

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"> – Nominations – Elections 	Kanika Kith	Quarter 1	Select a Chair and Vice-Chair
Work Plan	<ul style="list-style-type: none"> – Adoption of the 2020 Work Plan 	Kanika Kith	Quarter 1	Adoption of the 2020 Work Plan
Brown Act & Ethics Training	<ul style="list-style-type: none"> – Training on the Brown Act and ethics 	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"> – Receive information for urgency ADU ordinance – Discussion for design standards for ADU 	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"> – Provide information on City website for Mills Act 	Kanika Kith	Quarter 1	Encourage submission of Mills Act Contract applications.
Historic Resource Evaluation (HRE) Template and Process	<ul style="list-style-type: none"> – Develop a template and process for HRE reports. 	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"> – Update the City's list of historic resources. 	Kanika Kith	Quarter 2	Identify all historically significant structures and landmarks within the city.
Potential Historic Districts	<ul style="list-style-type: none"> – Review of potential historic districts. 	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"> – Review for consistency with the General Plan – Clarify standards versus guidelines 	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"> – Review development projects and entitlements 	Kanika Kith	Ongoing	Ensure high-quality developments
Educational updates on State laws relating to Historic Preservation	<ul style="list-style-type: none"> – Receive updates from staff 	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"> – Nominations – Elections 	Kanika Kith	Quarter 1	Select a Chair and Vice-Chair
Work Plan	<ul style="list-style-type: none"> – Adoption of the 2020 Work Plan 	Kanika Kith	Quarter 1	Adoption of the 2020 Work Plan
Brown Act and Ethics Training	<ul style="list-style-type: none"> – Brown Act Training 	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"> – Receive information for urgency ADU ordinance – Discussion for design standards for ADU 	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"> – Review for consistency with the General Plan – Clarify standards versus guidelines 	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"> – Work with staff on a list of requirements for landscape plans. 	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
Presentation: Code of Ethics	City Clerk's Office to present	January 28	Commissioners are trained and understand new Code of Ethics
Discussion/Action: Earth Day	Staff Liaison		Create Earth Day Subcommittee and discuss ideas
Action: Approve 2020 NREC Work Plan	Staff Liaison		Final 2020 NREC Work Plan
Action: Recommend to Support or Not Support Zero-Emission Vehicle Requirement	Staff Liaison; Dr. Khubesrian		Recommendation from NREC
Discussion: Earth Day	Staff Liaison	February 25	Discuss Earth Day ideas
Discussion: First Review of SUP Ban Ordinance (Move I.1.3)	Staff Liaison		Review draft ordinance and provide feedback
Discussion: Earth Day	Staff Liaison	March 24	Continue to discuss Earth Day ideas if needed
Presentation/Discussion: Climate Action Plan Emission Reduction Strategies	Staff Liaison; Rincon Consultants		Discuss strategies and provide Rincon with feedback
Action: Provide input on the proposed FY 20/21 Water Conservation Program (Goal II) (Goes to Council in April)	Staff Liaison		Input on proposed water conservation program
Update: Green Plan Progress Report	Staff Liaison	April 28	Update NREC on the progress of the FY19/20 Q3 moves
Discussion: Review/Provide input on Zero-waste guide for City events	Staff Liaison		Feedback on Zero-waste guide for City events

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

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"> - Nominations - Elections 	Joanna Hankamer/ Kanika Kith	Quarter 1	Select a Chair and Vice-Chair
Work Plan	<ul style="list-style-type: none"> - Adoption of the 2020 Work Plan 	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"> - Brown Act Training 	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"> - Receive information for urgency ADU ordinance - Discussion for design standards for ADU 	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"> - Review updates from staff and provide comments 	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"> – Receive update from staff and provide feedbacks 	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"> – Replacement of the Urgency ADU Ordinance – Establish design standards for ADU 	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"> – Commissioner gathering in an informal setting 	Joanna Hankamer/ Kanika Kith	Quarter 2	Commissioner gathering
Zoning Code Clean-up & Updates	<ul style="list-style-type: none"> – Review propose changes and make recommendations to City Council 	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"> – Review for consistency with the General Plan – Clarify standards versus guidelines – Tailor for infill developments 	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"> – Receive information from staff 	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"> - Nominations - Elections 	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"> - Review of the Commission's purview - Adoption of the 2020 Work Plan 	Margaret Lin	Quarter 1	Review the Commission's purview and work plan for 2020
Art Resources Inventory	<ul style="list-style-type: none"> - Continue to add resources to the Inventory 	Margaret Lin	Quarter 2	Develop a comprehensive inventory of all art resources in the City
Art Resources Gaps	<ul style="list-style-type: none"> - Evaluate the Inventory to identify gaps - Identify priority areas for future funding 	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"> - Release Request for Proposals - Evaluate proposals - Conduct interviews - Award contract 	Margaret Lin	Quarter 2	Select a curator for the Civic Center Art Gallery
Public Art Program Proposals	<ul style="list-style-type: none"> - Review and approval of public art proposals with the Public Art Program Review Criteria - Receive regular updates regarding the Public Art Development Program 	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

SENIOR COMMISSION

2020 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