



CITY OF SOUTH PASADENA
CITY COUNCIL

A G E N D A

NOTICE AND CALL
OF
SPECIAL CITY COUNCIL CLOSED SESSION MEETING

WEDNESDAY, NOVEMBER 17, 2021
5:30 P.M.

City Manager's Conference Room, Second Floor, City Hall
1414 Mission Street, South Pasadena, CA 91030

NOTICE IS HEREBY GIVEN that I, Christina Muñoz, Acting Deputy City Clerk of the City of South Pasadena, California, HEREBY GIVE NOTICE AND CERTIFY that Mayor Diana Mahmud has called a SPECIAL CITY COUNCIL CLOSED SESSION MEETING to be held on Wednesday, NOVEMBER 17, 2021 commencing at 5:30 PM, at the City of South Pasadena, City Hall, City Manager's Conference Room, Second Floor, 1414 Mission Street, South Pasadena, California, 91030.

NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY

The South Pasadena Special City Council Meeting Closed Session for **NOVEMBER 17, 2021** will be conducted in-person from the City Manager's Conference Room, Second Floor, City Hall, 1414 Mission Street, South Pasadena. Pursuant to, Government Code section 54953, subdivision (e)(3), the City Council may also allow public participation to continue via live public comment conducted over ZOOM.

Please be advised that to ensure the health and safety of the public, staff, and City Council, as the meeting will be open to the public for the meeting and members of the public may attend and/or participate in the in-person meeting, all are kindly reminded to follow Los Angeles County Public Health and CDC regulations and guidelines that are in place and may be posted.

Public comment regarding items on the Closed Session agenda will be taken at the beginning of the meeting. The public will be released from the meeting so that the Council can convene closed session discussion of items allowed under the Government Code. Any reportable action taken in closed session will be reported by the City Attorney during the next open session meeting. A separate Zoom webinar link will be provided for the open session for the public to attend.

The Meeting will be available

- In Person Hybrid – City Hall, City Manager's Conference Room, Second Floor, 1414 Mission St
- Via Zoom:
<https://us06web.zoom.us/j/2264427248?pwd=aEFuSGszQ2I5WjkemloTms0RTIVUT09>
ID: **226 442 7248**

Public Comments participation may be made as follows:

- Written Comment submitted by no later than meeting day, 12:00 PM, deadline via the website.
- In Person Hybrid – City Manager's Conference Room, Second Floor, 1414 Mission Street Via Zoom (see Public Comment Section below for instructions.)

To maximize public safety while still maintaining transparency and public access, members of the public can observe the public portion of the meeting via Zoom in one of the three methods below.

1. Go to the Zoom website, <https://zoom.us/join> and enter the Zoom Meeting information; or
2. Click on the following unique Zoom meeting link:
<https://us06web.zoom.us/j/2264427248?pwd=aEFuSGszQ2I5WjJkemoTms0RTIVUT09> or
3. You may listen to the meeting by calling: +1-669-900-6833 and entering the Zoom Meeting ID and Passcode when prompted.

For additional Zoom assistance with telephone audio, you may find your local number at:
<https://zoom.us/u/aiXV0TAW2>

CALL TO ORDER: Mayor Diana Mahmud

ROLL CALL:

Mayor	Diana Mahmud
Mayor Pro Tem	Michael Cacciotti
Councilmember	Jack Donovan
Councilmember	Jon Primuth
Councilmember	Evelyn G. Zneimer

CLOSED SESSION AGENDA ITEMS

- A. CONFERENCE WITH LEGAL COUNSEL: EXISTING LITIGATION**
(Government Code Section 54956.9(d)(1))
Owen Cliff Snider v. City of South Pasadena, UPC Case No. LA-CE-1180-M
- B. CONFERENCE WITH LEGAL COUNSEL: EXISTING LITIGATION**
(Government Code Section 54956.9(d)(1))
City of South Pasadena v. The Dow Chemical Company, et al.,
Case No.2:20-cv-07765-MWF-(SP)
- C. CONFERENCE WITH LEGAL COUNSEL: LIABILITY CLAIMS**
(Government Code sec. 549561)
Claimant: Lili Zhang
Agency Claimed Against: City of South Pasadena
- D. CONFERENCE WITH LEGAL COUNSEL: ANTICIPATED LITIGATION**
(Government Code Section 54956.9(d)(2):
Number of matters: 1

CERTIFICATION OF POSTING

*This Special City Council Closed Session Meeting agenda was duly posted for the meeting to be held on **November 17, 2021**, 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, on the date listed below.*

I declare under penalty of perjury that I posted this notice of agenda for aforementioned said meeting on the date signed and written below, and that same also appears on the City's website as required by California law.

11/10/2021 Christina Muñoz
Date Christina Muñoz
Acting Deputy City Clerk



**CITY OF SOUTH PASADENA
CITY COUNCIL**

**A G E N D A
REGULAR MEETING
WEDNESDAY, NOVEMBER 17, 2021 AT 7:00 P.M.**

**CITY COUNCIL CHAMBERS
1424 MISSION STREET, SOUTH PASADENA, CA 91030**

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 AB 361 Government Code section 54953, subdivision (e)(3), the City Council may conduct its meetings remotely and may be held via video conference. Pursuant to such Executive Order, the City Council may participate remotely and not be physically present in the City Council Chambers. Until further notice and as such Executive Orders remain in effect, the City Council may also allow public participation to continue via live public comment conducted over ZOOM.

The South Pasadena City Council Meeting for **November 17, 2021** will be conducted in-person from the Council Chambers, Amedee O. "Dick" Richards, Jr., located at 1424 Mission Street, South Pasadena.

Please be advised that pursuant to government code, and to ensure the health and safety of the public, staff, and City Council, as the Council Chambers will be open to the public for the meeting and members of the public may attend and/or participate in the in-person meeting, all are kindly reminded to follow Los Angeles County Public Health and CDC regulations and guidelines that are in place and may be posted. The In-person Hybrid meeting will be conducted live in the City Council Chambers.

The Meeting will be available

- In Person Hybrid – City Council Chambers, 1424 Mission Street
- Live Broadcast via the website –
http://www.spectrumstream.com/streaming/south_pasadena/live.cfm
- Via Zoom – **Webinar ID: 825 9999 2830**

To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting via Zoom in one of the three methods below.

1. Go to the Zoom website, <https://zoom.us/join> and enter the Zoom Meeting information; or
2. Click on the following unique Zoom meeting link:
<https://us06web.zoom.us/j/82599992830> or
3. You may listen to the meeting by calling: +1-669-900-6833 and entering the Zoom Meeting ID and Passcode when prompted.

For additional Zoom assistance with telephone audio, you may find your local number at:

<https://zoom.us/u/aiXV0TAW2>

CALL TO ORDER:	Mayor	Diana Mahmud
ROLL CALL:	Mayor	Diana Mahmud
	Mayor Pro Tem	Michael Cacciotti
	Councilmember	Jack Donovan
	Councilmember	Jon Primuth
	Councilmember	Evelyn G. Zneimer
PLEDGE OF ALLEGIANCE:	Mayor Pro Tem	Michael Cacciotti

CLOSED SESSION ANNOUNCEMENTS

1. CLOSED SESSION ANNOUNCEMENTS

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 participate **by means of one of the following options:**

Option 1:

Participate in-person at the City Council Chambers.

Option 2:

Participants will be able to “raise their hand” using the Zoom icon during the meeting, and they will have their microphone un-muted during comment portions of the agenda to speak for up to 3 minutes per item. *(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 public comment(s) to less than 3 minutes on any given agenda item).*

Option 3:

Email public comment(s) to ccpubliccomment@southpasadenaca.gov.

Public Comments received in writing will not be read aloud at the meeting, but will be 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(s). Please make sure to indicate:

- 1) Name (optional), and
- 2) Agenda item you are submitting public comment on.
- 3) Submit by no later than 12:00 p.m., on the day of the Council meeting.

NOTE: 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.

PUBLIC COMMENT

2. PUBLIC COMMENT – GENERAL

PRESENTATIONS**3. INTRODUCTION OF STAFF****COMMUNICATIONS****4. COUNCILMEMBERS COMMUNICATIONS**

Time allotted per Councilmember is 3 minutes. Additional time will be allotted at the end of the City Council meeting agenda, if necessary.

5. CITY MANAGER COMMUNICATIONS**6. REORDERING OF, ADDITIONS, OR DELETIONS TO THE AGENDA****CONSENT CALENDAR****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.

7. APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF \$116,233.85; GENERAL CITY WARRANTS IN THE AMOUNT OF \$264,769.36; SUPPLEMENTAL ACH PAYMENTS IN THE AMOUNT OF \$328,166.17; VOIDS IN THE AMOUNT OF (\$3,810.91); PAYROLL IN THE AMOUNT OF \$622,296.68.
Recommendation

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

8. PRESENTATION OF CITY COUNCIL MEETING MINUTES**Recommendation**

It is recommended that the City Council approve the minutes as listed on the agenda and as presented.

9. MONTHLY INVESTMENT REPORT FOR SEPTEMBER 2021**Recommendation**

It is recommended that the City Council receive and file the Monthly Investment Report for September 2021.

10. APPROVAL OF 2022 CITY COUNCIL MEETING SCHEDULE**Recommendation**

It is recommended that the City Council approve a City Council meeting schedule for the 2022 calendar year.

CONSENT CALENDAR - CONTINUED**11. ADOPTION OF RESOLUTION APPROVING A CLASSIFICATION AND SALARY RANGE FOR DEPUTY COMMUNITY SERVICES DIRECTOR****RESOLUTION**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA ESTABLISHING THE POSITION OF DEPUTY COMMUNITY SERVICES DIRECTOR, AND ADOPTING NEW JOB DESCRIPTIONS AND SALARY RANGES

Recommendation

It is recommended that the City Council consider the following actions:

1. Adopt a resolution approving the classification and salary range for a new Deputy Community Services Director.
2. Appropriate \$20,420.00 to Community Services/ Salaries – Permanent Account 101-7011-7000-000 to cover the difference in cost for the new Deputy Community Services Director.

12. APPOINTMENT OF ROBERT JOE TO MOSQUITO VALLEY VECTOR CONTROL DISTRICT (DISTRICT) BOARD OF TRUSTEES**Recommendation**

It is recommended that the City Council re-appoint Robert Joe to serve as the City's representative to the San Gabriel Valley Mosquito and Vector Control District (District) Board of Trustees effective January 1, 2022, for a second two-year term.

PUBLIC HEARING**ITEM 13 WILL BE HEARD AT 7:30 PM PER ELECTIONS CODE 21607.1.(D)**

(d) If a public hearing is consolidated with a regular or special meeting of the council that includes other substantive agenda items, the public hearing shall begin at a fixed time regardless of its order on the agenda, except that the council may first conclude any item being discussed or acted upon, including any associated public comment, when that time occurs. The time of the public hearing shall be noticed to the public.

13. PUBLIC HEARING TO RECEIVE PUBLIC INPUT REGARDING COMMUNITIES OF INTEREST RELATED TO REDISTRICTING FOR SOUTH PASADENA CITY COUNCIL DISTRICTS**Recommendation**

It is recommended that the City Council:

1. Receive a report on the redistricting process and permissible criteria to be considered to redraw district boundaries; and
2. Conduct a public hearing to receive public input regarding communities of interest.

PUBLIC HEARING – CONTINUED

- 14. FIRST READING AND INTRODUCTION OF AN ORDINANCE, AMENDING CHAPTER 16 (GARBAGE AND WASTE) AND CHAPTER 2 (ADMINISTRATION) OF THE SOUTH PASADENA MUNICIPAL CODE TO IMPLEMENT A MANDATORY ORGANIC WASTE DISPOSAL REDUCTION ORDINANCE AS REQUIRED BY SB 1383 AND CALRECYCLE (CONTINUED PUBLIC HEARING)**

ORDINANCE

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING SOUTH PASADENA MUNICIPAL CODE SECTION 16.1 (“DEFINITIONS”), SECTION 16.3 (“ILLEGAL ACCUMULATIONS”), SECTION 16.5 (“COLLECTION AND REMOVAL GENERALLY”), SECTION 16.13 (“TRANSPORTATION ALONG STREETS”), SECTION 16.14 (“PILING OF BRUSH, TREE, ETC., TRIMMINGS AND STUMPS”), SECTION 16.17 (“GENERALLY”), SECTION 16.18 (“LOCATION”), SECTION 16.19 (“UNAUTHORIZED REMOVAL OR INTERFERENCE WITH”), AND SECTION 16.22 (“COVERING OF GARBAGE RECEPTACLES; WRAPPING GARBAGE”) OF CHAPTER 16 (“GARBAGE AND WASTE”) RELATING TO MANDATORY ORGANIC WASTE DISPOSAL AND ADDING A NEW ARTICLE V (ORGANIC WASTE DISPOSAL) TO CHAPTER 16 (“GARBAGE AND WASTE”) CONSISTENT WITH THE STATE’S MODEL MANDATORY ORGANIC WASTE DISPOSAL REDUCTION ORDINANCE AND ADDING A NEW SECTION 2.99-29C (“RECOVERED ORGANIC WASTE PRODUCT AND RECYCLED-CONTENT PAPER PROCUREMENT REQUIREMENTS”) OF CHAPTER 2 (“ADMINISTRATION”) OF THE SOUTH PASADENA MUNICIPAL CODE RELATING TO RECYCLED AND ORGANIC WASTE PROCUREMENT

Recommendation

It is recommended that the City Council read by title only for first reading, waiving further reading, and introduce an ordinance to amend Chapter 16 and Chapter 2 of the South Pasadena Municipal Code (SPMC) to implement a Mandatory Organic Waste Disposal Reduction Ordinance as required by SB 1383 and CalRecycle, within the City of South Pasadena.

ACTION / DISCUSSION

- 15. 2021-2029 PUBLIC REVIEW DRAFT GENERAL PLAN HOUSING ELEMENT**

Recommendation

It is recommended that the City Council provide comments and suggestions to staff for revising the Public Review Draft Housing Element in preparation of a final draft.

- 16. UPDATE ON STATE AND PASADENA AREA COMMUNITY COLLEGE REDISTRICTING AND DIRECTION ON DRAFT MAPS**

Recommendation

It is recommended that the City Council:

1. Receive an update on the State Redistricting process and provide the City Manager and staff direction to submit comments regarding the

ACTION / DISCUSSION – CONTINUED

- visualizations and draft maps being considered for legislative districts affecting South Pasadena; and
2. Receive an update on the Pasadena Area Community College District (PACCD) redistricting process and provide the City Manager and staff direction to submit comments regarding the visualizations and draft maps.

INFORMATION REPORTS - NONE**ADJOURNMENT****FOR YOUR INFORMATION****FUTURE CITY COUNCIL MEETINGS**

December 01, 2021	Regular City Council Meeting Council Chamber	7:00 p.m.
December 15, 2021	Regular City Council Meeting Council Chamber	7:00 p.m.

PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS

City Council meeting agenda packets, any agenda related documents, and additional documents are available online for public inspection on the City's website: <https://www.southpasadenaca.gov/government/city-council-meetings/2021-council-meetings>.

Regular meetings are live streamed via the internet at:

http://www.spectrumstream.com/streaming/south_pasadena/live.cfm

AGENDA NOTIFICATION SUBSCRIPTION

If you wish to receive an agenda email notification please contact the City Clerk's Division via email at CityClerk@southpasadenaca.gov or call (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).

CERTIFICATION OF POSTING

*I declare under penalty of perjury that I posted this notice of agenda for the meeting to be held on **November 17, 2021**, 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, on the date listed below.*

11/10/2021

Christina Muñoz

Date

Christina Muñoz, Acting Deputy City Clerk



City Council Agenda Report

ITEM NO. 7

DATE: November 17, 2021

FROM: Arminé Chaparyan, City Manager *AC*

PREPARED BY: Kenneth L. Louie, Interim Finance Director *DL*

SUBJECT: Approval of Prepaid Warrants in the Amount of \$116,233.85; General City Warrants in the Amount of \$264,769.36; Supplemental ACH Payments in the Amount of \$328,166.17; Voids in the Amount of (\$3,810.91); Payroll in the Amount of \$622,296.68.

Recommendation Action

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

Fiscal Impact

Prepaid Warrants:	
Warrant # 313419-313431	\$ 70,249.75
ACH	\$ 45,984.10
Voids	\$ 0
General City Warrants:	
Warrant # 313432-313485	\$ 131,446.09
ACH	\$ 133,323.27
Voids	\$ (3,810.91)
Payroll Period Ending 10/24/2021	\$ 620,696.61
Payroll Period Ending 11/03/2021	\$ 1,600.07
Wire Transfers Out – To (LAIF)	\$ 0
Wire Transfers In – From (LAIF)	\$ 0
Wire Transfers (RSA)	\$ 0
Wire Transfers Out – To (Acct # 2413)	\$ 0
Wire Transfers Out – To (Acct # 1936)	\$ 0
Supplemental ACH Payment	\$ 328,166.17
RSA:	
Prepaid Warrants	\$ 0
General City Warrants	\$ 0
Total	\$ 1,327,655.15

Commission Review and Recommendation

This matter was not reviewed by a Commission.

Legal Review

The City Attorney has not reviewed this item.

Public Notification of Agenda Item

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

Attachments:

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

ATTACHMENT 1
Warrant Summary

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

Date 11.17.2021

Recap by fund	Fund No.	Amounts	
		Prepaid	Written
General Fund	101	51,254.57	207,692.39
Insurance Fund	103	-	-
Street Improvement Program	104	-	-
Facilities & Equip.Cap. Fund	105	-	-
Programs and Projects	107	-	-
Local Transit Return "A"	205	-	140.00
Local Transit Return "C"	207	74.93	5,970.76
TEA/Metro	208	-	-
Sewer Fund	210	74.93	11,780.27
CTC Traffic Improvement	211	-	-
Street Lighting Fund	215	1,015.21	296.62
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	74.94	9,154.82
County Park Bond Fund	232	-	756.05
Measure R	233	-	-
Measure M	236	-	-
Road Maint & Rehab (SB1)	237	-	-
MSRC Grant Fund	238	-	-
Measure W	239	-	-
Measure H	241	-	-
Prop C Exchange Fund	242	-	-
Bike & Pedestrian Paths	245	-	-
BTA Grants	248	-	-
Golden Street Grant	249	-	-
Capital Growth Fund	255	-	-
CDBG	260	-	-
Asset Forfeiture	270	-	-
Police Grants - State	272	-	-
Homeland Security Grant	274	-	-
Park Impact Fees	275	-	-
Historic Preservation Grant	276	39,488.15	-
HSIP Grant	277	-	-
Arroyo Seco Golf Course	295	-	-
Sewer Capital Projects Fund	310	-	-
Water Fund	500	5,950.04	28,978.45
Water Efficiency Fund	503	-	-
2016 Water Revenue Bonds Fund	505	-	-
SRF Loan - Water	506	-	-
Water & Sewer Impact Fee	510	-	-
Public Financing Authority	550	-	-
Payroll Clearing Fund	700	18,301.08	-
			-
Column Totals:		116,233.85	264,769.36

Recap by fund	Fund No.	Amounts	
		Prepaid	Written
RSA	227	-	-
RSA Report Totals:		-	-
City Report Totals:			381,003.21

Payroll Period Ending 10/24/2021	620,696.61
Payroll Period Ending 11/03/2021	1,600.07
Wire Transfer Out - To LAIF	
Wire Transfer In - From LAIF	
Wire Transfer - RSA	
Wire Transfer Out - To Acct. # 2413	
Wire Transfer Out - To Acct. # 1936	
Supplemental ACH Payments	328,166.17
Voids - Prepaid	
Voids - General Warrant	(3,810.91)
Grand Report Total:	1,327,655.15

Diana Mahmud, Mayor

Kenneth L. Louie, Interim Finance Director

City Clerk

ATTACHMENT 2
Prepaid Warrant List

Accounts Payable

Checks by Date - Detail by Check Date

User: calvarez
 Printed: 11/4/2021 6:25 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	COBR7131 135619 November 2021	The Advantage Group HRA - October 2021 Admin Fee HRA - November 2021 Premium Reimbursemen	10/28/2021	318.00 16,637.84
Total for this ACH Check for Vendor COBR7131:				16,955.84
ACH	NEOF8011 INV58807825	Quadient Finance USA, Inc. Library Postage Meter Lease	10/28/2021	115.60
Total for this ACH Check for Vendor NEOF8011:				115.60
313419	APC7101 47301 47485 47627 47763 47857 47978 48327 48377	Architectural Resource Group Inc. Historical Preservation Consulting Services Thru 01/29/2021 Historical Preservation Consulting Services Thru 02/26/2021 Historical Preservation Consulting Services Thru 03/26/2021 Historical Preservation Consulting Services Thru 04/30/2021 Historical Preservation Consulting Services Thru 03/28/2021 Historical Preservation Consulting Services Thru 06/25/2021 Historical Preservation Consulting Services: Thru 08/27/2021 Historical Preservation Consulting Services Thru 10/06/2021	10/28/2021	2,598.75 4,552.50 7,233.75 10,597.50 4,610.00 1,996.25 1,512.50 6,386.90
Total for Check Number 313419:				39,488.15
313420	BRPRTRNT 7874	BR Party Rental Bounce Houses Spooktacular Event on 10/29/2021	10/28/2021	1,096.99
Total for Check Number 313420:				1,096.99
313421	PAS4012 127812	City of Pasadena JPA Consultation Services	10/28/2021	2,793.61
Total for Check Number 313421:				2,793.61
313422	RDRKDVS 11/06/2021	Roderick Davis DJ for Electrify Your Lawn City of South Pasadena Event	10/28/2021	350.00
Total for Check Number 313422:				350.00
313423	SOGA6501 196-493-8529 1 196-493-8529 1 196-493-8529 1 196-493-8529 1 196-493-8529 1 196-493-8529 1	SoCalGAS CNG Fuel - PW & Transit Acct # 196-493-8529 CNG Fuel - PW & Transit Acct # 196-493-8529 CNG Fuel - PW & Transit Acct # 196-493-8529 CNG Fuel - PW & Transit Acct # 196-493-8529 CNG Fuel - PW & Transit Acct # 196-493-8529 CNG Fuel - PW & Transit Acct # 196-493-8529	10/28/2021	74.94 74.93 74.93 74.93 74.93 74.93
Total for Check Number 313423:				449.59
313424	TPEX8064 10292021	Train Party Express Trackless Train for Spooktacular Event on 10/25	10/28/2021	575.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 313424:	575.00
313425	WLHD8020	Westlake Hardware	10/28/2021	
	14301735	Public Works Hardware Supplies		13.62
	14301740	Public Works Hardware Supplies		268.82
	14301743	Public Works Hardware Supplies		100.86
	14301747	Public Works Hardware Supplies		359.24
	14301752	Public Works Hardware Supplies		171.06
	14301753	Public Works Hardware Supplies		35.46
	14301758	Public Works Hardware Supplies		24.23
	14301761	Public Works Hardware Supplies		202.52
	14301763	Public Works Hardware Supplies		7.71
	14301768	Public Works Hardware Supplies		70.52
	14301774	Public Works Hardware Supplies		989.17
	14301777	Public Works Hardware Supplies		22.24
	14301778	Public Works Hardware Supplies		32.94
	14301780	Public Works Hardware Supplies		396.82
	14301800	Public Works Hardware Supplies		62.83
	14301802	Public Works Hardware Supplies		112.55
	14301805	Public Works Hardware Supplies		30.85
	14301806	Public Works Hardware Supplies		61.98
	14301806	Public Works Hardware Supplies		41.60
	14301808	Public Works Hardware Supplies		155.38
	14301809	Public Works Hardware Supplies		67.40
	14301815	Public Works Hardware Supplies		5.49
	14301823	Public Works Hardware Supplies		59.69
	14301825	Public Works Hardware Supplies		4.92
	14301827	Public Works Hardware Supplies		103.60
	14301831	Public Works Hardware Supplies		413.16
	14301832	Public Works Hardware Supplies		60.62
	14301833	Public Works Hardware Supplies		20.94
	14301843	Public Works Hardware Supplies		495.79
	14301844	Public Works Hardware Supplies		22.01
	14301847	Public Works Hardware Supplies		328.37
	14301848	Public Works Hardware Supplies		20.94
	14301851	Public Works Hardware Supplies - COVID		226.96
	14301854	Public Works Hardware Supplies		32.24
	14301863	Public Works Hardware Supplies		210.80
	14301877	Public Works Hardware Supplies		30.68
	14301878	Public Works Hardware Supplies		46.27
			Total for Check Number 313425:	5,310.28
			Total for 10/28/2021:	67,135.06
			Report Total (9 checks):	67,135.06

Accounts Payable

Checks by Date - Detail by Check Date

User: calvarez
 Printed: 11/4/2021 6:26 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	ADPLC818 591493970	ADP, Inc. ADP Payroll Services: 09/25/2021-10/12/2021	11/04/2021	10,296.71
Total for this ACH Check for Vendor ADPLC818:				10,296.71
ACH	AIR6010 9984001475	Airgas USA LLC Oxygen Supplies - October 2021	11/04/2021	314.87
Total for this ACH Check for Vendor AIR6010:				314.87
ACH	CEAP7000 October 2021 September 2021	S.P. Public Service Employees Association- Union Dues - October 2021 Union Dues - September 2021	11/04/2021	296.00 344.00
Total for this ACH Check for Vendor CEAP7000:				640.00
ACH	SOU5230 October 2021 October 2021 October 2021 September 2021 September 2021 September 2021	S.P.Firefighters L-3657 Rec Fees- October 2021 Supplemental Insurance- October 2021 Union Dues- October 2021 Rec Fees- September 2021 Union Dues - September 2021 Supplemental Insurance- September 2021	11/04/2021	90.00 147.42 2,050.00 90.00 2,175.00 147.42
Total for this ACH Check for Vendor SOU5230:				4,699.84
ACH	SOU5435 October 2021 October 2021 September 2021 September 2021	S.P. Police Officers Association Union Dues - October 2021 Supplemental Insurance - October 2021 Supplemental Insurance - September 2021 Union Dues - September 2021	11/04/2021	2,882.25 2,188.37 2,188.37 2,882.25
Total for this ACH Check for Vendor SOU5435:				10,141.24
ACH	SOU5451 October 2021 September 2021	S.P. Public Service Employees Association Union Dues - October 2021 Union Dues - September 2021	11/04/2021	1,440.00 1,380.00
Total for this ACH Check for Vendor SOU5451:				2,820.00
313426	CIN4011 287289629978x03 287289629978x04	AT&T Mobility Account # 287289629978 (02/03/2020-03/02/2020) Account # 287289629978 (03/03/2020-04/02/2020)	11/04/2021	348.48 57.47
Total for Check Number 313426:				405.95
313427	BRAS3010 21-775	Bartel Associates, LLC Pension Liability Study	11/04/2021	11,915.00
Total for Check Number 313427:				11,915.00

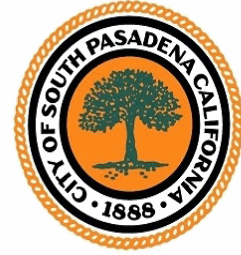
Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
313428	DTV5012 068653046x211	DIRECTV Account # 068653046 (10/07/2021-11/27/2021)	11/04/2021	91.98
Total for Check Number 313428:				91.98
313429	LAC3010	Los Angeles County Tax Collector	11/04/2021	
	532301927021000	ID# 5323 019 270 21 000 (Property Taxes 07/01/2021-06/30/2022)		1,856.80
	536300227021000	ID# 5363 002 270 21 000 (Property Taxes 07/01/2021-06/30/2022)		1,650.09
	536301027021000	ID# 5363 010 270 21 000 (Property Taxes 07/01/2021-06/30/2022)		314.49
	571602127021000	ID# 5716 021 270 21 000 (Property Taxes 07/01/2021-06/30/2022)		34.91
	571602127121000	ID# 5716 021 271 21 000 (Property Taxes 07/01/2021-06/30/2022)		793.96
	892085139021000	ID# 8920 851 390 21 000 (Property Taxes 07/01/2021-06/30/2022)		663.30
Total for Check Number 313429:				5,313.55
313430	PayPlus 27163	PayPlus Solutions Insight E-Tools Monthly Conversion of ADP Report to xml form	11/04/2021	217.00
Total for Check Number 313430:				217.00
313431	TLC2155	VCA TLC Pasadena Veterinary Specilaty &	11/04/2021	
	971984969	Veterinary Care for K9 - (12/07/2018)		68.93
	972002725	Veterinary Care for K9: (12/09/2019)		89.00
	972084023	Veterinary Care for K9: (08/18/2021)		1.58
	972086605	Veterinary Care for K9 - (08/18/2021)		2.15
	972088935	Veterinary Care for K9 - (08/18/2021)		2.15
	972091468	Veterinary Care for K9 - (08/18/2021)		2.20
	972094200	Veterinary Care for K9 - (08/18/2021)		2.22
	972094518	Veterinary Care for K9 - (03/01/2021)		722.59
	972096819	Veterinary Care for K9 - (08/18/2021)		2.22
	972097861	Veterinary Care for K9 - (04/02/2021)		275.47
	972099432	Veterinary Care for K9 - (08/18/2021)		9.49
	972101970	Veterinary Care for K9 - (08/18/2021)		12.24
	972103301	Veterinary Care for K9 - (06/08/2021)		253.90
	972104678	Veterinary Care for K9 - (08/18/2021)		12.46
	972107379	Veterinary Care for K9 - (08/18/2021)		15.00
	972109920	Veterinary Care for K9 - (10/04/2021)		15.27
	972110628	Veterinary Care for K9 - (09/02/2021)		678.55
	972112202	Veterinary Care for K9 - (09/23/2021)		61.80
	972112393	Veterinary Care for K9 - (10/04/2021)		15.43
Total for Check Number 313431:				2,242.65
Total for 11/4/2021:				49,098.79
Report Total (12 checks):				49,098.79

ATTACHMENT 3
General City Warrant List

Accounts Payable

Checks by Date - Detail by Check Date

User: calvarez
 Printed: 11/10/2021 10:05 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	BAK0366	Baker & Taylor Entertainment	11/17/2021	
	H57195710	DVDs/ CDs		45.43
	H57400100	DVDs/ CDs		59.09
	H57458940	DVDs/ CDs		9.78
	H57509380	DVDs/ CDs		12.23
	H57570170	DVDs/ CDs		33.04
	H57570980	DVDs/ CDs		23.13
	H57571100	DVDs/ CDs		20.62
	H57571140	DVDs/ CDs		14.04
	H57582090	DVDs/ CDs		177.64
	H57582150	DVDs/ CDs		91.71
	H57620620	DVDs/ CDs		21.49
	H57631170	DVDs/ CDs		22.30
	H57636980	DVDs/ CDs		30.56
	H57648390	DVDs/ CDs		18.19
	H57654240	DVDs/ CDs		20.64
	H57684900	DVDs/ CDs		12.38
	H57684910	DVDs/ CDs		20.64
	H57684990	DVDs/ CDs		10.73
	H57686030	DVDs/ CDs		8.26
	H57688170	DVDs/ CDs		37.18
	H57690560	DVDs/ CDs		16.53
	H57690580	DVDs/ CDs		12.39
	H57724600	DVDs/ CDs		18.19
	H57737560	DVDs/ CDs		12.39
	H57737680	DVDs/ CDs		10.72
	H57753440	DVDs/ CDs		23.64
	H57762670	DVDs/ CDs		33.07
	H57764370	DVDs/ CDs		12.39
	H57764390	DVDs/ CDs		8.24
	H57768220	DVDs/ CDs		88.23
	H57795740	DVDs/ CDs		12.23
	H57797240	DVDs/ CDs		12.23
	H57844360	DVDs/ CDs		13.86
	H57850070	DVDs/ CDs		17.94
	H57850430	DVDs/ CDs		24.78
	H57858350	DVDs/ CDs		41.30
	H57884490	DVDs/ CDs		157.78
	H57889500	DVDs/ CDs		82.65
	H57899370	DVDs/ CDs		9.91
	H57902540	DVDs/ CDs		33.07
	H57935770	DVDs/ CDs		114.22
	H57981080	DVDs/ CDs		14.04
	H57981090	DVDs/ CDs		24.76
	H57981100	DVDs/ CDs		25.62
	H57981150	DVDs/ CDs		28.11
	H57983350	DVDs/ CDs		8.26
	H58008750	DVDs/ CDs		9.78
	H58041950	DVDs/ CDs		24.80

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	H58043880	DVDs/ CDs		169.33
	H58052890	DVDs/ CDs		24.78
	H58059780	DVDs/ CDs		37.18
	H58059800	DVDs/ CDs		82.68
	H58106160	DVDs/ CDs		114.22
	H58135460	DVDs/ CDs		15.49
	H58142110	DVDs/ CDs		28.93
	H58193310	DVDs/ CDs		18.19
	H58193430	DVDs/ CDs		24.78
	T24042580	DVDs/ CDs		28.93
	T24046520	DVDs/ CDs		53.72
	T24054090	DVDs/ CDs		86.77

Total for this ACH Check for Vendor BAK0366: 2,265.21

ACH	BAK0369	Baker & Taylor Books	11/17/2021	
	2036113557	Books for Library		1,158.87
	2036122100	Books for Library		755.57
	2036126661	Books for Library		474.61
	2036127282	Books for Library		1,113.65
	2036134563	Books for Library		1,758.73
	2036142569	Books for Library		157.81
	2036146226	Books for Library		272.52
	2036155775	Books for Library		149.68
	2036160344	Books for Library		792.39
	2036162882	Books for Library		502.70
	2036163851	Books for Library		966.41
	2036165265	Books for Library		96.11
	2036168500	Books for Library		663.84
	2036174348	Books for Library		123.83
	2036178649	Books for Library		56.76
	2036185927	Books for Library		132.55
	2036187760	Books for Library		456.74
	2036190258	Books for Library		26.78
	2036194989	Books for Library		2,093.41
	2036198195	Books for Library		258.94
	2036205105	Books for Library		23.83
	2036206590	Books for Library		41.79
	2036212302	Books for Library		392.41
	2036213500	Books for Library		886.07
	2036214388	Books for Library		102.57
	2036222918	Books for Library		1,061.23
	2036227180	Books for Library		14.17
	2036227294	Books for Library		358.74
	2036236696	Books for Library		867.29
	2036237525	Books for Library		31.59
	2036238859	Books for Library		530.09
	2036239405	Books for Library		85.85
	2036248367	Books for Library		130.33
	2036253668	Books for Library		70.79
	2036260875	Books for Library		320.39
	2036281027	Books for Library		70.78

Total for this ACH Check for Vendor BAK0369: 16,999.82

ACH	CAEN9297	Carollo Engineers	11/17/2021	
	FB15938	Preperation of Intregrated W&WW Resource Plan - Sept. 2021		8,176.75
	FB15938	Preperation of Intregrated W&WW Resource Plan - Sept. 2021		11,331.44

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for this ACH Check for Vendor CAEN9297:				19,508.19
ACH	CHWP2010	Colantuono,Highsmith & Whatley,PC	11/17/2021	
	49358	Litigation - September 2021		465.50
	49597	General Services - September 2021		10,000.00
	49598	Labor & Employment - September 2021		5,390.00
	49599	Water & Utilities - September 2021		1,543.50
	49600	Special Projects - September 2021		13,545.39
	49601	Litigation - September 2021		514.50
	49602	Litigation - September 2021		7,583.50
	49603	Litigation - September 2021		196.00
	49604	Litigation - September 2021		8,645.50
Total for this ACH Check for Vendor CHWP2010:				47,883.89
ACH	CIV2123	CivicStone, LLC	11/17/2021	
	2018-142	Caltrans Housing Consultant - September 2021		526.25
Total for this ACH Check for Vendor CIV2123:				526.25
ACH	CONN6711	Conney Safety	11/17/2021	
	05996347	Hard Hats for Street Division		64.56
	05998756	Safety Glasses for Street Division		71.44
	05999482	First Aid Kits for PW Vehicles		18.99
Total for this ACH Check for Vendor CONN6711:				154.99
ACH	DDL8010	Dr. Detail Ph.D	11/17/2021	
	2436	Pressure Wash of Library Community Room Walkway / Entry		295.00
Total for this ACH Check for Vendor DDL8010:				295.00
ACH	EBS1007	EBSCO - Accounts Receivable	11/17/2021	
	2200867	Library Periodicals		67.05
Total for this ACH Check for Vendor EBS1007:				67.05
ACH	EEPS7000	Express Services Inc.	11/17/2021	
	26108699	Temporary Employees - PW Operations Division - 09/26/2021		986.00
	26142638	Temporary Employees - PW Operations Division - 10/03/2021		1,232.50
	26173971	Temporary Employees - PW Operations Division - 10/10/2021		1,972.00
	26250149	Temporary Employees - PW Operations Division - 10/24/2021		2,958.00
Total for this ACH Check for Vendor EEPS7000:				7,148.50
ACH	GPPT9090	The Silver Bullet Corporation (DBA Gopher Part 5)	11/17/2021	
	504519	Gopher Abatement - Arroyo Park - 10/20/2021		250.00
	504520	Gopher Abatement - Arroyo Park - 10/29/2021		250.00
	504744	Gopher Abatement - Pasadena Ave. Median - 10/20/2021		95.00
Total for this ACH Check for Vendor GPPT9090:				595.00
ACH	GRAN2032	Granicus	11/17/2021	
	144437	govAccess Maintenance, Hosting, and License Fees		9,145.50
Total for this ACH Check for Vendor GRAN2032:				9,145.50
ACH	INCG6011	Interwest Consulting Group	11/17/2021	
	63202	On-Call Engineering Plan Check Support Services: August 2021		4,760.00
	67666	On-Call Engineering Plan Check Support Services: February 2021		4,520.00
	68538	On-Call Engineering Plan Check Support Services: March 2021		4,760.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for this ACH Check for Vendor INCG6011:				14,040.00
ACH	JHMS8020	JHM Supply	11/17/2021	
	268352/1	Irrigation Supplies		183.49
	268775/1	Irrigation Supplies		220.59
	268801/1	Irrigation Supplies		201.29
	272674/1	Irrigation Supplies		153.12
	272674/1	Irrigation Supplies		46.63
Total for this ACH Check for Vendor JHMS8020:				805.12
ACH	NGSI6010	Natural Gas Systems Inc.	11/17/2021	
	6283	Maintenance on fuel station compressor - June 2020		375.00
	6356	Maintenance on fuel station compressor - August 2020		375.00
	6462	Maintenance on fuel station compressor - September 2020		375.00
	6465	Maintenance on fuel station compressor - October 2020		375.00
	6491	Maintenance on fuel station compressor Call Out - 11/19/2020		380.00
	6494	Maintenance on fuel station compressor - November 2020		375.00
	6513	Fuel station compressor - Installation of 3-Way Valve & Test		535.76
	6528	Maintenance on fuel station compressor - December 2020		375.00
	6561	Maintenance on fuel station compressor - January 2021		375.00
	6600	Maintenance on fuel station compressor - February 2021		375.00
	6638	Maintenance on fuel station compressor - March 2021		375.00
	6673	Maintenance on fuel station compressor - April 2021		375.00
	6710	Maintenance on fuel station compressor - May 2021		375.00
	6751	Maintenance on fuel station compressor - June 2021		375.00
Total for this ACH Check for Vendor NGSI6010:				5,415.76
ACH	ORI2659	Oriental Trading Co., Inc.	11/17/2021	
	711046806-01	Supplies for National Night Out		373.13
Total for this ACH Check for Vendor ORI2659:				373.13
ACH	OVDR8011	OverDrive Inc.	11/17/2021	
	01148CO21426982	eBooks / Audiobooks		316.29
	01148CO21429084	eBooks / Audiobooks		1,689.68
	01148CO21437255	eBooks / Audiobooks		101.97
Total for this ACH Check for Vendor OVDR8011:				2,107.94
ACH	REF6601	Refrigeration Supplies Distributor	11/17/2021	
	1555897-00	Air Conditioning Supplies & Filters		699.64
Total for this ACH Check for Vendor REF6601:				699.64
ACH	STA5219	Staples Business Advantage	11/17/2021	
	3489971273	Police Department Office Supplies		1,353.57
	3490268846	Public Works Office Supplies		256.75
	3490419722	Police Department Office Supplies		90.71
	3490536524	Library Supplies		106.62
	3490726232	Management Services Office Supplies		488.51
	3490726233	Management Services Office Supplies		252.80
	3490726234	Management Services Office Supplies		101.97
	3491477467	Management Services Office Supplies		72.95
	3491477468	Fire Department Office Supplies		386.54
	3491477469	Fire Department Office Supplies		386.54
Total for this ACH Check for Vendor STA5219:				3,496.96
ACH	ZOLL8021	Zoll Medical Corporation	11/17/2021	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	3381266	Rainbow DCI Adult Reusable Sensor Qty # 2		1,490.58
	3387319	Medical Supplies: 12" Lead Cable for Monitor & Defibrillator		304.74
Total for this ACH Check for Vendor ZOLL8021:				1,795.32
313432	AAEN8170 152376	A & A Enterprises, Inc. Fire Detection System Testing - Senior Center &	11/17/2021	449.00
Total for Check Number 313432:				449.00
313433	ALH0179 August 2021	Alhambra Car Wash Police Department Car Washes - August 2021	11/17/2021	154.00
Total for Check Number 313433:				154.00
313434	ACMT2920 72376	All City Management Crossing Guard Services for 09/19/2021-10/02/2021	11/17/2021	9,193.69
Total for Check Number 313434:				9,193.69
313435	ALL0197 235544 235589	All Star Fire Equipment, Inc. Fire Dept. - Safety Clothing & Equipment Fire Dept. - Safety Clothing & Equipment	11/17/2021	333.12 2,414.92
Total for Check Number 313435:				2,748.04
313436	EMPI5011 S4892744.003	Aramco, Inc. (Formerly Empire Cleaning & Fire Dept- Apparatus Cleaning Supplies	11/17/2021	577.01
Total for Check Number 313436:				577.01
313437	ARM6010 0217215-IN	Armorcast Products Company Purchase of 1" and 2" Water Meter Boxes for Water Division.	11/17/2021	16,251.18
Total for Check Number 313437:				16,251.18
313438	CIN4011 287288006612x10 287288006612x10 287288006612x10 287288006612x10	AT&T Mobility Account # 287288006612 (09/03/2021-10/02/2021) Account # 287288006612 (09/03/2021-10/02/2021) Account # 287288006612 (09/03/2021-10/02/2021) Account # 287288006612 (09/03/2021-10/02/2021)	11/17/2021	181.63 235.86 61.55 667.79
Total for Check Number 313438:				1,146.83
313439	BNDRSCT 117168	Scott Bender Refund Security Deposit for Senior Center Reservation	11/17/2021	261.00
Total for Check Number 313439:				261.00
313440	BUR4018 2522	Burro Canyon Shooting Park PD Range Fees for 10/08/2021	11/17/2021	40.00
Total for Check Number 313440:				40.00
313441	CAL5236 1918392 1920462	CA Linen Services Fire Station Linen Rental and Cleaning Services Fire Station Linen Rental and Cleaning Services	11/17/2021	107.24 99.41
Total for Check Number 313441:				206.65
313442	CAL8012 4786	Califa Group Renewal of Library Subscription - 09/01/21-08/31/22	11/17/2021	669.90

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 313442:	669.90
313443	CAN0607 20577	Cantu Graphics Library - 30-4" Circle Stickers	11/17/2021	93.71
			Total for Check Number 313443:	93.71
313444	CITG4011 3980	CI Technologies Annual Renewal of Internal Affairs Software	11/17/2021	2,548.98
			Total for Check Number 313444:	2,548.98
313445	SPMN3010 19126 19386 19387	City of South Pasadena Water Payment for Acct # 19126 (08/23/2021-10/18/2021) Water Payment for Acct # 19386 (10/06/2021-10/18/2021) Water Payment for Acct # 19387 (10/06/2021-10/18/2021)	11/17/2021	554.29 100.88 100.88
			Total for Check Number 313445:	756.05
313446	DSP0755 9102	D & S Printing Police Department Printing Services - Reserve Officer Timecards	11/17/2021	137.21
			Total for Check Number 313446:	137.21
313447	CSDI6601 S 1831929 SB	Department of Industrial Relations Elevator Conveyance # 089825	11/17/2021	225.00
			Total for Check Number 313447:	225.00
313448	DOO0805 61610 61611	Dooley Enterprises Inc Police Department Ammunition Supplies Purchase of Winchester Ammunition	11/17/2021	2,251.98 809.74
			Total for Check Number 313448:	3,061.72
313449	ENT5426 0161579-IN 0161687-IN	Entenmann-Rovin Badge for Nelly Ochoa Helmet Badge for Corporal Sanchez	11/17/2021	140.68 112.68
			Total for Check Number 313449:	253.36
313450	FNAESPAN 117184	Fionna Espana Partial Refund of Gazebo A	11/17/2021	31.25
			Total for Check Number 313450:	31.25
313451	FED1109 7-511-11497 7-518-23227	FedEx Human Resources Shipment Human Resources Shipment	11/17/2021	4.40 32.35
			Total for Check Number 313451:	36.75
313452	FHCM5011 INV5421 INV5509 INV5527 INV5528	Foothill Communications Annual Services & Repair of Communication Equipment Two Radio Hand Mics for Units # 198,1501 (1706) Annual Services & Repair of Communication Equipment Annual Services & Repair of Communication Equipment	11/17/2021	3,000.00 165.38 2,000.00 3,000.00
			Total for Check Number 313452:	8,165.38
313453	GAPSC820 EVDNC-101-R	Gap Science LLC Re-Issue Check # 313058 for Training Class: PA	11/17/2021	75.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 313453:	75.00
313454	HHA5011 11N0456691	H & H Wholesale Parts Diesel Exhaust Fluid & Oil Absorbant for Fire Dept.	11/17/2021	136.03
			Total for Check Number 313454:	136.03
313455	HAC6711 12670869	Hach Company Chlorine Analyzer Reagent Solutions Test Kit	11/17/2021	155.34
			Total for Check Number 313455:	155.34
313456	HDLC3011 SIN012289	HdL Coren & Cone Contract Services - Property Tax (October 2021 - December 2021)	11/17/2021	3,025.38
			Total for Check Number 313456:	3,025.38
313457	JSAR4011 16992	Jack's Auto Repair Emergency Repair for Patrol Unit # 1909	11/17/2021	291.33
			Total for Check Number 313457:	291.33
313458	JCRS5011 50354 50369	Jones Coffee Roasters Fire Dept. Coffee Supplies Fire Dept. Coffee Supplies	11/17/2021	46.35 139.05
			Total for Check Number 313458:	185.40
313459	LGGERS INV-00783-A	Languagers Inc. Video Interpreting Services 09/03/2021	11/17/2021	9.36
			Total for Check Number 313459:	9.36
313460	LIFE822 1145918 1146137 1146187	Life-Assist Inc. Fire Dept. Medical Supplies Fire Dept. Medical Supplies Fire Dept. Medical Supplies	11/17/2021	53.98 168.68 630.81
			Total for Check Number 313460:	853.47
313461	LBBM4010 41647	Long Beach BMW Motorcycles Police Department Motorcycle Service Repairs: Tires, Brakes	11/17/2021	1,041.71
			Total for Check Number 313461:	1,041.71
313462	MER2145 674062	Merit Oil Company Fuel for City Vehicles - 2,375 Gallons of Unleaded Gasoline	11/17/2021	9,038.92
			Total for Check Number 313462:	9,038.92
313463	OREI6711 3213-230408 3213-232830	O' Reilly Automotive Inc. Parts to Repair ACC Fuse for Unit # 24 Water Utility Truck Parts to Repair torn radiator hose on Unit # 12	11/17/2021	17.65 67.66
			Total for Check Number 313463:	85.31
313464	OLNP8010 73320 73472 73473 73474 73475	Outlook Newspaper Public Notice - 89 Monterey Road Public Notice - 2021 Stratford Ave CHC Public Notice - 1550 Diamond Ave CHC Public Notice - 211 Alpha St Public Notice - ADU Design Standards CHC	11/17/2021	684.00 516.00 516.00 420.00 456.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	73476	Public Notice - 2059 Empress Ave		432.00
	73477	Public Notice - 1601 Marengo Ave		720.00
	73478	Public Notice - 619 Indiana Terrace		636.00
Total for Check Number 313464:				4,380.00
313465	PSCY8520 082521113613373	Pasadena Cyclery Police Department Bicycle Maint.	11/17/2021	447.40
Total for Check Number 313465:				447.40
313466	PEAK8030 023701 023701 023701 023701	Peak Software Systems Inc. POS/ Scheduling/Membership Subscription Renewal POS/ Scheduling/Membership Subscription Renewal POS/ Scheduling/Membership Subscription Renewal POS/ Scheduling/Membership Subscription Renewal	11/17/2021	555.00 555.00 555.00 555.00
Total for Check Number 313466:				2,220.00
313467	PHOE4610 022021184 032021184 072020184-R 092021184	Phoenix Group Information Systems Parking Citation Processing & Database Access - February 2021 Parking Citation Processing & Database Access - March 2021 Re-Issue Check # 311355 for Citations Processing July 2020 Parking Citation Processing & Database Access - September 2021	11/17/2021	3,107.46 3,647.20 3,605.53 5,671.35
Total for Check Number 313467:				16,031.54
313468	PRIM4011 11/10/2021	PRI Management Group Training Class for Lt. Jacobs & Police Clerks (Ramirez Ochoa)	11/17/2021	750.00
Total for Check Number 313468:				750.00
313469	RTPC5500 6014963	Regional TAP Service Center Metro 30 Day Senior Bus Pass Subsidy - September 2021	11/17/2021	140.00
Total for Check Number 313469:				140.00
313470	ROWI2011 53354 56233	Right of Way Inc. On-Call Services for Traffic Control for Al Fresco Dining On-Call Services for Traffic Control for Al Fresco Dining	11/17/2021	2,764.00 4,146.00
Total for Check Number 313470:				6,910.00
313471	RIPU8540 16558 16622 16644 16667 16788 16804	Roadline Products Inc. USA Street Maintenance Equipment - Street Signs Street Maintenance Equipment - Paint for Striping Street Signs, Materials, and Truck Accesory Repair Street Maintenance Equipment, Materials, and Supplies Safety Shirts w/ SP Logo: Qty. 90 Street Maintenance Equipment - Roadway Materials	11/17/2021	861.95 799.31 1,771.72 1,379.23 2,595.24 977.64
Total for Check Number 313471:				8,385.09
313472	SGVMC111 877828 878119	San Gabriel Valley Medical Center Blood Alcohol Withdrawl Blood Alcohol Withdrawl	11/17/2021	48.00 48.00
Total for Check Number 313472:				96.00
313473	SAVGTRN 1433	Savage Training Group LLC Training Course for Sgt. Ronnie & Cpl. Dubois (03/28/2022)	11/17/2021	551.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 313473:	551.00
313474	SCAT6710	Scott's Automotive	11/17/2021	
	16479	Public Works Vehicles: Preventative Maint. Unit # 318		567.60
	16480	Public Works Vehicles: Preventative Maint. Unit # 326		55.28
	16482	Public Works Vehicles: Preventative Maint. Unit # 54		202.13
	16484	Police Department Automotive Maintenance Unit # 198		77.28
	16503	Police Department Automotive Maintenance - Unit # 1501		86.63
			Total for Check Number 313474:	988.92
313475	SCOT8300	So Cal Office Technologies	11/17/2021	
	IN2110523	Copier Contract # CNA7487-01 Black Metered Xerox		36.82
	IN2190148	Copier Contract # CNA7487-01 Black Metered Xerox		33.08
	IN2222904	Copier Contract # CNA7487-01 (07/10/2021-10/09/2021)		4,012.00
			Total for Check Number 313475:	4,081.90
313476	SPRTARY	South Pasadena Rotary Foundation, Inc.	11/17/2021	
	00413154	Refund Rental of Community Room (10/27/2021-10/28/2021)		124.00
	00413154	Refund Rental of Community Room (10/27/2021-10/28/2021)		1,098.00
			Total for Check Number 313476:	1,222.00
313477	STE4845	Stetson Engineers Inc	11/17/2021	
	2740-08-006	Preparation for City's Risk and Resilience Report Preparation		191.00
	2741-17-006	for City's 2020 Urban Water Management Plan Update		3,571.00
			Total for Check Number 313477:	3,762.00
313478	SCRR4010	Superior Court of California, County of LA	11/17/2021	
	September 2021	Parking Revenue Distribution for September 2021		4,846.50
			Total for Check Number 313478:	4,846.50
313479	TRIEPIS	Tripepi Smith	11/17/2021	
	6910	Redistricting Services		12,336.00
			Total for Check Number 313479:	12,336.00
313480	EDVL6010	Edgar Villalobos	11/17/2021	
	313260-R	Re-Issue Check # 313260 to Edgar Villalobos for Mileage Call Out		130.38
			Total for Check Number 313480:	130.38
313481	CMWDU	Cham Wadu	11/17/2021	
	117188	Refund Class due to Conflict of Schedule		368.00
			Total for Check Number 313481:	368.00
313482	WEFN6501	Water Environment Federation	11/17/2021	
	RE30BE	WEF Membership for Richard Arriola		332.00
			Total for Check Number 313482:	332.00
313483	WHI6410	Whittier Fertilizer Co.	11/17/2021	
	377089	Top Soil Dirt for Arroyo Park (Backfill)		48.51
			Total for Check Number 313483:	48.51
313484	GRA1244	Woods Maintenance Services, Inc.	11/17/2021	
	SPAS1021	City Wide Graffiti Removal Services - October 2021		399.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 313484:	399.00
313485	YTH1023	Y Tire Complete Auto Repair	11/17/2021	
	30785	Police Department - Automotive Maintenance Unit # 1801		450.91
	30789	Police Department - Automotive Maintenance Unit # 1802		357.92
	30807	Police Department - Automotive Maintenance Unit # 198		307.06
			Total for Check Number 313485:	1,115.89
			Total for 11/17/2021:	264,769.36
			Report Total (73 checks):	264,769.36

ATTACHMENT 4
Supplemental ACH
Payments



Supplemental ACH Payment Log			
Date	Vendor	Amount	Description
11/2/2021	SoCal Edison	\$327,567.75	Online Payment for City's So Cal Edison Accounts.
11/9/2021	SoCal Gas	\$598.42	Online Payment for City's So Cal Gas Accounts.

Total: **\$328,166.17**

ATTACHMENT 5
Prepaid & Warrant Voids

Accounts Payable

Void Check Proof List

User: calvarez
 Printed: 11/04/2021 - 6:37PM
 Batch: 00001.11.2021



Account Number	Amount	Invoice No	Inv Date	Description	Reference	Task Label	Type	PONumber	Close PO?	Line Item
Vendor: GAPSC820	Gap Science LLC									
Check No: 313058	Check Date: 09/01/2021									
101-4010-4011-8200-000	75.00	EVDNC-101	08/24/2021	Training Class for Police Assistant Zavala					No	0
Check Total:	75.00									
Vendor Total:	75.00									
Vendor: PHOE4610	Phoenix Group Information Sys									
Check No: 311355	Check Date: 09/16/2020									
101-0000-0000-4610-000	3,605.53	072020184	08/11/2020	Citations Processed for 07/20					No	0
Check Total:	3,605.53									
Vendor Total:	3,605.53									
Report Total:	3,680.53									

Accounts Payable

Void Check Proof List

User: calvarez
 Printed: 11/04/2021 - 6:49PM
 Batch: 00002.11.2021



Account Number	Amount	Invoice No	Inv Date	Description	Reference	Task Label	Type	PONumber	Close PO?	Line Item
Vendor: EDVL6010	Edgar Villalobos									
Check No: 313260	Check Date: 10/06/2021									
500-6010-6710-8070-000	21.73	07.05.2021	07/05/2021	Mileage Reimb. for Call Out Water Main Break					No	0
500-6010-6710-8070-000	21.73	05.07.2021	05/07/2021	Mileage Reimb. for Call Out Water Service Leak					No	0
500-6010-6710-8070-000	21.73	05.28.2021	05/28/2021	Mileage Reimb. for Call Out Running Water Investigation					No	0
500-6010-6710-8070-000	21.73	04.23.2021	04/23/2021	Mileage Reimb. for Call Out Water Main Break					No	0
500-6010-6710-8070-000	21.73	04.04.2021	04/04/2021	Mileage Reimb. for Call Out Water Main Break					No	0
500-6010-6710-8070-000	21.73	07.23.2021	07/23/2021	Mileage Reimb. for Call Out for Irrigation					No	0
Check Total:	130.38									
Vendor Total:	130.38									
Report Total:	130.38									

ATTACHMENT 6
Payroll Summary

Liability	Taxes Debited			
	Federal Income Tax		80,487.44	
	Earned Income Credit Advances		.00	
	Social Security - EE		971.45	
	Social Security - ER		971.45	
	Social Security Adj - EE		.00	
	Medicare - EE		9,777.89	
	Medicare - ER		9,777.88	
	Medicare Adj - EE		.00	
	Medicare Surtax - EE		45.83	
	Medicare Surtax Adj - EE		.00	
	Federal Unemployment Tax		.00	
	FMLA-PSL Payments Credit		.00	
	FMLA-PSL ER FICA Credit		.00	
	FMLA-PSL Health Care Premium Credit		.00	
	Employee Retention Qualified Payments Credit		.00	
	Employee Retention Qualified Health Care Credit		.00	
	COBRA Premium Assistance Payments		.00	
	State Income Tax		34,341.29	
	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 XXXXXXXXXX	136,373.23
Other Transfers	ADP Direct Deposit	Acct. No. XXXXX3688	Tran/ABA XXXXXXXXXX	480,521.31
	ADP Check	Acct. No. XXXXX3688	Tran/ABA XXXXXXXXXX	1,259.58
	Wage Garnishments	Acct. No. XXXXX3688	Tran/ABA XXXXXXXXXX	2,542.49
	Total Amount Debited From Your Accounts			620,696.61
Bank Debits and Other Liability	Adjustments/Prepay/Voids			.00
Taxes - Your Responsibility	None This Payroll			

Total Liability	620,696.61
	620,696.61
	620,696.61

Net Pay	Checks	1,259.58	
	Direct Deposits	480,521.31	
	Subtotal Net Pay		481,780.89
	Adjustments	.00	
	Total Net Pay Liability (Net Cash)		481,780.89

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				80,487.44	
	Earned Income Credit Advances					
	Social Security				971.45	971.45
	Medicare				9,777.89	9,777.88
	Medicare Surtax				45.83	
	Federal Unemployment Tax					
	Subtotal Federal				91,282.61	10,749.33
	FMLA-PSL Payments Credit					
	FMLA-PSL ER FICA Credit					
	FMLA-PSL Health Care Premium Credit					
	Employee Retention Qualified Payments Cre					
	Employee Retention Qualified Health Care					
	Cobra Premium Assistance Payments					
	Total Federal				91,282.61	10,749.33
State	CA State Income Tax				34,341.29	
	CA State Unemployment Insurance-ER					
	CA State Disability Insurance-EE					
	Subtotal CA				34,341.29	34,341.29
	Total Taxes		.00	.00	125,623.90	10,749.33

Amount ADP Debited From Account XXXXX3688 Tran/ABA XXXXXXXXXX 136,373.23

Excludes Taxes That Are Your Responsibility

Other	ADP Direct Deposit	480,521.31
Transfers	ADP Check	1,259.58
	Wage Garnishments	2,542.49
	Amount ADP Debited From Account XXXXX3688 Tran/ABA XXXXXXXXXX	484,323.38

223 Employee Transactions

Total Amount ADP Debited From Your Accounts 620,696.61

Liability	Taxes Debited			
	Federal Income Tax		123.68	
	Earned Income Credit Advances		.00	
	Social Security - EE		.00	
	Social Security - ER		.00	
	Social Security Adj - EE		.00	
	Medicare - EE		22.87	
	Medicare - ER		22.87	
	Medicare Adj - EE		.00	
	Medicare Surtax - EE		.00	
	Medicare Surtax Adj - EE		.00	
	Federal Unemployment Tax		.00	
	FMLA-PSL Payments Credit		.00	
	FMLA-PSL ER FICA Credit		.00	
	FMLA-PSL Health Care Premium Credit		.00	
	Employee Retention Qualified Payments Credit		.00	
	Employee Retention Qualified Health Care Credit		.00	
	COBRA Premium Assistance Payments		.00	
	State Income Tax		42.44	
	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	211.86
Other Transfers	ADP Direct Deposit	Acct. No. XXXXX3688	Tran/ABA XXXXXXXXX	1,388.21
	Total Amount Debited From Your Account			1,600.07
Bank Debits and Other Liability	Adjustments/Prepay/Voids		.00	
Taxes - Your Responsibility	None This Payroll			

Total Liability	1,600.07
	1,600.07
	1,600.07

Net Pay	Checks	.00
	Direct Deposits	1,388.21
	Subtotal Net Pay	1,388.21
	Adjustments	.00
	Total Net Pay Liability (Net Cash)	1,388.21

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				123.68	
	Earned Income Credit Advances					
	Social Security					
	Medicare				22.87	22.87
	Medicare Surtax					
	Federal Unemployment Tax					
	Subtotal Federal				146.55	22.87
	FMLA-PSL Payments Credit					
	FMLA-PSL ER FICA Credit					
	FMLA-PSL Health Care Premium Credit					
	Employee Retention Qualified Payments Cre					
	Employee Retention Qualified Health Care					
	Cobra Premium Assistance Payments					
	Total Federal				146.55	22.87
State	CA State Income Tax				42.44	
	CA State Unemployment Insurance-ER					
	CA State Disability Insurance-EE					
	Subtotal CA				42.44	42.44
	Total Taxes		.00	.00	188.99	22.87

Amount ADP Debited From Account XXXXX3688 Tran/ABA XXXXXXXXXX 211.86

Excludes Taxes That Are Your Responsibility

Other	ADP Direct Deposit	1,388.21
Transfers	Amount ADP Debited From Account XXXXX3688 Tran/ABA XXXXXXXXXX	1,388.21

1 Employee Transaction

Total Amount ADP Debited From Your Accounts 1,600.07



City Council Agenda Report

ITEM NO. 8

DATE: November 17, 2021
FROM: Arminé Chaparyan, City Manager *AC*
PREPARED BY: Christina Muñoz, Acting Deputy City Clerk
SUBJECT: **Presentation of City Council Meeting Minutes**

Recommendation

It is recommended that the City Council approve the minutes as listed on the agenda and as presented.

Executive Summary

Attached for the City Council's consideration and approval are meeting minutes for various dates as listed on the agenda and hereby included as attachments to this staff report.

Fiscal Impact

There is no direct Fiscal Impact to the approval of these City Council meeting minutes.

Attachments

Attached are the Minutes for October 6, 2021. Forthcoming are the minutes for October 20, 2021 Regular Meeting.

- October 6, 2021 Regular Meeting



**CITY OF SOUTH PASADENA
CITY COUNCIL
REGULAR MEETING MINUTES
WEDNESDAY, OCTOBER 6, 2021, 7:00 PM**

CALL TO ORDER:

The Regular Meeting of the South Pasadena City Council was called to order by Mayor Mahmud on Wednesday, October 6, 2021, at 7:19 p.m. The meeting was held In Person Hybrid and via Zoom webinar, in accordance with AB 361. The City Council Chambers are located at 1424 Mission Street, South Pasadena, California.

ROLL CALL

PRESENT

- Mayor Diana Mahmud
- Mayor Pro Tem Michael Cacciotti
- Councilmember Jack Donovan
- Councilmember Jon Primuth
- Councilmember Evelyn G. Zneimer

Susan Caputo, Senior Management Analyst, announced a quorum.

CITY Arminé Chaparyan, City Manager; Andrew Jared, City Attorney; Susan
STAFF Caputo, Senior Management Analyst, and Christina Munoz, Acting
PRESENT: Deputy City Clerk, were present at Roll Call. Other staff members
presented reports or responded to questions as indicated in the minutes.

PLEDGE OF ALLEGIANCE

The Flag Salute was led by Mayor Pro Tem Cacciotti.

1. Closed Session Announcements

City Attorney Jared reported the City Council recessed to Closed Session at 6:00 p.m. and recessed from Closed Session at 7:05 p.m. to discuss the items listed on the posted agenda.

A. CONFERENCE WITH LEGAL COUNSEL- EXISTING LITIGATION

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

1. Smith v. City of South Pasadena (LASC Case No.19BBCV00118)
2. Valles v. COSP (LASC Case No. 20STCV16088)
3. Leung v. COSP (LASC Case No. 20STCV23315)
4. State Farm Automobile Insurance Co. v. COSP
(LASC Case No. 20STLC05633)

City Attorney Jared reported that Council met in Closed Session to receive a briefing on the items stated, direction was provided on each of the items and no final action was taken, nothing further to report.

B. CONFERENCE WITH LEGAL COUNSEL- INITIATING LITIGATION

(Government Code Section 54956.9(d)(4))

Number of Cases: 2

City Attorney Jared reported that Council met in Closed Session to receive a briefing on the items stated, direction was provided on each of the items and no final action was taken, nothing further to report.

C. PUBLIC EMPLOYMENT - PERFORMANCE EVALUATION

(Government Code Section 54957)

Title: City Manager

City Attorney Jared reported that no action was taken that was required to be reported. Mr. Jared also noted that all members of the City Council were present for all of the items discussed in Closed Session.

2. Public Comment - General

Mayor Mahmud announced public comments are intended to address matters not on the agenda for the meeting.

Susan Caputo, Senior Management Analyst, announced that comments submitted via email are added to the record as "Additional Docs" as listed below.

Written Public Comment:

- Care First
- Andrew Blaiklock
- Sherry Plotkin
- Mathew Barbato
- Anna McCurdy
- Megan Adams
- Phung Huynh

- Michael Siegel
- Amber Jaeger

Live Public Comment:

- Victoria Patterson addressed the Council regarding hate crimes and concerns of race bias and an audit of the South Pasadena Police Department without public input.
- Omar Ferguson addressed the Council seeking resolution of previous requests regarding property adjacent to his driveway and concerns of selective enforcement of city ordinances.
- Action Katabi addressed the Council in support of conducting a racial bias audit of the South Pasadena Police Department.
- Ienika Acoushi addressed the Council in support of a racial bias audit of the South Pasadena Police Department.
- Lori Wheeler, President of the South Pasadena Chamber of Commerce addressed the Council inviting all to the Fall Arts Crawl on October 16, 2021, 4:00-8:00 p.m.
- Helen Tran representing Carefirst addressed the Council in support of a racial bias audit as well as an operational audit of the South Pasadena Police Department
- Ella Hushgane addressed the Council in support of a racial bias audit of the South Pasadena Police Department.
- Alexander Akino addressed the Council in support of a racial bias audit as well as an operational audit of the South Pasadena Police Department.
- Katie Newhall addressed the Council in support of a racial bias audit of the South Pasadena Police Department
- Lavonie Hawk addressed the Council in support of a racial bias audit of the South Pasadena Police Department.
- John Trevalis addressed the Council regarding advancing racial justice in South Pasadena and concerns regarding concealment of warrant register billings.
- Chris Smith addressed the Council in support of a racial bias audit as well as an operational audit of the South Pasadena Police Department.
- Faren James addressed the Council in support of a racial bias audit as well as an operational audit of the South Pasadena Police Department.

PRESENTATION

3. Introduction of Staff

Arminé Chaparyan, City Manager, introduced Community Development Director Angelica Frausto-Lupo.

4. Clean Air Day Proclamation

Mayor Mahmud read and presented the proclamation for Clean Air Day.

5. Peace Over Violence – Domestic Violence Awareness Month

Melodie Kruspodin, Director of Prevention and Policy at Peace Over Violence, gave a presentation on domestic violence highlighting services offered by Peace Over Violence to respond to and prevent domestic violence.

COMMUNICATIONS

6. Councilmembers Communications

Councilmember Primuth commented on a recent Mobility and Transportation Infrastructure Commission (MTIC) meeting where five cities were selected to receive the Safe Street Program funding; stated the next Public Safety Committee meeting will be held October 18 and the Arroyo Verdugo Communities JPA meeting will be held October 7; reported on the Ad Hoc Finance Committee meetings commenting that the committee is working on a report to identifying root causes of problems and changes required in the Finance Department and thanked former Interim City Manager Elaine Aguilar for her work and the changes she implemented in the department.

Councilmember Zneimer gave a presentation on the League of California Cities Annual Conference in Sacramento and commented that as the City’s voting delegate voted on bylaws amendments and resolutions for Online Sales Tax Equity and Securing Railroad Property Maintenance, respectively; commented on the meeting with the South Pasadena Tournament of Roses and the announcement of LaVar Burton as the Grand Marshall for the 2022 Rose Parade; and commented on the grand opening of the new Baskin-Robbins 31 Flavors on September 16.

Councilmember Donovan commented on the Finance Ad Hoc Committee Report Summary that will identify the cause of problems in the Finance Department and offer solutions to be incorporated in the new Finance Policy and stated the final report will be presented to Council in the near future; commented on the Athens trash odors and that Los Angeles County Water District is conducting weekly visits to the area to identify and resolve the cause; and commented on the walk he, staff, and residents of Meridian Road took from Monterey Road to Kendall Avenue to help mitigate the traffic issues on Meridian Avenue.

Mayor Pro Tem Cacciotti shared photos of Cal Trans Director Toks Omishaken speaking at UCLA; conversion of Volvo construction equipment to electric; and several other photos including Tesla charging station; a homeless family in Garfield Park that was able to be placed in a home and unhoused neighbors in various locations around the city; tour of Behavioral Health Urgent Care in City of Industry;

Edison working on a Saturday morning; his soccer team; sewer odor on Garfield; and an upcoming Green Economy event.

Mayor Mahmud expressed gratitude to Mayor Pro Tem Cacciotti for the Edison photo and commented on the recurring problem of Edison violating South Pasadena ordinances; commented on the increasing numbers of unhoused neighbors and inquired of Lieutenant Robledo of what appear to be increased needs for services and Lieutenant Robledo confirmed the increase and commented that the Police Department has approved overtime to support additional resources to assist with the needs of the unhoused. Mayor Mahmud expressed gratitude to Supervisor Barger on the formation of the Blue Robbin Commission to address the needs and allocation of funds to assist the unhoused and reported that the San Gabriel Valley Council of Governments (SCVCOG) President Becky Shevlin is one of two city council members in the county participating on the committee and expressed optimism for much needed funding to assist the unhoused in the San Gabriel Valley; reported on the Ad Hoc Athens Subcommittee Meeting to discuss the renegotiation of the Athens contract necessitated due to SB 1383 requiring residents and businesses to separate organics from regular trash; recognized South Pasadena resident Ellen Torres on being appointed to the California State PTA; congratulated South Pasadena High School Senior Ava Feldman on being named a Tournament of Roses Princess; and noted that Metropolitan Water District (MWD) anticipates a very dry year and commented on the record low of the two reservoirs that provide supplemental water to the San Gabriel Basin and emphasized the critically importance of water conservation at this time and encouraged all to view the water conservation page on the City’s website.

7. City Manager Communications

None

8. Reordering of, Additions, or Deletions to the Agenda

None

CONSENT CALENDAR

9. THIS ITEM WAS PULLED TO BE DISCUSSED SEPARATELY.

10. THIS ITEM WAS PULLED TO BE DISCUSSED SEPARATELY.

11. POLICIES AND PROCEDURES UPDATE.

Recommendation

It is recommended that the City Council approve the contract with Management Partners for the development of comprehensive Finance Department Policies and Procedures (“the Manual”).

12. AUTHORIZE THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH MIG FOR CONTRACT PLANNING SERVICES.

Recommendation

It is recommended that the City Council authorize the City Manager to execute a Professional Services Agreement (PSA) with MIG for contract planning services that includes one senior-level planner to assist with managing and processing planning applications.

13. REQUEST FOR APPROVAL OF A CO-SPONSORSHIP AND FEE WAIVER OF "HOMECOMING 2021" HOSTED BY SOUTH PASADENA HIGH SCHOOL ASSOCIATED STUDENT BODY.

Recommendation

It is recommended that the City Council approve the South Pasadena High School Associated Student Body request for co-sponsorship of October 23, 2021, and waive associated fees.

14. RENAMING OF THE PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT TO THE COMMUNITY DEVELOPMENT DEPARTMENT AND ADOPTION OF RESOLUTION APPROVING A CLASSIFICATION AND SALARY RANGE FOR DEPUTY COMMUNITY DEVELOPMENT DIRECTOR AND CHANGING THE TITLE OF THE PLANNING AND COMMUNITY DEVELOPMENT DIRECTOR POSITION TO COMMUNITY DEVELOPMENT DIRECTOR.

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA CHANGING THE NAME OF THE PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT TO COMMUNITY DEVELOPMENT DEPARTMENT, CHANGING THE TITLE OF THE PLANNING AND COMMUNITY DEVELOPMENT DIRECTOR TO COMMUNITY DEVELOPMENT DIRECTOR AND ESTABLISHING THE POSITION OF DEPUTY COMMUNITY DEVELOPMENT DIRECTOR, AND ADOPTING NEW JOB DESCRIPTIONS AND SALARY RANGES

Recommendation

It is recommended that the City Council consider the following actions:

1. Rename the Planning and Community Development Department to Community Development Department; and
2. Adopt a resolution approving the classification and salary range for a new Deputy Community Development Director and change the title of the Planning and

Community Development Director to Community Development Director.
3. Appropriate \$4,085 to Community Development/ Salaries – Permanent Account 101-7011-7000-000 to cover the difference in cost for the new Deputy Community Development Director.

15. ADOPTION OF A RESOLUTION 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, AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE CITY.

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, CONTINUING ITS PROCLAMATION OF A LOCAL EMERGENCY DUE TO THE OUTBREAK OF COVID19, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY THE MARCH 4TH DECLARATION OF A STATE OF EMERGENCY BY GOVERNOR NEWSOM, AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE CITY OF SOUTH PASADENA FOR THE PERIOD OF OCTOBER 6 THROUGH NOVEMBER 5, PURSUANT TO BROWN ACT PROVISIONS

Recommendation

It is recommended that the City Council approve the attached resolution 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, and authorizing remote teleconference meetings of the legislative bodies of the City.

16. AUTHORIZE THE THIRD AMENDMENT WITH STANTEC CONSULTING SERVICES, INC. EXTENDING THE AGREEMENT FOR SERVICES FOR ENGINEERING SUPPORT SERVICES RELATED TO THE GRAVES RESERVOIR PROJECT.

Recommendation

It is recommended that the City Council authorize the City Manager to execute the third contract amendment with Stantec Consulting Services, Inc. (Stantec) to extend the agreement for engineering support services related to the Graves Reservoir Project.

17. THIS ITEM WAS PULLED TO BE DISCUSSED SEPARATELY.

18. APPROVAL OF A MILLS ACT CONTRACT FOR PROPERTY LOCATED AT 1016 ORANGE GROVE AVENUE (ASSESSOR’S PARCEL NUMBER 5315-019- 037) PROJECT NO. 2383-MIL.

Recommendation

It is recommended that the City Council enter into a Mills Act contract with the property owners of 1016 Orange Grove Avenue, which is Historic Landmark No. 57.

19. APPROVAL OF A MILLS ACT CONTRACT FOR PROPERTY LOCATED AT 807 BANK STREET (ASSESSOR’S PARCEL NUMBER 5314-019-021) PROJECT NO. 2397-MIL.

Recommendation

It is recommended that the City Council enter into a Mills Act contract with the property owners of 807 Bank Street, which is Historic Landmark No. 56.

COUNCIL ACTION AND MOTION

Mayor Mahmud noted recommended that the motion to approve the Consent Calendar should be made with the reference to the supplemental documents for Agenda Items 9,11,12, and 15 and acknowledged receipt of emailed public comments from Chris Bray on Item 10 and comments on Items 15 and16.

Councilmember Zneimer requested that Item 10 be pulled for comment. Mayor Pro Tem Cacciotti requested that Items 9 and 17 be pulled.

Motion Mayor Pro Tem Cacciotti, second by Councilmember Zneimer, approved by roll call vote to approve Consent Calendar Item(s) 11-16 and 18-19, as presented.

Motion carried, 5-0.

CONSENT CALENDAR - AGENDA ITEM(S) PULLED FOR SEPARATE DISCUSSION

9. PRESENTATION OF CITY COUNCIL MEETING MINUTES.

Recommendation

It is recommended that the City Council approve the minutes as listed on the agenda and as presented.

Mayor Pro Tem Cacciotti commented on the second bullet point on page 9-21, “Reallocate funds from AB 2766 for clean air vehicles in Police and Public Works in lieu of computer equipment.” Stating that for the record he would like to ensure the funds do go to the Police for transitioning to clean vehicles as well as Public Works if needed.

Mayor Mahmud commented that the substance of staff response to Council inquiry could be reflected more thoroughly in the minutes and asked that this be done day forward.

Motion by Mayor Pro Tem Cacciotti, second by Councilmember Primuth, to approve the minutes as listed on the agenda.

Motion carried, 5-0.

10. APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF \$480,589.62; GENERAL CITY WARRANTS IN THE AMOUNT OF \$684,222.22; SUPPLEMENTAL ACH PAYMENTS IN THE AMOUNT OF \$20,378.81; TRANSFERS OUT IN THE AMOUNT OF \$72,591.41; VOIDS IN THE AMOUNT OF (\$2,650.00); PAYROLL IN THE AMOUNT OF \$614,821.84.

Recommendation

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

Councilmember Zneimer commented regarding an inquiry submitted to Interim Finance Director Ken Louie and was notified that City Attorney Jared would be making a formal response and noted that historically special projects were itemized and inquired as to what those projects are and noted that historically litigation warrants were itemized with case names and numbers and indicated that information would be useful for the public.

Councilmember Primuth inquired of the City Attorney of the level of disclosure permitted within the confidentiality of litigation warrants.

City Attorney Jared responded that a 2016 California Supreme Court Case states that for ongoing and pending litigation matters no part of the invoice including the total is required to be reported; for concluded matters the total amount of an invoice is required but the descriptions are not which is why the move to protect the sanctity of attorney/client privilege resulted.

Councilmember Zneimer commented that she would like to see the names of the cases on the warrants for transparency purposes.

Councilmember Primuth commented that legal recommendations versus transparency policies call for further discussion.

Motion by Councilmember Zneimer, second by Mayor Pro Tem Cacciotti, to approve the recommended action.

Motion carried, 5-0.

City Clerk staff confirmed there were no requests to speak on Items 15 or 16.

17. APPROVAL OF A MILLS ACT CONTRACT FOR PROPERTY LOCATED AT 917 PALM AVENUE (ASSESSOR'S PARCEL NUMBER 5313-008-024) PROJECT NO. 2382-MIL.

Recommendation

It is recommended that the City Council enter into a Mills Act contract with the property owners of 917 Palm Avenue, which is a contributor to the designated El Centro/Indiana/Palm Historic District.

Mayor Pro Tem Cacciotti expressed concerns regarding the ten-year reduction in property taxes and inquired of the City Attorney as to what happens after the ten years.

City Attorney Jared responded that the type of contract is an Evergreen Contract and that the ten-year period is a minimum period in to address the conservation issues specified in the Mills Act contract. Pursuant to South Pasadena Code, the contract automatically renews on the anniversary of the contract for an additional one-year period; Council can take action at year six to terminate adding another year which gives a termination date of ten years from Council action.

Mayor Cacciotti requested that the list of all the Mills Act contracts be returned to Council in 2022 to determine which should be terminated in effort to fairly balance the tax burden.

City Attorney stated that the reports are required to be brought before the Cultural Heritage Commission on a regular basis as well.

City Manager Chaparyan commented that staff is compiling a holistic list and will be brought to Council in 2022.

Mayor Mahmud suggested consideration of an audit given the financial ramifications.

Motion Mayor Pro Tem Cacciotti, second by Councilmember Donovan, to approve the recommended action.

Motion carried, 5-0.

PUBLIC HEARING

20. APPROVAL OF A HISTORIC LANDMARK DESIGNATION FOR PROPERTY LOCATED 1601 MARENGO AVENUE (ASSESSOR’S PARCEL NUMBER 5320-007-001) PROJECT NO. 2414-LMN.

Recommendation

It is recommended that the City Council conduct a public hearing and adopt a Resolution taking the following actions:

1. Find that the property at 1601 Marengo Avenue qualifies under criteria (1), (4), and (7) of the South Pasadena Municipal Code Section 2.63(b), for designation of a Historic Landmark; and
2. Designate the property at 1601 Marengo Avenue as a Historic Landmark (Historic Landmark No. 58) pursuant to South Pasadena Municipal Code

COUNCIL ACTION AND MOTION

Assistant Planner Marina Khrustaleva presented a staff report.

Mayor Mahmud opened the public hearing.

With no requests to speak, the public hearing was closed.

Motion by Councilmember Zneimer, second by Mayor Pro Tem Cacciotti to approve the recommended action.

Motion carried, 5-0.

ACTION / DISCUSSION

21. CALTRANS SURPLUS PROPERTIES DISPOSITION UPDATE; ESTABLISHING AD HOC FOR IMPLEMENTATION PHASE; AUTHORIZING ISSUANCE OF REQUEST FOR PROPOSALS FOR PROPERTY INSPECTION AND REPAIR ESTIMATES; AND AUTHORIZING EVALUATION OF FUNDING OPTIONS FOR ACQUISITION AND REHABILITATION OF PROPERTIES

Recommendation

It is recommended that the City Council:

1. Consider establishing a City Council ad hoc Implementation Committee for the next phase of the California Department of Transportation (Caltrans) Surplus Properties Disposition; and
2. Authorize issuance of a Request for Proposals (RFP) for property inspection and repair estimate professionals for homes presently unoccupied homes, and homes being considered for acquisition when existing tenants choose not to purchase; and
3. Authorize evaluation of funding opportunities for acquisition and rehabilitation and prepare a home and portfolio financial feasibility analysis to support the acquisition and rehabilitation of the Caltrans properties.

COUNCIL ACTION AND MOTION

City Manager Arminé Chaparyan presented a staff report.

Mayor Mahmud confirmed that recommendation 1 is withdrawn as the ad hoc committee consisting of Mayor Pro Tem Cacciotti and Councilmember Primuth is the Implementation Committee.

Mayor Pro Tem Cacciotti requested to be removed from the Implementation Committee as it would be better served by a representative of the area.

Mayor Mahmud inquired of the City Attorney as to any possible Brown Act violations if Councilmember Primuth was to serve on the second ad hoc committee since the first is dissolved.

City Attorney Jared requested to review the facts and issues and return at a later date.

Councilmember Primuth inquired regarding an update on the Cal Trans letter stating that they want to work with staff.

City Manager Chaparyan commented that there has been communication with Cal Trans inquiring as to what next steps are.

Further inquiry was made by Councilmember Primuth regarding taking a strategic pause to figure out how the ad hoc committee will be composed going forward.

Mayor Pro Tem inquired regarding the current waterfall regulations for the vacant homes.

Interim Director of Planning and Community Development responded that it would be previous owner, then previous tenants that were in good standing, and then made available to housing related entities.

Mayor Mahmud inquired regarding SB 381 obligating Cal Trans to offer the homes to South Pasadena.

Staff (Adam Eliason from Civicstone) confirmed and stated that other housing entities would follow should South Pasadena decline.

Mayor Mahmud opened the public comment period.

Written comments were received by the following:

- Elaine Shane
- Linda Espisito
- Andrea Winebrecht

Live comment was received by the following:

- Greg Winebrecht expressed concern for tenants of Caltrans homes.
- Victoria Patterson expressed concern for representation of the tenants of Caltrans homes.
- Mark Gallatin expressed concern for the integrity of the buildings of the Caltrans homes.

With no other requests to speak, the public comment period was closed.

City Manager Chaparyan noted that the Senator Portantino’s office has agreed to community meeting to discuss the bills.

Motion made by Mayor Mahmud to defer action on the item and return to Council the first meeting in November, second by Councilmember Zneimer.

Councilmember Primuth inquired with the City Manager as to timeline.

City Manager Chaparyan requested specific clarification on what Council wishes returned for consideration.

Mayor Pro Tem Cacciotti commented that the same issues be returned with more specificity following the community meetings.

Councilmember Primuth offered an amendment to the motion to return to Council following a community meeting. Mayor Mahmud and Councilmember Zneimer accepted the amendment to the motion.

Motion carried, 5-0.

INFORMATION REPORTS

22. RECEIVE AND FILE REPORT ON UNARMED TRAFFIC ENFORCEMENT OFFICERS.

Recommendation

It is recommended that the City Council receive and file the report on Unarmed Traffic Enforcement.

Public Safety Commissioner Ed Donnelly presented the staff report.

Council received report.

ADJOURNMENT

There being no further matters, Mayor Mahmud adjourned the meeting of the City Council at 10:23 PM.

Respectfully submitted:

APPROVED:

DIANA MAHMUD
MAYOR

Attest:



City Council Agenda Report

ITEM NO. 9

DATE: November 17, 2021
FROM: Arminé Chaparyan, City Manager *AC*
PREPARED BY: Ken Louie, Interim Finance Director
Albert Trinh, Finance Manager
SUBJECT: **Monthly Investment Report for September 2021**

Recommendation

It is recommended that the City Council receive and file the Monthly Investment Report for September 2021.

Commission Review and Recommendation

N/A

Executive Summary

The Monthly Investment Report provides a detailed report of the City's investments in various bonds and the Local Agency Investment Fund (LAIF). The report provides assurance that the City is in compliance with California Code Section 53646, whereby the investment liquidity meets the City's expenditure requirements for the next six months.

Discussion/Analysis

The City's investments held at Zions Bank have been stable compared to the prior month when the market value decreased by \$37,262. Note that the divestment of Chevron and Exxon Mobil corporate bonds ("fossil fuel" investments) will take place in the month of November 2021 and therefore be stated in the November 2021 Investment Report.

Background

As required by law, a monthly investment report, including water bond funds, is presented to the City Council disclosing investment activities, types of investments, dates of maturities, amounts of deposits, rates of interest, and securities with a maturity of more than 12 months at current market values.

The reports reflect all investments at the above-referenced date and are in conformity with the City Investment Policy as stated in Resolution No. 7635. A copy of the Resolution is available at the City Clerk's Office.

Fiscal Impact

The investments herein provide sufficient cash flow liquidity to meet the estimated expenditures, as required in the investment policy.

Public Notification of Agenda Item

The public was made aware that this item 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. City Investment Report for September 2021

ATTACHMENT 1
City Investment Reports for September 2021

Exhibit A

**City of South Pasadena
INVESTMENT REPORT
September 30, 2021**

Investment Balances at Month End

INSTITUTION NAME	MATURITY DATE	CURRENT YIELD	PERCENT OF PORTFOLIO	COST	CURRENT MARKET VALUE *
			158294		
LOCAL AGENCY INVESTMENT FUND:					
LAIF City	ON DEMAND	0.206%	65.32%	33,023,472.03	33,023,472.03
SUBTOTAL			65.32%	33,023,472.03	33,023,472.03
ZIONS BANK					
Corporate Bonds	See Exhibit B-1	2.64%	10.12%	5,116,984.53	5,131,289.96
Government Agency Securities	See Exhibit B-1	1.26%	4.81%	2,433,438.98	2,417,518.86
US Treasury Notes & Bonds	See Exhibit B-1	1.47%	19.74%	9,981,772.63	10,079,331.44
SUBTOTAL			24.56%	17,532,196.14	17,628,140.26
TOTAL INVESTMENTS			89.88%	\$50,555,668.17	\$50,651,612.29

BANK ACCOUNTS:

Bank of the West Account Balance:	\$2,826,865.08
Zions Bank Uninvested Cash Balance ¹ :	\$129,766.49
Zions Bank Unsettled Transactions ¹	-
BNY Mellon Uninvested Cash Balance ²	158,303.40

Footnotes:

¹ The Zions Bank Uninvested Cash Balance and Unsettled Transactions are separate from the investment portion. The sum of the three Zions Bank balance totals to the balance reflected on the provided statement.

² The BNY Mellon Uninvested Cash Balance is information-only as it is funds intended for 2016 Water Revenue Bond.

Required Disclosures:

Average weighted maturity of the portfolio	<u>322</u> DAYS
Average weighted total yield to maturity of the portfolio	<u>0.754%</u>
Projected Expenditures for the next 6 months:	
Projected with Prior Year Same Period:	\$ 18,011,922
Projected with FY 2022 Adopted Budget:	\$ 29,986,130

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

In compliance with the California Code Section 53646, as the City Treasurer of the City of South Pasadena, I hereby certify that sufficient investment liquidity to meet the City's expenditure requirements for the next six months and that all investments are in compliance to the City's Statement of Investment Policy.

I also certify that this report reflects all Government Agency pooled investments and all City's bank balances.



Gary Pia, City Treasurer

11/02/2021

Date

ZIONS BANK®

Exhibit B-1

Statement of Account

September 1, 2021 Through September 30, 2021

South Pasadena Custody

Account Number : [REDACTED]

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

[REDACTED]

[REDACTED]

[REDACTED]

Cash Reconciliation

	Income	Principal
<i>Opening Balance September 1, 2021</i>	\$ 226,354.48	\$ -226,354.48
<i>Receipts</i>		
Sales	0.00	1,759,752.99
Interest	30,538.43	0.00
Dividends	1.15	0.00
Other Receipts	0.00	0.00
Collective Fund Earnings	0.00	0.00
Transfers	0.00	0.00
Total Receipts	30,539.58	1,759,752.99
<i>Disbursements</i>		
Purchases	0.00	-1,799,298.36
Fees	0.00	0.00
Other Disbursements	0.00	-1,470.19
Transfers	0.00	0.00
Total Disbursements	0.00	-1,800,768.55
<i>Net Cash Management</i>	0.00	10,475.98
<i>Closing Balance September 30, 2021</i>	\$ 256,894.06	\$ -256,894.06

Portfolio Summary

September 30, 2021	Portfolio %	Market Value	Projected Income	Current Yield
Cash & Equivalents	0.73%	129,766.49	12.98	0.01%
Fixed Income	99.27%	17,628,140.26	313,860.99	1.78%
<i>Total Portfolio</i>	100.00 %	17,757,906.75	313,873.97	1.77%
<i>Accrued Income</i>		77,475.14		
<i>Total Market Value</i>		17,835,381.89		

Holdings

Shares / PV	Asset Description		Cost	Price	Market Est	Ann Inc	Yield	Acc Income	
<u>Money Market Funds - Taxable</u>									
129,766.49	Fidelity Gov Port III FCGXX		129,766.49	1.00	129,766.49	12.98	0.01%	1.00	
129,766.49	** Sub Totals **		129,766.49		129,766.49	12.98	0.01%	1.00	
<u>Corporate Bonds (30/360)</u>									
172,000	American Express Cr Corp Mt	2.700%	03/03/2022	173,464.69	100.81	173,401.19	4,644.00	2.68%	350.25
86,000	Burlington Northn Santa Fe	3.050%	03/15/2022	87,215.02	100.56	86,480.08	2,623.00	3.03%	109.90
170,000	Apple Inc	2.700%	05/13/2022	171,786.97	101.53	172,597.15	4,590.00	2.66%	1,756.51
170,000	Bristol-Myers Squ bb Co	2.000%	08/01/2022	170,502.37	101.47	172,499.12	3,400.00	1.97%	560.34
167,000	Lockheed Martin Corp	3.100%	01/15/2023	173,677.68	103.13	172,229.33	5,177.00	3.01%	1,084.57
168,000	Bank of New York Mellon	2.950%	01/29/2023	166,503.12	103.28	173,513.51	4,956.00	2.86%	844.46
125,000	Amazon Com Inc	2.400%	02/22/2023	123,210.00	102.78	128,470.36	3,000.00	2.34%	318.44
163,000	General Dynamics Corp	3.375%	05/15/2023	164,599.95	104.73	170,702.94	5,501.25	3.22%	2,074.49
84,000	Cisco Systems Inc	2.200%	09/20/2023	81,882.36	103.42	86,868.93	1,848.00	2.13%	51.62
165,000	Deere John Capital Corp	3.650%	10/12/2023	169,418.28	106.62	175,924.16	6,022.50	3.42%	2,826.20
160,000	State Street Corp	3.700%	11/20/2023	171,652.92	107.17	171,469.08	5,920.00	3.45%	2,149.72
160,000	Caterpillar Finl Svcs	3.750%	11/24/2023	171,264.18	107.25	171,600.31	6,000.00	3.50%	2,111.73
203,000	Truist Finl Corp	3.750%	12/06/2023	212,010.71	106.80	216,797.35	7,612.50	3.51%	2,424.09
80,000	MetLife Inc	3.600%	04/10/2024	84,162.84	107.38	85,906.45	2,880.00	3.35%	1,367.60
163,000	Comcast Corp New	3.700%	04/15/2024	174,127.48	107.53	175,272.24	6,031.00	3.44%	2,779.65
166,000	Texas Instrs Inc	2.625%	05/15/2024	169,439.74	104.83	174,022.31	4,357.50	2.50%	1,643.19
84,000	Paccar Financial Corp	2.150%	08/15/2024	88,918.20	103.71	87,118.29	1,806.00	2.07%	227.01
206,000	Unitedhealth Group Inc	2.375%	08/15/2024	219,958.43	104.75	215,776.81	4,892.50	2.27%	614.98
169,000	Exxon Mobil Corp	2.019%	08/16/2024	176,853.43	104.00	175,765.31	3,412.11	1.94%	419.37
84,000	United Parcel Svcs Inc	2.200%	09/01/2024	85,232.61	104.38	87,679.69	1,848.00	2.11%	149.70
211,000	PNC Finl Svcs Group Inc	2.200%	11/01/2024	215,979.57	104.76	221,035.39	4,642.00	2.10%	1,932.01
166,000	Pepsico Inc	2.250%	03/19/2025	177,664.82	104.31	173,151.28	3,735.00	2.16%	114.76
169,000	Target Corp	2.250%	04/15/2025	178,401.47	104.28	176,231.90	3,802.50	2.16%	1,752.55
172,000	Chevron Corporation	1.554%	05/11/2025	178,135.52	102.21	175,798.64	2,672.88	1.52%	1,037.79

Holdings

Shares / PV	Asset Description			Cost	Price	Market Est	Ann Inc	Yield	Acc Income
173,000	US Bancorp	1.450%	05/12/2025	178,575.79	101.57	175,711.35	2,508.50	1.43%	966.96
280,000	JPMorgan CHASE & CO	3.900%	07/15/2025	308,506.80	109.32	306,093.88	10,920.00	3.57%	2,287.71
195,000	Bank Of America Corp	3.875%	08/01/2025	221,628.03	110.17	214,824.27	7,556.25	3.52%	1,245.30
158,000	Home Depot Inc	3.350%	09/15/2025	177,930.91	108.83	171,946.96	5,293.00	3.08%	221.77
87,000	Prudential Finl Inc	1.500%	03/10/2026	88,725.21	101.45	88,259.90	1,305.00	1.48%	72.91
178,000	Schwab Charles Corp	1.150%	05/13/2026	178,776.08	100.13	178,239.12	2,047.00	1.15%	783.35
165,000	Intel Corp	2.600%	05/19/2026	176,779.35	106.61	175,902.66	4,290.00	2.44%	1,569.80
4,899,000	** Sub Totals **			5,116,984.53		5,131,289.96	135,293.49	2.64%	35,848.73
	<u>Government Agency Securities</u>								
511,000	FHLMC	2.375%	01/13/2022	526,659.76	100.65	514,345.73	12,136.25	2.36%	2,610.31
375,000	Federal Natl Mtg Assn	2.875%	09/12/2023	379,434.75	105.07	394,000.96	10,781.25	2.74%	542.07
808,000	Federal Natl Mtg Assn	0.500%	06/17/2025	811,290.91	99.22	801,735.20	4,040.00	0.50%	1,162.35
717,000	Federal Natl Mtg Assn	0.500%	11/07/2025	716,053.56	98.67	707,436.97	3,585.00	0.51%	1,432.00
2,411,000	** Sub Totals **			2,433,438.98		2,417,518.86	30,542.50	1.26%	5,746.73
	<u>U.S. Treasury Notes & Bonds</u>								
966,000	U S Treasury Notes	2.000%	10/31/2021	968,711.16	100.16	967,529.18	19,320.00	2.00%	8,032.50
532,000	United States Treas Nts	1.625%	12/31/2021	532,783.05	100.39	534,074.27	8,645.00	1.62%	2,161.25
885,000	United States Treas Nts	1.750%	07/15/2022	888,242.61	101.30	896,546.60	15,487.50	1.73%	3,240.59
828,000	US Treasury Nts	1.750%	01/31/2023	829,574.18	102.11	845,465.83	14,490.00	1.71%	2,401.88
956,000	US Treasury Note	1.375%	06/30/2023	956,287.01	101.99	975,045.43	13,145.00	1.35%	3,286.25
755,000	U S Treasury Notes	2.875%	11/30/2023	781,535.95	105.49	796,466.11	21,706.25	2.73%	7,235.42
719,000	U.S. Treasury Notes	2.125%	03/31/2024	713,017.92	104.24	749,501.42	15,278.75	2.04%	0.00
1,020,000	US Treasury N/B	2.000%	04/30/2024	1,029,538.00	104.04	1,061,198.82	20,400.00	1.92%	8,481.52
894,000	United States Treas Nts	0.500%	03/31/2025	896,517.16	99.42	888,796.92	4,470.00	0.50%	0.00
772,000	United States Treas Nts	0.375%	01/31/2026	766,394.94	97.82	755,142.61	2,895.00	0.38%	479.88
725,000	United States Treas Nts	0.750%	03/31/2026	721,912.95	99.26	719,619.05	5,437.50	0.76%	0.00
900,000	U S Treasury Notes	0.750%	08/31/2026	897,257.70	98.88	889,945.20	6,750.00	0.76%	559.39
9,952,000	** Sub Totals **			9,981,772.63		10,079,331.44	148,025.00	1.47%	35,878.68

Holdings

Shares / PV	Asset Description	Cost	Price	Market Est	Ann Inc	Yield	Acc Income
17,391,766.49	** Grand Totals **	17,661,962.63		17,757,906.75	313,873.97	1.77%	77,475.14

Cash Summary

<i>Principal Cash</i>	-256,894.06
<i>Income Cash</i>	256,894.06
<i>Invested Income</i>	0.00

Account Transactions

Date	Description	Income	Principal	Carrying Value
	<i>Starting Balances</i>	\$ 226,354.48	\$ -226,354.48	\$ 17,993,242.18
	<u>Interest</u>			
09/01/2021	Interest	924.00		
	United Parcel Svcs Inc 2.2000% 09/01/24			
09/03/2021	Interest	2,322.00		
	American Express Cr Corp Mt 2.7000% 03/03/22			
09/08/2021	Accrued Interest Received	1,908.96		
	Federal National Mortgage Asso 2.5000% 02/05/2			
09/08/2021	Accrued Interest Received	1,528.18		
	Federal Natl Mtg Assn 1.6250% 01/07/25			
09/08/2021	Purchase Accrued Interest	-802.80		
	United States Treas Nts 0.5000% 03/31/25			
09/08/2021	Purchase Accrued Interest	-92.60		
	United States Treas Nts 0.3750% 01/31/26			
09/08/2021	Purchase Accrued Interest	-146.74		
	U S Treasury Notes 0.7500% 08/31/26			
09/10/2021	Accrued Interest Received	1,180.00		
	JPMorgan Chase & Co 3.2000% 01/25/23			
09/10/2021	Purchase Accrued Interest	-1,668.33		
	JPMorgan CHASE & CO 3.9000% 07/15/25			
09/10/2021	Interest	652.50		
	Prudential Finl Inc 1.5000% 03/10/26			
09/13/2021	Interest	5,390.63		
	Federal Natl Mtg Assn 2.8750% 09/12/23			
09/15/2021	Interest	2,646.50		
	Home Depot Inc 3.3500% 09/15/25			
09/15/2021	Interest	1,311.50		
	Burlington Northn Santa Fe 3.0500% 03/15/2			
09/20/2021	Interest	924.00		
	Cisco Systems Inc 2.2000% 09/20/23			
09/20/2021	Interest	1,867.50		
	Pepsico Inc 2.2500% 03/19/25			
09/30/2021	Interest	7,639.38		
	U.S. Treasury Notes 2.1250% 03/31/24			
09/30/2021	Interest	2,235.00		

Account Transactions

Date	Description	Income	Principal	Carrying Value
09/30/2021	United States Treas Nts 0.5000% 03/31/25 Interest	2,718.75		
	United States Treas Nts 0.7500% 03/31/26			
	Sub Total	30,538.43	0.00	0.00
	<u>Dividends</u>			
09/01/2021	Dividend Fidelity Gov Port III FCGXX Interest From 08/01/2021 To 08/31/2021	1.15		
	Sub Total	1.15	0.00	0.00
	<u>Buys</u>			
09/08/2021	Buy United States Treas Nts 0.5000% 03/31/25 365000 Par Val @ \$99.7813		-364,201.75	364,201.75
09/08/2021	Buy United States Treas Nts 0.3750% 01/31/26 233000 Par Val @ \$98.4258		-229,332.11	229,332.11
09/08/2021	Buy U S Treasury Notes 0.7500% 08/31/26 900000 Par Val @ \$99.6953		-897,257.70	897,257.70
09/10/2021	Buy JPMorgan CHASE & CO 3.9000% 07/15/25 280000 Par Val @ \$110.181		-308,506.80	308,506.80
	Sub Total	0.00	-1,799,298.36	1,799,298.36
	<u>Sells</u>			
09/08/2021	Sell Federal National Mortgage Asso2.5000% 02/05/2 Sold 833000 Par Val @ \$105.263 Cost Basis Removed \$837,375.35 Long Term Gain/Loss : \$39,465.44		876,840.79	-890,468.18
09/08/2021	Sell Federal Natl Mtg Assn 1.6250% 01/07/25 Sold 555000 Par Val @ \$103.804 Cost Basis Removed \$578,332.20		576,112.20	-578,332.20

Account Transactions

Date	Description	Income	Principal	Carrying Value
09/10/2021	Short Term Gain/Loss : \$-2,220.00 Sell JPMorgan Chase & Co 3.2000% 01/25/23 Sold 295000 Par Val @ \$104.00 Cost Basis Removed \$312,629.53 Short Term Gain/Loss : \$-5,829.53		306,800.00	-311,802.09
	Sub Total	0.00	1,759,752.99	-1,780,602.47
	<u>Disbursements</u>			
09/17/2021	Cash Disbursement Miscellaneous Disbursement Paid To : Morgan Stanley & Co. LLC Per Sec 9 Custody Agmt Inv#0108230 dtd Sept 9,2021 Acct#255-138705		-1,470.19	
	Sub Total	0.00	-1,470.19	0.00
	<u>Cash Management</u>			
09/01/2021	Sweep - Buy Fidelity Gov Port III FCGXX 925.15 Par Val @ \$1.00		-925.15	925.15
09/03/2021	Sweep - Buy Fidelity Gov Port III FCGXX 2322 Par Val @ \$1.00		-2,322.00	2,322.00
09/08/2021	Sweep - Sell Fidelity Gov Port III FCGXX Sold 35443.57 Par Val @ \$1.00		35,443.57	-35,443.57
09/10/2021	Sweep - Sell Fidelity Gov Port III FCGXX Sold 1542.63 Par Val @ \$1.00		1,542.63	-1,542.63
09/13/2021	Sweep - Buy Fidelity Gov Port III FCGXX 5390.63 Par Val @ \$1.00		-5,390.63	5,390.63
09/15/2021	Sweep - Buy Fidelity Gov Port III FCGXX 3958 Par Val @ \$1.00		-3,958.00	3,958.00
09/17/2021	Sweep - Sell Fidelity Gov Port III FCGXX		1,470.19	-1,470.19

Account Transactions

Date	Description	Income	Principal	Carrying Value
09/20/2021	Sold 1470.19 Par Val @ \$1.00 Sweep - Buy Fidelity Gov Port III FCGXX 2791.5 Par Val @ \$1.00		-2,791.50	2,791.50
09/30/2021	Sweep - Buy Fidelity Gov Port III FCGXX 12593.13 Par Val @ \$1.00		-12,593.13	12,593.13
	Sub Total	0.00	10,475.98	-10,475.98
	<i>Ending Balances</i>	\$ 256,894.06	\$ -256,894.06	\$ 18,001,462.09

**Corporate Trust Services provided by Zions Bancorporation, N.A.
Statement Disclosures & Other Important Information**

Please review your statement promptly and report any discrepancies immediately to your account administrator listed on the first page.

Market value information (including accrued income) furnished herein has been obtained from sources that Zions Bancorporation, N.A. believes to be reliable. Zions Bancorporation, N.A. makes no representation, warranty or guarantee, express or implied, that any quoted value necessarily reflects the proceeds that may be received on the sale of a security or asset. Securities and asset prices may vary from actual liquidation value and should only be used as general guide to portfolio value. Prices are received from various pricing services. However, pricing services are sometimes unable to provide timely information. Where pricing sources are not readily available, particularly on certain debt securities, estimated prices may be generated by a matrix system taking various factors into consideration.

Securities, including mutual funds, are not bank deposits and are not FDIC insured, nor are they obligations of or guaranteed by Zions Bancorporation, N.A., its affiliates or of any federal or state government or government sponsored agency. Securities, including mutual funds, involve investment risks, including the possible loss of the principal amount invested.

Exhibit B-2

**Funds and Investments
Held by Contracted (Third) Parties
September 30, 2021**

2016 Water Revenue Bonds

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

1	Cash		0.63	0.010%	0.63	0.010%		1	
2	Morgan Stanley Treasury Portfolio		158,302.77	0.250%	158,291.81	0.250%		1	
Subtotal Cash & Cash Equivalents		0.41%	158,303.40	0.250%	158,292.44	0.250%		1	
Total Project Fund			158,303.40	0.250%	158,292.44	0.250%		1	

Exhibit C

**September 30, 2021
Investment Report**

Summary of Invested Funds -- Last Day of the Month

MONTH	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
JULY	14,003,563	17,332,153	20,958,651	26,306,572	28,541,631	74,033,803	33,187,829	34,119,395	39,309,559	47,220,730
AUGUST	13,043,563	17,330,985	12,658,088	26,294,151	28,405,544	73,122,925	31,258,493	34,245,197	35,205,219	47,188,874
SEPTEMBER	11,783,420	16,331,557	19,715,369	22,058,959	27,049,892	70,952,657	31,219,168	34,211,588	35,108,138	50,651,612
OCTOBER	11,795,960	13,841,158	17,221,779	22,325,114	27,023,005	70,917,973	26,989,542	30,424,551	32,530,753	
NOVEMBER	11,800,260	13,836,635	17,221,849	22,287,418	73,246,265	26,547,176	26,916,772	30,394,571	36,836,391	
DECEMBER	11,805,140	16,837,192	20,603,990	22,253,300	71,499,585	28,949,643	27,028,835	30,398,333	36,824,546	
JANUARY	11,816,031	18,846,359	26,309,319	27,399,997	71,229,735	32,878,042	35,305,506	30,183,446	43,433,939	
FEBRUARY	13,818,580	18,845,663	26,260,788	30,108,605	71,084,575	33,013,420	34,571,287	35,784,459	43,636,405	
MARCH	13,319,038	13,145,894	26,315,158	28,939,924	72,604,964	32,833,141	32,568,840	35,894,036	43,608,698	
APRIL	17,327,604	13,153,853	26,326,876	28,276,276	75,018,330	33,064,100	32,242,202	36,081,161	42,158,002	
MAY	19,327,983	23,452,878	26,310,240	28,429,928	76,053,277	32,879,674	36,925,478	34,133,626	42,180,215	
JUNE	19,323,510	22,452,628	29,289,712	26,594,581	75,918,587	33,102,349	38,922,757	34,218,755	42,164,581	



City Council Agenda Report

ITEM NO. 10

DATE: November 17, 2021
FROM: Arminé Chaparyan, City Manager *AC*
PREPARED BY: Mary Jerejian, Management Analyst
SUBJECT: Approval of 2022 City Council Meeting Schedule

Recommendation

It is recommended that the City Council approve a City Council meeting schedule for the 2022 calendar year.

Discussion/Analysis

Pursuant to South Pasadena Resolution No. 7716, City Council meetings are held on the first and third Wednesdays of each month. Closed Session begins at 6:00 p.m. and Open Session begins at 7:00 p.m. Adopting a meeting schedule will give the City Council, staff, and the community the ability to plan their schedules for the upcoming calendar year. The City Council maintains the ability to adjust, cancel, and/or add other meetings as deemed appropriate.

There are two meeting cancellations proposed for 2022:

- January 5, 2022 – The City closes for winter break starting Friday, December 24, 2021 and reopens on Monday, January 3, 2022. This does not allow sufficient time to prepare and post a full agenda.
- August 3, 2022 – The City Council provided direction at its meeting of June 19, 2013 to cancel the first meeting in August unless there was a special need to conduct City business.

Legal Review

The City Attorney has not reviewed this item.

Fiscal Impact

There is no fiscal impact associated with 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. Proposed 2022 City Council Meeting Schedule

ATTACHMENT 2
Proposed 2022 City Council Meeting Schedule



CITY OF SOUTH PASADENA
2022 CITY COUNCIL MEETING SCHEDULE

City Council Meeting Date	Notes
January 5, 2022	CANCELLED Due to preceding City Hall Winter Break Closure (City Hall Closes Thursday, December 24, 2021 and reopens Monday, January 4, 2022)
January 19, 2022	
February 2, 2022	
February 16, 2022	
March 2, 2022	
March 16, 2022	
April 6, 2022	
April 20, 2022	
May 4, 2022	
May 18, 2022	
June 1, 2022	
June 15, 2022	
July 6, 2022	
July 20, 2022	
August 3, 2022	CANCELLED Due to Council Directive from 6/19/2013 City Council Meeting: No Council Meeting the First Week of August
August 17, 2022	
September 7, 2022	
September 21, 2022	
October 5, 2022	
October 19, 2022	
November 2, 2022	
November 16, 2022	
December 7, 2022	
December 21, 2022	



City Council Agenda Report

ITEM NO. 11

DATE: November 17, 2021

FROM: Arminé Chaparyan, City Manager *AC*

PREPARED BY: Tara Schultz, Interim Human Resources & Risk Manager

SUBJECT: Adoption of Resolution Approving a Classification and Salary Range for Deputy Community Services Director

Recommendation

It is recommended that the City Council consider the following actions:

1. Adopt a resolution approving the classification and salary range for a new Deputy Community Services Director.
2. Appropriate \$20,420 to Community Services/Salaries – Permanent Account 101-7011-7000-000 from General Fund Reserves to cover the difference in cost for the new Deputy Community Services Director.

Discussion/Analysis

South Pasadena is fortunate to have an active and enthusiastic community that participates in many of the City's events, activities and programs. Over the years the number of activities has increased, which in turn has increased the demand on staff. In addition, the pandemic has impacted how these services are provided as staff looks to expand and reinvent the programs. Often times, communities such as South Pasadena, have a Deputy Director to assist the Director with the management of these activities, along with the daily operations of the Community Services Department. Staff is recommending the creation and establishment of a new Deputy Community Services Director to provide the needed support to the Department and Director that has been missing and affords the City and Director the opportunity for succession planning. This position would be an unrepresented management position and effective immediately upon approval. Lastly, this position will utilize an existing Senior Management Analyst position which is 75% grant funded.

Alternatives

The alternative to staff's recommendation is to leave the Department as is.

Fiscal Impact

The Deputy Community Development Director is a new position, with a proposed monthly salary range of \$8,449 - \$11,323, mirroring that of the Deputy Directors in Public Works and Community Development. The estimated annual fully burdened cost of this position is \$163,345. This position is proposed to be funded through both Prop C (75%) and General Fund (25%).

Currently there is a vacant Senior Management Analyst position that can be used to offset the cost of the proposed Deputy Director for the remainder of the fiscal year. Since it is not anticipated that the new position will be filled until after the beginning of the calendar year, staff is requesting an appropriation to the General Fund of \$20,420 to cover the difference for the remaining six months of the fiscal year. It should be noted that an appropriation in the Prop C Fund is not needed due to current vacancy savings. In future years, the full annual cost to the Prop C fund will be \$122,510.

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) A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA ESTABLISHING THE POSITION OF DEPUTY COMMUNITY SERVICES DIRECTOR, AND ADOPTING A NEW JOB DESCRIPTION AND SALARY RANGE
 - a. Exhibit "A" Deputy Community Services Director job description/classification specification
 - b. Exhibit "B" Deputy Community Services Director salary schedule

ATTACHMENT 1

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA
ESTABLISHING THE POSITION OF DEPUTY COMMUNITY SERVICES DIRECTOR,
AND ADOPTING A NEW JOB DESCRIPTION AND SALARY RANGE**

- a. Exhibit "A" Deputy Community Services Director job description/classification specification
- b. Exhibit "B" Deputy Community Services Director salary schedule

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA ESTABLISHING THE POSITION OF DEPUTY COMMUNITY SERVICES DIRECTOR, AND ADOPTING A NEW JOB DESCRIPTION AND SALARY RANGE

THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA DOES HEREBY RESOLVE:

WHEREAS, the City has seen an increase in the events and activities, programs and projects of the Community Services Department over the past few years; and

WHEREAS, active communities like South Pasadena, with a rich culture of community involvement and tradition of events celebrating its history, typically have a Deputy Director assisting the Director with the management of these activities along with the daily management of the department operations; and

WHEREAS, the creation of a new Deputy Community Services Director classification is intended to assist the Director with the management of the Community Services Department; and

WHEREAS, this position is unrepresented management.

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

SECTION 1. That the classification of Deputy Community Services Director is hereby established.

SECTION 2. That the job description of Deputy Community Services Director, attached hereto as shown in Exhibit A, is hereby adopted.

SECTION 3. The Deputy Community Services Director classification is unrepresented management classification.

SECTION 4. The base salary schedule for the position of Deputy Community Services Director as established is set forth in the attached Exhibit B.

SECTION 5. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED ON this 17th day of November, 2021.

Mayor Diana Mahmud

ATTEST:

APPROVED AS TO FORM:

Christina Munoz, Acting Deputy City Clerk
(seal)

Andrew Jared 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 17th day of November 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED: None

Christina Munoz, Acting Deputy City Clerk
(seal)

EXHIBIT "A"

DEPUTY COMMUNITY SERVICES DIRECTOR Classification Specification

City of South Pasadena

DEFINITION:

Under limited supervision; plans, directs, manages and oversees the operations and activities within the Department of Community Services, including youth, recreation, sports, senior services, and special events; coordinates activities with other divisions, departments and outside agencies; acts as an advisor to management staff; provides complex support to the Director of Community Services; and performs related duties within area of assignment. Provides direct supervision over assigned subordinate full and part-time personnel.

The Deputy Community Services Director is designated as "at-will". At-will employees serve at the pleasure of the appointing authority, which for this position is the Director of Community Services and incumbents are subject to discharge without cause and without right of appeal. This is a single position classification which is responsible for the activities and operations within the Community Services Department which is not limited to but includes the following programs: Recreation, Community Center Services, Transit and Senior Programs.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assists the Director with the management of the day-to-day activities of Community Service Department programs, and participates in the planning, administration and implementation of long term comprehensive Senior Services, Recreation and Transit programs that meets the physical, cultural, social and educational activities and services of all citizens.

Participate in the development, revision and implementation of department goals, objectives, policies and procedures.

Management and coordination of projects and program using CDBG, Local Return funds, Proposition A for Parks, and Prop 68 with emphasis on Local Return funds and Dial-A-Ride.

Prepares and recommends policies and procedures governing the use of parks and facilities.

Assist Director with the coordination and implementation of special projects including but not limited to homeless issues, grant administration and analysis, and Capital Improvement Projects.

Assist Director with development and management of Lease Agreements, Instructor Contracts, Performer Agreements, Service Agreements and related legal documents.

Works closely with the Public Works Department to ensure parks and facilities are maintained and remain in good repair

Evaluates current programs, staff and facilities and recommends improvements; develops comprehensive plans to satisfy future needs for department services; conducts surveys to determine recreational and senior services needs of the community; analyzes community needs as related to departmental programs, recommends new programs and/or the deletion of programs to satisfy community needs.

Collaborates with organized community groups and committees to promote and organize programs; acts as department representative at various assigned events; promotes the development and creates neighborhood groups to increase service delivery and promote department programs; recruits volunteers. Proactively engages with nonprofits, school district, key stakeholders and other community organizations.

Selects, plans, organizes, and assigns work of assigned employees; develops and establishes work methods and standards; conducts or directs staff training and development; reviews and evaluates employee performance; recommends disciplinary action.

Participates in the development of the budget; administers the monitoring of expenditures to assure effective utilization of resources and accomplishment of program objectives within available resources.

Administers the writing of grant applications in accordance with funding regulations and City policies; monitors and evaluates projects to assure compliance with grant restrictions.

Represents the Department Recreation, Senior, Transit and Community Services to other divisions, departments, elected officials and outside agencies; coordinate assigned activities with other divisions, departments, outside agencies and organizations.

Attends and participates in professional group meetings; stay abreast on current trends and innovations within the fields of Recreation, Community Center Services, Transportation Programming, and Senior Services

Prepare and present written and oral staff reports to the department director, City Council, commissions and other related agencies and/or community groups.

Assume duties of a disaster worker in the event of a locally declared emergency.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS**Knowledge of:**

Modern methods, techniques, principles and procedures used in the planning, development, implementation and monitoring of a variety contemporary of community services programs.

Knowledge of operations, services and activities of comprehensive senior services, recreation and transit programs.

Knowledge of Federal, State and local laws and regulations, and current trends in Community services delivery.

Knowledge in grants and administration, and management of information systems.

Demonstrated experience in successfully working with local organizations and the community in achieving assigned work projects and goals.

Principles and practices of division and program administration; including budgeting, purchasing and personnel management.

Standard program audit evaluation techniques and report writing.

Principles and procedures of records keeping and reporting.

Principles used in supervision, training, and performance evaluation.

Demonstrated experience in successfully "growing" fee based programs and services.

Skill to:

The core competencies related to supervision, leadership, and management including consensus building and team building.

Managing projects and programs.

Prioritizing and assigning work.

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Communicate clearly and concisely, both orally and in writing.

Ability to:

Manage and coordinate the work of supervisory, professional, technical, and administrative support personnel.

Manage community volunteers and contract workers.

Provide administrative and professional leadership and direction for the assigned division.

Recommend and implement Community Services Department goals, objectives, and practices for providing effective and efficient delivery of programs and services.

Identify, and accurately and effectively respond to community concerns and needs as they pertain to assigned division.

Design, develop and implement programs suited to the needs of the community.

Interpret and apply Federal, State, and local policies, procedures, laws and regulations.

Prepare and present clear and concise written and oral reports.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Work effectively with various segments of the community; develop and maintain harmonious public relations.

Analyze, interpret and explain department policies and procedures.

Select, supervise, train and evaluate staff.

Develop community and organizational support for programs.

Ability to operate a computer, calculator, telephone, and portable radio.

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person.

Ability to prepare narrative reports, perform mathematical calculations and sort/file documents.

Ability to count money.

Ability to sit, stand, stoop or bend for up to eight hours at a time.

Ability to lift up to 45 pounds.

Ability to get from one location to another in the course of doing business.

Ability to make oral presentations.

Minimum Qualifications:**Experience/Training:**

Five years of increasingly responsible experience in Community Services/Recreation Programs; including three years of supervising/managing experience. A Bachelor's degree from an accredited college or university in public or business administration, recreation, social services, or a closely related field. Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance may be considered. A master's degree is preferred.

License or Certificate:

Possession of a valid California State Class C driver's license and a good driving record.

Must have certification in CPR and First Aid at time of appointment.

SPECIAL REQUIREMENTS:

Work hours and days will vary according to program needs, including some weekends, evenings and holidays.

FSLA Status "Exempt"

Effective Date:

*City of South Pasadena***Exhibit “B”****Deputy Community Services Director Salary Schedule**

(Effective November 17, 2021)

Position	Step A	Step B	Step C	Step D	Step E	Step F	Step G
Deputy Community Services Director	\$8,449	\$8,872	\$9,315	\$9,781	\$10,270	\$10,783	\$11,323



City Council Agenda Report

ITEM NO. 12

DATE: November 17, 2021

FROM: Arminé Chaparyan, City Manager *Ac*

PREPARED BY: Tamara Binns, Assistant to the City Manager
Mary Jerejian, Management Analyst

SUBJECT: **Appointment of Robert Joe to Mosquito Valley Vector Control District (District) Board of Trustees**

Recommendation

It is recommended that the City Council re-appoint Robert Joe to serve as the City's representative to the San Gabriel Valley Mosquito and Vector Control District (District) Board of Trustees effective January 1, 2022, for a second two-year term.

Commission Review and Recommendation

This matter was not reviewed by a commission.

Background

The San Gabriel Valley Mosquito and Vector Control District provides services to 26 cities, including the City of South Pasadena. The District was formed as an independent special district in 1989 to protect residents from vector-borne diseases and outbreaks associated with mosquitos by conducting education, outreach, disease surveillance, eliminating stagnant water sources, and controlling vector over-populations.

Per the California Health and Safety Code Section 2024 (a) the term of office for a member of the board of trustees shall be for a term of two or four years, at the discretion of the appointing authority beginning January 1 and ending December 31.

The District is governed by a 27-member board of trustees, consisting of an appointed representative from each city. District Board of Trustee meetings are held on the second Friday of each month at 7:00 a.m. at the District headquarters located at 1145 N. Azusa Canyon Road, West Covina, CA. District Trustees receive a stipend of \$100 per month.

On September 13, 2017, the Local Agency Formation Commission (LAFCO) for Los Angeles County adopted Resolution No. 2017-02PR approving the annexation of the City of South Pasadena into the District.

Appointment of Robert Joe to Mosquito Valley Vector Control District (District) Board of Trustees
November 17, 2021
Page 2 of 2

The current term of office for the representative from the City of South Pasadena to the Board of Trustees for the San Gabriel Valley Mosquito and Vector Control District ends on December 31, 2021. The District Board of Trustees are requesting that the City Council appoint a representative prior to the meeting that will be taking place on January 14, 2022.

Analysis

The City Council may appoint a Councilmember, or a member of the public that is an elector and resident, to serve as the City’s representative to the District Board of Trustees. Robert Joe has been present at Board of Trustees meetings throughout his term and participated in conversations and motions related to the preventative measures of vector related issues that impact the San Gabriel Valley.

It is therefore the recommendation that the City Council re-appoint Robert Joe continue to serve as the City’s representative to provide advocacy on behalf of South Pasadena and to ensure the City and residents are informed about services and resources offered by the District.

Fiscal Impact

There is no fiscal impact.

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.



City Council Agenda Report

ITEM NO. 13

DATE: November 17, 2021

FROM: Arminé Chaparyan, City Manager *AC*

PREPARED BY: Lucy Demirjian, Management Services Director

SUBJECT: **Public Hearing to Receive Public Input Regarding Communities of Interest Related to Redistricting for South Pasadena City Council Districts**

Recommendation

It is recommended that the City Council:

1. Receive a report on the redistricting process and permissible criteria to be considered to redraw district boundaries; and
2. Conduct a public hearing to receive public input regarding communities of interest.

Community Outreach

The City commenced the redistricting process in September, with the assistance of a demographer, National Demographics Corporation, and communications consultant, Tripepi Smith. The City has conducted comprehensive outreach to engage all stakeholders; efforts to date include:

- Dedicated webpage on redistricting with information on the process, schedule, and mapping tools.
- Social media, phone and email outreach promoting educational material on redistricting, including press releases, flyers and videos.
- Virtual community workshop about redistricting and communities of interest, held October 28, 2021, and recording made available on the website.
- Direct contact with community-based organizations via phone to inform them of the redistricting process and how to get involved.
- Community survey encouraging residents to share their communities of interest through the City's redistricting website.

Summary

Every ten years, cities with by-district election systems must use new census data to review and, if needed, redraw district lines to reflect how local populations have changed. This process, called redistricting, ensures all districts have nearly equal population. The redistricting process for the City of South Pasadena must be completed by April 17, 2021.

The City adopted its current district boundaries on October 4, 2017 (Ordinance No. 2318), changing from at-large to district-based elections with respect to electing members of the City

Council. The City Council adopted a final District Elections map comprised of five districts. The districts must now be redrawn using the 2020 census data and in compliance with the FAIR MAPS Act, which was adopted by the California legislature as AB 849 and took effect January 1, 2020.

Under the Act, the district boundaries adopted by the City Council shall comply with following criteria in the listed order of priority (Elections Code 21601(c) for general law cities / 21621(c) for charter cities):

1. Substantially equal in population;
2. Geographically contiguous;
3. Undivided neighborhoods and “communities of interest;”
4. Easily identifiable boundaries; and
5. Compact (do not bypass one group of people to get to a more distant group of people)

Importantly, the adopted maps cannot favor or discriminate against a political party, incumbent, or political candidate.

Once the prioritized criteria are met, other traditional districting principles can be considered, such as:

1. Minimize the number of voters delayed from voting in 2022 to 2024;
2. Respect voters’ choices / continuity in office; and
3. Future population growth.

By law, the City must hold at least four public hearings that enable community members to provide input on the drawing of district maps:

- At least one hearing must occur before the city or county draws draft maps.
- At least two hearings must happen after the drawing of draft maps.
- The fourth hearing can happen either before or after the drawing of draft maps.
- City or county staff or consultants may hold a public workshop instead of one of the required public redistricting hearings.

To increase the accessibility of these hearings, cities and counties must take the following steps:

- At least one hearing must occur on a Saturday, Sunday, or after 6 p.m. on a weekday.
- If a redistricting hearing is consolidated with another local government meeting, the redistricting hearing portion must begin at a pre-designated time.
- Local public redistricting hearings should be made accessible to people with disabilities.

The public hearing process consists of two phases: 1) phase one seeks public input regarding communities of interest and 2) phase two seeks public input regarding election district boundaries. During the entire process, City staff and the demographer will inform the public about the redistricting process and teach them how to use the mapping tools.

A “community of interest” under the relevant Elections Code for cities (Section 21601(c) / 21621(c)] is “a population that shares common social or economic interests that should be included within a single district for purposes of its effective and fair representation. Communities of interest do not include relationships with political parties, incumbents, or political candidates.”

Possible features defining community of interest might include, but are not limited to:

- A. School attendance areas;
- B. Natural dividing lines such as major roads, hills, or highways;
- C. Areas around parks and other neighborhood landmarks;
- D. Common issues, neighborhood activities, or legislative/election concerns; and
- E. Shared demographic characteristics, such as:
 - (1) Similar levels of income, education, or linguistic insolation;
 - (2) Languages spoken at home; and
 - (3) Single-family and multi-family housing unit areas.

Next Steps

On January 19, 2022, the City Council will conduct Public Hearing #2 to seek additional public input and provide direction on criteria to be considered while drafting district maps. Following that hearing, draft district maps and proposed election sequencing will be posted to the City website and available at City Hall.

A second virtual community workshop on the mapping tools is scheduled for January 31, 2021 at 6:00 p.m.

In March, it is anticipated Public Hearings #3 and #4 will be held to consider draft maps and consider adoption of a final district map in advance of the April 17, 2022 deadline. The adopted district map will be in effect for the next regular municipal election in November 2022.

Legal Review

The City Attorney’s office has reviewed this item.

Fiscal Impact

The FY 2021-22 Budget includes funding for the demographic consultant, outreach and meeting facilitation services, and translation services in the Elections Account 101-1020-1022-8170.

Public Notification of Agenda Item

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



City of South Pasadena

Redistricting Public Hearing

November 17, 202

Ken Chawkins, Consultant
National Demographics Corporation

Outreach Overview

Outreach and public engagement efforts to date include:

- A virtual community workshop about redistricting and communities of interest
- Created a dedicated website for the redistricting process:
southpasadenaca.gov/redistricting
- Social media, phone and email outreach promoting educational material on redistricting, including press releases and videos
 - Distributed flyers to encourage public participation at the October 28, 2021 workshop and tonight's public hearing
 - Contacted community-based organizations via phone to inform them of the redistricting process and how to get involved
 - Created a community survey encouraging residents to share their communities of interest through the City's redistricting website

Another virtual community workshop about redistricting and the mapping tools is scheduled for January 31, 2021 at 6:00 p.m.

Relevant Laws

- 14th Amendment of U.S. Constitution
- Federal Voting Rights Act of 1965 (52 U.S.C. § 10301 et seq.)
- Fair & Inclusive Redistricting for Municipalities and Political Subdivisions (FAIR MAPS) Act (Elec. Code, § 21600 et seq.)

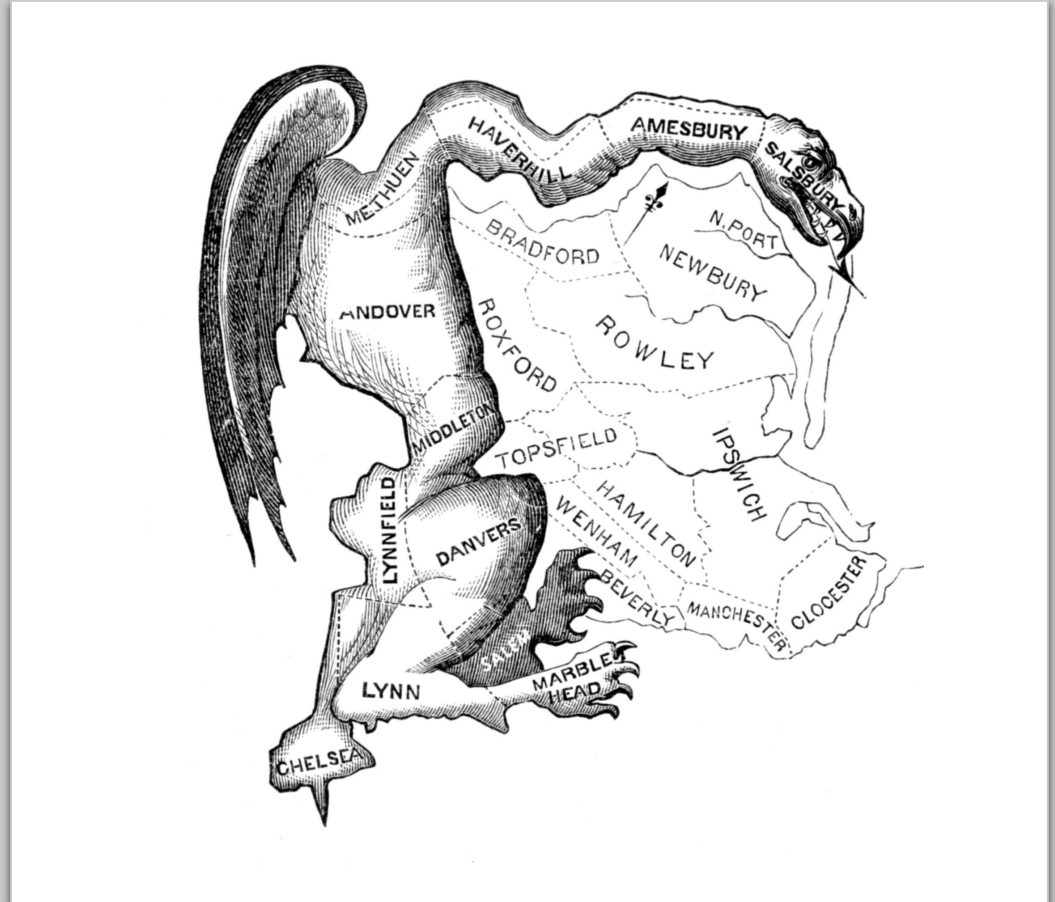
Gerrymander

- Definition- To manipulate boundaries so as to favor one party or class
- History- Named after Elbridge Gerry
- Gerrymander may be legal depending on the objective

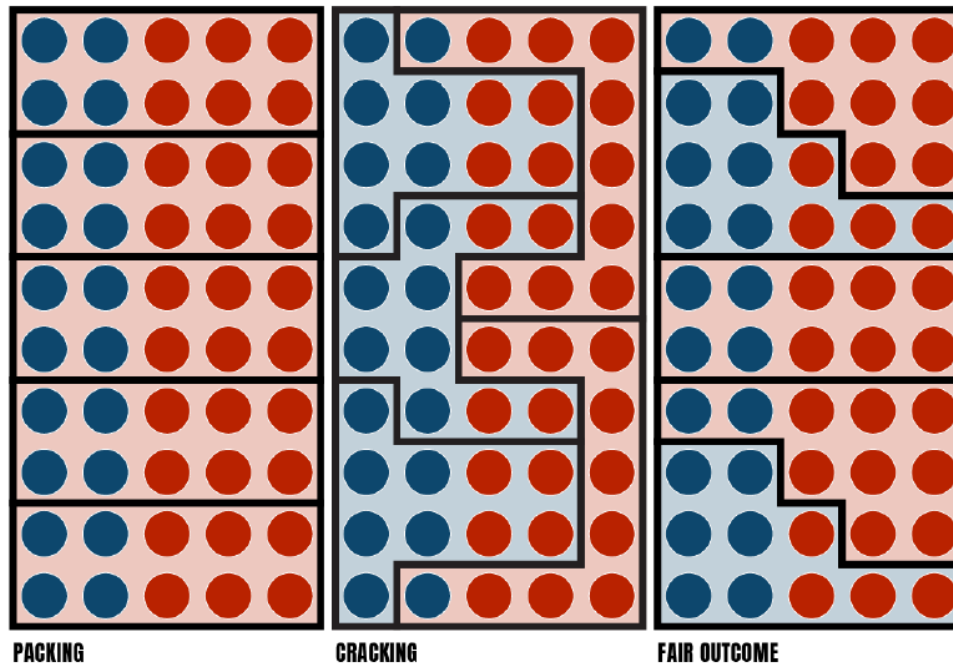
November 2021

© 2021 Colantuono, Highsmith & Whatley, PC

4



Packing v. Cracking



Redistricting Process

Step	Description
October 28, 2021 Public Workshop	<ul style="list-style-type: none"> • ID Neighborhoods and Communities of Interest • Review process • Overview of mapping tools
November 17, 2021 Public Hearing	<ul style="list-style-type: none"> • Prior to release of Draft Maps • ID Neighborhoods and Communities of Interest and Secondary areas • Overview of process and mapping tools
January 19, 2022 Public Hearing	<ul style="list-style-type: none"> • Prior to release of Draft Maps • ID Neighborhoods and Communities of Interest and Secondary areas • Overview of process and mapping tools
January 31, 2022 Public Workshop	<ul style="list-style-type: none"> • Review process and Communities of Interest submissions • Tutorial on mapping tools
February 19, 2022	<ul style="list-style-type: none"> • Deadline to submit draft maps
March 2, 2022 Public Hearing	<ul style="list-style-type: none"> • Review and refine maps • Receive feedback from the public and City Council
March 16, 2022 Public Hearing	<ul style="list-style-type: none"> • Review maps • City Council adopts final map

Redistricting Rules and Goals

1. Federal Laws

- **Equal Population**
- **Federal Voting Rights Act**
- **No Racial Gerrymandering**



2. California Criteria for Cities

1. **Geographically contiguous**
2. **Undivided neighborhoods and “communities of interest”**
(Socio-economic geographic areas that should be kept together)
3. **Easily identifiable boundaries**
4. **Compact**
(Do not bypass one group of people to get to a more distant group of people)

3. Other Traditional Redistricting Principles

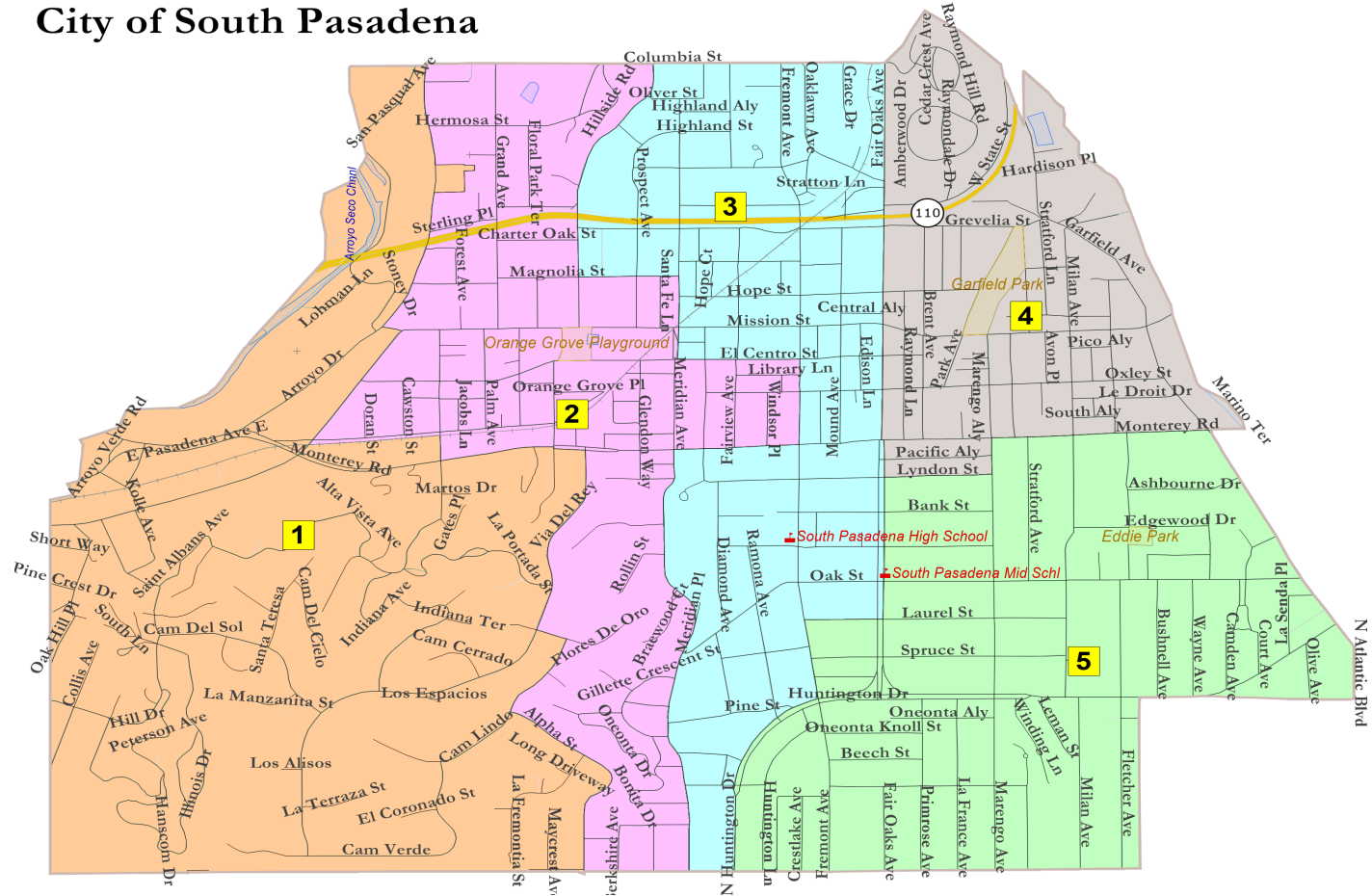
- **Minimize voters shifted to different election years**
- **Respect voters’ choices / continuity in office**
- **Future population growth**
- **Preserving the core of existing districts**

Prohibited: “Shall not favor or discriminate against a political party.”

South Pasadena Council

City of South Pasadena

- D1 – Zneimer
- D2 – Donovan
- D3 – Primuth
- D4 – Cacciotti
- D5 – Mahmud



South Pasadena – Council Demographics

District		1	2	3	4	5	Total
2020	2020 Census (Adjusted)	5,497	5,076	5,714	5,503	5,230	27,020
	Deviation from ideal	93	-328	310	99	-174	638
	% Deviation	1.72%	-6.07%	5.74%	1.83%	-3.22%	11.81%
2020 Total Pop	% Hisp	18%	20%	24%	22%	19%	21%
	% NH White	28%	40%	35%	38%	39%	36%
	% NH Black	3%	3%	3%	4%	-63%	3%
	% Asian-American	48%	34%	35%	33%	37%	38%
	Total	3,627	3,524	3,476	3,222	3,517	17,366
Citizen Voting Age Pop	% Hisp	18%	16%	19%	21%	18%	18%
	% NH White	37%	53%	51%	54%	56%	50%
	% NH Black	6%	3%	3%	6%	0%	4%
	% Asian/Pac.Isl.	39%	28%	27%	19%	26%	28%
	Total	3,698	3,431	3,600	3,269	3,819	17,817
Voter Registration (Nov 2020)	% Latino est.	15%	16%	22%	19%	15%	17%
	% Spanish-Surnamed	14%	15%	20%	18%	14%	16%
	% Asian-Surnamed	33%	19%	18%	15%	22%	22%
	% Filipino-Surnamed	1%	1%	2%	1%	1%	1%
	% NH White est.	46%	60%	57%	59%	62%	56%
	% NH Black	7%	3%	2%	6%	0%	4%
	Total	2,516	2,101	2,179	2,181	2,687	11,664
Voter Turnout (Nov 2018)	% Latino est.	14%	17%	22%	18%	14%	17%
	% Spanish-Surnamed	13%	16%	20%	16%	13%	16%
	% Asian-Surnamed	30%	16%	14%	13%	19%	19%
	% Filipino-Surnamed	1%	1%	2%	1%	1%	1%
	% NH White est.	49%	61%	59%	63%	66%	60%
	% NH Black	7%	3%	2%	6%	0%	4%
	Total	3,202	3,028	3,072	2,882	3,345	15,529
Voter Turnout (Nov 2020)	% Latino est.	14%	16%	21%	18%	15%	17%
	% Spanish-Surnamed	13%	15%	19%	17%	14%	16%
	% Asian-Surnamed	32%	19%	18%	15%	22%	21%
	% Filipino-Surnamed	1%	1%	2%	1%	1%	1%
	% NH White est.	46%	60%	58%	60%	63%	57%
	% NH Black est.	7%	3%	2%	6%	0%	4%

Defining Neighborhoods

1st Question: What is your neighborhood?

2nd Question: What are its geographic boundaries?

Examples of physical features defining a neighborhood boundary:

- Natural neighborhood dividing lines, such as highway or major roads, rivers, canals and/or hills
- Areas around parks or schools
- Other neighborhood landmarks

In the absence of public testimony, planning records and other similar documents may provide definition.



Beyond Neighborhoods: Defining Communities of Interest

1st Question: What defines your community?

- Geographic Area, plus
- Shared issue or characteristic
 - Shared social or economic interest
 - Impacted by city policies
- Tell us “your community’s story”

2nd Question: Would this community benefit from being “included within a single district for purposes of its effective and fair representation”?

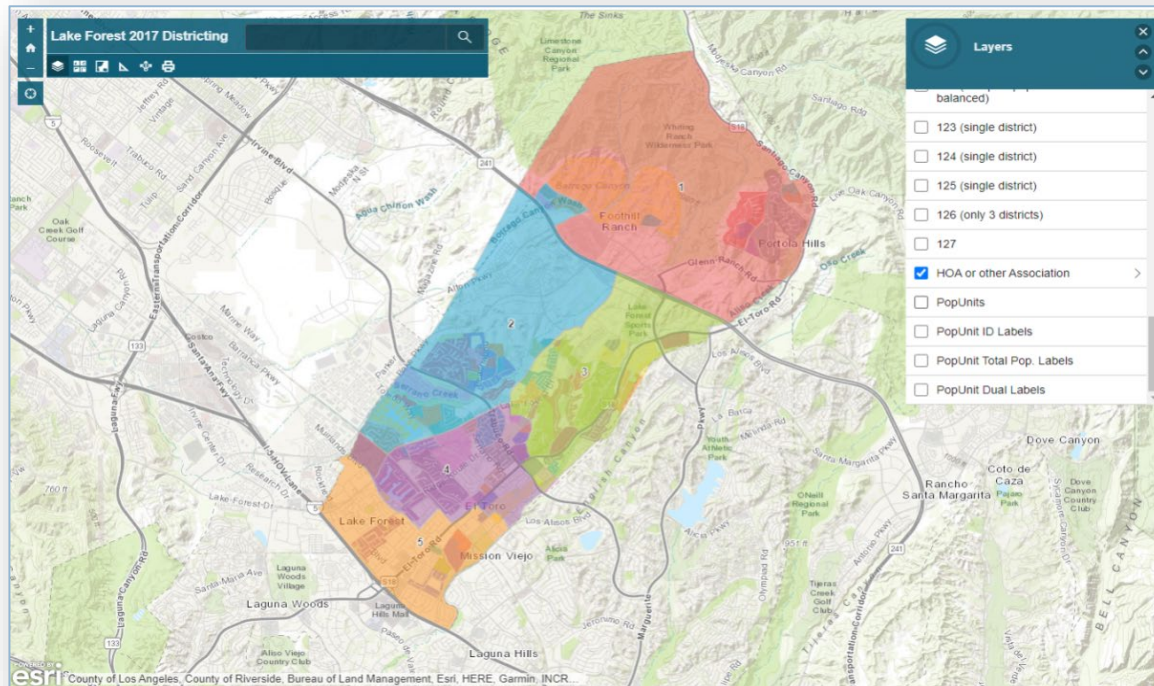
- Or would it benefit more from having multiple representatives?

Definitions of Communities of Interest may not include relationships with political parties, incumbents, or political candidates.

Simple Map Review Tool

Online Interactive Review Map

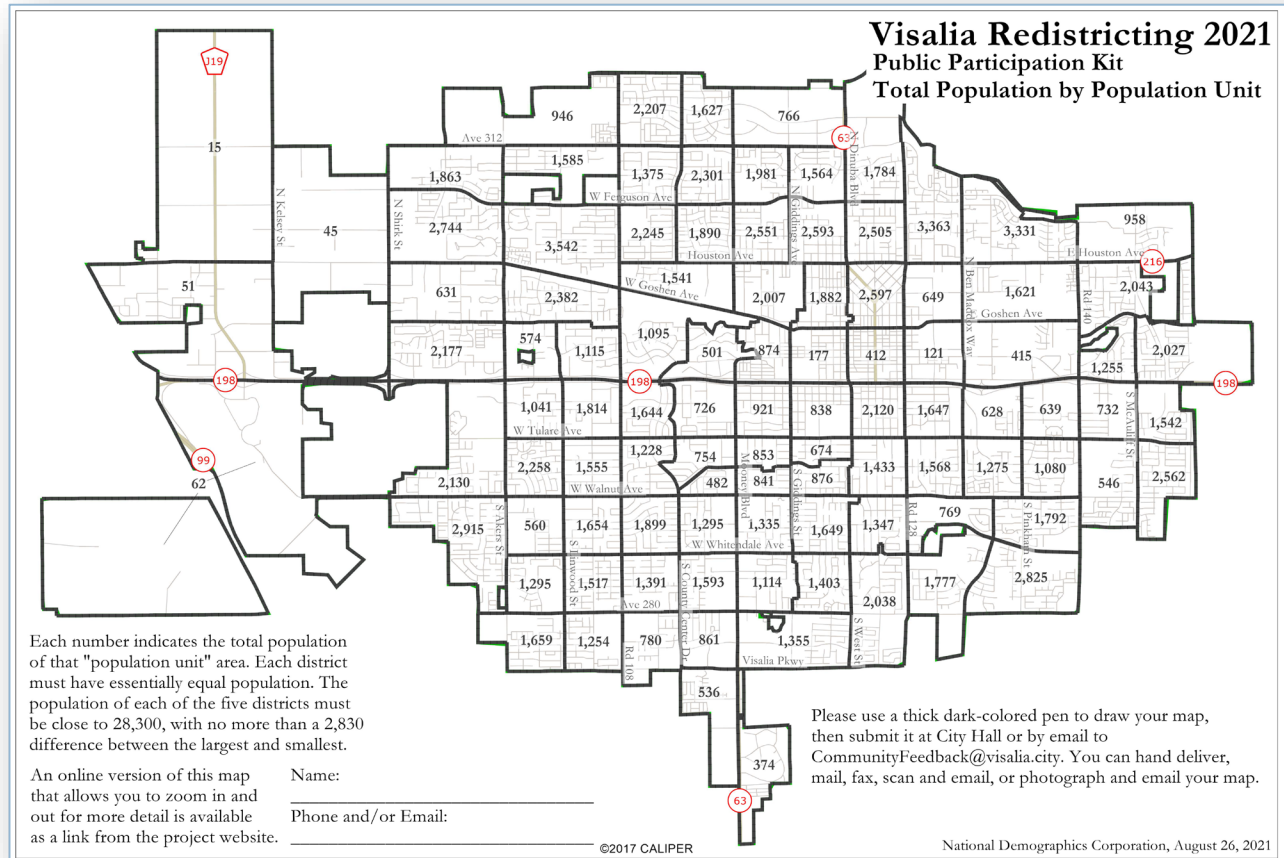
- ESRI's "ArcGIS Online" – similar to Google Maps in ease of use
- Used to review, analyze and compare maps, not to create them
- Includes overlays of "community of interest" and other data



Simple Map Drawing Tool

Paper “Public Participation Kit”

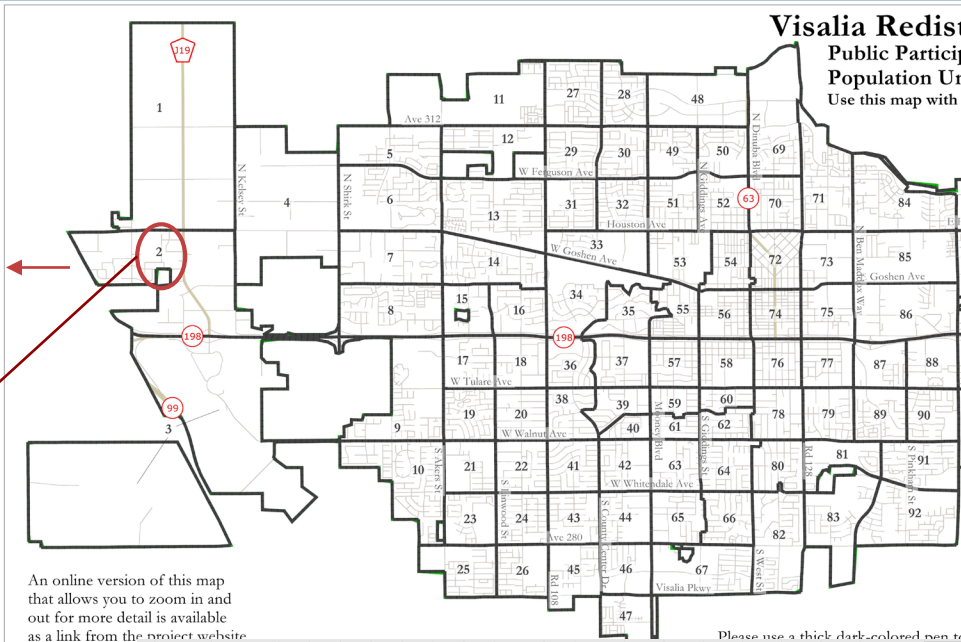
- For those without internet access or who prefer paper
- Total Population Counts only – no demographic numbers



Simple Map Drawing Tool + Excel Supplement

“Public Participation Kit”

- For those who know Excel and do not wish to use online tools
- Adds CVAP data
- Excel does the math



An online version of this map that allows you to zoom in and out for more detail is available as a link from the project website.

AutoSave On Lake Forest 5-district Kit_ENG.xlsx

File Home Insert Page Layout Formulas Data Review View Help Acrobat

Clipboard Font Alignment Number

Dist	Pop	Total Population					Voting Age Population					Citizen Voting Age Population					Nov. 2014 Registration				
(1-7)	Unit	Tot. Pop.	Hisp	NH Wht	NH Blk	NH Asn	total	Hisp	NH Wht	NH Blk	NH Asn	tot	Hisp	NH Wht	NH Blk	NH Asn	tot	latino	asn	fil	
1	1	1,216	212	557	18	15	873	397	442	12	831	390	441	0	0	574	195	7	3	245	63
2	2	2,367	1,128	1,053	43	96	1,784	741	899	74	1,915	730	1,140	0	45	1,299	435	14	7	555	140
3	3	1,643	368	278	42	25	1,036	741	236	15	400	235	145	0	20	505	286	3	4	61	73
4	4	1,768	734	855	62	84	1,272	464	685	62	1,231	461	639	19	111	1,022	366	11	11	189	89
5	5	2,001	209	1,655	14	79	1,639	144	1,392	64	1,511	88	1,337	12	38	1,776	146	46	7	1,089	67
6	6	612	56	499	4	39	517	37	440	26	471	22	423	3	15	525	38	15	2	337	18
7	7	1,753	1,180	541	70	10	1,945	767	474	10	780	315	440	0	0	797	378	7	4	241	70

Name: _____

Phone and/or E-mail: _____

Ideal population: 15,314

City of San Buenaventura 2017 Public Participation Kit

enter your name here

Group	Category	Counts							Unassigned	Total	Percentages							Unassigned	Total
		1	2	3	4	5	6	7			1	2	3	4	5	6	7		
Tot. Pop.	Ideal	0	0	0	0	0	0	0	107,197	107,197	0	-100%	-100%	-100%	-100%	-100%	-100%	-100%	0.00%
Total Population	Hispanic	0	0	0	0	0	0	0	34,182	34,182	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	32%
	NH Wht	0	0	0	0	0	0	0	64,294	64,294	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	60%
	NH Blk	0	0	0	0	0	0	0	1,919	1,919	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	2%
	NH Asn	0	0	0	0	0	0	0	4,530	4,530	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	4%
	Total VAP	0	0	0	0	0	0	0	83,090	83,090	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	54%
Voting Age Population	Hispanic	0	0	0	0	0	0	0	22,928	22,928	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	28%
	NH Wht	0	0	0	0	0	0	0	55,857	55,857	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	59%
	NH Blk	0	0	0	0	0	0	0	3,491	3,491	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	2%
	NH Asn	0	0	0	0	0	0	0	7,763	7,763	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	9%
Total CVAP	Hispanic	0	0	0	0	0	0	0	18,936	18,936	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	21%
	NH Wht	0	0	0	0	0	0	0	52,843	52,843	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	49%
	NH Blk	0	0	0	0	0	0	0	3,867	3,867	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	5%
	NH Asn	0	0	0	0	0	0	0	2,630	2,630	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	2%
Total Reg.	Hispanic	0	0	0	0	0	0	0	63,996	63,996	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	60%
	NH Wht	0	0	0	0	0	0	0	15,374	15,374	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	28%
	NH Blk	0	0	0	0	0	0	0	1,180	1,180	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	2%
	NH Asn	0	0	0	0	0	0	0	463	463	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	1%
Total Reg.	Latino	0	0	0	0	0	0	0	461	461	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	3%
	Latino	0	0	0	0	0	0	0	30,448	30,448	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	28%
	Latino	0	0	0	0	0	0	0	4,317	4,317	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	28%
	Latino	0	0	0	0	0	0	0	181	181	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0%
	Latino	0	0	0	0	0	0	0	164	164	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0%

Submitter's Comments about the plan:

Think this map makes sense because...

13-17

Dave's Redistricting App

Full Database

- Easy to learn
- Easy to use / Paint brush
- <https://davesredistricting.org/maps#home>

To get started your first time on this site, click "Sign Up" and it will ask you to create a user name and password.

LOG IN SIGN UP

Welcome to Dave's Redistricting

Partisan Redistricting Control
Independent Commission Split Control Republican Control Democratic Control
Source: Wikipedia

If you already have a user name and password, click "Log In"

State pages have links to state redistricting websites.

Submit your testimony to make your voice heard.

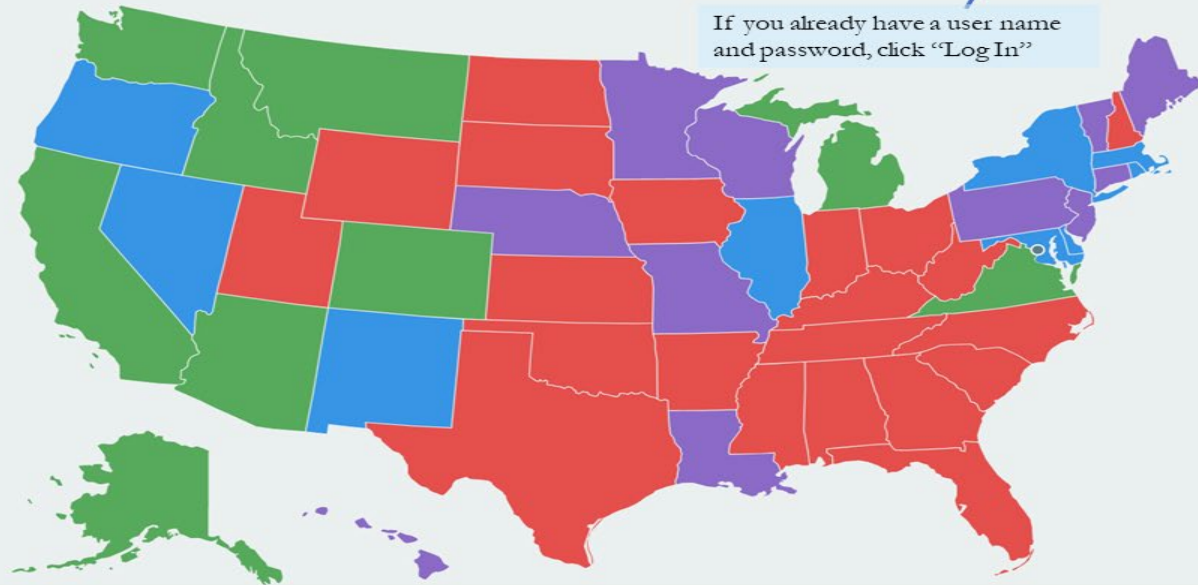
Advocate for your community!

PICK A STATE

LEARN MORE

SUPPORTERS

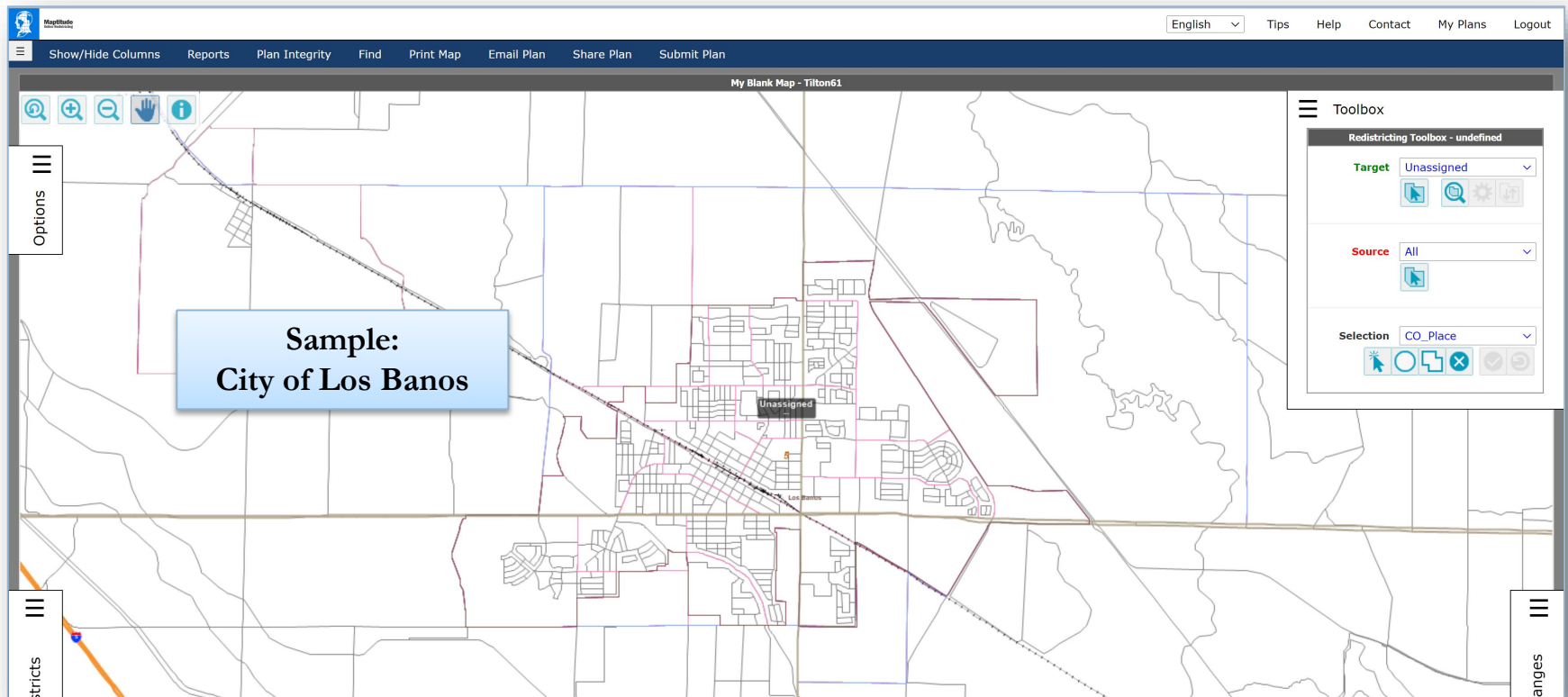
Click a state to go to its page.



Caliper's "Maptitude Online Redistricting"

Full Database, Powerful Online Mapping Tool

- Powerful, common, data-rich online tool
- Six language options: English, Spanish, Portuguese, Vietnamese, Mandarin and Korean



Share Your Thoughts

Website: southpasadenaca.gov/redistricting

Phone: 626-403-7230

Email: redistricting@southpasadenaca.gov

The screenshot shows the City of South Pasadena website. The header includes the city name and a navigation menu with categories: I WANT TO..., RESIDENTS, BUSINESSES, VISITORS, and GOVERNMENT. A search bar is located to the right of the GOVERNMENT menu. The left sidebar contains a list of links, with 'Redistricting' highlighted. The main content area is titled 'REDISTRICKING' and includes a sub-header 'Government »'. Below the title are links for 'Calendar', 'Community Survey', 'Draft Maps', 'Draw a Map', 'FAQs', and 'Resources'. There are also utility links for 'Font Size', 'Share & Bookmark', 'Feedback', and 'Print'. The main text section is titled 'The Redistricting Process' and contains the following text: 'Every 10 years, local governments use new data from the Census to redraw their district lines to reflect how local populations have changed. State law requires cities and counties to engage communities in the redistricting process by holding public hearings and doing public outreach, including to underrepresented and non-English-speaking communities. The City of South Pasadena is asking for your help to plan, draw, and redivide new City districts.' Below this text, it begins with 'You will help us define the five City Council districts for the City of South Pasadena, and these'.



City Council Agenda Report

ITEM NO. 14

DATE: November 17, 2021

FROM: Arminé Chaparyan, City Manager *AC*

PREPARED BY: H. Ted Gerber, Acting Deputy Public Works Director
Arpy Kasparian, Water Conservation & Sustainability Analyst

SUBJECT: **First Reading and Introduction of an Ordinance, Amending Chapter 16 (Garbage and Waste) and Chapter 2 (Administration) of the South Pasadena Municipal Code to Implement a Mandatory Organic Waste Disposal Reduction Ordinance as required by SB 1383 and CalRecycle**

Recommendation

It is recommended that the City Council read by title only for first reading, waiving further reading, and introduce an ordinance to amend Chapter 16 and Chapter 2 of the South Pasadena Municipal Code (SPMC) to implement a Mandatory Organic Waste Disposal Reduction Ordinance as required by SB 1383 and CalRecycle, within the City of South Pasadena.

Background

In 2016, Senate Bill 1383 (Short-Lived Climate Pollutants) was signed into law in a statewide effort to reduce short-lived climate pollutants, namely methane emissions created by organic waste. The bill established targets to achieve a 75% reduction in disposal of organic waste by 2025. In addition, the bill aims to rescue at least 20% of currently disposed edible food for the millions of Californians experiencing food insecurity. Pursuant to SB 1383, jurisdictions are mandated to provide organics collection services and require all residents and businesses to divert organic waste (yard waste, food scraps, food-soiled paper, etc.) from landfills to recycling facilities starting January 1, 2022, as regulated by the California Department of Resources Recycling and Recovery (CalRecycle). In addition, SB 1383 requires jurisdictions to establish an edible food recovery program, conduct education and outreach to the community, procure recyclable and recovered organic waste products for use within the City, secure access to recycling and edible food recovery capacity, and monitor compliance and conduct enforcement.

On November 3, 2021, the City Council conducted a first reading and introduced a previous version of this ordinance (Attachment 3). The Council continued this item to the November 17, 2021 Council meeting and directed staff to address the following issues:

1. Update definitions to eliminate outdated terms, and clarify definitions of similar and redundant terms.

2. Eliminate references to self-hauling that would conflict with the City’s existing municipal code and conflict with the City’s exclusive refuse service agreement with its contracted hauler.
3. Ensure consistency between sections with regard to references and supporting language.
4. Add a definition of “Non-organic Waste”, change the title of Chapter 16 from “Garbage and Waste” to “Organic Waste and Non-organic Waste”, and update related terms throughout Chapter 16.

City staff are revising an ordinance mandating organics recycling for introduction, per direction from Council. (Attachment 1). If adopted, the ordinance will become effective on January 1, 2022.

Discussion/Analysis

CalRecycle Model Ordinance

Every California city must adopt and enforce an ordinance or enforceable mechanism to implement relevant provisions of SB 1383 Regulations. To this effect, CalRecycle has provided a robust model ordinance for use by all jurisdictions. The model ordinance only requires minor modification to reflect specific circumstances at the local implementation level. Like many other cities, South Pasadena staff developed this ordinance utilizing the CalRecycle model, along with input from the City’s exclusive refuse hauler, Arakelian Enterprises, Inc., dba Athens Services (Athens). In addition to the SB 1383 language from the CalRecycle model ordinance, several sections of the municipal code have been updated to modernize the garbage and waste municipal code, and offer flexibility for potential future changes to refuse services in the City.

Summary of Municipal Code Changes

This ordinance is organized into nine sections. Sections 1 through 4 update Chapter 16 Garbage and Waste Article I (In General) of the SPMC and Sections 5 and 6 update Chapter 16 Garbage and Waste Article II (Receptacles) of the SPMC. Section 7 adds new Article V (Organic Waste Disposal) to Chapter 16. Section 8 adds new language to Administration Chapter 2 Article XI (Purchasing), and Section 9 implements the January 1, 2022 effective date of the ordinance.

The majority of the changes to Ch. 16 Article I are new definitions from the CalRecycle model ordinance. Several existing definitions have been updated to integrate current and new text. Other language has been added to Article I and Article II to accommodate *potential future* changes to refuse collection service offerings with the City, such as: providing barrels to residents, or the possibility of implementing curbside service, where barrels are collected along the street by automated trucks, in addition to, or in lieu of, the current backyard service mode where barrels are collected from within residents’ properties.

The new Ch. 16 Article V language is sourced from the CalRecycle model ordinance with minor updates to reflect specific circumstances at the local implementation level, such as a hauler-initiated contamination service charge for cost recovery. Article V details requirements for single-family refuse generators, commercial businesses, which includes multi-family refuse

generators, commercial edible food generators, food recovery organizations and services, as well as haulers, and refuse facility operators. Article V also details the availability of waivers for generators, requirements to comply with CALGreen Recycling Requirements, and the inspection and enforcement programs operated by the City or its designee.

City Goals

The City's adopted South Pasadena Green Action Plan (2019) and Climate Action Plan (2020) include action to implement and enforce SB 1383 organics and recycling requirements to reduce landfilled organics waste emissions 50% by 2022 and 75% by 2025, reduce residential and commercial waste sent to landfills by 50% by 2030 and 100% by 2045, and increase organics diversion from landfills.

Implementation

After a second reading, the ordinance would become effective on January 1, 2022, as required by SB 1383. Beginning January 1, 2022, generators, which includes residents, businesses, and other refuse service users, are required to separate food waste and combine it with yard waste and other 'green' organic waste as defined by this ordinance, into separate bins and barrels for collection and diversion to an organics processing facility. Many of the specific implementation logistics for individual locations throughout the City will be defined by the type of service provided by Athens at that site. However, the ordinance dictates that residents, businesses, and other refuse service users will utilize either a two-bin/barrel system or a three-bin/barrel system. In the two-bin/barrel system: food waste, yard waste, and other 'green' organic waste are disposed of together in one receptacle; and refuse and recyclable material are disposed of together in a second receptacle. In the three-bin/barrel system: food waste, yard waste, and other 'green' organic waste are disposed of together in one receptacle like the two-bin/barrel system, however, refuse and recyclable material are not combined, and are instead disposed of in separate second and third receptacles, commonly referred to as 'black/gray' refuse waste and 'blue' recyclable waste, respectively. The City may provide colorized bins and/or barrels in the future, depending on the outcome of ongoing discussion with Athens; however, on January 1, 2022, residents, businesses, and other refuse service users will utilize the current bins and barrels already in use at their location for refuse, recyclable, and organics disposal.

Compliance Responsibility and Enforcement

SB 1383 requires the City to implement compliance monitoring and enforcement on refuse service users, which typically consists of identifying contamination deposited into receptacles incorrectly. For example, plastic material placed in the food waste receptacle may prevent the ability to compost that waste material, and therefore constitutes a violation of this ordinance. Visual identification and confirmation of contamination will be conducted systematically by Athens, and may consist of manual evaluation by person, or automation-assisted evaluation by camera/software, depending on the outcome of ongoing discussion with Athens.

Resulting enforcement for violation of the ordinance may consist of a penalty issued by the City. The City's code enforcement officer shall have primary responsibility for enforcement of this ordinance. Enforcement notices shall be sent to the "owner" at the official address maintained

by the tax collector for the City or if no such address is available, to the owner at the address of the dwelling or commercial property, or to the party responsible for paying for the collection services, depending upon available information. Under this ordinance, penalties imposed on residents, businesses, and other refuse service users are delayed until January 1, 2024, as allowed by SB 1383. All violations of the South Pasadena Municipal Code may also be addressed through the administrative citation process at the City's discretion. (SPMC Ch. 1A.2).

Where contaminants are observed in receptacles on more than two (2) consecutive occasions, the City's hauler, Athens, may issue separate processing fees or a contamination service charge in accordance with the hauler rate schedule. This contamination service charge shall not be considered an administrative fine or penalty, and will be presented to the refuse service user on their refuse service bill.

Violations

Violation issuance is recommended to be structured as follows:

1. First violation: a fine of one hundred dollars (\$100.00)
2. Second violation: a fine of two hundred dollars (\$200.00)
3. Third violation and any subsequent violation: a fine of five hundred dollars (\$500.00)

Commission Review and Recommendation

The staff presented the initial draft of this ordinance to the Natural Resources and Environmental Commission (NREC) at its September 28, 2021 meeting. The NREC proposed a modification to the draft language to clarify that any remote monitoring devices that may be used to evaluate compliance with the ordinance and apply potential enforcement would be mounted on hauler vehicles, and not, for example, installed in or on residents' and/or businesses' property. The NREC also recommended that staff incorporate revisions of the existing municipal code into the ordinance to allow self-hauling or an opportunity for non-exclusive haulers to operate where a public benefit is realized; for example, in the case of community-based non-profit composting organizations. However, as refuse collection, transportation, and disposal by any person other than the exclusive hauler is currently prohibited by the SPMC, and prohibited by the City's exclusive refuse service agreement with its contracted hauler, this language was not included in the ordinance being introduced.

Fiscal Impact

With the adoption of the ordinance, there will be costs associated with the diversion of organic waste to an organics processing facility, educational outreach, contamination monitoring, data management and regulatory reporting, recycled/recovered product procurement, food recovery, and possible enforcement actions by the City or its designee. Estimated costs for future staff enforcement efforts are unknown at this time. In addition, the ordinance would require residents and commercial facilities to subscribe to organics collection services, likely incurring additional costs reflected in refuse/rubbish removal rates.

Environmental Analysis

This is an update to the City Municipal Code only, where no physical facilities or improvements are constructed, therefore, per 2021 California Environmental Quality Act (CEQA) Statute and Guidelines, Article 19, Section 15378 this activity does not meet the definition of the project and is exempt from further CEQA analysis.

Community Outreach

As stated above, this matter was reviewed at the September 28, 2021 and October 26, 2021 public NREC meetings. City staff will immediately work with the City's refuse hauler, Athens Services, to implement in-person, print, and electronic outreach and education on SB 1383 and the anticipated changes to refuse collection services for customers with refuse service. This includes single-family home property owners and tenants, homeowner associations and condominiums, multi-unit apartment property owners, business and commercial property owners, schools, and non-profit organizations, such as places of worship.

Next Steps

1. The City will work with Athens to immediately begin distributing information on SB 1383 and how it will affect residential and commercial refuse collection.
2. Athens will provide outreach and education efforts through print, in-person, and electronic communication on SB1383 and include information on how to separate organic and non-organic waste beginning January 1, 2022.
3. City staff will create a webpage dedicated to SB1383 and organics recycling with resources and FAQs.
4. City staff and the Athens Ad Hoc Committee will continue negotiations with Athens Services to amend the existing exclusive refuse service agreement to include new residential organics recycling operations and rates.
5. A second reading of the ordinance is planned for December 1, 2021.
6. The ordinance will become effective beginning January 1, 2022.

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 in the *South Pasadena Review*.

Attachments

1. Redlined Ordinance Amending Chapter 16 (Garbage and Waste) and Chapter 2 (Administration) of the South Pasadena Municipal Code
2. Full Changes Ordinance Amending Chapter 16 (Garbage and Waste) and Chapter 2 (Administration) of the South Pasadena Municipal Code
3. November 3, 2021 Staff Report with Attachments: First Reading of Ordinance Amending SPMC Ch. 16 and Ch. 2 to Implement a Mandatory Organic Waste Disposal Reduction Ordinance

ATTACHMENT 1
Redlined Ordinance Amending Chapter 16 (Garbage and
Waste) and Chapter 2 (Administration) of the South
Pasadena Municipal Code

Attachment is forthcoming as an additional document
prior to the meeting.

ATTACHMENT 2
Full Changes Ordinance Amending Chapter 16 (Garbage
and Waste) and Chapter 2 (Administration) of the South
Pasadena Municipal Code

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prior to the meeting.

ATTACHMENT 3

November 3, 2021 Staff Report with Attachments and Additional Document: First Reading of Ordinance Amending SPMC Ch. 16 and Ch. 2 to Implement a Mandatory Organic Waste Disposal Reduction Ordinance



City Council Agenda Report

ITEM NO. _____

DATE: November 3, 2021

FROM: Arminé Chaparyan, City Manager *AC*

PREPARED BY: H. Ted Gerber, Acting Public Works Director
Arpy Kasparian, Water Conservation & Sustainability Analyst

SUBJECT: **First Reading and Introduction of an Ordinance, Amending Chapter 16 (Garbage and Waste) and Chapter 2 (Administration) of the South Pasadena Municipal Code to Implement a Mandatory Organic Waste Disposal Reduction Ordinance as required by SB 1383 and CalRecycle**

Recommendation

It is recommended that the City Council read by title only for first reading, waiving further reading, and introduce an ordinance to amend Chapter 16 and Chapter 2 of the South Pasadena Municipal Code (SPMC) to implement a Mandatory Organic Waste Disposal Reduction Ordinance as required by SB 1383 and CalRecycle, within the City of South Pasadena.

Background

In 2016, Senate Bill 1383 (Short-Lived Climate Pollutants) was signed into law in a statewide effort to reduce short-lived climate pollutants, namely methane emissions created by organic waste. The bill established targets to achieve a 75% reduction in disposal of organic waste by 2025. In addition, the bill aims to rescue at least 20% of currently disposed edible food for the millions of Californians experiencing food insecurity. Pursuant to SB 1383, jurisdictions are mandated to provide organics collection services and require all residents and businesses to divert organic waste (yard waste, food scraps, food-soiled paper, etc.) from landfills to recycling facilities starting January 1, 2022, as regulated by the California Department of Resources Recycling and Recovery (CalRecycle). In addition, SB 1383 requires jurisdictions to establish an edible food recovery program, conduct education and outreach to the community, procure recyclable and recovered organic waste products for use within the City, secure access to recycling and edible food recovery capacity, and monitor compliance and conduct enforcement.

Discussion/Analysis

CalRecycle Model Ordinance

Every California city must adopt and enforce an ordinance or enforceable mechanism to implement relevant provisions of SB 1383 Regulations. To this effect, CalRecycle has provided a robust model ordinance for use by all jurisdictions. The model ordinance only requires minor modification to reflect specific circumstances at the local implementation level. Like many other

cities, South Pasadena staff developed this ordinance utilizing the CalRecycle model, along with input from the City's exclusive refuse hauler, Arakelian Enterprises, Inc., dba Athens Services (Athens). In addition to the SB 1383 language from the CalRecycle model ordinance, several sections of the municipal code have been updated to modernize the garbage and waste municipal code, and offer flexibility for potential future changes to refuse services in the City.

Summary of Municipal Code Changes

This ordinance is organized into nine sections. Sections 1 through 4 update Chapter 16 Garbage and Waste Article I (In General) of the SPMC and Sections 5 and 6 update Chapter 16 Garbage and Waste Article II (Receptacles) of the SPMC. Section 7 adds new Article V (Organic Waste Disposal) to Chapter 16. Section 8 adds new language to Administration Chapter 2 Article XI (Purchasing), and Section 9 implements the January 1, 2022 effective date of the ordinance.

The majority of the changes to Ch. 16 Article I are new definitions from the CalRecycle model ordinance. Several existing definitions have been updated to integrate current and new text. Other language has been added to Article I and Article II to accommodate *potential future* changes to refuse collection service offerings with the City, such as: providing barrels to residents, or the possibility of implementing curbside service, where barrels are collected along the street by automated trucks, in addition to, or in lieu of, the current backyard service mode where barrels are collected from within residents' properties.

The new Ch. 16 Article V language is sourced from the CalRecycle model ordinance with minor updates to reflect specific circumstances at the local implementation level, such as a hauler-initiated contamination service charge for cost recovery. Article V details requirements for single-family refuse generators, commercial businesses, which includes multi-family refuse generators, commercial edible food generators, food recovery organizations and services, as well as haulers, refuse facility operators, and self-haulers. Article V also details the availability of waivers for generators, requirements to comply with CALGreen Recycling Requirements, and the inspection and enforcement programs operated by the City or its designee.

City Goals

The City's adopted South Pasadena Green Action Plan (2019) and Climate Action Plan (2020) include action to implement and enforce SB 1383 organics and recycling requirements to reduce landfilled organics waste emissions 50% by 2022 and 75% by 2025, reduce residential and commercial waste sent to landfills by 50% by 2030 and 100% by 2045, and increase organics diversion from landfills.

Implementation

After a second reading, the ordinance would become effective on January 1, 2022, as required by SB 1383. Beginning January 1, 2022, generators, which includes residents, businesses, and other refuse service users, are required to separate food waste and combine it with yard waste and other 'green' organic waste as defined by this ordinance, into separate bins and barrels for collection and diversion to an organics processing facility. Many of the specific implementation logistics for individual locations throughout the City will be defined by the type of service

provided by Athens at that site. However, the ordinance dictates that residents, businesses, and other refuse service users will utilize either a two-bin/barrel system or a three-bin/barrel system. In the two-bin/barrel system: food waste, yard waste, and other ‘green’ organic waste are disposed of together in one receptacle; and refuse and recyclable material are disposed of together in a second receptacle. In the three-bin/barrel system: food waste, yard waste, and other ‘green’ organic waste are disposed of together in one receptacle like the two-bin/barrel system, however, refuse and recyclable material are not combined, and are instead disposed of in separate second and third receptacles, commonly referred to as ‘black/gray’ refuse waste and ‘blue’ recyclable waste, respectively. The City may provide colorized bins and/or barrels in the future, depending on the outcome of ongoing discussion with Athens; however, on January 1, 2022, residents, businesses, and other refuse service users will utilize the current bins and barrels already in use at their location for refuse, recyclable, and organics disposal.

Compliance Responsibility and Enforcement

SB 1383 requires the City to implement compliance monitoring and enforcement on refuse service users, which typically consists of identifying contamination deposited into receptacles incorrectly. For example, plastic material placed in the food waste receptacle may prevent the ability to compost that waste material, and therefore constitutes a violation of this ordinance. Visual identification and confirmation of contamination will be conducted systematically by Athens, and may consist of manual evaluation by person, or automation-assisted evaluation by camera/software, depending on the outcome of ongoing discussion with Athens.

Resulting enforcement for violation of the ordinance may consist of a penalty issued by the City. The City’s code enforcement officer shall have primary responsibility for enforcement of this ordinance. Enforcement notices shall be sent to the “owner” at the official address maintained by the tax collector for the City or if no such address is available, to the owner at the address of the dwelling or commercial property, or to the party responsible for paying for the collection services, depending upon available information. Under this ordinance, penalties imposed on residents, businesses, and other refuse service users are delayed until January 1, 2024, as allowed by SB 1383. All violations of the South Pasadena Municipal Code may also be addressed through the administrative citation process at the City’s discretion. (SPMC Ch. 1A.2).

Where contaminants are observed in receptacles on more than two (2) consecutive occasions, the City’s hauler, Athens, may issue separate processing fees or a contamination service charge in accordance with the hauler rate schedule. This contamination service charge shall not be considered an administrative fine or penalty, and will be presented to the refuse service user on their refuse service bill.

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Violation issuance is recommended to be structured as follows:

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Commission Review and Recommendation

The staff presented the initial draft of this ordinance to the Natural Resources and Environmental Commission (NREC) at its September 28, 2021 meeting. The NREC proposed a modification to the draft language to clarify that any remote monitoring devices that may be used to evaluate compliance with the ordinance and apply potential enforcement would be mounted on hauler vehicles, and not, for example, installed in or on residents' and/or businesses' property. The NREC also recommended that staff incorporate revisions of the existing municipal code into the ordinance to allow self-hauling or an opportunity for non-exclusive haulers to operate where a public benefit is realized; for example, in the case of community-based non-profit composting organizations. Refuse collection, transportation, and disposal by any person other than the exclusive hauler is currently prohibited by the SPMC. The NREC unanimously approved recommendation to City Council to adopt the ordinance at the October 26, 2021 meeting.

Community Outreach

As stated above, this matter was reviewed at a public NREC meeting on September 28, 2021, and is planned for additional review at the October 26, 2021 NREC public meeting. Once adopted, City staff will work with the City's refuse hauler, Athens, to implement in-person, print, and electronic outreach and education to all City locations with refuse collection services. This includes single-family home property owners and tenants, homeowner associations and condominiums, multi-unit apartment property owners, business and commercial property owners, schools, and non-profit organizations, such as places of worship.

Fiscal Impact

With the adoption of the ordinance, there will be costs associated with the diversion of organic waste to an organics processing facility, educational outreach, contamination monitoring, data management and regulatory reporting, recycled/recovered product procurement, food recovery, and possible enforcement actions by the City or its designee. Estimated costs for future staff enforcement efforts are unknown at this time. In addition, the ordinance would require residents and commercial facilities to subscribe to organics collection services, likely incurring additional costs reflected in refuse/rubbish removal rates.

Environmental Analysis

This is an update to the City Municipal Code only, where no physical facilities or improvements are constructed, therefore, per 2021 California Environmental Quality Act (CEQA) Statute and Guidelines, Article 19, Section 15378 this activity does not meet the definition of the project and is exempt from further CEQA analysis.

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 notice in the *South Pasadena Review*.

Attachment: Redlined Ordinance Amending Chapter 16 (Garbage and Waste) and Chapter 2 (Administration) of the South Pasadena Municipal Code

ATTACHMENT

Redlined Ordinance Amending Chapter 16 (Garbage and Waste)
and Chapter 2 (Administration)

**CITY OF SOUTH PASADENA
ORDINANCE NO. _____**

AN ORDINANCE OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
AMENDING SOUTH PASADENA MUNICIPAL CODE SECTION 16.1
("DEFINITIONS"), SECTION 16.3 ("ILLEGAL ACCUMULATIONS"),
SECTION 16.5 ("COLLECTION AND REMOVAL GENERALLY"), SECTION
16.13 ("TRANSPORTATION ALONG STREETS"), SECTION 16.14 ("PILING
OF BRUSH, TREE, ETC., TRIMMINGS AND STUMPS"), SECTION 16.17
("GENERALLY"), SECTION 16.18 ("LOCATION"), SECTION 16.19
("UNAUTHORIZED REMOVAL OR INTERFERENCE WITH"), AND
SECTION 16.22 ("COVERING OF GARBAGE RECEPTACLES; WRAPPING
GARBAGE") OF CHAPTER 16 ("GARBAGE AND WASTE") RELATING
TO MANDATORY ORGANIC WASTE DISPOSAL
AND ADDING A NEW ARTICLE V (ORGANIC WASTE DISPOSAL) TO
CHAPTER 16 ("GARBAGE AND WASTE") CONSISTENT WITH THE
STATE'S MODEL MANDATORY ORGANIC WASTE DISPOSAL
REDUCTION ORDINANCE
AND ADDING A NEW SECTION 2.99-29C ("RECOVERED ORGANIC
WASTE PRODUCT AND RECYCLED-CONTENT PAPER PROCUREMENT
REQUIREMENTS") OF CHAPTER 2 ("ADMINISTRATION") OF THE
SOUTH PASADENA MUNICIPAL CODE RELATING TO RECYCLED AND
ORGANIC WASTE PROCUREMENT

WHEREAS, State recycling law, Assembly Bill 939 of 1989, the California Integrated Waste Management Act of 1989 (California Public Resources Code Section 40000, et seq., as amended, supplemented, superseded, and replaced from time to time), requires cities and counties to reduce, reuse, and recycle (including composting) Solid Waste generated in their cities to the maximum extent feasible before any incineration or landfill disposal of waste, to conserve water, energy, and other natural resources, and to protect the environment; and

WHEREAS, State recycling law, Assembly Bill 341 of 2011 (approved by the Governor of the State of California on October 5, 2011, which amended Sections 41730, 41731, 41734, 41735, 41736, 41800, 42926, 44004, and 50001 of, and added Sections 40004, 41734.5, and 41780.01 and Chapter 12.8 (commencing with Section 42649) to Part 3 of Division 30 of, and added and repealed Section 41780.02 of, the Public Resources Code, as amended, supplemented, superseded and replaced from time to time), places requirements on businesses and Multi-Family property owners that generate a specified threshold amount of Solid Waste to arrange for recycling services and requires cities to implement a Mandatory Commercial Recycling program; and

WHEREAS, State organics recycling law, Assembly Bill 1826 of 2014 (approved by the Governor of the State of California on September 28, 2014, which added Chapter 12.9 (commencing with Section 42649.8) to Part 3 of Division 30 of the Public Resources Code, relating to Solid Waste, as amended, supplemented, superseded, and replaced from time to time), requires businesses and Multi-Family property owners that generate a specified threshold amount of Solid Waste, Recycling, and Organic Waste per week to arrange for recycling services for that waste, requires cities to implement a recycling program to divert Organic Waste from businesses subject to the law, and requires cities to implement a Mandatory Commercial Organics Recycling program; and

WHEREAS, SB 1383, the Short-lived Climate Pollutant Reduction Act of 2016, requires CalRecycle to develop regulations to reduce organics in landfills as a source of methane. The regulations place requirements on multiple entities including cities, residential households, Commercial Businesses and business owners, Commercial Edible Food Generators, haulers, Self-Haulers, Food Recovery Organizations, and Food Recovery Services to support achievement of Statewide Organic Waste disposal reduction targets

WHEREAS, SB 1383, the Short-lived Climate Pollutant Reduction Act of 2016, requires cities to adopt and enforce an ordinance or enforceable mechanism to implement relevant provisions of SB 1383 Regulations. This ordinance will also help reduce food insecurity by requiring Commercial Edible Food Generators to arrange to have the maximum amount of their Edible Food, that would otherwise be disposed, be recovered for human consumption

WHEREAS, the adopted South Pasadena Green Action Plan (2019) and Climate Action Plan (2020) include action to implement and enforce SB 1383 organics and recycling requirement to reduce landfilled organics waste emissions 50% by 2022 and 75% by 2025, reduce residential and commercial waste sent to landfills by 50% by 2030 and 100% by 2045, and increase organics diversion from landfills.

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

SECTION 1. Section 16.1 (“Definitions”) of Chapter 16 (“Garbage and Waste”) of the South Pasadena Municipal Code is amended to read as follows:

16.1 Definitions.

The following words and phrases, wherever used in this chapter, shall be construed as follows:

(a) “Black/Gray Container” has the same meaning as in 14 CCR Section 18982(a)(28) and shall be used for the purpose of storage and collection of Black/Gray Container Waste.

(b) “Black/Gray Container Waste” means Solid Waste that is collected in a Black/Gray Container that is part of a two-container or three-container Organic Waste collection service that prohibits the placement of Organic Waste in the Black/Gray Container as specified in 14 CCR Sections 18984.1(a) and (b), or as otherwise defined in 14 CCR Section 17402(a)(6.5).

(c) “Blue Container” has the same meaning as in 14 CCR Section 18982(a)(5) and shall be used for the purpose of storage and collection of Source Separated Recyclable Materials or Source Separated Blue Container Organic Waste.

(d) “CalRecycle” means California's Department of Resources Recycling and Recovery, which is the Department designated with responsibility for developing, implementing, and enforcing SB 1383 Regulations on cities (and others).

(e) “California Code of Regulations” or “CCR” means the State of California Code of Regulations. CCR references in this ordinance are preceded with a number that refers to the relevant Title of the CCR (e.g., “14 CCR” refers to Title 14 of CCR).

(f) “Combustible waste matter” ~~The term “combustible waste matter”~~ shall include and mean newspapers, magazines, books, clothes, shoes, hats, trimmings from lawns, trees, shrubs and flower gardens, pasteboard boxes, rags, paper, straw, sawdust, packing material shavings, wooden boxes and objects and all rubbish and refuse that will incinerate at one thousand four hundred to one thousand five hundred degrees Fahrenheit, except animal carcasses. No person shall place any such carcasses in any combustible waste matter receptacle.

(g) “Commercial Business” or “Commercial” means a firm, partnership, proprietorship, joint-stock company, corporation, or association, whether for-profit or nonprofit, strip mall, industrial facility, or a multifamily residential dwelling, or as otherwise defined in 14 CCR Section 18982(a)(6). A Multi-Family Residential Dwelling that consists of fewer than five (5) units is not a Commercial Business for purposes of implementing this ordinance.

(h) “Commercial Edible Food Generator” includes a Tier One or a Tier Two Commercial Edible Food Generator as defined in Sections 16.1(tt) and 16.1(uu) of this ordinance or as otherwise defined in 14 CCR Section 18982(a)(73) and (a)(74). For the purposes of this definition, Food Recovery Organizations and Food Recovery Services are not Commercial Edible Food Generators pursuant to 14 CCR Section 18982(a)(7).

(i) “Compliance Review” means a review of records by the City or its Designee to determine compliance with this ordinance.

(j) “Community Composting” means any activity that composts green material, agricultural material, food material, and vegetative food material, alone or in combination, and the total amount of feedstock and Compost on-site at any one time does not exceed 100 cubic yards and 750 square feet, as specified in 14 CCR Section 17855(a)(4); or, as otherwise defined by 14 CCR Section 18982(a)(8).

(k) “Compost” has the same meaning as in 14 CCR Section 17896.2(a)(4), which stated, as of the effective date of this ordinance, that “Compost” means the product resulting from the controlled biological decomposition of organic Solid Wastes that are Source Separated from the municipal Solid Waste stream, or which are separated at a centralized facility.

(l) “Compostable Plastics” or “Compostable Plastic” means plastic materials that meet the ASTM D6400 standard for compostability, or as otherwise described in 14 CCR Section 18984.1(a)(1)(A) or 18984.2(a)(1)(C).

(m) “Container Contamination” or “Contaminated Container” means a container, regardless of color, that contains Prohibited Container Contaminants, or as otherwise defined in 14 CCR Section 18982(a)(55).

(n) “Contractor”; ~~The word “contractor”~~ shall be construed to mean the person to whom the city council shall have awarded a contract, or shall have been otherwise authorized to receive, collect, carry, haul, transport and dispose of any and all garbage and waste matter within the city.

(o) “C&D” means construction and demolition debris.

(p) “Designee” means an entity that a City contracts with or otherwise arranges to carry out any of the City’s responsibilities of this ordinance as authorized in 14 CCR Section 18981.2. A Designee may be a government entity, a hauler, a private entity, or a combination of those entities.

(q) “Edible Food” means food intended for human consumption, or as otherwise defined in 14 CCR Section 18982(a)(18). For the purposes of this ordinance or as otherwise defined in 14 CCR Section 18982(a)(18), “Edible Food” is not Solid Waste if it is recovered and not discarded. Nothing in this ordinance or in 14 CCR, Division 7, Chapter 12 requires or authorizes the Recovery of Edible Food that does not meet the food safety requirements of the California Retail Food Code.

(r) “Enforcement Action” means an action of the City to address non-compliance with this ordinance including, but not limited to, issuing administrative citations, fines, penalties, or using other remedies.

(s) “Excluded Waste” means hazardous substance, hazardous waste, infectious waste, designated waste, volatile, corrosive, medical waste, infectious, regulated radioactive waste, and toxic substances or material that facility operator(s), which receive materials from the City and its generators, reasonably believe(s) would, as a result of or upon acceptance, transfer, processing, or disposal, be a violation of local, State, or Federal law, regulation, or ordinance, including: land use restrictions or conditions, waste that cannot be disposed of in Class III landfills or accepted at the facility by permit conditions, waste that in City’s, or its Designee’s reasonable opinion would present a significant risk to human health or the environment, cause a nuisance or otherwise create or expose City, or its Designee, to potential liability; but not including de minimis volumes or concentrations of waste of a type and amount normally found in Single-Family or Multi-Family Solid Waste after implementation of programs for the safe collection, processing, recycling, treatment, and disposal of batteries and paint in compliance with Sections 41500 and 41802 of the California Public Resources Code.

(t) “Food Distributor” means a company that distributes food to entities including, but not limited to, Supermarkets and Grocery Stores, or as otherwise defined in 14 CCR Section 18982(a)(22).

(u) “Food Facility” has the same meaning as in Section 113789 of the Health and Safety Code.

(v) “Food Recovery” means actions to collect and distribute food for human consumption that otherwise would be disposed, or as otherwise defined in 14 CCR Section 18982(a)(24).

(w) “Food Recovery Organization” means an entity that engages in the collection or receipt of Edible Food from Commercial Edible Food Generators and distributes that Edible Food to the public for Food Recovery either directly or through other entities or as otherwise defined in 14 CCR Section 18982(a)(25), including, but not limited to:

(1) A food bank as defined in Section 113783 of the Health and Safety Code;

(2) A nonprofit charitable organization as defined in Section 113841 of the Health and Safety code; and,

(3) A nonprofit charitable temporary food facility as defined in Section 113842 of the Health and Safety Code.

A Food Recovery Organization is not a Commercial Edible Food Generator for the purposes of this ordinance and implementation of 14 CCR, Division 7, Chapter 12 pursuant to 14 CCR Section 18982(a)(7).

If the definition in 14 CCR Section 18982(a)(25) for Food Recovery Organization differs from this definition, the definition in 14 CCR Section 18982(a)(25) shall apply to this ordinance.

(x) “Food Recovery Service” means a person or entity that collects and transports Edible Food from a Commercial Edible Food Generator to a Food Recovery Organization or other entities for Food Recovery, or as otherwise defined in 14 CCR Section 18982(a)(26). A Food Recovery Service is not a Commercial Edible Food Generator for the purposes of this ordinance and implementation of 14 CCR, Division 7, Chapter 12 pursuant to 14 CCR Section 18982(a)(7).

(y) “Food Scraps” means all food such as, but not limited to, fruits, vegetables, meat, poultry, seafood, shellfish, bones, rice, beans, pasta, bread, cheese, and eggshells. Food Scraps excludes fats, oils, and grease when such materials are Source Separated from other Food Scraps.

(z) “Food Service Provider” means an entity primarily engaged in providing food services to institutional, governmental, Commercial, or industrial locations of others based on contractual arrangements with these types of organizations, or as otherwise defined in 14 CCR Section 18982(a)(27).

(aa) “Food-Soiled Paper” is compostable paper material that has come in contact with food or liquid, such as, but not limited to, compostable paper plates, paper coffee cups, napkins, pizza boxes, and milk cartons.

(bb) “Food Waste” means Food Scraps, Food-Soiled Paper, and 100% fiber-based compostable dinnerware.

(cc) “Garbage:- ~~The word “garbage”~~ shall include and mean household refuse and leavings, offal, swill and any accumulation of animal and vegetable and other matter that attends the preparation, consumption, decay or dealing in or storage of meat, fish, fowl, birds, fruits and vegetables, ~~except where such matter is defined as Food Waste or Organic Waste by this section.~~ “Garbage” does not include waste matter as defined in this section. Animal carcasses shall not be included

in this definition and shall not be deposited in any garbage receptacle, except carcasses of animals eaten on the premises.

(dd) “Green Container” has the same meaning as in 14 CCR Section 18982.2(a)(29) and shall be used for the purpose of storage and collection of Source Separated Green Container Organic Waste.

(ee) “Grocery Store” means a store primarily engaged in the retail sale of canned food; dry goods; fresh fruits and vegetables; fresh meats, fish, and poultry; and any area that is not separately owned within the store where the food is prepared and served, including a bakery, deli, and meat and seafood departments, or as otherwise defined in 14 CCR Section 18982(a)(30).

(ff) “Hauler Route” means the designated itinerary or sequence of stops for each segment of the City’s collection service area, or as otherwise defined in 14 CCR Section 18982(a)(31.5).

(gg) “High Diversion Organic Waste Processing Facility” means a facility that is in compliance with the reporting requirements of 14 CCR Section 18815.5(d) and meets or exceeds an annual average Mixed Waste organic content Recovery rate of 50 percent between January 1, 2022 and December 31, 2024, and 75 percent after January 1, 2025, as calculated pursuant to 14 CCR Section 18815.5(e) for Organic Waste received from the “Mixed waste organic collection stream” as defined in 14 CCR Section 17402(a)(11.5); or, as otherwise defined in 14 CCR Section 18982(a)(33).

(hh) “Inspection” means a site visit where the City or its Designee reviews records, containers, and an entity’s collection, handling, recycling, or landfill disposal of Organic Waste or Edible Food handling to determine if the entity is complying with requirements set forth in this ordinance, or as otherwise defined in 14 CCR Section 18982(a)(35).

(ii) “Large Event” means an event, including, but not limited to, a sporting event or a flea market, that charges an admission price, or is operated by a local agency, and serves an average of more than 2,000 individuals per day of operation of the event, at a location that includes, but is not limited to, a public, nonprofit, or privately owned park, parking lot, golf course, street system, or other open space when being used for an event. If the definition in 14 CCR Section 18982(a)(38) differs from this definition, the definition in 14 CCR Section 18982(a)(38) shall apply to this ordinance.

(jj) “Large Venue” means a permanent venue facility that annually seats or serves an average of more than 2,000 individuals within the grounds of the facility per day of operation of the venue facility. For purposes of this ordinance and implementation of 14 CCR, Division 7, Chapter 12, a venue facility includes, but is not limited to, a public, nonprofit, or privately owned or operated stadium, amphitheater, arena, hall, amusement park, conference or civic center, zoo, aquarium, airport, racetrack, horse track, performing arts center, fairground, museum, theater, or other public attraction facility. For purposes of this ordinance and implementation of 14 CCR, Division 7, Chapter 12, a site under common ownership or control that includes more than one Large Venue that is contiguous with other Large Venues in the site, is a single Large Venue. If

the definition in 14 CCR Section 18982(a)(39) differs from this definition, the definition in 14 CCR Section 18982(a)(39) shall apply to this ordinance.

(kk) “Local Education Agency” means a school district, charter school, or county office of education that is not subject to the control of city or county regulations related to Solid Waste, or as otherwise defined in 14 CCR Section 18982(a)(40).

(ll) “Mixed Refuse/Recyclable Waste Stream” or “Mixed Refuse/Recyclable Waste” means Solid Waste that is collected in a Black/Gray Container that is part of a two-container Organic Waste collection service that includes Black/Gray Container Waste, Source Separated Recyclable Materials, or Source Separated Blue Container Organic Waste which are separated at a centralized facility, and prohibits the placement of Organic Waste in the Black/Gray Container.

(mm) “Mixed Waste Organic Collection Stream” or “Mixed Waste” means Organic Waste collected in a container that is required by 14 CCR Sections 18984.1, 18984.2 or 18984.3 to be taken to a High Diversion Organic Waste Processing Facility or as otherwise defined in 14 CCR Section 17402(a)(11.5).

(nn) “Multi-Family Residential Dwelling” or “Multi-Family” means of, from, or pertaining to residential premises with five (5) or more dwelling units. Multi-Family premises do not include hotels, motels, or other transient occupancy facilities, which are considered Commercial Businesses.

(oo) “Noncombustible household refuse”.~~The term “noncombustible household refuse”~~ shall mean and include bottles, cans, jars, crockery and similar noncombustibles which shall accumulate from general household usage and which have contained, or are designed to contain food. It shall not include unusually large or weighty items.

(pp) “Noncombustible waste matter”.~~The term “noncombustible waste matter”~~ shall include and mean glass, broken brick, metal containers, plaster, crockery, stones, ashes, auto parts, cans or bottles, except those cans or bottles which have contained food, as defined above, and all rubbish, refuse and waste matter that will not incinerate through flames of fourteen hundred to fifteen hundred degrees Fahrenheit. The term shall not include items which, in the discretion of the city manager, are unusually large or weighty.

(qq) “Non-Compostable Paper” includes but is not limited to paper that is coated in a plastic material that will not breakdown in the composting process, or as otherwise defined in 14 CCR Section 18982(a)(41).

(rr) “Non-Local Entity” means the following entities that are not subject to the City’s enforcement authority, or as otherwise defined in 14 CCR Section 18982(a)(42), including special districts located within the boundaries of the City, including: South Pasadena Unified School District.

(ss) “Non-Organic Recyclables” means non-putrescible and non-hazardous recyclable wastes including but not limited to bottles, cans, metals, plastics and glass, or as otherwise defined in 14 CCR Section 18982(a)(43).

(tt) “Notice of Violation (NOV)” means a notice that a violation has occurred that includes a compliance date to avoid an action to seek penalties, or as otherwise defined in 14 CCR Section 18982(a)(45) or further explained in 14 CCR Section 18995.4.

(uu) “Organic Waste” means Solid Wastes containing material originated from living organisms and their metabolic waste products, including but not limited to food, green material, landscape and pruning waste, organic textiles and carpets, lumber, wood, Paper Products, Printing and Writing Paper, manure, biosolids, digestate, and sludges or as otherwise defined in 14 CCR Section 18982(a)(46). Biosolids and digestate are as defined by 14 CCR Section 18982(a).

(vv) “Organic Waste Generator” means a person or entity that is responsible for the initial creation of Organic Waste, or as otherwise defined in 14 CCR Section 18982(a)(48).

(ww) “Paper Products” include, but are not limited to, paper janitorial supplies, cartons, wrapping, packaging, file folders, hanging files, corrugated boxes, tissue, and toweling, or as otherwise defined in 14 CCR Section 18982(a)(51).

(xx) “Printing and Writing Papers” include, but are not limited to, copy, xerographic, watermark, cotton fiber, offset, forms, computer printout paper, white wove envelopes, manila envelopes, book paper, note pads, writing tablets, newsprint, and other uncoated writing papers, posters, index cards, calendars, brochures, reports, magazines, and publications, or as otherwise defined in 14 CCR Section 18982(a)(54).

(yy) “Prohibited Container Contaminants”

(1) Where a three-container collection service has been implemented consisting of a Black/Gray Container, a Green Container, and a Blue Container, “Prohibited Container Contaminants” means the following: (i) discarded materials placed in the Blue Container that are not identified as acceptable Source Separated Recyclable Materials for the City’s Blue Container; (ii) discarded materials placed in the Green Container that are not identified as acceptable Source Separated Green Container Organic Waste for the City’s Green Container; (iii) discarded materials placed in the Black/Gray Container that are acceptable Source Separated Recyclable Materials and/or Source Separated Green Container Organic Wastes to be placed in City’s Green Container and/or Blue Container; and, (iv) Excluded Waste placed in any container.

(2) Where a two-container collection service has been implemented for Source Separated Green Container Organic Waste and Mixed Refuse/Recyclable Waste, “Prohibited Container Contaminants” means the following: (i) discarded materials placed in a Green Container that are not identified as acceptable Source Separated Green Container Organic Waste for the City’s Green Container; (ii) discarded materials placed in the Black/Gray Container that are identified as acceptable Source Separated Green Container Organic Waste, which are to be separately collected in City’s Green Container; and, (iii) Excluded Waste placed in any container.

(zz) “Recovered Organic Waste Products” means products made from California, landfill-diverted recovered Organic Waste processed in a permitted or otherwise authorized facility, or as otherwise defined in 14 CCR Section 18982(a)(60).

(aaa) “Recovery” means any activity or process described in 14 CCR Section 18983.1(b), or as otherwise defined in 14 CCR Section 18982(a)(49).

(bbb) “Recycled-Content Paper” means Paper Products and Printing and Writing Paper that consists of at least 30 percent, by fiber weight, postconsumer fiber, or as otherwise defined in 14 CCR Section 18982(a)(61).

(ccc) “Regional Agency” means regional agency as defined in Public Resources Code Section 40181.

(ddd) “Regional or County Agency Enforcement Official” means a regional or county agency enforcement official, designated by the City with responsibility for enforcing the ordinance in conjunction or consultation with the City Manager or their Designee.

(eee) “Remote Monitoring” means the use of the internet of things (IoT) and/or wireless electronic devices mounted on the contractor’s, the City’s, or the City’s designee’s vehicles or carried by contractor, City, or the City’s designee to visualize the contents of Blue Containers, Green Containers, and/or Black/Gray Containers for purposes of identifying the quantity of materials in containers (level of fill) and/or presence of Prohibited Container Contaminants.

(fff) “Renewable Gas” means gas derived from Organic Waste that has been diverted from a California landfill and processed at an in-vessel digestion facility that is permitted or otherwise authorized by 14 CCR to recycle Organic Waste, or as otherwise defined in 14 CCR Section 18982(a)(62).

(ggg) “Restaurant” means an establishment primarily engaged in the retail sale of food and drinks for on-premises or immediate consumption, or as otherwise defined in 14 CCR Section 18982(a)(64).

(hhh) “Route Review” means a visual Inspection of containers along a Hauler Route for the purpose of determining Container Contamination, and may include mechanical Inspection methods such as the use of cameras, or as otherwise defined in 14 CCR Section 18982(a)(65).

(iii) “SB 1383” means Senate Bill 1383 of 2016 approved by the Governor on September 19, 2016, which added Sections 39730.5, 39730.6, 39730.7, and 39730.8 to the Health and Safety Code, and added Chapter 13.1 (commencing with Section 42652) to Part 3 of Division 30 of the Public Resources Code, establishing methane emissions reduction targets in a Statewide effort to reduce emissions of short-lived climate pollutants as amended, supplemented, superseded, and replaced from time to time.

(jjj) “SB 1383 Regulations” or “SB 1383 Regulatory” means or refers to, for the purposes of this ordinance, the Short-Lived Climate Pollutants: Organic Waste Reduction regulations developed by CalRecycle and adopted in 2020 that created 14 CCR, Division 7, Chapter 12 and amended portions of regulations of 14 CCR and 27 CCR.

(kkk) “Self-Hauler” means a person, who hauls Solid Waste, Organic Waste or recyclable material he or she has generated to another person. Self-hauler also includes a person who back-hauls waste, or as otherwise defined in 14 CCR Section 18982(a)(66). Back-haul means

generating and transporting Organic Waste to a destination owned and operated by the generator using the generator's own employees and equipment, or as otherwise defined in 14 CCR Section 18982(a)(66)(A).

(III) "Single-Family" means of, from, or pertaining to any residential premises with fewer than five (5) units.

(mmm) "Solid Waste" has the same meaning as defined in State Public Resources Code Section 40191, which defines Solid Waste as all putrescible and nonputrescible solid, semisolid, and liquid wastes, including garbage, trash, refuse, paper, rubbish, ashes, industrial wastes, demolition and construction wastes, abandoned vehicles and parts thereof, discarded home and industrial appliances, dewatered, treated, or chemically fixed sewage sludge which is not hazardous waste, manure, vegetable or animal solid and semi-solid wastes, and other discarded solid and semisolid wastes, with the exception that Solid Waste does not include any of the following wastes:

(1) Hazardous waste, as defined in the State Public Resources Code Section 40141.

(2) Radioactive waste regulated pursuant to the State Radiation Control Law (Chapter 8 (commencing with Section 114960) of Part 9 of Division 104 of the State Health and Safety Code).

(3) Medical waste regulated pursuant to the State Medical Waste Management Act (Part 14 (commencing with Section 117600) of Division 104 of the State Health and Safety Code). Untreated medical waste shall not be disposed of in a Solid Waste landfill, as defined in State Public Resources Code Section 40195.1. Medical waste that has been treated and deemed to be Solid Waste shall be regulated pursuant to Division 30 of the State Public Resources Code.

(nnn) "Source Separated" means materials, including commingled recyclable materials, that have been separated or kept separate from the Solid Waste stream, at the point of generation, for the purpose of additional sorting or processing those materials for recycling or reuse in order to return them to the economic mainstream in the form of raw material for new, reused, or reconstituted products, which meet the quality standards necessary to be used in the marketplace, or as otherwise defined in 14 CCR Section 17402.5(b)(4). For the purposes of the ordinance, Source Separated shall include separation of materials by the generator, property owner, property owner's employee, property manager, or property manager's employee into different containers for the purpose of collection such that Source Separated materials are separated from Black/Gray Container Waste or other Solid Waste for the purposes of collection and processing.

(ooo) "Source Separated Blue Container Organic Waste" means Source Separated Organic Wastes that can be placed in a Blue Container that is limited to the collection of those Organic Wastes and Non-Organic Recyclables as defined in Section 18982(a)(43), or as otherwise defined by Section 17402(a)(18.7).

(ppp) "Source Separated Green Container Organic Waste" means Source Separated Organic Waste that can be placed in a Green Container that is specifically intended for the separate

collection of Organic Waste by the generator, excluding Source Separated Blue Container Organic Waste, carpets, Non-Compostable Paper, and textiles.

(qqq) “Source Separated Recyclable Materials” means Source Separated Non-Organic Recyclables and Source Separated Blue Container Organic Waste.

(rrr) “State” means the State of California.

(sss) “Street”-~~The word “street”~~ shall include all streets, highways, avenues, lanes, alleys, courts, places, squares, and other public ways in the city.

(ttt) “Supermarket” means a full-line, self-service retail store with gross annual sales of two million dollars (\$2,000,000), or more, and which sells a line of dry grocery, canned goods, or nonfood items and some perishable items, or as otherwise defined in 14 CCR Section 18982(a)(71).

(uuu) “Tier One Commercial Edible Food Generator” means a Commercial Edible Food Generator that is one of the following:

(1) Supermarket.

(2) Grocery Store with a total facility size equal to or greater than 10,000 square feet.

(3) Food Service Provider.

(4) Food Distributor.

(5) Wholesale Food Vendor.

If the definition in 14 CCR Section 18982(a)(73) of Tier One Commercial Edible Food Generator differs from this definition, the definition in 14 CCR Section 18982(a)(73) shall apply to this ordinance.

(vvv) “Tier Two Commercial Edible Food Generator” means a Commercial Edible Food Generator that is one of the following:

(1) Restaurant with 250 or more seats, or a total facility size equal to or greater than 5,000 square feet.

(2) Hotel with an on-site Food Facility and 200 or more rooms.

(3) Health facility with an on-site Food Facility and 100 or more beds.

(4) Large Venue.

(5) Large Event.

(6) A State agency with a cafeteria with 250 or more seats or total cafeteria facility size equal to or greater than 5,000 square feet.

(7) A Local Education Agency facility with an on-site Food Facility.

If the definition in 14 CCR Section 18982(a)(74) of Tier Two Commercial Edible Food Generator differs from this definition, the definition in 14 CCR Section 18982(a)(74) shall apply to this ordinance.

(www) “Uncontainerized Green Waste and Yard Waste Collection Service” or “Uncontainerized Service” means a collection service that collects green waste and yard waste that is placed in a pile or bagged for collection on the street in front of a generator’s house or place of business for collection and transport to a facility that recovers Source Separated Organic Waste, or as otherwise defined in 14 CCR Section 189852(a)(75).

(xxx) “Waste matter”. ~~The term “waste matter”~~ shall include combustible and noncombustible waste matter and noncombustible household refuse and Food Waste and Organics Waste as defined in this section.

(yyy) “Wholesale Food Vendor” means a business or establishment engaged in the merchant wholesale distribution of food, where food (including fruits and vegetables) is received, shipped, stored, prepared for distribution to a retailer, warehouse, distributor, or other destination, or as otherwise defined in 14 CCR Section 189852(a)(76).

SECTION 2. Section 16.3 (“Illegal accumulations”) of Chapter 16 (“Garbage and Waste”) of the South Pasadena Municipal Code is amended to read as follows:

16.3 Illegal accumulations.

It shall be unlawful for any person owning or occupying any building, lot or premises in the city to allow garbage or waste matter to collect except in receptacles of the type specified in this chapter. This provision shall not apply to waste matter of building operations during the course of construction and within a reasonable time thereafter, or to wood neatly piled for kitchen or household use, or to waste collected by Uncontainerized Green Waste and Yard Waste Collection Service as defined in Section 16.1.

SECTION 3. Section 16.5 (“Collection and removal generally”) of Chapter 16 (“Garbage and Waste”) of the South Pasadena Municipal Code is amended to read as follows:

16.5 Collection and removal generally.

The city reserves unto itself or its contractor the exclusive right to collect, transport and dispose of, or cause to be collected, transported and disposed of, all garbage and waste matter produced or found within the corporate limits of the city, and it is hereby declared to be unlawful for any person, except as in this chapter provided, to collect, transport or dispose of any garbage or waste matter produced or found within the city.

The collection, removal and disposal of all garbage and waste matter shall be performed exclusively by the city or its contractor under the supervision of the city manager; provided, however, that:

(1) Persons engaging in the business of gardening or tree trimming or tree removal shall, within twenty-four hours from the completion of the job, be permitted to remove and dispose of the garden and tree trimmings which form the immediate by-product of their operations; ~~and provided further, that~~ or,

(2) Any person is hereby permitted to collect, transport and dispose of building material residue resulting from structural work under a proper building permit issued by the city; ~~or,~~

(3) The city manager has authorized a person to perform such collection, removal, and/or disposal of garbage and waste matter for a beneficial public benefit, such as a Community Compositing operation or some similar operation.

SECTION 4. Section 16.13 (“Transportation along streets”) and Section 16.14 (“Piling of brush, tree, etc., trimmings and stumps”) of Chapter 16 (“Garbage and Waste”) of the South Pasadena Municipal Code is amended to read as follows:

16.13 Transportation along streets.

No person shall remove or transport, or cause to be removed or transported, any garbage or waste matter upon or along any public street or way or other public place in the city; provided, however, that the provisions of this section shall not apply to any person in the employ of the city who shall be assigned by the city manager to such removal, or to any person with whom the city has entered into a contract for the collection, removal or transportation or purchase of garbage or waste matter, or to any employee of such contractor during such time as such contract shall be in force, or to any person conveying through the city garbage or waste matter collected outside the city, or to any person the city manager has otherwise authorized for such removal or transport.

16.14 Piling of brush, tree, etc., trimmings and stumps.

Brush, tree and garden trimmings and stumps, and waste collected by Uncontainerized Green Waste and Yard Waste Collection Service as defined in Section 16.1 may be kept in a pile for collection. No item of the pile shall exceed four inches in diameter or three feet in length or weigh more than eighty pounds.

SECTION 5. Section 16.17 (“Generally”), Section 16.18 (“Location”), and Section 16.19 (“Unauthorized removal or interference with”) of Chapter 16 ("Garbage and Waste") of the South Pasadena Municipal Code is amended to read as follows:

16.17 Generally.

Every owner, tenant or occupant of any premises where garbage is created shall provide upon such premises one or more galvanized metal garbage receptacles, provided with outside handles and with tight-fitting galvanized metal covers, unless provided a receptacle or container by the City or its Designee for receiving and holding all garbage created upon such premises between the times of collection. Each receptacle at places other than an industrial establishment shall have a capacity of not less than five nor more than fifteen gallons. Receptacles provided by the City or its Designee shall have a capacity as determined by the City Manager or their Designee. No garbage receptacle shall be required where a garbage disposal has been installed on the premises under a permit obtained from the building department and approved by the city manager.

Every owner, tenant or occupant of any premises where waste matter is created shall provide, unless provided by the City or its Designee, in addition to garbage receptacles, one or more receptacles, each of a capacity of not more than forty-five gallons or which will weigh, when filled, not to exceed eighty pounds, for receiving and holding all waste matter created upon such premises between the times of collection.

All containers shall be maintained in good condition and repair. Any container which does not conform to the provisions of this article or which may have ragged or sharp edges, or any other defect liable to hamper or injure the person collecting the contents thereof, shall be promptly replaced by the owner upon written notice mailed from the office of the city manager, unless the receptacle or container has been provided by the City, in which case the owner, tenant or occupant shall contact the City or its Designee to replace the receptacle.

16.18 Location.

All receptacles shall at all times be located in a readily accessible backyard location, or other location as designated by the City or its designee, and as close as possible to the driveway, street or walk available to the collector’s cart.

Containers should be located where a manperson can handle them easily and should at no time be more than 10 feet from the cart when collecting.

16.19 Unauthorized removal or interference with.

No person other than the owner thereof or any officer or employee of the city or the contractor, or other person authorized by the City shall move, remove or interfere with any garbage or waste matter receptacle or the contents thereof.

SECTION 6. Section 16.22 (“Covering of garbage receptacles; wrapping garbage”) of Chapter 16 (“Garbage and Waste”) of the South Pasadena Municipal Code is amended to read as follows:

16.22 Covering of garbage receptacles; wrapping garbage.

All garbage receptacles shall be kept tightly covered at all times, except when garbage is being deposited therein or removed therefrom, and the owner shall at no time allow access to the contents by flies, rats or other insects or animals. ~~All garbage placed therein shall first be wrapped in newspaper.~~

SECTION 7. The following new Article V (Organic Waste Disposal) is added to Chapter 16 (“Garbage and Waste”) of the South Pasadena Municipal Code, which reads as follows:

ARTICLE V. ORGANIC WASTE DISPOSAL

16.50 Requirements for Single-Family Generators

(a) Single-Family Organic Waste Generators shall comply with the following requirements except Single-Family generators that meet the Self-Hauler requirements in Section 16.56 of this ordinance:

(1) Shall subscribe to City’s Organic Waste collection services for all Organic Waste generated as described below. City shall have the right to review the number and size of a generator’s containers to evaluate adequacy of capacity provided for each type of collection service for proper separation of materials and containment of materials; and, Single-Family generators shall adjust its service level for its collection services as requested by the City. Generators may additionally manage their Organic Waste by preventing or reducing their Organic Waste, managing Organic Waste on site, and/or using a Community Composting site pursuant to 14 CCR Section 18984.9(c), except where limited by Sections 16.5 and 16.13.

(2) Shall participate in the City’s Organic Waste collection service(s) by placing designated materials in designated containers as described below, and shall not place Prohibited Container Contaminants in collection containers.

(A) Where a three-container collection service has been implemented consisting of a Black/Gray Container, a Green Container, and a Blue Container, Generator shall place Source Separated Green Container Organic Waste, including Food Waste, in the Green Container; Source Separated Recyclable Materials in the Blue Container; and Black/Gray Container Waste in the Black/Gray Container. Generators shall not place materials designated for the Black/Gray Container into the Green Container or Blue Container.

(B) Where a two-container collection service has been implemented for Source Separated Green Container Organic Waste and Mixed Refuse/Recyclable Waste, Generator shall place only Source Separated Green Container Organic Waste in a Green Container. Generator shall place all other materials (Mixed Refuse/Recyclable Waste) in a Black/Gray Container.

16.51 Requirements for Commercial Business

(a) Generators that are Commercial Businesses, including Multi-Family Residential Dwellings, shall:

(1) Subscribe to City's three-container or two-container collection services and comply with requirements of those services as described below, except Commercial Businesses that meet the Self-Hauler requirements in Section 16.56 of this ordinance. City shall have the right to review the number and size of a generator's containers and frequency of collection to evaluate adequacy of capacity provided for each type of collection service for proper separation of materials and containment of materials; and, Commercial Businesses shall adjust their service level for their collection services as requested by the City.

(2) Except Commercial Businesses that meet the Self-Hauler requirements in Section 12 of this ordinance, Participate in the City's Organic Waste collection service(s) by placing designated materials in designated containers as described below.

(A) Where a three-container collection service has been implemented consisting of a Black/Gray Container, a Green Container, and a Blue Container, Generator shall place Source Separated Green Container Organic Waste, including Food Waste, in the Green Container; Source Separated Recyclable Materials in the Blue Container; and Gray Container Waste in the Black/Gray Container. Generator shall not place materials designated for the Black/Gray Container into the Green Container or Blue Container.

(B) Where a two-container collection service has been implemented for Source Separated Green Container Organic Waste and Mixed Refuse/Recyclable Waste, Generator shall place all other materials (Mixed Refuse/Recyclable Waste) in a Black/Gray Container.

(c) Supply and allow access to adequate number, size and location of collection containers with sufficient labels or colors (conforming with Sections 16.51(d)(1) and 16.51(d)(2) below) for employees, contractors, tenants, and customers, consistent with City's Blue Container, where applicable, Green Container, and Black/Gray Container collection service

(d) Excluding Multi-Family Residential Dwellings, provide containers for the collection of Source Separated Green Container Organic Waste and Source Separated Recyclable Materials, where applicable, in all indoor and outdoor areas where disposal containers are provided for customers, for materials generated by that business. Such containers do not need to be provided

in restrooms. If a Commercial Business does not generate any of the materials that would be collected in one type of container, then the business does not have to provide that particular container in all areas where disposal containers are provided for customers. Pursuant to 14 CCR Section 18984.9(b), the containers provided by the business shall have either:

(1) A body or lid that conforms with the container colors provided through the collection service provided by City, with either lids conforming to the color requirements or bodies conforming to the color requirements or both lids and bodies conforming to color requirements. A Commercial Business is not required to replace functional containers, including containers purchased prior to January 1, 2022, that do not comply with the requirements of the subsection prior to the end of the useful life of those containers, or prior to January 1, 2036, whichever comes first.

(2) Container labels that include language or graphic images, or both, indicating the primary material accepted and the primary materials prohibited in that container, or containers with imprinted text or graphic images that indicate the primary materials accepted and primary materials prohibited in the container. Pursuant 14 CCR Section 18984.8, the container labeling requirements are required on new containers commencing January 1, 2022.

(e) Multi-Family Residential Dwellings are not required to comply with container placement requirements or labeling requirement in Section 16.51(d) pursuant to 14 CCR Section 18984.9(b).

(f) To the extent practical through education, training, Inspection, and/or other measures, excluding Multi-Family Residential Dwellings, prohibit employees from placing materials in a container not designated for those materials per the City's Blue Container, Green Container, and Black/Gray Container collection service or, if self-hauling, per the Commercial Businesses' instructions to support its compliance with its self-haul program, in accordance with Section 16.56.

(g) Excluding Multi-Family Residential Dwellings, periodically inspect Blue Containers, where applicable, Green Containers, and Black/Gray Containers for contamination and inform employees if containers are contaminated and of the requirements to keep contaminants out of those containers pursuant to 14 CCR Section 18984.9(b)(3).

(h) Annually provide information to employees, contractors, tenants, and customers about Organic Waste Recovery requirements and about proper sorting of Source Separated Green Container Organic Waste and Source Separated Recyclable Materials, where applicable.

(i) Provide education information before or within fourteen (14) days of occupation of the premises to new tenants that describes requirements to keep Source Separated Green Container Organic Waste and Source Separated Recyclable Materials, where applicable, separate from Black/Gray Container Waste (when applicable) and the location of containers and the rules governing their use at each property.

(j) Provide or arrange access for City or its agent to their properties during all Inspections conducted in accordance with Section 16.58 of this ordinance to confirm compliance with the requirements of this ordinance

(k) Accommodate and cooperate with City's Remote Monitoring program for Inspection of the contents of containers for Prohibited Container Contaminants, which may be implemented at a later date, to evaluate generator's compliance with Section 16.51(b)(2). The Remote Monitoring program shall involve installation of Remote Monitoring equipment on or in the Blue Containers, where applicable, Green Containers, and Black/Gray Containers.

(l) At Commercial Business's option and subject to any approval required from the City, implement a Remote Monitoring program for Inspection of the contents of its Blue Containers, where applicable, Green Containers, and Black/Gray Containers for the purpose of monitoring the contents of containers to determine appropriate levels of service and to identify Prohibited Container Contaminants. Generators may install Remote Monitoring devices on or in the Blue Containers, Green Containers, and Black/Gray Containers subject to written notification to or approval by the City or its Designee.

(m) If a Commercial Business wants to self haul, meet the Self-Hauler requirements in Section 16.56 of this ordinance.

(n) Nothing in this Section prohibits a generator from preventing or reducing waste generation, managing Organic Waste on site, or using a Community Composting site pursuant to 14 CCR Section 18984.9(c), except where limited by Sections 16.5 and 16.13.

(o) Commercial Businesses that are Tier One or Tier Two Commercial Edible Food Generators shall comply with Food Recovery requirements, pursuant to Section 16.52.

16.52 Waivers for Generators

(a) De Minimis Waivers. A City may waive a Commercial Business' obligation (including Multi-Family Residential Dwellings) to comply with some or all of the Organic Waste requirements of this ordinance if the Commercial Business provides documentation that the business generates below a certain amount of Organic Waste material as described below. Commercial Businesses requesting a de minimis waiver shall:

(1) Submit an application specifying the services that they are requesting a waiver from and provide documentation as noted below.

(2) Provide documentation that either:

(A) The Commercial Business' total Solid Waste collection service is two cubic yards or more per week and Organic Waste subject to collection in a Blue Container or Green Container comprises less than 20 gallons per week per applicable container of the business' total waste; or,

(B) The Commercial Business' total Solid Waste collection service is less than two cubic yards per week and Organic Waste subject to collection in a Blue Container or Green Container comprises less than 10 gallons per week per applicable container of the business' total waste.

(3) Notify City if circumstances change such that Commercial Business's Organic Waste exceeds threshold required for waiver, in which case waiver will be rescinded.

(4) Provide written verification of eligibility for de minimis waiver every 5 years, if City has approved de minimis waiver.

(b) Physical Space Waivers. City may waive a Commercial Business' or property owner's obligations (including Multi-Family Residential Dwellings) to comply with some or all of the recyclable materials and/or Organic Waste collection service requirements if the City has evidence from its own staff, a hauler, licensed architect, or licensed engineer demonstrating that the premises lacks adequate space for the collection containers required for compliance with the Organic Waste collection requirements of Section 16.51.

A Commercial Business or property owner may request a physical space waiver through the following process:

(1) Submit an application form specifying the type(s) of collection services for which they are requesting a compliance waiver.

(2) Provide documentation that the premises lacks adequate space for Blue Containers, where applicable, and/or Green Containers including documentation from its hauler, licensed architect, or licensed engineer

(3) Provide written verification to City that it is still eligible for physical space waiver every five years, if City has approved application for a physical space waiver.

16.53 Requirements for Commercial Edible Food Generators

(a) Tier One Commercial Edible Food Generators must comply with the requirements of this Section commencing January 1, 2022, and Tier Two Commercial Edible Food Generators must comply commencing January 1, 2024, pursuant to 14 CCR Section 18991.3.

(b) Large Venue or Large Event operators not providing food services, but allowing for food to be provided by others, shall require Food Facilities operating at the Large Venue or Large Event to comply with the requirements of this Section, commencing January 1, 2024.

(c) Commercial Edible Food Generators shall comply with the following requirements:

(1) Arrange to recover the maximum amount of Edible Food that would otherwise be disposed.

(2) Contract with, or enter into a written agreement with Food Recovery Organizations or Food Recovery Services for:

(A) the collection of Edible Food for Food Recovery; or,

(B) acceptance of the Edible Food that the Commercial Edible Food Generator self-hauls to the Food Recovery Organization for Food Recovery.

(3) Shall not intentionally spoil Edible Food that is capable of being recovered by a Food Recovery Organization or a Food Recovery Service.

(4) Allow City's designated enforcement entity or designated third party enforcement entity to access the premises and review records pursuant to 14 CCR Section 18991.4.

(5) Keep records that include the following information, or as otherwise specified in 14 CCR Section 18991.4:

(A) A list of each Food Recovery Service or organization that collects or receives its Edible Food pursuant to a contract or written agreement established under 14 CCR Section 18991.3(b).

(B) A copy of all contracts or written agreements established under 14 CCR Section 18991.3(b).

(C) A record of the following information for each of those Food Recovery Services or Food Recovery Organizations:

(i) The name, address and contact information of the Food Recovery Service or Food Recovery Organization.

(ii) The types of food that will be collected by or self-hauled to the Food Recovery Service or Food Recovery Organization.

(iii) The established frequency that food will be collected or self-hauled.

(iv) The quantity of food, measured in pounds recovered per month, collected or self-hauled to a Food Recovery Service or Food Recovery Organization for Food Recovery.

(6) No later than July 1 of each year commencing no later than July 1, 2022 for Tier One Commercial Edible Food Generators and July 1, 2024 for Tier Two Commercial Edible Food Generators, provide an annual Food Recovery report to the City that includes the information recorded as required in Section 16.53(c)(5) as well as the amount and type of Edible Food that was not accepted by Food Recovery Organizations or services for donation.

(d) Nothing in this ordinance shall be construed to limit or conflict with the protections provided by the California Good Samaritan Food Donation Act of 2017, the Federal Good Samaritan Act,

or share table and school food donation guidance pursuant to Senate Bill 557 of 2017 (approved by the Governor of the State of California on September 25, 2017, which added Article 13 [commencing with Section 49580] to Chapter 9 of Part 27 of Division 4 of Title 2 of the Education Code, and to amend Section 114079 of the Health and Safety Code, relating to food safety, as amended, supplemented, superseded and replaced from time to time).

16.54 Requirements for Food Recovery Organizations and Services and Regional Agencies

(a) Food Recovery Services collecting or receiving Edible Food directly from Commercial Edible Food Generators, via a contract or written agreement established under 14 CCR Section 18991.3(b), shall maintain the following records, or as otherwise specified by 14 CCR Section 18991.5(a)(1):

(1) The name, address, and contact information for each Commercial Edible Food Generator from which the service collects Edible Food.

(2) The quantity in pounds of Edible Food collected from each Commercial Edible Food Generator per month.

(3) The quantity in pounds of Edible Food transported to each Food Recovery Organization per month.

(4) The name, address, and contact information for each Food Recovery Organization that the Food Recovery Service transports Edible Food to for Food Recovery.

(b) Food Recovery Organizations collecting or receiving Edible Food directly from Commercial Edible Food Generators, via a contract or written agreement established under 14 CCR Section 18991.3(b), shall maintain the following records, or as otherwise specified by 14 CCR Section 18991.5(a)(2):

(1) The name, address, and contact information for each Commercial Edible Food Generator from which the organization receives Edible Food.

(2) The quantity in pounds of Edible Food received from each Commercial Edible Food Generator per month.

(3) The name, address, and contact information for each Food Recovery Service that the organization receives Edible Food from for Food Recovery.

(c) Food Recovery Organizations and Food Recovery Services shall inform generators about California and Federal Good Samaritan Food Donation Act protection in written communications, such as in their contract or agreement established under 14 CCR Section 18991.3(b).

(d) Food Recovery Organizations and Food Recovery Services that have their primary address physically located in the City and contract with or have written agreements with one or more

Commercial Edible Food Generators pursuant to 14 CCR Section 18991.3(b) shall report to the City it is located in the total pounds of Edible Food recovered in the previous calendar year from the Tier One and Tier Two Commercial Edible Food Generators they have established a contract or written agreement with pursuant to 14 CCR Section 18991.3(b) no later than July 1.

(e) Food Recovery Capacity Planning

(1) Food Recovery Services and Food Recovery Organizations. In order to support Edible Food Recovery capacity planning assessments or other studies conducted by the County, City, special district that provides solid waste collection services, or its designated entity, Food Recovery Services and Food Recovery Organizations operating in the City shall provide information and consultation to the City, upon request, regarding existing, or proposed new or expanded, Food Recovery capacity that could be accessed by the City and its Commercial Edible Food Generators. A Food Recovery Service or Food Recovery Organization contacted by the City shall respond to such request for information within 60 days, unless a shorter timeframe is otherwise specified by the City.

16.55 Requirements for Haulers and Facility Operators

(a) Requirements for Haulers

(1) Exclusive franchised hauler providing residential, Commercial, or industrial Organic Waste collection services to generators within the City's boundaries shall meet the following requirements and standards as a condition of approval of a contract, agreement, or other authorization with the City to collect Organic Waste:

(A) Through written notice to the City annually on or before July 1, identify the facilities to which they will transport Organic Waste including facilities for Source Separated Recyclable Materials, Source Separated Green Container Organic Waste, and Mixed Refuse/Recyclable Waste.

(B) Transport Source Separated Recyclable Materials, Source Separated Green Container Organic Waste, and Mixed Refuse/Recyclable Waste to a facility, operation, activity, or property that recovers Organic Waste as defined in 14 CCR, Division 7, Chapter 12, Article 2

(C) Obtain approval from the City to haul Organic Waste, unless it is transporting Source Separated Organic Waste to a Community Composting site or lawfully transporting C&D in a manner that complies with 14 CCR Section 18989.1, Section 16.57 of this ordinance, and City's C&D ordinance.

(2) Exclusive franchised hauler authorization to collect Organic Waste shall comply with education, equipment, signage, container labeling, container color, contamination monitoring, reporting, and other requirements contained within its franchise agreement, permit, license, or other agreement entered into with City.

(b) Requirements for Facility Operators and Community Composting Operations

(1) Owners of facilities, operations, and activities that recover Organic Waste, including, but not limited to, Compost facilities, in-vessel digestion facilities, and publicly-owned treatment works shall, upon City's request, provide information regarding available and potential new or expanded capacity at their facilities, operations, and activities, including information about throughput and permitted capacity necessary for planning purposes. Entities contacted by the City shall respond within 60 days.

(2) Community Composting operators, upon City request, shall provide information to the City to support Organic Waste capacity planning, including, but not limited to, an estimate of the amount of Organic Waste anticipated to be handled at the Community Composting operation. Entities contacted by the City shall respond within 60 days.

16.56 Self-Hauler Requirements

(a) Self-Haulers shall source separate all recyclable materials and Organic Waste (materials that City otherwise requires generators to separate for collection in the City's organics and recycling collection program) generated on-site from Solid Waste in a manner consistent with 14 CCR Sections 18984.1 and 18984.2, or shall haul Organic Waste to a High Diversion Organic Waste Processing Facility as specified in 14 CCR Section 18984.3.

(b) Self-Haulers shall haul their Source Separated Recyclable Materials to a facility that recovers those materials; and haul their Source Separated Green Container Organic Waste to a Solid Waste facility, operation, activity, or property that processes or recovers Source Separated Organic Waste. Alternatively, Self-Haulers may haul Organic Waste to a High Diversion Organic Waste Processing Facility.

(c) Self-Haulers that are Commercial Businesses (including Multi-Family Residential Dwellings) shall keep a record of the amount of Organic Waste delivered to each Solid Waste facility, operation, activity, or property that processes or recovers Organic Waste; this record shall be subject to Inspection by the City. The records shall include the following information:

(1) Delivery receipts and weight tickets from the entity accepting the waste.

(2) The amount of material in cubic yards or tons transported by the generator to each entity.

(3) If the material is transported to an entity that does not have scales on-site, or employs scales incapable of weighing the Self-Hauler's vehicle in a manner that allows it to determine the weight of materials received, the Self-Hauler is not required to record the weight of material but shall keep a record of the entities that received the Organic Waste.

(d) Self-Haulers that are Commercial Businesses (including Multi-Family Self-Haulers), are required to inform the City Public Works Department 30 days prior to commencing their self-

hauling operation, and shall provide information collected in Section 16.56(c) to City if requested, within 30 days of the City's request.

(e) A residential Organic Waste Generator that self hauls Organic Waste is not required to record or report information in Section 16.56(c) and (d).

16.57 Compliance with CALGreen Recycling Requirements

(a) Persons applying for a permit from the City for new construction and building additions and alternations shall comply with the requirements of this Section and all required components of the California Green Building Standards Code, 24 CCR, Part 11, known as CALGreen, as amended, if its project is covered by the scope of CALGreen or more stringent requirements of the City. If the requirements of CALGreen are more stringent then the requirements of this Section, the CALGreen requirements shall apply.

Project applicants shall refer to Chapter 9 for complete CALGreen requirements.

(b) For projects covered by CALGreen or more stringent requirements of the City, the applicants must, as a condition of the City's permit approval, comply with the following:

(1) Where five (5) or more Multi-Family dwelling units are constructed on a building site, provide readily accessible areas that serve occupants of all buildings on the site and are identified for the storage and collection of Blue Container and Green Container materials, consistent with the two-container or three-container collection program offered by the City, or comply with provision of adequate space for recycling for Multi-Family and Commercial premises pursuant to Sections 4.408.1, 4.410.2, 5.408.1, and 5.410.1 of the California Green Building Standards Code, 24 CCR, Part 11 as amended provided amended requirements are more stringent than the CALGreen requirements for adequate recycling space effective January 1, 2020.

(2) New Commercial construction or additions resulting in more than 30% of the floor area shall provide readily accessible areas identified for the storage and collection of Blue Container and Green Container materials, consistent with the three-container or two-container collection program offered by the City, or shall comply with provision of adequate space for recycling for Multi-Family and Commercial premises pursuant to Sections 4.408.1, 4.410.2, 5.408.1, and 5.410.1 of the California Green Building Standards Code, 24 CCR, Part 11 as amended provided amended requirements are more stringent than the CALGreen requirements for adequate recycling space effective January 1, 2020.

(3) Comply with CALGreen requirements and applicable law related to management of C&D, including diversion of Organic Waste in C&D from disposal. Comply with City's C&D ordinance, and all written and published City policies and/or administrative guidelines regarding the collection, recycling, diversion, tracking, and/or reporting of C&D.

16.58 Inspections and Investigations by City

(a) City representatives and/or its designated entity, including Designees are authorized to conduct Inspections and investigations, at random or otherwise, of any collection container, collection vehicle loads, or transfer, processing, or disposal facility for materials collected from generators, or Source Separated materials to confirm compliance with this ordinance by Organic Waste Generators, Commercial Businesses (including Multi-Family Residential Dwellings), property owners, Commercial Edible Food Generators, haulers, Self-Haulers, Food Recovery Services, and Food Recovery Organizations, subject to applicable laws. This Section does not allow City to enter the interior of a private residential property for Inspection. For the purposes of inspecting Commercial Business containers for compliance with Section 16.51(a)(2) of this ordinance, City may conduct container Inspections for Prohibited Container Contaminants using Remote Monitoring, and Commercial Businesses shall accommodate and cooperate with the Remote Monitoring pursuant to Section 16.51(k) of this ordinance.

(b) Regulated entity shall provide or arrange for access during all Inspections (with the exception of residential property interiors) and shall cooperate with the City's employee or its designated entity/Designee during such Inspections and investigations. Such Inspections and investigations may include confirmation of proper placement of materials in containers, Edible Food Recovery activities, records, or any other requirement of this ordinance described herein. Failure to provide or arrange for:

(1) access to an entity's premises;

(2) installation and operation of Remote Monitoring equipment; or

(3) access to records for any Inspection or investigation is a violation of this ordinance and may result in penalties described.

(c) Any records obtained by a City during its Inspections, Remote Monitoring, and other reviews shall be subject to the requirements and applicable disclosure exemptions of the Public Records Act as set forth in Government Code Section 6250 et seq.

(d) City representatives, its designated entity, and/or Designee are authorized to conduct any Inspections, Remote Monitoring, or other investigations as reasonably necessary to further the goals of this ordinance, subject to applicable laws.

(e) City shall receive written complaints from persons regarding an entity that may be potentially non-compliant with SB 1383 Regulations, including receipt of anonymous complaints.

16.59 Enforcement

(a) Violation of any provision of this ordinance shall constitute grounds for issuance of a Notice of Violation and assessment of a fine by the City Manager or their Designee or representative.

Enforcement Actions under this ordinance are issuance of an administrative citation and assessment of a fine, as governed by Chapter 1A of the City Code regarding Administrative Citations.

(b) Process for Enforcement

(1) For incidences of Prohibited Container Contaminants found in containers, City or its Designee will issue a Notice of Violation and/or a notice of contamination to any generator found to have Prohibited Container Contaminants in a container. Such notice will be provided via a cart tag or other communication immediately upon identification of the Prohibited Container Contaminants or within two (2) days after determining that a violation has occurred. If the City or its Designee observes Prohibited Container Contaminants in a generator's containers on more than two (2) consecutive occasion(s), beginning January 1, 2024, the City or its Designee have the right to assess contamination processing fees or contamination service charges on the generator, per the current franchise hauler rate schedule. This contamination service charge shall not be considered an administrative fine or penalty. Any disputes arising from the assessment of a contamination service charge shall be adjudicated pursuant to the customer complaint resolution process provided under the terms of any contract, agreement, or similar contractual authorization between the hauler and the City to collect Organic Waste.

(2) Absent compliance by the respondent within the deadline set forth in the Notice of Violation, City shall commence an action to impose penalties, via an administrative citation and fine, pursuant to Chapter 1A (Administrative Citations) of the City's Municipal Code. Notices shall be sent to "owner" at the official address of the owner maintained by the tax collector for the City or if no such address is available, to the owner at the address of the dwelling or Commercial property or to the party responsible for paying for the collection services, depending upon available information.

(c) Penalty Amounts for Types of Violations

The penalty levels are as follows:

(1) For a first violation, the amount of the base penalty shall be \$100 per violation.

(2) For a second violation, the amount of the base penalty shall be \$200 per violation.

(3) For a third or subsequent violation, the amount of the base penalty shall be \$500 per violation.

(d) Education Period for Non-Compliance

Beginning January 1, 2022 and through December 31, 2023, City will conduct Inspections, Remote Monitoring, Route Reviews or waste evaluations, and Compliance Reviews, depending upon the type of regulated entity, to determine compliance, and if City determines that Organic Waste Generator, Self-Hauler, hauler, Tier One Commercial Edible Food Generator, Food Recovery Organization, Food Recovery Service, or other entity is not in compliance, it shall provide educational materials to the entity describing its obligations under this ordinance and a

notice that compliance is required by January 1, 2022, and that violations may be subject to administrative civil penalties starting on January 1, 2024.

(e) Civil Penalties for Non-Compliance

Beginning January 1, 2024, if the City determines that an Organic Waste Generator, Self-Hauler, hauler, Tier One or Tier Two Commercial Edible Food Generator, Food Recovery Organization, Food Recovery Service, or other entity is not in compliance with this ordinance, it shall document the noncompliance or violation, issue a Notice of Violation, and take Enforcement Action pursuant to this Section, as needed.

SECTION 8. The following new Section (2.99-29C) is added to Chapter 2 Administration, Article XI Purchasing, which reads as follows:

2.99-29C Recovered Organic Waste Product and Recycled-Content Paper procurement requirements.

(a) City departments, and direct service providers to the City, as applicable, must comply with the City's Recovered Organic Waste Product procurement policy adopted on [To Be Determined] and Recycled-Content Paper procurement policy adopted on [To Be Determined].

SECTION 9. This ordinance shall take effect January 1, 2022, and within fifteen (15) days after its passage, the City Clerk of the City of South Pasadena shall certify to the passage and adoption of this ordinance and to its approval by the Mayor and City Council and shall cause the same to be published in a newspaper in the manner required by law.

PASSED AND ADOPTED by the City Council of the City of South Pasadena, State of California, on _____, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Diana Mahmud, Mayor

Attest:

City Clerk



City of South Pasadena Public Works

Memo

Date: November 3, 2021

To: The Honorable City Council

Via: Arminé Chaparyan, City Manager

From: H. Ted Gerber, Acting Public Works Director

Re: November 3, 2021 City Council Meeting Item No. 15 Additional Document – First Reading and Introduction of an Ordinance, Amending Chapter 16 (Garbage and Waste) and Chapter 2 (Administration) of the South Pasadena Municipal Code to Implement a Mandatory Organics Waste Disposal Reduction Ordinance as required by SB 1383 and CalRecycle

Please see attached revised ordinance amending Chapter 16 (Garbage and Waste) and Chapter 2 (Administration). The changes will be explained during the City Council meeting presentation.

ATTACHMENT

Redlined Ordinance Amending Chapter 16 (Garbage and Waste)
and Chapter 2 (Administration)

**CITY OF SOUTH PASADENA
ORDINANCE NO. _____**

AN ORDINANCE OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
AMENDING SOUTH PASADENA MUNICIPAL CODE SECTION 16.1
("DEFINITIONS"), SECTION 16.3 ("ILLEGAL ACCUMULATIONS"),
SECTION 16.5 ("COLLECTION AND REMOVAL GENERALLY"), SECTION
16.13 ("TRANSPORTATION ALONG STREETS"), SECTION 16.14 ("PILING
OF BRUSH, TREE, ETC., TRIMMINGS AND STUMPS"), SECTION 16.17
("GENERALLY"), SECTION 16.18 ("LOCATION"), SECTION 16.19
("UNAUTHORIZED REMOVAL OR INTERFERENCE WITH"), AND
SECTION 16.22 ("COVERING OF GARBAGE RECEPTACLES; WRAPPING
GARBAGE") OF CHAPTER 16 ("GARBAGE AND WASTE") RELATING
TO MANDATORY ORGANIC WASTE DISPOSAL
AND ADDING A NEW ARTICLE V (ORGANIC WASTE DISPOSAL) TO
CHAPTER 16 ("GARBAGE AND WASTE") CONSISTENT WITH THE
STATE'S MODEL MANDATORY ORGANIC WASTE DISPOSAL
REDUCTION ORDINANCE
AND ADDING A NEW SECTION 2.99-29C ("RECOVERED ORGANIC
WASTE PRODUCT AND RECYCLED-CONTENT PAPER PROCUREMENT
REQUIREMENTS") OF CHAPTER 2 ("ADMINISTRATION") OF THE
SOUTH PASADENA MUNICIPAL CODE RELATING TO RECYCLED AND
ORGANIC WASTE PROCUREMENT

WHEREAS, State recycling law, Assembly Bill 939 of 1989, the California Integrated Waste Management Act of 1989 (California Public Resources Code Section 40000, et seq., as amended, supplemented, superseded, and replaced from time to time), requires cities and counties to reduce, reuse, and recycle (including composting) Solid Waste generated in their cities to the maximum extent feasible before any incineration or landfill disposal of waste, to conserve water, energy, and other natural resources, and to protect the environment; and

WHEREAS, State recycling law, Assembly Bill 341 of 2011 (approved by the Governor of the State of California on October 5, 2011, which amended Sections 41730, 41731, 41734, 41735, 41736, 41800, 42926, 44004, and 50001 of, and added Sections 40004, 41734.5, and 41780.01 and Chapter 12.8 (commencing with Section 42649) to Part 3 of Division 30 of, and added and repealed Section 41780.02 of, the Public Resources Code, as amended, supplemented, superseded and replaced from time to time), places requirements on businesses and Multi-Family property owners that generate a specified threshold amount of Solid Waste to arrange for recycling services and requires cities to implement a Mandatory Commercial Recycling program; and

WHEREAS, State organics recycling law, Assembly Bill 1826 of 2014 (approved by the Governor of the State of California on September 28, 2014, which added Chapter 12.9 (commencing with Section 42649.8) to Part 3 of Division 30 of the Public Resources Code, relating to Solid Waste, as amended, supplemented, superseded, and replaced from time to time), requires businesses and Multi-Family property owners that generate a specified threshold amount of Solid Waste, Recycling, and Organic Waste per week to arrange for recycling services for that waste, requires cities to implement a recycling program to divert Organic Waste from businesses subject to the law, and requires cities to implement a Mandatory Commercial Organics Recycling program; and

WHEREAS, SB 1383, the Short-lived Climate Pollutant Reduction Act of 2016, requires CalRecycle to develop regulations to reduce organics in landfills as a source of methane. The regulations place requirements on multiple entities including cities, residential households, Commercial Businesses and business owners, Commercial Edible Food Generators, haulers, Self-Haulers, Food Recovery Organizations, and Food Recovery Services to support achievement of Statewide Organic Waste disposal reduction targets

WHEREAS, SB 1383, the Short-lived Climate Pollutant Reduction Act of 2016, requires cities to adopt and enforce an ordinance or enforceable mechanism to implement relevant provisions of SB 1383 Regulations. This ordinance will also help reduce food insecurity by requiring Commercial Edible Food Generators to arrange to have the maximum amount of their Edible Food, that would otherwise be disposed, be recovered for human consumption

WHEREAS, the adopted South Pasadena Green Action Plan (2019) and Climate Action Plan (2020) include action to implement and enforce SB 1383 organics and recycling requirement to reduce landfilled organics waste emissions 50% by 2022 and 75% by 2025, reduce residential and commercial waste sent to landfills by 50% by 2030 and 100% by 2045, and increase organics diversion from landfills.

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

SECTION 1. Section 16.1 (“Definitions”) of Chapter 16 ("Garbage and Waste") of the South Pasadena Municipal Code is amended to read as follows:

16.1 Definitions.

The following words and phrases, wherever used in this chapter, shall be construed as follows:

(a) “Black/Gray Container” has the same meaning as in 14 CCR Section 18982(a)(28) and shall be used for the purpose of storage and collection of Black/Gray Container Waste.

(b) “Black/Gray Container Waste” means Solid Waste that is collected in a Black/Gray Container that is part of a two-container or three-container Organic Waste collection service that prohibits the placement of Organic Waste in the Black/Gray Container as specified in 14 CCR Sections 18984.1(a) and (b), or as otherwise defined in 14 CCR Section 17402(a)(6.5).

(c) “Blue Container” has the same meaning as in 14 CCR Section 18982(a)(5) and shall be used for the purpose of storage and collection of Source Separated Recyclable Materials or Source Separated Blue Container Organic Waste.

(d) “CalRecycle” means California's Department of Resources Recycling and Recovery, which is the Department designated with responsibility for developing, implementing, and enforcing SB 1383 Regulations on cities (and others).

(e) “California Code of Regulations” or “CCR” means the State of California Code of Regulations. CCR references in this ordinance are preceded with a number that refers to the relevant Title of the CCR (e.g., “14 CCR” refers to Title 14 of CCR).

(f) RESERVED

(g) “Commercial Business” or “Commercial” means a firm, partnership, proprietorship, joint-stock company, corporation, or association, whether for-profit or nonprofit, strip mall, industrial facility, or a multifamily residential dwelling, or as otherwise defined in 14 CCR Section 18982(a)(6). A Multi-Family Residential Dwelling that consists of fewer than five (5) units is not a Commercial Business for purposes of implementing this ordinance.

(h) “Commercial Edible Food Generator” includes a Tier One or a Tier Two Commercial Edible Food Generator as defined in Sections 16.1(tt) and 16.1(uuu) of this ordinance or as otherwise defined in 14 CCR Section 18982(a)(73) and (a)(74). For the purposes of this definition, Food Recovery Organizations and Food Recovery Services are not Commercial Edible Food Generators pursuant to 14 CCR Section 18982(a)(7).

(i) “Compliance Review” means a review of records by the City or its Designee to determine compliance with this ordinance.

(j) “Community Composting” means any activity that composts green material, agricultural material, food material, and vegetative food material, alone or in combination, and the total amount of feedstock and Compost on-site at any one time does not exceed 100 cubic yards and 750 square feet, as specified in 14 CCR Section 17855(a)(4); or, as otherwise defined by 14 CCR Section 18982(a)(8).

(k) “Compost” has the same meaning as in 14 CCR Section 17896.2(a)(4), which stated, as of the effective date of this ordinance, that “Compost” means the product resulting from the controlled biological decomposition of organic Solid Wastes that are Source Separated from the municipal Solid Waste stream, or which are separated at a centralized facility.

(l) **RESERVED**

(m) “Container Contamination” or “Contaminated Container” means a container, regardless of color, that contains Prohibited Container Contaminants, or as otherwise defined in 14 CCR Section 18982(a)(55).

(n) “Contractor”; ~~The word “contractor”~~ shall be construed to mean the person to whom the city council shall have awarded a contract, or shall have been otherwise authorized to receive, collect, carry, haul, transport and dispose of any and all garbage and waste matter within the city.

(o) “C&D” means construction and demolition debris.

(p) “Designee” means an entity that a City contracts with or otherwise arranges to carry out any of the City’s responsibilities of this ordinance as authorized in 14 CCR Section 18981.2. A Designee may be a government entity, a hauler, a contractor, a private entity, or a combination of those entities.

(q) “Edible Food” means food intended for human consumption, or as otherwise defined in 14 CCR Section 18982(a)(18). For the purposes of this ordinance or as otherwise defined in 14 CCR Section 18982(a)(18), “Edible Food” is not Solid Waste if it is recovered and not discarded. Nothing in this ordinance or in 14 CCR, Division 7, Chapter 12 requires or authorizes the Recovery of Edible Food that does not meet the food safety requirements of the California Retail Food Code.

(r) “Enforcement Action” means an action of the City to address non-compliance with this ordinance including, but not limited to, issuing administrative citations, fines, penalties, or using other remedies.

(s) “Excluded Waste” means hazardous substance, hazardous waste, infectious waste, designated waste, volatile, corrosive, medical waste, infectious, regulated radioactive waste, and toxic substances or material that facility operator(s), which receive materials from the City and its generators, reasonably believe(s) would, as a result of or upon acceptance, transfer, processing, or disposal, be a violation of local, State, or Federal law, regulation, or ordinance, including: land use restrictions or conditions, waste that cannot be disposed of in Class III landfills or accepted at the facility by permit conditions, waste that in City’s, or its Designee’s reasonable opinion would present a significant risk to human health or the environment, cause a nuisance or otherwise create or expose City, or its Designee, to potential liability; but not including de minimis volumes or concentrations of waste of a type and amount normally found in Single-Family or Multi-Family Solid Waste after implementation of programs for the safe collection, processing, recycling, treatment, and disposal of batteries and paint in compliance with Sections 41500 and 41802 of the California Public Resources Code.

(t) “Food Distributor” means a company that distributes food to entities including, but not limited to, Supermarkets and Grocery Stores, or as otherwise defined in 14 CCR Section 18982(a)(22).

(u) “Food Facility” has the same meaning as in Section 113789 of the Health and Safety Code.

(v) “Food Recovery” means actions to collect and distribute food for human consumption that otherwise would be disposed, or as otherwise defined in 14 CCR Section 18982(a)(24).

(w) “Food Recovery Organization” means an entity that engages in the collection or receipt of Edible Food from Commercial Edible Food Generators and distributes that Edible Food to the

public for Food Recovery either directly or through other entities or as otherwise defined in 14 CCR Section 18982(a)(25), including, but not limited to:

(1) A food bank as defined in Section 113783 of the Health and Safety Code;

(2) A nonprofit charitable organization as defined in Section 113841 of the Health and Safety code; and,

(3) A nonprofit charitable temporary food facility as defined in Section 113842 of the Health and Safety Code.

A Food Recovery Organization is not a Commercial Edible Food Generator for the purposes of this ordinance and implementation of 14 CCR, Division 7, Chapter 12 pursuant to 14 CCR Section 18982(a)(7).

If the definition in 14 CCR Section 18982(a)(25) for Food Recovery Organization differs from this definition, the definition in 14 CCR Section 18982(a)(25) shall apply to this ordinance.

(x) “Food Recovery Service” means a person or entity that collects and transports Edible Food from a Commercial Edible Food Generator to a Food Recovery Organization or other entities for Food Recovery, or as otherwise defined in 14 CCR Section 18982(a)(26). A Food Recovery Service is not a Commercial Edible Food Generator for the purposes of this ordinance and implementation of 14 CCR, Division 7, Chapter 12 pursuant to 14 CCR Section 18982(a)(7).

(y) “Food Scraps” means all food such as, but not limited to, fruits, vegetables, meat, poultry, seafood, shellfish, bones, rice, beans, pasta, bread, cheese, and eggshells. Food Scraps excludes fats, oils, and grease when such materials are Source Separated from other Food Scraps.

(z) “Food Service Provider” means an entity primarily engaged in providing food services to institutional, governmental, Commercial, or industrial locations of others based on contractual arrangements with these types of organizations, or as otherwise defined in 14 CCR Section 18982(a)(27).

(aa) “Food-Soiled Paper” is compostable paper material that has come in contact with food or liquid, such as, but not limited to, compostable paper plates, paper coffee cups, napkins, pizza boxes, and milk cartons.

(bb) “Food Waste” means Food Scraps, Food-Soiled Paper, and 100% fiber-based compostable dinnerware.

(cc) “Garbage.” ~~The word “garbage”~~ shall include and mean household refuse and leavings, offal, swill and any accumulation of animal and vegetable and other matter that attends the preparation, consumption, decay or dealing in or storage of meat, fish, fowl, birds, fruits and vegetables, **except where such matter is defined as Food Waste or Organic Waste by this section.** “Garbage” does not include waste matter as defined in this section. Animal carcasses shall not be included in this definition and shall not be deposited in any garbage receptacle, except carcasses of animals eaten on the premises.

(dd) “Green Container” has the same meaning as in 14 CCR Section 18982.2(a)(29) and shall be used for the purpose of storage and collection of Source Separated Green Container Organic Waste.

(ee) “Grocery Store” means a store primarily engaged in the retail sale of canned food; dry goods; fresh fruits and vegetables; fresh meats, fish, and poultry; and any area that is not separately owned within the store where the food is prepared and served, including a bakery, deli, and meat and seafood departments, or as otherwise defined in 14 CCR Section 18982(a)(30).

(ff) “Hauler Route” means the designated itinerary or sequence of stops for each segment of the City’s collection service area, or as otherwise defined in 14 CCR Section 18982(a)(31.5).

(gg) “High Diversion Organic Waste Processing Facility” means a facility that is in compliance with the reporting requirements of 14 CCR Section 18815.5(d) and meets or exceeds an annual average Mixed Waste organic content Recovery rate of 50 percent between January 1, 2022 and December 31, 2024, and 75 percent after January 1, 2025, as calculated pursuant to 14 CCR Section 18815.5(e) for Organic Waste received from the “Mixed waste organic collection stream” as defined in 14 CCR Section 17402(a)(11.5); or, as otherwise defined in 14 CCR Section 18982(a)(33).

(hh) “Inspection” means a site visit where the City or its Designee reviews records, containers, and an entity’s collection, handling, recycling, or landfill disposal of Organic Waste or Edible Food handling to determine if the entity is complying with requirements set forth in this ordinance, or as otherwise defined in 14 CCR Section 18982(a)(35).

(ii) “Large Event” means an event, including, but not limited to, a sporting event or a flea market, that charges an admission price, or is operated by a local agency, and serves an average of more than 2,000 individuals per day of operation of the event, at a location that includes, but is not limited to, a public, nonprofit, or privately owned park, parking lot, golf course, street system, or other open space when being used for an event. If the definition in 14 CCR Section 18982(a)(38) differs from this definition, the definition in 14 CCR Section 18982(a)(38) shall apply to this ordinance.

(jj) “Large Venue” means a permanent venue facility that annually seats or serves an average of more than 2,000 individuals within the grounds of the facility per day of operation of the venue facility. For purposes of this ordinance and implementation of 14 CCR, Division 7, Chapter 12, a venue facility includes, but is not limited to, a public, nonprofit, or privately owned or operated stadium, amphitheater, arena, hall, amusement park, conference or civic center, zoo, aquarium, airport, racetrack, horse track, performing arts center, fairground, museum, theater, or other public attraction facility. For purposes of this ordinance and implementation of 14 CCR, Division 7, Chapter 12, a site under common ownership or control that includes more than one Large Venue that is contiguous with other Large Venues in the site, is a single Large Venue. If the definition in 14 CCR Section 18982(a)(39) differs from this definition, the definition in 14 CCR Section 18982(a)(39) shall apply to this ordinance.

(kk) “Local Education Agency” means a school district, charter school, or county office of education that is not subject to the control of city or county regulations related to Solid Waste, or as otherwise defined in 14 CCR Section 18982(a)(40).

(ll) “Mixed Refuse/Recyclable Waste Stream” or “Mixed Refuse/Recyclable Waste” means Solid Waste that is collected in a Black/Gray Container that is part of a two-container Organic Waste collection service that includes Black/Gray Container Waste, Source Separated Recyclable Materials, or Source Separated Blue Container Organic Waste which are separated at a centralized facility

(mm) “Mixed Waste Organic Collection Stream” or “Mixed Waste” means Organic Waste collected in a container that is required by 14 CCR Sections 18984.1, 18984.2 or 18984.3 to be taken to a High Diversion Organic Waste Processing Facility or as otherwise defined in 14 CCR Section 17402(a)(11.5).

(nn) “Multi-Family Residential Dwelling” or “Multi-Family” means of, from, or pertaining to residential premises with five (5) or more dwelling units. Multi-Family premises do not include hotels, motels, or other transient occupancy facilities, which are considered Commercial Businesses.

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(qq) “Non-Compostable Paper” includes but is not limited to paper that is coated in a plastic material that will not breakdown in the composting process, or as otherwise defined in 14 CCR Section 18982(a)(41).

(rr) “Non-Local Entity” means the following entities that are not subject to the City’s enforcement authority, or as otherwise defined in 14 CCR Section 18982(a)(42), including special districts located within the boundaries of the City, including: South Pasadena Unified School District.

(ss) “Non-Organic Recyclables” means non-putrescible and non-hazardous recyclable wastes including but not limited to bottles, cans, metals, plastics and glass, or as otherwise defined in 14 CCR Section 18982(a)(43).

(tt) “Notice of Violation (NOV)” means a notice that a violation has occurred that includes a compliance date to avoid an action to seek penalties, or as otherwise defined in 14 CCR Section 18982(a)(45) or further explained in 14 CCR Section 18995.4.

(uu) “Organic Waste” means Solid Wastes containing material originated from living organisms and their metabolic waste products, including but not limited to food, green material, landscape and pruning waste, organic textiles and carpets, lumber, wood, Paper Products, Printing and Writing Paper, manure, biosolids, digestate, and sludges or as otherwise defined in 14 CCR Section 18982(a)(46). Biosolids and digestate are as defined by 14 CCR Section 18982(a).

(vv) “Organic Waste Generator” means a person or entity that is responsible for the initial creation of Organic Waste, or as otherwise defined in 14 CCR Section 18982(a)(48).

(ww) “Paper Products” include, but are not limited to, paper janitorial supplies, cartons, wrapping, packaging, file folders, hanging files, corrugated boxes, tissue, and toweling, or as otherwise defined in 14 CCR Section 18982(a)(51).

(xx) “Printing and Writing Papers” include, but are not limited to, copy, xerographic, watermark, cotton fiber, offset, forms, computer printout paper, white wove envelopes, manila envelopes, book paper, note pads, writing tablets, newsprint, and other uncoated writing papers, posters, index cards, calendars, brochures, reports, magazines, and publications, or as otherwise defined in 14 CCR Section 18982(a)(54).

(yy) “Prohibited Container Contaminants”

(1) Where a three-container collection service has been implemented consisting of a Black/Gray Container, a Green Container, and a Blue Container, “Prohibited Container Contaminants” means the following: (i) discarded materials placed in the Blue Container that are not identified as acceptable Source Separated Recyclable Materials for the City’s Blue Container; (ii) discarded materials placed in the Green Container that are not identified as acceptable Source Separated Green Container Organic Waste for the City’s Green Container; (iii) discarded materials placed in the Black/Gray Container that are acceptable Source Separated Recyclable Materials and/or Source Separated Green Container Organic Wastes to be placed in City’s Green Container and/or Blue Container; and, (iv) Excluded Waste placed in any container.

(2) Where a two-container collection service has been implemented for Source Separated Green Container Organic Waste and Mixed Refuse/Recyclable Waste, “Prohibited Container Contaminants” means the following: (i) discarded materials placed in a Green Container that are not identified as acceptable Source Separated Green Container Organic Waste for the City’s Green Container; (ii) discarded materials placed in the Black/Gray Container that are identified as acceptable Source Separated Green Container Organic Waste, which are to be separately collected in City’s Green Container; and, (iii) Excluded Waste placed in any container.

(zz) “Recovered Organic Waste Products” means products made from California, landfill-diverted recovered Organic Waste processed in a permitted or otherwise authorized facility, or as otherwise defined in 14 CCR Section 18982(a)(60).

(aaa) “Recovery” means any activity or process described in 14 CCR Section 18983.1(b), or as otherwise defined in 14 CCR Section 18982(a)(49).

(bbb) “Recycled-Content Paper” means Paper Products and Printing and Writing Paper that consists of at least 30 percent, by fiber weight, postconsumer fiber, or as otherwise defined in 14 CCR Section 18982(a)(61).

(ccc) “Regional Agency” means regional agency as defined in Public Resources Code Section 40181.

(ddd) “Regional or County Agency Enforcement Official” means a regional or county agency enforcement official, designated by the City with responsibility for enforcing the ordinance in conjunction or consultation with the City Manager or their Designee.

(eee) “Remote Monitoring” means the use of the internet of things (IoT) and/or wireless electronic devices mounted on the contractor’s, the City’s, or the City’s designee’s vehicles or carried by contractor, City, or the City’s designee to visualize the contents of Blue Containers, Green Containers, and/or Black/Gray Containers for purposes of identifying the quantity of materials in containers (level of fill) and/or presence of Prohibited Container Contaminants.

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(ggg) “Restaurant” means an establishment primarily engaged in the retail sale of food and drinks for on-premises or immediate consumption, or as otherwise defined in 14 CCR Section 18982(a)(64).

(hhh) “Route Review” means a visual Inspection of containers along a Hauler Route for the purpose of determining Container Contamination, and may include mechanical Inspection methods such as the use of cameras, or as otherwise defined in 14 CCR Section 18982(a)(65).

(iii) “SB 1383” means Senate Bill 1383 of 2016 approved by the Governor on September 19, 2016, which added Sections 39730.5, 39730.6, 39730.7, and 39730.8 to the Health and Safety Code, and added Chapter 13.1 (commencing with Section 42652) to Part 3 of Division 30 of the Public Resources Code, establishing methane emissions reduction targets in a Statewide effort to reduce emissions of short-lived climate pollutants as amended, supplemented, superseded, and replaced from time to time.

(jjj) “SB 1383 Regulations” or “SB 1383 Regulatory” means or refers to, for the purposes of this ordinance, the Short-Lived Climate Pollutants: Organic Waste Reduction regulations developed by CalRecycle and adopted in 2020 that created 14 CCR, Division 7, Chapter 12 and amended portions of regulations of 14 CCR and 27 CCR.

(kkk) “Self-Hauler” means a person, who hauls Solid Waste, Organic Waste or recyclable material he or she has generated to another person. Self-hauler also includes a person who back-hauls waste, or as otherwise defined in 14 CCR Section 18982(a)(66). Back-haul means generating and transporting Organic Waste to a destination owned and operated by the generator using the generator’s own employees and equipment, or as otherwise defined in 14 CCR Section 18982(a)(66)(A).

(lll) “Single-Family” means of, from, or pertaining to any residential premises with fewer than five (5) units.

(mmm) “Solid Waste” has the same meaning as defined in State Public Resources Code Section 40191, which defines Solid Waste as all putrescible and nonputrescible solid, semisolid, and liquid wastes, including garbage, trash, refuse, paper, rubbish, ashes, industrial wastes, demolition and construction wastes, abandoned vehicles and parts thereof, discarded home and industrial appliances, dewatered, treated, or chemically fixed sewage sludge which is not hazardous waste, manure, vegetable or animal solid and semi-solid wastes, and other discarded

solid and semisolid wastes, with the exception that Solid Waste does not include any of the following wastes:

(1) Hazardous waste, as defined in the State Public Resources Code Section 40141.

(2) Radioactive waste regulated pursuant to the State Radiation Control Law (Chapter 8 commencing with Section 114960) of Part 9 of Division 104 of the State Health and Safety Code).

(3) Medical waste regulated pursuant to the State Medical Waste Management Act (Part 14 commencing with Section 117600) of Division 104 of the State Health and Safety Code). Untreated medical waste shall not be disposed of in a Solid Waste landfill, as defined in State Public Resources Code Section 40195.1. Medical waste that has been treated and deemed to be Solid Waste shall be regulated pursuant to Division 30 of the State Public Resources Code.

(nnn) “Source Separated” means materials, including commingled recyclable materials, that have been separated or kept separate from the Solid Waste stream, at the point of generation, for the purpose of additional sorting or processing those materials for recycling or reuse in order to return them to the economic mainstream in the form of raw material for new, reused, or reconstituted products, which meet the quality standards necessary to be used in the marketplace, or as otherwise defined in 14 CCR Section 17402.5(b)(4). For the purposes of the ordinance, Source Separated shall include separation of materials by the generator, property owner, property owner’s employee, property manager, or property manager’s employee into different containers for the purpose of collection such that Source Separated materials are separated from Black/Gray Container Waste or other Solid Waste for the purposes of collection and processing.

(ooo) “Source Separated Blue Container Organic Waste” means Source Separated Organic Wastes that can be placed in a Blue Container that is limited to the collection of those Organic Wastes and Non-Organic Recyclables as defined in Section 18982(a)(43), or as otherwise defined by Section 17402(a)(18.7).

(ppp) “Source Separated Green Container Organic Waste” means Source Separated Organic Waste that can be placed in a Green Container that is specifically intended for the separate collection of Organic Waste by the generator, excluding Source Separated Blue Container Organic Waste, carpets, Non-Compostable Paper, and textiles.

(qqq) “Source Separated Recyclable Materials” means Source Separated Non-Organic Recyclables and Source Separated Blue Container Organic Waste.

(rrr) “State” means the State of California.

(sss) “Street” - ~~The word “street”~~ shall include all streets, highways, avenues, lanes, alleys, courts, places, squares, and other public ways in the city.

(ttt) “Supermarket” means a full-line, self-service retail store with gross annual sales of two million dollars (\$2,000,000), or more, and which sells a line of dry grocery, canned goods, or

nonfood items and some perishable items, or as otherwise defined in 14 CCR Section 18982(a)(71).

(uuu) “Tier One Commercial Edible Food Generator” means a Commercial Edible Food Generator that is one of the following:

- (1) Supermarket.
- (2) Grocery Store with a total facility size equal to or greater than 10,000 square feet.
- (3) Food Service Provider.
- (4) Food Distributor.
- (5) Wholesale Food Vendor.

If the definition in 14 CCR Section 18982(a)(73) of Tier One Commercial Edible Food Generator differs from this definition, the definition in 14 CCR Section 18982(a)(73) shall apply to this ordinance.

(vvv) “Tier Two Commercial Edible Food Generator” means a Commercial Edible Food Generator that is one of the following:

- (1) Restaurant with 250 or more seats, or a total facility size equal to or greater than 5,000 square feet.
- (2) Hotel with an on-site Food Facility and 200 or more rooms.
- (3) Health facility with an on-site Food Facility and 100 or more beds.
- (4) Large Venue.
- (5) Large Event.
- (6) A State agency with a cafeteria with 250 or more seats or total cafeteria facility size equal to or greater than 5,000 square feet.
- (7) A Local Education Agency facility with an on-site Food Facility.

If the definition in 14 CCR Section 18982(a)(74) of Tier Two Commercial Edible Food Generator differs from this definition, the definition in 14 CCR Section 18982(a)(74) shall apply to this ordinance.

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(xxx) “Waste matter”. ~~The term “waste matter~~ shall include newspapers, magazines, books, clothes, shoes, hats, trimmings from lawns, trees, shrubs and flower gardens, pasteboard boxes, rags, paper, straw, sawdust, packing material shavings, wooden boxes, bottles, cans, jars,

crockery, any receptacle designed to contain food, glass, broken brick, metal containers, plaster, stones, ashes, rubbish, refuse, and Food Waste and Organics Waste as defined in this section.

(yyy) "Wholesale Food Vendor" means a business or establishment engaged in the merchant wholesale distribution of food, where food (including fruits and vegetables) is received, shipped, stored, prepared for distribution to a retailer, warehouse, distributor, or other destination, or as otherwise defined in 14 CCR Section 189852(a)(76).

SECTION 2. Section 16.3 ("Illegal accumulations") of Chapter 16 ("Garbage and Waste") of the South Pasadena Municipal Code is amended to read as follows:

16.3 Illegal accumulations.

It shall be unlawful for any person owning or occupying any building, lot or premises in the city to allow garbage or waste matter to collect except in receptacles of the type specified in this chapter. This provision shall not apply to waste matter of building operations during the course of construction and within a reasonable time thereafter, or to wood neatly piled for kitchen or household use.

SECTION 3. Section 16.5 ("Collection and removal generally") of Chapter 16 ("Garbage and Waste") of the South Pasadena Municipal Code is amended to read as follows:

16.5 Collection and removal generally.

The city reserves unto itself or its contractor the exclusive right to collect, transport and dispose of, or cause to be collected, transported and disposed of, all garbage and waste matter produced or found within the corporate limits of the city, and it is hereby declared to be unlawful for any person, except as in this chapter provided, to collect, transport or dispose of any garbage or waste matter produced or found within the city.

The collection, removal and disposal of all garbage and waste matter shall be performed exclusively by the city or its contractor under the supervision of the city manager; provided, however, that:

(1) Peersons engaging in the business of gardening or tree trimming or tree removal shall, within twenty-four hours from the completion of the job, be permitted to remove and dispose of the garden and tree trimmings which form the immediate by-product of their operations; and provided further, that or,

(2) Aany person is hereby permitted to collect, transport and dispose of building material residue resulting from structural work under a proper building permit issued by the city.

SECTION 4. Section 16.13 (“Transportation along streets”) and Section 16.14 (“Piling of brush, tree, etc., trimmings and stumps”) of Chapter 16 ("Garbage and Waste") of the South Pasadena Municipal Code is amended to read as follows:

16.13 Transportation along streets.

No person shall remove or transport, or cause to be removed or transported, any garbage or waste matter upon or along any public street or way or other public place in the city; provided, however, that the provisions of this section shall not apply to any person in the employ of the city who shall be assigned by the city manager to such removal, or to any person with whom the city has entered into a contract for the collection, removal or transportation or purchase of garbage or waste matter, or to any employee of such contractor during such time as such contract shall be in force, or to any person conveying through the city garbage or waste matter collected outside the city.

16.14 Piling of brush, tree, etc., trimmings and stumps.

Brush, tree and garden trimmings and stumps may be kept in a pile for collection. No item of the pile shall exceed four inches in diameter or three feet in length or weigh more than eighty pounds.

SECTION 5. Section 16.17 (“Generally”), Section 16.18 (“Location”), and Section 16.19 (“Unauthorized removal or interference with”) of Chapter 16 ("Garbage and Waste") of the South Pasadena Municipal Code is amended to read as follows:

16.17 Generally.

Every owner, tenant or occupant of any premises where garbage is created shall provide upon such premises one or more garbage receptacles, provided with outside handles and with tight-fitting covers, unless provided a receptacle or container by the City or its Designee for receiving and holding all garbage created upon such premises between the times of collection.. Receptacles provided by the City or its Designee shall have a capacity as determined by the City Manager or their Designee. No garbage receptacle shall be required where a garbage disposal has been installed on the premises under a permit obtained from the building department and approved by the city manager.

Every owner, tenant or occupant of any premises where waste matter is created shall provide, unless provided by the City or its Designee, one or more receptacles, each of a capacity of not more than forty-five gallons or which will weigh, when filled, not to exceed eighty pounds, for receiving and holding all waste matter created upon such premises between the times of collection.

All containers shall be maintained in good condition and repair. Any container which does not conform to the provisions of this article or which may have ragged or sharp edges, or any other defect liable to hamper or injure the person collecting the contents thereof, shall be promptly

replaced by the owner upon written notice mailed from the office of the city manager, unless the receptacle or container has been provided by the City, in which case the owner, tenant or occupant shall contact the City or its Designee to replace the receptacle.

16.18 Location.

All receptacles shall at all times be located in a readily accessible backyard location, or other location as designated by the City or its designee, and as close as possible to the driveway, street or walk available to the collector.

Containers should be located where a manperson can handle them easily and should at no time be more than 10 feet from collector's access path.

16.19 Unauthorized removal or interference with.

No person other than the owner thereof or any officer or employee of the city or the contractor, or other person authorized by the City shall move, remove or interfere with any garbage or waste matter receptacle or the contents thereof.

SECTION 6. Section 16.22 (“Covering of garbage receptacles; wrapping garbage”) of Chapter 16 (“Garbage and Waste”) of the South Pasadena Municipal Code is amended to read as follows:

16.22 Covering of garbage receptacles; wrapping garbage.

All garbage receptacles shall be kept tightly covered at all times, except when garbage is being deposited therein or removed therefrom, and the owner shall at no time allow access to the contents by flies, rats or other insects or animals. ~~All garbage placed therein shall first be wrapped in newspaper.~~

SECTION 7. The following new Article V (Organic Waste Disposal) is added to Chapter 16 (“Garbage and Waste”) of the South Pasadena Municipal Code, which reads as follows:

ARTICLE V. ORGANIC WASTE DISPOSAL

16.50 Requirements for Single-Family Generators

(a) Single-Family Organic Waste Generators shall comply with the following requirements except Single-Family generators that meet the Self-Hauler requirements in Section 16.56 of this ordinance:

(1) Shall subscribe to City's Organic Waste collection services for all Organic Waste generated as described below. City shall have the right to review the number and size of a generator's containers to evaluate adequacy of capacity provided for each type of collection service for proper separation of materials and containment of materials; and, Single-Family generators shall adjust its service level for its collection services as requested by the City. Generators may additionally manage their Organic Waste by preventing or reducing their Organic Waste, managing Organic Waste on site, and/or using a Community Composting site pursuant to 14 CCR Section 18984.9(c), except where limited by Sections 16.5 and 16.13.

(2) Shall participate in the City's Organic Waste collection service(s) by placing designated materials in designated containers as described below, and shall not place Prohibited Container Contaminants in collection containers.

(A) Where a three-container collection service has been implemented consisting of a Black/Gray Container, a Green Container, and a Blue Container, Generator shall place Source Separated Green Container Organic Waste, including Food Waste, in the Green Container; Source Separated Recyclable Materials in the Blue Container; and Black/Gray Container Waste in the Black/Gray Container. Generators shall not place materials designated for the Black/Gray Container into the Green Container or Blue Container.

(B) Where a two-container collection service has been implemented for Source Separated Green Container Organic Waste and Mixed Refuse/Recyclable Waste, Generator shall place only Source Separated Green Container Organic Waste in a Green Container. Generator shall place all other materials (Mixed Refuse/Recyclable Waste) in a Black/Gray Container.

16.51 Requirements for Commercial Business

(a) Generators that are Commercial Businesses, including Multi-Family Residential Dwellings, shall:

(1) Subscribe to City's three-container or two-container collection services and comply with requirements of those services as described below, except Commercial Businesses that meet the Self-Hauler requirements in Section 16.56 of this ordinance. City shall have the right to review the number and size of a generator's containers and frequency of collection to evaluate adequacy of capacity provided for each type of collection service for proper separation of materials and containment of materials; and, Commercial Businesses shall adjust their service level for their collection services as requested by the City.

(2) Except Commercial Businesses that meet the Self-Hauler requirements in Section 12 of this ordinance, Participate in the City's Organic Waste collection service(s) by placing designated materials in designated containers as described below.

(A) Where a three-container collection service has been implemented consisting of a Black/Gray Container, a Green Container, and a Blue Container, Generator shall place Source Separated Green Container Organic Waste, including Food Waste, in the Green Container; Source Separated Recyclable Materials in the Blue Container; and Gray Container Waste in the Black/Gray Container. Generator shall not place materials designated for the Black/Gray Container into the Green Container or Blue Container.

(B) Where a two-container collection service has been implemented for Source Separated Green Container Organic Waste and Mixed Refuse/Recyclable Waste, Generator shall place all other materials (Mixed Refuse/Recyclable Waste) in a Black/Gray Container.

(c) Supply and allow access to adequate number, size and location of collection containers with sufficient labels or colors (conforming with Sections 16.51(d)(1) and 16.51(d)(2) below) for employees, contractors, tenants, and customers, consistent with City's Blue Container, where applicable, Green Container, and Black/Gray Container collection service

(d) Excluding Multi-Family Residential Dwellings, provide containers for the collection of Source Separated Green Container Organic Waste and Source Separated Recyclable Materials, where applicable, in all indoor and outdoor areas where disposal containers are provided for customers, for materials generated by that business. Such containers do not need to be provided in restrooms. If a Commercial Business does not generate any of the materials that would be collected in one type of container, then the business does not have to provide that particular container in all areas where disposal containers are provided for customers. Pursuant to 14 CCR Section 18984.9(b), the containers provided by the business shall have either:

(1) A body or lid that conforms with the container colors provided through the collection service provided by City, with either lids conforming to the color requirements or bodies conforming to the color requirements or both lids and bodies conforming to color requirements. A Commercial Business is not required to replace functional containers, including containers purchased prior to January 1, 2022, that do not comply with the requirements of the subsection prior to the end of the useful life of those containers, or prior to January 1, 2036, whichever comes first.

(2) Container labels that include language or graphic images, or both, indicating the primary material accepted and the primary materials prohibited in that container, or containers with imprinted text or graphic images that indicate the primary materials accepted and primary materials prohibited in the container. Pursuant 14 CCR Section 18984.8, the container labeling requirements are required on new containers commencing January 1, 2022.

(e) Multi-Family Residential Dwellings are not required to comply with container placement requirements or labeling requirement in Section 16.51(d) pursuant to 14 CCR Section 18984.9(b).

(f) To the extent practical through education, training, Inspection, and/or other measures, excluding Multi-Family Residential Dwellings, prohibit employees from placing materials in a container not designated for those materials per the City's Blue Container, Green Container, and Black/Gray Container collection service or, if self-hauling, per the Commercial Businesses' instructions to support its compliance with its self-haul program, in accordance with Section 16.56.

(g) Excluding Multi-Family Residential Dwellings, periodically inspect Blue Containers, where applicable, Green Containers, and Black/Gray Containers for contamination and inform employees if containers are contaminated and of the requirements to keep contaminants out of those containers pursuant to 14 CCR Section 18984.9(b)(3).

(h) Annually provide information to employees, contractors, tenants, and customers about Organic Waste Recovery requirements and about proper sorting of Source Separated Green Container Organic Waste and Source Separated Recyclable Materials, where applicable.

(i) Provide education information before or within fourteen (14) days of occupation of the premises to new tenants that describes requirements to keep Source Separated Green Container Organic Waste and Source Separated Recyclable Materials, where applicable, separate from Black/Gray Container Waste (when applicable) and the location of containers and the rules governing their use at each property.

(j) Provide or arrange access for City or its agent to their properties during all Inspections conducted in accordance with Section 16.58 of this ordinance to confirm compliance with the requirements of this ordinance

(k) Accommodate and cooperate with City's Remote Monitoring program for Inspection of the contents of containers for Prohibited Container Contaminants, which may be implemented at a later date, to evaluate generator's compliance with Section 16.51(b)(2). The Remote Monitoring program shall involve installation of Remote Monitoring equipment on or in the Blue Containers, where applicable, Green Containers, and Black/Gray Containers.

(l) At Commercial Business's option and subject to any approval required from the City, implement a Remote Monitoring program for Inspection of the contents of its Blue Containers, where applicable, Green Containers, and Black/Gray Containers for the purpose of monitoring the contents of containers to determine appropriate levels of service and to identify Prohibited Container Contaminants. Generators may install Remote Monitoring devices on or in the Blue Containers, Green Containers, and Black/Gray Containers subject to written notification to or approval by the City or its Designee.

(m) If a Commercial Business wants to self haul, meet the Self-Hauler requirements in Section 16.56 of this ordinance.

(n) Nothing in this Section prohibits a generator from preventing or reducing waste generation, managing Organic Waste on site, or using a Community Composting site pursuant to 14 CCR Section 18984.9(c), except where limited by Sections 16.5 and 16.13.

(c) Commercial Businesses that are Tier One or Tier Two Commercial Edible Food Generators shall comply with Food Recovery requirements, pursuant to Section 16.52.

16.52 Waivers for Generators

(a) De Minimis Waivers. A City may waive a Commercial Business' obligation (including Multi-Family Residential Dwellings) to comply with some or all of the Organic Waste requirements of this ordinance if the Commercial Business provides documentation that the business generates below a certain amount of Organic Waste material as described below. Commercial Businesses requesting a de minimis waiver shall:

(1) Submit an application specifying the services that they are requesting a waiver from and provide documentation as noted below.

(2) Provide documentation that either:

(A) The Commercial Business' total Solid Waste collection service is two cubic yards or more per week and Organic Waste subject to collection in a Blue Container or Green Container comprises less than 20 gallons per week per applicable container of the business' total waste; or,

(B) The Commercial Business' total Solid Waste collection service is less than two cubic yards per week and Organic Waste subject to collection in a Blue Container or Green Container comprises less than 10 gallons per week per applicable container of the business' total waste.

(3) Notify City if circumstances change such that Commercial Business's Organic Waste exceeds threshold required for waiver, in which case waiver will be rescinded.

(4) Provide written verification of eligibility for de minimis waiver every 5 years, if City has approved de minimis waiver.

(b) Physical Space Waivers. City may waive a Commercial Business' or property owner's obligations (including Multi-Family Residential Dwellings) to comply with some or all of the recyclable materials and/or Organic Waste collection service requirements if the City has evidence from its own staff, a hauler, licensed architect, or licensed engineer demonstrating that the premises lacks adequate space for the collection containers required for compliance with the Organic Waste collection requirements of Section 16.51.

A Commercial Business or property owner may request a physical space waiver through the following process:

(1) Submit an application form specifying the type(s) of collection services for which they are requesting a compliance waiver.

(2) Provide documentation that the premises lacks adequate space for Blue Containers, where applicable, and/or Green Containers including documentation from its hauler, licensed architect, or licensed engineer

(3) Provide written verification to City that it is still eligible for physical space waiver every five years, if City has approved application for a physical space waiver.

16.53 Requirements for Commercial Edible Food Generators

(a) Tier One Commercial Edible Food Generators must comply with the requirements of this Section commencing January 1, 2022, and Tier Two Commercial Edible Food Generators must comply commencing January 1, 2024, pursuant to 14 CCR Section 18991.3.

(b) Large Venue or Large Event operators not providing food services, but allowing for food to be provided by others, shall require Food Facilities operating at the Large Venue or Large Event to comply with the requirements of this Section, commencing January 1, 2024.

(c) Commercial Edible Food Generators shall comply with the following requirements:

(1) Arrange to recover the maximum amount of Edible Food that would otherwise be disposed.

(2) Contract with, or enter into a written agreement with Food Recovery Organizations or Food Recovery Services for:

(A) the collection of Edible Food for Food Recovery; or,

(B) acceptance of the Edible Food that the Commercial Edible Food Generator self-hauls to the Food Recovery Organization for Food Recovery.

(3) Shall not intentionally spoil Edible Food that is capable of being recovered by a Food Recovery Organization or a Food Recovery Service.

(4) Allow City's designated enforcement entity or designated third party enforcement entity to access the premises and review records pursuant to 14 CCR Section 18991.4.

(5) Keep records that include the following information, or as otherwise specified in 14 CCR Section 18991.4:

(A) A list of each Food Recovery Service or organization that collects or receives its Edible Food pursuant to a contract or written agreement established under 14 CCR Section 18991.3(b).

(B) A copy of all contracts or written agreements established under 14 CCR Section 18991.3(b).

(C) A record of the following information for each of those Food Recovery Services or Food Recovery Organizations:

(i) The name, address and contact information of the Food Recovery Service or Food Recovery Organization.

(ii) The types of food that will be collected by or self-hauled to the Food Recovery Service or Food Recovery Organization.

(iii) The established frequency that food will be collected or self-hauled.

(iv) The quantity of food, measured in pounds recovered per month, collected or self-hauled to a Food Recovery Service or Food Recovery Organization for Food Recovery.

(6) No later than July 1 of each year commencing no later than July 1, 2022 for Tier One Commercial Edible Food Generators and July 1, 2024 for Tier Two Commercial Edible Food Generators, provide an annual Food Recovery report to the City that includes the information recorded as required in Section 16.53(c)(5) as well as the amount and type of Edible Food that was not accepted by Food Recovery Organizations or services for donation.

(d) Nothing in this ordinance shall be construed to limit or conflict with the protections provided by the California Good Samaritan Food Donation Act of 2017, the Federal Good Samaritan Act, or share table and school food donation guidance pursuant to Senate Bill 557 of 2017 (approved by the Governor of the State of California on September 25, 2017, which added Article 13 [commencing with Section 49580] to Chapter 9 of Part 27 of Division 4 of Title 2 of the Education Code, and to amend Section 114079 of the Health and Safety Code, relating to food safety, as amended, supplemented, superseded and replaced from time to time).

16.54 Requirements for Food Recovery Organizations and Services and Regional Agencies

(a) Food Recovery Services collecting or receiving Edible Food directly from Commercial Edible Food Generators, via a contract or written agreement established under 14 CCR Section 18991.3(b), shall maintain the following records, or as otherwise specified by 14 CCR Section 18991.5(a)(1):

(1) The name, address, and contact information for each Commercial Edible Food Generator from which the service collects Edible Food.

(2) The quantity in pounds of Edible Food collected from each Commercial Edible Food Generator per month.

(3) The quantity in pounds of Edible Food transported to each Food Recovery Organization per month.

(4) The name, address, and contact information for each Food Recovery Organization that the Food Recovery Service transports Edible Food to for Food Recovery.

(b) Food Recovery Organizations collecting or receiving Edible Food directly from Commercial Edible Food Generators, via a contract or written agreement established under 14 CCR Section 18991.3(b), shall maintain the following records, or as otherwise specified by 14 CCR Section 18991.5(a)(2):

(1) The name, address, and contact information for each Commercial Edible Food Generator from which the organization receives Edible Food.

(2) The quantity in pounds of Edible Food received from each Commercial Edible Food Generator per month.

(3) The name, address, and contact information for each Food Recovery Service that the organization receives Edible Food from for Food Recovery.

(c) Food Recovery Organizations and Food Recovery Services shall inform generators about California and Federal Good Samaritan Food Donation Act protection in written communications, such as in their contract or agreement established under 14 CCR Section 18991.3(b).

(d) Food Recovery Organizations and Food Recovery Services that have their primary address physically located in the City and contract with or have written agreements with one or more Commercial Edible Food Generators pursuant to 14 CCR Section 18991.3(b) shall report to the City it is located in the total pounds of Edible Food recovered in the previous calendar year from the Tier One and Tier Two Commercial Edible Food Generators they have established a contract or written agreement with pursuant to 14 CCR Section 18991.3(b) no later than July 1.

(e) Food Recovery Capacity Planning

(1) Food Recovery Services and Food Recovery Organizations. In order to support Edible Food Recovery capacity planning assessments or other studies conducted by the County, City, special district that provides solid waste collection services, or its designated entity, Food Recovery Services and Food Recovery Organizations operating in the City shall provide information and consultation to the City, upon request, regarding existing, or proposed new or expanded, Food Recovery capacity that could be accessed by the City and its Commercial Edible Food Generators. A Food Recovery Service or Food Recovery Organization contacted by the City shall respond to such request for information within 60 days, unless a shorter timeframe is otherwise specified by the City.

16.55 Requirements for Haulers and Facility Operators

(a) Requirements for Haulers

(1) Exclusive franchised hauler providing residential, Commercial, or industrial Organic Waste collection services to generators within the City's boundaries shall meet the following requirements and standards as a condition of approval of a contract, agreement, or other authorization with the City to collect Organic Waste:

(A) Through written notice to the City annually on or before July 1, identify the facilities to which they will transport Organic Waste including facilities for Source Separated Recyclable Materials, Source Separated Green Container Organic Waste, and Mixed Refuse/Recyclable Waste.

(B) Transport Source Separated Recyclable Materials, Source Separated Green Container Organic Waste, and Mixed Refuse/Recyclable Waste to a facility, operation, activity, or property that recovers Organic Waste as defined in 14 CCR, Division 7, Chapter 12, Article 2

(C) Obtain approval from the City to haul Organic Waste, unless it is transporting Source Separated Organic Waste to a Community Composting site or lawfully transporting C&D in a manner that complies with 14 CCR Section 18989.1, Section 16.57 of this ordinance, and City's C&D ordinance.

(2) Exclusive franchised hauler authorization to collect Organic Waste shall comply with education, equipment, signage, container labeling, container color, contamination monitoring, reporting, and other requirements contained within its franchise agreement, permit, license, or other agreement entered into with City.

(b) Requirements for Facility Operators and Community Composting Operations

(1) Owners of facilities, operations, and activities that recover Organic Waste, including, but not limited to, Compost facilities, in-vessel digestion facilities, and publicly-owned treatment works shall, upon City's request, provide information regarding available and potential new or expanded capacity at their facilities, operations, and activities, including information about throughput and permitted capacity necessary for planning purposes. Entities contacted by the City shall respond within 60 days.

(2) Community Composting operators, upon City request, shall provide information to the City to support Organic Waste capacity planning, including, but not limited to, an estimate of the amount of Organic Waste anticipated to be handled at the Community Composting operation. Entities contacted by the City shall respond within 60 days.

16.57 Compliance with CALGreen Recycling Requirements

(a) Persons applying for a permit from the City for new construction and building additions and alternations shall comply with the requirements of this Section and all required components of the California Green Building Standards Code, 24 CCR, Part 11, known as CALGreen, as

amended, if its project is covered by the scope of CALGreen or more stringent requirements of the City. If the requirements of CALGreen are more stringent than the requirements of this Section, the CALGreen requirements shall apply.

Project applicants shall refer to Chapter 9 for complete CALGreen requirements.

(b) For projects covered by CALGreen or more stringent requirements of the City, the applicants must, as a condition of the City's permit approval, comply with the following:

(1) Where five (5) or more Multi-Family dwelling units are constructed on a building site, provide readily accessible areas that serve occupants of all buildings on the site and are identified for the storage and collection of Blue Container and Green Container materials, consistent with the two-container or three-container collection program offered by the City, or comply with provision of adequate space for recycling for Multi-Family and Commercial premises pursuant to Sections 4.408.1, 4.410.2, 5.408.1, and 5.410.1 of the California Green Building Standards Code, 24 CCR, Part 11 as amended provided amended requirements are more stringent than the CALGreen requirements for adequate recycling space effective January 1, 2020.

(2) New Commercial construction or additions resulting in more than 30% of the floor area shall provide readily accessible areas identified for the storage and collection of Blue Container and Green Container materials, consistent with the three-container or two-container collection program offered by the City, or shall comply with provision of adequate space for recycling for Multi-Family and Commercial premises pursuant to Sections 4.408.1, 4.410.2, 5.408.1, and 5.410.1 of the California Green Building Standards Code, 24 CCR, Part 11 as amended provided amended requirements are more stringent than the CALGreen requirements for adequate recycling space effective January 1, 2020.

(3) Comply with CALGreen requirements and applicable law related to management of C&D, including diversion of Organic Waste in C&D from disposal. Comply with City's C&D ordinance, and all written and published City policies and/or administrative guidelines regarding the collection, recycling, diversion, tracking, and/or reporting of C&D.

16.58 Inspections and Investigations by City

(a) City representatives and/or its designated entity, including Designees are authorized to conduct Inspections and investigations, at random or otherwise, of any collection container, collection vehicle loads, or transfer, processing, or disposal facility for materials collected from generators, or Source Separated materials to confirm compliance with this ordinance by Organic Waste Generators, Commercial Businesses (including Multi-Family Residential Dwellings), property owners, Commercial Edible Food Generators, haulers, Self-Haulers, Food Recovery Services, and Food Recovery Organizations, subject to applicable laws. This Section does not allow City to enter the interior of a private residential property for Inspection. For the purposes of inspecting Commercial Business containers for compliance with Section 16.51(a)(2) of this

ordinance, City may conduct container Inspections for Prohibited Container Contaminants using Remote Monitoring, and Commercial Businesses shall accommodate and cooperate with the Remote Monitoring pursuant to Section 16.51(k) of this ordinance.

(b) Regulated entity shall provide or arrange for access during all Inspections (with the exception of residential property interiors) and shall cooperate with the City's employee or its designated entity/Designee during such Inspections and investigations. Such Inspections and investigations may include confirmation of proper placement of materials in containers, Edible Food Recovery activities, records, or any other requirement of this ordinance described herein. Failure to provide or arrange for:

(1) access to an entity's premises;

(2) installation and operation of Remote Monitoring equipment; or

(3) access to records for any Inspection or investigation is a violation of this ordinance and may result in penalties described.

(c) Any records obtained by a City during its Inspections, Remote Monitoring, and other reviews shall be subject to the requirements and applicable disclosure exemptions of the Public Records Act as set forth in Government Code Section 6250 et seq.

(d) City representatives, its designated entity, and/or Designee are authorized to conduct any Inspections, Remote Monitoring, or other investigations as reasonably necessary to further the goals of this ordinance, subject to applicable laws.

(e) City shall receive written complaints from persons regarding an entity that may be potentially non-compliant with SB 1383 Regulations, including receipt of anonymous complaints.

16.59 Enforcement

(a) Violation of any provision of this ordinance shall constitute grounds for issuance of a Notice of Violation and assessment of a fine by the City Manager or their Designee or representative. Enforcement Actions under this ordinance are issuance of an administrative citation and assessment of a fine, as governed by Chapter 1A of the City Code regarding Administrative Citations.

(b) Process for Enforcement

(1) For incidences of Prohibited Container Contaminants found in containers, City or its Designee will issue a Notice of Violation and/or a notice of contamination to any generator found to have Prohibited Container Contaminants in a container. Such notice will be provided via a cart tag or other communication immediately upon identification of the Prohibited Container Contaminants or within two (2) days after determining that a violation has occurred. If the City or its Designee observes Prohibited Container Contaminants in a generator's containers on more than two (2) consecutive occasion(s),

beginning January 1, 2024, the City or its Designee have the right to assess contamination processing fees or contamination service charges on the generator, per the current franchise hauler rate schedule. This contamination service charge shall not be considered an administrative fine or penalty. Any disputes arising from the assessment of a contamination service charge shall be adjudicated pursuant to the customer complaint resolution process provided under the terms of any contract, agreement, or similar contractual authorization between the hauler and the City to collect Organic Waste.

(2) Absent compliance by the respondent within the deadline set forth in the Notice of Violation, City shall commence an action to impose penalties, via an administrative citation and fine, pursuant to Chapter 1A (Administrative Citations) of the City's Municipal Code. Notices shall be sent to "owner" at the official address of the owner maintained by the tax collector for the City or if no such address is available, to the owner at the address of the dwelling or Commercial property or to the party responsible for paying for the collection services, depending upon available information.

(c) Penalty Amounts for Types of Violations

The penalty levels are as follows:

(1) For a first violation, the amount of the base penalty shall be \$100 per violation.

(2) For a second violation, the amount of the base penalty shall be \$200 per violation.

(3) For a third or subsequent violation, the amount of the base penalty shall be \$500 per violation.

(d) Education Period for Non-Compliance

Beginning January 1, 2022 and through December 31, 2023, City will conduct Inspections, Remote Monitoring, Route Reviews or waste evaluations, and Compliance Reviews, depending upon the type of regulated entity, to determine compliance, and if City determines that Organic Waste Generator, Self-Hauler, hauler, Tier One Commercial Edible Food Generator, Food Recovery Organization, Food Recovery Service, or other entity is not in compliance, it shall provide educational materials to the entity describing its obligations under this ordinance and a notice that compliance is required by January 1, 2022, and that violations may be subject to administrative civil penalties starting on January 1, 2024.

(e) Civil Penalties for Non-Compliance

Beginning January 1, 2024, if the City determines that an Organic Waste Generator, Self-Hauler, hauler, Tier One or Tier Two Commercial Edible Food Generator, Food Recovery Organization, Food Recovery Service, or other entity is not in compliance with this ordinance, it shall document the noncompliance or violation, issue a Notice of Violation, and take Enforcement Action pursuant to this Section, as needed.

SECTION 8. The following new Section (2.99-29C) is added to Chapter 2 Administration, Article XI Purchasing, which reads as follows:

2.99-29C Recovered Organic Waste Product and Recycled-Content Paper procurement requirements.

(a) City departments, and direct service providers to the City, as applicable, must comply with the City's Recovered Organic Waste Product procurement policy adopted on January 1, 2022 and Recycled-Content Paper procurement policy adopted on January 1, 2022.

SECTION 9. This ordinance shall take effect January 1, 2022, and within fifteen (15) days after its passage, the City Clerk of the City of South Pasadena shall certify to the passage and adoption of this ordinance and to its approval by the Mayor and City Council and shall cause the same to be published in a newspaper in the manner required by law.

PASSED AND ADOPTED by the City Council of the City of South Pasadena, State of California, on _____, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Diana Mahmud, Mayor

Attest:

City Clerk



City Council Agenda Report

ITEM NO. 15

DATE: November 17, 2021

FROM: Arminé Chaparyan, City Manager *AC*

PREPARED BY: Angelica Frausto-Lupo, Community Development Director
Elizabeth Bar-El, AICP, Housing Element Project Manager

SUBJECT: **2021-2029 Public Review Draft General Plan Housing Element**

Recommendation

It is recommended that the City Council provide comments and suggestions to staff for revising the Public Review Draft Housing Element in preparation of a final draft.

Executive Summary

The City Council is asked to provide comments and direction on the Public Review Draft 2021-2029 Housing Element (draft housing element). In particular, staff seeks Council direction on whether there are any major issues or items that require more research and preparation. On November 9, the Planning Commission provided comments on the draft. The Council will receive a summary of the Commissioners' and public comments prior to the Council meeting.

The housing element includes a Housing Plan (Chapter 6.8), which will guide the City's housing policy through October 2029. The draft housing element has been structured and formulated to comply with State laws that contain mandates for allowing and facilitating housing construction, including affordable housing units, with sufficient capacity as determined through the Regional Housing Needs Allocation (RHNA). The 6th Cycle (2021-2029) housing element must comply with many new State laws that did not apply to the current (5th Cycle) housing element. Once adopted, the City must submit the housing element to the State Department of Housing and Community Development (HCD) for certification, and report on implementation progress annually, through HCD's Annual Progress Report (APR) process. South Pasadena has consistently maintained a certified housing element and complied with filing its APRs.

During the Southern California Association of Governments (SCAG)'s process for developing the RHNA methodology and determining allocations to individual jurisdictions, the City appealed its RHNA allocation (summarized in the Background section, below). However, SCAG denied the appeal.

Community outreach for the housing element began in May 2020. Public input on housing issues has also been gathered through parallel planning processes including the General Plan Update/Downtown Specific Plan process, inclusionary housing ordinance, and accessory dwelling unit (ADU) ordinance update. The Council has been updated regularly and the

Planning Commission has held numerous housing policy discussions during this period. A dedicated webpage (Attachment 1) has been maintained and updated throughout this process and regular emails have been sent to interested members of the public who have signed up to receive the City's project emails.

Planning Commission Meeting

On November 9, 2021, the Planning Commission discussed the draft housing element to provide comments and direction to staff. A memo summarizing Commissioners' and public comments is being compiled and will be provided prior to the Council meeting.

Discussion

The draft housing element was released on October 12, 2021 and submitted for the State Department of Housing and Community Development (HCD)'s review on October 22, 2021. Their response is currently pending. All documents and additional information are provided on South Pasadena's Housing Element Update webpage (Attachment 1). Written comments may be submitted until December 6, 2021, to be considered and addressed in the final draft.

The draft housing element proposes a sites inventory with adequate capacity to accommodate the City's 6th Cycle RHNA of 2,067 housing units and sets forth policies through the Housing Plan (Chapter 6.8). The Housing Plan has five goals implemented by 38 programs, which aspire to increase housing opportunities, provide fair housing and address State housing law requirements. At the September 15, 2021, Council meeting, prior to release of the draft document, staff provided a detailed report on the development of the housing plan goals and policies, and the considerations involved in developing the sites inventory (Attachment 5). The next two sections provide further explanation on these two key sections of the draft housing element.

Sites Inventory Development

PlaceWorks, the City's housing element consultant, and staff began developing the sites inventory in spring 2020. The first step was to assess existing housing development capacity under current zoning and in respect to other housing regulations, such as Accessory Dwelling Unit (ADU) provisions. This identified a capacity shortfall of more than 900 affordable housing units (categories other than "above moderate") based on HCD's published guidelines for determining whether a site can be counted as demonstrating capacity for affordable housing unit development. A year-long public process to examine alternatives for increasing capacity followed, involving many discussions with the Planning Commission and a series of community meetings to explore ways to address the shortfall and regular updates to the Council.

On September 15, 2021, a month before the draft document was released, staff presented to Council the strategy for developing the housing element programs, an outline of the housing plan goals and policies, and the sites inventory considerations (Attachment 5). The inventory shortfall was primarily addressed by integrating the General Plan and Downtown Specific Plan planning processes with the housing element to focus on increasing the locations and densities for mixed-use zoning in areas that are currently non-residential. Many of these sites are not vacant, but property owners with relatively low-scale development have expressed interest in

redeveloping with housing. Additional capacity comes from introducing an affordable housing overlay district in appropriate locations, and expanding ADU programs to encourage these units.

The increased densities and overlay district require Council approval of zoning map and text amendments to reflect the DTSP and General Plan Update once these plans and policies have been adopted. As described above and illustrated in the table below, South Pasadena’s RHNA capacity as mandated cannot be achieved without rezoning.

The governor signed SB9 on September 28, 2021, a new state law that creates a statewide right for owners of residential property to subdivide lots and to place two units on each lot on properties zoned for single-family use, with some exceptions. To address this potential impact, the sites inventory (Draft Housing Element Table VI-41) was adjusted to assign capacity of two units for a small number of vacant RS (residential single family) sites with a minimum size of 10,000 square feet. While HCD has not provided guidance on how it will address SB9 in this context, it is clear that SB9 will have some effect on housing capacity, and this small adjustment was made to address this likely impact ahead of further analysis and development of a formula for quantifying a more precise potential of non-vacant properties. Given the time constraints and the timing of SB9 and the release of the draft housing element, this acknowledgement of the change in law was necessary to address both that the state law will add the opportunity to produce some units to the inventory, while at the same time will not be the only way that the city meets its RHNA allocation. The draft housing element also proposes a program to explore options pursuant to SB9 to assure maximum neighborhood compatibility while complying with its requirements (i.e., limitations on SB9 lot splits in historic residence contexts). The draft housing element does not include any plan for rezoning of properties in the RS or RE (residential estate) zoning districts.

The table below from the draft housing element summarizes how the City proposes to provide adequate capacity with some surplus to comply with the RHNA. Sites are detailed in Appendix A of the draft housing element.

Table VI-47
COMPARISON OF SITE CAPACITY AND RHNA

INCOME GROUP	TOTAL RHNA	UNITS APPROVED SINCE 6/30/21	ADUS WITH APPROVED BUILDING PERMITS SINCE 6/30/21	PROJECTED ACCESSORY DWELLING UNITS	UNITS ON VACANT AND NON-VACANT SITES WITH SUITABLE ZONING	UNITS ON VACANT SITES NEEDING ZONING CHANGES	UNITS ON NON-VACANT SITES NEEDING ZONING CHANGES	SURPLUS RHNA
Extremely Low	757	0	2	45	0	70	886	13
Very Low		0	1	27				
Low		0	6	131				
Moderate	334	0	0	6	40	0	384	96
Above Moderate	578	2	4	88	238	0	426	180
TOTAL	2,067	2	13	297	278	70	1,696	

Note: The income levels assigned to the ADUs approved since June 30, 2021 are based on the SCAG ADU affordability analysis.

Housing Plan

The draft housing plan adds 20 new programs to the 18 continuing programs from the current housing element (some have minor adjustments). The additional programs either implement requirements of State law, address HCD's guidance for compliance, or are recommended by staff to strengthen South Pasadena's ability to administer the programs and to review and approve housing development applications and building permits. The housing plan will be regularly monitored over the eight-year planning period, and the Executive Summary table (Table VI-2) sets up the format for a clear and transparent monitoring process compatible with HCD's Annual Progress Report (APR) format.

In order to take a meaningful step toward providing more affordable housing citywide, Council has already adopted a revised ADU ordinance and an inclusionary housing ordinance earlier this year. These requirements are important components of the housing plan. The inclusionary housing ordinance applies to projects with three or more units, requiring a set-aside of 20% of the base number of units (excluding allowed density bonus units) to be deed-restricted for very low, low or moderate income households. The inclusionary housing requirement will have a major impact on providing affordable housing units in locations throughout the city that will be integrated with market rate units.

Implementing the ADU ordinance is supported in the housing plan by five programs that were highly encouraged by HCD. In combination, the programs encourage more homeowners to consider ADUs as housing for rentals or for use by multiple generations of family members to provide needed housing in the coming years. The City of South Pasadena is already implementing most of these programs, including amnesty (legalization) for units built without permits that can qualify as ADUs with safety upgrades, monitoring the number of permits being issued, and providing outreach materials and on-line applications.

Programs recommended by staff establishing a structure to support housing activity and successfully implement the housing element include: 1) Introducing an electronic permitting system, for which the City has received a State grant and is scheduled to develop soon; and, 2) Increasing staff resources in the Community Development Department to facilitate and process housing applications and to administer and appropriately monitor affordable housing programs as they develop based on the housing element programs. To that end, the recent Strategic Planning process identified the need to form a housing division within Community Development. The housing division will focus on housing related matters including funding opportunities for affordable housing development; land use; partnership with stakeholder groups; and tenant protection and relocation measures. Staff anticipates the division to be formalized in the coming fiscal year with the addition of one housing staff person, pending the approval through the upcoming budget process.

Background

Release of the Public Review Draft

On October 12, 2021, South Pasadena released the Public Review Draft 2021-2029 Housing Element for review and comment in preparation for finalizing a document for the Council's adoption (Attachment 4). The Planning Commission received a presentation the same evening that outlined the review process, summarized the contents, and focused on proposed housing

element programs that support construction of market-rate and affordable housing units in compliance with the RHNA and fair housing policies. The Commission held a discussion and one member of the public spoke on the item. The Commission also provided suggestions for the public outreach process.

The Public Review Draft was sent to the California Department of Housing and Community Development (HCD) for its review on October 22. HCD is required to provide the City with a review letter by December 21, 2021.

The October 12 staff presentation was posted and is accessible from the Planning Commission Agenda web page and from the Housing Element Update project page (Attachment 1).

October 21, 2021 Community Meeting

On October 21, a Community meeting on the draft housing element was held in the Council Chambers and via Zoom. Staff's presentation focused on the development of the sites inventory, ADU projections, and the housing element programs. The presentation was posted on the project web page (see above). The meeting had approximately 12 participants, including two in-person and others on Zoom. Questions and comments at the meeting and staff responses are summarized in Attachment 3.

The 6th Cycle RHNA Process

The RHNA process began in 2019, when HCD provided the Southern California Association of Governments (SCAG) their determination that the region must plan for 1,341,827 housing units in the 6th Cycle housing elements, to be comprised of 559,267 above-moderate units and 782,560 units in moderate and lower income categories. SCAG, which had proposed a lower number based on its own methodology, submitted an objection to HCD's determination, but in October 2019, HCD confirmed that its determination was final and would not be altered based on this objection. As the Metropolitan Planning Organization (MPO) for the region, SCAG was then required to develop a methodology to allocate 1,341,827 units to the six counties and 191 cities within its boundaries, assigning a "fair share" of responsibility to each jurisdiction to develop a plan that demonstrates housing capacity. South Pasadena staff actively monitored and submitted comments during SCAG's RHNA methodology process, which included numerous hearings and comment periods. Council and Planning Commission received regular reports during this time.

On February 27, 2020, the City submitted a letter to SCAG requesting SCAG to amend its RHNA methodology to reinstate local input as a factor of existing need to provide a more realistic project of future growth. In addition, the City requested that SCAG object to the regional allocation by the California Department of Housing and Community Development (HCD). On March 24, 2020, the City submitted additional letters to its State legislators to request support in its objection to the regional allocations.

South Pasadena was initially assigned a RHNA of 2,062 units, an increase of more than 3000% in comparison with the 5th cycle RHNA of 63 units. The units break down into affordability levels (extremely/very low, low, moderate and above-moderate income); 28% of South

Pasadena's units are designated for above moderate, with the other 72% required to meet criteria to demonstrate capacity below that level.

The Council directed staff to submit an appeal, and a RHNA Appeal Ad-hoc Committee was established, including two Planning Commissioners and several South Pasadena residents who supported Planning staff in this effort (see Attachment 6). The City, along with 41 other jurisdictions, filed a timely appeal of the RHNA allocations in October 2020, making strong arguments that the RHNA allocations were too high and not appropriate due to a number of contextual characteristics of the city.¹ SCAG denied the City's appeal along with most other appeals filed. Based on one appeal that was granted, South Pasadena was assigned an additional five units and the RHNA was finalized in March 2021 allocating 2,067 units to South Pasadena.

Environmental (CEQA) Review

In compliance with the California Environmental Quality Act (CEQA), the potential environmental effects on a programmatic level will be analyzed through a Program Environmental Impact Report (PEIR) that is being prepared for the 2021-2029 Housing Element, General Plan Update and Downtown Specific Plan (DTSP). The PEIR will be released for the statutory 45-day review period, in compliance with Government Code 21091.A (CEQA) along with the next draft of the General Plan Update and Downtown Specific Plan. The PEIR must be certified prior to adoption of any or all of these planning documents. No review is required with this action.

Next Steps

- Winter 2021-2022
 - Release of Revised Draft General Plan Update/DTSP and PEIR
 - Release of Final Draft; submittal to HCD for review/conditional approval (60-day review period)
- Spring 2022
 - Adoption of the GP Update/DTSP, Housing Element, and PEIR

Fiscal Impact

There is no fiscal impact from the recommended action to provide comments and direction on the Public Review Draft Housing Element.

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 and posting of the same agenda and reports on the City's website.

Attachments

1. Link to 2021-2029 Housing Element Update web page
<https://www.southpasadenaca.gov/government/departments/planning-and-building/housing-element-update-2021-2029>

¹ <https://scag.ca.gov/rhna-appeals>

2. October 21, 2021 Housing Element Community Meeting Summary
3. [October 12, 2021 Planning Commission Staff Report](#) (see page 307)
4. [September 15, 2021 Council Staff Report](#) (Item 17)
5. [October 21, 2020 Council Staff Report \(RHNA Appeal\)](#) (Item 13)

ATTACHMENT 1

Link to 2021-2029 Housing Element Update web page

<https://www.southpasadenaca.gov/government/departments/planning-and-building/housing-element-update-2021-2029>

ATTACHMENT 2

October 21, 2021 Housing Element Community Meeting Summary



DATE October 22, 2021

TO City of South Pasadena

CONTACT Angelica Frausto-Lupo, Margaret Lin, Elizabeth Bar-El, AICP

FROM Amy Sinsheimer, AICP

SUBJECT **Summary of Housing Element Community Meeting, October 21, 2021**

On Thursday, October 21, at 6:30pm, the City of South Pasadena held a hybrid community meeting (in-person/virtual) to provide an overview of the 2021-2029 Housing Element Public Review Draft. After the presentation, the public was invited to ask questions and share comments. The meeting had approximately 12 participants, including two in-person and others on Zoom. Four participants spoke. The following summarizes these questions, comments and staff responses:

- The first question asked for clarification about AB 1398 regarding the possibility for getting the Housing Element approved by HCD by the February 11th deadline in order to avoid the mandatory timeframe for rezoning. The City clarified that before AB 1398 was approved, the February 11th deadline was for the adoption of the Housing Element by the City Council. However, with the change in law, adopting the Housing Element by the February 11th date is no longer a requirement to stay on the 8-year housing cycle. The law says in order to avoid a deadline to complete the rezoning within one year of October 15, 2021, the City would need to have adopted their Housing Element and submitted the adopted Housing Element to HCD for a 90-day review and receive certification at the end of that review before February 11, 2022. That new timeline is not feasible because the City is at the initial point of submitting the Draft Housing Element for the first 60-day review by HCD and will not have enough time to adopt and submit the final to HCD by February 11, 2022. Consequently, the City will adopt after February 11, 2022 and be required to complete the rezoning before October 15, 2022.
- The next question asked was in reference to whether Junior Accessory Dwelling Units (ADUs) were included as part of the site inventory in order to meet the City's RHNA. The City answered that both ADUs and JDUs will be counted.
- The third question asked how the City plans to incorporate the 6th, 7th and 8th (future) Regional Housing Need Allocations (RHNA) if the General Plan update is a 25-year plan with the follow-up question about the City's approach for meeting the RHNA from the 1st- 5th Housing Element updates. The City answered that through the 8-year timeframes for updating the Housing Element, the City will attempt to show that the City has the capacity to build the units during the projection period while keeping in mind that the City's capacity to develop these units is in line with the longer-term General Plan. The Housing Element is on a different timeframe from the General Plan

and will be updated again in 2030. Furthermore, staff clarified that the Program Environmental Impact Report (PEIR) will be covering the Housing Element, General Plan Update and Downtown Specific Plan (DTSP). Thus, the City will use the General Plan and the PEIR as guide when analyzing appropriate sites for the next housing element update. To answer the follow-up question, staff explained that the City was able to address capacity for the 63 RHNA units in the 5th Housing Element with existing zoning.

- The next question was in regard to the sites inventory. A property owner wanted to confirm that his property was included in the sites inventory as he is interested in developing housing. PlaceWorks confirmed and directed the speaker to find the site in the document. The property was identified as Site #4 and is shown in Table VI-46 and Appendix A. The speaker also wanted to know where the City was in terms of timeline for revising the General Plan. City staff answered that there is a draft of the General Plan Update from 2019, but that it had been put on hold during much of the Housing Element Update preparation in order to integrate consistent programs and policies that align with the Housing Element. Staff stated that the revised draft of the General Plan will be released for public review shortly.
- The last comment was about the importance of the City undertaking companion capacity planning for infrastructure including schools, water, wastewater, parking, etc. The commenter noted that the community has been requesting this type of analysis for two years. He would be more comfortable with the plan for housing presented in the draft if that infrastructure analysis was completed.

The meeting ended at 6:50 pm.

ATTACHMENT 3

[October 12, 2021 Planning Commission Staff Report](#) (see page 307)

ATTACHMENT 4

[September 15, 2021 Council Staff Report](#) (Item 17)

ATTACHMENT 5

[October 21, 2020 Council Staff Report \(RHNA Appeal\)](#) (Item 13)



City Council Agenda Report

ITEM NO. 16

DATE: November 17, 2021

FROM: Arminé Chaparyan, City Manager *AC*

PREPARED BY: Lucy Demirjian, Management Services Director

SUBJECT: **Update on State and Pasadena Area Community College Redistricting and Direction on Draft Maps**

Recommendation Action

It is recommended that the City Council:

1. Receive an update on the State Redistricting process and provide the City Manager and staff direction to submit comments regarding the visualizations and draft maps being considered for legislative districts affecting South Pasadena; and
2. Receive an update on the Pasadena Area Community College District (PACCD) redistricting process and provide the City Manager and staff direction to submit comments regarding the visualizations and draft maps.

State Redistricting- Action/Discussion

Staff is seeking direction from the City Council in order to submit official comments to California Citizens Redistricting Commission advocating for the City of South Pasadena to be grouped with specific cities.

The state Citizens Redistricting Commission released visualizations maps November 7, 2021. Here are the proposed districts including the City of South Pasadena, corresponding maps are attached:

Congressional District (Attachment 1)

VCD_CD210_1107

South Pasadena included with Pasadena, La Cañada Flintridge, La Crescenta, Altadena, Alhambra (partial), San Marino, Temple City, Arcadia, Glendora, San Dimas, Glendale (partial), and Claremont. Currently the City is represented by Congresswoman Judy Chu who lives in Monterey Park.

Senate District (Attachment 2)

VCD_SD210_1107

South Pasadena is included with Sunland-Tujunga, Burbank, Glendale, Los Feliz, Eagle Rock, Montrose, La Crescenta, La Cañada Flintridge, Pasadena, Altadena, Monrovia, Duarte, Glendora, San Dimas, and Claremont. Currently the City is represented by Senator Portantino who lives in La Cañada Flintridge.

Assembly District (Attachment 3)

VAD_West_SGV_1107

South Pasadena is included with Alhambra, Monterey Park, San Gabriel, Temple City, South San Gabriel, East San Gabriel, San Marino, Arcadia, Rosemead, East Pasadena, North El Monte, El Monte (partial). Currently South Pasadena is represented by Assemblymember Holden who lives in Pasadena.

The City could suggest a modification to VAD_AD210_1107 to include South Pasadena and San Marino by moving some San Bernadino mountain communities to another district that represents San Bernadino cities. That would keep us with many of the same cities that would be in the proposed Congressional and State Senate Districts, including Pasadena.

Background

Every 10 years, after the federal government completes the census and releases the updated population count, California must redraw the boundaries of its congressional, legislative and state Board of Equalization districts, so that the districts correctly reflect the current populations.

The California Citizens Redistricting Commission (Commission) is the state’s independent commission tasked with redrawing lines based on how the state’s population has shifted. The Commission continues to receive public input as it drafts district maps - 52 for Congress, 80 for state Assembly and 40 for state Senate.

Over the past months, the Commission received numerous Communities of Interest and public input that informed the visualizations (attachment). Visualizations show hypothetical district-based boundaries for limited geographic areas from the line drawers in response to preliminary direction from the Commission and were created to allow Commissioners to review potential options. has posted the visualizations. The visualizations will inform draft maps are scheduled to be released before November 15. Final maps are due to the Secretary of State’s office by December 27.

There are six criteria that the new districts must meet, ranked in the following order:

1. Equal population: Each district must have approximately the same number of people;
2. Compliance with the Voting Rights Act: Minority groups must have an equal opportunity to elect representatives of their choice;
3. Geographically contiguous: All parts of a district must be connected to each other;
4. Communities of Interest: As much as possible, districts must not split cities, counties, neighborhoods or “communities of interest” that share social and economic interests;
5. Geographically compact: Districts must include the closest populations, not bypass them for others who are further away; and
6. Nesting districts: Wherever possible, each Senate district should be made up of two complete, adjacent Assembly Districts; Board of Equalization districts should be composed of 10 complete and adjacent State Senate districts.

Information on the State Citizens Redistricting Commission

California’s independent commission was created by voters in 2008 in order to take redistricting power away from the Legislature for state Assembly and Senate districts. In 2010, voters added congressional redistricting to the commission’s duties.

The Commission consists of 14 members: five Republicans, five Democrats, and four not affiliated with either party. They include professors, community leaders and businesspeople. Per the state constitution, the first eight commissioners are selected by a panel of three independent officials from the state auditor’s office. That panel narrows down applications to subpools and the Legislature is allowed to remove as many as 24 names from the list. Finally, the auditor randomly draws eight names. These first eight commissioners then select the final six members by selecting two from each subpool.

Pasadena Area Community College District (PACCD)

The PACCD is in the process of adjusting district trustee area lines as is required every 10 years after the release of the U.S. Census data. The fundamental principles for establishing trustee areas are:

- Relatively equal size – people, not citizens
- Contiguous – districts should not hop/jump
- Maintain “communities of interest”
- Follow city/county/local government lines
- Keep districts compact – appearance/function

The Board of Trustees is considering four maps - Plan A, Plan B, Plan B2 and Plan C (*Attachment 4*). Plans A, B and B2 include South Pasadena in what appears to be the same district in which it is presently located. However, Map C would bifurcate the City. The Board of Trustees for PACCD continues to receive public comment on the proposed trustee area maps.

Legal Review

The City Attorney has not reviewed this item.

Fiscal Impact

Although there is no fiscal impact with this report, where the City falls within the new districts may affect future state and federal funding to the City and the region.

Public Notification of Agenda Item

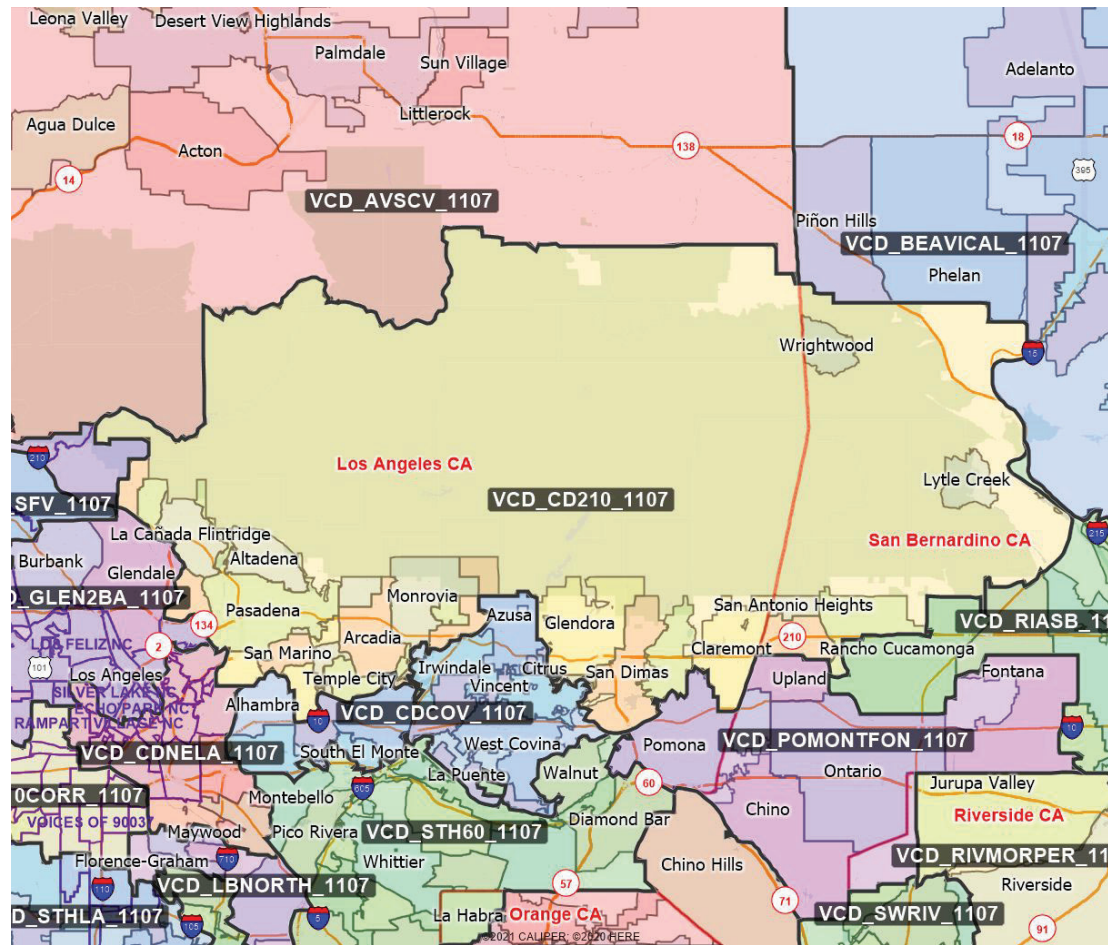
The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City’s website.

Attachments:

1. Congressional District Visualization Map
2. Senate District Visualization Map
3. Assembly District Visualization Map
4. PACCD Proposed Maps- Plan A, Plan B, Plan B2 and Plan C

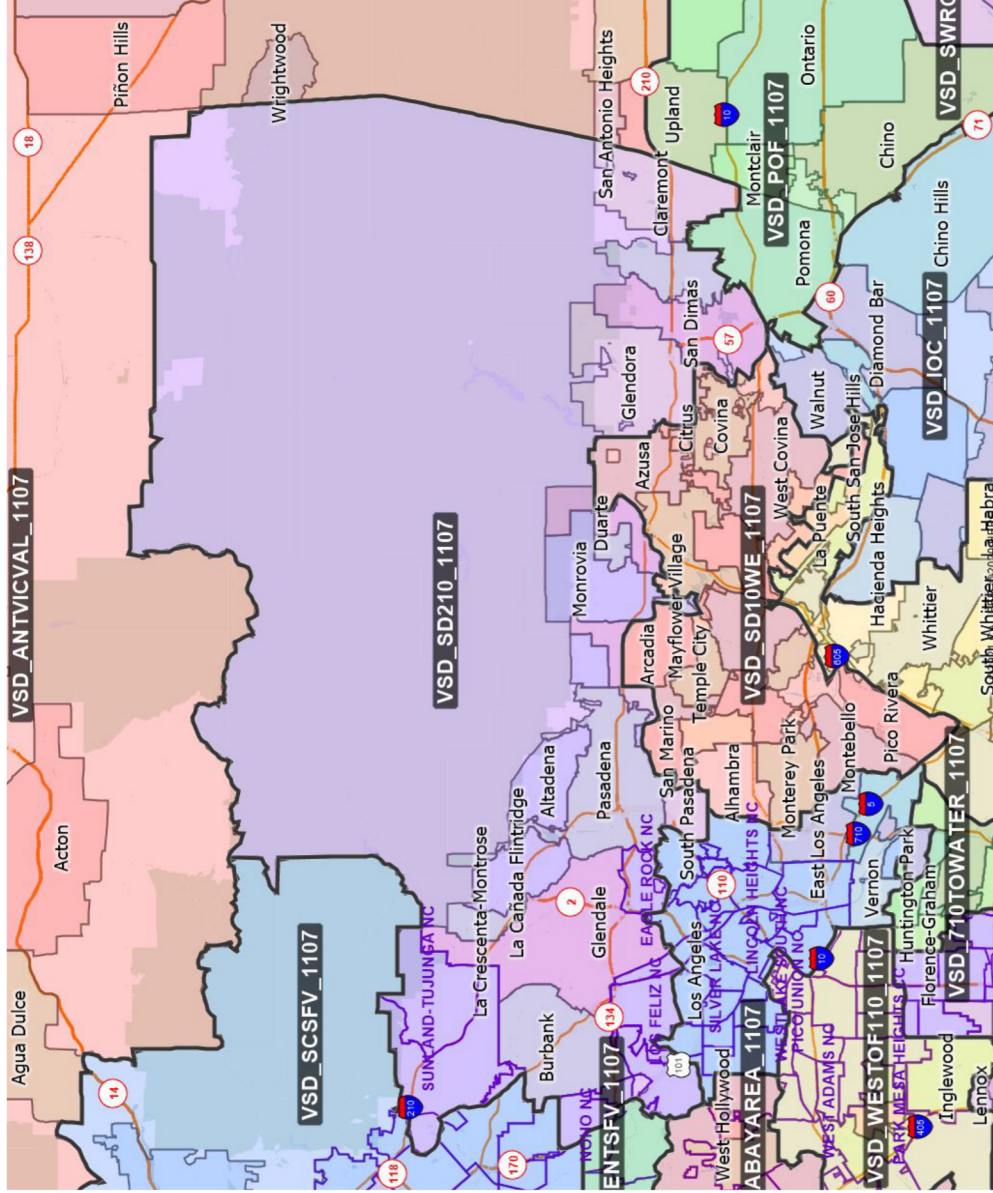
Attachment 1
Congressional District Map

Name	Deviation	% Deviation	Total Population	%LatinoCVAP	%BlackCVAP	%AsianCVAP	%IndigenousCVAP	%WhiteCVAP
VCD_CD210_1107	5,960	0.78%	766,026	24.21%	5.91%	23.49%	0.44%	44.90%



Attachment 2
State Senate District Map

Name	Deviation	% Deviation	Total Population	%LatinoCVAP	%BlackCVAP	%AsianCVAP	%IndigenousCVAP	%WhiteCVAP
VSD_SD210_1107	2,714	0.27%	990,800	23.20%	5.70%	14.82%	0.52%	54.82%



Attachment 3
State Assembly District Map

Attachment 4
Pasadena Area Community
College District Maps:
Plan A, B, B2, and C

