by Landlord for approving tenants in the building in which the Premises are located.
20. **Guests:** Tenant may have guests on the Premises for not more than 3 consecutive days or 15 days in any calendar year, and no more than two guests at any one time without Landlord's prior written consent. Tenant may not take in any boarders, lodgers, or roommates without Landlord's prior written consent, which shall not be unreasonably withheld. Any guest whose stay exceeds the specified time limits, or any boarder, lodger, or roommate to whom Landlord has not consented, is not a tenant of the Premises, and will be subject to eviction by Landlord under legal process without prior service of a notice to quit or other termination notice.
21. **Entry:** Tenant shall make the Premises available to Landlord or Landlord's representatives for the purpose of entering to make necessary or agreed repairs, decorations, alterations, or improvements, or to supply necessary or agreed services, or to show the Premises to prospective or actual purchasers, tenants, mortgagees, lenders, appraisers, or contractors. Landlord and Tenant agree that 24 hour written notice shall be reasonable and sufficient notice, except as follows: 48-hour written notice is required to conduct an inspection of the Premises prior to the Tenant moving out. No

notice is required to enter in case of an emergency, or if Tenant is present and consents at the time of entry, or if Tenant has abandoned or surrendered the Premises. No written notice is required if Landlord and Tenant orally agree to an entry for agreed services or repairs.

22. **Abandonment:** If Tenant abandons or vacates the Premises, Landlord may, at its option, terminate this Agreement, re-enter the Premises and remove abandoned property. If Tenant abandons or surrenders the Premises, Landlord may consider any personal property left on the Premises to be abandoned and may dispose of it in any manner allowed by law. If Landlord reasonably believes that the abandoned personal property has a total resale value of less than \$300, Landlord may keep the personal property for Landlord's use or otherwise dispose of it in accordance with law. All personal property on the Premises is made subject to a lien in favor of Landlord for the payment of all sums due under this Agreement, to the maximum extent allowed by law.
23. **Temporary Relocation:** Tenant agrees, upon demand of Landlord, to temporarily vacate the Premises for a reasonable period to allow for fumigation (or other methods) to control wood destroying pests or organisms, or other repairs to the Premises. Tenant agrees to comply with all instructions and requirements necessary to prepare the Premises to accommodate pest control, fumigation or other work, including bagging or storage of food and medicine, and removal of perishables and valuables. Tenant shall only be entitled to a credit of Rent equal to the per diem Rent for the period of time Tenant is required to vacate the Premises.
24. **Insurance:** Tenant's and Tenant's guest's and invitee's personal property and vehicles are not insured by Landlord or Landlord's agents, against loss or damage due to fire, theft, vandalism, rain, water, criminal or negligent acts of others, or any other cause. **Tenant is advised to carry Tenant's own insurance (renter's insurance) to protect Tenant from any such loss or damage.** Tenant shall comply with any requirement imposed on Tenant by Landlord's insurer to avoid an increase in Landlord's insurance premium or loss of insurance.
25. **Indemnity:** Landlord, its employees and agents shall not be liable for any damage or injury to Tenant or any other person, or to any property, occurring on the Premises or any part of the Premises or in common areas, unless the damage is the proximate result of the gross negligence or willful misconduct of Landlord, Landlord's agents, or Landlord's employees. To the fullest extent permitting by law, Tenant agrees to indemnify, defend, and hold harmless Landlord, and Landlord's, officers, directors, shareholders, partners, members, managers, employees, agents, successors, assigns, subsidiaries and affiliates, for any liability, costs (including reasonable attorney fees), or claims for personal injuries or property damage caused by the negligent, willful, or intentional act or omission to act of Tenant or Tenant's guests or invitees. Each party waives the right of subrogation against the other party. All of Tenant's indemnity obligations under this Agreement shall survive the expiration or termination of this Agreement.
26. **Default:** If Tenant fails to pay rent when due, or to perform any term, covenant or condition of this Agreement, after not less than three (3) days' written notice of default given in the manner required by law, Landlord, at Landlord's option, may terminate all rights of Tenant under this Agreement, unless the default is curable and Tenant, within the time specified, cures the default.
27. **Remedies:** In the event of a default by Tenant, and without limiting Landlord in the exercise of any right or remedy which Landlord may have by reason of such default, Landlord may elect to: (a) continue the Agreement in effect, and enforce all Landlord's rights and remedies under this Agreement, including the right to recover the rent as it becomes due; (b) at any time, terminate all of Tenant's rights under this Agreement, and recover from Tenant all damages Landlord may incur by reason of the breach of the Agreement, including the cost of recovering possession of the Premises and including the worth at the time of the termination or at the time of an award if suit is instituted to enforce this provision, of the amount by which the unpaid rent for the balance of the term exceeds the amount of the rental loss that the tenant proves could be reasonably avoided; if termination of this Agreement is obtained through the provisional remedy of unlawful detainer, Landlord shall have the right to recover in such proceeding any unpaid Rent and damages as are recoverable therein, or Landlord may reserve the right to recover all or any part thereof in a separate suit; (c) pursue any other remedy now or hereafter available under the laws or judicial decisions of the State of California. In addition to any other rights and remedies allowed by this Agreement or by law, Landlord shall have the remedies as set forth in Civil Code § 1951.2, Civil Code § 1951.4, and Code of Civil Procedure §§ 1161 et. seq.
28. **Malicious Holding Over; Statutory Damages:** If Tenant maliciously remains in possession of the Premises after expiration of the tenancy, or on termination of the tenancy, Landlord may recover statutory damages of up to \$600, in addition to rent due and any other actual damages.
29. **Attorneys Fees and Costs:** In any legal action brought by either party to enforce the terms of this Agreement or relating to the Premises, the prevailing party shall be entitled to all costs incurred in connection with that action, including reasonable attorney fees.
30. **All Remedies Cumulative and Available:** No remedy or election hereunder shall be deemed exclusive but shall, wherever possible, be cumulative with all other remedies at law or in equity.
31. **No Waiver:** No failure of Landlord to enforce any term of this Agreement shall be deemed a waiver, nor shall any acceptance of a partial payment of Rent be deemed a waiver of Landlord's right to full payment of Rent. Landlord's receipt of Rent with knowledge of Tenant's violation of a covenant does not waive Landlord's right to enforce any covenant of this Agreement. No waiver by either party of a provision of this Agreement will be considered to have been made unless expressed in writing and signed by all parties. Waiver by either party of a breach of any covenant of this Agreement will not constitute a continuing waiver of any subsequent breach.
32. **Multiple Residents:** Each Tenant is jointly and severally liable for all obligations under this Agreement. If Tenant or any guest or invitee violates this Agreement or Landlord's Rules and Regulations, all Tenants are considered to have violated this Agreement. Landlord's requests and notices to any Tenant constitute notice to all Tenants and occupants. Notices and requests from any Tenant or occupant (including notices of lease termination, repair requests, and entry permissions) constitute notice from all residents.
33. **Service of Notices:** For purpose of service of process and service of notices and demands, Tenant's address is the Premises. Notices, demands, and service of process for Landlord and/or Landlord's management agent, VPM Management, Inc., a California corporation, may be served upon VPM Management, Inc., a California corporation, at the following address and phone number: 2400 Main Street, Suite 201, Irvine, CA 92614-6271; (949) 863-1500.
34. **Covenants Are Material and Reasonable:** The parties consider each and every term, covenant, and provision of this Agreement to be material and reasonable.
35. **Rules and Regulations:** Tenant shall comply with the Rules and Regulations that are from time to time promulgated by Landlord. Tenant agrees that Landlord may from time to time modify the Rules and Regulations by delivering a copy of the modifications to Tenant at least five (5) days prior to the effective date of the modifications.
36. **Rental Application:** Tenant agrees that any material misrepresentation or omission made by Tenant on Tenant's rental application constitutes a noncurable default under this Agreement.

37. **Credit Information:** Tenant agrees that during the tenancy, and after the tenancy for purposes of enforcing any of Tenant's obligations under this Agreement, Landlord is authorized to obtain credit information regarding Tenant from any credit information provider, as the Landlord deems necessary.
38. **Disclosure Rights:** If someone requests information on Tenant or Tenant's rental history for law-enforcement, governmental, or business purposes, Landlord, its agents and/or employees may provide it.
39. **Subordination:** This Agreement shall be subject and subordinate to the lien of any mortgages and/or deeds of trust in any amounts whatsoever now or hereinafter placed against or affecting the Premises or any part of the property of which the Premises are a part. Upon Landlord's request, Tenant shall execute and deliver, without charge therefore, such further documents and instruments evidencing the subordination of this Agreement to any lien as may be required by Landlord from time to time, within ten (10) days following Landlord's request therefore. Failure to execute instruments evidencing subordination of this Agreement to a mortgage or deed of trust shall constitute a default by Tenant herein.
40. **Estoppel Certificate:** Tenant shall execute and return a tenant estoppel certificate delivered to Tenant by Landlord or Landlord's agent within 3 days after its receipt. Failure to comply with this requirement shall be deemed Tenant's acknowledgement that the tenant estoppel certificate is true and correct, and may be relied upon by a lender or purchaser.
41. **Utilities:**
- a. Tenant shall pay all utilities, service charges, and costs related to occupancy of the Premises, except for Gas, water, Pest Control, which Landlord will pay. The following utility services are individually metered for Tenant's unit and Tenant shall contact each local utility company directly to arrange and pay for service: Electricity. The following utility services to the Tenant will be billed by the Landlord or its billing company based on either a submeter or an allocation formula: Electricity. The amount owing for utility services billed by the Landlord or its billing company is considered additional rent under this Agreement, and nonpayment of any such bill within 14 days of the billing date shall constitute a default in the payment of Rent. The amount of the bill is subject to applicable government rules, regulations, and guidelines and the rules of the utility providing the service to Landlord. Upon termination or expiration of this Agreement, unpaid utility bills may be deducted from Tenant's security deposit. The failure of Tenant to make in full in a timely manner for utilities is a substantial and material breach entitling Landlord to pursue any and all legal remedies available under this Agreement or applicable laws.
- b. Landlord shall not be liable for any losses or damage that result from outages, interruptions, or fluctuations in utilities provided to Tenant's unit, unless such loss or damage was the direct result of the willful conduct or negligence of Landlord or Landlord's employees. Tenant hereby releases Landlord from any and all such claims arising from or relating to such outages, interruptions, or fluctuations. Tenant hereby waives any all claims for offset, rent reduction, or diminished value of the Premises due to such outages, interruptions, or fluctuations. The term "Landlord" shall include Landlord's officers, directors, shareholders, partners, members, managers, employees, agents, successors, assigns, subsidiaries and affiliates.
- c. Tenant agrees not to disturb, terminate, interrupt, tamper with, adjust, or disconnect any utility service or submetering system or device. Violation of this section is a material and substantial breach of the Lease and shall entitle Landlord to all available remedies under the Lease or applicable laws.
- d. Landlord's receipt of rent with knowledge of Tenant's failure to pay utility charges does not waive Landlord's right to enforce any covenant of this Agreement.
42. **Keys:** Tenant hereby accepts 3 keys, which the Tenant agrees to return to the Landlord at the termination of the tenancy, or in the alternative, to pay the cost of lock replacement. All of the above charges are due on demand and if not paid, may be deducted from the security deposit. The fees to replace keys are as follows: apartment \$5.00, mail \$10.00, pool \$5.00, other \$5.00.
43. **Parking.** Tenant acknowledges receipt of N/A parking decal(s) for the vehicles listed on the attached "Vehicles Owned" Form. Tenant also acknowledges the assignment of Carport No(s) 17, N/A. If a remote control device is required for property access, Tenant acknowledges receipt of remote devices. Place the decals on the BOTTOM LEFT CORNER OF THE BACK WINDOW (behind the driver's side). If the vehicle has tinted windows in the back, place the sticker in the BOTTOM LEFT CORNER OF THE WINDSHIELD (on the driver's side). Tenant understands that vehicle information as well as license plate numbers are recorded.
- a. The fee to replace a parking decal is \$N/A. The fee to replace a remote device is \$25.00
- b. ANY VEHICLE PARKED IN VIOLATION OF THE TERMS OF THIS AGREEMENT WILL BE TOWED AT THE VEHICLE OWNER'S EXPENSE WITHOUT PRIOR NOTICE. Vehicles may be towed under any of the following circumstances:
- (1) A parking decal that does not match the carport number assigned by the Landlord;
 - (2) The vehicle has no parking decal in an area where decals are required;
 - (3) The parking decal does not match the vehicle information provided to the Landlord;
 - (4) With or without a decal, the vehicle is parked in an area designated as "No Parking" including red zones, in a handicap parking space without a State issued handicap sticker or license plate, in a driveway and in the Leasing Office parking area between 9:00 a.m. and 5:00 p.m.;
 - (5) Commercial or work vehicle that is not the only transportation vehicle, boats, trailers, non-operational vehicles with expired vehicle registration or recreation vehicles of any type; or
 - (6) As allowed by law.
44. **Federally Required Lessor Disclosure, Agent Statement and Lessee Acknowledgement of Information on Lead Based Paint and Lead-Based Paint Hazards:** Tenant acknowledges receipt and review of Landlord's Tenancy Agreement Addendum entitled "Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards" and the pamphlet entitled "Protect Your Family from Lead in Your Home" prior to execution of this Agreement. Said documents are attached hereto and incorporated herein by this reference.
45. **Database Disclosure:** Notice: Pursuant to Section 290.46 of the Penal Code, information about specified registered sex offenders is made available to the public via an Internet Web site maintained by the Department of Justice at www.meganslaw.ca.gov. Depending on an offender's criminal history, this information will include either the address at which the offender resides or the community of residence and ZIP Code in which he or she resides.
46. **Proposition 65 Warning:** The State of California requires that Landlord warn you that this apartment community, including the Premises, contains chemicals known to the State of California to cause cancer, and birth defects, and other reproductive harm. These chemicals may be contained in emissions and fumes from building materials, products, and materials used to maintain the property, and emissions, fumes and smoke from motor vehicles, resident and guest barbecues, and tobacco products. These chemicals may include, but are not limited to, carbon monoxide, formaldehyde, tobacco smoke, leaded and unleaded gasoline, soots, tars, and mineral oils.

47. **Power Lines:** A high voltage electric transmission power line may be located on or near the Premises. It is possible that such power lines may cause adverse health effects.
48. **Military Ordnance Location:** Landlord has obtained knowledge that a former military ordnance location is within one mile of the Premises. These former federal or state military ordnance locations may contain potentially explosive munitions.
49. **Pest Control:**
- No Pest Control Contract.** Landlord has not contracted with a registered structural pest control company to provide periodic pest control services to the Premises.
- Pest Control Contract.** The Premises are covered by a Pest Control Contract. Landlord has contracted with a registered structural pest control company to provide services to the Premises on a periodic basis, and you have been provided with a written notice regarding the use of the pesticides used on the Premises as provided under California Business and Professions Code § 8538 and Civil Code § 1940.8.
50. **Smoke Detector(s):** The Premises are equipped with smoke detector(s).
- a. Tenant will be responsible for testing the smoke alarm weekly by pushing the "TEST" button on the detector for 5 seconds. The alarm should sound when the button is pushed. If there is no sound when tested or if the alarm emits a chirping sound at anytime, Tenant shall inform Landlord immediately of such failure to alarm when tested.
- b. CHECK THE BOX BELOW IF SMOKE DETECTOR IS BATTERY OPERATED:
- By initialing as provided below, Tenant acknowledges Tenant's understanding that the smoke detector and alarm is battery operated and agrees that it is the Tenant's responsibility to ensure that the battery is in operating condition at all times. If after replacing the battery, the smoke detector does not respond to test procedure, Tenant shall immediately inform Landlord. Tenant's Initials _____/_____/_____/_____/_____
51. **Range/Oven Warning:** All ranges/ovens can tip; therefore, Tenant's range/oven has been equipped with either an anti-tip bracket or has been secured to the cabinet. Please do not attempt to move the range as this may disturb this device. If for some reason it becomes necessary to move the range, please contact the Landlord. Please educate any minors about the potential dangers of playing with the range/oven, especially opening the door and climbing on top of it.
52. **Security:** Regardless of the presence of electronic gates, on-site personnel, patrol cars, cameras, alarm systems or other features that may be present in the apartment community of which the Premises are a part, Landlord provides no assurance regarding the security or protection of Tenant or Tenant's guests and invitees. Any personnel, systems or devices used by Landlord are precautionary measures but are not guarantees against crime. All systems are subject to human error, absenteeism, mechanical malfunctions and tampering. Tenant should always proceed as if such systems do not exist and use common sense in the protection of Tenant's person and property.
53. **Alarm System:** If the Premises are equipped with a built in alarm system and Tenant desires to activate the alarm system, Tenant is responsible for contacting the alarm system company of Tenant's choice and initiating service of the alarm system. Landlord does not have any responsibility for activating the alarm system. To activate service, Tenant will need to enter a contract the alarm system company that is separate and distinct from this Agreement with Landlord. The alarm system company is independently owned and operated and is not related to Landlord. Landlord is not responsible for either the performance of the alarm system company or the operation of the alarm system in the Premises. Landlord makes no guarantees or warranties, express or implied, concerning the alarm system. All guarantees and warranties are expressly disclaimed. Crime can and does occur despite the best security measures. Anything electronic or mechanical in nature will malfunction from time to time. Landlord and Landlord's agents and employees are absolutely not responsible for malfunction of the alarm.
54. **Noise:** Tenant is advised to consider the current and potential exposure to noise that may be experienced from activities that occur within and in the vicinity of the Premises. No representations are made as to the impact of current or existing noise levels on Tenant or the Premises. Potential sources of noise affecting Tenant may arise from, without limitation, automobile traffic, entry gates, public and private roads, highways, freeways, emergency facilities, construction activity, church bells or chimes, aircraft, and equestrian, bicycle and pedestrian walkways.
55. **Neighborhood Conditions:** Tenant is advised to satisfy himself or herself as to the neighborhood or area conditions, including governmental services, availability and adequacy of law enforcement, crime statistics, proximity of registered felons or offenders, fire protection, other governmental services, telecommunications or other technology services and installations, proximity to commercial, industrial or agricultural activities, existing and proposed transportation, construction and development that may affect noise, view, or traffic, airport noise, noise or odor from any source, the condition of common areas and facilities, and personal needs, requirements and preferences of Tenant.
56. **Wildlife:** If the Premises are located in the vicinity of a natural open space area, you are advised that such areas provide habitat for various forms of wildlife including, but not limited to, deer, mountain lions, bobcats, coyotes, raccoons, possums, skunks, snakes, rabbits, squirrels, mice and other rodents. Such wildlife may venture from the open space areas and into neighboring residential communities. Unless otherwise designated as open for public hiking, the natural open space areas are not intended for and may expressly prohibit recreational uses, and in any case may be hazardous. In addition, certain types of wildlife and vegetation within the natural open space areas are protected by federal and/or state laws. You are advised to keep domestic pets, if any, indoors to protect them from being attacked by wildlife as well as to prevent them from preying on endangered species in the natural open areas. For further information on any open space area near the Premises, please contact the Harbors, Beaches & Parks department of the County in which the Premises are located or the parks department of the City in which the Premises are located.
57. **Common Areas and Amenities:** Tenant's permission for use of all common areas, Tenant amenities, and recreational facilities ("Amenities") located at the apartment community of which the Premises are a part, is a privilege and license granted by Landlord, and not a contractual right except as otherwise provided in this Agreement. Such permission is expressly conditioned upon Tenant's adherence to the terms of this Agreement and the Landlord's Rules and Regulations, and such permission may be revoked by Landlord at any time for any reason. Landlord reserves the right to set the days and hours of use for all Amenities and to change the character of or close any Amenity based upon the needs of Landlord and in Landlord's sole and absolute discretion, without notice, obligation or recompense of any nature to Tenant. Additionally, Tenant expressly agrees to assume all risks of every type including, but not limited to, risks of personal injury or property damage, of whatever nature or severity, related to Resident's use of the Amenities. To the fullest extent permitted by law, Tenant agrees to hold Landlord harmless and release and waive any and all claims, allegations, actions, damages, losses, or liability of every type, whether or not foreseeable, that Tenant may have against Landlord and that are in any way related to or arise from such use. This provision shall be enforceable to the fullest extent of the law. The terms of this provision shall also apply to Tenant's guests, invitees, agents, assignees, subtenants, and any other occupants of the Premises, together with their heirs, assigns, estates and the legal representatives of all of them, and Tenant

shall be solely responsible for compliance of such persons with this Agreement, the Landlord's Rules and Regulations, and Tenant intends to and shall indemnify and hold Landlord harmless from all claims of such persons as described in this paragraph. The term "Landlord" shall include Landlord's officers, directors, shareholders, partners, members, managers, employees, agents, successors, assigns, subsidiaries and affiliates.

58. Drug-Free Housing:

- a. Tenant, any member of Tenant's household, or a guest or other person under the Tenant's control shall not engage in criminal activity, including drug-related criminal activity, on or near the Premises. "Drug-related criminal activity" means the illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell or distribute or use, of a controlled substance (as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802)).
- b. Tenant, any member of the Tenant's household, or a guest or other person under the Tenant's control shall not engage in any act intended to facilitate criminal activity including drug-related criminal activity, on or near the Premises.
- c. Tenant or member of the Tenant's household will not permit the Premises to be used for, or to facilitate criminal activity, including drug-related criminal activity, regardless of whether the individual engaging in such activity is a member of the household or a guest.
- d. Tenant or member of the household will not engage in the manufacture, sale or distribution of illegal drugs at any location, whether on or near the Premises or otherwise.
- e. Tenant, any member of the Tenant's household, or a guest or other person under the Tenant's control shall not engage in acts of violence or threats of violence, including but not limited to, the unlawful discharge of firearms, on or near project Premises.
- f. VIOLATION OF THE ABOVE PROVISIONS SHALL BE A MATERIAL VIOLATION OF THE AGREEMENT AND GOOD CAUSE (IF REQUIRED BY LAW) FOR TERMINATION OF TENANCY. A single violation of any of the provisions of this Paragraph 58 shall be deemed a serious violation and a material noncompliance with this Agreement. Unless otherwise provided by law, proof of violation shall not require criminal conviction, but shall be by a preponderance of the evidence.
- g. In case of conflict between the provisions of this Paragraph 58 and any other provisions of this Agreement, the provisions of this Paragraph 58 shall govern.

59. Mold and Ventilation:

- a. Except as may be noted at the time of Tenant's move-in inspection, Tenant agrees that the Premises are being delivered free of known damp or wet building materials ("Mold") or mildew contamination. Tenant acknowledges and agrees that (i) mold can grow if the Premises are not properly maintained; (ii) moisture may accumulate inside the Premises if the Premises are not regularly aired out (iii) if moisture is allowed to accumulate, it can lead to the growth of mold, and (iv) mold may grow even in a small amount of moisture. Tenant further acknowledges and agrees that Tenant has a responsibility to maintain the Premises in order to inhibit mold growth and that said agreement is a material part of the consideration for this Agreement.
 - b. Tenant agrees to: (1) maintain the Premises free of dirt, debris and moisture that can harbor mold; (2) clean any mildew or mold that appears with an appropriate cleaner designed to kill mold; (3) clean and dry any visible moisture on windows, wall and other surfaces, including personal property as quickly as possible; (4) use reasonable care to close all windows and other openings in the Premises to prevent water from entering the Premises; (5) use exhaust fans, if any, in the bathrooms(s) and kitchen while using those facilities and notify Landlord of any inoperative exhaust fans; (6) immediately notify the Landlord of any water intrusion, including but not limited to, roof or plumbing leaks, drips or "sweating pipes"; (7) Immediately notify the Landlord of overflows from bathroom, kitchen or laundry facilities; (8) Immediately notify Landlord of any significant mold growth on surfaces in the Premises; (9) allow Landlord, with appropriate notice, to enter the Premises to make inspections regarding mold and ventilation; and (10) release, indemnify, hold harmless and forever discharge Landlord and Landlord's officers, directors, shareholders, partners, members, managers, employees, agents, successors, assigns, subsidiaries and affiliates from any and all claims, liabilities or causes of action of any kind that Tenant, members of Tenant's household or Tenant's guests or invitees may have at any time against Landlord or Landlord's agents resulting from the presence of mold due to Tenant's failure to comply with the terms of this paragraph or this Agreement.
- 60. Satellite Dish and Antenna:** Under rules of the Federal Communications Commission (FCC), Tenant has a limited right to install a satellite dish or receiving antenna within the Premises. Landlord, as a multi-family property owner/manager, is allowed to impose reasonable restrictions relating to such installation. Tenant is required to comply with these restrictions as a condition of installing such equipment. This paragraph contains the restrictions that Landlord and Tenant agree to follow:
- a. Number and Size. Tenant may install only one satellite dish or antenna within the Premises that are leased to Tenant for Tenant's exclusive use. A satellite dish may not exceed 39 inches in diameter. An antenna or dish may receive but not transmit signals.
 - b. Location. Location of the satellite dish or antenna is limited to (1) inside the Premises, or (2) in an area outside the Premises such as a balcony, patio, yard, etc. of which Tenant have exclusive use under this Agreement. Installation is not permitted on any parking area, roof, exterior wall, window, windowsill, fence or common area, or in an area that other Tenants are allowed to use. A satellite dish or antenna may not protrude beyond the vertical and horizontal space that is leased to Tenant for Tenant's exclusive use.
 - c. Safety and Non-Interference. Installation: (1) must comply with reasonable safety standards; (2) may not interfere with Landlord's cable, telephone or electrical systems or those of neighboring properties; (3) may not be connected to Landlord's telecommunications systems; and (4) may not be connected to our electrical system except by plugging into a 110-volt duplex receptacle. If the satellite dish or antenna is placed in a permitted outside area, it must be placed upon a tripod or stand provided by the Satellite Provider. No other methods of installation are allowed.
 - d. Signal Transmission from Exterior Dish or Antenna to Interior of Dwelling. Tenant may not damage or alter the Premises and may not drill holes through outside walls, doorjamb, windowsills, balcony railings, etc. If Tenant's satellite dish or antenna is installed outside Tenant's living area (on a balcony, patio, or yard of which Tenant has exclusive use under this Agreement), signals received by Tenant's satellite dish or antenna may be transmitted to the interior of the Premises only by: (1) running a "flat" cable under a doorjamb or windowsill in a manner that does not physically alter the Premises and does not interfere with proper operation of the door or window; (2) running a traditional or flat cable through a preexisting hole in the wall (that will not need to be enlarged to accommodate the cable); (3) connecting cables "through a windowpane" similar to how an external car antenna for a cellular phone can be connected to inside wiring by a device glued to either side of the window-without drilling a hole through the

- window; (4) wireless transmission of the signal to a device inside the Premises; or (5) any other method approved by Landlord.
- e. **Workmanship.** For safety purposes, Tenant must obtain Landlord's approval of (1) the strength and type of materials to be used for installation, and (2) the person or company who will perform the installation. Installation must be done by a qualified person or company that has worker's compensation insurance and adequate public liability insurance. Landlord's approval will not be unreasonably withheld. Tenant must obtain any permits required by the city for the installation and comply with any applicable city ordinances.
 - f. **Maintenance.** Tenant will have the sole responsibility for maintaining Tenant's satellite dish or antenna and all related equipment. Landlord may temporarily remove the satellite dish or antenna if necessary to make repairs to the building.
 - g. **Removal and Damages.** Tenant must remove the satellite dish or antenna and all related equipment when Tenant moves out of the Premises. Tenant must pay for any damages and for the cost of repairs or repainting which may be reasonably necessary to restore the Premises to its condition prior to the installation of Tenant's satellite dish or antenna and related equipment.
 - h. **Liability Insurance and Indemnity.** Tenant is fully responsible for the satellite dish or antenna and all related equipment. Prior to installation, Tenant must provide Landlord with evidence of liability insurance to protect Landlord against claims of personal injury and property damage to others, related to Tenant's satellite dish, antenna or related equipment. The insurance coverage must be no less than \$100,000 (which is an amount reasonably determined by Landlord to accomplish that purpose) and must remain in force while the satellite dish or antenna remains installed. Tenant agrees to defend, indemnify and hold Landlord harmless from the above claims by others.
 - i. **Deposit Increase.** A security deposit increase (in connection with having a satellite dish or antenna) will be required by Landlord in the sum of \$_____, to help protect Landlord against possible repair costs, damages, or any failure to remove the satellite dish or antenna and related equipment at the time of move-out. A security deposit increase does not imply a right to drill into or alter the Premises.
 - j. **When Tenant May Begin Installation.** Tenant may start installation of Tenant's satellite dish or antenna only after Tenant has: (1) signed this Agreement; (2) provided Landlord with written evidence of the liability insurance referred to in Subparagraph h of this paragraph 60; (3) paid Landlord the additional security deposit, if applicable, in Subparagraph i; and (4) received Landlord's written approval of the installation materials along with the person or company who will do the installation.
61. **Time is of the Essence:** Time is of the essence with respect to Tenant's obligations under this Agreement.
 62. **Entire Agreement:** This Agreement and the attached exhibits and addenda contain the entire agreement between the parties regarding the subject matter of the Agreement, and this Agreement expressly supersedes all previous or contemporaneous agreements, understandings, representations, or statements between the parties regarding those matters.
 63. **Partial Invalidity:** Any provision of this Agreement that is unenforceable or invalid or the inclusion of which would adversely affect the validity, legality, or enforcement of this Agreement shall have no effect, but all the remaining provisions of this Agreement shall remain in full force.
 64. **Successors and Assigns:** This Agreement is binding upon and inures to the benefit of the heirs, assigns, successors, executors, and administrators of Landlord and Tenant.
 65. **Construction:** Headings at the beginning of each section are solely for the convenience of the parties and are not a part of and shall not be used to interpret this Agreement. The singular form shall include plural, and vice versa. This Agreement shall not be construed as if it had been prepared by one of the parties, but rather as if both parties have prepared it. Unless otherwise indicated, all references to sections are to this Agreement.
 66. **Counterparts:** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and all of which taken together shall constitute one and the same instrument.
 67. **Amendment:** This Agreement may not be amended or altered except by an instrument in writing executed by Landlord and Tenant.
 68. **Governing Law:** The validity, meaning, and effect of this Agreement shall be determined in accordance with California law.
 69. **Senior Housing (If checked or if otherwise applicable):** Tenant acknowledges that the Premises are subject to a requirement that all residents living in the apartments must be fifty-five (55) or sixty-two (62) (check which applies) with the exception of spouses, cohabitants and full-time caregivers. All co-occupants and co-residents of the project who are not senior citizens, other than a primary caregiver, must be at least forty-five (45) years of age or older.
 70. **Tax Credit and Affordable Properties (If checked or if otherwise applicable):**
 - a. This Agreement and Tenant's occupancy of the Premises are governed by the Program Regulations (the "Regulations") of the regulatory agreements:
 1. Tax Credit Allocation Committee (TCAC)
 2. Bond Financing (Regulatory Agreement)
 - b. If any terms of the Agreement are inconsistent or in conflict with the Regulations applicable to this Premises, then the Regulations shall control. A copy of the Regulations governing this Premises are available for inspection by Tenant during normal office hours at office of Landlord's management agent, VPM Management, Inc., a California corporation, located at 2400 Main Street, Suite 201, Irvine, California, 92614 or may be obtained by requesting a copy in writing.
 - c. **Annual Rent Adjustments:** Annually, the U.S. Department of Housing and Urban Development will publish a maximum allowable income schedule, which determines the affordable rental rates. In addition, the Local Housing Authority will periodically publish a utility allowance schedule. Either of these schedules may cause an increase or decrease in Tenant's rental amount. Tenant agrees that Landlord may adjust the Rent to this amount, upon thirty (30) days prior written notice, at any time, even during the term of a lease.
 - d. **Annual Re-Certifications:** Tenant eligibility to occupy the Premises is based on information provided to Landlord regarding Tenant's household income and assets. Each year, Tenant agrees to provide and sign updated information on such forms the Landlord provides Tenant. Tenant agrees that all such information regarding household income and assets provided to Landlord is true and complete and correct to the best of Tenant's knowledge. Tenant further agrees that a failure to provide such information upon Landlord's request, or providing false or misleading information, may result in termination of Tenant's occupancy and eviction from the Premises. Tenant agrees that all information supplied by Tenant shall be subject to inspection and verification by Landlord's representatives.
 - e. **Full Time Students:** Section 42 of the Internal Revenue Service Code governing Tax Credit Regulations that apply to this property include regulations relating to full-time students. If Tenant becomes a full-time student Tenant must notify Landlord at once. Upon certain conditions, a full-time student may not be eligible to reside in this property.

- f. **Inspections:** Under the guidelines of the Program Regulations, the Premises will be subject to periodic inspections with proper notice. Tenant agrees to keep the Premises clean, sanitary, and mildew free at all times. Tenant is required to report leaks and water intrusion immediately. Tenant agrees to keep the Premises safe and clutter-free at all times. This includes, but is not limited to the following: Furniture cannot obstruct access or cover windows or entryways, there must be a minimum 6" clearance around water heaters and NO FLAMMABLE items or fluids may be stored, foil is not allowed on or near the stove, smoke detectors must be operable at all times, and cords and cables must be firmly tacked to baseboards and around doorways so as not to cause a trip hazard.
 - g. **Good Cause for Eviction or Nonrenewal of the Lease.** Landlord may not terminate the tenancy or refuse to renew the lease or rental agreement of a Low Income Tax Credit Tenant except for good cause, including a serious or repeated violation of the material terms and conditions of the Lease, or a violation of applicable Federal, State or local law. To terminate the tenancy or refuse to renew the Lease, Owner must provide written notice to the tenant of the grounds with sufficient specificity to enable the tenant to prepare a defense. The notice must be served at least three days before the termination of tenancy, and must comply with all requirements of California law and other applicable programs. Tenant has the right to enforce this requirement in state court, including presenting a defense to any eviction action brought by Landlord. To the extent that any terms contained in this Agreement, or any other agreement between the Landlord and the Tenant, contradict the terms of this paragraph, the provisions of this paragraph shall control. By signing below, Tenant consents to this paragraph.
 - h. **Households Over Applicable Income Limit:** If upon subsequent certification the household income exceeds 140% of the applicable income limit, the household will no longer qualify for the Premises and will have 30 days to transfer to a non-restricted apartment on site, if available. If a non-restricted apartment is not available at this site, a 30-day notice to vacate must be given to management in order for the Premises currently occupied to be rented to a program eligible applicant. _____ (Initials), _____ (initials), _____ (initials).
71. **Attachments:** All Exhibits and Addenda attached to this Agreement are incorporated into this Agreement by reference.

The undersigned expressly understand that Section 2.B. above contains provisions under which this Agreement may automatically continue as a tenancy from month-to-month upon the expiration of any term stated therein.

<p>TENANT:</p> <p>_____ Signature</p> <p>_____ Print Name</p> <p>_____ Date</p> <p>_____ Signature</p> <p>_____ Print Name</p> <p>_____ Date</p>	<p>_____ Signature</p> <p>_____ Print Name</p> <p>_____ Date</p> <p>_____ Signature</p> <p>_____ Print Name</p> <p>_____ Date</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------

LANDLORD: _____

By: **VPM Management, Inc., a California corporation,
its duly authorized agent**

<p>_____ Signature</p> <p>_____ Print Name</p> <p>_____ Title</p>	<p><i>Soldano Senior Village</i> Apartment Community</p> <p>_____ Date</p>
-------------------------------------------------------------------------------	------------------------------------------------------------------------------------

ADDENDUM TO TENANCY AGREEMENT

COMPANY NO. 165

BLDG. NO. 06

UNIT NO. 242

The attached Monthly Tenancy Agreement is hereby amended as follows:

SMOKING:

This community allows the consumption of tobacco products within individual apartments and appurtenances including, but not limited to, patios and balconies.

Smoking is PROHIBITED in any areas designated as 'non-smoking', which includes all common areas; i.e., clubhouses, swimming pool and spa areas, playgrounds, laundry rooms, parking lots, carports, driveways, stairwells, walkways, grass areas, etc.

Tenant hereby acknowledges this policy and agrees to hold harmless the Owner/Landlord and its Agents with regard to any claim(s) relative to secondhand smoke or related issues.

Executed in duplicate on this 1 day of Sept, 2009 at Azusa, California.

RESIDENT SIGNATURES:

[Signature] Date: Sept 4, 2009

LANDLORD:

[Signature] Date: 9/15/09
Title: manager

Address: 450 N. Solando Ave. Azusa, CA 91702

Co. # 165

Bldg. 06

Unit # 242

PARKING AGREEMENT

You have been assigned Carport No. #17. You have been issued two (2) parking decals, one for the assigned carport and one for open space parking. Please place these decals on your vehicle(s) immediately. If your vehicle is found parked in the carports or any open parking space and it does not display a valid parking decal, your vehicle **WILL BE TOWED**. Your vehicle will also be towed, even though it bears a parking decal, if it is found parked in the red zones, in the driveway, in the Rental Office Parking area between 9 a.m. and 5 p.m. on any day of the week or in any carport other than the one referenced above. **IF YOU HAVE TWO (2) VEHICLES, PLEASE PARK ONE OF THEM IN YOUR CARPORT TO AVOID USING ALL OF THE OPEN PARKING SPACES.**

Please place the parking decal on the BOTTOM LEFT CORNER OF THE BACK WINDOW (behind the driver's side). If your vehicle has tinted windows in the back, place the sticker in the BOTTOM LEFT CORNER OF THE WINDSHIELD (on the driver's side). **DO NOT BACK INTO ANY PARKING SPACE ON THE PREMISES, AS WE MAY NOT BE ABLE TO IDENTIFY YOUR VEHICLE AND/OR ITS PARKING PERMIT.**

The parking decal provides the courtesy patrol service with confirmation that you are a resident. If you (or your visitors) park a vehicle in a carport or open parking space and there is no parking decal displayed, that vehicle will be towed at the expense of the vehicle owner. You are responsible to see that your visitors are not parked in any space that requires a parking decal.

Commercial or work vehicles that are not your only transportation vehicle, boats, trailers, non-operational vehicles or recreational vehicles of any type may not be parked on the premises. If you have any question about the type of vehicle that will be parked on the premises. Due to our limited parking situation, we cannot guarantee that a second parking space will always be available for you, nor can we guarantee that any designated visitor parking space will be available. If you attempt to park in your assigned carport or try to park in an open space on the property and find that a car without an appropriate parking decal is parked there, please contact the office during regular office hours or the courtesy patrol company at other times and they will have the vehicle towed.

YOUR SIGNATURE BELOW INDICATES YOUR ACKNOWLEDGEMENT AND UNDERSTANDING OF THESE PARKING GUIDELINES.

Resident Signature

Resident Signature

Resident Signature

Resident Signature

Dated: _____

PARKING ADDENDUM TO RENTAL AGREEMENT

In consideration of their mutual promises, owner and resident agree as follows

1. Resident is renting from owner, the premises located at: 450 N. Soldano Avenue, Azusa CA, 91702, Apartment # 292
2. This Agreement is addendum and part of the Rental Agreement and/or Lease between Owner Soldano Senior Village and Resident Gary Woods date 8/24/09 :
3. The Renter agrees to pay an additional \$ 10.00 monthly, for each parking space requested.

In signing this agreement, I agree to pay \$ 10.00 monthly for parking space # 17

I understand that it is my obligation to notify Soldano Senior Village Management if I wish to end this contract, contract will be considered void at the time of, and upon written notification only.

This addendum will be effective as of



Lessee Signature

Lessor's Agent
VILLAGE INVESTMENTS

Lessee Signature

Move-In Special one year free parking for period \ to 8/24/09 to 8/30/10
\ in the amount of \$ 10.00 monthly = \$120.00

_____ Change/Report/Termination notice to be effective as of _____, 20_____.



August 23, 2013

GARY L WOODS
450 N SOLDANO AVE APT 242
AZUSA CA 91702



MODIFICATION OF TERMS OF MONTHLY TENANCY AGREEMENT

DEAR RESIDENT:

THIS LETTER IS INTENDED AS A LEGAL NOTICE FOR THE PURPOSE OF MODIFYING THE TERMS OF YOUR MONTHLY TENANCY AGREEMENT. EFFECTIVE October 1, 2013 YOUR MONTHLY RENT WILL BE INCREASED TO \$875.00.

TENANTS FREQUENTLY CALL OUR OFFICE AFTER RECEIVING A RENT INCREASE TO ASK THE BASIS ON WHICH THE AMOUNT WAS DETERMINED. OUR INCREASES ARE NOT BASED ON ANY GIVEN PERCENTAGE, BUT ON THE EXISTING MARKET VALUE OF EACH APARTMENT.

WE REGRET ANY HARDSHIP THIS INCREASE MAY IMPOSE. WE APPRECIATE HAVING YOU AS A RESIDENT AND HOPE YOUR CONTINUED TENANCY IS PLEASURABLE.

VERY TRULY YOURS,

VPM MANAGEMENT, INC.

STATEMENT

Soldano Senior Village
c/o VPM Management, Inc.
2400 Main St Ste 201
Irvine, CA 92614

Account No.

8/19/13

RE: 450 N Soldano Ave, Azusa, CA 91

Gary Woods
450 N Soldano Ave #242
Azusa, CA 91702

DATE DUE	DESCRIPTION	AMOUNT
9/ 1/13	Base Rent	850.00
9/ 1/13	Parking	10.00

STATEMENT

Soldano Senior Village
c/o VPM Management, Inc.
2400 Main St Ste 201
Irvine, CA 92614

Account No.

7/18/13

RE: 450 N Soldano Ave, Azusa, CA 91

Gary Woods
450 N Soldano Ave #242
Azusa, CA 91702

DATE DUE	DESCRIPTION	AMOUNT
8/ 1/13	Base Rent	850.00
8/ 1/13	Parking	10.00

STATEMENT

Soldano Senior Village
c/o VPM Management, Inc.
2400 Main St Ste 201
Irvine, CA 92614

Account No.

6/18/13

RE: 450 N Soldano Ave, Azusa, CA 91

Gary Woods
450 N Soldano Ave #242
Azusa, CA 91702

DATE DUE	DESCRIPTION	AMOUNT
7/ 1/13	Base Rent	850.00
7/ 1/13	Parking	10.00

STATEMENT

Soldano Senior Village
c/o VPM Management, Inc.
2400 Main St Ste 201
Irvine, CA 92614

Account No.

4/18/13

RE: 450 N Soldano Ave, Azusa, CA 91

Gary Woods
450 N Soldano Ave #242
Azusa, CA 91702

DATE DUE	DESCRIPTION	AMOUNT
5/ 1/13	Base Rent	850.00
5/ 1/13	Parking	10.00

STATEMENT

Soldano Senior Village
c/o VPM Management, Inc.
2400 Main St Ste 201
Irvine, CA 92614

Account No.

3/19/13

RE: 450 N Soldano Ave, Azusa, CA 91

Gary Woods
450 N Soldano Ave #242
Azusa, CA 91702

DATE DUE	DESCRIPTION	AMOUNT
4/ 1/13	Base Rent	850.00
4/ 1/13	Parking	10.00

STATEMENT

Soldano Senior Village
c/o VPM Management, Inc.
2400 Main St Ste 201
Irvine, CA 92614

Account No.

2/19/13

RE: 450 N Soldano Ave, Azusa, CA 91

Gary Woods
450 N Soldano Ave #242
Azusa, CA 91702

DATE DUE	DESCRIPTION	AMOUNT
3/ 1/13	Base Rent	850.00
3/ 1/13	Parking	10.00

STATEMENT

Soldano Senior Village
c/o VPM Management, Inc.
2400 Main St Ste 201
Irvine, CA 92614

Account No.

3/18/11

RE: 450 N Soldano Ave, Azusa, CA 91

Gary Woods
450 N Soldano Ave #242
Azusa, CA 91702

DATE DUE	DESCRIPTION	AMOUNT
4/ 1/11	Base Rent	850.00
4/ 1/11	Parking	10.00

STATEMENT

Soldano Senior Village
c/o VPM Management, Inc.
2400 Main St Ste 201
Irvine, CA 92614

Account No

2/16/11

RE: 450 N Soldano Ave, Azusa, CA 91

Gary Woods
450 N Soldano Ave #242
Azusa, CA 91702

DATE DUE	DESCRIPTION	AMOUNT
3/ 1/11	Base Rent	850.00
3/ 1/11	Parking	10.00

STATEMENT

Soldano Senior Village
c/o VPM Management, Inc.
2400 Main St Ste 201
Irvine, CA 92614

Account No.

1/19/11

RE: 450 N Soldano Ave, Azusa, CA 91

Gary Woods
450 N Soldano Ave #242
Azusa, CA 91702

DATE DUE	DESCRIPTION	AMOUNT
2/ 1/11	Base Rent	850.00
2/ 1/11	Parking	10.00

EXHIBIT 24

APR 30 1973

3912 Blanche St
Pasadena

717

RECORDED IN OFFICIAL RECORDS
OF LOS ANGELES COUNTY, CALIF.
FOR TITLE INSURANCE & TRUST CO
APR 30 1973 AT 8 A.M.
Registrar-Recorder

EXECUTRIX'S DEED

GLADYS C. BECK, as Executrix of the Last Will and Testament of ADA O. MURDAHL, deceased, in consideration of NINE THOUSAND DOLLARS (\$9,000.00), receipt of which is hereby acknowledged, does hereby grant and convey to GARY L. WOODS and GERALD R. WOODS, both single men, as Joint Tenants, all right, title, interest and estate of said ADA O. MURDAHL, deceased, at the time of her death, and also all right, title and interest that the estate may have subsequently acquired by operation of law, or otherwise, in and to the real property in the County of Los Angeles, State of California, described as follows:

FEE
\$4
25

Not the Instrument to Gary L. Wood & Gerald R. Wood Pasadena California

Lot 129 in Tract No. 7747, as per map recorded in Book 84 Page 43 of Maps in the office of the County Recorder of said County.

which property is located at 3912 Blanche Street, Pasadena, California.

This deed is made pursuant to the Order dated April 20, 1973, confirming sale of said property made, upon a bid in open Court, and the Court accepting said bid in the Matter of the Estate of said decedent in Probate Case No. KEP-14697, Superior Court of the County of Los Angeles, State of California, a certified copy of which Order is recorded contemporaneously herewith in the Office of the County Recorder of said County, to which reference is hereby made.

IN WITNESS WHEREOF, this instrument is executed this 29th day of April, 1973.

Gladys C. Beck
Gladys C. Beck, as Executrix of the Last Will and Testament of Ada O. Murdahl, deceased.

717

APR 30 1973

REGISTERED IN THE OFFICE OF THE COUNTY CLERK OF LOS ANGELES COUNTY, CALIF. UNDER THE PROVISIONS OF THE REAL PROPERTY LAW, CALIF. STATUTES, SECTION 11611, AND THE REAL PROPERTY LAW, CALIF. STATUTES, SECTION 11612, AS AMENDED. BY THE CLERK OF THE COUNTY CLERK OF LOS ANGELES COUNTY, CALIF. *D. McBlane*

APR 30 1973

STATE OF CALIFORNIA }
COUNTY OF LOS ANGELES } ss.

On this 23rd day of April, 1973, before me,
the undersigned, a Notary Public in and for said State,
personally appeared GLADYS C. BECK, Executrix of the Estate
of ADA O. MUNDALL, deceased, known to me to be the person
whose name is subscribed to the within instrument and
acknowledged that she executed the same.

WITNESS my hand and official seal.



Ruth S. Stone
(signature)

APR 30 1973

717

EXHIBIT 25

85 224934

RECORDING REQUESTED BY
SAFECO TITLE INSURANCE COMPANY

AND WHEN RECORDED MAIL THIS DEED AND, UNLESS OTHERWISE SHOWN BELT'S, MAIL TAX STATEMENTS TO

RECORDED IN OFFICIAL RECORDS
OF LOS ANGELES COUNTY, CA
FEB 28 1985 AT 8 A.M.
Recorder's Office

745 N. Luke Ave
Pasadena

Name _____
Street Address GARY L. WOODS
234 East Colorado Boulevard
City Pasadena
State California
Zip 91101

Title Order No. _____ Finance No. 1898-A

THIS SPACE FOR RECORDER'S USE

FEE
\$5
J

GRANT DEED

THE UNDERSIGNED GRANTOR(S) DECLARE(S)
DOCUMENTARY TRANSFER TAX IS \$ 160.50 ⁵⁵
 Computed on full value of property conveyed, or
 Computed on full value less value of liens or encumbrances remaining at time of sale, and

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,
EDWARD B. CRAIG, also known as Edward Bradley Craig, a married man and
MADINE A. CRAIG, his wife
hereby GRANT(S) to
GARY L. WOODS, a single man

the following described real property in the City of Pasadena
County of Los Angeles State of California:

Lot 58 of Lakewood Tract, as per map recorded in Book B, Page 26⁸ of Maps,
in the office of the County Recorder of said County.

Dated October 9, 1984

Edward B. Craig
Edward B. Craig

STATE OF CALIFORNIA Texas
COUNTY OF Harris
On October 25, 1984

Madine A. Craig
Madine A. Craig

before me, the undersigned, a Notary Public in and for
said State, personally appeared
Edward B. Craig & Madine A. Craig

personally known to me (or proved to me on the basis
of satisfactory evidence) to be the persons whose
names are subscribed to the within instrument and
acknowledged to me that they executed the same

WITNESS my hand and official seal
Signature [Handwritten Signature]
Notary Public
M. W. ESTON, Notary Public, State of California

(This area the official notary seal)

MAIL TAX STATEMENTS TO PARTY SHOWN ON FOLLOWING LINE; IF NO PARTY SO SHOWN, MAIL AS DIRECTED ABOVE

FATCOLA 72

Name _____ Street Address _____ City & State _____
8412610-28

EXHIBIT 26

RECORDING REQUESTED BY

JUDY M. CHIN

AND WHEN RECORDED, MAIL THIS DEED AND, UNLESS OTHERWISE SHOWN BELOW, MAIL TAX STATEMENTS TO:

Name JMC Management Trust
Attn: Judy M. Chin, Trustee
Address 1205 S. Campbell Avenue
City, State, Zip Alhambra, CA 91803



SPACE ABOVE THIS LINE FOR RECORDER'S USE

Quitclaim Deed

THE UNDERSIGNED GRANTOR(S) DECLARE(S) DOCUMENTARY TRANSFER TAX IS \$ -0- ASSESSOR'S PARCEL NO. 5783-009-033

"This conveyance transfers an interest into or out of a living trust, R & T 11930."

- [] unincorporated area [X] City of Arcadia
[] computed on full value of property conveyed, or
[] computed on full value less value of liens or encumbrances remaining at time of sale, and

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, JUDY M. CHIN, Trustee u.d.t. dated March 6, 2009 (JMC Management Trust),

hereby REMISE, RELEASE AND FOREVER QUITCLAIM to JUDY M. CHIN, Trustee u.d.t. dated March 6, 2009 (JMC Management Trust) and GARY L. WOODS, a single man, as his sole and separate property, as Joint Tenants with Right of Survivorship,

the following described real property in the City of Arcadia, County of Los Angeles, State of California:

LEGAL DESCRIPTION ATTACHED "EXHIBIT A" HERETO AND MADE A PART HEREOF

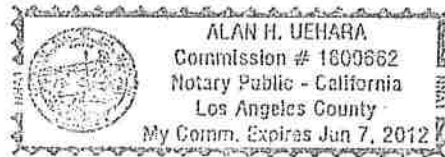
Commonly known as: 848 W. Huntington Drive, Unit 2, Arcadia, CA 91007.

Dated February 1, 2012

STATE OF CALIFORNIA COUNTY OF LOS ANGELES

Judy M. Chin, Trustee u.d.t. dated March 6, 2009 (JMC Management Trust)

On February 1, 2012, before me, ALAN H. UEHARA a Notary Public, personally appeared JUDY M. CHIN, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that she executed the same in her authorized capacity(ies), and that by her signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.



I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature [Handwritten Signature]

(This area for official notary seal)

MAIL TAX STATEMENTS TO PARTY SHOWN ON FOLLOWING LINE; IF NO PARTY SHOWN, MAIL AS DIRECTED ABOVE

3

EXHIBIT "A"

LEGAL DESCRIPTION

APN: 5783-009-033

A condominium comprised of:

An undivided 1/42 interest in Lot 1 of Tract No. 31637, in the City of Arcadia, County of Los Angeles, State of California, as per Map recorded in Book 834, Pages 73 and 74 of Maps, in the Office of the Los Angeles County Recorder of said County.

EXCEPTING THEREFROM Units 1 to 42, as shown and defined on the Condominium Plan recorded October 24, 1973 as Instrument No. 361, Official Records of said County.

Unit 2 as shown and defined on the Condominium Plan referred to above.

Property Location: 848 W. Huntington Drive, Arcadia, CA 91007.

EXHIBIT 27

This page is part of your document - DO NOT DISCARD



20110550415



Pages:
0003

Recorded/Filed in Official Records
Recorder's Office, Los Angeles County,
California

04/15/11 AT 08:00AM

FEES:	22.00
TAXES:	1,254.00
OTHER:	0.00
PAID:	1,276.00



LEADSHEET



201104150210008

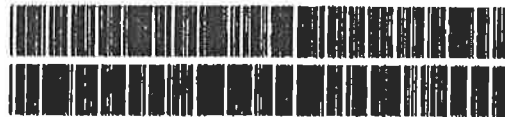
00004036106



003264790

SEQ:
02

DAR - Title Company (Hard Copy)



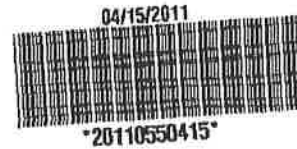
THIS FORM IS NOT TO BE DUPLICATED

T21

RECORDING REQUESTED BY:
Fidelity National Title

AND WHEN RECORDED MAIL TO:

Gary Woods and Guo Ping Wu
1212 Arno Drive
Sierra Madre, CA 91024



THIS SPACE FOR RECORDER'S USE ONLY.
Escrow No.: 11-3495-JP

Title Order No.: 19655767

GRANT DEED

THE UNDERSIGNED GRANTOR(S) DECLARE(S)

DOCUMENTARY TRANSFER TAX is \$1,254.00

- computed on full value of property conveyed, or
- computed on full value less value of liens or encumbrances remaining at time of sale
- Unincorporated area City of Sierra Madre AND

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,

Phillip A. Marmolejo and Madai L. Marmolejo, Husband and Wife as Community Property

hereby GRANT(s) to:

Gary Woods, an Unmarried Man, as to an undivided 33.3330% interest and Guo Ping Wu, a Married Man, as his sole and separate property, as to an undivided 66.6670% interest as Tenants in Common the real property in the City of Sierra Madre, County of Los Angeles, State of California, described as: Lot 8 of Tract No. 31104, in the City of Sierra Madre, County of Los Angeles, State of California, as per Map recorded in Book 901, Pages 3 and 4 of Maps, in the Office of the County Recorder of said County Also Known as 1212 Arno Drive, Sierra Madre, CA 91024 AP# 5765-003-018

DATED February 8, 2011

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

On 2/18/2011
before me, JULIE ANN BEDARD
A Notary Public in and for said State personally appeared
MADAI L. MARMOLEJO

Phillip A. Marmolejo

Madai L. Marmolejo

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct WITNESS my hand and official seal



Signature

(Seal)

MAIL TAX STATEMENTS TO PARTY SHOWN BELOW; IF NO PARTY SHOWN, MAIL AS DIRECTED ABOVE.

2A

4

ACKNOWLEDGMENT

State of California

County of *Los Angeles*

On *March 22, 2011* before me, *Christina M. Ingle*,
A Notary Public in and for said State personally appeared *Phillip A. Marmolejo*

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature *[Handwritten Signature]*



(Seal)

EXHIBIT 28

THIS VALIDATED REGISTRATION CARD OR A FACSIMILE COPY IS TO BE KEPT WITH THE VEHICLE FOR WHICH IT IS ISSUED. THIS REQUIREMENT DOES NOT APPLY WHEN THE VEHICLE IS LEFT UNATTENDED. IT NEED NOT BE DISPLAYED. PRESENT IT TO ANY PEACE OFFICER UPON DEMAND. IF YOU DO NOT RECEIVE A RENEWAL NOTICE, USE THIS FORM TO PAY YOUR RENEWAL FEES OR NOTIFY THE DEPARTMENT OF MOTOR VEHICLES OF THE PLANNED NON-OPERATIONAL STATUS (PNO) OF A STORED VEHICLE. RENEWAL FEES MUST BE PAID ON OR BEFORE THE REGISTRATION EXPIRATION DATE OR PENALTIES WILL BE DUE PURSUANT TO CALIFORNIA VEHICLE CODE SECTIONS 9552 - 9554.

EVIDENCE OF LIABILITY INSURANCE FROM YOUR INSURANCE COMPANY MUST BE PROVIDED TO THE DEPARTMENT WITH THE PAYMENT OF RENEWAL FEES. EVIDENCE OF LIABILITY INSURANCE IS NOT REQUIRED WITH REGISTRATION RENEWAL OF OFF-HIGHWAY VEHICLES, TRAILERS, VESSELS, OR IF YOU FILE A PNO ON THE VEHICLE.

WHEN WRITING TO DMV, ALWAYS GIVE YOUR FULL NAME, PRESENT ADDRESS, AND THE VEHICLE MAKE, LICENSE, AND IDENTIFICATION NUMBERS.

***** DO NOT DETACH - REGISTERED OWNER INFORMATION *****



REGISTRATION CARD VALID FROM: 07/08/2013 TO: 07/08/2014

MAKE	YR MODEL	YR 1ST SOLD	VLF CLASS	*YR	TYPE VEH	TYPE LIC	LICENSE NUMBER
LEXS	2009	2009	JK	2012	120	11	6JJZ318
BODY TYPE MODEL	MP	MO					VEHICLE ID NUMBER
4D	G	US					JTHBE96S990043397
TYPE VEHICLE USE		DATE ISSUED	CC/ALCO	DT FEE RECVD	PIC		STICKER ISSUED
AUTOMOBILE		05/08/13	19	05/08/13	9		M4357247
							PR EXP DATE: 07/08/2014
REGISTERED OWNER							AMOUNT PAID
WOODS GARY L							\$ 288.00
450 N SOLDANO AVE 242F							
			AMOUNT DUE		AMOUNT RECVD		
			\$ 288.00		CASH :		
					CHCK :	288.00	
					CRDT :		
AZUSA							
CA	91702						

LIENHOLDER



VEHICLE REGISTRATION RENEWAL NOTICE

VIN	MAKE	YR	BODY TYPE	LICENSE PLATE	AMOUNT DUE	DUE DATE
JTHBE96S990043397	LEXS	2009	4D	6JJZ318	\$288	07/08/2013

To renew, just provide:



Renewal Fees



RENEW VIA INTERNET OR TELEPHONE
 Your **Renewal Identification Number** is **157139**
 VISIT www.dmv.ca.gov or CALL 1-800-921-1117

(see insert)



Return by Mail

FEES	
REGISTRATION FEE	\$69
LICENSE FEE (May be an income tax deduction)	\$189
WEIGHT FEE	\$0
SPECIAL PLATE FEE	\$0
COUNTY/DISTRICT FEES	\$10
OWNER RESPONSIBILITY FEE	\$0
SMOG ABATEMENT FEE	\$20
TOTAL DUE ON OR BEFORE 07/08/2013 \$288	

OR \$19 TO FILE PLANNED NONOPERATION



PLANNED NONOPERATION
 If you plan not to operate (PNO) this vehicle, please check the box and return the bottom part with your PNO payment.

LATE PAYMENT		
POSTMARKED	RENEWAL	PNO
After 07/08/13 through 07/18/13	\$327	\$48
After 07/18/13 through 08/07/13	\$356	\$72
After 08/07/13 through 10/06/13	\$461	\$162
AFTER 10/06/2013	\$461	NO PNO

DETACH AND RETURN

Planned Nonoperation

Change of Address (see back)

For DMV Use Only

020101 06191935030108 0028800 18930403030000 A511111A 4C042513R01 00279 P10001

00050907000 0000017300 16036999 22

LICENSE NUMBER	MAKE	
6JJZ318	LEXS	
VIN		
JTHBE96S990043397		
DMV USE	DUE DATE	AMOUNT DUE
	07/08/2013	\$288

MAKE PAYMENT TO:

WOODS GARY L
 450 N SOLDANO AVE 242F
 AZUSA CA 91702-3670

DMV RENEWAL
 P.O. BOX 942897
 SACRAMENTO CA 94297-0897



020101061919350301080028800189304030300000005090700000000173001603699922

EXHIBIT 29

DMV CALIFORNIA DMV

DRIVER LICENSE

CLASS: C

EXPIRES 12-29-13



**GARY LEWIS WOODS
740 N LAKE AVE
PASADENA CA 91104**

**SEX: M HAIR: BRN
HT: 5-09 WT: 165**



**EYES: HZL
DOB: 12-29-43**

Gary L. Woods

11/20/2008 509 33 F0/13



MAIL TO:
DMV CHANGE OF ADDRESS
P. O. BOX 942859
SACRAMENTO, CA 94259-0001

A SEPARATE FORM IS NEEDED
FOR EACH DRIVER OR VEHICLE OWNER

NOTICE OF CHANGE OF ADDRESS

DMV USE ONLY
DL address
updated by FO

24002

Please Print Characters in Capital Letters Using Black or Dark Blue Ink only.

1	2	3	4	5	6	7	8	9	0	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

- INSTRUCTIONS:
- Enter the information as shown on the document, i.e. California driver license, ID card, or vehicle registration card, for which a change is being requested.
 - Names not matching DMV records and/or unreadable information cannot be updated.
 - Type or write your new address on a small piece of paper with your signature and date. Keep it with your driver license or ID card.
 - A commercial licensed driver must maintain a California residence address or the driver license will be downgraded to non commercial status.

Personal Information

LAST NAME

WOODS



FIRST

GARY

INITIAL

L

BIRTH DATE

12 29 1943

Voter Change of Address

We will change your voting address if you have moved and still live in the same county. If you have moved to a new county or are not registered to vote, you must complete a new voter registration card. DMV provides the form or call 1-800-345-VOTE or logon to the Secretary of State's website at www.ss.ca.gov.

Use only with
DL Change of Address

Mark this box if you do not want to change your voting address.

New or Correct Residence Address

STREET NUMBER ONLY

450

STREET NAME

N SOLDANO AVE

APT NO.

242F



Do Not Use P. O. Box
in this space

CITY - DO NOT ABBREVIATE - USE FIRST 22 CHARACTERS IN CITY NAME

AZUSA

STATE

CA

ZIP CODE

91702

New or Correct Mailing Address

STREET NUMBER ONLY

P. O. BOX OR STREET NAME OR STREET NAME AND PRIVATE MAIL BOX

APT NO.



If Different From
Residence Address

CITY - DO NOT ABBREVIATE - USE FIRST 22 CHARACTERS IN CITY NAME

STATE

ZIP CODE

Vehicles, Vessels, or Placards Owned By You

CALIFORNIA PLATE/CF-PLACARD NO.

6JJZ318

LAST 17 POSITIONS OF VEHICLE ID OR VESSEL HULL ID NUMBER

JTHBE96S99043397

CHECK IF LEASED CHECK IF REGISTERED OUTSIDE CA

Use Additional
Forms If Necessary

Leased Vehicles

LEASING COMPANY'S NAME

Location of Trailer Coach or Vessel

STREET NUMBER

STREET NAME

If Different From
Residence Address

CITY - DO NOT ABBREVIATE - USE FIRST 16 CHARACTERS IN CITY NAME

COUNTY - DO NOT ABBREVIATE

Old Address

740 N. LAKE AVE

PASADENA

CA

91104

Your mailing address may be given to requesters providing a valid reason for requesting the information. If you receive mail at your residence, then giving DMV a separate mailing address is optional. Your residence address is restricted to authorized requesters per Vehicle Code Section 1808.21. I am the person whose name appears on the record(s) above and the mailing address shown is valid, existing and accurate. I consent to receive service of process at this mailing address pursuant to 415.20(b), 415.30, and 416.90 of the Civil Procedure Code. I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.



SIGNATURE

Gary T. Woods

001 MAR 21 2013

MAR 21, 2013

EXHIBIT 30

2013-2014 Member Card

Gary Woods

Lodge 2025
Arcadia CA

Dues
Paid To: 4/1/2014



A Fraternal Organization



Member No.
002792

Jack Carlton
Secretary Signature

22

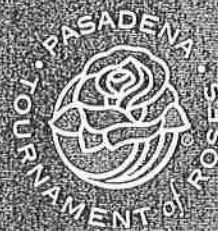
Member Years

Gary Woods
Not valid unless signed by the member to whom this card is issued.

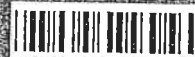


GARY WOODS

NO. 2055
MEMBER SINCE 1983



MEMBER



USE OF THIS CARD IS FOR IDENTIFICATION PURPOSES
ONLY AND DOES NOT GRANT ACCESS OR ADMISSION TO ANY
TOURNAMENT OF ROSES® EVENT.

IF FOUND, PLEASE CALL 626.449.4100, OR RETURN TO:
PASADENA TOURNAMENT OF ROSES
391 SOUTH ORANGE GROVE BLVD.
PASADENA, CA 91184

WWW.TOURNAMENTOFROSES.COM

EXHIBIT 31



EAST WEST BANK *Your Financial Bridge*

301 West Valley Blvd
San Gabriel CA 91776

Direct inquiries to:
626 308-1986

ACCOUNT STATEMENT

Page 1 of 1
STARTING DATE: July 01, 2013
ENDING DATE: July 31, 2013
Total days in statement period: 31

(0)

02 01
GARY LEWIS WOODS
450 N SOLDANO AVE # 242 F
AZUSA CA 91702
9t64g
07484



All East West Bank branches have HKD, NTD, and RMB currencies on hand readily available for customers to purchase. Save time and money by getting your foreign currency before your trip. Visit a local branch for details.

East West Value Checking

Account number	Beginning balance	
Low balance	Total additions	(0)
Average balance	Total subtractions	(0)
	Ending balance	

**** No activity this statement period ****

OVERDRAFT/RETURN ITEM FEES

	Total for this period	Total year-to-date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00



STATEMENT BALANCING

Fill in the amounts below from the front of this statement and your checkbook.

ENTER
Ending Balance of
this Statement..... \$ _____

ENTER
Present Balance in
your checkbook..... \$ _____

Add Deposits not shown
on this Statement \$ _____

Subtract any service
charges, finance or
any other charges..... \$ _____

Sub Total..... \$ _____

Sub Total..... \$ _____

Subtract Checks Issued
but not on Statement

CHECK NUMBER OR DATE	AMOUNT	CHECK NUMBER OR DATE	AMOUNT
TOTAL		TOTAL	

Add Monthly Interest
Earned..... \$ _____

Add any deposits not yet
entered in checkbook
(Reverse Advances)..... \$ _____

Subtract any checks not
yet entered in checkbook
(Reverse Payments)..... \$ _____

Total amount of outstanding
checks..... \$ _____

Balance.....** \$ _____

Balance..... \$ _____

IN CASE OF ERRORS OR QUESTIONS REGARDING YOUR CHECKING ACCOUNT

You must examine your statement carefully and promptly. You are in the best position to discover errors and unauthorized transactions on your account. If you fail to notify us in writing of suspected problems or unauthorized transactions within the time periods as specified in the Deposit Agreement (which periods are no more than 60 days after we make the statement available to you and in some cases 30 days or less), we are not liable to you for, and you agree not to make a claim against us for problems or unauthorized transactions.

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS

Telephone or write your local branch of account, listed on the statement front, as soon as you can if you think your statement or receipt is wrong or if you need more information about a transfer on the statement or receipt. We must hear from you no later than 60 days after we send you the FIRST statement on which the error or problem appeared.

1. Tell us your name and account number.
2. Describe the error or the transfer you are unsure about and explain as clearly as you can why you believe there is an error or why you need more information.
3. Tell us the dollar amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If our investigation takes longer than 10 business days from the date we received your notification, we will provisionally credit your account for the disputed amount until our investigation has been completed. If the disputed amount involves an electronic funds transfer to or from an account within 30 days after the first deposit to the account was made, we will provisionally credit your account within 20 business days from the date we receive your notification.

ACCOUNTS WITH CHECK STORAGE

Upon your request, we will provide you, without charge, legible copies of two checks from each account statement. Additional copies of canceled checks are subject to our service charges. You can make a request for these copies by contacting the branch listed on the front of this statement.

CHANGE OF ADDRESS

Please notify us immediately for change of address by phoning or writing your local branch of account, listed on the front of this statement.

MEMBER FDIC

(REV 11/07)



EAST WEST BANK *Your Financial Bridge*

301 West Valley Blvd
San Gabriel CA 91776

Direct inquiries to:
626 308-1986

ACCOUNT STATEMENT

Page 1 of 1
STARTING DATE: June 01, 2013
ENDING DATE: June 30, 2013
Total days in statement period: 30

(0)



5zb4j
06945

02 01
GARY LEWIS WOODS
450 N SOLDANO AVE # 242 F
AZUSA CA 91702



All East West Bank branches have HKD, NTD, and RMB currencies on hand readily available for customers to purchase. Save time and money by getting your foreign currency before your trip. Visit a local branch for details.

East West Value Checking

Account number	Beginning balance	
Low balance	Total additions	(0)
Average balance	Total subtractions	(0)
	Ending balance	

**** No activity this statement period ****

OVERDRAFT/RETURN ITEM FEES

	Total for this period	Total year-to-date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00



STATEMENT BALANCING

Fill in the amounts below from the front of this statement and your checkbook.

ENTER
Ending Balance of
this Statement..... \$ _____

Add Deposits not shown
on this Statement \$ _____

Sub Total..... \$ _____

Subtract Checks Issued
but not on Statement

ENTER
Present Balance in
your checkbook..... \$ _____

Subtract any service
charges, finance or
any other charges..... \$ _____

Sub Total..... \$ _____

CHECK NUMBER OR DATE	AMOUNT	CHECK NUMBER OR DATE	AMOUNT
TOTAL		TOTAL	

Add Monthly Interest
Earned..... \$ _____

Add any deposits not yet
entered in checkbook
(Reverse Advances)..... \$ _____

Subtract any checks not
yet entered in checkbook
(Reverse Payments)..... \$ _____

Total amount of outstanding
checks..... \$ _____

Balance.....** \$ _____

Balance..... \$ _____

IN CASE OF ERRORS OR QUESTIONS REGARDING YOUR CHECKING ACCOUNT

You must examine your statement carefully and promptly. You are in the best position to discover errors and unauthorized transactions on your account. If you fail to notify us in writing of suspected problems or unauthorized transactions within the time periods as specified in the Deposit Agreement (which periods are no more than 60 days after we make the statement available to you and in some cases 30 days or less), we are not liable to you for, and you agree not to make a claim against us for problems or unauthorized transactions.

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS

Telephone or write your local branch of account, listed on the statement front, as soon as you can if you think your statement or receipt is wrong or if you need more information about a transfer on the statement or receipt. We must hear from you no later than 60 days after we send you the FIRST statement on which the error or problem appeared.

1. Tell us your name and account number.
2. Describe the error or the transfer you are unsure about and explain as clearly as you can why you believe there is an error or why you need more information.
3. Tell us the dollar amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If our investigation takes longer than 10 business days from the date we received your notification, we will provisionally credit your account for the disputed amount until our investigation has been completed. If the disputed amount involves an electronic funds transfer to or from an account within 30 days after the first deposit to the account was made, we will provisionally credit your account within 20 business days from the date we receive your notification.

ACCOUNTS WITH CHECK STORAGE

Upon your request, we will provide you, without charge, legible copies of two checks from each account statement. Additional copies of canceled checks are subject to our service charges. You can make a request for these copies by contacting the branch listed on the front of this statement.

CHANGE OF ADDRESS

Please notify us immediately for change of address by phoning or writing your local branch of account, listed on the front of this statement.

MEMBER FDIC



EAST WEST BANK *Your Financial Bridge*

301 West Valley Blvd
San Gabriel CA 91776

Direct inquiries to:
626 308-1986

ACCOUNT STATEMENT

Page 1 of 1
STARTING DATE: April 01, 2013
ENDING DATE: June 30, 2013
Total days in statement period: 91

(0)



OZ 01
GARY LEWIS WOODS
450 N SOLDANO AVE # 242 F
AZUSA CA 91702

5zb4g
07780

All East West Bank branches have HKD, NTD, and RMB currencies on hand readily available for customers to purchase. Save time and money by getting your foreign currency before your trip. Visit a local branch for details.



East West Premier Savings

Account number	Beginning balance	
Low balance	Total additions	(3)
Average balance	Total subtractions	(1)
Interest paid year to date	Ending balance	

CREDITS

Number	Date	Transaction Description	Additions
	04-30	Interest Credit	
	05-31	Interest Credit	
	06-30	Interest Credit	

DEBITS

Date	Transaction Description	Subtractions
------	-------------------------	--------------

INTEREST INFORMATION

Annual percentage yield earned	Interest-bearing days
Average balance for APY	Interest earned

OVERDRAFT/RETURN ITEM FEES

	Total for this period	Total year-to-date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00



STATEMENT BALANCING

Fill in the amounts below from the front of this statement and your checkbook.

ENTER

Ending Balance of
this Statement..... \$ _____

Add Deposits not shown
on this Statement \$ _____

Sub Total..... \$ _____

Subtract Checks Issued
but not on Statement

CHECK NUMBER OR DATE	AMOUNT	CHECK NUMBER OR DATE	AMOUNT
TOTAL		TOTAL	

Total amount of outstanding
checks..... \$ _____

Balance.....** \$ _____

ENTER

Present Balance in
your checkbook..... \$ _____

Subtract any service
charges, finance or
any other charges..... \$ _____

Sub Total \$ _____

Add Monthly Interest
Earned \$ _____

Add any deposits not yet
entered in checkbook
(Reverse Advances)..... \$ _____

Subtract any checks not
yet entered in checkbook
(Reverse Payments)..... \$ _____

Balance..... \$ _____

IN CASE OF ERRORS OR QUESTIONS REGARDING YOUR CHECKING ACCOUNT

You must examine your statement carefully and promptly. You are in the best position to discover errors and unauthorized transactions on your account. If you fail to notify us in writing of suspected problems or unauthorized transactions within the time periods as specified in the Deposit Agreement (which periods are no more than 60 days after we make the statement available to you and in some cases 30 days or less), we are not liable to you for, and you agree not to make a claim against us for problems or unauthorized transactions.

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS

Telephone or write your local branch of account, listed on the statement front, as soon as you can if you think your statement or receipt is wrong or if you need more information about a transfer on the statement or receipt. We must hear from you no later than 60 days after we send you the FIRST statement on which the error or problem appeared.

1. Tell us your name and account number.
2. Describe the error or the transfer you are unsure about and explain as clearly as you can why you believe there is an error or why you need more information.
3. Tell us the dollar amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If our investigation takes longer than 10 business days from the date we received your notification, we will provisionally credit your account for the disputed amount until our investigation has been completed. If the disputed amount involves an electronic funds transfer to or from an account within 30 days after the first deposit to the account was made, we will provisionally credit your account within 20 business days from the date we receive your notification.

ACCOUNTS WITH CHECK STORAGE

Upon your request, we will provide you, without charge, legible copies of two checks from each account statement. Additional copies of canceled checks are subject to our service charges. You can make a request for these copies by contacting the branch listed on the front of this statement.

CHANGE OF ADDRESS

Please notify us immediately for change of address by phoning or writing your local branch of account, listed on the front of this statement.

MEMBER FDIC

(REV 11/07)



275 Seventh Avenue, New York, NY 10001
Return Service Requested

212-255-6200
www.amalgamatedbank.com

Page 1 of 3

11

00001144 MA218R08101 03 CC0000000 07

GARY L WOODS
WOODS STABLE INVESTMENTS
450 N SOLDANO AVE #242F
AZUSA CA 91702

ACCOUNT SUMMARY

ACCOUNT NUMBER
STATEMENT DATE 08/09/13
CHECKS/ITEMS ENCLOSED ... 1
BALANCE

ACCOUNT DETAILS CA/NV STANDARD CHECKING ACCOUNT NUMBER

Beginning Balance . 07/11/13
Deposits/Misc Credits 0
Withdrawals/Misc Debits 1
**Ending Balance 08/11/13
Service Charge
Average Balance
Enclosures

MISCELLANEOUS DEBITS & CREDITS ACCOUNT NUMBER

DATE	ACTIVITY DESCRIPTION	DEPOSITS	WITHDRAWALS
08/09	CHECK #147		

DAILY BALANCE SUMMARY ACCOUNT NUMBER

DATE	BALANCE
------	---------

GET MORE HOME FOR YOUR MONEY

Stop in today for special rates
on purchase and refinance mortgages.

Plus the appraisal fees are on us! *



* On originated loan amounts, for one-family owner-occupied homes, up to \$625,500, where the loan applications were received after April 6, 2013 and before July 31, 2013. Offer subject to change without notice. © 2013 Amalgamated Bank. All rights reserved. Amalgamated Bank MLO# 898791





275 Seventh Avenue, New York, NY 10001

212-255-6200
www.amalgamatedbank.com

Page 2 of 3
Account #.

Go Mobile!

*If you're an online banking customer - experience the added convenience
that comes with AB mobile banking. You can bank anytime, anywhere
and it's free and easy to use.*

Visit www.amalgamatedbank.com to get started.





275 Seventh Avenue, New York, NY 10001

212-255-6200
www.amalgamatedbank.com

Page 3 of 3
Account #.



275 Seventh Avenue, New York, NY 10001
Return Service Requested

212-255-6200
www.amalgamatedbank.com

Page 1 of 1

11

00001421 MA218R07111 01 000000000 07

GARY L WOODS
WOODS STABLE INVESTMENTS
450 N SOLDANO AVE #242F
AZUSA CA 91702

ACCOUNT SUMMARY

ACCOUNT NUMBER
STATEMENT DATE 07/10/13
CHECKS/ITEMS ENCLOSED ... 0
BALANCE

ACCOUNT DETAILS	CA/NV STANDARD CHECKING	ACCOUNT NUMBER
Beginning Balance	06/11/13	
Deposits/Misc Credits	0	\$0.00
Withdrawals/Misc Debits	0	\$0.00
**Ending Balance	07/10/13	
Service Charge		\$0.00
Average Balance		
Enclosures		0

Go Mobile!

If you're an online banking customer - experience the added convenience that comes with AB mobile banking. You can bank anytime, anywhere and it's free and easy to use.

Visit www.amalgamatedbank.com to get started.

GET MORE HOME FOR YOUR MONEY

Stop in today for special rates
on purchase and refinance mortgages.

Plus the appraisal fees are on us! *



* On originated loan amounts, for one-family owner-occupied homes, up to \$625,000, where the loan applications were received after April 6, 2013 and before July 31, 2013. Offer subject to change without notice. © 2013 Amalgamated Bank. All rights reserved. Amalgamated Bank MLO# 888791





275 Seventh Avenue, New York, NY 10001
Return Service Requested

00001392 MA218R06111 01 000000000 07
GARY L WOODS
WOODS STABLE INVESTMENTS
450 N SOLDANO AVE #242F
AZUSA CA 91702

ACCOUNT SUMMARY

ACCOUNT NUMBER
STATEMENT DATE 06/10/13
CHECKS/ITEMS ENCLOSED ... 0
BALANCE

ACCOUNT DETAILS	CA/NV STANDARD CHECKING	ACCOUNT NUMBER
Beginning Balance	05/13/13	
Deposits/Misc Credits	0	
Withdrawals/Misc Debits	0	
**Ending Balance	06/10/13	
Service Charge		
Average Balance		
Enclosures		

Please refer to the important information enclosed regarding changes to personal account fees schedule. Customers receiving electronic statement may view the information by clicking on the "Important Information" tab. Additional Important Information Regarding Amalgamated Bank-by-Phone: For your security, you will no longer be able to use the last 4-digits of your social security number as your personal identification number. You will be required to select a new PIN. If you need assistance resetting your PIN, please contact your local branch at 800-662-0860.

GET MORE HOME FOR YOUR MONEY

Stop in today for special rates
on purchase and refinance mortgages.

Plus the appraisal fees are on us! *



* On originated loan amounts, for one-family owner-occupied homes, up to \$625,500, where the loan applications were received after April 6, 2013 and before July 31, 2013. Offer subject to change without notice. © 2013 Amalgamated Bank. All rights reserved. Amalgamated Bank MLO# 898791





275 Seventh Avenue, New York, NY 10001
Return Service Requested

212-255-6200
www.amalgamatedbank.com

Page 1 of 1

00003009 MA218R08011 01 00000000 08
GARY L WOODS
450 N SOLDANO AVE #242F
AZUSA CA 91702

11

ACCOUNT SUMMARY

ACCOUNT NUMBER
STATEMENT DATE 07/31/13
CHECKS/ITEMS ENCLOSED ... 0
BALANCE

ACCOUNT DETAILS	CA STATEMENT SAVINGS	ACCOUNT NUMBER
Beginning Balance	07/01/13	
Deposits/Misc Credits	1	
Withdrawals/Misc Debits	0	
**Ending Balance	07/31/13	
Service Charge		
Average Balance		

MISCELLANEOUS DEBITS & CREDITS		ACCOUNT NUMBER		
DATE	ACTIVITY DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE

Enclosed please find important information regarding changes to your personal or small business account fee schedule.
For eStatement customers, please refer to the "Important Information" tab when you view your online statement.
THANK YOU FOR BANKING WITH THE AMALGAMATED BANK.
WE APPRECIATE YOUR BUSINESS.

GET MORE HOME FOR YOUR MONEY

Stop in today for special rates
on purchase and refinance mortgages.

Plus the appraisal fees are on us! *



* On originated loan amounts, for one-family owner-occupied homes, up to \$625,500, where the loan applications were received after April 6, 2013 and before July 31, 2013. Offer subject to change without notice. © 2013 Amalgamated Bank. All rights reserved. Amalgamated Bank MLO# 898791





275 Seventh Avenue, New York, NY 10001
Return Service Requested

212-255-6200
www.amalgamatedbank.com

09003655 MA216R07011 03 00000000 09
GARY L WOODS
450 N SOLDANO AVE #242F
AZUSA CA 91702

ACCOUNT SUMMARY	
ACCOUNT NUMBER	
STATEMENT DATE	06/28/13
CHECKS/ITEMS ENCLOSED ...	0
BALANCE	

ACCOUNT DETAILS	CA STATEMENT SAVINGS	ACCOUNT NUMBER
Beginning Balance	04/01/13	
Deposits/Misc Credits	2	
Withdrawals/Misc Debits	0	
**Ending Balance	06/30/13	
Service Charge	
Interest Paid	
Interest Paid YTD	
Annual Percentage Yield Earned	
Number of Days for A.P.Y.E.	
Average Balance for A.P.Y.E.	

MISCELLANEOUS DEBITS & CREDITS		ACCOUNT NUMBER		
DATE	ACTIVITY DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
06/11	STATEMENT SAVINGS DEPOSIT			
06/28	INTEREST EARNED			

GET MORE HOME FOR YOUR MONEY

Stop in today for special rates
on purchase and refinance mortgages.

Plus the appraisal fees are on us! *



* On originated loan amounts, for one-family owner-occupied homes, up to \$625,500, where the loan applications were received after April 6, 2013 and before July 31, 2013. Offer subject to change without notice. © 2013 Amalgamated Bank. All rights reserved. Amalgamated Bank MLD# 895791



EXHIBIT 32

2012

Annual Member Statement

For fiscal year July 1, 2011 through June 30, 2012



7202959195 91702 1315715064

SC072393

GARY L WOODS
450 N. SOLDANO AVE, 242-F
AZUSA, CA 91702-3670



Your Membership Status

Your June 30, 2012 Annual Member Statement contains important information on your account and the benefits available to you and your family as a member of the California Public Employees' Retirement System (CalPERS).

Your total CalPERS service credit of 34.681 years consists of:

Misc. 2% @ 55

34.681

Los Angeles County Schools

While every effort has been made to ensure the accuracy of this report, it should be understood that it does not have the force and effect of law, rule, or regulation governing the payment of benefits. Should any difference or error occur, the law will take precedence.

Summons for Jury Service


Citacion de Jurado

SUPERIOR COURT OF CALIFORNIA COUNTY OF LOS ANGELES

Submit your summons and do jury transactions on the "My Jury Duty Portal" at <http://www.lasuperiorcourt.org/jury>

Failure to respond may subject you to a fine, incarceration or both, as well as performance of jury service (CCP Sec. 209). The enclosed brochure details the specific penalties that apply.

173****SCH 3-DIGIT 917
GARY L WOODS 32538
450 N SOLDANO AVE APT F242
AZUSA, CA 91702-3670



Retain Top Portion
for your Records

DETACH HERE IF MAILING
(ONLY IF INSTRUCTED)

Return Lower Portion in
the Envelope Provided

JURY SUMMONS

You are summoned to appear for **JURY SERVICE** on the date, time and place indicated on t
Everyone summoned for jury service is **Required to Register Using the Telephone or the In**
Summons, even if you can not serve. Requests for Postponement, Transfer, and Excuse ar

TERM OF SERVICE

Los Angeles County has a "One Trial" term of jury service. This means that you are placed on
call for no more than 5 days and can be asked to report for jury service on one of those days.
If needed to report, and you are not selected for a jury panel by the end of that day, your
service is completed. If you are placed on a jury panel, you will be required to serve until
excused by the court or the case is completed. **If you are asked to report on Thursday or**
Friday you must be prepared to serve on a jury trial that may continue into the following
week. Please arrange your schedule accordingly.

ONLY MAIL THIS FORM IF DIRECTED TO
DO SO AFTER TELEPHONE OR INTERNET REGISTRATION.

↓DETACH HERE IF MAILING↓

↑KEEP THE TOP PORTION↑



The Superior Court

OFFICE OF THE JURY COMMISSIONER
320 W. TEMPLE ST., 15TH FLOOR
LOS ANGELES, CA 90012
(213) 974-5808

~ ORIGINAL ~ CERTIFICATION OF JURY SERVICE

EMPLOYER COPY

This document contains a white Superior Court logo and must be present when viewed at an angle. Void if white logo is not present and if any other alterations are detected.

THIS IS TO CERTIFY THAT

WOODS, GARY L JUROR ID NUMBER 102269183

WAS SUMMONED BY THIS COURT AND PERFORMED JURY SERVICE ON THE FOLLOWING DATES:

12-30-2011 01-03-2012 01-04-2012 01-05-2012 01-06-2012

1 DAYS @ \$.00 PER DAY
4 DAYS @ \$.00 PER DAY

PREPARED 01-06-2012 14:45
AT WEST COVINA COURTHOUSE

Director, Juror Services Division



The Superior Court

OFFICE OF THE JURY COMMISSIONER
320 W. TEMPLE ST., 15TH FLOOR
LOS ANGELES, CA 90012
(213) 974-5808

~ DUPLICATE ~ CERTIFICATION OF JURY SERVICE

JUROR COPY

THIS IS TO CERTIFY THAT

WOODS, GARY L JUROR ID NUMBER 102269183

WAS SUMMONED BY THIS COURT AND PERFORMED JURY SERVICE ON THE FOLLOWING DATES:

12-30-2011 01-03-2012 01-04-2012 01-05-2012 01-06-2012

1 DAYS @ \$.00 PER DAY
4 DAYS @ \$.00 PER DAY

PREPARED 01-06-2012 14:45
AT WEST COVINA COURTHOUSE

Director, Juror Services Division

Citrus College Foundation

May 2, 2013

Dr. Gary Woods
450 N. Soldano #242
Azusa, CA 91702

Dear Dr. Woods:

On behalf of the students, faculty and staff of Citrus College, please accept my sincere appreciation for your generous gift of \$200 to the College of Completion.

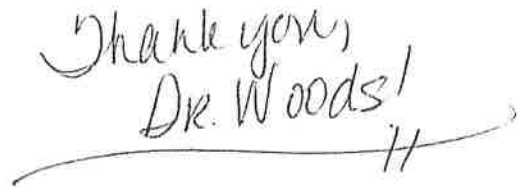
As a member of the Citrus community you are very aware of the purpose of the College of Completion Campaign: *help our students achieve their educational goal!* Your financial support through the Foundation helps to remove obstacles for our students so they are able to continue their education. We could not accomplish this feat without your on-going and generous assistance.

Your continued financial support of the Citrus College Foundation is an integral part of this success, and for that, we are profoundly grateful.

Sincerely,



Christina M. Garcia
Director of Development and Alumni Relations



This is the official receipt of your donation of \$200 for 2012, which we are stating that there was no exchange of goods or benefits. The Citrus College Foundation is a nonprofit corporation and has 501(c)(3) status, tax identification #95-2452557.

EXHIBIT 33

September 5, 2013

Direct: (213) 452-6576

HAND DELIVERED

Mr. Christopher D. Keeler
Fagen Friedman & Fulfrost LLP
1 Civic Center Drive, Suite 300
San Marcos, CA 92069

Re: Trustee Gary L. Woods Residency Inquiry
Our File No.: WOO6350.001

Dear Mr. Keeler:

I am writing in response to your letter dated July 30, 2013 and to follow up the various conversations that have occurred between us since that time.

As you know, our client is eager to resolve the residency inquiry that has been authorized by the Citrus Community College District Board of Trustees. Accordingly, per our discussions, Mr. Woods has agreed to allow you to inspect his residence located at 450 N. Soldano Avenue, No. 242F, Azusa, CA 91702 on September 5, 2013, and has agreed to provide relevant documents in response to your request.

We firmly believe that your home visit and your review of the relevant documents will clearly establish that Mr. Woods' domicile is located at the aforementioned address. The referenced documents are enclosed with this letter.

If you have any questions, please do not hesitate to contact us.

Very truly yours,



George M. Yin

Enclosures

UNAPPROVED
MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
CITRUS COMMUNITY COLLEGE DISTRICT

August 13, 2013

The Board of Trustees of the Citrus Community College District met for the regular meeting of Tuesday, August 13, 2013, in the Center for Innovation Community Room.

Board President Keith called the meeting to order at 4:15 p.m. Student Trustee Vega led the Pledge of Allegiance to the Flag.

TRUSTEE ROLL CALL – Present: Susan M. Keith, Joanne Montgomery, Edward C. Ortell, Patricia Rasmussen, Gary L. Woods, and Mariana Vega, Student Trustee. Absent: None.

RESOURCE PERSONNEL PRESENT: Geraldine M. Perri, Superintendent/President; Robert Sammis, Director of Human Resources; Arvid Spor, Vice President of Student Services/Interim Vice President of Academic Affairs; Rosalinda Buchwald, Director of Fiscal Services (representing Carol R. Horton, Vice President of Finance and Administrative Services); Lisa Villa, Academic Senate President; Robert Coutts, CSEA President; and Christine Link, Recording Secretary.

ADMINISTRATORS AND EMPLOYEES SIGNING THE VOLUNTARY SIGN-IN SHEET:

Management Team: Rosalinda Buchwald, Chris Garcia, Paula Green, Lan Hao, Dana Hester, Jim Lancaster, Samuel Lee, Martha McDonald, Lucinda Over, Gerald Sequeira, Robert Slack, Marianne Smith, and Linda Welz

Faculty: Roberta Eisel

Supervisors/Confidential Team: Marti DeYoung, Tedd Goldstein, Marilyn Grinsdale, and Lari Kirby

Classified Employees: Malaika Brown, Tina Crosby, Robert Coutts, Bernece Deck, and Steven Handy

Adjunct Faculty: Cecil Brower

Students: Sarah H. Cha, Jordon Lowndes, Alejandra Morales, and Christian Rodriguez

Citrus College Foundation: Thomas W. Gerfen

VISITORS: Shawn Millner

COMMENTS FROM THE AUDIENCE

Ms. Shawn Millner, a candidate for Trustee Area One, introduced herself to the Board. She said she has lived in Azusa for 17 years, and she is a graduate of Citrus College. She asked the Board to reconsider their action taken at the July meeting to extend the term of the ad hoc advisory committee, formed to consider residency concerns regarding Trustee Area One, until September 30, 2013. She also suggested that a permanent change of the start of Board meetings to 6:00 or 6:30 p.m. in order for residents from Azusa to be heard.

Geraldine M. Perri, Ph.D., Superintendent/President, was very pleased to announce that the college has been notified that the Dental Assisting Program received approval from the American Dental Assisting Association for continued accreditation. She commended Ms. Claudia Pohl, Dental Assisting instructor, for her efforts and excellent leadership of the program. She also extended her appreciation to the faculty and staff who work hard to ensure the program's continued success.

Dr. Perri said new and returning student registration appointments have been completed, and the college is slightly up in FTES. An additional 200 sections have been added to the schedule. She said the college has been very active in recruiting students, and they are watching enrollment closely.

Dr. Perri was pleased to report that Citrus College recently received word that it was one of only five of the 72 community college districts in California to achieve 100% of its target in developing associate degrees for transfer (ADT). ADTs simplify the transfer process for students entering the California State University (CSU) system and meet the requirements for community colleges to develop transfer pathways to CSU as part of the Student Transfer Achievement Reform Act (SB 1440) of 2010. Dr. Perri thanked Mr. Raul Sanchez, Counselor and ADT Coordinator; Ms. Kathy Bueno, Administrative Secretary II; and the Curriculum Committee for their work in helping the college achieve its goal.

Regarding upcoming college events, Dr. Perri said the Citrus College Foundation will host, "Commitment to Completion Scholarship and Donor Appreciation Celebration" on August 15, 2013. The event will honor more than 180 students who will receive scholarships ranging in amounts from \$250 to \$2,500. Dr. Perri also invited everyone to attend Convocation on August 23. The theme, "The Road to Completion," will address obstacles students face and how the college community can support students in completing their academic goals.

Arvid Spor, Ed.D., Vice President of Student Services/Interim Vice President of Academic Affairs, reported that training for instructional program review is set for August 19, 2013. The college will "train the trainers" to be local experts in preparation for Convocation, when instructional programs will be working on program reviews.

Dr. Spor said the Citrus College Cosmetology Program once again participated in the Annual Foothill Unity Back to School event, where they provided haircuts and manicures to children who attend schools in the local communities.

Dr. Spor reported that the Center for Teacher Excellence is working with the University of La Verne (ULV) to offer two camps for future teachers in August. At the first camp, which took place at ULV, the students learned about mobile application learning tools, electronic portfolios, flipping the classroom and how to use QR codes. The Summer Technology Camp, which will take place at Citrus College, covers the use of iPads in the classroom, Blackboard, Google Docs, social media and ethics for teachers, and other topics.

Dr. Spor said CalWORKs is now part of priority registration. CalWORKs students should be able to access priority registration by winter 2014.

Lisa Villa, Academic Senate President, said the Academic Senate has been busy this summer e-mailing faculty new legislation that will have an impact on them. They have also drafted a resolution to honor retiring faculty member Mr. Darrell Carr, photography instructor, at the first meeting that will take place on Convocation. The Academic Senate will also be initiating a first-read for changes to the constitution and by-laws.

Mr. Robert Coutts, CSEA President, said representatives from the local CSEA chapter attended the CSEA state conference, where they elected five state association officers. In addition, Citrus College Bookstore Operations Coordinator, Mr. Mike Bilbrey, was elected as the state association president. They also had the opportunity to meet the new CSEA Area G Director Mr. John Nieto. Ms. Cathy Day, Citrus College's CSEA Public Relations Officer, volunteered to serve as the Area G representative on the CSEA Community College Committee. Area G colleges include Citrus College, Rio Hondo College, Mt. San Antonio College, Cerritos College, and Pasadena City College.

Mr. Coutts added that he attended several trainings and seminars at the conference and was able to complete his Level Three Training as part of the Chapter President Leadership Program.

Mariana Vega, Student Trustee, reported that ASCC will be holding their retreat for the executive board August 19-21, 2013. The Inter-Club Council met on August 12, 2013, to prepare for the fall semester.

Student Trustee Vega said she will attend the Student Trustee Workshop in Garden Grove on August 16-17, 2013. She thanked the Board for giving her the opportunity to participate and Mrs. Christine Link, Executive Assistant, for making the arrangements.

Joanne Montgomery, Clerk/Secretary, Board of Trustees, said she was pleased to attend Congresswoman Judy Chu's Fourth Annual DiverCities celebration where Dr. Perri was honored as Educator of the Year.

Trustee Montgomery also attended Foothill Unity's Back to School event. She said about 200 Citrus College cosmetology students, faculty and staff participated, giving haircuts and manicures to school children. She said it is a very worthwhile and inspiring event. Trustee Montgomery also thanked students from the *Clarion* who were there to cover the event this year.

Patricia Rasmussen, Vice President, Board of Trustees, said she attended Congresswoman Chu's DiverCities celebration, and she congratulated Dr. Perri on being an honoree at the event. Trustee Rasmussen also attended a Citrus College Summer Theatre performance of *The Mousetrap*. She commented on the excellent performances and the set.

Trustee Rasmussen thanked Dr. Lan Hao, Director of Institutional Research, for the research project done in spring 2013 by the Office of Institutional Research and the Institutional Research and Planning Committee. The project was done to better understand the student experience at Citrus College and to identify their learning needs. Trustee Rasmussen said it was a great project and it exhibits a tremendous amount of work.

Trustee Rasmussen commented on an article in the *Los Angeles Times* published last month regarding San Jose State University's online learning experiment. The article discusses the promises and pitfalls of online learning. She said it is an interesting commentary on classroom versus distance education.

Susan M. Keith, President, Board of Trustees, congratulated all those whose efforts contributed to the college reaching 100% of its target goal for developing ADTs. Based on her conversations with trustees from other colleges, she said Citrus College has been successful in fulfilling this requirement of SB 1440, while many other community colleges are struggling to meet their goals.

MINUTES

Item 1: Moved by Trustee Rasmussen and seconded by Trustee Montgomery to approve the regular meeting minutes of July 16, 2013, as submitted.

5 Yes.

INFORMATION AND DISCUSSION

Grant Update – STEM – Arvid Spor, Ed.D., Vice President of Student Services/Interim Vice President of Academic Affairs

Dr. Spor introduced Dr. Marianne Smith, Grant Project Director Race to STEM, who provided an update on the Science, Technology, Engineering, and Mathematics (STEM) grants as required by the funding sources.

Grants continue to fund several programs that promote student success, completion and transfer. As required by these funding sources, program updates are to be given to the president and board of trustees.

Summer Professional Development Series and Classified Employee Enrichment Program 2013-2014 – Robert L. Sammis, Director of Human Resources

Dr. Sammis provided an overview of two new professional development programs.

The Classified Staff Development Committee and the Office of Human Resources have developed two new professional development programs. The first program, the Summer Professional Development Series, implemented in the summer of 2013 focused on leadership, safety, college programs, technology, and the prevention of sexual harassment and discrimination. The second program, the Classified Enrichment Program, will start a new phase in our classified staff development by providing the District's classified staff with a comprehensive yearlong enrichment program.

Career/Technical Programs Update – Arvid Spor, Ed.D., Vice President of Student Services/Interim Vice President of Academic Affairs

Dr. Spor introduced Mr. James Lancaster, Dean of Curriculum, Career, Technical and Continuing Education, who provided an update on significant workforce development programs at the state, regional and local levels.

Career/Technical Education (CTE) programs play a vital role in workforce preparation and economic vitality. Chancellor's Office emphasis on regional priorities, workforce demand in our communities, CTE advancements and grants continue to fund several programs that promote student success, completion and transfer. These CTE program updates are significant to the Superintendent/President and the Board of Trustees.

Student Services Committee – Administrative Procedures – Revisions – Arvid Spor, Ed.D., Vice President of Student Services/Interim Vice President of Academic Affairs

AP 5075 – Course Adds and Drops

The District's current Board Policies and Administrative Procedures are regularly reviewed and updated to align with recommendations developed in conjunction with the Community College League of California (CCLC) and federal and state guidelines.

Administrative Procedure 5075, Course Adds and Drops has been revised and approved by the constituent groups on various dates and by the Steering Committee on June 10, 2013. There is no corresponding Board Policy.

Administrative Procedure 5075, Course Adds and Drops, was on the agenda for information only.

Status Report regarding Ad Hoc Committee Inquiry into Dr. Gary L. Woods Residency Issue – Christopher D. Keeler, Legal Counsel

Citrus College attorney Chris Keeler provided a procedural update on a report that will be issued by the Board's ad hoc committee formed to consider residency issues related to Trustee Area One. Mr. Keeler said he is still in the fact-gathering stage, and he is working with the attorney representing Trustee Gary L. Woods in what he described as a voluntary process to gather information.

INDEPENDENT CONTRACTORS

Item 2: Moved by Trustee Woods and seconded by Trustee Rasmussen to approve the attached list of independent contractor/consultant agreements as submitted. 5 Yes.

FACILITIES USAGE

Item 3: Moved by Trustee Woods and seconded by Trustee Rasmussen to approve facility rentals and usage. 5 Yes.

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 4: Moved by Trustee Woods and seconded by Trustee Rasmussen to approve A & B Warrants for July 2013. 5 Yes.

Item 5: Moved by Trustee Woods and seconded by Trustee Rasmussen to approve purchase orders for July 2013. 5 Yes.

INSTITUTIONAL MEMBERSHIP

Item 6: Moved by Trustee Woods and seconded by Trustee Rasmussen to approve the revised 2013-2014 Institutional Membership list. 5 Yes.

SURPLUS PROPERTY

Item 7: Moved by Trustee Woods and seconded by Trustee Rasmussen to dispose of the enclosed list of surplus items by exchange for value, private sale, sale at public auction or donation to another public entity or non-profit agency. 5 Yes.

PERSONNEL RECOMMENDATIONS

Item 8: Moved by Trustee Woods and seconded by Trustee Rasmussen to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. 5 Yes.

Item 9: Moved by Trustee Woods and seconded by Trustee Rasmussen to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. 5 Yes.

Item 10: Moved by Trustee Woods and seconded by Trustee Rasmussen to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts. 5 Yes.

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 11: Moved by Trustee Montgomery and seconded by Trustee Rasmussen to approve participation in the 2014 Chancellor’s Office Tax Offset Program (COTOP) program. 5 Yes.

SUPERINTENDENT/PRESIDENT

Item 12: Moved by Trustee Rasmussen and seconded by Trustee Montgomery to modify Section 1 – Position and Term of the contractual agreement with Dr. Geraldine M. Perri to extend the end date to June 30, 2017.
3 Yes (Keith, Montgomery, Rasmussen); 2 No (Ortell, Woods).

EMPLOYMENT – FACULTY

Item 13: Moved by Trustee Montgomery and seconded by Trustee Rasmussen to approve the employment of Ms. Renee Liskey as a one year, full-time temporary, non-tenure track instructor in the Fine and Performing Arts Department beginning on August 23, 2013 and ending on June 14, 2014 at a salary placement of Class 1, Step 4 on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$54,419.00 annually health and statutory benefits. 5 Yes.

BOARD POLICIES

Item 14: Moved by Trustee Rasmussen and seconded by Trustee Montgomery to approve the second reading of BP – 2315 Closed Session; BP 2345 – Public Participation at Board Meetings; BP 2365 – Recording; and deletion of BP 2350 – Speakers Addressing the Board. 5 Yes.

Item 15: Moved by Trustee Woods and seconded by Trustee Ortell to approve the second reading of BP 3505 – Emergency Response Plan. 5 Yes.

Item 16: Moved by Trustee Rasmussen and seconded by Trustee Montgomery to approve the second reading of BP 4100 – Graduation Requirements for Degrees and Certificates; BP 4225 – Course Repetition; BP 4290 – Classroom Interference; and BP 4400 – Community Education Programs. 5 Yes.

BOND

Item 17: Moved by Trustee Woods and seconded by Trustee Montgomery to appoint Mr. Tyler Hernandez as the student representative to the Measure G Oversight Committee for a one-year term (expires September 2014).
5 Yes.

CLOSED SESSION: At 5:39 p.m., Board President Keith adjourned the meeting to closed session per the following sections of the Government Code:

Per Section 54957.6: Conference with Labor Negotiator, Robert L. Sammis, District Chief Negotiator - Employee Organization: Citrus College Faculty Association CTA/NEA (CCFA).

Per Section 54957.6: Conference with Labor Negotiator, Robert L. Sammis, District Chief Negotiator - Employee Organization: Citrus College Adjunct Faculty Federation, (CCAFF) Local 6352.

Per Section 54957.6: Conference with Labor Negotiator, Robert L. Sammis, District Chief Negotiator - Employee Organization: California School Employees Association (CSEA) Citrus College Chapter Local 101.

Per Section 54957: Public Employee Discipline/Dismissal/Release.

RECONVENE OPEN SESSION: At 6:00 p.m., Board President Keith reconvened the meeting to open session with the following action taken:

PUBLIC EMPLOYEE – DISCIPLINE – DISMISSAL RELEASE

Item 18: By a unanimous vote, the Board took action to terminate the employment of an individual employed as a custodian.

BOARD OF TRUSTEES RETREAT

The Board participated in discussions regarding establishing a legislative agenda for 2014. Board President Keith made reference to a legislative matrix from CCLC/CCCT. Dr. Perri commented that many times she receives last minute requests for a letter of support or opposition and is unable to receive Board input due to the short timeline. Trustee Montgomery suggested that trustees remain in contact with their local chambers regarding upcoming legislation. She also commented that local legislators have education liaisons that could share their position (support/oppose/no opinion) on upcoming legislation. Trustee Ortell did not feel there was a need for a legislative agenda as the Board meets every two weeks and can provide any necessary “position” at that time.

The Board participated in discussions regarding establishing goals for 2013-2014. As a part of the discussion, Trustee Rasmussen suggested hosting a meeting with local K-12

superintendents, trustees, and principals. Board President Keith suggested that Board members team up with the Superintendent/President and visit and/or attend local K-12 facilities/events and suggested that each trustee reach out to their local K-12 leaders with a personal invitation. Dr. Perri offered to survey local K-12 superintendent/presidents to determine if they are interested in meeting and if they would like to have a key note speaker in attendance. She will also inquire if they would prefer to meet at their own facilities rather than coming to Citrus.

Board President Keith also suggested that each trustee develop their own annual or personal goals.

There was discussion regarding a suggestion that each trustee identify a donor that Ms. Chris Garcia, Director of Foundation, could contact.

The following Board Goals for 2013-14 were developed:

<p style="text-align: center;">CITRUS COLLEGE BOARD OF TRUSTEES 2013-2014 GOALS</p>

1. The Board of Trustees encourages the college community to work to advance the institutional goals of the Strategic Plan through the implementation of activities aimed at meeting the planning objectives.
2. The Board of Trustees will work to advocate for key legislative actions which advance and fund the mission of California community colleges.
3. The Board of Trustees will work to support the Gold Line expansion to Ontario and research strategies to ensure student safety when accessing the college from the proposed Gold Line Station.
4. The Board of Trustees supports and encourages the college's advancement of a "college of completion" agenda to facilitate students in meeting their educational goals.
5. The Board of Trustees encourages the college to consider innovative strategies and practices which support the aims and goals of the California Community Colleges Student Success Program.
6. The Board of Trustees supports and encourages the college in its efforts to promote a college culture committed to sustainability and the effective use of resources.
7. The Board of Trustees will work to enhance collaboration with K-12 educational partners.

8. The Board of Trustees will work to support the College Foundation in the identification and cultivation of potential donors.

There was discussion regarding revisions to BP 2750 – Board Technology Use and Support. Different suggestions were offered.

ADJOURNMENT: At 7:06 p.m., it was moved by Trustee Ortell and seconded by Trustee Woods to adjourn the meeting.

Date

Joanne Montgomery
Clerk/Secretary
Board of Trustees