



Updated Additional Documents List (5/14/2020 1:45PM)

Regular City Council Meeting

May 6, 2020

Item No.	Agenda Item Description	Distributor	Document
11	Monthly Investment Reports for September 2019 through March 2020	Karen Aceves, Finance Director	Memo
12	Adoption of Resolution Establishing a Code of Ethics and Conduct Policy Applicable to Elected and Appointed Officials	Maria E. Ayala, Chief City Clerk; Teresa L. Highsmith, City Attorney	Memo
13	Adoption of a Resolution Continuing the Proclaiming a Local Emergency Due to the Outbreak of COVID-19, Adopting Regulations for Private and Public Facilities and Gatherings, Establishing Protections for Residential and Commercial Tenants and Property Owners, Requesting Reimbursement of Expenses, and Authorizing the City Manager to Take All Necessary Actions as the Director of Emergency Services	Stephanie De Wolfe, City Manager; Paul Riddle, Fire Chief	Memo
22	Adoption of Urgency Ordinance Amending Several Sections of Chapter 36 (Zoning) of the South Pasadena Municipal Code to Streamline Planning Approval Processes and Toll Planning and Permitting deadlines during the local Declaration of Emergency	Stephanie De Wolfe, City Manager Joanna Hankamer, Planning and Community Development Director	Memo

PC	Public Comment Submitted for: General Public Comment; Agenda Item Nos. 1, 13, 14, 18, 20, 22,	City Clerk Division	E-mail Public Comment
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**City of South Pasadena
Finance Department**

Memo

Date: May 6, 2020

To: The Honorable City Council

Via: Stephanie DeWolfe, City Manager

From: Karen Aceves
May 6, 2020 City Council Meeting Item No. 11 Additional Document – Monthly
Investment Reports

Re:

Please find the attachment for Item No.11 - Monthly Investment Reports.

Exhibit A

City of South Pasadena

**INVESTMENT REPORT
September 30, 2019**

Investment Balances at Month End

INSTITUTION NAME	MATURITY DATE	YIELD TO CALL OR MATURITY	PERCENT OF PORTFOLIO	COST	CURRENT MARKET VALUE *
LOCAL AGENCY INVESTMENT FUND:					
LAIF City	ON DEMAND	2.450%	50.66%	17,268,066.35	17,268,066.35
SUBTOTAL			50.66%	17,268,066.35	17,268,066.35
MORGAN STANLEY SMITH BARNEY					
Government Securities	See Exhibit B-1	1.49%	34.95%	11,912,292.34	11,991,684.67
Corporate Bonds	See Exhibit B-1	1.97%	14.40%	4,908,187.91	4,951,837.33
SUBTOTAL			49.34%	16,820,480.25	16,943,522.00
TOTAL INVESTMENTS			100.00%	\$34,088,546.60	\$34,211,588.35

2016 WATER REVENUE BONDS ESCROW FUND **

**** Information Only - Funds held in escrow are managed solely by the 2016 Bond Trustees. The funds are not accessible by the City and not available for City use. They are, therefore, not included in the Total Investments.**

Wells Fargo Govt. Securities	See Exhibit B-2	0.000%		0.00	0.00
Wells Fargo Uninvested Cash Balance				40,439,862.52	40,439,862.52

BANK ACCOUNTS:

Bank of the West Account Balance:	\$2,944,207.63
Morgan Stanley Uninvested Cash Balance:	\$162,877.69
Morgan Stanley Unsettled Transactions	-
BNY Mellon Uninvested Cash Balance	1,801,727.99

Required Disclosures:

Average weighted maturity of the portfolio 397 DAYS

Average weighted total yield to maturity of the portfolio 2.044%

The City's investment liquidity is sufficient for it to meet its expenditure requirements for the next 180 days.

All investments are in conformity with the City Investment Policy.

* Current market valuation is required for investments with maturities of more than twelve months.

Exhibit B-1
Funds and Investments
Held by Contracted (Third) Parties
September 30, 2019

Morgan Stanley Investments

Investment Type	Issuer	CUSIP	Par Value	Adjusted Premium	Adjusted Cost	Market Value	Current YTM	Unrealized Gain/Loss
1	Gov't. Securities U.S. Treasury Note	912828L32	250,000.00	98.641	246,601.50	248,925.00	1.847%	2,323.50
2	Gov't. Securities U.S. Treasury Note	912828L32	74,000.00	100.318	74,235.41	73,681.80	1.847%	(553.61)
3	Gov't. Securities U.S. Treasury Note	912828L32	329,000.00	100.316	330,038.96	327,585.30	1.847%	(2,453.66)
4	Gov't. Securities U.S. Treasury Note	912828L32	33,000.00	99.617	32,873.68	32,858.10	1.847%	(15.58)
5	Gov't. Securities U.S. Treasury Note	912828N89	498,000.00	99.469	495,354.62	495,395.46	1.772%	40.84
6	Gov't. Securities U.S. Treasury Note	912828N89	150,000.00	100.379	150,568.91	149,215.50	1.772%	(1,353.41)
7	Gov't. Securities U.S. Treasury Note	912828N89	280,000.00	100.389	281,089.49	278,535.60	1.772%	(2,553.89)
8	Gov't. Securities U.S. Treasury Note	912828N89	107,000.00	99.598	106,569.54	106,440.39	1.772%	(129.15)
9	Gov't. Securities U.S. Treasury Note	912828B90	736,000.00	100.251	737,850.54	738,590.72	1.746%	740.18
10	Gov't. Securities U.S. Treasury Note	912828B90	26,000.00	100.503	26,130.88	26,091.52	1.746%	(39.36)
11	Gov't. Securities U.S. Treasury Note	9128287F1	427,000.00	100.210	427,897.89	427,602.07	1.671%	(295.82)
12	Gov't. Securities U.S. Treasury Note	9128287F1	599,000.00	100.368	601,207.03	599,844.59	1.671%	(1,362.44)
13	Gov't. Securities U.S. Treasury Note	912828F96	494,000.00	100.166	494,818.12	497,453.06	1.657%	2,634.94
14	Gov't. Securities U.S. Treasury Note	912828F96	437,000.00	100.816	440,564.97	440,054.63	1.657%	(510.34)
15	Gov't. Securities U.S. Treasury Note	9128287C8	426,000.00	100.454	427,932.50	427,682.70	1.605%	(249.80)
16	Gov't. Securities U.S. Treasury Note	9128287C8	426,000.00	100.549	428,336.67	427,682.70	1.605%	(653.97)
17	Gov't. Securities U.S. Treasury Note	9128287C8	33,000.00	100.695	33,229.49	33,130.35	1.605%	(99.14)
18	Gov't. Securities U.S. Treasury Note	912828P38	423,000.00	99.723	421,827.02	425,229.21	1.430%	3,402.19
19	Gov't. Securities U.S. Treasury Note	912828P38	2,000.00	100.851	2,017.02	2,010.54	1.430%	(6.48)
20	Gov't. Securities U.S. Treasury Note	912828P38	383,000.00	100.723	385,769.28	385,018.41	1.430%	(750.87)
21	Gov't. Securities U.S. Treasury Note	912828S35	434,000.00	96.477	418,708.44	430,831.80	1.576%	12,123.36
22	Gov't. Securities U.S. Treasury Note	9128285P1	730,000.00	104.671	764,099.08	768,237.40	1.571%	4,138.32
23	Gov't. Securities U.S. Treasury Note	912828W71	719,000.00	99.168	713,017.92	736,385.42	1.567%	23,367.50
24	Gov't. Securities U.S. Treasury Note	912828X70	1,010,000.00	101.169	1,021,808.05	1,029,210.20	1.568%	7,402.15
25	Gov't. Securities Fed. Home Loan Mtg. Corp.	3137EADM8	480,000.00	100.001	480,003.84	479,985.60	1.778%	(18.24)
26	Gov't. Securities Fed. Home Loan Mtg. Corp.	3137EADR7	500,000.00	100.189	500,945.90	498,530.00	1.881%	(2,415.90)
27	Gov't. Securities Fed. Home Loan Bank	3130A8QS5	665,000.00	99.305	660,378.25	658,556.15	1.677%	(1,822.10)
28	Gov't. Securities Fed. National Mtg. Assn.	3135G0U43	225,000.00	101.014	227,280.40	235,797.75	1.616%	8,517.35
29	Gov't. Securities Fed. National Mtg. Assn.	3135G0U43	140,000.00	101.966	142,752.13	146,718.60	1.616%	3,966.47
30	Gov't. Securities Fed. National Mtg. Assn.	3135G0V34	833,000.00	100.646	838,384.81	864,404.10	1.599%	26,019.29
Subtotal Gov't. Securities			11,869,000.00		11,912,292.34	11,991,684.67	1.487%	79,392.33
31	Corporate Bond Proctor & Gamble Co.	742718EG0	105,000.00	100.026	105,027.67	104,974.80	2.162%	(52.87)
32	Corporate Bond Proctor & Gamble Co.	742718EG0	13,000.00	101.106	13,003.01	12,996.88	2.162%	(6.13)
33	Corporate Bond Proctor & Gamble Co.	742718EG0	3,000.00	101.665	3,001.05	2,999.28	2.162%	(1.77)
34	Corporate Bond Proctor & Gamble Co.	742718EG0	40,000.00	100.067	40,026.77	39,990.40	2.162%	(36.37)
35	Corporate Bond Costco Wholesale Group	22160KAF2	81,000.00	100.122	81,098.98	80,945.73	2.013%	(153.25)
36	Corporate Bond BB&T Corp. (Callable)	05531FAS2	81,000.00	100.155	81,125.88	81,051.84	2.126%	(74.04)
37	Corporate Bond PNC Funding Corp.	693476BJ1	101,000.00	100.982	101,992.01	102,079.69	2.081%	87.68
38	Corporate Bond PNC Funding Corp.	693476BJ1	6,000.00	101.004	6,060.24	6,064.14	2.081%	3.90
39	Corporate Bond PNC Funding Corp.	693476BJ1	2,000.00	101.010	2,020.19	2,021.38	2.081%	1.19
40	Corporate Bond PNC Funding Corp.	693476BJ1	34,000.00	101.136	34,386.12	34,363.46	2.081%	(22.66)
41	Corporate Bond Wal-Mart	931142CU5	76,000.00	101.795	77,364.22	76,966.72	1.955%	(397.50)

Exhibit B-1
Funds and Investments
Held by Contracted (Third) Parties
September 30, 2019

Morgan Stanley Investments

Investment Type	Issuer	CUSIP	Par Value	Adjusted Premium	Adjusted Cost	Market Value	Current YTM	Unrealized Gain/Loss
42 Corporate Bond	Target Corp.	87612EAV8	39,000.00	101.785	39,696.30	39,594.75	1.922%	(101.55)
43 Corporate Bond	Target Corp.	87612EAV8	36,000.00	101.821	36,655.65	36,549.00	1.922%	(106.65)
44 Corporate Bond	United Health Group Inc.	91324PCM2	53,000.00	100.366	53,193.84	53,296.80	1.982%	102.96
45 Corporate Bond	United Health Group Inc.	91324PCM2	7,000.00	100.424	7,029.68	7,039.20	1.982%	9.52
46 Corporate Bond	United Health Group Inc.	91324PCM2	18,000.00	100.840	18,151.20	18,100.80	1.982%	(50.40)
47 Corporate Bond	United Health Group Inc.	91324PCM2	42,000.00	100.655	42,275.02	42,235.20	1.982%	(39.82)
48 Corporate Bond	State Street Corp.	857477AS2	54,000.00	100.756	54,408.30	54,254.88	2.007%	(153.42)
49 Corporate Bond	State Street Corp.	857477AS2	24,000.00	100.781	24,187.33	24,113.28	2.007%	(74.05)
50 Corporate Bond	The Walt Disney Co.	25468PDE3	60,000.00	100.148	60,088.94	60,130.80	1.920%	41.86
51 Corporate Bond	The Walt Disney Co.	25468PDE3	20,000.00	100.820	20,164.00	20,043.60	1.920%	(120.40)
52 Corporate Bond	Bank of America	06051GFT1	163,000.00	100.325	163,529.03	164,035.05	2.012%	506.02
53 Corporate Bond	Coca-Cola Co.	191216BT6	62,000.00	100.338	62,209.72	62,027.90	1.832%	(181.82)
54 Corporate Bond	Coca-Cola Co.	191216BT6	19,000.00	100.492	19,093.47	19,008.55	1.832%	(84.92)
55 Corporate Bond	Chubb INA Holdings Inc	00440EAT4	61,000.00	100.503	61,306.65	61,197.03	1.975%	(109.62)
56 Corporate Bond	Chubb INA Holdings Inc	00440EAT4	62,000.00	100.323	62,237.30	62,200.26	1.975%	(37.04)
57 Corporate Bond	Chevron Corp. (Callable)	166764AY6	55,000.00	100.699	55,384.71	55,295.90	1.745%	(88.81)
58 Corporate Bond	Chevron Corp. (Callable)	166764AY6	25,000.00	100.762	25,190.44	25,134.50	1.745%	(55.94)
59 Corporate Bond	VISA	92826CAB8	162,000.00	100.255	162,412.77	162,601.02	1.864%	188.25
60 Corporate Bond	Exxon Mobil Corp. (Callable)	30231GAV4	162,000.00	100.731	163,183.42	162,848.88	1.822%	(334.54)
61 Corporate Bond	Home Depot Inc.	437076AW2	81,000.00	102.856	83,313.20	83,655.18	1.741%	341.98
62 Corporate Bond	JP Morgan Chase	46625HHZ6	151,000.00	103.710	156,601.85	156,937.32	2.128%	335.47
63 Corporate Bond	Charles Schwab Corp	437076AW2	83,000.00	102.150	84,784.47	84,712.29	1.900%	(72.18)
64 Corporate Bond	Pepsico Inc	713448BW7	82,000.00	102.246	83,841.74	83,749.06	1.853%	(92.68)
65 Corporate Bond	Praxair Inc	74005PAZ7	82,000.00	102.127	83,743.75	83,609.66	1.953%	(134.09)
66 Corporate Bond	3M Co. (Callable)	88579YAU5	65,000.00	100.050	65,032.25	64,674.35	1.885%	(357.90)
67 Corporate Bond	3M Co. (Callable)	88579YAU5	17,000.00	99.207	16,865.19	16,914.83	1.885%	49.64
68 Corporate Bond	Comcast Corp	20030NCQ2	164,000.00	102.925	168,797.09	168,893.76	1.924%	96.67
69 Corporate Bond	Prudential Financial Inc	74432QBT1	80,000.00	105.077	84,061.66	83,915.20	2.134%	(146.46)
70 Corporate Bond	American Express Credit (Callable)	0258M0EG0	162,000.00	101.184	163,859.38	164,822.04	1.933%	962.66
71 Corporate Bond	Burlington North Santa Fe (Callable)	12189LAH4	79,000.00	102.142	80,691.94	80,870.72	1.948%	178.78
72 Corporate Bond	US Bancorp	91159HHC7	165,000.00	101.897	168,129.23	168,958.35	1.961%	829.12
73 Corporate Bond	Intel Corp (Callable)	458140BB5	169,000.00	100.380	169,642.52	170,935.05	1.884%	1,292.53
74 Corporate Bond	Apple Inc.	037833BF6	160,000.00	101.527	162,443.71	163,636.80	1.807%	1,193.09
75 Corporate Bond	Oracle Corp.	68389XBB0	81,000.00	100.940	81,761.39	81,987.39	1.989%	226.00
76 Corporate Bond	Gilead Sciences Inc	375558BC6	164,000.00	100.133	164,217.48	169,428.40	2.007%	5,210.92
77 Corporate Bond	Intercontinental Exchange Inc	45866FAE4	168,000.00	98.558	165,577.44	169,444.80	2.040%	3,867.36
78 Corporate Bond	Bank of New York Mellon Corp	06406RAE7	168,000.00	99.109	166,503.12	172,529.28	2.086%	6,026.16
79 Corporate Bond	Amazon	023135AW6	125,000.00	98.568	123,210.00	127,050.00	1.886%	3,840.00
80 Corporate Bond	General Dynamics Corp	369550BD9	163,000.00	101.401	165,282.82	170,556.68	2.012%	5,273.86
81 Corporate Bond	Cisco Systems Inc.	17275RBH4	84,000.00	97.479	81,882.36	85,037.40	1.862%	3,155.04
82 Corporate Bond	John Deere Capital Corp.	24422EUM9	161,000.00	103.388	166,454.37	171,529.40	1.956%	5,075.03
83 Corporate Bond	Intercontinental Exchange Inc	45866FAA2	80,000.00	104.118	83,294.24	85,688.00	2.154%	2,393.76
84 Corporate Bond	State Street Corp.	857477AM5	80,000.00	106.407	85,125.75	85,231.20	2.044%	105.45
85 Corporate Bond	Caterpillar Financial Services Corp	14912L5X5	79,000.00	105.518	83,359.36	84,265.35	2.065%	905.99
86 Corporate Bond	BB&T Corp.	05531FBF9	121,000.00	102.241	123,711.22	128,034.94	2.257%	4,323.72

Exhibit B-1
Funds and Investments
Held by Contracted (Third) Parties
September 30, 2019

Morgan Stanley Investments

Investment Type	Issuer	CUSIP	Par Value	Adjusted Premium	Adjusted Cost	Market Value	Current YTM	Unrealized Gain/Loss
87 Corporate Bond	Texas Instruments Inc	882508BB9	166,000.00	102.709	170,496.47	170,608.16	1.971%	111.69
Subtotal Corporate Bonds			4,846,000.00		4,908,187.91	4,951,837.33	1.975%	43,649.42 (43,649.42)
Money Market	Liquid Asset Fund		-					
Uninvested Cash			-			162,877.69		
Accrued Interest								
Subtotal Cash & Cash Equivalents					-	162,877.69		
Grand Totals			16,715,000.00		16,820,480.25	17,106,399.69	1.614%	123,041.75
Unsettled Transactions						0.00		
Subtotal Unsettled Transactions			-		-	-		
Totals incl. Unsettled Transactions			16,715,000.00		16,820,480.25	17,106,399.69		123,041.75
Totals per Bank Statement			16,715,000.00		16,820,480.25	17,106,399.69		123,041.75

17,229,441.44

Exhibit B-2

**Funds and Investments
Held by Contracted (Third) Parties
September 30, 2019**

2016 Water Revenue Bonds

Investment Type	Issuer	Settlement Date	Par Value	Coupon Rate	Market Value	Current YTM	Maturity Date	Days to Maturity	CUSIP Account Number
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BNY Mellon Project Fund

1	Cash		1,644,870.26	0.010%	1,644,870.26	0.010%		1	
2	Morgan Stanley Treasury Portfolio		156,857.73	0.250%	156,857.73	0.250%		1	
Subtotal Cash & Cash Equivalents			1,801,727.99	0.031%	1,801,727.99	0.031%		1	
Total Project Fund			1,801,727.99	0.031%	1,801,727.99	0.031%		1	

Wells Fargo 2016 Water Refunding Escrow Fund -- Information Only

1	Cash		40,439,862.52	0.100%	40,439,862.52	0.100%		1	
Subtotal Cash & Cash Equivalents			40,439,862.52	0.100%	40,439,862.52	0.100%		1	
2	Gov't. Securities U.S. Treasury Note	9/30/2014	0.00	1.750%	0.00	1.750%	9/30/2019	0	912828F39
Subtotal Securities			0.00	0.000%	0.00	0.000%		0	
Total Escrow Fund			40,439,862.52	0.100%	40,439,862.52	0.100%		1	

Exhibit C

**City of South Pasadena
Investment Report**

Summary of Invested Funds -- Last Day of the Month

MONTH	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
JULY	13,579,652	11,604,558	14,003,563	17,332,153	20,958,651	26,306,572	28,541,631	74,033,803	33,187,829	34,119,395
AUGUST	12,099,372	11,595,476	13,043,563	17,330,985	12,658,088	26,294,151	28,405,544	73,122,925	31,258,493	34,245,197
SEPTEMBER	11,000,410	11,582,026	11,783,420	16,331,557	19,715,369	22,058,959	27,049,892	70,952,657	31,219,168	34,211,588
OCTOBER	10,757,440	10,575,907	11,795,960	13,841,158	17,221,779	22,325,114	27,023,005	70,917,973	26,989,542	
NOVEMBER	10,499,526	8,992,178	11,800,260	13,836,635	17,221,849	22,287,418	73,246,265	26,547,176	26,916,772	
DECEMBER	10,634,416	10,185,282	11,805,140	16,837,192	20,603,990	22,253,300	71,499,585	28,949,643	27,028,835	
JANUARY	12,629,088	9,186,793	11,816,031	18,846,359	26,309,319	27,399,997	71,229,735	32,878,042	35,305,506	
FEBRUARY	12,619,768	9,184,331	13,818,580	18,845,663	26,260,788	30,108,605	71,084,575	33,013,420	34,571,287	
MARCH	12,610,790	9,126,552	13,319,038	13,145,894	26,315,158	28,939,924	72,604,964	32,833,141	32,568,840	
APRIL	12,605,200	11,130,863	17,327,604	13,153,853	26,326,876	28,276,276	75,018,330	33,064,100	32,242,202	
MAY	12,595,623	11,128,155	19,327,983	23,452,878	26,310,240	28,429,928	76,053,277	32,879,674	36,925,478	
JUNE	12,581,680	10,275,475	19,323,510	22,452,628	29,289,712	26,594,581	75,918,587	33,102,349	38,922,757	

Exhibit A

City of South Pasadena

INVESTMENT REPORT
October 31, 2019

Investment Balances at Month End

INSTITUTION NAME	MATURITY DATE	YIELD TO CALL OR MATURITY	PERCENT OF PORTFOLIO	COST	CURRENT MARKET VALUE *
LOCAL AGENCY INVESTMENT FUND:					
LAIF City	ON DEMAND	2.450%	44.19%	13,377,637.04	13,377,637.04
SUBTOTAL			44.19%	13,377,637.04	13,377,637.04
MORGAN STANLEY SMITH BARNEY					
Government Securities	See Exhibit B-1	1.56%	39.61%	11,990,173.24	12,090,075.24
Corporate Bonds	See Exhibit B-1	1.87%	16.20%	4,905,139.06	4,956,838.87
SUBTOTAL			55.81%	16,895,312.30	17,046,914.11
TOTAL INVESTMENTS			100.00%	\$30,272,949.34	\$30,424,551.15

2016 WATER REVENUE BONDS ESCROW FUND **

** Information Only - Funds held in escrow are managed solely by the 2016 Bond Trustees. The funds are not accessible by the City and not available for City use. They are, therefore, not included in the Total Investments.

Wells Fargo Govt. Securities	See Exhibit B-2	0.000%		0.00	0.00
Wells Fargo Uninvested Cash Balance				0.00	0.00

Note: As of 10/1/2019, the escrow fund has been completed, thus the funds will reflect as zero and will no longer appear on future reports.

BANK ACCOUNTS:

Bank of the West Account Balance:	\$6,231,255.03
Morgan Stanley Uninvested Cash Balance:	\$112,902.29
Morgan Stanley Unsettled Transactions	-
BNY Mellon Uninvested Cash Balance	157,359.65

Required Disclosures:

Average weighted maturity of the portfolio 527 DAYS

Average weighted total yield to maturity of the portfolio 2.001%

The City's investment liquidity is sufficient for it to meet its expenditure requirements for the next 180 days.

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Held by Contracted (Third) Parties
October 31, 2019

Morgan Stanley Investments

Investment Type	Issuer	CUSIP	Par Value	Adjusted Premium	Adjusted Cost	Market Value	Current YTM	Unrealized Gain/Loss
1	Gov't. Securities U.S. Treasury Note	912828L32	250,000.00	98.641	246,601.50	249,532.50	1.601%	2,931.00
2	Gov't. Securities U.S. Treasury Note	912828L32	74,000.00	100.289	74,213.55	73,861.62	1.601%	(351.93)
3	Gov't. Securities U.S. Treasury Note	912828L32	329,000.00	100.286	329,942.51	328,384.77	1.601%	(1,557.74)
4	Gov't. Securities U.S. Treasury Note	912828L32	33,000.00	99.617	32,873.68	32,938.29	1.601%	64.61
5	Gov't. Securities U.S. Treasury Note	912828N89	498,000.00	99.469	495,354.62	496,675.32	1.590%	1,320.70
6	Gov't. Securities U.S. Treasury Note	912828N89	150,000.00	100.355	150,533.14	149,601.00	1.590%	(932.14)
7	Gov't. Securities U.S. Treasury Note	912828N89	280,000.00	100.365	281,020.98	279,255.20	1.590%	(1,765.78)
8	Gov't. Securities U.S. Treasury Note	912828N89	107,000.00	99.598	106,569.54	106,715.38	1.590%	145.84
9	Gov't. Securities U.S. Treasury Note	912828B90	736,000.00	100.236	737,740.21	739,996.48	1.584%	2,256.27
10	Gov't. Securities U.S. Treasury Note	912828B90	26,000.00	100.473	26,123.07	26,141.18	1.584%	18.11
11	Gov't. Securities U.S. Treasury Note	9128287F1	427,000.00	100.201	427,857.13	428,302.35	1.572%	445.22
12	Gov't. Securities U.S. Treasury Note	9128287F1	599,000.00	100.352	601,106.72	600,826.95	1.572%	(279.77)
13	Gov't. Securities U.S. Treasury Note	912828F96	494,000.00	100.159	494,785.74	498,282.98	1.558%	3,497.24
14	Gov't. Securities U.S. Treasury Note	912828F96	437,000.00	100.783	440,422.75	440,788.79	1.558%	366.04
15	Gov't. Securities U.S. Treasury Note	9128287C8	426,000.00	100.440	427,875.29	428,513.40	1.526%	638.11
16	Gov't. Securities U.S. Treasury Note	9128287C8	426,000.00	100.532	428,267.45	428,513.40	1.526%	245.95
17	Gov't. Securities U.S. Treasury Note	9128287C8	33,000.00	100.675	33,222.68	33,194.70	1.526%	(27.98)
18	Gov't. Securities U.S. Treasury Note	912828P38	423,000.00	99.723	421,827.02	425,973.69	1.527%	4,146.67
19	Gov't. Securities U.S. Treasury Note	912828P38	2,000.00	100.830	2,016.60	2,014.06	1.527%	(2.54)
20	Gov't. Securities U.S. Treasury Note	912828P38	383,000.00	100.705	385,700.87	385,692.49	1.527%	(8.38)
21	Gov't. Securities U.S. Treasury Note	912828S35	434,000.00	96.477	418,708.44	431,695.46	1.524%	12,987.02
22	Gov't. Securities U.S. Treasury Note	9128285P1	730,000.00	104.579	763,429.89	768,668.10	1.531%	5,238.21
23	Gov't. Securities U.S. Treasury Note	912828W71	719,000.00	99.168	713,017.92	737,169.13	1.420%	24,151.21
24	Gov't. Securities U.S. Treasury Note	912828X70	1,010,000.00	101.148	1,021,599.35	1,030,240.40	1.537%	8,641.05
25	Gov't. Securities Fed. Home Loan Mtg. Corp.	3137EADR7	500,000.00	100.162	500,811.37	499,380.00	1.625%	(1,431.37)
26	Gov't. Securities Fed. Home Loan Bank	3130A8QS5	665,000.00	99.305	660,378.25	660,325.05	1.545%	(53.20)
27	Gov't. Securities Fed. National Mtg. Assn.	3135G0U43	225,000.00	100.993	227,234.43	235,989.00	1.567%	8,754.57
28	Gov't. Securities Fed. National Mtg. Assn.	3135G0U43	140,000.00	101.926	142,696.40	146,837.60	1.567%	4,141.20
29	Gov't. Securities Fed. National Mtg. Assn.	3135G0V34	833,000.00	100.635	838,286.17	863,987.60	1.593%	25,701.43
	Gov't. Securities Fed. National Mtg. Assn.	3135G0ZR7	535,000.00	104.665	559,955.97	560,578.35	1.596%	622.38
Subtotal Gov't. Securities			11,924,000.00		11,990,173.24	12,090,075.24	1.555%	99,902.00
30	Corporate Bond Proctor & Gamble Co.	742718EG0	105,000.00	100.000	105,000.00	105,000.00	1.900%	0.00
31	Corporate Bond Proctor & Gamble Co.	742718EG0	13,000.00	100.000	13,000.00	13,000.00	1.900%	0.00
32	Corporate Bond Proctor & Gamble Co.	742718EG0	3,000.00	100.000	3,000.00	3,000.00	1.900%	0.00
33	Corporate Bond Proctor & Gamble Co.	742718EG0	40,000.00	100.000	40,000.00	40,000.00	1.900%	0.00
34	Corporate Bond Costco Wholesale Group	22160KAF2	81,000.00	100.073	81,058.85	80,977.32	1.917%	(81.53)
35	Corporate Bond BB&T Corp. (Callable)	05531FAS2	81,000.00	100.111	81,089.57	81,049.41	1.932%	(40.16)
36	Corporate Bond PNC Funding Corp.	693476BJ1	101,000.00	100.750	101,757.68	101,811.03	2.103%	53.35
37	Corporate Bond PNC Funding Corp.	693476BJ1	6,000.00	100.767	6,046.01	6,048.18	2.103%	2.17
38	Corporate Bond PNC Funding Corp.	693476BJ1	2,000.00	100.771	2,015.42	2,016.06	2.103%	0.64
39	Corporate Bond PNC Funding Corp.	693476BJ1	34,000.00	100.867	34,294.91	34,273.02	2.103%	(21.89)
40	Corporate Bond Wal-Mart	931142CU5	76,000.00	101.601	77,217.08	76,903.64	1.870%	(313.44)

Exhibit B-1
Funds and Investments
Held by Contracted (Third) Parties
October 31, 2019

Morgan Stanley Investments

Investment Type	Issuer	CUSIP	Par Value	Adjusted Premium	Adjusted Cost	Market Value	Current YTM	Unrealized Gain/Loss
41 Corporate Bond	Target Corp.	87612EAV8	39,000.00	101.598	39,623.11	39,569.40	1.781%	(53.71)
42 Corporate Bond	Target Corp.	87612EAV8	36,000.00	101.630	36,586.73	36,525.60	1.781%	(61.13)
43 Corporate Bond	United Health Group Inc.	91324PCM2	53,000.00	100.327	53,173.51	53,322.77	1.825%	149.26
44 Corporate Bond	United Health Group Inc.	91324PCM2	7,000.00	100.380	7,026.57	7,042.63	1.825%	16.06
45 Corporate Bond	United Health Group Inc.	91324PCM2	18,000.00	100.752	18,135.31	18,109.62	1.825%	(25.69)
46 Corporate Bond	United Health Group Inc.	91324PCM2	42,000.00	100.586	42,246.14	42,255.78	1.825%	9.64
47 Corporate Bond	State Street Corp.	857477AS2	54,000.00	100.685	54,369.85	54,289.98	1.866%	(79.87)
48 Corporate Bond	State Street Corp.	857477AS2	24,000.00	100.707	24,169.69	24,128.88	1.866%	(40.81)
49 Corporate Bond	The Walt Disney Co.	25468PDE3	60,000.00	100.135	60,081.27	60,177.00	1.809%	95.73
50 Corporate Bond	The Walt Disney Co.	25468PDE3	20,000.00	100.749	20,149.83	20,059.00	1.809%	(90.83)
51 Corporate Bond	Bank of America	06051GFT1	163,000.00	100.299	163,487.54	164,092.10	1.922%	604.56
52 Corporate Bond	Coca-Cola Co.	191216BT6	62,000.00	100.312	62,193.58	62,132.68	1.656%	(60.90)
53 Corporate Bond	Coca-Cola Co.	191216BT6	19,000.00	100.454	19,086.27	19,040.66	1.656%	(45.61)
54 Corporate Bond	Chubb INA Holdings Inc	00440EAT4	61,000.00	100.465	61,283.47	61,189.10	1.958%	(94.37)
55 Corporate Bond	Chubb INA Holdings Inc	00440EAT4	62,000.00	100.354	62,219.38	62,192.20	1.958%	(27.18)
56 Corporate Bond	Chevron Corp. (Callable)	166764AY6	55,000.00	100.648	55,356.62	55,351.45	1.745%	(5.17)
57 Corporate Bond	Chevron Corp. (Callable)	166764AY6	25,000.00	100.706	25,176.52	25,159.75	1.745%	(16.77)
58 Corporate Bond	VISA	92826CAB8	162,000.00	100.237	162,384.52	162,797.04	1.719%	412.52
59 Corporate Bond	Exxon Mobil Corp. (Callable)	30231GAV4	162,000.00	100.688	163,114.43	162,920.16	1.760%	(194.27)
60 Corporate Bond	Home Depot Inc.	437076AW2	81,000.00	102.699	83,186.25	83,498.85	1.716%	312.60
61 Corporate Bond	JP Morgan Chase	46625HHZ6	151,000.00	103.522	156,317.64	157,014.33	1.961%	696.69
62 Corporate Bond	Charles Schwab Corp	437076AW2	83,000.00	102.042	84,694.92	84,778.69	1.769%	83.77
63 Corporate Bond	Pepsico Inc	713448BW7	82,000.00	102.149	83,762.10	83,840.08	1.739%	77.98
64 Corporate Bond	Praxair Inc	74005PAZ7	82,000.00	102.035	83,669.03	83,763.00	1.802%	93.97
65 Corporate Bond	3M Co. (Callable)	88579YAU5	65,000.00	100.048	65,030.90	64,819.30	1.775%	(211.60)
66 Corporate Bond	3M Co. (Callable)	88579YAU5	17,000.00	99.207	16,865.19	16,952.74	1.775%	87.55
67 Corporate Bond	Comcast Corp	20030NCQ2	164,000.00	102.805	168,600.11	169,010.20	1.820%	410.09
68 Corporate Bond	Prudential Financial Inc	74432QBT1	80,000.00	104.882	83,905.44	84,092.00	1.932%	186.56
69 Corporate Bond	American Express Credit (Callable)	0258M0EG0	162,000.00	101.109	163,796.85	164,799.36	1.911%	1,002.51
70 Corporate Bond	Burlington North Santa Fe (Callable)	12189LAH4	79,000.00	102.071	80,635.77	80,946.56	1.860%	310.79
71 Corporate Bond	US Bancorp	91159HHC7	165,000.00	101.834	168,025.39	169,217.40	1.854%	1,192.01
72 Corporate Bond	Intel Corp (Callable)	458140BB5	169,000.00	100.368	169,622.59	171,344.03	1.768%	1,721.44
73 Corporate Bond	Apple Inc.	037833BF6	160,000.00	101.480	162,368.19	163,766.40	1.746%	1,398.21
74 Corporate Bond	Oracle Corp.	68389XBB0	81,000.00	100.911	81,737.91	82,257.12	1.828%	519.21
75 Corporate Bond	Gilead Sciences Inc	375558BC6	164,000.00	100.129	164,211.52	170,220.52	1.787%	6,009.00
76 Corporate Bond	Intercontinental Exchange Inc	45866FAE4	168,000.00	98.558	165,577.44	169,713.60	1.972%	4,136.16
77 Corporate Bond	Bank of New York Mellon Corp	06406RAE7	168,000.00	99.109	166,503.12	173,389.44	1.899%	6,886.32
78 Corporate Bond	Amazon	023135AW6	125,000.00	98.568	123,210.00	127,338.75	1.800%	4,128.75
79 Corporate Bond	General Dynamics Corp	369550BD9	163,000.00	101.370	165,233.23	170,929.95	1.913%	5,696.72
80 Corporate Bond	Cisco Systems Inc.	17275RBH4	84,000.00	97.479	81,882.36	85,141.56	1.820%	3,259.20
81 Corporate Bond	John Deere Capital Corp.	24422EUM9	161,000.00	103.321	166,347.41	171,384.50	1.944%	5,037.09
82 Corporate Bond	Intercontinental Exchange Inc	45866FAA2	80,000.00	104.038	83,230.04	85,144.00	2.290%	1,913.96
83 Corporate Bond	State Street Corp.	857477AM5	80,000.00	106.283	85,026.39	85,348.80	1.975%	322.41
84 Corporate Bond	Caterpillar Financial Services Corp	14912L5X5	79,000.00	105.413	83,275.90	84,263.77	2.033%	987.87
85 Corporate Bond	BB&T Corp.	05531FBF9	121,000.00	102.199	123,660.75	128,424.56	2.146%	4,763.81

Exhibit B-1
Funds and Investments
Held by Contracted (Third) Parties
October 31, 2019

Morgan Stanley Investments

Investment Type	Issuer	CUSIP	Par Value	Adjusted Premium	Adjusted Cost	Market Value	Current YTM	Unrealized Gain/Loss
86 Corporate Bond	Texas Instruments Inc	882508BB9	166,000.00	102.662	170,418.76	171,004.90	1.903%	586.14
Subtotal Corporate Bonds			4,846,000.00		4,905,139.06	4,956,838.87	1.874%	51,699.81 (51,699.81)
Money Market	Liquid Asset Fund		-					
Uninvested Cash			-			105,632.01		
Accrued Interest								
Subtotal Cash & Cash Equivalents					-	105,632.01		
Grand Totals			16,770,000.00		16,895,312.30	17,152,546.12	1.638%	151,601.81
Unsettled Transactions						0.00		
Subtotal Unsettled Transactions			-		-	-		
Totals incl. Unsettled Transactions			16,770,000.00		16,895,312.30	17,152,546.12		151,601.81
Totals per Bank Statement			16,770,000.00		16,895,312.30	17,152,546.12		151,601.81

17,304,147.93

Exhibit B-2

**Funds and Investments
Held by Contracted (Third) Parties
October 31, 2019**

2016 Water Revenue Bonds

Investment Type	Issuer	Settlement Date	Par Value	Coupon Rate	Market Value	Current YTM	Maturity Date	Days to Maturity	CUSIP Account Number
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BNY Mellon Project Fund

1	Cash		501.92	0.010%	501.92	0.010%		1	
2	Morgan Stanley Treasury Portfolio		156,857.73	0.250%	156,857.73	0.250%		1	
Subtotal Cash & Cash Equivalents			157,359.65	0.249%	157,359.65	0.249%		1	
Total Project Fund			157,359.65	0.249%	157,359.65	0.249%		1	

Wells Fargo 2016 Water Refunding Escrow Fund -- Information Only

1	Cash		0.00	0.100%	0.00	0.100%		1	
Subtotal Cash & Cash Equivalents			0.00	0.000%	0.00	0.000%		1	
2	Gov't. Securities U.S. Treasury Note	9/30/2014	0.00	1.750%	0.00	1.750%	9/30/2019	N/A	912828F39
Subtotal Securities			0.00	0.000%	0.00	0.000%		N/A	
Total Escrow Fund			0.00	0.000%	0.00	0.100%		N/A	

Exhibit C

**City of South Pasadena
Investment Report**

Summary of Invested Funds -- Last Day of the Month

MONTH	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
JULY	13,579,652	11,604,558	14,003,563	17,332,153	20,958,651	26,306,572	28,541,631	74,033,803	33,187,829	34,119,395
AUGUST	12,099,372	11,595,476	13,043,563	17,330,985	12,658,088	26,294,151	28,405,544	73,122,925	31,258,493	34,245,197
SEPTEMBER	11,000,410	11,582,026	11,783,420	16,331,557	19,715,369	22,058,959	27,049,892	70,952,657	31,219,168	34,211,588
OCTOBER	10,757,440	10,575,907	11,795,960	13,841,158	17,221,779	22,325,114	27,023,005	70,917,973	26,989,542	30,424,551
NOVEMBER	10,499,526	8,992,178	11,800,260	13,836,635	17,221,849	22,287,418	73,246,265	26,547,176	26,916,772	
DECEMBER	10,634,416	10,185,282	11,805,140	16,837,192	20,603,990	22,253,300	71,499,585	28,949,643	27,028,835	
JANUARY	12,629,088	9,186,793	11,816,031	18,846,359	26,309,319	27,399,997	71,229,735	32,878,042	35,305,506	
FEBRUARY	12,619,768	9,184,331	13,818,580	18,845,663	26,260,788	30,108,605	71,084,575	33,013,420	34,571,287	
MARCH	12,610,790	9,126,552	13,319,038	13,145,894	26,315,158	28,939,924	72,604,964	32,833,141	32,568,840	
APRIL	12,605,200	11,130,863	17,327,604	13,153,853	26,326,876	28,276,276	75,018,330	33,064,100	32,242,202	
MAY	12,595,623	11,128,155	19,327,983	23,452,878	26,310,240	28,429,928	76,053,277	32,879,674	36,925,478	
JUNE	12,581,680	10,275,475	19,323,510	22,452,628	29,289,712	26,594,581	75,918,587	33,102,349	38,922,757	

Exhibit A

City of South Pasadena

**INVESTMENT REPORT
November 30, 2019**

Investment Balances at Month End

INSTITUTION NAME	MATURITY DATE	YIELD TO CALL OR MATURITY	PERCENT OF PORTFOLIO	COST	CURRENT MARKET VALUE *
LOCAL AGENCY INVESTMENT FUND:					
LAIF City	ON DEMAND	2.450%	44.18%	13,377,637.04	13,377,637.04
SUBTOTAL			44.18%	13,377,637.04	13,377,637.04
MORGAN STANLEY SMITH BARNEY					
Government Securities	See Exhibit B-1	1.65%	39.59%	11,987,649.09	12,058,705.39
Corporate Bonds	See Exhibit B-1	1.92%	16.22%	4,911,708.53	4,958,228.89
SUBTOTAL			55.82%	16,899,357.62	17,016,934.28
TOTAL INVESTMENTS			100.00%	\$30,276,994.66	\$30,394,571.32

BANK ACCOUNTS:

Bank of the West Account Balance:	\$4,647,093.79
Morgan Stanley Uninvested Cash Balance:	\$112,902.29
Morgan Stanley Unsettled Transactions	-
BNY Mellon Uninvested Cash Balance	157,832.69

Required Disclosures:

Average weighted maturity of the portfolio 514 DAYS

Average weighted total yield to maturity of the portfolio 2.046%

The City's investment liquidity is sufficient for it to meet its expenditure requirements for the next 180 days.

All investments are in conformity with the City Investment Policy.

* Current market valuation is required for investments with maturities of more than twelve months.

Exhibit B-1
Funds and Investments
Held by Contracted (Third) Parties
November 30, 2019

Morgan Stanley Investments

Investment Type	Issuer	CUSIP	Par Value	Adjusted Premium	Adjusted Cost	Market Value	Current YTM	Unrealized Gain/Loss
1	Gov't. Securities U.S. Treasury Note	912828L32	250,000.00	98.641	246,601.50	249,432.50	1.679%	2,831.00
2	Gov't. Securities U.S. Treasury Note	912828L32	74,000.00	100.259	74,191.70	73,832.02	1.679%	(359.68)
3	Gov't. Securities U.S. Treasury Note	912828L32	329,000.00	100.257	329,846.06	328,253.17	1.679%	(1,592.89)
4	Gov't. Securities U.S. Treasury Note	912828L32	33,000.00	99.617	32,873.68	32,925.09	1.679%	51.41
5	Gov't. Securities U.S. Treasury Note	912828N89	498,000.00	99.469	495,354.62	496,132.50	1.700%	777.88
6	Gov't. Securities U.S. Treasury Note	912828N89	150,000.00	100.332	150,497.36	149,437.50	1.700%	(1,059.86)
7	Gov't. Securities U.S. Treasury Note	912828N89	280,000.00	100.340	280,952.47	278,950.00	1.700%	(2,002.47)
8	Gov't. Securities U.S. Treasury Note	912828N89	107,000.00	99.598	106,569.54	106,598.75	1.700%	29.21
9	Gov't. Securities U.S. Treasury Note	912828B90	736,000.00	100.221	737,629.89	738,671.68	1.703%	1,041.79
10	Gov't. Securities U.S. Treasury Note	912828B90	26,000.00	100.443	26,115.26	26,094.38	1.703%	(20.88)
11	Gov't. Securities U.S. Treasury Note	9128287F1	427,000.00	100.191	427,816.36	427,567.91	1.668%	(248.45)
12	Gov't. Securities U.S. Treasury Note	9128287F1	599,000.00	100.335	601,006.41	599,796.67	1.668%	(1,209.74)
13	Gov't. Securities U.S. Treasury Note	912828F96	494,000.00	100.152	494,752.71	497,319.68	1.643%	2,566.97
14	Gov't. Securities U.S. Treasury Note	912828F96	437,000.00	100.750	440,278.54	439,936.64	1.643%	(341.90)
15	Gov't. Securities U.S. Treasury Note	9128287C8	426,000.00	100.427	427,818.07	427,516.56	1.611%	(301.51)
16	Gov't. Securities U.S. Treasury Note	9128287C8	426,000.00	100.516	428,198.23	427,516.56	1.611%	(681.67)
17	Gov't. Securities U.S. Treasury Note	9128287C8	33,000.00	100.654	33,215.88	33,117.48	1.611%	(98.40)
18	Gov't. Securities U.S. Treasury Note	912828P38	423,000.00	99.723	421,827.02	424,818.90	1.610%	2,991.88
19	Gov't. Securities U.S. Treasury Note	912828P38	2,000.00	100.809	2,016.18	2,008.60	1.610%	(7.58)
20	Gov't. Securities U.S. Treasury Note	912828P38	383,000.00	100.687	385,632.46	384,646.90	1.610%	(985.56)
21	Gov't. Securities U.S. Treasury Note	912828S35	434,000.00	96.477	418,708.44	430,523.66	1.606%	11,815.22
22	Gov't. Securities U.S. Treasury Note	9128285P1	730,000.00	104.488	762,760.39	765,105.70	1.628%	2,345.31
23	Gov't. Securities U.S. Treasury Note	912828W71	719,000.00	99.168	713,017.92	733,775.45	1.632%	20,757.53
24	Gov't. Securities U.S. Treasury Note	912828X70	1,010,000.00	101.127	1,021,387.20	1,025,857.00	1.630%	4,469.80
25	Gov't. Securities Fed. Home Loan Mtg. Corp.	3137EADR7	500,000.00	100.134	500,671.64	499,410.00	1.657%	(1,261.64)
26	Gov't. Securities Fed. Home Loan Bank	3130A8QS5	665,000.00	99.305	660,378.25	659,926.05	1.603%	(452.20)
27	Gov't. Securities Fed. National Mtg. Assn.	3135G0U43	225,000.00	100.972	227,186.94	234,978.75	1.661%	7,791.81
28	Gov't. Securities Fed. National Mtg. Assn.	3135G0U43	140,000.00	101.885	142,638.82	146,209.00	1.661%	3,570.18
29	Gov't. Securities Fed. National Mtg. Assn.	3135G0V34	833,000.00	100.622	838,184.24	860,180.79	1.688%	21,996.55
30	Gov't. Securities Fed. National Mtg. Assn.	3135G0ZR7	535,000.00	104.583	559,521.31	558,165.50	1.676%	(1,355.81)
Subtotal Gov't. Securities			11,924,000.00		11,987,649.09	12,058,705.39	1.651%	71,056.30
31	Corporate Bond Costco Wholesale Group	22160KAF2	81,000.00	100.021	81,017.39	80,995.95	1.806%	(21.44)
32	Corporate Bond BB&T Corp. (Callable)	05531FAS2	81,000.00	100.064	81,052.05	81,014.58	1.995%	(37.47)
33	Corporate Bond PNC Funding Corp.	693476BJ1	101,000.00	100.510	101,515.53	101,583.78	2.021%	68.25
34	Corporate Bond PNC Funding Corp.	693476BJ1	6,000.00	100.522	6,031.31	6,034.68	2.021%	3.37
35	Corporate Bond PNC Funding Corp.	693476BJ1	2,000.00	100.525	2,010.49	2,011.56	2.021%	1.07
36	Corporate Bond PNC Funding Corp.	693476BJ1	34,000.00	100.590	34,200.66	34,196.52	2.021%	(4.14)
37	Corporate Bond Wal-Mart	931142CU5	76,000.00	101.401	77,065.03	76,799.52	1.868%	(265.51)
38	Corporate Bond Target Corp.	87612EAV8	39,000.00	101.404	39,547.49	39,473.46	1.909%	(74.03)
39	Corporate Bond Target Corp.	87612EAV8	36,000.00	101.432	36,515.51	36,437.04	1.909%	(78.47)
40	Corporate Bond United Health Group Inc.	91324PCM2	53,000.00	100.288	53,152.50	53,249.63	1.936%	97.13
41	Corporate Bond United Health Group Inc.	91324PCM2	7,000.00	100.334	7,023.35	7,032.97	1.936%	9.62

Exhibit B-1
Funds and Investments
Held by Contracted (Third) Parties
November 30, 2019

Morgan Stanley Investments

Investment Type	Issuer	CUSIP	Par Value	Adjusted Premium	Adjusted Cost	Market Value	Current YTM	Unrealized Gain/Loss
42	Corporate Bond	United Health Group Inc.	91324PCM2	18,000.00	100.661	18,118.89	1.936%	(34.11)
43	Corporate Bond	United Health Group Inc.	91324PCM2	42,000.00	100.515	42,216.30	1.936%	(18.48)
44	Corporate Bond	State Street Corp.	857477AS2	54,000.00	100.611	54,330.11	1.889%	(77.93)
45	Corporate Bond	State Street Corp.	857477AS2	24,000.00	100.631	24,151.45	1.889%	(39.37)
46	Corporate Bond	The Walt Disney Co.	25468PDE3	60,000.00	100.122	60,073.34	1.791%	95.86
47	Corporate Bond	The Walt Disney Co.	25468PDE3	20,000.00	100.676	20,135.18	1.791%	(78.78)
48	Corporate Bond	Bank of America	06051GFT1	163,000.00	100.273	163,444.37	1.967%	491.25
49	Corporate Bond	Coca-Cola Co.	191216BT6	62,000.00	100.285	62,176.79	1.796%	(133.39)
50	Corporate Bond	Coca-Cola Co.	191216BT6	19,000.00	100.415	19,078.79	1.796%	(65.49)
51	Corporate Bond	Chubb INA Holdings Inc	00440EAT4	61,000.00	100.425	61,259.32	1.976%	(95.84)
52	Corporate Bond	Chubb INA Holdings Inc	00440EAT4	62,000.00	100.324	62,200.69	1.976%	(34.53)
53	Corporate Bond	Chevron Corp. (Callable)	166764AY6	55,000.00	100.595	55,327.47	1.773%	(18.92)
54	Corporate Bond	Chevron Corp. (Callable)	166764AY6	25,000.00	100.648	25,162.09	1.773%	(21.84)
55	Corporate Bond	VISA	92826CAB8	162,000.00	100.219	162,355.33	1.797%	260.27
56	Corporate Bond	Exxon Mobil Corp. (Callable)	30231GAV4	162,000.00	100.644	163,043.14	1.786%	(231.52)
57	Corporate Bond	Home Depot Inc.	437076AW2	81,000.00	102.537	83,055.06	2.001%	20.97
58	Corporate Bond	JP Morgan Chase	46625HHZ6	151,000.00	103.326	156,021.60	2.031%	524.63
59	Corporate Bond	Charles Schwab Corp	437076AW2	83,000.00	101.930	84,602.23	1.937%	(114.04)
60	Corporate Bond	Pepsico Inc	713448BW7	82,000.00	102.049	83,679.80	1.638%	222.60
61	Corporate Bond	Praxair Inc	74005PAZ7	82,000.00	101.941	83,591.82	1.915%	(67.44)
62	Corporate Bond	3M Co. (Callable)	88579YAU5	65,000.00	100.045	65,029.50	1.843%	(279.75)
63	Corporate Bond	3M Co. (Callable)	88579YAU5	17,000.00	99.207	16,865.19	1.843%	69.36
64	Corporate Bond	Comcast Corp	20030NCQ2	164,000.00	102.681	168,396.57	1.897%	175.75
65	Corporate Bond	Prudential Financial Inc	74432QBT1	80,000.00	104.679	83,743.58	2.037%	25.22
66	Corporate Bond	American Express Credit (Callable)	0258M0EG0	162,000.00	101.069	163,732.24	1.948%	841.94
67	Corporate Bond	Burlington North Santa Fe (Callable)	12189LAH4	79,000.00	101.997	80,577.72	1.876%	271.67
68	Corporate Bond	US Bancorp	91159HHC7	165,000.00	101.769	167,918.09	1.894%	1,008.91
69	Corporate Bond	Intel Corp (Callable)	458140BB5	169,000.00	100.356	169,601.89	1.848%	1,348.37
70	Corporate Bond	Apple Inc.	037833BF6	160,000.00	101.431	162,289.65	1.767%	1,276.75
71	Corporate Bond	Oracle Corp.	68389XBB0	81,000.00	100.881	81,713.52	1.890%	388.89
72	Corporate Bond	Bristol-Myers Squibb Co	110122AT5	170,000.00	100.392	170,666.07	1.749%	442.33
73	Corporate Bond	Gilead Sciences Inc	375558BC6	164,000.00	100.125	164,205.36	1.941%	5,183.68
74	Corporate Bond	Intercontinental Exchange Inc	45866FAE4	168,000.00	98.558	165,577.44	1.961%	4,136.16
75	Corporate Bond	Bank of New York Mellon Corp	06406RAE7	168,000.00	99.109	166,503.12	1.948%	6,503.28
76	Corporate Bond	Amazon	023135AW6	125,000.00	98.568	123,210.00	1.870%	3,801.25
77	Corporate Bond	General Dynamics Corp	369550BD9	163,000.00	101.338	165,181.56	1.943%	5,404.46
78	Corporate Bond	Cisco Systems Inc.	17275RBH4	84,000.00	97.479	81,882.36	1.912%	2,962.68
79	Corporate Bond	John Deere Capital Corp.	24422EUM9	161,000.00	103.252	166,236.33	2.006%	4,558.91
80	Corporate Bond	Intercontinental Exchange Inc	45866FAA2	80,000.00	103.954	83,163.26	2.257%	1,980.74
81	Corporate Bond	State Street Corp.	857477AM5	80,000.00	106.154	84,923.59	1.994%	262.01
82	Corporate Bond	Caterpillar Financial Services Corp	14912L5X5	79,000.00	105.303	83,189.47	1.981%	1,137.50
83	Corporate Bond	BB&T Corp.	05531FBF9	121,000.00	102.156	123,608.61	2.241%	4,229.10
84	Corporate Bond	Texas Instruments Inc	882508BB9	166,000.00	102.613	170,338.33	1.913%	508.87

Exhibit B-1
Funds and Investments
Held by Contracted (Third) Parties
November 30, 2019

Morgan Stanley Investments

Investment Type	Issuer	CUSIP	Par Value	Adjusted Premium	Adjusted Cost	Market Value	Current YTM	Unrealized Gain/Loss
Subtotal Corporate Bonds			4,855,000.00		4,911,708.53	4,958,228.89	1.916%	46,520.36 (46,520.36)
Money Market	Liquid Asset Fund		-					
Uninvested Cash			-			122,094.54		
Accrued Interest								
Subtotal Cash & Cash Equivalents					-	122,094.54		
Grand Totals			16,779,000.00		16,899,357.62	17,139,028.82	1.716%	117,576.66
Unsettled Transactions						0.00		
Subtotal Unsettled Transactions			-		-	-		
Totals incl. Unsettled Transactions			16,779,000.00		16,899,357.62	17,139,028.82		117,576.66
Totals per Bank Statement			16,779,000.00		16,899,357.62	17,139,028.82		117,576.66

17,256,605.48

Exhibit B-2

**Funds and Investments
Held by Contracted (Third) Parties
November 30, 2019**

2016 Water Revenue Bonds

Investment Type	Issuer	Settlement Date	Par Value	Coupon Rate	Market Value	Current YTM	Maturity Date	Days to Maturity	CUSIP Account Number
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BNY Mellon Project Fund

1	Cash		502.57	0.010%	502.57	0.010%		1	
2	Morgan Stanley Treasury Portfolio		157,330.12	0.250%	157,330.12	0.250%		1	
Subtotal Cash & Cash Equivalents			157,832.69	0.249%	157,832.69	0.249%		1	
Total Project Fund			157,832.69	0.249%	157,832.69	0.249%		1	

Exhibit C

**City of South Pasadena
Investment Report**

Summary of Invested Funds -- Last Day of the Month

MONTH	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
JULY	13,579,652	11,604,558	14,003,563	17,332,153	20,958,651	26,306,572	28,541,631	74,033,803	33,187,829	34,119,395
AUGUST	12,099,372	11,595,476	13,043,563	17,330,985	12,658,088	26,294,151	28,405,544	73,122,925	31,258,493	34,245,197
SEPTEMBER	11,000,410	11,582,026	11,783,420	16,331,557	19,715,369	22,058,959	27,049,892	70,952,657	31,219,168	34,211,588
OCTOBER	10,757,440	10,575,907	11,795,960	13,841,158	17,221,779	22,325,114	27,023,005	70,917,973	26,989,542	30,424,551
NOVEMBER	10,499,526	8,992,178	11,800,260	13,836,635	17,221,849	22,287,418	73,246,265	26,547,176	26,916,772	30,394,571
DECEMBER	10,634,416	10,185,282	11,805,140	16,837,192	20,603,990	22,253,300	71,499,585	28,949,643	27,028,835	
JANUARY	12,629,088	9,186,793	11,816,031	18,846,359	26,309,319	27,399,997	71,229,735	32,878,042	35,305,506	
FEBRUARY	12,619,768	9,184,331	13,818,580	18,845,663	26,260,788	30,108,605	71,084,575	33,013,420	34,571,287	
MARCH	12,610,790	9,126,552	13,319,038	13,145,894	26,315,158	28,939,924	72,604,964	32,833,141	32,568,840	
APRIL	12,605,200	11,130,863	17,327,604	13,153,853	26,326,876	28,276,276	75,018,330	33,064,100	32,242,202	
MAY	12,595,623	11,128,155	19,327,983	23,452,878	26,310,240	28,429,928	76,053,277	32,879,674	36,925,478	
JUNE	12,581,680	10,275,475	19,323,510	22,452,628	29,289,712	26,594,581	75,918,587	33,102,349	38,922,757	

Exhibit A

City of South Pasadena

**INVESTMENT REPORT
December 31, 2019**

Investment Balances at Month End

INSTITUTION NAME	MATURITY DATE	YIELD TO CALL OR MATURITY	PERCENT OF PORTFOLIO	COST	CURRENT MARKET VALUE *
LOCAL AGENCY INVESTMENT FUND:					
LAIF City	ON DEMAND	2.450%	44.18%	13,377,637.04	13,377,637.04
SUBTOTAL			44.18%	13,377,637.04	13,377,637.04
MORGAN STANLEY SMITH BARNEY					
Government Securities	See Exhibit B-1	1.64%	39.58%	11,985,145.54	12,054,628.41
Corporate Bonds	See Exhibit B-1	1.88%	16.24%	4,916,378.26	4,966,067.68
SUBTOTAL			55.82%	16,901,523.80	17,020,696.09
TOTAL INVESTMENTS			100.00%	\$30,279,160.84	\$30,398,333.13

BANK ACCOUNTS:

Bank of the West Account Balance:	\$8,731,457.88
Morgan Stanley Uninvested Cash Balance:	\$131,739.39
Morgan Stanley Unsettled Transactions	-
BNY Mellon Uninvested Cash Balance	158,037.02

Required Disclosures:

Average weighted maturity of the portfolio 503 DAYS

Average weighted total yield to maturity of the portfolio 2.035%

The City's investment liquidity is sufficient for it to meet its expenditure requirements for the next 180 days.

All investments are in conformity with the City Investment Policy.

* Current market valuation is required for investments with maturities of more than twelve months.

Exhibit B-1
Funds and Investments
Held by Contracted (Third) Parties
December 31, 2019

Morgan Stanley Investments

Investment Type	Issuer	CUSIP	Par Value	Adjusted Premium	Adjusted Cost	Market Value	Current YTM	Unrealized Gain/Loss
1	Gov't. Securities U.S. Treasury Note	912828L32	250,000.00	98.641	246,601.50	249,580.00	1.629%	2,978.50
2	Gov't. Securities U.S. Treasury Note	912828L32	74,000.00	100.230	74,169.84	73,875.68	1.629%	(294.16)
3	Gov't. Securities U.S. Treasury Note	912828L32	329,000.00	100.228	329,749.61	328,447.28	1.629%	(1,302.33)
4	Gov't. Securities U.S. Treasury Note	912828L32	33,000.00	99.617	32,873.68	32,944.56	1.629%	70.88
5	Gov't. Securities U.S. Treasury Note	912828N89	498,000.00	99.469	495,354.62	496,620.54	1.634%	1,265.92
6	Gov't. Securities U.S. Treasury Note	912828N89	150,000.00	100.308	150,461.59	149,584.50	1.634%	(877.09)
7	Gov't. Securities U.S. Treasury Note	912828N89	280,000.00	101.316	280,883.97	279,224.40	1.634%	(1,659.57)
8	Gov't. Securities U.S. Treasury Note	912828N89	107,000.00	99.598	106,569.54	106,703.61	1.634%	134.07
9	Gov't. Securities U.S. Treasury Note	912828B90	736,000.00	100.206	737,519.56	739,017.60	1.641%	1,498.04
10	Gov't. Securities U.S. Treasury Note	912828B90	26,000.00	100.413	26,107.45	26,106.60	1.641%	(0.85)
11	Gov't. Securities U.S. Treasury Note	9128287F1	427,000.00	100.182	427,775.60	428,033.34	1.594%	257.74
12	Gov't. Securities U.S. Treasury Note	9128287F1	599,000.00	100.318	600,906.10	600,449.58	1.594%	(456.52)
13	Gov't. Securities U.S. Treasury Note	912828F96	494,000.00	100.146	494,719.69	497,685.24	1.585%	2,965.55
14	Gov't. Securities U.S. Treasury Note	912828F96	437,000.00	100.717	440,134.34	440,260.02	1.585%	125.68
15	Gov't. Securities U.S. Treasury Note	9128287C8	426,000.00	100.413	427,760.86	427,648.62	1.594%	(112.24)
16	Gov't. Securities U.S. Treasury Note	9128287C8	426,000.00	100.500	428,129.01	427,648.62	1.594%	(480.39)
17	Gov't. Securities U.S. Treasury Note	9128287C8	33,000.00	100.634	33,209.07	33,127.71	1.594%	(81.36)
18	Gov't. Securities U.S. Treasury Note	912828P38	423,000.00	99.723	421,827.02	424,751.22	1.612%	2,924.20
19	Gov't. Securities U.S. Treasury Note	912828P38	2,000.00	100.788	2,015.76	2,008.28	1.612%	(7.48)
20	Gov't. Securities U.S. Treasury Note	912828P38	383,000.00	100.669	385,564.05	384,585.62	1.612%	(978.43)
21	Gov't. Securities U.S. Treasury Note	912828S35	434,000.00	96.477	418,708.44	430,219.86	1.632%	11,511.42
22	Gov't. Securities U.S. Treasury Note	9128285P1	730,000.00	104.395	762,086.27	763,565.40	1.657%	1,479.13
23	Gov't. Securities U.S. Treasury Note	912828W71	719,000.00	99.168	713,017.92	732,366.21	1.670%	19,348.29
24	Gov't. Securities U.S. Treasury Note	912828X70	1,010,000.00	101.106	1,021,175.05	1,023,847.10	1.670%	2,672.05
25	Gov't. Securities Fed. Home Loan Mtg. Corp.	3137EADR7	500,000.00	100.107	500,536.41	499,540.00	1.649%	(996.41)
26	Gov't. Securities Fed. Home Loan Bank	3130A8QS5	665,000.00	99.305	660,378.25	660,032.45	1.619%	(345.80)
27	Gov't. Securities Fed. National Mtg. Assn.	3135G0U43	225,000.00	100.952	227,140.97	234,868.50	1.647%	7,727.53
28	Gov't. Securities Fed. National Mtg. Assn.	3135G0U43	140,000.00	101.845	142,583.09	146,140.40	1.647%	3,557.31
29	Gov't. Securities Fed. National Mtg. Assn.	3135G0V34	833,000.00	100.611	838,085.60	858,773.02	1.714%	20,687.42
30	Gov't. Securities Fed. National Mtg. Assn.	3135G0ZR7	535,000.00	104.505	559,100.68	556,972.45	1.708%	(2,128.23)
Subtotal Gov't. Securities			11,924,000.00		11,985,145.54	12,054,628.41	1.638%	69,482.87
31	Corporate Bond PNC Funding Corp.	693476BJ1	101,000.00	100.278	101,281.20	101,283.81	2.337%	2.61
32	Corporate Bond PNC Funding Corp.	693476BJ1	6,000.00	100.285	6,017.08	6,016.86	2.337%	(0.22)
33	Corporate Bond PNC Funding Corp.	693476BJ1	2,000.00	100.286	2,005.72	2,005.62	2.337%	(0.10)
34	Corporate Bond PNC Funding Corp.	693476BJ1	34,000.00	100.322	34,109.45	34,095.54	2.337%	(13.91)
35	Corporate Bond Wal-Mart	931142CU5	76,000.00	101.208	76,917.89	76,673.36	1.902%	(244.53)
36	Corporate Bond Target Corp.	87612EAV8	39,000.00	101.072	39,474.30	39,418.08	1.865%	(56.22)
37	Corporate Bond Target Corp.	87612EAV8	36,000.00	101.241	36,446.59	36,385.92	1.865%	(60.67)
38	Corporate Bond United Health Group Inc.	91324PCM2	53,000.00	100.249	53,132.17	53,220.48	1.920%	88.31
39	Corporate Bond United Health Group Inc.	91324PCM2	7,000.00	100.289	7,020.24	7,029.12	1.920%	8.88
40	Corporate Bond United Health Group Inc.	91324PCM2	18,000.00	100.572	18,103.00	18,074.88	1.920%	(28.12)
41	Corporate Bond United Health Group Inc.	91324PCM2	42,000.00	100.446	42,187.41	42,174.72	1.920%	(12.69)

Exhibit B-1
Funds and Investments
Held by Contracted (Third) Parties
December 31, 2019

Morgan Stanley Investments

Investment Type	Issuer	CUSIP	Par Value	Adjusted Premium	Adjusted Cost	Market Value	Current YTM	Unrealized Gain/Loss	
42	Corporate Bond	State Street Corp.	857477AS2	54,000.00	100.540	54,291.65	54,215.46	1.909%	(76.19)
43	Corporate Bond	State Street Corp.	857477AS2	24,000.00	100.558	24,133.81	24,095.76	1.909%	(38.05)
44	Corporate Bond	The Walt Disney Co.	25468PDE3	60,000.00	100.109	60,065.67	60,154.80	1.782%	89.13
45	Corporate Bond	The Walt Disney Co.	25468PDE3	20,000.00	100.605	20,121.01	20,051.60	1.782%	(69.41)
46	Corporate Bond	Bank of America	06051GFT1	163,000.00	100.247	163,402.59	163,933.99	1.898%	531.40
47	Corporate Bond	Coca-Cola Co.	191216BT6	62,000.00	100.259	62,160.54	62,021.70	1.831%	(138.84)
48	Corporate Bond	Coca-Cola Co.	191216BT6	19,000.00	100.377	19,071.54	19,006.65	1.831%	(64.89)
49	Corporate Bond	Chubb INA Holdings Inc	00440EAT4	61,000.00	100.387	61,235.93	61,215.94	1.824%	(19.99)
50	Corporate Bond	Chubb INA Holdings Inc	00440EAT4	62,000.00	100.295	62,182.60	62,219.48	1.824%	36.88
51	Corporate Bond	Chevron Corp. (Callable)	166764AY6	55,000.00	100.544	55,299.12	55,244.75	1.850%	(54.37)
52	Corporate Bond	Chevron Corp. (Callable)	166764AY6	25,000.00	100.592	25,148.06	25,111.25	1.850%	(36.81)
53	Corporate Bond	VISA	92826CAB8	162,000.00	100.202	162,326.92	162,644.76	1.736%	317.84
54	Corporate Bond	Exxon Mobil Corp. (Callable)	30231GAV4	162,000.00	100.601	162,974.15	162,955.80	1.670%	(18.35)
55	Corporate Bond	Home Depot Inc.	437076AW2	81,000.00	102.380	82,928.11	83,229.93	1.614%	301.82
56	Corporate Bond	JP Morgan Chase	46625HHZ6	151,000.00	103.135	155,734.18	156,277.45	2.002%	543.27
57	Corporate Bond	Charles Schwab Corp	437076AW2	83,000.00	101.822	84,512.25	84,619.33	1.731%	107.08
58	Corporate Bond	Pepsico Inc	713448BW7	82,000.00	101.951	83,600.15	83,634.26	1.768%	34.11
59	Corporate Bond	Praxair Inc	74005PAZ7	82,000.00	101.850	83,517.11	83,671.16	1.753%	154.05
60	Corporate Bond	3M Co. (Callable)	88579YAU5	65,000.00	100.043	65,028.15	64,855.70	1.756%	(172.45)
61	Corporate Bond	3M Co. (Callable)	88579YAU5	17,000.00	99.207	16,865.19	16,962.26	1.756%	97.07
62	Corporate Bond	Comcast Corp	20030NCQ2	164,000.00	102.561	168,199.59	168,818.32	1.737%	618.73
63	Corporate Bond	Prudential Financial Inc	74432QBT1	80,000.00	104.483	83,586.54	83,983.20	1.787%	396.66
64	Corporate Bond	American Express Credit (Callable)	0258M0EG0	162,000.00	101.031	163,669.71	164,719.98	1.874%	1,050.27
65	Corporate Bond	Burlington North Santa Fe (Callable)	12189LAH4	79,000.00	101.926	80,521.54	80,753.80	1.888%	232.26
66	Corporate Bond	US Bancorp	91159HHC7	165,000.00	101.706	167,814.25	168,823.05	1.881%	1,008.80
67	Corporate Bond	Intel Corp (Callable)	458140BB5	169,000.00	100.344	169,581.80	171,237.56	1.754%	1,655.76
68	Corporate Bond	Apple Inc.	037833BF6	160,000.00	101.383	162,213.33	163,675.20	1.705%	1,461.87
69	Corporate Bond	Oracle Corp.	68389XBB0	81,000.00	100.852	81,689.80	82,063.53	1.889%	373.73
70	Corporate Bond	Bristol-Myers Squibb Co	110122AT5	170,000.00	100.380	170,645.68	171,118.60	1.738%	472.92
71	Corporate Bond	Gilead Sciences Inc	375558BC6	164,000.00	100.122	164,199.39	169,523.52	1.865%	5,324.13
72	Corporate Bond	Intercontinental Exchange Inc	45866FAE4	168,000.00	98.558	165,577.44	169,713.60	1.949%	4,136.16
73	Corporate Bond	Lockheed Martin Corp	539830BG3	82,000.00	103.217	84,637.94	84,594.48	1.961%	(43.46)
74	Corporate Bond	Bank of New York Mellon Corp	06406RAE7	168,000.00	99.109	166,503.12	172,537.68	2.016%	6,034.56
75	Corporate Bond	Amazon	023135AW6	125,000.00	98.568	123,210.00	127,222.50	1.800%	4,012.50
76	Corporate Bond	General Dynamics Corp	369550BD9	163,000.00	101.308	165,131.24	170,318.70	1.958%	5,187.46
77	Corporate Bond	Cisco Systems Inc.	17275RBH4	84,000.00	97.479	81,882.36	85,061.76	1.831%	3,179.40
78	Corporate Bond	John Deere Capital Corp.	24422EUM9	161,000.00	103.186	166,128.84	170,627.80	1.999%	4,498.96
79	Corporate Bond	Intercontinental Exchange Inc	45866FAA2	80,000.00	103.873	83,098.64	85,144.00	2.220%	2,045.36
80	Corporate Bond	State Street Corp.	857477AM5	80,000.00	106.030	84,823.88	85,262.40	1.934%	438.52
81	Corporate Bond	Caterpillar Financial Services Corp	14912L5X5	79,000.00	105.197	83,105.26	84,328.55	1.944%	1,223.29
82	Corporate Bond	Truist Financial Corp	05531FBF9	121,000.00	102.114	123,557.45	128,360.43	2.095%	4,802.98
83	Corporate Bond	Metlife Inc	59156RBH0	80,000.00	106.308	85,046.30	85,246.40	1.992%	200.10
84	Corporate Bond	Texas Instruments Inc	882508BB9	166,000.00	102.566	170,260.38	170,432.20	1.960%	171.82

Exhibit B-1
Funds and Investments
Held by Contracted (Third) Parties
December 31, 2019

Morgan Stanley Investments

Investment Type	Issuer	CUSIP	Par Value	Adjusted Premium	Adjusted Cost	Market Value	Current YTM	Unrealized Gain/Loss
Subtotal Corporate Bonds			4,855,000.00		4,916,378.26	4,966,067.68	1.879%	49,689.42 (49,689.42)
Money Market	Liquid Asset Fund		-					
Uninvested Cash			-			131,739.39		
Accrued Interest								
Subtotal Cash & Cash Equivalents					-	131,739.39		
Grand Totals			16,779,000.00		16,901,523.80	17,152,435.48	1.695%	119,172.29
Unsettled Transactions						0.00		
Subtotal Unsettled Transactions			-		-	-		
Totals incl. Unsettled Transactions			16,779,000.00		16,901,523.80	17,152,435.48		119,172.29
Totals per Bank Statement			16,779,000.00		16,901,523.80	17,152,435.48		119,172.29

17,271,607.77

Exhibit B-2

**Funds and Investments
Held by Contracted (Third) Parties
December 31, 2019**

2016 Water Revenue Bonds

Investment Type	Issuer	Settlement Date	Par Value	Coupon Rate	Market Value	Current YTM	Maturity Date	Days to Maturity	CUSIP Account Number
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BNY Mellon Project Fund

1	Cash		503.19	0.010%	503.19	0.010%		1	
2	Morgan Stanley Treasury Portfolio		157,533.83	0.250%	157,533.83	0.250%		1	
Subtotal Cash & Cash Equivalents			158,037.02	0.249%	158,037.02	0.249%		1	
Total Project Fund			158,037.02	0.249%	158,037.02	0.249%		1	

Exhibit C

**City of South Pasadena
Investment Report**

Summary of Invested Funds -- Last Day of the Month

MONTH	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
JULY	13,579,652	11,604,558	14,003,563	17,332,153	20,958,651	26,306,572	28,541,631	74,033,803	33,187,829	34,119,395
AUGUST	12,099,372	11,595,476	13,043,563	17,330,985	12,658,088	26,294,151	28,405,544	73,122,925	31,258,493	34,245,197
SEPTEMBER	11,000,410	11,582,026	11,783,420	16,331,557	19,715,369	22,058,959	27,049,892	70,952,657	31,219,168	34,211,588
OCTOBER	10,757,440	10,575,907	11,795,960	13,841,158	17,221,779	22,325,114	27,023,005	70,917,973	26,989,542	30,424,551
NOVEMBER	10,499,526	8,992,178	11,800,260	13,836,635	17,221,849	22,287,418	73,246,265	26,547,176	26,916,772	30,394,571
DECEMBER	10,634,416	10,185,282	11,805,140	16,837,192	20,603,990	22,253,300	71,499,585	28,949,643	27,028,835	30,398,333
JANUARY	12,629,088	9,186,793	11,816,031	18,846,359	26,309,319	27,399,997	71,229,735	32,878,042	35,305,506	
FEBRUARY	12,619,768	9,184,331	13,818,580	18,845,663	26,260,788	30,108,605	71,084,575	33,013,420	34,571,287	
MARCH	12,610,790	9,126,552	13,319,038	13,145,894	26,315,158	28,939,924	72,604,964	32,833,141	32,568,840	
APRIL	12,605,200	11,130,863	17,327,604	13,153,853	26,326,876	28,276,276	75,018,330	33,064,100	32,242,202	
MAY	12,595,623	11,128,155	19,327,983	23,452,878	26,310,240	28,429,928	76,053,277	32,879,674	36,925,478	
JUNE	12,581,680	10,275,475	19,323,510	22,452,628	29,289,712	26,594,581	75,918,587	33,102,349	38,922,757	

Exhibit A

City of South Pasadena

**INVESTMENT REPORT
January 31, 2020**

Investment Balances at Month End

INSTITUTION NAME	MATURITY DATE	YIELD TO CALL OR MATURITY	PERCENT OF PORTFOLIO	COST	CURRENT MARKET VALUE *
LOCAL AGENCY INVESTMENT FUND:					
LAIF City	ON DEMAND	2.450%	44.81%	13,461,963.74	13,461,963.74
SUBTOTAL			44.81%	13,461,963.74	13,461,963.74
MORGAN STANLEY SMITH BARNEY					
Government Securities	See Exhibit B-1	1.40%	39.08%	11,740,387.06	11,896,988.79
Corporate Bonds	See Exhibit B-1	1.71%	16.10%	4,837,388.86	4,908,820.66
SUBTOTAL			55.19%	16,577,775.92	16,805,809.45
TOTAL INVESTMENTS			100.00%	\$30,039,739.66	\$30,267,773.19

BANK ACCOUNTS:

Bank of the West Account Balance:	\$10,576,446.69
Morgan Stanley Uninvested Cash Balance:	\$484,686.78
Morgan Stanley Unsettled Transactions	-
BNY Mellon Uninvested Cash Balance	158,238.31

Required Disclosures:

Average weighted maturity of the portfolio 486 DAYS

Average weighted total yield to maturity of the portfolio 1.919%

The City's investment liquidity is sufficient for it to meet its expenditure requirements for the next 180 days.

All investments are in conformity with the City Investment Policy.

* Current market valuation is required for investments with maturities of more than twelve months.

Exhibit B-1
Funds and Investments
Held by Contracted (Third) Parties
January 31, 2020

Morgan Stanley Investments

Investment Type	Issuer	CUSIP	Par Value	Adjusted Premium	Adjusted Cost	Market Value	Current YTM	Unrealized Gain/Loss
1	Gov't. Securities U.S. Treasury Note	912828L32	250,000.00	98.641	246,601.50	249,707.50	1.577%	3,106.00
2	Gov't. Securities U.S. Treasury Note	912828L32	74,000.00	100.199	74,147.29	73,913.42	1.577%	(233.87)
3	Gov't. Securities U.S. Treasury Note	912828L32	329,000.00	100.198	329,650.05	328,615.07	1.577%	(1,034.98)
4	Gov't. Securities U.S. Treasury Note	912828L32	33,000.00	99.617	32,873.68	32,961.39	1.577%	87.71
5	Gov't. Securities U.S. Treasury Note	912828N89	498,000.00	99.469	495,354.62	497,317.74	1.514%	1,963.12
6	Gov't. Securities U.S. Treasury Note	912828N89	150,000.00	100.283	150,424.61	149,794.50	1.514%	(630.11)
7	Gov't. Securities U.S. Treasury Note	912828N89	280,000.00	100.290	280,813.14	279,616.40	1.514%	(1,196.74)
8	Gov't. Securities U.S. Treasury Note	912828N89	107,000.00	99.598	106,569.54	106,853.41	1.514%	283.87
9	Gov't. Securities U.S. Treasury Note	912828B90	736,000.00	100.191	737,405.68	739,937.60	1.496%	2,531.92
10	Gov't. Securities U.S. Treasury Note	912828B90	26,000.00	100.382	26,099.39	26,139.10	1.496%	39.71
11	Gov't. Securities U.S. Treasury Note	9128287F1	427,000.00	100.172	427,733.45	429,117.92	1.415%	1,384.47
12	Gov't. Securities U.S. Treasury Note	9128287F1	599,000.00	100.301	600,802.39	601,971.04	1.415%	1,168.65
13	Gov't. Securities U.S. Treasury Note	912828F96	494,000.00	100.139	494,685.60	499,251.22	1.383%	4,565.62
14	Gov't. Securities U.S. Treasury Note	912828F96	437,000.00	100.683	439,985.48	441,645.31	1.383%	1,659.83
15	Gov't. Securities U.S. Treasury Note	912828YZ7	258,000.00	100.087	258,225.27	259,349.34	1.348%	1,124.07
16	Gov't. Securities U.S. Treasury Note	9128287C8	426,000.00	100.399	427,701.17	430,375.02	1.324%	2,673.85
17	Gov't. Securities U.S. Treasury Note	9128287C8	426,000.00	100.483	428,056.81	430,375.02	1.324%	2,318.21
18	Gov't. Securities U.S. Treasury Note	9128287C8	33,000.00	100.612	33,201.98	33,338.91	1.324%	136.93
19	Gov't. Securities U.S. Treasury Note	912828P38	423,000.00	99.723	421,827.02	428,452.47	1.310%	6,625.45
20	Gov't. Securities U.S. Treasury Note	912828P38	2,000.00	100.767	2,015.33	2,025.78	1.310%	10.45
21	Gov't. Securities U.S. Treasury Note	912828P38	383,000.00	100.651	385,493.31	387,936.87	1.310%	2,443.56
22	Gov't. Securities U.S. Treasury Note	912828S35	434,000.00	96.477	418,708.44	434,915.74	1.312%	16,207.30
23	Gov't. Securities U.S. Treasury Note	9128285P1	730,000.00	104.300	761,390.40	772,230.50	1.321%	10,840.10
24	Gov't. Securities U.S. Treasury Note	912828W71	719,000.00	99.168	713,017.92	742,281.22	1.324%	29,263.30
25	Gov't. Securities U.S. Treasury Note	912828X70	1,010,000.00	101.085	1,020,956.06	1,038,209.30	1.321%	17,253.24
26	Gov't. Securities Fed. Home Loan Bank	3130A8QS5	665,000.00	99.305	660,378.25	662,891.95	1.346%	2,513.70
27	Gov't. Securities Fed. National Mtg. Assn.	3135G0U43	225,000.00	100.930	227,093.47	236,911.50	1.368%	9,818.03
28	Gov't. Securities Fed. National Mtg. Assn.	3135G0U43	140,000.00	101.804	142,525.51	147,411.60	1.368%	4,886.09
29	Gov't. Securities Fed. National Mtg. Assn.	3135G0V34	833,000.00	100.598	837,983.68	868,819.00	1.394%	30,835.32
30	Gov't. Securities Fed. National Mtg. Assn.	3135G0ZR7	535,000.00	104.424	558,666.02	564,622.95	1.708%	5,956.93
Subtotal Gov't. Securities			11,682,000.00		11,740,387.06	11,896,988.79	1.403%	156,601.73
31	Corporate Bond PNC Funding Corp.	693476BJ1	101,000.00	100.039	101,039.06	101,034.34	3.294%	(4.72)
32	Corporate Bond PNC Funding Corp.	693476BJ1	6,000.00	100.040	6,002.37	6,002.04	3.294%	(0.33)
33	Corporate Bond PNC Funding Corp.	693476BJ1	2,000.00	100.040	2,000.79	2,000.68	3.294%	(0.11)
34	Corporate Bond PNC Funding Corp.	693476BJ1	34,000.00	100.045	34,015.20	34,011.56	3.294%	(3.64)
35	Corporate Bond Wal-Mart	931142CU5	76,000.00	101.007	76,765.06	76,668.80	1.590%	(96.26)
36	Corporate Bond United Health Group Inc.	91324PCM2	53,000.00	100.209	53,111.02	53,235.32	1.716%	124.30
37	Corporate Bond United Health Group Inc.	91324PCM2	7,000.00	100.243	7,017.00	7,031.08	1.716%	14.08
38	Corporate Bond United Health Group Inc.	91324PCM2	18,000.00	100.481	18,086.50	18,079.92	1.716%	(6.58)
39	Corporate Bond United Health Group Inc.	91324PCM2	42,000.00	100.375	42,157.41	42,186.48	1.716%	29.07
40	Corporate Bond State Street Corp.	857477AS2	54,000.00	100.467	54,251.91	54,246.78	1.707%	(5.13)
41	Corporate Bond State Street Corp.	857477AS2	24,000.00	100.482	24,115.57	24,109.68	1.707%	(5.89)

Exhibit B-1
Funds and Investments
Held by Contracted (Third) Parties
January 31, 2020

Morgan Stanley Investments

Investment Type	Issuer	CUSIP	Par Value	Adjusted Premium	Adjusted Cost	Market Value	Current YTM	Unrealized Gain/Loss	
42	Corporate Bond	The Walt Disney Co.	25468PDE3	60,000.00	100.096	60,057.74	60,187.20	1.647%	129.46
43	Corporate Bond	The Walt Disney Co.	25468PDE3	20,000.00	100.532	20,106.37	20,062.40	1.647%	(43.97)
44	Corporate Bond	Bank of America	06051GFT1	163,000.00	100.221	163,359.41	163,995.93	1.761%	636.52
45	Corporate Bond	Coca-Cola Co.	191216BT6	62,000.00	100.232	62,143.75	62,105.40	1.641%	(38.35)
46	Corporate Bond	Coca-Cola Co.	191216BT6	19,000.00	100.337	19,064.06	19,032.30	1.641%	(31.76)
47	Corporate Bond	Chubb INA Holdings Inc	00440EAT4	61,000.00	100.347	61,211.77	61,215.33	1.768%	3.56
48	Corporate Bond	Chubb INA Holdings Inc	00440EAT4	62,000.00	100.264	62,163.90	62,218.86	1.768%	54.96
49	Corporate Bond	Chevron Corp. (Callable)	166764AY6	55,000.00	100.491	55,269.84	55,297.00	1.650%	27.16
50	Corporate Bond	Chevron Corp. (Callable)	166764AY6	25,000.00	100.534	25,133.56	25,135.00	1.650%	1.44
51	Corporate Bond	VISA	92826CAB8	162,000.00	100.184	162,297.44	162,693.36	1.648%	395.92
52	Corporate Bond	Exxon Mobil Corp. (Callable)	30231GAV4	162,000.00	100.557	162,902.86	163,082.16	1.546%	179.30
53	Corporate Bond	Home Depot Inc.	437076AW2	81,000.00	102.218	82,796.93	83,113.29	1.522%	316.36
54	Corporate Bond	JP Morgan Chase	46625HHZ6	151,000.00	102.939	155,437.17	156,562.84	1.690%	1,125.67
55	Corporate Bond	Charles Schwab Corp	437076AW2	83,000.00	101.710	84,419.26	84,691.54	1.559%	272.28
56	Corporate Bond	Pepsico Inc	713448BW7	82,000.00	101.851	83,517.85	83,804.82	1.572%	286.97
57	Corporate Bond	Praxair Inc	74005PAZ7	82,000.00	101.756	83,439.90	83,793.34	1.595%	353.44
58	Corporate Bond	3M Co. (Callable)	88579YAU5	65,000.00	100.041	65,026.76	65,047.45	1.577%	20.69
59	Corporate Bond	3M Co. (Callable)	88579YAU5	17,000.00	99.207	16,865.19	17,012.41	1.577%	147.22
60	Corporate Bond	Comcast Corp	20030NCQ2	164,000.00	102.437	167,996.05	168,836.36	1.648%	840.31
61	Corporate Bond	Prudential Financial Inc	74432QBT1	80,000.00	104.280	83,424.26	83,960.80	1.682%	536.54
62	Corporate Bond	American Express Credit (Callable)	0258M0EG0	162,000.00	100.991	163,605.10	165,295.08	1.662%	1,689.98
63	Corporate Bond	Burlington North Santa Fe (Callable)	12189LAH4	79,000.00	101.853	80,463.50	81,114.04	1.593%	650.54
64	Corporate Bond	US Bancorp	91159HHC7	165,000.00	101.641	167,706.94	169,608.45	1.602%	1,901.51
65	Corporate Bond	Intel Corp (Callable)	458140BB5	169,000.00	100.332	169,561.05	171,999.75	1.524%	2,438.70
66	Corporate Bond	Apple Inc.	037833BF6	160,000.00	101.334	162,134.47	164,153.60	1.538%	2,019.13
67	Corporate Bond	Oracle Corp.	68389XBB0	81,000.00	100.821	81,665.29	82,463.67	1.630%	798.38
68	Corporate Bond	Bristol-Myers Squibb Co	110122AT5	170,000.00	100.367	170,624.60	172,441.20	1.413%	1,816.60
69	Corporate Bond	Gilead Sciences Inc	375558BC6	164,000.00	100.118	164,193.23	170,102.44	1.672%	5,909.21
70	Corporate Bond	Intercontinental Exchange Inc	45866FAE4	168,000.00	98.558	165,577.44	169,713.60	1.936%	4,136.16
71	Corporate Bond	Lockheed Martin Corp	539830BG3	82,000.00	103.128	84,565.00	85,357.90	1.592%	792.90
72	Corporate Bond	Bank of New York Mellon Corp	06406RAE7	168,000.00	99.109	166,503.12	174,098.40	1.667%	7,595.28
73	Corporate Bond	Amazon	023135AW6	125,000.00	98.568	123,210.00	127,941.25	1.587%	4,731.25
74	Corporate Bond	General Dynamics Corp	369550BD9	163,000.00	101.276	165,079.23	171,912.84	1.617%	6,833.61
75	Corporate Bond	Cisco Systems Inc.	17275RBH4	84,000.00	97.479	81,882.36	85,776.60	1.571%	3,894.24
76	Corporate Bond	John Deere Capital Corp.	24422EUM9	161,000.00	103.117	166,017.76	172,260.34	1.690%	6,242.58
77	Corporate Bond	Intercontinental Exchange Inc	45866FAA2	80,000.00	103.790	83,031.87	85,144.00	2.183%	2,112.13
78	Corporate Bond	State Street Corp.	857477AM5	80,000.00	105.901	84,720.85	85,984.00	1.662%	1,263.15
79	Corporate Bond	Caterpillar Financial Services Corp	14912L5X5	79,000.00	105.086	83,018.24	84,836.52	1.739%	1,818.28
80	Corporate Bond	Truist Financial Corp	05531FBF9	121,000.00	102.070	123,504.47	129,263.09	1.862%	5,758.62
81	Corporate Bond	Metlife Inc	59156RBH0	80,000.00	106.186	84,948.55	86,098.40	1.707%	1,149.85
82	Corporate Bond	Texas Instruments Inc	882508BB9	166,000.00	102.518	170,179.83	172,801.02	1.960%	2,621.19
Subtotal Corporate Bonds			4,780,000.00		4,837,388.86	4,908,820.66	1.714%	71,431.80 (71,431.80)	

Exhibit B-1
Funds and Investments
Held by Contracted (Third) Parties
January 31, 2020

Morgan Stanley Investments

Investment Type	Issuer	CUSIP	Par Value	Adjusted Premium	Adjusted Cost	Market Value	Current YTM	Unrealized Gain/Loss
Money Market	Liquid Asset Fund		-					
Uninvested Cash			-			484,686.78		
Accrued Interest								
Subtotal Cash & Cash Equivalents						484,686.78		
Grand Totals			16,462,000.00		16,577,775.92	17,290,496.23	1.452%	228,033.53
Unsettled Transactions						0.00		
Subtotal Unsettled Transactions						-		
Totals incl. Unsettled Transactions			16,462,000.00		16,577,775.92	17,290,496.23		228,033.53
Totals per Bank Statement			16,462,000.00		16,577,775.92	17,290,496.23		228,033.53

17,518,529.76

Exhibit B-2

**Funds and Investments
Held by Contracted (Third) Parties
January 31, 2020**

2016 Water Revenue Bonds

Investment Type	Issuer	Settlement Date	Par Value	Coupon Rate	Market Value	Current YTM	Maturity Date	Days to Maturity	CUSIP Account Number
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BNY Mellon Project Fund

1	Cash		503.81	0.010%	503.81	0.010%		1	
2	Morgan Stanley Treasury Portfolio		157,734.50	0.250%	157,734.50	0.250%		1	
Subtotal Cash & Cash Equivalents			158,238.31	0.249%	158,238.31	0.249%		1	
Total Project Fund			158,238.31	0.249%	158,238.31	0.249%		1	

Exhibit C

**City of South Pasadena
Investment Report**

Summary of Invested Funds -- Last Day of the Month

MONTH	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
JULY	13,579,652	11,604,558	14,003,563	17,332,153	20,958,651	26,306,572	28,541,631	74,033,803	33,187,829	34,119,395
AUGUST	12,099,372	11,595,476	13,043,563	17,330,985	12,658,088	26,294,151	28,405,544	73,122,925	31,258,493	34,245,197
SEPTEMBER	11,000,410	11,582,026	11,783,420	16,331,557	19,715,369	22,058,959	27,049,892	70,952,657	31,219,168	34,211,588
OCTOBER	10,757,440	10,575,907	11,795,960	13,841,158	17,221,779	22,325,114	27,023,005	70,917,973	26,989,542	30,424,551
NOVEMBER	10,499,526	8,992,178	11,800,260	13,836,635	17,221,849	22,287,418	73,246,265	26,547,176	26,916,772	30,394,571
DECEMBER	10,634,416	10,185,282	11,805,140	16,837,192	20,603,990	22,253,300	71,499,585	28,949,643	27,028,835	30,398,333
JANUARY	12,629,088	9,186,793	11,816,031	18,846,359	26,309,319	27,399,997	71,229,735	32,878,042	35,305,506	30,183,446
FEBRUARY	12,619,768	9,184,331	13,818,580	18,845,663	26,260,788	30,108,605	71,084,575	33,013,420	34,571,287	
MARCH	12,610,790	9,126,552	13,319,038	13,145,894	26,315,158	28,939,924	72,604,964	32,833,141	32,568,840	
APRIL	12,605,200	11,130,863	17,327,604	13,153,853	26,326,876	28,276,276	75,018,330	33,064,100	32,242,202	
MAY	12,595,623	11,128,155	19,327,983	23,452,878	26,310,240	28,429,928	76,053,277	32,879,674	36,925,478	
JUNE	12,581,680	10,275,475	19,323,510	22,452,628	29,289,712	26,594,581	75,918,587	33,102,349	38,922,757	

Exhibit A

City of South Pasadena

**INVESTMENT REPORT
February 29, 2020**

Investment Balances at Month End

INSTITUTION NAME	MATURITY DATE	YIELD TO CALL OR MATURITY	PERCENT OF PORTFOLIO	COST	CURRENT MARKET VALUE *
LOCAL AGENCY INVESTMENT FUND:					
LAIF City	ON DEMAND	2.450%	52.13%	18,461,963.74	18,461,963.74
SUBTOTAL			52.13%	18,461,963.74	18,461,963.74
MORGAN STANLEY SMITH BARNEY					
Government Securities	See Exhibit B-1	0.98%	33.88%	11,998,030.32	12,275,001.27
Corporate Bonds	See Exhibit B-1	1.46%	13.99%	4,954,103.74	5,047,493.85
SUBTOTAL			47.87%	16,952,134.06	17,322,495.12
TOTAL INVESTMENTS			100.00%	\$35,414,097.80	\$35,784,458.86

BANK ACCOUNTS:

Bank of the West Account Balance:	\$5,544,664.88
Morgan Stanley Uninvested Cash Balance:	\$122,532.92
Morgan Stanley Unsettled Transactions	-
BNY Mellon Uninvested Cash Balance	158,432.88

Required Disclosures:

Average weighted maturity of the portfolio 433 DAYS

Average weighted total yield to maturity of the portfolio 1.804%

The City's investment liquidity is sufficient for it to meet its expenditure requirements for the next 180 days.

All investments are in conformity with the City Investment Policy.

* Current market valuation is required for investments with maturities of more than twelve months.

Exhibit A

City of South Pasadena

**INVESTMENT REPORT
March 31, 2020**

Investment Balances at Month End

INSTITUTION NAME	MATURITY DATE	YIELD TO CALL OR MATURITY	PERCENT OF PORTFOLIO	COST	CURRENT MARKET VALUE *
LOCAL AGENCY INVESTMENT FUND:					
LAIF City	ON DEMAND	2.450%	52.14%	18,461,963.74	18,461,963.74
SUBTOTAL			52.14%	18,461,963.74	18,461,963.74
MORGAN STANLEY SMITH BARNEY					
Government Securities	See Exhibit B-1	0.91%	33.88%	11,995,682.25	12,441,990.93
Corporate Bonds	See Exhibit B-1	2.02%	13.98%	4,951,437.02	4,990,080.99
SUBTOTAL			47.86%	16,947,119.27	17,432,071.92
TOTAL INVESTMENTS			100.00%	\$35,409,083.01	\$35,894,035.66

BANK ACCOUNTS:

Bank of the West Account Balance:	\$3,887,293.58
Morgan Stanley Uninvested Cash Balance:	\$170,580.20
Morgan Stanley Unsettled Transactions	-
BNY Mellon Uninvested Cash Balance	158,612.29

Required Disclosures:

Average weighted maturity of the portfolio 419 DAYS
 Average weighted total yield to maturity of the portfolio 1.857%

The City's investment liquidity is sufficient for it to meet its expenditure requirements for the next 180 days.

All investments are in conformity with the City Investment Policy.

* Current market valuation is required for investments with maturities of more than twelve months.

Exhibit B-1
Funds and Investments
Held by Contracted (Third) Parties
March 31, 2020

Morgan Stanley Investments

Investment Type	Issuer	CUSIP	Par Value	Adjusted Premium	Adjusted Cost	Market Value	Current YTM	Unrealized Gain/Loss
1	Gov't. Securities U.S. Treasury Note	912828L32	250,000.00	98.641	246,601.50	251,327.50	1.220%	4,726.00
2	Gov't. Securities U.S. Treasury Note	912828L32	74,000.00	100.144	74,106.53	74,392.94	1.220%	286.41
3	Gov't. Securities U.S. Treasury Note	912828L32	329,000.00	100.143	329,470.17	330,746.99	1.220%	1,276.82
4	Gov't. Securities U.S. Treasury Note	912828L32	33,000.00	99.617	32,873.68	33,175.23	1.220%	301.55
5	Gov't. Securities U.S. Treasury Note	912828N89	498,000.00	99.469	495,354.62	503,448.12	1.120%	8,093.50
6	Gov't. Securities U.S. Treasury Note	912828N89	150,000.00	100.238	150,356.57	151,641.00	1.120%	1,284.43
7	Gov't. Securities U.S. Treasury Note	912828N89	280,000.00	100.244	280,682.85	283,063.20	1.120%	2,380.35
8	Gov't. Securities U.S. Treasury Note	912828N89	107,000.00	99.598	106,569.54	108,170.58	1.120%	1,601.04
9	Gov't. Securities U.S. Treasury Note	912828B90	736,000.00	100.163	737,199.48	748,938.88	1.080%	11,739.40
10	Gov't. Securities U.S. Treasury Note	912828B90	26,000.00	100.326	26,084.80	26,457.08	1.080%	372.28
11	Gov't. Securities U.S. Treasury Note	9128287F1	427,000.00	100.154	427,655.75	435,941.38	0.993%	8,285.63
12	Gov't. Securities U.S. Treasury Note	9128287F1	599,000.00	100.269	600,611.36	611,543.06	0.993%	10,931.70
13	Gov't. Securities U.S. Treasury Note	912828F96	494,000.00	100.126	494,623.81	507,930.80	0.956%	13,306.99
14	Gov't. Securities U.S. Treasury Note	912828F96	437,000.00	100.621	439,715.67	449,323.40	0.956%	9,607.73
15	Gov't. Securities U.S. Treasury Note	912828YZ7	258,000.00	100.080	258,206.66	264,349.38	0.921%	6,142.72
16	Gov't. Securities U.S. Treasury Note	912828YZ7	259,000.00	100.309	259,801.44	265,373.99	0.921%	5,572.55
17	Gov't. Securities U.S. Treasury Note	9128287C8	426,000.00	100.374	427,592.21	440,594.76	0.893%	13,002.55
18	Gov't. Securities U.S. Treasury Note	9128287C8	426,000.00	100.452	427,925.02	440,594.76	0.893%	12,669.74
19	Gov't. Securities U.S. Treasury Note	9128287C8	33,000.00	100.573	33,189.03	34,130.58	0.893%	941.55
20	Gov't. Securities U.S. Treasury Note	912828P38	423,000.00	99.723	421,827.02	440,546.04	0.883%	18,719.02
21	Gov't. Securities U.S. Treasury Note	912828P38	2,000.00	100.747	2,014.52	2,082.96	0.883%	68.44
22	Gov't. Securities U.S. Treasury Note	912828P38	383,000.00	100.617	385,363.03	398,886.84	0.883%	13,523.81
23	Gov't. Securities U.S. Treasury Note	912828S35	434,000.00	96.477	418,708.44	448,951.30	0.893%	30,242.86
24	Gov't. Securities U.S. Treasury Note	9128285P1	730,000.00	104.127	760,129.14	798,123.60	0.910%	37,994.46
25	Gov't. Securities U.S. Treasury Note	912828W71	719,000.00	99.168	713,017.92	769,977.10	0.911%	56,959.18
26	Gov't. Securities U.S. Treasury Note	912828X70	1,010,000.00	101.045	1,020,559.14	1,077,548.80	0.916%	56,989.66
27	Gov't. Securities Fed. Home Loan Bank	3130A8QS5	665,000.00	99.305	660,378.25	671,729.80	0.977%	11,351.55
28	Gov't. Securities Fed. National Mtg. Assn.	3135G0U43	225,000.00	100.891	227,004.23	242,550.00	0.586%	15,545.77
29	Gov't. Securities Fed. National Mtg. Assn.	3135G0U43	140,000.00	101.727	142,417.36	150,920.00	0.586%	8,502.64
30	Gov't. Securities Fed. National Mtg. Assn.	3135G0V34	833,000.00	100.575	837,790.94	896,033.11	0.510%	58,242.17
31	Gov't. Securities Fed. National Mtg. Assn.	3135G0ZR7	535,000.00	104.271	557,851.57	583,497.75	0.551%	25,646.18
Subtotal Gov't. Securities			11,941,000.00		11,995,682.25	12,441,990.93	0.911%	446,308.68
32	Corporate Bond Wal-Mart	931142CU5	76,000.00	100.630	76,478.78	76,386.08	1.717%	(92.70)
33	Corporate Bond United Health Group Inc.	91324PCM2	53,000.00	100.134	53,071.27	53,005.30	2.650%	(65.97)
34	Corporate Bond United Health Group Inc.	91324PCM2	7,000.00	100.156	7,010.91	7,000.70	2.650%	(10.21)
35	Corporate Bond United Health Group Inc.	91324PCM2	18,000.00	100.309	18,055.53	18,001.80	2.650%	(53.73)
36	Corporate Bond United Health Group Inc.	91324PCM2	42,000.00	100.241	42,101.05	42,004.20	2.650%	(96.85)
37	Corporate Bond State Street Corp.	857477AS2	54,000.00	100.328	54,177.10	54,087.48	2.115%	(89.62)
38	Corporate Bond State Street Corp.	857477AS2	24,000.00	100.339	24,081.25	24,038.88	2.115%	(42.37)
39	Corporate Bond The Walt Disney Co.	25468PDE3	60,000.00	100.071	60,042.87	59,716.20	3.188%	(326.67)
40	Corporate Bond The Walt Disney Co.	25468PDE3	20,000.00	100.395	20,078.92	19,905.40	3.188%	(173.52)
41	Corporate Bond Bank of America	06051GFT1	163,000.00	100.171	163,278.64	163,254.28	2.337%	(24.36)

Exhibit B-1
Funds and Investments
Held by Contracted (Third) Parties
March 31, 2020

Morgan Stanley Investments

Investment Type	Issuer	CUSIP	Par Value	Adjusted Premium	Adjusted Cost	Market Value	Current YTM	Unrealized Gain/Loss	
42	Corporate Bond	Coca-Cola Co.	191216BT6	62,000.00	100.181	62,112.33	62,031.62	1.784%	(80.71)
43	Corporate Bond	Coca-Cola Co.	191216BT6	19,000.00	100.263	19,050.05	19,009.69	1.784%	(40.36)
44	Corporate Bond	Chubb INA Holdings Inc	00440EAT4	61,000.00	100.273	61,166.55	61,065.27	2.086%	(101.28)
45	Corporate Bond	Chubb INA Holdings Inc	00440EAT4	62,000.00	100.208	62,128.92	62,066.34	2.086%	(62.58)
46	Corporate Bond	Chevron Corp. (Callable)	166764AY6	55,000.00	100.391	55,215.04	54,795.40	3.019%	(419.64)
47	Corporate Bond	Chevron Corp. (Callable)	166764AY6	25,000.00	100.426	25,106.43	24,907.00	3.019%	(199.43)
48	Corporate Bond	VISA	92826CAB8	162,000.00	100.150	162,242.28	162,633.42	1.562%	391.14
49	Corporate Bond	Exxon Mobil Corp. (Callable)	30231GAV4	162,000.00	100.475	162,768.89	163,053.00	1.433%	284.11
50	Corporate Bond	Home Depot Inc.	437076AW2	81,000.00	101.915	82,551.50	82,449.90	1.980%	(101.60)
51	Corporate Bond	JP Morgan Chase	46625HHZ6	151,000.00	102.571	154,881.49	155,179.68	2.084%	298.19
52	Corporate Bond	Charles Schwab Corp	437076AW2	83,000.00	101.500	84,245.30	83,621.67	2.525%	(623.63)
53	Corporate Bond	Pepsico Inc	713448BW7	82,000.00	101.662	83,363.02	84,254.18	1.017%	891.16
54	Corporate Bond	Praxair Inc	74005PAZ7	82,000.00	101.579	83,294.75	83,445.66	1.734%	150.91
55	Corporate Bond	3M Co. (Callable)	88579YAU5	65,000.00	100.037	65,024.14	65,017.55	1.605%	(6.59)
56	Corporate Bond	3M Co. (Callable)	88579YAU5	17,000.00	99.207	16,865.19	17,004.59	1.605%	139.40
57	Corporate Bond	Prudential Financial Inc	74432QBT1	80,000.00	103.901	83,120.63	80,703.20	3.934%	(2,417.43)
58	Corporate Bond	American Express Credit (Callable)	0258M0EG0	162,000.00	100.916	163,483.57	161,632.26	2.822%	(1,851.31)
59	Corporate Bond	Burlington North Santa Fe (Callable)	12189LAH4	79,000.00	101.715	80,354.57	79,928.25	2.342%	(426.32)
60	Corporate Bond	US Bancorp	91159HHC7	165,000.00	101.519	167,505.57	168,907.20	1.709%	1,401.63
61	Corporate Bond	Intel Corp (Callable)	458140BB5	169,000.00	100.309	169,522.22	175,547.06	0.429%	6,024.84
62	Corporate Bond	Apple Inc.	037833BF6	160,000.00	101.242	161,986.93	169,112.00	1.323%	7,125.07
63	Corporate Bond	Oracle Corp.	68389XBB0	81,000.00	100.765	81,619.42	82,386.72	1.607%	767.30
64	Corporate Bond	Bristol-Myers Squibb Co	110122AT5	170,000.00	100.344	170,585.00	171,343.00	1.653%	758.00
65	Corporate Bond	Gilead Sciences Inc	375558BC6	164,000.00	100.111	164,181.61	167,760.52	2.199%	3,578.91
66	Corporate Bond	Intercontinental Exchange Inc	45866FAE4	168,000.00	98.558	165,577.44	159,052.32	4.670%	(6,525.12)
67	Corporate Bond	Lockheed Martin Corp	539830BG3	82,000.00	102.962	84,428.43	83,169.32	2.534%	(1,259.11)
68	Corporate Bond	Bank of New York Mellon Corp	06406RAE7	168,000.00	99.109	166,503.12	171,754.80	2.107%	5,251.68
69	Corporate Bond	Amazon	023135AW6	125,000.00	98.568	123,210.00	130,010.00	0.950%	6,800.00
70	Corporate Bond	General Dynamics Corp	369550BD9	163,000.00	101.216	164,981.93	167,180.95	2.493%	2,199.02
71	Corporate Bond	Cisco Systems Inc.	17275RBH4	84,000.00	97.479	81,882.36	88,331.04	0.620%	6,448.68
72	Corporate Bond	John Deere Capital Corp.	24422EUM9	161,000.00	102.988	165,809.94	169,745.52	2.047%	3,935.58
73	Corporate Bond	Intercontinental Exchange Inc	45866FAA2	80,000.00	103.634	82,906.94	85,874.40	1.847%	2,967.46
74	Corporate Bond	State Street Corp.	857477AM5	80,000.00	105.660	84,528.08	80,639.20	3.463%	(3,888.88)
75	Corporate Bond	Caterpillar Financial Services Corp	14912L5X5	79,000.00	104.880	82,855.44	83,111.16	2.255%	255.72
76	Corporate Bond	Truist Financial Corp	05531FBF9	121,000.00	101.988	123,405.36	127,956.29	2.082%	4,550.93
77	Corporate Bond	Metlife Inc	59156RBH0	80,000.00	105.957	84,765.66	84,218.40	2.223%	(547.26)
78	Corporate Bond	Comcast Corp	20030NCR0	159,000.00	107.803	171,406.81	170,630.85	1.777%	(775.96)
79	Corporate Bond	Texas Instruments Inc	882508BB9	166,000.00	102.427	170,029.12	173,066.62	1.512%	3,037.50
80	Corporate Bond	United Parcel Service Inc	911312BT2	84,000.00	100.615	85,356.76	85,829.52	1.677%	472.76
81	Corporate Bond	PNC Financial Service Group Inc	693475AY1	170,000.00	101.787	173,037.91	174,255.10	1.621%	1,217.19
Subtotal Corporate Bonds			4,886,000.00		4,951,437.02	4,990,080.99	2.024%	38,643.97	(38,643.97)
Money Market	Liquid Asset Fund								

Exhibit B-1
Funds and Investments
Held by Contracted (Third) Parties
March 31, 2020

Morgan Stanley Investments

Investment Type	Issuer	CUSIP	Par Value	Adjusted Premium	Adjusted Cost	Market Value	Current YTM	Unrealized Gain/Loss
Uninvested Cash			-			170,580.20		
Accrued Interest								
Subtotal Cash & Cash Equivalents						170,580.20		
Grand Totals			16,827,000.00		16,947,119.27	17,602,652.12	1.218%	484,952.65
Unsettled Transactions						0.00		
Subtotal Unsettled Transactions			-		-	-		
Totals incl. Unsettled Transactions			16,827,000.00		16,947,119.27	17,602,652.12		484,952.65
Totals per Bank Statement			16,827,000.00		16,947,119.27	17,602,652.12		484,952.65

18,087,604.77

Exhibit B-2

**Funds and Investments
Held by Contracted (Third) Parties
March 31, 2020**

2016 Water Revenue Bonds

Investment Type	Issuer	Settlement Date	Par Value	Coupon Rate	Market Value	Current YTM	Maturity Date	Days to Maturity	CUSIP Account Number
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BNY Mellon Project Fund

1	Cash		505.01	0.010%	505.01	0.010%		1	
2	Morgan Stanley Treasury Portfolio		158,107.28	0.250%	158,107.28	0.250%		1	
Subtotal Cash & Cash Equivalents			158,612.29	0.249%	158,612.29	0.249%		1	
Total Project Fund			158,612.29	0.249%	158,612.29	0.249%		1	

Exhibit C

**City of South Pasadena
Investment Report**

Summary of Invested Funds -- Last Day of the Month

MONTH	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
JULY	13,579,652	11,604,558	14,003,563	17,332,153	20,958,651	26,306,572	28,541,631	74,033,803	33,187,829	34,119,395
AUGUST	12,099,372	11,595,476	13,043,563	17,330,985	12,658,088	26,294,151	28,405,544	73,122,925	31,258,493	34,245,197
SEPTEMBER	11,000,410	11,582,026	11,783,420	16,331,557	19,715,369	22,058,959	27,049,892	70,952,657	31,219,168	34,211,588
OCTOBER	10,757,440	10,575,907	11,795,960	13,841,158	17,221,779	22,325,114	27,023,005	70,917,973	26,989,542	30,424,551
NOVEMBER	10,499,526	8,992,178	11,800,260	13,836,635	17,221,849	22,287,418	73,246,265	26,547,176	26,916,772	30,394,571
DECEMBER	10,634,416	10,185,282	11,805,140	16,837,192	20,603,990	22,253,300	71,499,585	28,949,643	27,028,835	30,398,333
JANUARY	12,629,088	9,186,793	11,816,031	18,846,359	26,309,319	27,399,997	71,229,735	32,878,042	35,305,506	30,183,446
FEBRUARY	12,619,768	9,184,331	13,818,580	18,845,663	26,260,788	30,108,605	71,084,575	33,013,420	34,571,287	35,784,459
MARCH	12,610,790	9,126,552	13,319,038	13,145,894	26,315,158	28,939,924	72,604,964	32,833,141	32,568,840	35,894,036
APRIL	12,605,200	11,130,863	17,327,604	13,153,853	26,326,876	28,276,276	75,018,330	33,064,100	32,242,202	
MAY	12,595,623	11,128,155	19,327,983	23,452,878	26,310,240	28,429,928	76,053,277	32,879,674	36,925,478	
JUNE	12,581,680	10,275,475	19,323,510	22,452,628	29,289,712	26,594,581	75,918,587	33,102,349	38,922,757	



City of South Pasadena
City Clerk Division

Additional Document

Date: May 6, 2020

To: Honorable Mayor and Council Members

Via: Stephanie De Wolfe, City Manager

From: Maria E. Ayala, Chief City Clerk
Teresa L. Highsmith, City Attorney

Re: Item No. 12 – Adoption of Resolution Establishing a Code of Ethics and Conduct Policy Applicable to Elected and Appointed Officials

Staff wants to propose an amendment to the language under Exhibit A of the proposed Resolution, the *Code of Ethics and Conduct for Elected and Appointed City Officials, Section 9. Gifts and Favors* (agenda packet page 12-8).

The proposed changes requested in this Additional Document are as follows:

From current language:

9. Gifts and Favors

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

Amended to read as follows (changes shown in redline):

9. Gifts and Favors

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

Attachment: Updated Policy (redline version)



City of South Pasadena

Code of Ethics and Conduct for Elected and Appointed City Officials

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

-Mark Twain

PURPOSE

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

CODE of ETHICS

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

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

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

1. Acts in the Public Interest

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

2. Comply with the Law

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

3. Conduct of Members

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

4. Respect for Process

Members shall perform their duties in accordance with the processes and rules of order established by the City council and boards and commissions governing the deliberation of public policy issues, meaningful involvement of the public and implementation of policy decisions of the City Council by staff. The City Council adopts Rosenberg's Rules of Order to govern conduct of all South Pasadena City Council, Commission and Committee meetings. A copy of Rosenberg's Rules of Order is available for review on the City's website.

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

5. Conduct of Public Meetings

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

6. Decisions Based on Merit

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

7. Communication

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

8. Conflict of Interest

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

In accordance with and to the extent required by the City's Conflict of Interest Code members shall

disclose investments, interests in real property, source of income, and gifts, and they shall abstain from participating in deliberations and decision-making where conflicts may exist. Copies of the City's Conflict of Interest Code may be viewed on the City's website. Additionally, the Fair Political Practices Commission publishes free pamphlets for guidance to local officials on gift limitations at: HYPERLINK "http://www.fppc.ca.gov/content/dam/fppc/NS-Documents/TAD/Public%20Officials%20and%20Employees/LocalGiftFactSheet.pdf" <http://www.fppc.ca.gov/content/dam/fppc/NS-Documents/TAD/Public%20Officials%20and%20Employees/LocalGiftFactSheet.pdf>

Members may seek advice on potential conflict of interest issues from the City Attorney and may also consult with a staff attorney at the Fair Political Practices Commission by requesting advice through the website at: HYPERLINK "http://www.fppc.ca.gov/about-fppc.html" <http://www.fppc.ca.gov/about-fppc.html>

9. Gifts and Favors

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

10. Confidential Information

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

11. Use of Public Resources

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

12. Representation of Public Interests

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

13. Advocacy

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

14. Policy Role of Members

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

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

15. Independence of Boards and Commissions

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

16. Positive Work Place Environment

Members shall support the maintenance of a positive and constructive work place for the City employees and for the citizens and businesses dealing with the City. Members shall recognize their special role in dealings with City employees to in no way create the perception of inappropriate direction to staff.

CONDUCT

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

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

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

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

(a) Use formal titles

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

(b) Practice civility and decorum in discussions and debate

Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not allow, however, public officials to make belligerent, personal, impertinent, slanderous, threatening, abusive, or

disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated.

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

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

(d) Avoid personal comments that could offend other members

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

(e) Demonstrate effective problem-solving approaches

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

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

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

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

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

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

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

(c) Practice active listening

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

(d) Maintain an open mind

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

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

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

3. Elected and Appointed Officials' Conduct with City Staff

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

(a) Treat all staff as professionals

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

(b) Do not disrupt City staff from their jobs

Elected and appointed officials should not disrupt City staff while they are in meetings, on the phone, or engrossed in performing their job functions in order to have their individual needs met. Do not attend City staff meetings unless requested by staff – even if the elected or appointed official does not say anything, his or her presence implies support, shows partiality, may intimidate staff, and hampers staff's ability to do their job objectively.

(c) Never publicly criticize an individual employee

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

(d) Do not get involved in administrative functions

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

(e) Do not solicit political support from staff

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

(f) No Individual Attorney-Client Relationship

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

4. Council Conduct with Boards, Committees and Commissions

The City has established several Boards, Committees and Commissions as a means of gathering

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

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

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

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

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

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

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

(d) Be respectful of diverse opinions

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

(e) Keep political support away from public forums

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

SANCTIONS

(a) Acknowledgement of Code of Ethics and Conduct

Councilmembers who do not sign an acknowledgement that they have read and understand the Code

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

(b) Ethics Training for Local Officials

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

(c) Behavior and Conduct

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

Councilmembers:

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

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

Board, Committee and Commission Members:

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

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

When deemed warranted, the Mayor or majority of Council may call for an investigation of Board, Committee or Commission member conduct. Also, should the City Manager or City Attorney believe

an investigation is warranted, they shall confer with the Mayor or Council. The Mayor or Council shall ask the City Manager to investigate the allegation and report the findings.

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

IMPLEMENTATION

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

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

COMPLIANCE AND ENFORCEMENT

The chairs of boards and commissions and the Mayor have the additional responsibility to intervene when actions of members that appear to be in violation of the Code of Ethics and Conduct are brought to their attention. The City Council may impose sanctions on members whose conduct does not comply with the City's ethical standards, such as reprimand, formal censure, loss of seniority or committee assignment, or budget restriction. Under the City's Municipal Code, the City Council may also remove members of boards and commissions from office. Members of the City Council may only be removed from office by voter recall. Additionally, complaints about a violation of the state law may be referred to the Enforcement Division of the Fair Political Practices Commission via the website at: [HYPERLINK "http://www.fppc.ca.gov/enforcement.html"](http://www.fppc.ca.gov/enforcement.html)

<http://www.fppc.ca.gov/enforcement.html> A violation of this Code of Ethics and Conduct shall not be considered as a basis for challenging the validity of a council, board or commission decision.

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

Signature

Date

*Adopted on May 6, 2020
City Council Resolution No. XXXX*



City of South Pasadena

Additional Document

Date: May 6, 2020

To: Honorable Mayor and Council Members

From: Stephanie De Wolfe, City Manager
Paul Riddle, Fire Chief

Re: Item No. 13 – Adoption of a Resolution Continuing the Proclaiming a Local Emergency Due to the Outbreak of COVID-19, Adopting Regulations for Private and Public Facilities and Gatherings, Establishing Protections for Residential and Commercial Tenants and Property Owners, Requesting Reimbursement of Expenses, and Authorizing the City Manager to Take All Necessary Actions as the Director of Emergency Services

Attached is a modified resolution for your consideration with changes in redline as follows:

1. Adding the technical name of the virus that causes *COVID-19, severe acute respiratory syndrome coronavirus 2*, abbreviated as *SARS-CoV-2*. *SARS-CoV-2* is also known as *COVID-19*. Also, in the enacting clauses, staff used the name *SARS-CoV-2*, and placed *COVID-19* in parenthesis.
2. Rescinding Section 9, Protection of Affected Tenants, in favor of the application of the April 14, 2020 Executive Order of the Los Angeles Board of Supervisors, which expands an existing temporary rent freeze and moratorium on evictions of both commercial and residential tenants in parts of Los Angeles County in response to the COVID-19 health emergency.

RESOLUTION NO. ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, CONTINUING ITS PROCLAMATION OF A LOCAL EMERGENCY DUE TO THE OUTBREAK OF COVID-19, ADOPTION OF REGULATIONS FOR PRIVATE AND PUBLIC FACILITIES AND GATHERINGS, ESTABLISHMENT OF PROTECTIONS FOR RESIDENTIAL AND COMMERCIAL TENANTS AND PROPERTY OWNERS, REQUESTING REIMBURSEMENT OF EXPENSES, AND AUTHORIZING THE CITY MANAGER TO CONTINUE TO TAKE ALL NECESSARY ACTIONS AS THE DIRECTOR OF EMERGENCY SERVICES

WHEREAS, in December 2019, a novel [severe acute respiratory syndrome coronavirus2](#), known as SARS-CoV-2 [which has also been referred to as COVID-19](#), was first detected in Wuhan, Hubei Province, People’s Republic of China, causing outbreaks of the coronavirus disease COVID-19 that has now spread globally;

WHEREAS, on January 31, 2020, the United States Secretary of Health and Human Services declared a public health emergency in response to COVID-19;

WHEREAS, on March 4, 2020, Governor Gavin Newsom declared a state of emergency to exist in California as a result of COVID-19;

WHEREAS, on March 4, 2020, the Chair of the Los Angeles County Board of Supervisors and the Los Angeles County Health Officer declared a local emergency and a local health emergency, respectively, as a result of COVID-19;

WHEREAS, on March 12, 2020, Governor Gavin Newsom signed Executive Order N-25-20 giving state and local public health officials the authority to issue guidance limiting or recommending limitations upon attendance at public assemblies, conferences or other mass events;

WHEREAS, on March 13, 2020, President Donald Trump declared a national emergency as a result of COVID-19;

WHEREAS, on March 15, 2020, Governor Gavin Newsom called for the closure of all bars, pubs, and wineries in the State and restrictions on restaurants;

WHEREAS, on March 16, 2020, Governor Gavin Newsom issued Executive Order N-28-20, suspending any provision of state law that would preempt or otherwise restrict a local government’s exercise of its police power to impose substantive limitations on residential or commercial evictions when the basis for the eviction is nonpayment of rent or a foreclosure, arising out of a substantial decrease in household or business income or substantial out-of-pocket medical expenses, caused by the COVID-19 pandemic or by any local, state, or federal government response to COVID-19 and is documented;

WHEREAS, on March 16, 2020, the Los Angeles County Health Officer issued Health Officer Order for the Control of COVID-19, attached as Attachment A, which seeks to limit residents' exposure by ordering the closure of certain private facilities;

WHEREAS, on March 19, 2020, the Los Angeles County Health Officer issued a Health Officer Order ("Safer at Home") requiring all County residents to remain inside and practice social distancing, and on April 10, 2020, extended the "Safer at Home" requirements until May 15, 2020;

WHEREAS, on March 27, 2020, Governor Gavin Newsom issued Executive Order N-37-20, providing an additional 60 days for residential tenants, unable to pay rent COVID-19 related loss of funding, to file a response to a complaint in unlawful detainer, and staying the enforcement of a writ of possession until May 31, 2020;

WHEREAS, based on the state declaration of emergency restrictions on price gouging under Penal Code section 396 have taken effect;

WHEREAS, despite sustained efforts, COVID-19 remains a threat, and continued efforts to control the spread of the virus to reduce and minimize the risk of infection are needed;

WHEREAS, the spread of COVID-19 and its consequences are beyond the control of the services, personnel, equipment, and facilities of the City of South Pasadena;

WHEREAS, the mobilization of local resources, the ability to coordinate interagency response, accelerate procurement of vital supplies, use mutual aid, and allow for future reimbursement by the state and federal governments continues to be critical to successfully respond to COVID-19;

WHEREAS, these conditions warrant and necessitate that the City continue its proclamation of the existence of a local emergency.

WHEREAS, South Pasadena Municipal Code section 11.6 empowers the City Council to proclaim the existence or threatened existence of a local emergency when the City is affected or likely to be affected by a public calamity, and the City Manager, as Director of Emergency Services, to issue such proclamation if the City Council is not in session;

WHEREAS, Government Code section 8634 states, "During a local emergency the governing body of a political subdivision, or officials designated thereby, may promulgate orders and regulations necessary to provide for the protection of life and property, including orders or regulations imposing a curfew within designated boundaries where necessary to preserve the public order and safety. Such orders and regulations and amendments and rescissions thereof shall be in writing and shall be given widespread publicity and notice";

WHEREAS, on March 18, 2020, the City adopted Resolution 7646, declaring a local emergency in response to COVID-19, adopting regulations restricting private and public facilities and gatherings, and establishing protections for residential and commercial tenants;

WHEREAS, on April 6, 2020 the Judicial Council of California suspended all unlawful detainer filings until 90 days after the state’s COVID-19 state of emergency ends; and

WHEREAS, on April 14, 2020, the Los Angeles County Board of Supervisors issued an Executive Order expanding their existing temporary eviction moratorium to commercial and residential tenants, effective in all unincorporated areas of Los Angeles County and in cities which have no eviction moratoria protections; and

WHEREAS, Government Code section 8630 (c) states, “The governing body shall review the need for continuing the local emergency at least once every 60 days until the government body terminates the local emergency”.

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

SECTION 1. Recitals. The City Council finds that all of the preceding recitals are true and correct and are hereby incorporated and adopted as findings and determinations by the City Council as if fully set forth herein.

SECTION 2. Proclamation. Pursuant to Government Code section 8630, subdivision (a), the City Council proclaims the continuation of a local emergency due to the outbreak of SARS-CoV-2 (COVID-19).

SECTION 3. Regulation of Public Gatherings. Commencing immediately, the Director of Emergency Services is directed to continue to postpone or cancel all non-essential public community events or group activities in City-owned properties, including City Council, commission, or board meetings, that require close contact and involve two or more participants.

SECTION 4. Regulation of Public Facilities. Commencing immediately, the Director of Emergency Services is directed to continue the closure to the public of all City-owned facilities that require close contact of vulnerable individuals, including those over 60 years old or with compromised immune systems.

SECTION 5. Regulation of Private Facilities. The private facilities referenced in Attachment A will continue to remain closed until further notice.

SECTION 6. Enforcement. Any violation of the above prohibitions may be punishable by a fine not to exceed \$1,000 or imprisonment not to exceed six months, pursuant to the South Pasadena Municipal Code section 11.11.

SECTION 7. Exemption of Delivery Vehicles. Trucks and other vehicles engaged in the delivery of grocery items to grocery stores, when such items are to be made available for sale to the public, remain exempt from having to comply with any City rules and regulations that limit the hours for such deliveries.

SECTION 8. Guidance for Religious Gatherings. The leaders of the City’s houses of worship are urged, in the strongest possible terms, to limit gatherings on their premises and to

explore and implement ways to practice their respective faiths while observing social distancing practices.

SECTION 9. Protection of Affected Tenants. Rescinded in favor of the application of the April 14, 2020 Executive Order of the Los Angeles Board of Supervisors, which expands an existing temporary rent freeze and moratorium on evictions of both commercial and residential tenants in parts of Los Angeles County in response to the COVID-19 health emergency.

SECTION 10. Suspension of Utility Terminations and Parking Pass Program.

- a) For a period of 60 days from the date of this Resolution, for customers who are able to show an inability to pay their water and sewer bill due to the “financial impacts related to COVID-19” as defined in Section 9 above, the City hereby suspends:
 - a) The discontinuation or shut-off of water service for residents and businesses in the City for non-payment of water and sewer bills;
 - ii. The imposition of late payment penalties or fees for delinquent water and/or sewer bills;
- b. For a period of 60 days from the date of this Resolution, the City hereby suspends:
 - b) The issuance of overnight parking passes; and
 - c) The imposition of late payment penalties or fees for parking violations.

SECTION 11. Temporary Modifications to Commercial Signage Requirements. No more than two temporary signs shall be allowed per business. All temporary signs must still comply with the size and location requirements set forth in SPMC Section 36.320.080.

Temporary window signs shall be limited to 20 percent of the window area.

No more than one temporary sign shall be located in the public right-of-way. During the Local Emergency Declaration, an application to place a temporary sign in the public right of way shall only require administrative approval by the Planning Director; an encroachment permit is still required to be issued by the Public Works Director, but the encroachment permit fee is waived.

Temporary signs shall be in place for no more than 30 days or until the Local Emergency Declaration has been lifted, whichever is later. Temporary signs may include a banner, in compliance with the size and locations of SPMC Section 36.320.080(B). During this Local Emergency Declaration, the \$50 application fees for a banner sign is waived.

SECTION 12. Emergency Authority. Pursuant to Government Code section 8634, the City Council reaffirms its authorization of the Director of Emergency Services to take any measures necessary to protect and preserve public health and safety, including activation of the Emergency Operations Center.

SECTION 13. Public Health Officials. The City Council reaffirms its authorization of the Director of Emergency Services to implement any guidance, recommendations, or requirements imposed by the State Department of Public Health or the Los Angeles County Health Officer.

SECTION 14. Termination. Pursuant to Government Code section 8630, subdivision (d), the City Council will proclaim the termination of the emergency at the earliest possible date that conditions warrant.

SECTION 15. Review. Pursuant to Government Code section 8630, subdivision (c), the City Council will review the need for continuing the local emergency in no event later than 60 days from the previous declaration or review, until the City Council terminates the local emergency.

SECTION 16. Cost Accounting. City staff will continue to account for their time and expenses related to addressing the local emergency caused by COVID-19.

SECTION 17. Cost Recovery. The City will seek recovery for the cost of responding to COVID-19, as this proclamation was originally made within 10 days of the Governor's Executive Order N-25-20 and the President's declaration of a national emergency, qualifying the City for assistance under the California Disaster Assistance Act and for reimbursement from the Federal Emergency Management Agency.

SECTION 18-7. Supersedes. This Resolution restates and supersedes the declaration of emergency set forth in Resolution 7646.

SECTION 19-8. Submissions. The City Clerk will transmit a copy of this Resolution at the earliest opportunity to the Los Angeles County Operational Area and the California Governor's Office of Emergency Services.

SECTION 20. Certification. The City Clerk will 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 6th day of May, 2020.

Robert S. Joe, Mayor

ATTEST:

APPROVED AS TO FORM:

Evelyn G. Zneimer, City Clerk

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 6th day of May, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Evelyn G. Zneimer, City Clerk
(seal)



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

Additional Document

Date: May 6, 2020

To: Honorable Mayor and Council Members

From: Stephanie De Wolfe, City Manager
Joanna Hankamer, Planning and Community Development Director

Re: Item No. 22 – Adoption of Urgency Ordinance Amending Several Sections of Chapter 36 (Zoning) of the South Pasadena Municipal Code to Streamline Planning Approval Processes and Toll Planning and Permitting deadlines during the local Declaration of Emergency

Staff wants to clarify that the amendments proposed for adoption by urgency ordinance are intended to be permanent, effective immediately to achieve time and cost savings for applicants and the City. And if Council further approves, the urgency ordinance will be replaced by a forthcoming regular ordinance that will be reviewed and recommended by the Planning Commission prior to returning to City Council for adoption.

Through this Additional Document, Staff is also requesting the following revisions be included in the proposed urgency ordinance, including a revision to the tolling language and additional changes to the Zoning Code:

1. Revise Section 3 of the Ordinance to toll and extend planning and permit-related actions through the end of the City Council declaration of emergency rather than through the end of the County's "Safer at Home" order.
2. Additional Zoning Code revisions are proposed to reflect the following (See proposed redline revision of Attachment 1 of the Staff Report):
 - A. The formation of a Design Review Board (DRB) Subcommittee to participate in the early review process of the Design Review of a Mixed-use or Multi-family development of seven

(7) dwelling units or more, for which the Planning Commission is the decision maker. Under the current code and proposed amendments (to be consistent with the 2008 code revision for project streamlining), a mixed-used or multi-family development of seven (7) dwelling units or more would skip Design Review Board and go directly to Planning Commission.

The proposed formation of a DRB Subcommittee will allow two members of the DRB to work with the applicant and staff during the application review process to ensure that proposed project design would be consistent with the City's standards and appropriate for the neighborhood. To allow this formation, the following zoning code revisions are proposed:

- i. Amendment Table 4-1 (Review Authority) in Section 36.400.020 (Authority for Land Use and Zoning Decisions); and
 - ii. Added subsection (a) to Design Review Section 36.410.040(D)(3).
- B. Clarify DRB Chair review authority to allow additions above the first floor as long as the improvements are not visible to the street and do not exceed the height of the existing structure (Section 36.410.040(D)(4)(b)).
- C. Added language to clarify that the cost of all public notices for consideration of Administrative Use Permits be will the sole responsibility of the applicant/property owner (Section 36.410.060(E)(3)(b)((3))).
- D. Clarified language for how to measure the 300-foot radius for public noticing (Section 36.410.040(G)(1) and Section 36.630.020(B)(1)(a)((3)) .
- E. Removed Second Dwelling Units from the list of exemption from Design Review (Section 36.410.040(B)(2)(d)).
- F. Other minor editorial edits.

The proposed changes requested in this Additional Document are shown in redline in the attached revised Urgency Ordinance (Attachment 1 to the Staff Report).

URGENCY ORDINANCE NO. _____

AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, MAKING CERTAIN FINDINGS; AMENDING THE CITY OF SOUTH PASADENA MUNICIPAL CODE BY MODIFYING CHAPTER 36 (ZONING), SECTIONS 36.340.030 (PERMIT AND APPLICATION REQUIREMENTS), 36.340.050 (HILLSIDE PROJECT DEVELOPMENT STANDARDS), 36.400.020 (AUTHORITY FOR LAND USE AND ZONING DECISIONS), 36.400.040 (APPLICATION PREPARATION AND FILING) 36.410.040 (DESIGN REVIEW), 36.410.060 (CONDITIONAL USE PERMITS AND ADMINISTRATIVE USE PERMITS), 36.410.065 (HILLSIDE DEVELOPMENT PERMITS), 36.420.040 (TIME LIMITS AND EXTENSIONS), 36.600.050 (DESIGN REVIEW BOARD), 36.610.050 (APPEAL FILING, PROCESSING AND DECISIONS), 36.630.020 (NOTICE OF HEARING), 36.630.040 (REVIEW AUTHORITY DECISION AND NOTICE) AND 36.630.050 (RECOMMENDATION BY PLANNING COMMISSION) IN ORDER TO STREAMLINE APPLICATIONS FOR DISCRETIONARY REVIEW, AND TOLLING ALL PLANNING AND PERMITTING DEADLINES DURING THE LOCAL DECLARATION OF EMERGENCY

WHEREAS, in December 2019, a novel coronavirus known as SARS-CoV-2 was first detected in Wuhan, Hubei Province, People’s Republic of China, causing outbreaks of the coronavirus disease COVID-19 that has now spread globally;

WHEREAS, on March 4, 2020, Governor Gavin Newsom declared a state of emergency to exist in California as a result of COVID-19;

WHEREAS, on March 4, 2020, the Chair of the Los Angeles County Board of Supervisors and the Los Angeles County Health Officer declared a local emergency and a local health emergency, respectively, as a result of COVID-19;

WHEREAS, on March 12, 2020, Governor Gavin Newsom signed Executive Order N-25-20 giving state and local public health officials the authority to issue guidance limiting or recommending limitations upon attendance at public assemblies, conferences or other mass events;

WHEREAS, on March 18, 2020, the City adopted Resolution 7646, declaring a local emergency in response to COVID-19, including adopting regulations restricting private and public facilities and gatherings; and

WHEREAS, on March 19, 2020, Los Angeles Public Health officials announced a “Safer at Home” order prohibiting all indoor and outdoor public and private gatherings and events, and requiring that all businesses cease operations and close to the public, which order has been extended through May 15, 2020; and

WHEREAS, while planning and building services have been adjusted to remote access, certain inefficiencies in processing development applications have been amplified, and require amendments and clarifications in order to provide immediate benefits in time and cost-savings for applicants and the City; and

WHEREAS, given the sudden and widespread economic downturn affecting businesses, residents and City revenue streams as a result of the spread of COVID-19 and the “Safer at Home” orders, amending the zoning code on an immediate, urgency basis, is necessary to provide immediate time and cost-effective streamlining of planning applications for the benefit of the public health, safety and welfare in the City of South Pasadena; and

WHEREAS, the City Council has the power to enact an urgency ordinance, not in conflict with general laws, as necessary to protect public peace, health, and safety, via exercise of the powers provided to cities in Article XI, Section 7, of the California Constitution, and in compliance with Government Code section 36937.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. The City Council adopts the foregoing urgency findings.

SECTION 2. Chapter 36 (Zoning), Sections 36.340.030 (Permit and Application Requirements), Section 36.340.050 (Hillside Project Development Standards), 36.400.020 (Authority for Land Use and Zoning Decisions), 36.400.040 (Application Preparation and Filing), 36.410.040 (Design Review), 36.410.060 (Conditional Use Permits and Administrative Use Permits), 36.410.065 (Hillside Development Permits), 36.420.040 (Time Limits and Extensions), 36.600.050 (Design Review Board), 36.610.050 (Appeal Filing, Processing and Decisions), 36.630.020 (Notice of Hearing), 36.630.040 (Review Authority Decision and Notice) and 36.630.050 (Recommendation by Planning Commission) of the City of South Pasadena Municipal Code are hereby amended as shown in the attached Exhibit A incorporated herein by reference.

SECTION 3. Tolling of Deadlines. All deadlines for planning and permit-related actions established by any provisions of laws, ordinances, regulations, resolutions, rules and statutes, are hereby tolled and extended commencing as of the March 18, 2020 City Council declaration of emergency and through the end of the ~~City Council declaration of emergency Los Angeles County “Safer at Home” order~~, and any extensions thereof. For purposes of this Section, “deadlines for planning and permit-related actions” shall include, but not be limited to:

- a. Deadlines to review, determine the completeness of, or take action on applications for planning entitlements, permits, and approvals;
- b. Deadlines to open or conclude a public hearing on, or to authorize an automatic approval, denial or disapproval of, applications for planning entitlements, permits, or approvals issued under Chapter 36 of the South Pasadena Municipal Code.

- c. Deadlines to exercise and continuously pursue the rights granted under planning entitlements, permits and approvals issued under Chapter 36 of the South Pasadena Municipal Code.
- d. Deadlines for review and approval of applications for a building permit, plan review and related approvals issued under Chapter 36 of the South Pasadena Municipal Code.
- e. Deadlines for expiration of issued building permits, plan reviews and related approvals issued under Chapter 36 of the South Pasadena Municipal Code.

SECTION 4. The City Council hereby declares that, should any provision, section, subsection, paragraph, sentence, clause, phrase, or word of this ordinance or any part thereof, be rendered or declared invalid or unconstitutional by any final court action in a court of competent jurisdiction or by reason of any preemptive legislation, such decision or action shall not affect the validity of the remaining section or portions of the ordinance or part thereof. The City Council hereby declares that it would have independently adopted the remaining provisions, sections, subsections, paragraphs, sentences, clauses, phrases, or words of this ordinance irrespective of the fact that any one or more provisions, sections, subsections, paragraphs, sentences, clauses, phrases, or words may be declared invalid or unconstitutional.

SECTION 5. The City Council hereby finds that the proposed Code amendment is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines § 15061(b)(3), which states the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. It may be seen with certainty that there is no possibility this Zoning Code Amendment may have a significant effect on the environment.

SECTION 6. Publication and Effective Date. Upon adoption of this Urgency Ordinance by no less than four-fifths (4/5) vote of the Council, the Mayor shall sign and the City Clerk shall attest to the passage of this Ordinance. The City Clerk shall cause the same to be published once in newspaper of general circulation within fifteen (15) days after its adoption. This Urgency Ordinance shall become effective immediately upon its adoption.

PASSED, APPROVED, AND ADOPTED this 6th day of May, 2020.

Robert S. Joe, Mayor

ATTEST:

APPROVED AS TO FORM:

Evelyn G. Zneimer, City Clerk
(seal)

Teresa L. Highsmith, City Attorney

Date: _____

I HEREBY CERTIFY the foregoing ordinance was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 6th day of May, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Evelyn G. Zneimer, City Clerk

(seal)

Division 36.340. Hillside Protection

Sections:

- 36.340.010 Purpose of Division.
- 36.340.020 Applicability.
- 36.340.030 Permit and Application Requirements.
- 36.340.040 Hillside Development Design Guidelines.
- 36.340.050 Hillside Project Development Standards.

36.340.010 Purpose of Division.

The standards of this Division are intended to:

- A. Preserve the City’s scenic resources by encouraging retention of natural topographic features and vegetation;
- B. Acknowledge that as the slope of a development site increases so does the potential for environmental degradation including slope failure, increased erosion, sedimentation and stormwater run-off; and
- C. Encourage grading practices that are appropriate in hillside areas; and
- D. Encourage structures on hillside parcels to be designed with scale, massing, architectural design and detailing appropriate to maintain hillsides in a natural, open character.

(Ord. No. 2108 § 1.)

36.340.020 Applicability.

- A. Sloping sites. The standards in this Division apply to subdivisions, uses, structures, and to all other development on sites with an average of slope of 20 percent or greater.
- B. Exceptions. The provisions of Section 36.340.050 (Hillside Project Development Standards) shall not apply to parcels within the AM (Altos de Monterey) overlay zone, which are instead subject to the requirements of Section 36.250.030 (Altos de Monterey (AM) Overlay District).
- C. Determination of average slope. Average slope shall be determined by applying the following formula.

$$\text{Average Slope Formula: } S = \frac{100 (I \times L)}{A}$$

Where:

S = Average natural slope in percent.

I = Contour interval in feet, at not more than 10 foot intervals, resulting in at least five contour lines being shown on the contour map.

L = The sum of the length of all the contour lines across the parcel in scale feet. See Figure 3-25.

A = The gross area of the building site in square feet.

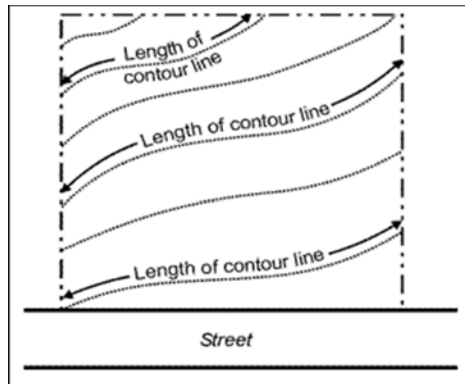


Figure 3-25. Measurement of Contour Line Length to Determine “L” in Slope Formula

- D. Guest parking spaces. Section 36.340.050H applies only to properties located on the following streets in the Southwest Monterey Hills area of the city: Hanscom Drive, Peterson Avenue, Illinois Drive, Hill Drive, Harriman Avenue, Randolph Avenue, Hulbert Avenue, Elkins Street, Moffatt Street.

(Ord. No. 2108 § 1 Ord. No. 2166, § 1, 2007.)

36.340.030 Permit and Application Requirements.

Development that is subject to this Division shall require a Hillside Development Permit (Section 36.410.065) and Design Review (Section 36.410.040). The application shall include:

- A. Basic application contents. All information and materials required by Section 36.400.040 (Application Preparation and Filing), and all additional materials required by the application contents handout provided by the Department for hillside development; and
- B. Geotechnical report. A preliminary geotechnical report that identifies and proposes mitigation measures for any soils or geological problems that may affect site stability or structural integrity. Depending upon the site characteristics and project design, a final geotechnical report may also be required as part of a subsequent Building Permit application.
- C. Constraints analysis. For properties that have sensitive environmental resources including endangered plants and animals, or a wildlife corridor designated by the City, a qualified professional approved by the Director shall prepare a site constraints analysis in compliance with Section 36.380.030. The report shall include proposed mitigation measures to effectively protect important biological features identified.

(Ord. No. 2108 § 1; Ord. No. 2183 § 15, 2009.)

36.340.040 Hillside Development Design Guidelines.

Proposed hillside development should satisfy as many of the following objectives as feasible, as determined through the Design Review process.

- A. Terrain alteration. The project should be designed to fit the terrain rather than altering the terrain to fit the project. Development patterns that form visually protruding horizontal bands or steeply cut slopes for roads or lots shall be avoided. Large-scale slope terracing, cribwalls, or significant slope modification is discouraged. Where alteration of the terrain is necessary, contour grading techniques should be utilized to help achieve a natural appearing slope. (See Section 36.340.050.F and Figure 3-33.)
- B. Street layout. Any new streets should follow the natural contours of the terrain to minimize the need for grading. Cul-de-sacs and loop roads are encouraged where necessary to fit the natural topography, subject to the approval of the City Engineer and Fire Chief.
- C. Location of structures. Structures should be located in the most accessible, least visually prominent, and most geologically stable portion or portions of the site. They should also be oriented with the natural contours of the

site. Siting structures in the least visually prominent locations is especially important on open hillsides where the prominence of construction should be minimized by placing structures so that they will be screened by existing vegetation, depressions in topography, or other natural features.

- D. Site layout and structure design. Building and site design should utilize varying setbacks and structure heights, split-level foundations, and low retaining walls to blend structures into the terrain.
- E. Architectural design.
 - 1. Form. Building forms should complement the character of the hillsides and avoid massive structures that dominate views of the hills.
 - 2. Scale and windows—Infill lots. The scale of homes proposed on infill lots should be compatible with buildings on adjacent parcels. Where feasible, windows, balconies, and outdoor living areas should be located to protect the privacy of adjacent homes and yards.
 - 3. Exterior wall surfaces. The apparent size of exterior wall surfaces visible from off the site should be minimized through the use of single story elements, setbacks, overhangs, roof pitches, landscaping, and/or other means of horizontal and vertical articulation to create changing shadow lines and break up massive forms.
 - 4. Roofs. Roof pitches should generally be placed to follow the angle of the slope; but with variations to avoid a monotonous appearance. See Figure 3-26.

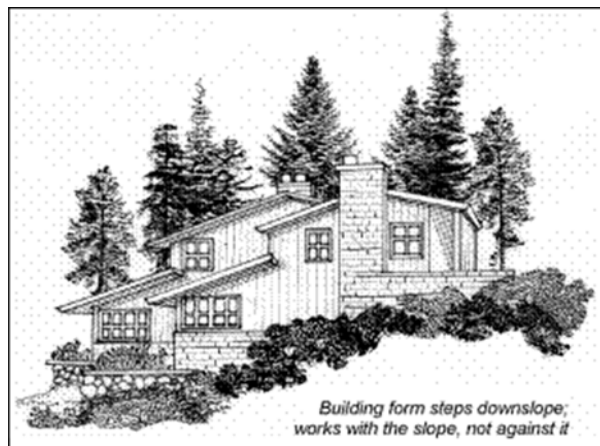


Figure 3-26. Design Sensitive to Terrain

Note: This diagram is intended to provide an example of building form, and is not intended to show a preferred architectural style.

- 5. Support structures. Support structures (for example, columns, pilings, etc.) below the lowest floor on the downhill side of a house, should be enclosed unless visible structural members are an integral feature of the architectural design. Support structure wall surfaces shall not exceed six feet in height.
- F. View protection. New construction should not block views from other properties.
 - 1. Where feasible, new structures and tall landscaping should not be placed directly in the view of the primary living areas on a neighboring parcel.
 - 2. New structures should be placed on the lower areas of a hillside site.

3. Mechanical equipment may be placed on rooftops or below a deck only if the equipment is not visible from off the site, except for unobtrusive solar collectors that are compatible with the roof line and architecturally integrated with the structure.

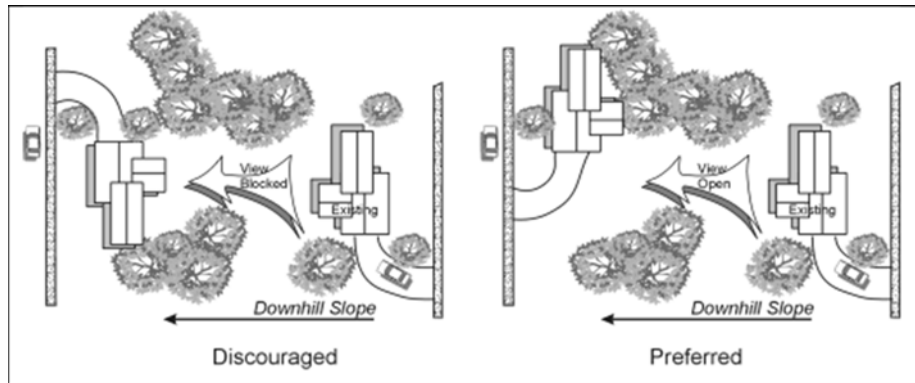


Figure 3-27. View Protection

- G. Colors and materials. A mixture of materials, color, and forms should be used to blend structures with the natural appearance of the hillsides:
 1. Based upon the graphic principle that dark colors are less noticeable than light colors, darker tones, including earth tones should be used for building walls and roofs on highly-visible sites so that buildings appear to blend in with the natural terrain.
 2. Surface materials should be appropriate for the architectural style of the structure and compatible with the hillside environment.
- H. Exterior lighting. Night views of the hillsides should not be dominated by bright lights. Lighting within high-visibility areas should be properly shielded to avoid glare and the spill of light to surrounding areas. Low-level lighting and the use of multiple low profile fixtures is encouraged, as opposed to the use of fewer, but taller fixtures.
- I. Retaining walls. Large retaining walls in a uniform plane shall be avoided. Retaining walls shall be divided into terraces with variations in plane and include landscaping to break up the length of walls and to screen them from view. No retaining wall shall be higher than six feet, and should incorporate a three foot recessed offset feature every 30 feet, or other methods of articulation. Retaining walls more than three feet high that are visible from off the site should be screened with landscaping. See Figure 3-28.

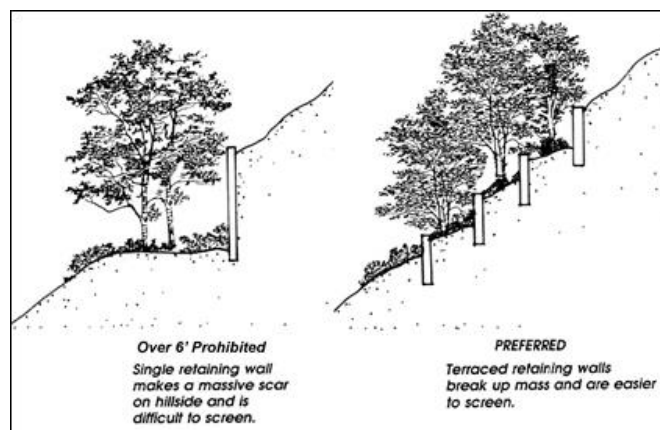


Figure 3-28. Retaining Wall Design

(Ord. No. 2108 § 1.)

36.340.050 Hillside Project Development Standards.

A. Setbacks. Hillside developments shall comply with the following setback requirements, and with the limitations on the allowable uses of setbacks in Section 36.300.030.E.3.

TABLE 3-10. HILLSIDE SETBACKS	
Property Setback	Setback Distance
Front	10 ft.
Side	10% of width, minimum 4 ft., maximum 10 ft.
Corner Side	10% of width, minimum 10 ft., maximum 15 ft.
Ridgeline (1)	50 vertical feet from ridgeline. Also see 36.340.050.C, and Figure 3-31.
Notes: (1) New structures or additions are prohibited within 50 feet of a ridgeline unless this restriction precludes development of the property. An exception may be granted if the review authority finds the following: a. There are no site development alternatives that avoid ridgeline development; b. The density has been reduced to the minimum standards consistent with the General Plan density range; c. No new subdivision of parcels is created that will result in ridgeline development; and d. The proposed development will not have significant adverse visual impacts due to modifications in structural design including height, bulk, size, foundation, siting, and landscaping that avoid or minimize the visual impacts of the development.	

B. Setbacks between structures and toes/tops of slopes. On adjacent lots having a difference in vertical elevation of three feet or more, the required side yard shall be measured from the nearest toe or top of slope to the structure, whichever is closer. See Figure 3-29.

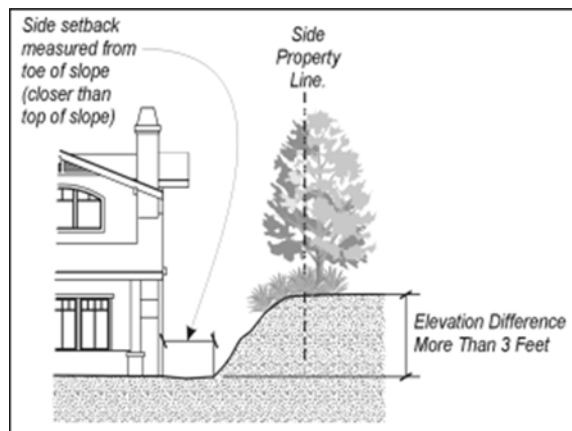


Figure 3-29. Side Setback Measurement

C. Height limitations. The maximum height for structures with a roof pitch of 3:12 or greater shall be 28 feet. If a roof pitch is less than 3:12, the maximum height shall be 24 feet.

1. Siting restrictions. Structures shall not be placed so that they appear silhouetted against the sky when viewed from a public street, except where the review authority determines that the only feasible building site cannot comply with this standard. See Figure 3-30.

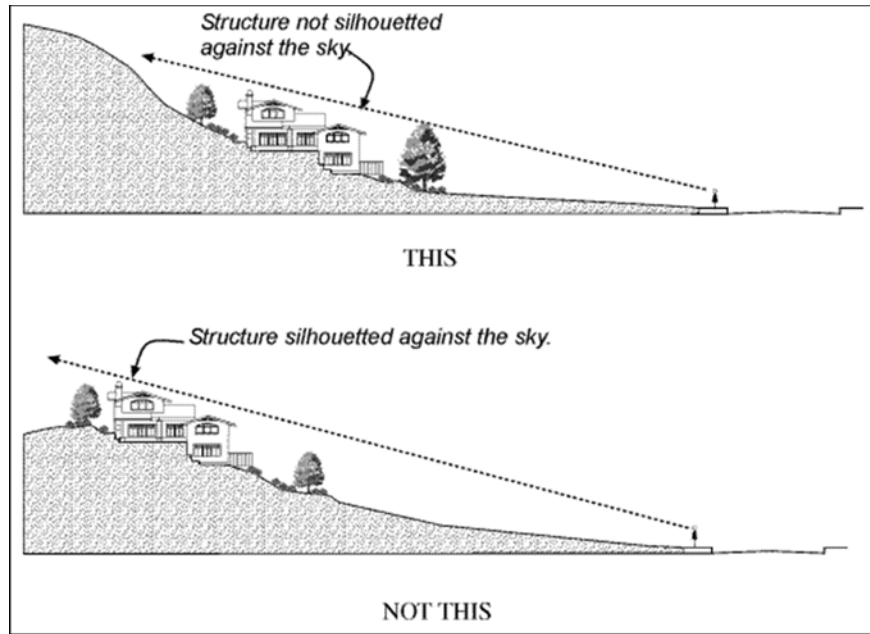


Figure 3-30. Silhouetted Structures

2. Placement below ridgeline. Except as provided by Subsection C.3, structures shall be located so that a vertical separation of at least 50 feet is provided between the top of the structure and the top of the ridge or knoll to maintain the natural appearance of the ridge. Grading should also be avoided within 50 vertical feet of the top of a ridge or knoll. Placement of structures should also take advantage of existing vegetation for screening, and should include the installation of additional native plant materials to augment existing vegetation, where appropriate. See Figure 3-31.

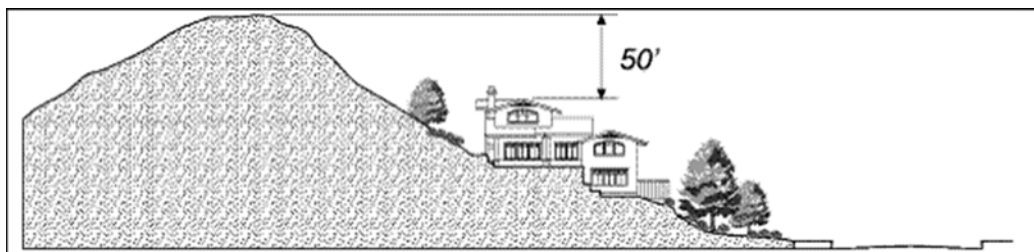


Figure 3-31. Location of Structures Below Ridgelines

3. Height limit above ridgeline. Where the review authority determines that a parcel contains no feasible building site other than where a structure will extend above the ridgeline, proposed structures shall not exceed a height of 16 feet above the highest point on the ridgeline or hilltop within 100 feet of the proposed structure.
4. Height of lowest floor level. The vertical distance between the lowest point where the foundation meets grade and the lowest floor line of the structure shall not exceed six feet.
5. Downhill building walls. No single building wall on the downhill side of a house shall exceed 15 feet in height above grade. Additional building height on a downhill side may be allowed in 15-foot increments, where each increment is stepped-back from the lower wall a minimum of 10 feet (see Figure 3-32).

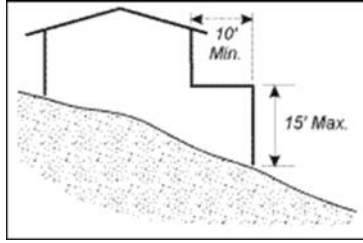


Figure 3-32. Height Limit for Downhill Building Walls

- D. Decks. No portion of the walking surface of a deck with visible underpinnings shall exceed a height of six feet above grade. Decks should be integrated into the architecture of the house, not appearing as an “add-on” to the primary building mass.
- E. Driveways. The ramp to any garage or carport shall not have a grade steeper than five percent within 10 feet of the garage or carport entry. The finished grade of driveways shall not exceed an average of 15 percent.
- F. Natural state. A minimum of 25 percent of the lot area plus the percentage figure of the average slope must be remediated to its natural state in terms of slope and vegetation.
- G. Grading. Grading plans shall be prepared in compliance with the Municipal Code, and the General Plan. Grading on slopes over 30 percent shall be permitted ~~to allow grading~~ when sufficient technical information has been provided to support the determination that such development would have no negative impacts on the subject property, adjacent properties, or on the safety and welfare of the public. Grading shall utilize landform grading techniques. See Figure 3-33.

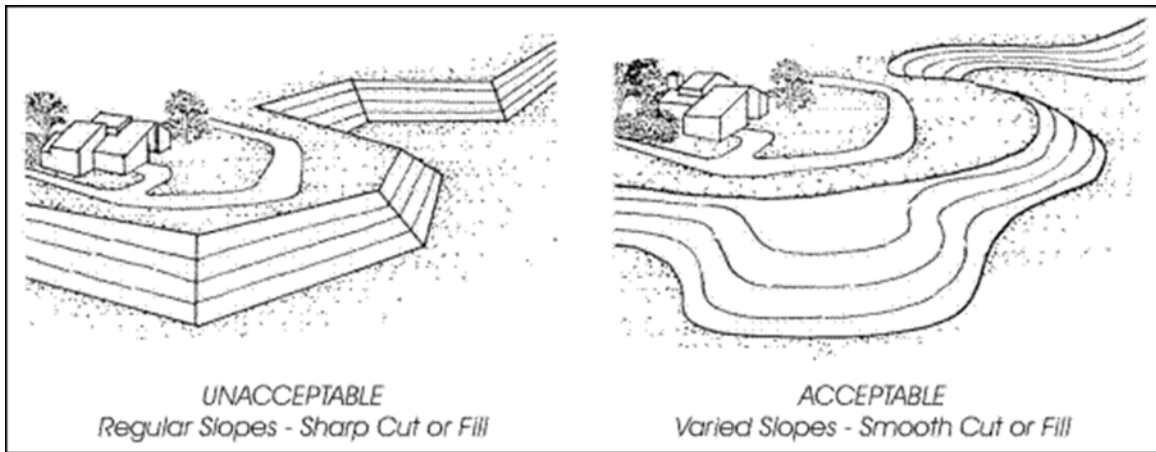


Figure 3-33. Appropriate Grading

- H. Southwest Monterey Hills guest parking spaces. The following guest parking space standards apply only to hillside properties (as defined in Section 36.340.020A) in the Southwest Monterey Hills area as defined by Section 36.340.020D.
 - 1. Required off-street guest parking spaces shall be provided in accordance with Section 36.310.040, Table 3-6 (Parking Requirements by Land Use). An application for a new house, or addition to an existing house that lacks the required off-street parking, shall provide details on the location and dimensions of required guest parking space/s, which shall be located perpendicular (or as close as possible to 90 degrees) to the right-of-way, and within or partially within the required front setback. If physical constraints preclude this location, the applicant shall provide written documentation of these constraints and provide the required off-street guest parking in the following order of preference:

- a. Parallel to the street and at least 10 feet wide by 24 feet deep. Access to a parallel parking space shall not be impeded by landscaping, trees, retaining walls, fences, the alignment of the right-of-way, or any other obstacle. Clear access shall be permanently retained; or
 - b. Other locations as approved by the Director. (The onus is placed on the applicant to demonstrate to the satisfaction of the Director that such a location will be functional and allow vehicles to be parked with no portion encroaching into the right-of-way.)
2. Paving limits. Front yard paving limits as listed in Section 36.300.030E.3.c (Setback Measurement and Exceptions) shall be observed, except when the required guest parking space/s can only be located in the front yard.
3. Slope. The slope of uncovered parking space/s shall comply with the standards in Sections 36.310.080G.2 (Parking Design Standards) and 36.340.050E (Hillside Project Development Standards).
4. Dimensions. Uncovered perpendicular spaces shall be at least 9 feet wide by 18 feet deep. Uncovered parallel spaces shall be at least 10 feet wide by 24 feet deep.
5. Allowable materials. Parking space materials shall conform to the standards listed in 36.310.090C.2 (Driveways and Site Access).

(Ord. No. 2108 § 1; Ord. No. 2166, 2007.)

Division 36.400. Application Filing and Processing

Sections:

- 36.400.010 Purpose of Division.
- 36.400.020 Authority for Land Use and Zoning Decisions.
- 36.400.030 Concurrent Permit Processing.
- 36.400.040 Application Preparation and Filing.
- 36.400.050 Application Fees.
- 36.400.060 Application Review.
- 36.400.070 Environmental Assessment.

36.400.010 Purpose of Division.

This Division provides procedures and requirements for the preparation, filing, and processing of applications for the zoning approvals (e.g., Administrative Modifications, Conditional Use Permits, Home Occupation Permits, Temporary Use Permits, Variances, etc.) required by this Zoning Code.

(Ord. No. 2108 § 1.)

36.400.020 Authority for Land Use and Zoning Decisions.

Table 4-1 (Review Authority) identifies the City official or body responsible for reviewing and making decisions on each type of application, land use permit, and other approvals required by this Zoning Code.

TABLE 4-1. REVIEW AUTHORITY						
Type of Decision	Procedure is in Section:	Role of Review Authority (1)				
		Director	DRB (2)	CHC (3)	Planning Commission	City Council
Affordable Housing Review	36.370				Decision	Appeal
Density Bonus Review	36.370	Decision				
Development Agreement	36.430				Recommend	Decision
General Plan amendment	36.620				Recommend	Decision
<u>Zoning Code Interpretation</u>	36.110	Decision (4)			Appeal	Appeal
Specific Plan	36.440				Recommend	Decision
Zoning Map amendment	36.620				Recommend	Decision
Zoning Text amendment	36.620				Recommend	Decision
Administrative Modification	36.410.070	Decision (4)			Appeal	Appeal
Administrative Use Permit	36.410.060	Decision (4)			Appeal	Appeal
Certificate of Appropriateness	See Municipal Code			Decision (9)		Appeal
Conditional Use Permit	36.410.060				Decision	Appeal
EIR Certification	36.400.070				Certify (5)	Certify (5)
Emergency Shelters	36.350.250	Decision				

TABLE 4-1. REVIEW AUTHORITY

Type of Decision	Procedure is in Section:	Role of Review Authority (1)				
		Director	DRB (2)	CHC (3)	Planning Commission	City Council
Hillside Development Permit – New structures	36.410.065				Decision	Appeal
Minor Hillside Development Permit – Modifications to existing structures	36.410.065		Decision		Appeal	Appeal
Home Occupation Permit	36.410.030	Issued				
Valet Parking Use Permit	36.310.111				Decision	Appeal
Parking Use Permit	36.410.090	Decision			Appeal	Appeal
Planned Development Permit	36.410.100				Decision	Appeal
Planning Clearance	36.410.020	Issued				
Reasonable Accommodation	36.400.110	Decision			Appeal	Appeal
Sign Permit	36.320		Decision		Appeal	Appeal
Single Room Occupancy	36.350.260	Decision				
Temporary Use Permit	36.410.050	Issued				
Variance	36.410.080				Decision	Appeal
Design Review (6)	36.410.040		Decision		Appeal	Appeal
Design Review for <u>Mixed-Use or Multi-Family of 7 dwelling units or more units</u> , or Not-Exempt from CEQA (7)	36.410.040		<u>Subcommittee (10)</u>		Decision	Appeal
Minor Design Review	36.410.040	Decision (8)			Appeal	Appeal

Notes:

(1) “Recommend” means that the review authority makes a recommendation to a higher decision-making body; “Decision” means that the review authority makes the final decision on the matter; “Appeal” means that the review authority may consider and decide upon appeals to the decision of an earlier decision-making body, in compliance with Division 36.610 (Appeals); and “Issued” means the nondiscretionary permit shall be granted by the Director.

(2) “DRB” means the Design Review Board. (See Section 36.410.040.)

(3) “CHC” means the Cultural Heritage Commission. (See Municipal Code.)

(4) The Director may defer action on zoning approval applications and refer the items to the Commission for the final decision. In a similar manner, the Director may defer action on a Design Review application and refer the item to the DRB for the final decision.

(5) The Commission shall certify the Environmental Impact Report, except in those instances where the Council has final review authority for the application.

(6) Design Review of all structures is required pursuant to Section 36.410.040.

(7) CEQA means the California Environmental Quality Act.

(8) Decision is by the Planning Director or Chair of the Design Review Board

(9) If the Certificate of Appropriateness is associated with an application requiring approval by the Planning Commission, the Cultural Heritage Commission shall be the recommending body for the Certificate of Appropriateness to the Planning Commission.

(10) A subcommittee (two members) of the Design Review Board shall work with staff in reviewing the design component of the project.

(Ord. No. 2108 § 1; Ord. No. 2183 § 18, 2009; Ord. No. 2185 § 1, 2009; Ord. No. 2246 § 5, 2013; Ord. No. 2248 § 3, 2013; Ord. No. 2251 § 8, 2013; Ord. No. 2252 § 3, 2013; Ord. No. 2253 § 4, 2013; Ord. No. 2297 § 3, 2016.)

36.400.030 Concurrent Zoning Approval Processing.

When a single project incorporates different land uses or features so that this Zoning Code requires more than one zoning approval, the Director may determine that all of the applications should be reviewed, and approved or disapproved, by the highest level review authority identified by Table 4-1 as having authority over the separate approvals required. This action shall not be interpreted as bypassing the applicable review authority identified by Table 4-1, but rather to have their action take the form of a recommendation to the highest level of review authority identified by Table 4-1. (For example, a project that requires a Zoning Map amendment and a Conditional Use Permit should be reviewed and approved by the Council, where a Conditional Use Permit application by itself may be reviewed and acted upon by the Commission.)

(Ord. No. 2108 § 1.)

36.400.040 Application Preparation and Filing.

The preparation and filing of applications for zoning approvals, amendments (e.g., General Plan, Zoning Code, Zoning Map, and specific plan), and other matters pertaining to this Zoning Code shall comply with the following requirements.

A. Pre-application review.

1. A prospective applicant or agent is strongly encouraged to request a pre-application review with the Department before completion of project design and the formal submittal of a zoning approval application.
 - a. If the project is for development on slopes greater than 30%, a pre-application review is required prior to applying for the Hillside Development Permit.
2. A ~~request by an applicant for~~ pre-application review, accompanied by preliminary project plans and designs and the required filing fee, will be reviewed by affected City departments and other selected agencies.
3. The reviewing City staff members will inform the applicant of requirements as they apply to the proposed project, provide a preliminary list of issues that will likely be of concern during formal application review, suggest possible alternatives or modifications to the project, and identify any technical studies that may be necessary for the environmental review process when a formal application is filed.
4. Neither the pre-application review nor information and/or pertinent policies provided by the Department shall be construed as a Department recommendation for approval or disapproval of the application or project.

B. Application contents and fee. Applications shall include the forms provided by the Department, and all information and materials required by the application content requirements handout provided by the Department for the specific type of application (e.g., Conditional Use Permit, Variance, or others), and the filing fee required by the Council's Fee Resolution.

C. Eligibility, filing. All zoning approval and other applications required by this Zoning Code shall be filed with the Department. Applications may be made by:

1. The owner of the subject property; or
2. Any agent or representative, with the written consent of the property owner.

D. Filing date. The filing date of an application shall be the date on which the Department receives the last submission, map, plan, or other material required as a part of that application by Subsection A., in compliance with Section 36.400.060 (Application Review) and deemed complete by the Director.

(Ord. No. 2108 § 1.)

36.400.050 Application Fees.

- A. Filing fees required.** The Council shall, by resolution, establish a schedule of fees for amendments, zoning approvals, and other matters pertaining to this Code, referred to as the Council’s Fee Resolution. The schedule of fees may be changed from time to time only by resolution of the Council.

- B. Fee waivers.** The Council may waive any of the fees required by the Council’s Fee Resolution for sufficient cause being demonstrated by the applicant. The determination of what shall constitute “sufficient cause” shall be at the discretion of the Council.

- C. Refunds and withdrawals.**
 - 1. Recognizing that filing fees are utilized to cover City costs of public hearings, mailing, posting, transcripts, and staff time involved in processing applications, no refunds due to a disapproval of an application are allowed.

 - 2. In the case of an application withdrawal, the Director may authorize a partial refund based upon the pro-rated costs to-date and determination of the status of the application at the time of withdrawal.

(Ord. No. 2108 § 1.)

36.400.060 Application Review.

All applications filed with the Department in compliance with this Zoning Code shall be initially processed as follows.

- A. Completeness review.** No application will be scheduled for review until deemed complete in compliance with the following requirements.
 - 1. Notification of applicant. The applicant shall be informed in writing within 30 days of submittal, either that the application is complete and has been accepted for processing, or that the application is incomplete and that additional information, specified in the letter, shall be provided. All additional information needed shall be identified in the letter providing notice of an incomplete application.

 - 2. Environmental information. The Director may require the applicant to submit additional information needed for the environmental review of the project in compliance with Section 36.400.070 (Environmental Assessment), below.

 - 3. Second notification. If no response to the first letter is received by the Director within 30 days, a second letter shall be sent to the applicant giving an additional 30 days in which to provide the information specified in the first letter.

 - 4. Withdrawal of application. The Director may deem the application withdrawn if the specified information is not provided within 30 days from the date of the second letter, unless, at a minimum, the applicant submits a letter requesting a mutually agreed upon appointment with the Director to discuss the establishment of a schedule for submittal of the specified information. Application processing shall not resume thereafter until a new application is filed, including fees, plans, exhibits, and other materials that are required for any project on the same site.

 - 5. Criteria for acceptance. An application shall not be accepted as complete unless or until the Director determines that it:
 - a. Includes all information and materials required by Section 36.400.040.B (Application contents and fees);

 - b. Includes any other technical studies or supplemental information deemed necessary by the Director; and

- c. Is accompanied by the application fee, or a deposit if appropriate, in compliance with the Council's Fee Resolution.

B. Referral of application. At the discretion of the Director, or where otherwise required by this Zoning Code, State, or Federal law, any application filed in compliance with this Zoning Code may be referred to any public agency that may be affected by or have an interest in the proposed land use activity.

(Ord. No. 2108 § 1.)

36.400.070 Environmental Assessment.

After acceptance of a complete application, the project shall be reviewed as required by the California Environmental Quality Act (CEQA) and the South Pasadena Environmental Review Guidelines.

(Ord. No. 2108 § 1.)

36.410.040 Design Review.

A. Purpose. This Section establishes procedures for the City’s review of the design aspects of proposed development (for example, building design, landscaping, site planning and development, and signs). These procedures are not intended to restrict imagination, innovation, or variety in design, but rather to focus on design issues and solutions that will have the greatest effect on community character and aesthetics, to encourage imaginative solutions and high-quality urban design. The purposes of this Section are to:

1. Recognize the interdependence of land values and aesthetics and encourage the varied, yet orderly and harmonious appearance of:
 - a. Most publicly perceived structures and property within South Pasadena; and
 - b. Associated facilities (e.g., landscaping, open space areas, parking, and signs);
2. Ensure that new uses and structures enhance their sites and are compatible with the highest standards of improvement in the surrounding neighborhoods;
3. Better protect the increasing values, standards, and importance of land and development in the community;
4. Retain and strengthen the visual quality of the community;
5. Assist project developers in understanding the public’s concerns for the aesthetics of development;
6. Ensure that development complies with all applicable City standards and design guidelines, and does not result in an adverse affect on the City’s aesthetics, architectural, health, and safety related qualities of adjoining properties or upon the City in general; and
7. Foster attainment of the actions, goals, objectives, policies, and programs of the General Plan and any applicable specific plan by preserving the particular character and unique assets of South Pasadena.

B. Applicability.

1. **Required review.** The exterior impacts of all projects within the following categories are subject to Design Review.
 - a. Residential development. Any single-family and multi-family residential project that requires a Building Permit for any exterior construction or modification.
 - b. Commercial and industrial development. Any project involving the construction of, or exterior change to, any structure, landscaping, or permanent signs on a parcel or lot zoned commercial and/or industrial.
2. **Exemption from review.** All projects within the following categories shall be exempt from the provisions of this Section.
 - a. All construction, work, or labor on structures or for replacement or repair, which uses the same materials and colors and which does not alter the design of the structure, including re-roofing of like-for-like material and where no structural modifications are required;
 - b. Emergency shelters;
 - c. Single room occupancy;
 - d. ~~Second dwelling units.~~

C. Application filing and processing.

1. **Submittal requirements.** Application for consideration of Design Review shall be made to the Planning Director on the application form provided by Planning Division, shall be accompanied by the required filing fee, and shall include such information and documents required in the Design Review Submittal Checklist form provided by the Planning Director.
2. **Retention of materials.** All application materials shall be retained by the City to ensure full compliance with all formal Design Review decisions.

D. Design Review Authority.

1. **Planning Commission review.** The Planning Commission will be responsible for the Design Review of the following developments:
 - a. As identified in Subsection B (Applicability) of this Section, all developments which require a Hillside Development Permit, a Conditional Use Permit, a Variance, a Planned Development Permit;
 - b. Multi-family developments containing seven or more units;
 - c. Multi-family developments containing six or fewer units not exempt from CEQA; or
 - d. Any other application in which the Planning Commission is the Review Authority.
2. **Cultural Heritage Commission (CHC) review.** The CHC will be responsible for the Design Review of the following:
 - a. All ~~of the~~ developments identified in Subsection B (Applicability) of this Section, which require a Certificate of Appropriateness as required by Chapter 2.58A (Cultural Heritage Commission) of the Municipal Code;
 - b. All properties within a designated historic district;
 - c. Where a proposed project is subject to a Certificate of Appropriateness from the CHC and also requires an application in which the Planning Commission is the Review Authority, the CHC shall review the Certificate of Appropriateness and provide recommendations to the Planning Commission for the Certificate of Appropriateness and may also provide recommendations on the portion of the application in which the Planning Commission is the Review Authority.
3. **DRB review.** The DRB will be responsible for the Design Review of all of the developments identified in Subsection B (Applicability) of this Section, which are not subject to Design Review by the Planning Commission, CHC, DRB Chair, or Planning Director as specified in SPMC Section 36.410.040.

~~d.a.~~ A subcommittee consisting of two members of the Design Review Board shall be formed to work with staff for the Design Review of Mixed-Use or Multi-Family of seven (7) dwelling units or more, or not-exempted from CEQA, as listed in Table 4-1 (Review Authority).
- 3.4. **DRB Chair review.** DRB Chair shall be responsible for Minor Design Review for projects that do not change the architectural design style of existing structures. These projects are as follows:
 - a. Exterior modifications to all elevations of existing structures that would not change the architectural design style of the structures. This includes elevations that are visible to the street and/or above the first floor. Exterior modifications include new and different siding materials, new windows, new roofing materials, and replacement of existing front porch posts, balcony railing, and other similar changes as determined by the Planning Director and/or DRB Chair to not change the architectural design style of the existing structures.

- b. Additions of no more than 500 square feet in area, or more than 25 percent of the existing structure, whichever is less, for an outdoor structure or a habitable space that is not visible to street. ~~The-Such~~ additions are allowed ~~on the second~~ above the first floor as long as they are not visible to the street, and do not exceed the height of the existing structure;
- c. Subject to a Certificate of Appropriateness from the Cultural Heritage Commission in accordance with Sections 2.58 through 2.68 of the South Pasadena Municipal Code.
- d. Not subject to Planning Commission review in accordance with this Division and Division 36.340 (Hillside Protection).

4.5. Planning Director. ~~The~~ Planning Director shall be responsible for Minor Design Review for projects that involve minor modifications or additions to only the first floor of an existing structure, are not visible to the street, and does not change the architectural design style of the structures. These minor projects are as follows:

- a. Exterior modifications to existing structures that are not visible from the street or prominently visible to any adjoining properties, and not above the first floor of the structure. Exterior modifications include new siding materials, windows, and new roofing materials.
- b. Additions of no more than 500 square feet in area, or no more than 25 percent of the existing structure, whichever is less for an outdoor structure or a habitable space that is not visible to the street or not above the first floor, except for development subject to a Minor Hillside Development Permit.
- c. Modifications to existing graded and/or improved outdoor areas on a property subject to Division 36.340 (Hillside Protection), such as installation of an in-ground swimming pool, spa, and similar feature.
- d. Not subject to a Certificate of Appropriateness from the Cultural Heritage Commission in accordance with Sections 2.58 through 2.68 of the South Pasadena Municipal Code.
- e. Not on a hillside area with a slope of 30% or greater in accordance with Division 36.340 (Hillside Protection) of the South Pasadena Municipal Code.

E. Preliminary Review. Applicants are encouraged to consult with the City’s planning staff as early as possible in the formulation of a schematic design. At the City’s discretion, a preliminary review may be required to determine the level of information to be required from the applicant for Design Review. No final or binding decisions shall result at the preliminary review stage.

F. Scheduling of Design Review.

- 1. **Design Review.** Once an application is deemed complete, the Director shall schedule an application for Design Review at the earliest available date following the required public notice period, concurrently with any Zoning Approval applications that may be required.
- 2. **Minor Design Review.** Minor Design Review by the DRB Chair or Planning Director shall be considered administratively without conducting a public hearing or providing public notice prior to taking action.

G. Public notice. Not less than 10 days before the hearing, the City shall give notice to the applicant, to owners of the subject property, ~~and~~ to site occupants if the owner does not occupy the property, in compliance with Division 36.630 (Public Hearings), for all Design Review, with the exception of Minor Design Review, as follows:

- 1. 300-foot radius notice. The following projects shall require that all owners of real property as shown on the County’s latest equalized assessment roll and all legal occupants located within a 300-foot-radius of the proposed project received public notification of the hearing. The 300-foot radius shall be measured from the exterior boundaries of the subject parcel to the exterior boundaries of neighboring parcels within the 300-foot radius, without reference to structures existing on the parcels.
 - a. Any project in which Design Review will occur as part of a Zoning Approval for which the Planning Commission or Design Review Board is the designated Review Authority;

- b. Any project in which Design Review will occur as part of a Zoning Approval for which the Cultural Heritage Commission is the designated Review Authority;
 - c. Any demolition of an existing structure that does not qualify for Minor Design Review;
 - d. The construction of a new house or non-residential structures;
 - e. A change from the existing architectural design (e.g., replacement of all existing windows with a different window style, removal and replacement of all existing exterior with different materials, a roof reconfiguration, or similar construction which alters the existing style);
 - f. An additional story to an existing structure;
 - g. Additions that are not subject to Minor Design Review.
2. Designated historic districts. In addition to the public noticing requirements of Subsection (G)(1), when a project is located within a designated historic district the City shall give notice to all properties within the historic district.

H. Design Review action. The following actions may be taken relating to any application in compliance with this Section.

- 1. Approval or disapproval. The Review Authority may approve or disapprove an application. Application approval may be subject to conditions as may be deemed reasonable and necessary to ensure that the findings required by Subsection (I) (Required findings), and all City development standards are met.
- 2. Continuance. The Review Authority may continue consideration of an application for a period of time not to exceed 90 days. The Director may extend this period to a total of 120 days, if the applicant has made material progress and can show good cause for the extension. Should the DRB not take an affirmative action, the matter shall automatically be referred to the Planning Commission.

I. Required findings. In order to approve a Design Review application, the Review Authority shall first find that the design and layout of the proposed development:

- 1. Is consistent with the General Plan, any adopted design guidelines and any applicable design criteria for specialized areas (e.g., designated historic or other special districts, plan developments, or specific plans);
- 2. Will adequately accommodate the functions and activities proposed for the site, will not unreasonably interfere with the use and enjoyment of neighboring, existing, or future developments, and will not create adverse pedestrian or traffic hazards;
- 3. Is compatible with the existing character of the surrounding neighborhood and that all reasonable design efforts have been made to maintain the attractive, harmonious, and orderly development contemplated by this Section, and the General Plan; and
- 4. Would provide a desirable environment for its occupants and neighbors, and is aesthetically of good composition, materials, and texture that would remain aesthetically appealing with a reasonable level of maintenance and upkeep.

J. Appeal of a Review Authority action. A decision of the Review Authority may be appealed within 15 days of the decision, in compliance with Division 36.610 (Appeals).

K. Effect of Review Authority action.

1. No final inspection or Occupancy Permit shall be granted unless the completed work fully complies with the plans approved and the conditions required by the Review Authority.
2. The materials and design shall be in compliance with the approved plans and shall be so maintained, unless otherwise approved by the Review Authority.

L. Amendments. The Review Authority may amend the terms and/or conditions originally approved by the Review Authority upon the written request of the applicant, or the Review Authority, after a duly noticed meeting has been conducted in compliance with this Section.

M. Expiration. The time limits and extensions set forth in Section 36.420.040 (Time Limits and Extensions) shall apply to this Section.

N. Enforcement. Failure to comply with an approval granted by the Review Authority is a violation of this Zoning Code in compliance with Division 36.640 (Enforcement). An approval may be revoked or modified in compliance with Section 36.640.070 (Zoning Approval Revocation or Modification).

(Ord. No. 2108 § 1; Ord. No. 2183 § 19, 2009; Ord. No. 2185 § 2, 2009; Ord. No. 2246 § 6, 2013; Ord. No. 2251 § 9, 2013; Ord. No. 2253 § 5, 2013.)

36.410.060 Conditional Use Permits and Administrative Use Permits.

- A. Purpose.** Conditional Use Permits and Administrative Use Permits are intended to allow for activities whose effect on a site and its surroundings can only be determined after the review of the configuration, design, location, and potential impacts of the proposed use and the suitability of the use to the site.
- B. Applicability.** A Conditional Use Permit or Administrative Use Permit is required to authorize proposed land uses and activities identified by Article 2 (Zoning Districts, Allowable Land Uses, and Zone-Specific Standards) as being allowable in the applicable zoning district subject to the approval of a Conditional Use Permit or Administrative Use Permit.
- C. Application filing and processing.** An application for a Conditional Use Permit or Administrative Use Permit shall be filed and processed in compliance with Division 36.400 (Application Filing and Processing).
- D. Review authority.**
1. **Planning Commission.** The Commission may grant a Conditional Use Permit for any use listed in Article 2 (Zoning Districts, Allowable Land Uses, and Zone-Specific Standards) as requiring a Conditional Use Permit.
 2. **Planning Director.** The Director may grant an Administrative Use Permit for any use listed in Article 2 as requiring an Administrative Use Permit, or may choose to instead refer the matter to the Commission for review, hearing, and decision.
- E. Project review, notice, and hearing.**
1. **Project review.** Each application shall be analyzed by the Director to ensure that the application is consistent with the purpose and intent of this Section. The Director shall submit a staff report and recommendation on Conditional Use Permit applications to the Commission for their consideration.
 2. **Concurrent review.** An Administrative Use Permit for a project that requires Commission review and discretionary approval requiring a public hearing shall be considered by the Commission concurrently with the discretionary zoning approval.
 3. **Notice and hearing.**
 - a. **Conditional Use Permits.** The Commission shall conduct a public hearing in compliance with Division 36.630 (Public Hearings) on an application for a Conditional Use Permit. Notice of the public hearing shall be provided in compliance with Division 36.630
 - b. **Administrative Use Permits.** A public hearing shall not be required for the approval of an Administrative Use Permit if the Director follows the procedure in this subsection and receives no request for a public hearing. If a public hearing is requested, the Director shall conduct a public hearing and provide notice of the public hearing in compliance with Division 36.630 (Public Hearings).
 - (1) **Posted Notice Required.** Public notice of a requested Administrative Use Permit shall be provided by posting at the project site of the requested Administrative Use Permit, with a minimum 11- by 17-inch legal notice, containing the information required by the Director. The notice shall be continuously posted for 10 days before the Director's action. The applicant shall be responsible for posting the notice, ensuring the notice will be on the project site for all ten days, and shall provide a photograph of the posting with a signed affidavit/declaration under penalty of perjury confirming posting of the notice to the Director.
 - (2) **Notice distribution.** A notice shall be mailed or delivered, at least 10 days before the Director's scheduled action date through the United States mail with postage prepaid, to:

- i. The owners of the property being considered or the owner's agent, and the applicants;
- ii. Each local agency expected to provide ~~schools,~~ water, sanitation, utility, or other essential facilities or services to the project, whose ability to provide the facilities and services may be significantly affected;
- iii. All owners of real property as shown on the County's latest equalized assessment roll and all legal occupants located within a 300-foot radius of the subject parcel. The 300-foot radius shall be measured from the exterior boundaries of the subject parcel to the exterior boundaries of ~~the~~ neighboring parcels within the 300-foot radius, without reference to structures existing on ~~either the~~ parcels.
- iv. Any person who has filed a written request for notice with the Director.

(3) Notice to Property Owners & Occupants. All required notices shall be provided at the sole cost of the applicant subject to the City Council's approved fee schedule. The above-referenced A- notice shall ~~be provided to all property owners and occupants with a 300-foot radius of the project site containing~~ the following:

- i. **Application information.** The name of the applicant; the City's file number assigned to the application; a general explanation of the matter to be considered; a general description, in text and/or by diagram, of the location of the property that is the subject of the notice;
- ii. **Action.** A brief description of the action to be taken by the Director, the date of the scheduled action, and information for method of requesting a public hearing prior to the scheduled action date. The notice shall state that the Director will take action on the requested Administrative Use Permit if no public hearing request is received within 10 calendar days from the postage date on the notice. The notice shall include the phone number and street address of the Department where an interested person could call or visit to obtain additional information;
- iii. **Environmental Review.** A statement explaining compliance with California Environmental Quality Act.

F. Findings and decision. The Commission or Director, as applicable, may approve, conditionally approve, or disapprove an application for a Conditional Use Permit or Administrative Use Permit, and shall record the decision and the findings upon which the decision is based. The review authority may approve the permit only after first making all of the following findings, and any additional findings required for the approval of specific land uses by Division 36.350 (Standards for Specific Land Uses).

- 1. The proposed use is allowed with Conditional Use Permit or Administrative Use Permit approval within the applicable zoning district and complies with all applicable provisions of this Zoning Code;
- 2. The proposed use is consistent with the General Plan and any applicable specific plan;
- 3. The establishment, maintenance, or operation of the use would not, under the circumstances of the particular case, be detrimental to the health, safety, or general welfare of persons residing or working in the neighborhood of the proposed use;
- 4. The use, as described and conditionally approved, would not be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City;
- 5. The subject site is adequate in terms of size, shape, topography, and circumstances and has sufficient access to streets and highways which are adequate in width and pavement type to carry the quantity and quality of traffic expected to be generated by the proposed use; and

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

G. Conditions of approval. In approving a Conditional Use Permit or Administrative Use Permit, the review authority may impose conditions deemed reasonable and necessary to ensure that the approval would be in compliance with the findings required by Subsection F. (Findings and decision), above, and to preserve the public health, safety, and general welfare.

(Ord. No. 2108 § 1.)

36.410.065 Hillside Development Permits.

A. Purpose. Hillside Development Permits provide a review process for the City to consider the appropriateness of proposed development on hillside parcels, to ensure that proposed projects minimize their visual and environmental impacts.

B. Applicability.

1. A Hillside Development Permit is required to authorize any proposed construction of new primary dwelling unit that is subject to the requirements of Division 36.340 (Hillside Protection).
2. A Minor Hillside Development Permit is required to authorize any other proposed development that is subject to the requirements of Division 36.340 (Hillside Protection).

C. Application filing and processing.

1. A Preliminary Review application under Section 36.410.040.E (Preliminary Review) and an application under Division 36.400 (Application Filing and Processing) ~~shall be filed~~ is required for a Hillside Development Permit or Minor Hillside Development Permit.

D. Review authority.

1. Hillside Development Permits s may be approved or disapproved by the Planning Commission.
2. Minor Hillside Development Permits s may be approved or disapproved by the Design Review Board (DRB), DRB Chair, or Planning Director in accordance with Section 36.410.040.

E. Project review, notice, and hearing.

1. Each application shall be analyzed by the Director to ensure that the application is consistent with the purpose and intent of this Section. The Director shall submit a staff report and recommendation to the Commission for their consideration of a Hillside Development Permit.
2. The Commission shall conduct a public hearing on an application for a Hillside Development Permit prior to the approval or disapproval of the permit.
3. Notice of the public hearing shall be provided, and the hearing shall be conducted in compliance with Division 36.630 (Public Hearings).

F. Findings and decision. The review authority may approve the permit only after first finding that:

1. The proposed use complies with the requirements of Division 36.340 (Hillside Protection) and all other applicable provisions of this Zoning Code.
2. The proposed use is consistent with the General Plan and any applicable specific plan;
3. The establishment, maintenance, or operation of the use would not, under the circumstances of the particular case, be detrimental to the health, safety, or general welfare of persons residing or working in the neighborhood of the proposed use;
4. The use, as described and conditionally approved, would not be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City; and
5. The design, location, operating characteristics, and size of the proposed use would be compatible with the existing and future land uses in the vicinity, in terms of aesthetics, character, scale, and view protection.

| G. Conditions of approval. In approving a Hillside Development Permit or Minor Hillside Development Permit, the review authority may impose conditions deemed reasonable and necessary to ensure that the approval would be in compliance with the findings required by Subsection F., and to preserve the public health, safety, and general welfare.

36.420.040 Time Limits and Extensions.

A. Time limits.

1. Unless conditions of approval or other provisions of this Zoning Code establish a different time limit, any Zoning Approval granted in compliance with Division 36.410 (Zoning Approval or Disapproval) that is not exercised within 12 months of its approval shall expire and become void, except where an extension of time is approved in compliance with Subsection B of this Section.
2. The Zoning Approval shall not be deemed “exercised” until the permittee has submitted construction plans to the Building Official for plan review and paid the requisite fees for plan check. The Zoning Approval for a project that requires construction shall remain valid provided that the plan review process remains active in the Building Division. The plan review process shall be considered active for no more than 18 months from the date construction plans are submitted to the Building Official and the requisite plan check fees are paid until a Building Permit is issued. The Zoning Approval shall expire at the end of the aforementioned 18 months, if a building permit has not been issued or an extension granted pursuant to the procedures set forth herein. If no construction is required, the Zoning Approval shall be deemed “exercised” when the permittee has actually commenced the allowed use on the subject site in compliance with the conditions of approval.
3. Zoning Approval shall remain valid after it has been exercised as long as a Building Permit is active for the project, or a final building inspection or Certificate of Occupancy has been granted. A Building Permit issued by the Building Official remains active provided it has not expired pursuant to the Building Code.
4. If a project is to be developed in approved phases, each subsequent phase shall be exercised within 12 months from the date that the previous phase was exercised, unless otherwise specified in the Zoning Approval, or the Zoning Approval shall expire and be deemed void. If the project also involves the approval of a Tentative Map, the phasing shall be consistent with the Tentative Map and the Zoning Approval shall be exercised before the expiration of the Tentative Map, or the Zoning Approval shall expire and be deemed void.

B. Extensions of time. Upon request by the applicant, the review authority may extend the time for a Zoning Approval to be exercised as follows.

1. **Application Filing.** The applicant shall file a written request for an extension of time with the Department at least 10 days before the expiration of the Zoning Approval, together with the filing fee required by the Council’s Fee Resolution.
2. **Burden of Proof.** The burden of proof is on the permittee to establish with substantial evidence that the Zoning Approval should be extended.
3. **Administrative Approval:** The Director may grant no more than one administrative time extension for a period not to exceed 12 months from the expiration date of the Zoning Approval provided that the Director finds that:
 - a. The project has not changed and there have been no material changes to the surrounding neighborhood;
 - b. The permittee has proceeded in good faith and has exercised due diligence in complying with the conditions in a timely manner;
 - c. The proposed extension is consistent with the General Plan, and any applicable specific plan and the overall project remains consistent with those plans as they exist at the time the extension request is being considered; and
 - d. There are adequate provisions for public services and utilities, e.g., access, drainage, fire protection, sewers, water, etc., to ensure that the proposed change would not endanger, jeopardize, or otherwise

constitute a hazard to the public health, safety, or general welfare, or be injurious to the property or improvements in the vicinity and applicable zoning district.

e. ~~Exercise-Use~~ of the Zoning Approval ~~will be is likely to or has been~~ delayed by causes outside the applicant's control, e.g., project complexities, legal challenges, an economic downturn, requirements imposed by other governmental agencies.

4. **Review Authority.** The Review Authority which originally approved the Zoning Approval may extend the time for a Zoning Approval beyond 12 months ~~and (up to a maximum of 36 months)~~ from the effective date of original approval, provided that the applicant meets the requirements for time limits and extensions as required in this Subsection and the Review Authority makes the findings in Subsection B.3.

a. **Hearing on extension.** The Review Authority which originally approved the Zoning Approval shall hold a hearing on any proposed extension, in compliance with Division 36.630 (Public Hearings).

(Ord. No. 2108 § 1; Ord. No. 2227 § 3, 2012.)

36.600.050 Design Review Board (DRB).

A. Establishment. The Design Review Board, referred to in this Zoning Code as the DRB, is hereby established.

B. Appointment. The DRB members shall be appointed by the Mayor, with the approval of the Council.

C. Membership.

1. The DRB shall consist of five members, each being a resident elector of the City. To the greatest extent feasible, they shall represent the following professions/occupations:
 - a. At least two members shall be State licensed architects, or retired from that status;
 - b. At least one member shall be State licensed as a contractor or landscape architect, or retired and/or inactive from that status;
 - c. At least one lay member who has demonstrated special interest, competence, experience, or knowledge in urban design.

D. Terms of office.

1. All members shall be appointed to a term of office of three years or until their respective successors are appointed and qualify.
2. A person that was appointed to serve a partial term may be appointed to serve not more than two consecutive full terms thereafter.
3. Each member shall not serve more than two consecutive full terms. A DRB member may be re-appointed after at least a twelve-month absence from the DRB.
4. Any vacancy on the DRB shall be filled by the Mayor, with the approval of the Council.

E. Organization. The DRB shall elect its chairperson from among its appointed members for a term of one year and, subject to other provisions of law, may create and fill the other offices as it may deem necessary, subject to the approval of the Council.

F. Compensation. The DRB members shall serve without compensation, but shall be reimbursed for reasonable expenses incurred in the performance of their duties.

G. Quorum. Three members of the DRB shall constitute a quorum. No action of the DRB shall be valid without the affirmative vote of at least three members.

H. Authority.

1. Decision making responsibility. The DRB shall be the final review authority for projects only requiring Design Review that are not subject to Design Review by the Planning Commission or Cultural Heritage Commission, unless its determination is appealed to the Commission.

I. Limits of responsibility. The DRB may not:

1. Determine the location or appropriateness of a land use, if the use is in compliance with this Zoning Code;
2. Restrict development beyond the development standards identified in this Zoning Code, except as specifically provided herein; or

3. Authorize a sign prohibited by Section 36.320.040 (Prohibited Signs).

- J. Delegation of responsibility.** In order to allow the DRB flexibility in performing its duties in as efficient a manner as possible, the DRB may adopt criteria under which the Chairperson, acting alone, or a subcommittee of the full DRB, may implement and administer the policies of the DRB on a case-by-case basis for specified review, of an aspect of a project, an entire specific project, or a category of projects or aspects thereof. The criteria shall be the same for both DRBs and be subject to the approval of the Council.
- K. Term of Chairperson.** The person selected as Chairperson shall serve no more than two consecutive one-year terms as Chairperson. A Chairperson may be re-elected as Chairperson after at least a 12-month vacancy from that position.
- L. DRB secretary.** The Planning Director shall act as secretary to the DRB, shall record all actions, and shall provide written communications to the applicants.

(Ord. No. 2108 § 1; Ord. No. 2176, § 2, 2008.)

36.610.050 Appeal Filing, Processing, and Decisions.

A. Timing and form of appeal.

1. An appeal application shall be submitted in writing, within 15 calendar days after the date of the decision of the Director, DRB, or Commission, as applicable, that is being appealed.
2. An appeal application addressed to the Commission shall be filed with the Department, while an appeal addressed to the Council shall be filed with the City Clerk.
3. An appeal application shall:
 - a. Specifically identify the grounds upon which the appeal will be taken and summarize the facts and points of law in support of the appeal. Additional facts or points of law may be presented at the hearing;
 - b. Be accompanied by the information identified in the Department handout for appeal applications; and
 - c. Be accompanied by the filing fee established by the Council's Fee Resolution.

B. Delay of proceedings. The filing of an appeal shall delay (or suspend) the effective date of the Director, DRB, or Commission action until the date the decision on appeal becomes final or the appeal is withdrawn.

C. Withdrawal. An appeal may be withdrawn by the appellant before the scheduled public hearing.

D. Joining an appeal.

1. Only those persons who file an appeal within the specified appeal period shall be considered appellants of the matter under appeal.
2. Any person who wishes to join an appeal shall follow the same procedures for an appellant.
3. A person shall not be allowed to join an appeal after the end of the specified appeal period.

E. Action on appeals. Notice and hearing of an appeal shall be given in the same manner as any hearing required for the action being appealed. If no notice was required, then the appeal body shall give notice as it deems fair and appropriate.

1. Scope of review and decision. When reviewing an appeal the review authority may:
 - a. Consider any issues associated with the decision being appealed, in addition to the specific grounds for the appeal. The review authority shall also consider any environmental determination applicable to the zoning approval or decision being appealed;
 - b. By resolution, uphold, uphold in part, or reverse the action, the determination, or decision that is the subject of the appeal; or
 - c. Adopt additional conditions of approval deemed reasonable and necessary.
2. New evidence. If new or different evidence, related only to the subject of the appeal, is presented during the appeal hearing, the Commission or Council, may refer the matter back to the Director, DRB, or Commission, as applicable, for a report on the new or different evidence before a final decision on the appeal.
3. Findings. The appeal body shall be governed by the same criteria which governed the action being appealed.

4. Time limits. Unless otherwise specified by law, including this Zoning Code, the appeal body shall render its decision on the appeal within 30 days after the closing of the hearing for the appeal.

F. Mailing of resolution. Within five days after a decision on an appeal is rendered, notice of the decision shall be mailed to the person who filed the appeal and to any person who received notice of the action that was appealed.

(Ord. No. 2108 § 1.)

Division 36.630. Public Hearings

Sections:

- 36.630.010 Purpose of Division.
- 36.630.020 Notice of Hearing.
- 36.630.030 Scheduling of Hearing.
- 36.630.040 Review Authority Decision and Notice.
- 36.630.050 Recommendation by Commission.
- 36.630.060 Effective Date of Decision.
- 36.630.070 Hearing Procedures.

36.630.010 Purpose of Division.

This Division establishes procedures for public hearings before the Director, DRB, Commission, and Council. When a public hearing is required by this Zoning Code, public notice shall be given and the hearing shall be conducted as provided by this Division.

(Ord. No. 2108 § 1.)

36.630.020 Notice of Hearing.

When a zoning approval or other matter requires a public hearing, the public shall be provided notice of the hearing in compliance with State law (Government Code Sections 65090, 65091, 65094, and 66451.3, and Public Resources Code 21000 et seq.), and as required by this Division.

A. **Contents of notice.** Notice of a public hearing shall include:

1. **Hearing information.** The date, time, and place of the hearing and the name of the hearing body; a brief description of the City's general procedure concerning the conduct of hearings and decisions; and the phone number and street address of the Department, where an interested person could call or visit to obtain additional information;
2. **Application information.** The name of the applicant; the City's file number assigned to the application; a general explanation of the matter to be considered; a general description, in text and/or by diagram, of the location of the property that is the subject of the hearing;
3. **Statement on environmental document.** If a draft Negative Declaration or Environmental Impact Report has been prepared for the project in compliance with the South Pasadena Environmental Review Guidelines, the hearing notice shall include a statement that the hearing body will also consider approval of the draft Negative Declaration or certification of the final Environmental Impact Report; and
4. **Effect of City action.** The following statements, which are intended to alert the recipient to the possible effects that could result from the City approving the subject amendment:
 - a. **General Plan or specific plan.** A General Plan or specific plan amendment could result in a change in the manner (e.g., a change from residential to commercial, commercial to business park, or commercial or business park to residential) in which the subject parcels may be used or in the allowed intensity or density of the project.
 - b. **Zoning Code.** A Zoning Code amendment could modify any allowable land use, standard, requirement, or procedure applicable to construction of a project within the City.
 - c. **Zoning Map.** A Zoning Map amendment could have the effect of rezoning property from one zoning district to another (e.g., a change from residential to commercial, commercial to business park, or commercial or business park to residential) or in the allowed intensity or density of the project.

B. **Method of notice distribution.** Notice of a public hearing required by this Division for an amendment, appeal, or entitlement shall be given as follows, as required by State law:

1. Mailing.

a. Notice shall be mailed, or delivered, at least 10 days before the hearing, through the United States mail with postage prepaid, to:

- (1) The owners of the property being considered or the owner's agent, and the applicants;
- (2) Each local agency expected to provide schools, water, or other essential facilities or services to the project, whose ability to provide the facilities and services may be significantly affected;
- (3) All owners of real property as shown on the County's latest equalized assessment roll and all legal occupants located within a 300-foot radius of the subject parcel. The 300-foot radius shall be measured from the exterior boundaries of the subject parcel to the exterior boundaries of neighboring parcels within the 300-foot radius, without reference to structures existing on the parcels; and
- (4) Any person who has filed a written request for notice with the Director.

b. The 300-foot radius shall be measured from the exterior boundaries of the subject parcel to the exterior boundaries of the neighboring parcels within the 300-foot radius, without reference to structures existing on either parcels.

~~2.~~—Additional required notice. In addition to the mailing or delivery identified in Subsection B.1, the notice shall also either be: p

~~3.~~—

~~4.2.~~ All public hearings. Published at least once in a local newspaper of general circulation within the City at least 10 days before the hearing.

C. Alternative to mailing. If the number of property owners to whom notice would be mailed in compliance with Subsection B.1 above is more than 1,000, the Director may choose to provide the alternative notice allowed by State law (Government Code Section 65091(a)(3)).

D. Additional optional notice. In addition to the types of notice required by Subsection B. and C., above, the Director may provide additional notice with content or using a distribution method as the Director determines is necessary or desirable (e.g., use of a greater radius for notice, on the Internet, etc.).

(Ord. No. 2108 § 1.)

36.630.030 Scheduling of Hearing.

After the completion of the public comment period for an environmental document required by the California Environmental Quality Act (CEQA) and the South Pasadena Environmental Review Guidelines, the matter shall be scheduled for public hearing on a Director, DRB, CHC, Commission, or Council agenda (as applicable) at the earliest available date after the end of the public notification period in compliance with Section 36.630.020 (Notice of Hearing).

(Ord. No. 2108 § 1.)

36.630.040 Review Authority Decision and Notice.

A. Decision.

1. The review authority (Director, DRB, CHC, Commission, or Council, as applicable) may announce and record their decision on the matter being considered at the conclusion of a scheduled hearing, defer action

and continue the matter to a later meeting agenda in compliance with Section 36.630.070 (Hearing Procedure), or, in the case of the Director, take the matter under advisement.

2. The Director or Chair may instead refer the matter to the Planning Commission or Design Review Board for determination. A referral will require a new noticed hearing before the Planning Commission or Design Review Board.
 3. The action of the Planning Commission shall be by resolution, adopted by the affirmative vote of not less than three members.
- B. Notice of decision. The notice of decision identified in Subsection A., above, shall contain any conditions of approval, and reporting/monitoring requirements deemed necessary to mitigate any impacts and protect the public convenience, health, interest, safety, or general welfare of the City.
- C. Mailing of the notice.
1. Within five business days following the date that the final decision or recommendation is rendered by the review authority, notice of the decision shall be mailed to the applicant at the address shown on the application.
 2. A copy of the notice of decision shall also be sent to the property owner, if different from the applicant, to all other persons who have filed a written request for notice, and to each member of the Council.
- D. Planning Commission ~~or and~~-Cultural Heritage indecision. When, for any reason, the Planning Commission or Cultural Heritage Commission is unable to reach a decision within 40 days after the close of the public hearing, the matter shall be deemed automatically appealed to the Council, without decision by the Commission. The City Clerk shall place the matter on the Council's agenda and a de novo public hearing shall be held by the Council.

(Ord. No. 2108 § 1.)

36.630.050 Recommendation by Planning Commission.

- A. Planning Commission action. At the conclusion of any public hearing on an amendment (e.g., General Plan, Zoning Map, or Zoning Code), a development agreement, or a specific plan the Commission shall forward a recommendation, including all required findings, to the Council for final action.
- B. Mailing of recommendation. Within five business days following the hearing, a copy of the Commission's recommendation shall be mailed to the applicant at the address shown on the application.

(Ord. No. 2108 § 1.)

36.630.060 Effective Date of Decision.

A decision of the Director, DRB, CHC, or Commission (other than a recommendation in compliance with Section 36.630.050) is final and effective at the end of the business day on the 15th day following the decision, unless an appeal is filed in compliance with Division 36.610 (Appeals).

(Ord. No. 2108 § 1.)

36.630.070 Hearing Procedures.

- A. Holding of hearings. Hearings shall be held at the date, time, and place described in the public notice required by this Division.

- B. Continuances. If a hearing cannot be completed on the scheduled date, the presiding Councilperson or Commissioner, before the adjournment or recess of the hearing, may continue the hearing by publicly announcing the date, time, and place to which the hearing will be continued. Additional notice for a continued hearing is not required.

(Ord. No. 2108 § 1.)

Public Comment 5/6/2020 CCM
(General Public Comment)

1. Alan Ehrlich

SUMMARIZED PUBLIC COMMENT FROM
ALAN EHRLICH
TO BE READ ALOUD

Mayor Joe, honorable Councilmembers

This comment is from Alan Ehrlich, resident of [REDACTED]

I want to thank the Public Works Department and efforts of Councilman Schneider to improve pedestrian safety at the intersection of Fremont Ave and Lyndon Street. For more than a year, we have been warning the city about the dangers for SPHS and middle school students trying to cross from one side to the other along with vehicles blocking the intersection while waiting for traffic lights to the north at Monterey and south at SPHS.

In the last two weeks, Public Works installed Hi-Vis pedestrian crossing panels into the street and painted 'KEEP CLEAR' in the intersection. Since then, my neighbors and I have seen a substantial improvement in pedestrian safety and ability to cross Fremont at all hours. Vehicles in both directions no longer block the intersection.

On behalf of all my neighbors and students, thank you for responding to this pedestrian and traffic problem.

From: Alan Ehrlich [REDACTED]
Sent: Tuesday, May 5, 2020 3:38 PM
To: City Council Public Comment; Dr. Richard Schneider - Personal; Joe Ortiz; Leaonna Dewitt; laalaw@att.net; Stephanie DeWolfe
Cc: Bill Glazier; Zane Hill (SoPasReview)
Subject: 50/07/2020 Item #4 General Public Comments, Compliment
Attachments: Frem_Lyndon_Ped X-ing Apr 15.jpg; Frem_Lyndon Complete_ Apr 30.jpg

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.

Non - Agenda Public Comment

Mayor Joe, Councilmembers, and especially District 3 Councilman Schneider,
Alan Ehrlich, [REDACTED] 20 year resident

I want to acknowledge and thank the Public Works Department and efforts of Councilman Schneider to improve pedestrian safety at the intersection of Fremont Ave and Lyndon Street. For more than a year, my neighbors and I have been warning the city about the risks at this intersection for students heading to SPS and middle school and residents trying to cross from one side to the other along with the inconvenience of vehicles blocking the intersection while waiting for traffic lights to the north at Monterey and south at SPS.

On or about April 15, Public Works installed high visibility pedestrian crossing panels into the street and last week painted 'KEEP CLEAR' in the intersection. (pictures are attached, please display for the public). In the few weeks since these safety improvements have been made, my neighbors and I have noticed a substantial improvement in pedestrian safety and our ability to cross Fremont Avenue during the day and night and by vehicles in both directions no longer blocking the intersection.

On behalf of all my neighbors and students, thank you for responding to this pedestrian and traffic problem.

Alan Ehrlich

note, Councilman Schneider previously received these photos and can also provide them to you to display on the monitors for the public. I strongly would encourage this, it is a 'win' for the city and good PR /ae

"Sunlight is said to be the best of disinfectants."

- Supreme Court Justice Louis Brandeis

-

"Openness in government is essential to the functioning of a democracy."

International Federation of Professional & Technical Engineers, Local 21 v. Superior Court
California Supreme Court, 42 Cal.4th 319 (2007)





Public Comment 5/6/2020 CCM

AGENDA ITEM #1

Coronavirus Update and Discussion

1. Sam Burgess

[REDACTED]

From: Sam Burgess [REDACTED]
Sent: Monday, May 4, 2020 5:19 PM
To: City Council Public Comment
Subject: Item #1--Covid-19 Update--Public Comment
Attachments: 20200502_150805.jpg

Categories: Green Category

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.

The City of Los Angeles is now converting all of its Cross-Walk Signals to automatic. This eliminates the necessity of many pedestrian hands touching the Walk Signal button.

As another step in eliminating the possible spread of Covid-19 in South Pasadena I suggest the City also eliminate the Cross-Walk Signal button.

Attached is a photo from a signal in Los Angeles. I do not believe the signs need to be as large--just large enough to read and cover the button mechanism.

Thank you,
Sam Burgess, South Pasadena

(You may read my letter)



**DO NOT
PUSH**

**WAIT FOR
NEXT WALK**



LADOT

START CROSSING
Watch For Vehicles

DON'T START
Finish Crossing If Started

TIMER
TIME REMAINING

DO NOT PUSH

TO CROSS

SSC '08

Public Comment 5/6/2020 CCM

AGENDA ITEM #13

Adoption of a Resolution Continuing the Proclaiming a Local Emergency Due to the Outbreak of COVID-19, Adopting Regulations for Private and Public Facilities and Gatherings, Establishing Protections for Residential and Commercial Tenants and Property Owners, Requesting Reimbursement of Expenses, and Authorizing the City Manager to Take All Necessary Actions as the Director of Emergency Services

1. Jorge Rivera
2. William Kelly
3. Delaine Shane and Ron Rosen
4. Teresa Eilers
5. Jacqui Li
6. Elizabeth A. Bagasao and John Srebalus
7. Ella Hushagen and Helen Tran
8. Debra Reid and Robert Reid (Received after Public Comment Deadline)

[REDACTED]

From: Jorge Rivera [REDACTED]
Sent: Tuesday, May 5, 2020 11:50 AM
To: Maria Ayala
Cc: Anne Bagasao; John Srebalus
Subject: South Pasadena City Council Meeting_Agenda Item #13

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.

City Councilmembers and Manager:

Tenants Together is a statewide coalition of tenant led organizations and groups, advocating on behalf of tenants and furthering tenant protections. As the Southern CA Regional Coordinator, I work hand in hand with tenant groups like South Pasadena Tenants Union to help build out capacity and involvement.

Although we applaud the efforts of the City Council when passing the emergency protections on March 18, 2020 earlier this year., we are writing to directly oppose the City Manager's recommendation and the agenda item coming before you, as it is not furthering the protections of tenants in your jurisdiction.

If you wish to protect tenants, then we suggest either strengthening your current ordinance or allow it to sunset so that the LA County protection will come into play. Requiring documented proof of hardship is unnecessary and is something that should not be required, let alone requested. Attorneys in our network are in fact against tenants having to provide these documents as they reveal too much personal information and are not needed to show a financial hardship.

We therefore implore you to either strengthen protections of your current ordinance or allow it to sunset.

Do what is in the best interest of the tenants.

Best,

[Jorge Rivera](#)
[Tenants Together, So. Cal. Regional Coordinator](#)

[REDACTED]

[REDACTED]

From: William Kelly [REDACTED]
Sent: Tuesday, May 5, 2020 3:57 PM
To: City Council Public Comment
Subject: Public Comment on Item 13 for May 6, 2020, SP City Council Meeting

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.

Please Read Aloud:

Please do not adopt Item 13 as proposed. Instead, extend the order and adopt the County of Los Angeles terms for tenants.

Now is the time to stand with the people and exert pressure on the banks and financiers to share in the economic losses afoot and to pressure federally elected representatives to help people rather than corporations. These are extraordinary times and people are depending upon you for your help.

Thanks,
Bill Kelly

[REDACTED]

Maria Ayala

From: D. Shane [REDACTED]
Sent: Tuesday, May 5, 2020 4:18 PM
To: City Council Public Comment; Maria Ayala
Cc: Ronald Rosen; WISPPA; ezneimer
Subject: Public Comment: May 6, 2020 City Council Meeting: Agenda Item No. 13, Recommendation No. 3: To Be Read Out Loud

Importance: High

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.

Hello Maria:

My neighbor, Ron Rosen, and I want to make a joint statement regarding Agenda Item No. 13, Recommendation No. 3. Please read the statement below out loud to the City Council tomorrow night. It is less than 150 words (i.e., 137 words).

Thank you.

Sincerely,

Delaine

Dear City Council:

Please vote NO on Recommendation No. 3 for Agenda Item No. 13.

A no vote will allow the Los Angeles County ordinance on tenant protections to take effect and let the City's emergency eviction moratorium to sunset. The proposed City's extension is onerous and infringes on the privacy and rights of individuals by requesting such documentation as medical records and bank statements. In other cases, there may not be business information for those undocumented individuals who work and get paid in cash. The recommendation also does not acknowledge those individuals who are asymptomatic but who have been in contact with COVID-19 cases and are requested to self-isolate for two weeks. Just say no to Recommendation No. 3 for Agenda Item No. 13.

Thank you.

Delaine Shane, [REDACTED]

Ron Rosen, [REDACTED]

From: Teresa Eilers [REDACTED] >
Sent: Tuesday, May 5, 2020 3:42 PM
To: City Council Public Comment
Subject: Public Comment re Item 13 - Eviction Moratorium

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.

Teresa Eilers
Agenda Item #13
Please read my comment outloud

My name is Teresa Eilers. I am with the United Way's Everyone In campaign. The Everyone In campaign seeks to solve homelessness across Los Angeles County.

Tenant protections is the most effective way to prevent growing homelessness. We know that a growing demographic of people who are homeless are people who could not afford rent.

The current eviction moratorium currently has holes in it. I ask you to amend item 9-f regarding proof of income. We know that it is harder for some to provide proof of loss of income. How will a dog walker, an undocumented worker, or caregiver to a family member provide such documents? For these reasons, the County did not include such stringent language in their ordinance.

I also ask you to include an anti-harassment clause like the County's ordinance and to include a provision promoting payment plans between tenants and landlords.

Thank you

--
TERESA EILERS *Field Organizer*
Everyone In Campaign / United Way of Greater Los Angeles
[REDACTED]
www.everyoneinla.org / [Facebook](#) / [Twitter](#) / [Instagram](#)



[REDACTED]

From: Jacquie Li [REDACTED]
Sent: Tuesday, May 5, 2020 5:31 PM
To: City Council Public Comment
Subject: Public Comment re Item 13 - Eviction Moratorium

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.

Jacqueline Li
Agenda Item #13
Please read my comment out loud

My name is Jacqueline Li,

As a resident of South Pasadena, I believe that during this time of seemingly endless duress, the eviction moratorium should be extended and amended.

Currently, the moratorium states a requirement to prove a loss of income in various ways. This can be difficult for some people who work as freelancers/self employed as well as undocumented workers or folks who make ends meet doing odd jobs. The people who need this moratorium the most are those who are in precarious financial situations, and those same people would have the most difficulty meeting these stringent documentation requirements.

I encourage the city council to create a more lenient open way to allow tenants to be protected. I would also request that there be some sort leniency included for those who are unable to repay the rent in full within the 6 months post moratorium. Possibly some sort of payment plan agreement or extended interest free loan.

Thank you for your time,

Jacqueline Li

[REDACTED]

From: Elizabeth Anne Bagasao [REDACTED]
Sent: Tuesday, May 5, 2020 5:20 PM
To: Maria Ayala
Cc: John Srebalus
Subject: Public Comment Submission - Open Session May 6 Agenda Item #13
Attachments: PC SPTU 5-6.docx

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.

Dear Maria,

Please see attached as submitted by the South Pasadena Tenants Union. We request that this be read into the record.

Anne Bagasao



May 5, 2020

**Maria Ayala
City Clerk
City of South Pasadena
1400 Mission Street
South Pasadena, CA 91030**

Re: Public Comment Agenda Item #13 – REQUEST TO BE READ

On behalf of the South Pasadena Tenants Union we respectfully request that the Council does not approve Section 9, f. of the Resolution for the Establishment of Protections for Residential and Commercial Tenants and Property Owners.

Section 9, f. is counter to the intent of the March 18 ordinance and the LA County Moratorium and the national spirit of helping those in need.

We commend the Council for being one of the first to pass an emergency eviction ban. However, this recommended language will remove the security that was established in the original ordinance and replace it with increased uncertainty and burden for residential tenants. This is not reflective of the good faith ordinance that we championed.

We oppose Section 9 f. of the Resolution. We ask that you sunset the local ordinance so that South Pasadena tenants can be protected under the LA County Moratorium.

Sincerely,

Anne Bagasao

John Srebalus

[REDACTED]

From: Ella Hushagen [REDACTED]
Sent: Tuesday, May 5, 2020 5:51 PM
To: City Council Public Comment; City Clerk's Division
Cc: Helen Tran
Subject: Public Comment Re: Tenant Protections (Agenda Item 13, Proposed Resolution Section 9)
Attachments: 2020-05-05 South Pasadena community member comments.pdf

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.

Good evening,

Please find attached a public comment regarding Section 9 of the Proposed Resolution, "Protection of Affected Tenants," which is Agenda Item 13. **Please read the comment into the record.**

Thanks.

Ella Hushagen and Helen Tran

May 5, 2020

Public Comment for the April 15, 2020 South Pasadena City Council Meeting

Re: Agenda Item 13, Section 9 of the Resolution, “Protection of Affected Tenants.”

Please read comment aloud into the meeting minutes.

Dear City Council:

We oppose the proposed revisions to the City’s eviction protections, which are plainly aimed at protecting property owners, *not tenants*. The resolution is a bald attempt to make an end-run around the robust protections enacted by the County.

- It requires delinquent rent be repaid within six months following expiration of the state of emergency—truncating the County’s 12-month repayment period within City limits.
- It requires tenants to meet onerous documentation requirements rather than self-certify to their financial hardship, as permitted by the County.
- It contemplates landlords requiring tenants to disclose sensitive documents, such as bank records and medical bills.

Not only do the changes undermine broader County-wide protections, they create a confusing patchwork of rules for landlords and tenants alike. We roundly reject such draconian measures in our City in the midst of a catastrophic pandemic.

Signed,

- | | |
|-------------------------|--------------------------|
| 1. Adam Jones | 15. John Srebalus |
| 2. Ahilan Arulanantham | 16. Keming Liang |
| 3. Amber Chen | 17. Kiera Atkinson |
| 4. Andrew Kowal | 18. Laboni Hoq |
| 5. Andrew Terhune | 19. Leslie Ito |
| 6. Anne Bagasao | 20. Levi Srebalus |
| 7. Anny Celsi | 21. Mariana Huerta Jones |
| 8. Cassandra Terhune | 22. Marion Johnson |
| 9. Ella Hushagen | 23. Matthew Hubbard |
| 10. Frederick Eberhardt | 24. Minoli Ratnatunga |
| 11. Helen Tran | 25. Noel Garcia |
| 12. Isabella Wada | 26. Owen Ellickson |
| 13. Jan Marshall | 27. Saida Staudenmaier |
| 14. Jean Yu | 28. Sandy Shannon |

- 29. Sarah Perez-Silverman
- 30. Sean Abajian
- 31. Sofia Lopez
- 32. Steven Wong

- 33. Tony Lockhart
- 34. Zachary Osborne
- 35. Zahir Robb

From: [Kenia Lopez](#)
To: [City Council](#)
Cc: [City Clerk's Division](#)
Subject: FW: Eviction protection
Date: Wednesday, May 6, 2020 2:56:00 PM

Good afternoon Mayor and Council,

The e-mail below was received today, May 6, 2020.

Kind regards,
Kenia Lopez

From: Robert Reid [REDACTED]
Sent: Wednesday, May 6, 2020 1:41 PM
To: CCO <cco@southpasadenaca.gov>
Subject: Eviction protection

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.

I support the council's reasonable requirement for documentation from tenants seeking rent relief. It is not too much to ask of tenants considering what they are getting in return. Please pass the item on the consent agenda and support fairness in our city.

Robert Reid
Debra Reid
[REDACTED]

[Sent from Yahoo Mail on Android](#)

Public Comment 5/6/2020 CCM

AGENDA ITEM #14

Discretionary Fund Request from Councilmember Khubesrian for \$130 for a Banner Thanking First Responders and City Staff

1. Sam Burgess

[REDACTED]

From: Sam Burgess [REDACTED]
Sent: Tuesday, May 5, 2020 3:21 PM
To: City Council Public Comment
Subject: Fwd: Item #14 Discretionary Funds Request--Public Comment

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.

Hi, I sent this yesterday but have not received a verification notice so I'm sending it again. Thank you

----- Forwarded message -----

From: Sam Burgess [REDACTED]
Date: Mon, May 4, 2020, 5:33 PM
Subject: Item #14 Discretionary Funds Request--Public Comment
To: <ccpubliccomment@southpasadenaca.gov>

It has been convincingly established that the City of South Pasadena Budget is or is about to suffer financial problems. The need to cut or eliminate budgets in all departments must be done equally.

Discretionary Funds Requests are not a necessity and should be eliminated.

Thank you,
Sam Burgess, South Pasadena

(You may read my comment).

Public Comment 5/6/2020 CCM

AGENDA ITEM #18

Authorize the City Manager to Execute a Professional Services Agreement with True North Research, Inc., to Design, Conduct, and Analyze a Professional Poll for a Total Not-To-Exceed Amount of \$24,950

1. Delaine Shane
2. Jan Marshall
3. Alan Ehrlich
4. Joanne Nuckols
5. Elizabeth A. Bagasao

[REDACTED]

From: D. Shane [REDACTED]
Sent: Monday, May 4, 2020 4:45 PM
To: City Council Public Comment; Maria Ayala
Cc: WISPPA; ezneimer
Subject: Public Comment: City Council Meeting for May 6: Agenda Item No. 18: Proposed Contract with True North Research, Inc. to Design, Conduct, and Analyze Opinion Poll

Importance: High

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.

Hello Maria:

Please read my comment during the City Council meeting for this week, as related to Agenda Item No. 18 (proposed True North Research, Inc. agreement). However, please don't read the website address. That's just for the administrative record.

Thank you so much.

Sincerely,

Delaine

Dear City Council:

Please vote NO on Item No. 18. Our City needs to reign in expenses and not continue generating these types of agreements.

FYI, part of the agreement's purpose stated on page 2 of the staff report is copied directly from True North Research's website¹. So, it's only proper to let you know what the last two sentences are in that same paragraph: "True North has designed and conducted more than 350 such studies and has the highest verifiable success rate in California since 2008 (96%), with a 100% success rate since 2016 (72 wins/72 measures recommended for ballot). To date, True North has helped its clients raise over \$30 billion in voter-approved bonds, taxes, and assessments."

So, is this agreement to gauge the residents' opinions without bias or is it to influence and lobby for an outcome of the UUT irrespective of the residents' opinions?

Delaine Shane
[REDACTED]

¹ <https://www.tn-research.com/tax-measure-feasibility>

SUMMARIZED PUBLIC COMMENT FROM
JAN MARSHALL
TO BE READ ALOUD

<https://www.southpasadenaca.gov/home/showdocument?id=15639>

I've attached a link to the Utility Users Tax Fact Sheet brochure that was sent out by the city in 2011 to garner support for renewing the UUT.

I get it. We are hurting financially, as are all cities. So why on earth would we spend \$24,950k on a poll to gin up support for renewing the UUT which is expiring in June 2022? If the city was more transparent with its finances, residents would have more confidence. No Comprehensive Annual Finance Report or budget Snapshot since 2018? Show me the money!

Please update the attached link and use the proposed \$25,950 for a "Survey" to print and pay for updated brochures and postage. It will pass!

Jan Marshall



[REDACTED]

From: Jan Marshall [REDACTED]
Sent: Tuesday, May 5, 2020 4:34 PM
To: City Council Public Comment
Subject: Item #18

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.

Please read aloud.

<https://www.southpasadenaca.gov/home/showdocument?id=15639>

I've attached a link to the Utility Users Tax Fact Sheet brochure that was sent out by the city in 2011 to garner support for renewing the UUT.

I get it. We are hurting financially, as are all cities. So why on earth would we spend \$24,950k on a poll to gin up support for renewing the UUT which is expiring in June 2022? If the city was more transparent with its finances, residents would have more confidence. No Comprehensive Annual Finance Report or budget Snapshot since 2018? Show me the money!

Please update the attached link and use the proposed \$25,950 for a "Survey" to print and pay for updated brochures and postage.

Also, in regards to the city's Budget Outreach digital platform? I spent three hours watching PowerPoints today and could not access anything remotely resembling a survey.

"We want to hear from you!" led me to a 404 Error Page. I called the Finance Department at 2:50 and got a message that no one was available and I should call back during business hours. I asked several other people to try and access this survey and they were also unable to. This does not inspire confidence.

Jan Marshall
[REDACTED]

From: Alan Ehrlich [REDACTED]
Sent: Tuesday, May 5, 2020 2:55 PM
To: City Council Public Comment
Subject: Opposed to Item #18, True North Research

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.

#18 Authorize the City Manager to Execute a Professional Services Agreement with True North Research, Inc., to Design, Conduct, and Analyze a Professional Poll for a Total Not-To-Exceed Amount of \$24,950

Recommendation: It is recommended that the City Council authorize the City Manager to execute a Professional Services Agreement (PSA) with True North Research, Inc. (True North) to conduct a professional poll for a total not-to-exceed amount of \$24,950.

PUBLIC COMMENT

Alan Ehrlich, [REDACTED], 20 year resident of South Pasadena,
Mayor Joe, Councilmembers,

I recommend and urge you to NOT APPROVE this service contract with True North Research Consulting. At a time when the city finance director and city manager are warning of a \$1.8mm budget shortfall in the current year, \$24,950 for another consulting firm to do polling, for what purpose, the public has not been informed, \$24,950 is an extravagant waste of taxpayer dollars the city can not afford in the current fiscal year.

If the purpose of the poll is to learn which services the community wants to protect or is willing to cut, we already have that information from other recent surveys. If the purpose is to measure support for renewing the UUT, it is too early, with too many budget unknowns, and too little certainty about the direction of coronavirus, to be polling this question.

I urge the council to reject another unnecessary consulting contract

Thank you,
Alan Ehrlich

"Sunlight is said to be the best of disinfectants."
- Supreme Court Justice Louis Brandeis

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"Openness in government is essential to the functioning of a democracy."
International Federation of Professional & Technical Engineers, Local 21 v. Superior Court
California Supreme Court, 42 Cal.4th 319 (2007)

[REDACTED]

From: Joanne Nuckols [REDACTED]
Sent: Tuesday, May 5, 2020 4:47 PM
To: City Council Public Comment
Subject: Agenda Item #18

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.

Maria, please read the following statement aloud at the council meeting.

I am against the city council authorizing \$24,950 to be spend for a PSA for a professional poll concerning a future UUT. Given this once in a lifetime COVID crisis resulting in financial challenges and economic uncertainties, there are much better fiscally responsible ways for the city council to gauge the "understanding of residents' opinions, priorities and preferences."

Some possible no-cost/little-cost ideas to solicit real opinions would be more representative of South Pasadena's citizens thoughts on continuing UUT than a push poll:

1. Each council person have a virtual town hall meeting in their district.
2. Solicit input from the memberships of the local organizations such as Kiwanis, Rotary, WISPPA, SPPF, Neighborhood Watch, Chamber of Commerce, SPARC, PTAs, etc.
3. Utilize the information recently solicited by the city on the City Budget via Scoop.
4. Consult with the last UUT support committee as to their ideas for information gathering.

It's just bad optics to be spending \$25K unnecessarily at this time. Thank you for your consideration.

Joanne Nuckols
[REDACTED]
[REDACTED]

[REDACTED]

From: Elizabeth Anne Bagasao [REDACTED]
Sent: Tuesday, May 5, 2020 4:35 PM
To: Maria Ayala
Subject: Public Comment Submission
Attachments: PC5-6Item18.docx

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.

Good afternoon, Maria!

Please see attached public comment requested to be read at Open Session May 6 meeting.

Thank you.!

Anne Bagasao

May 5, 2020

To: City Clerk Maria Ayala

From: Anne Bagasao, [REDACTED]

Re: COMMENT ON AGENDA ITEM #18 – REQUEST TO BE READ

Dear Mayor & Council:

On April 29, Michael Cacciotti passionately stated that he did not want to see any more non-essential spending.

Here we are and another contract approval request in the amount of \$24,950 is before you.

Do you hear yourselves? You are talking about slashing city jobs to balance a budget, then patting workers on the backs for their sacrifices while also entertaining an expense to devise a public opinion poll.

Given our impending economic crisis, South Pasadenans will most likely support an extension of the UUT at the current rate. So, why is a professionally crafted poll essential?

Do you have such little faith in our community that you need to pay an outside company to concoct a survey to get the response you want?

Why not save the money to put towards something meaningful like saving city jobs? Our workers need more than praise, they need support.

Public Comment 5/6/2020 CCM

AGENDA ITEM #20

Reconsideration of Professional Services Agreement with Emanuel Jones and Associates for Legislative Advocacy Services

1. Joanne Nuckols
2. Ed Elsner (Received after Public Comment Deadline)

[REDACTED]

From: Joanne Nuckols [REDACTED]
Sent: Tuesday, May 5, 2020 4:53 PM
To: City Council Public Comment
Subject: #20 Legislative Advocate

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.

Maria, please read the following comment aloud:

I am against the expenditure of any money for a lobbyist at this time. Our State representatives Assemblyman Holden and Senator Portantino are doing an excellent job of advocating for our city and given the severe financial climate that we all find out selves in, it would be an unwise expense at this time.

Joanne Nuckols
[REDACTED]
[REDACTED]
[REDACTED]

From: [Ed Elsner](#)
To: [City Council Public Comment](#)
Subject: Public Comment 05-06-2020 Special Meeting (Item no. 20)
Date: Wednesday, May 6, 2020 12:34:28 PM

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.

The Emmanuel Jones and Associates contract was approved at the July 17, 2019, city council meeting, the first meeting after the council declared an imminent fiscal emergency in the face of projected deficits of several million dollars. The city is again facing significant projected deficits. In deciding whether the contract should be terminated before its December 2020 expiration date, the council should consider whether the services provided are any less important now than they were when the contract was approved under similar circumstances. Another option would be to evaluate the firm's performance at the end of the year and decide whether to exercise the option to extend the contract through the next legislative session, or let the contract lapse.

Ed Elsner

Public Comment 5/6/2020 CCM

AGENDA ITEM #22

Adoption of Urgency Ordinance Amending Several Sections of Chapter 36 (Zoning) of the South Pasadena Municipal Code to Streamline Planning Approval Processes and Toll Planning and Permitting deadlines during the local Declaration of Emergency

1. Alan Ehrlich

[REDACTED]

From: Alan Ehrlich [REDACTED]
Sent: Tuesday, May 5, 2020 11:16 PM
To: City Council Public Comment
Subject: Council 05/06/2020 Public Comment,Objection to Item #22
Attachments: 2020_05_06 Objection to Emergency Ordinance Item #22.pdf

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.

Hi Maria,

This is much longer than 150 words, so I only ask that you inform the council that an objection to the Urgent Ordinance Amending the Planning Code was received from me and attach/include my letter with the additional documents to be provided.

Thank you,
Alan

"Sunlight is said to be the best of disinfectants."
- Supreme Court Justice Louis Brandeis

-
"Openness in government is essential to the functioning of a democracy."
International Federation of Professional & Technical Engineers, Local 21 v. Superior Court
California Supreme Court, 42 Cal.4th 319 (2007)

May 5, 2020

Re: City Council Meeting April 6, 2020

Agenda Item #22, Opposed

Mayor Joe, Council members,

I am asking you to vote NO on Agenda Item #22, Adoption of and Urgency Ordinance Amending Several Sections of Chapter 36 (Zoning) of the South Pasadena Municipal Code.

In reading the proposed changes, I see nothing that rises to the level of requiring an Urgency Ordinance that bypasses the normal Commission Review, 1st reading and 2nd reading processes.

While several of the proposed changes on their face appear to make sense, others do not. Regardless, even the few commonsense sounding proposals do not qualify as Urgent. While I also agree streamlining operations is generally a positive goal for businesses and government and should be part of standard management operating review procedure for any enterprise, experience informs us that 'urgent' legislation rushed through Sacramento and Washington usually results in poor decision making, bad policy and bad law.

Disasters often highlight weaknesses in operating systems, but that should not mean that the disaster should be the alleged cause and claim (bogeyman) for expediting ordinance amendments that might not stand up given appropriate scrutiny. In Sacramento and Washington, we often see administrators & legislators try to rush through 'wish list' and pork barrel projects under the guise of disaster relief, when the relationship is at best incidental, but hardly compelling

I could provide council members with specific objections to every proposed amendment, but for brevity, will select just six. These six alone should provide more than sufficient reason to NOT APPROVE these proposals as an urgency matter. THEY SIMPLY ARE NOT URGENT, but they are representative of the weaknesses of the claims for urgency for each of the other proposed amendments. **As long as any one proposed change fails the urgency test, the entire proposal must be rejected as an urgency amendment.** If these amendments had been presented to a commission first, they would have been properly vetted and support or objections from the commission provided to guide the council.

The city has established a number of advisory commissions to serve staff and the council. Each of these should all have gone before a commission for public hearing first, not as is being requested, after the council votes on this. The exact same issue came up before the council in February, when the Police Department presented a plan to council for a new traffic bureau, but had not yet presented it to the Public Safety Commission. The council correctly decided then that the proposal should go to PSC first for review and

consideration, then come to council, not bass ackwards. The council should do and act the same in this instance. There is nothing urgent in any of these proposed ordinance amendments that preclude them from being considered in the course of normal procedures.

Thank you,

Alan Ehrlich



Ex. 1 Proposed Clarifications of the Zoning Code (p. 367 of the Agenda Packet)

2. Remove “Advisory responsibility”; and Revise “Decision-making responsibility” for the Design Review Board Advisory Authority to be consistent with Section 36.410.040 which was amended in 2008 to streamline project review. In 2008, the Zoning Code was amended to skip Design Review by the Design Review Board and to have the Planning Commission or Cultural Heritage Commission perform Design Review for project requiring their approval. Section 36.600.050 currently conflicts with the 2008 amendment (Section 36.600.050 Design Review Board);

If this has been an issue since 2008, where was the urgency at any time in the last 12 years to fix it? HERE IS NO URGENCY, only an excuse to fast track a probable housekeeping item without thorough review.

Ex. 2

5. Revise the language and approval authority for planning approval time extensions to allow the Director of Planning and Community Development, rather than the approval body, to approve a one-year extension (Section 36.420.040 Time Limits and Extensions);

NOTHING URGENT HERE, its nothing more than a power grab

Ex. 3

6. Streamline and clarify the Cultural Heritage Commission’s authority for large projects requiring Planning Commission approval as recommendation-only for Certificate of Appropriateness for approval by the Planning Commission in order to reduce the number of public hearings.

Streamlining is good, but there is NOTHING URGENT HERE. There may also be issues between the roles and authority of the Cultural Heritage Commission and Planning Commission to be sorted out.

Ex. 4

7. Replace the list of submittal requirements for Design Review in the Zoning Code with a requirement to comply with the Design Review Submittal Requirements Checklist (See Attachment 3) provided by the Director of Planning and Community Development, so that the checklist can be updated periodically without having to amend the Zoning Code each time (Section 36.410.040 Design Review);

THERE IS NO URGENCY, only an excuse to fast track a possible housekeeping item without thorough review.

Ex. 5

8. Clarify that re-roofing of like-for-like material with no structural changes is exempt from Design Review for both residential and commercial structures (Section 36.410.040 Design Review);

THERE IS NO URGENCY, only an excuse to fast track a possible housekeeping item without thorough review.

Ex. 6

10, Revise Design Review Chair Authority to include Minor Design Review and Minor Hillside Development Permit for projects of a certain size, location on the site, and visibility to the street that do not change the architectural design style of existing structures, and are not subject to Planning Commission review or Certificate of Appropriateness (Section 36.410.040 Design Review); and modify Approval Authority Table accordingly (Section 36.400.020 Authority for Land Use and Zoning Decisions);

This proposed amendment concerns revising a chair authority and should definitely be reviewed by a commission first. This should definitely not be considered as an urgent item.