



# Additional Documents List

## Regular City Council Meeting

### March 4, 2020

| Item No. | Agenda Item Description   | Distributor  | Document               |
|----------|---|--|------------------------|
| 14       | Receive and File 2019-20 Strategic Plan Quarter 2 Update and Approve Modifications to the Plan  | Lucy Demirjian, Assistant to the City Manager  | Memo                   |
| 15       | Approval of the Creation of a Traffic Enforcement Bureau in the Police Department for a Total Not-To-Exceed Amount of \$58,100                  | Joe Ortiz, Police Chief,<br>Brian Solinsky, Deputy Police Chief  | Public Comment/E-mails |
| 16       | Adoption of a Revised Resolution Supporting and Authorizing the City Manager to File Applications for the Senate Bill 2 Planning Grants Program | Joanna Hamkamer, Director of Planning and Community Development<br>Margaret Lin, Manager of Long Range Planning and Economic Development | Memo                   |

|    |  |   |                            |
|----|--|---|----------------------------|
| 17 | <p>Authorize the City Manager to Execute</p> <p>1) Professional Service Agreement with PlaceWorks in the Amount of \$267,598 to Update the City's Housing Element;</p> <p>2) First Contract Amendment with PlaceWorks for Additional Public Outreach and Extend the General Plan Update and Downtown Specific Plan Contract Term to December 31, 2021 for a Total Not-To-Exceed Amount of \$235,312;</p> <p>3) Second Amendment to the Professional Services Agreement with Psomas for Additional Environmental Analysis and Extend the Contract Term by to December 31, 2021 for a Total Not-To-Exceed Amount of \$229,259;</p> <p>and 4) Reallocate \$222,974 from a designated reserve fund to the Planning and Building Department Professional Services Account for Fiscal Year 2019-20</p> | <p>Joanna Hamkamer, Director of Planning and Community Development</p> <p>Margaret Lin, Manager of Long Range Planning and Economic Development</p> | <p>Memo/Public Comment</p> |
|----|--|---|----------------------------|



**City of South Pasadena  
Management Services**

# Memo

**Date:** March 4, 2020

**To:** The Honorable City Council

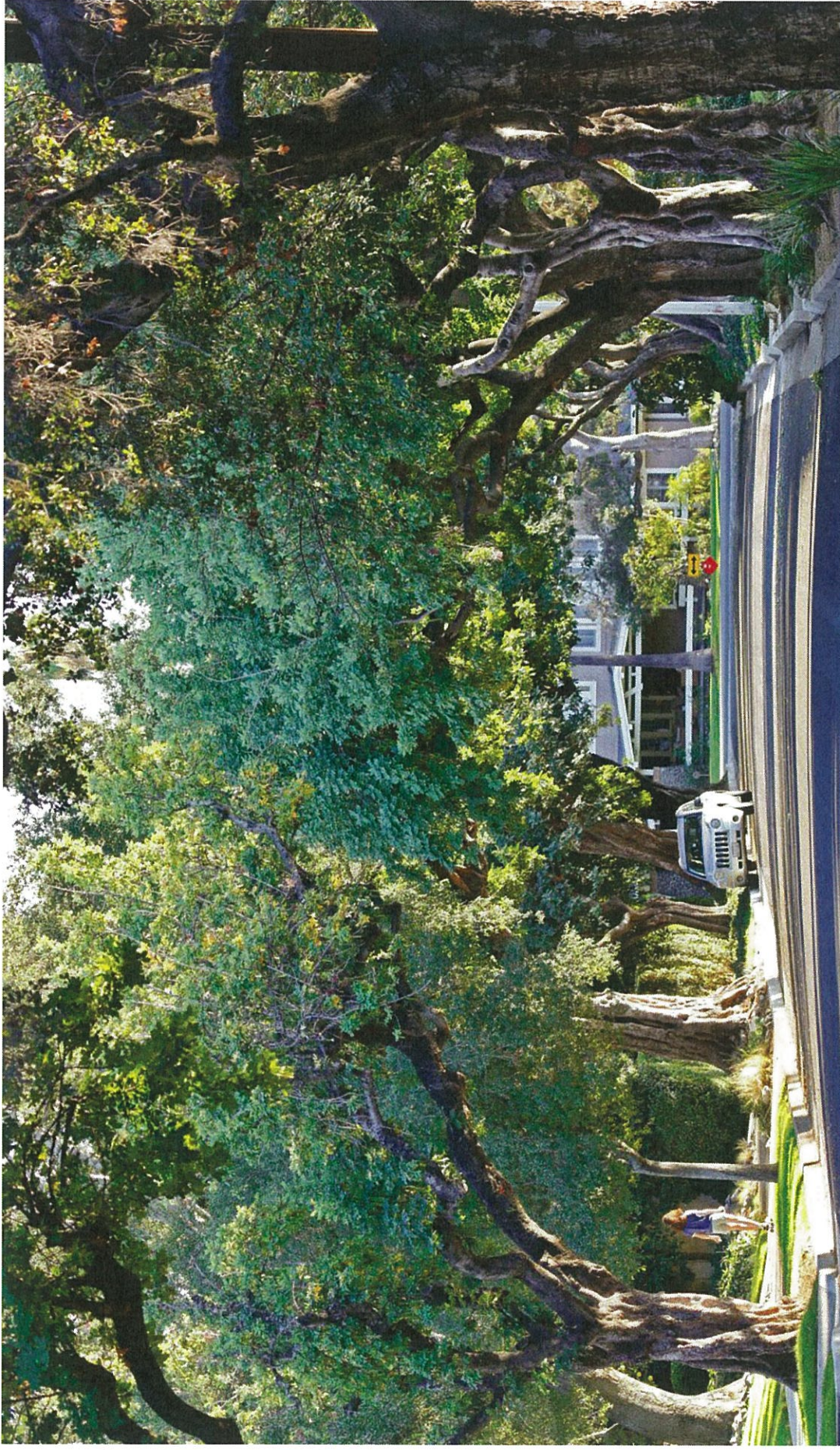
**Via:** Stephanie DeWolfe, City Manager 

**From:** Lucy Demirjian, Assistant to the City Manager

**Re:** March 4, 2020, Receive and File 2019-20 Strategic Plan Quarter 2 Update and Approve Modifications to the Plan

---

Attached is an additional document which provides an updated matrix of the second quarter report of the FY 2019-20 Strategic Plan. The second quarter report provides updates from October through December 2019 and highlights progress made toward objectives as well as proposed revisions.



FY 19/20

# City of South Pasadena Strategic Plan

# Quarter 2 Update

| Task  | Action Item   | Fiscal Year | Q | Department                                       |
|---|---|-------------|---|--|
| <b>1. Develop and Implement Strong Fiscal Policies to Ensure a Resilient Financial Future</b> |   |             |   |  |
| <b>1a. Long Range Financial Plan REVISE</b>   | Engage architects to evaluate feasibility of new City Hall site on City owned parking lots.<br><i>Funding and Resources reallocated to state mandated Housing Element Update. Move to FY 20/21</i>  | 19/20       | 2 | Planning/Public Works                            |
| <b>1b. Long Range Financial Plan</b>  | <b>Complete focus study on hospitality opportunities.</b><br><i>RFP has been prepared and will be issued in March. Award of Contract is anticipated in April. Study completion anticipated in August 2020.</i>  | 19/20       | 4 | Planning   |
| <b>1c. Long Range Financial Plan</b>  | <b>Complete Indirect Cost Allocation Plan to increase potential reimbursement for staff time on grants and special fund projects.</b><br><i>Staff developing an RFP to seek consultant to prepare Plan.</i>   | 19/20       | 4 | Finance  |
| <b>1d. Long Range Financial Plan</b><br><i>Status: COMPLETED Q1</i>                           | <b>Present recommendation regarding general sales tax increase for 2019 ballot.</b><br><i>A Financial Sustainability Plan was presented to the Finance Commission and the City Council; the sales tax was identified as a priority solution to address the imminent budgetary deficit and to preserve the level of municipal services. The sales tax was approved by the voters on November 5, 2019</i> | 19/20       | 1 | Finance/ City Clerk                              |
| <b>1e. Long Range Financial Plan</b><br><i>Q2 Update</i>                                      | <b>Issue a request for proposals (RFP) for redevelopment of recreational facilities in the arroyo.</b><br><i>Staff is developing the RFP.</i>   | 19/20       | 3 | Community Services/<br>Public Works/<br>Planning |

## Quarter 2 Update

### 2. Create a Strong Economic Development Strategy to Strengthen Local Business

|   |  |       |   |                                  |
|---|--|-------|---|----------------------------------|
| 2a. Technology Upgrade<br>REVISE        | <p><b>Recommend permit software &amp; funding for building and planning to track permits online and streamline approval processes as part of the FY 2021 Budget Process</b></p> <p><i>The City implemented the new technology fee on Planning, Public Works, and Fire permits beginning July 1, 2019. The City also was awarded SB 2 grant funding. Staff is researching suitable permit tracking software in preparation of an RFP.</i></p> <p><i>Move to Q 4</i></p> | 19/20 | 4 | Planning                         |
| 2b. Promotional Video<br>COMPLETED      | <p><b>Complete a promotional video to showcase city offerings and local development opportunities.</b></p> <p><i>Q1. Video is completed and is being utilized in a variety of presentations and online platforms.</i></p>  | 19/20 | 3 | Management Services              |
| 2c. Economic Development Plan<br>REVISE | <p><b>Launch Economic Development Branding and Marketing Plan</b></p> <p><i>Pending the development of the Economic Development Plan and completion of the General Plan.</i></p> <p><i>Move to FY 21/22</i></p>  | 19/20 | 4 | Management Services              |
| 2d. Economic Development Plan<br>REVISE | <p><b>Implement comprehensive Parking Policy as part of the economic development plan.</b></p> <p><i>Overarching goals/policies to be addressed in the General Plan Update- Downtown Specific Plan. Specific strategies will be developed as part of the Economic Development Plan(also postponed until after completion of the General Plan).</i></p> <p><i>Move to FY 21/22</i></p>  | 19/20 | 2 | Planning/<br>Management Services |
| 2e. Economic Development Plan<br>REVISE | <p><b>Produce a permit application guide to help streamline application process.</b></p> <p><i>To be included in permit tracking software implementation.</i></p> <p><i>Move to FY 20/21</i></p>   | 19/20 | 4 | Management Services/<br>Planning |

## Quarter 2 Update

### 3. Develop a Comprehensive Emergency Preparedness Plan to Ensure Public Safety through Active Response and Recovery Efforts.

|  |  |              |          |                                  |
|--|--|--------------|----------|----------------------------------|
| <p><b>3a. Seismic Regulations</b><br/>REVISE</p>               | <p><b>Contract with consultant to complete inventory of soft story buildings in preparation for consideration of future regulations.</b><br/><i>Funding and Resources reallocated to state mandated Housing Element Update. Move to FY 20/21</i></p>   | <p>19/20</p> | <p>2</p> | <p>Planning</p>                  |
| <p><b>3b. Community Training</b><br/>Q2 Update</p>             | <p><b>Train graduating High School class on “Hands on CPR”</b><br/><i>Since the High school offers a similar program, this item has been adjusted to a “Junior Fire Safety” Program for grades k – 3<sup>rd</sup>. The new program is facilitated by the Children’s Burn Foundation and is 100% grant funded. The program was introduced and supported by the Public Safety Commission. Monterey Hills Elementary has approved the program and has an assembly scheduled on March 20<sup>th</sup> for grades K – 3<sup>rd</sup>.</i></p> | <p>19/20</p> | <p>4</p> | <p>Fire</p>                      |
| <p><b>3c. Crisis Communications Systems</b><br/>Q2 Update:</p> | <p><b>Bring forward recommendation to update and/or replace current crisis communication systems</b><br/><i>Upgraded Blackboard Connect contract to a more robust platform. Received permission from FEMA to utilize Wireless Emergency Alerts (WEA) on mobile devices.</i></p>  | <p>19/20</p> | <p>3</p> | <p>Management Services/ Fire</p> |
| <p><b>3d. Local Emergency Partnerships</b><br/>REVISE</p>      | <p><b>Prepare needs analysis &amp; implementation sc7211hedule to address gaps in disaster coverage and begin recruiting for critical functions with community partners.</b><br/><i>Outreach yielded no interest. Revise to prepare a needs inventory to determine gaps for technical services during an emergency and seek appropriate contracts.</i></p>   | <p>19/20</p> | <p>4</p> | <p>Fire</p>                      |
| <p><b>3e. System Upgrade</b><br/>COMPLETED</p>                 | <p><b>Bring a recommendation to Council to upgrade to a new dispatch and records management system to comply with mandatory FBI reporting requirements.</b><br/><i>The Police Department has completed its research into a new NIBRS and RIPA compliant Computer Aided Dispatch and Records Management System (CAD/RMS) and has identified a multi-year funding source to begin FY 2020-21. The project will be listed in the updated CIP. Staff is also drafting the RFP in preparation of the project.</i></p>                         | <p>19/20</p> | <p>1</p> | <p>Police Department</p>         |

## Quarter 2 Update

### 4. Enhance Community Sustainability through Investment in Infrastructure and Environmental Management Programs.

|   | 19/20  | 3            | Public Works                       |
|---|--|--------------|------------------------------------|
| <b>4a. Renewable Energy</b>                   | <b>Complete Climate Action Plan &amp; develop strategic plan for environmental initiatives.</b>  |              |                                    |
| <i>Q2 Update:</i>                             | <i>The City of South Pasadena has prepared and adopted City Green Action Plan (CGAP) in November 2019. In addition, the City staff is diligently working on the preparation of Climate Action Plan (CAP). The first phase of the CAP, the City's greenhouse gas (GHG) inventory, has been completed and the second phase to discuss GHG reduction strategies through public engagement is planned for March 2020. The CAP is scheduled to be completed by August 2020.</i> |              |                                    |
| <b>4b. Water Implementation Plan</b>          | <b>Develop and Implement Integrated Water Resources Plan to address ongoing aging infrastructure challenges, operational and supply sources, financial strategies, and a drought proof City.</b>   | <b>19/20</b> | <b>2</b> <b>Public Works</b>       |
| <i>Q2 Update:</i>                             | <i>A Consultant for the preparation of the Integrated Water and Wastewater Resources Management Plan was selected and the kickoff meeting is scheduled for February; anticipated completion in Spring 2021.</i>  |              |                                    |
| <b>4c. Pocket Parks</b>                       | <b>Finalize conceptual plans and break ground on Berkshire pocket park project.</b>  | <b>19/20</b> | <b>4</b> <b>Community Services</b> |
| <i>Q2 Update:</i>                             | <i>Design anticipated to be completed by end of the 4th quarter. Move award of contract for construction to FY 20/21.</i>  |              |                                    |
| <b>4d. EAP Implementation Schedule REVISE</b> | <b>Contract technical team in anticipation of TDM TSM alternative</b>  | <b>19/20</b> | <b>4</b> <b>Public Works</b>       |
|   | <i>Need for technical team is pending resolution on how to spend grant funds. City Commissions have been restructured and engaged, and staff is working closely with Caltrans and Metro. Move to FY 20/21</i>  |              |                                    |
| <b>4e. Mosquito Vector Control</b>            | <b>Conduct outreach on vector control</b>  | <b>19/20</b> | <b>1</b> <b>Public Works</b>       |
| <b>COMPLETED</b>                              | <i>In June, the City held a workshop on the public health issues related to mosquitos and how to address them as a community. Staff continues to work with the San Gabriel Valley Mosquito and Vector Control District to provide information on the dangers of non-native mosquitos to South Pasadena residents. Information has been disseminated via e-Neighbors, City website, and pamphlets available at several City facilities.</i>                                 |              |                                    |



## Quarter 2 Update

### 5. Plan for Affordable Housing to Comply with State Mandates and Respond to Community Needs.

|   |  |              |          |                 |
|---|--|--------------|----------|-----------------|
| <b>5a. Inclusionary Housing</b><br><i>REVISE</i>  | <b>Present Inclusionary Housing Ordinance for adoption.</b><br><i>A series of community housing workshops were conducted in September and October addressing affordable housing initiatives, including, tenant protections, inclusionary housing and accessory dwelling units. Move to FY 20/21 as part of the Housing Element Update discussions.</i>   | <b>19/20</b> | <b>2</b> | <b>Planning</b> |
| <b>5b. Housing Support</b><br><i>REVISE</i>       | <b>Present Occupancy inspection policy for adoption</b><br><i>A series of community housing workshops were conducted in September and October addressing affordable housing initiatives, including, tenant protections, inclusionary housing and accessory dwelling units. Move to Q4; pending hiring of code enforcement position.</i>  | <b>19/20</b> | <b>4</b> | <b>Planning</b> |
| <b>5c. Housing Support</b><br><i>COMPLETED</i>    | <b>Present tenant relocation policy for adoption</b><br><i>A series of community housing workshops were conducted in September and October addressing affordable housing initiatives, including, tenant protections, inclusionary housing and accessory dwelling units. Completed in October 2019 in conjunction with state legislation.</i>   | <b>19/20</b> | <b>2</b> | <b>Planning</b> |
| <b>5d. Housing Support</b><br><i>COMPLETED</i>    | <b>Present ADU Ordinance for Adoption</b><br><i>A series of community housing workshops were conducted in September and October addressing affordable housing initiatives, including, tenant protections, inclusionary housing and accessory dwelling units. Completed October 2019 in compliance with state legislation. Additional revisions to the ADU Ordinance will be part of the Housing Element Update discussions.</i>  | <b>19/20</b> | <b>2</b> | <b>Planning</b> |
| <b>5e. Affordable Housing</b><br><i>COMPLETED</i> | <b>Bring forward partnership recommendations from Heritage Housing Partners to facilitate affordable housing.</b><br><i>On September 11, 2019, the City Council received and filed the final report from Heritage Housing Partners regarding the Affordable Sales Program for the Caltrans Surplus Properties. The report recommended that the City partner with other housing related entities to purchase the surplus properties for affordable housing purposes. On September 26, 2019, the City, in partnership with Heritage Housing Partners, New Prospect Development, and New Economics for Women, submitted Reasonable Price Statements for the remaining Phase I properties.</i> | <b>19/20</b> | <b>1</b> | <b>Planning</b> |

## Quarter 2 Update

### 6. Enhance Customer Service through Innovation to More Effectively Respond to Community Priorities.

|  |  |              |          |                                 |
|--|--|--------------|----------|---------------------------------|
| <b>6a. Accessibility/<br/>Customer Service</b><br><br>COMPLETED  | <b>Implement MobileCirc.</b> MobileCirc is the web-based circulation tool that will allow us to make library cards off site at events in the community, as well as to check out materials off-site or during library events in the Community Room.<br><i>MobileCirc was successfully launched on two devices, an iPad Mini and a Samsung Galaxy. These devices, along with mobile scanners and receipt printers, allow library staff to perform borrower transactions away from the library and also serve as a backup system when the wired network is down. MobileCirc was used in December 2019 to check out books during the Season of Giving Family Gift Making Workshop, and on one occasion in December to perform circulation functions when the network was down.</i> | <b>19/20</b> | <b>1</b> | <b>Library</b>                  |
| <b>6b. Accessibility/<br/>Customer Service</b><br><br>Q2 Update: | <b>Introduce an integrated Credit Card System throughout the City and reduce Cash acceptance points.</b><br><i>The Recreation Division of Community Services Department will be the pilot location where cash will no longer be accepted beginning April 2020. Finance staff is surveying all departments to better determine their needs for a new credit card system.</i>  | <b>19/20</b> | <b>3</b> | <b>Finance</b>                  |
| <b>6c. Traffic<br/>Management</b><br><br>REVISE                  | <b>Neighborhood Traffic management Policy Adoption and Implementation</b><br><i>The Ramona area NTMP was completed as a pilot program. The full NTMP policy is anticipated by June 2020.<br/>Move to Q4</i>  | <b>19/20</b> | <b>4</b> | <b>Public Works</b>             |
| <b>6d. Accessibility/<br/>Customer Service</b><br><br>REVISE     | <b>Bring forward a recommendation for an automated customer care application with the FY 2021 budget</b><br><i>Increased demand on City Clerk staff to respond to unusually high volume of public records requests requires this item to be delayed.<br/>Move to FY 20/21</i>  | <b>19/20</b> | <b>3</b> | <b>Management<br/>Services/</b> |

**Additional Documents**  
**Public Comment (Emails)**  
**Agenda Item No. 15**  
**03/04/20 Regular City Council Meeting**

## Kenia Lopez

---

**From:** Maria Ayala  
**Sent:** Wednesday, March 4, 2020 7:42 AM  
**To:** City Council  
**Cc:** Stephanie DeWolfe; Tamara Binns; City Clerk's Division  
**Subject:** Fwd: 3/4/20 City Council Meeting - Comments in support of agenda item 15

FYI, public comment on Agenda Item #15.

---

**From:** Larry Abelson [REDACTED]  
**Sent:** Tuesday, March 3, 2020 9:57 PM  
**To:** cco@southpasadenaca.gov  
**Cc:** cityclerk@southpasadenaca.gov; mayala@southpasadenaca.gov  
**Subject:** 3/4/20 City Council Meeting - Comments in support of agenda item 15

**CAUTION:** This email originated from outside of the City of South Pasadena. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Honorable Mayor Joe, Mayor Pro Tem Mahmud, and Councilmembers Cacciotti, Khubesrian and Schneider,

I am writing to express my support as well as my appreciation to our City Manager and Police Chief for their proposal for the creation of a Traffic Enforcement Bureau within the City's Police Department. For far too long, local residential streets like mine which have been subjected to cut-through traffic seeking to avoid the congestion and delays on our arterials such as Orange Grove and Fair Oaks Avenues have had to rely on one traffic officer for protection from speeders and other traffic violators who jeopardize our safety on a daily basis.

With such limited resources which are stretched way too thin, consistent, sustained enforcement and meaningful change is unattainable, and speeding and disobedience of stop signs and other traffic control devices largely goes unchecked. In turn, the risk of accidents involving various modes of mobility, including not only cars but also cyclists and pedestrians, increases, as does the jeopardy to our overall safety and quality of life. For example, when I have to back out of my driveway or I or my daughter cross the street, I hold my breath that someone (typically having turned off of Orange Grove or exited the freeway at the stub at California Blvd.) will come speeding down the hill and collide into us.

While cities all around us have aggressively implemented traffic mitigation devices to protect neighborhoods, ours unfortunately has not. Even worse, approximately 10 years ago, while the intentions behind them may have been good, such devices were installed on arterials like Fair Oaks and Orange Grove with the effect of reducing travel lanes, eliminating turn lanes, choking traffic and shifting it onto residential collector and local streets which were afforded no protection whatsoever. That unfortunate situation continues to this day and gets only worse with time. As a result, we are 100% reliant on enforcement, in addition to the deployment of speed feedback trailers which provide incremental assistance.

So, please approve the creation of a Traffic Enforcement Bureau as proposed and encourage its swift implementation, which I am pleased to see is projected at two months (hopefully less), so that we may have as many as three officers, instead of just one, out there concentrating on enforcement and traffic safety within our community.

Thank you very much for your consideration,

Larry Abelson



City of South Pasadena

MAR 4 2020

City Clerk's Division

Received @ 6:50 p.m.

Chris Bray, [REDACTED]  
Public Comment  
March 4 City Council Meeting

Item 15, "Approval of the Creation of a Traffic Enforcement Bureau in the Police Department."

**COMMENT:**

**I support the creation of a Traffic Enforcement Bureau in the Police Department, but I object to the restructuring of a public safety department without prior review by the Public Safety Commission.**

Item 17, "Authorize the City Manager to Execute 1) Professional Service Agreement with PlaceWorks in the Amount of \$267,598 to Update the City's Housing Element; 2) First Contract Amendment with PlaceWorks for Additional Public Outreach and Extend the General Plan Update and Downtown Specific Plan Contract Term to December 31, 2021 for a Total Not-To-Exceed Amount of \$235,312; 3) Second Amendment to the Professional Services Agreement with Psomas for Additional Environmental Analysis and Extend the Contract Term by to December 31, 2021 for a Total Not-To-Exceed Amount of \$229,259; and 4) Reallocate \$222,974 from a designated reserve fund to the Planning and Building Department Professional Services Account for Fiscal Year 2019-20."

**COMMENT:**

**I object to the significant use of financial reserves without prior review by the Finance Commission.**

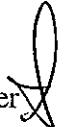



**City of South Pasadena  
Planning and Community  
Development**

# Memo

**Date:** March 4, 2020

**To:** The Honorable City Council

**Via:** Stephanie DeWolfe, City Manager 

**From:** Joanna Hankamer, Director of Planning and Community Development   
Margaret Lin, Manager of Long Range Planning and Economic Development

**Re:** March 4, 2020, City Council Meeting Item No. 16 Additional Document –  
Adoption of a Revised Resolution Supporting and Authorizing the City Manager  
to File Applications for the Senate Bill 2 Planning Grants Program

---

Attached is an additional document which a redlined version of the original resolution that was adopted by the City Council on August 21, 2019) to reflect the changes included in the revised resolution.

Deletions are shown with ~~strikethroughs~~ and additions are shown with underlines.

Attachment: Resolution with redlines

**RESOLUTION NO. \_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,  
SUPPORTING AND AUTHORIZING APPLICATION FOR, AND  
RECEIPT OF, SENATE BILL 2 (SB 2) PLANNING GRANTS  
PROGRAM FUNDS**

**WHEREAS**, in 2017, Governor Brown signed Senate Bill 2 (SB 2). Referred to as the “Building Homes and Jobs Act,” this law establishes a permanent, on-going source of funding dedicated to promoting and facilitating affordable housing development. The source of funding is secured through a fee that is imposed on every real estate transaction, statewide, except for sales transactions for single-family homes. The fee is projected to generate \$200 million in annual revenue statewide; and

**WHEREAS**, the State of California, Department of Housing and Community Development (Department) has issued a Notice of Funding Availability (NOFA) dated March 28, 2019, for its Planning Grants Program (PGP); and

**WHEREAS**, the City Council of the City of South Pasadena desires to submit a project application for the PGP program to accelerate the production of housing and will submit a 2019 PGP grant application as described in the Planning Grants Program NOFA and SB 2 Planning Grants Program Guidelines released by the Department for the PGP Program; and

**WHEREAS**, the Department is authorized to provide up to \$123 million under the SB 2 Planning Grants Program from the Building Homes and Jobs Trust Fund for assistance to Counties (as described in Health and Safety Code section 50470 et seq. (Chapter 364, Statutes of 2017 (SB 2)) related to the PGP Program; and

**WHEREAS**, fifty percent (50%) of the annual revenue is to be made available to local governments for planning grants to promote and facilitate housing development. As a result, the SB 2 Planning Grants Program has been launched with an allocation of \$123 million. For 2018, the City of South Pasadena is eligible for up to \$160,000 in grant funding. The call for applications is through November 30, 2019; and

**WHEREAS**, the Planning and Building Department is working on several projects that either directly propose or promote housing development, which would benefit from and meet the qualifications of the SB 2 Planning Grants Programs. These projects include, among others, a streamlined permitting software, and final updates to the general plan; and

**WHEREAS**, given the current housing crisis and the City’s Strategic Plan goals that strongly encourage housing, the SB 2 Planning Grants Program is timely. Further,



the Program does not require a “local match” or financial commitment that would impact the City’s General Fund.

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

**SECTION 1.** The City Council endorses the SB 2 PGP and authorizes and authorizes staff (City Manager) to file applications on behalf of the City for projects that are focused on promoting housing development and would benefit from the grant funding directs the City Manager to apply for and submit to the Department the 2019 PGP application in the amount of \$160,000.

**SECTION 2.** In connection with the PGP grant, if the application is approved by the Department, the City Manager is authorized to enter into, execute, and deliver a State of California Agreement (Standard Agreement) for the amount of \$160,000, and any and all other documents required or deemed necessary or appropriate to evidence and secure the PGP grant, the City’s obligations related thereto, and all amendments thereto (collectively, the “PGP Grant Documents”).

**SECTION 3.** The City shall be subject to the terms and conditions as specified in the Standard Agreement, the SB 2 PGP Guidelines, and any applicable PGP guidelines published by the Department. Funds are to be used for allowable expenditures as specifically identified in the Standard Agreement. The application in full is incorporated as part of the Standard Agreement. Any and all activities funded, information provided, and timelines represented in the application will be enforceable through the executed Standard Agreement. The City Council hereby agrees to use the funds for eligible uses in the manner presented in the application as approved by the Department and in accordance with the Planning Grants NOFA, the Planning Grants Program Guidelines, and 2019 Planning Grants Program Application.

**SECTION 4.** The City Manager is authorized to execute the City of South Pasadena’s PGP application, the PGP Grant Documents, and any amendments thereto, on behalf of the City as required by the Department for receipt of the PGP Grant.

**SECTION 5.** The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

**PASSED, APPROVED AND ADOPTED ON** this 4<sup>th</sup> day of March, 2020.

Robert S. Joe, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Evelyn G. Zneimer, City Clerk  
(seal)

\_\_\_\_\_  
Teresa L. Highsmith, City Attorney

**I HEREBY CERTIFY** the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 4<sup>th</sup> day of March, 2020, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

\_\_\_\_\_  
Evelyn G. Zneimer, City Clerk  
(seal)



**City of South Pasadena  
Planning and Community  
Development**

# Memo

**Date:** March 4, 2020

**To:** The Honorable City Council

**Via:** Stephanie DeWolfe, City Manager

**From:** Joanna Hankamer, Director of Planning and Community Development  
Margaret Lin, Manager of Long Range Planning and Economic Development

**Re:** March 4, 2020, City Council Meeting Item No. 17 Additional Document – Authorize the City Manager to Execute 1) Professional Service Agreement with Place Works in the Amount of \$267,598 to Update the City's Housing Element; 2) First Contract Amendment with Place Works for Additional Public Outreach and Extend the General Plan Update and Downtown Specific Plan Contract Term to December 31, 2021 for a Total Not-To-Exceed Amount of \$235,312; 3) Second Amendment to the Professional Services Agreement with Psomas for Additional Environmental Analysis and Extend the Contract Term by to December 31, 2021 for a Total Not-To-Exceed Amount of \$229,259; and 4) Reallocate \$222,974 from a designated reserve fund to the Planning and Building Department Professional Services Account for Fiscal Year 2019-20

---

Attached is an additional document which provides the following:

1. Redlined version of the original Scope of Work from PlaceWorks for the General Plan Update and Downtown Specific Plan (GP/DTSP) to reflect the changes included in the First Contract Amendment
2. Redlined version of the original Scope of Work from Psomas for the GP/DTSP Program Environmental Impact Report to reflect the changes included in the Second Contract Amendment

Deletions are shown with ~~strikethroughs~~ and additions are shown with underlines.

Attachments:

1. PlaceWorks Scope of Work
2. Psomas Scope of Work

**ATTACHMENT 1**  
PlaceWorks Scope of Work

## **PLACEWORKS SCOPE OF WORK**

### **Updated March 2020**

#### **TASK 1. MANAGING AND ORGANIZING THE WORK PROGRAM**

##### **1.1 Project Management**

PlaceWorks will prepare a project management plan providing a detailed schedule of tasks and deliverables and protocols for submittal and review of work products, progress reports and invoices, and payments. Tasks will be assigned weekly, progress reported monthly, and the schedule reviewed and updated periodically. The schedule will define the sequence and critical path for performance of work tasks, including document submittal deadlines to the City, City staff review periods, and the time-frame for revision of draft documents in response to comments received from staff. It will also establish the schedule for the public engagement activities and Planning Commission and City Council hearings as confirmed by City staff.

Consultant will participate in additional weekly conference calls with City staff to review project tasks, products, schedule, and responsibilities and coordinate public outreach activities. These will be scheduled as standing meetings, which may be canceled at the direction of City staff should there be no substantive items for discussion. Consultant will prepare a meeting agenda in consultation with City staff and summarize outcomes and action items in a memorandum.

##### **1.2 Coordination Meetings with City Staff**

PlaceWorks will participate in weekly conference calls with City staff to review project tasks, products, schedule, and responsibilities and coordinate public outreach activities. These will be scheduled as standing meetings, which may be canceled at the direction of City staff should there be no substantive items for discussion. We will prepare a meeting agenda in consultation with City staff and summarize outcomes and action items in a memorandum.

#### **TASK 2. REVISING AND FINALIZING THE PUBLIC DRAFT GENERAL PLAN AND DOWNTOWN SPECIFIC PLAN**

##### **2.1 Orientation to the Draft General Plan and Downtown Specific Plan**

PlaceWorks' first step will be to develop a thorough understanding of the draft General Plan, Specific Plan, and EIR so that they can be accurately presented to the public and decision-makers in subsequent workshops and meetings. We will review the plans in detail and identify questions where necessary to clarify their content and the factors considered in decisions contributing to the plans' diagrams, goals, and policies. A meeting will be conducted with City staff and Psomas to brief our staff regarding important issues and input offered by the public during the planning process, discuss the plans and how they correlate with the public's comments, review preliminary findings of the draft EIR, and respond to questions identified in our review. This will be the opportunity to mutually summarize the most significant features and "messages" of the plan that will be important in developing public support.

##### **2.2 Identify Topics for General Plan and Specific Plan Revisions**

PlaceWorks will meet with City staff to confirm and receive direction for topics requiring further modification to finalize the public draft documents. At the outset, our conversation with staff indicated three possible topics needing to be addressed: community benefits, future use of a school site, and implications of SB 1818 on density and urban form. Based on our "peer" review

and with further consideration by City staff, we will discuss with staff the appropriateness of addressing any other topics meriting revisions that may not be adequately covered by the current drafts. At a minimum, we anticipate that this would likely center on legislation enacted since the plans' development regarding climate change, housing, and environmental justice. Based on our conversations with staff, we will compile a list of specific content of the plans to be refined or newly addressed and receive direction regarding their content. Our proposed project budget is based on assumptions regarding the scope and detail of these revisions and will be reviewed for its adequacy. In the event of shortfalls, we will review options for reducing the scope of the revisions.

### **2.3 Prepare Final Public Drafts General Plan and Downtown Specific Plan**

For each topic identified in the preceding task, PlaceWorks will prepare and document revised goals, policies, actions, implementation programs, and diagrams as appropriate. Text revisions will be indicated in track changes, with strikeouts and underlines, and mapped changes graphically annotated. These will be submitted to City staff and a meeting conducted to review and receive feedback. Should additional changes be required, a revised version will be prepared and submitted for the City's confirmation. We will also provide a list of technical changes to correct mis-spellings, grammar, section and sub-section numbering, and pagination. Final proposed revisions to the plans will be forwarded to Psomas for their assessment of implications and as input for finalizing the Draft EIR.

Once approved by City staff, PlaceWorks will incorporate modified text and maps into final public drafts of the General Plan and Downtown Specific Plan for public review and Planning Commission and City Council hearings. We directly integrate these into digital source files of the current drafts provided by the City. As the reproducible versions of the plans were prepared using InDesign, the integration of expanded text may necessitate some re-formatting due to possible overflow on multiple pages of the documents. PlaceWorks will submit updated digital files of the plans to the City for reproduction; distribution to the Planning Commission, City Council, and relevant agencies; and posting on the City's web page.

## **TASK 3. ENGAGING AND DEVELOPING PUBLIC SUPPORT FOR THE UPDATED GENERAL PLAN AND DOWNTOWN SPECIFIC PLAN**

### **3.1 Develop the Public Engagement Strategy and Process**

It is understood that it is the central objective of the work program to restore the momentum that has been lost due to delays in completing the planning process by engaging and reminding the community of their prior involvement, educating them of the content of the draft plans and asking the question regarding whether these reflect their input to date, and developing support leading to the formal public hearing and adoption process. PlaceWorks will meet with City staff to develop a comprehensive public engagement program to address these objectives.

As discussed with staff, this program will involve two citywide workshops and four focused/interest group meetings. As an option of the work program, we would propose that the City's web page be used more robustly as an interactive tool to create interest and excitement about the draft plans, educate the community regarding their content, and as a conduit for feedback and reaction in addition to its role for the posting of notices and the draft plan documents. Other options that may be considered include the use of social media, apps, and

speaker forums. In meeting with City staff, we will confirm the objectives, methods, media, responsibilities, and schedule for the public engagement process.

### **3.2 Citywide Public Workshops**

PlaceWorks will serve as the lead in designing and facilitating two citywide public workshops and preparing notices, flyers, fact sheets, and other outreach media, presentations, and collateral materials. It is assumed that the City will be responsible for arranging and scheduling venues, outreach to organizations and individuals, and providing audio-visual equipment, refreshments, and registration support. Meetings will be conducted with City staff to confirm each workshop's objectives, expected outcomes, methodologies, and logistics. In developing the outreach program, we will with City staff review the methods used and participant list from the earlier stages of the planning program to learn what was effective and establish a base network of contacts that will be used in fostering participation.

It is assumed that the workshops would be organized as a full audience presentation with questions and answers addressed as a group or in a small-group setting. It is understood that City staff will be responsible for responding to questions regarding specific content developed during the planning process. Questions and comments received in the workshops will be recorded on flip charts, documented in a memorandum, and posted on the City's web page. An open house format with multiple stations addressing key sections of the plan may be considered as an option that would necessitate greater levels of staffing.

### **3.3 Focus Group Meetings**

~~PlaceWorks will serve as the lead in designing and facilitating up to four meetings with community and interest groups and organizations and preparing notices, flyers, fact sheets, presentations, and collateral materials. It is assumed that the City staff will work with PlaceWorks in identifying the types and composition of the groups to be involved and be responsible for contacting, scheduling, and providing audio-visual equipment (when needed), refreshments, and registration support. For continuity, we suggest that these groups correspond with those actively involved in earlier stages of the planning process to the extent feasible. It is assumed that these meetings will be organized as "conversations" involving recapitulation of the major messages heard to date, presentation of and linkage of plan content with this input, and opportunities for questions and answers. Questions and comments received in the workshops will be recorded on flip charts, documented in a memorandum, and posted on the City's web page.~~

### **3.A Planning Commission Meetings**

PlaceWorks will participate in three (3) meetings with the Planning Commission to review and receive feedback for the City's development standards, signage guidelines, and events policies (scheduled for March 10, April 14, and May 12). For each, PlaceWorks will discuss meeting objectives and desired outcomes, prepare a draft PowerPoint presentation for staff review and final version incorporating revisions in response to staff's comments, and attend and participate in the meetings.

### **3.B Additional Planning Commission Meetings and Public Forums**

PlaceWorks will participate in up to nine (9) additional Planning Commission meetings and/or public workshops and forums to review and receive feedback for other draft GP and DTSP

sections and content. For each, PlaceWorks will discuss meeting objectives and desired outcomes, prepare a draft PowerPoint presentation for staff review and final version incorporating revisions in response to staff's comments, and attend and participate in the meetings and workshops/forums.

### **3.4 Response to Public Input and Comments Revised Public Draft General Plan and Downtown Specific Plan**

A meeting will be conducted with City staff to review questions and comments elicited in the citywide public workshops and focus group meetings and discuss their implications. We will consider whether they rise to the level of significance to warrant further revisions of the plans' narrative, goals, policies, actions, and implementation programs. As directed by staff, we will prepare appropriate revisions to be incorporated into the plans to be submitted for Planning Commission and City Council consideration. Should additional research and/or analyses be required to support the revisions, these would be outside of the scope and budget of this proposal and we will discuss approaches for how these could be addressed with City staff.

PlaceWorks will assist City staff in preparing revised public drafts of the GP and DTSP amending or revising existing content in response to comments received during the public period review period. PlaceWorks will develop and submit a catalog listing comment letters and messages received, review the categories of comments compiled by City staff, meet with staff to identify the scope of revisions to be prepared and assign responsibilities for these, prepare revised plan text and graphics as determined, review and confirm these revisions with staff, and prepare final versions for inclusion in revised drafts that will be subject to Planning Commission and City Council public hearings. The scope of PlaceWorks' revisions will be determined based on the maximum budget established for this task. It is understood that PlaceWorks will submit text and graphic input to City staff, who will be responsible for final text and formatting of the plan documents.

### **3.5 Coordination with and Plan Revisions to Reflect Housing Element**

As the GP's capacity for new housing development is less than the City's Regional Housing Needs Assessment (RHNA) allocation from the Southern California Association of Governments (SCAG), it is understood that a priority task for the Housing Element (HE) consultant team will be the identification and evaluation of the feasibility and implications of developing housing on additional sites and/or modification of existing or planned development standards, including building heights and densities. Changes in these resulting from the HE work program, will be incorporated into the revised General Plan and Downtown Specific Plan in the preceding work task. To ensure consistency and for efficiency, the GP/DTSP team will work collaboratively with the HE team and be actively involved in the site evaluation process. Budget for much of this work has been separately identified in the HE work program.

### **4.1 Planning Commission and City Council Public Hearings**

PlaceWorks will participate in two (2) public hearings with the Planning Commission and two (2) public hearings with the City Council to adopt the updated General Plan and Specific Plan and certify the EIR. We will work with City staff in developing content for the staff reports and preparing PowerPoint presentations. At the hearings, we will be available for presentations and respond to questions and comments. This task includes preparatory meetings, production of presentation materials, and participation in hearings by up to two PlaceWorks staff members.



Under separate contractual agreement, Psomas will be responsible for presenting the analyses and findings of the Environmental Impact Report.

#### **4.2 Adopted General Plan and Specific Plan**

On adoption of the updated General Plan and Specific Plan, PlaceWorks will prepare final documents incorporating any changes approved by the City Council. This will include revised digital files for printed production and posting on the City's web page.

#### **TASK 5. CONTINGENCY—ADDITIONAL RESEARCH AND PLAN PREPARATION**

PlaceWorks will consult with City staff to determine the need to and, at their direction, will supplement background information, goals and policies, and other materials deemed incomplete or inadequate by City staff. Additionally, it may be necessary to reformat or graphically modify baseline and the current plan documents to reflect these changes. This task will establish a contingency budget for these purposes.

**ATTACHMENT 2**  
Psomas Scope of Work

## PSOMAS SCOPE OF WORK Updated March 2020

### TASK 1 DRAFT PROGRAM ENVIRONMENTAL IMPACT REPORT

#### Task 1.1 Revised Administrative Draft Program Environmental Impact Report (Augment)

Upon receipt of the revised administrative draft of the GP and DTSP Update documents, and related data, Psomas will revise the Administrative Draft PEIR document accordingly. In addition to the revised administrative draft General Plan and DTSP Update, revised/updated documentation to be provided is anticipated to include:

- Distribution of land use designations (i.e., Lot 111);
- Description of adopted or planned routes to accommodate affordable housing/inclusionary zoning;
- Summary of policy and other revisions to the General Plan and DTSP documents, dated November 2017, based on City Council meetings and additional public outreach; and
- Details of the No Project/Existing General Plan buildout.

Nelson\Nygaard, as a subconsultant to Psomas, will finalize pending revisions to the Traffic Impact Analysis (TIA), limited to: (1) description of how the ambient growth in traffic relates to the possible ambient land development without a General Plan Update (i.e., 89 dwelling units) and (2) prepare comparative trip generation and qualitative discussion for the No Project/Existing General Plan Buildout alternative. Nelson Nygaard's complete Scope of Work is provided in Attachment C.

Psomas will revise the in-progress PEIR to address the Housing Element to be prepared by PlaceWorks. The total number of dwelling units to accommodate the Regional Housing Needs Analysis (RHNA) allocation is anticipated to be approximately 2,200, which includes the 589 units as currently proposed in the General Plan Update and Downtown Specific Plan, accessory dwelling units (ADU) as allowed under the current ADU ordinance, and units in other locations. The parcel location of all dwelling units is to be determined. Psomas will also revise the in progress PEIR to reflect the environmental checklist questions (thresholds) that were substantively revised in the 2019 State CEQA Guidelines. An additional alternative will be included in the PEIR, reflecting analysis of the currently proposed 589 dwelling units and 430,000 square feet of non-residential. Psomas will begin incorporation of the Housing Element into the Revised Administrative Draft PEIR upon receipt of parcel/location and total housing unit data from the City that is not expected to change.

~~A Revised Administrative Draft PEIR will be electronically submitted to the City for review and comment within five weeks following Psomas receipt of the revised administrative draft of the GP and DTSP Update and related documents. This will include a clean .PDF of the PEIR sections and all technical reports, and clean and redline Word files to facilitate review of the revised document.~~

A Revised Administrative Draft PEIR will be electronically submitted to the City for review and comment within eight weeks following Psomas's receipt of the Housing Element data. This will include a clean .PDF of the PEIR sections and all technical reports, and clean and redline Word

files to facilitate review of the revised document. The previously approved Task 1.2, Approval Draft EIR and Public Review, is not proposed to be augmented.

### **Task 1.2 Approval Draft Environmental Impact Report and Public Review**

Upon receipt of one set of compiled comments on the Revised Administrative Draft PEIR from the City, Psomas will revise the document accordingly. Two weeks following our receipt of the compiled comments, an Approval Draft of the PEIR will be electronically submitted to the City for final review to confirm that all comments have been appropriately incorporated based on prior coordination. This task assumes that any necessary revisions will be minimal and editorial in nature, and no new substantive revisions to the document will be required.

Psomas will be responsible for providing the City with a camera-ready, electronic copy of the Draft PEIR and for preparing the Notice of Availability (NOA) and the Notice of Completion (NOC). These items will be provided to the City for reproduction and for distribution to the mailing list (assumed to be the same as the NOP mailing list, with the addition of attendees of the Scoping Meeting, commenters on the NOP, and any other persons having requested notice of the Draft PEIR) for the public review period of at least 45 days.

### **Task 1.3 Reproduction and Distribution of PEIR (New)**

Psomas will produce 50 CDs of the Draft PEIR for distribution to the mailing list, 10 hardcopies of the Draft PEIR (6 with electronic copies of Technical Appendices; 4 with hard copies of the Technical Appendices) for City staff and library/public review. All hard copies will include a CD copy of the Draft PEIR and Technical Appendices inside the front cover. A Notice of Completion (NOC) and a Notice of Availability (NOA) will also be prepared by Psomas, submitted to the City for one round of review and revision. The City-approved NOA will be submitted to the County Clerk and the State Clearinghouse (SCH). The SCH submittal will also include 15 CDs of the Draft EIR, and 15 hard copies of the Executive Summary. Fees anticipate using overnight delivery for packages going to the City, the SCH, and all Responsible Agencies (a maximum of 24, including SCH and libraries), except for those going to a P.O. Box, which will be delivered using Certified Mail via the U.S. Postal Service (USPS). All other packages (up to 500) will include a copy of the NOA and will be delivered using USPS First-Class Mail.

Psomas will assist in finalizing the Draft PEIR mailing list used for Notice of Preparation (NOP) distribution, and will coordinate the reproduction and distribution of the NOA, CDs, and hard copies to the mailing list for the 60-day public review period. Psomas will hand deliver the NOA to the County of Los Angeles Clerk-Recorder and collect a stamped copy and filing fee receipt; the filing fee for the NOA (\$75.00) is included in the direct costs. Psomas will prepare the draft legal notice (NOA Ad) for publication in a newspaper of general circulation in the South Pasadena area for one day and will coordinate the posting of the NOA Ad in the paper, including the fees for posting. This task includes one round of review and comment of the NOA Ad by the City. The total newspaper publishing fee is included in the Psomas fee estimate for an amount not to exceed \$2,500<sup>1</sup>.

---

<sup>1</sup> Fee estimate for newspaper posting includes a fee of approximately \$2,500.00 for 1 day in the Los Angeles Times, depending on the final text provided. Newspapers other than the Los Angeles Times are generally have lower advertising fees. This is used as the basis of the total estimated advertising fee.

## **TASK 2 FINAL PROGRAM ENVIRONMENTAL IMPACT REPORT**

### **Task 2.1 Draft Response to Comments and Mitigation Monitoring and Reporting Program (Augment)**

Upon completion of the public review period for the Draft PEIR, Psomas will review all written comments received on the Draft EIR and will organize the comments and coordinate with the City on the approach to preparing responses to comments. Psomas will prepare the draft Response to Comments and Mitigation Monitoring and Reporting Program (MMRP) document. If necessary, a Clarifications/Errata section will be included to list the changes to the Draft PEIR in response to the comments received.

In compliance with Section 21081.6 of the *California Public Resources Code*, Psomas will prepare an MMRP as part of the Response to Comments document, which will ensure compliance with adopted mitigation requirements during Project implementation. The MMRP will be prepared in a matrix format; provide the timing and entity responsible for each mitigation measure; and include the City department or individual responsible for verifying that the mitigation measure has been implemented.

For the purpose of estimating the work effort for responding to comments, a total of 60 hours of professional staff time has been assumed for this task. If extensive comments are received and it appears that additional effort will be necessary to prepare adequate responses, Psomas will notify the City for consideration of a budget augment. Four weeks following our receipt of all comment letters received on the Draft PEIR, Psomas will submit the draft Response to Comments and MMRP document electronically to the City for review and comment. This task schedule assumes no comments are received that require new technical studies or extensive coordination with the City or Counsel to resolve.

Based on the anticipated high level of controversy regarding accommodation of the RHNA allocation as part of the City's Housing Element, an increased level of effort to respond to public comments on the Draft PEIR is proposed. Consistent with the approved Scope of Work, upon completion of the public review period for the Draft PEIR, Psomas will review all written comments received on the Draft PEIR and will organize the comments and coordinate with the City on the approach to preparing responses to comments. Psomas will prepare the draft Response to Comments (RTC) and Mitigation Monitoring and list the changes to the Draft PEIR in response to the comments received. Also, this task includes Iteris' assistance in transportation-related responses to comments. If more extensive comments are received and it appears that additional effort will be necessary to prepare adequate responses, Psomas will notify the City for consideration of a budget augment. Six weeks following our receipt of all comment letters, Psomas will submit the draft Response to Comments and MMRP document electronically to the City for review and comment.

### **Task 2.2 Final Response to Comments and Mitigation Monitoring and Reporting Program (Augment)**

Two weeks following our receipt of compiled comments from the City, Psomas will revise the Response to Comments and MMRP accordingly, and the final document will be electronically submitted for City use during PEIR certification. A total of 16 hours of professional staff time has been assumed for this task. It is assumed that the City will mail out the responses to each

agency that provided comments on the PEIR at least ten calendar days prior to any public hearings on the Project.

Based on the greater number of comments, and therefore responses, on the Draft EIR, an increased level of effort to incorporate City comments on the Draft RTC/MMRP document is proposed. Task includes additional professional staff time necessary to prepare the Final RTC/MMRP. Three weeks following our receipt of compiled comments from the City, Psomas will revise the RTC/MMRP accordingly, and the final document will be electronically submitted for City use during PEIR certification. Psomas will coordinate mailing out the responses to each agency that provided comments on the PEIR at least ten calendar days prior to any public hearings on the Project. Fees anticipate using overnight delivery of the responses to each responsible agency.

### **Task 2.3 Draft Findings of Fact and Statement of Overriding Considerations**

Psomas will prepare written findings of fact for each significant effect identified in the PEIR, pursuant to Section 15091 of the State CEQA Guidelines and Section 21081 of CEQA. If the draft or final PEIR identifies any significant impacts that cannot be avoided, even with implementation of all reasonable and feasible mitigation measures, the City must adopt a Statement of Overriding Considerations prior to Project approval, pursuant to Section 15093 of the State CEQA Guidelines. This Scope of Work assumes the City will make a determination of the overriding condition(s) for each significant and unavoidable impact identified, for use in the draft document. For the purpose of estimating the work effort for preparation of findings, a total of 46 hours of professional staff time has been assumed for this task. Three weeks following our submittal of the final Response to Comments document and MMRP, Psomas will electronically submit the draft Findings of Fact and Statement of Overriding Considerations to the City for review and comment.

### **Task 2.4 Final Findings of Fact and Statement of Overriding Considerations**

One week following our receipt of compiled comments from the City, Psomas will revise the Findings of Fact and Statement of Overriding Considerations accordingly, and the final document will be electronically submitted for City use during PEIR certification. A total of 16 hours of professional staff time has been assumed for this task.

## **TASK 3 PROJECT MANAGEMENT AND MEETINGS (AUGMENT)**

### **Task 3.1 Project Management and Quality Control**

Throughout the CEQA process, Psomas will maintain regular telephone/email communications and attend meetings with the City and other members of the Project Team, as requested, to discuss the status of the Project and/or to resolve issues as they arise. Psomas will be responsible for managing the CEQA process; ensuring compliance with the Scope of Work and schedule; coordinating with our subconsultant(s); and ensuring that Project information is disseminated in a timely manner.

As part of this task, we would coordinate and attend a Project kick-off meeting with City staff and Placeworks representatives. This meeting will address, among other topics, roles, responsibilities, communication protocols, outstanding data needs for all parties, and expected periods of performance for the various work efforts that will inform our schedule. Psomas will

provide the City a schedule containing the PEIR delivery milestones within one week following the kick-off meeting. This task also includes internal administrative coordination and invoicing tasks. This Scope of Work includes a total of 38 hours of professional staff time for Project management activities.

This task includes additional project management and QA/QC time, to provide coordination among the Project team during preparation of proposed technical studies, resolve issues as they arise, and ensure compliance with the expanded Scope of Work and schedule, among other efforts.

### **Task 3.2 Attendance at Public Meetings/Hearings**

This task includes attendance at public meetings and hearings before the City's Planning Commission and/or City Council. Staff will be available to attend meetings and/or hearings. This task assumes up to 20 hours of public meeting/hearing attendance is assumed for Ms. Neary. This Scope of Work also includes a contingency (Task 5) that can be used to fund attendance at additional meetings at the City's request. At Plan and DTSP Update and certification of the PEIR. Attendance at additional public hearings will be billed on a time and materials basis against the contingency budget (Task 5) based on Psomas' 2019 fee schedule, which has been submitted to City staff.

This task includes attendance at additional meetings and/or participation in conference calls by Ms. Neary to coordinate with the City and other team members on the CEQA process, preparation for and participation in the Scoping Meeting associated with the Recirculated NOP, and any other consultation requested up to the fee estimate. As part of the Scoping Meeting, Psomas will assist in preparing a PowerPoint slide presentation, provide sign-in sheet and comment cards, and co-facilitate the meeting with the City.

### **TASK 4 CLIMATE CHANGE ADAPTATION POLICY ASSISTANCE**

This task includes a not-to-exceed budget for Senior Project Manager, Project Manager, and Environmental Planner/Air Quality Specialist professional labor hours to assist the City and/or Placeworks in developing climate change adaptation policies. This effort would involve research to more fully understand the City's climate change-related constraints (understood to be primarily drought/water supply and heat), review of the 2011 Hazard Mitigation Plan (HMP), and help draft actionable policies to be included in the updated HMP and as a basis for the City to subsequently prepare a Climate Action Plan. This task does not involve a vulnerability analysis pursuant to SB 379 or updates by Psomas to the City's HMP.

### **TASK 5 CONTINGENCY (ORIGINAL CONTRACT)**

Consistent with City request, this task includes a not-to-exceed budget for work efforts to be requested by the City that may exceed the anticipated level of effort in Tasks 1 through 4, including but not limited to, quantitative changes in the General Plan parameters; additional rounds of document review; and additional meeting attendance. Funds in this contingency task will not be used without prior written authorization from the City, including written understanding between the City and Psomas of the work product/activity and anticipated level of effort.

If the revised administrative draft General Plan and DTSP Update includes an increase in demographic parameters (i.e., dwelling units or square footage) or Project Description is substantively changed from the Administrative Draft PEIR submitted in July 2018, this would necessitate the revision of several technical reports and quantitative analyses within the body of the PEIR.

~~Urban Crossroads, as a subconsultant to Psomas, would revise the air quality/greenhouse gas (GHG) emissions and noise technical reports; and Nelson\Nygaard would revise the TIA accordingly. The scope of work for these technical report updates are summarized below and provided in full in Attachments C and D to this Scope of Work. Psomas would revise all other technical analyses within the PEIR with the exception of the Water Supply Assessment (WSA). This Scope of Work assumes that the City Department of Public Works would coordinate with Stetson Engineers to update the WSA.~~

#### **~~Air Quality/Greenhouse Gas Emissions Analysis Revision~~**

~~Urban Crossroads, as a subconsultant to Psomas, will update the California Emissions Estimator Model (CalEEMod) air quality runs to reflect changes to the dwelling unit count or other quantitative changes; update the CalEEMod greenhouse gas runs to reflect the changes; update tables, text, and exhibits as needed; make minor report text revisions as provided by Psomas/City staff; and summarize the findings in a revised South Pasadena General Plan Update Technical Air Quality and Greenhouse Gas Analysis Report. Urban Crossroads' complete Scope of Work is provided in Attachment C.~~

#### **~~Noise Analysis Revision~~**

~~Urban Crossroads, as a subconsultant to Psomas, will update the off site traffic noise analysis based on revised average daily traffic (ADT) volumes from the revised TIA based on the changed dwelling unit count or other quantitative change; recalculate the traffic noise level contour boundaries for off site roadway segments under Existing and Horizon Year conditions based on the revised ADT volumes; update the on site transportation noise analysis at the Project Growth Areas based on the revised traffic noise level contours under Horizon Year conditions; update Exhibits 8 A, 8 B, and 8 C based on the revised traffic noise level contour boundaries; make minor report text revisions as provided by Psomas/City staff; and summarize the findings in a revised South Pasadena General Plan Update Technical Noise Study. Urban Crossroads' complete Scope of Work is provided in Attachment C.~~

#### **~~Traffic Impact Analysis Revision~~**

~~Nelson\Nygaard will make an update to the travel demand model chapter of the TIA with updated calculations for project trip generation, project trip assignment, traffic modeling, and subsequent output tables and figures for affected scenarios. It is assumed that the updated land use mix will be provided in the format necessary to update the travel demand model in the manner previously submitted to Nelson\Nygaard.~~

~~Nelson\Nygaard will update written portions of the TIA to reflect changes to the analysis outputs. It is anticipated that no major changes to traffic impacts and mitigations will be made. Nelson\Nygaard will make one set of revisions from a single set of non-conflicting comments to~~



the TIA. Nelson\Nygaard will also be available for follow up discussions with City staff via phone calls, as budget permits.

## **TASK 6 TECHNICAL STUDIES**

### **Task 6.1 Transportation and Circulation Analyses (Augment)**

Iteris, as a subconsultant to Psomas, will perform the following tasks and prepare the associated deliverables, as listed below.

- Iteris will work with the City and Psomas to provide transportation analysis of the implementation of the RHNA housing allocation in the City of South Pasadena in its Housing Element Update. The estimated location of RHNA housing units within the City and resulting population growth will be assigned to traffic analysis zones in the SCAG travel demand model and a new model scenario will be created and compared to the approved General Plan land use scenario. Changes in vehicle miles traveled characteristics will be produced for CEQA analysis of the Housing Element and will be summarized in a technical memorandum.
- The analysis of the RHNA housing units' effect on vehicle and non-vehicle transportation will be summarized in tables, graphics, and text in a separate technical memorandum to assist the City in presenting the implications of the South Pasadena RHNA allocation. These will be presented in a discussion of the location of the new housing units; their relation to transit and active transportation facilities, estimated needs for overnight parking, and the forecasted change in roadway usage. These conditions will be shown with analysis of:
  - Growth in traffic on arterial streets (total and percent)
  - Increased Gold Line ridership
  - Gold Line and bus line Last Mile Access
  - Bicycle access
  - Estimated parking needs
- The scope assumes participation in four team coordination meetings and attendance; presentation at three public meetings.

### **Task 6.4 Cultural Resources Records Search and Analysis Update (New)**

The cultural and tribal cultural resources PEIR section will be updated based on data from the California Historical Resources Information System (CHRIS), the previous historic/built environment analyses provided by the City, and the South Pasadena Historic Resource Inventory. This task includes a review of recent research conducted for the City, a 2020 records and literature review for archaeological resources conducted through the CHRIS by Psomas, an updated Native American Heritage Commission (NAHC) Sacred Lands File (SFL) search, a 2020 paleontological records search through the Vertebrate Paleontology Section of the Natural History Museum of Los Angeles County (NHMLAC), and preparation of the cultural resources and paleontology analyses of the PEIR, as described in more detail below. This task does not include field surveys, including a pedestrian archaeological survey, a pedestrian paleontological survey, or architectural assessment/windshield studies.

#### **Cultural Record Searches and Literature Reviews**

Psomas will conduct an archaeological records search through the CHRIS at the South-Central Coastal Information Center (SCCIC) to conduct a records search for the area of potential effect

(APE). For purposes of this project, this search will encompass a ½-mile search radius around the APE. This task assumes the SCCIC records search can be completed in one business day. Copies of all previously recorded cultural resources records and relevant cultural resources reports within the search radius will be obtained. Psomas will also inspect any historical maps and aerials, U.S. Geologic Survey plats, and Government Land Office (GLO) plats that depict the project APE. Additionally, Psomas will request the NAHC conduct a search of the SLF database for the project APE. Since the City has completed a historic resource analysis (in the PEIR) for the built environment, Psomas will only consult the Built Environment Resource Directory (BERD) for historic resources added to the directory between 2002-2020 (not to exceed 200 listings). This scope assumes that all other historic data stored on the HRI or BERD will be provided by the City. This task does not include California Register of Historical Resources evaluations or re-evaluations of any structures and or districts omitted in the past analyses. Psomas will synthesize the EIR.

#### *Paleontological Record Searches and Literature Reviews*

Additionally, Psomas will request a paleontological resources records search and literature review for the Project APE, including a ½-mile search radius, from the NHMLAC. The NHMLAC provides a letter summarizing information on geological formations and known paleontological localities (if any) near the Project APE, and a determination of the paleontological sensitivity of the geologic units underlying the APE. This information will be used to update the analysis in the in-progress PEIR.

#### *Cultural Resource and Paleontological Analyses*

The cultural resources and paleontology analyses of the PEIR will be updated based on data collected from the record searches and literature reviews (described above). The analyses will include a prehistoric, historic, and geological background, methods, archival results, and recommendations for additional resource management/mitigation measures, if appropriate.

#### **Task 6.5 Energy Analysis (New)**

Psomas will provide a qualitative discussion of existing and anticipated energy consumption from the construction and operations phases for future implementation of the General Plan Update and Housing Element. A qualitative approach is recommended for this analysis due to the speculative nature of assessing energy consumption related to existing buildings, which had been developed based on numerous energy efficiency standards adopted over decades as well as projecting the energy consumption for future buildings for which energy efficiency standards have yet to be developed. In addition, the composition of the existing fleet of roadway vehicles travelling within the City are also changing annually in terms of the corporate average fuel economy and the increasing adoption of alternative fueled vehicles. Consequently, qualitative discussions of existing and future energy efficiency standards and energy consumption will be developed. Potential impacts will also be assessed relative to the Project's consistency with the applicable regional, State, and City plans and policies. The results of the energy study analysis will be presented in the energy section of the PEIR. If potential significant impacts are identified, Psomas will recommend mitigation measures to address those impacts.

#### **TASK 7 RECIRCULATED NOTICE OF PREPARATION (NEW)**

Psomas will prepare a draft Recirculated Notice of Preparation of an EIR (NOP), which will also include information about the Scoping Meeting. Psomas will submit the Recirculated NOP in electronic format to the City for review and comment. Once comments have been received, Psomas will revise the Recirculated NOP accordingly and prepare it for final review and approval to circulate. It is assumed the mailing list used for the 2018 NOP will be updated, as needed, by the City for distribution of the Recirculated NOP. This task includes some time to assist in mailing list preparation. Psomas will reproduce and distribute the NOP to all parties on the mailing list for the 30-day NOP comment period. Psomas will hand deliver the Recirculated NOP to the County of Los Angeles Clerk-Recorder and collect a stamped copy and filing fee receipt; the filing fee for the NOP is included in the direct costs. Psomas will prepare a NOC, which will be submitted to the SCH along with the Recirculated NOP. Fees anticipate using overnight delivery of the Recirculated NOP to the City, SCH, and all Responsible Agencies (a maximum of 24, including SCH and libraries), except for those going to a P.O. Box, which will be delivered using Certified Mail via the U.S. Postal Service (USPS). All other packages (up to 500) will be delivered using USPS First-Class Mail. Participation in the Scoping Meeting is included in the proposed augment to Task 3.2, Attendance at Public Meetings/Hearings.

#### **TASK 8 CONTINGENCY (AUGMENT)**

Consistent with City request, this task includes a not-to-exceed budget equivalent to 10 percent of the fees for the above-listed tasks for work efforts requested by the City that may exceed the anticipated level of effort, such as, but not limited to, to more intense public involvement/written responses, additional rounds of document review or revision, additional meeting attendance or project management activities, and substantive changes to the General Plan Update and/or Housing Element. Funds in this contingency task will not be used without prior written authorization from the City, including written understanding between the City and Psomas of the work product/activity and anticipated level of effort.

#### **TASK 9 TRIBAL CONSULTATION ASSISTANCE (AS AUTHORIZED BY CITY STAFF)**

If needed, Psomas will provide support to the City to fulfill the agency-to-agency consultation requirements under Assembly Bill (AB) 52 and Senate Bill (SB) 18, which will be required. This includes assisting in consultation with California Native American Tribes, identification of tribal cultural resources, and developing appropriate mitigation measures. This task assumes the preparation of up to six letters on City letterhead; one round of review by the City; and telephone consultation in concert with the City, as needed to consult with Tribes. Psomas can provide further support related to AB 52/SB 18 consultation, such as additional meetings, minutes, development of non-standard mitigation measures, or additional site visits, subject to a scope and budget augment. The information provided by the City will be synthesized in the Tribal Cultural Resources analysis of the PEIR.

**Additional Documents**  
**Public Comment**  
**Agenda item No. 17**  
**3/4/20 Regular City Council Meeting**

City of South Pasadena

MAR 4 2020

City Clerk's Division

Received @ 6:50 p.m.

Chris Bray, [REDACTED]  
Public Comment  
March 4 City Council Meeting

Item 15, "Approval of the Creation of a Traffic Enforcement Bureau in the Police Department."

**COMMENT:**

**I support the creation of a Traffic Enforcement Bureau in the Police Department, but I object to the restructuring of a public safety department without prior review by the Public Safety Commission.**

Item 17, "Authorize the City Manager to Execute 1) Professional Service Agreement with PlaceWorks in the Amount of \$267,598 to Update the City's Housing Element; 2) First Contract Amendment with PlaceWorks for Additional Public Outreach and Extend the General Plan Update and Downtown Specific Plan Contract Term to December 31, 2021 for a Total Not-To-Exceed Amount of \$235,312; 3) Second Amendment to the Professional Services Agreement with Psomas for Additional Environmental Analysis and Extend the Contract Term by to December 31, 2021 for a Total Not-To-Exceed Amount of \$229,259; and 4) Reallocate \$222,974 from a designated reserve fund to the Planning and Building Department Professional Services Account for Fiscal Year 2019-20."

**COMMENT:**

**I object to the significant use of financial reserves without prior review by the Finance Commission.**