



**CITY OF SOUTH PASADENA
NATURAL RESOURCES AND ENVIRONMENTAL COMMISSION
REGULAR MEETING AGENDA**

**Library Community Room
1115 El Centro Street, South Pasadena, CA 91030**

January 28, 2019, at 7:00 p.m.

In order to address the Natural Resources and Environmental Commission, please complete a Public Comment Card. Time allotted per speaker is three minutes.

South Pasadena Natural Resources and Environmental Statement of Civility
As your appointed governing board we will treat each other, members of the public, and city employees with patience, civility and courtesy as a model of the same behavior we wish to reflect in South Pasadena for the conduct of all city business and community participation. The decisions made tonight will be for the benefit of the South Pasadena community and not for personal gain.

- CALL TO ORDER:** Madeline C. Di Giorgi
- ROLL CALL:** Commissioners Amy Davis Jones, William J. Kelly, Stephen Leider, Cynthia Liu, and Lauren Myles; Vice Chair Rona Bortz; and Chair Madeline C. Di Giorgi.
- COUNCIL LIAISON:** Councilmember Marina Khubesrian, MD
- STAFF PRESENT:** Arpy Kasparian, Water Conservation/Sustainability Analyst
Julian Lee, Deputy Public Works Director
Garrett Crawford, Public Works Operations Manager

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS AND SUGGESTIONS

(Time limit is three minutes per person)

The Natural Resources and Environmental Commission (NREC) welcomes public input. Members of the public may address the NREC by completing a public comment card and giving it to the Water Conservation & Sustainability Analyst prior to the meeting. At this time, the public may address the NREC on items that are not on the agenda. Pursuant to state law, the NREC may not discuss or take action on issues not on the meeting agenda, except that members of the NREC or staff may briefly respond to statements made or questions posed by persons exercising public testimony rights (Government Code Section 54954.2). Staff may be asked to follow up on such items.

Note: Public input will also be taken during all agenda items. Time allotted per speaker is three (3) minutes.

ACTION ITEMS

1. **Election of Chair and Vice Chair**
2. **Approval of Minutes** – Meeting of December 10, 2019
3. **Adoption of NREC 2020 Work Plan**

PUBLIC HEARINGS

4. **Tree Removal Hearing: 625 Fair Oaks Avenue**

Recommendation

Staff recommends that the Natural Resources and Environmental Commission recommend approval to the Planning Commission for the removal of 17 protected trees for a proposed Senior Housing Development located at 625 Fair Oaks Avenue, subject to the proposed conditions of approval.

DISCUSSION ITEMS

5. **Review of City of South Pasadena Code of Ethics and Conduct**
6. **Earth Day 2020 in South Pasadena Discussion**

COMMUNICATIONS

7. **City Council Liaison Communications**
8. **Commissioner Communications**
9. **Staff Liaison Communications**
10. **Upcoming Events**
 - Free Smart Gardening/Intro to Composting Workshop – 2/8/20 9:30am-11am (South Pasadena Library)
 - South Pasadena Advisory Body Training – 2/18/20 6pm-8pm (City Council Chambers)

- Commissioners Congress – 2/25/20 6pm (War Memorial Building)

ADJOURNMENT

FUTURE NREC MEETINGS

February 25, 2020	CANCELLED	CANCELLED
Special Meeting TBD	TBD	7:00pm
March 24, 2020	Council Chamber	7:00pm

PUBLIC ACCESS TO AGENDA DOCUMENTS


Prior to meetings, agenda related documents are available for public inspection at, City Hall, 1414 Mission Street, South Pasadena, CA 91030. The complete agenda packet may also be viewed on the City’s website at: <https://www.southpasadenaca.gov/government/boards-commissions>

ACCOMMODATIONS



The City of South Pasadena wishes to make all of its public meetings accessible to the public. Meeting facilities are accessible to persons with disabilities. If special assistance is needed to participate in this meeting, please contact the City Clerk’s Division at (626) 403-7230. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Hearing assistive devices are available in the Council Chamber. Notification at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

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

1/23/20 
 Date Arpy Kasparian
 Water Conservation and Sustainability Analyst

ITEM 2

Approval of Minutes – December 10, 2019

**CITY OF SOUTH PASADENA
NATURAL RESOURCES AND ENVIRONMENTAL COMMISSION – SPECIAL MEETING
MINUTES – December 10, 2019**

CALL TO ORDER:

The meeting was called to order at 7:47p.m. Present were: Madeline Di Giorgi, Rona Bortz, Bill Kelly, Cynthia Liu, and Lauren Myles. Stephen Leider and Amy Jones had excused absences. Council Liaison Dr. Marina Khubesrian was present. Staff present: Julian Lee, Deputy Public Works Director and Arpy Kasparian, Water Conservation & Sustainability Analyst.

PUBLIC COMMENT:

There were no public comments.

ACTION ITEMS:

1) Approval of Minutes – Meeting of October 22, 2019

MOTION BY COMMISSIONER BORTZ, SECOND BY COMMISSIONER MYLES, CARRIED 5-0 to approve minutes.

DISCUSSION ITEMS:

2) NREC Annual Report Review

Chair Di Giorgi went through the accomplishments in the Annual Report. A request was made to update the film screening event to include a guest speaker and number of attendees. Commissioners has no other changes or additions for the annual report.

3) NREC 2020 Work Plan Review

Kasparian went through the 2020 Work Plan. Commissioners reviewed the plan and had no comments or requests to make any changes.

4) Earth Day 2020 in South Pasadena Discussion

Kasparian explained the programs and activities that she hoped the City could put together for Earth Day. Already scheduled is the Garden Tour for April 18th and tentatively scheduled is an MWELo workshop on April 28th which is also the day of the NREC meeting. Discussion ensued and commissioners suggested additional activities such as Repair Café, a meatless Monday campaign, education on the history of Earth Day, a City Council Proclamation, a list of 50 eco-tips, and tree plantings. The Commission also suggested partnering with the Youth Commission and senior citizens to create an intergenerational effort and a symbolic passing of the torch. It might be possible to encourage local schools to offer extra credit or community service hours for students who participate in Earth Day activities. Lastly, because April is a busy month in South Pasadena, it was suggested that Earth Day activities kick-off early in the month.

PUBLIC COMMENT:

Tucker Nelson – Resident – Requested that advertisement for these types of events be printed and provided at the Senior Center as they do not receive much information electronically. She also suggested advertising using a banner on Fair Oaks.

COMMUNICATIONS:**5) City Council Liaison Communications**

Khubesrian congratulated the NREC for a successful year and stated that she requested to remain the Council Liaison for 2020. She hopes to continue educational outreach on mosquito prevention in the coming year.

6) Commissioner Communications

The commissioners expressed their excitement for the next year, wished each other happy holidays, and thanked Council Liaison Khubesrian for her outstanding support. Chair Di Giorgi thanked everyone for their hard work throughout the year and expressed her joy serving as Chair. Commissioner Liu announced a video contest for middle and high school students.

7) Staff Liaison Communications

Kasparian announced that the South Pasadena Green Action Plan was approved unanimously by City Council on November 20, 2019 and gave an update on the progress of the Climate Action Plan and the Champions of West Nile Virus Prevention Challenge. She announced that Commissioners Jones and Myles will be ending their terms at the end of the year and explained the process for new commissioners and chair/vice chair. Kasparian thanked the commissioners and Council Liaison Khubesrian for their hard work, commitment, and inspiration.

8) Upcoming Events

- Free Smart Gardening/Intro to Composting Workshop – 2/8/20 (South Pasadena Library)

ADJOURNMENT:

MOTION BY COMMISSIONER DI GIORGI, SECOND BY COMMISSIONER MYLES, CARREID 5-0, to adjourn meeting at 8:45p.m.

I HEREBY CERTIFY that the foregoing minutes were adopted by the Natural Resources and Environmental Commission of the City of South Pasadena at a meeting held on January 28, 2019.

Madeline DiGiorgi, Chair

ITEM 3
Adoption of NREC 2020 Work Plan

Natural Resources & Environmental Commission 2020 Work Plan



Tasks and Activities	Lead Person(s)	Timeline	Desired Outcome
Presentation: Code of Ethics	City Clerk's Office to present	January 28	Commissioners are trained and understand new Code of Ethics
Discussion/Action: Earth Day	Staff Liaison		Create Earth Day Subcommittee and discuss ideas
Action: Approve 2020 NREC Work Plan	Staff Liaison		Final 2020 NREC Work Plan
Action: Recommend to Support or Not Support Zero-Emission Vehicle Requirement	Staff Liaison; Dr. Khubesrian		Recommendation from NREC
Discussion: Earth Day	Staff Liaison	February 25 *Cancelled - Special Meeting Date TBD	Discuss Earth Day ideas
Discussion: First Review of SUP Ban Ordinance (Move I.1.3)	Staff Liaison	March 24	Review draft ordinance and provide feedback
Discussion: Earth Day	Staff Liaison		Continue to discuss Earth Day ideas if needed
Presentation/Discussion: Climate Action Plan Emission Reduction Strategies	Staff Liaison; Rincon Consultants		Discuss strategies and provide Rincon with feedback
Action: Provide input on the proposed FY 20/21 Water Conservation Program (Goal II) (Goes to Council in April)	Staff Liaison		Input on proposed water conservation program
Update: Green Plan Progress Report	Staff Liaison	April 28	Update NREC on the progress of the FY19/20 Q3 moves
Discussion: Review/Provide input on Zero-waste guide for City events	Staff Liaison		Feedback on Zero-waste guide for City events
Discussion: Second Review of SUP Ban Ordinance (Move I.1.3)	Staff Liaison		Review updated ordinance and provide feedback
Presentation/Action: Final Review and Recommendation to Adopt Climate Action Plan (Goes to Council in June)	Staff Liaison; Rincon Consultants	May 26	Review Final draft of CAP and provide recommendation to Council

Action: Final Review and Recommendation to Adopt SUP Ban Ordinance (Move I.1.3) (Goes to Council in June)	Staff Liaison		Provide recommendation to Council on SUP Ban Ordinance
Discussion: Current Tree Ordinance Review and Discussion (Move IV.4.1)	Staff Liaison	June 23	Determine feasibility of tree ordinance as part of the Urban Forest Management Plan (UFMP)
Update: Green Plan Progress Report	Staff Liaison	July 28	Update NREC on the progress of the FY19/20 Q4 moves
Discussion: Heat-Tolerant Trees List (Move IV.3.1)	Staff Liaison; Arborist		Provide feedback on heat-tolerant tree list
Discussion: Finalize Heat-Tolerant Trees List (Move IV.3.1)	Staff Liaison; Arborist	August 25	Finalize heat-tolerant trees list
Discussion: Second Review of Tree Ordinance (Move IV.4.1)	Staff Liaison		Review tree ordinance as part of UFMP and discuss further input/changes if needed
Discussion: Review Current Parking Lot Codes and Provide Recommendations (Move IV.1.1)	Staff Liaison; Building/Planning Department	September 22	Determine if parking lot codes need to be updated and how
Update: Green Plan Progress Report	Staff Liaison	October 27	Update NREC on the progress of the FY20/21 Q1 moves
Discussion: Review Current Cool Roof Codes and Provide Recommendations (Move IV.2.1)	Staff Liaison; Building/Planning Department		Determine if cool roof codes need to be updated and how
Action: Recommend to Adopt Updated Tree Ordinance (Move IV.4.1) (Goes to Council in November)	Staff Liaison		Provide recommendation to Council on updated Tree Ordinance as part of UFMP if needed
Discussion: Review and provide input on City Environmental Preferable Purchasing Policy (Move I.1.1)	Staff Liaison	November 24	Provide feedback on EPP Policy
-	-	December 22 *Cancelled	-
Tree Removal Hearings	Staff Liaison	As-Needed	Approve/Deny tree removal requests

ITEM 4

Tree Removal Hearing: 625 Fair Oaks Ave.



Natural Resources & Environmental Commission Agenda Report

ITEM NO. _____

DATE: January 28, 2020

FROM: Garrett Crawford, Public Works Operations Manager

SUBJECT: **Removal of 17 Protected Trees for Senior Housing Development at 625 Fair Oaks Avenue (APN No: 5315-001-072)**

Recommendation

Staff recommends that the Natural Resources and Environmental Commission recommend approval to the Planning Commission for the removal of 17 protected trees for a proposed Senior Housing Development located at 625 Fair Oaks Avenue, subject to the proposed conditions of approval. This proposed development project will allow the City to meet the Regional Housing Needs Allocation (RHNA) of low-income housing, as outlined in the General Plan. The City is in critical need of low-income units.

Background

The applicant has a development application with the Planning Division proposing a senior housing apartment complex with 86 units and amenities on an existing parking lot behind the office building located at 625 Fair Oaks Avenue. Thirteen of the 86 units will be reserved for low-income affordable housing for seniors (55 years and older). The project is being processed in compliance with the state density bonus and affordable housing laws.

Discussion/Analysis

Project Description

On July 24, 2019, the applicant submitted a Private Property Tree Removal application to remove 17 protected trees from the property at 625 Fair Oaks Avenue. The Tree Removal application lists the removal of more than three, healthy, significant non-native trees. Therefore this, tree removal permit is being referred to the Natural Resources and Environmental Commission (NREC) per South Pasadena Municipal Code (SPMC) Section 34.10(c)(1). Due to the scope of the proposed development project, the following trees are proposed for removal (Attachment 1).

Project Analysis

The applicant has submitted a tree removal permit application, design narrative, and site plans as Attachment 1. The City Arborist has inspected the trees and agrees with the health condition of the trees and the proposed removals provided in the tree removal application. Per SPMC Section 34.12-5 (b), a quantity of 53 replacement trees are required to mitigate the tree removals associated with the proposed development (Attachment 1).

SPMC Section 34.12-5(b). Table 2 below includes the species, size, and quantity of each proposed tree.

Table 2: Proposed Trees for Replacement

Tree Number	Species	Native?	Size	Quantity
T-01	Cercidium ‘Desert Museum’/ Desert Museum Palo Verde	No	24” box	19
T-02	Olea Europaea/ Common Olive	No	36” box	1
T-03	Platanus Racemosa/ Sycamore	Yes	24” box	7
T-04	Juniperus chinensis ‘Torolusa’/ Hollywood Twisted Juniper	No	24” box	2
T-05	Sygarus romanzoffiana/ Queen Palm	No	48” box	6
T-06	Cupressus sempervirens/ Italian Cypress	No	48” box	28
T-07	Citrus sinensis ‘Washington’/ Washington Navel Orange	No	24” box	10
Total Number of New Trees to Be Planted on Site Following Construction:				73

The applicant is proposing to plant a total of 73 trees, which will meet the standard outlined in SPMC Section 34.12-5 (b).

The NREC shall review the proposed Conditions of Approval and provide comments that will be forwarded to the Planning Review Authority, which is the Planning Commission for this Project. The proposed tree removals will be included in the Planning Divisions public notice which meets the noticing requirements of SPMC 34.10 (a) (2). Staff has reviewed the proposed Project application and proposes the following tree related conditions of approval:

PW1) Show all existing and proposed trees (including parkway trees), including size and species, and indicate their disposition. The applicant shall show methods of protecting existing onsite and on the parkway trees during construction on the plans. The applicant shall submit an arborist report for all trees (including parkway trees) at project completion to the City, demonstrating that all protection methods were followed and document the tree disposition after construction.

Removal of 17 Protected Trees for Senior Housing Development at 625 Fair Oaks Avenue
January 28, 2020

PW2) Tree removals associated with development shall only be conditionally approved subject to the applicant receiving their development building permit, paying all fees associated with the tree removal as established by resolution of the city council, and paying a deposit in the amount of \$17,755 for the 53 replacement trees. Upon the planning review authority's approval of the development application and satisfaction of all conditions of approval, and payment of all required fees, the applicant shall be issued a tree removal permit.

PW3) Replacement trees shall be planted per SPMC section 34.12-5 (b). The applicant is required to plant 53 replacement trees based on the trees proposed for removal. The South Pasadena Public Works Department shall inspect the replacement trees before being planted.

PW4) Upon the applicant's proof to the city's satisfaction that the applicant has complied with the approved tree replacement plan, the city shall reimburse the applicant's replacement tree deposit. Should the applicant fail to plant any replacement trees per the approved replacement tree plan, the city shall retain the amount of the replacement tree deposit necessary to cover the cost to plant any required replacement trees in alternative locations within the city (public right-of-way, park, etc.), as permitted by SPMC chapter 34.

PW5) No trees shall be removed from the site until Tree Removal Permits are issued.

Legal Review

The City Attorney has not been asked to review this item.

Fiscal Impact

The applicant has paid the initial tree removal inspection fee and will be required to pay any permit fees for the project. In addition, the applicant will be required to make a deposit of \$17,775 for the 53 replacement trees required as part of this Project.

Environmental Analysis

This item is exempt from any California Environmental Quality Act (CEQA) analysis.

Public Notification of Agenda Item

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

Attachments

1. Application Package (including Design Narrative, Site Plan, Tree List and Landscape Plan)

**Narrative for Tree Removal Permit Application
for
625 Fair Oaks Proposed Senior Housing Complex
Revised 1-20-20**

The proposed Senior Housing Complex at 625 Fair Oaks Avenue will occupy the area of the surface level asphalt parking lot that services and is located behind the existing commercial office building on the site. The construction area will be confined to the existing surface parking area on the site and the existing office building and its adjacent trees and landscaping are to remain.

The footprints of the proposed new buildings and gardens that comprise the 625 Fair Oaks Senior Housing will require the removal of 34 trees that are planted within and at the perimeter of the existing surface level asphalt parking lot located to the rear of the existing office building. Of these 34 trees, 17 require a permit for approval based upon their size and species. The remaining 17 trees are eligible for removal without permit.

South Pasadena is recognized as a Tree City and it is understood that mature trees are a key civic asset so the removal of these trees is not being undertaken lightly. Consequently, the trees that must be removed for construction will wherever possible be carefully boxed and moved off site. These trees will first be offered to the City for planting elsewhere, with remaining trees to either be retained for replanting on site once construction is complete or sold on.

The Mound Avenue and Grevelia Street facades of the proposed project will be extensively landscaped with water conscious plantings as will the garden courtyards that are integrated into the design of the inter-connecting buildings that comprise the complex. Parkway trees on Mound Avenue will remain. The Grevelia Street side of the proposed project currently has no parkway trees. It is proposed that the London Plane Trees to be removed from the existing parking lot be planted here. In addition, a total of 73 new trees will be planted throughout the garden courtyards of the proposed complex. The new trees counts are indicated on Sheet L-091 the Composite Landscape Plan in the plan set and also included in a table at the end of this narrative.

We are including the following plans with our application for clarification: an existing site tree and removal plan with notations and designations per the City's arborist, a demolition plan, a proposed site plan and landscape plans.

Proposed New Trees for 625 Fair Oaks Senior Housing Complex

Tree Number	Species	Native?	Size	Quantity
T-01	Cercidium ‘Desert Museum’/ Desert Museum Palo Verde	No	24” box	19
T-02	Olea Europaea/ Common Olive	No	36” box	1
T-03	Platanus Racemosa/ Sycamore	Yes	24” box	7
T-04	Juniperus chinensis ‘Torolusa’/ Hollywood Twisted Juniper	No	24” box	2
T-05	Sygarus romanzoffiana/ Queen Palm	No	48” box	6
T-06	Cupressus sempervirens/ Italian Cypress	No	48” box	28
T-07	Citrus sinensis ‘Washington’/ Washington Navel Orange	No	24” box	10
Total Number of New Trees to Be Planted on Site Following Construction:				73

Trees Proposed to be Removed (requiring permit) (20)

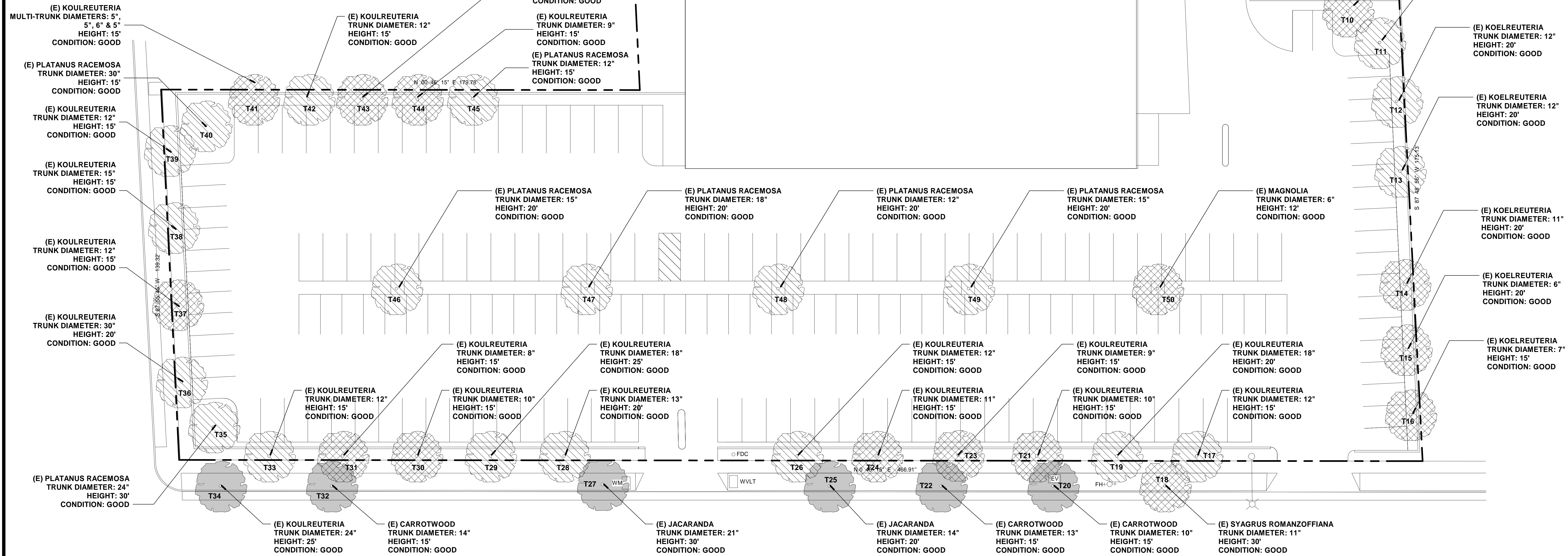
Tree #	Botanical Name	Common Name	Caliper (Measured @ 4.5' ab. gr.)	Height (est.)	Trunk Single or Multi-Trunk
T11	Platanus Racemosa	Sycamore	10"	20'	Single
T12	Koelreuteria Paniculata	Golden Rain Tree	12"	20'	Single
T13	Koelreuteria Paniculata	Golden Rain Tree	12"	20'	Single
T17	Koelreuteria Paniculata	Golden Rain Tree	12"	15'	Single
T19	Koelreuteria Paniculata	Golden Rain Tree	12"	20'	Single
T26	Koelreuteria Paniculata	Golden Rain Tree	12"	15'	Single
T28	Koelreuteria Paniculata	Golden Rain Tree	13"	20'	Single
T29	Koelreuteria Paniculata	Golden Rain Tree	18"	25'	Single
T33	Koelreuteria Paniculata	Golden Rain Tree	12"	15'	Single
T35	Platanus Racemosa	Sycamore	16"	30'	Single
T36	Koelreuteria Paniculata	Golden Rain Tree	24"	20'	Single
T38	Koelreuteria Paniculata	Golden Rain Tree	12"	15'	Single
T39	Koelreuteria Paniculata	Golden Rain Tree	12"	15'	Single
T40	Platanus Racemosa	Sycamore	19"	15'	Single
T42	Koelreuteria Paniculata	Golden Rain Tree	12"	15'	Single
T45	Platanus Racemosa	Sycamore	12"	15'	Single
T46	Platanus Racemosa	Sycamore	20"	20'	Single
T47	Platanus Racemosa	Sycamore	24"	20'	Single
T48	Platanus Racemosa	Sycamore	12"	20'	Single
T49	Platanus Racemosa	Sycamore	10"	20'	Single

Trees Proposed to be Removed (no permit required) (15)

Tree #	Botanical Name	Common Name	Caliper (Measured @ 4.5' ab. gr.)	Height (est.)	Trunk Single or Multi-Trunk
T10	Eucalyptus	Eucalyptus	9"	20'	Single
T14	Koelreuteria Paniculata	Golden Rain Tree	11"	20'	Single
T15	Koelreuteria Paniculata	Golden Rain Tree	6"	20'	Single
T16	Koelreuteria Paniculata	Golden Rain Tree	7"	15'	Single
T18	Syagrus Romanzoffiana	Queen Palm	11"	30'	Single
T21	Koelreuteria Paniculata	Golden Rain Tree	10"	15'	Single
T23	Koelreuteria Paniculata	Golden Rain Tree	9"	15'	Single
T24	Koelreuteria Paniculata	Golden Rain Tree	11"	15'	Single
T30	Koelreuteria Paniculata	Golden Rain Tree	10"	15'	Single
T31	Koelreuteria Paniculata	Golden Rain Tree	8"	15'	Single
T37	Koelreuteria Paniculata	Golden Rain Tree	10"	15'	Single
T41	Koelreuteria Paniculata	Golden Rain Tree	6", 5", 5", 5"	15'	Multi
T43	Koelreuteria Paniculata	Golden Rain Tree	11"	15'	Single
T44	Koelreuteria Paniculata	Golden Rain Tree	9"	15'	Single
T50	Magnolia Grandiflora	Magnolia	6"	12'	Single

Trees Proposed to Remain (15)

Tree #	Botanical Name	Common Name	Caliper (Measured 4.5' ab. gr.)	Height (est.)	Trunk Single or Multi-Trunk
T1	Eucalyptus	Eucalyptus	15"	30'	Single
T2	Eucalyptus	Eucalyptus	15"	30'	Single
T3	Eucalyptus	Eucalyptus	18"	30'	Single
T4	Magnolia Grandiflora	Magnolia	20"	15'	Single
T5	Eucalyptus	Eucalyptus	4"	10'	Single
T6	Eucalyptus	Eucalyptus	6"	10'	Single
T7	Lagerstroemia Indica	Crape Myrtle	4"	10'	Single
T8	Eucalyptus	Eucalyptus	5"	10'	Single
T9	Eucalyptus	Eucalyptus	14"	20'	Single
T20	Cupaniopsis Anacardioides	Carrotwood	10"	15'	Single
T22	Cupaniopsis Anacardioides	Carrotwood	13"	15'	Single
T25	Jacaranda Mimosifolia	Jacaranda	14"	20'	Single
T27	Jacaranda Mimosifolia	Jacaranda	21"	30'	Single
T32	Cupaniopsis Anacardioides	Carrotwood	14"	18'	Single
T34	Schinus Molles	Pepper Tree	24"	25'	Single



EXISTING SITE TREE PLAN

1/16" = 1'-0"

CHAPTER 34: TREES AND SHRUBS

34.1 DEFINITIONS.
 (L) "NATIVE SPECIES TREE" SHALL MEAN ANY SPECIES OF TREE NATIVE TO CALIFORNIA AS DEFINED BY RESOLUTION ADOPTED BY THE CITY COUNCIL. (ORD. NO. 1991, § 2; ORD. NO. 2051, § 5; ORD. NO. 2126, § 2.)

34.3 VIOLATIONS.
 (A) IT IS UNLAWFUL FOR ANY PERSON TO REMOVE OR TRANSPLANT ANY SIGNIFICANT OR MATURE HERITAGE TREE, NATIVE SPECIES TREE, OR OAK TREE FROM ANY PROPERTY WITHIN THE CITY UNLESS A TREE REMOVAL PERMIT IS FIRST OBTAINED FROM THE CITY.

TREES LOCATED OUTSIDE SCOPE OF WORK TO REMAIN IN PLACE.

PARKWAY TREES WITH EXCEPTION OF ONE (E) SYAGRUS ROMANZOFFIANA (T16) TO REMAIN IN PLACE.

TREES TO BE REMOVED SHALL BE CAREFULLY BOXED AND RETAINED FOR RE-PLANTING ON SITE WHERE POSSIBLE ONCE CONSTRUCTION IS COMPLETE OR SOLD ON.

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 Anthony R. George
 C-26278
 Ren. 4/30
 STATE OF CALIFORNIA

PROJECT
LUXURY SENIOR LIVING APARTMENTS
 625 FAIR OAKS AVENUE
 SOUTH PASADENA, CA 91030

OWNER
 GREENBRIDGE INVESTMENT PARTNERS
 9355 WILSHIRE BLVD., STE. 350
 BEVERLY HILLS, CA 90210
 T: (310) 273-5511

MARK	DATE	DESCRIPTION
PL3	10.01.19	Planning Resubmittal
PL0	09.04.18	Planning Submittal
PL2	06.24.19	Planning Resubmittal
PL1	04.12.19	Planning Resubmittal
PL4	1/6/20	Planning Resubmittal

PROJECT NUMBER	1701.001
ISSUE DATE	09/04/18
CHECKED BY	OS/BK
SHEET TITLE	

EXISTING SITE TREE PLAN

SHEET
L-001

MacHome\Documents\GA_JobFiles\2015\25 Revit\2525_SHT_L-001.rvt



MARK	DATE	DESCRIPTION
PL3	10.01.19	Planning Resubmittal
PL0	09.04.18	Planning Submittal
PL2	06.24.19	Planning Resubmittal
PL1	04.12.19	Planning Resubmittal
PL4	1/6/20	Planning Resubmittal

PROJECT NUMBER	1701.001
ISSUE DATE	09/04/18
CHECKED BY	OS/BK
SHEET TITLE	

GENERAL SHEET NOTES

- 1 ALL LANDSCAPE AREAS WILL BE IRRIGATED W/ A HIGH EFFICIENCY IRRIGATION W/ SMART IRRIGATION CONTROLS
- 2 ALL PLANTING & IRRIGATION SHALL COMPLY WITH CITY OF SOUTH PASADENA REQUIREMENTS
- 3 IRRIGATION DESIGN WILL INCORPORATE EPA WATERSENSE SPECIFICATIONS
- 4 STREET TREES SHALL BE SELECTED AND INSTALLED PER CITY OF SOUTH PASADENA DEPARTMENT OF PUBLIC WORKS
- 5 ALL NEW PLANTED AREAS TO BE HEAVILY MULCHED FOR WATER CONSERVATION

PLANT LEGEND

SYMB	ABB	BOTANICAL NAME "COMMON NAME"	SIZ
TREES			
	T-00	EXISTING STREET TREES SEE SHEET L-001 FOR DESCRIPTIONS	VARIABLES
	T-01 Qty: 19	CERCIDIUM 'DESERT MUSEUM' 'DESERT MUSEUM PALO VERDE'	24" BOX
	T-02 Qty: 1	OLEA EUROPAEA 'COMMON OLIVE'	36" BOX
	T-03 Qty: 7	PLATANUS RACEMOSA 'SYCAMORE'	24" BOX
	T-04 Qty: 2	JUNIPERIS CHINENSIS 'TOROLUSA' 'HOLLYWOOD TWISTED JUNIPER'	24" BOX
	T-05 Qty: 6	SYAGRUS ROMANZOFFIANA 'QUEEN PALM'	48" BOX
	T-06 Qty: 28	CUPRESSUS SEMPERVIRENS 'ITALIAN CYPRESS'	48" BOX
	T-07 Qty: 10	CITRUS SINENSIS 'WASHINGTON' 'WASHINGTON NAVEL ORANGE'	24" BOX
SHRUBS			
	S-01 Qty: 15	OSMANTHUS FRAGRANS 'SWEET OSMANTHUS'	15 GAL.
	S-02 Qty: 87	PITTOSPORUM 'SILVER SHEEN' 'SILVER SHEEN KOHUHU'	15 GAL.
	S-03 Qty: 79	PODOCARPUS HENKELII 'LONG-LEAVED YELLOWWOOD'	15 GAL.

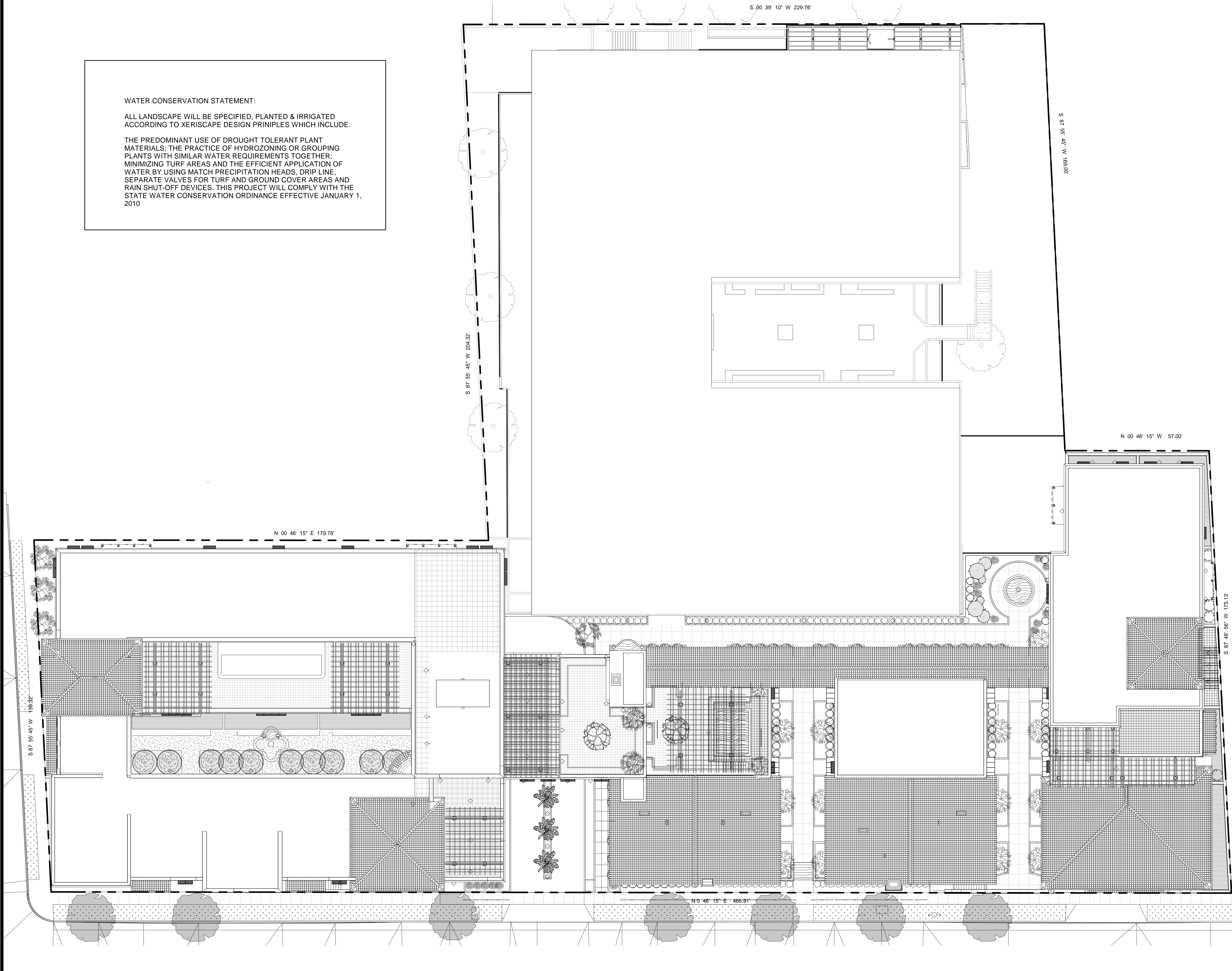
GROUND COVER

SYMB	ABB	NAME	QTY
	G-00	EXISTING PARKWAY TURF	---
	G-01	LIRIOPE SPICATA 'LILY TURF'	5 GAL.
	G-02	TRACHELOSPERMUM JASMINIODES 'STAR JASMINE'	5 GAL.
	G-03	MISCANTHUS SINENSIS 'SILVER GRASS'	5 GAL.
	G-04	MUHLENBERGIA CAPILLARIS 'MUHLY GRASS'	5 GAL.

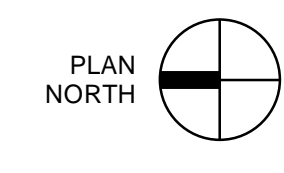
HARDSCAPE LEGEND

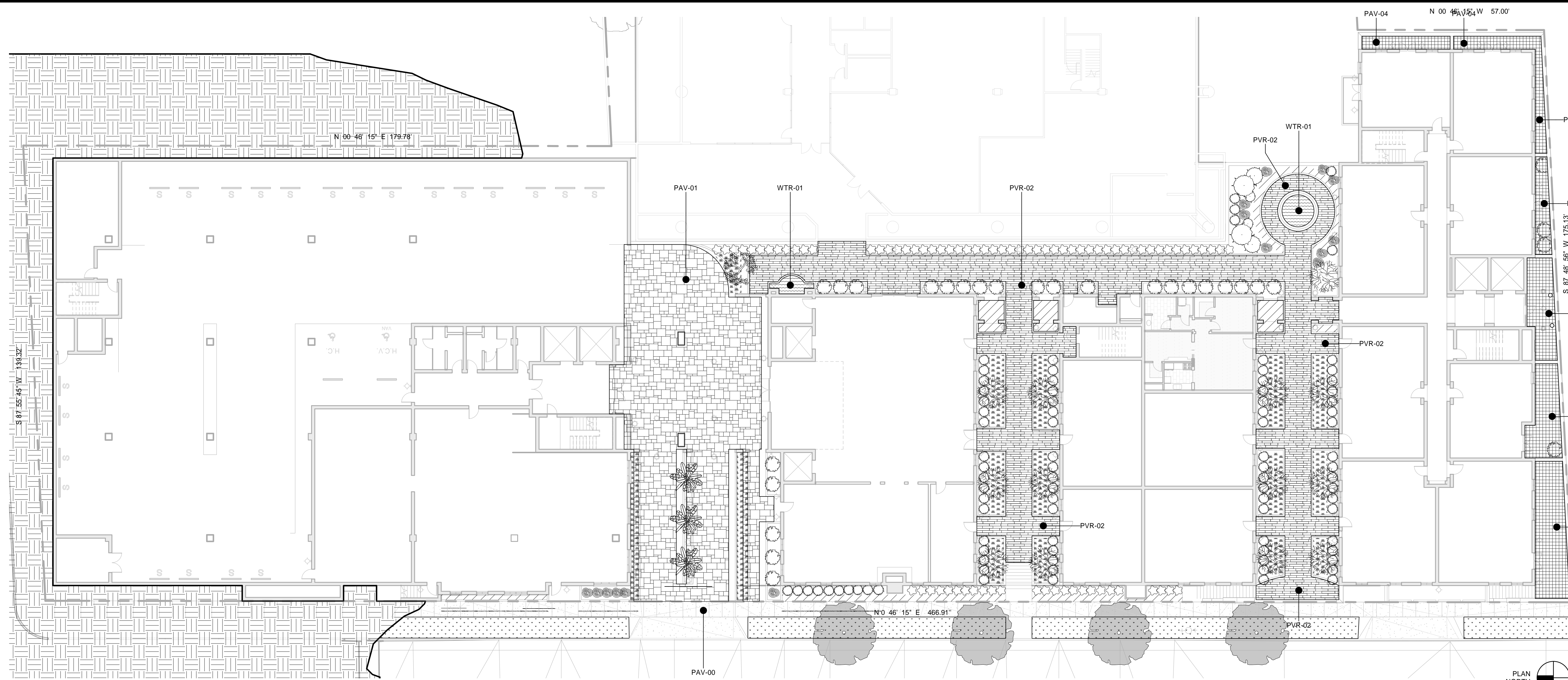
SYMBOL	ABBR	NAME
	PAV-00	EXISTING SIDEWALK CONCRETE BROOM FINISH
	PAV-01	PORTE COCHERE ENTRY DRIVE PAVILION STONE PAVERS
	PAV-02	WALKWAYS LIMESTONE PAVERS
	PAV-03	CLOISTER GARDEN BRICK AND TILE
	PAV-04	ROOF DECKS AND PRIVATE PATIOS 24" CONCRETE DECK TILE
	WTR-01	CERAMIC TILE WATER FEATURE SEE SHEET L-501 FOR EXAMPLES
	WTR-02	ROOF DECK SPA SEE SHEET L-501 FOR EXAMPLES

WATER CONSERVATION STATEMENT:
ALL LANDSCAPE WILL BE SPECIFIED, PLANTED & IRRIGATED ACCORDING TO XERISCAPE DESIGN PRINCIPLES WHICH INCLUDE:
THE PREDOMINANT USE OF DROUGHT TOLERANT PLANT MATERIALS; THE PRACTICE OF HYDROZONING OR GROUPING PLANTS WITH SIMILAR WATER REQUIREMENTS TOGETHER; MINIMIZING TURF AREAS AND THE EFFICIENT APPLICATION OF WATER BY USING MATCH PRECIPITATION HEADS, DRIP LINE, SEPARATE VALVES FOR TURF AND GROUND COVER AREAS AND RAIN SHUT-OFF DEVICES. THIS PROJECT WILL COMPLY WITH THE STATE WATER CONSERVATION ORDINANCE EFFECTIVE JANUARY 1, 2010



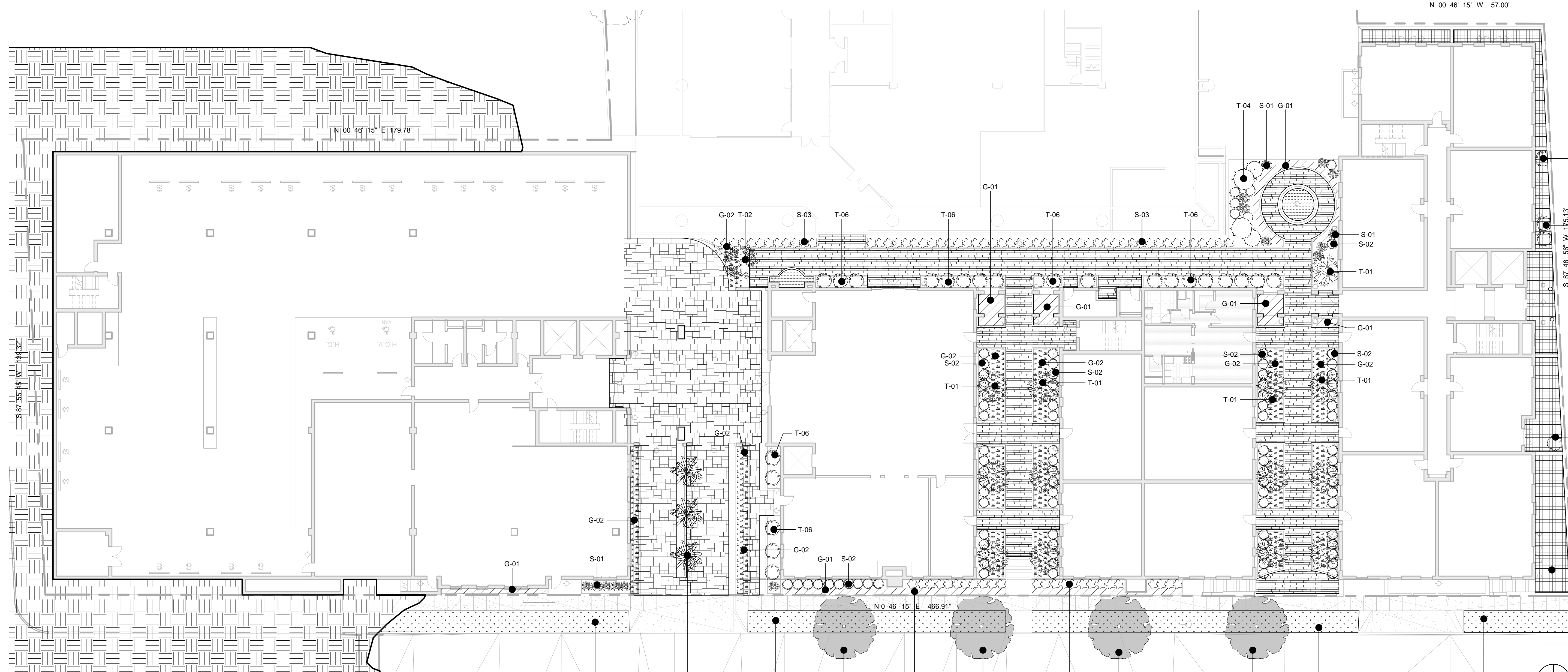
COMPOSITE LANDSCAPE PLAN
1/8" = 1'-0"





LEVEL 01 HARDSCAPE PLAN

1/16" = 1'-0"



LEVEL 01 LANDSCAPE PLAN

1/16" = 1'-0"

PLANT LEGEND

SYMB	ABBR	BOTANICAL NAME "COMMON NAME"	SIZ E
TREES			
	T-00	EXISTING STREET TREES SEE SHEET L-001 FOR DESCRIPTIONS	VARIES
	T-01 Qty: 19	CERCIDIUM 'DESERT MUSEUM' 'DESERT MUSEUM PALO VERDE'	24" BOX
	T-02 Qty: 1	OLEA EUROPAEA 'COMMON OLIVE'	36" BOX
	T-03 Qty: 7	PLATANUS RACEMOSA 'SYCAMORE'	24" BOX
	T-04 Qty: 2	JUNIPERIS CHINENSIS 'TOROLUSA' 'HOLLYWOOD TWISTED JUNIPER'	24" BOX
	T-05 Qty: 6	SYAGRUS ROMANZOFFIANA 'QUEEN PALM'	48" BOX
	T-06 Qty: 28	CUPRESSUS SEMPERVIRENS 'ITALIAN CYPRESS'	48" BOX
	T-07 Qty: 10	CITRUS SINENSIS 'WASHINGTON' 'WASHINGTON NAVEL ORANGE'	24" BOX

SYMB	ABBR	BOTANICAL NAME "COMMON NAME"	SIZ E
SHRUBS			
	S-01 Qty: 15	OSMANTHUS FRAGRANS 'SWEET OSMANTHUS'	15 GAL.
	S-02 Qty: 87	PITTIOSPORUM 'SILVER SHEEN' 'SILVER SHEEN KOHUU'	15 GAL.
	S-03 Qty: 79	PODOCARPUS HENKELII 'LONG-LEAVED YELLOWWOOD'	15 GAL.

SYMB	ABBR	NAME	QTY
GROUND COVER			
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	G-01	LIRIOPE SPICATA 'LILY TURF'	5 GAL.
	G-02	TRACHELOSPERMUM JASMINIODES 'STAR JASMINE'	5 GAL.
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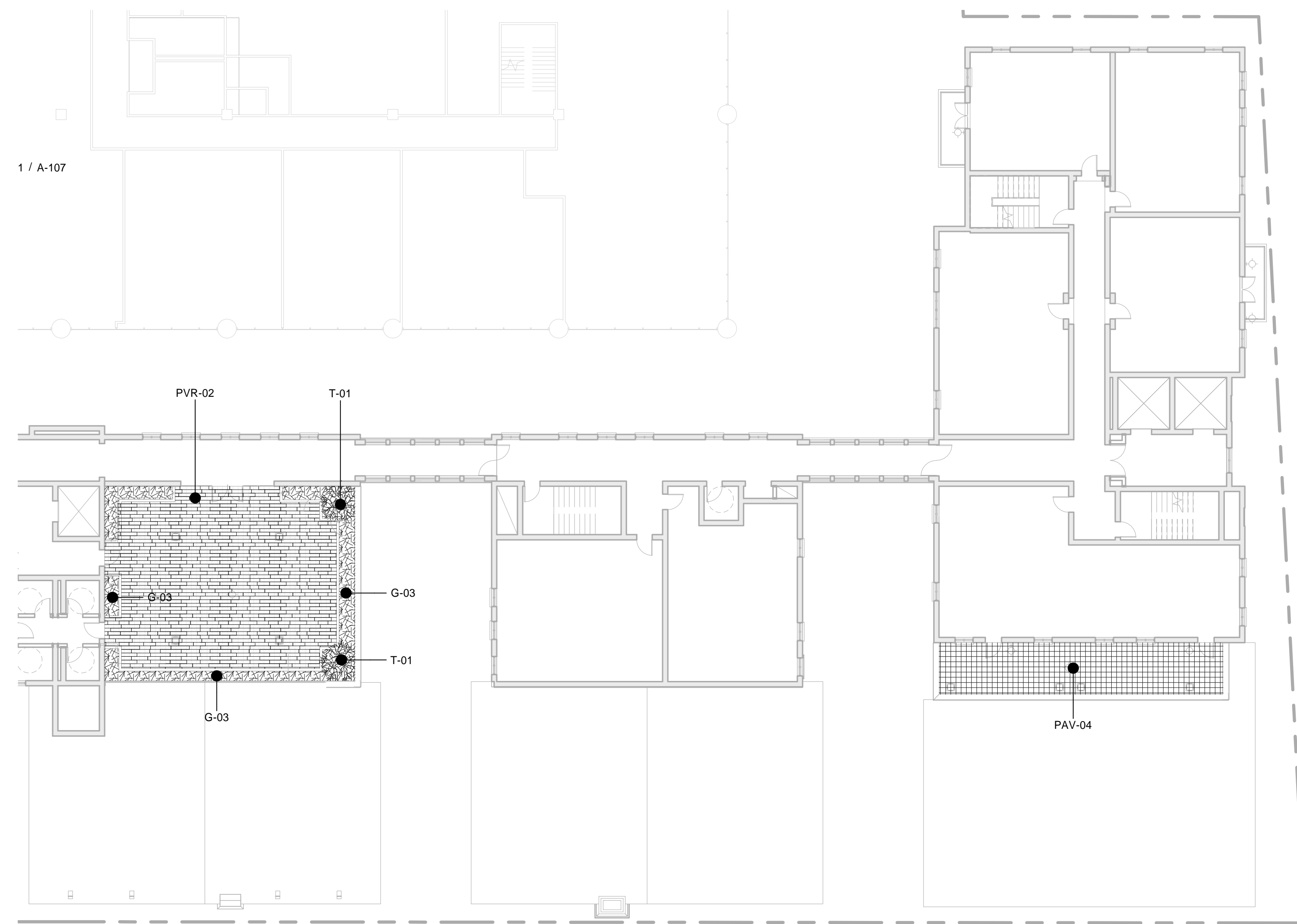
HARDSCAPE LEGEND

SYMBOL	ABBR	NAME
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	PAV-01	PORTE COCHERE ENTRY DRIVE PAVILION STONE PAVERS
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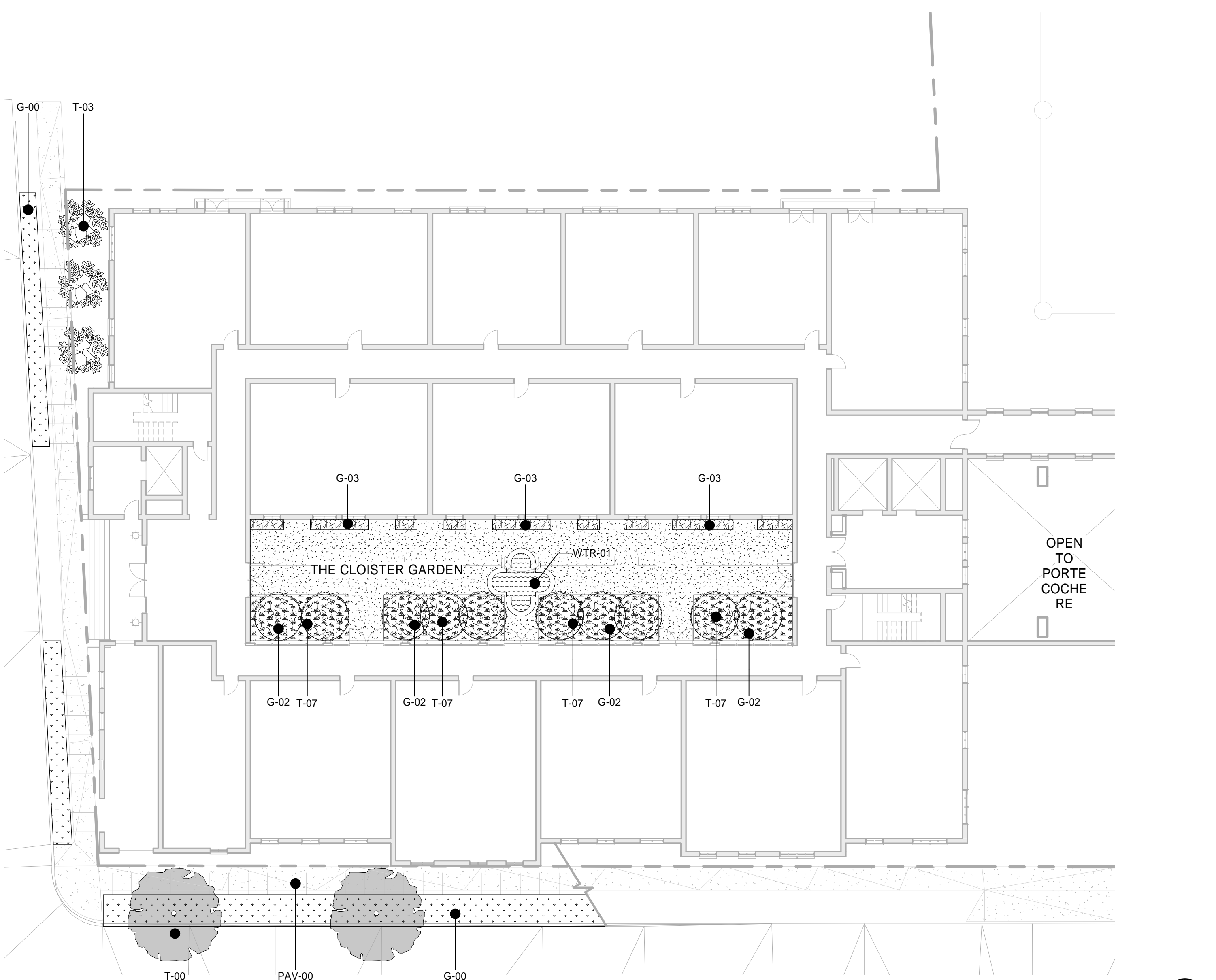


MARK	DATE	DESCRIPTION
PL3	10.01.19	Planning Resubmittal
PL0	09.04.18	Planning Submittal
PL2	06.24.19	Planning Resubmittal
PL1	04.12.19	Planning Resubmittal
PL4	1/6/20	Planning Resubmittal

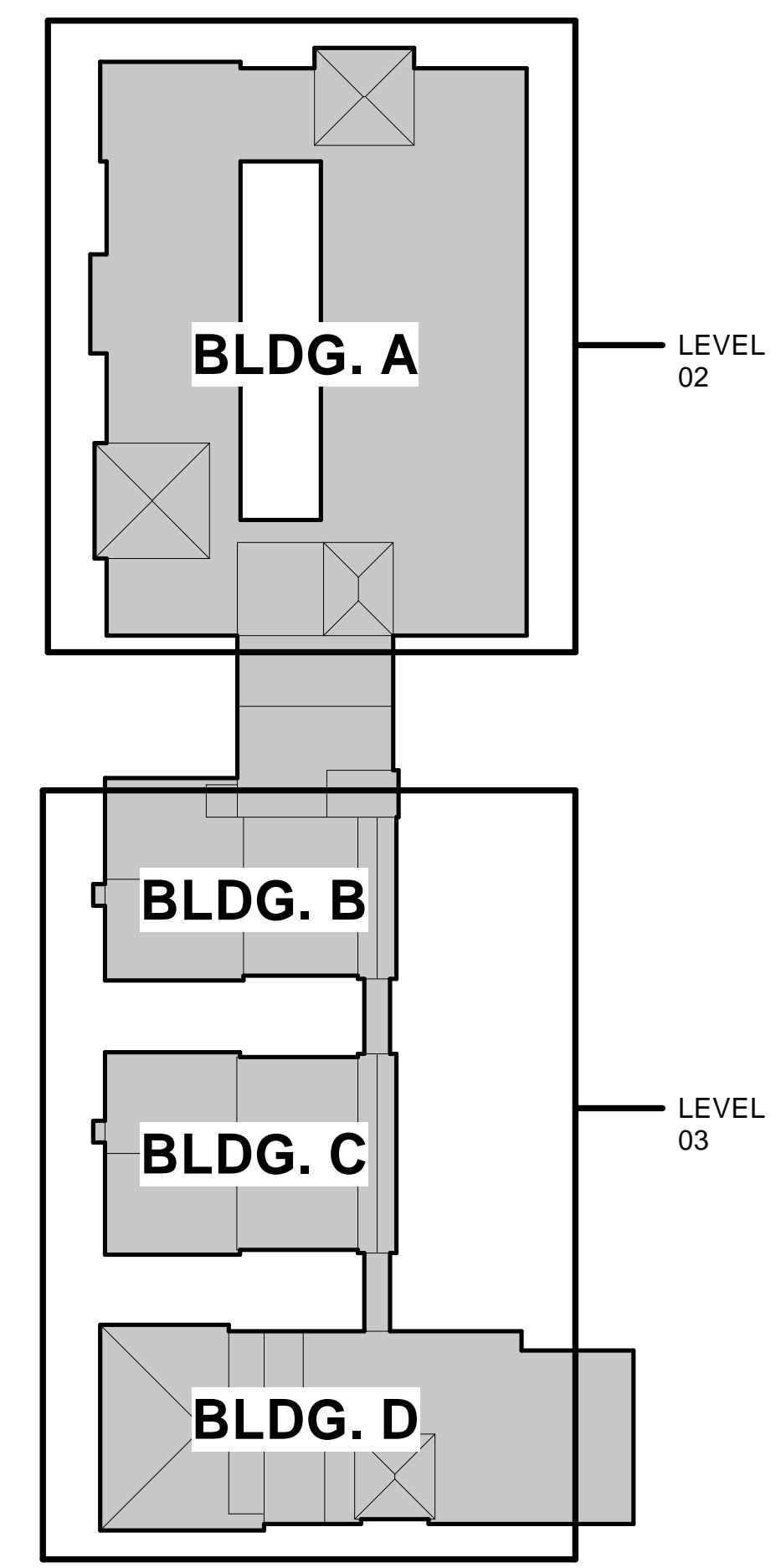
PROJECT NUMBER	1701.001
ISSUE DATE	09/04/18
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SHEET TITLE	



1 / A-107
LEVEL 03 LANDSCAPE PLAN SOUTH
 1/16" = 1'-0"



1 / A-107
LEVEL 02 LANDSCAPE PLAN NORTH
 1/16" = 1'-0"



KEY PLAN
 1" = 50'-0"

PLANT LEGEND			
SYMB	ABBR	BOTANICAL NAME "COMMON NAME"	SIZ E
TREES			
	T-00	EXISTING STREET TREES SEE SHEET L-001 FOR DESCRIPTIONS	VARIES
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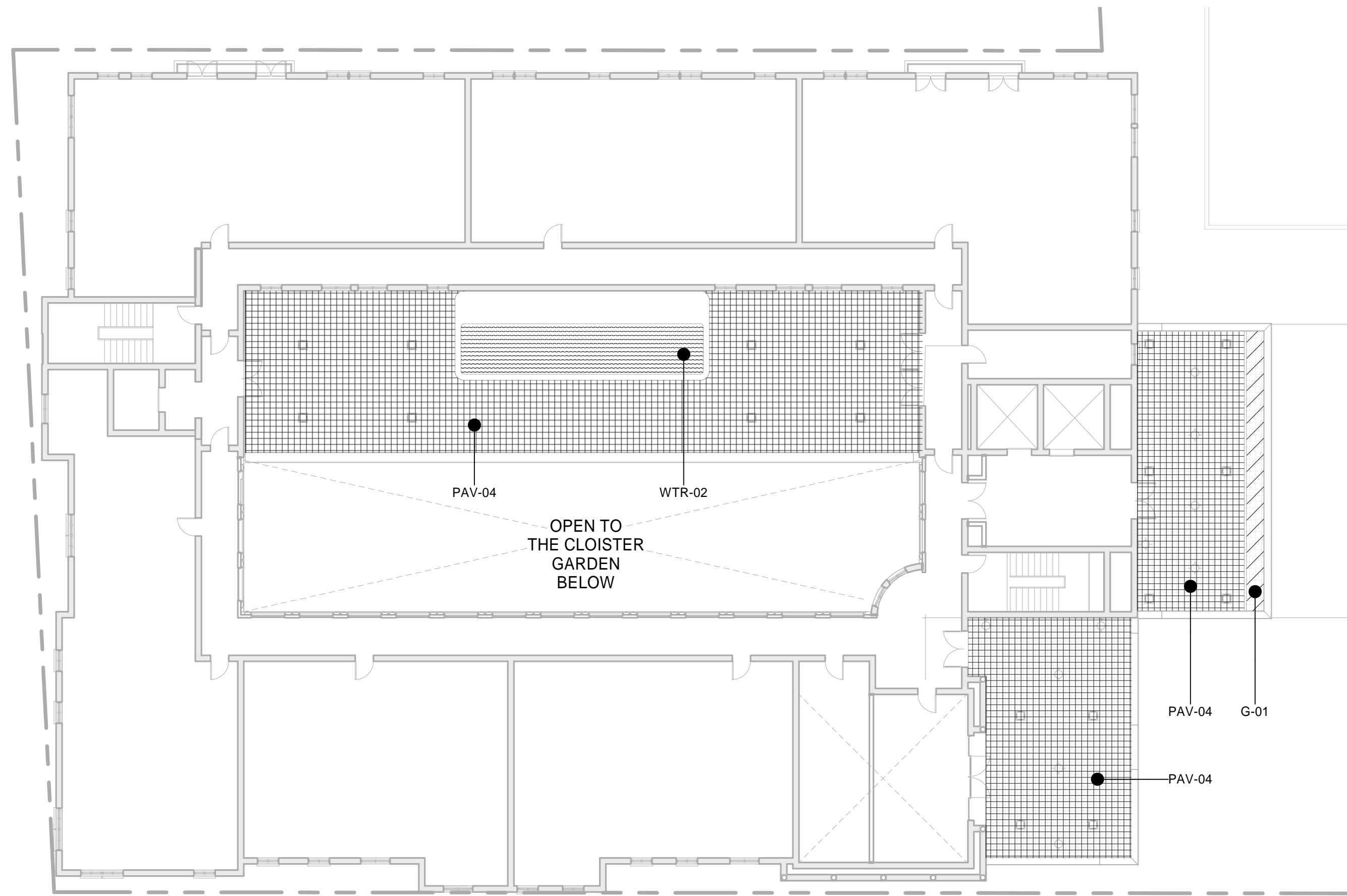
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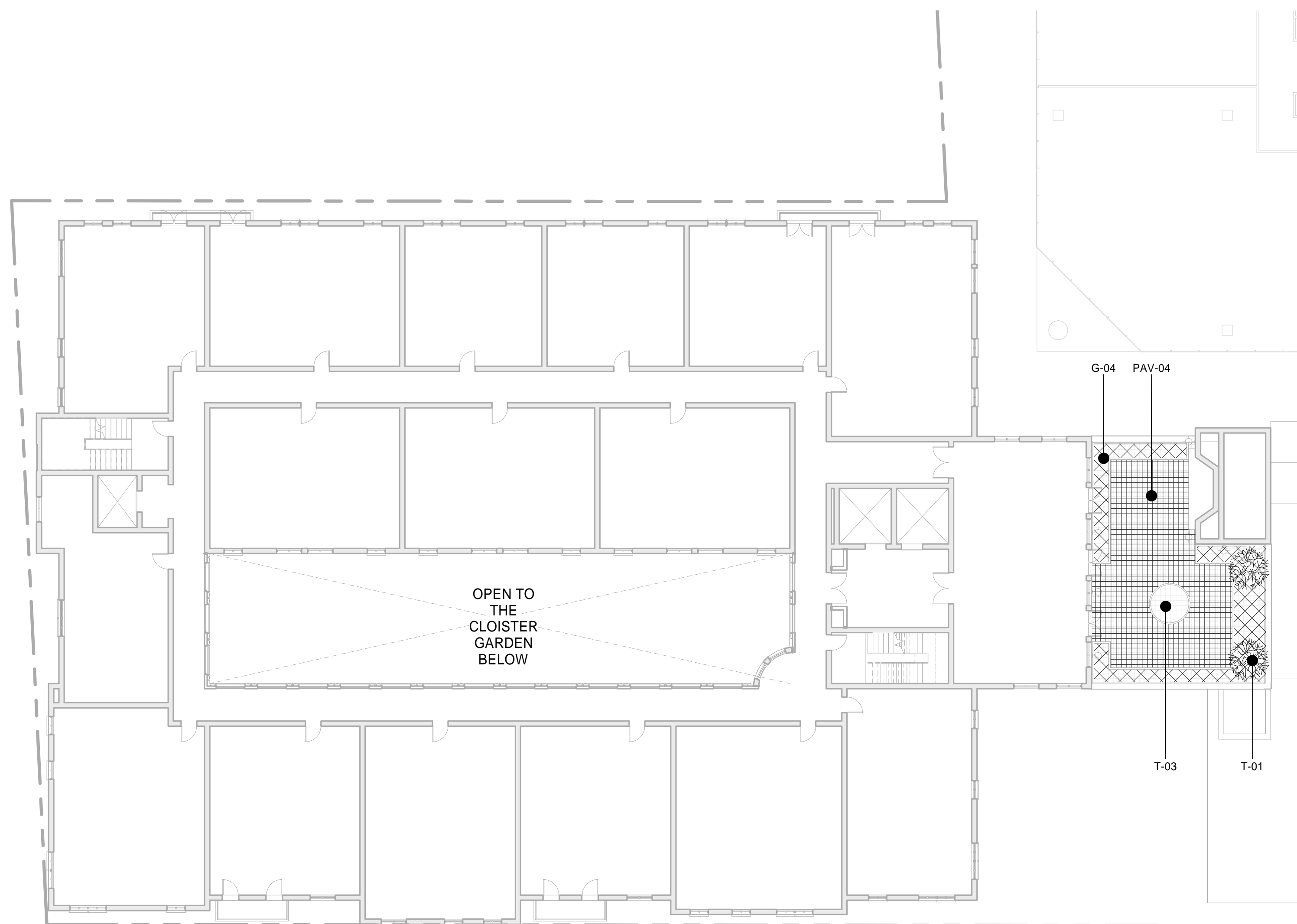
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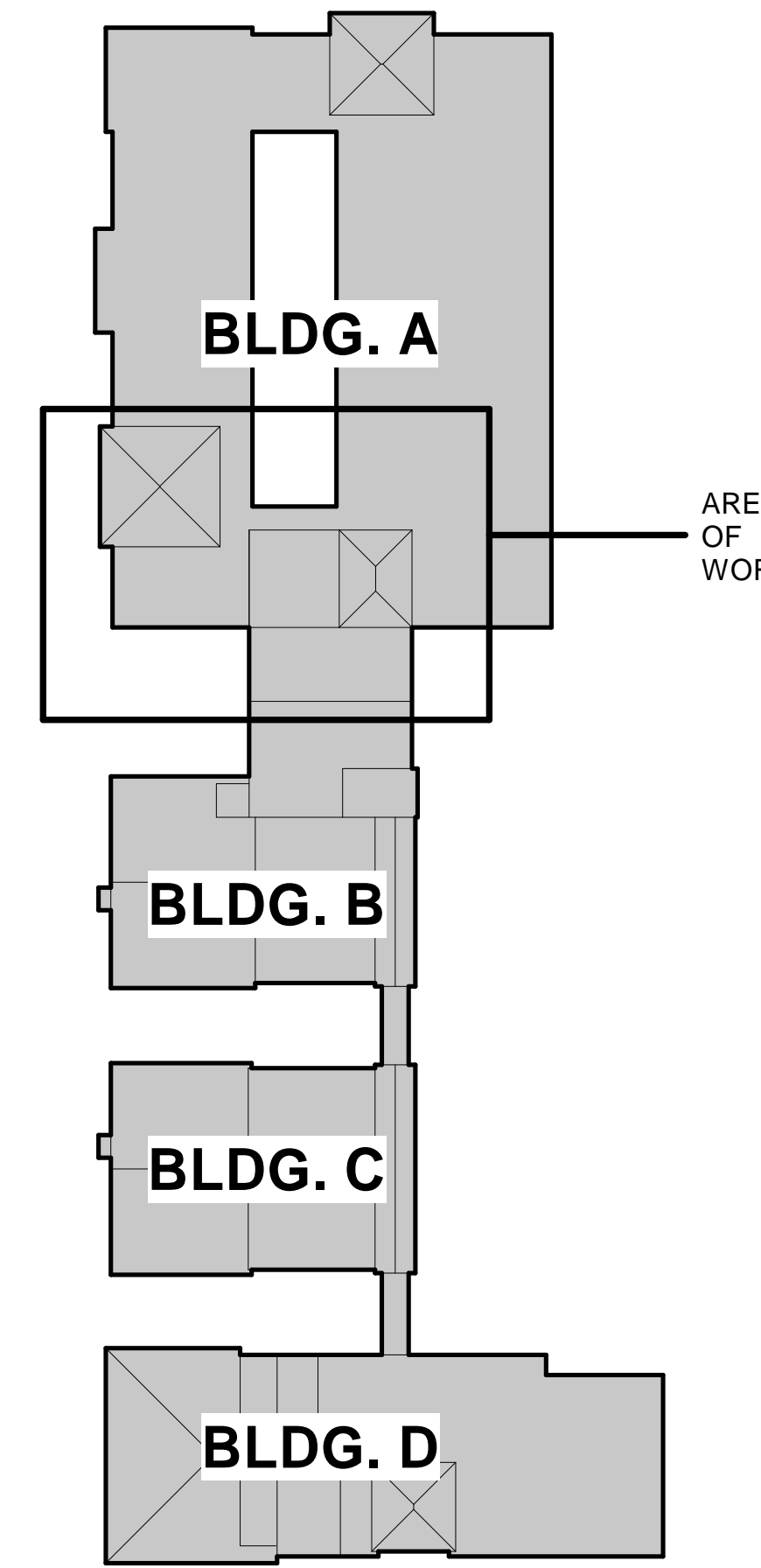
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2 LEVEL 5 LANDSCAPE PLAN
SCALE: 1/16" = 1'-0"



LEVEL 04 LANDSCAPE PLAN NORTH
1/16" = 1'-0"



KEY PLAN
1" = 50'-0"

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PROJECT NUMBER	1701.001
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CHECKED BY	OS/BK
SHEET TITLE	

ITEM 5
Review of City of South Pasadena
Code of Ethics and Conduct



Natural Resources & Environmental Commission Agenda Report

DATE: January 28, 2020

FROM: Maria Ayala, Chief City Clerk

SUBJECT: **Review of City of South Pasadena Code of Ethics and Conduct**

Recommendation

It is recommended that the Commission review the Code of Ethics and Conduct policy (policy) and provide input as necessary. In October 2019, the City Council considered the policy and directed staff to remand the policy to the Commissions for prior review before presented to Council for final approval.

Background

Assembly Bill 1234 (Salinas) - Compensation and Ethics, requires all elected or appointed officials, City employees, and members of boards, commissions, committees, and task forces to participate in ethics training *in general ethics principles and ethics laws relevant to public service every two years*.

In addition to state required training, many cities have adopted a Code of Ethics and Conduct for members of the City Council and the City's boards and commissions to ensure public confidence in the integrity of local government and its effective and fair operation.

Discussion/Analysis

Elected and appointed officials are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve and protect the present and the future of the community. The Code of Ethics and Conduct promotes an atmosphere of respect and civility where individual members, City staff and the public are free to express their ideas and work to their full potential.

The purpose of a Code of Ethics and Conduct policy is to ensure that all elected and appointed officials, while exercising their office, conduct themselves in a manner that will instill public confidence and trust in the fair operation and integrity of the City.

The overall principles and guidelines contained in this Code also describe the manner in which the City Council, City Treasurer, City Clerk, Commissioners, Committee members and Board members are expected to treat one another, City staff, and all others they come into contact with while representing the City. The Code Conduct defines more clearly the behavior, manners, and courtesies that are suitable for various occasions. The constant and consistent theme through all of the conduct guidelines is "respect."

The Code of Ethics and Conduct is intended to be self-enforcing and is an expression of the standards of conduct for members expected by the City. It therefore becomes most effective when members are thoroughly familiar with it and embrace its provisions.

Next Steps

1. The ordinance will be brought back to Council for adoption.
2. Upon Council approval, the Code of Ethics and Conduct will be included in the regular orientations for candidates for elected offices including City Council, City Treasurer, City Clerk, and applicants to Board, Committee and Commissions.
3. Members entering office shall sign a statement acknowledging they have read and understood the Code of Ethics and Conduct.
4. The Code of Ethics and Conduct will be periodically reviewed by the City Council and updated as necessary by Council Resolution.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

There is no fiscal impact with the adoption of a Code of Ethics policy.

Public Notification of Agenda Item

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

Attachment: City of South Pasadena Code of Ethics and Conduct



City of South Pasadena

Code of Ethics and Conduct for Elected and Appointed City Officials

*"Always do right. This will gratify some people
and astonish the rest."*

-Mark Twain

PURPOSE

The City Council adopts this Code of Ethics and Conduct to ensure that all elected and appointed officials, while exercising their office, conduct themselves in a manner that will instill public confidence and trust in the fair operation and integrity of the City government.

CODE of ETHICS

The citizens and businesses of South Pasadena are entitled to have fair, ethical and accountable local government. To this end, the public should have full confidence that their elected and appointed officials:

- Comply with both the letter and spirit of the laws and policies affecting the operations of government;
- Are independent, impartial and fair in their judgment and actions;
- Use their public office for the public good, not for personal gain; and
- Conduct public deliberations and processes openly, unless required by law to be confidential, in an atmosphere of respect and civility.

Therefore, members of the City Council, City Treasurer, and City Clerk and of all Boards, Committees and Commissions shall conduct themselves in accordance with the following ethical standards to assure public confidence in the integrity of local government and its effective and fair operation.

1. Acts in the Public Interest

Members will work for the common good of the people of South Pasadena and not for any private or personal interest, and they will ensure fair and equal treatment of all persons, claims and transactions coming before the South Pasadena City Council, boards and commissions.

2. Comply with the Law

Members shall comply with the laws of the nation, the State of California and the City of South Pasadena in the performance of their public duties. These laws include but are not limited to: The United States and California constitutions, Fair Political Practices laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities and open processes of government and adopted City ordinances and policies.

3. Conduct of Members

The professional and personal conduct of members must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of the council, boards and commissions, the public and staff.

4. Respect for Process

Members shall perform their duties in accordance with the processes and rules of order established by the City council and boards and commissions governing the deliberation of public policy issues, meaningful involvement of the public and implementation of policy decisions of the City Council by staff.

Members shall respect the determinations of the City Council or board and commission majority, understanding that a tenant of parliamentary procedure is finality—after vigorous discussion, debate, and vote the matter is deemed closed, and members shall refrain from requesting to revisit the matter, other than through a motion for reconsideration consistent with parliamentary procedure set forth in Roberts Rules of Order or Rosenberg’s Rules of Order.

5. Conduct of Public Meetings

Members shall prepare themselves for public issues, listen courteously and attentively to all public discussions before the body and focus on the business at hand. They shall refrain from interrupting other speakers, making personal comments not germane to the business of the body or otherwise interfering with the orderly conduct of meetings.

6. Decisions Based on Merit

Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.

7. Communication

Members shall publicly share substantive information that is relevant to a matter under consideration by the Council or boards and commissions, which they may have received from sources outside of the public decision making process.

8. Conflict of Interest

In order to assure their independence and impartiality on behalf of the common good, members shall not use their official positions to influence government decisions in which they have a material financial interest or where they have an organizational responsibility or personal relationship, which may give the appearance of a conflict of interest.

In accordance with the law, members shall disclose investments, interests in real property, source of income, and gifts, and they shall abstain from participating in deliberations and decision-making

where conflicts may exist.

9. Gifts and Favors

Members shall refrain from accepting any gifts, favors or promises of future benefits which might compromise their independence of judgment or action or give the appearance of being compromised.

10. Confidential Information

Members shall respect the confidentiality of information concerning property, personnel or affairs of the City. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial or private interests.

11. Use of Public Resources

Members shall not use public resources unavailable to the public in general, such as City staff time, equipment, supplies or facilities, for private gain or personal purposes.

12. Representation of Public Interests

In keeping with their role as stewards of the public interest, members shall not appear on behalf of the private interests of third parties before the Council or any board, commission or proceeding of the City, nor shall members of boards and commissions appear before their own bodies or before the Council on behalf of the private interests of third parties on matters related to the areas of service of their bodies.

13. Advocacy

Members shall represent the official policies or positions of the City Council, board or commission to the best of their ability when designated as delegates for this purpose. The official City position will be determined by a majority vote of the City Council. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or the City of South Pasadena, nor will they allow inference that they do.

14. Policy Role of Members

Members shall respect and adhere to the council-manager structure of South Pasadena City government as outlined by the South Pasadena Municipal Code. In this structure, the City Council determines the policies of the City, with the advice, information and analysis provided by the public, boards and commissions and City staff.

Except as provided by the City Municipal Code, members shall not interfere with the administrative functions of the City or the professional duties of City staff, nor shall they impair the ability of staff to implement Council policy decisions.

15. Independence of Boards and Commissions

Because of the value of the independent advice of boards and commissions to the public decision-making process, members of Council shall refrain from using their position to unduly influence the deliberations or outcomes of board and commission proceedings.

16. Positive Work Place Environment

Members shall support the maintenance of a positive and constructive work place for the City employees and for the citizens and businesses dealing with the City. Members shall recognize their

special role in dealings with City employees to in no way create the perception of inappropriate direction to staff.

CONDUCT

The Conduct section of the City's Code of Ethics and Conduct is designed to describe the manner in which Councilmembers and board and commission members should treat one another, City staff, constituents, and others they come into contact with in representing the City of South Pasadena.

The constant and consistent theme through all of the conduct guidelines is "respect." Councilmembers experience huge workloads and tremendous stress in making decisions that could impact thousands of lives. Despite these pressures, elected and appointed officials are called upon to exhibit appropriate behavior at all times. Demonstrating respect for each individual through words and actions is the touchstone that can help guide Councilmembers and board and commission members to do the right thing in even the most difficult situations.

1. Elected and Appointed Officials' Conduct with One Another in Public Meetings

Elected and appointed officials are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve and protect the present and the future of the community. In all cases, this common goal should be acknowledged even though individuals may "agree to disagree" on contentious issues.

(a) Use formal titles

Elected and appointed officials should refer to one another formally during public meetings, such as Mayor, Mayor Pro Tem, Chair, Commissioner or Councilmember followed by the individual's last name.

(b) Practice civility and decorum in discussions and debate

Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not allow, however, public officials to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated.

(c) Honor the role of the chair in maintaining order

It is the responsibility of the chair to keep the comments of members on track during public meetings. Members should honor efforts by the chair to focus discussion on current agenda items. If there is disagreement about the agenda or the chair's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.

(d) Avoid personal comments that could offend other members

If a member is personally offended by the remarks of another member, the offended member should make notes of the actual words used and call for a "point of personal privilege" that challenges the other member to justify or apologize for the language used. The chair will maintain control of this

discussion.

(e) Demonstrate effective problem-solving approaches

Members have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.

2. Elected and Appointed Officials' Conduct with the Public in Public Meetings

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of individual members toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

(a) Be welcoming to speakers and treat them with care and gentleness.

While questions of clarification may be asked, the official's primary role during public testimony is to listen.

(b) Be fair and equitable in allocating public hearing time to individual speakers.

The chair will determine and announce limits on speakers at the start of the public hearing process.

(c) Practice active listening

It is disconcerting to speakers to have members not look at them when they are speaking. It is fine to look down at documents or to make notes, but reading for a long period of time or gazing around the room gives the appearance of disinterest. Members shall try to be conscious of facial expressions, and avoid those that could be interpreted as "smirking," disbelief, anger or boredom.

(d) Maintain an open mind

Members of the public deserve an opportunity to influence the thinking of elected and appointed officials.

(e) Ask for clarification, but avoid debate and argument with the public

Only the chair – not individual members – can interrupt a speaker during a presentation. However, a member can ask the chair for a point of order if the speaker is off the topic or exhibiting behavior or language the member finds disturbing.

3. Elected and Appointed Officials' Conduct with City Staff

Governance of a City relies on the cooperative efforts of elected officials, who set policy, appointed officials who advise the elected, and City staff who implement and administer the Council's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

(a) Treat all staff as professionals

Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards staff is not acceptable.

(b) Do not disrupt City staff from their jobs

Elected and appointed officials should not disrupt City staff while they are in meetings, on the phone, or engrossed in performing their job functions in order to have their individual needs met. Do not attend City staff meetings unless requested by staff – even if the elected or appointed

official does not say anything, his or her presence implies support, shows partiality, may intimidate staff, and hampers staff's ability to do their job objectively.

(c) Never publicly criticize an individual employee

Elected and appointed officials should never express concerns about the performance of a City employee in public, to the employee directly, or to the employee's manager. Comments about staff performance should only be made to the City Manager through private correspondence or conversation. Appointed officials should make their comments regarding staff to the City Manager or the Mayor.

(d) Do not get involved in administrative functions

Elected and appointed officials acting in their individual capacity must not attempt to influence City staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of City licenses and permits. The City Manager has the sole authority to direct staff, and is responsible for appropriate allocation of staff resources. The City Manager may request input from an elected official who possesses relevant professional experience, special knowledge or training which would be useful in development of requests for proposals or the selection process.

(e) Do not solicit political support from staff

Elected and appointed officials should not solicit any type of political support, or support for non-profits or affiliate organizations (financial contributions, display of posters or lawn signs, name on support list, etc.) from City staff. City staff may, as private citizens with constitutional rights, support political candidates but all such activities must be done away from the workplace.

(f) No Individual Attorney-Client Relationship

Members shall not seek to establish an individual attorney-client relationship with the City Attorney, including his or her staff and attorneys contracted to work on behalf of the City. The City Attorney represents the City and not individual members seeking advice on matters which are inconsistent with City policy. While the City Attorney may provide conflict of interest advise and other legal advice to members regarding matters within their subject matter jurisdiction and consistent with City policy, members who consult with the City Attorney in any other capacity cannot enjoy or establish an attorney-client relationship with the attorney to the exclusion of other members of the legislative body.

4. Council Conduct with Boards, Committees and Commissions

The City has established several Boards, Committees and Commissions as a means of gathering more community input. Citizens who serve on Boards, Committees and Commissions become more involved in government and serve as advisors to the City Council. They are a valuable resource to the City's leadership and should be treated with appreciation and respect.

(a) If attending a Board, Committee or Commission meeting, be careful to only express personal opinions

Councilmembers may attend any Board, Committee or Commission meeting, which are always open to any member of the public. However, they should be sensitive to the way their participation – especially if it is on behalf of an individual, business or developer – could be viewed as unfairly affecting the process. Any public comments by a Councilmember at a Board, Committee or Commission meeting should be clearly made as individual opinion and not a representation of the feelings of the entire City Council.

(b) Limit contact with Board, Committee and Commission members to questions of clarification

It is inappropriate for a Councilmember to contact a Board, Committee or Commission member to lobby on behalf of an individual, business, or developer, and vice versa. It is acceptable for Councilmembers to contact Board, Committee or Commission members in order to clarify a position taken by the Board, Committee or Commission.

(c) Respect that Boards, Committees and Commissions serve the community, not individual Councilmembers

The City Council appoints individuals to serve on Boards, Committees and Commissions, and it is the responsibility of Boards, Committees and Commissions to follow policy established by the Council. But Board, Committee and Commission members do not report to individual Councilmembers, nor should Councilmembers feel they have the power or right to threaten Board, Committee and Commission members with removal if they disagree about an issue. Appointment and re-appointment to a Board, Committee or Commission should be based on such criteria as expertise, ability to work with staff and the public, and commitment to fulfilling official duties. A Board, Committee or Commission appointment should not be used as a political "reward."

(d) Be respectful of diverse opinions

A primary role of Boards, Committees and Commissions is to represent many points of view in the community and to provide the Council with advice based on a full spectrum of concerns and perspectives. Councilmembers may have a closer working relationship with some individuals serving on Boards, Committees and Commissions, but must be fair and respectful of all citizens serving on Boards, Committees and Commissions.

(e) Keep political support away from public forums

Board, Committee and Commission members may offer political support to a Councilmember, but not in a public forum while conducting official duties. Conversely, Councilmembers may support Board, Committee and Commission members who are running for office, but not in an official forum in their capacity as a Councilmember.

SANCTIONS

(a) Acknowledgement of Code of Ethics and Conduct

Councilmembers who do not sign an acknowledgement that they have read and understand the Code of Ethics and Conduct shall be ineligible for intergovernmental assignments or Council subcommittees. Board, Committee and Commission members who do not sign an acknowledgement that they have read and understand the Code of Ethics and Conduct are not eligible to hold office.

(b) Ethics Training for Local Officials

Councilmembers, City Treasurer, City Clerk, Board, Committee and Commission Members who are out of compliance with State or City mandated requirements for ethics training shall not represent the City on intergovernmental assignments or Council subcommittees, and may be subject to sanctions.

(c) Behavior and Conduct

The South Pasadena Code of Ethics and Conduct expresses standards of ethical conduct expected for

members of the South Pasadena City Council, Boards, Committees and Commissions. Members themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government. The chairs of Boards, Committees and Commissions and the Mayor and Council have the additional responsibility to intervene when actions of members that appear to be in violation of the Code of Ethics and Conduct are brought to their attention.

Councilmembers:

Councilmembers who intentionally and repeatedly do not follow proper conduct may be reprimanded or formally censured by the Council, lose seniority or committee assignments (both within the City of South Pasadena and with intergovernmental agencies) or other privileges afforded by the Council. Serious infractions of the Code of Ethics or Code of Conduct could lead to other sanctions as deemed appropriate by the Council.

Individual Councilmembers should point out to the offending Councilmember perceived infractions of the Code of Ethics and Conduct. If the offenses continue, then the matter should be referred to the Mayor in private. If the Mayor is the individual whose actions are being questioned, then the matter should be referred to the Mayor Pro Tem. It is the responsibility of the Mayor (or Mayor Pro Tem) to initiate action if a Councilmember's behavior may warrant sanction. If no action is taken by the Mayor (or Mayor Pro Tem), then the alleged violation(s) can be brought up with the full Council.

Board, Committee and Commission Members:

Counseling, verbal reprimands and written warnings may be administered by the Mayor to Board, Committee and Commission members failing to comply with City policy. These lower levels of sanctions shall be kept private to the degree allowed by law. Copies of all written reprimands administered by the Mayor shall be distributed in memo format to the chair of the respective Board, Committee or Commission, the City Clerk, the City Attorney, the City Manager, and the City Council.

The City Council may impose sanctions on Board, Committee and Commission members whose conduct does not comply with the City's policies, up to and including removal from office. Any form of discipline imposed by Council shall be determined by a majority vote of at least a quorum of the Council at a noticed public meeting and such action shall be preceded by a Report to Council with supporting documentation.

When deemed warranted, the Mayor or majority of Council may call for an investigation of Board, Committee or Commission member conduct. Also, should the City Manager or City Attorney believe an investigation is warranted, they shall confer with the Mayor or Council. The Mayor or Council shall ask the City Manager to investigate the allegation and report the findings.

These sanctions are alternatives to any other remedy that might otherwise be available to remedy conduct that violates this code or state or federal law. In order to protect and preserve good government, any individual including the City Manager and the City Attorney after complying with Rule 3-600(B) of the State Bar Rules of Professional Conduct, who knows or reasonably believes a member acts or intends or refuses to act in a manner that is or may be a violation of law reasonably imputable to the organization, or in a manner which is likely to result in substantial injury to the organization, may report the violation to the appropriate governmental authorities.

IMPLEMENTATION

The Code of Ethics and Conduct is intended to be self-enforcing, and is an expression of standards of conduct for members expected by the City. It therefore becomes most effective when members are thoroughly familiar with it and embrace its provisions.

For this reason, ethical standards shall be included in the regular orientations for candidates for City Council, applicants to boards and commissions, and newly elected and appointed officials. Members entering office shall sign a statement acknowledging they have read and understand the Code of Ethics and Conduct. In addition, the Code of Ethics shall be reviewed annually by the City Council, boards and commissions, and the City Council shall consider recommendations from boards and commissions and update as necessary.

COMPLIANCE AND ENFORCEMENT

The chairs of boards and commissions and the Mayor have the additional responsibility to intervene when actions of members that appear to be in violation of the Code of Ethics and Conduct are brought to their attention. The City Council may impose sanctions on members whose conduct does not comply with the City's ethical standards, such as reprimand, formal censure, loss of seniority or committee assignment, or budget restriction. Under the City's Municipal Code, the City Council may also remove members of boards and commissions from office. A violation of this Code of Ethics and Conduct shall not be considered as a basis for challenging the validity of a council, board or commission decision.

I affirm that I have read and understand the City of South Pasadena Code of Ethics and Conduct for Elected and Appointed Officials.

Signature

Date

*Adopted on XXXX, 2020
City Council Resolution No. XXXX*



Intro to Composting Free Smart Gardening Workshop



Saturday • February 8, 2020 • 9:30 a.m. - 11 a.m.



Learn the basics of backyard composting, water-wise gardening, worm composting, grasscycling, and edible gardening.

Bring your friends and neighbors!



To reserve your seat, email EnvironmentalPrograms@SouthPasadenaCA.gov

Compost bins will be available for purchase at a discount after you attend the workshop, by cash, check or credit card.

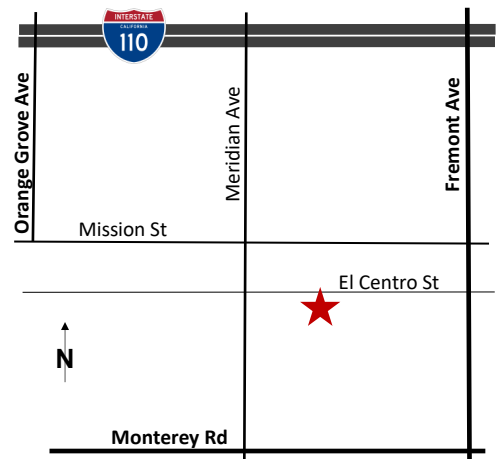
\$65 (\$140 value)
Worm Compost Bin
(includes worms)



\$40 (\$100 value)
Backyard Compost Bin



**South Pasadena residents can receive a \$40 statement credit per account for compost or worm bins purchased on the day of the class! Please bring CA Driver's License/ID or Athens bill to verify South Pasadena residency.*



South Pasadena Library
1115 El Centro St.
South Pasadena, CA 91030

(888)CLEAN LA CleanLA.com smartgardening.com