



**CITY OF SOUTH PASADENA
CITY COUNCIL**

A G E N D A

**NOTICE AND CALL
OF
SPECIAL CITY COUNCIL CLOSED SESSION MEETING**

**WEDNESDAY, DECEMBER 1, 2021
5:30 P.M.**

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

NOTICE IS HEREBY GIVEN that I, Christina Muñoz, Acting Deputy City Clerk of the City of South Pasadena, California, HEREBY GIVE NOTICE AND CERTIFY that Mayor Diana Mahmud has called a SPECIAL CITY COUNCIL CLOSED SESSION MEETING to be held on Wednesday, DECEMBER 1, 2021 commencing at 5:30 PM, at the City of South Pasadena, City Hall, City Manager's Conference Room, Second Floor, 1414 Mission Street, South Pasadena, California, 91030.

NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY

The South Pasadena Special City Council Meeting Closed Session for **DECEMBER 1, 2021** will be conducted in-person from the City Manager's Conference Room, Second Floor, City Hall, 1414 Mission Street, South Pasadena. Pursuant to, Government Code section 54953, subdivision (e)(3), the City Council may also allow public participation to continue via live public comment conducted over ZOOM.

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

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

The Meeting will be available

- In Person Hybrid – City Hall, City Manager's Conference Room, Second Floor, 1414 Mission St
- Via Zoom:
<https://us06web.zoom.us/j/2264427248?pwd=aEFuSGszQ2I5WjJkemoTms0RTIVUT09>
ID: 226 442 7248

Public Comments participation may be made as follows:

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

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

1. Go to the Zoom website, <https://zoom.us/join> and enter the Zoom Meeting information; or
2. Click on the following unique Zoom meeting link:
<https://us06web.zoom.us/j/2264427248?pwd=aEFuSGszQ2l5WjJkemloTms0RTIVUT09> or
3. You may listen to the meeting by calling: +1-669-900-6833 and entering the Zoom Meeting ID and Passcode when prompted.

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

CALL TO ORDER: Mayor Diana Mahmud

ROLL CALL:

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

CLOSED SESSION AGENDA ITEMS

A. CONFERENCE WITH LEGAL COUNSEL: EXISTING LITIGATION

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

*City of South Pasadena v. The Dow Chemical Company, et al.,
Case No.2:20-cv-07765-MWF-(SP)*

B. CONFERENCE WITH LEGAL COUNSEL: EXISTING LITIGATION

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

*City of South Pasadena, et al. v. California Department of Transportation, et al.
(LASC Case No. 21STCP01779)*

C. CONFERENCE WITH LEGAL COUNSEL: POTENTIAL LITIGATION – City Initiating

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

Number of cases: One

D. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

(Government Code Section 54956.8)

Property: 920 Lohman Lane
Agency Negotiators: City Manager, Arminé Chaparyan
Negotiating Parties: John Letts
Under Negotiation: Price and Terms

E. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

(Government Code Section 54956.8)

Property: 1503-1507 El Centro Street, South Pasadena
Agency Negotiators: City Manager, Arminé Chaparyan
Negotiating Parties: Stephen Goodwin and Sally Smythe
Under Negotiation: Price and Terms

CERTIFICATION OF POSTING

*This Special City Council Closed Session Meeting agenda was duly posted for the meeting to be held on **December 1, 2021**, on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City's, website as required by law, on the date listed below.*

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

11/23/2021 *Christina Muñoz*
Date Christina Muñoz
 Acting Deputy City Clerk



**CITY OF SOUTH PASADENA
CITY COUNCIL**

**A G E N D A
REGULAR MEETING
WEDNESDAY, DECEMBER 1, 2021 AT 7:00 P.M.**

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

South Pasadena City Council Statement of Civility

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

NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY

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

The South Pasadena City Council Meeting for **December 1, 2021** will be conducted in-person from the Council Chambers, Amedee O. "Dick" Richards, Jr., located at 1424 Mission Street, South Pasadena.

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

The Meeting will be available

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

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

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

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

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

CALL TO ORDER: Mayor Diana Mahmud

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

PLEDGE OF ALLEGIANCE: 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:

Participate in-person at the City Council Chambers.

Option 2:

Participants will be able to “raise their hand” using the Zoom icon during the meeting, and they will have their microphone un-muted during comment portions of the agenda to speak for up to 3 minutes per item. *(Note: For the purpose of best ensuring that all of the agenda items are considered at the Council Meeting, the Mayor may exercise the Chair’s discretion, subject to the approval of the majority of the City Council, to limit public comment(s) to less than 3 minutes on any given agenda item).*

Option 3:

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

Public Comments received in writing will not be read aloud at the meeting, but will be part of the meeting record. Written public comments will be uploaded online for public viewing under Additional Documents. There is no word limit on emailed Public Comment(s). Please make sure to indicate:

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

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

PUBLIC COMMENT

2. PUBLIC COMMENT – GENERAL

PRESENTATIONS

3. INTRODUCTION OF STAFF: Jordan Bell, Community Services Program Specialist

COMMUNICATIONS**4. 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.

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

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

7. APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF \$7,390.00; GENERAL CITY WARRANTS IN THE AMOUNT OF \$573,732.44; SUPPLEMENTAL ACH PAYMENTS IN THE AMOUNT OF \$32,659.98; VOIDS IN THE AMOUNT OF (\$110.00); TRANSFERS IN THE AMOUNT OF \$188,100.55; PAYROLL IN THE AMOUNT OF \$595,166.68.**Recommendation**

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

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

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

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

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

10. ANNUAL REPORT FOR THE LIBRARY SPECIAL TAX**Recommendation**

It is recommended that the City Council receive and file a report on the Fiscal Year 2020-2021 Library Special Tax, per the requirements of the State of California Local Agency Special Tax and Bond Accountability Act.

CONSENT CALENDAR - CONTINUED

- 11. APPROVAL OF A LETTER IN OPPOSITION TO THE LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY DEFUNDING LAW ENFORCEMENT AND CANCELLATION OF LAW ENFORCEMENT CONTRACTS FOR THE METRO RAIL SYSTEM**

Recommendation

It is recommended that the City Council authorize a letter of opposition to the Los Angeles County Metropolitan Transportation Authority (Metro) regarding defunding law enforcement and the cancellation of law enforcement contracts on the Metro Rail System.

- 12. ADOPTION OF A RESOLUTION AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE CITY**

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE CITY OF SOUTH PASADENA FOR THE PERIOD OF DECEMBER 2, 2021 THROUGH JANUARY 1, 2022, PURSUANT TO BROWN ACT PROVISIONS

Recommendation

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

- 13. SECOND READING AND ADOPTION OF AN ORDINANCE, AMENDING CHAPTER 16 (GARBAGE AND WASTE), CHAPTER 5 (ANIMALS AND FOWL), AND CHAPTER 2 (ADMINISTRATION) OF THE SOUTH PASADENA MUNICIPAL CODE TO IMPLEMENT A MANDATORY ORGANIC WASTE DISPOSAL REDUCTION ORDINANCE AS REQUIRED BY SB 1383 AND CALRECYCLE**

ORDINANCE

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING SOUTH PASADENA MUNICIPAL CODE CHAPTER 16 "GARBAGE AND WASTE" BY RENAMING AS "ORGANIC WASTE AND NON-ORGANIC WASTE", BY MAKING SUCH AMENDMENTS TO CHAPTER 16 RELATING TO STATEWIDE MANDATORY ORGANIC WASTE DISPOSAL REGULATIONS, AND ADDING A NEW ARTICLE V ("ORGANIC WASTE DISPOSAL") CONSISTENT WITH THE STATE'S MODEL MANDATORY ORGANIC WASTE DISPOSAL REDUCTION ORDINANCE AND ADDING A NEW SECTION 2.99-29C ("RECOVERED ORGANIC WASTE PRODUCT AND RECYCLED-CONTENT PAPER PROCUREMENT REQUIREMENTS") TO CHAPTER 2 ("ADMINISTRATION") OF THE SOUTH PASADENA MUNICIPAL CODE RELATING TO RECYCLED AND ORGANIC WASTE PROCUREMENT AND AMENDING SECTION 5.22 ("DEAD ANIMALS") IN CHAPTER 5 ("ANIMALS AND FOWL") OF THE SOUTH PASADENA MUNICIPAL CODE RELATING TO DISPOSAL OF DEAD ANIMALS.

CONSENT CALENDAR - CONTINUED**Recommendation**

It is recommended that the City Council read by title only for second reading, waiving further reading, and adopt an ordinance to amend Chapter 16 (Garbage and Waste), Chapter 5 (Animals and Fowl), and Chapter 2 (Administration) of the South Pasadena Municipal Code (SPMC) to implement a mandatory organic waste disposal reduction ordinance as required by Senate Bill No. 1383.

14. ADOPTION OF A RESOLUTION APPROVING PARTICIPATION IN THE LOS ANGELES URBAN COUNTY PERMANENT LOCAL HOUSING ALLOCATION PROGRAM

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, APPROVING PARTICIPATION IN THE LOS ANGELES URBAN COUNTY PERMANENT LOCAL HOUSING ALLOCATION PROGRAM BY AUTHORIZING THE MAYOR, OR THEIR DESIGNEE, TO SIGN A REIMBURSEABLE CONTRACT WITH THE LOS ANGELES COUNTY DEVELOPMENT AUTHORITY ACTION ON BEHALF OF THE COUNTY

Recommendation

It is recommended that the City Council adopt a resolution approving participation in the Los Angeles Urban County Permanent Local Housing Allocation (PLHA) Program.

15. APPROVAL OF THE RECOMMENDATION TO HOLD SENIOR CONGREGATE LUNCH PROGRAM IN-PERSON TO ONLY FULLY VACCINATED SENIORS

Recommendation

It is recommended that the City Council approve the recommendation to hold senior congregate lunch program in-person to only fully vaccinated seniors.

PUBLIC HEARING

16. AMENDMENT TO CHAPTER 36 (ZONING) OF THE SOUTH PASADENA MUNICIPAL CODE PERTAINING TO ADD SECTION 36.350.200.J (DESIGN STANDARDS FOR HISTORIC PROPERTIES) AND DESIGN GUIDELINES FOR ADU DEVELOPMENT ON HISTORIC PROPERTIES

RESOLUTION

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SOUTH PASADENA, CALIFORNIA, RECOMMENDING THAT THE CITY COUNCIL ADOPT AN ORDINANCE AMENDING SECTION 36.350.200 (RESIDENTIAL USES –ACCESSORY DWELING UNITS) ADDING NEW ADU DESIGN STANDARDS FOR HISTORIC PROPERTIES, OF DIVISION 36.350 (STANDARDS FOR SPECIFIC LAND USES) OF CHAPTER 36 (ZONING) OF THE SOUTH PASADENA MUNICIPAL CODE

PUBLIC HEARING – CONTINUED**Recommendation**

It is recommended by the Planning Commission that the City Council conduct a public hearing and provide direction regarding the following:

1. Zoning Code Amendment to Section 36.350.200 of Division 36.350 (Standards for Specific Land Uses) to Chapter 36 (Zoning) of the South Pasadena Municipal Code pertaining to Accessory Dwelling Units (ADUs) on historic properties (Phase II ADU Ordinance); and
2. Design Guidelines for ADU Development on Historic Properties.

ACTION / DISCUSSION**17. REPURPOSE CIVIC CENTER ART GALLERY BUDGET TO FUND PUBLIC ART PROJECTS AND EXHIBITS ON CITY-OWNED PROPERTIES****Recommendation**

It is recommended that the City Council:

1. Repurpose the \$25,000 budgeted for the Civic Center Art Gallery to fund public art projects and exhibits on city-owned properties; and
2. Direct staff to issue a request for proposals for art projects for review by the Public Arts Commission and approval of projects by the City Council.

18. SENATE BILL 381 IMPLEMENTATION**Recommendation**

It is recommended that the City Council review and provide direction regarding implementation of Senate Bill 381 (SB 381):

1. Establish a City Council Ad Hoc Implementation Committee for the next phase of the California Department of Transportation (Caltrans) surplus properties disposition;
2. Conduct additional community outreach to work with tenants;
3. Establish a Memorandum of Understanding with the South Pasadena Preservation Foundation (SPPF) to inspect the historic surplus Caltrans properties and identify the character defining features;
4. Release a Request for Proposals to identify Housing Related Entities (HREs) for potential partnership opportunities or consultant to assist in the development of a Community Land Trust; and
5. Release a Request for Proposals to conduct property inspection and repair estimates of the properties that the City wants to purchase.

INFORMATION REPORTS**19. ALTERNATIVE MOBILE CRISIS RESPONSE PROGRAM PILOT & GAPS IN SERVICES UPDATES****Recommendation**

No staff report for this item, receive and file Power Point presentation.

ADJOURNMENT**FOR YOUR INFORMATION****FUTURE CITY COUNCIL MEETINGS**

December 15, 2021	Regular City Council Meeting Council Chamber	7:00 p.m.
January 19, 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 **December 1, 2021**, on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City's website as required by law, on the date listed below.*

11/23/2021

Christina Muñoz

Date

Christina Muñoz, Acting Deputy City Clerk



City Council Agenda Report

ITEM NO. 7

DATE: December 1, 2021

FROM: Arminé Chaparyan, City Manager *AC*

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

SUBJECT: Approval of Prepaid Warrants in the Amount of \$7,390.00; General City Warrants in the Amount of \$573,732.44; Supplemental ACH Payments in the Amount of \$32,659.98; Voids in the Amount of (\$110.00); Transfers in the Amount of \$188,100.55; Payroll in the Amount of \$595,166.68.

Recommendation Action

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

Fiscal Impact

Prepaid Warrants:

Warrant #	\$	0
ACH	\$	7,390.00
Voids	\$	0

General City Warrants:

Warrant # 313486-313577	\$	215,528.48
ACH	\$	358,203.96
Voids	\$	(110.00)

Payroll Period Ending 11/07/2021	\$	570,371.15
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Payroll Period Ending 11/18/2021	\$	24,795.53
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Wire Transfers Out – To (LAIF)	\$	0
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Wire Transfers In – From (LAIF)	\$	0
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Wire Transfers (RSA)	\$	0
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Wire Transfers Out – To (Acct # 2413)	\$	124,313.00
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Wire Transfers Out – To (Acct # 1936)	\$	63,787.55
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Supplemental ACH Payment	\$	32,659.98
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RSA:

Prepaid Warrants	\$	0
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General City Warrants	\$	0
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Total	\$	1,396,939.65
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Commission Review and Recommendation

This matter was not reviewed by a Commission.

Legal Review

The City Attorney has not reviewed this item.

Public Notification of Agenda Item

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

Attachments:

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

ATTACHMENT 1

Warrant Summary

City of South Pasadena
Demand/Warrant Register
Recap by fund

Date 12.01.2021

Fund No.	Amounts	
	Prepaid	Written
General Fund	101	7,390.00
Insurance Fund	103	-
Street Improvement Program	104	-
Facilities & Equip.Cap. Fund	105	-
Programs and Projects	107	-
Local Transit Return "A"	205	4,383.86
Local Transit Return "C"	207	7,570.23
TEA/Metro	208	-
Sewer Fund	210	40.56
CTC Traffic Improvement	211	-
Street Lighting Fund	215	471.26
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	3,899.17
County Park Bond Fund	232	419.75
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	8,519.20
Asset Forfeiture	270	-
Police Grants - State	272	-
Homeland Security Grant	274	-
Park Impact Fees	275	50,020.90
Historic Preservation Grant	276	-
HSIP Grant	277	-
Arroyo Seco Golf Course	295	-
Sewer Capital Projects Fund	310	-
Water Fund	500	79,412.76
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	16,290.81
		-
Column Totals:	7,390.00	573,732.44

Fund No.	Amounts	
	Prepaid	Written
RSA	227	-
RSA Report Totals:	-	-
City Report Totals:		581,122.44

Payroll Period Ending 11/07/2021	570,371.15
Payroll Period Ending 11/18/2021	24,795.53
Wire Transfer Out - To LAIF	
Wire Transfer In - From LAIF	
Wire Transfer - RSA	
Wire Transfer Out - To Acct. # 2413	124,313.00
Wire Transfer Out - To Acct. # 1936	63,787.55
Supplemental ACH Payments	32,659.98
Voids - Prepaid	
Voids - General Warrant	(110.00)

Grand Report Total: **1,396,939.65**

Diana Mahmud, Mayor

Kenneth L. Louie, Interim Finance Director

ATTACHMENT 2
Prepaid Warrant List

Accounts Payable

Checks by Date - Detail by Check Date

User: ealvarez
Printed: 11/17/2021 3:53 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	MDEKHTLF 56660	Medek Health Systems, LLC Flowflex COVID-19 Antigen Test Kit Qty # 300	11/10/2021	7,390.00
Total for this ACH Check for Vendor MDEKHTLH:				7,390.00
Total for 11/10/2021:				7,390.00
Report Total (1 checks):				7,390.00

ATTACHMENT 3
General City Warrant List

Accounts Payable

Checks by Date - Detail by Check Date

User: ealvarez
Printed: 11/23/2021 12:37 PM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
Invoice No	Description	Reference		
ACH AFLA7010	AFLAC	12/01/2021		
948047	Employee Optional Insurance - October 2021			673.59
	Total for this ACH Check for Vendor AFLA7010:			673.59
ACH AME0229	Ameritas	12/01/2021		
October 2021	Account # 010-19062 - Vision Plan Premiums - October 2021			3,164.48
	Total for this ACH Check for Vendor AME0229:			3,164.48
ACH BB&K	Best Best & Krieger LLP	12/01/2021		
909421	Litigation			2,887.50
911805	Litigation			5,317.94
913905	Litigation			75.00
	Total for this ACH Check for Vendor BB&K:			8,280.44
ACH CHA3010	SPCC Corp dba South Pasadena Chamber of Commerce	12/01/2021		
7976	SP Chamber of Commerce - Business Improvement Tax Allocation			21,100.00
	Total for this ACH Check for Vendor CHA3010:			21,100.00
ACH CHWP2010	Colantuono, Highsmith & Whatley, PC	12/01/2021		
48401	Litigation			122.50
49448	Under Collection of UUT - September 2021			143.45
49449	SCE Coalition for Services Through 09/30/2021			193.50
	Total for this ACH Check for Vendor CHWP2010:			459.45
ACH CWNC2501	Carl Warren & Company	12/01/2021		
2016681-2016705	Liability Claims Administration: 10/01/2021-10/31/2021			1,029.60
	Total for this ACH Check for Vendor CWNC2501:			1,029.60
ACH DGTLYBYER	Digital Buyer	12/01/2021		
0895212	Tennsco 48"x27"D Storage Cabinet with Sliding Door Assembly			1,415.00
	Total for this ACH Check for Vendor DGTLYBYER:			1,415.00
ACH DIG0800	Digital Telecommunications Corp	12/01/2021		
41675	Move of Voicemails to Extension 382			135.00
42891	IT - Phones - November 2021			955.00
43177	IT - Phones - December 2021			955.00
	Total for this ACH Check for Vendor DIG0800:			2,045.00
ACH EBS1007	EBSCO - Accounts Receivable	12/01/2021		
0455474	Renewal of Library Periodicals FY2021-22			3,622.99
0455474	Renewal of Library Periodicals FY2021-22			855.00
2102561	Renewal of Library Periodicals - Credit Memo			-49.92
2102927	Renewal of Library Periodicals - Credit Memo			-18.00

Check No	Vendor No	Vendor Name	Check Date	Check Amount
Invoice No	Description	Reference		
2103200	Renewal of Library Periodicals - Credit Memo			-44.10
	Total for this ACH Check for Vendor EBS1007:			4,365.97
ACH EEPS7000	Express Services Inc.	12/01/2021		
26213331	Temporary PW Employees - Operation Divison - Week of 10/17/2021			2,218.50
26293620	Temporary PW Employees - Operation Divison - Week of 10/31/2021			3,290.82
	Total for this ACH Check for Vendor EEPS7000:			5,509.32
ACH EURO6710	Eurofins Eaton Analytical	12/01/2021		
C0003596	Water Quality Testing & Analysis - June 2021			2,624.00
C0003646	Water Quality Testing & Analysis - July 2021			3,095.00
C0003697	Water Quality Testing & Analysis - August 2021			4,077.00
C0003746	Water Quality Testing & Analysis - September 2021			2,420.00
C0003799	Water Quality Testing & Analysis - October 2021			2,488.00
	Total for this ACH Check for Vendor EURO6710:			14,704.00
ACH LCW7456	Liebert Cassidy Whitmore	12/01/2021		
206444	Personnel Matters - 09/2021			273.00
206445	Personnel Matters - 09/2021			741.00
206446	Personnel Matters - 09/2021			750.00
206447	Personnel Matters - 09/2021			1,383.60
206448	Personnel Matters - 09/2021			1,459.50
	Total for this ACH Check for Vendor LCW7456:			4,607.10
ACH MNBL8170	Crestline Software, LLC dba MuniBilling	12/01/2021		
13960	Absorb Charges - October 2021			10,487.32
13960	Lock Box - October 2021			737.00
13960	Water Billing Services - November 2021			24,682.14
14053	Postage - October 2021			2,089.17
	Total for this ACH Check for Vendor MNBL8170:			37,995.63
ACH NRMP7010	NEARMAP US INC	12/01/2021		
INV00406113	Nearmap Vertical for Government Annual Subscription			5,000.00
	Total for this ACH Check for Vendor NRMP7010:			5,000.00
ACH POS5265	Post Alarm Systems	12/01/2021		
1418875	Fire Test for South Pasadena Library			15.00
1425623	Alarm System for WMB: December 2021			51.74
1425623	Alarm System for Orange Grove Rec. / Building: December 2021			51.74
	Total for this ACH Check for Vendor POS5265:			118.48
ACH POSU8132	Prudential Overall Supply	12/01/2021		
52521663	Scraper Mat Cleaning Services Street Lighting - 10/19/2021			3.87
52521663	Scraper Mat Cleaning Services Street Trees - 10/19/2021			3.87
52521663	Scraper Mat Cleaning Services Sewer Division - 10/19/2021			3.87
52521663	Scraper Mat Cleaning Services Facilities Maint. - 10/19/2021			3.87
52521663	Scraper Mat Cleaning Services Street Division - 10/19/2021			3.87
52521664	Uniform Cleaning Services Street Tree Maint. - 10/19/2021			9.65
52521664	Uniform Cleaning Services Sewer Division - 10/19/2021			9.65
52521664	Uniform Cleaning Services Street Lighting - 10/19/2021			11.45
52521664	Uniform Cleaning Services Street Maintenance - 10/19/2021			28.57
52521664	Uniform Cleaning Services Facility Division - 10/19/2021			14.38
52521665	Uniform Cleaning Services Water Distribution - 10/19/2021			34.69
52521665	Uniform Cleaning Services Water Production - 10/19/2021			26.55
52521666	Scraper Mat Cleaning Services Water Distribution - 10/19/2021			6.23

Check No	Vendor No	Vendor Name	Check Date	Check Amount
Invoice No		Description	Reference	
52521666		Scraper Mat Cleaning Services Water Production - 10/19/2021		6.24
52524192		Scraper Mat Cleaning Services Street Trees - 10/26/2021		3.87
52524192		Scraper Mat Cleaning Services Street Lighting - 10/26/2021		3.87
52524192		Scraper Mat Cleaning Services Sewer Division - 10/26/2021		3.87
52524192		Scraper Mat Cleaning Services Street Division - 10/26/2021		3.87
52524192		Scraper Mat Cleaning Services Facilities Maint. - 10/26/2021		3.87
52524193		Uniform Cleaning Services Street Lighting - 10/26/2021		11.45
52524193		Uniform Cleaning Services Facility Division - 10/26/2021		14.38
52524193		Uniform Cleaning Services Sewer Division - 10/26/2021		9.65
52524193		Uniform Cleaning Services Street Maintenance - 10/26/2021		28.57
52524193		Uniform Cleaning Services Street Tree Maint. - 10/26/2021		9.65
52524194		Uniform Cleaning Services Water Production - 10/26/2021		26.55
52524194		Uniform Cleaning Services Water Distribution - 10/26/2021		34.69
52524195		Scraper Mat Cleaning Services Water Distribution - 10/26/2021		6.23
52524195		Scraper Mat Cleaning Services Water Production - 10/26/2021		6.24
52526304		Scraper Mat Cleaning Services Facilities Maint. - 11/02/2021		3.87
52526304		Scraper Mat Cleaning Services Street Trees - 11/02/2021		3.87
52526304		Scraper Mat Cleaning Services Sewer Division - 11/02/2021		3.87
52526304		Scraper Mat Cleaning Services Street Lighting - 11/02/2021		3.87
52526304		Scraper Mat Cleaning Services Street Division - 11/02/2021		3.87
52526305		Uniform Cleaning Services Facility Division - 11/02/2021		14.38
52526305		Uniform Cleaning Services Street Maintenance - 11/02/2021		28.57
52526305		Uniform Cleaning Services Street Lighting - 11/02/2021		11.45
52526305		Uniform Cleaning Services Street Tree Maint. - 11/02/2021		9.65
52526305		Uniform Cleaning Services Sewer Division - 11/02/2021		9.65
52526306		Uniform Cleaning Services Water Production - 11/02/2021		26.55
52526306		Uniform Cleaning Services Water Distribution - 11/02/2021		34.69
52526307		Scraper Mat Cleaning Services Water Production - 11/02/2021		6.24
52526307		Scraper Mat Cleaning Services Water Distribution - 11/02/2021		6.23
Total for this ACH Check for Vendor POSU8132:				500.28
ACH SPBK		Springbrook Holding Company LLC	12/01/2021	
INV-007808		CivicPay Transaction Fee		131.00
TM INV-004616		PO/AP Workflows Setup 09/27/21-10/18/21		119.25
TM INV-004685		Re-Implementation of Payroll Services: 10/27/21-10/29/21		179.00
Total for this ACH Check for Vendor SPBK:				429.25
ACH STA5219		Staples Business Advantage	12/01/2021	
3490268847		Police Dept. Office Supplies		24.23
3490536526		Police Dept. Office Supplies		440.99
3490536527		Police Dept. Office Supplies		68.87
3491033424		Library Office Supplies		69.45
3491102954		Finance Dept. Office Supplies		40.80
3491867860		Finance Dept. Office Supplies		64.56
3491867861		Library Office Supplies		122.65
3492280535		Library Office Supplies		20.58
Total for this ACH Check for Vendor STA5219:				852.13
ACH STSM1020		Studio Spectrum	12/01/2021	
191840		City of South Pasadena Streaming Services: March 2021		4,375.00
191854		City of South Pasadena Streaming Services: April 2021		5,650.00
191871		City of South Pasadena Streaming Services: May 2021		2,600.00
191890		City of South Pasadena Streaming Services: June 2021		2,550.00
Total for this ACH Check for Vendor STSM1020:				15,175.00
ACH TRA5998		Transtech Engineers, Inc.	12/01/2021	
20213309		SP Building & Safety Staff Services Thru 07/31/2021		22,634.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	20213310	Planning & Building Divison: Plan Check Services		40,450.40
	20213345	SP Building & Safety Staff Services Thru 08/31/2021		22,635.00
	20213346	Planning & Building Divison: Plan Check Services		52,904.66
	20213448	SP Building & Safety Staff Services Thru 09/30/2021		21,835.50
	20213449	Planning & Building Divison: Plan Check Services		68,689.16
		Total for this ACH Check for Vendor TRA5998:		229,148.72
ACH UQMS8010	606958	Unique Management Svcs Inc. Library Recovery Services - October 2021	12/01/2021	98.45
		Total for this ACH Check for Vendor UQMS8010:		98.45
ACH URTL6711	199206299-001	United Rentals Rental of 21,000 Gallon Storage Tank for Backwash of GAC Media	12/01/2021	1,032.07
		Total for this ACH Check for Vendor URTL6711:		1,032.07
ACH WLST8267	10.31.2021	William Shuttic Class Instructor: Functional Fitness October 2021	12/01/2021	500.00
		Total for this ACH Check for Vendor WLST8267:		500.00
313486 AAEN8170	154862	A & A Enterprises, Inc. Fire Alarm Batteries at Library	12/01/2021	234.00
		Total for Check Number 313486:		234.00
313487 ACHG2013	59-0660661	A-Check Global Electronic Background Services - October 2021	12/01/2021	164.75
		Total for Check Number 313487:		164.75
313488 ADHMGRP	1C	Adhami Engineering Group Engineering Design: Rapid Flashing Beacon - April - June 2021	12/01/2021	6,110.00
		Total for Check Number 313488:		6,110.00
313489 ACMT2920	72670	All City Management Services, Inc. Crossing Guard Services - 10/03/2021-10/16/2021	12/01/2021	8,202.53
		Total for Check Number 313489:		8,202.53
313490 ADELAMRL	117388	Adel Amaral Refund due to Class Cancellation	12/01/2021	120.00
		Total for Check Number 313490:		120.00
313491 ATSS6010	10309933-2	Athens Services Athens Bus Stop Barrel Pickup - April 2021 Supplemental	12/01/2021	720.06
	10449010-2	Athens Bus Stop Barrel Pickup - May 2021		750.00
	10602577	Athens Street Sweeping Services - June 2021		750.00
	10602578	Athens Bus Stop Barrel Pickup - June 2021		2,163.80
		Total for Check Number 313491:		4,383.86
313492 SHBE8032	7611	Shuny Bee Class Instructor: Online Jeetkunedo (10/01/21-10/29/21)	12/01/2021	120.00
		Total for Check Number 313492:		120.00
313493 BT4U8180	1021-3319	Better 4 You Meals Meals for Onsite and Home Delivery - October 2021	12/01/2021	8,519.20

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 313493:	8,519.20
313494	BLUTGLD COM-21-2IGS001F	Blue to Gold, LLC Advanced Traffic Stop course for Officer Smith	12/01/2021	99.00
			Total for Check Number 313494:	99.00
313495	DBAR3011 11719936 4321487 4386609	Brinks Inc. (Formerly Dunbar Inc.) Armored Cash Transportation - October 2021 Armored Cash Transportation - September 2021 Armored Cash Transportation - October 2021	12/01/2021	498.94 99.21 55.02
			Total for Check Number 313495:	653.17
313496	BRMR8267 7379 7380 7382 7384 7407 7409 7411 7414 7455 7456	BRIT West Soccer Class Instructor: Tiny Pros (09/11/21-11/06/21) 2-3.5, SA Class Instructor: Tiny Pros (09/11/21-11/06/21) 3.5-5, SA Class Instructor: Tiny Pros (09/12/21-11/07/21) 2-3.5, SU Class Instructor: Tiny Pros (09/12/21-11/07/21) 3.5-5, SU Class Instructor: Club Pros Soccer (09/11/21-11/06/21) 5-7, SA Class Instructor: Club Pros Soccer (09/11/21-11/09/21) 7-12, SA Class Instructor: Club Pros Soccer (09/12/21-11/07/21) 5-7, SU Class Instructor: Club Pros Soccer (09/12/21-11/07/21) 7-12, SU Class Instructor: Tiny Pros (09/09/21-11/04/21) 3.5-5, TH Class Instructor: Club Pros Soccer (09/09/21-11/04/21) 5-7, TH	12/01/2021	2,210.65 1,396.20 1,745.25 1,628.90 930.80 1,047.15 581.75 930.80 465.40 814.45
			Total for Check Number 313496:	11,751.35
313497	JDTHBRN 117481	Judith Bruner Refund Cancelled Trip to Getty Villa due to COVID-19	12/01/2021	10.00
			Total for Check Number 313497:	10.00
313498	BUR4018 2533	Burro Canyon Shooting Park PD Range Fees for 10/28/2021	12/01/2021	180.00
			Total for Check Number 313498:	180.00
313499	GBCL4010 09/20-10/01/21 09/20-10/01/21	Gilbert Carrillo Reimb. Cpl Carrillo for Training Expense 09/20/21-10/01/21 Reimb. Cpl Carrillo for Training Expense 09/20/21-10/01/21	12/01/2021	244.01 114.56
			Total for Check Number 313499:	358.57
313500	CCMS 21-03	CCMS, Inc. City Clerk Assessment and Consultation Thru June 30, 2022.	12/01/2021	4,500.00
			Total for Check Number 313500:	4,500.00
313501	CMCWDCOV 21-256	Cemac Window Coverings Library Conference Room Window Coverings	12/01/2021	2,367.53
			Total for Check Number 313501:	2,367.53
313502	CHA1111 10.22.2021 10/26/2021	Anthony Chan Reimburse Conference Expenses: Reserve Officer Chan (10/22/2021) Reimburse Reserve Officer Chan for Training Class on 10/26/2021	12/01/2021	16.74 22.75
			Total for Check Number 313502:	39.49
313503	CHIILIA	Julia Chi	12/01/2021	

Check No	Vendor No	Vendor Name	Check Date	Check Amount
Invoice No	Description	Reference		
117148-Reissue	Re-Issue Check # 313363 for Cancelled Class Refund			110.00
		Total for Check Number 313503:		110.00
313504	CHNLSASS	Chris Nelson Associates, Inc.	12/01/2021	
11-80293	Post Construction Corner Record at Meridian Ave. & Oliver Street			2,500.00
		Total for Check Number 313504:		2,500.00
313505	SPMN3010	City of South Pasadena	12/01/2021	
14044	Dog Park Water Utility - 08/30/2021-10/26/2021			419.75
		Total for Check Number 313505:		419.75
313506	CORE6011	CoreLogic Information Solutions, Inc.	12/01/2021	
50030403	Subscription Renewal for Public Record Database LACO			3,600.00
		Total for Check Number 313506:		3,600.00
313507	DANNCRSL	De Anne Crossley	12/01/2021	
117483	Refund Cancelled Trip to Getty Villa due to COVID-19			10.00
		Total for Check Number 313507:		10.00
313508	JHNCRSLY	John Crossley	12/01/2021	
117484	Refund Cancelled Trip to Getty Villa due to COVID-19			10.00
		Total for Check Number 313508:		10.00
313509	DAN0769	DANGELO CO.	12/01/2021	
S1439619.001	Order of 7 Fire Hydrants and 8 Fire Hydrant Extensions for Water			12,912.36
		Total for Check Number 313509:		12,912.36
313510	CHDN5265	Christine Daniel	12/01/2021	
117485	Refund Cancelled Trip to Getty Villa due to COVID-19			10.00
		Total for Check Number 313510:		10.00
313511	DVV LZ	David Volz Landscape Architects, Inc.	12/01/2021	
422172	Berkshire and Grevelia Pocket Park Construction Documents			50,020.90
		Total for Check Number 313511:		50,020.90
313512	DEL0771	Delta Dental	12/01/2021	
BE004686412	Employee Dental Premiums - November 2021			11,548.24
		Total for Check Number 313512:		11,548.24
313513	DEM0777	Demco	12/01/2021	
7033360	Rolls for Premium Book Tape and Label Peelers			302.75
		Total for Check Number 313513:		302.75
313514	ESTLAUFR	East L.A. Uniforms	12/01/2021	
684410	Police Academy Uniform for Nick Godoy			1,227.07
		Total for Check Number 313514:		1,227.07
313515	CRLFHSER	Carol Fisher	12/01/2021	
117486	Refund Cancelled Trip to Getty Villa due to COVID-19			10.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
		Total for Check Number 313515:		10.00
313516	GAL7788 7377	Donna Gale Class Instructor: Online Tot Ballet & Tap (09/13/21-10/18/21)	12/01/2021	272.00
		Total for Check Number 313516:		272.00
313517	EGGO4011 10/11-10-15-21	Elias Giron-Garrido Reimb.Training Expenses for Offer. Giron-Garrido -10/11-10/15/21	12/01/2021	151.77
		Total for Check Number 313517:		151.77
313518	GWNTHGV 117488	Gwyneth Givens Refund Cancelled Trip to Getty Villa due to COVID-19	12/01/2021	10.00
		Total for Check Number 313518:		10.00
313519	ISGU4011 10/04-10/08/21 10/04-10/08/21 10/21/2021	Issac Gutierrez Reimb. Offer. Gutierrez for Training Expenses (10/04/21-10/08/21) Reimb. Offer. Gutierrez for Training Expenses (10/04/21-10/08/21) Reimb. Training Class for Officer Gutierrez (10/21/2021)	12/01/2021	897.22 364.12 8.74
		Total for Check Number 313519:		1,270.08
313520	HAC6711 12699819	Hach Company Chlorine Analyzer Reagent Solutions for Water Pump Stations	12/01/2021	2,046.74
		Total for Check Number 313520:		2,046.74
313521	HATC8025 12349	Halls Auto Tech Center Transit Division Tire Replacement for Unit # 80	12/01/2021	1,394.23
		Total for Check Number 313521:		1,394.23
313522	RYHG4010 09/13-09/24/21 09/13-09/24/21	Ryan Hang Reimb. Det. Hang for Training Expenses (09/13/21-09/24/21) Reimb. Det. Hang for Training Expenses (09/13/21-09/24/21)	12/01/2021	1,380.99 876.80
		Total for Check Number 313522:		2,257.79
313523	MYHIRAHA 117489	Mayumi Hirahara Refund Cancelled Trip to Getty Villa due to COVID-19	12/01/2021	10.00
		Total for Check Number 313523:		10.00
313524	JHNLHLE 117490	John Hole Refund Cancelled Trip to Getty Villa due to COVID-19	12/01/2021	20.00
		Total for Check Number 313524:		20.00
313525	CRLHLLBC 117491	Carol Hollenbeck Refund Cancelled Trip to Getty Villa due to COVID-19	12/01/2021	10.00
		Total for Check Number 313525:		10.00
313526	PTRHUANG 117518	Patricia Huang Refund Cancelled Trip to Getty Villa due to COVID-19	12/01/2021	20.00
		Total for Check Number 313526:		20.00
313527	JSAR4011 17010	Jack's Auto Repair Routine Maintenance of Transit Fleet	12/01/2021	66.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 313527:	66.00
313528	RTHJDKIN 117519	Ruth Judkins Refund Cancelled Trip to Getty Villa due to COVID-19	12/01/2021	10.00
			Total for Check Number 313528:	10.00
313529	KUS4011 372090 SK	Kustom Signals Inc Laser Guns and Batteries for Police Department	12/01/2021	851.88
			Total for Check Number 313529:	851.88
313530	NCLELBRI 117510	Nicole Laborie Refund Cancelled Trip to Getty Villa due to COVID-19	12/01/2021	10.00
			Total for Check Number 313530:	10.00
313531	YUKOLNG 117511	Yuko Lang Refund Cancelled Trip to Getty Villa due to COVID-19	12/01/2021	10.00
			Total for Check Number 313531:	10.00
313532	LXNX4010 C10021520211031	LexisNexis Claims Solutions Inc, Annual License / Support Fee (10/01/21-09/30/22)	12/01/2021	7,035.50
			Total for Check Number 313532:	7,035.50
313533	LBBM4010 41833	Long Beach BMW Motorcycles PD Motorcycle Service - 6K Mile - Vin last 4 (9603)	12/01/2021	897.24
			Total for Check Number 313533:	897.24
313534	LOU1111	Spencer Louie	12/01/2021	
	03/15-03/17/21	Reimb. Sgt. Louie for Training Expenses (03/15/21-03/17/21)		333.60
	03/15-03/17/21	Reimb. Sgt. Louie for Training Expenses (03/15/21-03/17/21)		279.24
	04/19-04/21/21	Reimb. Sgt. Louie for Training Expenses (04/19/21-04/21/21)		335.19
	04/19-04/21/21	Reimb. Sgt. Louie for Training Expenses (04/19/21-04/21/21)		279.24
	05/24-05/26/21	Reimb. Sgt. Louie for Training Expenses (05/24-05/26/21)		189.24
	05/24-05/26/21	Reimb. Sgt. Louie for Training Expenses (05/24-05/26/21)		399.02
	06/28-06/30/21	Reimb. Sgt. Louie for Training Expenses (06/26-06/30/21)		279.24
	06/28-06/30/21	Reimb. Sgt. Louie for Training Expenses (06/26-06/30/21)		341.62
	07/19-07/21/21	Reimb. Sgt. Louie for Training Expenses (07/19/21-07/21/21)		204.24
	07/19-07/21/21	Reimb. Sgt. Louie for Training Expenses (07/19/21-07/21/21)		432.47
	08/16-08/18/21	Reimb. Sgt. Louie for Training Expenses (08/16/21-08/18/21)		178.11
	08/16-08/18/21	Reimb. Sgt. Louie for Training Expenses (08/16/21-08/18/21)		315.88
	09/20-09/22/21	Reimb. Sgt. Louie for Training Expenses (09/20/21-09/22/21)		357.61
	09/20-09/22/21	Reimb. Sgt. Louie for Training Expenses (09/20/21-09/22/21)		204.24
	10/11-10/13/21	Reimb. Sgt. Louie for Training Expenses (10/11/21-10/13/21)		279.24
	10/11-10/13/21	Reimb. Sgt. Louie for Training Expenses (10/11/21-10/13/21)		313.33
			Total for Check Number 313534:	4,721.51
313535	LPC4011 384767	Lynn Peavey Company Evidence Supplies	12/01/2021	91.63
			Total for Check Number 313535:	91.63
313536	M34011	M3 Office Inc.	12/01/2021	
	42935-0	Workspace Installation for Public Works Staff		610.36
	42935-0	Workspace Installation for Public Works Staff		1,220.76
	42935-0	Workspace Installation for Public Works Staff		610.37

Check No	Vendor No	Vendor Name	Check Date	Check Amount
Invoice No		Description	Reference	
			Total for Check Number 313536:	2,441.49
313537	MCM2352	McMaster Carr Supply Co	12/01/2021	
67598793		Parts to Repair Warn Out Belts on Exhaust Fans		382.08
			Total for Check Number 313537:	382.08
313538	MER2145	Merit Oil Company	12/01/2021	
676976		Unleaded Fuel for PW Fueling Yard Station (1,800 Gal)		6,759.06
			Total for Check Number 313538:	6,759.06
313539	MMA2011	MMASC	12/01/2021	
4035		Annual Dues & Membership for Alison Wehrle		90.00
			Total for Check Number 313539:	90.00
313540	NBSFIN	NBS	12/01/2021	
921000358		Library Parcel Tax Administration: 10/01-21-12/31/21		1,661.70
			Total for Check Number 313540:	1,661.70
313541	ODS7777	Alicia Odson	12/01/2021	
117512		Refund Cancelled Trip to Getty Villa due to COVID-19		10.00
			Total for Check Number 313541:	10.00
313542	VGNAORNS	Virginia Orenos	12/01/2021	
117513		Refund Cancelled Trip to Getty Villa due to COVID-19		10.00
			Total for Check Number 313542:	10.00
313543	OLNP8010	Outlook Newspapers Group	12/01/2021	
70856		Public Notice - Found Property Via Del Rey		96.00
71749		Public Notice - Found Property		156.00
			Total for Check Number 313543:	252.00
313544	CNPO4011	Cynthia Pacheco	12/01/2021	
11/03-11/04/21		Reimb. PA Pacheco for NIBRS Training Course 11/03-11/04/21		145.32
			Total for Check Number 313544:	145.32
313545	PHS4011	Pasadena Humane Society	12/01/2021	
NOV2021SoPas		Animal Control Services - November 2021		14,035.83
			Total for Check Number 313545:	14,035.83
313546	PSLSV802	Pasadena Live Scan Service	12/01/2021	
828		Live Scan Services - September 2021		250.00
			Total for Check Number 313546:	250.00
313547	RHCC7101	Rio Hondo College	12/01/2021	
F21-126-ZSPS		Post Supervisory Course for Supervisors - Cpl. Carrillo		228.00
			Total for Check Number 313547:	228.00
313548	RIPU8540	Roadline Products Inc. USA	12/01/2021	
16988		Stock Sand Bag Poly for Street Division		1,301.85

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
		Total for Check Number 313548:		1,301.85
313549	RPCH8210	Christina Roppo	12/01/2021	
	09/13-09/16/21	Reimburse Conference Expenses: Officer Roppo (09/13-09/16/21)		261.96
	09/13-09/16/21	Reimburse Conference Expenses: Officer Roppo (09/13-09/16/21)		9.76
	09/28-09/30/21	Reimburse Conference Expenses: Officer Roppo (09/28-09/30/21)		194.12
		Total for Check Number 313549:		465.84
313550	DARL7000	Diana Russell	12/01/2021	
	11/03-11/04/21	Reimb. PA Russell for NIBRS Training Course 11/03-11/04/21		136.81
		Total for Check Number 313550:		136.81
313551	SGVE2011	San Gabriel Valley City Managers' Association	12/01/2021	
	11/17/2021	SGVCMA Meeting 11/17/2021 - Angelica Frausto-Lupo & Tamara Binns		70.00
		Total for Check Number 313551:		70.00
313552	SGVMC111	San Gabriel Valley Medical Center	12/01/2021	
	878496	Blood Alcohol Withdrawl		48.00
		Total for Check Number 313552:		48.00
313553	SAN4958	San Marino Security System	12/01/2021	
	25981	Library - Replacement of 2 Panel Batteries for Security Systems		100.00
		Total for Check Number 313553:		100.00
313554	SHRASNDV	Sharae Sandoval	12/01/2021	
	11/03-11/04/21	Reimb. PA Sandoval for NIBRS Training Course 11/03-11/04/21		151.62
		Total for Check Number 313554:		151.62
313555	SCAT6710	Scott's Automotive	12/01/2021	
	16511	Maintenance to Water Division Unit # 19		199.42
	16520	Maintenance to Water Division Unit # 16		178.23
	16523	Maintenance to Water Division Unit # 24		57.78
	16539	Police Department Automotive Maintenance - Units # 1901 & 0317		214.62
		Total for Check Number 313555:		650.05
313556	JLNSEHRI	Korinna Sehringer	12/01/2021	
	117389	Refund Cancelled Class due to Low Enrollment		69.00
		Total for Check Number 313556:		69.00
313557	MHSM4011	Michael Smith	12/01/2021	
	08/17/2021	Reimb. Officer Smith for training expenses (08/17/2021)		9.06
	08/17/2021	Reimb. Officer Smith for training expenses (08/17/2021)		39.14
		Total for Check Number 313557:		48.20
313558	TAHZ8267	Sound Appeal	12/01/2021	
	7483	Class Instructor: Individual Piano (09/04/2021-10/23/2021)		384.80
		Total for Check Number 313558:		384.80
313559	STE4845	Stetson Engineers Inc	12/01/2021	
	2740-08-002	Preperation of Risk & Resilience Assessments - April 2021		3,795.00
	2740-08-007	Preperation of Risk & Resilience Assessments - September 2021		573.00
	2741-17-007	Preparation for City's 2020 Urban Water Mgmt. Plan - Sept'2021		286.50

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 313559:	4,654.50
313560	SSSS8267	Super Soccer Stars	12/01/2021	
	7389	Class Instructor: Super Soccer Stars (09/15/21-10/20/21) 3-4 W		327.60
	7415	Class Instructor: Super Soccer Stars (09/15/21-10/20/21) 5-6 W		327.60
	7417	Class Instructor: Super Soccer Stars (09/15/21-10/20/21) 7-10 W		327.60
	7474	Class Instructor: Soccer Parent & Me (09/15/21-10/21/21) Wed		491.40
	7476	Class Instructor: Super Soccer Stars (09/15/21-10/20/21) 2-3 W		327.60
	7477	Class Instructor: Super Soccer Stars (09/15/21-10/20/21) 3-4 W		163.80
			Total for Check Number 313560:	1,965.60
313561	MRIATERY 117514	Maria Teruya Refund Cancelled Trip to Getty Villa due to COVID-19	12/01/2021	
				10.00
			Total for Check Number 313561:	10.00
313562	LDTHAI 545169804	Linda Thai Cobra Subsidy ARPA - American Rescue Plan 2021	12/01/2021	
				671.84
			Total for Check Number 313562:	671.84
313563	HAFR7000 085039835680	The Hartford Life Insurance Benefits - November 2021	12/01/2021	
				904.50
			Total for Check Number 313563:	904.50
313564	NYT8011 894600386	The New York Times Library Periodicals Subscription Renewal	12/01/2021	
				1,349.05
			Total for Check Number 313564:	1,349.05
313565	TIM4011 0070193110121 0355990110221	Time Warner Cable Account # 8448 30 008 0070193 (11/01/2021-11/30/2021) Account # 8448 30 008 0355990 (11/02/2021-12/01/2021)	12/01/2021	
				157.90
				1,216.08
			Total for Check Number 313565:	1,373.98
313566	RXNTPTE 117387	Roxana Topete Refund due to Class Cancellation	12/01/2021	
				120.00
			Total for Check Number 313566:	120.00
313567	TAEV9224 69930 69930 69930	Total Access Elevator Inc. Elevator Preventative Maint. - July 2021 Elevator Preventative Maint. - July 2021 Elevator Preventative Maint. - July 2021	12/01/2021	
				315.38
				400.00
				315.37
			Total for Check Number 313567:	1,030.75
313568	BKMTRNR 117515	Benjamin Turner Refund Cancelled Getty Villa Trip due to COVID-19	12/01/2021	
				10.00
			Total for Check Number 313568:	10.00
313569	UND6710 1020210699 dsb20205653	Underground Service Alert/SC Utility Underground Service Alert Fees - 11/01/2021 Regulatory Fee to State of CA - 11/01/2021	12/01/2021	
				132.10
				65.04
			Total for Check Number 313569:	197.14
313570	VALD4011	Catalina Valdez	12/01/2021	

Check No	Vendor No	Vendor Name	Check Date	Check Amount
Invoice No	Description	Reference		
09/13-09/16/21	Reimb. Training Expense for Officer Valdez (09/13/21-09/16/21)		6.21	
09/13-09/16/21	Reimb. Training Expense for Officer Valdez (09/13/21-09/16/21)		262.40	
	Total for Check Number 313570:		268.61	
313571	ELNAVLLE	Elena Valles	12/01/2021	
117516	Refund Cancelled Trip to Getty Villa due to COVID-19		10.00	
	Total for Check Number 313571:		10.00	
313572	VERW6711	Verizon Wireless	12/01/2021	
9890857537	Account # 842311063-00002 (09/18/21-10/17/2021)		11,920.88	
	Total for Check Number 313572:		11,920.88	
313573	ALSWHRL	Alison Wehrle	12/01/2021	
09-28-09-30-21	Reimb. Conference Expense for M.A. Wehrle (09/28-09/30/21)		687.68	
	Total for Check Number 313573:		687.68	
313574	WLHD8020	Westlake Hardware	12/01/2021	
14301952	Public Works Supplies: Facilities Division		180.74	
14301954	Public Works Supplies: Water Division		43.59	
14301958	Public Works Supplies: Water Division		1,660.63	
14301964	Public Works Supplies: Facilities Division		8.24	
14301965	Public Works Supplies: Facilities Division		71.61	
14301972	Public Works Supplies: Facilities Division		131.95	
14301975	Public Works Supplies: Facilities Division		115.73	
14301976	Public Works Supplies: Facilities Division		88.12	
14301977	Public Works Supplies: Parks Division		199.65	
14301979	Public Works Supplies: Facilities Division		229.84	
14301986	Public Works Supplies: Facilities Division		27.20	
14301999	Public Works Supplies: Facilities Division		29.54	
14302015	Public Works Supplies: Facilities Division		8.24	
14302022	Public Works Supplies: Facilities Division		57.29	
14302029	Public Works Supplies: Facilities Division		8.78	
14302034	Public Works Supplies: Water Division		418.94	
14302036	Public Works Supplies: Facilities Division		132.27	
14302040	Police Department Supplies		59.51	
14302044	Public Works Supplies: Facilities Division		99.15	
14302046	Public Works Supplies: Facilities Division		46.26	
14302048	Public Works Supplies: Parks Division		30.83	
14302054	Public Works Supplies: Facilities Division		35.28	
14302057	Police Department Supplies		83.75	
14302059	Police Department Supplies		40.76	
14302062	Public Works Supplies: Parks Division		52.79	
14302069	Public Works Supplies: Facilities Division		105.77	
14302072	Police Department Supplies		114.64	
14302074	Public Works Supplies: Parks Division		60.63	
14302076	Public Works Supplies: Facilities Division		132.16	
14302080	Public Works Supplies: Facilities Division		40.53	
14302082	Public Works Supplies: Facilities Division		29.76	
14302083	Public Works Supplies: Facilities Division		44.06	
14302090	Public Works Supplies: Water Division		307.71	
14302092	Public Works Supplies: Facilities Division		57.31	
14302096	Public Works Supplies: Parks Division		132.30	
14302100	Public Works Supplies: Facilities Division		143.31	
14302102	Public Works Supplies: Facilities Division		158.56	
14302110	Fire Department Supplies		305.16	
14302118	Public Works Supplies: Facilities Division		24.89	
14302119	Public Works Supplies: Water Division		174.37	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 313574:	5,691.85
313575	PUFG8267 7485	Pauline Wong Class Instructor: Line Dance (10/06/2021-10/27/2021)	12/01/2021	117.00
			Total for Check Number 313575:	117.00
313576	YTI1023 30813 30934	Y Tire Complete Auto Repair Police Department - Automotive Maintenance to Unit # 1703 Police Department - Automotive Maintenance Unit # 1406	12/01/2021	2,385.12 250.76
			Total for Check Number 313576:	2,635.88
313577	ZAVA4011 09.28-09.30.21	Jeanette Zavala Reimb. Conference Expense for PA Zavala (09.28-09.30.21)	12/01/2021	566.68
			Total for Check Number 313577:	566.68
			Total for 12/1/2021:	573,732.44
			Report Total (115 checks):	573,732.44

ATTACHMENT 4
Supplemental ACH
Payments



Supplemental ACH Payment Log			
Date	Vendor	Amount	Description
11/15/2021	Pitney Bowes	\$2,000.00	Online Payment for Postage Meter Reimbursement at Civic Center.
11/16/2021	SoCal Edison	\$30,659.98	Online Payment for City's So Cal Edison Accounts.
Total:		\$32,659.98	

ATTACHMENT 5
Prepaid & Warrant Voids

Accounts Payable

Void Check Proof List

User: ealvarez
Printed: 11/22/2021 - 12:23PM
Batch: 00003.11.2021



Account Number	Amount	Invoice No	Inv Date	Description	Reference	Task Label	Type	PONumber	Close PO?	Line Item
Vendor: CHIJLIA	Julia Chi									
Check No: 313363	Check Date: 11/03/2021	117148	10/26/2021	Refund cancelled class due to low enrollment					No	0
101-0000-0000-5270-002	110.00									
Check Total:	110.00									
Vendor Total:	110.00									
Report Total:	110.00									



Check Services

New Stop Request



Cutoff time: 8:30 PM PT Monday - Friday.

Your request is being processed

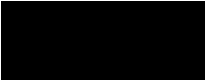
Reference No

Your Stop Check Request Is Submitted Successfully

Check Number

313363

Account Name/Number



Amount

110.00

Payee

Julia Chi

Reason

Check Lost

Memo

Duration

13 Months

Issue Date

11/03/2021

Stop Request Type

New

Effective Stop Date

11/22/2021

Expiration Date

12/24/2022

See less

Disclosure Information

Important Disclosure: Stop payment requests submitted on the TreasuryNow Stop Payment Initiation screen apply ONLY to paper checks and not electronic payments. The exact check number and exact amount of the item written are required information. If any of the information you provide concerning the check is not provided or is incorrect (including your failure to give the exact amount of the item, correct to the penny), the stop payment will not be effective. This stop payment will not be effective if the Bank has already paid or committed to paying the check. If you have any questions, please refer to the TreasuryNow User Guide or contact Commercial Client Service at 1-833-744-9378 or your assigned representative.

*All amounts are in US dollars.

DONE

ATTACHMENT 6

Payroll Summary

Liability Recap	Taxes Debited	Federal Income Tax	71,191.00	
		Earned Income Credit Advances	.00	
		Social Security - EE	1,015.20	
		Social Security - ER	1,015.23	
		Social Security Adj - EE	.00	
		Medicare - EE	9,148.72	
		Medicare - ER	9,148.74	
		Medicare Adj - EE	.00	
		Medicare Surtax - EE	329.00	
		Medicare Surtax Adj - EE	.00	
		Federal Unemployment Tax	.00	
		FMLA-PSL Payments Credit	.00	
		FMLA-PSL ER FICA Credit	.00	
		FMLA-PSL Health Care Premium Credit	.00	
		Employee Retention Qualified Payments Credit	.00	
		Employee Retention Qualified Health Care Credit	.00	
		COBRA Premium Assistance Payments	.00	
		State Income Tax	30,766.85	
		State Unemployment Insurance - EE	.00	
		State Unemployment Insurance - ER	.00	
		State Unemployment Insurance Adj - EE	.00	
		State Disability Insurance - EE	.00	
		State Disability Insurance - ER	.00	
		State Disability Insurance Adj - EE	.00	
		State Family Leave Insurance - EE	.00	
		State Family Leave Insurance - ER	.00	
		State Family Leave Insurance Adj - EE	.00	
		State Medical Leave Insurance - EE	.00	
		State Medical Leave Insurance - ER	.00	
		Workers' Benefit Fund Assessment - EE	.00	
		Workers' Benefit Fund Assessment - ER	.00	
		Transit Tax - EE	.00	
		Local Income Tax	.00	
		School District Tax	.00	
		Total Taxes Debited		122,614.74
Other Transfers	ADP Direct Deposit	Acct. No. XXXXX3688	Tran/ABA XXXXXXXXX	442,650.22
	ADP Check	Acct. No. XXXXX3688	Tran/ABA XXXXXXXXX	2,433.84
	Wage Garnishments	Acct. No. XXXXX3688	Tran/ABA XXXXXXXXX	2,672.35
	Total Amount Debited From Your Accounts			570,371.15
Bank Debits and Other Liability	Adjustments/Prepay/Voids			.00
Taxes - Your Responsibility	None This Payroll			
				570,371.15

Total Liability

570,371.15

570,371.15

570,371.15

Net Pay	Checks	2,433.84	
	Direct Deposits	442,650.22	
	Subtotal Net Pay		445,084.06
	Adjustments	.00	
	Total Net Pay Liability (Net Cash)		445,084.06

Taxes		You are responsible for Depositing these amounts		Amount debited from your account		
Federal	Agency	Rate	EE withheld	ER contrib.	EE withheld	ER contrib.
	Federal Income Tax				71,191.00	
	Earned Income Credit Advances					
	Social Security				1,015.20	1,015.23
	Medicare				9,148.72	9,148.74
	Medicare Surtax				329.00	
	Federal Unemployment Tax					
	Subtotal Federal				81,683.92	10,163.97
	FMLA-PSL Payments Credit					
	FMLA-PSL ER FICA Credit					
	FMLA-PSL Health Care Premium Credit					
	Employee Retention Qualified Payments Cre					
	Employee Retention Qualified Health Care					
	Cobra Premium Assistance Payments					
	Total Federal				81,683.92	10,163.97
						91,847.89
State	CA State Income Tax				30,766.85	
	CA State Unemployment Insurance-ER					
	CA State Disability Insurance-EE					
	Subtotal CA				30,766.85	30,766.85
	Total Taxes		.00	.00	112,450.77	10,163.97
						122,614.74

Amount ADP Debited From Account XXXXX3688 Tran/ABA XXXXXXXXXX 122,614.74

Excludes Taxes That Are Your Responsibility

Other	ADP Direct Deposit	442,650.22	
Transfers	ADP Check	2,433.84	
	Wage Garnishments	2,672.35	
	Amount ADP Debited From Account XXXXX3688	447,756.41	

223 Employee Transactions

Total Amount ADP Debited From Your Accounts 570,371.15

Liability Recap	Taxes Debited	Federal Income Tax	6,427.37	
		Earned Income Credit Advances	.00	
		Social Security - EE	.00	
		Social Security - ER	.00	
		Social Security Adj - EE	.00	
		Medicare - EE	368.67	
		Medicare - ER	368.67	
		Medicare Adj - EE	.00	
		Medicare Surtax - EE	.00	
		Medicare Surtax Adj - EE	.00	
		Federal Unemployment Tax	.00	
		FMLA-PSL Payments Credit	.00	
		FMLA-PSL ER FICA Credit	.00	
		FMLA-PSL Health Care Premium Credit	.00	
		Employee Retention Qualified Payments Credit	.00	
		Employee Retention Qualified Health Care Credit	.00	
		COBRA Premium Assistance Payments	.00	
		State Income Tax	2,251.24	
		State Unemployment Insurance - EE	.00	
		State Unemployment Insurance - ER	.00	
		State Unemployment Insurance Adj - EE	.00	
		State Disability Insurance - EE	.00	
		State Disability Insurance - ER	.00	
		State Disability Insurance Adj - EE	.00	
		State Family Leave Insurance - EE	.00	
		State Family Leave Insurance - ER	.00	
		State Family Leave Insurance Adj - EE	.00	
		State Medical Leave Insurance - EE	.00	
		State Medical Leave Insurance - ER	.00	
		Workers' Benefit Fund Assessment - EE	.00	
		Workers' Benefit Fund Assessment - ER	.00	
		Transit Tax - EE	.00	
		Local Income Tax	.00	
		School District Tax	.00	
		Total Taxes Debited	9,415.95	
Other Transfers	ADP Direct Deposit	Acct. No. XXXXX3688	Tran/ABA XXXXXXXXX	15,379.58
		Total Amount Debited From Your Account		24,795.53
Bank Debits and Other Liability	Adjustments/Prepay/Voids			.00
Taxes - Your Responsibility	None This Payroll			
				24,795.53

Net Pay	Checks	.00	
	Direct Deposits	15,379.58	
	Subtotal Net Pay		15,379.58
	Adjustments	.00	
	Total Net Pay Liability (Net Cash)		15,379.58

Taxes		You are responsible for Depositing these amounts		Amount debited from your account		
Federal	Agency Rate	EE withheld	ER contrib.	EE withheld	ER contrib.	
	Federal Income Tax			6,427.37		
	Earned Income Credit Advances					
	Social Security					
	Medicare			368.67	368.67	
	Medicare Surtax					
	Federal Unemployment Tax					
	Subtotal Federal			6,796.04	368.67	7,164.71
	FMLA-PSL Payments Credit					
	FMLA-PSL ER FICA Credit					
	FMLA-PSL Health Care Premium Credit					
	Employee Retention Qualified Payments Cre					
	Employee Retention Qualified Health Care					
	Cobra Premium Assistance Payments					
	Total Federal			6,796.04	368.67	7,164.71
State	CA State Income Tax			2,251.24		
	CA State Unemployment Insurance-ER					
	CA State Disability Insurance-EE					
	Subtotal CA			2,251.24		2,251.24
	Total Taxes	.00	.00	9,047.28	368.67	9,415.95
	Amount ADP Debited From Account XXXXX3688	Tran/ABA	XXXXXXXXXX			9,415.95

Excludes Taxes That Are Your Responsibility

Other	ADP Direct Deposit	15,379.58	
Transfers	Amount ADP Debited From Account XXXXX3688	Tran/ABA	XXXXXXXXXX
			15,379.58
Total Amount ADP Debited From Your Accounts			24,795.53

1 Employee Transaction



City Council Agenda Report

ITEM NO. 8

DATE: December 1, 2021

FROM: Arminé Chaparyan, City Manager *AC*

PREPARED BY: Christina Muñoz, Acting Deputy City Clerk

SUBJECT: **Presentation of City Council Meeting Minutes**

Recommendation

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

Executive Summary

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

Fiscal Impact

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

Attachments

Attached are the Minutes as listed.

- July 21, 2021 Regular Meeting
- August 18, 2021 Regular Meeting
- September 1, 2021 Regular Meeting
- September 15, 2021 Regular Meeting



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

**MINUTES
WEDNESDAY, JULY 21, 2021, 7:00 PM**

CALL TO ORDER:

The Regular Meeting of the South Pasadena City Council was called to order by Mayor Mahmud on Wednesday, July 21, 2021, at 7:02 p.m. The City Council Chambers are located at 1424 Mission Street, South Pasadena, California.

ROLL CALL

PRESENT

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

Lucie Colombo, City Clerk, announced a quorum.

CITY Arminé Chaparyan, City Manager; Andrew Jared, Assistant City Attorney;
STAFF Lucie Colombo, City Clerk, were present at Roll Call. Other staff members
PRESENT: presented reports or responded to questions as indicated in the minutes.

PLEDGE OF ALLEGIANCE

The Flag Salute was led by Councilmember Primuth.

1. Closed Session Announcements

A. INITIATION OF LITIGATION

CONFERENCE WITH LEGAL COUNSEL – Initiation of Litigation, Pursuant to
Government Code Section 54956.9(d)(4)
No. of Cases: One

Assistant City Attorney Jared reported that Council met in Closed Session to receive a briefing on the item. He noted direction was provided to the City Attorney's Office but no action was taken in closed session.

B. EXISTING LITIGATION

CONFERENCE WITH LEGAL COUNSEL – Initiation of Litigation, Pursuant to Government Code Section 54956.9(d)(1)
City of South Pasadena v. Dow Chemical Co.

Assistant City Attorney Jared reported that Council met in Closed Session to receive a briefing on the item. He noted direction was provided to the City Attorney's Office but no action was taken in closed session.

C. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

CONFERENCE WITH LEGAL COUNSEL: Real Property Negotiations
Pursuant to Government Code Section 54956.8

Property: 1503-7 El Centro Street, South Pasadena
APN: 5315-003-903 and 5315-003-904
Negotiating Parties: Hollywood Community Housing;
Arminé Chaparyan, City Manager
Under Negotiation: Price and terms

Assistant City Attorney Jared reported that Council met in Closed Session to receive a briefing on the item. He noted direction was provided to the City Attorney's Office but no action was taken in closed session.

D. CONFERENCE WITH LABOR NEGOTIATORS

CONFERENCE WITH LEGAL COUNSEL – Labor Negotiations
Pursuant to Government Code Section 54957.6

Employee Organization: All bargaining units and unrepresented management
Agency Negotiator: Arminé Chaparyan, City Manager;
Michael Casalou, HR & Risk Manager

Assistant City Attorney Jared reported that Council met in Closed Session to receive a briefing on the item. He noted direction was provided to the City Attorney's Office but no action was taken in closed session.

The City Council adjourned closed session at 6:54 p.m.

2. Public Comment - General

Mayor Mahmud announced public comments are intended to address matters not on the agenda for the meeting. Members of the public have the option of emailing, participating via Zoom (audio), or participating in person to address the City Council, as listed on the agenda.

Mayor Mahmud announced that email comments were submitted and are added to the record as “Additional Docs” and added to the agenda and listed on the website. Note: These comments were not read, but the names of such Additional Docs are listed below.

Written Public Comment:

- Erin Fleming expressed concern over a large number of dead birds in her neighborhood.
- Ed Simpson reiterated Ms. Fleming’s comments.
- Beverly Biber reiterated Ms. Fleming’s comments.
- Chris Bray expressed concern over recent legal costs from the City Attorney’s firm.
- Amedee Barry commented regarding irregularities with zoning changes and owners not disclosing their personal involvement.
- Jeshow Yang expressed support for the electric leaf blower ordinance.
- Pamela C Dong expressed concern over the electric leaf blower ordinance.
- Jim Eisenstein expressed support for the electric leaf blower ordinance.
- Greg Apodaca expressed support for the electric leaf blower ordinance.
- Sean Meredith expressed support for the electric leaf blower ordinance.
- Kathleen Cady discussed crime victims in response to George Gascon’s recent enacted policies.
- Barbara Eisenstein expressed support for the electric leaf blower ordinance.
- Madeline Di Giorgi expressed support for the electric leaf blower ordinance.
- Paul Scott expressed support for the electric leaf blower ordinance.
- Wilbur Dong expressed concern over the electric leaf blower ordinance.
- Megan Sweas expressed support for the electric leaf blower ordinance.
- Wesley Reutimann expressed support for the electric leaf blower ordinance.

Live Public Comment:

- Linda (last name not available), discussed concerns at Grevillea Street Park related to parking, hours of operation, and a potential wooden fence to keep balls out of neighbor yards.

Zoom Public Comment:

- Darby Whipple discussed the importance of hiring quality City staff in the Community Development Department.

- Mark Gallatin discussed an upcoming event of the South Pasadena Preservation Foundation.

COMMUNICATIONS

3. Councilmembers Communications

Councilmember Primuth discussed a recent meeting of the Mobility & Transportation Infrastructure Commission; and commented on the recent Art Crawl.

Councilmember Zneimer discussed a recent Public Works Commission meeting.

Motion by Councilmember Zneimer, second by Mayor Pro Tem Cacciotti, to direct staff to look into a ballot measure changing the City Treasurer position from elected to appointed.

Motion by Councilmember Zneimer, second by Mayor Pro Tem Cacciotti, to direct staff to look into an ordinance to ban tobacco products in the City.

Councilmember Donovan discussed a recent meeting of an ad-hoc committee to improve the City's communication strategy; and discussed a recent meeting of the ad-hoc committee related to recreation opportunities on City owned land.

Mayor Pro Tem Cacciotti requested staff look into a City sponsored summer intern program.

Mayor Pro Tem Cacciotti shared the following photos of activity around the City: a recent meeting of the Recreation Ad-Hoc Committee; a dinner with several Councilmembers from neighboring cities; a resident picking up trash; an Arcadia elected official and himself; a recent meeting at the golf course; a resident using electric lawn equipment; and a new bike lane being prepared.

Mayor Mahmud discussed a recent Planning Commission meeting; a recent meeting of the Library Board of Trustees; provided resources for residents who might be behind on their rent; and expressed her excitement for the upcoming concert in the park.

4. City Manager Communications

City Manager Chaparyan thanked outgoing employees Michael Casalou, HR & Risk Manager, and Joanna Hankamer, Planning & Community Development Director; and provided a COVID update with Fire Chief Riddle.

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

Mayor Mahmud noted that Item No.14 was inadvertently placed on the consent calendar and will be heard after the conclusion of the consent calendar, followed by Item No. 19.

CONSENT CALENDAR**6. ADOPT A RESOLUTION APPROVING A REVISED CLASSIFICATION AND SALARY RANGE FOR HUMAN RESOURCES AND RISK MANAGER; AND APPROVING THE NEW CLASSIFICATION AND SALARY RANGE OF SENIOR CIVIL ENGINEER; AND APPROVING REVISIONS TO THE EXISTING CLASSIFICATION OF ASSOCIATE CIVIL ENGINEER; AND CREATING A LADDER SERIES FOR ENGINEERING POSITIONS.****RESOLUTION**

A RESOLUTION OF THE CITY OF SOUTH PASADENA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AMENDING THE CITY OF SOUTH PASADENA CLASSIFICATION PLAN AND SALARY MATRIX BY ADDING A NEW SENIOR CIVIL ENGINEER CLASSIFICATION AND NEW SALARY RANGE FOR THE CLASSIFICATION, RECLASSIFYING THE HUMAN RESOURCES MANAGER TO HUMAN RESOURCES AND RISK MANAGER WITH A REVISED SALARY RANGE, AND REVISING THE DUTIES OF THE ASSOCIATE CIVIL ENGINEER CLASSIFICATION

Recommendation

It is recommended that the City Council:

1. Adopt a Resolution approving the revised classification and salary range for Human Resources and Risk Manager; approving the new classification and salary range of Senior Civil Engineer; approving revisions to the existing classification of Associate Civil Engineer, and making the Civil Engineering Assistant, Associate Civil Engineer and Senior Civil Engineer a ladder series.

7. AWARD OF CONTRACT TO JOHN L. HUNTER AND ASSOCIATES, INC., FOR THREE-YEAR TERM TO PROVIDE AS-NEEDED FATS, OILS, AND GREASE (FOG) CONTROL PROGRAM COMPLIANCE SERVICES IN AN ANNUAL AMOUNT NOT-TO-EXCEED \$17,485**Recommendation**

It is recommended that the City Council:

1. Accept a proposal dated March 30, 2021, from John L. Hunter and Associates, Inc. (Consultant) for a three-year (3) term (FY 2021-2022, FY

- 2022-2023, and FY 2023-2024) to provide Fats, Oils, and Grease (FOG) Control Program compliance services; and
2. Authorize the City Manager to execute a three-year agreement with the consultant for a not-to-exceed annual amount of \$17,485 (estimated cumulative three-year total is \$52,455).
8. **AUTHORIZE \$310,000 OF GRANT FUNDS FROM THE LOCAL EARLY ACTION PLANNING (LEAP) AND SENATE BILL 2 (SB2) PLANNING PROGRAMS BE ADDED TO GRANT REVENUE ACCOUNTS AND APPROPRIATED TO THE PLANNING AND COMMUNITY DEVELOPMENT PROFESSIONAL SERVICES AND MACHINERY AND EQUIPMENT ACCOUNTS**

Recommendation

It is recommended that the City Council:

1. Authorize \$150,000 of Local Early Action Planning (LEAP) grant funding to be added to LEAP Grant Revenue Account (278-0000-0000-5071-020) and appropriated to the Planning and Community Development Professional Services Account (278-7010-7011-8170-000) for the development of the 2021-2029 Housing Element; and
 2. Authorize \$160,000 of Senate Bill 2 (SB 2) Planning grant funding to be added to SB 2 Grant Revenue Account (278-0000-0000-5071-021) and appropriated to the Machinery and Equipment Account (278-7010-7011-8520-000) for an electronic permitting system.
9. **RATIFY EMERGENCY WATER DISTRIBUTION SYSTEM REPAIR WORK AT GRAND PUMP STATION AND APPROVE CONTRACT WITH GENERAL PUMP COMPANY IN THE AMOUNT OF \$59,000.**

Recommendation

It is recommended that the City Council:

1. Ratify the costs for emergency repair work in the City's water distribution system, including replacement of a damaged booster starter, surge protector, Supervisory Control and Data Acquisition (SCADA) system, and radios for Grand Pump Station Booster 'B' in the total amount of \$59,000.
2. Authorize the City Manager to execute a contract with General Pump Company, in the amount of \$28,000, and Control Automation Design (CAD), in the amount of \$31,000 for the above emergency work.
3. Appropriate \$21,000 in Water Fund Reserves to Water Production, Equipment Maintenance Account # 500-0000-6711-8110-000
4. Authorize payment to General Pump Company and Control Automation Design pursuant to the attached contracts, and upon the completion of work, and as deemed complete by the Director of Public Works.

10. PRESENTATION OF MONTHLY INVESTMENT REPORT FOR MAY 2021.**Recommendation**

It is recommended that the City Council Receive and File the monthly investment report for May 2021.

11. AWARD OF CONSTRUCTION CONTRACT TO CROSSTOWN ELECTRICAL AND DATA, INC., FOR THE FAIR OAKS TRAFFIC SIGNAL IMPROVEMENTS PROJECT NO. 2017-07, FEDERAL PROJECT NO. HSIPL-5071(020) IN AN AMOUNT NOT-TO-EXCEED \$541,250.00 AND AWARD OF CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES TO WILLDAN ENGINEERING IN AN AMOUNT NOT-TO-EXCEED \$149,429**Recommendation**

It is recommended that the City Council:

1. Accept a bid dated March 18, 2021, from Crosstown Electrical and Data Inc. to construct the Fair Oaks Avenue Traffic Signal Improvements Project No.2017-07/ Federal Project No. HSIPL-5071 (020) (Project);
2. Authorize the City Manager to execute the agreements and any amendments with Crosstown Electrical and Data Inc. for a not-to-exceed amount of \$541,250.00, with a construction contingency often percent in the amount of \$54,125.00 for a total amount of \$595,375.00.
3. Accept a proposal dated June 21, 2021, from Willdan Engineering for the construction management and inspection services of the Fair Oaks Avenue Traffic Signal Improvements project.
4. Authorize the City Manager to execute the agreements and any amendments with Willdan Engineering for a not-to-exceed amount of \$149,429.
5. Appropriate the following funds for construction, and construction management and inspection for Fair Oaks Avenue Traffic Signal Improvements project:
 1. Proposition C 25% in the amount of \$373,031.60 in Account Number 242-9000-9192-9192-001;
 2. Highway Safety Improvement Program (HSIP) Cycle 7 Grant in the amount of \$253,520 in Account Number 277-9000-9192-9192-001;
 3. General Fund in the amount of \$93,257.90 in Account Number 104-9000-9192-9192-001; and
 4. Proposition A in the amount of \$24,994.50 in Account Number 205-9000-9192-9192-00 I; and
6. Reject all other proposals received.

12. APPROVAL OF RE-APPROPRIATION OF FISCAL YEAR 2021 PURCHASE ORDERS, CARRY OVER PROGRAMS AND PROJECTS, AND CONFIRMATION OF NON-BID CONTRACTS OVER \$25,000

Recommendation

It is recommended that the City Council:

1. Approve the re-appropriation of Fiscal Year 2021 purchase orders, carry over programs and projects, and confirm three non-bid contracts over \$25,000.

13. ADOPTION OF A RESOLUTION CONTINUING THE PROCLAMATION OF A LOCAL EMERGENCY DUE TO THE OUTBREAK OF COVID-19, AUTHORIZING THE CITY MANAGER TO TAKE ALL NECESSARY ACTIONS AS THE DIRECTOR OF EMERGENCY SERVICES.

RESOLUTION

A RESOLUTION OF THE CITY OF SOUTH PASADENA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, CONTINUING ITS PROCLAMATION OF A LOCAL EMERGENCY DUE TO THE OUTBREAK OF COVID-19 AND AUTHORIZING THE CITY MANAGER TO CONTINUE TO TAKE ALL NECESSARY ACTIONS AS THE DIRECTOR OF EMERGENCY SERVICES.

Recommendation

It is recommended that the City Council:

1. Adopt a Resolution continuing the proclamation of a local emergency due to the outbreak of COVID-19 and authorizing the City Manager to take all necessary actions as the Director of Emergency Services.

14. THIS ITEM WAS PULLED FOR DISCUSSION FOLLOWING CONSENT CALENDAR

15. THIS ITEM WAS PULLED FOR SEPARATE DISCUSSION

COUNCIL ACTION AND MOTION

Mayor Mahmud noted that additional documents were submitted for Item Nos. 6,7,9, and 13 and represent minor modifications to each item.

A motion was made by Mayor Pro Tem Cacciotti, seconded by Councilmember Zneimer and approved by roll call vote to approve Consent Calendar Item(s) 6-13, as presented and revised by the additional documents.

Motion carried, 5-0.

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

15. **APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF \$75,183.79; GENERAL CITY WARRANTS IN THE AMOUNT OF \$1,179,401.74; SUPPLEMENTAL ACH PAYMENTS IN THE AMOUNT OF \$133,209.15; TRANSFERS IN THE AMOUNT OF \$48,055.91; PAYROLL IN THE AMOUNT OF \$541,406.70.**

Recommendation

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

COUNCIL ACTION AND MOTION

Mayor Mahmud opened the public comment period.

- Alan Ehrlich expressed concern the invoice of Colantuono, Highsmith & Whatley; an invoice from Harry's Glass Shop; an invoice from West Coast Arborists.

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

Mayor Mahmud briefly responded to Mr. Ehrlich's questions.

Mayor Pro Tem Cacciotti asked for clarification on the City Attorney's invoice in regard to ongoing litigation.

A motion was made by Mayor Pro Tem Cacciotti, second by Councilmember Primuth and carried by roll call vote, approving the item as presented.

Motion carried, 5-0.

14. CALTRANS SURPLUS PROPERTIES DISPOSITION UPDATE**Recommendation**

It is recommended that the City Council.

1. Receive updates from both the Legislative and Non-Legislative California Department of Transportation (Caltrans) Surplus Properties Disposition Ad Hoc Committees; and
2. Provide direction to Ad Hoc Committees on continuing strategy for the disposition of Caltrans surplus properties; and
3. Authorize CivicStone, LLC and staff to issue a Request for Proposals (RFP) for a property inspection and repair estimate for all of the Caltrans properties that will serve the same objectives of both committees; and

4. Authorize CivicStone, LLC and staff to explore funding opportunities and prepare a financial model to support the acquisition and rehabilitation of the Caltrans properties.

COUNCIL ACTION AND MOTION

City Manager Chaparyan introduced the item.

Members of the Legislative and Non-Legislative California Department of Transportation (Caltrans) Surplus Properties Disposition Ad Hoc Committees provided an update.

Mayor Mahmud opened the public comment period.

Live Public Comment:

- Sally Taketa expressed support for the sale of the Caltrans properties.
- Alan Ehrlich expressed his opposition to recommended actions 3 & 4.
- Mark Gallatin expressed support for a resolution to the Caltrans properties and encouraged everyone to continue working together to find a solution.

Written Public Comment

- Delaine Shane expressed her support for a side-by-side sales and open discussions with Caltrans tenants and their union.

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

Mayor Pro Tem Cacciotti inquired about the amount of staff time it would take to perform a side-by-side escrow.

Adam Eliason, CivicStone, responded to City Council inquiries.

Councilmember Zneimer & Councilmember Donovan commented that recommended actions 3 & 4 may be pre-mature at this point.

There was a discussion amongst the City Council regarding the Non-Legislative Ad-Hoc Committee taking on the negotiations for estimated costs.

Councilmember Primuth expressed his support for recommend actions 3 & 4.

Mayor Mahmud recommended delaying recommended actions 3 & 4 until next month to allow time for staff to look into estimates and costs.

Mayor Pro Tem Cacciotti stated that there needs to be clear direction from the City Council to the State level.

Councilmembers discussed the proposed bills and where they are in the current State legislature.

Councilmembers discussed having a community workshop in the near future with pros and cons for each approach.

By consensus, the City Council recommended staff to get estimates for staff time and costs related to recommended actions 3 & 4.

ACTION / DISCUSSION

19. **PROVIDE DIRECTION TO STAFF ON THE INSTALLATION OF ALL-WAY STOP SIGNS AT THE INTERSECTIONS OF MERIDIAN AVENUE/ OAK STREET, MERIDIAN AVENUE/ PINE STREET AND MERIDIAN AVENUE/ MAPLE STREET; AUTHORIZE A CONTRACT AMENDMENT WITH ADHAMI ENGINEERING GROUP FOR THE PREPARATION OF ENGINEERING DESIGN, CONSTRUCTION DOCUMENTS, AND SPECIFICATIONS FOR RECTANGULAR RAPID FLASHING BEACONS AT MERIDIAN AVENUE AND OAK STREET IN AN AMOUNT NOT-TO-EXCEED \$9,010, FOR A TOTAL NOT-TO-EXCEED CONTRACT AMOUNT OF \$55,000**

Recommendation

It is recommended that the City Council:

1. Provide direction to staff on the installation of all-way stop signs at the intersections of Meridian Avenue / Oak / Pine / Maple Streets;
2. Authorize the City Manager to execute a Contract Amendment with Adhami Engineering Group for the preparation of engineering design, construction documents, and specifications for Rectangular Rapid Flashing Beacons (RRFB) at Meridian Avenue and Oak Street in an amount not-to-exceed \$9,010, for a total not-to-exceed contract amount of \$55,000.
3. Appropriate \$10,160 in Proposition C Funds to Account Number 207-9000-9351.

COUNCIL ACTION AND MOTION

Public Works Director Abbas presented a staff report.

Mayor Mahmud clarified that rectangular rapid flashing beacons and all-way stop signs cannot both be installed at the same intersection.

Mayor Pro Tem Cacciotti asked if the rapid flashing beacons could be moved to another intersection in need.

Councilmember Zneimer inquired if the construction of the rectangular rapid flashing beacons were complete.

Public Works Director Abbas responded to City Council inquiries.

Live Public Comment:

- John Fisher expressed his support for rapid flashing beacons.
- Sally Takeda expressed her support for all-way stop signs.
- Sean Teer expressed his support for all-way stop signs.
- Delaine Shane expressed her support for all-way stop signs.
- Larry Abelson discussed the recommendations made by the Mobility and Transportation Infrastructure Commission.
- Alan Ehrlich expressed his support for all-way stop signs.
- Wendy Lee expressed her support for all-way stop signs.
- Kim Carlson expressed her support for all-way stop signs.
- Ann Gillespie expressed her support for all-way stop signs.

Written Public Comment

- Delaine Shane expressed her support for a side-by-side sales and open discussions with Caltrans tenants and their union.

Councilmembers discussed many of the traffic and safety concerns at Meridian Ave/Oak St. and expressed their support for all-way stop signs at Meridian Ave/Oak Street.

Councilmember Primuth expressed his appreciation for the work the Mobility and Transportation Infrastructure Commission put into this issue.

Councilmembers discussed ADA accessibility at the crosswalk.

Motion by Councilmember Donovan, second by Councilmember Primuth, and approved by roll call vote to authorize all-way stop signs at Meridian Ave/Oak St expeditiously and to include crosswalk improvements.

Motion carried, 5-0.

Councilmembers discussed a potential all-way stop signs at Pine St. & Maple St. They discussed the Mobility and Transportation Infrastructure Commission conducting a community forum to consider all traffic safety measures.

Councilmember Primuth discussed different funding measures such as Measure M funds to provide traffic safety improvements.

A motion was made by Mayor Mahmud, seconded by Councilmember Primuth, and approved by roll call vote to not install an all-way stop sign at Meridian Ave/Pine St unless recommended by the Mobility and Transportation Infrastructure Commission.

Motion carried 5-0.

Councilmember Zneimer expressed safety concerns at Meridian Ave/Maple St.

A motion was made by Mayor Mahmud, seconded by Councilmember Primuth, and approved by roll call vote to refer traffic and pedestrian safety conditions at the intersections at Pine St. & Maple St. to the Mobility and Transportation Infrastructure Commission.

Motion carried 5-0.

A motion was made by Mayor Pro Tem Cacciotti, seconded by Councilmember Donovan, and approved by roll call vote to approve recommended action #2.

Motion carried, 5-0.

A motion was made by Mayor Pro Tem Cacciotti, seconded by Councilmember Primuth, and approved by roll call vote to approve recommended action #3.

Motion carried, 5-0.

PUBLIC HEARING

16. CONDUCT A PUBLIC HEARING CONFIRMING CHARGES ASSESSED BY THE COUNTY OF LOS ANGELES DEPARTMENT OF AGRICULTURAL COMMISSIONER/WEIGHTS AND MEASURES FOR THE ABATEMENT OF HAZARDOUS VEGETATION ON RESPECTIVE PARCELS OF UNIMPROVED PRIVATE PROPERTIES CONSTITUTING A FIRE HAZARD

Recommendation

It is recommended that the City Council

1. Conduct Public Hearing.
2. Allow property owners with pending weed abatement charges the opportunity to question or receive an explanation of pending charges, confirm the 2021 declaration list of charges.

COUNCIL ACTION AND MOTION

Fire Chief Riddle presented a staff report.

Mayor Mahmud opened the public hearing.

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

A motion was made by Mayor Pro Tem Cacciotti, seconded by Councilmember Primuth, and approved by roll call vote to approve Agenda Item 16, as presented.

Motion carried, 5-0.

17. CONDUCT A PUBLIC HEARING TO ADOPT A RESOLUTION APPROVING THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM FOR FISCAL YEAR 2021-2022 FOR THE SENIOR NUTRITION PROGRAM IN THE AMOUNT OF \$18,383.10.

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AUTHORIZING THE ALLOCATION OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS FOR THE SENIOR NUTRITION PROGRAM FOR FISCAL YEAR 2021-2022.

Recommendation

It is recommended that the City Council:

1. Conduct Public Hearing.
2. Adopt Resolution to approve a portion of the Community Development Block Grant (CDBG) funds, in the amount of \$18,383.10, for Fiscal Year 2021-2022 (FY2022), for the Senior Nutrition Program (Program); and Authorize a budget adjustment to match the final funding revenue and expenditure amounts for the Program.

COUNCIL ACTION AND MOTION

Community Services Director Pautsch presented a staff report.

Mayor Mahmud inquired if the seniors have come accustomed to the new food at the Senior Center.

Community Services Director Pautsch answered affirmatively.

Mayor Mahmud opened the public comment period.

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

A motion was made by Mayor Pro Tem Cacciotti, seconded by Councilmember Zneimer, and approved by roll call vote to approve Agenda Item 17, as presented.

Motion carried, 5-0.

ACTION / DISCUSSION

18. PRESENTATION OF THE ANNUAL COMPREHENSIVE FINANCIAL REPORT FOR FISCAL YEAR ENDING JUNE 30, 2020

Recommendation

It is recommended that the City Council:

1. Receive and file the City of South Pasadena's Annual Comprehensive Financial Report (AFR) for the Fiscal Year ending June 30, 2020.

COUNCIL ACTION AND MOTION

Interim Assistant City Manager Aguilar introduced the item and Brianna Schultz from Rodgers, Anderson, Malody & Scott, LLP, made a presentation.

Mayor Pro Tem Cacciotti inquired how the City's audit compares to other audits performed at other agencies and the overall timing of the audit.

Mayor Mahmud stated that she is pleased to see the number of deficiencies drop in this year's audit and asked which of the remaining deficiencies should be prioritized for the coming year.

Interim Assistant City Manager Aguilar and Ms. Schultz responded to City Council inquiries and noted that policies and procedure deficiencies are a top priority to fix in the coming year.

Councilmembers thanked Interim Assistant City Manager Aguilar and her staff for their work on the audit.

Mayor Mahmud opened the public comment period.

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

The City Council received and filed the report.

INFORMATION REPORTS

None

ADJOURNMENT

There being no further matters, Mayor Mahmud adjourned the meeting of the City Council at 10:24 PM, to the next Regular City Council meeting scheduled on Wednesday, August 18, 2021.

Respectfully submitted:

Christina Muñoz
Acting Deputy City Clerk

APPROVED

DIANA MAHMUD
MAYOR

Attest:

Christina Muñoz
Acting Deputy City Clerk



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

**MINUTES
WEDNESDAY, AUGUST 18, 2021 AT 7:00 PM**

CALL TO ORDER:

The Regular Meeting of the South Pasadena City Council was called to order by Mayor Mahmud on Wednesday, August 18, 2021, at 7:04 p.m. The City Council Chamber are located at 1424 Mission Street, South Pasadena, California.

ROLL CALL

PRESENT

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

Lucie Colombo, City Clerk, announced a quorum.

CITY Armine Chaparyan, City Manager; Andrew Jared, Assistant City Attorney;
STAFF Lucie Colombo, City Clerk were present at Roll Call. Other staff members
PRESENT: presented reports or responded to questions as indicated in the minutes.

PLEDGE OF ALLEGIANCE

The Flag Salute was led by Councilmember Zneimer.

CLOSED SESSION ANNOUNCEMENTS

1. Closed Session Announcements

A. CONFERENCE WITH LEGAL COUNSEL

Significant Exposure to Litigation

Pursuant to Government Code Section 54956.9(d)(2)

No. of Cases: One

Assistant City Attorney Jared reported that Council met in Closed Session to receive a briefing on the item. He noted direction was provided to the City Attorney's Office but no action was taken in closed session.

B. CONFERENCE WITH LEGAL COUNSEL

Existing Litigation

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

City of South Pasadena v. Dow Chemical Co.

Assistant City Attorney Jared reported that Council met in Closed Session to receive a briefing on the item. He noted direction was provided to the City Attorney's Office but no action was taken in closed session.

C. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

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

Title: City Attorney

Assistant City Attorney Jared reported that Council met in Closed Session and conducted a performance evaluation of the City Attorney. He noted no action was taken in closed session.

The City Council adjourned closed session at 7:00 p.m.

PUBLIC COMMENT

2. Public Comment - General

Mayor Mahmud announced public comments are intended to address matters not on the agenda for the meeting. Members of the public have the option of emailing, participating via Zoom (audio), or participating in person to address the City Council, as listed on the agenda.

Mayor Mahmud announced that email comments were submitted via email and are added to the record as "Additional Docs" and added to the agenda and listed on the website. Note: These comments were not read, but the names of such Additional Docs are listed below.

Written Public Comment:

- Casey Scudari expressed her support for the proof of the COVID vaccination to enter into restaurants/stores/bars/venues/etc.

- Chris Bray recommended closing a few blocks of Mission Street to vehicles to allow for a space for pedestrians to walk and gather.

Live Public Comment:

- Lisa Reynolds discussed an art project on k-rails in the City.
- Shlomo Nitzani expressed concerns with peacocks in the City; expressed concern with noise in the Monterey Hills area.
- Alan Ehrlich expressed concern with the City Attorney performance evaluation in closed session; expressed concern with the special projects charge in the City Attorney's invoice.

Zoom Public Comment:

- Wes Reutimann from ActiveSGV discussed the upcoming program cycle and discussed projects submitted by the City of South Pasadena.

PRESENTATIONS

3. PRESENTATION OF CERTIFICATE OF APPRECIATION TO LOS ANGELES ELITE LIONS CLUB AND CHARTER PRESIDENT KAISER MO

The City Council provided brief comments and presented a certificate to the Los Angeles Elite Lions Club and Charter President Kaiser Mo.

Club members made brief comments and thanked the City Council for the recognition.

COMMUNICATIONS

4. Councilmembers Communications

Councilmember Zneimer shared photos of a recent stop sign installation; shared photos from a recent trip to Santa Barbara with outside dining.

Councilmember Primuth shared a message with the Elite Lions Club; discussed a recent Arroyo Verdugo JPA meeting; discussed a recent meeting of the Non-Legislative Caltrans Ad-Hoc Committee; stated that he spent some time reviewing legal invoices.

Councilmember Donovan discussed a recent meeting of the Recreation Lease Ad-Hoc Committee; stated that he recently visited the Equestrian Center.

Motion by Mayor Pro Tem Cacciotti, Second by Mayor Mahmud to direct staff to prepare a letter of support to San Gabriel Valley Council of Governments (SGVCOG) to participate in Metro Open Street Events.

Mayor Pro Tem Cacciotti discussed a recent meeting of the SGVCOG Homeless Committee; shared photos of recent street repairs to remove tree roots; shared photos of a recent meeting with members of the California Transportation Commission; shared a photo of the City's racket center and batting cages; shared photos of Holy Family Church donating food.

Motion by Mayor Mahmud, Second by Mayor Pro Tem Cacciotti to have the Natural Resources & Environmental Commission consider a subsidy towards the installation of greywater.

Mayor Mahmud discussed a recent Planning Commission meeting; discussed the recent ribbon cutting of the "Third Ring" at the San Pascual Stables; discussed the recent ribbon cutting of a remodel of the Senior Center; discussed the recent Court of Honor for Troop 342; stated that the City Council only hires two employees, the City Manager and City Attorney.

5. City Manager Communications

City Manager Chaparyan introduced Police Chief Solinsky to make new staff introductions.

Police Chief Solinsky introduced Nelly Ochoa, Police Records Clerk and Allison Wherle, Management Analyst.

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

None

CONSENT CALENDAR

7. THIS ITEM WAS MOVED OUT-OF-ORDER FOR SEPARATE DISCUSSION.

8. PRESENTATION OF THE MONTHLY INVESTMENT REPORT FOR JUNE 2021.

Recommendation

It is recommended that the City Council:

Receive and File the monthly investment report for June 2021.

9. AUTHORIZING THE IN-HOUSE PREPARATION OF PAYROLL BY THE CITY'S FINANCE DEPARTMENT, AND ACTIONS ASSOCIATED WITH IN-HOUSE PAYROLL, INCLUDING AUTHORIZING AN ADDITIONAL ACCOUNTANT POSITION, AUTHORIZING THE REACTIVATION OF THE PAYROLL MODULE WITH SPRINGBROOK SOFTWARE, AND AUTHORIZING A THREE MONTH EXTENSION OF THE ADP CONTRACT

Recommendation

It is recommended that the City Council:

1. Authorize the addition of an Accountant position to the City's list of budgeted and authorized positions, including the appropriation of General Fund Reserves in the total amount of \$66,100, to the following accounts:
 - a. Salary Full-Time 101-3010-3011-7000-000 in the amount of \$53,200
 - b. Retirement 101-3010-3011-7100 in the amount of \$4,500
 - c. Workers Compensation 101-3010-3011-7110-000 in the amount of \$1,050
 - d. Health Insurance 101-3010-3011-7130-000 in the amount of \$5,625
 - e. Dental Insurance 101-3010-3011-7150-000 in the amount of \$675
 - f. Vision Insurance 101-3010-3011-7140-000 in the amount of \$180
 - g. Life Insurance 101-3010-3011-7160-000 in the amount of \$70
 - h. FICA 101-3010-3031-7170-000 in the amount of \$800
 2. Authorize the Re-Implementation of Payroll Software with Springbrook Financial software in an amount not to exceed \$25,000, and allocate \$25,000 in General Fund Reserves to account number 101-3010-3011-8170-000, Professional Services.
10. **THIS ITEM WAS MOVED OUT-OF-ORDER FOR SEPARATE DISCUSSION.**
 11. **THIS ITEM WAS MOVED OUT-OF-ORDER FOR SEPARATE DISCUSSION.**
 12. **THIS ITEM WAS MOVED OUT-OF-ORDER FOR SEPARATE DISCUSSION.**
 13. **THIS ITEM WAS MOVED OUT-OF-ORDER FOR SEPARATE DISCUSSION.**
 14. **THIS ITEM WAS MOVED OUT-OF-ORDER FOR SEPARATE DISCUSSION.**
 15. **APPOINTMENT OF VOTING DELEGATE AND ALTERNATE TO REPRESENT THE CITY OF SOUTH PASADENA AT THE 2021 LEAGUE OF CALIFORNIA CITIES' ANNUAL BUSINESS MEETING.**

Recommendation

It is recommended that the City Council appoint Mayor Diana Mahmud as the City of South Pasadena's (City) voting delegate and Councilmember Evelyn G. Zneimer as the alternate for the League of California Cities' (League) 2021 Annual Business Meeting on Friday, September 24, 2021, to be held in Sacramento.

16. **APPROVAL OF THE RECOMMENDED CITY POSITIONS FOR THE 2021 LEAGUE OF CALIFORNIA CITIES RESOLUTIONS.**

Recommendation

It is recommended that the City Council authorize the City delegate to vote in support of the resolution being considered at the upcoming League of California Cities' (League) Annual Business Meeting being held during the League's Annual Conference, in Sacramento.

17. THIS ITEM WAS MOVED OUT-OF-ORDER FOR SEPARATE DISCUSSION.

COUNCIL ACTION AND MOTION

Councilmember Zneimer requested to pull Item No. 12 for separate discussion.

Councilmember Donovan requested to pull Item No. 11 for separate discussion.

Mayor Pro Tem Cacciotti requested to pull Item Nos. 10 and 17 for separate discussion.

Councilmember Primuth requested to pull Item No. 7, with respect to legal invoices under EHWP 2010, for separate discussion.

Mayor Mahmud noted that additional documents were submitted for Item Nos. 6,7,9, and 13 and represent minor modifications to each item.

A motion was made by Councilmember Primuth, seconded by Mayor Pro Tem Cacciotti and approved by roll call vote to approve Consent Calendar Item(s) 8-9 & 15-16, as presented and revised by the additional documents.

Motion carried, 5-0.

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

- 7. APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF \$122,427.18; GENERAL CITY WARRANTS IN THE AMOUNT OF \$1,672,419.87; SUPPLEMENTAL ACH PAYMENTS IN THE AMOUNT OF \$15,204.40; VOIDS IN THE AMOUNT OF (\$19,376.12); TRANSFERS IN THE AMOUNT OF \$11,302.30; PAYROLL IN THE AMOUNT OF \$1,116,382.40.**

Recommendation

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

COUNCIL ACTION AND MOTION

Mayor Mahmud opened the public comment period.

Live Public Comment:

- Alan Ehrlich expressed concern over invoices from Colantuono, Highsmith & Whatley.

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

Councilmember Primuth stated that he has reviewed the legal invoices from Colantuono, Highsmith & Whatley at great detail and could find no wrong doing and no reason why the invoices shouldn't be processed.

A motion was made by Councilmember Primuth, seconded by Mayor Pro Tem Cacciotti and approved by roll call vote to approve the item, as presented.

Motion carried, 5-0.

10. AUTHORIZE SOUTHERN CALIFORNIA EDISON (SCE) TO PERFORM NIGHTTIME CONSTRUCTION WORK IN THE VICINITY OF GARFIELD PARK, CAUSING A FULL STREET CLOSURE OF GREVELIA STREET AND CLARK PLACE FROM PARK AVENUE TO GARFIELD AVENUE.

Recommendation

It is recommended that the City Council:

1. Authorize Southern California Edison (SCE) to perform nighttime construction work in the vicinity of Garfield Park, causing a full street closure of Grevelia Street and Clark Place from Park Avenue to Garfield Avenue; and
2. Direct staff to provide options for modification of the South Pasadena Municipal Code to allow for administrative review of requests for nighttime work for similar urgent activities.

COUNCIL ACTION AND MOTION

Mayor Pro Tem Cacciotti inquired as to what kind of outreach will the City provide to the public about the proposed construction project.

City Manager Chaparyan noted that staff has extensive public outreach planned with SCE to ensure that the public is informed of the construction work.

Mayor Mahmud opened the public comment period.

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

A motion was made by Mayor Pro Tem Cacciotti, seconded by Councilmember Primuth and approved by roll call vote to approve the item, as presented.

Motion carried, 5-0.

- 11. APPROVAL OF TWO CONCEPT DESIGNS FOR BERKSHIRE AND GREVELIA POCKET PARKS, AWARD OF CONTRACT TO DAVID VOLZ DESIGN, IN A NOT-TO-EXCEED AMOUNT OF \$178,025 FOR CONSTRUCTION DOCUMENT SERVICES, APPROPRIATE 178,025 FROM THE PARK IMPACT FEES REVENUE ACCOUNT, AND APPROVE THE ADDITION OF A MEMORIAL TREE, BENCH, AND PLAQUE FOR BEATRIZ SOLIS AT BERKSHIRE PARK.**

Recommendation

It is recommended that the City Council:

1. Approve the concept designs for Berkshire and Grevelia Pocket Parks; and
2. Award a contract to David Volz Design for construction document services in the amount of \$178,025 and appropriate the contract cost to account 275-9000-9263-000 Park Impact Fee, Berkshire and Grevelia Pocket Parks; and
3. Appropriate \$178,025 from Park Impact Fees reserves and; and
4. Approve the addition of a memorial tree, bench, and plaque for Beatriz Solis at Berkshire Park.

COUNCIL ACTION AND MOTION

Community Services Director Pautsch made a presentation.

Councilmember Donovan inquired about the drainage issue on the east side of the park.

Mayor Pro Tem Cacciotti inquired about the separation between the park and private residences.

Mayor Mahmud inquired if engineering services are part of the proposed contract; recommended to amend the contract amount to \$190,000 to address engineering services during construction; expressed concern of the visibility towards the backend of the park; inquired about the hours of operation for the park.

Councilmember Primuth inquired about the lighting in the park.

Mayor Pro Tem Cacciotti inquired about the support from the community for the park.

Community Services Director Pautsch responded back to City Council inquiries.

Mayor Mahmud opened the public comment period.

Live Public Comment:

- Linda Krausen expressed concern over security, lighting, and parking at the proposed park.

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

Community Services Director Pautsch briefly addressed Ms. Krausen's comments over security, lighting, and parking.

Mayor Mahmud recommended modifying the 4 square game at the park to be hopscotch; recommended a tree, bench, and plaque in honor of Linda Krausen.

A motion was made by Mayor Pro Tem Cacciotti, seconded by Councilmember Zneimer and approved by roll call vote to approve the item, as presented with the amendment to increase the amount to \$190,000 to accommodate engineer cost during construction and to have Honor Linda Krausen with a bench and plaque and to modify the 4 square game to hopscotch.

Motion carried, 5-0.

12. AUTHORIZE LETTER OF SUPPORT FOR CITY OF MONROVIA LOCAL AREA MODIFICATION APPLICATION

Recommendation

It is recommended that the City Council authorize a letter of support for the City of Monrovia's Local Area Modification Application to withdraw from the Foothill Workforce Development Board (FWDB) Local Area and join the Los Angeles County Workforce Development Board Local Area.

COUNCIL ACTION AND MOTION

Councilmember Spicer, City of Monrovia, made a presentation and thanked South Pasadena City Council for their support.

Councilmember Zneimer noted that she sits on the Foothill Workforce Development Board with Councilmember Spicer and stated that the City of South Pasadena is not withdrawing from the Board.

Mayor Mahmud opened the public comment period.

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

A motion was made by Mayor Pro Tem Cacciotti, seconded by Councilmember Zneimer and approved by roll call vote to approve the item, as presented.

Motion carried, 5-0.

- 13. AUTHORIZE THE CITY MANAGER TO EXECUTE THE FIRST CONTRACT AMENDMENT WITH RIGHT OF WAY (ROW), INC., TO EXTEND THE CONTRACT TERM TO AUGUST 19, 2022 AND INCREASE THE TOTAL NOT-TO-EXCEED AMOUNT TO \$75,000.**

Recommendation

It is recommended that the City Council:

Authorize the City Manager to execute the first contract amendment with Right of Way (ROW), Inc. to extend the contract term to August 19, 2022 and increase the total by \$25,000 for a new not to exceed amount of \$75,000.

COUNCIL ACTION AND MOTION

Mayor Mahmud noted that an additional document was submitted with minor corrections to the recommended action.

Mayor Mahmud opened the public comment period.

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

A motion was made by Mayor Pro Tem Cacciotti, seconded by Councilmember Zneimer and approved by roll call vote to approve the item, as presented, with the modifications included in the additional document.

Motion carried, 5-0.

- 14. PROFESSIONAL SERVICES AGREEMENT TO KOA CORPORATION FOR ENGINEERING DESIGN SERVICES FOR THE NORTH-SOUTH CORRIDOR INTELLIGENT TRANSPORTATION SYSTEM DEPLOYMENT PROJECT NO. 2020-02, FEDERAL PROJECT NO. RABA01-5071(024) FOR A NOT-TO-EXCEED AMOUNT OF \$867,331; REALLOCATION OF PROJECT COSTS.**

Recommendation

It is recommended that the City Council:

1. Authorize the City Manager to execute a professional services agreement and any amendments with KOA Corporation for Professional Engineering Services for the North-South Corridor Intelligent Transportation System (ITS) Deployment Project No. 2020-02, Federal Project No. RABA01-5071(024) (Project) in an amount not-to-exceed \$788,483 with a design contingency of ten percent in the amount of \$78,848 for a total amount of \$867,331; and
2. Appropriate \$450,000 from Capital Growth fund reserves to the Fair Oaks ITS Project Account No. 255-9000-9278-9278-001; and

3. Appropriate \$9,343,563 of Rogan Grant funds to the Fair Oaks ITS Project Account No. 214-9000-9278-9278-001; and
4. Undesignate \$1,410,000 from General Fund Designated Reserve for the Fair Oaks ITS Project Account (SR110 Interchange Rogan Fund Match), and transfer \$1,410,000 to the City's Street Improvement Fund number 104; and
5. Appropriate \$1,410,000 to the Fair Oaks ITS Project account 104-9000-9278-9278-001.

COUNCIL ACTION AND MOTION

Mayor Mahmud noted that the revisions that she requested for this item are consistent with CEQA and noted that it's included as an additional document.

Mayor Mahmud opened the public comment period.

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

A motion was made by Mayor Pro Tem Cacciotti, seconded by Councilmember Zneimer and approved by roll call vote to approve the item, as presented, with the modifications included in the additional document.

Motion carried, 5-0.

17.RECEIVE AND FILE CALTRANS SURPLUS PROPERTIES DISPOSITION UPDATE.

Recommendation

It is recommended that the City Council receive and file updates from both the Legislative and Non-Legislative California Department of Transportation (Caltrans) Surplus Properties Disposition Ad Hoc Committees.

COUNCIL ACTION AND MOTION

Mayor Pro Tem Cacciotti and Councilmember Primuth provided an overview of the recent meeting of the Non-Legislative California Department of Transportation Surplus Properties Disposition Ad Hoc Committees.

Mayor Mahmud provided a legislative update on the Caltrans Surplus properties.

Mayor Mahmud opened the public comment period.

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

The City Council received and filed the update.

PUBLIC HEARING**18. CONDUCT PUBLIC HEARING AND ADOPT RESOLUTION APPROVING THE ISSUANCE OF REVENUE BONDS AS FOLLOWS:**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, APPROVING THE ISSUANCE OF REVENUE BONDS BY THE CALIFORNIA MUNICIPAL FINANCE AUTHORITY FOR THE PURPOSE OF FINANCING THE ACQUISITION, CONSTRUCTION, IMPROVEMENT, RENOVATION AND EQUIPPING OF CERTAIN EDUCATIONAL FACILITIES FOR THE BENEFIT OF THE CALIFORNIA INSTITUTE OF THE ARTS AND CERTAIN OTHER MATTERS RELATING THERETO AND APPROVING A JOINT POWERS AGREEMENT RELATING TO THE CALIFORNIA MUNICIPAL FINANCE AUTHORITY.

Recommendation

It is recommended that the City Council:

1. Conduct the Public Hearing under the requirements of TEFRA and the Internal Revenue Code of 1986, as amended (the "Code").
2. Adopt the resolution approving the issuance of the bonds by the California Municipal Finance Authority (CMFA) for the benefit of the Borrower, a nonprofit corporation, duly organized and existing under the laws of the State of California, to provide for the financing of the Project, such adoption is solely for the purposes of satisfying the requirements of TEFRA, the Code and the California Government Code Section 6500 (and following). The resolution will also authorize the Mayor or designee thereof to execute the Joint Exercise of Powers Agreement with the CMFA.
3. Authorize the acceptance of the portion of issuance fees to be forwarded to the City, estimated at \$5,000, and appropriate the funds to account 101-0000-0000-5505-0000 Miscellaneous General Fund Revenue.

COUNCIL ACTION AND MOTION

Interim Assistant City Manager Aguilar summarized the staff report.

Mayor Mahmud asked if this resolution was initiated by City staff.

Interim Assistant City Manager Aguilar stated that it was requested by the CalArts bond counsel.

Mayor Mahmud opened the public hearing.

John Stoecker, CMFA and Laurie Hussein, CalArts, introduced themselves and answered City Council inquiries.

Mayor Mahmud inquired if CalArts will be exempt from paying property taxes; asked what the benefit is for the City to execute the resolution.

Ms. Hussein noted that the public space of the house will be used for the benefit of the community, through events and fundraisers.

Councilmember Primuth suggested that the recommended action include a submission of a letter of intent to the City Manager from CalArts with specific conditions of public benefits.

Mayor Mahmud stated that she would like to see the agreement include an indemnification for the City with respects to the financing, no effort to seek a tax exemption for the property, specified identification on how the South Pasadena community with benefit, commitment to utilize local vendors, collaboration with the South Pasadena Arts Counsel.

There was a discussion amongst the City Council on the potential public benefits of the property.

Zoom Public Comment:

- John Srebalus expressed concern over the lack of public benefit from CalArts.

In-Person Public Comment:

- Alan Ehrlich expressed concerns over the requests made to CalArts from Mayor Mahmud.

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

Councilmember Donovan expressed concern over the timeline and urgency of the item.

Mayor Pro Tem Cacciotti expressed his support for the recommended action and noted that the benefits outweigh the negatives.

A motion was made by Councilmember Primuth, seconded by Councilmember Donovan and approved by roll call vote to approve the item, as presented, with the following modifications: CalArts is to submit a letter of intent regarding public benefit with the use of the property; promote cultural activities and fundraiser activities at the property; collaborate with South Pasadena School District organizations, the South Pasadena Educational Foundation, and SPARC; indemnify the City with respect to the financing;

make a commitment to use local business and service providers to the greatest extent possible

Mayor Mahmud noted that the recommendation included the revised resolution that was submitted by staff as an additional document.

Motion carried, 5-0.

19. FIRST READING AND INTRODUCTION OF AN ORDINANCE, AMENDING CHAPTER 19A (NOISE REGULATION) AND CHAPTER 1 (GENERAL PROVISIONS) OF THE SOUTH PASADENA MUNICIPAL CODE TO PROHIBIT THE USE OF GAS-POWERED LEAF BLOWERS

ORDINANCE

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING SECTIONS 19A.12.1 ("POWER YARD MAINTENANCE EQUIPMENT—DEFINITIONS") AND 19A.12.4 ("LEAF BLOWERS —REGULATION OF USE") AND 19A.12.5 ("POWER YARD MAINTENANCE EQUIPMENT – VIOLATION AND PENALTY") OF CHAPTER 19A ("NOISE REGULATION") AND 1.7A ("SAME—INFRACTIONS") OF CHAPTER 1 ("GENERAL PROVISIONS") OF THE SOUTH PASADENA MUNICIPAL CODE RELATING TO LEAF BLOWERS

Recommendation

It is recommended that the City Council:

1. Conduct Public Hearing, and
2. Read by title only for first reading, waiving further reading, and introduce an ordinance to amend Chapter 19A and Chapter 1 of the South Pasadena Municipal Code (SPMC) to prohibit the use of gas-powered leaf blowers within the City of South Pasadena.
3. Appropriate \$25,000 in General Fund Undesignated Reserves to Public Works Environmental Services Account Numbers 101-6010-6015-8010-000 (Postage \$5,800), 101-6010-6015-8040-000 (Advertising \$3,000), and 101-6010-6015-8050-000 (Printing/Duplicating \$16,200) for a robust outreach program.

COUNCIL ACTION AND MOTION

Public Works Director Abbas introduced the item and Water Conservation and Sustainability Analyst Kasparian made a presentation.

Mayor Pro Tem Cacciotti stated the importance of outreach to the community regarding this ordinance.

Mayor Mahmud inquired where individuals can obtain CARB certification decals for their equipment; inquired who would enforce the ordinance when the City's Code Enforcement Officer is not working.

City staff discussed the outreach efforts and enforcement of the ordinance.

Mayor Mahmud opened the public hearing.

Written Public Comment:

- Pilar Reynaldo expressed his support for the proposed ordinance.
- Luis Muench expressed his support for the proposed ordinance.
- Matthew Barbato expressed his support for the proposed ordinance.
- Cynthia Cannady expressed her support for the proposed ordinance.
- Mona Rosenthal expressed her support for the proposed ordinance.
- Carol Schneider expressed her support for the proposed ordinance.
- Elizabeth Cavanaugh expressed her support for the proposed ordinance.
- Helen Tran expressed her support for the proposed ordinance.
- Elana Mann expressed her support for the proposed ordinance.
- William Kelly expressed his support for the proposed ordinance.
- Michael Siegel expressed his support for the proposed ordinance.
- Victoria Tan expressed her support for the proposed ordinance.
- Wendy Kerfoot expressed her support for the proposed ordinance.

Zoom Public Comment:

- Chris Chavez expressed his support for the proposed ordinance.
- John Srebalus expressed his support for the proposed ordinance and noted that he did not support the Police Department enforcing the ordinance.
- Dan Mabe expressed his support for the proposed ordinance.
- William Kelly expressed his support for the proposed ordinance.

Live Public Comment:

- Alan Ehrlich expressed his support for the proposed ordinance and noted that he did not support the Police Department enforcing the ordinance.

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

Councilmember Zneimer thanked staff for their work on the proposed ordinance.

Mayor Pro Tem Cacciotti thanked staff, Commissioners, and the residents for their work and input on the proposed ordinance.

Councilmember Primuth thanked everyone involved in this process.

A motion was made by Councilmember Zneimer, seconded by Mayor Pro Tem Cacciotti, and approved by roll call vote to approve Agenda Item 19, as presented.
Motion carried, 5-0.

ACTION / DISCUSSION

None

INFORMATION REPORTS

20. STATUS UPDATE OF THE 2021 STRATEGIC PLAN AND PROGRAM SCHEDULE.

Recommendation

It is recommended that the City Council Receive and File this report.

COUNCIL ACTION AND MOTION

Assistant to the City Manager Demirjian introduced the item and Patrick Ibarra, Mejorando Group, made a presentation.

City Manager Chaparyan expressed her excitement to begin the 2021 Strategic Plan process.

Mayor Mahmud stressed the importance of community outreach for the online survey.

Mayor Mahmud opened the public comment period.

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

The City Council received and filed the update.

ADJOURNMENT

There being no further matters, Mayor Mahmud adjourned the meeting of the City Council at 10:42 PM, to the next Regular City Council meeting scheduled on Wednesday, September 1, 2021.

Respectfully submitted:

Christina Muñoz

Deputy City Clerk

APPROVED

DIANA MAHMUD
MAYOR

Attest:

Christina Muñoz
Acting Deputy City Clerk



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

**MINUTES
WEDNESDAY, SEPTEMBER 1, 2021 AT 7:00 PM**

CALL TO ORDER:

The Regular Meeting of the South Pasadena City Council was called to order by Mayor Mahmud on Wednesday, September 1, 2021, at 7:06 p.m. The City Council Chamber are located at 1424 Mission Street, South Pasadena, California.

ROLL CALL

PRESENT

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

Lucie Colombo, City Clerk, announced a quorum.

CITY Armine Chaparyan, City Manager; Andrew Jared, Assistant City Attorney;
STAFF Lucie Colombo, City Clerk were present at Roll Call. Other staff members
PRESENT: presented reports or responded to questions as indicated in the minutes.

PLEDGE OF ALLEGIANCE

The Flag Salute was led by Councilmember Primuth.

CLOSED SESSION ANNOUNCEMENTS

1. Closed Session Announcements

A. CONFERENCE WITH LEGAL COUNSEL: Pending Litigation

(Gov. Code sec. 54956.9(d)(1))

1. County of Los Angeles v. Sanitation Districts of Los Angeles County et al.

(LASC Case No. 20STCV08022; OCSC Case No. 30-2020-01153422)

Assistant City Attorney Jared reported that Council met in Closed Session to receive a briefing on the item. He noted direction was provided to the City Attorney's Office but no action was taken in closed session.

B. CONFERENCE WITH LEGAL COUNSEL: Potential Litigation – City Initiating
(Gov. Code sec. 54956.9(d)(2))
No. of Cases: One (1)

Assistant City Attorney Jared reported that Council met in Closed Session to receive a briefing on the item. He noted direction was provided to the City Attorney's Office but no action was taken in closed session.

C. CONFERENCE WITH LEGAL COUNSEL: Liability Claims
(Gov. Code sec. 54956.1)
Claimant: Lyman
Agency Claimed Against: City of South Pasadena

D. CONFERENCE WITH LEGAL COUNSEL: Potential Exposure to Litigation
(Gov. Code sec. 54956.9(d)(2))
No. Of Cases: One (1)

Assistant City Attorney Jared reported that Council met in Closed Session and conducted a performance evaluation of the City Attorney. He noted no action was taken in closed session.

The City Council adjourned closed session at 6:58 p.m.

PUBLIC COMMENT

2. Public Comment - General

Mayor Mahmud announced public comments are intended to address matters not on the agenda for the meeting. Members of the public have the option of emailing or participating via Zoom (audio) to address the City Council, as listed on the agenda.

Mayor Mahmud announced that email comments were submitted via email and are added to the record as "Additional Docs" and added to the agenda and listed on the website. Note: These comments were not read, but the names of such Additional Docs are listed below.

Written Public Comment:

- Mark Gallatin reiterated the South Pasadena Preservation Foundation's support for the work of the Non-Legislative Caltrans Surplus Properties Ad Hoc Subcommittee.
- Ella Hushagen thanked Catrina and Ruben in the Public Works Department for their prompt response to a downed branch in front of her house; expressed her support for the ordinance to prohibit gas powered leaf blowers.
- Virginia Montecino expressed her support for the ordinance to prohibit gas powered leaf blowers.
- Jennifer Trotoux expressed her support for the ordinance to prohibit gas powered leaf blowers.
- Sheila Swift expressed her support for the ordinance to prohibit gas powered leaf blowers.

Live Public Comment:

- Ronald Buckhold discussed the potential sale of the Caltrans homes and expressed concern that they might be sold below market value.
- Sam Burgess expressed concern that masks won't be required at the Rialto Theatre.
- Shlomo Nitzani expressed concern over the peacocks in the City.

Zoom Public Comment:

- Victoria Patterson stated that the sale of the Caltrans homes is about more than economics.

COMMUNICATIONS**3. Councilmembers Communications**

Councilmember Primuth discussed the recent unveiling of the Kobe Bryant mural in the City; discussed the upcoming meetings for the SCAG Transportation Committee and Public Safety Commission; discussed the Mobility & Transportation Infrastructure Commission's recommendation on SB 1;

Councilmember Zneimer discussed a recent tour of Wilson Reservoir, Graves Reservoir, Westside Reservoir, the Bilicke Elevated Tank, the Raymond Elevated Tank, the Grand Reservoir, and the Garfield Reservoir

Councilmember Donovan discussed the recent unveiling of the Kobe Bryant mural in the City.

Mayor Pro Tem Cacciotti discussed a recent meeting of the SGVCOG Homeless Committee; shared photos of Police Officers assisting a homeless individual; shared photos of the Public Works staff performing street repairs; shared photos of an individual using electric lawn equipment; shared photos of a recent meeting with the Police Department; shared photos of an electric transportation expo; shared photos of the first all-electric street cleaning truck and van.

Mayor Mahmud discussed an upcoming Clean Power Alliance board meeting; discussed recent Caltrans Ad-Hoc Committee meetings; discussed a recent Planning Commission special meeting; discussed a recent San Gabriel Valley Council of Governments meeting; noted that SB 9 and SB 10 were passed recently by the legislature.

4. City Manager Communications

City Manager Chaparyan provided an update on the upcoming “One City One Story” reading program; invited Public Works Director Abbas to introduce a new employee.

Public Works Director Abbas introduced Guillermo Perez, Associate Civil Engineer.

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

Mayor Mahmud noted the Item No. 17 should be a public hearing item instead of a discussion item.

CONSENT CALENDAR

6. APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF \$127,997.53; GENERAL CITY WARRANTS IN THE AMOUNT OF \$189,736.36; SUPPLEMENTAL ACH PAYMENTS IN THE AMOUNT OF \$21,568.04; VOIDS IN THE AMOUNT OF (\$276.09); PAYROLL IN THE AMOUNT OF \$564,447.51.

Recommendation

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

7. MONTHLY INVESTMENT REPORTS FOR JULY 2021.

Recommendation

It is recommended that the City Council receive and file the monthly investment reports for July 2021.

8. THIS ITEM WAS MOVED OUT-OF-ORDER FOR SEPARATE DISCUSSION.

9. ADOPTION OF A RESOLUTION APPROVING THE ANNUAL AUDITOR'S REPORT AND AUTHORIZING THE COLLECTION OF THE LIBRARY SPECIAL TAX FOR FISCAL YEAR 2021 – 2022.

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, APPROVING THE ANNUAL AUDITOR'S REPORT AND SETTING THE RATE OF THE LIBRARY SPECIAL TAX TO FINANCE LIBRARY SERVICES FOR FISCAL YEAR 2021-22.

Recommendation

It is recommended that the City Council adopt a resolution to approve the Auditor's Report and authorize the collection of the Fiscal Year (FY) 2021-22 Library Special Tax by the County of Los Angeles.

10. ACCEPT PROJECT COMPLETION AND AUTHORIZATION TO FILE A NOTICE OF COMPLETION FOR THE MONTEREY ROAD PHASE III PROJECT AND AUTHORIZATION TO RELEASE RETENTION PAYMENT TO EC CONSTRUCTION IN THE AMOUNT OF \$73,830.

Recommendation

It is recommended that the City Council:

1. Accept the Monterey Road Phase III project as complete;
2. Authorize the recordation of the Notice of Completion (NOC) with the Los Angeles County Registrar-Recorder County Clerk; and
3. Authorize release of retention payment to EC Construction (Contractor) in the amount of \$73,830.

11. APPROVAL TO RE-APPROPRIATE FUNDS FOR A NOT-TO-EXCEED AMOUNT OF \$12,830 TO FISCAL YEAR 2021-2022 FOR THE PAYMENT OF AN OUTSTANDING INVOICE TO KOA CORPORATION FOR THE PROFESSIONAL ENGINEERING DESIGN SERVICES FOR THE MODIFIED WORK SCOPE OF THE INTEGRATED CENTRAL ADVANCED TRAFFIC MANAGEMENT AND CONTROL SYSTEMS FOR FAIR OAKS AVENUE TRAFFIC SIGNAL IMPROVEMENT PROJECT.

Recommendation

It is recommended that the City Council re-appropriate funds, and authorize a Purchase Order to be carried over from Fiscal Year (FY) 2020-21 to FY 2021-22 for a not-to-exceed amount of \$12,830 for the payment of an outstanding invoice to KOA Corporation for professional engineering design services for the modified work scope of the Integrated Central Advanced Traffic Management and Control Systems for Fair Oaks Avenue Traffic Signal Improvement Project.

12. SECOND READING AND ADOPTION OF AN ORDINANCE, AMENDING CHAPTER 19A (NOISE REGULATION) AND CHAPTER 1 (GENERAL PROVISIONS) OF THE SOUTH PASADENA MUNICIPAL CODE TO PROHIBIT THE USE OF GAS-POWERED LEAF BLOWERS.

ORDINANCE

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING SECTIONS 19A.12.1 ("POWER YARD MAINTENANCE EQUIPMENT—DEFINITIONS") AND 19A.12.4 ("LEAF BLOWERS —REGULATION OF USE") AND 19A.12.5 ("POWER YARD MAINTENANCE EQUIPMENT – VIOLATION AND PENALTY") OF CHAPTER 19A ("NOISE REGULATION") AND 1.7A ("SAME–INFRACTIONS") OF CHAPTER 1 ("GENERAL PROVISIONS") OF THE SOUTH PASADENA MUNICIPAL CODE RELATING TO LEAF BLOWER.

Recommendation

It is recommended that the City Council read by title only, conduct second reading, waiving further reading, and adopt an ordinance to amend Chapter 19A (Noise Regulation) and Chapter 1 (General Provisions) of the South Pasadena Municipal Code (SPMC) to prohibit the use of gas-powered leaf blowers within the City of South Pasadena.

13. THIS ITEM WAS MOVED OUT-OF-ORDER FOR SEPARATE DISCUSSION.

14. ADOPTION OF RESOLUTION APPROVING A CLASSIFICATION AND SALARY RANGE FOR PLANNING MANAGER

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA APPROVING A CLASSIFICATION PLAN AND SALARY MATRIX BY CREATING THE PLANNING MANAGER

Recommendation

It is recommended that the City Council adopt a resolution approving the classification and salary range for Planning Manager.

15. THIS ITEM WAS MOVED OUT-OF-ORDER FOR SEPARATE DISCUSSION.

COUNCIL ACTION AND MOTION

Councilmember Zneimer requested to pull Item No. 15 for separate discussion.

City Clerk Colombo requested to pull Item Nos. 8 and 13 for public comment.

Mayor Mahmud noted that additional documents were submitted for Item Nos. 6,7,9, and 13 and represent minor modifications to each item.

A motion was made by Councilmember Primuth, seconded by Mayor Pro Tem Cacciotti and approved by roll call vote to approve Consent Calendar Item(s) 6-7, 9-12, and 14, as presented and revised by the additional documents.

Motion carried, 5-0.

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

8. AUTHORIZING SERVICES WITH TIMECLOCK PLUS FOR SCHEDULING AND TIME & ATTENDANCE SOFTWARE, FOR THE IN-HOUSE PREPARATION OF PAYROLL BY THE CITY'S FINANCE DEPARTMENT.

Recommendation

It is recommended that the City Council authorize software services with TimeClock Plus in the amount of \$40,000 and appropriate General Fund Reserves in the total amount of \$40,000, to Non-Departmental, Professional Services 101-3010-3041-8170-000.

COUNCIL ACTION AND MOTION

Mayor Mahmud opened the public comment period.

Live Public Comment:

- Shlomo Nitzani requested increased transparency on how the City spends its funds.
- Alan Ehrlich expressed his support for the recommended action; requested the City Council appoint a citizen lead ad-hoc committee to investigate the City's implementation of ADP.

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

Mayor Mahmud stated that after reviewing the item, she wasn't sure what was included in the proposed services; requested a detailed report of the scope of work; recommended to delegate authority to the City Manager to execute the agreement subsequent to an additional document verifying with the vendor that the software will integrate with Springbrook.

A motion was made by Mayor Mahmud, seconded by Councilmember Primuth and approved by roll call vote to approve the item, as presented with the following modifications: delegate authority to the City Manager to execute the agreement subsequent to an additional document verifying with the vendor that the software will integrate with Springbrook.

Motion carried, 5-0.

13. APPROPRIATE \$11,000 FROM THE FACILITIES AND EQUIPMENT REPLACEMENT FUND TO BE USED FOR COVID-19-RELATED EVALUATIONS OF VENTILATION SYSTEMS IN CITY BUILDINGS.

Recommendation

It is recommended that the City Council appropriate \$11,000 from the Facilities and Equipment Replacement Fund (105) to project account no. 105-9000-9301-9301-001 for the purpose of completing ventilation system evaluations at the Library, Senior Center, Orange Grove Recreation Center and War Memorial buildings.

COUNCIL ACTION AND MOTION

Mayor Mahmud opened the public comment period.

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

A motion was made by Mayor Pro Tem Cacciotti, seconded by Councilmember Primuth and approved by roll call vote to approve the item, as presented.

Motion carried, 5-0.

15. APPROVAL OF THE THIRD AMENDMENT TO THE AGREEMENT FOR LEGAL SERVICES WITH COLANTUONO, HIGHSMITH & WHATLEY, PC.

Recommendation

It is recommended that the City Council approve the Third Amendment to the contract with Colantuono, Highsmith & Whatley, PC, (CHW) for legal services.

COUNCIL ACTION AND MOTION

Councilmember Zneimer expressed concern with appointing Terry Highsmith as the Assistant City Attorney.

Mayor Mahmud opened the public comment period.

Zoom Public Comment:

- Mark Gallatin recommended to issue a request for proposal for City Attorney services; recommended annual performance evaluations for all firms the City contracts with.

Live Public Comment:

- John Srebalus recommended not approving a new contract with CHW.
- Anne Bagasao recommended not approving a new contract with CHW.
- Alan Ehrlich recommended not approving a new contract with CHW.

Written Public Comment:

- Ed Donnelly requested that the City terminate the contract with CHW.
- Chris Bray stated that this item should not be placed on the consent calendar; requested that an RFP be issued for City Attorney Services.

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

Councilmember Primuth recommended that the City Council take the matter of appointing an Assistant City Attorney and the usage of Terry Highsmith to closed session at the next City Council meeting.

Mayor Mahmud stated that keeping Terry Highsmith as the Assistant City Attorney will give the City access to all her institutional knowledge of South Pasadena.

Assistant City Attorney Jared briefly responded to City Council inquiries and noted that Terry Highsmith is involved in a number of matters for the City.

Councilmember Zneimer recommended the City issue an RFP for City Attorney services.

Motion by Councilmember Zneimer, seconded by Mayor Pro Tem Cacciotti, to agendize the RFP for City Attorney services at a reasonable future City Council meeting at the City Manager's discretion.

Mayor Mahmud noted that there has been evaluations of the City Attorney's firm over the years; stated that she supports an RFP in the future but not at this moment.

Councilmember Donovan stated that he did not support an RFP for City Attorney services at this moment.

A motion was made by Councilmember Primuth, seconded by Mayor Mahmud and approved by roll call vote to approve the item, as presented with the language to appoint Terry Highsmith as the Assistant City Attorney stricken.

Motion carried, 5-0.

PUBLIC HEARING

16. AUTHORIZE THE CITY MANAGER TO 1) EXECUTE AN AWARD OF CONTRACT TO ITERIS, INC., FOR A TRAFFIC STUDY OF MISSION STREET AND MERIDIAN AVENUE IN AN AMOUNT NOT-TO-EXCEED \$64,985; 2) EXECUTE AN AWARD OF CONTRACT TO ALTA PLANNING + DESIGN, INC., FOR SLOW STREET PROGRAM IN AN AMOUNT NOT-TO-EXCEED \$167,812; AND 3) APPROPRIATE \$232,797 OF THE \$420,000 REPURPOSED METRO CYCLE 3 OPEN STREETS GRANT FUNDS

Recommendation

It is recommended that the City Council authorize the City Manager to:

1. Authorize the City Manager to execute the agreement and any amendments with Iteris, Inc. for a not-to-exceed amount of \$64,985 for a traffic study of Mission Street and Meridian Avenue;
2. Authorize the City Manager to execute the agreement and any amendments with Alta Planning + Design, Inc., for a not-to-exceed amount of \$167,812 for a Slow Streets Program; and
3. Appropriate \$232,797 of the \$420,000 repurposed Los Angeles County Metropolitan Transportation Authority (Metro) Cycle 3 Open Streets Grant Funds to the Golden Street Grant Line Item 249-2010-2011-8170, Professional Services in Management Services for the two projects and,
4. Reject all other proposals.

COUNCIL ACTION AND MOTION

Councilmember Zneimer recused herself from the item.

Deputy Public Works Director Shelleh and City Manager Chaparyan provided a staff report and overview of the proposed projects.

Mayor Mahmud opened the public hearing.

Written Public Comment:

- Shelley Stephens urged the City Council to act on the grant funds and that no money be left on the table.

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

Councilmember Donovan recommended that the term “slow streets” be removed from the recommended action and a more general term be used in place of it.

Manager of Long-Range Planning & Economic Development Lim responded to City Council inquiries and noted that “slow streets” represent temporary traffic control devices to help slow down vehicles.

Mayor Mahmud recommended the following streets for consideration: Meridian, Oak, Grand, Arroyo, Monterey Road, area East of Fair Oaks, and Garfield.

Public Works Director Abbas responded to City Council inquiries and noted that these projects are very time sensitive.

Mayor Mahmud recommended modifying the amount of funds allocated to Alta Planning + Design, Inc. to \$225,000.

City Manager Chaparyan that the Mobility & Transportation Infrastructure Commission (MTIC) hold a special meeting as soon as possible to review the proposed list of projects.

A motion was made by Mayor Mahmud, seconded by Councilmember Donovan and approved by roll call vote to approve the item, as presented, with the following modifications: appropriate the balance of the \$420,000 repurposed Measure A cycle funds to use as soon as possible with the City Manager’s discretion, delegate to the City Manager the authority to increase the Alta Planning + Design, Inc., contract to a maximum to \$225,000 with a balance of funds then available to the City for the implementation of the safe streets program, and to seek input from MTIC with a special meeting as soon as possible.

Motion carried, 4-0-1 (Councilmember Zneimer recused)

17. FIRST READING AND INTRODUCTION OF A ZONING CODE AMENDMENT (0064-ZCA) AMENDING SECTION 36.230.030 (COMMERCIAL DISTRICT LAND USES AND PERMIT REQUIREMENTS) OF DIVISION 36.230 (COMMERCIAL ZONING DISTRICTS) OF ARTICLE 3 (SITE PLANNING AND GENERAL DEVELOPMENT STANDARDS) OF CHAPTER 36 (ZONING) OF THE SOUTH PASADENA MUNICIPAL CODE; SECTION 36.395.020 (“EXEMPT DEVELOPMENTS”) OF DIVISION 36.390 (“PUBLIC ART PROGRAM”) OF CHAPTER 36.395 (“PUBLIC ART DEVELOPMENT”) OF ARTICLE III OF CHAPTER 36; AND SECTION 4.3 (CONDITIONAL USES) OF THE MISSION STREET SPECIFIC PLAN REGARDING PERMIT REQUIREMENTS.

ORDINANCE

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA AMENDING SECTION 36.230.030 ("COMMERCIAL DISTRICT LAND USES AND PERMIT REQUIREMENTS") OF DIVISION 36.230 ("COMMERCIAL ZONING DISTRICTS) OF ARTICLE 3 (SITE PLANNING AND GENERAL DEVELOPMENT STANDARDS") OF CHAPTER 36 ("ZONING") OF THE SOUTH PASADENA MUNICIPAL CODE; SECTION 36.395.020 ("EXEMPT DEVELOPMENTS") OF DIVISION 36.390 ("PUBLIC ART PROGRAM") OF CHAPTER 36.395 ("PUBLIC ART DEVELOPMENT") OF ARTICLE III OF CHAPTER 36; AND SECTION 4.3 ("CONDITIONAL USES") OF THE MISSION STREET SPECIFIC PLAN REGARDING PERMIT REQUIREMENTS

Recommendation

It is recommended that the City Council read by title only, conduct first reading, waiving further reading, and introduce an ordinance for a Zoning Code Amendment (0064-ZCA) amending:

1. Section 36.230.030 (Commercial District Land Uses and Permit Requirements) of Division 36.230 (Commercial Zoning Districts) of Article 3 (Site Planning and General Development Standards) of Chapter 36 (Zoning) of the South Pasadena Municipal Code (SPMC);
2. Section 36.395.020 ("Exempt Developments") of Division 36.390 ("Public Art Program") of Chapter 36.395 ("Public Art Development") of Article III of Chapter 36; and
3. Section 4.3 (Conditional Uses) of the Mission Street Specific Plan (MSSP) regarding permit requirements.

COUNCIL ACTION AND MOTION

Manager of Long-Range Planning & Economic Development Lim presented the staff report.

Mayor Pro Tem Cacciotti stated the importance of outreach to the community regarding this ordinance.

Mayor Mahmud inquired where individuals can obtain CARB certification decals for their equipment; inquired who would enforce the ordinance when the City's Code Enforcement Officer is not working.

City staff discussed the outreach efforts and enforcement of the ordinance.

Mayor Mahmud opened the public hearing.

Live Public Comment:

- Alan Ehrlich expressed his opposition related to businesses being eligible for administrative use permits.

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

Mayor Pro Tem Cacciotti inquired why this item is being requested.

City staff responded to City Council inquiries and noted that the proposed ordinance will help attract new businesses to the City.

A motion was made by Councilmember Zneimer, seconded by Mayor Pro Tem Cacciotti, and approved by roll call vote to approve Agenda Item 17, as presented.

Motion carried, 5-0.

18.ADOPTION OF A RESOLUTION FOR FY 2021-2022 TO SUBMIT TO THE CALIFORNIA TRANSPORTATION COMMISSION A LIST OF PROPOSED PROJECTS TO BE FUNDED BY SENATE BILL 1: ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017.

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, IDENTIFYING A LIST OF PROJECTS FOR FISCAL YEAR 2021-22 FUNDED BY SENATE BILL 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017.

Recommendation

It is recommended that the City Council:

1. Adopt a resolution for FY 2021-22 to submit to the California Transportation Commission (CTC) the SB 1 (Road Repair and Accountability Act of 2017) projects list for proposed street improvement projects to be funded through the State's Road Maintenance and Rehabilitation Account (RMRA); and
2. Authorize the City Manager and her designee (Public Works Director) to sign the application and all related program documents.

COUNCIL ACTION AND MOTION

Public Works Director Abbas made a presentation and provided an overview of the project selection process.

Mayor Mahmud opened the public hearing.

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

Mayor Mahmud suggested that during the mid-year budget, the Council consider an appropriation of additional funds in order to utilize the maximum amount of funds the City is allocated for these street improvement projects.

A motion was made by Mayor Pro Tem Cacciotti, seconded by Councilmember Zneimer, and approved by roll call vote to approve Agenda Item 18, as presented.

Motion carried, 5-0.

ACTION / DISCUSSION

19. APPROVAL OF AN AGREEMENT WITH THE SOUTH PASADENA CHAMBER OF COMMERCE (CHAMBER) FOR CONTINUED FUNDING FROM BUSINESS IMPROVEMENT TAX (BIT) REVENUES FOR BUSINESS IMPROVEMENT ACTIVITIES

Recommendation

It is recommended that the City Council authorize the City Manager to execute an agreement with the South Pasadena Chamber of Commerce (Chamber) for continued funding from Business Improvement Tax (BIT) revenues for business improvement activities.

COUNCIL ACTION AND MOTION

Assistant to the City Manager Demirjian presented the staff report.

Councilmember Primuth asked if the funding formula has stayed the same throughout the year; inquired if the City is doing any waivers of the BIT for any businesses; inquired how the City collects the fee from businesses; inquired how the Chamber of Commerce utilizes the BIT revenues in the community.

City staff and South Pasadena Chamber of Commerce President Wheeler responded to City Council inquiries.

Mayor Mahmud opened the public comment period.

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

A motion was made by Mayor Pro Tem Cacciotti, seconded by Councilmember Zneimer, and approved by roll call vote to approve Agenda Item 19, as presented.

Motion carried, 5-0.

20. APPROVAL OF A REDISTRICTING PROCESS FOR POST 2020 CENSUS REDISTRICTING; APPROVAL OF PROFESSIONAL SERVICES AGREEMENTS WITH NATIONAL DEMOGRAPHICS CORPORATION (NDC) FOR A NOT-TO-EXCEED AMOUNT OF \$32,500 FOR DEMOGRAPHIC SERVICES AND TRIPEPI SMITH FOR A NOT-TO-EXCEED AMOUNT OF \$41,120 FOR COMMUNITY OUTREACH/ENGAGEMENT SERVICES.

Recommendation

It is recommended that the City Council:

1. Select a redistricting process to meet statutory deadlines;
2. Authorize the City Manager to execute an agreement with National Demographics Corporation (NDC) in an amount not-to-exceed \$32,500 for demographic services; and
3. Authorize the City Manager to execute an agreement with Tripepi Smith in an amount not-to-exceed \$41,120 for community outreach/engagement services.

Assistant to the City Manager Demirjian made a presentation.

Councilmember Zneimer expressed her support for National Demographics Corporation.

Mayor Mahmud opened the public comment period.

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

Mayor Mahmud noted that when feasible, the City will share resources and costs with the South Pasadena School District.

Councilmember Primuth noted that sharing data with the School District might become confusing for voters.

A motion was made by Councilmember Zneimer, seconded by Councilmember Donovan, and approved by roll call vote to approve Agenda Item 20, as presented.

Motion carried, 5-0.

INFORMATION REPORTS

21. RECEIVE AND FILE FREMONT AVENUE AND MONTEREY ROAD TRAFFIC INCIDENT UPDATE.

Recommendation

It is recommended that the City Council receive and file the Fremont Avenue and Monterey Road Traffic Incident Update.

COUNCIL ACTION AND MOTION

Police Chief Solinsky made a presentation.

Councilmember Zneimer discussed the number of citations that was referenced in the presentation.

Mayor Pro Tem Cacciotti inquired how much of a citation actually goes back to the City.

Police Chief Solinsky responded to City Council inquiries.

Mayor Mahmud opened the public comment period.

Arogant Hollywood discussed recent incidents where he has been arrested by the South Pasadena Police Department.

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

The City Council received and filed the update.

22. UPDATE ON BUSINESS MARKETING PROGRAM**Recommendation**

It is recommended that the City Council receive and file the Business Marketing Program Update.

COUNCIL ACTION AND MOTION

Assistant to the City Manager Demirjian introduced the item and South Pasadena Chamber of Commerce President Wheeler made a presentation.

Councilmember Zneimer inquired if sales tax revenue is expected to increase as businesses are starting to reopen.

Ms. Wheeler answered affirmatively.

Mayor Mahmud opened the public comment period.

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

The City Council received and filed the update.

23. RECEIVE AND FILE CALTRANS SURPLUS PROPERTIES DISPOSITION UPDATE.**Recommendation**

It is recommended that the City Council receive and file updates from both the Legislative and Non-Legislative California Department of Transportation (Caltrans) Surplus Properties Disposition Ad Hoc Committees.

COUNCIL ACTION AND MOTION

Assistant to the City Manager Demirjian presented a staff report.

Councilmember Primuth asked for an update from Senator Portantino's Office.

Kristi Lopez, Representative from Senator Portantino's Office, provided an update.

Councilmember Zneimer inquired if there is any conflicts between SB 51 and SB 381.

Assistant to the City Manager Demirjian responded to City Council inquiries and noted that SB 51 and SB 381 will give current tenants the first right to purchase their homes.

Mayor Mahmud opened the public comment period.

Zoom Public Comment:

- Victoria Patterson expressed her support for a negotiated, non-legislative solution.
- Mark Gallatin thanked the Non-Legislative Ad-Hoc Committee, expressed his support for a negotiated, non-legislative solution.

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

Councilmember Donovan thanked City staff and Senator Portantino's Office for their work on this matter.

Mayor Mahmud noted that the bill will benefit existing tenants that are in good standing; discussed the timeline for the bill in the legislature.

Councilmember Zneimer inquired if any resistance is expected in the State legislature.

Mayor Pro Tem Cacciotti shared a photo at a recent electric vehicle expo where Caltrans was present.

Councilmember Primuth stated that he would like to see Caltrans engage more with the South Pasadena community on this matter.

Mayor Mahmud stated that there will be a robust public process regarding the Caltrans homes.

The City Council received and filed the update.

ADJOURNMENT

There being no further matters, Mayor Mahmud adjourned the meeting of the City Council at 10:47 PM, to the next Regular City Council meeting scheduled on Wednesday, September 15, 2021.

Respectfully submitted:

Christina Muñoz
Acting Deputy City Clerk

APPROVED

DIANA MAHMUD
MAYOR

Attest:

Christina Muñoz
Acting Deputy City Clerk

Approved at City Council Meeting: 12/01/2021



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

**MINUTES
WEDNESDAY, SEPTEMBER 15, 2021 AT 7:00 PM**

CALL TO ORDER:

The Regular Meeting of the South Pasadena City Council was called to order by Mayor Mahmud on Wednesday, September 15, 2021, at 7:00 p.m. The City Council Chamber are located at 1424 Mission Street, South Pasadena, California.

ROLL CALL

PRESENT

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

ABSENT

Mayor Diana Mahmud

Lucie Colombo, City Clerk, announced a quorum.

CITY Armine Chaparyan, City Manager; Andrew Jared, City Attorney; Lucie
STAFF Colombo, City Clerk were present at Roll Call. Other staff members
PRESENT: presented reports or responded to questions as indicated in the minutes.

PLEDGE OF ALLEGIANCE

The Flag Salute was led by Mayor Pro Tem Cacciotti

CLOSED SESSION ANNOUNCEMENTS

1. Closed Session Announcements

A. CONFERENCE WITH LEGAL COUNSEL: EXISTING LITIGATION

Gov. Code sec. 54956.9(d)(1)

City of South Pasadena, et al. v. California Department of Transportation, et al.
(LASC Case No. 21STCP01779)

City Attorney Jared reported that Council met in Closed Session to receive a briefing on the item. He noted direction was provided to the City Attorney's Office but no action was taken in closed session.

B. CONFERENCE WITH LEGAL COUNSEL: REAL PROPERTY NEGOTIATIONS

Gov. Code sec. 54956.8

Property Address: 1503-1507 El Centro Street, South Pasadena

APN: 5315-003903 and 5315-003-904

Agency Negotiator: Armine Chaparyan, City Manager

Negotiating Parties: Hollywood Community Housing

Under Negotiations: Price and Terms

City Attorney Jared reported that Council met in Closed Session to receive a briefing on the item. He noted direction was provided to the City Attorney's Office but no action was taken in closed session.

The City Council adjourned closed session at 6:58 p.m.

PUBLIC COMMENT

2. Public Comment - General

Mayor Pro Tem Cacciotti announced public comments are intended to address matters not on the agenda for the meeting. Members of the public have the option of emailing, participating via Zoom (audio), or speaking in-person to address the City Council, as listed on the agenda.

Mayor Pro Tem Cacciotti announced that email comments were submitted via email and are added to the record as "Additional Docs" and added to the agenda and listed on the website. Note: These comments were not read, but the names of such Additional Docs are listed below.

Written Public Comment:

- Care First South Pasadena submitted a letter and petition regarding the South Pasadena Police Department audit.
- Shlomo Nitzani expressed concern over invoices legal invoices.

Live Public Comment

:

- Victoria Patterson expressed concern with the lack of transparency with the Police Department audit.
- Omari Ferguson expressed concern with racial bias by the Police Department.

Zoom Public Comment:

- Julie Kim requested that the Police Department undergo a racial bias assessment.
- Fahren James expressed concern with the lack of transparency with the Police Department audit and requested that a racial bias assessment be included.
- Laboni Hoq requested that the Police Department undergo a racial bias assessment.
- Meredith Davis expressed concerns with the racial bias by the Police Department.

PRESENTATIONS**3. INTRODUCTION OF STAFF**

Manager of Long Range Planning & Economic Development Lim introduced Marianna Khrustaleva, Assistant Planner.

Community Services Director Pautsch introduced Natalie Wilcox, Community Services Supervisor.

Interim Assistant City Manager Aguilar introduced Ken Louie, Interim Finance Director.

4. WATER SUPPLY PRESENTATION UPPER SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT (USGVMWD)

Charles Trevino & Tom Love from USGVMWD made a presentation.

Councilmember Primuth asked what key metrics the district utilizes to make determinations.

Councilmember Zneimer asked if the district has a grants related to turf installation for residents.

Mayor Pro Tem Cacciotti inquired about groundwater contamination and what preventative measures the district has in place.

Councilmember Zneimer asked if there are any programs in place to assist in changing out filters.

Mr. Love responded to City Council inquiries.

COMMUNICATIONS

5. Councilmembers Communications

Councilmember Zneimer discussed a joint meeting with the Cultural Heritage Commission and the Planning Commission; discussed a recent meeting of the South Pasadena Tournament of Roses Committee; discussed the recent 9/11 remembrance ceremony.

Councilmember Donovan discussed a recent meeting of the Parks & Recreation Commission; discussed the status of SB 381; thanked Mayor Mahmud and City staff for their work on SB 381.

Councilmember Primuth discussed a recent Public Safety Commission meeting; discussed potential unarmed traffic enforcement programs; discussed an upcoming Police Citizens Academy; discussed recent safety and health efforts from the South Pasadena School District; discussed a recent meeting of the Mobility, Transportation & Infrastructure Commission.

Motion by Mayor Pro Tem Cacciotti, seconded by Councilmember Zneimer to direct the Parks & Recreation Commission to provide recommendations on noise and parking issues at parks.

Mayor Pro Tem Cacciotti discussed the draft safe storage ordinance to require that all firearms be locked in households; shared photos of a demonstration of an electric leaf blower; shared photos of a tour of the local unhoused neighbors; shared photos of volunteers working at the Giving Bank; shared photos of a robotic lawn mower; shared photos of Public Works staff installing a stop sign; shared photos of outreach for electric lawn equipment.

6. City Manager Communications

City Manager Chaparyan provided an update on the strategic planning process and noted that the online survey is now available for the public.

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

None

CONSENT CALENDAR

8. THIS ITEM WAS MOVED OUT-OF-ORDER FOR SEPARATE DISCUSSION.**9. APPROVAL OF THE PROPOSED BYLAWS AMENDMENTS TO BE CONSIDERED AT THE 2021 LEAGUE OF CALIFORNIA CITIES GENERAL ASSEMBLY****Recommendation**

It is recommended that the City Council authorize the City delegate (Councilmember Evelyn G. Zneimer) to vote in support of the proposed Bylaws Amendments being considered at the 2021 League of California Cities' (League) General Assembly.

10. THIS ITEM WAS MOVED OUT-OF-ORDER FOR SEPARATE DISCUSSION.**11. AWARD A CONTRACT TO ALLSUP CORPORATION IN A NOT-TO-EXCEED AMOUNT OF \$36,501.37 FOR REPAIR OF THE COMPRESSED NATURAL GAS COMPRESSOR AND APPROPRIATE \$36,502 FROM PROPOSITION C FUNDS.****Recommendation**

It is recommended that the City Council:

1. Award a contract to Allsup Corporation for repair of the Compressed Natural Gas (CNG) Compressor in the amount of \$36,501.37 (\$33,183.07 for the proposed amount and \$3,318.30 for a 10% contingency); and
2. Appropriate \$36,502 in Proposition C Funds to account 207-8030-8025-8520-000.

12. APPROVE CONTRACT EXTENSION (SECOND AMENDMENT) TO EUROFINS EATON ANALYTICAL, LLC, IN A NOT-TO-EXCEED AMOUNT OF \$33,000 FOR LABORATORY TESTING AND ANALYSIS OF POTABLE WATER SAMPLES; DIRECT PREPARATION OF REQUEST FOR PROPOSAL FOR CITY-WIDE WATER QUALITY SAMPLING.**Recommendation**

It is recommended that the City Council authorize the City Manager to:

1. Execute the second contract amendment with Eurofins Eaton Analytical, LLC (Eurofins) to increase the contract value by \$33,000 and extend the agreement for Laboratory Testing and Analysis of Potable Water Samples' professional services until June 30, 2022; and
2. Direct staff to issue a Request for Proposal (RFP) for a City-wide water quality sampling and analysis contract on receipt of the amended permit.

13. **ADOPTION OF A RESOLUTION CONTINUING THE PROCLAMATION OF A LOCAL EMERGENCY DUE TO THE OUTBREAK OF COVID-19, AUTHORIZING THE CITY MANAGER TO TAKE ALL NECESSARY ACTIONS AS THE DIRECTOR OF EMERGENCY SERVICES**

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, CONTINUING ITS PROCLAMATION OF A LOCAL EMERGENCY DUE TO THE OUTBREAK OF COVID-19 AND AUTHORIZING THE CITY MANAGER TO CONTINUE TO TAKE ALL NECESSARY ACTIONS AS THE DIRECTOR OF EMERGENCY SERVICES.

Recommendation

It is recommended that the City Council approve the attached resolution continuing the proclamation of a local emergency due to the outbreak of COVID-19 and authorizing the City Manager to take all necessary actions as the Director of Emergency Services

14. **THIS ITEM WAS MOVED OUT-OF-ORDER FOR SEPARATE DISCUSSION.**
15. **THIS ITEM WAS MOVED OUT-OF-ORDER FOR SEPARATE DISCUSSION.**

COUNCIL ACTION AND MOTION

Mayor Pro Tem Cacciotti requested to pull Item Nos. 8, 14, and 15 for separate discussion.

City Clerk Colombo requested to pull Item No. 10 for public comment.

A motion was made by Councilmember Donovan, seconded by Councilmember Zneimer and approved by roll call vote to approve Consent Calendar Item(s) 9 and 11-13, as presented.

Motion carried, 5-0.

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

8. **APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF \$98,579.35; GENERAL CITY WARRANTS IN THE AMOUNT OF \$1,069,218; SUPPLEMENTAL ACH PAYMENTS IN THE AMOUNT OF \$69,950.10; TRANSFERS OUT IN THE AMOUNT OF \$3,569,617.12; PAYROLL IN THE AMOUNT OF \$573,516.53.**

Recommendation

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

COUNCIL ACTION AND MOTION

Mayor Pro Tem Cacciotti inquired about the purchase of a catalytic converter; requested that staff look into security to prevent individuals from stealing catalytic converters in the future.

Community Services Director Pautsch responded to City Council inquiries.

Mayor Pro Tem Cacciotti opened the public comment period.

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

A motion was made by Councilmember Zneimer, seconded by Councilmember Primuth and approved by roll call vote to approve the Item No. 8, as presented.

Motion carried, 4-0.

- 10. SECOND READING AND ADOPTION OF ZONING CODE AMENDMENT (0064-ZCA) AMENDING SECTION 36.230.030 (COMMERCIAL DISTRICT LAND USES AND PERMIT REQUIREMENTS) OF DIVISION 36.230 (COMMERCIAL ZONING DISTRICTS) OF ARTICLE 3 (SITE PLANNING AND GENERAL DEVELOPMENT STANDARDS) OF CHAPTER 36 (ZONING) OF THE SOUTH PASADENA MUNICIPAL CODE; SECTION 36.395.020 ("EXEMPT DEVELOPMENTS") OF DIVISION 36.390 ("PUBLIC ART PROGRAM") OF CHAPTER 36.395 ("PUBLIC ART DEVELOPMENT") OF ARTICLE III OF CHAPTER 36; AND SECTION 4.3 (CONDITIONAL USES) OF THE MISSION STREET SPECIFIC PLAN REGARDING PERMIT REQUIREMENTS (SPMC).**

ORDINANCE

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING SECTION 36.230.030 ("COMMERCIAL DISTRICT LAND USES AND PERMIT REQUIREMENTS") OF DIVISION 36.230 ("COMMERCIAL ZONING DISTRICTS) OF ARTICLE 3 (SITE PLANNING AND GENERAL DEVELOPMENT STANDARDS") OF CHAPTER 36 ("ZONING") OF THE SOUTH PASADENA MUNICIPAL CODE; SECTION 36.395.020 ("EXEMPT DEVELOPMENTS") OF DIVISION 36.390 ("PUBLIC ART PROGRAM") OF CHAPTER 36.395 ("PUBLIC ART DEVELOPMENT") OF ARTICLE III OF CHAPTER 36; AND SECTION 4.3 ("CONDITIONAL USES") OF THE MISSION STREET SPECIFIC PLAN REGARDING PERMIT REQUIREMENTS

Recommendation

It is recommended that the City Council conduct the Second Reading and Adopt Zoning Code Amendment (0064-ZCA) amending:

1. Section 36.230.030 (Commercial District Land Uses and Permit Requirements) of Division 36.230 (Commercial Zoning Districts) of Article 3 (Site Planning and General Development Standards) of Chapter 36 (Zoning) of the South Pasadena Municipal Code (SPMC);
2. Section 36.395.020 ("Exempt Developments") of Division 36.390 ("Public Art Program") of Chapter 36.395 ("Public Art Development") of Article III of Chapter 36; and

COUNCIL ACTION AND MOTION

Mayor Pro Tem Cacciotti opened the public comment period.

Live Public Comment:

- Alan Ehrlich expressed his concern for the proposed ordinance

Interim Planning & Community Development Director Lin briefly responded to Mr. Ehrlich's comments.

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

Councilmember Primuth inquired how many businesses are utilizing outdoor dining administrative permits.

Mayor Pro Tem Cacciotti noted a minor correction in the year listed in the ordinance from "2020" to "2021".

A motion was made by Councilmember Primuth, seconded by Councilmember Zneimer and approved by roll call vote to approve the Item No. 10, as presented and amended with the year change to "2021".

Motion carried, 4-0.

14. PURCHASE AND REPLACEMENT OF CARBON MEDIA FROM CALGON CARBON CORPORATION FOR THE WILSON WELLHEAD TREATMENT SYSTEM FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$450,000.

Recommendation

It is recommended that the City Council authorize the sole source purchase and replacement of carbon media from Calgon Carbon Corporation (Calgon) for a total not-to-exceed amount of \$450,000 for the Wilson Water Reservoir Wellhead

Treatment System (\$438,380 for the proposed amount and \$11,620 for contingencies, namely, price fluctuations, testing, and acceptance testing).

COUNCIL ACTION AND MOTION

Mayor Pro Tem Cacciotti asked if this recommendation includes carbon media replacement for all the City's reservoirs.

Public Works Director Abbas responded to City Council inquiries and noted that Calgon is currently the only supplier in the State.

Mayor Pro Tem Cacciotti opened the public comment period.

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

A motion was made by Councilmember Zneimer, seconded by Councilmember Primuth and approved by roll call vote to approve the Item No. 14, as presented.

Motion carried, 4-0.

15. AWARD OF CONTRACT TO EVGATEWAY FOR THE INSTALLATION OF AN ELECTRIC VEHICLE CHARGING STATION AT CITY HALL FOR A NOT-TO-EXCEED AMOUNT OF \$90,000.00 USING PROPOSITION C FUNDS AND A GRANT UNDER LOCAL GOVERNMENT PARTNERSHIP PROGRAM FROM SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT (AQMD) AND APPROPRIATION OF FUNDS.

Recommendation

It is recommended that the City Council:

1. Accept a proposal from EVGateway for the installation of a direct-current fast charger (DCFC)/Level 3 electric vehicle (EV) charging station at City Hall; and
2. Authorize the City Manager to execute the agreement with EVGateway for a not-to-exceed amount of \$90,000.00 (\$85,481.21 for the proposal amount and \$4,518.79 for a contingency); and
3. Reject all other proposals received.
4. Authorize an appropriation of Proposition C funds to Account No. 207-9000-94022-9402-001 in the amount of \$60,000; and
5. Authorize an appropriation of Air Quality Management District (AQMD) Mobile Source Air Pollution Reduction Review Committee (MSRC) funds to Account No. 238-9000-9402-9402-001 in the amount of \$30,000, and appropriation of the grant revenue funds to AQMD MSRC Revenue Account No. 238-0000-0000-5071-014, upon reimbursement.

COUNCIL ACTION AND MOTION

Mayor Pro Tem Cacciotti opened the public comment period.

Live Public Comment:

- Alan Ehrlich expressed concern with installing an electric charging station at City Hall since the land City Hall currently sits on will be designated for housing in the proposed Housing Element.

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

Mayor Pro Tem Cacciotti discussed an issue in the past to install charging stations and difficulties with Southern California Edison; he inquired if the City would experience similar issues with the proposed installation; noted that City electric public safety vehicles should be given priority for charging at night.

Public Works Director Abbas responded to City Council inquiries.

A motion was made by Councilmember Zneimer, seconded by Councilmember Donovan and approved by roll call vote to approve the Item No. 15, as presented.

Motion carried, 4-0.

PUBLIC HEARING

None

ACTION / DISCUSSION

16. DIRECTION REGARDING STATUS OF ANIMAL COMMISSION

Recommendation

It is recommended that the City Council provide direction regarding the status of the Animal Commission.

COUNCIL ACTION AND MOTION

Assistant to the City Manager Demirjian presented the staff report.

Councilmember Zneimer requested that the Animal Commission address the peacock issues in the City if the Commission were to continue.

Councilmember Primuth inquired if the work given to the Commission rises to the level of a Commission or if its better as a advisory body.

Mayor Pro Tem Cacciotti opened the public comment period.

Written Public Comment:

- Ed Simpson expressed his support to keep the Animal Commission.
- Elizabeth Cavanaugh expressed her support to keep the Animal Commission.
- Erin Fleming expressed her support to keep the Animal Commission.
- Beverly Biber expressed her support to keep the Animal Commission.
- Tracy Reiman expressed her support to keep the Animal Commission.
- Beatrice J. Simpson expressed her support to keep the Animal Commission.
- Betty Emirhanian expressed her support to keep the Animal Commission.

Live Public Comment:

- Beatrice J. Simpson expressed her support to keep the Animal Commission.
- Ed Simpson expressed his support to keep the Animal Commission.
- Leila Raponi expressed her support to keep the Animal Commission.
- Betty Emirhanian expressed her support to keep the Animal Commission.
- Beverly Biber expressed her support to keep the Animal Commission.
- Erin Fleming expressed her support to keep the Animal Commission.
- Marysia Wojcik expressed her support to keep the Animal Commission.

Zoom Public Comment:

- Joanne Nuckols expressed her support to keep the Animal Commission.

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

Councilmember Donovan discussed the pros and cons of the Animal Commission; he noted that he is leaning towards keeping the Animal Commission.

Councilmember Primuth stated that the work is important but expressed concern with the amount of time and resources another Commission will take from City staff; he noted that the City already has a large number of existing Commissions and Committees; noted that an Advisory Ad-Hoc Committee would be better suited going forward.

Councilmember Zneimer noted that the Pasadena Humane Society currently provides animal services to the City; expressed concern over the burden on City staff to run an additional Commission; expressed support to form an Ad-Hoc Committee to address animal issues going forward.

Mayor Pro Tem Cacciotti expressed support to keep the Animal Commission but to modify the ordinance to state that the Animal Commission meet quarterly instead of bi-monthly.

Councilmembers discussed the pros and cons of keeping the Animal Commission or created an Ad-Hoc Advisory Committee.

A motion was made by Councilmember Primuth, seconded by Councilmember Zneimer, and approved by roll call vote to table this item to a future City Council meeting and direct the City Manager to bring back another staff report with other potential options.

INFORMATION REPORTS

17. 2021-2029 Housing Element Update.

Recommendation

It is recommended that the City Council receive and file an update regarding the 2021-2029 Housing Element.

COUNCIL ACTION AND MOTION

Interim Planning & Community Development Director Lin made a presentation.

Councilmember Zneimer inquired about grant opportunities to cover some of the costs; inquired if there are funds to return to the slater reserve; inquired about the safe harbor provisions; inquired about the timeline for the housing element adoption.

Councilmember Primuth stated that the Housing Element is a complicated document and noted that the City Council should be well educated and informed of the document by the time it comes before them for adoption.

City staff responded to City Council inquiries.

Mayor Pro Tem Cacciotti opened the public comment period.

Live Public Comment:

- Alan Ehrlich stated that the proposed housing element is likely to be rejected by the State; expressed concern over the City's regional housing needs assessment number (RHNA).

Written Public Comment:

- Josh Albrektson asked a number of questions regarding the proposed housing element.

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

Councilmember Primuth asked if this is the best use of slater funds.

City staff responded to Mr. Ehrlich and City Council inquiries.

The City Council received and filed the update.

18. RECEIVE AND FILE CALTRANS SURPLUS PROPERTIES DISPOSITION UPDATE.

Recommendation

It is recommended that the City Council receive and file updates from both the Legislative and Non-Legislative California Department of Transportation (Caltrans) Surplus Properties Disposition Ad Hoc Committees.

COUNCIL ACTION AND MOTION

City Manager Chaparyan presented the staff report and provided an update on SB 381.

Councilmember Primuth provided an update on the Non-Legislative Ad-Hoc Committee; he noted that Caltrans opted to not participate in the tour of the Caltrans homes.

Councilmember Zneimer inquired if the City has a copy of the recent amendments to SB 381.

Assistant to the City Manager Demirjian noted that the latest copy of the bill is included in the agenda packet.

Mayor Pro Tem Cacciotti opened the public comment period.

Live Public Comment:

- Victoria Patterson expressed concerns of how SB 381 will benefit the current tenants of the Caltrans homes.

Zoom Public Comment:

- Mark Gallatin stated that the signing of SB 381 will be just the beginning of the hard work; he expressed his support for a collaborative process going forward. With no requests to speak, the public comment period was closed.

The City Council received and filed the update.

ADJOURNMENT

There being no further matters, Mayor Pro Tem Cacciotti adjourned the meeting of the City Council at 10:00 PM, to the next Regular City Council meeting scheduled on Wednesday, October 6, 2021.

Respectfully submitted:

Christina Muñoz
Acting Deputy City Clerk

APPROVED

DIANA MAHMUD
MAYOR

Attest:

Christina Muñoz
Acting Deputy City Clerk



City Council Agenda Report

ITEM NO. 9

DATE: December 1, 2021

FROM: Arminé Chaparyan, City Manager *Ae*

PREPARED BY: Ken Louie, Interim Finance Director
Albert Trinh, Finance Manager

SUBJECT: Monthly Investment Report for October 2021

Recommendation

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

Commission Review and Recommendation

N/A

Executive Summary

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

Discussion/Analysis

The City's investments held at Zions Bank have been stable compared to the prior month when the market value decreased by \$22,306. Note that the divestment of Chevron and Exxon Mobil corporate bonds ('fossil fuel' investments) will take place in the month of November 2021 and therefore be stated in the November 2021 Investment Report.

Background

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

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

Fiscal Impact

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

Public Notification of Agenda Item

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

Attachments:

1. City Investment Report for October 2021

ATTACHMENT 1
City Investment Reports for October 2021

Exhibit A
City of South Pasadena
INVESTMENT REPORT
October 31, 2021

Investment Balances at Month End

INSTITUTION NAME	MATURITY DATE	CURRENT YIELD	PERCENT OF PORTFOLIO	COST	CURRENT MARKET VALUE *
			158294		
LOCAL AGENCY INVESTMENT FUND:					
LAIF City	ON DEMAND	0.203%	63.09%	30,042,121.88	30,042,121.88
SUBTOTAL			63.09%	30,042,121.88	30,042,121.88
ZIONS BANK					
Corporate Bonds	See Exhibit B-1	2.65%	10.75%	5,116,984.53	5,098,894.44
Government Agency Securities	See Exhibit B-1	2.75%	0.80%	379,434.75	391,430.00
US Treasury Notes & Bonds	See Exhibit B-1	1.27%	25.37%	12,080,620.40	12,115,509.49
SUBTOTAL			26.17%	17,577,039.68	17,605,833.93
TOTAL INVESTMENTS			89.25%	47,619,161.56	47,647,955.81

BANK ACCOUNTS:

Bank of the West Account Balance:	\$4,833,085.76
Zions Bank Uninvested Cash Balance ¹ :	\$53,782.50
Zions Bank Unsettled Transactions ¹	-
BNY Mellon Uninvested Cash Balance ²	158,304.43

Footnotes:

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

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

Required Disclosures:

Average weighted maturity of the portfolio 337 DAYS
Average weighted total yield to maturity of the portfolio 0.757%

Projected Expenditures for the next 6 months:
Projected with Prior Year Same Period: \$ 17,675,429
Projected with FY 2022 Adopted Budget: \$ 29,986,130

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

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

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



Gary Pia, City Treasurer

11/18/2021

Date

ZIONS BANK®

Statement of Account

October 1, 2021 Through October 31, 2021

South Pasadena Custody

Account Number : [REDACTED]

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

[REDACTED]
[REDACTED]

[REDACTED]

Cash Reconciliation

	Income	Principal
Opening Balance October 1, 2021	\$ 256,894.06	\$ -256,894.06
Receipts		
Sales	0.00	2,017,989.30
Interest	13,931.57	0.00
Dividends	1.00	0.00
Other Receipts	0.00	0.00
Collective Fund Earnings	0.00	0.00
Transfers	0.00	0.00
Total Receipts	13,932.57	2,017,989.30
Disbursements		
Purchases	0.00	-2,098,847.77
Fees	0.00	0.00
Other Disbursements	0.00	-9,058.09
Transfers	0.00	0.00
Total Disbursements	0.00	-2,107,905.86
Net Cash Management	0.00	75,983.99
Closing Balance October 31, 2021	\$ 270,826.63	\$ -270,826.63

October 01, 2021 through October 31, 2021

Account Name : South Pasadena Custody

Account No : XXXXXXXXXX

Portfolio Summary

October 31, 2021	Portfolio %	Market Value	Projected Income	Current Yield
Cash & Equivalents	0.30%	53,782.50	5.38	0.01%
Fixed Income	99.70%	17,605,833.93	300,372.24	1.71%
Total Portfolio	100.00 %	17,659,616.43	300,377.62	1.70%
Accrued Income		89,602.68		
Total Market Value		17,749,219.11		

October 01, 2021 through October 31, 2021

Account Name : South Pasadena Custody

Account No : XXXXXXXXXX

Holdings

Shares / PV	Asset Description			Cost	Price	Market Est	Ann Inc	Yield	Acc Income
<u>Money Market Funds - Taxable</u>									
53,782.5	Fidelity Gov Port III FCGXX			53,782.50	1.00	53,782.50	5.38	0.01%	0.74
53,782.5	* * <i>Sub Totals</i> * *			53,782.50		53,782.50	5.38	0.01%	0.74
<u>Corporate Bonds (30/360)</u>									
172,000	American Express Cr Corp Mt	2.700%	03/03/2022	173,464.69	100.59	173,009.55	4,644.00	2.68%	739.41
86,000	Burlington Northn Santa Fe	3.050%	03/15/2022	87,215.02	100.33	86,283.91	2,623.00	3.04%	329.71
170,000	Apple Inc	2.700%	05/13/2022	171,786.97	101.31	172,234.83	4,590.00	2.66%	2,141.15
170,000	Bristol-Myers Squ bb Co	2.000%	08/01/2022	170,502.37	101.24	172,109.90	3,400.00	1.98%	845.25
167,000	Lockheed Martin Corp	3.100%	01/15/2023	173,677.68	102.69	171,495.59	5,177.00	3.02%	1,518.39
168,000	Bank of New York Mellon	2.950%	01/29/2023	166,503.12	102.85	172,791.56	4,956.00	2.87%	1,259.77
125,000	Amazon Com Inc	2.400%	02/22/2023	123,210.00	102.40	128,004.51	3,000.00	2.34%	569.83
163,000	General Dynamics Corp	3.375%	05/15/2023	164,599.95	104.28	169,970.17	5,501.25	3.24%	2,535.49
84,000	Cisco Systems Inc	2.200%	09/20/2023	81,882.36	102.86	86,404.69	1,848.00	2.14%	206.48
165,000	Deere John Capital Corp	3.650%	10/12/2023	169,418.28	105.94	174,796.19	6,022.50	3.45%	302.81
160,000	State Street Corp	3.700%	11/20/2023	171,652.92	106.30	170,077.70	5,920.00	3.48%	2,645.81
160,000	Caterpillar Finl Svcs	3.750%	11/24/2023	171,264.18	106.43	170,295.66	6,000.00	3.52%	2,614.53
203,000	Truist Finl Corp	3.750%	12/06/2023	212,010.71	105.96	215,090.22	7,612.50	3.54%	3,062.01
80,000	MetLife Inc	3.600%	04/10/2024	84,162.84	106.61	85,290.06	2,880.00	3.38%	160.89
163,000	Comcast Corp New	3.700%	04/15/2024	174,127.48	106.64	173,821.18	6,031.00	3.47%	252.70
166,000	Texas Instrs Inc	2.625%	05/15/2024	169,439.74	104.17	172,924.62	4,357.50	2.52%	2,008.34
84,000	Paccar Financial Corp	2.150%	08/15/2024	88,918.20	103.21	86,697.28	1,806.00	2.08%	378.35
206,000	Unitedhealth Group Inc	2.375%	08/15/2024	219,958.43	103.98	214,189.88	4,892.50	2.28%	1,024.97
169,000	Exxon Mobil Corp	2.019%	08/16/2024	176,853.43	103.14	174,312.44	3,412.11	1.96%	705.30
84,000	United Parcel Svcs Inc	2.200%	09/01/2024	85,232.61	103.81	87,198.57	1,848.00	2.12%	304.56
211,000	PNC Finl Svcs Group Inc	2.200%	11/01/2024	215,979.57	103.88	219,184.81	4,642.00	2.12%	2,321.00
166,000	Pepsico Inc	2.250%	03/19/2025	177,664.82	104.02	172,677.63	3,735.00	2.16%	427.75
169,000	Target Corp	2.250%	04/15/2025	178,401.47	103.75	175,330.62	3,802.50	2.17%	159.32
172,000	Chevron Corporation	1.554%	05/11/2025	178,135.52	101.49	174,566.24	2,672.88	1.53%	1,261.78

October 01, 2021 through October 31, 2021

Account Name : South Pasadena Custody

Account No : XXXXXXXXXX

Holdings

Shares / PV	Asset Description			Cost	Price	Market Est	Ann Inc	Yield	Acc Income
173,000	US Bancorp	1.450%	05/12/2025	178,575.79	100.97	174,686.09	2,508.50	1.44%	1,177.17
280,000	JPMorgan CHASE & CO	3.900%	07/15/2025	308,506.80	108.64	304,205.48	10,920.00	3.59%	3,202.79
195,000	Bank Of America Corp	3.875%	08/01/2025	221,628.03	109.09	212,716.77	7,556.25	3.55%	1,878.51
158,000	Home Depot Inc	3.350%	09/15/2025	177,930.91	107.72	170,196.33	5,293.00	3.11%	665.32
87,000	Prudential Finl Inc	1.500%	03/10/2026	88,725.21	100.73	87,634.52	1,305.00	1.49%	182.26
178,000	Schwab Charles Corp	1.150%	05/13/2026	178,776.08	99.18	176,532.92	2,047.00	1.16%	954.89
165,000	Intel Corp	2.600%	05/19/2026	176,779.35	105.55	174,164.52	4,290.00	2.46%	1,929.30
4,899,000	** Sub Totals **			5,116,984.53		5,098,894.44	135,293.49	2.65%	37,765.84
	<u>Government Agency Securities</u>								
375,000	Federal Natl Mtg Assn	2.875%	09/12/2023	379,434.75	104.38	391,430.00	10,781.25	2.75%	1,445.53
375,000	** Sub Totals **			379,434.75		391,430.00	10,781.25	2.75%	1,445.53
	<u>U.S. Treasury Notes & Bonds</u>								
966,000	U S Treasury Notes	2.000%	10/31/2021	968,711.16	100.00	966,000.00	19,320.00	2.00%	9,660.00
532,000	United States Treas Nts	1.625%	12/31/2021	532,783.05	100.25	533,326.28	8,645.00	1.62%	2,889.50
885,000	U S Treasury Notes	1.750%	07/15/2022	888,242.61	101.15	895,163.34	15,487.50	1.73%	4,545.24
828,000	US Treasury Nts	1.750%	01/31/2023	829,574.18	101.85	843,331.25	14,490.00	1.72%	3,622.50
956,000	US Treasury Note	1.375%	06/30/2023	956,287.01	101.63	971,535.00	13,145.00	1.35%	4,393.57
534,000	U S Treasury Notes	0.250%	09/30/2023	532,185.47	99.60	531,872.54	1,335.00	0.25%	113.70
755,000	U S Treasury Notes	2.875%	11/30/2023	781,535.95	104.82	791,393.27	21,706.25	2.74%	9,073.92
719,000	U.S. Treasury Notes	2.125%	03/31/2024	713,017.92	103.54	744,446.13	15,278.75	2.05%	1,301.21
1,020,000	US Treasury N/B	2.000%	04/30/2024	1,029,538.00	103.34	1,054,065.96	20,400.00	1.94%	10,200.00
894,000	U S Treasury Notes	0.500%	03/31/2025	896,517.16	98.71	882,440.58	4,470.00	0.51%	380.69
850,000	U S Treasury Notes	0.250%	06/30/2025	834,328.55	97.44	828,218.75	2,125.00	0.26%	710.26
750,000	U S Treasury Notes	0.375%	11/30/2025	732,333.75	97.25	729,345.75	2,812.50	0.39%	1,175.72
772,000	United States Treas Nts	0.375%	01/31/2026	766,394.94	97.00	748,870.11	2,895.00	0.39%	723.75
725,000	U S Treasury Notes	0.750%	03/31/2026	721,912.95	98.39	713,360.13	5,437.50	0.76%	463.08
900,000	U S Treasury Notes	0.750%	08/31/2026	897,257.70	98.02	882,140.40	6,750.00	0.77%	1,137.43
12,086,000	** Sub Totals **			12,080,620.40		12,115,509.49	154,297.50	1.27%	50,390.57

October 01, 2021 through October 31, 2021

Account Name : South Pasadena Custody

Account No : XXXXXXXXXX

Holdings

Shares / PV	Asset Description	Cost	Price	Market Est	Ann Inc	Yield	Acc Income
17,413,782.5	* * <i>Grand Totals</i> * *	17,630,822.18		17,659,616.43	300,377.62	1.70%	89,602.68

Cash Summary

<i>Principal Cash</i>	-270,826.63
<i>Income Cash</i>	270,826.63
<i>Invested Income</i>	0.00

Account Transactions

Date	Description	Income	Principal	Carrying Value
	<i>Starting Balances</i>	\$ 256,894.06	\$ -256,894.06	\$ 18,001,462.09
	<u>Interest</u>			
10/08/2021	Purchase Accrued Interest	-577.44		
	U S Treasury Notes 0.2500% 06/30/25			
10/08/2021	Accrued Interest Received	1,245.67		
	Federal Natl Mtg Assn 0.5000% 06/17/25			
10/12/2021	Interest	1,440.00		
	MetLife Inc 3.6000% 04/10/24			
10/12/2021	Interest	3,011.25		
	Deere John Capital Corp 3.6500% 10/12/23			
10/14/2021	Accrued Interest Received	1,563.46		
	Federal Natl Mtg Assn 0.5000% 11/07/25			
10/14/2021	Purchase Accrued Interest	-1,045.08		
	U S Treasury Notes 0.3750% 11/30/25			
10/15/2021	Interest	3,015.50		
	Comcast Corp New 3.7000% 04/15/24			
10/15/2021	Interest	1,901.25		
	Target Corp 2.2500% 04/15/25			
10/26/2021	Purchase Accrued Interest	-95.36		
	U S Treasury Notes 0.2500% 09/30/23			
10/26/2021	Accrued Interest Received	3,472.32		
	FHLMC 2.3750% 01/13/22			
	Sub Total	13,931.57	0.00	0.00
	<u>Dividends</u>			
10/01/2021	Dividend	1.00		
	Fidelity Gov Port III FCGXX			
	Interest From 09/01/2021 To 09/30/2021			
	Sub Total	1.00	0.00	0.00
	<u>Buys</u>			
10/08/2021	Buy		-834,328.55	834,328.55
	U S Treasury Notes 0.2500% 06/30/25			
	850000 Par Val @ \$98.1563			

October 01, 2021 through October 31, 2021

Account Name : South Pasadena Custody

Account No : XXXXXXXXXX

Account Transactions

Date	Description	Income	Principal	Carrying Value
10/14/2021	Buy U S Treasury Notes 0.3750% 11/30/25 750000 Par Val @ \$97.6445		-732,333.75	732,333.75
10/26/2021	Buy U S Treasury Notes 0.2500% 09/30/23 534000 Par Val @ \$99.6602		-532,185.47	532,185.47
	Sub Total	0.00	-2,098,847.77	2,098,847.77
	<u>Sells</u>			
10/08/2021	Sell Federal Natl Mtg Assn 0.5000% 06/17/25 Sold 808000 Par Val @ \$99.069 Cost Basis Removed \$811,290.91 Short Term Gain/Loss : \$-7.35 Long Term Gain/Loss : \$-10,806.04		800,477.52	-810,960.84
10/14/2021	Sell Federal Natl Mtg Assn 0.5000% 11/07/25 Sold 717000 Par Val @ \$98.183 Cost Basis Removed \$716,053.56 Short Term Gain/Loss : \$-12,081.45		703,972.11	-718,266.59
10/26/2021	Sell FHLMC 2.3750% 01/13/22 Sold 511000 Par Val @ \$100.497 Cost Basis Removed \$526,659.76 Long Term Gain/Loss : \$-13,120.09		513,539.67	-522,580.73
	Sub Total	0.00	2,017,989.30	-2,051,808.16
	<u>Disbursements</u>			
10/15/2021	Cash Disbursement Miscellaneous Disbursement Paid To : Morgan Stanley & Co. LLC Per Sec 9 Custody Agmt Inv#10823021286 dtd 10-13-21 Acct#255-138705		-1,514.79	
10/21/2021	Cash Disbursement Miscellaneous Disbursement Paid To : Legg Mason Private Portfolio Group, LLC Per Sec 9 Custody Agmt -Management Fee Invoice dtd 10-20-21		-7,543.30	

October 01, 2021 through October 31, 2021

Account Name : South Pasadena Custody

Account No : XXXXXXXXXX

Account Transactions

Date	Description	Income	Principal	Carrying Value
Sub Total		0.00	-9,058.09	0.00
<u>Cash Management</u>				
10/01/2021	Sweep - Buy Fidelity Gov Port III FCGXX 1 Par Val @ \$1.00		-1.00	1.00
10/08/2021	Sweep - Sell Fidelity Gov Port III FCGXX Sold 33182.8 Par Val @ \$1.00		33,182.80	-33,182.80
10/12/2021	Sweep - Buy Fidelity Gov Port III FCGXX 4451.25 Par Val @ \$1.00		-4,451.25	4,451.25
10/14/2021	Sweep - Sell Fidelity Gov Port III FCGXX Sold 27843.26 Par Val @ \$1.00		27,843.26	-27,843.26
10/15/2021	Sweep - Buy Fidelity Gov Port III FCGXX 3401.96 Par Val @ \$1.00		-3,401.96	3,401.96
10/21/2021	Sweep - Sell Fidelity Gov Port III FCGXX Sold 7543.3 Par Val @ \$1.00		7,543.30	-7,543.30
10/26/2021	Sweep - Sell Fidelity Gov Port III FCGXX Sold 15268.84 Par Val @ \$1.00		15,268.84	-15,268.84
Sub Total		0.00	75,983.99	-75,983.99
Ending Balances		\$ 270,826.63	\$ -270,826.63	\$ 17,972,517.71

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

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

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

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

Exhibit B-2

**Funds and Investments
Held by Contracted (Third) Parties
October 31, 2021**

2016 Water Revenue Bonds

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

1	Cash		0.46	0.010%	0.46	0.010%		1	
2	Morgan Stanley Treasury Portfolio		158,303.97	0.250%	158,291.81	0.250%		1	
Subtotal Cash & Cash Equivalents			0.41%	158,304.43	0.250%	158,292.27	0.250%	1	
Total Project Fund				158,304.43	0.250%	158,292.27	0.250%	1	

Exhibit C

**October 31, 2021
Investment Report**

Summary of Invested Funds -- Last Day of the Month

MONTH	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
JULY	14,003,563	17,332,153	20,958,651	26,306,572	28,541,631	74,033,803	33,187,829	34,119,395	39,309,559	47,220,730
AUGUST	13,043,563	17,330,985	12,658,088	26,294,151	28,405,544	73,122,925	31,258,493	34,245,197	35,205,219	47,188,874
SEPTEMBER	11,783,420	16,331,557	19,715,369	22,058,959	27,049,892	70,952,657	31,219,168	34,211,588	35,108,138	50,651,612
OCTOBER	11,795,960	13,841,158	17,221,779	22,325,114	27,023,005	70,917,973	26,989,542	30,424,551	32,530,753	47,647,956
NOVEMBER	11,800,260	13,836,635	17,221,849	22,287,418	73,246,265	26,547,176	26,916,772	30,394,571	36,836,391	
DECEMBER	11,805,140	16,837,192	20,603,990	22,253,300	71,499,585	28,949,643	27,028,835	30,398,333	36,824,546	
JANUARY	11,816,031	18,846,359	26,309,319	27,399,997	71,229,735	32,878,042	35,305,506	30,183,446	43,433,939	
FEBRUARY	13,818,580	18,845,663	26,260,788	30,108,605	71,084,575	33,013,420	34,571,287	35,784,459	43,636,405	
MARCH	13,319,038	13,145,894	26,315,158	28,939,924	72,604,964	32,833,141	32,568,840	35,894,036	43,608,698	
APRIL	17,327,604	13,153,853	26,326,876	28,276,276	75,018,330	33,064,100	32,242,202	36,081,161	42,158,002	
MAY	19,327,983	23,452,878	26,310,240	28,429,928	76,053,277	32,879,674	36,925,478	34,133,626	42,180,215	
JUNE	19,323,510	22,452,628	29,289,712	26,594,581	75,918,587	33,102,349	38,922,757	34,218,755	42,164,581	



City Council Agenda Report

ITEM NO. 10

DATE: December 1, 2021

FROM: Arminé Chaparyan, City Manager *AC*

PREPARED BY: Ken Louie, Interim Finance Director
Cathy Billings, Library Director

SUBJECT: Annual Report for the Library Special Tax

Recommendation

It is recommended that the City Council receive and file a report on the Fiscal Year 2020-2021 Library Special Tax, per the requirements of the State of California Local Agency Special Tax and Bond Accountability Act.

Discussion/Analysis

Senate Bill 165, filed with the Secretary of State on September 19, 2000, enacted the Local Agency Special Tax and Bond Accountability Act (the "Act"). This Act requires that any local special tax or local bond measure subject to voter approval contain a statement indicating the specific purposes of the special tax, require that the proceeds of the special tax be applied to those purposes, require the creation of an account into which the proceeds shall be deposited, and require an annual report containing specified information concerning the use of the proceeds. The Act only applies to any local special tax measure or local bond measure adopted on or after January 1, 2001 in accordance with Section 50075.1 or Section 53410 of the California Government Code.

Some of the requirements of the Act are handled at the formation of the Special Tax District and others are handled through annual reports. The attached report intends to comply with Section 50075.3 of the California Government Code that states:

"The chief fiscal officer of the issuing local agency shall file a report with its governing body no later than January 1, 2002, and at least once a year thereafter. The annual report shall contain all of the following:

1. The amount of funds collected and expended.
2. The status of any project required or authorized to be funded as identified in subdivision (a) of Section 50075.1."

The requirements of the Act apply to the Funds for the City of South Pasadena Library Special Tax.

Fiscal Impact

In Fiscal Year 2020-2021 the Library Special Tax generated \$340,819.00. The total levy amount for Fiscal Year 2021-22 is \$365,390.38.

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. Fiscal Year 2020-2021 Library Special Tax Report

ATTACHMENT 1
Fiscal Year 2020-2021 Library Special Tax Report

Fiscal Year 2020-2021 Library Special Tax Report

Prepared by:
NBS Government Finance Group
November 17, 2021

This report intends to comply with Section 50075.3 of the California Government Code, and applies to the Funds for the following:

City of South Pasadena Library Special Tax

Purpose of Special Tax

The City of South Pasadena Library Special Tax was established to provide funds to the City of South Pasadena to finance the maintenance and operation costs of the South Pasadena Public Library.

The Service Projects funded by the Special Tax are ongoing on an annual basis.

Collections & Expenditures

Special Tax Measure	Total Special Tax Collected ⁽¹⁾	Total Special Tax Expended ⁽²⁾
Library Special Tax	\$340,819	\$340,819

(1) Amount collected during Fiscal Year 2020/21, including interest earned and transfers between funds.

(2) The Total Special Tax Expended is representative of a portion of the total amount expended from the General Fund with respect to the Library Special Tax in Fiscal Year 2020-21. The total amount expended in Fiscal Year 2020-21 was \$1,608,369.



City Council Agenda Report

ITEM NO. 11

DATE: December 1, 2021

FROM: Arminé Chaparyan, City Manager *AC*

PREPARED BY: Brian Solinsky, Chief of Police *BS*
Alison Wehrle, Management Analyst

SUBJECT: **Approval of a Letter in Opposition to the Los Angeles County Metropolitan Transportation Authority Defunding Law Enforcement and Cancellation of Law Enforcement Contracts for the Metro Rail System**

Recommendation

It is recommended that the City Council authorize a letter of opposition to the Los Angeles County Metropolitan Transportation Authority (Metro) regarding defunding law enforcement and the cancellation of law enforcement contracts on the Metro Rail System.

Commission Review and Recommendation

The Public Safety Commission (PSC) has not reviewed this item.

Discussion/Analysis

On November 18, 2021, Metro's Operations, Safety, and Customer Experience Committee reviewed a recommendation provided by their Public Safety Advisory Committee (PSAC) to reduce law enforcement on the rail line and require local jurisdictions to handle public safety matters. The recommendations include:

1. Allocate \$0.00 for all three policing contracts (Los Angeles County Sheriff, Los Angeles Police Department, and the Long Beach Police Department) through the end of the fiscal year.
2. Go to a non-contract law enforcement model (i.e. local agencies are called for service).
3. Shift the \$75 million in needed funding through the end of the FY to un-vetted alternatives.

The Committee moved the recommendation to the full board for future review, without taking action, and the motion will be presented to the Board of Directors on December 2, 2021 for a vote and potential implementation.

If approved by the full Metro Board, these recommendations would significantly reduce public safety, increase the risks of adverse law enforcement contacts, reduce ridership, and create unintended environmental and transportation concerns.

The City of South Pasadena has a single L-Line (Gold Line) rail station, with neighboring stops in the Cities of Los Angeles and Pasadena on either side. Throughout the Los Angeles region, there has been a recent increase in crimes along transit lines, including several shootings and other violent attacks. The removal of law enforcement dedicated to the light rail system's trains and platforms would create jurisdictional confusion, delay response, prolong investigations, and increase difficulty in follow-up, particularly for a City with only one stop. For example, if a crime occurred on a train within Los Angeles and LAPD was notified immediately, the suspect and/or the victim may be in a different City by the time LAPD is able to respond.

With several upcoming high profile events in Los Angeles including the 2022 Super Bowl and 2028 Olympics, along with ongoing annual events in the Pasadena area such as the Rose Parade and Rose Bowl game, safety on public transit lines is an increasingly important concern. Additionally, there are concerns regarding the limited time for implementing federally mandated training and reporting, funding, and personnel the South Pasadena Police Department would need to adequately dedicate to the L-Line and the thousands of riders who pass through South Pasadena daily.

Background

The L-Line, formerly the Gold Line, is a 31-mile light rail line running from East Los Angeles to Azusa via Downtown Los Angeles. The L-Line serves twenty-six stations, including one in South Pasadena at Mission Street and Meridian Avenue. The line, which is one of six in the Metro Rail system, entered service in 2003.

Since its inaugural opening, the L-Line has provided thousands of South Pasadena residents and working commuters with reliable public transportation to the greater Los Angeles region in direct support of the City's goal of promoting circulation and accessibility. As of 2016, ridership per day on the L-Line was estimated at 50,000.

The Metro's rail lines cover over 87 miles and have approximately 117 million riders annually. Given this complex public transportation system, public safety is a significant component of the program's success.

In February 2017, Metro approved a three agency law enforcement contract with the Los Angeles County Sheriff's Department, Los Angeles Police Department, and the Long Beach Police Department. The three departments were contracted to provide policing services across all rail and bus lines.

On June 21, 2017, then-Mayor Cacciotti and Councilmember Mahmud requested a letter be sent to Metro addressing the lack of visible law enforcement and the increasing security concerns.

Fiscal Impact

There is no financial impact associated with sending this letter. However, should the proposed recommendations be implemented, there could be a significant impact on the City's budget policing the L-Line.

Environmental Analysis

This item is exempt from California Environmental Quality Act (CEQA) analysis based on State CEQA Guidelines Section 15061 (b)(3), the general rule that CEQA only applies to projects that may have a significant effect on the environment..

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. Letter in Opposition to the Los Angeles County Metro Board of Directors Regarding the Defunding of Law Enforcement and Cancellation of Law Enforcement Contracts

ATTACHMENT 1

**Approval of Letter in Opposition to the Los Angeles
County Metropolitan Transportation Authority
Defunding Law Enforcement**



CITY OF SOUTH PASADENA

1414 MISSION STREET, SOUTH PASADENA, CA 91030

TEL: (626) 403-7210 • FAX: (626) 403-7211

WWW.SOUTHPASADENACA.GOV

December 1, 2021

Honorable Chair Solis and Metro Board of Directors
One Gateway Plaza
Los Angeles, CA 90012

Honorable Chair Solis and Metro Board of Directors:

We have drafted this letter to articulate our staunch opposition and deep concern regarding the recent recommendation made by the Metro Public Safety Advisory Committee (PSAC) to fully defund law enforcement from Metro. This would involve a shift away from and ultimately reduce or remove uniformed law enforcement contracts from Metro operations. We whole-heartedly recognize the need for a wide-ranging, multi-faceted approach to address existing social concerns, especially among at-risk populations. However, it is clear that local municipalities and jurisdictions would face immense challenges if Metro were to reduce the presence of law enforcement on rail lines, platforms, and buses. Additionally, we believe that Gold Line light-rail users boarding, alighting, or traveling through our City would be placed at an undue safety risk.

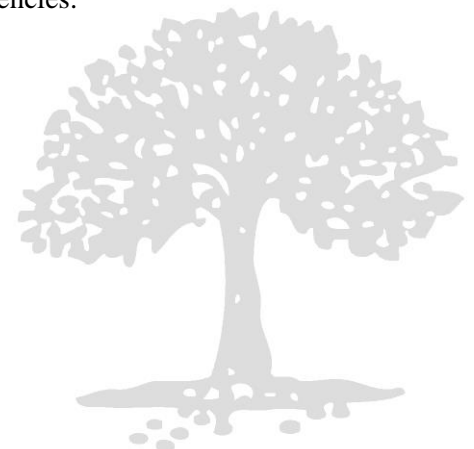
The City of South Pasadena has a single Gold Line rail station at the intersection of Meridian Avenue and Mission Street. On either side of this station are stops in the Cities of Los Angeles and Pasadena. Since the City of South Pasadena has only one stop, this could create jurisdictional confusion and delayed response to crimes in progress whether they occurred inside or outside the City of South Pasadena.

The South Pasadena Police Department does not currently have the staffing levels to consistently monitor and patrol the light-rail platform and respond to incidents that take place on trains and in nearby public parking structures. These tasks require additional staffing, training, and general resources. Additionally, there are certain federal guidelines that govern this type of enforcement, which the Department would need to be trained in. As it currently stands, our officers are in regular communication with the Los Angeles County Deputies that monitor the Gold Line station. We fully support the study and analysis of a variety of methods of addressing homelessness and ensuring equity for all. This, however, does not negate the fact that law enforcement is a fundamental need and tool for which there is no substitute.

We respectfully ask that you reject the recommendation before you and continue to ensure a commitment to public safety for all Metro users through the appropriate law enforcement agencies.

Sincerely,

Diana Mahmud
Mayor, City of South Pasadena





City Council Agenda Report

ITEM NO. 12

DATE: December 1, 2021

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

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), and on November 3, 2021 (Resolution Nos. 7734 and 7739).

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 variant. The Los Angeles County Department of Public Health continues to track variant cases in Los Angeles County. The most dominant circulating variant in the County continues to be the highly transmissible Delta variant.

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 DECEMBER 2, 2021 THROUGH JANUARY 1, 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), and November 3, 2021 (Resolution Nos. 7734 and 7739); 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 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; and

WHEREAS, as recently as September 28, 2021, the Los Angeles County Public Health Officer issued latest revised order, Responding Together At Work and In the Community, to clarify that starting November 1, 2021, operators of Outdoor Mega Events are required to cross-check proof of full vaccination or negative COVID-19 viral test result against a photo identification for all attendees who are 18 years of age or older.

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 January 3, 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 1st day of December, 2021.

Diana Mahmud, Mayor

ATTEST:

APPROVED AS TO FORM:

Christina Muñoz Acting
Deputy City Clerk

Andrew L. Jared, City Attorney



City Council Agenda Report

ITEM NO. 13

DATE: December 1, 2021

FROM: Arminé Chaparyan, City Manager *AC*

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

SUBJECT: **Second Reading and Adoption of an Ordinance, Amending Chapter 16 (Garbage and Waste), Chapter 5 (Animals and Fowl), and Chapter 2 (Administration) of the South Pasadena Municipal Code to Implement a Mandatory Organic Waste Disposal Reduction Ordinance as required by SB 1383 and CalRecycle**

Recommendation

It is recommended that the City Council read by title only for second reading, waiving further reading, and adopt an ordinance to amend Chapter 16 (Garbage and Waste), Chapter 5 (Animals and Fowl), and Chapter 2 (Administration) of the South Pasadena Municipal Code (SPMC) to implement a mandatory organic waste disposal reduction ordinance as required by Senate Bill No. 1383.

Discussion

This is the second reading and adoption of the ordinance. The ordinance was first introduced at the November 3, 2021 City Council meeting. The Council continued the first reading to the November 17, 2021 Council meeting and directed staff to address several items. An analysis of the ordinance, and description of the addressed items, can be found in the November 17, 2021 staff report. The ordinance is included as an attachment to this staff report, and if adopted, will become effective on January 1, 2022.

Fiscal Impact

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

Second Reading and Adoption of Ordinance Amending SPMC Ch. 16, Ch. 5, and Ch. 2 to
Implement a Mandatory Organic Waste Disposal Reduction Ordinance
December 1, 2021
Page 2 of 2

Environmental Analysis

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

Public Notification of Agenda Item

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

Attachment:

Ordinance Amending Chapter 16 (Garbage and Waste), Chapter 5 (Animals and Fowl),
and Chapter 2 (Administration) of the South Pasadena Municipal Code

ATTACHMENT

Ordinance Amending Chapter 16 (Garbage and Waste)
and Chapter 2 (Administration)
and Chapter 5 (Animals and Fowl)

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

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING SOUTH PASADENA MUNICIPAL CODE CHAPTER 16 “GARBAGE AND WASTE” BY RENAMING AS “ORGANIC WASTE AND NON-ORGANIC WASTE”, BY MAKING SUCH AMENDMENTS TO CHAPTER 16 RELATING TO STATEWIDE MANDATORY ORGANIC WASTE DISPOSAL REGULATIONS, AND ADDING A NEW ARTICLE V (“ORGANIC WASTE DISPOSAL”) CONSISTENT WITH THE STATE’S MODEL MANDATORY ORGANIC WASTE DISPOSAL REDUCTION ORDINANCE AND ADDING A NEW SECTION 2.99-29C (“RECOVERED ORGANIC WASTE PRODUCT AND RECYCLED-CONTENT PAPER PROCUREMENT REQUIREMENTS”) TO CHAPTER 2 (“ADMINISTRATION”) OF THE SOUTH PASADENA MUNICIPAL CODE RELATING TO RECYCLED AND ORGANIC WASTE PROCUREMENT AND AMENDING SECTION 5.22 (“DEAD ANIMALS”) IN CHAPTER 5 (“ANIMALS AND FOWL”) OF THE SOUTH PASADENA MUNICIPAL CODE RELATING TO DISPOSAL OF DEAD ANIMALS.

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

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

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

subject to the law, and requires cities to implement a Mandatory Commercial Organics Recycling program; and

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

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

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

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

SECTION 1. The title of South Pasadena Municipal Code Chapter 16 is amended as follows:

Chapter 16 (“Organic Waste and Non-Organic Waste”)

SECTION 2. Section 16.1 (“Definitions”) of Chapter 16 of the South Pasadena Municipal Code is amended to read as follows:

16.1 Definitions.

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

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

“Black/gray container waste” means “solid waste” that is collected in a “black/gray container” that is part of a two-container or three-container “organic waste” collection service that prohibits the placement of “organic waste” in the “black/gray container” as specified in 14 CCR Sections 18984.1(a) and (b), or as otherwise defined in 14 CCR Section 17402(a)(6.5).

“Blue container” has the same meaning as in 14 CCR Section 18982(a)(5) and shall be used for the purpose of storage and collection of “source separated recyclable materials” or “source separated blue container organic waste”.

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

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

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

“Commercial edible food generator” includes a “tier one” or a “tier two commercial edible food generator” as defined in this ordinance or as otherwise defined in 14 CCR Section 18982(a)(73) and (a)(74). For the purposes of this definition, “food recovery organizations” and “food recovery services” are not “commercial edible food generators” pursuant to 14 CCR Section 18982(a)(7).

“Compliance review” means a review of records by the city or its designee to determine compliance with this ordinance.

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

“Compost” has the same meaning as in 14 CCR Section 17896.2(a)(4), which stated, as of the effective date of this ordinance, that “compost” means the product resulting from the controlled biological decomposition of organic “solid wastes” that are “source separated” from the municipal “solid waste” stream, or which are separated at a centralized facility.

“Container contamination” or “contaminated container” means a container, regardless of color, that contains “prohibited container contaminants”, or as otherwise defined in 14 CCR Section 18982(a)(55).

“C&D” means construction and demolition debris.

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

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

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

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

“Food distributor” means a company that distributes food to entities including, but not limited to, “supermarkets” and “grocery stores”, or as otherwise defined in 14 CCR Section 18982(a)(22).

“Food facility” has the same meaning as in Section 113789 of the Health and Safety Code.

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

“Food recovery organization” means an entity that engages in the collection or receipt of “edible food” from “commercial edible food generators” and distributes that “edible food” to the public for “food recovery” either directly or through other entities or as otherwise defined in 14 CCR Section 18982(a)(25), including, but not limited to:

- (1) A food bank as defined in Section 113783 of the Health and Safety Code;
- (2) A nonprofit charitable organization as defined in Section 113841 of the Health and Safety code; and,
- (3) A nonprofit charitable temporary food facility as defined in Section 113842 of the Health and Safety Code.

A “food recovery organization” is not a “commercial edible food generator” for the purposes of this ordinance and implementation of 14 CCR, Division 7, Chapter 12 pursuant to 14 CCR Section 18982(a)(7).

If the definition in 14 CCR Section 18982(a)(25) for “food recovery organization” differs from this definition, the definition in 14 CCR Section 18982(a)(25) shall apply to this ordinance.

“Food recovery service” means a person or entity that collects and transports “edible food” from a “commercial edible food generator” to a “food recovery organization” or other entities for “food recovery”, or as otherwise defined in 14 CCR Section 18982(a)(26). A “food recovery service” is not a “commercial edible food generator” for the purposes of this ordinance and implementation of 14 CCR, Division 7, Chapter 12 pursuant to 14 CCR Section 18982(a)(7).

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

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

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

“Food waste” means “food scraps”, “food-soiled paper”, and 100% fiber-based compostable dinnerware.

“Green container” has the same meaning as in 14 CCR Section 18982.2(a)(29) and shall be used for the purpose of storage and collection of “source separated green container organic waste”.

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

“Hauler” means the person to whom the city council shall have awarded a contract, or shall have been otherwise authorized to receive, collect, carry, haul, transport and dispose of any and all organic waste and non-organic waste within the city pursuant to Section 16.5.

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

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

“Inspection” means a site visit where the city or its “designee” reviews records, containers, and an entity’s collection, handling, recycling, or landfill disposal of “organic waste or edible food” handling to determine if the entity is complying with requirements set forth in this ordinance, or as otherwise defined in 14 CCR Section 18982(a)(35).

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

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

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

“Mixed refuse/recyclable waste stream” or “mixed refuse/recyclable waste” means “solid waste” that is collected in a “black/gray container” that is part of a two-container “organic waste” collection service that includes “black/gray container waste”, “source separated recyclable materials,” or “source separated blue container organic waste” which are separated at a centralized facility.

“Mixed waste organic collection stream” or “mixed waste” means “organic waste” collected in a container that is required by 14 CCR Sections 18984.1, 18984.2 or 18984.3 to be taken

to a “high diversion organic waste processing facility” or as otherwise defined in 14 CCR Section 17402(a)(11.5).

“Multi-family residential dwelling” or “multi-family” means of, from, or pertaining to residential premises with five (5) or more dwelling units. “Multi-family” premises do not include hotels, motels, or other transient occupancy facilities, which are considered “commercial businesses”.

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

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

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

“Non-organic waste” means “solid waste” excluding matter defined as “organic waste” by this section.

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

“Organic waste” means “solid wastes” containing material originated from living organisms and their metabolic waste products, including, but not limited to, food, green material, landscape and pruning waste, organic textiles and carpets, lumber, wood, “paper products”, “printing and writing paper”, manure, biosolids, digestate, and sludges or as otherwise defined in 14 CCR Section 18982(a)(46), excluding animal carcasses not eaten on the premises such as small rodents (e.g. mice and rats). Biosolids and digestate are as defined by 14 CCR Section 18982(a).

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

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

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

“Prohibited container contaminants”

(1) Where a three-container collection service has been implemented consisting of a “black/gray container”, a “green container”, and a “blue container”, “prohibited container contaminants” means the following: (i) discarded materials placed in the “blue container” that are not identified as acceptable “source separated recyclable materials” for the city’s “blue container”; (ii) discarded materials placed in the “green container” that are not identified as acceptable “source separated green container organic waste” for the city’s “green container”; (iii) discarded materials placed in the “black/gray container” that are identified as acceptable “source separated recyclable materials” and/or “source separated green container organic wastes”, which are to be separately collected in city’s “green container” and/or “blue container”; and, (iv) “excluded waste” placed in any container.

(2) Where a two-container collection service has been implemented for “source separated green container organic waste” and “mixed refuse/recyclable waste”, “prohibited container contaminants” means the following: (i) discarded materials placed in a “green container” that are not identified as acceptable “source separated green container organic waste” for the city’s “green container”; (ii) discarded materials placed in the “black/gray container” that are identified as acceptable “source separated green container organic waste”, which are to be separately collected in city’s “green container”; and, (iii) “excluded waste” placed in any container.

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

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

“Recycled-content paper” means “paper products” and “printing and writing paper” that consists of at least thirty (30) percent, by fiber weight, postconsumer fiber, or as otherwise defined in 14 CCR Section 18982(a)(61).

“Regional agency” means regional agency as defined in Public Resources Code Section 40181.

“Regional or county agency enforcement official” means a regional or county agency enforcement official, designated by the city with responsibility for enforcing the ordinance in conjunction or consultation with the city manager or their “designee”.

“Remote monitoring” means the use of the internet of things (IoT) and/or wireless electronic devices mounted on the “hauler’s”, the city’s, or the city’s “designee’s” vehicles or carried by “hauler”, city, or the city’s designee to visualize the contents of “blue containers”, “green containers”, and/or “black/gray containers” for purposes of identifying the quantity of materials in containers (level of fill) and/or presence of “prohibited container contaminants.”

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

“Route review” means a visual “inspection” of containers along a “hauler route” for the purpose of determining “container contamination”, and may include mechanical “inspection” methods such as the use of cameras, or as otherwise defined in 14 CCR Section 18982(a)(65).

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

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

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

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

- (1) Hazardous waste, as defined in the State Public Resources Code Section 40141.
- (2) Radioactive waste regulated pursuant to the State Radiation Control Law (Chapter 8 (commencing with Section 114960) of Part 9 of Division 104 of the State Health and Safety Code).
- (3) Medical waste regulated pursuant to the State Medical Waste Management Act (Part 14 (commencing with Section 117600) of Division 104 of the State Health and Safety Code). Untreated medical waste shall not be disposed of in a “solid waste” landfill, as defined in State Public Resources Code Section 40195.1. Medical waste that has been treated and deemed to be “solid waste” shall be regulated pursuant to Division 30 of the State Public Resources Code.
- (4) Animal carcasses, except carcasses of animals eaten on the premises or carcasses of small rodents (e.g. mice and rats).

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

“Source separated blue container organic waste” means “source separated organic wastes” that can be placed in a “blue container” that is limited to the collection of those “organic wastes and non-organic recyclables” as defined in Section 18982(a)(43), or as otherwise defined by Section 17402(a)(18.7).

“Source separated green container organic waste” means “source separated organic waste” that can be placed in a “green container” that is specifically intended for the separate collection of “organic waste” by the generator, excluding “source separated blue container organic waste”, carpets, “non-compostable paper”, and textiles.

“Source separated recyclable materials” means “source separated non-organic recyclables” and “source separated blue container organic waste”.

“State” means the State of California.

“Street” means all streets, highways, avenues, lanes, alleys, courts, places, squares, and other public ways in the city.

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

“Tier one commercial edible food generator” means a “commercial edible food generator” that is one of the following:

- (1) “Supermarket”.
- (2) “Grocery store” with a total facility size equal to or greater than 10,000 square feet.
- (3) “Food service provider”.
- (4) “Food distributor”.
- (5) “Wholesale food vendor”.

If the definition in 14 CCR Section 18982(a)(73) of “tier one commercial edible food generator” differs from this definition, the definition in 14 CCR Section 18982(a)(73) shall apply to this ordinance.

“Tier two commercial edible food generator” means a “commercial edible food generator” that is one of the following:

- (1) “Restaurant” with 250 or more seats, or a total facility size equal to or greater than 5,000 square feet.
- (2) Hotel with an on-site food facility and 200 or more rooms.
- (3) Health facility with an on-site food facility and 100 or more beds.
- (4) “Large venue”.
- (5) “Large event”.
- (6) A State agency with a cafeteria with 250 or more seats or total cafeteria facility size equal to or greater than 5,000 square feet.
- (7) A “local education agency” facility with an on-site “food facility”.

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

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

16.2 Burying, dumping, etc., prohibited.

It shall be unlawful for any person to bury on any lot, land or public way within the city any organic waste or non-organic waste. It shall be unlawful for any person to dump or place any organic waste or non-organic waste on any public way or on any lot or land not owned or leased by such person. This section shall not apply to land used by the city for a collection or disposal site.

It shall be unlawful for any person to dump or spread organic waste or non-organic waste on the surface of the ground for drying, composting or mulching.

16.3 Illegal accumulations.

It shall be unlawful for any person owning or occupying any building, lot or premises in the city to allow organic waste or non-organic waste to collect except in receptacles of the type specified in this chapter. This provision shall not apply to organic waste or non-organic waste

of building operations during the course of construction and within a reasonable time thereafter, to wood neatly piled for kitchen or household use, or to the piling of brush, tree, etc., trimmings and stumps as described in Section 16.14.

16.4 Burning.

It shall be unlawful for any person at any time to burn organic waste or non-organic waste within the city, except as permitted by ordinance, the fire chief or the rules and regulations of the South Coast Air Quality Management District.

No organic waste or non-organic waste shall be burned which shall, in burning, emit a dense or offensive smoke or odor.

16.5 Collection and removal generally.

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

The collection, removal and disposal of all organic waste or non-organic waste shall be performed exclusively by the city or its hauler under the supervision of the city manager; provided, however, that:

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

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

16.6 Collection contract or license.

The city council may enter into contracts, agreements or licenses with any person for the removal of organic waste or non-organic waste or both. The council, in the exercise of its discretion, hereby determines that it will not be necessary, before entering into such contracts, agreements or licenses to ask for bids. However, each person to whom such a contract, agreement or license is awarded shall file a bond in a sum and form satisfactory to the city council conditioned on the faithful performance of the duties imposed by this chapter or any amendment thereof and by the terms of the contract, agreement or license.

16.7 Frequency of collections.

The city manager may make such regulations concerning the number of collections and removal of organic waste or non-organic waste as may be necessary to carry out the provisions of this chapter. In no case shall collections be less often than once a week for

organic waste or non-organic waste. Extra collections or collections of excessive amounts of organic waste or non-organic waste shall be allowed in accordance with the contract in effect at that time between the city and the hauler.

16.8 Charges for collection of garbage and waste matter.

(a) The collection of organic waste or non-organic waste is a compulsory service rendered to the citizens of the city and the cost of regular collections of same shall be determined in accordance with the contract in effect at that time between the city and the hauler.

(b) For extra collections or for collections of excessive amounts of organic waste or non-organic waste or from locations other than those specified and the cost of extra collections of same shall be determined in accordance with the contract in effect at that time between the city and the hauler.

(c) Payment of such collection charges for services described in (a) and (b) of this section shall be the responsibility of the generator.

(d) Billing and collection of such collection charges for services described in (a) and (b) of this section shall be the responsibility of the hauler.

16.9 Animal disposal.

It is unlawful for any person to deposit the carcass of any animal in the organic waste or non-organic waste receptacles, except the carcass of an animal of the type used for human consumption, or the carcass of a small rodent. Small rodent carcasses are considered non-organic waste as defined by this chapter.

16.10 [Reserved]

16.11 [Reserved]

16.12 Liability for fees.

The city council hereby finds that the regular periodic collection of organic waste or non-organic waste from all units in the city benefits all occupants or owners of said places and premises in the city and therefore all occupants or owners of said places are made liable for the organic waste or non-organic waste collection fees prescribed in this article, except as otherwise provided herein. The failure or refusal of any occupant or owner of any unit to allow city collection of organic waste or non-organic waste to be effected from any family residential unit shall not relieve such occupant or owner from liability for payment of such service.

16.13 Transportation along streets.

No person shall remove or transport, or cause to be removed or transported, any organic waste or non-organic waste upon or along any public street or way or other public place in the city; provided, however, that the provisions of this section shall not apply to any person

in the employ of the city who shall be assigned by the city manager to such removal, or to any person with whom the city has entered into a contract for the collection, removal or transportation or purchase of organic waste or non-organic waste, or to any employee of such contractor during such time as such contract shall be in force, or to any person conveying through the city organic waste or non-organic waste collected outside the city.

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

Brush, tree and garden trimmings and stumps may be kept in a pile for collection. No item of the pile shall exceed four inches in diameter or three feet in length or weigh more than eighty pounds. The size of the pile shall not exceed three feet in any direction, or shall not exceed the collection volume limit identified for that site's organic waste and non-organic waste services, whichever is less.

16.15 Placing of ashes for collection.

All ashes, when placed for collection, shall be cold and free from fire, live coals or other substances which might ignite.

16.16 Disposal of articles from infected premises.

Wearing apparel, bedding and other articles from any home or place where an infectious or contagious disease has prevailed shall not be placed in a garbage or waste matter receptacle or otherwise disposed of except under the direction of the health officer.

16.17 Generally.

Every owner, tenant or occupant of any premises where organic waste or non-organic waste is created shall provide upon such premises one or more organic waste and non-organic waste receptacles, provided with outside handles and with tight-fitting covers, unless provided a receptacle or container by the City or its Designee for receiving and holding all organic waste or non-organic waste created upon such premises between the times of collection. Receptacles shall not exceed the container volume limit identified for that site's organic waste and non-organic waste services. Receptacles provided by the city or its designee shall have a capacity as determined by the city manager or their designee. No organic waste or non-organic waste receptacle shall be required where a disposal receptacle has been installed on the premises under a permit obtained from the building department and approved by the city manager.

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

16.18 Location.

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

Containers should be located where a person can handle them easily and should at no time be more than 10 feet from collector's access path.

16.19 Unauthorized removal or interference with.

No person other than the owner thereof or any officer or employee of the city or the hauler, or other person authorized by the City shall move, remove or interfere with any organic waste or non-organic waste receptacle or the contents thereof.

16.20 Not to be used for inflammables or explosives.

Highly inflammable or explosive materials shall not be placed in receptacles provided for in this article at any time, but shall be disposed of as directed by the chief of the fire department at the expense of the owner or possessor thereof.

16.21 To be kept clean and sanitary.

All receptacles provided for in this article shall be kept in a clean and sanitary condition by the owner or tenant using the same. After the receptacle has been emptied and cleaned, but before it is again used, the lid may be removed to allow airing and drying, if all food particles have been removed in the cleaning process.

16.22 Covering of garbage receptacles; wrapping garbage.

All organic waste or non-organic waste receptacles shall be kept tightly covered at all times, except when organic waste or non-organic waste is being deposited therein or removed therefrom, and the owner shall at no time allow access to the contents by flies, rats or other insects or animals.

SECTION 3. The following new Article V ("Organic Waste Disposal") is added to Chapter 16 of the South Pasadena Municipal Code, which reads as follows:

ARTICLE V. ORGANIC WASTE DISPOSAL

16.50 Requirements for Single-Family Generators.

(a) Single-family organic waste generators shall comply with the following requirements

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

(2) Shall participate in the city's organic waste collection service(s) by placing designated materials in designated containers as described below, and shall not place prohibited container contaminants in collection containers.

(A) Where a three-container collection service has been implemented consisting of a black/gray container, a green container, and a blue container, generator shall place source separated green container organic waste, including food waste, in the green container; source separated recyclable materials in the blue container; and black/gray container waste in the black/gray container. Generators shall not place materials designated for the black/gray container into the green container or blue container.

(B) Where a two-container collection service has been implemented for source separated green container organic waste and mixed refuse/recyclable waste, generator shall place only source separated green container organic waste in a green container. Generator shall place all other materials (mixed refuse/recyclable waste) in a black/gray container.

16.51 Requirements for Commercial Business.

(a) Generators that are commercial businesses, including multi-family residential dwellings, shall:

(1) Subscribe to city's three-container or two-container collection services and comply with requirements of those services as described below. City shall have the right to review the number and size of a generator's containers and frequency of collection to evaluate adequacy of capacity provided for each type of collection service for proper separation of materials and containment of materials; and, commercial businesses shall adjust their service level for their collection services as requested by the city.

(2) Participate in the city's organic waste collection service(s) by placing designated materials in designated containers as described below.

(A) Where a three-container collection service has been implemented consisting of a black/gray container, a green container, and a blue container, generator shall place source separated green container organic waste, including food waste, in the green container; source separated recyclable materials in the blue container; and gray container waste in the black/gray container. Generator shall not place

materials designated for the black/gray container into the green container or blue container.

(B) Where a two-container collection service has been implemented for source separated green container organic waste and mixed refuse/recyclable waste, generator shall place only source separated green container organic waste in a green container. Generator shall place all other materials (mixed refuse/recyclable waste) in a black/gray container.

(c) Supply and allow access to adequate number, size and location of collection containers with sufficient labels or colors (conforming with Sections 16.51(d)(1) and 16.51(d)(2) below) for employees, contractors, tenants, and customers, consistent with city's blue container, where applicable, green container, and black/gray container collection service.

(d) Excluding multi-family residential dwellings, provide containers for the collection of source separated green container organic waste and source separated recyclable materials, where applicable, in all indoor and outdoor areas where disposal containers are provided for customers, for materials generated by that business. Such containers do not need to be provided in restrooms. If a commercial business does not generate any of the materials that would be collected in one type of container, then the business does not have to provide that particular container in all areas where disposal containers are provided for customers. Pursuant to 14 CCR Section 18984.9(b), the containers provided by the business shall have either:

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

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

(e) Multi-family residential dwellings are not required to comply with container placement requirements or labeling requirements in Section 16.51(d) pursuant to 14 CCR Section 18984.9(b).

(f) To the extent practical through education, training, inspection, and/or other measures, excluding multi-family residential dwellings, prohibit employees from placing materials in a container not designated for those materials per the city's blue container, green container, and black/gray container collection service.

(g) Excluding multi-family residential dwellings, periodically inspect blue containers, where applicable, green containers, and black/gray containers for contamination and inform employees if containers are contaminated and of the requirements to keep contaminants out of those containers pursuant to 14 CCR Section 18984.9(b)(3).

(h) Annually provide information to employees, contractors, tenants, and customers about organic waste recovery requirements and about proper sorting of source separated green container organic waste and source separated recyclable materials, where applicable.

(i) Provide education information before or within fourteen (14) days of occupation of the premises to new tenants that describes requirements to keep source separated green container organic waste and source separated recyclable materials, where applicable, separate from black/gray container waste and the location of containers and the rules governing their use at each property.

(j) Provide or arrange access for city or its agent to their properties during all inspections conducted in accordance with Section 16.57 of this ordinance to confirm compliance with the requirements of this ordinance

(k) Accommodate and cooperate with city's remote monitoring program for inspection of the contents of containers for prohibited container contaminants, which may be implemented at a later date, to evaluate generator's compliance with Section 16.51(b)(2). The remote monitoring program shall involve installation of remote monitoring equipment on or in the blue containers, where applicable, green containers, and black/gray containers.

(l) At commercial business's option and subject to any approval required from the city, implement a remote monitoring program for inspection of the contents of its blue containers, where applicable, green containers, and black/gray containers for the purpose of monitoring the contents of containers to determine appropriate levels of service and to identify prohibited container contaminants. Generators may install remote monitoring devices on or in the blue containers, green containers, and black/gray containers subject to written notification to or approval by the city or its designee.

(m) Nothing in this Section prohibits a generator from preventing or reducing waste generation, managing organic waste on site, or using a community composting site pursuant to 14 CCR Section 18984.9(c), except where limited by Sections 16.5 and 16.13.

(n) Commercial businesses that are tier one or tier two commercial edible food generators shall comply with food recovery requirements, pursuant to Section 16.53.

16.52 Waivers for Generators.

(a) De minimis waivers. The city may waive a commercial business' obligation (including multi-family residential dwellings) to comply with some or all of the organic waste requirements of this ordinance if the commercial business provides documentation that the business generates below a certain amount of organic waste material as described below. Commercial businesses requesting a de minimis waiver shall:

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

(2) Provide documentation that either:

(A) The commercial business' total solid waste collection service is two cubic yards or more per week and organic waste subject to collection in a blue container or green container comprises less than 20 gallons per week per applicable container of the business' total waste; or,

(B) The commercial business' total solid waste collection service is less than two cubic yards per week and organic waste subject to collection in a blue container or green container comprises less than 10 gallons per week per applicable container of the business' total waste.

(3) Notify city if circumstances change such that commercial business's organic waste exceeds threshold required for waiver, in which case waiver will be rescinded.

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

(b) Physical space waivers. City may waive a commercial business' or property owner's obligations (including multi-family residential dwellings) to comply with some or all of the recyclable materials and/or organic waste collection service requirements if the city has evidence from its own staff, a hauler, licensed architect, or licensed engineer demonstrating that the premises lacks adequate space for the collection containers required for compliance with the organic waste collection requirements of Section 16.51.

A commercial business or property owner may request a physical space waiver through the following process:

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

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

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

16.53 Requirements for commercial edible food generators.

(a) Tier one commercial edible food generators must comply with the requirements of this Section commencing January 1, 2022, and tier two commercial edible food generators must comply commencing January 1, 2024, pursuant to 14 CCR Section 18991.3.

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

(c) Commercial edible food generators shall comply with the following requirements:

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

(2) Contract with, or enter into a written agreement with food recovery organizations or food recovery services for:

(A) the collection of edible food for food recovery; or,

(B) acceptance of the edible food that the commercial edible food generator self-hauls to the food recovery organization for food recovery.

(3) Shall not intentionally spoil edible food that is capable of being recovered by a food recovery organization or a food recovery service.

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

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

(A) A list of each food recovery service or organization that collects or receives its edible food pursuant to a contract or written agreement established under 14 CCR Section 18991.3(b).

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

(C) A record of the following information for each of those food recovery services or food recovery organizations:

(i) The name, address and contact information of the food recovery service or food recovery organization.

(ii) The types of food that will be collected by or self-hauled to the food recovery service or food recovery organization.

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

(iv) The quantity of food, measured in pounds, recovered per month, collected or self-hauled to a food recovery service or food recovery organization for food recovery.

(6) No later than July 1 of each year commencing no later than July 1, 2022 for tier one commercial edible food generators and July 1, 2024 for tier two commercial edible food generators, provide an annual food recovery report to the city that includes the information recorded as required in Section 16.53(c)(5) as well as the amount and type of edible food that was not accepted by food recovery organizations or services for donation.

(d) Nothing in this ordinance shall be construed to limit or conflict with the protections provided by the California Good Samaritan Food Donation Act of 2017, the Federal Good Samaritan Act, or share table and school food donation guidance pursuant to Senate Bill 557 of 2017 (approved by the Governor of the State of California on September 25, 2017, which added Article 13 [commencing with Section 49580] to Chapter 9 of Part 27 of Division 4 of Title 2 of the Education Code, and to amend Section 114079 of the Health and Safety Code, relating to food safety, as amended, supplemented, superseded and replaced from time to time).

16.54 Requirements for Food Recovery Organizations and Services and Regional Agencies.

(a) Food recovery services collecting or receiving edible food directly from commercial edible food generators, via a contract or written agreement established under 14 CCR Section 18991.3(b), shall maintain the following records, or as otherwise specified by 14 CCR Section 18991.5(a)(1):

- (1) The name, address, and contact information for each commercial edible food generator from which the service collects edible food.
- (2) The quantity in pounds of edible food collected from each commercial edible food generator per month.
- (3) The quantity in pounds of edible food transported to each food recovery organization per month.
- (4) The name, address, and contact information for each food recovery organization that the food recovery service transports edible food to for food recovery.

(b) Food recovery organizations collecting or receiving edible food directly from commercial edible food generators, via a contract or written agreement established under 14 CCR Section 18991.3(b), shall maintain the following records, or as otherwise specified by 14 CCR Section 18991.5(a)(2):

- (1) The name, address, and contact information for each commercial edible food generator from which the organization receives edible food.
- (2) The quantity in pounds of edible food received from each commercial edible food generator per month.
- (3) The name, address, and contact information for each food recovery service that the organization receives edible food from for food recovery.

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

(d) Food recovery organizations and food recovery services that have their primary address physically located in the city and contract with or have written agreements with one or more commercial edible food generators pursuant to 14 CCR Section 18991.3(b) shall report to the city it is located in the total pounds of edible food recovered in the previous calendar year from the tier one and tier two commercial edible food generators they have established a contract or written agreement with pursuant to 14 CCR Section 18991.3(b) no later than July 1.

(e) Food recovery capacity planning

(1) Food recovery services and food recovery organizations. In order to support edible food recovery capacity planning assessments or other studies conducted by the county, city, special district that provides solid waste collection services, or its designated entity, food recovery services and food recovery organizations operating in the city shall provide information and consultation to the city, upon request, regarding existing, or proposed new or expanded, food recovery capacity that could be accessed by the city and its commercial edible food generators. A food recovery service or food recovery organization contacted by the city shall respond to such request for information within 60 days, unless a shorter timeframe is otherwise specified by the city.

16.55 Requirements for haulers and facility operators.

(a) Requirements for haulers

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

(A) Through written notice to the city annually on or before July 1, identify the facilities to which they will transport organic waste including facilities for source separated recyclable materials, source separated green container organic waste, and mixed refuse/recyclable waste.

(B) Transport source separated recyclable materials, source separated green container organic waste, and mixed refuse/recyclable waste to a facility, operation, activity, or property that recovers organic waste as defined in 14 CCR, Division 7, Chapter 12, Article 2

(C) Obtain approval from the city to haul organic waste, unless it is transporting source separated organic waste to a community composting site or lawfully transporting C&D in a manner that complies with 14 CCR Section 18989.1, and Section 16.56 of this ordinance.

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

(b) Requirements for facility operators and community composting operations

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

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

16.56 Compliance with CALGreen Recycling Requirements.

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

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

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

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

(2) New commercial construction or additions resulting in more than 30% of the floor area shall provide readily accessible areas identified for the storage and collection of blue container and green container materials, consistent with the three-container or two-container collection program offered by the city, or shall comply with provision of adequate space for recycling for multi-family and commercial premises pursuant to

Sections 4.408.1, 4.410.2, 5.408.1, and 5.410.1 of the California Green Building Standards Code, 24 CCR, Part 11 as amended provided amended requirements are more stringent than the CALGreen requirements for adequate recycling space effective January 1, 2020.

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

16.57 Inspections and Investigations by City.

(a) City representatives and/or its designated entity, including designees are authorized to conduct inspections and investigations, at random or otherwise, of any collection container, collection vehicle loads, or transfer, processing, or disposal facility for materials collected from generators, or source separated materials to confirm compliance with this ordinance by organic waste generators, commercial businesses (including multi-family residential dwellings), property owners, commercial edible food generators, haulers, food recovery services, and food recovery organizations, subject to applicable laws. This Section does not allow city to enter the interior of a private residential property for inspection. For the purposes of inspecting commercial business containers for compliance with Section 16.51(a)(2) of this ordinance, city may conduct container inspections for prohibited container contaminants using remote monitoring, and commercial businesses shall accommodate and cooperate with the remote monitoring pursuant to Section 16.51(k) of this ordinance.

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

(1) access to an entity's premises;

(2) installation and operation of remote monitoring equipment; or

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

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

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

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

16.58 Enforcement.

(a) Violation of any provision of this ordinance shall constitute grounds for issuance of a notice of violation and assessment of a fine by the city manager or their designee or representative. Enforcement actions under this ordinance are issuance of an administrative citation and assessment of a fine, as governed by Chapter 1A of the City Code regarding Administrative Citations.

(b) Process for enforcement

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

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

(c) Penalty amounts for types of violations

The penalty levels are as follows:

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

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

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

(d) Education period for non-compliance

Beginning January 1, 2022 and through December 31, 2023, city will conduct inspections, remote monitoring, route reviews or waste evaluations, and compliance reviews, depending upon the type of regulated entity, to determine compliance, and if city determines that organic waste generator, hauler, tier one commercial edible food generator, food recovery organization, food recovery service, or other entity is not in compliance, it shall provide educational materials to the entity describing its obligations under this ordinance and a notice that compliance is required by January 1, 2022, and that violations may be subject to administrative civil penalties starting on January 1, 2024.

(e) Civil penalties for non-compliance

Beginning January 1, 2024, if the city determines that an organic waste generator, hauler, tier one or tier two commercial edible good generator, food recovery organization, food recovery service, or other entity is not in compliance with this ordinance, it shall document the noncompliance or violation, issue a notice of violation, and take enforcement action pursuant to this Section, as needed.

SECTION 4. The following new Section (2.99-29C) is added to Chapter 2 Administration, Article XI Purchasing, which reads as follows:

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

(a) City departments, and direct service providers to the city, as applicable, must comply with the city's recovered organic waste product procurement policy effective January 1, 2022 and recycled-content paper procurement policy effective on January 1, 2022.

SECTION 5. Section 5.22 ("Dead animals") of Chapter 5 of the South Pasadena Municipal Code is amended to read as follows:

5.22 Dead animals.

It is declared to be a nuisance and is unlawful for any person to permit the carcass of any animal to remain upon any property owned, controlled or occupied by such person in the city for a period of more than twenty-four hours after the death of the animal, except the carcass of an animal kept for human consumption. It is unlawful for any person to bury the carcass of any animal upon property, public or private, in the city. It is unlawful for any person to deposit the carcass of any animal in the organic waste or non-organic waste receptacles as defined in Chapter 16 of this code, except the carcass of an animal of the type used for human consumption, or the carcass of a small rodent (e.g. mice and rats).

SECTION 6. This ordinance shall take effect January 1, 2022, and within fifteen (15) days after its passage, the City Clerk of the City of South Pasadena shall certify to the passage and adoption of this ordinance and to its approval by the Mayor and City Council and shall cause the same to be published in a newspaper in the manner required by law.

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

AYES:

NOES:

ABSENT:

ABSTAIN:

Diana Mahmud, Mayor

Attest:

City Clerk



City Council Agenda Report

ITEM NO. 14

DATE: December 1, 2021

FROM: Arminé Chaparyan, City Manager *AC*

PREPARED BY: Angelica Frausto-Lupo, Community Development Director
Margaret Lin, Deputy Community Development Director

SUBJECT: **Adoption of a Resolution Approving Participation in the Los Angeles Urban County Permanent Local Housing Allocation Program**

Recommendation

It is recommended that the City Council adopt a resolution approving participation in the Los Angeles Urban County Permanent Local Housing Allocation (PLHA) Program.

Discussion/Analysis

The PLHA program was developed to implement affordable housing programs. The Los Angeles County Development Authority (LACDA) on behalf of Los Angeles County administers the PLHA funding on behalf of the City. For Year 1 (2019), the City's allocation of \$74,651 was used to administer the County's eviction defense program (Stay Housed LA County). Stay Housed LA County provides tenants with information, services, resources and support to maintain housing stability.

The LACDA has applied for its annual PLHA funds. The LACDA is estimated to receive over \$17 million for Year 2 (2020) of the program. South Pasadena's allocation of those funds is estimated to be \$116,808. In order for the City to receive its funding through the County, the City must adopt a resolution approving participation in the County's program and authorizing the Mayor to sign a reimbursable contract with the LACDA. Following adoption of the resolution, the City will need to specify which eligible activities it would like to implement with the PLHA funds through Council action. Any unused funding can be rolled over to the following calendar year.

Eligible activities for the funding include:

1. The predevelopment, development, acquisition, rehabilitation, and preservation of multifamily, residential live-work, or rental housing that is affordable to extremely low-, very low-, low-, or moderate-income households, including necessary operating subsidies.
2. The predevelopment, development, acquisition, rehabilitation, and preservation of affordable rental and ownership housing, including Accessory Dwelling Units (ADUs). ADUs shall be available for occupancy for a term of no less than 30 days.

3. Matching portions of funds placed into Local or Regional Housing Trust Funds.
4. Matching portions of funds available through the Low- and Moderate-Income Housing Asset Fund.
5. Capitalized Reserves for Services connected to the preservation and creation of new Permanent Supportive Housing.
6. Assisting persons who are experiencing or at risk of homelessness, including
 - a. Rapid rehousing;
 - b. Rental assistance;
 - c. Outreach and other supportive/case management services;
 - d. Operating and capital costs for navigation centers and emergency shelters, and the new construction, rehabilitation, and preservation of permanent and transitional housing.
7. Accessibility modifications in lower-income owner-occupied housing.
8. Efforts to acquire and rehabilitate foreclosed or vacant homes and apartments.
9. Homeownership opportunities, including, but not limited to, down payment assistance.

Next Steps

The LACDA anticipates that the PLHA funds will be made available by the California State Department of Housing and Community Development in Spring 2022. Staff will present different options from the list of eligible activities list for the Council's consideration. Once the Council has identified the specific activities, staff will work with the LACDA to submit the appropriate documents to HCD for authorization.

Background

In 2017, Governor Brown signed a series of legislation to address the state's housing shortage. This included the Building Homes and Jobs Act (SB 2), which established a permanent source of funding to increase the supply of affordable housing. The revenue from SB 2 is based on a \$75 recording fee on real estate documents and therefore will vary from year to year.

Fiscal Impact

The City would receive \$116,808 in PLHA funds to be used for eligible activities.

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: PLHA Resolution

ATTACHMENT 1

PLHA Resolution

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

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
APPROVING PARTICIPATION IN THE LOS ANGELES URBAN
COUNTY PERMANENT LOCAL HOUSING ALLOCATION
PROGRAM BY AUTHORIZING THE MAYOR, OR THEIR
DESIGNEE, TO SIGN A REIMBURSEABLE CONTRACT WITH
THE LOS ANGELES COUNTY DEVELOPMENT AUTHORITY
ACTION ON BEHALF OF THE COUNTY**

WHEREAS, the City of South Pasadena desires to participate in the Los Angeles Urban County Permanent Local Housing Allocation (PLHA) Program for the \$116,808 that are allocated to the City for 2020; and

WHEREAS, the City authorizes the execution of a Reimbursable Contract with the County of Los Angeles in order to receive said PLHA funds; 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 Council authorizes the Mayor, or their designee, to execute any and all documents necessary for participation in the Los Angeles Urban County PLHA Program on behalf of the City of South Pasadena.

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 1st day of December, 2021.

Mayor

ATTEST:

APPROVED AS TO FORM:

Christina Muñoz

Andrew Jared, City Attorney

Acting City Clerk

**CITY OF SOUTH PASADENA
CITY CLERK'S DIVISION**

**CERTIFICATION
OF
RESOLUTION**

**STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS
CITY OF SOUTH PASADENA)**

I, Christina Muñoz, Acting City Clerk of the City of South Pasadena, do hereby certify that Resolution No. _____, was duly and regularly approved and adopted at a Regular meeting of the City Council on this 1st day of December, 2021, by the following votes as the same appears on file and of record in the Office of the City Clerk.

AYES:

NOES:

ABSENT:

ABSTAIN:

Christina Muñoz
Acting City Clerk



City Council Agenda Report

ITEM NO. 15

DATE: December 1, 2021

FROM: Arminé Chaparyan, City Manager *AC*

PREPARED BY: Sheila Pautsch, Community Services Director
Melissa Snyder, Community Services Supervisor

SUBJECT: **Approval of the Recommendation to Hold Senior Congregate Lunch Program In-Person to Only Fully Vaccinated Seniors**

Recommendation

It is recommended that the City Council approve the recommendation to hold the senior congregate lunch program in-person to only fully vaccinated seniors.

Commission Review and Recommendation

The Senior Citizen Commission reviewed this matter at the regular meeting on November 10, 2021. The Commission recommends that the City Council approves only fully vaccinated seniors participating in the senior congregate lunch in-person program.

Discussion/Analysis

In March 2020, the City of South Pasadena halted in-person services at the South Pasadena Senior Citizen Center due to COVID-19. In compliance with health orders issued by the County of Los Angeles Department of Public Health (DPH) regarding COVID-19, the Nutrition Program's in-person congregate meals were also temporarily suspended.

As of June 15, 2021, there is no prohibition from the DPH on communal meals or events for seniors. However, DPH recommends following "best practices" for senior centers, such as holding events outdoors, making full vaccination a requirement for participating in indoor events, and requiring masks when not actively eating or drinking.

Though the City of Los Angeles passed an ordinance on October 6, 2021, which requires proof of full vaccination to enter specific public locations, such ordinance does not apply to the City of South Pasadena. Under such ordinance, proof of vaccination will be required to enter all indoor City of Los Angeles parks facilities beginning Monday, November 29, 2021.

Additionally, in order to understand how nearby cities are dealing with re-establishing services while we learn to live with COVID-19, staff surveyed local cities that offered in-person congregate lunch programs to senior populations. Below are the findings from the survey.

Offering Senior Meals to ONLY Fully Vaccinated Seniors	Offering Senior Meals Regardless of Vaccinated Status	Offering Senior Meals in Two Cohorts	Not Currently Offering Senior Meals
	Monrovia Rosemead	Arcadia	Alhambra Monterey Park Pasadena San Gabriel San Marino* Temple City

*San Marino does not offer a senior meal program.

Alhambra, Monterey Park, San Gabriel, and Temple City offer senior meals through YWCA San Gabriel Valley. These cities are waiting for YWCA's decision on when to restart their programs. Monrovia and Rosemead have resumed their in-person congregate lunch programs without any limitations. Arcadia requires proof of vaccination for indoor congregate meals and offers an outdoor area for unvaccinated participants. Arcadia currently follows the County of Los Angeles Department of Public Health best practices for food and beverage services.

As an extension of best practices already in place, the Senior Citizen Commission recommendation is to resume the Nutrition Program's in-person congregate meals to only fully vaccinated seniors. If City Council approved this recommendation, it would apply to attendees at the December 16 Senior Center Christmas and Holiday Luncheon.

Alternatives

1. An alternative option is to resume in-person senior congregate meals in two cohorts. Indoor seating would be available to only fully vaccinated seniors, while outdoor seating would be available to unvaccinated seniors. This option was not considered as staff would come in contact with both cohorts, which could increase the risk of contracting and spreading COVID-19.
2. A second alternative is to resume in-person senior congregate meals to all participants regardless of vaccination status. Staff did not consider this option as it does not protect the health and safety of the City's workforce or patrons.

Background

The Nutrition Program has provided meals to seniors for over 30 years. The affordable and nutritious on-site congregate meals have provided opportunities for participants to build strong social connections and a sense of community. The Program has offered once per month special events themed around a particular program or holiday, with six of them regularly sponsored, such as Halloween, Thanksgiving, Christmas, Chinese New Year, Valentines, and Mother's Day. In addition to on-site meals, the Program has delivered hot meals daily to homebound seniors.

Due to COVID-19, the Program has shifted to offering frozen boxes of five or seven-day meals to all senior residents. Residents will continue to have the option of receiving home delivered meals and Grab and Go meals regardless of vaccination status.

In the future, Council may wish to consider limiting participation in indoor Senior Center activities to those seniors fully vaccinated.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

There is no fiscal impact.

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. City of South Pasadena Senior Nutrition Program Guidelines

ATTACHMENT 1
City of South Pasadena Senior Nutrition Program
Guidelines

SENIOR NUTRITION PROGRAM GUIDELINES

FY2021-2022

I. PROGRAM DESCRIPTION

The following guidelines are for the Nutrition Program offered at the South Pasadena Senior Citizens' Center. These guidelines are reviewed periodically for changes and updates.

- The Nutrition Program is located at 1102 Oxley Street, South Pasadena, CA 91030.
- The South Pasadena Senior Citizens' Center is open to the public Monday through Friday, 8:00 a.m. to 5:00 p.m.
- The Community Development Block Grant (CDBG) Fund, a portion of the City's General Fund, as well as fees paid by participants fund the Nutrition Program.
- The Nutrition Program serves adults 55 years and older residing within Los Angeles County.
- Community Services Supervisor oversees the registration process and verifies the necessary information from participants to ensure qualification into the Nutrition Program.
- The South Pasadena Senior Citizens' Center provides a host of recreational activities around the Nutrition Program to promote participation.
- Expenditures for the Nutrition Program are limited to contract for the vendor who supplies the meals. CDBG funds pay the approved vendor. The City's General Fund covers any other expenditure.
- A Site Manager and volunteers assist the Community Services Supervisor oversees the Nutrition Program.

II. ONSITE PROGRAM

- Meal services begins at 11:45 a.m. with reservation held until 12:00 p.m.
- Meals cost \$2.75 for adults 55 years and older and/or disabled participants.
- Meals cost for participants under 55 years and/or caregivers is the actual cost of meal (\$4.60).
- Reservations are required and must be made 24 hours in advance.
- Cancellations must be made by 10:00 a.m. For late cancellations, payment is required for meal, unless reasonable accommodations can be made (i.e. meal sold to participant on the waitlist).
- A waitlist will be maintained for walk-ins. Walk-ins must wait until 12:00 p.m. to be served.
- Special events and holiday luncheons will offer first day of sales open to South Pasadena residents and South Pasadena Senior Citizens' members. Sales will open the following business day for all other participants.
- **Participants are required to show full proof of COVID-19 vaccination to participate in onsite program.**
- **Menu is subject to change without notice.**

III. HOME DELIVERY PROGRAM

Volunteers deliver hot meals to residents of South Pasadena Monday through Friday. The Home Delivery Program is intended for participants who are frail, disabled, are unable to leave their home, or are recovering from an illness or injury.

- Meals are delivered Monday through Friday from 11:00 a.m. to 12:30 p.m.
- Meals cost \$3.00 per meal.
- Program serves adults 55 years and older.
- Meal reservations are for one week increments.
- Meal orders must be submitted by the Thursday for the following week.
- Meals are billed to participant at the end of the month.
- Cancellations are accepted with at least one week notice.
- **Menu is subject to change without notice.**

IV. GRAB & GO MEALS

Due to COVID-19, hot meals are available for pick-up Monday through Friday for Los Angeles County residents.

- Meals are available for pick-up Monday through Friday from 12:15 p.m. to 12:45 p.m.
- Meals cost \$3.00 per meal.
- Program serves adults 55 years and older.
- Meal reservations are for one week increments.
- Meal orders must be submitted by the Thursday for the following week.
- Cancellations are accepted with at least one week notice.
- **Menu is subject to change without notice.**

V. SERVICE AREA

The Nutrition Program serves residents of Los Angeles County that are 55 years of age or older.

VI. TARGET POPULATION

The Nutrition Program is targeted to extremely low, to moderate income older adults (55 years and older) that reside within Los Angeles County.

VII. MARKETING AND OUTREACH

City of South Pasadena staff shall make every effort to market the Nutrition Program to residents of Los Angeles County through various sources including, but not limited to press releases, South Pasadena Senior Citizens' newsletter, at various community events through distribution of brochures and flyers. In addition, the Community Services Supervisor will advertise the Nutrition Program on the City's website and social media outlets.

VIII. CLIENT TRACKING

The Nutrition Program is federally funded through the Community Development Block Grant. The City of South Pasadena staff will maintain the following information for reporting and monitoring purposes: the participant's name; address, ethnicity, head of household status, and census tract residency for all clients.

In addition, the City of South Pasadena staff will collect information verifying the participant's age and list type of identification provided for verification. Clients will be authorized by signature of staff.

A participant intake form will be completed for each adult that participates in the program and be updated at the start of each fiscal year.

Program and project managers are required to submit a Quarterly Report documenting the progress and program information, to include the number of adults being served, any program accomplishments, and a narrative.

IX. PERSONNEL AND NON-PERSONNEL TRACKING

City of South Pasadena staff will maintain payroll, time, and attendance records signed by the employee and approved by the Community Services Supervisor. Time distribution records will also be kept by program and shall account for total work time on a daily basis for all employees. Staff for the program are not paid from the CDBG fund.

Staff is also required to maintain an up-to-date inventory list of all non-expendable property items for which they are responsible. All expenditures charged to this project must be supported with documentation including, but not limited to invoices, receipts, consultant contracts, bills, purchase orders, and cancelled checks for non-personnel expenses. The only expenditure charged to CDBG is the cost of the meal contractor.

The City may use CDBG funds to cover personnel cost, should the need arise in the future.

X. PROCUREMENT

City of South Pasadena staff will comply with procurement standards outlines in 24 CFR, Part 85, entitled Procurement Procedures, for the purchase of all goods and contracted services using CDBG funds.

City South Pasadena staff must secure at least three bids for all goods and services. In addition to securing these bids, the operating agency shall use the lowest most responsive bidder. Should less than three bidders respond to the invitation, staff is to contact CDBG to receive direction.



City Council Agenda Report

ITEM NO. 16

DATE: December 1, 2021

FROM: Armine Chaparyan, City Manager *AC*

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

SUBJECT: **Amendment to Chapter 36 (Zoning) of the South Pasadena Municipal Code Pertaining to Add Section 36.350.200.J (Design Standards for Historic Properties) and Design Guidelines for ADU Development on Historic Properties**

Recommendation

It is recommended by the Planning Commission that the City Council conduct a public hearing and provide direction regarding the following:

1. Zoning Code Amendment to Section 36.350.200 of Division 36.350 (Standards for Specific Land Uses) to Chapter 36 (Zoning) of the South Pasadena Municipal Code pertaining to Accessory Dwelling Units (ADUs) on historic properties (Phase II ADU Ordinance); and
2. Design Guidelines for ADU Development on Historic Properties.

Executive Summary

Phase II ADU Ordinance for amending the ADU provisions of the Zoning Code have been drafted to comply with state and local law for the preservation of historic resources while also supporting a ministerial approval process for development of ADUs, as an important source of future housing units to comply with the Regional Housing Needs Assessment (RHNA). The intent of the Zoning Code Amendments is to make the process easier for homeowners to build ADUs while providing objective standards to maintain the historic character of the city's neighborhoods.

Through the State Certified Local Government (CLG) grant, staff was able to contract with Architectural Resources Group, Inc. (ARG) to develop the following:

- **Phase II ADU Ordinance** (Design Standards for ADUs on Historic Properties, **Attachment 1**): proposed Zoning Code Amendment to South Pasadena Municipal Code (SPMC) Chapter 36 (Zoning) Section 36.350.200 ("Residential Uses – Accessory Dwelling Units"), Sub-Section J.
 - The Design Standards were developed as a proposed amendment to the previously adopted ADU Ordinance and replace some of the temporary provisions relating to historic properties.
 - The Phase II ADU Ordinance set forth the regulations for conversion of existing accessory structures, creation of JADUs within the footprint of the existing primary residence, and construction of new detached ADUs.

- Phase II ADU Ordinance was developed to facilitate ministerial review of ADU applications in compliance with these regulations and with the architectural design guidelines of the South Pasadena Design Guidelines for ADU Development.
- **South Pasadena Design Guidelines for ADU Development on Historic Properties Guidebook (Attachment 2):** The design standards and guidelines are consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties, the South Pasadena Cultural Heritage Ordinance, and the South Pasadena Design Guidelines for Alterations and Additions to Historic Residencies.
 - The guidebook is an easy-to-use set of examples to help the property owner choose among style-appropriate exterior design features (roof type, window and door type, exterior cladding, etc.) which will be compatible with the existing architectural style of their primary residence.
 - The South Pasadena Design Guidelines for ADU Development are incorporated into the Phase II ADU Ordinance regulations.

Discussion

Applicability

The intent of the Phase II ADU Ordinance is to protect the character of South Pasadena's historic neighborhoods and ensure compliance with the approval procedures of the South Pasadena Municipal Code, Article IVH (Cultural Heritage Ordinance), that requires any alterations to historic properties to be consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties and the South Pasadena Design Guidelines for Alterations and Additions to Historic Residencies.

The State Department of Housing and Community Development's (HCD) ADU Handbook released in December 2020 allows local governments to apply additional development and design standards that prevent adverse impacts on any real property that is listed in the California Register of Historic Resources. These standards must be sufficiently objective to allow ministerial review of an ADU.

The project team created the Phase II ADU Ordinance with the intent to prevent adverse impacts on properties that are listed on the South Pasadena Inventory of Cultural Resources (i.e., Historic Landmarks and Historic Districts designated on the local level); California Register; and identified as eligible for historic designation through the survey process. The definitions of a historic resource complies with a number of sections of California State law: Public Resources Code, 5020.1; CEQA Guidelines, 15064.5(a); and California Health and Safety Code, 18955 (see **Attachment 4.1**). Consistent with Health & Safety Code Section 18955, the City's Phase 1 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."

The State ADU law (Section 65852.2 of the Government Code) does not preempt state statutory law applicable to historic properties; therefore, the resulting Phase II ADU Ordinance complies with all these state statutes by narrowing the ability to construct an ADU on an historic property in order to avoid adverse impacts on an historic property.

The California Register of Historic Resources

The California Register of Historic Resources was established in 1992. Before it became available, the most significant landmarks were nominated to the National Register of Historic Places. These early designated landmarks have been later absorbed by the State Register. South Pasadena has 7 individual landmarks and one historic district designated in the 1970s to the National Register of Historic Places that now appear on the State Register.

The other category of historic resources recognized on the State level are the properties formally evaluated by a State agency. In South Pasadena, such evaluation was conducted in the 1990s by Caltrans for the State Route 710 environmental impact analysis. As a result, several hundreds of properties were deemed eligible for the State Register (but not designated). They are included in the State Built Environment Resources Directory (BERD) that is not equal to the State Register by its level of protection.

Many California cities, including South Pasadena, developed historic preservation ordinances before 1992. These procedures were much easier and more transparent than applying to the National or State level. National and State nomination forms are usually more detailed and require hiring a historic preservation consultant or an architectural historian, while local nomination forms usually can be filled in by the homeowners with minimal help. That is why the vast majority of the approximately 2,800 South Pasadena historic resources were designated or deemed eligible on the local level. This disproportion between local and national/state designations is typical for many cities that implemented historic preservation instruments early (i.e., Los Angeles, Pasadena, etc.).

Ministerial Review Limitations

The State ADU law (Section 65852.2 of the Government Code) states that a permit application for an ADU or JADU shall be considered or reviewed ministerially (on staff level), without discretionary review or a hearing. This provision conflicts with the South Pasadena Cultural Heritage Ordinance requiring discretionary review (public hearing by the Cultural Heritage Commission) for additions and alterations to a historic resource for the purpose of avoiding adverse impacts to a historic resource.

Based on CEQA Guidelines Section 15331, only projects limited to maintenance, repair, stabilization, rehabilitation, restoration, preservation, conservation, or reconstruction of historical resources in a manner consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitation, Restoring, and Reconstructing Historic Buildings are categorically exempt from CEQA review, pursuant to class 31. Because ministerial approvals are exempt from CEQA review pursuant to CEQA Guidelines Section 15268, State ADU law (Section 65852.2 and 65852.22) avoids review and protection of historic resources.

To ensure consistency with all applicable State statutes, the proposed Phase II ADU Ordinance limits development of ADUs on historic properties to JADUs, detached ADUs, or conversion of existing accessory structures only, because such proposals can be reviewed ministerially. ADUs that are attached to a historic structure would require discretionary review in order to protect the historic resource consistent with state statute and City's Cultural Heritage Ordinance. In order to also comply with the State ADU statute requiring applications to be viewed ministerially, no attached ADU can

be permitted for an historic structure. This approach to ADU development on historic properties is consistent with the regulations adopted by other cities.

ADU Ordinances in Other Cities

The State ADU law allows local agencies to adopt policies or procedures that are consistent or less restrictive than the limitations of the State law. It also allows cities to impose additional standards on ADUs “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 any real property that is listed in the California Register of Historic Resources” (see the discussion of the California Register of Historic Resources above).

Several California cities used this opportunity to protect historic resources while facilitating ADU development. Here is a summary of some current practices:

City of Los Angeles: Architectural review standards, including objective historic preservation or design review standards, may be applied in ministerial fashion – architectural standards and design guidelines with clear, fixed and objective standards. Consultation meetings with local Design Review and Historic Preservation Overlay Boards (HPOZs) are encouraged, but not required. The ministerial review of ADUs in HPOZs includes applying of selected guidelines from the HPOZ Preservation Plan that are deemed “objective.” The most relevant of them relates to the size of an ADU and requires that accessory structures always be diminutive in height, width and area in comparison to the existing primary structure. Additionally, the HPOZ Board approval is required for projects involving full demolition of an existing original garage. This approval is a simple ministerial procedure that is not appealable.

City of Pasadena: in historic districts, no attached ADUs are permitted; only conversions of existing accessory structures or newly constructed ADUs that are not visible from the public right-of-way are permitted. On individually designated historic properties, only conversions of existing accessory structures to ADUs are permitted. Newly constructed accessory dwelling units are prohibited on individually designated historic properties. The reason for these regulations is related to the State law’s requirement that ADUs have to be allowed without requiring a discretionary entitlement that is in conflict with Pasadena’s Historic Preservation Ordinance.

A detached ADU on a property in a historic district shall be located behind the rear building line of the primary residence, and be clearly subordinate by location and size, so long as it does not prohibit an accessory dwelling unit of at least 800 square feet. A newly constructed ADU may extend to a height of two stories, if the existing primary residence is two stories in height. Windows, doors, and garage doors for historic properties that are original to the structure are required to be retained.

City of Glendale: an additional standard is developed for historic properties, including properties listed on the California Register of Historic Places, the Glendale Register of Historic Properties, any property in an adopted or nominated historic district overlay zone, or any property identified as significant or potentially significant on a historic survey meeting the requirements of Public Resources Code Section 5024.1(g). The standard requires that exterior changes to an existing property to create an ADU or a JADU are not visible from the public street or sidewalk right-of-way immediately adjacent to the property, and that these changes do not alter any defining historical characteristics.

City of San Marino: an ADU shall be similar in the building materials, color, style, and form of the primary residence. Architectural details, including, but not limited to, windows, roof pitch and lines, eaves, fascia boards, and trim shall match the primary residence on the property, provided that no ADU shall include any second story balcony. Exterior entrance to an ADU shall be a standard exterior door, and to the greatest extent feasible, shall not be visible from the street.

City of Santa Rosa: a Landmark Alteration Permit is not required for ADUs or JADUs. However, the color, materials, and architectural features of the proposed ADU shall be consistent with the time period of the primary residence's construction and/or the adjacent historic structures.

City of San José: an ADU on a property listed on the San José Historic Resources Inventory, shall be located along the rear wall of an existing primary dwelling. The attached ADU shall not result in the enclosure of or net loss of any existing porch, unless such porch is located along the rear façade. The roofline and materials of the attached ADU shall be differentiated from the primary dwelling.

City of Beverly Hills: any ADU that has the potential to adversely impact a historical resource listed on the National Register, California Register of historic places, or the City of Beverly Hills register of historic properties, shall comply with and shall be designed and constructed in accordance with the Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings.

City of Folsom: an ADU is reviewed and approved ministerially if the project complies with the objective design standards listed in the ordinance and explained in the "ADU Design Workbook" (similar to the proposed South Pasadena Design Guidelines for ADU Development). If the project doesn't meet the design standards, it becomes subject to discretionary review by the Historic District Commission). The applicant for an ADU shall select one of appropriate architectural styles for the historic district in which it is located, and shall meet all required design elements. The style selected for the ADU shall not necessarily match the style of the primary residence; it just has to be appropriate for the district. The City's "ADU Design Workbook" provides illustrated examples of the historic district design styles and standards.

City of Long Beach: for an ADU in a historic district or on the properties designated as a Historic Landmark, a Certificate of Appropriateness must be obtained prior to application for building permits.

City of Santa Monica: an ADU or JADU shall conform to generally applicable Municipal Code provisions, including, but not limited to, the provisions of Article VIII, Building Regulations, and the provisions of Chapter 9.56, Landmarks and Historic Districts.

This short overview shows that Californian cities take different routes balancing between the State ADU law requirement of ministerial review for all ADUs and other provisions of State and local codes and guidelines. They also choose different strategies coordinating the requirement of applying "objective" design standards with naturally non-objective Secretary of the Interior's Standards, intended for case-by-case interpretation by a group of experts.

The most challenging for “objective” review is a combination of Standard 3 (“Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken”), and Standard 9 (“New additions, exterior alterations, or related new construction <...> 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”). “Compatibility,” “differentiation,” and “avoiding a false sense of history” are concepts which are difficult to reduce to objective requirements and illustrated guidelines.

Background

In order to address the statewide housing shortage, the California State legislature has made ADUs more permissive over the last few years. In September 2019, the City held a series of housing workshops regarding tenant protections, ADUs, and Inclusionary Housing. During these meetings, participants were receptive to promoting ADUs as a means of attaining more affordable housing units in general, with many recognizing the opportunities to provide housing for their adult children or senior relatives or renting ADUs as a source of extra income. On October 9, 2019, the Governor signed further changes to ADU regulations into law.

Subsequently, the City of South Pasadena implemented a number of steps to achieve compliance with the new State legislation. On January 28, 2019, the Planning Commission discussed and provided direction to amend the ADU ordinance to comply with State law and encourage more ADUs. ADUs are an important component for South Pasadena’s pending sites inventory for the 2021-2029 Housing Element.

There are numerous contradictions between the State ADU law (in its attempt to treat all ADU development as ministerial) and historic preservation legislation (which requires discretionary procedures to preserve historic resources); some examples include:

- Secretary of the Interior’s Standards for the Treatment of Historic Properties;
- California Environmental Quality Act (CEQA);
- State Historical Building Code (Health & Safety Code Section 18950-18962);
- South Pasadena Municipal Code, Article IVH (Cultural Heritage Ordinance);
- South Pasadena General Plan; and
- South Pasadena Design Guidelines for Alterations and Additions to Historic Residencies.

In 2021, the City was awarded \$40,000 in State Certified Local Government (CLG) grant funds from the California Office of Historic Preservation (OHP) and National Parks Service (NPS). The goal of the grant application (**Attachment 4.4**) was to undertake comprehensive revisions to the existing ADU Ordinance to better integrate it with historic preservation guidelines. These revisions were intended to help retain the integrity of South Pasadena’s historic properties and districts, and support the overarching State Preservation Plan goal (Goal V) of protecting historic and cultural resources by maximizing compatibility between ADUs and existing historic homes. The proposed outcome of the project included historic preservation-focused Design Standards and Design Guidelines, as well as a robust outreach program to provide community support and education. The drafts of Design Standards and Design Guidelines had to be completed by the end of September 2021 and required participation from a Historic Preservation or Preservation Architect Consultant.

On December 21, 2020, the Planning Manager issued a request for proposals to firms on the City's list of approved historic preservation consultants meeting the City's benchmark qualifications and the Secretary of the Interior's professional qualification standards in history and architectural history. On January 20, 2021, the City Council approved a Professional Services Agreement with Architectural Resources Group, Inc. (ARG) to assist the City with the scope of work outlined in the CLG Agreement.

Concurrent with the grant project launch, in December 2020, HCD updated its ADU Handbook with its interpretations and application of ADU statutory law (**Attachment 4.5**). Based on HCD's interpretation and application, staff recommended additional Municipal Code revisions (Phase I ADU Ordinance).

In January 2021, Arup, a global Planning and Engineering firm, offered their pro-bono service to support City's efforts to learn more about housing issues facing Los Angeles communities. Arup provided a research memo that analyzed ADU best practices from other cities with comparable issues to South Pasadena such as hillsides and historic properties. Arup and staff worked together to develop the Phase I ADU Ordinance to incorporate the best practices into the City's existing ADU Ordinance. The Phase I ADU Ordinance was adopted by the City Council on May 5, 2021, and became effective on June 5, 2021 (**Attachment 4.3**). The Ordinance contained very limited provisions for ADUs on historic properties, in anticipation that the Phase II ADU Ordinance, developed under the CLG grant project, would create design standards applicable to ADU development on historic properties.

CLG Grant Project

On January 21, 2021, staff and members of the Cultural Heritage Commission met with ARG to review and discuss project goals, scope, timeline, communication methodology and key deliverables. Following this meeting, ARG reviewed existing background materials, including the City's 2019 ADU Ordinance, Historic Context Statement, Design Guidelines for Alterations and Additions to Historic Residencies, and other historic preservation policies.

On February 18, 2021, the City and ARG presented the project to the public during a virtual Cultural Heritage Commission (CHC) meeting. An overview of the project was given, the overarching goals and objectives were summarized, and the project approach and timeline were described. The presentation was followed by an open question and answer session during the meeting.

On March 15, 2021, the City and CHC Subcommittee members met virtually with ARG to provide feedback on the first outline of the ADUs design standards, guidelines, and procedures. In mid-April, 2021, ARG submitted a first draft of the design standards and procedures for ADUs on historic properties and in historic districts, based on the feedback received on the extended outline, and intended to be incorporated into the amended ADUs Ordinance. The first draft was reviewed the CHC Chair, Vice Chair, and staff.

On March 17, 2021, a survey was released to the public to solicit information and feedback, and build consensus for the design guidelines and standards to be incorporated into the Phase II ADU Ordinance. In addition to posting information about the survey on the City's website, postcards were sent out to all South Pasadena residents. The survey was made available online as well as in paper format, upon request. The results of the survey were provided by ARG to staff in April, 2021 (**Attachment 4.2**). They demonstrated that South Pasadena residents were committed to preserving

the City's historic character. While generally being in favor of new ADUs in town, residents expressed strong opinions regarding allowing two-story ADUs only on historic properties with two-story historic homes, and not allowing ADUs in front of historic properties; residents also opined that ADUs should match the style of a historic home.

In early June 2021, ARG submitted a working draft of the Phase II ADU Ordinance (Design Standards) and the companion Design Guidelines for ADU Development on Historic Properties. After additional rounds of review with the CHC Chair, Vice Chair, and staff, the draft was submitted to the City Attorney for feedback.

In July-August 2021, staff and the City Attorney had two conference calls with the State Department of Housing and Community Development (HCD) to discuss the working draft of Phase II ADU Ordinance (Design Standards) and the separate Design Guidelines for ADU Development on Historic Properties. The comments received from HCD were incorporated in the working draft of the Phase II ADU Ordinance. The most critical of them were related to the discrepancy between the City's Inventory of Historic Resources and the California Register of Historic Resources (see the discussion above). HCD did not provide comments on the Design Guidelines for ADU's on Historic Properties, understanding that the guidelines are intended to provide easy-to-follow exterior design guidance for ADU's on historic properties in order to facilitate a ministerial review process.

In August 2021, staff forwarded the working draft of the Phase II ADU Ordinance (Design Guidelines) and the companion Design Guidelines for ADU Development on Historic Properties to the OHP's CLG grant program coordinator. OHP's comments were incorporated in the working draft as well. Based on all comments collected, the City Attorney and staff created the public review draft of Phase II ADU Ordinance and the companion Design Guidelines for ADU Development on Historic Properties.

On September 2, 2021, at a Special meeting, the Planning Commission and Cultural Heritage Commission reviewed and provided direction regarding the draft Zoning Code Amendment to Chapter 36 (Zoning) of the South Pasadena Municipal Code pertaining to Accessory Dwelling Units (ADUs) on historic properties (Phase II ADU Ordinance) and of Design Guidelines for ADU Development on Historic Properties. Prior to the Special meeting, one public comment was submitted by a South Pasadena resident.

After the first Special meeting, information about the Zoning Code Amendment process was included in the City's electronic Newsletter to encourage members of the public to review the drafts of the Phase II ADU Ordinance and Design Guidelines for ADU Development on Historic Properties and provide additional comments. No additional public comments were received prior to the second Special meeting on September 23, 2021.

Planning staff and consultant (ARG) incorporated revisions suggested by Planning and Cultural Heritage Commissioners and the public into the revised version of the Phase II ADU Ordinance and Design Guidelines for ADU Development on Historic Properties, including revisions to the Sub-section J (Design Standards for ADUs on Historic Properties), revisions to other sections of Phase II ADU Ordinance, and revisions to the Design Guidelines for ADU Development on Historic Properties. A number of changes to sections of Phase II ADU Ordinance (other than Sub-section J) were proposed by Planning staff and the City Attorney to ensure consistency of the previously

approved Phase I ADU Ordinance with the proposed Sub-section J (Design Standards for ADUs on Historic Properties), and address complications experienced by staff in case of concurrent applications for a primary dwelling and an ADU.

On September 23, 2021, at the second Special meeting, the Planning Commission and Cultural Heritage Commission reviewed the revised versions of both documents, and adopted a resolution recommending approval of an Ordinance to the City Council to amend Section 36.350.200 (Accessory Dwelling Units) to incorporate Design Standards for historic properties, and adoption of Design Guidelines for ADU Development on Historic Properties, subject to several minor changes outlined in the motion. The changes were incorporated by Planning staff and consultant and reviewed by the City Attorney. The resolution was signed by the Planning Commission Chair after the changes were made (see **Attachment 3**).

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.

Public Notification of Agenda Item

A notification of this hearing was published on November 19, 2021, in the South Pasadena Review. 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 and/or the South Pasadena Review.

Attachments

1. Phase II ADU Ordinance (Design Standards for ADUs on Historic Properties)
2. South Pasadena Design Guidelines for ADU Development on Historic Properties Guidebook
3. Planning Commission Resolution from September 23, 2021
4. Attachments to the Staff Report from September 2, 2021 Special meeting:
 - 4.1. Definitions of a Historic Resource
 - 4.2. ADUs Public Survey, Summary of Results
 - 4.3. South Pasadena Phase I ADU Ordinance
 - 4.4. Certified Local Government Grant Application
 - 4.5. ADU Handbook by the State Department of Housing and Community Development

ATTACHMENT 1
Phase II ADU Ordinance
(Design Standards for ADUs on Historic Properties)

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

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

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

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

AYES:

NOES:

ABSENT:

Diana Mahmud, Mayor

Attest:

Christina Munoz, Acting Deputy City Clerk

ATTACHMENT 2

South Pasadena Design Guidelines for ADU Development on 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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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

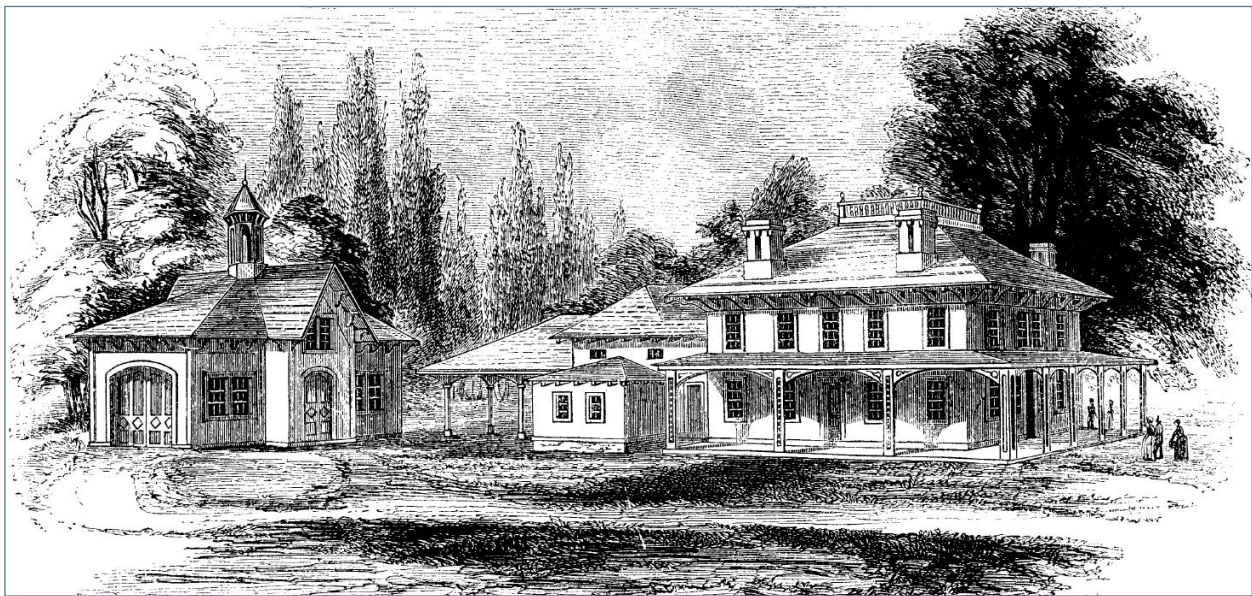
An understanding of the history and development of accessory structures and their relationship to the primary dwelling is helpful when undertaking an ADU project on a historic property.

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 Lummi, and middle-class single-family residences in newly platted neighborhoods.



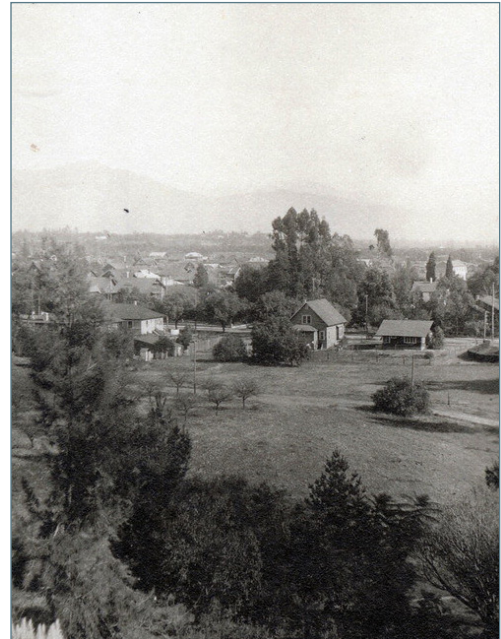
Houses on Buena Vista Street, n.d. (South Pasadena Public Library)

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

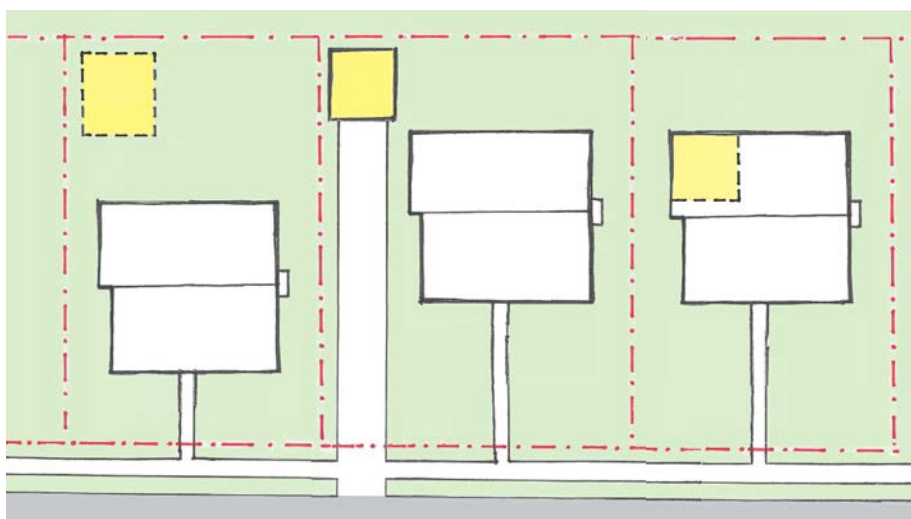
Design guidelines are one of many urban planning tools communities can use to encourage high-quality design and construction. This approach has been adopted and implemented in many Southern California communities.

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

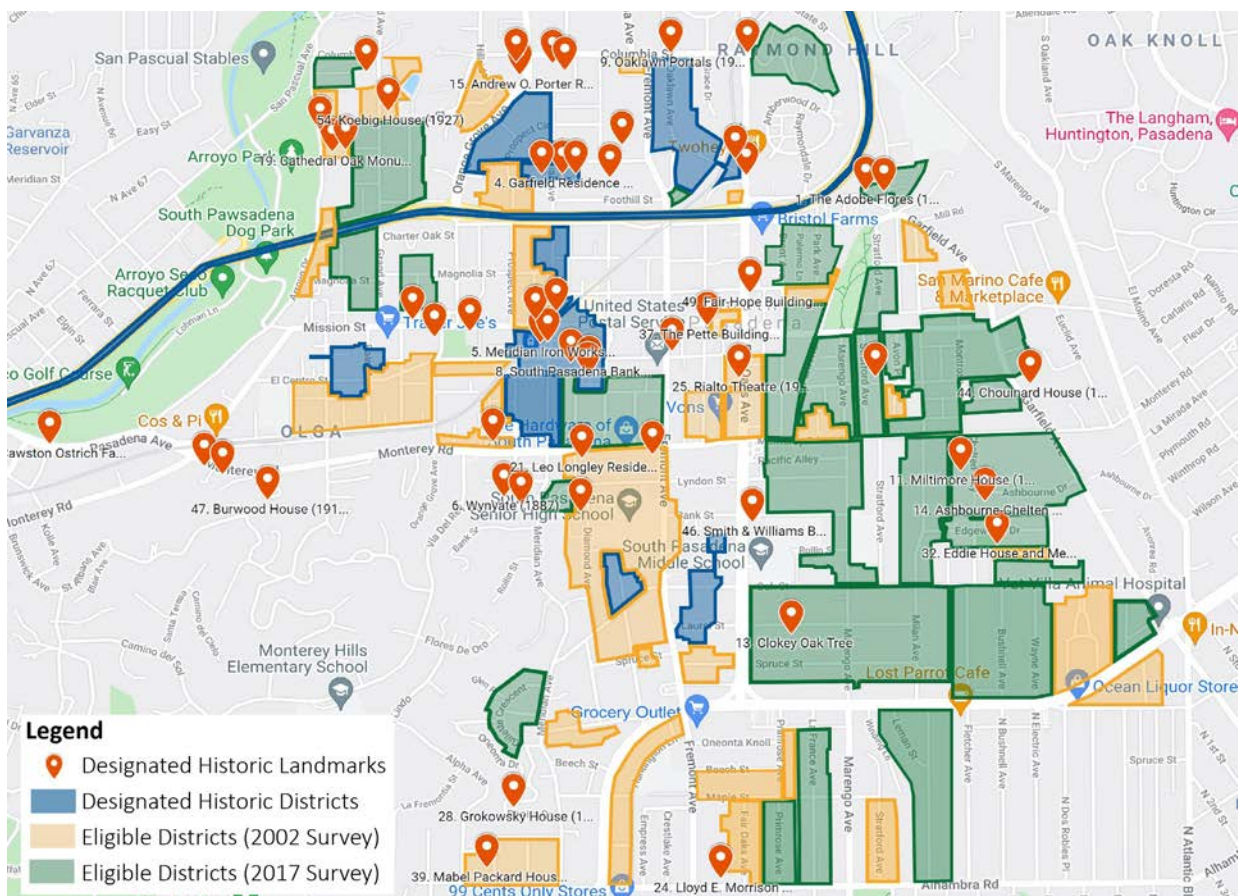
Application and Use of the Guidelines

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

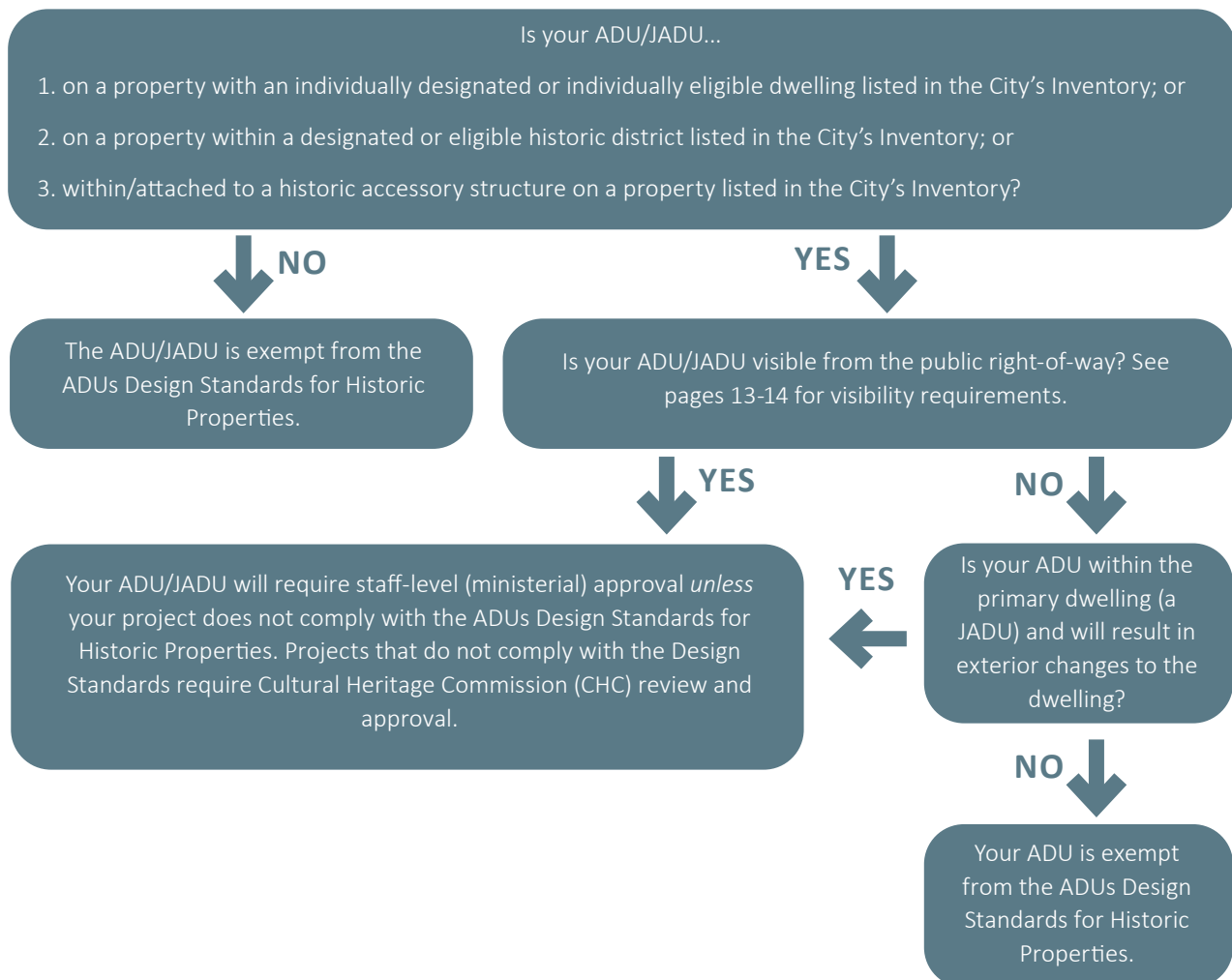
ADUs and JADUs

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.



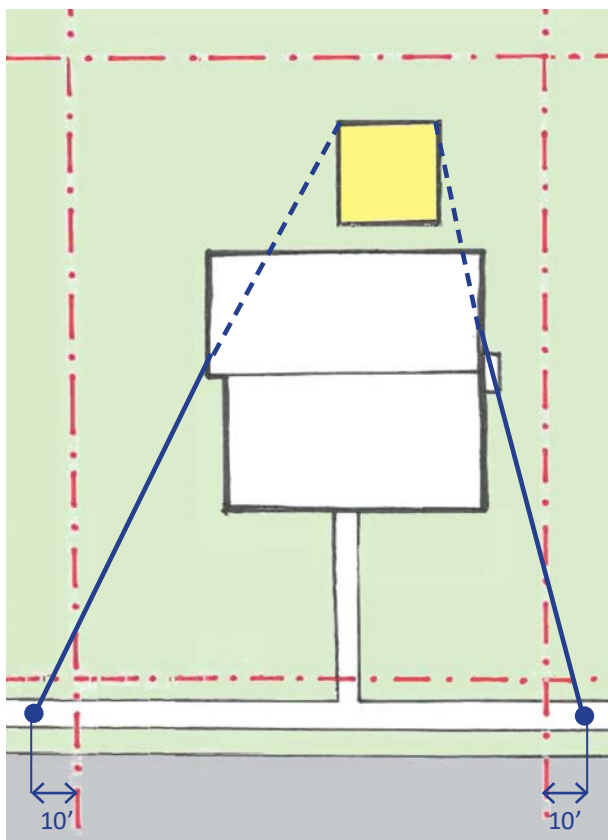
Visibility

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:

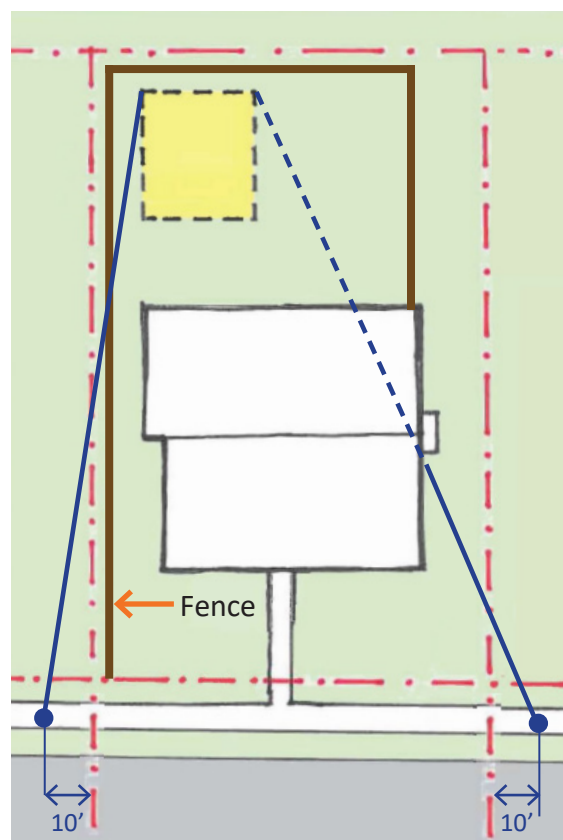
- Visibility of the structure from the street immediately in front of and within 10 feet on either side of any street-adjacent property line(s). This includes both adjacent streets for corner properties. Alleys are not considered public right-of-way for this purpose.
- Vegetation, gates, fencing, and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



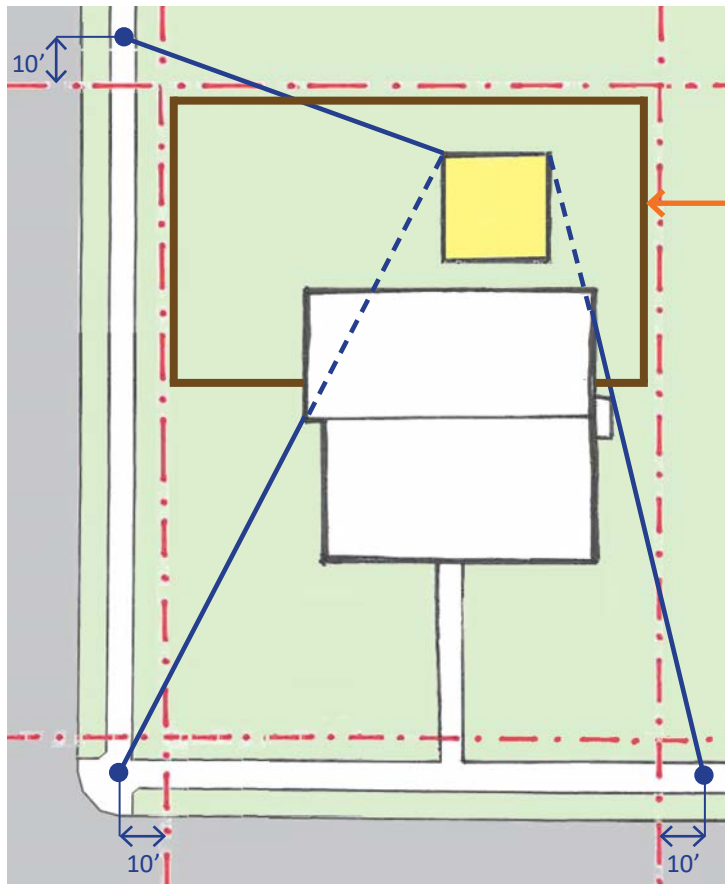
This ADU is visible from the public right-of-way on the left side of the dwelling. Note that fences, gates, vegetation, and any other landscaping elements shall not be considered in determining visibility from the public right-of-way.

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.



Vegetation, gates, fencing, and any other landscaping elements shall not be considered in determining visibility from the public right-of-way.

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

Chapter 2

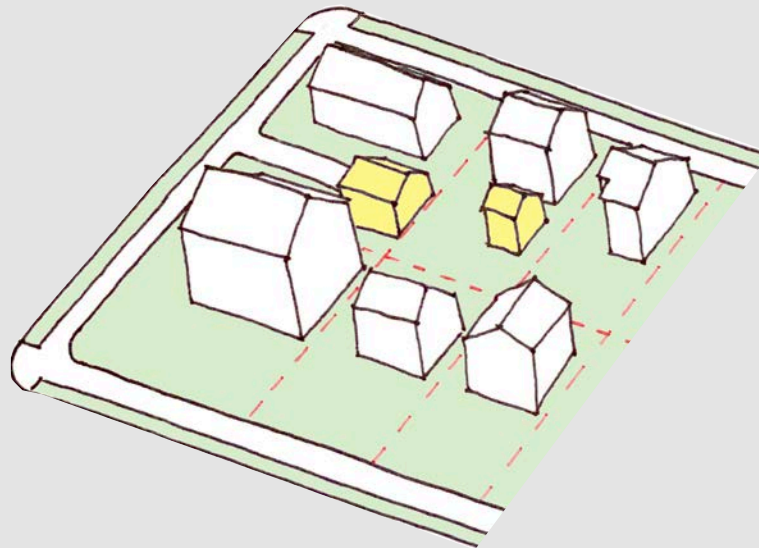
Planning Your ADU/JADU

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:

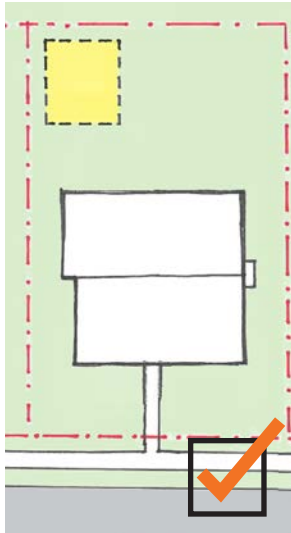
- Be located at the rear of the property (see pages 16-17);
- Be visually subordinate to the primary dwelling in height and square footage (see pages 19-20);
- Be compatible with the exterior architectural style, materials, and features of the primary dwelling (see Chapters 3 and 4); and
- Be designed 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.



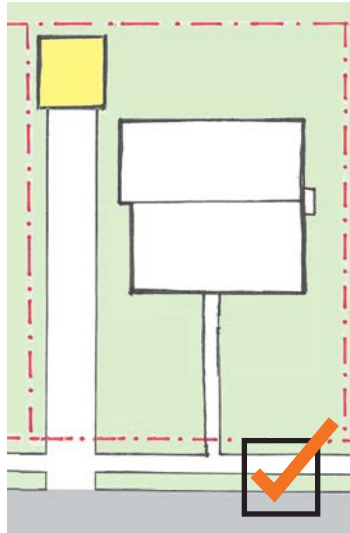
The above buildings highlighted in yellow represent an accessory structure conversion (left) and new detached ADU (right) that are compatible with the size, scale, and massing of their primary dwelling as well as the surrounding neighborhood.

Location

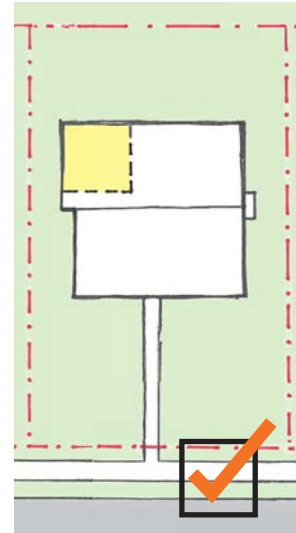
ADUs may be located:



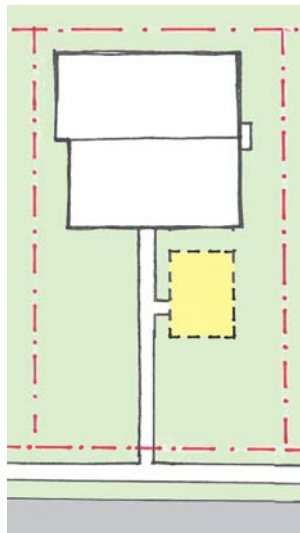
At the rear of the property, behind the primary dwelling



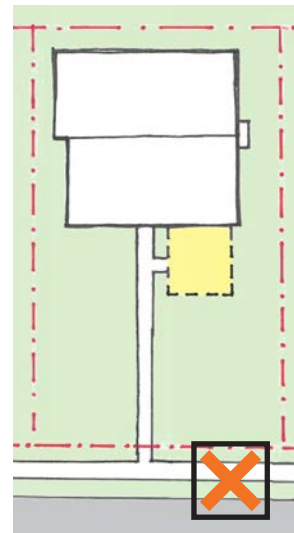
Within an existing converted and/or expanded accessory structure



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

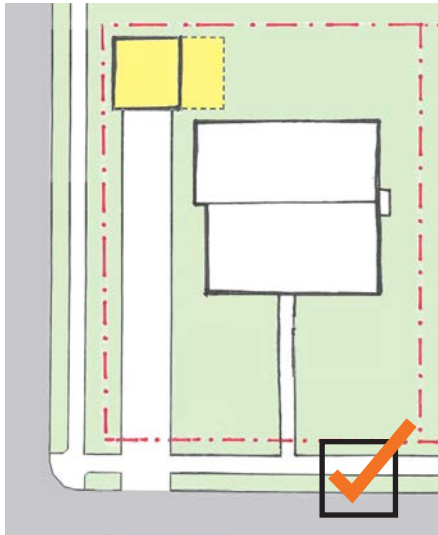


Only under rare circumstances are detached ADUs allowed in front of the primary dwelling. See page 18 for requirements.

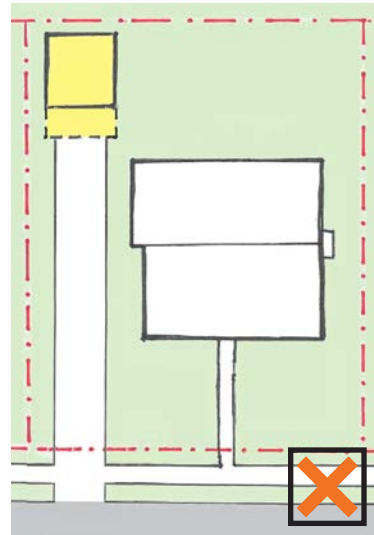


An ADU should never be attached to the front/main façade of the primary dwelling.

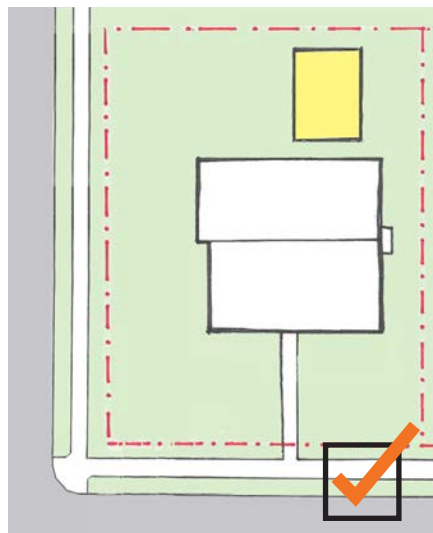
Location



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.

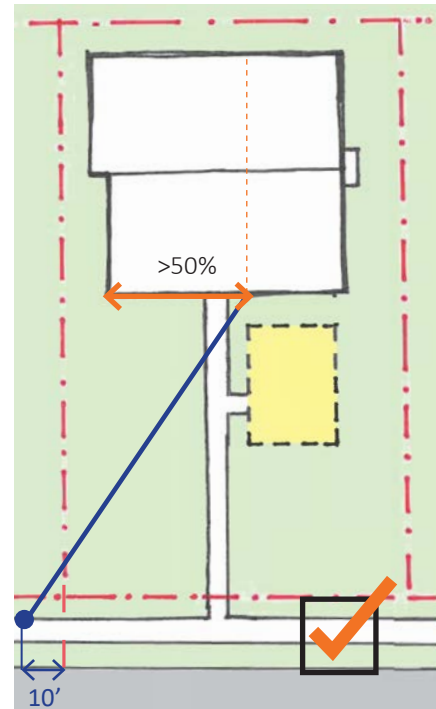
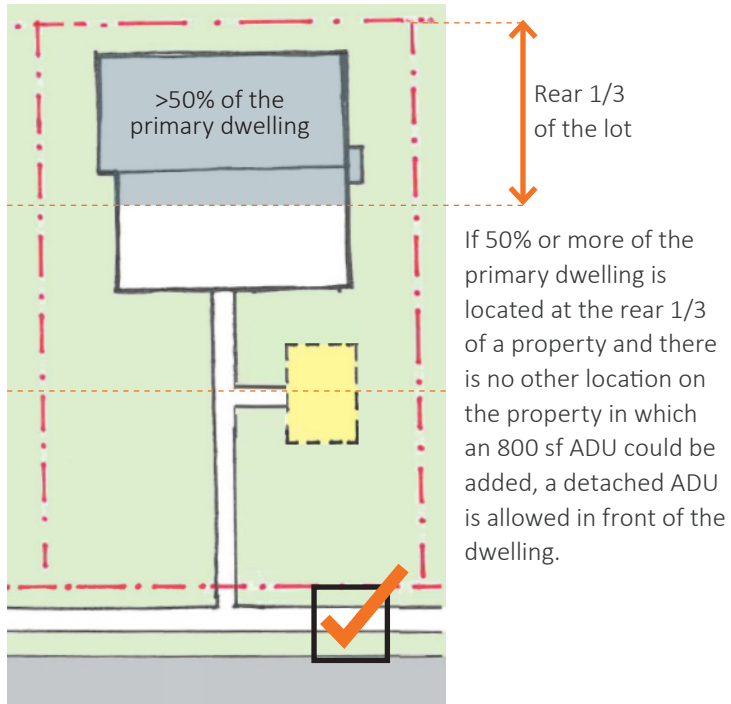


If the accessory structure is historic, the addition must not be attached to the front façade (the façade containing the main/vehicular entrance) of the structure.



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



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.



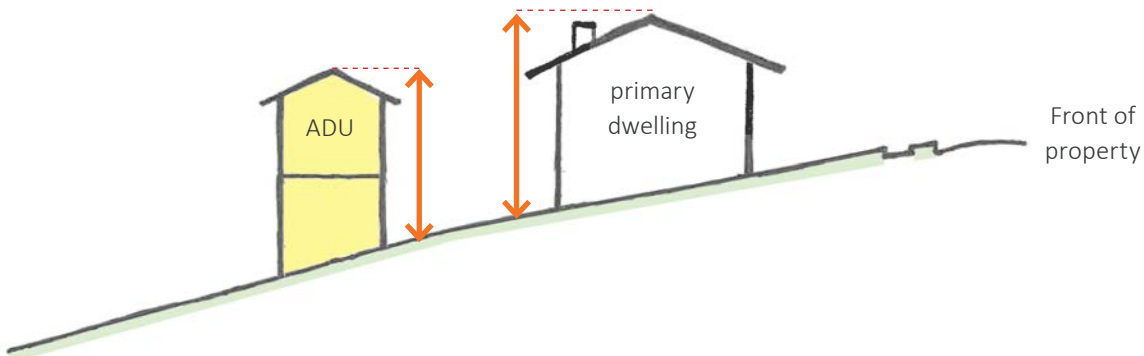
Size and Height

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.

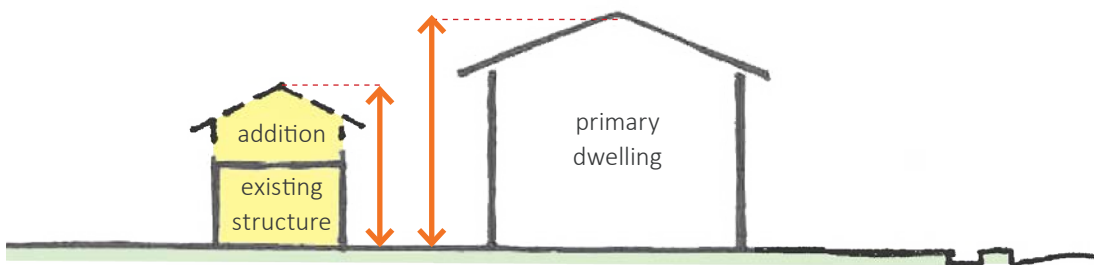


Two-story ADUs are allowed up to 18 feet in height for a flat roof or 22 feet in height for a pitched roof, as long as the ADU is lower than the height of the primary dwelling.

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.

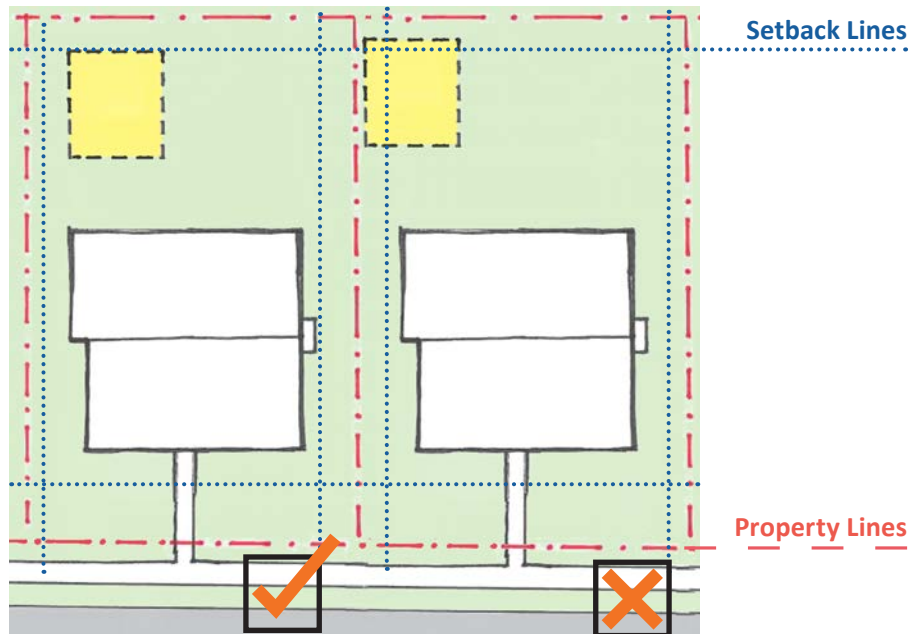


Above-structure additions are only allowed if the addition is lower in height (or no more than 16 feet in height) than the primary dwelling.



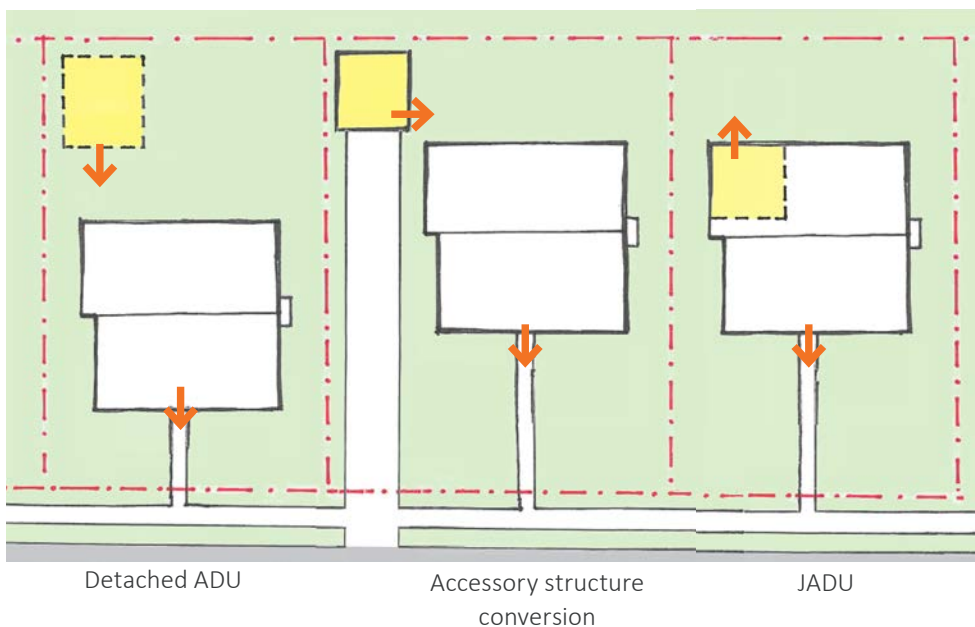
Setbacks and Orientation

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.



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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.



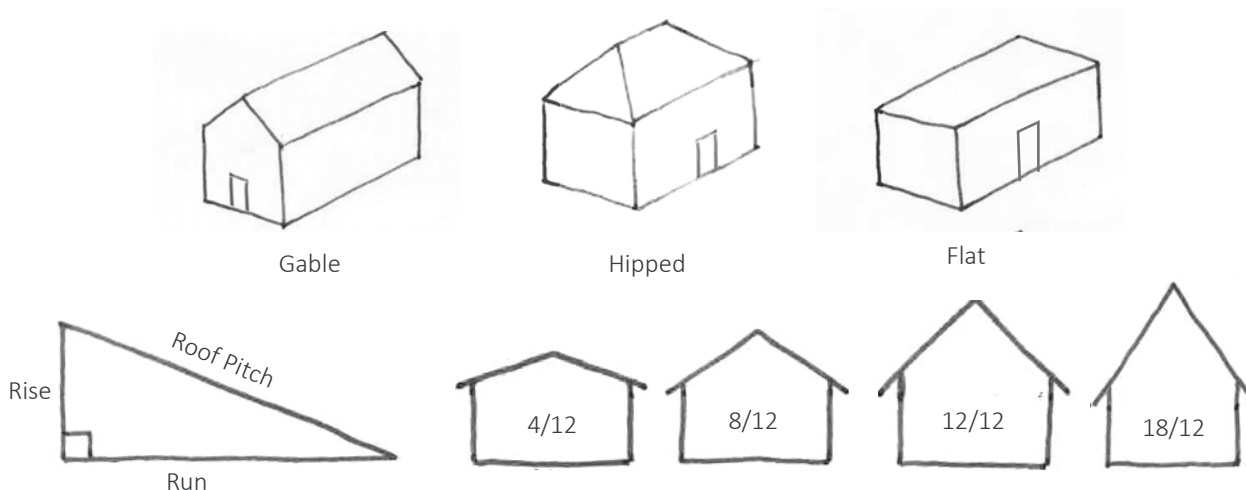
Example of a new detached ADU located on a Craftsman residential property (courtesy of Louisa Van Leer Architecture)

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

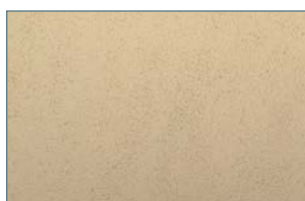
- In most instances, the ADU wall cladding needs to match the cladding of the primary dwelling or the existing accessory structure (if attached to the accessory structure) in material and orientation (i.e. horizontal or vertical). Exceptions include the following:
 - ☐ Wood composite siding is an acceptable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



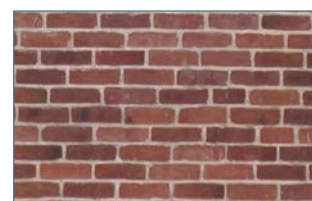
Wood clapboard



Wood shingle



Stucco (sand/float finish)



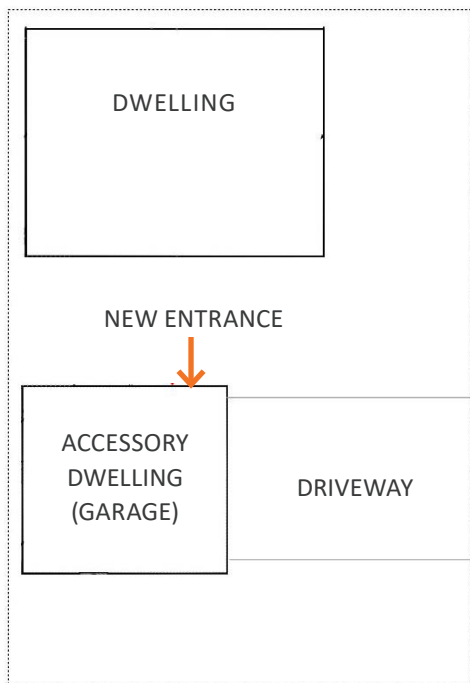
Brick

Design Elements

Entrances

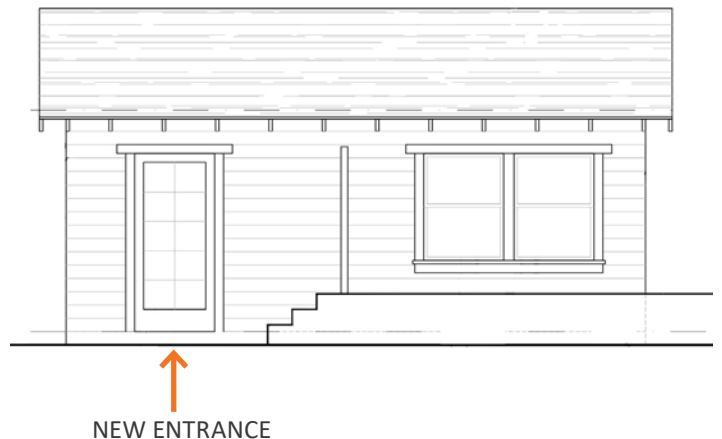
Entrances

- 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

STREET



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



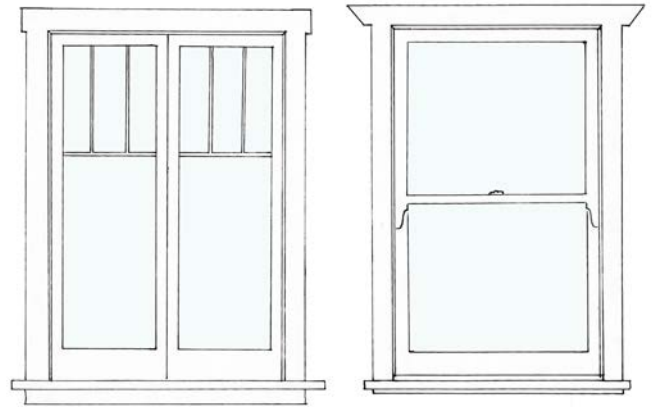
ADU conversion with French door infill retaining original garage door opening

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

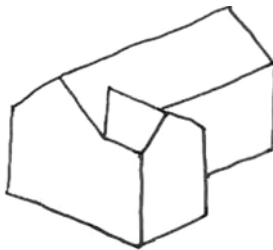
Victorian-Era Styles

Common Design Elements

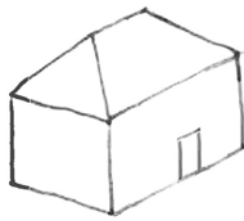
The following are typical design elements found on Victorian-Era dwellings in South Pasadena. Because these are the commonly found elements, they are not all-encompassing, and specific design features will vary from residence to residence. The elements used to design your ADU/JADU should relate to those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

Roofs

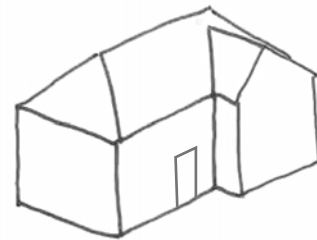
Victorian-Era dwellings typically have steep-pitch (between 8/12 and 18/12) gable or hipped roofs with open or boxed eaves. Hipped roof dormer windows are common.



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.



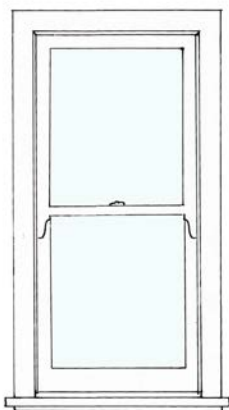
Glazing



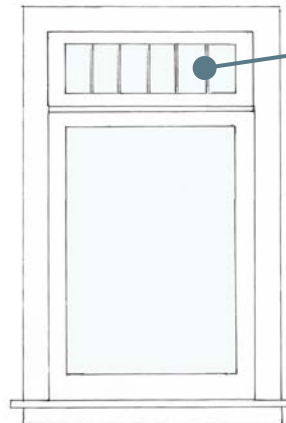
Paneling

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)*

Transom



Bay window

Craftsman

The Craftsman style is an 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:



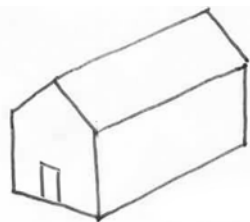
Craftsman

Common Design Elements

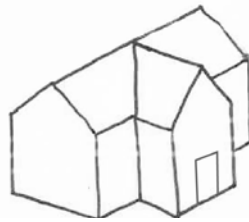
The following are typical design elements found on Craftsman style dwellings in South Pasadena. Because these are the commonly found elements, they are not all-encompassing, and specific design features will vary from residence to residence. The elements used to design your ADU/JADU should relate to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

Roofs

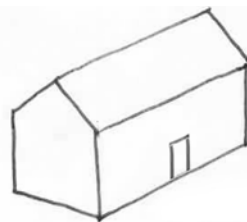
Craftsman style residences typically have low-pitch (between 2/12 and 4/12) gable roofs with wide, open eaves, and exposed wood structural elements. Dormer windows are also common.



Front gable



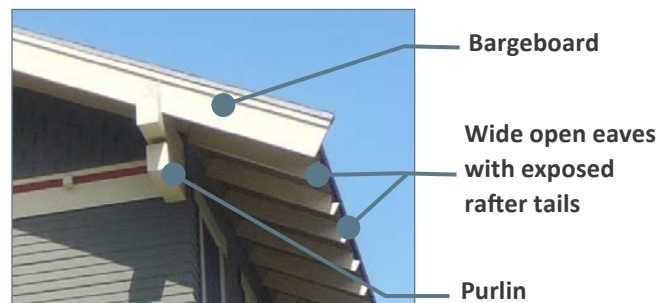
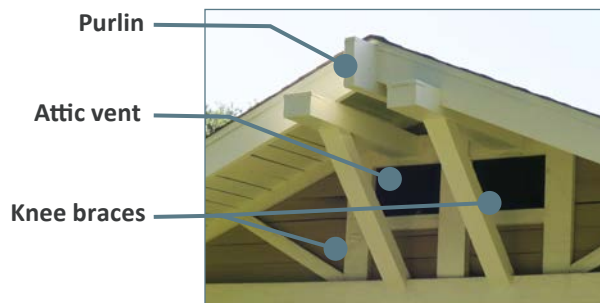
Cross gable



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

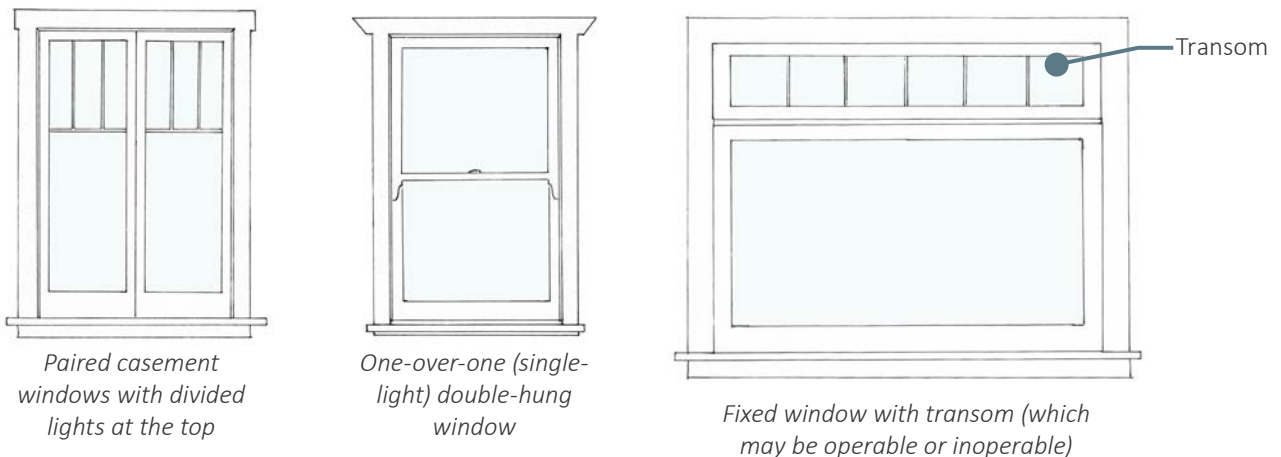
Door Types

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).



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

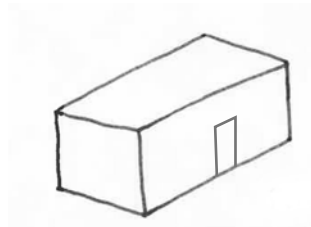
The following are typical design elements found on Prairie style dwellings in South Pasadena. Because these are the commonly found elements, they are not all-encompassing, and specific design features will vary from residence to residence. The elements used to design your ADU/JADU should relate to those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

Roofs

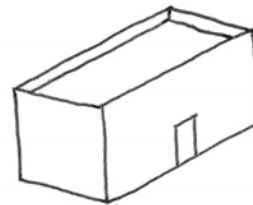
Prairie style dwellings typically have low-pitch (between 2/12 and 4/12) hipped or flat roofs (with or without parapets) and wide, boxed eaves with brackets.



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.



Glazing



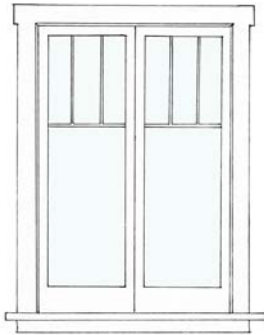
Paneling

Prairie

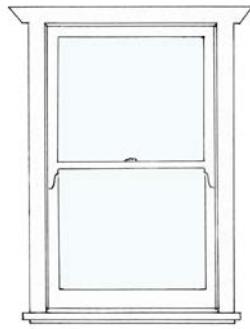
Common Design Elements

Window Types

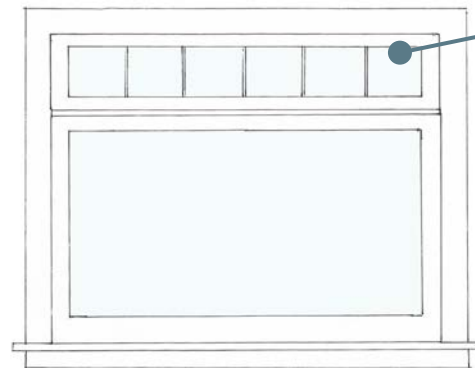
Prairie dwellings have wood windows. Common window types include double-hung and fixed/picture windows, sometimes used in combination (as a tripartite window), as well as casement (often in pairs or groups).



Paired casement windows with divided lights at the top



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



Transom

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

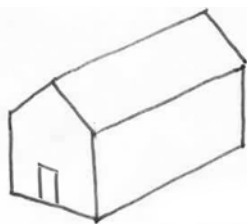
Mediterranean and Indigenous Revival Styles

Common Design Elements

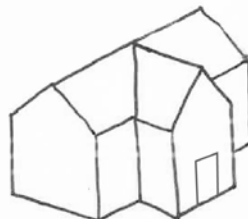
The following are typical design elements found on Mediterranean and Indigenous Revival style dwellings in South Pasadena. Because these are the commonly found elements, they are not all-encompassing, and specific design features will vary from residence to residence. The elements used to design your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

Roofs

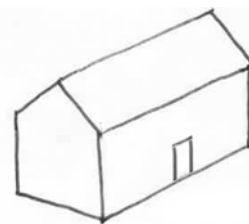
Mediterranean and Indigenous Revival style dwellings typically have low-pitch (between 2/12 and 4/12) gable roofs with shallow eaves, or flat roofs with parapets. Mission style residences have bell-shaped parapets. Clay tile is a common roofing material.



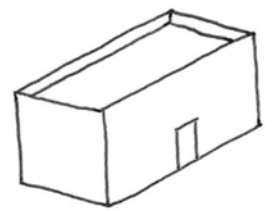
Front gable



Cross gable



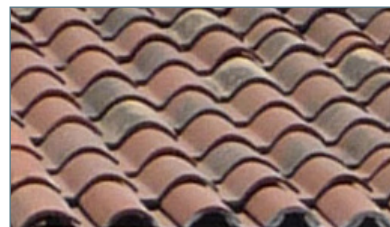
Side gable



Flat with parapet



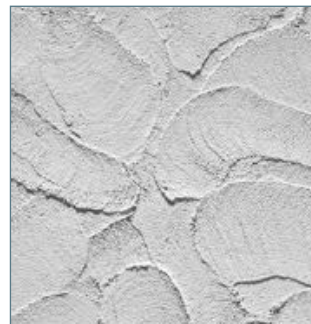
Bell-shaped parapet



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



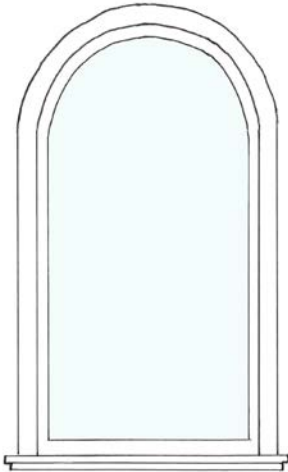
Paneling

Mediterranean and Indigenous Revival Styles

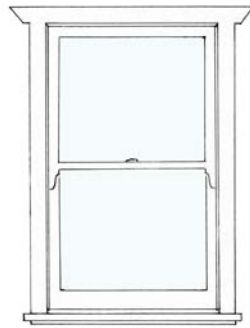
Common Design Elements

Window Types

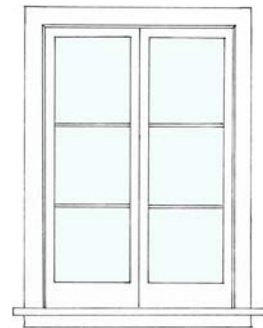
Mediterranean and Indigenous Revival style dwellings typically have wood windows. Common window types include double-hung and casement (either wood or steel). Arched fixed/picture windows and bay windows are also common.



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:



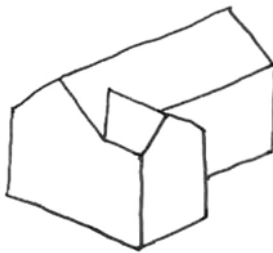
Tudor Revival

Common Design Elements

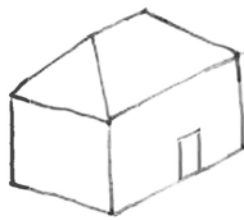
The following are typical design elements found on Tudor Revival style dwellings in South Pasadena. Because these are the commonly found elements, they are not all-encompassing, and specific design features will vary from residence to residence. The elements used to design your ADU/JADU should relate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

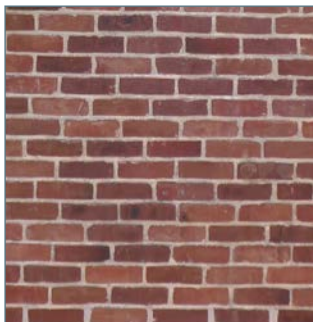
Wall Cladding

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

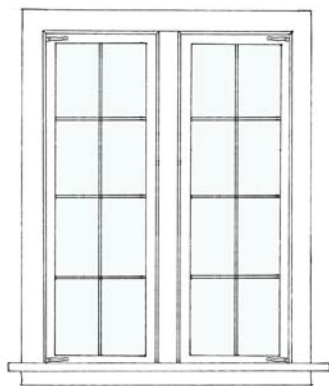


Paneling

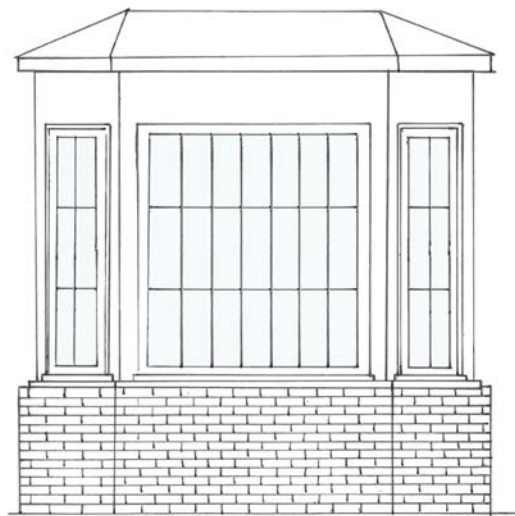


Window Types

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:



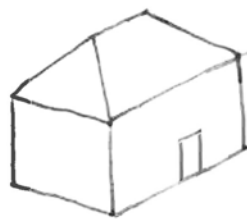
Neoclassical

Common Design Elements

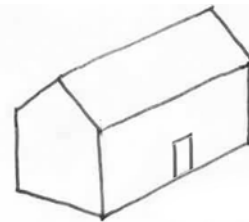
The following are typical design elements found on Neoclassical style dwellings in South Pasadena. Because these are the commonly found elements, they are not all-encompassing, and specific design features will vary from residence to residence. The elements used to design your ADU/JADU should relate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



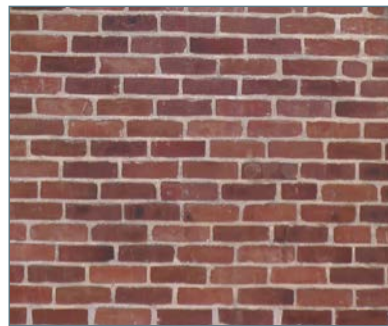
Side gable

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.



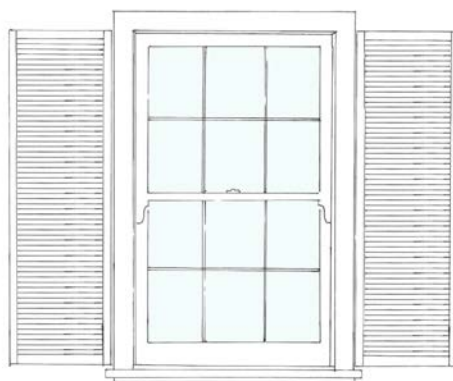
Paneling



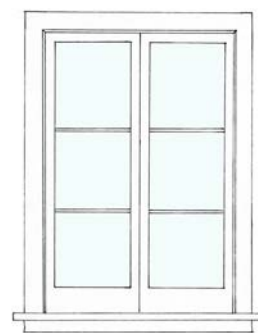
Glazing

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

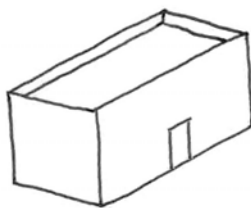
The following are typical design elements found on Italian Renaissance Revival style dwellings in South Pasadena. Because these are the commonly found elements, they are not all-encompassing, and specific design features will vary from residence to residence. The elements used to design your ADU/JADU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



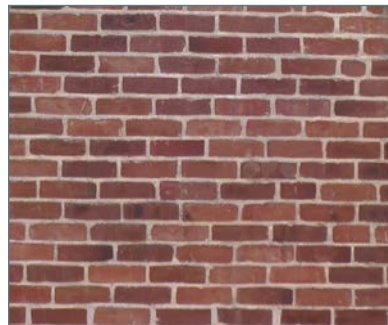
Typical clay tile

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.



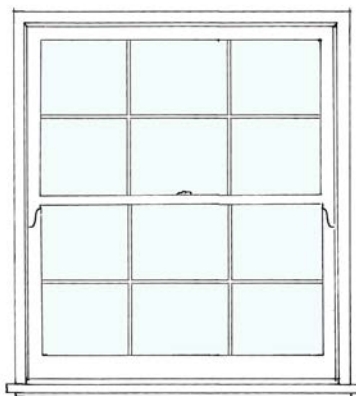
Paneling



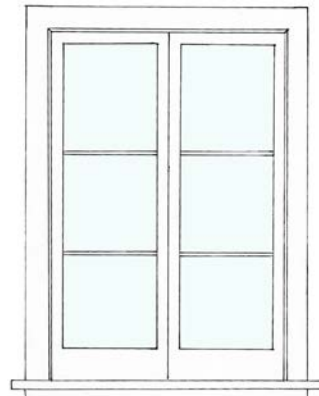
Arched

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, Chateauesque

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. Chateauesque 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



Chateauesque

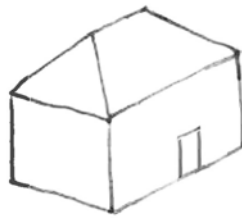
French Revival Styles

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.



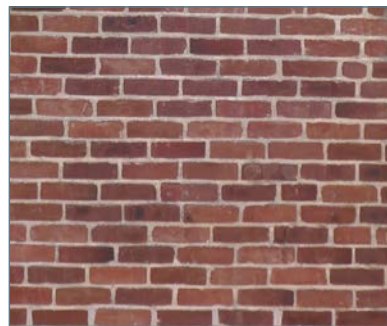
Hipped

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.

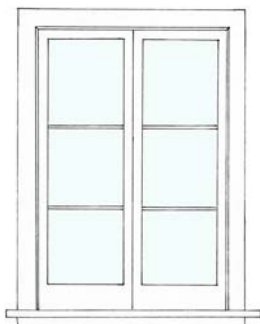


Glazing

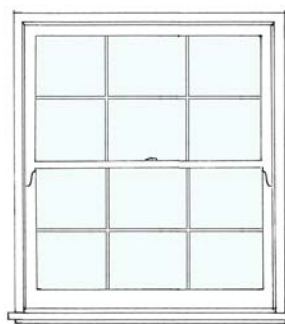
Paneling

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

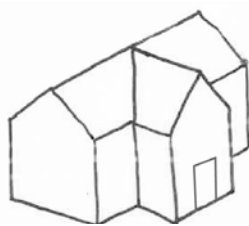
Colonial Revival Styles

Common Design Elements

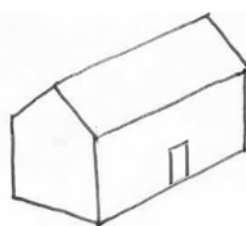
The following are typical design elements found on Colonial Revival style dwellings in South Pasadena. Because these are the commonly found elements, they are not all-encompassing, and specific design features will vary from residence to residence. The elements used to design your ADU/JADU should relate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

Roofs

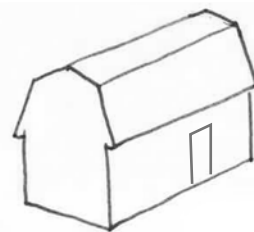
Colonial Revival style dwellings typically have medium-pitch (between 4/12 and 9/12) side gable roofs with shallow eaves. Dutch Colonial Revival homes feature a gambrel roof. Gable roof dormer windows are also common.



Cross gable



Side gable



Gambrel



Gable roof dormer



Multiple gable roof dormers

Wall Cladding

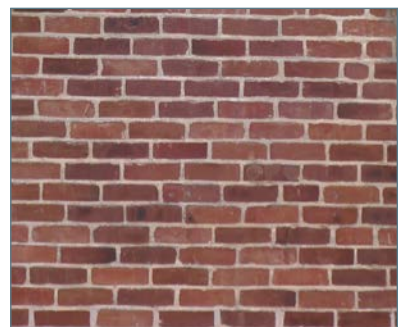
Colonial Revival style dwellings typically have horizontal wood siding. Brick and wood shingle siding is less common.



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.



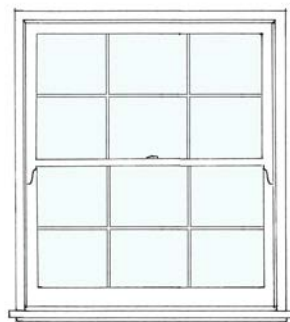
Paneling



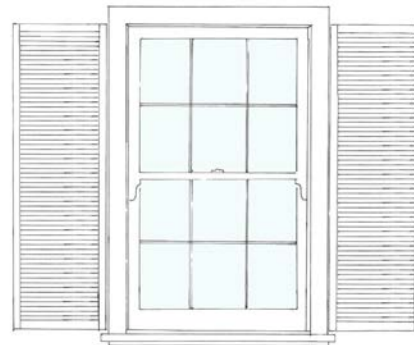
Fanlight

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

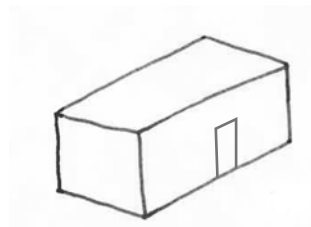
Early Modern Styles

Common Design Elements

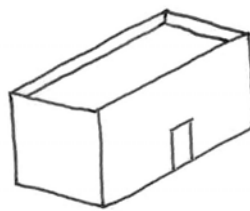
The following are typical design elements found on Early Modern style dwellings in South Pasadena. Because these are the commonly found elements, they are not all-encompassing, and specific design features will vary from residence to residence. The elements used to design your ADU/JADU should relate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

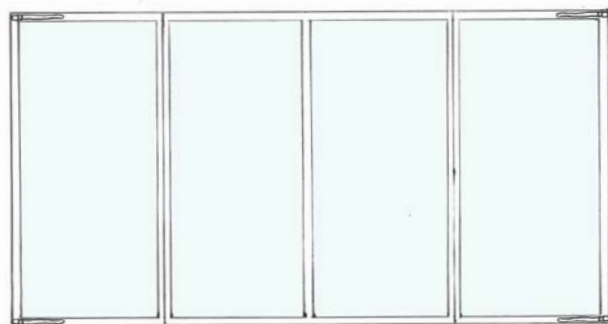


Window Types

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:



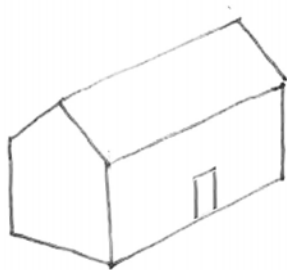
Minimal Traditional

Common Design Elements

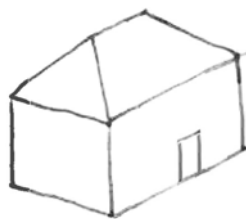
The following are typical design elements found on Minimal Traditional style dwellings in South Pasadena. Because these are the commonly found elements, they are not all-encompassing, and specific design features will vary from residence to residence. The elements used to design your ADU/JADU should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

Roofs

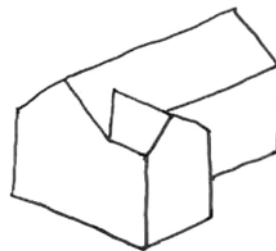
Minimal Traditional style dwellings typically have medium or low-pitch (between 2/12 and 9/12) gable or hipped roofs with shallow eaves.



Gabled



Hipped



Cross gable



Combination gable and hipped

Wall Cladding

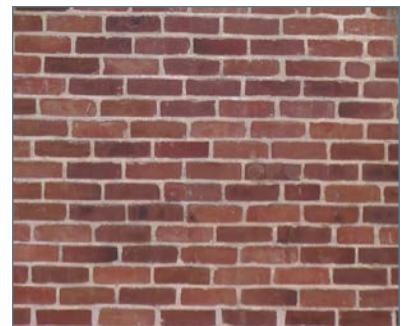
Minimal Traditional style dwellings typically have wood horizontal siding or smooth stucco cladding. Masonry may be used as accent cladding.



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

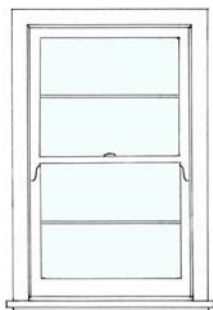


Minimal Traditional

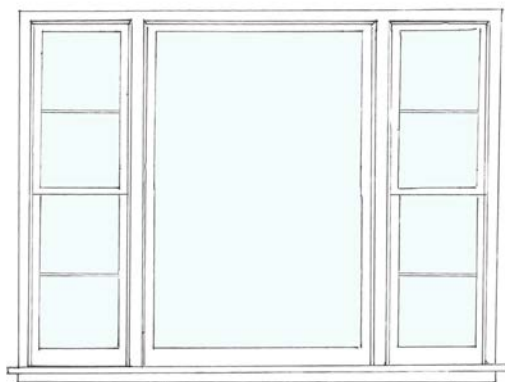
Common Design Elements

Window Types and Elements

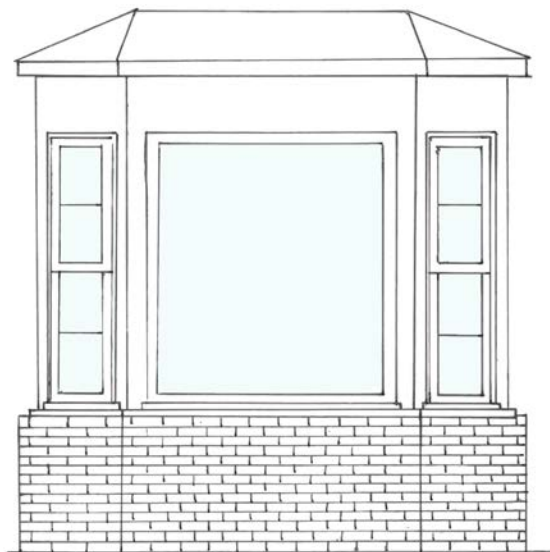
Minimal Traditional style dwellings typically have wood windows. Steel windows are less common. Common window types include double-hung and picture windows, sometimes used in combination (as a tripartite). Bay windows are also common, and windows may have wood shutters.



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

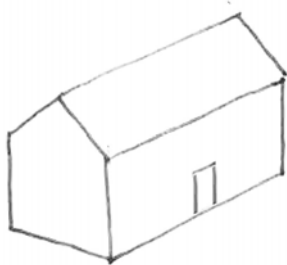
Ranch Styles

Common Design Elements

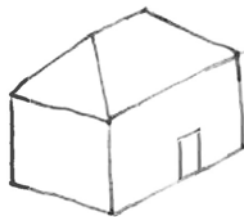
The following are typical design elements found on Ranch style dwellings in South Pasadena. Because these are the commonly found elements, they are not all-encompassing, and specific design features will vary from residence to residence. The elements used to design your ADU/JADU should relate to those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

Roofs

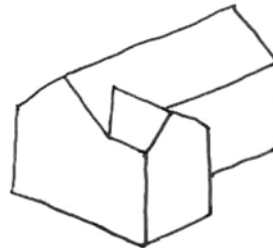
Ranch style dwellings typically have low-pitch (between 2/12 and 4/12) gable and/or hipped roofs (often used in combination) with open or boxed eaves. Flat roofs can be found on Contemporary Ranch dwellings.



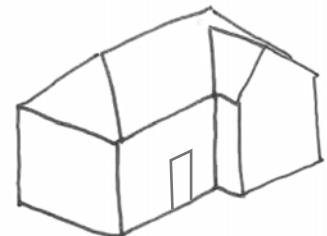
Gabled



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

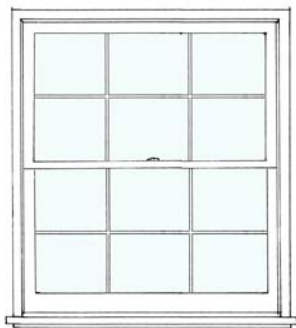


Ranch Styles

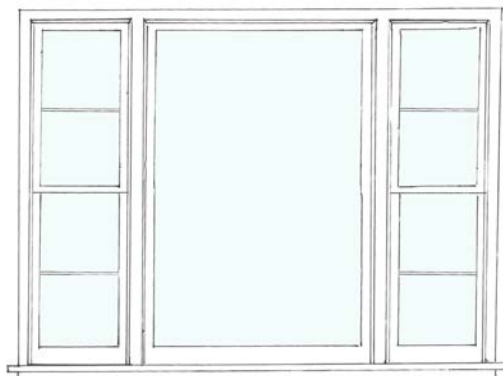
Common Design Elements

Window Types and Elements

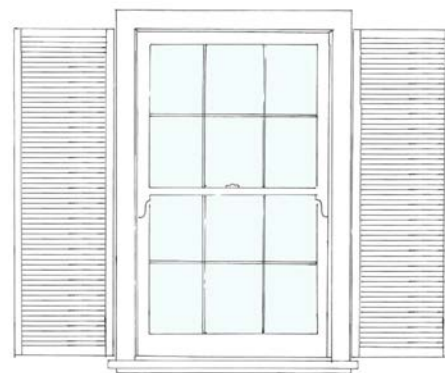
Ranch style dwellings typically have multi-light wood windows. Steel and aluminum windows are less common. Common window types include double-hung and picture windows, sometimes used in combination (as a tripartite), as well as casement windows. Clerestory windows can be found on Contemporary Ranch residences,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



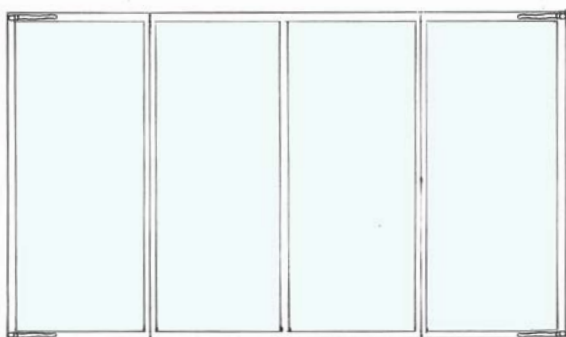
*Six-over-six (multi-light)
double-hung window*



*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:



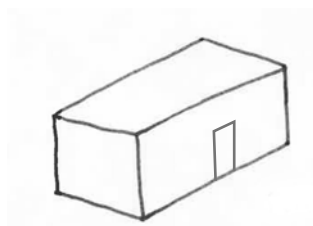
Mid-Century Modern

Common Design Elements

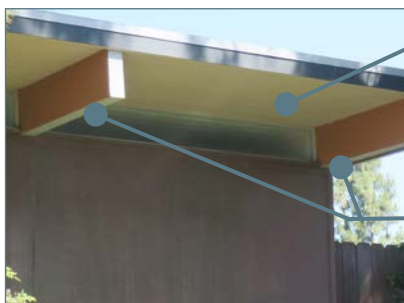
The following are typical design elements found on Mid-Century Modern style dwellings in South Pasadena. Because these are the commonly found elements, they are not all-encompassing, and specific design features will vary from residence to residence. The elements used to design your ADU/JADU should relate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

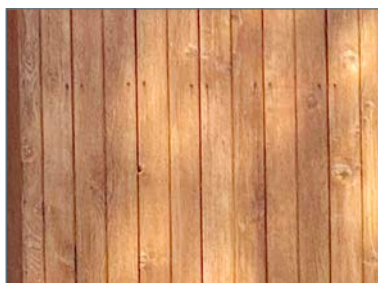
Common roof elements

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.



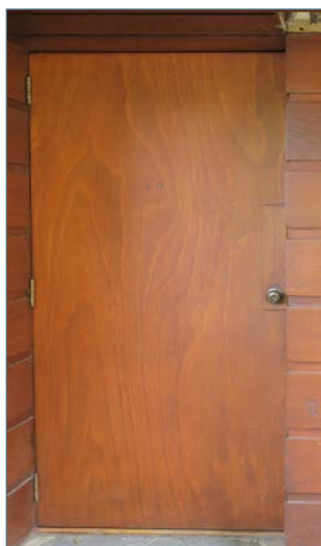
Recessed entrance stoop



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*](#)

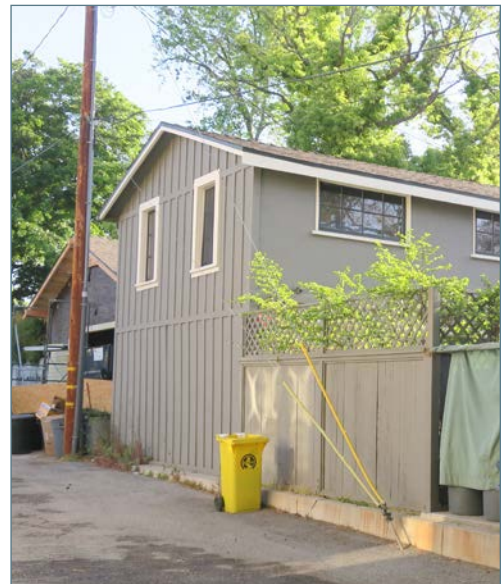


South Pasadena Cultural Heritage Ordinance (South Pasadena Municipal Code Ch. 2, Article IVH, Ord. No. 2315, § 2, 2017)

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"](#)

ATTACHMENT 3

Planning Commission Resolution from September 23, 2021

P.C. RESOLUTION NO. 21-12

**A RESOLUTION OF THE PLANNING COMMISSION
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
RECOMMENDING THAT THE CITY COUNCIL ADOPT
AN ORDINANCE AMENDING SECTION 36.350.200
(RESIDENTIAL USES –ACCESSORY DWELING UNITS)
ADDING NEW ADU DESIGN STANDARDS
FOR HISTORIC PROPERTIES, OF DIVISION 36.350
(STANDARDS FOR SPECIFIC LAND USES) OF CHAPTER 36 (ZONING)
OF THE SOUTH PASADENA MUNICIPAL CODE**

WHEREAS, in May 2020, the City applied for a State Certified Local Government grant administered by the California Office of Historic Preservation (OHP) and the National Parks Services (NPS) for the purpose of undertaking comprehensive review and revisions of the City's existing Accessory Dwelling Unit (ADU) Ordinance to better integrate it with historic preservation planning guidelines (OHP grant); and

WHEREAS, simultaneously during calendar year 2020, the Planning Commission held numerous public meetings including the discussion of increasing accessibility to development of accessory dwelling units; and

WHEREAS, on December 16, 2020, the City Council unanimously approved a Resolution to accept the OHP grant, which enabled the City to select consultant Architectural Resources Group, Inc. (ARG) through a competitive process, to assist the City with the creation of specific standards for ADU development on historic properties and the creation of an architectural design guidebook to facilitate ministerial approval of ADU's on historic properties; and

WHEREAS, In January 2021, Arup, a global Planning and Engineering firm with an office in Los Angeles, approached Planning staff to offer their pro-bono service to support their efforts to learn more about housing issues facing Los Angeles communities, and assist City staff in the development of a "Phase I" updated ADU Ordinance; and

WHEREAS, on February 23, 2021 the Planning Commission held a duly noticed public meeting to consider a "Phase I" draft accessory dwelling unit (ADU) ordinance, intended to update the City's existing ADU ordinance to facilitate ADU development on residential properties in the City (with minimal initial guidance on ADU development on historic properties) and recommended approval of the "Phase I" ADU ordinance for City Council approval; and

WHEREAS, on May 5, 2021, the City Council, consistent with the recommendations of the Planning Commission, adopted the "Phase I" ADU Ordinance, which became effective June 5, 2021; and

WHEREAS staff continued to work with ARG to develop a “Phase II” Amendment to the ADU Ordinance to create design standards for ADUs on historic properties and to create Design Guidelines for ADU Development on Historic Properties; and

WHEREAS, throughout 2021, City staff, the City Attorney and members of the Cultural Heritage Commission met with ARG to develop the Phase II ADU Ordinance Amendment and the Design Guidelines for ADU Development on Historic Properties, releasing the public review draft on August 26, 2021; and

WHEREAS, at a Special joint meeting of the Planning Commission and the Cultural Heritage Commission on September 2, 2021, the Phase II ADU Ordinance Amendment and the Design Guidelines for ADU Development on Historic Properties were reviewed and both public comment and legislative body comments were provided; and

WHEREAS, at a second Special joint meeting of the Planning Commission and the Cultural Heritage Commission on September 23, 2021, the final draft of the Phase II ADU Ordinance Amendment and the Design Guidelines for ADU Development on Historic Properties were reviewed and public comment taken.

NOW, THEREFORE, THE PLANNING COMMISSION OF THE CITY OF SOUTH PASADENA DOES HEREBY FIND, DETERMINE, AND RESOLVE AS FOLLOWS:

SECTION 1: The Planning Commission hereby finds that the proposed amendments would not have a significant impact on the environment and so is exempt from the California Environmental Quality Act (CEQA) review under Section 15061(b)(3) – General Rule, which provides that CEQA applies only to projects that have the potential for causing a significant effect on the environment.

SECTION 2: Pursuant to SPMC Section 36.620.070 (Findings and Decision), the Planning Commission recommends that the City Council approve the proposed Ordinance Amendment set forth in Exhibit A, based on a finding of benefit to the public interest, health, safety, convenience, and general welfare of the City by facilitating the production of additional housing units while also protecting historic properties and resources through the updating the City’s accessory dwelling units, consistent with the City’s General Plan. The Planning Commission further recommends that the Ordinance be reviewed by the Planning Commission within one year after adoption by the City Council, and every three years thereafter, for effectiveness in preservation of historic properties while still promoting the construction of ADU’s and for compliance with current legal requirements.

SECTION 3: This Resolution Recommending City Council Adoption satisfies the requirements of SPMC Section 36.620.300(A)(1)(b) for a Resolution of Intention regarding initiating a zoning amendment.

SECTION 4. For the foregoing reasons and based on the information and findings included in the Resolution, Staff Report, Minutes and testimony received during the public hearing, the Planning Commission of the City of South Pasadena hereby recommends that the City Council adopt the attached ordinance amending section 36.350.200 of Division 36.350 (Standards for Specific Land Uses) to Chapter 36 (Zoning).

SECTION 5. The Secretary shall certify that the foregoing Resolution was adopted by the Planning Commission of the City of South Pasadena at a duly noticed regular meeting held on the 23rd day of September, 2021.

PASSED, APPROVED, AND ADOPTED this 23rd day of September 2021 by the following vote:

AYES: BRAUN, DAHL, LESAK, PADILLA

NOES: NONE

ABSENT: BARTHAKUR

ABSTAIN: NONE



Lisa Padilla, Vice-Chair

ATTEST:



Laura Dahl, Secretary to the Planning Commission

ATTACHMENT 4

Attachments to the Staff Report from September 2, 2021 Special Meeting

ATTACHMENT 4.1
Definitions of a Historic Resource

DEFINITIONS OF A HISTORIC RESOURCE in California and South Pasadena's legislation

California Government Code, Title 14, Chapter 11.5, section 4851

Public Resources Code, Division 5, Chapter 1, Article 2. Historical Resources, 5020.1:

(j) "Historical resource" includes, but is not limited to, any object, building, structure, site, area, place, record, or manuscript which is historically or archaeologically significant, or is significant in the architectural, engineering, scientific, economic, agricultural, educational, social, political, military, or cultural annals of California.

CEQA Guidelines [California Code of Regulations, Title 14], Section 15064.5(a):

For purposes of this section, the term "historical resources" shall include the following:

(1) A resource listed in, or determined to be eligible by the State Historical Resources Commission, for listing in the California Register of Historical Resources (Pub. Res. Code §5024.1, Title 14 CCR, Section 14 CCR, Section 4850 et seq.).

(2) A resource included in a local register of historical resources, as defined in section 5020.1(k) of the Public Resources Code or identified as significant in an historical resource survey meeting the requirements section 5024.1(g) of the Public Resources Code, shall be presumed to be historically or culturally significant. Public agencies must treat any such resource as significant unless the preponderance of evidence demonstrates that it is not historically or culturally significant.

(3) Any object, building, structure, site, area, place, record, or manuscript which a lead agency determines to be historically significant or significant in the architectural, engineering, scientific, economic, agricultural, educational, social, political, military, or cultural annals of California may be considered to be an historical resource, provided the lead agency's determination is supported by substantial evidence in light of the whole record. Generally, a resource shall be considered by the lead agency to be "historically significant" if the resource meets the criteria for listing on the California Register of Historical Resources (Pub. Res. Code, §5024.1, Title 14 CCR, Section 14 CCR, Section 4852) including the following:

(A) Is associated with events that have made a significant contribution to the broad patterns of California's history and cultural heritage;

(B) Is associated with the lives of persons important in our past;

(C) Embodies the distinctive characteristics of a type, period, region, or method of construction, or represents the work of an important creative individual, or possesses high artistic values; or

(D) Has yielded, or may be likely to yield, information important in prehistory or history.

(4) The fact that a resource is not listed in, or determined to be eligible for listing in the California Register of Historical Resources, not included in a local register of historical resources (pursuant to section 5020.1(k) of the Public Resources Code), or identified in an historical resources survey (meeting the criteria in section 5024.1(g) of the Public Resources Code) does not preclude a lead agency from determining that the resource may be an historical resource as defined in Public Resources Code sections 5020.1(j) or 5024.1.

California Health and Safety, Division 13, Part 2.7, State Historical Building Code:

18955. For the purposes of this part, a qualified historical building or structure is any structure or property, collection of structures, and their related sites deemed of importance to the history, architecture, or culture of an area by an appropriate local or state governmental jurisdiction. This shall include historical buildings or structures on existing or future national, state or local historical registers or official inventories, such as the National Register of Historic Places, State Historical Landmarks, State Points of Historical Interest, and city or county registers or inventories of historical or architecturally significant sites, places, historic districts, or landmarks. This shall also include places, locations, or sites identified on these historical registers or official inventories and deemed of importance to the history, architecture, or culture of an area by an appropriate local or state governmental jurisdiction.

South Pasadena Municipal Code, Article IVH (Cultural Heritage Ordinance):

Cultural Resource shall refer to historic (built environment) and prehistoric (archeological and paleontological) resources that are significant in the history of the city, region, state or nation. Cultural Resources include built or natural resources listed on or eligible for listing on: the National Register, California Register, South Pasadena Inventory of Cultural Resources, or South Pasadena Register of Landmarks and Historic Districts.

South Pasadena ADU Ordinance (adopted on May 5, 2021):

For purposes of this section, this shall refer to 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.

ATTACHMENT 4.2
ADUs Public Survey,
Summary of Results



ADUs Public Survey, Summary of Results

To Kanika Kith, Planning Manager
City of South Pasadena
Planning and Building Department
1414 Mission
South Pasadena, CA 91030

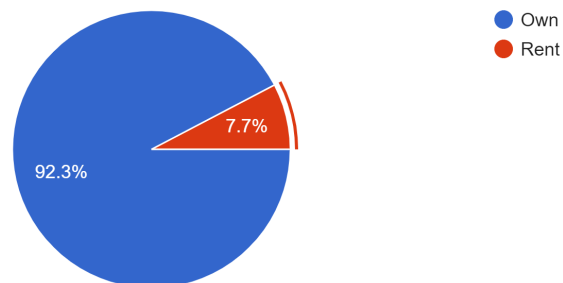
Project: South Pasadena ADUs Ordinance Amendment
Project No.: 201219
Date: April 14, 2021
Via: Email: kith@southpasadenaca.gov

On March 17, 2021, a public survey (Community Outreach #2) was released to all South Pasadena residents to solicit information and feedback, and build consensus for the design guidelines and standards to be incorporated into the draft ADUs Ordinance Amendment. The survey was made available through an online Google Form, as well as in pdf and paper format, upon request. Between March 17 and April 5, 456 individuals completed the survey questionnaire. Results from the survey are summarized below and can be viewed in full in the accompanying Excel spreadsheet. Two additional respondents filled out the pdf form of the survey; their responses have been added to the summary below, but are not represented in the accompanying graphs.

Approximately 92 percent (423 individuals) of the 458 respondents were homeowners, compared to roughly 8 percent (35 individuals) who were renters.

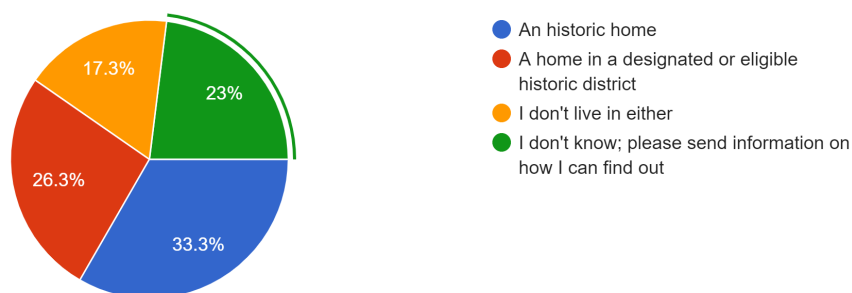
1. Do you own or rent your home?

456 responses



Of the 458 respondents, about 33 percent (154 individuals) live in a historic home, approximately 26 percent (120 individuals) live in a designated or eligible historic district, and approximately 17 percent (79 individuals) do not live in either. An additional 23 percent (105 individuals) do not know if they live in a historic home or district and would like information on how to find out. Email addresses of this last group of respondents are available in the Excel spreadsheet for future outreach.

2. Do you live in:
456 responses

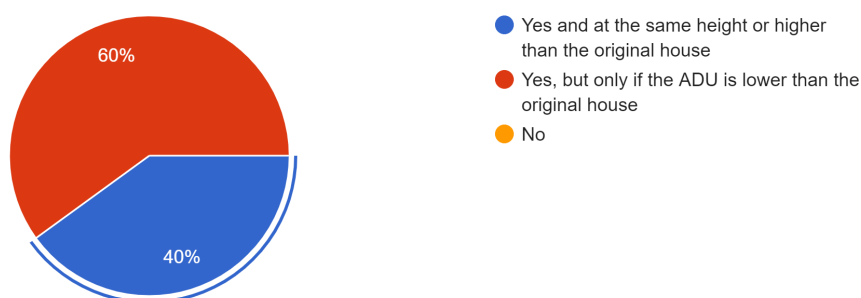


Only 1 percent (5 individuals) of respondents have built an ADU in South Pasadena. The remaining 99 percent (453 individuals) have not built an ADU in the city. According to whether or not they had built an ADU in South Pasadena, participants were siloed into two different sections of follow-up questions. First, below, are the responses from the group who have built an ADU in South Pasadena.

Individuals Who Have Built an ADU in South Pasadena

All respondents who have built an ADU in the city believe that two-story ADUs should be allowed on historic properties. 60 percent (3 individuals) of these respondents believe that two-story ADUs should only be built if lower than the original house, while 40 percent (2 individuals) believe that a two-story ADU may be at the same height or higher than the original house.

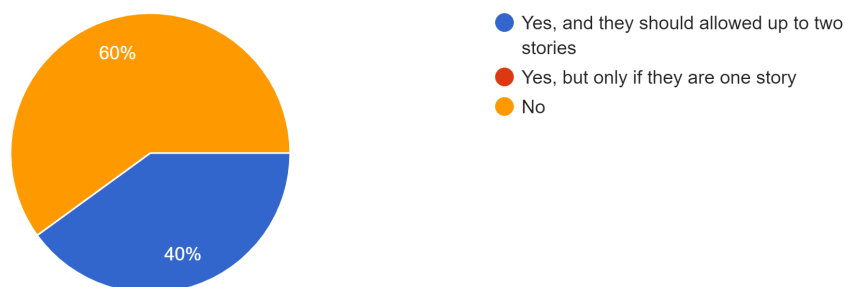
4. Do you think two-story ADUs should be allowed on historic properties?
5 responses



Of the respondents who have built an ADU in South Pasadena, 60 percent (3 individuals) believe that ADUs should *not* be allowed in front of an existing home that is located at the rear of the property. 40 percent (2 individuals) of respondents believe that ADUs *should* be allowed in front of an existing home that is located at the rear of the property, and should be allowed up to two stories.

5. Should ADUs be allowed in front of an existing historic home that is located at the rear of the property?

5 responses



The issues that respondents who have built an ADU in South Pasadena would like to see addressed in the design standards and guidelines that are being developed for ADU projects on historic properties include:

- The development of set of “rapid approval plans that homeowners/contractors can use in a streamlined fashion”
- Standards that are “easy to interpret”
- Standards that require the ADU to “closely mirror” the style of the existing house
- Standards that dictate the scale and location of the ADU on the lot

Additional comments from respondents who have built an ADU in South Pasadena addressed:

- The need for more clarity about which properties are designated as “historic”
- The need for “unified cooperation” between historic consultants, the city, and residents in historic homes to provide information and resources for building an ADU
- The positive impact of ADUs. As described by one respondent: *Our ADU has allowed young relatives to move to California and stay with us for extended periods, while they get their footing in SCAL - a housing market that was otherwise unaffordable for them. ADUs help make South Pas a diverse, vibrant community.*

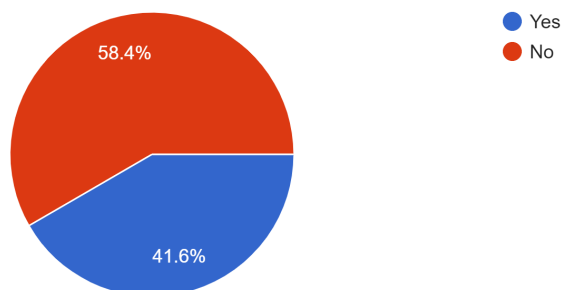
Individuals Who Have Not Built an ADU in South Pasadena

99 percent (453 individuals) who responded to the survey have not built an ADU in South Pasadena. The responses of those who have not built an ADU in South Pasadena follow below:

Of the 453 respondents who have not built an ADU in South Pasadena, approximately 58 percent (264 individuals) do not plan to add an ADU to their property in the future, and 41 percent (181 individuals) of respondents do plan to add an ADU to their property.

3b. Do you plan to add an ADU to your property in the future?

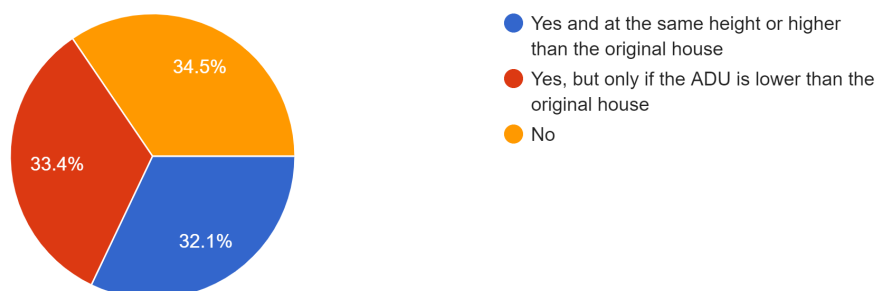
449 responses



Approximately 66 percent of respondents (294 individuals) who have not built an ADU in South Pasadena think that two-story ADUs should be allowed on historic properties. About 68 percent (307) of individuals believe that two-story ADUs should either (1) not be allowed on historic properties, or (2) if they are allowed, they should be lower than the original house.

4. Do you think two-story ADUs should be allowed on historic properties?

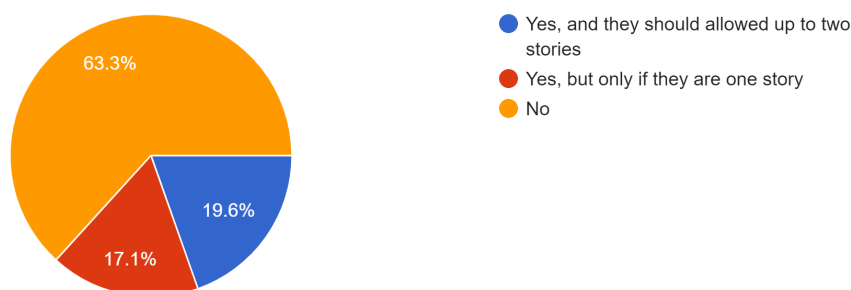
449 responses



63 percent of respondents (286 individuals) who have not built an ADU in South Pasadena do not believe that ADUs should be allowed in front of an existing historic home that is located at the rear of the property. 17 percent of respondents believe that ADUs should be allowed in this case if they are one-story high, while 19 percent of respondents believe that ADUs should be allowed in this case up to two stories.

5. Should ADUs be allowed in front of an existing historic home that is located at the rear of the property?

449 responses



The issues that respondents who have not built an ADU in South Pasadena would like to see addressed in the design standards and guidelines that are being developed for ADU projects on historic properties include:

- Standards that the ADU reflect the style of the existing house and neighborhood (mentioned repeatedly by many respondents)
- The application of these standards only apply to ADUs visible from the street
- Parking solutions to accommodate greater density (particularly off-street parking)
- Encouragement of “climate friendly and sustainable design decisions”
- A more streamlined ADU approval process

Additional comments from respondents who have not built an ADU in South Pasadena addressed:

- Maintaining the historic character of South Pasadena should be a key consideration (mentioned repeatedly by many respondents)
- Parking solutions to accommodate greater density (particularly off-street parking)
- ADUs are a way to “improve affordability and strengthen the social fabric of our community”

ATTACHMENT 4.3
South Pasadena Phase I ADU Ordinance

To see this attachment, please click the link

ATTACHMENT 4.4
CLG Grant Application

To see this attachment, please click the link

ATTACHMENT 4.5

ADU Handbook by the State Department
of Housing and Community Development

To see this attachment, please click the link



City Council Agenda Report

ITEM NO. 17

DATE: December 1, 2021

FROM: Arminé Chaparyan, City Manager *AC*

PREPARED BY: Angelica Frausto-Lupo, Community Development Director
Margaret Lin, Deputy Community Development Director

SUBJECT: Repurpose Civic Center Art Gallery Budget to Fund Public Art Projects and Exhibits on City-Owned Properties

Recommendation

It is recommended that the City Council:

1. Repurpose the \$25,000 budgeted for the Civic Center Art Gallery to fund public art projects and exhibits on city-owned properties; and
2. Direct staff to issue a request for proposals for art projects for review by the Public Arts Commission and approval of projects by the City Council.

Background

On June 16, 2021, the City Council adopted the Fiscal Year 2021-2022 Budget, which included \$25,000 for the Civic Center Art Gallery. The Civic Center Art Gallery is comprised of the following areas:

- Gallery Area A – 36 linear feet in the entryway corridor on the first floor at City Hall
- Gallery Area B – 24 linear feet in the elevator lobby on the first floor at City Hall
- Gallery Area C – 85 linear feet in the hallway on the second floor at City Hall
- Gallery Area D – 3,000 square feet in the courtyard at City Hall

Due to the reduced activity within City Hall due to Covid-19, and a need to reconfigure space within City Hall, staff believes the public would be better served by utilizing these funds for arts to be displayed outside of City Hall.

On November 8, 2021, the Public Art Commission (Commission) recommended that the City Council repurpose the Civic Center Art Gallery budget to fund temporary public art projects and exhibits to occur during Fiscal Year 2021-2022 in three possible spaces:

1. City Hall Courtyard (1414 Mission Street);
2. Garfield Park (1000 Park Avenue); and/or
3. Heritage Park (Mission Street/Meridian Avenue).

The Commission also recommended that the Professional Services Agreement be simplified and eliminate irrelevant sections to create a more artist-friendly process.

Discussion/Analysis

It is expected that a resurgence of Covid-19 will occur this winter. The current (September 28, 2021) Los Angeles County Public Health Order stated that the "...community transmission of COVID-19 within the County of Los Angeles is now High, and highly likely to increase during the coming weeks as we start to move into the Winter months when respiratory viruses, like influenza and SARS-CoV-2, have spread more easily." Staff will continue to monitor infection rates and changes with the pandemic. Due to the on-going pandemic, staff and the Commission recommend repurposing the funds allocated to the Civic Center Art Gallery to fund three public art projects/exhibits to occur in outdoor spaces on city-owned properties at the City Hall courtyard, Garfield Park, and Heritage Park. Utilizing outdoor spaces will reduce the risk of COVID-19 transmission, compared to the indoor Civic Center Art Gallery, and provide the community with new public art experiences.

Moreover, recent space planning at City Hall will include a reception area in the lobby as part of the enhanced customer service and safety measures. This will result in limited access to the existing gallery space. Utilizing the gallery funding in a different manner will better benefit the public by providing easier access to the art in outdoor spaces.

These projects may include different disciplines, including but not limited to, painting, sculpture, mural, illustration, photography, drawing, printmaking, graphic design, new media, digital art, decorative arts, architecturally integrated installations, social practice-based art, environmental, earth art, or performances. The scope of work for the projects would include the production of the artwork, project management, installation, and removal of the artwork.

The projects would be implemented before the end of the fiscal year and should coincide with the South Pasadena Arts Crawls and/or Eclectic Music Festival to increase viewership. The public art exhibits would be temporary and should be available for view by the public, at a minimum, during regular business hours. If a performance is selected, the performance should be conducted at a time that is available to the public and a recording should be provided so that the City can post the recording on the City's YouTube channel. The specific locations at the City Hall courtyard, Garfield Park, and/or Heritage Park will be reviewed by staff to ensure that the selected art project/exhibit does not impede access or pose any safety concerns.

If the City Council approves repurposing the funds for outdoor public art exhibits and projects, staff will release a Request for Proposals (RFP), and work with the Commission to review the three temporary projects/exhibits. These projects/exhibits would include:

- One (1) large public art project with a budget of \$10,000; and
- Two (2) public art projects with budgets of \$7,500.

The Commission will then review the proposals and make a recommendation to the Council for approval of the three projects. Council will then award a contract for such projects. No determination has been made as to where large or small projects would be placed in the three selected areas, or what constitutes a small or large project other than the budget.

Next Steps

1. December 10, 2021 - Release the RFP
2. January 11, 2022 - Award of projects
3. June 30, 2022 - Completion of projects

Fiscal Impact

The 2021-2022 Budget includes \$25,000 for the Civic Center Art Gallery (101-7010- 7011-8260-000). No funds have been spent at this time. Therefore, \$25,000 is available to be repurposed to public art projects and exhibits on city-owned properties if approved by the City Council.

Public Notification of Agenda Item

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



City Council Agenda Report

ITEM NO. 18

DATE: December 1, 2021

FROM: Arminé Chaparyan, City Manager *Ac*

PREPARED BY: Angelica Frausto-Lupo, Community Development Director
Margaret Lin, Deputy Community Development Director

SUBJECT: **Senate Bill 381 Implementation**

Recommendation

It is recommended that the City Council review and provide direction regarding implementation of Senate Bill 381 (SB 381):

1. Establish a City Council Ad Hoc Implementation Committee for the next phase of the California Department of Transportation (Caltrans) surplus properties disposition;
2. Conduct additional community outreach to work with tenants;
3. Establish a Memorandum of Understanding with the South Pasadena Preservation Foundation (SPPF) to inspect the historic surplus Caltrans properties and identify the character defining features;
4. Release a Request for Proposals (RFP) to identify Housing Related Entities (HREs) for potential partnership opportunities or consultants to assist in the formation and implementation of a Community Land Trust; and
5. Release a Request for Proposals to conduct property inspection and repair estimates of the properties that the City wants to purchase.

Community Outreach

On November 2, 2021, the City hosted a joint community meeting, in collaboration with Senator Portantino, to provide an update regarding SB 381 and answer stakeholder questions. Over 85 participants attended the virtual meeting, and approximately 127 questions were provided. Staff provided responses during the meeting and will also be posting responses to the comments on the City website. In addition, staff is working on developing a Frequently Asked Questions and "Myth-Busters" to help address misconceptions and further clarify questions regarding the impacts of SB 381. Additional community outreach efforts are being planned including tenant informational meetings to be scheduled between December 2021 and January 2022, to provide tenants with more information regarding sales process, tenant resources, and updates on the SB 381.

Discussion/Analysis

Caltrans Surplus Properties

Following the elimination of the SR-710 freeway alternative, the California Department of Transportation (Caltrans) deemed the properties purchased for the freeway as surplus:

Property Type	Number of Units
Occupied	46
Unoccupied	20
Unimproved	2
Total	68

Established Priorities

The City Council has established the following priorities regarding the Caltrans surplus properties:

- Reintegrate Caltrans surplus properties back into the community in an expeditious manner;
- Prevent displacement of tenants;
- Support tenants interested in homeownership;
- Identify affordable housing opportunities; and
- Preserve/protect historic properties.

Future Policy Discussions

Additional policy discussions with the City Council will be needed to determine how to proceed with the procurement of Caltrans surplus properties. These discussions may include:

- Which properties does the City want to purchase?
 - Property Type:
 - Unoccupied, historic and non-historic: 20 (8 historic, 12 non-historic)
 - Occupied -- not purchased by current tenants, historic and non-historic: 46 (19 historic, 27 non-historic)
 - Property Condition:
 - Amount of repairs needed; as determined by property inspections
 - Character defining features for historic properties
- Does the City want to purchase properties for rental or ownership?
- How does the City want to finance the purchase/repairs?
 - Purchase unoccupied historic properties at Acquisition Price and sell them at Fair Market Value
 - Use the proceeds from these sales to produce affordable housing (must create 3 affordable housing units for each unit that is sold by the City)
- What does the City want to do with the properties that are purchased?
 - Partnership with a Housing Related Entity or Community Land Trust

Property Disposition Process

The 68 surplus properties include a range of tenancies, types, and conditions. Further discussions with Caltrans and the tenants are necessary before moving forward with the surplus property

sales to determine the appropriate disposition processes for each type of property. The goal of these discussions should be to identify tenant needs and homeownership interests. In addition, the City must determine a method to determine the most appropriate properties and procedures for purchase and rehabilitation.

Staff recommends hosting additional tenant informational meetings to provide tenants with the necessary tools they need to make informed decisions on their home. Staff will also use the meetings as an opportunity to gain more information regarding the current tenant's housing needs and establish relationships to help further support the tenants. In addition, staff will develop a series of documents to help clarify the property disposition process and requirements.

In order to provide the Council with the opportunity to work closely with staff and the community an Ad Hoc Implementation Committee should be formed. The City Council should appoint two members of the City Council to participate on the Committee. The Committee would participate in community and stakeholder discussions, review draft policies/regulations, work with staff on next steps, and provide recommendations to the full City Council.

In order to identify the needed repairs and estimated repair costs, staff recommends the issuance of an RFP to hire an inspection company for all the unoccupied properties and any occupied properties that tenants choose not to purchase. On November 15, 2021, staff attended the SPPF Board of Directors meeting to discuss the surplus properties sales. SPPF has reiterated their support of their 3-point plan as an additional option to dispose of the surplus properties. The 3-point plan proposes to dispose of the vacant properties through a side-by-side escrow, use the proceeds from the subsequent sales to develop affordable housing, and to support tenants interested in purchasing their homes. In addition, SPPF has offered to assist the City with the property inspections for all of the properties in conjunction with the inspection company and would hold the historic covenants for the historic properties. Their expertise and involvement in the community would provide much needed guidance in documenting and preserving the character defining features for the historic properties. Developing a Memorandum of Understanding would formalize SPPF and the City's mutual agreement to preserve these historic resources.

Following the subsequent informational meetings and future policy discussions with the City Council, staff recommends developing a list of criteria to determine the appropriate properties for the City to purchase. Property inspections should be conducted once the final list of properties has been identified to help determine the appropriate price.

Next Steps

1. December 2021:
 - a. Meeting with Caltrans Staff
2. January-February 2022:
 - a. Caltrans Tenants Workshop
 - b. HRE/Community Land Trust - Release Request for Proposals
 - c. Property Inspection - Release Request for Proposals
 - d. Analysis of properties for purchase by the City

Background

On September 28, 2021, Governor Newsom signed SB 381 into law and changed the surplus properties sales priorities within the City of South Pasadena as follows:

<u>Property Sales Provisions</u>	<u>Before SB 381</u>	<u>After SB 381</u> <i>(for South Pasadena only)</i>
Order of Priority	Single-Family Residences 1. Current Tenant (former owner) 2. Current Tenant (income qualified) 3. Housing Related Entities 4. Present Tenant (non-income qualified) 5. Former Tenant in Good Standing 6. Open Market	Single-Family Residences 1. Current Tenants (all) 2. South Pasadena 3. Housing Related Entities 4. Former Tenant in Good Standing 5. Open Market
Sales Prices	<ul style="list-style-type: none"> Affordable Price Reasonable Price Fair Market Value 	<ul style="list-style-type: none"> Added Acquisition Price for unoccupied historic properties being offered to the City
Resale Restrictions		<ul style="list-style-type: none"> Historic properties purchased by the City at Acquisition Price may be sold at Fair Market Value, if the proceeds are used to create affordable housing units at a ratio of 3:1
SR-710 Rehabilitation Account	<ul style="list-style-type: none"> Required funds in excess of \$500,000 in the account be transferred to the State Highway Account 	<ul style="list-style-type: none"> Increased the total funds maintained in the account to \$1,200,000 before being transferred to the State Highway Account

On October 6, 2021, the City Council considered the establishment of an Ad Hoc Committee for the next phase of the Caltrans surplus properties disposition, issuance of a RFP for property inspection and repair estimates, and authorization to evaluate funding opportunities for the acquisition and rehabilitation of the properties. The City Council requested that the item be deferred until after a community meeting with the stakeholders has been held.

On November 2, 2021, the City and Senator Portantino hosted an informational meeting to provide a summary of SB 381 and address stakeholder questions.

Fiscal Impact

There is no fiscal impact with the recommended actions.

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. SB 381 Text
2. SB 381 PowerPoint Presentation

ATTACHMENT 1

SB 381 Text

AMENDED IN ASSEMBLY SEPTEMBER 7, 2021

AMENDED IN ASSEMBLY JULY 5, 2021

AMENDED IN SENATE MAY 20, 2021

AMENDED IN SENATE MAY 3, 2021

AMENDED IN SENATE MARCH 9, 2021

SENATE BILL

No. 381

Introduced by Senator Portantino

February 10, 2021

An act to amend Sections 54237 and 54237.7 of, and to add Sections 54239 and 54239.0.1 Section 54239.4 to, the Government Code, relating to local government, making an appropriation therefor, and declaring the urgency thereof, to take effect immediately.

LEGISLATIVE COUNSEL'S DIGEST

SB 381, as amended, Portantino. Surplus residential property: priorities, procedures, price, and ~~fund~~. *fund: City of South Pasadena.*

(1) Existing law establishes priorities and procedures that any state agency disposing of surplus residential property is required to follow. Under existing law, specified single-family residences must first be offered to their present occupants, as specified. Existing law then requires the property to be offered to housing-related entities, as provided, prior to placing the property up for sale for fair market value, subject to specified priorities. ~~Existing law also requires historic homes, as defined, to be offered first to a housing-related public entity or to a nonprofit private entity, as described. Existing law requires, if a property that is not a historic home is sold to a private housing-related entity or a housing-related public entity, that the entity develop the property as~~

limited equity cooperative housing with first right of occupancy to present occupants, or use the property for low- and moderate-income rental or owner-occupied housing where the development of cooperative or cooperatives is not feasible. Existing law requires, if a property is a historic home, as defined, that the property be offered first to a housing-related entity, subject to the above-described requirements, or a nonprofit private entity dedicated to rehabilitating and maintaining the historic home for public and community access and use, as provided.

~~This bill would, with respect to surplus residential properties located within the State Route 710 corridor in the City of South Pasadena, require surplus single-family residential properties, which includes any applicable locally-designated historic home as defined, and any historic home to be offered to the City of South Pasadena after the properties are offered to present occupants, including present occupants who have occupied the property for 5 years or more and meet certain conditions, pursuant to specified provisions and the present occupants either decline to purchase or do not qualify and close on the property within 274 days of the Department of Transportation adopting emergency regulations. The bill would require a multifamily residential property in the State Route 710 corridor area of the city to first be offered to certain present occupants who have formed a limited equity cooperative housing entity or an entity for the ownership of common interest developments before offering those properties to the city. The bill would also require all other occupied, unoccupied, and unimproved surplus residential properties in the State Route 710 corridor area of the city to first be offered to the city. The bill would set forth procedures that apply to properties under the bill's provisions, including that each property be subject to a recorded covenant requiring the property remain available and affordable for ownership or rental by persons and families of low or moderate income, except as specified. The bill would require all proceeds from the city's sale of any property purchased pursuant to the bill's provisions to be reinvested into low- or moderate-income housing within its jurisdiction. The bill would require, following an offer of these properties to the City of South Pasadena, the properties to then be offered in accordance with the priorities and procedures in existing law relating to the sale of the property to a private housing-related entity or housing-related public entity and sale for fair market value.~~

This bill, with respect to surplus residential property that is located within the City of South Pasadena, would instead require that if the surplus residential property is not sold to a former owner or present

occupant, as described above, the property be offered at fair market value to present tenants who have occupied the property for 5 years or more and who are in good standing with all rent obligations current and paid in full, with first right of occupancy to the present occupants. If the surplus residential property has a historic home, as defined, not occupied by tenants, the bill would then require that the property be offered to the City of South Pasadena, subject to specified terms and conditions. Finally, the bill would require that surplus residential property be offered to the City of South Pasadena, as a housing-related entity, and then to another housing-related entity, subject to specified terms and conditions. The bill would require the Department of Housing and Community Development to determine compliance with certain of these terms and conditions, as provided. The bill would require a housing-related entity to cause the property to be used, under specified conditions, for low- and moderate-income rental housing for a term of at least 55 years, subject to a recorded covenant, to ensure use as affordable housing, as provided, and to provide a first right of occupancy to the present tenants. The bill, if the surplus residential property is a single-family residence, would authorize the surplus residential property to be used for owner-occupied affordable housing for a term of at least 45 years, subject to a covenant recorded against the property to ensure its use as affordable housing.

The bill, in the case of a historic home, would require the City of South Pasadena to monitor compliance with the covenant and require the Department of Transportation, in the case of surplus residential property sold to a housing-related entity, to monitor or designate a public agency to monitor a property's compliance with the recorded covenant, and would authorize the monitoring entity to charge the property owner a fee to cover the cost of monitoring and reporting. If the monitoring entity is not a state agency, the bill would require the monitoring entity to prepare and submit to the Legislature reports that describe how the purchasers complied with these provisions and how they were monitored for compliance, as specified. By imposing duties on a local agency monitoring compliance pursuant to these provisions, this bill would impose a state-mandated local program. The bill would also require the Department of Transportation to sell specified unimproved properties at the original acquisition price paid by the department to the City of South Pasadena, as a housing-related entity, and then to another housing-related entity, subject to specified terms and conditions. If the Department of Transportation does not commence

the sale of its unoccupied surplus residential property in the City of South Pasadena, as provided, by June 30, 2022, the bill would require the department to report by December 31, 2022, to the relevant policy and fiscal committees of the Legislature the reasons for not commencing sales and its plans for commencing them.

(2) Existing law generally requires that not less than the general prevailing rate of per diem wages, as specified, be paid to workers employed on a public work project that exceeds \$1,000.

The bill would require the housing-related entity to provide an enforceable commitment to the selling agency that it will comply with specified requirements, if a project on the property involves construction, regarding the payment of prevailing rate of per diem wages for construction work related to the project, except as provided.

(2)

(3) Existing law, known as the Administrative Procedure Act, governs the procedures for the adoption, amendment, or repeal of regulations by state agencies and for the review of those regulatory actions by the Office of Administrative Law. Existing law establishes procedures for the adoption of emergency regulations, including requiring that the state agency make a finding that the adoption of a regulation or order of repeal is necessary to address an emergency, as defined. Under existing law, a regulation, amendment, or repeal adopted as an emergency regulatory action may only remain in effect for up to 180 days, unless the adopting agency complies with specified requirements relating to notice of regulatory action and public comment.

This bill would authorize the Department of Housing and Community Development to review, adopt, amend, and repeal standards, forms, and definitions to implement specified provisions relating to the sale of surplus residential property that has a historic home within the City of South Pasadena, as described above, and exempt those standards, forms, or definitions from the rulemaking provisions of the Administrative Procedure Act. The bill would also require the Department of Transportation to ~~adopt emergency regulations within 60 days of the effective date of the bill's provisions, file proposed emergency regulations with the Office of Administrative Law for adoption to implement the above-described requirements relating to the disposal of surplus property. property no later than 6 months after the bill's provisions are enacted.~~ The bill would include findings that an emergency exists for purposes of specified provisions of the Administrative Procedure Act. The bill, notwithstanding the 180-day

limit for emergency regulations, would provide that emergency regulations adopted under its provisions would remain in effect for 2 years after ~~adoption~~, *their effective date*, or until the adoption of permanent regulations, whichever occurs sooner.

(3)

(4) Existing law creates the SR-710 Rehabilitation Account, which is continuously appropriated to the Department of Transportation, and into which proceeds from the sale of surplus residential property by the department are deposited. Existing law requires that the total funds maintained in the account not exceed \$500,000 and that funds exceeding that amount, less any reimbursements due to the federal government, be transferred to the State Highway Account in the State Transportation Fund to be used for allocation by the California Transportation Commission, as specified.

This bill would authorize an increase in the amount of the total funds maintained in the account up to \$1,200,000. By authorizing an increase in the funds held in a continuously appropriated fund, the bill would make an appropriation.

~~(4) Existing law requires a surplus residence or property to be sold to present occupants at an affordable price, as described.~~

~~This bill would require that a surplus residence or property located in the City of South Pasadena that is offered by a selling agency to a present occupant of the residence or property be offered at a price based on the appraisal of the residence or property in 2016 if certain conditions apply. The bill would require an offer made or accepted prior to January 1, 2022, that is not in compliance with this provision to be corrected so the price is based on the 2016 appraisal. The bill would provide that an offer made based on the 2016 appraisal shall only be effective until December 31, 2022.~~

(5) This bill would make findings regarding the public purpose served by the bill.

(6) This bill would make legislative findings and declarations as to the necessity of a special statute for the City of South Pasadena.

(7) 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 no reimbursement is required by this act for a specified reason.

(7)

(8) This bill would declare that it is to take effect immediately as an urgency statute.

Vote: $\frac{2}{3}$. Appropriation: yes. Fiscal committee: yes.

State-mandated local program: ~~no~~-yes.

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

1 ~~SECTION 1. Section 54237 of the Government Code is~~
2 ~~amended to read:~~
3 ~~54237. (a) Notwithstanding Section 11011.1, but subject to~~
4 ~~Section 54239 in the City of South Pasadena, an agency of the~~
5 ~~state disposing of surplus residential property shall do so in~~
6 ~~accordance with the following priorities and procedures:~~
7 ~~(1) First, all single-family residences presently occupied by~~
8 ~~their former owners shall be offered to those former owners at the~~
9 ~~appraised fair market value.~~
10 ~~(2) Second, all single-family residences shall be offered,~~
11 ~~pursuant to this article, to their present occupants who have~~
12 ~~occupied the property for two years or more and who are persons~~
13 ~~and families of low or moderate income.~~
14 ~~(3) Third, all single-family residences shall be offered, pursuant~~
15 ~~to this article, to their present occupants who have occupied the~~
16 ~~property for five years or more and whose household income does~~
17 ~~not exceed 150 percent of the area median income.~~
18 ~~(4) Fourth, a single-family residence shall not be offered,~~
19 ~~pursuant to this article, to present occupants who are not the former~~
20 ~~owners of the property if the present occupants have had an~~
21 ~~ownership interest in real property in the last three years.~~
22 ~~(b) (1) Subject to Section 54239.0.1, single-family residences~~
23 ~~offered to their present occupants pursuant to paragraphs (2) and~~
24 ~~(3) of subdivision (a) shall be offered to those present occupants~~
25 ~~at an affordable price. The price shall not be less than the price~~
26 ~~paid by the agency for original acquisition, unless the acquisition~~
27 ~~price was greater than the current fair market value, and shall not~~
28 ~~be greater than fair market value. When a single-family residence~~
29 ~~is offered to present occupants at a price that is less than fair market~~
30 ~~value, the selling agency shall impose terms, conditions, and~~
31 ~~restrictions to ensure that the housing will remain available to~~
32 ~~persons and families of low or moderate income and households~~
33 ~~with incomes no greater than the incomes of the present occupants~~

1 in proportion to the area median income. The Department of
2 Housing and Community Development shall provide to the selling
3 agency recommendations of standards and criteria for these prices,
4 terms, conditions, and restrictions. The selling agency shall provide
5 repairs required by lenders and government housing assistance
6 programs, as well as repairs required in paragraph (2), or, at the
7 option of the agency, provide the present occupants with a
8 replacement dwelling pursuant to Section 54237.5.

9 (2) For single-family residences, which includes any applicable
10 locally-designated historic homes as defined in Section 54239,
11 and historic homes that are located within the State Route 710
12 corridor in the City of South Pasadena and subject to the priorities
13 in Section 54239, the selling agency shall also provide repairs
14 identified by an independent licensed inspection company, which
15 shall include repairs typically required in real estate transactions,
16 and repairs required to ensure those residences are compliant with
17 federal, state, and local historic preservation laws.

18 (e) If single-family residences are offered to their present
19 occupants pursuant to paragraphs (2) and (3) of subdivision (a),
20 the occupants shall certify their income and assets to the selling
21 agency. When a single-family residence is offered to present
22 occupants at a price that is less than fair market value, the selling
23 agency may verify the certifications, in accordance with procedures
24 used for verification of incomes of purchasers and occupants of
25 housing financed by the California Housing Finance Agency and
26 with regulations adopted for the verification of assets by the United
27 States Department of Housing and Urban Development. The
28 income and asset limitations and term of residency requirements
29 of paragraphs (2) and (3) of subdivision (a) shall not apply to sales
30 that are described as mitigation measures in an environmental
31 study prepared pursuant to the Public Resources Code, if the study
32 was initiated before this measure was enacted.

33 (d) (1) Except as otherwise provided in paragraph (2), all other
34 surplus residential properties and all properties described in
35 paragraphs (1), (2), and (3) of subdivision (a) that are not purchased
36 by the former owners or the present occupants shall be then offered
37 as follows:

38 (A) Except as required by subparagraph (B), the property shall
39 be offered to a housing-related private or public entity at a
40 reasonable price, which is best suited to economically feasible use

1 of the property as decent, safe, and sanitary housing at affordable
2 rents and affordable prices for persons and families of low or
3 moderate income, on the condition that the purchasing entity shall
4 cause the property to be rehabilitated and used as follows:

5 (i) If the housing-related entity is a public entity, the entity shall
6 dedicate profits realized from a subsequent sale, as specified in
7 subdivision (b) of Section 54237.7, to the construction of affordable
8 housing within the Cities of Pasadena, South Pasadena, Alhambra,
9 La Cañada Flintridge, and the 90032 postal ZIP Code.

10 (ii) If the entity is a private housing-related entity or a
11 housing-related public entity, the entity shall cause the property
12 to be developed as limited equity cooperative housing with first
13 right of occupancy to present occupants, except that where the
14 development of cooperative or cooperatives is not feasible, the
15 purchasing entity shall cause the property to be used for low- and
16 moderate-income rental or owner-occupied housing, with first
17 right of occupancy to the present tenants. The price of the property
18 in no case shall be less than the price paid by the entity for original
19 acquisition unless the acquisition price was greater than current
20 fair market value and shall not be greater than fair market value.
21 Subject to the foregoing, it shall be set at the level necessary to
22 provide housing at affordable rents and affordable prices for present
23 tenants and persons and families of low or moderate income. When
24 residential property is offered at a price that is less than fair market
25 value, the selling agency shall impose terms, conditions, and
26 restrictions that will ensure that the housing will remain available
27 to persons and families of low or moderate income. The
28 Department of Housing and Community Development shall provide
29 to the selling agency recommendations of standards and criteria
30 for prices, terms, conditions, and restrictions.

31 (B) (i) If the property is a historic home, the property shall be
32 offered first to a housing-related public entity subject to clause (i)
33 or (ii) of subparagraph (A) or to a nonprofit private entity dedicated
34 to rehabilitating and maintaining the historic home for public and
35 community access and use subject to clause (ii) of subparagraph
36 (A).

37 (ii) For purposes of this subdivision, "historic home" means
38 single-family surplus residential property that is listed on, or for
39 which an application has been filed for listing on, at least one of
40 the following by January 1, 2015:

1 ~~(I) The California Register of Historical Resources, as~~
2 ~~established pursuant to Article 2 (commencing with Section 5020)~~
3 ~~of Chapter 1 of Division 5 of the Public Resources Code.~~

4 ~~(II) The National Register of Historic Places, as established~~
5 ~~pursuant to Chapter 3021 of Title 54 of the United States Code.~~

6 ~~(III) The National Register of Historic Places, as previously~~
7 ~~established pursuant to the federal National Historic Preservation~~
8 ~~Act (54 U.S.C. Sec. 300101 et seq.).~~

9 ~~(2) This subdivision shall not apply to properties offered for~~
10 ~~sale pursuant to Section 54239, except as provided in that section.~~

11 ~~(e) A surplus residential property not sold pursuant to~~
12 ~~subdivisions (a) to (d), inclusive, or Section 54239, as applicable,~~
13 ~~shall then be sold at fair market value, with priority given first to~~
14 ~~purchasers who are present tenants in good standing with all rent~~
15 ~~obligations current and paid in full, second to former tenants who~~
16 ~~were in good standing at the time they vacated the premises, with~~
17 ~~priority given to the most recent tenants first, and then to purchasers~~
18 ~~who will be owner-occupants. The selling agency may commence~~
19 ~~the sale of property that former tenants may possess a right to~~
20 ~~purchase as provided by this subdivision 30 days after the selling~~
21 ~~agency has done both of the following:~~

22 ~~(1) Posted information regarding the sale under this subdivision~~
23 ~~on the selling agency's internet website.~~

24 ~~(2) Made a good faith effort to provide written notice, by~~
25 ~~first-class mail, to the last known address of each former tenant.~~

26 ~~(f) (1) Tenants in good standing of nonresidential properties~~
27 ~~shall be given priority to purchase, at fair market value, the~~
28 ~~property they rent, lease, or otherwise legally occupy.~~

29 ~~(2) (A) A tenant in good standing of a nonresidential property~~
30 ~~shall be given priority to purchase, at the lesser of fair market value~~
31 ~~or value in use, if the tenant is a city or a nonprofit organization~~
32 ~~qualified as exempt under Section 501(c)(3) of the Internal Revenue~~
33 ~~Code.~~

34 ~~(B) The Department of Transportation shall not sell a~~
35 ~~nonresidential property to a tenant described in subparagraph (A)~~
36 ~~at a value below the minimum sales price, as defined by Section~~
37 ~~1476 of Title 21 of the California Code of Regulations as that~~
38 ~~regulation read on July 1, 2019.~~

1 ~~(C) If a nonresidential property is offered at a price that is less~~
2 ~~than fair market value, the selling agency shall impose appropriate~~
3 ~~terms, conditions, and restrictions.~~

4 ~~(D) As used in this paragraph, “value in use” means the value~~
5 ~~of a nonresidential property assuming a specific use, that may or~~
6 ~~may not be the property’s highest and best use on the effective~~
7 ~~date of the property’s appraisal.~~

8 *SECTION 1. Section 54237 of the Government Code is*
9 *amended to read:*

10 54237. (a) Notwithstanding Section 11011.1, an agency of the
11 state disposing of surplus residential property shall do so in
12 accordance with the following priorities and procedures:

13 (1) First, all single-family residences presently occupied by
14 their former owners shall be offered to those former owners at the
15 appraised fair market value.

16 (2) Second, all single-family residences shall be offered,
17 pursuant to this article, to their present occupants who have
18 occupied the property for two years or more and who are persons
19 and families of low or moderate income.

20 (3) Third, all single-family residences shall be offered, pursuant
21 to this article, to their present occupants who have occupied the
22 property for five years or more and whose household income does
23 not exceed 150 percent of the area median income.

24 (4) Fourth, a single-family residence shall not be offered,
25 pursuant to this article, to present occupants who are not the former
26 owners of the property if the present occupants have had an
27 ownership interest in real property in the last three years.

28 (b) Single-family residences offered to their present occupants
29 pursuant to paragraphs (2) and (3) of subdivision (a) shall be
30 offered to those present occupants at an affordable price. The price
31 shall not be less than the price paid by the agency for original
32 acquisition, unless the acquisition price was greater than the current
33 fair market value, and shall not be greater than fair market value.
34 When a single-family residence is offered to present occupants at
35 a price that is less than fair market value, the selling agency shall
36 impose terms, conditions, and restrictions to ensure that the housing
37 will remain available to persons and families of low or moderate
38 income and households with incomes no greater than the incomes
39 of the present occupants in proportion to the area median income.
40 The Department of Housing and Community Development shall

1 provide to the selling agency recommendations of standards and
2 criteria for these prices, terms, conditions, and restrictions. The
3 selling agency shall provide repairs required by lenders and
4 government housing assistance programs, or, at the option of the
5 agency, provide the present occupants with a replacement dwelling
6 pursuant to Section 54237.5.

7 (c) If single-family residences are offered to their present
8 occupants pursuant to paragraphs (2) and (3) of subdivision (a),
9 the occupants shall certify their income and assets to the selling
10 agency. When a single-family residence is offered to present
11 occupants at a price that is less than fair market value, the selling
12 agency may verify the certifications, in accordance with procedures
13 used for verification of incomes of purchasers and occupants of
14 housing financed by the California Housing Finance Agency and
15 with regulations adopted for the verification of assets by the United
16 States Department of Housing and Urban Development. The
17 income and asset limitations and term of residency requirements
18 of paragraphs (2) and (3) of subdivision (a) shall not apply to sales
19 that are described as mitigation measures in an environmental
20 study prepared pursuant to the Public Resources Code, if the study
21 was initiated before this measure was enacted.

22 (d) (1) Except as otherwise provided in paragraph (2), all other
23 surplus residential properties and all properties described in
24 paragraphs (1), (2), and (3) of subdivision (a) that are not purchased
25 by the former owners or the present occupants shall be then offered
26 as follows:

27 (A) Except as required by subparagraph (B), the property shall
28 be offered to a housing-related private or public entity at a
29 reasonable price, which is best suited to economically feasible use
30 of the property as decent, safe, and sanitary housing at affordable
31 rents and affordable prices for persons and families of low or
32 moderate income, on the condition that the purchasing entity shall
33 cause the property to be rehabilitated and used as follows:

34 (i) If the housing-related entity is a public entity, the entity shall
35 dedicate profits realized from a subsequent sale, as specified in
36 subdivision (b) of Section 54237.7, to the construction of affordable
37 housing within the Cities of Pasadena, South Pasadena, Alhambra,
38 La Cañada Flintridge, and the 90032 postal ZIP Code.

39 (ii) If the entity is a private housing-related entity or a
40 housing-related public entity, the entity shall cause the property

1 to be developed as limited equity cooperative housing with first
2 right of occupancy to present occupants, except that where the
3 development of cooperative or cooperatives is not feasible, the
4 purchasing entity shall cause the property to be used for ~~low~~ low-
5 and ~~moderate income~~ moderate-income rental or owner-occupied
6 housing, with first right of occupancy to the present tenants. The
7 price of the property in no case shall be less than the price paid by
8 the entity for original acquisition unless the acquisition price was
9 greater than current fair market value and shall not be greater than
10 fair market value. Subject to the foregoing, it shall be set at the
11 level necessary to provide housing at affordable rents and
12 affordable prices for present tenants and persons and families of
13 low or moderate income. When residential property is offered at
14 a price that is less than fair market value, the selling agency shall
15 impose terms, conditions, and restrictions that will ensure that the
16 housing will remain available to persons and families of low or
17 moderate income. The Department of Housing and Community
18 Development shall provide to the selling agency recommendations
19 of standards and criteria for prices, terms, conditions, and
20 restrictions.

21 (B) (i) If the property is a historic home, the property shall be
22 offered first to a housing-related public entity subject to clause (i)
23 or (ii) of subparagraph (A) or to a nonprofit private entity dedicated
24 to rehabilitating and maintaining the historic home for public and
25 community access and use subject to clause (ii) of subparagraph
26 (A).

27 (ii) For purposes of this subdivision, “historic home” means
28 single-family surplus residential property that is listed on, or for
29 which an application has been filed for listing on, at least one of
30 the following by January 1, 2015:

31 (I) The California Register of Historical Resources, as
32 established pursuant to Article 2 (commencing with Section 5020)
33 of Chapter 1 of Division 5 of the Public Resources Code.

34 (II) The National Register of Historic Places, as established
35 pursuant to Chapter 3021 of Title 54 of the United States Code.

36 (III) The National Register of Historic Places, as previously
37 established pursuant to the federal National Historic Preservation
38 Act (54 U.S.C. Sec. 300101 et seq.).

39 (2) This subdivision shall not apply to properties offered for
40 sale pursuant to Section ~~54239.1~~. 54239.1 or 54239.4.

(e) A surplus residential property not sold pursuant to subdivisions (a) to (d), inclusive, or Section ~~54239.1~~, *54239.1 or 54239.4*, as applicable, shall then be sold at fair market value, with priority given first to purchasers who are present tenants in good standing with all rent obligations current and paid in full, second to former tenants who were in good standing at the time they vacated the premises, with priority given to the most recent tenants first, and then to purchasers who will be owner occupants. The selling agency may commence the sale of property that former tenants may possess a right to purchase as provided by this subdivision 30 days after the selling agency has done both of the following:

(1) Posted information regarding the sale under this subdivision on the selling agency's internet website.

(2) Made a good faith effort to provide written notice, by first-class mail, to the last known address of each former tenant.

(f) (1) Tenants in good standing of nonresidential properties shall be given priority to purchase, at fair market value, the property they rent, lease, or otherwise legally occupy.

(2) (A) A tenant in good standing of a nonresidential property shall be given priority to purchase, at the lesser of fair market value or value in use, if the tenant is a city or a nonprofit organization qualified as exempt under Section 501(c)(3) of the Internal Revenue Code.

(B) The Department of Transportation shall not sell a nonresidential property to a tenant described in subparagraph (A) at a value below the minimum sales price, as defined by Section 1476 of Title 21 of the California Code of Regulations as that regulation read on July 1, 2019.

(C) If a nonresidential property is offered at a price that is less than fair market value, the selling agency shall impose appropriate terms, conditions, and restrictions.

(D) As used in this paragraph, "value in use" means the value of a nonresidential property assuming a specific use, that may or may not be the property's highest and best use on the effective date of the property's appraisal.

SEC. 2. Section 54237.7 of the Government Code is amended to read:

54237.7. (a) Notwithstanding Section 183.1 of the Streets and Highways Code, the Department of Transportation shall deposit

1 proceeds from the sale of surplus residential property from the
2 department to a new owner pursuant to this article into the SR-710
3 Rehabilitation Account, which is hereby created. Notwithstanding
4 Section 13340, funds in the account are hereby continuously
5 appropriated to the department without regard to fiscal years for
6 the purpose of providing repairs required pursuant to subdivision
7 (b) of Section 54237. The total funds maintained in the account
8 shall not exceed one million two hundred thousand dollars
9 (\$1,200,000). Funds exceeding that amount, less any
10 reimbursements due to the federal government, shall be transferred
11 to the State Highway Account in the State Transportation Fund to
12 be used for allocation by the California Transportation Commission
13 (commission) exclusively to fund projects located in Pasadena,
14 South Pasadena, Alhambra, La Cañada Flintridge, and the 90032
15 postal ZIP Code. Projects shall be selected and prioritized by the
16 affected communities in consultation with the Los Angeles County
17 Metropolitan Transportation Authority, pursuant to guidelines
18 developed by the commission. The Los Angeles County
19 Metropolitan Transportation Authority shall submit a proposed
20 program of projects and the commission shall have final authority
21 to approve the projects. Eligible projects may include, but are not
22 limited to: sound walls; transit and rail capital improvements;
23 bikeways; pedestrian improvements; signal synchronization; left
24 turn signals; and major street resurfacing, rehabilitation, and
25 reconstruction. The funds shall not be used to advance or construct
26 any proposed North State Route 710 tunnel. Any funds remaining
27 in the SR-710 Rehabilitation Account on the date that final payment
28 due for the last of the properties repaired has been made, less any
29 reimbursements due to the federal government, shall be transferred
30 to the State Highway Account in the State Transportation Fund,
31 to be used exclusively for the purposes described in this section.

32 (b) Notwithstanding any other law, the net proceeds from a
33 subsequent market sale of surplus residential property sold pursuant
34 to this article at an affordable or reasonable price, as specified in
35 regulations adopted by the department, shall be deposited into the
36 Affordable Housing Trust Account, which is hereby created within
37 the Housing Finance Fund and, notwithstanding Section 13340,
38 continuously appropriated to the California Housing Finance
39 Agency to carry out any activity authorized by Part 3 (commencing
40 with Section 50900) of Division 31 of the Health and Safety Code

1 for the benefit of persons and families of low and moderate income
2 residing exclusively in Pasadena, South Pasadena, Alhambra, La
3 Cañada Flintridge, and the 90032 postal ZIP Code. The priority
4 for the distribution of proceeds from subsequent sales shall be
5 established pursuant to regulations adopted by the department.

6 ~~SEC. 3. Section 54239 is added to the Government Code, to~~
7 ~~read:~~

8 ~~54239. (a) Notwithstanding Sections 54235 to 54237.8,~~
9 ~~inclusive, and Section 118 of the Streets and Highways Code, and~~
10 ~~except as provided in Section 54239.0.1, the following priorities~~
11 ~~and procedures shall apply:~~

12 ~~(1) (A) (i) A surplus single-family residential property, which~~
13 ~~includes any applicable locally-designated historic home, and any~~
14 ~~historic home located within the State Route 710 corridor in the~~
15 ~~City of South Pasadena shall be offered to present occupants~~
16 ~~pursuant to subdivisions (a) to (c), inclusive, of Section 54237.~~
17 ~~Those present occupants shall have 274 days from the date the~~
18 ~~Department of Transportation adopts emergency regulations~~
19 ~~pursuant to paragraph (2) of subdivision (b) to close on or decline~~
20 ~~to purchase the property. The Department of Transportation shall,~~
21 ~~when offering properties for sale pursuant to this clause, also~~
22 ~~provide the present occupants a complete offer package including~~
23 ~~purchase terms and conditions within 90 days of adoption of those~~
24 ~~emergency regulations.~~

25 ~~(ii) After the single-family residential property, including any~~
26 ~~applicable locally-designated historic home, or after the historic~~
27 ~~home is offered for sale pursuant to clause (i), the property shall~~
28 ~~then be offered at fair market value to purchasers who are present~~
29 ~~occupants who have occupied the property for five years or more~~
30 ~~and whose household income exceeds 150 percent of the area~~
31 ~~median income. The fair market value shall be the appraised value~~
32 ~~of the property following any customary repairs less the cost of~~
33 ~~the repairs. A present occupant under this clause shall have 274~~
34 ~~days from the date the Department of Transportation adopts~~
35 ~~emergency regulations pursuant to paragraph (2) of subdivision~~
36 ~~(b) to close on or to decline to purchase the property. The~~
37 ~~Department of Transportation shall, when offering properties for~~
38 ~~sale pursuant to this clause, also provide the present occupants a~~
39 ~~complete offer package including purchase terms and conditions~~
40 ~~within 90 days of adoption of those emergency regulations.~~

~~(iii) After the single-family residential property, including any applicable locally-designated historic home, or after the historic home is offered for sale pursuant to clauses (i) and (ii), the property shall then be offered at fair market value to purchasers who are present occupants who have occupied the property for five years or more and who are in good standing with all rent obligations current and paid in full, with first right of occupancy to the present occupants. The fair market value shall be the appraised value of the property following any customary repairs less the cost of the repairs. A present occupant under this clause shall have 274 days of the Department of Transportation adopting emergency regulations pursuant to paragraph (2) of subdivision (b) to close on or to decline to purchase the property. The Department of Transportation shall, when offering properties for sale pursuant to this clause, also provide the present occupants a complete offer package including purchase terms and conditions within 90 days of adoption of those emergency regulations.~~

~~(iv) After a surplus single-family residential property, including any applicable locally-designated historic home, or after the historic home located within the State Route 710 corridor in the City of South Pasadena is offered for sale pursuant to clauses (i) to (iii), inclusive, of this subparagraph and the present occupants in the property either decline to purchase or do not qualify and close on the property within the specified time periods, the surplus single-family residential property shall be offered to the City of South Pasadena in accordance with the procedures in paragraph (2) prior to being offered pursuant to paragraph (3).~~

~~(v) For purposes of clauses (ii) and (iii), both of the following shall apply:~~

~~(I) Customary repairs shall be identified by an independent licensed inspection company and shall include repairs typically required in real estate transactions, and repairs necessary to ensure compliance with federal, state, or local historic preservation laws, if applicable. The independent licensed inspection company shall prepare a line-item repair cost for all repairs identified by the company.~~

~~(II) Notwithstanding any other law, properties that are historic homes or locally-designated historic homes shall be sold in a manner that permits the present occupant to accept a credit for repairs that are required to be made to the property pursuant to~~

1 federal, state, or local historic preservation laws, if the present
2 occupant agrees to enforcement, by lien, by the appropriate entities
3 to ensure the repair work is completed in a timely manner.

4 (B) (i) A multifamily residential property located within the
5 State Route 710 corridor in the City of South Pasadena shall be
6 offered to present occupants who are in good standing with all rent
7 obligations current and paid in full, who have formed a limited
8 equity cooperative housing entity or an entity for the ownership
9 of common interest developments, including a stock cooperative,
10 with first right of occupancy to the present occupants of the
11 property.

12 (I) Notwithstanding any other law, the multifamily residential
13 property shall be offered at a price that is determined by combining
14 the values of each individual housing unit in the property. The
15 value of each individual housing unit shall be determined in the
16 manner for valuing single-family residences as described in
17 paragraphs (a) to (e), inclusive, of Section 54237, and removes
18 the costs for any necessary repairs. In no case shall the price of
19 the property be less than the price paid by the selling agency for
20 original acquisition or be greater than fair market value for the
21 property.

22 (H) Notwithstanding any other law, when a unit within the
23 multifamily residential property is offered to a present occupant
24 at a unit price that is less than fair market value, the selling agency
25 shall impose terms, conditions, and restrictions to ensure that the
26 unit will remain available to persons and families of low or
27 moderate income.

28 (ii) After a multifamily residential property located within the
29 State Route 710 corridor in the City of South Pasadena is offered
30 for sale pursuant to clause (i) and those present occupants either
31 decline to purchase or do not qualify and close on the property
32 within the specified time periods, the property shall be offered to
33 the City of South Pasadena in accordance with the procedures in
34 paragraph (2) prior to being offered pursuant to paragraph (3).

35 (C) Notwithstanding any other law, net proceeds from the sale
36 of a property to a present occupant pursuant to subparagraph (A)
37 or (B) shall be transmitted to the City of South Pasadena, which
38 shall use those proceeds in the manner described in subparagraph
39 (E) of paragraph (2).

~~(D) All other occupied, unoccupied, and unimproved surplus residential property not subject to the priorities and procedures of subparagraphs (A) to (C), inclusive, of this paragraph, shall be offered to the City of South Pasadena in accordance with the procedures in paragraph (2) prior to being offered pursuant to paragraph (3).~~

~~(2) The following procedures shall apply to properties offered and sold to the City of South Pasadena pursuant to paragraph (1):~~

~~(A) The property shall be offered to the City of South Pasadena for the original acquisition price, not adjusted for inflation, paid by the Department of Transportation.~~

~~(B) Property sold pursuant to this paragraph shall be sold in the existing "as is" condition.~~

~~(C) For each property purchased under paragraph (1), the city shall do all of the following:~~

~~(i) (I) Cause the property to be used for low- or moderate income ownership or rental housing for a term of at least 55 years. The purchase and operation of the property shall be subject to a covenant recorded against the property that requires the property to remain available and affordable for ownership or rental by persons and families of low or moderate income, as defined in Section 50093 of the Health and Safety Code, for a term of at least 55 years.~~

~~(ii) (H) In the event that the property is sold prior to the expiration of the covenant, the covenant shall remain in effect until the time at which it expires. In the event that the property is sold to a housing-related private or public entity, pursuant to subparagraph (D), and that entity is no longer able to maintain, provide, or otherwise operate the property pursuant to this section, the entity shall sell and transfer title for the property to the City of South Pasadena, or to another city-approved housing-related private or public entity, that will maintain, provide, or otherwise operate the property in compliance with the covenant. The sale and transfer to the city or to another entity, as provided in this subclause, shall be for the cost the entity originally paid to the city for the property, not adjusted for inflation, plus the cost of rehabilitation or improvements made to the property.~~

~~(iii) If the property is used for rental housing, provide first right of occupancy to the present occupants of the property. The rental amount shall be in accordance with income certification if the~~

1 current occupants qualify as low or moderate income. If the current
2 tenant's income exceeds the limits for that level, the rent for those
3 occupants shall be no less than their current rent, or adjusted no
4 higher than current market rates for the area.

5 (iii) Cause any additional new units added to the property to be
6 used only for ownership or rental by persons and families of low
7 or moderate income, as defined by Section 50093 of the Health
8 and Safety Code, for a term of at least 55 years.

9 (iv) Construct one unit of new residential housing that meets
10 the requirements of clauses (i) to (iii), inclusive, on a site that is
11 outside of the State Route 710 corridor in the County of Los
12 Angeles but within the city's jurisdiction, if either of the following
13 apply to the property:

14 (I) The purchase and use of the property pursuant to paragraph
15 (1) and this paragraph requires the demolition of existing structures
16 on the property, and the city determines by resolution that it is cost
17 prohibitive for the city to construct a new residential structure on
18 the property that meets the requirements of this paragraph.

19 (II) The property purchased pursuant to paragraph (1) is
20 unimproved property that was planned to be used for the public
21 benefit, such as a park, community garden, or open space.

22 (D) (i) In purchasing any property under paragraph (1), the City
23 of South Pasadena shall close on all those properties pursuant to
24 a single closing transaction, in a double escrow, or both. The city
25 shall not close on the properties earlier than 274 days of the
26 Department of Transportation adopting emergency regulations
27 pursuant to paragraph (2) of subdivision (b). The Department of
28 Transportation shall, when offering properties for sale to the City
29 of South Pasadena pursuant to this section, provide the city a
30 complete offer package including purchase terms and conditions
31 within 90 days of adoption of those emergency regulations.

32 (ii) The city is authorized to sell any property purchased under
33 paragraph (1), for the cost paid by the city to acquire and, if
34 applicable, to rehabilitate the property, to a city-approved
35 housing-related private or public entity that will maintain the
36 property and the operation of the property in compliance with the
37 covenant required in subparagraph (C). The city is also authorized
38 to close on the properties in a double escrow to be transferred to
39 a city-approved housing-related private or public entity.

1 (iii) Notwithstanding any law, the city may sell an unoccupied
2 historic home to any entity or individual without complying with
3 the requirements of subparagraph (C) if the net proceeds of the
4 sale are used in the manner described in subparagraph (E):

5 (E) Notwithstanding any law, including Section 54237.7, the
6 City of South Pasadena shall reinvest all proceeds from the city's
7 sale of any property purchased under paragraph (1) and this
8 paragraph into housing for persons and families of low or moderate
9 income, as defined in Section 50093 of the Health and Safety Code,
10 within its jurisdiction:

11 (F) For purposes of this subdivision, all of the following
12 definitions apply:

13 (i) "Historic home" has the same meaning as in subparagraph
14 (B) of paragraph (1) of subdivision (d) of Section 54237.

15 (ii) "Housing-related private entity" means any individual, joint
16 venture, partnership, limited partnership, trust, community land
17 trust, corporation, an entity for the ownership of common interest
18 developments, including a stock cooperative, as defined in Section
19 4100 of the Civil Code, cooperative, or other legal entity, or any
20 combination thereof, approved by the city as qualified to either
21 own, construct, acquire, or rehabilitate a housing development or
22 a residential structure pursuant to this section, whether for-profit,
23 nonprofit, or limited profit:

24 (iii) "Housing-related public entity" means any county, city,
25 city and county, the duly constituted governing body of an Indian
26 reservation or rancheria, or housing authority organized pursuant
27 to Chapter 1 (commencing with Section 34200) of Part 2 of
28 Division 24 of the Health and Safety Code, and includes any state
29 agency, public district, or other political subdivision of the state,
30 and any instrumentality thereof, which is authorized to engage in
31 or assist in the development or operation of housing for persons
32 or families of low or moderate income, as defined in Section 50093
33 of the Health and Safety Code. "Housing-related public entity"
34 also includes two or more housing-related public entities acting
35 jointly:

36 (iv) "Locally-designated historic home" means single-family
37 surplus residential property that meets both of the following
38 conditions:

39 (I) Is not a historic home, as defined in clause (i):

40 (II) Meets either of the following:

1 (ia) ~~Has been identified, by January 1, 2022, in the City of South~~
2 ~~Pasadena's inventory of cultural resources that has been adopted~~
3 ~~by the city pursuant to Section 2.63 of the city's municipal code.~~

4 (ib) ~~Has been designated, by January 1, 2022, by the City of~~
5 ~~South Pasadena as a historic home.~~

6 (3) ~~After the surplus residential property is offered for sale~~
7 ~~pursuant to subdivisions (a) to (e), inclusive, of Section 54237,~~
8 ~~and paragraphs (1) and (2) of this subdivision, the property shall~~
9 ~~then be offered in accordance with the priorities and procedures~~
10 ~~specified in subparagraphs (A) and (B) of paragraph (1) of~~
11 ~~subdivision (d) and subdivision (e) of Section 54237.~~

12 (b) (1) ~~The Legislature finds and declares that the state's~~
13 ~~homelessness crisis has compounded the need for affordable~~
14 ~~housing described in Section 54235. To help mitigate the need for~~
15 ~~affordable housing and to speed up sales pursuant to this article,~~
16 ~~the Legislature further finds and declares that an emergency exists~~
17 ~~for purposes of Sections 11342.545, 11346.1, and 11349.6.~~

18 (2) ~~The Department of Transportation shall adopt, within 60~~
19 ~~days of the effective date of this section, emergency regulations~~
20 ~~to implement this section.~~

21 (3) ~~Notwithstanding Section 11346.1, the emergency regulations~~
22 ~~adopted pursuant to paragraph (2) shall remain in effect for two~~
23 ~~years after adoption or until permanent regulations are adopted,~~
24 ~~whichever is sooner.~~

25 SEC. 4. ~~Section 54239.0.1 is added to the Government Code,~~
26 ~~to read:~~

27 54239.0.1. ~~(a) Notwithstanding any other law, including~~
28 ~~Sections 54237 and 54239, a surplus residence or property located~~
29 ~~in the City of South Pasadena that is offered by a selling agency~~
30 ~~to a present occupant of the residence or property shall be offered~~
31 ~~at a price based on the appraisal of the residence or property in~~
32 ~~2016 if both of the following apply:~~

33 (1) ~~The present occupant was an occupant of the residence or~~
34 ~~property in 2016.~~

35 (2) ~~The present occupant received a conditional offer of sale of~~
36 ~~the residence or property in 2016 from the selling agency.~~

37 (b) ~~An offer made or accepted prior to January 1, 2022, that is~~
38 ~~not in compliance with subdivision (a) shall be corrected so the~~
39 ~~price complies with subdivision (a).~~

1 ~~(e) An offer made based on the 2016 appraisal under subdivision~~
2 ~~(a) shall only be effective until December 31, 2022.~~

3 *SEC. 3. Section 54239.4 is added to the Government Code, to*
4 *read:*

5 *54239.4. Notwithstanding subdivision (d) of Section 54237,*
6 *after a surplus residential property located within the City of South*
7 *Pasadena is offered for sale pursuant to subdivisions (a) to (c),*
8 *inclusive, of Section 54237, the surplus residential property shall*
9 *be offered for sale in accordance with all of the following priorities*
10 *and procedures:*

11 *(a) After the surplus residential property is offered for sale*
12 *pursuant to subdivisions (a) to (c), inclusive, of Section 54237,*
13 *these properties shall then be offered at fair market value to present*
14 *tenants who have occupied the property for five years or more and*
15 *who are in good standing with all rent obligations current and*
16 *paid in full, with first right of occupancy to the present tenants.*

17 *(b) (1) After the surplus residential property is offered for sale*
18 *pursuant to subdivisions (a) to (c), inclusive, of Section 54237 and*
19 *subdivision (a) of this section, and if the property has a historic*
20 *home not occupied by tenants, the property shall be offered to the*
21 *City of South Pasadena subject to all of the following:*

22 *(A) The sales price shall be the price paid by the Department*
23 *of Transportation for original acquisition. The original acquisition*
24 *price shall not be adjusted for inflation.*

25 *(B) Surplus residential property sold pursuant to this subdivision*
26 *shall be sold in its existing “as is” condition.*

27 *(C) The City of South Pasadena shall, with the proceeds*
28 *generated from the subsequent sale of unoccupied historic homes,*
29 *finance the production or acquisition of affordable housing units.*
30 *Units produced must have a regulatory agreement requiring an*
31 *affordable sales price or an affordable rent, as defined in Sections*
32 *50052.5 and 50053 of the Health and Safety Code, for a minimum*
33 *of 55 years for rental and 45 years for owner-occupied affordable*
34 *housing. Units acquired must have a regulatory agreement*
35 *requiring an affordable rent, as defined in Section 50053 of the*
36 *Health and Safety Code, for a minimum of 55 years for rental.*
37 *Proceeds may be used to finance either or both of the following:*

38 *(i) The production of three housing units affordable to persons*
39 *and families of very-low, low- and moderate-income, as defined*
40 *in Section 50093 of the Health and Safety Code, for every*

1 *unoccupied historic home purchased by the City of South*
2 *Pasadena.*

3 *(ii) The acquisition of three existing units for use as rental*
4 *housing affordable to persons and families of very low, low, and*
5 *moderate income, as defined in Section 50093 of the Health and*
6 *Safety Code, for every unoccupied historic home purchased by the*
7 *City of South Pasadena.*

8 *(D) Prior to closing escrow on the purchase of the surplus*
9 *residential property from the Department of Transportation, the*
10 *City of South Pasadena shall demonstrate to the Department of*
11 *Housing and Community Development the zoned capacity on*
12 *parcels suitable for housing development to produce at least three*
13 *affordable units, as defined in subparagraph (C), for each housing*
14 *unit on the surplus residential property being purchased and*
15 *identify and analyze potential and actual governmental constraints*
16 *to the maintenance, improvement, or development of housing*
17 *affordable to persons and families of low income, including housing*
18 *for people with disabilities, on said parcels to the satisfaction of*
19 *the Department of Housing and Community Development. The*
20 *analysis must also demonstrate local efforts to remove constraints*
21 *that hinder development of the parcels and evaluate their impact*
22 *on the speed of delivery and depth of affordability of the necessary*
23 *affordable units prescribed in subparagraph (C).*

24 *(E) Units may be produced or acquired on a single site, or on*
25 *multiple sites.*

26 *(F) All units produced or acquired must be within the 91030*
27 *postal ZIP Code.*

28 *(G) The City of South Pasadena shall commence construction*
29 *or complete acquisition of all affordable units numbering at least*
30 *three times the total number of unoccupied historic homes acquired*
31 *by the city by December 31, 2025.*

32 *(H) Notwithstanding any other law, funds generated through*
33 *the sale of unoccupied historic homes by the City of South*
34 *Pasadena shall be held by the City of South Pasadena for the sole*
35 *purpose of the financing of these units.*

36 *(I) The City of South Pasadena shall include as an attachment*
37 *to its annual report required by paragraph (2) of subdivision (a)*
38 *of Section 65400 all of the following:*

39 *(i) Current ownership status of unoccupied historic homes in*
40 *the State Route 710 corridor purchased by the City of South*

1 *Pasadena, and an accounting of funds spent by the city on the*
2 *purchase of these homes and generated through their sale.*

3 *(ii) The City of South Pasadena shall provide documents that*
4 *evidence sale to the Department of Housing and Community*
5 *Development. These documents shall include purchase and sale*
6 *agreements, escrow instructions, and final HUD-1 form closing*
7 *statements.*

8 *(iii) Documentation of rezoning actions taken by the City of*
9 *South Pasadena to ensure the continued availability of sufficient*
10 *capacity for development of sufficient affordable housing to*
11 *accommodate all units prescribed in subparagraph (C).*

12 *(iv) Documentation of other actions taken by the City of South*
13 *Pasadena to support its compliance with subparagraph (C),*
14 *including the acquisition of homes for use as affordable housing,*
15 *rehabilitation of homes or apartment units for the same purpose,*
16 *or the extension of affordability restrictions on housing units*
17 *currently restricted to low- and moderate-income households.*

18 *(v) Other information requested by the Department of Housing*
19 *and Community Development regarding the City of South*
20 *Pasadena's compliance with this paragraph.*

21 *(J) At the end of the period defined in subparagraph (G), the*
22 *City of South Pasadena shall additionally report all of the following*
23 *information to the Department of Housing and Community*
24 *Development:*

25 *(i) A summary of all prior reporting.*

26 *(ii) Supporting documentation that evidences the acquisition or*
27 *commencement of construction on a sufficient number of units of*
28 *affordable housing to satisfy subparagraphs (C) and (G) in a form*
29 *agreeable to the Department of Housing and Community*
30 *Development.*

31 *(iii) An accounting of total funds spent to acquire unoccupied*
32 *historic homes from the Department of Transportation pursuant*
33 *to this paragraph.*

34 *(iv) An accounting of funds generated through the sale of these*
35 *homes.*

36 *(K) Failure to comply with any of subparagraphs (A) through*
37 *(J), inclusive, shall require the City of South Pasadena to pay a*
38 *fine of an amount equal to the funds generated through the sale*
39 *of unoccupied historic homes pursuant to this paragraph less the*
40 *city's acquisition cost. Fines shall be deposited into an account*

1 *held by the Department of Housing and Community Development*
2 *under the stipulations of Section 50470 and made accessible for*
3 *the development of housing for persons and families of low and*
4 *moderate income residing exclusively in the City of South*
5 *Pasadena.*

6 *(L) Terms of subparagraph (K) may be subject to up two*
7 *two-year extensions from the deadline specified in subparagraph*
8 *(G), provided the City of South Pasadena is able to demonstrate*
9 *sufficient progress on the development or acquisition of all*
10 *required affordable units. Sufficient progress may include, but is*
11 *not limited, to an executed option agreement or exclusive*
12 *negotiation agreement for purchase of property intended for*
13 *conversion to affordable units, completed project entitlements or*
14 *building permits, executed purchase agreements and draft*
15 *covenants for the acquisition or rehabilitation of market rate units*
16 *for the purpose of conversion to affordable units, a combination*
17 *thereof, or other proof of progress at the discretion of the Director*
18 *of the Department of Housing and Community Development.*

19 *(M) Any surplus funds remaining after the completion of the*
20 *construction of the required affordable units shall be used at the*
21 *discretion of the City of South Pasadena for the production or*
22 *acquisition of rental or for-sale housing affordable to persons and*
23 *families of very low, low, or moderate income, as defined in Section*
24 *50093 of the Health and Safety Code.*

25 *(N) Compliance with any clause in subparagraphs (C) through*
26 *(M), inclusive, shall be determined by the Department of Housing*
27 *and Community Development and is not subject to appeal.*

28 *(O) The Department of Housing and Community Development*
29 *may review, adopt, amend, and repeal the standards, forms, or*
30 *definitions to implement subparagraphs (C) through (N), inclusive.*
31 *Any standards, forms, or definitions adopted to implement this*
32 *article shall not be subject to Chapter 3.5 (commencing with*
33 *Section 11340) of Part 1 of Division 3 of Title 2.*

34 *(P) The Department of Transportation shall provide an*
35 *accounting of all historically designated properties in the State*
36 *Route 710 corridor in the City of South Pasadena by January 1,*
37 *2022, to the Department of Housing and Community Development.*
38 *This accounting shall include locations of all properties, addresses*
39 *of all properties, parcel numbers for all properties, current*
40 *occupancy status, and any other known building details.*

1 (Q) *The surplus residential property subject to this subdivision*
2 *shall be subject to a covenant recorded against the property to*
3 *ensure the property's use as pursuant to this paragraph.*

4 (R) *Notwithstanding subparagraphs (C) through (P), inclusive,*
5 *if the City of South Pasadena does not resell a surplus residential*
6 *property sold to it by the Department of Transportation within two*
7 *years of closure of the sale, the property shall be used as affordable*
8 *housing pursuant to paragraphs (3) and (4) of subdivision (c).*

9 (S) *Terms of subparagraph (R) may be subject to up one*
10 *two-year extension provided the City of South Pasadena is able*
11 *to demonstrate sufficient progress on the sale of the surplus*
12 *residential properties. Sufficient progress may include proof that*
13 *the property has been listed for 180 days at a price that does not*
14 *exceed fair market value based on comparable sales in the City*
15 *of South Pasadena with no offers, unexpected structural damage*
16 *due to a natural disaster or similar occurrence, or other proof of*
17 *progress at the discretion of the Director of the Department of*
18 *Housing and Community Development.*

19 (T) *The City of South Pasadena shall monitor compliance with*
20 *the covenant required by subparagraph (Q). The City of South*
21 *Pasadena may charge the property owner a fee to recover the cost*
22 *of this monitoring.*

23 (2) *For purposes of this subdivision, "historic home" means*
24 *either of the following:*

25 (A) *A surplus residential property that is listed on, or for which*
26 *an application has been filed for listing on, at least one of the*
27 *following by January 1, 2015:*

28 (i) *The California Register of Historical Resources, as*
29 *established pursuant to Article 2 (commencing with Section 5020)*
30 *of Chapter 1 of Division 5 of the Public Resources Code.*

31 (ii) *The National Register of Historic Places, as established*
32 *pursuant to Chapter 3021 of Title 54 of the United States Code.*

33 (iii) *The National Register of Historic Places, as previously*
34 *established pursuant to the federal National Historic Preservation*
35 *Act (54 U.S.C. Sec. 300101 et seq.).*

36 (B) *A locally designated surplus residential property that meets*
37 *either of the following requirements:*

38 (i) *The property has been identified before January 1, 2021, in*
39 *the City of South Pasadena's inventory of cultural resources that*

1 *has been adopted by the city pursuant to Section 2.63 of the Code*
2 *of the City of South Pasadena, California, 1958.*

3 *(ii) The property has been designated before January 1, 2021,*
4 *by the City of South Pasadena as a historic home.*

5 *(c) After the surplus residential property is offered for sale*
6 *pursuant to subdivisions (a) to (c), inclusive, of Section 54237 and*
7 *subdivisions (a) and (b) of this section, the surplus residential*
8 *property shall be offered to the City of South Pasadena, as a*
9 *housing-related entity, and then to another housing-related entity*
10 *as follows:*

11 *(1) The sales price shall be the price paid by the Department*
12 *of Transportation for original acquisition. The original acquisition*
13 *price shall not be adjusted for inflation.*

14 *(2) Surplus residential property sold pursuant to this subdivision*
15 *shall be sold in its existing “as is” condition.*

16 *(3) The surplus residential property shall be subject to a*
17 *covenant recorded against the property to ensure the property’s*
18 *use as affordable housing pursuant to this paragraph.*

19 *(A) In the event that the surplus residential property is sold*
20 *prior to the expiration of the covenant, the covenant shall remain*
21 *in effect until the time at which it expires according to the*
22 *provisions of this paragraph.*

23 *(B) Any housing-related entity purchaser shall comply with*
24 *monitoring requirements, as determined by the Department of*
25 *Transportation or the monitoring entity.*

26 *(C) For each surplus residential property purchased under this*
27 *subdivision, the housing-related entity shall cause the property to*
28 *be used for either of the following:*

29 *(i) (I) Low- or moderate-income rental housing for a term of*
30 *at least 55 years. The purchase and operation of the property shall*
31 *remain available and affordable for rental by lower income and*
32 *moderate-income households, as defined by Sections 50052.5 and*
33 *50079.5 of the Health and Safety Code, respectively, for a term*
34 *no shorter than 55 years.*

35 *(II) In the event the housing-related entity is no longer able to*
36 *provide affordable housing on the property, the housing-related*
37 *entity shall either sell the property to a successor housing-related*
38 *entity that will maintain the property and the operations in*
39 *compliance with the covenant or transfer the title to the city in*
40 *which the property is located, which shall subsequently transfer*

1 *the title and operations to a successor housing-related entity that*
2 *will maintain the property and the operations in compliance with*
3 *the covenant. The housing-related entity shall provide first right*
4 *of occupancy to the present tenants. The rental amount shall be*
5 *in accordance with income certification if the current tenants*
6 *qualify as low or moderate income. If the current tenant's income*
7 *exceeds the limits for that level, the rent for that tenant shall be*
8 *no less than the current rent, or adjusted no higher than current*
9 *market rates for the ZIP Code in which the surplus residential*
10 *property is located. The housing-related entity shall cause any*
11 *additional new units added to the property to be used only for low-*
12 *or moderate-income rental housing, and the new units shall remain*
13 *available and affordable for rental by lower income and*
14 *moderate-income households, as defined by Sections 50052.5 and*
15 *50079.5 of the Health and Safety Code, during the covenant period.*
16 *(ii) If the surplus residential property is a single-family*
17 *residence, it may be used for owner-occupied affordable housing*
18 *for a term of at least 45 years. The housing-related entity shall*
19 *sell the property to a person or family of low or moderate income*
20 *for ownership and occupancy as affordable housing, as defined*
21 *in Section 62250, and specifically as the primary residence of that*
22 *buyer. The housing-related entity shall dedicate profits realized*
23 *from the sale during the covenant period, as specified in*
24 *subdivision (b) of Section 54237.7, to the construction of affordable*
25 *housing within the City of South Pasadena. The housing-related*
26 *entity shall provide first right of refusal to present tenants if they*
27 *are a person or family of low or moderate income. All subsequent*
28 *sales of the property during the covenant period shall be to a*
29 *person or family of low or moderate income for ownership and*
30 *occupancy as affordable housing, as defined in Section 62250.*
31 *The property owner shall cause any additional new units added*
32 *to the property to be used only for low- or moderate-income rental*
33 *housing, and the new units shall remain available and affordable*
34 *for rental by lower income and moderate-income households, as*
35 *defined by Sections 50052.5 and 50079.5 of the Health and Safety*
36 *Code, during the covenant period. The monitoring entity shall*
37 *ensure that subsequent sales are made in compliance with this*
38 *paragraph by conducting and certifying the income qualifications*
39 *of the buyer(s) prior to purchase and sales contracts being*
40 *consummated and prior to the opening of escrow.*

1 (4) *The Department of Transportation may designate in*
2 *regulations to, or delegate by agreement to, a public agency to*
3 *monitor the purchasers' compliance with the terms, conditions,*
4 *and restrictions required by this subdivision.*

5 (A) *If the monitoring is not performed by a state agency, the*
6 *monitoring entity shall prepare and submit to the Legislature*
7 *reports that describe how the purchasers complied with this*
8 *subdivision and how they were monitored for compliance. The*
9 *first report shall be submitted five years after the first property is*
10 *sold pursuant to this subdivision, and subsequent reports shall be*
11 *submitted every five years thereafter until the last covenant expires.*
12 *A report to be submitted pursuant to this subparagraph shall be*
13 *submitted in compliance with Section 9795.*

14 (B) *The monitoring entity may charge the property owner a fee*
15 *to recover the cost of this monitoring and reporting.*

16 (d) *After the surplus residential property is offered for sale*
17 *pursuant to subdivisions (a) to (c), inclusive, of Section 54237 and*
18 *subdivisions (a) to (c), inclusive, of this section, the property shall*
19 *be offered in accordance with the priorities and procedures*
20 *specified in subdivision (e) of Section 54237.*

21 (e) *Before selling unimproved property within the State Route*
22 *710 corridor in the City of South Pasadena pursuant to Section*
23 *118 of the Streets and Highways Code, the Department of*
24 *Transportation shall offer to sell the property at the price paid by*
25 *the Department of Transportation for original acquisition to the*
26 *City of South Pasadena, as a housing-related entity, for affordable*
27 *housing purposes, and then to another housing-related entity for*
28 *affordable housing purposes, pursuant to the terms and conditions*
29 *provided in subdivision (c).*

30 (f) (1) *The Legislature finds and declares that the state's*
31 *homelessness crisis has compounded the need for affordable*
32 *housing described in Section 54235. To help mitigate the need for*
33 *affordable housing and to speed up sales pursuant to this article,*
34 *the Legislature further finds and declares that an emergency exists*
35 *for purposes of Sections 11342.545, 11346.1, and 11349.6.*

36 (2) *The Department of Transportation shall file proposed*
37 *emergency regulations with the Office of Administrative Law for*
38 *adoption to implement this section not later than six months after*
39 *this section is enacted.*

1 (3) *Notwithstanding Section 11346.1, the emergency regulations*
2 *adopted pursuant to paragraph (2) shall remain in effect for two*
3 *years after their effective date or until permanent regulations are*
4 *adopted, whichever is sooner.*

5 (g) *If the Department of Transportation does not commence the*
6 *sale of its unoccupied surplus residential property in the City of*
7 *South Pasadena through a solicitation of interest in the first*
8 *relevant step in the sales process pursuant to subdivision (b) or*
9 *(c), as applicable, by June 30, 2022, the Department of*
10 *Transportation shall report by December 31, 2022, to the relevant*
11 *policy and fiscal committees of the Legislature the reasons for not*
12 *commencing the sales and its plans for commencing them. The*
13 *report required by this subdivision shall be submitted in*
14 *compliance with Section 9795.*

15 (h) (1) *As a condition of the sale of property to a*
16 *housing-related entity pursuant to subdivision (c) or (e), the*
17 *housing-related entity shall provide an enforceable commitment*
18 *to the selling agency that, if a construction project is undertaken*
19 *on the property, and the entirety of the project is not a public work*
20 *for which prevailing wages must be paid for purposes of Chapter*
21 *1 (commencing with Section 1720) of Part 7 of Division 2 of the*
22 *Labor Code, all construction workers employed on the project will*
23 *be paid at least the general prevailing rate of per diem wages for*
24 *the type of work and geographic area, as determined by the*
25 *Director of Industrial Relations pursuant to Sections 1773 and*
26 *1773.9 of the Labor Code, except that apprentices registered in*
27 *programs approved by the Chief of the Division of Apprenticeship*
28 *Standards may be paid at least the applicable apprentice prevailing*
29 *rate.*

30 (2) *If the project is subject to paragraph (1), then for those*
31 *portions of the project that are not a public work all of the*
32 *following shall apply:*

33 (A) *The housing-related entity shall ensure that the prevailing*
34 *wage requirement is included in all contracts for the performance*
35 *of all construction work.*

36 (B) *All contractors and subcontractors shall pay to all*
37 *construction workers employed in the execution of the work at*
38 *least the general prevailing rate of per diem wages, except that*
39 *apprentices registered in programs approved by the Chief of the*

Division of Apprenticeship Standards may be paid at least the applicable apprentice prevailing rate.

(C) Except as provided in subparagraph (E), all contractors and subcontractors shall maintain and verify payroll records pursuant to Section 1776 of the Labor Code and make those records available for inspection and copying as provided therein.

(D) Except as provided in subparagraph (E), the obligation of the contractors and subcontractors to pay prevailing wages may be enforced by the Labor Commissioner through the issuance of a civil wage and penalty assessment pursuant to Section 1741 of the Labor Code, which may be reviewed pursuant to Section 1742 of the Labor Code, within 18 months after the completion of the project, or by an underpaid worker through an administrative complaint or civil action, or by a joint labor-management committee through a civil action under Section 1771.2 of the Labor Code. If a civil wage and penalty assessment is issued, the contractor, subcontractor, and surety on a bond or bonds issued to secure the payment of wages covered by the assessment shall be liable for liquidated damages pursuant to Section 1742.1 of the Labor Code.

(E) Subparagraphs (C) and (D) shall not apply if all contractors and subcontractors performing work on the project are subject to a project labor agreement that requires the payment of prevailing wages to all construction workers employed in the execution of the project and provides for enforcement of that obligation through an arbitration procedure. For purposes of this paragraph, "project labor agreement" has the same meaning as set forth in paragraph (1) of subdivision (b) of Section 2500 of the Public Contract Code.

(F) Notwithstanding subdivision (c) of Section 1773.1 of the Labor Code, the requirement that employer payments not reduce the obligation to pay the hourly straight time or overtime wages found to be prevailing shall not apply if otherwise provided in a bona fide collective bargaining agreement covering the worker. The requirement to pay at least the general prevailing rate of per diem wages does not preclude use of an alternative workweek schedule adopted pursuant to Section 511 or 514 of the Labor Code.

SEC. 5.

SEC. 4. The Legislature finds and declares that the addition of Sections 54239 and 54239.0.1 Section 54239.4 to the Government

1 Code by this act serves the public purpose of encouraging the
2 creation and maintenance of affordable rentals and homes, and
3 does not constitute a gift of public funds within the meaning of
4 Section 6 of Article XVI of the California Constitution.

5 ~~SEC. 6.~~

6 *SEC. 5.* The Legislature finds and declares that a special statute
7 is necessary and that a general statute cannot be made applicable
8 within the meaning of Section 16 of Article IV of the California
9 Constitution because of the unique circumstances in the City of
10 South Pasadena.

11 *SEC. 6.* *No reimbursement is required by this act pursuant to*
12 *Section 6 of Article XIII B of the California Constitution because*
13 *a local agency or school district has the authority to levy service*
14 *charges, fees, or assessments sufficient to pay for the program or*
15 *level of service mandated by this act, within the meaning of Section*
16 *17556 of the Government Code.*

17 *SEC. 7.* This act is an urgency statute necessary for the
18 immediate preservation of the public peace, health, or safety within
19 the meaning of Article IV of the California Constitution and shall
20 go into immediate effect. The facts constituting the necessity are:

21 In order to address the shortage of affordable housing and make
22 surplus residential properties owned by the state available as soon
23 as possible, it is necessary that this act take effect immediately.

O

ATTACHMENT 2

PowerPoint Presentation

Caltrans Surplus Properties

DECEMBER 1, 2021

CITY COUNCIL MEETING

Agenda

Caltrans Surplus Properties

- Occupied
- Vacant
- Unimproved

City Council Policy Decisions

- Established Priorities
- Areas for Further Discussion

Purchase Priority

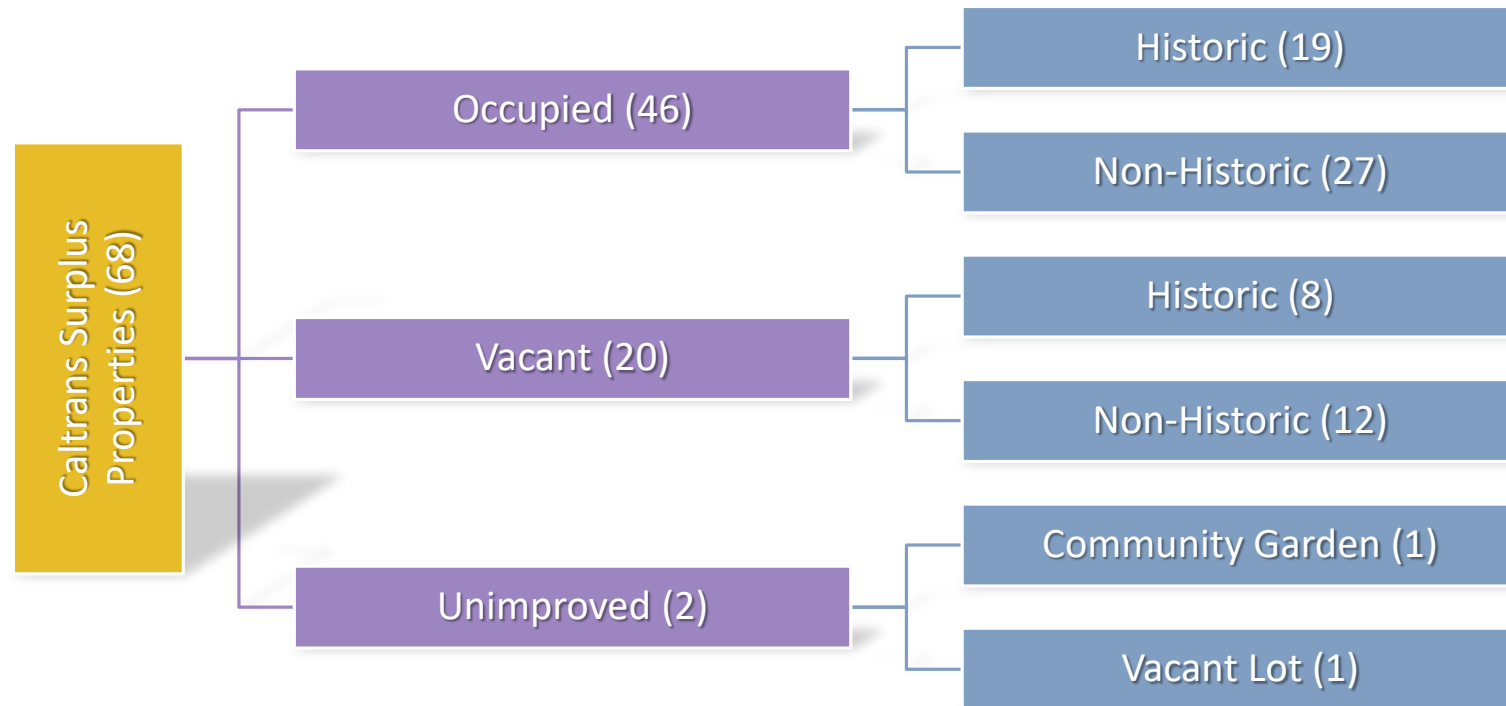
- Occupied
- Vacant
- Unimproved

Purchase Prices

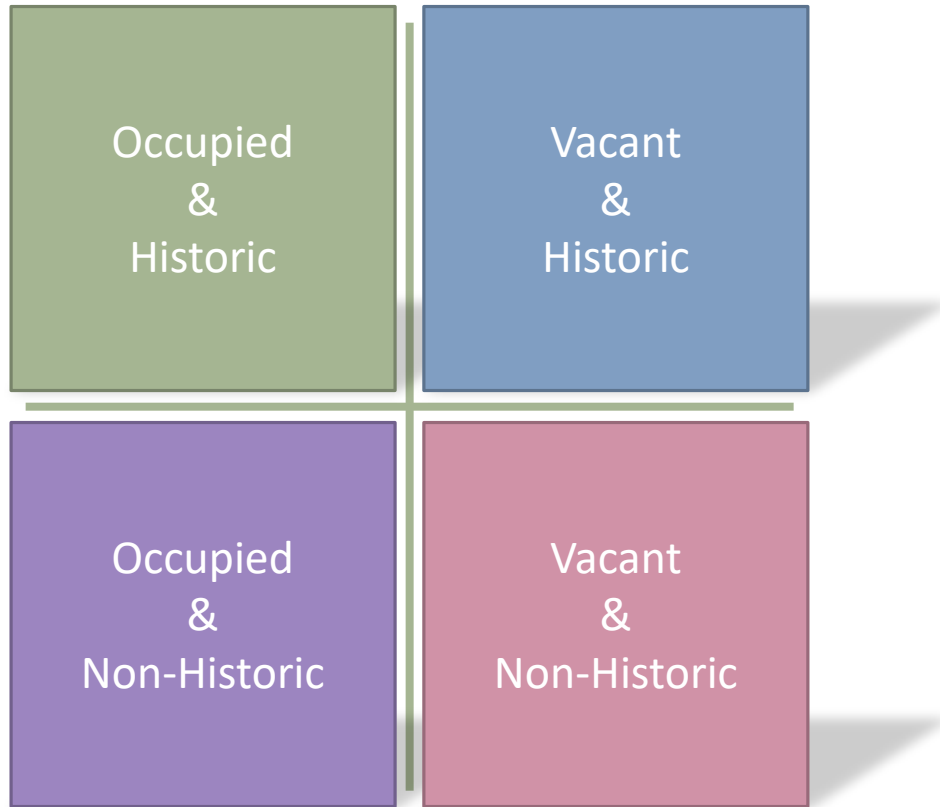
- Acquisition Price
- Affordable Price
- Fair Market Value
- Reasonable Price

Next Steps

Caltrans Surplus Properties



Caltrans Surplus Properties



Property Type	Number of Units
Occupied	46
• <i>Historic</i>	<i>19</i>
• <i>Non-Historic</i>	<i>27</i>
Vacant	20
• <i>Historic</i>	<i>8</i>
• <i>Non-Historic</i>	<i>12</i>
Unimproved	2
Total	68

City Council Policy Decisions

Established Priorities

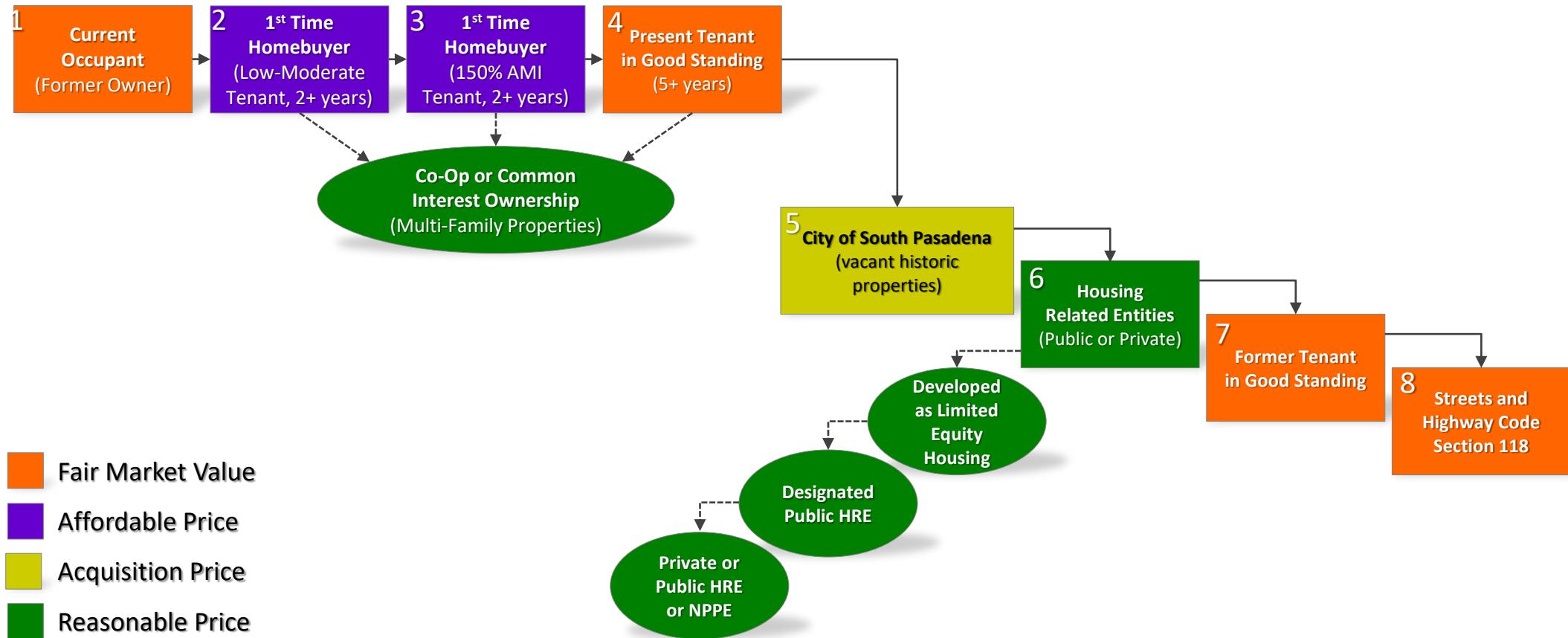
- Reintegrate Caltrans surplus properties back into the community
- Prevent displacement of tenants
- Support tenants interested in homeownership
- Identify affordable housing opportunities
- Preserve/protect historic properties

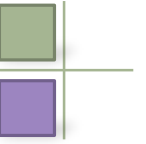
Areas for Further Discussion

- Does the City want to purchase properties for rental or ownership?
- Does the City want to partner with another HRE or develop a Community Land Trust?
- How does the City want to finance the purchase/repairs?



Purchase Priority:

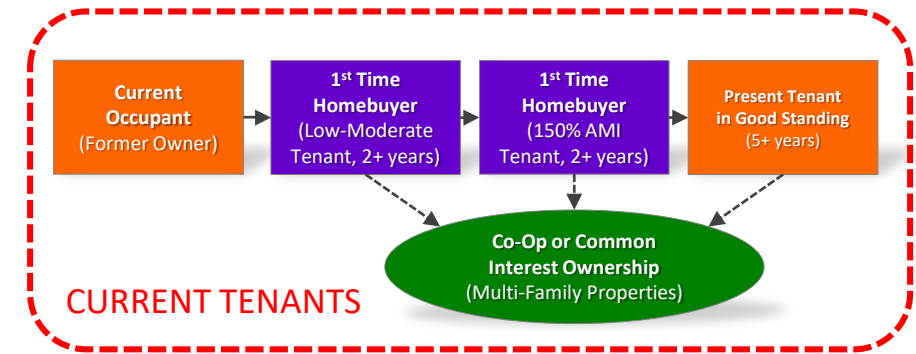




Occupied Properties

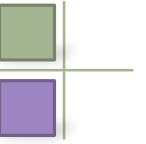
Existing tenants have priority to purchase their homes from Caltrans

- Purchase price will be determined based on the tenants income and the County's Area Medium Income (AMI)
- Tenants of multi-family properties can form a Co-Op to purchase their properties



Number of Persons in Household:		1	2	3	4	5	6	7	8
Los Angeles County Area Median Income: \$80,000	Extremely Low	24850	28400	31950	35450	38300	41150	44000	46800
	Very Low Income	41400	47300	53200	59100	63850	68600	73300	78050
	Low Income	66250	75700	85150	94600	102200	109750	117350	124900
	Median Income	56000	64000	72000	80000	86400	92800	99200	105600
	Moderate Income	67200	76800	86400	96000	103700	111350	119050	126700

<https://www.hcd.ca.gov/grants-funding/income-limits/state-and-federal-income-limits/docs/income-limits-2021.pdf>



Occupied Properties

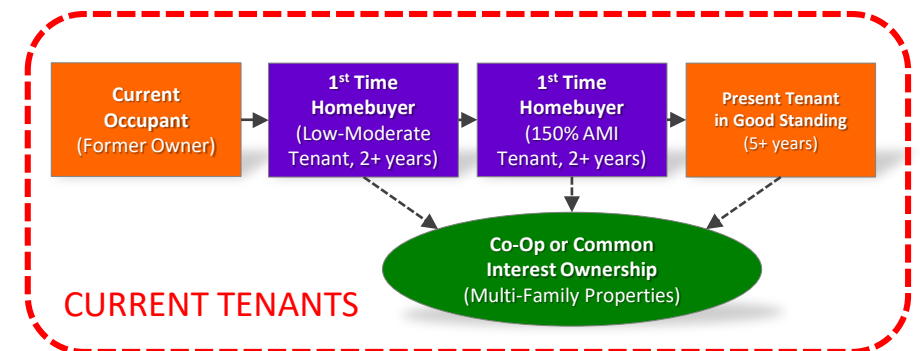
REPAIRS

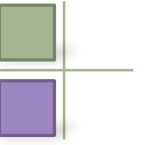
Caltrans will be responsible for the necessary repairs

- State Housing and Community Development habitability standards
- Historic properties will need to be renovated in accordance with the Secretary of the Interior standards and in accordance with the City of South Pasadena's Historic Ordinance

RESALE RESTRICTIONS

Subsequent property sales may be subject to a shared equity provision depending on the purchase price and time of subsequent sale



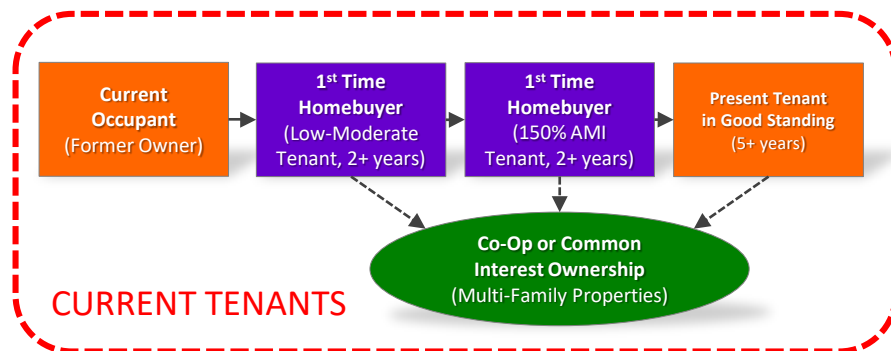


Occupied Properties

FINANCING

Available Financing Support Services

- Income qualified (lower income) tenants will be offered 100% financing to purchase

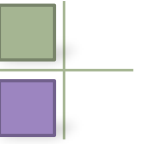


TENANTS

Existing tenants that are unable or do not want to purchase:

- Will have the right to rent the property from the Housing Related Entity (HRE) that purchases the property
- Rents for the existing tenants will be based on the tenants income (i.e., affordable, or fair market)

**CALTRANS WILL HOST A WORKSHOP FOR
TENANTS INTERESTED IN HOMEOWNERSHIP
TO PROVIDE MORE DETAILS
JANUARY-FEBRUARY 2022**

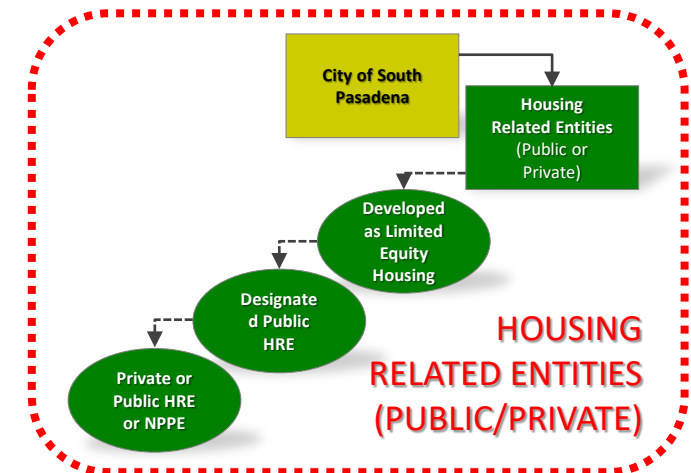


Occupied Properties

Housing Related Entities (HREs) will be able to purchase at a Reasonable Price

- Properties must be made available to current tenants for rent
- Tenant relocation protections apply

**ONLY AFTER THE CURRENT TENANTS HAVE
BEEN GIVEN THE OPPORTUNITY TO PURCHASE**





Vacant Historic Properties

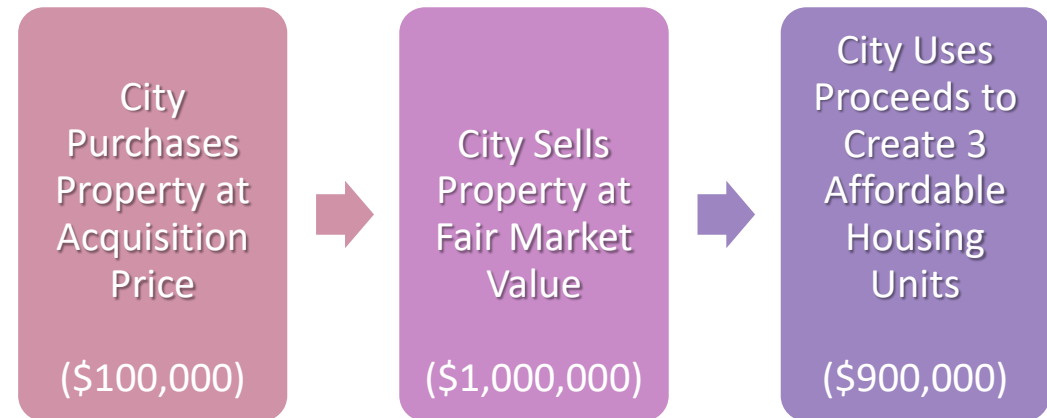
CITY'S PURCHASING OPTIONS

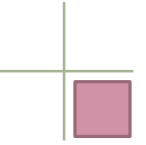
City can purchase at the Acquisition Price, at “As-Is” condition, and sell the property at Fair Market Value

- City will coordinate an inspection of all properties considered for purchase and perform financial feasibility analysis

SALES RESTRICTIONS

Proceeds generated from the sale of vacant historic properties must be used to finance the production or acquisition of affordable housing at a ratio of 3:1





Vacant Non-Historic Properties

CITY'S PURCHASING OPTIONS

City can purchase at the Acquisition Price, at “As-Is” condition, and use the property for affordable housing

- City will coordinate an inspection of all properties considered for purchase and perform financial feasibility analysis

If the City does not purchase, the property is made available to the Housing Related Entities

RENTAL RESTRICTIONS

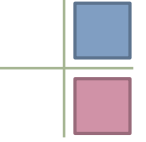
Affordability Covenants:

- Tenants will be income qualified and rents at affordable levels
- 55-year for rentals

RESALE RESTRICTIONS

Affordability Covenants:

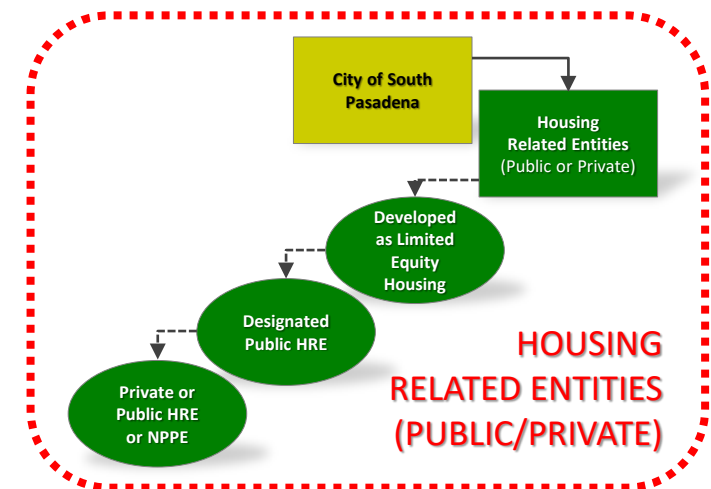
- Buyers will be income qualified and resale price will be at affordable levels
- 45-year for homeownership



Vacant Properties

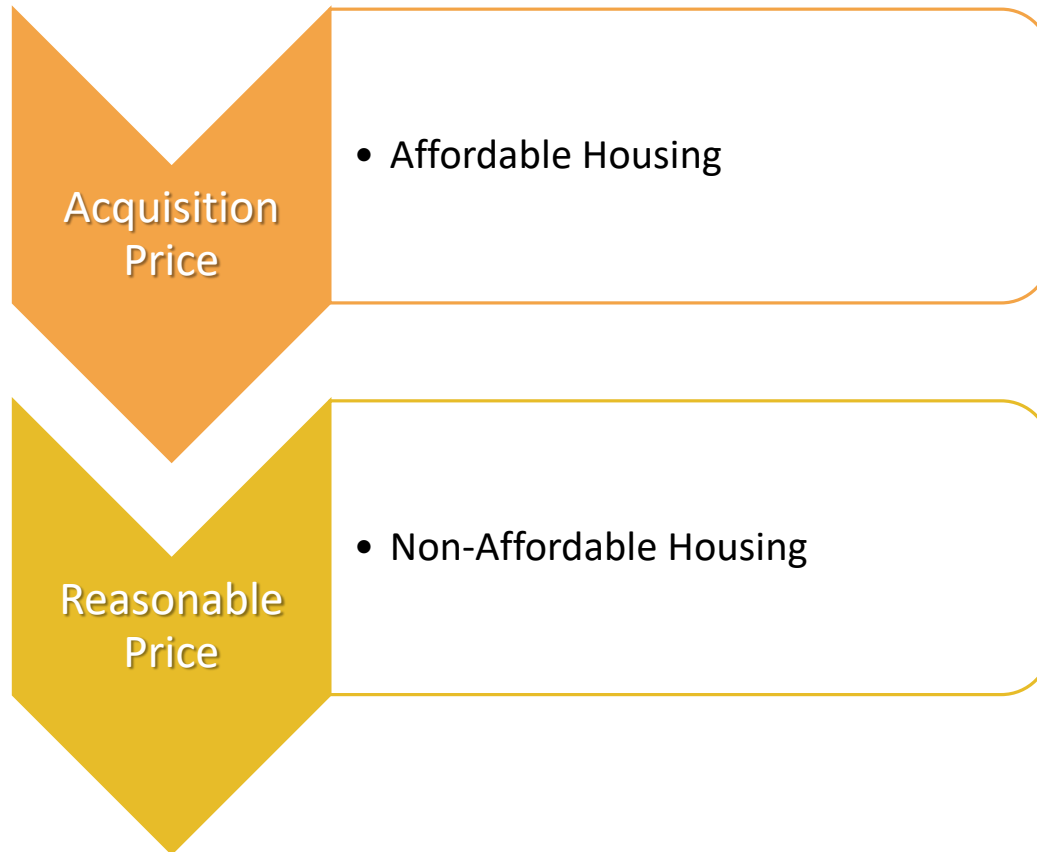
Future City Council Decisions:

- Properties to Purchase
 - Historic or Non-Historic
- Resale Options
 - Rental or Ownership
 - Location of substitute affordable housing units (*for historic properties ratio of 3:1*)
- Partnership Opportunities
 - Housing Related Entities
 - Community Land Trust





Unimproved Properties



Future City Council Decisions:

- Community Garden
 - Purchase at the Acquisition Price for Affordable Housing purposes
 - Purchase at a Reasonable Price to maintain the property as a Community Garden
- Vacant Lot
 - Purchase at the Acquisition Price for Affordable Housing purposes
 - Purchase at a Reasonable Price to develop the property as a pocket park

Purchase Prices

Acquisition Price

- Price that Caltrans paid for the property (cannot be adjusted for inflation)

Affordable Price

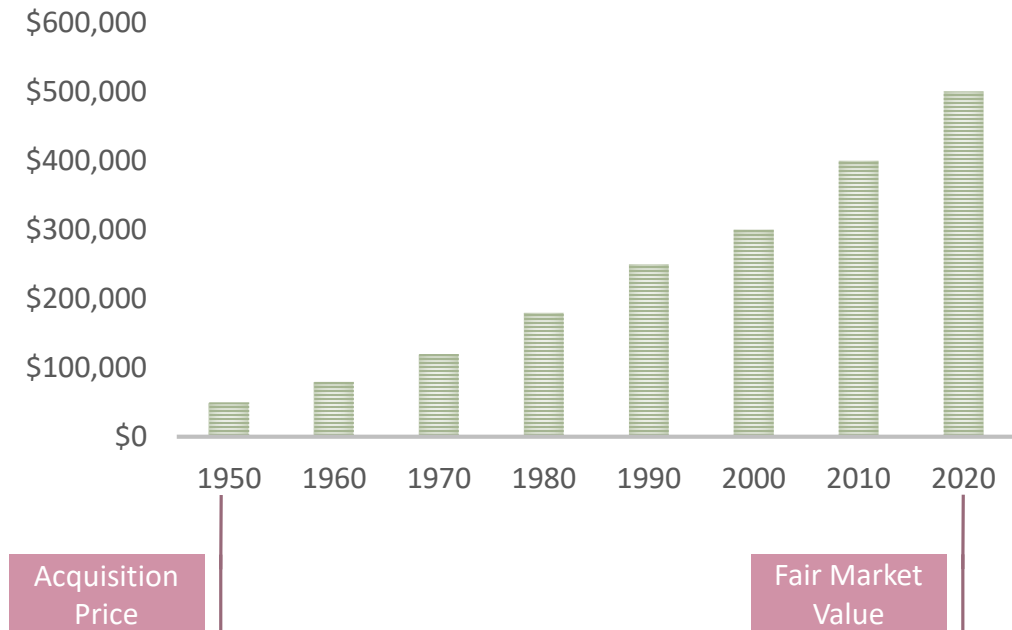
- Price based on the tenant's income level

Fair Market Value

- Price of the property if it were sold in the current market

Reasonable Price

- Price based on the Fair Market Value minus the cost of repairs



Fair Market Value		Renovation Costs		Reasonable Price
(\$500,000)	—	(\$125,000)	=	(\$375,000)

2021 Affordability Levels

Number of Persons in Household:		1	2	3	4	5	6	7	8
Los Angeles County Area Median Income: \$80,000	Extremely Low	24850	28400	31950	35450	38300	41150	44000	46800
	Very Low Income	41400	47300	53200	59100	63850	68600	73300	78050
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	Moderate Income	67200	76800	86400	96000	103700	111350	119050	126700

<https://www.hcd.ca.gov/grants-funding/income-limits/state-and-federal-income-limits/docs/income-limits-2021.pdf>

Next Steps

December 2021

- City Council to appoint two members to the Implementation Ad Hoc Committee
- Staff-Level Meeting with Caltrans
 - Pending Caltrans availability

January-February 2022

- Tenant Support Forum
 - Discuss:
 - Sales order
 - Renovation responsibilities
 - Funding opportunities
 - Evening/Saturday Meeting (pending Senator/Caltrans availability)
- Memorandum of Understanding with South Pasadena Preservation Foundation (SPPF)
 - Agreement with SPPF to inspect/evaluate historic properties
- Award of Contract for Property Inspection
- Award of Contract for Housing Related Entities/Community Land Trust

Next Steps

FUTURE POLICY DISCUSSIONS TBD

Property Analysis (based on property inspections and financial feasibility analysis)

- Identification of properties to purchase
- Identification of financing mechanisms (partnership with another HRE or Community Land Trust; funds for repair costs, etc.)
- Determine if the properties will be used for rental/homeownership

Surplus Properties

Who purchases?



Which properties should be purchased?



When will it be sold?



What will the property be used for (homeownership/rental)?



Where will the financing come from to purchase/renovate the properties?

Alternative Mobile Crisis Response Program Pilot & Gaps in Services Updates

Updates for South Pasadena



Alternative Mobile Crisis Response Program

- Intended to be an additional tool for dispatchers to respond to non-violent calls for service
- Will complement the police department, fire department, and ambulance first responders.
- Will respond to mental health emergencies, substance abuse and calls for homelessness services

Background

Feasibility Study

Using State budget earmark funding and based on input from City Managers' Steering Committee, the SGVCOG contracted with RDA Consultants in February 2021 to conduct a feasibility study for a regional alternative response program. Ready later in November 2021, the study will include community-informed program design recommendations, a phased implementation plan, and funding considerations.

Measure H

Concurrently in August 2021 the SGVCOG Governing Board approved an Alternative Response Program as one of four programming areas for FY 2022-23 Measure H funds. The SGVCOG received LOI's indicating interest in this programming area from eleven cities.

Status

Implementation

The SGVCOG will contract with a service provider to provide mobile crisis response services for San Gabriel Valley cohorts. The RFP is under development and will be released in late November 2021.

Phased Approach

The SGVCOG will partner with 1-2 cities to launch a pilot program. The program will then expand to include additional cohort cities in a subsequent phase. The SGVCOG is looking to South Pasadena to be one of these partners.

Partnership with DMH

LA County Department of Mental Health is eager to partner with the SGVCOG and lend expertise, coordination, facilitation of Medi-Cal eligible reimbursements and additional resources.

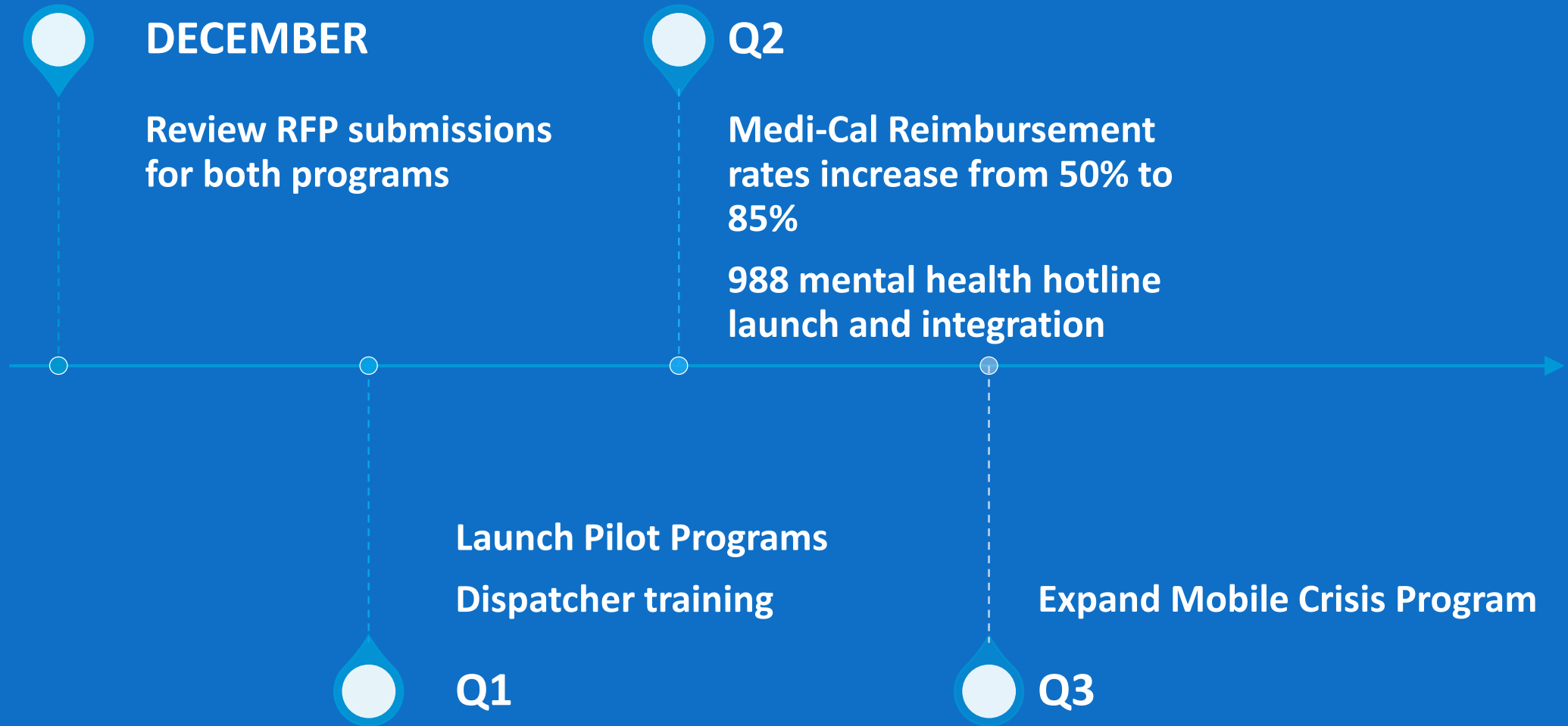
Implementation

- Additional training will be required for dispatchers.
- Will ultimately also integrated 988: the new mental health crisis emergency number will be launched and integrated mid/late 2022.
- Establish referral process for follow-up when necessary.
- Ensure coordination with case management and housing navigators in partnership with existing service providers.

Gaps In Services Program

- Aims to supplement existing homelessness-related services to fill gaps in service
- Anticipated resources:
 - Case management services,
 - Housing navigation,
 - Medical care and street-based medicine,
 - Mental health services,
 - Legal services and outreach to underserved or linguistically isolated populations.
- Anticipated to launch in February 2022

Timeline





Thank you

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