



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

**Council Chamber
1424 Mission Street, South Pasadena, CA 91030
February 3, 2021, at 7:30 p.m.**

South Pasadena City Council Statement of Civility

As your elected governing board, we will treat each other, members of the public, and city employees with patience, civility and courtesy as a model of the same behavior we wish to reflect in South Pasadena for the conduct of all city business and community participation. The decisions made tonight will be for the benefit of the South Pasadena community and not for personal gain.

NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the regular meeting of the City Council for February 3, 2021 will be conducted remotely and held by video conference.

The Meeting will be broadcast live on the City's website:
(http://www.spectrumstream.com/streaming/south_pasadena/live.cfm).

Please be advised that pursuant to the Executive Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, the Council Chambers will not be open for the meeting. Council Members will be participating remotely and will not be physically present in the Council Chambers.

CALL TO ORDER: Mayor Diana Mahmud

ROLL CALL: Councilmembers Jack Donovan; Jon Primuth; and Evelyn G. Zneimer; Mayor Pro Tem Michael Cacciotti; and Mayor Diana Mahmud

PLEDGE OF ALLEGIANCE: Councilmember Evelyn G. Zneimer

CLOSED SESSION ANNOUNCEMENTS

- 1. CLOSED SESSION ANNOUNCEMENTS:** A Closed Session Agenda has been posted separately.

PUBLIC COMMENT AND SUGGESTIONS

The City Council welcomes public input. If you would like to comment on an agenda item, members of the public may submit their comments for City Council consideration **by one of the following options:**

Option 1:

Dial (626) 322-2344 and leave a recording of your public comment. Please state your name; if you are providing public comment for open or closed session; and, the agenda item number. If no agenda item number is provided, your public comment will automatically be played under the general public comment portion of the open session meeting. The cutoff time for public comment to be submitted via phone recording is 4 p.m. the day of the Council meeting.

(Note: For the purpose of best ensuring that all of the agenda items are considered at the Council Meeting, the Mayor may exercise the Chair's discretion, subject to the approval of the majority of the City Council, to limit playing of recorded public comment to no more than 30 minutes total on any given agenda item).

Option 2:

Email your public comments to ccpubliccomment@southpasadenaca.gov. Public Comments received in writing will not be read aloud at the meeting. Written public comments will be announced at the meeting and become part of the meeting record. Written public comments will be uploaded online for public viewing under Additional Documents. There is no word limit on emailed Public Comment. Please make sure to indicate: 1) your name, and 2) what agenda item you are submitting public comment on.

Pursuant to state law, the City Council may not discuss or take action on issues not on the meeting agenda, except that members of the City Council or staff may briefly respond to statements made or questions posed by persons exercising public testimony rights (Government Code Section 54954.2). Staff may be asked to follow up on such items.

2. Public Comment – General**PRESENTATIONS**

- 3. February 2021 as Black History Month Proclamation**
- 4. Eagle Scout Award Certificate of Achievement for Michael R. Johnston**
- 5. Metro Gold Line Presentation – Paul Leon, Mayor for City of Ontario**

COMMISSION APPOINTMENTS**6. Authorize Commission Appointments**Recommendation

It is recommended by Mayor Mahmud that the City Council:

1. Reappoint the following resident to a three-year term ending December 31, 2023:
 - John Lesak, Planning Commission
2. Appoint the following resident to a vacant unexpired term ending December 31, 2021:

- Barbara Klein, Senior Citizen Commission
3. Appoint the following residents to unexpired terms ending June 30, 2021:
 - Jake Wong, Youth Commission
 - Eliana Andrea, Youth Commission
 - Yousef Khan, Youth Commission
 - Nadeem Mallet, Youth Commission
 4. Correct the following previously appointed terms to correct term expiration dates:
 - Laura Dahl, Planning Commission, current term to expire December 31, 2021 (appointed to unexpired term)
 - Frank Catania, Public Works Commission, current term to expire December 31, 2021 (appointed to unexpired term)

COMMUNICATIONS

7. Councilmembers Communications

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

8. City Manager Communications

9. Reordering of and Additions to the Agenda

OPPORTUNITY TO COMMENT ON CONSENT CALENDAR
Items listed under the consent calendar are -considered by the City Manager to be routine in nature and will be enacted by one motion unless a public comment has been received or Councilmember requests otherwise, in which case the item will be removed for separate consideration. Any motion relating to an ordinance or a resolution shall also waive the reading of the ordinance or resolution and include its introduction or adoption as appropriate.

CONSENT CALENDAR

10. Approval of Prepaid Warrants in the amount of \$28,998.18; Prepaid Warrant Voids in the Amount (\$389.00); General City Warrants in the Amount of \$495,272.01; Payroll in the Amount of \$567,638.44; Transfers in the Amount of \$6,756,000.00; Supplemental ACH Payments in the Amount of \$1,412.94

Recommendation

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

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11. Adoption of a Resolution Authorizing Signatories on City Banking Accounts and Related Banking DocumentsRecommendation

It is recommended that the City Council approve:

1. A resolution superseding Resolution No.7636, Authorizing Signatures on City Bank Accounts; and
2. A resolution superseding Resolution No.7620, Authorizing Signatures on the City's Local Agency Investment Fund (LAIF) Account.

12. Adoption of a Resolution Condemning the January 6, 2021 Insurrection and Violence at the U.S. CapitolRecommendation

It is recommended that the City Council adopt a resolution entitled "A Resolution of the City Council of the City of South Pasadena Condemning the January 6, 2021 Insurrection and Violence at the U.S. Capitol."

13. Adoption of a Resolution Authorizing the County of Los Angeles Agriculture Commissioner to Inspect and Abate Weeds, Brush and Native Vegetation Declared to be an Existing or Potential Fire Hazard, and Schedule a Public Hearing to be Held on February 17, 2021 to Hear Objections or Protests to the Vegetation Management ProgramRecommendation

It is recommended that the City Council adopt the resolution authorizing the County of Los Angeles Agriculture Commissioner to inspect and abate weeds, brush and native vegetation declared to be an existing or potential fire hazard, and schedule a Public Hearing to be held on February 17, 2021 to hear objections or protests to the vegetation management program.

14. Authorize a Contract Amendment with Interwest Consulting Group for On-Call Transportation Project Management Services in an Amount Not-to-Exceed \$25,000, for a Total Not-to-Exceed Contract Amount of \$48,925Recommendation

It is recommended that the City Council authorize the Interim City Manager to execute a Contract Amendment with Interwest Consulting Group for on-call transportation project management services in an amount not-to-exceed \$25,000, for a total not-to-exceed contract amount of \$48,925.

15. Authorize the Interim City Manager to Request Authorization from Metro to Repurpose the City's Cycle 3 Open Streets Grant Award for "ArroyoFest" to Support Pandemic RecoveryRecommendation

It is recommended that the City Council authorize the Interim City Manager to request authorization from Metro to repurpose the City's \$420,000 Cycle 3 Open Streets grant award

for “ArroyoFest” to support pandemic recovery through the Al Fresco Program and Implementation of Slow Streets through June 2021.

16. Second Reading and Adoption of an Ordinance of the City Council of the City of South Pasadena Amending Chapter 2 (Administration), Article IVB (Public Safety Commission) of the South Pasadena Municipal Code

Recommendation

It is recommended that the City Council read by title only and adopt an ordinance entitled “An Ordinance of the City Council of the City of South Pasadena, California, amending Chapter 2 (Administration), Article IVB. (Public Safety Commission) of the South Pasadena Municipal Code” (SPMC).

PUBLIC HEARING

17. Project No. 2171-CUP/DRX/TTM/TRP – Seven Patios Mixed-Use Residential and Commercial Project at 845/899 El Centro Street

Recommendation

It is recommended that the City Council:

1. Open the public hearing; and
2. Adopt a Resolution upholding the Planning Commission’s adoption of a Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program for of the Seven Patios Mixed-Use Residential and Commercial Project located at 845/899 El Centro Street (Project No. 2171-CUP/DRX/TTM/TRP), and approval of the project, subject to conditions of approval.

ACTION / DISCUSSION

No Items

ADJOURNMENT

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

February 17, 2021	Regular City Council meeting	Council Chamber	7:30 p.m.
March 3, 2021	Regular City Council meeting	Council Chamber	7:30 p.m.
March 17, 2021	Regular City Council meeting	Council Chamber	7:30 p.m.

PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS

City Council meeting agenda packets and any agenda related documents are available online for public inspection on the City website: <https://www.southpasadenaca.gov/government/city-council-meetings/2021-council-meetings>. Additional documents, when presented to City Council, will also be uploaded and available on the City’s website.

Regular meetings are streamed live via the internet at:
http://www.spectrumstream.com/streaming/south_pasadena/live.cfm

AGENDA NOTIFICATION SUBSCRIPTION

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

ACCOMMODATIONS



The City of South Pasadena wishes to make all of its public meetings accessible to the public. If special assistance is needed to participate in this meeting, please contact the City Clerk's Division at (626) 403-7230 or CityClerk@southpasadenaca.gov. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Notification at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

I declare under penalty of perjury that I posted this notice of agenda on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City’s website as required by law.

1/28/2021

/s/

Date

Maria E. Ayala
Chief City Clerk

CITY OF SOUTH PASADENA

PROCLAMATION



Declaring February 2021 as
“Black History Month”
in the City of South Pasadena

WHEREAS, the City of South Pasadena recognizes and values diversity, equity, and inclusion within our community; and,

WHEREAS, the migration of African Americans to all parts of the United States and throughout the world have led to countless indelible contributions in the fields of science, medicine, law, social justice, athletics, the arts, government, and more; and,

WHEREAS, the presence of African Americans in our community continues to enhance the quality of life in the City of South Pasadena; and,

WHEREAS, Black History Month can be traced back to 1926 when the writer and scholar Dr. Carter G. Woodson, the “Father of Black History Month” began the annual observance to help rectify the omission of African Americans from history books; and

WHEREAS, in 1976, as America observed its bicentennial, the week-long commemoration was expanded to one month and is celebrated today as Black History Month; and

WHEREAS, the City of South Pasadena understands that African Americans have endured egregious discrimination and bigotry throughout the course of our Nation’s history, conflicting with the core values of the City of South Pasadena; and

WHEREAS, Black History Month calls on our collective need to recognize and combat racism, and to continue to build a community that embraces all ages, races, religions, and genders; and,

WHEREAS, Black History Month is a time where all citizens are encouraged to reflect on past successes and challenges of Black communities, and to look to the future to ensure freedom, equity, and inclusiveness.

NOW, THEREFORE, I, Diana Mahmud, Mayor of the City of South Pasadena, on behalf of the City Council, do hereby proclaim the month of February 2021 as Black History Month in the City of South Pasadena, and invite everyone to celebrate the diversity and character of our community and highlight the importance of sharing our culture, customs and traditions with those around us.

Diana Mahmud, Mayor

February 3, 2021
Date



Michael Rendón Johnston

Boy Scouts of America Troop 333

Congratulations on receiving the highest honor in Boy Scouts, the Eagle Scout Award, for outstanding accomplishments in leadership, community service, and personal development, while representing the City of South Pasadena.

Dated this 3rd day of February, 2021

Diana Mahmud, Mayor

Maria E. Ayala, Chief City Clerk



City Council Agenda Report

ITEM NO. 6

DATE: February 3, 2021
FROM: Diana Mahmud, Mayor
PREPARED BY: Maria E. Ayala, Chief City Clerk
SUBJECT: **Authorize Commission Appointment**

Recommendation

It is recommended by Mayor Mahmud that the City Council:

1. Reappoint the following residents to three-year terms ending December 31, 2023:
 - John Lesak, Planning Commission
2. Appoint the following resident to a vacant unexpired term ending December 31, 2021:
 - Barbara Klein, Senior Citizen Commission
3. Appoint the following residents to unexpired terms ending June 30, 2021:
 - Jake Wong, Youth Commission
 - Eliana Andrea, Youth Commission
 - Yousef Khan, Youth Commission
 - Nadeem Mallet, Youth Commission
4. Correct the following previously appointed terms to correct term expiration dates:
 - Laura Dahl, Planning Commission, current term to expire December 31, 2021 (appointed to unexpired term)
 - Frank Catania, Public Works Commission, current term to expire December 31, 2021 (appointed to unexpired term)

Background

On January 20, 2021 Commissioner Laura Dahl was incorrectly listed for reappointment for a full term ending December 31, 2023. Commissioner Dahl's term, however, was not yet expired. Her original appointment expires December 31, 2021.

On January 20, 2021 Commissioner Catania was incorrectly listed for appointment for a full term ending December 31, 2023. Commissioner Catania, however, was nominated for appointment to fill an unexpired term ending December 31, 2021 (previously held by former Commissioner Arcelia Arce).

Legal Review

The City Attorney has not reviewed this item.

Fiscal Impact

There are no financial implications to the City.

Environmental Analysis

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(a) as it has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environmental.

Public Notification of Agenda Item

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



City Council Agenda Report

ITEM NO. 10

DATE: February 03, 2021

FROM: Sean Joyce, Interim City Manager

PREPARED BY: Elaine Aguilar, Interim Assistant City Manager

SUBJECT: **Approval of Prepaid Warrants in the Amount of \$28,998.18; Prepaid Warrant Voids in the Amount (\$389.00); General City Warrants in the Amount of \$495,272.01; Payroll in the Amount of \$567,638.44; Transfers in the Amount of \$6,756,000.00; Supplemental ACH Payments in the Amount of \$1,412.94.**

Recommendation Action

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

Fiscal Impact

Prepaid Warrants:

Warrant # 311948-311954	\$	27,059.52
ACH	\$	1,938.66
Voids	\$	(389.00)

General City Warrants:

Warrant # 311955-312016	\$	204,004.37
ACH	\$	291,267.64
Voids	\$	

Payroll Period Ending 01/14/2021	\$	17,906.01
Payroll Period Ending 01/17/2021	\$	549,042.57
Payroll Period Ending 01/22/2021	\$	689.86
Wire Transfers (LAIF)	\$	6,700,000.00
Wire Transfers (RSA)	\$	0
Wire Transfers (Acct # 2413)	\$	56,000.00
Wire Transfers (Acct # 1936)	\$	0
Supplemental ACH Payment	\$	1,412.94

RSA:

Prepaid Warrants	\$	0
General City Warrants	\$	0

Total	\$	<u>7,848,932.57</u>
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Commission Review and Recommendation

This matter was not reviewed by a Commission.

Legal Review

The City Attorney has not reviewed this item.

Public Notification of Agenda Item

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website.

Attachments:

1. Warrant Summary
2. Prepaid Warrant List
3. General City Warrant List
4. Voids
5. Supplemental ACH
6. Payroll

ATTACHMENT 1
Warrant Summary

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

Date 02.03.2021

Fund No.	Amounts		
	Prepaid	Written	
General Fund	101	27,795.82	156,118.68
Insurance Fund	103	-	-
Street Improvement Program	104	-	4,681.00
Facilities & Equip.Cap. Fund	105	-	1,546.30
Local Transit Return "A"	205	-	-
Local Transit Return "C"	207	38.01	18,810.00
TEA/Metro	208	-	22,576.66
Sewer Fund	210	92.20	69,289.25
CTC Traffic Improvement	211	-	-
Street Lighting Fund	215	-	29,062.75
Public,Education & Govt Fund	217	-	-
Clean Air Act Fund	218	-	-
Business Improvement Tax	220	-	-
Gold Line Mitigation Fund	223	-	-
Mission Meridian Public Garage	226	-	-
Housing Authority Fund	228	-	-
State Gas Tax	230	-	-
County Park Bond Fund	232	-	710.66
Measure R	233	-	68,048.11
Measure M	236	-	-
Road Maint & Rehab (SB1)	237	-	-
MSRC Grant Fund	238	-	-
Measure W	239	-	-
Measure H	241	-	-
Prop C Exchange Fund	242	-	10,597.35
Bike & Pedestrian Paths	245	-	-
BTA Grants	248	-	-
Golden Street Grant	249	-	-
Capital Growth Fund	255	-	-
CDBG	260	-	6,181.38
Asset Forfeiture	270	-	-
Police Grants - State	272	-	-
Homeland Security Grant	274	-	-
Park Impact Fees	275	-	-
HSIP Grant	277	-	-
Arroyo Seco Golf Course	295	-	-
Sewer Capital Projects Fund	310	-	-
Water Fund	500	1,072.15	87,525.18
Water Efficiency Fund	503	-	2,811.39
2016 Water Revenue Bonds Fund	505	-	-
SRF Loan - Water	506	-	-
Water & Sewer Impact Fee	510	-	-
Public Financing Authority	550	-	-
Payroll Clearing Fund	700	-	17,313.30
Column Totals:		28,998.18	495,272.01

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

City Report Totals: 524,270.19

Payroll Period Ending 01.14.2021	17,906.01
Payroll Period Ending 01.17.2021	549,042.57
Payroll Period Ending 01.22.2021	689.86
Wire Transfer - LAIF	6,700,000.00
Wire Transfer - RSA	-
Wire Transfer - Acct # 2413	56,000.00
Wire Transfer - Acct # 1936	-
Supplemental ACH Payments	1,412.94
Voids - Prepaid	(389.00)
Voids - General Warrant	-

Grand Report Total: 7,848,932.57

Diana Mahmud, Mayor

Elaine Aguilar, Interim Assistant City Manager

ATTACHMENT 2
Prepaid Warrant List

Accounts Payable

Checks by Date - Detail by Check Date

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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	STA5219	Staples Business Advantage	01/27/2021	
	3460198436	Senior Center Office Supplies		140.47
	3462867527	Library Office Supplies		194.99
	3464162727	Police Office Supplies		307.89
	3464162728	Police Office Supplies		99.21
	3464231014	Library Office Supplies		63.76
	3464358614	Police Office Supplies		56.21
	3464486283	Police Office Supplies		29.75
	3464486284	Police Office Supplies		198.43
	3464895507	Library Office Supplies		167.39
	3464895508	Library Office Supplies		24.21
	3465128280	Police Office Supplies		354.30
	3465484854	Fire Dept. Office Supplies		109.79
	3466315978	Fire Dept. Office Supplies		74.17
	3466315979	Fire Dept. Office Supplies		80.78
	3466315980	Fire Dept. Office Supplies		22.11
	3466911346	Library Office Supplies		15.20
Total for this ACH Check for Vendor STA5219:				1,938.66
311948	ATCN9011	AT&T	01/27/2021	
	000015804237	Account # 9391036942 (11/27-12/26/2020)		400.81
	000015804238	Account # 9391036943 (11/27-12/26/2020)		400.94
	000015804612	Account # CLAPDSOPAS (11/27-12/26/2020)		316.24
Total for Check Number 311948:				1,117.99
311949	CIN4011	AT&T Mobility	01/27/2021	
	287288006612x10	Account # 287288006612x10 (09/03-10/02/2020)		826.94
	287288006612x10	Account # 287288006612x10 (09/03-10/02/2020)		92.20
	287288006612x10	Account # 287288006612x10 (09/03-10/02/2020)		284.84
	287288006612x10	Account # 287288006612x10 (09/03-10/02/2020)		310.16
	287297984615x01	Account # 287297984615x01 (12/03-01/02/2020)		324.41
Total for Check Number 311949:				1,838.55
311950	SBE5011	CA Dept. of Tax and Fee Administration	01/27/2021	
	057-425081	Acct # 057-425081 Letter ID: L0009205591 (De		22.41
	44-010139	Acct # 44-010139 (Jan-Dec 2020)		122.46
	44-010139	Acct # 44-010139 (Jan-Dec 2020)		8.77
	44-010139	Acct # 44-010139 (Jan-Dec 2020)		377.32
	44-010139	Acct # 44-010139 (Jan-Dec 2020)		8.78
	44-010139	Acct # 44-010139 (Jan-Dec 2020)		8.77
Total for Check Number 311950:				548.51
311951	GEMT5550	GEMT QAF Dept. of Health Care Services	01/27/2021	
	GEM01217L6F	FY2019-20 Quarter 1 Medical Transport QA Fee		7,267.50
	GEM0221H8S7	FY2019-20 Quarter 2 Medical Transport QA Fee		6,395.40
	GEM0321WG59	FY2019-20 Quarter 3 Medical Transport QA Fee		6,040.10

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 311951:	19,703.00
311952	ECTS8232	EcoTech Services, Inc.	01/27/2021	
	1794	Water Bottle Filling Stations at City Facilities		1,650.00
	1794	Water Bottle Filling Stations at City Facilities		150.00
	1794	Water Bottle Filling Stations at City Facilities		150.00
			Total for Check Number 311952:	1,950.00
311953	TIM4011	Time Warner Cable	01/27/2021	
	0029763122720	Acct # 8448 20 899 0029763 (12/16-01/15/2021)		243.03
	0070193010121	Acct # 8448 30 008 0070193 (01/01-01/31/21)		78.95
	0355990010221	Acct # 8448 30 008 0355990 (01/02-02/01/21)		477.15
	0357905010521	Acct # 8448 30 008 0357905 (01/05-02/04/21)		57.06
			Total for Check Number 311953:	856.19
311954	VERW6711	Verizon Wireless	01/27/2021	
	9869996702	Account # 270619951-00002 (11/27-12/26/2020)		38.01
	9869996702	Account # 270619951-00002 (11/27-12/26/2020)		497.27
	9869996703	Account # 270619951-00004 (11/27-12/26/2020)		510.00
			Total for Check Number 311954:	1,045.28
			Total for 1/27/2021:	28,998.18
			Report Total (8 checks):	28,998.18

ATTACHMENT 3
General City Warrant List

Accounts Payable

Checks by Date - Detail by Check Date

User: ealvarez
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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	AIR6010 9108626865	Airgas USA LLC Oxygen Cylinder Rental	02/03/2021	475.94
Total for this ACH Check for Vendor AIR6010:				475.94
ACH	ATGC8530	Acorn Technology Services	02/03/2021	
	2275	CO # 02-04		637.50
	2277	CO # 02-09		62.50
	2279	CO # 02-08		25.00
	2281	CO # 01-236		225.00
	2283	CO # 02-07		275.00
	2284	CO # 02-02		9,786.50
	92480	Remote Onsite IT Hours		-438.75
	92480	IT Onsite Analysis Hours (Adjustment)		587.50
	94280	Managed IT Server Monitoring		237.50
	94280	Labor Charges 12/01-12/31/2020		9,035.00
	94280	Managed IT Computer Monitoring		532.50
	94280	Change Order 02-07 Shadow Protect Licensing		1,271.30
	94280	Change Order 02-02 New Network & Server Inf		3,395.96
Total for this ACH Check for Vendor ATGC8530:				25,632.51
ACH	BAK0366	Baker & Taylor Entertainment	02/03/2021	
	H52818060	Libary Purchase of DVDs/ CDs		8.14
	H52824300	Libary Purchase of DVDs/ CDs		11.41
	H52930640	Libary Purchase of DVDs/ CDs		13.05
	H52930670	Libary Purchase of DVDs/ CDs		11.41
Total for this ACH Check for Vendor BAK0366:				44.01
ACH	BAK0369	Baker & Taylor Books	02/03/2021	
	0003225955	Books		-21.14
	2035467813	Books		627.44
	2035498025	Books		324.69
	2035511889	Books		143.77
	2035587323	Books		37.81
	2035654763	Books		187.81
	2035685776	Books		286.60
	2035693918	Books		8.94
	2035708230	Books		16.62
Total for this ACH Check for Vendor BAK0369:				1,612.54
ACH	CAEN9297	Carollo Engineers	02/03/2021	
	0194028	City's Integrated Water & Wastewater Resource		32,581.08
	193584	City's Integrated Water & Wastewater Resource		16,363.58
	193584	City's Integrated Water & Wastewater Resource		709.25
Total for this ACH Check for Vendor CAEN9297:				49,653.91

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	CEAP7000 December 2020 January 2021	South Pasadena Part Time Employees Assn December 2020 Union Dues January 2021 Union Dues	02/03/2021	264.00 256.00
Total for this ACH Check for Vendor CEAP7000:				520.00
ACH	CHWP2010 45548 45552 45553 45554 45555 45555 45556 45557	Colantuono,Highsmith & Whatley,PC Special Projects Transportation (710) Gardena v. RWQCB Case 2 COVID-19 General Services Labor & Employment Misc. Litigation	02/03/2021	1,560.00 24.50 147.00 4,664.20 1,043.00 8,966.99 1,682.50 6,474.00
Total for this ACH Check for Vendor CHWP2010:				24,562.19
ACH	EBS1007 2101885	EBSCO Rate Adjustment for Library Periodical Subscrip	02/03/2021	20.30
Total for this ACH Check for Vendor EBS1007:				20.30
ACH	ECC9000 12 12 12	E.C.Construction STP-L Monterey Rd. St. Improvement #12 Measure R Monterey Rd. St. Improvement #12 Prop C Exchange Monterey Rd. St. Improvemen	02/03/2021	22,576.66 68,048.11 10,597.35
Total for this ACH Check for Vendor ECC9000:				101,222.12
ACH	ERIZ 112948 112949 112950	Erin Isozaki Refund due to Class Cancellation due to COVID Refund due to Class Cancellation due to COVID Refund due to Class Cancellation due to COVID	02/03/2021	110.00 110.00 110.00
Total for this ACH Check for Vendor ERIZ:				330.00
ACH	LCW7456 1511263 1511265 1511267 1511268 1511269	Liebert Cassidy Whitmore Personnel Matters - 11/2020 Personnel Matters - 11/2020 Personnel Matters - 11/2020 Personnel Matters - 11/2020 Personnel Matters - 11/2020	02/03/2021	1,718.40 76.00 270.00 3,320.50 3,257.00
Total for this ACH Check for Vendor LCW7456:				8,641.90
ACH	MNBL8170 12041 12041 12124	Munibilling Water Billing Services Absorb Charge Postage	02/03/2021	25,356.14 9,864.98 1,421.40
Total for this ACH Check for Vendor MNBL8170:				36,642.52
ACH	NEOF8011 INV16269219 INV58174373	Quadient Finance USA, Inc. Postage Machine Equipment (Brush & Sponge) Postage Machine Rental	02/03/2021	49.60 115.60
Total for this ACH Check for Vendor NEOF8011:				165.20
ACH	POS5265	Post Alarm Systems 2021 Annual Renewal of Service / Maint/ of Fire System for Libra	02/03/2021	970.20

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for this ACH Check for Vendor POS5265:				970.20
ACH	SOU5230	S.P.Firefighters L-3657	02/03/2021	
	December 2020	December Union Dues		2,050.00
	December 2020	December Union Insurance		147.42
	December 2020	December Union Fire Rec Fees		90.00
	January 2021	Januart Union Dues		2,050.00
	January 2021	Januart Union Fire Rec Fees		90.00
	January 2021	Januart Union Insurance		147.42
Total for this ACH Check for Vendor SOU5230:				4,574.84
ACH	SOU5435	S.P.P. O. A.	02/03/2021	
	December 2020	December 2020 Union Dues		2,511.60
	December 2020	December 2020 Union Insurance		2,232.63
	January 2021	January 2021 Union Dues		2,511.60
	January 2021	January 2021 Union Insurance		2,232.63
Total for this ACH Check for Vendor SOU5435:				9,488.46
ACH	SOU5451	S.P.Public Srvc Empl. Ass'n	02/03/2021	
	December 2020	December 2020 Union Dues		1,350.00
	January 2021	January 2021 Union Dues		1,380.00
Total for this ACH Check for Vendor SOU5451:				2,730.00
ACH	WES4152	West Coast Arborists, Inc.	02/03/2021	
	167562	Street Tree Maint. Contract Services 12/1-12/15/		260.00
	167562	Street Tree Maint. Professional Services 12/1-12		600.00
	167562	Street Tree Maint. Removal Replacement 12/1-1		1,076.00
	167936	Park Maint. Contract Services		360.00
	167936	Street Tree Maint. Contract Services		12,400.00
	167936	Park Maint. Contract Services		1,840.00
	167936	Street Tree Maint. Removal Replacement		240.00
	167936	Street Tree Maint. Annual Tree Planting		7,205.00
Total for this ACH Check for Vendor WES4152:				23,981.00
311955	ADA0143 INV340907	Adamson Police Products Police Safety Clothing Laser Film Strips	02/03/2021	1,554.54
Total for Check Number 311955:				1,554.54
311956	ALH0179 29842	Alhambra Car Wash Car Wash Unit # 1802	02/03/2021	30.00
	November 2020	Car Wash for PD Vehicles November 2020		231.00
	October 2020	Car Wash for PD Vehicles October 2020		360.00
Total for Check Number 311956:				621.00
311957	ALL0197 228909	All Star Fire Equipment, Inc. Fire Dept. Safety Clothing & Equipment	02/03/2021	1,856.61
Total for Check Number 311957:				1,856.61
311958	EMPI5011 S4422037.002	AramSCO, Inc. (Formerly Empire Cleaning & Fire Dept. Cleaning Supplies	02/03/2021	190.81
Total for Check Number 311958:				190.81
311959	BSHL6710	dba Jan Point Base Hill, Inc.	02/03/2021	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	20259	Citywide Janitorial Services December 2020		544.00
	20259	Citywide Janitorial Services December 2020		932.75
	20259	Citywide Janitorial Services December 2020		166.66
	20259	Citywide Janitorial Services December 2020		11,110.73
			Total for Check Number 311959:	12,754.14
311960	BRCH4610 266124547	Chona Bernardo Citation Dismissed in Admin. Hearing CIT# 266	02/03/2021	50.00
			Total for Check Number 311960:	50.00
311961	BT4U8180 1220-3319	Better 4 You Meals Senior Meals for Onsite Program December 2020	02/03/2021	6,181.38
			Total for Check Number 311961:	6,181.38
311962	BOLA5270 112958	Laleh Boroujerdi Refund Class Cancellation due to COVID-19	02/03/2021	139.00
			Total for Check Number 311962:	139.00
311963	CPR8031 002682-101232	CA Park & Recreation Society Member Agency Dues & Member Sheila P. Dues	02/03/2021	555.00
			Total for Check Number 311963:	555.00
311964	CAN0607 20221	Cantu Graphics Printing / Duplication - Envelopes for Fire Dept.	02/03/2021	286.59
			Total for Check Number 311964:	286.59
311965	CHAG8032 6714-6599-6602	Emily Chang Class Instructor: Kindermusik & Group Piano 3 Sessions	02/03/2021	340.80
			Total for Check Number 311965:	340.80
311966	ELCR4610 266124567	Elliott Cruzata Citation Dismissed in Admin. Hearing CIT# 266	02/03/2021	50.00
			Total for Check Number 311966:	50.00
311967	DSP0755 8922	D & S Printing 2021 Police Department Report Folders Qty # 3300	02/03/2021	2,874.22
			Total for Check Number 311967:	2,874.22
311968	DZSH5270 112956 112957	Shane Dsouza Class Cancelled due to COVID-19 Class Cancelled due to COVID-19	02/03/2021	139.00 139.00
			Total for Check Number 311968:	278.00
311969	EBCL4011 2659	Eco Bear Biohazard Cleaning Company Cleanup of biohazard in Patrol Vehicle	02/03/2021	100.00
			Total for Check Number 311969:	100.00
311970	EGRB5270 112943	Robert Egan Refund Cancelled Class due to COVID-19	02/03/2021	399.00
			Total for Check Number 311970:	399.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
311971	EMPC9000 12057	Empire Pipe Cleaning & Equipment Inc. 2020 Sewer CCTV Inspection & Cleaning Project	02/03/2021	68,580.00
Total for Check Number 311971:				68,580.00
311972	FED1109 7-188-24051 7-225-73122	FedEx Fire Dept. Postage PW Express Delivery Services	02/03/2021	15.97 110.30
Total for Check Number 311972:				126.27
311973	FDAL5270 112993	Alexey Fedorina Refund Cancelled Class due to COVID-19	02/03/2021	63.00
Total for Check Number 311973:				63.00
311974	FTVN5270 112961	Vanessa Fitch Refund Class Cancellation due to COVID-19	02/03/2021	139.00
Total for Check Number 311974:				139.00
311975	JLFL5270 112962	Julie Flores Refund Class Cancellation due to COVID-19	02/03/2021	139.00
Total for Check Number 311975:				139.00
311976	FFRC5270 112966	Rebecca Flynn-Falconer Refund Cancelled Class due to COVID-19	02/03/2021	139.00
Total for Check Number 311976:				139.00
311977	GRWY2013 1	Garon Wyatt Investigative Services Investigative Services	02/03/2021	3,787.50
Total for Check Number 311977:				3,787.50
311978	GRTK9203 75967	Geo Tek, Inc. On-Call Material Testing & Geotechnical Services (FY19-23)	02/03/2021	1,226.00
Total for Check Number 311978:				1,226.00
311979	GRKR5270 112980	Kristine Guerrero Refund Cancelled Classes due to COVID-19	02/03/2021	139.00
Total for Check Number 311979:				139.00
311980	HDEN4610 266124483	Ean Holdings Citation Dismissed in Admin. Hearing CIT# 266	02/03/2021	100.00
Total for Check Number 311980:				100.00
311981	CHHM5320 18723	Christina Humphreys Refund for Closed Water Account	02/03/2021	36.35
Total for Check Number 311981:				36.35
311982	JSAR4011 16,581 16,659	Jack's Auto Repair Unit # 1406 Headlamp Replacement Unit # 1908 Oil & Filter Change	02/03/2021	40.95 71.23
Total for Check Number 311982:				112.18
311983	JCRS5011	Jones Coffee Roasters	02/03/2021	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	48855	Fire Department Supplies		139.05
			Total for Check Number 311983:	139.05
311984	KOAC6010 JC01028-2 JC01028-4 JC01028-5 JC01028-6	KOA Corporation Integrated Central Advanced Traffic Control 03/02-03/29/2020 Integrated Central Advanced Traffic Control 06/01-06/28/2020 Integrated Central Advanced Traffic Control 06/29-07/31/2020 Integrated Central Advanced Traffic Control 08/01-08/12/2020	02/03/2021	1,095.00 4,460.00 8,205.00 5,050.00
			Total for Check Number 311984:	18,810.00
311985	LATS2011 10004495887	L.A. Times LA Times Digital Subscription Renewal Account	02/03/2021	598.00
			Total for Check Number 311985:	598.00
311986	JSLF5270 112951	Jessica Lauren-Fairbanks Refund Class Cancellation due to COVID-19	02/03/2021	110.00
			Total for Check Number 311986:	110.00
311987	LIFE822 1062876	Life-Assist Inc. COVID-19 Medical Supplies	02/03/2021	625.78
			Total for Check Number 311987:	625.78
311988	LTGR6115 20084	LightGuard System In Pavement Crosswalk Lights @ Meridian & Oak	02/03/2021	7,281.75
			Total for Check Number 311988:	7,281.75
311989	LNVL5270 112952	Valerie Linares Refund Class Cancellation due to COVID-19	02/03/2021	110.00
			Total for Check Number 311989:	110.00
311990	ELMA5270 112953	Elizabeth Ma Refund Class Cancellation due to COVID-19	02/03/2021	110.00
			Total for Check Number 311990:	110.00
311991	MJSM5270 112963 112965	Samuel Mejia Refund Cancelled Class due to COVID-19 Refund Cancelled Class due to COVID-19	02/03/2021	139.00 139.00
			Total for Check Number 311991:	278.00
311992	MLLR5270 112954	Lauren Millard Class Cancelled due to COVID-19	02/03/2021	110.00
			Total for Check Number 311992:	110.00
311993	MIL2991 266124774	Mark Miller Citation Dismissed in Admin. Hearing CIT# 266	02/03/2021	100.00
			Total for Check Number 311993:	100.00
311994	NCRS6711 5961880	National Construction Rentals Temporary Fencing Arroyo Park Field South	02/03/2021	650.00
			Total for Check Number 311994:	650.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
311995	PHS4011 DEC2020SoPas JAN2021SoPas NOV2020SoPas	Pasadena Humane Society Animal Control Services December 2020 Animal Control Services January 2021 Animal Control Services November 2020	02/03/2021	14,297.50 14,297.50 14,297.50
Total for Check Number 311995:				42,892.50
311996	CR5270 112945	Caren Saiet Refund Class Cancellation due to COVID-19	02/03/2021	399.00
Total for Check Number 311996:				399.00
311997	SAN4958 17669 17669	San Marino Security System Security at Eddie Park, Garfield Youth House, WMB Security at Eddie Park, Garfield Youth House, WMB	02/03/2021	207.00 1,743.00
Total for Check Number 311997:				1,950.00
311998	TDSC5270 112967	Todd Schneider Class Cancellation due to COVID-19	02/03/2021	139.00
Total for Check Number 311998:				139.00
311999	SCAT6710 15638 15678 15690	Scott's Automotive Police Department Vehicle Maint. & Repairs Unit # 1703 Police Department Vehicle Maint. & Repairs Unit # 0521 Police Department Vehicle Maint. & Repairs Unit # 1501	02/03/2021	49.13 215.57 49.13
Total for Check Number 311999:				313.83
312000	SNSN5270 112990	Sonia Senn Refund Cancelled Class COVID-19	02/03/2021	139.00
Total for Check Number 312000:				139.00
312001	TRAS4011 TA-607	Tartan Associates ErgoCentric High Back Chair for Police Dept.	02/03/2021	772.10
Total for Check Number 312001:				772.10
312002	TENY4610 244124792	Nay Tea Citation Dismissed in Admin. Hearing CIT# 244	02/03/2021	50.00
Total for Check Number 312002:				50.00
312003	UCL6115 2756 2785	UC Regents Continuing Education & Improvement for FY20-21 Continuing Education & Improvement for FY20-21	02/03/2021	25.50 2,150.50
Total for Check Number 312003:				2,176.00
312004	POR4707 114-11310761 114-11417675	United Site Services, Inc. Portable Sink & Toilet @ Library Portable Sink & Toilet @ Library	02/03/2021	1,800.04 1,800.04
Total for Check Number 312004:				3,600.08
312005	UPP7789 SoPas-011421	Upper S.G.Mun. Water Dist. Water Conservation Rebate Program Reimbursement	02/03/2021	2,811.39
Total for Check Number 312005:				2,811.39
312006	URB7777	Karen Urban	02/03/2021	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	266125144	Parking Refund due to Duplicate Payment		50.00
			Total for Check Number 312006:	50.00
312007	VABS8010 13998	Ventura Business Systems Inc. Renewal of EnvisionWare Suite and Maintenanc	02/03/2021	759.00
			Total for Check Number 312007:	759.00
312008	JAWG5270 113002 113003 113004 113005	Julia Wang Refund Class Cancellation due to COVID-19 Refund Class Cancellation due to COVID-19 Refund Class Cancellation due to COVID-19 Refund Class Cancellation due to COVID-19	02/03/2021	139.00 110.00 139.00 264.00
			Total for Check Number 312008:	652.00
312009	RNWS 255125487	Gavin Wasserman Citation Dismissed in Admin. Hearing CIT# 255	02/03/2021	158.00
			Total for Check Number 312009:	158.00
312010	WEBI4018 3411	Webiplex Software License Subscription - Electronic Subp	02/03/2021	5,054.95
			Total for Check Number 312010:	5,054.95
312011	WIL2010 00416039 00416091	Willdan Engineering On-Call Construction Mgmt. & Inspection Services May 2020 On-Call Construction Mgmt. & Inspection Services June 2020	02/03/2021	1,567.50 1,887.50
			Total for Check Number 312011:	3,455.00
312012	WIT6353 201259	Wittman Enterprises LLC Paramedic Billing Services December 2020	02/03/2021	4,905.76
			Total for Check Number 312012:	4,905.76
312013	KMWO5270 112946	Kimberly Woo Refund Cancelled Class due to COVID-19	02/03/2021	399.00
			Total for Check Number 312013:	399.00
312014	SUWU3012 112970 112971	Susan Wu Refund Class Cancellation due to COVID-19 Refund Class Cancellation due to COVID-19	02/03/2021	139.00 139.00
			Total for Check Number 312014:	278.00
312015	YTH1023 27583 27920	Y Tire Complete Auto Repair Mount & Balance 1 Tire for Unit # 317 Mount & Balance 1 Tire for Unit # 198	02/03/2021	199.43 250.76
			Total for Check Number 312015:	450.19
312016	YMC5002 11102	YMCA of Metroplitan Los Angeles Refund Misapplied Payment Refund	02/03/2021	858.60
			Total for Check Number 312016:	858.60
			Total for 2/3/2021:	495,272.01

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
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Report Total (80 checks):

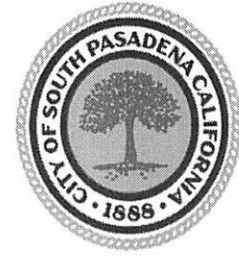
495,272.01

ATTACHMENT 4
Prepaid & Warrant Voids

Accounts Payable

Void Check Proof List

User: ealvarez
 Printed: 01/20/2021 - 12:51PM



Account Number	Amount	Invoice No	Inv Date	Description	Reference	Task Label	Type	PONumber	Close PO?	Line Item
Vendor: CLADPW				L.A.C. Dept. of Public Works						
Check No: 311768				Check Date: 12/16/2020						
101-6010-6011-8020-000	389.00	SA200000403	12/08/2020	Design Plans for 3 Load Reduction Str					No	0
Check Total:	389.00									
Vendor Total:	389.00									
Report Total:	389.00									

ATTACHMENT 5
Supplemental ACH
Payments



ACH Payment Log			
Date	Vendor	Amount	Description
1/19/2021	So Cal Gas	\$1,412.94	Online Payment for City's So Cal Gas Accounts.
Total:		\$1,412.94	

ATTACHMENT 6
Payroll Summary

Liability	Taxes Debited			
	Federal Income Tax		1,436.32	
	Earned Income Credit Advances		.00	
	Social Security - EE		.00	
	Social Security - ER		.00	
	Social Security Adj - EE		.00	
	Medicare - EE		260.30	
	Medicare - ER		260.28	
	Medicare Adj - EE		.00	
	Medicare Surtax - EE		.00	
	Medicare Surtax Adj - EE		.00	
	COBRA Premium Assistance Payments		.00	
	Federal Unemployment Tax		.00	
	Families First FMLA-PSL Payments Credit		.00	
	Families First ER Medicare Credit		.00	
	Families First FMLA-PSL Health Care Premium Credit		.00	
	CARES Retention Qualified Payments Credit		.00	
	CARES Retention Qualified Health Care Credit		.00	
	State Income Tax		547.53	
	State Unemployment Insurance - EE		.00	
	State Unemployment Insurance - ER		.00	
	State Unemployment Insurance Adj - EE		.00	
	State Disability Insurance - EE		.00	
	State Disability Insurance - ER		.00	
	State Disability Insurance Adj - EE		.00	
	State Family Leave Insurance - EE		.00	
	State Family Leave Insurance - ER		.00	
	State Family Leave Insurance Adj - EE		.00	
	State Medical Leave Insurance - EE		.00	
	State Medical Leave Insurance - ER		.00	
	Workers' Benefit Fund Assessment - EE		.00	
	Workers' Benefit Fund Assessment - ER		.00	
	Transit Tax - EE		.00	
	Local Income Tax		.00	
	School District Tax		.00	
	Total Taxes Debited	Acct. No. XXXXX3688	Tran/ABA XXXXXXXXX	2,504.43
Other Transfers	ADP Direct Deposit	Acct. No. XXXXX3688	Tran/ABA XXXXXXXXX	15,401.58
	Total Amount Debited From Your Account			17,906.01
Bank Debits and Other Liability	Adjustments/Prepay/Voids			.00
Taxes - Your Responsibility	None This Payroll			

Total Liability	17,906.01
	17,906.01
	17,906.01

Net Pay	Checks	.00
	Direct Deposits	15,401.58
	Subtotal Net Pay	15,401.58
	Adjustments	.00
	Total Net Pay Liability (Net Cash)	15,401.58

Taxes	Agency	Rate	You are responsible for Depositing these amounts		Amount debited from your account	
			EE withheld	ER contrib.	EE withheld	ER contrib.
Federal	Federal Income Tax				1,436.32	
	Earned Income Credit Advances					
	Social Security					
	Medicare				260.30	260.28
	Medicare Surtax					
	Federal Unemployment Tax					
	Subtotal Federal				1,696.62	260.28
	Families First FMLA-PSL Payments Credit					
	Families First ER Medicare Credit					
	Families First Health Care Premium Credit					
	CARES Retention Qualified Payments Credit					
	CARES Retention Qualified Health Care Cre					
	Cobra Premium Assistance Payments					
	Total Federal				1,696.62	260.28
State	CA State Income Tax				547.53	
	CA State Unemployment Insurance-ER					
	CA State Disability Insurance-EE					
	Subtotal CA				547.53	547.53
	Total Taxes		.00	.00	2,244.15	260.28

Amount ADP Debited From Account XXXXX3688 Tran/ABA XXXXXXXXXX 2,504.43

Excludes Taxes That Are Your Responsibility

Other	ADP Direct Deposit	15,401.58
Transfers	Amount ADP Debited From Account XXXXX3688 Tran/ABA XXXXXXXXXX	15,401.58

17 Employee Transactions

Total Amount ADP Debited From Your Accounts 17,906.01

Liability	Taxes Debited			
	Federal Income Tax			67,001.87
	Earned Income Credit Advances			.00
	Social Security - EE			1,533.92
	Social Security - ER			1,533.95
	Social Security Adj - EE			.00
	Medicare - EE			8,676.02
	Medicare - ER			8,676.01
	Medicare Adj - EE			.00
	Medicare Surtax - EE			.00
	Medicare Surtax Adj - EE			.00
	COBRA Premium Assistance Payments			.00
	Federal Unemployment Tax			.00
	Families First FMLA-PSL Payments Credit			.00
	Families First ER Medicare Credit			.00
	Families First FMLA-PSL Health Care Premium Credit			.00
	CARES Retention Qualified Payments Credit			.00
	CARES Retention Qualified Health Care Credit			.00
	State Income Tax			26,762.45
	State Unemployment Insurance - EE			.00
	State Unemployment Insurance - ER			.00
	State Unemployment Insurance Adj - EE			.00
	State Disability Insurance - EE			.00
	State Disability Insurance - ER			.00
	State Disability Insurance Adj - EE			.00
	State Family Leave Insurance - EE			.00
	State Family Leave Insurance - ER			.00
	State Family Leave Insurance Adj - EE			.00
	State Medical Leave Insurance - EE			.00
	State Medical Leave Insurance - ER			.00
	Workers' Benefit Fund Assessment - EE			.00
	Workers' Benefit Fund Assessment - ER			.00
	Transit Tax - EE			.00
	Local Income Tax			.00
	School District Tax			.00
	Total Taxes Debited	Acct. No. XXXXX3688	Tran/ABA XXXXXXXXX	114,184.22
Other Transfers	ADP Direct Deposit	Acct. No. XXXXX3688	Tran/ABA XXXXXXXXX	429,997.25
	ADP Check	Acct. No. XXXXX3688	Tran/ABA XXXXXXXXX	2,176.70
	Wage Garnishments	Acct. No. XXXXX3688	Tran/ABA XXXXXXXXX	2,684.40
	Total Amount Debited From Your Accounts			549,042.57
Bank Debits and Other Liability	Adjustments/Prepay/Voids			.00
Taxes - Your Responsibility	None This Payroll			

Total Liability
549,042.57
549,042.57
549,042.57

Net Pay	Checks	2,176.70	
	Direct Deposits	429,997.25	
	Subtotal Net Pay		432,173.95
	Adjustments	.00	
	Total Net Pay Liability (Net Cash)		432,173.95

Taxes	Agency	Rate	You are responsible for Depositing these amounts		Amount debited from your account	
			EE withheld	ER contrib.	EE withheld	ER contrib.
Federal	Federal Income Tax				67,001.87	
	Earned Income Credit Advances					
	Social Security				1,533.92	1,533.95
	Medicare				8,676.02	8,676.01
	Medicare Surtax					
	Federal Unemployment Tax					
	Subtotal Federal				77,211.81	10,209.96
	Families First FMLA-PSL Payments Credit					
	Families First ER Medicare Credit					
	Families First Health Care Premium Credit					
	CARES Retention Qualified Payments Credit					
	CARES Retention Qualified Health Care Cre					
	Cobra Premium Assistance Payments					
	Total Federal				77,211.81	10,209.96
						87,421.77
State	CA State Income Tax				26,762.45	
	CA State Unemployment Insurance-ER					
	CA State Disability Insurance-EE					
	Subtotal CA				26,762.45	26,762.45
	Total Taxes		.00	.00	103,974.26	10,209.96

Amount ADP Debited From Account XXXXX3688 Tran/ABA XXXXXXXXXX 114,184.22

Excludes Taxes That Are Your Responsibility

Other	ADP Direct Deposit	429,997.25	
Transfers	ADP Check	2,176.70	
	Wage Garnishments	2,684.40	
	Amount ADP Debited From Account XXXXX3688 Tran/ABA XXXXXXXXXX		434,858.35

217 Employee Transactions

Total Amount ADP Debited From Your Accounts 549,042.57

Liability	Taxes Debited			
	Federal Income Tax			1.81
	Earned Income Credit Advances			.00
	Social Security - EE			.00
	Social Security - ER			.00
	Social Security Adj - EE			.00
	Medicare - EE			9.86
	Medicare - ER			9.86
	Medicare Adj - EE			.00
	Medicare Surtax - EE			.00
	Medicare Surtax Adj - EE			.00
	COBRA Premium Assistance Payments			.00
	Federal Unemployment Tax			.00
	Families First FMLA-PSL Payments Credit			.00
	Families First ER Medicare Credit			.00
	Families First FMLA-PSL Health Care Premium Credit			.00
	CARES Retention Qualified Payments Credit			.00
	CARES Retention Qualified Health Care Credit			.00
	State Income Tax			.00
	State Unemployment Insurance - EE			.00
	State Unemployment Insurance - ER			.00
	State Unemployment Insurance Adj - EE			.00
	State Disability Insurance - EE			.00
	State Disability Insurance - ER			.00
	State Disability Insurance Adj - EE			.00
	State Family Leave Insurance - EE			.00
	State Family Leave Insurance - ER			.00
	State Family Leave Insurance Adj - EE			.00
	State Medical Leave Insurance - EE			.00
	State Medical Leave Insurance - ER			.00
	Workers' Benefit Fund Assessment - EE			.00
	Workers' Benefit Fund Assessment - ER			.00
	Transit Tax - EE			.00
	Local Income Tax			.00
	School District Tax			.00
	Total Taxes Debited	Acct. No. XXXXX3688	Tran/ABA XXXXXXXXX	21.53
Other Transfers	ADP Direct Deposit	Acct. No. XXXXX3688	Tran/ABA XXXXXXXXX	668.33
	Total Amount Debited From Your Account			689.86
Bank Debits and Other Liability	Adjustments/Prepay/Voids			.00
Taxes - Your Responsibility	None This Payroll			

Total Liability
689.86
689.86
689.86

Net Pay	Checks	.00
	Direct Deposits	668.33
	Subtotal Net Pay	668.33
	Adjustments	.00
	Total Net Pay Liability (Net Cash)	668.33

Taxes	Agency	Rate	You are responsible for Depositing these amounts		Amount debited from your account	
			EE withheld	ER contrib.	EE withheld	ER contrib.
Federal	Federal Income Tax				1.81	
	Earned Income Credit Advances					
	Social Security					
	Medicare				9.86	9.86
	Medicare Surtax					
	Federal Unemployment Tax					
	Subtotal Federal				11.67	9.86
	Families First FMLA-PSL Payments Credit					
	Families First ER Medicare Credit					
	Families First Health Care Premium Credit					
	CARES Retention Qualified Payments Credit					
	CARES Retention Qualified Health Care Cre					
	Cobra Premium Assistance Payments					
	Total Federal				11.67	9.86
	Total Taxes		.00	.00	11.67	9.86

Amount ADP Debited From Account XXXX3688 Tran/ABA XXXXXXXXX 21.53

Excludes Taxes That Are Your Responsibility

Other	ADP Direct Deposit	668.33
Transfers	Amount ADP Debited From Account XXXX3688 Tran/ABA XXXXXXXXX	668.33
Total Amount ADP Debited From Your Accounts		689.86

7 Employee Transactions



City Council Agenda Report

ITEM NO. 11

DATE: February 3, 2021

FROM: Sean Joyce, Interim City Manager

PREPARED BY: Elaine Aguilar, Interim Assistant City Manager
Albert Trinh, Finance Manager

SUBJECT: **Adoption of a Resolution Authorizing Signatories on City Banking Accounts and Related Banking Documents**

Recommendation Action

It is recommended that the City Council adopt:

1. A resolution superseding Resolution No.7636, Authorizing Signatures on City Bank Accounts; and
2. A resolution superseding Resolution No.7620, Authorizing Signatures on the City's Local Agency Investment Fund (LAIF) Account

Commission Review and Recommendation

This matter was not reviewed by a Commission.

Discussion/Analysis

By adopting the attached resolution, that supersedes all prior resolutions, Mayor Diana Mahmud will have signatory authority on the City of South Pasadena's (City) bank accounts and related banking documentation.

Background

The City Council previously updated the resolution for signature on City bank accounts on January 15, 2020 and the LAIF account on July 17, 2019. Resolution No. 7620 and 7636 includes previous employees who are no longer with the City. The new resolutions will update the signatory authorities to reflect the current Mayor, City Treasurer, and City Staffs. The bank requires action from the City Council documenting approval of these changes.

Legal Review

The City Attorney has reviewed this item and has opined that the resolutions are in order.

Fiscal Impact

The adoption of the updated resolution will update the authority to ensure accurate personnel have authorization.

Adoption of a Resolution Authorizing Signatories on City Banking Accounts and Related
Banking Documents
February 3, 2021
Page 2 of 2

Public Notification of Agenda Item

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

Attachments:

1. Resolution Superseding Resolution No.7636, Authorizing Signatures on City Bank Accounts
2. Resolution Superseding Resolution No.7620, Authorizing Signatures on the City LAIF Account

ATTACHMENT 1
Resolution Superseding Resolution No.7636,
Authorizing Signatures on City Bank Accounts

RESOLUTION NO. XXXX

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
SUPERSEDING RESOLUTION NO. 7636, AUTHORIZING
SIGNATURES ON CITY BANK ACCOUNTS**

WHEREAS, the City Council or its designee has the authority to manage the City of South Pasadena's (City) bank accounts.

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

SECTION 1. To authorize Diana Mahmud, Mayor, effective February 3, 2021, as a signatory on all City of South Pasadena bank accounts and related documentation.

SECTION 2. The use of the facsimile signature of Diana Mahmud is hereby authorized and said bank is hereby authorized to honor and pay any and all checks and drafts so signed provided said checks and drafts are countersigned by one other signatory.

SECTION 3. To authorize Gary E. Pia, City Treasurer, effective December 21, 2011, as a signatory on all City bank accounts and related documentation.

SECTION 4. The use of the facsimile signature of Gary E. Pia, City Treasurer, is hereby authorized and said bank is hereby authorized to honor and pay any and all checks and drafts so signed provided said checks and drafts are countersigned by one other signatory.

SECTION 5. To authorize Assistant to the City Manager Lucy Demirjian, Accounting Manager Armine Trashian, and Finance Manager Albert Trinh as signatories on all City of South Pasadena bank accounts and related documentation.

SECTION 6. This resolution shall become effective immediately upon its adoption.

SECTION 7. The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

PASSED, APPROVED AND ADOPTED ON this 3rd day of February, 2021.

Diana Mahmud, Mayor

ATTEST:

APPROVED AS TO FORM:

Maria E. Ayala, City Clerk
(seal)

Teresa L. Highsmith, City Attorney

I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 3rd day of February, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Maria E. Ayala, City Clerk
(seal)

ATTACHMENT 2
Resolution Superseding Resolution No.7620,
Authorizing Signatures on the City LAIF Account

RESOLUTION NO. XXXX

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
SUPERSEDING RESOLUTION NO. 7620,
AUTHORIZING INVESTMENT OF MONIES IN THE
LOCAL AGENCY INVESTMENT FUND**

WHEREAS, Pursuant to California Government Code, Chapter 730 of the statutes of 1976 Section 16429.1 was added to create a Local Agency Investment Fund in the State Treasury for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the City of South Pasadena does hereby find that the deposit and withdrawal of money of the Local Agency Investment Fund in accordance with the provisions of Government Code Section 16429.1 for the purpose of investment as stated therein as in the best interests of the City of South Pasadena.

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

SECTION 1. the City Council does hereby authorize the deposit and withdrawal of the City of South Pasadena monies in the Local Agency Investment Fund in the State Treasury in accordance with the provisions of Government Code Section 16429.1 for the purpose of investment as stated therein, and verification by the State Treasurer’s Office of all banking information provided in that regard.

SECTION 2. the following City of South Pasadena Officers or their successors in Office shall be authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund:

City Treasurer	Gary E. Pia
Assistant to the City Manager	Lucy Demirjian

SECTION 3. The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

PASSED, APPROVED AND ADOPTED ON this 3rd day of February, 2021.

Diana Mahmud, Mayor

ATTEST:

APPROVED AS TO FORM:

Maria E. Ayala, City Clerk
(seal)

Teresa L. Highsmith, City Attorney

I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 3rd day of February 2021, by the following vote:

AYES:

NOES:

ABSENT: None

ABSTAINED: None

Maria E. Ayala, City Clerk
(seal)



City Council Agenda Report

ITEM NO. 12

DATE: February 3, 2021

FROM: Sean Joyce, Interim City Manager

PREPARED BY: Maria E. Ayala, Chief City Clerk
Tamara Binns, Executive Assistant

SUBJECT: **Resolution of the City Council of the City of South Pasadena
Condemning the January 6, 2021 Insurrection and Violence at the U.S.
Capitol**

Recommendation

It is recommended that the City Council adopt a resolution entitled “A Resolution of the City Council of the City of South Pasadena Condemning the January 6, 2021 Insurrection and Violence at the U.S. Capitol.”

Background

On January 20, 2021 Mayor Pro Tem Michael Cacciotti requested staff prepare a resolution affirming the City of South Pasadena’s stance against the insurrection and violence that took place at the U.S. Capitol on January 6, 2021, and support of President Joe Biden and Vice President Kamala Harris, for City Council’s consideration at the City Council Meeting of February 3, 2021, with a second by Mayor Diana Mahmud.

Discussion/Analysis

The lawless actions of violence and destruction against our government, elected officials, government staff, and our law enforcement bodies as witnessed on January 6, 2021 in our nation's capital and at our U.S. Capitol building which resulted in the loss of five lives, all in an attempt to disrupt the Constitutional duties of the Congress in counting electoral votes and certifying the election of Joseph R. Biden, Jr. as President and Kamala Harris as Vice President. City Council condemns the attacks and repudiates any and all attempts at divisive rhetoric in recognizing the newly elected Biden and Harris administration.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

No fiscal impact associated with this item.

Resolution of the City Council of the City of South Pasadena Condemning the January 6, 2021
Insurrection and Violence at the U.S. Capitol
February 3, 2021
Page 2 of 2

Public Notification of Agenda Item

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

Attachments:

1. Resolution of the City of Council of the City of South Pasadena Condemning the January 6, 2021 Insurrection and Violence at the U.S. Capitol

ATTACHMENT 1
Resolution of the City of Council of the City of
South Pasadena Condemning the January 6, 2021
Insurrection and Violence at the U.S. Capitol

RESOLUTION NO. XXXX

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
CONDEMNING THE JANUARY 6, 2021 INSURRECTION AND VIOLENCE AT
THE U.S. CAPITOL**

WHEREAS, we congratulate President Joseph R. Biden, Jr. on his election as the 46th President of the United States of America; and

WHEREAS, we congratulate Vice President Kamala Harris as the first woman, first African American, and first Asian American elected as Vice President of the United States of America; and

WHEREAS, the lawless actions of violence and destruction against our government, elected officials, government staff, and our law enforcement bodies as witnessed on January 6, 2021 in our nation's capital and at our U.S. Capitol building which resulted in the loss of five lives, all in an attempt to disrupt the Constitutional duties of the Congress in counting electoral votes and certifying the election of Joseph R. Biden, Jr. as President and Kamala Harris as Vice President; and

WHEREAS, this insurrection to disrupt the Constitutional duties of the Congress was instigated, encouraged, and incited by the sitting President, Donald J. Trump, some Republican members of the House and Senate, and others who, for months spewed misinformation about the election and its results; and

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

SECTION 1. The South Pasadena City Council most vehemently condemns the incitement of violence and the actions of the insurrectionists on January 6, 2021 and state they have no place in our democracy or the peaceful transfer of power.

SECTION 2. We call on all of our municipal leaders to condemn the actions of the insurrectionists.

SECTION 3. The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

PASSED, APPROVED AND ADOPTED ON this 3rd day of February 2021.

Diana Mahmud, Mayor

ATTEST:

APPROVED AS TO FORM:

Maria E. Ayala, Chief City Clerk
(seal)

Teresa L. Highsmith, City Attorney

I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 3rd day of February 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Maria E. Ayala, Chief City Clerk
(seal)



City Council Agenda Report

ITEM NO. 13

DATE: February 3, 2021

FROM: Sean Joyce, Interim City Manager

PREPARED BY: Paul Riddle, Fire Chief

SUBJECT: **Adoption of a Resolution Authorizing the County of Los Angeles Agriculture Commissioner to Inspect and Abate Weeds, Brush and Native Vegetation Declared to be an Existing or Potential Fire Hazard, and Schedule a Public Hearing to be Held on February 17, 2021 to Hear Objections or Protests to the Vegetation Management Program**

Recommendation

It is recommended that the City Council adopt the resolution authorizing the County of Los Angeles Agriculture Commissioner to inspect and abate weeds, brush and native vegetation declared to be an existing or potential fire hazard, and schedule a Public Hearing to be held on February 17, 2021 to hear objections or protests to the vegetation management program.

Commission Review and Recommendation

This matter was not reviewed by any commission.

Community Outreach

A Public Hearing will be held on February 17, 2021 to hear objections or protests to the vegetation management program. On or before February 1, 2021, Annual Weed Abatement Notices were sent to property owners of the properties identified in the resolution advising them of the Public Hearing.

Discussion/Analysis

On February 3, 2016, the City Council approved a five-year contract with the County of Los Angeles Agriculture Commissioner's Office to provide brush clearance and vegetation management services within the City of South Pasadena (City) for the period from July 1, 2016 to June 30, 2021. Through the vegetation management program, property owners of unimproved and designated properties are sent notices to maintain parcels in a fire safe condition. These notices were sent by the County of Los Angeles on or before February 1, 2021. If the property owner elects not to abate the brush and native vegetation fire hazards, the Agriculture Commissioner's staff facilitates removal and authorizes a special assessment to recover costs. The 2021 Los Angeles County Declaration list identified 91 unimproved properties in the City that require an inspection and or clearance of hazardous vegetation.

Property owners who object to the proposed removal of hazardous vegetation and the recovery of costs can attend the Public Hearing on February 17, 2021, to request to have their properties removed from the Los Angeles County Declaration List. The Public Hearing will be held at 1424 Mission Street, South Pasadena, CA, where their objections will be heard and given due consideration by the Agricultural Commissioner's office.

Next Steps

1. Approve the resolution authorizing the County of Los Angeles Agricultural Commissioner's Office to inspect and abate weeds, brush and native vegetation declared to be an existing or potential fire hazard; and
2. Schedule a Public Hearing to be held on February 17, 2021 to hear objections or protests to the vegetation management program.

Background

The City began participating in the vegetation management program through the County of Los Angeles on January 1, 2011. The vegetation management program through the Agriculture Commissioner's office is an efficient and effective method to inspect and mitigate fire hazard problems associated with the annual growth of grass, brush and native vegetation. Fire Department staff works closely with the Agriculture Commissioner's office to respond to customer complaints relating to brush clearance and to identify high hazard areas in need of weed, brush and/or rubbish removal.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

There is no fiscal impact to the City. Property owners who elect not to abate vegetation hazards are assessed fees through the County of Los Angeles for the inspection, abatement, and administration of the vegetation management program.

Public Notification of Agenda Item

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

Attachments:

1. Resolution
2. Abatement Order, Los Angeles County
3. 2021 Los Angeles County Declaration List "Exhibit A"

ATTACHMENT 1
Resolution

RESOLUTION NO. XXXX

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
DECLARING THAT WEEDS, BRUSH, RUBBISH
AND REFUSE UPON OR IN FRONT OF SPECIFIED
PROPERTY IN THE CITY ARE A SEASONAL AND
RECURRENT PUBLIC NUISANCE AND DECLARING
ITS INTENTION TO PROVIDE FOR THE
ABATEMENT THEREOF**

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

BE IT RESOLVED THAT, pursuant to the provisions of Title 4, Division 3, Part 2, Chapter 13, Article 2, of the California Government Code, Sections 39560 to 39588, inclusive, and evidence received by it, the City Council of the City of South Pasadena (City) specifically finds:

SECTION 1. That the weeds, brush or rubbish growing or existing upon the streets, sidewalks, or private property in the City attain such large growth as to become, when dry, a fire menace to adjacent improved property, or which are otherwise noxious, dangerous, or a public nuisance.

SECTION 2. That the presence of dry grass, stubble, refuse, or other flammable materials are conditions that endanger the public safety by creating a fire hazard.

SECTION 3. That by reason of the foregoing fact, the weeds, brush, rubbish, dry grass, stubble, refuse, or other flammable material growing or existing upon the private property hereinafter described, and upon the streets and sidewalks in front of said property, constitute a seasonal and recurrent public nuisance and should be abated as such.

SECTION 4. That the private property, together with streets and sidewalks in front of same herein referred to, is more particularly described as follows, to wit: That certain property described in the attached list hereto as "Exhibit A," and by this reference made a part hereof as though set forth in full at this point.

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

BE IT THEREFORE RESOLVED, pursuant to the findings of fact, by this Council heretofore made, that the weeds, brush, rubbish, dry grass, stubble, refuse or other flammable

material in and upon and in front of the real property hereinbefore described constitute and are hereby declared to be a seasonal and recurrent public nuisance that should be abated. The Agricultural Commissioner/Director of Weights and Measures, County of Los Angeles, is hereby designated the person to give notice to destroy said weeds, brush, rubbish, dry grass, stubble, refuse, or other flammable material and shall cause notices to be given to each property owner by United States Mail and said notice shall be substantially in the following form to-wit:

**NOTICE TO DESTROY WEEDS,
REMOVE BRUSH, RUBBISH AND REFUSE**

Notice is hereby given that on February 3, 2021, the City Council of the City of South Pasadena passed or will pass a resolution declaring noxious or dangerous vegetation including weeds, brush, tumbleweeds, sagebrush, and chaparral or rubbish refuse were growing or occurring upon or in front of said property on certain streets in said city or unincorporated area of the County of Los Angeles, and more particularly described in the resolution, and that they constitute a fire hazard or public nuisance which must be abated by the removal of said noxious or dangerous vegetation, rubbish and refuse, otherwise they may be removed and the nuisance abated by County authorities and the cost of removal assessed upon the land from or in front of which the noxious or dangerous vegetation, rubbish and refuse are removed, and such cost will constitute a special assessment against such lots or lands. Reference is hereby made to said resolution for further particulars. In addition, the Board of Supervisors authorized and directed the Agricultural Commissioner to recover its costs of details. All property owners having any objections to the proposed removal of noxious or dangerous vegetation, rubbish and refuse and the recovery of inspection costs, are hereby notified that they may attend a Public Hearing of the City Council of said city to be held at 1424 Mission Street, South Pasadena, CA 91030, in the Council Chamber on February 17, 2021, at 7:30 p.m., where their objections will be heard and given due consideration. If the property owner does not want to present objections to the proposed removal of the noxious or dangerous vegetation including weeds, brush, tumbleweeds, sagebrush, and chaparral or rubbish and refuse, or the recovery of inspection costs, the owner need not appear at the above-mentioned hearings.

Maria E. Ayala, Chief City Clerk

BE IT THEREFORE RESOLVED THAT the Agricultural Commissioner is hereby authorized and directed to recover its costs of inspection of the properties hereinabove described in a manner consistent with prior action of the Board adopting a fee schedule for such inspections. The recovery of these costs is vital to the ongoing operation governing the identification and abatement of those properties that constitute a seasonal and recurrent public nuisance and endanger the public safety.

BE IT FURTHER RESOLVED THAT the 17th day of February, 2021, at the hour of 7:30 p.m. of said day, is the day and hour, and the meeting room of the City Council of the City of South Pasadena is fixed by this City Council as the place when and where any and all property owners having any objections to the aforesaid proposed removal of weeds, brush, rubbish, dry grass, stubble, refuse or other flammable material may appear before the City Council and show cause why said weeds, brush, rubbish, dry grass, stubble, refuse or other flammable material should not be removed in accordance with this resolution, and said objections will then and there be heard and given due consideration.

BE IT RESOLVED THAT the notices to destroy weeds, brush, rubbish, dry grass, stubble, refuse or other flammable material hereinbefore referred to shall be mailed by said Agricultural Commissioner/Director of Weights and Measures at least ten days prior to February 17, 2021.

PASSED, APPROVED AND ADOPTED ON this 3rd day of February, 2021.

Diana Mahmud, Mayor

ATTEST:

APPROVED AS TO FORM:

Maria E. Ayala, Chief City Clerk
(seal)

Teresa L. Highsmith, City Attorney

I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 3rd day of February, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Maria E. Ayala, Chief City Clerk
(seal)

ATTACHMENT 2
Abatement Order, Los Angeles County

ABATEMENT ORDER _____

FEBRUARY 17, 2021

FOLLOWING THE PUBLIC HEARING HELD FEBRUARY 17, 2020, IN THE MATTER OF RESOLUTION TO ABATE NOXIOUS WEEDS, RUBBISH, AND REFUSE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, BY MOTION ADOPTED AN ORDER DIRECTING THE AGRICULTURAL COMMISSIONER/DIRECTOR OF WEIGHTS AND MEASURES TO ABATE THE NUISANCE BY HAVING THE WEEDS, RUBBISH, AND REFUSE REMOVED.

**CITY COUNCIL OF THE
CITY OF SOUTH PASADENA**

BY: _____
Diana Mahmud, Mayor

ATTEST:

BY: _____
Maria E. Ayala, Chief City Clerk

Date: _____

ATTACHMENT 3

2021 Los Angeles County Declaration List “Exhibit A”

EXHIBIT A

2021
LOS ANGELES COUNTY
DECLARATION LIST
CITY OF SOUTH PASADENA
KEY OF F, CITY CODE 654 (UNIMPROVED)

DATE: 01/07/21

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
5308 002 064	CAMINO DEL SOL	L S AND E ASSOCIATES	P O BOX 556537	LOS ANGELES CA	90055
5308 002 070	HANSCOM DR	LEVY,SAMUEL S	P O BOX 556537	LOS ANGELES CA	90255
5308 002 072	CAMINO DEL SOL	S AND E ASSOCIATES	P O BOX 556537	LOS ANGELES CA	90055
5308 020 027	HANSCOM DR	WINTER,ERIC	P O BOX 3702	SOUTH PASADENA CA	91031
5308 021 001	HANSCOM DR	WINTER,ERIC	P O BOX 3702	SOUTH PASADENA CA	91031
5308 022 002	HANSCOM DR	BROSMAN,NICOLE A	623 PROSPECT AVE UNIT 5	SOUTH PASADENA CA	90042
5308 022 003	HANSCOM DR	OHRINGER, JACK F AND	8545 WISNER AVE	NORTH HILLS CA	91343
5308 022 004	HANSCOM DR	OHRINGER, JACK F AND	8545 WISNER AVE	NORTH HILLS CA	91343
5308 022 005	HANSCOM DR	BOGDAN, SANDOR & NITZA	5825 KESTER AVE	SHERMAN OAKS CA	91411
5308 022 009	HANSCOM DR	DUARTE,LAURA I	2059 BARNETT WAY	LOS ANGELES CA	90032
5308 023 007	PETERSON AVE	JAMJOOM,TALAL M	239 PALMER HILL RD	OLD GREENWICH CT	06870
5308 023 008	PETERSON AVE	NANSEN, MARK TR	2145 HANDSCOM DR	SOTH PASADENA CA	91030
5308 023 015	HANSCOM DR	YELDING SOLAN, JOHN P TR	461 E BLITHEDALE AVE	MILL VALLEY CA	94941
5308 024 017	HANSCOM DR	MASSAROTTI, ROBER L AND	1865 HANSCOM DR	SOUTH PASADENA CA	91030
5308 024 034	1903 HANSCOM DR	LIU,QUAN	121 N SAN GABRIEL BLVD	SAN GABRIEL CA	91775
5308 025 027	PETERSON AVE	CHU, KEVIN W AND JENNY	1825 HANSCOM R	SOUTH PASADENA CA	91030
5308 027 007	HARRIMAN AVE	HILL DR PROPERTIES LLC	3743 MENTONE AVE UNIT 6	LOS ANGELES CA	90034
5308 027 008	HARRIMAN AVE	HILL DR PROPERTIES LLC	3743 MENTONE AVE UNIT 6	LOS ANGELES CA	90034
5308 027 016	HARRIMAN AVE	HILL DR PROPERTIES LLC	3743 MENTONE AVE UNIT 6	LOS ANGELES CA	90034
5308 027 017	HARRIMAN AVE	HILL DR PROPERTIES LLC	3743 MENTONE AVE UNIT 6	LOS ANGELES CA	90034
5308 027 018	HARRIMAN AVE	HILL DR PROPERTIES LLC	3743 MENTONE AVE UNIT 6	LOS ANGELES CA	90034
5308 027 019	HARRIMAN AVE	HILL DR PROPERTIES LLC	3743 MENTONE AVE UNIT 6	LOS ANGELES CA	90034

2021
 LOS ANGELES COUNTY
 DECLARATION LIST
 CITY OF SOUTH PASADENA
 KEY OF F, CITY CODE 654 (UNIMPROVED)

DATE: 01/07/21

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
5308 027 020	HARRIMAN AVE	HILL DR PROPERTIES LLC	3743 MENTONE AVE UNIT 6	LOS ANGELES CA	90034
5308 031 001	PETERSON AVE	TARMASAL INC	950 HUNTINGTON DR	SAN MARINO CA	91108
5308 031 039	PETERSON AVE	JAMJOOM,TALAL M	239 PALMER HILL RD	OLD GREENWICH CT	6870
5308 031 040	PETERSON AVE	JAMJOOM,TALAL M	239 PALMER HILL RD	OLD GREENWICH CT	6870
5308 031 041	PETERSON AVE	JAMJOOM,TALAL M	239 PALMER HILL RD	OLD GREENWICH CT	6870
5308 031 042	PETERSON AVE	JAMJOOM,TALAL M	239 PALMER HILL RD	OLD GREENWICH CT	6870
5308 031 052	PETERSON AVE	LIU,HUIJIE	27 CHADWICK RD	GREAT NECK NY	11023
5308 031 053	PETERSON AVE	LIU,HUIJIE	27 CHADWICK RD	GREAT NECK NY	11023
5308 031 054	PETERSON AVE	LIU,HUIJIE	27 CHADWICK RD	GREAT NECK NY	11023
5308 031 055	PETERSON AVE	LIU,HUIJIE	27 CHADWICK RD	GREAT NECK NY	11023
5308 032 006	PETERSON AVE	LEUNG, ERIC W AND NANCY X	4641 S HUNTINGTON DR	LOS ANGELES CA	90032
5308 032 009	PETERSON AVE	D ANGELO, JOSEPH L	321 N CITRUS AVE	COVINA CA	91723
5308 032 012	HANSCOM DR	YANG, ABRAHAM CST DN	12012 LOWER AZUSA RD	EL MONTE CA	91732
5308 032 044	PETERSON AVE	KWONG, EUNIA YOON	1900 PETERSON AVE	SOUTH PASADENA CA	91030
5308 032 045	PETERSON AVE	KWONG, EUNIA YOON	1900 PETERSON AVE	SOUTH PASADENA CA	91030
5308 034 004	HULBERT AVE	NGUYEN,TIM HOANG CO TR	2915 SOMERSET PL	SAN MARINO CA	91108
5310 021 009	BONITA AVE	TARMASAL INC	950 HUNTINGTON DR	SAN MARINO CA	91108
5310 022 013	BONITA AVE	KAROGLU,VARUJAN	3398 HEATHER FIELD DR	HACIENDA HEIGHTS CA	91745
5310 026 010	ONEONTA DR	ZHUANA, YAN	298 W HIGHLAND AVE	SIERRA MADERE CA	91024
5310 026 011	ONEONTA DR	ZHUANA, JINRU	298 W HIGHLAND AVE	SIERRA MADERE CA	91024
5311 001 018	5 PASADENA AVE	99 PASADENA AVE LLC	538 MISSION ST	SOUTH PASADENA CA	91030
5311 007 019	KOLLE AVE	FRANCO,LUCIO AND OLIVIA	810 ROLLIN ST	SOUTH PASADENA CA	91030

2021
LOS ANGELES COUNTY
DECLARATION LIST
CITY OF SOUTH PASADENA
KEY OF F, CITY CODE 654 (UNIMPROVED)

DATE: 01/07/21

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
5311 008 033	ST ALBANS AVE	KIM,JOSEPH W	420 S SAN PEDRO ST APT 208	LOS ANGELES CA	90013
5311 008 039	ST ALBANS AVE	COTTER, MAURA P ET AL TRS	1062 KENDALL DR	SAN GABRIEL CA	91775
5311 009 055	CAMINO DEL CIELO	WILLIAMSON,KATHLEEN D TR	PO BOX 686	SOUTH PASADENA CA	91031
5311 009 056	CAMINO DEL CIELO	WILMS,NANCY M AND ROBERT S	1457 OAKCREST AVE	SOUTH PASADENA CA	91030
5311 009 057	CAMINO DEL CIELO	DICTOR,HARRY AND	2054 BEVERLY DR	PASADENA CA	91104
5311 009 058	CAMINO DEL CIELO	KWOK,GEORGE AND	300 CAMINO DEL CIELO	SOUTH PASADENA CA	91030
5311 010 010	MONTEREY RD	MPPA LP	237 MONTEREY RD	SOUTH PASADENA CA	91030
5311 010 012	MONTEREY RD	MPPA LP	237 MONTEREY RD	SOUTH PASADENA CA	91030
5311 010 015	MONTEREY RD	MPPA LP	237 MONTEREY RD	SOUTH PASADENA CA	91030
5311 010 027	MONTEREY RD	CASEBEER,PAUL	259 MONTEREY RD	SOUTH PASADENA CA	91030
5311 010 028	MONTEREY RD	MPPA LP	237 MONTEREY RD	SOUTH PASADENA CA	91030
5311 010 029	MONTEREY RD	MPPA LP	237 MONTEREY RD	SOUTH PASADENA CA	91030
5311 010 030	MONTEREY RD	MPPA LP	237 MONTEREY RD	SOUTH PASADENA CA	91030
5311 014 042	INDIANA AVE	LI,DAVID S	1441 LAKE SHORE AVE	LOS ANGELES CA	90026
5311 014 043	INDIANA AVE	NEGRETE,TONY CO TR	1507 INDIANA AVE	SOUTH PASADENA CA	91030
5311 014 048	INDIANA AVE	HERSHBERGER,GILBERT L CO TR	260 W RUMBLE RD APT A	MODESTO CA	95350
5311 015 005	SAINT ALBANS AVE	HOFF,DAVID C	20534 SAN GABRIEL VALLEY DR	WALNUT CA	91789
5311 015 006	ST ALBANS AVE	HOFF,DAVID C	20534 SAN GABRIEL VALLEY DR	WALNUT CA	91789
5311 015 022	ST ALBANS AVE	WEIE 2008 LLC	2396 SCENIC RIDGE DR	CHINO HILLS CA	91709
5311 015 023	ST ALBANS AVE	WEIE 2008 LLC	2396 SCENIC RIDGE DR	CHINO HILLS CA	91709
5311 017 020	WARWICK AVE	WALKER,LEWIS AND PATRICIA TRS	1252 BLAIR AVE	SOUTH PASADENA CA	91030
5311 017 021	WARWICK AVE	WALKER,LEWIS AND PATRICIA TRS	1252 BLAIR AVE	SOUTH PASADENA CA	91030

2021
 LOS ANGELES COUNTY
 DECLARATION LIST
 CITY OF SOUTH PASADENA
 KEY OF F, CITY CODE 654 (UNIMPROVED)

DATE: 01/07/21

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
5312 002 005	MONTEREY RD	SCHROEDER,ALEXANDER L ET AL	PO BOX 3285	SOUTH PASADENA CA	91031
5312 002 007	MONTEREY RD	KD BROTHERS INVESTMENT LLC AND	1005 E LAS TUNAS DR STE 654	SAN GABRIEL CA	91776
5312 002 008	MONTEREY RD	KD BROTHERS INVESTMENT LLC AND	1005 E LAS TUNAS DR STE 654	SAN GABRIEL CA	91776
5312 002 009	MONTEREY RD	KD BROTHERS INVESTMENT LLC AND	1005 E LAS TUNAS DR STE 654	SAN GABRIEL CA	91776
5312 002 025	MONTEREY RD	KD BROTHERS INVESTMENT LLC AND	1005 E LAS TUNAS DR STE 654	SAN GABRIEL CA	91776
5312 016 014	HARRIMAN AVE	YAMAMURO,HITOMI TR	2482 BRIGDEN RD	PASADENA CA	91104
5312 016 015	HARRIMAN AVE	PARK,KON SOK AND	330 W 11TH ST UNIT C09	LOS ANGELES CA	90015
5312 016 016	HARRIMAN AVE	SAWAN,ISMAIL AND LORENA V	2850 RIVERSIDE DR APT 421	LOS ANGELES CA	90039
5312 016 017	HARRIMAN AVE	SAWAN,ISMAIL AND LORENA V	2850 RIVERSIDE DR APT 421	LOS ANGELES CA	90039
5312 017 025	HILL DR	CHAN,ALICE WING WAH TR ET AL	424 FLORAL PARK TER	SOUTH PASADENA CA	91030
5312 017 042	HARRIMAN AVE	JUNG,DONALD AND JOANNA TRS	PO BOX 4012	MENLO PARK CA	94026
5312 017 043	HARRIMAN AVE	HUANG,KING AND	PO BOX 4012	MENLO PARK CA	94026
5312 017 044	HARRIMAN AVE	HUANG,KING AND	PO BOX 4012	MENLO PARK CA	94026
5312 017 049	HARRIMAN AVE	HUANG, K M AND K E FAMILY LTD	PO BOX 4012	MENLO PARK CA	94026
5312 020 012	OAKHILL AVE	THAM,ERNEST Y AND JANET C AND	515 W GARVEY AVE UNIT 202	MONTEREY PARK CA	91754
5312 020 022	OAKHILL AVE	THAM,ERNEST Y AND JANET C AND	515 W GARVEY AVE UNIT 202	MONTEREY PARK CA	91754
5314 005 017	INDIANA TERR	TARMASAL INC	950 HUNTINGTON DR	SAN MARINO CA	91108
5314 005 021	619 INDIANA TERR	ZHU,BENJAMIN J	1017 GARFIELD AVE	SOUTH PASADENA CA	91030
5314 005 045	ALTA VISTA AVE	VALENSI,NICHOLAS AND	529 5TH AVE 4TH FL	NEW YORK NY	10017
5314 006 005	ALTA VISTA AVE	SMITH,ALMA L TR	546 N ALTA VISTA AVE	MONROVIA CA	91016
5314 007 017	ALTA VISTA AVE	CAVENAGH,JANE T TR	520 ALTA VISTA AVE	SOUTH PASADENA CA	91030
5314 008 014	INDIANA AVE	SETO,VANESSA AND	1256 ELM AVE	SAN GABRIEL CA	91775

2021
 LOS ANGELES COUNTY
 DECLARATION LIST
CITY OF SOUTH PASADENA
 KEY OF F, CITY CODE 654 (UNIMPROVED)

DATE: 01/07/21

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
5314 018 010	BANK ST	LEE, TYLER AND	857 BANK ST	SOUTH PASADENA CA	91030
5314 026 050	ROLLIN ST	PAN, CHIU SUNG AND	1423 MAPLE ST	SOUTH PASADENA CA	91030
5317 026 003	CEDAR CREST AVE	FAMILY HOUSING CORPORATION	2299 HUNTINGTON AVE STE B	SAN MARINO, CA	91108
TOAL VACANT/IMPROVED RECORDS					0
TOTAL UNIMPROVED RECORDS					91
TOTAL RECORDS					91



City Council Agenda Report

ITEM NO. 14

DATE: February 3, 2021

FROM: Sean Joyce, Interim City Manager

PREPARED BY: Shahid Abbas, Director of Public Works
Tatevik Barakazyan, Civil Engineering Assistant

SUBJECT: **Authorize a Contract Amendment with Interwest Consulting Group for On-Call Transportation Project Management Services in an Amount Not-to-Exceed \$25,000, for a Total Not-to-Exceed Contract Amount of \$48,925**

Recommendation Action

It is recommended that the City Council authorize the Interim City Manager to execute a Contract Amendment with Interwest Consulting Group for on-call transportation project management services in an amount not-to-exceed \$25,000, for a total not-to-exceed contract amount of \$48,925.

Discussion/Analysis

On June 6, 2018, the City Council adopted the FY 2018-19 Operating Budget and Capital Improvement Plan (CIP). The implementation of many of the City's CIP projects require coordination and high-level project management skills of a certified Engineer.

The Public Works Department has a vacancy that has significantly impacted the department's ability to implement and manage engineering projects. The vacancy is in the Associate Engineer position, which manages and oversees many of the City's construction and engineering projects. Additionally, the recent departure of Deputy Director Public Works – Engineering and Operations has further affected the department's ability to manage and deliver projects on time. With the existing workload vis-à-vis staff shortage, the Public Works Department does not have the capacity to adequately manage and deliver the ongoing and planned projects. Thus, the City may risk losing awarded grant funds for not meeting projects deadlines.

On August 4, 2020, the City Manager entered into an agreement with Interwest Consulting Group in order to secure additional expert assistance from a certified Civil Engineer. Interwest Consulting Group has experienced professionals that provide expertise in a multitude of engineering disciplines within the City's Public Works Department. Consultants from this firm specialize in:

- Building and Safety
- Capital Projects
- City Engineering
- Construction Management
- Development Services
- Geographic Information Systems
- Land Development Design
- Storm Water Management
- Traffic Engineering & Transportation Planning
- Transportation Design
- Transportation Programming

The proposed amendment to the agreement secures additional high-level of project management services from a Registered Civil and Traffic Engineer for various projects (including traffic and transportation projects) in the City of South Pasadena. If approved, this contract amendment will help staff keep the ongoing projects on schedule, meet its obligation for the grant funded projects, and avoid risk of losing grant funds. The contract period is through June 30, 2021, by which time we hope to have the vacant positions filled.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

There are unencumbered funds in the amount of \$90,524.25, of which \$25,000 will be encumbered for the contract, resulting in a total not-to-exceed contract amount of \$48,925 in account number 101-6010-6011-8170.

Public Notification of Agenda Item

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

Attachments:

1. Proposed Amendment
2. Original Agreement

ATTACHMENT 1
Interwest Consulting Group Contract Amendment

FIRST AMENDMENT TO
AGREEMENT FOR ON-CALL TRANSPORTATION PROJECT
MANAGEMENT SERVICES

THIS AMENDMENT (“Amendment”) is made on this 3rd day of February 2021, by and between the CITY OF SOUTH PASADENA (“CITY” or OWNER) and INTERWEST CONSULTING GROUP, (“CONSULTANT”).

RECITALS

WHEREAS, on August 4, 2020, the CITY and CONSULTANT entered into an Agreement for ON-CALL TRANSPORTATION PROJECT MANAGEMENT SERVICES (“Agreement”) for CONSULTANT to assist City in the implementation of the City’s CIP Program and engineering projects by applying effective management systems and providing careful monitoring of work quality, quantity and cost by a California Registered Civil Engineer and Registered Traffic Engineer; and

WHEREAS, the original Agreement was in the amount of \$22,925; and

WHEREAS, due to a recent vacancy of the Associate Civil Engineer position and a delay in the implementation of engineering projects, the CITY desires to amend the Agreement to increase the hours needed for CONSULTANT to assist the City on projects requiring the experience and expertise of a California Registered Civil Engineer and Registered Traffic Engineer; and

NOW THEREFORE, THE CITY AND THE CONSULTANT AGREE AS FOLLOWS:

1. DEFINITIONS. That Section 3.4 of the Agreement is hereby amended to read as follows:

“MAXIMUM AMOUNT”: The highest total compensation and cost payable to CONSULTANT by CITY under this agreement. The Maximum Amount under this Agreement is \$48,925.

2. SCOPE OF SERVICES. The attached Exhibit B supersedes the original Exhibit B of the agreement to reflect the increase in hours of work and contract amount.

3. PROVISIONS OF AGREEMENT. All other terms, conditions, and provisions of the Agreement to the extent not modified by this Amendment, shall remain in full force and effect.

“City”
City of South Pasadena

“Consultant”
Interwest Consulting Group

By: _____
Signature

By: _____
Signature

Printed: _____

Printed: _____

Title: _____

Title: _____

Date: _____

Date: _____

Attest:

By: _____
Maria E. Ayala, City Clerk

Date: _____

Approved as to form:

By: _____
Teresa L. Highsmith, City Attorney

Date: _____

EXHIBIT B

Cost Proposal

The rates displayed in the fee schedule below reflect Interwest’s current fees. Hourly rates are typically reviewed yearly on July 1 and may be subject to revision unless under specific contract obligations. In addition, there is no charge for shipping, supply, or material costs.

CLASSIFICATION RATE	HOURLY BILLING
Principal in Charge.....	\$175
Project Manager.....	160
Traffic Engineer.....	145
Senior Engineer	145

ATTACHMENT 2
Interwest Consulting Group Original Contract



Interwest Consulting Group

CONTRACT APPROVAL COVERSHEET

Project Name: Interwest Consulting Group		Approval Authority	
		Department Head (< \$10,000)	<input type="checkbox"/>
Department: Public Works		City Manager (< \$25,000)	<input checked="" type="checkbox"/>
		City Council (> \$25,000)	<input type="checkbox"/>
Date: July 2020		City Council Approval Date:	
Submitted By: Kristine Courdy	Ext: 246	Agenda Item #: N/A	
Contract Approval Routing			
	Name	Approval (Initials)	Date
Contracts Coordinator	Kristine Courdy	KC	6/25/2020
Department Director	Shahid Abbas	SA	7/8/2020
Finance Director	Karen Aceves	KA	7/14/2020
City Attorney	Teresa Highsmith	TH	7/14/2020
Purpose of Contract/Scope of Services			
<p>The Consultant shall provide On-Call Transportation Project Management Services for various Projects in the City of South Pasadena. This agreement should be executed in a timely manner as it is to backfill for a temporarily vacant position that will be on an extended leave starting in early September 2020. The Consultant shall provide the following tasks on an as-needed basis as requested by the City of South Pasadena:</p> <ul style="list-style-type: none"> • Attend regional meetings with the Arroyo Verdugo Communities Joint Powers Authority (AVCJPA)- Transportation Advisory Committee, San Gabriel Valley Council of Governments, Metro, Caltrans and other agencies. • Complete project agreements with Caltrans and Metro for the State Route 710 (SR-710) Corridor Mobility Improvement Projects. • Represent the City of South Pasadena at various local and regional meetings and provide regular updates. • Prepare all necessary reports, define the project(s) scope of work, requests for proposal, and develop estimates on behalf of the City of South Pasadena. • Assist with contract administration of City retained consultants. • Provide regular project updates/recommendations to City Council, Commissions and City Staff. • Attend (or make presentations) to City Council, Commission or City Staff as needed. <p>Provide review of Transportation Project related documents. Apply for transportation related grants.</p> <p>Additionally, the transportation project manager will be asked to provide project leadership on various transportation initiatives, which include but are not limited to the following:</p> <ul style="list-style-type: none"> • Measure M funded projects • Measure R funded projects • Transportation System Management/Transportation Demand Management (TSM/TDM) SR-710 projects • Support at local and regional meetings. 			
Document Checklist			

Insurance Requirements Met? Yes <input type="checkbox"/> No <input type="checkbox"/>	Additional/Special Insurance or Bond Required: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	FPPC filing required? Yes <input type="checkbox"/> No <input type="checkbox"/>
Financials		
Contract Amount: \$23,925	Contract Term: Through June 30, 2021	
Accounts to Encumber: FY 2020-21 – 101-600-6011-8170 Working with Finance on Carryover funding FY 2019-20. In addition, funding available from Associate Civil Engineer position vacancy.		

INTERWEST CONSULTING GROUP
JULY 2020



CONTRACT APPROVAL COVERSHEET

Project Name: Interwest Consulting Group		Approval Authority	
		Department Head (< \$10,000)	<input type="checkbox"/>
Department: Public Works		City Manager (< \$25,000)	<input checked="" type="checkbox"/>
		City Council (> \$25,000)	<input type="checkbox"/>
Date: July 2020		City Council Approval Date: N/A	
Submitted By: Kristine Courdy	Ext: x246	Agenda Item #: N/A	
Contract Approval Routing			
	Name	Approval (Initials)	Date
Contracts Coordinator	Kristine Courdy	<i>KC</i>	6/25/2020
Department Director	Shahid Abbas	<i>SA</i>	7/8/2020
Finance Director	Karen Aceves	<i>KA</i>	7/14/2020
City Attorney	Teresa Highsmith	<i>TH</i>	7/14/2020
Purpose of Contract/Scope of Services			
<p>The Consultant shall provide On-Call Transportation Project Management Services for various Projects in the City of South Pasadena. The Consultant shall provide the following tasks on an as-needed basis as requested by the City of South Pasadena:</p> <ul style="list-style-type: none"> Attend regional meetings with the Arroyo Verdugo Communities Joint Powers Authority (AVCJPA)-Transportation Advisory Committee, San Gabriel Valley Council of Governments, Metro, Caltrans and other agencies. Complete project agreements with Caltrans and Metro for the State Route 710 (SR-710) Corridor Mobility Improvement Projects. Represent the City of South Pasadena at various local and regional meetings and provide regular updates. Prepare all necessary reports, define the project(s) scope of work, requests for proposal, and develop estimates on behalf of the City of South Pasadena. Assist with contract administration of City retained consultants. Provide regular project updates/recommendations to City Council, Commissions and City Staff. Attend (or make presentations) to City Council, Commission or City Staff as needed. Provide review of Transportation Project related documents. Apply for transportation related grants. <p>Additionally, the transportation project manager will be asked to provide project leadership on various transportation initiatives, which include but are not limited to the following:</p> <ul style="list-style-type: none"> Measure M funded projects Measure R funded projects Transportation System Management/Transportation Demand Management (TSM/TDM) SR-710 projects Support at local and regional meetings 			

This agreement should be executed in a timely manner as it is to backfill a position that will be on an extended leave starting in early September 2020. To provide these services, the Consultant proposed to utilize Steve Wright, P.E., T.E, Traffic Engineer, and Nadia Bosan, Senior Engineer.	
Document Checklist	
Insurance Requirements Met? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Additional/Special Insurance or Bond Required: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Financials	
Contract Amount: \$23,925	Contract Term: Through June 30, 2021
Accounts to Encumber: 2020-21 FY: 101-6010-6011-8170. Working with Finance on Carry over funding from 2019-20 FY. In addition, funding available from Associate Civil Engineer position vacancy.	

**PROFESSIONAL SERVICES AGREEMENT
FOR CONSULTANT SERVICES**

(City of South Pasadena / Interwest Consulting Group)

1. IDENTIFICATION

This PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is entered into by and between the City of South Pasadena, a California municipal corporation (“City”), and Interwest Consulting Group (“Consultant”).

2. RECITALS

- 2.1. City has determined that it requires the following professional services from a consultant: On-Call Transportation Project Management Services for Various Projects in the City of South Pasadena for the 2020-21 Fiscal Year.
- 2.2. Consultant represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees. Consultant further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.
- 2.3. Consultant represents that it has no known relationships with third parties, City Council members, or employees of City which would (1) present a conflict of interest with the rendering of services under this Agreement under Government Code Section 1090, the Political Reform Act (Government Code Section 81000 *et seq.*), or other applicable law, (2) prevent Consultant from performing the terms of this Agreement, or (3) present a significant opportunity for the disclosure of confidential information.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, City and Consultant agree as follows:

3. DEFINITIONS

- 3.1. “Scope of Services”: Such professional services as are set forth in Consultant’s June 18, 2020 proposal to City attached hereto as Exhibit A and incorporated herein by this reference.
- 3.2. “Agreement Administrator”: The Agreement Administrator for this project is Shahid Abbas, Public Works Director. The Agreement Administrator shall be the principal point of contact at the City for this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and any interim milestones. City reserves the right to change this designation upon written notice to Consultant.

- 3.3. “Approved Fee Schedule”: Consultant’s compensation rates are set forth in the fee schedule attached hereto as Exhibit B and incorporated herein by this reference. This fee schedule shall remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties.
- 3.4. “Maximum Amount”: The highest total compensation and costs payable to Consultant by City under this Agreement. The Maximum Amount under this Agreement is Twenty Three Thousand Nine Hundred and Twenty Five Dollars (\$23,925).
- 3.5. “Commencement Date”: July 1, 2020.
- 3.6. “Termination Date”: June 30, 2021.

4. TERM

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall expire at 11:59 p.m. on the Termination Date unless extended by written agreement of the parties or terminated earlier under Section 18 (“Termination”) below. Consultant may request extensions of time to perform the services required hereunder. Such extensions shall be effective if authorized in advance by City in writing and incorporated in written amendments to this Agreement.

5. CONSULTANT’S DUTIES

- 5.1. **Services.** Consultant shall perform the services identified in the Scope of Services. City shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement.
- 5.2. **Coordination with City.** In performing services under this Agreement, Consultant shall coordinate all contact with City through its Agreement Administrator.
- 5.3. **Budgetary Notification.** Consultant shall notify the Agreement Administrator, in writing, when fees and expenses incurred under this Agreement have reached eighty percent (80%) of the Maximum Amount. Consultant shall concurrently inform the Agreement Administrator, in writing, of Consultant’s estimate of total expenditures required to complete its current assignments before proceeding, when the remaining work on such assignments would exceed the Maximum Amount.
- 5.4. **Business License.** Consultant shall obtain and maintain in force a City business license for the duration of this Agreement.

- 5.5. **Professional Standards.** Consultant shall perform all work to the standards of Consultant's profession and in a manner reasonably satisfactory to City. Consultant shall keep itself fully informed of and in compliance with all local, state, and federal laws, rules, and regulations in any manner affecting the performance of this Agreement, including all Cal/OSHA requirements, the conflict of interest provisions of Government Code § 1090 and the Political Reform Act (Government Code § 81000 et seq.).
- 5.6. **Avoid Conflicts.** During the term of this Agreement, Consultant shall not perform any work for another person or entity for whom Consultant was not working at the Commencement Date if such work would present a conflict interfering with performance under this Agreement. However, City may consent in writing to Consultant's performance of such work.
- 5.7. **Appropriate Personnel.** Consultant has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. Jim Ross, shall be Consultant's project administrator and shall have direct responsibility for management of Consultant's performance under this Agreement. No change shall be made in Consultant's project administrator without City's prior written consent.
- 5.8. **Substitution of Personnel.** Any persons named in the proposal or Scope of Services constitutes a promise to the City that those persons will perform and coordinate their respective services under this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of City. If City and Consultant cannot agree as to the substitution of key personnel, City may terminate this Agreement for cause.
- 5.9. **Permits and Approvals.** Consultant shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary for Consultant's performance of this Agreement. This includes, but shall not be limited to, professional licenses, encroachment permits and building and safety permits and inspections.
- 5.10. **Notification of Organizational Changes.** Consultant shall notify the Agreement Administrator, in writing, of any change in name, ownership or control of Consultant's firm or of any subcontractor. Change of ownership or control of Consultant's firm may require an amendment to this Agreement.
- 5.11. **Records.** Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to Consultant under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of City. In addition, pursuant to

Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of City, for a period of three (3) years after final payment under this Agreement.

6. SUBCONTRACTING

- 6.1. **General Prohibition.** This Agreement covers professional services of a specific and unique nature. Except as otherwise provided herein, Consultant shall not assign or transfer its interest in this Agreement or subcontract any services to be performed without amending this Agreement.
- 6.2. **Consultant Responsible.** Consultant shall be responsible to City for all services to be performed under this Agreement.
- 6.3. **Identification in Fee Schedule.** All subcontractors shall be specifically listed and their billing rates identified in the Approved Fee Schedule, Exhibit B. Any changes must be approved by the Agreement Administrator in writing as an amendment to this Agreement.
- 6.4. **Compensation for Subcontractors.** City shall pay Consultant for work performed by its subcontractors, if any, only at Consultant's actual cost plus an approved mark-up as set forth in the Approved Fee Schedule, Exhibit B. Consultant shall be liable and accountable for any and all payments, compensation, and federal and state taxes to all subcontractors performing services under this Agreement. City shall not be liable for any payment, compensation, or federal and state taxes for any subcontractors.

7. COMPENSATION

- 7.1. **General.** City agrees to compensate Consultant for the services provided under this Agreement, and Consultant agrees to accept payment in accordance with the Fee Schedule in full satisfaction for such services. Compensation shall not exceed the Maximum Amount. Consultant shall not be reimbursed for any expenses unless provided for in this Agreement or authorized in writing by City in advance.
- 7.2. **Invoices.** Consultant shall submit to City an invoice, on a monthly basis or as otherwise agreed to by the Agreement Administrator, for services performed pursuant to this Agreement. Each invoice shall identify the Maximum Amount, the services rendered during the billing period, the amount due for the invoice, and the total amount previously invoiced. All labor charges shall be itemized by employee name and classification/position with the firm, the corresponding hourly rate, the hours worked, a description of each labor charge, and the total amount due for labor charges.

- 7.3. **Taxes.** City shall not withhold applicable taxes or other payroll deductions from payments made to Consultant except as otherwise required by law. Consultant shall be solely responsible for calculating, withholding, and paying all taxes.
- 7.4. **Disputes.** The parties agree to meet and confer at mutually agreeable times to resolve any disputed amounts contained in an invoice submitted by Consultant.
- 7.5. **Additional Work.** Consultant shall not be reimbursed for any expenses incurred for work performed outside the Scope of Services unless prior written approval is given by the City through a fully executed written amendment. Consultant shall not undertake any such work without prior written approval of the City.
- 7.6. **City Satisfaction as Precondition to Payment.** Notwithstanding any other terms of this Agreement, no payments shall be made to Consultant until City is satisfied that the services are satisfactory.
- 7.7. **Right to Withhold Payments.** If Consultant fails to provide a deposit or promptly satisfy an indemnity obligation described in Section 11, City shall have the right to withhold payments under this Agreement to offset that amount.

8. PREVAILING WAGES

Consultant is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., (“Prevailing Wage Laws”), which require the payment of prevailing wage rates and the performance of other requirements on certain “public works” and “maintenance” projects. Consultant shall defend, indemnify, and hold the City, its elected officials, officers, employees, and agents free and harmless from any claim or liability arising out of any failure or alleged failure of Consultant to comply with the Prevailing Wage Laws.

9. OWNERSHIP OF WRITTEN PRODUCTS

All reports, documents or other written material (“written products” herein) developed by Consultant in the performance of this Agreement shall be and remain the property of City without restriction or limitation upon its use or dissemination by City except as provided by law. Consultant may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by Consultant.

10. RELATIONSHIP OF PARTIES

- 10.1. **General.** Consultant is, and shall at all times remain as to City, a wholly independent contractor.

- 10.2. **No Agent Authority.** Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not represent that it is, or that any of its agents or employees are, in any manner employees of City.
- 10.3. **Independent Contractor Status.** Under no circumstances shall Consultant or its employees look to the City as an employer. Consultant shall not be entitled to any benefits. City makes no representation as to the effect of this independent contractor relationship on Consultant's previously earned California Public Employees Retirement System ("CalPERS") retirement benefits, if any, and Consultant specifically assumes the responsibility for making such a determination. Consultant shall be responsible for all reports and obligations including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation, and other applicable federal and state taxes.
- 10.4. **Indemnification of CalPERS Determination.** In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

11. INDEMNIFICATION

- 11.1 **Definitions.** For purposes of this Section 11, "Consultant" shall include Consultant, its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Consultant or its subcontractors, in the performance of this Agreement. "City" shall include City, its officers, agents, employees and volunteers.
- 11.2 **Consultant to Indemnify City.** To the fullest extent permitted by law, Consultant shall indemnify, hold harmless, and defend City from and against any and all claims, losses, costs or expenses for any personal injury or property damage arising out of or in connection with Consultant's alleged negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Consultant or failure to comply with any provision in this Agreement.
- 11.3 **Scope of Indemnity.** Personal injury shall include injury or damage due to death or injury to any person, whether physical, emotional, consequential or otherwise, Property damage shall include injury to any personal or real property. Consultant shall not be required to indemnify City for such loss or damage as is caused by the sole active negligence or willful misconduct of the City.

- 11.4 **Attorneys Fees.** Such costs and expenses shall include reasonable attorneys' fees for counsel of City's choice, expert fees and all other costs and fees of litigation. Consultant shall not be entitled to any refund of attorneys' fees, defense costs or expenses in the event that it is adjudicated to have been non-negligent.
- 11.5 **Defense Deposit.** The City may request a deposit for defense costs from Consultant with respect to a claim. If the City requests a defense deposit, Consultant shall provide it within 15 days of the request.
- 11.6 **Waiver of Statutory Immunity.** The obligations of Consultant under this Section 11 are not limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to City.
- 11.7 **Indemnification by Subcontractors.** Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 11 from each and every subcontractor or any other person or entity involved in the performance of this Agreement on Consultant's behalf.
- 11.8 **Insurance Not a Substitute.** City does not waive any indemnity rights by accepting any insurance policy or certificate required pursuant to this Agreement. Consultant's indemnification obligations apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

12. INSURANCE

- 12.1. **Insurance Required.** Consultant shall maintain insurance as described in this section and shall require all of its subcontractors, consultants, and other agents to do the same. Approval of the insurance by the City shall not relieve or decrease any liability of Consultant Any requirement for insurance to be maintained after completion of the work shall survive this Agreement.
- 12.2. **Documentation of Insurance.** City will not execute this agreement until it has received a complete set of all required documentation of insurance coverage. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. Consultant shall file with City:
- Certificate of Insurance, indicating companies acceptable to City, with a Best's Rating of no less than A:VII showing. The Certificate of Insurance must include the following reference: On-call Transportation Project Management Services for the City of South Pasadena
 - Documentation of Best's rating acceptable to the City.
 - Original endorsements effecting coverage for all policies required by this Agreement.

- City reserves the right to obtain a full certified copy of any Insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of the right to exercise later.

12.3. **Coverage Amounts.** Insurance coverage shall be at least in the following minimum amounts:

- Professional Liability Insurance: \$2,000,000 per occurrence,
\$4,000,000 aggregate
- General Liability:
 - General Aggregate: \$4,000,000
 - Products Comp/Op Aggregate \$4,000,000
 - Personal & Advertising Injury \$2,000,000
 - Each Occurrence \$2,000,000
 - Fire Damage (any one fire) \$ 100,000
 - Medical Expense (any 1 person) \$ 10,000
- Workers' Compensation:
 - Workers' Compensation Statutory Limits
 - EL Each Accident \$1,000,000
 - EL Disease - Policy Limit \$1,000,000
 - EL Disease - Each Employee \$1,000,000
- Automobile Liability
 - Any vehicle, combined single limit \$1,000,000

Any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements or limits shall be available to the additional insured. Furthermore, the requirements for coverage and limits shall be the greater of (1) the minimum coverage and limits specified in this Agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured

12.4. **General Liability Insurance.** Commercial General Liability Insurance shall be no less broad than ISO form CG 00 01. Coverage must be on a standard Occurrence form. Claims-Made, modified, limited or restricted Occurrence forms are not acceptable.

12.5. **Worker’s Compensation Insurance.** Consultant is aware of the provisions of Section 3700 of the Labor Code which requires every employer to carry Workers' Compensation (or to undertake equivalent self-insurance), and Consultant will comply with such provisions before commencing the performance of the work of this Agreement. If such insurance is underwritten by any agency other than the State Compensation Fund, such agency shall be a company authorized to do business in the State of California.

- 12.6. **Automobile Liability Insurance.** Covered vehicles shall include owned if any, non-owned, and hired automobiles and, trucks.
- 12.7. **Professional Liability Insurance or Errors & Omissions Coverage.** The deductible or self-insured retention may not exceed \$50,000. If the insurance is on a Claims-Made basis, the retroactive date shall be no later than the commencement of the work. Coverage shall be continued for two years after the completion of the work by one of the following: (1) renewal of the existing policy; (2) an extended reporting period endorsement; or (3) replacement insurance with a retroactive date no later than the commencement of the work under this Agreement.
- 12.8. **Claims-Made Policies.** If any of the required policies provide coverage on a claims-made basis the Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work. Claims-Made Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase “extended reporting” coverage for a minimum of five (5) years after completion of contract work.
- 12.9. **Additional Insured Endorsements.** The City, its City Council, Commissions, officers, and employees of South Pasadena must be endorsed as an additional insured for each policy required herein, other than Professional Errors and Omissions and Worker’s Compensation, for liability arising out of ongoing and completed operations by or on behalf of the Consultant. Consultant’s insurance policies shall be primary as respects any claims related to or as the result of the Consultant’s work. Any insurance, pooled coverage or self-insurance maintained by the City, its elected or appointed officials, directors, officers, agents, employees, volunteers, or consultants shall be non-contributory. All endorsements shall be signed by a person authorized by the insurer to bind coverage on its behalf. General liability coverage can be provided using an endorsement to the Consultant’s insurance at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37.
- 12.10. **Failure to Maintain Coverage.** In the event any policy is canceled prior to the completion of the project and the Consultant does not furnish a new certificate of insurance prior to cancellation, City has the right, but not the duty, to obtain the required insurance and deduct the premium(s) from any amounts due the Consultant under this Agreement. Failure of the Consultant to maintain the insurance required by this Agreement, or to comply with any of the requirements of this section, shall constitute a material breach of this Agreement.
- 12.11. **Notices.** Contractor shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. Consultant shall

provide no less than 30 days' notice of any cancellation or material change to policies required by this Agreement. Consultant shall provide proof that cancelled or expired policies of insurance have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages. The name and address for Additional Insured Endorsements, Certificates of Insurance and Notices of Cancellation is: City of South Pasadena, Attn: Public Works Department, South Pasadena, CA 95945.

- 12.12. **Consultant's Insurance Primary.** The insurance provided by Consultant, including all endorsements, shall be primary to any coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.
- 12.13. **Waiver of Subrogation.** Consultant hereby waives all rights of subrogation against the City. Consultant shall additionally waive such rights either by endorsement to each policy or provide proof of such waiver in the policy itself.
- 12.14. **Report of Claims to City.** Consultant shall report to the City, in addition to the Consultant's insurer, any and all insurance claims submitted to Consultant's insurer in connection with the services under this Agreement.
- 12.15. **Premium Payments and Deductibles.** Consultant must disclose all deductibles and self-insured retention amounts to the City. The City may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within retention amounts. Ultimately, City must approve all such amounts prior to execution of this Agreement.

City has no obligation to pay any premiums, assessments, or deductibles under any policy required in this Agreement. Consultant shall be responsible for all premiums and deductibles in all of Consultant's insurance policies. The amount of deductibles for insurance coverage required herein are subject to City's approval.

- 12.16. **Duty to Defend and Indemnify.** Consultant's duties to defend and indemnify City under this Agreement shall not be limited by the foregoing insurance requirements and shall survive the expiration of this Agreement.

13. MUTUAL COOPERATION

- 13.1. **City Cooperation in Performance.** City shall provide Consultant with all pertinent data, documents and other requested information as is reasonably available for the proper performance of Consultant's services under this Agreement.
- 13.2. **Consultant Cooperation in Defense of Claims.** If any claim or action is brought against City relating to Consultant's performance in connection with this Agreement,

Consultant shall render any reasonable assistance that City may require in the defense of that claim or action.

14. NOTICES

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, facsimile or overnight courier service during Consultant’s and City’s regular business hours; or (ii) on the third business day following deposit in the United States mail if delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to City

Shahid Abbas
City of South Pasadena
City Manager
1414 Mission Street
South Pasadena, CA 91030
Telephone: (626) 403-7240
Facsimile: (626) 403-7241

If to Consultant

Jim Ross
Interwest Consulting Group
15140 Transistor Lane
Huntington Beach, CA 92649

With courtesy copy to:

Teresa L. Highsmith, Esq.
South Pasadena City Attorney
Colantuono, Highsmith & Whatley, PC
790 E. Colorado Blvd. Ste. 850
Pasadena, CA 91101
Telephone: (213) 542-5700
Facsimile: (213) 542-5710

15. SURVIVING COVENANTS

The parties agree that the covenants contained in paragraph 5.11 (Records), paragraph 10.4 (Indemnification of CalPERS Determination), Section 11 (Indemnity), paragraph 12.8 (Claims-Made Policies), paragraph 13.2 (Consultant Cooperation in Defense of Claims), and paragraph 18.1 (Confidentiality) of this Agreement shall survive the expiration or termination of this Agreement, subject to the provisions and limitations of this Agreement and all otherwise applicable statutes of limitations and repose.

16. TERMINATION

16.1. **City Termination.** City may terminate this Agreement for any reason on five calendar days’ written notice to Consultant. Consultant agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City data,

documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.

- 16.2. **Consultant Termination.** Consultant may terminate this Agreement for a material breach of this Agreement upon 30 days' notice.
- 16.3. **Compensation Following Termination.** Upon termination, Consultant shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement. The City shall have the benefit of such work as may have been completed up to the time of such termination.
- 16.4. **Remedies.** City retains any and all available legal and equitable remedies for Consultant's breach of this Agreement.

17. INTERPRETATION OF AGREEMENT

- 17.1. **Governing Law.** This Agreement shall be governed and construed in accordance with the laws of the State of California.
- 17.2. **Integration of Exhibits.** All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Consultant with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed on by City and Consultant.
- 17.3. **Headings.** The headings and captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the language of the section or paragraph shall control and govern in the construction of this Agreement.
- 17.4. **Pronouns.** Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).
- 17.5. **Severability.** If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to the extent necessary to, cure such invalidity or unenforceability, and shall be enforceable in its amended form. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or

unenforceable, shall not be affected, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

- 17.6. **No Presumption Against Drafter.** Each party had an opportunity to consult with an attorney in reviewing and drafting this agreement. Any uncertainty or ambiguity shall not be construed for or against any party based on attribution of drafting to any party.

18. GENERAL PROVISIONS

- 18.1. **Confidentiality.** All data, documents, discussion, or other information developed or received by Consultant for performance of this Agreement are deemed confidential and Consultant shall not disclose it without prior written consent by City. City shall grant such consent if disclosure is legally required. All City data shall be returned to City upon the termination or expiration of this Agreement.
- 18.2. **Conflicts of Interest.** Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Consultant further agrees to file, or shall cause its employees or subcontractor to file, a Statement of Economic Interest with the City's Filing Officer if required under state law in the performance of the services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer, or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.
- 18.3. **Non-assignment.** Consultant shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Consultant.
- 18.4. **Binding on Successors.** This Agreement shall be binding on the successors and assigns of the parties.
- 18.5. **No Third-Party Beneficiaries.** Except as expressly stated herein, there is no intended third-party beneficiary of any right or obligation assumed by the parties.
- 18.6. **Time of the Essence.** Time is of the essence for each and every provision of this Agreement.
- 18.7. **Non-Discrimination.** Consultant shall not discriminate against any employee or applicant for employment because of race, sex (including pregnancy, childbirth, or related medical condition), creed, national origin, color, disability as defined by law,

disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical condition (cancer-related), marital status, ancestry, or sexual orientation. Employment actions to which this provision applies shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; or in terms, conditions or privileges of employment, and selection for training. Consultant agrees to post in conspicuous places, available to employees and applicants for employment, the provisions of this nondiscrimination clause.

- 18.8. **Waiver.** No provision, covenant, or condition of this Agreement shall be deemed to have been waived by City or Consultant unless in writing signed by one authorized to bind the party asserted to have consented to the waiver. The waiver by City or Consultant of any breach of any provision, covenant, or condition of this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other provision, covenant, or condition.
- 18.9. **Excused Failure to Perform.** Consultant shall not be liable for any failure to perform if Consultant presents acceptable evidence, in City's sole judgment, that such failure was due to causes beyond the control and without the fault or negligence of Consultant.
- 18.10. **Remedies Non-Exclusive.** Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance from the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any or all of such other rights, powers or remedies.
- 18.11. **Attorneys' Fees.** If legal action shall be necessary to enforce any term, covenant or condition contained in this Agreement, the prevailing party shall be entitled to an award of reasonable attorneys' fees and costs expended in the action.
- 18.12. **Venue.** The venue for any litigation shall be Los Angeles County, California and Consultant hereby consents to jurisdiction in Los Angeles County for purposes of resolving any dispute or enforcing any obligation arising under this Agreement.

TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

“City”

City of South Pasadena

By: Stephanie DeWolfe
Signature

Printed: _____

Title: City Manager

Date: 8/4/2020

“Consultant”

Interwest Consulting Group

By: [Signature]
Signature

Printed: Jim Ross

Title: Public Works Group Leader

Date: 7/8/2020

Attest:

By: [Signature]
Maria Ayala, Chief City Clerk

Date: 8/19/2020

Approved as to form:

By: Teresa L. Highsmith
Teresa L. Highsmith, City Attorney

Date: 7/14/2020

Exhibit A Scope of Services

The Consultant shall provide On-Call Transportation Project Management Services for various Projects in the City of South Pasadena. The Consultant shall provide the following tasks on an as-needed basis as requested by the City of South Pasadena:

- Attend regional meetings with the Arroyo Verdugo Communities Joint Powers Authority (AVCJPA)-Transportation Advisory Committee, San Gabriel Valley Council of Governments, Metro, Caltrans and other agencies.
- Complete project agreements with Caltrans and Metro for the State Route 710 (SR-710) Corridor Mobility Improvement Projects.
- Represent the City of South Pasadena at various local and regional meetings and provide regular updates.
- Prepare all necessary reports, define the project(s) scope of work, requests for proposal, and develop estimates on behalf of the City of South Pasadena.
- Assist with contract administration of City retained consultants.
- Provide regular project updates/recommendations to City Council, Commissions and City Staff.
- Attend (or make presentations) to City Council, Commission or City Staff as needed.
- Provide review of Transportation Project related documents.
- Apply for transportation related grants.

Additionally, the transportation project manager will be asked to provide project leadership on various transportation initiatives, which include but are not limited to the following:

- Measure M funded projects
- Measure R funded projects
- Transportation System Management/Transportation Demand Management (TSM/TDM) SR-710 projects
- Support at local and regional meetings

To provide these services, the Consultant proposed to utilize Steve Wright, P.E., T.E, Traffic Engineer, and Nadia Bosan, Senior Engineer.

Deliverables: Consultant shall provide the City with all Project deliverables at the end of services prior to final payment.

Exhibit B
Approved Fee Schedule

The Consultant shall provide a not to exceed of one hundred and sixty five (165) hours of On-Call Transportation Project Management Services for Various Projects as requested by the City representative. The services shall be billed at the following rates:

Traffic Engineer - \$145 per hour

Senior Engineer - \$140 per hour

The total not to exceed amount for the services shall be twenty-three thousand nine hundred and twenty five dollars (\$23,925).



City Council Agenda Report

ITEM NO. 15

DATE: February 3, 2021

FROM: Sean Joyce, Interim City Manager

PREPARED BY: Joanna Hankamer, Director of Planning and Community Development

SUBJECT: **Authorize the Interim City Manager to Request Authorization from Metro to Repurpose the City's Cycle 3 Open Streets Grant Award for "ArroyoFest" to Support Pandemic Recovery**

Recommendation Action

It is recommended that the City Council authorize the Interim City Manager to request authorization from Metro to repurpose the City's \$420,000 Cycle 3 Open Streets grant award for "ArroyoFest" to support pandemic recovery through the Al Fresco Program and Implementation of Slow Streets through June 2021.

Commission Review and Recommendation

On July 21, 2020, the COVID-19 Mobility and Transportation Related Matters Ad Hoc Committee of the Mobility, Transportation and Infrastructure Commission (MTIC) provided a commission-led presentation and discussion on temporary potential right-of-way improvements to accommodate the Al Fresco Program. The Commission provided general support for parking lane closures, possible travel lane closures on Mission Street, and the use of K-rated concrete barriers along the length of any street or lane closures for safety. Upon approval by Metro for repurposing the Open Streets grant funds, staff will seek feedback from the MTIC on implementation of the Al Fresco and Slow Streets programs.

Executive Summary

The City, in collaboration with ActiveSGV, was awarded \$420,000 from Metro to plan and host an Arroyo Fest open streets event. The event, originally planned for November 2020, was to provide participants with an opportunity to experience the Arroyo Seco Parkway by walking, bicycling, scooting, and using other modes of transportation. The ArroyoFest event was cancelled due to the pandemic. Staff is now requesting that the City Council authorize the City Manager to request from Metro a repurposing of the Arroyo Fest open streets funds to use the \$420,000 grant funds to support pandemic recovery through the City's Al Fresco Program and implementation of Slow Streets. See the attached draft letter to Metro describing the original and proposed scope of work for the grant funds.

Discussion/Analysis

In response to COVID-19, staff recommends repurposing its Cycle 3 Open Streets grant award for “ArroyoFest” to be utilized to cover the cost of traffic studies, traffic control management plans, traffic control device rentals, program equipment and signage, public education, associated staff planning, setup, monitoring, breakdown, coordination, and evaluation for temporary outdoor business activities and active transportation safety to support the City’s Al Fresco Program and implementation of Slow Streets.

Al Fresco Program

The City has developed an Al Fresco Dining and Retail Pilot Program (Al Fresco Program) to provide support to local businesses during the pandemic, including providing businesses with options to locate within existing off-street parking lots, on sidewalks, and within designated parking lanes. On June 17, 2020, the City launched the program, temporarily relaxing parking, signage, permits, and associated fees to support local businesses during the local emergency. On August 19, 2020, the City Council authorized \$50,000 of Proposition C Local Return Funds for Phase 2 of the Al Fresco Program, allowing private businesses to use parking lanes in the public right-of-way for dining and retail, where feasible, and authorized a \$50,000 contract with Right-of-Way, Inc. (ROW) to provide concrete barriers to safely close the associated parking lanes. In the summer and fall, staff began working with Metro to determine if additional funding could be reallocated from the City’s “Arroyo Fest” Open Streets grant award to fund other elements of the Al Fresco Program, such as temporary lane closures on Mission Street and Meridian Avenue near the Gold Line station.

To expand the Al Fresco Program, the City will need to conduct a traffic study to analyze options to close a travel lane in each direction on Mission Street between Orange Grove Avenue and Fair Oaks Avenue, and to close Meridian Avenue between Mission Street and El Centro Avenue. The temporary lane closures would provide more local businesses with additional space to bring their operations outside and maintain social distancing protocols. The estimated cost of the traffic studies is \$65,000. Funds for the traffic studies would be reallocated from the original grant scope of work.

Staff is also requesting that Metro reallocate a portion of the Open Streets grant funds to purchase traffic bollards to increase pedestrian safety on Meridian Avenue and El Centro Street in the heart of the City’s downtown business district and the site of the farmer’s market. As the pandemic continues, the need for outdoor space will become more important for safe shopping and outdoor business opportunities, such as the popular farmers market that attracts visitors from surrounding communities and neighborhoods. The use of traffic bollards would increase safety while providing adequate access for public safety vehicles, creating a more attractive option for individuals to conduct their weekly shopping in a safer outdoor environment. The estimated cost of the bollards is \$90,000. Funds for the purchase and installation of the bollards would be reallocated from the original grant scope of work.

Slow Streets Program

In an effort to provide space for residents to more safely walk and roll while practicing physical distancing, cities around the U.S. are creating “Slow Streets” that make it clear people may be in the roadway. These temporary interventions do not close streets to cars, they simply limit cut-through traffic and encourage the safe sharing of road space. Delivery vehicles, emergency vehicles, and people who live on these streets are still able to drive on them. This is accomplished by the use of temporary barricades, cones, signage, and/or other traffic calming equipment. In South Pasadena, the use of Slow Streets would complement the AI Fresco Program by deploying Type 2 barricades, cones, and informational signage on a potential network of residential streets and/or expanding traffic control on commercial streets. Streets would be selected based on their proximity and connectivity to multi-unit housing, key destinations, transit, and dedicated active transportation infrastructure. Preliminary street selection has been informed by the network of Class III routes identified in the City’s adopted 2011 Bicycle Master Plan, and includes:

- Diamond Avenue (Pine Street to El Centro Street)
- Oak Street (Meridian Avenue to Garfield Avenue)
- El Centro Street (Orange Grove Avenue to Brent Avenue)
- Brent Avenue (El Centro Street to Oxley Street)
- Oxley Street (Brent Avenue to Garfield Avenue)
- Arroyo Parkway (Pasadena Avenue to Columbia Avenue)
- Rollin Street (Diamond Avenue to Fair Oaks Avenue)

The estimated cost for ActiveSGV to plan and implement the Slow Streets program is \$85,000. Funds for the Slow Streets program would be reallocated from the original grant scope of work.

Administration and Reporting, Outreach and Signage, and Other Traffic Control/Public Safety Measures

To support both the AI Fresco Program expansion and the Slow Streets program, staff estimates additional approximate costs such as grant administration costs (\$42,000), Metro-required reporting (\$15,000), outreach, noticing and signage (\$70,000), hand-washing stations (\$10,000) and other public safety and traffic control equipment/services (\$148,0000) will cost a total of \$285,000. Funds for the grant administration and reporting, outreach, noticing, signage and pre-planning, and other traffic control and public safety measures would be reallocated from the original grant scope of work. Staff anticipates that \$105,000 of the \$285,000 would include staff time or other City in-kind contributions and serve as the local match.

Next Steps

1. If Council approves, staff will send the attached draft letter to Metro requesting repurposing of the Open Streets grant funds for the AI Fresco and Slow Streets programs.
2. Staff will return to City Council with revised PSA’s for ActiveSGV and Right-of-Way, Inc., based on the revised approved scope from Metro; and staff will initiate traffic studies.

3. Staff will work with consultants, MTIC, and the Chamber of Commerce to implement the Al Fresco and Slow Streets programs and return to City Council for approvals as necessary.
4. Invoices submitted for the new scope of work will be processed by the City and then submitted to Metro for reimbursement.

Background

On September 27, 2018, the Metro Board awarded \$4 million for Cycle 3 of the Open Streets Grant Program to fund a series of regional car-free events for people to walk or bike. The City was able to secure \$420,000 from the Metro Open Streets Grant Program for outreach, pre-event planning, and day of event staging costs associated with the hosting of the 626 Golden Streets Arroyo Fest.

On December 18, 2019, the City Council authorized the City Manager to accept a grant award from the Los Angeles County Metropolitan Transportation Authority in the amount of \$420,000.

On March 4, 2020, the City Council authorized Professional Services Agreements (PSAs) with Active San Gabriel Valley (ActiveSGV) for services associated with the planning and hosting of the 626 Golden Streets Arroyo Fest (Arroyo Fest) in the amount of \$210,000; and with Right of Way, Inc. (ROW) for traffic control services in the amount of \$78,210.

In June 2020 and August 2020, the City Council approved Phase 1 and Phase 2 of Al Fresco Dining and Retail Program to provide support to local businesses and safe opportunities for residents to dine and shop outdoors and while practicing social distance protocols.

In fall 2020, the City cancelled the Arroyo Fest event scheduled for November 2020 and began working with Metro on a plan to reallocate the Cycle 3 Open Streets grant award to support pandemic recovery through the Al Fresco Program and Implementation of Slow Streets through June 2021.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

The total project cost is \$525,000, estimated as follows:

Traffic Studies (Mission and Meridian)	\$65,000
Bollards	\$90,000
Slow Streets program	\$85,000
Outreach, noticing and signage	\$70,000
Public hand-washing stations	\$10,000
Other public safety and traffic control equipment/services	\$148,000
Metro Grant Evaluation and Report	\$15,000

Grant Administration by City	<u>\$42,000</u>
TOTAL	\$525,000

\$420,000 will be provided by the Metro grant award and \$105,000 will be provided by the local general fund match. The in-kind match for the City can be paid through staff time or in-kind contributions.

Upon approval by City Council and subsequent approval by Metro, staff will return to City Council with amendments to revise the scope and fees associated with the two PSAs that Council previously approved in relation to the cancelled Arroyo Fest Event: the PSA with ActiveSGV to assist with the planning and operations of the event; and the PSA with ROW for the development of a traffic control plan to preserve traffic flow and maintain safety; and associated budget adjustments.

Public Notification of Agenda Item

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

Attachment: Draft Letter to Metro to Repurpose the City’s Cycle 3 Open Streets Grant Award

ATTACHMENT 1

Draft Letter to Metro to Repurpose the
City's Cycle 3 Open Streets Grant Award



CITY OF SOUTH PASADENA

OFFICE OF THE CITY MANAGER
1414 MISSION STREET, SOUTH PASADENA, CA 91030
TEL: (626) 403-7210 • FAX: (626) 403-7211
WWW.SOUTHPASADENACA.GOV

February 3, 2021

Brett Thomas
Los Angeles County Metropolitan Transportation Authority
One Gateway Plaza
Los Angeles, CA 90012

RE: REVISED SCOPE OF WORK AND FINANCIAL PLAN FOR METRO OPEN STREETS GRANT

Dear Mr. Thomas:

The City of South Pasadena (City) is writing to request an administrative scope change based on the Los Angeles County Metropolitan Transportation Authority (Metro) Board of Directors approved Motion that authorizes administrative scope changes to awarded events in the Open Streets Grant Program. The revised scope of work contains efforts related to COVID-19 response Slow Streets, including but not limited to:

- Creating spaces within the public right-of-way to support economic activity such as dining and vending, and
- Providing education, encouragement, and monitoring for safe physical distancing in accordance with the Safer at Home Order in partnership with and supporting community-based leadership.

The City greatly appreciates Metro's commitment to reimburse the City for the funds that have already been expended for its Open Streets events and the flexibility to repurpose the funds to support the community during the pandemic. Should you have any questions, please contact Joanna Hankamer, Director of Planning and Community Development at JHankamer@SouthPasadenaCA.gov.

Thank you for your ongoing assistance.

Sincerely,

Sean Joyce
Interim City Manager

Attachments:

1. Exhibits A-1 and B-1 – Original Scope of Work and Financial Plan
2. Exhibits A-2 and B-2 – Revised Scope of Work and Financial Plan



EXHIBIT A-1
ORIGINAL SCOPE OF WORK

Event Name: 626 Golden Streets | ArroyoFest

Event Date and Time: Sunday, November 9, 2020 (7am-2pm)

Event Description:

626 Golden Streets *ArroyoFest* will invite the public to experience the Metro Gold Line and the historic Arroyo Seco Parkway in a truly unique fashion. Connecting the communities of South Pasadena, Pasadena, and Los Angeles, this innovative ciclovia will bridge the divide between northeast LA County's disparate transit, active transportation, and highway programs by temporarily opening 7 miles of City streets and scenic byway most commonly experienced at 50+mph. In the process event participants will have the opportunity to learn about sustainable mobility, sample local food, experience local greenways and park space, and enjoy live music, arts, and food at a historic activity hub in South Pasadena.

Event Location:

Cities of South Pasadena, Pasadena, Los Angeles.

Roles and Responsibilities:

- **Lead City** (South Pasadena) - Primary liaison with Metro staff; will facilitate event within City boundaries and support general planning.
- **Caltrans** - Coordinate use and temporary closure of the historic Arroyo Seco Parkway.
- **BikeSGV** - Non-profit partner BikeSGV will facilitate collaboration between participating jurisdictions, community organizations and stakeholder groups; develop event materials; conduct community outreach; recruit and manage event volunteers; lead event marketing/promotion; and conduct project evaluation.

Contact Information:

Margaret Lin
City of South Pasadena
Principal Management Analyst
mclin@southpasadenaca.gov
(626) 403-7236



**EXHIBIT B-1
ORIGINAL FINANCIAL PLAN**

The total cost of the Project is **\$525,000**. The following is a description of the funding category and the corresponding funding amounts and funding source to implement the Project.

Category	<u>Metro Grant Award</u>	<u>Local Match</u>
Non-Infrastructure	\$420,000	\$105,000

Sources of Local Financial Assistance

<u>Funding Source</u>	<u>Amount</u>
In-kind	\$105,000

Funding Resources Table:

Funding Source	Total	PC25 (Metro)	Local Match* (Grantee)
1. Metro Grant and Local Match	\$525,000	\$420,000	\$105,000

Event Budget Table:

Item Description	Total	PC25 (80%) (Metro)	Local Match* (20%) (Grantee)
Public Outreach Program	\$125,000	\$100,000	\$25,000
Pre-Event Planning	\$185,000	\$148,000	\$37,000
Event Day costs (Staffing, rentals, permits, etc.)	\$215,000	\$172,000	\$43,000
Totals	\$525,000	\$420,000	\$105,000

* = In-kind local contribution as required by the Metro Open Streets Grant Program.



626 GOLDEN STREETS
**ARROYO
 FEST**

PRESENTED BY METRO



EXHIBIT A-2 REVISED SCOPE OF WORK

Program Name: South Pasadena Safe, Healthy, Active Streets

Program Period: February - June 2021

Program Description:

In response to COVID-19, the City of South Pasadena proposes repurposing its Cycle 3 Open Streets grant award for “ArroyoFest” to support pandemic recovery. Funding will be utilized to cover the cost of traffic studies, traffic control management plans, traffic control device rentals, program equipment and signage, public education, and associated staff planning, setup, monitoring, breakdown, coordination, and evaluation for temporary outdoor business, active transportation safety, and Slow Streets programs.

The City has developed an Al Fresco Dining and Retail Pilot Program to provide support to local businesses during the pandemic. The City has provided businesses with options to locate within their existing off-street parking lots, sidewalks, and designated parking lanes. In order to expand the project the City will need to conduct a traffic study to analyze options to close a travel lane in each direction on Mission Street between Orange Grove Avenue and Fair Oaks Avenue; and the closure of Meridian Avenue between Mission Street and El Centro Avenue. The lane closures would be able to provide local businesses with additional space to bring their operations outside to continue conducting their businesses while maintaining social distancing protocols.

In an effort to provide space for residents to more safely walk and roll while practicing physical distancing, cities around the U.S. are creating “Slow Streets” that make it clear people may be in the roadway. These temporary interventions do not close streets to cars, they simply limit cut-through traffic and encourage the safe sharing of road space. Delivery vehicles, emergency vehicles, and people who live on these streets are still able to drive on them. This is accomplished via the use temporary barricades, cones, signage, and/or other traffic calming equipment. South Pasadena Slow Streets will build upon the experience and expertise of these early adopters by deploying Type 2 barricades, cones, and informational signage on a network of residential streets in the City of South Pasadena. Streets will be selected based on their proximity and connectivity to multi-unit housing, key destinations, transit, and dedicated active transportation infrastructure. Preliminary street selection has been informed by the network of Class III routes identified in the City’s adopted 2011 Bicycle Master Plan, and includes:

- Diamond Avenue (Pine Street to El Centro Street)
- Oak Street (Meridian Avenue to Garfield Avenue)
- El Centro Street (Orange Grove Avenue to Brent Avenue)
- Brent Avenue (El Centro Street to Oxley Street)
- Oxley Street (Brent Avenue to Garfield Avenue)
- Arroyo Parkway (Pasadena Avenue to Columbia Avenue)
- Rollin Street (Diamond Avenue to Fair Oaks Avenue)



In addition, the City would like to request reallocating a portion of the funds to purchase traffic bollards to increase pedestrian safety on Meridian Avenue and El Centro Street in the heart of the City's downtown business district. As the pandemic continues, the need for outdoor space will become more important for safe shopping and outdoor business opportunities, such as the City's popular farmers market which attracts visitors from surrounding communities and neighborhoods. The use of traffic bollards will increase safety while providing adequate access for public safety vehicles, creating a more attractive option for individuals to conduct their weekly shopping in a safer outdoor environment.

Program Location:

The program will take place in the city of South Pasadena.

Roles and Responsibilities:

- **Lead** (City of South Pasadena) - Primary liaison with Metro staff; will facilitate program implementation.
- **ActiveSGV** - Will support community education, outreach, and programming.

Contact Information:

Margaret Lin
City of South Pasadena
Principal Management Analyst
mclin@southpasadenaca.gov
(626) 403-7236

Joanna Hankamer
City of South Pasadena
Planning and Community Development Director
jhankamer@southpasadenaca.gov
(626) 403-7222



**EXHIBIT B-2
REVISED FINANCIAL PLAN**

The total cost of the Project is **\$525,000**. The following is a description of the funding category and the corresponding funding amounts and funding source to implement the Project.

Category	<u>Metro Grant Award</u>	<u>Local Match</u>
Non-Infrastructure	\$420,000	\$105,000

Sources of Local Financial Assistance

<u>Funding Source</u>	<u>Amount</u>
In-kind	\$105,000

Funding Resources Table:

Funding Source	Total	PC25 (Metro)	Local Match* (Grantee)
1. Metro Grant and Local Match	\$525,000	\$420,000	\$105,000

Event Budget Table:

Item Description	Total	PC25 (80%) (Metro)	Local Match* (20%) (Grantee)
Public Outreach Program			
Pre-Event Planning (including outreach)	\$185,000	\$148,000	\$37,000
Program costs (Traffic control rentals, equipment, staffing, programming, etc.)	\$340,000	\$272,000	\$68,000
Totals	\$525,000	\$420,000	\$105,000





City Council Agenda Report

ITEM NO. 16

DATE: February 3, 2021

FROM: Sean Joyce, Interim City Manager

PREPARED BY: Brian Solinsky, Interim Police Chief
Paul Riddle, Fire Chief

SUBJECT: **Second Reading and Adoption of an Ordinance of the City Council of the City of South Pasadena Amending Chapter 2 (Administration), Article IVB (Public Safety Commission) of the South Pasadena Municipal Code**

Recommendation

It is recommended that the City Council read by title only and adopt an ordinance entitled “An Ordinance of the City Council of the City of South Pasadena, California, amending Chapter 2 (Administration), Article IVB. (Public Safety Commission) of the South Pasadena Municipal Code” (SPMC).

Commission Review and Recommendation

The Public Safety Commission (PSC) reviewed this matter during several of its 2020 public meetings. The Commission had the opportunity to review, modify, and make recommendations to update the SPMC. The Commission approved the draft ordinance and recommends that the City Council adopt the proposed revisions to Chapter 2 (Administration) of the SPMC.

Executive Summary

As public safety needs and methods continue to evolve, in light of environmental and societal demands, the Commission's charge must also adapt to serve both the community and the City Council effectively. With the recent COVID-19 pandemic and demands for social justice, staff and the Commission Subcommittee conducted an updated comprehensive analysis of the current charge. Staff's assessment found the charge was in need of a robust update to reflect current community expectations.

The working group recommended a revised ordinance to create a more efficient and transparent workflow. The change will provide enhanced service to the community and better serve the City Council by focusing on essential policy and public safety needs. In some cases, the current charge limits the Commission's authority to address relevant issues within the community. In other incidents, the Commission has prescribed duties that require comprehensive knowledge and subject matter expertise that are not practical for a volunteer group.

Background

On January 20, 2021, the City Council conducted a first reading and introduced the proposed ordinance. An analysis of the ordinance is included in the staff report dated January 20, 2021 (Attachment “2”).

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

There is no fiscal impact associated with the adoption of the proposed amendment.

Public Notification of Agenda Item

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

Attachments:

1. Ordinance Amending Chapter 2 (Administration), Article IVB. (Public Safety Commission), Sections 2.40 through 2.43.
2. Staff Report dated January 20, 2021

ATTACHMENT 1
Ordinance Amending Chapter 2

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA
AMENDING CHAPTER 2, (“ADMINISTRATION”), OF
ARTICLE IVB (“PUBLIC SAFETY COMMISSION”)
OF THE SOUTH PASADENA MUNICIPAL CODE**

WHEREAS, in 2009, the Public Safety Commission was created with the intent to Provide civic engagement and insight to the City Council when addressing public safety issues affecting South Pasadena and the region; and

WHEREAS, When the Public Safety Commission was created, there were public safety issues affecting South Pasadena that are not relevant today; and

WHEREAS, The proposed changes will support the current work plan, create a more efficient work flow, and provide greater service to the community and City Council; and

WHEREAS, The City Council wishes to revise language concerning the authority and duties of the Public Safety Commission.

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

SECTION 1. Article IVB ("Public Safety Commission") of Chapter 2 ("Administration") of the South Pasadena Municipal Code is amended to read as follows:

2.40 Creation, composition and member training.

There is hereby created a public safety commission for the city, consisting of seven adult members, who shall be appointed pursuant to section 2.23 herein. At least two of the seven members should have a background in public safety.

2.41 Ex officio members.

The chief of police of the city and the chief of the fire department of the city shall be ex officio members of the public safety commission. They shall not have the power to vote.

2.42 Meetings.

The public safety commission shall hold a maximum of ten regular meetings per calendar year. The commission shall adopt a schedule of meetings each year, consistent with this section. Special meetings may be called by a majority of the commission as needed, if approved by the council liaison.

2.43 Powers and duties generally.

Commission meetings shall serve as a forum for community discussion and make recommendations to the City Council, and the respective chiefs on policy regarding public safety matters, including emergency preparedness, to build upon strong community trust with the police and fire departments by promoting transparency, accountability, and information sharing with the community. The commission shall have the following powers and duties:

- a) To engage with the community by maintaining an ongoing dialogue with community members and community organizations.
- b) To review and comment on police and fire department policies, procedures, practices and to advise on the setting of goals for the departments that reflect community values.
- c) To review and comment on regular updates presented by the police chief and fire chief on the departments' customer service programs, community-oriented programs, trends, statistics, and prevention programs.
- d) To review and monitor regular reported data, at least once a quarter, on police use of force, arrests, citations, field interviews, requests for service, and mutual aid requests, to the extent legally permitted.
- e) To review and monitor regular reported data, at least once a quarter, on fire, medical, rescue, collision and other calls for service, and mutual aid requests, to the extent legally permitted.
- f) To provide a forum to address concerns, complaints, and commendations regarding the police and fire departments and to receive progress reports on investigations and critical incidents, when legally possible.
- g) To review and provide recommendations on traffic and pedestrian safety and traffic enforcement.
- h) To review and provide recommendations on school and community care facility safety, such as the school resource officer, crossing guards, and outreach programs.
- i) To review and provide recommendations on disaster planning, emergency preparedness, crisis management, and public health emergencies.
- j) To review and comment on annual reports presented by the police chief and fire chief on the departments' best practices, statistics, recruitment, training, retention, trends, and prevention initiatives. These annual reports will subsequently be presented to the City Council with feedback and recommendations from the commission.
- k) To receive, review and comment on an annual report on homeless issues presented by the police chief after the annual homeless count takes place.”

SECTION 2. CEQA. This ordinance is exempt from the California Environmental Quality Act (CEQA) pursuant to 14 Cal. Code Regs. Section 15378(b)(5) as an agency organizational or administrative activity that produces no physical changes to the environment.

SECTION 3. EFFECTIVE DATE. This ordinance shall take effect thirty days after its passage and adoption pursuant to California Government Code Section 36937.

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

PASSED, APPROVED, AND ADOPTED this 3rd day of February, 2021.

Diana Mahmud, Mayor

ATTEST:

APPROVED AS TO FORM:

Maria E. Ayala, Chief City Clerk

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 this 3rd day of February, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Maria E. Ayala, Chief City Clerk

ATTACHMENT 2
Staff Report Dated January 20, 2021



City Council Agenda Report

ITEM NO. 14

DATE: January 20, 2021

FROM: Sean Joyce, Interim City Manager

PREPARED BY: Brian Solinsky, Interim Police Chief
Paul Riddle, Fire Chief

SUBJECT: **First Reading and Introduction of an Ordinance of the City Council of the City of South Pasadena Amending Chapter 2 (Administration), Article IVB (Public Safety Commission) of the South Pasadena Municipal Code; and Receive and File the Public Safety Commission's Update on Police Policy Reform**

Recommendation

It is recommended that the City Council

1. Introduce for first reading and read by title only, waiving further reading, an Ordinance of the City Council of the City of South Pasadena amending Chapter 2 (Administration), Article IVB. (Public Safety Commission) of the South Pasadena Municipal Code; and
2. Receive and file Public Safety Commission recommendations for police policy reform, establishing a more efficient response to crises involving mental illness, homeless and addiction, and working toward becoming an accredited agency with CALEA.

Commission Review and Recommendation

The Public Safety Commission (PSC) reviewed this matter during several of its 2020 meetings. The PSC recommended the City Council adopt the proposed revisions to Chapter 2 (Administration) of the South Pasadena Municipal Code (SPMC) and file the recommendations on police use of force policy.

Background

The PSC was created in 2009 to provide civic engagement and insight to City Council when addressing public safety issues affecting South Pasadena and the region. The PSC charge (powers, duties, and responsibilities) was based on the City's needs and issues as they existed at that time.

In December 2018, staff conducted a thorough analysis of the PSC's charge and authority. Staff determined the charge did not accurately reflect the needs of the community or the City Council. The described tasks were outdated and no longer consistent with other neighboring PSC's or emergency preparedness groups. In 2020, following the deaths of Breonna Taylor and George Floyd, the American public perceived systemic racism in policing. To address these and other public safety issues, the PSC conducted a review of their charge within the contemporary context of pervasive concerns. The PSC also created a

subcommittee to provide recommendations to the City Council on the Police Department's use of force policy consistent with *Campaign Zero* and the *8 Can't Wait* initiative.

Discussion/Analysis

As public safety needs and methods continue to evolve, in light of environmental and societal demands, the PSC's charge must also adapt to serve both the community and the City Council effectively. With the recent COVID-19 pandemic and demands for social justice, staff and the Subcommittee has conducted an updated comprehensive analysis of the PSC charge. Staff's assessment found the charge was again in need of a robust update to reflect current community expectations.

The working group recommends a revised ordinance to create a more efficient and transparent workflow. The change will provide enhanced service to the community and better serve the City Council by focusing on essential policy and public safety needs. In some cases, the current charge limits the Commission's authority to address relevant issues within the community. In other incidents, the Commission has prescribed duties that require comprehensive knowledge and subject matter expertise that are not practical for a volunteer group.

The proposed amendment to Chapter 2, Sections 2.40 through 2.43 further define the Creation, Ex officio members, Meetings, and Powers of the PSC as follows:

SECTION 1. Article IVB ("Public Safety Commission") of Chapter 2 ("Administration") of the South Pasadena Municipal Code is amended to read as follows:

2.40 Creation, composition and member training.

There is hereby created a public safety commission for the City, consisting of seven adult members, who shall be appointed pursuant to section 2.23 herein. At least two of the seven members should have a background in public safety.

2.41 Ex officio members.

The chief of police of the City and the chief of the fire department of the City shall be ex officio members of the public safety commission. They shall not have the power to vote.

2.42 Meetings.

The public safety commission shall hold a maximum of ten regular meetings per calendar year. The Commission shall adopt a schedule of meetings each year, consistent with this section. Special meetings may be called by a majority of the Commission as needed, if approved by the council liaison.

2.43 Powers and duties generally.

Commission meetings shall serve as a forum for community discussion and make recommendations to the City Council, and the respective chiefs on policy regarding public safety matters, including emergency preparedness, to build upon strong community trust with the police and fire departments by promoting transparency, accountability, and information sharing with the community. The Commission shall have the following powers and duties:

Public Safety Commission Charge and Update on Police Reform

January 20, 2021

Page 3 of 6

- a) To engage with the community by maintaining an ongoing dialogue with community members and community organizations.
- b) To review and comment on police and fire department policies, procedures, practices and to advise on the setting of goals for the departments that reflect community values.
- c) To review and comment on regular updates presented by the police chief and fire chief on the departments' customer service programs, community-oriented programs, trends, statistics, and prevention programs.
- d) To review and monitor regular reported data, at least once a quarter, on police use of force, arrests, citations, field interviews, requests for service, and mutual aid requests, to the extent legally permitted.
- e) To review and monitor regular reported data, at least once a quarter, on fire, medical, rescue, collision and other calls for service, and mutual aid requests, to the extent legally permitted.
- f) To provide a forum to address concerns, complaints, and commendations regarding the police and fire departments and to receive progress reports on investigations and critical incidents, when legally possible.
- g) To review and provide recommendations on traffic and pedestrian safety and traffic enforcement.
- h) To review and provide recommendations on school and community care facility safety, such as the school resource officer, crossing guards, and outreach programs.
- i) To review and provide recommendations on disaster planning, emergency preparedness, crisis management, and public health emergencies.
- j) To review and comment on annual reports presented by the police chief and fire chief on the departments' best practices, statistics, recruitment, training, retention, trends, and prevention initiatives. These annual reports will subsequently be presented to the city council with feedback and recommendations from the Commission.
- k) To receive, review and comment on an annual report on homeless issues presented by the police chief after the annual homeless count takes place.

The new language will create consistency with PSC's charge, allowing greater flexibility and workflow with neighboring commissions and public safety groups.

The Subcommittee's critical assessment of police use of force policies provided the following recommendations:

- 1) Banning choke or strangleholds - It has been recommended to remove the choke, strangle, or bilateral carotid artery restraint holds from the South Pasadena policy. On September 30, 2020, Governor Newsom signed AB1196, prohibiting using these techniques by law enforcement throughout California; therefore, there are no further recommendations.
- 2) De-escalation by police officers - While the current policy already requires de-escalation, the Subcommittee recommends clarification and adding additional reminders throughout the use of force subsections.

De-escalation is a fundamental responsibility of law enforcement to calm individuals in crisis when the totality of the circumstances allows an opportunity to do so. Officers exhibit this by attempting to slow things down, utilizing patience, listening, being empathetic and attentive to the person, and establishing communications with individuals by using simple dialogue while aware of interpersonal communications concerns such as eye contact, body language, and personal space.

- 3) Require a warning before shooting - The current Police Department policy requires warnings before a firearm discharge where feasible. The Subcommittee recommends no changes to the current policy.

Law enforcement officers are frequently forced to make split-second decisions in tense, uncertain, rapidly evolving, and dangerous circumstances. Courts across the country acknowledge the most significant factor in determining whether the force used by an officer was reasonable is whether there was an immediate threat to officers or others' safety. To mandate that an officer must *always* issue a warning before using deadly force is not appropriate or reasonable. Imposing a mandate precluding or requiring action by law enforcement officers in the myriad of unpredictable circumstances they are confronted with is problematic.

- 4) Require officers to exhaust alternatives before shooting - This concept creates an impossible burden on law enforcement officers concerning evaluating and responding to circumstances they are confronted with in the field. Asking officers in those tense, uncertain circumstances to exhaust any and all possible alternatives are not realistic when faced with immediate threats and split seconds to make life and death decisions.

In dealing with such circumstances, officers are required to observe and perceive the totality of the circumstances that they are facing and evaluate all the dangers and options that exist. Officers must decide what a reasonable action to take is and then take that action while responding to the unknown and unforeseen. For this reason, the law requires that officers make a reasonable decision instead of requiring that they make the best decision.

Officers cannot be expected to consider and eliminate all other alternatives before using deadly force to defend themselves or others. Requiring officers always to find the least intrusive means to resolve any situation would be an impossible burden to meet and would inevitably result in officers being reluctant to make any decision. Indecisiveness resulting from such a burden being imposed upon officers in these situations will undoubtedly jeopardize the safety of civilians and officers.

This concept has been addressed in the amendment of Penal Code section 835a. The language of the amended statute was carefully crafted to balance these concerns wherein it states: "In determining whether deadly force is necessary, officers shall evaluate each situation in light of the

particular circumstances of each case and shall use other available resources and techniques if reasonably safe and feasible to an objectively reasonable officer."

The current policy requires an officer to evaluate other options when safe and feasible, using only objectively reasonable force and the minimum amount to control violent, resisting, and fleeing suspects. Therefore, the Subcommittee recommends no changes.

- 5) Requiring intervention by police officers witnessing inappropriate uses of force - Police officers have a duty to intervene if they witness inappropriate uses of force. This concept, commonly referred to as bystander liability, is firmly embedded within the policies of law enforcement agencies throughout California and in federal civil rights law. Importantly, officers are required to intervene when it is apparent that the force being used by another officer is excessive. Officers are guilty of failure to intervene where the use of excessive force was evident, and the officer had the opportunity to intervene and failed to do so.

The current Police Department policy requires an officer to intervene and report when witnessing another employee using force. The Subcommittee recommends no change to current policy.

- 6) Ban shooting at moving vehicles - While this may appear to be a simple provision to implement, it is not appropriate to mandate such a barrier to action when the totality of the circumstances may warrant shooting at a moving vehicle. An example of this analysis is the vehicle pursuit and car to car shooting in the 2015 San Bernardino terrorist attack. There are frequently highly volatile incidents where an officer must make a split-second decision to shoot in defense of themselves or others. In situations such as those described, the Subcommittee recommended no changes to the current policy.
- 7) Require a use of force continuum - The current policy uses a Situational Use of Force standard, allowing an officer to use techniques to meet and overcome a suspect's resistance. A matrix would require officers to use a stair-stepping methodology, starting at the lowest level and then working their way up to the highest level for a conclusion. The continuum was removed from policies and operations because it did not correctly represent the constitutional standards of a use of force based on "objectively reasonable" decision-making. An example of a continuum would require an officer to use control holds on an active shooter. Therefore, a continuum is neither safe nor reasonable. The Subcommittee recommends no changes to the current policy.
- 8) Require comprehensive use of force reporting - The requirement for a comprehensive reporting system is already required when a use of force occurs. The Subcommittee recommends additional reporting when there is an allegation of unreasonable force used.
- 9) Work towards accreditation with the Commission on Accreditation for Law Enforcement Agencies (CALEA) - The Police Department is researching the accreditation process and will report its feasibility and implementation to the PSC.

- 10) Research implementation of a Mobile Crisis Intervention Teams (MCIT) for mental health-related calls for service - The Los Angeles County Board of Supervisors recently created a Crisis Response Steering Committee. The Committee is researching alternatives to police responses for mental health issues. At the conclusion of their research, the Police Department will gather the results and report on the recommendations that best fit South Pasadena's needs.

Alternatives

1. Maintain the existing PSC charge under SPMC.
2. Refer the matter back to staff for further analysis.
3. Refer the matter back to the PSC for further revisions.

Next Steps

Consider approval of Ordinance at second reading, including any requested edits from City Council.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

There is no fiscal impact regarding this proposed amendment. There may be additional costs related to the implementation of the CALEA accreditation and Mobile Crisis Intervention Team. These costs are undetermined and will be explored at a future date when research and a thorough analysis can be conducted.

Public Notification of Agenda Item

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

Attachments:

1. Existing SPMC Article IVB with Redline Revisions.
2. Ordinance Amending Chapter 2 (Administration), Article IVB. (Public Safety Commission), Sections 2.40 through 2.43.
3. SPPD Reform Framework.



City Council Agenda Report

ITEM NO. 17

DATE: February 3, 2021

TO: Honorable Mayor and Council Members

FROM: Sean Joyce, Interim City Manager
Joanna Hankamer, Director of Planning and Community Development

PREPARED BY: Kanika Kith, Planning Manager

SUBJECT: **Project No. 2171-CUP/DRX/TTM/TRP – Seven Patios Mixed-Use Residential and Commercial Project at 845/899 El Centro Street**

Recommendation

Staff recommends that the City Council take the following actions:

1. Open the public hearing; and
2. Adopt a Resolution **upholding** the Planning Commission's adoption of a Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program for of the Seven Patios Mixed-Use Residential and Commercial Project located at 845/899 El Centro Street (Project No. 2171-CUP/DRX/TTM/TRP), and approval of the project, subject to conditions of approval

Executive Summary

Pursuant to the South Pasadena Municipal Code (SPMC) Section 36.610.020A, a Request for Review can be initiated by any two members of the City Council to review a decision. On November 30, 2020, Mayor Pro Tem Cacciotti and former Council Member Rossi submitted a Request for Review of the Planning Commission's approval of the Seven Patios project (Project No. 2171-CUP/DRX/TTM/TRP) and adoption of an Initial Study/Mitigated Negative Declaration (IS/MND) and Mitigation Monitoring and Reporting Program (MMRP) for the project. The IS/MND and MMRP were adopted and the project was approved by the Planning Commission with a vote of 5-0 on November 17, 2020.

Project Description

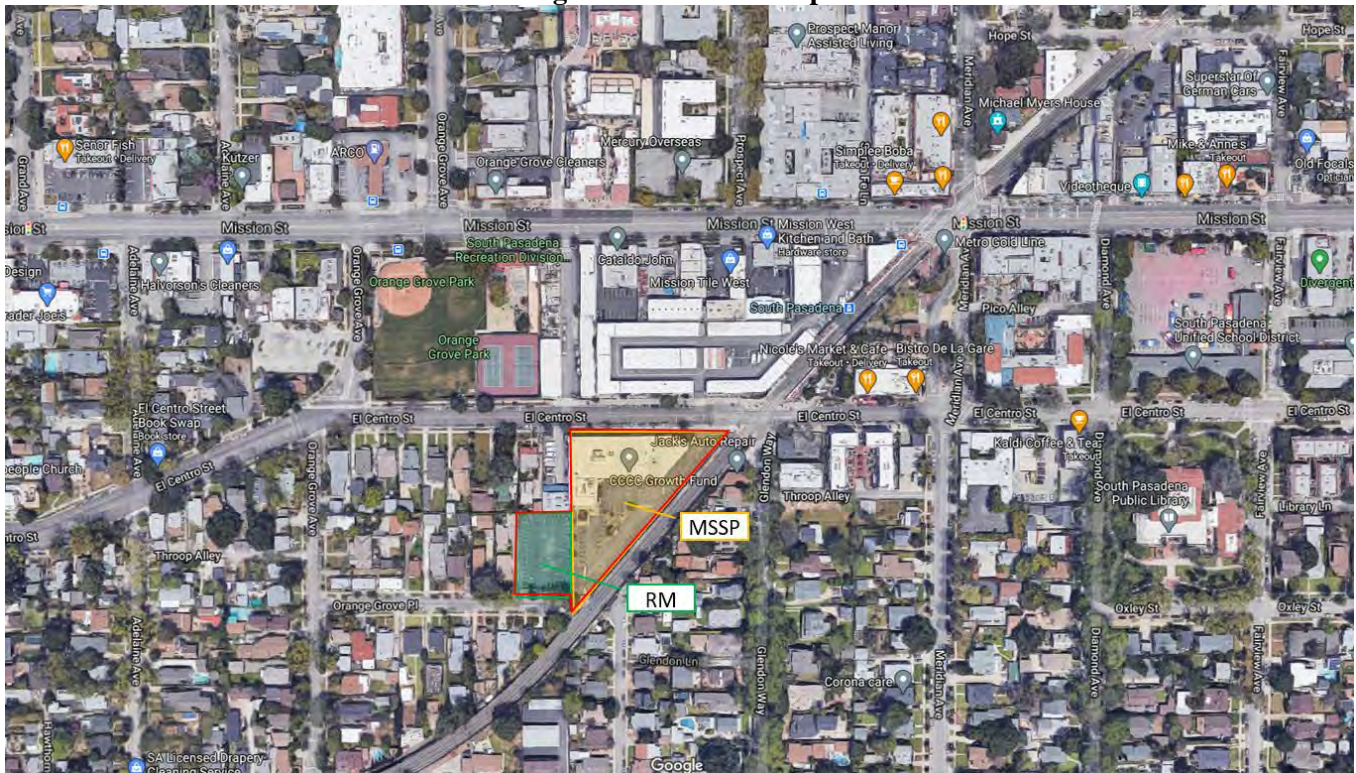
The proposed project includes the demolition of an existing office building and parking lot and construction of a new mixed-use and residential buildings consisting of residential, retail, and restaurant uses on a 1.61-acre site. The project site is approximately 1.61 acres consisting of three (3) parcels located at 845 El Centro Street and 832 Orange Grove Place, with a common reference of 845/899 El Centro Street (Assessor's Parcel Numbers 5315-019-048, 5315-019-045, and 5315-019-046). The project site (outlined in red below) is located within two zoning districts, Mission Street Specific Plan (MSSP) and Residential Medium (RM) zoning districts, as shown in **Figure 1** below.

The Project consists of the following applications:

1. **Conditional Use Permit** for the development of a mixed-use project consisting of 57 residential units, approximately 6,100 square feet of commercial retail space for restaurant (2,035 square feet) and retail uses (4,065 square feet) in the Mission Street Specific Plan (MSSP) zoning district and two levels of underground parking with bonus parking and height; and
2. **Design Review Permit** for the proposed mixed-use development consisting of 57 residential units and 6,100 square feet of commercial retail spaces with bonus parking and height in the MSSP zoning district and for three (3) two-story Craftsman style townhomes in the Residential Medium (RM) zoning district, totaling 60 residential units; and
3. **Tentative Tract Map No. 82394** to consolidate three existing parcels into one land parcel with 60 residential and five (5) commercial condominium airspace parcels to allow individual ownership of the residential and commercial units; and
4. **Tree Removal Permit** for the removal of 20 trees (one protected tree).

The project site is surrounded by residential uses to west, south, and east, and non-residential uses to the north. The metro track runs along the east boundary of the project site, creating a buffer between the project site and residential uses to the east.

Figure 1: Location Map



Within the MSSP zoning district, the project proposes a 79,860 square-foot structure with 57 residential units, 6,100 square-feet of multi-tenant commercial retail space, and approximately 21,791 square feet of

open space on an approximately 1.27 acres area. The commercial uses would be located on the ground level fronting El Centro Street and are anticipated to be a mixture of restaurant (2,035 square feet) and retail (4,065 square feet) uses. The residential uses would be comprised of studios, lofts, flats, and townhomes (3 studio units, 16 1-bedroom units, 38 2- and 3-bedroom units).

The mixed-use development would be at a maximum height of 45 feet and the townhome component would be a maximum of 35 feet. On-site amenities, including a lobby, gym, bicycle storage, and common open space, would be located within the ground floor of the mixed-use structure.

Within the RM zoning district, the project would front onto Orange Grove Place. Three, two-story Craftsman style townhomes with two (2) 4-bedroom units and one (1) 3-bedroom unit are proposed on an approximately 0.34-acre area. Each townhome in the RM zone would have a maximum height of 30 feet.

Figure 2 below shows the proposed site plan. **Figures 3, 4, and 5** are street view renderings of the proposed project.

Figure 2: Proposed Site Plan

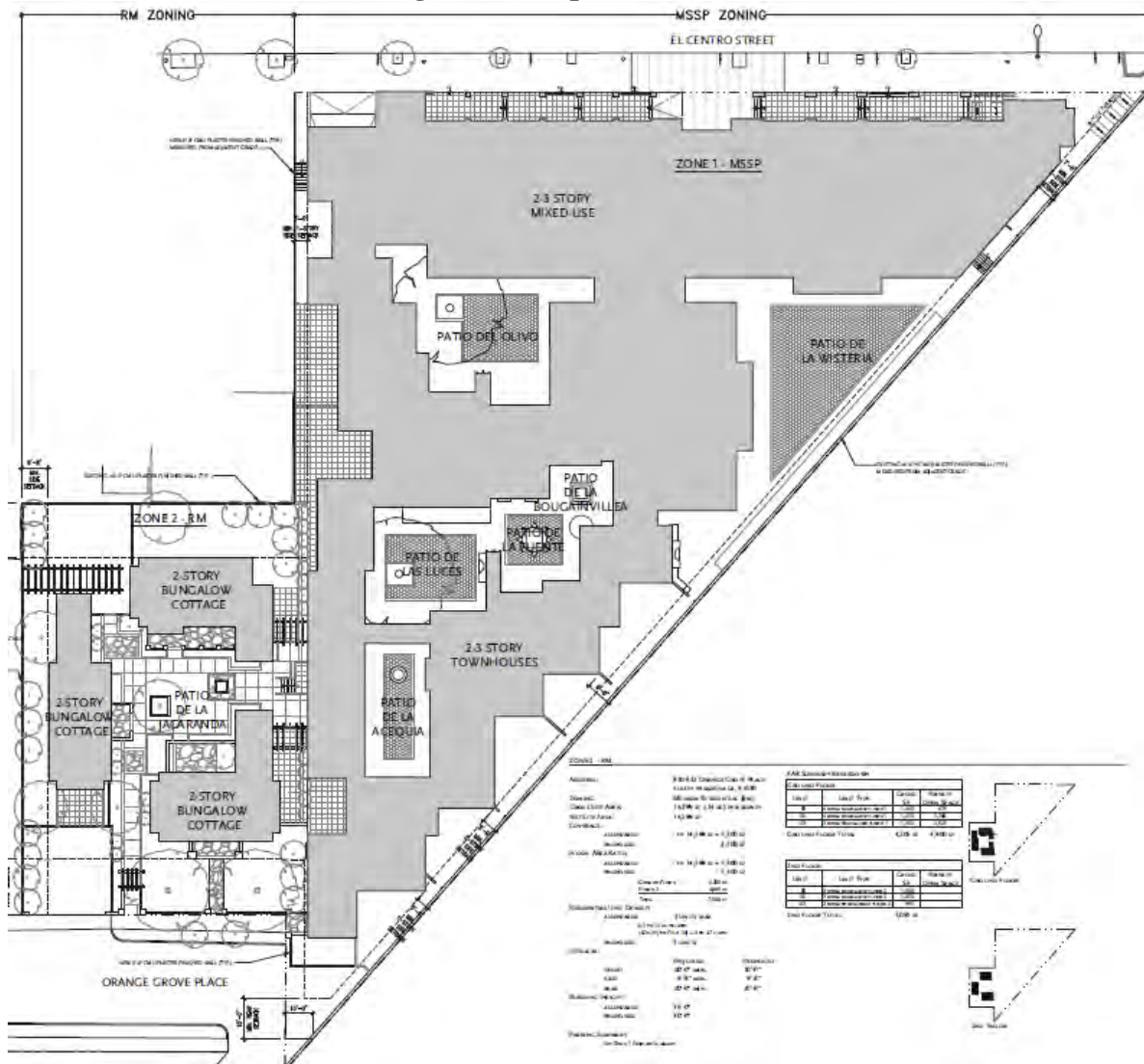


Figure 3: Brick Contemporary Style Building on El Centro (Eastern End)



Figure 4: Mediterranean Style Building on El Centro (Western End)



Figure 7: Craftsman Style Townhomes on Orange Grove Place



Project Analysis

General Plan Consistency and Zoning Compliance

The General Plan land use designation and zoning for the project site are Mission Street Specific Plan (MSSP) with a designation of “Core Area/District B” and Medium Density Residential. The proposed project promotes the objectives of the MSSP by placing residential uses above and behind the commercial uses, and by encouraging pedestrian and community interaction along El Centro Street and adjacent to the Metro station with adjacent commercial uses and outdoor spaces. . The proposed project also complies with the zoning requirements and design standards established in the MSSP for new mixed use development and Residential Medium Density.

A detailed analysis of the project is provided in the Planning Commission staff report dated November 17, 2020, included as **Attachment 4**.

Planning Commission Meeting

On November 17, 2020, the Planning Commission discussed and refined the design and asked several questions relating to concerns expressed by the community. A summary of the topics/issues and answers are provided below.

- The Design Review Board Subcommittee had asked the Planning Commission to consider whether the proposed brick is appropriate or should the brick be of a rustic appearance to complement the proposed Mediterranean architectural style.

Response: The Planning Commission determined that the proposed brick is appropriate for this project because it reflects other commercial façades in the area.

- Whether the original design or the revised design for the east elevation is preferred.

Response: The original east elevation design presented to and preferred by the Design Review Board reflected a previous floor plan. The east elevation was redesigned to reflect the revised floor plan. The Planning Commission preferred and approved the revised east elevation. Condition No. 40 was revised to reflect this action.

- Whether a condition to require an 18 inch setback from the property line is reasonable so that the proposed balcony does not overhang onto the public right-of-way.

Response: Balconies, eaves, and other features sometimes overhang a building façade for visual interest and functionality. The proposed building on El Centro includes one balcony that would overhang the public right-of-way by 18 inches. The Planning Commission determined that requiring an 18 inch setback for the building, to prevent a balcony from overhanging into the public right-of-way, would require a significant redesign of the project and would therefore be unreasonable. The Commission directed staff to revise Condition PL-40g to remove the reference to shift the building 18 inches.

- A request to make “Open Space E” available for public use.

Response: The interior private residential lobby area was mislabeled in the applicant’s site plan rendering as “Open Space E.” Instead, the lobby is designed as a gathering space for residents and guests, and for the receipt of mail and deliveries, and as such, is accessible only to residents, their guests, and delivery persons. Making Open Space E a public gathering space would alter the intent and security of the space as proposed by the applicant. The Commission did not support changing the interior private lobby space to a public open space. Rather, the plans shall be corrected to change “Open Space E” to “Lobby.” Condition No. PL-40 was revised to reflect this action.

- A request to the applicant to provide electric vehicle (EV) charging stations.

Response:

Residential: The CalGreen Building Code requires 11 of the residential parking stalls (10% of parking provided) to be EV ready, where infrastructure for future EV charging stations can be installed at a later date. The applicant proposed to provide the basic infrastructure (electrical service) to all residential parking stalls, exceeding the requirement of the Building Code and providing more flexibility for more EVs in the future. While residents with electric vehicles (EVs) would be responsible for adding their own EV charger to their stalls, the applicant’s proposed solution would, 1) allow parking stalls to be assigned to each unit without knowledge of which residents will have an EV, 2) allow as many EV owners to have chargers as they want, and 3) allow residents to buy an EV in the future and still have the ability to add an EV charger to their stalls at such time. The Commission supported the applicant’s proposal to provide basic infrastructure to facilitate residents’ ability to add EV chargers. The Commission supported the inclusion of a new condition requiring all residential parking stalls to be EV ready.

Non-Residential: The CalGreen Building Code requires four (4) of the non-residential parking stalls (6% of parking provided) to be EV ready. Staff recommended that the applicant install a charging station for all four (4) EV stalls, rather than just making them EV ready. Staff also

recommended that the applicant be required to install 11 additional EV charging stations in the non-residential parking spaces in lieu of installing 11 EV charging stations in the residential parking, which would have brought the total of EV charging stations for the project to 15 spaces, and all within the non-residential (public and commercial) parking area. The Planning Commission was concerned if 15 EV charging stations would be too many in the non-residential (public and commercial) parking area. Therefore, staff recommended that the Planning Commission add a condition deferring the determination of the appropriate number of EV charging stations, ranging from 4 to 15, in the non-residential (public and commercial) parking area to the Mobility and Transportation Infrastructure Commission (MTIC). The Commission directed staff to modify Condition No. PL-40 to reflect staff recommendation.

- Why are there no affordable housing units proposed for this project?

Response: The City is required by the State of California to update the Housing Element of the General Plan and address affordability goals. The City is working on an update to the Housing element and a draft Inclusionary Housing Ordinance that, if adopted, would require a portion of any project to be affordable to lower or moderate income households. When the application was submitted in 2017, no Inclusionary Housing Ordinance was in place that would require the project to provide affordable housing. The affordability of the proposed housing units would be based upon the market rate at the time the project is completed.

- Whether or not there are unmitigated transportation impacts? What would be the purpose of a condition requiring the applicant to fund a traffic study within one year after project approval?

Response: A detailed discussion of traffic impacts is provided in the Environmental Analysis section below.

While the traffic study found no unmitigated transportation impacts, two conditions of approval (Condition No. PL-49 and No. PW-11) were included to address several public comments regarding existing and future traffic in the project area. One public concern relates to issues with existing homes that do not have onsite parking, and several public concerns referred to parking demand related to the South Pasadena Gold Line Metro Station. While these parking concerns are not specific to the proposed project, they are important to the community. Therefore, staff recommended a condition similar to the Mission Bell project that would require the applicant to enter into a contract with the City agreeing to fund a post-construction traffic study during operation of the project if the Chair of MTIC and Chair of the Planning Commission determine that a study is necessary based on post-construction complaints. The study was proposed as a concession to the community, and is not a mitigation requirement under the California Environmental Quality Act (CEQA).

In addition to supporting an agreement with the applicant to fund a future potential traffic study, the Planning Commission made a motion supporting a staff recommendation to have MTIC review and address the non-project related traffic and parking issues raised by the community.

- How would the project address temporary impacts to noise and street parking during construction?

Response: The applicant is required to provide a construction management plan that includes hours of construction, haul routes, staging areas, and parking locations. The Planning Commission directed staff to revise the following conditions to address this issue:

- Condition No. PL-29h to state that “at least two signs, one per street frontage” shall be posted on the site with contact information regarding noise concerns.
 - Condition No. PL-27 to include specific hours to stop construction to ensure that the setup of the farmers’ market is not impacted by construction.
 - Condition No. PL-15a to specify that construction vehicles cannot park on Orange Grove Place and Orange Grove Avenue (between Mission Street and Monterey Road).
- Does the project propose adding a Class II Bike Lane along El Centro Avenue?

Response: A Class III Bike Lane (also known as a Sharrow) currently exists along the frontage of the project on El Centro Avenue. The Planning Commission directed staff to revise Condition No. PW-13 to clarify that the applicant shall improve the existing Class III Bike Lane if determined necessary by the City.

- Is the proposed landscaping required to be water efficient?

Response: The proposed landscape design includes lawn and other plants that would be required to meet the City Water Efficient Landscape Ordinance. Conditions No. PL-36 and No. PL-45 require the final landscape plan and installation to be consistent with the City’s water-efficient landscaping standards. The efficiency of the design would be evaluated during Building Permit review for compliance.

- How to ensure that the proposed Low Impact Design features will function properly?

Response: The Low Impact Design (LID) features are critical for proper drainage. The Planning Commission directed staff to add a condition requiring testing of the LID systems prior to occupancy. Condition No. BD-15 was revised to reflect this action.

- Whether soil testing is a necessary condition of approval or a standard procedure for obtaining building permits?

Response: The Building Division requires a soils report prior to issuing the grading permit, therefore a condition of approval regarding soil testing is unnecessary.

Revised or New Conditions of Approval

At the Planning Commission hearing, the applicant agreed to several revised and added conditions. A revised set of conditions of approval as directed by Planning Commission is included as **Attachment 2** to this report.

Public Comments

During the 30-day public review period of the Initial Study/Mitigated Negative Declaration (IS/MND) for the project, 11 comments were received. For the Planning Commission on November 17, 2020, 22 public comments were received. All public comments are included as **Attachment 4**.

CEQA Process

Some public comments posed during the IS/MND public review period questioned the City's determination that an IS/MND was the appropriate CEQA document to evaluate the proposed project. Other comments implied that the mitigation measures did not address the potential environmental impacts. Both topics are explored below.

IS/MND Appropriateness

The first step in the City's CEQA process is to review the project for potential categorical or ministerial exemptions. The proposed project was found not to be exempt from CEQA. Therefore, an initial study was prepared in accordance with California Code of Regulations §15063; an "initial study may rely upon expert opinion supported by facts, technical studies or other substantial evidence to document its findings. However, an initial study is neither intended nor required to include the level of detail included in an EIR."

Based on an initial study, an MND was also prepared. According to Public Resources Code §21064.5, an MND is appropriate when...

"the initial study has identified potentially significant effects on the environment, but (1) revisions in the project plans or proposals made by, or agreed to by, the applicant before the proposed negative declaration and initial study are released for public review would avoid the effects or mitigate the effects to a point where clearly no significant effect on the environment would occur, and (2) there is no substantial evidence in light of the whole record before the public agency that the project, as revised, may have a significant effect on the environment."

The IS/MND was completed in compliance with the CEQA Guidelines, §15063. To support the IS/MND conclusions, project-specific technical studies were prepared in the areas of air quality/greenhouse gas, geotechnical, hazardous waste, noise, and traffic. Following completion of the IS/MND, potentially significant impacts were identified related to temporary, construction vibration impacts, as well as the potential for encountering tribal cultural resources during construction, which were identified through Native American tribal coordination. However, the IS/MND concluded that these impacts would be reduced to less than significant with implementation of mitigation measures. The City determined that revisions to the project and mitigation measures would avoid any potentially significant effects or mitigate the effects to a point where no significant effect on the environment would occur. The City determined that there was no substantial evidence in light of the whole record before the City that the project, as revised and mitigated, would have a significant effect on the environment under CEQA. The preparation and content of the IS/MND reflects the independent judgement of the City of South Pasadena. An IS/MND is the appropriate CEQA document to evaluate and mitigate the potential environmental impacts of the proposed project.

An EIR would only be necessary if there were impacts that could not be mitigated to a less than significant level. The proposed project is consistent with the General Plan, Mission Street Specific Plan (MSSP), and Zoning for the property. In addition, potentially significant impacts related to construction vibration, and the potential to encounter tribal cultural resources during construction, would be reduced to less than significant with implementation of mitigation measures. Therefore, with implementation of mitigation measures, the IS/MND analysis did not identify any impacts that would exceed the City's significance thresholds warranting an EIR.

Nexus and Rough Proportionality

The City determined that the mitigation measures in the Mitigation Monitoring and Reporting Program (MMRP) are appropriate to address the potentially significant environmental impacts of the proposed project related to construction vibration and the potential to encounter tribal cultural resources during construction. Additional recommended measures were also provided to reduce construction noise levels at nearby sensitive receptors during project construction activities. Finally, as discussed in the Final IS/MND, conditions of approval were also added to address additional project issues that are outside the scope of CEQA, but were raised by the public during the public comment period for the Draft IS/MND. Some public comments recommended substantial changes or mitigation measures to the project that are beyond the City's powers. Per California Code of Regulations §15041, the City is limited to requiring feasible changes to the project that are consistent with nexus and rough proportionality standards established by case law (*Nollan v. California Coastal Commission* (1987) 483 U.S. 825, *Dolan v. City of Tigard*, (1994) 512 U.S. 374, *Ehrlich v. City of Culver City*, (1996) 12 Cal. 4th 854.). There must be a clear connection (nexus) between the potential environmental effect and the mitigation measure. All mitigation measures must be in close ratio (roughly proportional) to the environmental impact of the project.

Transportation Impact Discussion

Existing transportation concerns were some of the most common issues noted in IS/MND comment letters and in Planning Commission public comments for the proposed project. The following discussion is intended to clarify how project-related transportation impacts were analyzed in accordance with current CEQA requirements.

Vehicle Miles Traveled versus Level of Service

For decades, a project's transportation impact under CEQA was measured and evaluated based on the existing and projected number of cars to pass through each related intersection in a defined timeframe, and provided a resulting level of service (LOS) grade for each intersection. In 2013, the State of California enacted Senate Bill 743 (SB 743), which required the Governor's Office of Planning and Research (OPR) to establish a new methodology for assessing a project's transportation impacts with the intent to "balance the needs of congestion management with statewide goals related to infill development, promotion of public health through active transportation, and reduction of greenhouse gas emissions." SB 743 changed CEQA requirements to encourage and facilitate certain types of transit-oriented development, such as the proposed project.

Updated CEQA Guidelines approved by the State in December 2018 fundamentally changed the way transportation impacts are evaluated and mitigated throughout California. Today, a project's transportation impact under CEQA is based on vehicle miles traveled (VMT) rather than LOS. Measuring VMT takes into account proximity of jobs and housing, multi-modal transportation, and lengths of projected vehicle trips among other factors. Reducing VMT includes strategies that shorten vehicle trip lengths and support

transit use, such as transit-oriented, mixed-use infill projects like Seven Patios. Projects located in transit-rich areas typically have less than significant transportation impacts. See Section 15064.3 of the Governor's Office of Planning and Research CEQA Guidelines available online here: <https://opr.ca.gov/ceqa/updates/sb-743/>

Intersection Counts

While the project was determined to have no significant traffic impacts under CEQA, the City continued to use LOS as a measure to identify any potential impacts to traffic flow. For this project, intersection volume counts were taken on Wednesday, January 15, 2020, approximately two months prior to the state of emergency related to COVID-19. The project trip distribution patterns were based on a review of existing volume data, surrounding land uses, and local and regional roadway facilities in the project vicinity. No traffic and transportation data produced during the state of emergency was utilized to analyze the environmental impacts of the proposed project.

The Traffic Impact Analysis concluded that the project's impacts at the El Centro Street/Orange Grove Avenue and El Centro Street/Meridian Avenue intersections would not be significant. The LOS at these intersections would remain LOS A and LOS B, respectively, after accounting for a contribution of both northerly and southerly trips to and from the project site (40 to 60 percent of total project-generated trips), following project implementation.

The intersections of Mission Street/Orange Grove Avenue and Mission Street/Meridian Avenue would only be affected by up to 20 percent of total project-generated trips. The proposed project would not exceed significance thresholds for traffic impacts.

In summary, the Traffic Impact Analysis prepared for the project concluded that the proposed project would not result in any significant impacts that could not be mitigated to a less than significant level under CEQA or the City's General Plan.

Project Parking

In response to the IS/MND and public notices, several residents commented that the proposed project could exacerbate existing street parking issues that are the result of existing uses (e.g., older homes with inadequate parking, Gold Line commuters, events at the park, etc.). Such comments reflect an existing condition that is unrelated to the project. Under CEQA, the proposed project can only be required to mitigate its impacts; the applicant cannot be required to mitigate an existing neighborhood problem. To address the parking issues, staff recommended and the Planning Commission supported that the MTIC consider development of a parking program to address these concerns, including residential parking permits to help limit these parking impacts and ensure that commuters pay for parking in City-owned parking structures.

The applicant proposes to provide parking beyond the City's requirements to help ease resident concerns (see Table 1). The proposed project will include 36 bonus public parking spaces in exchange for an increased floor area ratio as permitted in the MSSP, as well as another 16 extra stalls beyond the code.

Table 1: Off-Street Parking Development Standard Compliance		
STANDARD	ALLOWED/ REQUIRED	PROPOSED
MSSP District B <u>Commercial:</u> 4 per 1000 sf <u>Residential:</u> 1 per 1 or less bedrooms 2 per 2 or more bedrooms <u>Bonus Public Parking:</u> 1 per 1000 of bonus sf	Commercial: 24 spaces (6,100 sf) Residential: 95 spaces (19 Studio and 1-bedroom & 38 2- and 3-bedroom units) <u>Bonus Public Parking: 36 spaces (35,652 sf)</u> Total required: 155 spaces	177 spaces (including providing 8 required parking spaces for 3 Craftsman townhomes in the RM zone, and 36 public parking spaces)
RM Zone 1 bedroom unit – 1 space; 2 bedrooms or more unit - 2 spaces	6 spaces (1 3-bedroom and 2 4-bedroom units)	6 spaces in underground parking garage in the MSSP zone (above)

A recorded covenant will ensure that all 36 bonus public parking stalls are properly identified and maintained for public use in perpetuity. A condition is also included to require the applicant to submit a parking plan showing the location of these bonus spaces to the satisfaction of the Director of Planning and Community Development.

Additionally, SB 743 changed the environmental review of parking for certain types of projects. Per Public Resources Code §21099 (d)(1)...“parking impacts of a residential, mixed-use residential, or employment center project on an infill site within a transit priority area shall not be considered significant impacts on the environment.” The proposed mixed-use residential infill project is within a transit priority area (adjacent to the Metro Gold Line Station); therefore, the parking impact is presumed to be less than significant.

Metro Consultation

The City understands that residents are concerned with competition for street parking in the vicinity of the South Pasadena Metro Station. Although Metro is not a responsible agency for the proposed project, the City did include Metro in the public outreach process. Coordination included sending public notifications regarding the preparation of CEQA documentation, project public hearings, conducting a conference call on August 4, 2020, and providing responses to comments (See *Letter 2, Metro, Transit Oriented Communities, July 17 and 29, 2020*, in the Final IS/MND). Also, the project is conditioned to require the applicant to submit plans to Metro, provide adequate setbacks for project maintenance and construction coordination with the California Public Utilities Commission regarding use of the at-grade rail crossing, and implement safety and protection measures for any activities in proximity to the overhead catenary system. The City expects to also include Metro in the post-construction traffic analysis to address existing issues unrelated to the proposed project.

Conclusion

After a lengthy discussion among commissioners about the project, its high quality design, the suitability of its location adjacent to the Metro Gold Line station, and questions related to public comments, the Planning Commission voted 5 to 0 to adopt the IS/MND and MMRP, and approve the project with revised conditions of approval. The Planning Commission supported ongoing efforts with the MTIC to address existing traffic and parking issues raised by the community that are not related to the project. Finally, the Planning Commission expressed a desire to have affordable housing units as part of the project but

understood that the project is not required to provide affordable housing because an Inclusionary Housing Ordinance was not in place when the project application was submitted in 2017.

Staff recommends that the City Council uphold the decision by the Planning Commission for approval of the project subject to conditions of approval; and uphold the Planning Commission's adoption of the project's MND and MMRP.

Legal Review

This report was reviewed by the City Attorney.

Alternatives to Consider

If the City Council does not agree with staff's recommendation, the following options are available:

1. The City Council can approve with revised conditions or with additional condition(s) added, such as setting a maximum amount for the public parking fee; or
2. The City Council can send the project back to Planning Commission for consideration on specific issues; or
3. The City Council can deny the project.

Next Steps

If the City Council agrees with staff's recommendation, the applicant will proceed to MTIC for review of the appropriate number of EV charging stations for the non-residential (public and commercial) parking area. The project will then proceed through the Plan Check process with the Building Division and staff will review the construction plans to ensure that all conditions are satisfied.

Fiscal Impact

The cost of processing the Planning applications for this project are recovered by the applications fees. While there is an additional fee of \$2,060 that is collected for an Appeal, there are no fees collected for a City Council Request for Review. Therefore, any costs incurred beyond the November 17, 2020 Planning Commission approval are borne by the City's general fund and are not recoverable.

Public Notification of Agenda Item

The public was made aware that this item to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website, publication in the *South Pasadena Review* newspaper on January 22, 2021, and mailing of a postcard notice to property owners within a 300-foot radius of the subject property on January 21, 2021.

Attachments

1. City Council Resolution
 - a. Exhibit A Conditions of Approval
 - b. Exhibit B Final IS/MND and MMRP
2. Planning Commission Revised Conditions of Approval
3. Planning Commission Staff Report and Attachments
4. Public Comments to Planning Commission
5. Development Plans Set approved by Planning Commission on November 17, 2020

AGENDA ITEM NO. 17

For the complete staff report with all attachments, please click on the boxes below. The item has been uploaded in its entirety to DropBox. The items may take a moment to load.

AGENDA ITEM #17