



**CITY OF SOUTH PASADENA
CITY COUNCIL**

A G E N D A

**SPECIAL MEETING
CLOSED SESSION**

**WEDNESDAY, FEBRUARY 2, 2022
5:30 P.M.**

**CITY MANAGER'S CONFERENCE ROOM, SECOND FLOOR, CITY HALL
1414 MISSION STREET, SOUTH PASADENA, CA 91030
VIA ZOOM TELECONFERENCE**

NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY

The South Pasadena Special City Council Meeting Closed Session for **February 2, 2022** will be conducted virtually in 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, the meeting will be held virtually.

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.

The Meeting will be available

- Via Zoom:
<https://us06web.zoom.us/j/2264427248?pwd=aEFuSGszQ2I5WjJkemloTms0RTIVUT09>
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.
- Via Zoom by raising hand function.

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=aEFuSGszQ2I5WjJkemloTms0RTIVUT09> 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 Michael Cacciotti

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

PUBLIC COMMENT

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.

CLOSED SESSION AGENDA ITEMS

A. PUBLIC EMPLOYMENT- PERFORMANCE EVALUATION

(Government Code Section 54957(b)(1))
Title: City Manager

B. CONFERENCE WITH LEGAL COUNSEL: LIABILITY CLAIMS

(Government Code Section 549561)
Claimant: Sirin Ozen Hallberg
Agency Claimed Against: City of South Pasadena

C. CONFERENCE WITH LEGAL COUNSEL: REAL PROPERTY NEGOTIATIONS

(Government Code Section 54956.8)
Property Address: 815 Mission Street, South Pasadena (portion thereof)
APN: 5315-020-900
Agency Negotiator: Arminé Chaparyan, City Manager
Under Negotiations: Price and Terms

CERTIFICATION OF POSTING

*This Special City Council Closed Session Meeting agenda was duly posted for the meeting to be held on **February 2, 2022**, 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.

01/27/22 Christina A. Muñoz
Date Christina A. Muñoz
Deputy City Clerk



**CITY OF SOUTH PASADENA
CITY COUNCIL**

**A G E N D A
REGULAR MEETING
WEDNESDAY, FEBRUARY 2, 2022 AT 7:00 P.M.**

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

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 **February 2, 2022** will be conducted virtually 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 not be open to the public for the meeting and members of the public may attend and/or participate by the following means:

The Meeting will be available

- 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 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/aiXVOTAW2>

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

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:

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 2:

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. PROCLAMATION DECLARING FEBRUARY 2022 AS “BLACK HISTORY MONTH” IN THE CITY OF SOUTH PASADENA****COMMISSION APPOINTMENTS****4. LIBRARY BOARD OF TRUSTEES****Recommendations**

1. Appoint the following to a full three-year term ending December 31, 2025:
 - Fred J. Pratt to Library Board of Trustees
 - Kenneth I. Gross to Library Board of Trustees

COMMUNICATIONS**5. COUNCILMEMBER COMMUNICATIONS**

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

6. CITY MANAGER COMMUNICATIONS**7. REORDERING OF, ADDITIONS, OR DELETIONS TO THE AGENDA****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.

8. APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF \$8,945.53; GENERAL CITY WARRANTS IN THE AMOUNT OF \$831,488.44; SUPPLEMENTAL ACH PAYMENTS IN THE AMOUNT OF \$15,345.20; VOIDS IN THE AMOUNT OF (\$78.00); TRANSFERS IN THE AMOUNT OF \$14,731.63; PAYROLL IN THE AMOUNT OF \$1,570,081.28**Recommendation**

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

9. ADOPTION OF A RESOLUTION AUTHORIZING THE COUNTY OF LOS ANGELES AGRICULTURE COMMISSIONER TO INSPECT AND ABATE WEEDS, BRUSH AND NATIVE VEGETATION DECLARED TO BE AN EXISTING OR POTENTIAL FIRE HAZARD, AND SCHEDULE A PUBLIC HEARING TO BE HELD ON FEBRUARY 16, 2022 TO HEAR OBJECTIONS OR PROTESTS TO THE VEGETATION MANAGEMENT PROGRAM**Recommendation**

It is recommended that the City Council adopt the resolution authorizing the County of Los Angeles Agriculture Commissioner to inspect and abate weeds, brush and native vegetation declared to be an existing or potential fire hazard, and schedule a Public Hearing to be held on February 16, 2022 to hear objections or protests to the vegetation management program.

10. ADOPTION OF A RESOLUTION AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE CITY**Recommendation**

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

11. SECOND READING AND ADOPTION OF AN ORDINANCE AMENDING CHAPTER 36 (ZONING) OF THE SOUTH PASADENA MUNICIPAL CODE PERTAINING TO ACCESSORY DWELLING UNITS (ADUS) INCLUDING SECTION 36.350.200.J (DESIGN STANDARDS FOR

HISTORIC PROPERTIES) AND ADOPTION OF DESIGN GUIDELINES FOR ADU DEVELOPMENT ON HISTORIC PROPERTIES

ORDINANCE

AN ORDINANCE OF THE CITY OF SOUTH PASADENA AMENDING CHAPTER 36 ("ZONING"), ARTICLE III ("SITE PLANNING AND GENERAL DEVELOPMENT STANDARDS"), SECTION 36.350.200 ("RESIDENTIAL USES—ACCESSORY DWELLING UNITS") OF THE CITY OF SOUTH PASADENA MUNICIPAL CODE

Recommendation

It is recommended that the City Council:

1. Read by title only for second reading, waiving further reading, and adopt an ordinance to amend Chapter 36 (Zoning) of the South Pasadena Municipal Code (SPMC) pertaining to Accessory Dwelling Units (ADUs) including Section 36.350.200.J (Design Standards for Historic Properties); and
2. Adopt Design Guidelines for ADU Development on Historic Properties.

12. AUTHORIZE CELL TOWER REVENUE USAGE

Recommendation

It is recommended that the City Council authorize:

1. The City Manager to execute the creation of an OPEB (Other Post-Employment Benefits) trust;
2. The placement of \$1,125,000 of General Fund Reserves into the new OPEB trust;
3. Appropriation of \$4,374,439 – the Cell Tower Revenues from General Fund Reserves to pay down the current Unfunded Actuarial Liability (UAL);
4. Appropriation of \$1,000,000 reserved for paydown of pension and medical liabilities;
5. The payment of \$2,847,124 into the City's Sworn Safety CalPERS (PERS) plan; and
6. The payment of \$1,402,315 into the City's Miscellaneous PERS plan.

ACTION / DISCUSSION

13. RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA CONDEMNING THE CITY'S HISTORY AS A SUNDOWN TOWN AND PAST PRACTICES OF INSTITUTIONALIZED RACISM; TAKE ACTION TO JOIN THE GOVERNMENT ALLIANCE ON RACE & EQUITY (GARE); DIRECT STAFF TO ENGAGE IN ADDITIONAL EQUITY-DEVELOPING ACTIVITIES

Recommendation

It is recommended that the City Council:

1. Adopt a resolution entitled "Resolution of the City Council of the City of South Pasadena Condemning the City's History as a Sundown Town and Past Practices of Institutionalized Racism"; and
2. Direct staff to attend information sessions on the Government Alliance on Race & Equity (GARE) and discuss the membership with our neighboring cities; and
3. Direct staff to engage in the following Equity-Developing Activities:
 - a. Review the deeds of properties currently owned by the City or owned in the future in coordination with LA County Registrar Recorder adoption and implementation plan; remove any existing racially restrictive housing covenants; and for any property purchased in the future remove the racially restrictive housing covenant prior accepting property;

- b. Hire artists to perform at the Music in the Parks reflecting a wide variety of cultural backgrounds, countries, and sounds;
- c. Support an annual community forum in demonstration of South Pasadena’s commitment to promote diversity, equity and inclusion in the community; hosted by Assistant to the City Manager Tamara Binns;
- d. Continue to support the spirit of inclusionary initiatives proposed by county legislation, budget proposals, and policies that would reverse past racist policies and reduce racial disparities consistent with this Resolution, and actively oppose state and county legislation, budget proposals, and policies that would impede the goals of the Resolution Condemning the City’s History as a Sundown Town and Past Practices of Institutionalized Racism”;
- e. Continue to promote diversity in the membership of city commissions; and
- f. Continue to provide diversity, equity, and inclusion training for all city employees.

14. APPROVAL OF AGREEMENT FOR A FIVE-YEAR CONTRACT TO THE SOUTH PASADENA CHAMBER OF COMMERCE FOR THE OPERATION OF THE SOUTH PASADENA FARMERS’ MARKET

Recommendation

It is recommended that the City Council approve a five (5) year Contract with the South Pasadena Chamber of Commerce for the operation of the South Pasadena Farmers’ Market.

15. INVESTMENT PHILOSOPHY

Recommendation

It is recommended that the City Council

- 1. Review report; and
- 2. Provide input regarding future investment philosophy.

ADJOURNMENT

FOR YOUR INFORMATION

FUTURE CITY COUNCIL MEETINGS

February 16, 2022	Regular City Council Meeting Council Chamber	7:00 p.m.
February 23, 2022	Special City Council Meeting Council Chamber	6:30 p.m.
March 2, 2022	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 **February 2, 2022**, 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.*

1/27/2021

/S/

Date

Christina A. Muñoz, Deputy City Clerk

CITY OF SOUTH PASADENA

PROCLAMATION



Declaring February 2022 as
“Black History Month”
in the City of South Pasadena

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

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

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

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

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

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

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

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

NOW, THEREFORE, I, Michael Cacciotti, Mayor of the City of South Pasadena, on behalf of the City Council, do hereby proclaim the month of February 2022 as Black History Month in the City of South Pasadena, and invite everyone to celebrate the diversity and character of our community and highlight the importance of sharing our culture, customs and traditions with those around us.

/s/
Michael A. Cacciotti, Mayor

February 2, 2022
Date



**City of South Pasadena
Management Services Department**

Item No. 4

Memo

Date: February 2, 2022
To: The Honorable City Council
From: Michael A. Cacciotti, Mayor
Re: Commission Appointments and Re-appointments

I propose to appoint the following to a full three-year term ending December 31, 2025:

- Fred J. Pratt to Library Board of Trustees
- Kenneth I. Gross to Library Board of Trustees



City Council Agenda Report

ITEM NO. 8

DATE: February 2, 2022

FROM: Arminé Chaparyan, City Manager *Ac*

PREPARED BY: Kenneth L. Louie, Interim Finance Director

SUBJECT: **Approval of Prepaid Warrants in the Amount of \$8,945.53; General City Warrants in the Amount of \$831,488.44; Supplemental ACH Payments in the Amount of \$15,345.20; Voids in the Amount of (\$78.00); Transfers in the Amount of \$14,731.63; Payroll in the Amount of \$1,570,081.28**

Recommendation Action

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

Fiscal Impact

Prepaid Warrants:

Warrant # 313793-313807	\$	7,323.24
ACH	\$	1,622.29
Voids	\$	0

General City Warrants:

Warrant # 31808-313852	\$	315,087.90
ACH	\$	516,400.54
Voids	\$	(78.00)

Payroll Period Ending: 01/06/2022	\$	3,495.11
Payroll Period Ending: 01/07/2022	\$	880,498.26
Payroll Period Ending: 01/10/2022	\$	6,646.93
Payroll Period Ending: 01/21/2022	\$	679,440.98
Wire Transfers Out – To (LAIF)	\$	0
Wire Transfers In – From (LAIF)	\$	0
Wire Transfers (RSA)	\$	0
Wire Transfers Out – To (Acct # 2413)	\$	14,731.63
Wire Transfers Out – To (Acct # 1936)	\$	0
Supplemental ACH Payment	\$	15,345.20

RSA:

Prepaid Warrants	\$	0
General City Warrants	\$	0

Total	\$	<u>2,440,514.08</u>
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Approval of Warrants
February 2, 2022
Page 2 of 2

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**

Date 02.02.2022

Recap by fund	Fund No.	Amounts	
		Prepaid	Written
General Fund	101	8,494.08	321,906.35
Insurance Fund	103	-	-
Street Improvement Program	104	-	-
Facilities & Equip.Cap. Fund	105	-	-
Programs and Projects	107	-	-
Local Transit Return "A"	205	-	-
Local Transit Return "C"	207	-	-
TEA/Metro	208	-	-
Sewer Fund	210	-	21,513.02
CTC Traffic Improvement	211	-	-
Street Lighting Fund	215	-	37,787.20
Public,Education & Govt Fund	217	-	-
Clean Air Act Fund	218	-	-
Business Improvement Tax	220	-	21,100.00
Gold Line Mitigation Fund	223	-	-
Mission Meridian Public Garage	226	-	-
Housing Authority Fund	228	-	-
State Gas Tax	230	100.77	2,087.68
County Park Bond Fund	232	-	3,610.61
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	-	100,000.00
Homeland Security Grant	274	-	-
Park Impact Fees	275	-	-
Historic Preservation Grant	276	-	-
HSIP Grant	277	-	-
Arroyo Seco Golf Course	295	-	-
Sewer Capital Projects Fund	310	-	-
Water Fund	500	350.68	323,483.58
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	-	-
Column Totals:		8,945.53	831,488.44

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

City Report Totals: 840,433.97

Payroll Period Ending: 01/06/2022	3,495.11
Payroll Period Ending: 01/07/2022	880,498.26
Payroll Period Ending: 01/10/2022	6,646.93
Payroll Period Ending: 01/21/2022	679,440.98
Wire Transfer Out - To LAIF	
Wire Transfer In - From LAIF	
Wire Transfer - RSA	
Wire Transfer Out - To Acct. # 2413	14,731.63
Wire Transfer Out - To Acct. # 1936	
Supplemental ACH Payments	15,345.20
VOIDS - Prepaid	
VOIDS - General Warrant	(78.00)

Grand Report Total: 2,440,514.08

Michael A. Cacciotti, Mayor

Kenneth L. Louie, Interim Finance Director

ATTACHMENT 2
Prepaid Warrant List

Accounts Payable

Checks by Date - Detail by Check Date

User: EAlvarez
 Printed: 1/25/2022 8:24 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	ZOLL8021 3414127	Zoll Medical Corporation Medical Supplies: CPR Electrode & Rainbow Patient Cable	01/20/2022	1,622.29
Total for this ACH Check for Vendor ZOLL8021:				1,622.29
313793	AMDA6710 10/29/2021 11/19/2021	Jose L. Almeda 2021 Mileage Reimbursement for Call Out - 10/29/2021 2021 Mileage Reimbursement for Call Out - 11/19/2021	01/20/2022	22.40 22.40
Total for Check Number 313793:				44.80
313794	AMST8020 64413 64434	Armstrong Lock & Safe Keys for Police Department Keys for Police Department	01/20/2022	41.89 75.52
Total for Check Number 313794:				117.41
313795	BOEQ8100 44-010139 44-010139 44-010139 44-010139 44-010139	Board of Equalization Underground Storage Tank Fee - January - December 2021 Underground Storage Tank Fee - January - December 2021 Underground Storage Tank Fee - January - December 2021 Underground Storage Tank Fee - January - December 2021 Underground Storage Tank Fee - January - December 2021	01/20/2022	58.29 303.88 7.07 7.07 7.07
Total for Check Number 313795:				383.38
313796	CDTF3010 57-425081	California Department of Tax & Fee Admin Diesel Tax Fee for 4TH Quarter 2021	01/20/2022	346.99
Total for Check Number 313796:				346.99
313797	ACHW5270 117924	Annie Chow Refund Breakfast W/ Santa Purchase - Refund #117924	01/20/2022	126.00
Total for Check Number 313797:				126.00
313798	JMCB6710 10/18/2021 10/22/2021 10/22/2021-2 11/29/2021 12/03/2021	Jose Manuel Cipres Bravo 2021 Mileage Reimbursement for Call Out - 10/18/2021 2021 Mileage Reimbursement for Call Out - 10/22/2021 @ 12:45PM 2021 Mileage Reimbursement for Call Out - 10/22/2021 @ 9:15am 2021 Mileage Reimbursement for Call Out - 11/29/2021 2021 Mileage Reimbursement for Call Out - 12/03/2021	01/20/2022	20.50 20.50 20.50 20.50 20.50
Total for Check Number 313798:				102.50
313799	ELGD5270 118114	Elizabeth Gudino Refund Class due to Inability to Attend - Reissue	01/20/2022	78.00
Total for Check Number 313799:				78.00
313800	HDLC3011	HdL Coren & Cone	01/20/2022	

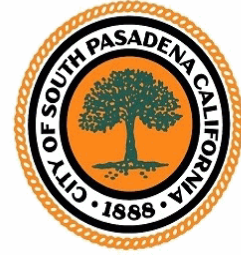
Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	SIN011396	2020-2021 ACFR Statistical Package		795.00
			Total for Check Number 313800:	795.00
313801	ADHA6116	Adam Herrera	01/20/2022	
	11/11/2021	2021 Mileage Reimbursement for Call Out - 11/11/2021 @6PM		22.84
	11/11/2021-2	2021 Mileage Reimbursement for Call Out - 11/11/2021 @12:30PM		22.84
	11/12/2021	2021 Mileage Reimbursement for Call Out - 11/12/2021		22.84
	11/14/2021	2021 Mileage Reimbursement for Call Out - 11/14/2021		22.84
			Total for Check Number 313801:	91.36
313802	HUHS6116	Hugo Houston	01/20/2022	
	10/12/2021	2021 Mileage Reimbursement for Call Out - 10/11/2021		9.41
			Total for Check Number 313802:	9.41
313803	KVMC6710	Kelvin Machado	01/20/2022	
	10/24/2021	2021 Mileage Reimbursement for Call Out - 10/24/2021		18.25
	11/12/2021	2021 Mileage Reimbursement for Call Out - 11/12/2021		18.25
	11/13/2021	2021 Mileage Reimbursement for Call Out - 11/13/2021		18.25
	11/14/2021	2021 Mileage Reimbursement for Call Out - 11/14/2021		18.25
			Total for Check Number 313803:	73.00
313804	TLBTMRYA 117848	Marya Talbot Refund Skateside Thanksgiving Camp	01/20/2022	
			Total for Check Number 313804:	368.00
313805	TLFX5011 9504795660	Teleflex LLC Medical Supplies: EZ-IO 25MM Needle Box	01/20/2022	
			Total for Check Number 313805:	1,228.25
313806	EDVL6010	Edgar Villalobos	01/20/2022	
	10/15/2021	2021 Mileage Reimbursement for Call Out - 10/15/2021 @ 10:17AM		21.73
	10/15/2021-2	2021 Mileage Reimbursement for Call Out - 10/15/2021 @ 1PM		21.73
	10/29/2021	2021 Mileage Reimbursement for Call Out - 10/29/2021		21.73
	10/31/2021	2021 Mileage Reimbursement for Call Out - 10/31/2021 @ 1:44PM		21.73
	10/31/2021-2	2021 Mileage Reimbursement for Call Out - 10/31/2021 @ 10:06PM		21.73
	11/28/2021	2021 Mileage Reimbursement for Call Out - 11/28/2021		21.73
			Total for Check Number 313806:	130.38
313807	WIT6353 2111059	Wittman Enterprises LLC Paramedic Billing Services: November 2021	01/20/2022	
			Total for Check Number 313807:	3,428.76
			Total for 1/20/2022:	8,945.53
			Report Total (16 checks):	8,945.53

ATTACHMENT 3
General City Warrant List

Accounts Payable

Checks by Date - Detail by Check Date

User: ealvarez
 Printed: 1/26/2022 3:42 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	ACTM3010	Accountemps (Robert Half International)	02/02/2022	
	58524991	Accounting & Financial Services: W/E 09/24/20		2,550.00
	58573430	Accounting & Financial Services: W/E 10/01/20		3,400.00
	58617574	Accounting & Financial Services: W/E 10/08/20		1,700.00
	58663647	Accounting & Financial Services: W/E 10/15/20		850.00
Total for this ACH Check for Vendor ACTM3010:				8,500.00
ACH	ATGC8530	Acorn Technology Services	02/02/2022	
	95448	Acorn Technology Services 12/01/2021 - 12/31/21		22,525.00
Total for this ACH Check for Vendor ATGC8530:				22,525.00
ACH	BAK0366	Baker & Taylor Entertainment	02/02/2022	
	H55508870	DVDs/ CDs		24.78
	H58814940	DVDs/ CDs		231.40
	H58815030	DVDs/ CDs		91.69
	H58903950	DVDs/ CDs		40.78
	H58921310	DVDs/ CDs		33.04
	H58936970	DVDs/ CDs		34.99
	H58944460	DVDs/ CDs		16.52
	H58952350	DVDs/ CDs		28.93
	H59060540	DVDs/ CDs		64.47
	H59177530	DVDs/ CDs		123.81
	H59195390	DVDs/ CDs		33.07
	H59212290	DVDs/ CDs		16.53
	H59265600	DVDs/ CDs		118.01
	H59342260	DVDs/ CDs		24.80
	H59370640	DVDs/ CDs		66.13
	H59373300	DVDs/ CDs		122.37
	H59450900	DVDs/ CDs		12.39
	T24077180	DVDs/ CDs		70.25
	T24079190	DVDs/ CDs		28.93
	T24085240	DVDs/ CDs		21.91
	T24086220	DVDs/ CDs		12.39
Total for this ACH Check for Vendor BAK0366:				1,217.19
ACH	BAK0369	Baker & Taylor Books	02/02/2022	
	2036268022	Books for Library		799.01
	2036348393	Books for Library		321.55
	2036369374	Books for Library		29.93
	2036384160	Books for Library		4.00
	2036407125	Books for Library		38.23
	2036433283	Books for Library		78.20
	2036439324	Books for Library		133.98
Total for this ACH Check for Vendor BAK0369:				1,404.90
ACH	BLSP8010	Blackstone Publishing	02/02/2022	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	INV2013433	Books/DVDs/CDs		108.84
Total for this ACH Check for Vendor BLSP8010:				108.84
ACH	BSHL6710 20874	dba Jan Point Base Hill, Inc. Citywide Janitorial Services: June 2021	02/02/2022	11,110.73
	20874	Citywide Janitorial Services: June 2021		710.66
	20874	Citywide Janitorial Services: June 2021		932.75
	20931	Citywide Janitorial Services: August 2021		875.00
	20931	Citywide Janitorial Services: August 2021		956.07
	20931	Citywide Janitorial Services: August 2021		11,241.92
Total for this ACH Check for Vendor BSHL6710:				25,827.13
ACH	CAEN9297 FB16615	Carollo Engineers Integrated Water & Wastewater Resource Mgmt Plan: October 2021	02/02/2022	21,997.57
	FB16615	Integrated Water & Wastewater Resource Mgmt Plan: October 2021		4,862.49
	FB17994	Integrated Water & Wastewater Resource Mgmt Plan: November 2021		14,565.26
	FB17994	Integrated Water & Wastewater Resource Mgmt Plan: November 2021		15,641.88
	FB18874	Integrated Water & Wastewater Resource Mgmt Plan: December 2021		2,058.93
	FB18874	Integrated Water & Wastewater Resource Mgmt Plan: December 2021		1,383.18
Total for this ACH Check for Vendor CAEN9297:				60,509.31
ACH	CALG6711 90131381	CalgonCarbon GAC Media for Wilson Treatment System: 80,000LBS	02/02/2022	221,640.00
Total for this ACH Check for Vendor CALG6711:				221,640.00
ACH	CDW5246 Q537143	CDW Government LLC CO # 03-17 MS Surface Pro Signa Type Cover	02/02/2022	291.24
	Q755099	CO # 03-21 LVO TP ULTRA DOCK		339.90
	Q946878	CO # 03-13 QNAP RAIL KIT FOR 2U TS-1270U		94.02
Total for this ACH Check for Vendor CDW5246:				725.16
ACH	CHA3010 8044	SPCC Corp dba South Pasadena Chamber c SP Chamber of Commerce BIT FY21-22 Paymei	02/02/2022	21,100.00
Total for this ACH Check for Vendor CHA3010:				21,100.00
ACH	CHWP2010 50289	Colantuono,Highsmith & Whatley,PC General Services: December 2021	02/02/2022	10,000.00
	50290	Labor & Employment: December 2021		3,062.50
	50291	Water & Utilites: December 2021		2,118.50
	50292	Special Projects: December 2021		15,190.50
	50293	Litigation: December 2021		245.00
	50295	Litigation: December 2021		5,331.50
	50296	Litigation: December 2021		1,342.00
	50571	Under Collection of UUT December 2021		218.56
Total for this ACH Check for Vendor CHWP2010:				37,508.56
ACH	CIV2123 2018-157	CivicStone, LLC Caltrans Housing Consultant: December 2021	02/02/2022	2,146.25
Total for this ACH Check for Vendor CIV2123:				2,146.25
ACH	CRDA1021 RS4759749	Corodata Records Management Records Management: December 2021	02/02/2022	392.39

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for this ACH Check for Vendor CRDA1021:				392.39
ACH	CRSR2010 DN 1343763	Corodata Shredding Inc. Shredding Services: 12/09/2021-12/31/2021	02/02/2022	74.69
Total for this ACH Check for Vendor CRSR2010:				74.69
ACH	CSAC2012 22401002	PRISM EAP Services: January - March 2022	02/02/2022	1,411.59
Total for this ACH Check for Vendor CSAC2012:				1,411.59
ACH	DDL8010 2478	Dr. Detail Ph.D Police Department Sanitization	02/02/2022	270.00
Total for this ACH Check for Vendor DDL8010:				270.00
ACH	DIG0800 43266 43711 43712 43777	Digital Telecommunications Corp Extension removal on 10/26/21 Senior Center X360 Extension removal x215 on 12/16/2021 Voicemail Box Step Up (X656) Monthly Service Contract 02/01/2022 - 02/28/2022	02/02/2022	135.00 252.50 412.50 955.00
Total for this ACH Check for Vendor DIG0800:				1,755.00
ACH	EBS1007 2201807	EBSCO - Accounts Receivable Renewal of Library Periodicals FY2021-22	02/02/2022	5.08
Total for this ACH Check for Vendor EBS1007:				5.08
ACH	EEPS7000 26542171 26570762	Express Services Inc. Contract Services Temporary Staffing for PW: W/E 12/19/2021 Contract Services Temporary Staffing for PW: W/E 12/26/2021	02/02/2022	2,958.00 3,204.50
Total for this ACH Check for Vendor EEPS7000:				6,162.50
ACH	GAY8856 2744147	Gaylord Bros., Inc. Archival Legal Size Folders	02/02/2022	199.12
Total for this ACH Check for Vendor GAY8856:				199.12
ACH	GPPT9090 515252	The Silver Bullet Corporation (DBA Gophe Gopher Abatement	02/02/2022	250.00
Total for this ACH Check for Vendor GPPT9090:				250.00
ACH	JHMS8020 247890/1 250874/1 273689/1 273694/1 277789/1 278528/1 279382/1	JHM Supply Irrigation Supplies Irrigation Supplies Irrigation Supplies Irrigation Supplies Irrigation Supplies Irrigation Supplies Irrigation Supplies	02/02/2022	130.81 100.20 211.17 2.76 141.65 201.33 114.75
Total for this ACH Check for Vendor JHMS8020:				902.67
ACH	LDCR6410 453552 453552 453552	LandCare USA LLC Landscape Median Strips: September 2021 Prop A Park Maintenance: September 2021 Park Maintenance Contract Services: September	02/02/2022	4,617.66 2,024.95 15,069.56

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	453552	Water Distribution: September 2021		1,669.68
		Total for this ACH Check for Vendor LDCR6410:		23,381.85
ACH	MNBL8170	Crestline Software, LLC dba MuniBilling	02/02/2022	
	14453	Absorb Charges		9,375.93
	14453	Lock Box		790.90
	14453	Water Billing Services		24,658.20
	14538	Postage		2,587.25
		Total for this ACH Check for Vendor MNBL8170:		37,412.28
ACH	OVDR8011	OverDrive Inc.	02/02/2022	
	01148CO21504058	eBooks / Audiobooks		282.97
	01148CO21504075	eBooks / Audiobooks		1,289.13
	01148CO21507683	eBooks / Audiobooks		390.86
		Total for this ACH Check for Vendor OVDR8011:		1,962.96
ACH	POSU8132	Prudential Overall Supply	02/02/2022	
	52540699	Scrapper Mat Cleaning Services Street Lighting - 12/21/2021		3.87
	52540699	Scrapper Mat Cleaning Services Facilities Maint. - 12/21/2021		3.87
	52540699	Scrapper Mat Cleaning Services Street Trees - 12/21/2021		3.87
	52540699	Scrapper Mat Cleaning Services Street Division - 12/21/2021		3.87
	52540699	Scrapper Mat Cleaning Services Sewer Division - 12/21/2021		3.87
	52540700	Uniform Cleaning Services Facility Division - 12/21/2021		14.03
	52540700	Uniform Cleaning Services Street Tree Maint. - 12/21/2021		9.29
	52540700	Uniform Cleaning Services Street Maintenance - 12/21/2021		23.49
	52540700	Uniform Cleaning Services Sewer Division - 12/21/2021		9.30
	52540700	Uniform Cleaning Services Street Lighting - 12/21/2021		11.10
	52540701	Uniform Cleaning Services Water Production: 12/21/2021		26.55
	52540701	Uniform Cleaning Services Water Distribution: 12/21/2021		34.69
	52540702	Scrapper Mat Cleaning Services Water Distribution: 12/21/2021		6.23
	52540702	Scrapper Mat Cleaning Services Water Production: 12/21/2021		6.24
	52542800	Scrapper Mat Cleaning Services Sewer Division - 12/28/2021		3.87
	52542800	Scrapper Mat Cleaning Services Facilities Maint. - 12/28/2021		3.87
	52542800	Scrapper Mat Cleaning Services Street Division - 12/28/2021		3.87
	52542800	Scrapper Mat Cleaning Services Street Lighting - 12/28/2021		3.87
	52542800	Scrapper Mat Cleaning Services Street Trees - 12/28/2021		3.87
	52542801	Uniform Cleaning Services Street Tree Maint. - 12/28/2021		9.29
	52542801	Uniform Cleaning Services Facility Division - 12/28/2021		14.03
	52542801	Uniform Cleaning Services Street Maintenance - 12/28/2021		23.49
	52542801	Uniform Cleaning Services Street Lighting - 12/28/2021		11.10
	52542801	Uniform Cleaning Services Sewer Division - 12/28/2021		9.30
	52542802	Uniform Cleaning Services Water Production: 12/28/2021		26.55
	52542802	Uniform Cleaning Services Water Distribution: 12/28/2021		34.69
	52542803	Scrapper Mat Cleaning Services Water Production: 12/28/2021		6.24
	52542803	Scrapper Mat Cleaning Services Water Distribution: 12/28/2021		6.23
		Total for this ACH Check for Vendor POSU8132:		320.54
ACH	STA5219	Staples Business Advantage	02/02/2022	
	3495238761	Community Services Supplies		79.29
	3495550989	Library Office Supplies		67.25
	3495550990	Library Office Supplies		12.90
	3495550991	Library Office Supplies		34.84
	3495550993	Police Department Supplies		14.31
	3495550994	Police Department Supplies		36.25
	3495639511	Library Office Supplies		77.40
	3495639512	Police Department Supplies		125.67
	3495695815	Community Development Supplies		296.09

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	3495798801	Police Department Supplies		719.65
	3495798802	Police Department Supplies		220.44
	3496009780	Police Department Supplies		275.51
	3496905595	Police Department Supplies		310.84
	3496905596	Police Department Supplies		244.09
	3497152775	Police Department Supplies		719.65
	3497152776	Police Department Supplies		384.50
	3497152777	Police Department Supplies		344.83
	3497152778	Police Department Supplies		111.23
	3497152780	Community Services Supplies		66.14
	3497305579	Police Department Supplies		529.11
	3497305580	Police Department Supplies		661.39
	3497305581	Police Department Supplies		78.60
		Total for this ACH Check for Vendor STA5219:		5,409.98
ACH	UQMS8010 609026	Unique Management Svcs Inc. Library Recovery Services: December 2021	02/02/2022	80.55
		Total for this ACH Check for Vendor UQMS8010:		80.55
ACH	WES4152 180616 180616 181060 181060	West Coast Arborists, Inc. Citywide Urban Forestry Services: 12/01/2021-12/15/2021 Citywide Urban Forestry Services: 12/01/2021-12/15/2021 Citywide Urban Forestry Services: 12/25/2021-12/31/2021 Citywide Urban Forestry Services: 12/25/2021-12/31/2021	02/02/2022	4,565.00 17,960.00 3,112.00 7,060.00
		Total for this ACH Check for Vendor WES4152:		32,697.00
ACH	WLST8267 December 2021	William Shuttic Functional Fitness - December 2021	02/02/2022	500.00
		Total for this ACH Check for Vendor WLST8267:		500.00
313808	ACHG2013 59-0665949	A-Check Global Electronic Background Services: December 2021	02/02/2022	615.77
		Total for Check Number 313808:		615.77
313809	ACMT2920 73576 73935 74193	All City Management Services, Inc. Crossing Guard Services 11/14/2021-11/27/2021 Crossing Guard Services: November 28 - December11 2021 Crossing Guard Services: 12/12/2021-12/25/2021	02/02/2022	4,614.86 9,485.18 7,616.86
		Total for Check Number 313809:		21,716.90
313810	EMPI5011 S5012405.001	AramSCO, Inc. (Formerly Empire Cleaning & Fire Dept- Apparatus Cleaning Supplies	02/02/2022	594.59
		Total for Check Number 313810:		594.59
313811	AT&T5006 130464796	AT&T AT&T Account 130464796 (12 - 18 -2021 - 01- 17- 2022)	02/02/2022	270.72
		Total for Check Number 313811:		270.72
313812	AT&T5011 248134-61002105 331841-07563432 331841-08023436 626577-66572137	AT&T Account # 248 134-6100 210 5 (12/01/21-01/31/22) AT&T Account # 331 841-0756 343 2 (Jan 7, 2022 - Feb 6, 2022) AT&T AN 331 841-0802 343 6 (Jan, 7, 2022 - Feb 6, 2022) Account # 626 577-6657 213 7 (11/13/21 - 12/12/21)	02/02/2022	37.56 68.22 34.38 15.20

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 313812:	155.36
313813	ATCN9011 000017507714 000017529784 000017530167	AT&T AT&T Acct 9391062308 (11-20-21 - 12-19-2021) AT&T Acct9391036943 (11-27-21 - 12-26-2021) AT&T CLAPDSOPAS Contract 76501 (Nov 27-2021 - Dec 26- 2021)	02/02/2022	13,083.71 882.51 320.47
			Total for Check Number 313813:	14,286.69
313814	CIN4011 287297984615X01 287299554301x12 287312118886X01	AT&T Mobility AT&T Mobility Account 287297984615 (Dec 03, 2021 - Jan 02, 2022) AT&T Mobility Account 287299554301 (Nov 20-2021 Dec19 2021) AT&T Mobility Account 287312118886 (Dec 23- 2021 - Jan 02-2022)	02/02/2022	334.36 44.94 985.05
			Total for Check Number 313814:	1,364.35
313815	BRDE6710 11/04/2021 12/13/2021	Luis Bardales Jr. Reimburse Mileage for Call Out: 11/04/2021 @ 1:20AM Reimburse Mileage for Call Out: 12/13/2021 @ 5:30PM	02/02/2022	16.91 4.59
			Total for Check Number 313815:	21.50
313816	SFBDY527 118051	Sofia Bundy Refund International Line Dance Course	02/02/2022	20.00
			Total for Check Number 313816:	20.00
313817	CAL5236 1938925 1940770 1943170	CA Linen Services Fire Station Linen Rental and Cleaning Services Fire Station Linen Rental and Cleaning Services Fire Station Linen Rental and Cleaning Services	02/02/2022	88.42 85.10 91.52
			Total for Check Number 313817:	265.04
313818	CLA8011 300010593	California Library Association Dues & Memberships	02/02/2022	165.00
			Total for Check Number 313818:	165.00
313819	CAN0607 20399 20664	Cantu Graphics Inc. Business Cards for Jeanette Zavala Posterboard for Library	02/02/2022	33.02 56.06
			Total for Check Number 313819:	89.08
313820	CBSE6010 75004252	Cell Business Equipment Cell Business Acct # 857406 (01-01-2022 - 01/31/2022)	02/02/2022	266.00
			Total for Check Number 313820:	266.00
313821	GLE2563 1711	City of Glendale Verdugo Fire Commuications Billing: 01/01/2022-06/30/2022	02/02/2022	70,573.00
			Total for Check Number 313821:	70,573.00
313822	DSP0755 9116 9151 9152	D & S Printing Police Department Printing Services: 3300 DR Folders Namebadges & Nameplates for Mgmt. Svcs. & Council Police Department Printing Services: RIPA Card Pads	02/02/2022	2,982.26 412.83 992.25
			Total for Check Number 313822:	4,387.34

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
313823	JODA5270 118257	Joseph Daverin Refund due to error during enrollment	02/02/2022	449.00
Total for Check Number 313823:				449.00
313824	DEM0777 20050292 7057618	Demco Inc. Replacement Wheel for Book Cart Reversible Markerboard for Library	02/02/2022	37.73 276.47
Total for Check Number 313824:				314.20
313825	ECPLSYTM 214034-1	Economic & Planning Systems, Inc. Inclusionary Housing In-Lieu Fee Study: November 2021	02/02/2022	2,315.00
Total for Check Number 313825:				2,315.00
313826	GLA4521 4739	Gladwell Government Services, Inc. Subscription Fees for Citys Records Retention Program	02/02/2022	500.00
Total for Check Number 313826:				500.00
313827	STGO5200 BL-2021-1629	Stephen Goei Refund Overpayment due to Typographical Error on BL-2021-1629	02/02/2022	2,827.83
Total for Check Number 313827:				2,827.83
313828	JCRS5011 50548 50800	Jones Coffee Roasters Fire Dept. Coffee Supplies Fire Dept. Coffee Supplies	02/02/2022	162.67 162.68
Total for Check Number 313828:				325.35
313829	LAPCMB 03/22-03/25/22 2022 Annual Due	Los Angeles County Police Chiefs' Associa Tri County Spring Conference 2022 Anual Dues	02/02/2022	300.00 500.00
Total for Check Number 313829:				800.00
313830	LATS2011 10004495887	Los Angeles Times Renewal of Library Periodicals	02/02/2022	598.00
Total for Check Number 313830:				598.00
313831	MER2145 685848 689315	Merit Oil Company Fuel For City Departments: 12/22/2021 Unleaded Gasoline Fuel for City Departments: 01/31/2022 Diesel # 2	02/02/2022	8,841.14 7,998.89
Total for Check Number 313831:				16,840.03
313832	MTCRED 30832	Motorola Solutions Credit Company LLC Annual Payment for PD CAD/RMS	02/02/2022	100,000.00
Total for Check Number 313832:				100,000.00
313833	MOTO5011 1187067766 1187067766	Motorola Solutions, Inc. Ten Hardware Units for CSD/RMS Module Personnel Module for CAD/RMS Software	02/02/2022	10,500.28 4,029.83
Total for Check Number 313833:				14,530.11
313834	NEWE3032 1303645714	Newegg.com Business Inc. Newegg AN 3917409 Corsair CSSD-BRKT2 Dual SSDD	02/02/2022	204.01

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 313834:	204.01
313835	OLNP8010 74258	Outlook Newspapers Group Public Notice in the SP Review on 12/24/2021	02/02/2022	1,572.00
			Total for Check Number 313835:	1,572.00
313836	PHS4011 JAN2022SoPas	Pasadena Humane Society Animal Control Services - January 2022	02/02/2022	14,035.83
			Total for Check Number 313836:	14,035.83
313837	PIT8031 800090901018565 800090901018565	Pitney Bowes-Reserve Account Reserve Account # 8000-9090-1018-5655 Reserve Account # 8000-9090-1018-5655	02/02/2022	250.00 500.00
			Total for Check Number 313837:	750.00
313838	RHCC7101 F21-214-ZSPS	Rio Hondo College Training Class on 11/04/2021 for 14 Police Officers	02/02/2022	350.00
			Total for Check Number 313838:	350.00
313839	RIPU8540 16986	Roadline Products Inc. USA Street Maintenance Equipment, Materials, and Supplies	02/02/2022	2,032.96
			Total for Check Number 313839:	2,032.96
313840	SGB3223 0004755-IN	San Gabriel Basin Water Quality Authority FY21/22 Assessment on Prescriptive Pumping Rights	02/02/2022	21,406.20
			Total for Check Number 313840:	21,406.20
313841	SGVMC111 881794	San Gabriel Valley Medical Center Blood Alcohol Withdrawl	02/02/2022	48.00
			Total for Check Number 313841:	48.00
313842	SAN4958 26288 26288 26288 26331	San Marino Security System Security System for Orange Grove Rec Building 01/01-03/31/22 Security System for Senior Center: 01/01-03/31/22 Security System for Eddie Park, Youth House, WMB 01/01-03/31/22 Annual Security System Monitoring for Library (01/01-12/31/22)	02/02/2022	207.00 708.00 1,035.00 432.00
			Total for Check Number 313842:	2,382.00
313843	STON 9348909741	Seton Flexible Delineators	02/02/2022	2,201.42
			Total for Check Number 313843:	2,201.42
313844	TIM4011 0029763122721 0052005122621 0251967122221 0355990010222	Time Warner Cable Spectrum Acct 8448 20 899 0029763 (12-16-21 - 01-15-2022) Spectrum Acct 8448 20 899 0052005 (12-11-2021 - 01-10-2022) Spectrum Acct 8448 30 008 0251967 (12-22-21 - 1/21/22) Spectrum Acct 8448 30 008 0355990 01/02/2022 - 02/01/2022	02/02/2022	246.57 3,462.66 219.30 405.42
			Total for Check Number 313844:	4,333.95
313845	UCL6115 3013-51	UC Regents Continuing Education for Fire Dept. - January 20	02/02/2022	2,215.02

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 313845:	2,215.02
313846	POR4707 114-12723842	United Site Services, Inc. Skate Park Portable Toilet Services: 12/28/2021-01/24/2022	02/02/2022	339.72
			Total for Check Number 313846:	339.72
313847	VEBU3010 72055049	Verizon Business Services Verizon Account SV646189	02/02/2022	3.27
			Total for Check Number 313847:	3.27
313848	VERW6711 9895776617 9895971106 9896301161 9896319413	Verizon Wireless Verizon Account 571839627-00001 Nov 24-202 Verizon Account 270619951-0004 Nov 27-2022 Verizon Account 542443342-00001 (12-02-2021 Verizon Account 642443919-00001 (12/02/2021	02/02/2022	16.03 511.44 41.24 730.90
			Total for Check Number 313848:	1,299.61
313849	WLHD8020 14302249 14302262	Westlake Hardware Police Department Supplies Police Department Supplies	02/02/2022	10.98 34.27
			Total for Check Number 313849:	45.25
313850	WIT6353 2112059	Wittman Enterprises LLC Paramedic Billing Services: December 2021	02/02/2022	3,649.24
			Total for Check Number 313850:	3,649.24
313851	XRXF5010 2974366 2982805 2996745	Xerox Financial Services Contract # 010-0061587-001 (12/10-21 - 01/09/22) Contract # 010-0061587-002 (12/06/21 - 01/05/22) Contract # 010-0061587-003 (12/18-01/17)	02/02/2022	1,906.08 275.05 162.35
			Total for Check Number 313851:	2,343.48
313852	YTI1023 31587	Y Tire Complete Auto Repair Police Department - Automotive Maintenance Unit # 0219	02/02/2022	1,585.08
			Total for Check Number 313852:	1,585.08
			Total for 2/2/2022:	831,488.44
			Report Total (75 checks):	831,488.44

ATTACHMENT 4
Supplemental ACH
Payments

City of
SOUTH PASADENA

Supplemental ACH Payment Log			
Date	Vendor	Amount	Description
1/25/2022	UMPQUA Bank	\$15,345.20	Online Payment for City's December 2021 Credit Card Expenses.

Total: **\$15,345.20**

City of
SOUTH PASADENA

December 2021 Credit Card Expense Summary		
Date	Description	Amount
12/1/2021	Community Services / Smart & Final - Camp Med Snacks	\$238.64
12/1/2021	Community Services / So Cal Mobile Base - Fuel for Transit Vans	\$27.89
12/1/2021	Community Services / So Cal Mobile Base - Fuel for Transit Vans	\$53.48
12/1/2021	PW Fuel - So Cal Mobile Base - Fuel for City Vehicles	\$8.49
12/1/2021	PW Fuel - So Cal Mobile Base - Fuel for City Vehicles	\$37.89
12/1/2021	PW Fuel - So Cal Mobile Base - Fuel for City Vehicles	\$31.06
12/1/2021	PW Fuel - So Cal Mobile Base - Fuel for City Vehicles	\$1.91
12/1/2021	PW Fuel - So Cal Mobile Base - Fuel for City Vehicles	\$28.81
12/1/2021	City Manager / Winchell's - Snacks for Public Works All Hands Meeting w/ City Manager	\$44.97
12/1/2021	City Manager / Starbucks - Snacks for Public Works All Hands Meeting w/ City Manager	\$35.90
12/2/2021	Library / RushorderT - T-Shirts for New Library Staff	\$286.78
12/2/2021	Community Services / Westlake ACE - Camp Med Supplies	\$30.85
12/2/2021	Community Services / So Cal Mobile Base - Fuel for Transit Vans	\$39.23
12/2/2021	Community Services / Cantu Graphics - Business Cards	\$44.04
12/2/2021	HR / Public Agency Risk Compliance Membership	\$150.00
12/2/2021	PW Fuel - So Cal Mobile Base - Fuel for City Vehicles	\$29.20
12/2/2021	PW Fuel - So Cal Mobile Base - Fuel for City Vehicles	\$37.25
12/2/2021	PW Fuel - So Cal Mobile Base - Fuel for City Vehicles	\$17.10
12/2/2021	PW Fuel - So Cal Mobile Base - Fuel for City Vehicles	\$37.00
12/2/2021	PW Fuel - So Cal Mobile Base - Fuel for City Vehicles	\$20.62
12/2/2021	City Manager / Gus's BBQ - City Council Dinner	\$121.99
12/3/2021	Community Services / Zoom - Annual Zoom Membership Payment	\$161.14
12/3/2021	HR / Public Agency Risk Compliance Conference	\$990.00
12/3/2021	City Manager / Target - Tree Lighting Decorations	\$34.71
12/5/2021	Library / Gotprint.com - Printing of Library Bookmarks	\$72.19
12/5/2021	Library / DR Brite Natural - Alcohol Wipes COVID-19	\$243.07
12/5/2021	Library / SPARC - Utility Box Art Book	\$49.10
12/5/2021	City Manager / Starbucks - Coffee for All Hands Meeting	\$17.95
12/5/2021	City Manager / Facebook - Redistricting	\$30.00
12/6/2021	Community Services - Stay Golden Photo - Booth for Holiday Party	\$100.00
12/7/2021	Library / Gotprint.com - Promotional Bookmarks	\$71.22
12/7/2021	Community Services / So Cal Mobile Base - Fuel for Transit Vans	\$72.12
12/7/2021	Finance - Cantu Graphics - Printing of Budget Books	\$351.04
12/7/2021	Community Services - Carrows - Catering of Breakfast w/ Santa	\$300.00
12/8/2021	Community Services / 99 Cents Only Store - Breakfast w/ Santa Supplies	\$8.82
12/8/2021	Zoom - Community Development - Monthly Zoom Fee	\$16.11
12/8/2021	City Manager - 99 Cents Only Store - Holiday Décor	\$61.31
12/8/2021	City Manager - Vons - Holiday Décor	\$44.72
12/9/2021	Library / Display2go - 14x22" Signs	\$84.50
12/9/2021	Library / CA Library Association - Membership for M Wong	\$140.00
12/9/2021	Community Services / So Cal Mobile Base - Fuel for Transit Vans	\$59.43
12/10/2021	Library / Michael's - Craft Supplies	\$43.59
12/10/2021	Community Services / Smart & Final - Breakfast w/ Santa Supplies	\$136.72
12/10/2021	Finance - Zoom Annual Renewal	\$161.14
12/12/2021	Library / Blacksalidi - Website Instagram Widget	\$10.00
12/12/2021	Library / Blacksalidi - Website Instagram Widget	\$0.20
12/12/2021	Library / Party City - Winter Holiday Decorations	\$74.20
12/12/2021	Library / Crowd cast - Circuit Machine for Crafts, Signs, Displays	\$320.69
12/13/2021	Library / Party City - Winter Holiday Decorations	\$35.24
12/13/2021	Community Services / Target - Holiday Party Supplies	\$184.33
12/13/2021	Community Services / Target - Senior Holiday Party Supplies	\$26.46
12/13/2021	Community Services / Costco - Employee Holiday Party Supplies	\$25.47
12/13/2021	Community Services / Smart & Final - Senior Center Supplies	\$121.63
12/13/2021	Community Services / Smart & Final - Holiday Party Supplies	\$132.58
12/13/2021	Community Services - Vanny's Party Supplies - Linen for Employee Holiday Party	\$159.86
12/13/2021	Community Services / Jack's Candy Supplies - Employee Holiday Party	\$459.75
12/13/2021	Community Services / Jack's Candy Supplies - Senior Center	\$45.00
12/14/2021	Community Services - Mijares - Employee Holiday Party	\$3,835.05
12/15/2021	Management Services / Pakatan Thai - City Council Dinner	\$116.48
12/15/2021	Community Services / Smart & Final - Senior Center Supplies	\$94.56
12/15/2021	Community Services / Joann Stores - Camp Med Craft Supplies	\$9.03
12/16/2021	City Manager / Berry Opera - Mayor Swear In	\$74.97
12/17/2021	Library / Crowd cast - Virtual Streaming Platform	\$10.00
12/17/2021	City Manager / Vons - Mayor Swear In	\$104.97
12/17/2021	City Manager / Starbucks - Coffee	\$17.95
12/17/2021	City Manager / Starbucks - Coffee	\$17.95

12/19/2021	Library / Barnes and Noble - Replacement of Book	\$16.00
12/19/2021	Library / Uline - Wire Shelving and Plastic Tubs	\$487.09
12/20/2021	Management Services / City Clerk's Association - Workshop	\$25.00
12/21/2021	Management Services - Target - Supplies	\$242.54
12/21/2021	Management Services / Management Concepts - Concepts for Federal Grants	\$1,788.00
12/21/2021	PW Fuel - So Cal Mobile Base - Fuel for City Vehicles	\$23.31
12/21/2021	PW Fuel - So Cal Mobile Base - Fuel for City Vehicles	\$38.95
12/21/2021	PW Fuel - So Cal Mobile Base - Fuel for City Vehicles	\$36.34
12/21/2021	PW Fuel - So Cal Mobile Base - Fuel for City Vehicles	\$38.61
12/21/2021	PW Fuel - So Cal Mobile Base - Fuel for City Vehicles	\$134.93
12/21/2021	PW Fuel - So Cal Mobile Base - Fuel for City Vehicles	\$37.01
12/21/2021	Community Services Fuel - So Cal Mobile Base - Fuel for City Vehicles	\$67.34
12/23/2021	Fire Department - Costco / Pallet of Water for Emergency Operations Center	\$495.99
12/24/2021	Public Works - Stencil Company - Metro Open Streets	\$362.09
12/24/2021	Public Works - Athaco Inc. Mainstreet Signs - Metro Open Streets	\$403.11
12/24/2021	Public Works - Stencil Ease - Metro Open Streets	\$149.00
12/26/2021	Public Works - Amazon - Metro Open Streets	\$197.85
11/30/2022	Community Services / Westlake ACE - Breakfast w/ Santa Supplies	\$68.97
11/30/2021-12/28/2021	Police Department / Chevron South Pasadena - Fuel for Motor Officers	\$284.72
Total:		\$15,345.20

ATTACHMENT 5
Prepaid & Warrant Voids

Accounts Payable

Void Check Proof List

User: calvarez
 Printed: 01/20/2022 - 2:55PM
 Batch: 00001.01.2022



Account Number	Amount	Invoice No	Inv Date	Description	Reference	Task Label	Type	PONumber	Close PO?	Line Item
Vendor: ELGD5270				Elizabeth Guidano						
Check No: 313740				Check Date: 01/19/2022						
	78.00	118114	01/12/2022	Refund Class due to Inability to Attend					No	0
101-0000-0000-5270-002										
Check Total:	78.00									
Vendor Total:	78.00									
Report Total:	78.00									

ATTACHMENT 6
Payroll Summary

Payroll

Payroll Summary Report



Payroll Date: 1/6/2022 Off-Cycle

Checks	\$	-
Direct Deposits	\$	3,424.59
IRS Payments	\$	70.52
EDD - State of CA	\$	-
PERS Pension	\$	-
Deferred Comp	\$	-
PERS Health	\$	-
Subtotal:	\$	3,495.11

Payroll Date: 1/7/2022 Regular

Checks	\$	1,007.00
Direct Deposits	\$	443,614.36
IRS Payments	\$	96,136.92
EDD - State of CA	\$	28,923.18
PERS Pension	\$	123,271.11
Deferred Comp	\$	24,191.05
PERS Health	\$	163,354.64
Subtotal:	\$	880,498.26

Payroll Date: 1/10/2022 Off-Cycle

Checks	\$	-
Direct Deposits	\$	5,813.60
IRS Payments	\$	781.71
EDD - State of CA	\$	51.62
PERS Pension	\$	-
Deferred Comp	\$	-
PERS Health	\$	-
Subtotal:	\$	6,646.93

Payroll

Payroll Summary Report



Payroll Date: 1/6/2022 Regular

Checks	\$	1,395.00
Direct Deposits	\$	431,416.52
IRS Payments	\$	86,248.08
EDD - State of CA	\$	24,577.00
PERS Pension	\$	111,685.26
Deferred Comp	\$	24,119.12
PERS Health	\$	-

Subtotal: \$ 679,440.98

Grand Total: \$ 1,570,081.28



City Council Agenda Report

ITEM NO. 9

DATE: February 2, 2022

FROM: Arminé Chaparyan, City Manager *AC*

PREPARED BY: Paul Riddle, Fire Chief
Chris Szenczi, Fire Division Chief

SUBJECT: Adoption of a Resolution Authorizing the County of Los Angeles Agriculture Commissioner to Inspect and Abate Weeds, Brush and Native Vegetation Declared to be an Existing or Potential Fire Hazard, and Schedule a Public Hearing to be Held on February 16, 2022 to Hear Objections or Protests to the Vegetation Management Program

Recommendation

It is recommended that the City Council adopt the resolution authorizing the County of Los Angeles Agriculture Commissioner to inspect and abate weeds, brush and native vegetation declared to be an existing or potential fire hazard, and schedule a Public Hearing to be held on February 16, 2022 to hear objections or protests to the vegetation management program.

Commission Review and Recommendation

This matter was not reviewed by any commission.

Community Outreach

A Public Hearing will be held on February 16, 2022 to hear objections or protests to the vegetation management program. On or before February 1, 2022, Annual Weed Abatement Notices were sent to property owners of the properties identified in the resolution advising them of the Public Hearing.

Discussion/Analysis

On March 17, 2021, the City Council approved a five-year contract with the County of Los Angeles Agriculture Commissioner's Office to provide brush clearance and vegetation management services within the City of South Pasadena (City) for the period from July 1, 2021 to June 30, 2026. Through the vegetation management program, property owners of unimproved and designated properties are sent notices to maintain parcels in a fire safe condition. These notices were sent by the County of Los Angeles on or before February 1, 2022. If the property owner elects not to abate the brush and native vegetation fire hazards, the Agriculture Commissioner's staff facilitates removal and authorizes a special assessment to recover costs. The 2022 Los Angeles County Declaration list identified 90 unimproved properties in the City

that require an inspection and or clearance of hazardous vegetation. Property owners who object to the proposed removal of hazardous vegetation and the recovery of costs can attend the Public Hearing on February 16, 2022, to request to have their properties removed from the Los Angeles County Declaration List. The Public Hearing will be held at 1424 Mission Street, South Pasadena, CA, where their objections will be heard and given due consideration by the Agricultural Commissioner's office.

Next Steps

1. Approve the resolution authorizing the County of Los Angeles Agricultural Commissioner's Office to inspect and abate weeds, brush and native vegetation declared to be an existing or potential fire hazard; and
2. Schedule a Public Hearing to be held on February 16, 2022 to hear objections or protests to the vegetation management program.

Background

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

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

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

Public Notification of Agenda Item

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

Attachments:

1. Resolution
2. Abatement Order, Los Angeles County
3. 2022 Los Angeles County Declaration List "Exhibit A"
4. Weed Abatement Service Agreement

ATTACHMENT 1
Resolution

RESOLUTION NO. XXX

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

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

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

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

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

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

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

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

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

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

Notice is hereby given that on February 2, 2022, the City Council of the City of South Pasadena passed or will pass a resolution declaring noxious or dangerous vegetation including weeds, brush, tumbleweeds, sagebrush, and chaparral or rubbish refuse were growing or occurring upon or in front of said property on certain streets in said city or unincorporated area of the County of Los Angeles, and more particularly described in the resolution, and that they constitute a fire hazard or public nuisance which must be abated by the removal of said noxious or dangerous vegetation, rubbish and refuse, otherwise they may be removed and the nuisance abated by County authorities and the cost of removal assessed upon the land from or in front of which the noxious or dangerous vegetation, rubbish and refuse are removed, and such cost will constitute a special assessment against such lots or lands. Reference is hereby made to said resolution for further particulars. In addition, the Board of Supervisors authorized and directed the Agricultural Commissioner to recover its costs of details. All property owners having any objections to the proposed removal of noxious or dangerous vegetation, rubbish and refuse and the recovery of inspection costs, are hereby notified that they may attend a Public Hearing of the City Council of said city to be held at 1424 Mission Street, South Pasadena, CA 91030, in the Council Chamber on February 16, 2022, at 7:00 p.m., where their objections will be heard and given due consideration. If the property owner does not want to present objections to the proposed removal of the noxious or dangerous vegetation including weeds, brush, tumbleweeds, sagebrush, and chaparral or rubbish and refuse, or the recovery of inspection costs, the owner need not appear at the above-mentioned hearings.

Christina Munoz, Deputy City Clerk

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

BE IT FURTHER RESOLVED THAT the 16th day of February, 2022, at the hour of 7:00 p.m. of said day, is the day and hour, and the meeting room of the City Council (virtual meeting room pursuant to AB 361 Government Code section 54953, subdivision (e)(3)) of the City of South Pasadena is fixed by this City Council as the place when and where any and all property owners having any objections to the aforesaid proposed removal of weeds, brush, rubbish, dry grass, stubble, refuse or other flammable material may appear before the City Council and show cause why said weeds, brush, rubbish, dry grass, stubble, refuse or other flammable material should not be removed in accordance with this resolution, and said objections will then and there be heard and given due consideration.

BE IT RESOLVED THAT the notices to destroy weeds, brush, rubbish, dry grass, stubble, refuse or other flammable material hereinbefore referred to shall be mailed by said Agricultural Commissioner/Director of Weights and Measures at least ten days prior to February 16, 2022.

PASSED, APPROVED AND ADOPTED ON this 2rd day of February, 2022.

Michael A. Cacciotti, Mayor

ATTEST:

APPROVED AS TO FORM:

Tameka J. Cook, Chief City Clerk

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 2nd day of February, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Tameka J. Cook, Chief City Clerk

ATTACHMENT 2
Abatement Order, Los Angeles County

ABATEMENT ORDER _____

FEBRUARY 16, 2022

FOLLOWING THE PUBLIC HEARING HELD FEBRUARY 16, 2022, IN THE MATTER OF RESOLUTION TO ABATE NOXIOUS WEEDS, RUBBISH, AND REFUSE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, BY MOTION ADOPTED AN ORDER DIRECTING THE AGRICULTURAL COMMISSIONER/DIRECTOR OF WEIGHTS AND MEASURES TO ABATE THE NUISANCE BY HAVING THE WEEDS, RUBBISH, AND REFUSE REMOVED.

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

BY: _____
Michael A. Cacciotti, Mayor

ATTEST:

BY: _____
Christina Munoz, Deputy City Clerk

Date: _____

ATTACHMENT 3

2021 Los Angeles County Declaration List “Exhibit A”

Exhibit A

2022
 LOS ANGELES COUNTY
 DECLARATION LIST
 CITY OF SOUTH PASADENA
 KEY OF F, CITY CODE 654 (UNIMPROVED)

DATE: 01/03/22

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
5308 002 064	CAMINO DEL SOL	LS AND E ASSOCIATES	P O BOX 556537	LOS ANGELES CA	90055
5308 002 070	HANSCOM DR	LEVY,SAMUEL S	P O BOX 556537	LOS ANGELES CA	90255
5308 002 072	CAMINO DEL SOL	S AND E ASSOCIATES	P O BOX 556537	LOS ANGELES CA	90055
5308 020 027	HANSCOM DR	WINTER,ERIC	P O BOX 3702	SOUTH PASADENA CA	91031
5308 021 001	HANSCOM DR	WINTER,ERIC	P O BOX 3702	SOUTH PASADENA CA	91031
5308 022 002	HANSCOM DR	BROSMAN,NICOLE A	353 MONTEREY RD	SOUTH PASADENA CA	91030
5308 022 003	HANSCOM DR	KWONG DEVELOPMENT INC	1743 CAMINO LINDO	SOUTH PASADENA CA	91030
5308 022 004	HANSCOM DR	KWONG DEVELOPMENT INC	1743 CAMINO LINDO	SOUTH PASADENA CA	91030
5308 022 005	HANSCOM DR	BOGDAN, SANDOR & NITZA	5825 KESTER AVE	SHERMAN OAKS CA	91411
5308 022 009	HANSCOM DR	QUINN, WALTER A	PO BOX 51	SOUTH PASADENA CA	91031
5308 023 007	PETERSON AVE	JAMJOOM,TALAL M	453 E PUTNAM AVE APT 1L	COS COB CT	
5308 023 008	PETERSON AVE	NANSEN, MARK TR	2145 HANSCOM DR	SOTH PASADENA CA	91030
5308 023 015	HANSCOM DR	YELDING SOLAN, JOHN P TR	461 E BLUTHEDALE AVE	MILL VALLEY CA	94941
5308 024 017	HANSCOM DR	MASSAROTTI, ROBER L AND	PO BOX 3552	SOUTH PASADENA CA	91031
5308 024 034	1903 HANSCOM DR	LIU,QUAN	121 N SAN GABRIEL BLVD	SAN GABRIEL CA	91775
5308 025 027	PETERSON AVE	CHU, WILLIAM	1825 HANSCOM R	SOUTH PASADENA CA	91030
5308 027 007	HARRIMAN AVE	HILL DR PROPERTIES LLC	3743 MENTONE AVE UNIT 6	LOS ANGELES CA	90034
5308 027 008	HARRIMAN AVE	HILL DR PROPERTIES LLC	3743 MENTONE AVE UNIT 6	LOS ANGELES CA	90034
5308 027 016	HARRIMAN AVE	HILL DR PROPERTIES LLC	3743 MENTONE AVE UNIT 6	LOS ANGELES CA	90034
5308 027 017	HARRIMAN AVE	HILL DR PROPERTIES LLC	3743 MENTONE AVE UNIT 6	LOS ANGELES CA	90034
5308 027 018	HARRIMAN AVE	HILL DR PROPERTIES LLC	3743 MENTONE AVE UNIT 6	LOS ANGELES CA	90034
5308 027 019	HARRIMAN AVE	HILL DR PROPERTIES LLC	3743 MENTONE AVE UNIT 6	LOS ANGELES CA	90034

2022
LOS ANGELES COUNTY
DECLARATION LIST
CITY OF SOUTH PASADENA
KEY OF F, CITY CODE 654 (UNIMPROVED)

DATE: 01/03/22

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
5308 027 020	HARRIMAN AVE	HILL DR PROPERTIES LLC	3743 MENTONE AVE UNIT 6	LOS ANGELES CA	90034
5308 031 001	PETERSON AVE	TARMASAL INC	950 HUNTINGTON DR	SAN MARINO CA	91108
5308 031 039	PETERSON AVE	JAMJOOM, TALAL M	453 E PUTNAM AVE APT 1L	COS COB CT	
5308 031 040	PETERSON AVE	JAMJOOM, TALAL M	453 E PUTNAM AVE APT 1L	COS COB CT	
5308 031 041	PETERSON AVE	JAMJOOM, TALAL M	453 E PUTNAM AVE APT 1L	COS COB CT	
5308 031 042	PETERSON AVE	JAMJOOM, TALAL M	453 E PUTNAM AVE APT 1L	COS COB CT	
5308 031 052	PETERSON AVE	YAO, CAROLINE	156 PETERSON AVE	SOUTH PASADENA CA	91030
5308 031 053	PETERSON AVE	YAO, CAROLINE	156 PETERSON AVE	SOUTH PASADENA CA	91030
5308 031 054	PETERSON AVE	YAO, CAROLINE	156 PETERSON AVE	SOUTH PASADENA CA	91030
5308 031 055	PETERSON AVE	YAO, CAROLINE	156 PETERSON AVE	SOUTH PASADENA CA	91030
5308 032 006	PETERSON AVE	LEUNG, ERIC W AND NANCY X	4641 S HUNTINGTON DR	LOS ANGELES CA	90032
5308 032 009	PETERSON AVE	DUNAWAY, CAM T TR	710 FARVIEW AVE	SOUTH PASADENA CA	91030
5308 032 012	HANSCOM DR	YANG, ABRAHAM CST DN	12012 LOWER AZUSA RD	EL MONTE CA	91732
5308 032 044	PETERSON AVE	KWONG, EUNIA YOON	1900 PETERSON AVE	SOUTH PASADENA CA	91030
5308 032 045	PETERSON AVE	KWONG, EUNIA YOON	1900 PETERSON AVE	SOUTH PASADENA CA	91030
5308 034 004	HULBERT AVE	NGUYEN, TIM HOANG CO TR	2960 HUNTINGTON DR	SAN MARINO CA	91108
5310 021 009	BONITA AVE	TARMASAL INC	950 HUNTINGTON DR	SAN MARINO CA	91108
5310 022 013	BONITA AVE	KAROGLU, VARUAN	3398 HEATHER FIELD DR	HACIENDA HEIGHTS CA	91745
5310 026 010	ONEONTA DR	ZHUANA, YAN	298 W HIGHLAND AVE	SIERRA MADERE CA	91024
5310 026 011	ONEONTA DR	ZHUANA, JINRU	298 W HIGHLAND AVE	SIERRA MADERE CA	91024
5311 001 018	5 PASADENA AVE	99 PASADENA AVE LLC	538 MISSION ST	SOUTH PASADENA CA	91030
5311 007 019	KOLLE AVE	FRANCO, LUCIO AND OLIVIA	810 ROLLIN ST	SOUTH PASADENA CA	91030

2022
LOS ANGELES COUNTY
DECLARATION LIST
CITY OF SOUTH PASADENA
KEY OF F, CITY CODE 654 (UNIMPROVED)

DATE: 01/03/22

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
5311 008 033	ST ALBANS AVE	KIM,JOSEPH W	420 S SAN PEDRO ST APT 208	LOS ANGELES CA	90013
5311 008 039	ST ALBANS AVE	RETINO, CLAIROSE B	20045 E SKYLINE DR	WALNUT CA	91789
5311 009 055	CAMINO DEL CIELO	WILLIAMSON,KATHLEEN D TR	PO BOX 686	SOUTH PASADENA CA	91031
5311 009 056	CAMINO DEL CIELO	WILMS,NANCY M AND ROBERT S	1457 OAKCREST AVE	SOUTH PASADENA CA	91030
5311 009 057	CAMINO DEL CIELO	AIT MANAGEMENT LLC	330 GODDARD	IRVINE CA	92618
5311 009 058	CAMINO DEL CIELO	KWOK,GEORGE AND	300 CAMINO DEL CIELO	SOUTH PASADENA CA	91030
5311 010 010	MONTEREY RD	MPPA LP	2211 S HACIENDA BLVD UNIT 110	HACIENDA HEIGHTS CA	91745
5311 010 012	MONTEREY RD	MPPA LP	2211 S HACIENDA BLVD UNIT 110	HACIENDA HEIGHTS CA	91745
5311 010 015	MONTEREY RD	MPPA LP	2211 S HACIENDA BLVD UNIT 110	HACIENDA HEIGHTS CA	91745
5311 010 027	MONTEREY RD	CASEBEER,PAUL	259 MONTEREY RD	SOUTH PASADENA CA	91030
5311 010 028	MONTEREY RD	MPPA LP	2211 S HACIENDA BLVD UNIT 110	HACIENDA HEIGHTS CA	91745
5311 010 029	MONTEREY RD	MPPA LP	2211 S HACIENDA BLVD UNIT 110	HACIENDA HEIGHTS CA	91745
5311 010 030	MONTEREY RD	MPPA LP	2211 S HACIENDA BLVD UNIT 110	HACIENDA HEIGHTS CA	91745
5311 014 042	INDIANA AVE	L,DAVID S	1441 LAKE SHORE AVE	LOS ANGELES CA	90026
5311 014 043	INDIANA AVE	NEGRETE,TONY CO TR	1507 INDIANA AVE	SOUTH PASADENA CA	91030
5311 014 048	INDIANA AVE	QUARESMA, DIANE TR	260 W RUMBLE APT A	MODESTO CA	95350
5311 015 005	SAINT ALBANS AVE	HOFF,DAVID C	20534 SAN GABRIEL VALLEY DR	WALNUT CA	91789
5311 015 006	ST ALBANS AVE	HOFF,DAVID C	20534 SAN GABRIEL VALLEY DR	WALNUT CA	91789
5311 015 022	ST ALBANS AVE	WEIE 2008 LLC	2396 SCENIC RIDGE DR	CHINO HILLS CA	91709
5311 015 023	ST ALBANS AVE	WEIE 2008 LLC	2396 SCENIC RIDGE DR	CHINO HILLS CA	91709
5311 017 020	WARWICK AVE	CASSENAER, STUN	249 N EUCLID AVE UNIT 212	PASADENA CA	91101
5311 017 021	WARWICK AVE	CASSENAER, STUN	249 N EUCLID AVE UNIT 212	PASADENA CA	91101

2022
LOS ANGELES COUNTY
DECLARATION LIST
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DATE: 01/03/22

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
5312 002 005	MONTEREY RD	90 92 MONTEREY LLC	PO BOX 3285	SOUTH PASADENA CA	91031
5312 002 007	MONTEREY RD	SOUTH PASADENA VILLAS LLC	766 COLORADO BLVD STE 102	PASADENA CA	91101
5312 002 008	MONTEREY RD	SOUTH PASADENA VILLAS LLC	766 COLORADO BLVD STE 102	PASADENA CA	91101
5312 002 009	MONTEREY RD	SOUTH PASADENA VILLAS LLC	766 COLORADO BLVD STE 102	PASADENA CA	91101
5312 002 025	MONTEREY RD	SOUTH PASADENA VILLAS LLC	766 COLORADO BLVD STE 102	PASADENA CA	91101
5312 016 014	HARRIMAN AVE	YAMAMURO, HITOMI TR	2482 BRIGDEN RD	PASADENA CA	91104
5312 016 015	HARRIMAN AVE	PARK, KON SOK AND	330 W 11TH ST UNIT C09	LOS ANGELES CA	90015
5312 016 016	HARRIMAN AVE	ISLS PROPERTIES LLC	2850 RIVERSIDE DR APT 421	LOS ANGELES CA	90039
5312 016 017	HARRIMAN AVE	ISLS PROPERTIES LLC	2850 RIVERSIDE DR APT 421	LOS ANGELES CA	90039
5312 017 025	HILL DR	GAVINA, FRANCISCO	84 CLUB RD	PASADENA CA	91105
5312 017 042	HARRIMAN AVE	HUANG, KING M CO TR	PO BOX 4012	MENLO PARK CA	94026
5312 017 043	HARRIMAN AVE	HUANG, KING AND	PO BOX 4012	MENLO PARK CA	94026
5312 017 044	HARRIMAN AVE	HUANG, KING AND	PO BOX 4012	MENLO PARK CA	94026
5312 017 049	HARRIMAN AVE	HUANG, K M AND K E FAMILY LTD	PO BOX 4012	MENLO PARK CA	94026
5312 020 012	OAKHILL AVE	THAM, ERNEST Y AND JANET CAND	11724 CULVER BLVD #9	LOS ANGELES CA	90066
5312 020 022	OAKHILL AVE	THAM, ERNEST Y AND JANET CAND	11724 CULVER BLVD #9	LOS ANGELES CA	90066
5314 005 017	INDIANA TERR	TARMASAL INC	950 HUNTINGTON DR	SAN MARINO CA	91108
5314 005 021	619 INDIANA TERR	KIM, YONG J AND	716 VALLEY VIEW RD	SOUTH PASADENA CA	91030
5314 005 045	ALTA VISTA AVE	VALENSI, NICHOLAS AND	529 5TH AVE 4TH FL	NEW YORK NY	10017
5314 006 005	ALTA VISTA AVE	SMITH, ALMA L TR	546 N ALTA VISTA AVE	MONROVIA CA	91016
5314 007 017	ALTA VISTA AVE	GETMAN, DANA L AND	60 SUMMIT ST UNIT 3	BROOKLYN NY	11231
5314 008 014	INDIANA AVE	SETO, VANESSA AND	2247 WHITE ST	PASADENA CA	91107

2022
 LOS ANGELES COUNTY
 DECLARATION LIST
 CITY OF SOUTH PASADENA
 KEY OF F, CITY CODE 654 (UNIMPROVED)

DATE: 01/03/22

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
5314 018 010	BANK ST	LEE, TYLER AND	857 BANK ST	SOUTH PASADENA CA	91030
5314 026 050	ROLLIN ST	PAN, CHIU SUNG AND	1423 MAPLE ST	SOUTH PASADENA CA	91030
TOTAL VACANT/IMPROVED RECORDS					0
TOTAL UNIMPROVED RECORDS					90
TOTAL RECORDS					90

ATTACHMENT 4
Weed Abatement Service Agreement

WEED ABATEMENT SERVICE

AGREEMENT

THIS AGREEMENT, dated upon execution by both parties, is made by and between the County of Los Angeles, hereinafter referred to as "County," and the CITY OF SOUTH PASADENA, hereinafter referred to as "City."

RECITALS:

(a) The City is desirous of contracting with the County for the performance of weed abatement functions within its boundaries on both unimproved and designated improved properties by the County of Los Angeles, acting through its Agricultural Commissioner/Director of Weights and Measures.

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

(c) Such contracts are authorized and provided for by the provisions of Section 56 ½ of the Charter of the County of Los Angeles and California Government Code (Government Code) section 51301.

THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. The County agrees, through the Agricultural Commissioner/Director of Weights and Measures, to provide weed abatement services within the corporate limits of the City in accordance with the provisions of Government Code sections 39560 through 39588.

Such services shall encompass the weed abatement duties and functions of the type coming within the jurisdiction of, and customarily rendered by, the Agricultural Commissioner/Weights and Measures Department of the County of Los Angeles under the Charter of County and the statutes of the State of California.

79186

The level of service shall be the same basic level of weed abatement service that is currently, and shall be hereinafter during the term of this agreement, provided for in the unincorporated areas of the County of Los Angeles by said Agricultural Commissioner/Director of Weights and Measures.

The County shall have the discretion to terminate services on parcels in tax default.

The rendition of such services, the standard of performance, and other matters incidental to the performance of such services, and the control of personnel so employed shall remain at the discretion of the County.

The standard for hazardous vegetation clearance shall be equivalent to that detailed within the Los Angeles County Fire Code, sections 325.2.1 and 325.2.2, and this standard being the same which currently applies in the unincorporated areas of the County of Los Angeles unless some other standard is requested by the City in writing.

2. To facilitate the performance of said functions, it is hereby agreed that the County shall have full cooperation and assistance from the City Council and other City officers, agents, and employees.

3. For the purpose of performing said functions, County shall furnish and supply all necessary labor, supervision, equipment, and supplies necessary to maintain the level of service to be rendered hereunder.

4. No City Employee as such shall be made into, or considered to be, an employee of the County, and no person employed by the County hereunder shall be granted any City pension, civil service, or any status or right.

For the purpose of performing such services and functions, and for the purpose of giving official status to the performance thereof where necessary, every County officer and employee engaged in the performance of any service hereunder shall be deemed to be an officer

or employee of said City while performing services for said City, which services are within the scope of this agreement and are purely municipal functions.

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

Except as herein otherwise specified, the City shall not be liable for compensation and/or indemnification to any County employee for any injury or sickness arising out of that person's employment.

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

The City understands and agrees that the fire protection indemnity provided in Government Code sections 850 and 850.2 applies to the County for work pursuant to this agreement.

7. Unless sooner terminated as provided for herein, this agreement shall be effective commencing July 1, 2021 and will continue in effect through June 30, 2026.

Notwithstanding the provisions of this paragraph hereinbefore set forth, the City may terminate this agreement as of the thirty-first day of December of any year upon notice in writing to the County on or before September 30 of the same year. The County may terminate this agreement at any time and for any reason upon thirty (30) days prior written notice to the City.

The City, acting through its City Council, will perform the necessary functions required of the legislative body to which is referred in Government Code section 39560 through 39588, as they relate to the execution of this Agreement.

8. If the City fails to adopt a resolution declaring that weeds upon parcels of property located within the City to be a public nuisance pursuant to Government Code section 39561, then the County shall have no obligation to carry out its duties under this agreement until such year that the City does adopt such resolution, unless the City's failure occurs in the final year of this agreement, which shall mean the agreement terminates.

9. It is the intent of this agreement that the Agricultural Commissioner/Director of Weights and Measures of the County shall constitute the public officer designated by the City Council to perform the duties imposed by Government Code section 39560(a), and that the City Council of said City shall perform the duties of the legislative body as set forth in said section.

10. For and in consideration of the rendition of the foregoing services by the County, the City agrees that the costs of abating such weeds shall be assessed in the manner set forth in Government Code sections 39573 to 39585, and that upon collection of such assessments, they will be paid over to the County.

11. Each parcel, except tax-exempt parcels, upon which weeds, brush or rubbish are declared to be a public nuisance pursuant to paragraph 9 of this agreement, shall be assessed the current County Board of Supervisors approved inspection fee whether or not the County determines it is necessary to perform abatement work upon the parcel.

12. The parties hereto contemplate that the services of the County are limited to abatement of weeds, brush and rubbish, and agree that the County will not perform any other type of service or additional work of any kind.

13. This agreement contains the entire agreement between the County and the City for weed abatement services. This agreement may not be modified except by formal amendment executed by the duly authorized representatives of the parties hereto.

14. Notices regarding this agreement shall be addressed as follows:

COUNTY:

Adrian Zavala

Deputy Director

Los Angeles County Department of Agricultural Commissioner/

Weights and Measures

12300 Lower Azusa Road

Arcadia, California 91006-5872

CITY:

Lucie Colombo, CMC, CPMC

City Clerk

City of South Pasadena

1414 Mission Street

South Pasadena, CA 91030

IN WITNESS HEREOF, the CITY OF SOUTH PASADENA, by motion duly adopted by its City Council, caused this agreement to be signed by its Mayor and attested by its Clerk, and the County of Los Angeles, by order of its Board of Supervisors, has caused these presents to be subscribed by the Chair of said Board and seal of said Board to be affixed thereto and attested by the Clerk of the Board.



CITY OF SOUTH PASADENA

By Diana Mahmud
Diana Mahmud, Mayor

COUNTY OF LOS ANGELES

By Hilda F. Solis
Chairman, Los Angeles County

ATTEST:

By [Signature]
City Clerk

I hereby certify that pursuant to Section 25103 of the Government Code, delivery of this document has been made.

CELIA ZAVALA, Executive Officer
Executive Office of the Board of Supervisors
of the County of Los Angeles

By [Signature]
Deputy

CELIA ZAVALA
Executive Officer
Clerk of the Board of Supervisors

By [Signature]
Deputy

APPROVED AS TO FORM
BY COUNTY COUNSEL
RODRIGO A. CASTRO-SILVA

By [Signature]
BRIAN T. CHU
Principal Deputy County Counsel

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

20 October 5, 2021

[Signature]
CELIA ZAVALA
EXECUTIVE OFFICER

79186



City Council Agenda Report

ITEM NO. 10

DATE: February 2, 2022

FROM: Arminé Chaparyan, City Manager *AC*

PREPARED BY: Lucy Demirjian, Director of Management Services
Andrew L. Jared, City Attorney

SUBJECT: **Adoption of a Resolution Authorizing Remote Teleconference Meetings of the Legislative Bodies of the City**

Recommendation

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

Discussion/Analysis

For the past few weeks, COVID-19 cases in Los Angeles County have surged with the highly transmissible Omicron variant of the virus. The City has implemented several precautionary measures to ensure the health and safety of the community, including a return to fully virtual meetings of legislative bodies during the months of January and February.

City facilities are open and municipal services are available to residents and businesses. Appointments are highly encouraged and online services are available to continue to provide services to the community. In-person events have been cancelled or postponed to prevent the spread of the virus.

On March 12, 2020, Governor Gavin Newsom signed Executive Order N-25-20 giving state and local public health officials the authority to issue guidance limiting or recommending limitations upon attendance at public assemblies, conferences or other mass events. In response to the COVID-19 statewide emergency, the South Pasadena City Council adopted Resolution No. 7646 declaring a local emergency on March 18, 2020.

Most recently, on September 17, 2021, the Los Angeles County Public Health Officer issued a revised order, Responding Together At Work and In the Community, requiring operators of indoor bars and lounges to verify the COVID-19 vaccination status of their patrons and employees.

On September 16, 2021, Governor Newsom signed Assembly Bill 361 (AB 361) which amends the Ralph M. Brown Act to allow meetings of legislative bodies to be conducted via teleconference under certain conditions.

AB 361 allows a local agency legislative body to hold a meeting utilizing teleconferencing without complying with the Brown Act's standard teleconferencing requirements if the Governor has proclaimed a State of Emergency and any of the following circumstances are present:

- State or local officials have imposed or recommended measures to promote social distancing.
- The meeting is being held for the purposes of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.
- The legislative body has determined by majority vote that as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

If those circumstances are met and the City passes a resolution authorizing holding meetings by teleconference, then the City may hold meetings by teleconference if they comply with the following standards:

- Notice of the meeting must be given as required by the Brown Act.
- The agenda must state how members of the public can access the meeting and offer public comment, including attendance by call-in option and/or internet-based service option. If the meeting broadcast or access to participation is disrupted (e.g., by technology issues), the City cannot take further action on agenda items until public access to the meeting is restored.
- The City cannot require public comments be submitted in advance of the meeting, but instead must provide an opportunity for real-time participation by members of the public. The City can encourage public comment be submitted before meetings.
- If the City provides a timed public comment period for each agenda item (i.e., 20 minutes per item), it cannot close public comment until that time period has concluded. If the City does not provide a timed public comment period for each agenda item, then it must allow a reasonable amount of time for members of the public to participate.

Background

Beginning in March 2020, Governor Newsom issued a series of Executive Orders aimed at containing the novel coronavirus. Executive Orders—N-25-20, N-29-20, and N-35-20 (Brown Act Orders) waived requirements in the Brown Act expressly or impliedly requiring the physical presence of city councilmembers, staff, or the public at local agency meetings. Specifically, the orders:

- waived the requirement that local agencies provide notice of each teleconference location from which a member of the legislative body will be participating in a public meeting,
- waived the requirement that each teleconference location be accessible to the public,
- waived the requirement that members of the public be able to address the legislative body at each teleconference conference location,
- waived the requirement that local agencies post agendas at all teleconference locations, and,

- waived the requirement that at least a quorum of the members of the local body participate from locations within the boundaries of the territory over which the local body exercises jurisdiction.

On June 11, 2021, the Governor issued Executive Order N-08-21, to begin winding down some of the prior measures that were adopted to respond to COVID-19. Notably, N-08-21 rescinds the Brown Act Orders, effective September 30, 2021.

On March 18, 2020, pursuant to Government Code Section 8630(c), the South Pasadena City Council adopted Resolution No. 7646 declaring a local emergency, restricting private and public gatherings, and establishing protections for residential and commercial tenants, among other things. The City has renewed the declaration of local emergency on May 5, 2020 (Resolution No. 7648), on June 17, 2020 (Resolution No. 7657), on August 5, 2020 (Resolution No. 7669), on August 19, 2020 (Resolution No. 7678), on October 21, 2020 (Resolution No. 7685), on December 16, 2020, (Resolution No. 7690), on February 17, 2021 (Resolution No. 7703), on April 7, 2021 (Resolution No. 7713), June 2, 2021 (Resolution No. 7721), July 21, 2021 (Resolution No. 7726), September 15, 2021 (Resolution No. 7732), November 3, 2021 (Resolution Nos. 7734 and 7739), December 1, 2021 (Resolution No. 7741), December 15, 2021 (Resolution No. 7743), and on January 12, 2022 (Resolution No. 7746).

On September 16, Governor Newsom signed AB 361, which allows cities to continue to meet remotely during proclaimed states of emergency under modified Brown Act requirements that are similar but not identical to the rules and procedures established by the Brown Act Orders. Unlike the Brown Act Orders, AB 361 requires the City to make affirmative findings to take advantage of the more flexible teleconferencing standards.

AB 361 added Government Code section 54953, subdivision (e)(3), which states:

“If a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, in order to continue to teleconference ... the legislative body shall, not later than 30 days after teleconferencing for the first time ... and every 30 days thereafter, make the following findings by majority vote:

(A) The legislative body has reconsidered the circumstances of the state of emergency.

(B) Any of the following circumstances exist:

(i) The state of emergency continues to directly impact the ability of the members to meet safely in person.

(ii) State or local officials continue to impose or recommend measures to promote social distancing.”

The attached resolution makes the necessary findings authorizing the City to use teleconferenced meetings for the next 30 days. The City will need to adopt a resolution finding a public need to host teleconferenced meetings at subsequent meetings if it desires to maintain fully remote or hybrid meetings.

The proposed actions to preserve life, property, and public order are consistent with California Government Code section 8634 and South Pasadena Municipal Code Chapter 11.

The City of South Pasadena is committed to keeping our community safe amidst the recent surges in COVID-19 cases. Since the June 15 reopening of everyday activities in the State of California, there has been a nationwide rise in new COVID-19 cases because of the more contagious Delta and Omicron variants. The Los Angeles County Department of Public Health continues to track variant cases in Los Angeles County.

In light of the drastic increases in cases and resultant hospitalizations, and to lessen the severity of the Omicron and Delta variant surge in Los Angeles County and protect against overwhelming the health care delivery system, the Los Angeles County Public Health Officer issued a revised order on December 31, 2021, revising Isolation and Quarantine Requirements to mainly align with the State Public Health Officer's revised Guidance issued December 30, 2021.

On January 5, 2022, the Los Angeles County Public Health Officer issued latest revised order, Responding Together At Work and In the Community, Beyond the Blueprint for a Safer Economy, High Transmission- Encouraging COVID-19 Vaccination and Booster dose coverage with significant risk reduction measures, updating masking requirements for employers effective no later than January 17, 2022 and updating definitions for mega events effective January 15, 2022 in alignment with the State Public Health Officer's December 31, 2021 Order.

As recently as January 10, 2022, the Los Angeles County Public Health Officer issued an updated order, Responding Together At Work and In the Community, revising the Isolation and Quarantine Requirements to align with the State Public Health Officer's revised Guidance for Local Health Jurisdictions on Isolation and Quarantine of the General Public, released on January 8, 2022.

Legal Review

The City Attorney's office has reviewed this item.

Fiscal Impact

With the State declaration of a health emergency, local COVID-19 response efforts may be eligible for state or federal reimbursement. The costs of responding to COVID-19 are unknown at this time due to evolving conditions but are being tracked by staff. The costs of conducting teleconference meetings have been factored into the City's budget.

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.

Attachment:

1. City Council Resolution

ATTACHMENT
City Council Resolution

**CITY OF SOUTH PASADENA
RESOLUTION NO. XXXX**

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF
THE LEGISLATIVE BODIES OF THE CITY OF SOUTH PASADENA
FOR THE PERIOD OF FEBRUARY 3, 2022 THROUGH MARCH 5, 2022,
PURSUANT TO BROWN ACT PROVISIONS**

WHEREAS, the City of South Pasadena is committed to preserving and nurturing public access and participation in the meetings of its legislative bodies; and

WHEREAS, all meetings of the City of South Pasadena’s legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the City’s legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the City’s boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

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

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

WHEREAS, on March 18, 2020, the South Pasadena City Council adopted Resolution No. 7646 declaring a local emergency, restricting private and public gatherings, and establishing protections for residential and commercial tenants, among other things; and the South Pasadena City Council has renewed the declaration of local emergency on May 6, 2020 (Resolution No. 7648), June 17, 2020 (Resolution No. 7657), August 5, 2020 (Resolution No. 7669), August 19,

2020 (Resolution No. 7678), October 21, 2020 (Resolution No. 7685), December 16, 2020 (Resolution No. 7690), February 17, 2021 (Resolution No. 7703), April 7, 2021 (Resolution No. 7713), June 2, 2021 (Resolution No. 7721), July 21, 2021 (Resolution No. 7726), September 15, 2021 (Resolution No. 7732), November 3, 2021 (Resolution Nos. 7734 and 7739), December 1, 2021 (Resolution No. 7741), December 15, 2021 (Resolution No. 7743), and January 12, 2022 (Resolution No. 7746); and

WHEREAS, on September 16, 2021, Governor Newsom signed AB 361, which allows cities to continue to meet remotely during proclaimed states of emergency under modified Brown Act requirements that are similar but not identical to the rules and procedures established by the Brown Act Orders; and

WHEREAS, on December 31, 2021, in light of the drastic increases in cases and resultant hospitalizations, and to lessen the severity of the Omicron and Delta variant surge in Los Angeles County and protect against overwhelming the health care delivery system, the Los Angeles County Public Health Officer issued a revised order revising Isolation and Quarantine Requirements to mainly align with the State Public Health Officer's revised Guidance.

WHEREAS, on January 5, 2022, the Los Angeles County Public Health Officer issued a revised order, Responding Together At Work and In the Community, Beyond the Blueprint for a Safer Economy, High Transmission- Encouraging COVID-19 Vaccination and Booster dose coverage with significant risk reduction measures, updating masking requirements for employers effective no later than January 17, 2022 and updating definitions for mega events effective January 15, 2022 in alignment with the State Public Health Officer's December 31, 2021 Order.

WHEREAS, as recently as January 10, 2022, the Los Angeles County Public Health Officer issued an updated order, Responding Together At Work and In the Community, revising the Isolation and Quarantine Requirements to align with the State Public Health Officer's revised Guidance for Local Health Jurisdictions on Isolation and Quarantine of the General Public, released on January 8, 2022.

WHEREAS, the City previously adopted Resolution No. 7734 finding that the requisite conditions exist for the City of South Pasadena to conduct teleconference meetings under California Government Code section 54953(e); and

WHEREAS, Government Code section 54953(e)(3) requires the legislative body adopt certain findings by majority vote within 30 days of holding a meeting by teleconference under Government Code section 54953(e), and then adopt such findings every 30 days thereafter; and

WHEREAS, the City will continue to ensure public access to meetings of its legislative bodies pursuant to the relevant sections of the Government Code as it has done throughout the Governor's declaration of a State of Emergency.

WHEREAS, the City of South Pasadena desires to continue to have the ability to hold its public meetings by teleconference consistent with Government Code section 54953(e).

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND

ORDER AS FOLLOWS:

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

SECTION 2. Proclamation. The City Council does hereby find:

A. That a state of emergency continues to exist within our community, and that the Los Angeles County Department of Public Health continues to impose and recommend measures to promote social distancing;

B. That as a consequence of the State and local emergencies and the physical distancing requirements recommended by the State and local public health officers, the City Council does hereby find that the legislative bodies of the City of South Pasadena may conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

C. That the City will continue to ensure public access to meetings of its legislative bodies pursuant to the relevant sections of the Government Code as it has done throughout the Governor's declaration of a State of Emergency.

SECTION 3. Remote Teleconference Meetings. The City Manager and legislative bodies of the City of South Pasadena are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act. Furthermore, City Manager and staff are directed to return to the City Council no later than thirty (30) days after the adoption of this resolution for the City Council to consider whether to again make the findings required to meet under the modified teleconference procedures of AB 361.

SECTION 4. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of March 5, 2022, or such time the City Council adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the City of South Pasadena may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED, APPROVED AND ADOPTED on this 2nd day of February, 2022.

Michael A. Cacciotti, Mayor

ATTEST:

APPROVED AS TO FORM:

Tameka J. Cook, Chief City Clerk

Andrew L. Jared, City Attorney



City Council Agenda Report

ITEM NO. 11

DATE: February 2, 2022

FROM: Arminé Chaparyan, City Manager *Ac*

PREPARED BY: Angelica Frausto-Lupo, Director of Community Development Department

SUBJECT: **Second Reading and Adoption of an Ordinance Amending Chapter 36 (Zoning) of the South Pasadena Municipal Code Pertaining to Accessory Dwelling Units (ADUs) Including Section 36.350.200.J (Design Standards for Historic Properties) and Adoption of Design Guidelines for ADU Development on Historic Properties**

Recommendation

It is recommended that the City Council:

1. Read by title only for second reading, waiving further reading, and adopt an ordinance to amend Chapter 36 (Zoning) of the South Pasadena Municipal Code (SPMC) pertaining to Accessory Dwelling Units (ADUs) including Section 36.350.200.J (Design Standards for Historic Properties); and
2. Adopt Design Guidelines for ADU Development on Historic Properties.

Discussion

This is the second reading and adoption of the ordinance. The ordinance was introduced on January 19, 2022. The ordinance is included as an attachment to this staff report, and if adopted, will become effective on March 4, 2022. The Zoning Code Amendment was drafted to comply with state and local law for the preservation of historic resources while also supporting a ministerial approval process for development of Accessory Dwelling Units (ADUs). The amendments will make the process easier for homeowners to build ADUs while providing objective standards to maintain the historic character of the City's neighborhoods. The Design Guidelines were developed as a resource for homeowners to help them with the design of their ADU.

Background

On September 23, 2021, the Planning Commission adopted a resolution recommending to the City Council to conduct a public hearing to adopt the proposed Zoning Code Amendment and Design Guidelines. On December 1, 2021, the City Council received a presentation regarding the proposed Zoning Code Amendment and Design Guidelines and provided direction to bring the Ordinance back. On December 15, 2021, City Council adopted an urgency ordinance pursuant to Government Code Section 36937(b). Adoption by urgency ordinance enabled home owners of historic properties to process ADU applications ministerially per State law. The City is encouraging the development of ADU's to provide necessary housing, including affordable housing, in compliance with the Regional Housing Needs Assessment (RHNA). Additionally, as SB 9 became effective on January 1, 2022 and residents will need to consider whether to proceed with development of a single-family lot under SB 9 or under the ADU regulations, it

was important to have both sets of regulations in place prior to January 1, 2022. The ADU Urgency Ordinance adopted on December 15, 2021 will automatically be repealed when the ADU Phase II Ordinance is adopted under the regular procedure. The first reading and introduction of Ordinance Amending the SPMC Regarding Accessory Dwelling Units was held on January 19, 2022.

Environmental (CEQA) Review

In accordance with the California Environmental Quality Act (CEQA), the proposed Code amendment is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines § 15061(b)(3), which states the common sense exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment. It may be seen with certainty that there is no possibility this Zoning Code Amendment to amend regulations pertaining to ADUs may have a significant effect on the environment, as ADU development is generally a ministerial action and therefore, not a “project” under CEQA.

Fiscal Impact

There is no fiscal impact with the adoption of the Zoning Code Amendment. Based on City policy to encourage and facilitate construction of ADUs, the City does not charge an application processing fee for ADUs and only charges an inspection fee of \$161. Building permit fees are determined based on the project valuation. There is no change to the existing fee requirements proposed as part of this action.

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. ADU Ordinance (South Pasadena) Final 1-24-22
2. South Pasadena ADU Design Guidelines on Historic Properties Guidebook

ATTACHMENT 1
ADU Ordinance

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF SOUTH PASADENA AMENDING CHAPTER 36 (“ZONING”), ARTICLE III (“SITE PLANNING AND GENERAL DEVELOPMENT STANDARDS”), SECTION 36.350.200 (“RESIDENTIAL USES—ACCESSORY DWELLING UNITS”) OF THE CITY OF SOUTH PASADENA MUNICIPAL CODE

WHEREAS, On March 4, 2021, the Southern California Association of Governments (SCAG) finalized the new RHNA allocation numbers for the region, based on the State’s housing needs assessment. South Pasadena was assigned 2,067 units, which the City must show capacity to build in the 2021-2029 Housing Element; and

WHEREAS, the City is in the process of preparing its 6th cycle Housing Element (2021-2029) to include compliant housing opportunity sites analysis for potential development of housing to meet its needs assessment, housing constraints analysis and consideration of housing policies to promote affordable housing production; and

WHEREAS, the City, which is largely built out, currently has approximately 10,007 existing housing units and considers ADU development to be an important source of future housing units, including affordable housing, to comply with the Regional Housing Needs Assessment (RHNA); and

WHEREAS, according to the City’s inventory of historic resources, there are more than 2,700 of properties within the City that are either formally designated on a federal, state or local register or eligible for historic designation or contributors to a historic district; and

WHEREAS, Government Code Section 65852.2 authorizes the City to create objective standards for accessory dwelling unit development on historic properties that include, but are not limited to, parking, height, setback, landscape, architectural review, maximum size of a unit, and standards that prevent adverse impacts on historic properties; and

WHEREAS, pursuant to a State Certified Local Government (CLG) grant, the City engaged consultant, ARG, to assist in the creation of both a set of objective design standards for ADU development on historic properties, and proposed amendments to the City’s existing ADU Ordinance in order to in provide opportunities for ministerial approval of ADU development on historic properties which also maintain the historic character of the City; and

WHEREAS, several owners of historic properties have contacted the City’s Planning & Community Development Department for guidance on adding an ADU to their property; and

WHEREAS, these ministerial development standards to facilitate ADU development on historic properties will help protect the integrity of the City’s historic resources, while allowing ADU development in support of the City’s RHNA allocation, including affordable housing development; and

WHEREAS, the City’s residents comprise over 50% renters, many of whom are rent-burdened, spending more than 30% of their gross income on rent—therefore, enhancing affordable housing stock is an immediate public health and safety concern for the City; and

WHEREAS, on January 1, 2022, SB 9 becomes effective and property owners will have to choose whether to develop an ADU under the authority of SB 9 or the City’s ADU ordinance, and updating the ADU ordinance to support ADU development on historic properties will enhance these opportunities and help avoid confusion as to which regulations apply; and

WHEREAS, on December 15, 2021, the City Council adopted this ordinance as an urgency ordinance to protect public peace, health, and safety, via exercise of the powers provided to cities in Article XI, Section 7, of the California Constitution, and in compliance with Government Code section 36937. The City Council now seeks to adopt this ordinance after first and second reading on a non-urgency basis.

The people of the City of South Pasadena do hereby ordain as follows:

SECTION 1. Section 36.350.200 (“Residential Uses—Accessory Dwelling Units”) or Article III (“Site Planning and General Development Standards”) of Chapter 36 (“Zoning”) of the South Pasadena Municipal Code is amended to read as follows:

“36.350.200 Residential Uses—Accessory Dwelling Units (ADUs).

A. **Definitions.** The following definitions shall apply to this section.

Accessory Dwelling Unit (ADU). See SPMC 36.700.020.A.

Attached ADU: An ADU that is attached to the primary dwelling, not including a JADU.

Bathroom. Facility required to include a shower and/or bath, sink and a toilet.

Conversion. All or a portion of an existing space or structure which is used to create an ADU or JADU (e.g., master bedroom, attached garage, storage area, or similar use, or an accessory structure) on the lot of the primary dwelling. A conversion does not include the portion of any expansion of the existing space or structure.

Detached ADU. The unit is separated from the primary dwelling.

Efficiency kitchen. Required to include a cooking appliance, such as a hot plate and microwave with a sink, and a food preparation counter and storage cabinets.

High risk fire area. The area located south of Monterey Road, extending to the city border, and west of Meridian Avenue, extending to the city border, as established in SPMC Chapter 14.

Historic Property. For purposes of this section, this shall refer to a property that is: 1) designated as an individual landmark or as a contributor to a designated historic district; 2) identified on an inventory that has been adopted by the City as a property eligible as an

individual landmark or as a contributing structure to an eligible historic district, as authorized by Health and Safety Code Section 18955.

Junior Accessory Dwelling Unit (JADU). A specific type of conversion of existing space that is contained entirely within an existing or proposed single-family residence, which shall not exceed 500 square feet in size. A JADU may share central systems (HVAC, water, electric), contain an efficiency kitchen or cooking facilities and bathroom, or may share a bathroom with the primary dwelling.

B. Applicability. The standards and criteria in this section apply to properties containing single-family or multifamily housing units within all zoning districts that allow residential uses. These standards are in addition to all other applicable standards found in this Zoning Code; in case of conflict the standards of this section shall apply.

C. Applications. Pursuant to Government Code Section 65852.2, applications for accessory dwelling units shall be considered ministerially (staff-level approval based on objective standards) within 60 days after the application is deemed complete. The application for the creation of an ADU or JADU shall be deemed approved if the local agency has not acted on the application within 60 days from the date it is deemed complete. The application process and requirements shall be set forth in a written document provided by the Planning Department.

1. **Timing of Concurrent Applications.** An applicant may submit an application to construct an ADU concurrently with other proposed development, such as new construction of or an addition to an existing primary dwelling. The following shall apply in these cases:
 - a. **New construction of primary dwelling unit, with attached ADU/JADU or detached ADUs:** Approval of all applicable discretionary entitlements for the primary dwelling shall be required before the ADU/JADU application may be deemed complete and approved. ADU applications submitted prior to the construction of a primary dwelling unit which was subject to discretionary review and which conflict with the conditions of approval for the primary dwelling unit shall be denied unless the primary dwelling unit conditions of approval are first amended.
 - b. **Conversions of existing accessory structures:** The ADU application for conversion of a detached accessory structure may be approved within 60 days after it has been deemed complete, regardless of a concurrent application for an addition to the primary dwelling. If the conversion is a garage that removes existing parking, replacement parking for the primary structure shall not be required, and the proposed addition to the primary dwelling shall not require additional parking.
 - c. **Additions to existing primary dwelling unit with proposed attached ADU/JADU:** Approval of all applicable discretionary entitlements for the primary dwelling shall be required before the attached ADU/JADU application may be deemed complete and approved, unless the ADU application is for a

conversion. No attached ADU is permitted for a historic property, pursuant to Sub-section (J) below.

- d. **Additions to existing primary dwelling unit with proposed detached ADU:** The ADU application for a new construction detached ADU, or a conversion plus expansion of a detached accessory structure, shall be approved within 60 days after it has been deemed complete. If the application for an addition to the primary dwelling unit is deemed complete together with the ADU application, 800 square feet of the ADU shall be allowed to exceed the FAR and lot coverage in calculating the allowable floor area for the addition to the primary dwelling unit. If the ADU application includes a garage conversion that removes existing parking, replacement parking for the primary structure shall not be required, and the proposed addition to the primary dwelling shall not require additional parking.

2. **Prerequisite Discretionary Permits.** Accessory dwelling unit applications shall not be deemed complete until all applicable discretionary prerequisites have been approved. Prerequisites may include tree removal permits, Certificates of Appropriateness, and hillside development permits.

D. **Ownership.** An ADU or JADU may not be owned or sold separately from the primary dwelling. The City may require a deed restriction in a form approved by the City Attorney to enforce the restrictions set forth in this section.

1. **JADU Owner-occupancy required.** The owner shall reside in either the remaining portion of the primary residence, or in the newly created JADU.

E. **Development Standards for ADUs on Single-Family Properties.**

The following standards apply to ADU development on a property that is not a historic property (see Sub-section J).

1. **Location**

- a. **Number of ADUs.** One ADU, either attached or detached, and one JADU shall be allowed on a single-family property.
- b. **Location on site.** An ADU may be attached to or detached from the primary dwelling on the same lot. An accessory dwelling unit may be located within and/or above a garage or other existing accessory structure.
- c. **Hillside locations.** An ADU on a hillside property may be attached or detached, in a location within, behind or underneath the primary dwelling, underneath a parking bridge even if it is closer to the front property line than the primary dwelling, or as a conversion of existing space. A hillside development permit may be required, consistent with SPMC division 36.340.

- d. **Location in front of primary dwelling.** If 50% or more of the existing primary dwelling is located in the rear 1/3rd of a property that is not a historic property, an attached or detached ADU shall be allowed in front of the primary dwelling as follows:
 - i. Ministerial review (staff-approval): For an ADU that is one story, not more than 850 square feet for a unit with up to one bedroom or 1,000 square feet if the unit includes two or more bedrooms, and maximum 16 feet in height.
 - ii. Design Review Board approval: For an ADU that exceeds the standards of (i) above, and is no more than 1,200 square feet in size and maximum two stories not to exceed a height of 18 feet for a flat roof, plus a 1-foot parapet, and 22 feet for a pitched roof.

- e. **Standards for ADUs in front of primary dwelling.** Where feasible, ADUs located in front of the primary dwelling per (d) above shall comply with the following standards:
 - i. The ADU shall comply with the applicable front yard setback requirement for the district in which it is located, and with minimum side yard setbacks of four feet.
 - ii. The structure's front yard-facing façade shall include an entry into the unit and a covered porch or awning.
 - iii. The application shall provide a landscape plan for the area in front of the ADU in compliance with 36.330.030. No new driveway or parking area shall be allowed directly in front of the ADU.
 - iv. A minimum 20 square feet of window area shall be provided on each front and corner-facing elevation. No window with any exposed vinyl material in part or in whole shall be allowed on these elevations.
 - v. The ADU shall have a pitched roof if one or more adjacent properties have pitched roofs.
 - vi. If a garage is attached to the ADU, it shall be set back 10 feet from the front elevation.

2. **Floor area.**

Floor area of an ADU that exceeds the property's lot coverage and floor area ratio (FAR) requirements shall be permitted as required by Government Code Section 65852 and as specified in this sub-section. An ADU which is proposed to exceed lot coverage and floor area ratio (FAR) as described below shall not be approved, unless the size is reduced to comply with this sub-section. For purposes of development of other structures on the property, the floor area of an existing ADU shall be counted in the calculation of the property's total lot coverage and floor area ratio, except that when an existing garage has

been converted or partially converted to an ADU and no other garage has been or is proposed to be constructed onsite, up to 500 square feet of such garage conversion shall not be counted toward lot coverage and floor area ratio.

- a. **New Construction Attached ADU.** An accessory dwelling unit attached to the primary dwelling shall have a minimum floor area of 150 feet, and a maximum floor area of 850 square feet for a unit with up to one bedroom or 1,000 square feet if the unit includes two or more bedrooms. Up to 800 square feet of the floor area of the ADU shall be allowed to exceed the property's lot coverage and FAR requirements.
 - b. **New Construction Detached ADU.** A detached accessory dwelling unit shall have a minimum floor area of 150 square feet, and a maximum floor area of 1,200 square feet. Up to 800 square feet of the floor area of the ADU shall be allowed to exceed the property's lot coverage and FAR requirements.
 - c. **Conversion ADUs.** The maximum size of an ADU that is a conversion of an existing accessory structure shall be the size of the existing structure plus an expansion up to an additional 150 square feet if necessary for ingress and egress only.
 - i. An ADU that expands upon the existing structure being converted in excess of the ingress and egress exemption shall be a maximum of 1,200 square feet. Up to 800 square feet of the floor area of the ADU shall be allowed to exceed the property's lot coverage and FAR requirements.
 - d. **Junior Accessory Dwelling Units (JADUs).** The maximum floor area for a junior accessory dwelling unit shall not exceed 500 square feet. If the ADU shares an existing bathroom with the primary dwelling, the bathroom area shall not be included. However, a newly constructed bathroom shall be included in the maximum size of the JADU even if proposed to be shared with the primary dwelling.
3. **Height Limits.** The maximum height of an attached or detached new accessory dwelling unit shall not exceed the following limits. For purposes of this section, "story" shall mean a distinct level of living space, excluding loft area that is open to living space below:
- a. **For a one-story ADU:** 16 feet to top of parapet or pitched roof
 - b. **For a two-story ADU including an ADU located above an accessory structure:** 18 feet for a flat roof, plus a 1-foot parapet, or 22 feet for a pitched roof
 - c. **For a conversion ADU (without an expansion):** the height of the existing structure.

4. **Setbacks.** An accessory dwelling unit shall comply with the front yard setback requirements of the applicable zoning district (see Article 2, Zoning Districts, Allowable Land Uses, and Zone-Specific Standards), except that no setback shall be required for the conversion of an existing structure, and a setback of no more than 4 feet from the side and rear lot lines shall be required for new construction.
 - a. **Additions to structures with non-conforming setbacks.** If the ADU is a conversion of an existing accessory structure with a side yard setback of less than 4 feet, the wall may be extended for an additional 10 feet at the same setback, provided it is not less than 3 feet from the side property line and not less than 4 feet from the rear property line. If the existing setback is less than 3 feet, the addition shall be required to maintain the 4-foot setback.
5. **Building Separation.** Detached ADUs on residentially zoned parcels that are larger than 800 square feet shall comply with the ten-foot building separation requirement in SPMC 36.220.040.
6. **Standards for JADUs** (see also Sub-section I).

A JADU shall include:

- a. An outdoor entrance that is separate from the primary dwelling.
- b. At a minimum, an efficiency kitchen, a separate or shared bathroom, sleeping and living area.

F. Development standards for ADUs on multi-family and mixed-use properties.

1. Where these standards conflict with the design standards set forth in Sub-section (J) below for historic properties, the standards set forth in Sub-section (J) shall control. **Number of Detached ADUs.** Not more than two detached accessory dwelling units may be located on lots with a multi-family dwelling.
2. **Setbacks.** An accessory dwelling unit shall comply with the front yard setback requirements of the applicable zoning district (see Article 2, Zoning Districts, Allowable Land Uses, and Zone-Specific Standards), except that no setback shall be required for the conversion of an existing structure, and a setback of no more than 4 feet from the side and rear lot lines shall be required for new construction.
3. **Detached ADU standards.** The accessory dwelling units shall maintain 4-foot side and rear yard setbacks; and shall not exceed 16 feet for a one-story structure or, for a two-story structure, 18 feet for a flat roof, plus a 1-foot parapet, or 22 feet for a pitched roof.
4. **Conversion ADUs.** Nonliving space within the existing building envelope on lots with a multifamily dwelling, including storage rooms, boiler rooms, passageways, attics, basements, or garages, may be converted into accessory dwelling units if each unit complies with State building standards for dwellings and on the condition that the

number of accessory dwelling units created do not exceed 25% of the number of existing multifamily dwelling units, or at least one unit, including the accessory dwelling units created.

G. Development Standards Applicable to ADUs on All Properties

1. **Two-Story ADUs.** Except as approved by the Design Review Board pursuant to E.1.d above, a two-story ADU shall comply with the following standards as applicable. Where these standards conflict with ADU design standards set forth in Sub-section (J) below for historic properties, the standards set forth in Sub-section (J) shall control.
 - a. **Windows:** Where primary dwelling units are not allowed to build within 6 feet of the property line, the following shall be required: on 2nd floor elevations with setback less than 6 feet from a property line shared with adjacent residential parcels, only fixed windows, or fixed panes of a window assembly, composed of plain obscured glass (such as frosted) with no color shall be placed in the area up to 5 feet above the interior floor height. Any clear window or window pane on these elevations shall be placed so that the bottom of the clear glass is at least 5 feet above the interior floor height.
 - b. **Balconies:** Balconies shall only be allowed on elevations facing the interior of the property, e.g., facing the primary dwelling and/or the back yard area directly behind the primary dwelling. In the case of an ADU on a corner lot, a balcony may face the adjacent street.
 - c. **Setbacks for 2nd floor:** The second floor of an ADU shall be set back a minimum of 4 feet from the side and rear property line.
 - i. Notwithstanding the above, a second floor ADU proposed above an existing accessory structure shall be allowed to maintain the same setback as an existing wall provided the wall is at least three feet from the property line.
 - d. **2nd Floor Articulation:** 30% of the side and rear wall plane above the first floor shall be articulated with minimum 18-inch recesses.
2. **Separate Entrance.** An attached ADU shall have an outdoor entrance that is separate from the primary dwelling.
3. **Interior Facility Requirements.** An ADU shall provide living quarters independent from the primary dwelling, including living, sleeping, permanent provisions for cooking and a bathroom.
4. **Utilities.** An ADU may have shared or separate utility services (e.g., an electrical and/or gas meter) from the primary dwelling.

5. **Mechanical Equipment.** Outdoor equipment associated with electric split or mini-split heating and cooling systems dedicated solely to an attached or detached ADU may be placed in the rear yard setback area.

H. Parking

1. **Exemptions.** With the exception of I.1, below, no off-street parking shall be required for an ADU or JADU if:
 - a. The ADU is located within one-half mile walking distance of a bus stop or light rail station.
 - b. When on-street parking permits are required but not offered to the occupant of the ADU.
 - c. The ADU is within an historic district or an eligible historic district, or a designated historic property, as identified by the National Register for Historic Places, the California Register for Historic Places, or the City's Cultural Heritage Ordinance.
 - d. The ADU or JADU is within the existing primary dwelling.
 - e. There is a car share vehicle located within one block of the ADU.
2. **Parking required.** Parking shall be required for an accessory dwelling unit under the following conditions (see also I.1, below):
 - a. If the ADU does not qualify for an exemption based on the list above, in which case one off-street parking space shall be required.
 - b. If the ADU or ADUs are within a multi-family property, in which case one off-street parking space shall be required per three accessory dwelling units, or fraction thereof. The requirement shall be cumulative if ADUs are built sequentially.

I. High Risk Fire Areas. The areas of the City defined as "high risk fire area" pursuant to SPMC Section 14.1, are subject to additional requirements for parking and fire sprinklers due to topographic and climatic conditions which create public safety risks, including accessibility of fire apparatus on narrow streets, and delay times in evacuation and response due to accessibility challenges. Requiring parking on-site is intended to reduce parking on the narrow streets, in order to increase accessibility of fire apparatus and facilitate evacuation; use of fire sprinklers in new development helps control the spread of small fires, which promotes effectiveness in controlling a fire in early stages, allowing for responding fire apparatus and suppression crew to arrive on scene and deploy industry-standard pre-connected 250-foot hose lines or standard hose

packs as necessary to reach and defend occupants and structures. Based on these findings of public safety necessity, proposed ADUs and JADUs in the High Risk Fire Area shall be subject to the following additional requirements.

1. **Parking.** If the property is located adjacent to a narrow street, defined as a street with a width of less than 28 feet, one off-street parking space shall be provided. The ADU may not displace existing parking for the primary residence. Notwithstanding, a garage may be converted to an ADU if all removed parking spaces are provided elsewhere on the property for the primary dwelling in addition to the parking space to be provided for the ADU.
2. **Fire Sprinklers.** Fire sprinklers shall be required.
3. **Distance from front property line.** A detached ADU shall be located within 150 feet of the front property line in order to facilitate emergency fire access, including deployment of an industry-standard, pre-connected 250-foot hose line. Notwithstanding, for flag lots, for the purpose of deploying industry-standard hose-packs, the ADU may be located within 100 feet of a dry standpipe installed on the property with approval of the Fire Chief.

J. Design Standards for Historic Properties

1. **Applicability.** ADUs proposed for development on a historic single- or multi-family property shall comply with the Design Standards set forth in this Sub-section (J) and the South Pasadena Design Guidelines for ADU Development on Historic Properties. The following types of ADUs are permitted on historic properties:
 - a. Conversion of an existing accessory structure, with or without additional floor area.
 - b. New construction of a detached ADU.
 - c. JADUs within the envelope of the existing primary dwelling, consistent with the requirements of Sub-section J.8.f. below.
2. **Exemptions.** Detached ADUs and accessory structure additions on a historic property that are not visible from the public right-of-way are not subject to compliance with Sub-section (J) or the South Pasadena Design Guidelines for ADU Development on Historic Properties. Visibility from the public right-of-way for this purpose shall be determined as follows:
 - a. Visibility of the structure from the street immediately in front of and within 10 feet on either side of any street-adjacent property line(s). This shall include both adjacent streets for corner properties. An alley is not considered a public right-of-way for this purpose.

- b. Vegetation, gates, fencing, and any other landscaping elements shall not be considered in determining visibility from the public right-of-way.
- 3. Procedures.** Detached ADUs subject to requirements of this Sub-section (J) shall require ministerial (staff-level) approval, except in the following instances:
- a. Cultural Heritage Commission (CHC) Review and Approval.** CHC review and approval shall be required if an application proposes new construction of a detached ADU or additions to an existing accessory structure if the proposed ADU does not comply with the standards set forth in this Sub-section (J).
- 4. Location.**
- a. **New Construction, Detached ADU.** Detached ADUs shall be located at the rear of the property, except as provided in Sub-section b, below.
 - b. **New Construction, Detached ADU in front of primary dwelling.** If 50% or more of the primary dwelling is located at the rear 1/3rd of a property and there is no other location on the property in which a maximum 800 square foot ADU could be added, a detached ADU shall be allowed in front of the primary dwelling, in compliance with Sub-sections E.1.e and J.8, and with the following:
 - i. ADUs proposed in front of the primary dwelling shall not be placed in a manner that blocks visibility of more than 50% of the front/primary façade (the façade containing the main entrance) from the public right-of-way, using the definition of Visibility provided in Sub-section J.2, above.
 - ii. The ADU shall not be placed in such a manner that the main entrance to the primary dwelling is not visible from the public right-of-way.
 - iii. The maximum size of the ADU in front of the primary dwelling shall be 800 square feet.
 - iv. The maximum height of the ADU in front of the primary dwelling shall be 16 feet.
 - c. **Accessory Structure Additions.** If an accessory structure is subject to the provisions of this Sub-section (J), the addition shall not be attached to the front façade (the façade containing the main/vehicular entrance) of the accessory structure.
- 5. Size and Height Limits.** ADUs shall comply with the size and height standards set forth in Sub-section E.3 as well as the following, in order to avoid an adverse impact on the historic property. In case of conflict, these standards shall apply:

- a. The height of the ADU shall not exceed the height of the primary dwelling, with the following exception.
 - i. Even if the primary dwelling is less than 16 feet in height, the ADU shall be permitted to have a maximum height of 16 feet.
- b. Two-story ADUs shall be permitted up to 18 feet in height for a flat roof, plus a 1-foot parapet, or 22 feet in height for a pitched roof, as long as the ADU is lower than the height of the primary dwelling. Two-story ADUs shall only be permitted when the primary dwelling is two stories in height, with the following exception.
 - i. If the historic property is on a hillside lot and contains a one-story primary dwelling, a two-story ADU shall be permitted if the ADU is located downslope and at the rear of the property so that it is still lower than the height of the primary dwelling as viewed from the public right-of-way.

6. Demolition of accessory structures.

- a. For an ADU proposal involving the demolition of an existing accessory structure older than 45 years of age, the staff-level Historic Resource Evaluation Report is required to determine if the existing accessory structure constitutes a character-defining feature of the property. An accessory structure that has been determined to be a character-defining feature of a historic resource shall not be demolished in order to construct an ADU. Such accessory structure shall be subject to the standards set forth in Section 2.67 of the South Pasadena Cultural Heritage Ordinance (Ordinance No. 2315).

7. Architectural Style.

- a. A new construction detached ADU subject to the requirements of this Sub-section (J) shall be designed as a simplified stylistic variation of its primary dwelling through the incorporation of the design elements listed in Sections 8 and 9, and the South Pasadena Design Guidelines for ADU Development on Historic Properties.
- b. Exterior changes to an existing accessory structure subject to the requirements of this Sub-section (J) shall comply with relevant requirements listed in Sections 8 and 9, and the South Pasadena Design Guidelines for ADU Development on Historic Properties.

8. Required Design Elements.

- a. **Roof type/pitch for new construction detached ADUs and accessory structure additions.** The roof type (flat, gable, hipped) shall match the primary dwelling or existing accessory structure (if attached to the accessory structure). The roof pitch (low, medium, steep) shall be similar to the primary dwelling/existing accessory structure and within the roof pitch range that is appropriate for the architectural

style of the dwelling/structure as specified in the Design Guidelines for ADU Development on Historic Properties.

- b. **Roof material.** New roof materials for a new construction detached ADU or an accessory structure conversion/addition shall match the primary dwelling or the existing accessory structure (if attached to the accessory structure), with the following exceptions. Vinyl tiles and cement shakes are prohibited.
 - i. Composition shingle roofing is an acceptable alternative to wood shingle.
 - ii. Cement tile roofing is an acceptable alternative to clay tile.
 - iii. Solar shingle roofing is an acceptable alternative to asphalt composition or wood shingle roofing.
 - c. **Wall cladding type/material.** New cladding material (wood, wood composite, stucco, masonry) and orientation (horizontal or vertical) for a new construction detached ADU or an accessory structure conversion/addition shall substantially match the primary dwelling or the existing accessory structure (if attached to the accessory structure). Cladding shall be differentiated from the primary dwelling/existing accessory structure cladding through color, profile, width, and/or texture.
 - d. **Door type/material.** New doors shall be made of the same or similar materials as those of the primary dwelling or the existing accessory structure (if attached to the accessory structure).
 - i. **Accessory Structure Conversions/Additions.** Existing garage doors may be replaced with new doors or infilled, provided that the framing to the original opening is preserved.
 - e. **Window type/material.** New windows shall have the same orientation (vertical or horizontal) as the predominant window type on the primary dwelling or the existing accessory structure (if attached to the accessory structure). New windows shall be made of the same or similar materials as those of the primary dwelling/existing accessory structure. No window with any exposed vinyl material in whole or in part shall be permitted.
 - f. **Entrances and new windows in Junior Accessory Dwelling Units (JADUs).** JADU entrances and new windows, if required by Building Code, shall be located on a secondary (non-street facing) façade, or the façade that does not contain the main entrance to the primary dwelling (if on a corner lot property), where feasible.
9. **Optional Design Elements.** The following design elements shall be acceptable on the ADU if they are present on the primary dwelling/existing accessory structure: dormers,

bay windows, arched windows, and shutters. If these elements are not present on the primary dwelling/existing accessory structure, they shall not be permitted on the ADU.

K. Short-term rentals. Short-term rentals. An accessory dwelling unit shall not be rented out for a period of less than 30 days. The City may require a deed restriction to enforce this limitation, in a form approved by the City Attorney.

L. Fees. An accessory dwelling unit application must be submitted to the City along with the appropriate fee as established by the City Council by resolution in accordance with applicable law.

1. The City may impose a fee on the applicant in connection with approval of an ADU for the purpose of defraying all or a portion of the cost of public facilities related to its development, as provided for in Government Code Sections 65852.2(f)(1) and 66000(b).
2. The City will not consider an ADU to be a new residential use for purposes of calculating connection fees or capacity charges for utilities, including water and sewer service, unless the ADU was part of an application for a new single-family dwelling.
3. The City shall not impose any impact fee upon the development of an accessory dwelling unit less than 750 feet. Any impact fees charged for an accessory dwelling unit of 750 square feet or more shall be charged proportionately in relation to the square footage of the primary dwelling unit. Units that are deed-restricted, that rent can be no more than 80% of Area Median Income (AMI), are exempt from impact fees.
4. The City shall collect school impact fees pursuant to the State Law for development of an ADU or JADU.

M. Certificate of occupancy. A certificate of occupancy for an ADU or JADU shall not be issued before the issuance of a certificate of occupancy for the primary dwelling.”

SECTION 2. CEQA. The City Council hereby finds that the proposed Code amendment is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines § 15061(b)(3), which states the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. It may be seen with certainty that there is no possibility this Zoning Code Amendment may have a significant effect on the environment.

SECTION 3. Severability. If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held by a court of competent jurisdiction to be invalid, or otherwise not in force or effect, such decision shall not affect the validity, force, or effect, of the remaining portions of this ordinance. The City Council declares that it would have adopted this ordinance and each section, subsection, sentence, clause, and phrase thereof, irrespective of the fact that

any one or more sections, subsections, sentences, clauses, or phrases be declared invalid or otherwise not in force or effect.

SECTION 4. Authority. This ordinance is enacted pursuant to Article XI, Section 7, of the California Constitution, and in compliance with Government Code section 36937.

SECTION 5. Repeal of Prior Ordinance and Effective Date. Upon adoption of this ordinance, the Mayor shall sign and the City Clerk shall attest to the passage of this Ordinance. The City Clerk shall cause the same to be published once in newspaper of general circulation within fifteen (15) days after its adoption. This Ordinance shall become effective 30 days after its passage. Upon the effective date of this Ordinance, the Urgency Ordinance No. 2360, passed on December 15, 2021, shall be repealed and of no further effect.

PASSED AND ADOPTED by the City Council of the City of South Pasadena, State of California, on February _____, 2022, by the following vote:

AYES:

NOES:

ABSENT:

Michael A. Cacciotti, Mayor

Attest:

Tameka J. Cook, Chief City Clerk

ATTACHMENT 2

ADU Design Guidelines for
Historic Properties Guidebook



Architectural
Resources Group

Architecture
Planning
Conservation



City of South Pasadena Design Guidelines for ADU Development on Historic Properties

Prepared for

City of South Pasadena

Prepared by

Architectural Resources Group

November 2, 2021

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Table of Contents

1. Introduction	5
Preface	6
Historic Overview of Accessory Structures	7
South Pasadena: A City Rich with History	8
Purpose of the ADU Design Guidelines	10
Application and Use of the Guidelines	11
Approval Process	12
Visibility	13
2. Planning Your ADU/JADU	15
Location	16
Size and Height	19
Setbacks and Orientation	21
3. Designing Your ADU/JADU	23
Overall Design Principles	24
ADU Types	25
Design Elements	27
4. Historic Architectural Styles	31
Victorian-Era Styles	32
Craftsman	36
Prairie	40
Mediterranean and Indigenous Revival Styles	44
Tudor Revival	49
Neoclassical	53
Italian Renaissance Revival	57
French Revival Styles	61
Colonial Revival Styles	65
Early Modern Styles	69
Minimal Traditional	73
Ranch Styles	77
Mid-Century Modern	82
5. Regulatory Framework	87
Policy and Regulatory Framework	88

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Chapter 1

Introduction

This Chapter provides an overview of the Design Guidelines for Accessory Dwelling Unit (ADU) Development on Historic Properties. It establishes the purpose of the Design Guidelines, their application and use, and the approval process for ADU projects on historic properties and in historic districts.



Preface

In response to the statewide housing shortage, California State Government Code Section 65852.150, which pertains to the development of Accessory Dwelling Units (ADUs), has been amended to encourage denser development on single-family and multi-family residential properties. On October 9, 2019, Governor Gavin Newsom signed further changes to ADU regulations into law, which became effective in January 2020. The City of South Pasadena has implemented a number of measures to achieve compliance with the State legislation, while also protecting its historic resources.

In order to facilitate the ADU review process and provide a way for staff-level approval, the City has developed a set of Design Standards for ADUs on Historic Properties, incorporated into the ADU Ordinance (South Pasadena Municipal Code Chapter 36, Article 3, Section 36.350.200). These Design Guidelines for ADU Development on Historic Properties are intended to help homeowners to create an ADU that would not require discretionary review or approval by the Cultural Heritage Commission.

For many residents of South Pasadena, especially those living in a historic house, building an ADU will be their first chance to improve their property and express their creativity, adding to the built fabric of the City. While the City offers a streamlined review process for ADUs meeting the Design Standards in the ADU Ordinance, for those who wish to be more creative in their designs that may not meet the objective Design Standards, the ADU Ordinance provides procedures for review and approval by the Cultural Heritage Commission.

This project was made possible through State Certified Local Government (CLG) grant funding from the California Office of Historic Preservation (OHP) and National Parks Service (NPS).



Example of a historic Craftsman carriage house, the Victorian Blissner House (210 Orange Grove Ave)



Example of a creatively designed ADU that would need to be reviewed and approved by the Cultural Heritage Commission. Odom Stamps' Octagon built in 2009 (318 Fairview Ave)

Historic Overview of Accessory Structures

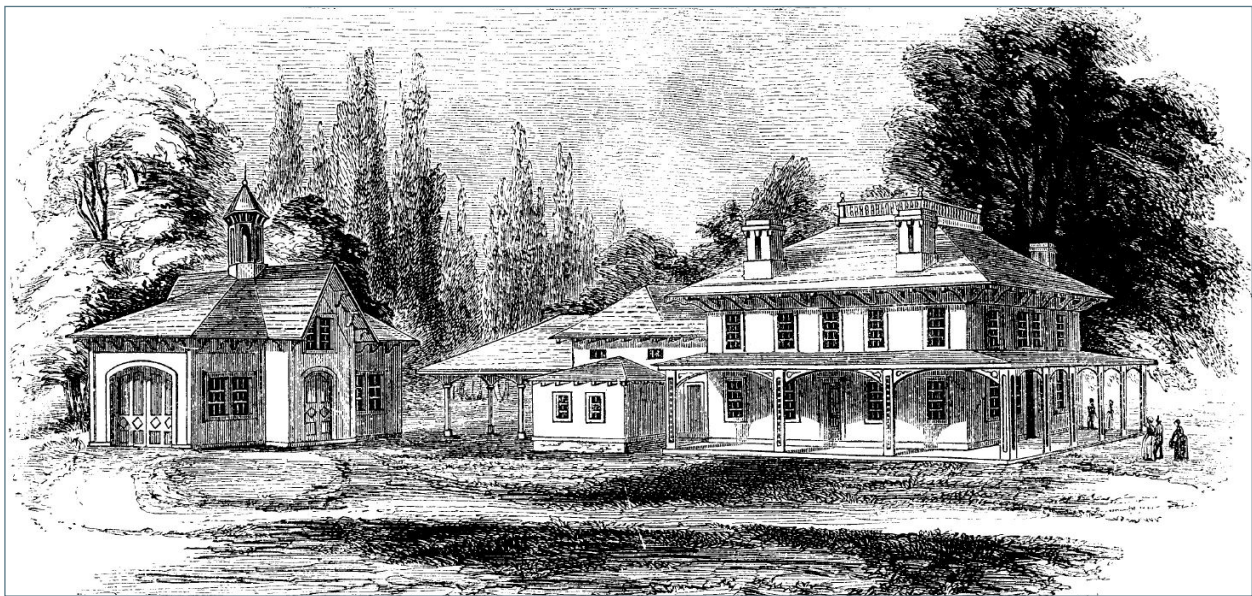
An understanding of the history and development of accessory structures and their relationship to the primary dwelling is helpful when undertaking an ADU project on a historic property.

Accessory structures in the late 19th and early 20th century (Victorian Era) were often quite ornate and featured a variety of architectural elements popular during the period, including complex roof forms, wood spindle work, and decorative shingle cladding. Nineteenth century pattern books, such as *Rural Architecture*, *Cottage Residences*, and *The Country House*, provided an array of ornate gardener's cottages, carriage houses, gate lodges, stables, and poultry houses.

During the Arts and Crafts period at the turn of the 20th century through the 1910s, accessory structures became more utilitarian. Agricultural uses gave way to carriage houses or garages that usually mimicked the style of the primary residence in a simplified manner and reduced scale. Popular pattern books and magazines such as *House Beautiful* and *Good Housekeeping* illustrated designs of affordable houses and garages.

In the 1920s and 1930s, accessory structures such as garages and pool houses also reflected modest versions of their primary residences, which were typically designed in various Period Revival idioms including Neoclassical, Spanish Colonial Revival, and Tudor Revival.

Early Modern and Mid-Century Modern residences of the 1920s through the post-World War II period typically had garages that were minimalist in design.



Example of a Victorian-Era carriage house, left of the primary residence (Lewis F. Allen, *Rural Architecture*, New York 1852)

South Pasadena: A City Rich with History

The City of South Pasadena, incorporated in 1888, possesses a wealth of intact historic resources including residences, public buildings, neighborhoods, and commercial districts. The excellent state of integrity of many of these resources attests to a community that has recognized the social and economic value of preserving and conserving its city's history. This effort goes back more than 50 years, with the establishment of a Cultural Heritage Commission to advise the South Pasadena City Council in 1971. It is important to continue this legacy, encouraging new development that responds thoughtfully to the historic existing built environment.

South Pasadena's landscape has played a pivotal role in the cultural history of the Los Angeles basin, even before European settlement. For the Tongva and Kizh people, the Arroyo Seco served as a natural fording place that allowed for the transport of people and goods across the San Gabriel Valley and toward the coast. After Spanish conquest, and under Mexican rule, the first adobe structures on the Rancho San Pasqual—the land grant that formed the basis for Pasadena, South Pasadena, and Altadena—were built in South Pasadena.

In 1888, South Pasadena became the sixth community to incorporate in Los Angeles County. By this time, the area was becoming a popular destination for wealthy Easterners escaping the winter, with attractions such as the Raymond Hotel and the Cawston Ostrich Farm. Companies including the California Fruit Growers Exchange (later Sunkist) carpeted the city in orange trees, and the fragrant groves and balmy weather of South Pasadena were touted nationwide. Widespread development followed swiftly, including winter homes for East Coast magnates, bohemian dwellings in the Arroyo Seco by the circle of the writer Charles Lummis, and middle-class single-family residences in newly platted neighborhoods.



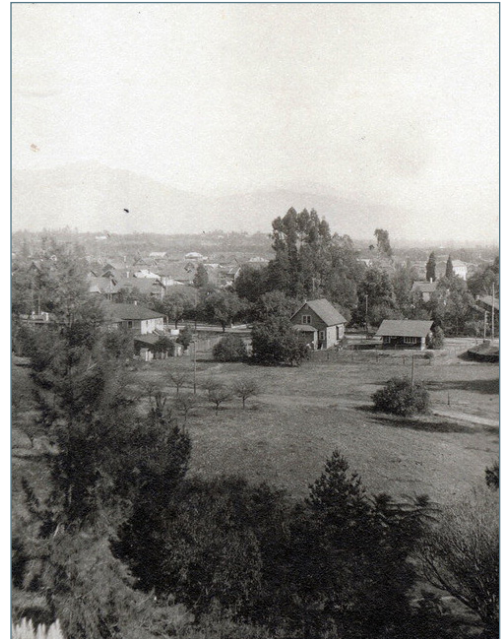
Houses on Buena Vista Street, n.d. (South Pasadena Public Library)

South Pasadena: A City Rich with History

The Craftsman style came to dominate residential development in South Pasadena between 1900 and 1925. Influenced by the English Arts and Crafts movement, the design idiom emphasized proportional and well-crafted wood-frame construction and simplified lines. The Craftsman style emerged in the greater Arroyo Seco and Pasadena area with the work of the architects Charles and Henry Greene, who designed both high-style mansions and simple bungalows; here it flourished and, with the help of pattern books and architectural journals, spread throughout the country.

In the 1920s and '30s, the rapidly growing residential neighborhoods of South Pasadena were populated with homes in a range of styles, including the Mission and Spanish Colonial Revival, Tudor Revival, and American Colonial Revival. These picturesque residences, set in a verdantly landscaped suburban setting, gave South Pasadena its reputation of small-town tranquility and authenticity connected to a dynamic urban core. Today, there are nine formally designated residential historic districts in South Pasadena, and several more that have been identified as eligible for recognition. Preserving and carefully adapting these neighborhoods for new generations of residents is crucial to honoring South Pasadena's rich cultural heritage.

The South Pasadena Design Guidelines for ADU Development on Historic Properties will help ensure the continued protection of the city's historical character and scale, a high priority in the South Pasadena General Plan, while addressing the important statewide concerns for allowing additional housing through facilitating the development of accessory dwelling units (ADUs) on properties within the city.



View of South Pasadena, 1908 (South Pasadena Public Library)



Home of Thaddeus Lowe, built 1880s, photo taken 1930 (South Pasadena Public Library)

Purpose of the ADU Design Guidelines

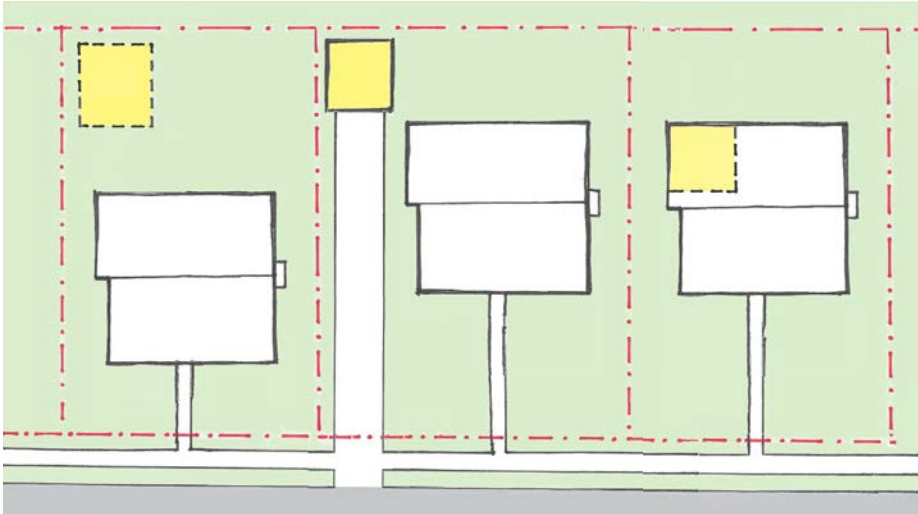
Design guidelines are one of many urban planning tools communities can use to encourage high-quality design and construction. This approach has been adopted and implemented in many Southern California communities.

The purpose of the South Pasadena Design Guidelines for ADU Development on Historic Properties is to preserve the historic and architectural character of the city by providing historic preservation guidance and resources for property owners and design professionals planning an ADU/JADU on a historic property or in a historic district. The guidelines will also be used by the City of South Pasadena Department of Planning and Building in evaluating such projects. The Design Guidelines provide suggestions on how best to build an ADU/JADU in a way that preserves the historic character and significant features of the historic property and/or historic neighborhood.

What’s an Accessory Dwelling Unit (ADU)? A Junior Accessory Dwelling Unit (JADU)?

An **Accessory Dwelling Unit (ADU)** is a residential unit added on an existing residential parcel. ADUs are subordinate to the main residence, generally due to their location on the lot and/or the smaller size of the unit. Also known as Secondary Units, Granny Flats, or In-Law Units, ADUs may be developed on an underutilized portion of a lot, within an existing accessory structure (i.e. a garage), or attached to an existing accessory structure. ADUs are independent units that have their own kitchens, bathrooms, and living areas. Additions to historic residences have to go through the Certificate of Appropriateness procedure outlined in the South Pasadena Cultural Heritage Ordinance.

A **Junior Accessory Dwelling Unit (JADU)** is a residential unit with its own entrance, built entirely within the existing footprint and square footage of the primary residential building. A JADU may share central systems (HVAC, water, electric), contain an efficiency kitchen or cooking facilities and a bathroom, or it may share a bathroom with the primary dwelling.



Newly constructed detached **ADU** on an underutilized portion of a lot

Existing accessory structure converted to an **ADU**

JADU built entirely within the existing building footprint

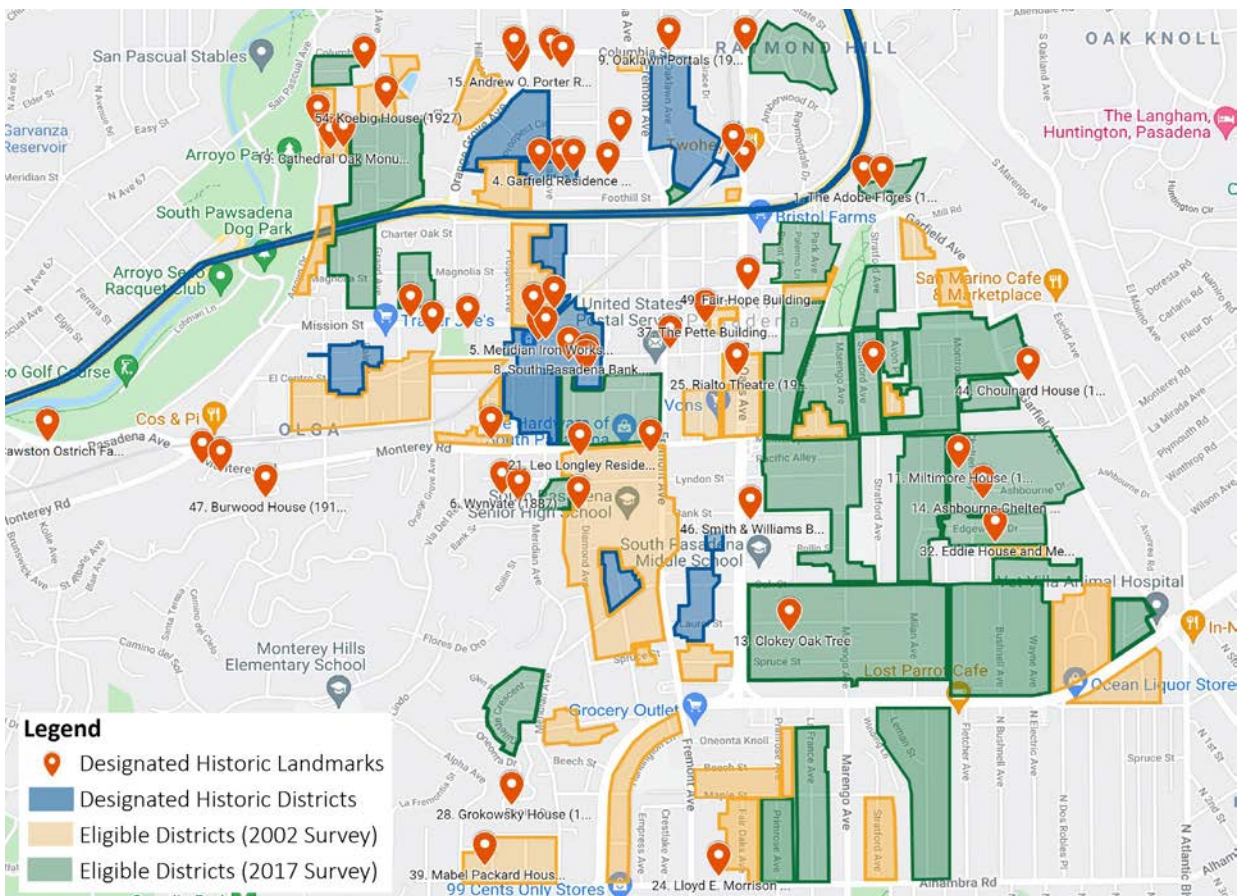
Application and Use of the Guidelines

These Design Guidelines are based on the *Secretary of the Interior's Standards for the Treatment of Historic Properties* and are intended to complement the ADUs Design Standards for Historic Properties in the South Pasadena ADU Ordinance (South Pasadena Municipal Code, Ch. 36, Article 3, Section 36.350.200). These Design Guidelines are meant as a planning tool for projects involving individual properties and districts listed in the City's Inventory of Cultural Resources.

City of South Pasadena Inventory of Cultural Resources

The Inventory of Cultural Resources (the Inventory) is the City's formally adopted, official list of historic properties (South Pasadena Municipal Code Chapter 2, Article IVH, Section 2.64). The Inventory includes properties that are formally designated and listed in the National Register of Historic Places (National Register), the California Register of Historical Resources (California Register), and/or the South Pasadena Register of Landmarks and Historic Districts (South Pasadena Register). It also includes properties that have been determined eligible for listing in the National Register, California Register, and South Pasadena Register. The Inventory contains 2,718 individual properties and contributors to historic districts.

The Inventory is composed of commercial, institutional, and residential properties. However, the vast majority of individual properties and historic districts are residential. These Design Guidelines provide guidance on best preservation practices and contextual design when planning an ADU or JADU project on a single- or multi-family residential property and/or within a residential historic district listed in the City's Inventory. For more information about the Inventory, see Chapter 5, Regulatory Framework.



Historic Landmarks and Districts in the City of South Pasadena

Approval Process

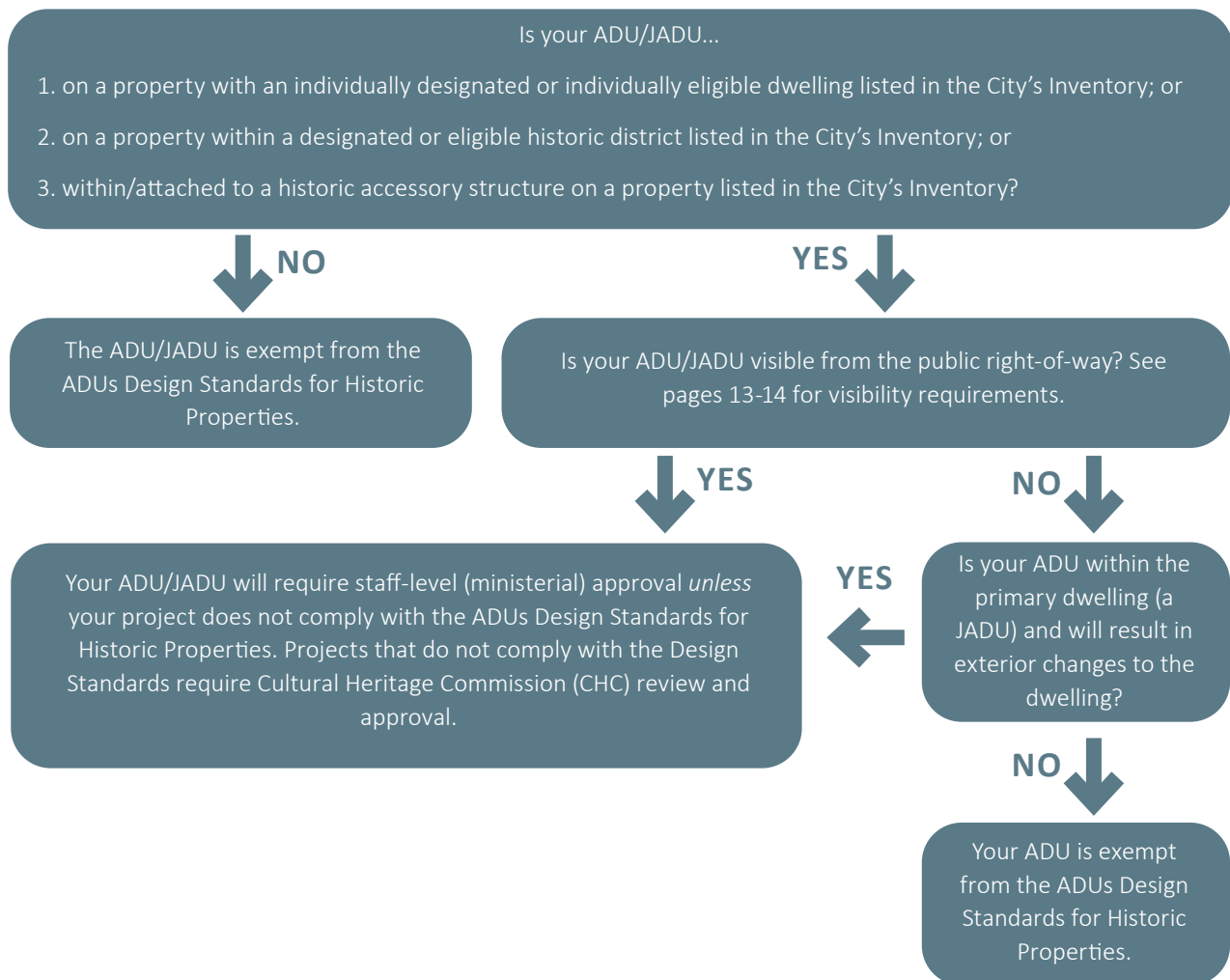
ADUs and JADUs

According to State ADU law (Section 65852.2 of the Government Code), ADU/JADU projects must be considered or reviewed ministerially (by staff), without discretionary review or a hearing. Under State law, cities may require that ADU/JADU projects on historic properties comply with design standards, provided that the standards are objective.

In compliance with State code, ADUs are permitted on historic properties and in historic districts where residential development or residential mixed-use development is allowed in South Pasadena. ADUs that include any exterior change to a historic property listed in the City's Inventory must comply with the ADUs Design Standards for Historic Properties, with a few exceptions (see below).

Because a proposal for an ADU to be attached to a historic residence requires discretionary review in order to protect the historic resource consistent with the California Environmental Quality Act (CEQA Guidelines Section 15331) and South Pasadena Cultural Heritage Ordinance, no attached ADUs are permitted for a historic residence in the city.

Even if your ADU/JADU project does not require compliance with the Design Standards, you are encouraged to use these Design Guidelines if your project is located on a historic property or in a historic district. Use the following flow chart to determine the type of approval your ADU/JADU will require.



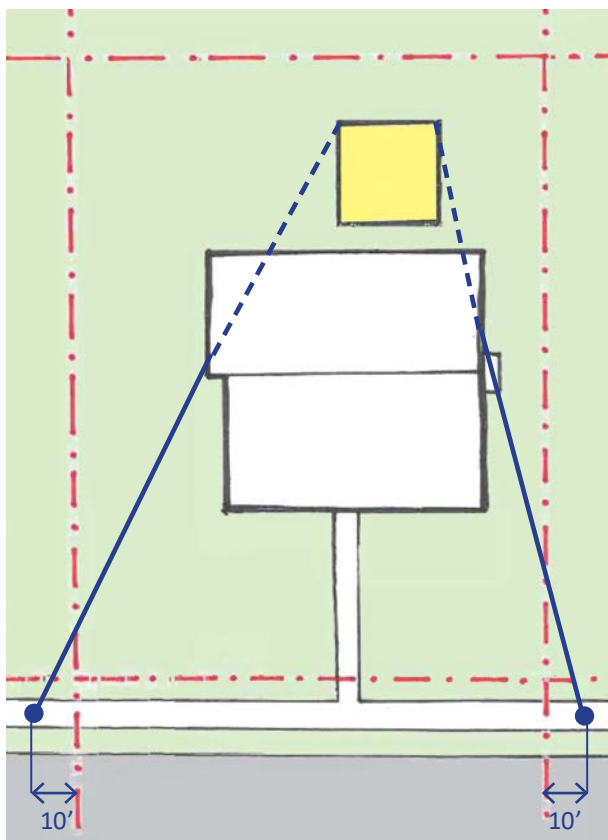
Visibility

Visibility from the Public Right-of-Way

For the purposes of the ADUs Design Standards and Design Guidelines for Historic Properties, visibility from the public right-of-way means the following:

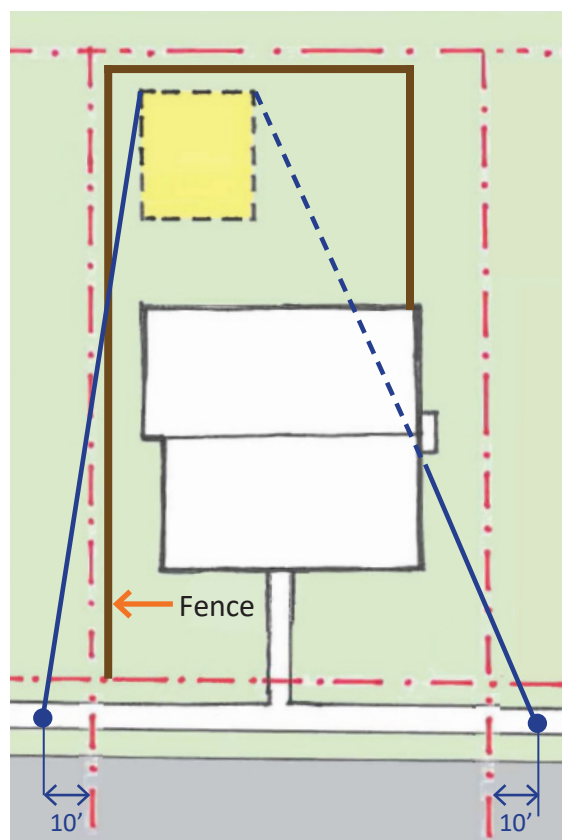
- Visibility of the structure from the street immediately in front of and within 10 feet on either side of any street-adjacent property line(s). This includes both adjacent streets for corner properties. Alleys are not considered public right-of-way for this purpose.
- Vegetation, gates, fencing, and any other landscaping elements shall not be considered in determining visibility from the public right-of-way.

Not Visible



This ADU is not visible from the public right-of-way immediately in front of and within 10 feet of the side property lines.

Visible



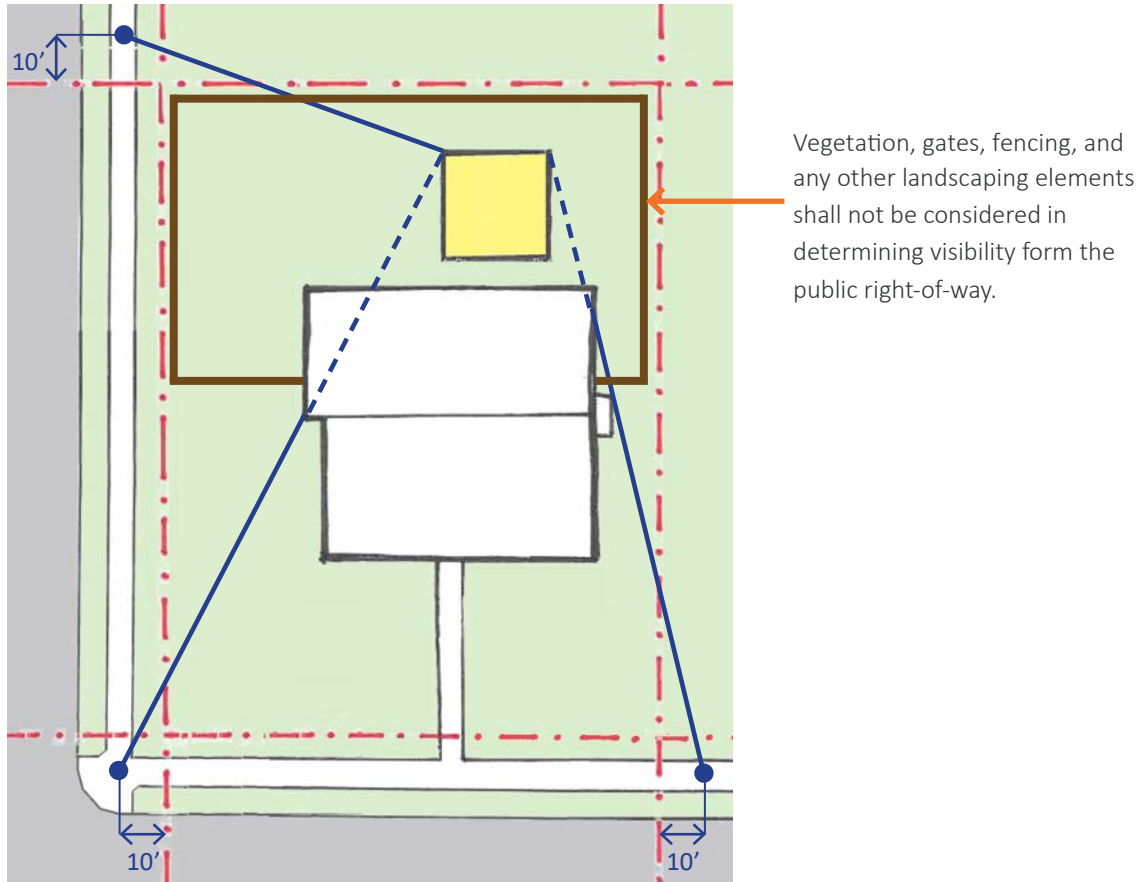
This ADU is visible from the public right-of-way on the left side of the dwelling. Note that fences, gates, vegetation, and any other landscaping elements shall not be considered in determining visibility from the public right-of-way.

Detached ADUs and accessory structure additions that are not visible from the public right-of-way are exempt from the ADUs Design Standards for Historic Properties.

Visibility

Visibility from the Public Right-of-Way

Both street adjacent property lines must be considered when addressing views from the public right-of-way on a corner lot property.



This ADU is visible from the public right-of-way on this corner lot property.

Chapter 2

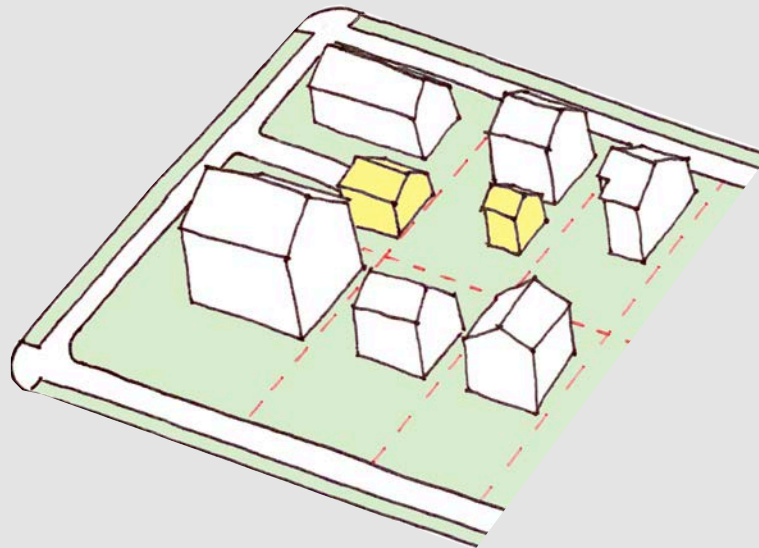
Planning Your ADU/JADU

This Chapter provides information on the issues that need to be addressed during the process of planning an ADU/JADU project on your historic property.

There are a number of items that should be considered before deciding to add an ADU/JADU on a historic property or within a historic district. The ADU's/JADU's location, height, size, setback restrictions, and orientation should be taken into account when planning your ADU/JADU project.

Generally, ADUs should:

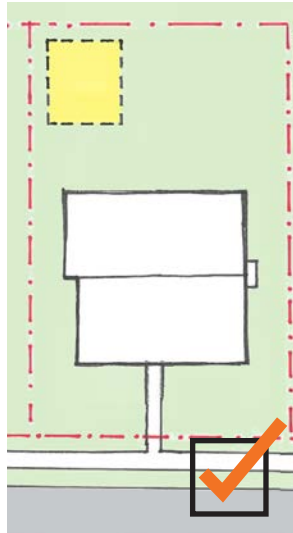
- Be located at the rear of the property (see pages 16-17);
- Be visually subordinate to the primary dwelling in height and square footage (see pages 19-20);
- Be compatible with the exterior architectural style, materials, and features of the primary dwelling (see Chapters 3 and 4); and
- Be designed to fit in with the fabric of the neighborhood or historic district in which it is located. The size, scale, and massing of the ADU should be compatible with that of the primary dwelling as well as its surrounding historic environment.



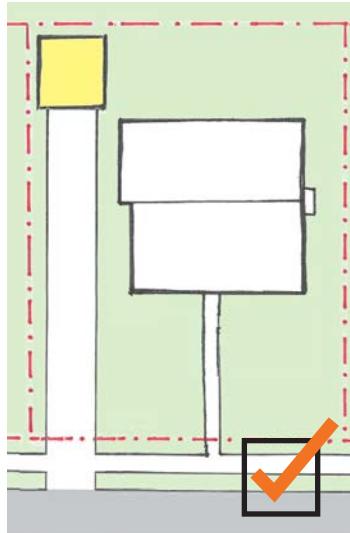
The above buildings highlighted in yellow represent an accessory structure conversion (left) and new detached ADU (right) that are compatible with the size, scale, and massing of their primary dwelling as well as the surrounding neighborhood.

Location

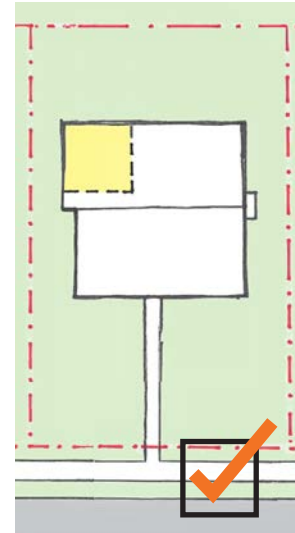
ADUs may be located:



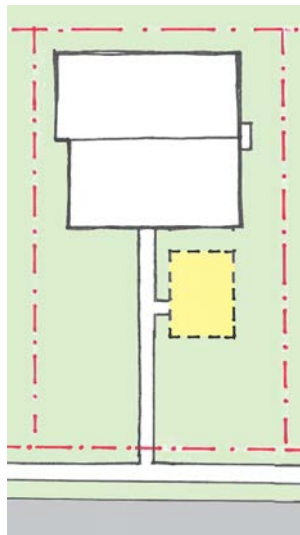
At the rear of the property, behind the primary dwelling



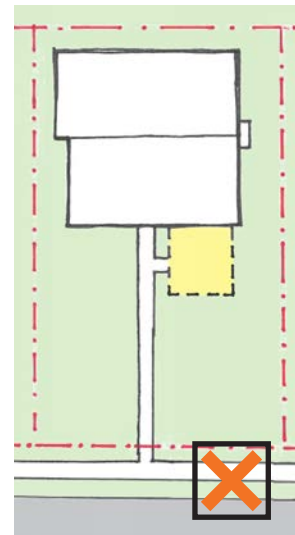
Within an existing converted and/or expanded accessory structure



Within the existing primary dwelling (JADU), provided it has its own exterior entrance

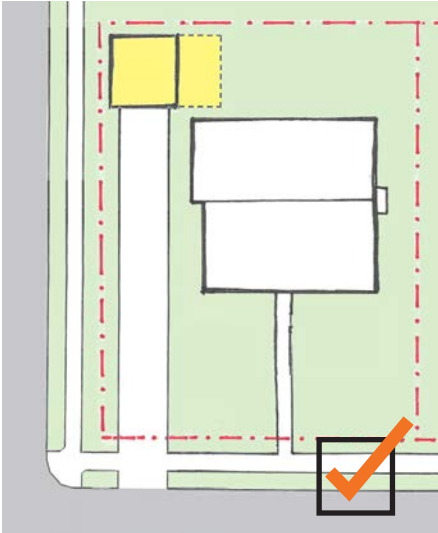


Only under rare circumstances are detached ADUs allowed in front of the primary dwelling. See page 18 for requirements.

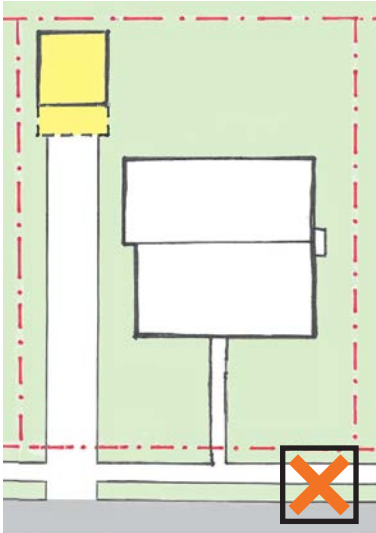


An ADU should never be attached to the front/main façade of the primary dwelling.

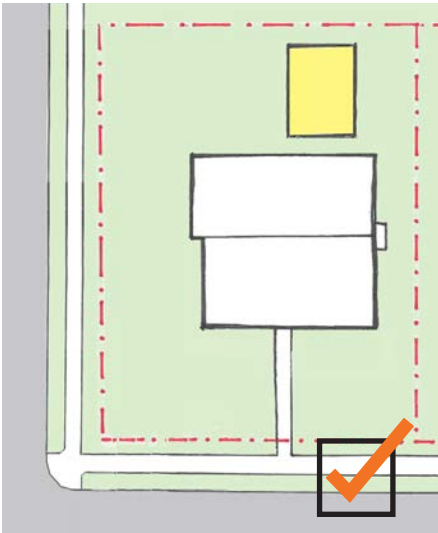
Location



When adding to an existing accessory structure, the addition should be attached to a non-street facing façade if possible, to minimize its visibility from the public right-of-way.

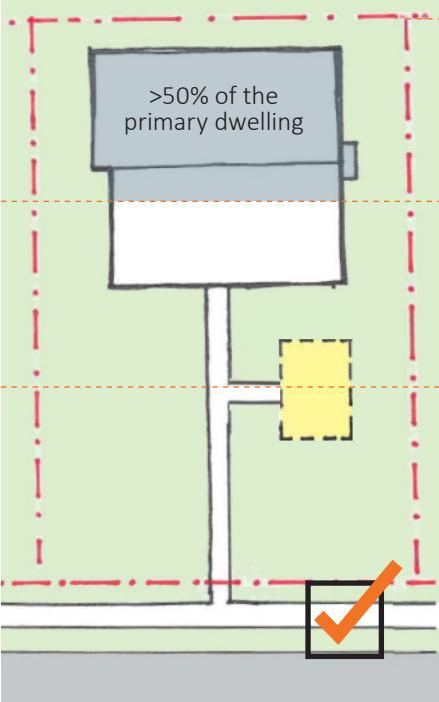


If the accessory structure is historic, the addition must not be attached to the front façade (the façade containing the main/vehicular entrance) of the structure.



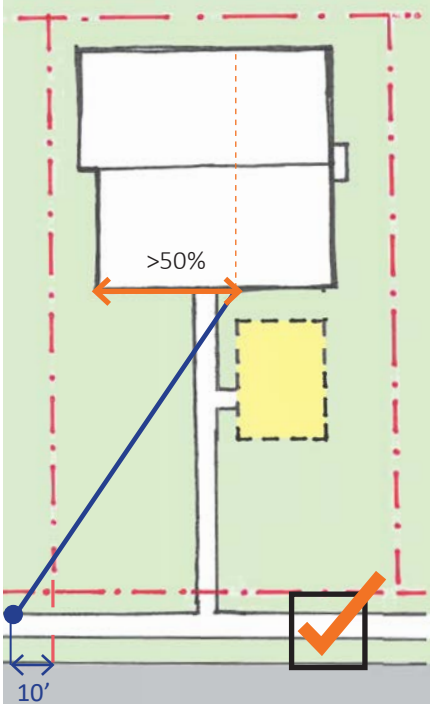
On a corner lot property, locate the ADU at the rear interior of the lot (away from both streets) if possible, to minimize its visibility from the public right-of-way.

Location



Rear 1/3 of the lot

If 50% or more of the primary dwelling is located at the rear 1/3 of a property and there is no other location on the property in which an 800 sf ADU could be added, a detached ADU is allowed in front of the dwelling.

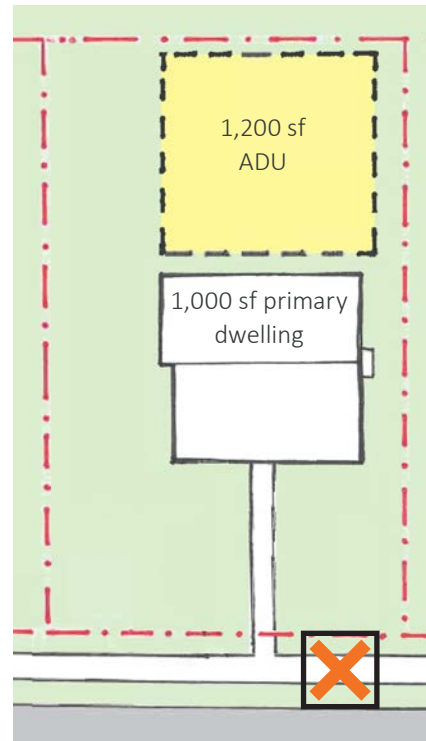
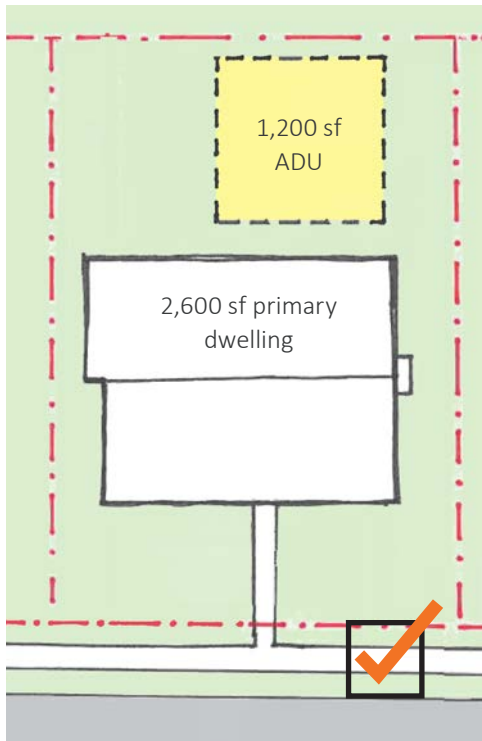


ADUs in front of the primary dwelling must not be in front of the main entrance or block visibility of more than 50% of the primary façade from the public right-of-way.

Size and Height

ADUs should be smaller in size than the primary dwelling. While detached ADUs are allowed up to 1,200 square feet, the size and scale of the historic dwelling should be considered when deciding how large your ADU will be.

For example, if your primary dwelling is 1,000 square feet, a 1,200-square-foot ADU is not recommended because it would be larger than the primary dwelling.



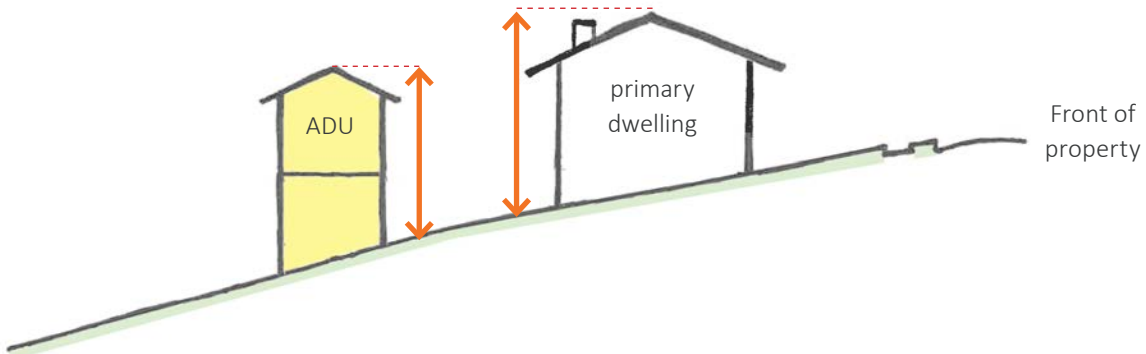
Size and Height

ADUs must be lower in height than the primary dwelling, with one exception. Even if a one-story, primary dwelling is less than 16 feet in height, the ADU is still allowed up to 16 feet in height.

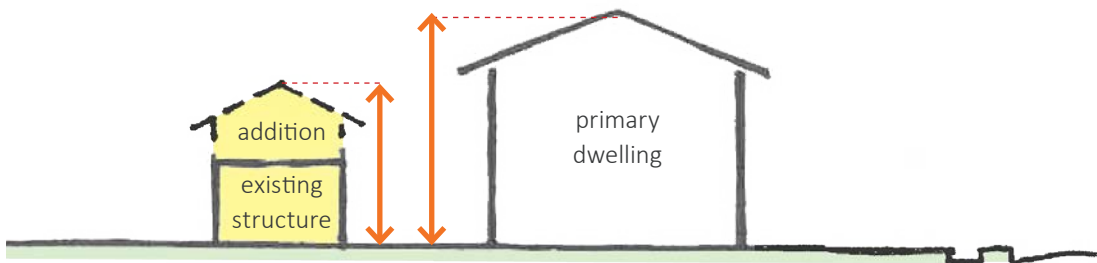


Two-story ADUs are allowed up to 18 feet in height for a flat roof or 22 feet in height for a pitched roof, as long as the ADU is lower than the height of the primary dwelling.

Two-story ADUs shall only be permitted when the primary dwelling is two stories in height, with the following exception. If the historic property is located on a hillside lot, a two-story ADU is allowed if it is located downslope and at the rear of the property so that it is lower in height than the primary dwelling.

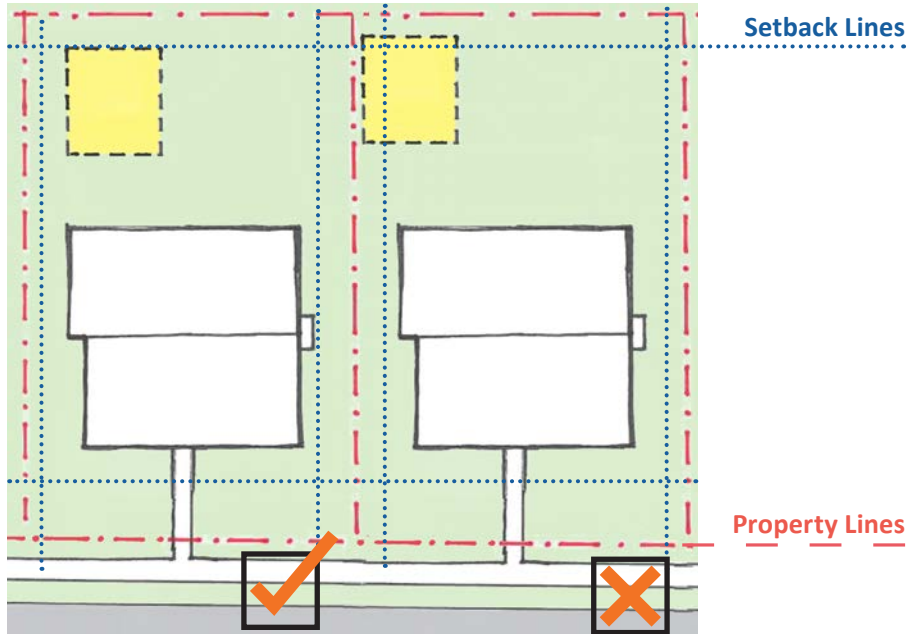


If an addition is constructed above an existing accessory structure, the total structure (including the addition) must be lower in height than the primary dwelling, with one exception. Even if a one-story, primary dwelling is less than 16 feet in height, the structure is still allowed up to 16 feet in height.



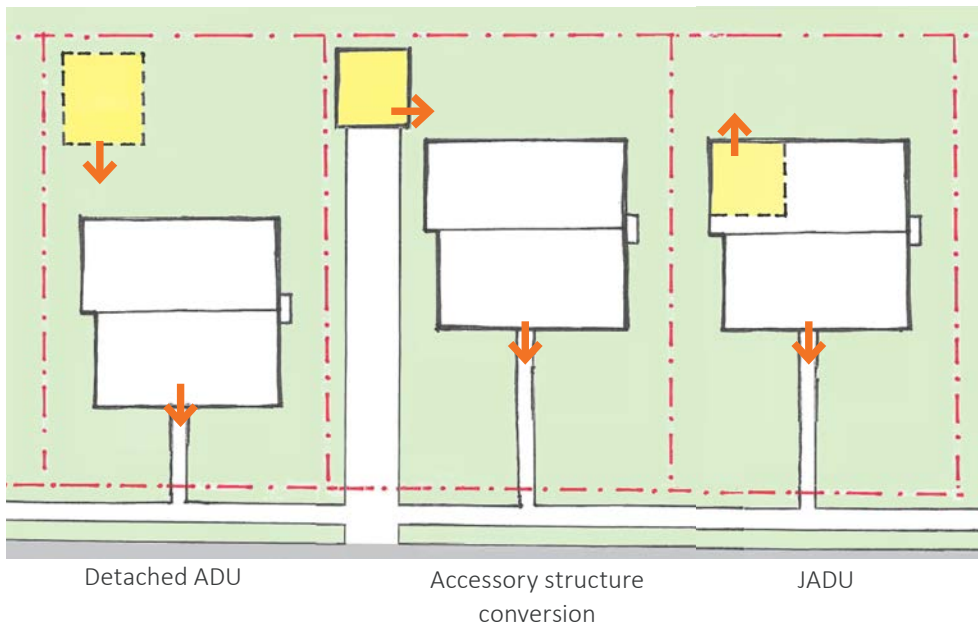
Setbacks and Orientation

Newly constructed ADUs and accessory structure additions must meet the setback requirements set forth in the South Pasadena ADU Ordinance.



Newly constructed, detached ADUs should generally face the same direction as the primary dwelling. In some cases, such as on a corner lot or on a through lot with alley frontage, the entrance may face a different direction than the primary dwelling.

The orientation of accessory structure conversions/additions and JADUs may vary depending on the location and orientation of the existing accessory structure and primary dwelling.



Detached ADU

Accessory structure conversion

JADU

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Chapter 3

Designing Your ADU/JADU

This Chapter provides guidance on how to design an ADU/JADU that is compatible with the historic character, style, and design elements of your historic property.



Courtesy of Nott & Associates

Overall Design Principles

The design, features, and materials of your ADU will vary slightly depending on the type of residential unit (accessory structure conversion/addition, JADU, or new detached ADU) you plan to build, as well as the historic character of the neighborhood in which your property is located.

In general, all ADUs/JADUs should comply with the following:

- An ADU should be constructed of materials that are similar to the primary dwelling and neighborhood context in scale, color, and texture.
- An ADU's architectural features and details should be similar to the primary dwelling and neighborhood context in overall character, but with minor variations to differentiate the ADU/JADU from the historic building.
 - For example, single-light, double-hung wood windows may be appropriate on an ADU if the primary dwelling has multi-light, double-hung wood windows.
- Avoid copying the style of the primary dwelling exactly or using conjectural features that may create a false sense of history.
- The new design, architectural features, and details of the ADU should be simple and modest so as not to detract from the primary dwelling.
- Decorative stylistic elements, such as quoins, half-timbering, turrets, ornamental grilles, and decoratively carved wood details, should be avoided when designing an ADU.
- The pattern and orientation (i.e. horizontal or vertical) of the ADU's/JADU's windows and doors should relate to those on the primary dwelling.

HISTORIC ARCHITECTURAL STYLES

Refer to Chapter 4 to learn more about the historic architectural styles most commonly found in South Pasadena's residential neighborhoods. The ADU/JADU should relate to the primary dwelling's architectural style.

ADU Types

Accessory Structure Conversions and/or Additions

Converting and/or expanding an existing accessory structure, like a garage, may be an appropriate way to add an ADU to your property.



Example of a historic accessory structure conversion (courtesy of Louisa Van Leer Architecture)

HISTORIC ACCESSORY STRUCTURES

Before making any changes to an existing accessory structure, it must first be determined whether the accessory structure is considered to be historic.

ADU Types

Detached ADUs and JADUs

If you have limited space available on your property to add a new residential unit, consider adding a JADU within the existing footprint and square footage of your dwelling.

If space allows, a new detached ADU may be added to your historic property.



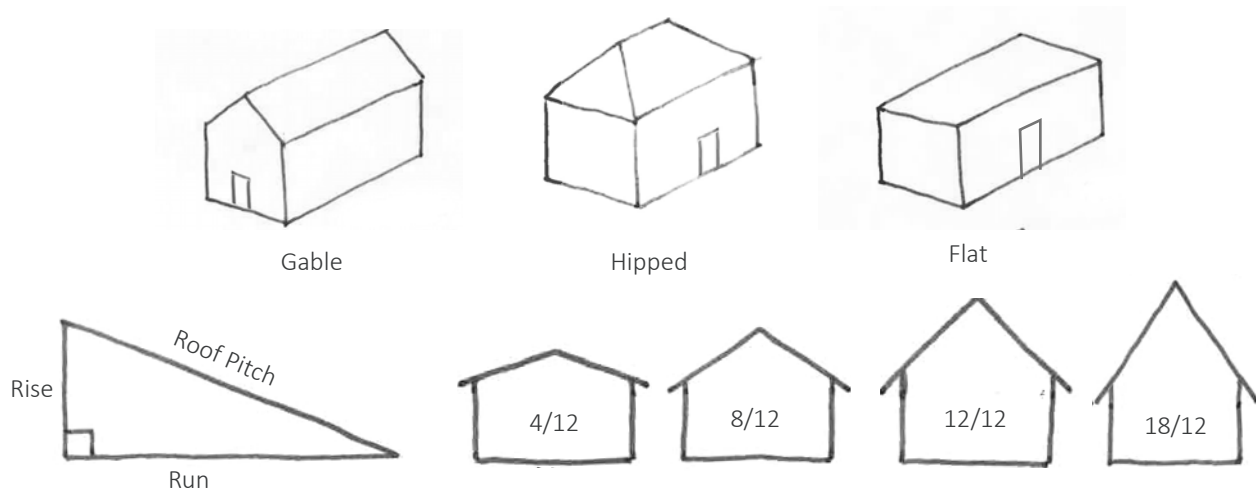
Example of a new detached ADU located on a Craftsman residential property (courtesy of Louisa Van Leer Architecture)

Design Elements

Roofs and Wall Cladding

Roofs

- The ADU roof type must match the roof type of the primary dwelling or existing accessory structure (if attached to the accessory structure). The roof pitch must be similar to the primary dwelling/accessory structure and within the roof pitch range that is appropriate for the architectural style of the dwelling/structure. Refer to Chapter 4 for information on acceptable roof pitches by style. Following are the roof types and pitches most commonly found on South Pasadena's historic residential properties.



- In most instances, the ADU roof material should match the primary dwelling/accessory structure. Exceptions include the following:
 - Composition shingle roofing is an acceptable alternative to wood shingle.
 - Cement tile roofing is an acceptable alternative to clay tile.
 - Solar shingle roofing is an acceptable alternative to asphalt composition or wood shingle roofing.
- Vinyl tiles and cement shakes are prohibited.

Wall Cladding

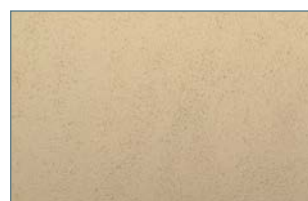
- In most instances, the ADU wall cladding needs to match the cladding of the primary dwelling or the existing accessory structure (if attached to the accessory structure) in material and orientation (i.e. horizontal or vertical). Exceptions include the following:
 - Wood composite siding is an acceptable alternative to wood siding.
- The ADU's cladding must be differentiated from the primary dwelling/accessory structure in color, profile, and/or width.



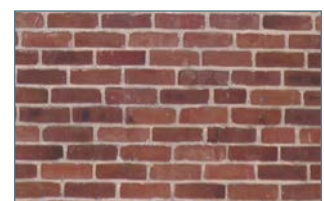
Wood clapboard



Wood shingle



Stucco (sand/float finish)



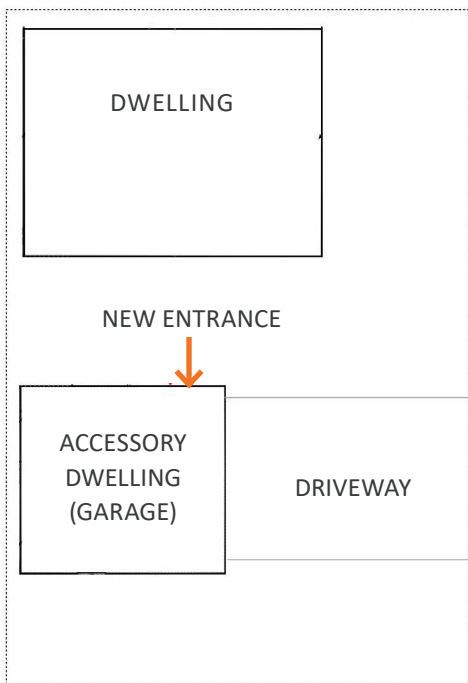
Brick

Design Elements

Entrances

Entrances

- If the original garage door on an accessory structure will remain in place after the ADU conversion, consider adding a new pedestrian door on the side façade rather than within the garage door.
- JADU entrances must be located on a secondary (non-street facing) façade, or the façade that does not contain the main entrance to the primary dwelling (if on a corner lot property).
- Detached ADU entrances should generally be oriented to face the same direction as the primary dwelling's entrance.
- Entrances may consist of a porch or stoop. Avoid adding highly decorative elements, such as decoratively carved posts or stone veneer cladding, to the porch/stoop.



Site plan



New ADU entrance located on a secondary (non-street facing) façade of the accessory structure



Entrance porch



Entrance stoop

Design Elements

Doors

Doors

- ADU doors must be made of the same or similar materials as those of the primary dwelling or the existing accessory structure (if attached to the accessory structure).
 - Wood-clad, clad-wood, and composite wood doors are acceptable.
- Doors may or may not incorporate glazing. While simple paneling is acceptable, avoid any highly decorative design elements applied to or carved into the door or glazing.
- Garage doors may be replaced with new doors or infilled, provided that the framing to the original opening is preserved.



Paneled wood door



Paneled wood door with glazing



Existing (non-historic) garage doors on accessory structure



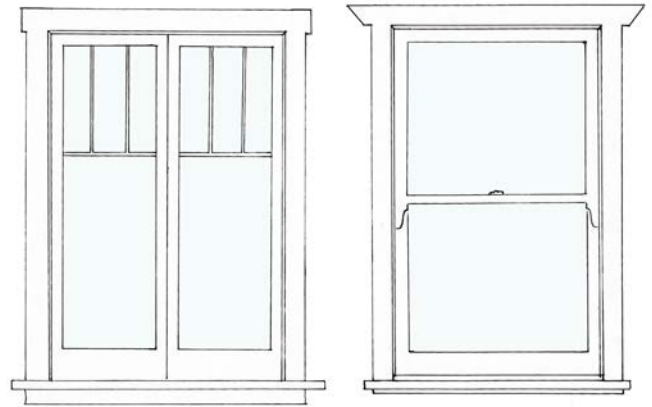
ADU conversion with French door infill retaining original garage door opening

Design Elements

Windows

Windows

- ADU windows must have same the orientation (i.e. horizontal or vertical) as the primary window type on the primary dwelling or the existing accessory structure (if attached to the accessory structure).
- Windows must be made of the same or similar materials as those of the primary dwelling/accessory structure.
 - Wood-clad, clad-wood, and composite wood windows are acceptable.
 - Dual-glazed windows are acceptable.
 - Vinyl windows are unacceptable in all circumstances.



Casement (left) and double-hung (right) windows are common historic window types

Chapter 4

Historic Architectural Styles

This Chapter provides an overview of the historic residential architectural styles in South Pasadena and lists the common character-defining features and materials of each style. This guide is intended to help determine the appropriate architectural features and materials that should be applied when designing your ADU.

Note: highly decorative stylistic elements, such as quoins, half-timbering, ornamental grilles, and decoratively carved wood details, should be avoided when designing an ADU. For these reasons, these ornamental features are not discussed in detail in this chapter.

Styles found in this Chapter include:

- Victorian-Era Styles
- Craftsman
- Prairie
- Mediterranean and Indigenous Revival Styles
- Tudor Revival
- Neoclassical
- Italian Renaissance Revival
- French Revival Styles
- Colonial Revival Styles
- Early Modern Styles
- Minimal Traditional
- Ranch
- Mid-Century Modern



Victorian-Era Styles

Queen Anne, Shingle, American Foursquare, Neoclassical Cottage

Victorian-Era architecture became popular in the United States during the 1860s when new advances in construction (i.e. the creation of the lighter wood “balloon” framing and wire nails) allowed for more complicated building forms. Victorian-Era architecture was further popularized during the Centennial celebrations of 1876, becoming the dominant architectural idiom of the 19th century. Victorian-Era architecture is loosely derived from Medieval English and classical precedents, typically featuring vertical massing, multi-colored or multi-textured walls, steeply pitched roofs, asymmetrical façades, and classical detailing. The architectural idiom includes elaborate styles such as Queen Anne and Shingle (characterized by its wood shingle siding). These early, more embellished and complex examples were typically designed by professionally trained architects and builders. As these new architectural types gained popularity, more modest examples, such as the American Foursquare and Neoclassical Cottage types, proliferated across the country. By the turn of the century, Victorian-Era architecture had moved out of favor, replaced with America’s first truly modern styles, Craftsman and Prairie.

The following style subsets fall under Victorian-Era architecture:



Queen Anne



Shingle



American Foursquare



Neoclassical Cottage

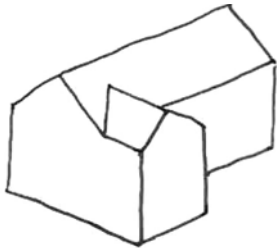
Victorian-Era Styles

Common Design Elements

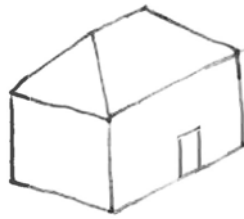
The following are typical design elements found on Victorian-Era dwellings in South Pasadena. Because these are the commonly found elements, they are not all-encompassing, and specific design features will vary from residence to residence. The elements used to design your ADU/JADU should relate to those of your primary dwelling.

Roofs

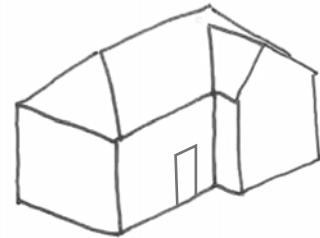
Victorian-Era dwellings typically have steep-pitch (between 8/12 and 18/12) gable or hipped roofs with open or boxed eaves. Hipped roof dormer windows are common.



Cross gable



Hipped



Combination gable and hipped



Hipped roof dormers

Wall Cladding

Victorian-Era dwellings typically have narrow wood clapboard siding (between 3" and 4" wide). Some residences are clad in wood shingles as either the primary siding type or as decorative accent cladding.



Wood clapboard siding



Wood shingle siding (coursed)



Wood shingle siding (variegated)

Victorian-Era Styles

Common Design Elements

Porch Types

Victorian-Era dwellings typically have partial-width, full-width, or wraparound entrance porches.



Partial-width recessed porch



Partial-width porch



Full-width projecting porch with wood railing



Wraparound porch with wood railing

Victorian-Era Styles

Common Design Elements

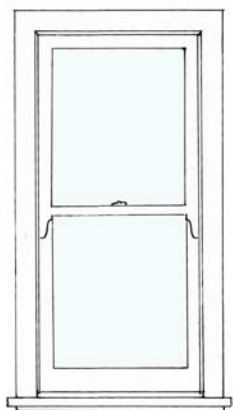
Door Types

Victorian-Era dwellings have wood doors, which are usually paneled and sometimes partially glazed.

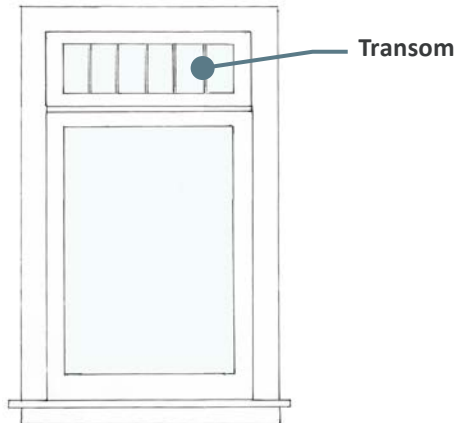


Window Types

Victorian-Era dwellings have wood windows. Common window types include narrow double-hung and fixed picture windows, typically with transoms. Bay windows may also be found.



One-over-one (single-light) double-hung window



Fixed window with multi-light transom (transom may be fixed or operable)



Bay window

Craftsman

The Craftsman style is a regional style that drew inspiration from the English Arts and Crafts movement at the turn of the 20th century and adapted its tenets for a highly local architectural phenomenon, drawing on local climate and materials. It proliferated at a time during which Southern California was experiencing tremendous growth in population, expansion of homeownership, and new aesthetic choices. The style was popularized by magazines such as *Residence Beautiful* and *Architectural Record*, and pattern books, which published plans and even provided pre-cut packages of details and lumber for individual assembly. Craftsman architecture combines Swiss and Japanese elements with the artistic values of the Arts and Crafts movement. Craftsman dwellings typically feature horizontal massing, low-pitched roofs, and exposed wood structural elements. The style began to lose popularity in the 1920s with the emergence of Period Revival styles.

Following are examples of the Craftsman Style:



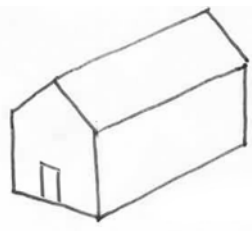
Craftsman

Common Design Elements

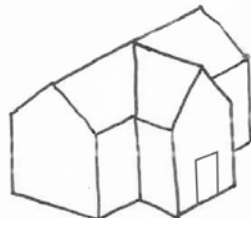
The following are typical design elements found on Craftsman style dwellings in South Pasadena. Because these are the commonly found elements, they are not all-encompassing, and specific design features will vary from residence to residence. The elements used to design your ADU/JADU should relate to those of your primary dwelling.

Roofs

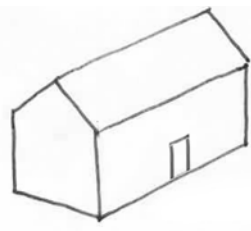
Craftsman style residences typically have low-pitch (between 2/12 and 4/12) gable roofs with wide, open eaves, and exposed wood structural elements. Dormer windows are also common.



Front gable



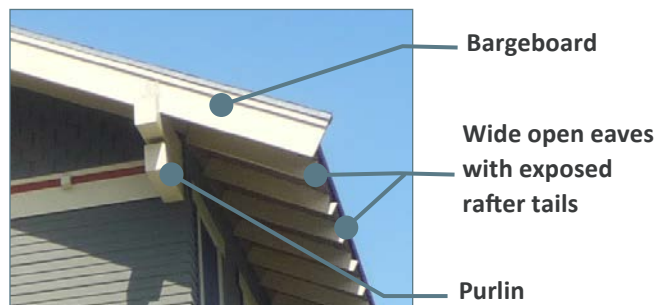
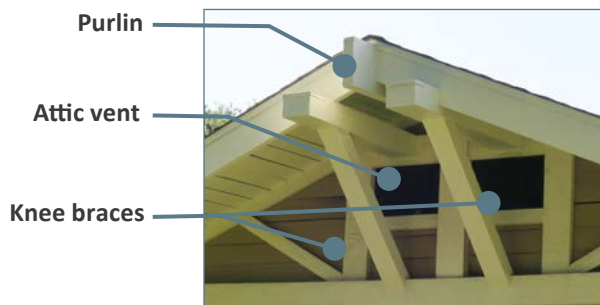
Cross gable



Side gable



Gable roof dormer



Common roof elements

Wall Cladding

Craftsman residences typically have narrow wood clapboard (between 3" and 4" wide) or wood shingle siding. Stucco is less common and is typically used as a secondary cladding material.



Wood clapboard siding



Wood shingle siding (coursed)



Stucco cladding (sand/float finish)

Craftsman

Common Design Elements

Porch Types

Craftsman style dwellings typically have partial-width or full-width entrance porches. Wraparound porches are less common.



Partial-width projecting porch



Partial-width projecting porch with wood knee wall



Full-width porch with low stone wall



Full-width porch with wood railing

Craftsman

Common Design Elements

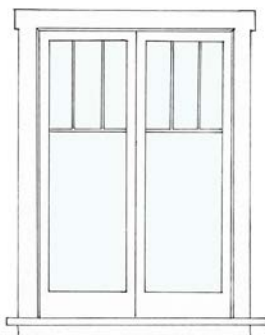
Door Types

Craftsman style dwellings have wood doors, which are sometimes paneled and/or partially glazed.

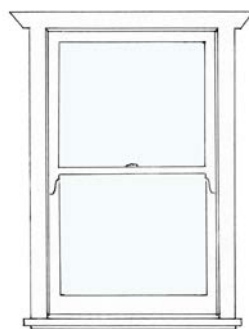


Window Types

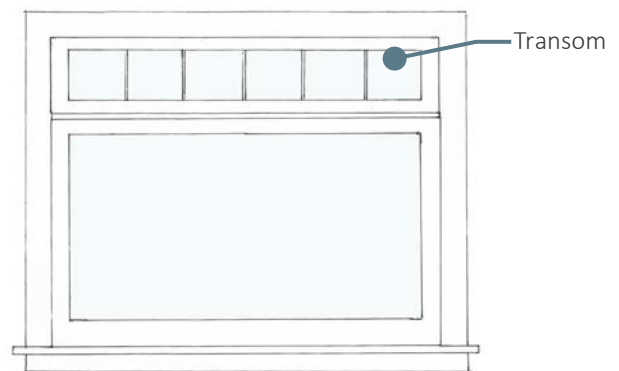
Craftsman style dwellings have wood windows. Common window types include double-hung and fixed/picture windows, sometimes used in combination (as a tripartite window), as well as casement (often in pairs or groups).



Paired casement windows with divided lights at the top



One-over-one (single-light) double-hung window



Fixed window with transom (which may be operable or inoperable)

Prairie

The Prairie style was developed by a group of late 19th-century Midwestern architects who practiced in a modern style inspired by the flat landscape and vernaculars of the American heartland. Among this school, it was eminent architect Frank Lloyd Wright who brought the style to its greatest refinement and renown. Wright's Prairie style dwellings evince what would come to be known as the idiom's defining characteristics: two-story structures with horizontal massing, rectangular masonry piers, jutting square porches, and wide eaves. Ornamentation is sparse and rectilinear. Popularized by pattern books, the Prairie style gained prominence in the United States after 1900. In Southern California, architects working in the Craftsman style adopted the Prairie style as an alternative modern idiom: its light-colored, stucco-clad volumes offered a contrast to the Craftsman's dark wood. Nonetheless, the Prairie style never rivaled the regional popularity of the California Craftsman; the style fell out of favor nationally by 1920.

Following are examples of the Prairie Style:



Prairie

Common Design Elements

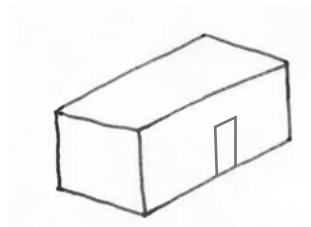
The following are typical design elements found on Prairie style dwellings in South Pasadena. Because these are the commonly found elements, they are not all-encompassing, and specific design features will vary from residence to residence. The elements used to design your ADU/JADU should relate to those of your primary dwelling.

Roofs

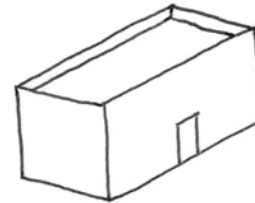
Prairie style dwellings typically have low-pitch (between 2/12 and 4/12) hipped or flat roofs (with or without parapets) and wide, boxed eaves with brackets.



Hipped



Flat



Flat with parapet



Wide boxed eaves

Brackets

Common roof elements

Wall Cladding

Prairie style dwellings typically have smooth stucco cladding.



Stucco cladding (sand/float finish)

Prairie

Common Design Elements

Porch Types

Prairie style dwellings typically have partial-width or full-width entrance porches. Wraparound porches are less common.



Partial-width projecting porch



Partial-width projecting porch with low stucco wall

Door Types

Prairie style dwellings have wood doors, which are sometimes paneled and/or partially glazed.

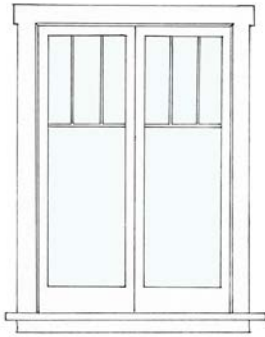


Prairie

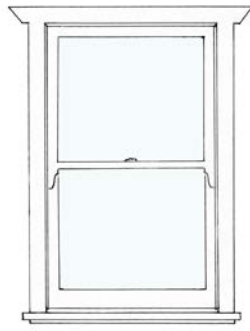
Common Design Elements

Window Types

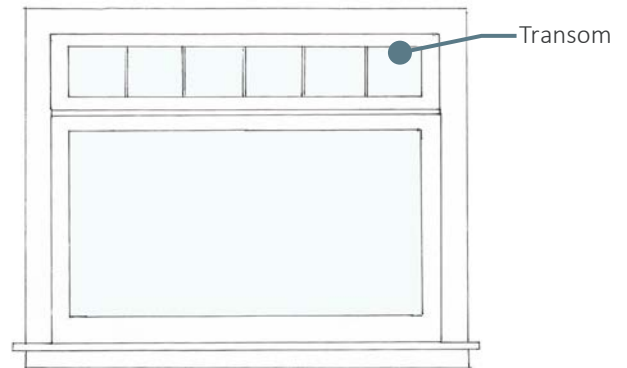
Prairie dwellings have wood windows. Common window types include double-hung and fixed/picture windows, sometimes used in combination (as a tripartite window), as well as casement (often in pairs or groups).



Paired casement windows with divided lights at the top



One-over-one (single-light) double-hung window



Fixed window with transom (which may be operable or inoperable)

Mediterranean and Indigenous Revival Styles

Spanish Colonial Revival, Mediterranean Revival, Mission Revival, Monterey Revival, Adobe

The Mediterranean and Indigenous Revival Styles have enjoyed favor in Southern California since the 1890s for their suitability to the region's balmy climate and association with early California history. The first of these styles to gain ascendancy, the Mission Revival, directly adapted the idioms of California's late 18th-century Spanish missions, featuring white stucco cladding, red tile roofs, covered arcades, and bell-shaped parapets. Fashionable from 1890 through World War I, the style was soon followed by the Spanish Colonial Revival style, a massively popular architectural mode of the 1920s and 1930s. Less prolific than the Spanish Colonial Revival idiom, the Monterey Revival, which features a cantilevered wooden balcony after the colonial architecture of Monterey Bay, appeared as a variation in affluent enclaves.

The Mediterranean Revival, a related style inspired by the architecture of Italy, also flourished during this era. It is distinguished from the Spanish Revival by a hipped roof and more formal, often symmetrical massing. The Adobe Revival, which saw a return to the mudbrick construction techniques of the colonial era and its indigenous antecedents, was less prolific in the South California region. With the cultural and economic changes of World War II, these revival styles fell out of fashion.

The following style subsets fall under Mediterranean and Indigenous Revival architecture:



Mission Revival



Spanish Colonial Revival



Monterey Revival



Mediterranean Revival



Adobe

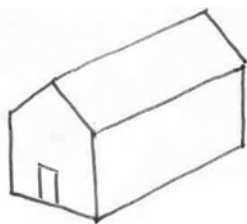
Mediterranean and Indigenous Revival Styles

Common Design Elements

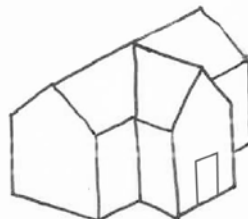
The following are typical design elements found on Mediterranean and Indigenous Revival style dwellings in South Pasadena. Because these are the commonly found elements, they are not all-encompassing, and specific design features will vary from residence to residence. The elements used to design your ADU/JADU should relate to those of your primary dwelling.

Roofs

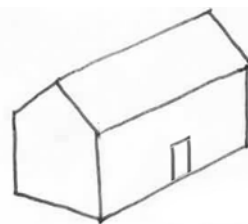
Mediterranean and Indigenous Revival style dwellings typically have low-pitch (between 2/12 and 4/12) gable roofs with shallow eaves, or flat roofs with parapets. Mission style residences have bell-shaped parapets. Clay tile is a common roofing material.



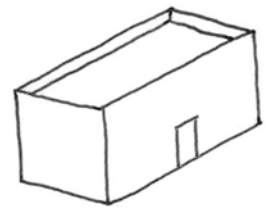
Front gable



Cross gable



Side gable



Flat with parapet



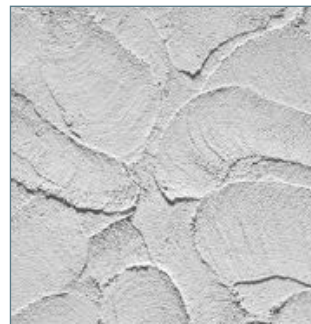
Bell-shaped parapet



Clay tile

Wall Cladding

Mediterranean and Indigenous Revival style dwellings typically have smooth or trowelled stucco cladding. Stucco was historically hand troweled (applied) and contained smaller particles (aggregate) of sand for a smoother appearance.



Stucco with different trowel patterns



Stucco, sand/float finish

Mediterranean and Indigenous Revival Styles

Common Design Elements

Porch Types

Mediterranean and Indigenous Revival dwellings typically have projecting or recessed porches or stoops. Entrance courtyards or patios may also be found, and balconies are characteristic of Monterey Revival dwellings.



Partial-width projecting porch



Entrance stoop



Patio entrance



Balcony (characteristic of Monterey Revival residences)

Mediterranean and Indigenous Revival Styles

Common Design Elements

Door Types

Mediterranean and Indigenous Revival style dwellings usually have wood doors, which are sometimes arched, paneled, and/or partially glazed.



Arched



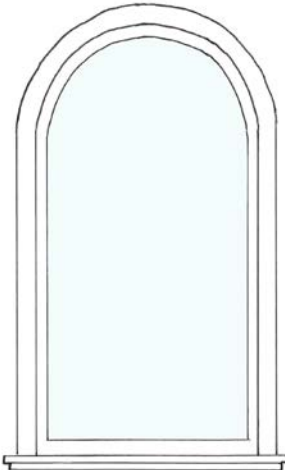
Paneling

Mediterranean and Indigenous Revival Styles

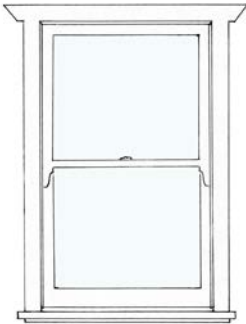
Common Design Elements

Window Types

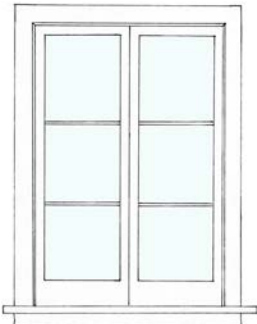
Mediterranean and Indigenous Revival style dwellings typically have wood windows. Common window types include double-hung and casement (either wood or steel). Arched fixed/picture windows and bay windows are also common.



Arched window



One-over-one (single-light) double-hung window



Casement window



Bay window



Window shutters may be found on Monterey Revival style residences. They are not appropriate on other Mediterranean and Indigenous Revival style residences.

Tudor Revival

The Tudor Revival style was loosely based on a variety of Medieval and 16th/17th century English building traditions, ranging from thatched roof Tudor cottages to grandiose Elizabethan and Jacobean manor residences. The first Tudor Revival style residences appeared in the United States at the end of the 19th century. These residences were typically elaborate and architect-designed. Much like other Period Revival styles, Tudor Revival architecture became extremely popular during the 1920s population boom in Southern California. Masonry veneering techniques of the 1920s and '30s helped to further disseminate the style, as even modest residences could afford to mimic the brick and stone exteriors of traditional English designs. The popularity of the Tudor Revival style waned during the Great Depression as less ornate building designs prevailed. Although the style continued to be used through the 1930s, later interpretations of Tudor Revival architecture were much simpler in terms of form and design.

Following are examples of Tudor Revival architecture:



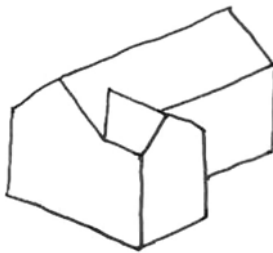
Tudor Revival

Common Design Elements

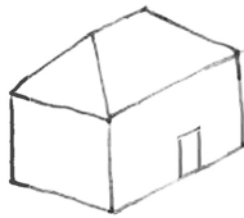
The following are typical design elements found on Tudor Revival style dwellings in South Pasadena. Because these are the commonly found elements, they are not all-encompassing, and specific design features will vary from residence to residence. The elements used to design your ADU/JADU should relate to those of your primary dwelling.

Roofs

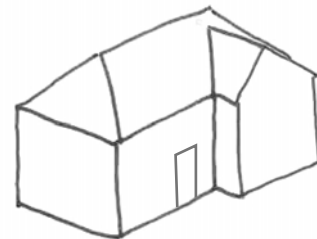
Tudor Revival style dwellings typically have steep-pitch (between 8/12 and 18/12) gable or hipped roofs with shallow, open eaves.



Cross gable



Hipped



Combination gable and hipped

Wall Cladding

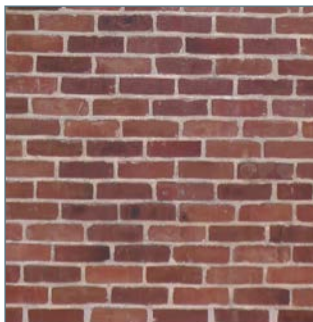
Tudor Revival style dwellings typically have smooth stucco cladding or brick veneer walls. Stucco was historically hand troweled (applied) and contained smaller particles (aggregate) of sand for a smoother appearance.



Stucco with different trowel patterns



Stucco, sand/float finish



Brick

Tudor Revival

Common Design Elements

Porch Types

Tudor Revival style dwellings typically have projecting or recessed porches or stoops. Some Tudor Revival dwellings have courtyard or patio entrances.



Recessed entrance stoop



Entrance stoop



Patio entrance



Recessed entrance porch

Tudor Revival

Common Design Elements

Door Types

Tudor Revival style dwellings usually have wood doors, which are sometimes arched, paneled, and/or partially glazed.



Glazing

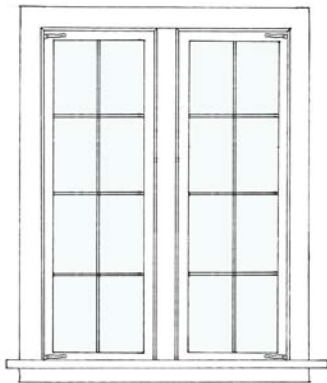


Paneling

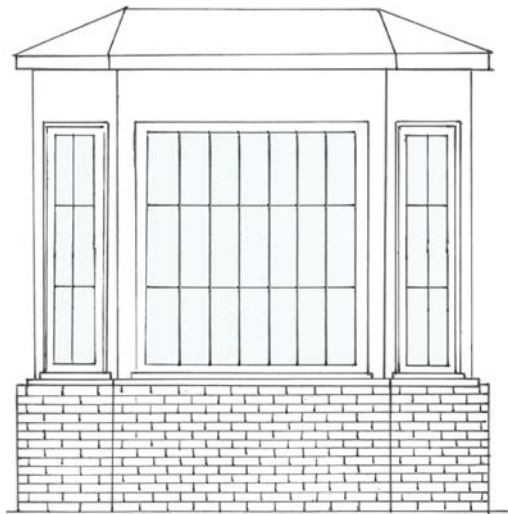


Window Types

Tudor Revival style dwellings typically have wood casement windows. Steel windows are less common. Bay windows may also be found.



Casement windows



Bay window

Neoclassical

The Neoclassical style is inspired by the architecture of ancient Greece and Rome. Its followers interpreted Greco-Roman classicism through the curriculum of the first professional school of architecture, the Parisian École des Beaux-Arts. The idiom was introduced to the American public in the lavish pavilions of the 1893 World's Columbian Exposition in Chicago. It remained popular in institutional, commercial, and residential architecture for the next six decades. Residences in the Neoclassical style are characterized by front porticoes or porches with double-height columns, symmetrical massing, and simply ornamented wall surfaces.

Following are examples of the Neoclassical style:



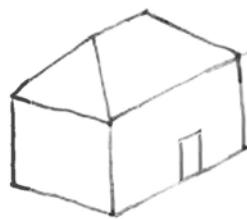
Neoclassical

Common Design Elements

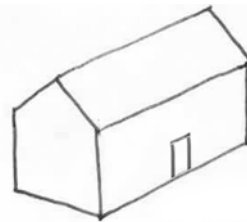
The following are typical design elements found on Neoclassical style dwellings in South Pasadena. Because these are the commonly found elements, they are not all-encompassing, and specific design features will vary from residence to residence. The elements used to design your ADU/JADU should relate to those of your primary dwelling.

Roofs

Neoclassical style dwellings typically have low-pitch (between 2/12 and 4/12) hipped or side gable roofs with shallow, boxed eaves.



Hipped



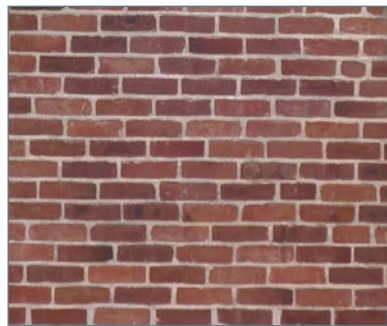
Side gable

Wall Cladding

Neoclassical style dwellings typically have horizontal wood siding. Brick cladding may also be found.



Wood clapboard



Brick

Neoclassical

Common Design Elements

Porch Types

Neoclassical style dwellings typically have projecting porches or stoops.



Projecting partial-width porch



Partial-width porch

Neoclassical Porch Columns

While large, full-height columns are commonly found on Neoclassical residences, their use is discouraged on ADUs.

Neoclassical

Common Design Elements

Door Types

Neoclassical style dwellings have wood doors, which are often paneled. Doors may have minimal glazing, including fanlights.



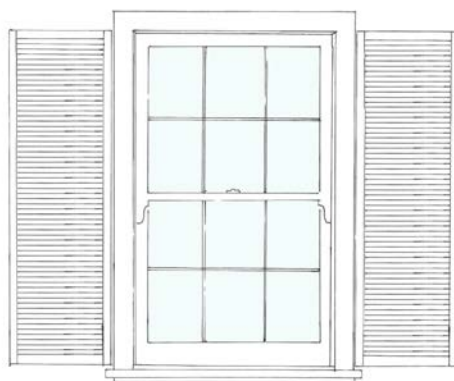
Paneling



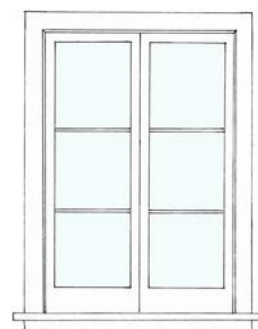
Glazing

Window Types

Neoclassical style dwellings typically have multi-light, double-hung wood windows. Casement windows are less common. Windows may have wood shutters.



Six-over-six (multi-light) double-hung window with shutters



Casement window

Italian Renaissance Revival

Part of an American architectural lineage that took inspiration from ancient Roman and Italian architecture, the Italian Renaissance Revival emerged in the 1890s. The first high-style residences of the Italian Renaissance Revival were designed by graduates of the École des Beaux-Arts for affluent clients who had often visited Italy firsthand. In form and detail, these homes were meticulously modeled on Italian Renaissance palazzos. When masonry veneering techniques were perfected around 1920, vernacular variants of the style began to proliferate. The style remained in favor until the late 1930s when it was eclipsed by other historicist idioms. Italian Renaissance Revival residences have hipped or flat roofs with wide eaves and brackets, are typically clad in light colored stucco, and often have symmetrical façades with recessed entries.

Following are examples of the Italian Renaissance Revival style:



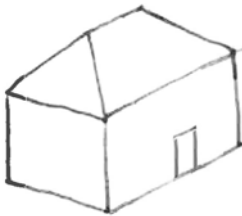
Italian Renaissance Revival

Common Design Elements

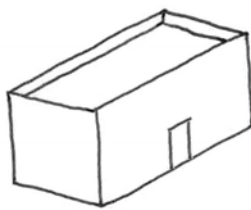
The following are typical design elements found on Italian Renaissance Revival style dwellings in South Pasadena. Because these are the commonly found elements, they are not all-encompassing, and specific design features will vary from residence to residence. The elements used to design your ADU/JADU should relate to those of your primary dwelling.

Roofs

Italian Renaissance Revival style dwellings typically have low-pitch (between 2/12 and 4/12) hipped roofs with shallow eaves or flat roofs with parapets. Clay tile is a common roofing material.



Hipped



Flat with parapet



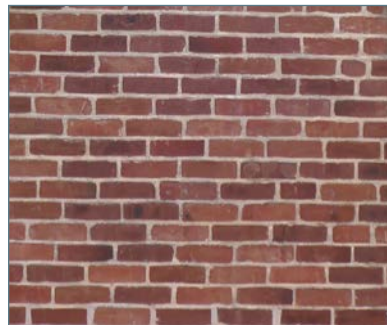
Typical clay tile

Wall Cladding

Italian Renaissance Revival style dwellings typically have smooth stucco cladding or masonry walls.



Stucco cladding (sand/float finish)



Brick

Italian Renaissance Revival

Common Design Elements

Porch Types

Italian Renaissance Revival style dwellings typically have entrance stoops.



Recessed entrance stoop



Entrance stoop

Italian Renaissance Revival

Common Design Elements

Door Types

Italian Renaissance Revival style dwellings have wood doors, which are usually paneled and are sometimes arched and/or partially glazed.



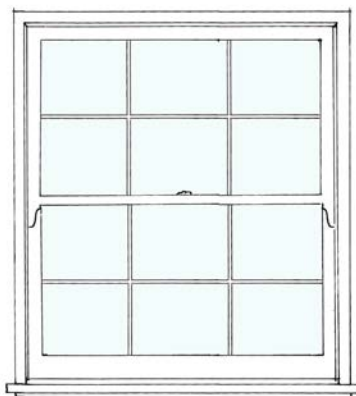
Paneling



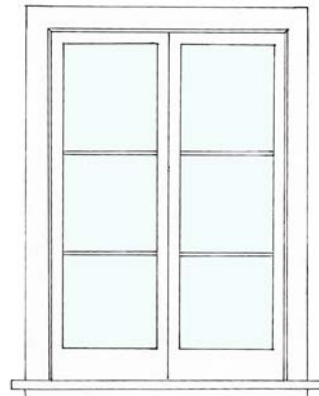
Arched

Window Types

Italian Renaissance Revival style dwellings typically have multi-light wood windows. Common window types include double-hung and casement.



Six-over-six (multi-light)
double-hung window



Casement windows

French Revival Styles

French Provincial, Chateausque

A variety of architectural styles inspired by various periods of French architecture appeared in the United States during the 1910s. During the 1920s population boom in Southern California, the French Revival style was commonly applied to single-family residences as well as multi-family apartment buildings. Simple in composition and detailing, the French Provincial subset is based upon the country residences of the French Provinces. Chateausque variants commonly have pronounced corner turrets, a more vertical orientation, and more elaborate detailing.

The following style subsets fall under French Revival architecture:



French Provincial



Chateausque

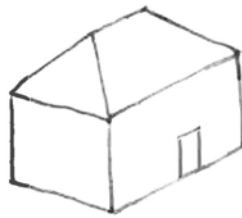
French Revival Styles

Common Design Elements

The following are typical design elements found on French Revival style dwellings in South Pasadena. Because these are the commonly found elements, they are not all-encompassing, and specific design features will vary from residence to residence. The elements used to design your ADU/JADU should relate to those of your primary dwelling.

Roofs

French Revival style dwellings typically have steep-pitch (between 8/12 and 18/12) hipped roofs with shallow eaves.



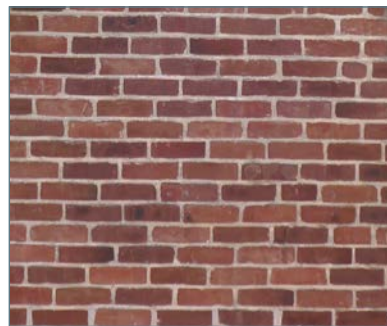
Hipped

Wall Cladding

French Revival style dwellings typically have smooth stucco cladding. Masonry cladding is less common.



Stucco cladding (sand/float finish)



Brick

French Revival Styles

Common Design Elements

Porch Types

French Revival style dwellings typically have entrance stoops.



Entrance stoop



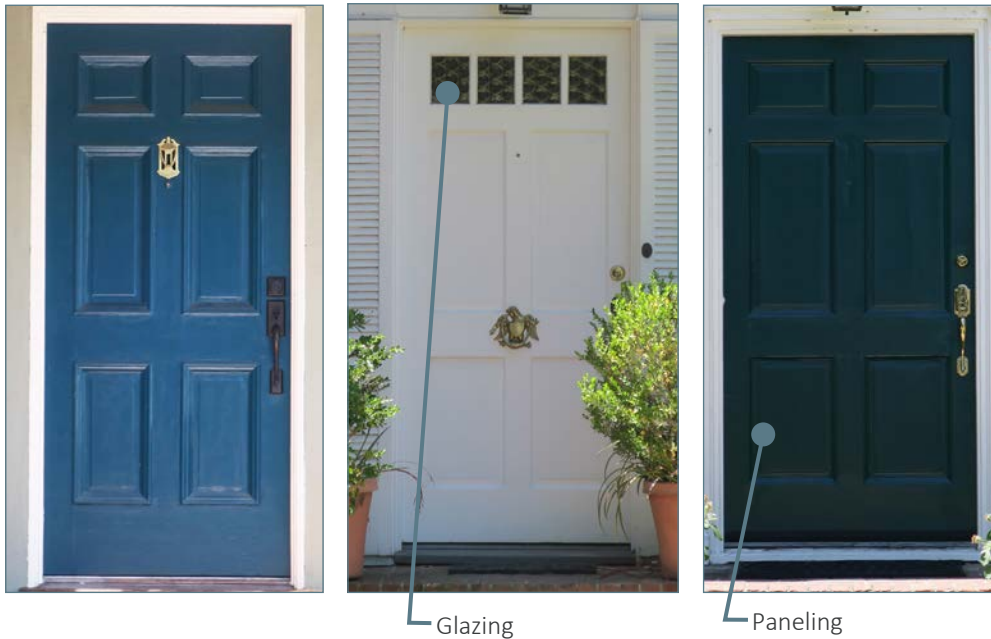
Recessed entrance stoop

French Revival Styles

Common Design Elements

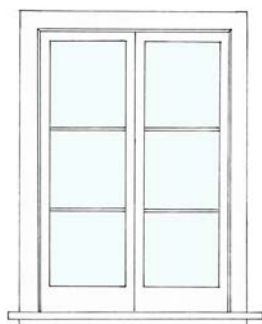
Door Types

French Revival style dwellings usually have wood doors, which are sometimes paneled and/or partially glazed.

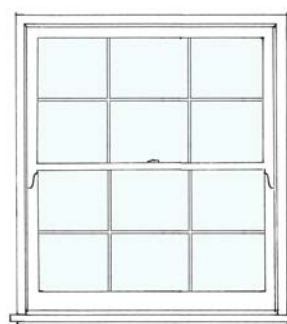


Window Types

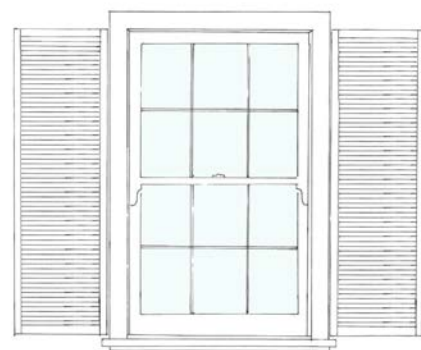
French Revival style dwellings typically have wood windows. Common window types include multi-light casement (sometimes grouped) and double-hung. Windows may have wood shutters.



Casement windows



Six-over-six (multi-light)
double-hung window



Six-over-six (multi-light) double-hung
window with shutters

Colonial Revival Styles

American Colonial Revival, Dutch Colonial Revival, Georgian Revival

Colonial Revival styles take as their basis the residential style favored by the elite in colonial America and during the first decades of nationhood. This late 18th-century idiom imitated the Neo-Palladian architecture of the English gentry, a simply proportioned classicism that reacted against the decadence of the Baroque. Popular enthusiasm for the design of the American colonial period emerged after the 1876 Philadelphia Centennial Exhibition. American Colonial Revival residences constructed between 1900 and 1940 typically feature clapboard or brick exteriors, symmetrical facades, and classical details. A variation, the Georgian Revival style, more rigorously follows 18th-century precedents, with characteristics including brick exterior cladding, a two-story rectangular form, and a symmetrical façade often five bays in length. Another idiom, the Dutch Colonial Revival, references the Dutch colonial residences of the Atlantic seaboard with gambrel roofs and flared eaves, and sometimes wood shingle cladding.

The following architectural style subsets fall under Colonial Revival architecture:



American Colonial Revival



Dutch Colonial Revival



Georgian Revival

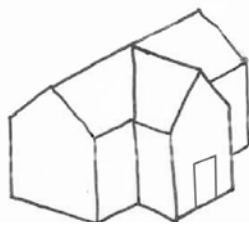
Colonial Revival Styles

Common Design Elements

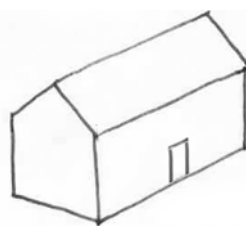
The following are typical design elements found on Colonial Revival style dwellings in South Pasadena. Because these are the commonly found elements, they are not all-encompassing, and specific design features will vary from residence to residence. The elements used to design your ADU/JADU should relate to those of your primary dwelling.

Roofs

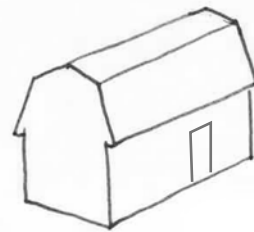
Colonial Revival style dwellings typically have medium-pitch (between 4/12 and 9/12) side gable roofs with shallow eaves. Dutch Colonial Revival homes feature a gambrel roof. Gable roof dormer windows are also common.



Cross gable



Side gable



Gambrel



Gable roof dormer



Multiple gable roof dormers

Wall Cladding

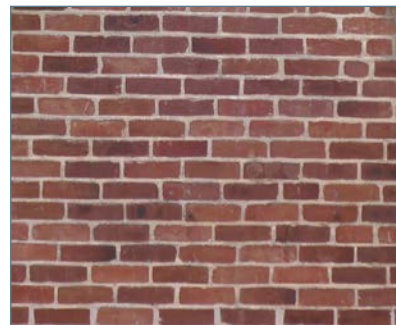
Colonial Revival style dwellings typically have horizontal wood siding. Brick and wood shingle siding is less common.



Wood clapboard siding



Wood shingle siding (coursed)



Brick

Colonial Revival Styles

Common Design Elements

Porch Types

Colonial Revival style dwellings typically have projecting porches or stoops.



Projecting entrance stoop



Entrance stoop

Colonial Revival Styles

Common Design Elements

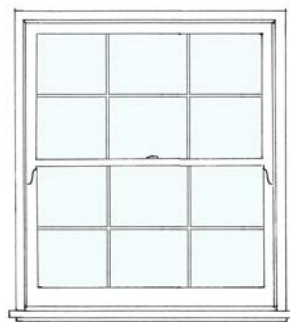
Door Types

Colonial Revival style dwellings usually have wood paneled doors. Doors may have minimal glazing, including fanlights.

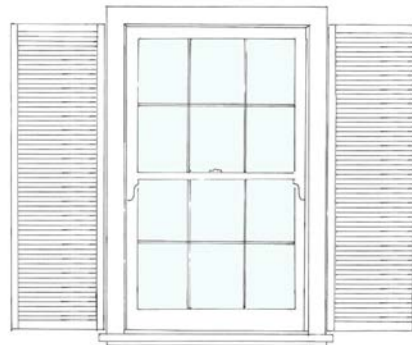


Window Types

Colonial Revival style dwellings typically have multi-light wood windows. Common window types include double-hung, and windows may have wood shutters.



*Six-over-six (multi-light)
double-hung window*



*Six-over-six (multi-light) double-hung
window with shutters*

Early Modern Styles

International Style and Streamline Moderne

The styles of Early Modernism eliminated ornament and historical allusions in favor of simple forms that expressed function, efficiency, and lightness. Initial experimentation with a stark, machine-inspired architectural language began in Europe around the time of World War I with the founding of the Bauhaus School by Walter Gropius. The work of Bauhaus-affiliated architects, which came to define the International Style, featured reinforced concrete structures, steel ribbon windows, flat roofs, and open floor plans. Starting in the 1920s, a generation of European architects brought the style to Southern California, adopting a new openness and simplicity of form in the region's temperate climate. The International Style's rejection of ornament was deemed too austere by the larger public at the time of its introduction in the U.S. For this reason, examples of the style are relatively rare. However, starting in the 1930s, machine-age "moderne" styles began to gain popular appeal. Streamline Moderne borrowed from the aerodynamic design of automobiles, oceanliners, and airplanes to create a sleek architecture of horizontal lines, curving forms, and smooth walls. A material efficiency inherited from European modernism, combined with a buoyant American technological optimism, made it a favored idiom during the Great Depression. By the end of World War II, Early Modern styles were phased out in favor of new Modern idioms.

The following style subsets fall under Early Modern residential architecture:



International Style



Streamline Moderne

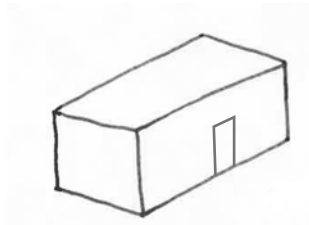
Early Modern Styles

Common Design Elements

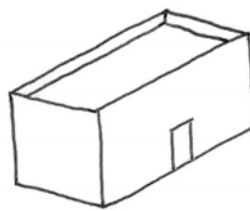
The following are typical design elements found on Early Modern style dwellings in South Pasadena. Because these are the commonly found elements, they are not all-encompassing, and specific design features will vary from residence to residence. The elements used to design your ADU/JADU should relate to those of your primary dwelling.

Roofs

Early Modern style dwellings typically have flat roofs, with or without parapets.



Flat



Flat with parapet

Wall Cladding

Early Modern style dwellings typically have smooth stucco cladding.



Stucco cladding (sand/float finish)

Early Modern Styles

Common Design Elements

Porch Types

Early Modern style dwellings typically have stoops. Porches are less common.



Entrance stoop



Entrance stoop

Early Modern Styles

Common Design Elements

Door Types

Early Modern style dwellings usually have wood slab doors, which may be glazed.

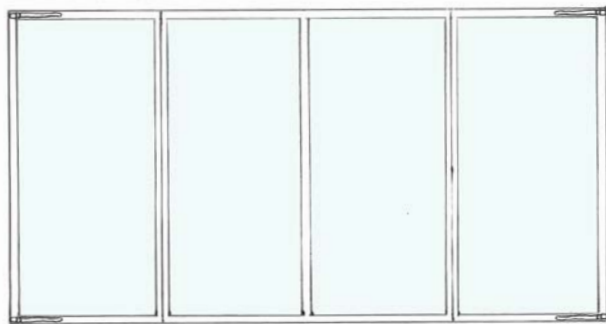


Window Types

Early Modern style dwellings typically have steel windows. Wood windows may also be found. Common window types include casement and fixed.



Fixed



Casement windows

Minimal Traditional

The Minimal Traditional style emerged in the mid-1930s as a response to the need for inexpensive, efficient residences that could be mass produced through loans from the Federal Housing Administration (FHA). Construction of Minimal Traditional residences skyrocketed during World War II to meet the immediate pressing demand for housing to accommodate the onslaught of wartime factory workers who had relocated to Southern California. The style remained popular into the late 1940s as pre-approved FHA designs made them conducive to the rapid construction of single- and multi-family residences that occurred throughout Southern California after the war.

Following are examples of Minimal Traditional architecture:



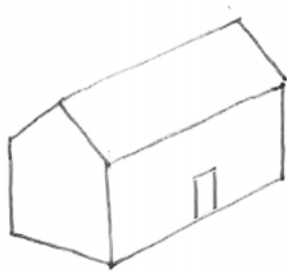
Minimal Traditional

Common Design Elements

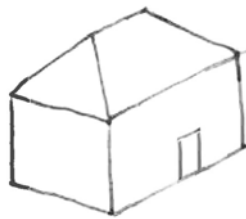
The following are typical design elements found on Minimal Traditional style dwellings in South Pasadena. Because these are the commonly found elements, they are not all-encompassing, and specific design features will vary from residence to residence. The elements used to design your ADU/JADU should relate to those of your primary dwelling.

Roofs

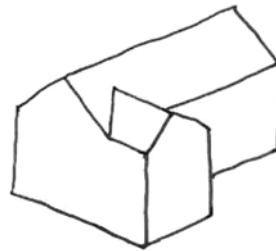
Minimal Traditional style dwellings typically have medium or low-pitch (between 2/12 and 9/12) gable or hipped roofs with shallow eaves.



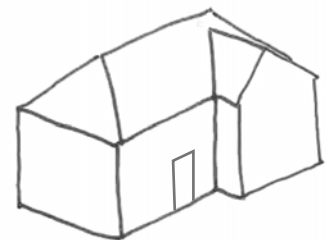
Gabled



Hipped



Cross gable



Combination gable and hipped

Wall Cladding

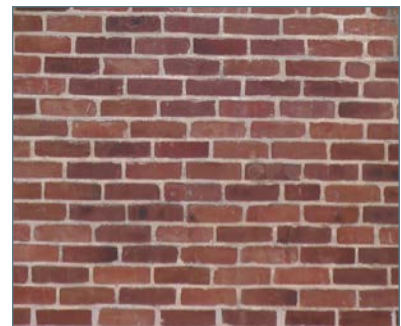
Minimal Traditional style dwellings typically have wood horizontal siding or smooth stucco cladding. Masonry may be used as accent cladding.



Horizontal wood channel siding



Stucco cladding (sand/float finish)



Brick

Minimal Traditional

Common Design Elements

Porch Types

Minimal Traditional style dwellings typically have partial-width, projecting or recessed porches or stoops.



Entrance stoop



Partial-width projecting porch

Door Types

Minimal Traditional style dwellings usually have wood paneled or wood slab doors. Doors may have minimal glazing, including fanlights.



Fanlight



Paneling



Minimal Traditional

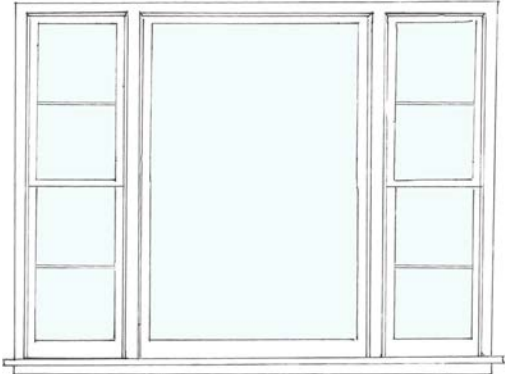
Common Design Elements

Window Types and Elements

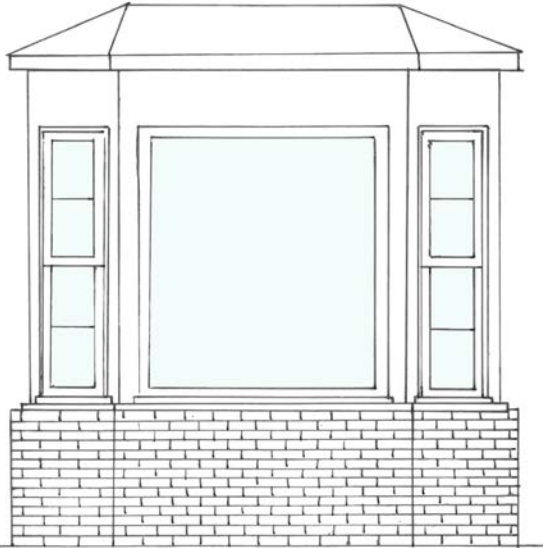
Minimal Traditional style dwellings typically have wood windows. Steel windows are less common. Common window types include double-hung and picture windows, sometimes used in combination (as a tripartite). Bay windows are also common, and windows may have wood shutters.



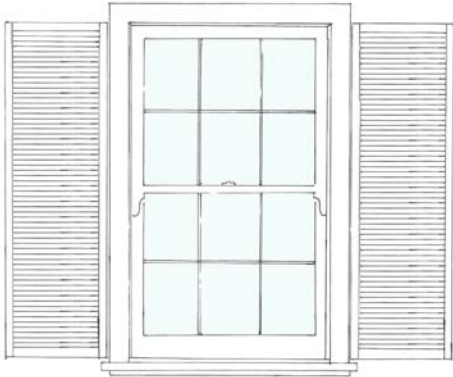
Two-over-two (multi-light) double-hung window



Tripartite window (fixed window flanked by smaller windows like double-hung or casement)



Bay window



Six-over-six (multi-light) double-hung window with shutters

Ranch Styles

Traditional Ranch and Contemporary Ranch

Though the earliest examples of Ranch style architecture date to the late 1920s and 1930s, the style spread rapidly after World War II, when it became the preferred choice for residential architecture in many cities and suburbs across the country. Innovative Southern California builder Cliff May helped to popularize the style through a series of articles included in *Sunset Magazine* in the mid-1940s. Ranch style residences were a favorite among home buyers for their modern amenities and affordable prices, and lending institutions and builders considered the style more acceptable compared to the dramatic Mid-Century Modern designs of the same period. While the style was most often used in the design of single-family residences, multi-family apartment buildings and small-scale commercial properties can be found as well. Ranch style residences fall into two primary sub-sets: Traditional Ranch and Contemporary Ranch. The subsets differ in some of their design features, as noted below.

The following style subsets fall under Ranch style architecture:



Traditional Ranch



Contemporary Ranch

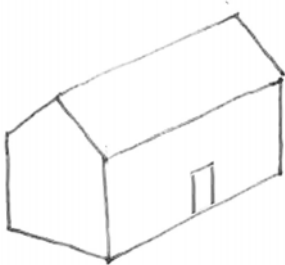
Ranch Styles

Common Design Elements

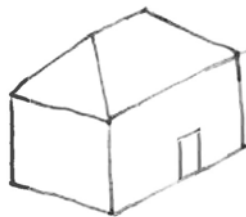
The following are typical design elements found on Ranch style dwellings in South Pasadena. Because these are the commonly found elements, they are not all-encompassing, and specific design features will vary from residence to residence. The elements used to design your ADU/JADU should relate to those of your primary dwelling.

Roofs

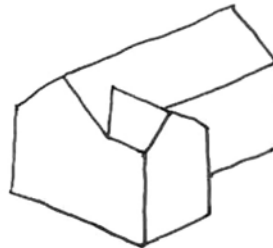
Ranch style dwellings typically have low-pitch (between 2/12 and 4/12) gable and/or hipped roofs (often used in combination) with open or boxed eaves. Flat roofs can be found on Contemporary Ranch dwellings.



Gabled



Hipped



Cross gable



Combination gable and hipped

Ranch Styles

Common Design Elements

Wall Cladding

Ranch style dwellings typically have wide, horizontal or vertical wood siding or smooth stucco cladding, sometimes used in combination with manufactured or natural stone or brick accent cladding.



Horizontal wood channel siding



Vertical wood board-and-batten siding



Stucco cladding (sand/float finish)



Brick



Manufactured stone

Ranch Styles

Common Design Elements

Porch Types

Ranch style dwellings typically have projecting or recessed porches or stoops.



Entrance stoop



Partial-width recessed porch

Door Types

Traditional Ranch dwellings usually have wood paneled doors, which may have glazing. Contemporary Ranch residences typically have wood slab or fully glazed doors.



Paneling



Glazing

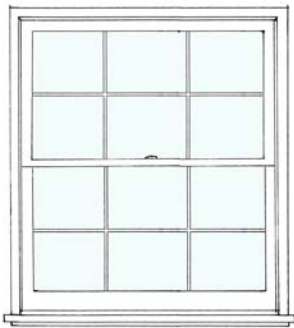


Ranch Styles

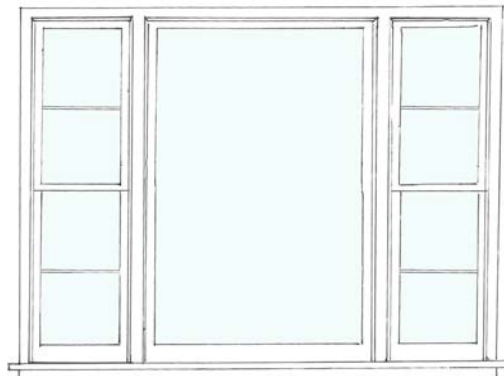
Common Design Elements

Window Types and Elements

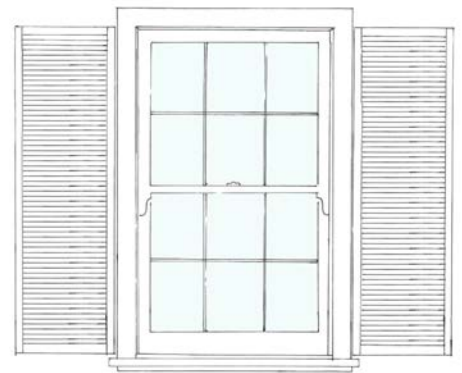
Ranch style dwellings typically have multi-light wood windows. Steel and aluminum windows are less common. Common window types include double-hung and picture windows, sometimes used in combination (as a tripartite), as well as casement windows. Clerestory windows can be found on Contemporary Ranch residences, and wood window shutters may be applied to Traditional Ranch dwellings.



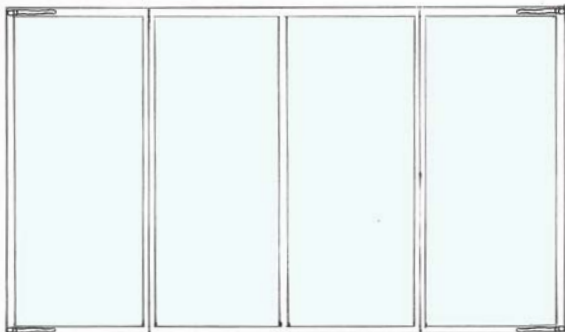
Six-over-six (multi-light) double-hung window



Tripartite window (fixed window flanked by smaller windows like double-hung or casement)



Window shutters may be found on Traditional Ranch residences



Grouped casement windows (may be wood, aluminum, or steel)



Clerestory windows (only found on Contemporary Ranch residences)

Mid-Century Modern

In Southern California, Mid-Century Modern architecture was prevalent between the mid-1940s and mid-1970s. While the style was a favorite among some of Southern California’s most influential architects, its minimal ornamentation and simple open floor plans lent itself to the mass-produced housing developments of the postwar period. Mid-Century Modern architecture typically incorporated standardized and prefabricated materials that also proved well-suited to mass production. Subsets of the Mid-Century Modern style include Googie, which is a highly exaggerated, futuristic aesthetic, typically employing upswept or folded plate roofs, curvaceous, geometric volumes, and neon signage, and Mimetic, which is characterized by its application of objects or forms that resemble something other than a building. Both the Googie and Mimetic subsets are very rarely used in the design of residential buildings. The Mid-Century Modern style and its subsets were broadly applied to a wide variety of property types ranging from residential subdivisions and commercial buildings to churches and public schools.

Following are examples of Mid-Century Modern architecture:



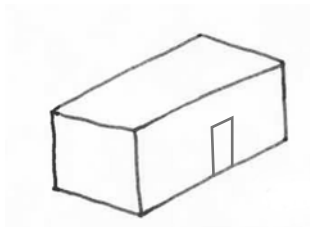
Mid-Century Modern

Common Design Elements

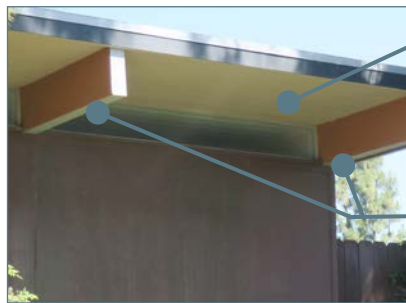
The following are typical design elements found on Mid-Century Modern style dwellings in South Pasadena. Because these are the commonly found elements, they are not all-encompassing, and specific design features will vary from residence to residence. The elements used to design your ADU/JADU should relate to those of your primary dwelling.

Roofs

Mid-Century Modern style dwellings typically have flat roofs with wide eaves, sometimes with exposed structural elements. Steep-pitch A-frame roofs are less common.



Flat



Wide boxed eaves

Brackets

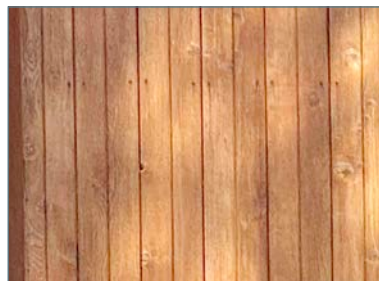
Common roof elements

Wall Cladding

Mid-Century Modern style dwellings typically have wood horizontal or vertical siding or smooth stucco cladding, sometimes used in combination with masonry accent cladding.



Horizontal wood channel siding



Vertical wood siding



Stucco cladding (sand/float finish)



Concrete masonry unit

Mid-Century Modern

Common Design Elements

Porch Types

Mid-Century Modern style dwellings typically have small, unassuming entrances, sometimes accessed by a courtyard.



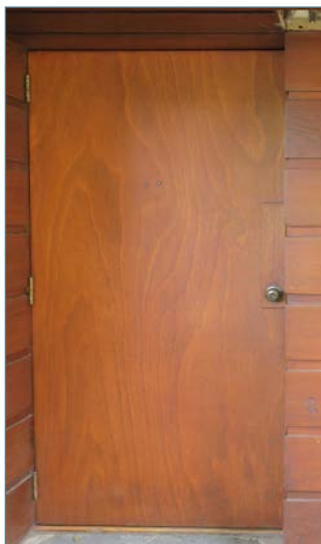
Recessed entrance stoop



Courtyard entrance

Door Types

Mid-Century Modern style dwellings usually have wood slab doors, which are sometimes glazed and/or paired.



Mid-Century Modern

Common Design Elements

Window Types and Elements

Mid-Century Modern style dwellings can have wood or metal windows. Common types include fixed and clerestory windows.



Fixed window



Clerestory windows

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Chapter 5

Regulatory Framework

This Chapter provides an overview of the regulatory framework pertaining to historic properties and ADU development on historic properties.



Craftsman carriage house at Victorian Blissner House (210 Orange Grove Ave)

Policy & Regulatory Framework

General Plan



The Design Guidelines are suggestions for best practices in historic preservation and are intended as a supplement to adopted City policies and state and national regulations. The Design Guidelines do not replace adopted policies, code, or regulations. Project planning should account for compliance with any applicable building or zoning codes, or other regulatory oversight independent of these guidelines.

Brief summaries of the most relevant policies and regulations are outlined below.

General Plan

The City of South Pasadena's commitment to historic preservation is described in the Historic Preservation Element of the South Pasadena General Plan (currently being updated as of August 2021). The Historic Preservation Element includes goals, policies, and implementation strategies to ensure the continued appreciation and protection of South Pasadena's historic built environment.

The Design Guidelines herein help to implement the following policies and strategies outlined in the Historic Preservation Element of the General Plan:

- Policy 4.3 of the Element is to develop and maintain design guidelines that promote architectural continuity for infill development within existing historic districts.
- Strategy 2.7 of the Element is to develop design guidelines to be used in the entitlement process by all City reviewing bodies.
- Strategies 4.1 and 4.4, respectively, call for the adoption of guidelines for infill development that stress the use of traditional materials and techniques similar to what exists in the surrounding neighborhood and for the development and maintenance of design guidelines to provide consistency in the City's permit process to protect the historic and other unique features of South Pasadena.



Policy & Regulatory Framework

Local Codes and Ordinances

South Pasadena ADU Ordinance (South Pasadena Municipal Code Ch. 36, Article 3, Section 36.350.200)

The South Pasadena ADU Ordinance is currently being updated (as of November 2021) to provide Design Standards for the development of ADUs and JADUs on historic properties and in historic districts. Design standards are criteria used to determine whether a project complies with municipal code. They provide direction for making appropriate choices when undergoing changes to a property. Unlike design guidelines, design standards are legally binding – they must be followed to obtain approval for a project.

RELEVANT LINKS

[*South Pasadena ADU Ordinance*](#)

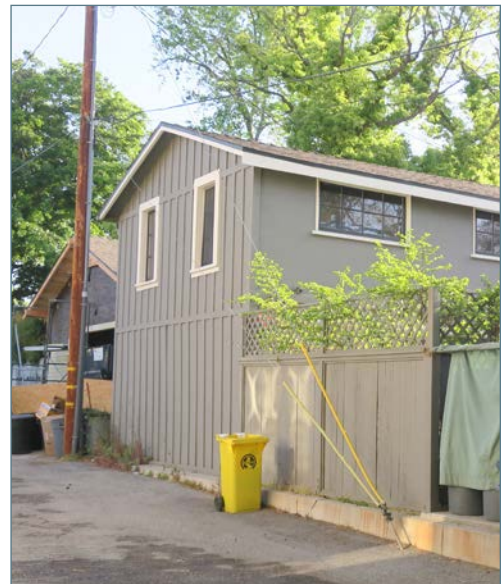


South Pasadena Cultural Heritage Ordinance (South Pasadena Municipal Code Ch. 2, Article IVH, Ord. No. 2315, § 2, 2017)

South Pasadena administers its own designation program for historic properties within the city. The South Pasadena Cultural Heritage Commission (CHC) was established in 1971 under the City of South Pasadena Municipal Code to make recommendations, decisions, and determinations regarding the identification, protection, enhancement, perpetuation, and use of resources that reflect the architectural, artistic, cultural, engineering, aesthetic, historical, political, and social heritage of the city. The CHC is responsible for making recommendations to City Council regarding the designation of individual properties (Historic Landmarks) and thematically related groupings of properties (Historic Districts). (City Council has the final authority on designation.) The CHC also reviews exterior alterations to properties listed in the City's Inventory of Cultural Resources.

RELEVANT LINKS

[*South Pasadena Cultural Heritage Ordinance*](#)



Policy & Regulatory Framework

Local Codes and Ordinances



Inventory of Cultural Resources

The Inventory of Cultural Resources (the Inventory) is the City's formally adopted, official list of historic properties. The Inventory includes properties that are formally designated and listed in the National Register of Historic Places (National Register), the California Register of Historical Resources (California Register), and/or the South Pasadena Register of Landmarks and Historic Districts (South Pasadena Register). It also includes properties that have been determined eligible for listing in the National Register, California Register, and South Pasadena Register. The Inventory contains 2,718 individual properties and contributors to historic districts.



The intention of the South Pasadena ADU Ordinance is to prevent adverse impacts on properties that are listed in the Inventory of Cultural Resources. Properties listed in the Inventory meet the definition of a historical resource according to California Public Resources Code, 5020.1, CEQA Guidelines 15064.5(a), and California Health and Safety Code 18955. Consistent with Health & Safety Code Section 18955, the City's ADU Ordinance defines "historic property," as "a property that is: 1) designated as a landmark or as a contributor to a designated historic district; 2) identified on an inventory that has been adopted by the City as a property with potential as an individual landmark or as a contributing structure to a potential historic district, as authorized by Health and Safety Code Section 18955."



Policy & Regulatory Framework

National Register, California Register, and CEQA

National Register

The National Register of Historic Places (National Register) is the nation's master inventory of known historic resources. Created under the auspices of the National Historic Preservation Act of 1966, the National Register is administered by the National Park Service and includes listings of buildings, structures, sites, objects, and districts that possess historic, architectural, engineering, archaeological, or cultural significance at the national, state, or local level.



California Register

The California Register of Historical Resources (California Register) is the authoritative guide to the state's significant historical and archeological resources. In 1992, the California legislature established the California Register "to be used by state and local agencies, private groups, and citizens to identify the state's historical resources and to indicate what properties are to be protected, to the extent prudent and feasible, from substantial adverse change." The California Register program encourages public recognition and protection of resources of architectural, historical, archaeological, and cultural significance; identifies historical resources for state and local planning purposes; determines eligibility for historic preservation grant funding; and affords certain protections under the California Environmental Quality Act (CEQA). All resources listed in or formally determined eligible for the National Register are automatically listed in the California Register. In addition, properties designated under municipal or county ordinances, or through local historic resources surveys, are eligible for listing in the California Register (though they are not automatically listed in the Register).



CEQA

The California Environmental Quality Act (CEQA) is an environmental law that requires state and local agencies to identify and publicly disclose significant environmental impacts of discretionary actions, and to avoid or mitigate any impact if feasible. Some historic building projects, especially changes in use and demolitions, may require environmental review. The South Pasadena Cultural Heritage Commission is responsible for reviewing all applications for permits, environmental assessments, environmental impact reports, environmental impact statements, and other CEQA documents pertaining to cultural resources.

Policy & Regulatory Framework

Secretary of the Interior's Standards for the Treatment of Historic Properties



Secretary of the Interior's Standards for the Treatment of Historic Properties

The *Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings* provide recommendations and guidelines for stewards of historic properties to determine appropriate treatments. They are intentionally broad in language to apply to a wide range of circumstances and are designed to enhance the understanding of basic preservation principles. The Standards are neither technical nor prescriptive, but are intended to promote responsible preservation practices that ensure continued protection of historic properties. There are four basic approaches outlined in the Standards: Preservation, Rehabilitation, Restoration, and Reconstruction.



The Standards for Rehabilitation, which are the most comprehensive and commonly used of the four approaches, are outlined below. ADU/JADU projects should comply with Standard Nos. 9 and 10, which focus on appropriate related new construction and reversibility.

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize a property will be preserved.



Policy & Regulatory Framework

Secretary of the Interior's Standards for the Treatment of Historic Properties

6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations or related new construction will not destroy historic materials, features and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

RELEVANT LINKS

[National Park Service, Technical Preservation Services, "The Treatment of Historic Properties"](#)



City Council Agenda Report

ITEM NO. 12

DATE: February 2, 2022
FROM: Arminé Chaparyan, City Manager *AC*
PREPARED BY: Ken Louie, Interim Director of Finance
SUBJECT: **Authorize Cell Tower Revenue Usage**

Recommendation

It is recommended that the City Council authorize:

1. The City Manager to execute the creation of an OPEB (Other Post-Employment Benefits) trust;
2. The placement of \$1,125,000 of General Fund Reserves into the new OPEB trust;
3. Appropriation of \$4,374,439 – the Cell Tower Revenues from General Fund Reserves to pay down the current Unfunded Actuarial Liability (UAL);
4. Appropriation of \$1,000,000 reserved for paydown of pension and medical liabilities;
5. The payment of \$2,847,124 into the City’s Sworn Safety CalPERS (PERS) plan; and
6. The payment of \$1,402,315 into the City’s Miscellaneous PERS plan.

Background

During Fiscal Year 2020-2021, the City Council approved a new cell tower lease that resulted in the City receiving a one-time payment of \$4,374,439, in lieu of receiving annual payments. When the funds were received, the City Council asked the Finance Commission to research and give direction on the most prudent use of these funds. The City Council and Finance Commission would later concur on the use of these funds to pay down pension liability with CalPERS (“PERS”) and Other Post-Employment Benefits (OPEB). The City then secured the services of Bartel Associates, LLC (“Bartel”) to perform a thorough analysis of both the City’s pension obligations as well as the City’s OPEB obligations. Upon completion of their analysis, Bartel provided a full report to the Finance Commission. Their summarized findings were as follows:

“The City of South Pasadena has 2 major PERS plans (Miscellaneous and Safety) and 3 PEPRAs plans (Miscellaneous, Police and Fire). The PEPRAs plans are generally self-funding as they ensure that newer employees pay their share of retirement costs. Conversely, the Miscellaneous plan is 71% funded with an Unfunded Liability of \$15.5 million. The Safety plan is 68% funded with an Unfunded Liability of \$30.2 million.

Of the \$30.7 million of UAL, 67% is therefore from the Safety plan and 33% is attributable to the Miscellaneous plan. Additionally, the City has a liability with regards to its Other Post-Employment Benefits (OPEB) that are underfunded by \$17.4 million.

Commission Review and Council Final Direction

The Finance Commission reviewed the findings at the Commission's regularly scheduled meeting of September 23, 2021 and recommended a pay down of both the OPEB as well as the Safety and Miscellaneous plan. The item was then presented and discussed at length during the regularly scheduled November 10, 2020 City Council meeting as well as a special study session held on January 12, 2022. At the last session, the City Council finalized the course of action to be as follows:

With \$5,374,439 in total funding, the direction was to pay down the OPEB in a flat amount of \$1,125,000 (to the new trustee) with the balance of the funding (\$4,249,439) to be allocated proportionately among the main Safety and Miscellaneous plans based on UAL percentages. Therefore 67% and 33% went to the Safety and Miscellaneous plans respectively.

Funding

\$ 4,374,439	Cell Tower Revenue
500,000	Retiree Medical Benefits
<u>500,000</u>	Retiree Pension Benefits
\$ 5,374,439	Total Available

Usage

\$ 2,847,124	PERS Safety Plan (67%)
1,402,315	PERS Miscellaneous Plan (33%)
<u>1,125,000</u>	OPEB Trust (flat amount)
\$ 5,374,439	Total Distributed

Analysis

The approval of the above funding would constitute two actions: 1) payment to CalPERS and 2) establishment of an OPEB trust.

Pension UAL Pay down

There are many benefits to the City selecting to pay down the current UAL by paying directly to PERS. They are:

- Locked in long-term implicit interest rate savings of 7%
- PERS likely to earn a greater return over the long-term due to its diversity in investments
- Immediately reduces pension liability on financial statements and GASB reporting
- Reduces required payments in future years
- No ongoing administrative costs/fees

Upon approval of pay down, the Director of Finance will execute the payment to PERS to allow the City to immediately start to receive these benefits.

OPEB Trust Establishment

There are also many benefits to pre-funding the City's \$17.4 UAL in OPEB. Among them are:

- Future benefits can be paid partly from investment earnings instead of the current City budget
- Intergenerational equity – taxpayers/residents who receive current City services should pay for the current employee comp/benefits. They should not be paid by future taxpayers
- OPEB is an employee benefit just like pensions
- Ensures costs are truly paid in era accrued

With approval of this action, the City Manager and Director of Finance will execute the necessary documents to establish an OPEB trust for the safekeeping of funds for this endeavor. At this time, staff has reached out to four renowned OPEB Trustee entities. Below are their attached fees in basis points (\$1,125,000 x .00xx) and what the annual fee would be:

Name	Fee	Est. Cost
CERBT - CalPERS	10 bpm	\$1,125
PARS-Pub. Agency Ret. Svcs.	60 bpm	\$6,750
Keenan Financial Svcs.	60 bpm	\$6,750
Public Financial Mgmt. *	-	-

* No submittal at time of report

These annual fees generally cover administrative, trustee and investment management costs. The approval of tonight’s recommendation would allow the Finance Director and City Manager to finalize trust arrangements with the selected provider.

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.

Fiscal Impact

These pay downs of liability will not affect the current year’s budget as the funds have been held in a restrictive reserve account. However, the City will immediately be able to reduce its currently stated liability on its financial statements as well as start to see a reduction in future year PERS annual required payments.

With regard to the newly-established OPEB trust, the City will be paying annual trustee fees ranging from \$1,125 to \$6,750 but will have provided for a future liability.

Commission Review

Commission has conferred on the concept of paying down these liabilities.

Attachment:

1. Bartel & Associates Actuarial Report

ATTACHMENT 1

Bartel & Associates Actuarial Report



BARTEL
ASSOCIATES, LLC

**CITY OF SOUTH PASADENA
MISCELLANEOUS AND SAFETY PLANS**

**CalPERS Actuarial Issues – 6/30/20 Valuation
Preliminary Results**

Mary Elizabeth Redding, Vice President

Bianca Lin, Assistant Vice President

Matthew Childs, Actuarial Analyst

Bartel Associates, LLC

September 23, 2021

Contents

<u>Topic</u>	<u>Page</u>
Definitions	1
Background	8
Miscellaneous Plan:	
Historical Information	19
Projections	29
Safety Plan:	
Historical Information	37
Projections	47
Combined Miscellaneous and Safety	55
Leaving CalPERS	57
PEPRA Cost Sharing	59
Paying Down the Unfunded Liability	61
Irrevocable Supplemental (§115) Pension trust	67
Additional Discretionary Payment Illustration	71
OPEB Plan Funding	87
Certification	94



DEFINITIONS

■ CalPERS

- Established in 1932
- Basis is in California Government Code
- 2.1 million members
 - 639,000 public agency members (not State or school employees)
 - 1,563 public agencies
 - \$485 billion assets (9/20/2021)
 - Largest US pension fund



DEFINITIONS

■ CalPERS

- Administers CalPERS pension plans in accordance with State law and Board policies
 - List of pension benefits offered is in State law
 - CalPERS calculates benefits, pays retirees, and tracks all data
 - CalPERS collects contributions from employees and employers
- CalPERS actuaries determine required contributions, in accordance with Board policies
- CalPERS invests the funds in accordance with Board policies
- www.calpers.ca.gov



DEFINITIONS

■ CalPERS Board

- Meets monthly in Sacramento
- 13 Board members:

Elected by Members (6)

Public Agency members
School members
State members
Retirees
All members (2)

Ex Officio (4)

State Treasurer
State Controller
Director of CA. Dept of Human Resources
Representative of State Personnel Board

Appointed (3)

Appointed by Governor – elected official of a local government
Appointed by Governor – official of a life insurer
Appointed by Speaker of Assembly and Senate Rules Committee –
public representative



DEFINITIONS

■ CalPERS Defined Benefit Promise:

- At retirement, employees receive a monthly annuity for life
 - Final average pay (monthly) x years of service x factor
 - Cost of living increase up to 2% per year
- City employees have no Social Security



DEFINITIONS

■ Member Contributions

- Specified in law
 - Classics hired before 2013 = specified % of PERSable pay (7% or 9%)
 - PEPRA hired 2013 and later = ½ cost of benefits earned each year

■ City Contributions – Total required amount minus Member contributions



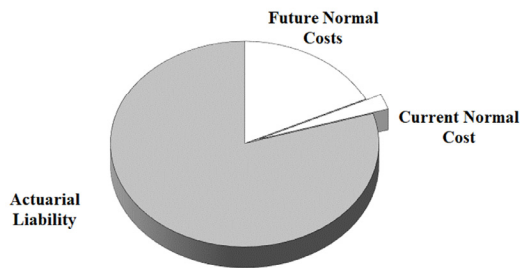
September 23, 2021 **DRAFT**

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DEFINITIONS

Present Value of Benefits
June 30, 2020



■ Current Normal Cost (NC):

- Value of benefits earned during current year

■ Actuarial Liability (AAL):

- Value now of benefits earned to date [value of past service benefit]

■ Target - Have money in the fund to cover Actuarial Liability

■ Unfunded Liability (UAL) - Money short of target at valuation date

- If all actuarial assumptions were always exactly met, then the plan assets would always equal AAL
- Any difference is the unfunded (or overfunded) AAL
- Every year, the actuary calculates the difference between the expected UAL and Actual UAL. This is a new layer or amortization base
- Each new layer gets amortized (paid off) over a period of time as part of the contribution [rate]



September 23, 2021 **DRAFT**

6
12 - 8



DEFINITIONS

Basic Pension Rule:

Benefits + Expenses

=

Contributions* + Investment Earnings

* **Employee + Employer**



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HOW WE GOT HERE

- Investment Losses
- CalPERS Contribution Policy
- Enhanced Benefits
- Demographics



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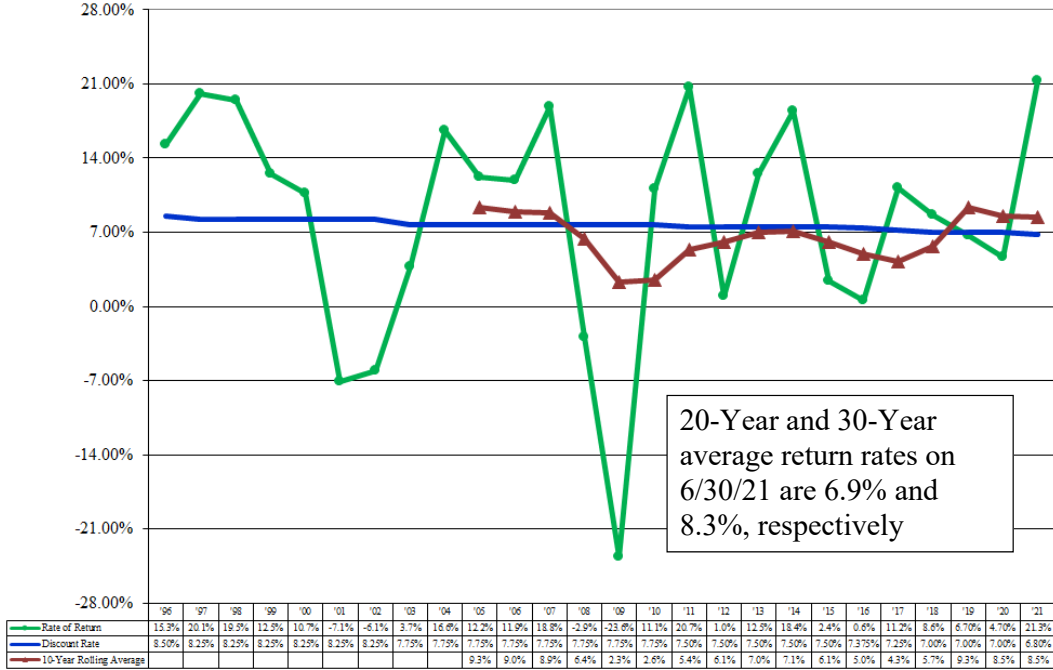
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12 - 9



HOW WE GOT HERE – INVESTMENT RETURN

Annual Return on Market Value of Assets



Returns (after 2001) shown are gross returns, unreduced for administrative expenses, from CalPERS valuation reports, when available. The discount rate is based on expected returns net of administrative expenses.



September 23, 2021 **DRAFT**



HOW WE GOT HERE – OLD CONTRIBUTION POLICY

- Effective with 2003 valuations:
 - Slow (15 year) recognition of investment losses into funded status
 - Rolling 30 year amortization of all (primarily investment) losses

- Designed to:
 - First smooth rates and
 - Second pay off UAL

- Mitigated contribution volatility



September 23, 2021 **DRAFT**



HOW WE GOT HERE – ENHANCED BENEFITS

- At CalPERS, Enhanced Benefits implemented using all (future & prior) service
- Typically not negotiated with cost sharing
- City of South Pasadena **did not** adopt Enhanced Benefits

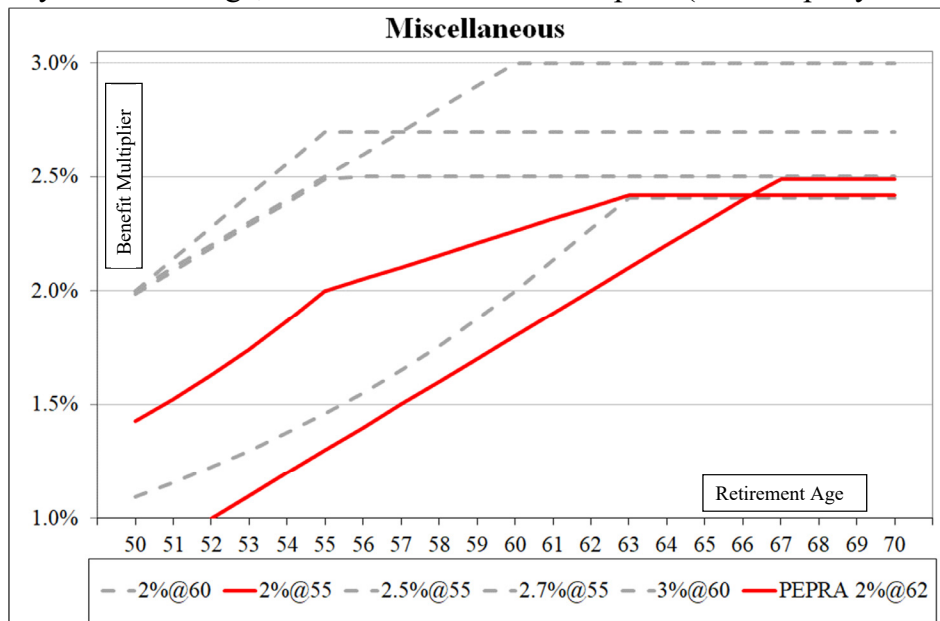
	Tier 1	PEPRA
● Miscellaneous	2%@55 FAE1	2%@62 FAE3
● Safety Police & Fire	2%@50 FAE1	2.7%@57 FAE3

- Note:
 - FAE1 is highest one year (typically final) average earnings
 - FAE3 is highest three years (typically final three) average earnings
- PEPRA tier implemented for new employees hired after 1/1/13
 - Employee pays half of total normal cost
 - 2021 Compensation limit
 - Social Security participants: \$128,059
 - Non-Social Security participants: \$153,671 (City of South Pasadena is not in Social Security)

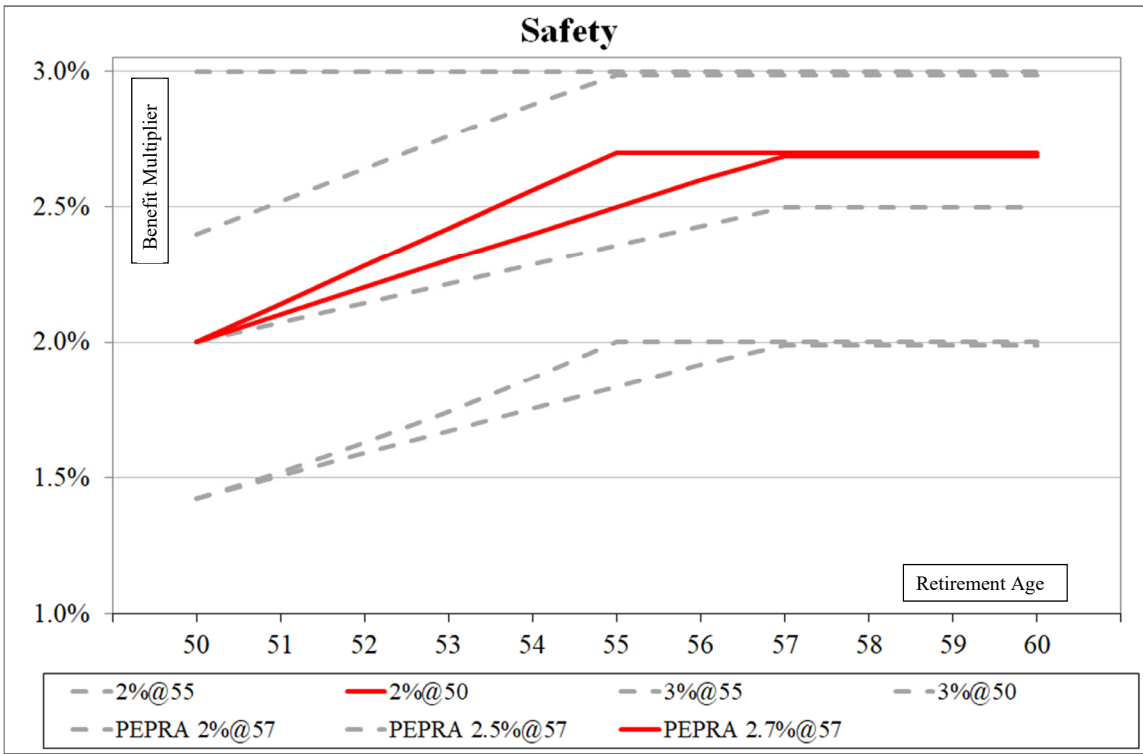


HOW WE GOT HERE – ENHANCED BENEFITS

- Available CalPERS Benefit formulas. City of South Pasadena formulas shown in red.
- For any retirement age, chart shows benefit multiplier (% FAE per year of service)



HOW WE GOT HERE – ENHANCED BENEFITS



HOW WE GOT HERE – DEMOGRAPHIC

- Around the State
 - Large retiree liability compared to actives
 - State public agency average: 57% for Miscellaneous, 66% for Safety as of 6/30/2019.
 - Declining active population and increasing number of retirees
 - Higher percentage of retiree liability increases contribution volatility

- City of South Pasadena percentage of liability belonging to retirees:
 - Miscellaneous 53%
 - Safety 67%



CALPERS CHANGES

- Recent contribution policy changes:
 - No asset smoothing
 - No rolling amortization
 - 20-year, level dollar amortization of post-2018 gains, losses, & changes
 - 5-year ramp up for investment gains and losses
 - CalPERS Board changed the discount rate:

	<u>Rate</u>	<u>Initial Impact</u>	<u>Full Impact</u>
<input type="checkbox"/> 6/30/16 valuation	7.375%	18/19	22/23
<input type="checkbox"/> 6/30/17 valuation	7.25%	19/20	23/24
<input type="checkbox"/> 6/30/18 valuation	7.00%	20/21	24/25

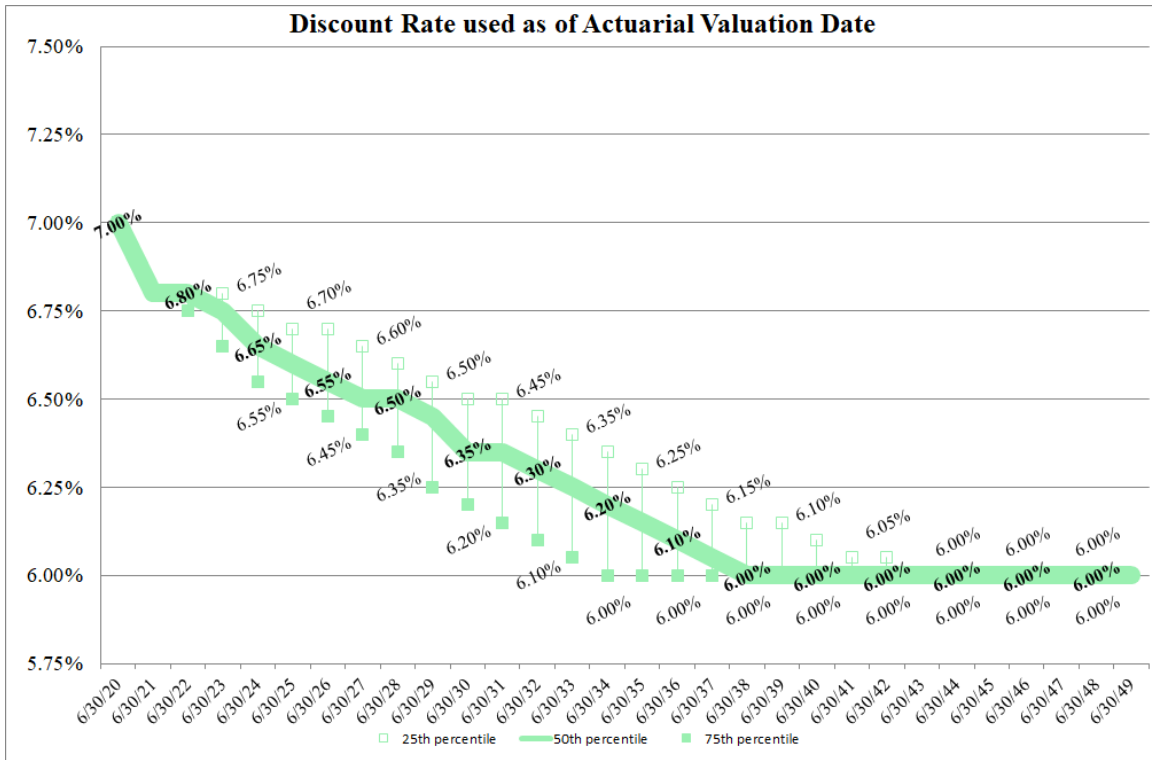


CALPERS CHANGES

- Risk Mitigation Strategy
 - Move to more conservative investments over time to reduce volatility
 - Only when investment return is better than expected
 - Lower discount rate in concert
 - Essentially use $\approx 50\%$ of investment gains to pay for cost increases
 - Likely get to 6.0% discount rate over 20+ years
 - Risk mitigation suspended from 6/30/16 to 6/30/18 valuation
 - Did not trigger for 6/30/19 or 6/30/20 valuations
 - Will trigger for 6/30/21 valuation – 6.8% discount rate
- In the November 2021 meeting, CalPERS Board will adopt new
 - Capital Market Assumptions
 - Discount rate and investment allocation
 - Discount rate expected to be equal to or lower than 6.8%
 - We expect the same or higher investment risk than current portfolio
 - Experience study (Demographic assumptions)



CALPERS CHANGES



CALPERS CHANGES

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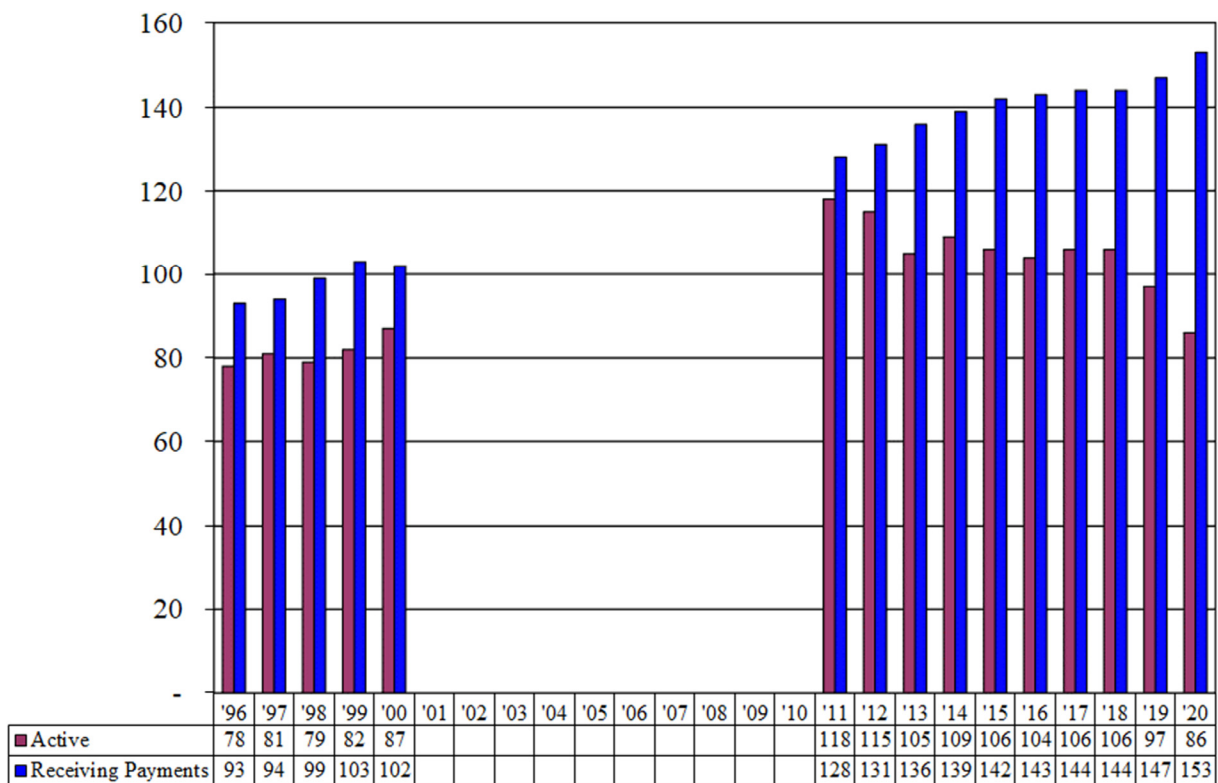


SUMMARY OF DEMOGRAPHIC INFORMATION - MISCELLANEOUS

	2011	2016	2019	2020
Actives				
■ Counts	118	104	97	86
■ Average PERSable Wages	\$ 47,900	\$ 59,600	\$ 58,300	\$ 72,600
■ Total PERSable Wages	5,700,000	6,200,000	5,700,000	6,200,000
Inactive Members				
■ Counts				
• Transferred (working at another CalPERS agency)	92	103	115	123
• Separated	79	89	120	135
• Receiving Payments	128	143	147	153



SUMMARY OF DEMOGRAPHIC INFORMATION - MISCELLANEOUS



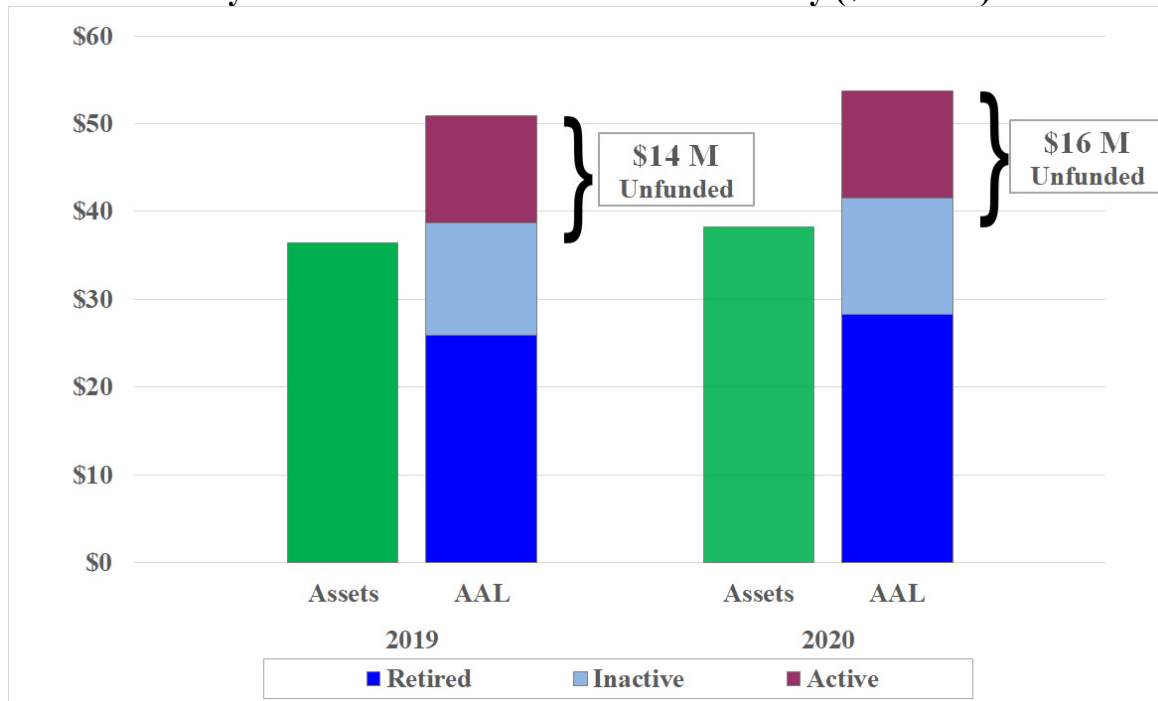
PLAN FUNDED STATUS - MISCELLANEOUS

	<u>June 30, 2019</u>	<u>June 30, 2020</u>
■ Actuarial Accrued Liability		
● Active	\$12,200,000	\$12,200,000
● Retiree	26,000,000	28,200,000
● Inactive	<u>12,700,000</u>	<u>13,300,000</u>
● Total	50,900,000	53,700,000
■ Assets	<u>36,400,000</u>	<u>38,200,000</u>
■ Unfunded Liability	14,500,000	15,500,000
■ Funded Ratio	71.6%	71.1%
■ Average funded ratio for CalPERS Public Agency Miscellaneous Plans	72.2%	N/A



PLAN FUNDED STATUS - MISCELLANEOUS

City CalPERS Assets and Actuarial Liability (\$Millions)



PLAN FUNDED STATUS - MISCELLANEOUS

Discount Rate Sensitivity June 30, 2020

	<u>Discount Rate</u>		
	<u>7.00%</u>	<u>6.50%¹</u>	<u>6.00%</u>
AAL	\$53,700,000	\$57,600,000	\$61,400,000
Assets	<u>38,200,000</u>	<u>38,200,000</u>	<u>38,200,000</u>
Unfunded Liability	15,500,000	19,400,000	23,200,000
Funded Ratio	71.1%	66.3%	62.2%

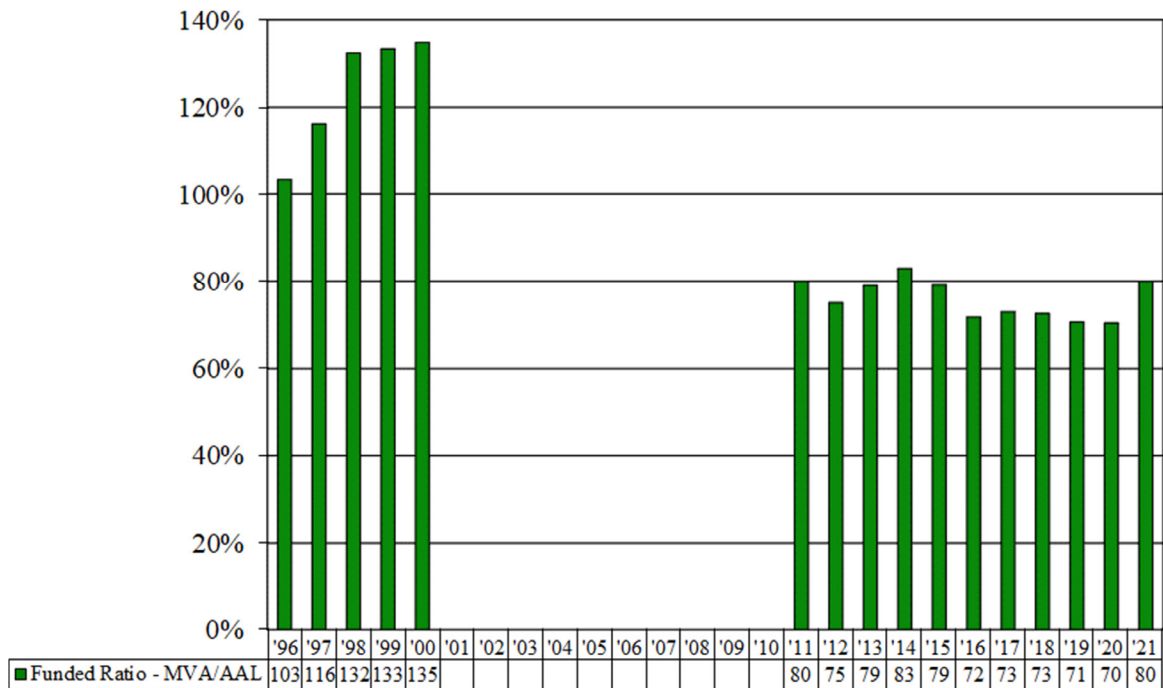
¹ Estimated by Bartel Associates.



September 23, 2021 **DRAFT**



FUNDED RATIO - MISCELLANEOUS



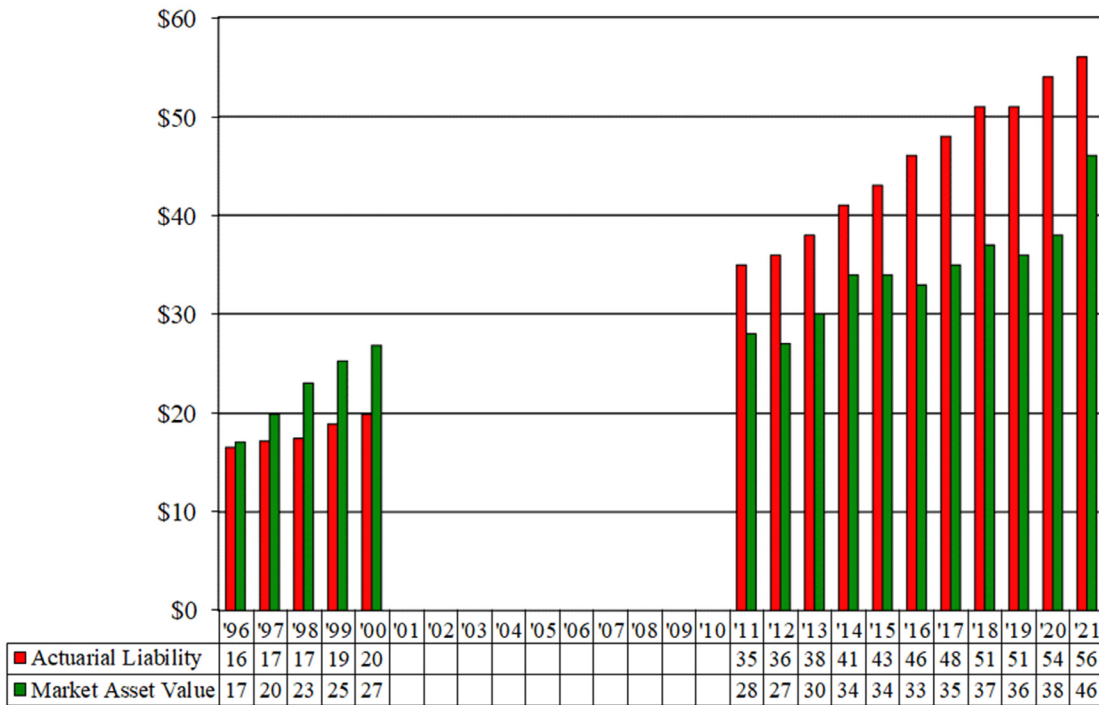
6/30/21 funded status estimated



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FUNDED STATUS (THOUSANDS) - MISCELLANEOUS



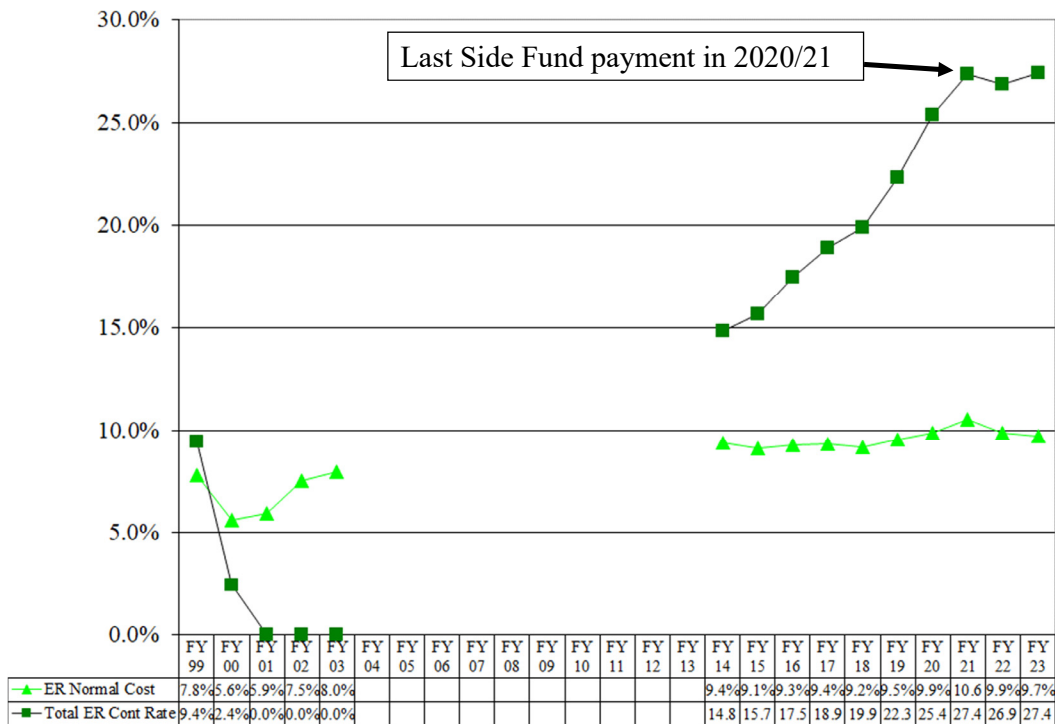
6/30/21 funded status estimated



September 23, 2021 **DRAFT**



CONTRIBUTION RATES - MISCELLANEOUS



September 23, 2021 **DRAFT**



CONTRIBUTION RATES - MISCELLANEOUS

	6/30/20 Valuation		
	2022/2023 Contribution Rates		
	<u>Total</u>²	<u>Tier 1</u>	<u>PEPRA</u>
		2%<u>@55</u>	2%<u>@62</u>
■ Base Total Normal Cost	15.8%	17.2%	14.2%
■ Class 1 Benefits			
● Final One Year Compensation	0.3%	0.6%	-
● Post-Retirement Survivor Allowance	<u>0.8%</u>	<u>0.7%</u>	<u>0.8%</u>
■ Total Normal Cost	16.8%	18.5%	15.0%
■ Formula's Expected EE Contr. Rate	<u>7.1%</u>	<u>6.9%</u>	<u>7.3%</u>
■ ER Normal Cost	9.7%	11.6%	7.8%
■ Amortization Payment	17.7%	33.8%	0.4%
■ Amortization of Side Fund	-	-	-
■ Total ER Contribution	27.4%	45.4%	8.2%
■ Employee counts	86	38	48
■ Employee payroll (in 000's)	\$ 6,776	\$ 3,499	\$ 3,277
■ Total ER Contribution \$ (in 000's)	1,858	1,589	269

² Weighting of total contribution based on projected classic and PEPRA payrolls



September 23, 2021 **DRAFT**

27



CONTRIBUTION RATES - MISCELLANEOUS

	<u>6/30/19</u>	<u>6/30/20</u>
	<u>2021/2022</u>	<u>2022/2023</u>
■ Total Normal Cost	16.9%	16.8%
■ Employee Normal Cost	<u>7.1%</u>	<u>7.1%</u>
■ Employer Normal Cost	9.9%	9.7%
■ Amortization Payments	<u>17.0%</u>	<u>17.7%</u> ³
■ Total Employer Contribution Rate	26.9%	27.4%
■ 2021/22 Employer Contribution Rate		26.9%
● Payroll > Expected		(1.3%)
● 6/30/16 Discount Rate Change (5 th Year)		0.3%
● 6/30/17 Discount Rate & Inflation (4 th Year)		0.3%
● 6/30/18 Discount Rate change (3 rd Year)		0.5%
● Other (Gains)/Losses		<u>0.7%</u>
■ 2022/23 Employer Contribution Rate		27.4%

³ Equivalent to 7.8% of UAL. One year, 7% interest on the UAL is 15.8% of payroll. 2022/23 amortization payment exceeds interest on the UAL, so there is no "negative amortization."



September 23, 2021 **DRAFT**

28



CONTRIBUTION PROJECTIONS - MISCELLANEOUS

- Market Value Investment Return:
 - June 30, 2021 21.3%⁴
 - Future returns based on stochastic analysis using 1,000 trials

<u>Single Year Returns at⁵</u>	<u>25th Percentile</u>	<u>50th Percentile</u>	<u>75th Percentile</u>
Current Investment Mix	0.1%	7.0%	14.8%
Ultimate Investment Mix	0.8%	6.0%	11.4%

 - Assumes investment returns will, generally be 6.5% (as compared to 7.0%) over the next 8 years and higher beyond that.
- Discount Rate decreases due to Risk Mitigation policy
- No Other: Gains/Losses, Method/Assumption Changes, Benefit Improvements
- Different from CalPERS projection
- Impact of Risk Mitigation Policy:
 - Combined impact of investment gain and discount rate change amortized over 20 years with 5 year ramp up

⁴ Gross return based on July 2021 CalPERS press release.

⁵ Nth percentile means N percentage of our trials result in returns lower than the indicated rates.

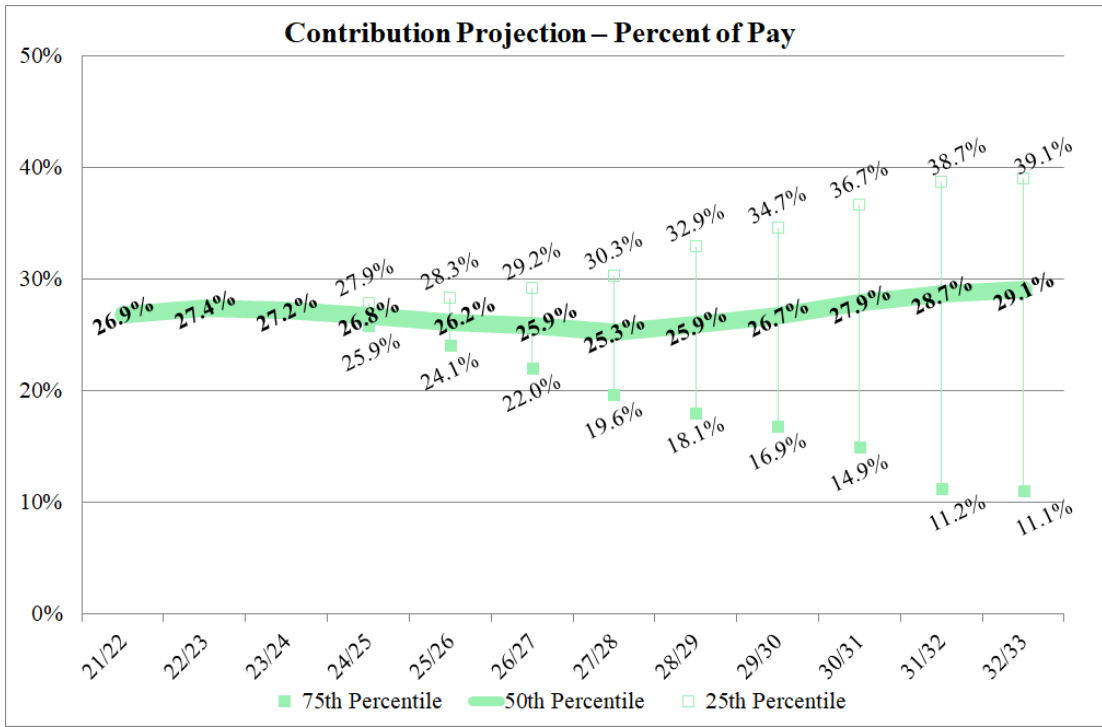


CONTRIBUTION PROJECTIONS - MISCELLANEOUS

- New hire assumptions:
 - 97.5% of 2021/22 new hires are PEPRAs members and 2.5% are Classic members
 - Percentage of PEPRAs member future hires to increase from 97.5% to 100% in last year



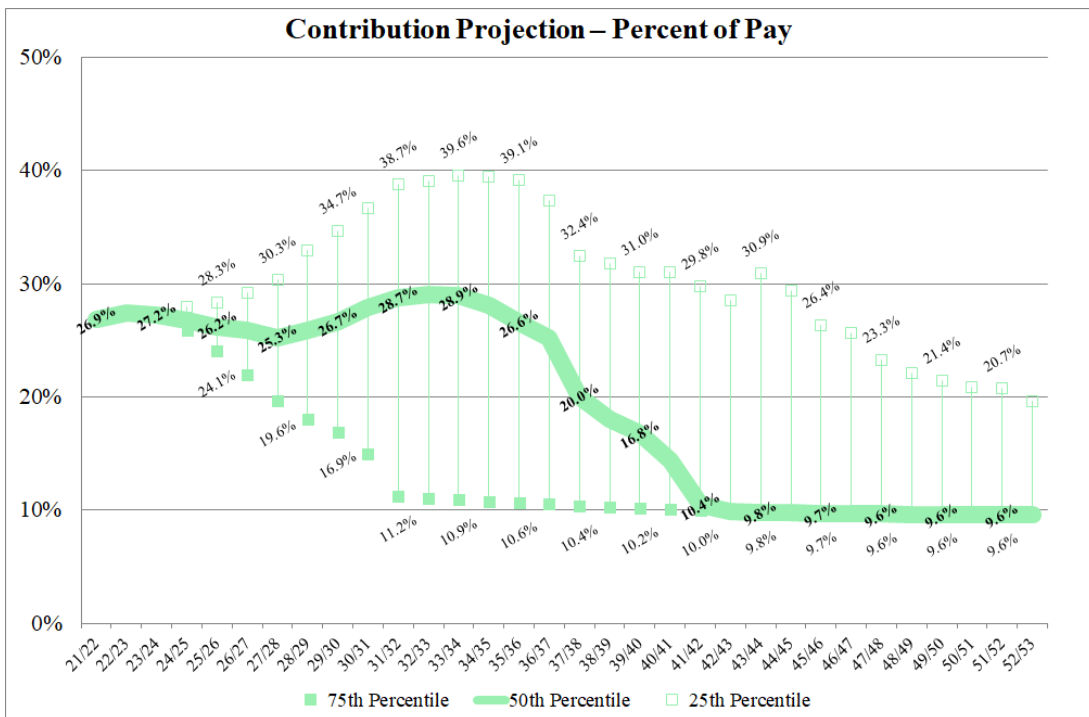
CONTRIBUTION PROJECTIONS - MISCELLANEOUS



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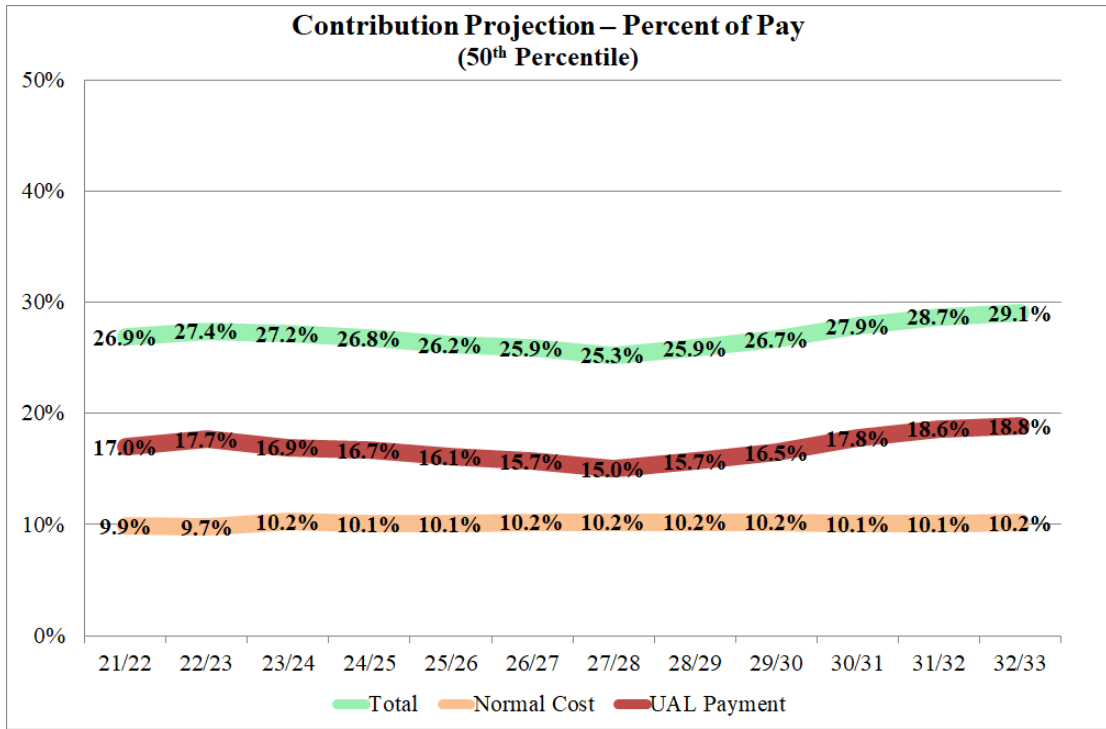
CONTRIBUTION PROJECTIONS - MISCELLANEOUS



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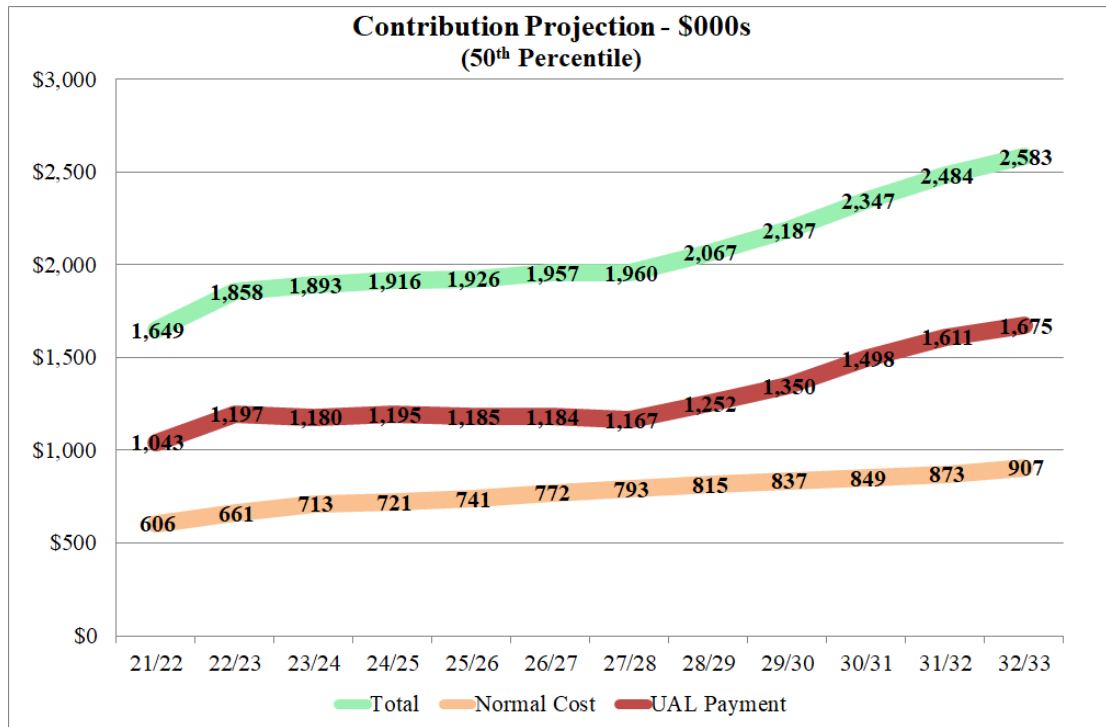
CONTRIBUTION PROJECTIONS - MISCELLANEOUS



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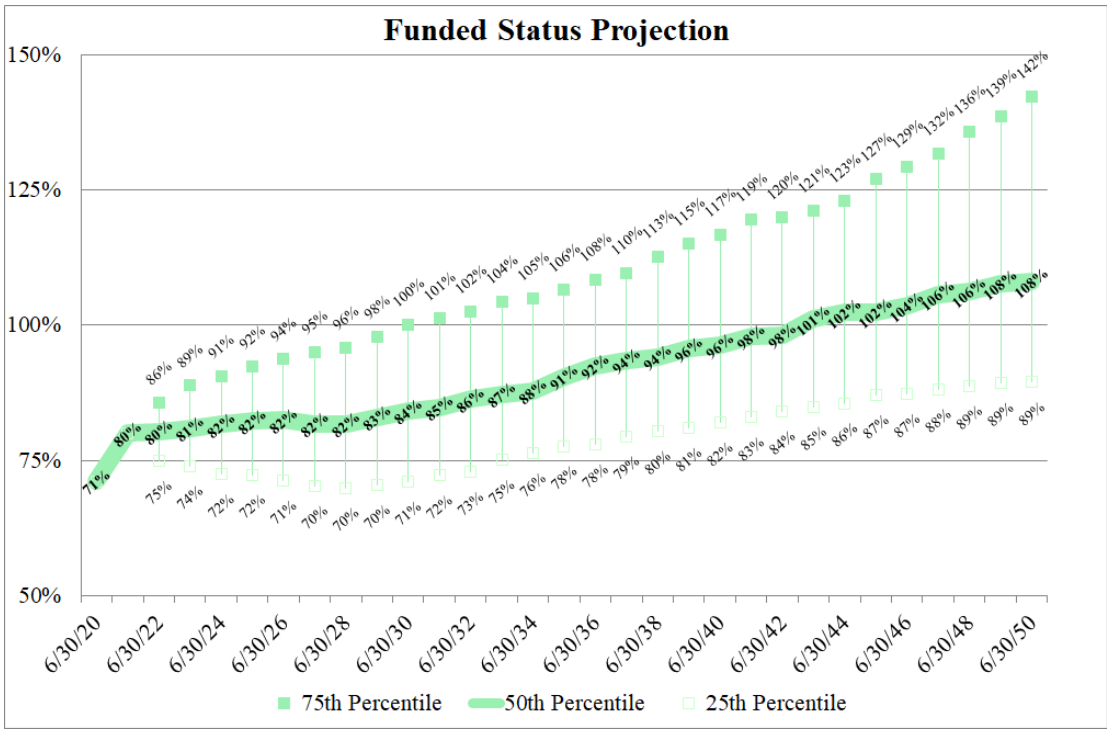
CONTRIBUTION PROJECTIONS - MISCELLANEOUS



September 23, 2021 **DRAFT**



FUNDED STATUS - MISCELLANEOUS



FUNDED STATUS - MISCELLANEOUS

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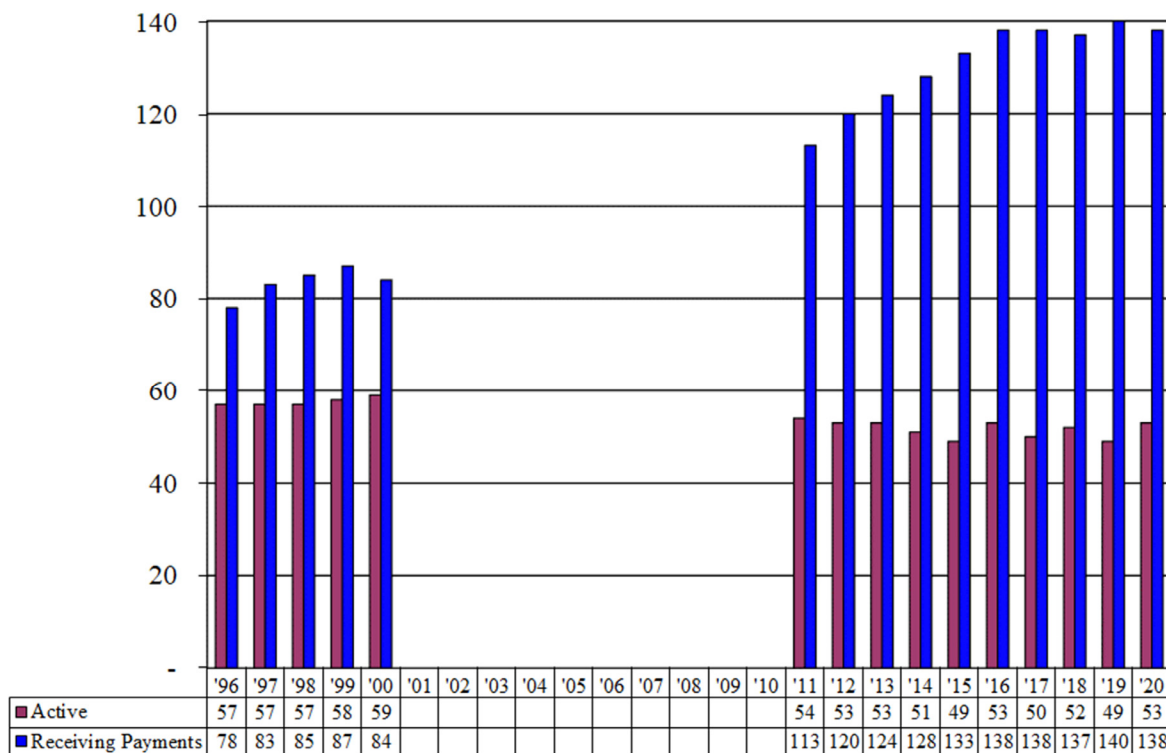


SUMMARY OF DEMOGRAPHIC INFORMATION - SAFETY

	2011	2016	2019	2020
Actives				
■ Counts	54	53	49	53
■ Average PERSable Wages	\$91,100	\$96,300	\$97,100	\$107,000
■ Total PERSable Wages	4,900,000	5,100,000	4,800,000	5,700,000
Inactive Members				
■ Counts				
● Transferred	36	23	27	28
● Separated	11	9	18	18
● Receiving Payments	113	138	140	138



SUMMARY OF DEMOGRAPHIC INFORMATION - SAFETY



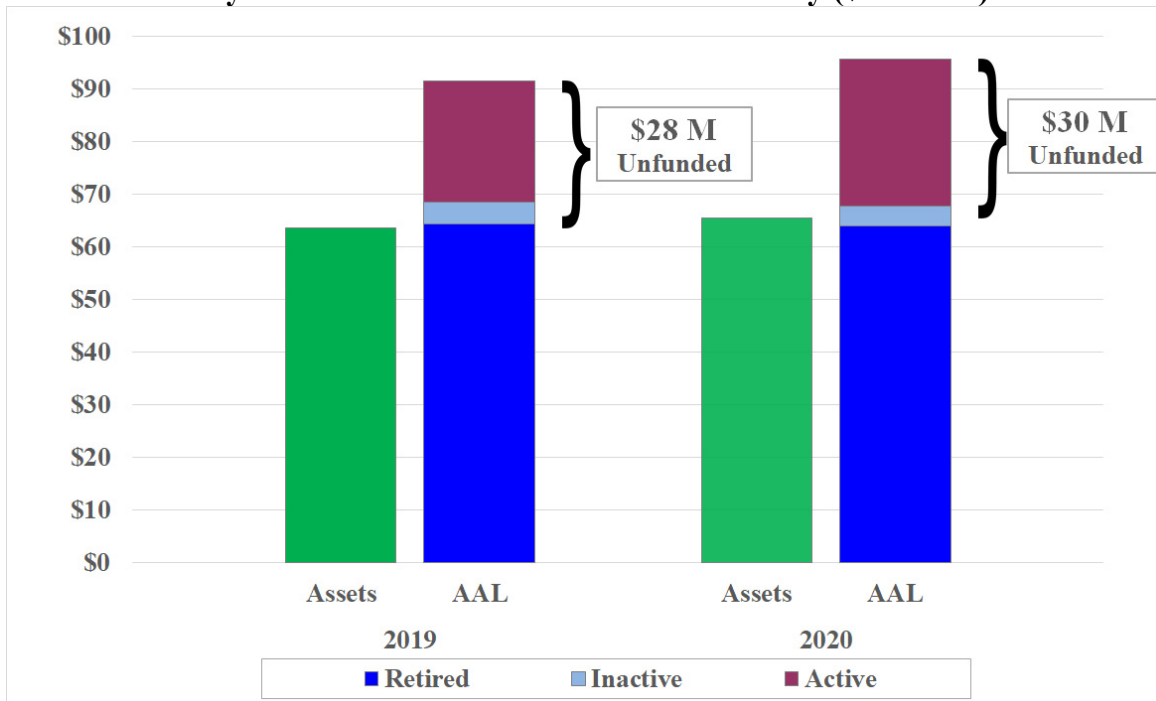
PLAN FUNDED STATUS - SAFETY

	<u>June 30, 2019</u>	<u>June 30, 2020</u>
■ Actuarial Accrued Liability		
● Active	\$23,100,000	\$27,800,000
● Retiree	64,300,000	63,900,000
● Inactive	<u>4,100,000</u>	<u>3,900,000</u>
● Total	91,500,000	95,600,000
■ Assets	<u>63,500,000</u>	<u>65,400,000</u>
■ Unfunded Liability	28,000,000	30,200,000
■ Funded Ratio	69.4%	68.4%
■ Average funded ratio for CalPERS Public Agency Safety Plans	68.6%	N/A



PLAN FUNDED STATUS - SAFETY

City CalPERS Assets and Actuarial Liability (\$Millions)



PLAN FUNDED STATUS - SAFETY

Discount Rate Sensitivity

June 30, 2020

	<u>Discount Rate</u>		
	<u>7.00%</u>	<u>6.50%⁶</u>	<u>6.00%</u>
AAL	\$95,600,000	\$101,700,000	\$107,800,000
Assets	<u>65,400,000</u>	<u>65,400,000</u>	<u>65,400,000</u>
Unfunded Liability	30,200,000	36,300,000	42,400,000
Funded Ratio	68.4%	64.3%	60.7%

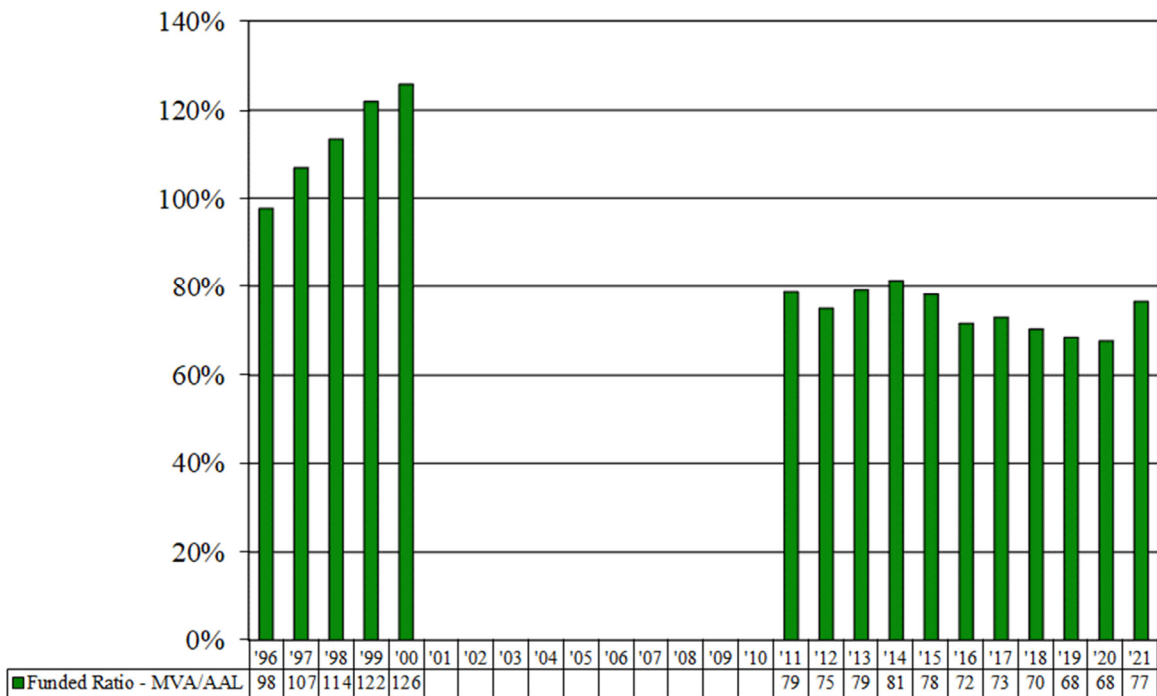
⁶ Estimated by Bartel Associates.



September 23, 2021 **DRAFT**



FUNDED RATIO - SAFETY



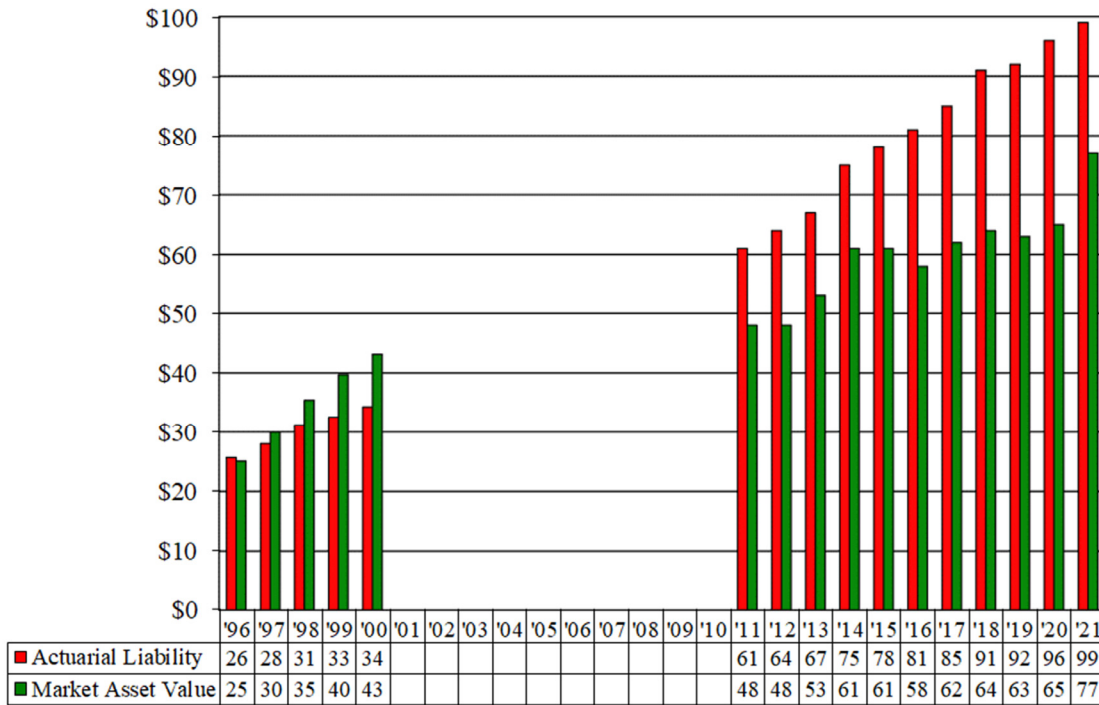
6/30/21 funded status estimated



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FUNDED STATUS (THOUSANDS) - SAFETY



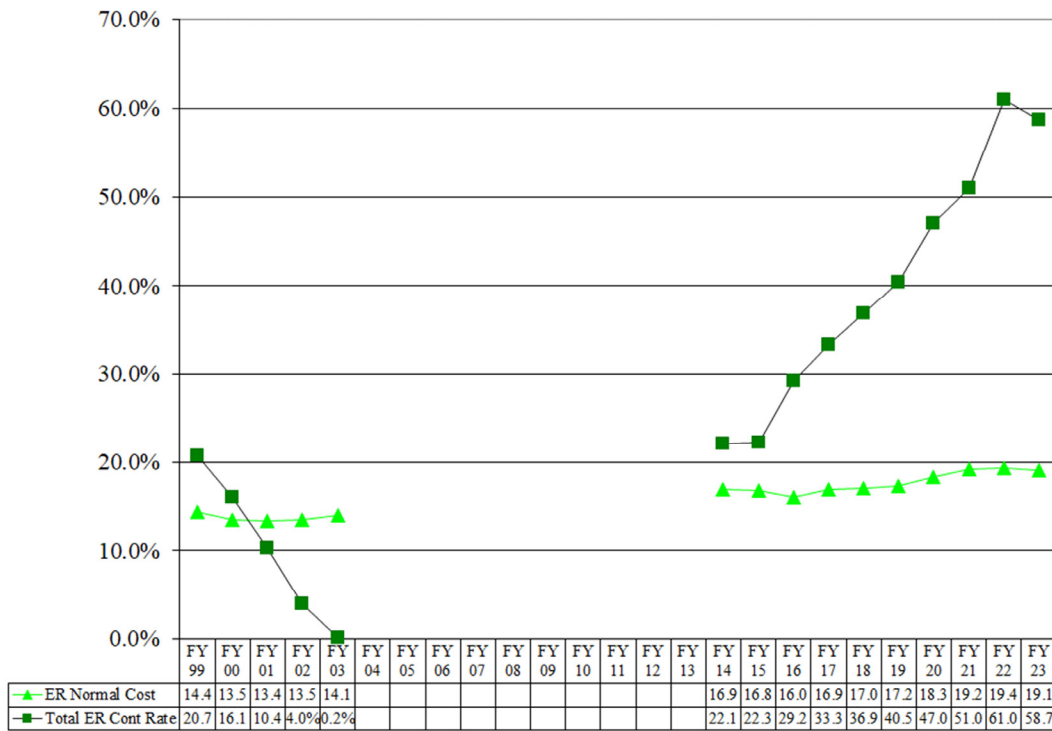
6/30/21 funded status estimated



September 23, 2021 **DRAFT**



CONTRIBUTION RATES - SAFETY



September 23, 2021 **DRAFT**



CONTRIBUTION RATES - SAFETY

	6/30/20 Valuation		
	2022/2023 Contribution Rates		
	<u>Total⁷</u>	<u>Tier 1</u>	<u>PEPRA</u>
		2%<u>@50</u>	2.7%<u>@57</u>
■ Base Total Normal Cost	26.8%	27.1%	25.8%
■ Class 1 Benefits			
● Final One Year Compensation	0.8%	1.1%	-
● Post-Retirement Survivor Allowance	<u>1.7%</u>	<u>1.7%</u>	<u>1.6%</u>
■ Total Normal Cost	29.3%	29.9%	27.4%
■ Formula's Expected EE Contr. Rate	<u>10.2%</u>	<u>9.0%</u>	<u>13.8%</u>
■ ER Normal Cost	19.1%	21.0%	13.7%
■ Amortization Payment	39.6%	52.8%	0.9%
■ Amortization of Side Fund	-	-	-
■ Total ER Contribution	58.7%	73.8%	14.6%
■ Employee counts	53	36	17
■ Employee payroll (in 000's)	\$ 6,150	\$ 4,584	\$ 1,566
■ Total ER Contribution \$ (in 000's)	3,611	3,383	228

⁷ Weighting of total contribution based on projected classic and PEPRA payrolls



September 23, 2021 **DRAFT**

45



CONTRIBUTION RATES - SAFETY

	<u>6/30/19</u>	<u>6/30/20</u>
	2021/2022	2022/2023
■ Total Normal Cost	29.4%	29.3%
■ Employee Normal Cost	<u>10.0%</u>	<u>10.2%</u>
■ Employer Normal Cost	19.4%	19.1%
■ Amortization Payments	<u>41.6%</u>	<u>39.6%</u> ⁸
■ Total Employer Contribution Rate	61.0%	58.7%
■ 2021/22 Employer Contribution Rate		61.0%
● Payroll > Expected		(6.6%)
● 6/30/16 Discount Rate Change (5 th Year)		0.7%
● 6/30/17 Discount Rate & Inflation (4 th Year)		0.8%
● 6/30/18 Discount Rate change (3 rd Year)		1.2%
● Other (Gains)/Losses		<u>1.6%</u>
■ 2022/23 Employer Contribution Rate		58.7%

⁸ Equivalent to 8.1% of UAL. One year, 7% interest on the UAL is 34.4% of payroll. 2022/23 amortization payment exceeds interest on the UAL, so there is no "negative amortization".



September 23, 2021 **DRAFT**

46



CONTRIBUTION PROJECTIONS - SAFETY

- Market Value Investment Return:
 - June 30, 2021 21.3%⁹
 - Future returns based on stochastic analysis using 1,000 trials

<u>Single Year Returns at¹⁰</u>	<u>25th Percentile</u>	<u>50th Percentile</u>	<u>75th Percentile</u>
Current Investment Mix	0.1%	7.0%	14.8%
Ultimate Investment Mix	0.8%	6.0%	11.4%

 - Assumes investment returns will, generally be 6.5% (as compared to 7.0%) over the next 8 years and higher beyond that.
- Discount Rate decreases due to Risk Mitigation policy
- No Other: Gains/Losses, Method/Assumption Changes, Benefit Improvements
- Different from CalPERS projection
- Impact of Risk Mitigation Policy:
 - Combined impact of investment gain and discount rate change amortized over 20 years with 5 year ramp up

⁹ Gross return based on July 2021 CalPERS press release.

¹⁰ Nth percentile means N percentage of our trials result in returns lower than the indicated rates.

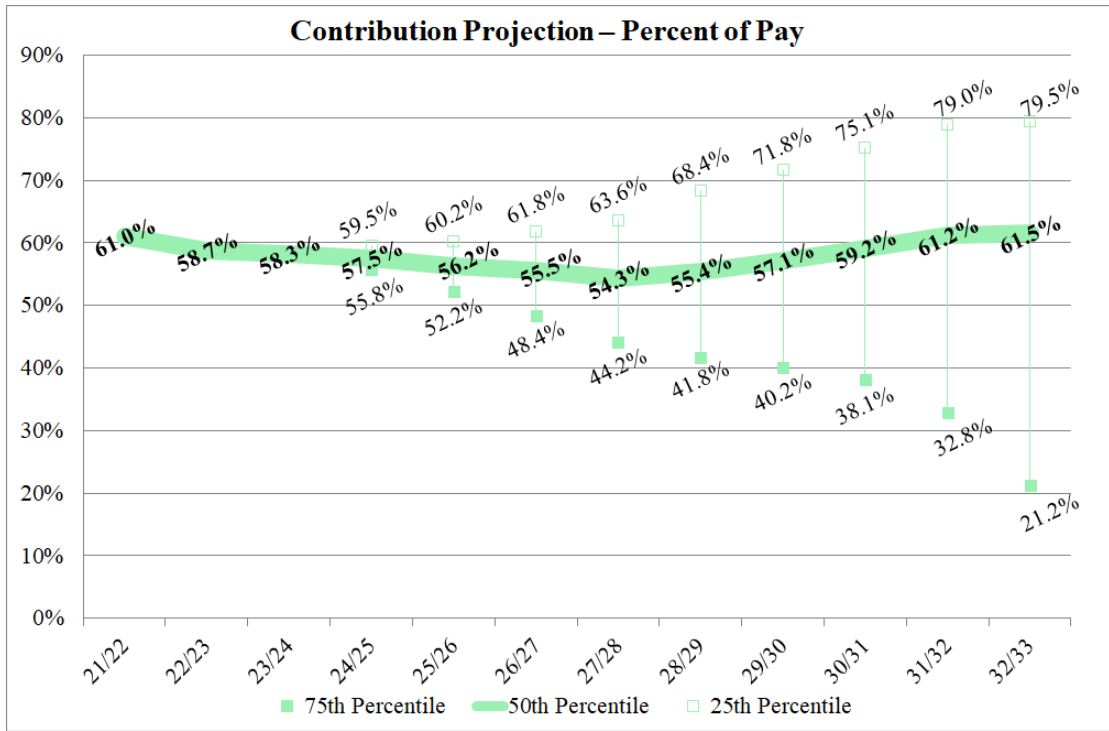


CONTRIBUTION PROJECTIONS - SAFETY

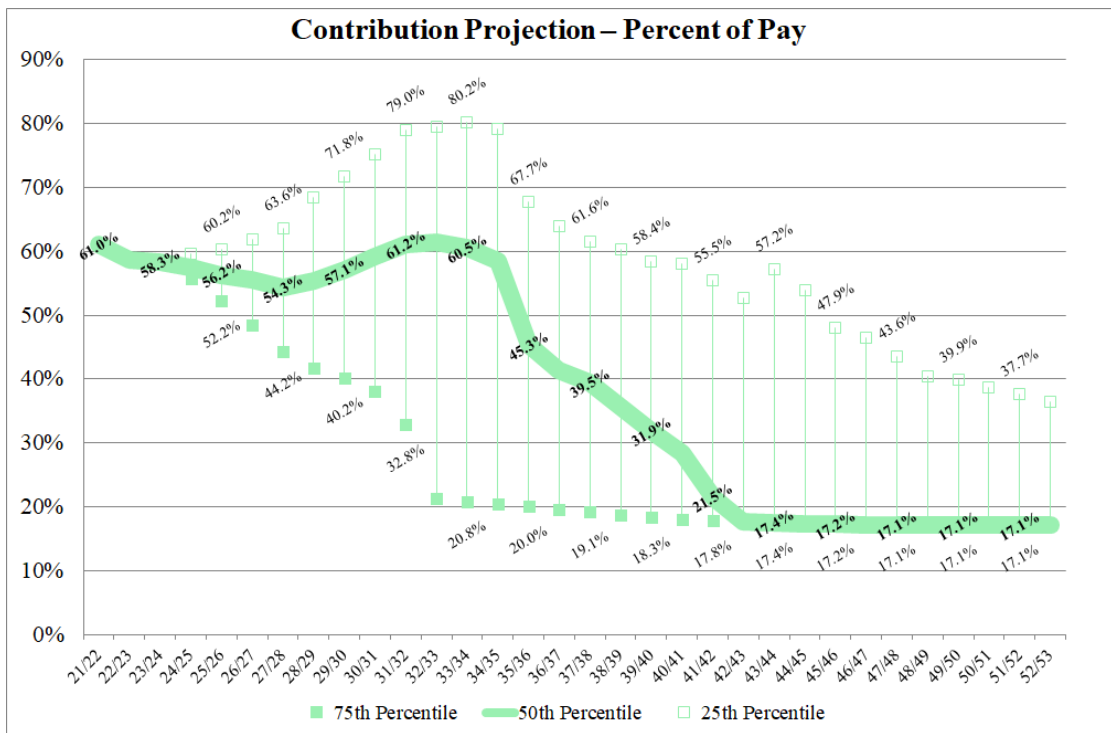
- New hire assumptions:
 - 97.5% of 2021/22 new hires are PEPRAs members and 2.5% are Classic members
 - Percentage of PEPRAs member future hires to increase from 97.5% to 100% in last year



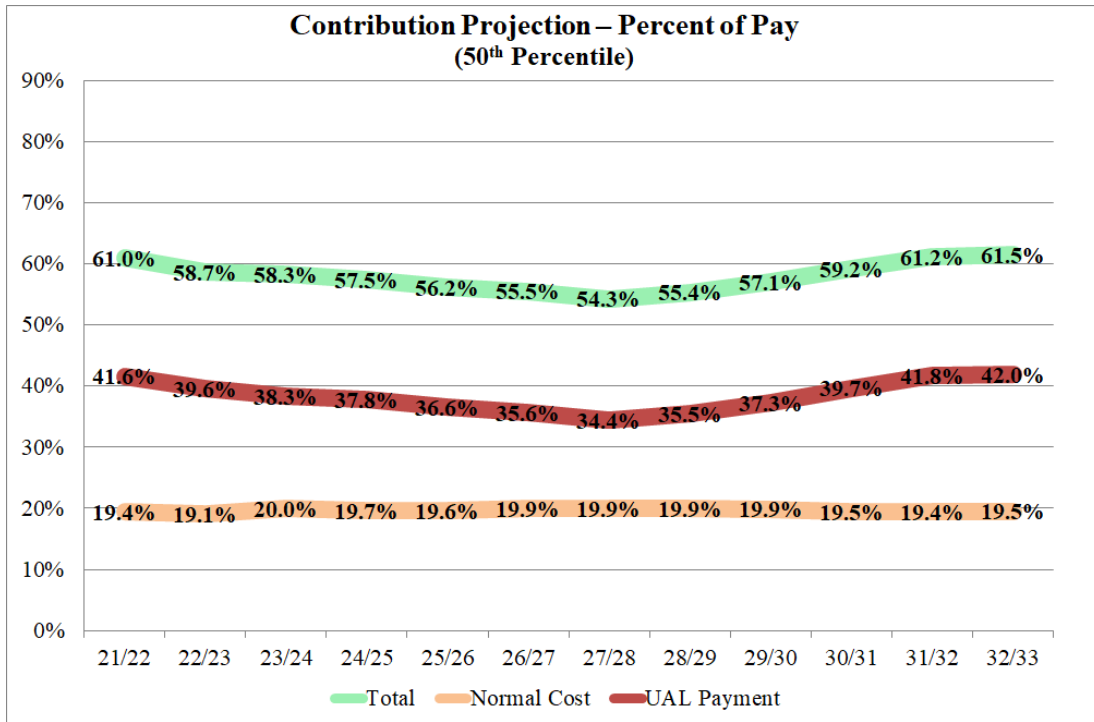
CONTRIBUTION PROJECTIONS - SAFETY



CONTRIBUTION PROJECTIONS - SAFETY



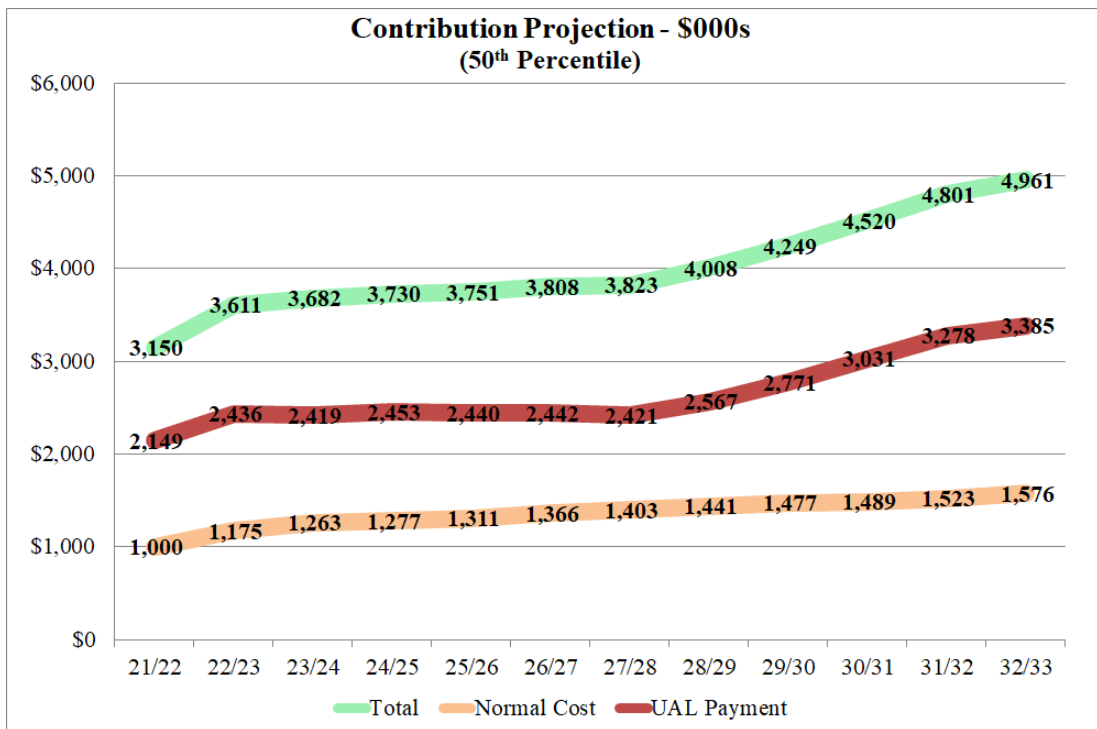
CONTRIBUTION PROJECTIONS - SAFETY



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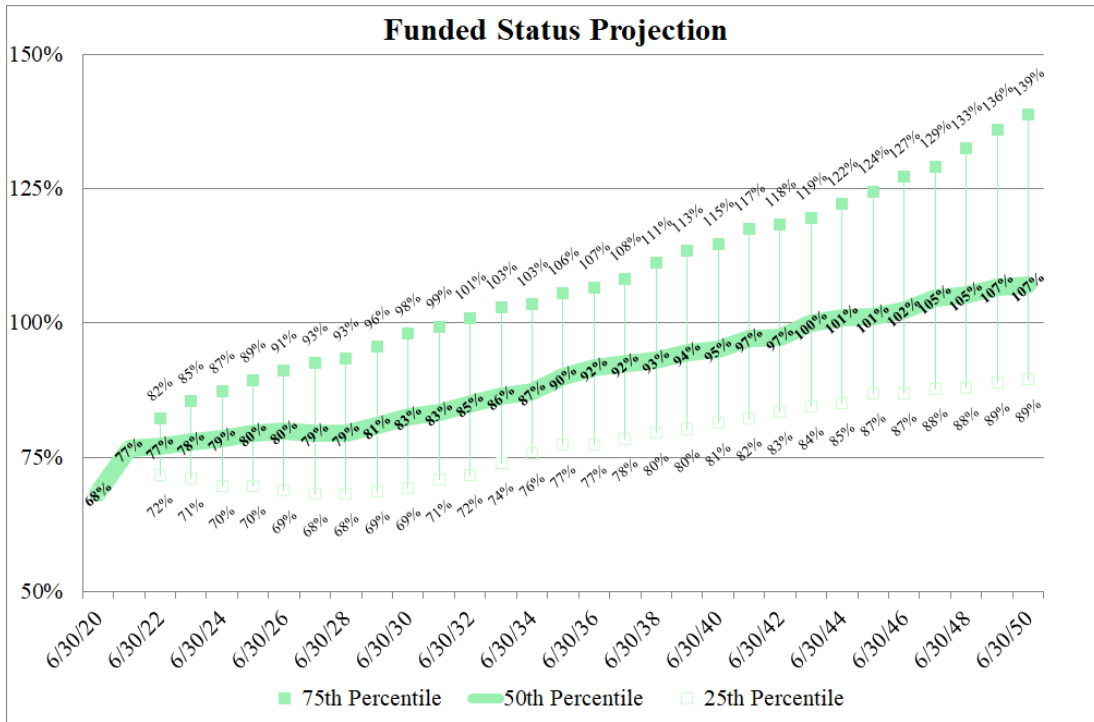
CONTRIBUTION PROJECTIONS - SAFETY



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FUNDED STATUS - SAFETY

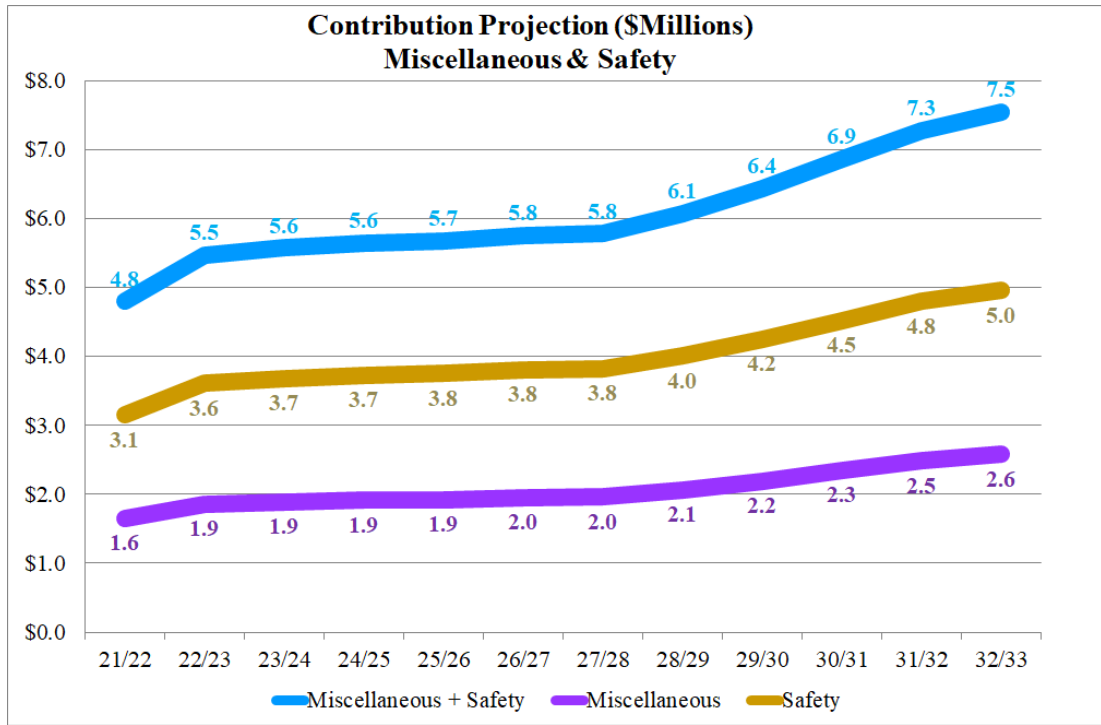


FUNDED STATUS - SAFETY

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COMBINED MISCELLANEOUS AND SAFETY



COMBINED MISCELLANEOUS AND SAFETY

Funded Status Summary on June 30, 2020
(Amounts in \$Millions)

	Miscellaneous	Safety	Total
■ AAL	\$ 53.7	\$ 95.6	\$ 149.3
■ Assets	<u>38.2</u>	<u>65.4</u>	<u>103.6</u>
■ Unfunded AAL	15.5	30.2	45.7
■ Funded Ratio	71.1%	68.4%	69.4%



LEAVING CALPERS

- Participation in CalPERS is governed by State law and CalPERS rules
- The following are considered “withdrawing” from CalPERS:
 - Exclude new hires from CalPERS & giving them a different pension
 - Stop accruing benefits for current employees
- “Withdrawal” from CalPERS:
 - Treated as plan termination
 - Liability increased for conservative investments
 - Liability increased for future demographic fluctuations
 - Liability must be funded immediately by withdrawing agency
 - Otherwise, retiree benefits are cut



LEAVING CALPERS

CalPERS Termination Estimates on June 30, 2020 (Amounts in Millions)

Discount Rate	Ongoing Plan	Termination Basis	
	7.00%	0.75%	2.50%
Miscellaneous			
Actuarial Accrued Liability	\$ 53.7	\$131.9	\$ 97.0
Assets	<u>38.2</u>	<u>38.2</u>	<u>38.2</u>
Unfunded AAL (UAAL)	15.5	93.7	58.8
Safety			
Actuarial Accrued Liability	\$ 95.6	\$ 227.5	\$ 173.7
Assets	<u>65.4</u>	<u>65.4</u>	<u>65.4</u>
Unfunded AAL (UAAL)	30.2	162.1	108.3
Total			
Unfunded AAL (UAAL)	45.7	255.8	167.1
Funded Ratio	69.4%	28.8%	38.3%



PEPRA COST SHARING

- Target of 50% of total normal cost paid by all employees
- *PEPRA members* must pay greater of 50% of total normal cost or bargained amount if higher
- Employer cannot pay any part of *PEPRA member* required employee contributions
- Employer may impose current employees pay 50% of total normal cost (limited to 8% of pay for Miscellaneous and 12% for Safety) if not agreed through collective bargaining
- Miscellaneous Plan 2022/23:

	<u>Classic Members</u>	<u>New Members</u>
	Tier 1	PEPRA
	<u>2% @ 55 FAE1</u>	<u>2% @ 62 FAE3</u>
● Employer Normal Cost	11.6%	7.76%
● Member Normal Cost	<u>7.0%</u>	<u>7.25%</u>
● Total Normal Cost	18.6%	15.01%
● 50% Target	9.3%	7.51%



PEPRA COST SHARING

- Safety Plan 2022/23:

	<u>Classic Members</u>	<u>New Members</u>
	Tier 1	PEPRA
	<u>2% @ 50 FAE1</u>	<u>2.7% @ 57 FAE3</u>
● Employer Normal Cost	21.0%	13.66%
● Member Normal Cost	<u>9.0%</u>	<u>13.75%</u>
● Total Normal Cost	30.0%	27.41%
● 50% Target	15.0%	13.71%

- PEPRA Member Contributions – no change expected for FY22/23:

	2021/22		2022/23			
	Total NC (Basis)	Member Rate	Total Normal Cost	Change	Member Rate	Method
Miscellaneous	14.32%	7.25%	15.01%	0.69%	7.25%	PEPRA Members
Safety	27.63%	13.75%	27.41%	(0.22%)	13.75%	PEPRA Members



PAYING DOWN THE UNFUNDED LIABILITY & RATE STABILIZATION

- All options for mitigating future contribution increases involve paying more money sooner
 - CalPERS liabilities grow 7% per year
- City internal investments restricted to very low risk
- Where do you get the money from?
 - Sources of funds: City funds, borrowing, bargain with employees to pay more

- How do you use the money?



WHERE DO YOU GET THE MONEY FROM?

- POB:
 - Usually thought of as interest arbitrage between expected earnings and rate paid on POB
 - No guaranteed savings
 - PEPRA prevents contributions from dropping below normal cost
 - Savings offset when investment return is good
 - GFOA Advisory
 - Currently very popular due to low borrowing costs, but no guarantees!
- Borrow from General Fund similar to State
- One time payments
 - Governing body resolution to use a portion of one time money, e.g.
 - 1/3 to one time projects
 - 1/3 to replenish reserves and
 - 1/3 to pay down unfunded liability



HOW DO YOU USE THE MONEY?

- Internal Service Fund
 - Typically used for rate stabilization
 - Restricted investments:
 - Likely low (0.5%-1.0%) investment returns
 - Short term/high quality, designed for preservation of principal
 - Assets can be used by governing body for other purposes
 - Does not reduce Unfunded Liability



HOW DO YOU USE THE MONEY?

- Make payments directly to CalPERS:
 - Likely best long-term investment return
 - Must be considered an irrevocable decision
 - Extra payments cannot be used as future “credit”
 - PEPPRA prevents contributions from dropping below normal cost
 - Option #1: Request shorter amortization period (Fresh Start):
 - Higher short term payments
 - Less interest and lower long term payments
 - Likely cannot revert to old amortization schedule
 - “Soft” fresh start is more popular, but administratively difficult



HOW DO YOU USE THE MONEY?

- Make payments directly to CalPERS (continued):
 - Option #2: Additional Discretionary Payment (ADP):
 - Extra contribution's impact muted by reduced future contributions
 - CalPERS can't track the "would have been" contribution
 - No guaranteed savings
 - Larger asset pool means larger loss (or gain) opportunity
 - Paying off shorter amortization bases: larger contribution savings over shorter period:
 - e.g. 10 year base reduces contribution 11.9¢ for \$1
 - Less interest savings vs paying off longer amortization bases
 - Paying off longer amortization bases: smaller contribution savings over longer period:
 - e.g. 25 year base reduces contribution 6.2¢ for \$1
 - More interest savings vs paying off shorter amortization bases
 - Maintaining the current payment schedule – not letting payments reduce due to extra payment – gives the greatest long-term savings
 - Administratively and politically difficult



HOW DO YOU USE THE MONEY?

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IRREVOCABLE SUPPLEMENTAL (§115) PENSION TRUST

- Can only be used to:
 - Reimburse City for CalPERS contributions
 - Make payments directly to CalPERS
- Investments significantly less restricted than City investment funds
 - Fiduciary rules govern Trust investments
 - Usually, designed for long term returns
- Assets don't count for GASB accounting
 - Are considered Employer assets
- Well over 100 trusts established, mostly since 2015
 - Trust providers: PARS, PFM, Keenan
 - California Employers' Pension Prefunding Trust (CEPPT) effective July 2019
 - Strategy 1: 48% stocks / 52% bonds
 - Strategy 2: 22% stocks / 78% bonds



IRREVOCABLE SUPPLEMENTAL (§115) PENSION TRUST

- More flexibility than paying CalPERS directly
 - City decides if and when and how much money to put into Trust
 - City decides if and when and how much to withdraw to pay CalPERS or reimburse Agency
- Funding strategies typically focus on
 - Reducing the unfunded liability
 - Fund enough to make total CalPERS UAL = 0
 - Make PEPPA required payments from Trust when overfunded
 - Stabilizing contribution rates
 - Mitigate expected contribution rates to better manage budget
 - Combination
 - Use funds for rate stabilization/budget predictability
 - Target increasing fund balance to pay off UAL sooner



IRREVOCABLE SUPPLEMENTAL (§115) PENSION TRUST

- Consider:
 - How much can you put into Trust?
 - Initial seed money?
 - Additional amounts in future years?
 - When do you take money out?
 - Target budget rate?
 - Year target budget rate kicks in?
 - Before or after CalPERS rate exceeds budgeted rate?



COMPARISON OF OPTIONS

- | ■ Supplemental Trust | ■ CalPERS |
|--|--|
| ● Flexible | ● Locked In |
| ● Likely lower long-term return | ● Likely higher long-term return |
| ● Investment strategy choice | ● No investment choice |
| ● Does not reduce net pension liability for GASB reporting | ● Reduces net pension liability for GASB reporting |
| ● More visible | ● More restricted |



ADDITIONAL PAYMENT ILLUSTRATION

Direct Payment to CalPERS

- Following illustrates additional \$3.4 million contribution to CalPERS on June 30, 2022
 - \$.6 million to OPEB illustrated later. Total \$4 million
- Miscellaneous (\$1.2 million)
- Safety (\$2.2 million)
- Estimated Savings

	Miscellaneous	Safety
Apply ADP to Shortest Bases	\$1.2 million	\$2.2 million
Total \$ Savings (000's) over 30 years	\$ 571	\$1,155
Present Value of Savings @ 3% (000's)	277	555
Apply ADP to Longest Bases	\$1.2 million	\$2.2 million
Total \$ Savings (000's) over 30 years	\$1,398	\$ 2,580
Present Value of Savings @ 3% (000's)	592	1,090
Do Not Let Payments Reduce	\$1.2 million	\$2.2 million
Total \$ Savings (000's) over 30 years	\$2,827	\$5,318
Present Value of Savings @ 3% (000's)	1,158	2,171



ADDITIONAL PAYMENT ILLUSTRATION

Payment to 115 Trust

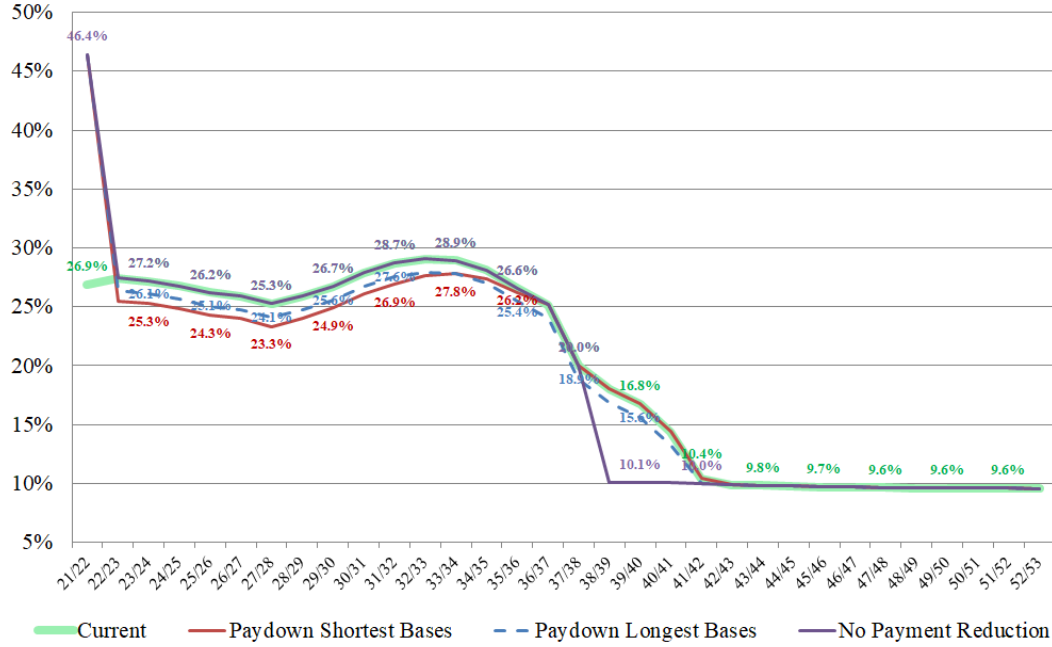
	Miscellaneous	Safety
Trust Contributions	\$1.2 million	\$2.2 million
Trust Earnings	5%	5%
Trust Target		
- Target City contribution rate ¹¹	25.0%	53.0%
- Projected 1st year of trust withdrawals	2028/29	2028/29
- Projected last year of trust withdrawals	2035/36	2034/35
\$ Savings (000's) over 30 years	\$825	\$1,428
Present value of savings @ 3% discount rate (000's)	312	567

¹¹ If CalPERS rates are below the target rate, the difference is paid to the Trust. If CalPERS rates are above the target rate, funds are withdrawn from the trust to pay CalPERS.



ADDITIONAL PAYMENT ILLUSTRATION

Direct Payment to CalPERS Miscellaneous Contribution Projection – Percent of Pay

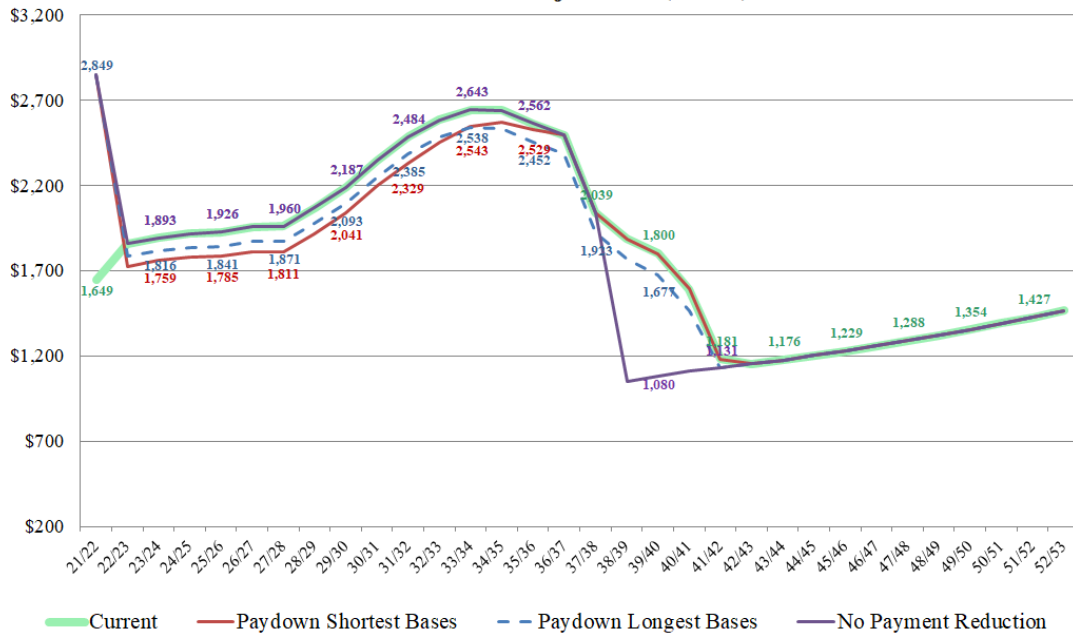


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ADDITIONAL PAYMENT ILLUSTRATION

Direct Payment to CalPERS Miscellaneous Contribution Projection – (\$000s)

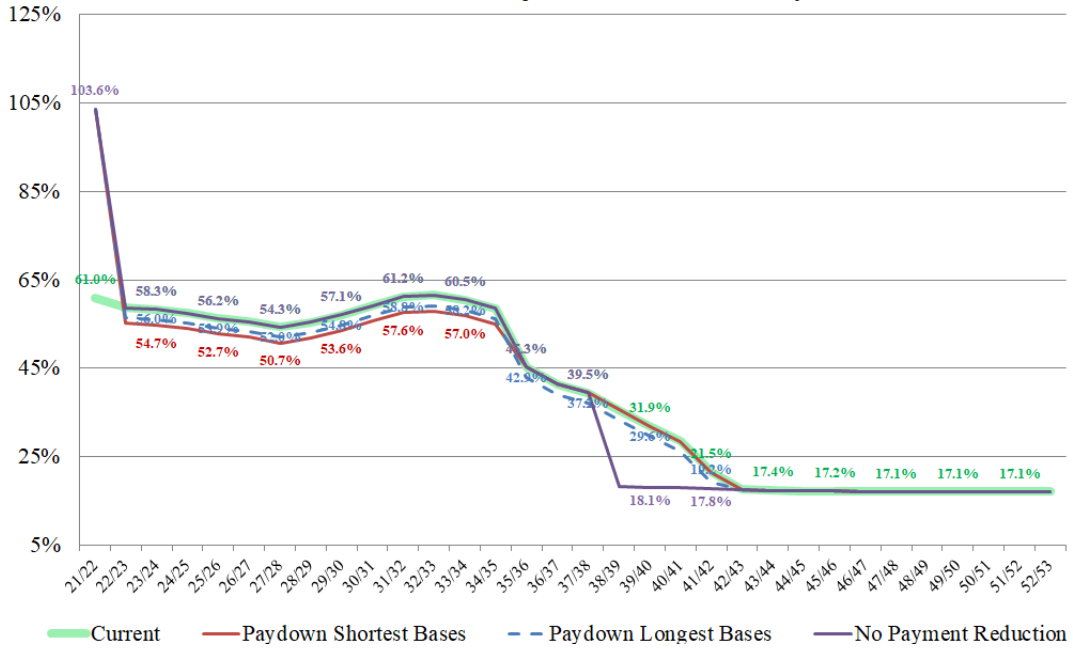


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ADDITIONAL PAYMENT ILLUSTRATION

Direct Payment to CalPERS Safety Contribution Projection – Percent of Pay

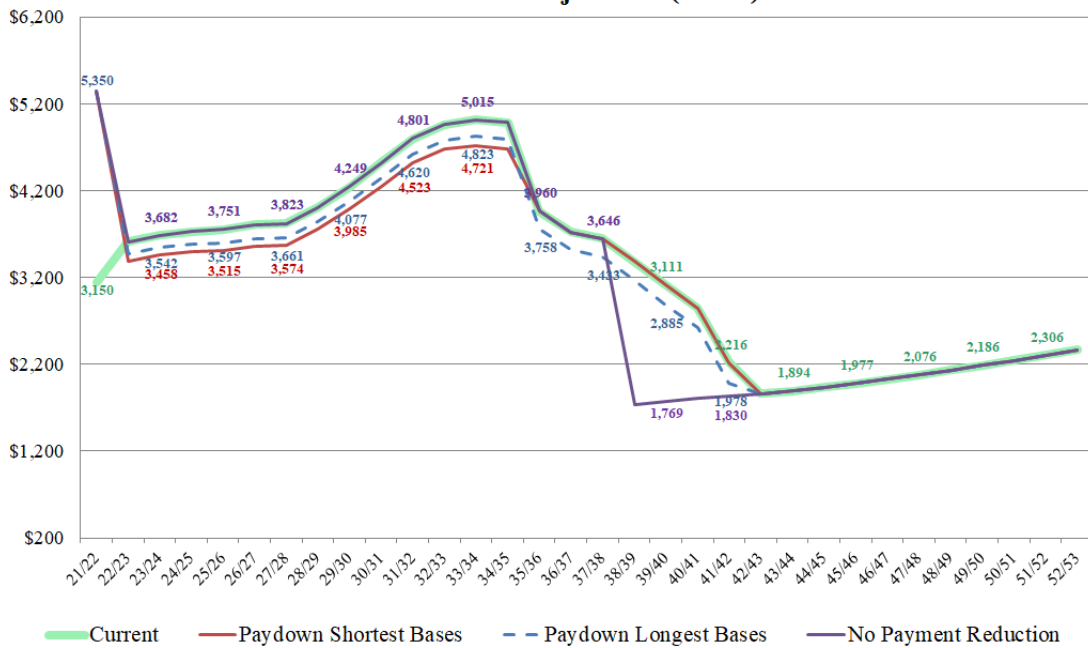


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ADDITIONAL PAYMENT ILLUSTRATION

Direct Payment to CalPERS Safety Contribution Projection – (\$000s)

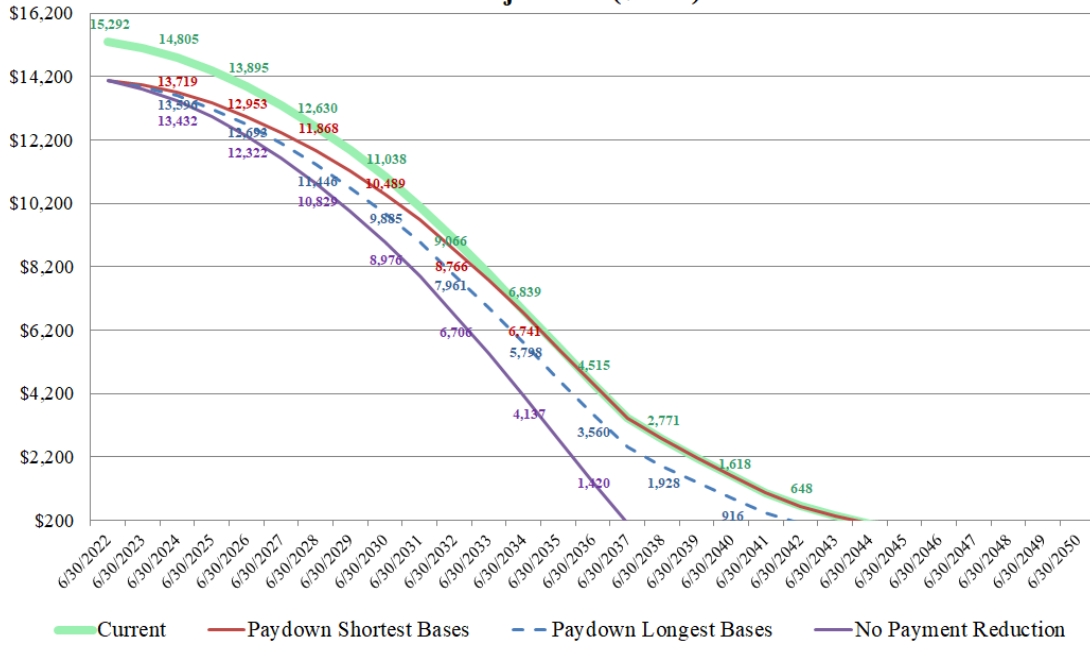


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ADDITIONAL PAYMENT ILLUSTRATION

**Direct Payment to CalPERS
Miscellaneous
UAAL Projection – (\$000s)**

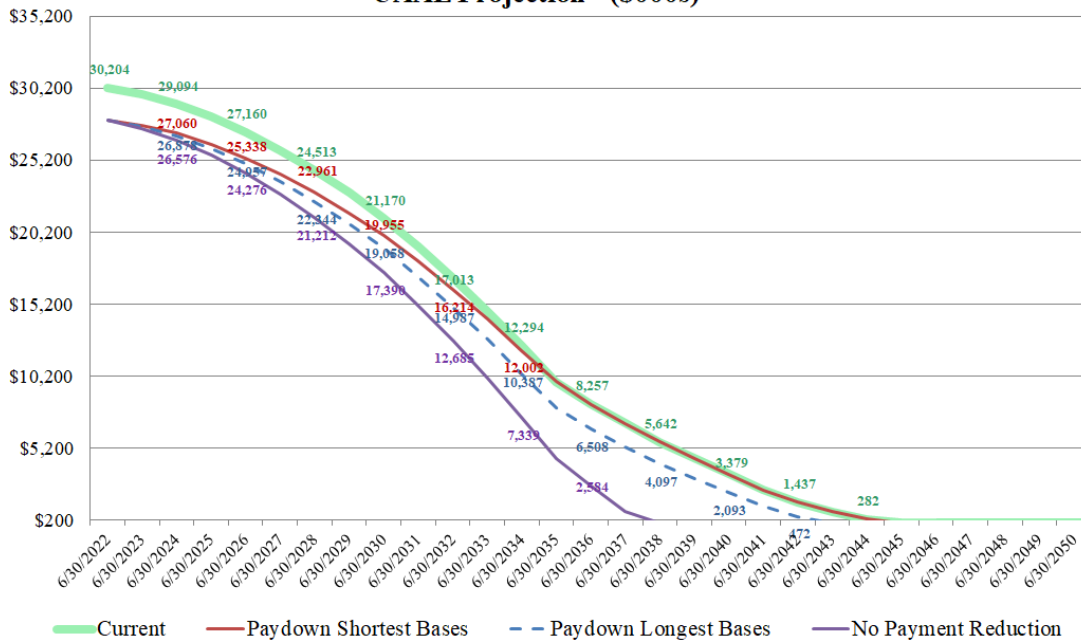


September 23, 2021 **DRAFT**



ADDITIONAL PAYMENT ILLUSTRATION

**Direct Payment to CalPERS
Safety
UAAL Projection – (\$000s)**

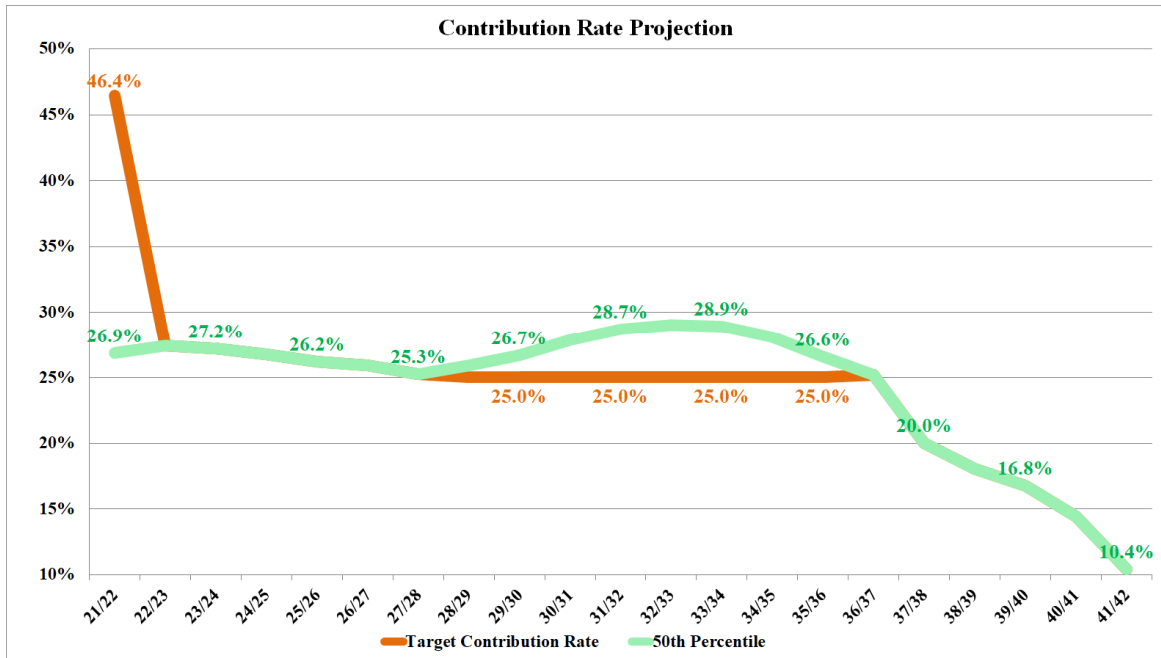


September 23, 2021 **DRAFT**



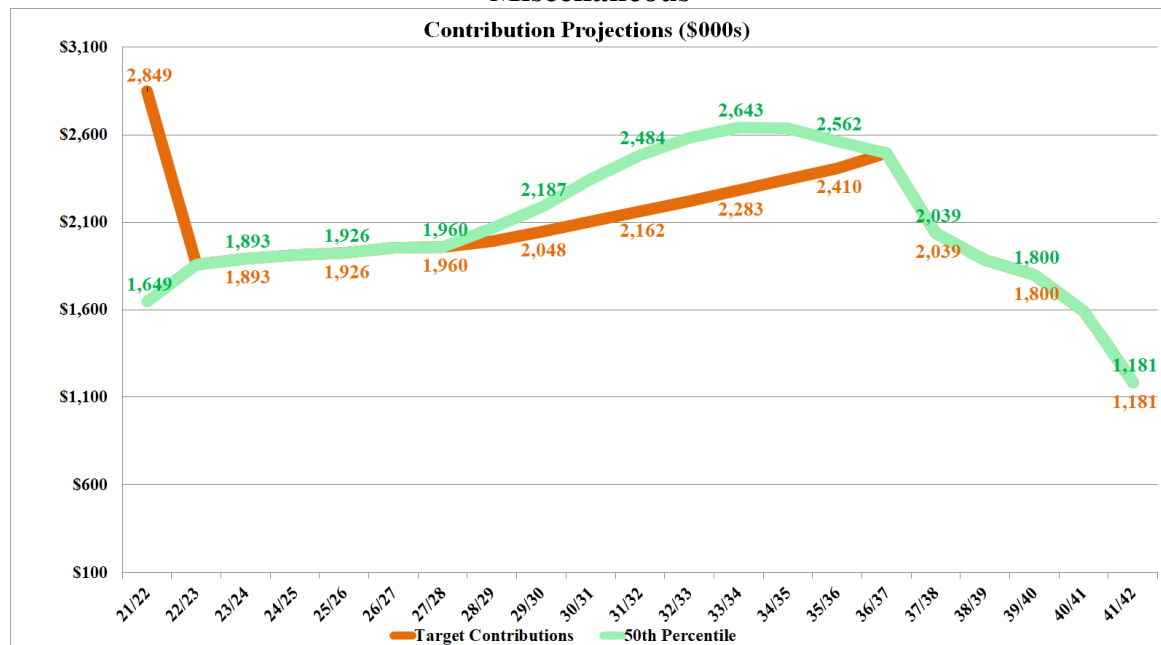
ADDITIONAL PAYMENT ILLUSTRATION

**Payment to 115 Trust
Miscellaneous**



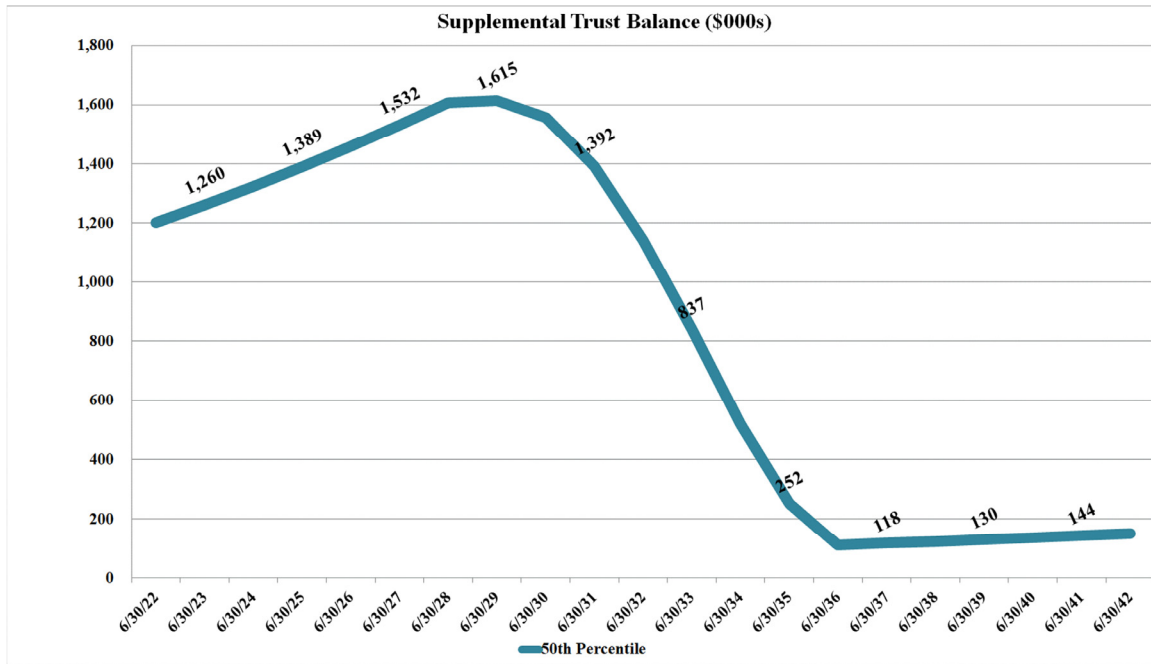
ADDITIONAL PAYMENT ILLUSTRATION

**Payment to 115 Trust
Miscellaneous**



ADDITIONAL PAYMENT ILLUSTRATION

**Payment to 115 Trust
Miscellaneous**

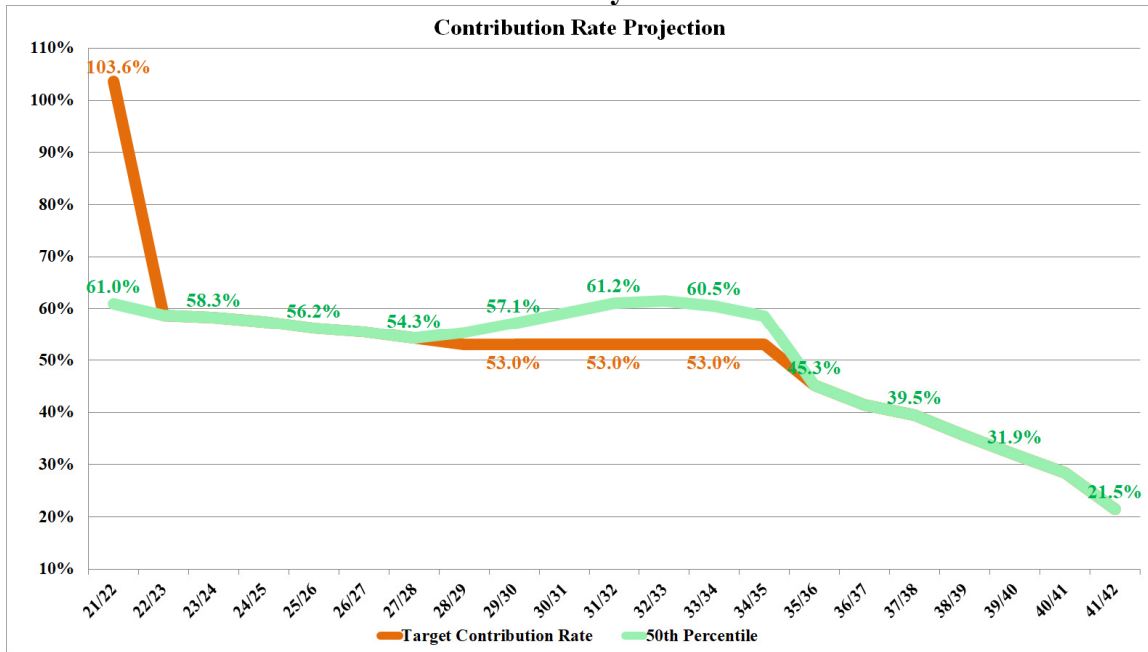


ADDITIONAL PAYMENT ILLUSTRATION



ADDITIONAL PAYMENT ILLUSTRATION

Payment to 115 Trust Safety

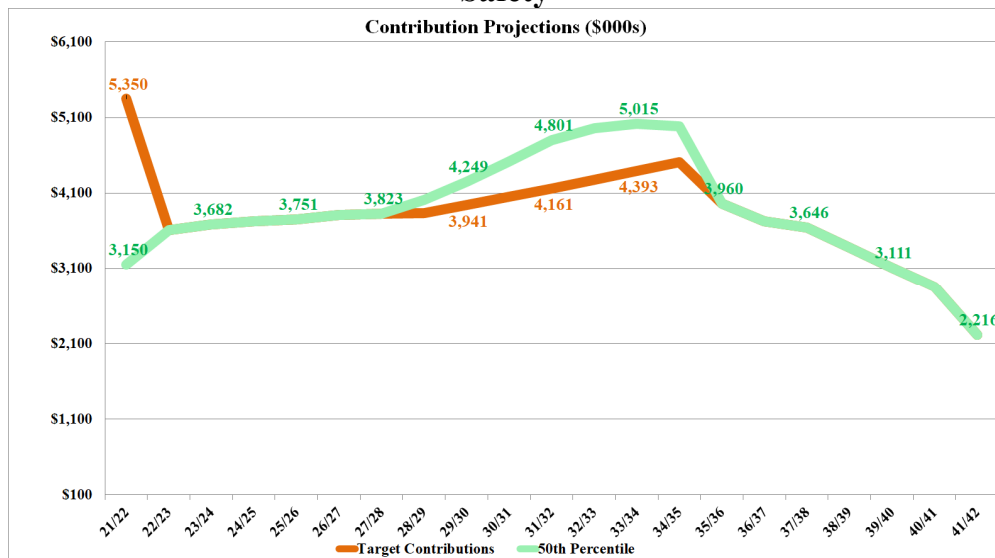


September 23, 2021 **DRAFT**



ADDITIONAL PAYMENT ILLUSTRATION

Payment to 115 Trust Safety

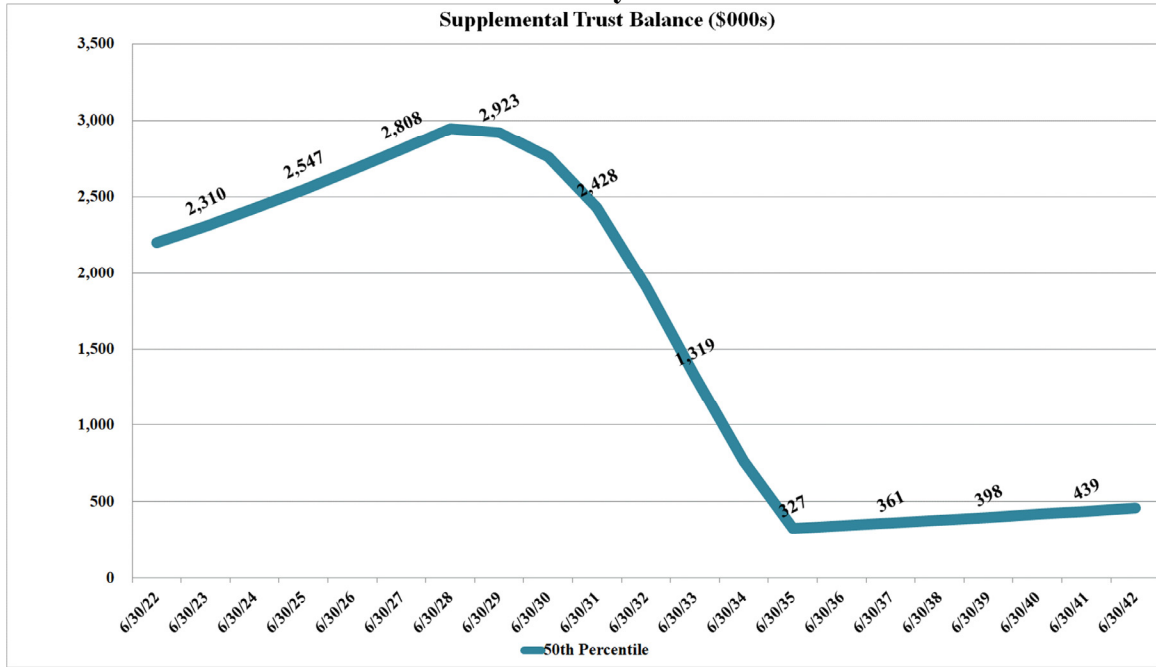


September 23, 2021 **DRAFT**



ADDITIONAL PAYMENT ILLUSTRATION

**Payment to 115 Trust
Safety**



ADDITIONAL PAYMENT ILLUSTRATION



OPEB PLAN FUNDING

- Retiree Healthcare Benefits
- City pays:
 - Single-employee premiums for pre-2012 retirees
 - Up to \$625/\$715 per month for other Safety employees and Miscellaneous hired before 7/1/2020
 - CalPERS minimum (\$143/month in 2021) for Miscellaneous hired after 7/1/2020
 - Retirement after age 50 with 5 years CalPERS service
- Health plans through CalPERS
- No dental, vision, or life insurance
- District not pre-funding the OPEB obligation
 - Discount rate depends on municipal bond rate (2.21% at 6/30/2021)
 - If prefunding, use fund's long term expected return on assets



OPEB PLAN FUNDING

Actuarial Obligations (Amounts in 000's)

	6/30/19
■ Discount rate	3.5%
■ Actuarial Accrued Liability (AAL)	
● Actives (future retirees)	\$ 5,501
● Retirees	<u>11,337</u>
● Total	16,838
■ Assets	<u>0</u>
■ Unfunded AAL	16,838
■ Projected benefit payments FY2021	\$815



OPEB PLAN FUNDING

■ Why prefund OPEB?

- Financial: Future benefits can be paid partly from investment earnings instead of from current City budget
- Intergenerational equity: Taxpayers/residents who receive City services should pay for the compensation and retiree benefits -- they should not be paid by later taxpayers
- Logical: OPEB is an employee benefit just like pensions.



September 23, 2021 **DRAFT**

89



OPEB PLAN FUNDING

6/30/2021 Actuarial Obligations and Recommended Contributions (Amounts in 000's)

	Current	Pre-funding	Pre-funding
■ Discount rate (expected long term return on trust assets)	3.5%	6.25%	4.75%
■ Actuarial Accrued Liability (AAL)	\$ 17,471	\$ 12,865	\$ 15,093
■ Assets	<u>0</u>	<u>600</u>	<u>600</u>
■ Unfunded AAL (UAL)	17,471	12,265	14,493
■ Normal cost (value of benefits earned in the coming year)	673	399	527
■ Amortization payment ¹²	N/A	<u>861</u>	<u>923</u>
■ Actuarially Determined Contribution (ADC)	N/A	1,260	1,450
■ Projected benefit payments	840	<u>840</u>	<u>840</u>
■ Net recommended trust contribution for FY2022	N/A	\$ 420	\$ 610

¹² 20 year, level percent of pay (3% per year payment escalation)



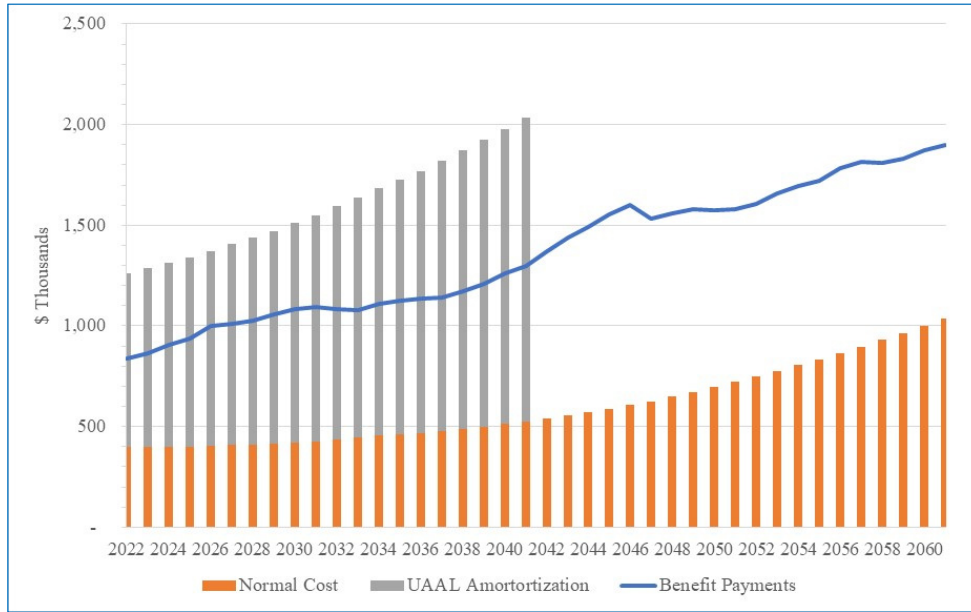
September 23, 2021 **DRAFT**

90



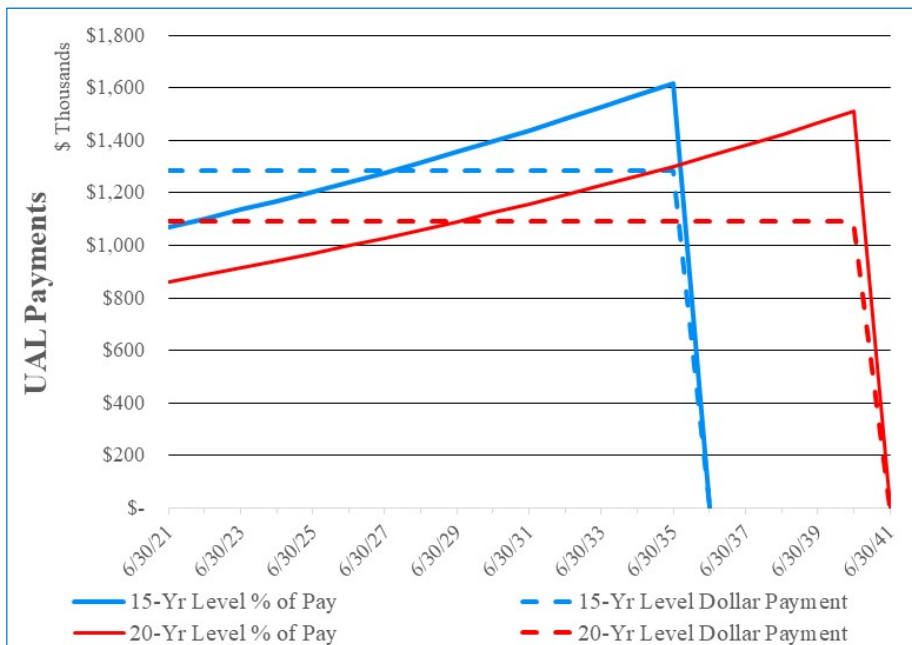
OPEB PLAN FUNDING

Illustration of Projected Recommended Contributions vs. Benefit Payments 6.25% Discount Rate



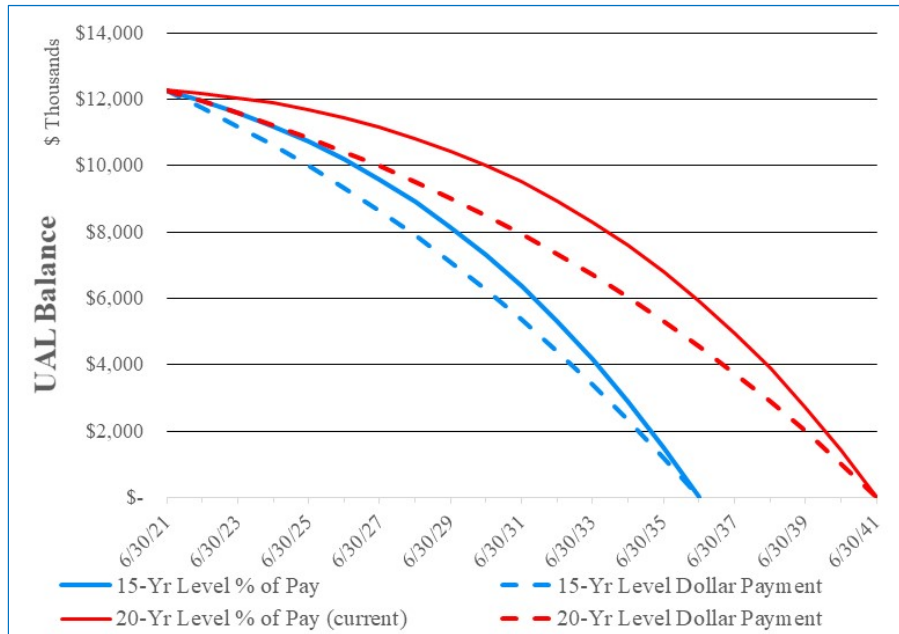
OPEB PLAN FUNDING

Illustration of UAL Amortization Payments 6.25% Discount Rate



OPEB PLAN FUNDING

Illustration of UAL Paydown 6.25% Discount Rate



ACTUARIAL CERTIFICATION

This report presents analysis of the City of South Pasadena’s CalPERS pension plans. The purpose of this report is to provide the City:

- Historical perspective on the plan investment returns, assets, funded status and contributions.
- Projections of likely future contributions and the impact of investment volatility

The calculations and projections in this report are based on information contained in the City’s June 30, 2020 and earlier CalPERS actuarial valuation reports. We reviewed this information for reasonableness, but do not make any representation on the accuracy of the CalPERS reports.

Future investment returns and volatility are based on Bartel Associates Capital Market model which results in long term returns summarized on pages 23 and 41.

Future results may differ from our projections due to differences in actual experience as well as changes in plan provisions, CalPERS actuarial assumptions or methodology. Other than variations in investment return, this study does not analyze these.

To the best of our knowledge, this report is complete and accurate and has been conducted using generally accepted actuarial principles and practices. As members of the American Academy of Actuaries meeting the Academy Qualification Standards, we certify the actuarial results and opinions herein.

Respectfully submitted,

DRAFT

DRAFT

Mary Elizabeth Redding, FSA, EA, FCA, MAAA
Vice President
Bartel Associates, LLC
DRAFT

Bianca Lin, FSA, EA, FCA, MAAA
Assistant Vice President
Bartel Associates, LLC
DRAFT





City Council Agenda Report

ITEM NO. 13

DATE: February 2, 2022

FROM: Arminé Chaparyan, City Manager *AC*

PREPARED BY: Tamara Binns, Assistant to City Manager

SUBJECT: **Resolution of the City Council of the City of South Pasadena
Condemning the City’s History as a Sundown Town and Past
Practices of Institutionalized Racism; Take Action to Join the
Government Alliance on Race & Equity (GARE); Direct Staff to
Engage in Additional Equity-Developing Activities**

Background

On February 3, 2021 Councilmember Zneimer requested, seconded by Mayor Mahmud, that staff prepare a resolution acknowledging and condemning the City of South Pasadena’s history as a “sundown town” and instances of practiced racism. The item was to return for City Council’s consideration at its February 17, 2021 meeting, and this item was continued to obtain additional public input from local community groups.

Historically, “Sundown Towns” are communities, neighborhoods, or counties that excluded African Americans and other minority groups through the use of discriminatory laws, harassment, and the threat or use of violence. The name is derived from the posted and verbal warnings issued to such groups – particularly African-Americans – that although they might be allowed to work or travel in a community during the daytime, they must leave by sundown. Although the term most often refers to the forced exclusion of African-Americans, the history of sundown towns also included prohibitions against Jews, Native Americans, Chinese, Japanese, Latinx, and other minority groups. No official ordinance or law of the City of South Pasadena has been found imposing sundown restrictions, but the collective oral and written history, public accounts, and newspaper articles explicitly demonstrates South Pasadena’s history as a “sundown town” for a significant portion of the 20th century.

Cities throughout the United States are memorializing historic inequities to solidify the commitment of working towards continued racial inequality. A few examples of the growing movement to address such inequity across various jurisdictions include:

- In 2021, the County of Los Angeles took action to cause the return of Bruce’s Beach to the descendants of the original owners. In the 1920s, the Manhattan Beach City Council used eminent domain to drive out a successful Black business and its patrons. In October 2021, Governor Gavin Newsom signed into law the return of these lands to the descendants of the family; In October 2020, the City of Glendale became the first city in

California and the third in the nation to pass a resolution apologizing for its history as a “sundown town”;

- In January 2022, the United States Senate passed a bill, authored by Sen. Cory Booker, to posthumously award the Congressional Gold Medal to honor Emmitt Till, a Chicago teenager kidnapped and murdered by white supremacists in Money, Mississippi in 1955 while visiting relatives. The bill is now headed to the House of Representatives and will also honor Emmitt Till’s mother, Mamie Till-Mobley;
- In 2021, the House of Representative approved a bill supporting reparations for descendants of slavery after more than three decades of building support. The bill is called H.R. 40, and it will establish a 13-person commission to study the effects of slavery and racial discrimination throughout our county’s history; and
- In 2022, the United States Mint began shipping quarters featuring Maya Angelou after it was approved for the author/activist to be the first woman on the Unites States quarter. In addition, the Treasury Department is honoring Rosa Parks on the twenty-dollar bill.

The City of South Pasadena has been active in efforts to further social equity. In recent years, the City has made progress in this significant matter, including:

- January 2021: City Council approved the Black History Month Proclamation
- March 2021: Diversity and Equity Training for all City staff
- April 2021: Hero Pay for workers during the height of the COVID pandemic
- May 2021: Council adopted the City’s first Inclusionary Housing Ordinance

Council continued the Sundown Town Resolution during the February 17, 2021 meeting, and requested additional community feedback and collaboration. Local community groups CareFirst, Anti-Racism Committee, and Anti-Bias Club have been instrumental in providing feedback drafting the resolution to ensure it is specific to South Pasadena, and not a merely a general mirror of local resolutions from neighboring cities. The Anti-Racism Committee has compiled extensive research and facts along with the student work of the Anti-Bias Club, and CareFirst provided information on wealth gaps and historical analysis. Additional information was provided by CareFirst on November 17, 2021 regarding a Racial Impact Amendment. (Attachment 3)

Discussion/Analysis

Previously, South Pasadena City Library Historian Olivia Radbill and then-Mayor Robert Joe conducted research into the South Pasadena’s history as a Sundown Town and discovered the following institutionalized forms of systemic racism in South Pasadena:

- On October 23, 1911 City Council members Jacobs, Vatcher, Wilson, and Adams voted to block an orphanage for Black children from being established in the City;
- In 1941, a race restriction campaign was established by a non-profit committee, "South Pasadenans Inc.", was aided by the City. The purpose of the committee was to restrict non-white citizens from purchasing homes;

- In 1942, in response to Executive Order 9066 requiring the relocation of persons of Japanese ancestry, 165 Japanese-American residents of South Pasadena were forced to evacuate South Pasadena. There is not clarity as to what happened to homes that were evacuated by these residents. In 1942, Mayor A.O. Porter simply commented that the City does not have control of these properties. Many were either sold in duress by the families before leaving or sat vacant until the families returned.
- In 1955, Susan McClain, a 9-year-old African-American girl, was denied entry to the Orange Grove Plunge. According to a lawsuit filed against the City, the girl was not permitted entry due to a Recreation Department rule "barring Negroes".

In order to address these past issues, the City of South Pasadena adopted Resolution 7673, dated August 5, 2020. (Att. 2). The attached resolution reaffirms that the City will continue to promote inclusion and equity, and will stand up to bigotry, hatred, intolerance, racism, and violence. It affirms that the City unequivocally rejects racism in all its forms and is committed to working toward building a community where people of all races and cultural backgrounds are welcome to live and prosper.

With all of this considered, it is recommended that the City Council take a step further in setting an example by adopting a resolution entitled "Resolution of the City Council of the City of South Pasadena Condemning the City's History as a Sundown Town and Past Practices of Institutionalized Racism."

Restrictive Housing Covenants

Staff recommends the City will review the deeds of properties currently owned by the City or owned in the future, and will remove any existing racially restrictive housing covenants. Community Development Director has worked with staff in preparing this resolution and confirmed staff has the capacity to request or purchase copies of South Pasadena deeds from the LA County Recorder's Office and research and remove any existing racially restrictive housing covenants. Individual residents now also have the option remove a such restrictions from their own deeds, per AB 1466 (Att. 5), signed into law September 28, 2021. A Restrictive Covenant Modification form is now required to be provided to every person purchasing a property with a restrictive covenant, and that by July 1, 2022 each county recorder establish an implementation plan to identify unlawful restrictive covenants in the records of their office.

Government Alliance on Race & Equity (GARE)

It is also recommended the City consider joining the Government Alliance on Race & Equity (GARE) after staff has an opportunity to attend one or more information sessions. The next information session is scheduled for February 22, 2022. (Source: <https://garemembers.racialequityalliance.org/events/calendar>)

South Pasadena membership is a request supported by the local community groups. GARE is a national network of city governments working to achieve racial equity and advance opportunities for all. GARE was launched by the Haas Institute for a Fair and Inclusive Society (HIFIS) at the University of California Berkeley in early 2014. In the Fall of 2015, GARE was established as a

joint project of HIFIS and the Center for Social Inclusion (CSI), with GARE formally establishing itself as a program of CSI. In 2017, CSI merged with Race Forward, a national tax-exempt non-profit organization that catalyzes community, government, and other institutions to dismantle structural racial inequity and create equitable outcomes for all. Race Forward crafts and applies tools and strategies to transform our nation's policies and practices, in order to achieve racial equity. GARE is working to advance racial equity and increase opportunities for all communities. GARE is building the field of practice to advance racial equity within and through government.

GARE recognizes that racial inequities currently exist across all indicators for success, including in education, criminal justice, jobs, housing, public infrastructure and health, regardless of intent, region of the country or size of jurisdiction. GARE also recognizes the reality that government played a central role in the creation and maintenance of racial inequity, and did so explicitly for centuries and has done so for 50+ years implicitly via policies and practices that perpetuate inequities, even when they are color-blind or race-neutral. Government will continue to perpetuate racial inequities unless there are intentional and strategic interventions that lead to transformation.

GARE's Membership Network is composed of over 350 jurisdictions at the forefront of local and regional government's work to advance racial equity. The Network is a professional peer-to-peer network that enables government racial equity directors/leads and subject area experts to exchange information, collaborate to advance their practice, and develop solutions to racial equity challenges. Local GARE member Cities include:

- Pasadena
- Santa Monica
- Glendale
- Pico Rivera
- Southern California Association of Governments
- El Segundo
- Culver City
- Long Beach
- San Marino
- South Coast Air Quality Management District

(Source: www.racialequityalliance.org/where-we-work/jurisdictions/).

Fiscal Impact

GARE membership will be brought to Council at a later date after staff has attended information sessions, and also discussed the program with our local City partners. Annual membership with GARE is \$2,500. The funds to cover this expense will be covered by Account GL 101-2010-2011-8060. There is adequate funding in this line item.

The fiscal impact associated with the adoption of the included resolution and associated actions is included in already budgeted activities of City personnel, or will be addressed in future City action with negligible effect.

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.

Recommendation

It is recommended that the City Council:

1. Adopt a resolution entitled "Resolution of the City Council of the City of South Pasadena Condemning the City's History as a Sundown Town and Past Practices of Institutionalized Racism"; and
2. Direct staff to attend information sessions on the Government Alliance on Race & Equity (GARE) and discuss the membership with our neighboring cities; and
3. Direct staff to engage in the following Equity-Developing Activities:
 - a. Review the deeds of properties currently owned by the City or owned in the future in coordination with LA County Registrar Recorder adoption and implementation plan; remove any existing racially restrictive housing covenants; and for any property purchased in the future remove the racially restrictive housing covenant prior accepting property;
 - b. Hire artists to perform at the Music in the Parks reflecting a wide variety of cultural backgrounds, countries, and sounds;
 - c. Support an annual community forum in demonstration of South Pasadena's commitment to promote diversity, equity and inclusion in the community; hosted by Assistant to the City Manager Tamara Binns;
 - d. Continue to support the spirit of inclusionary initiatives proposed by county legislation, budget proposals, and policies that would reverse past racist policies and reduce racial disparities consistent with this Resolution, and actively oppose state and county legislation, budget proposals, and policies that would impede the goals of the Resolution Condemning the City's History as a Sundown Town and Past Practices of Institutionalized Racism";
 - e. Continue to promote diversity in the membership of city commissions; and
 - f. Continue to provide diversity, equity, and inclusion training for all city employees.

Attachments:

1. Proposed Resolution Condemning the City's History as a Sundown Town and Past Practices of Institutionalized Racism
2. Resolution 7673- Affirming the City of South Pasadena's Commitment to Diversity and to Safeguarding Civil Rights, Safety and Dignity of all of our Citizens
3. Racial Impact Amendment from CareFirst (November 17, 2021)
4. GARE Membership Application
5. AB 1466 Real Property: discrimination restrictions (September 28, 2021)

ATTACHMENT 1

**A Resolution of the City of Council of the City of
South Pasadena, California, Condemning the
City's History as a Sundown Town and Past
Practices of Institutionalized Racism**

RESOLUTION NO. XXXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, CONDEMNING THE CITY'S HISTORY AS A SUNDOWN TOWN AND PAST PRACTICES OF INSTITUTIONALIZED RACISM

WHEREAS, in the 20th century, many towns throughout the state of California, along with towns and cities in many other states became known as “Sundown Towns” because of their practice of excluding members of non-white racial and ethnic groups, from living in said jurisdictions or even being inside the city limits after sundown, often by social and cultural means, and through government action, including police profiling and enhanced enforcement;

WHEREAS, various practices and events in the history of the City of South Pasadena have been identified as creating such a circumstance to identify the City of South Pasadena as having been a Sundown Town;

WHEREAS, such circumstances and events include the following:

- On October 23, 1911, City Council members Jacobs, Vatcher, Wilson, and Adams voted to block an orphanage for Black children being established in the City;
- In 1941, a race restriction campaign was established by a non-profit committee, "South Pasadenans Inc.", was aided by the City. The purpose of the committee was to restrict non-white citizens from purchasing homes;
- In 1942, in response to Executive Order 9066 requiring the relocation of persons of Japanese ancestry, 165 Japanese-American residents of South Pasadena were forced to evacuate South Pasadena. There is not clarity as to what happened to homes that were evacuated by these residents. In 1942, Mayor A.O. Porter simply commented that the City does not have control of these properties. Many were either sold in duress by the families before leaving or sat vacant until the families returned;
- In 1955, Susan McClain, a 9-year-old African-American girl, was denied entry to the Orange Grove Plunge. According to a lawsuit filed against the City, the girl was not permitted entry due to a Recreation Department rule "barring Negroes".

WHEREAS, the City Council of the City of South Pasadena acknowledges government policies and historic racism has had a direct impact on income inequality;

WHEREAS, the City Council of the City of South Pasadena understands the importance of examining what role the City previously has played in institutional racism, and is ready to embark on a journey towards racial literacy and reconciliation;

WHEREAS, the City of South Pasadena is a racially and ethnically diverse city, with a racial composition of roughly 36% White, 38% Asian, 21% Hispanic, 3% Black, and 2% of other race based on the estimated 2020 Census data; and

WHEREAS, the City Council of the City of South Pasadena envisions a city in which each person regardless of their racial or ethnic background has equal opportunity to thrive;

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

SECTION 1. The City of South Pasadena acknowledges, apologizes for, and condemns all racist aspects of the City's history, and deeply regrets the pain, hurt, and suffering such policies have caused;

SECTION 2. The City of South Pasadena will continue to promote inclusion and equity, and will stand up to bigotry, hatred, intolerance, racism, and violence as reaffirmed in Resolution 7673 dated August 5, 2020;

SECTION 3. The City will evaluate policies, procedures, ordinances, programs, goals, and missions to foster an unbiased and inclusive environment where no person or group is subject to discrimination, harassment, or disproportionate economic harm on the basis of race, ancestry, national origin, color, religion, sex or sexual orientation.

SECTION 4. Review the deeds of properties currently owned by the City or owned in the future in coordination with LA County Registrar Recorder adoption and implementation plan; remove any existing racially restrictive housing covenants; and for any property purchased in the future remove the racially restrictive housing covenant prior accepting property;

SECTION 5. The City will hire artists to perform at the Music in the Parks reflecting a wide variety of cultural backgrounds, countries, and sounds;

SECTION 6. The City will support and host an annual community forum in demonstration of South Pasadena’s commitment to promote diversity, equity and inclusion in the community;

SECTION 7. The City will continue to support the spirit of inclusionary initiatives to review state and county legislation, budget proposals, and policies that would reverse past racist policies and reduce racial disparities consistent with this Resolution, and actively oppose state and county legislation, budget proposals, and policies that would impede the goals of this Resolution;

SECTION 8. The City will continue to promote diversity in the membership of city commissions;

SECTION 9. The City will continue to provide diversity, equity, and inclusion training for all city employees; and

SECTION 10. The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

PASSED, APPROVED AND ADOPTED ON this 2nd day of February, 2022.

Michael Cacciotti, Mayor

ATTEST:

APPROVED AS TO FORM:

Tameka J. Cook, Chief 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 2nd day of February 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Tameka J. Cook, Chief City Clerk
(seal)

ATTACHMENT 2

Resolution 7673 A Resolution Affirming the City of South Pasadena's Commitment to Diversity and to Safeguarding Civil Rights, Safety and Dignity of all of our Citizens

RESOLUTION NO. 7673

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
AFFIRMING THE CITY OF SOUTH PASADENA'S
COMMITMENT TO DIVERSITY AND TO SAFEGUARDING
THE CIVIL RIGHTS, SAFETY AND DIGNITY OF
ALL OF OUR RESIDENTS**

WHEREAS, on December 21, 2016, the City adopted Resolution 7491, asserting the City of South Pasadena belief that diversity of backgrounds, perspectives, and experiences of the American people – native and immigrant – makes our nation, communities, bonds between neighbors, and economies richer and stronger; and

WHEREAS, the City of South Pasadena supports citizens' rights under the First Amendment to peacefully protest and to express their viewpoint, without fear of reprisal; and

WHEREAS, the City of South Pasadena will not tolerate hate crimes of any kind, including, but not limited to, actions taken to repress or intimidate the expression of the viewpoints of others; and

WHEREAS, the City of South Pasadena does not tolerate hate crimes, harassment, or assault, and believes each person is naturally and legally entitled to live a life without harassment, discrimination, persecution, or assault, whether perpetrated by individuals, groups, businesses, or governments; and

WHEREAS, the City of South Pasadena will oppose any attempts to undermine the safety, security, and rights of members of our community and will work proactively to ensure the rights and privileges of everyone in the City, regardless of race, ethnicity, religion, country of birth, immigration status, disability, gender, sexual orientation, or gender identity; and

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

SECTION 1. The City of South Pasadena reaffirms the public policy of the City to be inclusive and to respect the inherent worth of every person, without regard to a person's race, color, religion, national origin, sex, gender identity, immigration status, disability, housing status, economic status, political affiliation, or cultural practices. Acts of discrimination and crimes motivated by hatred toward a person's affiliation with any protected classification, their viewpoint or its expression have no place in our community and will not be tolerated by the City.

SECTION 2. The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

PASSED, APPROVED AND ADOPTED ON this 5th day of August, 2020.

DocuSigned by:
Robert S. Joe
975EDBC2431E4C9

Robert Joe, Mayor

ATTEST:

APPROVED AS TO FORM:

DocuSigned by:
Evelyn G. Zneimer, Esq.
340B68F46F964F8...

Evelyn G. Zneimer, City Clerk
(seal)

DocuSigned by:
Teresa L. Highsmith
3657EFA936854DF...

Teresa L. Highsmith, City Attorney

I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 5th day of August, 2020, by the following vote:

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

NOES: None

ABSENT: None

ABSTAINED: None

DocuSigned by:
Evelyn G. Zneimer, Esq.
340B68F46F964F8...

Evelyn G. Zneimer, City Clerk
(seal)

ATTACHMENT 3
Racial Impact Amendment from CareFirst

Racial Impact Amendment

to City of South Pasadena
Sundown Town Resolution

1. The City will review and revise its policies, procedures, ordinances, programs, goals, and missions through an anti-racism lens to foster an unbiased and inclusive environment where no person or group is subject to discrimination, harassment or disproportionate economic harm.

2. The City will evaluate *prospective* policies, procedures, ordinances, programs, goals, and missions through an anti-racism lens to foster an unbiased and inclusive environment where no person or group is subject to discrimination, harassment or disproportionate economic harm.

ATTACHMENT 4
GARE Membership Application

<https://www.tfaforms.com/4905080>

ATTACHMENT 5
AB 1466 Real Property: discrimination restrictions
(September 28, 2021)

Assembly Bill No. 1466

CHAPTER 359

An act to amend Sections 12956.1, 12956.2, 27282, and 27388.1 of, and to add Sections 12956.3 and 27388.2 to, the Government Code, relating to real property.

[Approved by Governor September 28, 2021. Filed with
Secretary of State September 28, 2021.]

LEGISLATIVE COUNSEL'S DIGEST

AB 1466, McCarty. Real property: discriminatory restrictions.

Existing law, the California Fair Employment and Housing Act, prohibits discrimination in housing based on race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, familial status, source of income, disability, veteran or military status, or genetic information, and provides that discrimination in housing through a restrictive covenant includes the existence of a restrictive covenant, regardless of whether accompanied by a statement that the covenant is repealed or void. Existing law also provides that a provision in any deed of real property in California that purports to restrict the right of any person to sell, lease, rent, use, or occupy the property to persons having the characteristics specified above by providing for payment of a penalty, forfeiture, reverter, or otherwise, is void, except as specified. Additionally, existing law provides that any deed or other written instrument that relates to title to real property, or any written covenant, condition, or restriction annexed or made a part of, by reference or otherwise, any deed or instrument, that contains any provision that purports to forbid, restrict, or condition the right of any person or persons to sell, buy, lease, rent, use, or occupy the property on account of any of characteristics specified above, is deemed to be revised to omit that provision.

Existing law requires a county recorder, title insurance company, escrow company, real estate broker, real estate agent, or association that delivers a copy of a declaration, governing document, or deed, to place a cover page or stamp on the first page of the previously recorded document stating that if the document contains any restriction that unlawfully discriminates based on any of the characteristics specified above, that document is void.

This bill would require a title company, escrow company, real estate broker, real estate agent, or association that delivers a copy of a declaration, governing document, or deed to a person who holds an ownership interest of record in property to also provide a Restrictive Covenant Modification form with specified procedural information.

Existing law authorizes a person who holds an ownership interest of record in property that they believe is the subject of an unlawfully restrictive

covenant, as specified, to record a Restrictive Covenant Modification, which is required to include a copy of the original document with the illegal language stricken. Existing law requires the county recorder, before recording the modification document, to submit the modification document and the original document to the county counsel who is required to determine whether the original document contains an unlawful restriction based on any of the characteristics specified above. Existing law requires the county counsel to return these documents and inform the county recorder of their determination, and requires the county recorder to refuse to record the modification document if the county counsel finds that the original document does not contain an unlawful restriction. Existing law requires the county recorder to make Restrictive Covenant Modification forms available to the public.

This bill would additionally authorize a title company, escrow company, county recorder, real estate broker, real estate agent, or other person to record a Restrictive Covenant Modification. The bill, beginning July 1, 2022, would require a title company, escrow company, real estate broker, or real estate agent that has actual knowledge of a declaration, governing document, or deed that is being directly delivered to a person who holds or is acquiring an ownership interest in property and includes a possible unlawfully restrictive covenant to notify the person of the existence of that covenant and their ability to have it removed through the restrictive covenant modification process. The bill would, beginning July 1, 2022, and upon request before the close of escrow, require the title company or escrow company that is directly involved in the pending transaction to assist in the preparation of a Restrictive Covenant Modification, as specified.

This bill would require the county counsel, after their review, to return the documents to the county recorder and inform the county recorder of their determination within a reasonable period of time, not to exceed 3 months, as provided. The bill would require a person who requests to record a modification document to provide a return address in order for the county recorder to notify this person of the action taken by the county counsel. The bill would require the county recorder to make Restrictive Covenant Modification forms available to the public onsite or online, as provided, and require the forms to permit the submission of a form that will correct unlawfully restrictive covenants for multiple dwellings within a subdivision, as specified.

This bill would require the county recorder of each county to establish a restrictive covenant program to assist in the redaction of unlawfully restrictive covenants. In this regard, the bill would require each county recorder to prepare an implementation plan by July 1, 2022, as specified, identify unlawfully restrictive covenants in the records of their office, and to redact unlawfully restrictive covenants, as specified. The bill would require the County Recorders Association of California to submit reports to the Legislature by January 1, 2023, and January 1, 2025, of the progress of each county's restrictive covenant program and to annually convene a

best practices meeting to share concepts on the implementation of restrictive covenant programs, as specified.

Existing law imposes a fee, except as provided, of \$75 to be paid at the time of the recording of every real estate instrument, paper, or notice required or permitted by law to be recorded, per each single transaction per single parcel of real property, not to exceed \$225. Existing law exempts from this fee any real estate instrument, paper, or notice recorded in connection with a transfer subject to the imposition of a documentary transfer tax, as provided, or with a transfer of real property that is a residential dwelling to an owner-occupier.

This bill would additionally exempt from this fee any real estate instrument, paper, or notice executed or recorded to remove a restrictive covenant that is in violation of specified provisions of the California Fair Employment and Housing Act.

This bill, subject to authorization from the county's board of supervisors and in accordance with applicable constitutional requirements, would authorize a county recorder to impose a fee of \$2 to be paid at the time of the recording of every real estate instrument, paper, or notice required or permitted by law to be recorded for the purpose of funding the restrictive covenant programs established under these provisions. The bill would exempt certain documents from a fee established pursuant to these provisions. The bill would prohibit a county recorder to charge the \$2 fee after December 31, 2027, unless the fee is reauthorized, as specified.

Existing law authorizes recordation of certain documents, including a release, discharge, or subordination of a lien for postponed property taxes, without acknowledgment, certificate of acknowledgment, or further proof.

This bill would authorize the recordation of any modification document, instrument, paper, or notice to remove a restrictive covenant that is in violation of specified provisions of the California Fair Employment and Housing Act without acknowledgment, certificate of acknowledgment, or further proof.

By imposing new duties upon counties with respect to the imposition of the recording fee and new duties upon local county officials with respect to the redaction of unlawfully restrictive covenants, this bill would impose a state-mandated local program.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that with regard to certain mandates no reimbursement is required by this act for a specified reason.

With regard to any other mandates, this bill would provide that, if the Commission on State Mandates determines that the bill contains costs so mandated by the state, reimbursement for those costs shall be made pursuant to the statutory provisions noted above.

The people of the State of California do enact as follows:

SECTION 1. Section 12956.1 of the Government Code is amended to read:

12956.1. (a) As used in this section.

(1) “Association,” “governing documents,” and “declaration” have the same meanings as set forth in Sections 4080, 4135, and 4150 or Sections 6528, 6546, and 6552 of the Civil Code.

(2) “Redaction” means the process of rerecording of a document that originally contained unlawful restrictive language, and when presented to the county recorder for rerecording, no longer contains the unlawful language or the unlawful language is masked so that it is not readable or visible.

(3) “Redacted” means the result of the rerecording of a document that originally contained unlawful restrictive language, and when presented to the county recorder for rerecording, no longer contains the unlawful language or the unlawful language is masked so that it is not readable or visible.

(b) (1) A county recorder, title company, escrow company, real estate broker, real estate agent, or association that provides a copy of a declaration, governing document, or deed to any person shall place a cover page or stamp on the first page of the previously recorded document or documents stating, in at least 14-point boldface type, the following:

“If this document contains any restriction based on age, race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, familial status, marital status, disability, veteran or military status, genetic information, national origin, source of income as defined in subdivision (p) of Section 12955, or ancestry, that restriction violates state and federal fair housing laws and is void, and may be removed pursuant to Section 12956.2 of the Government Code by submitting a “Restrictive Covenant Modification” form, together with a copy of the attached document with the unlawful provision redacted to the county recorder’s office. The “Restrictive Covenant Modification” form can be obtained from the county recorder’s office and may be available on its internet website. The form may also be available from the party that provided you with this document. Lawful restrictions under state and federal law on the age of occupants in senior housing or housing for older persons shall not be construed as restrictions based on familial status.”

(2) The requirements of paragraph (1) shall not apply to documents being submitted for recordation to a county recorder.

(3) A title company, escrow company, or association that delivers a copy of a declaration, governing document, or deed directly to a person who holds an ownership interest of record in property shall also provide a Restrictive Covenant Modification form with procedural information for appropriate processing along with the document.

(c) Any person who records a document for the express purpose of adding a racially restrictive covenant is guilty of a misdemeanor. The county

recorder shall not incur any liability for recording the document. Notwithstanding any other provision of law, a prosecution for a violation of this subdivision shall commence within three years after the discovery of the recording of the document.

SEC. 2. Section 12956.2 of the Government Code is amended to read:

12956.2. (a) (1) A person who holds or is acquiring an ownership interest of record in property that the person believes is the subject of an unlawfully restrictive covenant in violation of subdivision (l) of Section 12955 may record a document titled Restrictive Covenant Modification. A title company, escrow company, county recorder, real estate broker, real estate agent, or other person also may record the modification document provided for in this section. The county recorder may waive the fee prescribed for recording and indexing instruments pursuant to Section 27361 in the case of a restrictive covenant modification document. The modification document shall include a complete copy of the original document containing the unlawfully restrictive language with the unlawfully restrictive covenant language redacted.

(2) Beginning July 1, 2022, if a title company, escrow company, real estate broker, or real estate agent has actual knowledge that a declaration, governing document, or deed that is being directly delivered to a person who holds or is acquiring an ownership interest in property includes a possible unlawfully restrictive covenant, they shall notify the person who holds or is acquiring the ownership interest in the property of the existence of that covenant and their ability to have it removed through the restrictive covenant modification process. There shall be no presumption that a party providing a document has read the document or has actual knowledge of its content.

(3) Beginning July 1, 2022, if requested before the close of escrow, the title company or escrow company directly involved in the pending transaction shall assist in the preparation of a Restrictive Covenant Modification pursuant to this section, but the title company or escrow company shall have no liability associated with the recordation of a Restrictive Covenant Modification that contains modifications not authorized by this section on behalf of the requester.

(b) (1) Before recording the Restrictive Covenant Modification document, the county recorder shall submit the modification document and the original document to the county counsel who shall determine whether the language in the original document contains an unlawful restriction based on age, race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, familial status, marital status, disability, veteran or military status, national origin, source of income as defined in subdivision (p) of Section 12955, or ancestry. The county counsel shall return the documents and inform the county recorder of its determination within a period of time specified in paragraph (2). The county recorder shall refuse to record the modification document if the county counsel or their designee finds that the original document does not contain an unlawful restriction as specified in

this subdivision or the modification document contains modifications not authorized by this section.

(2) For documents recorded pursuant to subdivision (a), the period of time shall be a reasonable period of time, not to exceed three months, from the date the request for recordation is made, unless extraordinary circumstances apply.

(c) If a person requests to record a modification document, that person shall provide a return address in order for the county recorder to notify this person of the action taken by the county counsel on the respective property. The notice required pursuant to this subdivision may be made on a postcard mailed by first-class mail.

(d) The modification document shall be indexed in the same manner as the original document being modified. It shall contain a recording reference to the original document in the form of a book and page or instrument number, and date of the recording.

(e) Subject to covenants, conditions, and restrictions that were recorded after the recording of the original document that contains the unlawfully restrictive language and subject to covenants, conditions, and restrictions that will be recorded after the Restrictive Covenant Modification, the restrictions in the Restrictive Covenant Modification, once recorded, are the only restrictions having effect on the property. The effective date of the terms and conditions of the modification document shall be the same as the effective date of the original document.

(f) A Restrictive Covenant Modification form shall be prepared and accepted for submission and recordation in all counties in substantially the following form:

RESTRICTIVE COVENANT MODIFICATION:

The following reference document contains a restriction based on age, race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, familial status, marital status, disability, veteran or military status, genetic information, national origin, source of income as defined in Section 12955 of the Government Code, or ancestry, that violates state and federal fair housing laws and is void. Pursuant to Section 12956.2 of the Government Code, this document is being recorded solely for the purpose of redacting and eliminating that restrictive covenant as shown on page(s) _____ of the document recorded on _____ (date) in book _____ and page _____ or instrument number _____ of the official records of the County of _____, State of California.

Attached hereto is a true, correct and complete copy of the document referenced above, with the unlawful restrictive covenant redacted.

This modification document shall be indexed in the same manner as the original document being modified, pursuant to subdivision (d) of Section 12956 of the Government Code.

The effective date of the terms and conditions of the modification document shall be the same as the effective date of the original document.

(Signature of submitting party)

_____ County Counsel, or their designee, pursuant to paragraph (1) of subdivision (b) of Section 12956.2 of the Government Code, hereby states that it has determined that the original document referenced above contains an unlawful restriction and this modification may be recorded.

Or

_____ County Counsel, or their designee, pursuant to paragraph (1) of subdivision (b) of Section 12956.2 of the Government Code, finds that the original document does not contain an unlawful restriction, or the modification document contains modifications not authorized, and this modification may not be recorded.

County Counsel

By:

Date:

(g) The county recorder shall make available to the public Restrictive Covenant Modification forms onsite in an appropriately designated area, or online on the county recorder’s internet website, either of which shall be deemed to satisfy the requirement of paragraphs (1) and (2) of subdivision (b) of Section 12956.1 to provide a Restrictive Covenant Modification form if the procedural information for appropriate processing is attached to the form. Those forms shall permit multiple submissions on behalf of different homes and for processing homes in batches with respect to a modification document that affects multiple homes or lots. The forms shall also permit the submission of a restrictive covenant modification form for a homeowners’ association or a common interest development to modify covenants, conditions, and restrictions that will correct unlawfully restrictive covenants for multiple dwellings within a subdivision.

(h) If a person causes to be recorded a modified document pursuant to this section that contains modifications not authorized by this section, the county recorder shall not incur liability for recording the document. The liability that may result from the unauthorized recordation is the sole responsibility of the person who caused the modified recordation as provided in subdivision (a).

(i) (1) A restrictive covenant modification that is approved by county counsel or their designee and recorded pursuant to this section removes the illegal covenant from all property affected by the original covenant regardless of who submits the modification.

(2) This section does not affect the obligations of the governing board of a common interest development as defined in Section 4100 or 6534 of the Civil Code if the board of directors of that common interest development is subject to the requirements of subdivision (b) of Section 4225 or of subdivision (b) of Section 6606 of the Civil Code.

(j) For purposes of this section, “redaction” and “redacted” mean the same as defined in Section 12956.1.

SEC. 3. Section 12956.3 is added to the Government Code, to read:

12956.3. (a) The county recorder of each county shall establish a restrictive covenant program to assist in the redaction of unlawfully restrictive covenants in violation of subdivision (l) of Section 12955.

(b) Each county recorder as part of their restrictive covenant program shall undertake all of the following:

(1) By July 1, 2022, prepare an implementation plan, which shall be publicly available and may be posted on the internet website of the county recorder, that does all of the following:

(A) Outlines how the county recorder will carry out the identification and redaction of unlawfully restrictive covenants.

(B) Provides timelines for when elements of their plan will be accomplished.

(C) Provides how the county recorder's office plans to track and maintain a record of homes with unlawfully restrictive covenants once they have been identified.

(2) Identify unlawfully restrictive covenants in violation of subdivision (l) of Section 12955 in the records of the county recorder's office.

(3) Beginning January 1, 2022, index a restrictive covenant modification document under the title of "Restrictive Covenant Modification" and shall make that index available in their office for the public, and if the county recorder has an index online, include the title in the online index.

(4) Redact unlawfully restrictive covenants in the records of the respective county recorder's office, subject to county counsel approval, by rerecording a copy of the original document with the unlawfully restrictive language redacted so that it is not readable or visible, using a Restrictive Covenant Modification Form substantially similar to the form set forth in subdivision (f) of Section 12956.2.

(c) The county recorder shall retain each nonredacted record for future reference and public request needs.

(d) (1) The County Recorders Association of California shall submit status reports on the progress of each county's restrictive covenant program established pursuant to this section by January 1, 2023, and January 1, 2025, to the Legislature. The report may describe the number of documents identified for redaction, and the implementation timelines for actions taken by each county recorder's office.

(2) The County Recorders Association of California shall convene a best practices meeting to share concepts on implementation of this section no later than December 31, 2022, with all California county recorder offices and meet annually thereafter until December 31, 2027.

(e) Nothing in this section shall be construed to restrict, delay, or modify access to any official record, or modify any existing agreements regarding access to any official record.

(f) For purposes of this section "redaction" and "redacted" mean the same as defined in Section 12956.1.

(g) The failure of a county recorder to identify or redact illegal restrictive covenants, as required by this section, or the county recorder's identification or redaction of any restrictive covenants that are later determined not to be illegal, shall not result in any liability against the county recorder or the county.

SEC. 4. Section 27282 of the Government Code is amended to read:

27282. (a) The following documents may be recorded without acknowledgment, certificate of acknowledgment, or further proof:

(1) A judgment affecting the title to or possession of real property, authenticated by the certificate of the clerk of the court in which the judgment was rendered.

(2) A notice of support judgment, an interstate lien, a release of lien, or any other document completed and recorded by a local child support agency or a state agency acting pursuant to Title IV-D of the Social Security Act (42 U.S.C. Sec. 651 et seq.).

(3) A notice of location of mining claim.

(4) Certificates of amounts of taxes, interest and penalties due, notices of state tax liens and extensions thereof executed by the state, county, or city taxing agencies or officials pursuant to Chapter 14 (commencing with Section 7150) of Division 7 of Title 1 of the Government Code, and Sections 2191.3, 2191.4, and 11495 of the Revenue and Taxation Code, and releases, partial releases, and subordinations executed pursuant to Chapter 14 (commencing with Section 7150) of Division 7 of Title 1 of the Government Code, and Sections 2191.4, 11496, 14307, and 14308 of the Revenue and Taxation Code.

(5) Notices of lien for postponed property taxes executed pursuant to Section 16182.

(6) A release or discharge of a lien for postponed property taxes as authorized by Chapter 6 (commencing with Section 16180) of Part 1 of Division 4 of Title 2.

(7) A fixture filing as defined by paragraph (40) of subdivision (a) of Section 9102 of the Commercial Code.

(8) An order affecting title to or possession of real property issued by a court in an action subject to Section 12527, authenticated by the certificate of the clerk of the court in which the order was issued or a copy of that order authenticated by a declaration under penalty of perjury by the Attorney General or by an assistant or deputy of the Attorney General attesting that the contents of the copy are the same as the original order issued by the court.

(9) A court certified copy of a satisfaction of judgment.

(10) A certificate of correction filed pursuant to Sections 66470 and 66472.1.

(11) Any modification document, instrument, paper, or notice to remove a restrictive covenant that is in violation of Section 12955.

(b) Any document described in this section, from the time it is filed with the recorder for record, is constructive notice of the contents thereof to subsequent purchasers and mortgagees.

SEC. 5. Section 27388.1 of the Government Code is amended to read:

27388.1. (a) (1) Commencing January 1, 2018, and except as provided in paragraph (2), in addition to any other recording fees specified in this code, a fee of seventy-five dollars (\$75) shall be paid at the time of recording of every real estate instrument, paper, or notice required or permitted by law to be recorded, except those expressly exempted from payment of

recording fees, per each single transaction per parcel of real property. The fee imposed by this section shall not exceed two hundred twenty-five dollars (\$225). “Real estate instrument, paper, or notice” means a document relating to real property, including, but not limited to, the following: deed, grant deed, trustee’s deed, deed of trust, reconveyance, quit claim deed, fictitious deed of trust, assignment of deed of trust, request for notice of default, abstract of judgment, subordination agreement, declaration of homestead, abandonment of homestead, notice of default, release or discharge, easement, notice of trustee sale, notice of completion, UCC financing statement, mechanic’s lien, maps, and covenants, conditions, and restrictions.

(2) The fee described in paragraph (1) shall not be imposed on any of the following documents:

(A) Any real estate instrument, paper, or notice recorded in connection with a transfer subject to the imposition of a documentary transfer tax as defined in Section 11911 of the Revenue and Taxation Code.

(B) Any real estate instrument, paper, or notice recorded in connection with a transfer of real property that is a residential dwelling to an owner-occupier.

(C) Any real estate instrument, paper, or notice executed or recorded by the federal government in accordance with the Uniform Federal Lien Registration Act (Title 7 (commencing with Section 2100) of Part 4 of the Code of Civil Procedure).

(D) Any real estate instrument, paper, or notice executed or recorded by the state or any county, municipality, or other political subdivision of the state.

(E) Any real estate instrument, paper, or notice executed or recorded to remove a restrictive covenant that is in violation of Section 12955.

(b) The county recorder shall remit quarterly, on or before the last day of the month next succeeding each calendar quarterly period, the fees, after deduction of any actual and necessary administrative costs incurred by the county recorder in carrying out this section, to the Controller for deposit in the Building Homes and Jobs Trust Fund established by Section 50470 of the Health and Safety Code, to be expended for the purposes set forth in that section. In addition, the county shall pay to the Controller interest, at the legal rate, on any funds not paid to the Controller before the last day of the month next succeeding each quarterly period.

(c) If the Department of Housing and Community Development determines that any moneys derived from fees collected are being allocated by the state for a purpose not authorized by Section 50470 of the Health and Safety Code, the county recorder shall, upon notice of the determination, immediately cease collection of the fees, and shall resume collection of those fees only upon notice that the moneys derived from the fees collected are being allocated by the state only for a purpose authorized by Section 50470 of the Health and Safety Code.

(d) (1) Subparagraph (C) of paragraph (2) of subdivision (a), as added by the act adding this subdivision, shall apply to any real estate instrument, paper, or notice executed or recorded by the federal government on or after

January 1, 2018, and the fee imposed by this section shall not be imposed or billed for any real estate instrument, paper, or notice executed or recorded by the federal government in accordance with the Uniform Federal Lien Registration Act (Title 7 (commencing with Section 2100) of Part 4 of the Code of Civil Procedure) on or after that date.

(2) The Legislature finds and declares that subparagraph (D) of paragraph (2) of subdivision (a), as added by the act adding this subdivision, reflects the original intent of the Legislature in enacting this section and is therefore not a change in, but is declaratory of, existing law. Subparagraph (D) of paragraph (2) of subdivision (a), as added by the act adding this subdivision, shall apply to any real estate instrument, paper, or notice executed or recorded by the state or any county, municipality, or other political subdivision of the state on or after January 1, 2018, and the fee imposed by this section shall not be imposed or billed for any real estate instrument, paper, or notice executed or recorded by the state or any county, municipality, or other political subdivision of the state on or after that date.

SEC. 6. Section 27388.2 is added to the Government Code, to read:

27388.2. (a) In addition to all other fees authorized by this section, a county recorder may charge a fee of two dollars (\$2) for recording the first page of every real estate instrument, paper, or notice required or permitted by law to be recorded per each single transaction per parcel of real property, except those expressly exempted from payment of recording fees, as authorized by each county's board of supervisors and in accordance with applicable constitutional requirements. The funds generated by this fee shall be used only by the county recorder collecting the fee for the purpose of implementing a restrictive covenants program pursuant to Section 12956.2. "Real estate instrument, paper, or notice" means a document relating to real property, including, but not limited to, the following: deed, grant deed, trustee's deed, deed of trust, reconveyance, quit claim deed, fictitious deed of trust, assignment of deed of trust, request for notice of default, abstract of judgment, subordination agreement, declaration of homestead, abandonment of homestead, notice of default, release or discharge, easement, notice of trustee sale, notice of completion, UCC financing statement, mechanic's lien, maps, and covenants, conditions, and restrictions.

(b) The fee described in paragraph (1) shall not be imposed on any of the following documents:

(1) Any real estate instrument, paper, or notice recorded in connection with a transfer subject to the imposition of a documentary transfer tax, as defined in Section 11911 of the Revenue and Taxation Code.

(2) Any real estate instrument, paper, or notice recorded in connection with a transfer of real property that is a residential dwelling to an owner-occupier.

(3) Any real estate instrument, paper, or notice executed or recorded by the federal government in accordance with the Uniform Federal Lien Registration Act (Title 7 (commencing with Section 2100) of Part 4 of the Code of Civil Procedure).

(4) Any real estate instrument, paper, or notice executed or recorded by the state or any county, municipality, or other political subdivision of the state.

(c) A county recorder shall not charge the fee described in this section after December 31, 2027, unless the county recorder has received reauthorization by the county’s board of supervisors. A county recorder shall not seek reauthorization of the fee by the board before June 1, 2027, or after December 31, 2027. Any reauthorization period shall not exceed five years.

SEC. 7. No reimbursement is required by this act pursuant to Section 6 of Article XIII B of the California Constitution because a local agency or school district has the authority to levy service charges, fees, or assessments sufficient to pay for the program or level of service mandated by this act, within the meaning of Section 17556 of the Government Code.

However, if the Commission on State Mandates determines that this act contains other costs mandated by the state, reimbursement to local agencies and school districts for those costs shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code.

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City Council Agenda Report

ITEM NO. 14

DATE: February 2, 2022

FROM: Arminé Chaparyan, City Manager *AC*

PREPARED BY: Mary Jerejian, Management Analyst

SUBJECT: **Approval of a Five-Year Agreement with the South Pasadena Chamber of Commerce for the operation of the South Pasadena Farmers' Market**

Recommendation

It is recommended that the City Council approve a five (5) year Agreement with the South Pasadena Chamber of Commerce for the operation of the South Pasadena Farmers' Market.

Commission Review and Recommendation

This matter was not reviewed by a commission.

Background

The South Pasadena Farmers' Market was established in 1999 and has been helped operated by the South Pasadena Chamber of Commerce since 2004. The South Pasadena Farmers' Market has created a sustainable local economy, which promotes walkability and connectivity in the City.

The South Pasadena Farmers' Market is a certified farmers' market operated in accordance with the California Code of Regulations, Title 3, Division 3, Chapter 1, Subchapter 4, Articles 6.5, Direct Marketing ("Direct Marketing Regulations")

The South Pasadena Farmers' Market has been locally controlled for the past ten years by the Chamber of Commerce, and has contributed to increased revenues to the City while minimizing staff impacts. In addition, the Farmers' Market has brought awareness to healthy living choices and improving the quality of life in South Pasadena within the last decade.

The South Pasadena Farmers' Market is located and operated on El Centro Street, between Mound Ave. and the Gold Line Stop and on Meridian Ave. between El Centro Street and Mission Street. The days and hours of operation include every Thursday between the hours of 4:00 pm to 8:00 pm during the Spring/Summer seasons and 4:00pm-7:00pm during Winter/Fall seasons.

The last agreement for operation of South Pasadena Farmers' Market was entered into the 1st day of June 1, 2015 between the City of South Pasadena and the South Pasadena Chamber of Commerce with a termination date of May 31, 2020. This term of agreement states the Chamber's

obligation to hold and supervise all operations of the Farmer's Market in exchange for the use of City right-of-way in addition to approval.

In early 2020, the Chamber of Commerce began reviewing the contract with the City Manager. Due to the restriction related to the pandemic and additional obstacles related to staff changes, the process was delayed.

During the pandemic, the operations of the Farmers' Market were adjusted to comply with current health regulations and guidelines issued by the Los Angeles County Department of Public Health. As lead on operations and supervision, the South Pasadena Chamber of Commerce will continue to make necessary adjustments and modifications to comply with these guidelines, and continue to notify the City of any substantial modifications. These changes are highlighted in the South Pasadena 2021 Update, included as Attachment 1.

Analysis

The previous agreements were signed with careful consideration that the Chamber has successfully operated the South Pasadena Farmers' Market since 2010, how the Market has been operated, and with full consideration of the capacity to operate the Farmers' Market according to all local, state, and federal laws.

Since the beginning of its establishment, the Farmers' Market has increased participation from local businesses and nonprofit organizations, increased community awareness and educational opportunities for sustainability, created a 70/30 ratio between Farmers and Food Vendors, continuously addressed parking issues through formal agreements and a parking management plan, and introduced new revenue streams into the City's General Fund.

The Chamber of Commerce has also continued to adjust the Farmers' Market operations with guidelines provided by the Los Angeles County Department of Public Health. These adjustments include choosing specific vendors, creating a layout that complies with social distancing, limitation of market hours, staffing adjustments, and restrictions on gathering for events at the Farmers' Market.

It is therefore the recommendation that the City Council approve the agreement to continue the operation and management of the South Pasadena Farmers' Market for an additional 5 years.

Fiscal Impact

According to the Agreement, the South Pasadena Chamber of Commerce will pay the City a total sum equal to 7% of gross revenues which includes payments made to the Chamber of Commerce by vendors or derived through sponsorships and special events associated with operation of the South Pasadena Farmers' Market. The 7% of gross revenues includes 5% of gross revenues received by the Chamber of Commerce for the operation of the Market that is due every 15 calendar days after each quarter. In addition, the remaining 2% of gross revenues received by the Chamber of Commerce to be placed in the City's Capital Improvement Fund.

The net amount received by the City has ranged from \$7,000 to \$16,000 due to the current situation.

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. Farmers' Market Agreement
2. Chamber of Commerce Farmers' Market 2021 Update

ATTACHMENT 1
Farmers' Market Agreement

**AGREEMENT FOR OPERATION
OF
SOUTH PASADENA FARMERS' MARKET**

THIS AGREEMENT ("Agreement") is made this 2nd day of February, 2022 by and between the CITY OF SOUTH PASADENA ("City") and SOUTH PASADENA CHAMBER OF COMMERCE ("Chamber").

1. **CHAMBER'S OBLIGATION.** In exchange for the use of the City right-of-way and City's approval of Chamber's operation of a farmers' market in the City, Chamber agrees to hold and supervise the SOUTH PASADENA FARMERS' MARKET ("Market") and to perform during the term of this Agreement, the tasks, obligations and services set forth in the body of this agreement and in the "Proposal" attached to and incorporated into this Agreement as Exhibit A (the "Proposal"). In addition, the Chamber will conduct, through the Market, a minimum of five (5) family-oriented events per year including but not limited to holiday themed activities and summer programming. Should there be a conflict between the obligations set forth in the Proposal and those included in the body of this Agreement, the provisions in the body of this Agreement shall take precedence.
2. **TERM OF AGREEMENT.** This Agreement shall have a term commencing on February 2, 2022 and terminating on January 31, 2027 unless extended by mutual agreement.
3. **FAMILIARITY WITH WORK.** By execution of this Agreement, Chamber warrants that
 - (1) The Chamber has successfully operated the Market since June, 2010.
 - (2) It carefully considered how the Market should be operated, and
 - (3) It fully understands the difficulties and restrictions attending the operation of the Market under this Agreement.
 - (4) It has proven it has technical competency and capacity to operate the Market according to all local, state and federal laws.
4. **PAYMENT FOR APPROVAL AND USE OF RIGHT-OF-WAY.** Chamber shall pay to City a total sum equal to 7% of gross revenues (payments made to the Chamber by vendors or derived through sponsorships and special events associated with the operation of the South Pasadena Farmers' Market) received by Chamber for the operation of the Market ("Fee"), payable on quarterly basis to City for the use of City right-of-way and approval for the operation of the Market. Said fee shall be payable in two amounts as follows:

- a. Chamber shall pay to City a sum equal to 5% of gross revenues received by Chamber for the operation of the Market and the payment shall be due fifteen (15) calendar days after each quarter.
 - b. Chamber shall also pay to City an additional sum equal to 2% of gross revenues received by Chamber for the operation of the Market, to be placed in a “Capital Improvement Fund” commencing with the first quarter of the Agreement. The payment shall also be due fifteen (15) calendar days after each quarter.
5. CAPITAL IMPROVEMENT FUND. The City shall establish a “Capital Improvement Fund” to be solely funded by the revenues derived from the Market as indicated in Section 4(b) herein. Said fund shall be managed by the City and decisions on how the fund is to be expended shall remain the sole discretion of the City with advisory input from the Chamber.
6. TIME FOR PERFORMANCE. Chamber shall not perform any work under this Agreement until Chamber furnishes proof of insurance as required under Paragraph “9” of this Agreement.
7. DESIGNATED ONSITE MANAGER. Chamber hereby designates Carol Gallegos as the Chamber’s Permanent Onsite Manager, and said Manager shall be responsible for the Market operation and coordination with the City. Market operation shall be actually performed by, or shall be immediately supervised by, the Onsite Manager. Any change in the designated Permanent Onsite Manager must be approved by the City Manager of City.
8. HOLD HARMLESS; INDEMNIFICATION. Chamber hereby agrees to protect, indemnify and hold City and its employees, officers and servants free and harmless from any and all losses, claims, liens, demands and causes of action of every kind and character including, but not limited to, the amounts of judgment, interests, court costs, legal fees and other expenses incurred by the City arising in favor of any party, including claims, liens, debts, personal injuries, including employees of the City, death or damages to property (including property of the City) and without limitation by enumeration, all other claims or demands of every character occurring or arising directly out of the negligent acts, recklessness or willful misconduct of Chamber in the operation of the Market. This provision is not intended to create any cause of action in favor of any third party against Chamber or the City or to enlarge in any way the Chamber’s liability but is intended solely to provide for indemnification of the City for liability for damages or injuries to third persons or property arising from Chamber’s negligent operation hereunder.
9. INSURANCE. Chamber shall procure and maintain at all times during the term of this Agreement insurance as set forth in Exhibit “B” attached hereto. Proof of

insurance shall consist of a Certificate of Insurance provided on IOS-CGL form No. CG 00 01 11 85 or 88 executed by Chamber's insurer and in a form approved by, the City's City Attorney.

10. **LICENSES, PERMITS, AND FEES.** Chamber shall obtain a City of South Pasadena Business License and any and all other permits and licenses required for the services to be performed under this Agreement.
11. **ASSIGNMENT.** This Agreement, the approvals granted by this Agreement and/or the operation of the Market may not be assigned. Any attempt by Chamber to assign this Agreement, the approvals granted by this Agreement and/or the operation of the Market without written approval of City is prohibited and shall be null and void.
12. **FARMERS AND VENDORS.** Chamber agrees to the following with regard to the Farmers and Vendors that participate in the operation of the Market:
 - a. The Chamber will assist the City in ensuring that all Farmers and Vendors comply with the City's business license requirements, retail tax regulations and health code provisions; and
 - b. The ratio of Farmers (fresh produce) to Vendors (packaged food and hot food) at each Market event shall be a Maximum of 70% Farmers to 30% Vendors and a minimum of 50% Farmers to 50% Vendors.
 - c. The Chamber has significantly increased the number and quality of farmers and certified producers. Currently approximately 65-70% of the booth space is occupied by agricultural products.
13. **OPERATIONS.** Chamber agrees to take full responsibility for the following operational obligations:
 - a. Certified Farmers' Market. Chamber shall ensure that the South Pasadena Farmers' Market maintains its status as a "Certified Farmers' Market."
 - b. Day, Time and Location. The Market shall continue to operate on every Thursday and open to the public between the hours of 4:00 p.m. and 8:00 p.m. during Spring/Summer seasons and 4:00 p.m. and 7:00 p.m. during Winter/Fall seasons, with a setup time between 2:00 p.m. and 4:00 p.m. and a breakdown time between 8:00 p.m. and 10:00 p.m. Footprint of the Market shall remain the same and cannot be altered unless approved by City staff and City Council. The Market shall continue to operate on El Centro Street, between Mound Ave. and the Gold Line Stop and on Meridian Ave. between El Centro Street and Mission Street.

- c. Parking. The Chamber shall secure (at its own expense) from the South Pasadena Unified School District parking at the District Office parking lot on Thursdays between 3:30 p.m. and 8:30 p.m. to accommodate participants, farmers and vendors. In addition, Chamber will post directional signage to assist farmers, vendors and participants in locating the parking at the District Administration Office. Said signage and a sign plan indicating the proposed locations of the signage shall be prepared and approved by City prior to the commencement of the Market under this Agreement. The Chamber has also addressed through formal agreements, a parking management plan and promotion of underutilized lots in addition to promotion of using the Gold Line.
- d. Street Closures and Site Layout. The Chamber shall be fully responsible to implement the City Approved street-closure plan. In addition, the Chamber shall ensure that all safety regulations are complied with including, but not limited to, compliance with fire lane requirements.
- e. Electrical. The Chamber shall provide connection to electrical service for the Farmers and Vendors participating in the Market, commencing with the first Market operation under this Agreement. The Chamber's payments to City pursuant to Paragraph 4 shall be inclusive of any Chamber electric utility costs.
- f. Trash. The Chamber will coordinate with the City Trash Collector to ensure that all trash generated by the Market operation is thoroughly cleaned up and disposed of properly. The Chamber will ensure that Farmers and Vendors comply with City Ordinance No. 2269 prohibiting the use of single-use plastic bags.
- g. Restrooms. The Chamber will make arrangements for access to sufficient restroom facilities for farmers, vendors and participants through the Heritage Museum and other viable locations within the footprint of the Market.
- h. Intellectual Property Rights. Logos and any other form of creative media referring to the South Pasadena Farmers' Market shall remain the property of the City during and after should the agreement be terminated.
- i. Compliance with Health Guidelines. The Chamber shall comply with health regulations and guidelines issues by the Los Angeles County Department of Public Health considering the ongoing COVID-19 pandemic that began in 2020. The Chamber will ensure to continue making necessary adjustments and modifications to components of the market including selecting specific vendors, coordinating the safe layout of booths with social distance guidelines, limitation of Market hours if needed, staffing adjustments, and restrictions on gatherings and events.

j. Duty to Notify. In operating the Market, the Chamber shall notify the City of any dangerous condition of public property of when it becomes aware.

14. **RECORDS AND INSPECTIONS.** Chamber shall maintain full and accurate financial records with respect to all Market operations covered under this Agreement. City shall have free access at all reasonable times to such records, and the right to examine and audit the same and to make transcripts therefrom, and to inspect all program data, documents, proceedings and activities. Chamber shall maintain an up-to-date list of key personnel and telephone numbers for emergency contact after normal business hours.
15. **REPORTS.** On or before April 15th of each year, following the commencement of this Agreement, the Chamber, at its own expense, shall furnish to City a certified financial report of the Market operations. In addition, the Chamber shall furnish City with quarterly financial updates of the Market operation with the payment of the quarterly Fee to City and shall include a financial report of Market Operations in its annual report to the City. In addition, from time to time, the City may request certain added procedures for examination and reports of financial and statistical information concerning the Market.
16. **AUDIT OR EXAMINATION.** Chamber shall keep all records of funds received from the Market and make them accessible for audit or examination for a period of three years after final payments are issued and other pending matters.
17. **NOTICES.** All notices given or required to be given pursuant to this Agreement shall be in writing and may be given by personal delivery or by mail. Notice sent by mail shall be addressed as follows:

City: Arminé Chaparyan, City Manager
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030
(626) 403-7210

Chamber: Laurie Wheeler, Executive Director
South Pasadena Chamber of Commerce
1121 Mission Street
South Pasadena, CA 91030
(626) 441-2339

If the name of the principal representative designated to receive the notices, demands or communications, or the address of such person, is changed, written notice shall be given within five (5) working days of said changes.

18. **APPLICABLE LAWS, CODES AND REGULATIONS.** Chamber shall perform all services described in accordance with all applicable laws, codes and regulations required by all authorities having jurisdiction over the Services.
19. **NON-DISCRIMINATION.** In the performance of this Agreement, Chamber shall not discriminate against any employee, subcontractor, operator or applicant for employment because of race, color, creed, religion, sex, marital status, national origin, ancestry, age physical or mental handicap, medical condition, or sexual orientation. Chamber will take affirmative action to ensure that subcontractors, operators and applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, religion, sex, marital status, national origin, ancestry, age, physical or mental handicap, medical condition, or sexual orientation.
20. **MODIFICATION OF AGREEMENT.** This Agreement may not be modified, nor may any of the terms, provisions or conditions be modified or waived or otherwise affected, except by a written amendment signed by all parties.
21. **WAIVER.** If at any time one party shall waive any term, provision or condition of this Agreement, either before or after any breach thereof, no party shall thereafter be deemed to have consented to any future failure of full performance hereunder.
22. **COVENANTS AND CONDITIONS.** Each term and each provision of this Agreement to be performed by Chamber shall be construed to be both a covenant and a condition.
23. **RIGHT TO TERMINATE.** City and/or Chamber may terminate this Agreement at any time, with or without cause, in its sole discretion, with ninety (90) days written notice.
24. **GOVERNING LAW.** This Agreement shall be governed by and construed in accordance with laws of the State of California. In the event of litigation between the parties, venue in state trial courts shall lie exclusively in the County of Los Angeles. In the event of litigation in a U.S. District Court, exclusive venue shall lie in the Central District of California.
25. **LITIGATION FEES.** Should litigation arise out of this Agreement for the performance thereof, the court shall award costs and expenses, including attorney's fees, to the prevailing party. In awarding attorney's fees, the court shall not be bound by any court fee schedule but shall award the full amount of costs, expenses and attorney's fees paid and/or incurred in good faith. "Prevailing Party" shall mean the party that obtains a favorable and final judgment or order from a court of law described in paragraph "24." This paragraph shall not apply and litigation fees shall not be awarded based on an order or otherwise final judgment

that results from the parties' mutual settlement, arbitration, or mediation of the dispute.

- 26. SEVERABILITY. If any provision of this agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions nevertheless will continue in full force and effect without being impaired or invalidated in any way.
- 27. FORCE MAJEURE. The respective duties and obligations of the parties hereunder shall be suspended while and so long as performance hereto is prevented or impeded by strikes, disturbances, riots, fire, severe weather, government action, war acts, acts of God, or any other cause similar or dissimilar to the foregoing which are beyond the control of the party from whom the affected performance was due.
- 28. INTEGRATED AGREEMENT. This Agreement, together with Exhibits "A," and "B" supersede any and all other agreements, either oral or in writing, between the parties with respect to the subject matter herein. Each party to this Agreement acknowledges that no representation by any party, which is not embodied herein, nor any other agreement; statement or promise not contained in this Agreement shall be valid and binding. Any modification of the Agreement shall be effective only if it is in writing and signed by all parties.

Dated: _____

"CITY"

By: _____

Arminé Chaparyan
City Manager

Dated: _____

"CHAMBER"

By: _____

Andrew Berk
Chair, Board of Directors

APPROVED AS TO FORM:

Andrew Jared
City Attorney

EXHIBIT "A"

PROPOSAL

EXHIBIT "B"
INSURANCE REQUIREMENTS

Additional Insured Status: The Chamber shall obtain, maintain, and keep in full force throughout the duration of the term of the Agreement, liability insurance covering the Chamber and, with the exception of Professional Liability Insurance, designating City including its elected or appointed officials, directors, officers, agents, employees, volunteers, or Chambers, as additional insured against any and all claims resulting in injury or damage to persons or property (both real and personal) caused by any aspect of the Chamber's work or operations in amounts no less than the following and with such deductibles as are ordinary and reasonable in keeping with industry standards. It shall be stated, in the Additional Insured Endorsement, that the Chamber's insurance policies shall be primary as respects any claims related to or as the result of the Chamber's work. Any insurance, pooled coverage or self-insurance maintained by the City, its elected or appointed officials, directors, officers, agents, employees, volunteers, or Chambers shall be non-contributory. General liability coverage can be provided in the form of an endorsement to the Chamber's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37 forms if later revisions used).

Primary Coverage: For any claims related to this contract, the Chamber's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Chamber's insurance and shall not contribute with it.

Professional Liability Insurance	\$1,000,000/\$2,000,000
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General Liability:

- | | | |
|----|----------------------------------|-------------|
| a. | General Aggregate | \$2,000,000 |
| b. | Products Comp/Op Aggregate | \$2,000,000 |
| c. | Personal & Advertising Injury | \$1,000,000 |
| d. | Each Occurrence | \$1,000,000 |
| e. | Fire Damage (any one fire) | \$ 50,000 |
| f. | Medical Expense (any one person) | \$ 5,000 |

Workers' Compensation:

- | | | |
|----|----------------------------|------------------|
| a. | Workers' Compensation | Statutory Limits |
| b. | EL Each Accident | \$1,000,000 |
| c. | EL Disease - Policy Limit | \$1,000,000 |
| d. | EL Disease - Each Employee | \$1,000,000 |

Automobile Liability

- a. Any vehicle, combined single limit \$1,000,000

Notice of Cancellation: Each insurance policy required above shall state that coverage shall not be canceled, except with notice to the City. The Chamber shall provide thirty (30) days advance notice to City in the event of material changes or cancellation of any coverage. Certificates of insurance and additional insured endorsements shall be furnished to City thirty (30) days prior to the effective date of this Agreement. Refusal to submit such certificates shall constitute a material breach of this Agreement entitling City to any and all remedies at law or in equity, including termination of this Agreement. If proof of insurance required under this Agreement is not delivered as required or if such insurance is canceled and not adequately replaced, City shall have the right but not the duty to obtain replacement insurance and to charge the Chamber for any premium due for such coverage. City has the option to deduct any such premium from the sums due to the Chamber.

Waiver of Subrogation: Chamber hereby grants to City a waiver of any right to subrogation which any insurer of said Chamber may acquire against the City by virtue of the payment of any loss under such insurance. Chamber agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

Deductibles and Self-Insured Retentions: Any deductibles or self-insured retentions must be declared to and approved by the City. The City may require the Chamber to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

Acceptability of Insurers: Insurance is to be placed with insurers authorized and admitted to write insurance in California and with a current A.M. Best's rating of A-:VII or better. Acceptance of insurance from a carrier with a rating lower than A-:VII is subject to approval by City's Risk Manager. Chamber shall immediately advise City of any litigation that may affect these insurance policies.

Claims Made Policies:

If any of the required policies provide coverage on a claims-made basis:

1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
2. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.
3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Chamber must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

Verification of Coverage: Chamber shall furnish the City with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage

required by this clause. All certificates and endorsements are to be received and approved by the City before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Chamber's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Subcontractors: Chamber shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that City is an additional insured on insurance required from subcontractors.

Special Risks or Circumstances: Entity reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

Nothing in this section shall construed to as limiting in any way, the indemnification provision contained in this Agreement, or the extent to which Chamber may be held responsible for payments of damages to persons or property.

ATTACHMENT 2

Chamber of Commerce 2021
Update on Farmers' Market



south pasadena
farmers' market

**2021 Update
Presented to the
City of South Pasadena**

**By the
South Pasadena Chamber of Commerce**

**THE SOUTH PASADENA
CHAMBER OF COMMERCE**



Executive Summary

As operator of the South Pasadena Farmers' Market, the Chamber has improved the local economy, increased revenues to the City while minimizing city staff impacts, increased awareness of healthy living choices and improved quality of life in South Pasadena. The Chamber pledges to continue with, and improve on, those initiatives.

The Chamber's key differentiator from an outside entity managing the Market is that we have made it a true local weekly town square. The Chamber has consistently increased participation from local businesses and nonprofit organizations by:

- Hosting "Community Corner" Local Nonprofit Tents
- Offering Local Businesses a presence in the Market Annex
- Provide opportunities for City Departments to connect and outreach to residents and visitors
- Cross-promotion of the Farmers' Market and local businesses
- Opportunities for local musicians to play at the Market

The Chamber has significantly increased the number and quality of farmers and certified producers. When the Chamber was awarded the contract to operate the market in 2010, more than half of the space was occupied by prepared food vendors. Currently, approximately 65-70% of the available booth space is occupied by agricultural products, while the remaining space is prepared food and other food products. We've added more Certified Organic producers; applying strict standards to that designation. Food vendors remain, with an emphasis of complementing and not competing with the menus of nearby local eateries.

Parking impacts have been addressed through formal agreements, a parking management plan and promotion of underutilized lots. We also promote Gold Line use.

The Chamber's local control of the market creates a multiplier effect on the local economy. Local jobs are created, local services used, and local sales taxes are generated by nearby businesses. This in turn increases revenues to the City General Fund.

Compensation to the City includes:

- 2% of Gross Revenues CIP Fund for capital improvements or maintenance, such as museum painting or plumbing repairs
- 5% of Gross Revenues to the General Fund as a “franchise fee”/right-of-way fee
- The Chamber contracts with an outside vendor to implement the approved traffic control plan each week (the City staff performed that function with the prior operator).

The following pages offer more detailed explanations of our approach.

We've proven we're the *local* option; we are excited and thrilled to continue!

South Pasadena Chamber of Commerce Operates the South Pasadena Farmers' Market

The celebrated South Pasadena Farmers' Market has been locally controlled for a decade, and it is best for the community that it continues to “stay local”.

The Chamber of Commerce is this community's business organization with the mission of improving the local economy, supporting local businesses and connecting people. Our interest in operating this Farmers' Market grew from the notion that we could create even better synergies through the Market – with businesses and neighbors, educators and students, sustainable outreach and citizens. We believe that keeping the revenues from the Farmers' Market *local* is one of the most sustainable and responsible actions the City can take. Keeping local control builds community and improves South Pasadena quality of life in uncountable ways.

The South Pasadena Chamber of Commerce continuing as the operator of the South Pasadena Farmers' Market is a natural fit.

Covid-19

The Farmers' Market made modifications and adjustments to its operation beginning in March, 2020 in response to the COVID-19 pandemic. The Market adjusted and responded to the changing mandates and restrictions issued by the Los Angeles County Department of Public Health. The Chamber was in constant communication with City officials, including City Manager, Police Chief and Fire Chief, on the weekly status of the Market. Among the changes made over the last 20+ months: increase in the space between booths, additional signage at the entrances to the Market and at each booth, creating 'in' and 'out' traffic flow at the booths, elimination of all sampling (unless in compliance with health requirements), additional staff to comply with social distance monitoring removal of all hot foods/cooking on site (then ultimately allowed to return), and a reduction in the Market hours. The Health Department has visited the Market on several occasions, and have noted no deficiencies and only minor adjustments to the modifications made. The Chamber and the Market staff continue to adhere to all guidelines and work hard to ensure that the staff, vendors and guests stay safe and well.

Farmers' Market Manager – A Key Component to a Successful Market

While the South Pasadena Chamber of Commerce has a substantial track record of being community focused and trusted, we realize that a Farmers' Market of this caliber needs a high level of expertise to run well.

Carole Gallegos has been with the South Pasadena Market since the fall of 2012. She is a very experienced and well-respected manager. She is also the manager of the Encino market, which takes place on Sunday mornings. She is consulted often by other market managers as well as communities and organizations who are in the process of improving existing markets. She also is very knowledgeable about all the requirements of both the L.A. County Agriculture Department, which oversees the farmers and other producers as well as the LA County Department of Public Health, which has jurisdiction over the prepackaged and prepared foods.

She has a real sense of the community and has been able to attract farmers and vendors that meet the needs of the local shoppers, and do not compete with local “brick-and-mortar” food establishments in South Pasadena.

Section One: Increasing Participation from Local Businesses and Nonprofit Organizations

As operator of the South Pasadena Farmers' Market, we continue to include participation from local businesses and nonprofit organizations:

- “Community Corner” local nonprofit tents
- Local Business participation in the Market Annex
- Special Events – designed to bring the community together
- Website links, co-op ads and other cross-promotion
- Inclusive policy favoring locals based on objective criteria
- Policies protecting local business from direct competition
- Farmers' Market “Good Neighbors” roundtable as needed

“Community Corner” — Local Nonprofit and City Tents

The Community Corner is tent space alongside the South Pasadena Historical Museum. These booths are offered with a fee waiver to the City of South Pasadena and any of its Boards or Commissions, and many locally based nonprofits. Space is also be available for a small fee to regional or national nonprofits whose mission concerns South Pasadena residents.

Many departments in the City of South Pasadena have participated in the

Community Corner and disseminated information and resources to the community, including environmental sustainability, recreational services, police department and others.

The Chamber has provided booth space for a number of local and regional community groups and organizations to promote their events, activities and outreach to the community.

Special Events

The Chamber of Commerce coordinates and presents special events throughout the year. These are designed to further involve the local community and provide opportunities to gather and enjoy the town. Included in these events are: Annual Huntington Hospital Flu Shot Clinic, Market Anniversary, Halloween at the Market, a bike-repair clinic and the popular Holiday tree lighting celebration.

Local Business Spotlights – The Market Annex

The Market Annex helps promote local businesses that offer environmental, health-living or food related products or services. Numerous businesses have found that this opportunity generates new business and an awareness in the community. These tents are available to local businesses for a fee on a per market basis. We plan to involve more businesses in this valuable opportunity by providing a time-share concept for local businesses that meet the criteria.

The Local Connection

The Chamber supports local businesses by affording them the opportunity to showcase their products and services at the weekly “Chamber Information Booth”. Staffed by local business owners, visitors are introduced to the city, and some of the unique shops and eateries in the downtown business district.

The local restaurants have discovered that their business revenues increase on Farmers' Market nights. Customers stop in for a refreshing beverage or meal while enjoying the ambiance of the Market.

Internet Impact – SouthPasadenaFarmersMarket.org and Social Media

The website for the market, SouthPasadenaFarmersMarket.org, is visited often

for information on the farmers and vendors at the market, as well as providing information and applications for those who wish to sell their food products at the popular market. The followers of the market on social media continues to grow, with the Facebook page having the most followers of almost any market in southern California, with over 8,500 followers.

Inclusive Policy Favoring Locals Based on Objective Criteria

This is core to our mission as a Chamber of Commerce. Our Market Rules have been created specifically to promote local businesses and extend their opportunities to participate, while also ensuring that no direct competition from outsiders threatens their livelihoods. The policy will be all-inclusive for South Pasadena licensed businesses, with preferential treatment to those who support our nonprofit mission by joining as dues-paying members.

Prohibiting Direct Competitors to Local Businesses

Corollary to our pledge to support locals is our position that we should protect them from direct competitors. Our Market Rules have been written to focus prepackaged food stands on goods not already offered in surrounding and nearby eateries. Our selection of prepared food vendors will be sensitive to nearby restaurants so as not to offer similar menus.

Section Two: Increasing Community Awareness and Educational Opportunities of Sustainability

The Chamber's approach to managing the Market makes it a weekly local gathering spot, with a community exchange of information through educational, government and business channels. We support the local public schools and student groups by inviting them to participate in the Market to promote and bring awareness to their various causes and events. Recently, Compost Culture, which is operated by SPHS students, started having a booth at the Market weekly to collect food waste from residents, which is then taken to a local garden to become compost. The compost is, in turn, returned to local residents for use in their personal gardens. We coordinate with the City of South Pasadena to communicate with citizens on sustainable programs and environmentally friendly resources. And we encourage business and nonprofit entities to participate in the public forum.

Green Merchandise

Locally sourced, Farmers' Market branded reusable are sold, encouraging responsible shopping practices! In addition to offering shoppers a convenient carry-home market bag, these decorated canvas sacks also promote the South Pasadena Farmers' Market. Local companies and organizations have partnered with the Market, and offer other reusable bags and other accessories, including an innovative 'Bring-one-take-one' reusable bag exchange program.

Metro Gold Line Cross Promotion

The South Pasadena Farmers' Market continues to promote use of public transportation, including the Metro "L" (former Gold Line) in its publicity and on the website.

Community Dialogue

The Chamber and Market Manager are always available to the surrounding businesses to address any concerns raised. In addition, anyone wishing to participate in the market – entertainers, vendors, farmers – are in contact with the Chamber and the Manager to provide further information and guidance.

Marketing

Marketing for the South Pasadena Farmers' Market is synergistic with other Chamber initiatives for SouthPas destination marketing. Print ads and websites will cross promote, and the business district and Farmers' Market will share ad space wherever appropriate. In addition, a link from the Chamber website to the Farmers' Market website, SouthPasadenaFarmersMarket.org, allows site visitors to get information on both Chamber and Market activities. Consistent social media posts draw attention to new vendors, seasonal offerings, as well as information on any special events that are taking place. The website and social media also is updated with any current closures, or other important information for the public.

Section Three: An Appropriate Ratio Between Farmers and Food Vendors

The Chamber maintains the emphasis on an agriculture-oriented market. Approximately 70% of the Market space is allocated to certified farmers and producers. The remaining 30% is prepackaged and prepared-to-order food

vendors. The market layout of booth locations remains in compliance of health department and agricultural department regulations of separation of these types of vendors. Food vendors are selected with care to compliment and not compete with the menus of nearby local eateries.

Organic Produce

Certified organic producers are highlighted if they meet strict criteria. Specifically, any Producer who wishes to use the words “organic,” “organically grown,” “100% organic” or other similar terms in their product labeling must be in compliance with the requirements of the California Organic Products Act of 2003, Food and Agricultural Code and Health and Safety Code.

More Farmers than Prepared Food Vendors

The festive environment, delicious smells and potpourri of freshly prepared food is a hallmark of the current market and adds to the overall “vibe” of the market that is so attractive to local residents as well as visitors. This contributes to the many accolades and awards that Market receives. Recently, the South Pasadena Market has been recognized by the Pasadena Weekly, Beacon Media News and the Pasadena Star News in their respective “Best Farmers’ Market” category.

Section Four: Parking Issues

Parking is provided for shoppers and vendors at the Market through formal agreements and a parking management plan. Arrangements with nearby businesses and the owners of the former SPUSD lot have been created to help alleviate the parking impact on local residential streets.

Our parking management plan includes:

Parking agreements

We have secured parking agreement with the owners of the 899 El Centro St. building; this parking is dedicated to the large trucks and vehicles driven by farmers and vendors that won't fit in the market footprint. Farmers' Market shoppers are encouraged to use the Mission Meridian underground garage. We have an agreement with the owners of the property at 1020 El Centro Street to rent the lot for customer and staff parking. The agreement is flexible enough to allow the property owners to rent the lot out for major film productions and such.

Respect for Residential Parking

Parking impacts to nearby neighbors is minimized through good communications with all vendors and farmers that there is no parking allowed on Glendon Way, Meridian or El Centro in residential areas. A diligent effort is made each week by Market staff as well as the South Pasadena Police Department to locate the owners of vehicles parked in the market footprint prior to any cars being ticketed and/or towed.

Gold Line Ridership and Bike-to-Market

Promoting Metro Gold Line and other public transit use, riding bikes and walking help reduce parking impacts. Surveys have shown that over 50% of the shoppers in the Market are not South Pasadena residents. Many are commuters, and stop by for their groceries as they travel through town, either on the train, by car or bike.

Section Five: Revenue Streams to the City

The true beauty of retaining local control of the Farmers' Market is in the multiplier effect on the revenues. Local jobs are created, local services are used, and local sales taxes are generated¹. This in turn increases revenues to the City General Fund. This is one of the foundations of creating a sustainable local economy.

Prior to the Chamber receiving the contract to operate the Market, the City subsidized the Market without compensation. The Chamber has consistently provided financial compensation to the city for the operation of the Market.

City General Fund Contributions

- Zero cost to the City — The Chamber contracts with a traffic control company to effectively and accurately close the street and direct traffic in compliance with the approved traffic control plan.
- Business Licenses – all food vendors are required to obtain business licenses for the City of South Pasadena
- 5% of Gross Revenues for the “Right of Way” permits on which the market is operated
- 2% of Gross Revenues CIP Fund for capital improvements or

¹ Indirect sales tax impact from increase in local taxable sales of nearby businesses, restaurants and fueling stations, as well as certain Market vendors.

maintenance, such as museum painting or plumbing repairs

Support for the South Pasadena Preservation Foundation

The Chamber pays \$200 weekly to the South Pasadena Preservation Foundation for use of the restrooms in the Museum, a City-owned facility. The museum building is also used for the end-of-day close-out.

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City Council Agenda Report

ITEM NO. 15

DATE: February 2, 2022
FROM: Arminé Chaparyan, City Manager *AC*
PREPARED BY: Ken Louie, Interim Director of Finance
SUBJECT: **Investment Philosophy**

Recommendation

It is recommended that the City Council

1. Review report; and
2. Provide input regarding future investment philosophy.

Background

The City adheres to its Annual Investment Policy which is approved by the City Treasurer, the Finance Commission and ultimately the City Council. Such policy is in conformity with the California Government Code Section 53646 which regulates investment policies as well as Section 53600.3 which holds to the “prudent investor” standard.

The three foundational principles of investing in order of importance are 1) Safety, 2) Liquidity, and 3) Yield. The City continues to invest well within its investment policy parameters highly-emphasizing Safety and Liquidity. At this time, the City has a sizable amount of investment in the State’s Local Agency Investment Fund (LAIF) which features a high-level of security and liquidity. With the ability to access City investments in as little as one day comes the lack of ability for LAIF to invest long-term instruments (greater yields). This lack of options creates a very low return for LAIF investors. The City Council has requested that a discussion item be brought to the City Council to consider a more aggressive approach while staying within the currently approved policy.

Analysis

The City currently has approximately \$30 million in LAIF and generally has been able to meet its current routine demands by using existing revenue flows. Therefore, there is no immediate need to pull LAIF dollars from the account. This lack of immediate need creates a discussion as to whether the City should seek greater returns/yield while staying within the investment policy and assuring new investment are backed by the Federal Deposit Insurance Corporation (FDIC). FDIC insures up to \$250,000 per depositor, per insured bank, for each account ownership category. The FDIC provides separate coverage for deposits held in different account ownership categories.

Staff has conducted two analyses to determine what is actually needed to be kept in the liquid LAIF investment pool. The first analysis was to determine what amount does need to be readily available for usage and therefore held in a liquid-investment:

LAIF Balance (ending 12/31/2021):	\$ 35,042,122
Balances needed in LAIF:	
ARPA 1st Installment:	\$ 3,029,618
Cell Tower:	\$ 4,374,440
Retiree Pension Reserve (Council Designated Reserve):	\$ 500,000
Retiree Medical Reserve (Council Designated Reserve):	\$ 500,000
General Fund Accessible Funds:	\$ 5,000,000
Total Balances needed in LAIF:	\$ 13,404,058
Difference:	\$ 21,638,064
Potential Transfer from LAIF to Investments held at Zions Bank:	\$ 21,500,000
Potential Transfer as presented to Finance Commission:	\$ 16,500,000

The second analysis was to look a recent LAIF transfer history and determine when the LAIF pool is tapped into. It appears that annually on October 1st, the City draws funding down to ensure sufficient cash flow for its Water Bond payment.

Investments Analysis	
LAIF Transfer History	
Date	Amount Transfer Out of LAIF
10/1/2018	4,000,000
2/1/2019	1,000,000
3/1/2019	2,000,000
7/1/2019	5,000,000
10/1/2019	4,000,000
5/1/2020	2,000,000
8/1/2020	4,000,000
10/1/2020	2,600,000
4/1/2021	1,500,000
10/1/2021	3,000,000
Maximum Transfers Out:	5,000,000
Minimum Transfers Out:	1,000,000
Average Transfers Out:	2,910,000

Conclusion

It appears from the above analyses that the City could potentially invest up to \$21,500,000 in longer/greater yielding investments while still providing for daily needs. Staff would request discussion and direction from the City Council. Any investments with Morgan Stanley would still be in conformity with the current investment policy provided investments are distributed within limit guidelines per type.

Fiscal Impact

Potential greater investment returns from investing in longer term investments while not sacrificing safety of principal.

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.