

**3/18/2020 City Council Meeting**  
**AGENDA ITEM No. 7**  
**ATTACHMENT - 1**  
2019 Commission Annual Reports

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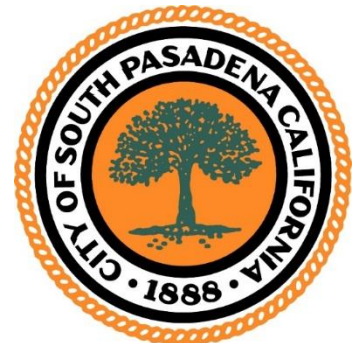
# **ANNUAL REPORT 2019**

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## **ANIMAL COMMISSION**

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**City of South Pasadena**



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# A Message from the Commission Chair

The Animal Commission for the City of South Pasadena represents the city council to the community's residents. It provides a conduit for public comment and awareness for residents to communicate their concerns related to animal affairs. It represents the best form of public communication to our representative form of government.

Sincerely,



Erin Fleming

Animal Commission, Acting Chair

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**PURPOSE: SPMC 2.53 (a), Act in advisory capacity to the city council in all matters pertaining to animals.**

## STATEMENT

The Animal Commission will act in an advisory capacity to the city council to propose policies on animal services and recommend the adoption of standards for organizations, personnel, areas and facilities, education programs, and financial support. The commission will interpret the needs of the public to the city council and aid in coordinating the animal services with the programs of other governmental and agencies and voluntary organizations. The commission will inform the public of the policies and functions of the animal program as directed by the city council.

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# Animal Commission

Erin Fleming	Commission A/Chair
Katherine Offenhauser	Commission Vice-Chair
Eavie Porter	Commission Secretary
Vacant	Commissioner
Vacant	Commissioner
Richard D. Schneider, M. D. Council Member	City Council Liaison
Lt. Thomas Jacobs	Staff Liaison
South Pasadena Police Department	

Animal Commission meetings are held seven times a year (1<sup>st</sup> Monday) of the month at (6:30 pm). Meetings are held at: (City Council Chambers, 1424 Mission Street, South Pasadena CA).

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# Animal Commission's Public Education

Three public forum events were held in February, June, and August. February's event focused on public education for coyote and wildlife interactions.

Pasadena Humane Society was the keynote speaker and led discussions for public questions. Key elements showed coyote deterrence by eliminating food sources, specialty fencing, and hazing guidelines. The South Pasadena residents were responsive to the event with seventy people in attendance.

June's event brought public awareness to Vector Control's mission in the San Gabriel Valley to control mosquitoes. It provided public education to explain the life cycle of mosquitoes and types of diseases that they spread. It taught the public how to, and where to, eradicate water sources where mosquitoes breed. They provided chemical and homeopathic means of protecting people from mosquito's bites. Vector Control included pamphlets and contact information for future guidance to the South Pasadena residents.

In August, a public forum was held to discuss the peafowl interactions with South Pasadena residents. Pasadena Humane Society encouraged residents to discourage food sources and use landscape techniques to make their yards less conducive to peafowl. They instructed residents to hang shiny objects, wind chimes, and motion detector activated water sprinklers to scare off peafowl. PHS presented in the discussion, inclusion of other wildlife, such as coyotes, skunks, and raccoons. Residents were encouraged to share their animal interactions and how the community could respond to future encounters.

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# Be Kind To Animals Event

The Be Kind To Animals (BKTA) program presented on May 6, 2019 was held in the Community room of the Library. This was the twenty-ninth year that BKTA event was conducted in South Pasadena. It featured art work prepared by school age children from the numerous Elementary Schools in South Pasadena and the Middle School. The art work demonstrated children's interactions with animals and pets through audio, physical, and visual means. The art work was displayed so the community could walk, and touch, the exhibits. Councilmen Robert Joe was present to give certificates of appreciation to each of the students. News media featured pictures and stories of the children and parents enjoying the night of art. It is with this in mind that the animal commission would like to extend an invitation to other commissions to participate in this community event.

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## City Ordinance Revision

The Animal Commission held several meetings to discuss revisions to the current South Pasadena Municipal Code (SPMC) 5.22.2, for the restriction of dog and cat sales in the city, to further restrict the sales of reptiles, amphibians, and arachnids. The revised ordinance SPMC 5022.2, and 5.22.3, will be brought to the city council sometime in 2020.

The animal commission hopes to address the peafowl concerns of our residents by producing signage to be posted in the affected areas, to not feed the peafowl. A possible amendment to the existing ordinance SPMC 5.5 could include a provision to not willfully feed, or in any manner provide food to the peafowl.

The animal commission has addressed the needs for animal care in the City of South Pasadena. We invite the community-at-large to participate in the aspirations of the commission through public comment and volunteer service on the commission board.

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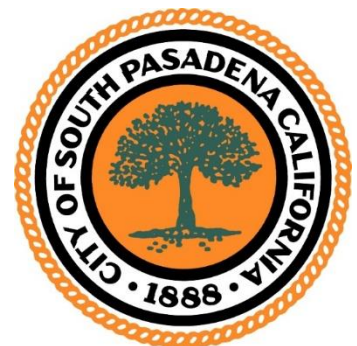
# **ANNUAL REPORT 2019**

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## **Cultural Heritage Commission**

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**City of South Pasadena**

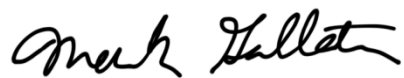


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# A Message from the Commission Chair

This year was a productive year for the Cultural Heritage Commission (CHC), marked by the timely processing of applications for cultural heritage review of residential and commercial projects, and Mills Act Contracts, as well as serving as a public forum for residents to discuss design improvements and enhancement of the City's built environment.

Sincerely,



Mark Gallatin  
Cultural Heritage Commission, Chair



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# **PURPOSE STATEMENT**

The Cultural Heritage Commission provides support to the City Council by preserving, maintaining, and safeguarding the City's historic character, scale, and small town atmosphere in all future construction. The Cultural Heritage Commission serves to encourage the maintenance and preservation of areas that are associated with a historic event, activity, or persons that contributes to the historic character of districts, neighborhoods, landmarks, historic structures, and artifacts.

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# Cultural Heritage Commission

Mark Gallatin	Commission Chair
Rebecca Thompson	Commission Vice-Chair
William Cross	Commissioner
Kristin Morrish	Commissioner
Steven Friedman	Commissioner
Robert S. Joe	City Council Liaison
Mayor Pro-Tem	
Kanika Kith	Staff Liaison
Interim Senior Planner	

Cultural Heritage Commission meetings are held every 3rd Thursday of the month at 6:30 p.m. Meetings are held at: City Council Chambers (1424 Mission Street, South Pasadena, CA 91030)

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**The Cultural Heritage Commission reviewed and approved 32 Certificates of Appropriateness for residential and commercial projects, as well as reviewed and provided feedback for 15 conceptual plans. The Commission also reviewed and approved three (3) demolition applications for structures that are 45 years or older. The Commission reviewed and**

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**approved several significant and/or challenging projects. A couple of these projects are listed below:**

- 1. First historic home in the City with a roof completely comprised of Tesla solar shingles at 207 Oaklawn Avenue.**
- 2. Conversion of a historic single-family residence into a 6-unit, multi-family residence at 1611 Spruce Street.**
- 3. Reviewed and recommended approval to the Planning Commission for improvements to a mixed use project of approximately 45,000 square feet, known as Mission Bell.**
- 4. Participated in advancing the City initiative for updating the General Plan and Downtown Specific Plan.**
- 5. The Cultural Heritage Commission reviewed and recommended approval of four (4) Mills Act Contracts providing incentives to homeowners of historic properties to maintain and preserve historic resources.**

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**No projects have been denied by the Cultural Heritage Commission for the past two years because the Commission worked with all applicants to redesign the projects for approval when appropriate. This was generally done by the formation of Subcommittees to work with the applicant's architect to bring an approved design to the Commission for approval.**

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**The Chair of the Commission was available in-person weekly to provide feedback and assist property owners with their projects. Approximately 125 hours were spent on Chair and Subcommittee reviews.**

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# ANNUAL REPORT 2019

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## Design Review Board

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City of South Pasadena

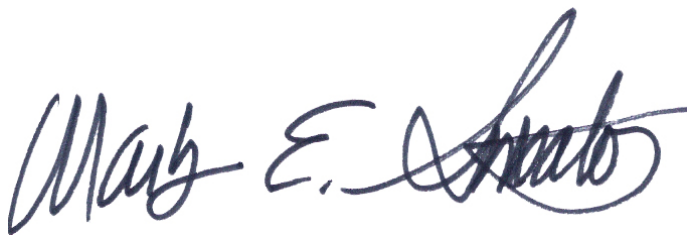


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# A Message from the Board Chair

This year was a productive year for the Design Review Board (DRB), marked by the timely processing of applications for design review of residential and commercial projects, progress on several major initiatives, as well as serving as a public forum for residents to discuss design improvements and enhancement of the City's built environment.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark E. Smeaton". The signature is fluid and cursive, with the first name "Mark" being the most prominent.

Mark Smeaton  
Design Review Board, Chair

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## PURPOSE STATEMENT

The Design Review Board provides support to the City Council for retaining and strengthening the visual quality of the City, and ensuring that new uses and structures are compatible with the highest standards. The Design Review Board serves to encourage imaginative solutions and high-quality design by focusing on design solutions that will have the greatest effect on enhancing community character and aesthetic.



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# Design Review Board

Mark Smeaton	Board Chair
Samantha Hill	Board Vice-Chair
Michael Lejeunne	Board
Yael Lir	Board
Kay Younger	Board
Kanika Kith, Interim Senior Planner	Staff Liaison

Design Review Board meetings are held every 1<sup>st</sup> Thursday of the month at 7:00 p.m. Meetings are held at: City Council Chambers (1424 Mission Street, South Pasadena, CA 91030)

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**The Design Review Board reviewed and approved 22 Design Review Permits for residential and commercial projects, as well as reviewed and provided feedback for 11 conceptual plans. The Chair of the Board also reviewed 67 minor projects.**

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**Reviewed and provided design recommendations for improvements to a mixed use project of approximately 45,000 square feet, known as Mission Bell.**

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**Participated in advancing the City initiative for updating the General Plan and Downtown Specific Plan.**

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# ANNUAL REPORT 2019

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## FINANCE COMMISSION

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City of South Pasadena



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# A Message from the Commission Chair

In addition to the annual oversight responsibilities, the Finance Commission advised on several matters regarding the city's finances. The commission welcomed three new members in 2019 who added valuable new perspectives. The Finance Department was also restructured and the new team, under new leadership, has been highly involved and responsive. The productivity and transparency has allowed for a collaborative relationship with staff and the commission. If this is indicative of where the City as a whole is headed, then I believe we are certainly on the right track.

Sincerely,

Ellen Wood  
Finance Commission, Chair

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## PURPOSE STATEMENT

Provide high-level oversight and advice to the city council, city treasurer and finance director regarding financial matters affecting the city including, but not limited to, investments, budget development and monitoring, revenue development, taxation, debt financing, and internal controls.

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# Finance Commission

Ellen Wood	Commission Chair
Carrie Adrian	Commission Vice-Chair
Edwin Choi	Commissioner
Fred Findley	Commissioner
Zhen Tao	Commissioner
Gary Pia	City Treasurer
Diana Mahmud, Councilmember	City Council Liaison
Lucy Demirjian and Karen Aceves (Acting Finance Director)	Staff Liaison

The finance commission holds 10 regular meetings per calendar year. Meetings are held on the last Thursday of the month at 6:30p.m. Meetings are held at: City Manager's Conference Room, 2<sup>nd</sup> Floor of City Hall.

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# Long Term Financial Sustainability Plan

The most noteworthy project the City undertook this year and the most critical for the Commission was the long term financial sustainability Plan. With the City facing significant financial challenges (expenses increasing every year, flat or declining revenues) and expense reduction strategies alone would not be sustainable, the City looked at new revenue sources. A community survey was conducted and several revenue enhancement measures were identified such as redevelopment of city properties, the facilitation of a small hotel and implementation of a hotel tax, and the consideration of a local sales tax measure. The commission reviewed the financial sustainability strategy and recommended approval to Council. Immediate implementation of the strategy was necessary in close the fiscal gap for the next two years. Feasible long term strategies on the list are promising and will be explored in the coming years.

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## Comprehensive Fee Study

A Comprehensive fee study had not been completed for the City since 2011. As part of the 2018-19 Strategic Plan, the City engaged in a fee study to review current fees by evaluating delivery methods, staffing, and overhead costs to determine the appropriate fee structures and full cost recovery potential of individual services.

The Fee study indicated the majority of City fees were set at a rate far below the cost of providing the service and that additional fees would be appropriate to align with new services. The Commission reviewed and provided input on the proposed fee increases. The amended fees reflect the City's desire to increase fees commensurate to the cost to provide the service, to create equity for all users, to add new fees when applicable, and to eliminate fees for discontinued services.

The new fees are realigned closer to their true cost so that the City is no longer subsidizing for the service and are closer to market when compared to similar services provided in surrounding cities.



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## **Sales Tax Measure**

The sales tax measure was identified in the Long Range Financial Sustainability Plan as a preferred revenue enhancement opportunity supported by the community. The Commission recommended the sales tax measure as the best immediate response to the fiscal emergency.

Additionally, as many surrounding cities already passed or planned to pass a similar local tax, this would bring South Pasadena in line with those cities in the region.

The estimated return of approximately \$1.5 million in annual revenues from the proposed sales tax would close the budget gap for the next several years by supporting increased investment in human capital, and allowing current service levels and infrastructure investment to continue, along with limited investment in strategic initiatives such as technology.

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# **ANNUAL REPORT 2019**

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## **FREEWAY AND TRANSPORTATION COMMISSION**

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**City of South Pasadena**



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# A Message from the Commission Chair

The FTC has had an extremely busy and productive year; working on the final environmental documents for the SR-710 (including the Record of Decision and Notice of Decision); funding the SR-710 Mobility Improvement Projects; establishing new relationships with the cities of Alhambra and Pasadena; and serving as a public forum for residents to discuss traffic concerns.

Sincerely,

Joanne Nuckols  
Freeway and Transportation Commission, Chair

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## PURPOSE STATEMENT

The Freeway and Transportation Commission provides support to the City Council regarding the City's fight against the State Route 710 (SR-710) north extension. This includes the development /implementation of alternative transportation solutions along the SR-710 corridor, mitigation measures, and other transportation related matters.

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# Freeway and Transportation Commission

Joanne Nuckols	Commission Chair
Scott Kuhn	Commission Vice-Chair
Arcelia Arce	Commissioner
Richard Helgeson	Commissioner
William Sherman, M.D.	Commissioner
Richard D. Schneider, M.D., Councilmember	City Council Liaison
Margaret Lin, Manager of Long Range Planning and Economic Development	Staff Liaison

Freeway and Transportation Commission meetings are held every third Tuesday of the month at 6:30 PM. Meetings are held at: City Manager's Conference Room (1414 Mission Street, South Pasadena, CA 91030)

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**Successfully worked with legislators to pass Senate Bill 7 (Portantino) and Assembly Bill 29 (Holden) to remove the SR-710 from the state highway code and deem the SR-710 North Project Freeway Alternative infeasible.**

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**Secured \$80 million in Measure R funding from the Los Angeles County Metropolitan Transportation Authority for SR-710 Mobility Improvement Projects (Phase 1 and 2).**

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**Collaborated with the Public Works Commission and Arroyo Verdugo Communities Joint Powers Authority (AVCJPA) to develop the first AVCJPA Multi-year Subregional Plan for Measure M programming.**

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# **ANNUAL REPORT 2019**

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## **LIBRARY BOARD OF TRUSTEES**

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**City of South Pasadena**





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# A Message from the Commission Chair

2019 has been a year of significant growth and change for our Library. The entrance to the Library was enhanced by installing a single point-of-service desk where patrons can both check in/out materials and interact with a reference services librarian. The removal of the old check in/out enclosure from the entry way has made the library entrance more open and appealing, in addition to revealing the stained glass windows. This consolidation also opened up space to be able to double the number of computer workstations for the public. In the new location, those staffing the service desk are more accessible and have greatly contributed to its success.

On the technology front, the Library's Integrated Library System, which includes the patron and collection database, was migrated to a secure offsite location managed by library software vendor SirsiDynix. This improvement eliminated the need for on-site hardware, ensures timely upgrades to the system, and frees up staff time previously spent in applying software upgrades.

Once again the library staff, with a significant financial assist from the Friends of the South Pasadena Library, staged an exemplary Summer Reading program. The support materials developed by staff were eye catching and informative with the programs being engaging and motivational. This year the Summer Reading program included new software which made it fun to track progress and provided goals and challenges. Over 2,000 readers were registered and approximately 18,400 hours of reading were recorded. Kudos to all the staff involved in this inspiring program.

Also this year, the library took the initial steps towards fulfilling the City's strategic objective to provide a "Library of Things". A survey was conducted to determine items that the community wanted to have included in the catalogue. Some of these have now been acquired and the processes for loaning are being developed.

Library patronage remained consistently high with the library being open 7 days/week for a total of 57 hours per week. There were approximately 240,000 visits and 350,000 items checked out in 2019, over 3,000 new library cards issued and over 20,000 internet sessions with over 10,000 hours of usage.

The Library staged many events with some being in collaboration with other entities or organizations. Event funding has been from many outside sources and the Friends of the Library. These events included:

- A screening of "The Jackie Robinson Story" on his centennial, which included a Q & A with members of the Jackie Robinson family
- A celebration of the "No on 710 Freeway Fighters" which included stories captured through a "California Listens" digital story telling grant
- Judson Studios presentation on their design, development and installation of the Resurrection Stained Glass window at a United Methodist Church in Kansas. This is the world's largest stained glass window.

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- A screening of jazz saxophonist John Coltrane's documentary "Chasing Trane". This event also included a live jazz set by Mark Hatch and Group 5 and was followed by a Q & A with the film's maker John Scheinfeld
  - The debut performance of "Ray Bradbury Live (Forever)" by Emmy Award winning actor Bill Oberst, Jr.
  - Performances by international recording artist Julia Vari, the David Plenn Band and Grammy winner Luciana Souza as part of the Annual Eclectic Music Festival

These are just some examples that drew enthusiastic full house audiences and together with author nights, presentations on relevant local topics and art displays demonstrated the Library's commitment to the community's cultural life.

In addition to the Board's oversight of the Library policies and budget, two accomplishments this year are particularly noteworthy. First, the Library Board Foundation subcommittee obtained all needed approvals to establish the "21st Century Committee for the Library" under the Friends of the Library. This committee, once staffed, will address fundraising for major capital projects that are outside of the City's budget, such as:

- The Library 1st floor interior design remodel, including lighting, electrical, flooring, décor, shelving and furnishings
- Implementation of Radio Frequency Identification (RFID) technology for streamlining materials handling, improving collection management and generating management reports

The Board also worked with local stained glass artist Tim Carey on the design of a fused glass window for the Ray Bradbury conference room that will celebrate Bradbury's centennial in 2020. The art work was the first project to be approved by the newly formed Public Arts Commission and has recently been approved by City Council. Funding is now being secured and we are on track for installation in 2020.

In April, the Board and the Library hosted a library volunteer recognition lunch to recognize and honor the many people who generously give their time to support the Library. Much of this volunteer effort is provided and co-ordinated by the Friends of the Library. Board member Alan Jutzi was the guest speaker and gave a lively, informative presentation on Alice Millard who became the most prominent female antiquarian bookseller in the USA and lived in South Pasadena in the early 1900's.

Library staffing has been particularly challenging this year, however, vacancies allowed for a very positive realignment of full-time positions that went into effect July 1 with the adoption of the 2019 - 2020 Fiscal Year budget. A vacant Clerk II position in the Support Services area was converted to a Children's Librarian and the vacant Digital Services Manager position was converted to an Adult Services Librarian with a focus on digital services. Interviews for these positions took place in November and December and the new staff will join the library in the new year. In June, the Board was saddened by Steve Fjeldsted's decision to retire. Steve was the Director for over a decade and was responsible for many significant accomplishments which continue to enrich the Library and the community. Assistant director Cathy Billings was named to the position of Director, City Librarian in November and, with the City Manager's decision to decouple arts and culture from traditional library functions, will focus on staffing, applying technology, library acquisitions, programs and outreach. The

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assistant director position has been removed from the library organization. The Board has recommended that consideration be given to replacing some of the part time staff with equivalent full time positions. The City Manager plans on working with Cathy to determine how funds from the restructuring of the Library's senior management staff can be used to achieve this objective.

Finally, 2019 was the year that the much loved Library tree was awarded South Pasadena Historical Landmark status (registration #55). This event was celebrated in February with speeches, poetry reading, live music and a real time water color painting while all the time children played in its huge root structure. Just like the tree our library continues to grow, adapt and flourish with dedicated staff and volunteers, an engaged city council and board, and above all a community that values and patronizes its Library.

David Uwins  
Library Board of Trustees, President

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## PURPOSE STATEMENT

The Library Board of Trustees exercises the powers and authority and assumes the responsibilities outlined under the provisions of The Educational Code of the State of California (Secs 18900-18965) which state that as South Pasadena is a general law city, the public library must have an administrative Board of Trustees. The Board is further governed by the South Pasadena Municipal Code, Article IVJ (Sections 2.77-2.79):

- a) The public library shall be administered by a board of library trustees;
- b) Prepare such bylaws, rules and regulations as may be necessary for the administration of the city library;
- c) Review and submit an annual operating budget to the city manager;
- d) Purchase and acquire books, journals, maps, and other supplies for the library, consistent with the budget;
- e) Appoint an ad hoc committee to recruit, screen and select candidates for the position of city librarian. Make recommendations to the city manager with respect to the appointment, suspension or removal of the city librarian, who shall serve as a department head under the direction of the city manager;
- f) Accept money, personal property or real estate donated to the city for library purposes, subject to the approval of the city council;
- g) Contract with schools, county or other governmental agencies to render or receive library services or facilities, subject to the approval of the city council.

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# Library Board of Trustees

David Uwins	Commission Chair
Debra Beadle	Commission Vice-Chair
Bianca Richards	Commission Secretary
Brendan Durrett	Commissioner
Alan Jutzi	Commissioner
Diana Mahmud	City Council Liaison
Cathy Billings, Library Director	Staff Liaison

Library Board of Trustee meetings are held every second Thursday of the month at 7:00 p.m. Meetings are held at: South Pasadena Public Library, Ray Bradbury Conference Room, 1100 Oxley Street.

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## **Established the “21st Century Committee for the Library”**

Library Board Foundation Subcommittee obtained all needed approvals to establish the “21st Century Committee for the Library”, which, operating under the Friends of the Library 501(c)(3) umbrella, will engage in fundraising for major capital projects.

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## **Hosted the Volunteer Recognition Luncheon**

The Library Board of Trustees hosted a library volunteer recognition lunch to honor the 186 volunteers who donated over 9,400 hours of service to the Library during 2018. April 12, 2019 was proclaimed “Library Volunteer Recognition Day by the City of South Pasadena. Friends of the Library Bookstore volunteer Lydia McDonald was named Volunteer of the Year. More than 85 volunteers attended.

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## **Public Artwork by Judson Studios Planned for Library**

Library Board of Trustees worked with local artist Tim Carey of Tim Carey Studio (formerly of Judson Studios) to propose a fused glass window for the Ray Bradbury conference room that will celebrate author Bradbury’s centennial in 2020. “Live Forever” by Tim Carey will feature a portrait of the author and other iconic imagery related to his life and work. The artwork was the first project to be approved by the newly formed Public Arts Commission in June 2019 and was approved by the City Council. Funding is now being secured.

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# **ANNUAL REPORT 2019**

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## **NATURAL RESOURCES & ENVIRONMENTAL COMMISSION**

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**City of South Pasadena**



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## A Message from the Commission Chair

I am pleased to present the South Pasadena Natural Resources and Environmental Commission Annual Report for 2019. I hope you will find the report informative as you take a look at the accomplishments of the commission and our ongoing efforts to keep our community healthy and sustainable. We are committed to meet the challenges and concerns of our changing environment, and will continue working collaboratively with all our residents to update and improve green initiatives. I appreciate your support in the community, and would like to thank our City Council and City Manager for their leadership. I am honored to have served as Chair for this commission, and for the privilege to work with such dedicated individuals as those on the NREC. We will continue to serve our community to the best of our ability by improving our quality of life and building a future we can all be proud of!

Sincerely,

Madeline C. Di Giorgi  
Natural Resources and Environmental Commission, Chair

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## Commission Purpose

The Natural Resources and Environmental Commission (NREC) is a seven member body that is advisory to the City Council in all matters pertaining to energy, science and technology, and natural resources and the environment. The NREC assists the City in the planning, programming, use, and conservation of energy and natural resources, as well as conducts tree removal hearings when needed. Qualifications for serving on the commission consist of being a resident elector (registered voter) of the city. Members are appointed to a three-year term, with a maximum length of service of two full consecutive terms, plus one partial term (if applicable).

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# Natural Resources & Environmental Commission (NREC)

Madeline C. Di Giorgi	Commission Chair
Rona Bortz	Commission Vice-Chair
Amy Davis Jones	Commissioner
Cynthia Liu	Commissioner
William J. Kelly	Commissioner
Stephen Leider	Commissioner
Lauren Myles	Commissioner
Dr. Marina Khubesrian, Mayor	City Council Liaison
Arpy Kasparian, Water Conservation & Sustainability Analyst	Staff Liaison

NREC meetings are held every fourth Tuesday of the month at 7:00pm. Meetings are held at the City Council Chamber: 1424 Mission Street.



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# 2019 Accomplishments

## Arbor Day Tree Identification Walking Tour

On March 7, 2019, in honor of Arbor Day and in partnership with the Library, the NREC was joined by South Pasadena families for a Tree Identification Walking Tour. The Library provided tree identification guides and NREC members discussed with the youth the value of trees: the oxygen, soil enrichment, and shade they provide us, as well as, the habitat they provide birds and bugs. They educated families on how to save and care for trees by eating less meat and using less paper. Children had fun drawing pictures of their favorite trees on recycled paper.

## South Pasadena Beautiful Garden Tour

On April 13, 2019, NREC tabled at the South Pasadena Beautiful Garden Tour to teach residents about vector control services, harmful pesticides, the importance of water conservation, and how to report water waste in the City. In addition, commissioners answered questions about the tree ordinance, rebate programs for gardening, and gas powered lawn mowers/leaf blower pollution. NREC also distributed monarch butterfly-friendly seeds for residents to plant in and provided information on how to plant bee-friendly gardens.

## Earth Day Meatless Monday Campaign

In recognition of Earth Day, the NREC launched a “Meatless Monday” campaign and encouraged residents to abstain from consuming and purchasing meat and dairy products for the day. The campaign was announced at City Council meetings and shared on the City website and social media. Residents were encouraged to post pictures of their meatless meals and share with their friends.

## Eclectic Music Festival

NREC tabled at the annual South Pasadena Eclectic Music Festival on April 27, 2019 where they quizzed residents about the environment and gave away prizes and materials from the LA County Stormwater Pollution Prevention Campaign. They also distributed low flow faucet aerators and showerheads to assist residents with water conservation efforts.

## City Tree Ordinance

The NREC continues to review and recommend updates to the City’s tree ordinance to ensure the sustainability of the City’s tree canopy.

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## South Pasadena Bites Back: A Mosquito Safety Workshop

The NREC teamed up with the South Pasadena Animal Commission to host a workshop on the public health issues related to mosquitos. On June 11, 2019, experts from the San Gabriel Valley Mosquito and Vector Control District (Vector Control) presented an interactive hour-long workshop to South Pasadena residents on how to effectively protect families against the dangers of vector-borne illnesses. Vector Control educated the public on various mosquito repellents and techniques to ensure that households were not providing environments for mosquitos to prosper. The event took place at the Library Community Room and was attended by approximately 40 South Pasadena residents.

## Screening of KCET’s “Life in Plastic”

The NREC has worked hard to raise awareness around the plastic crisis in California and discuss strategies for the City to combat it. To kick-start the plastic reduction initiatives outlined in the South Pasadena Green Action Plan, the NREC hosted a screening of KCET’s documentary, “Life in Plastic: California’s Recycling Woes” before their last meeting of the year. On December 10, 2019, approximately 20 South Pasadena residents, youth members, and councilmembers gathered at the South Pasadena Library to watch this investigative documentary on California’s struggling recycling industry. The viewing was following by an open discussion with Amy Hammes, Recycling Specialist from the City of Burbank who was featured in the film; Denise Chan, Associate Producer of the film; and Gina Pollack, Producer of the film.

## Partnership with Local Youth

Throughout the year, the NREC has consistently collaborated with the City’s local youth to promote and spread awareness on today’s climate issues. They have served as mentors, encouraging and assisting them in their environmental endeavors in the City including marching in the Festival of Balloons Parade and tabling at the Farmer’s Market.

## Adoption of the South Pasadena Green Action Plan

In accordance with their 2019 Work Plan, the NREC identified and conducted in-depth discussions on sustainability initiatives, programs, and goals to recommend to the City for implementation. To further research these initiatives, the commission created the following subcommittees:

Subcommittee	Commissioners
Land Management	Di Giorgi, Myles
Climate and Energy	Jones, Kelly, Liu
Water Conservation	Bortz, Di Giorgi, Jones
Waste Management	Bortz, Di Giorgi, Kelly
Community Outreach	Bortz, Di Giorgi, Liu

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After several meetings and discussions, the NREC consolidated a final list of initiatives. These initiatives were further prioritized by the NREC to identify those that are of greatest concern to the City and, thus, need more immediate attention. Based on these recommendations, several action items were developed and organized under five overarching goals to create the South Pasadena Green Action Plan (Green Plan). Each goal includes strategies (“plays”) and specific actions (“moves”) for achieving these objectives. The goals address plastic reduction, water conservation, organics diversion, heat island mitigation, and preparation for future sustainability initiatives.

Goal I: Work towards making South Pasadena a Plastic-Free City

With the closure of hundreds of recycling facilities and plastic pollution crisis, it is no longer enough to recycle our plastics – it’s time to shift the focus on reducing them from the start. The Green Plan explores the possibility of banning single-use plastics and ensures that residents and business owners are educated on the tools and resources available for alternatives. Moves under this goal include seeking funds for installing water bottle refill stations, developing a zero-waste guide for City events, and creating educational materials on plastic alternatives for residents and businesses.

Goal II: Enhance Water Conservation Projects and Programs

Water is a precious resource in California and droughts are all too common. Identifying water waste and altering behaviors is key to conserving water. The Green Plan explores new ways to conserve water and strengthen our current programs. Moves under this goal include creating an Integrated Water and Wastewater Resources Management Plan (IWWRMP), evaluating the feasibility of implementing a greywater rebate program, and retrofitting all water faucets in City facilities with low-flow aerators.

Goal III: Increase Organics Diversion from Landfill

With landfills filling up at an alarming rate, increasing diversion efforts is crucial. In 2019, one third of the 39 million tons of waste Californians disposed of were compostable organic materials. The Green plan prioritizes organics diversion methods and ensures that the City is compliant with legislative mandates including AB1826 and SB1383. Moves under this goal include connecting restaurants and grocery stores with food donation organizations, exploring ways to establish composting hubs in South Pasadena, and providing education on at-home composting in the form of pamphlets and workshops.

Goal IV: Mitigate Impacts of the Urban Heat Island Effect

The loss of vegetation causes urban areas to become warmer than their surrounding rural areas creating a hear island. These higher temperatures increase peak energy demand, air pollution, and heat-related illness. The Green Plan addresses this issue

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by reviewing and strengthening parking lot and cool roof codes, reviewing the City's tree ordinance, and providing education materials on tree watering and maintenance.

Goal V: Prepare for the Consideration of Future Sustainability Initiatives

The Green Plan is only the beginning. It does not cover all aspects of sustainability (i.e. energy efficiency, transportation, chemical pollution, etc.), but focuses on taking meaningful action on the City's greatest environmental concerns. There are several moves that the plan will keep alive and incorporate into the upcoming Climate Action Plan (a long-term plan aimed at reducing the City's greenhouse gas emissions). These moves include reviewing the feasibility of the Renewable Energy Council's recommendations, evaluating the feasibility of banning gas-powered lawn equipment including leaf blowers, and establishing sustainability-focused groups to spearhead the implementation of sustainability initiatives and practices in businesses and schools.

The Green Plan incorporates the S.M.A.R.T. method of goal-making: each move is specific, measurable, attainable, relevant, and time bound. Each move in the Green Plan also includes the sector and stakeholders involved, deliverables, and an estimated completion time. Some of the moves listed are important to complete, but can only be completed if additional resources are available (such as staff and/or funding). There are a total of 5 goals, 16 plays, 41 moves, and 22 contingent moves. The tentative timeline of the completion of all moves in the Green Plan is January 2020 to June 2021.

The Green Plan was presented to City Council on November 20, 2019 and was unanimously adopted (5-0). The plan will be incorporated into the 2020 NREC Work Plan. Quarterly updates on the progress of the plan will be presented during NREC public meetings.

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## 2019 Tree Removal Hearings

NO.	ADDRESS	MEETING DATE	MEETING NOTES
1	1921 Illinois Drive	January 22, 2019 March 26, 2019	A request to remove two pine trees was denied. The applicant returned in march with additional information, but the request was again denied.
2	2060 Primrose Ave.	January 22, 2019 February 26, 2019	A request to remove one pine and one oak tree was tabled for further information. In February, with additional information, the NREC decided to deny the tree removal request.
3	1674-82 Amberwood Dr.	September 24, 2019	A request to remove two trees was denied.
4	1611 Spruce St.	October 22, 2019	A request to remove six trees to build additional housing was approved with conditions to replace trees with large-canopied and native trees.

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# **ANNUAL REPORT 2019**

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## **PARKS AND RECREATION COMMISSION**

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**City of South Pasadena**



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# A Message from the Commission Chair

During 2019, the Parks and Recreation Commission was pleased to continue to contribute significantly to the quality of life in South Pasadena by maintaining and improving our parks, providing exciting entertainment and community-building events, and offering robust children's and seniors' programming. The Commission supported the development of two pocket parks, Berkshire and Grevelia, to soon recommend to City Council, oversaw special events such as Breakfast with Santa and Halloween Spooktacular along with five Summer Concerts in the Park, two Movies in the Park, two Shakespeare in the Park performances, and National Night Out.

We also approved a Children's Memorial Healing Garden application, reviewed and approved the recently updated lease agreements for the golf course, batting cage, stables, tennis courts, and approved the annual budget and seasonal field use permits, as well as amendments to the Parks and Recreation Commission Municipal Code.

In light of the City's budget challenges, we considered budget reductions, but fortunately did not have to implement those. We have also been kept abreast of a number of personnel changes in the Community Services Department, which has recently filled a number of vacant positions.

We are building upon this work in 2020 and look forward to another exciting year.

Sincerely,

Karen Tamis  
Parks and Recreation Commission, Chair

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# STATEMENT

The Parks and Recreation Commission in conjunction with the Community Services Department collaborate to enhance the quality of life of our residents by providing a variety of recreational opportunities; preserving and creating open space, and promote health and wellness through activities for all ages.



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# Parks and Recreation Commission

Karen Tamis	Commission Chair
Kristine Kwong	Commission Vice-Chair
Dollie Chapman	Commission Secretary
Victoria Rocha	Commissioner
Albert Ocon	Commissioner
Marina Khubesrian, Councilmember	City Council Liaison
Sheila Pautsch, Community Service Director	Staff Liaison

Parks and Recreation Commission meetings are held every second Monday of the month at 6:30pm. Meetings are held at: Council Chamber 1424 Mission Street, South Pasadena

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## **Accomplishment or Notable Event #1**

- The Community Services Department offered five citywide special events such as Breakfast with Santa and Halloween Spooktacular along with five Summer Concerts in the Park, two Movies in the Park, two Shakespeare in the Park and National Night Out.

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## **Accomplishment or Notable Event #2**

- Held three community meetings to obtain feedback for the possible pocket parks – Grevelia Pocket Park and Berkshire Pocket Park

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# ANNUAL REPORT 2019

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## Planning Commission

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### City of South Pasadena



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# A Message from the Commission Vice-Chair

This year was a productive year for the Planning Commission, marked by the timely processing of development review for both residential and commercial projects. While the majority of projects continued to be residential in nature, the Commission reviewed and approved a number of commercial developments and Conditional Use Permits (CUPs) for new business ventures.

The Commission made progress on several initiatives, as well as serving as a public forum for facilitating improvements to the quality of life in the City of South Pasadena.

Sincerely,



Janet Braun  
Planning Commission, Vice-Chair

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# PURPOSE STATEMENT

The Planning Commission is a consulting and advisory board to the South Pasadena City Council. The Planning Commission makes investigations and recommendations in an advisory capacity, either upon its own initiative or upon the request of the City Council, of matters pertaining to a civic center, subdivisions, zoning, parks and boulevards, beautification of the city and in general such other subjects as have to do with the orderly and consistent physical development of the city.

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# Planning Commission

Kelly Koldus	Commission Chair
Janet Braun	Commission Vice-Chair
Richard Tom	Commissioner
Steven Dahl	Commissioner
John Lesak	Commissioner

Richard D. Schneider, M.D. Council Liaison  
Council Member

Kanika Kith, Staff Liaison  
Interim Senior Planner

Planning Commission meetings are held every 2<sup>nd</sup> Tuesday of the month at 6:30 p.m. Meetings are held at: City Council Chambers (1424 Mission Street, South Pasadena, CA 91030).

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**The Planning Commission approved 31 out of 37 development applications and entitlements. The approvals consisted primarily of hillside residential developments and commercial uses. Several of the hillside projects were challenging because the lots were small and steep, which required intensive design techniques for livable homes while minimizing impacts to the hillside and findings regarding neighborhood compatibility and quality of life. Other types of challenges faced by the Commission were considering appeals from the Design Review Board and converting existing buildings for new uses. A short list of these significant and/or challenging projects that were approved by the Planning Commission are included in Table 1 at the end of this document.**

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**The Planning Commission successfully approved Conditional Use Permits for operations of new businesses, including:**

- 901 Fair Oaks Avenue - multi-tenant restaurant/retail building that will accommodate five new businesses and outdoor dining along both Fair Oaks Avenue and Mission Street**
- 625 Fair Oaks Avenue - new restaurant with outdoor dining on the ground floor, front southeast corner, of the existing office building**
- 220 Pasadena Avenue - new fitness facility in the front portion of an existing building**



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**In addition, the Planning Commission participated in advancing the City initiative for updating the General Plan and Downtown Specific Plan.**

**Table 1: Significant & Challenging Projects**

	<b>Project Address</b>	<b>Approval</b>	<b>Significant/Challenges</b>
1.	901 Fair Oaks Ave	Conversion of existing office building into a multi-tenant retail/restaurant building with outdoor dining	Created new retail/restaurant opportunities, which helped to promote economic development
2.	625 Fair Oaks Ave	Conversion of an existing office space for restaurant use with outdoor dining	Created new retail/restaurant opportunities, which helped to promote economic development
3.	817 Orange Grove Pl	Replacement of existing 1-story duplex with a new two-story triplex development	Revision to project design that was denied by the Design Review Board
4.	1612 Spruce St	Replacement of existing duplex with a new four-unit detached condominium	Increased housing units and housing ownership opportunities
5.	191 Monterey Rd	9-unit residential subdivision	Increased housing ownership opportunities
6.	1337 Oak Hill Pl	New single-family home	Hillside lot that is partially located in the City of Los Angeles,

	<b>Project Address</b>	<b>Approval</b>	<b>Significant/Challenges</b>
			requiring coordination with the City of LA
7.	1326 Fair Oaks Ave	New outdoor dining	Increased outdoor dining area which promotes community interaction and pedestrian friendly environment
8.	728 Bonita Dr	New single-family home	Small and steep hillside lot
9.	220 Pasadena Ave	New fitness facility	Conversion of an existing vacant warehouse building to accommodate a new fitness facility
10.	226 Warwick Ave	New hillside home	Small and narrow lot with a steep slope
11.	228 Warwick Ave	New hillside home	Small and narrow lot with a steep slope

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# ANNUAL REPORT 2019

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## PUBLIC ART COMMISSION

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City of South Pasadena



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# A Message from the Commission Chair

Today, more than ever the arts are essential to navigating both our challenges and opportunities within society. It's important that we incorporate the arts into our lives everyday as each person has the ability to be creative and deserves an outlet for expression.

Outlets for creative expression provide a true need for the public which can be realized and discovered through continued support. As a commission, it is vital to our success that we continue to achieve growth through the embodiment of diversity, ingenuity and community.

Sincerely,

Dr. Jaz Sawyer  
Public Art Commission, Chair

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## PURPOSE STATEMENT

The Public Art Commission provides support to the City Council pertaining in all matters to public art or art in public spaces. The Public Art Commission is responsible for reviewing and approving public art projects associated with the Civic Center Art Gallery, public art program, and public art development fee.

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# Public Art Commission

Jaz Sawyer, Ed.D.	Commission Chair
Steven Wong	Commission Vice-Chair
Jeffrey Burke	Commissioner
Phung Huynh	Commissioner
Kris Kuramitsu	Commissioner
Marina Khubesrian, M.D., Mayor	City Council Liaison
Margaret Lin, Manager of Long Range Planning and Economic Development	Staff Liaison

Public Art Commission meetings are held every fourth Wednesday of the month at 6:30 PM. Meetings are held at: City Council Chambers (1424 Mission Street, South Pasadena, CA 91030)

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**Released a Request for Proposals,  
conducted interviews, and selected a  
curator for the Civic Center Art Gallery**

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**Successfully developed a Public Art Program Review Criteria, that was adopted by the City Council, to provide a framework for the evaluation and acceptance of public art**



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**Initiated the development of an Arts Resources Inventory in order to formulate more well-informed decisions on future projects and programming**

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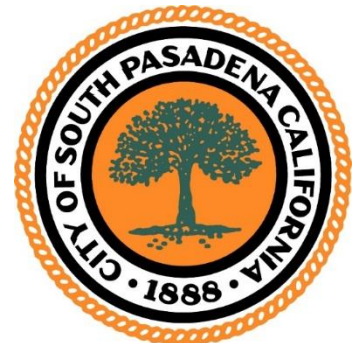
# **ANNUAL REPORT 2019**

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## **PUBLIC SAFETY COMMISSION**

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**City of South Pasadena**



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## **A Message from the Commission Chair**

In 2019, the South Pasadena Public Safety Commission (PSC) saw the completion of the Emergency Operations Center (EOC), a critical piece of infrastructure where the city can manage large-scale emergencies. The EOC was a multi-year effort that was advanced with the support of the PSC and City Council. 2019 was somewhat of a transitional year for the PSC as we welcomed four new commissioners to a seven-member commission and also welcomed Joe Ortiz, our new Police Chief. For 2020 we hope to focus on a number of issues, including the homeless crisis, neighborhood watch, preparedness and increasing community engagement. We hope to bring back the Police and Fire Open House in 2020 to build upon our strong community relationship.

Sincerely,  
Jeremy Ding  
Public Safety Commission, Chair

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## **PURPOSE STATEMENT**

Formed in 2009, the Public Safety Commission was created to serve as a conduit of information for City residents and businesses to express their concerns regarding the health and safety of the community.

The Public Safety Commission shall serve in a primary support capacity to the City's public safety personnel in an endeavor to improve the City's existing emergency response capability.

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# Public Safety Commission

Jeremy Ding	Commission Chair
Grace Liu Kung	Commission Vice-Chair
Amin Al-Sarraf	Commissioner
Stephanie Cao	Commissioner
Alan Ehrlich	Commissioner
Ellen Daigle	Commissioner
Robin Hamilton	Commissioner
Marina Khubesrian, M.D., Mayor	City Council Liaison
Paul Riddle, Fire Chief	Staff Liaison
Joe Ortiz, Police Chief	Staff Liaison

Public Safety Commission meetings are held every 2<sup>nd</sup> Monday of the month, at 8:30 a.m. There are no meetings held during the month of December.

Meetings are held at:

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

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# Public Safety Commission Charge

In June 2019, the Public Safety Commission (PSC) changed the charge and duties it was tasked with to reflect the current needs of the City. As public safety continues to evolve and adapt with environmental and societal demands, so too must the charge of the PSC to better serve the community. The changes created a more efficient workflow and provided greater service to the community and Council by focusing efforts on essential policy and relevant needs related to public safety.

Some of these changes include:

- Review and analyze traffic and pedestrian safety, code enforcement, animal control and emergency services.
- Assist in developing traffic and pedestrian safety programs that will help reduce and/or prevent accidents, injuries and deaths on the roadways within the City.
- The Commission shall gather additional input by maintaining an ongoing dialogue with various community organizations including, but not limited to, the Pasadena Humane Society, neighborhood watch groups, homeowners' associations, Chamber of Commerce, and the South Pasadena Unified School District.
- Review and provide suggestions on disaster planning, preparedness and crisis management programs, and other resources for further consideration by the City Council and/or staff.

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- Recruit volunteer citizen efforts to complement the City's public safety personnel in their collective effort to anticipate and respond to a public disaster.
  - Assuming responsibility to maintain liaison and coordination between the City, the South Pasadena Unified School District, and the South Pasadena community by conducting school safety education, distributing safety materials to members of the public, including schools, and receiving and reviewing community concerns regarding school safety issues and reporting them with recommendations as appropriate, to the city council.
  - Attend training regarding compliance with the City's code of ethics and conflict of interest policies.
  - Provide a written report to the City Manager's office on a yearly basis to be forwarded to the City Council for review.

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## **Emergency Operations Center Remodel**

An Emergency Operations Center (EOC) is a focal point and critical component of local government response to large-scale emergencies and disasters. An EOC is a physical or virtual location designed to support emergency response, business continuity and crisis communications activities. Staff meets at the EOC to manage preparations for an impending event or manage the response to an ongoing incident. By gathering the decision and policy makers together,

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while supplying them with the most current information, complex issues can be discussed and better decisions made.

The South Pasadena EOC had reached its operational capacity with limited space, antiquated equipment and technology, and could not meet the needs of the community. The PSC was instrumental in supporting Police and Fire Departments, and the City Council in their efforts to remodel the EOC and ensure it could meet the emergency challenges of tomorrow.

With the remodel completed, the City of South Pasadena has economized its EOC, which is located in the Fire Department complex at 1414 Mound Avenue, South Pasadena.

The EOC processes follow the National All-Hazards approach to major disasters such as fires, floods, earthquakes, acts of terrorism, and large-scale events in the City that require involvement by multiple departments or agencies.

With state of the art digital displays and communication equipment, managing and responding to the emergency needs of the City will be accomplished efficiently and expeditiously.

The EOC features include:

- Workstations, large video screen, and TV monitors
- Planning/Conference Expansion Room with workstations
- Secure Building requires check-in at the entry points.
- Veoci virtual real-time EOC: A state-of-the art emergency communication system that allows for secure inter-agency email, document transfer, and situation documentation during an emergency event.

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The EOC Organization: Arranged according to NIMS/ICS standards into Management, Operations, Planning, Logistics, and Finance and Administration Sections.

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## Homeless Outreach

The City of South Pasadena has taken the lead on crafting a comprehensive approach to solving the problem of regional homelessness in a way that respects the inherent worth and dignity of every person.

The goal of the PSC was to partner with the Police and Fire Department's to address homelessness in a responsible and compassionate manner to further improve quality of life by developing residents', businesses' and visitors' awareness, understanding, and participation in a comprehensive strategy to solve homelessness in South Pasadena.

The goal of the PSC is consistent with the City's General Plan, under Our Safe Community and our Healthy Community sections. It is an effective approach to countering the causes and consequences of homelessness within our community.

In January 2019, the PSC participated in the Los Angeles Homeless Services Authority "Point-in-time" count. The visual, point-in-time count means that personnel must visually see the homeless individual in order to be counted. The count takes place during a 3-hour period from



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8:00 P.M. through 11:00 P.M. and is done simultaneously throughout the San Gabriel Valley.

In addition, the PSC supports the following homeless programs through resources and services:

- South Pasadena Police Department Homeless Outreach Team (HOPE): The goal of the HOPE program is to assist the city's homeless population in "breaking the cycle" of homelessness and crime prevention. The Police Department works closely with several service providers to help accomplish this goal by connecting the homeless with the various resources.
- Mental Health Evaluation Team: In an effort to address the increase of homeless with mental health issues, South Pasadena, along with the Arcadia and the Monrovia Police Departments, teamed up with the Los Angeles County Department of Mental Health to create a specialized response team to assist with people suffering from mental health crises. The newly formed West San Gabriel Valley Mental Evaluation Team (WSGV MET) provides mental health intervention services 40 hours a week in the three cities it serves. A Los Angeles County Department of Mental Health Clinician averages four shifts per month and is teamed up with a South Pasadena Police Officer to provide homeless outreach.
- Homeless Outreach Service Team: Members of the South Pasadena Police Department were trained and began working regionally with the Los Angeles Sheriff's Department, Los Angeles County Police Chief's Association, and law enforcement across the San Gabriel Valley. The Homeless Outreach Service Team (H.O.S.T.), program is fully funded through Los Angeles County Measure H funds and concentrates on outreach centered on

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referrals to housing, rehabilitation and support. The mission of the H.O.S.T. program is to address homeless issues with regional partnerships.

- The Los Angeles Homeless Outreach Portal (LA-Hop.org): LA-Hop.org is an online portal designed to report people experiencing homelessness in Los Angeles County. Once reported, an outreach worker will attempt to make contact with the subject experiencing homelessness. Outreach teams start by building a trusting relationship with and determining the needs of people living on the streets with the ultimate goal of finding permanent housing.
- Measure H Grant Funding: In 2017, voters in Los Angeles County approved Measure H, a quarter-cent countywide sales tax, with a specific purpose to prevent and combat homelessness within the County of Los Angeles. Measure H is projected to generate about \$355 million annually for homeless programs over ten years.

In February 2018, the City accepted a \$30,000 planning grant from the County of Los Angeles and entered into a Memorandum of Understanding (MOU) with the San Gabriel Valley Council of Governments (SGVCOG) to hire a regional consultant for the Development of an achievable Homeless Plan.

On January 21, 2019, The City of South Pasadena was awarded \$60,000 under Measure H Priority 1 funds for feasibility studies for Accessory Dwelling Units (ADU), affordable housing, and inclusionary zoning.

On May 31 of 2019, the Cities of South Pasadena and Arcadia were awarded a \$292,200 grant from the County Homeless Initiative to collaborate in helping local homeless. The funds will support a shared Case Manager to provide service coordination

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and case management support to those experiencing homelessness. The funding also supports Motel Vouchers and Rapid Re-Housing assistance to provide immediate "shelter" for persons living on the streets.

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## Neighborhood Watch

During 2019, the PSC had an active role in recruiting and promoting the City's Neighborhood Watch program. There were 3 new groups formed this year, raising the total to 69 with approximately 1,000 members enrolled. The goals set for Neighborhood Watch included crime prevention, raising awareness, and promotion of emergency preparedness and the Community Emergency Response Team (CERT). In addition, Neighborhood Watch increased their participation in City sponsored events such as the annual Fourth of July Festival of Balloons parade.

The PSC and Neighborhood Watch staffed booths and conducted community outreach and education at the National Night Out, which had over 400 attendees in addition to the Cruz'n for Roses car show with 4,000 attendees.

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# **ANNUAL REPORT 2019**

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## **Public Works Commission**

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**City of South Pasadena**



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# A Message from the Commission Chair

The Public Works Commission (PWC) is pleased to present its 2019 Annual Report. This Report covers the Commission's activities from January 2019 through December 2019.

The Commission continued its mission of providing recommendations, direction and input for public works capital improvement and other significant projects and issues throughout the City, as well as addressing concerns from the public.

Sincerely,

Kim Hughes  
Public Works Commission, Chair

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## PURPOSE STATEMENT

The PWC is a five member body that is responsible to recommend and prioritize to the City Council all public works capital improvement projects that exceed a total project cost of two hundred fifty thousand dollars, or any other significant project as selected by staff or the Commission from a list of capital improvement projects for inclusion in an upcoming capital improvement program; and to receive regular updates on active capital improvement projects; and to provide input on capital improvement programs and long-term infrastructure maintenance and repair programs; and to recommend policies and programs to the City Council for efficient and cost-effective methods of providing for the public works needs and requirements of the City.

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# Public Works Commission

Kim Hughes	Commission Chair
Larry Abelson	Commission Vice-Chair
Gayle Glauz	Commission Secretary
John Fisher	Commissioner
Clinton Granath	Commissioner
Robert Joe, Mayor Pro-Tem	City Council Liaison
Kristine Courdy, Deputy Public Works Director	Staff Liaison
Leaonna DeWitt, Public Works Assistant	

PWC meetings are held every second Wednesday of the month at 7:00 pm. Meetings are held at: City Council Chambers, 1424 Mission Street, South Pasadena, CA 91030.

# 2019-20 FY Street Improvement Projects

The streets identified for rehabilitation and preventative maintenance were presented to the PWC for consideration and subsequent recommendation were made to the City Council for approval. The Commission generally followed the repair program outlined in the Pavement Management Program (PMP), as it serves as an objective tool in the capital improvement program development process. At the same time, the Commission is also sensitive to the needs and the requests of the community and takes into account other considerations when selecting streets for the capital improvement program. Here is the list of 2019-20 FY Street Improvement Project list that the PWC recommended that the City Council adopt:

Streets	From	To	PCI	Treatment	Est. Cost
Pine Street	Meridian Ave	Huntington Dr	36	AC GO	\$740,000
Maple St	Fremont Ave	Primrose Ave	41	AC GO	\$91,000
Maple St	Meridian Ave	Huntington Dr	36	AC GO	\$64,000
Mill Rd	Garfield Ave	End of street	40	AC GO	\$38,000
Oneonta Knoll St	Fremont Ave	Primrose Ave	34	AC GO	\$89,000
Milan Ave	Edgewood Dr	Oak St	47	ARHM	\$150,000
Alta Vista Ave	Mtn View	Indiana Ave	35	AC GO	\$150,000
Edgewood Dr	Milan Ave	Wayne Ave	40	AC GO	\$200,000
Mission Street	Pasadena Ave	Arroyo Dr	37	PCC	\$80,000
Glendon Way	Monterey Rd	Lyndon Street	45	Cape Seal	\$35,000
Arroyo Verde Rd	Monterey Rd	Arroyo Verde Rd	55	Cape Seal	\$70,000
Orange Grove Ave	Hawthorne St	El Centro Rd	59	AC GO	\$250,000
Total:					\$1,957,000
Notes: AC GO = Asphalt Concrete Grind & Overlay; ARHM = Asphalt Rubberized Hot Mix; PCC=Portland Concrete Cement					

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# 2020-2024 FY Capital Improvement Plan

2018-19 FY was the first year the City adopted a comprehensive five year Capital Improvement Plan (CIP). The PWC reviewed the second iteration of the CIP for 2020-2024 FY. They provided input on many of the projects, especially the South Pasadena transportation projects considered under Measure M Multi-sub-regional projects and Measure R SR-710 Mobility Improvement Projects such as the Garfield Avenue and Monterey Road Signal, Garfield Avenue and Oak Street Signal, Columbia Street /Pasadena Avenue and Columbia Street/ Orange Grove Avenue Striping. The PWC and Freeway and Transportation Commission worked closely on these transportation projects and had joint meetings to collaborate throughout the year. In addition, the Commission was an integral part of the initiation of construction of Monterey Road Phase 3 Project, and installation of a traffic signal at the intersection of Monterey Road at Orange Grove Avenue Traffic Signal.

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## Other Significant Items of Discussion

The PWC reviewed stop sign studies for Stoney Drive at Lohman Lane and Oak Street at Milan Avenue. These studies were initiated by staff in response to pedestrian and traffic safety concerns identified by residents and resulted in implementation of a stop sign at Oak Street and Milan Avenue and additional signage and striping changes on Stoney Drive.

The PWC determined objectives that would address traffic delays at MTA Gold Line crossings. The Commission interfaced with the public as a forum for mobility and pedestrian safety.

Finally, the Commission continues to provide input and recommendations to staff and the City Council to resolve the PWC impending sunset clause.



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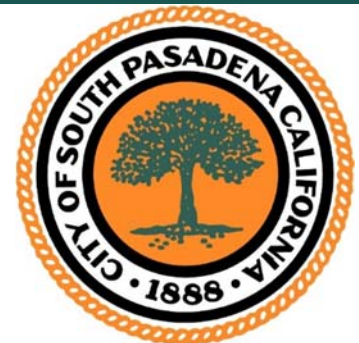
# **ANNUAL REPORT 2019**

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## **SENIOR CITIZENS COMMISSION**

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**City of South Pasadena**



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# A Message from the Commission Chair

The South Pasadena Senior Citizen Commission has worked diligently to ensure that the Senior Center continues to provide the critical support and resources that the older adult population of South Pasadena needs. At the same time, we have focused on making sure our offerings are relevant and important to the community, servicing the needs not only of older adults but those who care for them. We provide meals, transportation, social opportunities, education and much more. Also in states of emergency the Senior Center must be able to provide support to the frail and vulnerable in our town. To this end, the Commission is always concerned about the viability of the Senior Center and how its staff and its facility function within the resources provided by the City. Going forward we will continue to be advocates for this extremely important asset in South Pasadena and create opportunities for learning, support and connection to those who need and want it the most

Sincerely,

Alexandria Levitt  
Senior Commission, Chair

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**Act in advisory capacity to the city council in all matters pertaining to senior citizens and to cooperate with governmental agencies and civic groups in the advancement of senior citizen planning and programming**

## **STATEMENT**

The Senior Citizen Commission supports the South Pasadena Senior Center in the following ways: Sharing information with local service groups and faith community; educates the families and caregivers on aging related matters; evaluates programs and services offered and comes up with ways to increase awareness, as well as participation.

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## Senior Citizen Commission

Alexandria Levitt,	Commission Chair
Herb Shon,	Commission Vice-Chair
Robert Vanderwall,	Commissioner
Cindy Knight,	Commissioner
Julie Papadakis,	Commissioner
Michael Cacciotti, Councilmember	City Council Liaison
Liliana Torres, Community Services Supervisor	Staff Liaison

Senior Commission meetings are held every second Wednesday of the month at 8:30 am. Meetings are held at: South Pasadena Senior Center, 1102 Oxley Street, South Pasadena.

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# Offering Community Workshops for Families of Senior Citizens #1

The first and most notable accomplishment was the coordination of two community workshops to assist families deal with aging matters. The idea came from commissioners receiving feedback from neighbors and general public expressing frustrations in coping with the challenges of their aging parents. The most common topics were: Getting a parent to stop driving; recognizing decline and approaching sensitive topics; dealing with parent while living out of state and more. The first workshop was held on October 3, 2018 with a panel of eight specialists speaking from a professional point of view. Panelist consisted of Geriatric Care Manager, Attorney specializing in elder law, Social Workers covering a variety of topics, Geriatric Physician explaining comprehensive care medical program, representatives of nonprofit support programs available within LA county and much more. The workshop had over seventy five members of the public attending. In addition to the speakers, a variety of agencies displayed information and resources for families. The public gave the panel and South Pasadena Senior Center and Senior Commission an outstanding ovation. This confirmed that the program intent was met and the Senior Commission prepared for offering the second workshop on May 1, 2019. The second workshop covered: Caregiver wellness; Hoarding; Talking to Parent; Five Wishes and services offered by the Senior Center. Again the event had a successful turnout, sixty members of the public attended. The Commission concluded that they will offer regularly two workshops per year.

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## **Educating Families with Aging Matters #2**

The Senior Commission is made of individuals from a wide spectrum of professions: Gerontologist, Licensed social worker, Occupational Therapist, Pharmacist and Entrepreneur. Each commissioner brings knowledge in areas that the older adults can benefit by authoring periodic articles bringing to light topics of interest. Topics identified were:

Successful Aging; Dementia; the Role of Occupational Therapist; Understanding Adult Day Care programs; Promoting “What to do About Mom or Dad” workshops; Hoarding; as well as focusing on programs offered by Senior Center to create awareness of the services.

In addition Commissioner Papadakis put on two classes for the Center participants: Staying Safe & Independent with Daily Living; and The Seven Stages of Dementia: Helping Caregivers with Loved Ones.

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## **Bringing Cheer During the Holidays to Seniors #3**

In an effort to bring cheer to senior citizens during the holiday season the Commission solicits donations of packaged candy and cookies, as well as gift cards to local stores and makes gift bags of cheer that are delivered a few days before Christmas. In December of 2018 Commissioners delivered twenty eight bags to elderly residents. Many of the recipients expressed gratitude for the attention and shared with Commissioners this was their only holiday cheer.

**Date:** February 1st, 2020  
**To:** Honorable Mayor and Members of the Council  
**From:** South Pasadena Tournament of Roses, Brant Dunlap (President)  
**Re:** **Fiscal Year (FY) 2018-19 Annual Report of South Pasadena  
Tournament of Roses Commission**

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<b>July 1, 2018-June 30, 2019</b>	Net income
Cruz'n for Roses Car Show-September '18	\$18,688.82
Ultimate Raffle-November'18	\$18,126.25
Crunch Party-December '18	\$37,736.15
Golf Tournament-June '19	\$10,756.77
Donations & Misc. Fundraisers	\$20,860.66
Total Net Assets - June 30, 2019	\$1,138.00



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# **ANNUAL REPORT 2019**

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## **YOUTH COMMISSION**

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**City of South Pasadena**



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# A Message from the Commission Chair

The City of South Pasadena Youth Commission activities and accomplishments have included a variety of projects and events throughout 2019. Commissioners have focused their attention and energy on projects including, but not limited to the examples described in this report.

Sincerely,

Zack Quezada  
Youth Commission, Chair

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## PURPOSE STATEMENT

The South Pasadena Youth Commission is a youth-led organization that seeks to increase awareness of and advocates for youth issues through collaboration with local government in order to enrich the lives of youth and all generations in our community.

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## Youth Commission

Zack Quezada	Commission Chair
Ismael Khan	Commission Vice-Chair
Piper Fleming	Commissioner
Juliana Fong	Commissioner
Connor Wang	Commissioner
Ella Chuang	Commissioner
Camille Whetsel	Commissioner
Colin Wong	Commissioner
Robert S. Joe, Mayor	City Council Liaison
Tony Villalobos, Community Services Supervisor	Staff Liaison

Youth Commission meetings are held every 4<sup>th</sup> Monday of the month at 6:00pm. Meetings are held at: Senior Center, 1102 Oxley Street, South Pasadena.

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## **Tech Day**

Commissioners have continued to run the Tech Day program which has been a way to assist the elderly population with the challenges of technology. The Commission, on a monthly basis, conducts Tech Day at the Senior Center by helping seniors with their iPhone, iPads, and social media.

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## **Walk or Bike to School Day**

Commissioners continue to play an important role in the City's annual Walk or Bike to School Day event. The goal of the event is to decrease traffic around schools, improve air quality, reduce smog, and promote a healthy lifestyle. Commissioners were assigned to the three South Pasadena Elementary Schools and the Middle School to greet and reward the students who walked or biked to school on that day.

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## Senior Prom

In March 2019, as another intergenerational program, the Commission and the Senior Center held a “Senior Prom”. The event provided a fun, safe environment for Middle School and High School students to hang out on a Friday night and interact with seniors at a wonderful event. Seniors were delighted to dance with the younger generation and had a great night full of festivities including live entertainment, dinner, dancing, and dessert.

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**3/18/2020 City Council Meeting**  
**AGENDA ITEM No. 7**  
**ATTACHMENT - 2**  
**2020 Commission Work Plans**



Objective	Tasks and Activities	Lead Person(s)	Timeline	Desired Outcome
Animal Commission Meetings	Public Meetings	Erin Fleming	January 6, 2020 February 3, 2020 March 2, 2020 April 6, 2020 May (no meeting) June 1, 2020 July (no meeting) August 3, 2020 Sept. (no meeting) Oct. (no meeting) November 2, 2020 Dec. (no meeting)	2020 Agenda Items to include: New Commissioner Assignments, Ordinance 5.22.2, Dog Park Restrictions, Coyote and Peafowl Management, BKTA Event, and Open House.
Public Education	Public Forum with Guest Speakers (TBD) Nat. Res. & Environ. Comm. Invited	Erin Fleming	February 20, 2020 June 9, 2020	Public Awareness to Wildlife Interactions, to include coyote, peafowl, and possible revisions to city ordinances.
Be Kind To Animals	Children’s Art Fair	Eavie Porter	May 4, 2020	Community Room Children’s Art Fair.

**CULTURAL HERITAGE COMMISSION**

**2020 Work Plan**



Objective	Tasks and Activities	Lead Person(s)	Timeline	Desired Outcome
Election of Chair and Vice Chair	<ul style="list-style-type: none"> <li>– Nominations</li> <li>– Elections</li> </ul>	Kanika Kith	Quarter 1	Select a Chair and Vice-Chair
Work Plan	<ul style="list-style-type: none"> <li>– Adoption of the 2020 Work Plan</li> </ul>	Kanika Kith	Quarter 1	Adoption of the 2020 Work Plan
Brown Act & Ethics Training	<ul style="list-style-type: none"> <li>– Training on the Brown Act and ethics</li> </ul>	Kanika Kith	Quarter 1	Ensure all commissioners have a thorough understanding of the Brown Act and Ethics.
Urgency Accessory Dwelling Unit (ADU) Ordinance Update and Discussion	<ul style="list-style-type: none"> <li>– Receive information for urgency ADU ordinance</li> <li>– Discussion for design standards for ADU</li> </ul>	Joanna Hankamer/ Margaret Lin/ Kanika Kith	Quarter 1	Understanding of Urgency ADU ordinance and discussion on potential design standards to be included in the new ADU ordinance.
Mills Act Contracts	<ul style="list-style-type: none"> <li>– Provide information on City website for Mills Act</li> </ul>	Kanika Kith	Quarter 1	Encourage submission of Mills Act Contract applications.
Historic Resource Evaluation (HRE) Template and Process	<ul style="list-style-type: none"> <li>– Develop a template and process for HRE reports.</li> </ul>	Kanika Kith	Quarter 2	Provide applicants and staff clear direction for HRE reports.



Objective	Tasks and Activities	Lead Person(s)	Timeline	Desired Outcome
Historic Inventory List Update	<ul style="list-style-type: none"> <li>– Update the City's list of historic resources.</li> </ul>	Kanika Kith	Quarter 2	Identify all historically significant structures and landmarks within the city.
Potential Historic Districts	<ul style="list-style-type: none"> <li>– Review of potential historic districts.</li> </ul>	Kanika Kith	Quarter 3	Determine which of the potential districts should proceed with the procedure to become an established historic district.
Revisit Residential and Commercial Design Guidelines for Historic Structures and Landmarks	<ul style="list-style-type: none"> <li>– Review for consistency with the General Plan</li> <li>– Clarify standards versus guidelines</li> </ul>	Kanika Kith	Quarter 4	Consistency with the goals and policies of the General Plan, and to make clear design standards versus guidelines
Review Certificate of Appropriateness applications	<ul style="list-style-type: none"> <li>– Review development projects and entitlements</li> </ul>	Kanika Kith	Ongoing	Ensure high-quality developments
Educational updates on State laws relating to Historic Preservation	<ul style="list-style-type: none"> <li>– Receive updates from staff</li> </ul>	Kanika Kith	Ongoing	Keep Commission up-to-date on ongoing changes relating to historic preservation

Objective	Tasks and Activities	Lead Person(s)	Timeline	Desired Outcome
Project's Site Visits	– Field trips to visit completed project sites.	Kanika Kith	Ongoing	Physically see the finished project approved by the Commission.
Monthly Subcommittee Updates	– Provide updates to the Commission on the status and outcomes of the subcommittees formed.	Kanika Kith	Ongoing	Commission informed on the status of the subcommittees formed.
Monthly Project Status Report	– Receive updates	Kanika Kith	Ongoing	Understanding of new and on-going projects

**DESIGN REVIEW BOARD**

**2020 Work Plan**



Objective	Tasks and Activities	Lead Person(s)	Timeline	Desired Outcome
Election of Chair and Vice Chair	<ul style="list-style-type: none"> <li>– Nominations</li> <li>– Elections</li> </ul>	Kanika Kith	Quarter 1	Select a Chair and Vice-Chair
Work Plan	<ul style="list-style-type: none"> <li>– Adoption of the 2020 Work Plan</li> </ul>	Kanika Kith	Quarter 1	Adoption of the 2020 Work Plan
Brown Act and Ethics Training	<ul style="list-style-type: none"> <li>– Brown Act Training</li> </ul>	Kanika Kith	Quarter 1	Ensure all commissioners have a thorough understanding of the Brown Act
Urgency Accessory Dwelling Unit (ADU) Ordinance Update and Discussion	<ul style="list-style-type: none"> <li>– Receive information for urgency ADU ordinance</li> <li>– Discussion for design standards for ADU</li> </ul>	Joanna Hankamer/ Margaret Lin/ Kanika Kith	Quarter 1	Understanding of Urgency ADU ordinance and discussion on potential design standards to be included in the new ADU ordinance.
Revisit Residential and Commercial Design Guidelines and consider design standards	<ul style="list-style-type: none"> <li>– Review for consistency with the General Plan</li> <li>– Clarify standards versus guidelines</li> </ul>	Kanika Kith	Quarter 2	Consistency with the goals and policies of the General Plan, and to make clear design standards versus guidelines
Landscape Plan	<ul style="list-style-type: none"> <li>– Work with staff on a list of requirements for landscape plans.</li> </ul>	Kanika Kith	Quarter 3	Create a handout and form for landscape plan submittals.

Design Review applications	– Review Design Review proposals	Kanika Kith	Ongoing	Ensure high-quality urban design
Monthly Subcommittee Updates	– Provide updates to the Board the status and outcomes of the subcommittees formed.	Kanika Kith	Ongoing	Board informed on the status of the subcommittees formed.
Monthly Project Status Report	– Receive updates	Kanika Kith	Ongoing	Understanding of new and on-going projects



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

**LIBRARY BOARD OF TRUSTEES**

**2020 Work Plan**



Objective	Tasks and Activities	Target Date	Purpose	Status
Library Administrative Policies review	Work with staff to prioritize which policies most urgently need review; review and amend as needed 1-4 policies per meeting.	December 2020	To ensure Library Administrative Policies reflect current/best practice and are accurate.	Priority list of Policies for review to be discussed at March 2020 meeting.
Make recommendation to City Council on whether to alter overdue fee policies	Work with staff to gather data about South Pasadena Public Library overdue fees; assess related customer service and budgetary issues; make recommendation to Council.	May 2020	To address the trend of “fine free” libraries and ensure South Pasadena Library is providing fair and equitable access to all users.	Gathering data
Support Library staff in conducting a One City, One Story City-wide reading program	Up to two Board members serve on title selection committee. All members participate in public programs and events and promote the program City-wide.	Summer 2020	To create a shared experience for the South Pasadena community that encourages an appreciation of reading, celebrates literature, and fosters a dialog among friends, families and neighbors.	Planning Phase
Mark author Ray Bradbury’s Centennial	Secure funds for Bradbury-themed fused glass artwork; promote and attend the Library’s Centennial events.	August 2020	To celebrate prolific and internationally renowned author Ray Bradbury, promote the Library’s special Ray Bradbury Collection, and raise the Library’s profile by commissioning a Bradbury-themed work of art designed by local artist Tim Carey.	Planning Phase

# Natural Resources & Environmental Commission

## 2020 Work Plan



### Main Goals for 2020:

- Plan/Promote Earth Day 2020
- Approve FY 20/21 Water Conservation Program
- Adopt Single-Use Plastic (SUP) Ban Ordinance
- Adopt Climate Action Plan
- Review/Update Tree Ordinance
- Review Cool Roof Codes
- Review Parking Lot Codes
- Review Environmental Preferable Purchasing Policy

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

<b>Discussion:</b> Second Review of SUP Ban Ordinance (Move I.1.3)	Staff Liaison		Review updated ordinance and provide feedback
<b>Presentation/Action:</b> Final Review and Recommendation to Adopt Climate Action Plan (Goes to Council in June)	Staff Liaison; Rincon Consultants	May 26	Review Final draft of CAP and provide recommendation to Council
<b>Action:</b> Final Review and Recommendation to Adopt SUP Ban Ordinance (Move I.1.3) (Goes to Council in June)	Staff Liaison		Provide recommendation to Council on SUP Ban Ordinance
<b>Discussion:</b> Current Tree Ordinance Review and Discussion (Move IV.4.1)	Staff Liaison	June 23	Determine feasibility of tree ordinance as part of the Urban Forest Management Plan (UFMP)
<b>Update:</b> Green Plan Progress Report	Staff Liaison	July 28	Update NREC on the progress of the FY19/20 Q4 moves
<b>Discussion:</b> Heat-Tolerant Trees List (Move IV.3.1)	Staff Liaison; Arborist		Provide feedback on heat-tolerant tree list
<b>Discussion:</b> Finalize Heat-Tolerant Trees List (Move IV.3.1)	Staff Liaison; Arborist	August 25	Finalize heat-tolerant trees list
<b>Discussion:</b> Second Review of Tree Ordinance (Move IV.4.1)	Staff Liaison		Review tree ordinance as part of UFMP and discuss further input/changes if needed
<b>Discussion:</b> Review Current Parking Lot Codes and Provide Recommendations (Move IV.1.1)	Staff Liaison; Building/Planning Department	September 22	Determine if parking lot codes need to be updated and how
<b>Update:</b> Green Plan Progress Report	Staff Liaison	October 27	Update NREC on the progress of the FY20/21 Q1 moves
<b>Discussion:</b> Review Current Cool Roof Codes and Provide Recommendations (Move IV.2.1)	Staff Liaison; Building/Planning Department		Determine if cool roof codes need to be updated and how
<b>Action:</b> Recommend to Adopt Updated Tree Ordinance (Move IV.4.1) (Goes to Council in November)	Staff Liaison		Provide recommendation to Council on updated Tree Ordinance as part of UFMP if needed
<b>Discussion:</b> Review and provide input on City Environmental Preferable Purchasing Policy (Move I.1.1)	Staff Liaison	November 24	Provide feedback on EPP Policy
-	-	December 22 *Cancelled	-
<b>Tree Removal Hearings</b>	Staff Liaison	As-Needed	Approve/Deny tree removal requests



**Parks and Recreation Commission**

**2020 Work Plan**



Objective	Tasks and Activities	Lead Person(s)	Timeline	Desired Outcome
Selection of Chair/vice Chair, Concert Subcommittee and adopt-a-park selection	Obtain nominations for Chair/vice Chair Pick a subcommittee for concerts All commissioners select a park	Sheila Pautsch	January	New Chair / Vice Chair Subcommittee of two for concerts Each park selected by Commissioners
Review and recommend possible changes to the Co-sponsorship Policy, contract and list of nonprofit organizations	Review policy with City Leaders, create contract and talk with each organization to ensure continued co-sponsorship from the City	Sheila Pautsch	February	Approved Co-sponsorship Policy along with list of nonprofit organization and contract
Review Capital Improvement Projects and CS Department Budget	Complete a spreadsheet of CS Department budget and CIP	Sheila Pautsch	March	Complete knowledge of CS Department budget and CIP
Review and recommend possible changes to the Community Services Department Policy and Procedures Manual	Discuss any updates to current policy and procedures	Sheila Pautsch	April	Updated CS Department Policy and Procedures Manual

Approval of Field Permits (twice a year)	Complete each field permit for approval	Sheila Pautsch	April and November	All field permits approved and permits submitted to users
Review of CS Department Revenue	Prepare an annual revenue spreadsheet	Sheila Pautsch	August	Obtain input in assisting with upcoming FY budget
Summer Event Review (Concerts, Movies and Shakespeare in the park)	An update regarding the summer event series along with budget and revenue from events	Sheila Pautsch	September	Obtain Input regarding summer events to assist in planning for Summer 2021
Receive and Review the Annual Report of the San Pascual Sables	Obtain letter from SPS, LLC for review	Sheila Pautsch	November	Ensure the San Pascual Stables lease is being followed
Periodic review of City Lease/Management Agreements as well as Financials	Prepare Financial Reports and agreements for review	Sheila Pautsch	Throughout the year	Ensure Commission has knowledge of each agreement and current financials
Approval of Healing Garden Applications	Prepare a report for review	Sheila Pautsch	When they are received	Approval new addition to the Healing Garden
Hold Community Meeting on pertinent projects	Prepare report for community meeting	Sheila Pautsch	When needed	Recommendations of projects



Objective	Tasks and Activities	Lead Person(s)	Timeline	Desired Outcome
Election of Chair and Vice Chair	<ul style="list-style-type: none"> <li>– Nominations</li> <li>– Elections</li> </ul>	Joanna Hankamer/ Kanika Kith	Quarter 1	Select a Chair and Vice-Chair
Work Plan	<ul style="list-style-type: none"> <li>– Adoption of the 2020 Work Plan</li> </ul>	Joanna Hankamer/ Kanika Kith/ Margaret Lin	Quarter 1	Adoption of the 2020 Work Plan
Brown Act Training for individual Commissioner	<ul style="list-style-type: none"> <li>– Brown Act Training</li> </ul>	City Attorney	Quarter 1	Ensure all commissioners have a thorough understanding of the Brown Act
Update on Urgency Accessory Dwelling Unit (ADU) Ordinance and Discussion	<ul style="list-style-type: none"> <li>– Receive information for urgency ADU ordinance</li> <li>– Discussion for design standards for ADU</li> </ul>	Joanna Hankamer/ Margaret Lin/ Kanika Kith	Quarter 1	Understanding of Urgency ADU ordinance and discussion on potential design standards to be included in the new ADU ordinance
Monthly discussion of the General Plan and Downtown Specific Plan update	<ul style="list-style-type: none"> <li>– Review updates from staff and provide comments</li> </ul>	Joanna Hankamer/ Margaret Lin/ Kanika Kith	Quarters 1 and 2	Review and discussion on proposed changes to the General Plan and Downtown Specific Plan

Objective	Tasks and Activities	Lead Person(s)	Timeline	Desired Outcome
List of Zoning Code Clean-up & updates	<ul style="list-style-type: none"> <li>- Receive update from staff and provide feedbacks</li> </ul>	Joanna Hankamer/ Kanika Kith/ Margaret Lin	Quarter 2	Understanding of upcoming changes in the Zoning Code
New Accessory Dwelling Unit (ADU) Ordinance	<ul style="list-style-type: none"> <li>- Replacement of the Urgency ADU Ordinance</li> <li>- Establish design standards for ADU</li> </ul>	Joanna Hankamer/ Kanika Kith/ Margaret Lin	Quarter 2	Establish standards and procedure while ensuring compliance with state law
Annual Retreat	<ul style="list-style-type: none"> <li>- Commissioner gathering in an informal setting</li> </ul>	Joanna Hankamer/ Kanika Kith	Quarter 2	Commissioner gathering
Zoning Code Clean-up & Updates	<ul style="list-style-type: none"> <li>- Review propose changes and make recommendations to City Council</li> </ul>	Joanna Hankamer/ Margaret Lin/ Kanika Kith	Quarters 3 & 4	Clarify and refine regulations, and remove inconsistencies
Revisit Residential and Commercial Design Guidelines & Consider Design Standards	<ul style="list-style-type: none"> <li>- Review for consistency with the General Plan</li> <li>- Clarify standards versus guidelines</li> <li>- Tailor for infill developments</li> </ul>	Joanna Hankamer/ Kanika Kith	Quarter 3 & 4	Consistency with the goals and policies of the General Plan, and to make clear design standards versus guidelines
Housing Element & Inclusionary Housing	<ul style="list-style-type: none"> <li>- Receive information from staff</li> </ul>	Joanna Hankamer/ Margaret Lin	Quarter 3 & 4	Compliance with state law for updating the City's Housing Element

Objective	Tasks and Activities	Lead Person(s)	Timeline	Desired Outcome
General Plan Update and Downtown Specific Plan	– Review and make recommendation to City Council	Joanna Hankamer/ Margaret Lin	Quarter 4	Ensure long range goals and policies of the community.
Educational update on state laws relating to land use regulations	– Receive updates	City Attorney/ Joanna Hankamer/ Kanika Kith	Ongoing	Understanding of new state laws relating to land use regulations
Monthly project status report	– Receive updates	Joanna Hankamer/ Kanika Kith	Ongoing	Understanding of new and on-going projects
Review Development & Entitlement applications	– Review development projects and entitlements	Joanna Hankamer/ Kanika Kith	Ongoing	Ensure high-quality developments

# PUBLIC ART COMMISSION

## 2020 Work Plan



Objective	Tasks and Activities	Lead Person(s)	Timeline	Desired Outcome
Election of Chair and Vice-Chair	<ul style="list-style-type: none"> <li>- Nominations</li> <li>- Elections</li> </ul>	Margaret Lin	Quarter 1	Select a Chair and Vice-Chair
Review of Public Art Commission Ordinance/ Work Plan/ Public Art Development Fee Ordinance	<ul style="list-style-type: none"> <li>- Review of the Commission's purview</li> <li>- Adoption of the 2020 Work Plan</li> </ul>	Margaret Lin	Quarter 1	Review the Commission's purview and work plan for 2020
Art Resources Inventory	<ul style="list-style-type: none"> <li>- Continue to add resources to the Inventory</li> </ul>	Margaret Lin	Quarter 2	Develop a comprehensive inventory of all art resources in the City
Art Resources Gaps	<ul style="list-style-type: none"> <li>- Evaluate the Inventory to identify gaps</li> <li>- Identify priority areas for future funding</li> </ul>	Margaret Lin	Quarter 2	Identify gaps in the Art Resources Inventory to identify priority areas for future funding opportunities

Objective	Tasks and Activities	Lead Person(s)	Timeline	Desired Outcome
Civic Center Art Gallery	<ul style="list-style-type: none"> <li>- Release Request for Proposals</li> <li>- Evaluate proposals</li> <li>- Conduct interviews</li> <li>- Award contract</li> </ul>	Margaret Lin	Quarter 2	Select a curator for the Civic Center Art Gallery
Public Art Program Proposals	<ul style="list-style-type: none"> <li>- Review and approval of public art proposals with the Public Art Program Review Criteria</li> <li>- Receive regular updates regarding the Public Art Development Program</li> </ul>	Margaret Lin	Ongoing	Ensure high-quality public art is developed through the Public Art Program

**2020 Work Plan**



Objective	Tasks and Activities	Lead Person(s)	Timeline	Desired Outcome
Neighborhood Watch and Block Captains	Discuss recruitment tactics and strategies to increase membership	Chief Ortiz	January	Strategy to increase recruitment through community engagement
Tactical Medicine	Plan for 2020 recertification of training and curriculum refresher	Chief Ortiz	February	Course certification through EMSA and recertification of initial participants
Homeless Outreach and Housing Update	Update presentation on homeless and the 2020 homeless count	Chief Ortiz	March	Reorganization of HOPE unit and additional program resources
CERT and Map Your Neighborhood	Discuss recruitment tactics and strategies to increase membership	Chief Riddle Chief Ortiz	April	Strategy to increase recruitment through community engagement
School Safety, SRO and Crossing Guards	Overview presentation of the SRO program, crossing guards, and active shooter training	Chief Ortiz	May	Community Outreach and Education
National Night Out and Police/Fire Open House	Discussion/assistance with organizing the Police and Fire NNO Event	Chief Riddle Chief Ortiz	June	Community Outreach and Education



Fire Prevention and Safety	Discussion/assistance with Fire Prevention activities throughout the community	Chief Riddle	August	Community Outreach and Education
Presentation of PD and FD Annual Reports	Provide Commission an overview of 2020 response statistics	Chief Riddle Chief Ortiz	September	Presentation of Annual Report to City Council
Earthquake and Disaster Preparedness	Discuss and assist with organizing a City wide earthquake Drill/ Training Exercise	Chief Riddle	October	Enhance City's capability to Respond and Recover from a Disaster
PSC Annual Report and 2021 Work Plan	Discussion/review of the 2020 accomplishments and desired objectives for the 2021 Work Plan	Chief Riddle Chief Ortiz	December	Evaluate and complete the 2021 Work Plan



Objective	Tasks and Activities	Lead Person(s)	Timeline	Desired Outcome
Author articles to educate public on aging matters and services offered by the South Pasadena Senior Center	Senior Commission will select topics for the four articles based on scheduled programming & services	Liliana Torres Community Services	March, June, September, December	Increase attendance at Senior Center
Offer two community workshops to educate families and caregivers	Organize and coordinate two workshops, "What to do About Mom or Dad"	Liliana Torres Community Services	May & October 2020	Increase awareness of Senior Center and services offered and assist families cope with age related challenges
Increase ridership with Dial a Ride Program	Author articles to inform the public of transportation service; Come up with other ways to promote the service within the community.	Liliana Torres Community Services	October/November	Increase ridership with the program
Holiday Cheer Program	Increase outreach to homebound senior	Liliana Torres Community	December	Increase number of persons served

	citizens to share holiday cheer.	Services		
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Objective	Tasks and Activities	Lead Person(s)	Timeline	Desired Outcome
Snow Day	Assist with sledding and snow area supervision.	Chair & Vice-Chair	January	Provide customer service as well as become more familiar with South Pasadena.
Senior Prom	Provide customer service to participants by talking, sharing and dancing.	Chair & Vice-Chair	March	To engage with a different generation, the Greatest Generation.
Eggstravaganza	Assist with kid's craft area, egg hunt area and clean-up.	Chair & Vice-Chair	April	Provide customer service as well as become more familiar with South Pasadena.
Summer Events	Assist with concerts, movies, National Night out and Shakespeare in the Park	Chair & Vice-Chair	May-August	Provide customer service as well as become more familiar with South Pasadena.
Selection of Chair & Vice-Chair			May	

Tech Day	Assist Seniors with questions about computers and smart phones.	Chair & Vice-Chair	September-May	To assist seniors on becoming more familiar with advancing technology
Walk Bike To School	Help pass out “thank you” giveaways at various school sites	Chair & Vice-Chair	October	To help spread the word on walking and ecofriendly transportation
Halloween Spooktacular	Assist with running game booths and clean-up.	Chair & Vice-Chair	October	Provide customer service as well as become more familiar with South Pasadena.
Breakfast with Santa	Assist with kid’s craft area and clean-up.	Chair & Vice-Chair	December	Provide customer service as well as become more familiar with South Pasadena.
Holiday Caroling	Select 1-2 local places to go caroling together.	Chair & Vice-Chair	December	Sing to and with South Pasadena residents while spreading joy and music during the holiday season