



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

**Council Chamber
1424 Mission Street, South Pasadena, CA 91030
March 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 March 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: Mayor Mahmud

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**PRESENTATION****3. Arbor Day Proclamation****4. 2020 Commission Annual Reports & 2021 Commission Work Plans****Recommendation**

It is recommended that the City Council receive and file the 2020 Commission Annual Reports and the 2021 Commission Work Plans for the following bodies:

1. Finance Commission Annual Report
2. Library Board of Trustees Annual Report
3. Parks and Recreation Commission Annual Report
4. Public Safety Commission Annual Report
5. Senior Citizen Commission Annual Report
6. Youth Commission Annual Report

COMMUNICATIONS**5. 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.

6. City Manager Communications**7. Reordering of, Additions, or Deletions 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**8. Approval of Prepaid Warrants in the amount of \$252,953.23; General City Warrants in the amount of \$304,151.07; Payroll in the amount of \$558,663.73; Transfers in the amount of \$592,000.00; Supplemental ACH Payments in the Amount of \$26,142.66**Recommendation

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

9. Minutes of the Regular City Council Meeting on December 2, 2020Recommendation

It is recommended that the City Council approve the minutes of the December 2, 2020 City Council meeting.

10. Minutes of the Regular City Council Meeting on December 16, 2020Recommendation

It is recommended that the City Council approve the minutes of the December 16, 2020 City Council meeting.

11. Approval of Updated Mayor's List of City Council Liaison and Regional Group AppointmentsRecommendation

It is recommended that the City Council approve the Mayor's updated list of City Council Liaison and Regional Group Appointments to various commissions, boards, and committees.

12. Adoption of a Resolution Making Appointments to the Metro Gold Line Foothill Extension Construction Authority Board of Directors

Recommendation

It is recommended that the City Council adopt a resolution appointing the following to the Los Angeles County Metropolitan Transportation Authority (Metro) Gold Line Foothill Extension Construction Authority (Construction Authority) Board of Directors as follows:

1. City of Glendora Councilmember Mendell Thompson - Voting Board Member for a term of two years ending March 3, 2023; and
2. City of Ontario Mayor Paul Leon - Alternate for Voting Board Member for a term of two years ending March 3, 2023; and
3. Daniel Evans for reappointment as a Non-Voting Board Member for a term of four years ending March 3, 2025.

13. Approve Resolution to Adopt a Policy for Use of Electronic Signatures

Recommendation

It is recommended that the City Council approve a Resolution adopting a policy authorizing the use and acceptance of electronic signatures on City documents.

14. Adoption of a Resolution Authorizing Renewal of a 5-Year General Services Agreement with the County of Los Angeles

Recommendation

It is recommended that the City Council approve the attached Resolution authorizing the renewal of a five-year General Services Agreement with the County of Los Angeles to provide the authority for the County to provide services as requested by the City.

PUBLIC HEARING

15. Project No. 2171-CUP/DRX/TTM/TRP – Seven Patios Mixed-Use Residential and Commercial Project at 845/899 El Centro Street (Continued from February 3, 2021)

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

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ACTION / DISCUSSION

16. Award of Contract to Adhami Engineering Group for the Engineering Design, Construction Documents, and Specifications for Rectangular Rapid Flashing Beacons in an Amount Not-to-Exceed \$49,324

Recommendation

It is recommended that the City Council:

1. Accept a proposal dated October 8, 2020, from Adhami Engineering Group for the Engineering Design, Construction Documents, and Specifications for Rectangular Rapid Flashing Beacons; and
2. Authorize the Interim City Manager to execute the agreement and any amendments with Adhami Engineering Group for a not-to-exceed amount of \$49,324 (\$44,840 for the proposed amount and \$4,484 for 10% contingency); and
3. Reject the proposal received from Minagar & Associates, Inc.

17. Consideration of Business Marketing Plan Proposal from nexusplex and the South Pasadena Chamber of Commerce and Approval of Appropriation of Funding

Recommendation

It is recommended that the City Council:

1. Consider written proposals of the Business Marketing Plan from nexusplex and the South Pasadena Chamber of Commerce;
2. Appropriate \$45,000 from General Fund unassigned reserves to account (City Manager Professional Services) 101-2010-2011-8170-000 for the purpose of funding marketing efforts as approved by the City Council.
3. Approve the use of these funds as follows, or as otherwise deemed appropriate:
 - a. \$25,000 to the South Pasadena Chamber of Commerce to fund in whole or in part, the scope of work described in the Chamber’s attached proposal; and
 - b. \$20,000 to nexusplex to provide the services described in its proposal and as summarized below; and
 - c. Authorize the City Manager to develop and execute corresponding agreements with each of the parties describing the respective deliverables and requiring their obligations for facilitating a post-campaign survey to ascertain the results of their efforts.

ADJOURNMENT

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

March 17, 2021	Regular City Council meeting	Council Chamber	7:30 p.m.
April 7, 2021	Regular City Council meeting	Council Chamber	7:30 p.m.
April 21, 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.

2/25/2021

/s/

Date

Maria E. Ayala
Chief City Clerk

CITY OF SOUTH PASADENA

PROCLAMATION



Declaring March 7, 2021 as
"Arbor Day"
in the City of South Pasadena

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and Arbor Day is now observed throughout the nation and the world; and

WHEREAS, trees reduce the erosion of our precious topsoil by wind and water, cutting heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

WHEREAS, trees in our City increase property values, enhance the economic vitality of business areas and beautify our community; and

WHEREAS, the City of South Pasadena has been recognized as a Tree City USA by The National Arbor Day Foundation and desires to continue its tree-planting practices.

NOW, THEREFORE, I, Diana Mahmud, Mayor of the City of South Pasadena, on behalf of the City Council, do hereby proclaim the week of March 7-14, 2021 as a celebration of Arbor Day and urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands.

Diana Mahmud, Mayor

March 3, 2021
Date



City Council Agenda Report

ITEM NO. 4

DATE: March 3, 2021
FROM: Sean Joyce, Interim City Manager
PREPARED BY: Maria E. Ayala, Chief City Clerk
SUBJECT: **2020 Commission Annual Reports & 2021 Commission Work Plans**

Recommendation

It is recommended that the City Council receive and file the 2020 Commission Annual Reports and the 2021 Commission Work Plans for the following bodies:

1. Finance Commission Annual Report
2. Library Board of Trustees Annual Report
3. Parks and Recreation Commission Annual Report
4. Public Safety Commission Annual Report
5. Senior Citizen Commission Annual Report
6. Youth Commission Annual Report

Commission Review and Recommendation

Each Annual Report and Work Plan was prepared by the respective commissions, in conjunction with the staff liaison for that commission.

Discussion/Analysis

Every year, City commissions are required to provide an Annual Report and Work Plan to the City Council. The Annual Reports share accomplishments from the previous year, while the Work Plans present objectives planned for the coming year. Both are presented to City Council as receive-and-file items.

In the past, both documents were formally presented at the City's annual Commissioners' Congress event. However, due to COVID-19 safety precautions and the City's emergency shutdown the event has been cancelled. This year, the commissions are presenting to Council during the regular meeting.

Work Plans and Annual Reports will be presented to Council over the course of several meetings to allow sufficient time for all agenda items to be heard while remaining mindful of the meeting's timespan.

Background

Drafting, review, and final approval of the annual reports and work plans is conducted at the commission level. Commissions work to finalize their annual report on or about December of each year.

The Work Plans are first presented to the commissions during their December meetings. The Work Plans were also presented to the commissions during their January meetings. This review process offers the opportunity for input by all commissioners: current, outgoing, and incoming.

Commission terms expire on December 31, with new appointments typically made at the December or January City Council meetings. This ensures a thorough review and planning for the commission's new year work plan.

Legal Review

The City Attorney has not reviewed this item.

Fiscal Impact

There is no fiscal impact associated with this item.

Environmental Analysis

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*.

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:

Annual Reports

1. Finance Commission Annual Report
2. Library Board of Trustees Annual Report
3. Parks and Recreation Commission Annual Report
4. Public Safety Commission Annual Report
5. Senior Citizen Commission Annual Report
6. Youth Commission Annual Report

Work Plans

1. Finance Commission Annual Report
2. Library Board of Trustees Annual Report
3. Parks and Recreation Commission Annual Report
4. Public Safety Commission Annual Report
5. Senior Citizen Commission Annual Report
6. Youth Commission Annual Report

ANNUAL REPORT 2020

FINANCE COMMISSION



A Message from the Commission Chair

In addition to the annual oversight responsibilities, the Finance Commission advised on several matters regarding the City's finances. The Commission welcomed one new member in 2020. The Finance Department Director resigned in 2020 and the Interim Assistant City Manager was appointed by the City Council as the Acting Director of the Department until a new Director is hired in 2021. The Commission will work with the Department during this year to ensure the successful transition of its leadership team and for the completion of the Comprehensive Annual Financial Report for Fiscal Year 2019-2020 and the Budget for the Fiscal Year 2020-21.

Sincerely,

Frederick A. Findley
Finance Commission Chair

PURPOSE STATEMENT

Provide high-level oversight and advice to the City Council, City Treasurer and Finance Director regarding financial matters affecting the City including, but not limited to, investments, budget development and monitoring, revenue development, taxation, debt financing and internal controls.

Finance Commission

Frederick Findley	Commission Chair
Zhen Tao	Commission Vice-Chair
Edwin Choi	Commission Secretary
Ed Elsner	Commissioner
Ellen Wood	Commissioner
Robert Joe, Mayor	City Council Liaison
Elaine Aguilar, Interim Assistant City Manager	Staff Liaison

The Finance Commission holds 10 regular meetings per calendar year. Meetings are held on the last Thursday of the month, at 6:30 p.m. Since the COVID-19 restrictions preventing public meetings were enforced in April 2020 virtual public meetings were held via Zoom.

Temporary Ad Hoc Finance Commission

The Commission and City Council established a Temporary Finance Ad Hoc Committee to enhance communication with the public as to the status of the 2019-2020 Comprehensive Annual Financial Report and the Fiscal Year 2020-2021 Annual Budget.

Resolution of Continuing Appropriations

Due to the delays in the completion of the Comprehensive Annual Financial Report for fiscal Year 2018-2019 and the closing of the books for Fiscal Year 2019-2020, the City Council accepted the Commission's recommendation to not approve the proposed Budget for Fiscal Year 2020-2021 and to adopt the policy of Resolution of Continuing Appropriations until the time the Finance Department has the information required to formalize the Budget.

**ANNUAL
REPORT
2020**

**LIBRARY
BOARD OF
TRUSTEES**



A Message from the Commission Chair

The arrival of the pandemic presented unprecedented challenges to library services. In response to the County's Safer at Home order the library building closed to the public on March 16, 2020 and staff began working remotely on March 20, 2020. All planned in-person meetings and events were cancelled. The LBT did not meet in March and April but in May met virtually to receive a report on how the library was adapting to and planning for services in the context of COVID-19. The Library Director kept Board members informed of operations, issues and concerns by email.

During the three months that library staff worked from home, staff worked diligently to pivot to providing services online and to plan and prepare for the challenges of the pandemic. In anticipation of high demand for online resources, funds were redirected from the regular book budget toward digital resources, and use of digital resources did increase dramatically during this period. Steps were taken to ensure that customers would have access to digital materials regardless of outstanding fine balances, and overdue fees were suspended. In mid-June staff returned to the building and launched Library Takeout, a no-contact checkout service. Between June and the end of December, more than 40,000 items were placed on hold and picked up by appreciative customers. The library presented its first ever all virtual Summer Reading Program (SRP) which had a robust 1,095 registered readers. SRP Teen Volunteers contributed 1,090 hours of service. In conjunction with SRP the library launched its Instagram and YouTube, where librarians' pre-recorded Storytimes and other content is presented. On July 1 the library implemented convenient automatic renewal of borrowed items, in which items are automatically renewed up to two times as long as they are not on hold for another customer. In spite of the exceptional times, the LBT met the goals laid out in its 2020 Work Plan, as described in the highlights below.

As we head into the ninth month that library services have been disrupted by the pandemic, the LBT looks forward to a return to normalcy. All decisions regarding the reintroduction of in-person library services are dependent on the progression of the pandemic and State and County guidelines, however, staff have drafted a plan to reintroduce services in phases when it is safe to do so. Despite difficult circumstances, our library continues to adapt while providing essential materials and resources. None of the successes highlighted in this report would be possible without the dedicated and productive staff, an engaged board, the non-profit Friends of the Library, city leaders, and a community that truly values the library.

Sincerely,
Bianca Richards, Library Board of Trustees President

PURPOSE STATEMENT

Under the provisions of the State of California Education Code, the South Pasadena Public Library is administered by a board of library trustees whose powers and duties include establishing rules and regulations for the administration of the library, reviewing and submitting an annual operating budget to the city manager, and making recommendations to the city manager with respect to the appointment, suspension or removal of the city librarian. The Board is also responsible for providing input to the City Librarian on library needs and traditions, and community attitudes and values. It promotes library interests within the community and supports funding at a level adequate for a well-qualified staff, a well-balanced collection, and a well-maintained building.

Library Board of Trustees

Bianca Richards	President
David R. Uwins	Vice President
Debra Beadle	Secretary
Annie Chang	Trustee
J. Mario Molina	Trustee
Robert S. Joe, Mayor (Term expired 12/2/2020)	City Council Liaison
Cathy Billings, Library Director	Staff Liaison

Library Board of Trustee meetings are held every 2nd Thursday of the month at 7:00 p.m. Meetings are normally held at the Ray Bradbury Conference Room, South Pasadena Public Library, 1100 Oxley Street, South Pasadena, CA 91030. Due to COVID-19 safety protocols, the Commission meetings have been held virtually since March 2020.

Recommended that the City Eliminate Overdue Fees for Library Materials

After extensive discussion and consideration, the Library Board unanimously voted to approve a proposal to eliminate overdue fees for library materials, which the American Library Association has recognized as "a form of social inequity" because they disproportionately affect socio-economically disadvantaged populations. On December 16, 2020 the City Council unanimously adopted a resolution to eliminate overdue fees effective January 1, 2021.

Supported Library Staff in Conducting a Citywide Reading Program

The South Pasadena Public Library reinvented the traditional "One City, One Story" citywide reading program concept to meet the challenges imposed by the pandemic. Instead of focusing on a single book, One City, Many Stories (OCMS), encouraged community members to engage with the theme Exploring Common Ground through four featured titles, or one of the many titles on suggested reading lists created by library staff. The goal of One City, Many Stories was to give community members an opportunity to expand their horizons through the lens of literature and thoughtful discussion. The topic was meaningful enough to encourage engagement and discussion but also deliberately broad enough to allow people to read widely in a variety of genres. OCMS took place September 14 through November 1, and included four librarian-led virtual book discussions, an Author Night presented over Crowdcast that featured award winning authors Sherri Smith, Danzy Senna, and Ron Koertge. Pasadena Poet Laureate Koertge composed a new poem titled "Many Stories" to commemorate the citywide reading program.

Celebrated the Centennial of Renowned Author Ray Bradbury

To mark author Ray Bradbury’s centennial in August 2020, South Pasadena Public Library promoted its special Ray Bradbury collection with a digital exhibit and was one of a select number of institutions to participate in the national Ray Bradbury Centennial Read-a-Thon of *Fahrenheit 451*, with award winning actor, James Reynolds reading several sections. South Pasadena Poet Laureate Ron Koertge wrote and recorded a reading of a new poem, “In Memoriam” to honor Ray. Finally, the long-awaited fused glass triptych designed by local artist Tim Carey and fabricated at Judson Studios in South Pasadena was installed in the library’s Ray Bradbury Conference Room and unveiled on Thursday, October 29. The artwork, “Live Forever”, will be a lasting tribute to this prolific and beloved author. The project was fully funded with a combination of private donations, City Councilmembers’ discretionary funds, and contributions from the Friends of the South Pasadena Public Library.

ANNUAL REPORT 2020

Parks and Recreation Commission



A Message from the Commission Chair

During 2020, the Parks and Recreation Commission worked to contribute to the quality of life in South Pasadena despite the serious challenges posed to our community's safety and well-being by the COVID-19 pandemic. The Commission was not able to meet for seven months, but despite these difficult circumstances, we did approve field permit applications once they were allowed by the county health department, reviewed the 2019 San Pascual Stables Report, recommended to City Council that they approve the use of capital improvement funds for improvements at the San Pascual Stables, recommended to City Council that they approve a memorial bench, tree and plaque in memory of Beatriz Solis and to consider the naming of the pocket park for her, and recommended that City Council approve the capital improvement project list for the Arroyo Seco Racquet Center.

The Community Services Division pivoted to offer virtual classes and programs, a drive thru Halloween event, three weeks of Camp Med in the summer, and drive thru Rec-tivity bags for holiday breaks which contained arts and crafts and puzzles.

We hope that we will be able to return to planning in-person events in the very near future, and offer our continued support to the community as we all look forward to a brighter new year.

Sincerely,
Karen Tamis, Chair
Parks and Recreation Commission

PURPOSE STATEMENT

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

Parks and Recreation Commission

Karen Tamis	Commission Chair
Kristine Kwong	Commission Vice-Chair
Dollie Chapman	Commissioner
Victoria Rocha	Commissioner
Albert Ocon	Commissioner
Michael Cacciotti, Mayor Pro-Tem	City Council Liaison
Sheila Pautsch, Community Services Director	Staff Liaison

Parks and Recreation Commission meetings are held every second Monday of the month at 6:30 p.m. Meetings are held at: Council Chamber 1424 Mission Street, South Pasadena. Due to COVID-19 safety protocols, the Commission meetings have been held in virtual mode since March 2020.

DRIVE THRU TRICK OR TREAT EVENT

The Recreation Division offered a Drive Thru Trick or Treat event. The event brought 400 plus families in their vehicles to collect goodies from many different local organizations such as Kiwanis, South Pasadena Little League, AYSO, Vecinos de South Pasadena, SPARC and more. This successful event sparked small grab and go events that offered Rec-tivity Bags for youth to keep busy with during the long holiday breaks.

VIRTUAL CLASSES AND ACTIVITIES

The Recreation Division was able and continues to offer virtual classes and activities through COVID-19. This gave residents an outlet from work and school to stay fit and engaged through crafts, dance and music.

- [Approved January 11, 21](#)

**ANNUAL
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2020**

**PUBLIC SAFETY
COMMISSION**



A Message from the Commission Chair

In 2020, the South Pasadena Public Safety Commission (PSC) saw growing community attention toward public safety with a historic wildfire season and increased attention to the role of law enforcement. This was a busy year for the PSC where we had three subcommittees dedicated to the COVID-19 Pandemic, Police Reform and updating the charter for the PSC to better address community concerns.

For 2021, we hope to focus on a number of issues, including pandemic recovery, the future of policing, the homeless crisis and increasing community engagement. We hope to bring back the Police and Fire Open House, Block Captains Meeting, National Night Out and other events in 2021 to build upon our strong community relationship. I would like to thank the members of the PSC for their volunteer service to the community and to the staff, mayor and council for their support of the PSC during these challenging times.

Sincerely,

Jeremy Ding
Public Safety Commission, Chair

Purpose Statement

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

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

Public Safety Commission

Jeremy Ding	Commission Chair
Alan Ehrlich	Commission Vice-Chair
Stephanie Cao	Commissioner
Amin Al-Sarraf	Commissioner
Grace Liu Kung	Commissioner
Ed Donnelly	Commissioner
Scot G. Lam	Commissioner
Dr. Richard Schneider, Councilmember	City Council Liaison
Paul Riddle, Fire Chief	Staff Liaison
Brian O. Solinsky, Interim Chief of Police	Staff Liaison

Public Safety Commission meetings are held every 2nd Monday of the month at 8:30 a.m. There are no meetings in July or November. Meetings are held at the Amedee O. "Dick" Richards Jr. Council Chambers, 1424 Mission Street, South Pasadena. Due to COVID-19 safety protocols, the Commission meetings have been held in virtual mode since March 2020.

Public Safety Commission Charter Change

The Commission was created in 2009 to provide civic engagement and insight to Council when addressing public safety issues affecting South Pasadena and the region. At that time, the charge was developed based on the current needs and issues surrounding the City.

In December 2018, staff reviewed the current Commission charge, finding that the duties and descriptions did not reflect the current community and Council needs. The charge was modified in June 2019 to reflect the needs at that time.

In early 2020, the Commission quickly realized the need for additional changes in the charge, given the current climate with concern for social justice issues and the COVID-19 pandemic.

As public safety continues to evolve and adapt to environmental and societal demands, so too must the Commission's charge to better serve the community and Council.

PSC Subcommittee
Amin Al-Sarraf
Grace Liu Kung

Police Reform (8 Can't Wait)

Following the deaths of Breonna Taylor and George Floyd, the American conscience was awakened to perceived systemic racism in policing. These examples reveal the need across this nation to embrace meaningful change in policing philosophies and policy.

Following expressed community concern on policing practices, the Subcommittees were formed, holding several meetings from July to October 2020. The subcommittee conducted a comprehensive review and analysis of community recommendations, industry best practices, current police policies, and legal requirements. In addition, the Police Department provided insight into internal agency reform as part of its ongoing commitment to provide the best possible service to the residents of South Pasadena.

Upon completing a critical assessment of the use of force policies, the Subcommittees provided recommendations to the City Council, which were adopted and implemented in the Police Department's duty manual.

PSC Subcommittee

Jeremy Ding

Scot Lam

Ed Donnelly

COVID-19 Response

An outbreak of pneumonia in Wuhan, China, was reported to the World Health Organization ("WHO") on December 31, 2019, and an illness caused by a novel coronavirus called COVID-19 was soon identified as the cause. During the week of February 23, 2020, the Centers for Disease Control and Prevention ("CDC") reported evidence of community spread of the virus in cases located in California, Oregon, and Washington.

On March 4, 2020, Governor Gavin Newsom declared a state of emergency to exist in California as a result of COVID-19. The same day, the State of California and Los Angeles County Department of Public Health declared health emergencies. On March 18, 2020, the City declared a local emergency, which positioned the City to be eligible for state and federal reimbursement for local COVID-19 response efforts.

The City's response efforts included securing Personal Protective Equipment (PPE) for all City employees, modified emergency response efforts by Police and Fire, training, modified work schedules, telecommuting, and transferring all meetings to a remote platform.

PSC Subcommittee

Amin Al-Sarraf

Alan Ehrlich

ANNUAL REPORT 2020

SENIOR CITIZEN COMMISSION

City of South Pasadena



A Message from the Commission Chair

The Senior Commission worked diligently throughout 2020 to maintain contact with local seniors. Due to Covid-19 and the Senior Center being closed, the commissioners made weekly social reassurance calls to seniors, offering information about the Center and their programs, as well as offering assistance with grocery shopping and pharmacy pick-ups. The Commission was able to meet several times via Zoom.

Commissioners supported the Center on various programs such as Dial A Ride, newsletters, Activity Guides, Grab n Go Meals and Metro TAP card loading. In addition, the commissioners were able to work with a local Girl Scout Troop to provide letters of encouragement and support to the seniors.

Our hope is to meet in person as soon as it is safe to do so. We look forward to another year serving on the Commission, creating new programs and workshops to support and enrich our senior community.

Sincerely,

Cindi Knight
Senior Commission, Chair

SENIOR CITIZENS COMMISSION

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

PURPOSE STATEMENT

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

Senior Citizen Commission

Cindi Knight,	Commission Chair
Alexandria Levitt,	Commission Vice-Chair
Julie Papadakis,	Commissioner
Shireen Chang,	Commissioner
Rachel Fox,	Commissioner
Robert Joe, Mayor	City Council Liaison
Liliana Torres, Community Services Supervisor	Staff Liaison

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

COVID-19 Pandemic Emergency Response

The COVID-19 pandemic made 2020 an unpredicted year. In March of 2020 Governor Gavin Newsom enacted a Stay at Home mandate, which persisted for months and resulted in a Safer at Home order.

The Community Services Department staff pivoted from their regular work schedules in response to the pandemic; to ensure the needs of vulnerable populations, like the senior community, were met. This resulted in an exponential increase in meal delivery service from March through August, with approximately 85 meals packaged and delivered daily, nearly 425 delivered weekly. Additionally, staff worked with faith-based organizations and non-profits to deliver groceries, medication, and other essential items to seniors.

Alongside Senior Center staff, Dial A Ride utilized its resources to assist with the demand of the senior population. Helping to deliver hot meals to seniors as well as transporting seniors to urgent medical appointments, pharmacies and other essential businesses.

From the beginning Commissioners worked closely with staff to help seniors with the emotional toll of surviving the pandemic. Commissioners made phone calls to seniors on a daily basis, listening to their struggles and fears, as well as providing them with resources and information. Commissioners kept staff abreast on the needs of the seniors and assisted staff with helping seniors get the support needed to endure the pandemic. For instance, the Senior Citizens Commission recommended to the City Council that CARES Act funds from the Community Development Block Grant (CDBG) be used to finance the City's portion of meals purchased for seniors. In total, \$5,700 were donated to the Senior Nutrition Program.

Additionally, Commissioners were on hand to receive various vital donations made to staff and seniors, during the pandemic. Donations of masks, gloves, and other Personal Protective Equipment (PPE) were given to keep staff safe and healthy while performing their daily operational duties.

Lastly, with the donation from Senior Citizens Foundation of South Pasadena, Inc., staff was able to accommodate homebound seniors who were unable to pay for meal delivery service. Moreover, the Foundation assisted further through the purchase of holiday items delivered to homebound seniors during the holidays.

Bringing Cheer During the Pandemic

Senior Center staff and the services extended to the community were not simply to fulfill the immediate need of the seniors during the pandemic. In an effort to spread cheer and keep the seniors connected to the community, staff prepared and distributed holiday bags to homebound seniors. In addition to the deliveries, seniors were also given the opportunity to partake in driver through events, where they could see staff and receive goodie bags filled with treats and activities.

Staff prepared monthly newsletters to ensure the seniors remained connected with the community and keep comprised of developments pertaining to the pandemic. The newsletters contained information about resources available to assist them with essential needs, such as grocery shopping. To address their mental well-being, staff also included hotline numbers for emotionally distressed seniors. Lastly, the newsletters had fun activities as well as staff updates.

The Library staff donated handmade cards from local youth, that were distributed with senior meals. The handmade cards had warm wishes and funny jokes that brightened their days.

Birthday drive up celebrations. Community Services staff took the opportunity to celebrate the seniors this year. Staff curtailed their normal birthday celebrations and created lawn signs and balloons for seniors on their birthdays. Staff drove to the individual homes and brought cheer and signs to celebrate.

**ANNUAL
REPORT
2020**

**YOUTH
COMMISSION**



A Message from the Commission Chair

Over the year, the City of South Pasadena Youth Commission has aided the community in many different ways. This report outlines several tasks the Youth Commission has undergone to give back to our town throughout this challenging year.

Zack Quezada
Youth Commission, Chair

PURPOSE STATEMENT

The South Pasadena Youth Commission is comprised of residents ages 14 years to 18 years old, who seek to enhance the lives of youth through advocacy in local government.

Youth Commission

Juliana Fong,	Commission Chair
Sadie Metcalfe,	Commission Vice-Chair
Sadie Abelson,	Commissioner
Zack Quezada,	Commissioner
Yousef Khan,	Commissioner
Camille Whetsel,	Commissioner
Ella Chuang,	Commissioner
Colin Wong,	Commissioner
Eliana Andrea,	Commissioner
Jake Wong,	Commissioner
Nadeem Mallet,	Commissioner
Jack Donovan,	City Council Liaison
Sheila Pautsch,	Staff Liaison
Community Services Director	

Youth Commission meetings are held every fourth Monday of the month at 6:00 pm. Meetings are held at South Pasadena Senior Center, 1102 Oxley Street, South Pasadena.

COVID-19 PANDEMIC

Due to the COVID-19 pandemic and the Stay at Home/Safer at Home Order mandated by Governor Gavin Newsom, the Youth Commission could not complete its 2020 Work Plan. Due to health and safety concerns, the Youth Commission met sparingly in 2020. It could not conduct any of its usual activities such as Tech Day for senior residents and Walk or Bike to School Day.

Finance Commission

2021 Work Plan



Objective	Tasks and Activities	Lead Person(s)	Timeline	Desired Outcome
Update City Financial Policy	Recommend updates to City's Financial Policy	Finance Director	March 31, 2021	Council approved Financial Policy, with Budget Adoption
CAFR/Audit	Review results of FY 2020 CAFR	Finance Director	May 2021	Council approved CAFR for FY 2020
Budget & CIP FY 2021	Review FY2021 Budget	Finance Director	March 2021	Council approved budget for FY 2021
Budget & CIP FY 2022	Review FY2022 Budget	Finance Director	June 2021	Council approved budget for FY 2022
Review Water Bonds for refinancing	Review bonds to determine refinance options	City Treasurer Finance Director	February 2021	Report outcome to City Council
PERS Prepayment options for unfunded liability	Review and evaluate PERS prepayment options, Actuarial report	Finance Director	May 2021	Council action regarding prepayment of PERS liability
Master Fee Schedule	Review fee schedule for annual CIP adjustments	Finance Director	June 2021	Implementation of adjusted fee schedule
Analysis of Historical Investment Performance	Review historical performance of City's portfolio.	Finance Commissioners	July 2021	Historical data in preparation for September Investment Performance Review
Investment Performance; including Carbon Neutral investing, evaluate yields	Review investment Portfolio, presentation from Financial Advisor	City Treasurer Finance Director	September 2021	Council approve Investment Policy, investment goals
Revise Monthly Treasurer Investment Report	Develop more thorough estimate of 6 month financial needs.	City Treasurer Finance Director	April 2021	New "6-month" formula on May 2021 Investment report.

Tax Revenues	Review semiannual reports on sales and property tax revenues	Finance Director	Semiannually January & June	Commission review and input received
Financial Sustainability Plan	Receive updates on Long Term Financial Stability Plan	Finance Director	Quarterly Updates January, March, June, September	Commission review and input received.
Finance Dept. policy and procedures update, enhanced internal controls	Review status of various Finance policy and procedure updates	Finance Director	Quarterly Updates January, March, June, September	Approved and implemented updated policies and procedures

Library Board of Trustees

2021 Work Plan



Objective	Tasks and Activities	Lead Person(s)	Timeline	Desired Outcome
To publish up-to-date and distinct Library Administrative Policies Manual and Library Board of Trustees Manual	Review and amend, rescind or approve new policies as needed	Senior Library staff/LBT	Ongoing throughout 2021	Have manuals that contain current and accurate information and will be a resource to staff and trustees
To update Emergency Plan and procedures	Review and amend documents and procedures as needed, and incorporate pandemic preparedness and response information	Senior Library staff and Administrative Secretary Sean Faye/LBT	New emergency plan document published by July 31, 2021	Have an Emergency Plan document and related procedures that support safe library operations.
To evaluate whether the SPMC that applies to the Library Board of Trustees needs revision, and to ensure that all parties understand the State and Municipal Code that governs library boards	Review California Education Code - EDC § 18900-18965 and SPMC § 2.77-2.78; 2.79 in consultation with City Attorney and City Management; adopt changes to SPMC and LBT Bylaws as needed; update LBT Manual as needed	Library Director/LBT	Second half of 2021	All parties have a clear understanding of the LBT charge and authority, and the SPMC accurately reflects these
To prepare for Library's next strategic planning process, which will likely take place in the first two quarters of FY 2022-2023	Discuss what type of planning process to engage in and identify any general fund budget requests to be submitted in the FY 2021-2022 budget cycle	Senior Library staff/LBT	March meeting: FY 2021-2022 budget requests identified; further discussion, last quarter of 2021	Be poised to engage a meaningful strategic planning process in FY 2022-2023
To aid the Friends of the Library with the Twenty-first Century Committee for the Library (21CCL) fundraising efforts	Assign a trustee as liaison to the 21CCL and support the Friends as they undertake steps to make the 21CCL operational	LBT	Ongoing throughout 2021	The 21CCL is an active, functioning committee of the Friends of the Library

Parks and Recreation Commission

2021 Work Plan



Objective	Tasks and Activities	Lead Person(s)	Timeline	Desired Outcome
Selection of Chair/Vice Chair and adopt-a-park selection	Obtain nominations for Chair/Vice Chair All commissioners select a park	Chair	January	New Chair/Vice Chair Subcommittee of two for concerts Each park selected by Commissioners
Review CS Budget	Complete a spread sheet of Department Budget	Sheila Pautsch	January and or March	Knowledge of CS department budget 20/21and 21/22
Approval of Field Permits (twice a year)	Complete each field permit for approval	Sheila Pautsch	January and November	Permits only approved with COVID guidelines in mind (ASYO and SPLP only)
Receive and Review the Annual Report of the San Pascual Stables	Obtain letter from SPS, LLC for review	Sheila Pautsch	December	Ensure the SPP,LLC lease is being followed
Periodic review of City Lease/Management Agreements as well as Financials	Prepare Financial Reports and agreements for review	Sheila Pautsch	Throughout the year	Ensure Commission has knowledge of each agreement and current financials
Approval of Healing Garden Applications	Prepare a report for review	Sheila Pautsch	When they are received	Approval of new additions to the Healing Garden

* Subject to changes if COVID restrictions allow for outdoor events and programming

* Approved January 11, 2021

Public Safety Commission

2021 Work Plan



Objective	Tasks and Activities	Lead Person(s)	Timeline	Desired Outcome
Unarmed Traffic Enforcement	Conduct a feasibility study to determine if unarmed traffic enforcement is appropriate for South Pasadena	DC Solinsky	February	Present feasibility study results to Council.
Homeless Outreach and Housing Update	Update presentation on the homeless and 2021 homeless count	DC Solinsky	March	Update on the HOPE Unit and additional program resources
Annual Reports	Present Police and Fire Department Annual Reports	Police Chief Chief Riddle	April	Receive and File Annual Reports
Open			May	
National Night Out and Police/Fire Open House	Organize Police and Fire NNO Event	Police Chief Chief Riddle	June	Community Outreach and Education
No Meeting			July	
Fire Prevention and Safety	Public Outreach and Education	Chief Riddle	August	Community Outreach and Education
Open			September	
Earthquake and Disaster Preparedness	Organize City wide Drill/ Training Exercise	Chief Riddle	October	Ability to Respond/Recover from Disaster
No Meeting			November	
PSC Annual Report and 2022 Work Plan		Police Chief Chief Riddle	December	Community Outreach and Education

Senior Citizen Commission

2021 Work Plan



Objective	Tasks and Activities	Lead Person(s)	Timeline	Desired Outcome
Author articles to educate public on aging matters and service offered by the South Pasadena Senior Center	Senior Commission will select topics for the four articles based on scheduled programming and services		March, June, September, and December	Increase awareness on aging matters and services available to senior residents as well as increase participation in the center
Offer online community forums to educate families and caregivers	Organize and coordinate online forums to address COVID-19 topics pertaining to seniors		May and October	Assist families coping with aging related challenges
Wellness Outreach	Call/engage seniors during the pandemic to help address mental and emotional distress		October/November	Increase awareness of Dial A Ride and services provided to senior residents
Holiday Cheer Program	Increase outreach to homebound senior citizens to share holiday cheer.	Community Services Staff	December	Increase participation of persons served

Youth Commission

2021 Work Plan



Objective	Tasks and Activities	Lead Person(s)	Timeline	Desired Outcome
Assist local youth during the pandemic by conducting virtual online community platform	Create and conduct online community platform for local youth residents.	Juliana Fong* Eliana Andrea	February through December	To reach out to local youth and provide community and well-being during the pandemic.
Spread Cheer Program	Work with local youth to create cards for older residents, homebound seniors and youth.	Camille Whetsel* Juliana Fong	On a monthly basis from February through December	To uplift marginalized communities during the pandemic.
Show appreciation to the many teacher within SPUSD	Work with local middle school and high school students to create letters and cards of appreciation to SPUS teachers	Sadie Abelson* Sadie Metcalfe	February through May	To encourage engagement with teacher and student during this difficult time
Volunteer Opportunities for acquire service hours for middle and high school students	Provide opportunities within the City to volunteer an earn services credits	Sadie Metcalfe * Eliana Andrea	Year Round	Assist with students in earning services hours as well as provide opportunities to build experience for resumes

*Lead person on objective

Approved at February 22, 2021 Youth Commission Meeting



City Council Agenda Report

ITEM NO. 8

DATE: March 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 \$252,953.23; General City Warrants in the Amount of \$304,151.07; Payroll in the Amount of \$558,633.73; Transfers in the Amount of \$592,000.00; Supplemental ACH Payments in the Amount of \$26,142.66.**

Recommendation Action

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

Fiscal Impact

Prepaid Warrants:

Warrant # 312092-312120	\$	204,191.85
ACH	\$	48,761.38
Voids	\$	0

General City Warrants:

Warrant # 312121-312151	\$	142,034.46
ACH	\$	162,116.61
Voids	\$	0

Payroll Period Ending 02/14/2021

Wire Transfers (LAIF)	\$	0
Wire Transfers (RSA)	\$	0
Wire Transfers (Acct # 2413)	\$	555,000.00
Wire Transfers (Acct # 1936)	\$	37,000.00
Supplemental ACH Payment	\$	26,142.66

RSA:

Prepaid Warrants	\$	0
General City Warrants	\$	0

Total	\$	1,733,880.69
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Commission Review and Recommendation

This matter was not reviewed by a Commission.

Approval of Warrants
March 03, 2021
Page 2 of 2

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. Supplemental ACH
5. Payroll

ATTACHMENT 1
Warrant Summary

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

Date 03.03.2021

Fund No.	Amounts		
	Prepaid	Written	
General Fund	101	101,174.62	163,949.71
Insurance Fund	103	-	1,219.20
Street Improvement Program	104	-	-
Facilities & Equip.Cap. Fund	105	-	27,736.39
Local Transit Return "A"	205	-	7,500.00
Local Transit Return "C"	207	38.01	65,564.48
TEA/Metro	208	-	-
Sewer Fund	210	961.38	-
CTC Traffic Improvement	211	-	-
Street Lighting Fund	215	3,220.08	-
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	206.47	-
County Park Bond Fund	232	-	-
Measure R	233	-	8,605.10
Measure M	236	-	-
Road Maint & Rehab (SB1)	237	-	-
MSRC Grant Fund	238	-	-
Measure W	239	-	-
Measure H	241	-	-
Prop C Exchange Fund	242	-	2,660.00
Bike & Pedestrian Paths	245	-	-
BTA Grants	248	-	-
Golden Street Grant	249	-	-
Capital Growth Fund	255	-	-
CDBG	260	-	-
Asset Forfeiture	270	-	-
Police Grants - State	272	-	16,619.76
Homeland Security Grant	274	-	-
Park Impact Fees	275	-	-
HSIP Grant	277	-	-
Arroyo Seco Golf Course	295	-	-
Sewer Capital Projects Fund	310	-	-
Water Fund	500	41,903.10	6,670.60
Water Efficiency Fund	503	-	-
2016 Water Revenue Bonds Fund	505	-	-
SRF Loan - Water	506	-	-
Water & Sewer Impact Fee	510	-	-
Public Financing Authority	550	75,593.76	-
Payroll Clearing Fund	700	29,855.81	3,625.83
			-
Column Totals:		<u>252,953.23</u>	<u>304,151.07</u>

Fund No.	Amounts		
	Prepaid	Written	
RSA	227	-	-
RSA Report Totals:		<u>-</u>	<u>-</u>
City Report Totals:			<u>557,104.30</u>

Payroll Period Ending 02/14/2021	558,633.73
Wire Transfer - LAIF	-
Wire Transfer - RSA	-
Wire Transfer - Acct # 2413	555,000.00
Wire Transfer - Acct # 1936	37,000.00
Supplemental ACH Payments	26,142.66
Voids - Prepaid	-
Voids - General Warrant	-
Grand Report Total:	<u><u>1,733,880.69</u></u>

Diana Mahmud, Mayor

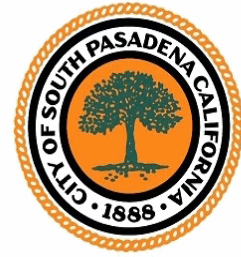
Elaine Aguilar, Interim Assistant City Manager

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	ACTM3010 57126092 57162257	Accountemps (Robert Half International) Full Time Accountant for Finance Backlog W/E 02/05/21 Full Time Accountant for Finance Backlog W/E 02/12/21	02/18/2021	2,382.08 1,736.01
Total for this ACH Check for Vendor ACTM3010:				4,118.09
ACH	AME0229 010-19062 010-19062	Ameritas Vision Insurance Premiums January 2021 Vision Insurance Premiums December 2020	02/18/2021	3,191.92 3,191.92
Total for this ACH Check for Vendor AME0229:				6,383.84
ACH	CRDA1021 RS4666226	Corodata Records Management Records Mgmt. January 2021	02/18/2021	360.70
Total for this ACH Check for Vendor CRDA1021:				360.70
ACH	MNBL8170 12159 12159 12255	Crestline Software LLC Water Billing Services Absorb Charge Postage	02/18/2021	25,399.87 8,883.64 2,079.66
Total for this ACH Check for Vendor MNBL8170:				36,363.17
312092	AT&T5006 130464796 310144197	AT & T U-Verse Account # 130464796 (12/18-01/17/21) Account # 310144197 (01/07-02/06/21)	02/18/2021	90.24 286.25
Total for Check Number 312092:				376.49
312093	AT&T5011 626 405-0051 626 441-6497 626 577-6657	AT&T Account # 626 405-0051 017 5 (01/11-02/10/21) Account # 626 441-6497 357 0 (01/13-02/12/21) Account # 626 577-6657 213 7 (01/13-02/12/21)	02/18/2021	1,048.17 395.47 57.28
Total for Check Number 312093:				1,500.92
312094	ATCN9011 000015929982 000015947170 000015947171 000015952115	AT&T Account # 9391062308 (12/20-01/19/21) Account # 9391036942 (12/27-01/26/21) Account # 9391036943 (12/27-01/26/21) CLAPDSOPAS (12/27-01/26/21)	02/18/2021	7,084.14 403.41 403.50 320.47
Total for Check Number 312094:				8,211.52
312095	CIN4011 287297984615x02	AT&T Mobility Account # 287297984615 (01/03-02/02/2021)	02/18/2021	335.22
Total for Check Number 312095:				335.22
312096	WDFD6116	Bob Wondries Ford	02/18/2021	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	612325	Emergency Repair 3 PW Vehicles (Catalytic Converter)		961.38
	612328	Emergency Repair 3 PW Vehicles (Catalytic Converter)		895.78
	612384	Emergency Repair 3 PW Vehicles (Catalytic Converter)		1,055.11
			Total for Check Number 312096:	2,912.27
312097	GLE2563 1144	City of Glendale Verdugo Fire Dispatch Fee 01/01-06/30/2021	02/18/2021	73,232.50
			Total for Check Number 312097:	73,232.50
312098	CRSR2010 DN 1300118	Corodata Shredding Inc. Shredding Services Library & City Hall January	02/18/2021	73.24
			Total for Check Number 312098:	73.24
312099	DEL0771 BE004228741 BE004298286	Delta Dental Employee Dental Premiums January 2021 Employee Dental Premiums February 2021	02/18/2021	11,880.86 11,591.11
			Total for Check Number 312099:	23,471.97
312100	DTV5012 068653046x21	DIRECTV EOC Communications (01/28-02/27/21)	02/18/2021	91.98
			Total for Check Number 312100:	91.98
312101	DNJC5440 Donovan 2020	Jack Donovan Reimb. Candidate for November 3rd Election	02/18/2021	65.91
			Total for Check Number 312101:	65.91
312102	ALER5440 Ehrlich 2020	Alan Ehrlich Reimb. Candidate for November 3rd Election	02/18/2021	126.71
			Total for Check Number 312102:	126.71
312103	HMMC5440 Hammond 2020	Michelle Hammond Reimb. Candidate for November 3rd Election	02/18/2021	63.36
			Total for Check Number 312103:	63.36
312104	RBJE1022 Joe 2020	Robert S. Joe Reimb. Candidate for November 3rd Election	02/18/2021	61.08
			Total for Check Number 312104:	61.08
312105	LOS2226 21-3041	L.A.C. Registrar-Recorder November 2021 South Pasadena General Electio	02/18/2021	1,370.71
			Total for Check Number 312105:	1,370.71
312106	LAPCMB Dues 2021	Los Angeles County Police Chiefs' Associa 2021 Annual Dues	02/18/2021	500.00
			Total for Check Number 312106:	500.00
312107	JNNG8110 4234	Jonathan Nugent Reimb. Training Class Expense	02/18/2021	510.00
			Total for Check Number 312107:	510.00
312108	PMUT5290	Jonathan Primuth	02/18/2021	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	Primuth 2020	Reimb. Candidate for November 3rd Election		126.71
			Total for Check Number 312108:	126.71
312109	SWJZ1011 Sawyer 2020	Jaz Sawyer Reimb. Candidate for November 3rd Election	02/18/2021	63.36
			Total for Check Number 312109:	63.36
312110	TIM4011 0029763012721 0070193020121 0224964010821 0269985011721 0345504122120 0355990020221	Time Warner Cable Account # 8448 20 899 0029763 (01/16-02/15/2 Account # 8448 30 008 0070193 (02/01-02/28/2 Account # 8448 30 008 0224964 (01/08-02/07/2 Account # 8448 30 008 0269985 (01/17-02/16/2 Account # 8448 30 008 0345504 (12/21-01/20/2 Account # 8448 30 008 0355990 (02/01-03/01/2	02/18/2021	246.36 78.95 0.28 0.22 360.00 477.15
			Total for Check Number 312110:	1,162.96
312111	VERW6711 9871474714 9871924221 9872107173 9872107173 9872107174	Verizon Wireless Account # 842311063-00002 (12/18-01/17/2021) Account # 571839627-00001 (12/24-01/23/21) Account # 270619951-00002 (12/27-01/26/2021) Account # 270619951-00002 (12/27-01/26/2021) Account # 270619951-00004 (12/27-01/26/2021)	02/18/2021	308.92 16.03 38.01 497.24 515.58
			Total for Check Number 312111:	1,375.78
312112	WON6410 1185198	Wondries Toyota Emergency Repair for Prius Unit 101 (Catalytic Converter)	02/18/2021	2,650.89
			Total for Check Number 312112:	2,650.89
312113	XRXF5010 2408101 2436066	Xerox Financial Svcs Garfield Copier Contract # 010-0061587-002 (12/06-01/05/21) Citywide Copier Contract # 010-0061587-001 (01/10-02/09/21)	02/18/2021	396.04 2,225.95
			Total for Check Number 312113:	2,621.99
312114	EZNI5440 Zneimer 2020	Evelyn Zneimer Reimb. Candidate for November 3rd Election	02/18/2021	122.16
			Total for Check Number 312114:	122.16
			Total for 2/18/2021:	168,253.53
			Report Total (27 checks):	168,253.53

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	CHWP2010 45930	Colantuono,Highsmith & Whatley,PC SCE Coalition Services January 18, 2021	02/24/2021	104.00
Total for this ACH Check for Vendor CHWP2010:				104.00
ACH	VEWI8020	Vision Electric Wholesale Inc.	02/24/2021	
	36412-CR	Credit Memo		-151.11
	36413-CR	Credit Memo		-141.52
	37384-CR	Credit Memo		-50.11
	37386-CR	Credit Memo		-235.86
	40606	City Lighting & Electrical Hardware		346.71
	40607	City Lighting & Electrical Hardware		376.07
	40608	City Lighting & Electrical Hardware.		305.10
	40723	City Lighting & Electrical Hardware		304.74
	40843	City Lighting & Electrical Hardware @ Wilson I		496.13
	40886	FY2020-21 City Lighting & Electrical Hardware		53.23
	40939	City Lighting & Electrical Hardware		85.18
	41214	City Lighting & Electrical Hardware		43.02
Total for this ACH Check for Vendor VEWI8020:				1,431.58
312115	ESMC5010 21-10072	Emergency Services Marketing Corp. Inc. Annual Subscription Renewal 01/19/21-01/18/22	02/24/2021	305.00
Total for Check Number 312115:				305.00
312116	HOM1515	Home Depot Credit Services	02/24/2021	
	1974206	City Supplies		1,840.12
	20377	City Supplies		68.47
	2764883	City Supplies		75.36
	2972888	City Supplies		1,840.12
	4272688	City Supplies		436.91
	4370426	City Supplies		4.89
	4601938	City Supplies		134.15
	4760337	City Supplies		5.49
	4823988	City Supplies		35.82
	5903523	City Supplies		89.66
	6546101	City Supplies		180.31
	8305952	City Supplies		206.47
	8741944	City Supplies		49.46
	9741871	City Supplies		184.04
Total for Check Number 312116:				5,151.27
312117	NCRS6711 5946230	National Construction Rentals Temporary Fencing Arroyo Park Field South	02/24/2021	1,022.09
Total for Check Number 312117:				1,022.09
312118	PayPlus	PayPlus Solutions Insight E-Tools	02/24/2021	

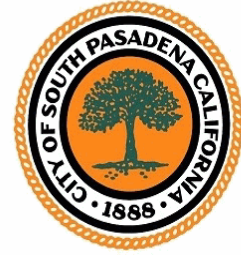
Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	25256	Monthly Conversion of ADP Report to xml format for CalPERS		217.00
			Total for Check Number 312118:	217.00
312119	VORT6116 03-1468783	Vortex Industries, Inc Repairs to Horizontal Sliding Gate	02/24/2021	875.00
			Total for Check Number 312119:	875.00
312120	WFBK1020 SOPASAWTR2013	Wells Fargo Bank South Pasadena WAT REV REF 03/13 FAST	02/24/2021	75,593.76
			Total for Check Number 312120:	75,593.76
			Total for 2/24/2021:	84,699.70
			Report Total (8 checks):	84,699.70

ATTACHMENT 3
General City Warrant List

Accounts Payable

Checks by Date - Detail by Check Date

User: EAlvarez
 Printed: 2/24/2021 9:13 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	AFLA7010 364143 984903	AFLAC Employee Optional Insurance - January 2021 Employee Optional Insurance - December 2020	03/03/2021	871.29 871.29
Total for this ACH Check for Vendor AFLA7010:				1,742.58
ACH	ATGC8530 2285 2287 2288 2290 2290 94365 94365 94365 94365 94365	Acorn Technology Services CO # 02-04 CO # 02-09 CO # 02-08 CO # 02-02 CO # 02-02 IT Onsite Analyst - Adjust Remote IT and Onsite Hours Managed IT Server Monitoring Labor Charges 01/01-01/31/21 Managed IT Computer Monitoring	03/03/2021	325.00 12.50 25.00 324.37 1,838.13 -195.00 -131.25 237.50 13,267.50 532.50
Total for this ACH Check for Vendor ATGC8530:				16,236.25
ACH	ATLRR816 608474 610442	Atkinson, Andelson, Loya, Rudd & Romo Personnel Matters - 10/2020 Personnel Matters - 11/2020	03/03/2021	4,079.25 845.25
Total for this ACH Check for Vendor ATLRR816:				4,924.50
ACH	BAK0366 H53083760 H53156550 H53420060 H53420070 H53420100 H53420110 H53421250 H53421270 H53421280 H53421290 H53460010 H53462010 H53796610 H53923490 H53943380 H54000570 H54011490 H54013860 H54016680	Baker & Taylor Entertainment Library Purchase of DVDs/ CDs	03/03/2021	198.65 298.25 25.62 25.62 25.62 32.24 16.53 14.88 12.38 33.04 14.88 24.76 24.80 99.22 23.94 9.78 18.19 9.78 12.23
Total for this ACH Check for Vendor BAK0366:				920.41
ACH	BAK0369	Baker & Taylor Books	03/03/2021	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	0003227179	Books		-13.23
	2035514954	Books		144.55
	2035517788	Books		130.68
	2035537086	Books		474.46
	2035545050	Books		626.06
	2035557769	Books		441.98
	2035568389	Books		202.97
	2035573985	Books		492.82
	2035592526	Books		435.52
	2035621967	Books		277.07
	2035647441	Books		110.04
	2035665441	Books		28.38
	2035668995	Books		72.27
	2035670135	Books		283.05
	2035673572	Books		44.85
	2035677028	Books		37.76
	2035711910	Books		519.24
	2035722995	Books		144.74
	2035723144	Books		1,483.01
	2035729814	Books		365.58
	2035740974	Books		16.11
	2035757993	Books		101.48
Total for this ACH Check for Vendor BAK0369:				6,419.39
ACH	CHWP2010 46048	Colantuono,Highsmith & Whatley,PC Case 2	03/03/2021	38,430.39
	46345	General Services		14,917.80
	46345	COVID-19		117.50
	46346	Labor & Employment		318.50
	46347	Tax & Assesment		24.50
	46348	Water & Utilities		122.50
	46349	Special Projects		7,261.50
	46350	Transportation (710 Issues)		318.50
	46351	Misc. Litigation		1,568.00
	46352	Gardena v. RWQCB		1,176.00
Total for this ACH Check for Vendor CHWP2010:				64,255.19
ACH	CWNC2501 2008115-3007942	Carl Warren & Company Liability Claims Admin. Fees 01/2021	03/03/2021	1,219.20
Total for this ACH Check for Vendor CWNC2501:				1,219.20
ACH	DEL4000 10434514160 10434514160	Dell Marketing L.P. Dell Power Edge R640 Server Dell Power Edge R640 Server	03/03/2021	4,111.80 23,300.22
Total for this ACH Check for Vendor DEL4000:				27,412.02
ACH	ECC9000 13 13	E.C.Construction Prop C Exchange Monterey Rd. St. Improvement Measure R Monterey Rd. St. Improvement	03/03/2021	2,660.00 8,605.10
Total for this ACH Check for Vendor ECC9000:				11,265.10
ACH	GRAN2032 134342	Granicus govAccess Maint. Hosting & License (11/01/20-10/31/21)	03/03/2021	8,710.00
Total for this ACH Check for Vendor GRAN2032:				8,710.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	HQAB8100 17501	Hi Quality Auto Body Inc. Repair to Unit # 1404	03/03/2021	94.12
Total for this ACH Check for Vendor HQAB8100:				94.12
ACH	LCW7456 1512965 1512967 1512969 1513298	Liebert Cassidy Whitmore Personnel Matters - 12/2020 Personnel Matters - 12/2020 Personnel Matters - 12/2020 Personnel Matters - 12/2020	03/03/2021	152.00 90.00 2,489.00 1,720.00
Total for this ACH Check for Vendor LCW7456:				4,451.00
ACH	STA5219 3466461863 3466461864 3466911345 3467185339 3467502003 3467502004 3467754017	Staples Business Advantage Library Office Supplies Library Office Supplies Library Office Supplies Library Office Supplies Library Office Supplies Library Office Supplies Library Office Supplies	03/03/2021	116.40 4.73 17.24 181.91 125.94 155.19 123.44
Total for this ACH Check for Vendor STA5219:				724.85
ACH	STSM1020 191773 191774 191791	Studio Spectrum City Council Streaming 12/02 & 12/16/2020 Public Safety Commission Streaming 12/14/2020 City Council Streaming Services 01/07 & 01/20/21	03/03/2021	2,850.00 675.00 1,225.00
Total for this ACH Check for Vendor STSM1020:				4,750.00
ACH	SWRCB833 SW-0205570	State Water Resources Control Board Annual Waste Discharge Permit Fee	03/03/2021	8,992.00
Total for this ACH Check for Vendor SWRCB833:				8,992.00
312121	ACHG2013 59-0628963 59-0634171	A-Check Global Electronic Background Services 10/30/2020 Electronic Background Services 12/30/2020	03/03/2021	233.84 111.52
Total for Check Number 312121:				345.36
312122	ATSL9192 20200	Advanced Traffic Solutions, LLC Traffic Control Software & Signal System @ Fa	03/03/2021	65,000.00
Total for Check Number 312122:				65,000.00
312123	ALH0179 28640	Alhambra Car Wash Police Dept. Car Washes December 2020	03/03/2021	387.00
Total for Check Number 312123:				387.00
312124	AXON4010 SI-1666178	Axon Enterprise Inc. Basic Evidence License & Storage	03/03/2021	16,619.76
Total for Check Number 312124:				16,619.76
312125	CALA8010 300009570 300009571 300009572 300009573	California Library Association CLA Membership Annie Chang Library Trustee CLA Membership Joseph Molina Library Trustee CLA Membership Bianca Richards Library Trustee CLA Membership David Uwins Library Trustee	03/03/2021	40.00 40.00 40.00 40.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	300009574	CLA Membership Dean Serwin Library Trustee		40.00
			Total for Check Number 312125:	200.00
312126	CAN0607 20249	Cantu Graphics Business Cards for Sonya Sanders HR Mgmt. Analyst	03/03/2021	33.02
			Total for Check Number 312126:	33.02
312127	CRSC2013 2887	Capital Research & Consulting LLC Quarterly Fee for Overseeing 457 Deferred Comp.	03/03/2021	2,866.62
			Total for Check Number 312127:	2,866.62
312128	CHPI4010 2106341	Cherokee Productions, Inc. Training Class for Lt. Jacobs & Robledo	03/03/2021	590.00
			Total for Check Number 312128:	590.00
312129	CDPS1020 68798	Code Publishing Inc. Municipal Code - Web Update	03/03/2021	908.80
			Total for Check Number 312129:	908.80
312130	GEMT5550 GEM0421W8PU	GEMT QAF Dept. of Health Care Services Transportation Charges Q4 2020	03/03/2021	6,298.50
			Total for Check Number 312130:	6,298.50
312131	EBNX4010 M58012	Everbridge (Nixle) Nixel Engagement for Press Releases & Notifica	03/03/2021	4,288.95
			Total for Check Number 312131:	4,288.95
312132	EXSF8020 00098990	Extreme Safety Fire Department Safety Equipment Facepieces	03/03/2021	2,281.66
			Total for Check Number 312132:	2,281.66
312133	FHCM5011 INV5084	Foothill Communications Quarterly Service Fee for Communicaiton Equip	03/03/2021	3,000.00
			Total for Check Number 312133:	3,000.00
312134	FNRT4011 01042021	Forensic Nurse Response Team SART Exam DR 21-0008 Medical Clearance	03/03/2021	1,610.00
			Total for Check Number 312134:	1,610.00
312135	GRA6601 9713760024 9718363170 9718363170 9721837335 9730783983	Grainger PPE for Water Division PPE for Water Division PPE for Water Division PPE for Water Division PPE for Water Division	03/03/2021	278.72 67.87 223.10 36.10 36.31
			Total for Check Number 312135:	642.10
312136	HATC8025 11678 11707	Halls Auto Tech Center 45 Day Inspection Unit # 79 45 Day Inspection Unit # 75	03/03/2021	106.93 157.55

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 312136:	264.48
312137	LCCS8060 640932	League of California Cities League of CA Cities Membership Dues 2021	03/03/2021	10,682.00
			Total for Check Number 312137:	10,682.00
312138	MBFEC106 S22268	Marx Bros. Fire Extinguisher Co. Semi-Annual Inspection of Fire Extinguisher @ WMB	03/03/2021	110.00
			Total for Check Number 312138:	110.00
312139	MRMC6710 5481	Miramontes Construction Inc. Emergency Water Maint Repair @ 619 Indiana Terrace	03/03/2021	5,857.14
			Total for Check Number 312139:	5,857.14
312140	NACI 22301	New Art Construction, Inc. Mission Meridian Garage Generator Replacement Project	03/03/2021	7,500.00
			Total for Check Number 312140:	7,500.00
312141	PSLSV802 687 690	Pasadena Live Scan Service Live Scan November 2020 Live Scan December 2020	03/03/2021	54.00 146.00
			Total for Check Number 312141:	200.00
312142	PWCW6710 0176500	PollardWater Small Tool & Leak Detection at Water Distribution Center	03/03/2021	171.36
			Total for Check Number 312142:	171.36
312143	RCSI2013 4711	RCS Investigations & Consult. LLC Investigative Services 12/08/2020	03/03/2021	4,820.00
			Total for Check Number 312143:	4,820.00
312144	SDSI0107 230688 230689 230690 230691	SDS Security Design Systems Police Department Security Camera Lease February 2021 Police Department Security Camera Lease February 2021 Police Department Security Camera Lease February 2021 Police Department Security Camera Lease February 2021	03/03/2021	65.18 217.46 113.00 30.00
			Total for Check Number 312144:	425.64
312145	SRTP5270 113217	Tapasya Srivastava Refund due to Schedule Change	03/03/2021	55.00
			Total for Check Number 312145:	55.00
312146	SUVA8022 19600 19601	Sunset Vans Inc. 60 Day Inspection Unit # 80 60 Day Inspection Unit # 75	03/03/2021	150.00 150.00
			Total for Check Number 312146:	300.00
312147	HAFR7000 080184912941 086745976344	The Hartford Employee Life Insurance Premiums January 2021 Employee Life Insurance Premiums February 2021	03/03/2021	924.75 958.50

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 312147:	1,883.25
312148	TLSI8011 487956	The Library Store Inc. Thermal Prints 1.5" DVD/CD Labels	03/03/2021	87.42
			Total for Check Number 312148:	87.42
312149	TDCS4010 9307 9315	Third Degree Communications, Inc. Training Class for Cpl. Phillips & Det. Hang Training Class for Officer Valdez	03/03/2021	1,050.00 525.00
			Total for Check Number 312149:	1,575.00
312150	WES4011 53979	Western Graphix Employee Photo ID Cards	03/03/2021	90.60
			Total for Check Number 312150:	90.60
312151	WIT6353 2101059	Wittman Enterprises LLC Paramedic Services for January 2021	03/03/2021	2,940.80
			Total for Check Number 312151:	2,940.80
			Total for 3/3/2021:	304,151.07
			Report Total (46 checks):	304,151.07

ATTACHMENT 4
Supplemental ACH
Payments



ACH Payment Log			
Date	Vendor	Amount	Description
2/18/2021	So Cal Edison	\$21,320.09	Online Payment for City's So Cal Edison Accounts.
2/22/2021	Pitney Bowes	\$2,000.00	Online Payment for Pre-Loaded Postage Funds.
2/23/2021	Synchrony Bank/ Amazon	\$2,822.57	Online Payment for City's Amazon Expenses from 11/09/20-01/06/21.

Total: **\$26,142.66**

ATTACHMENT 5
Payroll Summary

Liability	Taxes Debited			
	Federal Income Tax		69,886.76	
	Earned Income Credit Advances		.00	
	Social Security - EE		1,442.89	
	Social Security - ER		1,442.93	
	Social Security Adj - EE		.00	
	Medicare - EE		8,819.17	
	Medicare - ER		8,819.16	
	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		28,160.46	
	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	118,571.37
Other Transfers	ADP Direct Deposit	Acct. No. XXXXX3688	Tran/ABA XXXXXXXXX	431,418.45
	ADP Check	Acct. No. XXXXX3688	Tran/ABA XXXXXXXXX	5,497.66
	Wage Garnishments	Acct. No. XXXXX3688	Tran/ABA XXXXXXXXX	3,146.25
	Total Amount Debited From Your Accounts			558,633.73
Bank Debits and Other Liability	Adjustments/Prepay/Voids			.00
Taxes - Your Responsibility	None This Payroll			

Total Liability	558,633.73
	558,633.73
	558,633.73

Net Pay	Checks	5,497.66	
	Direct Deposits	431,418.45	
	Subtotal Net Pay		436,916.11
	Adjustments	.00	
	Total Net Pay Liability (Net Cash)		436,916.11

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				69,886.76	
	Earned Income Credit Advances					
	Social Security				1,442.89	1,442.93
	Medicare				8,819.17	8,819.16
	Medicare Surtax					
	Federal Unemployment Tax					
	Subtotal Federal				80,148.82	10,262.09
	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				80,148.82	10,262.09
State	CA State Income Tax				28,160.46	
	CA State Unemployment Insurance-ER					
	CA State Disability Insurance-EE					
	Subtotal CA				28,160.46	28,160.46
	Total Taxes		.00	.00	108,309.28	10,262.09

Amount ADP Debited From Account XXXXX3688 Tran/ABA XXXXXXXXXX 118,571.37

Excludes Taxes That Are Your Responsibility

Other	ADP Direct Deposit	431,418.45	
Transfers	ADP Check	5,497.66	
	Wage Garnishments	3,146.25	
	Amount ADP Debited From Account XXXXX3688		440,062.36

213 Employee Transactions

Total Amount ADP Debited From Your Accounts 558,633.73



Wednesday, December 2, 2020
Minutes of the Regular Meeting of the City Council

CALL TO ORDER

A Regular Meeting of the South Pasadena City Council was called to order by Mayor Joe on Wednesday, December 2, 2020, at 7:33 p.m., in the Council Chamber, located at 1424 Mission Street, South Pasadena, California.

ROLL CALL

Present via Zoom: Councilmembers Cacciotti, Rossi and Schneider; Mayor Pro Tem Mahmud; and Mayor Joe.

Absent: None

City Staff Present: Interim City Manager Sean Joyce (in attendance via Zoom); City Attorney Teresa Highsmith (in attendance via Zoom); and Chief City Clerk Ayala were present at Roll Call.

PLEDGE OF ALLEGIANCE

Councilmember Rossi led the flag salute.

Mayor Joe proposed reordering Agenda Item Nos. 17-19 prior to the State of the City presentation and suggested Item No. 2 be heard concurrently with Item No. 5. There were no objections.

ITEMS PULLED FROM CONSENT

In response to Councilmember Cacciotti's inquiry, Chief City Clerk Ayala confirmed proposed minutes would be amended to include his name as proposing the refinance of the City's debt (page 19-2) for Agenda Item No. 19.

No public comments provided.

MOTION BY COUNCILMEMBER SCHNEIDER, SECONDED BY COUNCILMEMBER ROSSI, CARRIED 5-0, to approve Consent Calendar Item Nos. 17-19 with the amendment to Item No. 19.

17. Minutes of the Regular City Council Meeting on October 7, 2020

City Council approved the minutes.

18. Minutes of the Regular City Council Meeting on October 21, 2020

City Council approved the minutes.

19. Minutes of the Special City Council Meeting on October 26, 2020

City Council approved the minutes with an amendment stating Councilmember Cacciotti requested the proposal to refinance the City's debt. (page 19-2).

STATE OF THE CITY / PRESENTATIONS

1. Mayor Joe's State of the City Presentation

Mayor Joe provided an oral presentation, which included a variety of displayed photos, which highlighted the City's many efforts during the pandemic and accomplishments over the last year. The presentation also touched on housing, sustainability efforts, completion of major construction projects, traffic issues, etc. Mayor Joe concluded by thanking his fellow councilmembers, Interim City Manager Sean Joyce, and Interim Assistant City Manager Elaine Aguilar.

No public comments provided.

3. Farewell and Presentation to Outgoing Councilmember Stephen E. Rossi

Mayor Joe stated Councilmember Rossi is being presented by mail with a City Tile and plaque in commemoration of his service to the City.

Councilmember Rossi thanked staff and Councilmembers for their support over the past three months.

Councilmember Cacciotti thanked Councilmember Rossi and commented Councilmember Rossi was instrumental during this transition period.

Councilmember Schneider thanked Councilmember Rossi for coming on board at such a challenging time and making great contributions.

Mayor Pro Tem Mahmud also commended Councilmember Rossi and stating how helpful his financial background was for the City. She credited him for helping get the City in better shape than initially anticipated and giving residents confidence in the continuation of the Utility Users Tax (UUT).

No public comment provided.

4. Farewell and Presentation to Outgoing Councilmember Richard D. Schneider, M.D.

Mayor Joe stated Councilmember Schneider is being presented with a City Tile and plaque in commemoration of his 13 years of service to the City.

Councilmember Schneider thanked the voters who elected him and stated it has been a privilege and honor to serve the City. He thanked City staff for their help over the years. He thanked past and present Councilmembers for their collegiality and ability to work together to help the City progress over the past 13 years.

Chief City Clerk Ayala played an audio recording of the public comment received via the City's public comment phone line:

- Laurie Wheeler - Provided comments on behalf of the South Pasadena Chamber of Commerce thanking Councilmember Schneider for his many years of service to the community and specifically its businesses and arts community.

Mayor Pro Tem Mahmud commented it has been a pleasure to work with Councilmember Schneider and stated he worked harder than any Councilmember to end any threatened freeway through the City.

Councilmember Cacciotti thanked Councilmember Schneider, recalling their efforts in saving Arroyo Park and opposing a development. He praised Councilmember Schneider for his commitment to the environment, trees, bicyclists, and pedestrians and stated how much he enjoyed working with him. He recalled Councilmember Schneider was the deciding vote on purchasing a clean air sewer vehicle instead of a diesel vehicle in addition to his fight against Interstate 710.

Mayor Joe described his enjoyment working with Councilmember Schneider at public meetings and described his 10 years working with him as a pleasure.

2. Presentation to Outgoing Mayor Robert S. Joe

5. Farewell and Presentation to Outgoing Councilmember Robert S. Joe

Mayor Pro Tem Mahmud heard these two items concurrently as per Mayor Joe's earlier request.

Mayor Mahmud praised Mayor Joe for his nine years of service on the City Council, stating she can think of very few City events he has missed in that time. She stated there will be an olive tree planted in his honor outside of the Senior Center, continuing a tradition set by Councilmember Schneider when he served as Mayor. She stated the bench he requested will be placed at the Senior Center through the use of his Discretionary Funds and be named in his honor.

Mayor Joe expressed his humbleness and stated his time on the City Council has been a rewarding experience in his life. He stated he learned how public service is about helping others

and vowed to continue this. He praised the residents who care about the City and the relationships he has developed with them.

Chief City Clerk Ayala played an audio recording of the public comment received via the City's public comment phone line:

- Laurie Wheeler - Provided comments on behalf of the South Pasadena Chamber of Commerce thanking Mayor Joe for his many years of service and being a tireless advocate for many things in South Pasadena, particularly its businesses.

Councilmember Schneider praised Mayor Joe's attitude and ability to take things with good humor. He thanked Mayor Joe for being a good Councilmember and friend.

Councilmember Cacciotti stated, like Councilmember Schneider, Mayor Joe's service to South Pasadena substantially predates his time on the City Council recalling his first meeting with Mayor Joe at a Parks and Recreation Commission meeting in 1998. He praised Mayor Joe for his dedication over multiple decades. He stated Mayor Joe served during perhaps the most challenging time in the City's history and thanked him for his efforts over the past year.

ELECTION

6. Adoption of Resolution No. 7689 Declaring the Results from the November 3, 2020, General Municipal Election

Chief City Clerk Ayala reported Ballot Measure U passed with 75% of the vote. She advised the successful City Council candidates were Evelyn Zneimer (District 1), Jack Donovan (District 2), and Jon Primuth (District 3).

No public comments provided.

MOTION BY MAYOR PRO TEM MAHMUD, SECONDED BY COUNCILMEMBER SCHNEIDER, CARRIED 5-0, to adopt Resolution No. 7689, with exhibits as provided in additional documents, reciting the fact of the General Municipal Election held in the City on November 3, 2020, declaring the results, and other matters as provided by law.

ADMINISTRATION OF OATH OF OFFICE

7. Administration of Oath of Office and Presentation of Certificate of Election to Evelyn G. Zneimer, elected as City Councilmember, Council District 1

Chief City Clerk Ayala administered the Oath of Office to Evelyn G. Zneimer.

8. Administration of Oath of Office and Presentation of Certificate of Election to Jack Donovan, elected as City Councilmember, Council District 2

Mrs. Judith Donovan administered the Oath of Office to Jack Donovan.

9. Administration of Oath of Office and Presentation of Certificate of Election to Jon Primuth, elected as City Councilmember, Council District 3

Chief City Clerk Ayala administered the Oath of Office to Jon Primuth.

Mayor Joe congratulated the new Councilmembers and urged them to take care of the City.

He recessed the meeting at 8:27 p.m.

Mayor Pro Tem Mahmud resumed the meeting at 8:32 p.m. She welcomed the new City Council members.

ELECTION OF OFFICERS

10. Election of Mayor and Mayor Pro Tem for the 2020-2021 Term

In response to Councilmember Cacciotti's inquiry, Interim City Manager Joyce stated the Mayor serves at the pleasure of the City Council.

Councilmember Cacciotti requested that the newly elected Mayor request input from the Councilmembers more frequently before setting the meeting agenda.

Mayor Pro Tem Mahmud opened the floor for nominations for Mayor.

MOTION BY COUNCILMEMBER DONOVAN, SECONDED BY COUNCILMEMBER CACCIOTTI, CARRIED 4-1 (ZNEIMER), to elect Diana Mahmud as Mayor.

Mayor Mahmud opened the floor for nominations for Mayor Pro Tem.

MOTION BY COUNCILMEMBER PRIMUTH, SECONDED BY COUNCILMEMBER DONOVAN, CARRIED 5-0, to elect Michael A. Cacciotti as Mayor Pro Tem.

City Council elected Diana Mahmud as Mayor, and Michael A. Cacciotti as Mayor Pro Tem for the 2020-2021 Term.

PUBLIC COMMENT AND SUGGESTIONS

11. Public Comments - General

Chief City Clerk Ayala announced the names of those who submitted public comment via e-mail (these comments were not read, but are added to the official final record of the meeting and are available under the meeting's Additional Documents):

- David Melford
- Sally Kilby and Robin Ortega

Chief City Clerk Ayala played an audio recording of the public comment received via the City's public comment phone line:

- Mike Ten - Provided comments thanking Councilmember Schneider and Mayor Joe for their service. He requested repaving for Glendon Way and Indiana Avenue.
- Dean Serwin - Provided comments thanking the outgoing Councilmembers, particularly Mayor Joe who served as District 1 Council representative.
- Mary Urquhart - Provided comments announcing a Zoom call to celebrate the accomplishments of Councilmember Schneider and provided her email to receive a participation link. She stated a similar call will be arranged for Mayor Joe.

COMMUNICATIONS

13. Councilmembers Communications

Councilmember Donovan expressed his excitement to be on the City Council. He thanked the residents of District 2 for entrusting him, his supporters, and his family.

Councilmember Primuth relayed his experiences from Councilmember Orientation and meeting the City staff. He conveyed the Council's commitment to providing great leaders for all City departments with clear, transparent, collaborative management who will support professional development. He thanked the departing Councilmembers for their contributions; he praised Mayor Mahmud and Mayor Pro Tem Cacciotti for the skillset they bring to the City Council and leadership for the entire Southern California region.

Councilmember Zneimer thanked the voters in District 1 for their support and thanked other supporters who encouraged her to run for City Council. She also thanked her children for their unwavering love and support. Councilmember Zneimer thanked John Srebalus and his volunteer groups for feeding the homeless over Thanksgiving and collecting donations for them. Councilmember Zneimer motioned for City Attorney Highsmith's performance evaluation to be placed on the next closed session agenda. Councilmember Donovan seconded the motion.

Mayor Pro Tem Cacciotti thanked his new colleagues citing Councilmember Donovan for his prior work with the Parks and Recreation Commission, Councilmember Zneimer for her past work to save the Arroyo Seco Park, and Councilmember Primuth's work with the Board of Education.

Mayor Pro Tem Cacciotti also displayed pictures reporting on the following: the new art installations on the concrete sidewalk barriers; Arroyo Seco Stables; San Pasqual Stables; volunteers dropping off supplies to the unhoused from Care First South Pasadena and Black Lives Matter South Pasadena among other local businesses.

Mayor Mahmud reminded residents and businesses who need more time to pay their electric utility bills, that there is an extended payment plan from both Southern California Edison and Clean Power Alliance.

Mayor Mahmud commented that the South Pasadena COVID-19 numbers have increased roughly 30% in the past two weeks and indicated that increased hospitalizations may cause undue pressure on hospitals soon. She urged residents to wear a mask and maintain social distancing in public. She did urge residents, should they go outside, to patronize South Pasadena local businesses.

Mayor Mahmud noted the passing of beloved former City Treasurer Vic Robinette and requested the meeting adjourn in his memory.

PRESENTATIONS

12. San Gabriel Valley Energy Champion Awards

Ana Bordallo, Management Aide at the San Gabriel Valley Council of Governments (SGVCOG), presented the award. She explained about the Energy Wise Partnership and added that South Pasadena became one of the first San Gabriel Valley cities to reach the highest level, the gold tier.

Ms. Bordallo commended Water Conservation and Sustainability Analyst Arpy Kasparian whose marketing campaign has served as the groundwork for several other cities within the San Gabriel Valley. She stated South Pasadena has set a standard for other cities in several ways.

Mayor Mahmud also praised Water Conservation and Sustainability Analyst Kasparian for her hard work and dedication.

COMMUNICATIONS

14. City Manager Communications

Interim City Manager Joyce reported the annual holiday tree lighting will be a virtual event on December 3, 2020, at 5:30 p.m.

Interim City Manager Joyce reported the Emergency Rental Assistance Program will provide residents who lost income due to the pandemic and who meet federal low-income requirements with a one-time grant of \$1,000. He advised that applications can be submitted until December 9, 2020, and thus far, there are fewer applicants than expected.

Interim City Manager Joyce stated the South Pasadena Police Department will have its customary overnight holiday parking exemption from December 19, 2020 until January 5, 2021. He added the South Pasadena Fire Department, ABC 7, Toys For Tots, and the Southern California Firefighters Association are celebrating the 28th Spark of Love Toy Drive.

15. Reordering of and Additions to the Agenda

No changes were made.

CONSENT CALENDAR

Councilmember Zneimer pulled Item No. 16.

Mayor Mahmud noted Item Nos. 17-19 have been previously acted upon and that Additional Documents have been provided for Item Nos. 21 and 22.

Mayor Pro Tem Cacciotti pulled Item No. 22.

No public comment was provided.

MOTION BY MAYOR PRO TEM CACCIOTTI, SECONDED BY COUNCILMEMBER ZNEIMER, CARRIED 5-0, to approve Consent Calendar Item No. 20 and Item No. 21 to include amendments as presented in the additional documents.

20. Discretionary Fund Request from Mayor Mahmud in the Amount of \$610 for a Tree Planting at War Memorial Legion Park Recommendation

City Council approved the Discretionary Fund request by Mayor Mahmud to allocate \$610 for the planting of two trees at War Memorial to replace trees dedicated to Vietnam Veterans in Legion Park.

21. Authorize the Contract Amendment with KOA Corporation to Modify the Work Scope for the Professional Engineering Design Services for Integrated Central Advanced Traffic Management and Control Systems for Fair Oaks Avenue Traffic Signal Improvement Project in an Amount Not-to-Exceed \$12,830 for a Total Not-to-Exceed Contract Amount of \$37,730

City Council authorized the Acting City Manager to execute the contract amendment with KOA Corporation modifying the work scope for the professional engineering design services for Integrated Central Advanced Traffic Management and Control Systems for Fair Oaks Avenue Traffic Signal Improvement Project, in an amount not-to-exceed \$12,830, for a total not-to-exceed contract amount of \$37,730.

ITEMS PULLED FROM CONSENT

16. Approval of Prepaid Warrants in the Amount of \$47,020.83; General City Warrants in the Amount of \$323,236.77; Supplemental ACH Payments in the amount of \$119,934.83.

Councilmember Zneimer requested warrants for Colantuono, Highsmith & Whatley (CHW), be pulled for further discussion in closed session. She expressed her approval of the remaining Warrants.

In response to Interim City Manager Joyce's inquiry, Councilmember Zneimer clarified the warrants are approved except for CHW.

MOTION BY COUNCILMEMBER ZNEIMER, SECONDED BY COUNCILMEMBER PRIMUTH, CARRIED 5-0, to approve all Warrants as presented with the exception of those for CHW.

22. Authorize the Second Amendment with LandCare Extending the Agreement for an Additional Two-Year Term, for 2020-21 Fiscal Year for Landscape Maintenance Services Total Not-to-Exceed Amount of to exceed \$310,447.68 per year, for a total of \$620,895.36

Mayor Pro Tem Cacciotti acknowledged this needs to be approved due to time constraints but requested, in the future, this be sent by Interim City Manager Joyce to the Parks and Recreation Commission for review. He stated his approval for the concept of having electric lawn care devices and announced South Pasadena is the first municipality in the United States to have its parks fully maintained by electric lawn equipment.

Mayor Pro Tem Cacciotti reiterated how electric lawn equipment is becoming less expensive than gas-powered lawn equipment due to grants from the South Coast Air Quality Management District (AQMD). He also directed Public Works Operations Manager Crawford to look into mowing parks twice a week during the warmer months and double-check other details of the services provided to the City by LandCare.

Interim City Manager Joyce and Public Works Operations Manager Crawford responded to Council questions accordingly regarding: maintenance of the Nature Park; additional care for the Nature Park could be added to the Request For Proposal (RFP) on the new landscaping contract; the contract being subject to renewal in two years; contract term; etc.

MOTION BY MAYOR PRO TEM CACCIOTTI, SECONDED BY COUNCILMEMBER DONOVAN, CARRIED 5-0, to approve Consent Calendar Item No. 22 with amendments to contract totals as presented in the additional documents and authorize the City Manager to execute the second Contract Amendment with LandCare to extend the Agreement for two years, in an amount not-to-exceed \$310,447.68 per year, for a total of \$620,895.36 for Landscape Maintenance Services.

ACTION/DISCUSSION ITEM

23. Approve Attached Proposed South Pasadena Retailer Promotional Campaign and Appropriate Funds for Same

Interim City Manager Joyce introduced the unsolicited proposal to immediately drive patronage in holiday shopping, thus making it urgent. Due to its unanticipated nature, he added approval would require an appropriation from undesignated reserves for funding.

Steven Lawrence, Principal of Nexusplex, presented the proposal and provided a background of his company.

Chief City Clerk Ayala announced the names of those who submitted public comment via e-mail (these comments were not read, but are added to the official final record of the meeting and are available under the meeting's Additional Documents):

- Josh
- John Vandercook
- Laurie Wheeler
- Ellen Daigle; David Plenn; Shelley Stephens; and Kelly Kidd

Chief City Clerk Ayala played an audio recording of the public comment received via the City's public comment phone line:

- Josh Albrektson – Expressed concerns over the proposal and its associated costs. Encouraged the Council to consider input from the Chamber of Commerce.
- Elizabeth Bagasao – Expressed support for the proposal and all local independent businesses. She credited Mr. Lawrence for a proposal supporting all community businesses and not just his own.
- Manuel Lozano – Expressed, that as a local business owner, he supports the efforts such as the proposal by Nexusplex.
- Andrew Berk - As Chairperson of the Board of Directors, he pledged the Chamber of Commerce's support in any way to sustain local businesses.
- Delilah Currie – Expressed support for the proposal for the benefits to local businesses like hers.
- Ellen Daigle - Provided comments supporting the proposal for the benefits to local businesses like hers, stressing the urgency and Mr. Lawrence's commitment to the City.
- Shelly Stephens - Provided comments supporting the proposal on behalf of struggling local businesses like hers. She requested more specifics from the proposal such as finite goals, itemized costs, and a Zoom session with merchants.
- Laurie Wheeler - Provided comments on behalf of the Chamber of Commerce requesting it instead receive the funds to continue its ongoing multi-faceted marketing campaign which includes print and online advertising.

Council held significant discussion on this item and had questions regarding: waiting until January to begin the program; coordination between Mr. Lawrence and the Chamber of Commerce; timing of the proposal being presented to Council; potential negotiation of pricing; issuance of urgent RFPs; the ability of Nexusplex to enact the proposed plan in a timely manner; the City's web marketing traffic; itemized cost of the proposal; etc.

Interim City Manager Joyce and Mr. Lawrence responded to Council questions and comments accordingly.

Councilmember Zneimer proposed moving the item to the spring once there is data on how the COVID-19 vaccine distribution could impact in-person shopping habits. Mayor Mahmud and Councilmember Primuth clarified there was a motion in place to put this off to a meeting soon after Mr. Lawrence and the Chamber of Commerce had jointly discussed the proposal. Mayor Pro Tem Cacciotti and Councilmember Donovan stated their agreement with this and the sense of urgency in general but more specifically in the new year. Mayor Mahmud noted there will likely be several special meetings before mid-January where this can be taken up urgently depending on the speed of discussions between Mr. Lawrence and the Chamber.

Mayor Pro Tem Cacciotti proposed the potential of a Councilmember attending the meeting between Mr. Lawrence and the Chamber. Councilmember Primuth volunteered to attend said meeting if necessary. Mayor Mahmud reiterated she would like to see more specific cost information when a proposal is returned to Council and what the expected returns to the City would be.

MOTION BY COUNCILMEMEBR PRIMUTH, SECONDED BY MAYOR PRO TEM CACCIOTTI, CARRIED 5-0, to direct Nexusplex to collaborate with the Chamber on a coordinated proposal; and, have a new proposal presented to Council at a future meeting, possibly in mid-January.

ADJOURNMENT

Mayor Mahmud commended the Interim City Manager for bringing this proposal to the Council out of a sense of urgency. She commended new Councilmembers on their evaluation of the proposal.

Mayor Mahmud announced the next Regular City Council meeting on December 16, 2020, at 7:30 p.m.

There being no further business, at 10:31 p.m. Mayor Mahmud adjourned the meeting in memory of former City Treasurer Vic Robinette.

Maria E. Ayala
Chief City Clerk

Diana Mahmud
Mayor



Wednesday, December 16, 2020
Minutes of the Regular Meeting of the City Council

CALL TO ORDER

A Regular Meeting of the South Pasadena City Council was called to order by Mayor Mahmud on Wednesday, December 16, 2020, at 7:45 p.m., in the Council Chamber, located at 1424 Mission Street, South Pasadena, California.

ROLL CALL

Present via Zoom: Councilmembers Donovan, Primuth, and Zneimer; Mayor Pro Tem Cacciotti and Mayor Mahmud

Absent: None

City Staff Present: Interim City Manager Sean Joyce (in attendance via Zoom); City Attorney Teresa Highsmith (in attendance via Zoom); and Chief City Clerk Ayala were present at Roll Call.

PLEDGE OF ALLEGIANCE

Councilmember Donovan led the flag salute.

1. Closed Session Announcements

A. EXISTING LITIGATION

(Government Code Section 54956.9(d)(1))

Two Cases:

1. *McElfresh v. City of South Pasadena*
2. *Rubin v. City of South Pasadena*

City Attorney Terri Highsmith reported that Council met in Closed Session to review two cases as stated; direction was provided to legal counsel but no action was taken in closed session.

B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

(Government Code Section 54957(b)(1))

Title: City Attorney

City Attorney Highsmith reported that Council met in Closed Session to begin the Public Employee Performance Evaluation for City Attorney; evaluation was not completed due to time constraints and will be continued at the next available closed session.

2. Public Comments - General

Mayor Mahmud announced public comments are intended to address matters not on the agenda for the meeting. Citizens have the option of emailing or leaving a voice mail for the Council but the Council prefers either one or the other.

Chief City Clerk Ayala announced the names of those who submitted public comment via e-mail (these comments were not read, but are added to the official final record of the meeting and are available under the meeting's Additional Documents):

- Mica Haserjian

Chief City Clerk Ayala played an audio recording of the public comment received via the City's public comment phone line:

- Brandon Yung - Provided comments congratulating the new Council members and praising how well they represent the community.

COMMISSION APPOINTMENTS

3. Authorize Commission Appointments

Mayor Mahmud presented the item.

No public comment.

MOTION BY MAYOR PRO TEM CACCIOTTI, SECONDED BY COUNCILMEMBER PRIMUTH, CARRIED 5-0 BY VOICE VOTE, to:

1. Appoint:

- Michelle Hammond, Natural Resources and Environmental Commission, to a three-year term ending December 31, 2023
- David Uwins, Library Board of Trustees, to a vacant unexpired term ending December 31, 2021

2. Reappoint:

- Mark Gallatin, Cultural Heritage Commission, to a three-year term ending December 31, 2023
- Ed Elsner, Finance Commission, to a three-year term ending December 31, 2023
- Fred Findley, Finance Commission, to a three-year term ending December 31, 2023
- Kristine Kwong, Parks and Recreation Commission, to a three-year term ending December 31, 2023
- Laura Dahl, Planning Commission, to a three-year term ending December 31, 2023

- Janet Braun, Planning Commission, to a three-year term ending December 31, 2023
- Kris Kuramitsu, Public Art Commission, to a three-year term ending December 31, 2023
- Steven Wong, Public Art Commission, to a three-year term ending December 31, 2023
- Sam Hernandez, Public Works Commission, to a three-year term ending December 31, 2023
- Charles Trevino, Public Works Commission, to a three-year term ending December 31, 2023

COMMUNICATIONS

4. Councilmembers Communications

Councilmember Zneimer reported her attendance at a media teleconference regarding COVID-19 vaccine distribution logistics where she and Mayor Mahmud had the opportunity to ask questions.

Councilmember Primuth announced he looks forward to providing future reports after involving himself more in the governmental process.

Councilmember Donovan encouraged residents to support local restaurants and buy local for Christmas. He reported he and his wife participated in the Johnson & Johnson testing trial for a COVID-19 vaccination. He also reported on a vaccine trial and offered information for interested parties.

Mayor Pro Tem Cacciotti thanked the Parks and Recreation Commission for their time discussing issues earlier this week. He noted resident Nelson Tucker has some recommendations for the Public Safety Commission for using unarmed Police Officers on traffic stops among other traffic stop related ideas.

Mayor Pro Tem Cacciotti displayed various pictures regarding: a potbellied pig and his owner, Ian Marshall, at Garfield Park; Public Works staff working on a fire hydrant on Mission Street by Garfield Park; a testing project of an electric locomotive in Anaheim; staff and customers at Ace Hardware; various pictures of the ongoing Graves Reservoir Replacement Project; various pictures of a water source owned by the City although it is located in San Marino; and various pictures of new lawn equipment in Garfield Park purchased by the City.

Mayor Mahmud recapped the Strategic Planning meeting from the League of California Cities Los Angeles County Division. She advised the League decided on goals for the upcoming year which she will report upon once they are approved.

Mayor Mahmud also reported on attendance at the Planning Commission. She reported the Planning Commission approved a building permit on Meridian Avenue, received a comprehensive presentation on the Inclusionary Ordinance, and formed a subcommittee to further explore the matter.

Mayor Mahmud reported COVID-19 case totals in Los Angeles County and South Pasadena, advising residents to be careful, always wear a mask outside of their homes, and take precautions to contain the spread of the virus. Mayor Mahmud also announced a virtual town hall hosted by the County's Public Health Department scheduled and offered information for interested parties.

5. City Manager Communications

Interim City Manager Sean Joyce reported City staff applied for a \$6 million grant for a Fremont Avenue Complete Street Project under the Metro Active Transport (MAT) Program and advised South Pasadena's application was one of five selected. He thanked the Public Works Department for its work.

Interim City Manager Joyce added the City received its Regional Housing Needs Assessment (RHNA) allocation of 2,062 units in the current cycle. He advised the Council has appealed this assessment to the Southern California Association of Governments (SCAG) to receive a reduction of 846 units; the appeal is scheduled for January 6, 2021. He further advised 50 other cities are also appealing their assessments. He provided a Zoom link for those interested.

Interim City Manager Joyce noted the application period for the City's Emergency Rental Assistance Program has been extended to February 1, 2021, and packets are available on the City's website. He added funding is still available as they have more resources than applications to date.

6. Reordering of and Additions to the Agenda

Councilmember Zneimer pulled Item No. 7 for clarification only.

Mayor Mahmud requested to hear Item No. 23 earlier and advised this item has been continued twice from prior Council agendas; and request it be heard before Item No. 18 due to an extensive amount of recorded public comment on other items.

Councilmember Primuth pulled Item No. 17. Mayor Pro Tem Cacciotti agreed.

In response to Mayor Pro Tem Cacciotti's inquiry, Mayor Mahmud expressed concern that public comments on Item No. 18 do not reflect current staff recommendations because they have changed from what is listed in the agenda packet.

CONSENT CALENDAR

Mayor Mahmud noted there is a written public comment on Item No. 8.

Councilmember Zneimer pulled Item No. 7.

Councilmember Primuth and Mayor Pro Tem Cacciotti pulled Item No. 17.

Chief City Clerk Ayala announced that additional documents were provided with updated staff recommendations for Item Nos. 7, 11, 12, 13 and 16.

MOTION BY MAYOR PRO TEM CACCIOTTI, SECONDED BY COUNCILMEMBER DONOVAN, CARRIED 5-0, to approve Consent Calendar Item Nos. 8-16 with updates and recommendations as provided by additional documents.

8. Approval of 2021 City Council Meeting Schedule

City Council approved a City Council meeting schedule for the 2021 calendar year.

Written public comment provided by Josh Albrektsen.

9. Appointment of Acting City Clerk

City Council appointed Maria E. Ayala, Chief City Clerk to serve as Acting City Clerk for the remaining and final term of the elected City Clerk expiring December 2022.

10. Monthly Investment Reports for October 2020

City Council received and filed the monthly investment reports for October 2020.

11. Adoption of Resolution No. 7690 Continuing the Proclamation of a Local Emergency Due to the Outbreak of COVID-19, Authorizing the City Manager to Take All Necessary Actions as the Director of Emergency Services

City Council:

1. Adopted Resolution No. 7690 continuing the proclamation of a local emergency due to the outbreak of COVID-19 to include updates as presented in the additional documents; and
2. Authorized the City Manager to take all necessary actions as the Director of Emergency Services.

12. Approval of Resolution No. 7691 a CalPERS Resolution Correcting the Employer Contribution under the Public Employees' Medical and Hospital Care Act at an Equal Amount for Employees and Annuitants; and Approval of Resolution No. 7692 Establishing Unrepresented Management Benefits

City Council:

1. Approved Resolution No. 7691, to reflect revised language to the employer contribution under the Public Employees' Medical and Hospital Care Act (PEMCHA) at amounts specified in the attached resolution for annuitants; and
2. Approved Resolution No. 7692 for the Unrepresented Management Benefit Resolution correcting the amount the City contributes for retiree health insurance.

13. Adoption of Resolution No. 7693 Approving a Memorandum of Agreement (MOA) Between the City of South Pasadena and the Los Angeles Police Department Internet Crimes Against Children (ICAC) Task Force

City Council:

1. Approved Resolution No. 7693 adopting an MOA between the City and the Los Angeles Police Department Internet Crimes Against Children (ICAC) Task Force to include updates as presented in the additional documents;; and
2. Delegated authority to the City Manager to approve and execute the MOA and any further amendments to the MOA.

14. Authorize a First Amendment to each of the Professional Services Agreements with Rincon Consultants and Interwest Consulting Group for providing Major Project Review for a Total Not-To-Exceed Amount of \$300,000 Per Contract

City Council authorized the City Manager to execute a first amendment to each of the Professional Services Agreements (PSAs) with Rincon Consultants and Interwest Consulting Group to extend the term of the PSA for two years to continue providing service for Major Project Review for a total not-to-exceed amount of \$300,000 per contract.

15. Authorize Staff to Accept Funding from the Certified Local Government Grant Program for the Preparation of an Amendment to the City's Accessory Dwelling Units Ordinance

City Council authorized City staff to accept a \$40,000 award from the California Office of Historic Preservation Local Government Unit Certified Local Government Grant Program for the preparation of an amendment to the City's existing Accessory Dwelling Units Ordinance.

16. Adoption of Resolution No. 7694 Authorizing Submittal of an Application to CalRecycle for the Tire Rubberized Grant Program (TRP)

City Council:

1. Adopted Resolution No. 7694 authorizing the submittal of a grant application in the amount of \$250,000 to participate in the State of California Department of Resources Recycling and Recovery's (CalRecycle) Tire Rubberized Grant Program (TRP); and
2. Authorized the City Manager to execute documents required to obtain the grant.

ITEMS PULLED FROM CONSENT

7. Approval of Prepaid Warrants

In response to Councilmember Zneimer's inquiries, Director of Planning and Building Joanna Hankamer clarified that the City's contract with PlaceWorks, Inc. is a "not to exceed" amount. She explained the payment in Item No. 7 is not "in addition to" any base contract and noted the total contract is over \$200,000.

In response to Councilmember Zneimer's inquiry, Interim Police Chief Brian Solinsky clarified the Police Department's previous firearms were outdated and traded in for a new allotment.

MOTION BY COUNCILMEMBER ZNEIMER, SECONDED BY COUNCILMEMBER PRIMUTH, CARRIED 5-0, to approve Consent Calendar Item No. 7 and approve warrants as presented in additional documents.

17. Approve the Revised Scope of the Project to Evaluate Different Alternatives for the State Route 110 and Fair Oaks Avenue Interchange Modification Project Approved by the Metro Board as a Measure R State Route 710 Mobility Improvement Project, Direct Staff to Proceed with the Traffic Study for the Revised Scope and Authorize the Allocation of \$200,000 in Prop C Funds for the Traffic Study.

Director of Public Works Shahid Abbas presented the item.

Council held considerable discussion on this item. Both Director Abbas and Interim City Manager Joyce responded to Council questions and comments accordingly regarding: rescoping and reprioritizing the project; discussions with Los Angeles County Metropolitan Transportation Authority (Metro); the City receiving \$70 million from Metro for construction of the hook ramp and off-ramp improvements at Fair Oaks Avenue and State Route 110; the many technical concerns raised about the constructability of a hook ramp at the location; clarifying differences between loop ramp and a hook ramp; researching alternatives for local traffic corridors before agreeing on a final plan to maintain flexibility; etc.

The following individual submitted public comment via e-mail (this comment was not read, but is added to the official final record of the meeting and is available under the meeting's Additional Documents):

- Eric Winter
- Lawrence Abelson

MOTION BY COUNCILMEMBER PRIMUTH, SECONDED BY COUNCILMEMBER ZNEIMER, CARRIED 5-0, to:

1. Approve the revised scope of the project to evaluate alternatives for the State Route 110 (SR-110) and Fair Oaks Interchange Modification Project approved by the Metro Board as a Measure R State Route 710 (SR-710) Mobility Improvement Project (MIP); and
2. Direct staff to conduct a traffic study associated with the revised scope.
3. Authorize the allocation of \$200,000 of Prop C funds for the traffic study.

ACTION/DISCUSSION ITEM

23. Adoption of California Environmental Quality Act Initial Study and Negative Declaration and the Proposed Climate Action Plan

Deputy Director of Public Works Julian Lee and Hannah Mize, Rincon Consultants, Inc., provided the PowerPoint presentation on the item.

In response to Mayor Mahmud's inquiries, Deputy Director of Public Works Lee clarified the CAP has been revised but is not an ordinance stating residents cannot use natural gas in their homes for cooking. He also stated his department could come up with reach codes in the future.

The following individual submitted public comment via e-mail (this comment was not read, but is added to the official final record of the meeting and is available under the meeting's Additional Documents):

- Jerilyn Schmidt
- Andy Au
- Casey Law
- Wesley Reutimann
- Laurie Wheeler
- Megan Lynch
- William Kelly

Chief City Clerk Ayala played an audio recording of the public comment received via the City's public comment phone line:

- Diana Coronado - Provided comments in favor of reassessing the CAP to assess the pandemic's impacts, include a Housing Production Analysis, and a Cost Effectiveness Study. She also expressed concerns over mandates on new housing projects which exceed the State's.
- Helen Romero-Shaw - Provided comments on behalf of Southern California Gas Company clarifying what she considers inaccurate and incomplete statements in the CAP about the company's cleanliness referring to a letter sent to the Council. She promoted many benefits and misconceptions of natural gas.
- Thano Adamson - Provided comments against the unrealistic goal of eliminating gas appliances especially in regards to perceived vast increases in electricity demand.
- Walter - Provided comments supporting the CAP particularly the electrification of new construction.
- Unknown - Provided comments about renewable energy sources.
- Brandon Yung - Provided comments supporting the CAP and electrification, citing the town's main population of young families who will reap the future benefits. He also encouraged more residents ride bicycles.
- Steve Dahl - Provided comments requesting a CAP, which incorporates multiple energy sources for its usefulness in homes and restaurants when there, is a power outage.
- Wesley Reutimann - Provided comments in support of the CAP on behalf of Active San Gabriel Valley. He encouraged acting upon the most cost-effective elements of the plan first, particularly electrification.

Mayor Pro Tem Cacciotti commented he supports moving forward with electrification citing Planning Commissioner Steve Dahl's public comments, and advised the CAP needs to be implemented in ordinances over time with urgency given to electrification ordinances as new development continues in South Pasadena.

Mayor Pro Tem Cacciotti commented he supports the CAP's proposed restriction on gas-powered lawn equipment but would like it phased in over time so professionals can afford to upgrade their equipment. He requested public commenter Brandon Yung encourage the South Pasadena Unified School District to switch over to electric lawn equipment.

Mayor Pro Tem Cacciotti expressed his passionate support for the CAP's call for the City to have a full-green vehicle fleet and called for action on the CAP's proposals.

Councilmember Zneimer advised solar use in new construction could help when the power grid is offline and believes there will be battery-operated backup equipment in the future. She expressed her opposition to a gas stove exemption because people can modify their cooking methods. She added most of the electrification public comments did not address health issues such as upper respiratory diseases, which the CAP will help lessen in future generations.

Mayor Mahmud referred to a written public comment about the "high cost to our residents to participate in the Clean Power Alliance (CPA)." Mayor Mahmud explained the cost breakdowns between CPA and Edison. She offered contact information for customers interested in switch to clean energy products.

Mayor Mahmud clarified the City joined the CPA 2017 with commercial CPA services beginning in 2018. She noted residents started to receive service in 2019. She requested the ability to make minor edits to the Climate Action Plan.

Mayor Mahmud reported the proposal calls for an annual update on the CAP be submitted to the NREC. She recommended this report be either quarterly or semi-annual with an annual update submitted to the City Council for greater visibility before the triannual reviews. She echoed Mayor Pro Tem Cacciotti's request for a referral to the NREC for recommended elements towards a City Reach Code.

MOTION BY MAYOR PRO TEM CACCIOTTI, SECONDED BY COUNCILMEMBER ZNEIMER, CARRIED 5-0, to adopt the California Environmental Quality Act (CEQA) Initial Study and Negative Declaration for Climate Action Plan; and adopt the proposed Climate Action Plan.

PUBLIC HEARING

18. Continued Public Hearing for Discussion of Additional Tenant Protections; Adoption of Ordinance No. 2350 Extending the 45-day Moratorium on Evictions for Substantial Remodels without building permits for an Additional 10 Months and 15 Days

Interim City Manager Joyce informed the Council the RHNA public meeting had been rescheduled to January 11, 2021, instead of January 6, 2021. He announced Deputy Director of Public Works Lee has accepted a Director of Public Works position elsewhere in the area. He thanked Deputy Director of Public Works Lee for his contributions to South Pasadena.

Assistant to the City Manager Lucy Demirjian reported on the following: concerns over the California Tenant Protection Act (Assembly Bill 1482); item being continued to tonight and advised staff has since held additional stakeholder meetings and presented findings to the Planning Commission; detailed the legal definition of “substantial remodel”; tenants concerns regarding being evicted without proof or explanation of substantial remodeling; that December 15, 2020 Planning Commission meeting recommendation to extend the moratorium and agreeing with the proposed permit requirement and proposed January outreach efforts; etc.

Assistant to the City Manager Demirjian further elaborated on staff’s recommendations and explained that Council can extend it up to 10 months and 15 days but the intent is to return to City Council in February or March with an ordinance for approval. She advised relocation assistance would require additional study.

Director of Planning and Building Hankamer and City Attorney Highsmith responded to Council question and comments accordingly regarding: relative State legislation; the legal effects of an ordinance in comparison to a moratorium; staff’s rationale behind 10-month moratorium; etc.

Council held considerable discussion on this item regarding: outreach to landlords having challenges navigating a potentially highly-regulated permit system; timeline on ordinance; probability of a forthcoming Permit Tracking System for public use; future extension of moratorium; etc.

Mayor Mahmud requested shortening public comment from three (3) to two (2) minutes when over 30 minutes of oral public comments are anticipated but acknowledged it is not possible because the comments are pre-recorded. She encouraged residents to email their comments.

Mayor Mahmud opened the public hearing at 9:47 p.m.

The following individual submitted public comment via e-mail (this comment was not read, but is added to the official final record of the meeting and is available under the meeting’s Additional Documents):

- Rian Barrett
- Deborah Lutz
- Danielle Peretz
- John Srebalus
- Ella Hushagen
- Elisabeth Eilers
- Tom Eilers
- Matt Buck
- Helen Tran

Chief City Clerk Ayala played an audio recording of the public comment received via the City's public comment phone line:

- Angel Marti Castillo - Provided comments supporting the measure banning these “renovictions” on a permanent basis.
- Rian Barrett - Provided comments on behalf of the Pasadena Association of Realtors stating these measures are premature solutions to which there is no evidence of a problem, citing AB 3088.
- Laura Joseph - Provided comments expressing support of the measure on a permanent basis.
- Unknown - Provided comments describing her experience as a no-fault evicted tenant who felt she was harassed into leaving her home.
- Allison Braun - Provided comments supporting the measure.
- Alex Fleming - Provided comments support the measure.
- Elisa Ruiz - Provided comments expressing support of the measure on behalf of renters evicted in the name of profits.
- Ella Hushagen - Provided comments supporting a permanent ordinance ahead of an anticipated rash of evictions in 2021 as the moratorium sunsets.
- Joanne - Provided comments supporting the measure to permanently close the loophole.
- Anne Bagasao – Expressed concerns over the City siding with landlords and their paid professional cajolers over hard-working resident tenants.
- Andrea Seigel - Provided comments urging the Council to support its residents by passing this measure.
- Teresa Eilers - Provided comments supporting the measure and encouraged passing as many policies as possible to avoid a possible upcoming mass evictions.
- Annie Chelsea - Provided comments urging the City Council to take decisive action against abuse of this loophole and approve the measure.
- Robin Becker - Provided comments supporting the measure on a permanent basis.
- Bill Kelly - Provided comments supporting a ban on evictions and urged City Council to not succumb to landlord lobbyists.

- John Srebalus - Provided comments expressing support of the measure on a permanent basis.
- Matthew Buck - Provided comments on behalf of the California Apartment Association (CAA) stating there is no loophole in AB 1482 and noted there is already a statewide moratorium on evictions during the pandemic.
- Juana Perez - Provided comments supporting permanent renter protections for South Pasadena residents.
- Matthew Barbato - Provided comments urging the City Council to approve the measure as soon as possible out of concern for residents struggling during the pandemic who need protection.
- Allison Henry - Provided comments expressing support of the measure on a permanent basis.
- Amy Arnelle - Provided comments expressing support of the measure on a permanent basis.
- Jan Marshall - Provided comments supporting the renters of South Pasadena and urged the Council to support them by passing this measure to help them while preserving affordable housing.
- Brandon Yung - Provided comments stating the matter is not a legal question but rather a test of City Council's responsiveness to its constituents as South Pasadena is majority renters. He referenced the City of Long Beach's ordinance as evidence it is doable for the City.
- Danielle Leidner-Peretz - Provided comments on behalf of the Apartment Association of Greater Los Angeles stating the loophole is merely a perceived loophole and is not supported by data. She added AB 3088 prohibits evictions through February 1, 2021, and asked the new Council to pause the City's ordinance process and instead focusing on permit-related logistics.

Mayor Mahmud closed the public hearing at 10:20 p.m.

In response to Mayor Mahmud's inquiries, City Attorney Highsmith clarified the ordinance referenced by several commenters was brought to City Council in October 2020 and included provisions for increasing relocation costs but everything else is the same as the City's moratorium. City Attorney Highsmith further elaborated on the provisions of the moratorium and the City's intention to move towards a permanent ordinance in response to other Council questions.

In response to Councilmember Primuth's inquiries, Director of Planning and Building Hankamer advised staff received requests for a public meeting, which will be held in January

2021 with topics including tenant protections and inclusionary housing, and noted staff hopes to continue one-on-one outreach. Director Hankamer further elaborated on staff outreach to “mom-and-pop” landlords; concerns over rash evictions; etc.

In response to Councilmember Zneimer’s inquiries, City Attorney Highsmith stated the current state law requirement for a no-fault eviction like this is one month’s rent. She clarified the current moratorium includes the protections the tenants were looking for and if City Council wishes to bifurcate the relocation issue staff could bring back a permanent version of the moratorium as early as January.

Councilmember Zneimer reported 51% of South Pasadena residents are renters who contribute to the City’s economy at a time of financial hardship. She requested the moratorium become permanent and requested bifurcation of the relocation fee issue.

Mayor Pro Tem Cacciotti expressed his support of the bifurcation idea and endorsed the idea of having an ordinance to solidify the current moratorium prepared for the City Council consideration in January 2021. He requested to see the relocation assistance issue returned to City Council by March or April. He suggested an increased penalty to separate unscrupulous landlords from the others.

City Attorney Highsmith confirmed there is a provision under the Health and Safety Code that outlines tenant displacement due to a public agency deeming their residence uninhabitable. She advised that under this statute, tenants are entitled to two months’ relocation benefits which increases to three months if the landlord does not comply. She advised she could draft this into the ordinance.

Mayor Pro Tem Cacciotti expressed his support for bifurcating the relocation benefits issue after additional public input and separating penalties for legitimate landlords from unscrupulous landlords.

Councilmember Donovan expressed his opposition to bifurcating the two matters.

In response to Councilmember Primuth’s inquiry, Director of Planning and Building Hankamer reported the Planning Commission was very comfortable with the permit provision already included in the moratorium. She added there was some interest in benchmarking the relocation assistance fees with other small cities but expressed concerned at looking at templates from larger cities.

Director of Planning and Building Hankamer advised the moratorium already includes the desired permit-based protections and staff can easily bring an ordinance to Council in January making these protections permanent. She feels comfortable bringing the permanent eviction protections back to City Council without additional Planning Commission input.

Councilmember Zneimer expressed her continued desire for bifurcation to take care of the eviction protections immediately and focus on the relocation assistance issue in January or February.

Mayor Mahmud commented this timeline is too aggressive for the Planning Commission and believes April 2021 is a more likely target date for revisiting the relocation assistance fee issue on a City Council level. She seconded Mayor Pro Tem's motion for a bifurcation noting the relocation assistance fee issue is complicated.

Councilmember Primuth expressed his support for bifurcation and noted the only unresolved matter is the duration of the moratorium extension. He advised he is comfortable with staff's timeline on both issues.

In response to Mayor Pro Tem Cacciotti's inquiry, Councilmember Donovan, Director of Planning and Building Hankamer, and Councilmember Primuth each stated a four-month extension of the moratorium would be sufficient if the rental assistance fee issue is bifurcated.

Mayor Mahmud added the motion would have to be for a four-month extension or City Council's adoption of a permanent ordinance, whichever occurs first.

In response to Mayor Pro Tem Cacciotti's inquiry, City Attorney Highsmith reaffirmed the moratorium could still be extended once more should unforeseen circumstances delay the anticipated January timeline beyond April.

MOTION BY MAYOR PRO TEM CACCIOTTI, SECONDED BY MAYOR MAHMUD, CARRIED 5-0, to approve a four-month extension of the moratorium on evictions for substantial remodeling without building permits; and to adopt Ordinance No. 2350 Extending an Interim Moratorium on Evictions of Residential Tenancies Due to Substantial Remodeling or Demolition of the Unit in the City of South Pasadena, and Declaring the Urgency Thereof.

ACTION/DISCUSSION ITEMS

19. Adoption of Resolution No. 7695 Regarding Elimination of Library Overdue Material Fees to Ensure Equitable Access to Library Services

Mayor Pro Tem Cacciotti requested the staff report be waived. There were no objections.

No public comment provided.

Mayor Pro Tem stated this measure has been approved by the Library Board of Trustees and is comparable to many other libraries across the nation.

MOTION BY MAYOR PRO TEM CACCIOTTI, SECONDED BY COUNCILMEMBER DONOVAN, CARRIED 5-0, to adopt Resolution No. 7695 to eliminate fees for overdue library material, effective January 1, 2021.

20. Consideration of Appointment of City Council Athens Contract Ad Hoc Committee

Interim City Manager Joyce presented the staff report.

Mayor Mahmud noted City Council took the same tact the last time Athens' rate adjusted and reported her and then Councilmember Joe participated.

Mayor Pro Tem Cacciotti moved to establish the Ad Hoc Committee with two attorneys, Mayor Mahmud and Councilmember Primuth. Councilmember Primuth declined the appointment. Councilmember Donovan volunteered for the assignment.

In response to Mayor Pro Tem Cacciotti's inquiry, Deputy Director of Public Works Lee agreed to select two (2) members of the NREC to complete the Ad Hoc Committee.

In response to Councilmember Donovan's inquiry, Mayor Pro Tem Cacciotti referenced Interim City Manager Joyce's memo clarifying the composition of the Ad Hoc Committee.

No public comment provided.

MOTION BY MAYOR PRO TEM CACCIOTTI, SECONDED BY COUNCILMEMBER ZNEIMER, CARRIED 5-0, to appoint two members of the City Council to the Athens Contract Ad Hoc Committee and approve its revised scope of work, and appoint Mayor Mahmud and Councilmember Donovan to serve on the Committee.

21. Approve a List of Capital Improvement Projects and Allocation from the Capital Improvement Funds of \$92,000 (see note below) for the San Pascual Stables

Community Services Director Sheila Pautsch presented the staff report.

In response to Mayor Pro Tem Cacciotti's inquiry, Community Services Director Pautsch confirmed the location on a map of the facility. Mayor Pro Tem Cacciotti agreed this area is dilapidated and this will be a great improvement.

Community Services Director Pautsch confirmed the official staff recommendation, as updated by the Additional Documents, and stated this usage of the CIF would enhance revenues for the City so she would recommend allocating \$92,300 to cover the projects.

No public comment provided.

MOTION BY MAYOR PRO TEM CACCIOTTI, SECONDED BY COUNCILMEMBER ZNEIMER, CARRIED 5-0, to approve the attached list of capital improvement projects and an allocation of \$92,230 from the San Pascual Stables Capital Improvement Fund (CIF) to finance the enumerated improvements at San Pascual Stables, LLC (SPS).

22. Approval of a Lease Purchase Agreement with Motorola Solutions, Inc., for Purchase of Equipment and Software, Training and Support of a Computer Aided Dispatch and Records Management System for a Not-to-Exceed Amount of \$570,999.84, and an Additional \$50,000 for Implementation Costs, and Authorize Use of COPS Grant Funds for the Project

Interim City Manager Joyce thanked Police Lieutenant Shannon Robledo and Assistant to the City Manager Demirjian for their teamwork to get this item presented tonight.

Interim Police Chief Solinsky presented the staff report.

Councilmember Primuth complimented Interim Police Chief Solinsky for deciding not to consolidate data referencing the difficulties of a data migration project at his firm.

No public comment provided.

MOTION BY MAYOR PRO TEM CACCIOTTI, SECONDED BY COUNCILMEMBER PRIMUTH, CARRIED 5-0, to approve of a Lease Purchase Agreement with Motorola Solutions, Inc., for purchase of equipment and software, training and support of a Computer-Aided Dispatch and Records Management System for a not-to-exceed amount of \$570,999.84, and an additional \$50,000 for implementation costs, and authorize the use of COPS Grant Funds for the project.

ADJOURNMENT

Mayor Mahmud announced a next Regular City Council meeting on January 20, 2021 at 7:30 p.m.

There being no further business, at 11:18 p.m. Mayor Mahmud adjourned the meeting.

Maria E. Ayala
Chief City Clerk

Diana Mahmud
Mayor



City Council Agenda Report

ITEM NO. 11

DATE: March 3, 2021

FROM: Diana Mahmud, Mayor

PREPARED BY: Maria E. Ayala, Chief City Clerk

SUBJECT: **Approval of Updated Mayor's List of City Council Liaison and Regional Group Appointments**

Recommendation

It is recommended that the City Council approve the Mayor's updated list of City Council Liaison and Regional Group Appointments to various commissions, boards, and committees.

Discussion/Analysis

The Mayor is submitting her updated list of City Council Liaison and Regional Group Appointments. The revised list includes just one change to the Mission-Meridian Village Subcommittee, which is suggested here with the support of the councilmember affected.

Background

At the beginning of every Mayor term, appointments are made to various commissions, boards, committees, and regional groups for the calendar year. The majority of the appointments are recommended by the Mayor for Council approval; however, several agencies and organizations require City Council action by resolution.

On January 20, 2021 Council approved the list of appointments as submitted by the Mayor.

Legal Review

The City Attorney has not reviewed this item.

Fiscal Impact

Expenses for attending regional meetings are budgeted on an annual basis.

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 environment.

City Council Liaison and Regional Group Appointments

March 3, 2021

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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 Updated List of City Council Liaison & Regional Group Appointments

ATTACHMENT 1

Updated City Council Appointments List for 2021



Liaison and Regional Group Appointments
Diana Mahmud, Mayor
January 2021 to December 2021
UPDATED

City Commissions, Boards, and Committees	Appointed Liaison
Animal Commission	*Proposed for Abolishment*
Cultural Heritage Commission	Zneimer
Design Review Board	Mahmud
Finance Commission	Donovan
Fourth of July – Festival of Balloons Committee	Primuth
Mobility and Transportation Infrastructure Commission	Primuth
Library Board of Trustees	Mahmud
Natural Resources and Environmental Commission	Cacciotti
Parks and Recreation Commission	Donovan
Planning Commission	Mahmud
Public Arts Commission	Cacciotti
Public Safety Commission	Primuth
Public Works Commission	Zneimer
Senior Citizen Commission	Cacciotti
South Pasadena Tournament of Roses Committee	Zneimer
Youth Commission	Donovan

Ad Hoc/Committees	Appointed Liaisons
Ad Hoc/Committee: City Council and SPUSD Subcommittee	Primuth & Zneimer
Ad Hoc/Committee: Economic Development	*Proposed for Abolishment*
Ad Hoc/Committee: Finance	Primuth & Donovan
Ad Hoc/Committee: Mission-Meridian Village Subcommittee	Mahmud & Donovan & Zneimer
Ad Hoc/Committee: Caltrans Homes Subcommittee	Mahmud & Donovan
Ad Hoc/Committee: South Pasadena Chamber of Commerce - Legislative	Mahmud
Ad Hoc/Committee: South Pasadena Chamber of Commerce - Economic Development	Primuth & Donovan
Ad Hoc/Committee: South Pasadena Chamber of Commerce - Chamber Board	City Manager

■ Members not appointed by Mayor

Regional Groups – Appointment by City		Appointed Liaison	Alternate(s)	
	Arroyo Verdugo Communities Joint Powers Authority	Primuth	Zneimer	
	California Contract Cities Legislative Committee	Mahmud	--	
	Foothill Workforce Development Policy Board	Zneimer	Donovan	
	Los Angeles County City Selection Committee	Mahmud (always Mayor)	--	
★	Los Angeles County Sanitation Districts, Board of Directors, District 16	Mahmud (always Mayor)	Donovan	
Δ	League of California Cities, Los Angeles Division and Annual Conference	Mahmud	Zneimer	
❖	Metro Gold Line Phase II Joint Powers Authority Board	Cacciotti	Primuth	
Δ	San Gabriel Valley Council of Governments Governing Board	Mahmud	Cacciotti	
❖	Southern California Association of Governments General Assembly	Mahmud	Zneimer	
Δ	San Gabriel Valley Mosquito and Vector Control District	Robert S. Joe (Resident)	Donovan	
❖	Clean Power Alliance	Mahmud	Kim Hughes	Cacciotti

Regional Groups –Appointment by Regional Group		Appointed Liaison	Alternate(s)	
Δ	Arroyo Verdugo Communities Representative to the Southern California Association of Governments Community, Economic and Human Development Committee	Mahmud	None	
	Arroyo Verdugo Communities Appointment to the League of California Cities, LA County Division Board of Directors	Mahmud	None	
	Santa Monica Mountains Conservancy	Cacciotti	None	
	South Coast Air Quality Management District	Cacciotti	None	
Δ	San Gabriel Valley Board Member			

- Requires FPPC Form
- ❖ Council vote
- ★ Board Member is current Mayor; Alternate is appointed by Mayor
- Voted by Regional Group
- Δ Stipend



City Council Agenda Report

ITEM NO. 12

DATE: March 3, 2021

FROM: Sean Joyce, Interim City Manager

PREPARED BY: Maria E. Ayala, Chief City Clerk

SUBJECT: **Adoption of a Resolution Making Appointments to the Metro Gold Line Foothill Extension Construction Authority Board of Directors**

Recommendation

It is recommended that the City Council adopt a resolution appointing the following to the Los Angeles County Metropolitan Transportation Authority (Metro) Gold Line Foothill Extension Construction Authority (Construction Authority) Board of Directors as follows:

1. City of Glendora Councilmember Mendell Thompson - Voting Board Member for a term of two years ending March 3, 2023; and
2. City of Ontario Mayor Paul Leon - Alternate for Voting Board Member for a term of two years ending March 3, 2023; and
3. Daniel Evans for reappointment as a Non-Voting Board Member for a term of four years ending March 3, 2025.

Discussion/Analysis

The South Pasadena City Council is on record supporting multi-modalism including the extension of the Gold Line. Extension of the Gold Line will offer commuters and travelers transportation options to access jobs, recreation, schools, recreation facilities and regional destinations. When combined with bicycling or walking, the options to travel to more destinations using the Gold Line is greatly increased. It is in the interest of the City to be represented on the Construction Authority Board of Directors to further the mobility solutions the City Council has officially supported. The expansion of the Gold Line is yet another step forward in creating a regional multi-modal transportation system which reduces traffic congestion, creates reliable modal options and improves air quality.

Background

In 1998, the Construction Authority, which is an independent transportation planning, design and construction agency, was created by the California State Legislature, SB 1847 (later updated in 2011-AB706 and 2012-AB1600). The agency was created to immediately resume design, contracting, and construction of the Los Angeles to Pasadena Metro Gold Line (formerly the

Pasadena Blue Line) which had been suspended by Metro earlier that same year. Currently, the Construction Authority is governed by an eight-member Board of Directors.

The last appointments by City Council were made on March 15, 2017. City Council adopted Resolution No. 7509 appointing City of Ontario Mayor Paul Leon to serve as voting member and (former South Pasadena Freeway & Transportation Commissioner) Daniel Evans as the resident non-voting member. The terms will expire on March 15, 2021. Given the impending expiration of terms, it is now the appropriate time for City Council to consider appointments.

On February 11, 2021, the JPA Board of Directors nominated City of Glendora Councilmember Mendell Thompson as the City's voting member; and City of Ontario Mayor Paul Leon as the City's alternate voting member. Although there is no explicit nomination for Mr. Evans to be reappointed as the non-voting member, it is the appropriate time for City Council to consider this reappointment at this time.

Staff is recommending the appointments as presented by the JPA Board of Directors, for a term of two years ending March 3, 2023; as well as the reappointment of Mr. Evans as the non-voting representative for a term of four years ending March 3, 2025.

On February 3, 2021, Mayor Leon provided a status report on the Metro Gold Line Foothill Extension Construction Authority to the South Pasadena City Council.

Fiscal Impact

There will be no fiscal impact to the City's Budget with the appointment and reappointment.

Legal Review

The City Attorney has 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 and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

Attachments:

1. Draft Resolution
2. JPA Nomination Certification
3. Resolution No. 7509

ATTACHMENT 1

Draft resolution for appointments to the Foothill Gold Line Board of
Directors

RESOLUTION NO. XXXX

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
APPOINTING SPECIFIC REPRESENTATIVES TO THE
METRO GOLD LINE FOOTHILL CONSTRUCTION
AUTHORITY**

WHEREAS, the Metro Gold Line Foothill Extension Construction Authority (Metro Gold Line) requires that each member city appoint a governing board representative and an alternate non-voting board representative to represent the City in conducting the affairs of the Metro Gold Line.

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

SECTION 1. That the South Pasadena City Council (City Council) hereby appoints Councilmember Mendell Thompson of the City of Glendora to serve as the governing board representative to the Metro Gold Line.

SECTION 2. That the City Council hereby appoints Mayor Paul Leon of the City of Ontario to serve as the alternate governing board representative to the Metro Gold Line.

SECTION 3. That the City Council of South Pasadena hereby reappoints Daniel Evans to serve as the Non-Voting Member Governing Board Representative to the Metro Gold Line.

SECTION 4. That the appointment terms for the governing board and alternate governing board representatives shall not exceed March 3, 2023 without reconsideration from City Council.

SECTION 5. That the reappointment of the non-voting governing board representative shall not exceed March 3, 2025 without reconsideration from City Council.

SECTION 6. That the City retains the right to withdraw its appointments, with or without cause, upon providing 60 days written notice to the appointed representatives.

SECTION 7. That the individuals designated in this resolution shall serve until replaced by resolution or until they become ineligible pursuant to the terms of the Metro Gold Line Agreement.

SECTION 8. 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 March, 2023.

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 at a regular meeting held on the 3rd day of March, 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Maria E. Ayala, Chief City Clerk
(seal)

ATTACHMENT 2

JPA Nomination Certification from February 11, 2021

GOLD LINE PHASE II JOINT POWERS AUTHORITY

CERTIFICATION

The Board of Directors of the Gold Line Phase II Joint Powers Authority (JPA Board) convened a Meeting on February 11, 2021, at 11:31 a.m., as provided by the Brown Act of the State of California.

Under Agenda Item 7.B. “JPA Nominations to City of South Pasadena for Metro Gold Line Foothill Extension Construction Authority Board Member”, the JPA Board unanimously voted to recommend the individuals and appointing entity below for appointment as a voting member and alternate for voting member of the Metro Gold Line Foothill Extension Construction Authority Board:

Position	Nominated JPA Member	Appointing Entity
Voting Board Member	Mendell Thompson, <i>Glendora Councilmember</i>	City of South Pasadena
Alternate for Voting Board Member	Paul Leon <i>Ontario Mayor</i>	City of South Pasadena

ATTEST:



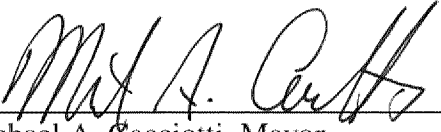
Chris Lowe, Clerk of the Board

Dated: February 11, 2021

ATTACHMENT 3

South Pasadena Resolution No. 7509

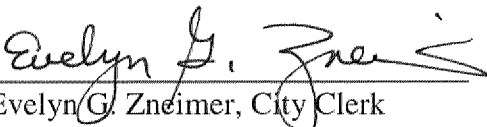
PASSED, APPROVED AND ADOPTED ON this 15th day of March, 2017.



Michael A. Cacciotti, Mayor

ATTEST:

APPROVED AS TO FORM:



Evelyn G. Zneimer, City Clerk
(seal)



Teresa L. Highsmith (City Attorney

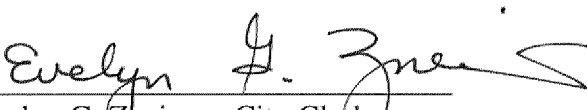
I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena at a regular meeting held on the 15th day of March, 2017, by the following vote:

AYES: Joe, Khubesrian, Mahmud, Schneider, and Mayor Cacciotti

NOES: None

ABSENT: None

ABSTAINED: None



Evelyn G. Zneimer, City Clerk
(seal)



City Council Agenda Report

ITEM NO. 13

DATE: March 3, 2021

FROM: Sean Joyce, Interim City Manager

PREPARED BY: Maria E. Ayala, Chief City Clerk

SUBJECT: **Approve Resolution to Adopt a Policy for Use of Electronic Signatures**

Recommendation

It is recommended that the City Council approve a Resolution adopting a policy authorizing the use and acceptance of electronic signatures on City documents.

Discussion/Analysis

Over the past several years, the City has invested in streamlining citywide business practices. One key area was the implementation of electronic signatures utilizing the DocuSign platform. Transitioning to electronic signatures was a business necessity resulting from the City's emergency shutdown due to COVID, to continue business operations while limiting physical interaction and adhering to social distancing guidelines.

The use of digital signatures has vastly improved the internal workflows for executing official City documents and has contributed toward better records management. The digital footprint created by an electronic signature leaves an audit trail that can be easily tracked. Use of digital signatures has also reduced the City's dependency on paper and advances the City's goal of sustainability forward.

The State and Federal legal framework for the use of electronic signatures on electronic records has been in place for over a decade.

The California Legislature passed a statute authorizing public entities to accept "digital signatures" only if they comply with stringent verification procedures established by the Secretary of State. California Government Code § 16.5. Government Code § 16.5 specifies that the use of digital signatures shall be at the option of the parties involved in the transaction, and all parties must ensure that they are willing to use digital signatures. Although Government Code § 16.5 and the California Secretary of State's regulations set forth requirements for the use of "digital signatures," they do not limit the manner in which the City may use or accept electronic signatures generally. Staff's proposed policy would provide assurance that electronic signatures meeting certain security criteria would be effective on documents accepted by the City.

Resolution to Adopt Policy on Electronic Signatures

March 3, 2021

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The United States Electronic Signatures in Global and National Commerce (ESIGN) Act, and the California Uniform Electronic Transaction Act (UETA) require the following four elements for an electronic signature to be recognized as valid under U.S. and State Law:

1. **Intent to sign.** Electronic signatures, like traditional, handwritten signatures, are valid only if each party intended to sign.
2. **Consent to do business electronically.** The parties to the transaction must agree to conduct business electronically. Electronic records may be used in transaction with consumers only when the consumer has: a) received UETA Consumer Consent Disclosures; 2) Affirmatively agreed to use electronic records for the transaction; and c) Has not withdrawn such consent.
3. **Association of signature with the record.** To qualify as an electronic signature under the ESIGN Act and UETA, the system used to capture the transaction must keep an associated record that reflects the process by which the signature was created or generate a textual or graphic statement (which is added to the signed record) proving that it was executed with an electronic signature.
4. **Record retention.** U.S. laws on electronic signatures and transactions require that electronic signature records be capable of retention and accurate reproduction for reference by all parties or persons entitled to retain the contact or record.

While there are various digital signature application methods, at the base of electronic signatures, is the importance of City policy for usage, high degree of security and integrity. In bringing this proposed policy forward, staff has also identified classes of documents for which electronic signatures may be applied, such as: contracts, resolutions, ordinances, employment forms, etc.

Background

The use of electronic signatures on legally-binding documents has become increasingly prevalent. The benefits of electronic signatures are simple and numerous: they reduce paper consumption, time, and cost associated with transmitting and approving physical documents, and they can offer an easily accessible audit trail of when documents were modified and when they were signed. An electronic signature is any electronic symbol that represents an individual's acceptance or adoption of a statement or transaction. Thus, an electronic signature may be as simple as typing a name or checking a box.

One common concern with electronic signatures is the ability to verify the identity of the person affixing the signature. The proposed Resolution adopts a City of South Pasadena policy authorizing the use and acceptance of electronic signatures on City documents, while allowing the City to strike a balance between flexibility and the need for signature security and integrity. Specifically, this policy would establish that electronic signatures shall be effective on City documents so long as certain guidelines regarding the security and integrity of electronic signatures are met.

Legal Review

The City Attorney has reviewed this item.

Resolution to Adopt Policy on Electronic Signatures

March 3, 2021

Page 3 of 3

Fiscal Impact

There is no fiscal impact in order to effectuate a City policy on usage of digital signatures.

Funding for the DocuSign platform has been budgeted in the City Clerk Division annual budget and is also a flagged COVID-19 qualified expenditure. If the policy is approved, the City Clerk's Division annual budget for Fiscal Year 2021-2022 will continue to include \$7,803.12 in line item number 101-1020-1021-8180.

Attachments

1. Resolution
2. Draft Electronic Signature Policy (Exhibit to Resolution)

ATTACHMENT 1

Draft Resolution Approving Electronic Signature Policy

RESOLUTION NO. ____

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
APPROVING AND ADOPTING A POLICY AUTHORIZING THE
USE AND ACCEPTANCE OF ELECTRONIC SIGNATURES (E-
SIGNATURES) ON CITY DOCUMENTS**

WHEREAS, federal and state regulations have provided sufficient guidelines to allow for the implementation of electronic content, electronic transactions and electronic signatures; and

WHEREAS, technology has developed to a level of sophistication to enable secure and verifiable electronic signatures; and

WHEREAS, City of South Pasadena continues to improve and automate citywide business practices and move the City's goal of sustainability forward; and

WHEREAS, the use of e-signatures and digital signatures in City business will not only increase efficiency for staff, but will also provide a layer of convenience and efficiency for staff to more expeditiously provide City services; and

WHEREAS, current law clarified that government agencies may use all types of electronic signatures, which includes digital signatures, in accordance with the Uniform Electronic Transaction Act, California Civil Code section 1633.1 *et.seq.*; and

WHEREAS, the California Secretary of State has issued an opinion that the "digital" signature requirements of the Secretary of State Regulations (2 CCR 22000, et seq.) do not apply to the use of "electronic" signatures; and

WHEREAS, the City Manager will oversee and determine, with the recommendation of the City Attorney and the Chief City Clerk, or other designee, the appropriate use of electronic signatures for City documents; and

WHEREAS, adoption of an electronic signature policy is not a project subject to environmental review.

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

SECTION 1. Approve and adopt the Electronic Signature Use Policy, authorizing the use and acceptance of electronic signatures on City documents, which is attached as Exhibit A to this Resolution, and incorporated herein by this reference.

PASSED, APPROVED AND ADOPTED ON this 3rd day of March, 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 this 3rd day of March, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Maria E. Ayala, Chief City Clerk
(seal)

ATTACHMENT 2

Draft Electronic Signature Policy

(Exhibit to draft resolution)



CITY OF SOUTH PASADENA
OFFICE OF THE CITY CLERK

DATE	*PENDING COUNCIL APPROVAL*
TOPIC	Electronic Signatures
AUTHOR	Maria E. Ayala, Chief City Clerk

ELECTRONIC SIGNATURES

It is the policy of the City Council of the City of South Pasadena to use and accept approved electronic signatures, in lieu of written signatures, that comply with the requirements of California Government Code section 16.5, the UTEA, the ESIGN Act, and other applicable laws and regulations.

The use of electronic signatures on legally binding documents has become increasingly prevalent in all areas of business and government transactions. Benefits of using electronic signatures include: reduction of paper generation; significant decrease in time and cost associated with transmitting, approving, and retaining physical documents; and creation of an audit trail of the modification, editing, and approval/signing of documents.

The United States Electronic Signatures in Global and National Commerce (ESIGN) Act, and the California Uniform Electronic Transaction Act (UETA) require the following four elements for an electronic signature to be recognized as valid under U.S. and State Law:

- 1) Intent to sign - Electronic signatures, like traditional, handwritten signatures, are valid only if each party intended to sign.
- 2) Consent to do business electronically - The parties to the transaction must consent to do business electronically. Electronic records may be used in transaction with consumers only when the consumer has:
 - a) Received UETA Consumer Consent Disclosures
 - b) Affirmatively agreed to use electronic records for the transaction
 - c) Has not withdrawn such consent
- 3) Association of signature with the record - In order to qualify as an electronic signature under the ESIGN Act and UETA, the system used to capture the transaction must keep an associated record that reflects the process by which the signature was created or generate a textual or graphic statement (which is added to the signed record) proving that it was executed with an electronic signature.
- 4) Record retention - U.S. laws on electronic signatures and transactions require that electronic signature records be capable of retention and accurate reproduction for reference by all parties or persons entitled to retain the contact or record.

GENERAL GUIDELINES

Acceptance of Electronic Signatures

Electronic Signatures – Month YEAR

The City of South Pasadena encourages the use of electronic signatures in internal and external activities, documents, and transactions when it is operationally feasible, where technology permits, and when it is otherwise appropriate in the discretion of the City Clerk, in accordance with provisions that follow.

To the extent permitted by law, the City accepts electronic signatures as legally binding and equivalent to handwritten signatures to signify and agreement in accordance with applicable laws and regulations.

The parties to a transaction must agree to conduct the transaction by electronic means with the use of a City-approved signature method that complies with applicable laws and regulations, including the capability of all parties to retain the accurately reproduce the electronically signed record.

This policy does not supersede laws that specifically require a handwritten signature, nor does it limit the right or option of the City to conduct the transaction on paper or in non-electronic form.

Prohibited Uses of Electronic Signatures

Use of electronic signatures is prohibited in the following situations:

- Transactions for which electronic signatures are not enforceable by law and/or transaction requiring a handwritten signature, such as transfers of real property.
- Transactions that require a person to sign in the presence of a notary public.

Electronic Signing Methods

The City Clerk shall determine acceptable technologies and vendors that are consistent with industry best practices to ensure the security and integrity of the data and the signatures. The City Clerk shall further determine the documents for which the City will accept electronic signatures.



City Council Agenda Report

ITEM NO. 14

DATE: March 3, 2021

FROM: Sean Joyce, Interim City Manager

PREPARED BY: Lucy Demirjian, Assistant to the City Manager

SUBJECT: **Adoption of a Resolution Authorizing Renewal of a 5-Year General Services Agreement with the County of Los Angeles**

Recommendation

It is recommended that the City Council approve the attached Resolution authorizing the renewal of a five-year General Services Agreement with the County of Los Angeles to provide the authority for the County to provide services as requested by the City.

Discussion/Analysis

The General Services Agreement (GSA) is general in nature and simply authorizes the County to provide “as-needed” time-limited services requested by the City.

The City has utilized services under the GSA for design and contract administration services for capital improvement projects, maintenance services such as weed abatement, emergency sewer maintenance services, catch basin cleaning, and special studies such as traffic signal optimization. The City has found these services to be of satisfactory quality and of benefit to the City.

To ensure continuation of the services and the ability to add or augment services in the future, the City will need to renew the existing agreement for a five-year period, commencing on July 1, 2021 through June 30, 2026. The Agreement can be terminated by the County at any time with a 30 day written notice. The City can terminate the agreement on July 1st of any year, with a prior 30 day written notice.

Background

The City Council last renewed a GSA with the County of Los Angeles on March 3, 2016, for a five-year term expiring June 30, 2021.

Fiscal Impact

Approval of the GSA does not authorize or commit City funds to specific projects. The cost of any services requested by the City will be based on rates determined annually by the County Auditor-Controller. The Agreement stipulates that such services will be provided upon request only for projects or assignments for which the City has previously appropriated funding. The City will be required to authorize specific projects through supplemental agreements with the County.

Legal Review

The City Attorney has 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 and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

Attachments:

1. Resolution
2. General Services Agreement

ATTACHMENT 1

**Resolution of the City Council of the City of South Pasadena, California,
Authorizing Renewal of a Five (5) Year General Services Agreement
with the County of Los Angeles**

RESOLUTION NO.

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
AUTHORIZING RENEWAL OF A FIVE (5) YEAR
GENERAL SERVICES AGREEMENT WITH
THE COUNTY OF LOS ANGELES**

WHEREAS, Resolution No. 4404 adopted the General Services Agreement between the County of Los Angeles (“County”) and the City of South Pasadena (“City”); and

WHEREAS, Resolution No. 7450 authorized renewal of the General Services Agreement and expires on June 30, 2021; and

WHEREAS, the services provided by the Agreement have proved of value since 1961 and the City wishes to continue these services.

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 of the City of South Pasadena does hereby notify the County Board of Supervisors that it desires to renew the General Services Agreement currently in effect between the County and City for a five-year period commencing on July 1, 2021, and ending on June 30, 2026, and requests the Board of Supervisors to consent to the renewal of said Agreement subject to the terms and provisions thereof and to authorize County Departments to continue to provide the services requested pursuant to the existing Agreement.

SECTION 2. 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 March, 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 March, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Maria E. Ayala, Chief City Clerk
(seal)

ATTACHMENT 2
General Services Agreement

GENERAL SERVICES AGREEMENT

THIS GENERAL SERVICES AGREEMENT ("Agreement"), dated for purposes of reference only, June 1, 2021, is made by and between the County of Los Angeles, hereinafter referred to as the "County", and the City of South Pasadena, hereinafter referred to as the "City."

RECITALS:

(a) The City is desirous of contracting with the County for the performance by its appropriate officers and employees of City functions.

(b) The County is agreeable to performing such services on the terms and conditions hereinafter set forth.

(c) Such contracts are authorized and provided for by the provisions of Section 56½ of the Charter of the County of Los Angeles and Section 51300, *et seq.*, of the Government Code.

THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. The County agrees, through its officers, agents and employees, to perform those City functions, which are hereinafter provided for.

2. The City shall pay for such services as are provided under this Agreement at rates to be determined by the County Auditor-Controller in accordance with the policies and procedures established by the Board of Supervisors.

These rates shall be readjusted by the County Auditor-Controller annually effective the first day of July of each year to reflect the cost of such service in accordance with the policies and procedures for the determination of such rates as adopted by the Board of Supervisors of County.

3. No County agent, officer or department shall perform for said City any

function not coming within the scope of the duties of such agent, officer or department in performing services for the County.

4. No service shall be performed hereunder unless the City shall have available funds previously appropriated to cover the cost thereof.

5. No function or service shall be performed hereunder by any County agent, officer or department unless such function or service shall have been requested in writing by the City on order of the City Council thereof or such officer as it may designate and approved by the Board of Supervisors of the County, or such officer as it may designate, and each such service or function shall be performed at the times and under circumstances which do not interfere with the performance of regular County operations.

6. Whenever the County and City mutually agree as to the necessity for any such County agent, officer or department to maintain administrative headquarters in the City, the City shall furnish at its own cost and expense all necessary office space, furniture, and furnishings, office supplies, janitorial service, telephone, light, water, and other utilities. In all instances where special supplies, stationery, notices, forms and the like must be issued in the name of the City, the same shall be supplied by the City at its expense.

It is expressly understood that in the event a local administrative office is maintained in the City for any such County agent, officer or department, such quarters may be used by the County agent, officer or department in connection with the performance of its duties in territory outside the City and adjacent thereto provided, however, that the performance of such outside duties shall not be at any additional cost to the City.

7. All persons employed in the performance of such services and functions for

the City shall be County agents, officers or employees, and no City employee as such shall be taken over by the County, and no person employed hereunder shall have any City pension, civil service, or other status or right.

For the purpose of performing such services and functions, and for the purpose of giving official status to the performance hereof, every County agent, officer and employee engaged in performing any such service or function shall be deemed to be an agent, officer or employee of said City while performing service for the City within the scope of this agreement.

8. The City shall not be called upon to assume any liability for the direct payment of any salary, wages or other compensation to any County personnel performing services hereunder for the City, or any liability other than that provided for in this agreement.

Except as herein otherwise specified, the City shall not be liable for compensation or indemnity to any County employee for injury or sickness arising out of his or her employment.

9. The parties hereto have executed an Assumption of Liability Agreement approved by the Board of Supervisors on December 27, 1977 and/or a Joint Indemnity Agreement approved by the Board of Supervisors on October 8, 1991. Whichever of these documents the City has signed later in time is currently in effect and hereby made a part of and incorporated into this agreement as set out in full herein. In the event that the Board of Supervisors later approves a revised Joint Indemnity Agreement and the City executes the revised agreement, the subsequent agreement as of its effective date shall supersede the agreement previously in effect between the parties hereto.

10. Each County agent, officer or department performing any service for the

City provided for herein shall keep reasonably itemized and in detail work or job records covering the cost of all services performed, including salary, wages and other compensation for labor, supervision and planning, plus overhead, the reasonable rental value of all County-owned machinery and equipment, rental paid for all rented machinery or equipment, together with the cost of an operator thereof when furnished with said machinery or equipment, the cost of all machinery and supplies furnished by the County, reasonable handling charges, and all additional items of expense incidental to the performance of such function or service.

11. All work done hereunder is subject to the limitations of the provisions of Section 23008 of the Government Code, and in accordance therewith, before any work is done or services rendered pursuant hereto, an amount equal to the cost or an amount 10% in excess of the estimated cost must be reserved by the City from its funds to ensure payment for work, services or materials provided hereunder.

12. The County shall render to the City at the close of each calendar month an itemized invoice which covers all services performed during said month, and the City shall pay County therefore within thirty (30) days after date of said invoice.

If such payment is not delivered to the County office which is described on said invoice within thirty (30) days after the date of the invoice, the County is entitled to recover interest thereon. Said interest shall be at the rate of seven (7) percent per annum or any portion thereof calculated from the last day of the month in which the services were performed.

13. Notwithstanding the provisions of Government Code Section 907, if such payment is not delivered to the County office which is described on said invoice within thirty (30) days after the date of the invoice, the County may satisfy such indebtedness,

including interest thereon, from any funds of any such City on deposit with the County without giving further notice to said City of County's intention to do so.

14. This Agreement shall become effective on the date herein-above first mentioned and shall run for a period ending June 30, 2026, and at the option of the City Council of the City, with the consent of the Board of Supervisors of County, shall be renewable thereafter for an additional period of not to exceed five (5) years.

15. In the event the City desires to renew this Agreement for said five-year period, the City Council shall not later than the last day of May 2026, notify the Board of Supervisors of County that it wishes to renew the same, whereupon the Board of Supervisors, not later than the last day of June 2026, shall notify the City Council in writing of its willingness to accept such renewal. Otherwise, such Agreement shall finally terminate at the end of the aforescribed period.

Notwithstanding the provisions of this paragraph herein-above set forth, the County may terminate this Agreement at any time by giving thirty (30) days' prior written notice to the City. The City may terminate this Agreement as of the first day of July of any year upon thirty (30) days' prior written notice to the County.

16. This Agreement is designed to cover miscellaneous and sundry services which may be supplied by the County of Los Angeles and the various departments thereof. In the event there now exists or there is hereafter adopted a specific contract between the City and the County with respect to specific services, such contract with respect to specific services shall be controlling as to the duties and obligations of the parties anything herein to the contrary notwithstanding, unless such special contract adopts the provisions hereof by reference.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers.

Executed this _____ day of _____ 2021.

The City of South Pasadena,

By _____
Mayor

ATTEST:

City Clerk

THE COUNTY OF LOS ANGELES

By _____

By _____
Chair, Board of Supervisors

ATTEST:

CELIA ZAVALA
Executive Officer/Clerk
of the Board of Supervisors

By _____
Deputy

APPROVED AS TO FORM:

RODRIGO CASTRO-SILVA
County Counsel

By _____
Senior Deputy



City Council Agenda Report

ITEM NO. 15

DATE: March 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 (Continued from February 3, 2021)**

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

Discussion

This project was scheduled for review by the City Council on February 3, 2021, as requested by Mayor Pro Tem Cacciotti and then-Council Member Rossi (Request for Review filed on November 30, 2020 of the Planning Commission's decision on November 17, 2020).

Prior to the February 3, 2021 Council meeting, staff and the applicant requested a continuation of the project to this regular meeting of March 3, 2021 to provide time to address a concern regarding traffic safety near the project site. To address the concern, the Public Works Director proposed a condition limiting the driveway to allow right-in right-out access only (prohibiting left turn in and out of the project's driveway). This condition will require the applicant to provide a revised construction drawing, prior to issuance of a grading permit, showing a concrete median installed in the project driveway to prohibit left movements. This condition is acceptable to the applicant as included as Condition PW-28 in the attached revised conditions of approval (see **Attachment 1**).

Although a Phase 1 Environmental Site Assessment (ESA) was performed and did not indicate any likelihood of contamination, members of the community have raised concerns suggesting the potential of soils contamination on the project site. Converse Consultants, a professional environmental firm, reviewed the materials provided by the community and provided a letter, dated

February 20, 2021, explaining why additional soil testing, which would be performed during a Phase 2 ESA, was not required or conducted (see **Attachment 2**). Converse Consultants explained that a Phase 1 ESA was performed in 2018 and Converse did not recommend additional assessments (Phase 2 ESA - soil testing) because there was no supporting evidence for additional assessments. In addition, during its 2018 geotechnical soils evaluation, Converse did not encounter any odors or discolored soils; its geotechnical team is experienced in identifying “potential contaminants such as odors and discolored soils” during field activities at the site. Converse Consultants also explained that the applicant’s construction manager had planned to prepare a Soil Management Plan (SMP) to establish the framework and procedures to manage discolored or odorous soil if uncovered during construction. To ensure that this is done, the SMP is included as Condition PL-36 which requires approval prior to issuance of a grading permit, and also a note on the construction document to inform the contractor of the SMP, Condition PL-29.

New Conditions

The following conditions are added to address the potential contamination and driveway concerns:

Note on Construction Plan

PL-29. The Soils Management Plan (SMP) approved by the Planning Department shall be followed during excavation.

Prior to Issuance of Grading Permit under Planning

PL-36. Applicant shall submit a Soils Management Plan (“SMP”) prepared by a licensed geotechnical firm to the Planning Department for review and approval. The purpose of this SMP shall be to establish the framework under which impacted soils (including containing a contaminant) at the site discovered during excavation will be investigated and the protocols for how they will be managed. The procedures described in the SMP should only be applied where impacted soils are identified, and non-impacted soils should continue to be managed outside of the framework of the SMP, pursuant to the excavation contractor’s normal course of work under its grading permit.

Prior to Issuance of Grading Permit under Public Works

PW-28. Ingress and egress into and out of the driveway on El Centro Avenue is restricted to right turn movements only. The project driveway shall be designed with a median island or other permanent feature to restrict left-turn movements into and out of the project driveway. The design of the driveway will be submitted to Public Works Director for review and approval.

Housing Accountability Act

The Housing Accountability Act (Government Code section 65589.5) ("the HAA") is a State law that restricts the City's ability to deny, reduce the density of, or make infeasible any housing development project that complies with objective general plan, zoning, and subdivision standards and criteria (collectively, "Objective Standards"), in effect at the time that the housing development's application is determined to be complete. The HAA has been effect since 1982 and has undergone several amendments to further reinforce the state legislature's intent to increase the supply of residential housing stock. The most recent amendments went into effect on September 25, 2020. These amendments include the ability of an interested party to sue the City

for a denial of a project subject to the HAA, and if successful, be awarded attorneys' fees. Additionally, the court may remand the project back to the City for approval within 60 days, or face penalties of \$10,000/unit, or more.

In essence, the HAA precludes the legislative body from denying or imposing any conditions which would adversely impact the feasibility of any housing project (including residential units only or mixed-use projects with at least two-thirds of square footage designated for residential use) unless specific findings are made.

If, after consideration of all written and oral evidence presented to the City Council at the public hearing on the call for review, the City Council desires to either disapprove or impose a condition that the Project be developed at a lower density or with any other conditions that would adversely impact feasibility of the proposed project, the Council must:

1) Articulate the factual basis for making the following findings, as required by the HAA, based upon the oral or written evidence presented at the public hearing:

“(A) The housing development project would have a specific, adverse impact upon the public health or safety unless the project is disapproved or approved upon the condition that the project be developed at a lower density. As used in this paragraph, a “specific, adverse impact” means a significant, quantifiable, direct, and unavoidable impact, based on objective, identified written public health or safety standards, policies, or conditions as they existed on the date the application was deemed complete.

(B) There is no feasible method to satisfactorily mitigate or avoid the adverse impact identified, other than the disapproval of the housing development project or the approval of the project upon the condition that it be developed at a lower density.”

The HAA does not preclude the Council from exercising its discretion and imposing design conditions or other conditions of approval, as part of its review. However, any such conditions cannot have the effect of reducing the number of residential units and/or the residential density of this mixed-use project.

Environmental Review

A Mitigated Negative Declaration (MND) was prepared pursuant to the California Environmental Quality Act (CEQA). The Draft MND was available for a 30-day public review from Tuesday, June 30, 2020 through Wednesday, July 29, 2020 and was advertised in the *South Pasadena Reviews* newspaper on June 26, 2020 and on July 3, 2020.

On November 17, 2020, the Planning Commission reviewed and adopted the MND. More details of the CEQA discussion is provided in the City Council staff report dated February 3, 2021.

Attachments

1. Revised City Council Resolution
 - a. Revised Exhibit A Conditions of Approval
 - b. Exhibit B Final IS/MND and MMRP (same as February 3, 2021)
2. Letter from Converse Consultants
3. Public Comments provided as Additional Document on February 3, 2021
4. February 3, 2021 City Council Staff Report & Attachments

ATTACHMENT 1

Revised City Council Resolution

Exhibit A – Revised Conditions of Approval

Exhibit B – CEQA Document (*Same as
2-3-2021 City Council Agenda Packet*)

RESOLUTION NO. 2021-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA TO UPHOLD THE PLANNING COMMISSION ADOPTION OF A MITIGATED NEGATIVE DECLARATION AND MITIGATION MONITORING AND REPORTING PROGRAM FOR SEVEN PATIOS MIXED USE RESIDENTIAL AND COMMERCIAL PROJECT (PROJECT NO. 2171-CUP/DRX/TTM/TRP), AND APPROVAL OF THE SEVEN PATIOS PROJECT LOCATED AT 845/899 EL CENTRO STREET (ASSESSOR'S PARCEL NUMBERS 5315-019-048, 5315-019-045, AND 5315-019-046).

WHEREAS, on October 4, 2018, Odyssey Development Services, on behalf of the property owner DC El Centro Holdings, LLC (applicant), submitted applications for a Conditional Use Permit, Design Review, Tentative Tract Map, and Tree Removal Permit to allow a mixed-use project on three contiguous parcels totaling approximately 1.61 acres, with a common reference of 845/899 El Centro Street (Assessor Parcel Numbers 315-019-048, 5315-019-045, and 5315-019-046) as described below:

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 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).

WHEREAS, the 1.61-acre project site includes two zoning districts, 1.27 acres zoned Mission Street Specific Plan (MSSP) and 0.34 of an acre zoned Residential Medium (RM), and two General Plan land use designations, MSSP "Core Area/District B" and Medium Density Residential, respectively; and

WHEREAS, on January 14, 2020, the Community Development Director released a Director's Interpretation stating that boutique restaurants are "small-scale artisans" under the definition of "cottage industry" and therefore permitted in MSSP Core Area/District B; and

WHEREAS, as conditioned, a parking plan identifying 36 onsite public parking spaces will be recorded and maintained for public use in perpetuity, resulting in allowing a maximum height of 45 feet for the mixed-use building; the MSSP permits development of a floor area ratio

of up to 1.5 and a maximum building height of 40 feet, plus 5 feet of uninhabitable area for mixed-use projects on bonus sites in exchange to the provision of onsite public parking at a ratio of one parking space per additional 1,000 square feet of area; and

WHEREAS, the proposed project is subject to compliance with the City of South Pasadena Public Art Program, requiring the applicant to receive approval from the Public Art Commission for either the installation of a work of art at the project site or payment of a fee at a later date; and

WHEREAS, the proposed project (Seven Patios Mixed Use Residential and Commercial Retail Project) is considered a “project” as defined by the California Environmental Quality Act (CEQA), Public Resources Code Section 21000 et seq.; and

WHEREAS, on July 22, 2019, the City entered into a contract with GPA Consulting to prepare an Initial Study and Mitigated Negative Declaration (IS/MND) in compliance with CEQA, including a Mitigation Monitoring and Reporting Program (MMRP); and

WHEREAS, on June 29, 2020, using the method under CEQA Guidelines Section 15082, the City provided a Notice of Availability/Notice of Intent (NOA/NOI) for the Draft IS/MND (SCH No. 2020069046) to the State Office of Planning and Research (OPR), each responsible and trustee agency, and the Los Angeles County Registrar Recorder’s Office, and also published on the City’s website the NOA/NOI on June 26, 2020 and July 3, 2020 in the *South Pasadena Review*, a local newspaper of general circulation; and

WHEREAS, the City made the Draft IS/MND available for public review beginning Tuesday, June 30, 2020 and concluding Wednesday, July 29, 2020, a period of not less than 30 days as prescribed by law; and which during said public review period, the City received 11 written comment letters. The City prepared a Final Mitigated Negative Declaration (Final IS/MND) that includes public comments along with response to comments and a MMRP. On November 6, 2020, the draft Final IS/MND was provided to everyone who provided comments on the draft IS/MND; and

WHEREAS, in accordance with state law, on November 6, 2020, City of South Pasadena Planning and Building Department published a legal notice in compliance with South Pasadena Municipal Code Section 36.630.020 concerning the proposed mixed-use development project and IS/MND in the *South Pasadena Review*, a local newspaper of general circulation, regarding the City of South Pasadena Planning Commission Special meeting of November 17, 2020. In addition, on November 5, 2020, a public hearing notice was mailed to each property owner within a 300-foot radius of the project site, indicating the date and time of the public hearing at the Planning Commission for the proposed project; and

WHEREAS, on July 29, 2020 and October 28, 2020, the City’s Design Review Board Subcommittee conducted a review and provided input on the design of the project to the Planning Commission; and

WHEREAS, on November 17, 2020, the Planning Commission conducted a duly noticed public hearing, at which time public testimony was taken concerning the Seven Patios Mixed Use Residential and Commercial Project as well as the IS/MND and MMRPP for the proposed project,

and unanimously voted 5-0 to adopt the IS/MND prepared for the project and approve Project No. 2171-CUP/DRX/TTM/TRP – Seven Patios Mixed Use Residential and Commercial Project; and

WHEREAS, on November 30, 2020, within the appeal period for the November 17, 2020 Planning Commission meeting, Mayor Pro Tem Cacciotti and then-Council Member Rossi, filed a Request For Review by the City Council (Project No. 2385-RFR), with the City Clerk’s Office; and

WHEREAS, pursuant to South Pasadena Municipal Code (SPMC) Section 36.610.040(B), decisions by the Planning Commission may be appealed to the City Council; and

WHEREAS, in accordance with state law, on January 22, 2021, City of South Pasadena Planning and Building Department published a legal notice in compliance with South Pasadena Municipal Code Section 36.630.020 concerning the Request for Review of Planning Commission’s approval of the Seven Patios Mixed Use Residential and Commercial Project and adoption of the IS/MND and MMRP in the *South Pasadena Review*, a local newspaper of general circulation, regarding the City of South Pasadena City Council meeting of February 3, 2021. In addition, on January 21, 2021, a public hearing notice was mailed to all property owners and occupants within a 300-foot radius of the project site, indicating the date and time of the public hearing at the City Council meeting for the Appeal.

WHEREAS, on February 3, 2021, the City Council continued the project to the regular City Council meeting of March 3, 2021 as requested by staff the applicant; and

WHEREAS, on March 3, 2021, the City Council conducted a duly noticed public hearing, at which time public testimony was taken concerning the Request for Review of the Planning Commission’s approval of the Seven Patios Mixed Use Residential and Commercial Project and the IS/MND (SCH No. 2020069046), considered the IS/MND and MMRP for the proposed project, and the Seven Patios Mixed Use Residential and Commercial Project.

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

SECTION 1: ENVIRONMENTAL REVIEW FINDINGS

The City determined that the proposed project required the preparation of an Initial Study to identify potential impacts under CEQA. The Initial Study identified potential noise and tribal cultural resources impacts that can be addressed through mitigation measures, resulting in the preparation of an IS/MND and a MMRP.

The City Council, in light of the whole record before it, including, but not limited to, CEQA guidelines and threshold of significance, the IS/MND and MMRP attached hereto as Exhibit “B,” and other documents incorporated therein by reference, any written comments received and responses provided, and other substantial evidence, within the meaning of Public Resources Code Sections Section 21000 et. seq., within the record and/or provided at the public hearing, hereby finds, determines, and certifies as follows:

- A. Lead Agency: That the City is the lead agency for the project pursuant to the California Environmental Quality Act (“CEQA,” Cal. Pub. Res. Code §21000 et seq.), State CEQA Guidelines (the “Guidelines,” 14 Cal. Code Regs. §15000 et seq.)
- B. Determination of Impacts: That the City’s qualified consultant prepared an IS/MND for the project, and the IS/MND concluded that there was evidence that the proposed project may have a temporary significant impact on noise during construction. Although the Initial Study prepared for the project did not identify the likely presence of tribal cultural resources in the project area, the Gabrieleño Band of Mission Indians – Kizh Nation requested consultation and monitoring of excavation activities because of previous tribal presence in the area.
- C. Mitigation: That pursuant to CEQA Guidelines Section 15091(d), a MMRP was prepared that would substantially lessen the potential effects identified in the IS/MND.
- D. Review Period: That the IS/MND has been provided for public review within the duration required under CEQA Guidelines Sections 15073.
- E. Compliance with Law: That the IS/MND was prepared, processed, and noticed in accordance with CEQA (Public Resources Code Section 21000 et seq.), the CEQA Guidelines (14 California Code of Regulations Section 15000 et seq.), and the local CEQA guidelines and thresholds of significance adopted by the City of South Pasadena. That the IS/MND was presented to the Planning Commission, and the Planning Commission has reviewed and considered the information contained in the IS/MND, and public testimony received thereon during the hearing, prior to any action on the project.
- F. Independent Judgment: That the IS/MND reflects and represents the City of South Pasadena’s independent judgment and analysis and adequately addresses the impacts of, and proposes appropriate mitigation measures upon, the City’s actions in approving or taking action on the proposed Seven Patios Mixed Use Residential and Commercial Retail Project.
- G. Mitigation Monitoring Program: That pursuant to CEQA Guidelines Section 15091(d), a MMRP included in the Final IS/MND are fully enforceable through permit conditions, agreements, or other measures as required by Public Resources Code Section 21081.6.
- H. Modifications: That the modifications to the Final IS/MND which have been made since circulation of the Draft IS/MND do not constitute the addition of new significant information to the IS/MND within the meaning of CEQA Guidelines Section 15073.5.

SECTION 2: CONDITIONAL USE PERMIT FINDINGS

The City Council hereby upholds the Planning Commission’s approval and findings for approval of a Conditional Use Permit pursuant to South Pasadena Municipal Code (SPMC) Section 36.410.060, as follows:

1. The proposed use is allowed with Conditional Use Permit or Administrative Use Permit approval within the applicable zoning district and complies with all applicable provisions of this Zoning Code;

The proposed Seven Patios Mixed-Use Residential and Commercial Retail Project, the use of the MSSP development bonus provision, and outdoor dining are allowed with approval of a Conditional Use Permit within the “Core Area/District B” of the MSSP. The MSSP stated objectives for District B are 1) “to encourage uses that provide residents and employees within walking distance of the shopping core or nodes and within proximity to the [Gold] Line station, and 2) “to establish a place for small-scale artisans and other Cottage Industries that serves both local residents and the broader specialty market.” A Director’s Interpretation determined that the proposed restaurant and retail uses are consistent with the zoning.

The RM zoning district allows a variety of housing types, which include single-family bungalow courts, duplexes, triplexes, or other attached or detached single-family dwellings. The allowable residential density ranges from 6.1 to 14 units per acre. The RM zoning district is consistent with the Medium Density Residential land use designation of the General Plan. The proposed project complies with the requirements of the RM zoning district such as setbacks

The MSSP permits development of a floor area ratio (FAR) of up to 1.5 and a maximum building height of 40 feet, plus 5 five for inhabitable area, for mixed use projects on “bonus sites” in exchange for the provision of public parking within the project at a ratio of one parking space per additional 1,000 square feet of area obtained through application of the bonus site provision. As part of the project, 36 public parking spaces are proposed to be provided in exchange for development of an increased floor area ratio and height. A condition is included to require a recording of a covenant for these parking spaces to be 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 spaces to the satisfaction of the Director of Planning and Community Development.

The project complies with all applicable development standards and provisions of the MSSP.

2. The proposed use is consistent with the General Plan and any applicable specific plan;

The General Plan land use designations for the project site are Mission Street Specific Plan (MSSP) “Core Area/District B” and Medium Density Residential. District B of the MSSP includes sections of the Core Area that are not located in the shopping core or nodes of the MSSP.

The project would provide approximately 2,035 square feet for future restaurant uses and 4,065 square feet for future commercial retail uses. A Director’s Interpretation was released on January 14, 2020 stating that boutique restaurants are permitted in District B because qualifies as “small-scale artisans” under the definition of “cottage industry” in Table 6 of page 34 of the MSSP. A boutique restaurant is a non-chain restaurant with a

one-of-a-kind distinctive menu and offers an atypical or high quality customer experience. These uses involve a certain degree of skill and artistry. Therefore, the creation of retail and restaurant spaces for future tenants is consistent with the MSSP.

Residential density permitted within the MSSP is regulated through the application of allowable floor area and building heights as allowed under the MSSP. The residential component of the project is at 45 dwelling units per acre which is allowable within the MSSP because the project complies with the allowable floor area ratio and allowable maximum building height.

The Medium Density Residential land use designation allows for the development of attached and detached dwellings at a density of 6-14 units per acre, not exceeding two stories, or in combination with single-family dwellings as “bungalow courts.” This designation invites flexibility in site design and unit type. The Medium Density Residential land use category is intended to maintain the character of medium density neighborhoods and to encourage maintenance of existing structures when additional units are added to the Medium Density Residential designation.

The project also includes three Craftsman style homes, which equals to a density of 9 dwelling units per acre in the Medium Density Residential land use designation, which is consistent with the General Plan.

3. The establishment, maintenance, or operation of the use would not, under the circumstances of the particular case, be detrimental to the health, safety, or general welfare of persons residing or working in the neighborhood of the proposed use;

The proposed project will adequately accommodate the functions and activities proposed for the project site because it has been designed to comply with the development standards of the MSSP. The commercial use proposed for the project site is designed to promote and accommodate pedestrian activity through the provision of pedestrian gathering areas and courtyards accessible from El Centro Street. Residential uses proposed for the project site will be served by on-site common area open space and individual private open space areas for each residential unit. No existing, surrounding views will be obstructed with the proposed project, and the proposed project is consistent in mass and scale with the future development envisioned for the surrounding area as described in the MSSP.

Parking adequate to serve the project and bonus parking spaces for public use are provided within a 2-level subterranean garage. Access to the parking garage is provided from El Centro Street, which no automobile access on Orange Grove Place to not affect traffic on Orange Grove Place.

A condition is included that require on-site security systems be in place for the proposed parking garage with signage posted indicating 24 hour assistance contact information.

4. The use, as described and conditionally approved, would not be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City;

The mixed residential and commercial nature of the proposed buildings is compatible with the surrounding area which contains a mix of commercial, residential, and institutional uses. The project is compatible with the existing streetscape with residential uses above the commercial use, areas for outdoor dining, and storefront facades at the ground level along El Centro Street.

The design of the project would not alter the physical characteristics of nearby properties or historic resources. Additionally, the project would not alter the historic context of the adjacent Mission Business Historic District and other commercial areas in the MSSP.

As proposed and conditioned, the Seven Patios Mixed-Use Residential and Commercial Project would not be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City.

5. The subject site is adequate in terms of size, shape, topography, and circumstances and has sufficient access to streets and highways which are adequate in width and pavement type to carry the quantity and quality of traffic expected to be generated by the proposed use; and

The proposed project is designed to provide adequate access, circulation, and parking. No significant traffic impacts were identified in the Initial Study/MND.

One driveway on El Centro Street will be provided to access the new parking garage underneath the project. A condition is included to require the garage doors remain open from 5:00 am to midnight to accommodate the public and Gold Line users. No driveway will be provided on Orange Grove Place. A condition is included to require the parking garage to provide code required pedestrian exists from the parking garage during an emergency.

Parking for the entire project will be in the underground parking garage. No parking will be provided off Orange Grove Place. The total of 177 parking spaces will be provided in the parking garage, exceeding the City's parking standards in exchange for bonus height.

While EV charging stations are not required by code, staff has included a condition to require the installation of EV charging stations to benefit retail users, residents, and visitors; adding to the supply of EV charging stations within the City as a public benefit.

The project is also designed to accommodate cyclists. For retail users, 8 bicycle parking spaces will be provided along the block wall adjacent to the Gold Line track and in front of the retail units. A condition is included to require the applicant to work with staff on installing additional bicycle racks on the sidewalk along El Centro Street to support bicycle users adjacent to the Gold Line Station. This condition also helps implement the City's Bike Master Plan that calls for public bicycle parking facilities on El Centro Street.

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

The mixed residential and commercial nature of the project is compatible with the surrounding area. The neighborhood contains a mix of residential, commercial, recreational, and industrial uses. The project design is compatible with the existing streetscape with residential uses above the commercial use, areas for outdoor dining, and storefront facades at the ground level along El Centro Street. The proposed mixed-use project would incorporate design features that reflect the historic character of other buildings in the area.

The proposed project is designed to provide public and private open spaces, adequate parking, and other amenities to ensure the project does not negatively impact the surrounding properties. The CEQA document did not identify any significant environmental impacts.

Although the height of the mixed-use portion of the project would be taller than most adjacent structures, the proposed project is within the maximum height allowed by the MSSP with bonus parking and height provisions. Furthermore, the scale is such that no expansions to the existing roadway network are necessary.

SECTION 3: DESIGN REVIEW FINDINGS

The City Council hereby upholds the Planning Commission’s approval and findings for approval of a Design Review pursuant to South Pasadena Municipal Code Section 36.410.040, as follows:

1. Is consistent with the General Plan, any adopted design guidelines and any applicable design criteria for specialized areas (e.g., designated historic or other special districts, plan developments, or specific plans);

The General Plan land use designation for the project site is Mission Street Specific Plan (MSSP) with a designation of “Core Area/District B” and Medium Density Residential. The MSSP stated objectives for District B are 1) “to encourage uses that provide residents and employees within walking distance of the shopping core or nodes and within proximity to the [Gold] Line station, and 2) “to establish a place for small-scale artisans and other *Cottage Industries* that serves both local residents and the broader specialty market.” Residential density permitted within the MSSP is regulated through the application of allowable floor area and building heights as allowed under the MSSP. The residential component of the project is at 45 dwelling units per acre which is allowable within the MSSP because the project complies with the allowable floor area ratio and allowable maximum building height. 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 proposed mixed-use component of the project implements the objectives and intent of the MSSP “Core Area/District B” as follows:

- Development of new ground floor commercial retail uses along El Centro Street with multifamily residential uses located above and behind commercial uses.
- Placement of commercial retail uses with outdoor open space in front of the retail space designed to accommodate outdoor dining.

The proposed project promotes the objectives of the MSSP by placing residential uses above and behind the commercial uses, placing commercial uses and outdoor spaces that will encourage pedestrian and community interaction along El Centro Street and adjacent to the Metro station.

The Medium Density Residential land use designation allows for the development of attached and detached dwellings at a density of 6-14 units per acre, not exceeding two stories, or in combination with single-family dwellings as “bungalow courts.” This designation invites flexibility in site design and unit type. The Medium Density Residential land use category is intended to maintain the character of medium density neighborhoods and to encourage maintenance of existing structures when additional units are added to the Medium Density Residential designation.

The project proposes three 2-story Craftsman style townhomes, which equals to a density of 9 dwelling units per acre in the Medium Density Residential land use designation, which is consistent with the General Plan. The townhomes comprise of two (2) 4-bedroom units and one (1) 3-bedroom unit on an approximately 0.34-acre area.

The surrounding area includes numerous historic resources. The design of the project would not alter any of the physical characteristics of nearby historic resources. Additionally, the project would not alter the historic context of the adjacent Mission Business Historic District and other commercial areas in the MSSP.

- 2. Will adequately accommodate the functions and activities proposed for the site, will not unreasonably interfere with the use and enjoyment of neighboring, existing, or future developments, and will not create adverse pedestrian or traffic hazards;**

Adequate access to the project site is provided by existing roadways and no expansion of these roadways is required for implementation of the project. The design and layout of this infill development project will adequately accommodate the functions and activities proposed for the project site and will not unreasonably interfere with the use and enjoyment of neighboring existing or future developments. The project proposes new ground floor pedestrian oriented commercial retail and restaurant uses, including areas for outdoor dining along El Centro Street, and residential uses above and behind the commercial use. The project proposes to provide 36 public parking spaces in exchange for the use of the bonus provisions for FAR and a maximum building height.

The proposed mixed-use portion of the project would consist of 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 approximately 1.27 acres. The commercial uses would be pedestrian-oriented, 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. 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.

The residential-only portion of the project has frontage on Orange Grove Place. Three, two-story Craftsman style homes with two to four bedrooms are proposed on an approximately 0.34 acre area.

As designed and conditioned, the proposed project includes 177 parking spaces, exceeding the required 155 parking spaces. Parking adequate to serve the project and bonus parking spaces for public use are provided within a 2-level subterranean garage. Access to the parking garage is provided from El Centro Street, which no automobile access on Orange Grove Place to not affect traffic on Orange Grove Place. A condition is included that require on-site security systems be in place for the proposed parking garage with signage posted indicating 24 hour assistance contact information.

3. Is compatible with the existing character of the surrounding neighborhood and all reasonable design efforts have been made to maintain the attractive, harmonious, and orderly development contemplated by this Section, and the General Plan;

The project is compatible with the existing character of the surrounding neighborhood and is designed consistent with the development regulations and design guidelines of the MSSP and the Residential Design Guidelines, thereby leading to the attractive, harmonious, and orderly development of the site as envisioned by the General Plan.

The mixed residential and commercial nature of the proposed buildings is compatible with the surrounding area which contains a mix of commercial, residential, and institutional uses. The project is compatible with the existing streetscape with residential uses above the commercial use, areas for outdoor dining, and storefront facades at the ground level along El Centro Street.

The design of all new buildings proposed as part of the project is consistent with MSSP Design Guidelines, “Section 8.1 Guidelines for new Buildings in Districts A and B.” The MSSP requires that all new buildings located along street frontages maintain the scale, proportions, relationship to the sidewalk and materials that are characteristic of storefront buildings in the area.

The design of the new buildings includes storefronts along El Centro Street, which incorporate the architectural elements of other buildings in the area. The eastern portion of the building fronting on El Centro Street is more commercial in character to response to the Gold Line station design as well as other buildings nearby. Exterior materials on this eastern building include the use of brick and metal standing seam roof. The central entry and the western building are designed in Mediterranean style with a variety of roof forms to reduce its apparent volume, and make it visually compatible with nearby buildings.

The residential component fronting on Orange Grove Place is designed of 2-story Craftsman style, consistent with the existing Craftsman style homes on the street.

The project is compatible with the existing character of the surrounding neighborhood and is designed consistent with the development regulations and design guidelines to be attractive, harmonious, and orderly development of the site.

4. Provides a desirable environment for its occupants and neighbors, and is aesthetically of good composition, colors, materials, and texture, that would remain aesthetically appealing with a reasonable level of maintenance and upkeep.

The proposed project is designed to be an amenity for the neighborhood. The project includes ground floor retail commercial uses, including areas for outdoor dining and pedestrian plazas, serving the project's occupants and neighbors. Pedestrian gathering areas are provided within an outdoor dining area adjacent to the track, at the eastern end of El Centro, and through the arcades along the front of the building. The outdoor dining adjacent to the track will be heavily landscaped to create an inviting atmosphere. The project will offer retail and restaurant uses in a walkable environment, while also providing adequate parking. The project is conditioned to provide an open air courtyard for public retail users.

Residential uses are served by on site common area open space in the form of a central courtyards and paseo courtyard as well as by individual private open space for each dwelling unit in the form of balconies, patios, and terraces

New buildings are required to incorporate elements of the architectural styles historically found in the area. Buildings are well articulated with varied roof lines, wall planes, and heights to break up massing. Buildings are well articulated with varied roof lines, wall planes, and heights to break up massing. Architectural details and projections such as balconies, porches, covered arcades, detailed corbels, and tiles are provided throughout the project to create visual interests. Aluminum Cad-Wood windows and French doors with traditional profiles will be used. Windows for all residential units can be opened to allow for fresh air.

The proposed exterior materials are long lasting and have reasonable upkeep and maintenance requirements.

SECTION 4: VESTING TENTATIVE TRACT MAP FINDINGS

The City Council hereby upholds the Planning Commission’s approval and findings for approval of a Vesting Tentative Tract Map for the Project pursuant to South Pasadena Municipal Code Section 36.510.070, as follows:

- 1. The proposed subdivision, together with the provisions for its design and improvement, is consistent with the General Plan, and any applicable Specific Plan, and that none of the findings for denial in Subsection C can be made.**

The proposed map to consolidate three existing parcels into one land parcel with 60 residential condominium airspace parcels and 5 commercial airspace parcels is consistent the goals and policies of the General Plan Economic Development Element with the stated goal of promoting mixed use development to encourage innovative development taking advantage of the City's character and access to transit. The General Plan recognizes that combining different land uses generates economic benefits from the synergy that occurs with proximity of complementary uses. The General Plan specifies that such mixing of uses should be considered particularly in proximity to transit stations and other areas where higher density development is desirable.

The project design is consistent with the design criteria of the MSSP designation of “Core Area/District B.” The MSSP requires that all new buildings located along street frontages maintain the scale, proportions, relationship to the sidewalk and materials that are characteristic of storefront buildings in the area. Although the project site is not a historic resource, the new buildings are required to incorporate elements of the architectural styles historically found in the area. The mixed-use structure features Mediterranean architecture and the residential-only portion features Craftsman style architecture; both styles are compatible with nearby historic resources and other developments.

The subdivision design is consistent with the General Plan and does not meet any of the findings for denial in Subsection C.

- 2. Supplemental findings. In addition to the findings required for approval of a Tentative Map by Subsection A. above, the Commission shall not approve a Tentative Map unless it can also make the following findings, when they are applicable to the specific subdivision proposal.**
 - a. Construction of improvements. It is in the interest of the public health and safety, and it is necessary as a prerequisite to the orderly development of the surrounding area, to require the construction of road improvements within a specified time after recordation of the Parcel Map, where road improvements are required.**
 - b. Condominiums. Any applicable findings required by Section 36.530.020 for condominium conversions.**
 - c. Dedications or exactions. Findings documenting the need for dedications or exactions, if dedications or exactions are required.**

d. Waiver of Parcel Map. The findings required by Section 36.520.030 (Waiver of Parcel Map), if waiver of a Parcel Map has been requested with the Tentative Map application.

The supplemental findings are not applicable to the project. Existing primary access to the project site is provided from El Centro Street, a General Plan designated minor arterial, with secondary access provided from Orange Grove Place, a designated local street. Both streets are adequate in width and pavement type to carry the quantity and quality of project traffic expected to be generated by the proposed use and no expansion of these streets is required to accommodate the project.

In addition, the project does not require a dedication or exaction, nor is it a condominium conversion project. A waiver of a Parcel Map has not been requested with the Tentative Map Application for the project.

SECTION 5: TREE REMOVAL PERMIT

The proposed project will require the removal of 20 trees (one protected tree). The proposed landscape plan shows planting of 61 trees in the MSSP zone, which exceeds the requirement. Overall, the project site would have new 47 24”-box or larger trees and 64 15-gallon trees. The Tree Removal Permit was reviewed by the Public Works Department and was recommended for approval, subject to conditions. The City Council hereby upholds the Planning Commission’s approval of a Tree Removal Permit for the proposed project.

SECTION 6: RECORD OF PROCEEDING

The documents and other materials that constitute the record of the proceedings upon which the City Council’s decision is based, which include, but are not limited to, the environmental documents, staff reports, as well as all materials that support the staff reports for the proposed project, and are located in the Planning and Building Department of the City of South Pasadena at 1414 Mission Street, South Pasadena, CA 91030. The custodian of these documents is the City Clerk of the City of South Pasadena.

SECTION 7: DETERMINATION

For the following reasons and based on the information included in the Staff Report and other record of proceeding, the City Council has reviewed the project and hereby upholds the Planning Commission’s Decision of Approval of the proposed Seven Patios Mixed Use Residential and Commercial Project, Project No. 2171-CUP/DRX/TTM/TRP, and adoption of the IS/MND and MMRP for the project. Based upon the findings outline in this Resolution, the City Council of the City of South Pasadena hereby takes the following actions:

- A. Adopt the Final IS/MND (SCH No. 2020069046) and MMRP for the Seven Patios Mixed-Use Residential and Commercial Project (Project No. 2171- CUP/DRX/TTM/TRP) attached hereto as Exhibit “B”; and
- B. Approve the following applications, subject to conditions of approval attached hereto as Exhibit “A”:

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 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 Tree Removal Permit was reviewed by the City of South Pasadena Public Works Department and was recommended for approval to the Planning Commission.

SECTION 8: CERTIFICATION OF THE RESOLUTION

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 this 3rd day of March 2021.

Diana Mahmud, Mayor

ATTEST:

APPROVED AS TO FORM:

Maria 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 March, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Maria Ayala, City Clerk
(seal)

Exhibit “A”

Conditions of Approval

EXHIBIT “A”
CONDITIONS OF APPROVAL
PROJECT NO. 2171-CUP/DRX/TTM/TRP
Seven Patios Mixed-Use at 845/899 El Centro Street

PLANNING DIVISION

General Conditions

- PL-1. On March 3, 2021, the City Council upheld the Planning Commission’s approval of Seven Patios Mixed-Use Project, and adoption of the Mitigation Monitoring and Reporting Program (MMRP). Therefore, the following approvals are granted for the land and land use as described in the application and any attachments thereto, as shown on the development plans submitted to and approved by the Planning Commission on November 17, 2020:
- a. **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
 - b. **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 townhomes in the Residential Medium (RM) zoning district; and
 - c. **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
 - d. **Tree Removal Permit** for the removal of 20 trees (one protected tree).
- PL-2. This approval and all rights hereunder shall terminate within twelve (12) months of the effective date of their approval by the Planning Commission unless otherwise conditioned and/or unless action is taken to secure Building Permits and maintain active Building Permits with the Building Division beginning with the submittal of the plans for Plan Check review.
- PL-3. Approval by the Planning Commission does not constitute a building permit or authorization to begin any construction. All appropriate permits issued by the South Pasadena Public Works Department and Building Division must be obtained prior to construction, enlargement, relocation, conversion or demolition of any building or structure on any of the project site.
- PL-4. All other requirements of any law, ordinance, or regulation of the State of California, City of South Pasadena, and any other government entity shall be complied with.

- PL-5. Compliance with and execution of all conditions listed herein shall be necessary prior to obtaining any occupancy inspection clearance and/or prior to obtaining any occupancy clearance.
- PL-6. The applicant and each successor in interest to the property which is the subject of this project approval, shall defend, indemnify and hold harmless the City of South Pasadena and its agents, officers and employees from any claim, action or proceeding against the City or its agents, officers or employees to attack, set aside, void or annul any approval of the City, City Council or City Planning Commission concerning this approval.
- PL-7. The applicant shall be responsible for all costs incurred by the City for the use of professional services or consultants in the review and investigation by Planning and Public Works, which include landscape plans, construction management plan, traffic control plans, and street and off-site improvement plans. The initial Building Construction plan check fee will cover the initial plan check and one recheck only. Additional review required beyond the first recheck shall be paid for on an hourly basis in accordance with the current fee schedule. The applicant shall deposit monies into an approved project account from which the City shall draw funds to pay for said professional services.
- PL-8. The applicant shall pay for all applicable City development impact fees, and all other public agency fees including plan review and permit fees.
- PL-9. A minimum of 2,035 square feet of the commercial space shall be for restaurant use. The restaurant use shall be in compliance with Director's Interpretation No. 2020-01, dated January 14, 2020 (included as an attachment to this condition of approval). When the Mission Street Specific Plan is updated or replaced, the restaurant use shall comply with such update or a new Specific Plan for this site.
- PL-10. Windows for the commercial restaurant and retail spaces shall be clear glass and remain unobscured at all time.
- PL-11. The garage door to access the underground parking garage shall remain open from 5:00 am to midnight. These hours can be modified by the Director of Planning and Community Development to accommodate the public and Gold Line users.
- PL-12. 36 parking spaces on the first level of the parking garage shall be reserved for public uses in perpetuity.
- PL-13. Sale of alcohol for on-site consumption, including service to outdoor dining areas shall require a separate approval pursuant to the South Pasadena Municipal Code.
- PL-14. Prior to operation of any outdoor dining area, the applicant shall provide the following information to the Community Development Director for review and approval:
- a. A detailed site plan and elevations showing the boundary, pedestrian access,

and railing design for the outdoor dining area for each tenant.

- b. Outdoor dining furniture.
- c. A statement of operation that includes, but not limited to, hours of operation and any proposed amplified sound in the outdoor dining area.

Notes on Construction Plans

The following conditions shall be noted on the construction plans and the contractor shall be responsible to implement and monitor compliance with these conditions:

- PL-15. The construction site and the surrounding area, including sidewalks, parkways, gutters, and streets, shall be kept free of all loose materials resembling trash and debris in excess of that material used for immediate construction purposes at all times. Such excess may include, but is not limited to: the accumulation of debris, garbage, lumber, scrap metal, concrete, asphalt, piles of earth, salvage materials, abandoned or discarded furniture, appliances or other household fixtures. Such debris shall be removed immediately from the street to prevent road hazards or public health related issues.
 - a. Construction vehicles shall not be parked or stored on Orange Grove Place and Orange Grove Avenue (between Mission Street and Monterey Road).
- PL-16. The hours of all construction activities shall be limited to the following: 8:00 am and 7:00pm Monday through Friday, 9:00am and 7:00pm Saturday, and construction on Sundays limited to 10:00am to 6:00pm.
- PL-17. During construction, the clearing, grading, earth moving, excavation operations, or transportation of cut or fill materials that cause fugitive dust emissions shall be controlled by regular water or other dust preventive measures using the following procedures:
 - a. The area disturbed by clearing, grading, earth moving, or excavation operations shall be minimized to the maximum extent feasible to prevent fugitive dust; and
 - b. All material excavated or graded shall be sufficiently watered to prevent dust from leaving the construction area and to create a "crust" after each day's activities ceases. Watering shall occur at least twice daily with complete coverage, preferable in the late morning and after work is done for the day;
 - c. All material transported on-site or off-site shall be either sufficiently watered or securely covered to prevent fugitive dust;
 - d. All area of vehicle movement shall be water appropriately to prevent dust from leaving the construction site;
 - e. Soil stockpiles for more than two days shall be covered, kept moist, or treated with

soil binders to prevent dust generation;

- f. Gravel pads shall be installed at all access points to prevent tracking of mud onto public roads; and
- g. Visible dust beyond the property line emanating from the project shall be prevented to the maximum extent feasible.

- PL-18. The applicant and the applicant’s construction manager shall participate in a pre-construction meeting with the City of South Pasadena Planning and Building Divisions, and Public Works Department, to ensure all parties involved understand and implement appropriate construction measures and practices as required by the City, are aware of when construction will occur, what to expect, and to identify potential conflicts to eliminate otherwise unanticipated problems prior to the start of grading.
- PL-19. The use of large vibratory rollers within 20 feet of off-site buildings are prohibited; only use small static wheel rollers or asphalt rollers within 20 feet of off-site buildings are allowed. (*Mitigation Measure MM NOI-1*)
- PL-20. Upon discovery of any tribal cultural or archaeological resources, cease construction activities in the immediate vicinity of the find until the find can be assessed. All tribal cultural and archaeological resources unearthed by project construction activities shall be evaluated by the qualified archaeologist and tribal monitor/consultant approved by the Gabrieleño Band of Mission Indians-Kizh Nation. If the resources are Native American in origin, the Gabrieleño Band of Mission Indians-Kizh Nation shall coordinate with the landowner regarding treatment and curation of these resources. Typically, the Tribe will request preservation in place or recovery for educational purposes. Work may continue on other parts of the project site while evaluation and, if necessary, additional protective mitigation takes place (CEQA Guidelines Section 15064.5 [f]). If a resource is determined by the qualified archaeologist to constitute a “historical resource” or “unique archaeological resource”, time allotment and funding sufficient to allow for implementation of avoidance measures, or appropriate mitigation, must be available. The treatment plan established for the resources shall be in accordance with CEQA Guidelines Section 15064.5(f) for historical resources. (*Mitigation Measure MM TR-2*)
- PL-21. Per Public Resources Code Sections 21083.2(b) for unique archaeological resources, preservation in place (i.e., avoidance) is the preferred manner of treatment. If preservation in place is not feasible, treatment may include implementation of archaeological data recovery excavations to remove the resource along with subsequent laboratory processing and analysis. All tribal cultural resources shall be returned to the Tribe. Any historic archaeological material that is not Native American in origin shall be curated at a public, nonprofit institution with a research interest in the materials, such as the Natural History Museum of Los Angeles County or the Fowler Museum, if such an institution agrees to accept the material. If no institution accepts the archaeological material, they shall be offered to the Tribe, local school, or historical society in the area for educational purposes. (*Mitigation Measure MM TR-3*)

- PL-22. Native American human remains are defined in PRC 5097.98 (d)(1) as an inhumation or cremation, and in any state of decomposition or skeletal completeness. Funerary objects, called associated grave goods in PRC 5097.98, are also to be treated according to this statute. Health and Safety Code 7050.5 dictates that any discoveries of human skeletal material shall be immediately reported to the County Coroner and excavation halted until the coroner has determined the nature of the remains. If the coroner recognizes the human remains to be those of a Native American or has reason to believe that they are those of a Native American, he or she shall contact, by telephone within 24 hours, the Native American Heritage Commission (NAHC) and PRC 5097.98 shall be followed. (*Mitigation Measure MM TR-4*)
- PL-23. Upon discovery of human remains, the tribal and/or archaeological monitor/consultant will immediately divert work at minimum of 150 feet and place an exclusion zone around the discovery location. The monitor/consultant(s) will then notify the Tribe, the qualified lead archaeologist, and the construction manager who will call the coroner. Work will continue to be diverted while the coroner determines whether the remains are human and subsequently Native American. The discovery is to be kept confidential and secure to prevent any further disturbance. If the finds are determined to be Native American, the coroner will notify the NAHC as mandated by state law who will then appoint a Most Likely Descendent (MLD). (*Mitigation Measure MM TR-5*)
- PL-24. If the Gabrieleno Band of Mission Indians-Kizh Nation is designated MLD, the Koo-nas-gna Burial Policy shall be implemented. To the Tribe, the term “human remains” encompasses more than human bones. In ancient as well as historic times, Tribal traditions included, but were not limited to, the preparation of the soil for burial, the burial of funerary objects with the deceased, and the ceremonial burning of human remains. The prepared soil and cremation soils are to be treated in the same manner as bone fragments that remain intact. Associated funerary objects are objects that, as part of the death rite or ceremony of a culture, are reasonably believed to have been placed with individual human remains either at the time of death or later; other items made exclusively for burial purposes or to contain human remains can also be considered as associated funerary objects. (*Mitigation Measure MM TR-6*)
- PL-25. Prior to the continuation of ground disturbing activities, the landowner shall arrange a designated site location within the project footprint for the respectful reburial of the human remains and/or ceremonial objects. In the case where discovered human remains cannot be fully documented and recovered on the same day, the remains will be covered with muslin cloth and a steel plate that can be moved by heavy equipment placed over the excavation opening to protect the remains. If this type of steel plate is not available, a 24-hour guard should be posted outside of working hours. The Tribe will make every effort to recommend diverting the project and keeping the remains in situ and protected. If the project cannot be diverted, it may be determined that burials will be removed. The Tribe will work closely with the qualified archaeologist to ensure that the excavation is treated carefully, ethically, and respectfully. If data recovery is approved by the Tribe, documentation shall be taken which includes at a minimum detailed descriptive notes and sketches.

Additional types of documentation shall be approved by the Tribe for data recovery purposes. Cremations will either be removed in bulk or by means as necessary to ensure completely recovery of all material. If the discovery of human remains includes four or more burials, the location is considered a cemetery and a separate treatment plan shall be created. Once complete, a final report of all activities is to be submitted to the Tribe and the NAHC. The Tribe does NOT authorize any scientific study or the utilization of any invasive and/or destructive diagnostics on human remains.

Each occurrence of human remains and associated funerary objects will be stored using opaque cloth bags. All human remains, funerary objects, sacred objects and objects of cultural patrimony will be removed to a secure container on site if possible. These items should be retained and reburied within six months of recovery. The site of reburial/repatriation shall be on the project site but at a location agreed upon between the Tribe and the landowner at a site to be protected in perpetuity. There shall be no publicity regarding any cultural materials recovered. (*Mitigation Measure MM TR-7*)

- PL-26. Archaeological and Native American monitoring and excavation during construction projects will be consistent with current professional standards. All feasible care to avoid any unnecessary disturbance, physical modification, or separation of human remains and associated funerary objects shall be taken. Principal personnel must meet the Secretary of Interior standards for archaeology and have a minimum of 10 years of experience as a principal investigator working with Native American archaeological sites in southern California. The qualified archaeologist shall ensure that all other personnel are appropriately trained and qualified. (*Mitigation Measure MM TR-8*)
- PL-27. Construction activities affecting traffic and parking shall cease, starting at 2:00 p.m. to allow setup and operation of the weekly Thursday Farmers Market.
- PL-28. Alternative pedestrian access shall be provided on and through the project site if the existing sidewalk is not available for public use during construction. The alternative pedestrian access shall be approved the City prior to closing the public sidewalk.
- PL-29. The Soils Management Plan (SMP) approved by the Planning Department shall be followed during excavation.

Prior to Issuance of Grading Permit

- PL-30. Planning and Public Works Departments. The construction management plan shall include, but not be limited to:
 - a. A proposed haul route and location of a proposed off-site construction staging area where project construction workers and/or subcontractors will park and equipment will be stored. Equipment and construction staging area shall be located away from adjacent residential uses. Any construction activity that may require closing public roadways shall be identified and mitigation identified as

part of the staging plan. The applicant shall obtain input from Public Works to identify haul route and staging area. The applicant shall provide notification of at least 48 hours prior to any road closure to all affected property owners.

- b. Construction haul routes shall be designed to avoid noise sensitive uses (e.g., residences, convalescent homes, etc.) to the extent feasible. (*Mitigation Measure REC NOI-1*)
- c. A plan for dust control techniques to be implemented during project construction which shall include, but not be limited to, plans for daily watering of the construction site, limitations on construction hours, and adherence to standard construction practices such as watering of inactive and perimeter areas.
- d. A traffic control plan for the duration of the construction prepared by a licensed civil engineer for approval by the City Engineer. The applicant shall notify businesses, residents impacted by any parking restrictions, road closure, and any off-site staging areas during construction.
- e. A list of construction equipment, fixed or mobile, showing that all equipment will be equipped with properly operating and maintained mufflers and other State-required noise attenuation devices. (*Consistent with Mitigation Measure REC NOI-1*).
- f. Stationary construction equipment shall be placed such that emitted noise is directed away from sensitive noise receivers. (*Mitigation Measure REC NOI-1*)
- g. A plan for limiting the number of noise-generating, heavy-duty off-road construction equipment (e.g., backhoes, dozers, excavators, loaders, rollers, etc.) simultaneously used on the project site to no more than one or two pieces of heavy-duty, off-road equipment to reduce construction noise levels.
- h. At least two 24" x 36" signs, legible at a distance of 50 feet, shall be posted at the project site (one sign per street frontage) and shall contain the following information (*Consistent with Mitigation Measure REC NOI-1*):
 - i. Indicate the dates and duration of construction activities.
 - ii. A construction manager (name and telephone number) responsible for maintaining the public right-of-way and project site during all stages of construction until the project is completed.
 - iii. A 24-hour emergency contact person (name and a telephone number) where residents and affected public stakeholders can inquire about the construction process and register complaints. This person shall also be responsible for responding to any complaints about construction noise or activities associated with this project, and shall notify the City to determine the cause and implement reasonable measures to the complaint, as deemed acceptable by the City. All complaints shall be addressed within

24 hours and the person registered the complaint shall be notified of the resolution.

- PL-31. Documentation certifying that property owners and occupants located within 200 feet of the project boundary were sent a notice, at least 15 days prior to commencement of construction of each phase, regarding the construction schedule of the proposed project. (*Consistent with Mitigation Measure REC NOI-1*)
- PL-32. The applicant shall demonstrate to the satisfaction of the Director of Public Works that construction noise reduction methods shall be used where feasible. These reduction methods include shutting off idling equipment, installing temporary acoustic barriers around stationary construction noise sources, maximizing the distance between construction equipment staging areas and occupied residential areas, and electric air compressors and similar power tools. (*Consistent with Mitigation Measure REC NOI-1*)
- PL-33. Applicant shall provide proof to the City of South Pasadena Planning and Community Development Director that the Contractor would not use large vibratory rollers within 20 feet of off-site buildings, and/or would only use small static wheel rollers or asphalt rollers within 20 feet of off-site buildings. (*Mitigation Measure MM NOI-1*)
- PL-34. Applicant shall provide a signed contract with a tribal monitor/consultant who is both approved by the Gabrieleño Band of Mission Indians-Kizh Nation Tribal Government and is listed under the NAHC’s Tribal Contact List for the area of the project location. This list is provided by the NAHC. The contract shall include the following (*Mitigation Measure MM TR-1*):
- a. The monitor/consultant will only be present on-site during the construction phases that involve ground disturbing activities. Ground disturbing activities are defined by the Gabrieleño Band of Mission Indians-Kizh Nation as activities that may include, but are not limited to, pavement removal, potholing or auguring, grubbing, tree removals, boring, grading, excavation, drilling, and trenching, within the project area.
 - b. The tribal monitor/consultant shall complete daily monitoring logs that will provide descriptions of the day’s activities, including construction activities, locations, soil, and any cultural materials identified.
 - c. The on-site monitoring shall end when the project site grading and excavation activities are completed, or when the tribal representatives and monitor/consultant have indicated that the project site has a low potential for impacting tribal cultural resources.
- PL-35. Applicant shall provide documentation to the Director of Planning and Community Development demonstrating coordination and/or approval from Metro and the California Public Utilities Commission about the proximity of the light rail facilities and the at-grade crossing.

- PL-36. Applicant shall submit a Soils Management Plan (“SMP”) prepared by a licensed geotechnical firm to the Planning Department for review and approval. The purpose of this SMP shall be to establish the framework under which impacted soils (including containing a contaminant) at the site discovered during excavation will be investigated and the protocols for how they will be managed. The procedures described in the SMP should only be applied where impacted soils are identified, and non-impacted soils should continue to be managed outside of the framework of the SMP, pursuant to the excavation contractor’s normal course of work under its grading permit.

Prior to issuance of Building Permits

- PL-37. The applicant shall provide photographs to Planning, Building, and Public Works Departments illustrating that proper construction fencing is installed and signs describing construction and noise disturbance coordinator contact information are posted at the construction site.
- PL-38. The applicant shall submit final landscape and irrigation plans showing compliance with state law and the City’s Water Efficient Landscape Ordinance (SPMC Section 35.50), for approval by the Director of Planning and Community Development. The final landscape plans shall provide, but not limited to the following:
- a. Screening of all above ground equipment from public view.
 - b. Enlarge the existing tree wells on El Centro to 25 square feet and install tree grates. Tree grates shall be of either metal or cast-iron construction and approved by the City prior to installation.
 - c. Replace the existing Carrotwood tree on El Centro with Peppermint Willow to create a consistent streetscape.
 - d. Incorporate the Tree Removal Permit conditions listed below.
- PL-39. The applicant shall submit an outdoor lighting plan showing adequate lighting for security purposes and in compliance with Section 36.300.900 of the Zoning Code for review and approval by the Planning and Community Development Director. The external lighting shall be stationary, directed away from adjacent properties and public rights of way, and of an intensity compatible with the surrounding neighborhood.
- PL-40. A security plan for the parking garage shall be reviewed and approved by the Planning and Community Development Director and Police Chief.
- PL-41. The applicant shall receive approval from the Public Art Commission for either the installation of public art at the project site or payment of the required fee pursuant to South Pasadena Municipal Code Section 36.395. A copy of the approval shall be submitted with plan check plans.

- PL-42. The applicant shall provide revised development plans for approval by the Director of Planning and Community Development and the changes shall be reflected in the construction drawing set:
- a. Installation of a minimum of 4 and a maximum of 15 Electric Vehicles (EV) charging stations for non-residential use, as determined appropriate by the Mobility and Transportation Infrastructure Commission (MTIC). EV charging stations for non-residential use shall be located in a shared common area that can be accessed by the public.
 - i. All multifamily residential parking spaces shall be EV charging spaces capable of supporting future EV supply equipment (EVSE) per Section 4.106.4.2 of the CalGreen Code.
 - b. Location of 36 public parking spaces that shall not be tandem and shall be located near the elevator for accessing the commercial restaurant and retail spaces on the ground floor.
 - c. A signage design for posting at the 36 public parking spaces.
 - d. Installation of on-site security system in the parking garage with signage posted indicating 24-hour assistance contact information.
 - e. Installation of 11 bicycle parking spaces for residential use and 8 for non-residential uses shall be provided. Provide details for location, design of bicycle parking spaces, and facilities in accordance with the requirements of South Pasadena Municipal Code Section 36.310.100, "Bicycle Parking."
 - f. Installation of bike racks on the sidewalk between street trees on El Centro Street, in accordance with City Bicycle Master Plan. The bike racks shall be install such that a 4-foot wide pedestrian access be maintained at all time.
 - g. The building on El Centro shall be modified to avoid overhanging above the public sidewalk, or obtain approval from Public Works to allow the encroachment.
 - h. The proposed brick color and design for the contemporary style building on El Centro Street is the approved design treatment.
 - i. The revised East Elevation is the approved design solution; the elevation should not revert back to the original proposal.
 - j. The plans shall be revised to show "Open Space E" as a lobby for private residential use and all open space calculations shall be updated to remove Open Space E.
 - k. The plans shall be revised to reflect the Class III Bike Lane on El Centro Street, correcting the label "Class II Bike Lane."

- PL-43. The construction plans shall show that the parking garage provides adequate pedestrian exist routes during an emergency.
- PL-44. The applicant shall submit a Master Sign Plan for review and approval pursuant to Section 36.320 of the Zoning Code. The Master Sign Plan shall incorporate directional signage to access the parking garage.
- PL-45. Applicant shall demonstrate, to the satisfaction of the City of South Pasadena Building Official that the applicable project plans and specifications incorporate a minimum of sound transmission class (STC) 39 rated for residential units facing the Metro Gold Line tracks windows and the remaining on-site residential units incorporate a minimum of STC 32 rated windows. (*Mitigation Measure REC-NOI-2*)
- PL-46. Applicant shall demonstrate, to the satisfaction of the City of South Pasadena Building Official that residential units with patios facing the Metro Gold Line tracks shall incorporate noise attenuating balcony and/or patio treatments. Balconies more than 6 feet deep and patios shall include a barrier that is at least 42 inches high as measured from the floor. Acceptable materials for the construction of the barrier shall have a weight of 2.5 pounds per square foot of surface area. The barrier may be composed of the following: masonry block, stucco veneer over wood framing (or foam core), glass, Plexiglass or Lexan (1/4-inch thin) and may be constructed out of a combination of the above listed materials. (*Mitigation Measures REC NOI-3*)

Prior to Final Inspection

- PL-47. The applicant shall install all landscaping and irrigation per the approved final landscape plans pursuant to the City’s Water Efficient Landscape Ordinance (SPMC Section 35.50). The applicant shall provide documentations as required under SPMC Section 35.50, which shall include, but not limited to the following:
- a. A Certification of Completion certifying that landscape and irrigation have been installed per the approved final landscape plan and complies with the City Water Efficient Landscape Ordinance.
 - b. A Landscape Irrigation Audit Report from a certified landscape irrigation auditor shall be submitted to the City. The landscape irrigation audit shall not be conducted by the person who designed the landscape or installed the landscape irrigation.
- PL-48. The applicant shall provide photographs of the following:
- a. The locations of all on-site security system in the parking garage with signage posted indicating 24-hour assistance contact information.
 - b. The location of 36 parking spaces reserved for public use with signage posted indicating public parking spaces.

- PL-49. The applicant shall record a covenant or other instrument acceptable to the City that runs with the land specifying the following:
- a. All common open space areas, both residential and commercial, including all courts, paseos, pedestrian access, all private water, drainage, and sewer, facilities; storm water treatment devices, landscaping within designated landscape areas (including irrigation system), and community mailboxes, etc. shall be maintained in perpetuity by a designated entity.
 - b. All 36 automobile parking spaces designated for public use shall be maintained for public parking in perpetuity by a designated entity.
 - c. The parking garage door and all signage shall be maintained and any modifications to the parking garage door and signage shall be subject to review and approval by the City.
 - d. If parking fee is to be collect for the public parking spaces, approval from the City shall be obtained.
 - e. The public and private areas of the parking garage (including paving and striping), electric vehicle charging mechanisms, gates, all signage, lightings and shall be maintained by appropriate entities in perpetuity.
 - f. Ventilation mechanisms, fire protection, security systems, exterior lightings, and building facades shall be maintained by appropriate entities in perpetuity.
 - g. Maintenance of the windows for the commercial uses to be unobscured at all time.
 - h. All bicycle parking spaces for residential and non-residential uses within the project site and on the public right-of-way shall be maintained in perpetuity by a designated entity.
- PL-50. A night time site walk shall be conducted with Planning staff to approve the level of outdoor lighting to ensure no direct light or excess glare onto street, neighborhood, and adjacent neighbors will occur.
- PL-51. The applicant shall enter into an agreement with the City to pay for preparation of a traffic study that shall focus on circulation after the project is completed and occupied. The traffic study will only be required if the Chair of the Planning Commission and the Chair of the Mobility and Transportation Commission determine that such study is required within one year after operation of the project. If required, the traffic study shall focus on on-site and off-site circulation, including the driveway access on El Centro Street (inbound/outbound) and turning movements to determine appropriate striping, pavement markings, and/or signage to improve motor vehicle and pedestrian safety on El Centro Street.

PUBLIC WORKS DEPARTMENT

General Conditions

- PW-1. The applicant shall be responsible for all costs incurred by the City and or the Public Works Department for the use of professional services or consultants in the review, investigation, and or plan check of the public improvement plans. The applicant shall deposit monies into an approved project account from which the City shall draw funds to pay for said professional services.
- PW-2. The applicant shall pay for all applicable city fees including Public Works Department plan review and permit fees per the City’s Master Fee Schedule found at: <https://www.southpasadenaca.gov/government/departments/finance/master-fee-schedule>.
- PW-3. The applicant shall pay City sewer and/or water connection charges per Resolution 7390. Resolution 7390 can be found at: <http://opengov.southpasadenaca.gov/WebLink/DocView.aspx?id=58917&searchid=4309e405-eafc-47f4-bd28-040f4a8319dc&dbid=0>
- PW-4. The applicant shall provide copies of Title Reports to the Public Works Department.
- PW-5. No storage or occupation of the public right-of-way shall be permitted at any time.
- PW-6. Street or lane closures are only allowed between 9:00 am and 3:00 pm, unless otherwise approved by the Public Works Department. Whenever there will be a street closure exceeding thirty minutes in duration, the applicant shall provide written notification about the street closure to all impacted businesses and residents at least 48 hours prior to the street closure. An encroachment permit shall be obtained from the Public Works Department prior to any street closure. All lane closures shall be in accordance to MUTCD 2014 Rev. 4 or the Watch Manual. Traffic Control plans must be approved by the Engineer prior to start of construction.
- PW-7. The applicant shall post “Temporary No Parking ” signs along the entire length of the property prior to start of any construction. The temporary no parking signs will be covered at the end of every working day and uncovered at the start of the following working day prior to any construction activity. If two-way traffic cannot be accommodated, a traffic control plan prepared by a CA licensed traffic engineer depicting the use of flagmen and/or detouring shall be submitted for review. The applicant shall obtain encroachment permits from the Public Works Department prior to the installation of any traffic control devices in the right-of-way. Applicant must be sure of the dates posted on the Temporary No Parking signs prior to commencing work.
- PW-8. The applicant shall obtain a dumpster permit from the Public Works Department. During project construction, temporary bins (low boy) shall be provided and shall be “roll off” style provided by Athens Services. Athens Services has an exclusive agreement with the City for the provision of trash removal services: only Athens dumpsters can be used. Dumpsters placed on the roadway shall require a protective

barrier underneath (such as plywood) to protect the pavement. At no time shall the temporary dumpsters be placed on a public sidewalk blocking pedestrian access.

- PW-9. The applicant shall obtain oversize/overload permits during the stages of construction involving activities such as but not limited to, grubbing, grading, drilling for piles and/or caissons, trenching for footings, excavating for retaining wall, core soil sampling, etc.
- PW-10. Roadway lighting on El Centro Street and Orange Grove Place shall be evaluated by the applicant's engineer for adequacy in accordance with current Illuminating Engineering Society (IES) standards. A copy of the evaluation report shall be submitted to the Public Works Department for review and approval. If the evaluation report identifies additional lighting is required, the applicant shall install new lighting along the frontage of the property, upgrade any existing street lighting to LED, and comply with IES standards.
- PW-11. Prior to approval of a street improvement plan, a focused traffic study shall be prepared by a CA licensed traffic engineer and submitted to the Public Works Department for review and approval. The study shall focus on onsite and offsite circulation including but not limited to access locations, inbound/outbound turning movements, internal circulation, parking operations, ADT and daily truck volume, and ADT during peak flow hours to determine the need for additional striping, pavement markings, and signage that will improve motor vehicle and pedestrian safety.
- PW-12. Development impacting the surround roadway system must take into account and mitigate the additional traffic volumes and the altering of existing traffic patterns. In addition to designing appropriate access for the proposed development, planners and developers must strive to maintain a satisfactory transportation level of service and safety for all roadway users. Traffic mitigation concerns will take into account the recommendations of the approved traffic impact study as performed by a CA licensed traffic engineer.
- PW-13. The applicant will be responsible for replacing/improving the existing Class III bicycle lane on El Centro Street.
- PW-14. Provide list of all utility agencies and outside stakeholders and their contact phone numbers. Applicant to include this information should be on the project plans.
- PW-15. The applicant shall obtain and pay all fees of an encroachment permit from the Public Works Department for any work proposed within the public right-of-way.
- PW-16. The applicant shall mitigate any existing run-on drainage from adjacent properties that may no longer properly drain due to the construction of new retaining walls.

Prior to Issuance of Grading Permits

- PW-17. The applicant shall provide a labor and materials bond and a performance bond based on 1½ times the estimated value of the proposed improvements in the public right-of-way prior to the issuance of a grading permit. The applicant's civil engineer

shall prepare the construction cost estimate and obtain approval from the City Engineer.

- PW-18. The applicant shall provide a sewer study. Provide a report that the proposed sewer outlet on El Centro Street and/or Orange Grove Place has adequate capacity for the proposed sewage flow.
- PW-19. Provide a copy of a will-serve letter from the Los Angeles County Sanitation District (LACSD).
- PW-20. If any existing sewer laterals are to be used for the proposed development, the applicant shall perform a video inspection of the existing sewer lateral for obstructions and remove any obstructions observed. Provide copy of the inspection video of the cleared pipe to the Public Works Department for review.
- PW-21. The applicant shall submit a water demand calculation to the City. The demand water calculation will used to create a Hydraulic Analysis Reports to determine the water availability for the proposed project.
- PW-22. The applicant shall pay for the cost to generate the hydraulic modeling and the cost to create a Hydraulic Analysis Reports. In addition, the applicant is responsible for installation of all new fire hydrants based and Fire Hydrant raised blue buttons on the final reports. Please contact Water Operation Manager at (626) 460-6393 for additional information.
- PW-23. All flood control plans to be reviewed by the City or the LACFCD shall be submitted through the City of South Pasadena, unless otherwise directed by the City Engineer. For projects requiring LACFCD review, the developer shall pay the appropriate fees to LACFCD.
- PW-24. The applicant shall provide civil improvement plans for review and approval by the City Engineer showing the following:
 - a. Existing conditions plans:
 - i. All existing conditions within the full width of the public right-of-way including curb/gutter, curb ramps, driveways, survey monuments, drainage structures, streetlights, fire hydrants, trees, traffic signs, traffic signals, bicycle racks and other appurtenances on El Centro Street and Orange Grove Place.
 - b. Utility improvement plans:
 - i. The plan shall show the location and size of all existing utilities on adjacent street(s), as well as location and size of all existing and proposed services serving the property as required by the City Engineer. Existing utility locations and depth shall be verified by potholing.

- ii. Include the location and area of trench sections for the proposed water, sewer, storm drain lines, and other underground utilities within the public right-of-way.
 - iii. Include the elevation of the hydraulic grade line (HGL) for proposed storm drains.
 - iv. Include the location of any backflow preventers. Backflow preventers shall be tested by a certified tester and certified test forms shall be submitted to the Water Department.
 - v. Underground utilities to be placed in the public right-of-way or easement that will be owned and maintained by other entities shall be reviewed by the City prior to Utility Agency approval. The City shall have a place on the title sheet to accept the plans with a statement: "The City's acceptance is limited to the placement of utilities relative to public infrastructure clearances, uses, and future plans within the right-of-way".
- c. Street improvement plans:
- i. The plan shall show all street improvements within the full of the public right-of-way including curb/gutter, curb ramps, driveways, survey monuments, drainage structures, streetlights, fire hydrants, trees, traffic signs, traffic signals, bicycle racks, roadway surface treatments and other appurtenances on El Centro Street and Orange Grove Place as required by the City Engineer.
- d. Striping and signing plans:
- i. The plan shall show all street striping, signage, curb markings, bike lanes per the City's Bicycle Master Plan, and other markings to be replaced or installed on El Centro Street and Orange Grove Place as required by the City Engineer.
- PW-25. The applicant shall provide a Construction Management Plan (CMP) for all construction activities within the public right-of-way to the Public Works Department for review and approval. The CMP shall include a truck route map, on-site staging plan, contractor parking locations, temporary storage of construction-related materials, and Best Management Practices (BMPs). The CMP shall also include a construction schedule and traffic control plan prepared by a CA licensed traffic engineer for each stage of major construction activities and the timing of special access necessary as it relates to site staging, traffic, access, and any potential conflicts with the adjacent train tracks. Any changes to the construction schedule shall be submitted schedule to the Public Works Department. The CMP shall include the Metro Station Train Schedule and Train Master Contact info.
- PW-26. The applicant shall maintain safe pedestrian access, including ADA and bicycle, at all times. This may include, but not be limited to, the installation of temporary

sidewalk/bicycle facilities and accounting for ADA access throughout the duration of construction. A temporary pedestrian/bicycle facilities and ADA access plan shall be submitted to the Public Works Department for review.

- PW-27. The applicant shall submit a Stormwater Pollution Prevention Plan (SWPPP) and file a Notice of Intent with State Water Quality Control Board. A Waste Discharge Identification Number (WDID#) must be obtained prior to commencing any work.
- PW-28. Ingress and egress into and out of the driveway on El Centro Avenue is restricted to right turn movements only. The project driveway shall be designed with a median island or other permanent feature to restrict left-turn movements into and out of the project driveway. The design of the driveway will be submitted to Public Works Director for review and approval.

Prior to Issuance of Building Permit

- PW-29. The applicant shall obtain the Water Department's approval for water meter requirements. The applicant shall contact the City Water Division to coordinate size, location, and associated fee for new water meter connections, as applicable. Please contact Water Operation Manager at (626) 460-6393 for additional information.
- PW-30. The applicant shall verify with the Fire Department for water meter requirements for proposed fire sprinkler systems.

Prior to Final Inspection

- PW-31. The applicant shall replace all broken, damaged, or out-of-grade curb and gutter, sidewalk, and driveway along El Centro Street and Orange Grove Place fronting the property to the satisfaction of the Engineer per SPMC Section 31.54.
- PW-32. The applicant shall repaint all curb markings fronting the property, unless otherwise noted on the plans, on El Centro Street and Orange Grove Place to the satisfaction of the Engineer.
- PW-33. The applicant shall paint three (3) feet of red curb on the both side of the proposed driveway on El Centro Street to the satisfaction of the City Engineer.
- PW-34. The applicant shall grind and overlay minimum 3" of existing asphalt from curb to curb along the entire street width on Orange Grove Place adjacent to the project boundary. The overlay shall be placed in two 1.5" lifts using ¾" PG 64-10 Hot Mix Asphalt.
- PW-35. The applicant shall grind and overlay minimum 3" of existing asphalt from curb to curb along the entire street width on El Centro Street adjacent to the project boundary. The overlay shall be placed in two 1.5" lifts using ¾" PG 64-10 Hot Mix Asphalt

- PW-36. The applicant shall install bicycle racks per the City’s Bicycle Master Plan. The bicycle racks shall be installed in between proposed tree wells on El Centro Street. The applicant shall also include in the CC&Rs for the unconditional and indefinite maintenance of the bicycle racks. Bicycles racks shall at no time reduce the sidewalk width below 4 feet.

Prior to Final Map Approval

- PW-37. The applicant shall provide a copy of the Covenants, Conditions & Restrictions (CC&Rs) for review and approval prior to Final Map approval.
- PW-38. Prior to Final Map approval, the applicant shall provide a copy of the approved homeowner’s association (HOA) documentation from the Building and Safety Department.
- PW-39. Prior to Final Map approval, the applicant shall submit a complete copy of the Final Map to the Los Angeles County Department of Public Works Land Development Division (LDD) for review of mathematical accuracy and provide a copy of the approval letter from LDD to the City Engineer.
- PW-40. The applicant is responsible to install, document, and submit centerline tie information for revisions to existing streets and replacement of centerline ties removed during construction.
- PW-41. The applicant shall preserve existing survey monuments (property corners, centerline ties, etc.) in the public right-of-way. All disturbed and removed survey monuments in the public right-of-way shall be re-established and a Record of Survey shall be filed with the County Surveyor in accordance with applicable provision of State law. The applicant licensed surveyor shall file an initial record of survey at the County Recorder’s Office for all survey monuments, bench marks or curb chisels that will be removed due to Construction. The applicant’s licensed surveyor shall restore all removed survey monuments, bench marks and curb chisels to original location and file a final record of survey with the County Recorder’s Office. A final report shall be submitted to Public Works confirming the final recordation.

Tree Removal Permit Conditions

- PW-42. Show all existing and proposed trees (including parkway trees), including size and species, and indicate their disposition. The applicant shall show methods of protecting existing onsite and on the parkway trees during construction on the plans. The applicant shall submit an arborist report for all trees (including parkway trees) at project completion to the City, demonstrating that all protection methods were followed and document the tree disposition after construction.
- PW-43. Tree removals associated with development shall only be conditionally approved subject to the applicant receiving their development building permit, paying all fees associated with the tree removal as established by resolution of the city council, and paying a deposit in the amount of \$360 for the 1 replacement trees. Upon the planning review authority’s approval of the development application and

satisfaction of all conditions of approval, and payment of all required fees, the applicant shall be issued a tree removal permit.

- PW-44. Replacement trees shall be planted per SPMC section 34.12-5 (b). The applicant is required to plant 1 replacement trees based on the trees proposed for removal. The South Pasadena Public Works Department shall inspect the replacement trees before being planted.
- PW-45. Upon the applicant’s proof to the city’s satisfaction that the applicant has complied with the approved tree replacement plan, the city shall reimburse the applicant’s replacement tree deposit. Should the applicant fail to plant any replacement trees per the approved replacement tree plan, the city shall retain the amount of the replacement tree deposit necessary to cover the cost to plant any required replacement trees in alternative locations within the city (public right-of-way, park, etc.), as permitted by SPMC chapter 34.
- PW-46. No trees shall be removed from the site until Tree Removal Permits are issued.

BUILDING AND SAFETY DIVISION

General conditions for all proposed buildings:

- BD-1. The second sheet of building and grading plans is to list all conditions of approval and to include a copy of the Planning Commission Decision letter. This information shall be incorporated into the plans prior to the first submittal for plan check.
- BD-2. The initial plan check fee will cover the initial plan check and one recheck only. Additional review required beyond the first recheck shall be paid for on an hourly basis in accordance with the current fee schedule.
- BD-3. School Developmental Fees shall be paid to the School District prior to the issuance of the building permit.
- BD-4. Fees shall be paid to the County of Los Angeles Sanitation District prior to issuance of the building permit.
- BD-5. Park Impact Fee to be paid at the time of permit issuance.
- BD-6. Per Chapter 16A of the City of South Pasadena Municipal Code, Growth fee to be paid at the time of permit issuance.
- BD-7. A separate address required. An application to assign address and unit numbers shall be filed with Public Works Department prior to plan check submittal.
- BD-8. In accordance with paragraph 5538(b) of the California Business and Professions Code, plans are to be prepared and stamped by a licensed architect.
- BD-9. Structural calculations prepared under the direction of an architect, civil engineer or structural engineer shall be provided.

- BD-10. A geotechnical and soils investigation report is required, the duties of the soils engineer of record, as indicated on the first sheet of the approved plans, shall include the following:
- a) Observation of cleared areas and benches prepared to receive fill;
 - b) Observation of the removal of all unsuitable soils and other materials;
 - c) The approval of soils to be used as fill material;
 - d) Inspection of compaction and placement of fill;
 - e) The testing of compacted fills; and
 - f) The inspection of review of drainage devices.
- BD-11. The geotechnical and soils engineer shall review and approve the project grading and foundation plans to show compliance that their recommendations have been properly implemented.
- BD-12. The owner shall retain the soils engineer preparing the Preliminary Soils and/or Geotechnical Investigation accepted by the City for observation of all grading, site preparation, and compaction testing. Observation and testing shall not be performed by another soils and/or geotechnical engineer unless the subsequent soils and/or geotechnical engineer submits and has accepted by Building Division, a new Preliminary Soils and/or Geotechnical Investigation.
- BD-13. At the time of plan submittal, the pdf copy of the soils report shall be provided by the applicant
- BD-14. A grading and drainage plan shall be approved prior to issuance of the building permit. The grading and drainage plan shall indicate how all storm drainage including contributory drainage from adjacent lots is carried to the public way or drainage structure approved to receive storm water.
- BD-15. Redevelopment project with land disturbing activity that would result in the replacement of 5,000 square feet or more of impervious surface area on an already developed site on Planning Priority Project categories shall comply with LID requirements per City Ordinance. LID systems shall be tested prior to certificate of occupancy.
- BD-16. All State of California disability access regulations for accessibility and adaptability shall be complied with.
- BD-17. Approval is required from the Los Angeles County Health Department for restaurants.
- BD-18. The building permit will not be issued until the property has been surveyed and the boundaries marked by a land surveyor licensed by the State of California.
- BD-19. City records indicate the proposed site is a combination of lots under common ownership. A parcel merger by document shall be obtained or a parcel/tract map shall be processed **prior** to issuance of the building permit.
- BD-20. A parcel/tract map shall be processed prior to issuance of the building permit.

- BD-21. Foundation inspection will not be made until the excavation has been surveyed and the depth of the footings has been determined to be in accordance with the approved plans by a land surveyor licensed by the State of California. THIS NOTE IS TO BE PLACED ON THE FOUNDATION PLAN IN A PROMINENT LOCATION.
- BD-22. Foundation inspection will not be made until setback on the all sides of the building has been surveyed and the location of the footings has been determined to be in accordance with the approved plans by a land surveyor licensed by the State of California. THIS NOTE IS TO BE PLACED ON THE FOUNDATION PLAN IN A PROMINENT LOCATION.
- BD-23. Energy calculations are required.
- BD-24. Electrical plan check is required.
- BD-25. Mechanical plan check is required.
- BD-26. Plumbing plan check is required.
- BD-27. Project shall comply with the CalGreen Non-Residential mandatory requirements.
- BD-28. Project shall comply with the CalGreen Residential mandatory requirements.
- BD-29. Plumbing fixtures shall be provided as required by the Chapter 4 of the California Plumbing Code. Additional fixtures may be required if not in compliance.
- BD-30. No form work or other construction materials will be permitted to encroach into adjacent property without written approval of the affected property owner.
- BD-31. Demolition permit is required for any existing buildings which are to be demolished.
- BD-32. Separate plan review and permit is required for each detached retaining wall.
- BD-33. All fire sprinkler hangers must be designed, and their location approved by an engineer or an architect. Calculations must be provided indicating that the hangers are designed to carry the tributary weight of the water filled pipe plus a 250-pound point load. A plan indication this information must be stamped by the engineer or the architect and submitted for approval prior to issuance of the building permit.
- BD-34. Separate permit is required for Fire Sprinklers.

Specific conditions for the proposed mixed-use with 5-unit retail with 47-unit residential building and Basement Level 1 for residential parking and Level 2 for general parking:

- BD-35. Ten percent of the total residential parking spaces assigned for the multifamily residential dwelling units (separate from those associated with the "Bungalow" single-family dwellings units) in this building shall be electric vehicle (EV) charging spaces capable of supporting future EV supply equipment (EVSE) per Section 4.106.4.2 of the CalGreen Code (11 EV charging spaces are required for 102 parking spaces provided).

- BD-36. There shall be at least one EV space located in the common use residential parking area and be available for use by all residents per Section 4.106.4.2.1. As such, this EV space shall not be assigned to a specific residential dwelling unit for parking purposes. The rest of the required EV charging spaces may be assigned to residents. When EV charger is installed, accessible space shall be provided for this EV space per Section 4.106.4.2.2, Item 3.
- BD-37. When EV chargers are installed in assigned residential parking spaces, one in every 25 EV spaces (3 EV spaces out of total 57) shall also have an 8-foot wide minimum aisle per Section 4.106.4.2.2, Item 3.
- BD-38. New construction shall comply with Section 5.106.5.3 of the CalGreen Code to facilitate future installations of EVSE in nonresidential parking area (4 EV spaces out of total 65).
- BD-39. When EV chargers are installed in each nonresidential parking facility as determined by the Planning Division (e.g. parking area for retail is a separate facility from parking at bonus area), accessible space shall be provided for each facility per Section 11B-228.3.2.
- BD-40. Bicycle parking for non-residential building shall be provided to meet the requirements per Section 5.106.4 of the CalGreen Code.
- BD-41. Nonresidential building with three habitable stories or fewer and low-rise multifamily buildings shall comply with solar ready building requirements per Section 110.10 of the California Energy Code.
- BD-42. The building height and area shall not exceed the limits specified in Table 503 based on the type of construction as determined by Section 602 and the occupancies as determined by Section 302 except as modified hereafter.
- BD-43. Each portion of a building shall be individually classified in accordance with Section 302.1. Where a building contains more than one occupancy group, the building or portion thereof shall comply with the applicable provisions of Section 508.2, 508.3 or 508.4, or a combination of these sections.
- BD-44. Individual occupancies shall be separated from adjacent occupancies in accordance with Table 508.4.
- BD-45. Public parking garage not meeting the criteria of natural ventilation per Section 406.5.2 shall be designed as enclosed parking garage. Mechanical ventilation in accordance with Los Angeles County Building Code Section 406.6.2 is required for the enclosed parking garage.
- BD-46. The building elements shall have a fire-resistance rating not less than that specified in Table 601 and exterior walls shall have a fire-resistance rating not less than that specified in Table 602. Where required to have a fire-resistance rating by Table 601, building elements shall comply with the applicable provisions of Section 703.2.

- BD-47. Fire-resistance rating requirements for exterior walls based on fire separation distance of 5 to 30 feet shall comply with Table 602 of the Building Code.
- BD-48. Maximum area of exterior wall openings and degree of open protection based on fire separation distance of 5 to 20 feet shall comply with Table 705.8 of the Building Code.
- BD-49. Exterior balconies and similar projections extending beyond the exterior wall shall conform to the requirements of Section 705.2 and Section 1046. Projections shall not extend any closer to the line used to determine the fire separation distance than shown in Table 705.2.
- BD-50. The minimum width or required capacity of a means of egress system shall not be diminished along the path of egress travel per Section 1003.6.
- BD-51. Interior exit stairways shall terminate at an exit discharge or a public way unless the conditions per the exception in Section 1023.3 are met.
- BD-52. Corridor shall be fire resistance rated in accordance with Table 1020.1 and be continuous per Section 1020.6.
- BD-53. Egress balconies shall conform to the requirements per Section 1021.
- BD-54. Exit access travel distances shall be increased up to an additional 100 feet provided the last portion of the exit access leading to the exit occurs on an exterior egress balcony constructed in accordance Section 1021. The length of such balcony shall be not less than the amount of the increase taken per Section 1017.2.1. Exit access travel distance measured per Section 1017.3 shall not exceed the values given in Table 1017.2.
- BD-55. Exterior exit stairway location shall comply with Section 1027.5.
- BD-56. Exterior exit stairway shall be separated from the interior of the building as required in Section 1023.2 unless the conditions per one of the exceptions in Section 1027.6 are met.
- BD-57. Sprinklers protection shall be provided in open-ended corridors and associated exterior stairways as specified in Section 1027.6, Exception 3 per Section 903.3.1.2.2.
- BD-58. Restaurant equal or larger than 750 square feet in dining area shall be classified as A-2 Group Occupancy and be separated from adjacent occupancies in accordance with Table 508.4 of the California Building Code (CBC). Restaurant classified as assembly occupancy of occupant load greater than 49 shall have at least two exits per Section 1006.3.2. An accessible route shall be provided to all functional areas at second floor per Section 11B-206.2.5.
- BD-59. Community room and/or gym equal or larger than 750 square feet in area shall be classified as A-3 Group Occupancy and be separated from adjacent occupancies in accordance with Table 508.4 of the California Building Code (CBC).

- BD-60. Condominiums consist of four or more attached dwelling units with an elevator shall meet the requirements of the California Building Code Section 1106A.
- BD-61. When assigned parking spaces are provided for a resident or a group of residents, at least 2 percent of the assigned parking spaces serving covered multifamily dwelling units shall be accessible in each type of parking facility per Section 1109A.4.
- BD-62. Accessible parking spaces assigned to multifamily R-2 Occupancy Group residential building shall be located on the shortest possible route to a covered multifamily dwelling unit entrance per Section 1107A.7.
- BD-63. Exit access stairways in an enclosed parking garage of S-2 occupancy shall be enclosed with a shaft enclosure constructed in accordance with Section 713 unless one of the conditions listed under Section 1019.3 is met.
- BD-64. At least one accessible route shall be provided within the site from accessible parking in public parking garage as the site arrival point to each entrance of commercial space at the ground level per Section 11B-206.2.1.

Specific conditions for the proposed mixed-use with 10-unit “Townhouses” residential building and Basement Level 1 for residential parking:

- BD-65. Three-story, R-2 occupancy group with only one exit is not permitted per Table 1006.3.2(1) of the California Building Code. This building shall be constructed as Townhouses R-3 Occupancy Group complying with Section R302.2 of the California Residential Code.
- BD-66. Townhouse R-3 Occupancy Group residential building of a different type of construction than that of the R-2 shall be separated by a Fire Wall complying with Section 706 at the common wall between unit 118 and 113 (217 & 312) and another between unit 117 and 115 (219 & 315).
- BD-67. Habitable rooms in Townhouse R-3 Occupancy Group residential building shall comply with light, ventilation, and heating requirements per Section R303.
- BD-68. Multistory condominiums consist of four or more attached dwelling units with no elevator shall meet the requirements of the California Building Code Section 1102A.3.1.
- BD-69. Accessible parking spaces assigned to townhouse R-3 Occupancy Group residential building shall be located on the shortest possible route to a covered multifamily dwelling unit entrance per Section 1107A.7.

Specific conditions for the proposed 3-unit, two-story “Bungalow” single-family dwellings and their residential parking at Basement Level 2:

- BD-70. Bungalow units with their parking garages structurally connected to the general parking garage at basement level 2 is considered a part of the same structure as the general parking garage. Common areas providing circulation to parking garages/spaces associated with these units shall be of the same occupancy and type of construction as those assigned to the general parking garage.
- BD-71. Private garage and carports classified as U Group Occupancy shall not exceed 1,000 square feet and be separated from other private garages in accordance with Section 406.3.1 of the Building Code.
- BD-72. Each of the three attached private garages to single-family dwellings shall comply electric vehicle (EV) charger facilitation requirements per Section 4.106.4.1. EV chargers provided in private garages are under separate EV facilitation requirements and shall not be counted toward those for multifamily dwellings.
- BD-73. Residential portion of the bungalow units structurally connected to the podium deck of the residential parking garage at basement level 1 is considered a part of the same structure as the residential parking garage.
- BD-74. For the purpose of complying with accessibility requirements, bungalow units shall be considered as “attached” multistory condominium dwelling units with no elevator to the adjacent 10-unit townhouses and shall meet the requirements of the California Building Code Section 1102A.3.1.
- BD-75. At least 10 percent but not less than one of the multistory condominium dwellings in buildings, which contain Covered Multifamily Dwellings, with no elevator shall comply with the requirements listed in Section 1102A.3.1. The minimum number of units which must comply with this section shall be calculated using the total number of all multistory dwelling units in buildings located on the same site which are subject to this section.
- BD-76. Private garages accessory to covered multifamily dwelling units, shall be accessible as required in Section 1109A.2.1. Private garages include individual garages and multiple individual garages grouped together.

FIRE DEPARTMENT

- FD-1. All construction must comply with all appropriate fire protection installation standards as adopted by the South Pasadena Fire Department.
- FD-2. Shall comply with all current adopted California Building Code, Fire Codes, NFPA and South Pasadena Municipal Code, requirements are based on occupancy classification.
- FD-3. Fire Sprinkler Required. Approved automatic sprinkler systems in new buildings and shall be provided in the locations described in Sections 903.2.1 through 903.2.12.
- FD-4. Water supply for buildings equipped with an automatic sprinkler system. For buildings equipped with an approved automatic sprinkler system, the water supply shall be capable of providing the greater of:

- 1- The automatic sprinkler system demand, including hose stream allowance.
 - 2- The required fire flow. B105.3
- FD-5. Underground Buildings shall be equipped throughout with a Class I automatic wet or manual wet standpipe system.
- FD-6. Standpipe Systems. Standpipe systems shall be provided in new buildings and structures in accordance with Sections 905.2 through 905.10.
- FD-7. Height. In other than Group R-3 and R-3.1 occupancies, Class III standpipe systems shall be installed throughout each floor where any of the following occurs:
- Buildings where the floor level of the highest story is located more than 30 feet above the lowest level of fire department of vehicle access
- FD-8. Additional Fire Hydrant may be required.
- FD-9. Hydrants for standpipe systems. Buildings equipped with a standpipe system installed in accordance with Section 905, shall have a Fire Hydrant within 100 feet of the Fire Department Connection. (507.5.1.1)
- FD-10. Fire Flow. The flow rate of a water supply, measured at 20 psi residual pressure, that is available for firefighting. Fire flow requirements for buildings or portions of buildings and facilities shall be determined by an approved method or Appendix B. (507.3)
- FD-11. Required water supply. An approved water supply capable of supplying the required fire flow for fire protection shall be provide to premises upon which facilities, buildings or portions of buildings are hereafter constructed or moved into or within the jurisdiction. (507.1 CFC)
- FD-12. Water Supply Test. The fire code official shall be notified prior to the water supply test. Water supply test shall be witnessed by the fire code official and approved documentation of the test shall be provided to the fire code official prior to the final approval of the water supply system. (507.4 CFC)
- FD-13. Fire Pump. May be required when fire flow is not met. Where provided fire pumps shall be installed in accordance with this Section and NFPA 20. (913.1 CFC)
- FD-14. Fire Alarm required. Submit plans to City for approval (manual and automatic). An approved fire alarm system installed in accordance with the provisions of this code and NFPA 72 shall be provided in new buildings and structures.
- FD-15. Central Station Service Alarm Systems. Alarm systems used to provide central station service shall comply with the general requirements and the use requirements of Section 26.3. (NFPA 72)
- FD-16. Exits. Exits shall comply with Sections 1022 through 1027 and the applicable requirements of Sections 1003 through 1015. An exit shall not be used for any purpose that interferes with its function as a mean of egress. Once a given level of exit protection is achieved, shall level of

protection shall not be reduced until arrival at the exit discharge. Exit shall be continuous from the point of entry into the exit to the exit discharge.

- FD-17. Fire Apparatus access. Roads shall have an unobstructed width of no less than 20 feet and an unobstructed vertical clearance of not less than 13 feet 6 inches exclusive of shoulders, except for an approved security gate in accordance with Section 503.6 of the California Fire Code. Aerial fire apparatus access roads is required and shall have a minimum unobstructed width of 26 feet, exclusive of shoulders in the immediate vicinity of the building.
- FD-18. Automatic Garage door openers. If provided, shall be listed in accordance with UL 325. See health and Safety Code Sections 19890 and 19891 for additional provisions for residential garage door openers
- FD-19. Address Identification. New and existing buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property.
- FD-20. Knox Box required. Where access to or within a structure or an area is restricted because of secure openings or where immediate access is necessary for life-saving or fire-fighting purposes, the Fire Code Official is authorized to require a key box to be installed in an approved location. (506.1 CFC)
- FD-21. Portables Fire extinguishers. Structures under construction, alteration or demolition shall be provide with no less one approved portable fire extinguisher in accordance with Section 905 and sized for not less than ordinary hazard as follows:
- At each stairway on all floor levels where combustible materials have accumulated.
 - In every storage and construction shed.
 - Where special hazards exist including but not limited to and the storage and use of combustible and flammable liquids. (3315.1 CFC)
- FD-22. Where required. Portables fire extinguishers shall be installed in all of the following locations:
- In new and existing Group A, B, E, F, H, I, L, M, R-1, R-2, R-2.1, R-3.1, R-4 and S Occupancies. (906.1 CFC)
- FD-23. Groups R-2, R-2.1, R-3, R-3.1 and R-4. Single or multiple-station smoke alarms shall be installed and maintained in Groups R-2, R2.1, R-3, R-3.1 and R-4 regardless of occupant load at all of the following locations:
- On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms.
 - In each room used for sleeping purposes.
 - In each story within a dwelling unit, including basement but not including crawl spaces and uninhabitable attics. In dwellings or dwelling units with split levels and without an intervening

door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.

- FD-24. Interconnection. Where more than one smoke alarm is required to be install within an individual dwelling unit or sleeping unit, the smoke alarm shall be interconnected.
- FD-25. Fire Alarm and Detection Systems required. This section covers the application, installation, performance and maintenance of fire alarm systems and their components in new and existing buildings and structures. The requirements of Section 907.2 are applicable to new buildings and structures. SFC 907.1
- FD-26. Notwithstanding anything else in this code, or any other code incorporated, herein, by reference any new roof shall be of Class "A" roof material. SPMC 14.1.1
- FD-27. For water/ meter application please refer to public works. SPMC 35.1

POLICE DEPARTMENT

General Conditions

- PD-1. The project shall have a property manager assigned with the ability to provide 24-hour service seven days a week. The 24/7 contact information for the property manager shall be made available to all building tenants and visitors to the buildings.
- PD-2. The parking structure shall be secured 24 hours a day, Monday through Sunday of every week.

Prior to Final Inspection

- PD-3. Prior to final inspection, the applicant shall install proper signage within the parking structure informing residents, tenants, and visitors of parking restrictions.
- PD-4. Prior to final inspection, security cameras, shall be installed on the exterior of the building and within the parking structure. An external link to be used by public safety is required.
- PD-5. Prior to final inspection, security lighting shall be installed on the exterior of the building and within the parking garage.

At Final Inspection

- PD-6. At final inspection, the applicant shall provide the Police Department with building access-Knox box key access as required by public safety.

Exhibit “B”

CEQA Documents

Final IS/MND ([Click Here](#))

MMRP ([Click Here](#))

Draft IS/MND & Technical Studies ([Click Here](#))

ATTACHMENT 2
Letter from Converse Consultants



Converse Consultants

Geotechnical Engineering, Environmental & Groundwater Science, Inspection & Testing Services

February 20, 2021

Mr. Joel Bryant
PGK Partners, LLC
150 East Colorado Boulevard
Suite 202
Pasadena, California 91105

Subject: Response to Public Comments
845-899 El Centro Street & 830-832 Orange Grove Place
South Pasadena, CA
Converse Project No. 18-42-126-02

Mr. Bryant:

In response to the City of South Pasadena's questions regarding potential contamination and the geotechnical investigation at the referenced site, Converse Consultants (Converse) response is as follows:

- Geotechnical borings evaluate the suitability of the soil for foundation design and proposed construction based on geotechnical parameters.

Converse is a geotechnical and environmental consulting firm. Our geotechnical staff have been involved in environmental projects and are experienced in identifying potential contaminants such as odors and discolored soils during their field activities. If such conditions are observed in the field, the geotechnical staff will call appropriate environmental staff for further evaluation and possible sampling.

No odors or discolored soils were observed during Converse's geotechnical investigation in May 2018.

- The Phase I Environmental Assessment completed in 2018 was conducted in accordance with the ASTM Standard Practice E1527-13 and 40 CFR Part 312. Per the Standard, no recognized environmental conditions (RECs) were identified. A REC is defined as *the presence or likely presence of any hazardous substances or petroleum products in, on, or at a property: (1) due to release to the environment; (2) under conditions indicative of a release to the environment; or (3) under conditions that pose a material threat of a future release to the environment.*

Converse did not recommend additional assessment (Phase II borings) as it was our opinion that there was not evidence of the presence of a hazardous substance or

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petroleum product in, on or at the site; there was no documented release, and there was no material threat of a future release at the site.

It is Converse's understanding that PGK Partners, LLC will generate and have in place a Soil Management Plan (SMP), should it be necessary. The SMP will describe procedures to manage discolored or odorous soil if uncovered during their development activities.

If you have any questions regarding this letter, please email me at LTanaka@converseconsultants.com.

Sincerely,

CONVERSE CONSULTANTS



Laura Tanaka
Principal Environmental Consultant

ATTACHMENT 3
Public Comments provided at
February 3, 2021 City Council Meeting
([Click Here](#))

ATTACHMENT 4
February 3, 2021 City Council
Staff Report & Attachments
([Click Here](#))

February 3, 2021 Request for Continuation
([Click Here](#))



City Council Agenda Report

ITEM NO. 16

DATE: March 3, 2021

FROM: Sean Joyce, Interim City Manager

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

SUBJECT: **Award of Contract to Adhami Engineering Group for the Engineering Design, Construction Documents, and Specifications for Rectangular Rapid Flashing Beacons in an Amount Not-to-Exceed \$49,324**

Recommended Action

It is recommended that the City Council:

1. Accept a proposal dated October 8, 2020, from Adhami Engineering Group for the Engineering Design, Construction Documents, and Specifications for Rectangular Rapid Flashing Beacons; and
2. Authorize the Interim City Manager to execute the agreement and any amendments with Adhami Engineering Group for a not-to-exceed amount of \$49,324 (\$44,840 for the proposed amount and \$4,484 for 10% contingency); and
3. Reject the proposal received from Minagar & Associates, Inc.

Discussion/Analysis

A Request for Proposals (RFP) was issued on September 17, 2020. Proposals were received from the following two firms:

- Adhami Engineering Group, City of Pasadena
- Minagar & Associates, Inc., City of Laguna Hills

Government Code Section 4526 states that professional services contracts are to be bid based on qualifications rather than on price:

Notwithstanding any other provision of law, selection by a state or local agency head for professional services of private architectural, landscape architectural, engineering, environmental, land surveying, or construction project management firms shall be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required.

Subsequently, staff reviewed the proposals and, in compliance with the Government Code Section 4526, selected Adhami Engineering Group (AEG) as the most qualified consultant for the professional services.

AEG is a California Corporation based in the city of Pasadena and is comprised of former public sector employees and managers with decades of experience in civil engineering project design and construction. AEG has also managed the design and construction of numerous pedestrian traffic control devices, including Rectangular Rapid Flashing Beacons (RRFB) funded by various sources, and has provided similar services to the cities of Beverly Hills, Los Angeles, Anaheim, and Lake Elsinore.

Background

South Pasadena received Caltrans Highway Safety Improvement Program (HSIP) grant funding in the amount of \$234,962 to install RRFB at the following three intersections:

- Fremont Avenue and Lyndon Street
- Mission Street and Diamond Avenue
- Mission Street and Fairview Avenue

RRFB is one of the latest pedestrian traffic control devices approved by the Federal Highway Administration. RRFB is a pedestrian actuated device with yellow rectangular LED flashing lights to help bring attention to motorists of the presence of pedestrians at an uncontrolled marked crosswalk. RRFB enhances safety by increasing the visibility of the pedestrian and improves the driver's yielding rates, resulting in a safer crossing for pedestrians. The scope includes the documentation of existing conditions at each location, preparation of design plans and specifications of the RRFB, upgrade of existing ramps to conform to the ADA requirements, signage, and striping plans. This construction of the project is funded through a federal HSIP grant. Therefore, the preparation of the engineering plans, construction documents, and specifications must adhere to the guidelines of the Caltrans Local Assistance Procedures Manual (LAPM).

On July 1, 2015, City Council Resolution Number 7407 was approved, which allowed the staff to proceed with the project's design and construction.

On February 17, 2021, the City Council directed Public Works Director Shahid Abbas to meet with Chair Rebecca Thompson of the Cultural Heritage Commission (CHC) to seek input on the project. This meeting took place on February 22, 2021, which was also attended by the CHC Council Liaison, Evelyn G. Zneimer. Director Abbas shared the background and design elements of the project with the group. The two major design elements discussed were solar-powered versus electric-powered equipment, and the poles type and color. The group preferred solar over electric-powered equipment. Director Abbas will explore types of available poles (wooden and metal) that can be used to install the equipment, and will seek input from the CHC Chair on the

type and color of the poles at a later date. At the conclusion of the meeting, both CHC Chair and Council Liaison expressed their support for the project.

Staff has also received a copy of the letter of support addressed to the City Council (Attachment 3) for this project from the South Pasadena Chamber of Commerce.

The project is located in the historic downtown district; therefore, the City was required to prepare an Area of Potential Effect (APE) map, Archaeological Survey Report (ASR), and Historic Resource Evaluation Report (HREER). These studies were reviewed by the State Department of Parks and Recreation Office of Historic Preservation and the California Department of Transportation (Caltrans) District 7. In January 2019, the City received approval signatures from the Caltrans' Principal Architectural Historian and the Environmental Support/Cultural Studies Branch Chief.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

Authorization was received from Metro to use Prop C funds for the consultant contract. Funding in the amount of \$49,324 would be encumbered in account number 207-9000-9351-9351 for project design. Prop C funds will only be used for the engineering, construction documents, and specifications. Construction and construction management services for the project will be funded through the HSIP grant in the amount of \$234,962.

Environmental Analysis

This project is exempt from the California Environmental Quality Act (CEQA) analysis based on State CEQA Guidelines Section requirements under Section 21084 of the Public Resources Code, in accordance with Article 19, Section 15301, Class (1) "existing facilities."

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. Professional Services Agreement for Adhami Engineering Group
2. Resolution Number 7407
3. South Pasadena Chamber of Commerce Letter of Support

ATTACHMENT
Agreement

**PROFESSIONAL SERVICES AGREEMENT
FOR DESIGN PROFESSIONALS**

(City of South Pasadena / Adhami Engineering 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 Adhami Engineering Group (“Consultant”).

2. RECITALS

- 2.1. City has determined that it requires the following professional services from a consultant: engineering design, construction documents and specifications for rectangular rapid flashing beacons (RRFB).
- 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. “Design Professional”: A Design Professional is any individual satisfying one or more of the following: (1) licensed as an architect pursuant to Business and Professions Code 5500 *et seq.*, (2) licensed as a landscape architect pursuant to Business and Professions Code 5615 *et seq.*, (3) licensed as a professional land surveyor pursuant to Business and Professions Code 8700 *et seq.*, or (4) registered as a professional engineer pursuant to Business and Professions Code 6700 *et seq.*
- 3.2. “Scope of Services”: Such professional services as are set forth in the Scope of Services attached hereto as Exhibit A and incorporated herein by this reference.

- 3.3. “Agreement Administrator”: The Agreement Administrator for this project is Garrett Crawford, Acting Deputy Director of Public Works. 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
- 3.4. “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.
- 3.5. “Maximum Amount”: The highest total compensation and costs payable to Consultant by City under this Agreement. The Maximum Amount under this Agreement is Forty Nine Thousand Three Hundred Twenty-Four Dollars (\$49,324), which includes \$44,840 for the Scope of Services and \$4,484 for a 10% contingency.
- 3.6. “Commencement Date”: March 03, 2021.
- 3.7. “Termination Date”: December 31, 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 highest 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. Manoochehr Adhami, Principal-in-Charge and Vice President 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.

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 or 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 including the design and preconstruction phases of a covered public works project. Consultant shall defend, indemnify, and hold the City, its elected officials, officers, employees, and agents free and harmless from any claim or liability

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Approved for Use 01/10/18

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, and all electronic files, including computer-aided design files, developed by Consultant in the performance of this Agreement (such written material and electronic files are collectively known as “written products”) 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 officials, officers, agents, employees and volunteers.
- 11.2 **Consultant to Indemnify City.** Where the services to be provided by Consultant under this Agreement are design professional services, as that term is defined under Civil Code Section 2782.8, Consultant agrees to indemnify, defend and hold harmless, the City, its officers, officials, employees and volunteers from any and all claims, demands, costs or liability that actually or allegedly arise out of, or pertain to, or relate to the negligence, recklessness or willful misconduct of Consultant and its agents in the performance of services under this contract, but this indemnity does not apply to liability for damages for bodily injury, property damage or other loss, arising from the sole negligence, active negligence or willful misconduct by the City, its officers, official employees, and volunteers. If it is finally adjudicated that liability is caused by the comparative active negligence or willful misconduct of the City, then Consultant’s indemnification and defense obligations shall be reduced in proportion to the established comparative liability of the City and shall not exceed the Consultant’s proportionate percentage of fault.

As respects all acts or omissions which do not arise directly out of the performance of design professional services, including but not limited to those acts or omissions normally covered by general and automobile liability insurance, and to the full extent permitted by law, Consultant agrees to indemnify, defend and hold harmless the City, its officers, officials, agents, employees, and volunteers from and against any claims, demands, losses, liability of any kind or nature (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including attorney’s fees and costs, court costs, interest, defense costs, and expert witness fees) where the same arise out of, are in connection with, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Consultant or by any individual or entity for which Consultant is legally liable, including but not limited to officers, agents, employees or sub-contractors of Consultant, excepting those which arise out of the active negligence, sole negligence or willful misconduct of the City, its officers, officials, employees and volunteers.

- 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. If it is finally adjudicated that liability is caused by the comparative negligence or willful misconduct of an indemnified party,

then Consultant's indemnification obligation shall be reduced in proportion to the established comparative liability.

- 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.
- 11.9 **Civil Code.** The parties are aware of the provisions of Civil Code 2782.8 relating to the indemnification and the duty and the cost to defend a public agency by a Design Professional and agree that this Section 11 complies therewith.

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: Engineering Design, Construction Documents and Specifications for RRFB
- Documentation of Best's rating acceptable to the City.
- Original endorsements effecting coverage for all policies required by this Agreement.
- Complete, certified copies of all required insurance policies, including endorsements affecting the coverage.

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 City as 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, 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, 1414 Mission Street, South Pasadena, CA 91030.
- 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

Garrett Crawford
City of South Pasadena
Public Works Department
1414 Mission Street
South Pasadena, CA 91030
Telephone: (626) 403-7240
Facsimile: (626) 403-7241

If to Consultant

Adhami Engineering Group
700 Rim Rd
Pasadena, CA 91107
Telephone: (626) 255-4592

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

“Consultant”
Adhami Engineering 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 A

Scope of Services

The Consultant shall perform required tasks to complete the engineering design, construction documents and specifications for installing RRFB including but not limited to:

- Site plans documenting existing conditions at each locations;
- RRFB design and specifications;
- Sidewalk and ramp improvements;
- Signage and striping plans; and
- Other improvements required to complete the proposed improvements.

The Consultant shall complete the design of the RRFB at the following three locations:

- Fremont Avenue and Lyndon Street
- Mission Street and Diamond Avenue
- Mission Street and Fairview Avenue

The consultant shall also be responsible for completing all required forms, perform tasks and maintain record as required under the Caltrans LAPM for federally-funded construction projects. The consultant shall calculate and establish the DBE percentage for this project. Consultants shall complete the “Final Report – Utilization of Disadvantaged Business Enterprise (DBE), First Tier Subcontractors” for Exhibit 17-F of the Caltrans LAPM.

Exhibit B

Approved Fee Schedule

Task	Employee	Hours	Hourly Rate (\$)	Total (\$)
Task 1				
Kickoff and Follow-up Meetings	Principal	8	210	1,680
	Project Manager	8	180	1,440
Task 2				
Data Collection	Engineer	30	130	3,900
Task 3				
Field Observations	Engineer Associate	40	90	3,600
	Project Manager	6	180	1,080
Task 4				
Surveying	Crew of 3	16	400	6,400
Task 5				
Preliminary/Conceptual	Engineer	30	130	3,900
Review	Quality Control Manager	12	150	1,800
Review	Project Manager	9	180	1,080
Review	Principal	6	210	630
Task 6				
Corrections and Final Design	Engineer	30	130	3,900
Review	Quality Control Manager	12	150	1,800
Review	Project Manager	9	180	1,620
Review	Principal	6	210	1,260
Task 7				
Cost Estimate	Engineer	12	130	1,560
Review	Project Manager	2	180	360
Task 8				
Specification/Construction Docs.	Engineer	12	130	1,560
Review	Project Manager	15	180	2,700
Review	Principal	6	210	1,260
Miscellaneous Costs	Insurance			810
	Supplies/Printing			2,500
Grand Total				44,840

10% contingency:

\$ 4,484

ATTACHMENT
Resolution Number 7407

RESOLUTION NO. 7407**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
ADOPTING PROGRAM SUPPLEMENTAL AGREEMENT
NO. N016 TO ADMINISTERING AGENCY-STATE AGREEMENT
FOR FEDERAL-AID PROJECTS NO 07-5071R FOR THE
DESIGN OF IN-ROADWAY WARNING LIGHTS FUNDED
BY HIGHWAY SAFETY IMPROVEMENT PROGRAM
CYCLE 6 GRANT FUNDS**

WHEREAS, the City of South Pasadena (City) entered into an Administering Agency–State Agreement for Federal-Aid Projects (Master Agreement) with the State of California Department of Transportation (Caltrans) on February 23, 2010, which defines the general terms and conditions which must be met to receive federal aid or state funds from the Federal-aid Highway Program for a local project; and

WHEREAS, on April 26, 2013, the City submitted a grant application for Cycle 6 of the Highway Safety Improvement Program (HSIP) to install in-roadway warning lights at the intersections of Mission Street and Diamond Avenue, Mission Street and Fairview Avenue, and Fremont Avenue and Lyndon Street (Project); and

WHEREAS, on November 15, 2013, the City was notified by Caltrans that the aforementioned project had been selected for implementation; and

WHEREAS, the City received authorization to proceed with preliminary engineering on April 23, 2015; and

WHEREAS, a Program Supplemental Agreement, which amends the Master Agreement to describe the phases, costs and special conditions that apply to a specific project, must be executed prior to processing of any invoices seeking reimbursement on the project.

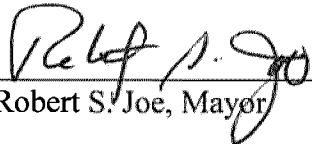
NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. The City, as a condition of the payment by the State of any funds for this project, accepts and will comply with the special covenants or remarks set forth on Program Supplemental Agreement No. N016.

SECTION 2. Appoints the City Manager, or his/her designee, to conduct all negotiations, and to execute and submit all documents including, but not limited to applications, agreements, amendments, payment requests and so forth, which may be necessary for the completion of the aforementioned project.

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.

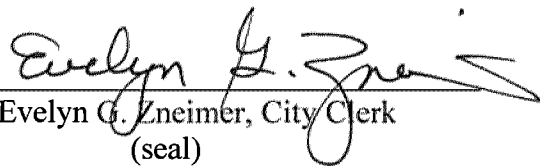
PASSED, APPROVED AND ADOPTED ON this 1st day of July, 2015.



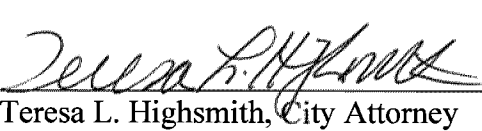
Robert S. Joe, Mayor

ATTEST:

APPROVED AS TO FORM:



Evelyn G. Zneimer, City Clerk
(seal)



Teresa L. Highsmith, City Attorney

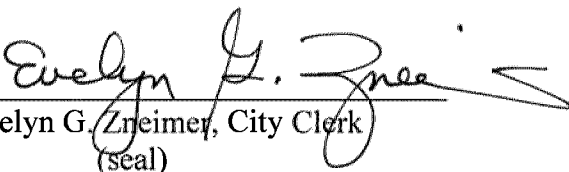
I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 1st day of July, 2015, by the following vote:

AYES: Cacciotti, Khubesrian, Mahmud, Schneider, and Mayor Joe

NOES: None

ABSENT: None

ABSTAINED: None



Evelyn G. Zneimer, City Clerk
(seal)

ATTACHMENT

South Pasadena Chamber of Commerce Letter of Support

ADMINISTRATION

Laurie Wheeler
President/CEO

BOARD CHAIR

Andrew Berk
Avison Young
Commercial Real Estate

IMMEDIATE

PAST CHAIR

Sam Hernandez
Paradise
General Contractors

TREASURER

Kris Morrish
The Kutzer Company

SECRETARY

John Vandercook
South Pasadena Kiwanis

VICE-PRESIDENT

ECONOMIC

DEVELOPMENT

Steven P. Dahl, AIA
Dahl Architects, Inc.

VICE-PRESIDENT

MEMBERSHIP

Michele Downing
Compass

VICE-PRESIDENTS

Jamie Khuu Inzunza
Mamma's Brick Oven
Pizza and Pasta

Karla Thompson, DDS
SmileHaus Orthodontics

DIRECTORS

Thano Adamson
Mission Tile West

Jeffrey Burke
BurkeTriolo Studio

Ed Chen
Athens Services

Ray Delgado
Hillsides

Camille DePedrini
Camille DePedrini
Boutique

Janice Lupien
Arroyo Vista Inn

Jason Mak
Golden Oaks
Apartments

Elda Marquez
Real Estate Heaven

Lawrence Sin
Core Benefits

February 19, 2021

South Pasadena City Council
1414 Mission Street
South Pasadena, CA 91030

Hello Honorable Mayor Mahmud, Honorable Mayor ProTem Cacciotti and Councilmembers Donovan, Primuth and Zneimer,

The South Pasadena Chamber of Commerce encourages the City Council to proceed with the fulfillment of the Caltrans Highway Safety Improvement Program grant funding and to install the safety equipment on Mission Street as soon as possible.

Mission Street is a very pedestrian friendly, walkable street. Patrons are encouraged to park their vehicles, and "stroll South Pas" to discover shops, restaurants, salons, gyms – all within an easy walk of public parking and public transportation. Bike racks have recently been installed throughout the city to further encourage people to leave their cars at home, ride and park bikes to enjoy South Pas. Additionally, the weekly Farmers' Market attracts local residents as well as visitors, and there is a marked increase in traffic on Thursday afternoons.

All these factors lead to an increase in pedestrians crossing Mission Street at two intersections, Mission Street/Fairview Avenue and Mission Street/Diamond Avenue. While these intersections are marked with crosswalks, and there is a blade sign at Mission and Fairview (which is continually knocked over by cars), there are no other safety measures to alert drivers to pedestrians in the crosswalk. Merchants in the direct vicinity and visibility of these two intersections report that there are countless 'near-misses' between vehicles and pedestrians. There has been universal support from merchants we've contacted for increasing the safety of their customers.

The need for additional pedestrian safety was identified and validated by the grant that was approved in 2013 to add Rectangular Rapid Flashing Beacons to those two locations. We encourage the City Council to proceed with the fulfillment of this grant and install the equipment as soon as possible.

As stores and restaurants begin to re-open and recover from the pandemic, we anticipate additional foot traffic on Mission Street. There are a few new exciting businesses that will have opened and will be opening in the near future. In addition, the Mission Bell project will begin construction later this year, adding additional traffic and trucks as well as distractions for drivers. Thank you for your consideration.

Warm Regards,

A handwritten signature in black ink, appearing to read "Laurie Wheeler". The signature is fluid and cursive, with a long horizontal stroke at the end.

Laurie Wheeler
President/CEO

CC: Chamber Board of Directors
Sean Joyce, Interim City Manager
Shahid Abbas, Public Works Director



City Council Agenda Report

ITEM NO. 17

DATE: March 3, 2021

FROM: Sean Joyce, Interim City Manager

VIA: Lucy Demirjian, Assistant to the City Manager

SUBJECT: **Consideration of Business Marketing Plan Proposal from nexusplex and the South Pasadena Chamber of Commerce and Approval of Appropriation of Funding**

Recommendation

It is recommended that the City Council:

1. Consider written proposals of the Business Marketing Plan from nexusplex and the South Pasadena Chamber of Commerce;
2. Appropriate \$45,000 from General Fund unassigned reserves to account (City Manager Professional Services) 101-2010-2011-8170-000 for the purpose of funding marketing efforts as approved by the City Council.
3. Approve the use of these funds as follows, or as otherwise deemed appropriate:
 - a. \$25,000 to the South Pasadena Chamber of Commerce to fund in whole or in part, the scope of work described in the Chamber's attached proposal; and
 - b. \$20,000 to nexusplex to provide the services described in its proposal and as summarized below; and
 - c. Authorize the City Manager to develop and execute corresponding agreements with each of the parties describing the respective deliverables and requiring their obligations for facilitating a post-campaign survey to ascertain the results of their efforts.

Commission Review and Recommendation

This matter was not reviewed by a commission.

Discussion / Analysis

As the Covid-19 pandemic continues to impact community health and the economy, many businesses are struggling to survive. Many small businesses have adapted the way they do business to adhere to public health orders and social distancing requirements. The recent surge of cases and extension of emergency orders is an indication of a prolonged economic downturn. Without new federal and state aid, there is a strong need for local efforts to stimulate the recovery of the small business community.

Staff recommends funding both proposals in order to provide a comprehensive marketing program for interested businesses and the business community at large. This would include up to \$20,000

to nexusplex for direct advertising for approximately 250 brick and mortar businesses in the City. An initial \$10,000 upon allocation of the funds will allow nexusplex to begin these marketing efforts. The balance to be paid in increments as more businesses are served.

Staff recommends the balance of \$25,000 for the Chamber of Commerce to further its promotion of South Pasadena businesses and to provide educational resources as outlined in their proposal.

All expenditures, including administrative costs, must be detailed in monthly reports to staff prior to issuance of funds. Monthly reports should also include analytics measuring the success of the program and ROI. This could be achieved by tracking and measurement of all marketing exposures or empirical data collected through a survey of participating businesses.

Nexusplex Proposal

On December 2, 2020, Mr. Steven Lawrence presented to the City Council his proposal for a marketing plan that made use of a variety of digital and other media in an attempt to reach new consumers beyond the areas directly adjacent to South Pasadena. Staff's understanding of the nexusplex citywide marketing plan included two components: 1) to promote the city as a destination, and 2) to provide and facilitate 12-weeks of no-cost advertising packages directly to approximately 250 South Pasadena brick and mortar businesses that are also business license holders. The proposal includes print and digital advertising services, including access to 300 effective ad spaces in the South Pasadenan news platforms.

In a letter to Interim City Manager Joyce dated February 10, 2021, nexusplex proposes splitting the funds and the tasks in its originally submitted plan so that the Chamber can develop, produce, and manage the 'visit the city' aspect, while nexusplex produces, manages, and operates the 'business advertising' aspect. The company is seeking \$20,000 of the \$45,000 previously contemplated by the City Council for these promotional services.

Chamber of Commerce Proposal

In coordination with local businesses, the Chamber of Commerce has developed a marketing plan to provide immediate support and action to promote businesses in South Pasadena. The Chamber reports that it recently conducted a survey of more than 1,000 business owners in the City to better understand the marketing strategies being used and where they believe they need assistance optimizing various advertising mediums to promote products and services, attract clients/customers and increase sales. Based on the results of the survey, the Chamber is proposing a comprehensive advertising plan, including a focused social media campaign, print and on-line newspapers, videos, e-mail outreach specifically social media and on-line ads. Additionally, since merchants have varying levels of comfort and familiarity with social media and other on-line marketing tools, the Chamber will create an on-line "micro-learning" library of resources, instructional videos, and feature local experts to support business owners.

The attached proposal from the Chamber includes local marketing strategies and targeted media engagement to encourage people to shop and dine in South Pasadena. The plan details the key activities and defines benchmarks for assessment including continued engagement of merchants through surveys and other outreach efforts to determine program effectiveness. A timeline and

budget are included in the proposal. The Chamber is seeking \$45,000 from the City to initiate the program.

Background

On December 2, 2020, the City Council received a proposal submitted by nexusplex concerning a 90-day marketing campaign designed to attract new retail patrons to South Pasadena’s retailers. After discussion and public input received, the City Council strongly encouraged collaboration with the Chamber of Commerce and requested a proposal for the first available meeting in January. The Chamber engaged several members with the business community including nexusplex to contribute to the development of the plan. Regrettably, the Chamber and nexusplex have been unable to reach agreement on a joint marketing proposal. Staff worked with both parties to arrange a compromise that would feature each of their expertise to best serve the business community.

Alternative

The City Council could:

1. Direct staff to include funding in the proposed FY21-22 budget for a local marketing plan aimed at reaching new prospective patrons of South Pasadena’s unique and/or special shopping and dining opportunities; or
2. Create a City Council subcommittee to work with the Chamber and nexusplex to further define the activities, metrics, timeline and deliverables of the marketing campaign.

Legal Review

The City Attorney has reviewed the attached item.

Fiscal Impact

If approved, it would be necessary to appropriate funds from the City’s General Fund unassigned reserves. The balance of unassigned reserves as of the City’s most recent approved municipal audit, effective June 30, 2019, was \$12,017,146. However, any use of unassigned reserve funds since then are not accounted for in this total, such as the most recent action by the City Council allocating \$1.4 million toward the SR 110 Interchange Project (Rogan Fund match).

Business Improvement Tax (BIT) revenues have been declining in the past several years. Compounded by the current economic condition as a result of the pandemic and deferral, or reduction in business license payments, the BIT fund is estimated to have a negative balance as of mid-year.

Should the City Council take action to fund any of the proposals, the funding would be appropriated to 101-2010-2011-8170-000 (City Manager Professional Services), from the General Fund Undesignated Reserves.

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*.

Business Marketing Plan – Request for Funding

March 3, 2021

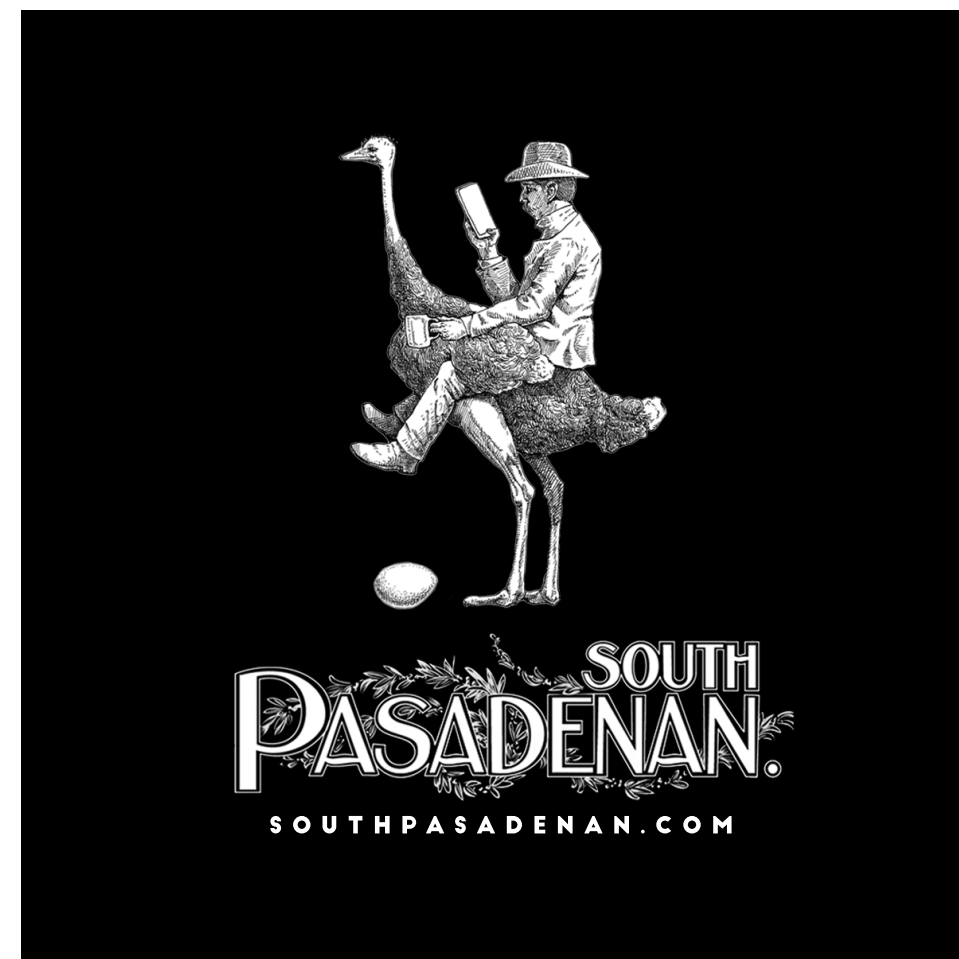
Page 4 of 4

Attachments:

1. nexusplex original proposal (submitted December 2, 2020)
2. nexusplex updated proposal (letter dated February 10, 2021)
3. Chamber of Commerce Marketing Campaign Proposal, with timeline and budget

ATTACHMENT 1
nexusplex Marketing Campaign Proposal
Presented December 2, 2020

PROPOSAL: The City of South Pasadena 'COVID Business Emergency' City-Wide Promotion

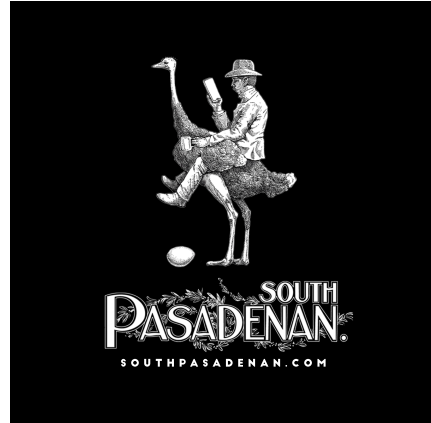


**Successful Impact, Increasing Bottom Lines,
Unmatched Customer Connectivity**

2020 DIGITAL
PRINT
PRODUCTION
Fall/Winter CONNECT

The South Pasadenan Media Platform Integrated Marketing & City Promotion

Digital Ads · Print Ads · Graphic Design · Photography · Video · Printing · Mailing · Billboards · TV · Management



nexusplex
business development

1127 Mission Street
South Pasadena, CA 91030
800.420.9280

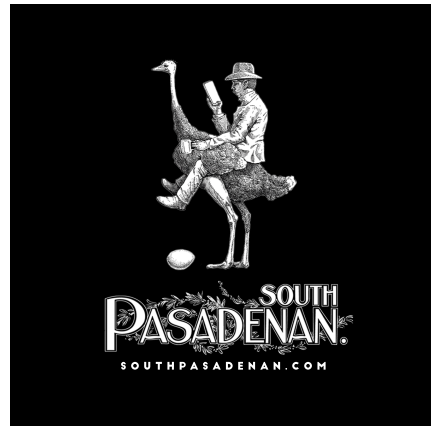
It's time to engage your most capable local resource to promote the businesses of South Pasadena.

That's us, and here's why:

- **Perspective.** We are a local business, live in South Pasadena, with an all South Pasadena professional staff. We have a serious seven figure investment into our work, and real stake in our city's success - it's far more than revenue for us.
- **We've successfully produced & executed over 200 advertising and promotional campaigns for *local* businesses, events, & non-profits: In just 36 months.**
- **In-house production talent combined with production and regional/metro-areas distribution reach.**
- **Data driven results.** We understand what the market will bear and how to successful engage shoppers from outside of South Pasadena to visit and spend.
- **Connected.** The South Pasadenan News platforms are more connected locally than any other source of its kind. The results of our publication have a measurable positive impact on our local economy on a large scale. Our integrated marketing system is proprietary, networked & partnered.
- **Positive Feedback & Support:** Our readers, clients, local businesses, local leadership, and local non-profits support us and the work - in writing, and in a meaningful way. Unsolicited.

The best plan, the most effective budget, the most capable
Digital Ads · Print Ads · Graphic Design · Photography · Video · Printing · Mailing · Billboards · TV · Management

NOV. DEC. JAN. BLITZ



nexusplex
business development

1127 Mission Street
South Pasadena, CA 91030
800.420.9280

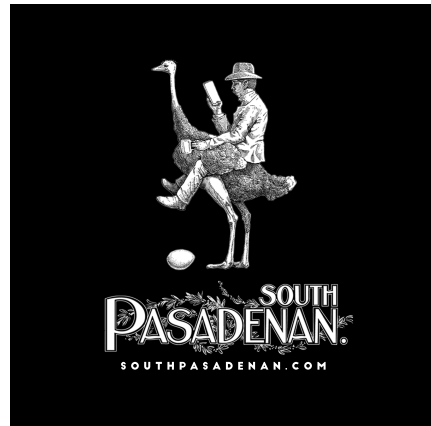
Okay: So what's the plan? **FAST>NOW.**

- **Drive Online Sales & Attract Visitors:** Fresh messaging and tantalizingly fun messaging. To our local residents AND surrounding areas. An 'Enchanting-Experience' driven, meaningful, authentic. Family and couples oriented. The message and tagline is proprietary, and will be made available in a closed presentation to city leadership.
- **Highly Targeted:** Surrounding areas - Pasadena, La Canada & Foothill Cities out to the 605 hwy, Alhambra, Highland Park, Eagle Rock, Downtown LA areas. All easily accessible via metro gold line. This target market is already highly engaged with The South Pasadenan, and encompasses approximately 2 million people.
- **How?:** Full engagement of our established marketing distribution network. It's metro-level, it's integrated, & ready to go today. Can be live and running immediately.
- **Connect:** Local business outreach as to the plan and the real advertising & marketing made available to them at no-charge by emergency funding from the City of South Pasadena - "investing back into what made us great". EACH AND EVERY local, retail shop will be presented with multiple options they can choose best for them for advertising (see: AdSpace.LA). All the while we promote the entire town as a 'go-to' stop for holiday shopping, fun, & food!
- **Execution:** For example, The South Pasadenan news platforms have effective space for 300 effective ads simultaneously - in print & online. The business interface platform already exists for the businesses to choose what they want, upload art, and we deliver the printing right from Mission Street.

The 2-minute rundown:

We are investing in our city, our local clients, & our business neighbors
Digital Ads · Print Ads · Graphic Design · Photography · Video · Printing · Mailing · Billboards · TV · Management

NOV. DEC. JAN. BLITZ



nexusplex
business development

1127 Mission Street
South Pasadena, CA 91030
800.420.9280

engagement

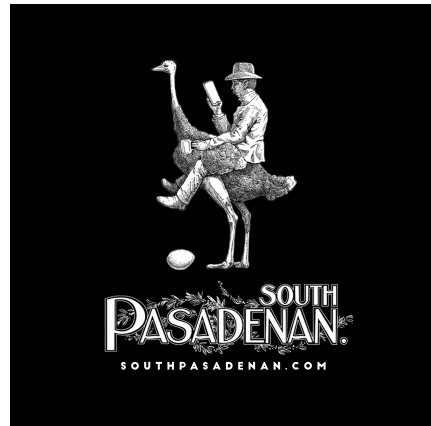
Say hello to our 2-million neighbors

THE BREAKDOWN: 90-DAY PROGRAM

- **Use Nostalgia & Charm to Establish and Maintain Customer Loyalty**
 - A 'Main Street' SoCal Americana Wonderland of specialty shopping, foodie discoveries, & walkable friendly atmosphere
 - Visit: Where movies are filmed, was frequented by Ray Bradbury, The neighborhood of Cinema, Stage, TV, Music, & Science Icons
 - Be Greeted by The Museum where the Disneyland Train Station was inspired and signage exists today
 - Some Highlight Stops: JONES Coffee, Fair Oaks Pharmacy, Kaldi's Coffee, Vidéotheque, Twohey's, Library Park, Mama's Brick Oven, Griffin's Pub
 - Holiday Street Decor via SPCC
- **Targeting Audience Segments with a Multi-Channel Strategy**
 - **Digital Ad's & Articles Publishing:** SouthPasadenan.com, PasadenaNow.com, SPECTRUM feeds, SPECTRUM News
 - **T.V. Geographical Targeted Advertising & messaging package via SPECTRUM**
 - **Billboards** (digital, rotating graphics & images) 210-HWY both directions, 10-HWY both directions
 - **eMail campaigns:** Every contact, every business can participate
 - **Social Media:** FaceBook, Instagram, YouTube, Pinterest, all integrated with on/off site(s) SEO
 - **Print Advertising:** The South Pasadenan, Farmers Markets, In-Store Delivery Messaging Insteps & Toppers
 - **Door Hangers Distribution** in South Pasadena for special discounts to local businesses
- **Establishing South Pasadena as a Destination Lifestyle Experience**
 - Special Articles & Highlighted Shops
 - Video short-spots for web and TV highlight parks, outdoor venues, Metro Rail easy time out
 - Arroyo Outdoor Recreation, Golf & Equestrian Areas
- **Masterful Lifestyle Storytelling, Articles, & Media that Resonates and Inspires**
 - Content messaging: Photography, Illustrations, Special Features: like Baranger Studios, Judson Studios, The Ostrich Farm, & The First Solar Installation
 - Tie the local business locales into the nostalgia of South Pasadena, movie locations, & historic landmarks
- **90-DAY PACKAGE \$45,000**
 - nexusplex The South Pasadenan are providing these Services AT BELOW COST. We are price matching the City of South Pasadena's grant to provide the most effective campaign possible.

We are investing in our city, our local clients, & our business neighbors
Digital Ads · Print Ads · Graphic Design · Photography · Video · Printing · Mailing · Billboards · TV · Management

NOV. DEC. JAN. BLITZ



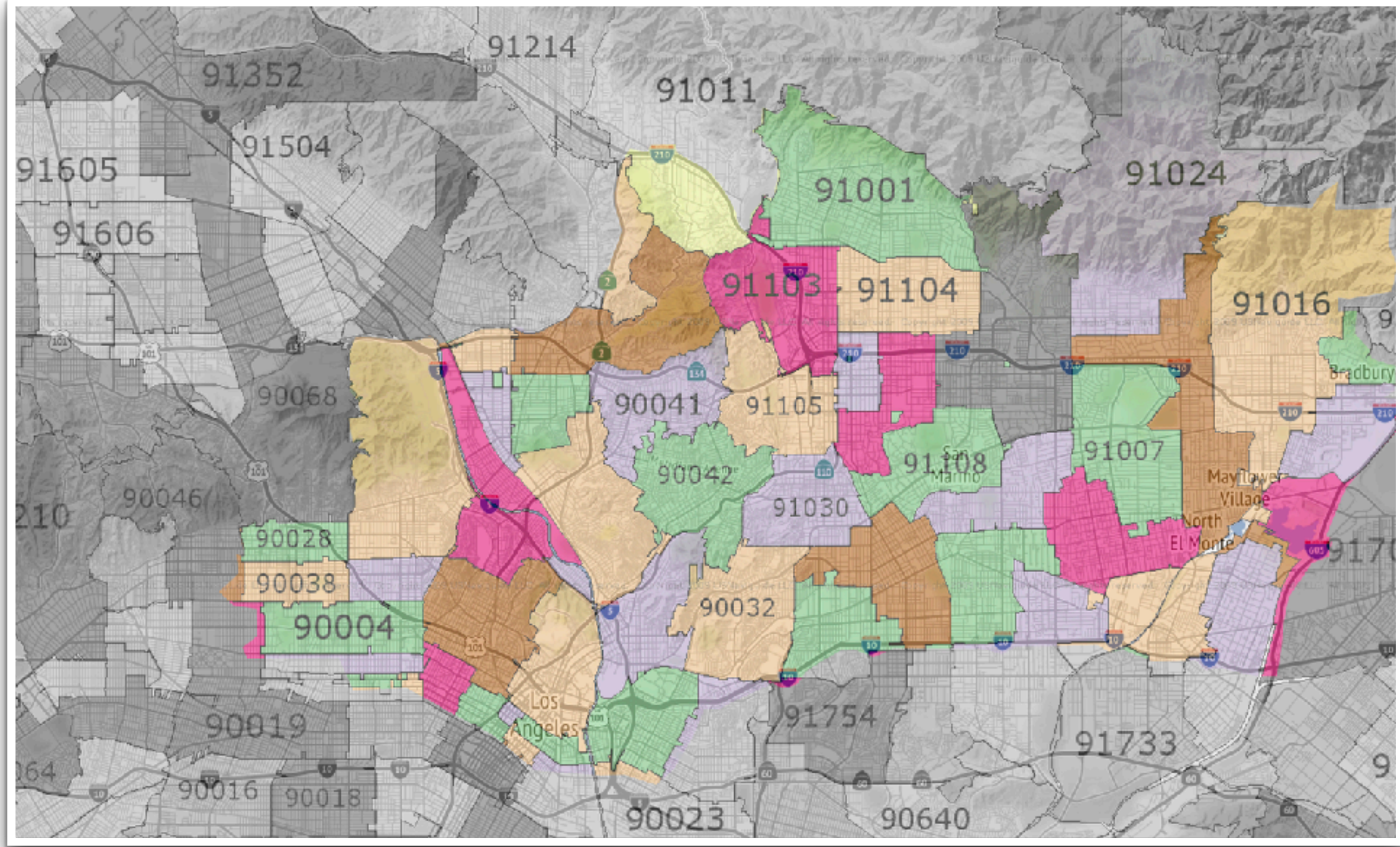
nexusplex
business development

1127 Mission Street
South Pasadena, CA 91030
800.420.9280

Who, Where: Area Targeted, Close & Easy

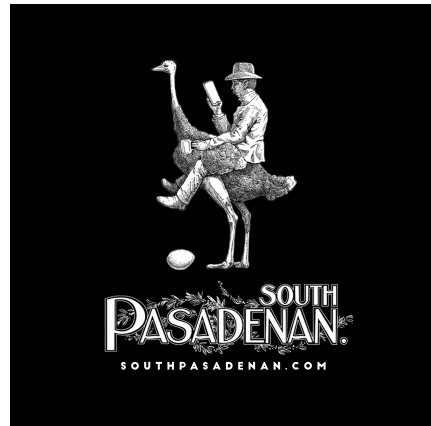
The local market

Say hello to our 2-million neighbors



We are investing in our city, our local clients, & our business neighbors
Digital Ads · Print Ads · Graphic Design · Photography · Video · Printing · Mailing · Billboards · TV · Management

NOV. DEC. JAN. BLITZ

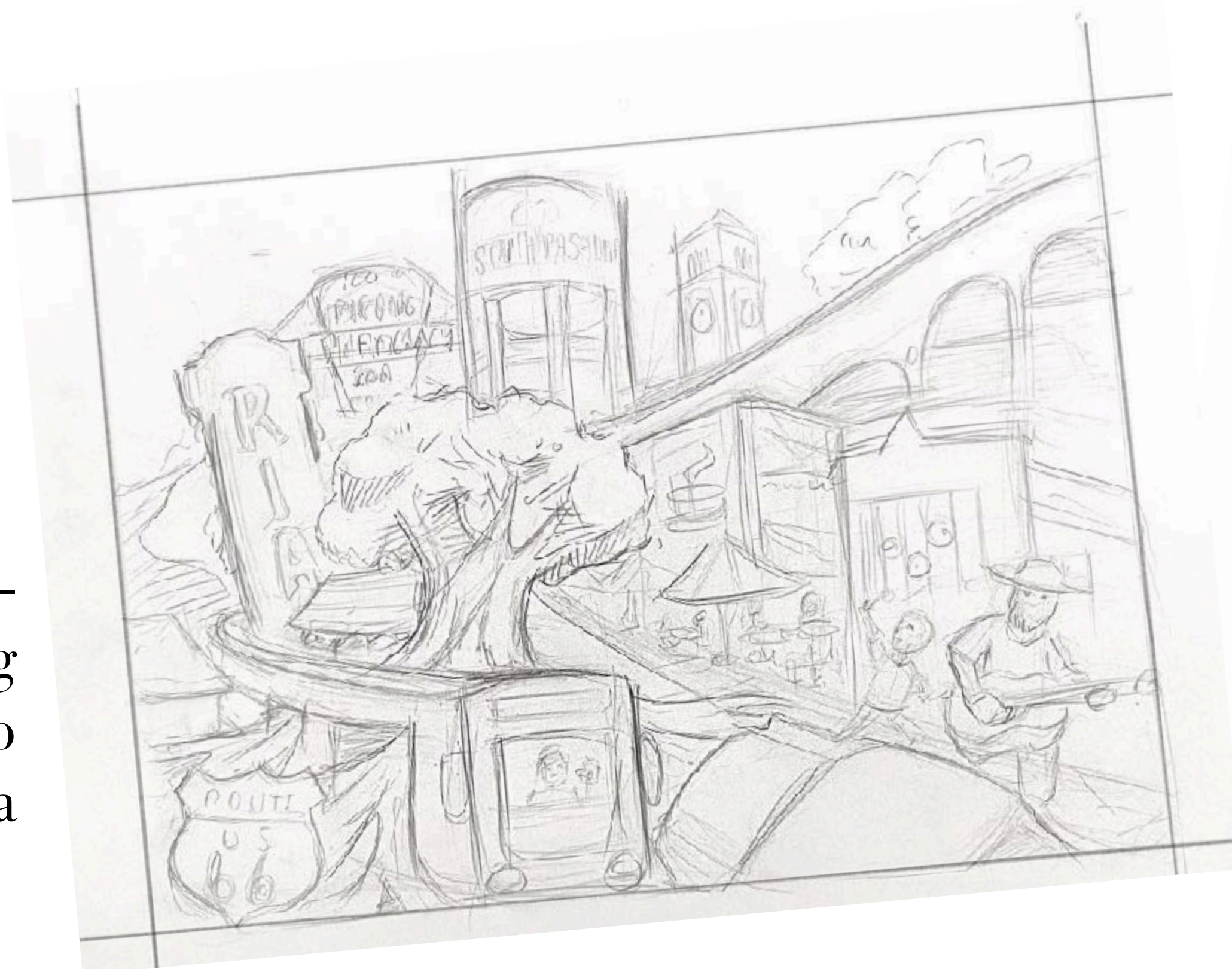


nexusplex
business development

1127 Mission Street
South Pasadena, CA 91030
800.420.9280

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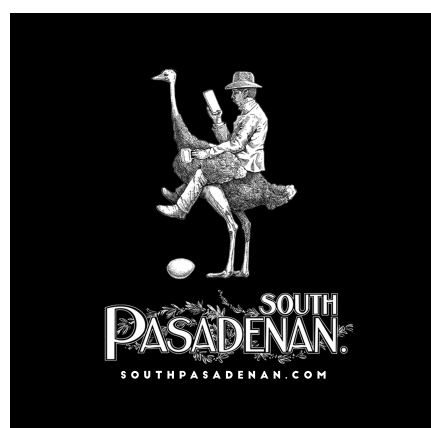
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nexusplex
business development

1127 Mission Street
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Your Fervent South Pasadena News Staff:



Bill Glazier is a South Pasadenan and has been the primary news reporter & editor-in-chief for South Pasadena for over 24 years. His work with South Pasadenan News is read by over 200,000 people in the South Pasadena/Pasadena Metro, Highland Park, and surrounding LA area communities.



Ben Tansey is a native Southern Californian who lives in South Pasadena. He is a published book and periodical writer specializing in electric energy policy, water and local communities. Though relatively new to the team, his investigative work regarding city finances, City Council, city infrastructure and many more issues have been crucial in providing citizens with information otherwise unbeknownst to them. He is president of Wynoochee Resources, an independent writing and research firm. He loves going on very long walks and feeding his wife.



Eric Fabbro is a South Pasadenan who graduated SPHS in 2008, and Art Center College of Design in 2014. His versatile skill-set includes illustration, digital media, graphic design & photography. Eric is the in-house illustrator for The South Pasadenan, and the creator of our South Pasadenan icon logo. His work has been shown in galleries throughout the Los Angeles area.



Tina Kisting is a multi-generational South Pasadenan family. The founder of Crafted Living — a blog that will inspire you to create — she has a passion for design, and is a real precision when it comes to the details. She received her BFA in Design from UCLA and her amicable nature and professionalism carries over to her penchant for book keeping and customer service. Tina can always be counted on to make sure everyone stays sane.



Alisa Hayashida has been covering arts, culture, & events in the greater Pasadena Metro area and Los Angeles Metro area for the past seven years. She is a valuable arts advocate in South Pasadena, with an extensive background in theatre arts. She has been a proud South Pasadenan for over 25 years.



Derek Vaughan is a contributing writer and local realtor specializing in South Pasadena. Known for his expert knowledge of digital marketing and the local real estate market, Derek has lived in South Pasadena for the past 20 years. Derek has also worked for the Walt Disney Company where he was responsible for digital marketing for both the ESPN.com properties and the NASCAR online store. He also holds degrees from the Indiana University School of Music, Purdue University and an MBA from Vanderbilt University.



Esteban Lopez is a South Pasadenan and primary news photographer on staff. He has covered a multitude of city events, galas, and breaking news not only in South Pasadena but all over the Los Angeles region. Not to be limited by the lens, he also has had experience as an art curator for local galleries and as an Audiovisual Technician for LACMA.



Rick Thomas is the former museum curator and vice-chair of education for the South Pasadena Preservation Foundation. He served on the South Pasadena Natural Resources Commission, helping to maintain a strict policy protecting the city's great old-growth trees. Using touchstone photographs from his own collection—one of the San Gabriel Valley's largest accumulations of historical images and artifacts—as well as national, state, and local historical archives, Thomas provides a window to his city's past and an understanding of why its preservation is so important.



Steven Lawrence is the Principal & Technical Developer at The South Pasadenan News. His internet & new media content creation company is nexusplex: the parent company and backbone of The SouthPasadenan.com News digital & print publications. He has 30 years experience in marketing, media production, IT systems, graphic design, commercial photography, branding & business development. Notable clients include Purina Mills, Disney, The LA Times, VF Corp, Parsons, Edward Jones, & GM.

“Institutional knowledge through the lens of stewardship”

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SOUTH PASADENAN.

1 Real local news by local journalists with decades of institutional knowledge creating engaging content for local L.A. readers

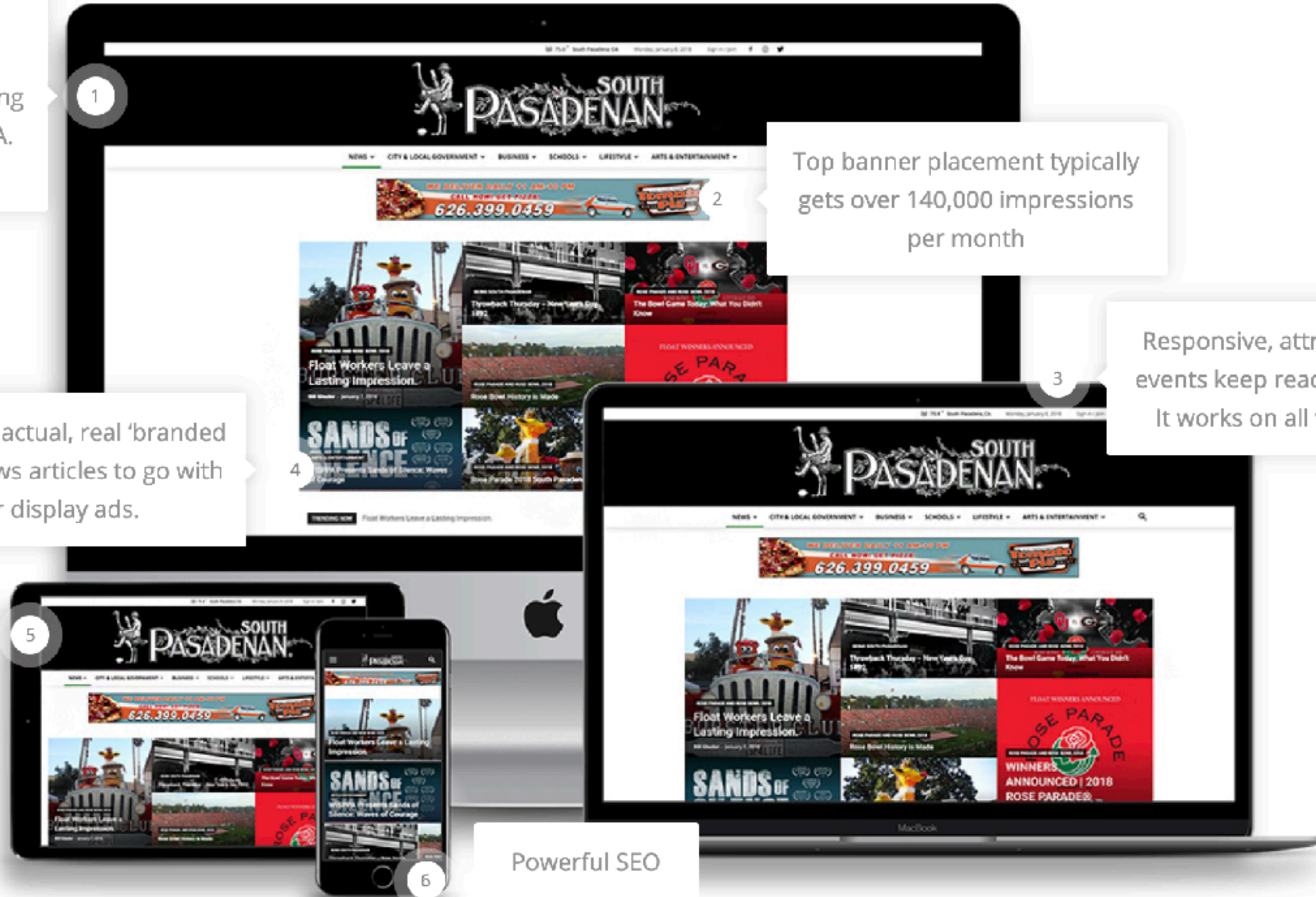
2 Top banner placement typically gets over 140,000 impressions per month

3 Responsive, attractive news & events keep readers on pages. It works on all web-devices.

4 You can get actual, real 'branded content' news articles to go with your display ads.

5 A brand locals love & visit often. Typically more than 4-pages per visit.

6 Powerful SEO



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Audiences are highly engaged with our media-rich digital & print publications



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Get in front of 10's of thousands of interested readers, not junk mass-traffic. National USA audience, with *primary readership* in South Pasadena, Pasadena Metro Area, Highland Park, Los Angeles/Arts District, Herman, El Sereno. We block random international web traffic. 99% USA readers, generating millions of page-views.



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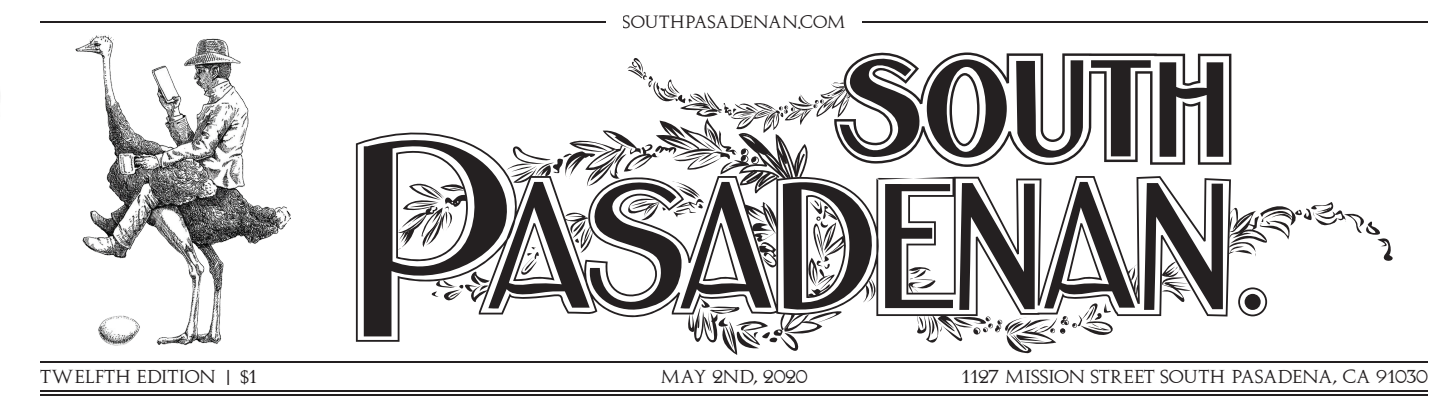


ABOUT THE PRINT NEWSPAPER

The South Pasadenan News in Print Weekly Delivered Saturdays

- Proper full size standard broadsheet - We have more ink (*not a small tabloid like the other newspapers*)
- 12-pages in color
- Very popular & well read
- Hand delivered to doorsteps every Saturday (*Outside South Pasadena subscribers are mailed*)
- 16,000 newspapers distributed monthly with ‘every door’ capability
- More South Pasadena news articles in print
- Local: News staff are all South Pasadena residents
- Local: News headquarters is on Mission Street, one block from City Hall, Police, and Fire
- Decades of institutional knowledge in nearly every aspect of South Pasadena life
- The printed newspaper engagement is leveraged with the SouthPasadenan.com digital publication
- Largest and most engaged news & events staff
- Special features relevant to the readership, enhancing organic engagement
- Hundreds of paid subscriptions and growing every week
- South Pasadena’s #1 and most read news
- Member: CNPA |  **California News Publishers Association**

Have a look at a few newspapers via PDF | [Click to view](#)



PROJECT APPROVED: 2.6-Acre Spanish Colonial Revival Project at 625 Fair Oaks

The project build budget is over \$30 million, and it is estimated that development fees of over \$1 million dollars would be paid to the city of South Pasadena.

By Ben Tansey

The South Pasadena Planning Commission on Wednesday approved the city's single largest new development in 20 years, an upscale, 86-unit senior housing apartment complex on lots adjacent to the modernist red brick office building at 625 Fair Oaks Ave. But with construction lending frozen, it is uncertain when construction will commence.

The 2.6-acre Spanish Colonial Revival project, which features 13 affordable housing units spread throughout the complex, was ushered through the planning process by architectural consultant and former South Pasadena Mayor Odom Stamps on behalf of Los Angeles-based developer Greenbridge Investment Partners.

The complex of four multi-story buildings connected by walkways and courtyards won unanimous approval from four of the five commissioners attending the body's technically challenged, first-ever virtual meeting. It features a large set of amenities, including three levels of dining, a screening room and lecture hall, a hairdresser, barber, daily maid service, drying cleaning, valet, concierge and limousine service. Rooftop amenities will include dining, a spa and pool.



Greenbridge principal Sean Hashem told the South Pasadenan News the cost of the project 'could be anywhere above \$30 million' | The South Pasadenan News

Greenbridge principal Sean Hashem told the South Pasadenan News the cost of the project "could be anywhere above \$30 million" and has estimated it will pay development fees of over \$1 million dollars to the city. "We have already had amazing interest from people with their parents or people approaching us saying, 'save a spot for me.' I do believe there is good chance we could lease things up quickly."

It's been two years since Greenbridge acquired 625 Fair Oaks and 20 months since it filed with the Planning Department, which twice deemed the application incomplete. Hashem said he'd hoped the process would have gone quicker but believes the city "did its best. We were very pleased with [City Manager] Stephanie DeWolfe. She got the message and understood it."

Hashem said Greenbridge likes South Pasadena. "We'll be looking at other properties to purchase and would like to get courted." He said Greenbridge is prepared to spend up to \$100 million on development opportunities in town and is still interested in trying to work out a deal with the School District to lease office space at 625 Fair Oaks, even though an earlier deal to trade

CONTINUED ON PAGE 10

'Lock It, Keep It': Police Department Warns of Rise in Car Thefts

South Pasadena police officials remind residents to lock vehicle doors and remove all valuables from their cars

By Ben Tansey

A warning is going out to South Pasadena residents from the South Pasadena Police Department officials following a rash of car break-ins over the past week.

Thirteen thefts from unlocked vehicles were reported, noted South Pasadena Crime Prevention Officer Richard Lee, who stressed the importance of locking doors and concealing or removing items inside. "Thieves walk down the street looking into vehicles and randomly pull on door handles," he said.

South Pasadena Police Chief Joe Ortiz added the theft of a person's property "during these uncertain times, is troubling."

Why the increase in car thefts? "Many people are home and facing difficult health and financial issues," explained the police chief. "These types of crimes are unacceptable in South Pasadena and the police department has dedicated all of our available resources to prevent and catch those who think they can prey on our community."

Under the current circumstances with the COVID-19 pandemic, Ortiz said a significant number of people are "facing some type of financial or psychological stressors," he added, talking about the rise in car burglaries. "More people are home, which means more cars are parked on the streets. A majority of these thefts occurred from unlocked vehicles, where valuables were left in plain sight. Theft such as these are crimes of opportunity and the police department encourages residents to lock their cars and to ensure valuables are not left inside."



Chief Joe Ortiz of the South Pasadena Police Department | PHOTO: Eric Fabbro | The South Pasadenan News

Ortiz says theft prevention starts before individuals leave their vehicle. "There are several simple tips residents can take to keep their cars safe from intruders," he explained. "Park in well-lit areas. The last thing a thief wants is to be seen or filmed with a cellular telephone. Ensure the car windows are rolled up and doors are locked, making it harder for someone to enter."

He stressed the importance of not leaving valuables inside a vehicle, saying: "If you have no choice, make sure that they are out of sight. If you have a car alarm, be sure to turn it on when you leave."

Ortiz stressed the best prevention from car thefts is an engaged community. "Get to know your neighbors and keep an eye on each other," he said. "Nobody knows a neighborhood better than those that live there. If you see someone

suspicious, call the police. We are happy to come out and investigate."

With the upswing in vehicle thefts, Ortiz wants to assure residents "South Pasadena is an exceptionally safe city," he said. "However, that does not mean we should not take precautions to protect our families and property. The police department is extremely proactive in preventing crimes and has one to two minute response time for emergency calls. However, we cannot be everywhere at once. We depend on our partnership with the community to help. Engaged communities that know their neighbors and participate in prevention programs, such as Neighborhood Watch, are statistically safer and have less crime. We encourage residents to call the police if you see anything suspicious."

CONTINUED ON PAGE 3

74 Cases of Coronavirus (COVID-19) Now Reported in South Pasadena

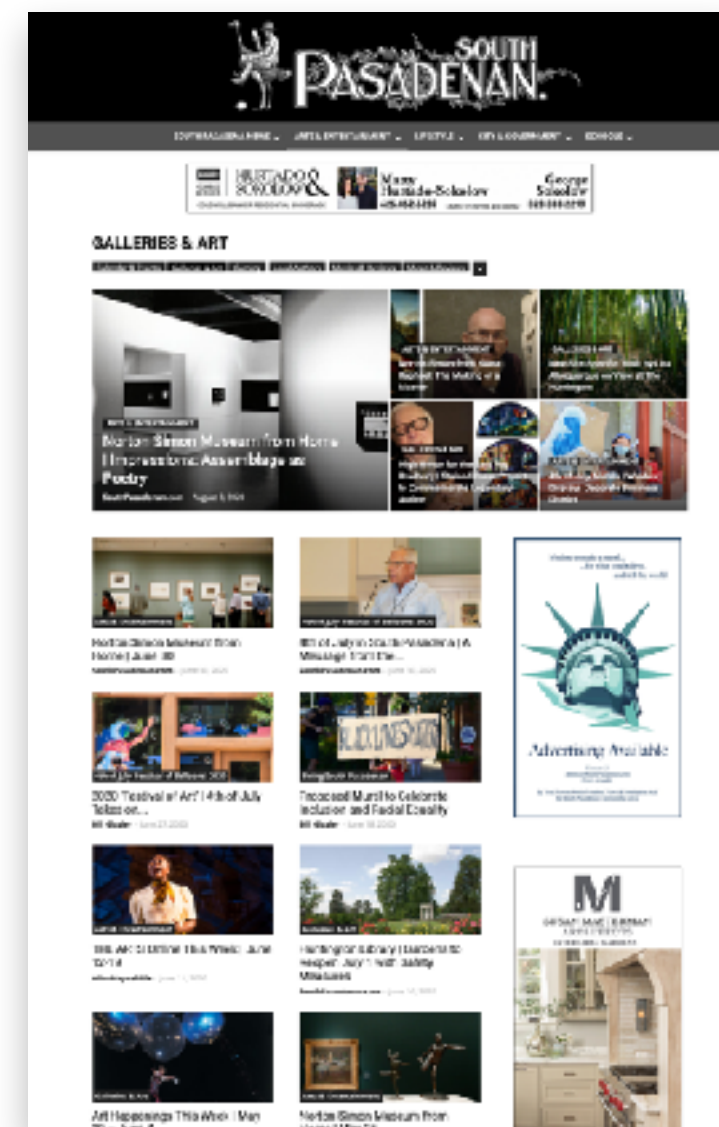
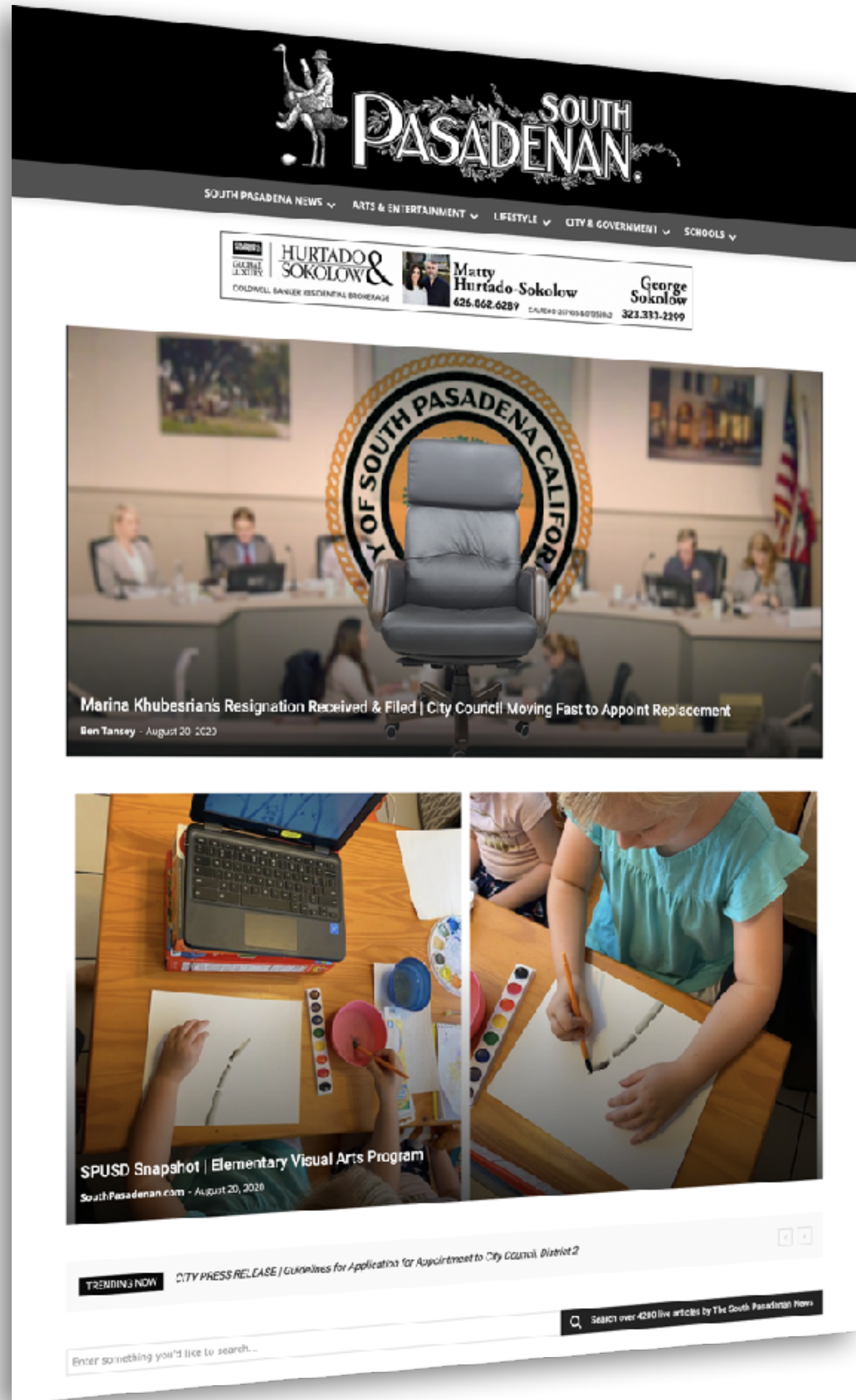
MEDIA RELEASE:

Local COVID-19 Cases Reported as of April 28, 2020, 8pm (All data provided by L.A. County Public Health)

Laboratory Confirmed Cases (LCC)
 - Los Angeles County (excl. LB and Pas) - 21500
 - Long Beach - 602
 - Pasadena - 383

Featured Cities

- City of South Pasadena - 74
- City of Alhambra - 81
- City of San Marino - 11
- City of Arcadia - 38
- City of Baldwin Park - 83
- City of Burbank - 234
- City of Bradbury - 1
- City of Commerce - 11
- City of Duarte - 62
- City of El Monte - 148
- City of Glendale - 530
- City of La Cañada Flintridge - 37
- City of Monrovia - 44
- City of Montebello - 126
- City of Monterey Park - 72
- City of Rosemead - 32
- City of San Gabriel - 30
- City of Sierra Madre - 5
- City of South El Monte - 22
- City of Temple City - 48
- City of Vernon - 0



ABOUT THE DIGITAL PUBLICATION

The SouthPasadenan.com News is published daily 24/7/365

- Custom leading-edge digital newspaper website build on state-of-the-art nexusservers
- Built solid on the nexusplex technical backbone
- More than 100 live news channels (*categories*)
- Very popular, well read, & shared via social media and email
- National coverage, backlinks, & mentions in major digital publications like DailyMail, People, Fox, MSN
- 99% USA readers (*Outside USA is blocked by firewall to keep the traffic accurate*)
- 702,000 page views 90-days (*July, Aug, Sept 2020*)
- 99,000 average readers every 90-days (*July, Aug, Sept 2020*)
- **#1 Google search result: "South Pasadena News"**
- Local: News staff are all South Pasadena residents
- Local: News headquarters is on Mission Street, one block from City Hall, Police, and Fire
- Decades of institutional knowledge in nearly every aspect of South Pasadena life
- The SouthPasadenan.com digital publication's engagement is leveraged with the printed newspaper
- **Largest and most engaged news & events staff**
- Special features relevant to the readership, enhancing organic engagement
- Thousands of subscriptions and growing every week
- South Pasadena's #1 and most read online news
- **More than 4,400 live original news articles - all searchable & search optimized**
- More than 22,000 photos & graphics live with articles
- Member: CNPA | [California News Publishers Association](#)

**YOU
ARE
HERE**

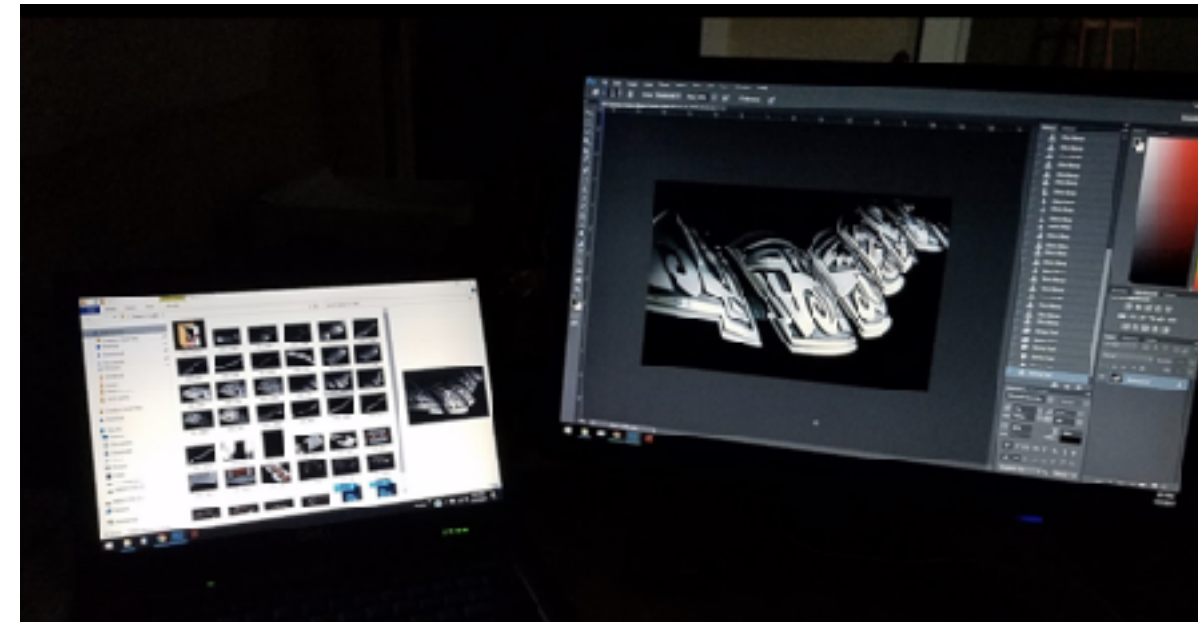
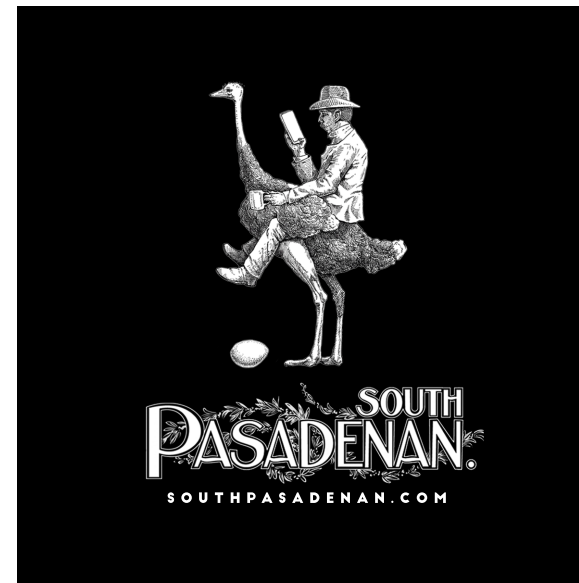


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studio is at your service**

We produce marketing In-House

- Printing & Mailings
- Graphic Design
- Illustrations & Hand-drawn sketches
- Product & eComm Photography
- Promo Videos & editing
- Websites & Online shops
- Dedicated Production staff
- Events & onsite demos/promos



**MISSION ST
PRODUCTION STUDIO**



WE PRINT - EVERYTHING

In-house **digital press** for quick turn & trade press for everything else

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- 30 years expert experience
- Spanking new equipment
- Simple, fast & on-budget
- Color matching
- **Price matching**
- Very high quality
- Pickup & delivery
- EDDM promo mailing
- Hand deliver promos door-to-door



STAPLED DOCUMENTS

Produce stapled documents, such as presentation handouts, of up to 100 sheets, with both corner and double stapling capabilities.



SADDLE-STITCHED BOOKLETS

In-line saddle-stitching provides up to 100-page* 120-page,** or 200-page*** brochures, catalogs, and programs. Square-fold options and unique SaddlePress technology* help to limit bowing, so booklets lie flat. In-line creasing† for high-quality half-folding and saddle-stitching significantly reduce paper or toner cracking on the spine.



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Print booklets in sizes up to 13" x 19.2" and benefit from in-line, face- and two-knife trimming for high-quality, full-bleed booklet output.



PERFECT-BOUND BOOKS

Deliver soft-cover, glue-bound books of up to 400 pages in-line.



FOLDED BROCHURES

Produce flyers, mailings, letters, and folded leaflets in-line with the folding unit.



OFF-LINE FINISHING

Via the High-Capacity Stacker, the imagePRESS C850 and C750 presses output neat stacks of loose leaves that can be unloaded to feed your off-line, post-processing equipment—and all without interrupting print production.



BOUND PRESENTATIONS AND MANUALS

In-line die punching creates ready-to-bind documents for a variety of binding methods, such as plastic comb, velo bind, or color coil binding, eliminating the need for prepunched sheets or off-line hole punching.



The in-line Ring Binder creates up to 200-page punched and bound books in one uninterrupted run, also eliminating the off-line binding step.



ENVELOPES

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* Requires Booklet Finisher-WL.

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*** Requires Plockmatic RI M50/35 Professional Booklet-Maker.

Perfect for local campaigns

11x17 color window posters

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Better quality, better pricing

WHAT ARE READERS & BUSINESSES SAYING ABOUT THE SOUTH PASADENAN

SOME UNSOLICITED ADVERTISERS, READERS & SUBSCRIBER FEEDBACK

I would like to extend my sincere thanks to all of you who are working so hard to get the news out and to keep our residents informed. You are doing a phenomenal job staying on top of important issues facing our city during a time when you no doubt are facing your own difficulties due to Covid-19. It is more critical than ever to have an independent free press concentrating on South Pasadena. We also really appreciate your coverage of WISPPA! As you know, we are trying to stay on top of issues even though we are not meeting. Your newspaper is of immense help to us. Thank you so much again. - *Betty Emirhanian, WISPPA President, advertiser 5-9-20*

Thank you! We love getting our paper every Saturday. You are all doing amazing work in these challenging times. Keep it up. - *Saida Staudenmaier, subscriber 5-8-20*

I don't know Ben Tansey's background, but his 3 major articles in your April 25th issue were excellently written. As a sidebar, it's been nice to see Bill Glazier's byline once again. - *William Suter, subscriber 4-29-20*

Thank you for such a GREAT newspaper! - *Carol Koch, subscriber 4-9-20*

THANK YOU!! Not only for a wonderful ad, but posting our livestream on your facebook page was so wonderful! **THANK YOU!!** - *Sam Park, Pastor ReNew UMC 4-12-20*

The hard work you've been doing, now and in the past, is very much appreciated, as is your paper. My mother has been very happy with her subscription - *Kelly, subscriber 4-28-20*

Keep up the good work, and best wishes for continued health and safety! - *Lauren Child, Resident, subscriber and 'all around big fan' 4-22-20*

You are to be commended for your innovative ideas such as including a kids section. In this day when newspapers are struggling, it's refreshing to see a publisher that tries new ideas to keep readership interested. - *Henk Friezer, former longtime photojournalist for the South Pasadena Review, 4-18-20*

Thank you so much for such good reporting. With all the fear-mongering and hyperbole abounding, it is refreshing to get factual news. Keep up the good work. - *Bette Solomon, reader 4-5-20*

I'm pleased with the paper and hope you get enough subscriptions to cover at least expenses. - *Daniel Rankin, subscriber 3-30-20*

Thank you so much! I really appreciate the dedication. - *Cristina Versage, reader 3-17-20*

Thanks for all you do to serve our city. May God bless you and keep you safe! - *Lincoln Skinner, Senior Minister, Oneonta Congregational Church, reader 3-17-20*

Thanks for what you and your staff are doing. - *Lynne Heffley, subscriber 3-17-20*

I think the work your little newspaper is doing is absolutely terrific. Keep the heat up! Looking forward to more great work from the South Pasadenan! - *Patrick Wright, subscriber 11-2-20*

Yes, loved the coloring book! Your customer service is amazing! Long time Review customer who is moving to you for news on this little town. Thank you. - *Peggy Ziemann, subscriber 8-26-20*

I am supporting your publication as local news is under siege and we must support local publications. - *Charles Treviño, Treasurer, Division 2, Upper San Gabriel Valley Municipal Water District, subscriber 8-25-20*

Thanks for your continuing excellent coverage of local news. We subscribed to the print edition the moment it resumed and enjoy reading it every week. - *Matthew Dubeck, subscriber 8-15-20*

Big time kudos for all the great work you are doing. - *Steve Fjeldsted, retired South Pasadena Public Library Director, subscriber 8-12-20*

The South Pasadenan was a wonderful find, and I've been enjoying the paper as well as the Instagram posts. I really enjoy the content and posts of *The South Pasadenan!* - *Gary Skraba, subscriber and CEO, Pasadena Federal Credit Union 8-12-20*

The South Pasadenan was a wonderful find, and I've been enjoying the paper as well as the Instagram posts. I really enjoy the content and posts of *The South Pasadenan!* - *Gary Skraba, subscriber 8-12-20*

Cool. Thanks for the coloring book. That was a nice surprise for my kids. - *Stephen Wacker, subscriber 8-11-20*

Thanks for all you do! Our town is special and I worry it won't remain so. I love doing puzzles on the "kids" page! Trying to keep my brain ½ alive! - *Ed Simpson, subscriber 7-29-20*

The South Pasadenan is such a welcome addition to our city. The comprehensive nature and subject matter are two of the most outstanding features which feels like a large media production rather than a "small town" paper. The size and presentation of the articles are outstanding (and of course delivery to the doorstep on a Saturday doesn't go unnoticed). Using color throughout gives the ability to understand the importance of that article and its subject matter. And, of course it contributes to the quality. These are the things I like about it. But talking to my neighbors and friends I hear these same comments, and those who no longer receive a free delivery really miss it! - *Sherry Plotkin, Woman's Club Committee Member, subscriber 7-7-20*

I know I can get the newspaper for free all over town, but I want to subscribe to support your endeavor. - *Jacquelyn Roberto-Cinque, subscriber 6-25-20*

The coloring book is brilliant. - *Lance Davis, subscriber 6-23-20*

The paper's looking great. - *Mark Wright, 6-17-20*

It's my favorite thing to receive on Saturday. - *Lauren Child, subscriber 6-15-20*

Excited to be new subscribers! Just wanted to thank you for the coloring book! What a nice touch and my 5-year-old loves it! - *Cindy Rubin, subscriber 6-8-20*

I want to support local journalism and appreciate everything that you're doing. I appreciate the service you provide to the local community. Thank you. - *Eric Dunlap, subscriber 6-1-20*

Thank you for your support of the community, we find your newspaper and online presence very helpful. - *Peter Harrington, reader 5-28-20*

Thank you for the prompt processing of my subscription and the free coloring book. - *Nancy Lim, subscriber 4-13-20*

This is a REALLY GOOD local newspaper. You're crushing it. - *Chris Bray, subscriber 4-4-20*

Thanks for all the great writing, reporting and awesome pictures. Love the new page for the kids. Also for the coloring book. Very nice! - *Monika Petrillo, Writer/director of the award-winning short film WINK and the documentary film FLYABOUT, subscriber 4-20-20*

Thank you for all the good information! - *Grant Nakata, subscriber 3-27-20*

We love The South Pasadenan newspaper! It's kicking the South Pasadena Review's butt. - *James Sonne, subscriber 4-23-20*

Yes! They're great so far. Reading it online has been for convenience, especially in the classroom, but I'll continue to subscribe from here on out. - *Danielle Loo, subscriber and Broadcast Journalism instructor at SPMS 4-29-20*

The reason I subscribed was that I could not believe someone would have guts enough to start up a newspaper in this day and age. Add to that the fact that South Pasadena is a really small market to sift through in order to pay the bills. I used to subscribe to the Star News but gave that up many months ago even though it was doing a fair job of providing local news. Since then they have used every tactic known to man to get me back. So you got my \$35 just out of curiosity to see if you can make it. I sure hope so. - *William Woods, subscriber 3-5-20*

WHAT ARE BUSINESSES SAYING ABOUT NEXUSPLEX

SOME FEEDBACK ABOUT HOW WE EFFECT THE BOTTOM LINE OF LOCAL BUSINESS



November 2, 2020

City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030

To whom it may concern,

It is with great pleasure that I can speak from experience about the breadth and depth of skills that NexusPlex brings to bear in service to its nonprofit clients. NexusPlex has played a key role in raising the digital profile of the South Pasadena Preservation Foundation (SPPF), dating to before I joined the Board of Directors in June 2017. Under the leadership of Steven Lawrence, the firm created and managed SPPF's website, allowing us for the first time to interact digitally with our membership and to share digitally the mission of SPPF. The skills demonstrated in this endeavor have been coupled with a keen sense of marketing and the creation of compelling graphics to promote some of the most successful fund raising events in our organization's history. These include an annual meeting at the Rialto Theatre, our first-ever tour of historic churches in 2019 and, most recently, the planned Irving Gill Garden Gala. To get a sense of NexusPlex's work on this last event, check out the following link: <https://adspace.la/sppf/>.

This is a great example of the comprehensive, integrated approach to maximizing exposure and minimizing complexity for a nonprofit client that is a hallmark of NexusPlex. As you view this page, you will see how event promotion, advertising opportunities, sponsorships and ticket sales are seamlessly combined in one place to create an easy to use, user-friendly landing spot for anyone interested in the event, whether as an attendee, advertiser, or sponsor. As if this was not impressive enough, the team at NexusPlex is as skilled in "old" media as they are in "new" media, with state of the art printing and production equipment for when the job demands first class flyers, pamphlets, posters or programs. It is for all the reasons outlined above that I can confidently recommend NexusPlex for all your graphic design, marketing, website hosting, content creation, videography, photography and printing needs. With the NexusPlex team behind you, your chances of a successful marketing campaign are sure to improve.

Handwritten signature of Mark Gallatin.

Mark Gallatin
SPPF President



For over 40 years the mission of the South Pasadena Educational Foundation is to support educational excellence in

2020-2021
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Gavin Wasserman
Christopher Waters
Peter Wilson
Amee Wong
Jean Yu

November 11, 2020

City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030

To whom it may concern,

NexusPlex has played a large role in creating and maintaining our SPEF website which was struggling and in disarray prior to our partnership. Working with Steven has been easy and he is quick to reply when we are in need of help or advise. I have been working with Steven for several years and was here at the start of his partnership with SPEF. We have not had any regret in our relationship and have only been grateful for his quick response and timely help.

Steven has also been able to use his deep knowledge of South Pasadena to help guide our marketing and advertising. He is passionate about our business showing improvement and offers help to make this happen. When we were planning our Parti Gras 2018 he offered to have his team come in and take photos and video of the live event. This is a project that we have struggled with in the past due to finances. After NexusPlex started advertising and posting about Parti Gras we had two years of record-breaking ticket sales. I believe that the strong online presence the Steven is comfortable with played a part in this and bringing in younger families from our school district as they tend to use online marketing more than previous generations. This enabled us to reach a larger market of families that don't generally receive their information from posters, flyers, and our traditional avenues of reaching out.

Steven and NexusPlex have taken the guesswork out of marketing for SPEF. His knowledge and expertise are shared in a simple and concise manner that allows novices such as myself the ability and confidence to get our mission out into the community.

South Pasadena is a gem and with NexusPlex helping our business get the work out it will surely draw in consumers and supporters into our city to improve our businesses and our economy.

Sincerely,

Handwritten signature of Stacey Petersen.

Stacey Petersen | Executive Director
626-665-0649
spetersen@spef4kids.org

S.P. CITY SPONSORED PROMOTIONS

SPECIAL SOUTH PASADENA CITY PROMO ADS FOR BUSINESS

\$0

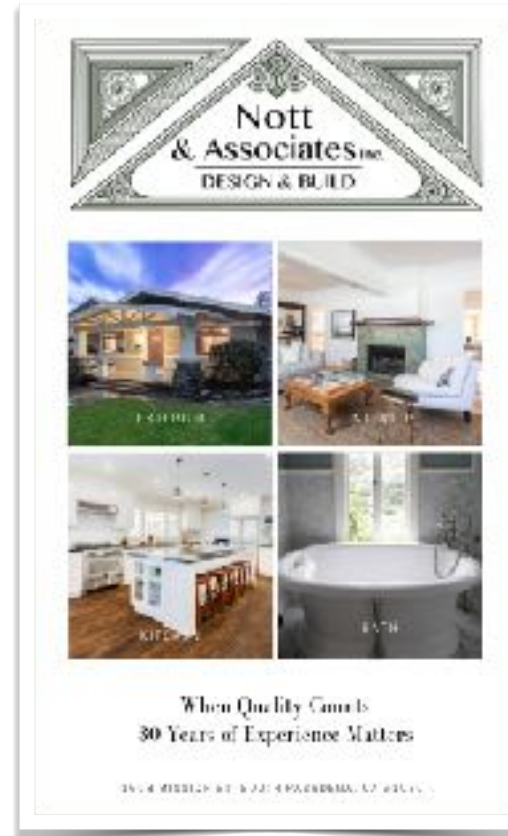
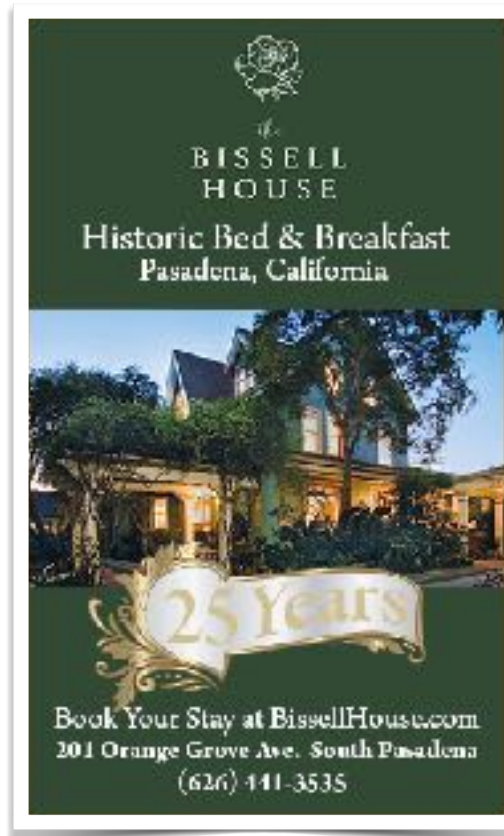
CONTACT: (800) 420-9280
 Monica@SouthPasadenan.com



LOCAL BUSINESSES CAN MIX & MATCH TO CREATE THEIR OWN CUSTOM PROMOTIONS

- Restaurants
- Churches
- Grocery
- Bakery
- Campaigns
- Legal
- Real Estate
- Announcements
- Non-Profits
- Special Sales

NEWS WEBSITE	NEWSPAPER	PHOTOGRAPHY	VIDEO
News Online Website Advertisement	Newspaper Advertisement	In-Studio Product Shoot	30-35 SEC FINAL
300x500 Double Size	1/4 Page Color	15 Products, 3-Angles per product	ON-SITE VIDEO SHOOT
Includes Social media push to all channels	Includes eNewsletter placement	White or Black background	EDITING
DISPLAY LIVE ON NEWS SITE 4-WEEKS	IN-PRINT RUN 2-WEEKS/ISSUES	DELIVERED READY FOR ONLINE STORE	DISPLAY LIVE ON NEWS SITE 2-WEEKS



S.P. CITY SPONSORED PROMOTIONS

SPECIAL SOUTH PASADENA CITY PROMO ADS FOR BUSINESS

\$0

CONTACT: (800) 420-9280
Monica@SouthPasadenan.com



NEWS WEBSITE PROMOTION	NEWSPAPER 1/4-Page	NEWSPAPER 1/2-Page	PRESS-RELEASES MOST READ NEWS
News Online Website Advertisement	Newspaper Advertisement	Newspaper Advertisement	5-Press Releases
300x500 Double Size RUN-OF-SITE	1/4 Page Color	1/2 Page Color	Online & In-Print Guaranteed Published
Includes Social media push to all channels	Includes eNewsletter placement	Includes eNewsletter placement	Can mix-match & simultaneously live
DISPLAY LIVE ON NEWS SITE 4-WEEKS	IN-PRINT RUN 2-WEEKS/ISSUES	IN-PRINT RUN 1-WEEK/ISSUES	ONLINE & IN-PRINT 5-WEEKS RUN

- Most Read news in South Pasadena
- **MIX & MATCH: CREATE A PACKAGE**
- Averaging 40,000+ page views a week
- **ASK US ABOUT OUR VIDEO PACKAGE**
- InStudio production & access to news staff

Additional Single Newspaper Placements & Add Ons

DOUBLE BANNER PRINT
 6.625" X 1.75"
 CMYK | 300dpi | PDF only

AdSpace.LA

\$0

QUARTER PAGE PRINT
 6.5" X 10.5"
 CMYK | 300dpi | PDF only

AdSpace.LA

\$0



17-22

Additional Single Newspaper Placements & Add Ons

HALF PAGE PRINT
 12.75" X 10.5"
 CMYK | 300dpi | PDF only

AdSpace.LA

\$0

FULL PAGE PRINT
 12.75" X 21"
 CMYK | 300dpi | PDF only

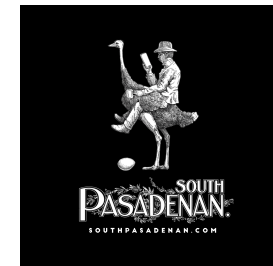
AdSpace.LA

\$0



SOUTH PASADENAN.

Contact: Steven Lawrence 626.421.2780 Steven@SouthPasadenan.com



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1127 Mission Street · South Pasadena · California · 91030
SouthPasadenan.com | 800.420.9280

ATTACHMENT 2
Nexusplex
Marketing Campaign Proposal
Letter dated February 10, 2021



February 10, 2021

Sean Joyce
Interim City Manager,
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030

CC: City Councilmembers

RE: Citywide Marketing Proposal presented December 2nd, 2020

Greetings Mr. Joyce,

Situation and solution. I'll be as brief as possible.

As you may recall, the decision and direction of the City Council at the December 2nd, 2020 council meeting regarding the "COVID Business Emergency" citywide marketing plan I authored and presented, was for me to meet with the South Pasadena Chamber of Commerce (SPCC) to 'work-out' a detailed plan that Council could review and vote on.

Before December 25th, I made two in-person requests to the SPCC Chairman to meet with the SPCC Board as the council requested, to no avail. I assumed the SPCC would be getting back to me to schedule a meeting.

About 5 weeks after the December 2nd Council direction, I was informed via phone call, then by email that the SPCC was ready to meet with me to discuss their plan, and how I might best offer solutions as how to integrate the nexusplex citywide proposal into the SPCC plan they created on their own. Rather than work with nexusplex, the SPCC decided to bring in, and place on their board, an outside 'marketing person' from Pasadena to draft their own plan. This approach not only goes against the Council Decision, their marketing person has no direct experience with the small businesses in South Pasadena in such capacity.

I was also informed by email that the SPCC has a 'contract to market the City of South Pasadena', and therefore any funds would be allocated to them for use how they see fit, essentially an attempt to sideline nexusplex. Our best understanding is that no provision of the Business Improvement Tax, ordinance 1738, or of the cities contract with the SPCC grants the Chamber an exclusive duty to provide marketing, branding or economic development services, as the City wisely thought to preserve its discretion to seize any opportunity it may deem appropriate.

The competitive stance of the SPCC with us, as an SPCC business member, is a serious concern. It has made me question the advisability of working so closely with the current President and Board of Directors.

We've always been open to working with the SPCC in any capacity over the years, including on this particular plan. In fact, I've offered similar plans over the last three years, to no avail. There is and never was any intention of working around the SPCC.

The City of South Pasadena, and the South Pasadena Chamber of Commerce were handed an extraordinary opportunity to do some important work for the businesses through the most successful, connected and capable marketing platform in town at this time.

The City would get credit for utilizing a very tight budget that would directly benefit businesses using advertising packages the businesses themselves can manage. The SPCC would benefit by re-building relationships with current SPCC members while potentially gaining new members, all while promoting perception of South Pasadena as 'being the place to come'.

I've made one last attempt to facilitate a 'fence mending' meeting with the SPCC board, only to be met with same kind of difficult discrepancies. I've been given the impression that this experience would be collaborative, and plan specifics would be developed as part of the collaboration. In fact, this does not seem to be so.

The original nexusplex citywide emergency marketing plan was essentially two parts; 1) Promote the city as a place to come, and 2) provide and facilitate 12-weeks of no-cost advertising packages directly to about 250 business.

As a solution to this situation, I propose the following:

I recommend we split the plan into the two parts: The Chamber to develop, produce, and manage the 'visit the city' aspect, while nexusplex produces, manages, and operates the 'business advertising' aspect.

The question of the \$45,000 budget: I recommend that the Chamber is considered to receive up to \$20,000 to run their 'visit the city' campaign, while nexusplex will self-fund the 'business advertising' aspect.

I recommend that the Chamber would consider \$4,000 of their \$20,000 allocation to pay for advertising packages provided at a deeply reduced rate on The South Pasadenan News Media Platform. In addition to promoting their 'visit the city' campaign, the discounted ad packages would ensure their best outreach and ROI potential.

Promotional Messaging: nexusplex would coordinate and work with whatever citywide messaging plan the Chamber develops, while simultaneously the Chamber would promote and encourage all South Pasadena businesses to take advantage of the no-cost 'business advertising' ad packages provided by nexusplex.

To conclude, I truly appreciate the time and attention to this matter. I'm always available to answer any questions or provide any information necessary to you and the South Pasadena City Council.

Respectfully,

A handwritten signature in black ink, appearing to read 'STEVEN LAWRENCE', with a stylized flourish at the end.

Steven Lawrence
President, nexusplex
Publisher, The South Pasadenan

CC: City Councilmembers

ATTACHMENT 3
Chamber of Commerce
Marketing Campaign Proposal
for South Pasadena Businesses,
Timeline and Budget

Shop, Eat, Enjoy South Pasadena

2021

Who we are:

The South Pasadena Chamber of Commerce is the voice of local business in our town. The mission of the Chamber is very straightforward:

To partner with South Pasadena businesses to support, promote and advocate for their interests. To connect and build relationships and attract people and businesses to South Pasadena.

Over 250 local businesses are members of the Chamber, but we also represent the hundreds of other 1,500+ licensed businesses in town.

The Chamber is led by a 17-member all volunteer Board of Directors, headed by this year's Chair, Andrew Berk. The Board members are all business owners or employees of businesses, and are highly engaged community members. The Chamber employs 1 full-time and 2 part-time employees. In addition, the Chamber is the operator of the award winning weekly South Pasadena Farmers' Market, and employs additional staff to conduct the Market.

What we do:

The Chamber works with and for the local businesses in a variety of ways, including outreach, communication and advocacy. It provides weekly e-mail newsletters, monthly ShopTalk breakfasts with featured speakers, engaged committees working on Legislative and Economic Development issues, as well as Ambassadors who facilitate various networking and connecting opportunities for the business community. In addition, the Chamber connects and provides resources to businesses on nearly any issue or challenge that confronts them.

Goal:

Businesses are struggling now more than ever due to Covid-19. Some will not survive. This will have long-term devastating consequences that will affect all of the city – the residents, the sales tax revenue to the city, the small town “vibe” that makes South Pasadena unique, and of course, the business owners who see their savings exhausted and their life-long dreams evaporate. To help combat this, the Chamber in conjunction with initiatives first proposed by NexusPlex, is proposing a multi-faceted, phased action plan that provides immediate and sustainable, on-going support for our local businesses. An ad-hoc subcommittee of the Chamber of Commerce will design, hire, implement and execute a local and regional marketing plan in order to “Shop-Eat-Enjoy SouthPas” and be part of the solution on strengthening all our businesses during this unprecedented time. In addition, a resource library will be developed to assist businesses on a variety of topics as they recover and move forward in 2021.

Action plan:

- Create social media and traditional media campaigns that help local businesses to broaden their audience and increase their customer base
- Collaborate with marketing professionals to identify and target desired audiences
- Engage residents of South Pasadena and surrounding communities in supporting our businesses
- Collaborate with merchants to share engaging media content with their followers using campaign hashtags and other marketing tools
- Utilize local skilled professionals to share their expertise in a series of “micro-learning” opportunities

Target audiences:

- South Pasadena residents
- Residents in surrounding and nearby communities
- Followers and fans of South Pasadena businesses
- Chamber member partners
- Business partners

Define key messages:

- Pandemic has been devastating to South Pas businesses (some have closed already, dozens more threatened and barely hanging on) and the full financial fallout is still to be seen/felt.
- The Chamber knows the local businesses and their specific challenges and is prepared to address them individually and collectively, providing the resources to support and help sustain them, as available.

Identify key activities

For chamber members:

- Email and media outreach campaign for input, involvement, ongoing engagement
- Social media strategy development
- Events that are appropriate and compliant with health guidelines which encourage people to shop and dine in South Pas
- Increase Chamber membership and visibility of Chamber and all our members and non-members alike
- Collaborate with other departments and agencies to facilitate the shopping/dining experience

For South Pasadena City Council:

- Proposal planning and presentation
- Regular updates
- Clear metrics and results tracking

For social media followers, residents:

- Develop engagement strategy
- Set targets for social media engagement

General activities:

- Define activities with various media outlets and platforms
- Partner with professional local marketing strategist
- First phase:
 - Social media
 - Websites
 - Print and on-line newspapers
 - Cable Ads
 - Visual – banners, posters, lawn signs, etc.
- Second phase
 - Radio
 - Video
 - Cable ads
 - Mobile app
 - Plan grand reopening event
- Develop and promote hashtags
 - #StrollSouthPas
 - #ShopEatSupportSouthPas
 - #EatShopEnjoySouthPas

Metrics

Define measurable goals and benchmarks

Social media followers

Website page visits

Increase in visits and sales to local establishments

Adjust marketing and other efforts according to results

Engage merchants through surveys and other outreach efforts to determine effectiveness

Bi-monthly reporting to the City Manager and/or City Council

Notes

Budget and timeline are attached as a supplemental part of this proposal.

SHOP - EAT - SUPPORT SOUTHPAS

Activity	Budget	2020	Jan/Feb	March	April	May	June	July	Q3-Q4
Chamber-Initiated COVID-19 Business Support Programs									
Grassroots Al Fresco Shopping campaign Collaboration with merchants									
Shop/Eat/Support South Pasadena sponsorship	\$ 18,000								
TOTAL	\$ 18,000								
2020 Council Allocation									
Augment Al Fresco campaign - Council support	\$ 8,350								
TOTAL	\$ 8,350								
Shop-Eat-Support SouthPas 2021									
Social Media/Website									
Campaign and strategy development	\$ 10,000								
Engagement	\$ 2,000								
3 posts/week on FB and insta									
2 video bursts/month									
Ads, targeting	\$ 6,000								
Weekly e-mail blasts - targeted	\$ 2,000								
Print/Online Newspaper									
Monthly ads in local print newspaper	\$ 2,400								
Monthly ads in local print/online paper	\$ 2,400								
Ads in regional papers	\$ 700								

SHOP - EAT - SUPPORT SOUTH PAS

Resource Library									
Micro-Learning	\$ 5,000								
Development/Interface	\$ 5,000								
Graphics, Design	\$ 4,000								
Public Relations	\$ 2,500								
Press releases - 1/month									
Outreach at events (i.e. Farmers' Market)									
Video highlighting South Pasadena									
Campaign Management									
Merchant Collaboration									
Providing content for postings									
Logistical Support	\$ 1,000								
Collateral - window posters, stickers	\$ 1,000								
Promotions/Events	\$ 1,000								
Grand "reopening" celebration									
TOTAL	\$ 45,000								
Other									
Parking Directional Signage									
Wayfinding Signage									
Walking App									

SHOP - EAT - SUPPORT SOUTHPAS

NOTES

Projects in progress/near completion	
Projects to continue into 2021	
Shop-Eat-Enjoy SouthPas Action Plan Implementation	
Shop-Eat-EnjoySouthPas initiatives that will be ongoing	
Needs collaboration with others - Public Works, Planning	