



**CITY OF SOUTH PASADENA
CITY COUNCIL REGULAR MEETING AGENDA**

**Council Chamber
1424 Mission Street, South Pasadena, CA 91030**

March 18, 2020, at 7:30 p.m.

*In order to address the City Council, please complete a Public Comment Card.
Time allotted per speaker is three (3) minutes and may be subject to change as directed by the Mayor.
No agenda item may be taken after 11:00 p.m., unless determined necessary by the City Council.*

South Pasadena City Council Statement of Civility
As your elected 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: Mayor Robert S. Joe.

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

PLEDGE OF ALLEGIANCE: Mayor Robert S. Joe.

SPECIAL PRESENTATION

1. Coronavirus Update and Discussion

CLOSED SESSION ANNOUNCEMENTS

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

PUBLIC COMMENTS AND SUGGESTIONS

(Time limit is three minutes per person)

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

COMMUNICATIONS**3. Councilmembers Communications**

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

4. City Manager Communications**5. Reordering of and Additions to the Agenda****OPPORTUNITY TO COMMENT ON CONSENT CALENDAR**

In order to address the City Council, please complete a Public Comment card. Time allotted per speaker is three minutes. Items listed under the consent calendar are considered by the City Manager to be routine in nature and will be enacted by one motion unless an audience member or Councilmember requests otherwise, in which case the item will be removed for separate consideration. Any motion relating to an ordinance or a resolution shall also waive the reading of the ordinance or resolution and include its introduction or adoption as appropriate.

CONSENT CALENDAR**6. Approval of Prepaid Warrants in the Amount of \$142,486.71, ACH Payment in the Amount of \$7,198.61, and General City Warrants in the Amount of \$528,816.11.****Recommendation**

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

7. 2019 Commission Annual Reports & 2020 Commission Work Plans**Recommendation**

It is recommended that the City Council receive and file the 2019 Commission Annual Reports and the 2020 Commission Work Plans.

8. Second Reading and Adoption of an Ordinance for Zoning Code Amendment 0063-ZCA Amending Section 36.300.040 (Height Limits and Exceptions) of Division 36.300 (General Property Development and Use Standards) of Article 3 (Site Planning and General Development Standards) of Chapter 36 (Zoning) of the South Pasadena Municipal Code Regarding Parkway Landscaping Height Limits at Intersections

Recommendation

It is recommended that the City Council read by title only for the second reading, waiving further reading, and adopt an Ordinance for Zoning Code Amendment 0063-ZCA amending Section 36.300.040 (Height Limits and Exceptions) of Division 36.300 (General Property Development and Use Standards) of Article 3 (Site Planning and General Development Standards) of Chapter 36 (Zoning) of the South Pasadena Municipal Code (SPMC) Regarding Parkway Landscaping Height Limits at Intersections.

9. Adoption of a Resolution Approving Final Parcel Map No. 73833 for 1412 El Centro Street

Recommendation

It is recommended that the City Council:

1. Adopt a Resolution entitled “A Resolution of the City Council of the City of South Pasadena, California, approving Final Parcel Map No. 73833 (Parcel Map) for 1412 El Centro Street (Attachment 1); and
2. Authorize the recordation of the Final Parcel Map (Attachment 2) with the Los Angeles County Registrar-Recorder/County Clerk.

10. Adoption of a Resolution Initiating the Proceedings and Ordering of the Preparation of the Engineer’s Report for Fiscal Year 2020-21 Lighting and Landscaping Maintenance District

Recommendation

It is recommended that the City Council:

1. Adopt the attached resolution initiating the proceedings for the Fiscal Year (FY) 2020-21 Lighting and Landscaping Maintenance District (LLMD); and
2. Authorize the preparation of the Engineer’s Report for the annual levy and collection of assessments.

11. Adoption of a Resolution Authorizing Submittal of an Application to Participate in the Beverage Container Recycling Payment Program

Recommendation

It is recommended that the City Council:

1. Adopt a resolution authorizing the submittal of a grant application to participate in the State of California Department of Resources Recycling and Recovery’s (CalRecycle) Beverage Container Recycling Payment Program; and
2. Authorize the City Manager to execute all documents required to obtain the grant.

12. Award of Construction Contract to Cerco Engineering in the Amount of \$107,000, for the City Hall Courtyards Project and Authorize a Ten Percent Construction Contingency of \$10,700 for a Total Not to Exceed Amount of \$117,700

Recommendation

It is recommended that the City Council:

1. Award the construction contract to Cerco Engineering in the amount of \$107,000 for the City Hall Courtyard Project; and
2. Authorize a construction contingency ten percent in the amount of \$10,700 for a total not to exceed amount of \$117,700.

13. Approval of the Creation of a Traffic Enforcement Bureau in the Police Department

Recommendation

It is recommended that the City Council:

1. Approve the creation of a Traffic Enforcement Bureau (Bureau) in the Police Department (Bureau); and
2. Convert an existing officer position to a corporal position to oversee the Bureau.

14. Fiscal Year 2019-20 Water Conservation Rebate Program Status Update

Recommendation

It is recommended that the City Council receive and file the Fiscal Year (FY) 2019-20 water conservation rebates and programs mid-year status.

15. Approve Fiscal Year 2020/21 Budget Outreach Program

Recommendation

It is recommended that the City Council approve the attached Fiscal Year (FY) 2020/21 Budget Outreach Communications Plan.

16. Receive and File Water and Sewer Service Charges Increase for Calendar Year 2020

Recommendation

It is recommended that the City Council receive and file the water and sewer rates for Calendar Year (CY) 2020.

17. Approval of the 2019 Annual Housing Report to be Submitted to the State Department of Housing and Community Development

Recommendation

It is recommended that the City Council approve the 2019 Annual Housing Report to be submitted to the State Department of Housing and Community Development (HCD).

ADJOURNMENT

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

April 1, 2020	Regular City Council Meeting	Council Chamber	Cancelled
April 15, 2020	Regular City Council Meeting	Council Chamber	7:30 p.m.
May 6, 2020	Regular City Council Meeting	Council Chamber	7:30 p.m.
May 20, 2020	Regular City Council Meeting	Council Chamber	7:30 p.m.

PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS

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

- City Clerk’s Division, City Hall, 1414 Mission Street, South Pasadena, CA 91030;
- City website: www.southpasadenaca.gov/agendas

Agenda related documents provided to the City Council are available for public inspection in the City Clerk’s Division, and on the City’s website at www.southpasadenaca.gov/agendas. During the meeting, these documents will be available for inspection as part of the “Reference Binder” kept in the rear of the City Council Chamber.

Regular meetings are broadcast live on Spectrum Channel 19 and AT&T Channel 99. Meetings are also streamed live via the internet at www.southpasadenaca.gov/agendas.

AGENDA NOTIFICATION SUBSCRIPTION

Individuals can be placed on an email notification list to receive forthcoming agendas by calling the City Clerk’s Division at (626) 403-7230.

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.

3/12/2020

Date

/s/

Maria E. Ayala

Chief City Clerk



City Council Agenda Report

ITEM NO. 6

DATE: March 18, 2020

FROM: Stephanie DeWolfe, City Manager *[Signature]*

PREPARED BY: Karen Aceves, Finance Director *KA*

SUBJECT: **Approval of Prepaid Warrants in the Amount of \$142,486.71, ACH Payment in the Amount of \$7,198.61, and General City Warrants in the Amount of \$528,816.11.**

Recommendation Action

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

Fiscal Impact

Prepaid Warrants:

Warrant # 310104-310133	\$	142,486.71
Void	\$	0

General City Warrants:

Warrant # 310134-310205	\$	528,816.11
Void	\$	0

Wire Transfers (LAIF)

\$ 0

Wire Transfers (RSA)

\$ 0

Wire Transfers (Acct # 2413)

\$ 0

Wire Transfers (Acct # 1936)

\$ 0

ACH Payment

\$ 7,198.61

RSA:

Prepaid Warrants	\$	0
General City Warrants	\$	0

Total

\$ 678,501.43

Commission Review and Recommendation

This matter was not reviewed by a Commission.

Legal Review

The City Attorney has not reviewed this item.

Public Notification of Agenda Item

The public was made aware that this item was to be considered this evening by virtue of its

Approval of Warrants
March 18, 2020
Page 2 of 2

inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website.

Attachments:

1. Warrant Summary
2. Prepaid Warrant List
3. General City Warrant List

ATTACHMENT 1
Warrant Summary

**City of South Pasadena
Demand/Warrant Register
Recap by fund**

Fund No.	Date		03.18.2020		
	Amounts				
	Prepaid	Written	Payroll		
General Fund	101	96,470.33	67,386.56		
Insurance Fund	103	-	2,501.60		
Street Improvement Program	104	-	85,622.75		
Facilities & Equip.Cap. Fund	105	-	-		
Local Transit Return "A"	205	-	2,868.83		
Local Transit Return "C"	207	482.61	587.63		
TEA/Metro	208	-	-		
Sewer Fund	210	225.00	1,393.18		
CTC Traffic Improvement	211	-	-		
Street Lighting Fund	215	4,106.16	42,859.33		
Public,Education & Govt Fund	217	-	-		
Clean Air Act Fund	218	-	-		
Business Improvement Tax	220	-	-		
Gold Line Mitigation Fund	223	-	-		
Mission Meridian Public Garage	226	-	-		
Housing Authority Fund	228	-	-		
State Gas Tax	230	675.00	1,049.47		
County Park Bond Fund	232	1,273.58	-		
Measure R	233	-	-		
Measure M	236	-	-		
MSRC Grant Fund	238	-	-		
Measure W	239	-	9,582.50		
Measure H	241	-	-		
Prop C Exchange Fund	242	-	-		
Bike & Pedestrian Paths	245	-	-		
BTA Grants	248	-	-		
Golden Street Grant	249	-	-		
Capital Growth Fund	255	-	-		
CDBG	260	-	-		
Asset Forfeiture	270	-	-		
Police Grants - State	272	-	-		
Homeland Security Grant	274	-	-		
Park Impact Fees	275	-	-		
HSIP Grant	277	-	-		
Arroyo Seco Golf Course	295	-	-		
Sewer Capital Projects Fund	310	-	-		
Water Fund	500	39,254.03	314,411.12		
Water Efficiency Fund	503	-	553.14		
2016 Water Revenue Bonds Fund	505	-	-		
Public Financing Authority	550	-	-		
Payroll Clearing Fund	700	-	-		
Column Totals:		142,486.71	528,816.11	-	

Fund No.	Amounts		
	Prepaid	Written	Payroll
RSA	227	-	-
RSA Report Totals:		-	-

City Report Totals: 671,302.82

Wire Transfer - LAIF -
 Wire Transfer - RSA -
 Wire Transfer - Acct # 2413 -
 Wire Transfer - Acct # 1936 -
 ACH Payment 7,198.61
 Voids - Prepaid -
 Voids - General Warrant -

Grand Report Total: 678,501.43

Robert Joe, Mayor

Karen Aceves, Finance Director

ATTACHMENT 2
Prepaid Warrant List

Accounts Payable

Check Detail

User: ealvarez
Printed: 03/11/2020 - 8:11AM



Check Number	Check Date		Amount	
DABN8267 - Bohan, Diana				
310104	03/04/2020			
	Inv February 2020	Class Instructor: Yoga February 2020	288.00	
310104 Total:			288.00	
DABN8267 - Bohan, Diana Total:				288.00
SOU5343 - City of South Pasadena-Recreation				
310105	03/04/2020			
	Inv 01.06.2020	Reimb. Petty Cash	70.68	
	Inv 01.07.2020	Reimb. Petty Cash	16.37	
	Inv 01.16.2020	Reimb. Petty Cash	145.82	
	Inv 01.28.2020	Reimb. Petty Cash	20.00	
	Inv 02.04.2020	Reimb. Petty Cash	100.83	
	Inv 02.11.2020	Reimb. Petty Cash	90.81	
	Inv 02.20.2020	Reimb. Petty Cash	99.25	
310105 Total:			543.76	
SOU5343 - City of South Pasadena-Recreation Total:				543.76
CHWP2010 - Colantuono,Highsmith & Whatley,PC				
310106	03/04/2020			
	Inv 41376	General Services	10,065.78	
	Inv 41377	Case 2	10,671.09	
	Inv 41378	Case 1	416.50	
	Inv 41379	Transportation (710 Issues)	48.00	
	Inv 41380	Labor & Employment	1,077.50	
	Inv 41381	Misc. Litigation	6,908.00	
	Inv 41382	Special Projects	20,203.00	
	Inv 41383	Tax & Assesment	390.00	
	Inv 41384	Gardena vs. RWQCB	204.50	
	Inv 41385	Water & Utilities	328.00	
310106 Total:			50,312.37	
CHWP2010 - Colantuono,Highsmith & Whatley,PC Total:				50,312.37
COGA2920 - Constable, Gary				
310107	03/04/2020			
	Inv 107899/109712	Refund Security Deposit for Youth House	250.00	

Check Number	Check Date	Amount
310107 Total:		250.00
COGA2920 - Constable, Gary Total:		250.00
CLA3030 - County of Los Angeles		
310108	03/04/2020	
Inv FY19-20	FY19-20 City Dues Per Gov. Section 56381	1,447.73
310108 Total:		1,447.73
CLA3030 - County of Los Angeles Total:		1,447.73
EURO6710 - Eurofins Eaton Analytical		
310109	03/04/2020	
Inv L0451571	Water Quality Laboratory Testing Service	127.00
Inv L0482798	Water Quality Laboratory Testing Service	127.00
Inv L0483832	Water Quality Laboratory Testing Service	127.00
Inv L0484448	Water Quality Laboratory Testing Service	127.00
Inv L0485657	Water Quality Laboratory Testing Service	300.00
Inv L0485793	Water Quality Laboratory Testing Service	127.00
Inv L0486973	Water Quality Laboratory Testing Service	450.00
Inv L0487181	Water Quality Laboratory Testing Service	30.00
Inv L0487182	Water Quality Laboratory Testing Service	127.00
Inv L0487900	Water Quality Laboratory Testing Service	300.00
Inv L0488390	Water Quality Laboratory Testing Service	127.00
Inv L0489010	Water Quality Laboratory Testing Service	450.00
Inv L0489029	Water Quality Laboratory Testing Service	127.00
310109 Total:		2,546.00
EURO6710 - Eurofins Eaton Analytical Total:		2,546.00
GYP8030 - Gypsy Services		
310110	03/04/2020	
Inv 16328	Performance Senior Center St.Patricks C	150.00
310110 Total:		150.00
GYP8030 - Gypsy Services Total:		150.00
HDLC3011 - HdL Coren & Cone		
310111	03/04/2020	
Inv 0027612-IN	Contract Services - Property Tax January	2,888.16
310111 Total:		2,888.16
HDLC3011 - HdL Coren & Cone Total:		2,888.16
INT1645 - Internal Revenue Service		
310112	03/04/2020	

Check Number	Check Date	Amount
Inv 33-0888545	IRS Payment on Behalf of Catering Serv	7,835.40
310112 Total:		7,835.40
INT1645 - Internal Revenue Service Total:		7,835.40
IICC8025 - Irwindale Industrial Clinic		
310113	03/04/2020	
Inv 279976-947377	2020 Random Drug Test ProgramMgmt. Fee	300.00
310113 Total:		300.00
IICC8025 - Irwindale Industrial Clinic Total:		300.00
LDCR6410 - LandCare USA LLC		
310114	03/04/2020	
Inv 272384	Landscape Maint. for City	25,783.15
310114 Total:		25,783.15
LDCR6410 - LandCare USA LLC Total:		25,783.15
LOBB2501 - Law Office of Brent Borchert		
310115	03/04/2020	
Inv 03.03.2020	Legal Services - Austin	2,500.00
310115 Total:		2,500.00
LOBB2501 - Law Office of Brent Borchert Total:		2,500.00
NCLP4610 - Lopez, Nancy		
310116	03/04/2020	
Inv 233131837	Admin. Hearing Results Refund: Citation	50.00
310116 Total:		50.00
NCLP4610 - Lopez, Nancy Total:		50.00
DIMD1010 - Mahmud, Diana		
310117	03/04/2020	
Inv 02.12.2020	Reimb. for Mayor Pro Tem Mahmud (WELL Wa	325.00
310117 Total:		325.00
DIMD1010 - Mahmud, Diana Total:		325.00
MNBL8170 - Munibilling		
310118	03/04/2020	
Inv 10008	Water Billing Services: Absorbtion Charg	234.46
Inv 10019	Water Billing Services: Postage (Februar	489.50

Check Number	Check Date	Amount
Inv 9997	Water Billing Services: Absorbtion Charg	31,035.00
310118 Total:		31,758.96
MNBL8170 - Munibilling Total:		31,758.96
OREI6711 - O' Reilly Automotive Inc.		
310119	03/04/2020	
Inv 3213-157595	Purchase of Vehicle Battery Van # 80	162.61
310119 Total:		162.61
OREI6711 - O' Reilly Automotive Inc. Total:		162.61
PATC3011 - PayTech		
310120	03/04/2020	
Inv SIN021557	Contract Services for Implementation of	3,000.00
Inv SIN022157	Contract Services for Implementation of	450.00
Inv SIN022214	Contract Services for Implementation of	150.00
310120 Total:		3,600.00
PATC3011 - PayTech Total:		3,600.00
TOPL8267 - Plasil, Tony		
310121	03/04/2020	
Inv February 2020	Class Instructor: Ballroom Dance Class -	220.00
310121 Total:		220.00
TOPL8267 - Plasil, Tony Total:		220.00
PODV8267 - Podvoll, Candace		
310122	03/04/2020	
Inv February 2020	Class Instructor: Meditation - February	120.00
310122 Total:		120.00
PODV8267 - Podvoll, Candace Total:		120.00
DMRM4610 - Ramel, Davis Muntu		
310123	03/04/2020	
Inv 233893	Admin. Hearing Results: Refund Citation	60.00
310123 Total:		60.00
DMRM4610 - Ramel, Davis Muntu Total:		60.00
JNRV5270 - Rivera, Janina		
310124	03/04/2020	

Check Number	Check Date	Amount
Inv 107967/109707	Refund of Rental (Gazebo) Dueto Incleme	240.00
310124 Total:		240.00
JNRV5270 - Rivera, Janina Total:		240.00
SNST5270 - Santos, Sheena		
310125	03/04/2020	
Inv 109720	Refund Class Registration Dueto Low Enr	90.00
310125 Total:		90.00
SNST5270 - Santos, Sheena Total:		90.00
SHO6666 - Shono, Jean		
310126	03/04/2020	
Inv February 2020	Class Instructor: Crochet / Knitting Feb	16.00
310126 Total:		16.00
SHO6666 - Shono, Jean Total:		16.00
WLST8267 - Shuttic, William		
310127	03/04/2020	
Inv February 2020	Class Instructor: Functional Fitness Feb	796.80
310127 Total:		796.80
WLST8267 - Shuttic, William Total:		796.80
SOU6666 - So. CA Edison Co.		
310128	03/04/2020	
Inv 3-002-4472-77	01/25/20-02/25/20	1,027.72
Inv 3-002-4472-78	01/25/20-02/25/20	424.42
Inv 3-011-4089-57	01/25/20-02/25/20	35.76
Inv 3-022-6897-72	01/25/20-02/25/20	11.10
Inv 3-023-6580-86	01/25-02/25/2020	14.09
Inv 3-023-7462-29	01/24/20-02/24/20	96.41
Inv 3-023-7844-31	01/25/20-02/25/20	11.47
Inv 3-023-8283-79	01/25/20-02/25/20	13.84
Inv 3-028-7013-82	01/25/20-02/25/20	43.29
Inv 3-028-7594-32	01/25/20-02/25/20	1,304.40
Inv 3-032-0513-93	01/24-02/24/2020	30.59
Inv 3-032-2521-62	01/24-02/24/2020	21.74
Inv 3-033-3452-62	01/22/20-02/20/20	180.86
Inv 3-035-6502-21	01/24-02/24/2020	347.91
Inv 3-037-6075-39	01/24-02/24/2020	28.05
Inv 3-045-8045-41	01/24-02/24/2020	11.57
Inv 3-048-3504-98	01/25/20-02/25/20	652.05
Inv 3-048-3508-41	01/25/20-02/25/20	26.92
Inv 3-048-3508-62	01/25/20-02/25/20	0.56
Inv 3-048-3508-76	01/25/20-02/25/20	761.78

Check Number	Check Date	Amount
Inv 3-048-3509-87	01/25-02/25/2020	3.80
Inv 3-048-3512-00	01/25/20-02/25/20	191.59
Inv 3-048-3518-27	01/25/20-02/25/20	1.70
Inv 3-048-3534-21	01/25/20-02/25/20	17.16
Inv 3-048-4948-55	01/22/20-02/20/20	132.35
Inv 3-048-5123-18	01/24-02/24/2020	15.89
Inv 3-048-5123-44	01/24-02/24/2020	10.87
Inv 3-048-5126-22	01/25/20-02/25/20	0.29
Inv 3-048-5132-96	01/24-02/24/2020	13.29
Inv 3-048-5135-50	01/24-02/24/2020	175.30
Inv 3-048-5135-90	01/24/20-02/24/20	96.86
310128 Total:		5,703.63
SOU6666 - So. CA Edison Co. Total:		5,703.63
SCMM6116 - So. Cal Mobile Maint.		
310129	03/04/2020	
Inv 0017890	CNG Vehicle Tank Inspections	2,025.00
310129 Total:		2,025.00
SCMM6116 - So. Cal Mobile Maint. Total:		2,025.00
STA5219 - Staples Business Advantage		
310130	03/04/2020	
Inv 3439958066	Finance Office Supplies	1,313.97
Inv 3439958070	Finance Office Supplies	525.52
310130 Total:		1,839.49
STA5219 - Staples Business Advantage Total:		1,839.49
POR4707 - United Site Services, Inc.		
310131	03/04/2020	
Inv 114-9806001	Portable Toilet Services for Skate Park	318.67
310131 Total:		318.67
POR4707 - United Site Services, Inc. Total:		318.67
WLHD8020 - Westlake Hardware		
310132	03/04/2020	
Inv 14300545	City Hardware Supplies	36.19
Inv 14300549	City Hardware Supplies	20.91
Inv 14300553	City Hardware Supplies	18.88
310132 Total:		75.98
WLHD8020 - Westlake Hardware Total:		75.98

Check Number	Check Date	Amount
PUFG8267 - Wong, Pauline		
310133	03/04/2020	
Inv February 2020 Class Instructor: Line Dance February 20		240.00
310133 Total:		240.00
PUFG8267 - Wong, Pauline Total:		240.00
Total:		142,486.71

ATTACHMENT 3
General City Warrant List

Accounts Payable

Check Detail

User: ealvarez
Printed: 03/11/2020 - 10:59AM



Check Number	Check Date		Amount
11ACR701 - 11:11 A Creative Collective, Inc			
310134	03/18/2020		
	Inv 1543	Civic Center Art Gallery Curation	4,000.00
310134 Total:			4,000.00
11ACR701 - 11:11 A Creative Collective, Inc Total:			4,000.00
ALL0197 - All Star Fire Equipment, Inc.			
310135	03/18/2020		
	Inv 221426	Annual P.O. for Safety Clothing / Expens	775.26
	Inv 221790	Annual P.O. for Safety Clothing / Expens	1,843.82
310135 Total:			2,619.08
ALL0197 - All Star Fire Equipment, Inc. Total:			2,619.08
ANT0243 - Antrim's Security Co., Inc.			
310136	03/18/2020		
	Inv 56065	Senior Center Key Duplication(Admin Doo	23.15
310136 Total:			23.15
ANT0243 - Antrim's Security Co., Inc. Total:			23.15
ATH0292 - Athens Disposal Company			
310137	03/18/2020		
	Inv 7899911	Bus Stop Barrel Pickup January 2020	2,148.83
310137 Total:			2,148.83
ATH0292 - Athens Disposal Company Total:			2,148.83
BAK0369 - Baker & Taylor Books			
310138	03/18/2020		
	Inv 0000143027	Purchase of Books & Library Materials	10.96
	Inv 0003195002	Purchase of Books & Library Materials	-7.67
310138 Total:			3.29
BAK0369 - Baker & Taylor Books Total:			3.29

Check Number	Check Date	Amount
BUR0480 - Burgos, Arthur		
310139	03/18/2020	
Inv 01.09.2020	Training Class on Jan. 09, 2020 Det. Bur	9.78
Inv 12.05.2019	Training Class on Dec. 5 Reimb. Det/SRP	62.48
310139 Total:		72.26
BUR0480 - Burgos, Arthur Total:		
		72.26
CALA8010 - CA Library Association		
310140	03/18/2020	
Inv 300008607	CLA Membership for Cynthia Mitchem	40.00
310140 Total:		40.00
CALA8010 - CA Library Association Total:		
		40.00
CAL5236 - CA Linen Services		
310141	03/18/2020	
Inv 1757727	FD Supplies : Linen Services	96.60
Inv 1760516	FD Supplies : Linen Services	104.10
310141 Total:		200.70
CAL5236 - CA Linen Services Total:		
		200.70
DACA4011 - Calderon, David		
310142	03/18/2020	
Inv 01.14.2020	Reimb. Officer David Calderonfor Traini	127.65
Inv 12.12.2019	Reimb. Officer David Calderonfor Traini	31.90
310142 Total:		159.55
DACA4011 - Calderon, David Total:		
		159.55
CAN0607 - Cantu Graphics		
310143	03/18/2020	
Inv 5738	Printing / Duplication # 10 Window Envel	520.13
310143 Total:		520.13
CAN0607 - Cantu Graphics Total:		
		520.13
CWNC2501 - Carl Warren & Company		
310144	03/18/2020	
Inv 1898607-1898626	Liability Claims - 12/2019	1,952.90
Inv 1898743-1898753	Liability Claims - 12/2019	548.70
310144 Total:		2,501.60

Check Number	Check Date	Amount
CWNC2501 - Carl Warren & Company Total:		2,501.60
CHA1111 - Chan, Anthony		
310145	03/18/2020	
Inv 01.09.2020	Reimb. Ofcr. Anthony Chan forMileage fr	48.88
310145 Total:		48.88
CHA1111 - Chan, Anthony Total:		48.88
CHE6010 - Chem Pro Laboratory, Inc.		
310146	03/18/2020	
Inv 658333	Cooling Tower Water Treatmentfor Januar	164.00
310146 Total:		164.00
CHE6010 - Chem Pro Laboratory, Inc. Total:		164.00
CSM8030 - City of San Marino		
310147	03/18/2020	
Inv 0000178	Co-Op Agreement 09/29-01/04/2020	9,524.07
310147 Total:		9,524.07
CSM8030 - City of San Marino Total:		9,524.07
SOU5340 - City of South Pasadena-Library Petty Cash		
310148	03/18/2020	
Inv 03.04.2020	Reimb. Petty Cash	259.86
310148 Total:		259.86
SOU5340 - City of South Pasadena-Library Petty Cash Total:		259.86
CONN6711 - Conney Safety		
310149	03/18/2020	
Inv 05821661	Safety Clothing for PW Operations Manage	77.65
310149 Total:		77.65
CONN6711 - Conney Safety Total:		77.65
COO0695 - Cook Fire Extinguisher Co		
310150	03/18/2020	
Inv 18291	Service & Fill Fire Extinguishers	138.16
310150 Total:		138.16
COO0695 - Cook Fire Extinguisher Co Total:		138.16

Check Number	Check Date	Amount
DSP0755 - D & S Printing		
310151	03/18/2020	
Inv 8684	Print Dial a Ride Coupon Cards	104.03
310151 Total:		104.03
DSP0755 - D & S Printing Total:		104.03
DEM0777 - Demco		
310152	03/18/2020	
Inv 6773007	Monaco Hangup Bags / Labels for Library	345.69
310152 Total:		345.69
DEM0777 - Demco Total:		345.69
DUB0187 - DuBois, Andrew		
310153	03/18/2020	
Inv 02.04.2020	Training Class Reimb. 02/04/2020 Det. Du	56.57
310153 Total:		56.57
DUB0187 - DuBois, Andrew Total:		56.57
EMPI5011 - Empire Cleaning Supply		
310154	03/18/2020	
Inv 1159665	Department Cleaning Supplies Fire Dept.	400.99
310154 Total:		400.99
EMPI5011 - Empire Cleaning Supply Total:		400.99
EURO6710 - Eurofins Eaton Analytical		
310155	03/18/2020	
Inv L0490079	Water Quality Laboratory Testing Service	127.00
Inv L0490451	Water Quality Laboratory Testing Service	450.00
Inv L0490995	Water Quality Laboratory Testing Service	127.00
Inv L0490996	Water Quality Laboratory Testing Service	300.00
Inv L0491661	Water Quality Laboratory Testing Service	44.00
Inv L0492807	Water Quality Laboratory Testing Service	127.00
Inv L0493206	Water Quality Laboratory Testing Service	450.00
Inv L0493393	Water Quality Laboratory Testing Service	300.00
Inv L0493431	Water Quality Laboratory Testing Service	127.00
310155 Total:		2,052.00
EURO6710 - Eurofins Eaton Analytical Total:		2,052.00
FALC8100 - Falcon Fuels		
310156	03/18/2020	

Check Number	Check Date	Amount
Inv 19257	Fuel for City Vehicles	8,284.70
310156	Total:	8,284.70
FALC8100 - Falcon Fuels Total:		8,284.70
FED1109 - FedEx		
310157	03/18/2020	
Inv 6-867-32553	Public Works Delivery Service	78.33
Inv 6-928-30080	Public Works Delivery Service	35.85
310157	Total:	114.18
FED1109 - FedEx Total:		114.18
POWA6711 - Ferguson Enterprises LLC # 3325		
310158	03/18/2020	
Inv 0158874	Replacement of Failed Water Pump for Wat	400.05
310158	Total:	400.05
POWA6711 - Ferguson Enterprises LLC # 3325 Total:		400.05
GALL5011 - Galls, LLC		
310159	03/18/2020	
Inv 014853374	Uniform Jacket Officer Calderon	143.85
Inv 015019576	Uniform Jacket E Rodriguez	60.21
310159	Total:	204.06
GALL5011 - Galls, LLC Total:		204.06
GAR5011 - Garvey Equipment Co		
310160	03/18/2020	
Inv 124648	Equipment Maint. for Grinder	158.72
Inv 125025	Chainsaw Equip, Maint.	149.66
Inv 125177	Stump Grinder Maint. 12/23/2019	194.70
310160	Total:	503.08
GAR5011 - Garvey Equipment Co Total:		503.08
THR5910 - George L.Throop Co.		
310161	03/18/2020	
Inv 3020	Gutter Repair on Via Del Rey 01/30/2020	316.42
Inv 3116	Sidewalk Repair on Stratford 01/30/2020	237.31
310161	Total:	553.73
THR5910 - George L.Throop Co. Total:		553.73

Check Number	Check Date	Amount
GPPT9090 - Gopher Patrol		
310162	03/18/2020	
Inv 388786	Gopher Patrol / Abatement January 2020	250.00
310162 Total:		250.00
GPPT9090 - Gopher Patrol Total:		250.00
ISGU4011 - Gutierrez, Issac		
310163	03/18/2020	
Inv 01.14-01.16.20	Training Class Reimb. Ofcr. Gutierrez 01	192.84
Inv 12.12.19	Training Class Reimb. on Dec.12, 2019	16.24
310163 Total:		209.08
ISGU4011 - Gutierrez, Issac Total:		209.08
HAC6711 - Hach Company		
310164	03/18/2020	
Inv 11796291	Chlorine Analyzer Reagent Solution	1,430.68
310164 Total:		1,430.68
HAC6711 - Hach Company Total:		1,430.68
INKG5011 - Inka Gold Printing		
310165	03/18/2020	
Inv 3081	Fire Department Supplies: Uniform Appare	836.00
310165 Total:		836.00
INKG5011 - Inka Gold Printing Total:		836.00
INCG6011 - Interwest Consulting Group		
310166	03/18/2020	
Inv 57396	Plan Check & Public Works Capital Improv	11,340.00
310166 Total:		11,340.00
INCG6011 - Interwest Consulting Group Total:		11,340.00
IXII4010 - IXII Group Inc.		
310167	03/18/2020	
Inv 04.22.2020	Reimb. Training Class P.A. Sharae Sandov	99.00
310167 Total:		99.00
IXII4010 - IXII Group Inc. Total:		99.00

Check Number	Check Date	Amount
JSAR4011 - Jack's Auto Repair		
310168	03/18/2020	
Inv 16,602	Transit Division Maint. Van #78	66.03
Inv 16,605	Transit Division Maint. Vehicle # 78	417.57
Inv 16,607	PD Annual Vehicle Maint. Unit# 198	290.60
310168 Total:		774.20
JSAR4011 - Jack's Auto Repair Total:		774.20
JHMS8020 - JHM Supply		
310169	03/18/2020	
Inv 115412/1	Irrigation Supplies for City Landscapes	101.30
Inv 115544/1	Irrigation Supplies for City Parks, Medi	345.49
Inv 115569/1	Irrigation Supplies for City Parks, Medi	185.36
Inv 115579/1	Irrigation Supplies for City Parks, Medi	172.58
Inv 115734/1	Irrigation Supplies for City Park FY19-2	78.45
Inv 115735/1	Main Break Repairs (Fair Oaks)	131.30
Inv 115736/1	Irrigation Supplies for City Landscapes	26.56
Inv 115827/1	Irrigation Supplies for City Landscapes	75.16
Inv 115901/1	Irrigation Supplies for City Parks, Medi	66.25
Inv 201427/1	Irrigation Supplies for City Park FY19-2	79.92
Inv 203762/1	Irrigation Supplies for City Parks, Medi	147.15
Inv K15721/1	Irrigation Supplies for City Parks, Medi	320.76
310169 Total:		1,730.28
JHMS8020 - JHM Supply Total:		1,730.28
JHA307 - John L. Hunter Associates, Inc.		
310170	03/18/2020	
Inv SOPASEPCA1219	Enhances Water Management Plan (EWMP)	6,487.50
Inv SOPASNP1119	Professional Services for City's MS4 NPD	1,956.25
Inv SOPASNP1219	Professional Services for City's MS4 NPD	1,138.75
310170 Total:		9,582.50
JHA307 - John L. Hunter Associates, Inc. Total:		9,582.50
JCRS5011 - Jones Coffee Roasters		
310171	03/18/2020	
Inv 47384	Fire Department Supplies	139.05
310171 Total:		139.05
JCRS5011 - Jones Coffee Roasters Total:		139.05
KAR1897 - Karbelnig, Dr. Alan		
310172	03/18/2020	
Inv 02.17.2020	Pre-Employment PsychologicalEvaluation	400.00
310172 Total:		400.00

Check Number	Check Date	Amount
KAR1897 - Karbelnig, Dr. Alan Total:		400.00
KOAC6010 - KOA Corporation		
310173	03/18/2020	
Inv JB83108-10	Traffic Engineering Svcs. (SSAR) Prepera	38,418.30
310173 Total:		38,418.30
KOAC6010 - KOA Corporation Total:		38,418.30
LTAP5500 - L.A.C. M. T. A.		
310174	03/18/2020	
Inv 105244	Metro Pass Sales 30 Days	720.00
310174 Total:		720.00
LTAP5500 - L.A.C. M. T. A. Total:		720.00
LDCR6410 - LandCare USA LLC		
310175	03/18/2020	
Inv 279798	Weed Abatement Moffalt Property Lot 12/2	1,740.00
Inv 289469	Brush Clearance on City Vacant Lots	940.00
310175 Total:		2,680.00
LDCR6410 - LandCare USA LLC Total:		2,680.00
MERN1011 - Manny's Rentals & Catering		
310176	03/18/2020	
Inv 04.17.2020	Qty: 12 Round Table Rentals for Lib. Boa	148.26
310176 Total:		148.26
MERN1011 - Manny's Rentals & Catering Total:		148.26
MOR2900 - Morrow & Holman Plumbing Inc		
310177	03/18/2020	
Inv P-1-12517	Toilet Repair at Police Dept.02/03/2020	238.63
310177 Total:		238.63
MOR2900 - Morrow & Holman Plumbing Inc Total:		238.63
NV5R9266 - NV5		
310178	03/18/2020	
Inv 151054	Construction Mgmt & Inspections Svcs - G	73,232.98
Inv 152693	Construction Mgmt & Inspections Svcs - G	34,779.46
310178 Total:		108,012.44

Check Number	Check Date	Amount
NV5R9266 - NV5 Total:		108,012.44
OREI6711 - O' Reilly Automotive Inc.		
310179	03/18/2020	
Inv 3213-156300	Equipment Maint. Supplies for Water Vehi	277.83
310179 Total:		277.83
OREI6711 - O' Reilly Automotive Inc. Total:		277.83
OLNP8010 - Outlook Newspaper		
310180	03/18/2020	
Inv 68596	Newspaper Print-Weed Abatement	97.50
310180 Total:		97.50
OLNP8010 - Outlook Newspaper Total:		97.50
CNPO4011 - Pacheco, Cynthia		
310181	03/18/2020	
Inv 01.29.2020	Reimb. Training Class PA Pacheco (01/29/	271.69
310181 Total:		271.69
CNPO4011 - Pacheco, Cynthia Total:		271.69
PHCP9255 - Pacific Hydrotech Corp.		
310182	03/18/2020	
Inv 18	Graves Reservoir Replacement Project	201,243.25
310182 Total:		201,243.25
PHCP9255 - Pacific Hydrotech Corp. Total:		201,243.25
KLJP4011 - Park, Kil Joon		
310183	03/18/2020	
Inv 01.21-01.23.20	Training Class Reimb. Chaplian Kik Joon	108.10
310183 Total:		108.10
KLJP4011 - Park, Kil Joon Total:		108.10
PLMS6310 - Pasadena Lawnmower's Inc.		
310184	03/18/2020	
Inv 3363	Street Tree Handtools 01/13/2020	63.72
Inv 3364	WMB Lantana for Ground Cover	198.12
Inv 3416	Plant Material for WMB 01/23/2020	290.91
310184 Total:		552.75

Check Number	Check Date	Amount
PLMS6310 - Pasadena Lawnmower's Inc. Total:		552.75
PRCT4011 - Perez, Christopher		
310185	03/18/2020	
Inv 01.09.2020	Training Class Reimb. for Offcr. Christo	16.68
310185 Total:		16.68
PRCT4011 - Perez, Christopher Total:		16.68
POSU8132 - Prudential Overall Supply		
310186	03/18/2020	
Inv 52331962	Public Works Scraper Mats	12.47
Inv 52331963	Public Works Scraper Mats	19.35
Inv 52331964	Public Works Uniform Supply	73.70
Inv 52334213	Public Works Uniform Supply	66.40
Inv 52334214	Public Works Scraper Mats	12.47
Inv 52334215	Public Works Scraper Mats	19.35
Inv 52334216	Public Works Uniform Supply	73.70
Inv 52336427	Public Works Uniform Supply	66.40
Inv 52336428	Public Works Scraper Mats	12.47
Inv 52336429	Public Works Scraper Mats	19.35
Inv 52336430	Public Works Uniform Supply	73.70
310186 Total:		449.36
POSU8132 - Prudential Overall Supply Total:		449.36
RON1111 - Ronnie, Matthew		
310187	03/18/2020	
Inv 02.18.2020	Reimb. Training for Sgt. Ronnie (02/18/2	48.26
310187 Total:		48.26
RON1111 - Ronnie, Matthew Total:		48.26
SCAT6710 - Scott's Automotive		
310188	03/18/2020	
Inv 14872	Unit # 54 Oil & Filter Change	281.43
310188 Total:		281.43
SCAT6710 - Scott's Automotive Total:		281.43
SDSI0107 - Security Design Systems, Inc.		
310189	03/18/2020	
Inv 226238	Police Security System	65.18
Inv 226239	Police Security System	113.00
Inv 226240	Police Security System	217.46
Inv 226241	Police Security System	30.00

Check Number	Check Date	Amount
310189 Total:		425.64
SDSI0107 - Security Design Systems, Inc. Total:		425.64
SEQ9000 - Sequel Contractors Inc.		
310190	03/18/2020	
Inv 2018-02	Bushnell Avenue & Diamond Ave. Street Im	47,204.45
310190 Total:		47,204.45
SEQ9000 - Sequel Contractors Inc. Total:		47,204.45
SHO7777 - Showcases		
310191	03/18/2020	
Inv 315897	Library DVD Casses & Sleeves	445.18
310191 Total:		445.18
SHO7777 - Showcases Total:		445.18
REP6115 - Siemens Mobility, Inc.		
310192	03/18/2020	
Inv 5610206560	Traffic Signal Maint. December 2019	2,163.63
Inv 5620025471	Traffic Signal Response Call Outs Decemb	3,427.76
310192 Total:		5,591.39
REP6115 - Siemens Mobility, Inc. Total:		5,591.39
STA5219 - Staples Business Advantage		
310193	03/18/2020	
Inv 3436310687	Police Office Supplies	34.48
Inv 3436417055	Police Office Supplies	212.96
Inv 3436492103	PW Office Supplies	370.53
Inv 3436492104	PW Office Supplies	20.79
Inv 3436807123	PW Office Supplies	90.83
Inv 3436953634	PW Office Supplies	415.51
Inv 3437022437	PW Office Supplies	553.14
Inv 3437462379	Police Office Supplies	10.93
Inv 3437550630	Police Office Supplies	43.00
Inv 3437550632	Police Office Supplies	68.92
Inv 3437550633	Police Office Supplies	482.61
Inv 3437689854	Police Office Supplies	56.90
Inv 3437689855	Police Office Supplies	99.14
Inv 3438732518	Public Works Office Supplies	58.25
Inv 3439009006	Public Works Office Supplies	34.70
Inv 3439271371	Police Office Supplies	544.42
Inv 3439271372	Police Office Supplies	229.95
Inv 3439674876	Fire Dept. Office Supplies	265.27
310193 Total:		3,592.33

Check Number	Check Date	Amount
STA5219 - Staples Business Advantage Total:		3,592.33
T3MT4011 - T3 Motion		
310194	03/18/2020	
Inv 2020-01865	Repair of 110/22v Universal Power Extern	502.61
310194 Total:		502.61
T3MT4011 - T3 Motion Total:		502.61
REG7210 - The Regents of University of California		
310195	03/18/2020	
Inv 96355	PD Team Building Pre-Pay for LACC Confer	4,980.00
310195 Total:		4,980.00
REG7210 - The Regents of University of California Total:		4,980.00
TOM4455 - Tom's Clothing & Uniforms Inc		
310196	03/18/2020	
Inv 1,882	Uniform & Accessories for Offcr. Christi	995.26
Inv 16023	Department Supplies - Uniformfor J Jaco	643.82
310196 Total:		1,639.08
TOM4455 - Tom's Clothing & Uniforms Inc Total:		1,639.08
UND6710 - Underground Service Alert		
310197	03/18/2020	
Inv 120200704	Underground Service Alert Database Maint	176.65
Inv dsb20190533	Underground Service Alert Regulatory Fee	63.34
310197 Total:		239.99
UND6710 - Underground Service Alert Total:		239.99
VPSI407 - Valley Power Systems Inc.		
310198	03/18/2020	
Inv I33854	Vehicle Maint. E781	2,038.01
310198 Total:		2,038.01
VPSI407 - Valley Power Systems Inc. Total:		2,038.01
WES4152 - West Coast Arborists, Inc.		
310199	03/18/2020	
Inv 157036	Street Tree Maint. Contract Services 01	37,972.00
310199 Total:		37,972.00



Check Number	Check Date	Amount
WES4152 - West Coast Arborists, Inc. Total:		37,972.00
WPSL6115 - Western Pacific Signal LLC		
310200	03/18/2020	
Inv 26377	Pedestrian Push Botton Replacement 01/16	354.02
310200 Total:		354.02
WPSL6115 - Western Pacific Signal LLC Total:		354.02
WIL2010 - Willdan Engineering		
310201	03/18/2020	
Inv 109352.01	On-Call Construction Management	1,158.00
310201 Total:		1,158.00
WIL2010 - Willdan Engineering Total:		1,158.00
WIS2563 - Wise, Randy		
310202	03/18/2020	
Inv 01.07.2020	Reimb. Training Class for CPL. Randy Wis	12.06
310202 Total:		12.06
WIS2563 - Wise, Randy Total:		12.06
WIT6353 - Wittman Enterprises LLC		
310203	03/18/2020	
Inv 2001059	Paramedic Billing Services - January 202	5,544.70
310203 Total:		5,544.70
WIT6353 - Wittman Enterprises LLC Total:		5,544.70
PTZM4011 - Zamora, Patrick		
310204	03/18/2020	
Inv 12.13.19	Reimb. Training Class for Ofcr. Zamora (33.85
310204 Total:		33.85
PTZM4011 - Zamora, Patrick Total:		33.85
ZOLL8021 - Zoll Medical Copr. GPO		
310205	03/18/2020	
Inv 3015793	Fire Dept. Medical Supplies	1,207.24
310205 Total:		1,207.24

Check Number	Check Date	Amount
ZOLL8021 - Zoll Medical Copr. GPO Total:		1,207.24
Total:		528,816.11



City Council Agenda Report

ITEM NO. 7

DATE: March 18, 2020
FROM: Stephanie DeWolfe, City Manager 
PREPARED BY: Maria E. Ayala, Chief City Clerk 
SUBJECT: 2019 Commission Annual Reports & 2020 Commission Work Plans

Recommendation

It is recommended that the City Council receive and file the 2019 Commission Annual Reports and the 2020 Commission Work Plans.

Commission Review and Recommendation

Each Annual Report and Work Plan was prepared by the commissions in conjunction with the staff liaison for that commission.

Discussion/Analysis

Every year, City commissions are required to provide an Annual Report and Work Plan to the City Council. The Annual Reports share accomplishments from the previous year, while the Work Plans present objectives planned for the coming year. Both are presented to City Council as receive-and-file items.

Both documents are formally presented at the City's annual Commissioners' Congress event. This year's Commissioners' Congress was held on Tuesday, February 25, 2020. A presentation was made by each commission on their top accomplishments from the previous fiscal year, while also summarizing the coming year's objectives.

Background

Drafting, review, and final approval of the annual reports and work plans is done at the Commission level. Commissions work to finalize their annual report on or about December of each year.

The Work Plans are first presented to the commissions during their December meetings. The Work Plans were also presented to the commissions during their January meetings. This review process offers the opportunity for input by all commissioners: current, outgoing, and incoming.

Commission terms expire on December 31st with new appointments typically made at the December or January City Council meetings. This ensures a thorough review and planning for the commission's new year work plan.

Legal Review

The City Attorney has not reviewed this item.

Fiscal Impact

There is no fiscal impact associated with this item.

Environmental Analysis

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*.

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:

Due to the combined size of the Annual Reports and Work Plans, the items are available in two separate PDF files online for download. A set of the hard copies are also available at the City Clerk Counter in the March 18, 2020 City Council Meeting Agenda binder available for review by the public during business hours.

2019 Annual Reports

1. Animal Commission Annual Report
2. Cultural Heritage Commission Annual Report
3. Design Review Board
4. Finance Commission Annual Report
5. Freeway & Transportation Annual Report
6. Library Board of Trustees Annual Report
7. Natural Resources & Environmental Commission Annual Report
8. Parks and Recreation Commission Annual Report
9. Planning Commission Annual Report
10. Public Arts Commission Annual Report
11. Public Safety Commission Annual Report
12. Public Works Commission Annual Report
13. Senior Citizen Commission Annual Report
14. Tournament of Roses Committee Annual Report
15. Youth Commission Annual Report

2020 Work Plans

1. Animal Commission Annual Report
2. Cultural Heritage Commission Annual Report
3. Design Review Board
4. Finance Commission Annual Report
5. Library Board of Trustees Annual Report

Commission 2019 Annual Reports and 2020 Commission Work Plans

March 18, 2020

Page 3 of 3

6. Natural Resources & Environmental Commission Annual Report
7. Parks and Recreation Commission Annual Report
8. Planning Commission Annual Report
9. Public Arts Commission Annual Report
10. Public Safety Commission Annual Report
11. Senior Citizen Commission Annual Report
12. Youth Commission Annual Report



City Council Agenda Report

ITEM NO. 8

DATE: March 18, 2020

FROM: Stephanie DeWolfe, City Manager *S.D.*

PREPARED BY: Joanna Hankamer, Director of Planning and Community Development
Margaret Lin, Manager of Long Range Planning and Economic *M.L.*
Development

SUBJECT: **Second Reading and Adoption of an Ordinance for Zoning Code Amendment 0063-ZCA Amending Section 36.300.040 (Height Limits and Exceptions) of Division 36.300 (General Property Development and Use Standards) of Article 3 (Site Planning and General Development Standards) of Chapter 36 (Zoning) of the South Pasadena Municipal Code Regarding Parkway Landscaping Height Limits at Intersections**

Recommendation Action

It is recommended that the City Council read by title only for the second reading, waiving further reading, and adopt an Ordinance for Zoning Code Amendment 0063-ZCA amending Section 36.300.040 (Height Limits and Exceptions) of Division 36.300 (General Property Development and Use Standards) of Article 3 (Site Planning and General Development Standards) of Chapter 36 (Zoning) of the South Pasadena Municipal Code (SPMC) Regarding Parkway Landscaping Height Limits at Intersections.

Commission Review and Recommendation

The Planning Commission adopted a resolution recommending that the City Council adopt 0063-ZCA.

Discussion/Analysis

On March 4, 2020, the City Council introduced an ordinance to amend Section 36.300.040 of the SPMC regarding parkway landscaping height limits at intersections. The current SPMC includes two sections regarding parkway landscaping height limits at intersections that are inconsistent with one another. In order to provide clarification and reduce ambiguity regarding parkway landscaping height standards Staff recommends the adoption of the proposed ordinance amending Section 36.300.040(c). The proposed amendments would include the following clarifying language to ensure internal consistency:

“Height limitations at intersections/sight visibility. A structure or landscaping, excluding existing trees, shall not exceed a height of 36 inches within 75 feet of the center of adjacent street intersection in areas where vehicular or pedestrian traffic lines of sight

may be impacted, as established by the Public Works Director. Planting of parkway trees shall be in compliance with Section 31.48(d)(2).”

The proposed amendment would ensure that all parkway trees would be maintained in a way as to not interfere with the necessary vehicular and pedestrian lines of sight.

Background

The SPMC currently includes two separate sections that address parkway landscaping height limits at intersections. The inconsistent language between the two sections creates ambiguity and confusion.

SPMC Section 36.300.040(c): Height Limitations at Intersections/Sight Visibility	SPMC Section 31.48(d)(2): Maintenance of Traffic Lines of Sight
A structure or landscaping shall not exceed a height of 36 inches within 75 feet of the center of an adjacent street intersection.	For purposes of pedestrian and vehicular safety, all parkway landscaping shall be maintained so as not to interfere with necessary vehicular or pedestrian traffic lines of sight, including views of traffic signage and signals and clear views of vehicles within the roadbed or exiting driveways. Such standards, which include limitations on taller landscape elements within street intersection areas, shall be determined by the director of public works.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

There is no fiscal impact.

Environmental Analysis

In accordance with the CEQA, the proposed Zoning Code Amendment is exempted from CEQA under the general rule exemption, Section 15061(b)(3), which states that CEQA applies only to projects which have the potential for causing a significant effect on the environment. It may be seen with certainty that there is no possibility this Zoning Code Amendment may have a significant effect on the environment because the proposed amendment is removing inconsistencies and clarifies standards in the SPMC.

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*.

Zoning Code Amendment (0063-ZCA) Amending Parkway Landscaping Height Limits at
Intersections
March 18, 2020
Page 3 of 3

Attachments:

1. Ordinance Amending Section 36.300.040 (Height Limits and Exceptions)
2. Planning Commission Resolution Recommending City Council Adoption of 0063-ZCA

ATTACHMENT 1
Ordinance Amending Section 36.300.040 (Height
Limits and Exceptions)

ORDINANCE NO. _____
AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
SOUTH PASADENA, CALIFORNIA
AMENDING SECTION 36.300.040 (HEIGHT LIMITS AND
EXCEPTIONS) OF DIVISION 36.300 (GENERAL PROPERTY
DEVELOPMENT AND USE STANDARDS) OF ARTICLE 3
(SITE PLANNING AND GENERAL DEVELOPMENT
STANDARDS) OF CHAPTER 36 (ZONING) OF THE SOUTH
PASADENA MUNICIPAL CODE REGARDING
PARKWAY LANDSCAPING HEIGHT LIMITS AT
INTERSECTIONS

WHEREAS, a code amendment has been developed for the City Council’s consideration that would amend Section 36.300.040 (“Height Limits and Exceptions”) of Division 36.300 (“General Property Development and Use Standards”) of Article 3 (“Site Planning and General Development Standards”) of Chapter 36 (“Zoning”) of the South Pasadena Municipal Code (SPMC) to provide clarifying language and ensure internal consistency; and

WHEREAS, on February 11, 2020, the Planning Commission held a duly noticed public hearing on this matter, at which all interested parties were given the opportunity to be heard and present evidence; and

WHEREAS, the Planning Commission adopted a resolution recommending that the City Council adopt an ordinance amending Section 36.300.040 (“Height Limits and Exceptions”).

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA DOES HEREBY FIND, DETERMINE, AND RESOLVE AS FOLLOWS:

SECTION 1. Section 36.300.040 (“Height Limits and Exceptions”) of Division 36.300 (“General Property Development and Use Standards”) of Article 3 (“Site Planning and General Development Standards”) of Chapter 36 (“Zoning”) of the SPMC shall be amended as follows, with additions denoted in underline and deletions noted in ~~strikethrough~~:

- “C. Height limitations at intersections/sight visibility. A structure or landscaping, excluding existing trees, shall not exceed a height of 36 inches ~~within 75 feet of the center of adjacent street intersection~~ in areas where vehicular or pedestrian traffic lines of sight may be impacted, as established by the Public Works Director. Planting of parkway trees shall be in compliance with Section 31.48(d)(2).”

SECTION 2. The City Council hereby finds that the proposed Code amendment is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines § 15061(b)(3), which states the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. It may be seen with certainty that there is no possibility this Zoning Code Amendment may have a significant effect on the environment because the proposed amendment is removing inconsistencies and clarifies standards in the SPMC.

SECTION 3. Pursuant to SPMC Section 36.620.070B (Findings for Zoning Code/Map Amendments), the Planning Commission recommends that the City Council approve the proposed amendment based on a finding that the proposed amendment removes inconsistencies and clarifies standards in the Zoning Code.

SECTION 4. This ordinance shall take effect thirty (30) days after its final passage, and within fifteen (15) days after its passage, the City Clerk of the City of South Pasadena shall certify to the passage and adoption of this ordinance and to its approval by the Mayor and City Council and shall cause the same to be published in a newspaper in the manner required by law.

PASSED, APPROVED, and ADOPTED on this ___th day of ____, 2020.

Robert S. Joe, Mayor

ATTEST:

APPROVED AS TO FORM:

Evelyn G. Zneimer, City Clerk
(seal)

Teresa L. Highsmith, City Attorney

Date: _____

I HEREBY CERTIFY the foregoing ordinance was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the ___th day of ____, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Evelyn G. Zneimer, City Clerk
(seal)

ATTACHMENT 2
Planning Commission Resolution Recommending
City Council Adoption of 0063-ZCA

P.C. RESOLUTION NO. 20-03

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SOUTH PASADENA, CALIFORNIA, RECOMMENDING THAT THE CITY COUNCIL ADOPT AN ORDINANCE AMENDING SECTION 36.300.040 (HEIGHT LIMITS AND EXCEPTIONS) OF DIVISION 36.300 (GENERAL PROPERTY DEVELOPMENT AND USE STANDARDS) OF ARTICLE 3 (SITE PLANNING AND GENERAL DEVELOPMENT STANDARDS) OF CHAPTER 36 (ZONING) OF THE SOUTH PASADENA MUNICIPAL CODE REGARDING PARKWAY LANDSCAPING HEIGHT LIMITS AT INTERSECTIONS.

WHEREAS, a code amendment has been developed for the City Council's consideration that would amend Section 36.300.040 (Height Limits and Exceptions) of Division 36.300 (General Property Development and Use Standards) of Article 3 (Site Planning and General Development Standards) of Chapter 36 (Zoning) of the South Pasadena Municipal Code Regarding Parkway Landscaping Height Limits at Intersections; and

WHEREAS, on February 11, 2020, the Planning Commission held a duly noticed public hearing on this matter, at which all interested parties were given the opportunity to be heard and present evidence.

NOW, THEREFORE, THE PLANNING COMMISSION OF THE CITY OF SOUTH PASADENA DOES HEREBY FIND, DETERMINE, AND RESOLVE AS FOLLOWS:

SECTION 1: The Planning Commission finds that the proposed amendment is exempt from the California Environmental Quality Act (CEQA) review under Section 15061(b)(3), which states that CEQA applies only to projects which have the potential for causing a significant effect on the environment.

SECTION 2: Pursuant to SPMC Section 36.620.070 (Findings and Decision), the Planning Commission recommends that the City Council approve the proposed amendment based on a finding that the proposed amendment removes inconsistencies and clarifies standards in the Zoning Code.

SECTION 3: For the foregoing reasons and based on the information and findings included in the Resolution, Staff Report, Minutes and testimony received during the public hearing, the Planning Commission of the City of South Pasadena hereby recommends that the City Council adopt the attached ordinance amending SPMC Section 36.410 (Zoning Approvals or Disapprovals).

SECTION 4: The Secretary shall certify that the foregoing Resolution was adopted by the Planning Commission of the City of South Pasadena at a duly noticed regular meeting held on the 11th day of February, 2020.


PASSED, APPROVED, AND ADOPTED this 11th day of February, 2020 by the following vote:

AYES: BRAUN, DAHL, LESAK, PADILLA & TOM

NOES: NONE


ABSENT: NONE

ABSTAIN: NONE



Janet Braun, Chair

ATTEST:




Lisa Padilla, Secretary to the Planning Commission





City Council Agenda Report

ITEM NO. 9

DATE: March 18, 2020

FROM: Stephanie DeWolfe, City Manager 

PREPARED BY: Shahid Abbas, Director of Public Works 
Kristine Courdy, P.E., Deputy Director of Public Works 

SUBJECT: **Adoption of a Resolution Approving Final Parcel Map No. 73833 for 1412 El Centro Street**

Recommended Action

It is recommended that the City Council:

1. Adopt a Resolution entitled "A Resolution of the City Council of the City of South Pasadena, California, approving Final Parcel Map No. 73833 (Parcel Map) for 1412 El Centro Street (Attachment 1); and
2. Authorize the recordation of the Final Parcel Map (Attachment 2) with the Los Angeles County Registrar-Recorder/County Clerk.

Commission Review and Recommendation

This matter was reviewed by the Planning Commission at its meeting of January 25, 2016. The Planning Commission adopted P.C. Resolution No. 16-02 (Attachment 3) approving design review, a Conditional Use Permit, and Tentative Parcel Map for Project No. 1802-CUP-TPM.

Discussion/Analysis

The Final Parcel Map has been checked and approved for accuracy and compliance with the Subdivision Map Act by the Los Angeles County Department of Public Works Land Development Division. The Project has complied with all Conditions of Approval and the Final Parcel Map is ready to be recorded upon the City Council's acceptance.

Background

The Parcel Map is for the construction of a new three-story mixed used building on a 5,704 square foot parcel located at 1412 El Centro Street in South Pasadena.

The State of California Subdivision Map Act requires Tentative Parcel Map approval by the appropriate jurisdiction's Planning Commission, subject to the Conditions of Approval established by such body. The Planning Commission approved the Tentative Parcel Map, Project No. 1802-CUP-TPM, at its meeting of January 25, 2016. P.C. Resolution No. 16-02 contains the Conditions of Approval for the development that were established by the Planning Department and the Public Works Department.

Resolution Approving Final Parcel Map No. 73833

March 18, 2020

Page 2 of 2

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

There is no fiscal impact to the City.

Public Notification of Agenda Item

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

Attachments:

1. Resolution Approving Final Parcel Map No. 73833
2. Final Parcel Map No.73833 (reduced copy)
3. P.C. Resolution No. 16-02 Approving the Tentative Parcel Map for Project No. 1802-CUP-TPM

ATTACHMENT 1
Resolution

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
APPROVING FINAL PARCEL MAP NO. 73833
FOR 1412 EI CENTRO STREET**

WHEREAS, on January 25, 2016, Tentative Parcel Map No. 73833 for the subject subdivision was approved by the City of South Pasadena Planning Commission; and

WHEREAS, this approval was subject to the Conditions set forth in Planning Commission Resolution No. 16-02, Project No. 1802-CUP-TPM; and

WHEREAS, the City Council hereby finds that Conditions set forth in Planning Commission Resolution No. 16-02 have been satisfied, or will be satisfied, as condition of issuing Certificates of Occupancy; and

WHEREAS, the City Council hereby finds that the Final Parcel Map conforms to the requirements of the Subdivision Map Act by the Los Angeles County Department of Public Works Land Development Division and the Subdivision Ordinance of South Pasadena Municipal Code Section 36.500.070.

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

SECTION 1. The City Council hereby accepts and directs that Final Parcel Map No. 73833 be released for recordation with the Los Angeles County Registrar-Recorder/County Clerk.

SECTION 2. The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

PASSED, APPROVED AND ADOPTED ON this 18th day of March, 2020.

Robert S. Joe, Mayor

ATTEST:

APPROVED AS TO FORM:

Evelyn G. Zneimer, City Clerk
(seal)

Teresa L. Highsmith, City Attorney

I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 18th day of March, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Evelyn G. Zneimer, City Clerk
(seal)

ATTACHMENT 2
Final Parcel Map

PARCEL MAP NO. 73833

IN THE CITY OF SOUTH PASADENA
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

BEING A SUBDIVISION OF PORTION OF LOT 20 IN BLOCK 21 OF SMITH AND
JACOBS' FOURTH SUBDIVISION, AS PER MAP RECORDED IN BOOK 29, PAGE 3
OF MISCELLANEOUS RECORDS, IN THE OFFICE OF THE COUNTY RECORDER OF
SAID COUNTY.

FOR CONDOMINIUM PURPOSES

SUBDIVIDER'S STATEMENT:

I HEREBY STATE THAT I AM THE SUBDIVIDER OF THE LANDS INCLUDED WITHIN THE
SUBDIVISION SHOWN ON THIS MAP WITHIN THE DISTINCTIVE BORDER LINES, AND I
CONSENT TO THE PREPARATION AND FILING OF SAID MAP AND SUBDIVISION

BETTY P HSU SUBDIVIDER

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS
CERTIFICATE VERIFIES ONLY THE IDENTITY OF THE
INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS
CERTIFICATE IS ATTACHED AND NOT THE TRUTHFULNESS,
ACCURACY, OR VALIDITY OF THAT DOCUMENT

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES)

ON _____, 2019 BEFORE ME, _____, A NOTARY PUBLIC,
PERSONALLY APPEARED BETTY P HSU, _____ 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, 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 _____
PRINTED NAME _____
MY PRINCIPAL PLACE OF BUSINESS IS IN LOS ANGELES COUNTY
MY COMMISSION NUMBER _____
MY COMMISSION EXPIRES _____

RECORD OWNER IS:

1412 EL CENTRO LLC, A CALIFORNIA LIMITED LIABILITY COMPANY

CONDOMINIUM NOTE:

THIS SUBDIVISION IS APPROVED AS A CONDOMINIUM PROJECT FOR MIXED USE COMMERCIAL
AND RESIDENTIAL UNITS, WHEREBY THE OWNERS OF THE UNITS OF AIR SPACE WILL
HOLD AN UNDIVIDED INTEREST IN THE COMMON AREAS THAT WILL, IN TURN, PROVIDE
THE NECESSARY ACCESS AND UTILITY EASEMENTS FOR THE UNITS

I HEREBY CERTIFY THAT SECURITY IN THE AMOUNT OF \$ _____
HAS BEEN FILED WITH THE EXECUTIVE OFFICER, BOARD OF SUPERVISORS OF THE
COUNTY OF LOS ANGELES AS SECURITY FOR THE PAYMENT OF TAXES AND SPECIAL
ASSESSMENTS COLLECTED AS TAXES ON THE LAND SHOWN ON MAP OF PARCEL MAP
NO. 73833 AS REQUIRED BY LAW.

EXECUTIVE OFFICER, BOARD OF SUPERVISORS OF
THE COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

By _____ DATE _____
DEPUTY

ENGINEER'S STATEMENT:

THIS MAP WAS PREPARED BY ME OR UNDER MY DIRECTION AND IS BASED UPON A TRUE
AND COMPLETE FIELD SURVEY PERFORMED BY ME OR UNDER MY DIRECTION IN AUGUST, 2015,
IN CONFORMANCE WITH THE REQUIREMENTS OF THE SUBDIVISION MAP ACT AND LOCAL
ORDINANCE AT THE REQUEST OF BETTY HSU ON AUGUST, 1 2015. I HEREBY STATE THAT THIS
PARCEL MAP SUBSTANTIALLY CONFORMS TO THE CONDITIONALLY APPROVED TENTATIVE MAP,
THAT ALL THE MONUMENTS ARE OF THE CHARACTER AND OCCUPY THE POSITIONS INDICATED,
THAT THE MONUMENTS ARE SUFFICIENT TO ENABLE THE SURVEY TO BE RETRACED; AND
THAT THE NOTES FOR ALL CENTERLINE MONUMENTS AND CENTERLINE TIE MONUMENTS NOTED
AS "USED TO REHABILITATE" ARE ON FILE IN THE OFFICE OF THE CITY ENGINEER

ENGINEER S. SHEN P.C.E. 18306 DATE 6-18-18
EXPIRES 6-30-2021



BASIS OF BEARINGS:

THE BEARINGS SHOWN HEREON ARE BASED ON THE BEARING N00°35'14"E OF THE
CENTERLINE OF FREMONT AVENUE AS SHOWN ON MAP OF TRACT NO. 63234, RECORDED
IN BOOK 1362, PAGES 80 AND 81 OF MAPS, RECORDS OF THE COUNTY OF LOS ANGELES

CITY ENGINEER'S CERTIFICATE:

I HEREBY CERTIFY THAT I HAVE EXAMINED THIS MAP THAT IT CONFORMS SUBSTANTIALLY TO
THE TENTATIVE MAP AND ALL APPROVED ALTERATIONS THEREOF, THAT ALL PROVISIONS OF
SUBDIVISION ORDINANCES OF THE CITY OF SOUTH PASADENA APPLICABLE AT THE TIME OF
APPROVAL OF THE TENTATIVE MAP HAVE BEEN COMPLIED WITH, AND THAT I AM SATISFIED
THAT THIS MAP IS TECHNICALLY CORRECT WITH RESPECT TO CITY RECORDS

CITY ENGINEER - CITY OF SOUTH PASADENA DATE _____
R/E 21945 EXP 9-30-2021

CITY TREASURER'S CERTIFICATE:

I HEREBY CERTIFY THAT ALL SPECIAL ASSESSMENTS LEVIED UNDER THE JURISDICTION
OF THE CITY OF SOUTH PASADENA, TO WHICH THE LAND INCLUDED IN THE WITHIN
SUBDIVISION OR ANY PART THEREOF IS SUBJECT, AND WHICH MAY BE PAID IN FULL,
HAVE BEEN PAID IN FULL.

CITY TREASURER - CITY OF SOUTH PASADENA DATE _____

CITY CLERK'S CERTIFICATE:

I HEREBY CERTIFY THAT THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA BY
MOTION PASSED ON _____ DAY OF _____, 2019, APPROVED THE
ATTACHED MAP

CITY CLERK - CITY OF SOUTH PASADENA DATE _____

COUNTY SURVEYOR'S CERTIFICATE:

I HEREBY CERTIFY THAT I HAVE EXAMINED THIS MAP THAT IT COMPLIES WITH ALL PROVISIONS
OF STATE LAW APPLICABLE AT THE TIME OF APPROVAL OF THE TENTATIVE MAP, AND THAT
I AM SATISFIED THAT THIS MAP IS TECHNICALLY CORRECT IN ALL RESPECTS NOT CERTIFIED
BY THE CITY ENGINEER.

COUNTY SURVEYOR

By _____ DATE _____
FABRIZIO G. PACHAHO, DEPUTY
L.S. NO. 7274

I HEREBY CERTIFY THAT ALL CERTIFICATES HAVE BEEN FILED AND DEPOSITS HAVE BEEN
MADE THAT ARE REQUIRED UNDER THE PROVISIONS OF SECTIONS 66492 AND 66493 OF
THE SUBDIVISION MAP ACT

EXECUTIVE OFFICER, BOARD OF SUPERVISORS OF THE
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

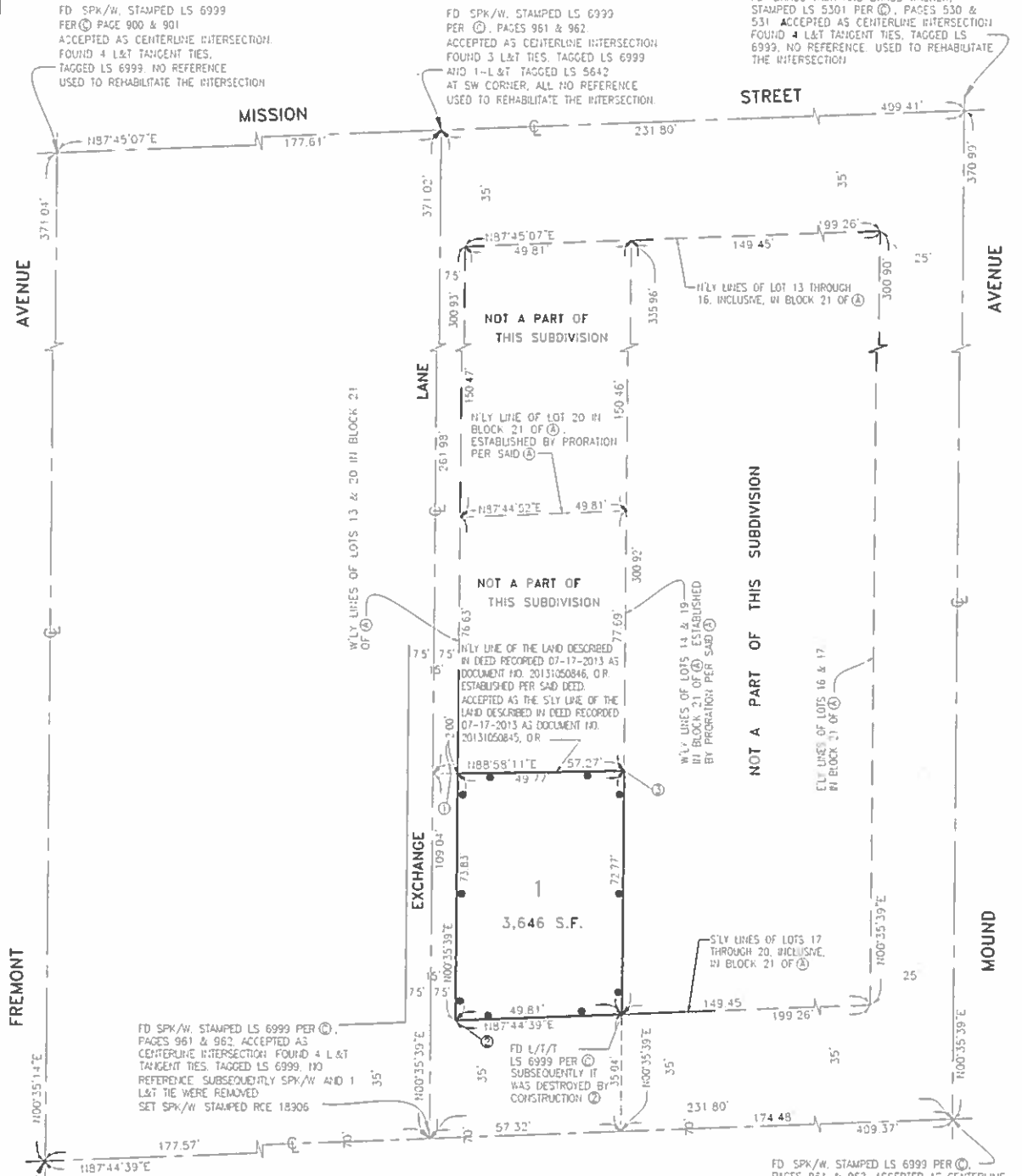
By _____ DATE _____
DEPUTY

PARCEL MAP NO. 73833

IN THE CITY OF SOUTH PASADENA
 COUNTY OF LOS ANGELES, STATE OF CALIFORNIA
 FOR CONDOMINIUM PURPOSES



LEGEND:
 INDICATES THE BOUNDARY OF THE LAND BEING SUBDIVIDED BY THIS MAP.



- (A) SMITH AND JACOBS' FOURTH SUBDIVISION, M/R 29-3
- (B) TRACT NO 63234, M.B 1362-80-81
- (C) L.A.C.O. PWFB 1524
- (1) SET L&T, TAGGED RCE 18906.
- (2) SET 2" P., STAMPED RCE 18906, AT CORNER W/ZINC TACK
- (3) SET L&T, TAGGED RCE 18906 ON TOP OF WALL 28" ABOVE GROUND.

ATTACHMENT 3
P.C. Resolution No. 16-02

P.C. RESOLUTION NO. 16-02

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SOUTH PASADENA APPROVING APPLICATIONS FOR CONDITIONAL USE PERMIT, DESIGN REVIEW AND TENTATIVE PARCEL MAP (PROJECT NO. 1802-CUP-TPM) TO BUILD A NEW THREE-STORY MIXED USE PROJECT INCLUDING A 495 SQUARE FOOT COMMENRCIAL SPACE ON THE GROUND FLOOR AND A 5,704 SQUARE FOOT RESIDENTIAL UNIT AND TO SUBDIVIDE THE ONE PARCEL INTO TWO CONDOMINIUM SPACES ON PROPERTY LOCATED AT 1412 EL CENTRO STREET.

WHEREAS, on March 10, 2015, the applicant, Robert Tsay, submitted an application for Design Review, Conditional Use Permit, and Tentative Parcel Map Project No. 1802-CUP-TPM to the Planning and Building Department to build a new three-story mixed use project at 1412 El Centro Street. The upper two floors would be a 5,704 square foot residential unit and the ground floor is intended to be a 495 square foot coffee shop. On September 8, 2015 the applicant modified the application to include a Tentative Map in order to subdivide the commercial and residential spaces into condominiums (the "project"); and,

WHEREAS, on April 9, 2015, the application was deemed incomplete due to inadequate information on the plans and concerns with parking demand for the proposed commercial space; and,

WHEREAS, on October 1, 2015, the application package was deemed complete; and,

WHEREAS, pursuant to the provisions of the California Environmental Quality Act, Public Resources Code Section 21000 et. seq. ("CEQA"), and the State's CEQA Guidelines, staff conducted an Initial Study and determined that the project would not have a significant impact on the environment, so a Negative Declaration was prepared; and

WHEREAS, after notices issued pursuant to the requirements of South Pasadena Municipal Code, the Planning Commission held a duly noticed public hearing on October 26, 2015 at which time this item was continued to a Special Meeting on December 10, 2015. On December 10, 2015, the Planning Commission continued this item to the regularly scheduled meeting of January 25, 2016 in order for staff to research the nature of other mixed use projects in the City and at which time all interested parties were given the opportunity to be heard and present evidence.

NOW, THEREFORE, THE PLANNING COMMISSION OF THE CITY OF SOUTH PASADENA DOES HEREBY FIND, DETERMINE, AND RESOLVE AS FOLLOWS:

SECTION 1: Pursuant to the provisions of the California Environmental Quality Act, Public Resources Code Section 21000 et. seq. ("CEQA"), and the State's CEQA Guidelines, the Planning Commission finds that the project will not have a significant effect on the environment and hereby adopts the attached Negative Declaration (Exhibit "A").

SECTION 2: The proposed project is consistent with all four applicable findings to approve Design Review of the project, as follows:

- a. **Is consistent with the General Plan, any adopted design guidelines and any applicable design criteria for specialized areas (e.g., designated historic or other special districts, plan developments, or specific plans);**

The mixed use project is consistent with the General Plan and the City's adopted design guidelines for commercial areas. The architect has reduced the perceived massing of the proposed 35 foot tall building with the combination of projections, recessions and exterior building materials. Different parts of the building's facade are articulated through the use of with various wall planes made of redwood cedar, smooth cement plaster, and large sections of glass. The proposed building also embodies simple rectangular building forms with a horizontal roof plane, consistent with the predominant roof form in traditional South Pasadena commercial architecture.

- b. **Will adequately accommodate the functions and activities proposed for the site, will not unreasonably interfere with the use and enjoyment of neighboring, existing, or future developments, and will not create adverse pedestrian or traffic hazards.**

The design and layout of this infill development project will adequately accommodate the functions and activities proposed for the site. The subject site is 3,646 square feet in area, and is located on the northeast corner of El Centro Street and Exchange Lane. The 3-story project will have a 495 square foot, ground floor commercial space intended for a coffee shop and one 5,704 square foot residential unit on the upper two floors. The project provides 6 parking spaces (four residential and two for commercial) and are accessed from Exchange Lane. The design and layout of this project will not unreasonably interfere with the use and enjoyment of neighboring, existing, or future developments, and will not create adverse pedestrian or traffic hazards.

- c. **Is compatible with the existing character of the surrounding neighborhood and all reasonable design efforts have been made to maintain the attractive, harmonious, and orderly development contemplated by this Section, and the General Plan.**

The mixed-use building will enhance and preserve the existing commercial district by providing infill development that is architecturally compatible with adjacent

development and that strengthens neighborhood character. The exterior materials feature a combination of redwood cedar, smooth cement plaster, and large sections of glass. The overall design of the modified mixed use project will maintain the attractive, harmonious, and orderly development contemplated by this Section, and the General Plan.

- d. **Provides a desirable environment for its occupants and neighbors, and is aesthetically of good composition, colors, materials, and texture, that would remain aesthetically appealing with a reasonable level of maintenance and upkeep.**

The mixed use project features a series of balconies for the residents' outdoor use. The overhanging second floor projection provides a covered entrance way to the commercial space offering opportunities for outdoor dining, display of artwork, or additional landscaping. The City's Design guidelines encourage recessed entries for those purposes. Incorporating these outdoor amenities help to provide a desirable environment for its occupants and neighbors. The redwood siding, smooth cement plaster and large sections of glass contribute to an aesthetically appealing building. The proposed finishes will remain aesthetically appealing with a reasonable level of maintenance and upkeep.

SECTION 3: The Commission finds that the proposed project is consistent with all five applicable findings to grant the Conditional Use Permit for the project pursuant to South Pasadena Municipal Code Section 36.410.065, as follows:

1. **The proposed use is allowed with Conditional Use Permit approval within the applicable zoning district and complies with all applicable provisions of the Zoning Code.**

The proposed mixed-use project at 1412 El Centro is zoned Commercial General (CG). Pursuant to SPMC Section 36.230.030, Table 2-4, a mixed use project is permitted with a Conditional Use Permit ("CUP"). The project contains 495 square feet of ground floor commercial space, and one residential unit within the floor above it. The project will provide 6 parking spaces including 4 covered spaces for the residential unit and 2 spaces for the commercial component. The proposed project complies with the applicable provisions of the Zoning Code.

2. **The proposed use is consistent with the General Plan and any applicable Specific Plan.**

Goal No. 8 of the General Plan's Land Use and Community Design Element seeks to harmonize physical change to preserve South Pasadena's historic character, scale, and "small town atmosphere". Policy No. 8.3 of the General Plan is to assure architectural and site design excellence by actively promoting and publicly acknowledging architectural and site design excellence in new buildings, public and private outdoor spaces. The site layout and the design of the project contribute to the General Plan's vision for design excellence. The project creates a clear "street wall" in that the building has no front yard or side yard setbacks. The proposed project is built to the property lines and the required on-site parking is located behind the ground floor level which is consistent with the City's adopted Design Guidelines.

The architect has reduced the perceived massing of the proposed 35 foot tall building with the combination of projections, recessions and exterior building materials.

3. **The establishment, maintenance, or operation of the use would not, under the circumstances of the particular case, be detrimental to the health, safety, or general welfare of persons residing or working in the neighborhood of the proposed use.**

The proposed use is for a mixed-use condominium project that consists of a 495 square foot commercial space and one 5,704 square foot residential unit. The applicant has provided all the required parking on-site and complies with all applicable Zoning standards. As such, the establishment, maintenance and operation of the proposed use would not be detrimental to the health, safety or general welfare of persons working or residing in the neighborhood.

4. **The use, as described and conditionally approved, would not be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City.**

The mixed use project would not be detrimental or injurious to property and improvements in the neighborhood or the general welfare of the City. The project is subject to the Conditions of Approval imposed by the Departments of Planning and Building, Public Works, and Fire. The applicant's compliance with those conditions is necessary to protect the public's health, safety, and welfare.

5. **The subject site is adequate in terms of size, shape, topography, and circumstances and has sufficient access to streets and highways which are adequate in width and pavement type to carry the quantity and quality of traffic expected to be generated by the proposed use.**

The project is adjacent to Exchange Lane, which is an alley that provides adequate access to the proposed parking areas. The project is located on El Centro Street which is a collector streets intended to carry traffic between residential neighborhoods and the arterial street network. This two-lane street is adequate in width and pavement to carry the quantity and quality of traffic generated by this project.

6. **The design, location, operating characteristics, and size of the proposed use would be compatible with the existing and future land uses in the vicinity, in terms of aesthetics, character, scale, and views protection.**

The City's design guidelines for commercial development call for buildings that improve the identity and character of the district. The proposed construction aligns the building's front edge to the sidewalk creating a clear "street wall". Although building's height reaches the limit of 35 feet, the architect has reduced the perceived massing of the proposed building with the combination of projections, recessions and exterior building materials. Therefore, the design, location, operating characteristics, and size of the project would be compatible with the existing and future land use in the vicinity in terms of aesthetics, character, scale, and views protection.

SECTION 4: Pursuant to South Pasadena Municipal Code Section 36.510.070 (A), the Planning Commission finds that the Project is consistent with the General Plan, the Supplemental Findings contained in South Pasadena Municipal Code Section 36.510.070 (B) are not applicable to the Project, and the Findings Requiring Denial contained in SPMC Section 36.510.070 (C) cannot be made as follows:

A. Required Findings for Approval - SPMC Section 36.510.070 (A) -

The Planning Commission may approve a Tentative Map only when it shall first find that the proposed subdivision, together with the provisions for its design and improvement, is consistent with the General Plan, and any applicable Specific Plan, and that none of the findings for denial in Subsection C (below) can be made. The findings shall apply to each proposed parcel as well as the entire subdivision, including any parcel identified as a designated remainder in compliance with Map Act Section 66424.6.

As outlined in the Code Consideration and Analysis section of this report, the proposed Tentative Parcel Map would be consistent with the General Plan and is consistent with the zoning regulations applicable to the property. Therefore, this approval could be granted if the Supplemental findings for approval in SPMC Section 36.510.070 (B) can be made and the Findings requiring denial in SPMC Section 36.510.070(C) cannot be made.

B. Supplemental Findings for Approval - SPMC Section 36.510.070 (B)

In addition to the findings required for approval of a Tentative Map by Subsection A. above, the Commission shall not approve a Tentative Map unless it can also make the following findings, when they are applicable to the specific subdivision proposal.

- 1. Construction of improvements. It is in the interest of the public health and safety, and it is necessary as a prerequisite to the orderly development of the surrounding area, to require the construction of road improvements within a specified time after recordation of the Parcel Map, where road improvements are required.**

The applicant will be required to reconstruct Exchange Lane along the entire length of the project site for the full width of the road. The applicant will be required to reconstruct all sidewalks and curb/gutter along El Centro Street fronting the entire site. The applicant shall remove a minimum of 2" of existing asphalt from edge of gutter to centerline fronting the property on El Centro Street, and replace it in kind. All existing pavement striping, markings and curb markings shall be restored. These improvements shall be made to the satisfaction of the City Engineer prior to recording the Final map.

- 2. Condominiums. Any applicable findings required by Section 36.530.020 for condominium conversions.**

Not applicable. The proposed Tentative Map is not a condominium conversion. A condominium conversion is the conversion of residential real property into a condominium project, a community apartment project, or a stock cooperative project, whereby Section 66427.1 of the Subdivision Map Act requires that tenants of such properties be notified of pending approvals to convert their units to condominiums. State Law also allows tenants of such properties to have an exclusive right to contract for the purchase of his or her respective unit upon the same terms and conditions that such unit will be initially offered to the general public on terms more favorable to the tenant. The units for which this Tentative Map will be applied have no tenants and are not yet habitable.

3. Dedications or exactions. Findings documenting the need for dedications or exactions, if dedications or exactions are required.

Not applicable. The proposed Tentative Map does not require dedications or exactions.

4. Waiver of Parcel Map. The findings required by Section 36.520.030 (Waiver of Parcel Map), if waiver of a Parcel Map has been requested with the Tentative Map application.

Not applicable. The applicant is not requesting a waiver of the proposed Tentative Map.

C. Findings Requiring Denial - SPMC Section 36.510.070 (C)

A Tentative Map shall be denied if the Commission makes any of the following findings:

1. The proposed subdivision including design and improvements is not consistent with the General Plan or any applicable Specific Plan;

The proposed subdivision is consistent with the General Commercial land use designation of the General Plan. It is consistent with the development standards and the necessary findings to approve a Conditional Use Permit which is being processed concurrently with this Tentative Parcel Map. The proposed subdivision is to subdivide a 3,646 square foot parcel into a residential condominium and a commercial condominium; thereby, allowing those individual units to be sold separately. No Specific Plan regulations apply to this parcel.

2. The site is not physically suitable for the type or proposed density of development;

The subject site is 3,646 square feet (0.08 acre) in size. The project site for which the tentative map will be applied to is suitable for the development. The entire development fits within the required height limit. Each unit provides adequate floor area and outdoor open spaces. The residential unit has four covered parking

spaces in a garage and the commercial unit has two uncovered parking spaces. The subject site will provide efficient vehicular and pedestrian circulation.

- 3. The design of the subdivision or the proposed improvements is likely to cause substantial environmental damage or injure fish or wildlife or their habitat;**

The proposed subdivision is located in an urban commercial zone and the lot will be developed with a 495 square foot commercial unit and a 5,704 square foot residential unit. It is not adjacent to any streams or rivers or to known wildlife or their habitat. Therefore, there will be no damage or injury to fish and wildlife or their habitat as a result of this project.

- 4. The design of the subdivision or type of improvements is likely to cause serious public health or safety problems;**

The design of the subdivision is limited to the two condominiums with associated parking and open spaces on a lot located in a commercial zone. The proposed project is subject to the conditions of approval as part of a Conditional Use Permit. The conditions are imposed by the Departments of Planning and Building, Public Works, and Fire to reduce the likelihood of serious health or safety problems prior to issuing building permits and approving the Final Parcel Map. As such, this subdivision will not cause serious health or safety problems.

- 5. The design of the subdivision or the type of improvements will conflict with easements, acquired by the public at large for access through or use of, property within the proposed subdivision. This finding may not be made if the Commission finds that alternate easements for access or use will be provided, and that they will be substantially equivalent to ones previously acquired by the public. This finding shall apply only to easements of record, or to easements established by judgment of a court of competent jurisdiction, and no authority is hereby granted to the review authority to determine that the public at large has acquired easements of access through or use of property within the proposed subdivision;**

There are currently no existing or proposed public easements to provide access through or use of the property. Therefore, the design of the subdivision will not conflict with any public easements for access through or use of the property within the proposed subdivision.

- 6. The discharge of sewage from the proposed subdivision into the community sewer system would result in violation of existing requirements prescribed by the California Regional Water Quality Control Board;**

All reviewing City Departments indicated the ability to support the project as presented, provided that the applicant provides calculations showing that the existing sewer lateral has adequate capacity for the proposed development. The Public Works Department imposed a condition of approval on the Conditional

Use Permit that will ensure that the project does not violate the requirements of the California Regional Water Quality Control Board prior to the applicant obtaining a building permit.

7. **A preliminary soils report or geological hazard report indicates adverse soil or geological conditions and the subdivider has failed to provide sufficient information to the satisfaction of the City Engineer or the Commission that the conditions can be corrected in the plan for the development; or**

According to a preliminary soils report, the proposed construction is feasible from the geotechnical engineering and geological viewpoints, provided that specific recommendations are followed. The City Engineer and the Building Official will review the report and the proposed project during the "plan-check" phase before issuing any grading or building permits.

8. **The proposed subdivision is not consistent with all applicable provisions of this Zoning Code, any other applicable provisions of the Municipal Code, and the Subdivision Map Act.**

The proposed subdivision is consistent with all applicable provisions of the Zoning Code, Municipal Code and the Subdivision Map Act.

SECTION 5: For the foregoing reasons and based on the information and findings included in the Staff Report, and provided during the public hearing, the Planning Commission of the City of South Pasadena hereby approves the application for Design Review, Conditional Use Permit, and Tentative Parcel Map (Project No.1802-CUP-TPM)) related to the proposed project at 1412 El Centro Street.

SECTION 6: Any interested person may appeal this decision or any portion of this decision to the City Council. Pursuant to the South Pasadena Municipal Code, any such appeal must be filed with the City, in writing, and with the appropriate appeal fee, no later than fifteen (15) days, following the date of the Planning Commission's final action.

SECTION 7: The Secretary shall certify that the foregoing Resolution was adopted by the Planning Commission of the City of South Pasadena at a duly noticed regular meeting held on the 10th day of December 2015.

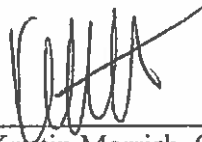
PASSED, APPROVED, AND ADOPTED this 25th day of January 2016, by the following vote:

AYES: DAVIS, MORRISH & TOM

NOES: NONE

ABSENT: NONE

RECUSED: DAHL



Kristin Morrish, Chair

ATTEST:



Steven Dahl, Vice-Chair

EXHIBIT "B"
CONDITIONS OF APPROVAL
CONDITIONAL USE PERMIT/TENTATIVE PARCEL MAP/DESIGN REVIEW
PROJECT NO. 1802-CUP-TPM

DEPARTMENT OF PLANNING AND BUILDING CONDITIONS

Planning Division

1. Approval by the Planning Commission does not constitute a building permit or authorization to begin any construction. An appropriate permit issued by the South Pasadena Building Division must be obtained prior to construction, enlargement, relocation, conversion or demolition of any building or structure on any of the properties involved with the conditional use permit/tentative parcel map/design review.
2. All other requirements of any law, ordinance, or regulation of the State of California, City of South Pasadena, and any other government entity shall be complied with.
3. This conditional use permit/tentative parcel map/design review is granted for the land and land use as described in the application and any attachments thereto, as shown on the development plans submitted to and approved by the Planning Commission.
4. This conditional use permit/tentative parcel map/design review and all rights hereunder shall terminate within twelve (12) months of the effective date of the conditional use permit/tentative parcel map/design review is commenced or an extension is granted based on a written request submitted to the Planning and Building Department prior to the expiration of the twelve month (12) period pursuant to Section 36.420 of the South Pasadena Municipal Code.
5. Compliance with and execution of all conditions listed herein shall be necessary prior to obtaining any occupancy inspection clearance and/or prior to obtaining any occupancy clearance.
6. The applicant and each successor in interest to the property which is the subject of this project approval, shall defend, indemnify and hold harmless the City of South Pasadena and its agents, officers and employees from any claim, action or proceeding against the City or its agents, officers or employees to attack, set aside, void or annul any approval of the City, City Council or City Planning Commission concerning this use.
7. The construction shall be kept free of all loose materials resembling trash and debris in excess of that material used for immediate construction purposes. Such excess may include, but is not limited to: the accumulation of debris, garbage, lumber, scrap metal, concrete, asphalt, piles of earth, salvage materials, abandoned or discarded furniture, appliances or other household fixtures.
8. The hours of construction shall be limited to 8:00am and 7:00pm Monday through Friday, 9:00am and 7:00pm Saturday, and construction on Sundays limited to 10:00am to 6:00pm.

9. Applicant must advertise clear direction and location of the off-site parking that is available for the proposed coffee shop noting that the extra parking is located at 1416 El Centro Street.
10. Notice and location of off-site parking for the proposed coffee shop at 1412 El Centro must be posted at the entrance of the parking area for the coffee shop, and at the entrance of the parking area to be utilized for off-site parking (1416 El Centro Street). Location and content of these signs to be approved by the Planning Director prior to installation. Signs must be in place prior to conducting business for the coffee shop.
11. Applicant must provide proof of valid lease agreement for off-site parking at 1416 El Centro Street on an annual basis. The applicant must notify the Planning Director within 5 days of termination of lease agreement regarding off-site parking location and provide alternative office site parking to the satisfaction of the Planning Director within 30 days of termination of such lease.

Building and Safety Division Conditions:

12. School Developmental Fees shall be paid to the School District prior to the issuance of the building permit.
13. A sewer connection fee shall be paid to the Los Angeles County Sanitation District prior to permit issuance.
14. Separate plan submittal and approval by the City Fire Department is required prior to issuance of the building permit.
15. Approval is required from the Los Angeles County Health Department for food handling and/or storage.
16. South Coast Air Quality Management District must be contacted prior to any demolition or renovation. Call (909) 396-2000 for further information. Failure to comply with the provisions of Rule 1403 may result in a penalty of up to \$25,000 per day.
17. A demolition permit is required for any existing buildings which are to be demolished.
18. A permit from CAL-OSHA shall be obtained prior to issuance of the building permit for construction of trenches or excavations greater than five feet in depth.
19. All roof coverings shall have a Class A rating.
20. No form work or other construction materials will be permitted to encroach in to adjacent property without written approval of the affected property owner.
21. The building permit will not be issued until the property has been surveyed and the boundaries marked by a land surveyor licensed by the State of California.
22. A survey shall be performed prior to requesting for building frame inspection which indicates that the framing is constructed to provide the required front, side, and rear yard setbacks after all finish materials are installed. The survey shall be performed by a land surveyor or civil engineer licensed in the State of California to perform survey work.
23. A soils and geology report is required.

24. Where a soils report is required, the duties of the soils engineer of record, as indicated on the first sheet of the approved plans, shall include the following:
 - a) observation of cleared areas and benches prepared to receive fill;
 - b) observation of the removal of all unsuitable soils and other materials;
 - c) the approval of soils to be used as fill material;
 - d) inspection of compaction and placement of fill;
 - e) the testing of compacted fills; and
 - f) the inspection of review of drainage devices.
25. The owner shall retain the soils engineer preparing the Preliminary Soils and/or Geotechnical Investigation accepted by the City for observation of all grading, site preparation, and compaction testing. Observation and testing shall not be performed by another soils and/or geotechnical engineer unless the subsequent soils and/or geotechnical engineer submits and has accepted by the Building Division, a new Preliminary Soils and/or Geotechnical Investigation.
26. Building, plumbing, electrical, mechanical and/or sewer permits are required for all tenant improvement work.
27. Electrical plan check is required.
28. Mechanical plan check is required.
29. Plumbing plan check is required.
30. Plumbing fixtures shall comply with Los Angeles County Plumbing Code Table 4-1.
31. Electrical, plumbing, mechanical, or grading plan review will occur only upon completion of the appropriate plan check application and payment of the appropriate plan check fee. Electrical, plumbing, mechanical, or grading plan review is not automatic. If you have any questions concerning whether plan review is required, contact the Building Division.
32. A grading and drainage plan shall be approved prior to issuance of the building permit. The grading and drainage plan shall indicate how all storm drainage including contributory drainage from adjacent lots is carried to the public way or drainage structure approved to receive storm water.
33. Grading plans shall not be drawn at less than 1" = 10' scale.
34. In accordance with paragraph 5538(b) of the California Business and Professions Code, plans are to be prepared and stamped by a licensed architect.
35. Structural calculations prepared under the direction of an architect, civil engineer or structural engineer shall be provided.
36. Energy calculations are required.
37. The current code is the 2014 Los Angeles County Building Code.
38. The building height and area shall not exceed the limits specified in Table 503 based on the type of construction as determined by Section 602 and the occupancies as determined by Section 302 except as modified hereafter.

39. Each portion of a building shall be individually classified in accordance with Section 302.1. Where a building contains more than one occupancy group, the building or portion thereof shall comply with the applicable provisions of Section 508.2, 508.3 or 508.4, or a combination of these sections.
40. Individual occupancies shall be separated from adjacent occupancies in accordance with Table 508.4.
41. Private garage and carports classified as U Group Occupancy shall not exceed 1,000 square feet per Section 406.3.1 of the Building Code, unless condition(s) of Section 406.3.2 is satisfied.
42. Fire-resistance rating requirements for exterior walls based on fire separation distance of 0 to 10 feet shall comply with Table 602 of the Building Code.
43. Maximum area of exterior wall openings and degree of open protection based on fire separation distance of 0 to 10 feet shall comply with Table 705.8 of the Building Code.
44. Basements, habitable attics and every sleeping room shall have at least one operable emergency escape and rescue opening per Section R310.1.
45. Every newly constructed building or structure shall comply with both residential and non-residential provisions of the 2013 California Green Building Standards Code (CALGreen).
46. Grading security shall be posted with the City Building Division prior to issuance of the grading permit whenever the cut or fill yardage exceeds 1,000 cubic yards.
47. The initial plan check fee will cover the initial plan check and one recheck only. Additional review required beyond the first recheck shall be paid for on an hourly basis in accordance with the current fee schedule.
48. The second sheet of building plans is to list all City of South Pasadena conditions of approval and is to include a "sticky-back" photocopy of the Planning Commission Decision letter. This information shall be incorporated into the plans prior to the first submittal for plan check. Conditions are required from the following departments: Planning, Building, Fire, Police, Public Works and Code Enforcement.

DEPARTMENT OF PUBLIC WORKS CONDITIONS

49. Provide a Tract Map per Subdivision Map Act requirements and submit for Public Works review and approval and County recordation prior to final occupancy.
50. The applicant shall submit a complete copy of the Final Map to LA County Subdivision Section for review of mathematical accuracy, and provide a copy of the approval letter prior to Final Map approval by the City.
51. Developer shall submit a draft of the project CC&Rs for review and approval prior to the City Council's review and approval of the Final Map. The maintenance of the filtration system and drainage devices shall be the responsibility of the HOA.
52. Provide grading and shoring plans of proposed excavations; provide detailed cross plan and

profiles of all temporary shoring signed and stamped by the Civil Engineer and the project Geotechnical Engineer. Shoring shall not encroach onto City right-of-way.

53. The applicant shall provide a detailed grading/drainage plan prepared by a licensed Civil Engineer and Provide a Drainage/ Hydrology Study that shows how much differential run-off water the project will contribute to El Centro Street. Based on the hydrology report, the applicant will be required to prepare a drainage improvement plan to mitigate the project's impact to the drainage on El Centro Street. The proposed drainage improvement plan must be approved by the Public Works Department prior to the issuance of any grading and building permits.
54. Per City Municipal Code, Section 23.14, provide the necessary BMP measures and the SUSMP package for construction and post-construction phases. Applicant shall prepare a covenant for maintenance of post-construction BMPs. Applicant shall prepare a covenant for maintenance of post-construction BMPs.
55. The applicant shall provide a labor and materials bond and a performance bond based on 1½ times the estimated value of the proposed shoring and improvements in the public right-of-way prior to the issuance of a grading permit. The applicant's civil engineer shall prepare the construction cost estimate.
56. Provide a traffic control plan prepared by a licensed civil engineer for the City's review.
57. Provide plans and details of all proposed and/or required street improvements, utilities, landscaping and lighting within the City right-of-way for review and approval by the City. Plans shall be prepared by a registered civil engineer licensed by the State of California to perform civil engineering.
58. Developer shall reconstruct Exchange Lane along the entire site for the full width. The new roadway shall be 6" Portland Concrete Cement (P.C.C.).
59. Construct new P.C.C. alley intersection at El Centro Street per City standards.
60. Developer shall reconstruct all sidewalk and curb/gutter along El Centro Street fronting the entire site.
61. The applicant shall remove a minimum of 2" of existing asphalt from edge of gutter to centerline fronting the property on El Centro Street, and replace in kind. All existing pavement striping, markings and curb markings shall be restored.
62. Existing parking signage and posts adjacent to site shall be replaced with new signs which meet current MUTCD reflectivity standards and City's sign post standard.
63. Install a new light standard and underground electrical power per City standards for lighting of building entries on El Centro Street and provide construction plan and details.
64. Developer shall install new water services and/or fire service connections for the project. The size of water meters and services shall be indicated on the plans. Contact the City Water Division to coordinate size, location, and associated fees for the water meter connections. The applicant shall obtain the Water Division's approval for separate water meters at each

unit.

65. Show the location of the backflow devices. Applicant shall make arrangements to provide access to the devices with the City Water Division.
66. Developer shall provide calculations showing the existing sewer lateral has adequate capacity for the proposed development. Applicant shall video the existing sewer line and provide a copy to the City to insure lateral is in good condition and free of any roots.
67. The applicant shall be responsible for all costs incurred by the City and or the Public Works Department for the use of professional services or consultants in the review, investigation, and or plan check of the public improvement plans. The applicant shall deposit monies into an approved project account from which the City shall draw funds to pay for said professional services.
68. Developer shall provide a haul route, staging plan, and storage area for review and approval to the Public Works Department prior to issuance of a building permit.
69. Provide a tree plan showing all existing trees, sizes and species, and indicate their disposition on the plan. If any trees are to be removed, per City Ordinance No. 2126 amending of Section 34.3 of the City Municipal Code, file for a tree removal permit application. See Section 34.5 of the Municipal Code for the required information and process for trees that are proposed to be removed and/or impacted during construction.
70. Show the location of all utilities within the public right-of-way adjacent to the subject property. Show the location of existing power poles and any proposed relocations.
71. In addition to the LA County Sanitation District sewer connection fee listed under the Building Department Conditions, applicant shall also pay applicable water and sewer connection charges to the City.

FIRE DEPARTMENT CONDITIONS

72. Buildings under construction shall meet the conditions of UFC Article 87- Fire Safety During Construction, Alteration or Demolition of a Building.
73. Required Code Reference is the 2011 South Pasadena Municipal Code (SPMC); 2010 California Fire Code (CFC); 2010 California Building Code; NFPA standards, Title 19 Applicable NFPA and related fire standards.
74. The total amount of square footage for this new proposed construction is over 3000 sq ft., thus, the City of South Pasadena Municipal code requires a Fire Alarm system to be installed and this requirement supercedes any CFC section.
75. SPMC 907.1.6 Where Required. An approved manual, automatic or manual and automatic fire alarm system complying with sections 907.2.1 through 907.2.2.6 shall be provided in all new buildings with a fire area exceeding 3,000 square feet.

76. Fire Sprinklers are required; submit plans to Fire Department prior to obtaining Building Permits.
77. 901.5 Installation acceptance testing. Fire detection and alarm systems, fire-extinguishing systems, fire hydrant systems, fire standpipe systems, fire pump systems, private fire service mains and all other fire protection systems and appurtenances thereto shall be subject to acceptance tests as contained in the installation standards and as approved by the fire code official. The fire code official shall be notified before any required acceptance testing.



City Council Agenda Report

ITEM NO. 10

DATE: March 18, 2020

FROM: Stephanie DeWolfe, City Manager *SD*

PREPARED BY: Shahid Abbas, Public Works Director
Kristine Courdy, Deputy Director of Public Works *KC*
Leonna DeWitt, Public Works Assistant *LD*

SUBJECT: **Adoption of a Resolution Initiating the Proceedings and Ordering of the Preparation of the Engineer's Report for Fiscal Year 2020-21 Lighting and Landscaping Maintenance District**

Recommendation

It is recommended that the City Council:

1. Adopt the attached resolution initiating the proceedings for the Fiscal Year (FY) 2020-21 Lighting and Landscaping Maintenance District (LLMD); and
2. Authorize the preparation of the Engineer's Report for the annual levy and collection of assessments.

Commission Review and Recommendation

This matter was not reviewed by a Commission.

Community Outreach

The public will have an opportunity to speak on this matter during the Public Hearing at the June 3, 2020 City Council meeting.

Discussion/Analysis

The attached resolution calls for the preparation of an Engineer's Report showing the total maintenance costs, the parcels to be assessed, the assessment methodology and the specific assessment for each affected parcel in the LLMD (refer to Attachment 1). For more than two decades, the Engineer's Report has been prepared adhering to the procedures established in the 1972 Landscaping and Lighting Act. As in previous years, the City must follow the same procedures, such as preparation of an Engineer's Report and conducting a Public Hearing to proceed with levying the assessments. The LLMD Proceedings Schedule is shown in Attachment 2.

As a result of Proposition 218 (Prop 218), the City cannot increase the proposed assessments without going through a public ballot process. The City Council has supported staff's recommendation to rely on an exemption of Prop 218 (passed in 1997), that allows the renewal of the LLMD assessments, provided the rates are not changed. If the assessment rates are changed, then the balloting requirements under Prop 218 must be fulfilled.

In January 2017, a ballot to increase assessments was performed. However, the weighted vote of the “No” ballots was 60.9% therefore the ballot measure failed as the simple majority requirement was not met. As a result, this kept assessment rates the same as those previously in effect. In FY 2020-21, there will be no change or increase in assessments under the currently-proposed LLMD.

Next Steps

The LLMD Proceedings Schedule (Attachment 2) proposed the following schedule:

1. Harris & Associates will prepare the Engineer’s Report.
2. The Engineer’s Report and Resolution of Intention will be presented for consideration at the May 6, 2020 City Council Meeting.
3. A Public Hearing will be conducted on June 3, 2020 to adopt a Resolution confirming the annual levy and collection of assessments for the LLMD for FY 2020-21.
4. In July 2020 Harris & Associates will submit the proposed assessments to the Los Angeles County (County) Assessor’s Office.

Background

The LLMD assessments provides annual funds for the maintenance and operation of traffic signals, street lights, median landscaping, street tree trimming, and tree removals and replacements. Each year, the City Council establishes assessments to cover these costs. The first step requires the authorization to prepare an Engineer’s Report, which contains the engineering study and details of the assessments and methodologies which are needed to submit the assessments to the County Assessor’s Office. The maintenance costs are distributed equitably assessing properties in accordance with special benefits received. Revenues generated by the proposed assessment district will substantially cover the maintenance cost within the LLMD service area, which coincide with the City of South Pasadena (City) boundaries. The City Council has previously approved the methodology for the assessments and staff will continue with the same methodology this year.

Legal Review

The City Attorney has not reviewed this item.

Fiscal Impact

The LLMD establishes the funding mechanism to provide approximately \$900,000 in revenues to exclusively cover the maintenance costs within the LLMD boundaries. In FY 2019-20, the LLMD estimated cost was \$1,164,900 and the General Fund subsidized the difference. For FY 2020-21, the LLMD update will evaluate the cost as part of the Engineering Report. The revenue is collected through the County Assessor’s Office as part of the property tax rolls. The consulting services of Harris & Associates have been engaged to prepare the Engineer’s Report reflecting individual parcel assessments including recordation with the County. The consultant fee of \$7,700 is available in the LLMD Account Number 215-6201-8170.

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*.

Adoption of a Resolution Initiating Proceedings for FY 2020-21 LLMD
March 18, 2020
Page 3 of 3

Attachments:

1. Resolution of Initiation
2. LLMD Proceedings Schedule

ATTACHMENT 1
Resolution of Initiation

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
INITIATING PROCEEDINGS FOR THE
FISCAL YEAR 2020-21 LEVY AND COLLECTION OF
ASSESSMENTS FOR CERTAIN LIGHTING AND
LANDSCAPE MAINTENANCE IN AN EXISTING
DISTRICT AND ORDERING THE PREPARATION OF A
REPORT PURSUANT TO THE PROVISIONS OF
DIVISION 15, PART 2, OF THE STREETS AND
HIGHWAYS CODE OF THE STATE OF CALIFORNIA**

WHEREAS, the City Council of the City of South Pasadena, California, has previously formed a street lighting and landscaping maintenance district pursuant to the terms and provisions of the “Landscaping and Lighting Act of 1972,” Division 15, part 2 Streets and Highways Code of the State of California, in what is known and designated as City of South Pasadena Lighting and Landscaping Maintenance District (District); and

WHEREAS, at this time, this City Council desires to conduct proceedings to provide for the annual levy of assessments for the next ensuing Fiscal Year (FY) 2020-21, to provide for the costs and expenses necessary for continual maintenance of improvements within said District; and

WHEREAS, the provisions of said Streets and Highways Code of the State of California Division 15, Part 2, Chapter 3 requires a written report (commencing with Section 22620).

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

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

SECTION 2. That the public interest and convenience requires, and it is the intention of the City Council, to initiate proceedings for the annual levy and collection of special assessments for the continual maintenance of certain improvements, all to serve and benefit said District as said area is shown and delineated on a map as previously approved in prior annual levy’s by this City Council and on file in the Office of the City Clerk, open to public inspection, and herein so referenced and made a part hereof.

SECTION 3. Staff is hereby authorized and ordered to have prepared and file with the City Council an engineers report relating to the FY 2020-21 levy of annual assessment for said District in accordance with the provisions of Streets and Highways

Code of the State of California Division 15, Part 2, Chapter 3 (commencing with Section 22620).

SECTION 4. That this resolution shall take effect immediately upon its adoption.

SECTION 5. For any and all information relating to the proceedings, project procedure, any documentation and/or information of a procedural or technical nature, your attention is directed to the below listed person at the local agency or department so designated.

Shahid Abbas, Public Works Director
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030

SECTION 6. The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

PASSED, APPROVED AND ADOPTED ON this 18th day of March, 2020.

Robert S. Joe, Mayor

ATTEST:

APPROVED AS TO FORM:

Evelyn G. Zneimer, City Clerk
City Clerk

Teresa L. Highsmith
City Attorney

(seal)

I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 18th day of March, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Evelyn G. Zneimer, City Clerk

(seal)

ATTACHMENT 2
LLMD Proceedings Schedule

CITY OF SOUTH PASADENA

STREET LIGHTING AND LANDSCAPING MAINTENANCE DISTRICT

FY 20-21 DISTRICT ADMINISTRATION SCHEDULE

MARCH						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- February 25, 2020 • Consultant provides Agenda docs to City
- March 18, 2020 • City Council Meeting (Resolution of Initiation)
7:30 pm City Council Chambers, 1424 Mission Street
- Late March • City Staff develops District budget

APRIL						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- Early April • Consultant develops parcel database and drafts Engineer's Report
- April 15, 2020 • Consultant submits Agenda docs including Engineer's Report to City
- May 6, 2020 • City Council Meeting (Resolution of Intention)
7:30 pm City Council Chambers, 1424 Mission Street

MAY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- By May 13, 2020 • City publishes Public Hearing notice
- By May 13, 2020 • Consultant provides Agenda docs to City

JUNE						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- June 3, 2020 • City Council Meeting (Public Hearing)
7:30 pm City Council Chambers, 1424 Mission Street

JULY						
S	M	T	W	T	F	S
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- By July 3, 2020 • Consultant submits assessments to County
- By July 17, 2020 • Consultant submits any assessment corrections to County
- By July 31, 2020 • Consultant provides final Assessment roll to City

AUGUST						
S	M	T	W	T	F	S
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9	10	11	12	13	14	15
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30	31					


- August 10, 2020 • Final deadline for submitting assessments to County Tax Collector



City Council Agenda Report

ITEM NO. 11

DATE: March 18, 2020

FROM: Stephanie DeWolfe, City Manager 

PREPARED BY: Shahid Abbas, Director of Public Works
Julian Lee, Deputy Director of Public Works
Arpy Kasparian, Water Conservation & Sustainability Analyst

SUBJECT: **Adoption of a Resolution Authorizing Submittal of an Application to Participate in the Beverage Container Recycling Payment Program**

Recommendation

It is recommended that the City Council:

1. Adopt a resolution authorizing the submittal of a grant application to participate in the State of California Department of Resources Recycling and Recovery's (CalRecycle) Beverage Container Recycling Payment Program; and
2. Authorize the City Manager to execute all documents required to obtain the grant.

Background

The goal of CalRecycle's beverage container recycling program is to reach and maintain an 80 percent recycling rate for all California Refund Value beverages containers. Projects implemented by cities and counties will assist in reaching and maintaining this goal. To apply for the program, the local jurisdiction must adopt a resolution of support.

Discussion/Analysis

The grant funds will be used to install 1-3 water refill stations in centrally located public facilities such as the Civic Center and the Library. Installing water refill stations is one of the actions outlined in the South Pasadena Green Action Plan to assist the City in achieving its goal in becoming a plastic-free City. Water refill stations prevent the number of single-use beverage containers from entering the waste stream by encouraging the use of reusable water bottles. Funds may also be used for signage and promotion of the water refill stations.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

The Cal Recycle Grants program does not require a match. Grant funds can be used for City staff time required for processing and administering the grant. The award amount for Fiscal Year 2019-20 is unknown at this time, however based on information received from CalRecycle, the

Participation in the Beverage Container Recycling Payment Program

March 18, 2020

Page 2 of 2

City of South Pasadena could reasonably expect to receive approximately \$6,000 to fund the program for the current Fiscal Year.

Public Notification of Agenda Item

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

Attachment: Resolution

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
AUTHORIZING SUBMITTAL OF AN APPLICATION TO
PARTICIPATE IN THE BEVERAGE CONTAINER RECYCLING
PAYMENT PROGRAM (FISCAL YEAR 2019-20) AND RELATED
AUTHORIZATIONS**

WHEREAS, pursuant to Public Resources Code section 48000 et seq. and section 14581(a)(3)(A) of the California Beverage Container Recycling and Litter Reduction Act, the Department of Resources Recycling and Recovery (CalRecycle) has established various payment programs to make payments to qualifying jurisdictions; and

WHEREAS, CalRecycle's procedures for administering payment programs require, among other things, an applicant's governing body to declare by resolution the necessary authorizations related to the administration of the payment program.

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

SECTION 1. The City of South Pasadena City Council is authorized to submit an application to CalRecycle for any and all payment programs offered.

SECTION 2. The City Manager, or his/her designee, is hereby authorized as Signature Authority to execute all documents necessary to implement and secure payment.

SECTION 3. This authorization is effective until rescinded by the Signature Authority or this governing body.

SECTION 4. The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

PASSED, APPROVED AND ADOPTED ON this 18th day of March, 2020.

Robert Joe, Mayor

ATTEST:

APPROVED AS TO FORM:

Evelyn G. Zneimer, City Clerk
(seal)

Teresa L. Highsmith, City Attorney

I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 18th day of March 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Evelyn G. Zneimer, City Clerk
(seal)



City Council Agenda Report

ITEM NO. 12

DATE: March 18, 2020

FROM: Stephanie DeWolfe, City Manager *[Signature]*

PREPARED BY: Shahid Abbas, Director of Public Works *[Signature]*
Kristine Courdy, Deputy Director of Public Works *[Signature]*

SUBJECT: **Award of Construction Contract to Cerco Engineering in the Amount of \$107,000, for the City Hall Courtyards Project and Authorize a Ten Percent Construction Contingency of \$10,700 for a Total Not to Exceed Amount of \$117,700**

Recommendation Action

It is recommended that the City Council:

1. Award the construction contract to Cerco Engineering in the amount of \$107,000 for the City Hall Courtyard Project; and
2. Authorize a construction contingency ten percent in the amount of \$10,700 for a total not to exceed amount of \$117,700.

Commission Review and Recommendation

This matter was not reviewed by a commission.

Background

In June 2019, the City Council adopted the Fiscal Year (FY) 2019-20 Capital Improvement Projects (CIP) Budget, which included funding for the City Hall Courtyards Project. Upon completion, the City Hall entry area (exterior courtyard) will become more green and functional space containing water conservation features.

The scope of work for the City Hall Courtyards Project consists of site improvements and furnishings for the two courtyards (exterior and interior) at the City Hall. Specifically, the improvements include:

- Replacement of the existing concrete in the exterior courtyard with permeable pavers, decomposed granite, and concrete pads.
- Installation of site furnishings such as benches and trash receptacles.
- Installation of planters with native drought tolerant planting materials, and drip irrigation system.
- Construction of drainage lines and related site- drainage improvements.
- Installation of concrete in the interior courtyard to be used as an expansion to the Emergency Operation Center (EOC).

Discussion/Analysis

On October 18, 2019 and October 25, 2019, the City advertised the project for bid in accordance with Public Contract Code requirements. On November 14, 2019, the City received and opened one sealed bid from Cerco Engineering of Thousand Oaks, California. Cerco Engineering's bid amount was \$134,600, which was \$24,600 over the budgeted amount. The staff has reviewed the unit prices of Cerco's bid, and found them to be consistent with recent construction prices.

To keep the project within the budgeted amount, the staff has since performed value engineering, and re-assessed the scope of work. The staff has determined that the installation of the two fabric shade structures and the decorative pottery can be eliminated from the project without compromising the overall scope of the work. Since the City only received one bid and it was over budget, staff negotiated with the contractor to remove these two items from the scope of work and ensured the project remains within budget. The revised negotiated construction contract amount is \$107,000. A ten percent construction contingency amount of \$10,700 will be set aside for use in the event of unforeseen circumstances.

Cerco Engineering had previously completed public works projects for the City of South Pasadena. The work was done satisfactorily and within budget. The staff has also checked the contractor's references, and verified its license to be in good standing. If approved by the City Council, the staff will immediately execute the contract, along with obtaining the required bonds, business license, and insurance from the contractor. Construction work is expected to be completed before Fall 2020.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

The interior courtyard (\$32,700) is funded through the City's Facilities fund (Account No. 105-9000-9000-9010). The exterior courtyard (\$85,000) is funded through the City's water conservation fund (Account No. 503-9000-9000) which can only pay for water conservation projects. The revenue for water conservation programs is collected through a water efficiency fee of \$0.14 per unit of water billed to all city water customers. Annually, the City collects approximately \$207,000 in revenue to fund the City's water conservation program, including rebates, projects, and staff oversight of the programs. The total project is estimated to cost \$117,700, with \$107,000 for the construction contract and \$10,700 for contingencies.

Environmental Analysis

This Project is exempt from any California Environmental Quality Act (CEQA) analysis based on State CEQA Guidelines Section requirements under Public Resources Code Section 21084, in accordance with Article 19, Section 15301, Class (1) "existing facilities."

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: Construction Contract Agreement

CONSTRUCTION CONTRACT / AGREEMENT

THIS AGREEMENT, made and entered into this 18th day of March, 2020 by and between CITY OF SOUTH PASADENA, a municipal corporation of the State of California, hereinafter referred to as "CITY" and Cerco Engineering, "CONTRACTOR."

That the CITY and the CONTRACTOR, for the consideration hereinafter named, mutually agree as follows:

1. Contract Documents. The complete contract and agreement ("AGREEMENT") consists of the Contract Documents, which includes all of the following documents incorporated herein by this reference: Approved Plans and Specifications (Project No. 2019-03) less bid item no. 10 (Install 19'x14' fabric shade structure) and bid item no. 12 (Install decorative pottery) which have been removed from the scope of work, Notice Inviting Bids, Instructions to Bidders, Information for Bidders, Contractor's Bid Proposal, this Contract/Agreement, Standard Specifications, Special Provisions, Reference Specifications, the documents in the Appendix, if any, and all mutually agreed-upon modifications and amendments thereto. In the event of conflict between these documents, precedence shall be determined under section 2-5.2 of the Standard Specifications.

2. Scope of Services. CONTRACTOR shall perform everything required to be performed, shall provide and furnish all the labor, materials, necessary tools, expendable equipment, and all utility and transportation services required for the following work of improvement: City Hall Courtyards Project all in accordance with the Contract Documents and Contractor's Proposal dated November 14, 2019.

CONTRACTOR agrees to perform all the work and furnish all the materials at his own cost and expense necessary to construct and complete in a good and workman-like manner and to the satisfaction of the City Engineer of the CITY, the Work of Improvement in accordance with the plans, specifications, and Contract Documents (the "Specifications") therefore prepared by City's Engineering Department and adopted by the City Council.

3. Compensation. CITY agrees to pay and CONTRACTOR agrees to accept in full payment for this Work of Improvement the stipulated sum of One Hundred Seven Thousand and 00/100 Dollars (\$107,000.00).

CITY agrees to make monthly payments and final payment in accordance with the method set forth in the Specifications.

4. Time for Completion. CONTRACTOR agrees to commence construction of the Work of Improvement within fifteen (15) days after issuance of a Notice To Proceed, and to continue in a diligent and workman-like manner without interruption, and to complete the construction thereof within ninety (90) calendar days from the date the Notice to Proceed is issued.

5. Time is of the Essence. Time is of essence of this Contract, and it is agreed that it would be impracticable or extremely difficult to ascertain the extent of actual loss or damage

which the CITY will sustain by reason of any delay in the performance of this Agreement. It is, therefore, agreed that CONTRACTOR will pay as liquidated damages to the CITY the following sum: Two hundred and fifty dollars (\$250.00) for each day's delay beyond the time herein prescribed for finishing work. If liquidated damages are not paid, as designated by the CITY, the CITY may deduct the amount thereof from any money due or that may become due the CONTRACTOR under this Agreement in addition to any other remedy available to CITY. The CONTRACTOR shall not be assessed liquidated damages for any delay caused by the failure of a public utility to relocate or remove an existing utility required for the performance of this Contract.

6. Prevailing Wages Required. The CONTRACTOR will pay, and will require all subcontractors to pay, all employees on the work of improvement a salary or wage at least equal to the prevailing salary or wage established for such work as set forth in the wage determinations for this work. Travel and subsistence pay shall be paid in accordance with Labor Code Section 1773.8. The CONTRACTOR shall forfeit to the CITY, as penalty, \$200.00 for each calendar day or portion thereof for each worker paid (either by him or any subcontractors under him) less than the prevailing rate described above on the work provided for in this Agreement, all in accordance with Section 1775 of the Labor Code of the State of California.

7. 8-Hour Day. In the performance of this Contract, not more than eight (8) hours shall constitute a day's work, and the CONTRACTOR shall not require more than eight (8) hours in a day from any person employed by him hereunder, except as provided in the Labor Code of the State of California. The CONTRACTOR shall adhere to Article 3, Chapter 1, Part 7 (Sections 1810, et seq.) of the Labor Code of the State of California, and it is agreed that the CONTRACTOR shall forfeit to the CITY as a penalty the sum of \$200.00 for each worker employed in the execution of this Contract by the CONTRACTOR or any subcontractor for each calendar day during which any worker is required or permitted to labor more than eight (8) hours in violation of that article.

8. Workers Compensation. CONTRACTOR, by executing this Agreement hereby certifies:

"I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for Worker's 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."

9. Bonds. CONTRACTOR shall, prior to the execution of this Contract, furnish two bonds approved by the CITY, one in the amount of One Hundred Percent (100%) of the Contract price, to guarantee the faithful performance of the work, and one in the amount of One Hundred Percent (100%) of the Contract price to guarantee payment of all claims for labor and materials furnished. This Contract shall not become effective until such bonds are supplied to and approved by the CITY. CONTRACTOR shall, prior to the release of the performance and payment bonds or the retention payment, furnish a warranty performance and payment bond equal to at least ten percent of the final contract price or \$1,000, whichever is greater.

10. Arbitration. This AGREEMENT is further subject to the provisions of Article 1.5 (commencing at Section 20104) of Division 2, Part 3 of the Public Contract Code regarding the resolution of public works claims of less than \$375,000. Article 1.5 mandates certain procedures

for the filing of claims and supporting documentation by Contractor, for the response to such claims by the Agency, for a mandatory meet and confer conference upon the request of Contractor, for mandatory nonbinding mediation in the event litigation is commenced, and for mandatory judicial arbitration upon the parties' failure to resolve the dispute through mediation. This AGREEMENT hereby incorporates the provisions of Article 1.5 as though fully set forth herein.

11. Prompt Payment. This Agreement is subject to the provisions of Article 1.7 (commencing at Section 20104.50) of Division 2, Part 3 of the Public Contract Code regarding prompt payment of contractors by local governments. Article 1.7 mandates certain procedures for the payment of undisputed and properly submitted payment requests within 30 days after receipt, for the review of payment requests, for notice to Contractor of improper payment requests, and provides for the payment of interest on progress payment requests which are not timely made in accordance with that Article. This AGREEMENT hereby incorporates the provisions of Article 1.7 as though fully set forth herein.

12. Securities for Retentions. At the request and expense of CONTRACTOR, securities equivalent to the amount withheld shall be deposited with AGENCY, or with a state or federally chartered bank in this state as the escrow agent, who shall then pay those moneys to CONTRACTOR upon Agency's confirmation of CONTRACTOR'S satisfactory completion of this AGREEMENT. At any time during the term of this AGREEMENT CONTRACTOR may, at its own expense, substitute securities for funds otherwise withheld as retention (or the retained percentage) in accordance with Public Contract Code § 22300.

13. Registration with DIR. Pursuant to Labor Code § 1725.5, CONTRACTOR and any subcontractor must be registered with the California Department of Industrial Relations for any bid proposal and prior to performing any work. Further, this project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

14. Subcontractor Eligibility. This AGREEMENT is subject to Public Contract Code Section 6109: CONTRACTOR shall be prohibited from performing work on this project with a subcontractor who is ineligible to perform work on the project pursuant to Sections 1777.1 or 1777.7 of the Labor Code.

15. Apprentices. CONTRACTOR shall comply with the provisions of Labor Code Section 1777.5 concerning the employment of apprentices on public works projects, and further agrees that CONTRACTOR is responsible for compliance with Section 1777.5 by all of its subcontractors.

16. Records. CONTRACTOR shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to CITY under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to CONTRACTOR under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of CITY. In addition, pursuant to Government Code Section 8546.7, all such documents and this Agreement shall be subject to the examination and audit of the State Auditor,

at the request of CITY or as part of any audit of CITY, for a period of three (3) years after final payment under the Agreement.

17. Indemnity. To the fullest extent permitted by law, CONTRACTOR shall, at its sole cost and expense, fully defend, indemnify and hold harmless CITY, its authorized representatives and their respective subsidiaries, affiliates, members, directors, officers, employees and agents (collectively, the “Indemnitees”) from and against any and all claims, actions, demands, costs, judgments, liens, penalties, liabilities, damages, losses, and expenses, including but not limited to any fees of accountants, attorneys or other professionals (collectively “Liabilities”), arising out of, in connection with, resulting from or related to, any alleged act, omission, fault or negligence of CONTRACTOR, CONTRACTOR’s Representative, or any of its officers, agents, employees, Subcontractors or Suppliers, or any person or organization directly or indirectly employed by any of them (Collectively, the “Indemnitors”), in connection with or relating to or claimed to be in connection with or relating to the work performed under this AGREEMENT. CONTRACTOR shall not be entitled to any refund of attorneys’ fees, defense costs and expenses in the event that it is s adjudicated to have been non-negligent.

CONTRACTOR shall not be required to defend or indemnify CITY for liabilities caused by the sole active negligence or willful misconduct of CITY.

If CONTRACTOR is a joint venture or partnership, each venturer or partner shall be jointly and severally liable for any and all of the duties and obligations of CONTRACTOR that are assumed under or arise out of this AGREEMENT. Each of such venturers or partners waives notice of the breach or non-performance of any undertaking or obligation of CONTRACTOR contained in, resulting from or assumed under this AGREEMENT, and the failure to give any such notice shall not affect or impair such venturer’s or partner’s joint and several liability hereunder.

18. Attorneys’ Fees Following Disputes. In the event of a dispute between the parties under this AGREEMENT, the prevailing party is not entitled to attorneys’ fees from the other party. This provision takes precedence over any conflicting provision in any of the documents which are incorporated herein by reference.

IN WITNESS WHEREOF, the said CONTRACTOR and the CITY MANAGER and CITY CLERK of the CITY have caused the names of said parties to be affixed hereto, each in triplicate, the day and year first above written.

CONTRACTOR

BY _____

(Title)

BY _____

CITY OF SOUTH PASADENA

Stephanie DeWolfe, CITY MANAGER

ATTEST:

APPROVED AS TO FORM:

Evelyn G. Zneimer, CITY CLERK

Teresa L. Highsmith, CITY ATTORNEY



City Council Agenda Report

ITEM NO. 13

DATE: March 18, 2020

FROM: Stephanie DeWolfe, City Manager *[Signature]*

PREPARED BY: Joe Ortiz, Police Chief *[Signature]*
Brian Solinsky, Deputy Police Chief *[Signature]*

SUBJECT: **Approval of the Creation of a Traffic Enforcement Bureau in the Police Department**

Recommendation

It is recommended that the City Council:

1. Approve the creation of a Traffic Enforcement Bureau (Bureau) in the Police Department (Bureau); and
2. Convert an existing officer position to a corporal position to oversee the Bureau.

Commission Review and Recommendation

On March 9, 2020, the Public Safety Commission (PSC) reviewed this item during their regularly scheduled meeting. The PSC unanimously gave support to the creation and implementation of the traffic unit.

Executive Summary

In order to maintain a high level of service and address the increase in traffic complaints, the Police Department is recommending the creation of a Traffic Enforcement Bureau. Establishing a Bureau will provide the City with a dedicated team and resources to address traffic enforcement and education. The proposed Bureau will not require an additional position but will re-organize the existing Police Department staff. Staffing for Bureau will consist of a corporal and two officers. The city currently has only one officer dedicated to traffic. Now that the department is fully staffed, the resources are available to create a stronger focus on traffic.

Discussion/Analysis

Council and Staff continue to receive a significant number of traffic related complaints throughout the City. The primary complaints are those of speeding, reckless driving, and disobedience to traffic control devices. Over the past several years, staff has attempted to address many of the City's traffic issues through mitigation devices, coupled with enforcement efforts. Based upon the Police Department's call load, accident investigation efforts, the requirement for arterial roadway enforcement and administrative assignments, the overall number of available enforcement officers dedicated solely to traffic matters is limited.

Creation of a Traffic Enforcement Bureau

March 18, 2020

Page 2 of 4

Traffic related issues are on the rise and continue to be at the forefront of calls for service for the South Pasadena Police Department. As most communities rely heavily on traffic law enforcement programs to modify driver behavior and enhance road safety, adequate personnel and supervision are necessary to ensure proper education and enforcement.

The City is divided into four patrol beats that are further divided into sixteen reporting districts. Each patrol beat is assigned to one officer during their shift, providing the shift is fully staffed. The minimum staffing for a patrol shift is one Supervisor and three officers. Patrol officers work a three-day-per-week and twelve-hours-per-day schedule on one of two shifts (Days 6:00 AM to 6:00 PM, Nights 6:00 PM to 6:00 AM). The existing Traffic Officer position is on a rotational schedule that typically includes weekdays during peak traffic hours, unless special events dictate otherwise.

In 2014, the South Pasadena Police Department responded to 23,592 calls for service, 499 of which were traffic collisions. During this time period officers issued 2,800 traffic enforcement citations. In 2019, officers responded to 25,262 calls for service, 472 traffic collisions, and issued 3,558 traffic citations. The data over the five-year period indicates a 7% increase in both calls for service and traffic related incidents.

Program Proposal

The Police Department proposes the implementation of the new Bureau consisting of two Officers and one Corporal. This Bureau would be assigned with the primary duty of traffic enforcement and accident investigations while also assisting motorists and easing traffic congestion consistent with the City's Proposed General Plan promoting safety and mobility.

In addition to providing supervision and scheduling of the Bureau, the new Corporal would be a direct contact for City entities, community members, and business stakeholders, ensuring responsiveness and accountability. The Corporal will also assist with pedestrian traffic safety, conduct impound hearings, approve collision reports, and review contested parking citations, which will improve efficiency and consistency within the department. The Unit Corporal will come from the promotion of a current police officer.

Personnel assigned to the new unit would be tenured officers who would receive special training conducive to the assignment. The assignment would be a 4-year rotation, similar to other existing special assignments, consistent with the Police Department's current Memorandum of Understanding (MOU).

It is anticipated the traffic unit would work a fixed schedule (Monday-Friday), but remain flexible to adjust its schedule based on City needs such as special events, holidays, or specialized enforcement details such as commercial enforcement or DUI taskforces.

Notably, there is a wide array of alternative approaches to dealing with traffic problems and a wide array of costs. The approach we have outlined here appears to be a reasonable and balanced strategy taking into consideration each of the alternative solutions.

The City, represented by Police Department command staff, met and discussed with the South Pasadena Police Officer's Association (SPPOA) regarding the creation of this traffic unit and the addition of a police corporal to oversee its operation.

The City recognizes the SPPOA as the sole and exclusive bargaining unit for all covered personnel, excluding the rank of Chief, Deputy Chief, and Lieutenants.

Next Steps

1. Upon approval of the resolution, staff will begin the recruitment and implementation of a traffic enforcement unit. It is estimated the unit would be fully operational within 2 months of approval.

Alternatives

1. One alternative is to maintain the status quo where there is an aggressive enforcement stance concerning major arterials, and a speed mitigation program for residential neighborhoods.
2. To increase enforcement in residential neighborhoods while at the same time maintaining or increasing the utilization of speed mitigation devices in these neighborhoods. This would require additional funding that is not currently available in the 2020 or 2021 budgets.
3. A third alternative is to reduce arterial roadway, highway and collector street enforcement efforts and strictly concentrate on residential enforcement. This is not recommended as these efforts are critical to maintaining the safety of all of the roadways.

Background

The South Pasadena Police Department currently employs 52 full-time employees (FTE's), including 36 sworn and 16 nonsworn professional staff. The Patrol Division operates four patrol areas and is proposing to supplement that with this program through the addition of a Police Corporal and formalization of a traffic enforcement unit.

The South Pasadena Police Department was established in 1888 with 9 police officers to serve a population of approximately 623 residents. Since that time, South Pasadena has undergone immense change and expansion. As a result of continuous improvement, the City encompasses a total of 3.42 square miles and has a population of 25,611 residents. During peak hours for commerce and traffic, the daytime population in South Pasadena rises to approximately 138,000. This figure was obtained in a 2014 survey by Minager and Associates.

As has been reported to City Council in the past, traffic issues in the City are complex. The diversity of streets and crossings, the number of bicyclists, buses, and pedestrians along with the division of the City by a major freeway and rail crossing are all major enforcement challenges. The need for traffic and parking enforcement has increased steadily as the City has grown.

Creation of a Traffic Enforcement Bureau

March 18, 2020

Page 4 of 4

The traffic officer consistently receives between five and ten requests for enforcement on any given day. During the school year, additional requests for enforcement are registered for areas near elementary, secondary, and high schools. A majority of the requests for traffic enforcement service are between the hours of 7:00 a.m. to 9:00 a.m. and 2:00 p.m. through 4:00 p.m. These hours coincide with the morning and the after school/evening rush hour periods. With these requests, the traffic officer is responding to extra patrols in residential areas, and unable to focus on the major arterial streets.

The requested corporal position and traffic unit would create an efficient workflow with consistent and regularly scheduled enforcement for frequent complaint areas. The Police Department would also be better able to evaluate complaints, determine when enforcement actions would be most effective, and track the utilization of resources through more complete data.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

The conversion of one Traffic Officer position to a Corporal position will require an increase of approximately \$15,000 annually. These costs will be addressed by utilization of existing budgeted appropriations through the Police Department's Permanent Salary Account (7000) and will be incorporated in personnel costs in future years.

Environmental Analysis

This item is exempt from any California Environmental Quality Act (CEQA) analysis based on State CEQA Guidelines Section 15061 (b)(3), the General Rule that CEQA only applies to projects that may have an effect on the environment.

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. Minager and Associates Average Daily Traffic Flow

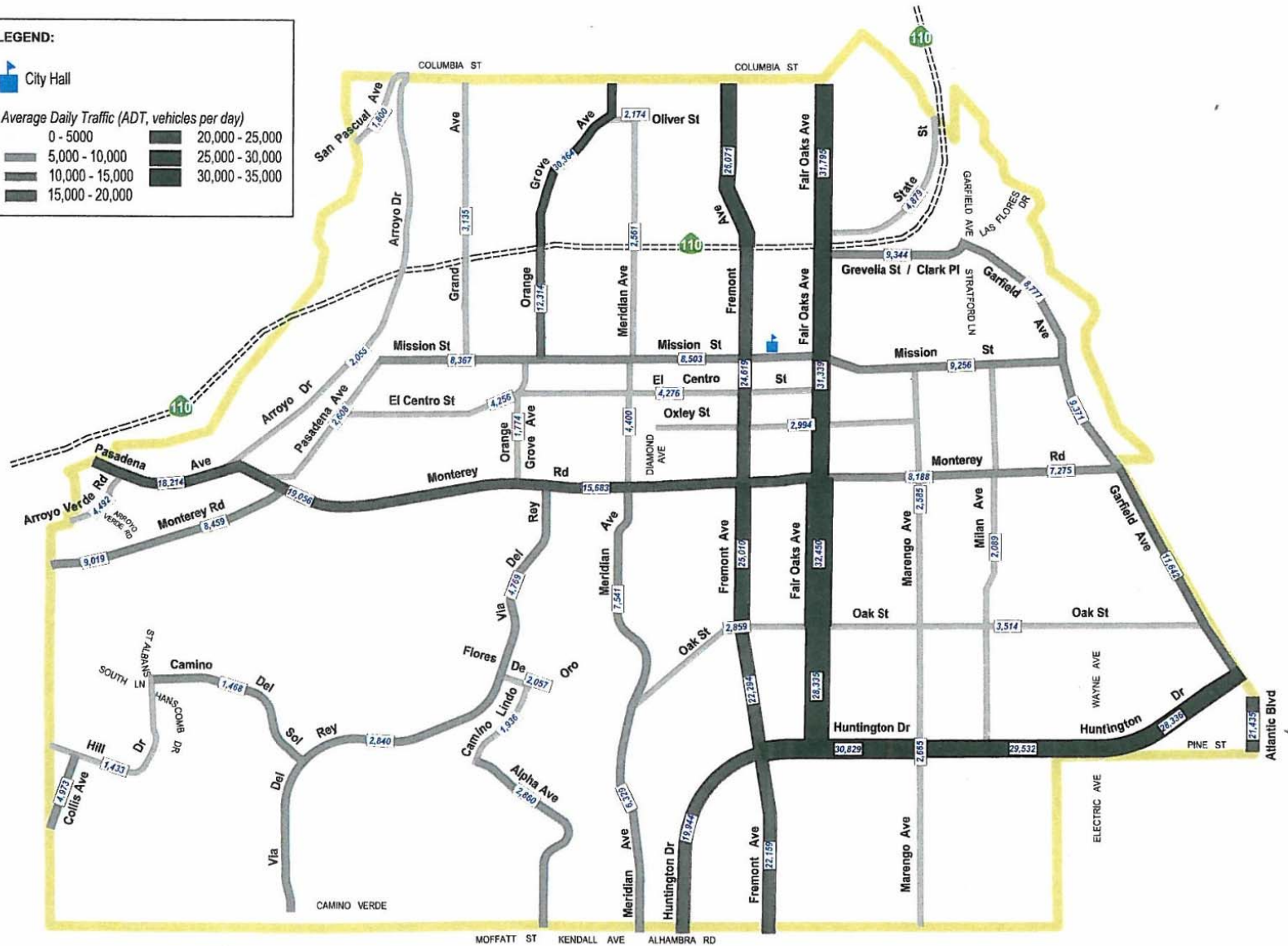
ATTACHMENT 1
Average Daily Traffic Flow

LEGEND:



Average Daily Traffic (ADT, vehicles per day)

0 - 5,000	20,000 - 25,000
5,000 - 10,000	25,000 - 30,000
10,000 - 15,000	30,000 - 35,000
15,000 - 20,000	



10/22/14



Figure 2. Average Daily Traffic Flow, September 2014
 City of South Pasadena 2014-15 Citywide Engineering & Traffic Survey (E&TS)



MINAGAR & ASSOCIATES, INC.





City Council Agenda Report

ITEM NO. 14

DATE: March 18, 2020

FROM: Stephanie DeWolfe, City Manager *[Signature]*

PREPARED BY: Shahid Abbas, Director of Public Works
 Julian Lee, Deputy Director of Public Works *[Signature]*
 Arpy Kasparian, Water Conservation & Sustainability Analyst *AZ*

SUBJECT: **Fiscal Year 2019-20 Water Conservation Rebate Program Status Update**

Recommendation

It is recommended that the City Council receive and file the Fiscal Year (FY) 2019-20 water conservation rebates and programs mid-year status.

Discussion/Analysis

In September 2019, the City Council adopted a water conservation program that included rebates, education/outreach, water conservation material, and projects to promote water conservation throughout the City with a budget of \$150,000. At the time, City Council requested staff to provide a mid-year update on program expenses.

Table 1 shows a summary of expenditures for both Metropolitan Water District (MWD) and City rebates (from July 2019 to February 2020) compared to the approved FY19-20 program funding.

Table 1: FY 2019-20 Water Conservation Rebate and Program Expenditures		
MWD Water Conservation Rebate/Program	Approved FY 2019-20	Expended Funds
MWD Additional Device Rebate Funding – Residential	\$20,000.00	\$7,750.09
MWD Additional Device Rebate Funding – Commercial	\$20,000.00	\$0.00

City Water Conservation Rebate/Program	Approved FY 2019-20	Expended Funds
City Rebate Program - Residential (includes Impervious Surface funds)	\$35,000.00	\$3,884.96
City Rebate Program – Commercial (includes Impervious Surface funds)	\$30,000.00	\$378.00
City Residential, Commercial, Multifamily Water-Use Assessments	\$20,000.00	\$0.00
City Water Conservation Promotion	\$25,000.00	\$395.33
TOTAL:	\$150,000	\$12,408.38

To prevent confusion and misinformation, promotion of the new rebates was paused while MWD updated the co-fund amounts (6-8 week processing time) and staff revamped the rebate process with new and improved application forms, new rebate procedures, updated promotional flyers, and an enhanced environmental webpage. This, along with the delay in the adoption of the rebates, likely contributed to the low expenditures so far this fiscal year. Hence, the expenditures in the table may not be reflective of a typical fiscal year.

To correct this for FY 2020-21, the updated rebate program will go before the City Council for approval before the end of the current fiscal year with enough time to ensure MWD updates are completed in a timely manner. With the completion of the program updates, staff will also be ready to promote the new and improved rebate process and materials. Staff will work with the Public Information Officer to promote rebates on the City’s new social media channels and at City events. Furthermore, staff will reevaluate the water conservation program throughout the current and following fiscal year to determine if the current rebates and budget accommodate the demand and the needs of the City’s customers.

Metropolitan Water District Rebates with City Co-fund

MWD offers residential and commercial rebates on indoor and outdoor devices as well as turf removal through their SoCalWater\$mart Program. In addition, the City adds supplemental funds to these rebates. Residents and business owners can apply for these rebates directly through the SoCalWater\$mart website and receive rebate checks that include both the MWD and City contributions. The approved budget included \$20,000 for residential MWD rebates and \$20,000 for commercial MWD rebates. As of February 29, 2020, five residents received MWD rebates for weather based irrigation controllers, eight residents received rebates for high efficiency clothes washers, and four residents received turf removal rebates totaling 5,775 square feet. There were no commercial applicants for MWD rebates for this period. The total City co-fund amount for MWD rebates from July 1, 2019 to February 29, 2020 was \$7,750.09.

City Rebate Program

In addition to the MWD rebates, the City has its own rebate program that offers rebates on water conservation devices and landscaping that are not offered through MWD. These city rebates address our local water conservation needs and further encourage South Pasadena residents and business owners to implement water saving practices, and play an active role in conserving our water sources. The approved budget included \$35,000 for residential city rebates and \$30,000 for commercial city rebates. As of February 29, 2020, fifteen residents have received City rebates for a total amount of \$3,884.96, whereas three commercial applicants received City rebates in the amount of \$378.00. Table 2 shows the breakdown of the City’s rebate expenditures and the rebate figures for FY 2019-20.

Table 2: City Rebate Expenses			
Rebate Type	Number of Applicants	Total Quantity	Total Amount
Residential			
Toilet (1.28gpf) – suspended (1/1/20)	8	12 toilets	\$1,200.00
Showerhead – suspended (1/1/20)	3	4 showerheads	\$100.00
Rotating Sprinkler Nozzles	1	22 nozzles	\$44.00
Drip Irrigation Conversion	1	1 conversion	\$150.00
Drought-Tolerant Plants	2	-	\$1,084.07
Native Trees	1	10 trees	\$430.00
Impervious Surface Conversion	-	-	-
RESIDENTIAL TOTAL:			\$3,884.96
Commercial			
Toilet (1.28gpf) – suspended (1/1/20)	3	4	\$378.00
Showerhead – suspended (1/1/20)	-	-	-
Rotating Sprinkler Nozzles	-	-	-
Drip Irrigation Conversion	-	-	-
Drought-Tolerant Plants	-	-	-
Native Trees	-	-	-
Impervious Surface Conversion	-	-	-
COMMERCIAL TOTAL:			\$378.00
GRAND TOTAL:			\$4,262.96

Water-Use Assessments and Program Promotion

The approved FY 2019-20 program included Residential and Commercial Water Audit Surveys budgeted for \$20,000. Recently, the City partnered with San Gabriel Valley Energy Wise Partnership (SGVEWP) Program, which offers free energy and water assessments for homeowners as well as renters. City staff are working with SGVEWP to promote this program in conjunction with the rebate program. The approved budget for promoting water conservation in the FY 2019-20 budget is \$25,000. Expenses to date relate to hosting of water conservation workshops. Additional anticipated expenses for the current fiscal year will include materials and promotion for Earth Day, water-efficient workshops, and promotional material for the rebate program.

Background

Since the State of California declared a drought in January 2014, the City has made a concerted effort to increase water conservation and improve water efficiency. During the drought, the City met the State Water Resource Control Board (SWRCB) imposed water conservation requirements. Although the Governor rescinded the drought state of emergency in April 2017, provisions of Executive Order B-37-16, "Making Conservation a California Way of Life," were proclaimed to remain in full force and effect. In fiscal year 2018-19, the City's water use reduction was 23%. In order to continue the City's successful water conservation efforts, and to provide the best programs and assistance possible to the residents and businesses, the City Council approved the proposed Water Conservation Programs for FY 2019-20 on September 18, 2019.

Community Outreach

The approved FY 2019-20 water rebate program information including guidelines and application forms are included on the City's website, e-newsletter, and other social media channels. In addition, the program includes sending out bill inserts and a newsletter, which incorporates information on water conservation rebates, education and programs.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

The FY 2019-20 Budget includes \$150,000 under the City's water conservation fund (Account No. 503-6010-6713-8032) which can only pay for water conservation projects. The revenue for water conservation programs is collected through a water efficiency fee of \$0.14 per unit of water billed to all city water customers. Annually, the City collects approximately \$207,000 in revenue to fund the City's water conservation program, including rebates, projects, and staff oversight of the programs.

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*.



City Council Agenda Report

ITEM NO. 15

DATE: March 18, 2020
FROM: Stephanie DeWolfe, City Manager *SD*
PREPARED BY: Karen Aceves, Finance Director *KA*
SUBJECT: Approve Fiscal Year 2020/21 Budget Outreach Program

Recommendation

It is recommended that the City Council approve the attached Fiscal Year (FY) 2020/21 Budget Outreach Communications Plan.

Commission Review and Recommendation

This matter will be presented to the Finance Commission on March 26, 2020 and input provided will be incorporated into the plan.

Background

The City will engage in a comprehensive community outreach effort during the month of April 2020 to educate the public and collect feedback regarding the Fiscal Year 2020/21 budget.

Discussion/Analysis

The City of South Pasadena is committed to informing community members regarding the services, projects, and accomplishments of the City. It is the Council's goal as acknowledged in the Strategic Plan to enhance customer service through innovation to more effectively respond to community priorities. The intent of this Communications Plan is to map out strategies to educate members of the community about the budget, the challenges it presents, and the potential solutions.

The Budget Outreach Plan includes various outreach and engagement methods including:

- Two community town hall meetings in April
- Four community stakeholder meetings beginning in March through April 2020
- E-neighbor outreach
- Posts on social media including Facebook and Nextdoor
- Flyers with workshop dates included in utility billing
- Dedicated e-mail address to receive comments throughout the month of April
- Online survey on City's website

Budget Outreach Communications Plan

March 18, 2020

Page 2 of 2

Input received as part of the community engagement will help to inform the FY 2020/21 budget and continue to inform the City's various documents with budgetary implications such as the Strategic Plan, and the Capital Improvement Plan.

Legal Review

The City Attorney's office has not reviewed this item.

Fiscal Impact

There is a small fiscal impact associated with the Budget Outreach Communications Plan: The design and reproduction of fliers (included in utility bills), and the purchase of materials and light refreshments at the community meetings, which will be paid out of Finance Special Department Expense.

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: Budget Outreach Communications Plan.

City of **SOUTH PASADENA**

Communications Plan **March - April 2020**

Situation: The City is embarking on its fiscal year 2020-21 budget process. As part of the budget process the City will be providing residents and key stakeholders an update of the City's financials and the measures the City has taken for long-term sustainability. The discussion will touch on City's accomplishments over the past year as well as continued challenges, such as the UUT and rising pension costs that the City will be facing in the upcoming years. Staff will also give an overview of the Strategic Plan and CIP, which inform the budget. The input received from these meetings will be incorporated into the budget presentation for City Council review on May 6, 2020.

Communications goal: To transparently and effectively educate the community about the budget setting process, the challenges it presents, and the potential solutions and provide opportunities to gather community feedback.

Audiences:

- South Pasadena residents
- South Pasadena business owners
- Community stakeholders
- City Commissions
- Media (print, online, radio, tv)
- City Council members
- South Pasadena employees

Key Messages

The City of South Pasadena is embarking upon its annual budget setting process

- The budget is the foundation for our spending priorities
- The City will be providing information to the community on how the budget is set, sources of funding and long-term budget planning

The City invites its residents to provide input to the budget and offers numerous ways for the community to provide feedback.

- Input can be provided in writing or by speaking during public comment
- The City will send out a resident survey on the budget
- The City will host community meetings

The City has taken proactive steps to ensure a balanced budget and long-term financial sustainability, but it will be facing a serious budget deficit in the next five years

- Proactive steps have been taken to close the projected budget deficit, including the passing Measure A, creating a long-term financial sustainability plan, engaging a hospitality study and restructuring departments.
- The City will present a status on preferred solutions in the financial sustainability plan and lay out options for community input and discussion.
- There may be a potential loss of UUT, which will result in cuts in vital City services.

OBJECTIVE 1: INTERNAL COMMUNICATIONS

Throughout the budget setting process, increase employee, council and committees understanding of the budget process and how the city is engaging the community and key stakeholders.

STRATEGY 1: COUNCIL AND COMMITTEE COMMUNICATIONS

TACTICS:

- Council updates
 - Presentation on communications plan/outreach activities
 - Presentation on budget challenges/opportunities
 - Announce engagement opportunities at City Council meetings
- Key message sharing
- Media prep
- Emerging issues notification
- Collateral/information sharing
- Finance Commission update
-

STRATEGY 2: EMPLOYEE COMMUNICATIONS

TACTICS:

- Employee updates/briefings
- Key message sharing
- Budget points of contact (for media and residents)

- Emerging issues notification
- Collateral/information sharing
- Social media guidance

OBJECTIVE 2: TECHNOLOGY

Increase resident and community stakeholder communication on the budget process through consistent engagement on the City's website and social media channels throughout the entire budget setting process.

STRATEGY 1: SOCIAL MEDIA

Leverage the City's established social media channels to provide proactive, up-to-date Information on the budget to residents and community stakeholders.

TACTICS

- Social media content development
- Social media ads to push out important info as needed
- Emerging issues monitoring/notification

STRATEGY 2: WEBSITE

Create budget page on the city's website to provide a central go-to information hub for residents and community stakeholders throughout the budget process.

TACTICS

- Webpage creation
- Webpage updates
- Webpage promotion (include the website on all materials in regard to the budget)

STRATEGY 3: E-Newsletter

Leverage the newsletter as a vehicle to get out budget information.

TACTICS

- Content Creation

OBJECTIVE 3: CONTENT CREATION

Throughout the budget process, increase resident and community stakeholder understanding of how the City develops its budget and incorporates community input.

STRATEGY 1: COLLATERAL DEVELOPMENT

Create City collateral to provide information on the budget to staff, council and committees as well as residents and community stakeholders.

TACTICS

- Enewsletter (see Technology objective, strategy 3)
- Social Media (see Technology objective, strategy 1)
- Informational Kiosks
- Key Messages
- PowerPoint
- Information Sheets/FAQs

OBJECTIVE 4: RESIDENT AND COMMUNITY RELATIONS

Throughout this outreach effort, increase awareness and understanding of how the City is proactively and transparently creating the budget.

STRATEGY 1: INFORMATION SHARING

Leverage opportunities to engage with residents and community stakeholders on how the City is proactively and transparently creating its budget and look for opportunities to build community supporters.

TACTICS

- Community meetings (2)
- Survey Monkey online survey
- Chamber of Commerce presentation
- Kiwanis presentation
- Rotary presentation
- WISPPA presentation
- South Pasadena D.U.D.E.S

OBJECTIVE 5: MEDIA RELATIONS

Through leveraging media efforts, grow awareness with residents and community stakeholders on the budget setting process and maintain a positive relationship with media outlets during the course of the issue.

STRATEGY 1: PROACTIVE MEDIA RELATIONS

Engage in proactive media relations with local media

TACTICS

- Newsroom maintenance
- Media pitching/reporter briefings
- Staff interview prep
- Media monitoring
- Media response

Communications Checklist

Task	Due Date/ Publication Date	Responsibility
Materials: Key Messages 1	Completed	Finance
Fact Sheet	April 1	Finance and City Manager's Office
Q&A	April 1	Finance
Online Survey (Surveymonkey)	April 1	Finance and City Manager's Office
News Releases	Beginning March 23	City Manager's Office
City website page specifically dedicated to budget and outreach opportunities	April 1	Finance
Fliers to promote community meetings	Distribute to Library, senior center, community rooms; and at community events	Finance
E-newsletter	March 23	City Manager's Office
PowerPoint	March 23	Finance

Chamber of commerce e-blast	April, ongoing	Finance to Coordinate with Laurie
WISPPA newsletter announcements	April, ongoing	Finance to Coordinate with Ellen
Media Updates Issue regular updates to media	Ongoing	City Manager's Office
Special events/meetings: Public meetings (general community)	 Week of April 13 and April 20	 Finance and City Manager's Office
Employee Communication	Ongoing	City Manager
Chamber of Commerce	April(date dependent on schedule)	Finance to coordinate
Kiwanis	April(date dependent on schedule)	Finance to coordinate
Rotary	April(date dependent on schedule)	John to coordinate
WISPPA	April(date dependent on schedule)	John to coordinate
South Pasadena D.U.D.E.S.	April(date dependent on schedule)	John to coordinate
City Council: City Council outreach presentation	 March 18	 Finance
Budget presentation to city council	May 6	Directors
Announce engagement opportunities at Council meeting	April 15	Stephanie
Finance Commission:	March 26	


Present outreach plan and get input from Finance Commissioners		Finance
Budget presentation	May 6	Finance
Social Media:		
Nextdoor	Ongoing	City Manager's Office
Facebook	Ongoing	City Manager's Office
Instagram	Ongoing	City Manager's Office





City Council Agenda Report

ITEM NO. 16

DATE: March 18, 2020

FROM: Stephanie DeWolfe, City Manager 

PREPARED BY: Shahid Abbas, Director of Public Works 
Karen Aceves, Director of Finance
Julian Lee, Deputy Director of Public Works 

SUBJECT: **Receive and File Water and Sewer Service Charges Increase for Calendar Year 2020**

Recommendation

It is recommended that the City Council receive and file the water and sewer rates for Calendar Year (CY) 2020.

Commission Review and Recommendation

This matter was not reviewed by a Commission.

Community Outreach

The City provided the water and sewer rates increase information for CY 2020 to the residents of South Pasadena through following public outreach mediums:.

- The utilities rates increase information was posted on the City's website, and;
- The water and sewer rates increase notification was also disseminated to the public through social networks including the City's Facebook page.

In addition, the water and sewer rates increase information will be provided to the residents as an insert with March and April water and sewer bill.

Discussion/Analysis

On November 1, 2017, the City Council adopted new water and sewer service charges starting on January 1, 2018 to pay for the operation and maintenance of the City's water and sewer systems, including capital improvement replacements. The water and sewer service charges are scheduled to increase each year in January for five years until December 31, 2022.

Water Rate Charge for CY2020

The new water rates schedule is based on 1) the bi-monthly basic service fee and 2) the customer consumption charge. The bi-monthly basic service fees or fixed charge of the water rates are based on the size of meters, and the consumption or volumetric charge is based on the customer's actual water usage. In addition, the water efficiency fee is established to support the City's water conservation program.

The water rates for CY 2020 will increase approximately 6% from the current water rates of CY2019. The current and the new bi-monthly water rates are summarized here:

	Current Rate (CY 2019)	New Rate (CY 2020)
Bi-Monthly Fixed Charge		
3/4-inch	\$79.15	\$83.90
1-inch	\$118.98	\$126.12
1-1/2-inch	\$218.56	\$231.68
2-inch	\$338.06	\$358.35
3-inch	\$616.88	\$653.90
4-inch	\$1,015.20	\$1,076.12
6-inch	\$2,011.00	\$2,131.66
8-inch	\$3,604.27	\$3,820.53
Volume Charge (per HCF)		
Tier 1	\$3.14	\$3.33
Tier 2	\$3.95	\$4.19
Tier 3	\$4.63	\$4.91
Efficiency Fee (per HCF)	\$0.14	\$0.14

Major factors contributing to the increase in the water rates include the purchase of supplement water from Metropolitan Water District (MWD), replacement of the water utility aging infrastructure, increase in operation and maintenance cost, and compliance with new and stringent state and federal water quality regulations.

Sewer Rate Charge for CY2020

The new sewer rates schedule is based on different factors for residential, commercial, and educational institutions. The sewer charges for the residential customers utilizes the number of dwelling unit, whereas the sewer charge for the commercial customers are determined from their water consumption. And the sewer rates for the schools are based on the average daily attendance of the student.

The bi-monthly sewer rates for the CY 2020 will increase approximately 4% from the current CY2019 sewer rates. The current and the new sewer rates are summarized here:

	Current Rate (CY 2019)	New Rate (CY 2020)
Single Family Fixed Charge (per EDU per bi-month)	\$27.07	\$28.15
Multi-Family Fixed Charge (per EDU per bi-month)	\$21.27	\$22.12
Commercial Flow Charge (per HCF of water)	\$1.79	\$1.86
Elementary Schools (per ADA per month)	\$0.21	\$0.22
Middle Schools (per ADA per month)	\$0.41	\$0.42
High Schools (per ADA per month)	\$0.60	\$0.63
Nurseries (per HCF of water)	\$1.00	\$1.04

Water and Sewer Service Charges Increase for Calendar Year 2020

March 18, 2020

Page 3 of 3

The sewer system's rate adjustment ensures that the system can be updated to address the replacement and maintenance need of aging sewer infrastructure, to conform to the current and future regulatory requirements, and to ensure the fair and equitable cost for the commercial customers based on their water usage.

Next Steps

The new CY 2020 water and sewer rates will appear in the March customer utilities bill covering the billing period of January and February 2020.

Background

The City of South Pasadena owns and operates a water utility supplying potable water to over 25,000 residents. The City operates a water utility under a permit from the State Water Resources Control Board, Division of Drinking Water and is required to comply with all federal and state water quality requirements. The City has pumping rights in the Main San Gabriel Basin, and water supply is obtained from four city-owned ground water wells; three wells at Wilson Reservoir site in the City of San Gabriel, and one well at Graves Reservoir site in the City of San Marino. The City's system has an overall water storage capacity of 13.2 Million Gallons in five reservoirs and two elevated tanks. Water is delivered through 6,200 water meters that are connected by approximately 79 miles of water pipe located throughout the City.

In addition to the water utility, the City owns and operates the sanitary sewer collection system under Regional Water Quality Control Board permit and is responsible to ensure compliance with Board Order. This Board Order requires the City to take a proactive approach to ensure a citywide operation, maintenance, and management plan is in place to reduce the number and frequency of Sanitary Sewer Overflow (SSO) within the City. Over 25,000 residents and local businesses discharge into the city-owned sewer collection system. The system consists of approximately 58 miles of gravity sewer lines which ultimately flow into larger trunk lines owned and operated by the Sanitation District of Los Angeles County.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

According to 2017 Water and Sewer Rates Study, the adjustment of six percent (6%) increase in the water rate and four percent (4%) increase in the sewer rate will generate sufficient revenue to offset the utilities operational costs, purchase supplemental water, meet current/proposed debt service, and fund infrastructure improvement projects slated for the next three years. If Metropolitan Water District of Southern California (MWD) increases its wholesale water rate during CY2020, the City will calculate the pass-through charge and will provide a 30-day written notification per Section 4 of Resolution No. 7536.

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*.



City Council Agenda Report

ITEM NO. 17

DATE: March 18, 2020

FROM: Stephanie DeWolfe, City Manager *[Signature]*

PREPARED BY: Joanna Hankamer, Director of Planning and Community Development *[Signature]*
 Margaret Lin, Manager of Long Range Planning and Economic Development *M.L.*

SUBJECT: **Approval of the 2019 Annual Housing Report to be Submitted to the State Department of Housing and Community Development**

Recommendation

It is recommended that the City Council approve the 2019 Annual Housing Report to be submitted to the State Department of Housing and Community Development (HCD).

Commission Review and Recommendation

This matter was not reviewed by a commission.

Discussion/Analysis

Government Code Section 65400 requires that each city, including the City of South Pasadena, submit an Annual Progress Report (APR) to HCD on its progress on implementing the City’s Regional Housing Needs Assessment (RHNA) allocation. HCD has provided the attached forms (Excel spreadsheets) for submittal. The City’s 2013 RHNA allocation includes the following categories:

Income Level	Current RHNA Allocation	2013	2014	2015	2016	2017	2018	2019	Remaining Allocation
Very Low	17						1		16
Low	10						3		7
Moderate	11					1			10
Above Moderate	25		40	6	11	18	3	10	0
Total	63		40	6	11	19	7	10	33

While each jurisdiction receives a specific RHNA allocation and must accommodate the development of those housing units through its Housing Element planning document, cities do not build housing units. Of the total 2013 RHNA allocation, the City’s Above Moderate housing unit allocation has been met, and some progress has been made on the production of Moderate, Low, and Very Low housing units. However, there is still a total of 33 housing units that have not been met.

Approval of the 2019 Annual Housing Report to be Submitted to the State Department of Housing and Community Development

March 18, 2020

Page 2 of 3

In addition to reporting on housing production, each city is required to provide updates on housing policies and implementation of the city’s housing element. For example, Senate Bill 35 (Wiener, 2017) requires local governments to issue housing developers’ streamlined ministerial approvals for affordable housing developments. In 2019, the City received 20 applications for Accessory Dwelling Units (15 were approved), that were subject to SB 35 streamlining.

Next Steps

Upon approval by the City Council, the APR will be submitted to HCD by April 1, 2020, as required.

Background

The terminology used under State law to describe income-level for housing allocations is listed in the table below. Income categories are determined by the area median income (AMI) for a specific geographic area; typically set at the county level. Each income category is determined as a percentage of the AMI:

Income Level	Income Limits
Above-Moderate Income	121% of AMI and above
Moderate Income	81% - 120% of AMI
Low Income	51% - 80% of AMI
Very-Low Income	31% - 50% of AMI
Extremely Low Income	0% - 30% of AMI

Below are the income limits for Los Angeles County for 2019:

1 Person Household		2 Person Household		3 Person Household		4 Person Household	
Median Income:	\$51,150	Median Income:	\$58,500	Median Income:	\$65,800	Median Income:	\$73,100
Income Category	Annual Income ⁽¹⁾	Income Category	Annual Income	Income Category	Annual Income	Income Category	Annual Income
Extremely Low	\$21,950	Extremely Low	\$25,050	Extremely Low	\$28,200	Extremely Low	\$31,300
Very Low	\$36,550	Very Low	\$41,800	Very Low	\$47,000	Very Low	\$52,200
Low*	\$58,450	Low*	\$66,800	Low*	\$75,150	Low*	\$83,500
Moderate	\$61,400	Moderate	\$70,150	Moderate	\$78,950	Moderate	\$87,700

5 Person Household		6 Person Household		7 Person Household		8 Person Household	
Median Income:	\$78,950	Median Income:	\$84,800	Median Income:	\$90,650	Median Income:	\$96,500
Income Category	Annual Income	Income Category	Annual Income	Income Category	Annual Income	Income Category	Annual Income
Extremely Low	\$33,850	Extremely Low	\$36,350	Extremely Low	\$39,010	Extremely Low	\$43,430
Very Low	\$56,400	Very Low	\$60,600	Very Low	\$64,750	Very Low	\$68,950
Low*	\$90,200	Low	\$96,900	Low*	\$103,550	Low*	\$110,250
Moderate	\$94,700	Moderate	\$101,750	Moderate	\$108,750	Moderate	\$115,750

These income categories are used to determine eligibility for most housing programs and as a base for setting affordable rents. They can also be helpful for comparing households across regions.

Approval of the 2019 Annual Housing Report to be Submitted to the State Department of
Housing and Community Development
March 18, 2020
Page 3 of 3

California's Housing Element law requires that each city and county develop local housing programs to meet their "fair share" of existing and future housing needs for all income groups and submit an APR each year to report on progress.

On January 15, 2014, the City adopted the existing Housing Element with an eight-year planning period extending from 2013-2021. The City's 2013 Housing Element identified strategies and programs that focus on:

- Conserving the existing supply of affordable housing;
- Assisting in the provision of affordable housing;
- Providing adequate sites to achieve a variety and diversity of housing;
- Removing governmental constraints as necessary; and
- Promoting equal housing opportunity

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

There is no fiscal impact.

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: 2019 Annual Progress Report

Please Start Here

General Information	
Jurisdiction Name	South Pasadena
Reporting Calendar Year	2019
Contact Information	
First Name	Joanna
Last Name	Hankamer
Title	Director of Planning and Community Development
Email	jhankamer@southpasadenaca.gov
Phone	6264037220
Mailing Address	
Street Address	1414 Mission Street
City	South Pasadena
Zipcode	91030

Optional: Click here to import last year's data. This is best used when the workbook is new and empty. You will be prompted to pick an old workbook to import from. Project and program data will be copied exactly how it was entered in last year's form and must be updated.

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Jurisdiction	South Pasadena	
Reporting Year	2019	(Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

(CCR Title 25 §6202)

Table A
Housing Development Applications Submitted

Project Identifier				Unit Types		Date Application Submitted	Proposed Units - Affordability by Household Incomes								Total Approved Units by Project	Total Disapproved Units by Project	Streamlining	Notes	
1				2		3	5								6	7	8	9	10
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID*	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Date Application Submitted	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total PROPOSED Units by Project	Total APPROVED Units by project	Total DISAPPROVED Units by Project (Auto-calculated Can Be Overwritten)	Was APPLICATION SUBMITTED Pursuant to GC 65913.4(b)? (SB 35 Streamlining)	Notes*
Summary Row: Start Data Entry Below																			
	5317-042-023	518 Sterling Place	19-06-ADU	RS	ADU	O	3/21/2019								1	1	1	0	Yes-Approved
	5308-032-040	111 Peterson Ave	19-07-ADU	RS	ADU	O	4/2/2019								1	1	1	0	Yes-But no action taken
	5317-012-031	1127 Columbia St	19-08-ADU	RS	ADU	O	4/15/2019								1	1	1	0	Yes-Approved
	5312-031-026	93 Monterey Road	19-09-ADU	RS	ADU	O	1/15/2019								1	1	1	1	Yes-But no action taken
	5319-006-014	1414 Laural St	19-10-ADU	RS	ADU	O	5/9/2019								1	1	1	0	Yes-Approved
	5315-015-030	904 Monterey Road	19-11-ADU	RS	ADU	O	5/28/2019								1	1	1	0	Yes-Approved
	5318-017-009	1729 Virginia Place	19-12-ADU	RS	ADU	O	6/5/2019								1	1	1	0	Yes-Approved
	5320-028-003	1225 Chelton Way	19-13-ADU	RS	ADU	O	2/6/2019								1	1	1	0	Yes-Approved
	5317-007-011	1007 Columbia	19-14-ADU	RS	ADU	O	6/18/2019								1	1	1	0	Yes-Approved
	5320-026-003	1217 Milan Avenue	19-15-ADU	RS	ADU	O	6/26/2019								1	1	1	0	Yes-Approved
	5321-013-029	1608 Camden Parkway	19-16-ADU	RS	ADU	O	7/25/2019								1	1	1	0	Yes-Approved
	5317-011-036	1124 Buena Vista Street	19-17-ADU	RS	ADU	O	7/31/2019								1	1	1	0	Yes-Approved
	5314-025-014	716 Flores de Oro	19-18-ADU	RS	ADU	O	8/1/2019								1	1	1	1	Yes-But no action taken
	5317-036-036	440 Orange Grove Dr.	19-19-ADU	RS	ADU	O	9/10/2019								1	1	1	0	Yes-Approved
	5320-033-026	2044 Milan Ave	19-20-ADU	RS	ADU	O	9/19/2019								1	1	1	0	Yes-Approved
	5317-011-012	408 Fairview Ave	19-21-ADU	RS	ADU	O	10/17/2019								1	1	1	0	Yes-Approved

Affordability by Household Incomes - Certificates of Occupancy								Streamlining	Infill	Housing with Financial Assistance and/or Deed Restrictions	Housing without Financial Assistance or Deed Restrictions	Term of Affordability or Deed Restriction	Demolished/Destroyed Units			Notes			
10							11	12	13	14	15	16	17	18	19	20			21
Very Low-Income Deed Restricted	Very Low-Income Non-Deed Restricted	Low-Income Deed Restricted	Low-Income Non-Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non-Deed Restricted	Above Moderate-Income	Certificates of Occupancy or other forms of readiness (see instructions) <u>Date Issued</u>	# of Units issued Certificates of Occupancy or other forms of readiness	How many of the units were Extremely Low Income?	Was Project APPROVED using GC 65913.4(b)? (SB 35 Streamlining) Y/N	Infill Units? Y/N	Assistance Programs for Each Development (see instructions)	Deed Restriction Type (see instructions)	For units affordable without financial assistance or deed restrictions, explain how the locality determined the units were affordable (see instructions)	Term of Affordability or Deed Restriction (years) (if affordable in perpetuity enter 1000)*	Number of Demolished/Destroyed Units*	Demolished or Destroyed Units*	Demolished/Destroyed Units Owner or Renter*	Notes*
0	0	0	0	0	0	1		1	0	N						2	0	0	
								0		N									
								0		N									
								0		N									
								0		Y									
								0		Y									
								0		Y									
								0		Y									
						1	8/27/2019	1		N						1	Demolished	O	
								0								1	Demolished	O	

Jurisdiction	South Pasadena	
Reporting Year	2019	(Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Note: "*" Indicates an optional field
 Cells in grey contain auto-calculation formulas

Table A2 Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units																								
Project Identifier					Unit Types		Affordability by Household Incomes - Completed Entitlement									Affordability by Household Incomes - Building Permits								
1					2	3	4							5	6	7						8	9	
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID*	Unit Category (SFA,SFD,2 to 4.5, ADU, MH)	Tenure R-Resident Or Owner	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Entitlement Date Approved	# of Units Issued Entitlements	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Building Permits Date Issued	# of Units Issued Building Permits
Summary Row: Start Date Entry Below																								
	5317-006-004	919 COLUMBIA		44086	ADU	O	0	0	0	0	0	0	1	6/17/2017	6	0	0	0	0	0	0	10	4/15/2019	10
	5308-017-049	1746 HANSCOM		44079	SFD	O							1	4/19/2017	1							1	4/15/2019	1
	5311-015-014	1249 KOLLE		44532	SFD	O							1	4/17/2017	1							1	6/18/2019	1
	5318-017-009	1729 VIRGINIA PL		44772	ADU	O							1	6/5/2019	1							1	7/19/2019	1
	5315-019-055	804 MONTEREY		45060	ADU	O							1	8/23/2018	1							1	8/19/2019	1
	5315-015-030	804 MONTEREY		45397	ADU	O							1	5/28/2019	1							1	9/9/2019	1
	5313-014-017	1002 PALM		45715	ADU	O							1	3/6/2019	1							1	10/24/2019	1
	5317-007-011	1007 COLUMBIA		45172	ADU	O							1	6/18/2019	1							1	12/18/2019	1
	5308-017-050	1750 HANSCOM		46198	SFD	O							1	4/19/2017	1							1	12/19/2019	1
	5321-019-009	1608 CAMBETH		46232	ADU	O							1	7/25/2019	1							1	12/23/2019	1
	5321-001-015	1222 CHELTEN		39367	SFD	O							1	7/1/2016	1							1	5/3/2017	1
	5320-028-003	1225 CHELTEN		45024	SFD	O							1	2/6/2019	1							1		0

Jurisdiction	South Pasadena	
Reporting Year	2019	(Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
 (CCR Title 25 §6202)

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.
 Please contact HCD if your data is different than the material supplied here

Table B													
Regional Housing Needs Allocation Progress													
Permitted Units Issued by Affordability													
		1	2									3	4
Income Level		RHNA Allocation by Income Level	2013	2014	2015	2016	2017	2018	2019	2020	2021	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	17											
	Non-Deed Restricted							1				1	16
Low	Deed Restricted	10											
	Non-Deed Restricted							3				3	7
Moderate	Deed Restricted	11											
	Non-Deed Restricted					1						1	10
Above Moderate		25		40	6	11	18	3	10			88	
Total RHNA		63											
Total Units				40	6	11	19	7	10			93	33

Note: units serving extremely low-income households are included in the very low-income permitted units totals
 Cells in grey contain auto-calculation formulas

Jurisdiction	South Pasadena	
Reporting Year	2019	(Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
 (CCR Title 25 §6202)

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 Cells in grey contain auto-calculation formulas

Table C																	
Sites Identified or Rezoned to Accommodate Shortfall Housing Need																	
Project Identifier				Date of Rezone	RHNA Shortfall by Household Income Category				Type of Shortfall	Sites Description							
1				2	3				4	5	6	7	8		9	10	11
APN	Street Address	Project Name*	Local Jurisdiction Tracking ID*	Date of Rezone	Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income	Type of Shortfall	Parcel Size (Acres)	General Plan Designation	Zoning	Minimum Density Allowed	Maximum Density Allowed	Realistic Capacity	Vacant/Nonvacant	Description of Existing Uses
Summary Row: Start Data Entry Below																	

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction	South Pasadena		
Reporting Year	2019	(Jan. 1 - Dec. 31)	
Table D			
Program Implementation Status pursuant to GC Section 65583			
Housing Programs Progress Report			
Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
Transitional and Supportive Housing	Zoning Code amendment to remove constraints to transitional and supportive housing	2016	Complete
Fair Housing	Provide housing information through San Gabriel Valley Fair Housing Council (now Housing Rights Center)	2021	Ongoing; renewed and expanded contract to offer 1) Discrimination Complaint Investigations; 2) Landlord/ Tenant Fair Housing Counseling and Meditation; 3) Outreach and Education; 4) Advocacy; and 5) Enforcement and Impact Litigation
Energy Efficiency Program	Explore amendments to facilitate green design and building techniques	2021	The City is currently developing a Climate Action Plan and Green Action Plan as implementation tools of the General Plan.
Energy Efficiency Program	Rehabilitation grants for low and moderate income households	2021	Discontinued; CDBG allocation reduced, insufficient demand
Planning Assistance & Permit Processing	Provide technical assistance to applicants	2021	Ongoing
Housing Acquisition & Rehabilitation	Monitor status of Caltrans surplus housing properties in the Row of the 710 freeway surface route	2021	City successfully partnered with non-profit affordable housing organizations to bid on 36 units of Caltrans' 710 surplus property.
Call Home Program	Provide information to low/very low households re: financial assistance	2021	Ongoing as requested
Section 8 Rental Assistance	Provide information re: Section 8 renter assistance	2021	Ongoing, will be added to website
Homeless Service	Participate in interjurisdictional programs to aid the homeless	2021	Ongoing. City received a \$60,000 grant from Los Angeles County; \$30,000 was used to partner with non-profit agencies to acquire properties from Caltrans for affordable housing; \$30,000 is being used to study and develop local ordinances to increase affordable housing
Senior Housing	Encourage the development of affordable senior housing	Ongoing	Working with private developers to provide affordable senior housing.
Maintain Available Site Inventory	Maintain a list of available sites for affordable housing, pursuant of Housing Element requirements	2021	Ongoing; no rezonings have occurred that have downzoned the identified available sites
Residential Second Units	Facilitate processing of 2nd units (now called "accessory dwelling units" or ADUs)	Ongoing	The City Council approved amendments to the City's Accessory Dwelling Unit Ordinance to be consistent with new State requirements
Administrative Modifications	Provide flexibility in development standards, particularly for infill projects	Ongoing	Ongoing. The City will continue to assess zoning code amendments to provide flexibility as appropriate.
Universal Accessibility	Explore options for requiring, or providing incentives for, a certain percentage of new multifamily housing units to include universal accessibility features for seniors and those with disabilities	2021	The City has initiated its 2021 Housing Element Update, these objectives will be considered in that process.
Planned Development Permits	Provide entitlement flexibility for infill projects that include affordable housing	Ongoing	2020 Directors Interpretation allows streamlined housing design review.
Emergency Shelters	Zoning Code amendment to remove barriers and constraints to emergency shelters	2021	The City will assess zoning code amendments to remove barriers as appropriate.

Jurisdiction	South Pasadena	
Reporting Period	2019	(Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

Table E									
Commercial Development Bonus Approved pursuant to GC Section 65915.7									
Project Identifier				Units Constructed as Part of Agreement				Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
1				2				3	4
APN	Street Address	Project Name*	Local Jurisdiction Tracking ID*	Very Low Income	Low Income	Moderate Income	Above Moderate Income	Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
Summary Row: Start Data Entry Below									

Jurisdiction	South Pasadena	
Reporting Period	2019	(Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
 (CCR Title 25 §6202)

Note: "+" indicates an optional field
 Cells in grey contain auto-calculation formulas

Table F
Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)(2)

This table is optional. Jurisdictions may list (for informational purposes only) units that do not count toward RHNA, but were substantially rehabilitated, acquired or preserved. To enter units in this table as progress toward RHNA, please contact HCD at APR@hcd.ca.gov. HCD will provide a password to unlock the grey fields. Units may only be credited to the table below when a jurisdiction has included a program in its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA which meet the specific criteria as outlined in Government Code section 65583.1(c)(2).

Activity Type	Units that Do Not Count Towards RHNA ⁺ Listed for Informational Purposes Only				Units that Count Towards RHNA ⁺ Note - Because the statutory requirements severely limit what can be counted, please contact HCD to receive the password that will enable you to populate these fields.				The description should adequately document how each unit complies with subsection (c)(7) of Government Code Section 65583.1 ⁺
	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	
Rehabilitation Activity									
Preservation of Units At-Risk									
Acquisition of Units									
Total Units by Income									

Jurisdiction	South Pasadena	
Reporting Period	2019	(Jan. 1 - Dec. 31)

NOTE: This table must only be filled out if the housing element sites inventory contains a site which is or was owned by the reporting jurisdiction, and has been sold, leased, or otherwise disposed of during the reporting year.

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Table G						
Locally Owned Lands Included in the Housing Element Sites Inventory that have been sold, leased, or otherwise disposed of						
Project Identifier						
1						4
APN	Street Address	Project Name⁺	Local Jurisdiction Tracking ID⁺	Realistic Capacity Identified in the Housing Element	Entity to whom the site transferred	Intended Use for Site
Summary Row: Start Data Entry Below						

Jurisdiction	South Pasadena	
Reporting Year	2019	(Jan. 1 - Dec. 31)

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		10
Total Units		10

Note: Units serving extremely low-income households are included in the very low-income permitted units totals

Housing Applications Summary	
Total Housing Applications Submitted:	62
Number of Proposed Units in All Applications Received:	62
Total Housing Units Approved:	58
Total Housing Units Disapproved:	4

Use of SB 35 Streamlining Provisions	
Number of Applications for Streamlining	20
Number of Streamlining Applications Approved	15
Total Developments Approved with Streamlining	15
Total Units Constructed with Streamlining	0

Units Constructed - SB 35 Streamlining Permits			
Income	Rental	Ownership	Total
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	6	6
Total	0	6	6

Cells in grey contain auto-calculation formulas