CITY OF SOUTH PASADENA
CITY COUNCIL

AMENDED AGENDA

SPECIAL MEETING
CLOSED SESSION

WEDNESDAY, SEPTEMBER 27, 2023
6:00 P.M. (PACIFIC TIME)

AMEDEE O. "DICK" RICHARDS JR. COUNCIL CHAMBERS
1424 MISSION STREET, SOUTH PASADENA, CA 91030

TELECONFERENCE LOCATION

COPENHAGEN MARRIOTT HOTEL
HOTEL LOBBY
KALVEBOD BRYGGE 5,1560 COPENHAGEN V, DENMARK

NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY

The South Pasadena City Council Meeting will be conducted in-person from the Amedee O. "Dick" Richards, Jr. Council Chambers, located at 1424 Mission Street, South Pasadena, CA 91030 and the teleconference location. Pursuant to Assembly Bill 361 Government Code Section 54953, subdivision (e)(3), the City Council may conduct its meetings remotely and may be held via video conference.

Public Comment regarding items on the Closed Session Meeting agenda will be taken at the beginning of the meeting. The public will be released from the meeting so that the City Council may 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 link will be provided for the Open Session for the public to attend.

Public participation may be made as follows:

- In-Person – Council Chambers, 1424 Mission Street, South Pasadena, CA 91030 and the teleconference location.
- Live Broadcast via the City website – http://www.spectrumstream.com/streaming/south_pasadena/live.cfm
- Via Zoom – **Meeting ID**: **226 442 7248**
- Written Public Comment – written comment must be submitted by 12:00 p.m. the day of the meeting by emailing to ccpubliccomment@southpasadenaca.gov.
- Via Phone – +1-669-900-6833 and entering the Zoom Meeting ID listed above.

Meeting may be viewed at:

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=aEFuSGszQ2I5WjJkemloTms0RTlVUT09; or
3. By calling: +1-669-900-6833 and entering the Zoom Meeting ID listed above; and viewing the meeting via http://www.spectrumstream.com/streaming/south_pasadena/live.cfm

CALL TO ORDER: Mayor Jon Primuth

ROLL CALL:

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

PUBLIC COMMENT

CLOSED SESSION AGENDA ITEMS

A. **REAL PROPERTY NEGOTIATIONS**
(Government Code Section 54956.8)

1. Property Addresses:
   a. 215 Fairview Avenue, APN 5317-007-903
   b. 302 Fairview Avenue, APN 5317-012-903
   c. 529 Prospect Avenue, APN 5317-036-904
   d. 530 Orange Grove Avenue, APN 5317-036-900
   e. 534 Orange Grove Avenue, APN 5317-036-903
   f. 535 Meridian Avenue, APN 5317-036-903
   g. 540 Prospect Avenue, APN 5317-035-901
   h. 901 Bonita Drive, APN 5310-020-903
   i. 1037 & 1039 Grevalia Avenue, APN 5315-012-903
   j. 808 Valley View Road, APN 5310-020-901
   k. 822 Valley View Road, APN 5310-020-902
   l. 216 Fairview Avenue
   m. 217 Fremont Avenue, APN 5317-012-901
   n. 225 Fremont Avenue, APN 5317-012-902
   o. 1131 Columbia Street, APN 5317-012-900
   p. 1707 Meridian Avenue, APN 5310-031-903
   q. 1008 Hope and 1002 and 726 Meridian, APN 5315-013-906

   Agency Negotiator: Arminé Chaparyan, City Manager
   Negotiating Party: California Department of Transportation
   Under Negotiation: Price and Terms of Payment

2. Property Address: 913 Meridian Avenue
   Agency Negotiator: Arminé Chaparyan, City Manager
   Negotiating Party: South Pasadena Preservation Foundation
   Under Negotiation: Price and Terms of Payment

B. **CONFERENCE WITH LEGAL COUNSEL: ANTICIPATED LITIGATION-SIGNIFICANT EXPOSURE TO LITIGATION**
(Government Code Section 54945.9(d)(2))
Number of Potential Cases: 3

C. **CONFERENCE WITH LEGAL COUNSEL: EXISTING LITIGATION**
(Government Code Section 54956.9(d)(1))

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

CERTIFICATION OF POSTING

*I declare under penalty of perjury that I posted this notice of agenda for the meeting to be held on **September 27, 2023**, on the bulletin board in the courtyard of City Hall located at 1414 Mission Street, South Pasadena, CA 91030, and on the City website as required by law, on the date listed below.*

09/26/2023	/S/
Date	Mark Perez, Deputy City Clerk

CITY OF SOUTH PASADENA
CITY COUNCIL

AMENDED AGENDA

SPECIAL MEETING
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TELECONFERENCE LOCATION

COPENHAGEN MARRIOTT HOTEL
LOBBY
KALVEBOD BRYGGE 5,1560 COPENHAGEN V, DENMARK

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

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- Via Zoom – **Webinar ID: 825 9999 2830**
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CALL TO ORDER:	Mayor	Jon Primuth
ROLL CALL:	Mayor	Jon Primuth
	Mayor Pro Tem	Evelyn G. Zneimer
	Councilmember	Jack Donovan
	Councilmember	Michael A. Cacciotti
	Councilmember	Janet Braun
PLEDGE OF ALLEGIANCE:	Mayor	Jon Primuth

PUBLIC COMMENT GUIDELINES

The City Council welcomes public input. Members of the public may comment on a non-agenda subject under the jurisdiction of the City Council or on an agenda item. Members of the public will have three minutes to address the City Council, however, the Mayor and City Council may adjust the time allotted, as needed.

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 to the City website for public viewing under Additional Documents. When submitting a public comment, please make sure to include the following:
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 City Council meeting. Correspondence received after this time will be distributed the following business day.

PLEASE NOTE: The Mayor may exercise the Chair's discretion, subject to the approval of the majority of the City Council, to adjust public comment time limit to less than three minutes, as needed.

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.

CLOSED SESSION ANNOUNCEMENTS

1. CLOSED SESSION ANNOUNCEMENTS

PUBLIC COMMENT

2. PUBLIC COMMENT – GENERAL (NON-AGENDA ITEMS)

General Public Comment will be limited to 30 minutes at the beginning of the agenda. If there are speakers remaining in the queue, they will be heard at the end of the meeting. Only Speakers who submit a Public Comment card within the first 30 minutes of Public Comment period will be queued up to speak.

PRESENTATION

3. SOUTH PASADENA LITTLE LEAGUE RECOGNITION

4. MERCHANT MINUTE -Twohey's Restaurant

5. STAFF INTRODUCTION

Fire Department:
Kevin Tiet, Management Assistant
Edward Meza, Firefighter Paramedic
Alex Khachatoorian, Firefighter Paramedic
Gavin Boger, Firefighter Paramedic

CHANGES TO THE AGENDA

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 $150,880.02; GENERAL CITY WARRANTS IN THE AMOUNT OF $2,111,576.34; ONLINE PAYMENTS IN THE AMOUNT OF $178,990.21; TRANSFERS IN THE AMOUNT OF $72,500.00; VOIDS IN THE AMOUNT OF ($2,161.06); PAYROLL IN THE AMOUNT OF $842,990.36

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

8. MONTHLY INVESTMENT REPORTS FOR JULY 2023

Recommendation
It is recommended that the City Council receive and file the Monthly Investment Reports for July 2023.

9. CONSIDERATION OF APPROVAL OF THE SECOND AMENDMENT TO AN AGREEMENT WITH HDL SOFTWARE, LLC FOR BUSINESS LICENSE PROCESSING SERVICES AND APPROPRIATION OF FUNDS

Recommendation
It is recommended that the City Council:
1. pprove the Second Amendment to the Professional Services Agreement with HdL Software, LC (HdL) for business license processing services through October 31, 2024, in the amount of $75,000 and authorize the City Manager to execute the amendment.
2. Appropriate an additional $45,850 from General Fund to cover excess.

10. SECOND READING AND ADOPTION OF AN ORDINANCE OF THE CITY OF SOUTH PASADENA GRANTING AUTHORITY TO THE CITY MANAGER TO EXECUTE CERTAIN CONTRACTS AND OTHER LEGAL INSTRUMENTS AND AMENDING SECTION 2-18-6 OF THE SOUTH PASADENA MUNICIPAL CODE

ORDINANCE

AN ORDINANCE OF THE CITY OF SOUTH PASADENA GRANTING AUTHORITY TO THE CITY MANAGER TO EXECUTE CERTAIN CONTRACTS AND OTHER LEGAL INSTRUMENTS AND AMENDING SECTION 2.18-6 OF THE SOUTH PASADENA MUNICIPAL CODE

Recommendation

It is recommended that the City Council consider the adoption of an "Ordinance of the City of South Pasadena Granting Authority to the City Manager to Execute Certain Contracts and Other Legal Instruments and Amending Section 2-18-6 of the South Pasadena Municipal Code."

11. CONSIDERATION OF APPROVAL OF THE MEMORIAL BENCH DONATION REQUESTS AND APPROVAL OF THE APPROPRIATION OF DONATED FUNDS TO THE COMMUNITY SERVICES BUDGET

Recommendation

It is recommended that the City Council consider:

1. Approval of a memorial bench donation of $2,573.23 from Nancy Shires;
2. Approval of a memorial bench donation of $1,481.13 from Kerri Maines; and
3. Approval of an appropriation of $4,054.36 to Account No. 101-8030-8031-8020

12. CONSIDERATION OF APPROVAL OF A MEMORANDUM OF UNDERSTANDING WITH THE SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS FOR THE 626 GOLDEN STREETS ARROYOFEST 2023 EVENT

Recommendation

It is recommended that the City Council consider approval of a Memorandum of Understanding (MOU) between with the San Gabriel Valley Council of Governments (SGVCOG) and the City of South Pasadena for the 626 Golden Streets ArroyoFest 2023 Event.

13. CONSIDERATION OF APPROVAL OF FUND ALLOCATION AND APPROPRIATION TO COMPLETE THE ENVIRONMENTAL REVIEW DOCUMENTS FOR THE 2021-2029 HOUSING ELEMENT AND GENERAL PLAN/DOWNTOWN SPECIFIC PLAN IN THE AMOUNT OF $78,606

Recommendation

It is recommended that the City Council allocate and appropriate $78,606.10 from General Fund Account Number 101-0000-0000-3200-000 to the Community Development Department Professional Services Account Number 101-7010-7011-8170-000.

14. CONSIDERATION OF APPROVAL OF A FIVE-YEAR AGREEMENT WITH QUESTICA FOR BUDGET SOFTWARE SERVICES, WITH A FIRST-YEAR AMOUNT OF $24,625 AND A TOTAL NOT-TO-EXCEED $112,875

Recommendation

It is recommended that the City Council:

1. Approve a five-year agreement with Questica for Budget Software in the amount of $24,625 for the first year and a not to exceed $112,875 over the term and authorize the City Manager to execute the agreement; and
2. Appropriate $12,312 from the General Fund and $12,313 from the Water Fund to support the implementation and first year annual licensing for the Questica Budget software for a total of $24,625.

15. CONSIDERATION OF THE APPROVAL OF CITY COUNCIL MEETING MINUTES FOR AUGUST 29, 2023 AND SEPTEMBER 6, 2023

Recommendation
It is recommended that the City Council consider the approval of the minutes for the Regular City Council Meeting of September 6, 2023, Special Meetings of August 29, 2023 and September 6, 2023, Special Joint Meeting of September 6, 2023, and Special Housing Authority Meeting of September 6, 2023.

PUBLIC HEARING

16. CONCURRENT CONTINUED HEARINGS – CONSIDERATION OF ADOPTION OF A RESOLUTION CERTIFYING THE FINAL PROGRAM ENVIRONMENTAL IMPACT REPORT, ADOPTION OF A RESOLUTION ADOPTING A NEW GENERAL PLAN, NEW DOWNTOWN SPECIFIC PLAN, AND RESCISSION OF MISSION STREET SPECIFIC PLAN. INTRODUCTION AND FIRST READING OF AN ORDINANCE TO AMEND THE SOUTH PASADENA MUNICIPAL CODE CHAPTER 36 (ZONING CODE) AND ZONING MAP PERTAINING TO REZONING THE EXISTING FOCUS AREA OVERLAY DISTRICT TO MIXED-USE OVERLAY DISTRICT AND INCREASE DENSITY IN CERTAIN RESIDENTIAL ZONING DISTRICTS IN COMPLIANCE WITH THE NEW GENERAL PLAN AND THE 2021-2029 HOUSING ELEMENT. INTRODUCTION AND FIRST READING OF ORDINANCES TO AMEND THE ZONING CODE PERTAINING TO 120-DAY IMPLEMENTATION PROGRAMS IN THE 2021-2029 HOUSING ELEMENT (PROJECT)

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA CERTIFYING THE FINAL PROGRAM ENVIRONMENTAL IMPACT REPORT, ADOPTING FINDINGS PURSUANT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT, ADOPTING A MITIGATION MONITORING AND REPORTING PROGRAM, AND ADOPTING A STATEMENT OF OVERRIDING CONSIDERATIONS FOR THE GENERAL PLAN UPDATE, DOWNTOWN SPECIFIC PLAN, AND HOUSING ELEMENT IMPLEMENTATION PROJECT

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ADOPTING THE 2023 GENERAL PLAN AND THE DOWNTOWN SPECIFIC PLAN AS SHOWN IN EXHIBIT A, EXHIBIT B, EXHIBIT C, AND EXHIBIT D, AND RESCIND THE MISSION STREET SPECIFIC PLAN.

ORDINANCE

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, RESCINDING THE MISSION STREET SPECIFIC PLAN AS ADOPTED IN ORDINANCE NO. 2035

ORDINANCE

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING CHAPTER 36 (ZONING) OF THE CITY CODE OF THE CITY OF SOUTH PASADENA RELATED TO INCREASED DENSITY INCLUDING REZONING THE EXISTING FOCUSED AREA OVERLAY ZONE

TO MIXED-USE OVERLAY ZONE AND INCREASING DENSITY IN THE RESIDENTIAL ZONING DISTRICTS, AND AMENDING THE ZONING MAP IN COMPLIANCE WITH THE UPDATED GENERAL PLAN AND THE 2021-2029 (6TH CYCLE) HOUSING ELEMENT

ORDINANCE

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING DIVISION 36.370 (AFFORDABLE HOUSING INCENTIVES) OF ARTICLE 3 (SITE PLANNING AND GENERAL DEVELOPMENT STANDARDS) OF CHAPTER 36 (ZONING) OF THE CITY CODE OF THE CITY OF SOUTH PASADENA TO REVISE REGULATIONS TO CONFORM TO STATE DENSITY BONUS LAW (CALIFORNIA GOVERNMENT CODE SECTION 65915)

ORDINANCE

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING CHAPTER 36 ARTICLE 2 DIVISION 36.22 AND CHAPTER 36 ARTICLE 3 DIVISION 36.350 OF THE CITY CODE OF THE CITY OF SOUTH PASADENA RELATING TO EMPLOYEE HOUSING

ORDINANCE

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING DIVISION 36.375 OF THE CITY CODE OF THE CITY OF SOUTH PASADENA CODE RELATING TO INCLUSIONARY HOUSING REQUIREMENTS

Recommendation

It is recommended that the City Council hold and conclude the continued hearings and consider the approval of the resolutions and introduce first reading of ordinances as follows:

1. Adopt a Resolution to certify and adopt the Program Environmental Impact Report (PEIR) prepared for the Project, make required findings, adopt Mitigation Monitoring and Reporting Program (MMRP), and adopt a Statement of Overriding Considerations;
2. Adopt a Resolution to adopt the General Plan and the Downtown Specific Plan (DTSP), inclusive of Planning Commission direction and errata revisions to both the General Plan and DTSP;
3. Introduce first reading of an Ordinance to rescind the Mission Street Specific Plan (MSSP) upon the effective date of the DTSP;
4. Introduce first reading of an Ordinance to amend the South Pasadena Municipal Code (SPMC) pertaining to rezoning of properties consistent with the new General Plan and the 2021-2029 (6th Cycle) Housing Element which will do the following:

    a. Add Section 36.230.050 (Mixed-Use Overlay Development Standards) for the newly established Mixed-Use Overlay District;

    b. Amend Section 36.250.340 (Focus Area Overlay District), to eliminate the Focus Area Overlay District and replace it with the newly established Mixed-Use Overlay District;

    c. Increase density in the RM (Residential Medium Density), RH (Residential High Density), and Mixed-Use Overlay District in compliance with the Housing Element Programs;

d. Amend other Code Sections relating to ancillary changes to the SPMC regarding reference to the new DTSP, adoption of the new Zoning Map, and minor changes to the residential and commercial zoning district standards in relation to the rezoning; and,

e. Amend the Zoning Map to eliminate the Focus Area Overlay District and the MSSP boundary, and replace them with the Mixed-Use Overlay District and the DTSP boundary, respectively.

5. Introduce first reading of an Ordinance to amend the South Pasadena Municipal Code Division 36.370 (Affordable Housing Incentives) to revise regulations to conform to State Density Bonus law (California Government Code Section 65915);

6. Introduce first reading of an Ordinance to amend the South Pasadena Municipal Code Division 36.220 (Residential Zoning Districts), Division 36.350 (Standards for Specific Land Uses), and Division 36.700 (Definitions / Glossary), relating to Employee Housing; and,

7. Introduce first reading of an Ordinance to amend the South Pasadena Municipal Code Division 36.375 (Inclusionary Housing Requirements) relating to inclusionary housing requirements.

INFORMATIONAL REPORT

17. REVIEW AND DISCUSSION OF AN INFORMATIONAL REPORT ON SENATE BILL 329 AND SURVEY RELATED TO COUNCILMEMBER SALARIES

Recommendation
It is recommended that the City Council discuss the informational report on councilmember salaries in light of Senate Bill 329 (SB 329) and receive and file the report and survey.

18. PUBLIC SAFETY ANNUAL REPORTS

PUBLIC COMMENT – CONTINUED

19. CONTINUED PUBLIC COMMENT – GENERAL
This time is reserved for speakers in the Public Comment queue not heard during the first 30 minutes of Item No. 2. No new speakers will be accepted at this time.

COMMUNICATIONS

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

21. CITY MANAGER COMMUNICATIONS

ADJOURNMENT

FOR YOUR INFORMATION

FUTURE CITY COUNCIL MEETINGS

October 4, 2023	Regular City Council Meeting	7:00 P.M.
October 14, 2023	Strategic Plan Study Session (Youth House)	9:00 A.M.
October 18, 2023	Regular City Council Meeting	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 viewing on the City's website:
www.southpasadenaca.gov/CityCouncilMeetings2023

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

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09/25/2023	/S/
Date	Mark Perez, Deputy City Clerk

City Council Agenda Report

ITEM NO. 7

DATE: September 27, 2023

FROM: Arminé Chaparyan, City Manager AC

PREPARED BY: Hsiulee Tran, Deputy Finance Director

SUBJECT: **Approval of Prepaid Warrants in the Amount of $150,880.02; General City Warrants in the Amount of $2,111,576.34; Online Payments in the Amount of $178,990.21; Transfers in the Amount of $72,500.00; Voids in the Amount of ($2,161.06); Payroll in the Amount of $842,990.36**

Recommendation

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

Fiscal Impact

Prepaid Warrants:		
Warrant # 317395-317402	$	77,559.17
ACH	$	73,320.85
Voids	$	0
General City Warrants:		
Warrant # 317403-317494	$	172,366.97
ACH	$	1,939,209.37
Voids	$	(2,161.06)
Payroll Period Ending: 09/01/2023	$	842,990.36
Wire Transfers Out – To (LAIF)	$	0
Wire Transfers In – From (LAIF)	$	0
Wire Transfers (RSA)	$	0
Wire Transfers Out – To (Acct # 2413)	$	12,500.00
Wire Transfers Out – To (Acct # 1936)	$	60,000.00
Online Payments	$	178,990.21
Prepaid Warrants	$	0
General City Warrants	$	0
Total	$	3,354,775.87

Commission Review and Recommendation
This matter was not reviewed by a Commission.

Key Performance Indicators
This item is in line with the Finance Department's Key Performance Indicators identified in the Fiscal Year 2022-2023 Budget. The Accounts Payable process is completely digital and routed via a workflow process. This cuts down staff time significantly, as well as streamlines a previously strenuous process. This process also falls in line with the City's environmental strategies by reducing the amount of paper used.

Explanation of Terms
Warrant – Directs the Finance Department to pay a sum of money out of the City's funds to bearer of claim/invoice (named individual, company) also known as a payable. The warrants (payments) are only released after City Council approval.

Warrant Summary – Summarizes all of the payments prepared during a specific cycle. The beginning of the cycle is the period after the last set of warrants were approved by Council and released as payment. The end of the cycle is the last date of invoice processing. All the warrants for the current cycle are summarized and the detail of warrants provided to Council for review and approval.

Prepaid Warrant List - A Prepaid Warrant directs the Finance Department to pay a sum of money out of the City's funds to bearer of claim/invoice (named individual, company) also known as a payable. The Prepaid Warrants (payments) are released prior to City Council approval, however reported to City Council as a Prepaid. Prepayments are generally time sensitive and would incur additional charges if not paid within a specific time frame.

General City Warrant List – Detailed listing of all payments made for a specific cycle. The beginning of the cycle is the period after the last set of warrants were approved by Council and released as payment. The end of the cycle is the last date of invoice processing.

Online Payments – Payments made online. These are typically for time sensitive utilities, credit card payments, and sometimes require the use of the payee's portal (SCE, So Cal Gas, Amazon, etc.).

Voids – Checks that were issued and voided. Examples of such instances would be lost checks that were mailed out. Checks that were on a warrant that did not get approved by Council.

Payroll – All payments made related to payroll, such as payroll taxes, retirement benefits, CalPERS, Garnishments, payroll etc.

Attachments:

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

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ATTACHMENT 1
Warrant Summary

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City of South Pasadena
Demand/Warrant Register **Date** 9/27/2023

Recap by fund	Fund No.	Amounts	
		Prepaid	Written
General Fund	101	27,696.08	212,311.97
Insurance Fund	103	-	10,868.48
Street Improvement Program	104	-	-
Technology Surcharge Fund	106	-	18.20
Facilities & Equip.Cap. Fund	105	36,875.61	-
Programs and Projects	107	-	-
Local Transit Return "A"	205	-	3,818.00
SLFRF Fund	206	-	-
Local Transit Return "C"	207	-	-
TEA/Metro	208	-	-
Sewer Fund	210	-	1,703.59
CTC Traffic Improvement	211	-	-
SB2 Planning Grant	213	-	-
Rogan HR5294 Grant	214	-	-
Street Lighting Fund	215	19,960.00	59,247.14
Public, Education & Govt Fund	217	-	-
Clean Air Act Fund	218	-	-
Business Improvement Tax	220	45,400.00	-
Gold Line Mitigation Fund	223	-	-
Mission Meridian Public Garage	226	-	-
Housing Authority Fund	228	-	-
State Gas Tax	230	6,774.87	213.37
County Park Bond Fund	232	-	1,000.00
Measure R	233	-	-
Measure M	236	-	-
Road Maint & Rehab (SB1)	237	-	-
MSRC Grant Fund	238	-	-
Measure W	239	-	-
Measure H	241	-	-
Prop C Exchange Fund	242	-	-
Bike & Pedestrian Paths	245	-	-
BTA Grants	248	-	-
Golden Street Grant	249	-	-
Capital Growth Fund	255	-	-
CDBG	260	-	-
Asset Forfeiture	270	-	-
Police Grants - State	272	-	-
Homeland Security Grant	274	-	-
Park Impact Fees	275	-	-
Historic Preservation Grant	276	-	-
HSIP Grant	277	-	-
Arroyo Seco Golf Course	295	-	-
Sewer Capital Projects Fund	310	-	-
400 Capital Improvement Program	400	-	-
Water Fund	500	-	104,185.96
Water Efficiency Fund	503	-	1,290.88
2016 Water Revenue Bonds Fund	505	-	1,716,918.75
SRF Loan - Water	506	-	-
Water & Sewer Impact Fee	510	-	-
Public Financing Authority	550	-	-
Payroll Clearing Fund	700	14,173.46	-
			-
	Column Totals:	150,880.02	2,111,576.34

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

City Report Totals:	2,262,456.36
Payroll Period Ending: 09/01/2023	842,990.36
Wire Transfer Out - To LAIF	-
Wire Transfer In - From LAIF	-
Wire Transfer - RSA	-
Wire Transfer Out - To Acct. # 2413	12,500.00
Wire Transfer Out - To Acct. # 1936	60,000.00
Online Payments	178,990.21
Voids - Prepaid	-
Voids - General Warrant	(2,161.06)
Grand Report Total:	**3,354,775.87**

Jon Primuth, Mayor

Hsiulee Tran, Deputy Finance Director

Mark Perez, Deputy City Clerk

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ATTACHMENT 2
Prepaid Warrant List

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Accounts Payable

Check Detail

User: ealvarez
Printed: 09/12/2023 - 9:22AM

Check Number	Check Date	Amount
CRTCHV - Courtesy Chevrolet Center, Inc.		
317395	09/07/2023	
Inv 231414		
Line Item Date	Line Item Description	
08/23/2023	2023 Chevrolet Bolt	36,875.61
Inv 231414 Total		36,875.61
317395 Total:		36,875.61
CRTCHV - Courtesy Chevrolet Center, Inc. Total:		36,875.61
Total:		36,875.61

Accounts Payable

Check Detail

User: ealvarez
Printed: 09/12/2023 - 9:25AM

Check Number	Check Date	Amount
CSD3014 - Ca. State Disbursement Unit		
317396	09/07/2023	
Inv PR 09.01.2023		
Line Item Date	Line Item Description	
08/30/2023	PR Batch 90123.08.2023 Garnishment Case # FAMSS-1406906	903.69
08/30/2023	PR Batch 90123.08.2023 Garnishment Case # FAMSS-1406906	322.35
Inv PR 09.01.2023 Total		1,226.04
317396 Total:		1,226.04
CSD3014 - Ca. State Disbursement Unit Total:		1,226.04
VRMZ7000 - Munoz, Valerie		
317397	09/07/2023	
Inv PR 09.01.2023		
Line Item Date	Line Item Description	
08/30/2023	PR Batch 90123.08.2023 - Garnishment	750.00
Inv PR 09.01.2023 Total		750.00
317397 Total:		750.00
VRMZ7000 - Munoz, Valerie Total:		750.00
PEG4590 - NUFIC		
317398	09/07/2023	
Inv August		
Line Item Date	Line Item Description	
08/18/2023	EE Benefits of AD&D Basic Coverage - August 2023	202.50
08/18/2023	EE Benefits of AD&D EEE Optional Supplement - August 2023	819.25
Inv August Total		1,021.75
317398 Total:		1,021.75
PEG4590 - NUFIC Total:		1,021.75
SOU5435 - S.P. Police Officers Association 700-0000-0000-2246-000		

Check Number	Check Date	Amount
0	09/07/2023	
Inv	September 2023	
Line Item Date	Line Item Description	
08/30/2023	PR Batch 90123.08.2023 SPPOA Insurance	2,308.17
08/30/2023	PR Batch 90123.08.2023 SPPOA - Union Dues	3,683.55
Inv September 2023 Total		5,991.72
0 Total:		5,991.72
SOU5435 - S.P. Police Officers Association Total:		5,991.72
SOU5451 - S.P. Public Service Employees Association 700-0000-0000-2248-000		
0	09/07/2023	
Inv	PR 09.01.2023	
Line Item Date	Line Item Description	
08/30/2023	PR Batch 90123.08.2023 SPPSEA - Union Dues	1,500.00
Inv PR 09.01.2023 Total		1,500.00
0 Total:		1,500.00
SOU5451 - S.P. Public Service Employees Association Total:		1,500.00
CEAP7000 - S.P. Public Service Employees Association-PT 700-0000-0000-2249-000		
0	09/07/2023	
Inv	PR 09.01.2023	
Line Item Date	Line Item Description	
08/30/2023	PR Batch 90123.08.2023 PART TIME ASSN. DUES / FEE	184.00
Inv PR 09.01.2023 Total		184.00
0 Total:		184.00
CEAP7000 - S.P. Public Service Employees Association-PT Total:		184.00
SOU5230 - S.P.Firefighters L-3657		
0	09/07/2023	
Inv	PR 09.01.2023	
Line Item Date	Line Item Description	
08/30/2023	PR Batch 90123.08.2023 Fire Assn. Insurance	177.42
08/30/2023	PR Batch 90123.08.2023 FFA Fire Rec Fees	90.00
08/30/2023	PR Batch 90123.08.2023 Firefighters 3657 - Union	1,800.00
Inv PR 09.01.2023 Total		2,067.42
0 Total:		2,067.42

SOU5230 - S.P.Firefighters L-3657 Total: 2,067.42

SSDV2018 - Sandoval, Sheila

0 09/07/2023

Inv PR 09.01.2023

Line Item Date	Line Item Description	
08/30/2023	PR Batch 90123.08.2023 Garnishment - Sandoval	956.03
08/30/2023	PR Batch 90123.08.2023 Sandoval - Garnishment	476.50

Inv PR 09.01.2023 Total 1,432.53

0 Total: 1,432.53

SSDV2018 - Sandoval, Sheila Total: 1,432.53

SOU5132 - South Coast A.Q.M.D

317399 09/07/2023

Inv 3808358

Line Item Date	Line Item Description	
08/25/2023	ID# 48823-AQMD Fee July 2020-June 2021 AND Late fee	144.51

Inv 3808358 Total 144.51

Inv 3849107

Line Item Date	Line Item Description	
08/25/2023	ID# 17415-FY Emissions -FY 2021-22 (LATE FEE ONLY)	7.13

Inv 3849107 Total 7.13

Inv 3849351

Line Item Date	Line Item Description	
08/25/2023	ID# 48823-FY Emissions -FY 2021-22 (LATE FEE ONLY)	7.13

Inv 3849351 Total 7.13

Inv 3975781

Line Item Date	Line Item Description	
08/25/2023	ID# 162097-FY Emissions -FY 2021-22 AND Late Fees	178.24

Inv 3975781 Total 178.24

Inv 3986335

Line Item Date	Line Item Description	
08/25/2023	ID# 48823- AQMD Fee July 2021-June 2022 AND Late fee	151.07

Inv 3986335 Total 151.07

Inv 4026425

Line Item Date	Line Item Description	
08/25/2023	ID# 17415-FY Emissions- FY 2022-23 fee AND Late Fees	189.82

Inv 4026425 Total 189.82

Inv 4026669

Line Item Date	Line Item Description	
08/25/2023	ID# 48823-FY Emissions -FY 2022-23 AND Late Fees	189.82

Inv 4026669 Total 189.82

Inv 4230496

Line Item Date	Line Item Description	
08/23/2023	ID# 17415-RULE 461 LIQUID FUEL DISPENSING SYSTEM 202	149.25

Inv 4230496 Total 149.25

Inv 4230497

Line Item Date	Line Item Description	
08/23/2023	ID# 17415-FY Emissions- FY 2023-24 fee	160.35

Inv 4230497 Total 160.35

Inv 4230498

Line Item Date	Line Item Description	
08/23/2023	ID# 14477-RULE 461 LIQUID FUEL DISPENSING SYSTEM 202	149.25

Inv 4230498 Total 149.25

Inv 4230499

Line Item Date	Line Item Description	
08/23/2023	ID# 14477-FY Emissions -FY 2023-24	160.35

Inv 4230499 Total 160.35

Inv 4230501

Line Item Date	Line Item Description	
08/23/2023	ID# 48823-FY Emissions -FY Emissions -FY 2023-24	160.35

Inv 4230501 Total 160.35

317399 Total: 1,647.27

SOU5132 - South Coast A.Q.M.D Total: 1,647.27

CHA3010 - SPCC Corporation

0 09/07/2023

Inv 8883

Line Item Date	Line Item Description

Check Number	Check Date		Amount
	08/17/2023	Business Improvement Tax Allocation Payment # 1	45,400.00
	Inv 8883 Total		45,400.00
0 Total:			45,400.00
CHA3010 - SPCC Corporation Total:			45,400.00
COBR7131 - The Advantage Group			
0	09/07/2023		
	Inv 161140		
	Line Item Date	Line Item Description	
	08/05/2023	HRA Adminsitration Fee - August 2023	312.00
	Inv 161140 Total		312.00
	Inv September 2023		
	Line Item Date	Line Item Description	
	08/31/2023	HRA Retiree Reimbursement - September 2023	16,433.18
	Inv September 2023 Total		16,433.18
0 Total:			16,745.18
COBR7131 - The Advantage Group Total:			16,745.18
Total:			77,965.91

Accounts Payable

Check Detail

User: ealvarez
Printed: 09/12/2023 - 9:32AM

Check Number	Check Date	Amount
ADRSV - ADR Services, Inc.		
317400	09/11/2023	
Inv 22-6238-RJM-03		
Line Item Date	Line Item Description	
08/30/2023	Review of Briefs, Preparation, Additional Mediation Hearing	5,500.00
Inv 22-6238-RJM-03 Total		5,500.00
317400 Total:		5,500.00
ADRSV - ADR Services, Inc. Total:		5,500.00
RlPU8540 - Roadline Products Inc. USA		
317401	09/11/2023	
Inv 18426		
Line Item Date	Line Item Description	
03/02/2023	Street Division Supplies	3,368.14
Inv 18426 Total		3,368.14
Inv 18439		
Line Item Date	Line Item Description	
03/16/2023	Street Division Supplies	3,406.73
Inv 18439 Total		3,406.73
317401 Total:		6,774.87
RlPU8540 - Roadline Products Inc. USA Total:		6,774.87
TERE6201 - Terex USA, LLC		
317402	09/11/2023	
Inv 7341378		
Line Item Date	Line Item Description	
07/31/2023	Urgent Repair on Boom Truck and DOT Compliance Certification	3,803.63
07/31/2023	Urgent Repair on Boom Truck and DOT Compliance Certification	2,350.00
07/31/2023	Urgent Repair on Boom Truck and DOT Compliance Certification	17,610.00
Inv 7341378 Total		23,763.63

Check Number	Check Date	Amount
317402 Total:		23,763.63
TERE6201 - Terex USA, LLC Total:		23,763.63
Total:		36,038.50

ATTACHMENT 3 General City Warrant List

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Accounts Payable

Check Detail

User: ealvarez
Printed: 09/12/2023 - 2:48PM

Check Number	Check Date	Amount
AZDB8011 - A to Z Databases		
317403	09/27/2023	
Inv 127896		
Line Item Date	Line Item Description	
08/01/2023	Subscription renewal 8/1/23-7/31/24	1,586.00
Inv 127896 Total		1,586.00
317403 Total:		1,586.00
AZDB8011 - A to Z Databases Total:		1,586.00
ACHG2013 - A-Check Global		
317404	09/27/2023	
Inv 59-0711631		
Line Item Date	Line Item Description	
07/31/2023	Pre-Employment Background Check Services - July 2023	347.47
Inv 59-0711631 Total		347.47
317404 Total:		347.47
ACHG2013 - A-Check Global Total:		347.47
ACMT2920 - All City Management Services, Inc.		
317405	09/27/2023	
Inv 86787		
Line Item Date	Line Item Description	
07/31/2023	Crossing Guard Services June 25-July 8, 2023	6,549.12
Inv 86787 Total		6,549.12
317405 Total:		6,549.12
ACMT2920 - All City Management Services, Inc. Total:		6,549.12
AMAZONCP - Amazon Capital Services, Inc.		
0	09/27/2023	

Inv 199K-DCKR-NMTR

Line Item Date	Line Item Description	
08/30/2023	Senior Center event supplies	398.07

Inv 199K-DCKR-NMTR Total 398.07

Inv 1CRC-VKDK-6KH4

Line Item Date	Line Item Description	
08/28/2023	Office Supplies for Department	110.02
08/28/2023	Office Supplies for Department	17.03
08/28/2023	Office Supplies for Department	139.84

Inv 1CRC-VKDK-6KH4 Total 266.89

Inv 1DJC-X9VM-GPYT

Line Item Date	Line Item Description	
08/21/2023	HP Color Laserjet Pro M283f Printer for Community Development	472.86

Inv 1DJC-X9VM-GPYT Total 472.86

Inv 1KKM-9737-GXM7

Line Item Date	Line Item Description	
08/21/2023	Water to support Emergency Operations Center	576.23
08/21/2023	Scanner for front office	470.70

Inv 1KKM-9737-GXM7 Total 1,046.93

Inv 1X64-GMPW-6YQK

Line Item Date	Line Item Description	
08/28/2023	2023 Employee Summer BBQ Supplies	189.15

Inv 1X64-GMPW-6YQK Total 189.15

Inv 1YQ6-LNL7-D3V4

Line Item Date	Line Item Description	
07/31/2023	Headset	226.23

Inv 1YQ6-LNL7-D3V4 Total 226.23

0 Total: 2,600.13

AMAZONCP - Amazon Capital Services, Inc. Total: 2,600.13

RIAL6501 - Arriola, Richard

317406 09/27/2023

Inv 8/12/2023

Line Item Date	Line Item Description	
08/12/2023	Mileage Reimbursement - 08/12/2023	17.23

Inv 8/12/2023 Total 17.23

317406 Total: 17.23

RIAL6501 - Arriola, Richard Total: 17.23

AT&T5011 - AT&T

317407 09/27/2023

Inv 62644164973570

Line Item Date	Line Item Description	
08/13/2023	AN 626 441-6497 357 0 Service for 8/13/23 - 9/12/23	1,102.42

Inv 62644164973570 Total 1,102.42

317407 Total: 1,102.42

317408 09/27/2023

Inv 000020416157

Line Item Date	Line Item Description	
08/20/2023	BAN 9391062308 Service for 7/20/23 - 8/19/23	17,504.55

Inv 000020416157 Total 17,504.55

Inv 000020416483

Line Item Date	Line Item Description	
08/20/2023	BAN 9391081369 Service for 7/20/23 - 8/19/23	88.24

Inv 000020416483 Total 88.24

Inv 000020435399

Line Item Date	Line Item Description	
08/27/2023	BAN 9391036943 Service for 7/27/23 - 8/26/23	1,386.50

Inv 000020435399 Total 1,386.50

317408 Total: 18,979.29

ATCN9011 - AT&T Total: 20,081.71

BAK0369 - Baker & Taylor Books

0 09/27/2023

Inv 2037607862

Line Item Date	Line Item Description	
07/18/2023	Books FY2023-24	262.49

Inv 2037607862 Total 262.49

0 Total: 262.49

BAK0369 - Baker & Taylor Books Total: 262.49

BSHL6710 - Base Hill, Inc., dba Jan Point

0 09/27/2023

Inv 23775-1

Line Item Date	Line Item Description	
08/28/2023	Citywide Janitorial Services Aug 2023	14,985.00
08/28/2023	Citywide Janitorial Services Aug 2023	1,000.00
08/28/2023	Citywide Janitorial Services Aug 2023	900.00

Inv 23775-1 Total 16,885.00

0 Total: 16,885.00

BSHL6710 - Base Hill, Inc., dba Jan Point Total: 16,885.00

SHBE8032 - Bee, Shuny

317409 09/27/2023

Inv 10098

Line Item Date	Line Item Description	
08/29/2023	Taekwondo August 4:30pm - Contract Class Instructor	97.50

Inv 10098 Total 97.50

Inv 10101

Line Item Date	Line Item Description	
08/29/2023	Taekwondo August 5:15pm - Contract Class Instructor	195.00

Inv 10101 Total 195.00

317409 Total: 292.50

SHBE8032 - Bee, Shuny Total: 292.50

LEBE8032 - Betts, Lemar

317410 09/27/2023

Inv 10087

Line Item Date	Line Item Description	
08/24/2023	Skateside Beginners August - Contract Class Instructor	871.50

Inv 10087 Total 871.50

Inv 10090

Line Item Date	Line Item Description	
08/24/2023	Skateside Intermediate August - Contract Class Instructor	348.60

Inv 10090 Total 348.60

Inv 9945

Line Item Date	Line Item Description	
08/24/2023	Skateside Summer Camp Wk 9 - Contract Class Instructor	2,677.50

Inv 9945 Total 2,677.50

317410 Total: 3,897.60

LEBE8032 - Betts, Lemar Total: 3,897.60

BMIE8264 - BMI

317411 09/27/2023

Inv 49154656

Line Item Date	Line Item Description	
08/28/2023	Music licensing	391.00

Inv 49154656 Total 391.00

317411 Total: 391.00

BMIE8264 - BMI Total: 391.00

DABN8267 - Bohan, Diana 101-8030-8021-8267-000

0 09/27/2023

Inv August 2023

Line Item Date	Line Item Description	
08/31/2023	August Yoga Walk-in - Contract Class Instructor	192.00
08/31/2023	August Yoga monthly - Contract Class Instructor	256.00

Inv August 2023 Total 448.00

0 Total: 448.00

DABN8267 - Bohan, Diana Total: 448.00

DBAR3011 - Brink's Incorporated

317412 09/27/2023

Inv 12370702

Line Item Date	Line Item Description	
08/01/2023	Monthly Service - Aug 2023	1,815.88

Inv 12370702 Total 1,815.88

Inv 12400757

Line Item Date	Line Item Description	
09/01/2023	Monthly Service (September 2023)	1,864.56

Inv 12400757 Total		1,864.56
317412 Total:		3,680.44
DBAR3011 - Brink's Incorporated Total:		3,680.44

BRMR8267 - BRIT West Soccer

317413 09/27/2023

Inv 10051

Line Item Date	Line Item Description	
08/21/2023	Tiny Pros 2-3.5 SA - Contract Class Instructor	1,228.50
Inv 10051 Total		1,228.50

Inv 10055

Line Item Date	Line Item Description	
08/21/2023	Tiny Pros 3.5-5 SA - Contract Class Instructor	546.00
Inv 10055 Total		546.00

Inv 10072

Line Item Date	Line Item Description	
08/21/2023	Club Pros 5-7 SA - Contract Class Instructor	819.00
Inv 10072 Total		819.00

Inv 10076

Line Item Date	Line Item Description	
08/21/2023	Club Pros 7-12 SA - Contract Class Instructor	136.50
Inv 10076 Total		136.50
317413 Total:		2,730.00
BRMR8267 - BRIT West Soccer Total:		2,730.00

PMAB8021 - Budka, Pamela Avry

317414 09/27/2023

Inv August 2023

Line Item Date	Line Item Description	
08/31/2023	August Chair yoga monthly - Contract Class Instructor	48.00
08/31/2023	August Meditation monthly - Contract Class Instructor	64.00
08/31/2023	August Chair yoga walk- in - Contract Class Instructor	192.00
08/31/2023	August Meditation walk-in - Contract Class Instructor	100.00
Inv August 2023 Total		404.00

317414 Total: 404.00

PMAB8021 - Budka, Pamela Avry Total: 404.00

CAL5236 - CA Linen Services

317415 09/27/2023

Inv 2155399

Line Item Date	Line Item Description	
08/17/2023	Linen service for Fire Station	120.98

Inv 2155399 Total 120.98

Inv 2158987

Line Item Date	Line Item Description	
08/24/2023	Linen service for Fire Station	124.85

Inv 2158987 Total 124.85

Inv 2162661

Line Item Date	Line Item Description	
08/24/2023	Linen service for Fire Station	112.16

Inv 2162661 Total 112.16

317415 Total: 357.99

CAL5236 - CA Linen Services Total: 357.99

CAL6695 - California American Water

317416 09/27/2023

Inv 7/21/23-8/18/23

Line Item Date	Line Item Description	
08/31/2023	Wilson Well 2 Water Service Fee August 2023	23.38

Inv 7/21/23-8/18/23 Total 23.38

317416 Total: 23.38

CAL6695 - California American Water Total: 23.38

CANTAC - Canine Tactical Operations

317417 09/27/2023

Inv 10/17-10/19/23

Line Item Date	Line Item Description	
09/05/2023	Canine Tactical School for K9 Officer Zamora 10/17-19/23	650.00

Inv 10/17-10/19/23 Total 650.00

317417 Total: 650.00

CANTAC - Canine Tactical Operations Total: 650.00

CAN0607 - Cantu Graphics Inc.

317418 09/27/2023

Inv 21650

Line Item Date	Line Item Description	
08/31/2023	National night out Promo Fliers.	117.75

Inv 21650 Total 117.75

317418 Total: 117.75

CAN0607 - Cantu Graphics Inc. Total: 117.75

CRSC2013 - Capital Research & Consulting LLC

317419 09/27/2023

Inv 3174

Line Item Date	Line Item Description	
07/05/2023	Capital Research Consulting 457 - Quarterly Fee as of 6/30/23	2,958.79

Inv 3174 Total 2,958.79

317419 Total: 2,958.79

CRSC2013 - Capital Research & Consulting LLC Total: 2,958.79

GBCL4010 - Carrillo, Gilbert

317420 09/27/2023

Inv 08/02/2023

Line Item Date	Line Item Description	
08/31/2023	Critical Incident Training Reimbursement for Cpl Carrillo	69.55

Inv 08/02/2023 Total 69.55

317420 Total: 69.55

GBCL4010 - Carrillo, Gilbert Total: 69.55

CDW5246 - CDW Government LLC

0 09/27/2023

Inv FQ51006

Line Item Date	Line Item Description	
12/15/2022	(7) MS GSA OFFICE STD 2021 LTSC	2,134.93

Inv FQ51006 Total 2,134.93

Inv GF29424

Line Item Date	Line Item Description	
01/17/2023	(1) MS GSA OFFICE STD 2021 LTSC	304.99

Inv GF29424 Total 304.99

0 Total: 2,439.92

CDW5246 - CDW Government LLC Total: 2,439.92

TIM4011 - Charter Communications

317421 09/27/2023

Inv 0224964080823

Line Item Date	Line Item Description	
08/08/2023	AN 8448 30 008 0224964 Service for 8/8/23 - 9/7/23	54.10

Inv 0224964080823 Total 54.10

Inv 0251967072223

Line Item Date	Line Item Description	
08/23/2023	AN 8448 30 008 0251967 Service for 7/22/23 - 8/21/23	254.11

Inv 0251967072223 Total 254.11

317421 Total: 308.21

TIM4011 - Charter Communications Total: 308.21

CINTA3 - Cintas Corporation

317422 09/27/2023

Inv 4165208743

Line Item Date	Line Item Description	
08/21/2023	Public Works Uniform Cleaning Services 8/21/2023	15.54
08/21/2023	Public Works Uniform Cleaning Services 8/21/2023	36.27
08/21/2023	Public Works Uniform Cleaning Services 8/21/2023	34.83
08/21/2023	Public Works Uniform Cleaning Services 8/21/2023	44.20
08/21/2023	Public Works Uniform Cleaning Services 8/21/2023	6.42
08/21/2023	Public Works Uniform Cleaning Services 8/21/2023	12.84
08/21/2023	Public Works Uniform Cleaning Services 8/21/2023	57.89

Inv 4165208743 Total 207.99

Inv 4165915057

Line Item Date	Line Item Description	
08/28/2023	Public Works Uniform Cleaning Services 8/28/2023	4.10
08/28/2023	Public Works Uniform Cleaning Services 8/28/2023	12.84
08/28/2023	Public Works Uniform Cleaning Services 8/28/2023	17.29

08/28/2023		Public Works Uniform Cleaning Services 8/28/2023	44.20
08/28/2023		Public Works Uniform Cleaning Services 8/28/2023	6.42
08/28/2023		Public Works Uniform Cleaning Services 8/28/2023	36.27
08/28/2023		Public Works Uniform Cleaning Services 8/28/2023	15.54
Inv 4165915057 Total			136.66
317422 Total:			344.65
317423	09/27/2023		
Inv 5172069884			
Line Item Date	Line Item Description		
08/21/2023		First Aid Cabinet & AED Monthly Services for CSD	37.93
Inv 5172069884 Total			37.93
317423 Total:			37.93
CINTAS - Cintas Corporation Total:			382.58
JMCB6710 - Cipres Bravo, Jose Manuel			
317424	09/27/2023		
Inv 8/18/2023			
Line Item Date	Line Item Description		
08/31/2023		Mileage Reimbursement - 08/18/2023	25.28
Inv 8/18/2023 Total			25.28
317424 Total:			25.28
JMCB6710 - Cipres Bravo, Jose Manuel Total:			25.28
ALH4011 - City of Alhambra			
317425	09/27/2023		
Inv 114475			
Line Item Date	Line Item Description		
08/24/2023		Provides for the use of multi-city training facility	4,634.88
Inv 114475 Total			4,634.88
317425 Total:			4,634.88
ALH4011 - City of Alhambra Total:			4,634.88
ALPD4010 - City of Alhambra Police Department			
317426	09/27/2023		

Inv SP 07/2023

Line Item Date	Line Item Description	
08/15/2023	Inmate housing for July 2023	1,720.00

Inv SP 07/2023 Total 1,720.00

317426 Total: 1,720.00

ALPD4010 - City of Alhambra Police Department Total: 1,720.00

MNBL8170 - Crestline Software, LLC

0 09/27/2023

Inv INV2868

Line Item Date	Line Item Description	
07/01/2023	Monthly Service (July 2023)	26,746.00

Inv INV2868 Total 26,746.00

Inv INV3242

Line Item Date	Line Item Description	
08/01/2023	Monthly Service (August 2023)	26,750.30

Inv INV3242 Total 26,750.30

Inv INV3389

Line Item Date	Line Item Description	
08/10/2023	Lock Box (July 2023)	717.75
08/10/2023	Credit Card/Returns (July 2023)	8,632.42

Inv INV3389 Total 9,350.17

Inv INV3445

Line Item Date	Line Item Description	
08/10/2023	Commercial Water Rebate Mailer	1,290.88
08/10/2023	Printing and Postage (July 2023)	2,052.56

Inv INV3445 Total 3,343.44

Inv INV3626

Line Item Date	Line Item Description	
09/01/2023	Monthly Service (September 2023)	26,758.90

Inv INV3626 Total 26,758.90

0 Total: 92,948.81

MNBL8170 - Crestline Software, LLC Total: 92,948.81

DSP0755 - D & S Printing

Check Number	Check Date		Amount
317427	09/27/2023		
Inv 8008			
Line Item Date	Line Item Description		
08/24/2023	Envelopes for Community Development - Qty # 1000		203.96
Inv 8008 Total			203.96
Inv 9004			
Line Item Date	Line Item Description		
09/01/2023	Police Department printing equipment		220.50
Inv 9004 Total			220.50
317427 Total:			424.46
DSP0755 - D & S Printing Total:			424.46
DRLL2051 - Dapeer, Rosenblit & Litvak, LLP			
317428	09/27/2023		
Inv 21866			
Line Item Date	Line Item Description		
07/31/2023	Legal Services - Service for 7/13/23 - 7/31/23		2,355.80
Inv 21866 Total			2,355.80
317428 Total:			2,355.80
DRLL2051 - Dapeer, Rosenblit & Litvak, LLP Total:			2,355.80
ANDDOVE - Dove, Andrew			
317429	09/27/2023		
Inv 60163725			
Line Item Date	Line Item Description		
08/31/2023	Refund of Rec Class, Patron mistakenly signed up.		120.00
Inv 60163725 Total			120.00
317429 Total:			120.00
ANDDOVE - Dove, Andrew Total:			120.00
ECHK9 - Echelon K9, LLC			
317430	09/27/2023		
Inv SPPD-001			
Line Item Date	Line Item Description		
08/31/2023	K9 Program Management Course for K9 Officer Zamora		600.00
Inv SPPD-001 Total			600.00

317430 Total: 600.00

ECHK9 - Echelon K9, LLC Total: 600.00

ENT5426 - Entenmann-Rovin

317431 09/27/2023

Inv 0175501-IN

Line Item Date	Line Item Description	
08/09/2023	Police Department - Supplies & Badges	3,736.52

Inv 0175501-IN Total 3,736.52

Inv 0175534-IN

Line Item Date	Line Item Description	
08/10/2023	Police Department - Supplies & Badges	16.00

Inv 0175534-IN Total 16.00

317431 Total: 3,752.52

ENT5426 - Entenmann-Rovin Total: 3,752.52

EURO6710 - Eurofins Eaton Analytical

0 09/27/2023

Inv 3800028671

Line Item Date	Line Item Description	
08/31/2023	Laboratory testing and analysis of City's water system July23.	1,503.00

Inv 3800028671 Total 1,503.00

0 Total: 1,503.00

EURO6710 - Eurofins Eaton Analytical Total: 1,503.00

FERNO - Ferno-Washington, Inc.

0 09/27/2023

Inv CR-002178-21

Line Item Date	Line Item Description	
07/31/2023	Repairs to front line gurney rescue ambulance	227.25

Inv CR-002178-21 Total 227.25

0 Total: 227.25

FERNO - Ferno-Washington, Inc. Total: 227.25

ATFR4011 - Fierro, Anthony

317432 09/27/2023

Inv 08/28/2023

Line Item Date	Line Item Description	
08/31/2023	Domestic Violence Training Reimbursement for P.A. Fierro 08/28/23	92.70
Inv 08/28/2023 Total		92.70
317432 Total:		92.70
ATFR4011 - Fierro, Anthony Total:		92.70

FLCGRP - Flock Group, Inc.

317433 09/27/2023

Inv INV-20822

Line Item Date	Line Item Description	
08/21/2023	Repairs to camera at Orange Grove/Columbia from collision	1,300.00
Inv INV-20822 Total		1,300.00
317433 Total:		1,300.00
FLCGRP - Flock Group, Inc. Total:		1,300.00

FHCM5011 - Foothill Communications

317434 09/27/2023

Inv INV6450

Line Item Date	Line Item Description	
09/01/2023	Service and Repair of Communication Equipment 10/1/23-12/31/23	3,000.00
Inv INV6450 Total		3,000.00
317434 Total:		3,000.00
FHCM5011 - Foothill Communications Total:		3,000.00

THAFNCO - Franco, Thalia

317435 09/27/2023

Inv 60004398

Line Item Date	Line Item Description	
08/31/2023	Full refund of Orange Grove Park Gazebo for Aug 20, due to rain.	141.00
Inv 60004398 Total		141.00
317435 Total:		141.00

THAFNCO - Franco, Thalia Total: 141.00

FRNCPOST - FRANCOTYP-POSTALIA, INC.
317436 09/27/2023
Inv RI105882448

Line Item Date	Line Item Description	
08/18/2023	Sealant for Postbase mailing machine	43.53

Inv RI105882448 Total 43.53

317436 Total: 43.53

FRNCPOST - FRANCOTYP-POSTALIA, INC. Total: 43.53

JUFU5011 - Furtado, Justin
317437 09/27/2023
Inv October 2023

Line Item Date	Line Item Description	
08/16/2023	Advanced Disability Pension Payment - October 2023	4,307.50

Inv October 2023 Total 4,307.50

317437 Total: 4,307.50

JUFU5011 - Furtado, Justin Total: 4,307.50

GALL5011 - Galls, LLC
317438 09/27/2023
Inv 025262820

Line Item Date	Line Item Description	
08/03/2023	Fire Department Uniforms	457.53

Inv 025262820 Total 457.53

Inv 025262934

Line Item Date	Line Item Description	
08/03/2023	Uniform polo for Fierro	118.15

Inv 025262934 Total 118.15

Inv 025267669

Line Item Date	Line Item Description	
08/03/2023	Drop leg mag pouch for Zamora, Godoy, Gruenewald, Hernandez	137.67

Inv 025267669 Total 137.67

Inv 025275542

Line Item Date	Line Item Description

	08/04/2023	Uniform polo for Zeng	110.34
	Inv 025275542 Total		110.34
	Inv 025306016		
	Line Item Date	Line Item Description	
	08/08/2023	Uniform polo for Rodriguez	220.68
	Inv 025306016 Total		220.68
	Inv 025371135		
	Line Item Date	Line Item Description	
	08/14/2023	Uniform emblem for Smith	6.57
	Inv 025371135 Total		6.57
	Inv 025421883		
	Line Item Date	Line Item Description	
	08/18/2023	Wool uniform shirt for Recruit Hernandez	161.56
	Inv 025421883 Total		161.56
	Inv 025421998		
	Line Item Date	Line Item Description	
	08/18/2023	OC spray holder for Hernandez	35.92
	Inv 025421998 Total		35.92
317438 Total:			1,248.42
GALL5011 - Galls, LLC Total:			1,248.42
RYAN - Garcia, Ryan			
317439	09/27/2023		
	Inv 8/26/2023		
	Line Item Date	Line Item Description	
	08/31/2023	Mileage Reimbursement - 08/26/2023	13.36
	Inv 8/26/2023 Total		13.36
	Inv 8/8/2023		
	Line Item Date	Line Item Description	
	08/08/2023	Certification Reimbursement	105.00
	Inv 8/8/2023 Total		105.00
	Inv 8/8/2023 P2		
	Line Item Date	Line Item Description	
	08/31/2023	Mileage Reimbursement - 08/08/2023	9.30

Inv 8/8/2023 P2 Total		9.30
317439 Total:		127.66
RYAN - Garcia, Ryan Total:		127.66

EGGO4011 - Giron-Garrido, Elias

317440 09/27/2023

Inv 08/10/2023

Line Item Date	Line Item Description	
08/31/2023	Mental Health Training Reimbursement for Officer Giron 08/10/23	80.16
Inv 08/10/2023 Total		80.16
317440 Total:		80.16
EGGO4011 - Giron-Garrido, Elias Total:		80.16

GOVE2013 - Governmentjobs.com, Inc. DBA NEOGOV

0 09/27/2023

Inv INV-34046

Line Item Date	Line Item Description	
06/01/2023	Subscription services Perform and Insight - 7/1/23 - 6/30/24	11,497.59
Inv INV-34046 Total		11,497.59

Inv INV-34068

Line Item Date	Line Item Description	
06/12/2023	Subscription services for Govertmentjobs.com 7/12/23 - 7/11/24	1,317.69
Inv INV-34068 Total		1,317.69
0 Total:		12,815.28
GOVE2013 - Governmentjobs.com, Inc. DBA NEOGOV Total:		12,815.28

ISGU4011 - Gutierrez, Issac

317441 09/27/2023

Inv 08/10/2023

Line Item Date	Line Item Description	
08/31/2023	Mental Health Training Reimbursement for Ofcr Gutierrez 08/10/23	63.32
Inv 08/10/2023 Total		63.32
317441 Total:		63.32

ISGU4011 - Gutierrez, Issac Total: 63.32

SHERHEND - Henderson, Sherise

317442 09/27/2023

Inv 133619

Line Item Date	Line Item Description	
08/31/2023	Refund of Gazebo reservation due to not meeting standard.	112.00

Inv 133619 Total 112.00

317442 Total: 112.00

SHERHEND - Henderson, Sherise Total: 112.00

RIHZ6601 - Hernandez, Ricardo

317443 09/27/2023

Inv 7/22/2023

Line Item Date	Line Item Description	
07/22/2023	Mileage Reimbursement - 07/22/2023	8.91

Inv 7/22/2023 Total 8.91

Inv 8/13/2023

Line Item Date	Line Item Description	
08/19/2023	Mileage Reimbursement - 08/13/2023	10.61

Inv 8/13/2023 Total 10.61

Inv 8/14/2023

Line Item Date	Line Item Description	
08/14/2023	Mileage Reimbursement - 08/17/2023	10.48

Inv 8/14/2023 Total 10.48

Inv 8/18/2023

Line Item Date	Line Item Description	
08/14/2023	Mileage Reimbursement - 08/18/2023	10.48

Inv 8/18/2023 Total 10.48

Inv 8/19/2023

Line Item Date	Line Item Description	
08/19/2023	Mileage Reimbursement - 08/19/2023	10.48

Inv 8/19/2023 Total 10.48

Inv 8/20/2023

Line Item Date	Line Item Description	
08/20/2023	Mileage Reimbursement - 08/20/2023	10.48

Inv 8/20/2023 Total 10.48

317443 Total: 61.44

RIHZ6601 - Hernandez, Ricardo Total: 61.44

ADHA6116 - Herrera, Adam

317444 09/27/2023

Inv 7/17/2023

Line Item Date	Line Item Description	
08/31/2023	Mileage Reimbursement - 07/13/2023	26.86

Inv 7/17/2023 Total 26.86

Inv 7/25/2023

Line Item Date	Line Item Description	
08/31/2023	Mileage Reimbursement - 07/25/2023	80.57

Inv 7/25/2023 Total 80.57

317444 Total: 107.43

ADHA6116 - Herrera, Adam Total: 107.43

HOMCOMMU - Hom, Reagan

317445 09/27/2023

Inv 08022023

Line Item Date	Line Item Description	
08/30/2023	Unit #1705 radio replacement and mounting rack replacement	1,339.81

Inv 08022023 Total 1,339.81

317445 Total: 1,339.81

HOMCOMMU - Hom, Reagan Total: 1,339.81

HONYAKU - Honyaku USA INC.

317446 09/27/2023

Inv 23827

Line Item Date	Line Item Description	
08/22/2023	Survey Flyer Translation - Chinese & Spanish	361.92

Inv 23827 Total 361.92

317446 Total: 361.92

HONYAKU - Honyaku USA INC. Total: 361.92

TSUHNG - Huang, Tsu Jit

0 09/27/2023

Inv 10342

Line Item Date	Line Item Description	
08/31/2023	Cadio Dance - August - Contract Class Instructor	84.50

Inv 10342 Total 84.50

0 Total: 84.50

TSUHNG - Huang, Tsu Jit Total: 84.50

IBLS6116 - Ibarra, Luis

317447 09/27/2023

Inv 8/11/2023

Line Item Date	Line Item Description	
08/31/2023	Mileage Reimbursement - 08/11/2023	5.37

Inv 8/11/2023 Total 5.37

317447 Total: 5.37

IBLS6116 - Ibarra, Luis Total: 5.37

JSAR4011 - Jack's Auto Repair

317448 09/27/2023

Inv 18430

Line Item Date	Line Item Description	
08/25/2023	Ignition coil & brake/rotor replacement unit #1909	685.76

Inv 18430 Total 685.76

Inv 18549

Line Item Date	Line Item Description	
08/25/2023	Cooling fan & headlight replacement unit #1908	637.97

Inv 18549 Total 637.97

Inv 18561

Line Item Date	Line Item Description	
08/30/2023	Routine 45 Day Inspection of Dial-A-Ride Vehicle 80	66.00

Inv 18561 Total 66.00

317448 Total: 1,389.73

JSAR4011 - Jack's Auto Repair Total: 1,389.73

CUR7778 - L.N. Curtis & Sons
317449 09/27/2023
Inv INV699479

Line Item Date	Line Item Description	
08/10/2023	Safety Firefighting Gear, PPE	615.61

Inv INV699479 Total 615.61

317449 Total: 615.61

CUR7778 - L.N. Curtis & Sons Total: 615.61

CNDLAI - Lai, Cindy
317450 09/27/2023
Inv 60197529

Line Item Date	Line Item Description	
08/31/2023	Refund of GYH Refundable Deposit.	294.00
08/31/2023	Refund of GYH Hourly fee due to AC failure.	89.00

Inv 60197529 Total 383.00

317450 Total: 383.00

CNDLAI - Lai, Cindy Total: 383.00

LCCS8060 - League of California Cities
317451 09/27/2023
Inv 006523

Line Item Date	Line Item Description	
08/17/2023	Job Posting - Deputy Police Chief	300.00

Inv 006523 Total 300.00

317451 Total: 300.00

LCCS8060 - League of California Cities Total: 300.00

RCLE4011 - Lee, Rachel
317452 09/27/2023
Inv 08/28/2023

Line Item Date	Line Item Description	
08/31/2023	Domestic Violence Training Reimbursement for P.A. Lee 08/28/23	99.71

Inv 08/28/2023 Total 99.71

317452 Total: 99.71

RCLE4011 - Lee, Rachel Total: 99.71

DEBLWS - Lewis, Deborah

317453 09/27/2023

Inv 082823

Line Item Date	Line Item Description	
08/31/2023	Notary Services for Two Applicants	65.00

Inv 082823 Total 65.00

317453 Total: 65.00

DEBLWS - Lewis, Deborah Total: 65.00

LIFE822 - Life-Assist Inc.

317454 09/27/2023

Inv 1356292

Line Item Date	Line Item Description	
08/23/2023	Fire Medical Supplies for Paramedic Services	2,569.18

Inv 1356292 Total 2,569.18

317454 Total: 2,569.18

LIFE822 - Life-Assist Inc. Total: 2,569.18

TRKLU - Luu, Trung K

317455 09/27/2023

Inv 133612

Line Item Date	Line Item Description	
08/31/2023	refund rec class due to cancellation for low enrollment	170.00

Inv 133612 Total 170.00

317455 Total: 170.00

TRKLU - Luu, Trung K Total: 170.00

KVMC6710 - Machado, Kelvin

317456 09/27/2023

Inv 8.8.2023

Line Item Date	Line Item Description	
08/17/2023	Mileage Reimbursement - 08/08/2023	21.88

Inv 8.8.2023 Total		21.88
317456 Total:		21.88
KVMC6710 - Machado, Kelvin Total:		21.88

VCMA6710 - Magana, Victor
317457 09/27/2023
Inv 8/22/2023

Line Item Date	Line Item Description	
08/31/2023	Safety Boots for Water Maintenance Worker - Reimbursement	484.51
Inv 8/22/2023 Total		484.51
317457 Total:		484.51
VCMA6710 - Magana, Victor Total:		484.51

MCM2352 - McMaster Carr Supply Co
317458 09/27/2023
Inv 10825485

Line Item Date	Line Item Description	
08/31/2023	Chemical Tubing purchase to replace chlorine tube	390.26
Inv 10825485 Total		390.26
317458 Total:		390.26
MCM2352 - McMaster Carr Supply Co Total:		390.26

MCHMDNA - Medina, Michelle T.
317459 09/27/2023
Inv 133520

Line Item Date	Line Item Description	
08/31/2023	Refund of rec class with admin fee applied due to hot weather.	108.00
Inv 133520 Total		108.00
317459 Total:		108.00
MCHMDNA - Medina, Michelle T. Total:		108.00

JUSM7000 - Miller, Justin
317460 09/27/2023

Inv October 2023

Line Item Date	Line Item Description	
08/16/2023	Advanced Disability Pension Payment - October 2023	4,307.50

Inv October 2023 Total 4,307.50

317460 Total: 4,307.50

JUSM7000 - Miller, Justin Total: 4,307.50

MMA2011 - MMASC

317461 09/27/2023

Inv 7961

Line Item Date	Line Item Description	
08/03/2023	2023 Annual Conference Registration - Alma Medina	550.00

Inv 7961 Total 550.00

Inv 8046

Line Item Date	Line Item Description	
08/14/2023	2023 Annual Conference Registration - Tiara Solorzano	650.00

Inv 8046 Total 650.00

317461 Total: 1,200.00

317462 09/27/2023

Inv INV-CY23-24

Line Item Date	Line Item Description	
07/31/2023	MMASC Membership - S Pinto	90.00

Inv INV-CY23-24 Total 90.00

317462 Total: 90.00

MMSC2011 - MMASC Total: 1,290.00

MPLC8021 - Motion Picture Licensing Corp.

317463 09/27/2023

Inv 504424728

Line Item Date	Line Item Description	
08/31/2023	Annual motion picture License for O.G 10/23-09/24	753.64

Inv 504424728 Total 753.64

317463 Total: 753.64

MPLC8021 - Motion Picture Licensing Corp. Total: 753.64

MRPT8134 - Motorport USA

317464 09/27/2023

Inv 1238

Line Item Date	Line Item Description	
08/30/2023	Gear for Motor Officers	1,459.76

Inv 1238 Total 1,459.76

317464 Total: 1,459.76

MRPT8134 - Motorport USA Total: 1,459.76

MVCH3011 - MV Cheng & Associates Inc.

317465 09/27/2023

Inv 08/31/2023 A

Line Item Date	Line Item Description	
09/11/2023	Temporary Staffing Serivces - Finance Senior Accountant	6,525.00

Inv 08/31/2023 A Total 6,525.00

317465 Total: 6,525.00

MVCH3011 - MV Cheng & Associates Inc. Total: 6,525.00

HIRNADA - Nada, Hiroshi

317466 09/27/2023

Inv 51452

Line Item Date	Line Item Description	
08/31/2023	Charter Bus Services for LACMA trip	1,120.00

Inv 51452 Total 1,120.00

Inv 51472

Line Item Date	Line Item Description	
08/31/2023	Charter Bus Services for LA Farmers Market	1,120.00

Inv 51472 Total 1,120.00

Inv 51490

Line Item Date	Line Item Description	
08/31/2023	Charter Bus Services for Festival of Arts-Laguna Beach	1,120.00

Inv 51490 Total 1,120.00

317466 Total: 3,360.00

HIRNADA - Nada, Hiroshi Total: 3,360.00

ORA4011 - Orange County Sheriff's Department

317467 09/27/2023

Inv 09/11-15/23

Line Item Date	Line Item Description	
08/31/2023	Mandatory Basic Tc Course for Cpl. Carrillo And Borrello	175.00

Inv 09/11-15/23 Total 175.00

317467 Total: 175.00

ORA4011 - Orange County Sheriff's Department Total: 175.00

PWP4465 - Pasadena Water & Power

317468 09/27/2023

Inv 197757904828

Line Item Date	Line Item Description	
08/31/2023	Water Purchased from City of Pasadena August 2023	3,333.25

Inv 197757904828 Total 3,333.25

317468 Total: 3,333.25

PWP4465 - Pasadena Water & Power Total: 3,333.25

PAY7788 - Payke Gymnastics

317469 09/27/2023

Inv 10170

Line Item Date	Line Item Description	
08/21/2023	August New Stars Soccer - Contract Class Instructor	180.00

Inv 10170 Total 180.00

Inv 10173

Line Item Date	Line Item Description	
08/21/2023	August Shining Stars Soccer - Contract Class Instructor	180.00

Inv 10173 Total 180.00

Inv 10194

Line Item Date	Line Item Description	
08/21/2023	August Tiny Stars - Contract Class Instructor	320.00

Inv 10194 Total 320.00

317469 Total: 680.00

PAY7788 - Payke Gymnastics Total: 680.00

PHECTMGT - Phoenix Construction & Management

317470 09/27/2023

Inv Planning 957

Line Item Date	Line Item Description	
08/29/2023	Refund for Planning Project 23-111	182.00
08/29/2023	Refund for Planning Project 23-111	18.20

Inv Planning 957 Total 200.20

317470 Total: 200.20

PHECTMGT - Phoenix Construction & Management Total: 200.20

PLBD7011 - Planetbids

317471 09/27/2023

Inv 823071

Line Item Date	Line Item Description	
08/23/2023	System Vendor and Bid Management Module - FY 23/24	3,039.92
08/23/2023	System Vendor and Bid Management Module - FY 23/24	3,039.92
08/23/2023	System Vendor and Bid Management Module - FY 23/24	3,039.92

Inv 823071 Total 9,119.76

317471 Total: 9,119.76

PLBD7011 - Planetbids Total: 9,119.76

POS5265 - Post Alarm Systems

0 09/27/2023

Inv 1576402

Line Item Date	Line Item Description	
08/31/2023	Fire Monitoring for WMB and Orange grove 5/1 - 5/31/23	54.33
08/31/2023	Fire Monitoring for WMB and Orange grove 5/1 - 5/31/23	54.33

Inv 1576402 Total 108.66

0 Total: 108.66

POS5265 - Post Alarm Systems Total: 108.66

PUBRSKAG - Public Agency Risk Management Association

317472 09/27/2023

Inv 305

Line Item Date	Line Item Description	
07/01/2023	Public Entity Membership 7/1/23 - 6/30/24	300.00

Inv 305 Total 300.00

317472 Total: 300.00

PUBRSKAG - Public Agency Risk Management Association Total: 300.00

CSAC2012 - Public Risk, Innovation, Solutions, and Management

0 09/27/2023

Inv 24400041

Line Item Date	Line Item Description	
07/06/2023	Employee Assistance Program - July to September 2023	2,253.48

Inv 24400041 Total 2,253.48

0 Total: 2,253.48

CSAC2012 - Public Risk, Innovation, Solutions, and Management Total: 2,253.48

MCPSTI - Pusateri, Michele

0 09/27/2023

Inv 10157

Line Item Date	Line Item Description	
08/29/2023	Pickleball August Tuesday - Contract Class Instructor	507.00

Inv 10157 Total 507.00

Inv 10161

Line Item Date	Line Item Description	
08/29/2023	Pickleball August Wednesday - Contract Class Instructor	845.00

Inv 10161 Total 845.00

Inv 10164

Line Item Date	Line Item Description	
08/29/2023	Pickleball August Saturday - Contract Class Instructor	633.75

Inv 10164 Total 633.75

0 Total: 1,985.75

MCPSTI - Pusateri, Michele Total: 1,985.75

REPA8170 - R.E. Patterson & Associates

Check Number	Check Date		Amount
317473	09/27/2023		
Inv 1455			
Line Item Date	Line Item Description		
08/17/2023	City Council Presentation and Delivery of Final Draft of LHMP.		16,500.00
Inv 1455 Total			16,500.00
317473 Total:			16,500.00
REPA8170 - R.E. Patterson & Associates Total:			16,500.00
RTPC5500 - Regional TAP Service Center			
317474	09/27/2023		
Inv 6019908			
Line Item Date	Line Item Description		
08/28/2023	Metro 30 Day Senior Bus Pass subsidy payment May 2023		200.00
Inv 6019908 Total			200.00
Inv 6020309			
Line Item Date	Line Item Description		
08/28/2023	Metro 30 Day Senior Bus Pass subsidy payment June 2023		192.00
Inv 6020309 Total			192.00
317474 Total:			392.00
RTPC5500 - Regional TAP Service Center Total:			392.00
ROWI2011 - Right of Way Inc.			
317475	09/27/2023		
Inv 66328			
Line Item Date	Line Item Description		
08/30/2023	DUI Checkpoint Supplies - Traffic Cones (grant funding)		3,450.03
Inv 66328 Total			3,450.03
317475 Total:			3,450.03
ROWI2011 - Right of Way Inc. Total:			3,450.03
MANRIOS - Rios, Manny			
317476	09/27/2023		
Inv 133638			
Line Item Date	Line Item Description		
08/31/2023	Refund of Insurance fee for reservation, insur.provided.		101.15
08/31/2023	Refund of kitchen fee.kitchen not needed.		169.00
08/31/2023	Refund of refundable deposit of the reservation of WMB.		561.00

Inv 133638 Total		831.15
317476 Total:		831.15
MANRIOS - Rios, Manny Total:		831.15

TIMR6116 - Rodriguez, Tim

317477 09/27/2023

Inv 8/12/2023

Line Item Date	Line Item Description	
08/31/2023	Mileage Reimbursement - 08/12/2023	28.03
Inv 8/12/2023 Total		28.03
317477 Total:		28.03
TIMR6116 - Rodriguez, Tim Total:		28.03

RAMS3041 - Rogers Anderson, Malody & Scott LLP

0 09/27/2023

Inv 73203

Line Item Date	Line Item Description	
07/31/2023	Audit Services FY 2022-23	3,784.00
07/31/2023	Audit Services FY 2022-23	4,816.00
Inv 73203 Total		8,600.00

Inv 73296

Line Item Date	Line Item Description	
07/31/2023	Audit Services FY 2022-23	1,680.00
07/31/2023	Audit Services FY 2022-23	1,320.00
Inv 73296 Total		3,000.00
0 Total:		11,600.00
RAMS3041 - Rogers Anderson, Malody & Scott LLP Total:		11,600.00

SSSS8267 - Round Star West, LLC

0 09/27/2023

Inv 10059

Line Item Date	Line Item Description	
08/29/2023	Super Soccer - Parent Me - Contract Class Instructor	179.40
Inv 10059 Total		179.40

Inv 10061

Line Item Date	Line Item Description	
08/29/2023	Super Soccer - (3-4 AM) - Contract Class Instructor	179.40

Inv 10061 Total 179.40

Inv 10065

Line Item Date	Line Item Description	
08/29/2023	Super Soccer- (2-3) - Contract Class Instructor	358.80

Inv 10065 Total 358.80

Inv 10166

Line Item Date	Line Item Description	
08/29/2023	Super Soccer- (3-4 PM) - Contract Class Instructor	269.10

Inv 10166 Total 269.10

0 Total: 986.70

SSSS8267 - Round Star West, LLC Total: 986.70

RTTKLLP - Rutan & Tucker, LLP

317478 09/27/2023

Inv 967811

Line Item Date	Line Item Description	
08/10/2023	Legal Services - Srvice for July 2023	270.00

Inv 967811 Total 270.00

317478 Total: 270.00

RTTKLLP - Rutan & Tucker, LLP Total: 270.00

SGEP2011 - San Gabriel Valley Economic Partnership

317479 09/27/2023

Inv 7945

Line Item Date	Line Item Description	
09/01/2023	Annual Renewal of Local Gov't Membership	2,625.00

Inv 7945 Total 2,625.00

317479 Total: 2,625.00

SGEP2011 - San Gabriel Valley Economic Partnership Total: 2,625.00

SAN8569 - Sandler Brothers

317480 09/27/2023

Inv 0244011-lN

Line Item Date	Line Item Description	
08/31/2023	Cleaning Rags for Water Distribution	361.95

Inv 0244011-lN Total 361.95

317480 Total: 361.95

SAN8569 - Sandler Brothers Total: 361.95

SAXE2013 - Saxe-Clifford PH.D, Susan

317481 09/27/2023

Inv 23-0823-7

Line Item Date	Line Item Description	
08/23/2023	Psychological evaluation for CCW applicants	900.00

Inv 23-0823-7 Total 900.00

Inv 23-0828-12

Line Item Date	Line Item Description	
08/28/2023	Psychological evaluation for CCW applicants	450.00

Inv 23-0828-12 Total 450.00

Inv 23-0831-6

Line Item Date	Line Item Description	
08/31/2023	Psychological evaluation for CCW applicants	900.00

Inv 23-0831-6 Total 900.00

317481 Total: 2,250.00

SAXE2013 - Saxe-Clifford PH.D, Susan Total: 2,250.00

SHO7777 - Showcases

0 09/27/2023

Inv 326942

Line Item Date	Line Item Description	
08/07/2023	DVD cases and CD albums	586.71

Inv 326942 Total 586.71

Inv 327016

Line Item Date	Line Item Description	
08/17/2023	CD cases & CD Albums	244.35

Inv 327016 Total 244.35

Inv 327017

Line Item Date	Line Item Description	
08/17/2023	CD cases & CD Albums	302.40

Inv 327017 Total 302.40

Inv 327076

Line Item Date	Line Item Description	
08/28/2023	DVD cases	460.08

Inv 327076 Total 460.08

0 Total: 1,593.54

SHO7777 - Showcases Total: 1,593.54

SPUSDD - South Pasadena Unified School District

317482 09/27/2023

Inv 06/15-06/29/23

Line Item Date	Line Item Description	
08/31/2023	Summer Camp Med Rec Swim at SPHS	884.00

Inv 06/15-06/29/23 Total 884.00

317482 Total: 884.00

SPUSDD - South Pasadena Unified School District Total: 884.00

SOU3232 - South Pasadena Tournament of Roses Association

0 09/27/2023

Inv 06/21/23 Item 2

Line Item Date	Line Item Description	
08/31/2023	City contribution of business improvement tax to S.P.T.O.R.	12,000.00

Inv 06/21/23 Item 2 Total 12,000.00

0 Total: 12,000.00

SOU3232 - South PasadenaTournament of Roses Association Total: 12,000.00

SPBK - Springbrook Holding Company, LLC

0 09/27/2023

Inv INV-014127

Line Item Date	Line Item Description	
08/09/2023	CivicPay PayPad Transaction Fee Jul 2023	128.00

Inv INV-014127 Total 128.00

Inv INV-014252

Line Item Date	Line Item Description	
08/09/2023	Activate Conference Fee - Ani Sargsyan	795.00

Inv INV-014252 Total 795.00

Inv INV-014473

Line Item Date	Line Item Description	
09/07/2023	CivicPay PayPad Transaction Fee Aug 2023	123.00

Inv INV-014473 Total 123.00

0 Total: 1,046.00

SPBK - Springbrook Holding Company, LLC Total: 1,046.00

STA5219 - Staples Business Advantage

0 09/27/2023

Inv 3545154641

Line Item Date	Line Item Description	
08/16/2023	Admin cleaning and storage supplies	157.16

Inv 3545154641 Total 157.16

Inv 3545154642

Line Item Date	Line Item Description	
08/16/2024	Public Works Department- St Lgt Office Suplies	99.48

Inv 3545154642 Total 99.48

Inv 3545444847

Line Item Date	Line Item Description	
08/19/2023	General Office Supplies	229.86

Inv 3545444847 Total 229.86

Inv 3545444848

Line Item Date	Line Item Description	
08/16/2023	Community Development Office Supplies	336.23

Inv 3545444848 Total 336.23

Inv 3545444849

Line Item Date	Line Item Description	
08/28/2023	Senior Center supplies	147.70

Inv 3545444849 Total 147.70

Inv 3545540876

Line Item Date	Line Item Description	
08/21/2023	Office Supplies for Department	235.55

Inv 3545540876 Total 235.55

Inv 3545540877

Line Item Date	Line Item Description	
08/22/2023	PD office supplies	481.13

Inv 3545540877 Total 481.13

Inv 3545799899

Line Item Date	Line Item Description	
08/23/2023	Notebooks, deskstop shelf, glue	35.85

Inv 3545799899 Total 35.85

Inv 3545799900

Line Item Date	Line Item Description	
08/25/2023	PD office supplies	92.16

Inv 3545799900 Total 92.16

Inv 3546123141

Line Item Date	Line Item Description	
08/23/2023	flash drive	32.24

Inv 3546123141 Total 32.24

0 Total: 1,847.36

STA5219 - Staples Business Advantage Total: 1,847.36

STARKMKT - Starke Marketing Inc.

317483 09/27/2023

Inv 1260

Line Item Date	Line Item Description	
08/23/2023	Employeer Benefits Guide Booklet Design and Printing	2,000.00

Inv 1260 Total 2,000.00

317483 Total: 2,000.00

STARKMKT - Starke Marketing Inc. Total: 2,000.00

SCO3311 - State Controller

317484 09/27/2023

Inv FTB-00005954

Line Item Date	Line Item Description	
05/18/2023	Francise Tax Board Offsets - 01/01/2022-12/31/2022.	174.99

Inv FTB-00005954 Total 174.99

317484 Total: 174.99

SCO3311 - State Controller Total: 174.99

TIFSTBRT - Stubbert, Tiffany

317485 09/27/2023

Inv W3930461

Line Item Date	Line Item Description	
08/07/2023	Community Room Security Deposit Refund - Tiffany Stubbert	294.00

Inv W3930461 Total 294.00

317485 Total: 294.00

TIFSTBRT - Stubbert, Tiffany Total: 294.00

STSM1020 - Studio Spectrum, Inc.

0 09/27/2023

Inv 192493

Line Item Date	Line Item Description	
08/22/2023	Shock Mount Mic Base	161.52

Inv 192493 Total 161.52

0 Total: 161.52

STSM1020 - Studio Spectrum, Inc. Total: 161.52

SCRR4010 - Superior Court of California, County of LA

317486 09/27/2023

Inv July 2023

Line Item Date	Line Item Description	
08/18/2023	Citations processed for the month of July 2023	3,396.50

Inv July 2023 Total 3,396.50

317486 Total: 3,396.50

SCRR4010 - Superior Court of California, County of LA Total: 3,396.50

BNYM6712 - The Bank of New York Mellon Trust Company, N.A.

0 09/27/2023

Inv SOPASAWTR16

Line Item Date	Line Item Description	
08/22/2023	2016 Water Revenue Bonds - Interest	731,918.75
08/22/2023	2016 Water Revenue Bonds - Principal	985,000.00
Inv SOPASAWTR16 Total		1,716,918.75
0 Total:		1,716,918.75
BNYM6712 - The Bank of New York Mellon Trust Company, N.A. Total:		1,716,918.75

POR4707 - United Site Services, Inc.

317487 09/27/2023

Inv INV-01850287

Line Item Date	Line Item Description	
07/11/2023	Skate Park Portable Toilet & Hand Washing Station	856.55
Inv INV-01850287 Total		856.55

Inv INV-01927218

Line Item Date	Line Item Description	
09/05/2023	Skate Park Portable Toilet & Hand Washing Station	597.41
Inv INV-01927218 Total		597.41
317487 Total:		1,453.96
POR4707 - United Site Services, Inc. Total:		1,453.96

UNI7778 - United Storm Water, Inc.

317488 09/27/2023

Inv SW40897

Line Item Date	Line Item Description	
08/31/2023	355 Camino Del Cielo-Assisted with Vactor Truck & Jetting	1,655.28
Inv SW40897 Total		1,655.28
317488 Total:		1,655.28
UNI7778 - United Storm Water, Inc. Total:		1,655.28

RBURBND - Urband, Robert

317489 09/27/2023

Inv 133580

Line Item Date	Line Item Description

	08/31/2023	Full refund for rec class due to cancellation for low enrollment	425.00
	Inv 133580 Total		425.00
317489 Total:			425.00
RBURBND - Urband, Robert Total:			425.00
VALD4011 - Valdez, Catalina			
317490	09/27/2023		
	Inv 08/14-25/23		
	Line Item Date	Line Item Description	
	08/31/2023	ICI Detective Core Course Training Reimbursement for Det. Valdez	1,705.90
	Inv 08/14-25/23 Total		1,705.90
317490 Total:			1,705.90
VALD4011 - Valdez, Catalina Total:			1,705.90
VPSI407 - Valley Power Systems Inc.			
317491	09/27/2023		
	Inv I38612		
	Line Item Date	Line Item Description	
	07/17/2023	Fire Engine Repair - U-Joints, Injection Valves, Oil Line	18,033.43
	Inv I38612 Total		18,033.43
317491 Total:			18,033.43
VPSI407 - Valley Power Systems Inc. Total:			18,033.43
EDVL6010 - Villalobos, Edgar			
317492	09/27/2023		
	Inv 8/4/2023		
	Line Item Date	Line Item Description	
	08/31/2023	Mileage Reimbursement - 08/04/2023	25.55
	Inv 8/4/2023 Total		25.55
317492 Total:			25.55
EDVL6010 - Villalobos, Edgar Total:			25.55
WEBI4018 - Webiplex			
317493	09/27/2023		

Inv SI-011508

Line Item Date	Line Item Description	
08/14/2023	Annual e-subpoena licensing fee FY 23-24	5,310.86

Inv SI-011508 Total 5,310.86

317493 Total: 5,310.86

WEBI4018 - Webiplex Total: 5,310.86

WES4152 - West Coast Arborists, Inc.

0 09/27/2023

Inv 203275

Line Item Date	Line Item Description	
07/31/2023	Citywide Urban Forestry Services- 7/16/2023-7/31/2023	35,360.00

Inv 203275 Total 35,360.00

Inv 203717

Line Item Date	Line Item Description	
08/15/2023	Citywide Urban Forestry Tree & Stump Removal 8/1/2023-8/15/202	3,195.00

Inv 203717 Total 3,195.00

Inv 203718

Line Item Date	Line Item Description	
08/15/2023	Citywide Urban Forestry Services - 8/1/2023-8/15/2023	18,820.00

Inv 203718 Total 18,820.00

Inv 203898

Line Item Date	Line Item Description	
08/31/2023	Citywide Urban Forestry Services - 8/1/2023-8/15/2023	340.00

Inv 203898 Total 340.00

0 Total: 57,715.00

WES4152 - West Coast Arborists, Inc. Total: 57,715.00

WLHD8020 - Westlake Hardware

0 09/27/2023

Inv 14303918

Line Item Date	Line Item Description	
08/31/2023	Water Production Supplies	113.23

Inv 14303918 Total 113.23

0 Total: 113.23

WLHD8020 - Westlake Hardware Total: 113.23

PUFG8267 - Wong, Pauline Sam

0 09/27/2023

Inv 10110

Line Item Date	Line Item Description	
08/31/2023	Adv. Adult Line Dance - Contract Class Instructor	16.25

Inv 10110 Total 16.25

Inv 10114

Line Item Date	Line Item Description	
08/31/2023	Adv. Adult Line Dance Walk-In - Contract Class Instructor	68.25

Inv 10114 Total 68.25

Inv 10123

Line Item Date	Line Item Description	
08/31/2023	Basic Adult Line Dance - Contract Class Instructor	81.25

Inv 10123 Total 81.25

Inv 10359

Line Item Date	Line Item Description	
08/31/2023	Beg. Adult Line Dance Walk-In - Contract Class Instructor	159.25

Inv 10359 Total 159.25

Inv August 2023

Line Item Date	Line Item Description	
08/31/2023	Senior Line Dance August Walk-In - Contract Class Instructor	156.00
08/31/2023	Senior Line Dance August - Contract Class Instructor	20.00

Inv August 2023 Total 176.00

0 Total: 501.00

PUFG8267 - Wong, Pauline Sam Total: 501.00

YTI1023 - Y Tire Performance LLC

317494 09/27/2023

Inv 36184

Line Item Date	Line Item Description	
08/21/2023	Unit #635 Boom Truck Fuel Pump Assembly (removal and replace)	1,327.83

Inv 36184 Total 1,327.83

317494 Total: 1,327.83

YTI1023 - Y Tire Performance LLC Total: 1,327.83

CONYEE - Yee, Connie

0 09/27/2023

Inv FFWalkin

Line Item Date	Line Item Description	
08/31/2023	August Functional Fitness- Walk-in- Contract Class Instructor	164.00

Inv FFWalkin Total 164.00

0 Total: 164.00

CONYEE - Yee, Connie Total: 164.00

Total: 2,111,576.34

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ATTACHMENT 4
Online Payments

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City of
SOUTH PASADENA

Online Payment Log			
Date	**Vendor**	**Amount**	**Description**
8/25/2023	UMPQUA Bank	$28,868.80	Citywide Credit Card Reconciliation for July 2023.
8/28/2023	So Cal Edison	$22,243.29	Online Payment for Electric Account # 3859.
8/30/2023	So Cal Edison	$125,062.33	Online Payment for Electric Account # 11581.
9/7/2023	So Cal Gas	$815.79	Online Payment for City Natural Gas Accounts.
9/7/2023	Pitney Bowes	$2,000.00	Postage Meter Prepaid Reserve Funds.
Total:		***$178,990.21***	

City of
SOUTH PASADENA

July 2023 Credit Card Expense Summary				
Date	**Vendor**	**Description**	**Department**	**Amount**
7/2/2023	MIKE AND ANNES INC	LA County Staff Working Lunch with City Manager Staff	City Manager's Office	$123.64
7/2/2023	FLICKR.COM	Annual Flicker License	Library	$71.99
7/2/2023	Tesla Inc Supercharger	PD Electric Vehicle Charging	Police Department	$10.34
7/2/2023	Tesla Inc Supercharger	PD Electric Vehicle Charging	Police Department	$11.76
7/2/2023	Tesla Inc Supercharger	PD Electric Vehicle Charging	Police Department	$19.00
7/2/2023	PASADENA - SO CAL BASE	CNG Fuel for Dial-a-Ride	Community Services	$64.28
7/2/2023	PASADENA - SO CAL BASE	CNG Fuel for Dial-a-Ride	Community Services	$65.39
7/2/2023	MAGIC JUMP RENTALS INC	4th of July Jumpers	Community Services	$513.80
7/2/2023	DAY WIRELESS PORTLAND	Day Wireless Radios	Community Services	$446.90
7/2/2023	SMART AND FINAL 370	Camp Med Snacks	Community Services	$165.67
7/2/2023	CONSRV MART	Groundbreaking Event - Toilet Tank Banks & Water Conserve Kit	Public Works	$1,182.43
7/3/2023	TARGET.COM *	Balloons	Community Services	$21.03
7/3/2023	SMART AND FINAL 598	Community Services Supplies	Community Services	$119.01
7/3/2023	COSTCO WHSE #1050	4th of July Water	Community Services	$35.94
7/4/2023	PP*KIWANIS SOUTH PASADENA	All City Staff 4th of July Breakfast for Working Employees	City Manager's Office	$600.00
7/4/2023	CSMFO	CSMFO Meeting for Finance Staff	Finance Department	$240.00
7/4/2023	Tesla Inc Supercharger	PD Electric Vehicle Charging	Police Department	$14.10
7/4/2023	CHEVRON 0308292	Fuel for Police Department	Police Department	$26.44
7/4/2023	ALIN PARTY SUPPLY	Table Cloths for Senior Event	Community Services	$143.17
7/4/2023	Netflix.com	Senior Center Movies	Community Services	$15.49
7/4/2023	COSTCO WHSE #0428	4th of July Snacks	Community Services	$48.76
7/4/2023	COSTCO WHSE #0428	Senior Lunch for 4th of July	Community Services	$146.09
7/5/2023	PASADENA - SO CAL BASE	CNG Fuel for Public Works	Public Works	$33.09
7/5/2023	PASADENA - SO CAL BASE	CNG Fuel for Public Works	Public Works	$58.07
7/5/2023	PARTY CITY 544	4th of July Decorations	Police Department	$38.59
7/5/2023	HABIT S PASADENA 322	Habit Burger for New Staff Introduction	Finance Department	$69.47
7/5/2023	Tesla Inc Supercharger	PD Electric Vehicle Charging	Police Department	$28.67
7/5/2023	PAVILIONS #2228	Cupcakes for Senior Luncheon	Community Services	$116.91
7/6/2023	GALES RESTAURANT	Executive Lunch	City Manager's Office	$98.79
7/6/2023	EIG*CONSTANTCONTACT.COM	Constant Contact	City Manager's Office	$232.00
7/6/2023	Tesla Inc Supercharger	PD Electric Vehicle Charging	Police Department	$19.89
7/6/2023	Tesla Inc Supercharger	PD Electric Vehicle Charging	Police Department	$18.72
7/6/2023	CHEVRON 0308292	Fuel for Police Department	Police Department	$25.77
7/6/2023	KRISPY KREME #910	4th of July Breakfast for Staff	Community Services	$155.92
7/7/2023	PASADENA - SO CAL BASE	CNG Fuel for Public Works	Public Works	$20.91
7/7/2023	PASADENA - SO CAL BASE	CNG Fuel for Public Works	Public Works	$30.97
7/7/2023	SQ *WATERWISEPRO TRAINING	Training for Water Division Staff	Public Works	$450.00
7/7/2023	SQ *WATERWISEPRO TRAINING	Training for Water Division Staff	Public Works	$450.00
7/7/2023	Tesla Inc Supercharger	PD Electric Vehicle Charging	Police Department	$27.26
7/7/2023	LACMA MUSEUM BOX OFC WEB	Senior Center Trip	Community Services	$280.00
7/7/2023	PASADENA - SO CAL BASE	CNG Fuel for Dial-a-Ride	Community Services	$71.80
7/7/2023	PASADENA - SO CAL BASE	CNG Fuel for Dial-a-Ride	Community Services	$57.18
7/7/2023	PASADENA - SO CAL BASE	CNG Fuel for Dial-a-Ride	Community Services	$0.95
7/7/2023	PASADENA - SO CAL BASE	CNG Fuel for Dial-a-Ride	Community Services	$11.38
7/7/2023	PASADENA - SO CAL BASE	CNG Fuel for Dial-a-Ride	Community Services	$22.85
7/9/2023	ZOOM.US 888-799-9666	Monthly Zoom Charge for Community Development	Community Development	$17.19
7/9/2023	SMART AND FINAL 370	Snacks for Camp Med	Community Services	$348.57
7/9/2023	CANOE HOUSE	Canoe House - HR/Risk Manager Interview Rater Lunch	Management Services	$70.40
7/9/2023	CHEVRON 0308292	Fuel for Police Department	Police Department	$26.93
7/9/2023	VCA ANIMAL HOSP #1171	Vet Check for Delta (Arson Canine)	Fire Department	$284.34
7/9/2023	PASADENA - SO CAL BASE	CNG Fuel for Dial-a-Ride	Community Services	$29.48
7/9/2023	PASADENA - SO CAL BASE	CNG Fuel for Dial-a-Ride	Community Services	$20.21
7/9/2023	PASADENA - SO CAL BASE	CNG Fuel for Dial-a-Ride	Community Services	$65.91
7/9/2023	CANVA* I03840-24881688	Canva	Public Works	$129.99
7/9/2023	GOLDEN OPENINGS	Groundbreaking Event - Ceremonial Shovels	Public Works	$3,209.77

7/11/2023	DNH*GODADDY.COM	Recruiting Website Domain	Police Department	$23.16
7/11/2023	CMTA	CMTA - City Treasurer Membership	Finance Department	$95.00
7/11/2023	COSTCO WHSE #0428	Water Supply for Fire Department	Fire Department	$242.49
7/11/2023	GOOGLE*DOMAINS	Google Domains - joinsouthpas.com	Management Services	$24.00
7/11/2023	Tesla Inc Supercharger	PD Electric Vehicle Charging	Police Department	$16.38
7/12/2023	PASADENA - SO CAL BASE	CNG Fuel for Public Works	Public Works	$18.67
7/12/2023	PASADENA - SO CAL BASE	CNG Fuel for Public Works	Public Works	$15.92
7/12/2023	PASADENA - SO CAL BASE	CNG Fuel for Public Works	Public Works	$10.81
7/12/2023	PASADENA - SO CAL BASE	CNG Fuel for Public Works	Public Works	$20.34
7/12/2023	MSA	Maintenance Superintendents Association	Public Works	$217.35
7/12/2023	Tesla Inc Supercharger	PD Electric Vehicle Charging	Police Department	$7.98
7/12/2023	IN *DONA MIREYA INC.	Two Month Coffee Supplies for Fire Staff	Fire Department	$325.36
7/12/2023	IN *PREMIER FIRST RESPOND	Critical Incident Stress Debriefing	Fire Department	$450.00
7/12/2023	WALMART.COM 8009666546	Groundbreaking Event - Decorative Bowls	Public Works	$78.98
7/13/2023	Tesla Inc Supercharger	PD Electric Vehicle Charging	Police Department	$30.55
7/13/2023	PASADENA - SO CAL BASE	CNG Fuel for Dial-a-Ride	Community Services	$38.57
7/14/2023	PASADENA - SO CAL BASE	CNG Fuel for Public Works	Public Works	$19.72
7/14/2023	PASADENA - SO CAL BASE	CNG Fuel for Public Works	Public Works	$57.14
7/14/2023	KALDI COFFEE & TEA LLC	Coffee with a Cop Event	Police Department	$187.75
7/14/2023	Tesla Inc Supercharger	PD Electric Vehicle Charging	Police Department	$17.86
7/14/2023	Tesla Inc Supercharger	PD Electric Vehicle Charging	Police Department	$18.80
7/14/2023	PASADENA - SO CAL BASE	CNG Fuel for Dial-a-Ride	Community Services	$66.74
7/14/2023	SQ *WATERWISEPRO TRAINING	Waterwise Training	Public Works	$450.00
7/16/2023	URBAN LAND INSTITUTE	Urban Land Institute Membership for Community Development	Community Development	$264.00
7/16/2023	PASADENA - SO CAL BASE	CNG Fuel for Public Works	Public Works	$13.19
7/16/2023	PASADENA - SO CAL BASE	CNG Fuel for Public Works	Public Works	$9.98
7/16/2023	PASADENA - SO CAL BASE	CNG Fuel for Public Works	Public Works	$18.61
7/16/2023	ICMA ONLINE	ICMA	City Manager's Office	$1,240.00
7/16/2023	VONS #3075	Snacks for Camp Med	Community Services	$27.94
7/16/2023	MAGIC JUMP RENTALS INC	In-House Activity for Camp Med	Community Services	$319.90
7/16/2023	SMART AND FINAL 370	Snacks for Camp Med	Community Services	$155.70
7/16/2023	PAYPAL *CCMF	CA City Mgmt. Foundation Membership - Luis Frausto	Management Services	$400.00
7/16/2023	Tesla Inc Supercharger	PD Electric Vehicle Charging	Police Department	$11.52
7/16/2023	Tesla Inc Supercharger	PD Electric Vehicle Charging	Police Department	$15.60
7/16/2023	Tesla Inc Supercharger	PD Electric Vehicle Charging	Police Department	$10.92
7/16/2023	Tesla Inc Supercharger	PD Electric Vehicle Charging	Police Department	$17.16
7/16/2023	PASADENA - SO CAL BASE	CNG Fuel for Dial-a-Ride	Community Services	$54.28
7/16/2023	PASADENA - SO CAL BASE	CNG Fuel for Dial-a-Ride	Community Services	$66.36
7/16/2023	PASADENA - SO CAL BASE	CNG Fuel for Dial-a-Ride	Community Services	$0.70
7/16/2023	MUNICIPAL MANAGEMENT ASSO	Municipal Management Association Membership	Public Works	$100.00
7/17/2023	Tesla Inc Supercharger	PD Electric Vehicle Charging	Police Department	$12.54
7/18/2023	DNH*GODADDY.COM	Platform for Recruiting Domain	Police Department	$119.88
7/18/2023	GOTPRINT.COM	Printing of Library Bookmarks	Library	$403.65
7/18/2023	HEIRLOOM BAKERY	Heirloom Bakery	City Manager's Office	$107.98
7/18/2023	Tesla Inc Supercharger	PD Electric Vehicle Charging	Police Department	$10.14
7/18/2023	CHEVRON 0308292	Fuel for Police Department	Police Department	$28.20
7/18/2023	WPY*Los Angeles Area Fire	LA Fire Chief's Conference	Fire Department	$1,231.12
7/19/2023	WWW.RELIANTHIRING.COM	Hiring Expo Registration	Police Department	$499.00
7/19/2023	LIEBERTCASS	Investigations Training for Chief Solinsky, Cpl. Carrillo, Ofcr. Kim	Police Department	$600.00
7/19/2023	TOTALLY PROMOTIONAL	Community Outreach Items	Police Department	$513.77
7/19/2023	TOTALLY PROMOTIONAL	Community Outreach Items	Police Department	$133.46
7/19/2023	IIMC	Int'l Institute Municipal Clerks - Mark Perez	Management Services	$240.00
7/19/2023	Tesla Inc Supercharger	PD Electric Vehicle Charging	Police Department	$7.41
7/19/2023	Tesla Inc Supercharger	PD Electric Vehicle Charging	Police Department	$11.75
7/19/2023	Tesla Inc Supercharger	PD Electric Vehicle Charging	Police Department	$18.86
7/19/2023	Tesla Inc Supercharger	PD Electric Vehicle Charging	Police Department	$32.43
7/19/2023	Tesla Inc Supercharger	PD Electric Vehicle Charging	Police Department	$12.80
7/19/2023	Tesla Inc Supercharger	PD Electric Vehicle Charging	Police Department	$13.34
7/19/2023	PASADENA - SO CAL BASE	CNG Fuel for Dial-a-Ride	Community Services	$66.24
7/20/2023	BEE REMOVERS	Bee Movers	Public Works	$135.00
7/20/2023	VONS #3075	Hydration for Detectives and Search and Rescue Teams	Police Department	$21.18
7/20/2023	ICMA ONLINE	ICMA	City Manager's Office	$790.00
7/20/2023	Tesla Inc Supercharger	PD Electric Vehicle Charging	Police Department	$13.65
7/20/2023	Tesla Inc Supercharger	PD Electric Vehicle Charging	Police Department	$16.38
7/20/2023	Tesla Inc Supercharger	PD Electric Vehicle Charging	Police Department	$7.80
7/20/2023	CHEVRON 0308292	Fuel for Police Department	Police Department	$30.25
7/20/2023	Tesla Inc Supercharger	PD Electric Vehicle Charging	Police Department	$16.45
7/20/2023	THE HOME DEPOT #6610	Groundbreaking Event - Paint Supplies	Public Works	$49.87
7/21/2023	VONS #3075	Hydration for Detectives and Search and Rescue Teams	Police Department	$36.96
7/21/2023	ARCO #42341 AMPM	Ice for Detectives and Search and Rescue Teams	Police Department	$5.71

7/21/2023	WESTLAKE ACE S. PASADENA	Key Duplication	Police Department	$3.30
7/21/2023	SOUTHWES 5262480778106	CalCities Conference Airfare for A. Chaparyan	City Manager's Office	$186.97
7/21/2023	SOUTHWES 5262480778107	CalCities Conference Airfare for D. Megerdichian	City Manager's Office	$186.97
7/21/2023	SOUTHWES 5262480778108	CalCities Airfare for T. Binns	City Manager's Office	$186.97
7/21/2023	TST* Gus's BBQ - South Pa	Gus' BBQ - City Council Meeting Dinner 7/19/23	Management Services	$106.50
7/21/2023	TST* Gus's BBQ - South Pa	Gus' BBQ - Council Meeting Dinner for ET 7/19/23	Management Services	$121.91
7/21/2023	Tesla Inc Supercharger	PD Electric Vehicle Charging	Police Department	$11.70
7/21/2023	Tesla Inc Supercharger	PD Electric Vehicle Charging	Police Department	$10.12
7/21/2023	AIRGAS LLC - WEST W067	Oxygen Supplies for Fire Dept.	Fire Department	$73.48
7/23/2023	MICHAELS #9490	Frames for Awards	Police Department	$57.85
7/23/2023	LUCKY BOY ENTERPRISE	Breakfast for Search and Rescue Team 07/22/2023	Police Department	$59.98
7/23/2023	LUCKY BOY ENTERPRISE	Breakfast for Search and Rescue Team 07/22/2023	Police Department	$419.83
7/23/2023	LUCKY BOY ENTERPRISE	Breakfast for Search and Rescue Team 07/21/2023	Police Department	$299.88
7/23/2023	SMART AND FINAL 370	Snacks for Camp Med	Community Services	$383.39
7/23/2023	MUNICIPAL MANAGEMENT ASSOCIATION	MMASC Summer Session	Community Services	$160.00
7/23/2023	CHEVRON 0308292	Fuel for Police Department	Police Department	$28.01
7/23/2023	PASADENA - SO CAL BASE	CNG Fuel for Dial-a-Ride	Community Services	$12.34
7/24/2023	KARDO LOCK AND SECURITY	Key Duplication	Community Services	$150.00
7/25/2023	WAVE - *MEGAN MCIVER	In-House Activity for Camp Med	Community Services	$425.00
7/25/2023	SMART AND FINAL 370	Snacks for Camp Med	Community Services	$213.71
7/25/2023	Tesla Inc Supercharger	PD Electric Vehicle Charging	Police Department	$15.60
7/25/2023	Tesla Inc Supercharger	PD Electric Vehicle Charging	Police Department	$28.12
7/26/2023	SQ *LA MONARCA BAKERY	Snacks for Groundbreaking Ceremony	Public Works	$75.00
7/26/2023	PASADENA - SO CAL BASE	CNG Fuel for Public Works	Public Works	$26.20
7/26/2023	PASADENA - SO CAL BASE	CNG Fuel for Public Works	Public Works	$10.27
7/26/2023	PASADENA - SO CAL BASE	CNG Fuel for Public Works	Public Works	$16.14
7/26/2023	PASADENA - SO CAL BASE	CNG Fuel for Public Works	Public Works	$28.75
7/26/2023	CHEVRON 0308292	Fuel for Police Department	Police Department	$23.19
7/26/2023	DirectTV	Services for Emergency Operations Center	Fire Department	$66.04
7/27/2023	PY *California Preservation	Online Training Course for Community Development Staff	Community Development	$95.00
7/27/2023	YOURMEMBERSHIP INC.	Posting of Job to California Library Association Careers Website	Library	$129.50
7/27/2023	TST* Gus's BBQ - South Pa	Gus's BBQ - Lunch for Interview Panel	Finance Department	$116.67
7/27/2023	Tesla Inc Supercharger	PD Electric Vehicle Charging	Police Department	$12.22
7/27/2023	Tesla Inc Supercharger	PD Electric Vehicle Charging	Police Department	$20.21
7/27/2023	PASADENA - SO CAL BASE	CNG Fuel for Dial-a-Ride	Community Services	$10.14
7/27/2023	PASADENA - SO CAL BASE	CNG Fuel for Dial-a-Ride	Community Services	$6.12
7/27/2023	PASADENA - SO CAL BASE	CNG Fuel for Dial-a-Ride	Community Services	$5.26
7/27/2023	PASADENA - SO CAL BASE	CNG Fuel for Dial-a-Ride	Community Services	$13.80
7/27/2023	VONS #3075	Groundbreaking Event - Refreshments	Public Works	$29.97
7/28/2023	SQ *LA MONARCA BAKERY	Refund	Public Works	-$22.00
7/28/2023	EB LIBRARY JOURNAL DE	Library Journal Design Institute Registration for Library	Library	$21.99
7/28/2023	VONS #3075	Vons - Advisory Body Liaison Training Refreshments	Management Services	$50.22
7/28/2023	Tesla Inc Supercharger	PD Electric Vehicle Charging	Police Department	$14.82
7/28/2023	Tesla Inc Supercharger	PD Electric Vehicle Charging	Police Department	$16.34
7/28/2023	Tesla Inc Supercharger	PD Electric Vehicle Charging	Police Department	$9.40
7/28/2023	Tesla Inc Supercharger	PD Electric Vehicle Charging	Police Department	$15.98
7/30/2023	PASADENA - SO CAL BASE	CNG Fuel for Public Works	Public Works	$48.30
7/30/2023	PASADENA - SO CAL BASE	CNG Fuel for Public Works	Public Works	$10.53
7/30/2023	PASADENA - SO CAL BASE	CNG Fuel for Public Works	Public Works	$18.22
7/30/2023	Tesla Inc Supercharger	PD Electric Vehicle Charging	Police Department	$7.92
7/30/2023	CHEVRON 0308292	Fuel for Police Department	Police Department	$27.14
7/30/2023	Tesla Inc Supercharger	PD Electric Vehicle Charging	Police Department	$17.02
7/30/2023	PASADENA - SO CAL BASE	CNG Fuel for Dial-a-Ride	Community Services	$37.44
7/30/2023	PASADENA - SO CAL BASE	CNG Fuel for Dial-a-Ride	Community Services	$2.23
7/30/2023	PASADENA - SO CAL BASE	CNG Fuel for Dial-a-Ride	Community Services	$0.63
7/30/2023	PASADENA - SO CAL BASE	CNG Fuel for Dial-a-Ride	Community Services	$56.91
7/31/2023	BRAVO CDJR OF ALHAMBRA	Bravo Jeep Chrysler Dodge - Fire Vehicle Repair	Finance Department	$3,744.54
7/31/2023	Tesla Inc Supercharger	PD Electric Vehicle Charging	Police Department	$12.60
Total:				**$28,868.80**

ATTACHMENT 5
Prepaid &Warrant Voids

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Accounts Payable

Void Check Proof List

User: ealvarez
Printed: 08/29/2023 - 2:46PM
Batch: 00002.08.2023

Account Number	Amount	Invoice No	Inv Date	Description	Reference	Task Label	Type	PONumber	Close PO?	Line Item
Vendor: SCFT0000	Franchise Tax Board									
Check No: 317149	Check Date: 08/16/2023									
101-4010-4011-8170-000	174.99	FTB-00005954	06/18/2023	Franchise Tax Board Offsets					No	1
Check Total:	174.99									
Vendor Total:	174.99									
Report Total:	174.99									

Accounts Payable

Void Check Proof List

User: ealvarez
Printed: 09/05/2023 - 5:08PM
Batch: 00001.09.2023

Account Number	Amount	Invoice No	Inv Date	Description	Reference	Task Label	Type	PONumber	Close PO?	Line Item
Vendor: SOU5132	South Coast A.Q.M.D									
Check No: 315410	Check Date: 11/02/2022									
	468.76	4025194	07/01/2022	Annual Renewal Fee for Gen Diesel-Civic Center (CH, FD, PD)					No	0
101-6010-6601-8020-000										
	178.24	3975781	07/01/2022	Emission Fees for SC AQMD-City Wide					No	0
101-6010-6601-8020-000										
	138.56	4025109	07/01/2022	Annual Renewal Fee for Rule 461-Liquid Fuel Disp.System at Yard					No	0
101-6010-6601-8020-000										
	159.44	4026404	07/01/2022	Emission Fee-Last Fiscal Year for FD					No	0
101-6010-6601-8020-000										
	138.56	4025104	07/01/2022	Annual Renewal Fee for Rule 461-Liquid Fuel Disp.System at PD,FD					No	0
101-6010-6601-8020-000										
	440.15	3972514	06/01/2022	Boiler Water Heater at City Wide Locations					No	0
101-6010-6601-8020-000										
	151.07	3986335	06/16/2022	AQMD Fee July 2021-June 2022-Hotspots City Wide					No	0
101-6010-6601-8020-000										
	159.44	4026669	07/01/2022	Emission Fee-Last Fiscal Year for City Hall					No	0
101-6010-6601-8020-000										
	151.85	4026425	07/01/2022	Emission Fee-Last Fiscal Year for Yard					No	0
101-6010-6601-8020-000										
Check Total:	1,986.07									
Vendor Total:	1,986.07									
Report Total:	1,986.07									

ATTACHMENT 6
Payroll Summary

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Payroll

Payroll Summary Report

Payroll Date:	**9/1/2023**	**Regular**		
Checks			$	787.09
Direct Deposits			$	530,556.99
IRS Payments			$	113,852.32
EDD - State of CA			$	36,485.12
PERS Pension			$	134,472.49
Deferred Comp			$	26,836.35
PERS Health			$	-
			Subtotal:	**$ 842,990.36**
			Grand Total:	**$ 842,990.36**

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City Council Agenda Report

ITEM NO. 8

DATE: September 27, 2023

FROM: Arminé Chaparyan, City Manager

PREPARED BY: John Downs, Interim Finance Director
Hsiulee Tran, Deputy Finance Director/Controller
Albert Trinh, Finance Manager

SUBJECT: **Monthly Investment Reports for July 2023**

Recommendation
It is recommended that the City Council receive and file the Monthly Investment Reports for July 2023.

Background
As required by law, a monthly investment report, which includes 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 conform to the California Government Code, Section 53600 et. seq., and the City Investment Policy adopted by Resolution No. 7635. A copy of the Resolution is available in the City Clerk's Office.

Analysis
As of July 31, 2023, yields are very similar to the prior month and remain at the higher end of a 10 year historic spectrum. The City's yields for its government and corporate bonds ranges from 4.13% to 5.40%, On a cost basis of $61,355,932 (market value $59,599,230) estimated annual income at the coupon rate is $1,522,623. The bank-liquid cash account of $15,851,247 held by the Local Agency Investment Fund (LAIF), at an interest rate of 3.31%, will earn an estimated annual income of $523,884. This totals to $2,046,507 in estimated annual interest income from all investments held.

The bonds held by the City will also earn income on bonds purchased at a discount and held through maturity or sold at a market value higher than when it was purchased. The yield-to-worst (YTW) rate indicates the potential annualized earnings from the coupon rate as well as the earning from the call or maturity gap from the discount when the bond was purchased. Thus, the best indicator of the bonds' performance is the YTW presented on the report for each bond held.

The total bonds held shows a market value of $75,797,212, indicating an unrealized loss of ($1,665,451). Since the City typically holds its investments to maturity, full-face (par) value is received, and little to no realized loss of funds is expected.

The investments in bonds are managed by Morgan Stanley and Western Assets Management. Their expertise in the financial market helps the City maximizes returns while complying to the City's investment policy. When the City updates the investment policy and gets approved by Council, it then gets forwarded to Morgan Stanley and Western Assets Management for compliance purposes.

The report reflects that the City complies with the reporting requirements of California Government Code Section 53646, whereby the agency must describe the investments made, indicate monies under the management of contracted parties, discuss compliance with local investment policy, and discuss whether the agency can meet its expenditure requirements for the next six months. Investments herein provide sufficient cash flow liquidity to meet the estimated expenditures, as required in the investment policy.

Key Performance Indicators and Strategic Plan
This item is in line with the Finance Department's Key Performance Indicator. The Monthly Investment Report is prepared in a timely manner.

Fiscal Impact
At the September 6, 2023, City Council Meeting, Morgan Stanley and Western Asset Management presented on the City's investments and discussed a move forward strategy. Staff, the investment consultants, and the City Treasurer will meet to discuss next steps, review, and analyze investment options specific to LAIF, and will report back to the Finance Commission and City Council on this matter.

Commission Review and Recommendation
Item not required to be reviewed by a commission.

Attachment: City Investment Report for July 2023

ATTACHMENT 1

City Investment Reports for July 2023

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Exhibit A

City of South Pasadena

INVESTMENT REPORT
July 31, 2023

Investment Balances at Month End

INSTITUTION NAME	MATURITY DATE	YIELD[1]	PERCENT OF PORTFOLIO	COST	CURRENT MARKET VALUE *
LOCAL AGENCY INVESTMENT FUND:					
LAIF City	ON DEMAND	3.305%	20.62%	15,975,702.97	15,975,702.97
SUBTOTAL			20.62%	**$ 15,975,702.97**	**$ 15,975,702.97**
ZIONS BANK					
Money Market	See Exhibit B-1	4.980%	0.77%	594,012.36	594,012.36
Corporate Bonds	See Exhibit B-1	4.791%	22.59%	17,495,532.59	16,925,814.12
U.S. Obligations	See Exhibit B-1	4.127%	4.29%	3,320,002.30	3,287,170.70
U.S. Treasury Notes & Bonds	See Exhibit B-1	4.343%	49.98%	38,714,905.19	37,653,148.83
U.S. Obligations Variable	See Exhibit B-1	5.296%	1.76%	1,362,507.14	1,361,362.64
SUBTOTAL			79.38%	**$ 61,486,959.58**	**$ 59,821,508.65**
TOTAL INVESTMENTS			**100.00%**	**$ 77,462,662.55**	**$ 75,797,211.62**

BANK ACCOUNTS:

Bank of the West Accounts Balance	$ 5,234,012.31
BNY Mellon Uninvested Cash Balance[2]	$ 164,394.28

Footnotes:

[1] Yield on LAIF and Zions Money Market is based on Current Yield. Yield on investments held at Zions Bank is based on Yield to Worst (YTW).

[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 728 DAYS

Average weighted total yield of the portfolio 4.237%

Projected Expenditures for the next 6 months:

Projected with Prior Year Same Period:	$ 24,567,301
Projected with FY 2024 Adopted Budget:	$ 42,677,043

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

In compliance with the California Government Code Section 53646, as the City Treasurer of the City of South Pasadena, based on the information provided I hereby identify that the City is able to meet its 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.

Zhen Tao, City Treasurer

8/30/2023
Date

Exhibit B-1

City of South Pasadena
Investments held at Zions Bank (managed by Morgan Stanley/Western Assets Management)
July 31, 2023

Issuer	CUSIP	Par Value	Coupon Rate	Maturity Date	Cost	Market Value	Yield or YTW[1]
Money Market							
Fidelity Gov Port III FCGXX		594,012.36	N/A	N/A	594,012.36	594,012.36	4.980%
Subtotal Corporate Bonds		**594,012.36**			**594,012.36**	**594,012.36**	**4.9800%**
Corporate Bonds							
Cisco Systems Inc	17275RBH4	237,000.00	2.200%	9/20/2023	235,410.30	235,810.19	5.500%
Truist Finl Corp	05531FBF9	594,000.00	3.750%	12/6/2023	610,589.30	589,309.50	6.060%
3M Co	88579YBB6	304,000.00	3.250%	2/14/2024	299,677.58	300,574.66	5.230%
Blackrock Inc	09247XAL5	610,000.00	3.500%	3/18/2024	613,222.56	600,888.38	5.530%
MetLife Inc	59156RBH0	306,000.00	3.600%	4/10/2024	312,377.76	300,982.04	5.480%
Ace Ina Hldgs Inc	00440EAR8	605,000.00	3.350%	5/15/2024	588,857.55	594,906.74	5.570%
Texas Instruments Inc	882508BB9	609,000.00	2.625%	5/15/2024	612,441.68	595,282.08	5.380%
Paccar Financial Corp	69371RQ25	311,000.00	2.150%	8/15/2024	312,763.60	300,480.00	5.170%
United Parcel Svcs Inc	911312BT2	311,000.00	2.200%	9/1/2024	310,207.67	300,399.89	5.020%
Coca Cola Co	191216CL2	490,000.00	1.750%	9/6/2024	490,801.14	472,316.55	4.520%
PNC Finl Svcs Group Inc	693475AY1	610,000.00	2.200%	11/1/2024	612,034.86	583,857.63	5.760%
Pepsico Inc	713448EQ7	625,000.00	2.250%	3/19/2025	631,536.78	597,534.81	4.590%
Target Corp	87612EBL9	627,000.00	2.250%	4/15/2025	629,525.49	597,572.11	4.790%
US Bancorp	91159HHZ6	504,000.00	1.450%	5/12/2025	498,297.09	470,577.30	5.790%
JPMorgan Chase & Co	46625HMN7	1,059,000.00	3.900%	7/15/2025	1,102,848.81	1,032,618.71	4.790%
Bank Of America Corp	06051GFS3	763,000.00	3.875%	8/1/2025	799,212.58	743,419.46	5.080%
Home Depot Inc	437076BK7	614,000.00	3.350%	9/15/2025	639,396.93	593,446.59	4.610%
Bristol-Myers Squibb Co	110122DN5	654,000.00	0.750%	11/13/2025	603,877.50	596,543.16	4.470%
Prudential Finl Inc	74432QCH6	327,000.00	1.500%	3/10/2026	314,767.91	299,496.96	4.660%
Berkshire Hathaway	084670BS6	614,000.00	3.125%	3/15/2026	596,292.24	589,729.57	4.237%
Procter & Gamble Co	742718FP9	657,000.00	1.000%	4/23/2026	625,287.88	595,467.78	4.290%
Schwab Charles Corp	808513BR5	687,000.00	1.150%	5/13/2026	647,419.02	610,760.26	5.720%
Intel Corp	458140AU4	624,000.00	2.600%	5/19/2026	630,662.80	588,469.34	4.540%
Bank New York Mellon Corp	06406RBJ5	606,000.00	4.414%	7/24/2026	602,887.02	594,381.74	5.390%
Amazon Com Inc	023135CP9	438,000.00	4.550%	12/1/2027	441,903.78	437,518.65	4.340%
State Str Corp	857477BS1	660,000.00	2.203%	2/7/2028	597,187.00	595,906.49	4.940%
Comcast Corp New Sr Glbl Nt	20030NCA	631,000.00	3.150%	2/15/2028	598,421.47	588,166.31	4.580%
Unitedhealth Group Inc Sr	91324PEP3	723,000.00	5.250%	2/15/2028	741,588.33	739,311.50	4.616%
John Deere Capital	24422EWV7	584,000.00	4.900%	3/3/2028	591,434.32	588,816.43	4.596%
General Dynamics Corp	369550BC	617,000.00	3.750%	5/15/2028	603,746.84	592,255.63	4.530%
John Deere Capital Corp	*24422EXB0*	*595,000.00*	*4.950%*	*7/14/2028*	*600,854.80*	*599,013.66*	*4.726%* *
Subtotal Corporate Bonds		**17,596,000.00**			**17,495,532.59**	**16,925,814.12**	**4.791%**
U.S. Obligations							
Federal Home Loan Banks	3130AUU36	1,490,000.00	4.125%	3/13/2026	1,472,444.30	1,462,887.75	4.250%
Federal Home Loan Banks	3130AWC24	1,850,000.00	4.000%	6/9/2028	1,847,558.00	1,824,282.95	4.029%
Subtotal U.S. Obligations		**3,340,000.00**			**3,320,002.30**	**3,287,170.70**	**4.127%**
U.S. Treasury Notes & Bonds							
U.S. Treasury Notes	912828X70	3,732,000.00	2.000%	4/30/2024	3,715,943.58	3,639,574.71	5.300%
U.S. Treasury Notes	91282CDB4	3,509,000.00	0.625%	10/15/2024	3,405,490.32	3,318,335.19	4.870%
U.S. Treasury Notes	91282CGG0	2,993,000.00	4.125%	1/31/2025	2,967,838.90	2,947,520.44	4.650%
U.S. Treasury Notes	912828ZF0	3,229,000.00	0.500%	3/31/2025	3,111,614.59	2,995,275.91	4.510%
U.S. Treasury Notes	912828ZW3	2,937,000.00	0.250%	6/30/2025	2,784,524.00	2,688,617.00	4.320%
U.S. Treasury Notes	91282CAZ4	2,627,000.00	0.375%	11/30/2025	2,477,567.75	2,376,511.45	4.170%
U.S. Treasury Notes	91282CBH3	2,813,000.00	0.375%	1/31/2026	2,655,256.11	2,531,260.47	4.110%
U.S. Treasury Notes	91282CBT7	2,618,000.00	0.750%	3/31/2026	2,494,988.53	2,369,699.06	4.030%
U.S. Treasury Notes	91282CHB0	2,750,000.00	3.625%	5/15/2026	2,687,481.50	2,682,109.38	4.475%
U.S. Treasury Notes	91282CCW9	3,318,000.00	0.750%	8/31/2026	3,140,598.34	2,964,166.42	4.000%

Issuer	CUSIP	Par Value	Coupon Rate	Maturity Date	Cost	Market Value	Yield or YTW[1]
U.S. Treasury Notes	91282CFM8	3,513,000.00	4.125%	9/30/2027	3,531,251.62	3,487,887.53	3.870%
U.S. Treasury Notes	91282CGH8	2,831,000.00	3.500%	1/31/2028	2,805,397.95	2,744,300.63	3.810%
U.S. Treasury Notes	91282CHA2	3,000,000.00	3.500%	4/30/2028	2,936,952.00	2,907,890.64	3.976%
Subtotal Treasury Notes & Bonds		**39,870,000.00**			**38,714,905.19**	**37,653,148.83**	**4.343%**
U.S. Obligations Variable							
U S Treasury Notes Adj Rt	91282CDE8	1,361,000	5.30%	10/31/2023	1,362,507.14	1,361,362.64	5.296%
Subtotal U.S. Obligations Variable		**1,361,000.00**			**1,362,507.14**	**1,361,362.64**	**5.296%**
Grand Total		**62,761,012.36**			**61,486,959.58**	**59,821,508.65**	**4.363%**

***** Any new investments are italicized and marked with an asterix to the right.

Maturities

Withdrawals

Sales/Calls

Issuer	CUSIP	Par Value	Coupon Rate	Maturity Date	Cost
Caterpillar Finl Svcs	14912L5X5	601,000.00	3.750%	11/24/2023	619,856.28

[1] YTW was used in place of YTM for conservative approach to looking at the performance of the bonds. YTW considers the possibility to call the bonds if a call option is available, whereby the City's Investors may choose to call a bond to seek for better investments or to redeem the bond at ideal market conditions.

Exhibit B-2

Funds and Investments
Held by Contracted (Third) Parties
July 31, 2023

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
	BNY Mellon Project Fund									
1	Cash			268.60	0.000%	268.60	4.940%		1	
2	Morgan Stanley Treasury Portfolio			164,125.68	0.000%	164,125.68	4.990%		1	
	Subtotal Cash & Cash Equivalents		0.52%	**164,394.28**	**0.000%**	**164,394.28**	**4.990%**		1	
	Total Project Fund			**164,394.28**	**0.000%**	**164,394.28**	**4.990%**		1	

Exhibit C

July 31, 2023
Investment Report

Summary of Invested Funds -- Last Day of the Month

MONTH	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2022-23
JULY	20,958,651	26,306,572	28,541,631	74,033,803	33,187,829	34,119,395	39,309,559	47,220,730	62,091,716	75,797,212
AUGUST	12,658,088	26,294,151	28,405,544	73,122,925	31,258,493	34,245,197	35,205,219	47,188,874	62,035,853	
SEPTEMBER	19,715,369	22,058,959	27,049,892	70,952,657	31,219,168	34,211,588	35,108,138	50,651,612	62,025,768	
OCTOBER	17,221,779	22,325,114	27,023,005	70,917,973	26,989,542	30,424,551	32,530,753	47,647,956	62,066,381	
NOVEMBER	17,221,849	22,287,418	73,246,265	26,547,176	26,916,772	30,394,571	36,836,391	47,638,933	62,383,437	
DECEMBER	20,603,990	22,253,300	71,499,585	28,949,643	27,028,835	30,398,333	36,824,546	51,976,067	62,346,272	
JANUARY	26,309,319	27,399,997	71,229,735	32,878,042	35,305,506	30,183,446	43,433,939	56,735,289	63,037,830	
FEBRUARY	26,260,788	30,108,605	71,084,575	33,013,420	34,571,287	35,784,459	43,636,405	44,768,920	62,673,423	
MARCH	26,315,158	28,939,924	72,604,964	32,833,141	32,568,840	35,894,036	43,608,698	53,763,388	63,422,072	
APRIL	26,326,876	28,276,276	75,018,330	33,064,100	32,242,202	36,081,161	42,158,002	53,442,475	63,662,118	
MAY	26,310,240	28,429,928	76,053,277	32,879,674	36,925,478	34,133,626	42,180,215	53,637,240	75,814,301	
JUNE	29,289,712	26,594,581	75,918,587	33,102,349	38,922,757	34,218,755	42,164,581	53,485,809	75,450,478	

City Council Agenda Report

ITEM NO. 9

DATE: September 27, 2023

FROM: Arminé Chaparyan, City Manager

PREPARED BY: John Downs, Finance Director
Hsiulee Tran, Deputy Finance Director/ Controller

SUBJECT: **Consideration of Approval of the Second Amendment to an Agreement with HdL Software, LLC for Business License Processing Services and Appropriation of Funds**

Recommendation
Staff recommends that the City Council:

1. Approve the Second Amendment to the Professional Services Agreement with HdL Software, LLC (HdL) for business license processing services through October 31, 2024, in the amount of $75,000 and authorize the City Manager to execute the amendment.
2. Appropriate an additional $45,850 from General Fund to cover excess.

Executive Summary
The City of South Pasadena has been contracting out business license services since Fall 2018. The City Manager and the Economic Development Team have received input about the practice of contracting business license out, and the business community has requested that this service be returned in-house with City staff, and this is a priority of the administration over the next year. The current contract with HdL expires in October 2023, and this Second Amendment will extend the contract for an additional year to allow the City time to plan and transition this service back in-house.

Background
The original contract with HdL Software, LLC was approved and executed on November 18, 2018 for comprehensive business license services to the South Pasadena business community. Per the City's municipal code, all businesses located in South Pasadena, or doing business in South Pasadena, must obtain a current business license. Landlords who own 4+ residential units for lease must also obtain a current business license. Business license tax is an integral permit process, allowing for City staff to recognize and serve the South Pasadena business community via Economic Development, public safety and inspections, and all other services rendered, and the City also designates a portion of business license revenues to the Business Improvement Tax, which is utilized

annually to provide additional economic development services and programming in the downtown area.

While business licenses used to be an in-house service, the previous administration decentralized this service in an effort to realize cost savings, and contracted this service out. HdL serves hundreds of public agencies nationwide for a variety of services, including business license and sales tax data information and analysis. Currently, City staff continue working closely with HdL and the City's account representatives to ensure an improved business license process experience for users—from improvements to the online portal, clear written and digital communications, timely notifications, ability to request history on accounts, as well as key staff in the City Manager's Office and Finance Department working closely together as ombudsmen and account managers overseeing the contract and services. Together, the team is also working on post-COVID business license compliance and outreach efforts, to ensure a business-friendly and business-forward effort to gaining compliance with this requirement.

Analysis
By extending the current contract with HdL for an additional year, the City will be able to continue to provide specialized business license administration services, comprehensive business license services, streamline the business license process and utilize the best technology to assist with a business owners' request for a license. Examples of some enhanced services include: ability to submit and renew a business license application online, submit payments for licenses online, and enable the City to capture more accurate and detailed information to prevent loss in business tax revenues by utilizing the HdL Prime software system.

This Second Amendment will extend the contract term to October 31, 2024.

Fiscal Impact
This contract extension will cost $75,000 for one year, and this amount is budgeted for within the General Fund Operating budget in account number 101-3010-3011-8170-000 for $29,150 with an additional appropriation of $45,850 from the General Fund.

Key Performance Indicators and Strategic Plan
This item is in line with the Finance Department's Key Performance Indicator of Business License tracking. HdL provides the Finance Department with the number of businesses who are in or out of compliance and helps bring them into compliance.

Commission Review and Recommendation
This item was not reviewed by the Finance Commission.

Attachment
1) Proposed Second Amendment
2) First Amendment
3) Original Agreement

Attachment 1

Proposed Second Amendment

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SECOND AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT

THIS SECOND AMENDMENT ("Second Amendment") is made and entered into on the 27th day of September, 2023 by and between the CITY OF SOUTH PASADENA ("City") and HdL Software, LLC ("Consultant").

RECITALS

WHEREAS, on November 17, 2018, the City effectuated the Professional Services Agreement with HdL Software, LLC to perform business license administration and software hosting services ("Agreement"); and

WHEREAS, on January 19, 2022, the City and Consultant entered into the First Amendment to the Agreement to extend the Term through October 31, 2023 and amend the compensation;

WHEREAS, the parties desire to further extend the Term of the Agreement through October 31, 2024; and

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

Section 1. Section 3.5 of the Agreement entitled "Termination Date" is hereby amended to read: "October, 31, 2024"

Section 2. All other terms, conditions, and provisions of the Agreement to the extent not modified by this Amendment, shall remain in full force and effect.

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

[Signatures on Next Page]

"CITY"
City of South Pasadena

By:_____
Signature

Printed: Arminé Chaparyan

Title: City Manager

Date:_____

"Consultant"
HdL Software, LLC.

By: _____
Signature

Printed: Robert Gray

Title: CIO

Date:_____

Attest:

By:_____
Mark Perez,
Deputy City Clerk

Date: _____

Approved as to form:

By:_____
Roxanne Diaz, City Attorney

Date: _____

Attachment 2

First Amendment

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FIRST AMENDMENT TO
AGREEMENT FOR SERVICES

THIS AMENDMENT ("Amendment") is made and entered into on the 19th day of January, 2022 by and between the CITY OF SOUTH PASADENA ("City") and HdL Software, LLC ("Consultant").

RECITALS

WHEREAS, on November 17, 2018, the City effectuated the agreement with HdL Software, LLC to perform business license administration and software hosting services; and

WHEREAS, the Term of the Agreement is through October 31, 2023, with the option to extend upon written agreement of the parties; and

WHEREAS, the Consultant represents that it is fully qualified to perform such professional services by virtue of experience and training; and

WHEREAS, the payment format for services shall remain the same as previous years with the only change in cost reflected in the "cost per transaction processed", as amended; and

WHEREAS, the City and Consultant desire to extend the contract term by 24 months.

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

1. PARAGRAPH 3.2 "Agreement Administrator" is amended to incorporate the name of the current Interim Director of Finance, Kenneth Louie.

2. PARAGRAPH 3.4 "Commencement Date" is amended to read: "November 1, 2021".

3. PARAGRAPH 3.5 "Termination Date" is amended to read: "October, 31, 2023"

4. EXHIBIT B –COMPENSATION Paragraph 1.1 Compensation shall now read:

> 1.1. Compensation - HdL's compensation for performing Operations Management Services related to business license is a fee of $15.30 per new registration or processed account. City will be invoiced monthly or quarterly for activity during the prior period. For the purpose of compensation calculation, processed account means any account for which renewals/returns are processed or which were sent a renewal notice.
>
> 1.2. CPI Adjustments - Fees will be increased as of January 1st of each calendar year with reference to the 12-month percent change in the most recently published annual Consumer Price Index for All Urban Consumers (CPI-U), West Region, as reported by the U.S. Bureau of Labor Statistics (the "CPI Change"). Each annual increase in the Fees will be equal to the greater of two percent (2%) or the

actual CPI Change and the lesser of ten percent (10%) or the actual CPI Change. For example, if the actual CPI Change is 1.5%, then the annual increase will be 2%, if the actual CPI Change is 3.5%, then the annual increase will be 3.5%, and if the actual CPI Change is 12%, then the annual increase will be 10%.

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

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

"CITY" City of South Pasadena	"Consultant" HdL Software, LLC.
By:_____ *Signature*	By: _____ *Signature*
Printed: Arminé Chaparyan	Printed: Robert Gray
Title: City Manager	Title: CIO
Date:_____	Date:_____

Attest:

By:_____
Tameka Cook,
City Clerk

Date: _____

Approved as to form:

By:_____
Andrew L. Jared, City Attorney

Date: _____

Attachment 3

Original Agreement

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PROFESSIONAL SERVICES AGREEMENT
FOR CONSULTANT SERVICES

(City of South Pasadena / HdL Software)

1. IDENTIFICATION

This PROFESSIONAL SERVICES AGREEMENT ("Agreement") is entered into by and between the City of South Pasadena, a California municipal corporation ("City"), and HdL Software, a California LLC ("Consultant").

2. RECITALS

2.1. City has determined that it requires the following professional services from a consultant: Business license administration and software hosting services.

2.2. Consultant represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees. Consultant further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.

2.3. Consultant represents that it has no known relationships with third parties, City Council members, or employees of City which would (1) present a conflict of interest with the rendering of services under this Agreement under Government Code Section 1090, the Political Reform Act (Government Code Section 81000 *et seq.*), or other applicable law, (2) prevent Consultant from performing the terms of this Agreement, or (3) present a significant opportunity for the disclosure of confidential information.

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

3. DEFINITIONS

3.1. "Scope of Services": Such professional services as are set forth in Exhibit A and incorporated herein by this reference.

3.2. "Agreement Administrator": The Agreement Administrator for this project is Craig Koehler, Finance Director. The Agreement Administrator shall be the principal point of contact at the City for this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and any interim milestones. City reserves the right to change this designation upon written notice to Consultant.

3.3. "Approved Fee Schedule": Consultant's compensation rates are set forth in the fee schedule attached hereto as Exhibit B and incorporated herein by this reference. This fee schedule shall remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties.

3.4. "Commencement Date": November 1, 2018.

3.5. "Termination Date": October 31, 2021.

4. TERM

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

5. CONSULTANT'S DUTIES

5.1. **Services**. Consultant shall perform the services identified in the Scope of Services. City shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement.

5.2. **Coordination with City**. In performing services under this Agreement, Consultant shall coordinate all contact with City through its Agreement Administrator.

5.3. **Business License.** Consultant shall obtain and maintain in force a City business license for the duration of this Agreement.

5.4. **Professional Standards.** Consultant shall perform all work to the standards of Consultant's profession and in a manner reasonably satisfactory to City. Consultant shall keep itself fully informed of and in compliance with all local, state, and federal laws, rules, and regulations in any manner affecting the performance of this Agreement, including all Cal/OSHA requirements, the conflict of interest provisions of Government Code § 1090 and the Political Reform Act (Government Code § 81000 et seq.).

5.5. **Avoid Conflicts.** During the term of this Agreement, Consultant shall not perform any work for another person or entity for whom Consultant was not working at the Commencement Date if such work would present a conflict interfering with performance under this Agreement. However, City may consent in writing to Consultant's performance of such work.

5.6. **Appropriate Personnel.** Consultant has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. Josh Davis, Director of Professional Services, shall be Consultant's project administrator and shall have direct responsibility for management of Consultant's performance under this Agreement. No change shall be made in Consultant's project administrator without City's prior written consent.

5.7. **Substitution of Personnel.** Any persons named in the proposal or Scope of Services constitutes a promise to the City that those persons will perform and coordinate their respective services under this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of City. If City and Consultant cannot agree as to the substitution of key personnel, City may terminate this Agreement for cause.

5.8. **Permits and Approvals.** Consultant shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary for Consultant's performance of this Agreement. This includes, but shall not be limited to, professional licenses, encroachment permits and building and safety permits and inspections.

5.9. **Notification of Organizational Changes.** Consultant shall notify the Agreement Administrator, in writing, of any change in name, ownership or control of Consultant's firm or of any subcontractor. Change of ownership or control of Consultant's firm may require an amendment to this Agreement.

5.10. **Records.** Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to Consultant under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of City. In addition, pursuant to Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of City, for a period of three (3) years after final payment under this Agreement.

6. SUBCONTRACTING

6.1. **General Prohibition.** This Agreement covers professional services of a specific and unique nature. Except as otherwise provided herein, Consultant shall not assign or

transfer its interest in this Agreement or subcontract any services to be performed without amending this Agreement.

6.2. **Consultant Responsible.** Consultant shall be responsible to City for all services to be performed under this Agreement.

6.3. **Identification in Fee Schedule.** All subcontractors shall be specifically listed and their billing rates identified in the Approved Fee Schedule, Exhibit B. Any changes must be approved by the Agreement Administrator in writing as an amendment to this Agreement.

6.4. **Compensation for Subcontractors.** City shall pay Consultant for work performed by its subcontractors, if any, only at Consultant's actual cost plus an approved mark-up as set forth in the Approved Fee Schedule, Exhibit B. Consultant shall be liable and accountable for any and all payments, compensation, and federal and state taxes to all subcontractors performing services under this Agreement. City shall not be liable for any payment, compensation, or federal and state taxes for any subcontractors.

7. COMPENSATION

7.1. **General.** City agrees to compensate Consultant for the services provided under this Agreement, and Consultant agrees to accept payment in accordance with the Fee Schedule in full satisfaction for such services. Compensation shall not exceed the Maximum Amount. Consultant shall not be reimbursed for any expenses unless provided for in this Agreement or authorized in writing by City in advance.

7.2. **Invoices.** Consultant shall submit to City an invoice, on a monthly basis or as otherwise agreed to by the Agreement Administrator, for services performed pursuant to this Agreement. Each invoice shall identify the Maximum Amount, the services rendered during the billing period, and the amount due for the invoice.

7.3. **Taxes.** City shall not withhold applicable taxes or other payroll deductions from payments made to Consultant except as otherwise required by law. Consultant shall be solely responsible for calculating, withholding, and paying all taxes.

7.4. **Disputes.** The parties agree to meet and confer at mutually agreeable times to resolve any disputed amounts contained in an invoice submitted by Consultant.

7.5. **Additional Work.** Consultant shall not be reimbursed for any expenses incurred for work performed outside the Scope of Services unless prior written approval is given by the City through a fully executed written amendment. Consultant shall not undertake any such work without prior written approval of the City.

7.6. **City Satisfaction as Precondition to Payment.** Notwithstanding any other terms of this Agreement, no payments shall be made to Consultant until City is satisfied that the services are satisfactory.

7.7. **Right to Withhold Payments.** If Consultant fails to provide a deposit or promptly satisfy an indemnity obligation described in Section 11, City shall have the right to withhold payments under this Agreement to offset that amount.

8. PREVAILING WAGES

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

9. OWNERSHIP OF WRITTEN PRODUCTS

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

Proprietary Information of Consultant. The term "proprietary information" means any information that relates to Consultant's computer or data processing programs; data processing applications, routines, subroutines, techniques or systems; or business processes. City shall hold in confidence and shall not disclose to any other party any of Consultant's proprietary information in connection with this Agreement, or otherwise learned or obtained by City in connection with this Agreement, unless disclosure is required under federal or state law, including without limitation the Freedom of Information Act or the Public Records Request Act. Consultant shall retain ownership and rights to all proprietary information. The obligations imposed by this Section shall survive any expiration or termination of this Agreement.

10. RELATIONSHIP OF PARTIES

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

10.2. **No Agent Authority.** Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not represent that it is, or that any of its agents or employees are, in any manner employees of City.

10.3. **Independent Contractor Status.** Under no circumstances shall Consultant or its employees look to the City as an employer. Consultant shall not be entitled to any benefits. City makes no representation as to the effect of this independent contractor relationship on Consultant's previously earned California Public Employees Retirement System ("CalPERS") retirement benefits, if any, and Consultant specifically assumes the responsibility for making such a determination. Consultant shall be responsible for all reports and obligations including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation, and other applicable federal and state taxes.

10.4. **Indemnification of CalPERS Determination.** In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

11. INDEMNIFICATION

11.1 **Definitions.** For purposes of this Section 11, "Consultant" shall include Consultant, its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Consultant or its subcontractors, in the performance of this Agreement. "City" shall include City, its officers, agents, employees and volunteers.

11.2 **Consultant to Indemnify City.** To the fullest extent permitted by law, Consultant shall indemnify, hold harmless, and defend City from and against any and all claims, losses, costs or expenses for any personal injury or property damage arising out of or in connection with Consultant's alleged negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Consultant or failure to comply with any provision in this Agreement.

11.3 **Scope of Indemnity.** Personal injury shall include injury or damage due to death or injury to any person, whether physical, emotional, consequential or otherwise, Property damage shall include injury to any personal or real property. Consultant shall not be required to indemnify City for such loss or damage as is caused by the sole active negligence or willful misconduct of the City.

11.4 **Attorney's Fees.** Such costs and expenses shall include reasonable attorneys' fees for counsel of City's choice, expert fees and all other costs and fees of litigation. Consultant shall not be entitled to any refund of attorneys' fees, defense costs or expenses in the event that it is adjudicated to have been non-negligent.

11.5 **Defense Deposit.** The City may request a deposit for defense costs from Consultant with respect to a claim. If the City requests a defense deposit, Consultant shall provide it within 15 days of the request.

11.6 **Waiver of Statutory Immunity.** The obligations of Consultant under this Section 11 are not limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to City.

11.7 **Indemnification by Subcontractors.** Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 11 from each and every subcontractor or any other person or entity involved in the performance of this Agreement on Consultant's behalf.

11.8 **Insurance Not a Substitute.** City does not waive any indemnity rights by accepting any insurance policy or certificate required pursuant to this Agreement. Consultant's indemnification obligations apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

12. INSURANCE

12.1. **Insurance Required.** Consultant shall maintain insurance as described in this section and shall require all of its subcontractors, consultants, and other agents to do the same. Approval of the insurance by the City shall not relieve or decrease any liability of Consultant Any requirement for insurance to be maintained after completion of the work shall survive this Agreement.

12.2. **Documentation of Insurance.** City will not execute this agreement until it has received a complete set of all required documentation of insurance coverage. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. Consultant shall file with City:

- Certificate of Insurance, indicating companies acceptable to City, with a Best's Rating of no less than A:VII showing. The Certificate of Insurance must include the following reference: HdL Software Consulting Services
- Documentation of Best's rating acceptable to the City.
- Original endorsements effecting coverage for all policies required by this Agreement.
- City reserves the right to obtain a full certified copy of any Insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of the right to exercise later.

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

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

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

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

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

12.6. **Automobile Liability Insurance.** Covered vehicles shall include owned if any, non-owned, and hired automobiles and, trucks.

12.7. **Professional Liability Insurance or Errors & Omissions Coverage.** The deductible or self-insured retention may not exceed $50,000. If the insurance is on a Claims-Made basis, the retroactive date shall be no later than the commencement of the work. Coverage shall be continued for two years after the completion of the work by one of the following: (1) renewal of the existing policy; (2) an extended reporting period endorsement; or (3) replacement insurance with a retroactive date no later than the commencement of the work under this Agreement.

12.8. **Claims-Made Policies.** If any of the required policies provide coverage on a claims-made basis the Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work. Claims-Made Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

12.9. **Additional Insured Endorsements.** The City, its City Council, Commissions, officers, and employees of South Pasadena must be endorsed as an additional insured for each policy required herein, other than Professional Errors and Omissions and Worker's Compensation, for liability arising out of ongoing and completed operations by or on behalf of the Consultant. Consultant's insurance policies shall be primary as respects any claims related to or as the result of the Consultant's work. Any insurance, pooled coverage or self-insurance maintained by the City, its elected or appointed officials, directors, officers, agents, employees, volunteers, or consultants shall be non-contributory. All endorsements shall be signed by a person authorized by the insurer to bind coverage on its behalf. General liability coverage can be provided using an endorsement to the Consultant's insurance at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37.

12.10. **Failure to Maintain Coverage.** In the event any policy is canceled prior to the completion of the project and the Consultant does not furnish a new certificate of insurance prior to cancellation, City has the right, but not the duty, to obtain the required insurance and deduct the premium(s) from any amounts due the Consultant under this Agreement. Failure of the Consultant to maintain the insurance required by this Agreement, or to comply with any of the requirements of this section, shall constitute a material breach of this Agreement.

12.11. **Notices.** Contractor shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. Consultant shall provide no less than 30 days' notice of any cancellation or material change to policies

required by this Agreement. Consultant shall provide proof that cancelled or expired policies of insurance have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages. The name and address for Additional Insured Endorsements, Certificates of Insurance and Notices of Cancellation is: City of South Pasadena, Attn: Mariam Lee Ko, Human Resources Manager and Interim Finance Director, South Pasadena, CA 95945.

12.12. **Consultant's Insurance Primary.** The insurance provided by Consultant, including all endorsements, shall be primary to any coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.

12.13. **Waiver of Subrogation.** Consultant hereby waives all rights of subrogation against the City. Consultant shall additionally waive such rights either by endorsement to each policy or provide proof of such waiver in the policy itself.

12.14. **Report of Claims to City.** Consultant shall report to the City, in addition to the Consultant's insurer, any and all insurance claims submitted to Consultant's insurer in connection with the services under this Agreement.

12.15. **Premium Payments and Deductibles.** Consultant must disclose all deductibles and self-insured retention amounts to the City. The City may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within retention amounts. Ultimately, City must approve all such amounts prior to execution of this Agreement.

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

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

13. MUTUAL COOPERATION

13.1. **City Cooperation in Performance.** City shall provide Consultant with all pertinent data, documents and other requested information as is reasonably available for the proper performance of Consultant's services under this Agreement.

13.2. **Consultant Cooperation in Defense of Claims.** If any claim or action is brought against City relating to Consultant's performance in connection with this Agreement,

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

14. NOTICES

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

If to City

Craigh Koehler, Finance Director
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030
Telephone: (626) 403-7240
Facsimile: (626) 403-7241

If to Consultant

Attn: Contracts
HdL Software
120 S. State College Blvd, Suite 200
Brea, CA 92821
Telephone: 714-879-5000

With courtesy copy to:

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

15. SURVIVING COVENANTS

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

16. TERMINATION

16.1. **City Termination.** City may terminate this Agreement for any reason on ten calendar days' written notice to Consultant. Consultant agrees to cease all work under this

Agreement on or before the effective date of any notice of termination. All City data, documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.

16.2. **Consultant Termination.** Consultant may terminate this Agreement for a material breach of this Agreement upon 30 days' notice.

16.3. **Compensation Following Termination.** Upon termination, Consultant shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement. The City shall have the benefit of such work as may have been completed up to the time of such termination.

16.4. **Remedies.** City retains any and all available legal and equitable remedies for Consultant's breach of this Agreement.

17. INTERPRETATION OF AGREEMENT

17.1. **Governing Law.** This Agreement shall be governed and construed in accordance with the laws of the State of California.

17.2. **Integration of Exhibits.** All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Consultant with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations here from shall be effective and binding only if made in writing and executed on by City and Consultant.

17.3. **Headings.** The headings and captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the language of the section or paragraph shall control and govern in the construction of this Agreement.

17.4. **Pronouns.** Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).

17.5. **Severability.** If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to the extent necessary to, cure such invalidity or unenforceability, and shall be enforceable in its amended form. In such event, the remainder of this Agreement, or the application of such term or

provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

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

18. GENERAL PROVISIONS

18.1. **Confidentiality.** All data, documents, discussion, or other information developed or received by Consultant for performance of this Agreement are deemed confidential and Consultant shall not disclose it without prior written consent by City. City shall grant such consent if disclosure is legally required. All City data shall be returned to City upon the termination or expiration of this Agreement.

18.2. **Conflicts of Interest.** Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Consultant further agrees to file, or shall cause its employees or subcontractor to file, a Statement of Economic Interest with the City's Filing Officer if required under state law in the performance of the services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer, or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

18.3. **Non-assignment.** Consultant shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Consultant.

18.4. **Binding on Successors.** This Agreement shall be binding on the successors and assigns of the parties.

18.5. **No Third-Party Beneficiaries.** Except as expressly stated herein, there is no intended third-party beneficiary of any right or obligation assumed by the parties.

18.6. **Time of the Essence.** Time is of the essence for each and every provision of this Agreement.

18.7. **Non-Discrimination.** Consultant shall not discriminate against any employee or applicant for employment because of race, sex (including pregnancy, childbirth, or

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

18.8. **Waiver.** No provision, covenant, or condition of this Agreement shall be deemed to have been waived by City or Consultant unless in writing signed by one authorized to bind the party asserted to have consented to the waiver. The waiver by City or Consultant of any breach of any provision, covenant, or condition of this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other provision, covenant, or condition.

18.9. **Excused Failure to Perform.** Consultant shall not be liable for any failure to perform if Consultant presents acceptable evidence, in City's sole judgment, that such failure was due to causes beyond the control and without the fault or negligence of Consultant.

18.10. **Remedies Non-Exclusive.** Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance from the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any or all of such other rights, powers or remedies.

18.11. **Attorneys' Fees.** If legal action shall be necessary to enforce any term, covenant or condition contained in this Agreement, the prevailing party shall be entitled to an award of reasonable attorneys' fees and costs expended in the action.

18.12. **Venue.** The venue for any litigation shall be Los Angeles County, California and Consultant hereby consents to jurisdiction in Los Angeles County for purposes of resolving any dispute or enforcing any obligation arising under this Agreement.

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

"City"
City of South Pasadena

By: _____
Signature

Printed: STEPHANIE DE WOLFE

Title: CITY MANAGER

Date: 11/07/2018

"Consultant"
HdL Software LLC

By: _____
Signature

Printed: Robert Gray

Title: President

Date: 11-6-2018

Attest:

By: _____
Evelyn G. Zneimer, City Clerk

Date: 11/07/2018

Approved as to form:

By: _____
Teresa L. Highsmith, City Attorney

Date: 11/07/2018

EXHIBIT A - SCOPE OF SERVICES

BUSINESS LICENSE TAX ADMINISTRATION SERVICES

1. **Business Tax Operations Management**
   - 1.1. **Tax Registration Database Management** – HdL will transfer the City's existing databases as they relate to business license into HdL's internal administration tools. HdL will maintain the data and provide copies of data or reports at the City's request. City will not be required to use or maintain any software in house for managing the business license registry.
   - 1.2. **Renewal Processing** – Send active business license accounts a renewal notice within 30 days of the renewal period end date. Accounts will receive all applicable forms necessary to complete the renewal process.
   - 1.3. **New Account Processing** – HdL will process any new business license applications within two to three business days.
   - 1.4. **Payment Posting/Processing** – HdL will process all payments for new and renewal accounts. License accounts will be updated with payment information and revenues will be remitted to the City net banking and related processing fees by the 15th of the month following the Licensee's date of payment.
   - 1.5. **Business Support Center** – HdL will provide businesses with multiple support options for registering, renewing, making payments and for general inquiries. Businesses will have access to HdL's license specialists Monday through Friday, 8:00am to 5:00pm Pacific, via phone, mail, e-mail, fax, and the Business Support Center On-Line.
   - 1.6. **On-Line Filing & Payment Processing** – HdL will make available options for businesses to visit a website, linked to the City's website, to submit online filing and payment transactions.
2. **Local Tax Compliance Services** – HdL will ensure a level playing field for the business community and maximize revenues to the City. Discovery services will be conducted to identify and register businesses which are subject to licensure or taxation. Audit services will identify under reported tax liability for business and lodging providers. Collections Services will collect known debt from businesses that did not pay in full during the registration or renewal process. All compliance services will be performed by HdL as requested by the City.
   - 2.1. **Discovery** – Discovery services are designed to identify entities subject to licensure/taxation that are not currently registered or otherwise non-compliant.
     - 2.1.1. **Lead Identification** – Develop a list of entities subject to licensure/taxation within the City.
     - 2.1.2. **Exception Resolution** – Compare the list to City registration databases to remove properly registered businesses and identify and remove other potential exceptions.
     - 2.1.3. **Compliance Communication Process** – Initiate contact with confirmed entities through a series of City approved communication methods. HdL will make every effort to simplify the process for taxpayers, utilizing a variety of mediums for communication including mail, telephone, email, and web-site access. Potential non-compliant entities are notified of their options to comply or dispute their non-compliant status. HdL offers extended office hours for support via our Business Support Center available to taxpayers 8:00am – 5:00pm Monday - Friday.
     - 2.1.4. **Document Submission / Processing** – Review Taxpayer submissions such as applications for completion and accuracy prior to processing. Collect additional documentation such as a home occupation permit and forward to other City departments either as a pre-requisite

or as a courtesy for the taxpayer and other departments. All submissions are filed and stored electronically and made available to the City upon request.

2.1.5. **Invoicing** – Once an application has been approved, HdL shall invoice the entity indicating detailed tax calculations and balances owed. Taxpayers are given the opportunity to pay their balances via mail, online, and other methods. HdL will provide Taxpayers continued access to the Business Support Center for any questions or disputes arising from the invoice process.

2.1.6. **Remittance** – Upon collection of all requirements including payment, application and other prerequisites, HdL will prepare a remittance package including payment documentation as well as copies of all taxpayer correspondence and relevant information. Remittances are done on no less than a monthly basis. Remittances packages done electronically via the HdL electronic remittance process will include Applications and other relevant information an electronic format. Revenues received are deposited into an HdL trust account and funds are distributed to the City in one payment net HdL's fees in accordance with Section 1.4.

2.2. **Audit** – Audit services are designed to identify businesses that are registered but not properly reporting or paying the correct amounts. Formal audits will only be performed as requested by the City. Services to be performed may include:

2.2.1. Identify potential underreporting and/or misclassified businesses by comparing City records with HdL business inventories.

2.2.2. Review/audit entities mutually agreed to by City and HdL that are identified as potential underreporting businesses or other entities requiring review.

2.2.3. Submit audit summaries to City staff and meet with staff to review and discuss further actions.

2.2.4. Educate businesses on proper reporting practices.

2.2.5. Invoice and collect identified deficiencies.

2.3. **City's responsibilities**

2.3.1. Data – City will provide its relevant business databases, such as the business license registry (registrations and payments), and any other information necessary for the compliance process or to facilitate HdL's invoicing of services, to HdL according to a schedule acceptable to both HdL and the City. City agrees to provide the data as long as this Agreement is active, and thereafter for so long as HdL's right to invoice for services rendered continues.

2.3.2. City agrees to use reasonable and diligent efforts to collect, or to assist HdL in the collection of, deficiencies identified by HdL pursuant to this Agreement.

EXHIBIT B - COMPENSATION

For performing and completing services pursuant to Exhibit "A" Scope of Services, Consultant shall be compensated by City for its services as follows.

1. **Business Tax Operations Management Services**
   1.1. **Compensation** - HdL's compensation for performing Operations Management Services related to business license is a fee of $14 per new registration or processed account for the first year of service, $15 for the second year of service, and then increased by the CPI Adjustment for each year thereafter. City will be invoiced monthly or quarterly for activity during the prior period. For the purpose of compensation calculation, processed account means any account for which renewals/returns are processed or which were sent a renewal notice.
   1.2. **CPI Adjustment** – Fees for Operations Management Services are adjusted at the beginning of each fiscal year by the calendar year change in the Consumer Price Index – All Urban Consumers, Los Angeles region, as reported by the Bureau of Labor Statistics. Each annual adjustment will not be less than two percent (2%) or greater than ten percent (10%).
   1.3. **Travel Expenses** – Travel and lodging expenses are billed at cost and apply to all meetings; including process, pre-installation, installation, training, and support. HdL is dedicated to conserving public funds, and ensures any travel costs are indeed required and reasonable.
2. **Local Tax Compliance Services**
   2.1. **Discovery** – HdL's fee for performing discovery services shall be a contingency fee of 35% of the revenues received as a result of the service. This fee applies to monies received for the current tax/license period and any other prior period collected, including monies received for taxes, penalties, interest, and fees.
      2.1.1. **City Discovery Discount** – HdL's fee for following up on accounts that are identified and confirmed as non-compliant by the City shall be a contingency fee of 25% of the revenues received as a result of the service. This fee also applies to delinquent business license tax accounts referred by the City as failing to make payment or properly renew an existing license.
   2.2. **Audit** – HdL's fee for performing Audit services shall be a contingency fee of 40% of the revenues received as a result of the service. This fee applies to monies received for the current tax/license period and any other prior period collected, including monies received for taxes, penalties, interest, and fees.
   2.3. **Collection** – HdL's fee for performing collections services shall be a contingency fee of 25% of the revenues received as a result of the service. This fee applies to monies received for the current tax/license period and any other prior period collected, including monies received for taxes, penalties, interest, and fees.
   2.4. **Option to waive tax recovery** – City may, at its discretion, elect to waive or reduce the tax recovery for a business. Should the City elect to waive all or a portion of the deficiency identified by HdL, HdL shall be entitled to compensation in the amount of one half (1/2) of the compensation HdL would have otherwise earned on the waived/reduced amount. Deficiencies which are uncollectable due to insolvency or dissolution of the customer, or for deficiencies which are otherwise incapable of collection (e.g. statute of limitations or other legal defense) shall not be considered a voluntary election to waive by the City, and thus HdL would not be entitled to compensation for these amounts.

2.5. **Travel Expenses** – Travel and lodging expenses are billed at cost and apply to all meetings; including process, pre-installation, installation, training, and support. HdL is dedicated to conserving public funds, and ensures any travel costs are indeed required and reasonable.

3. **Payment**

HdL will provide detailed invoices for all work completed. City will submit payment to HdL within 30 days of receiving the invoice.

EXHIBIT C – GENERAL TERMS AND CONDITIONS

1. **OWNERSHIP OF MATERIALS, CONFIDENTIALITY.**
   1.1. Software License. If access to any HdL software systems are provided to City as part of this Agreement, HdL hereby provides a license to the City to use HdL's software while the associated service is in effect through this Agreement. The software shall only be used by the City. The City shall not sublet, duplicate, modify, decompile, reverse engineer, disassemble, or attempt to derive the source code of said software. The license granted hereunder shall not imply ownership by City of said software, rights of the City to sell said software, or rights to use said software for the benefits of others. This license is not transferable. City shall not create any derivative work or product based on or derived from the Software or documentation, or modify the Software or documentation without the prior written consent of HdL. In the event of a breach of this provision (And without limiting HdL's remedies), said modification, derivative work or product based on the Software or documentation is hereby deemed assigned to HdL. Upon termination, the software license shall expire, all copies of the software shall be removed from the City's computers and network and all digital copies deleted or otherwise destroyed.
   1.2. Agency Data. HdL acknowledges that the data provided by the City ("Agency Data") during the course of this Agreement is the property of the City. City authorizes HdL to access, import, process and generate reports from the Agency Data with its various proprietary systems. No confidential or otherwise sensitive information will be released. If appropriate, at the termination of this Agreement the Agency Data will be made available to the City in a format acceptable to both the City and HdL.
   1.3. Consultant Proprietary Information. As used herein, the term "proprietary information" means any information which relates to Consultant's software systems, audit processes or related services, techniques, or general business processes. City shall hold in confidence and shall not disclose to any other party any Consultant proprietary information in connection with this Agreement, or otherwise learned or obtained from the Consultant in connection with this Agreement. The obligations imposed by this Paragraph shall survive any expiration or termination of this Agreement. The terms of this section shall not apply to any information that is public information.
2. **OPTIONAL SERVICES.** Optional services beyond the scope of this Agreement are available at HdL's hourly rates in effect at the time service is requested. HdL will provide City a Statement of Work specifying the scope, timeline, and cost for the requested service. Depending on the personnel assigned to perform the work, HdL's standard hourly rates range between $75 and $275 per hour.
3. **MISCELLANEOUS EXPENSES.** HdL will notify the City of any miscellaneous expenses and request authorization to proceed. HdL will not be reimbursed for any miscellaneous expenses unless authorized by the City. Miscellaneous expenses may include travel, lodging and meal expenses, and other expenses which are above and beyond the ordinary expenses associated with performance of this Agreement.
4. **PRICING ADJUSTMENTS.** All pricing listed in this Agreement will be honored during initial implementation of the services. Any additional/optional services needed after services are active will be provided using the pricing currently established at the time the service is requested.
5. **LICENSE, PERMITS, FEES AND ASSESSMENTS.** HdL shall obtain such licenses, permits and approvals (collectively the "Permits") as may be required by law for the performance of the services required by this Agreement. City shall assist HdL in obtaining such Permits, and HdL shall include any direct costs as a City reimbursable expense with the next invoice.

City Council Agenda Report

ITEM NO. 10

DATE: September 27, 2023

FROM: Arminé Chaparyan, City Manager AC

PREPARED BY: Roxanne Diaz, City Attorney

SUBJECT: **Second Reading and Adoption of an Ordinance of the City of South Pasadena Granting Authority to the City Manager to Execute Certain Contracts and Other Legal Instruments and Amending Section 2-18-6 of the South Pasadena Municipal Code**

Recommendation

It is recommended that the City Council consider the adoption of an "Ordinance of the City of South Pasadena Granting Authority to the City Manager to Execute Certain Contracts and Other Legal Instruments and Amending Section 2-18-6 of the South Pasadena Municipal Code."

Executive Summary

Government Code Section 40602 provides that the Mayor shall sign all written contracts and conveyances made or entered into by the City unless the City Council authorizes that such documents be signed by another officer of the City. At the August 16, 2023, City Council meeting, the City Council introduced for first reading an ordinance authorizing the City Manager to execute contracts and other legal documents whenever such documents have been authorized or approved by the City Council.

Background

As part of the City Attorney's review of the City's processes and procedures with a view towards streamlining and creating efficiencies and best practices, the City Attorney recommends adoption of the proposed ordinance. As part of the agenda process, City Staff presents contracts for the City Council's review and approval. As part of the recommendation, Staff generally requests that the City Council authorize the City Manager to execute such contracts or other legal documents if approved by the City Council. Otherwise, Staff needs to arrange a time for the Mayor to execute these contracts either in person or via the City's Docusign system.

Formally authorizing the City Manager to execute and sign contracts and other documents authorized or approved by the City Council will eliminate the need for the City Council to grant this authorization on every agenda item and will create efficiencies in the

process. A number of cities provide this authority to the City Manager. In this region, the cities of San Marino and Alhambra include as part of the City Manager's powers and duties authority to execute contracts and other documents on behalf of the city.

Analysis
The ordinance, which was introduced at the August 16, 2023, City Council meeting, grants authority to the City Manager to execute contracts, conveyances, and other legal instruments, including but not limited to real estate documents and settlement agreements, on behalf of the City when such documents are authorized or approved by the City Council. This delegation of authority is permitted pursuant to Government Code Section 40602.

Public Notification
Pursuant to Government Code Section 36933, an ordinance adopted by the City Council is required to be published in its entirety in a newspaper of general circulation published and circulated in the City. An alternative to publishing the full ordinance is to publish a summary of the proposed ordinance and post a certified copy of the proposed ordinance in the City Clerk's Office at least 5 days prior to the City Council meeting at which the ordinance is to be adopted. Accordingly, a summary of the Ordinance was published in the South Pasadena Review on September 15, 2023, as well as posted in the City Clerk's Office. Once the Ordinance is adopted, another summary of the Ordinance is published with the names of the Councilmembers voting for and against the Ordinance.

Fiscal Impact
There is no fiscal impact if the City Council adopts the proposed ordinance.

Attachment: Ordinance

ATTACHMENT
Ordinance

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CITY OF SOUTH PASADENA
ORDINANCE NO._____

AN ORDINANCE OF THE CITY OF SOUTH PASADENA GRANTING AUTHORITY TO THE CITY MANAGER TO EXECUTE CERTAIN CONTRACTS AND OTHER LEGAL INSTRUMENTS AND AMENDING SECTION 2.18-6 OF THE SOUTH PASADENA MUNICIPAL CODE

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

SECTION 1. Findings and Purpose.

A. California Government Code Sections 40602(b) and (c) provide that the mayor of a city shall sign all written contracts and conveyances made or entered into by the city and all instruments requiring the city seal.

B. California Government Code Section 40602 further provides, however, that the legislative body of a city may provide, by ordinance, that contracts and conveyances and all instruments requiring the city seal be signed by an officer other than the mayor.

C. Pursuant to California Government Code Section 40602, this Ordinance amends the South Pasadena Municipal Code to grant such authority to the City Manager of the City of South Pasadena.

SECTION 2. Section 2.18-6 (Powers and Duties) of Article III (City Manager) of Chapter 2 (Administration) of the South Pasadena Municipal Code is hereby amended to add a new subsection "m" entitled "Execution of Contracts and Other Legal Instruments" to read as follows:

> "(m) EXECUTION OF CONTRACTS AND OTHER LEGAL INSTRUMENTS. The City Manager is authorized to execute all contracts and conveyances and any other legal instruments whether requiring the city seal or not, including but not limited to real estate instruments and legal settlement agreements, on behalf of the City whenever such contract or conveyance or other legal instrument has been authorized or approved by the City Council by ordinance, resolution, motion, minute order, contract, or other appropriate City Council action."

SECTION 3. Subsection 1 entitled "Additional Duties" of Section 2.18-6 (Powers and Duties) of Article III (City Manager) of Chapter 2 (Administration) of the South Pasadena Municipal Code is hereby re-lettered as subsection "L" in lowercase.

SECTION 4. The City Council declares that should any provision, section, paragraph, sentence, or word of this Ordinance be rendered or declared invalid by any final court action in a court of competent jurisdiction, or by reason of any preemptive

legislation, the remaining provisions, sections, paragraphs, sentences and words of this Ordinance shall remain in full force and effect.

SECTION 5. The City Clerk shall certify to the passage of this Ordinance and shall cause the same to be published in the manner prescribed by law, and this Ordinance shall become effective 30 days following its adoption.

PASSED, APPROVED AND ADOPTED ON this 27th day of September, 2023.

Jon Primuth, Mayor

ATTEST:

Mark Perez, Deputy City Clerk

APPROVED AS TO FORM:

Roxanne Diaz, City Attorney

City Council Agenda Report

ITEM NO. 11

DATE: September 27, 2023

FROM: Arminé Chaparyan, City Manager AC

PREPARED BY: Sheila Pautsch, Community Services Director
Lucy Hakobian, Deputy Community Services Director

SUBJECT: **Consideration of Approval of the Memorial Bench Donation Requests and Approval of the Appropriation of Donated Funds to the Community Services Budget**

Recommendation

It is recommended that the City Council consider:

1. Approval of a memorial bench donation of $2,573.23 from Nancy Shires;
2. Approval of a memorial bench donation of $1,481.13 from Kerri Maines; and
3. Approval of an appropriation of $4,054.36 to Account No. 101-8030-8031-8020

Executive Summary

The Community Services Department (Department) receives requests from community members to honor and remember their loved ones through donations of memorial benches (benches) at city parks.

Background and Analysis

There are various benches throughout city parks that are donated by individuals or organizations. These benches provide seating for visitors and enhances our existing amenities. The benches are accompanied by a plaque to commemorate loved ones based on bench type. Installation is completed by Public Works staff.

The request from Nancy Shires is for her family members who used to be scout leaders. The location of the bench will be near Garfield Park Youth House. The bench would be accompanied by a granite plaque.

6' Thermoplastic Backless Bench	$2,312.65
6"x4" Granite Plaque	$60.58
Installation Materials Fee	$200.00
Total	$2,573.23

The request from Kerri Maines is for her father who recently passed away who used to visit the dog park. The location of the bench will be in either the small or large dog park area. The bench will be engraved; therefore a separate plaque is not required.

6’ Biscuit Shaped Bench	$1,281.13
Installation Materials Fee	$200.00
Total	$1,481.13

Fiscal Impact
The total General Fund appropriation for the two benches is $4,054.36, which will be offset by the donations from the families who are requesting the benches.

Alternatives
The alternative would be to not approve this request.

Key Performance Indicators and Strategic Plan
This item is not part of the Community Services Department Key Performance Indicators identified in the Fiscal Year 2023-2024 Budget or the Adopted 2021-2026 Strategic Plan.

City Council Agenda Report

ITEM NO. 12

DATE: September 27, 2023

FROM: Arminé Chaparyan, City Manager

PREPARED BY: H. Ted Gerber, Director of Public Works

SUBJECT: **Consideration of Approval of a Memorandum of Understanding with the San Gabriel Valley Council of Governments for the 626 Golden Streets ArroyoFest 2023 Event**

Recommendation

It is recommended that the City Council consider approval of a Memorandum of Understanding (MOU) between with the San Gabriel Valley Council of Governments (SGVCOG) and the City of South Pasadena for the 626 Golden Streets ArroyoFest 2023 Event.

Executive Summary

The SGVCOG and the City desire to work jointly and collaboratively to share monetary, staffing, and other resources in planning and hosting the 2023 ArroyoFest as described in the MOU.

Background

On December 2, 2021, the Los Angeles County Metropolitan Transportation Authority (LACMTA) Board approved the Open Streets Grant Program Cycle Four; providing funds for one-day events that close the streets to automotive traffic and open them to people to walk or bike. Further, the LACMTA Board approved the SGVCOG to serve as the pass-through agency of the fund on behalf of its member cities. The SGVCOG was successful in securing $496,000 in Proposition C funds during Cycle Four from the LACMTA county-wide “Open Streets Event” program to host the 626 Golden Streets ArroyoFest open streets event, including outreach, pre-event planning, and day of event staging costs.

Analysis

On Sunday, October 29, 2023 from 7:00 am to 11:00 am, SGVCOG, South Pasadena, and neighboring Cities will host this 7-mile contiguous open street event on the Arroyo Seco Parkway, and in South Pasadena along Orange Grove Avenue and Mission Street. The Mission Street section will be open until 2:00 pm. ArroyoFest is a free, family-friendly event that temporarily opens streets for people of all ages and backgrounds to enjoy in a healthy, fun, and novel fashion. Activity zones along Mission Street will host music/performances, family-friendly games and activities, kids play zones, vendors, zero-emission demo zones, and more. The event also includes “Run the 110”, a 10K fun run starting at 7:00 am on Mission Street at Orange Grove Avenue, continuing north on the

SR-110, turning south in Pasadena towards Dodger Stadium and Downtown Los Angeles, finishing at Avenue 26 adjacent to Metro Lincoln Heights Station. Along Mission Street, participants are encouraged to enjoy the day by foot, bike, skate, skateboard, scooter, rollerblades, roller skates, tricycles, or any other type of human-powered vehicle.

Fiscal Impact
The event programming requires a 25% ($124,000) in-kind or local fund match of the total cost of the event ($496,000) for the SGVCOG. The City's portion of this match amount is $19,000, which will be contributed through City staff time. In addition, the SGVCOG has apportioned an additional $20,000 for any other direct expenses incurred by the City. The City is expected to submit one invoice to the SGVCOG in an amount not to exceed these amounts, with supporting documentation evidencing those eligible expenses the City incurred and are eligible for reimbursement. At the same time the above invoice is submitted, the City will submit supporting documentation evidencing the City provided eligible in-kind services satisfying the in-kind match requirement of $19,000. In kind staff expenditures will be identified from the wages and benefits accounts within the General Fund and the Gas Tax Fund, under the following departments.

- Police (101-4010-4011-70xx-000), $5,000
- Fire (101-5010-5011-70xx-000), $4,000
- Public Works, $10,000
    - Admin & Engineering (101-6010-6011-70xx-000
    - Facilities & Maintenance (101-6010-6601-70xx-000)
    - Street Maintenance (230-6010-6116-70xx-000)

Key Performance Indicators (KPIs) and Strategic Plan
This item is not associated with a Key Performance Indicator.

Commission Review and Recommendation
This item was not reviewed by a Commission.

Attachment: MOU between the SGV COG and the City of South Pasadena

ATTACHMENT

Memorandum of Understanding (MOU) between the San Gabriel Valley Council of Governments and the City of South Pasadena to share resources and to plan and host the 626 Golden Streets ArroyoFest 2023 Event

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MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS AND THE CITY OF SOUTH PASADENA TO SHARE RESOURCES AND TO PLAN AND HOST THE 626 GOLDEN STREETS ARROYOFEST 2023 EVENT

This Memorandum of Understanding ("MOU") is dated for identification purposes as of September 14, 2023 by and between the City of South Pasadena, a municipal corporation (referred to herein individually as a "City"), and the San Gabriel Valley Council of Governments, a California joint powers authority ("SGVCOG"). City and SGVCOG may be referred to herein collectively as the "Parties" or individually as a "Party."

RECITALS:

A. On December 2, 2021, the Los Angeles County Metropolitan Transportation Authority (LACMTA) Board approved the Open Streets Grant Program Cycle Four providing Los Angeles County Proposition C 25% ("Proposition C") Funds for one-day events that close the streets to automotive traffic and open them to people to walk or bike ("Open Street Event"). Further, the LACMTA Board approved the SGVCOG to serve as the pass-through agency of the Proposition C Funds with its member cities.

B. The SGVCOG was successful in securing $496,000 in Proposition C funds (the "Grant") during Cycle Four from the LACMTA county-wide "Open Streets Event" program to host the 626 Golden Streets ArroyoFest Event (the "Event"), including outreach, pre-event planning, and day of event staging costs.

C. The Event programming requires a 25% ($124,000) in-kind or local fund match of the total cost of the event ("Local Fund Match").

D. The SGVCOG and the City have partnered together to host the Event as a 7-mile contiguous open street event on Sunday, October 29, 2023 in the City and on the Arroyo Seco Parkway.

E. The SGVCOG and the City desire to work jointly and collaboratively to share monetary, staffing, and other resources in planning and hosting the Event as set forth in this MOU, and desire to formalize their relationship through the creation of the "ArroyoFest Working Group" to coordinate their activities and in furtherance thereof agree as follows:

I. RECITALS

The above Recitals are true and correct and are made a substantive part of this MOU as if set forth in full.

II. TERM:

The term of this MOU shall commence on the date executed by all Parties and shall continue through the completion of all work contemplated under this MOU. The term of this MOU may be amended or extended by mutual written agreement of the Parties.

III. RESPONSIBILITIES OF THE PARTIES:

A. SGVCOG Responsibilities:

1. Designate a point-of-contact with name, title, and contact information who will serve as the SGVCOG's representative throughout the development of the Event. If the point-of-contact is reassigned or no longer with the SGVCOG, a new point-of-contact will be designated within fourteen (14) calendar days.
2. Provide contract coordination for Cities.
3. Fund and Contract with ActiveSGV to provide pre-planning, communication, permitting, implementation and volunteer coordination for the Event.
4. Fund and Contract with a traffic control implementation plan service provider to facilitate completion of the traffic control plan for the Event, including the portion held within the City.
5. Coordinate invoicing and backup documentation to ensure Proposition C grant compliance.
6. Coordinate with the City and their consultant(s) as necessary throughout the development and implementation of the Event.
7. Timely respond to all communications from the City and their consultant(s) as they relate to the Event and attend meetings when needed.
8. Review and provide comments on draft communications and documents related to the Event.
9. Upon 30 days of receipt and approval of an invoice submitted by a City, reimburse the City for eligible costs in an amount not to exceed the City Allocation of $20,000 as outlined in Exhibit A.

B. Cities Responsibilities:

1. The City shall designate a point-of-contact with name, title, and contact information who will serve as the City's representative throughout the development of the Event. If the point-of-contact is reassigned or no longer with the City, a new point-of-contact will be designated within fourteen (14) calendar days.
2. The City will be responsible for public safety along the Event route - as identified in Exhibit B - in the City's jurisdiction including, without limitation, the provision of police, security, fire protection and emergency services. It is understood that SGVCOG will not bear any responsibility for ensuring that the Event is held in a safe manner.
3. Assist with sending out event information via City communication channels.
4. Coordinate with the SGVCOG and its consultant(s) as necessary throughout the development and implementation of the Event.
5. Timely respond to all communications and data requests from the SGVCOG and its consultant(s) that relate to the Event and attend meetings when needed.
6. Submit one invoice to the SGVCOG in an amount not to exceed the City's Funding Amounts as described in Exhibit A, with supporting documentation evidencing those eligible expenses the City incurred and are eligible for reimbursement.
7. At the same time the above invoice is submitted, submit supporting documentation evidencing the City provided eligible in-kind services satisfying the In-Kind Match Requirement of $19,000 as described in Exhibit A. This will constitute the City's

portion of the Local Fund Match for the Event.

IV. PROJECT MANAGEMENT:

A. Project Managers.

1. For the purposes of this MOU, SGVCOG designates the following individual as its Project Manager: Sam Pedersen, Management Analyst, whose contact information is set forth below.
2. For the purposes of this MOU, the City of South Pasadena designates the following individual as its representative: Ted Gerber, Public Works Director, whose contact information is set forth below.

Any of the Parties may change the designations set forth herein upon written notice to the other Parties.

V. DEFAULT; REMEDIES:

A. Default. A "Default" under this MOU is defined as any one or more of the following: (i) failure of any Party to comply with the terms and conditions contained in this MOU; and/or (ii) failure of any Party to perform its obligations set forth herein satisfactorily or make sufficient progress towards completion of the Event.

B. Remedies. In the event of a Default by any Party, the non-defaulting Party(ies) will provide a written notice of such Default to the defaulting Party. The defaulting Party shall have thirty (30) days from the date such written notice was mailed in accordance with this MOU to cure the Default to the reasonable satisfaction of the non-defaulting Party(ies). In the event the Default is of a nature that it cannot be cured within 30 days, the defaulting Party shall commit to and commence the cure within such 30-day period and act promptly to cure the Default to the reasonable satisfaction of the non-defaulting Party(ies), but in no event more than 60 days from the mailing of the notice of Default. If the defaulting Party fails to cure within 30 days of the Default notice or in the event the Default is not curable within 30 days to commit to and commence the cure of such Default within no more than 60 days, the non-defaulting Party(ies) may terminate this MOU as to the defaulting Party. Such termination shall be effective immediately upon the mailing of written notice by the non-defaulting Party(ies) to the defaulting Party in accordance with this MOU. The remedies described herein are non-exclusive. In the event of a Default by any Party, the non-defaulting Party(ies) shall have the right to seek any and all remedies available at law or in equity.

VI. INDEMNIFICATION:

A. The City agrees to defend, indemnify, and hold harmless the SGVCOG, its elected and appointed boards, officials, officers, agents, employees, members, and

volunteers (collectively the "Indemnitees") at City's sole expense, from and against any and all claims, actions, suits, or other legal proceedings brought against the Indemnitees arising out of or relating to the acts or omissions of the City in connection with this MOU.

B. SGVCOG agrees to defend, indemnify, and hold harmless the City, its elected officials, officers, agents, employees, and volunteers, at SGVCOG's sole expense, from and against any and all claims, actions, suits, or other legal proceedings brought against the City, their elected officials, officers, agents, employees, and volunteers arising out of or relating to the acts or omissions of SGVCOG in connection with this MOU.

C. To the extent allowed by State law, SGVCOG and City shall require that the consultant(s) they retain for the Event defend and indemnify both the City the SGVCOG and their elected officials, officers, agents, employees, and volunteers (collectively, the "Indemnitees") from and against any and all claims, actions, suits, or other legal proceedings (collectively, "Claims") brought against either the City or the SGVCOG arising out of or relating to the acts or omissions of the consultant(s) in connection with the Event and add such Indemnitees as additional insureds on any general or automotive liability insurance policies required by any City of SGVCOG. Neither the City nor SGVCOG shall be liable to each other or any of their respective Indemnitees by way of agency or any other theory of liability for any such Claims.

VII. INSURANCE:

The City and SGVCOG shall maintain and keep in full force and effect during the term of this MOU insurance or a program of self-insurance against claims for injuries to persons or damages to property which may arise in connection with the City or SGVCOG's performance of its obligations hereunder.

VIII. OTHER TERMS AND CONDITIONS:

A. Notices. All notices required or permitted to be given under this MOU shall be in writing and shall be personally delivered, or sent by electronic mail or certified mail, postage prepaid and return receipt requested, addressed as follows:

To SGVCOG: Sam Pedersen
Management Analyst
1333 S. Mayflower Avenue, Suite 360
Monrovia, CA 91016
(626) 457-1800
spedersen@sgvcog.org

with a copy to: Marisa Creter
Executive Director
1333 S. Mayflower Avenue, Suite 360

Monrovia, CA 91016
(626) 457-1800
mcreter@sgvcog.org

To South Pasadena: Ted Gerber
Public Works Director
1414 Mission Street
South Pasadena, CA 91030
(626) 403-7240
tgerber@southpasadenaca.gov

with a copy to: Arminé Chaparyan
City Manager
1414 Mission Street
South Pasadena, CA 91030
(626) 403-7210
achaparyan@southpasadenaca.gov

B. No Partnership. This MOU is not intended to be, and shall not be construed as, an agreement to form a partnership, agency relationship, or a joint venture between the Parties. Except as otherwise specifically provided in the MOU, neither Party shall be authorized to act as an agent of or otherwise to represent the other Party.

C. Entire MOU. This MOU constitutes the entire understanding between the Parties with respect to the subject matter herein and supersedes any and all other prior writings and oral negotiations. This MOU may be modified only in writing and signed by the Parties in interest at the time of such modification.

D. Governing Law. This MOU shall be governed by and construed under California law and any applicable federal law without giving effect to that body of laws pertaining to conflict of laws. In the event of any legal action to enforce or interpret this MOU, the Parties hereto agree that the sole and exclusive venue shall be a court of competent jurisdiction located in Los Angeles County, California.

E. Excusable Delays. No Party shall be considered in default in the performance of its obligations hereunder to the extent that the performance of any such obligation is prevented or delayed by unforeseen causes including acts of God, floods, earthquakes, fires, acts of a public enemy, pandemic, epidemic, and government acts beyond the control and without fault or negligence of the affected Party. Each Party hereto shall give notice promptly to the others of the nature and extent of any such circumstances claimed to delay, hinder, or prevent performance of any obligations under this MOU.

F. Waiver. Waiver by any Party to this MOU of any term, condition, or covenant of this MOU shall not constitute a waiver of any other term, condition, or covenant. No waiver of any provision of this MOU shall be effective unless in writing and signed

by a duly authorized representative of the Party against whom enforcement of a waiver is sought.

G. Headings. The section headings contained in this MOU are for convenience and identification only and shall not be deemed to limit or define the contents to which they relate.

H. Assignment. No Party may assign its interest in this MOU, or any part thereof, without the prior written consent of the other Parties. Any assignment without consent shall be void and unenforceable.

I. Severability. If any provision of this MOU is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

J. Authority to Execute. The person executing this MOU on behalf of a Party warrants that they are duly authorized to execute this MOU on behalf of said Party, and that by doing so said Party is formally bound to the provisions of this MOU.

K. Counterparts. This MOU may be executed in multiple counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument.

L. Electronic Signatures. This MOU may be executed with electronic signatures in accordance with Government Code Section 16.5. Such electronic signatures will be treated in all respects as having the same effect as an original signature.

IN WITNESS WHEREOF, the Parties hereto have caused this MOU to be executed and to be effective on the date it has been fully executed by the Parties as set forth below.

FOR THE CITY OF SOUTH PASADENA:

By:_____
Arminé Chaparyan
City Manager

Date:_____

Approved as to form:

By: _____
Roxanne Diaz
City Attorney

Attest:
By:_____
Mark Perez
Deputy City Clerk

Date:_____

FOR THE SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS:

By: _____
Marisa Creter
Executive Director
Date:_____

Approved as to form:

By: _____
David DeBerry
General Counsel

Exhibit A:

Grant Funding and In-Kind Match by City

	Funding Amounts	In-Kind Match Requirement
South Pasadena	$20,000.00	$19,000.00

Exhibit B

The Route Map



City Council Agenda Report

ITEM NO. 13

DATE: September 27, 2023

FROM: Arminé Chaparyan, City Manager

PREPARED BY: Angelica Frausto-Lupo, Community Development Director

SUBJECT: **Consideration of Approval of Fund Allocation and Appropriation to Complete the Environmental Review Documents for the 2021-2029 Housing Element and General Plan/Downtown Specific Plan in the amount of $78,606**

Recommendation
It is recommended that the City Council allocate and appropriate $78,606.10 from General Fund Account Number 101-0000-0000-3200-000 to the Community Development Department Professional Services Account Number 101-7010-7011-8170-000.

Executive Summary
The City entered into a Professional Services Agreement (PSA) with Psomas for a Program Environmental Impact Report in 2019 for the General Plan (Land Use Element) Update and Downtown Specific Plan (GP/DTSP). In April 2023, the City entered into a fourth contract amendment with Psomas; however, the funds were not included in the Fiscal Year 2023-2024 budget. For this reason, funds must be appropriated from the General Fund to the Community Development Department Professional Services Account.

Background
A contract amendment was approved by the City Council in April 2023, however, the funds were not included in the Fiscal Year 2023-2024 (FY 2024) Budget. During the spring budget season, the Finance Department informed City staff that the City's FY 2024 Budget would follow a "zero based budget." As such, if an item is not budgeted, it requires going back to City Council for the appropriation.

Analysis
Psomas has been the City's consultant on the PEIR since 2019. Psomas has diligently worked toward ensuring the PEIR and Housing Element Environmental Analysis are completed within the tight timeline of the Court Order. This item is a budget clean up item. Staff is not requesting additional funds than what the City Council has already approved in the contract amendment from April 2023 and instead is requesting to appropriate the remaining balance in the contract, $78,606.10 in order to pay recent invoices incurred this fiscal year (2024).

Fiscal Impact
The recommendation requests an allocation and appropriation of $78,606.10 from the General Fund, Account Number 101-0000-0000-3200-000 to fund the Community Development Department Professional Services appropriations in Account Number 101-7010-7011-8170-000 for the Psomas contract.

Key Performance Indicators and Strategic Plan
The Program Environmental Impact Report is a critical component of the City's General Plan Update including the Housing Element, Downtown Specific Plan, Housing is foundational to the implementation of most of the City's 2021-2026 Strategic Plan goals: 2) Economic Development, 3) Public Safety, 4) Infrastructure, and 5) Housing.

Commission Review and Recommendation
This matter was not reviewed by a commission or board.

Attachments:
1. Psomas PSA with Amendments 1-4

ATTACHMENT

Psomas PSA and Amendments 1-4

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PROFESSIONAL SERVICES AGREEMENT
FOR CONSULTANT SERVICES
(City of South Pasadena / *Psomas*)

1. IDENTIFICATION

This PROFESSIONAL SERVICES AGREEMENT ("Agreement") is entered into by and between the City of South Pasadena, a California municipal corporation ("City"), and Psomas ("Consultant").

2. RECITALS

2.1. City has determined that it requires the following professional services from a consultant: Provide an updated administrative draft and final draft of the General Plan and Downtown Specific Plan Program Environmental Impact Report, as more particularly described in the Scope of Work attached and incorporated by reference as Exhibit A.

2.2. Consultant represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees. Consultant further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.

2.3. Consultant represents that it has no known relationships with third parties, City Council members, or employees of City which would (1) present a conflict of interest with the rendering of services under this Agreement under Government Code Section 1090, the Political Reform Act (Government Code Section 81000 *et seq.*), or other applicable law, (2) prevent Consultant from performing the terms of this Agreement, or (3) present a significant opportunity for the disclosure of confidential information.

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

3. DEFINITIONS

3.1. "Scope of Services": Such professional services as are set forth in Consultant's January 10, 2019, proposal to City attached hereto as Exhibit A and incorporated herein by this reference.

3.2. "Agreement Administrator": The Agreement Administrator for this project is David Bergman, Planning and Building Director. The Agreement Administrator shall be the principal point of contact at the City for this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and any interim

milestones. City reserves the right to change this designation upon written notice to Consultant

3.3. "Approved Fee Schedule": Consultant's compensation rates are set forth in the fee schedule attached hereto as Exhibit B and incorporated herein by this reference. This fee schedule shall remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties.

3.4. "Maximum Amount": The highest total compensation and costs payable to Consultant by City under this Agreement. The Maximum Amount under this Agreement is Ninety Eight Thousand Four Hundred Eighty Dollars ($98,480.00).

3.5. "Commencement Date": April 17, 2019.

3.6. "Termination Date": December 31, 2019

4. TERM

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

5. CONSULTANT'S DUTIES

5.1. **Services.** Consultant shall perform the services identified in the Scope of Services. City shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement.

5.2. **Coordination with City.** In performing services under this Agreement, Consultant shall coordinate all contact with City through its Agreement Administrator.

5.3. **Budgetary Notification.** Consultant shall notify the Agreement Administrator, in writing, when fees and expenses incurred under this Agreement have reached eighty percent (80%) of the Maximum Amount. Consultant shall concurrently inform the Agreement Administrator, in writing, of Consultant's estimate of total expenditures required to complete its current assignments before proceeding, when the remaining work on such assignments would exceed the Maximum Amount.

5.4. **Business License.** Consultant shall obtain and maintain in force a City business license for the duration of this Agreement.

5.5. **Professional Standards.** Consultant shall perform all work to the standards of Consultant's profession and in a manner reasonably satisfactory to City. Consultant shall keep itself fully informed of and in compliance with all local, state, and federal laws, rules, and regulations in any manner affecting the performance of this Agreement, including all Cal/OSHA requirements, the conflict of interest provisions of Government Code § 1090 and the Political Reform Act (Government Code § 81000 et seq.).

5.6. **Avoid Conflicts.** During the term of this Agreement, Consultant shall not perform any work for another person or entity for whom Consultant was not working at the Commencement Date if such work would present a conflict interfering with performance under this Agreement. However, City may consent in writing to Consultant's performance of such work.

5.7. **Appropriate Personnel.** Consultant has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. Jillian Neary, Project Manager, shall be Consultant's project administrator and shall have direct responsibility for management of Consultant's performance under this Agreement. No change shall be made in Consultant's Project Manager without City's prior written consent.

5.8. **Substitution of Personnel.** Any persons named in the proposal or Scope of Services constitutes a promise to the City that those persons will perform and coordinate their respective services under this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of City. If City and Consultant cannot agree as to the substitution of key personnel, City may terminate this Agreement.

5.9. **Permits and Approvals.** Consultant shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary for Consultant's performance of this Agreement.

5.10. **Notification of Organizational Changes.** Consultant shall notify the Agreement Administrator, in writing, of any change in name, ownership or control of Consultant's firm or of any subcontractor. Change of ownership or control of Consultant's firm may require an amendment to this Agreement.

5.11. **Records.** Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to Consultant under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of City. In addition, pursuant to

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

6. SUBCONTRACTING

6.1. **General Prohibition.** This Agreement covers professional services of a specific and unique nature. Except as otherwise provided herein, Consultant shall not assign or transfer its interest in this Agreement or subcontract any services to be performed without amending this Agreement.

6.2. **Consultant Responsible.** Consultant shall be responsible to City for all services to be performed under this Agreement.

6.3. **Identification in Fee Schedule.** All subcontractors shall be specifically listed and their billing rates identified in the Approved Fee Schedule, Exhibit B. Any changes must be approved by the Agreement Administrator in writing as an amendment to this Agreement.

6.4. **Compensation for Subcontractors.** City shall pay Consultant for work performed by its subcontractors, if any, only at Consultant's actual cost plus an approved mark-up as set forth in the Approved Fee Schedule, Exhibit B. Consultant shall be liable and accountable for any and all payments, compensation, and federal and state taxes to all subcontractors performing services under this Agreement. City shall not be liable for any payment, compensation, or federal and state taxes for any subcontractors.

7. COMPENSATION

7.1. **General.** City agrees to compensate Consultant for the services provided under this Agreement, and Consultant agrees to accept payment in accordance with the Fee Schedule in full satisfaction for such services. Compensation shall not exceed the Maximum Amount. Consultant shall not be reimbursed for any expenses unless provided for in this Agreement or authorized in writing by City in advance.

7.2. **Invoices.** Consultant shall submit to City an invoice, on a monthly basis or as otherwise agreed to by the Agreement Administrator, for services performed pursuant to this Agreement. Each invoice shall identify the Maximum Amount, the services rendered during the billing period, the amount due for the invoice, and the total amount previously invoiced. All labor charges shall be itemized by employee name and classification/position with the firm, the corresponding hourly rate, the hours worked, a description of each labor charge, and the total amount due for labor charges.

7.3. **Taxes.** City shall not withhold applicable taxes or other payroll deductions from payments made to Consultant except as otherwise required by law. Consultant shall be solely responsible for calculating, withholding, and paying all taxes.

7.4. **Disputes.** The parties agree to meet and confer at mutually agreeable times to resolve any disputed amounts contained in an invoice submitted by Consultant.

7.5. **Additional Work.** Consultant shall not be reimbursed for any expenses incurred for work performed outside the Scope of Services unless prior written approval is given by the City through a fully executed written amendment. Consultant shall not undertake any such work without prior written approval of the City.

7.6. **City Satisfaction as Precondition to Payment.** Notwithstanding any other terms of this Agreement, no payments shall be made to Consultant until City is satisfied that the services are satisfactory.

7.7. **Right to Withhold Payments.** If Consultant fails to provide a deposit or promptly satisfy an indemnity obligation described in Section 11, City shall have the right to withhold payments under this Agreement to offset that amount.

8. PREVAILING WAGES

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

9. OWNERSHIP OF WRITTEN PRODUCTS

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

10. RELATIONSHIP OF PARTIES

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

10.2. **No Agent Authority.** Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not represent that it is, or that any of its agents or employees are, in any manner employees of City.

10.3. **Independent Contractor Status.** Under no circumstances shall Consultant or its employees look to the City as an employer. Consultant shall not be entitled to any benefits. City makes no representation as to the effect of this independent contractor relationship on Consultant's previously earned California Public Employees Retirement System ("CalPERS") retirement benefits, if any, and Consultant specifically assumes the responsibility for making such a determination. Consultant shall be responsible for all reports and obligations including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation, and other applicable federal and state taxes.

10.4. **Indemnification of CalPERS Determination.** In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

11. INDEMNIFICATION

11.1 **Definitions.** For purposes of this Section 11, "Consultant" shall include Consultant, its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Consultant or its subcontractors, in the performance of this Agreement. "City" shall include City, its officers, agents, employees and volunteers.

11.2 **Consultant to Indemnify City.** To the fullest extent permitted by law, Consultant shall indemnify, hold harmless, and defend City from and against any and all claims, losses, costs or expenses for any personal injury or property damage arising out of or in connection with Consultant's alleged negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Consultant or failure to comply with any provision in this Agreement. Such costs and expenses shall include reasonable attorneys' fees for counsel of City's choice, expert fees and all other costs and fees of litigation. Consultant shall not be entitled to any refund of attorneys' fees, defense costs or expenses in the event that it is adjudicated to have been non-negligent.

11.3 **Scope of Indemnity.** Personal injury shall include injury or damage due to death or injury to any person, whether physical, emotional, consequential or otherwise, Property damage shall include injury to any personal or real property. Consultant shall not be

required to indemnify City for such loss or damage as is caused by the sole active negligence or willful misconduct of the City.

11.4 **Waiver of Statutory Immunity.** The obligations of Consultant under this Section 11 are not limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to City.

11.5 **Indemnification by Subcontractors.** Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 11 from each and every subcontractor or any other person or entity involved in the performance of this Agreement on Consultant's behalf.

11.6 **Insurance Not a Substitute.** City does not waive any indemnity rights by accepting any insurance policy or certificate required pursuant to this Agreement. Consultant's indemnification obligations apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

12. INSURANCE

12.1. **Insurance Required.** Consultant shall maintain insurance as described in this section and shall require all of its subcontractors, consultants, and other agents to do the same. Approval of the insurance by the City shall not relieve or decrease any liability of Consultant Any requirement for insurance to be maintained after completion of the work shall survive this Agreement.

12.2. **Documentation of Insurance.** City will not execute this agreement until it has received a complete set of all required documentation of insurance coverage. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. Consultant shall file with City:

- Certificate of Insurance, indicating companies acceptable to City, with a Best's Rating of no less than A:VII showing. The Certificate of Insurance must include the following reference: General Plan and Downtown Specific Plan Revisions and Public Review and Hearings
- Documentation of Best's rating acceptable to the City.
- Original endorsements effecting coverage for all policies required by this Agreement.
- City reserves the right to obtain a full certified copy of any Insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of the right to exercise later.
- Coverage limits may be met with a combination of primary and excess policies.

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

- Professional Liability Insurance: $2,000,000 per occurrence, $4,000,000 aggregate

- General Liability:
  - General Aggregate: $4,000,000
  - Products Comp/Op Aggregate $4,000,000
  - Personal & Advertising Injury $2,000,000
  - Each Occurrence $2,000,000
  - Fire Damage (any one fire) $ 100,000
  - Medical Expense (any 1 person) $ 10,000

- Workers' Compensation:
  - Workers' Compensation Statutory Limits
  - EL Each Accident $1,000,000
  - EL Disease - Policy Limit $1,000,000
  - EL Disease - Each Employee $1,000,000

- Automobile Liability
  - Any vehicle, combined single limit $1,000,000

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

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

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

12.6. **Automobile Liability Insurance.** Covered vehicles shall include owned if any, non-owned, and hired automobiles and, trucks.

12.7. **Professional Liability Insurance or Errors & Omissions Coverage.** The deductible or self-insured retention may not exceed $50,000. If the insurance is on a Claims-Made basis, the retroactive date shall be no later than the commencement of the work.

Coverage shall be continued for two years after the completion of the work by one of the following: (1) renewal of the existing policy; (2) an extended reporting period endorsement; or (3) replacement insurance with a retroactive date no later than the commencement of the work under this Agreement.

12.8. **Claims-Made Policies.** If any of the required policies provide coverage on a claims-made basis the Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work. Claims-Made Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

12.9. **Additional Insured Endorsements.** The City, its City Council, Commissions, officers, and employees of South Pasadena must be endorsed as an additional insured for each policy required herein, other than Professional Errors and Omissions and Worker's Compensation, for liability arising out of ongoing and completed operations by or on behalf of the Consultant. Consultant's insurance policies shall be primary as respects any claims related to or as the result of the Consultant's work. Any insurance, pooled coverage or self-insurance maintained by the City, its elected or appointed officials, directors, officers, agents, employees, volunteers, or consultants shall be non-contributory. All endorsements shall be signed by a person authorized by the insurer to bind coverage on its behalf. General liability coverage can be provided using an endorsement to the Consultant's insurance at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37.

12.10. **Failure to Maintain Coverage.** In the event any policy is canceled prior to the completion of the project and the Consultant does not furnish a new certificate of insurance prior to cancellation, City has the right, but not the duty, to obtain the required insurance and deduct the premium(s) from any amounts due the Consultant under this Agreement. Failure of the Consultant to maintain the insurance required by this Agreement, or to comply with any of the requirements of this section, shall constitute a material breach of this Agreement.

12.11. **Notices.** Contractor shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. Consultant shall provide no less than 30 days' notice of any cancellation or material change to policies required by this Agreement. Consultant shall provide proof that cancelled or expired policies of insurance have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages. The name and address for Additional Insured

Endorsements, Certificates of Insurance and Notices of Cancellation is: City of South Pasadena, Attn: Planning and Building Department, South Pasadena, CA 95945.

12.12. **Consultant's Insurance Primary.** The insurance provided by Consultant, including all endorsements, shall be primary to any coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.

12.13. **Waiver of Subrogation.** Consultant hereby waives all rights of subrogation against the City. Consultant shall additionally waive such rights either by endorsement to each policy or provide proof of such waiver in the policy itself.

12.14. **Report of Claims to City.** Consultant shall report to the City, in addition to the Consultant's insurer, any and all insurance claims submitted to Consultant's insurer in connection with the services under this Agreement.

12.15. **Premium Payments and Deductibles.** Consultant must disclose all deductibles and self-insured retention amounts to the City. The City may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within retention amounts. Ultimately, City must approve all such amounts prior to execution of this Agreement.

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

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

13. MUTUAL COOPERATION

13.1. **City Cooperation in Performance.** City shall provide Consultant with all pertinent data, documents and other requested information as is reasonably available for the proper performance of Consultant's services under this Agreement.

13.2. **Consultant Cooperation in Defense of Claims.** If any claim or action is brought against City relating to Consultant's performance in connection with this Agreement. Consultant shall render any reasonable assistance that City may require in the defense of that claim or action.

14. NOTICES

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

If to City

Margaret Lin
City of South Pasadena
Planning and Building Department
1414 Mission Street
South Pasadena, CA 91030
Telephone: (626) 403-7240
Facsimile: (626) 403-7241

If to Consultant

Jillian Neary
225 South Lake Avenue, Suite 1000
Pasadena, CA 91101
Telephone: (626) 351-2000

With courtesy copy to:

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

15. SURVIVING COVENANTS

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

16. TERMINATION

16.1. **City Termination.** City may terminate this Agreement for any reason on five calendar days' written notice to Consultant. Consultant agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City data, documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.

16.2. **Consultant Termination.** Consultant may terminate this Agreement for a material breach of this Agreement upon 30 days' notice.

16.3. **Compensation Following Termination.** Upon termination, Consultant shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement. The City shall have the benefit of such work as may have been completed up to the time of such termination.

16.4. **Remedies.** City retains any and all available legal and equitable remedies for Consultant's breach of this Agreement.

17. INTERPRETATION OF AGREEMENT

17.1. **Governing Law.** This Agreement shall be governed and construed in accordance with the laws of the State of California.

17.2. **Integration of Exhibits.** All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Consultant with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed on by City and Consultant.

17.3. **Headings.** The headings and captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the language of the section or paragraph shall control and govern in the construction of this Agreement.

17.4. **Pronouns.** Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).

17.5. **Severability.** If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to the extent necessary to, cure such invalidity or unenforceability, and shall be enforceable in its amended form. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

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

18. GENERAL PROVISIONS

18.1. **Confidentiality.** All data, documents, discussion, or other information developed or received by Consultant for performance of this Agreement are deemed confidential and Consultant shall not disclose it without prior written consent by City. City shall grant such consent if disclosure is legally required. All City data shall be returned to City upon the termination or expiration of this Agreement.

18.2. **Conflicts of Interest.** Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Consultant further agrees to file, or shall cause its employees or subcontractor to file, a Statement of Economic Interest with the City's Filing Officer if required under state law in the performance of the services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer, or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

18.3. **Non-assignment.** Consultant shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Consultant.

18.4. **Binding on Successors.** This Agreement shall be binding on the successors and assigns of the parties.

18.5. **No Third-Party Beneficiaries.** Except as expressly stated herein, there is no intended third-party beneficiary of any right or obligation assumed by the parties.

18.6. **Time of the Essence.** Time is of the essence for each and every provision of this Agreement.

18.7. **Non-Discrimination.** Consultant shall not discriminate against any employee or applicant for employment because of race, sex (including pregnancy, childbirth, or related medical condition), creed, national origin, color, disability as defined by law, disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical condition (cancer-related), marital status, ancestry, or sexual orientation. Employment actions to which this provision applies shall include, but not be limited to, the

following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; or in terms, conditions or privileges of employment, and selection for training. Consultant agrees to post in conspicuous places, available to employees and applicants for employment, the provisions of this nondiscrimination clause.

18.8. **Waiver.** No provision, covenant, or condition of this Agreement shall be deemed to have been waived by City or Consultant unless in writing signed by one authorized to bind the party asserted to have consented to the waiver. The waiver by City or Consultant of any breach of any provision, covenant, or condition of this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other provision, covenant, or condition.

18.9. **Excused Failure to Perform.** Consultant shall not be liable for any failure to perform if Consultant presents acceptable evidence, in City's reasonable judgment, that such failure was due to causes beyond the control and without the fault or negligence of Consultant.

18.10. **Remedies Non-Exclusive.** Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance from the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any or all of such other rights, powers or remedies.

18.11. **Attorneys' Fees.** If legal action shall be necessary to enforce any term, covenant or condition contained in this Agreement, the prevailing party shall be entitled to an award of reasonable attorneys' fees and costs expended in the action.

18.12. **Venue.** The venue for any litigation shall be Los Angeles County, California and Consultant hereby consents to jurisdiction in Los Angeles County for purposes of resolving any dispute or enforcing any obligation arising under this Agreement.

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

"City"
City of South Pasadena

By: 4/17/19
Signature

Printed: Stephanie DeWolfe

Title: South Pasadena City Manager

Date:

"Consultant"
Psomas

By:
Signature

Printed: Jim Hunter

Title: Vice President, Environmental Planning

Date: 05/30/19

Attest:

By:
Evelyn G. Zneimer, City Clerk

Date: 4/17/19

Approved as to form:

By:
Teresa L. Highsmith, City Attorney

Date: 4/17/19

Exhibit A
Scope of Services

PSOMAS

Delivering the Natural and Built Environment

May 28, 2019

David Bergman
Interim Director of Planning and Building
City of South Pasadena
1414 Mission Street
South Pasadena, California 91030

VIA EMAIL
dbergman@southpasadenaca.gov

Subject: Proposal to Complete the California Environmental Quality Act Process for the South Pasadena General Plan and Downtown Specific Plan Update Project, City of South Pasadena, California

Dear Mr. Bergman,

Psomas is looking forward to working with the City on this important Project for the City of South Pasadena and helping to see it to fruition. Per our meeting of April 8, 2019, the following Scope of Work and Fee Estimate include all tasks needed to complete the California Environmental Quality Act (CEQA) process, starting with preparation of a Revised Administrative Draft Program Environmental Impact Report (PEIR) for the South Pasadena General Plan and Downtown Specific Plan (DTSP) Update Project (Project). Our proposed Scope of Work is provided in Attachment A; a Fee Estimate is provided in Attachment B; and subconsultant scopes of work are provided in Attachments C and D. All tasks are presented as a not-to-exceed budget to be billed on a time-and-materials basis.

Please feel free to contact Mr. Hunter or Ms. Neary if you have any questions regarding the contents of this Scope of Work, or should you require additional information.

Sincerely,
PSOMAS

Jim Hunter, ENV SP
Vice President, Environmental Planning

Jillian K. Neary
Project Manager

Attachments: A – Scope of Work
B – Fee Estimate
C – Nelson Nygaard Scope of Work
D – Urban Crossroads Scopes of Work

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225 South Lake Avenue
Suite 1000
Pasadena, CA 91101

Tel 626 351 2000
Fax 626 351 2030
www.Psomas.com

ATTACHMENT A
SCOPE OF WORK

SOUTH PASADENA GENERAL PLAN AND DOWNTOWN SPECIFIC PLAN UPDATE PROGRAM ENVIRONMENTAL IMPACT REPORT

May 28, 2019

Psomas has developed the following Scope of Work to prepare a PEIR for the proposed Project in accordance with CEQA and the State CEQA Guidelines, beginning with preparation of a Revised Administrative Draft PEIR, consistent with the previously authorized tasks for this Project, as a subconsultant to Rangwala Associates. The PEIR Scope of Work includes the following tasks:

Task 1	Draft Program Environmental Impact Report
Task 2	Final Program Environmental Impact Report
Task 3	Project Management and Meetings
Task 4	Climate Change Adaptation Policy Assistance

In addition to the above tasks, the Scope of Work includes a not-to-exceed task (i.e., Task 5, Contingency), for work efforts requested by the City that may exceed the anticipated level of effort in Tasks 1 through 4, including but not limited to, quantitative changes in the General Plan parameters, additional rounds of document review, and additional meeting attendance.

Assumptions

This Scope of Work includes the tasks required to provide a legally defensible CEQA document and to realize time and cost efficiencies, where feasible. The following assumptions are included as the basis of this Scope of Work and associated Fee Estimate:

- Psomas has prepared an Administrative Draft PEIR that was submitted to the City in July 2018.
- Psomas will begin preparing the Revised Administrative Draft PEIR upon receipt from City Staff of the revised administrative draft version (provided by Placeworks) of the General Plan, DTSP Update, related data such as breakdown in land use designations (i.e., Lot 111), and description of the No Project/Existing General Plan Alternative for analysis in the PEIR.
- Changes to revised administrative draft of the GP and DTSP Update will be based on City Council input; additional public outreach; review by the City Manager, Interim Planning Director, and other new staff, etc. and should be focused and minimal. It is assumed that the demographic parameters, boundaries, and development breakdown within focus areas will be unchanged from the previous administrative draft versions of the GP and DTSP Update. If upon receipt of the revised administrative draft GP and DTSP Update, and related data that will be provided by City staff, we feel the attached estimate does not accurately reflect the efforts, the City will be contacted immediately, prior to initiating our work.
- It is assumed that the revised administrative draft of the General Plan, DTSP Update, and any other documentation to be used as the basis of the PEIR, beginning with Task 1.1 below:
    - Will be in compliance with the General Plan requirements set forth by the Office of Planning and Research and will not require substantive review or comment by Psomas.
    - The revised administrative draft of the GP and DTSP Update prepared by Placeworks will be determined complete by City staff and provided to Psomas in both clean .PDF and

Word formats, and a redline compare Word file to facilitate understanding of text changes to be reflected in the PEIR.

- Will include all graphics available as clean .PDF or .JPEG files for ready use in PEIR production;

- Preparation of additional Administrative Drafts or other deliverables not explicitly included in Tasks 1 through 4, below, would necessitate a scope and budget augment.

TASK 1 DRAFT PROGRAM ENVIRONMENTAL IMPACT REPORT

Task 1.1 Revised Administrative Draft Program Environmental Impact Report

Upon receipt of the revised administrative draft of the GP and DTSP Update documents, and related data, Psomas will revise the Administrative Draft PEIR document accordingly. In addition to the revised administrative draft General Plan and DTSP Update, revised/updated documentation to be provided is anticipated to include:

- Distribution of land use designations (i.e., Lot 111);
- Description of adopted or planned routes to accommodate affordable housing/inclusionary zoning;
- Summary of policy and other revisions to the General Plan and DTSP documents, dated November 2017, based on City Council meetings and additional public outreach; and
- Details of the No Project/Existing General Plan buildout.

Nelson Nygaard, as a subconsultant to Psomas, will finalize pending revisions to the Traffic Impact Analysis (TIA), limited to: (1) description of how the ambient growth in traffic relates to the possible ambient land development without a General Plan Update (i.e., 89 dwelling units) and (2) prepare comparative trip generation and qualitative discussion for the No Project/Existing General Plan Buildout alternative. Nelson Nygaard's complete Scope of Work is provided in Attachment C.

A Revised Administrative Draft PEIR will be electronically submitted to the City for review and comment within five weeks following Psomas receipt of the revised administrative draft of the GP and DTSP Update and related documents. This will include a clean .PDF of the PEIR sections and all technical reports, and clean and redline Word files to facilitate review of the revised document.

Task 1.2 Approval Draft Environmental Impact Report and Public Review

Upon receipt of one set of compiled comments on the Revised Administrative Draft PEIR from the City, Psomas will revise the document accordingly. Two weeks following our receipt of the compiled comments, an Approval Draft of the PEIR will be electronically submitted to the City for final review to confirm that all comments have been appropriately incorporated based on prior coordination. This task assumes that any necessary revisions will be minimal and editorial in nature, and no new substantive revisions to the document will be required.

Psomas will be responsible for providing the City with a camera-ready, electronic copy of the Draft PEIR and for preparing the Notice of Availability (NOA) and the Notice of Completion (NOC). These items will be provided to the City for reproduction and for distribution to the mailing list (assumed to be the same as the NOP mailing list, with the addition of attendees of the Scoping Meeting, commenters on the NOP, and any other persons having requested notice of the Draft PEIR) for the public review period of at least 45 days.

TASK 2 FINAL PROGRAM ENVIRONMENTAL IMPACT REPORT

Task 2.1 Draft Response to Comments and Mitigation Monitoring and Reporting Program

Upon completion of the public review period for the Draft PEIR, Psomas will review all written comments received on the Draft EIR and will organize the comments and coordinate with the City on the approach to preparing responses to comments. Psomas will prepare the draft Response to Comments and Mitigation Monitoring and Reporting Program (MMRP) document. If necessary, a Clarifications/Errata section will be included to list the changes to the Draft PEIR in response to the comments received.

In compliance with Section 21081.6 of the *California Public Resources Code*, Psomas will prepare an MMRP as part of the Response to Comments document, which will ensure compliance with adopted mitigation requirements during Project implementation. The MMRP will be prepared in a matrix format, provide the timing and entity responsible for each mitigation measure, and include the City department or individual responsible for verifying that the mitigation measure has been implemented.

For the purpose of estimating the work effort for responding to comments, a total of 60 hours of professional staff time has been assumed for this task. If extensive comments are received and it appears that additional effort will be necessary to prepare adequate responses, Psomas will notify the City for consideration of a budget augment. Four weeks following our receipt of all comment letters received on the Draft PEIR, Psomas will submit the draft Response to Comments and MMRP document electronically to the City for review and comment. This task schedule assumes no comments are received that require new technical studies or extensive coordination with the City or Counsel to resolve.

Task 2.2 Final Response to Comments and Mitigation Monitoring and Reporting Program

Two weeks following our receipt of compiled comments from the City, Psomas will revise the Response to Comments and MMRP accordingly, and the final document will be electronically submitted for City use during PEIR certification. A total of 16 hours of professional staff time has been assumed for this task. It is assumed that the City will mail out the responses to each agency that provided comments on the PEIR at least ten calendar days prior to any public hearings on the Project.

Task 2.3 Draft Findings of Fact and Statement of Overriding Considerations

Psomas will prepare written findings of fact for each significant effect identified in the PEIR, pursuant to Section 15091 of the State CEQA Guidelines and Section 21081 of CEQA. If the draft or final PEIR identifies any significant impacts that cannot be avoided, even with implementation of all reasonable and feasible mitigation measures, the City must adopt a Statement of Overriding Considerations prior to Project approval, pursuant to Section 15093 of the State CEQA Guidelines. This Scope of Work assumes the City will make a determination of the overriding condition(s) for each significant and unavoidable impact identified, for use in the draft document. For the purpose of estimating the work effort for preparation of findings, a total of 46 hours of professional staff time has been assumed for this task. Three weeks following our submittal of the final Response to Comments document and MMRP, Psomas will electronically submit the draft Findings of Fact and Statement of Overriding Considerations to the City for review and comment.

Task 2.4 Final Findings of Fact and Statement of Overriding Considerations

One week following our receipt of compiled comments from the City, Psomas will revise the Findings of Fact and Statement of Overriding Considerations accordingly, and the final document will be electronically submitted for City use during PEIR certification. A total of 16 hours of professional staff time has been assumed for this task.

TASK 3 PROJECT MANAGEMENT AND MEETINGS

Task 3.1 Project Management and Quality Control

Throughout the CEQA process, Psomas will maintain regular telephone/email communications and attend meetings with the City and other members of the Project Team, as requested, to discuss the status of the Project and/or to resolve issues as they arise. Psomas will be responsible for managing the CEQA process, ensuring compliance with the Scope of Work and schedule, coordinating with our subconsultant(s), and ensuring that Project information is disseminated in a timely manner.

As part of this task, we would coordinate and attend a Project kick-off meeting with City staff and Placeworks representatives. This meeting will address, among other topics, roles, responsibilities, communication protocols, outstanding data needs for all parties, and expected periods of performance for the various work efforts that will inform our schedule. Psomas will provide the City a schedule containing the PEIR delivery milestones within one week following the kick-off meeting. This task also includes internal administrative coordination and invoicing tasks. This Scope of Work includes a total of 38 hours of professional staff time for Project management activities.

Task 3.2 Attendance at Public Meetings/Hearings

This task includes attendance at public meetings and hearings before the City's Planning Commission and/or City Council. Staff will be available to attend meetings and/or hearings. This task assumes up to 20 hours of public meeting/hearing attendance is assumed for Ms. Neary. This Scope of Work also includes a contingency (Task 5) that can be used to fund attendance at additional meetings at the City's request. At this time the City anticipates Psomas' attendance at all public hearings related to adoption of the General Plan and DTSP Update and certification of the PEIR. Attendance at additional public hearings will be billed on a time and materials basis against the contingency budget (Task 5) based on Psomas' 2019 fee schedule, which has been submitted to City staff.

TASK 4 CLIMATE CHANGE ADAPTATION POLICY ASSISTANCE

This task includes a not-to-exceed budget for Senior Project Manager, Project Manager, and Environmental Planner/Air Quality Specialist professional labor hours to assist the City and/or Placeworks in developing climate change adaptation policies. This effort would involve research to more fully understand the City's climate change-related constraints (understood to be primarily drought/water supply and heat), review of the 2011 Hazard Mitigation Plan (HMP), and help draft actionable policies to be included in the updated HMP and as a basis for the City to subsequently prepare a Climate Action Plan. This task does not involve a vulnerability analysis pursuant to SB 379 or updates by Psomas to the City's HMP.

TASK 5 CONTINGENCY

Consistent with City request, this task includes a not-to-exceed budget for work efforts to be requested by the City that may exceed the anticipated level of effort in Tasks 1 through 4, including but not limited to, quantitative changes in the General Plan parameters; additional rounds of document review; and additional meeting attendance. Funds in this contingency task will not be used without prior written authorization from the City, including written understanding between the City and Psomas of the work product/activity and anticipated level of effort.

If the revised administrative draft General Plan and DTSP Update includes an increase in demographic parameters (i.e., dwelling units or square footage) or Project Description is substantively changed from

the Administrative Draft PEIR submitted in July 2018, this would necessitate the revision of several technical reports and quantitative analyses within the body of the PEIR.

Urban Crossroads, as a subconsultant to Psomas, would revise the air quality/greenhouse gas (GHG) emissions and noise technical reports; and Nelson\Nygaard would revise the TIA accordingly. The scope of work for these technical report updates are summarized below and provided in full in Attachments C and D to this Scope of Work. Psomas would revise all other technical analyses within the PEIR with the exception of the Water Supply Assessment (WSA). This Scope of Work assumes that the City Department of Public Works would coordinate with Stetson Engineers to update the WSA.

Air Quality/Greenhouse Gas Emissions Analysis Revision

Urban Crossroads, as a subconsultant to Psomas, will update the California Emissions Estimator Model (CalEEMod) air quality runs to reflect changes to the dwelling unit count or other quantitative changes; update the CalEEMod greenhouse gas runs to reflect the changes; update tables, text, and exhibits as needed; make minor report text revisions as provided by Psomas/City staff; and summarize the findings in a revised South Pasadena General Plan Update Technical Air Quality and Greenhouse Gas Analysis Report. Urban Crossroads' complete Scope of Work is provided in Attachment C.

Noise Analysis Revision

Urban Crossroads, as a subconsultant to Psomas, will update the off-site traffic noise analysis based on revised average daily traffic (ADT) volumes from the revised TIA based on the changed dwelling unit count or other quantitative change; recalculate the traffic noise level contour boundaries for off-site roadway segments under Existing and Horizon Year conditions based on the revised ADT volumes; update the on-site transportation noise analysis at the Project Growth Areas based on the revised traffic noise level contours under Horizon Year conditions; update Exhibits 8-A, 8-B, and 8-C based on the revised traffic noise level contour boundaries; make minor report text revisions as provided by Psomas/City staff; and summarize the findings in a revised South Pasadena General Plan Update Technical Noise Study. Urban Crossroads' complete Scope of Work is provided in Attachment C.

Traffic Impact Analysis Revision

Nelson\Nygaard will make an update to the travel demand model chapter of the TIA with updated calculations for project trip generation, project trip assignment, traffic modeling, and subsequent output tables and figures for affected scenarios. It is assumed that the updated land use mix will be provided in the format necessary to update the travel demand model in the manner previously submitted to Nelson\Nygaard.

Nelson\Nygaard will update written portions of the TIA to reflect changes to the analysis outputs. It is anticipated that no major changes to traffic impacts and mitigations will be made. Nelson\Nygaard will make one set of revisions from a single set of non-conflicting comments to the TIA. Nelson\Nygaard will also be available for follow-up discussions with City staff via phone calls, as budget permits.

ATTACHMENT B
FEE ESTIMATE

SOUTH PASADENA GENERAL PLAN AND
DOWNTOWN SPECIFIC PLAN UPDATE
PROGRAM ENVIRONMENTAL IMPACT REPORT

May 28, 2019

TASK	LABOR FEE	DIRECT COSTS[1]	TOTAL FEES
Task 1 – Draft Program Environmental Impact Report			
Task 1.1 – Revised Administrative Draft PEIR	$16,130.00	$5,830.00	$21,960.00
Task 1.2 – Approval Draft PEIR and Public Review	$7,100.00	$0.00	$7,100.00
Task 2 – Final Program Environmental Impact Report			
Task 2.1 – Draft Response to Comments and MMRP	$8,410.00	$0.00	$8,410.00
Task 2.2 – Final Response to Comments and MMRP	$2,840.00	$0.00	$2,840.00
Task 2.3 – Draft Findings of Fact and Statement of Overriding Considerations	$6,600.00	$0.00	$6,600.00
Task 2.4 – Final Findings of Fact and Statement of Overriding Considerations	$2,630.00	$0.00	$2,630.00
Task 3 – Project Management and Meetings			
Task 3.1 – Project Management and Quality Control	$5,540.00	$0.00	$5,540.00
Task 3.2 – Attendance at Public Meetings/Hearings	$2,700.00	$0.00	$2,700.00
Task 4 – Climate Change Adaptation Policy Assistance	$4,180.00	$ 0.00	$4,180.00
Subtotal PEIR Fees	$56,130.00	$5,830.00	$61,960.00
Task 5 – Contingency	$8,030.00	$28,490.00	$36,520.00
TOTAL FEE ESTIMATE	*$64,160.00*	*$34,320.00*	*$98,480.00*

[1] Direct costs fees include subconsultant fees, with 10% markup

ATTACHMENT C

NELSON NYGAARD SCOPE OF WORK

Both tasks would be billed on a time and materials basis with not-to-exceed amounts. DRAFT scope is below:

- Task 1: TIA Support
  - Nelson\Nygaard will be available for requested revisions to the Traffic Impact Analysis (TIA) portion of the EIR as the document proceeds through necessary agency approvals beyond the Screencheck #1 Draft.
  - This task may consist of including additional text in the TIA references a "lower density" land use plan, in which Nelson\Nygaard will conduct a trip generation calculation for an alternative land use program in order to compare to the General Plan's land use program trip generation in the TIA.
  - No additional steps in the travel demand model will be conducted beyond trip generation, such as trip distribution, assignment, or traffic modeling.
- Task 2: Update to Travel Demand Model and TIA
  - <u>This task would not become active unless direction is given to Nelson\Nygaard to begin work by Psomas</u>
  - The City of South Pasadena may desire a land use program with higher densities than the one in the already submitted Screencheck Draft EIR and accompanying Traffic Impact Analysis (TIA).
    - Nelson\Nygaard will make an update to the travel demand model chapter of the TIA with updated calculations for project trip generation, project trip assignment, traffic modeling, and subsequent output tables and figures for affected scenarios. It is assumed that the updated land use mix will be provided in the format necessary to update the travel demand model in the manner previously submitted to Nelson\Nygaard.
    - Nelson\Nygaard will update written portions of the report to reflect changes to the analysis outputs. It is anticipated that no major changes to traffic impacts and mitigations will be made. Nelson\Nygaard will make one set of revisions to a single set of non-conflicting comments to the TIA. The team will also be available for follow-up discussions with City staff via phone calls, as budget permits.
  - In the event that the land use mix is altered substantially enough in either intensity or location beyond the already modeled sub-areas, efforts to update the travel demand model may be higher than the not-to-exceed amount in this task. Renegotiation may be required to complete this task, and will be discussed at the onset of beginning work when more detail is known about the amount of changes requested.

		Nelson\Nygaard Labor Costs				
		Michael Riebe	Jason Nguyen	Briana Weisgerber		
		Senior Associate Engineer 2	Associate 2	Associate Engineer 1	NN Labor	
	Total Billing Rate	$160.00	$130.00	$115.00	Hours	Cost
Task	Description					
1	TIA Support (incl. project management)	16	8	12	36	$5,200
2	CONTINGENCY - Update to Travel Demand Model and TIA	20	40	40	100	$13,400
	TOTAL HOURS	36	48	52	136	
	TOTAL LABOR COST	$5,480	$6,240	$5,980		$18,700

ATTACHMENT D

URBAN CROSSROADS SCOPES OF WORK

URBAN CROSSROADS

260 E. Baker St. | Suite 200 | Costa Mesa, CA 92626 | (949) 660-1994
urbanxroads.com

WORK AUTHORIZATION

April 10, 2019

Ms. Jillian K. Neary
Psomas
225 South Lake Avenue, Suite 1000
Pasadena, CA 91101

SUBJECT: SOUTH PASADENA GENERAL PLAN UPDATE TECHNICAL AIR QUALITY AND GREENHOUSE GAS ANALYSIS CONTRACT AMENDMENT #1

Dear Ms. Jillian K. Neary:

Urban Crossroads, Inc. is pleased to submit this work authorization to Psomas ("Client") to update the Technical Air Quality and Greenhouse Gas Analysis for the South Pasadena General Plan Update ("Project"), which is located in the City of South Pasadena.

SCOPE OF WORK

The following scope of work and represent the services necessary to update the Technical Air Quality and Greenhouse Gas Analysis:

1. Update the CalEEMod air quality runs to reflect changes to the dwelling unit count.
2. Update the CalEEMod greenhouse gas runs to reflect changes to the dwelling unit count.
3. Update tables, text, and exhibits as needed.
4. Make minor report text revisions as provided by Psomas/City staff.
5. Summarize the findings in a revised South Pasadena General Plan Update Technical Air Quality and Greenhouse Gas Analysis.

TERMS

The not to exceed fee to accomplish the above Scope of Work is **$6,200** (*billed T&M, see Exhibit A).* If you have any questions, please contact me directly at (949) 336-5987.

Respectfully submitted,

URBAN CROSSROADS, INC.



Haseeb Qureshi
Senior Associate

CONTRACT APPROVAL:
Approved by:
Title:
Firm: Psomas
Date:

EXHIBIT A

BILLING RATES FOR URBAN CROSSROADS, INC.

Position	Hourly Rates
Principal	$180 – 250
Senior Associate	$130 – 200
Associate	$100 – 150
Senior Analyst	$80 – 120
Analyst	$70 – 110
Assistant Analyst	$50 – 90
Administrative Support	$60 – 100

General

(1) Reimbursable direct costs, such as reproduction, supplies, and messenger service will be billed at cost.

(2) Hourly rates apply to work time, travel time, and time spent at public hearings and meetings. For overtime work, the above rates may be increased 50 percent.

(3) Monthly billing statements are due within thirty (30) days of receipt.

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FIRST AMENDMENT TO AGREEMENT FOR SERVICES

THIS AMENDMENT ("Amendment") is made and entered into on the 6th day of November, 2019 by and between the CITY OF SOUTH PASADENA ("City") and Psomas.

RECITALS

WHEREAS, on August 17, 2019, the City Council approved a Professional Services Agreement with Psomas to provide a second administrative draft for the General Plan and Downtown Specific Plan Program Environmental Impact Report; and

WHEREAS, the Term of the Agreement is through December 31, 2019, with the option to extend upon written agreement of the parties; and

WHEREAS, the Payment for Services in the Agreement shall not exceed the original authorized amount of $98,480 unless the City has given specific advance approval in writing; and

WHEREAS, the City and Consultant desire to amend the scope of services to include Iteris as a subconsultant to analyze and develop a Vehicle Miles Traveled (VMT) threshold.

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

1. PARAGRAPH 3.1 "Scope of Services" is amended by adding an additional Scope of Services as set forth in Exhibit 1, attached and incorporated by this Amendment.

2. PARAGRAPH 3.4 "Maximum Amount" is amended to read as follows: The highest total compensation and costs payable to Consultant by the City under this Agreement. The Maximum Amount under this Agreement is One Hundred and Forty Thousand, Four Hundred and Twenty-Two Dollars ($140,422), which is comprised of Ninety-Eight Thousand, Four Hundred Eighty Dollars ($98,480) for Exhibit A Scope of Services and Forty-One Thousand, Nine Hundred and Forty-Two Dollars ($41,982) for Exhibit 1 Scope of Services.

3. PARAGRAPH 3.6 "Termination Date" is amended to read: June 30, 2020, or when the work is satisfactory completed, whichever occurs first, or unless extended by a supplemental amendment.

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

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

"CITY"
City of South Pasadena

By: _____
Signature

Printed: Stephanie DeWolfe

Title: City Manager

Date: 11/13/2019

"Consultant"
Psomas

By: _____
Signature

Printed: Jim Hunter

Title: Vice President

Date: 11/11/19

Attest:

By: _____ Maria E. Ayala
for: Evelyn G. Zneimer, City Clerk Chief City Clerk.

Date: 11/13/2019

Approved as to form:

By: _____
Teresa L. Highsmith, City Attorney

Date: 11/13/2019.

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EXHIBIT 1
VEHICLE MILES TRAVELED THRESHOLD
SCOPE OF WORK

This Scope of Work includes a task for a subconsultant, Iteris, to assist in the development of a Vehicle Miles Traveled (VMT) methodology and threshold appropriate for the City that will be incorporated into the Program Environmental Impact Report (EIR) for the General Plan Update and Downtown Specific Plan. With preparation of a Transportation Analysis based on VMT parameters, the air quality, greenhouse gas (GHG) emissions, and noise analyses will also be updated to be consistent.

TASK 3 PROJECT MANAGEMENT AND MEETINGS (AUGMENT)

Task 3.1 Project Management and Quality Control
As of September 30, 2019, the existing budget for Task 3.1 has been exhausted and exceeded due to unplanned team coordination and efforts to resolve the question of VMT compliance. This task includes up to 48 hours of additional project management time, to provide coordination among the Project team during preparation of proposed technical studies, resolve issues as they arise, and ensure compliance with the expanded Scope of Work and schedule, among other efforts.

Task 3.2 Attendance at Public Meetings/Hearings
This task includes up to 16 hours of attendance at additional meetings and/or participation in conference calls by Ms. Neary to coordinate with the City and other team members on the development of VMT thresholds and other factors of SB 743 compliance, parameters for the updated traffic analysis (new Task 6.3), consistency in assumptions among the three new technical studies, and any other consultation requested up to the fee estimate.

TASK 6 TECHNICAL STUDIES (NEW)

Task 6.1 Air Quality and Greenhouse Emissions Analysis Update
Psomas will update the air quality and GHG emissions sections of the Administrative Draft PEIR, submitted to the City in July 2018 to reflect quantitative air quality and GHG analyses based on a VMT approach, vehicle fleet mix, and other transportation-related inputs to be revised. Criteria air pollutant and GHG emissions will be quantified using the California Emissions Estimator Model (CalEEMod) in accordance with South Coast Air Quality Management District (SCAQMD) guidelines. A review of the air quality and GHG emissions sections will also include updates to any language and/or information that is now outdated, such as the local air quality monitoring data and regulatory setting. Mitigation measures will be reviewed and revised as needed in light of the updated air quality and GHG impact analyses. Supporting data will be included as an appendix to the PEIR.

Task 6.2 Noise Analysis Update
Psomas will update the noise section of the Administrative Draft PEIR to reflect quantitative noise analyses based on a VMT approach, vehicle fleet mix, and

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other transportation-related inputs to be revised. The noise level measurements taken in 2018 by Urban Crossroads, Inc. are still representative of existing conditions within the City and will be used in the updated section. Traffic noise contours for existing and future Without\With Project conditions will be reanalyzed with the latest traffic data. Traffic noise analyses will be conducted based on quantification methods developed by the Federal Highway Administration. Noise and vibration exposure from the Metro Gold Line to sensitive land uses within the City will be evaluated based on published noise and vibration studies for the Metro Gold Line, which are assumed to be adequate for this purpose. Changes in traffic noise and traffic noise exposure related to the proposed General Plan and DTSP Update will be based on the standards and impact criteria adopted by the City. Mitigation measures will be reviewed and revised as needed in light of the updated noise and vibration impact assessment. Supporting data will be included as an appendix to the PEIR.

Task 6.3 VMT Methodology and Transportation Analysis
Iteris, as a subconsultant to Psomas, will perform the following tasks and prepare the associated deliverables, as listed below, to bring the City into compliance with the SB 743 requirement to transition from an LOS-based methodology to a VMT-based methodology to assess potential transportation impacts resulting from development projects. Iteris' complete scope of work is provided in Attachment B.

1. Project Management, Coordination, and Outreach
   - Kick-off meeting, informational meeting, monthly progress reports, hearing attendance
   - Preparation for and attendance at three public meetings (Optional)
2. Development of VMT Methodology
   - Technical memorandum of recommended project screening criteria
   - Technical memorandum of recommended VMT estimation methodology
   - Technical memorandum of thresholds of significance
3. Mitigation of VMT Impacts
   - Technical memorandum of recommended changes to City's transportation demand management (TDM) ordinance
4. Documentation and Process
   - Technical memorandum with Draft Transportation Study Guidelines
   - Technical memorandum with transportation analysis of the General Plan Update consistent with SB 743 in support of EIR

TASK 7 OPTIONAL (NEW)

Task 7.1 Additional Transportation Analysis Meetings (New)
Iteris will, at the City's request, prepare for and attend up to two additional public outreach meetings.

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ATTACHMENT A:
FEE ESTIMATE

Task	Labor Fee	Direct Costs	Total Fees
Task 3 – Project Management and Meetings (Augment)			
Task 3.1 – Project Management and Quality Control	$6,960	$0	$6,960
Task 3.2 – Attendance at Public meetings/hearings	$2,160	$0	$2,160
Task 6 – Technical Studies (New)			
Task 6.1 – Air Quality and Greenhouse Gas Emissions Analysis Update	$7,035	$0	$7,035
Task 6.2 – Noise Analysis Update	$5,190	$0	$5,190
Task 6.3 – VMT Thresholds Assistance and Traffic Impact Analysis Update	$1,375	$50,506	$51,881
Subtotal Fees	$22,720	$50,506	$73,226
Approved Contingency Budget Applied	$0	($34,320)	($34,320)
Total Fee Estimate	**$22,720**	**$16,186**	**$38,906**
Task 7 – Optional (New)			
Task 7.1 – Additional Transportation Analysis Meetings	$0	$3,036	$3,036
Total Fee Estimate with Optional Meetings	**$22,720**	**$19,222**	**$41,942**

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SECOND AMENDMENT TO AGREEMENT FOR SERVICES

THIS AMENDMENT ("Amendment") is made and entered into on the 4th day of March, 2020 by and between the CITY OF SOUTH PASADENA ("City") and PSOMAS ("Consultant").

RECITALS

WHEREAS, on August 17, 2019, the City Council approved a Professional Services Agreement (PSA) with Psomas to provide a second administrative draft for the General Plan and Downtown Specific Plan Program Environmental Impact Report; and

WHEREAS, the Term of the Agreement is through December 31, 2019, with the option to extend upon written agreement of the parties; and

WHEREAS, the Payment for Services in the Agreement shall not exceed the original authorized amount of $98,480 unless the City has given specific advance approval in writing; and

WHEREAS, on November 6, 2019, the City Council approved the first amendment to the PSA to include a subconsultant to analyze and develop a Vehicle Miles Traveled threshold; and

WHEREAS, the Payment for Services in the Agreement was increased by Forty-One Thousand, Nine Hundred and Forty-Two Dollars ($41,982) for a total not-to-exceed amount of One Hundred and Forty Thousand, Four Hundred and Twenty-Two Dollars ($140,422); and

WHEREAS, the City and Consultant desire to expand the scope of services to include the environmental analysis associated with the 2021 Housing Element Update and extend the contract term by 24 months.

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

1. PARAGRAPH 3.1 "Scope of Services" is amended by adding an additional Scope of Services as set forth in Exhibit 1, attached and incorporated by this Amendment.

2. PARAGRAPH 3.4 "Maximum Amount" is amended to read as follows: The highest total compensation and costs payable to Consultant by the City under this Agreement. The Maximum Amount under this Agreement is Two Hundred Twenty-Nine Thousand Two Hundred Fifty-Nine Dollars ($229,259), which is comprised of Ninety-Eight Thousand, Four Hundred Eighty Dollars ($98,480) for the original Scope of Services; Forty-One Thousand, Nine Hundred and Forty-Two Dollars ($41,982) for the VMT Scope of Services; and Eighty-Eight Thousand Seven Hundred Ninety Seven Dollars ($88,797) for the additional environmental analysis associated with the 2021 Housing Element Update and extension of the contract term

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by 24 months.

3. PARAGRAPH 3.6 "Termination Date" is amended to read: December 31, 2021, or when the work is satisfactory completed, whichever occurs first, or unless extended by a supplemental amendment.

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

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

"CITY"
City of South Pasadena

By: _____
Signature

Printed: Stephanie DeWolfe

Title: City Manager

Date: 03/17/2020

"Consultant"
Psomas

By: _____
Signature

Printed: Jim Hunter

Title: Vice President

Date: March 5, 2020

Attest:

By: _____
for: Evelyn G. Zneimer, City Clerk

Date: 3/19/2020

Approved as to form:

By: _____
Teresa L. Highsmith, City Attorney

Date: 3/17/2020

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Exhibit 1
Scope of Services/Budget

TASK 1 DRAFT PROGRAM ENVIRONMENTAL IMPACT REPORT

Task 1.1 Revised Administrative Draft Program Environmental Impact Report (Augment)

Consultant will revise the in-progress PEIR to address the Housing Element to be prepared by PlaceWorks. The total number of dwelling units to accommodate the Regional Housing Needs Analysis (RHNA) allocation is anticipated to be approximately 2,200, which includes the 589 units as currently proposed in the General Plan Update and Downtown Specific Plan, accessory dwelling units (ADU) as allowed under the current ADU ordinance, and units in other locations. The parcel location of all dwelling units is to be determined. Consultant will also revise the in progress PEIR to reflect the environmental checklist questions (thresholds) that were substantively revised in the 2019 State CEQA Guidelines. An additional alternative will be included in the PEIR, reflecting analysis of the currently proposed 589 dwelling units and 430,000 square feet of non-residential. Consultant will begin incorporation of the Housing Element into the Revised Administrative Draft PEIR upon receipt of parcel/location and total housing unit data from the City that is not expected to change.

A Revised Administrative Draft PEIR will be electronically submitted to the City for review and comment within eight weeks following Consultant's receipt of the Housing Element data. This will include a clean .PDF of the PEIR sections and all technical reports, and clean and redline Word files to facilitate review of the revised document. The previously approved Task 1.2, Approval Draft EIR and Public Review, is not proposed to be augmented.

Deliverables: Revised Administrative Draft PEIR

Task 1.3 Reproduction and Distribution of PEIR (New)

Consultant will produce 50 CDs of the Draft PEIR for distribution to the mailing list, 10 hardcopies of the Draft PEIR (6 with electronic copies of Technical Appendices; 4 with hard copies of the Technical Appendices) for City staff and library/public review. All hard copies will include a CD copy of the Draft PEIR and Technical Appendices inside the front cover. A Notice of Completion (NOC) and a Notice of Availability (NOA) will also be prepared by Consultant, submitted to the City for one round of review and revision. The City-approved NOA will be submitted to the County Clerk and the State Clearinghouse (SCH). The SCH submittal will also include 15 CDs of the Draft EIR, and 15 hard copies of the Executive Summary. Fees anticipate using overnight delivery for packages going to the City, the SCH, and all Responsible Agencies (a maximum of 24, including SCH and libraries), except for those going to a P.O. Box, which will be delivered using Certified Mail via the U.S. Postal Service (USPS). All other packages (up to 500) will include a copy of the NOA and will be delivered using USPS First-Class Mail.

Consultant will assist in finalizing the Draft PEIR mailing list used for Notice of Preparation (NOP) distribution, and will coordinate the reproduction and distribution of the NOA, CDs, and hard copies to the mailing list for the 60-day public review period. Consultant will hand deliver the NOA to the County of Los Angeles Clerk-Recorder and collect a stamped copy and filing fee receipt; the filing fee for the NOA ($75.00) is included in the direct costs. Consultant will prepare the draft legal notice (NOA Ad) for publication in a newspaper of general circulation in the South Pasadena area for one day and will coordinate the posting of the NOA Ad in the paper, including the fees for posting. This task includes one round of review and comment of the NOA Ad by the

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City. The total newspaper publishing fee is included in the Consultant fee estimate for an amount not to exceed $2,500.

Deliverable: Draft PEIR distribution (50 CDs, 10 hard copies); Notice of Availability (including filing); Notice of Completion; Notice of Preparation distribution; legal notice; and newspaper publication

TASK 2 FINAL PROGRAM ENVIRONMENTAL IMPACT REPORT

Task 2.1 Draft Response to Comments and Mitigation Monitoring and Reporting Program (Augment)

Based on the anticipated high level of controversy regarding accommodation of the RHNA allocation as part of the City's Housing Element, an increased level of effort to respond to public comments on the Draft PEIR is proposed. Consistent with the approved Scope of Work, upon completion of the public review period for the Draft PEIR, Consultant will review all written comments received on the Draft PEIR and will organize the comments and coordinate with the City on the approach to preparing responses to comments. Consultant will prepare the draft Response to Comments (RTC) and Mitigation Monitoring and list the changes to the Draft PEIR in response to the comments received. Also, this task includes Iteris' assistance in transportation-related responses to comments. If more extensive comments are received and it appears that additional effort will be necessary to prepare adequate responses, Consultant will notify the City for consideration of a budget augment. Six weeks following our receipt of all comment letters, Consultant will submit the draft Response to Comments and MMRP document electronically to the City for review and comment.

Deliverable: Draft Response to Comments and Mitigation Monitoring and Reporting Program

Task 2.2 Final Response to Comments and Mitigation Monitoring and Reporting Program (Augment)

Based on the greater number of comments, and therefore responses, on the Draft EIR, an increased level of effort to incorporate City comments on the Draft RTC/MMRP document is proposed. Task includes additional professional staff time necessary to prepare the Final RTC/MMRP. Three weeks following our receipt of compiled comments from the City, Consultant will revise the RTC/MMRP accordingly, and the final document will be electronically submitted for City use during PEIR certification. Consultant will coordinate mailing out the responses to each agency that provided comments on the PEIR at least ten calendar days prior to any public hearings on the Project. Fees anticipate using overnight delivery of the responses to each responsible agency.

Deliverable: Final Response to Comments and Mitigation Monitoring and Reporting Program

TASK 3 PROJECT MANAGEMENT AND MEETINGS

Task 3.1 Project Management and Quality Control (Augment)

This task includes additional project management and QA/QC time, to provide coordination among the Project team during preparation of proposed technical studies, resolve issues as they arise, and ensure compliance with the expanded Scope of Work and schedule, among other efforts.

Deliverable: Expanded project management

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Task 3.2 Attendance at Public Meetings/Hearings (Augment)

This task includes attendance at additional meetings and/or participation in conference calls by Ms. Neary to coordinate with the City and other team members on the CEQA process, preparation for and participation in the Scoping Meeting associated with the Recirculated NOP, and any other consultation requested up to the fee estimate. As part of the Scoping Meeting, Consultant will assist in preparing a PowerPoint slide presentation, provide sign-in sheet and comment cards, and co-facilitate the meeting with the City.

Deliverable: PowerPoint slide presentations; meeting materials; and meeting facilitation

TASK 6 TECHNICAL STUDIES

Task 6.1 Transportation and Circulation Analyses (Augment)

Iteris, as a subconsultant to Consultant, will perform the following tasks and prepare the associated deliverables, as listed below.

- Iteris will work with the City and Consultant to provide transportation analysis of the implementation of the RHNA housing allocation in the City of South Pasadena in its Housing Element Update. The estimated location of RHNA housing units within the City and resulting population growth will be assigned to traffic analysis zones in the SCAG travel demand model and a new model scenario will be created and compared to the approved General Plan land use scenario. Changes in vehicle miles traveled characteristics will be produced for CEQA analysis of the Housing Element and will be summarized in a technical memorandum.
- The analysis of the RHNA housing units' effect on vehicle and non-vehicle transportation will be summarized in tables, graphics, and text in a separate technical memorandum to assist the City in presenting the implications of the South Pasadena RHNA allocation. These will be presented in a discussion of the location of the new housing units; their relation to transit and active transportation facilities, estimated needs for overnight parking, and the forecasted change in roadway usage. These conditions will be shown with analysis of:
    - Growth in traffic on arterial streets (total and percent)
    - Increased Gold Line ridership
    - Gold Line and bus line Last Mile Access
    - Bicycle access
    - Estimated parking needs
- The scope assumes participation in four team coordination meetings and attendance; presentation at three public meetings;

Deliverable: Expanded transportation analysis; four (4) team coordination meetings; and three (3) public meetings

Task 6.4 Cultural Resources Records Search and Analysis Update (New)

The cultural and tribal cultural resources PEIR section will be updated based on data from the California Historical Resources Information System (CHRIS), the previous historic/built environment analyses provided by the City, and the South Pasadena Historic Resource Inventory. This task includes a review of recent research conducted for the City, a 2020 records and literature review for archaeological resources conducted through the CHRIS by Consultant, an updated Native American Heritage Commission (NAHC) Sacred Lands File (SFL) search, a 2020 paleontological records search through the Vertebrate Paleontology Section of the Natural History Museum of Los Angeles County (NHMLAC), and preparation of the cultural resources

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and paleontology analyses of the PEIR, as described in more detail below. This task does not include field surveys, including a pedestrian archaeological survey, a pedestrian paleontological survey, or architectural assessment/windshield studies.

Cultural Record Searches and Literature Reviews
Consultant will conduct an archaeological records search through the CHRIS at the South-Central Coastal Information Center (SCCIC) to conduct a records search for the area of potential effect (APE). For purposes of this project, this search will encompass a ½-mile search radius around the APE. This task assumes the SCCIC records search can be completed in one business day. Copies of all previously recorded cultural resources records and relevant cultural resources reports within the search radius will be obtained. Consultant will also inspect any historical maps and aerials, U.S. Geologic Survey plats, and Government Land Office (GLO) plats that depict the project APE. Additionally, Consultant will request the NAHC conduct a search of the SLF database for the project APE. Since the City has completed a historic resource analysis (in the PEIR) for the built environment, Consultant will only consult the Built Environment Resource Directory (BERD) for historic resources added to the directory between 2002-2020 (not to exceed 200 listings). This scope assumes that all other historic data stored on the HRI or BERD will be provided by the City. This task does not include California Register of Historical Resources evaluations or re-evaluations of any structures and or districts omitted in the past analyses. Consultant will synthesize the EIR.

Paleontological Record Searches and Literature Reviews
Additionally, Consultant will request a paleontological resources records search and literature review for the Project APE, including a ½-mile search radius, from the NHMLAC. The NHMLAC provides a letter summarizing information on geological formations and known paleontological localities (if any) near the Project APE, and a determination of the paleontological sensitivity of the geologic units underlying the APE. This information will be used to update the analysis in the in-progress PEIR.

Cultural Resource and Paleontological Analyses
The cultural resources and paleontology analyses of the PEIR will be updated based on data collected from the record searches and literature reviews (described above). The analyses will include a prehistoric, historic, and geological background, methods, archival results, and recommendations for additional resource management/mitigation measures, if appropriate.

Deliverable: Historic Resource Inventory review/records search; and updated paleontological and cultural resource analysis (as needed)

Task 6.5 Energy Analysis (New)

Consultant will provide a qualitative discussion of existing and anticipated energy consumption from the construction and operations phases for future implementation of the General Plan Update and Housing Element. A qualitative approach is recommended for this analysis due to the speculative nature of assessing energy consumption related to existing buildings, which had been developed based on numerous energy efficiency standards adopted over decades as well as projecting the energy consumption for future buildings for which energy efficiency standards have yet to be developed. In addition, the composition of the existing fleet of roadway vehicles travelling within the City are also changing annually in terms of the corporate average fuel economy and the increasing adoption of alternative fueled vehicles. Consequently, qualitative

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discussions of existing and future energy efficiency standards and energy consumption will be developed. Potential impacts will also be assessed relative to the Project's consistency with the applicable regional, State, and City plans and policies. The results of the energy study analysis will be presented in the energy section of the PEIR. If potential significant impacts are identified, Consultant will recommend mitigation measures to address those impacts.

Deliverable: Energy analysis and mitigation measures

TASK 7 RECIRCULATED NOTICE OF PREPARATION (NEW)

Consultant will prepare a draft Recirculated Notice of Preparation of an EIR (NOP), which will also include information about the Scoping Meeting. Consultant will submit the Recirculated NOP in electronic format to the City for review and comment. Once comments have been received, Consultant will revise the Recirculated NOP accordingly and prepare it for final review and approval to circulate. It is assumed the mailing list used for the 2018 NOP will be updated, as needed, by the City for distribution of the Recirculated NOP. This task includes some time to assist in mailing list preparation. Consultant will reproduce and distribute the NOP to all parties on the mailing list for the 30-day NOP comment period. Consultant will hand deliver the Recirculated NOP to the County of Los Angeles Clerk-Recorder and collect a stamped copy and filing fee receipt; the filing fee for the NOP is included in the direct costs. Consultant will prepare a NOC, which will be submitted to the SCH along with the Recirculated NOP. Fees anticipate using overnight delivery of the Recirculated NOP to the City, SCH, and all Responsible Agencies (a maximum of 24, including SCH and libraries), except for those going to a P.O. Box, which will be delivered using Certified Mail via the U.S. Postal Service (USPS). All other packages (up to 500) will be delivered using USPS First-Class Mail. Participation in the Scoping Meeting in included in the proposed augment to Task 3.2, Attendance at Public Meetings/Hearings.

Deliverable: Recirculated Notice of Preparation; Scoping Meetings

TASK 8 CONTINGENCY (AUGMENT)

Consistent with City request, this task includes a not-to-exceed budget equivalent to 10 percent of the fees for the above-listed tasks for work efforts requested by the City that may exceed the anticipated level of effort, such as, but not limited to, to more intense public involvement/written responses, additional rounds of document review or revision, additional meeting attendance or project management activities, and substantive changes to the General Plan Update and/or Housing Element. Funds in this contingency task will not be used without prior written authorization from the City, including written understanding between the City and Consultant of the work product/activity and anticipated level of effort.

Deliverable: Contingency

TASK 9 TRIBAL CONSULTATION ASSISTANCE (as authorized by City Staff)

If needed, Consultant will provide support to the City to fulfill the agency-to-agency consultation requirements under Assembly Bill (AB) 52 and Senate Bill (SB) 18, which will be required. This includes assisting in consultation with California Native American Tribes, identification of tribal cultural resources, and developing appropriate mitigation measures. This task assumes the preparation of up to six letters on City letterhead; one round of review by the City; and telephone consultation in concert with the City, as needed to consult with Tribes. Consultant can provide further support related to AB 52/SB 18 consultation, such as additional meetings,

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minutes, development of non-standard mitigation measures, or additional site visits, subject to a scope and budget augment. The information provided by the City will be synthesized in the Tribal Cultural Resources analysis of the PEIR.

Deliverable: Tribal consultation analysis

BUDGET

Task	Labor Fee	Direct Costs	Total
Task 1 Draft Program Environmental Report			
1.1 Revised Administrative Draft PEIR (Augment)	$17,479	$0	$17,479
1.3 Reproduction and Distribution of PEIR (New)	$3,690	$5,250	$8,940
Task 2 Final Program Environmental Report			
2.1 Draft RTC and MMRP (Augment)	$7,330	$1,980	$9,310
2.2 Final RTC and MMRP (Augment)	$2,250	$1,000	$3,250
Task 3 Project Management and Meetings			
3.1 Project Management and Quality Control (Augment)	$4,640	$0	$4,640
3.2 Attendance at Public Meetings/Hearings (Augment)	$3,480	$0	$3,480
Task 6 Technical Studies			
6.1 Transportation and Circulation Analyses (Augment)	$1,040	$17,417	$18,457
6.4 Cultural Resources Records Search and Analysis Update (New)	$3,621	$700	$4,321
6.5 Energy Analysis (New)	$4,640	$0	$4,640
Task 7 Recirculated Notice of Preparation (New)	$5,050	$550	$5,600
Task 8 Contingency (Augment)	$7,452	$0	$7,452
Task 9 Tribal Consultation Assistance	$1,228	$0	$1,228
		Total	**$88,797**

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THIRD AMENDMENT TO AGREEMENT FOR SERVICES

THIS AMENDMENT ("Amendment") is made and entered into on the 15th day of December, 2021 by and between the CITY OF SOUTH PASADENA ("City") and Psomas. ("Consultant").

RECITALS

WHEREAS, on April 17, 2019, the City Council authorized the City Manager to execute a contract with Psomas to finalize the Program Environmental Impact Report for the General Plan Update and Downtown Specific Plan;

WHEREAS, on November 6, 2019, the City Council authorized the City Manager to execute the First Amendment with Psomas to adopt a Vehicle Miles Traveled threshold;

WHEREAS, on March 4, 2020, the City Council authorized the City Manager to execute the Second Amendment with Psomas to integrate the environmental analysis for the 2021-2029 Housing Element into the PEIR;

WHEREAS, the Term of the Agreement is through December 31, 2021, with the option to extend upon written agreement of the parties;

WHEREAS, the City and Consultant desire to extend the contract until the project has been completed.

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

1. PARAGRAPH 3.7 "Termination Date" is amended to read: Completion of the project or upon cancellation by the City.

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

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

"CITY"
City of South Pasadena

DocuSigned by:
By: Armine Chaparyan
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Signature

Printed: Arminé Chaparyan

Title: City Manager

Date: 2/3/2022

"Consultant"
Psomas

By: _____
Signature

Printed: Alia Hokuki

Title: Vice President

Date: 1/12/2022

Attest:

DocuSigned by:
By: Christina Muñoz
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Date: 2/14/2022
Tameka Cook, City Clerk

Approved as to form:

DocuSigned by:
By: Andrew Jared
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Andrew Jared, City Attorney

Date: 1/25/2022

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FOURTH AMENDMENT TO AGREEMENT FOR SERVICES

THIS AMENDMENT ("Amendment") is made and entered into on the 19th day of April, 2023 by and between the CITY OF SOUTH PASADENA ("City") and Psomas. ("Consultant").

RECITALS

WHEREAS, on April 17, 2019, the City Council authorized the City Manager to execute a contract with Psomas to finalize the Program Environmental Impact Report for the General Plan Update and Downtown Specific Plan;

WHEREAS, on November 6, 2019, the City Council authorized the City Manager to execute the First Amendment with Psomas to adopt a Vehicle Miles Traveled threshold;

WHEREAS, on March 4, 2020, the City Council authorized the City Manager to execute the Second Amendment with Psomas to integrate the environmental analysis for the 2021-2029 Housing Element into the PEIR;

WHEREAS, on December 15, 2021, the City Council authorized the City Manager to extend the Term of the Agreement from December 31, 2021 to "through the completion of the project or cancellation by the City";

WHEREAS, the City and Consultant desire to amend the scope of the contract to account for changes in the Plans that are analyzed through the Program Environmental Impact Report.

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

1. PARAGRAPH 3.1 "Scope of Services" is amended by adding an additional Scope of Services as set forth in Exhibit 1, attached and incorporated by this Amendment.

2. PARAGRAPH 3.4 "Maximum Amount" is amended to read as follows: The highest total compensation and costs payable to Consultant by the City under this Agreement. The Maximum Amount under this agreement is Two Hundred Ninety-One Thousand Nine Hundred Seventy-Four Dollars ($291,974), which is comprised of Ninety-Eight Thousand, Four Hundred Eighty Dollars ($98,480) for the original Scope of Services; Forty-One Thousand, Nine Hundred and Forty-Two Dollars ($41,982) for the VMT Scope of Services; Eight-Eight Thousand Seven Hundred Ninety Seven Dollars ($88,797) for additional environmental analysis associated with the 2021 Housing Element Update; and Sixty-Two Thousand Seven Hundred Fifteen Dollars ($62,715) to support additional analysis and activities necessary to finalize the Program Environmental Impact Report.

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

"CITY"
City of South Pasadena

DocuSigned by:
By: _____
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Signature

Printed: Arminé Chaparyan

Title: City Manager

Date: 9/13/2023

"Consultant"
Psomas

DocuSigned by:
By: Jennifer Marks
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Signature

Printed: Jennifer Marks

Title: Vice President

Date: 9/12/2023

Attest:

DocuSigned by:
By: Mark Perez
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Mark Perez, Deputy City Clerk

Date: 9/13/2023

Approved as to form:

DocuSigned by:
By: Roxanne Diaz
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Roxanne Diaz, City Attorney

Date: 9/12/2023

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Exhibit 1

Amended Scope of Services

TASK 1 DRAFT PROGRAM ENVIRONMENTAL IMPACT REPORT

Task 1.1 Revised Administrative Draft Program Environmental Impact Report (Augment)

Upon receipt of the proposed updates to the Housing Element, including expansion of growth focus areas and targeted rezoning of density to address comments received by the California Department of Housing and Community Development, Consultant will revise the Administrative Draft PEIR document accordingly. Additionally, the list of goals, policies, and actions from the three plan documents and the regulatory setting presented in each topical section of the PEIR will be updated as appropriate. This Scope of Work assumes the number and description of Project alternatives will not change.

The City is separately contracting with others to prepare an updated vehicle-miles-travelled (VMT) compliant analysis. Consultant will provide the City with the current draft Section 3.14, Transportation, for revision. The trip generation and distribution data based on the updated land use plan is necessary for Consultant to complete Tasks 6.1 and 6.2 further below, and to update the existing and future traffic noise contour exhibits for the City's use which will be completed as part of this task.

A Revised Administrative Draft PEIR will be electronically submitted to the City for review and comment. This will include a clean .PDF of the PEIR sections and all technical reports, and clean and redline Word files to facilitate review of the revised document.

Task 1.2 Approval Draft Environmental Impact Report and Public Review (Augment)

Upon receipt of one set of compiled comments on the Revised Administrative Draft PEIR from the City and City Counsel, Consultant will revise the document accordingly. An Approval Draft of the PEIR will be electronically submitted to the City for final review to confirm that all comments have been appropriately incorporated. This task assumes that any necessary revisions will be minimal and editorial in nature, and no new substantive revisions to the document will be required.

Task 1.3 Reproduction and Distribution of PEIR (Augment)

This task includes additional staff time to replenish budget expended in September and October 2021 to prepare the Draft PEIR for public review prior to placing the Project on hold.

TASK 3 PROJECT MANAGEMENT AND MEETINGS (AUGMENT)

Task 3.1 Project Management and Quality Control (Augment)

Consultant will continue to maintain regular telephone and email communications with the City, as appropriate, to discuss the status of Project implementation and/or to resolve issues in collaboration with City staff. This task also includes internal administrative coordination and invoicing tasks.

Task 3.2 Attendance at Public Meetings/Hearings (Augment)
This task includes an additional staff time for attendance at additional meetings and/or participation in conference calls to coordinate with the City and other team members as needed to manage completion of the Scope of Work, not to exceed the fee estimate for this task.

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TASK 6 TECHNICAL STUDIES

Task 6.1 Air Quality and Greenhouse Emissions Analysis Update (Augment)

Consultant will update the air quality and GHG emissions sections of the Administrative Draft PEIR, prepared in 2021, based on the updated VMT analysis and related data to be provided by Iteris. Criteria air pollutant and GHG emissions will be quantified using the current California Emissions Estimator Model (CalEEMod) in accordance with South Coast Air Quality Management District (SCAQMD) guidelines. A review of the air quality and GHG emissions sections will also include updates to any language and/or information that is now outdated, such as the local air quality monitoring data and regulatory setting. Mitigation measures will be reviewed and revised as needed considering the updated impact analyses. Supporting data will be included as an appendix to the PEIR.

Task 6.2 Noise Analysis Update (Augment)

Consultant will update the noise section of the Administrative Draft PEIR, prepared in 2021, based on the updated VMT analysis and related data. The noise level measurements taken in 2018 remain adequately representative of existing conditions within the City, especially considering reduced traffic noise from 2020 through 2022, and will be used in the updated section. Traffic noise contours for existing and future Without\With Project conditions will be reanalyzed with the latest traffic data. Traffic noise analyses will be conducted based on quantification methods developed by the Federal Highway Administration. Noise and vibration exposure from the Metro Gold Line to sensitive land uses within the City will be evaluated based on published noise and vibration studies for the Metro Gold Line, which are assumed to be adequate for this purpose. Changes in traffic noise and traffic noise exposure related to the updated Housing Element standards will be based on and impact criteria adopted by the City. Mitigation measures will be reviewed and revised as needed considering the updated noise and vibration impact assessment. Supporting data will be included as an appendix to the PEIR.

TASK 10 SETTLEMENT AGREEMENT DOCUMENTATION (NEW)

Consultant will update the Environmental Assessment prepared by Consultant and dated August 2022 as appropriate based on the updated Project and repackage in Draft PEIR to provide the documentation necessary under Section 65759 et. seq. of the Government Code related to the requirements of the Summer 2022 settlement agreement stemming from the Housing Element-related lawsuit. The existing versions of these documents were prepared using contingency funds. The updated Environmental Assessment will be electronically submitted to the City for review and comment. This will include a clean .PDF file and all technical reports, as appropriate, and clean and redline Word files to facilitate review of the revised document. Upon receipt of one set of compiled comments on the updated Environmental Assessment from the City and City Counsel, Consultant will revise the document accordingly and electronically submit the final Environmental Assessment in .PDF.

TASK 11 CONTINGENCY (NEW)

This task includes a not-to-exceed budget equivalent to 10 percent of the fees for the above-listed augmented tasks for work efforts requested by the City that may exceed the anticipated level of effort, such as, but not limited to, to more intense public involvement/written responses, additional meeting attendance or project management activities, and substantive changes to the General Plan and DTSP Update and/or Housing Element. Funds in this contingency task will not be used without prior written authorization from the City, including written understanding between the City and Consultant of the work product/activity and anticipated level of effort.

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EXHIBIT 2

FEE ESTIMATE

SOUTH PASADENA GENERAL PLAN & DOWNTOWN SPECIFIC PLAN UPDATE AND 2021-2029 HOUSING ELEMENT PROGRAM ENVIRONMENTAL IMPACT REPORT

TASK	LABOR FEE	DIRECT COSTS	TOTAL FEES
Task 1 – Draft Program Environmental Impact Report			
Task 1.1 – Revised Administrative Draft PEIR	$20,036.00	$0.00	$20,036.00
Task 1.2 – Approval Draft PEIR and Public Review	$9.060.00	$0.00	$9.060.00
Task 1.3 – Reproduction and Distribution of PEIR	$3,288.00	$0.00	$3,288.00
Task 3 – Project Management and Meetings			
Task 3.1 – Project Management and Quality Control	$7,080.00	$0.00	$7,080.00
Task 3.2 – Attendance at Public Meetings/Hearings	$2,832.00	$0.00	$2,832.00
Task 6 –Technical Studies			
Task 6.1 – Air Quality and GHG Emissions Analysis Update	$4,180.00	$0.00	$4,180.00
Task 6.4 – Noise Analysis Update	$4,600.00	$0.00	$4,600.00
Task 10 – Settlement Agreement Documentation	$5,938.00	$0.00	$5,938.00
Task 10 – Contingency	$5,701.00	$0.00	$5,701.00
TOTAL FEE ESTIMATE	***$62,715.00***	***$0.00***	***$62,715.00***

City Council Agenda Report

ITEM NO. 14

DATE: September 27, 2023

FROM: Arminé Chaparyan, City Manager

PREPARED BY: John Downs, Director of Finance
Hsiulee Tran, Deputy Director of Finance/Controller

SUBJECT: **Consideration of Approval of a Five-Year Agreement with Questica for Budget Software Services, with a First-Year Amount of $24,625 and a Total Not-to-Exceed $112,875.**

Recommendation
It is recommended that the City Council:

1. Approve a five-year agreement with Questica for Budget Software in the amount of $24,625 for the first year and a not to exceed $112,875 over the term and authorize the City Manager to execute the agreement; and
2. Appropriate $12,312 from the General Fund and $12,313 from the Water Fund to support the implementation and first year annual licensing for the Questica Budget software for a total of $24,625.

Executive Summary:
The City is currently utilizing Excel workbooks and Word to produce the Budget book and Capital Improvement Plan. An investment in budgeting software will help the Finance Department transition from a labor-intensive, unsupported on-premises software to an efficient, comprehensive, cloud-based budgeting and forecasting software system. The software will enable staff to participate in a collaborative budgeting process, and will better serve the planning team, finance staff, executive leadership, and the community by facilitating analytics with up-to-date information presented in actionable reports, dashboards, and queries. This software will provide the opportunity to budget more effectively for personnel, manage multiple scenarios and decision packages in a single system, and provide a consistent, user-friendly user-interface.

Background
The City's current budget process is performed through Word and Excel spreadsheets, and includes a touch-heavy process from February through June annually:

- In February, the Finance Department creates the templates and forms for the other departments to use.
- In early March, Finance department will send request templates, forms, narratives and KPIs to each department to be drafted and completed.

- Once Finance receives the forms, the Finance Team will work with each department to discuss each line item in their budget to determine if it is reasonable and appropriate. After finalizing the amounts for each line item, the Finance Team will start compiling all the data to roll up into a summarized form.
- The summary sheets and details will be presented to City Manager. If changes are necessary, the Department will reach out to Finance to make the changes. Finance Department keep track of changes on an Excel worksheet. While the budget is being finalized, each Department will work on compiling their department narratives and performance indicators. As the narratives and the budgets are being finalized, Finance Department is working on the Personnel Budget along with compiling the Budget book.
- In April, the Department will review their budget with City Manager, and the draft budget document is refined. In May the Proposed Budget Book is presented to the Finance Commission and then the City Council for review and comments. Any comments presented by City Council will be integrated into the Proposed Budget Book.
- The Proposed Budget Book will go through several iterations before being adopted by City Council in June.

Analysis

The City's investment in budget software is imperative to the progress and improvements of the City's Finance Department, its workload and outputs, as well as continued improvement of the City's Budget and budget process. Support of investment in budget software and tools has been voiced by the City Manager, City Council, Finance Commission, and listed as a priority in-progress early this year in the Department's Operational Assessment.

The City of South Pasadena Finance Department has solicited quotes from budget software vendors, through a request for demo and e-mail process. We received three demonstrations and were provided with three proposals. The three vendors that Finance Department contacted were Questica, ClearGov, and OpenGov, as shown in the table below. The requested Budget software services generally includes Financial, Operating, Personnel, and Capital modules, training, production of budget book, and transparency.

Vendor	Base Bid (60 months of services)
Questica	$ 112,874.81
ClearGov	$ 183,39248
OpenGov	$ 247,405.00

In line with the City's financial objectives, the staff's goal is to procure the software from Questica, the vendor offering the most economical estimate. Questica not only presents the most affordable quote, but they also integrate seamlessly with our financial software, Springbrook, facilitating the daily exchange of data. Industry leading multi-user Questica Budget offers solutions and professional services for implementation, integration, configuration, training, and post-implementation customer support related to budget drafting, analysis tools and development.

Implementing a comprehensive budgeting software will reduce the current time-intensive and inefficient practices currently employed as part of the budget process and will also mitigate potential errors in managing multiple Excel spreadsheets to calculate the various component that contribute to the drafting and ultimately the final, City budget document.

Fiscal Impact
Questica has quoted the following costs for this budget software over the next five years: $24,645 for Fiscal Years 2023-2024, $20,475 for 2024-2025, $21,499 for 2025-2026, $22,574 for 2026-2027, and $23,703 for 2027-2028, for a total not-to-exceed amount of $112,875. Funding for the Budget software will be appropriated from the General Fund and the Water Fund, Acct #101-3010-3011-8170-000 ($12,312) and Acct #500-3010-3012-8170-000 ($12,313). As this contract is for a Five-Year term, City staff will appropriately budget for the remainder of the term in future budgets.

Key Performance Indicators and Strategic Plan
This item is in line with the Finance Department’s Key Performance Indicator of Budgetary Management. To efficiently produce and adopt a Budget in a timely manner, having a Budget Software will help in the labor-intensive tracking and going back and forth with departments. This will enable a more collaborative approach in the budget process.

Commission Review and Recommendation
This item was not reviewed by the Finance Commission.

Attachments
1. Questica’s Proposal

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ATTACHMENT 1
Questica's Proposal

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Questica Budget Proposal

CITY OF SOUTH PASADENA CA | AUGUST 2023

Prepared By: Carlos Perez
Prepared On: August 24, 2023



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August 22nd 2023

Hsiulee Tran
Deputy Finance Director /Controller
City of South Pasadena CA

Dear Hsiulee,

Questica Ltd. is thrilled with the possibility of partnering with the City of South Pasadena CA in its effort to transform the current budget development and management process. We welcome an opportunity to leverage over 25 years of success with similar sized customers across North America to help the City of South Pasadena CA:

- Transition from labor-intensive, unsupported on premise software to an efficient, comprehensive, cloud based budgeting and forecasting software system
- Enable staff to more actively participate in a collaborative budgeting process remotely or in the office
- Better serve the planning team, finance staff, executive leadership and the community by facilitating analytics with up-to-date information presented in actionable reports, dashboards, and queries
- Budget more effectively for personnel, manage multiple scenarios and decision packages in a single system with a consistent, user-friendly user-interface

Questica proposes a Software-as-a-Service (SaaS) subscription of our industry leading multi-user Questica Budget solution and our professional services for implementation, integration, configuration, training, and post-implementation customer support. Questica is unique in providing a fully integrated solution offered with a consistent and well-organized user-interface that is purpose-built for budgeting in the public sector.

Simply put, Questica is THE most trusted budgeting solution provider by governments in North America. Some key considerations that set Questica apart include the following:

- **Full circle, end-to-end budgeting solutions**: Questica provides a single solution with modules and functionality to address your budgeting needs from start to finish. Per your requirements, we've provided a proposal that addresses your Operating and Personnel budgeting needs.

- **More configurable, less customizations**: Questica's 25 plus years in the government budgeting space means we've seen best practices across multiple budgeting approaches at hundreds of State and Local agencies and organizations. Rather than customize the platform for each approach, Questica builds in incremental best practices as configurable options, offering Questica customers the ability to replicate those processes without re-inventing the wheel. Ultimately, this leads to quicker, less costly, and more stable implementations for long-term ROI.

- **You are in control**: Questica Budget is designed for client-side administration, with security, reports, and workflow configurable at the admin user level. We also leverage a single tenant architecture, which means that each customer has a unique and segregated instance of our software, enabling the City of South Pasadena CA to choose when to apply software updates, based on your convenience and schedule.

- **Singular focus and purpose built for government**: Questica Budget is not a generic "one-size-fits-all" solution, nor is it a "Swiss army knife" that proposes to do many things half-well. Instead, Questica Budget is a point solution that excels at enabling a collaborative budgeting process for state and local governments, and public agencies. Since our inception, we have been 100% focused on crafting best-in-class budgeting solutions for the public sector.

- **Right sized for you**. Questica is big enough to support your organization, yet nimble enough to remain agile. We currently have 130+ employees, which means we have the resources needed to support large-scale, complex implementations while remaining flexible to accommodate your unique requirements. We manage all aspects of our customer implementation, from kick-off to post-implementation support, exclusively with Questica employees.

We have an unmatched track record of success in implementing our solutions for government organizations and we stand firm in our ***'getting it done right the first time'*** mission. We look forward to continued conversations with your finance team and to demonstrating how Questica will provide unquestionable value and return on investment to the City of South Pasadena CA.

Sincerely,

Carlos Perez
Senior Account Executive
carlos.perez@eunasolutons.com
877.707.7755 ext.4421

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Questica
A Euna Solutions Brand

WHO WE ARE



For the past 25 years, Questica has partnered with public sector organizations to enable data-driven budgeting and decision-making, while increasing data accuracy and productivity and improving stakeholder trust. These organizations are modernizing their business processes using Questica's budgeting, performance, transparency, and engagement software solutions.

Questica is consistently recognized as one of the leading and most trusted budgeting software solutions:

2021 – 2019	As part of Euna Solutions (previously GTY Technology), recognized by Government Technology in their annual GovTech 100 Index which showcases the 100 leading companies serving state and local governments in unique, innovative, and effective ways.
2019	CV Magazine's Canadian Business Awards, "Best Cloud-Based Budgeting Software Solutions Provider."
2018	"10 most trusted public sector solution providers" by Insights Success magazine.

The Questica team is comprised of roughly 130+ technology experts, budget professionals and business specialists who have decades of experience working with local government. We in fact represent the largest group of budget software experts in North America dedicated to serving the public sector.

EUNA solutions

Euna Solutions is a leading provider of purpose-built, cloud-based solutions that power critical administrative functions and financial operations for the public sector. Formerly GTY Technology, Euna Solutions offers easy-to-use solutions for procurement, payments, grant management, budgeting, permitting and K-12 administration that are proven to increase operational efficiency, transparency, collaboration, and compliance. Euna Solutions is a trusted partner to more than 2,000 government and public sector organizations across North America, empowering digital transformation and streamlining business processes through a relationship-centered, service-focused approach. Euna propels public sector progress. To learn more, visit www.eunasolutions.com.

Our team understands the unique challenges that government organizations face when preparing, managing, and sharing the details of a budget, and we bring our collective years of experience to the City of South Pasadena's project.

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WHO USES QUESTICA BUDGET?

- Oceanside, California
- Riverside, California
- Santa Clara, California
- Malibu, California
- Santa Ana, California
- Sonora, California
- Thousand Oaks, California
- Whittier, California
- Merced County, California
- Imperial County, California
- Palo Alto, California
- Temecula, California
- Escondido, California
- Corona, California
- Coachella Valley Association Government
- Metropolitan Water District of Southern California
- California State University, Long Beach
- Sacramento Area Council Government
- Superior Court of California - San Diego
- San Francisco International Airport

QUESTICA BUDGET CLIENT SUCCESS STORIES

Select a logo to learn more about how our clients are using Questica.

CITY OF PALO ALTO · Greensboro · SHELBY COUNTY GOVERNMENT HEART of AMERICA · CITY OF LARGO YOUR COMMUNITY OF CHOICE Naturally · DENVER THE MILE HIGH CITY · Southampton · THE CITY OF Edmonton

"We have a lot more confidence in the data that's in and coming out of Questica. The security structure in Questica is much more robust and it's just a really good powerful system. Some of the things that hadn't ever worked correctly in the old system, we now have."

City of HIGH POINT NORTH CAROLINA

— **Laura Altizer,** Former Budget Performance Manager
City of High Point





"Questica's customer service and responsiveness are excellent."

DENVER THE MILE HIGH CITY

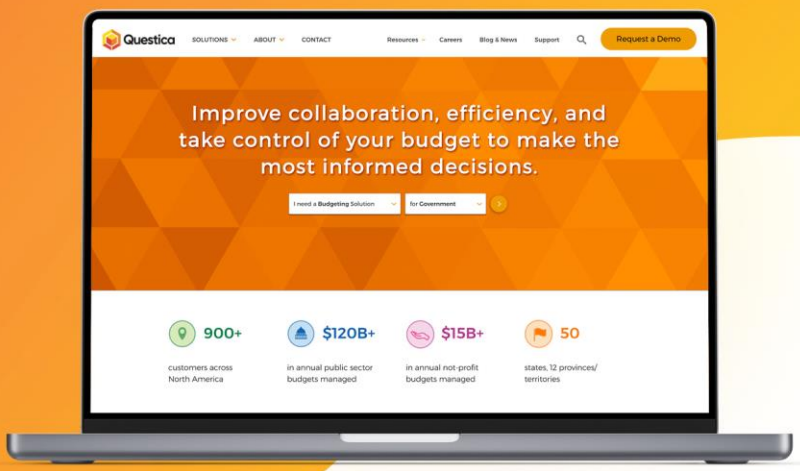
— **Kelly Greunke,** Manager of Budget Operations
Office, City and County of Denver

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ABOUT QUESTICA

Questica proposes a Software-as-a-Service (SaaS) subscription of our industry leading multi-user Questica Budget solution and our professional services for implementation, integration, configuration, training, and post-implementation customer support.



OUR MISSION

“We’re on a mission to simplify the complexities of public sector finance, empowering brilliance at every turn.”
—TJ Parass, Co-Founder of Questica

At Questica, our mission is to empower many to work together in a secure environment, to take control of their budget, and make informed decisions. For the past 25 years, Questica has partnered with public sector organizations to enable data-driven budgeting and decision-making, while increasing data accuracy and productivity and improving stakeholder trust. These organizations are modernizing their business processes using Questica’s budgeting, performance, transparency, and engagement software solutions.

OUR GOAL

Questica’s goal is to drive budget transformation by creating a single source of data truth. As a leader of budgeting preparation and management software since 1998, Questica partners with public sector organizations to better enable data-driven budgeting and decision-making, while increasing data accuracy, productivity and improving stakeholder trust.

Over 800 local and provincial governments, colleges, universities, K-12 schools, hospitals, healthcare facilities and non-profit organizations have eliminated spreadsheets using our budgeting, performance, transparency and engagement solutions. Across 50 states, and 12 provinces and territories, we’ve engineered custom budget solutions for public sector customers which seamlessly integrate with existing financial and other systems.

WHY CLIENTS CHOOSE US

We have an unmatched track record of success in implementing our solutions for government organizations and we stand firm in our ‘getting it done right the first time’ mission. We’ve integrated highly scalable solutions for public sector entities managing budgets of a few million, and other organizations multi-billion-dollar annual spending plans. Our team is comprised of technology experts, budget professionals and business specialists. We are passionate and friendly collaborators who enjoy teaming with our customers to find the right solution to meet their needs.

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KEY BENEFITS OF QUESTICA



CLOUD-BASED

Questica Budget Suite is a cloud-based solution hosted on Questica's secure Microsoft Azure server. Cloud-based solutions enable clients to access their budget data online at any time and from any location. Hosting on single tenant architecture means your budget data is isolated from other clients', with the flexibility to choose when to upgrade to new versions of the product.

COLLABORATIVE



Budgeting is a people-centric process that requires communication and teamwork. The Questica Budget Suite is a collaborative platform that allows your budget managers to work with departments to prepare and manage budgets efficiently. We streamline budget access for financial and non-financial contributors; the result improves communication and expedites decision-making. This is particularly important if staff work remotely.

FUNCTIONALITY

Questica Budget is feature-rich and provides powerful functionality for greater control and visibility into budgets. With the tools to calculate, analyze, forecast, report on, and develop what-if scenarios for budgets, users gain deeper financial insights while creating budgets that last. With seamless integration for flow of data to the existing ERP, users can build budgets based on accurate, real-time financial information.

CONFIGURABILITY



Configurability means fewer requirements for customization. This will save time, resources, and complexity both in the initial implementation, and through ongoing use as upgrades and enhancements are released. The bottom line is a significantly lower cost of ownership over your lifetime use of our product.

FLEXIBILITY

COVID-19 continues to challenge communities, heightening the need for local governments to make decisions quickly and accurately. Our product offers the capacity for multiple scenario models, for governments preparing for the future, and pivoting as plans change. When your plans shift, you don't want to be limited by manual data entry, spreadsheets, or an inflexible legacy system. Questica Budget adapts with you, adjusting to your new budget trajectory to reallocate funds or evaluate potential cost savings.

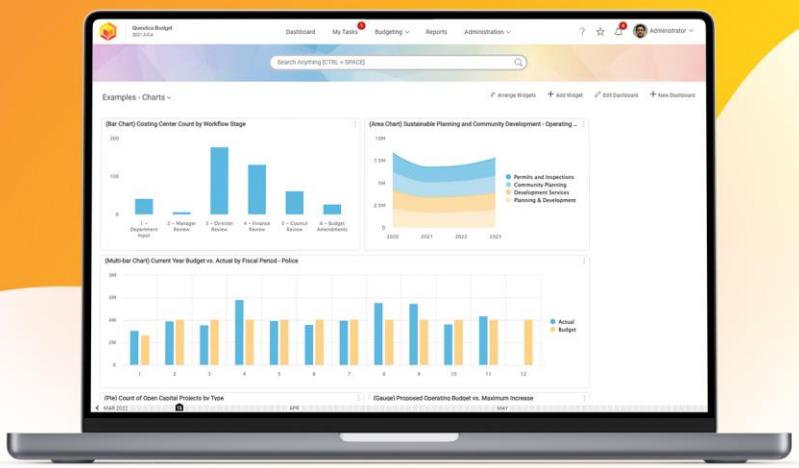
INNOVATION



Innovation at Questica is driven by feedback on existing product features, and the anticipated need for new features that accommodate new challenges. Questica's product strategy is based on feedback from our clients, all public sector organizations, and serves as a guiding star that directs our focus. From user forums to early adopter groups, Questica clients are with us every step of the way as we develop new features or improve the functionality of our product Suite.

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QUESTICA BUDGET

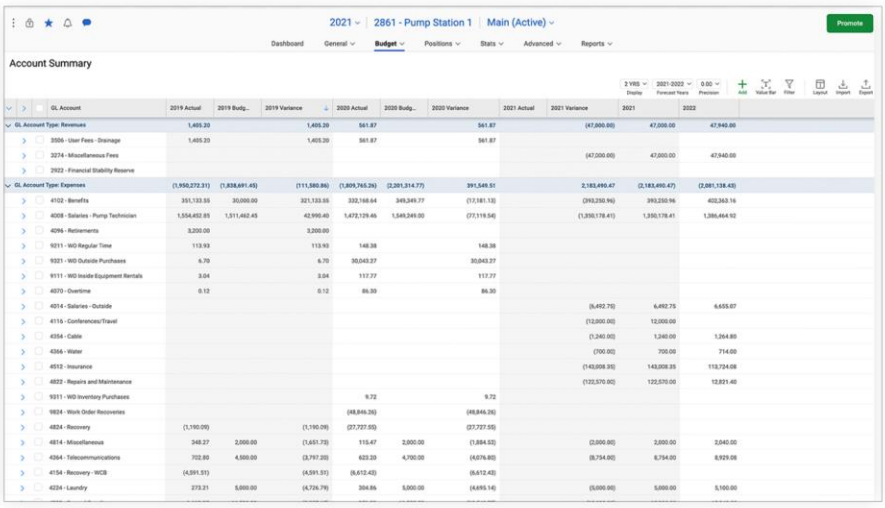


OVERVIEW

The Questica Budget Suite is an end-to-end budgeting system that will help you manage the budgeting process with greater efficiency and accuracy. We are confident that our budget system is the right application for your needs, providing powerful features that support ongoing budget development and reveal key budget insights that may have been hidden in a spreadsheet.

OPERATING MODULE

Questica Budget is designed for non-finance department and non-technical users to prepare and maintain their budgets directly in the system. Budgets can be categorized on an organizational basis where cost centers roll-up into their respective departments and divisions and can also be categorized on a fund basis where cost centers roll-up into their particular funds and fund categories. Cost centers can easily be moved from one department and division to another, as well as from one fund to the next. Additional hierarchical structures can be configured as needed.



Sample Costing Center Information

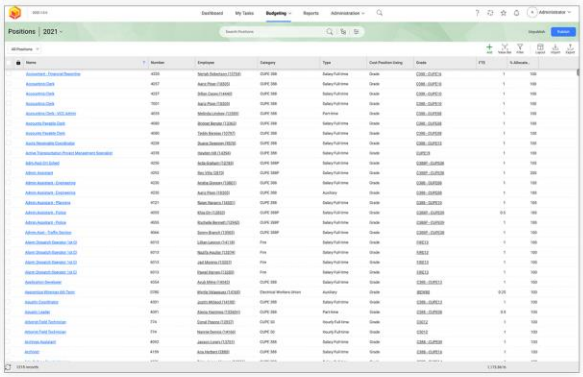
Role-based security ensures that users have streamlined access to only the data and functions that they need. Cost center information can be maintained, and comments, notes, and attachments (e.g., scans, documents, or links) may be added to the budget or even to the detailed line items. Budgets can be managed at a monthly, quarterly, annual, or biennial basis. Grids are configurable and may consist of historical years, current year, and future forecast years.

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PERSONNEL PLANNING & BUDGETING MODULE

Questica Budget's Personnel Planning & Budgeting module performs like a calculator with advanced features, enabling accurate modeling and forecasting all costs associated with positions (filled and vacant) to accommodate the workforce budget. Step or pay increases, cost of living adjustments, new benefits, and other employee-related costs are all accounted for.

Each position is a record of all the information required to calculate base wages, as well as overhead costs such as benefits, allowances, and employer taxes; each is attributed to the appropriate GL Account (object code). Positions paid according to a union contract are assigned a pay grade and step, calculating pay from the pay scale for that contract. Alternatively, a position's base wage can be entered as a distinct salary value for each position, or as a percentile of the range configured for a selected grade.



Sample Annual Costing Positions



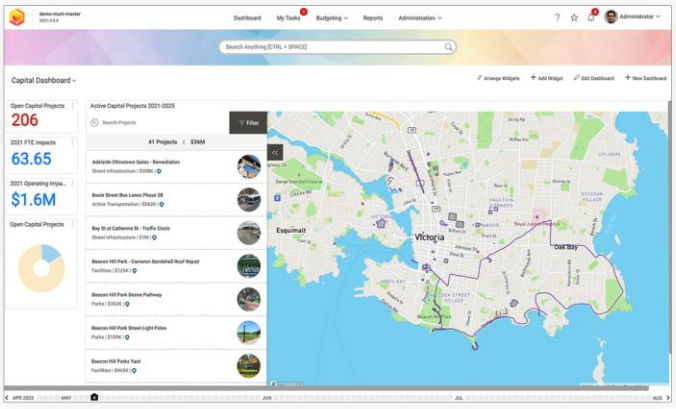
Sample Monthly Costing – Single Position

CAPITAL MODULE

Questica Budget's Capital module simplifies and centralizes the process of capital budget planning and execution. Users can import prior years' budget data (actual costs and budget values) into Questica Budget, and create multi-year capital projects where they can identify their expenditures and funding sources, and make adjustments as they prepare their budgets.

Users can construct their capital projects on an annual, quarterly, or monthly basis, enter narrations or explanations for their requests and categorize their projects based on different criteria such as tangible capital assets, fund(s), or project status. Requests get escalated through the configurable workflow system integrated within Questica Budget. Project ranking can also be administered according to user-defined criteria, and multiple project scenarios can be created for each project.

The Capital module also gives the ability to manage budgeting activities related to grant programs of varying complexities. The "type" field on projects is commonly used to indicate that the project is to be treated as a grant.

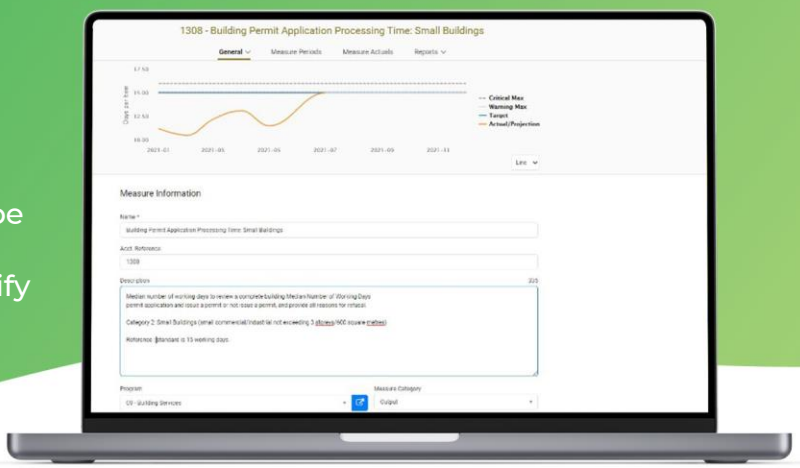


Sample Capital Improvement Plan Transparency – Interactive Visual Map

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PERFORMANCE MODULE

Questica Budget's Performance module allows users to establish objectives and track budget progress toward achieving these objectives over time. Targets can be identified by intended outcome, where warning and critical threshold limits notify users whenever budget performance requires attention.



Sample Performance Dashboard

Measures, whether financial or statistical, may reference existing values already in the system, or may otherwise be manually entered. In either case, these measures can also be calculated based on other measures. They can be consolidated under various programs and can also be incorporated into an Organizational Scorecard. Responsibilities can be established for the various Programs and Measures, inclusive of due date and automated reminders, to facilitate workflow processing.

Questica Budget's Performance module fully integrates with the rest of the Questica Budget Suite and leverages the Questica Dashboard platform. This functionality helps improve performance, encourages innovation within your team, encourages cost-effective practices, and delivers an enhanced level of transparency and accountability.

SPECIAL FEATURES

STATISTICAL LEDGER

The Questica Budget Statistical Ledger allows budget staff to plan and track numbers other than spending dollars (e.g., hours worked, number of clients, resource utilization).

Staff can create a budget for any numeric data and work with it very much like financial budgets. This can be very useful for planning and tracking activities and outputs, and the data can be used as a guideline for building budgets. Statistical Ledger data can also be a component of a performance measurement plan.

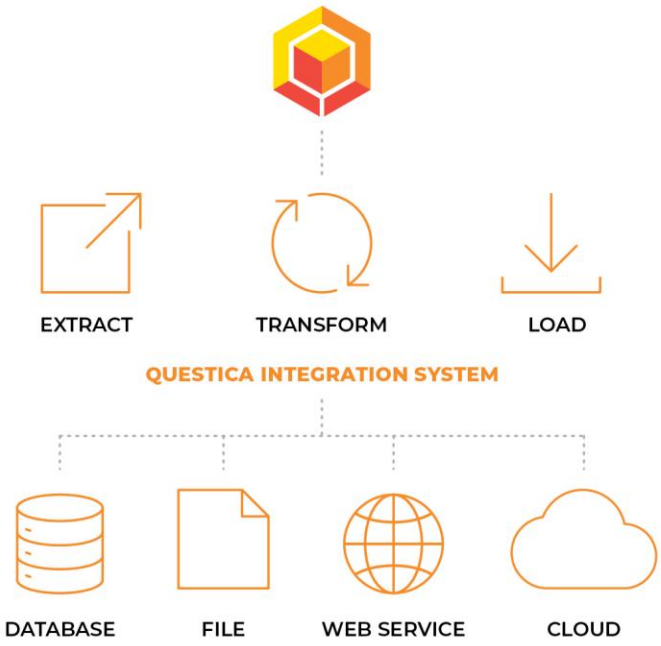
QUESTICA INTEGRATION SYSTEM (QIS)

Questica Budget will integrate with your city's financial system via its proprietary Questica Integration System (QIS). QIS is a specialized, database-independent tool developed to exchange data between Questica Budget and external systems on a scheduled or as-needed basis. QIS also simplifies the integration process and reduces the time required to integrate Questica Budget with other customer systems or data warehouses.

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QIS provides a highly configurable framework for importing or exporting budget related or non-financial data with existing and future external data sources, using API (Application Programming Interface) and ETL (Extract, Transform and Load) integration methods to ensure the budgeting solution always reflects updated data.

The diagram on the right illustrates the Questica Integration System. The Questica Budget application is represented by the symbol at the top, with the QIS system in the middle, and various customer systems on the bottom. When data is being extracted from an external system and moved to Questica Budget, data would be moving from the bottom to the top of the diagram. On the other hand, when extracting data from Questica Budget to insert into an external system, data moves from the top to bottom.



Questica Integrations Architecture

The process can be scheduled or run on-demand by an authorized Questica user. Monitoring of scheduled integration tasks can be performed in many ways, but the most popular method is exception or failure notification, which can be configured to email one or more people. As detailed below, implementations can include three distinct interface points—two on the financial side and one on the HR/personnel side, and sometimes a fourth:

Actual cost integration	Actual costs are automatically imported into Questica Budget from the Financial System. This can be set up to occur at a variety of timeframes, but most often this automated process of copying the actual costs from the Financial System into the Questica Budget system occurs on a nightly basis. This allows users to see Budget vs. Actuals that are no more than 24 hours old.
Movement upon approval	When the budget is approved/adopted, it is typically moved from Questica Budget into the Financial System, the system of record.
Salary sync	The process for loading HR/payroll data into the Questica Budget system is via our 'Salaries Synchronization Tool'. This provides a mechanism to populate our salary and benefit engine with data from the city's HR records system. The integration can be run on demand, whenever updated personnel data is needed in the budget system.
Budget adjustments (if required)	As adjustments are made throughout the year (e.g., transfers, new budget requests, etc.), these changes can also be synchronized between Questica Budget and the Financial System so that budget revisions are always current in both systems.

ALLOCATIONS

The Allocations tool within Questica Budget allows dollars to be moved throughout the Operating and Capital budget in a structured and balanced fashion. The functionality supports complex arrangements of allocations between many budget elements.

An employee's cost may, for example, be split between multiple programs or cost centers, or Internal Service Provider budgets can be managed. In the latter example, an IT budget that is developed in detail like any other costing center may get allocated to other budget elements, perhaps using a cost driver such as 'number of computers' as the distribution basis. Once the allocation has been run, each recipient Costing Center will have a Destination Budget Line representing a portion of IT expenses, and the IT Costing Center budget will subsequently have a Recovery Budget Line that effectively zeroes out their allocated budget.

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ADVANCED CALCULATION ENGINE (ACE)

Questica Budget's Advanced Calculation Engine is a powerful feature that brings familiar Excel functions into Questica Budget and allows users to create reusable calculation packages/models. The tool is simple to use and is designed to keep users working inside Questica Budget.

In addition to containing familiar Excel functions, there are also budget-specific functions documented in an integrated library, enabling users to reference data based on its qualities rather than by specific location. For example, a function can be performed on the budget values for a particular account code or using the actuals from a certain statistical account. Functions can also be period-based, enabling the option to reference data from past months or years, or reference a range of data such as the average from the past three years for a given month or quarter.

CHANGE REQUESTS/DECISION PACKAGES

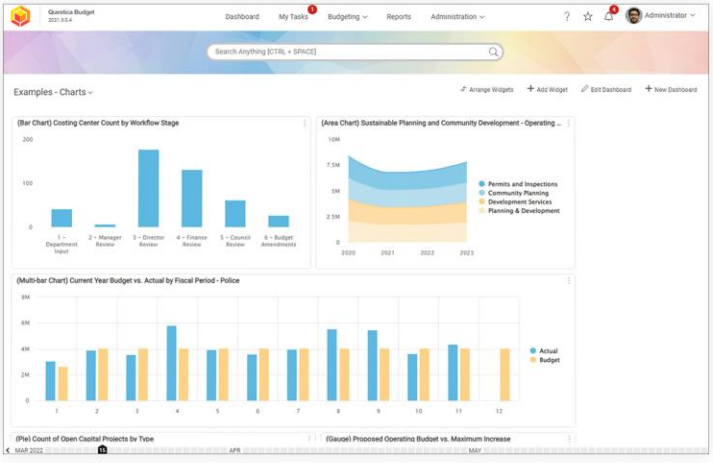
Questica Budget's Change Requests feature, also referred to as Budget Adjustments, Budget Modifications or Decision Packages, allow authorized users to process pre- and post-approval budget changes, both one-time and recurring, using a controlled process and workflow-based approval. These requests can be created individually, or they can be bundled together and treated apart from the general budget with their own dedicated approval process. Questica Budget does this in a controlled environment so that users can only submit, change, and see budget requests that are appropriate for them.

ADVANCED SEARCHES

Questica Budget's Advanced Search function is an intuitive user-facing feature that allows non-technical users to compose detailed searches using a variety of comparators and the ability to infinitely nest AND/OR groupings. Essentially, the Advanced Search functionality allows authorized users to perform sophisticated and highly dynamic data analytics and ad-hoc queries based on multiple dimensions, including specific criteria or descriptive words. This robust and powerful tool allows complex queries to be easily built up—one line at a time.

REPORTING AND DASHBOARDS

Questica Budget's reporting and analytics capabilities are delivered as part of its core software feature set. The system includes pre-built ad-hoc data views (i.e., queries), advanced "smart reports" that combine rows and columns of numbers with graphics (e.g., pie chart), 80+ pre-built ready-to-use reports, each with a variety of input selections, and pre-built dashboards with rich interactive visualizations of information that can be utilized to create actionable at-a-glance displays—all of which include data security to ensure users only see what they're allowed to see. Standard reports leverage Microsoft's SQL Server Reporting Services (SSRS) and can be copied and modified by budget staff without requiring programming skills.



Sample Full-Featured Dashboard

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QUESTICA'S DIGITAL BUDGET BOOK SOLUTION



Questica Digital Budget Book sample screenshot

Budget Book

Questica's Digital Budget Book (DBB) solution is a user-friendly and comprehensive document management and financial reporting tool that enables our customers to create, collaborate, edit, approve, and publish an annual budget document with ease – eliminating the headaches often associated with managing multiple spreadsheets, version control issues, manual updates, and duplicating content.

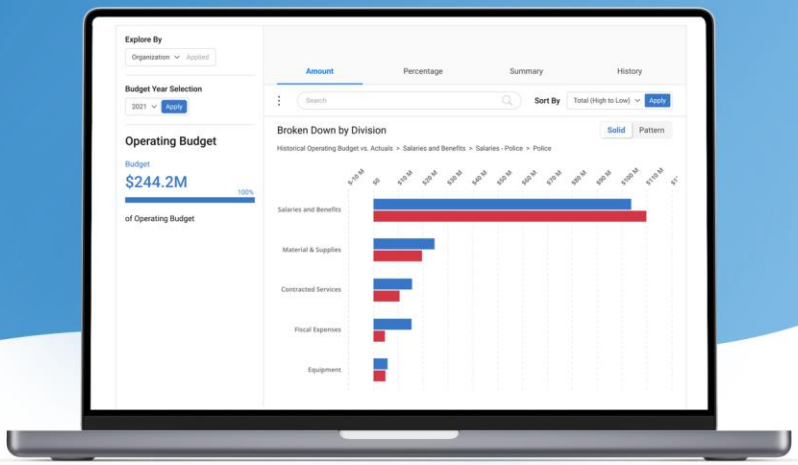
DBB is directly integrated with the Questica Budget module, allowing budget information to be seamlessly refreshed on-demand. Paired with our Questica OpenBook interactive online transparency solution, customers can provide the community with a complete understanding of the budget that is presented in a manner geared for a non-financial audience.

Key aspects of Questica's DBB include:

- GFOA compliant—meets all standards for GFOA Award Qualifying Book Production
- Automation—automates the creation of fund summary pages, charts, tables, and more
- Templates—creates new pages quickly with easy-to-use templates
- Multiple Formats—produces budget books in digital (online) and PDF (printed) formats
- Charts and Graphs—allows automatic updates of embedded narratives and smart charts

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OPENBOOK TRANSPARENCY AND DATA VISUALIZATIONS



OpenBook - Sample Operating Budget: Interactive Chart

Questica Budget's OpenBook tool fosters transparency for public agencies, enabling the information to be visualized in an array of charts, tables, bars, graphs, and GIS mapping for Capital planning. Like all Questica tools, OpenBook is intuitive and easy-to-learn. With descriptive text, informational pop-ups, filtering and sorting capabilities, diving in and discovering information is made easy for all stakeholders.

OPENBOOK CUSTOMER EXAMPLES

Select a logo to visit our customers' OpenBook websites.

California State University Northridge · Cal Poly · Spokane Public Schools excellence for everyone · Sonoma State University · California State University San Bernardino

Lafayette Consolidated Government · Frederick County, Maryland · City of Largo Your Community of Choice Naturally · McHenry County · City of Riverside · County of Cumberland · Pinellas County

SEE OUR SOFTWARE SOLUTIONS IN ACTION

Learn how Questica and our software solutions can help your organization today. Our team will reach out to determine how we can help you increase efficiencies for your budgeting process.

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GOVERNMENT PROCUREMENT OPTIONS

Today's modern governments have recognized the traditional methods of procuring software through Request for Proposal are expensive, time consuming, and often very limiting in scope. An increasing number of customers have contracted with Questica utilizing the methods outlined below.

1. *Take advantage of contract vehicles and cooperative purchasing agreements*. Contract vehicles are commonly relied upon as the most efficient way for governments to buy goods and services. Questica is listed on many cooperative purchasing contracts, such as DIR, Carahsoft, SHI, NASPO, BuyBoard, Sourcewell, and Omnia. These contracts include several vendors and were established via a competitive bidding process, much like an RFP cycle.
2. *"Sole source."* This method refers to opportunities where Questica is the only provider able to deliver the set of solutions that a government entity is looking for. This can justify the avoidance of an RFP, since there are simply no other vendors in the market who can deliver the necessary goods or services.
3. *Piggyback contracts:* To satisfy procurement policy, many Questica customers choose to piggyback from contracts already vetted by a competitive RFP process of similar size and scope. For example, The City of Spokane utilized a piggyback agreement (i.e., cooperative agreement statement) with City of Seattle to purchase Questica. Questica is open to helping explore best fit piggyback options with current customers.
4. *Emergency Funding:* State and local governments need the right tools to remain flexible and make critical data driven decisions. Several Questica customers, such as Imperial County, CA have invoked emergency purchasing measures to fund the purchase of Questica. The funding from the American Rescue Plan Act provides an opportunity for state and local governments to purchase new technology in support of expanding services to citizens and improving responsiveness.

Specifically, sections 602(c)(1)(C) and 603(c)(1)(C) of the Act provide recipients with broad latitude to use the Fiscal Recovery Funds for the provision of government services. Questica Budget now includes a built-in calculator which automates the lost revenue calculation formula as outlined in the guidance. Included below is sample verbiage that could be utilized to justify purchase of Questica Budget using ARPA funds.

American Rescue Plan Justification

- Whereas COVID-19 and the required response by the (name of local government) had a significant impact on the budget of (name of local government), and
- Whereas: expenditures for essential public health and safety workers were higher than budgeted to ensure public health welfare and safety concerns; and
- Whereas: remote work of non-essential (name of local government) staff resulting from stay-at-home orders and legislated social distancing in the workplace revealed the need for upgrading IT software and infrastructure; and
- Whereas: ____(name revenue source; e.g. sales tax, hotel tax, etc.) revenues in the (insert most full fiscal year) were reduced due to the economic impact of COVID-19 causing a budgeting shortfall, and
- Whereas: the (name of local government) needs to procure budgeting and performance management software that will enhance its ability to respond to the COVID-19 emergency and
- Whereas: the budgeting and performance management software will increase efficiency, improve constituent services, and enable remote work, and
- Whereas: the revenues to procure such software are not available due to the economic impacts of COVID-19 on the (name of local government) revenues.
- Now therefore be it resolved that the (name of local government) hereby declare that the use of American Rescue Plan Act funds in the amount of $_____ be used to procure….

Should this method be the preferred procurement option, we are more than happy to facilitate reference conversation.

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Budget

Questica Budget
Price Quote

Prepared for:
Hsuilee Lee
Deputy Finance Director
City of South Pasadena CA

Prepared by:
Carlos Perez
Questica Ltd.

August 24th 2023

This proposal is subject to a review of your Chart of Accounts and a review of the Scope of Work.



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Budget

QUESTICA BUDGET PRICE QUOTE

Quotation ID#: City of South Pasadena CA – 08242023

Description	Qty.	Total
Questica Budget Framework – All Modules		
Operating License Seats	Included	
Personnel Planning & Budgeting License Seats	Included	
Capital License Seats	Included	
Unlimited Read-Only Licenses	Included	
Performance Measures	Included	
Allocations	Included	
Statistical Ledger	Included	
OpenBook Transparency	Included	
Questica Annual Software Subscription (including software, maintenance, support and hosting)	~~$19,500.00~~	**$14,625.00**
Questica Budget Framework – All Modules		
Planning & Analysis	Included	
Consulting	Not Included	
Installation	Included	
Data Load & Verify	Included	
Accounting Integration	Included	
Customizations	Not Included	
Customized Reports	Not Included	
Training	Included	
Project Management	Included	
Total Questica Professional Services: (one-time fee)		**$10,000.00**
GRAND TOTAL (Year 1)		**$24,625.00**

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PRICING NOTES

Quotation ID#: City of South Pasadena CA – 08242023

Pricing valid though: December 29th 2023

- **Questica annual subscription is discounted to $14,625.00 in year 1**
- **Questica annual subscription is based on a 5-year term**
- **Questica will apply a 5% inflationary increase beginning in year 2**

Questica Annual Fees

- Year 1 is $24,625.00 (SaaS and Professional Services)
- Year 2 is $20,475.00 (includes 5% increase)
- Year 3 is $21,498.75 (includes 5% increase)
- Year 4 is $22,573.69 (includes 5% increase)
- Year 5 is $23,702.37 (includes 5% increase)
- Total 5 Year contract is $112,874.81

Above pricing US dollars. Applicable Taxes Extra. Pricing is not applicable in response to a formal RFP Process.

Terms of Payment

- **Software:**
  - 100% upon Contract Effective Date (Net 30)
  - Year 2 due 365 days from Contract Effective Date and annually thereafter
- **Professional Services:**
  - Professional Services:
  - Due 100% upon Contract Effective Date (Net 30)

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Budget

SUMMARY

Questica greatly appreciates the City of South Pasadena's interest in learning more about our Company and our software. As stated, we welcome an opportunity to leverage our more than 25 years of success in public sector budgeting, to help improve the efficiency and effectiveness of its budgeting process and to provide a technology solution that optimizes and supports the budget formulation and management cycle.

We are happy to address questions and engage in more detailed conversations to showcase how our software fits your requirements, our implementation approach, and the support our company provides. I would also be happy to facilitate introductions to current clients and would encourage you to connect with your peers to understand why they decided to partner with Questica - the most trusted solution for government organizations.



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City Council Agenda Report

ITEM NO. 15

DATE: September 27, 2023

FROM: Arminé Chaparyan, City Manager

PREPARED BY: Luis Frausto, Management Services Director
Tiara Solorzano, Management Assistant

SUBJECT: **Consideration of the Approval of City Council Meeting Minutes for August 29, 2023 and September 6, 2023**

Recommendation
It is recommended that the City Council consider the approval of the minutes for the Regular City Council Meeting of September 6, 2023, Special Meetings of August 29, 2023 and September 6, 2023, Special Joint Meeting of September 6, 2023, and Special Housing Authority Meeting of September 6, 2023.

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.

Background
The City Clerk's Division is responsible for producing meeting minutes for the City Council meetings. Meeting minutes are used as the official record of the actions taken by the City at the direction of the City Council.

Key Performance Indicators and Strategic Plan
This item aligns with the Management Services Department's Key Performance Indicator to provide quick access to information and accountability, ensuring public transparency.

Fiscal Impact
There is no fiscal impact anticipated as Division staff is facilitating the work related to this project.

Attachments:
1. August 29, 2023 Special City Council Meeting Minutes
2. September 6, 2023 Regular City Council Meeting Minutes
3. September 6, 2023 Special Joint City Council Meeting Minutes

4. September 6, 2023 Special Housing Authority Meeting Minutes

ATTACHMENT 1

August 29, 2023, Special City Council Meeting Minutes

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CITY OF SOUTH PASADENA
SPECIAL MEETING OF THE CITY COUNCIL

M I N U T E S
TUESDAY, AUGUST 29, 2023, AT 6:00 P.M.

CALL TO ORDER:

The Special Meeting of the South Pasadena City Council was called to order by Mayor Primuth on Tuesday, August 29, 2023, at 6:49 P.M. in the City Council Chambers, 1424 Mission Street, South Pasadena, California 91030.

ROLL CALL:

PRESENT	Mayor	Jon Primuth
	Mayor Pro Tem	Evelyn G. Zneimer
	Councilmember	Jack Donovan
	Councilmember	Michael A. Cacciotti
	Councilmember	Janet Braun
ABSENT	None	

Tiara Solorzano, Management Assistant, announced a quorum.

CITY STAFF PRESENT:

Arminé Chaparyan, City Manager David Snow, City Attorney and Roxanne Diaz, City Attorney were present at Roll Call. Other staff members presented reports or responded to questions as indicated in the minutes.

PLEDGE OF ALLEGIANCE

Councilmember Michael A. Cacciotti led the Flag Salute.

CLOSED SESSION ANNOUCEMENTS

1. CLOSED SESSION ANNOUNCEMENTS

A. CONFERENCE WITH LEGAL COUNSEL: ANTICIPATED LITIGATION-SIGNIFICANT EXPOSURE TO LITIGATION
(Government Code Section 54945.9(d)(2))
Number of Potential Cases: 1

B. REAL PROPERTY NEGOTIATIONS
(Government Code Section 54956.8)

1. Property: A triangular shaped portion of real property located at the intersection of Stoney Drive and San Pasqual Avenue in the City of Los Angeles and adjacent to City of South Pasadena baseball field
   Agency Negotiator: Arminé Chaparyan, City Manager
   Negotiating Party: City of Los Angeles
   Under Negotiation: Price and Terms of Payment

City Attorney Roxanne Diaz noted that the City Council recessed into with all councilmembers present.

City Attorney Diaz reported no reportable action.

PUBLIC COMMENT

2. PUBLIC COMMENT – GENERAL (AGENDA ITEMS ONLY)

Zoom Comments:

Gale Maltun spoke regarding the General Plan and Downtown Specific Plan.

Anne Bagasao spoke regarding the General Plan and Downtown Specific Plan.

In Person Comments:

Ed Simpson spoke regarding Dinosaur Farm and the item.

Beatrice Simpson spoke regarding the item and questions to Council.

Mark Gallatin spoke regarding the item and possible revisions.

Carol Kramer spoke regarding upzoning, the item, and provided written comments to the Clerk.

DRAFT

Clarice Knapp spoke regarding the Housing Element and discussion from a previous Planning Commission meeting.

Harry Knapp spoke regarding the Housing Element and zoning.

Jim Tavares spoke regarding building of new units, SB 330, and housing.

PRESENTATIONS

3. STUDY SESSION RELATED TO THE PROPOSED GENERAL PLAN UPDATE, DOWNTOWN SPECIFIC PLAN AND PROGRAM ENVIRONMENTAL IMPACT REPORT; ZONING TEXT AND MAP AMENDMENTS FOR REZONING OF PROPERTIES CONSISTENT WITH THE GENERAL PLAN UPDATE AND 6TH CYCLE HOUSING ELEMENT; AND ZONING TEXT AMENDMENTS (ORDINANCES RELATED TO STATE DENSITY BONUS LAW, EMPLOYEE HOUSING AND INCLUSIONARY REQUIREMENTS).

Community Development Director Angelica Frausto-Lupo introduced staff present and Consultants present. Director Frausto-Lupo introduced the Housing Element, General Plan and Downtown Specific Plan.

Consultant Kaiser Rangwala provided a presentation on General Plan and Downtown Specific Plan. Questions were raised by Council and answered by Kaiser Rangwala and Community Development Deputy Director, Alison Becker.

Senior Planner Dean Flores provided a presentation on the zoning text amendment. Senior Planner Flores noted a Public Hearing was scheduled for September 18, 2023, and September 27, 2023. Questions were raised by members of the Council and answered by staff.

Interim Senior Planner Ben Jarvis provided a presentation on remaining 120-day Programs. Questions were raised by members of the Council and answered by staff.

Consultant Jillian Niery provided a presentation on the Program Environmental Impact Report (PEIR) Summary. Concerns and questions were raised by members of the Council. Staff, Consultants, and City Attorney Snow addressed and discussed concerns and questions.

Mayor Primuth informed the Council of the discussion and work provided by the Planning Commission on this project.

Hearing no opposition, the report was received and filed.

PUBLIC COMMENT – CONTINUED

4. CONTINUED PUBLIC COMMENT – GENERAL

This time is reserved for speakers in the Public Comment queue not heard during the first 30 minutes of Item No. 2. No new speakers will be accepted at this time.

COMMUNICATIONS

5. COUNCILMEMBER COMMUNICATIONS

Councilmember Donovan recognized the recipients of the Senior Champions Awards and thanked Community Services Department for their hard work on the event.

Councilmember Braun had no comments.

Councilmember Cacciotti had no comments.

Mayor Pro Tem Zneimer had no comments.

Mayor Primuth had no comments.

6. CITY MANAGER COMMUNICATIONS

City Manager Arminé Chaparyan had no comments.

ADJOURNMENT

There being no further matters, Mayor Primuth adjourned the Special Study Session Meeting of the City Council at 9:19 P.M.

Respectfully submitted:

_____

Mark Perez
Deputy City Clerk

APPROVED:

_____

Jon Primuth
Mayor

ATTEST:

DRAFT

_____
Mark Perez
Deputy City Clerk

Approved at City Council Meeting: September 27, 2023

DRAFT

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ATTACHMENT 2

September 6, 2023, Regular City Council Meeting Minutes

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CITY OF SOUTH PASADENA
CITY COUNCIL - REGULAR MEETING

M I N U T E S
WEDNESDAY, SEPTEMBER 6, 2023, AT 7:00 P.M.

CALL TO ORDER:

The Regular Meeting of the South Pasadena City Council was called to order by Mayor Primuth on Wednesday, September 6, 2023, at 8:12 P.M. The City Council Chambers are located at 1424 Mission Street, South Pasadena, California.

ROLL CALL:

PRESENT	Mayor	Jon Primuth
	Councilmember	Janet Braun
	Councilmember	Michael A. Cacciotti
	Councilmember	Jack Donovan
ABSENT	Mayor Pro Tem	Evelyn G. Zneimer

Mayor Pro Tem's absence was excused without objection.
Mark Perez, Deputy City Clerk, announced a quorum.

CITY STAFF PRESENT:

Arminé Chaparyan, City Manager; Roxanne Diaz, City Attorney; Mark Perez, Deputy City Clerk; were present at Roll Call. Other staff members presented reports or responded to questions as indicated in the minutes.

PLEDGE OF ALLEGIANCE

The Flag Salute was led by Councilmember Donovan.

CLOSED SESSION ANNOUNCEMENTS

1. CLOSED SESSION ANNOUNCEMENTS

A. CONFERENCE WITH LEGAL COUNSEL: EXISTING LITIGATION
(Government Code Section 54956.9(d)(1))

1. Sanchez v. City of South Pasadena, et. al. (LASC Case No. 23STLC01516).
2. City of South Pasadena, et al. vs California Department of Transportation, et al. (LASC Case No. 21STCP01779)

B. CONFERENCE WITH LEGAL COUNSEL: ANTICIPATED LITIGATION-SIGNIFICANT EXPOSURE TO LITIGATION
(Government Code Section 54945.9(d)(2))
Number of Potential Cases: 1

C. CONFERENCE WITH LEGAL COUNSEL: ANTICIPATED LITIGATION-INITIATION OF LITIGATION
(Government Code Section 54945.9(d)(4))
Number of Potential Cases: 2

None.

PUBLIC COMMENT

2. PUBLIC COMMENT – GENERAL (NON-AGENDA ITEMS)

In-Person Public Comments:

Chuck Saint spoke regarding the Slow Streets program.

Gino Thomas spoke regarding property and a construction project.

Zoom Public Comments:

Yvonne LaRose spoke regarding the recent incident involving active shooters in other Cities.

PRESENTATIONS

3. CHILDHOOD CANCER AWARENESS MONTH PROCLAMATION

Deputy City Clerk Mark Perez and Mayor Primuth presented proclamation.

Councilmember Cacciotti stated that everyone is responsible and has an obligation for preventing cancer and creating cleaner energy. Cars and all emissions are directly connected to cancer as noted by studies.

4. STAFF INTRODUCTION

Community Development Department:
Dean Flores, Senior Planner
Tatiana Marin, Planning Technician

Community Development Director Angelica Frausto-Lupo introduced Dean Flores, Senior Planner, and Planning Technician, Tatiana Marin.

Management Services Department:
Tina Lopez, Human Resources and Risk Manager

Management Services Director Luis Frausto introduced Tina Lopez, Human Resources and Risk Manager.

Public Works Department:
Lance Escalera, Electrician

Deputy Director of Public Works Anteneh Tesfaye introduced Electrician, Lance Escalera.

5. WESTERN ASSET AND MORGAN STANLEY PRESENTATION

Finance Manager Albert Trinh presented on item and introduced consultants, David Paulus from Western Asset and Bryan Longpre from Morgan Stanley.

COMMUNICATIONS

6. REORDERING OF, ADDITIONS, OR DELETIONS TO THE AGENDA

None.

CONSENT CALENDAR

Councilmember Donovan requested to pull Item No. 9 for separate discussion. A motion was made by Councilmember Cacciotti, seconded by Councilmember Braun and approved by roll call vote to approve Consent Calendar Item Nos. 7, 8, 10, 11, 12, 13, 14 and 15, as modified by the additional documents. The motion carried 4-0-1, by the following vote:

AYES: Braun, Cacciotti, Donovan, Mayor Primuth
NOES: None.
ABSENT: Zneimer
ABSTAINED: None.

7. APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF $36,057.11; GENERAL CITY WARRANTS IN THE AMOUNT OF $1,739,042.46; ONLINE PAYMENTS IN THE AMOUNT OF $17,177.80; TRANSFERS IN THE AMOUNT OF $194,951.27; VOIDS IN THE AMOUNT OF ($220.00); PAYROLL IN THE AMOUNT OF $805,865.12

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

A motion was made to approve recommendation on the Consent Calendar.

8. CONSIDERATION OF APPROVAL OF CITY COUNCIL MEETING MINUTES FOR AUGUST 16, 2023, JANUARY 18, 2023, FEBRUARY 9, 2023

Recommendation
It is recommended that the City Council consider the approval of the minutes for the Regular Meetings of August 16, 2023, January 18, 2023, and Special Meeting of February 9, 2023**.**

A motion was made to approve recommendation on the Consent Calendar as modified by the additional documents.

9. CONSIDERATION OF APPROVAL OF PAYMENTS TO TEREX CORPORATION AND CALIFORNIA MAINTENANCE AND ENVIRONMENTAL IN THE TOTAL AMOUNT OF $38,546.50

Recommendation
It is recommended that the City Council:
1. Consider the approval of payment to Terex Corporation (Terex) for past invoices in the amount of $23,763.63; and
2. Consider the approval of payment to California Maintenance and Environmental (CME) for past invoices in the amount of $14,782.87.

Public Works Director Ted Gerber presented the item. Staff responded to questions raised by the City Council.

COUNCIL ACTION AND MOTION
This item was pulled for separate discussion by Councilmember Donovan. A motion was made by Councilmember Cacciotti, seconded by Councilmember Donovan, and approved by roll call vote to approve Item No. 9, as presented. The motion carried 4-0-1, by the following vote:

AYES: Braun, Cacciotti, Donovan, Mayor Primuth
NOES: None.
ABSENT: Zneimer
ABSTAINED: None.

10. RESOLUTION APPROVING CERTAIN EASEMENT AND TRANSFER OF APPURTENANT FACILITIES RELATED TO THE INSTALLATION OF VEHICLE CHARGING STATIONS ON CITY PROPERTY AND AUTHORIZING THE CITY MANAGER TO GRANT AND EXECUTE EASEMENTS FOR PUBLIC UTILITY PURPOSES

Recommendation

It is recommended that the City Council adopt the Resolution to approve certain easements and transfer of appurtenant facilities related to the installation of vehicle charging stations in the form approved by the City Attorney and Public Works Director and authorize the City Manager to execute the same; and authorize the City Manager to grant and execute easements generally for public utility purposes related to City projects.

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, APPROVING CERTAIN EASEMENTS AND TRANSFER OF APPURTENANT FACILITIES RELATED TO THE INSTALLATION OF VEHICLE CHARGING STATIONS ON CITY PROPERTY AND AUTHORIZING THE CITY MANAGER TO GRANT AND EXECUTE EASEMENTS ON BEHALF OF THE CITY FOR PUBLIC UTILITY PURPOSES

A motion was made to approve recommendation on the Consent Calendar.

Resolution No. 7829 was adopted.

11. CONSIDERATION OF APPROVAL OF THE PROPOSED FISCAL YEAR 2023-2024 WATER CONSERVATION PROGRAM AND CONTINUATION OF THE EXISTING DECLARATION OF STAGE 2: SERIOUS WATER SUPPLY SHORTAGE

Recommendation

It is recommended that the City Council consider approval of:
1. The proposed Water Conservation Programs for the 2023-2024 fiscal year; and
2. The continuation of the existing Stage 2: Serious Water Supply Shortage.

A motion was made to approve recommendation on the Consent Calendar.

12. CONSIDER THE AUTHORIZATION OF APPOINTMENT TO THE PUBLIC WORKS COMMISSION

Recommendation

Mayor Primuth recommends that the City Council consider the appointment of Omari Ferguson to the Public Works Commission for a partial term ending December 31, 2024.

A motion was made to approve recommendation on the Consent Calendar.

13. APPROVAL OF PURCHASE OF VEHICLE FOR COMMUNITY DEVELOPMENT DEPARTMENT FOR CODE ENFORCEMENT DIVISION

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA APPROVING THE PURCHASE OF A 2023 CHEVY BOLT ELECTRIC VEHICLE, WITH RELATED EQUIPMENT AND ACCESSORIES, IN A TOTAL AMOUNT NOT TO EXCEED $38,000

Recommendation

It is recommended that the City Council consider adoption of a resolution authorizing the City Manager, or designee, to purchase a 2023 Chevrolet Bolt electric vehicle with related equipment and accessories in an amount not to exceed $38,000, and approve the single-source procurement pursuant to Section 2-99-29(19) and the City's Purchasing Policy.

A motion was made to approve recommendation on the Consent Calendar.

Resolution No. 7830 was adopted.

14. SECOND AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH ROTH STAFFING COMPANIES, L.P. FOR TEMPORARY STAFFING SERVICES FOR THE EXTENSION OF THE TERM

Recommendation

It is recommended that the City Council approve the Second Amendment to the Professional Services Agreement with Roth Staffing Companies, L.P. for temporary staffing services for the extension of the term and authorize the City Manager to execute the amendment.

A motion was made to approve recommendation on the Consent Calendar.

15. AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT WITH ROBERT HALF INTERNATIONAL INC., FOR TEMPORARY STAFFING SERVICES IN AN AMOUNT NOT-TO-EXCEED $89,000

Recommendation

It is recommended that the City Council consider:

1. Authorizing the City Manager, or designee, to execute all documents necessary to amend the Professional Services Agreement with Robert Half International Inc. for temporary staffing services, to increase the contract amount by $89,000 to continue services through the end of December 2023, and
2. Approving the transfer in the amount of $84,000 in State and Local Fiscal Recovery Funds from Account No. 101-3010-3041-8020 (Finance- Special Department Expense) to Account No. 101-2030-2034-8170-000 (Management Services- Professional Services) to fund the amendment.

A motion was made to approve recommendation on the Consent Calendar.

ACTION/DISCUSSION

16. CONSIDERATION OF A RESOLUTION APPROVING AND ESTABLISHING THE SALARY SCHEDULE FOR THE FACILITIES AND PARKS SUPERVISOR

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA ADOPTING A SALARY RANGE FOR THE PARKS AND FACILITIES SUPERVISOR CLASSIFICATION

Recommendation

It is recommended that the City Council consider adoption of a Resolution approving and establishing the salary schedule for the Facilities and Parks Supervisor classification.

Management Services Director Luis Frausto presented the item. Staff responded to questions raised by the City Council.

COUNCIL ACTION AND MOTION

A motion was made by Councilmember Cacciotti, seconded by Councilmember Donovan approved by roll call vote to approve Item No. 16, as presented by staff. The motion carried 4-0-1, by the following vote:

AYES: Braun, Cacciotti, Donovan, Mayor Primuth
NOES: None.
ABSENT: Zneimer
ABSTAINED: None.

Resolution No. 7831 was adopted.

17. STATUS OF THE 626 PROSPECT RESERVE ACCOUNT

Recommendation
Staff recommends that the City Council receive and file.

Deputy Finance Director/Controller Hsiulee Tran presented the item. Staff responded to questions raised by the City Council.

Hearing no opposition, the presentation was received and filed.

PUBLIC COMMENT – CONTINUED

18. CONTINUED PUBLIC COMMENT – GENERAL

None.

COMMUNICATIONS

19. COUNCILMEMBER COMMUNICATIONS

Councilmember Donovan had no comments.

Councilmember Braun had no comments.

Mayor Primuth had no comments.

Councilmember Cacciotti gave a presentation on his recent attendance at the Ad Hoc Meeting for the San Gabriel Valley Council of Governments for Mental Health, the Orange Grove Luncheon, and noted various instances of residents in violation of the Gas-Powered Leaf Blower Ban.

20. CITY MANAGER COMMUNICATIONS

City Manager Chaparyan had no comments.

ADJOURNMENT

There being no further matters, Mayor Primuth adjourned the meeting of the City Council at 9:43 P.M.

Respectfully submitted:

_____
Mark Perez
Deputy City Clerk

APPROVED:

_____
Jon Primuth
Mayor

ATTEST:

_____
Mark Perez
Deputy City Clerk

Approved at City Council Meeting:

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ATTACHMENT 3

September 6, 2023, Special Joint City Council Meeting Minutes

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CITY OF SOUTH PASADENA
SPECIAL JOINT MEETING OF THE CITY COUNCIL AND THE AD HOC CITY LEASED RECREATIONAL FACILITIES COMMITTEE

MINUTES
WEDNESDAY, SEPTEMBER 06, 2023, AT 6:01 P.M.

CALL TO ORDER:

The Special Joint Meeting of the South Pasadena City Council and the Ad Hoc City Leased Recreational Facilities Committee was called to order by Mayor Primuth on Wednesday, September 06, 2023, at 6:05 P.M. in the Amedee O. "Dick" Richards, Jr. Council Chambers, located at 1424 Mission Street, South Pasadena, California.

ROLL CALL:

PRESENT	Mayor	Jon Primuth
	Councilmember	Janet Braun
	Councilmember	Michael A. Cacciotti
	Councilmember	Jack Donovan
	Commissioner	Michael Siegal
	Commissioner	Victoria Rocha
	Commissioner	Albert Ocon
ABSENT	Mayor Pro Tem	Evelyn G. Zneimer
	Commissioner	Rona Bortz
	Commissioner	Fred Findley

Mark Perez, Deputy City Clerk, announced a quorum.

CITY STAFF PRESENT:

Arminé Chaparyan, City Manager; Roxanne Diaz, City Attorney; Tiara Solorzano, Management Assistant; Mark Perez, Deputy City Clerk were present at Roll Call. Other staff members presented reports or responded to questions as indicated in the minutes.

Without objection Mayor requested to take staff presentation prior to Public Comment.

PUBLIC COMMENT

1. PUBLIC COMMENT

In-Person Public Comment:

The following individuals spoke regarding the Arroyo Seco Golf Course:

- Deborah Fox
- Jama Meyer
- Sheila Ballesteros, president of SP Women's Golf Club.
- Sue Shearer
- Brook Collins
- Robert Flores
- Ed Simpson
- Bee Simpson
- Greg Yu
- Thomas R.
- Gail Malton
- Mark Haines
- Brian Samuels
- Eric Dunlap
- Richard Lam

Sam Burgess spoke regarding the Arroyo Seco Golf Course and the horse trail.

Zoom Public Comments:

The following individuals spoke regarding the Arroyo Seco Golf Course:

- Brian Welsh
- Steven Lawrence

ACTION/DISCUSSION

2. RECEIVE AND FILE THE "ARROYO SECO GOLF COURSE MARKET SUPPORT AND FINANCIAL ANALYSIS REPORT", DISCUSS AND PROVIDE DIRECTION, IF ANY, ON THE NEXT STEPS RELATED TO THE REPORT'S RECOMMENDATIONS AND CONSIDER THE DISSOLUTION OF THE CITY LEASED RECREATIONAL FACILITY AD HOC COMMITTEE

Recommendation

It is recommended that the City Council:

1. Receive and file the "Arroyo Seco Golf Course Market Support and Financial Analysis Report" (Report);
2. Discuss and provide direction to staff regarding next steps, including development of a Master Plan for the Arroyo Seco Golf Course property; and
3. Consider the dissolution of the City Leased Recreational Facility Ad Hoc Committee.

Sheila Pautsch, Community Services Director gave a presentation. Jean Krikorian, Dave Sams and staff responded to questions raised by the City Council.

COUNCIL ACTION AND MOTION

Councilmember Braun expressed support of an RFP for the master study. She opined that the Golf Course would need to be assessed with the restaurant and restrooms as a whole. She is in support of the item being further studied and suggested looking into "Top Golf".

Councilmember Donovan stated that he and Councilmember Cacciotti were liaisons working on this Ad Hoc Committee in the initial stages of this project and emphasized the past neglect of the site that they observed. He highlighted the progress made in the past two years and asked to look at the entire picture proposed by ProForma.

Councilmember Cacciotti expressed his agreement with most of the sentiments stated by the public. He went on to emphasize that he would never let anything be developed in the Golf Course. He thanked the committee and staff for the research and time they've taken to look into the issue, such as visiting local golf courses throughout the area and speaking to their management and attendees. He highlighted how the golf course is the only green 18-hole golf course that is maintained by all electric mowers powered by recycled Tesla batteries in the world for the last three years.

Councilmember Cacciotti proposed that the City Council receive and file the report and gave direction to improve the driving range, maintain the golf course, look at miniature golf whether that be "Pop Stroke" or something else, provide improvements to the bathrooms and clubhouse. All of this should be done while keeping the essence of the Arroyo Seco. He is in support of keeping the 18-hole course but directed that improvements be made. He expressed his opposition of the dissolution of the Ad Hoc City Leased Recreational Facilities Committee.

Mayor Primuth gave direction to remove the conversion of the 18-hole golf course to a 9-hole golf course as an option. He emphasized that the City can grow with the 18-hole course and make it a great experience for all with a Par

3 experience while maintaining the historical aspect. There are ways to reuse this facility and customize it with a nice food and drink venue that looks like South Pasadena. He recommends we keep the driving range with technology and mini golf to keep incoming revenue. Mayor Primuth requested to dissolve the Ad Hoc Committee and have the council reform the committee.

Councilmember Cacciotti agrees with reforming the committee if dissolved today.

Councilmember Braun believes Top Tracer component is very attractive to the current golfer and believes that is where the revenue will come from.

Councilmember Cacciotti stated that he would like to keep some bays with no technology.

City Manager Chaparyan stated the goal for tonight was to present the analysis and council provide direction to pursue a Request for Proposals (RFP) and the components of the RFP such as community engagement. The City Manager stated that the existing Ad Hoc Committee would be dissolved and staff would come back to the Council with a reimagined ad hoc committee with a different role as the City proceeds with the RFP process. Staff would then have that conversation with the Council as to what they are looking for in terms of a new ad hoc committee. There was no City Council objection to the dissolution of the existing ad hoc committee.

Councilmember Cacciotti agreed with the City Manager but wants to ensure the committee is not forgotten and suggested month to month renting of facility for restaurant as soon as possible. He suggested ideas of currently having a canopy at the range.

Mayor Primuth suggested the City Council fast track the implementation, so no opportunities are missed. The priority is the restaurant.

Councilmember Braun agrees with the City Manager that we should have a short-term use of the restaurant while still going forward with an RFP.

City Manager Chaparyan stated that we can do something short-term for the restaurant and assured Cacciotti that this is a high priority.

Direction was provided to the City Manager.

ADJOURNMENT

There being no further matters, Mayor Primuth adjourned the Special Joint Meeting of the City Council and the Ad Hoc City Leased Recreational Facilities Committee at 7:58 P.M.

Respectfully submitted:

_____
Mark Perez
Deputy City Clerk

APPROVED:

_____
Jon Primuth
Mayor

ATTEST:

_____
Mark Perez
Deputy City Clerk

Approved at City Council Meeting:

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ATTACHMENT 4

September 6, 2023, Special Housing Authority Meeting Minutes

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CITY OF SOUTH PASADENA
CITY COUNCIL
HOUSING AUTHORITY – BOARD OF DIRECTORS

M I N U T E S
WEDNESDAY, SEPTEMBER 06, 2023, AT 7:01 P.M.

CALL TO ORDER:

The Special Meeting of the South Pasadena Housing Authority Board of Directors was called to order by Chair Primuth on Wednesday, September 06, 2023, at 8:21 P.M. in the Amedee O. "Dick" Richards, Jr. Council Chambers, located at 1424 Mission Street, South Pasadena, California.

ROLL CALL:

PRESENT	Mayor/Chair	Jon Primuth
	Councilmember/Authority Member	Janet Braun
	Councilmember/Authority Member	Michael A. Cacciotti
	Councilmember/Authority Member	Jack Donovan
ABSENT	Mayor Pro Tem/Vice Chair	Evelyn G. Zneimer

Mark Perez, Deputy City Clerk, announced a quorum.

CITY STAFF PRESENT:

Arminé Chaparyan, City Manager/Executive Director; Roxanne Diaz, City Attorney; Tiara Solorzano, Management Assistant; Mark Perez, Deputy City Clerk were present at Roll Call. Other staff members presented reports or responded to questions as indicated in the minutes.

PUBLIC COMMENT

1. PUBLIC COMMENT

Zoom Public Comment

Yvonne LaRose spoke regarding the item.

CONSENT CALENDAR

2. RESOLUTION TO DECLARE PROPERTIES EXEMPT SURPLUS LAND AND AUTHORIZE PROPERTIES TO BE PUT OUT TO OPEN, COMPETITIVE BID FOR AN AFFORDABLE HOUSING DEVELOPMENT

Recommendation

It is recommended that the City Council, sitting as the Board of Directors of the South Pasadena Housing Authority, adopt a Resolution to:

1. Declare those real properties owned by the South Pasadena Housing Authority identified as Assessor's Parcel Numbers 5315-003-902, 5315-003-903, and 5315-003-904 exempt surplus land; and
2. Authorize the properties to be put out to open, competitive bid for an affordable housing development in accordance with Government Code section 54221(f)(1)(F)(i).

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, SITTING AS THE BOARD OF DIRECTORS OF THE SOUTH PASADENA HOUSING AUTHORITY, DECLARING THAT REAL PROPERTIES OWNED BY THE HOUSING AUTHORITY LOCATED IN THE CITY OF SOUTH PASADENA AND IDENTIFIED AS ASSESSOR'S PARCEL NOS. 5315-003-902, 5315-003-903, AND 5315-003-904 ARE EXEMPT SURPLUS LAND, AUTHORIZING THE PROPERTIES TO BE PUT OUT TO OPEN, COMPETITIVE BID FOR AN AFFORDABLE HOUSING DEVELOPMENT IN ACCORDANCE WITH GOVERNMENT CODE SECTION 54221(f)(1)(F)(i), FINDING THAT THIS RESOLUTION IS EXEMPT FROM THE APPLICATION OF THE CALIFORNIA ENVIRONMENTAL QUALITY ACT, PURSUANT TO SECTION 15061(B)(3) OF THE STATE CEQA GUIDELINES, AND TAKING RELATED ACTIONS

Leah Demarest, Senior Planner gave a presentation. Staff responded to questions raised by the City Council.

BOARD ACTION AND MOTION

A motion was made by Authority Member Cacciotti, seconded by Authority Member Braun, and approved by roll call vote to approve Item No. 2 as presented. The motion carried 4-0-1, by the following vote:

AYES:	Braun, Cacciotti, Donovan, Chair Primuth
NOES:	None.
ABSENT:	Zneimer
ABSTAINED:	None.

Housing Authority Resolution No. 2023-01 HA was adopted.

ADJOURNMENT

There being no further matters, Chair Primuth adjourned the meeting of the Housing Authority Board of Directors at 8:34 P.M.

Respectfully submitted:

_____
Mark Perez
Deputy City Clerk

APPROVED:

_____
Jon Primuth
Mayor/Chair

ATTEST:

_____
Mark Perez
Deputy City Clerk

Approved at City Council Meeting:

DRAFT

City Council Agenda Report

ITEM NO. 16

DATE: September 27, 2023

FROM: Arminé Chaparyan, City Manager

PREPARED BY: Angelica Frausto-Lupo, Community Development Director
Alison Becker, AICP, Deputy Community Development Director
Matt Chang, Planning Manager
Robert (Dean) Flores, Senior Planner

SUBJECT: **Concurrent continued hearings – Consideration of Adoption of a Resolution Certifying the Final Program Environmental Impact Report, adoption of a Resolution adopting a new General Plan, new Downtown Specific Plan, and rescission of Mission Street Specific Plan. Introduction and first reading of an Ordinance to amend the South Pasadena Municipal Code Chapter 36 (Zoning Code) and Zoning Map pertaining to rezoning the existing Focus Area Overlay District to Mixed-Use Overlay District and increase density in certain residential zoning districts in compliance with the new General Plan and the 2021-2029 Housing Element. Introduction and first reading of Ordinances to amend the Zoning Code pertaining to 120-day implementation programs in the 2021-2029 Housing Element (Project)**

Recommendation

It is recommended that the City Council hold and conclude the continued hearings and then consider the approval of the resolutions and introduce first reading of ordinances as follows:

1. Adopt a Resolution to certify and adopt the Program Environmental Impact Report (PEIR) prepared for the Project, make required findings, adopt Mitigation Monitoring and Reporting Program (MMRP), and adopt a Statement of Overriding Considerations;
2. Adopt a Resolution to adopt the General Plan and the Downtown Specific Plan (DTSP), inclusive of Planning Commission direction and errata revisions to both the General Plan and DTSP;
3. Introduce first reading of an Ordinance to rescind the Mission Street Specific Plan (MSSP) upon the effective date of the DTSP;
4. Introduce first reading of an Ordinance to amend the South Pasadena Municipal Code (SPMC) pertaining to rezoning of properties consistent with the new General Plan and the 2021-2029 (6th Cycle) Housing Element which will do the following:

a. Add Section 36.230.050 (Mixed-Use Overlay Development Standards) for the newly established Mixed-Use Overlay District;

b. Amend Section 36.250.340 (Focus Area Overlay District), to eliminate the Focus Area Overlay District and replace it with the newly established Mixed-Use Overlay District;

c. Increase density in the RM (Residential Medium Density), RH (Residential High Density), and Mixed-Use Overlay District in compliance with the Housing Element Programs;

d. Amend other Code Sections relating to ancillary changes to the SPMC regarding reference to the new DTSP, adoption of the new Zoning Map, and minor changes to the residential and commercial zoning district standards in relation to the rezoning; and,

e. Amend the Zoning Map to eliminate the Focus Area Overlay District and the MSSP boundary, and replace them with the Mixed-Use Overlay District and the DTSP boundary, respectively.

5. Introduce first reading of an Ordinance to amend the South Pasadena Municipal Code Division 36.370 (Affordable Housing Incentives) to revise regulations to conform to State Density Bonus law (California Government Code Section 65915);

6. Introduce first reading of an Ordinance to amend the South Pasadena Municipal Code Division 36.220 (Residential Zoning Districts), Division 36.350 (Standards for Specific Land Uses), and Division 36.700 (Definitions / Glossary), relating to Employee Housing; and,

7. Introduce first reading of an Ordinance to amend the South Pasadena Municipal Code Division 36.375 (Inclusionary Housing Requirements) relating to inclusionary housing requirements.

Executive Summary

The City is updating the General Plan to be consistent with the 2021-2029 (6th Cycle) Housing Element that was adopted by the City Council on May 30, 2023. This Project also includes adopting a new Downtown Specific Plan to replace the existing Mission Street Specific Plan, amending the Zoning Code and Zoning Map to increase density in the RM and RH zones, creation of a Mixed-Use Overlay District and development standards, updating the Zoning Map, and implementation of several programs identified in the Housing Element (Project).

A Program Environmental Impact Report (PEIR) was prepared to analyze the proposed Project. A Notice of Preparation was circulated in 2018, with a Recirculated Notice of Preparation issued in 2021. The Draft PEIR was circulated for a 45-day public review period between July 24, 2023 and September 6, 2023. A Final PEIR, including responses

to all comments received on the Draft PEIR has been prepared for the Project and will need to be certified and adopted in conjunction with approving the Project.

Public testimony has brought to light internal inconsistencies in the adopted Housing Element, particularly related to Table VI-51, Downtown Specific Plan Rezoning Capacity Analysis. Staff is drafting a methodology to present to the California Department of Housing and Community Development (HCD) and to City Council to correct the errors in the Table. Any amendment of the adopted Housing Element will necessitate a formal public review and approval process.

Background

Sections 65300 et. seq. of the *California Government Code* requires each city to adopt a comprehensive, long-term general plan for the physical development of land within its jurisdiction and sphere of influence. The City of South Pasadena (City) last updated its General Plan in 1998, and the 2021-2029 (6th Cycle) Housing Element was adopted on May 30, 2023. The existing Mission Street Specific Plan (MSSP) was adopted in 1996 as a companion document to the 1998 General Plan and was tailored to the particular needs of a specific area of the City (Mission Street). The area covered by the MSSP is now proposed to be expanded to include a segment of Fair Oaks Avenue. To better reflect the larger downtown area covered by the specific plan, the MSSP is proposed to be renamed the Downtown Specific Plan (DTSP). The General Plan and DTSP adoption presents an opportunity to re-evaluate the City's values and community vision, address broader issues, and respond to the changing economic, environmental, legal, and social settings. The Project would also implement the housing programs included in the recently adopted Housing Element.

The adopted Housing Element is one of the State-mandated elements required in a General Plan. The Housing Element identifies the City's housing conditions, needs, and opportunities; and establishes policies and actions (programs) that are the foundation of the City's housing strategy. Unlike other General Plan elements, State law requires each municipality to update its Housing Element on a prescribed schedule, most commonly, every eight years. The 6th Cycle Housing Element process commenced in the middle of the General Plan/DTSP Update process, which began in 2014, substantially impacting the timeline and focus of the project. The COVID-19 pandemic also complicated the update process, particularly in terms of public meetings and outreach.

The comprehensive General Plan/DTSP Update is being undertaken by the City to strengthen its commitment to protecting the characteristics that make South Pasadena a desirable place to live, in the context of the constraints associated with significant changes in state law, particularly with respect to housing. The proposed General Plan and DTSP reflect an understanding of the community's current goals, address continued growth pressures in the San Gabriel Valley and the demand for more diverse mobility and housing choices, and respond to evolving regional and environmental issues. The proposed plans serve as the City's guiding documents, providing the basis and policy framework for decision-makers. These documents provide direction regarding the

physical development, resource conservation, and character of the City, and establish a realistic, non-residential (commercial) development capacity for the City. The Housing Element serves as the policy guide regarding residential development and demonstrates how the City intends to comply with State housing legislation and regional requirements. As noted above, the Housing Element was adopted on May 30, 2023, in conjunction with an Environmental Assessment (EA) prepared pursuant to Government Code Section 65759. The EA covers not only the Housing Element, but also the actions for implementing certain Housing Element Programs included in the overall proposed project. Those program implementation actions, however, were also included in the scope of the proposed project analyzed in the PEIR.

Initial General Plan Update: 2014-2018

During strategic planning sessions in 2014 and 2015, the City Council identified the need to update the General Plan and the MSSP and directed staff to commence the process. On November 16, 2016, the City Council approved a contract with Rangwala Associates to update the City's General Plan and MSSP. The public engagement process began on January 25, 2017, with a Joint City Council/Planning Commission meeting. During that meeting, staff were directed to expand the MSSP boundaries to include Fair Oaks Avenue. Focus group meetings were held from February 2017 through April 2017, culminating in a charrette that was held during in April 2017. Focus groups reconvened after the charrette, and met through October 2017, developing policies and actions that would implement the community vision that was identified in the charrette and earlier focus group meetings. On November 8, 2017, the City Council directed staff to proceed with the Environmental Impact Report (EIR) phase of the project, with the intent to release the draft EIR in summer 2018 and to formally adopt the EIR and updated General Plan and DTSP later that year. Based on the preliminary analysis, the proposed General Plan contemplated 500 additional residential units and 430,000 square-feet (SF) of new non-residential space. Eventually, the General Plan would propose 589 additional units, and that number was used in the original environmental analysis in 2018/2019.

The majority of the work and community outreach that crafted the Draft General Plan and DTSP was completed in the 2017-2018 timeframe. The documents reflect the community's vision that were identified at that time. The project's consultant, Rangwala Associates, conducted extensive public outreach, including stakeholder interviews, community surveys, and a charrette. This outreach was necessary to ensure the General Plan and DTSP reflected the community's vision and priorities. The community's comments were incorporated into the both documents, with the consensus being that future growth should be focused in walkable areas near public transportation thereby minimizing impacts on the City's established, single-family neighborhoods.

Due to circumstances beyond the control of the consultant (the 2021-2029 Housing Element adoption process), Rangwala Associates transitioned off the project in 2019, and PlaceWorks, the new project consultant, assumed responsibility to finalize the General Plan and DTSP documents. Since PlaceWorks had been selected to complete the Housing Element, it made sense for a single consultant to coordinate final touches on the

General Plan and DTSP documents to ensure they were internally consistent and complied with applicable state law. PlaceWorks remained the primary consultant until fall 2022. In spring 2023, Rangwala Associates again took over as the main project consultant for the proposed General Plan and DTSP project.

2021-2029 (6th Cycle) Housing Element

As the General Plan work effort progressed, the City commenced the 2021-2029 (6th Cycle) Housing Element adoption process. The initial General Plan contemplated 589 housing units; however, when the Regional Housing Needs Allocation (RHNA) numbers were released in 2019, the City was required to plan for 2,067 units, a substantial increase. The Housing Element is the only element in the General Plan that requires approval by the California Department of Housing and Community Development (HCD). Given the increased number of units the City was required to plan for under its RHNA obligation, the City paused the General Plan/DTSP project. Given the difference in the number of planned units (589 for the initial General Plan versus the 2,067 units required under the RHNA), it was prudent to pause the General Plan/DTSP process until the Housing Element was adopted.

After much work, and partly in response to Housing Element litigation, on May 17, 2023, the Planning Commission considered the Housing Element, the Initial Study and Environmental Assessment (EA) prepared for the project pursuant to Government Code Section 65759, public testimony, and other documentation, and adopted a resolution recommending the City Council adopt the EA and approve the Housing Element. On May 16, 2023, the City received a letter from HCD stating the revised 2021-2029 Housing Element dated May 5, 2023, was found to meet the statutory requirements of State law. With the recommendation of the Planning Commission and the determination by HCD that the Housing Element could be approved, on May 30, 2023, in a unanimous vote, the City Council adopted the Housing Element.

The Housing Element and its associated programs would accommodate a maximum potential of 2,775 units and 430,000 SF of non-residential (commercial) space. The additional number of units reflects a buffer of 708 units above the City's RHNA obligation. This buffer was required by HCD and provides additional housing capacity in the event some of the housing sites or programs do not produce the anticipated number of units. Full buildout of the Housing Element inventory would generate 6,882 potential additional residents in South Pasadena through 2040, along with 1,978 potential jobs; however, the actual number will likely be less than predicted as these numbers represent the upper limit to the City's growth potential.

The General Plan, of which the Housing Element is one component, must be internally consistent, thus other elements of the General Plan must be revised to reflect the revised population and housing goals listed in the Housing Element. Without large tracts of undeveloped land to work with, the City had to find a way to absorb the projected growth within its current built environment. Some growth could be accommodated in established neighborhoods through Accessory Dwelling Units (ADUs) or other State legislation that

allows for additional by-right units on single-family lots (such as Senate Bill 9), but even so, the City had to find ways to increase density in developed areas, preferably in commercial corridors located near high quality public transportation.

Litigation and Accelerated Timelines

In April 2022, the City was the subject of a lawsuit filed by Californians for Home Ownership, Inc. The lawsuit alleged the City was in violation of State law because the City had not adopted its 2021-2029 Housing Element by the State's statutory deadline of October 15, 2021. In August 2022, a Court Order, also known as a Stipulated Judgement, was issued requiring the City to take certain actions within certain timeframes in order to bring the Housing Element into compliance per Section 65754 of the Government Code.

As part of the Court Order and the Housing Element adoption process, environmental documentation pursuant to Government Code Section 65759(a) et. Seq. (which is separate from the CEQA process), was required. In keeping with Government Code Section 65759(a), an Initial Study and Environmental Assessment (EA) were prepared. The City was compelled to comply with the Court Order, requiring the City to approve the Housing Element by May 31, 2023. The City Council's adoption of the Housing Element on May 30, 2023, was consistent with this legal deadline.

The City now has an adopted Housing Element, but must still adopt an updated General Plan and DTSP, along with Zoning Code/Map Amendments that implement several programs identified in the Housing Element, including, but are not limited to, increase density in certain zoning districts to accommodate the City's RHNA obligation and updating City's Inclusionary Housing Ordinance. The Court Order and applicable State law provides 120 days from approval of the Housing Element to adopt those documents and zoning amendments. The City is working to meet this mandated deadline, and intends to adopt the new General Plan, DTSP, and Zoning Ordinances no later than September 27, 2023. Upon adoption of the new General Plan, DTSP, and Zoning Ordinances, the City would be in compliance with State law and the Court Order.

Planning Commission Recommendation

The Planning Commission considered this Project at its meetings on August 8, 21, and 23, 2023. At the August 8th meeting, Planning Commission created an Ad Hoc Committee consisting of Commissioners Lesak and Swanborn to further analyze development requirements in the DTSP. On August 21st, the Planning Commission adopted resolutions to recommend that the City Council 1) certify the PEIR prepared for the Project, 2) adopt the new General Plan and DTSP to supersede the MSSP, and 3) amend the Zoning Code for several Housing Element programs. An additional Planning Commission special meeting was held on August 23 to receive feedback from the Commission on the Zoning Code and Map Amendment pertaining to density increase and the creation of a Mixed-Use Overlay District. At the end of the meeting, the Planning Commission adopted a resolution recommending that the City Council approve the Zoning Code and Map Amendments.

City Council Study Session
On August 29, 2023, the City Council conducted a Study Session on the Project. The Council received a presentation from the consultant on the project, Rangwala Associates, along with a CEQA presentation from Psomas, the project's environmental consultant. Staff also presented the proposed Zoning Code Amendments that will be considered after the PEIR is certified and the General Plan is adopted. In addition to the presentations, residents addressed the Council during the public comment portion of the meeting and several written comments were received. As the meeting was a Study Session, no action was taken on the item.

City Council Public Hearing
On September 18, 2023, the City Council held duly-noticed public hearings on the proposed General Plan, DTSP, PEIR, Zoning Code/Map Amendment pertaining to density increase, and Zoning Code Amendments pertaining to the 120-day Housing Element programs. The Council considered the staff reports and presentations prepared for the Project, received public comments during the meeting, and conducted Council discussion. At the end of the public hearings, the City Council continued the public hearing items to the next City Council meeting scheduled on September 27, 2023.

Public testimony has brought to light internal inconsistencies in the adopted Housing Element, particularly related to Table VI-51, Downtown Specific Plan Rezoning Capacity Analysis. Staff is drafting a methodology to present to HCD and to City Council to correct the errors in the Table. Any amendment of the adopted Housing Element will necessitate a formal public review and approval process.

Analysis – General Plan / Downtown Specific Plan
The General Plan serves as the City's guiding document and constitution. No land use or policy decisions can be adopted that are not consistent with the General Plan. The proposed General Plan has nine chapters that seek to implement the community's vision for South Pasadena: 1) Our Natural Community, 2) Our Prosperous Community, 3) Our Well Planned Community, 4) Our Accessible Community, 5) Our Resilient Community, 6) Our Healthy Community, 7) Our Safe Community, 8) Our Active Community, and 9) Our Creative Community. These nine chapters contain goals, policies, and actions that provide guidance for the City's on-going operations and decision making. The General Plan, DTSP, and the Housing Element all work together to achieve the following objectives:

1. Provide sufficient capacity for housing development in compliance with State policy mandates. Address the shortage of housing for lower-income households and promote an inclusive residential environment that welcomes all people into the community.
2. Preserve natural areas, enhance parks and open spaces to provide enriching recreational opportunities and ensure access to those spaces for people of all ages and abilities.

3. Attract and retain high value, high-wage jobs within the creative sector, diversify the local economy, promote and support local businesses, increase local tax base to help fund vital public services.
4. Direct new growth to the downtown area along Mission Street and Fair Oaks Avenue, as well as opportunity sites such as the Ostrich Farm District, while ensuring the continued character of existing residential areas.
5. Develop clear and precise standards that offer predictable outcomes and processes.
6. Encourage pedestrian-oriented mixed-use development, while providing new and enhancing existing public spaces and gathering places, creating vibrant cultural hubs that weave creative expression into everyday life.
7. Provide safe access for all street users—pedestrians, cyclists, public transit users, and motorists—of all ages and abilities. Support an integrated multi-modal network and efficiently manage parking to support wider community goals.
8. Increase individual, institutional, and business capacity to survive and adapt to any chronic stress or acute shocks and be able to recover and thrive.
9. Create environments that encourage safe and healthy lifestyles and maximize the opportunities for physical activity. Design the public and semi-public realm to foster social interaction and develop good programming to draw people out of their homes and into the community.
10. Create a vibrant cultural center by weaving creative expressions into everyday life.

The proposed General Plan seeks to preserve the City's existing neighborhoods, directing growth to specific areas, while providing enhanced housing opportunities citywide. The City currently has a population of 25,580, with 11,156 dwelling units (California Department of Finance, 2022). Under the proposed General Plan, along with the DTSP and Housing Element programs, the City would potentially add up to 6,882 new residents (32,462 total residents, 27% more than the existing population) and would add up to 2,775 new dwelling units for a total of 13,931 units, an increase of 25%. Commercial (retail) space would increase from 866,000 SF to 996,000 SF (a gain of 130,000 SF or 15%), and office space would increase by 300,000 SF (a 77% increase) from 390,000 SF to 690,000 SF. Table 1 provides an overview of the development capacity for the focus areas:

Table 1 City of South Pasadena Development Capacity (2040)

	Size (acres)	Residential (DUs)	Non-Residential (SF) Commercial	Office
Focus Areas				
Corridors (within the Downtown Specific Plan Area)				
Fair Oaks Avenue	80	880	75,000	100,000
Mission Street		350	25,000	25,000

Districts				
Ostrich Farm	13.4	490	5,000	100,000
Neighborhood Centers				
Huntington Drive & Garfield Avenue	4.5	140	10,000	50,000
Huntington Drive & Fletcher Avenue	1.6	0	5,000	0
Huntington Drive & Fremont Avenue	7.4	60	10,000	25,000
Neighborhoods (Throughout Remainder of the City)				
High Density		455	0	0
Medium Density		350	0	0
Low Density		40	0	0
Very Low Density		10	0	0
			130,000	**300,000**
	Totals:	**2,775**	**430,000**	

Source: Table 2-3 from the PEIR (page 2-23)

General Plan Land Use Summary

The City's RHNA requirement was 2,067 units; however, as part of the Housing Element approval process, HCD required an additional buffer to ensure the required number of RHNA housing units could be accommodated. Therefore, the City is required to find capacity for 2,775 additional housing units. The proposed General Plan/DTSP would accommodate these units, directing development into urban corridors along major arterials, including the DTSP area. Established single-family neighborhoods would be preserved to the greatest extent possible. The proposed General Plan and DTSP promote walkable, livable communities, where residents would not need to rely on automobile use for their daily transportation needs.

Adoption of the General Plan/DTSP is an important step in bringing the City into compliance with State law. Approval would also satisfy the Court Order which mandates adoption of these documents by September 27, 2023. Other aspects of the General Plan would be addressed at a later date, such as the provision to place a ballot initiative before South Pasadena voters in 2024 to consider removing the voter-approved height limit in certain areas and/or for certain projects. The goals, policies, and actions contained in the General Plan/DTSP support the kind of development identified by the community during the outreach phase of the project.

Table 2 provides an overview of the proposed land use designations. While the General Plan provides a broad description of the various land use designations, specific development standards are provided in the DTSP for properties within the DTSP area. The Zoning Ordinance will be updated to reflect development standards for parcels outside the DTSP area.

Table 2: General Plan Land Use Designations

Land Use Designation	Intensity		Vicinity/Notes
	Maximum Dwelling Units per Acre	Target Building Height (in stories)	
Very Low Intensity	3	1-2	Hillside areas and lower density, established neighborhoods
Low Intensity	5	1-2	Western and southern portions of the City, with some areas north of SR-110 and in the areas adjacent to the DTSP.
Medium Intensity	30	1-3	Various areas, including portions of Monterey Road, Huntington Drive, and neighborhoods near the DTSP area.
High Intensity	45	1-4	Various areas, including Raymond Hill, portions of Huntington Drive, Fair Oaks Avenue, Monterey Road, and Pasadena Avenue.
Mixed Use Core	70	1-5[1]	Mission Street, Ostrich Farm, NW corner of Fair Oaks Avenue and State Street, and designated neighborhood centers on Huntington Drive.
Fair Oaks Corridor	110	1-7[1]	Fair Oaks Avenue between SR-110 and Lyndon Street in the DTSP boundaries.
Civic	N/A	NA	Various areas.
Parks & Open Space	N/A	N/A	Various areas.
Preserves	N/A	N/A	Various areas.

Table source: PEIR Exhibit 2-4

[1]The approval of building height in excess of 45' would be pursuant to State Density Bonus concessions or waivers. Any increase to the base building height of 45' would require a ballot measure and approval by South Pasadena residents.

Land Use Designations Overview

The following paragraphs describe the land use designations that are proposed in the General Plan update:

Mixed-Use Core

This land use designation encourages a wide range of building types depending on neighborhood characteristics. This designation applies to the vicinity of Mission Street in the DTSP, the Ostrich Farm area, as well as Neighborhood Centers on Huntington Drive. The development intensity would allow up to 70 dwelling units per acre with allowable building height up to five stories (assuming State Density Bonus provisions). Table 1 provides the estimated number of dwelling units and non-commercial space that could feasibly be situated within Mixed Use Core areas.

Very Low Intensity

This land use designation permits detached single-family homes and is characterized by lots over 10,000 SF. Development intensity is limited to three (3) units per acre, with a target height of one to two stories. Over the life of the General Plan, an additional 10 units

are anticipated for Very Low Intensity-designated land. No non-residential uses (commercial) are anticipated.

Low Intensity
This land use designation permits detached single-family homes and is characterized by lots of 5,000 to 10,000 SF. Development intensity allows for up to five (5) units per acre, with a target building height of one to two stories. Over the life of the General Plan, an additional 40 units are anticipated for Low Intensity-designated land. No non-residential uses (commercial) are anticipated.

Medium Intensity
This land use designation permits attached housing types such as courtyard housing, townhomes, bungalow courts, and multiplexes. Development intensity allows for up to 30 units per acre with target building heights in the one to three story range. Over the life of the General Plan, an additional 350 units are anticipated for Medium Intensity-designated land. No non-residential uses (commercial) are anticipated.

High Intensity
This land use designation permits multifamily residential development, including multi-story apartments and condominiums. Development intensity allows up to 45 units per acre, with target building heights of one to four stories. Over the life of the General Plan, an additional 455 units are anticipated for High Intensity-designated land. No non-residential uses (commercial) are anticipated.

Civic
This land use designation pertains to those parcels that have public or quasi-public uses, such as government, arts, culture, education, recreation, transit, security, health, safety, and other institutional activities. Due to the nature and unique purposes of civic, public, and quasi-public buildings, development intensity is not defined in the General Plan. This makes sense given that Civic-designated land could contain uses such as religious facilities, schools, libraries, or public facilities like reservoirs and infrastructure.

Parks & Open Space
This designation applies to land that provides public recreation, leisure, and visual resources. Parcels range in size from small “tot lots” and pocket parks that serve a specific community, to urban squares, public plazas, playgrounds, and large regional parks that serve the entire City. Given the unique characteristics and purpose of buildings in recreational areas, development intensity is not defined.

Preserves
This designation applies to areas within the hills adjacent to existing established single-family residences. Preserve-designated land contains natural areas for the preservation of flora, fauna, geological, natural, historical, or similar features.

Downtown Specific Plan (DTSP): Mission Street and Fair Oaks Avenue Corridors

Mission Street is the City's historic main street and contains some of its most important buildings, including the City's civic center. Fair Oaks Avenue is a major north/south arterial through the City. While Fair Oaks Avenue has remained economically viable, it has seen a decline in the quality of its urban environment due to the sprawl of buildings and lack of landscaping. By contrast, Mission Street has retained its historic character, particularly around the Metro A Line station. New infill development, along with successful retail businesses, have made Mission Street one of the most important destinations in the City.

The DTSP is a companion document to the General Plan and Housing Element. The former MSSP has been expanded to include Fair Oaks Avenue, and will be renamed the Downtown Specific Plan (DTSP). The intention of the DTSP is to build upon the success of the previous MSSP. The new DTSP includes policies and strategies to preserve historic assets, encourage contextual infill development of vacant and underutilized parcels, maintain/support existing compatible businesses, and accommodate housing for a variety of income levels. The DTSP fulfills and supports the goals, policies, and actions of the General Plan by promoting orderly growth and by utilizing existing infrastructure.

The DTSP is generally located along the Fair Oaks Avenue and Mission Street corridors. On Fair Oaks Avenue, the DTSP boundary extends from SR-110 on the north to Lyndon Street to the south, including most properties between Mound Avenue and Fair Oaks Avenue. The eastern boundary is defined mainly by the alley immediately east of Fair Oaks Avenue, as well as Brent Avenue in the vicinity of El Centro and Mission Streets. The Mission Street Corridor generally extends from Brent Avenue on the east to Indiana Avenue on the west, including properties on the south side of El Centro Street (roughly between the A Line tracks on the west and Brent Avenue on the east). The northern boundary follows Hope Street between Fair Oaks Avenue and Meridian Avenue, Magnolia Street between Meridian and Orange Grove Avenues, and the parcels on the north side of Mission Street between Orange Grove Avenue west to the vicinity of Indiana Avenue.

The DTSP contains two primary zoning designations: Mixed Use Core and Fair Oaks Corridor.

- The Mixed-Use Core encompasses the vicinity of Mission Street and contemplates a development intensity of 70 dwelling units per acre with a height range of 1-5 stories (building height above 45 feet could be achieved pursuant to State Density Bonus concessions and waivers).
- The Fair Oaks Corridor allows for more intensive development with a maximum density of 110 dwelling units per acre.

While the General Plan outlines development envelope standards such as allowable density and height, including provisions for taller building height in keeping with State Density Bonus concessions and waivers, the DTSP contains specific development standards under what is known as a "form-based code." A form-based code provides

objective development standards that aim to create an active streetscape and a walkable community. These standards would apply to both Mission Street and Fair Oaks Avenue.

The new DTSP contemplates a maximum of 1,230 additional units—880 units for Fair Oaks Avenue and 350 units for Mission Street—over the life of the plan (2040). The DTSP would also allow for up to 225,000 SF of new non-residential uses (commercial and office) with 175,000 SF anticipated for Fair Oaks Avenue and 50,000 SF for Mission Street.

As part of the Zoning Ordinance update, all references to the Mission Street Specific Plan will be replaced with the Downtown Specific Plan. Changes will be made to the applicable sections of the Municipal Code. Approval of the DTSP will supersede the existing MSSP, and an Ordinance rescinding the Mission Street Specific Plan is proposed because that Specific Plan was initially adopted by Ordinance No. 2035.

General Plan/DTSP Outreach

Public input played a key role in formulating the proposed General Plan and DTSP. The City's team for the General Plan Update consisted of an Executive Team, an Advisory Committee, and six Focus Groups. The Executive Team included key City staff members with a primary responsibility to keep the update process on schedule and within budget. The Advisory Committee included City Council members, Planning Commissioners, and department heads that provided on-going direction. Focus Groups supported the public outreach process in developing policy options and actions to implement the public's vision. The public outreach process included development of a project website, social media engagement, e-mail notifications, public surveys, pop-up workshops, stakeholder interviews, a lecture series, and a five-day visioning charrette. After a pause in preparation of the General Plan and DTSP documents, additional public meetings were held to provide the community with the current status of the Project and its path forward.

The process was put on hold as the City awaited clarification of an anticipated significant housing allocation through the State RHNA process, which would likely be different than the housing capacity being considered at that time. When the RHNA was finalized at 2,067 housing units (2,775 units including the required buffer), necessary adjustments were proposed for the General Plan and DTSP, to increase capacity and to revise the principles to reflect housing as a greater priority. More than 1,000 community members participated in the General Plan/DTSP update meetings.

Errata Tables

Errata tables were provided to the Planning Commission showing additional changes that were proposed but that were not included in the documents presented to the Commission. Those revisions have been made in the documents presented to City Council. For informational purposes, these errata tables are attached to this staff report. New Errata Tables have been attached to this staff report that reflect additional revisions based on public comment and staff review after the Commission meetings. The errata revisions are considered minor and will not substantially alter or change the scope of the Project.

2024 Ballot Initiative

In addition to the items currently being considered by the City Council, the Housing Element requires the City to place a ballot measure before the voters to consider raising the City's existing height limit. *Housing Element Program 2.n—Citywide Height Limit Ballot Initiative* requires the City:

> "…*to seek, through voter approval in a local election, the repeal of the current height limit of 45 feet as to at least any residential or mixed-use (including residential) project on which the housing element anticipates a base density in excess of 50 units/acre. Such measure will be brought to the City Council for consideration prior to being placed on the ballot. The measure may either eliminate the height limit for these parcels entirely, or be replaced by a new height limit localized in the areas of increased density to stated density goals. If the height limit is replaced, the new limit would be no less than 84 feet to achieve the densities identified in the DTSP.*"

The upcoming ballot initiative is included in the discussion to remind the Councilmembers and members of the public that the question of repealing the City's voter-approved height limit will be presented to South Pasadena residents in November 2024 to implement Housing Element Program 2.n. It is also important to understand that while the City has a 45-foot building height limit that was approved by voters in 1983, buildings can be developed taller than 45 feet if a project qualifies for concessions and waivers provided through State Density Bonus law.

Analysis – Zoning Code/Map Amendment

The Court Order requires the City to update its Zoning Code to support certain Housing Element programs within 120 days of adoption of the Housing Element. These programs include, but are not limited to, rezoning of parcels to accommodate higher densities, the clean-up of the City's Density Bonus and Employee Housing language to be consistent with State law, along with reducing the City's inclusionary housing requirement from 20% to 15%. These changes are being made concurrently with the General Plan/DTSP adoption process, but the ordinance changes would require second readings. The City is on-track to conduct a first reading of the Ordinances for the Zoning Code and Zoning Map Amendments on September 27, 2023, with second readings calendared for October 4, 2023.

Zoning Code Amendment Standards for Increased Density

The proposed Zoning Code Amendment will implement the Housing Element's goal of increased density. More specifically, it will increase density in certain zoning districts as well as establish new development standards to meet this goal. According to Housing Element goal 3.0, the City shall "provide opportunities to increase housing production." Further, programs 3.a (Rezone and Redesignate Sites to meet RHNA) and 3.n (Zoning Changes), require the City to increase density in multi-family residential zones and commercial zones, and to remove subjective development standards for multi-family/mixed-use developments, respectively.

In order to implement the new changes into the Zoning Code, the City hired MIG (Moore, Iacofano, Goltsman) to prepare the draft Zoning Code Amendment changes consistent with the Housing Element and General Plan. In order to comply with the Housing Element programs, the City will increase density in certain areas identified in the Housing Element. More specifically, in commercial corridors and the Medium and High Density Residential zones. The proposed changes to these areas can be found below.

Zoning District/Overlay Zone	**Current Density (units/acre)**	**Proposed Density (units/acre)**
RM (Residential Medium Density)	Minimum: 6.1 Maximum: 14	Minimum: 5.1 Maximum: 30
RH (Residential High Density)	Minimum: 14.1 Maximum: 25	Minimum: 30.1 Maximum: 45
Focus Area Overlay (to be changed to Mixed-Use Overlay)	Up to 24 units/acre if a Mixed-Use project	Minimum: 52 Maximum: 70

Please note that the Housing Element did not require the City to establish minimum density requirements for each zone, but the City is taking the initiative to do so. In previous iterations of the proposed Zoning Code Amendment, the RM zone was proposed to have a minimum density of 15 dwelling units per acre. However, after further consideration, staff recommends decreasing the minimum density requirement to 5.1 since the maximum allowable density in the RS zone is 5. As such, the RM zone minimum requirement will begin where RS maxes out. This will provide potential applicants with more flexibility in designing their multi-family development projects in the RM and RH zones.

<u>Replace the Focus Area Overlay with newly established Mixed-Use Overlay</u>

The existing Focus Area Overlay zone was established in the 1998 General Plan update and comprised of the areas below.[1] The areas can also be found in the existing Zoning Map.

1. Huntington-Garfield,
2. Fair Oaks-Huntington,
3. Fair Oaks Corridor (Central District, Upper Fair Oaks, and Lower Fair Oaks),
4. Raymond Hill,
5. Fremont Corridor,
6. Mission Street Specific Plan,

[1] Found on page II-39 of the 1998 General Plan (Section 2.7 – Specific Focus Areas)

7. Ostrich Farm, and
8. Arroyo Annexation

With the proposed adoption of the new General Plan and DTSP, the areas listed above will no longer be part of the Focus Area Overlay and will be replaced as follows:

Existing Focus Areas	**Existing Land Use Designation**	**Proposed Land Use Designation[2]**
Huntington-Corridor	Commercial General	Mixed-Use Core
Fair Oaks-Huntington	Commercial General	Mixed-Use Core
Fair Oaks Corridor	Commercial General	Fair Oaks Corridor/DTSP
Raymond Hill	Commercial General, High Density Residential, Medium Density Residential, Commercial Office, & Open Space	Mixed-Use Core, High Density Residential, and Civic
Fremont Corridor	Commercial Office	Mixed-Use Core
MSSP	MSSP	Mixed-Use Core/DTSP
Ostrich Farm	Business Park, Medium Density Residential & Commercial General	Mixed-Use Core
Arroyo Annexation	Open Space	Open Space

As shown in the table above, most of the former Focus Areas will be replaced by a Mixed-Use Core designation in the General Plan, except for the Fair Oaks Corridor, and Arroyo Annexation areas. The Fair Oaks Corridor will now be included in the DTSP along with the former MSSP area. The new Mixed-Use Overlay will apply only to those parcels designated as Mixed-Use Core in the Land Use Map that are not included in the DTSP areas. It is important to note, however, that although the base land use designations are changing, their underlying zoning designations will remain the same (for CG, CO, and BP areas). The new Mixed-Use Overlay areas can be found in the draft Zoning Map.

Mixed-Use Overlay Development Standards

Housing Element program 3.n requires the City to remove subjective development standards to facilitate administrative approval of residential developments. As a result, the proposed Zoning Code Amendment will establish development standards for multi-family and mixed-use projects located in the Mixed-Use Overlay zone as well as a procedure for processing such applications. A summary of the changes can be found below:

- The Mixed-Use Overlay development standards include setbacks, lot coverage, height, and frontage standards. It will also include objective design standards such as maximum blank wall length, minimum window glazing, wall plane articulation, etc.

[2] See Figure B3.4 Land Use Map in General Plan update document (p. 61)

Finally, it includes parking, landscaping, and open space requirements which are typical design standards for multi-family and mixed-use projects.

- As part of the requirement for the Housing Element Site Inventory sites, it includes the provision that sites subject to the mixed-use overlay are allowed to be develop 100% residential projects, and any mixed-use projects must include at least 50% of the floor area to be used for residential purposes.
- Lastly, it establishes a procedure for city staff to process these residential projects ministerially while also acknowledging that some aspects of the mixed-use project may still require a conditional use permit (CUP) for the nonresidential uses (i.e. alcohol sales, outdoor dining, etc.).

Other Ancillary Changes

As part of the Zoning Code Amendment, other ancillary changes are required to be made in the SPMC to ensure internal consistency is achieved. Such examples include the elimination of all reference to the Mission Street Specific Plan, updating Table 2-1 of the SPMC regarding General Plan Land Use Classifications, and changes to allowable uses to allow residential developments by-right (without CUPs or other discretionary permits).

Additionally, one change being proposed by the General Plan is to a minor reduction in the density of the single-family zones – the RS (Residential Low Density) and RE (Residential Estate) zones. The RE zone is changing from a range of 1-3.5 dwelling units/acre to a maximum of 3 dwelling units/acre. The RS zone is changing from a range of 3.51-6 units/acre to 5 units/acre. It is important to note that while the densities of these single-family zones are being decreased, the increases in the RM, RH, and multi-family/mixed-used zones more than make up for the loss of density in the low density districts. Therefore, the city will not experience a net loss of residential development capacity.

Lastly, the proposed Zoning Amendment also includes the adoption of the updated Zoning Map via a Zoning Map Amendment. The full proposed Zoning Code Amendment can be found in Attachment 4 of this staff report.

Planning Commission's Recommended Changes to Table 2-6

As part of their review of the proposed Amendments, the Planning Commission, recommended some changes to the Mixed-Use development standards. The proposed changes are intended to represent more flexibility for prospective applicants to design high quality buildings. Please note that the original Zoning Text Amendments are in red and the Planning Commission changes are highlighted. The Commission's recommended changes to the Amendments are in the following categories:

1. The maximum floor area by story,
2. Maximum elevation above and below street/sidewalk level,
3. Parking and site access, and
4. Private open space requirements

Analysis – Zoning Code Amendment (120-Day Implementation Programs)
The project consists of Zoning Code Amendments that will bring the SPMC into compliance with State law within 120 days of the approval of the Housing Element. Specifically, the Project addresses three Housing Element Programs: *Program 2.e—Facilitate Density Bonus Projects with On-site Affordable Housing*; *Program 2.h—Incentivize Special-Needs Housing*; and *Program 2.m—Update Inclusionary Housing Regulations*. The proposed Zoning Text Amendments are discussed in detail below:

SPMC Division 36.370 (Affordable Housing Incentives)
Changes are proposed to SPMC Division 36.370 (Affordable Housing Incentives) of SPMC to implement Housing Element *Program 2.e—Facilitate Density Bonus for Projects with On-site Affordable Housing*. Changes would be made to Sections 36.370.010, 36.370.020, 36.370.030, 36.370.040, 36.370.050, 36.370.060, 36.370.070, 36.370.080, 36.370.090, 36.370.100, and 36.370.110. Due to the number of text revisions with the Project, it is not feasible to include all of the proposed changes in this staff report. The proposed amendments can be found in the Attachment. While multiple revisions to Division 36.370 are proposed, the changes reflect text clean-ups that would make the City's code language consistent with State law and are considered routine.

SPMC Division 36.350 (Standards for Specific Land Uses)
Changes are proposed to Table 2-2 in SPMC Section 36.220.030 (Residential Zoning District Land Uses and Permit Requirements), along with Divisions 36.350 (Standards for Specific Land Uses) and Section 36.700.020 (Definitions of Specialty Terms and Phrases) to implement Housing Element *Program 2.h—Incentivize Special-Needs Housing.* The proposed changes are summarized below:

Section 36.220.030, Table 2-2
Table 2-2 "Allowed Uses and Permit Requirements for Residential Zoning Districts" would be amended to add *Employee Housing* as a permitted-by-right use in the RE (Residential Estate) and RS (Residential Suburban) zoning districts.

Section 36.350.265 (Residential Uses—Employee Housing)
A new Section 36.350.265 (Residential Uses—Employee Housing) would be added to Division 36.350 to read as follows:

36.350.265 Residential Uses–Employee Housing.

A. Applicability. Pursuant to California Health and Safety Code Section 17021.5, employee housing providing accommodations for six or fewer employees shall be allowed in all zoning districts in which single-family residences are allowed and shall be deemed a single-family structure and permitted in the same manner as other dwellings of the same type in the same zone. Employee housing for six or fewer employee shall not be considered a boarding house, rooming house, hotel, dormitory,

or other term that implies that such employee housing differs from a single-family dwelling.

B. Employee housing for six of fewer employees shall be subject to the same ordinances and standards applicable to a single-family residence except to the extent that any such ordinance of standard is preempted by the Employee Housing Act (California Health and Safety Code Section 17000, et seq.).

C. Employee housing shall be subject to all applicable requirements of the Employee Housing Act (California Health and Safety Code Section 17000, et seq.).”

Section 36.700.020 (Definitions of Specialty Terms and Phrases)
Employee Housing will be added to the list of definitions, to read as follows:

Employee Housing. Housing accommodation, or property upon which a housing accommodation is located, that meets the requirements as set forth in Health and Safety Code section 17008. Employee housing providing accommodations for six or fewer employees shall be deemed a single-family structure with a residential land use designation.

The proposed changes would make the SPMC consistent with California Employee Housing Act. A draft Ordinance that would codify the required changes is attached.

SPMC Division 36.375 (Inclusionary Housing Requirements)
Changes are proposed to SPMC Division 36.375 (Inclusionary Housing Requirements to implement Housing Element *Program 2.m—Update Inclusionary Housing Regulations*. The code language would be updated to reduce the inclusionary requirement from 20% to 15%, and would only apply to projects with ten (10) or more dwelling units. Specifically, Section 36.375.020 (Applicability) and Section 36.375.050 (Inclusionary Unit Requirement) would be revised to read as follows:

36.375.020 Applicability
This division applies to all residential development of ten (10) or more dwelling units, including residential portions of mixed-use development, and requires affordable housing units in the amount stipulated in SPMC 36.375.050 (Inclusionary Unit Requirement).

Section 36.375.050 (Inclusionary Housing Requirement)
A. Amount required. A minimum of 15 percent of the total number of dwelling units in a residential or mixed-use project, excluding any bonus units added pursuant to State law or SPMC 36.370, shall be developed, offered to, and

sold or rented to households of very low, lower, and moderate income, at an affordable housing cost, as follows:

B. Inclusionary rental units.
Rental projects subject to the inclusionary housing requirement shall provide 50 percent of required affordable units as extremely low or very low units and 50 percent as lower income units. In case of an uneven number, one more unit shall be provided as very low.

C. Inclusionary ownership (for sale) subject to the inclusionary housing requirement shall provide affordable units at the moderate income level.

D. Fractional units. In the case that unit calculations result in a fractional number, the applicant shall choose one of the following options:

1. Round up to next unit and provide the unit on site.

2. Pay the fractional amount above the whole number as an in-lieu fee equivalent to the fraction multiplied by the in-lieu fee as established by City Council resolution. All whole number units shall be provided on site or alternatively as allowed in SPMC 36.375.060 (Alternatives to On-Site Provision).

In addition to the foregoing, staff and the City Attorney Office suggest cleanup/ consistency revisions are recommended to SPMC Section 36.375.060 A. and B. for consistency with the increase in the threshold for applicability of the inclusionary requirements from three (3) or more units to ten (10) or more units. The suggested revisions conform the language of Section 36.375.060 A. to provide that rental projects with fewer than 10 units could be subject to in lieu fees if/when adopted by the City Council, and to conform language of Section 36.375.060 B. to reflect that alternate options for compliance are available to projects of 10 or more units, rather than 5 or more as stated in the current ordinance.

The proposed revisions would implement the Housing Element programs. A draft Ordinance that would codify these changes follows is attached.

Environmental Analysis
The proposed General Plan, DTSP, and Zoning Code/Map Amendments constitutes a project under the California Environmental Quality Act (CEQA). As such, a Program Environmental Impact Report (PEIR) was prepared and was submitted to the California State Clearing House (document SCH No. 2018011050). The PEIR addresses issues raised in January 2018 when the first Notice of Preparation (NOP) was circulated, as well as issues identified when the Recirculated Notice of Preparation (RNOP) was distributed in April 2021. Public comments were also received in a scoping meeting that was held on February 5, 2018, and again from a virtual scoping meeting that was conducted on May

3, 2021. While two NOPs were distributed for the PEIR, the baseline for environmental analysis was assumed to be April 2021. Based on the scoping meetings, the following environmental areas of controversy were identified: traffic, parking, water supply, and waste water infrastructure.

Based on the analysis presented in the PEIR, implementation of the proposed General Plan and DTSP, along with the implementation programs contained in the 2021-2029 Housing Element, would result in the following significant and unavoidable impacts after implementation of feasible mitigation measures:

1. Aesthetics (Visual Character at a program and cumulative level);
2. Air Quality (Air Quality Management Plan Consistency, Regional Construction and Operational Emissions Standards Violation, and Cumulative Emissions at a program and cumulative level; Local Construction Emissions Standards Violation at a program level);
3. Cultural Resources (Historic Resources at a program and cumulative level);
4. Greenhouse Gas Emissions (GHG Emissions at a cumulative level);
5. Noise (Construction and Exterior Traffic Noise Standards Violation at a program and cumulative level); and
6. Population and Housing (Population Growth at a program and cumulative level).

A Statement of Overriding Considerations is required documenting that the physical, social, and economic benefits of the General Plan and DTSP would outweigh the adverse impacts associated with the updated community vision and guiding documents.

The Draft PEIR was circulated for a 45-day public review period between July 24, 2023 and September 6, 2023. A notice regarding the public review period was posted with the Los Angeles County Recorder, published in the South Pasadena Review, and distributed to relevant regulatory agencies.

During the Draft PEIR public review period, the City received 10 comment letters through written correspondence and emails. Following the close of the public review period, the City prepared a Final PEIR, which includes responses to comments received on the environment. A Mitigation Monitoring and Reporting Program (MMRP) is included in the Final PEIR to ensure the mitigation measures identified in the PEIR are implemented, thereby minimizing identified environmental effects.

A Final PEIR has been prepared for the Project and will need to be certified and adopted in conjunction with approving the Project. A draft resolution is provided as Attachment A to certify and adopt the PEIR including making the required findings, adopting MMRP and adopting a Statement of Overriding Considerations.

Housing Element Environmental Assessment

In addition to the PEIR, an Initial Study in conformity with 14 CCR 15080(c) and an Environmental Assessment in conformity with 14 CCR 15140, et seq., were prepared for the preparation and adoption of the City's 2021-2029 (6th Cycle) Housing Element. Based on the analysis presented in the Environmental Assessment, and as more thoroughly described therein, implementation of the Housing Element would result in the following significant and unavoidable impacts after implementation of feasible mitigation measures: Air Quality (Air Quality Management Plan Consistency, Air Quality Standards Violation; Cumulative Air Quality Impacts); Greenhouse Gas Emissions (GHG Emissions); Noise (Direct and Cumulative Construction and Exterior Traffic Noise Standard Violation); and, Population and Housing (Population Growth).

Table ES-1 therein presents a summary of significant environmental impacts identified in Sections 3.1 through 3.16 of the Environmental Assessment; Mitigation Measures (MMs) that reduce any significant impacts; and the level of significance of each impact after mitigation. Significant irreversible environmental changes and growth-inducing impacts are addressed in Section 5.0, Other CEQA Considerations of the Environmental Assessment. Therefore, the proposed Zoning Code implementation of the Housing Element program requirements will not trigger any further CEQA review.

Conclusion

Based on the evidence presented in this staff report, the Draft and Final PEIR, and the adopted 2021-2029 Housing Element, the City Council can make the required findings to approve the Project. As such, two draft Resolutions and five draft Ordinances have been prepared and listed under Attachments.

Next Steps

September 27, 2023:	City Council concludes the continued public hearings, and once the public hearing is closed, considers certifying/adopting the PEIR, approving General Plan and DTSP, with first reading of Ordinances rescinding the MSSP, amending Zoning Code Amendments and Zoning Map Amendment.
October 4, 2023:	Assuming the Project is approved on September 27, 2023, with the first reading of the Ordinances, conduct a second reading and adopt said Ordinances.

Upon second reading of the Zoning Ordinances, the adoption of General Plan and Downtown Specific Plan, the City arguably would be in compliance with State law as well as satisfying its legal obligations set forth in the Court Order. During this time, however, the City will continue efforts to address the Housing Element Table VI-51 issues through an amendment to the Housing Element.

Public Notification of Agenda Item
A public notice for this public hearing was published in the South Pasadena Review on September 8, 2023. The public was also made aware of the Public Hearing through its inclusion in the legally publicly noticed agenda, posted physically at City Hall and also on the City's website.

On September 18, 2023, the City Council conducted public hearings on the Project, received public comments, and continued the public hearing items to the September 27, 2023 City Council meeting.

Fiscal Impact
Upon adoption of the General Plan, DTSP, and Zoning Code/Map Amendments, staff time would be required to implement the plans and the updated Zoning Code, as directed by the City Council and in response to community needs. Implementation and program follow through costs have been included in the Community Development fiscal year 2023-2024 budget.

Key Performance Indicators and Strategic Plan
This project supports the following priorities in the Strategic Plan:

Priority 2: Create a strong economic development strategy to strengthen local business.

Priority 3: Develop a comprehensive emergency preparedness plan to ensure public safety through active response and recovery efforts.

Priority 4: Enhance community sustainability through investment in infrastructure and environmental management programs.

Priority 5: Plan for affordable housing to comply with state mandates and respond to community needs.

Legal Review
The City Attorney has reviewed this item.

Attachments
1. Resolution – Certification of Program Environmental Impact Report (PEIR)
    a. Exhibit A: CEQA Findings
    b. Exhibit B: Mitigation Monitoring and Reporting Program (MMRP)
    c. Exhibit C: Statement of Overriding Considerations
2. Resolution – Adoption of General Plan and Downtown Specific Plan (DTSP)
    a. Exhibit A: General Plan
    b. Exhibit B: General Plan Errata Table
    c. Exhibit C: Downtown Specific Plan
    d. Exhibit D: Downtown Specific Plan Errata Table

3. Ordinance – Rescinding the Mission Street Specific Plan (MSSP)
4. Ordinance – Zoning Code/Map Amendment
    a. Exhibit A: Zoning Code Amendment
    b. Exhibit B: Updated Zoning Map
5. Ordinance – Density Bonus Ordinance
6. Ordinance – Employee Housing Ordinance
7. Ordinance – Inclusionary Housing Ordinance
8. Final PEIR / Responses to Comments

ATTACHMENT 1

Resolution - Certifying PEIR

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RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA CERTIFYING THE FINAL PROGRAM ENVIRONMENTAL IMPACT REPORT, ADOPTING FINDINGS PURSUANT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT, ADOPTING A MITIGATION MONITORING AND REPORTING PROGRAM, AND ADOPTING A STATEMENT OF OVERRIDING CONSIDERATIONS FOR THE GENERAL PLAN UPDATE, DOWNTOWN SPECIFIC PLAN, AND HOUSING ELEMENT IMPLEMENTATION PROJECT

The City Council of the City of South Pasadena hereby finds, resolves, and determines as follows:

Section 1. The City is updating its General Plan to be, among other things, consistent with and implement the 2021-2029 (6th Cycle) Housing Element that was adopted by the City Council on May 30, 2023. The project also includes adopting a new Downtown Specific Plan ("DTSP") to replace the existing Mission Street Specific Plan, amendments to the Zoning Code and Zoning Map to increase density in the RM and RH zones, create a Mixed-Use Overlay District and development standards, update the Zoning Map, and implement of several programs identified in the Housing Element (the "Proposed Project" or "Project").

Section 2. In conjunction with the adoption of the Housing Element on May 30, 2023, the City Council approved an Environmental Assessment ("EA") pursuant to Government Code Section 65759, which identified seven significant and unavoidable impacts and thirteen impact that could be mitigated to less than significant. The EA was drafted and adopted to environmentally clear not only the Housing Element, but also implementation of the programs identified therein. Therefore, the Housing Element program implementation actions are covered by the previously adopted EA and further environmental review is not required.

Section 3. In accordance with the California Environmental Quality Act (Public Resources Code Section 21000 *et seq.*; hereafter "CEQA"), the City prepared a Program Environmental Impact Report for the Proposed Project pursuant to the provisions of CEQA and the State CEQA Guidelines, 14 Cal. Code Regs. 15000 *et seq.*; hereafter the "CEQA Guidelines"). Although the Housing Element program implementation actions were environmentally cleared by the adopted EA, certain specific implementation actions to be completed in conjunction with the General Plan Update and DTSP adoption were included as part of the Proposed Project in order to allow for a comprehensive analysis of the potential environmental impacts of these concurrent actions.

Section 4. On January 25, 2018, the City distributed a Notice of Preparation ("NOP") to the State Office of Planning and Research and federal, State, regional, and local government agencies and interested parties. The NOP was circulated for a 30 day period to solicit comments regarding the scope of the environmental analysis. In addition, a public scoping meeting was held on February 5, 2018, to provide information on the

project and receive additional comments on issues to be addressed in the Program Environmental Impact Report (PEIR). Due to delays in the project, and to include considerations related to the Regional Housing Needs Assessment allocation to the City for its 2021-2029 Housing Element, the City issued a recirculated NOP on April 20, 2021, and held a virtual scoping meeting on May 3, 2021.

Section 5. On July 21, 2023 a Notice of Availability ("NOA") of the Draft PEIR was published. In accordance with CEQA and the CEQA Guidelines, the City analyzed the Proposed Project's potential impacts on the environment.

Section 6. The City circulated the Draft PEIR and its appendices for the Proposed Project to the public and other interested parties for a 45-day comment period, in accordance with CEQA Guidelines Section 15105, from July 24, 2023, through September 6, 2023. The Planning Commission, on August 8, 2023, and August 21, 2023, considered the Draft PEIR, and adopted P.C. Resolution No. 23-05 recommending that the City Council consider and certify the PEIR, adopt findings of fact, and a Mitigation Monitoring and Reporting Program ("MMRP").

Section 7. The City received written comments on the Draft PEIR during the public review period, and prepared written responses to all comments received on the Draft PEIR and those responses to comments are incorporated into the Final PEIR. The City received comment letters from four public agencies, and written responses were provided to each of those agencies on September 15, 2023.

Section 8. The City Council held duly noticed public hearings for the Proposed Project on September 18, 2023, and a continued public hearing to September 27, 2023. The City Council considered the Proposed Project and concluded deliberations on the Proposed Project, and the Final PEIR on September 27, 2023. Evidence, both written and oral, including staff reports, supporting documentation, public comment letters were presented at the hearing.

Section 9. The Final PEIR is comprised of the Draft PEIR and all appendices thereto; the Comments and Responses to Comments on the Draft PEIR; the Final PEIR; and the Mitigation Monitoring and Reporting Program; all of which collectively is referred to herein as the "Final PEIR." The City Council has considered the Project and the Final PEIR, and the evidence, both written and oral, including staff reports, supporting documentation, and public comment letters, presented at the various hearings.

Section 10. The findings made in this Resolution are based upon the information and evidence set forth in the Final PEIR and upon other substantial evidence that has been presented at the hearings and in the record of the proceedings. The Final PEIR, staff reports, technical studies, appendices, plans, maps, and other documents and materials that constitute the record of proceedings on which this Resolution is based are on file for public examination during normal business hours at the Community Development Department, South Pasadena City Hall, 1424 Mission Street South Pasadena, California 91030. The custodian of records is the City of South Pasadena

Community Development Department. Each of these documents is incorporated herein by reference.

Section 11. The City Council finds that agencies and interested members of the public have been afforded ample notice and opportunity to comment on the Final PEIR and the Project.

Section 12. Section 15091 of the CEQA Guidelines requires that the City, before approving the Project, make one or more of the following written finding(s) for each significant effect identified in the Final PEIR, accompanied by a brief explanation of the rationale for each finding:

(a) Changes or alterations have been required in, or incorporated into, the project which avoid or substantially lessen the significant environmental effects as identified in the Final EIR; or,

(b) Such changes or alterations are within the responsibility and jurisdiction of another public agency and not the agency making the finding. Such changes have been adopted by such other agency or can and should be adopted by such other agency; or,

(c) Specific economic, legal, social, technological, or other considerations, including provision of employment opportunities for highly trained workers, make infeasible the mitigation measures or project alternatives identified in the Final EIR.

Section 13. The required findings are set forth in Exhibit A, attached hereto and incorporated herein by reference.

(a) Environmental impacts identified in the Initial Study/NOP scoping process for the Project as no impact, or less than significant, are described in Exhibit A, Section IV.

(b) Environmental impacts identified in the Final PEIR as less than significant without mitigation are described in Exhibit A, Section V.

(c) Environmental impacts identified as less than significant with mitigation imposed in the Final PEIR are described in Exhibit A, Section VI.

(d) Environmental impacts identified as significant and unavoidable in the Final PEIR are described in Exhibit A, Section VII.

(e) Growth inducement and irreversible environmental effects associated with the Project are described in Exhibit A, Section VIII.

(f) Alternatives to the Project that might eliminate or reduce significant environmental impacts, and the reason such alternatives are inferior to the Project, are described in Exhibit A, Section IX.

Section 14. Prior to taking action, the City Council has heard, been presented with, reviewed, and considered the information and data in the record, including oral and written testimony presented to it for and during public hearings. The City's independent environmental consultants and City staff reviewed and analyzed the comments received on the Project's environmental review. No comments or any additional information submitted to the City have produced any substantial new information requiring additional environmental review or re-circulation of the Final PEIR under CEQA because no new significant environmental impacts were identified, nor was any substantial increase in the severity of any previously disclosed environmental impacts identified.

Section 15. The City Council, pursuant to CEQA Guidelines Section 15090, hereby certifies that the Final PEIR 1) reflects the City Council's independent judgement and analysis; 2) that was presented to, and reviewed and considered by, the City Council; and 3) has been completed in compliance with CEQA.

Section 16. The City Council hereby adopts the "Findings and Facts in Support of Findings" attached hereto as Exhibit A and incorporated herein by reference.

Section 17. Pursuant to Public Resources Code Section 21081.6, the City Council hereby adopts the Mitigation Monitoring and Reporting Program attached hereto as Exhibit B and incorporated herein by reference, and adopts each mitigation measure set forth therein, and imposes each mitigation measure as a condition of the Project's approval.

Section 18. CEQA Guidelines Section 15093 requires that if a project will cause significant unavoidable adverse impacts, the City must adopt a Statement of Overriding Considerations prior to approving the project. The City Council hereby finds that each of the Proposed Project's benefits, by itself and as cumulative benefits, would justify proceeding with the Project despite the significant and unavoidable impacts identified in the Final PEIR. The Proposed Project benefits are set forth in the attached Statement of Overriding Considerations attached hereto as Exhibit C, and incorporated herein by reference. The City Council hereby adopts the attached Statement of Overriding Considerations for the Project.

Section 19. This resolution shall take effect immediately upon its adoption by the City Council, and the City Clerk shall certify to the passage and adoption of this resolution.

PASSED, APPROVED AND ADOPTED ON this 27th day September, 2023.

_____

Mayor Jon Primuth

ATTEST:

_____

Mark Perez, Deputy City Clerk
(seal)

APPROVED AS TO FORM:

_____

Roxanne Diaz, City Attorney

I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a special meeting held on the 27th day of September 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____

Mark Perez, Deputy City Clerk
(seal)

Exhibits:

A. Findings and Facts in Support of Findings
B. Mitigation Monitoring and Reporting Program
C. Statement of Overriding Considerations

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ATTACHMENT 1

Exhibit A: PEIR Findings

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EXHIBIT A

Findings of Fact in Support of Findings

I. Introduction

The California Environmental Quality Act ("CEQA") and the State CEQA Guidelines (the "Guidelines") provide that no public agency shall approve or carry out a project for which an environmental impact report ("EIR") has been certified which identifies one or more significant effects on the environment that will occur if a project is approved or carried out unless the public agency makes one or more of the following findings:

Changes or alterations have been required in, or incorporated into, the project which avoid or substantially lessen the significant environmental effects identified in the EIR.

Such changes or alterations are within the responsibility of another public agency and not the agency making the finding. Such changes have been adopted by such other agency or can and should be adopted by such other agency.

Specific economic, social, or other considerations make infeasible the mitigation measures or project alternatives identified in the EIR.[1]

Pursuant to the requirements of CEQA, the City Council hereby makes the following environmental findings in connection with the City of South Pasadena General Plan and Downtown Specific Plan (DTSP) Update & 2021–2029 Housing Element Implementation Programs (Project). These findings are based upon evidence presented in the record of these proceedings, both written and oral, the Final Program Environmental Impact Report (PEIR) for the Project including all the appendices, the Comments and Responses to Comments on the PEIR for the Project, staff and consultants' reports presented through the hearing process, and all of their contents.

II. Project Objectives

The proposed General Plan and DTSP Update & 2021–2029 Housing Element Implementation Programs seeks to achieve the following key objectives:

1. Provide sufficient capacity for housing development in compliance with State policy mandates. Address the shortage of housing for lower-income households and promote an inclusive residential environment that welcomes all people into the community.
2. Preserve natural areas, enhance parks and open spaces to provide enriching recreational opportunities and ensure access to those spaces for people of all ages and abilities.
3. Attract and retain high value, high-wage jobs within the creative sector, diversify the local economy, promote and support local businesses, increase local tax base to help fund vital public services.

[1] Cal. Pub. Res. Code § 21081; 14 Cal. Regs. §§ 15901, 15163.

4. Direct new growth to the downtown area along Mission Street and Fair Oaks Avenue, as well as opportunity sites such as the Ostrich Farm District, while ensuring the continued character of existing residential areas.
5. Develop clear and precise standards that offer predictable outcomes and processes.
6. Encourage pedestrian-oriented mixed-use development, while providing new and enhancing existing public spaces and gathering places, creating vibrant cultural hubs that weave creative expression into everyday life.
7. Provide safe access for all street users–pedestrians, cyclists, public transit users, and motorists–of all ages and abilities. Support an integrated multi-modal network and efficiently manage parking to support wider community goals.
8. Increase individual, institutional, and business capacity to survive and adapt to any chronic stress or acute shocks and be able to recover and thrive.
9. Create environments that encourage safe and healthy lifestyles and maximize the opportunities for physical activity. Design the public and semi-public realm to foster social interaction and develop good programming to draw people out of their homes and into the community.
10. Create a vibrant cultural center by weaving creative expressions into everyday life.

III. Project Description

Pursuant to State law, the City of South Pasadena has an approved General Plan. The South Pasadena General Plan was last updated and adopted by the City in 1998. Similarly, the City has an approved Specific Plan for a portion of the downtown area. The Mission Street Specific Plan (MSSP; now expanded to include a segment of Fair Oaks Avenue and referred to as the Downtown Specific Plan) was adopted in 1996. State law does not require a General Plan to be updated in regularly scheduled intervals, except for the Housing Element, which must be updated every five to eight years. However, a general plan needs to be updated if it is to reflect community values and priorities as they change over time.

Accordingly, the comprehensive General Plan and DTSP Update is being undertaken by the City at this time to strengthen its commitment to protecting the characteristics that make South Pasadena a desirable place to live; reflect an understanding of current community goals; address continued growth pressures in the San Gabriel Valley and the demand for more diverse mobility and housing choices; and respond to evolving regional and environmental issues.

The General Plan and DTSP Update each include nine chapters, and each of the chapters features an overriding goal with policies and actions that support the goal. The nine chapters are: Our Natural Community; Our Prosperous Community; Our Well Planned Community; Our Accessible Community; Our Resilient Community; Our Healthy Community; Our Safe Community; Our Active Community; and Our Creative Community. These nine chapters and their content (i.e., goal, policies, actions), reflect the public visioning process. Policies and actions that support each goal also provide guidance for the City's ongoing operations, daily actions, decision-making activities,

maintenance activities, regulation enforcement, monitoring, services provision, and other governmental activities.

The Housing Element is one of the State-mandated elements of a General Plan. It identifies the City's housing conditions, needs, and opportunities and establishes the goals, policies, and actions (programs) that are the foundation of the City's housing strategy. However, unlike all other General Plan elements, State law requires each municipality to update its housing element on a prescribed schedule (most commonly every eight years). The City's 2013–2021 Housing Element was in effect through 2021. Housing needs are determined by HCD, which allocates numerical housing targets to the Metropolitan Planning Organizations (MPOs), including the Southern California Association of Governments (SCAG), which includes the City. SCAG finalized its Regional Housing Needs Assessment (RHNA), on March 9, 2021, and has allocated 2,067 DUs to the City of South Pasadena. Additionally, the California Department of Housing and Community Development (HCD) has recommended the 2021–2029 Housing Element to demonstrate capacity for a surplus of 708 units beyond the RHNA allocation. As discussed in Section 2.0. Environmental Setting and Project Description, the Court Order requires the City to seek repeal of the City's 45-foot height limit for residential or mixed-use residential projects on sites (i.e., not Citywide) where the base density calls for greater than 50 DUs per acre (DU/acre).

Based on research, community input, State requirements, and HCD feedback, the central strategy of the 2021-2029 Housing Element Implementation Programs preserve existing housing stock and directs calibrated growth to identified growth areas while providing housing opportunities for all. The Housing Element Implementation Programs update balances strategic and targeted potential housing sites adequate to meet the RHNA allocation and recommended surplus with the general pattern of the existing land use plan.

The General Plan and DTSP Update & 2021–2029 Housing Element Implementation Programs Project would accommodate a total of 2,775 residential DUs (including the HCD-recommended surplus units) and 430,000 square feet (sf) of non-residential uses, comprised of retail and office development, in addition to both the existing land uses (see Table 2 2 in Section 2.0 of this PEIR). The full buildout of the Project, for purposes of this PEIR, would generate up to an additional 6,882 residents (assuming no residential vacancies) and additional 1,978 jobs in the City through 2040, compared to existing conditions.

It is important to note that the General Plan and DTSP Update & 2021–2029 Housing Element Implementation Programs would not authorize any specific development project or other form of land use approval, including public facilities or capital facilities expenditures or improvements. New development would continue to be subject to the City's development review process. The General Plan and DTSP Update serve as a long-term policy guide for decision-making regarding the physical development, resource conservation, and character of the City and establishes a non-residential development capacity for the City. The proposed 2021–2029 Housing Element Implementation Programs serve as the policy guide for decision-making regarding residential development and demonstrates how the City intends to comply with State housing legislation and regional (i.e., SCAG) requirements.

IV. Effects Determined to be No Impact During Scoping Process

The General Plan and DTSP Update & 2021–2029 Housing Element Implementation Programs represent the culmination of a comprehensive community outreach and involvement process. The Scoping process included a Notice of Preparation (NOP), which was distributed on January 25, 2018, to federal, State, regional, and local government agencies and interested parties for a 30-day public review period to solicit comments and inform agencies and the public of the Project. The City held a scoping meeting for the PEIR on February 5, 2018.

A Recirculated NOP (RNOP) reflecting inclusion of the 2021–2029 Housing Element into the Project was distributed on April 20, 2021. The City held a virtual scoping meeting for the PEIR for the General Plan and DTSP Update & 2021–2029 Housing Element Implementation Programs on May 3, 2021.

Based on this scoping process, the City determined there would be no impacts related to the following topics due to the inability of the Project to create such impact or the absence of project characteristics producing effects of this type. The following effects were determined to not be significant on a program or cumulative basis.

A. AGRICULTURE AND FORESTRY RESOURCES

1. The Project will not convert Prime Farmland, Unique Farmland, or Farmland of Statewide Importance (Farmland) to non-agricultural use as the Project Site and surrounding area developed urban areas and are not mapped as Farmland, thus there is no impact.
2. The Project will not conflict with existing zoning for agricultural use or a Williamson Act contract because there is no agricultural zoning or use in the area and the Project Site is not subject to any Williamson Act contracts, thus there is no impact.
3. The Project will not conflict with existing zoning for, or cause rezoning of, forest land, timberland, or timberland zoned Timberland Production, thus there is no impact.
4. Development of the Project will not result in the loss of forest land or conversion of forest land to non-forest uses, thus there is no impact.
5. The Project does not involve other changes in the existing environment which, due to their location or nature, that could result in conversion of Farmland to nonagricultural use or conversion of forest land to non-forest land, thus there is no impact.
6. No cumulative effects are identified for Agricultural and Forestry Resources and the Project was determined to have no impact for this category.

B. MINERAL RESOURCES

1. The Project will not result in the loss of availability of a known mineral resource that would be of value to the region and residents of the state, thus there is no impact.

2. The Project will not result in the loss of availability of a locally-important mineral resource recovery site delineated on a local general plan, specific plan or other land use plan, thus there is no impact.
3. No cumulative effects are identified for Mineral Resources and the Project was determined to have no impact for this category.

V. Effects Determined to Be Less Than Significant Without Mitigation for the Project in the PEIR

The Final PEIR found that the Project would have no significant impact or a less than significant impact without the imposition of mitigation on the environmental topic areas listed below based on the more expansive discussions contained in the Final PEIR.

A. AESTHETICS

1. The Project will not cause an adverse effect on a scenic vista, thus there is no significant impact.
2. The Project will not substantially damage scenic resources, including, but not limited to trees, rock outcroppings, and historic buildings within a State scenic highway, thus there is no significant impact.
3. The Project will not create a new source of substantial light or glare which would adversely affect day or nighttime views in the area, thus there is no significant impact.
4. Impacts related to Aesthetics will be less than significant related to adverse effects on a scenic vista, scenic highways or light and glare, and not cumulatively considerable.

B. AIR QUALITY

1. The Project will not conflict with or obstruct the implementation of the SCAQMD AQMP during operations related to CO hotspots and thus there is no impact.
2. The Project will not result in other emissions (such as those leading to odors) adversely affecting a substantial number of people, thus there is no significant impact.
3. Impacts related to Air Quality will be less than significant related to local construction emissions, CO hotspots, and odors, and not cumulatively considerable.

C. BIOLOGICAL RESOURCES

1. The Project will not interfere substantially with the movement of any native or migratory fish or wildlife species or with established native resident or migratory wildlife corridors and thus there is no significant impact.
2. The Project will not conflict with any local policies or ordinances protecting biological resources, such as a tree preservation policy (in this case the City's tree preservation ordinance), thus there is no significant impact.
3. The Project will not conflict with the provisions of an adopted Habitat Conservation Plan, Natural Community Conservation Plan, or other

approved local, regional or State habitat conservation plan as there are none that apply to the City and thus there is no significant impact.

4. Impacts related to Biological Resources will be less than significant related to wildlife movement, tree preservation policy or habitat conservation plans and not cumulatively considerable.

D. CULTURAL AND TRIBAL CULTURAL RESOURCES

1. The Project will not disturb any human remains, including those interred outside of dedicated cemeteries, thus there is no significant impact.
2. Impacts related to Cultural Resources will be less than significant related to human remains and therefore not cumulatively considerable.

E. ENERGY

1. The Project will comply with existing energy efficiency standards and improve the vehicle miles traveled (VMT) per capita and per service population (SP) and will not result in potentially significant environmental impact due to wasteful, inefficient, or unnecessary consumption of energy resources during Project construction or operation, thus there is no significant impact.
2. The Project will not conflict with or obstruct a state or local plan for renewable energy or energy efficiency, thus there is no significant impact.
3. Impacts related to energy will be less than significant during construction and operation of the Project and not cumulatively considerable.

F. GEOLOGY AND SOILS

1. The Project will not directly or indirectly cause potential substantial adverse effects, including the risk of loss, injury, or death involving (i) rupture of a known earthquake fault, (ii) strong seismic ground shaking, (iii) seismic-related ground failure, including liquefaction, or (iv) or landslides, thus there is no significant impact.
2. The Project will not result in substantial soil erosion or the loss of topsoil, thus there is no significant impact.
3. The Project will not be located on a geological unit that is unstable, or that would become unstable as a result of the project and potentially result in on- or off-site landslide, lateral spreading, subsidence, liquefaction, or collapse, thus there is no significant impact.
4. The Project will not be located on expansive soil creating substantial direct or indirect risks to life or property, thus there is no significant impact.
5. The Project will not have soils incapable of adequately supporting the use of septic tanks or alternative wastewater disposal systems where sewers are not available for the disposal of wastewater because there will be wastewater service to the entire site; thus there is no impact.
6. Impacts related to Geology and Soils will be less than significant related to seismic and geologic hazards and septic systems, and not cumulatively considerable.

G. GREENHOUSE GAS EMISSIONS

1. The Project would not conflict with an applicable plan, policy, or regulation adopted for the purpose of reducing the emissions of greenhouse gases; thus there is no significant cumulative impact.

H. HAZARDS AND HAZARDOUS MATERIALS

1. The Project will not create a significant hazard to the public or the environment through the routine transport, use or disposal of hazardous materials, thus there is no significant impact.
2. The Project has the potential to emit and will involve handling of hazardous materials that are typical for the operation of developments within the City and all such activities would occur in compliance with all applicable federal, state and local requirements and therefore would not create a significant hazard, including any hazard to any schools within one-quarter of a mile of the Project site; thus there is no significant impact.
3. The Project is not located within an airport land use plan or within two miles of a public airport or public use airport and will not result in a safety hazard or excessive noise for people residing or working in the project area, thus there is no impact.
4. The Project will not impair implementation of or physically interfere with an adopted emergency response plan or emergency evacuation plan, thus there is no significant impact.
5. The Project will not expose people or structures, either directly or indirectly, to a significant risk of loss, injury or death involving wildland fires , thus there is no significant impact.
6. Impacts related to Hazards and Hazardous Materials will be less than significant related to the use, storage, handling, generation, transport, and disposal of hazardous materials and wildland fire hazards, and therefore not cumulatively considerable.

I. HYDROLOGY AND WATER QUALITY

1. The Project will not violate any water quality standards or waste discharge requirements during construction or operations or otherwise substantially degrade surface or groundwater quality through compliance with all applicable federal, state and local requirements, thus there is no significant impact.
2. Development of the Project will not substantially decrease groundwater supplies or interfere substantially with groundwater recharge such that the Project may impede sustainable groundwater management of the basin, thus there is no significant impact.
3. Development of the Project will not substantially alter the existing drainage pattern of the site area, including through the alteration of the course of a stream or river or through the addition of impervious surfaces, in a manner which would (i) result in substantial erosion or siltation on- or off-site; (ii) substantially increase the rate or amount of surface runoff in a manner which would result in flooding on- or off-site; or (iii) create or contribute runoff water which would exceed the capacity of existing or planned stormwater

drainage systems or provide substantial additional sources of polluted runoff through compliance with all applicable federal, state and local requirements, thus there is no significant impact.

4. Development of the Project will not risk release of pollutants due to Project inundation in flood hazard, tsunami, or seiche zones, thus there is no significant impact.
5. Development of the Project will not conflict with or obstruct implementation of a water quality control plan or sustainable groundwater management plan, thus there is no significant impact.
6. Impacts related to Hydrology and Water Quality will be less than significant and not cumulatively considerable.

J. LAND USE AND PLANNING

2. The Project will not physically divide an established community; thus there is no significant impact.
3. The Project will not conflict with any land use plan, policy, or regulation adopted for the purpose of avoiding or mitigating an environmental effect; thus there is no significant impact.
4. Impacts related to Land Use will be less than significant and not cumulatively considerable.

K. NOISE

1. The Project will not result in generation of a substantial temporary or permanent increase in ambient noise levels related to operational traffic noise contributions in excess of standards in the local general plan, noise ordinance or applicable standards of other agencies; thus there is no significant impact.
2. The Project is not located within two miles of a public airport or public use airport and will not expose people residing or working in the project area to excessive noise levels, thus there is no impact.
3. Cumulative impacts related to noise and vibration are not cumulatively considerable.

L. POPULATION AND HOUSING

1. Development of the Project would not indirectly induce substantial unplanned population growth in the City, thus there is no significant impact.
2. The Project will not displace substantial numbers of existing people or housing, necessitating the construction of replacement housing elsewhere; thus there is no significant impact.
3. Impacts related to Population and Housing will be less than significant related to employment growth and displacement of people and housing, and therefore are not cumulatively considerable.

M. PUBLIC SERVICES AND RECREATION

1. Development of the Project will not result in substantial adverse physical impacts associated with the provision of new or physically altered governmental facilities, or the need for new or physically altered governmental facilities, the construction of which could cause significant environmental impacts, in order to maintain acceptable service ratios, response times or other performance objectives for any of the following public services: (i) fire protection, (ii) police protection, (iii) schools, (iv) parks, (v) other public facilities, thus there is no significant impact.
2. Development of the Project will not increase the use of existing neighborhood and regional parks or other recreational facilities such that substantial physical deterioration of the facility occur or be accelerated, thus there is no significant impact.
3. The Project does not include recreational facilities or require the construction or expansion of recreational facilities which might have an adverse physical effect on the environment, thus there is no significant impact.
4. Impacts related to Public Services and Recreation will be less than significant related to employment growth and displacement of people and housing, and not cumulatively considerable.

N. TRANSPORTATION

1. Operation of the Project will not conflict with a program, plan, ordinance, or policy regarding the circulation system, including transit, roadway, bicycle, and pedestrian facilities; thus there is no impact.
2. The Project would not conflict or be inconsistent with CEQA Guidelines Section 15604.3, Subdivision (b), and thus there is no significant impact.
3. The Project would not substantially increase hazards due to a geometric design feature or incompatible uses and thus there is no impact.
4. The Project would not result in inadequate emergency access during construction or operations and thus there is no significant impact.
5. Cumulative impacts related to Transportation will be less than significant.

O. UTILITIES AND SERVICE SYSTEMS

1. The Project will not require or result in the relocation or construction of new or expanded water, wastewater treatment, or storm drainage, electric power, natural gas, or telecommunications facilities, the construction of which could cause significant environmental effect; thus there is no significant impact.
2. There are sufficient water supplies available to serve the Project and reasonably foreseeable future development during normal, dry and multiple dry years, thus there is no significant impact.
3. The Project will not generate solid waste in excess of State or local standards, or in excess of the capacity of local infrastructure, or otherwise

impair the attainment of solid waste reduction goals, either through construction or operations, and thus there is no significant impact.

4. The Project will comply with federal, state, and local management and reduction statutes and regulations related to solid waste, thus there is no significant impact.
5. Impacts related to Utilities and Service Systems will be less than significant and not cumulatively considerable.

P. WILDFIRE

While the Project site is not within a State-designated Very High Fire Hazard Severity Zone (VHFHSZ), the southwestern portion of the City is within a City designated High Risk Fire Area. For purposes of the EIR analysis, the City-defined High Risk Fire Area is treated the same as a VHFHSZ.

1. The Project will not substantially impair an adopted emergency response plan or emergency evacuation plan and thus there is no significant impact.
2. The Project will not, due to slope, prevailing winds, and other factors exacerbate wildfire risks and thereby expose project occupants to, pollutant concentrations from a wildfire or the uncontrolled spread of a wildfire and thus there is no significant impact.
3. The Project will not require the installation or maintenance of associated infrastructure (such as roads, fuel breaks, emergency water sources, power lines, or other utilities) that may exacerbate fire risk or that may result in temporary or ongoing impacts to the environment and thus there is no significant impact.
4. The Project will not expose people or structures to significant risks, including downslope or downstream flooding or landslides, as a result of runoff, post-fire slow instability, or drainage changes and thus there is no significant impact.
5. Impacts related to Wildfire will be less than significant and not cumulatively considerable.

VI. Potentially Significant Environmental Impacts Determined in the PEIR to be Mitigated to a Less Than Significant Level

A. AIR QUALITY

1. Sensitive Receptors - Toxic Air Contaminants

(a) *Findings*

The following Mitigation Measures imposed upon the Project mitigate impacts to sensitive receptors from toxic air contaminants (TACs) to a less than significant level:

MM AQ-1: The Applicant/Developer for residential land use projects in the City within 500 feet of a major sources of toxic air contaminants (TACs) (e.g., warehouses, industrial areas, freeways, and roadways with traffic volumes over 100,000 vehicle per day), as measured from the property line of the project to

the property line of the source/edge of the nearest travel lane, shall conduct and submit a health risk assessment (HRA) to the City of South Pasadena Community Development Department. The HRA shall be prepared in accordance with policies and procedures of CEQA and the SCAQMD. If the HRA shows that the incremental cancer risk exceeds ten in one million (10E-06), PM10 concentrations exceed 2.5 µg/m3, PM2.5 concentrations exceed 2.5 µg/m3, or the appropriate noncancer hazard index exceeds 1.0, the Applicant/Developer shall be required to identify and demonstrate that mitigation measures are capable of reducing potential cancer and non-cancer risks to an acceptable level (i.e., below ten in one million or a hazard index of 1.0), including appropriate enforcement mechanisms, prior to issuance of a grading permit. Measures to reduce risk may include but are not limited to:

- Air intakes located away from high volume roadways and/or truck loading zones.
- Heating, ventilation, and air conditioning systems of the buildings provided with appropriately sized maximum efficiency rating value (MERV) filters (e.g., MERV 12 or better).

If the HRA cannot demonstrate that the acceptable risk level can be achieved, then no residential land uses may be developed within 500 feet of the TAC source.

2. Cumulative Impacts

(a) *Findings*

The following Mitigation Measure imposed upon the Project mitigate impacts related to cumulative TACs to a less than significant level:

MM AQ-1 (see above).

(b) *Findings of Fact*

Future development may locate TACs near sensitive receptors, specifically, the potential housing and development sites proximate to the SR-110. MM AQ-1 requires the preparation of an HRA if individual future projects that would include sensitive land uses within 500 feet, and, if necessary, the inclusion of design features that reduce the exposure to DPM by future residents to a less than significant level. Thus, the proposed Project would have a less than significant impact related to TACs. With implementation of MM AQ-1, future development would not have a cumulatively considerable contribution to exposure of sensitive receptors to TACs.

B. BIOLOGICAL RESOURCES

1. Candidate, Sensitive, or Special Status Species

(a) Findings

The following Mitigation Measures imposed upon the Project mitigate impacts to nesting birds, bat, and native plants to a less than significant level:

MM BIO-1: A qualified biologist shall conduct nesting bird surveys in areas with potentially suitable habitat prior to any construction or site preparation activities that would occur during the nesting and breeding season of native bird species (typically March 1 through August 15). The survey area shall include all potential bird nesting areas within 200 feet of any disturbance. The survey shall be conducted no more than three days prior to commencement of activities (i.e., grubbing or grading).

If active nests of bird species protected by the MBTA and/or the *California Fish and Game Code* (which, together, apply to all native nesting bird species) are present in the impact area or within 200 feet of the impact area, a temporary buffer shall be placed a minimum of 200 feet around the nest site. This temporary buffer may be greater or lesser depending on the bird species and type of disturbance, as determined by the biologist and/or applicable regulatory agency permits.

Clearing and/or construction within the buffer shall be postponed or halted until juveniles have fledged and there is no evidence of a second nesting attempt. The biologist shall serve as a construction monitor during those periods when disturbance activities will occur near active nest areas to ensure that no inadvertent impacts on these nests will occur.

MM BIO-2: Trimming or removal activities of mature or significant trees will be conducted between October 1 and February 28, outside of the breeding seasons for native bird and bat species. If activities trimming or removal activities must be conducted during the breeding season (March 1 through September 30), qualified biologist shall survey the tree to be impacted to assess the presence or absence of any active bird nest and a qualified bat specialist shall conduct bat surveys within these areas (plus a 100-foot buffer as access allows) to identify potential habitat that could provide daytime and/or nighttime roost sites and any maternity roosts or bat maternity roost. If either are determined to be present, trimming or removal activities will be postponed until after the breeding season has concluded, or until otherwise deemed acceptable by the qualified biologist due to a discontinuation of nesting bird activity or bat roost vacancy.

MM BIO-3: Within six months of the adoption of the General Plan and Downtown Specific Plan Update, the City shall develop a list of fire-resistant plant species that excludes exotic plant species with a high or moderate rating on the California Invasive Plant Council's invasive plant inventory. This fire-resistant plant list shall be the basis of any requirements or recommendations to

residents, businesses, and/or developers of future projects in hillside areas that require fire-resistant construction and landscaping.

MM BIO-4: If the disturbance limits of any future development project are within 500 feet of native vegetation located in the Arroyo Seco drainage corridor, the Applicant/Developer shall have a biological assessment conducted. A biological assessment shall also be conducted for all future development on or immediately adjacent to vacant, naturally vegetated parcels. All assessments shall be conducted by a qualified biologist and shall identify all potential sensitive biological resources, analysis shall place emphasis upon identifying endangered, threatened, sensitive, regionally, and locally unique species, and sensitive habitats. Impact analysis will aid in determining any direct, indirect, and cumulative biological impacts. Analysis shall provide recommendations for focused surveys (if warranted) and/or avoidance or minimization conditions for project implementation. The assessment shall be reviewed and approved by the City prior to initiation of any site disturbance activities (including, but not limited to, equipment and materials staging, grubbing, and fence installation). As a condition of project approval, the City shall require the Applicant/Developer to adhere to all recommendations of the biological assessment such that project-level impacts are not expected to reduce regional populations of plant and wildlife species to below self-sustaining levels.

(b) Findings of Fact

Habitat potentially suitable for native plant species is restricted to the undeveloped, naturally vegetated open space areas. Cooper's hawk and western mastiff bat are special status wildlife species with potential to occur in the large trees that are located throughout the City. Removal, trimming, or other disturbance of occupied trees may result in loss or harm to individuals of these species and may negatively affect the local population. MM BIO-1 and BIO-2 are designed to address potential impacts related to nesting birds and roosting bats by providing pre-construction surveys and establishing procedures if nesting birds or bats cavities are located and sets the timing of tree maintenance activities. MM BIO-1 also memorializes requirements of the MTBA as applicable to the Project. Potential impacts to Cooper's hawk and western mastiff bat would be less than significant with implementation of MM BIO-1 and MM BIO-2.

In addition, introduction of invasive plant species by future development near these undeveloped or vacant open space areas could result in the spread of the plant species to native habitats in the undeveloped, naturally vegetated open space areas subsequently displacing potentially suitable or occupied habitat of special status plant and wildlife species. As such MM BIO-3 requires the City to develop a list of fire-resistant plant species that excludes exotic plant species with a high or moderate rating on the California Invasive Plant Council's invasive plant inventory, and MM BIO-4 requires an applicant to conduct a biological resources assessment and pre-construction surveys to reduce impacts to native species. Potential impacts to special status plant or wildlife species and native vegetation would be less than significant with implementation of MM BIO-3 and MM BIO-4.

2. Riparian Habitat and Sensitive Natural Communities

(a) Findings

The following Mitigation Measures imposed upon the Project mitigate impacts to native communities and riparian areas to a less than significant level:

MM BIO-4 (see above).

MM BIO-5: If project construction activities of any future development project have the potential to impact (e.g., dredge and fill, demolition, dewatering or other discharge) a channel/drainage that conveys water during rainfall events, at a minimum, or as recommended by the qualified biologist conducting an assessment per MM BIO-4 above (if also applicable), shall conduct a jurisdictional delineation to determine if impacted channel/drainage meets definition of State and federal regulations. If the delineation report, prepared by a qualified biologist, indicates potential regulated drainage(s), subsequent consultation with appropriate regulatory agencies (depending on the agency jurisdiction[s]) and acquisition of permits, if required, prior to initiation of any site disturbance activities (including, but not limited to, equipment and materials staging, grubbing, and fence installation). As a condition of project approval, the City shall require the Applicant/Developer to adhere to all permit conditions.

(b) Findings of Fact

Although the proposed General Plan and DTSP Update & 2021–2029 Housing Element would generally direct future development to areas of existing development and limit development of native open space, there is potential for future development to impact supporting native vegetation communities. As stated above, the Project would implement MM BIO-4. In addition, the Project would require future projects to conduct a delineation and acquire regulatory agency permits as required. Potential impacts to native vegetation communities and riparian areas would be less than significant with implementation of MM BIO-4 and MM BIO-5.

3. State or Federally Protected Wetlands

(a) Findings

The following Mitigation Measures imposed upon the Project mitigate impacts to wetlands to a less than significant level:

MM BIO-3 (see above).

MM BIO-5 (see above).

(b) Findings of Fact

The CWA requires permits for activity involving jurisdictional waters, and prior to any impacts to the resources under the jurisdiction of the USACE, CDFW, or RWQCB, appropriate permits would have to be obtained from these resource agencies. These permits would identify necessary mitigation to reduce disturbance impacts and require

appropriate replacement habitat to ensure no net loss in biological resource values. Compliance with the permit requirements would reduce potential impacts to wetlands and riparian communities to a less than significant. As stated above, implementation of MM BIO-3, would avoid impacts related to introduction of invasive plant species installed for the purpose of fire-resistant landscaping into riparian habitats. Furthermore, implementation of MM BIO-5, which requires the Applicant/Developer of future development projects to conduct a delineation, if recommended by a qualified biologist, and subsequent consultation with and acquisition of permits from the appropriate regulatory agencies prior to initiation of any site disturbance activities, would reduce potential impacts related to wetlands to a less than significant level. Potential impacts to state or federally protected wetlands would be less than significant with implementation of MM BIO-3 and MM BIO-5.

4. Interference with Nursery Sites

(a) Findings

The following Mitigation Measures imposed upon the Project mitigate impacts to nursery sites to a less than significant level:

MM BIO-1 (see above).

MM BIO-2 (see above).

(b) Findings of Fact

Based on the proposed General Plan and DTSP Update & 2021–2029 Housing Element Implementation Programs, future development may involve vegetation clearing and tree removal activities that could also result in the direct loss of active bird nests, active bat maternity roosts, or the abandonment of active nests or roosts by adults. As such implementation of BIO-1 and BIO-2 would reduce adverse impacts to nesting birds and bats to a less than significant level by minimizing or avoiding disturbance through seasonal scheduling and/or pre-construction surveys and avoidance of designated active nesting areas or roosting areas. Potential impacts to nursery sites would be less than significant with implementation of MM BIO-1 and MM BIO-2.

5. Cumulative Impacts

(a) Findings

The following Mitigation Measures imposed upon the Project mitigate cumulative impacts related to biological resources to a less than significant level:

MM BIO-1 (see above).

MM BIO-2 (see above).

MM BIO-3 (see above).

MM BIO-4 (see above).

(b) Findings of Fact

Based on the proposed General Plan and DTSP Update & 2021–2029 Housing Element Implementation Programs, future development could contribute to cumulative changes to plants and wildlife habitats in the San Gabriel Valley due to increasing urbanization. The proposed General Plan and DTSP Update & 2021–2029 Housing Element Implementation Programs would mostly direct future development to occur in areas of existing development. With implementation of MMs BIO-1 and BIO-2, which reduce impacts related to the potential presence of special status bird and bat species in developed areas of the City; MM BIO-3, which reduce impacts related to invasive plant species for fire-resistant landscaping; and MM BIO-4, which requires an impact assessment for future development of vacant, naturally vegetated areas, the Project would not contribute to a significant cumulative impact to sensitive plant and wildlife species, riparian habitat, and jurisdictional resources. As such, cumulative impacts related to biological resources would be less than significant with implementation of MM BIO-1 through MM BIO-4.

C. CULTURAL AND TRIBAL CULTURAL RESOURCES

1. Substantial Adverse Change to Archaeological Resources

(a) Findings

The following Mitigation Measure imposed upon the Project mitigate impacts to the significance of archeological resources to a less than significant level:

> **MM CUL-1:** Prior to the issuance of a grading permit, Applicants for future development projects shall demonstrate to the City Community Development Department that a qualified Archaeologist has been retained by the applicant to attend the pre grading meeting with the construction contractor to establish, based on the site plans, appropriate procedures for monitoring earth-moving activities during construction. The Archaeologist shall determine when monitoring of grading activities is needed. If any archaeological resources are discovered, construction activities must cease within 50 feet of the discovery, or as determined by the Archaeologist, and they shall be protected from further disturbance until the qualified Archaeologist evaluates them using standard archaeological protocols. The Archaeologist must first determine whether an archaeological resource uncovered during construction is a "Tribal Cultural Resources" pursuant to Section 21074 of the California Public Resources Code, or a "unique archaeological resource" pursuant to Section 21083.2(g) of the California Public Resources Code or a "historical resource" pursuant to Section 15064.5(a) of the State CEQA Guidelines. If the archaeological resource is determined to be a "Tribal Cultural Resource", "unique archaeological resource" or a "historical resource", the Archaeologist shall formulate a Mitigation Plan in consultation with the Applicant and the City Community Development Department that satisfies the requirements of the above-listed Code sections. Upon approval of the Mitigation Plan by the City, the Project shall be implemented in compliance with the Plan.
>
> If the Archaeologist determines that the resource is not a "Tribal Cultural Resource", "unique archaeological resource" or "historical resource," s/he shall

record the site and submit the recordation form to the California Historical Resources Information System (CHRIS) at the South Central Coastal Information Center (SCCIC). The Archaeologist shall prepare a report of the results of any study prepared as part of a testing or mitigation plan, following accepted professional practice. The report shall follow guidelines of the California Office of Historic Preservation. Copies of the report shall be submitted to the City and to the CHRIS at the SCCIC at the California State University, Fullerton.

(b) Findings of Fact

The results of the 2020 SCCIC records search indicate that one previously recorded prehistoric archaeological site, P-19-003057, has been identified within the City; however, the archaeological site would not be impacted by Project-related activities. The City is almost completely built out and is highly developed. As many of these sites are likely already disturbed, implementation of the General Plan and DTSP Update & 2021–2029 Housing Element is not anticipated to introduce a substantial amount of new development that would impact archaeological resources. Future development is subject to the *Public Resources Code*, which requires that should potential archaeological resources be found during ground-disturbing activities, a qualified archaeologist must make a significance determination and develop a plan in consultation with the City and developer. Although the *Public Resource Code* provides a process to manage unanticipated archaeological resources, they are not presented as a single, cohesive requirement. It is possible that the appropriate processes may not be implemented due to lack of awareness. Therefore, MM CUL-1 requires that future development projects retain a qualified archaeologist to monitor excavation activities and salvage any encountered resources as necessary and appropriate. Potential impacts related to archaeological resources would be less than significant with implementation of MM CUL-1.

2. Tribal Cultural Resources

(a) Findings

The following Mitigation Measure imposed upon the Project mitigate impacts to the significance of archeological resources to a less than significant level:

MM CUL-1 (see above).

(b)Findings of Fact

Pursuant to SB 18 and AB 52, the City initiated government-to-government consultation with NAHC-identified California Native American tribes and those tribes that have requested such consultation in order to identify, protect, and/or mitigate potential impacts to cultural places/resources. There was no response from the tribes on the 2018 SB 18/AB 52 consultation letter or within the 2018 NOP review period. One tribe, the Gabrieleno/Tongva San Gabriel Band of Mission Indians (Gabrielino Tongva Tribe), responded to the 2021 consultation request. A consultation between the City and the Gabrieleno Tongva Tribe was conducted and the Gabrielino Tongva Tribe indicated that they believe a project applicant has the right to contract with a tribal group of their choosing for the purpose of Native American monitoring and is opposed

to measures or conditions designating one particular Gabrielino Tribal group for the purpose of Native American monitoring. There were no tribal cultural resources known to the Gabrielino Tongva Tribe apart from the site(s) associated with the NAHC's Sacred Lands File. When excavating in native (i.e., undisturbed) soils, there is always the potential to encounter unanticipated archaeological resources, which may include Tribal Cultural Resources and/or Native American remains. Implementation of regulations and MM CUL-1 would reduce potential impacts to unknown archaeological resources, including tribal cultural resources, to less than significant.

3. Cumulative Impacts

(a) Findings

The following Mitigation Measure imposed upon the Project mitigate cumulative impacts related to cultural resources to a less than significant level:

MM CUL-1 (see above).

(b) Findings of Fact

Based on the proposed General Plan and DTSP Update & 2021–2029 Housing Element Implementation Programs, future Project may contribute to development on vacant and undeveloped lots. Future development and public and infrastructure projects not subject to CEQA could adversely affect in-situ archaeological resources, and cumulative impacts may occur. However, implementation of MM CUL-1 would prevent significant adverse impacts on archaeological resources in the City and thus, would avoid a cumulative contribution to the loss of archaeological resources in the Valley. There would be a less than significant cumulative impact to archaeological resources with implementation of MM CUL-1.

D. GEOLOGY AND SOILS

1. Paleontological Resources

(a) Findings

The following Mitigation Measures imposed upon the Project mitigate potential construction-related impacts to paleontological resources to a less than significant level:

> **MM GEO-1:** Should potential paleontological resources be found during ground-disturbing activities for any individual project implemented under the General Plan and DTSP Update & 2021–2029 Housing Element, ground-disturbing activity in the immediate vicinity of the find shall be temporarily halted and a qualified paleontologist will be hired to evaluate the resource. If the potential resource is found not to be significant by the paleontologist, construction activity in the area of the find can resume. If the resource is found to be significant, the paleontologist shall determine appropriate actions, in consultation with the City and the developer (if present), for further exploration and/or salvage. A Disposition of the Recovered Paleontological Resources and Mitigation Report shall be prepared by the qualified paleontologist and submitted to the City. Any recovered fossils shall be deposited in an accredited

institution or museum, such as the Natural History Museum of Los Angeles County.

(b) Findings of Fact

The proposed General Plan and DTSP Update & 2021–2029 Housing Element Implementation Programs would not directly destroy a unique paleontological resource or unique geologic feature. Future development would largely occur in areas of the City that are already developed and/or built out. However, based on the records search conducted by the Natural History Museum of Los Angeles (NHMLA), nine fossil localities have been identified within or near the City. Therefore, grading and construction activities in undeveloped areas, or redevelopment that requires deeper or more extensive soil excavation than in the past, could potentially cause the disturbance of previously unknown paleontological resources. MM GEO-1 is designed to address any such impacts and provides a protocol should any paleontological resources be found. Thus, impacts to paleontological resources during excavation would be potentially significant, however, MM GEO-1 will reduce impacts to a less than significant level.

2. Cumulative Impacts

(a) Findings

The following Mitigation Measure imposed upon the Project mitigate cumulative impacts related to paleontological resources to a less than significant level:

MM GEO-1 (see above).

(b) Findings of Fact

Based on the proposed General Plan and DTSP Update & 2021–2029 Housing Element Implementation Programs, future Project may contribute to development on vacant and undeveloped lots. A project, in conjunction with the effects of past projects, other current projects, and probable future projects, could potentially result in the disturbance of paleontological resources throughout the region, and implementation of MM GEO-1 would prevent significant adverse impacts on paleontological resources in the City and thus, would avoid a cumulative contribution to the loss of paleontological resources in the Valley. There would be a less than significant cumulative impact to paleontological resources with implementation of MM GEO-1.

E. HAZARDS AND HAZARDOUS MATERIALS

1. Release of Hazardous Materials

(a) Findings

The following Mitigation Measures imposed upon the Project mitigate potential impacts to hazardous materials to a less than significant level:

MM HAZ-1: Prior to the issuance of a grading permit, Applicants for future development projects shall:

1) Investigate the project site to determine whether it or immediately adjacent areas have a record of hazardous material contamination via the preparation of a Phase I Environmental Site Assessment, which shall be submitted to the City Community Development Department for review. If the Phase I ESA concludes there are recognized environmental conditions that indicate the potential for on-site contamination, the Applicant shall direct the performance of a subsurface investigation appropriate in scope to the likely contaminants (e.g., water, soil, soil vapor). The results of the investigation shall be submitted to the City.

2) If contamination is identified on the site, the City, in accordance with appropriate regulatory oversight agencies (e.g., California Toxic Substances Control, Los Angeles Regional Water Quality Control Board), shall determine the need for further investigation and/or remediation of the site. If further investigation or remediation is required, it shall be the responsibility of the Applicant(s) to complete such investigation and/or remediation to the satisfaction of the City and the local oversight agency(ies).

3) Closure reports or other reports that document the successful completion of required remediation activities, if any, shall be submitted to and approved by acceptable to the City (as the Certified Uniform Program Agency) and the local oversight agency(ies) prior to the issuance of a grading permit for the proposed site development.

MM HAZ-2: In the event that previously unknown or unidentified soil and/or groundwater contamination that could present a threat to human health or the environment is encountered during construction, construction activities in the immediate vicinity of the contamination shall cease immediately and the City shall be notified. If contamination is encountered, the Applicant for the proposed development shall be responsible for preparing and implementing a Risk Management Plan that (1) identifies the contaminants of concern and the potential risk each contaminant would pose to human health and the environment during construction and post-development and (2) describes measures to be taken to protect workers and the public from exposure to potential site hazards. Such measures could include, but not be limited to, physical site controls during construction, remediation, long-term monitoring, post-development maintenance or access limitations, or some combination thereof. Depending on the nature of contamination, if any, appropriate oversight

agencies shall be notified. If determined necessary by the oversight agency(ies), a Site Health and Safety Plan that meets California Occupational Safety and Health Administration requirements shall be prepared and in place prior to commencement of work in any contaminated area.

(b) Findings of Fact

There may be sites in the City impacted by hazardous materials or hazardous wastes from historic use that are not identified on current databases. Therefore, future development would implement MM HAZ-1, which requires that a Phase I Environmental Site Assessment (ESA) be prepared by and, if warranted, remediation of contaminated conditions and submittal of a closure report or equivalent documentation to the City and the assigned regulatory oversight agencies. In addition, future Project Applicants would be responsible for the preparation of a Risk Management Plan to identify the contaminants of concern and their risks and describes measures to protect workers and the public from exposure to potential site hazards. Thus, impacts related to release of hazardous materials would be potentially significant, however, MMs HAZ-1 and HAZ-2 will reduce impacts to a less than significant level.

2. Sites Compiled Pursuant to Government Code Section 65962.5

(a) Findings

The following Mitigation Measure imposed upon the Project mitigate cumulative impacts related to hazardous material sites compiled pursuant to Government Code Section 65962.5 to a less than significant level:

MM HAZ-1 (see above).

MM HAZ-2 (see above).

(b) Findings of Fact

There are a total of 18 sites in the City identified on the list of leaking LUST sites from the SWRCB's GeoTracker database, which are compiled as part of the Cortese List, pursuant to Section 65962.5 of the Government Code. In addition, there are seven SWRCB CPS sites and five DTSC Cleanup Sites, which are not part of the Cortese list. These findings are typical of urban environments with uses such as gas stations, automotive repair facilities, dry cleaners, medical facilities, and municipal facilities and do not ordinarily represent conditions that are hazardous to the general public. As such, MMs HAZ-1 and HAZ-2 require actions by the Applicant for future development projects to characterize the potential risk associated with historic and/or current land uses on the proposed project site such that the contamination, if any, is addressed prior to construction and occupancy of that project. Thus, impacts related to potential location of a site of the Cortese list would be potentially significant, however, MMs HAZ-1 and HAZ-2 will reduce impacts to a less than significant level.

3. Cumulative Impacts

(a) Findings

The following Mitigation Measures imposed upon the Project mitigate cumulative impacts related to creation of health risks and public safety hazards to a less than significant level:

MM HAZ-1 (see above).

MM HAZ-2 (see above).

(b) Findings of Fact

Existing developments within the San Gabriel Valley pose risks to public health and safety, as they relate to the use, storage, handling, generation, transport, and disposal of hazardous materials. Future development in the City and in the rest of the San Gabriel Valley would increase these risks as more facilities or operations utilize hazardous materials. However, the proposed Project's compliance with existing health and safety regulations, and MMs HAZ-1 and HAZ-2, would prevent the creation of cumulative health risks and public safety hazards. Thus, impacts related to creation of health hazards and safety would be potentially significant, however, MMs HAZ-1 and HAZ-2 will reduce impacts to a less than significant level.

F. NOISE

1. Interior Operational Noise – Traffic Noise Levels

(a) Findings

The following Mitigation Measure imposed upon the Project mitigate interior operational noise to a less than significant level:

> **MM NOI-2**: Prior to the issuance of a building permit for new multi-family residential or mixed-use development projects within the Downtown Specific Plan and mixed-use overlay areas**,** the Project Applicant/Developer shall submit an acoustical report or other substantial evidence to the City of South Pasadena Community Development Department, or designee, that demonstrates that the interior noise levels in all habitable rooms will satisfy the California Building Code 45 dBA CNEL interior noise level standard, including identification of reasonable and feasible noise mitigation measures if determined necessary. It is the responsibility of the City of South Pasadena Community Development Department, or designee, to ensure that any necessary mitigation measures are fully and properly implemented.

(b) Findings of Fact

To provide the necessary interior noise level reduction, all future buildings developed with residential units would be required to provide a windows-closed condition and a means of mechanical ventilation (e.g., air conditioning) such that the residents of those buildings can achieve a 45 dBA CNEL environment. With typical building construction

and a windows-closed condition, a minimum 25 dBA CNEL reduction is achievable for residential dwelling units. However, the minimum 25 dBA CNEL with standard building construction may result in interior noise levels greater than 45 dBA CNEL. Therefore, MM NOI-2 requires that the Project Applicant/Developer of future multi-family residential or mixed-use development projects in the Downtown Specific Plan and mixed-use overlay areas submit an interior noise analysis, which demonstrates that the interior noise level meets 45 dBA CNEL, to the City prior to issuance of a building permit. With implementation of MM NOI-2, interior operational noise level impacts would be less than significant.

2. Operational Noise - Stationary Source Noise

(a) Findings

The following Mitigation Measure imposed upon the Project mitigate traffic noise levels near future development during operations to a less than significant level:

> **MM NOI-3**: Prior to the issuance of a building permit and/or certificate of occupancy for non-residential and mixed-use development projects, the Project Applicant/Developer shall submit an acoustical report or other substantial evidence to the City of South Pasadena Community Development Department, or designee, that demonstrates:
>
> - Exterior noise levels at adjacent property lines will satisfy the South Pasadena Municipal Code Section s19A.7(b), 19A.12, and 19.21(c) exterior noise level limits, and satisfy any conditions of approval. The site-specific acoustical report shall identify the necessary measures, if any, required to reduce exterior noise levels to below the South Pasadena Municipal Code Section 19A.7(b), 19A.12, and 19.21(c) exterior noise level limits, and satisfy any conditions of approval.
> - Acoustical isolation between units has been included in the project design for residential dwelling units situated above non-residential uses.

(b) Findings of Fact

Future residential land uses would be noise-sensitive receiving land uses and are not expected to include any specific type of stationary noise sources beyond the typical noise sources (e.g., heating, ventilating and air conditioning [HVAC] units) associated with existing residential land use in the City. Project-related stationary source (operational) noise could be generated by the operation of potential commercial/retail and office uses pursuant to the General Plan and DTSP Update & 2021–2029 Housing Element. Such noise sources could include HVAC units, loading dock activities, outdoor restaurant dining and music activities, and parking lot vehicle movements. It is noted that these potential noise sources are consistent with type of existing stationary noise sources observed in the City. The proposed Project includes actions to require mixed-use structures to minimize the transmission of noise generated by commercial uses affecting residential uses, minimize stationary noise impacts on sensitive receptors, and require control of noise from construction activities, private developments/residences, landscaping activities, and special events. Therefore, MM NOI-3 requires that the Applicant/Developer of future non-residential and mixed-use

projects that are near noise-sensitive land uses submit an acoustical report, which demonstrates that exterior noise levels at adjacent noise-sensitive land use property lines satisfy Section 19A.7(b), 19A.12, and 19.21(c) of the SPMC. With implementation of MM NOI-3, on-site operational noise impacts from stationary sources would be less than significant.

3. Groundborne Vibration and Noise (Construction and Operation)

(a) Findings

The following Mitigation Measures imposed upon the Project mitigate construction and operation- related groundborne noise and vibration impacts to a less than significant level:

MM NOI-4 Prior to the issuance of a building permit for new development projects within the Downtown Specific Plan and mixed-use overlay areas, the Project Applicant/ Developer shall submit a final acoustical report to the City of South Pasadena Community Development Department, or designee, that demonstrates:

- Exterior construction noise levels at the closest sensitive receiver locations will satisfy the FTA 80 dBA Leq residential and 85 dBA Leq commercial 8-hour construction noise level standards and the County of Los Angeles 0.01 in/sec root-mean-square velocity (RMS) vibration standard. The site-specific report shall identify the necessary reduction measures, if any, required to reduce exterior noise and vibration levels to below FTA noise and County of Los Angeles vibration thresholds.
- Measures to reduce construction noise and vibration levels, such as but not limited to those provided below, shall be incorporated in the final acoustical report:
    - Install temporary construction noise barriers at the project site boundary that break the line of sight for occupied sensitive uses for the duration of construction activities. The noise control barrier(s) must provide a solid face from top to bottom and shall:
        - Provide a minimum transmission loss of 20 dBA and be constructed with an acoustical blanket (e.g., vinyl acoustic curtains or quilted blankets) attached to the construction site perimeter fence or equivalent temporary fence posts;
        - Be properly maintained with any damage promptly repaired. Gaps, holes, or weaknesses in the barrier or openings between the barrier and the ground shall be promptly repaired.
- Install sound dampening mats or blankets to the engine compartments of heavy mobile equipment (e.g., graders, dozers, heavy trucks). The dampening materials must be capable of a 5 dBA minimum noise reduction, must be installed prior to the use of heavy mobile construction equipment, and must remain installed for the duration of the equipment use.
- Construction activities requiring pile driving within 400 feet, large bulldozers within 100 feet, loaded trucks within 50 feet, or jackhammers

within 25 feet of nearby sensitive land uses (e.g., residential, school) shall be minimized, or alternative equipment or methods shall be used, unless the vibration levels are shown to be less than the County of Los Angeles RMS threshold of 0.01 in/sec.

MM NOI-5: The Project Applicant/Developer of any site-specific development in the Downtown Specific Plan and mixed-use overlay areas that is situated within 25 feet of an historic resource shall engage a qualified structural engineer to conduct a pre-construction assessment of the structural integrity of the nearby historic structure(s) and, prior to the issuance of a building permit, submit evidence to the City of South Pasadena Community Development Department, or designee, that the operation of vibration-generating equipment associated with the new development would not result in structural damage to the adjacent historic building(s). If recommended by the pre-construction assessment, ground borne vibration monitoring of nearby historic structures shall be required.

MM NOI-6: Prior to the issuance of a building permit for new development projects within 50 feet of the Metro A Line, the Project Applicant/Developer shall submit a final vibration study to the City of South Pasadena Community Development Department, or designee, which shall identify and require implementation of reasonable and feasible vibration reduction measures to avoid exceeding the 72 VdB residential and 75 VdB non-residential vibration level standards.

(b) Findings of Fact

Future development projects within the Downtown Specific Plan and mixed-use overlay areas will generate ground-borne construction vibration during building demolition and site excavation/grading activities when heavy construction equipment, such as large bulldozers, pile driving, and loaded trucks will be used. The analysis in the Draft PEIR and the resulting MM NOI-4 is focused on larger projects proposed in the Downtown Specific Plan and mixed-use overlay areas because a significant groundbourne vibration impact is reasonably foreseeable. To ensure the recommended mitigation is applied appropriately, this clarification has been added. The higher existing density of land uses in portions of these areas combined with the more foreseeable likelihood of larger projects from lot consolidation and/or higher intensity development on unchanged lot sizes. These actions are consistent with the General Plan and DTSP Update land use plan to focus more intensive development away from the established lower density residential neighborhoods. The County's vibration perception threshold of 0.01 in/sec RMS is used to assess the human perception of vibration levels due to Project-related construction activities. Impact pile driving would generate higher vibration levels ranging from 0.010 to 0.640 in/sec PPV, or 0.007 to 0.454 in/sec RMS. Typical construction activities (i.e., non-pile-driving) associated with future development projects would exceed the vibration standard at receiver locations within 25 feet for jackhammers, 50 feet of loaded trucks, and 100 feet of large bulldozers, if used. Pile driving activities would exceed the vibration standard at receiver locations within 400 feet. MM NOI-4 requires that the use of loaded trucks, large bulldozers, pile drivers, and jackhammers at construction sites nearby sensitive land uses (e.g., residential, school) shall be minimized to the maximum extent feasible

unless the vibration levels are shown to be less than the County threshold of 0.01 in/sec RMS.

In addition, vibration levels exceeding standards have the potential to damage fragile historic structures. Similarly, this potential impact is reasonably foreseeable for development projects in the Downtown Specific Plan and mixed-use overlay areas because of the higher existing density of land uses, thereby leading to a reasonable likelihood that development activity is situated within 25 feet of an historic resource. Therefore, MM NOI-5 requires a pre-construction assessment of possible structural damage for construction activity within 25 feet of a historic building. With implementation of MMs NOI-4 and NOI-5, the construction-related vibration impacts at nearby sensitive receiver locations in the Downtown Specific Plan and mixed-use overlay areas would be reduced to a less than significant level impact during the worst-case construction activities at the site boundary.

Some future residential and non-residential uses within the Downtown Specific Plan and mixed-use overlay areas are anticipated to be located within 50 feet of the Metro A Line railroad tracks and may experience vibration levels greater than 70 VdB, which can exceed the residential 72 VdB and non-residential 75 VdB criteria for frequent rail events. MM NOI-6 requires that the Applicant/Developer of future projects within 50 feet of the A Line submit a Vibration Study, which identifies all reasonable and feasible measures to avoid exceeding a 72 VdB residential and 75 VdB non-residential vibration level, to the City prior to issuance of a building permit. With implementation of MM NOI-6, operational vibration impacts would be less than significant.

Noise and vibration impacts related to the Metro A Line and construction activity would be limited geographically to the alignment of the A Line within the City of South Pasadena and individual construction sites within the Downtown Specific Plan and mixed-use overlay areas, respectively. Therefore, these noise and vibration sources would not contribute to a cumulatively significant impact due to the effects of noise attenuation.

VII. Environmental Impacts Determined to be Significant and Unavoidable in the PEIR

A. AESTHETICS

1. Visual Character

(a) Findings

The Project will substantially degrade the existing visual character or quality of public views of the site and its surroundings, thus there is a significant and unavoidable impact. There are no feasible mitigation measures to reduce this impact, as it is the result of State mandates superseding City planning control or requirements of a court order.

(b) Findings of Fact

Future development pursuant to the General Plan and DTSP Update & 2021–2029 Housing Element Implementation Programs would change the visual quality of individual development sites, as structures and site improvements are introduced on

vacant lands and as older developments are replaced with newer structures and site improvements that would likely have a different architectural style and may be more intense than the pre-existing land use. Increased urbanization could be expected as properties are developed and/or redeveloped with higher intensity/density uses.

However, except in cases where local design discretion is superseded by State law, all proposed development would be subject to the City of South Pasadena Residential Design Guidelines and the City of South Pasadena Commercial Design Guidelines, and related design review process. For proposed future developments that may affect a designated or potential historic resource, that project would additionally be subject to the City's Cultural Heritage Ordinance and related Cultural Heritage Commission review process. Also, the City administers a strict tree protection policy that contributes to the maintenance of the City's Tree City USA designation and the associated aesthetic and environmental benefits of a substantial tree canopy. Finally, the DTSP Update has an accompanying code (herein referred to as DTSP Code or Code) to guide the DTSP's implementation. The type of code presented in the DTSP fosters predictable built results and a high-quality public realm by using physical form, rather than separation of uses as in traditional zoning codes, as their organizing principle. The prescriptive standards in the Code would ensure that new development projects demonstrate the highest standards of urban design, architecture, streetscaping, and landscaping.

The City is subject to a Court Order that requires the City is to seek, through voter approval by December 31, 2024, the repeal of the City's 45-foot height limit for residential or mixed-use residential projects on sites (i.e., not Citywide) where the base density calls for greater than 50 DUs/acre). However, the maximum height proposed under the General Plan Update would remain at the limit of 45 feet for most of the City. The State's Density Bonus Law, however, provides an avenue for certain housing development projects to exceed the City's height limit under specific circumstances. While the Density Bonus Law is the existing regulatory setting as of mid-2022, the combination of proposed policies to increase density in selected areas of the City to meet the RHNA allocation and recommended surplus with the State Density Bonus Law and required ballot measure related to the height limit may result in more structures that exceed the City's 45-foot height limit than would have otherwise been the case. In summary, the City has focused the potential for new development activity mostly within the discrete focus areas and has determined that these areas are able to appropriately accommodate the increased density and development to benefit the City as a whole, environmentally, economically, and socially. Even with increased density associated with these focus areas and the potential housing development, the Project proposes essentially the same land use patterns as currently exist and defines policies and actions that are intended to guide design decisions. Through adherence to the proposed policies and actions set forth in the General Plan and DTSP Update & 2021–2029 Housing Element Implementation Programs, including the DTSP Code, and through compliance with City regulations and processes, implementation of the Project would apply all feasible means to avoid a substantial degradation of the City's visual quality and character.

Nonetheless, it is acknowledged that, due to State mandated housing- and land use-related program and regulations and the court-ordered ballot initiative to repeal the height limit on selected sites, the future change in visual character in the City may be considered adverse to some segments of the community. As discussed under Threshold

3.1a, although there would be an intensification of uses in some areas of the City that some would consider to be transformational, the overriding intent of the Project is to ensure maintenance of the City's character through high-quality, context-specific design and enhancement of the public realm. To balance preservation of existing uses and land use transitions where development or redevelopment occur, the focus areas and potential housing sites are primarily situated in those portions of the City where change is desired to both diversify land uses and take advantage of proximity to the Metro A Line Station. Although some factors (i.e., RHNA allocations and State legislation) are not in the City's control, in consideration for the community's point of view on this issue, the direct and indirect effects of the Project would be considered a significant and unavoidable impact to visual character. There are no feasible mitigation measures to reduce this impact, as it is the result of State mandates superseding City planning control or requirements of a court order.

2. Cumulative Impacts

(a) Findings

Impacts related to Aesthetics will be significant and unavoidable related to degrading the existing visual character or quality of public views of the site and its surroundings, and are considered to incrementally contribute to a significant cumulative impact.

(b) Findings of Fact

Land use development within the focus areas would lead to visual changes within the City that would occur in the context of future growth and development in adjacent jurisdictions that would be visible by residents and visitors traveling between South Pasadena and surrounding cities. Redevelopment would be subject to City design guidelines and associated review processes. These requirements are intended to ensure a high level of design quality. However, the future change in visual character in the City may be considered adverse to some segments of the community and this is identified as a direct and indirect significant and unavoidable impact to visual character. As such, development under the Project would be considered to incrementally contribute to a significant cumulative impact related to substantial degradation of visual character of areas surrounding the City of South Pasadena.

B. AIR QUALITY

1. Air Quality Management Plan Consistency

(a) Findings

Buildout of the Project will have the potential to conflict with the South Coast Air Quality Management District (SCAQMD 2020 Air Quality Management Plan (AQMP) during construction and operation, thus there is a significant and unavoidable direct and cumulative impact related to conflict with an applicable air quality management plan. There are no feasible mitigation measures to reduce this impact, because (1) construction-related emissions cannot be accurately determined at a program level and would therefore be speculative; and (2) estimated operational emissions exceed the SCAQMD threshold for volatile organic compounds (VOCs), the primary source of which is consumer products and is outside the authority of the City to regulate.

(b) Findings of Fact

Pursuant to the SCAQMD's CEQA Air Quality Handbook, a project would be inconsistent with the AQMP if it would:

- Create an increase in the frequency or severity of air quality violations, cause or contribute to new violations, delay attainment of air quality standards; or
- Exceed the assumptions of the AQMP.

For the first criterion, construction-source and operational-source emissions have the potential to exceed the applicable regional significance thresholds for criteria pollutants. For the second criterion, buildout of the Project would exceed the 2020–2045 RTP/SCS population, housing, and employment projections and consequently air emissions that are included in the 2022 AQMP.

2. Cumulatively Considerable Net Increase of any Criteria Pollutant for which the Project Region is Non-Attainment.

(a) Findings

SCAQMD's policy with respect to cumulative impacts associated with the above-referenced pollutants and their precursors is that impacts that would be directly less than significant on a project level would also be cumulatively less than significant As the Project buildout has the potential to exceed the SCAQMD construction and operational thresholds for regional emissions, the Project may result in a cumulatively considerable net increase of criteria pollutants for which the region is in non-attainment under an applicable air quality standard, thus there is a significant and unavoidable direct and cumulative impact. Buildout of the Project will have the potential to conflict with the South Coast Air Quality Management District (SCAQMD 2020 Air Quality Management Plan (AQMP) during construction and operation, thus there is a significant and unavoidable direct and cumulative impact related to conflict with an applicable air quality management plan. There are no feasible mitigation measures to reduce this impact, because (1) construction-related emissions cannot be accurately determined at a program level and would therefore be speculative; and (2) estimated operational emissions exceed the SCAQMD threshold for volatile organic compounds (VOCs), the primary source of which is consumer products and is outside the authority of the City to regulate.

(b) Findings of Fact

Despite inconsistency with the 2020–2045 RTP/SCS growth projections, the proposed Project would support implementation of the 2020–2045 RTP/SCS goals by facilitating infill and mixed-use development and focusing growth along transportation/transit corridors. However, since the additional growth may generate emissions that would cumulatively contribute to the nonattainment designations. There are no feasible mitigation measures to reduce this impact at the programmatic level of analysis provided in the PEIR.

C. CULTURAL RESOURCES

1. Historic Resources

(a) Findings

It cannot be certain that a significant adverse impact to one or more existing or future identified historic resources would not occur with implementation of the Project, thus there is a significant and unavoidable impact related to historic resources. There are no feasible mitigation measures to reduce this impact, as it is the result of State mandates superseding certain aspects of the City's planning control for some parcels that include those with existing, or potentially future, eligible or known historic resources.

(b) Findings of Fact

The City's approach to future development has a focus on the preservation and maintenance of historical resources, balanced with required incorporation of housing opportunities. The City's approach and proposed policies and actions that are protective of historic resources, in combination with the extensive regulatory framework of federal, State, and local regulations governing the treatment of historical resources, in particular the City's Cultural Heritage Ordinance, would contribute to the protection and maintenance of historical resources within the City.

The City's established historic preservation policies and procedures, combined with existing State and local preservation laws and regulations, would substantively protect existing and future historical resources and would minimize the potential impact to historic resources to the extent feasible. Sites that are historic or located in a historic district are anticipated to be half as likely to be developed than non-historic sites. Properties that are historic or are located in a historic district are required to be reviewed by the City's Cultural Heritage Commission and are required to fulfill certain requirements as described in Section 6.5.2, Governmental Constraints, of the Housing Element.

Nevertheless, for the City to become compliant with State housing element law it was necessary to broaden the pool of suitable sites identified for potential housing development beyond the focus areas to generally encompass more parcels in total. Also, there are State regulations that allow by-right development via a ministerial action under specific circumstances. The City can specify planning requirements as part of a ministerial action; however, unlike a discretionary action the CEQA process would not be triggered. For the above-listed reasons, it cannot be certain that a significant adverse effect to one or more existing or future identified historic resources would not occur with implementation of the General Plan and DTSP Update & 2021–2029 Housing Element. Therefore, the potential effects of the Project would be considered a significant and unavoidable impact to historic resources.

1. Cumulative Impacts

(a) Findings

Development under the Project would be considered to incrementally contribute to a significant and unavoidable cumulative impact related to the loss of historical resources in the San Gabriel Valley. There are no feasible mitigation measures to reduce this

impact, as it is the result of State mandates superseding certain aspects of the City's planning control for some parcels that include those with existing, or potentially future, eligible or known historic resources.

(b) Findings of Fact

Development pursuant to the General Plan and DTSP Update & 2021–2029 Housing Element Implementation Programs have the potential to disturb or destroy historical resources associated with the City's history and local culture. Historic structures that may be altered or demolished in and near the City would affect the cultural significance of an individual site or the structure, as well as incrementally diminish the City's historical context. Similarly, growth and development in the San Gabriel Valley may involve demolition of older structures that may be important to the valley's history. Demolition or alterations that do not follow the Secretary of the Interior's Standards would lead to the cumulative loss of historic resources in the San Gabriel Valley. Implementation of historic preservation ordinances by individual cities would preserve sites and structures of local importance. Compliance with the City's Cultural Heritage Ordinance and City policies and actions pertaining to the preservation of historic resources by the City of South Pasadena would prevent significant adverse impacts on historical resources in the City to the extent practicable. However, as discussed above, it cannot be certain that a significant adverse effect to one or more existing or future identified historic resources would not occur with implementation of the General Plan and DTSP Update & 2021–2029 Housing Element and this is identified as a direct significant and unavoidable impact to historic resources.

D. GREENHOUSE GAS EMISSIONS

1. Greenhouse Gas Emissions

(a) Findings

Analysis of a Project's GHG impacts is inherently a cumulative impacts analysis because climate change is a global problem. As the Project identifies future land uses and does not contain specific development proposals, construction-related emissions are speculative and cannot be determined. As such, GHG emissions related to construction are assumed to be significant and unavoidable. Estimated annual operational emissions associated with buildout of the Project were quantified and were concluded to exceed guidance thresholds, and there is a significant and unavoidable cumulative impact. There are no feasible mitigation measures to reduce this impact, because (1) construction-related emissions cannot be accurately determined at a program level and would therefore be speculative, (2) the emissions of individual future projects contributing to the City's annual GHG emissions is also speculative, and (3) the measures necessary and/or appropriate to reduce GHG emissions for individual projects cannot be defined at the program level.

(b) Findings of Fact

Construction-related GHG emissions are speculative and cannot be accurately determined at this stage of the planning process and are therefore assumed to be significant and unavoidable. The estimated GHG emissions associated with the operational activities of the proposed Project were modeled assuming development of

246 single-family dwelling units (DUs), 2,232 multi-family DUs, 297 ADUs, 130,000 square feet of retail, and 430,000 square feet of commercial. It is noted that this is not meant to reflect the precise distribution of land uses that would or should eventually be developed but is a representation of a reasonably foreseeable buildout scenario for purposes of modeling GHG emissions at the program level. The real-life distribution of land uses that would generate GHG emissions will vary. The estimated annual GHG emissions were compared to both the SCAQMD Working Group threshold of 3,000 $MTCO_2e$/yr and a service population efficiency threshold. The estimated emissions exceeded both guidance thresholds.

It is noted that the calculation of operational GHG emissions is very conservative for the following reasons: (1) The CalEEMod model assumes all vehicles are gasoline or diesel fueled; there is no credit for reduced GHG emissions from electric and hybrid vehicles; (2) No credit was taken for the solar generation of electricity that would be included in future development projects as required by Title 24 or Project implementation; (3) No credit was taken for the increased energy efficiency of all-electric homes and businesses, which would be encouraged, if not required, by the General Plan Update and CAP implementation. The Applicant/Developer of future development projects may demonstrate that the proposed Project is consistent with the City's CAP. If consistency is demonstrated, the Project would have a less than significant GHG emissions impact. Nevertheless, for the Project, operational GHG emissions are considered significant and unavoidable.

E. NOISE

1. Construction Noise

(a) Findings

The Project has the potential to exceed the applicable standards established for substantial temporary ambient noise generation after the following Mitigation Measures are imposed upon the Project during pile driving activity and thus there is a significant and unavoidable impact:

MM NOI-4 (see VI.F.3 above).

MM NOI-7: The Project Applicant/Developer for new development shall be responsible for ensuring that following requirements are implemented by the contractor throughout the construction period. Construction contractors shall be required to implement the following measures to reduce noise levels from construction activity:

- equip all construction equipment, fixed or mobile, with properly operating and maintained mufflers, consistent with manufacturers' standards, and all stationary construction equipment shall be placed so that emitted noise is directed away from the noise-sensitive use nearest the construction activity;
- locate equipment staging in areas that will create the greatest distance between construction-related noise sources and noise-sensitive receiver nearest to the construction activity; and

- limit haul truck deliveries to the same hours specified for construction equipment by Section 19A.13(a) of the South Pasadena Municipal Code. The contractor shall design delivery routes to minimize the exposure of sensitive land uses to delivery truck noise.

There are no additional feasible mitigation measures to reduce this impact related to pile-driving activity because it is possible this activity may be required and occur within 200 feet of a sensitive receptor location over the course of the Project's implementation.

(b) Findings of Fact

MMs NOI-4 and NOI-7 prescribe several means to reduce noise level from both typical construction activity and pile driving activity during future development. However, even with application of the construction noise reduction measures, it is anticipated the pile driving noise levels at nearby receiver locations could exceed the FTA construction noise level thresholds.

1. On-Site Exterior Transportation Noise

(a) Findings

The Project has the potential to exceed the applicable standards established for substantial permanent ambient noise generation at future projects in the focus areas based on 2040 traffic levels after the following Mitigation Measure is imposed upon the Project and thus there is a significant and unavoidable impact:

> **MM NOI-1**: Prior to the issuance of a building permit for new multi-family residential or mixed-use development projects within the Downtown Specific Plan and mixed-use overlay areas, the Project Applicant/Developer shall submit an acoustical report or other substantial evidence to the City of South Pasadena Community Development Department, or designee, that demonstrates that the project will satisfy the 65 dBA CNEL exterior noise level standard, including identification of reasonable and feasible noise mitigation measures if determined necessary. It is the responsibility of the City of South Pasadena Community Development Department, or designee, to ensure that any necessary mitigation measures are fully and properly implemented.

There are no feasible mitigation measures to reduce this impact, because (1) construction-related emissions cannot be accurately determined at a program level and would therefore be speculative; and (2) estimated operational emissions exceed the SCAQMD threshold for volatile organic compounds (VOCs), the primary source of which is consumer products and is outside the authority of the City to regulate.

(b) Findings of Fact

Projects with residential components located in the Downtown Specific Plan and mixed-use overlay areas would experience future exterior noise levels greater than the *normally acceptable* compatibility criteria identified in the City's existing General Plan Safety and Noise Element after implementation of MM NOI-1. Based on this and the proximity of future noise- sensitive land uses to SR-110 and the Metro A Line, the on-site transportation-related noise impacts at future uses within the five focus areas

defined would be expected to exceed 65 dBA CNEL, which would be a significant impact. MM NOI-1 requires preparation of an acoustical report and identification of reasonable and feasible measures to achieve a 65 dBA CNEL exterior noise level. Also, the proposed Project includes actions to use the Land Use Noise Compatibility Matrix to evaluate land use decisions and to require development projects to implement mitigation measures, where necessary, to reduce exterior and interior noise levels to meet standards. While it may be possible to satisfy the exterior noise standards for some projects, the transportation noise levels may still exceed the exterior 65 dBA CNEL standard for some projects. Therefore, the exterior on-site transportation noise impact is considered significant and unavoidable.

1. Cumulative Impacts

(a) Findings

Future development in the City and the surrounding area would add new mobile and stationary noise sources, resulting in increased noise levels. The analysis of buildout includes cumulative traffic volumes in the region by 2040. Thus, noise impacts associated with the Project account for cumulative noise impacts. Accordingly, the (1) potential to exceed the applicable standards established for substantial temporary ambient noise generation with Mitigation Measures during pile driving activity and (2) exceedance of the 65 dBA CNEL standard at future development in the focus areas with year 2040 traffic with Mitigation Measures would also be considered a significant and unavoidable cumulative impact.

(b) Findings of Fact

See VII.E.2(a) and (b) above.

F. POPULATION AND HOUSING

1. Population Growth

(a) Findings

The Project will induce a direct substantial unplanned population growth within the City due to the inconsistency between SCAG's 2020–2045 RTP/SCS and 2020–2045 RHNA, thus there is a significant and unavoidable impact. There are no feasible mitigation measures to avoid or reduce this impact, because any such mitigation would reduce the potential housing stock to be constructed and thereby risk placing the City in violation of State law and susceptible to a variety of penalties, including monetary fines.

(b) Findings of Fact

The number of households, residents, and jobs in the City at buildout of the Project would exceed SCAG's regional projections derived from the 2020–2045 RTP/SCS. SCAG's projections in the RTP/SCS are based in part on coordination between the City and SCAG during preparation of the RTP/SCS and reflects the anticipated growth in the City prior to release of the unexpectedly high 6th Cycle RHNA. While preparation of the 6th Cycle RHNA partially overlapped preparation of the RTP/SCS, the 6th Cycle RHNA preparation continued beyond its adoption and was approved by HCD almost

seven months later on March 22, 2021. Therefore, the SCAG 2020–2045 RTP/SCS projections are internally inconsistent with the SCAG 6th Cycle RHNA.

SB 375 promotes consistency between RTP's and regional housing policy. It requires the RTP to plan for the RHNA, and the RHNA to be consistent with the RTP's projected development pattern. SB 375 also aligned the RHNA with the regional transportation planning process and created an eight-year planning period for cities within MPOs. Allocation of housing share to various cities and counties must be consistent with the SCS. Nonetheless, the necessity of the RHNA to meet the very considerable, recent changes in housing policy at the State level and other processes have resulted in this inconsistency. At the time of preparation of these SCAG documents, and this PEIR, the legislative and planning environment for providing housing and preferable land use patterns to meet GHG reduction and air quality goals is undergoing a marked transformation. The City is required to demonstrate it can accommodate the RHNA allocation. At the same time, accommodating this RHNA allocation results in a substantial unplanned population growth. Therefore, buildout of the Project would result in a significant and unavoidable impact related to population growth.

1. Cumulative Impacts

(a) Findings

The Project's population growth within the City is also considered to incrementally contribute to a significant cumulative impact. There are no feasible mitigation measures to avoid or reduce this impact, because any such mitigation would reduce the potential housing stock to be constructed and thereby risk placing the City in violation of State law and susceptible to a variety of penalties, including monetary fines.

(b) Findings of Fact

The cumulative impacts related to demographic growth are analyzed within the County of Los Angeles, because County-wide demographic data are available from SCAG, DOF, and EDD. Also, because of the interconnectedness of cities and unincorporated areas in the Los Angeles metropolitan area, due to roadways, increasing transit, and other sociological factors, demographic growth in smaller sized cities like South Pasadena cannot be treated like an isolated phenomenon as it is part of the fabric of the region.

Increases in the population, housing, and employment base of the County are expected over time due to in-migration and birth. Future growth and development in the City of South Pasadena and in the County would lead to the development of new homes, the creation of new jobs, and the increase in the resident population of the City and the rest of the region. As discussed above, because of the inconsistency between SCAG's RTP/SCS and 6th Cycle RHNA, the increase in population and housing is considered a significant and unavoidable impact. This is more of a technicality due to timing and rapid changes in housing policy. However, a direct cumulative adverse impact would not be expected if there is housing that can adequately accommodate the population and there are goods and services available to meet residents' needs. The cumulative increase in population in the County would be accompanied by an increase in housing stock as projected by SCAG. This balance is partially driven by economic and other

market forces out of the control of any single municipality. Whether this housing is adequate would depend on the rate of housing development and the success of housing programs in the various cities and communities in the region.

VIII. Irreversible Environmental Changes, Growth Inducement, and Other CEQA Considerations

Section 5.0 of the Final PEIR describes irreversible environmental changes, growth-inducing impacts, and other CEQA considerations.

A. IRREVERSIBLE ENVIRONMENTAL CHANGES

Over the long term, potential future development would require the commitment and reduction of nonrenewable and slowly renewable resources, including petroleum fuels and natural and lumber, sand/gravel, steel, copper, lead, and other metals. Other resources that are slow to renew and/or recover from environmental stressors would also be impacted by long-term implementation of the Project (e.g., air quality through the combustion of fossil fuels and production of greenhouse gases, and water supply through the increased potable water demands for drinking, cooking, cleaning, landscaping, and general maintenance needs).

Future construction activities would result in the irretrievable commitment of nonrenewable energy resources, primarily in the form of fossil fuels (including fuel oil), natural gas, and gasoline for automobiles and construction equipment. However, the Project would not be creating a need for jobs or housing, and the proposed growth would fulfill an existing and anticipated future need that is based on estimates of local and regional population growth. Therefore, the non-renewable resources used in construction of future development projects would be expected to be consumed by housing and employment-generating land uses. Additionally, the land uses proposed are not unusually wasteful or excessive in terms of construction materials and fossil fuel use.

Implementation of the Project would result in the continuation of long-term resource commitments to potential future development, including energy resources such as electricity and natural gas, petroleum-based fuels required for vehicle trips, and water. Any future development would occur in accordance with the applicable regulations such as the California Building Code. Most of the future growth would consist of infill development and redevelopment, in proximity to transit (light rail or bus) and/or walking distance to retail and services to reduce VMT. Because the future growth in the City would be on or near sites of existing development and would provide a portion of the needed housing stock in the region, the Project would not be considered wasteful or inefficient in its use of fossil fuels, including energy resources. Additionally, most future uses would not require large scale landscaping and would be required to meet water efficiency regulations.

Overall, potential future development associated with the Project would result in the irretrievable commitment of limited, slowly renewable, and nonrenewable resources, which would limit the availability of these particular resource quantities for future generations or for other uses through the year 2040. However, the use of such resources is anticipated and accounted for in the State, regional, and local regulations, and the proposed Project is entirely consistent with the goals adopted in the 2020–2045

Regional Transportation Plan/Sustainable Communities Strategy, which is intended to reduce VMT, contribute to improved air quality, and greenhouse gas emissions, among other objectives. Therefore, although irreversible changes would result from implementation of the Project, such changes would not be considered significant, and no mitigation is required.

B. GROWTH-INDUCING IMPACTS

Section 15126.2(e) of the CEQA Guidelines requires that growth-inducing impacts of a project be considered in a Draft (P)EIR. Growth-inducing impacts are characteristics of a project that could directly or indirectly foster economic or population growth or the construction of additional housing, either directly or indirectly, in the surrounding environment. Growth can be induced in several ways, such as through the elimination of obstacles to growth, through the stimulation of economic activity within the region, and/or through the establishment of policies or other precedents that directly or indirectly encourage additional growth. Although growth inducement itself is not considered an environmental impact, it could potentially lead to environmental effects.

Accordingly, a project may foster spatial, economic, or population growth in a geographic area if it meets one or more of the following criteria:

1. Removal of an obstacle to growth (e.g., construction or extension of major infrastructure, providing new access to an area);
2. Foster population growth (e.g., construction of additional housing), either directly or indirectly;
3. Foster economic effects that could result in other activities that could significantly affect the environment (e.g., changes in revenue base, employment expansion);
4. Establish a precedent-setting action that could result in other activities that could significantly affect the environment (e.g., an innovation, a change in zoning, general plan amendment); and/or
5. Development of or encroachment on an isolated or adjacent area of open space (being distinct from an in-fill project).

Since the City of South Pasadena is largely built out, the roadway and utility infrastructure systems are in place. Improvements to roads and other infrastructure would be implemented either to alleviate existing issues or in support of anticipated future growth. Extension of water and sewer lines (i.e., laterals), if needed, would be part of individual future projects and provide services to those developments. However, extensions or replacements of wet utilities (water and sewer infrastructure), dry utilities (i.e., electric, natural gas, telecommunications), or roadway improvements that would serve only the existing and proposed uses and would not serve other nearby areas may be an inducement to further (i.e., unplanned) development either within or near the City.

In addition, the Project would induce population growth within the City and create additional housing. The population, households, and employment estimated for buildout of the Project would exceed Southern California Association of Governments (SCAG) 2040 projections by 18.8 percent, 19.2 percent, and 30.8 percent, respectively,

and would be considered an inducement of substantial population growth. Regarding employment, buildout of the Project would reduce the City's existing jobs-housing balance from 1.23 to 1.13, and consideration of jobs-housing balance indicates the increase in employment would not be considered a substantial inducement of growth, as the jobs-housing ratio would be only slightly decreased (i.e., more housing-rich than the existing conditions). There would be a less than significant impact related to employment growth, and no mitigation is required.

Implementation of the General Plan and DTSP Update & 2021–2029 Housing Element Implementation Programs Project, which is, by definition, growth-inducing regardless of the significance finding for the Project in Section 3.12, would result in significant environmental impacts after mitigation, as throughout the PEIR. This is considered a significant and unavoidable growth-inducing impact.

Except as specifically referenced, the South Pasadena Municipal Code requirements in place for the Mission Street Specific Plan prior to the adoption of the General Plan and DTSP Update & 2021–2029 Housing Element Implementation Programs would be replaced by the Code's requirements for the DTSP area. If the General Plan and DTSP Update & 2021–2029 Housing Element documents are adopted, the City will subsequently need to review and update, as needed, its Zoning Code to make sure it is consistent with the land use policies in the General Plan Update. The environmental impacts of the update to the Zoning Code consistent with State law (Section 65860 of the Government Code) to ensure consistency with the adopted General Plan, are encompassed in the environmental analysis of the General Plan Update in the PEIR. Similar to the discussion of growth inducement above, adoption of a General Plan, Specific Plan, and/or Housing Element and an update to the Zoning Code are, by definition, precedent setting actions, as these documents/codes set the path for future development in the City and would result in significant environmental impacts after mitigation, as presented in Sections 3.1 through 3.16 of the Draft PEIR. This is considered a significant and unavoidable growth-inducing impact.

IX. PROJECT ALTERNATIVES

The PEIR in Section 4.0 considered two alternatives to the Project including Alternative 1-No Project/Existing General Plan and Alternative 2-Reduced Development Capacity. The two alternatives analyzed in the PEIR are discussed below, including the basis for rejecting each alternative. In addition, other alternatives were considered and rejected as infeasible as described in Section 4.1.4 of the PEIR.

A. ALTERNATIVE 1 - NO PROJECT/EXISING GENERAL PLAN

1. Summary of Alternative

The proposed Project is the revision of an existing land use plan, accordingly, pursuant to Section 15126.6(e)(3)(A) and the State CEQA Guidelines, this No Project/Existing General Plan Alternative considers the comparative environmental impacts of the continued implementation of the existing General Plan, based on the existing conditions in and around January 2018 through the planning horizon of the Project (2040).

This alternative assumes the 1998 General Plan and 2014–2021 Housing Element would remain as the adopted long range planning policy document for the City of South Pasadena, with future development occurring pursuant to the City's General Plan goals and policies and Land Use Map in effect currently, and prior to the General Plan and DTSP updates, and related Housing Element Implementation Programs. As discussed above, the 2021–2029 Housing Element has been adopted. However, continuation of the existing (1998) General Plan is allowable. Further, as discussed above, the State CEQA Guidelines require a "no project" alternative be addressed. Therefore, as a purely hypothetical exercise, this Alternative 1 has been given detailed consideration solely for purposes of comparing and contrasting the environmental impacts of the Project, as proposed, with the reduced development scale of Alternative 1, which represents continuation of the current General Plan/Mission Street Specific Plan and reflects the 2014–2021 Housing Element, as the necessary zoning code updates have not been adopted.

Buildout under this alternative is estimated at 265 DUs in the City over the next approximately 20 years (through 2040), or approximately 10 percent of the Project's residential units. This development would generate approximately 657 residents (assuming no residential vacancy) and 304 jobs. While this Alternative does not reflect the five focus areas of the Project, based on current and recent land use patterns, this Alternative assumes that the most of this development would occur along Fair Oaks Avenue, Mission Street, within the Ostrich Farm, and more sparsely along other major arterials. Because this alternative assumes continuation of the existing General Plan, including 2014-2021 Housing Element, and MSSP, the policies and actions of the Project documents and the DTSP's development code are assumed not to be implemented under Alternative 1.

2. Reasons for Rejecting Alternative

A comparison between impacts identified in the Project and Alternative 1 is detailed in Section 4.1.3 and summarized in Table 4-4 of the PEIR, and summarized below.

Alternative 1 would avoid the significant and unavoidable impact related to visual character. However, the City must adopt a 2021–2029 Housing Element Implementation Programs by September 27, 2023, or be in violation of State law and the requirements of the Court Order.

Alternative 1 would reduce criteria pollutant emissions and GHG emissions; however, the reduction would not eliminate the significant and unavoidable impacts associated with AQMP consistency, criteria air pollutant emissions, or GHG emissions. Exterior traffic noise levels would be reduced but a significant and unavoidable impact would remain, because this is a result of existing conditions and not buildout of the Project. This Alternative would expose fewer receptors to construction noise that may exceed the standard, but the potential impact on exposed receptors would remain significant and unavoidable. Alternative 1 would result in a new significant and unavoidable impact related to land use and planning as the number of dwelling units would be far below the 6th Cycle RHNA allocation for the City, which would violate State law, opening the City to penalties; and the Court Order to which the City is now subject, opening the City to Court-ordered sanctions.

For all other topics, impacts would be similar or reduced compared to the proposed Project. Although a lower level of development capacity may be preferable to some, this increment of reduction would not fully alleviate the significant and unavoidable impacts of the Project, by eliminating two impacts (aesthetics and population and housing) and adding one (land use and planning). From an environmental standpoint, perhaps most importantly, this alternative would not be as consistent with regional (SCAG) and State planning programs and policies related to reducing GHG emissions.

Project Objectives

Alternative 1 would not meet objective 1 to provide sufficient and inclusive housing capacity to meet State mandates. This alternative would be in violation of State law and would open the City to penalties.

Alternative 1 would meet 6 of the 10 Project objectives, as the objectives are more closely aligned with providing a high-quality environment rather than a certain amount of development. Specifically, objectives 2, 5, 7, 9, and 10 can be attained through policy implementation by the City unrelated to the location or extent of development. Similarly, objective 4 would be met because Alternative 1 would still direct growth primarily towards the downtown and Ostrich Farm areas, which is also a policy decision.

Alternative 1 would partially meet objectives 3, 6, and 8. For objective 3, while there would be increased employment compared to the existing conditions. it would be well below that envisioned for the Project. The Project's goal is to support a more diversified economy and tax base; the likelihood of high-value, high-wage jobs in the creative sector being among the approximately 304 jobs associated with this Alternative is reduced compared to the Project. For objective 6, the reduced amount of development or redevelopment would lead to reduced opportunities for providing pedestrian-oriented mixed-use development and enhancement of public spaces compared to the Project. For objective 8, the reduced development capacity would reduce the individual, institutional, and business capacity to adapt to and recover from economic or environmental events.

Conclusion

Overall, the City must adopt a 2021–2029 Housing Element Implementation Programs by September 27, 2023, or be in violation of State law and the requirements of the Court Order. As such, Alternative 1 is an overall inferior alternative that is hereby rejected.

B. ALTERNATIVE 2 – REDUCED DEVELOPMENT CAPACITY

1. Summary of Alternative

During preparation of the PEIR for the General Plan and DTSP Update, the City chose to combine the proposed housing element update into the proposed Project. Prior to incorporation of the Housing Element into this PEIR, the "Project" considered development of 589 DUs and 430,000 sf non-residential development. Similar to Alternative 1, as a hypothetical exercise to provide a the public and agencies with a comparative analysis of environmental impacts without full implementation of the 6th

Cycle RHNA allocation and HCD-recommended surplus, this alternative presents the environmental analysis reflecting the above-described growth in condensed form as an alternative to the Project.

Therefore, Alternative 2 assumes a net increase in development capacity of 589 DUs (or approximately 21 percent of the Project's residential units) and 430,000 sf of non-residential (commercial/office) building area, same as the Project. As shown below in Table 4-2, Alternative 2 Development Capacity (2040), of the Draft PEIR the total 500 DUs previously proposed and all of the net increase of 430,000 sf of non-residential uses would be permitted in the five focus areas, and 89 DUs in lots outside the focus areas, through the Project horizon year of 2040. Additionally, Alternative 2 assumes that proposed policies and goals and the DTSP's code would be implemented.

2. Reasons for Rejecting Alternative

A comparison between impacts identified in the Project and Alternative 2 is detailed Section 4.3 and summarized in Table 4-4 of the PEIR, and summarized below.

Alternative 2 would avoid the significant and unavoidable impact related to visual character. However, the City must adopt a 2021–2029 Housing Element Implementation Programs by September 27, 2023, or be in violation of State law and the requirements of the Court Order.

Alternative 2 would reduce criteria pollutant emissions and GHG emissions; however, the reduction would not eliminate the significant and unavoidable impacts associated with AQMP consistency, criteria air pollutant emissions, or GHG emissions. Exterior traffic noise levels would be reduced but a significant and unavoidable impact would remain, because this is a result of existing conditions and not buildout of the Project. This Alternative would expose fewer receptors to construction noise that may exceed the standard, but the potential impact on exposed receptors would remain significant and unavoidable. However, Alternative 2 would result in a new significant and unavoidable impact related to land use and planning as the number of dwelling units would be far below the 6th Cycle RHNA allocation for the City, which would violate State law and the Court Order to which the City is now subject.

For all other topics, impacts would be similar or reduced compared to the proposed Project. Although a lower level of development capacity may be preferable to some, this increment of reduction would not fully alleviate the significant and unavoidable impacts of the Project, by eliminating two impacts (aesthetics and population and housing) and adding one (land use and planning). From an environmental standpoint, perhaps most importantly, this alternative would not be as consistent with regional (SCAG) and State planning programs and policies related to reducing GHG emissions.

Project Objectives

Alternative 2 would not meet objective 1 to provide sufficient and inclusive housing capacity to meet State mandates. This alternative would be in violation of State law, opening the City to penalties; and the Court Order to which the City is now subject, opening the City to Court-ordered sanctions.

Alternative 2 would meet 6 of the 10 Project objectives, as the objectives are more closely aligned with providing a high-quality environment rather than a certain amount of development. Specifically, objectives 2, 5, 7, 9, and 10 can be attained through policy implementation by the City unrelated to the location or extent of development. Similarly, objective 4 would be met because Alternative 2 would still direct growth primarily towards the Downtown and Ostrich Farm areas, which is also a policy decision. Finally, objective 3 would be met because Alternative 2 would provide the same amount of non-residential development, and therefore employment, as the Project.

Alternative 2 would partially meet objectives 6 and 8. For objective 6, the reduced amount of development or redevelopment would lead to reduced opportunities for providing pedestrian-oriented mixed-use development and enhancement of public spaces compared to the Project. For objective 8, the reduced development capacity would reduce the individual, institutional, and business capacity to adapt to and recover from economic or environmental events.

Conclusion

Overall, the City must adopt a 2021–2029 Housing Element Implementation Programs by September 27, 2023, or be in violation of State law and the requirements of the Court Order. As such, Alternative 2 is an overall inferior alternative that is hereby rejected.

C. ENVIRONMENTALLY SUPERIOR ALTERNATIVE

As detailed discussion of the Environmentally Superior Alternative is included in Section 4.4 of the PEIR.

CEQA requires the identification of an environmentally superior alternative. Section 15126.6(e)(2) of the State CEQA Guidelines states that, if the No Project Alternative is the environmentally superior alternative, then the EIR shall also identify an environmentally superior alternative among the other alternatives. Table 4-4, Comparison of Impacts for Project Alternatives, beginning on the following page, provides a summary comparison of impacts resulting from both alternatives to the General Plan and DTSP Update & 2021–2029 Housing Element Implementation Programs.

As shown in Table 4-4 in Section 4.0 of the Draft PEIR, both alternatives would eliminate the significant and unavoidable impacts related to aesthetics (visual quality) and population because of the reduced residential development proposed in Alternatives 1 and 2. The latter impact resulting from the inconsistency between SCAG's growth projections prepared as part of the 2020-2045 RTP/SCS and SCAG's 6th Cycle RHNA allocation. However, because of the reduced residential development, both Alternatives 1 and 2 would result in a new significant and unavoidable impact related to land use and planning. Specifically, these alternatives would not accommodate the City's RHNA allocation and therefore would be in violation of State law as well as the Court Order to which the City is now subject. For all other topics, both Alternatives final impact finding is the same although the degree of impact varies compared to the Project. For instance, both alternatives would have a reduced impacts to public services as there would be less additional land use development; however,

under Alternative 1 this comparative reduction would be greater than under Alternative 2 as it proposes the least amount of both residential and non-residential development. From an environmental standpoint, perhaps most importantly, Alternative 2 would be more consistent with regional (SCAG) planning programs and policies related to reducing GHG emissions pursuant to SB 375 and other State legislation.

Alternatives 1 and 2 would have the same consistency with most Project objectives. However, Alternative 2 would fully meet one additional objective (3) compared to Alternative 1. Objective 3 would be met because Alternative 2 would provide the same amount of non-residential development, and therefore employment, as the Project.

Therefore, Alternative 2 is concluded to be the environmentally superior alternative because of its greater amount of development capacity compared to Alternative 1, which results in greater consistency with both the 6th Cycle RHNA allocation, Court Order, and regional plans to reduce GHG emissions. Additionally, Alternative 2 more closely meets the Project objectives.

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ATTACHMENT 1

Exhibit B: PEIR Mitigation Monitoring and Reporting Program (MMRP)

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Draft Mitigation Monitoring and Reporting Program

General Plan and Downtown Specific Plan Update & 2021–2029 Housing Element Implementation Programs

City of South Pasadena

SCH No. 2018011050

Prepared for

City of South Pasadena
Community Development Department
1414 Mission Street
South Pasadena, California 91030

Prepared by

Psomas
225 South Lake Avenue, Suite 1000
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September 2023

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SECTION 1.0 MITIGATION MONITORING AND REPORTING PROGRAM

Section 21081.6 of CEQA and Section 15097 of the State CEQA Guidelines states that, when adopting a Mitigated Negative Declaration (MND), the Lead Agency shall also adopt a program for reporting on or monitoring the changes that it has either required in the project or made a condition of approval to reduce or avoid significant environmental effects.

This Mitigation Monitoring and Reporting Program (MMRP), describes the mitigation program to be implemented by the City of South Pasadena (City) as the Lead Agency, during construction of future projects pursuant to the General Plan and Downtown Specific Plan Update & 2021–2029 Housing Element Implementation Programs. Specific reporting and/or monitoring requirements that will be enforced during Project implementation shall be adopted simultaneously with final Project approval by the responsible decision-making body for the City, the South Pasadena City Council.

The MMRP for the General Plan and Downtown Specific Plan Update & 2021–2029 Housing Element, presented in Table 1, consists of Mitigation Measures (MMs), identified in the Program Environmental Impact Report (PEIR) that are required to reduce or avoid significant environmental effects associated with Project implementation to the maximum extent feasible. The MMs for the Project are listed in the first column in Table 1, with the timeframe for implementation in the second column, the agency or party with primary responsibility for implementation in the third column, and the agency or party with responsibility for monitoring compliance in the last column. The City of South Pasadena will confirm that all MMs are included in the conditions of approval and/or contractor specifications and bid documents, as appropriate, and verified by the City as part of MMRP implementation, consistent with Section 15097 of the State CEQA Guidelines.

TABLE 1
MITIGATION MONITORING AND REPORTING PROGRAM

Mitigation Measure	Timing	Implementation Party	Responsible Party
Air Quality			
MM AQ-1: The Applicant/Developer for residential land use projects in the City within 500 feet of a major sources of toxic air contaminants (TACs) (e.g., warehouses, industrial areas, freeways, and roadways with traffic volumes over 100,000 vehicle per day), as measured from the property line of the project to the property line of the source/edge of the nearest travel lane, shall conduct and submit a health risk assessment (HRA) to the City of South Pasadena Community Development Department. The HRA shall be prepared in accordance with policies and procedures of CEQA and the SCAQMD. If the HRA shows that the incremental cancer risk exceeds ten in one million (10E-06), PM10 concentrations exceed 2.5 µg/m3, PM2.5 concentrations exceed 2.5 µg/m3, or the appropriate noncancer hazard index exceeds 1.0, the Applicant/Developer shall be required to identify and demonstrate that mitigation measures are capable of reducing potential cancer and non-cancer risks to an acceptable level (i.e., below ten in one million or a hazard index of 1.0), including appropriate enforcement mechanisms, prior to issuance of a grading permit. Measures to reduce risk may include but are not limited to: • Air intakes located away from high volume roadways and/or truck loading zones. • Heating, ventilation, and air conditioning systems of the buildings provided with appropriately sized maximum efficiency rating value (MERV) filters (e.g., MERV 12 or better). If the HRA cannot demonstrate that the acceptable risk level can be achieved, then no residential land uses may be developed within 500 feet of the TAC source.	Prior to issuance of a building permit	Applicant/Developer	South Pasadena Community Development Department
Biological Resources			
MM BIO-1: A qualified biologist shall conduct nesting bird surveys in areas with potentially suitable habitat prior to any construction or site preparation activities that would occur during the nesting and breeding season of native bird species (typically March 1 through August 15). The survey area shall include all potential bird nesting areas within 200 feet of any disturbance. The survey shall be conducted no more than three days prior to commencement of activities (i.e., grubbing or grading). If active nests of bird species protected by the MBTA and/or the *California Fish and Game Code* (which, together, apply to all native nesting bird species) are present in the impact area or within 200 feet of the impact area, a temporary buffer shall be placed a minimum of 200 feet around the nest site. This temporary buffer may be greater or lesser depending on the bird species and type of disturbance, as determined by the biologist and/or applicable regulatory agency permits. Clearing and/or construction within the buffer shall be postponed or halted until juveniles have fledged and there is no evidence of a second nesting attempt. The biologist shall serve as a construction monitor during those periods when disturbance activities will occur near active nest areas to ensure that no inadvertent impacts on these nests will occur.	Within 3 days of any construction activity and During construction (depending on findings of pre-construction surveys)	Applicant/Developer (Private Projects) or South Pasadena (Public Projects)	South Pasadena Community Development Department

TABLE 1
MITIGATION MONITORING AND REPORTING PROGRAM

Mitigation Measure	Timing	Implementation Party	Responsible Party
MM BIO-2: Trimming or removal activities of mature or significant trees will be conducted between August 16 (for nesting birds) or October 1 (for bats) and February 28, outside of the breeding seasons for native bird and bat species. If activities trimming or removal activities must be conducted during the breeding season, qualified biologist shall survey the tree to be impacted to assess the presence or absence of any active bird nest and a qualified bat specialist shall conduct bat surveys within these areas (plus a 100-foot buffer as access allows) to identify potential habitat that could provide daytime and/or nighttime roost sites and any maternity roosts or bat maternity roost. If either are determined to be present, trimming or removal activities will be postponed until after the breeding season has concluded, or until otherwise deemed acceptable by the qualified biologist due to a discontinuation of nesting bird activity or bat roost vacancy.	Prior to tree trimming activities between March 1 and August 17	Applicant/Developer (Private Projects) or South Pasadena (Public Projects)	South Pasadena Community Development Department
MM BIO-3: Within six months of the adoption of the General Plan and Downtown Specific Plan Update, the City shall develop a list of fire-resistant plant species that excludes exotic plant species with a high or moderate rating on the California Invasive Plant Council's invasive plant inventory. This fire-resistant plant list shall be the basis of any requirements or recommendations to residents, businesses, and/or developers of future projects in hillside areas that require fire-resistant construction and landscaping**.**	Within six months of the adoption of the General Plan and Downtown Specific Plan Update	South Pasadena Community Development Department	South Pasadena Community Development Department
MM BIO-4: If the disturbance limits of any future development project are within 500 feet of native vegetation located in the Arroyo Seco drainage corridor, the Applicant/Developer shall have a biological assessment conducted. A biological assessment shall also be conducted for all future development on or immediately adjacent to vacant, naturally vegetated parcels. All assessments shall be conducted by a qualified biologist and shall identify all potential sensitive biological resources, analysis shall place emphasis upon identifying endangered, threatened, sensitive, regionally, and locally unique species, and sensitive habitats. Impact analysis will aid in determining any direct, indirect, and cumulative biological impacts. and Analysis shall provide recommendations for focused surveys (if warranted) and/or avoidance or minimization conditions for project implementation. The assessment shall be reviewed and approved by the City prior to initiation of any site disturbance activities (including, but not limited to, equipment and materials staging, grubbing, and fence installation). As a condition of project approval, the City shall require the Applicant/Developer to adhere to all recommendations of the biological assessment such that project-level impacts are not expected to reduce regional populations of plant and wildlife species to below self-sustaining levels.	Prior to initiation of any site disturbance activities including but not limited to equipment and materials staging, grubbing and fence installation	Applicant/Developer	South Pasadena Community Development Department

TABLE 1
MITIGATION MONITORING AND REPORTING PROGRAM

Mitigation Measure	Timing	Implementation Party	Responsible Party
MM BIO-5: If project construction activities of any future development project have the potential to impact (e.g., dredge and fill, demolition, dewatering or other discharge) a channel/drainage that conveys water during rainfall events, at a minimum, or as recommended by the qualified biologist conducting an assessment per MM BIO-4 above (if also applicable), shall conduct a jurisdictional delineation to determine if impacted channel/drainage meets definition of State and federal regulations. If the delineation report, prepared by a qualified biologist, indicates potential regulated drainage(s), subsequent consultation with appropriate regulatory agencies (depending on the agency jurisdiction[s]) and acquisition of permits, if required, prior to initiation of any site disturbance activities (including, but not limited to, equipment and materials staging, grubbing, and fence installation). As a condition of project approval, the City shall require the Applicant/Developer to adhere to all permit conditions.	Prior to initiation of any site disturbance activities including but not limited to equipment and materials staging, grubbing and fence installation.	Applicant/Developer	South Pasadena Community Development Department
Cultural and Tribal Cultural Resources			
MM CUL-1: Prior to the issuance of a grading permit, Applicants for future development projects shall demonstrate to the City Community Development Department that a qualified Archaeologist has been retained by the applicant to attend the pre-grading meeting with the construction contractor to establish, based on the site plans, appropriate procedures for monitoring earth-moving activities during construction. The Archaeologist shall determine when monitoring of grading activities is needed. If any archaeological resources are discovered, construction activities must cease within 50 feet of the discovery, or as determined by the Archaeologist, and they shall be protected from further disturbance until the qualified Archaeologist evaluates them using standard archaeological protocols. The Archaeologist must first determine whether an archaeological resource uncovered during construction is a “Tribal Cultural Resources” pursuant to Section 21074 of the California Public Resources Code, or a “unique archaeological resource” pursuant to Section 21083.2(g) of the California Public Resources Code or a “historical resource” pursuant to Section 15064.5(a) of the State CEQA Guidelines. If the archaeological resource is determined to be a “Tribal Cultural Resource”, “unique archaeological resource” or a “historical resource”, the Archaeologist shall formulate a Mitigation Plan in consultation with the Applicant and the City Community Development Department that satisfies the requirements of the above-listed Code sections. Upon approval of the Mitigation Plan by the City, the Project shall be implemented in compliance with the Plan. If the Archaeologist determines that the resource is not a “Tribal Cultural Resource”, “unique archaeological resource” or “historical resource,” s/he shall record the site and submit the recordation form to the California Historical Resources Information System (CHRIS) at the South Central Coastal Information Center (SCCIC). The Archaeologist shall prepare a report of the results of any study prepared as part of a testing or mitigation plan, following accepted professional practice. The report shall follow guidelines of the California Office of Historic Preservation. Copies of the report shall be submitted to the City and to the CHRIS at the SCCIC at the California State University, Fullerton.	Prior to the issuance of a grading permit	Applicant/Developer	South Pasadena Community Development Department

TABLE 1
MITIGATION MONITORING AND REPORTING PROGRAM

Mitigation Measure	Timing	Implementation Party	Responsible Party
Geology and Soils			
MM GEO-1: Should potential paleontological resources be found during ground-disturbing activities for any individual project implemented under the General Plan and DTSP Update & 2021–2029 Housing Element, ground-disturbing activity in the immediate vicinity of the find shall be temporarily halted and a qualified paleontologist will be hired to evaluate the resource. If the potential resource is found not to be significant by the paleontologist, construction activity in the area of the find can resume. If the resource is found to be significant, the paleontologist shall determine appropriate actions, in consultation with the City and the developer (if present), for further exploration and/or salvage. A Disposition of the Recovered Paleontological Resources and Mitigation Report shall be prepared by the qualified paleontologist and submitted to the City. Any recovered fossils shall be deposited in an accredited institution or museum, such as the Natural History Museum of Los Angeles County.	During ground-disturbing activities	Applicant/Developer	South Pasadena Community Development Department
Hazards and Hazardous Materials			
MM HAZ-1: Prior to the issuance of a grading permit, Applicants for future development projects shall: 1. Investigate the project site to determine whether it or immediately adjacent areas have a record of hazardous material contamination via the preparation of a Phase I Environmental Site Assessment, which shall be submitted to the City Community Development Department for review. If the Phase I ESA concludes there are recognized environmental conditions that indicate the potential for on-site contamination, the Applicant shall direct the performance of a subsurface investigation appropriate in scope to the likely contaminants (e.g., water, soil, soil vapor). The results of the investigation shall be submitted to the City. 2. If contamination is identified on the site, the City, in accordance with appropriate regulatory oversight agencies (e.g., California Toxic Substances Control, Los Angeles Regional Water Quality Control Board), shall determine the need for further investigation and/or remediation of the site. If further investigation or remediation is required, it shall be the responsibility of the Applicant(s) to complete such investigation and/or remediation to the satisfaction of the City and the local oversight agency(ies). 3. Closure reports or other reports that document the successful completion of required remediation activities, if any, shall be submitted to and approved by acceptable to the City (as the Certified Uniform Program Agency) and the local oversight agency(ies) prior to the issuance of a grading permit for the proposed site development.	Prior to the issuance of a grading permit	Applicant/Developer	South Pasadena Community Development Department

TABLE 1
MITIGATION MONITORING AND REPORTING PROGRAM

Mitigation Measure	Timing	Implementation Party	Responsible Party
MM HAZ-2: In the event that previously unknown or unidentified soil and/or groundwater contamination that could present a threat to human health or the environment is encountered during construction, construction activities in the immediate vicinity of the contamination shall cease immediately and the City shall be notified. If contamination is encountered, the Applicant for the proposed development shall be responsible for preparing and implementing a Risk Management Plan that (1) identifies the contaminants of concern and the potential risk each contaminant would pose to human health and the environment during construction and post-development and (2) describes measures to be taken to protect workers and the public from exposure to potential site hazards. Such measures could include, but not be limited to, physical site controls during construction, remediation, long-term monitoring, post-development maintenance or access limitations, or some combination thereof. Depending on the nature of contamination, if any, appropriate oversight agencies shall be notified. If determined necessary by the oversight agency(ies), a Site Health and Safety Plan that meets California Occupational Safety and Health Administration requirements shall be prepared and in place prior to commencement of work in any contaminated area.	During construction activities, if previously unknown soil and/or groundwater contamination is encountered	Applicant/Developer	South Pasadena Community Development Department
Noise			
MM NOI-1: Prior to the issuance of a building permit for new residential or mixed-use development projects, the Project Applicant/Developer shall submit an acoustical report or other substantial evidence to the City of South Pasadena Community Development Department, or designee, that demonstrates that the project will satisfy the 65 dBA CNEL exterior noise level standard, including identification of reasonable and feasible noise mitigation measures if determined necessary. It is the responsibility of the City of South Pasadena Community Development Department, or designee, to ensure that any necessary mitigation measures are fully and properly implemented.	Prior to the issuance of a building permit for new residential or mixed-use development project	Applicant/Developer	South Pasadena Community Development Department
MM NOI-2: Prior to the issuance of a building permit for new residential or mixed-use development projects, the Project Applicant/Developer shall submit an acoustical report or other substantial evidence to the City of South Pasadena Community Development Department, or designee, that demonstrates that the interior noise levels in all habitable rooms will satisfy the California Building Code 45 dBA CNEL interior noise level standard, including identification of reasonable and feasible noise mitigation measures if determined necessary. It is the responsibility of the City of South Pasadena Community Development Department, or designee, to ensure that any necessary mitigation measures are fully and properly implemented.	Prior to the issuance of a building permit for new residential or mixed-use development project	Applicant/Developer	South Pasadena Community Development Department

TABLE 1
MITIGATION MONITORING AND REPORTING PROGRAM

Mitigation Measure	Timing	Implementation Party	Responsible Party
MM NOI-3: Prior to the issuance of a building permit and/or certificate of occupancy for non-residential development projects, the Project Applicant/Developer shall submit an acoustical report or other substantial evidence to the City of South Pasadena Community Development Department, or designee, that demonstrates: • Exterior noise levels at adjacent property lines will satisfy the South Pasadena Municipal Code Section s19A.7(b), 19A.12, and 19.21(c) exterior noise level limits, and satisfy any conditions of approval. The site-specific acoustical report shall identify the necessary measures, if any, required to reduce exterior noise levels to below the South Pasadena Municipal Code Section 19A.7(b), 19A.12, and 19.21(c) exterior noise level limits, and satisfy any conditions of approval. • Acoustical isolation between units has been included in the project design for residential dwelling units situated above non-residential uses.	Prior to the issuance of a building permit and/or certificate of occupancy for non-residential development projects	Applicant/Developer	South Pasadena Community Development Department
MM NOI-4: Prior to the issuance of a building permit for new development, the Project Applicant/ Developer shall submit a final acoustical report to the City of South Pasadena Community Development Department, or designee, that demonstrates: • Exterior construction noise levels at the closest sensitive receiver locations will satisfy the FTA 80 dBA L_{eq} residential and 85 dBA L_{eq} commercial 8-hour construction noise level standards and the County of Los Angeles 0.01 in/sec root-mean-square velocity (RMS) vibration standard. The site-specific report shall identify the necessary reduction measures, if any, required to reduce exterior noise and vibration levels to below FTA noise and County of Los Angeles vibration thresholds. • Measures to reduce construction noise and vibration levels, such as but not limited to those provided below, shall be incorporated in the final acoustical report: o Install temporary construction noise barriers at the project site boundary that break the line of sight for occupied sensitive uses for the duration of construction activities. The noise control barrier(s) must provide a solid face from top to bottom and shall: ▪ Provide a minimum transmission loss of 20 dBA and be constructed with an acoustical blanket (e.g., vinyl acoustic curtains or quilted	Prior to the issuance of a building permit for new development	Applicant/Developer	South Pasadena Community Development Department

TABLE 1
MITIGATION MONITORING AND REPORTING PROGRAM

Mitigation Measure	Timing	Implementation Party	Responsible Party
blankets) attached to the construction site perimeter fence or equivalent temporary fence posts; ▪ Be properly maintained with any damage promptly repaired. Gaps, holes, or weaknesses in the barrier or openings between the barrier and the ground shall be promptly repaired. • Install sound dampening mats or blankets to the engine compartments of heavy mobile equipment (e.g., graders, dozers, heavy trucks). The dampening materials must be capable of a 5 dBA minimum noise reduction, must be installed prior to the use of heavy mobile construction equipment, and must remain installed for the duration of the equipment use. • Construction activities requiring pile driving within 400 feet, large bulldozers within 100 feet, loaded trucks within 50 feet, or jackhammers within 25 feet of nearby sensitive land uses (e.g., residential, school) shall be minimized, or alternative equipment or methods shall be used, unless the vibration levels are shown to be less than the County of Los Angeles RMS threshold of 0.01 in/sec.			
MM NOI-5: The Project Applicant/Developer of any site-specific development within 25 feet of an historic resource shall engage a qualified structural engineer to conduct a pre-construction assessment of the structural integrity of the nearby historic structure(s) and, prior to the issuance of a building permit, submit evidence to the City of South Pasadena Community Development Department, or designee, that the operation of vibration-generating equipment associated with the new development would not result in structural damage to the adjacent historic building(s). If recommended by the pre-construction assessment, ground borne vibration monitoring of nearby historic structures shall be required.	Prior to the issuance of a building permit	Applicant/Developer	South Pasadena Community Development Department
MM NOI-6: Prior to the issuance of a building permit for new development projects within 50 feet of the Metro A Line, the Project Applicant/Developer shall submit a final vibration study to the City of South Pasadena Community Development Department, or designee, which shall identify and require implementation of reasonable and feasible vibration reduction measures to avoid exceeding the 72 VdB residential and 75 VdB non-residential vibration level standards.	Prior to the issuance of a building permit for new development projects within 50 feet of the Metro A Line	Applicant/Developer	South Pasadena Community Development Department

TABLE 1
MITIGATION MONITORING AND REPORTING PROGRAM

Mitigation Measure	Timing	Implementation Party	Responsible Party
MM NOI-7: The Project Applicant/Developer for new development shall be responsible for ensuring that following requirements are implemented by the contractor throughout the construction period. Construction contractors shall be required to implement the following measures to reduce noise levels from construction activity: • equip all construction equipment, fixed or mobile, with properly operating and maintained mufflers, consistent with manufacturers' standards, and all stationary construction equipment shall be placed so that emitted noise is directed away from the noise-sensitive use nearest the construction activity; • locate equipment staging in areas that will create the greatest distance between construction-related noise sources and noise-sensitive receiver nearest to the construction activity; and • limit haul truck deliveries to the same hours specified for construction equipment by Section 19A.13(a) of the South Pasadena Municipal Code. The contractor shall design delivery routes to minimize the exposure of sensitive land uses to delivery truck noise.	During construction activities	Applicant/Developer	South Pasadena Community Development Department

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ATTACHMENT 1

Exhibit C: Statement of Overriding Considerations

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[DRAFT] EXHIBIT C
Statement of Overriding Considerations

The following Statement of Overriding Considerations is made in connection with the approval of the General Plan Update / Downtown Specific Plan (DTSP) adoption / Housing Element Implementation Project (the "Project"), as more fully described in the Program EIR prepared for the Project. The comprehensive General Plan and DTSP Update was undertaken by the City to strengthen its commitment to protecting the characteristics that make South Pasadena a desirable place to live, reflect an understanding of current community goals, address continued growth pressures in the San Gabriel Valley and the demand for more diverse mobility and housing choices, and respond to evolving regional and environmental issues. The Housing Element is one of the State-mandated elements of a General Plan. It identifies the City's housing conditions, needs, and opportunities and establishes the goals, policies, and actions (programs) that are the foundation of the City's housing strategy. The 2021-2029 Housing Element was adopted on May 30, 2023, and includes certain programs that must be completed within 120 days, pursuant to the settlement and stipulated judgment resulting from Housing Element litigation. The Housing Element Implementation Programs covered by the Program EIR include various zoning text and map amendments.

The Final Program EIR identified the following significant unavoidable adverse impacts:

- Aesthetics (Visual Character at a program and cumulative level);
- Air Quality (Air Quality Management Plan Consistency, Regional Construction and Operational Emissions Standards Violation, and Cumulative Emissions at a program and cumulative level; Local Construction Emissions Standards Violation at a program level);
- Cultural Resources (Historic Resources at a program and cumulative level);
- Greenhouse Gas Emissions (GHG Emissions at a cumulative level);
- Noise (Construction and Exterior Traffic Noise Standards Violation at a program and cumulative level); and
- Population and Housing (Population Growth at a program and cumulative level).

Therefore a Statement of Overriding Considerations is required for the Project. The City Council of the City of South Pasadena finds that the economic, social and other benefits of the Project outweigh the significant and unavoidable impacts identified in the Final Program EIR if such impacts had been found to be significant and unavoidable. In making this finding the City Council balanced the benefits of the Project against the potential significant and unavoidable impacts of the Project.

The City Council finds that each one of the following benefits of the Project independently warrants approval of the Project notwithstanding the significant and unavoidable impacts identified in the Final Program EIR.

Comprehensive Update: The current General Plan was last updated and adopted by the City in 1998. The proposed General Plan Update presents an opportunity to re-evaluate the City's values; address broader issues; and respond to the changing economic, environmental, legal, and social settings. The proposed General Plan Update has been developed with extensive public input and participation and better articulates the City's vision for ultimate development than the current General Plan. The Project updates the City's General Plan with the goals of protecting the characteristics that make South Pasadena a desirable place to live, reflect an understanding of current community goals, address continued growth pressures in the San Gabriel Valley and the demand for more diverse mobility and housing choices; and respond to evolving regional and environmental issues.

Citywide Vision: The proposed General Plan Update reflects the collective vision of residents, business owners, stakeholders, community groups, City staff and leaders, and was developed with the following guiding principles:

- Provide sufficient capacity for housing development in compliance with State policy mandates. Address the shortage of housing for lower-income households and promote an inclusive residential environment that welcomes all people into the community.
- Preserve natural areas, enhance parks and open spaces to provide enriching recreational opportunities and ensure access to those spaces for people of all ages and abilities.
- Attract and retain high value, high-wage jobs within the creative sector, diversify the local economy, promote and support local businesses, increase local tax base to help fund vital public services.
- Direct new growth to the downtown area along Mission Street and Fair Oaks Avenue, as well as opportunity sites such as the Ostrich Farm District, while ensuring the continued character of existing residential areas.
- Develop clear and precise standards that offer predictable outcomes and processes.
- Encourage pedestrian-oriented mixed-use development, while providing new and enhancing existing public spaces and gathering places, creating vibrant cultural hubs that weave creative expression into everyday life.
- Provide safe access for all street users—pedestrians, cyclists, public transit users, and motorists—of all ages and abilities. Support an integrated multi-modal network and efficiently manage parking to support wider community goals.
- Increase individual, institutional, and business capacity to survive and adapt to any chronic stress or acute shocks and be able to recover and thrive.
- Create environments that encourage safe and healthy lifestyles and maximize the opportunities for physical activity. Design the public and semi-public realm to foster social interaction and develop good programming to draw people out of their homes and into the community.
- Create a vibrant cultural center by weaving creative expressions into everyday life.

These principles are embodied by the proposed General Plan Update and would improve livability and the quality of life of all residents, businesses, employees and visitors in South Pasadena.

Land Use Compatibility: The Land Use Policy Map in the proposed General Plan Update preserves the City's established low density residential neighborhoods by designating these areas to reflect existing development densities. Future development and redevelopment are also anticipated and promoted in specific focus areas which would benefit from redevelopment, revitalization and new investment through changes in existing land uses or increases in densities/intensities.

Specifically, the Project establishes the Downtown Specific Plan which outlines a vision for the transformation of an approximately 20-block area of Downtown South Pasadena focused on Fair Oaks Avenue and Mission Street. Over the past decades, even though Fair Oaks Avenue has remained economically alive, it has seen significant decline in its quality of place due to sprawl buildings and poor landscape. Mission Street by contrast has retained its historic character particularly around the Metro A Line Station, and new infill along with successful retail businesses have made it one of the most important destinations in the city. The DTSP vision identifies a series of distinct planning strategies to guide the social and economic future of Fair Oaks and Mission Street, for the benefit of the community.

Economic Stability: The Our Prosperous Community Chapter responds to the City's need to maintain and enhance the fiscal health of the local economy, and to support uses that provide high-quality jobs, generate tax revenues, and diversify South Pasadena's tax base. By allowing mixed use developments and increased intensities in the City's downtown area, commercial districts and near the METRO A Line station in the Land Use Policy Map, the City would sustain a resilient and thriving local economy, as well as protect its employment base.

Open Space Protection: The proposed General Plan Update preserves the open space resources in the City by designating these areas as Preserves and Parks and Open Spaces. These designations would preclude any future development in parks, drainage channels, and public recreational facilities and promote long-term protection of these areas for open space.

Housing Needs: The Housing Element of the proposed General Plan Update has been developed to meet the City's existing and future housing needs, as defined by the Regional Housing Needs Allocation. The update also increases housing opportunities in the City and promotes the development of Accessory Dwelling Units, mixed-use development and multi-family development in commercial areas and the redevelopment of under-utilized property in existing multi-family zones to the current housing stock. It also seeks to protect existing residents in rental properties through the creation of a comprehensive series of Tenant Protection Programs.

Specifically, the Project will implement various programs set forth in the City's adopted Housing Element, including, but not limited to :

- *Program 2.e - Facilitate Density Bonus for Projects with On-site Affordable Housing* by updating the City's density bonus ordinance
- *Program 2.h - Incentivize Special-Needs Housing* by updating zoning ordinance to address the Employee Housing Act
- *Program 2.m – Update Inclusionary Housing Regulations* to adjust program requirements

- *Program 3.a - Rezone and Redesignate Sites to Meet RHNA*
- *Program 3.b - Mixed-Use Developments and Adaptive Re-Use* to establish mixed-use standards in the DTSP area.
- *Program 3.n – Zoning Changes*

Sustainability: The proposed General Plan Update responds to regional concerns for resource protection and environmental sustainability by promoting mixed use developments, alternative transportation systems, higher density/intensity uses near the rail station, energy and water conservation, solid waste reduction, and vehicle trip reduction. Goals and policies in the Our Accessible Community, Our Well Planned Community and Our Resilient Community chapters, along with the implementation actions for these goals and policies would create a more sustainable community in South Pasadena for the benefit of existing and future residents.

The City Council hereby declares that the foregoing benefits provided to the public through approval and implementation of the Project outweigh the identified significant adverse environmental impacts of the Project, which cannot be mitigated. The City Council finds that each of the Project benefits separately and individually outweighs the unavoidable adverse environmental effects identified in the EIR and therefore finds those impacts to be acceptable.

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ATTACHMENT 2

Resolution - Adoption of General Plan and Downtown Specific Plan

RESOLUTION NO. ___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ADOPTING THE 2023 GENERAL PLAN AND THE DOWNTOWN SPECIFIC PLAN AS SHOWN IN EXHIBIT A, EXHIBIT B, EXHIBIT C, AND EXHIBIT D, AND RESCIND THE MISSION STREET SPECIFIC PLAN.

WHEREAS, Sections 65300 *et. seq.* of the California Government Code requires each city and county to adopt a comprehensive, long-term, General Plan for the physical development of land within its jurisdiction and Sphere of Influence; and

WHEREAS, in strategic planning sessions in 2014 and 2015, the City Council identified the need to update the General Plan and the Mission Street Specific Plan (Project); and

WHEREAS, The City Council directed staff to expand the Mission Street Specific Plan to include the Fair Oaks Avenue Corridor, and the proposed Downtown Specific Plan (DTSP) will apply to the Fair Oaks Corridor, generally bounded by SR110 to the north and Lyndon Street to the south, and Mission Street Corridor generally bounded to the north by Hope Street and to the south by El Centro Street, and to the east to Brent Avenue and Indiana Avenue to the west.

WHEREAS, Sections 65580 *et. seq.* of the California Government Code requires each city and county to periodically prepare and update its Housing Element in its General Plan. City of South Pasadena received the Regional Housing Needs Allocation (RHNA) numbers from the Southern California Association of Government in 2019 and started to updating the 2021-2029 (6^{th} Cycle) Housing Element; and

WHEREAS, on April 12, 2022, the City of South Pasadena was sued by Californians for Homeownership for non-compliance with State housing Law for failing to have adopted a compliant Housing Element by October 15, 2021 (*Californians for Homeownership v. City of South Pasadena), LASC Case Nos. 22STCP01388 & 22STCP01161*); and

WHEREAS, on August 15, 2022, the City entered into a Settlement Agreement with Californians for Homeownership to resolve the lawsuit, and that the Settlement Agreement committed the City to a number of actions, including but not limited to: completing the necessary rezoning to support the Housing Element within 120 days of the adoption of the Housing Element; and addition of a program to seek, through voter approval, the removal of the City's existing 45-foot height limit for at least any parcel identified in the Housing Element for which the base density is anticipated to exceed 50 dwelling units per acre; and

WHEREAS, on August 19, 2022, the Settlement Agreement was adopted as the Court Order and committed the City to adopting a housing element certified by or eligible for certification by HCD no later than May 31, 2023; and

WHEREAS, on May 30, 2023, the City Council held a duly noticed Public Hearing to consider the Draft Housing Element. After hearing public testimony on the project, considering the staff report, staff presentation, and Council discussion, in keeping with the stipulations of the Court Order, the City Council adopted the Housing Element, thereby commencing the 120-day period in which the City must adopt changes to the Zoning Ordinance to support the Housing Element and its programs; and

WHEREAS, on June 3, 2023, and June 17, 2023, public workshops on the General Plan and DTSP were held wherein the community received a presentation and provided input on the Project; and

WHEREAS, on July 24, the Draft General Plan and DTSP were released for public comments; and

WHEREAS, on August 8, 2023, the Planning Commission held a duly noticed Public Hearing and continued to the Public Hearing to August 21, 2023, wherein the Planning Commission received a staff presentation, considered the staff report, public testimony, Planning Commission discussion, and all other materials and evidence, whether written or oral, and in a 5-0 vote, adopted Resolution No, P.C. 23-06 recommending the City Council approve the project; and

WHEREAS, a Program Environmental Impact Report (PEIR) was prepared for the Project, including related Housing Element implementation actions, and the Planning Commission considered the Draft PEIR and at a duly noticed Public Hearing that commenced on August 8, 2023 and continued on August 21, 2023, through Resolution No. P.C. 23-05, recommended the City Council of the City of South Pasadena certify the final PEIR, adopt required findings of fact, and adopt a Mitigation Monitoring and Reporting Program; and

WHEREAS, the project was presented to the City Council in a Study Session meeting on August 29, 2023, wherein the City Council received a presentation from staff, including a presentation from Rangwala and Associates, the project's consultant, received public testimony, and City Council discussion on the project; and

WHEREAS, the project was the subject of a duly-noticed Public Hearing before the City Council on September 18, 2023, wherein the City Council received a presentation from staff, considered the staff report, public testimony, the Draft General Plan and Downtown Specific Plan, and City Council discussion on the Project; and

WHEREAS, all legal prerequisites to the adoption of this Resolution have occurred.

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

SECTION 1: The above recitals are hereby declared to be true and correct and are incorporated herein as findings of the South Pasadena City Council.

SECTION 2: Based upon substantial evidence presented to the City Council during the Public Hearing, including public testimony and written and oral staff reports, and the environmental documentation, the City Council finds:

A. All necessary Public Hearings and opportunities for public testimony and comment have been conducted in compliance with applicable law;

B. That the environmental impacts of the Project have been adequality analyzed and addressed, and that the City Council, through Resolution ____, adopts and approves the project.

SECTION 3: GENERAL PLAN FINDINGS. South Pasadena Municipal Code (SPMC) Section 36.620.070(A) stipulates that a General Plan Amendment may be approved only if certain findings are met. The new General Plan follows the same process as a General Plan Amendment, meaning the following findings apply:

1. *The proposed amendment is internally consistent with the actions, goals, objectives, policies, and programs of the General Plan;*

   The proposed General Plan update is internally consistent with the actions, goals, objectives, policies, and programs of the 2021-2029 (6th Cycle) Housing Element that was adopted on May 30, 2023. The current General Plan that was adopted in 1998 is not internally consistent with the recently adopted Housing Element. The Housing Element is one of the elements required by State law. Therefore, adopting an updated General Plan that implements the policies and programs of the 2021-2029 Housing Element would make the documents internally consistent. Therefore, the City Council can make this finding in support of the Project.

2. *The proposed amendment would not be detrimental to the public interest, health, safety, convenience or general welfare of the City;*

   The General Plan Update would not be detrimental to the public interest, health, safety, convenience or general welfare of the City because it would achieve internal consistency, including with the adopted 2021-2029

Housing Element. The General Plan Update also reflects substantial public comment, supporting a vision that was created by South Pasadena residents and community stakeholders. The General Plan will guide future growth of the City, and its goals, policies, and actions will support the health and safety of residents. Two chapters of the General Plan, *Our Safe Community* and *Our Healthy Community*, specifically address the safety and health of City residents. The General Plan goals, policies, and actions further support the convenience and general welfare of the City by preserving existing single-family neighborhoods and focusing growth into specific areas where residents will have access to services and public transportation. The General Plan supports mixed-use, walkable neighborhoods, and provides the development capacity to accommodate projected future growth along with the housing programs identified in the Housing Element. Therefore, the City Council can make this finding.

3. *If applicable, the site is physically suitable (including absence of physical constraints, access, compatibility with adjoining land uses, and provision of utilities) for the requested/anticipated project.*

   The General Plan applies to the entire City of South Pasadena and would implement the policies and programs of the 2021-2029 Housing Element. Substantial work went into identifying the City's options in meeting its state-mandated housing allocation. As the proposed General Plan supports the adopted Housing Element, a document that applies citywide, the City Council can make this finding.

As stated above, the City Council can make all of the necessary findings listed in SPMC Chapter 36.620.070(A) to adopt the new General Plan.

SECTION 4: SPECIFIC PLAN FINDINGS. Pursuant to SPMC Section 36.440.060, the City Council may adopt a specific plan only if it finds that:

1. *The proposed plan is in conformance with the actions, goals, objectives, policies, and programs of the General Plan and other adopted goals and policies of the City.*

   The proposed DTSP is consistent with the actions, goals, objectives, policies, and programs of both the proposed General plan and adopted Housing Element. The DTSP envisions additional housing units and non-residential development potential within the City's urban core, and supports growth in commercial corridors and higher-density residential areas near the Metro A Line station and bus routes. Specifically, the DTSP would implement the following Housing Element programs: Program 2.a Provide Technical Assistance for Projects with Affordable Housing; Program 3.a Rezone and Re-designate Sites to Meet RHNA; Program 3.b Mixed-Use Developments and Adaptive Re-Use; Program 3.n Zoning

Changes; and Program 4.e Universal Design. Given the DTSP is internally consistent with the proposed General Plan and adopted 2021-2029 Housing Element, therefore, the City Council can make this finding.

The DTSP also satisfies the requirements listed in SPMC Chapter 36.440.050(A-C), that requires environmental review, a staff report, and public hearings before both the Planning Commission and City Council. As such, the City Council can make all of the applicable findings to approve the Project and rescind the MSSP upon the DTSP taking effect.

SECTION 5: Based upon the foregoing, the City Council:

A. Adopts the General Plan update, thereby making the General Plan internally consistent with the adopted 2021-2029 Housing Element. The dwelling units and non-residential development contemplated by the General Plan would be accommodated in the proposed Downtown Specific Plan and other areas of City that will be rezoned consistent with programs identified in the Housing Element. The General Plan will serve as one of the City's guiding documents, and its goals, policies, and actions will direct the City's growth and operations through 2040, the estimated lifespan of the General Plan (Exhibit A with modifications as set forth in Exhibit B).

B. Adopts the Downtown Specific Plan and rescinds the Mission Street Specific Plan, which is consistent with the proposed General Plan and adopted 2021-2029 Housing Element, and that once adopted, the Downtown Specific Plan will supersede and replace the Mission Street Specific Plan (MSSP) and that all references to the MSSP in the applicable South Pasadena Municipal Code (SPMC) sections shall be interpreted as references to the DTSP (Exhibit C with modifications as set forth in Exhibit D).

C. That upon approval and adoption, the existing General Plan that was initially adopted in 1998 and the Mission Street Specific Plan that initially adopted in 1996, shall be rendered moot and shall be superseded by the 2023 General Plan and the 2023 DTSP.

SECTION 6: This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED, AND ADOPTED on this 27th day of September, 2023.

_____
Jon Primuth, Mayor

ATTEST:

_____
Mark Perez, Deputy City Clerk

APPROVED AS TO FORM:

_____
Roxanne Diaz, City Attorney

I HEREBY CERTIFY the foregoing Resolution No. ___ was duly adopted by the City Council of the City of South Pasadena, California, at a special meeting held on the 27th day of September, 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

_____
Mark Perez, Deputy City Clerk

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ATTACHMENT 2

Exhibit A: General Plan (Link)

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ATTACHMENT 2

Exhibit B: General Plan Errata Table

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Additional Errata Items

GENERAL PLAN CITY COUNCIL ERRATA ITEMS 9-18-23			
Page	Action	Reason	Notes
Table of Contents	Revise the mayor's name to "Jon Primuth"		Add this revision to the Acknowledgements section
Table of Contents	Add in the name of "David Watkins"		David was the Planning and Building Director. He should be listed in the Acknowledgement section.

MISCELLANEOUS (CITY COUNCIL 9-18-23)			
Housing Element	Revise Table V1-51	Ed Elsner Letter 8-23-23	The table will be revised to reflect the correct density information.

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ATTACHMENT 2

Exhibit C: Downtown Specific Plan (Link)

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ATTACHMENT 2

Exhibit D: Downtown Specific Plan Errata Table

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Additional Errata Items

DOWNTOWN SPECIFIC PLAN ERRATA (CITY COUNCIL 9-18-23)			
Page	Action	Reason	Notes
DTSP p. 103	Revise Table C3.1 to require a CUP for "Public assembly, meeting facility, place of worship" uses.	Mark Gallatin Letter 8-31-23	
DTSP p. 152	Revise Section C9.2 Sign Types: Signs on historic buildings require Cultural Heritage Approval.	Mark Gallatin Letter 8-31-23	
DTSP p. 161	Revise Section C11.1 to delete "Building Accessory".	Mark Gallatin Letter 8-31-23	"Building Accessory" is redundant since "Accessory Building" is already listed.
DTSP p. 171	The Mills Act will be added back into the list of local programs.	Mark Gallatin Letter 8-31-23	

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ATTACHMENT 3

Ordinance Rescinding the Mission Street Specific Plan

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CITY OF SOUTH PASADENA
ORDINANCE NO._____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, RESCINDING THE MISSION STREET SPECIFIC PLAN AS ADOPTED IN ORDINANCE NO. 2035

WHEREAS, the adopted 2021-2029 Housing Element calls for amendment of the City Code of the City of South Pasadena and adoption of the Downtown Specific Plan to update zoning designations to allow for additional housing to be constructed within the City; and,

WHEREAS, on May 1, 1996, the City Council adopted Ordinance No. 2035 adopting the Mission Street Specific Plan and making related zone changes; and,

WHEREAS, the area governed by Mission Street Specific Plan is included in the new Downtown Specific Plan, which upon taking effect is intended to supersede the Mission Street Specific Plan; and,

WHEREAS, on August 21, 2023, the South Pasadena Planning Commission considered, among other things, the Downtown Specific Plan and the related rescission of the Mission Street Specific Plan Ordinance at a duly noticed public hearing, as prescribed by law, at which time the City Staff and interested persons had an opportunity to and did testify either in support or opposition to this matter; and,

WHEREAS, on August 21, 2023, the Planning Commission adopted P.C. Resolution No. 23-06 recommending, among other things, adoption of the Downtown Specific Plan and Rescission of the Mission Street Specific Plan upon the effective date of the Downtown Specific Plan; and,

WHEREAS, on September 18 and September 27, 2023, the City Council, considered this Ordinance at duly noticed public hearings, as prescribed by law, at which time the City Staff and interested persons had an opportunity to and did testify either in support or opposition to this matter; and,

WHEREAS, following the public hearing, the City Council considered the entire record of information received at the public hearings before the Planning Commission and City Council.

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

Section 1. Recitals. The City Council finds the foregoing recitals and their findings to be true and correct, and hereby incorporates such recitals and their findings into this Ordinance.

Section 2. Findings. The City Council of the City of South Pasadena in approving the proposed Code amendments hereby makes the following findings:

A. This Ordinance is consistent with the South Pasadena 2021-2029 Housing Element, and the South Pasadena General Plan. Specifically, this Ordinance rescinds inconsistent Mission Street Specific Plan to achieve consistency at such time as the Downtown Specific Plan is adopted and becomes effective.

B. This Ordinance will not be detrimental to the public interest, health, safety, convenience, or general welfare of the City. Rescission of the Mission Street Specific Plan ensures that the Downtown Specific Plan governs the development of the downtown areas in the City.

Section 3. The City Council hereby rescinds the Mission Street Specific Plan. Once this Ordinance goes into effect, the Mission Street Specific Plan shall be of no further force or effect, and shall be superseded by the Downtown Specific Plan. Thereafter any reference in the South Pasadena City Code to the Mission Street Specific Plan shall be construed as a reference to the Downtown Specific Plan.

Section 4. Environmental Findings. This Ordinance reflects an action to implement the City's adopted Housing Element, which was included within the scope of the Program Environmental Impact Report (PEIR) prepared pursuant to the requirements of the California Environmental Quality Act (CEQA) for the General Plan Update, Downtown Specific Plan and Housing Element Implementation Project. The City Council, exercising its independent judgment, previously adopted Resolution No. [insert number] certifying the Final PEIR, making required findings, adopting a Mitigation Monitoring and Reporting Program, and adopting a Statement of Overriding considerations for the Project of which this Ordinance is a part. In approving this Ordinance, the City Council hereby relies on the environmental determinations and findings set forth in Resolution No. [insert number], which is hereby incorporated herein by reference. The amendments made by this Ordinance were also contemplated by the Environmental Assessment prepared and adopted in conjunction with the City Council's adoption of the Housing Element. Each of these provide separate and independent bases demonstrating compliance with the CEQA.

Section 5. Severability. If any section subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, or contravened by reason of any preemptive legislation, the remaining sections and/or provisions of this Ordinance shall remain valid. The City Council hereby declares that it would have adopted this Ordinance, and each section, subsection, subdivision, paragraph, sentence, clause or

phrase hereof, regardless of the fact that any one or more section(s) or provision(s) may be declared invalid or unconstitutional or contravened via legislation.

Section 6. Effective Date. This Ordinance shall take effect on the date the Downtown Specific Plan goes into effect, the City Clerk of the City of South Pasadena shall certify to the passage and adoption of this ordinance and to its approval by the Mayor and City Council, and shall cause the same to be published in a newspaper in the manner required by law.

PASSED, APPROVED AND ADOPTED ON this 27th day of September, 2023.

AYES:

NOES:

ABSENT:

ABSTAIN:

Jon Primuth, Mayor

ATTEST:

Mark Perez, Deputy City Clerk

APPROVED AS TO FORM:

Roxanne Diaz, City Attorney

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ATTACHMENT 4

Ordinance - Zone Text Amendment & Zoning Map Amendment

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CITY OF SOUTH PASADENA
ORDINANCE NO._____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING CHAPTER 36 (ZONING) OF THE CITY CODE OF THE CITY OF SOUTH PASADENA RELATED TO INCREASED DENSITY INCLUDING REZONING THE EXISTING FOCUSED AREA OVERLAY ZONE TO MIXED-USE OVERLAY ZONE AND INCREASING DENSITY IN THE RESIDENTIAL ZONING DISTRICTS, AND AMENDING THE ZONING MAP IN COMPLIANCE WITH THE UPDATED GENERAL PLAN AND THE 2021-2029 (6TH CYCLE) HOUSING ELEMENT

WHEREAS, Sections 65300 *et. seq.* of the California Government Code requires each city and county to adopt a comprehensive, long-term, General Plan for the physical development of land within its jurisdiction and Sphere of Influence; and

WHEREAS, in strategic planning sessions in 2014 and 2015, the City Council identified the need to update the General Plan and the Mission Street Specific Plan (Project); and

WHEREAS, the City Council directed staff to expand the Mission Street Specific Plan to include the Fair Oaks Avenue Corridor, and the proposed Downtown Specific Plan (DTSP) will apply to the Fair Oaks Corridor, generally bounded by SR110 to the north and Lyndon Street to the south, and Mission Street Corridor generally bounded to the north by Hope Street and to the south by El Centro Street, and to the east to Brent Avenue and Indiana Avenue to the west.

WHEREAS, Sections 65580 *et. seq.* of the California Government Code requires each city and county to periodically prepare and update its Housing Element in its General Plan. The City of South Pasadena received the Regional Housing Needs Allocation (RHNA) numbers from the Southern California Association of Government in 2019 and started updating the 2021-2029 (6^{th} Cycle) Housing Element; and

WHEREAS, on April 12, 2022, the City of South Pasadena was sued by Californians for Homeownership for non-compliance with State Housing Law for failing to have adopted a compliant Housing Element by October 15, 2021 (*Californians for Homeownership v. City of South Pasadena, LASC Case Nos. 22STCP01388 & 22STCP01161*); and

WHEREAS, on August 15, 2022, the City entered into a Settlement Agreement with Californians for Homeownership to resolve the lawsuit, and that the Settlement Agreement committed the City to a number of actions, including but not limited to: completing the necessary rezoning to support the Housing Element within 120 days of the adoption of the Housing Element; and addition of a program to seek, through voter approval, the removal of the City's existing 45-foot height limit for at least any parcel identified in the Housing Element for which the base density is anticipated to exceed 50 dwelling units per acre; and

WHEREAS, on August 19, 2022, the Settlement Agreement was adopted as the Court Order and committed the City to adopting a housing element certified by or eligible for certification by HCD no later than May 31, 2023; and

WHEREAS, on May 30, 2023, the City Council held a duly noticed Public Hearing to consider the Draft Housing Element. After hearing public testimony on the Project, considering the staff report, staff presentation, and Council discussion, in keeping with the stipulations of the Court Order, the City Council adopted the Housing Element, thereby commencing the 120-day period in which the City must adopt changes to the Zoning Ordinance to support the Housing Element and its programs; and

WHEREAS, on June 3, 2023, and June 17, 2023, public workshops on the General Plan and DTSP were held wherein the community received a presentation and provided input on the Project; and

WHEREAS, on July 24, 2023, the Draft General Plan and DTSP were released for public comments; and

WHEREAS, on August 8, 2023, the Planning Commission held a duly noticed Public Hearing and continued to the Public Hearing to August 21, 2023, wherein the Planning Commission received a staff presentation, considered the staff report, public testimony, Planning Commission discussion, and all other materials and evidence, whether written or oral; and

WHEREAS, the Planning Commission considered this Ordinance on August 21, 2023, at a duly noticed public hearing, as prescribed by law, at which time the City Staff and interested persons had an opportunity to and did testify either in support or against this matter and continued the matter to a special meeting on August 23, 2023; and

WHEREAS, at the conclusion of the Planning Commission's consideration of the matter on August 23, 2023, and after due consideration of the testimony, the Planning Commission adopted Resolution No. 23-08, recommending that the City Council adopt an ordinance making various amendments to City Code Chapter 36 (Zoning), including specific modifications as recommended by the Planning Commission, and amending the Zoning Map substantially as set forth in Exhibits A and B of this Ordinance; and

WHEREAS, the City Council considered this Ordinance on September 18 and September 27, 2023, at a duly noticed public hearing, as prescribed by law, at which time the City Staff and interested persons had an opportunity to and did testify either in support or against this matter.

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

SECTION 1. The facts set forth in the recitals of this Ordinance are true and correct.

SECTION 2: Based upon substantial evidence presented, including public testimony and written and oral staff reports, and the environmental documentation, the City Council finds:

A. All necessary Public Hearings and opportunities for public testimony and comment have been conducted in compliance with applicable law;

B. That the proposed Zoning Amendments comply with the Housing Goals in the 2021-2029 (6th Cycle) Housing Element and updated General Plan.

SECTION 3: ZONING AMENDMENT FINDINGS. South Pasadena Municipal Code (SPMC) Section 36.620.070(B) stipulates that Zoning Amendments and Zoning Map Amendments may be approved if the following findings are made:

1. *Findings required for all Zoning Code/Map amendments.*
   a. *The proposed amendment is consistent with the actions, goals, objectives, policies, and programs of the General Plan.*

The proposed Zone Text Amendments are consistent with the actions, goals, objectives, policies, and programs of the 2021-2029 (6th Cycle) Housing Element that was adopted on May 30, 2023. The current General Plan that was adopted in 1998 is not internally consistent with the recently adopted Housing Element. The Housing Element is one of the elements required by State law. Therefore, adopting an updated General Plan that implements the policies and programs of the 2021-2029 Housing Element, and the proposed Zone Text Amendments, would make the documents internally consistent. Further, the proposed Zone Text Amendments are consistent with the following General Plan and Housing Element goals, policies, actions, or programs:

- General Plan Policy P3.2: Direct new growth to the Downtown, Ostrich Farm, and the three neighborhood centers along Huntington Drive;
- General Plan Action A3.2b: Update the Development Code to encourage mixed-use, walkable, and contextual development;
- General Plan Policy P3.5: Remove regulatory and procedural barriers to good design;
- General Plan Action A3.5a: Develop and adopt a Form-Based Code for the Downtown area and objective design standards for areas outside the Downtown area;
- Housing Element Goal 3.0: Provide opportunities to increase housing production;
- Housing Element Program 3.a: Rezone and redesignate sites to meet RHNA;

- Housing Element Program 3.n: Zoning Changes [to update development standards of residential development projects];

Therefore, the City Council hereby makes this finding in support of the Amendments.

b. The proposed amendment would not be detrimental to the public interest, health, safety, convenience, or general welfare of the City.

The Zoning Text and Map Amendments would not be detrimental to the public interest, health, safety, convenience or general welfare of the City because it would achieve consistency, including with the adopted 2021-2029 Housing Element. The implementation of the General Plan goals, policies, and actions further support the convenience and general welfare of the City by preserving existing single-family neighborhoods and focusing growth into specific areas where residents will have access to services and public transportation. The General Plan supports mixed-use, walkable neighborhoods, and provides the development capacity to accommodate projected future growth along with the housing programs identified in the Housing Element. Therefore, the City Council hereby makes this finding.

2. The proposed amendment is internally consistent with other applicable provisions of this Zoning Code.

The proposed Zoning Amendments are internally consistent with other applicable provisions of the Zoning Code. In addition to the proposed changes to increase density and provide objective standards for residential development projects, the proposed Zoning Amendments also include other ancillary changes to the Zoning Code to ensure internal consistency with other sections of the Code including updated references to the newly proposed adoption of the Downtown Specific Plan (DTSP), maintenance of the single-family zones (RE and RS zones), and modifications of allowable land uses in the Mixed-Use Overlay zone. Therefore, the City Council hereby makes this finding.

3. Additional finding for Zoning Map amendments. The site is physically suitable (including absence of physical constraints, access, compatibility with adjoining land uses, and provision of utilities) for the requested zoning designations and anticipated land uses/projects.

The proposed Zoning Amendments and Zoning Map Amendments are actions taken to implement the General Plan, DTSP, and Housing Element Implementation programs. As a result of these updates, the existing Zoning Map requires an update to remove the Focused Area overlay, establish the Mixed-Use overlay, remove the Mission Street Specific Plan, and establish the new DTSP boundaries. By making these changes, the Zoning Amendments and Zoning Map Amendments will be consistent with the updated General Plan, DTSP, and Housing Element Implementation programs. Therefore, the City Council hereby makes this finding.

SECTION 4. Environmental Findings. This Ordinance reflects an action to implement the City's adopted Housing Element, which was included within the scope of the Program Environmental Impact Report (PEIR) prepared pursuant to the requirements of the California Environmental Quality Act (CEQA) for the General Plan Update, Downtown Specific Plan and Housing Element Implementation Project. The City Council, exercising its independent judgment, previously adopted Resolution No. [insert number] certifying the Final PEIR, making required findings, adopting a Mitigation Monitoring and Reporting Program, and adopting a Statement of Overriding Considerations for the Project of which this Ordinance is a part. In approving this Ordinance, the City Council hereby relies on the environmental determinations and findings set forth in Resolution No. [insert number], which is hereby incorporated herein by reference. The amendments made by this Ordinance were also contemplated by the Environmental Assessment prepared and adopted in conjunction with the City Council's adoption of the Housing Element. Each of these provide separate and independent bases demonstrating compliance with the CEQA.

SECTION 5. The City Council hereby amends various sections of Chapter 36 (Zoning) of the City Code of the City of South Pasadena to incorporate the text changes set forth in Exhibit A, attached hereto and incorporated herein by reference, with all sections of Chapter 36 that have no amendments identified in Exhibit A remaining in effect without amendment.

SECTION 6. The City Council hereby adopts the Amended Zoning Map, attached hereto as Exhibit B, and incorporated herein by reference.

SECTION 7. Severability. If any section subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, or contravened by reason of any preemptive legislation, the remaining sections and/or provisions of this Ordinance shall remain valid. The City Council hereby declares that it would have adopted this Ordinance, and each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof, regardless of the fact that any one or more section(s) or provision(s) may be declared invalid or unconstitutional or contravened via legislation.

SECTION 8. This Ordinance shall take effect thirty (30) days after its final passage, and within fifteen (15) days after its passage, the City Clerk of the City of South Pasadena shall certify to the passage and adoption of this ordinance and to its approval by the Mayor and City Council and shall cause the same to be published in a newspaper in the manner required by law.

PASSED, APPROVED AND ADOPTED ON this 27th day of September, 2023.

Jon Primuth, Mayor

ATTEST:

Mark Perez, Deputy City Clerk

APPROVED AS TO FORM:

Roxanne Diaz, City Attorney

CITY OF SOUTH PASADENA

CITY CLERK'S DIVISION

CERTIFICATION OF ORDINANCE

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS
CITY OF SOUTH PASADENA)

I, Mark Perez, Deputy City Clerk of the City of South Pasadena, do hereby certify that Ordinance No. _____, was duly and regularly approved and adopted at a Regular meeting of the City Council on this 27th day of September, 2023, by the following votes as the same appears on file and of record in the Office of the City Clerk.

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
Mark Perez
Deputy City Clerk

ATTACHMENT 4

Exhibit A: Zone Text Amendment

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City of South Pasadena

Chapter 36 Zoning

Focused Amendments to Various Sections

36.200.020 Zoning Map and Zoning Districts.

The official City of South Pasadena Zoning Map has been adopted by the Council and is on file in the Department.

A. Zoning districts established. The City of South Pasadena shall be divided into zoning districts which implement the General Plan. The zoning districts shown in Table 2-1 are hereby established, and shall be shown on the Zoning Map.

B. Interpretation of zoning district boundaries. If there is uncertainty about the location of any zoning district boundary shown on the Zoning Map, the precise location of the boundary shall be determined by the Director.

1. Where district boundaries approximately follow lot, alley, or street lines, the lot lines and/or street and alley centerlines shall be construed as the district boundaries as appropriate;

2. Where a public street or alley is officially vacated or abandoned, the property that was formerly in the street or alley will be included within the zoning district of the adjoining property on either side of the centerline of the vacated or abandoned street or alley.

The Director may refer any question of interpretation of the Zoning Map to the Commission for a determination, at a public hearing.

C. Annexations. Areas annexed to the City shall be zoned according to the pre-annexation zoning classification until City zoning is applied to the site in compliance with Division 36.620 (Amendments).

TABLE 2-1. ZONING DISTRICTS		
Zoning District Symbol	**Zoning District Name**	**General Plan Land Use Classification Implemented by Zoning District**
Residential Districts		
RE	Residential Estate	~~Estate and~~ Very Low Density ~~Residential~~Neighborhood
RS	Residential Single Family	Low Density ~~Residential~~Neighborhood
RM	Residential Medium Density	Medium Density ~~Residential~~Neighborhood
RH	Residential High Density	High Density ~~Residential~~Neighborhood

TABLE 2-1. ZONING DISTRICTS		
Zoning District Symbol	**Zoning District Name**	**General Plan Land Use Classification Implemented by Zoning District**
Commercial Districts		
CG	Commercial General	~~General Commercial~~Mixed Use Core; Fair Oaks Corridor
CO	Commercial Office	~~Professional Office~~Mixed Use Core
BP	Business Park	~~Business Park, Research and Development, and Light Manufacturing~~Mixed Use Core
Special Purpose Districts		
CF	Community Facilities	~~Community Facilities~~Civic
OS	Open Space	Parks & Open ~~Space/Parks~~Spaces; Preserves
~~MSSP~~DTSP	~~Mission Street~~ Downtown Specific Plan	~~Mission Street Specific Plan~~Mixed Use Core; Fair Oaks Corridor
HFSP	Holy Family Specific Plan	~~Holy Family Specific Plan~~Civic
Overlay Districts		
AM	Altos de Monterey	~~Altos de Monterey Residential~~Very Low Density Neighborhood
~~FA~~ MU	~~Focus Area~~ Mixed Use Overlay	~~Focus Areas (General Plan Section 2-7)~~ Mixed Use Core

Division 36.220. Residential Zoning Districts

36.220.010 Purpose of Division.

This Division lists the uses of land that may be allowed within the residential zoning districts established by Section 36.200.020 (Zoning Map and Zoning Districts), determines the type of zoning approval/approval required for each use, and provides basic standards for site layout and building size.

36.220.020 Purposes of Residential Zoning Districts.

Different residential zoning districts are intended to provide for a variety of housing opportunities through new construction, and the maintenance of existing homes and neighborhoods. The purposes of the individual residential zoning districts and the manner in which they are applied are as follows.

A. RE (Residential Estate) district. The RE zoning district applies to areas appropriate for detached, single-family residential homes on large estate parcels. The allowable residential density ~~ranges from one to 3.5~~is a maximum of three dwelling units per acre. The RE zoning district is consistent with the ~~Estate/~~Very ~~-~~Low Density ~~Residential~~Neighborhood land use designation of the General Plan.

B. RS (Residential Single-Family) district. The RS zoning district is intended for areas appropriate for the development of detached, single-family homes. The allowable residential density ~~ranges from 3.51 to six~~is a maximum of five dwelling units per acre. The RS zoning district is consistent with the Low Density ~~Residential~~Neighborhood land use designation of the General Plan.

C. RM (Residential Medium Density) district. The RM zoning district applies to areas appropriate for a variety of housing types. Typical residential land uses include single-family bungalow courts, courtyard housing, townhomes, duplexes, triplexes, ~~or~~multiplexes, and other attached ~~or detached single-family~~ dwellings~~.~~ on smaller lots. The allowable residential density ranges from ~~6~~5.1 to ~~14~~30 dwelling units per acre. The RM zoning district is consistent with the Medium Density ~~Residential~~Neighborhood land use designation of the General Plan.

D. RH (Residential High Density) district. The RH zoning district is intended for areas appropriate for high density ~~single-family~~ attached ~~or multi-family~~ dwelling units, including courtyard housing, townhouses, condominiums, and apartments. The allowable residential density ranges from ~~14~~30.1 to ~~24~~45 dwelling units per acre. The RH zoning district is consistent with the High Density ~~Residential~~Neighborhood land use designation of the General Plan.

36.220.030 Residential Zoning District Land Uses and Permit Requirements.

A. General requirements. Table 2-2 identifies the uses of land allowed by this Zoning Code in each residential zoning district, and the zonings approval required to establish each use, in compliance with Section 36.210.030 (Allowable Land Uses and Permit Requirements).

Note: where the last column in the tables (“Specific Use Regulations”) includes a section number, the regulations in the referenced section apply to the use; however, provisions in other sections of this Zoning Code may also apply.

B. Altos de Monterey (AM) overlay district. Allowable land uses and permit requirements for parcels within the AM overlay district are established by Section 36.250.030.

TABLE 2-2. **ALLOWED USES AND PERMIT REQUIREMENTS** **FOR RESIDENTIAL ZONING DISTRICTS**	P	Permitted Use			
	CUP	Conditional Use Permit required			
	AUP	Administrative Use Permit required			
	—	Use not allowed			
	PERMIT REQUIRED BY DISTRICT				**Specific Use Regulations**
LAND USE (1)	RE	RS	RM	RH	
RECREATION, EDUCATION, PUBLIC ASSEMBLY & COMMUNITY FACILITY USES					
Clubs, lodges and fraternal organizations	—	—	—	CUP	
Community center	—	—	—	CUP	
Private sport courts	AUP	AUP	AUP	AUP	
Community gardens	CUP	CUP	CUP	CUP	36.350.230
RESIDENTIAL USES					
Accessory residential uses and structures	P~~(3~~ (2)	P~~(3~~ (2)	P~~(3~~ (2)	P~~(3~~ (2)	36.350.170
Home occupation	P	P	P	P	36.410.030
Multi-family dwellings	—	—	P	P	36.350.180, 190
Organizational house (sorority, convent, etc.)	—	—	CUP	CUP	
Residential care facility, 6 persons or less	P	P	P	P	
Residential care facility, 7 persons or more	—	—	CUP	CUP	36.350.050
Residential care facility for the elderly (RCFE)	—	—	CUP	CUP	36.350.050

TABLE 2-2. **ALLOWED USES AND PERMIT REQUIREMENTS** **FOR RESIDENTIAL ZONING DISTRICTS**	P	Permitted Use			
	CUP	Conditional Use Permit required			
	AUP	Administrative Use Permit required			
	—	Use not allowed			
	PERMIT REQUIRED BY DISTRICT				**Specific Use Regulations**
LAND USE (1)	RE	RS	RM	RH	
~~Second~~Accessory dwelling ~~unit~~units	P	P	P	~~—~~P	36.350.200
RESIDENTIAL USES (Continued)					
Existing single-family dwelling	P	P	P	P	
New single-family dwelling	P	P	—	—	
Transitional and supportive housing	P	P	P (multi-family types located in the RM district are subject to specific use regulations 36.350.180,190)	P (multi-family types located in the RH district are subject to specific use regulations 36.350.180,190)	
SERVICE USES					
Bed & breakfast inn (B&B)	CUP	CUP	CUP	CUP	36.350.070
Child day care center	—	—	CUP	CUP	36.350.080
Child day care—Small family day care home	P	P	P	P	36.350.080
Child day care—Large family day care home	P	P	P	P	36.350.080
Medical services—Extended care	—	—	—	CUP~~(2)~~	

TABLE 2-2. **ALLOWED USES AND PERMIT REQUIREMENTS** **FOR RESIDENTIAL ZONING DISTRICTS**	P	Permitted Use			
	CUP	Conditional Use Permit required			
	AUP	Administrative Use Permit required			
	—	Use not allowed			
	PERMIT REQUIRED BY DISTRICT				**Specific Use Regulations**
LAND USE (1)	RE	RS	RM	RH	
Mortuaries and funeral homes	—	—	—	CUP~~(2)~~	
Notes: (1) See Article 7 for land use definitions. ~~(2) Allowable locations restricted to El Centro Street between Fremont and Diamond; Fair Oaks Avenue; Fremont Avenue north of Monterey Road; and Huntington Drive.~~ ~~(3~~ (2) Permit required determined by Section 36.350.170.					

36.220.040 Residential Zoning District General Development Standards.

A. General requirements. Subdivisions, new land uses and structures, and alterations to existing land uses and structures, shall be designed, constructed, and/or established in compliance with the requirements in Table 2-3, in addition to the applicable development standards (e.g., landscaping, parking and loading, etc.) in Article 3 (Site Planning and General Development Standards).

B. Altos de Monterey (AM) overlay district. Development standards for parcels within the AM overlay district are established by Section 36.250.030.

C. Design Guidelines~~.~~ and Standards. Land uses and structures proposed within the residential zoning districts shall comply with the City's Design Guidelines to the extent required by the Design Review Board and/or specific provisions of the Design Guidelines~~.~~, objective design standards, and to the extent permitted by State law. Qualifying residential projects shall comply with the ministerial approval process established by Section 36.410.040D.6.

TABLE 2-3. RESIDENTIAL DISTRICT GENERAL DEVELOPMENT STANDARDS				
	Requirement by Zoning District (1)			
Development Feature	**RE**	**RS**	**RM**	**RH**
Minimum lot size	Minimum area and width for parcels proposed in new subdivisions.			
Area	12,500 sf	10,000 sf	10,000 sf	10,000 sf
Width	75 ft; 85 ft for a corner lot	50 ft; 60 ft for a corner lot	60 ft; 80 ft for a corner lot	70 ft
Residential density	Maximum number of dwelling units allowed in a project. The actual number of units allowed will be determined by the City through subdivision or land use permit approval, as applicable.			
Allowable density	~~1—~~Maximum of 3~~.5~~ du/acre	~~3.51—6~~Maximum of 5 du/acre	~~6~~5.1~~—14~~ to 30 du/acre	~~14~~30.1~~—24~~ to 45 du/acre
~~Minimum density allowed~~	~~Each legal parcel in a residential zoning district will be allowed one single-family dwelling regardless of lot area; parcels in the RE, RS, and RM districts may also be allowed a second dwelling unit in compliance with Section 36.350.200 (Residential Uses—Second Dwelling Units).~~			
~~Minimum lot area/ multi-family unit~~	~~N.A.~~		~~3,200—7,300 sf~~	~~1,900—3,200 sf~~
Setbacks	Minimum and, where noted, maximum setbacks required. See Section 36.300.030 for setback measurement, allowed projections into setbacks, and specific exceptions to setbacks.			
Front	25% of lot depth, with a minimum of 25 ft, and a maximum requirement of 35 ft		20 ft	~~20 ft; 85 ft from street centerline on Huntington Drive~~15 ft
Front exception	If 60 percent or more of the lots on the same block face have structures with front setbacks different from the above, the		An additional minimum 5 ft setback from the property line shall be provided for every story above the second story.	

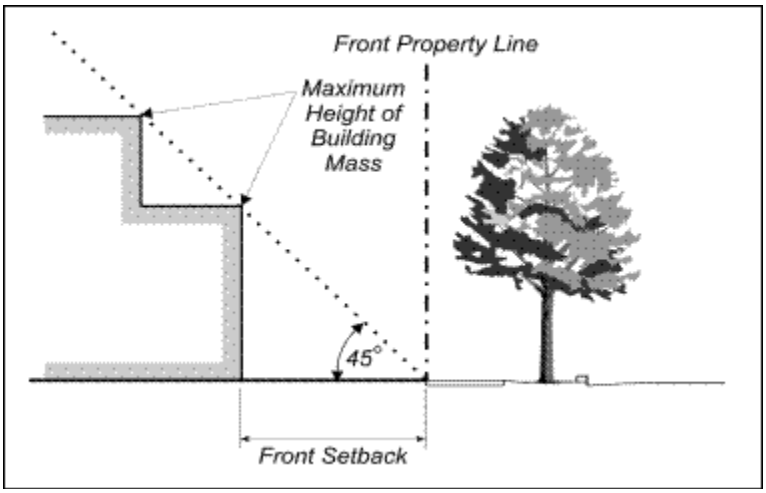
TABLE 2-3. RESIDENTIAL DISTRICT GENERAL DEVELOPMENT STANDARDS				
	Requirement by Zoning District (1)			
Development Feature	**RE**	**RS**	**RM**	**RH**
	required front setback shall be the average of the existing front setbacks, provided that no more than 45 feet shall be required in the RE district, and 35 ft shall be required elsewhere.			
Sides, each	10% of lot width	10% of lot width, 4 ft minimum	An additional minimum 4-foot setback from the property line shall be provided for every additional story above the second story.	~~10 ft~~8 ft minimum; 10 ft minimum setback from the property line shall be provided for each story above the second story.
Side, street side	20% of lot width, to a maximum requirement of 15 ft		15 ft minimum	
Rear	25 ft		~~20 ft~~15 ft minimum; or 5 ft minimum abutting an alley	~~15 ft, or 5 ft if abuts an alley.~~20 ft minimum; 22 ft minimum setback shall be provided for each additional story above the second story.
Garage	An attached garage shall be set back a minimum of 10 ft from the front of the main structure		N/A	
Accessory structures	As required for primary structures, except that:		See Section 36.350.170 (Residential Uses—Accessory Residential Structures)	

TABLE 2-3. RESIDENTIAL DISTRICT GENERAL DEVELOPMENT STANDARDS				
	Requirement by Zoning District (1)			
Development Feature	**RE**	**RS**	**RM**	**RH**
	• A structure of 120 sf or less may be placed within a required side or rear setback, but not a front setback or in front of the frontmost dwelling unit on the lot; • A detached garage or carport or other accessory residential structure shall be located at least 5 ft from a side and/or rear property line, except if the required side yard setback for the dwelling/s is less than 5 ft, in which case the lesser side yard setback may be used for a detached garage or carport only. Such structures cannot be located in the front setback or in front of the frontmost dwelling unit on the lot; • Accessory structures shall be located at or beyond the required street-facing side yard setback for the dwelling/s, except if the Director determines that a lesser setback can be approved using the Administrative Use Permit process detailed in Section 36.350.170(C)(3)(e); • Private residential recreational facilities shall be located at least 5 ft from a side and/or rear property line and cannot be located in the front setback, or in front of the frontmost dwelling			

TABLE 2-3. RESIDENTIAL DISTRICT GENERAL DEVELOPMENT STANDARDS				
	Requirement by Zoning District (1)			
Development Feature	**RE**	**RS**	**RM**	**RH**
	unit on the lot or in the street-facing side setback of a corner lot. See also Section 36.350.170 (Residential Uses—Accessory Residential Structures).			
Building separation	10 ft between structures on the same site.		Minimum distances shall comply with Fire Code requirements but in no case shall be less than 10 ft.	
Lot coverage	Maximum percentage of total lot area that may be covered by structures.			
	40%		N/A	~~N/A~~
~~Floor area ratio~~	~~Maximum allowable ratio of building floor area to lot area. See Article 7 (Definitions) for a definition and illustration.~~			
Floor area ratio requirement	0.35		~~Single-family dwellings—0.50~~ ~~Multifamily projects—1.25~~ N/A	~~Single-family dwellings—0.40~~ ~~Multifamily projects—1.25~~ N/A
~~Exception~~	~~Each dwelling unit may have an attached or detached garage or carport of up to 500 sf in addition to the above-listed FAR. Any square footage in excess of 500 sf is included in the FAR calculation.~~			
Height limit	Maximum allowable height of structures in other than hillside areas (see Division 36.340 (Hillside Protection) for height limits in hillside areas). See Section 36.300.040 (Height Limits and Exceptions) for height measurement requirements. See also Section 36.350.170 (Residential Uses—Accessory Residential Structures).			
Maximum height	35 ft		45 ft	

TABLE 2-3. RESIDENTIAL DISTRICT GENERAL DEVELOPMENT STANDARDS				
	Requirement by Zoning District (1)			
Development Feature	**RE**	**RS**	**RM**	**RH**
Multiple story exception	No portion of a structure shall encroach through a 45-degree angle projected perpendicularly from the front property line toward the rear property line. See Figure 2-1 in this Division. Building height in addition to the above limits may be authorized by design review (Section 36.410.040) to accommodate dormer windows and/or ~~nonhabitable~~uninhabitable roof structures where appropriate to the architectural style of the dwelling.		N/A	
Open Space	~~Not applicable~~N/A		As required by Section 36.350.190 (Multi-Family Project Standards)	
Landscaping	As required by Division 36.330 (Landscaping Standards)			
Parking	As required by Division 36.310 (Parking and Loading~~)~~), unless such development qualifies for an exception to providing parking under provisions of State law			
Signs	As required by Division 36.320 (Signs)			
Notes: (1) Altos de Monterey exceptions. The standards and requirements for development within the Altos de Monterey (AM) overlay zoning district are different from those in this table; see Section 36.250.030.				

Figure 2-1. Height Limit Adjacent to Street



36.220.050 Development of Small Nonconforming Residential Parcels.

The following standards apply to new and remodeled single-family dwellings on legal nonconforming parcels with an area of less than 10,000 square feet, except that all standards, except subsection F (Lot Coverage), do not apply to hillside parcels (as defined by Section 36.340.2020(A) (Hillside Protection)). These standards are intended to minimize the impacts of single-family dwelling alteration, construction, expansion, and replacement by maintaining the existing residential neighborhood character that might otherwise result in overbuilding on a small single-family parcel.

A. Design compatibility. Proposed construction shall have exterior colors, forms, and materials that are consistent throughout and visually compatible with adjacent structures and the surrounding neighborhood. The size, mass, and scale of new dwellings shall also be visually compatible with adjacent structures and the surrounding neighborhood. New dwellings shall also comply with the City's Residential Design Guidelines.

B. Setbacks.

1. The front and rear setback shall be 20 feet, or 15 feet for houses with a front porch.

2. A second story shall be set back an additional five feet from the front of the house and three feet on both sides (which may be accommodated within a sloping roof), unless the architectural style requires a zero front or side second story setback, as determined by the Review Authority. In the latter case, the ground floor front setback shall be 25 feet.

C. Driveway width. Driveways shall be limited to a maximum paved width of 10 feet with two feet clear of obstructions on either side, or 40 percent of the parcel frontage, whichever is less. Driveway width at property lines shall be limited to 10 feet.

D. Front yard paving. No more than 45 percent of the total area of the front setback shall be paved for walkways, driveways, and/or other hardcover pavement.

E. Reserved.

F. Lot coverage. The maximum lot coverage shall be 50 percent.

G. Parking. For dwellings with detached garages located behind the primary unit, the minimum parking requirement shall be two covered spaces. Attached garages shall be set back a minimum of 10 feet from the front of the building~~,~~ and shall include two enclosed spaces.

Division 36.230. Commercial Zoning Districts

Sections:

36.230.010 Purpose of Division.

36.230.020 Purposes of Commercial Zoning Districts.

36.230.030 Commercial District Land Uses and Permit Requirements.

36.230.040 Commercial District General Development Standards.

36.230.050 Mixed Use Overlay Development Standards.

36.230.010 Purpose of Division.

This Division lists the uses of land that may be allowed within the commercial zoning districts established by Section 36.200.020 (Zoning Map and Zoning Districts). It also determines the type of zoning approval/approval required for each use~~,~~ and provides basic standards for site development.

36.230.020 Purposes of Commercial Zoning Districts.

The Commercial zoning districts are intended to provide a range of commercial opportunities within South Pasadena. The purposes of the individual Commercial zoning districts and the manner in which they are applied are as follows.

A. CG (Commercial General) District. The CG zoning district is applied to areas appropriate for a wide range of commercial retail and service land uses. The CG zoning district is consistent with the ~~General Commercial~~Mixed Use Core land use designation of the General Plan.

B. CO (Commercial Office) District. The CO zoning district is applied to areas appropriate for professional offices. Other uses including business support services, restaurants, and specialty retail land uses may be allowed. The CO zoning district is consistent with the ~~Professional Office~~Mixed Use Core land use designation in the General Plan.

C. BP (Business Park) District. The BP zoning district is applied to areas appropriate for light manufacturing and business park uses including research and development, corporate headquarter offices, and support service and retail land uses. Land uses in the BP District are intended to be designed as campus-business park environments. The BP zoning district is consistent with the ~~Business Park, Research & Development, Light Manufacturing~~Mixed Use Core land use designation of the General Plan.

D. MU (Mixed Use) Overlay District. The MU Overlay district may be applied to all CO, CG, and BP zoning districts as an overlay to allow for a wide range of development that contains a mix of functions, including commercial, entertainment, office, and housing. The MU Overlay District is consistent with the Mixed Use Core land use designation in the General Plan. The intent of this overlay district includes implementation of General Plan policy direction and applicable State laws to allow for 100 percent residential development in the CO and CG zoning districts.

36.230.030 Commercial District Land Uses and Permit Requirements.

A. General requirements. Table 2-4 identifies the uses of land allowed by this Zoning Code in the commercial zoning districts, and the zoning approval required to establish each use, in compliance with Section 36.210.030 (Allowable Land Uses and Permit Requirements).

Note: where the last column in the tables ("Specific Use Regulations") includes a section number, the regulations in the referenced section apply to the use; however, provisions in other sections of this Zoning Code may also apply.

B. ~~Focus area requirements. A site within a focus area (FA) overlay district may be subject to limitations required by Section 36.250.040 (Focus Area (FA) Overlay District).~~

~~C.~~ Design guidelines and standards. Land uses and structures proposed within the commercial zoning districts shall comply with any adopted design guidelines to the extent required by the Review Authority and/or specific provisions of any design guidelines and any applicable objective design standards for qualifying residential and mixed-use projects. Qualifying residential projects shall comply with the ministerial approval process established by Section 36.410.040D.6.

TABLE 2-4. **ALLOWED USES AND PERMIT REQUIREMENTS FOR COMMERCIAL & BUSINESS PARK DISTRICTS**	P	Permitted Use		
	CUP	Conditional Use Permit required		
	AUP	Administrative Use Permit required		
	—	Use not allowed		
	PERMIT REQUIREMENT BY ZONE			**Specific Use Regulations**
LAND USE (1)	**CO**	**CG**	**BP**	
MANUFACTURING & PROCESSING USES				
Electronics, equipment, and appliance manufacturing	—	—	P	
Food and beverage products manufacturing	—	—	P	
Furniture/fixtures manufacturing, cabinet shops	—	—	P	
Handcraft industries, small-scale manufacturing, less than 3,500 sf	—	—	P	
Handcraft industries, small-scale manufacturing, 3,500 sf or more	—	—	CUP	
Laundries and dry cleaning plants, less than 3,500 sf	—	—	P	

TABLE 2-4. **ALLOWED USES AND PERMIT REQUIREMENTS FOR COMMERCIAL & BUSINESS PARK DISTRICTS**	P	Permitted Use		
	CUP	Conditional Use Permit required		
	AUP	Administrative Use Permit required		
	—	Use not allowed		
	PERMIT REQUIREMENT BY ZONE			**Specific Use Regulations**
LAND USE (1)	**CO**	**CG**	**BP**	
Laundries and dry cleaning plants, 3,500 sf or more	—	—	CUP	
Media postproduction facilities	—	—	P	
Metal products fabrication, machine/welding shops	—	—	P	
Photographic processing plants, less than 3,500 sf	—	—	P	
Photographic processing plants, 3,500 sf or more	—	—	CUP	
Plumbing and heating shops, less than 3,500 sf	—	—	P	
Plumbing and heating shops, 3,500 sf or more	—	—	CUP	
Printing and publishing, less than 3,500 sf	—	P	P	
Printing and publishing, 3,500 sf or more	—	P	CUP	
Recycling facilities	—	CUP	CUP	36.350.160
Recycling facilities—Reverse vending machines	—	P	P	36.350.160
Warehouses, wholesaling and distribution	—	—	P	
RECREATION, EDUCATION & PUBLIC ASSEMBLY USES				
Adult entertainment businesses	—	—	(2)	36.350.030
Clubs, lodges, fraternal organizations	—	CUP	CUP	
Indoor amusement/entertainment facilities	—	P	CUP	
Libraries, museums, galleries	—	AUP	CUP	

TABLE 2-4. **ALLOWED USES AND PERMIT REQUIREMENTS FOR COMMERCIAL & BUSINESS PARK DISTRICTS**	P	Permitted Use		
	CUP	Conditional Use Permit required		
	AUP	Administrative Use Permit required		
	—	Use not allowed		
	PERMIT REQUIREMENT BY ZONE			**Specific Use Regulations**
LAND USE (1)	**CO**	**CG**	**BP**	
Outdoor recreation facilities	—	CUP	CUP	
Schools—Private	—	CUP	CUP	
Schools—Specialized education, tutoring, and training	—	AUP/ CUP	CUP	3,000 sf or smaller requires an AUP, greater than 3,000 sf requires a CUP
Special needs educational and training facilities	—	CUP	CUP	
Studios/health/fitness facility—Dance, martial arts, music, photography, etc.	AUP/ CUP	AUP/ CUP	CUP	3,000 sf or smaller requires an AUP, greater than 3,000 sf requires a CUP
Theaters and auditoriums	—	CUP	—	
Community gardens	CUP	CUP	CUP	36.350.230
RESIDENTIAL USES				
Emergency shelter	—	CUP	P	36.350.250

TABLE 2-4. **ALLOWED USES AND PERMIT REQUIREMENTS FOR COMMERCIAL & BUSINESS PARK DISTRICTS**	P	Permitted Use		
	CUP	Conditional Use Permit required		
	AUP	Administrative Use Permit required		
	—	Use not allowed		
	PERMIT REQUIREMENT BY ZONE			**Specific Use Regulations**
LAND USE (1)	**CO**	**CG**	**BP**	
Live/work units	—	—	—	36.350.110
Mixed-use projects	P	P	P	36.350.120 36.230.050
Multi-family dwellings (5)	P	P	P (6)	36.230.050
Single-room occupancy	—	—	P	36.350.260
Transitional and supportive housing, including low barrier navigation centers	P	P	P	
RETAIL TRADE				
Alcoholic beverage sales	—	CUP	—	36.350.040
Auto parts sales	—	P	—	
Auto sales and rental	—	CUP	CUP	
Building material stores	—	P	CUP	36.350.220
Coffee roasting and packaging, retail	—	CUP	—	
Construction/heavy equipment sales and rental	—	CUP	CUP	
Convenience and liquor stores	—	CUP	—	36.350.040
Department stores	—	P	—	
Equipment sales and rental	—	CUP	CUP	

TABLE 2-4. **ALLOWED USES AND PERMIT REQUIREMENTS FOR COMMERCIAL & BUSINESS PARK DISTRICTS**	P	Permitted Use		
	CUP	Conditional Use Permit required		
	AUP	Administrative Use Permit required		
	—	Use not allowed		
	PERMIT REQUIREMENT BY ZONE			**Specific Use Regulations**
LAND USE (1)	**CO**	**CG**	**BP**	
Extended hour businesses (11:00 p.m. to 6:00 a.m.)	—	CUP	CUP	
Furniture, furnishings and appliance stores	—	P	—	
Gas stations	—	CUP	CUP	
General retail	—	P	CUP	36.350.140, 36.350.220
Grocery stores	—	AUP	—	
Hardware stores	—	P	—	
Multi-tenant retail	—	CUP	—	
Outdoor display and retail activities	—	AUP	CUP	
Plant nurseries and garden supply stores	—	P	—	36.350.140, 36.350.220
Restaurants	CUP	P	P	
Restaurants, multi-tenant retail		CUP (3)		
Restaurants, take-out and with accessory retail food	CUP	P	P	
Restaurants, with catering and/or accessory retail food	CUP	CUP	CUP	
Restaurants, with outdoor dining only	AUP	AUP	AUP	36.350.130
Secondhand stores	—	P	—	

TABLE 2-4. **ALLOWED USES AND PERMIT REQUIREMENTS FOR COMMERCIAL & BUSINESS PARK DISTRICTS**	P	Permitted Use		
	CUP	Conditional Use Permit required		
	AUP	Administrative Use Permit required		
	—	Use not allowed		
	PERMIT REQUIREMENT BY ZONE			**Specific Use Regulations**
LAND USE (1)	**CO**	**CG**	**BP**	
Tobacco retailer—Primary use	—	P	CUP	SPMC Chapter 18, Article 6 or its successor
Tobacco retailer—Accessory use	—	As required for the primary use that the accessory use is associated with	As required for the primary use that the accessory use is associated with	
Warehouse retail	—	CUP	—	36.350.220
SERVICES—BUSINESS & PROFESSIONAL				
Automated teller machines (ATMs)	P	P	P	36.350.060
Banks and financial services	—	P	P	
Business support services	—	CUP	P~~(5~~ (4)	
Offices—Production, research and development	P	P	P	
Offices—Professional and administrative	P	P	P	
SERVICES—OTHER				
Ambulance service	—	CUP	CUP	

TABLE 2-4. **ALLOWED USES AND PERMIT REQUIREMENTS FOR COMMERCIAL & BUSINESS PARK DISTRICTS**	P	Permitted Use		
	CUP	Conditional Use Permit required		
	AUP	Administrative Use Permit required		
	—	Use not allowed		
	PERMIT REQUIREMENT BY ZONE			**Specific Use Regulations**
LAND USE (1)	**CO**	**CG**	**BP**	
Bed and breakfast inns	CUP	CUP	—	
Child/adult day care centers	—	AUP/ CUP	CUP	3,000 sf or smaller requires an AUP, greater than 3,000 sf requires a CUP
Contractor storage yard	—	—	CUP	
Convenience services	P	P	P	
Hotels and motels	—	CUP	—	
Medical services—Clinics	—	CUP	—	
Medical services—Laboratories	—	CUP	P	
Medical services—Offices	P	P	P	
Massage establishment	—	CUP	—	SPMC 17.15(B)
Personal services	CUP~~(4)~~	P	—	SPMC 17.13
Personal services—Restricted	—	AUP	—	
Vehicle repair and maintenance—Major repair work	—	CUP	—	

TABLE 2-4. **ALLOWED USES AND PERMIT REQUIREMENTS FOR COMMERCIAL & BUSINESS PARK DISTRICTS**	P	Permitted Use		
	CUP	Conditional Use Permit required		
	AUP	Administrative Use Permit required		
	—	Use not allowed		
	PERMIT REQUIREMENT BY ZONE			**Specific Use Regulations**
LAND USE (1)	**CO**	**CG**	**BP**	
Vehicle repair and maintenance—Service and maintenance	—	CUP	—	
Veterinary clinics, hospitals, kennels	—	CUP	CUP	
Wine cellar	—	P	P	
TRANSPORTATION & COMMUNICATIONS				
Parking facilities/vehicle storage	—	CUP	—	
Broadcasting studios	—	CUP	P	
Telecommunications facilities	CUP	CUP	CUP	36.350.210

Notes:

(1) See Article 7 for land use definitions.

(2) Requires an adult business permit in compliance with SPMC 36.350.030.

(3) If multi-tenant retail complies with the parking regulations in SPMC 36.310.040, a CUP is required if a new restaurant would cause the restaurant square footage in the multi-tenant retail to exceed 20 percent of the total square footage. If the multi-tenant retail is legal nonconforming with the parking regulations in SPMC 36.310.040, a CUP is required if a restaurant use in an existing space has been abandoned for a period of 18 months or longer, and for all additional restaurants in new spaces or spaces previously occupied by a non-restaurant.

~~(4) Personal services are not permitted on parcels located within the Fremont Corridor as defined in the Land Use and Community Design Element of the South Pasadena General Plan. The Fremont Corridor includes a mixture of residential and small-scale professional office uses lining the busy and heavily traveled section of Fremont Avenue from Monterey Road north to the Pasadena Freeway, properties fronting Mound Avenue between Hope Street and the Pasadena Freeway.~~

~~(5~~(4) Business support services consisting of laboratory uses require a CUP.

TABLE 2-4. **ALLOWED USES AND PERMIT REQUIREMENTS FOR COMMERCIAL & BUSINESS PARK DISTRICTS**	P	Permitted Use		
	CUP	Conditional Use Permit required		
	AUP	Administrative Use Permit required		
	—	Use not allowed		
	PERMIT REQUIREMENT BY ZONE			**Specific Use Regulations**
LAND USE (1)	**CO**	**CG**	**BP**	
(5) See Section 36.230.050 regarding properties identified as housing sites in the General Plan Housing Element sites inventory as Mixed Use. (6) Residential units shall be located above the ground-floor level.				

36.230.040 Commercial District General Development Standards.

Subdivisions, new land uses and structures, and alterations to existing land uses and structures, shall be designed, constructed, and/or established in compliance with the requirements in Table 2-5, in addition to the applicable development standards (e.g., landscaping, parking and loading, etc.) in Article 3, (Site Planning and General Development Standards).

TABLE 2-5. COMMERCIAL DISTRICT GENERAL DEVELOPMENT STANDARDS			
Development Feature	**Requirement by Zoning District**		
	CO	**CG**	**BP**
Minimum lot size	Minimum area and width for parcels proposed in new subdivisions.		
Area	10,000 sf		
Width	50 ft		
Setbacks	Minimum setbacks required. See Section 36.300.030 for setback measurement, allowed projections into setbacks, and exceptions to setbacks.		
Front	25 ft on Fremont St. between the 110 freeway and Monterey Rd., 20 ft required otherwise.	None required	25 ft
Sides, each	15 ft if adjacent to an RS district; none required otherwise.		
Street side	None required		None required
Rear	None, except if adjacent to an alley 5 ft, or if adjacent to a RS district 25 ft		None required
Lot coverage	Maximum percentage of total lot area that may be covered by structures.		
	No maximum		50%
Height limit	Maximum allowable height of structures. See Section 36.300.040 (Height Limits and Exceptions) for height measurement requirements.		
Maximum height	35 ft		

TABLE 2-5. COMMERCIAL DISTRICT GENERAL DEVELOPMENT STANDARDS			
Development Feature	**Requirement by Zoning District**		
	CO	**CG**	**BP**
Landscaping	As required by Division 36.330 (Landscaping Standards)		
Parking	As required by Division 36.310 (Parking and Loading)		
Signs	As required by Division 36.320 (Signs)		

36.230.050 Mixed Use Overlay District Development Standards.

A. New Development. Subdivisions, new land uses, and structures developed as mixed-use development or as urban residential (multi-family) development within CO, CG, or BP zoning districts and with the Mixed Use Overlay shall be designed, constructed, and/or established in compliance with the requirements in Table 2-6, in addition to the applicable development standards (e.g., landscaping, parking and loading, etc.) in Article 3 (Site Planning and General Development Standards).

B. For properties designated in the General Plan Housing Element sites inventory as Mixed Use, in addition to all other requirements in this section, projects of 100 percent residential development shall be permitted, and at least 50 percent of the total floor area of mixed-used developments on any sites identified as Mixed Use in the Housing Element sites inventory must be developed as residential use.

C. Redevelopment. Substantial alteration of an existing mixed-use development or urban residential (multi-family) development within the CO, CG, or BP zoning districts shall be improved to satisfy the requirements in Table 2-6, in addition to the applicable development standards (e.g., landscaping, parking and loading, etc.) in Article 3 (Site Planning and General Development Standards).

D. Notes Column in Table 2-6. Where the last column in Table 2-6 ("Notes") includes a section number, the regulations in the referenced section apply to the standard; however, provisions in other sections of this Zoning Code may also apply.

TABLE 2-6. MIXED USE OVERLAY DISTRICT DEVELOPMENT STANDARDS		
Development Feature	**Requirement**	**Notes**
DEVELOPMENT INTENSITY		
Minimum Size or Area	20,000 sf	
Minimum Lot Frontage	80 ft	
Density Range for Residential	52 to 70 du/ac	
Maximum Lot Coverage	70%	

TABLE 2-6. MIXED USE OVERLAY DISTRICT DEVELOPMENT STANDARDS		
Development Feature	**Requirement**	**Notes**
Minimum Residential Unit Size	Studio – 450 sf One-bedroom – 750 sf Two-bedroom – 900 sf	
NON-RESIDENTIAL USES		
Location	Non-residential uses are required along the street frontage in the areas described in the General Plan for development within a Corridor, District, or Neighborhood Centers.	Residential units shall be located above the ground-floor level within the BP zoning district.
BUILDING HEIGHT AND FORM		
Maximum Height	45 ft	Non-habitable building features such as chimneys, cupolas, flagpoles, monuments, steeples, roof screens, equipment, and similar structures covering no more than 10% of the top floor roof area may exceed the maximum height by up to 8 ft.
Maximum Stories	4	
Maximum Floor Area by Story	Up through Second Story – 100% Third Story – 90% Fourth Story – 80%	The standard refers to the percentage relative to the ground-floor building footprint area
Maximum Building Length	150 ft	
BUILDING RELATIONSHIP TO STREET		
Minimum Building Frontage	60%	
Maximum Elevation of Building Entry Above the Street/Sidewalk Level and Maximum Recess Below the Street/Sidewalk Level	2 ft	
Minimum Ground Floor Height	12 ft	
NON-RESIDENTIAL USE GROUND FLOOR BUILDING DESIGN		
Maximum Blank Wall Length	25 ft	
Minimum Glazing	50%	
Minimum Tenant Space Width	25 ft	
Minimum Number of Entries	1 per 100 lineal ft	

TABLE 2-6. MIXED USE OVERLAY DISTRICT DEVELOPMENT STANDARDS		
Development Feature	**Requirement**	**Notes**
Minimum Wall Plane Articulation	To/From Window/Door – minimum 6 inches To/From Column/Other Feature – minimum 18 inches	Windows, door, columns, and other features shall be recessed or project forward to provide the respective minimum differential from the wall plane
Signs	As required by Division 36.320 (Signs)	
SETBACKS FOR NON-RESIDENTIAL		
Front – Ground Floor	Per the underlying zoning district	May be increased to 15 ft where outdoor uses or small plazas are provided directly in front of the non-residential use
Side – Ground Floor	Per the underlying zoning district	
Rear	Per the underlying zoning district	
SETBACKS FOR RESIDENTIAL		
Front – Ground Floor	20 ft minimum	
Side	10 ft minimum for first two floors 15 ft minimum from property line for third floor and above	For any property adjacent to an RE or RS district, the minimum setback for the first and second stories shall be 20 feet, and any story above the second story shall be set back a minimum distance of 25 feet from the property line.
Rear	20 ft minimum for first two floors 25 ft minimum for third floor and above	For any property adjacent to an RE or RS district, the minimum setback for the first and second stories shall be 30 feet, and any story above the second story shall be set back a minimum distance of 35 feet from the property line.
SETBACKS – GENERAL		
Setback from Access Driveway	5 ft minimum	
Distance Between Buildings	As required by the Fire Code, but no instance less than 10 ft	
PARKING, LOCATION AND DESIGN		

TABLE 2-6. MIXED USE OVERLAY DISTRICT DEVELOPMENT STANDARDS		
Development Feature	**Requirement**	**Notes**
Site Access/Driveway Location	The location of site access/driveways shall be prioritized as follows: (1) From an alleyway, (2) From a side street, or (3) If the previous two locations are infeasible as determined by the Director, then access from the front shall be limited to a maximum 24-footwide driveway.	
Location of Parking Spaces/Areas	The location of parking spaces/areas shall be limited as follows: (1) Located to the rear of the building or underground, and (2) Shall not be located within the front or side street setback areas.	
Number of Spaces for Non-Residential Uses	As required by Division 36.310 (Parking and Loading)	Shared parking or a reduction in parking subject to approval of a parking study – Section 36.310.060. Within one-half mile of a high-quality transit station, no parking minimums shall apply for any use except for hotels, motels, bed and breakfast inns, and similar transient lodging facilities per Government Code Section 65863.2.
Number of Spaces for Residential Uses	Studio – 0.50 space One-bedroom – 1 space Two-bedroom – 2 spaces Guest Space – 0.25 per unit	Guest spaces are not required if non-residential spaces are available during non-operational hours. Parking is reduced, not required, for qualifying development projects within one-half mile of a high-quality transit station, as defined in Government Code Section 65863.2.

TABLE 2-6. MIXED USE OVERLAY DISTRICT DEVELOPMENT STANDARDS		
Development Feature	**Requirement**	**Notes**
Design of Surface or Structure Parking	As required by Division 36.310 (Parking and Loading)	Unless modified by standards herein
LANDSCAPING AND OPEN SPACE		
Minimum Site Landscaping	20 %	Exclusive of areas on the site providing useable open space for residential uses. Improved rooftop areas can be counted toward open space.
Minimum Driveway and Parking Area Side Landscaping	5 ft	
Minimum Total Combined Useable Open Space per Residential Unit (Common and Private Combined)	300 sf/du	Improved rooftop open space, balconies, and indoor common spaces can be counted toward usable open space.
Common Open Space Requirements	1,000 sf area minimum 25 ft minimum depth and width	
Private Open Space Requirements	No private open space is required for individual units.	If individual balconies, ground floor patios, porches, or similar private open space are provided for a residential unit, such area shall have minimum dimensions of 6 ft width and 4 ft depth.

Division 36.240. Special Purpose Zoning Districts

36.240.010 Purpose of Division.

This Division regulates development and new land uses in the special purpose zoning districts established by Section 36.200.020 (Zoning Map and Zoning Districts).

36.240.020 Purposes of Special Purpose Zoning Districts.

The purposes of the individual special purpose zoning districts and the manner in which they are applied are as follows.

A. CF (Community Facilities) District. The CF zoning district is applied to areas appropriate for public and quasi-public land uses. Typical land uses include government and institutional offices, schools, libraries, ~~churches~~religious facilities, and other related municipal uses. The CF zoning district is consistent with the ~~Community Facilities~~Civic land use designation of the General Plan.

B. OS (Open Space) District. The OS zoning district is applied to areas suitable for open space land uses including parks, natural open space areas, recreational facilities, and areas used for flood control. The OS zoning district is consistent with the Parks & Open ~~Space~~Spaces, and Preserves land use ~~designation~~designations of the General Plan.

C. ~~MSSP (Mission Street~~DTSP (Downtown Specific Plan) District. The ~~MSSP~~DTSP zoning district is applied to the ~~Mission Street~~Downtown Specific Plan area. Appropriate land uses include pedestrian-oriented, retail and service uses. The ~~MSSP~~DTSP zoning district is consistent with the ~~Mission Street Specific Plan~~Mixed Use Core and Fair Oaks Corridor land use ~~designation~~designations of the General Plan.

D. HFSP (Holy Family Specific Plan) District. The HFSP zoning district is applied to the Holy Family Specific Plan area. Appropriate land uses include religious facilities, schools, and accessory uses. The HFSP zoning district is consistent with the ~~Holy Family Specific Plan~~Civic land use designation of the General Plan.

36.240.030 Special Purpose District Land Uses and Permit Requirements.

A. CF and OS Districts. Table 2-~~6~~7 identifies the uses of land allowed by this Zoning Code in each special purpose zoning district, and the zoning approval required to establish each use, in compliance with Section 36.210.030 (Allowable Land Uses and Permit Requirements).

Note: where the last column in the tables ("Specific Use Regulations") includes a section number, the regulations in the referenced section apply to the use; however, provisions in other sections of this Zoning Code may also apply.

B. ~~MSSP~~DTSP District. Land uses in the ~~MSP~~DTSP zoning district are as permitted in the ~~Mission Street~~Downtown Specific Plan.

C. HFSP District. Land uses in the HFSP zoning district are as permitted in the Holy Family Specific Plan.

TABLE 2-~~6~~7. ALLOWED USES AND PERMIT REQUIREMENTS FOR SPECIAL PURPOSE ZONING DISTRICTS	P	Permitted Use	
	CUP	Conditional Use Permit required	
	AUP	Administrative Use Permit required	
	—	Use not allowed	
	PERMIT REQUIRED BY DISTRICT		Specific Use Regulations
LAND USE (1)	CF (2)	OS	
AGRICULTURE & OPEN SPACE USES			
Community gardens	CUP	CUP	36.350.230
Hiking trails	—	P	
Nature preserves and accessory uses (e.g., interpretive centers)	—	P	
RECREATION, EDUCATION & PUBLIC ASSEMBLY USES			
Community centers	P	AUP	
Equestrian facilities	—	AUP	
Libraries, museums, galleries	P	—	
Schools, private	AUP	—	
Outdoor recreational facilities	P	AUP	
Parks and playgrounds	P	AUP	
Religious institutions	CUP	—	
SERVICES			
Medical services – Hospitals	CUP	—	
TRANSPORTATION & COMMUNICATIONS			
Parking facilities/vehicle storage	CUP	—	

TABLE 2-~~6~~7. ALLOWED USES AND PERMIT REQUIREMENTS FOR SPECIAL PURPOSE ZONING DISTRICTS	P	Permitted Use	
	CUP	Conditional Use Permit required	
	AUP	Administrative Use Permit required	
	—	Use not allowed	
	PERMIT REQUIRED BY DISTRICT		Specific Use Regulations
LAND USE (1)	CF (2)	OS	
Telecommunications facilities	CUP	CUP	36.350.210

Notes:

(1) See Article 7 for land use definitions.

(2) Residential development with a density of up to 30 dwelling units per acre is allowed on Assessor Parcel No. 5314-003-083 pursuant to the 2021-2029 (6th Cycle) Housing Element.

36.240.040 Special Purpose District General Development Standards.

A. CF and OS Districts. Subdivisions, new land uses and structures, and alterations to existing land uses and structures, shall be designed, constructed, and/or established in compliance with development standards determined through development review process on a case-by-case basis, and may include buffering between structures and adjacent residential uses, in addition to any other applicable requirements of this Division, and the development standards (e.g., landscaping, parking and loading, etc.) in Article 3 (Site Planning and General Development Standards).

B. ~~MSSP~~DTSP District. Development standards that pertain to development in the ~~MSSP~~DTSP District are as specified in the ~~Mission Street~~Downtown Specific Plan.

C. HFSP District. Development standards that pertain to development in the HFSP District are as specified in the Holy Family Specific Plan.

D. Design guidelines~~.~~ and standards. Land uses and structures proposed within the special purpose zoning districts shall comply with any adopted design guidelines to the extent required by the appropriate Review Authority and/or specific provisions of the design guidelines, and any applicable objective design standards for qualifying residential and mixed-use projects.

Division 36.250. Overlay Zoning Districts

Sections:

36.250.010 Purpose of Division.

36.250.020 Applicability of Overlay Zoning Districts.

36.250.030 Altos de Monterey (AM) Overlay District.

36.250.040 ~~Focus Area (FA~~Mixed Use (MU) Overlay District.

36.250.040 ~~Focus Area (FA~~Mixed Use (MU) Overlay District.

A. Purpose. The ~~FA~~MU Overlay district is intended to implement the City's goals and objectives for development and new land uses within the ~~eight areas~~CO, CG, and BP zoning districts of South Pasadena identified ~~by Section 2.7 of~~in the General Plan as ~~"focus areas."~~""Corridor,"" Districts," and "Neighborhood Centers."

B. Applicability. The ~~FA~~MU Overlay district shall be applied on the Zoning Map to the areas shown ~~in Figure II-3~~as Mixed Use Core on the Land Use Map of the General Plan, except those areas within the boundaries of the Downtown Specific Plan.

C. Allowable land uses and development standards. Proposed development and new land uses shall comply with all applicable requirements in ~~Section 2.7B of~~Division 36.230 (Commercial Zoning Districts) consistent with the Planning Designations outlined in the General Plan ~~for the focus area~~ in which the project site is located.

D. Required findings for project approval. The review authority may approve a discretionary land use permit for a project within the ~~FA~~MU Overlay district only after first finding:

1. That the proposed project is consistent with, and will successfully implement the objectives and guidelines of the General Plan for the applicable ~~focus area~~Planning Designation, District, or Neighborhood Center; and

2. All other findings required by this Zoning Code ~~for~~if the project requires a discretionary land use permit.

36.410.040 Design Review.

D. Design Review Authority.

1. Planning Commission review. The Planning Commission will be responsible for the Design Review of the following developments:

a. As identified in subsection (B) (Applicability) of this section, all developments which require a Hillside Development Permit, a Conditional Use Permit, a Variance, a Planned Development Permit;

b. Multi-family developments containing seven or more units;

c. Multi-family developments containing six or fewer units not exempt from CEQA; or

d. Any other application in which the Planning Commission is the Review Authority.

2. Cultural Heritage Commission (CHC) review. The CHC will be responsible for the Design Review of the following:

a. All of the developments identified in subsection (B) (Applicability) of this section which require a Certificate of Appropriateness as required by Chapter 2.58A SPMC (Cultural Heritage Commission);

b. All properties within a designated historic district;

c. Where a proposed project is subject to a Certificate of Appropriateness from the CHC and also requires an application in which the Planning Commission is the Review Authority, the CHC shall review the Certificate of Appropriateness and provide recommendations to the Planning Commission for the Certificate of Appropriateness and may also provide recommendations on the portion of the application in which the Planning Commission is the Review Authority.

3. DRB review. The DRB will be responsible for the Design Review of all of the developments identified in subsection (B) (Applicability) of this section which are not subject to Design Review by the Planning Commission, CHC, DRB Chair, or Planning Director as specified in SPMC 36.410.040.

a. A subcommittee consisting of two members of the Design Review Board shall be formed to work with staff for the Design Review of Mixed-Use or Multi-Family of seven dwelling units or more, or not exempted from CEQA, as listed in Table 4-1 (Review Authority).

4. DRB Chair review. DRB Chair shall be responsible for Minor Design Review for projects that do not change the architectural design style of existing structures. These projects are as follows:

a. Exterior modifications to all elevations of existing structures that would not change the architectural design style of the structures. This includes elevations that are visible to the street and/or above the first floor. Exterior modifications include new and different siding materials, new windows, new roofing materials, and replacement of existing front porch posts, balcony railing, and other similar changes as determined by the Planning Director and/or DRB Chair to not change the architectural design style of the existing structures.

b. Additions of no more than 500 square feet in area, or more than 25 percent of the existing structure, whichever is less, for an outdoor structure or a habitable space that is not visible to street.

Such additions are allowed above the first floor as long as they are not visible to the street, and do not exceed the height of the existing structure.

c. Subject to a Certificate of Appropriateness from the Cultural Heritage Commission in accordance with SPMC 2.58 through 2.68.

d. Not subject to Planning Commission review in accordance with this division and Division 36.340 (Hillside Protection).

5. Planning Director. The Planning Director shall be responsible for Minor Design Review for projects that involve minor modifications or additions to only the first floor of an existing structure, are not visible to the street, and do not change the architectural design style of the structures. These minor projects are as follows:

a. Exterior modifications to existing structures that are not visible from the street or prominently visible to any adjoining properties, and not above the first floor of the structure. Exterior modifications include new siding materials, windows, and new roofing materials.

b. Additions of no more than 500 square feet in area, or no more than 25 percent of the existing structure, whichever is less, for an outdoor structure or a habitable space that is not visible to the street or not above the first floor, except for development subject to a Minor Hillside Development Permit.

c. Modifications to existing graded and/or improved outdoor areas on a property subject to Division 36.340 (Hillside Protection), such as installation of an in-ground swimming pool, spa, patio covers, accessory structures less than 500 square feet, and similar feature not visible to the street.

d. Not subject to a Certificate of Appropriateness from the Cultural Heritage Commission in accordance with SPMC 2.58 through 2.68.

e. Not on a hillside area with a slope of 30 percent or greater in accordance with Division 36.340 (Hillside Protection) of the South Pasadena Municipal Code.

6. Ministerial review of qualifying residential projects. The Community Development Director shall develop an application for ministerial approvals of qualifying residential projects pursuant to the requirements of State law, as well as procedures for processing applications for the ministerial approvals. The procedures may include a limited design review process and applicable standards. However, any limited design review process shall not constitute a "project" for purposes of the California Environmental Quality Act.

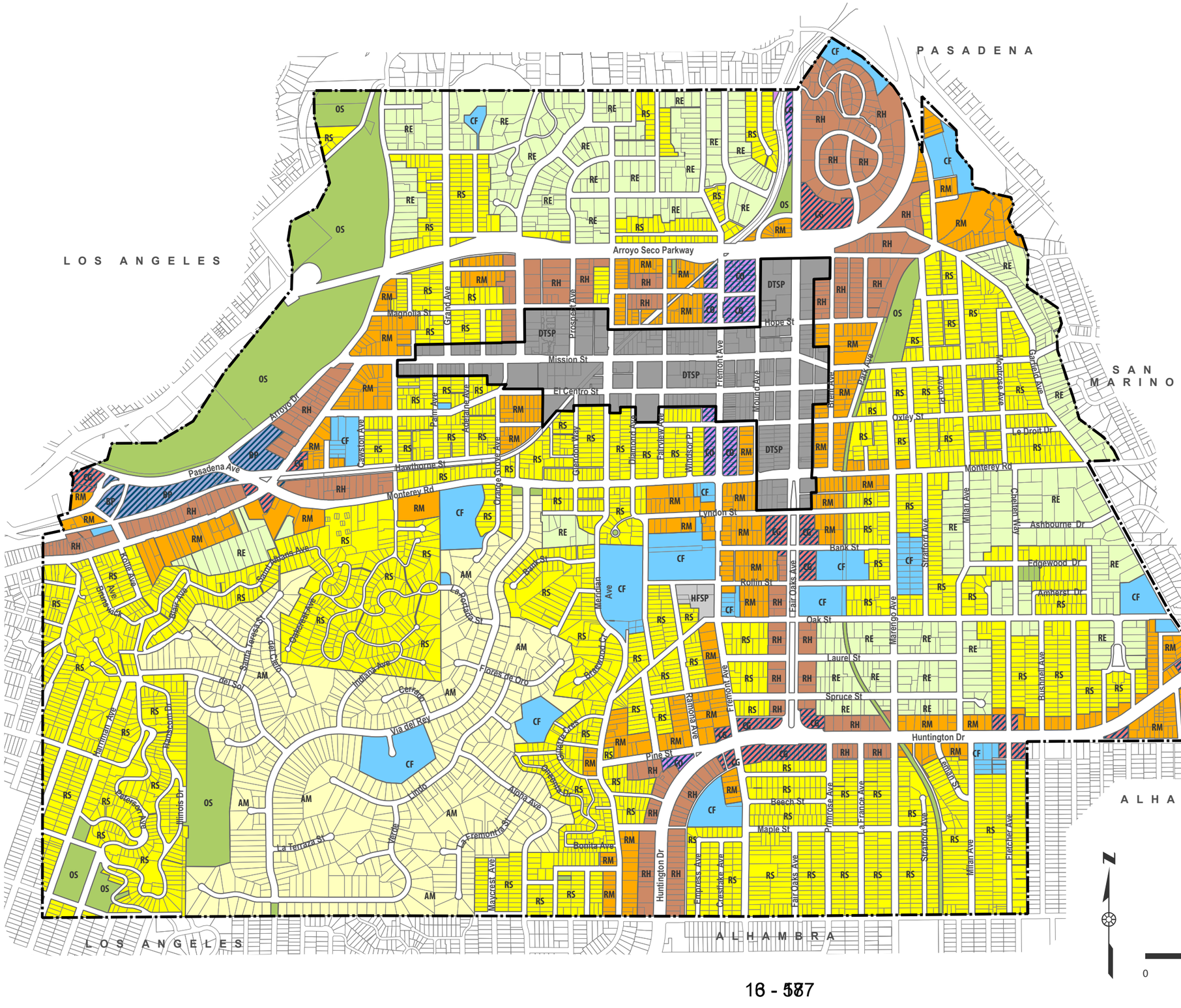
ATTACHMENT 4

Exhibit B: Updated Zoning Map

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City of SOUTH PASADENA

Draft Zoning Map


PASADENA
LOS ANGELES
SAN MARINO
ALHAMBRA
LOS ANGELES
ALHAMBRA
Arroyo Seco Parkway
Pasadena Ave
Monterey Rd
Mission St
El Centro St
Hope St
Oxley St
Bank St
Oak St
Laurel St
Spruce St
Huntington Dr
Pine St
Lyndon St
Rollin St
Ashbourne Dr
Edgewood Dr
Amherst Dr
Le Droit Dr
Garfield Ave
Monterey Rd
Arroyo Dr
Grand Ave
Fremont Ave
Meridian Ave
Fair Oaks Ave
Marengo Ave
Milan Ave
Fletcher Ave
Bushnell Ave
Stratford Ave
Lenard St
Huntington Dr
Bonita Ave
Maycrest Ave
Empress Ave
Crestdale Ave
Fair Oaks Ave
Pimrose Ave
La France Ave
Maple St
Beech St
Ramona Ave
Fremont Ave
Meridian Ave
Alpha Ave
Vista
La Fremontia St
La Terraza St
Via del Rey
Linda
Gerrard
Indiana Ave
Flores de Oro
Santa Teresa St
del Cerro
del Sol
La Portada St
Bank St
Hawthorne St
Glendon Way
Fairway Dr
Diamond Ave
Windsor Pl
Orange Grove Ave
Adelaine Ave
Cairn Ave
Prospect Ave
Brent Ave
Park Ave
Avon Pl
Monterey Rd
Chelten Way
Ashbourne Dr
Arroyo Dr
Pasadena Ave
Monterey Rd
Hawthorne St
Magnolia St
Grand Ave
Prospect Ave
Mission St
El Centro St
Fremont Ave
Mound Ave
Brent Ave
Park Ave
Oxley St
Monterey Rd
Garfield Ave
Le Droit Dr
Ashbourne Dr
Edgewood Dr
Amherst Dr
Rollin St
Bank St
Oak St
Laurel St
Spruce St
Huntington Dr
Pine St
Lyndon St
Monterey Rd
Fair Oaks Ave
Marengo Ave
Milan Ave
Stratford Ave
Lenard St
Fletcher Ave
Bushnell Ave
Chelten Way
Ashbourne Dr
Arroyo Dr
Pasadena Ave
Monterey Rd

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ATTACHMENT 5

Ordinance - Density Bonus

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[DRAFT] CITY OF SOUTH PASADENA
ORDINANCE NO._____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING DIVISION 36.370 (AFFORDABLE HOUSING INCENTIVES) OF ARTICLE 3 (SITE PLANNING AND GENERAL DEVELOPMENT STANDARDS) OF CHAPTER 36 (ZONING) OF THE CITY CODE OF THE CITY OF SOUTH PASADENA TO REVISE REGULATIONS TO CONFORM TO STATE DENSITY BONUS LAW (CALIFORNIA GOVERNMENT CODE SECTION 65915)

WHEREAS, the State Legislature has declared that the lack of housing, including providing for a variety of housing types for all income levels and special needs groups, is a critical problem that threatens the economic, environmental, and social quality of life in California; and

WHEREAS, the City Council of the City of South Pasadena adopted the City's 2021-2029 Housing Element on May 30, 2023; and

WHEREAS, the City's 2021-2029 Housing Element provides that the City will update its Zoning Code provisions for density bonuses (SPMC Division 36.370) as needed to comply with changes in state law (Program 2.e); and

WHEREAS, the City wishes to update the City Code to ensure consistency with state law as it may be amended from time to time, and clarify how to implement the density bonus program; and

WHEREAS, the Planning Commission considered this Ordinance on August 21, 2023, at a duly noticed public hearing, as prescribed by law, at which time the City Staff and interested persons had an opportunity to and did testify either in support or against this matter; and

WHEREAS, at the conclusion of the Planning Commission hearing and after due consideration of the testimony, the Planning Commission adopted Resolution No. 23-07, recommending that the City Council adopt an ordinance amending City Code Division 36.370 substantially as set forth herein; and

WHEREAS, the City Council, at a regular meeting, considered the Ordinance on _____, 2023, at a duly noticed public hearing, as prescribed by law, at which time the City Staff and interested persons had an opportunity to and did testify either in support or against this matter.

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

SECTION 1. The facts set forth in the recitals of this Ordinance are true and correct.

SECTION 2. Findings. The City Council of the City of South Pasadena in approving the proposed City Code amendment hereby makes the following findings:

A. This Ordinance is consistent with State Housing Law, the South Pasadena 2021-2029 Housing Element, and the South Pasadena General Plan. This Ordinance clarifies the City's density bonus provisions to conform to the requirements of California Government Code Section 65915.

B. The proposed Ordinance amends portions of Chapter 36 (Zoning) of the South Pasadena City Code to conform with State Density Bonus Law and with the goals, policies, programs, and guidelines of the City's General Plan. Specifically, the Ordinance implements the following goal, policy, and program contained in the City's 2021-2029 Housing Element:

Goal 2.0 **Encourage and Assist in the Provision of Affordable Housing.** Facilitate the development of deed-restricted affordable housing units in locations distributed throughout the city in order to provide housing for a diverse community, including low-income households that are least able to afford adequate housing.

Policy 2.2 Provide information to developers regarding the City's inclusionary housing requirements and the availability of streamlined density bonus opportunities in compliance with incentives for well-designed housing and implement approval processes that reflect the priority of providing housing in the community.

Program 2.e **Facilitate Density Bonus for Projects with On-Site Affordable Housing.** The City requires provision of inclusionary housing units for most multi-family developments. Projects complying with the ordinance by including on-site affordable units may also take advantage of State-mandated density bonuses and other incentives offered in SPMC Division 36.375 that support project feasibility. The City Code complies with State requirements

and encourages density bonuses in conjunction with the inclusionary housing requirement. The City will update the Zoning Code provisions for density bonuses (SPMC Division 36.370) as needed to comply with changes in state law.

C. The housing developments that would be authorized by this Ordinance would be established and maintained in a manner consistent with the City's General Plan and 2021-2029 Housing Element, specifically the goal, policy, and program described above, and all applicable provisions therein, which acknowledge the effect of the State-mandated density bonus law requirements.

D. Pursuant to City Code Section 36.620.070 B.1 (a and b) and B.2 (Findings and Decision), the City Council makes the following findings required for an amendment to the City's Zoning Code:

(1) The proposed amendment is consistent with the actions, goals, objectives, policies, and programs of the General Plan.

The proposed amendment is consistent with the actions, goals, objectives, policies, and programs of the General Plan in that the 2021-2029 General Plan Housing Element includes programs to amend the Zoning Ordinance for consistency with adopted State laws governing the provision of affordable housing.

(2) The proposed amendment would not be detrimental to the public interest, health, safety, convenience, or general welfare of the City.

The proposed amendment would not be detrimental to the public interest, health, safety, convenience, or general welfare of the City in that it is necessary to modify zoning requirements, as required by State law, to support housing development and help alleviate the current housing crisis in the Los Angeles County region. Providing sufficient housing opportunities will promote the general welfare of all members of the community.

(3) The proposed amendment is internally consistent with other applicable provisions of this Zoning Code.

The proposed amendment is internally consistent with other applicable provisions of the City's Zoning Code in that, as applicable, the amendments include provisions to resolve internal conflicts to achieve consistency and ensure that the Zoning Code complies with state law.

SECTION 3. Division 36.370 (Affordable Housing Incentives) of Article 3 (Site Planning and General Development Standards) of Chapter 36 (Zoning) of the South Pasadena City Code is hereby amended in its entirety to read as follows:

"**Division 36.370. Affordable Housing Incentives**

36.370.010 Purpose of Division.

This Division provides incentives for the development of specific housing types that are affordable to the types of households and qualifying residents identified in Section 36.370.020 (Eligibility for Affordable Housing Incentives), including but not limited to, very low income, lower income, moderate income, and senior households, in accordance with Government Code Section 65915. The provisions of this Division shall be interpreted to fulfill the requirements of Government Code Section 65915, as the same may be amended from time to time. All references to Government Code Section 65915 shall be interpreted to include amendments to that Section as may be enacted by the state from time to time. If any provision of this Division should conflict with a provision of such statute, the statutory provision shall prevail.

36.370.020 Eligibility for Affordable Housing Incentives.

A. A housing development that qualifies for a density bonus and other incentives pursuant to Government Code Section 65915 shall be eligible for the affordable housing incentives identified in this Division 36.370. The applicant shall comply with all requirements stated in Government Code Section 65915.

B. Except as otherwise required by Government Code Section 65915 density bonus units shall not be included when calculating the total number of housing units for purposes of determining the number of affordable units that qualifies the housing development for a density bonus.

C. An applicant shall not receive a density bonus or any other affordable housing incentive under this Division if the housing development would be excluded under Government Code Section 65915, which includes, but is not limited to, projects that fail to "replace" existing housing units, as required by state law.

36.370.030 Density Bonus Allowance.

A. For a housing development qualifying pursuant to the requirements of Government Code Section 65915 the City shall grant a density bonus in an amount specified by Government Code Section 65915.

B. For the purpose of calculating the density bonus, the “maximum allowable residential density” shall be as stated in Government Code Section 65915.

C. Each component of any density calculation, including base density and bonus density, that results in a fractional unit shall be separately rounded up to the next whole number.

36.370.040 Incentives and/or Concessions.

A. If requested by the applicant, a project that qualifies for a density bonus in accordance with Section 36.370.020(A) also shall be entitled to the number of incentives or concessions as set forth in Government Code Section 65915(d). A request for a concession(s) or incentive(s) should be accompanied by documentation demonstrating that the concession(s) or incentive(s) results identifiable and actual cost reductions to provide for affordable housing costs, as further described in Government Code Section 65915(d)(1)(A). The applicant is entitled to the concession(s) or incentive(s) requested unless the City makes a written finding, based upon substantial evidence, of any of the relevant written findings as stated in Government Code Section 65915(d)(1).

B. Senior citizen housing developments that qualify for a density bonus solely pursuant to Government Code Section 65915 (b)(1)(C) shall not receive any incentives or concessions, unless Government Code Section 65915 is amended to specifically require that local agencies grant incentives or concessions for senior citizen housing developments.

C. For the purposes of this Division, incentive and/or concession shall have the same meaning as the term “concession or incentive” as defined in Government Code Section 65915(k).

36.370.050 Waivers.

A. Except as restricted by Government Code Section 65915, the applicant for a project that qualifies for a density bonus in accordance with Section 36.370.020 may submit a proposal for the waiver or reduction of development standards that will have the effect of physically precluding the construction of a development meeting the criteria of Government Code Section 65915(b), at the densities or with the concessions or incentives permitted by Section 65915. The applicant may request a meeting with the City to discuss any waiver requests. A request for a waiver or reduction of development standards should be accompanied by documentation demonstrating that the waiver or reduction is physically necessary to construct the housing development with the additional density permitted by

state law and/or incorporating any incentives or concessions required to be granted.

B. The applicant is entitled to the waiver(s) requested unless the City makes a written finding, based upon substantial evidence, of any of the relevant written findings as stated in Government Code Section 65915(e).

C. As used in this section, “development standard” shall have the same meaning as the term is defined in Government Code Section 65915(o)(2).

36.370.060 Alternative Parking Standards.

An applicant proposing a project that complies with the requirements found in Section 36.370.020 may request, and is entitled to, the parking ratios identified by Government Code Section 65915(p).

36.370.070 Density Bonus for Land Donations.

A. Land donation bonus. An applicant proposing a tentative subdivision map, parcel map, or other residential development that donates land to the City as provided for in this Section shall be entitled to a density bonus as provided for in this Section.

B. Requirements for Bonus. In order to grant a bonus for the donation, all of the requirements set forth in Government Code Section 65915(g)(2) must be met.

C. Density Bonus allowance for land donations. If an applicant donates land in compliance with requirements set forth in Subsection B, a density bonus as set forth in Government Code Section 65915(g)(1) shall be granted.

36.370.080 Density Bonus and Incentives for Childcare Facilities.

A. An applicant proposing to construct a housing development that conforms to the requirements of Government Code Section 65915(b) and includes a childcare facility that will be located on the premises of, as part of, or adjacent to the project, the City shall grant either an additional density bonus or a concession or incentive as provided for in Government Code Section 65915(h)(1).

B. A proposed project shall be eligible for the density bonus or concession or incentive described in this Section only if the project is made subject to, and the project applicant agrees to adhere to the conditions of approvals set forth in Government Code Section 65915(h)(2).

C. As used in this section, “childcare facility” shall have the same meaning as the term is defined in Government Code Section 65915.

36.370.090 Location of Designated Dwelling Units.

A. Location/dispersal of units. The designated dwelling units reserved as affordable units shall contain on average the same number of bedrooms as the market rate units. The designated dwelling units shall be dispersed throughout the development, and shall have the same materials and finish quality as the market rate units, and shall include a dishwasher, and washer and dryer if those appliances are provided in the market rate units.

B. Alternative development site. The review authority may authorize some or all of the designated dwelling units reserved as affordable units associated with one housing development to be produced and operated on an alternative development site, where it determines that the public interest would be more effectively served. Affordable housing units authorized on an alternate site shall be constructed and made available for occupancy prior to or at the same time as the market rate units are constructed and made available for occupancy, unless otherwise approved by the review authority.

36.370.100 Processing of Density Bonus Review and Affordable Housing Review.

A. Density bonus review or affordable housing review. A request for a density bonus, including any requests for incentives and/or concessions or waivers, shall be reviewed administratively by the Director. If a project that includes a request for a density bonus is also subject to another discretionary entitlement request that requires approval by the Planning Commission or City Council, the density bonus request, including any requests for incentives and/or concessions or waivers, shall be reviewed by the Planning Commission or City Council through the affordable housing review process.

B. Application and filing processing. An application for a density bonus, incentive(s) and/or concession(s), or waiver(s), shall be filed in compliance with Division 36.400 (Application Filing and Processing).

C. Density bonus review. If a density bonus is requested for a project that is subject only to ministerial review and approval, the Director shall process and grant the density bonus, alternative parking standards, and any incentives and/or concessions and waivers for that proposed project provided that the Director finds that the project is in compliance with the requirements of Government Code Section 65915 and the provisions of this Division. No public hearing or noticing

is required for such requests. Solely the applicant may appeal the decision of the Director to the City Manager on the grounds of an error in the application of this Division or State law. In making such an appeal, the applicant shall adequately describe the error in the application of this Division or State law.

D. Affordable housing review. The Planning Commission shall conduct an affordable housing review for proposed density bonus projects that include any discretionary approvals concurrently with the Commission's review of the other discretionary approval(s). Following proper noticing and a public hearing pursuant to Division 36.630 (Public Hearings), the Planning Commission, if it finds that the proposed project complies with applicable sections of this Division and State law, shall grant the density bonus, reduced parking standards, incentives and/or concessions, and waivers requested, unless it makes necessary findings as set forth in this Division and State law to reject the requested density bonus, reduced parking standards, incentives and/or concession, waivers, or any combination thereof.

E. Decision. Notice of the Director or Planning Commission decisions pursuant to this Division shall be mailed to the project applicant within five days of the decision. The granting of a request for a density bonus, incentive, or concession pursuant to this Division shall not be effective until an affordable housing covenant has been recorded in compliance with Section 36.370.110.

F. Appeal. A decision for an affordable housing review may be appealed in compliance with Division 36.610 (Appeals).

G. Continued availability. All projects for which a density bonus review and/or affordable housing review is granted by the appropriate review authority, must maintain continued affordability of the designated units pursuant to State law.

H. Pursuant to Section 36.370.110 (Affordable Housing Covenant), the Director is authorized to execute the necessary agreement which shall include recordation of a covenant or other document satisfactory to the City Attorney prior to the issuance of a building permit.

36.370.110 Affordable Housing Covenant.

Following the granting of a density bonus request or an affordable housing review in compliance with Section 36.370.100 (Processing of Density Bonus Requests and Affordable Housing Review), the applicant shall enter into an agreement with the City in a form approved by the Director and City Attorney to ensure the continued affordability of all affordable units or the continued reservation of such units for qualifying senior citizens in accordance with

Government Code Section 65915. Prior to receiving a building permit for any project that receives a density bonus or any incentive, concession, waiver, or reduction of development standards pursuant to this Division, such agreement shall be recorded as a covenant against the property.

In order to ensure the affordability of housing pursuant to this Division, the covenant shall include, but not be limited to, the following provisions with respect to the long term affordability of the residential project:

A. The developer shall give the City the continuing right-of-first-refusal to lease or purchase any or all of the designated dwelling units at the appraised value;

B. The deeds to the designated dwelling units shall contain a covenant stating that the developer or successors-in-interest shall not assign, lease, rent, sell, sublet, or otherwise transfer any interests for designated units without the written approval of the City;

C. When providing the written approval, the City shall confirm that the price (rent or sale) of the designated dwelling unit is consistent with the limits established for moderate, low and very low-income households, as published by the United States Department of Housing and Urban Development (HUD);

D. The City shall have the authority to enter into other agreements with the developer, or purchasers of the designated dwelling units, to ensure that the required dwelling units are continuously occupied by eligible households;

E. Applicable deed restrictions, in a form satisfactory to the City Attorney, shall contain provisions for the enforcement of owner or developer compliance. Any default or failure to comply may result in foreclosure, specific performance, or withdrawal of the Certificate of Occupancy;

F. In any action taken to enforce compliance with deed restrictions, the City Attorney shall, if compliance is ordered by a court of competent jurisdiction, take all action that may be allowed by law to recover all of the City's costs of action including legal services;

G. In the case of for-sale housing developments, the affordable housing covenant shall provide for the following conditions governing the initial sale and use of designated dwelling units during the applicable use restriction period:

1. Designated dwelling units shall be owner-occupied by eligible very low, low, or moderate income households, or by qualified residents in the case of senior housing.

2. The applicable restriction period in compliance with the provisions of this Division and State law.

3. The initial purchaser of each designated dwelling unit shall execute an instrument or agreement approved by the City which:

a. Restricts the sale of the unit in compliance with this Division during the applicable use restriction period,

b. Contains provisions as the City may require to ensure continued compliance with this Division and State law, and

c. Shall be recorded against the parcel containing the designated dwelling unit.

H. In the case of rental housing developments, the affordable housing covenant shall provide for the following conditions governing the use of designated dwelling units during the use restriction period:

1. The rules and procedures for qualifying tenants, establishing affordable rent, filling vacancies, and maintaining the designated dwelling units for qualified tenants,

2. Provisions requiring owners to annually verify tenant incomes and maintain books and records to demonstrate compliance with this Division,

3. Provisions requiring owners to submit an annual report to the City, which includes the name, address, and income of each person occupying the designated dwelling units, and which identifies the number of bedrooms and monthly rent or cost of each unit, and

4. The applicable use restriction period in compliance with this Division and State law;

I. The covenant shall include the following information:

1. The total number of units approved for the housing development, including the number of designated dwelling units,

2. A description of the household income group to be accommodated by the housing development, and the standards and methodology for determining the corresponding affordable rent or affordable sales price and housing cost consistent with HUD Guidelines,

3. The marketing plan for the affordable units,

4. The location, unit sizes (square feet), and number of bedrooms of the designated dwelling units,

5. Duration of the use restrictions for designated dwelling units, in compliance with this Division and State law,

6. A schedule for completion and occupancy of the designated dwelling units,

7. A description of the additional incentive(s) being provided by the City,

8. A description of the remedies for breach of the affordable housing covenant by the owners, developers, and/or successor(s)-in-interest of the project, and

9. Other information as necessary for the City to verify the implementation of, and compliance with this Division;

J. Execution of covenant.

1. Following agreement on the terms of the covenant by all parties, the City shall record the completed covenant on the parcels designated for the construction of designated dwelling units, at the Los Angeles County Registrar Recorder's/County Clerk's Office.

2. The approval and recordation shall take place prior to the final map or, where a map is not being processed, before issuance of Building Permits for the units.

3. The covenant shall be binding to all future owners, developers, and/or successors-in-interest."

SECTION 4. Environmental Findings. This Ordinance reflects an action to implement the City's adopted Housing Element, which was included within the scope of the Program Environmental Impact Report (PEIR) prepared pursuant to the requirements of the California Environmental Quality Act (CEQA) for the General Plan Update, Downtown Specific Plan and Housing Element Implementation Project. The City Council, exercising its independent judgment, previously adopted Resolution No. [insert number] certifying the Final PEIR, making required findings, adopting a Mitigation Monitoring and Reporting Program, and adopting a Statement of Overriding considerations for the Project of which this Ordinance is a part. In approving this Ordinance, the City Council

hereby relies on the environmental determinations and findings set forth in Resolution No. [insert number], which is hereby incorporated herein by reference. The amendments made by this Ordinance were also contemplated by the Environmental Assessment prepared and adopted in conjunction with the City Council's adoption of the Housing Element. Each of these provide separate and independent bases demonstrating compliance with the CEQA.

SECTION 5. Severability. If any section subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, or contravened by reason of any preemptive legislation, the remaining sections and/or provisions of this Ordinance shall remain valid. The City Council hereby declares that it would have adopted this Ordinance, and each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof, regardless of the fact that any one or more section(s) or provision(s) may be declared invalid or unconstitutional or contravened via legislation.

SECTION 6. This ordinance shall take effect thirty (30) days after its final passage, and within fifteen (15) days after its passage, the City Clerk of the City of South Pasadena shall certify to the passage and adoption of this ordinance and to its approval by the Mayor and City Council and shall cause the same to be published in a newspaper in the manner required by law.

PASSED, APPROVED AND ADOPTED ON this 27th day of September, 2023.

AYES:

NOES:

ABSENT:

ABSTAIN:

Jon Primuth, Mayor

ATTEST:

Mark Perez
Deputy City Clerk

APPROVED AS TO FORM:

Roxanne Diaz, City Attorney

CITY OF SOUTH PASADENA

CITY CLERK'S DIVISION

CERTIFICATION OF ORDINANCE

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS
CITY OF SOUTH PASADENA)

I, Mark Perez, Deputy City Clerk of the City of South Pasadena, do hereby certify that Ordinance No. _____, was duly and regularly approved and adopted at a Regular meeting of the City Council on this 27th day of September, 2023, by the following votes as the same appears on file and of record in the Office of the City Clerk.

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
Mark Perez
Deputy City Clerk

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ATTACHMENT 6

Ordinance - Employee Housing

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[DRAFT] CITY OF SOUTH PASADENA
ORDINANCE NO._____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING CHAPTER 36 ARTICLE 2 DIVISION 36.22 AND CHAPTER 36 ARTICLE 3 DIVISION 36.350 OF THE CITY CODE OF THE CITY OF SOUTH PASADENA RELATING TO EMPLOYEE HOUSING

WHEREAS, the adopted 2021-2029 Housing Element calls for amendment of the code of the City of South Pasadena to address employee housing pursuant to the Employee Housing Act (Health and Safety Code Section 17000 *et seq*.)(Program 2. h); and

WHEREAS, on August 21, 2023, the South Pasadena Planning Commission considered this Ordinance at a duly noticed public hearing, as prescribed by law, at which time the City Staff and interested persons had an opportunity to and did testify either in support or opposition to this matter; and

WHEREAS, at the conclusion of the Planning Commission hearing and after due consideration of the testimony, the Planning Commission adopted Resolution No. 23-07 recommending that the City Council adopt an Ordinance substantially as set forth herein; and

WHEREAS, on _____, 2023, the City Council, at a regular meeting, considered the Ordinance at a duly noticed public hearing, as prescribed by law, at which time the City Staff and interested persons had an opportunity to and did testify either in support or opposition to this matter; and

WHEREAS, following the public hearing, the City Council considered the entire record of information received at the public hearings before the Planning Commission and City Council.

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

Section 1. Recitals. The City Council finds the foregoing recitals and their findings to be true and correct, and hereby incorporates such recitals and their findings into this Ordinance.

Section 2. Findings. The City Council of the City of South Pasadena in approving the proposed Code amendments hereby makes the following findings:

A. The proposed use is in conformance with the actions, goals, objectives, policies, and programs of the General Plan;

The Ordinance implements the goals and policies contained in the City's 2021-2029 Housing Element with respect to employee housing. The Ordinance amends the Code to implement the programs of the Housing Element to remove constraints on the development of housing.

B. The proposed amendment would not be detrimental to the public interest, health, safety, convenience, or general welfare of the City.

The Ordinance furthers the public interest and general welfare of the City, and will not impact health, safety or convenience, by enabling, consistent with State law, the development of employee housing in the community, and by providing opportunities for individuals of various economic strata to reside and engage in the South Pasadena community, and by providing opportunities for safe housing accommodations for employees.

C. The proposed amendment is internally consistent with other applicable provisions of this Zoning Code.

The Ordinance has been designed to be internally consistent with all applicable provisions contained in the Zoning Code, and implements the 2021-2029 Housing Element.

Section 4. Table 2-2 "Allowed Uses and Permit Requirements for Residential Zoning Districts" of Section 36.220.030 (Residential Zoning District Land Uses and Permit Requirements) of Division 36.220 (Residential Zoning Districts) of Article 2 (Zoning Districts, Allowable Land Uses, and Zone-Specific Standards) of Chapter 36 (Zoning) of the City Code of the City of South Pasadena is hereby amended to read as follows with all other provisions of Section 36.220.030 remaining in effect without amendment:

TABLE 2-2. ALLOWED USES AND PERMIT REQUIREMENTS FOR RESIDENTIAL ZONING DISTRICTS	P	Permitted Use			
	CUP	Conditional Use Permit required			
	AUP	Administrative Use Permit required			
	—	Use not allowed			
	PERMIT REQUIRED BY DISTRICT				Specific Use Regulations
LAND USE (1)	RE	RS	RM	RH	
RECREATION, EDUCATION, PUBLIC ASSEMBLY & COMMUNITY FACILITY USES					
Clubs, lodges and fraternal organizations	—	—	—	CUP	
Community center	—	—	—	CUP	
Private sport courts	AUP	AUP	AUP	AUP	
Community gardens	CUP	CUP	CUP	CUP	36.350.230
RESIDENTIAL USES					
Accessory residential uses and structures	P(2)	P(2)	P(2)	P(2)	36.350.170
Home occupation	P	P	P	P	36.410.030
Multi-family dwellings	—	—	P	P	36.350.180, 190
Organizational house (sorority, convent, etc.)	—	—	CUP	CUP	
Residential care facility, 6 persons or less	P	P	P	P	
Residential care facility, 7 persons or more	—	—	CUP	CUP	36.350.050
Residential care facility for the elderly (RCFE)	—	—	CUP	CUP	36.350.050
Accessory dwelling unit	P	P	P	P	36.350.200
Employee Housing	P	P	—	—	36.350.265
RESIDENTIAL USES (Continued)					

TABLE 2-2. ALLOWED USES AND PERMIT REQUIREMENTS FOR RESIDENTIAL ZONING DISTRICTS	P	Permitted Use			
	CUP	Conditional Use Permit required			
	AUP	Administrative Use Permit required			
	—	Use not allowed			
	PERMIT REQUIRED BY DISTRICT				Specific Use Regulations
LAND USE (1)	RE	RS	RM	RH	
Existing single-family dwelling	P	P	P	P	
New single-family dwelling	P	P	—	—	
Transitional and supportive housing	P	P	P (multi-family types located in the RM district are subject to specific use regulations 36.350.180,190)	P (multi-family types located in the RH district are subject to specific use regulations 36.350.180,190)	
SERVICE USES					
Bed & breakfast inn (B&B)	CUP	CUP	CUP	CUP	36.350.070
Child day care center	—	—	CUP	CUP	36.350.080
Child day care—Small family day care home	P	P	P	P	36.350.080
Child day care—Large family day care home	P	P	P	P	36.350.080
Medical services—Extended care	—	—	—	CUP	
Mortuaries and funeral homes	—	—	—	CUP	

Notes:
(1) See Article 7 for land use definitions.

(2) Permit required determined by Section 36.350.170.

Section 5. Section 36.700.020 (“Definitions of Specialty Terms and Phrases”) of Division 36.700 (“Definitions/Glossary”) of Article 7 (“Definitions”) of Chapter 36 (“Zoning”) of the City Code of South Pasadena is hereby amended to add a new definition of

"Employee Housing" between the definitions of "Emergency Shelter" and "Enlargement of Use" to read as follows, with all other defined terms in Section 36.700.020 remaining without amendment:

> "Employee Housing. Housing accommodation, or property upon which a housing accommodation is located, that meets the requirements as set forth in Health and Safety Code section 17008. Employee housing providing accommodations for six or fewer employees shall be deemed a single-family structure with a residential land use designation."

Section 6. A new Section 36.350.265 ("Residential Uses - Employee Housing") is hereby added to of Division 36.350 ("Standards for Specific Land Uses") of Article 3 ("Site Planning and General Development Standards") of Chapter 36 ("Zoning") of the City Code of the City of South Pasadena is added to read as follows:

"**36.350.265 Residential Uses–Employee Housing.**

A. Applicability. Pursuant to California Health and Safety Code Section 17021.5, employee housing providing accommodations for six or fewer employees shall be allowed in all zoning districts in which single-family residences are allowed and shall be deemed a single-family structure and permitted in the same manner as other dwellings of the same type in the same zone. Employee housing for six or fewer employee shall not be considered a boarding house, rooming house, hotel, dormitory, or other term that implies that such employee housing differs from a single-family dwelling.

B. Employee housing for six of fewer employees shall be subject to the same ordinances and standards applicable to a single-family residence except to the extent that any such ordinance of standard is preempted by the Employee Housing Act (California Health and Safety Code Section 17000, *et seq.*).

C. Employee housing shall be subject to all applicable requirements of the Employee Housing Act (California Health and Safety Code Section 17000, *et seq.*)."

Section 7. Environmental Findings. This Ordinance reflects an action to implement the City's adopted Housing Element, which was included within the scope of the Program Environmental Impact Report (PEIR) prepared pursuant to the requirements of the California Environmental Quality Act (CEQA) for the General Plan Update, Downtown Specific Plan and Housing Element Implementation Project. The City Council, exercising its independent judgment, previously adopted Resolution No. [insert number] certifying the Final PEIR, making required findings, adopting a Mitigation Monitoring and Reporting Program, and adopting a Statement of Overriding considerations for the Project of which this Ordinance is a part. In approving this Ordinance, the City Council hereby relies on the environmental determinations and findings set forth in Resolution No. [insert number], which is hereby incorporated herein by reference. The amendments made by this Ordinance were also contemplated by the Environmental Assessment prepared and adopted in conjunction with the City Council's adoption of the Housing Element. Each of

these provide separate and independent bases demonstrating compliance with the CEQA.

Section 8. Severability. If any section subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, or contravened by reason of any preemptive legislation, the remaining sections and/or provisions of this Ordinance shall remain valid. The City Council hereby declares that it would have adopted this Ordinance, and each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof, regardless of the fact that any one or more section(s) or provision(s) may be declared invalid or unconstitutional or contravened via legislation.

Section 9. This ordinance shall take effect thirty (30) days after its final passage and shall be considered to have been adopted after Ordinance No. ____[the Zoning Code Update Ordinance]. Within fifteen (15) days after its passage, the City Clerk of the City of South Pasadena shall certify to the passage and adoption of this ordinance and to its approval by the Mayor and City Council and shall cause the same to be published in a newspaper in the manner required by law.

PASSED, APPROVED AND ADOPTED ON this 27th day of September, 2023.

AYES:

NOES:

ABSENT:

ABSTAIN:

Jon Primuth, Mayor

ATTEST:

Mark Perez, Deputy City Clerk

APPROVED AS TO FORM:

Roxanne Diaz, City Attorney

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ATTACHMENT 7

Ordinance - Inclusionary Housing

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[DRAFT] CITY OF SOUTH PASADENA
ORDINANCE NO._____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING DIVISION 36.375 OF THE CITY CODE OF THE CITY OF SOUTH PASADENA CODE RELATING TO INCLUSIONARY HOUSING REQUIREMENTS

WHEREAS, the adopted 2021-2029 Housing Element calls for amendment of the City Code of the City of South Pasadena to update inclusionary housing program requirements (Program 2.m); and,

WHEREAS, on August 21, 2023, the South Pasadena Planning Commission considered this Ordinance at a duly noticed public hearing, as prescribed by law, at which time the City Staff and interested persons had an opportunity to and did testify either in support or opposition to this matter; and,

WHEREAS, at the conclusion of the Planning Commission hearing and after due consideration of the testimony, the Planning Commission adopted Resolution No. 23-07 recommending that the City Council adopt an Ordinance substantially as set forth herein; and,

WHEREAS, on _____, 2023, the City Council, at a regular meeting, considered the Ordinance at a duly noticed public hearing, as prescribed by law, at which time the City Staff and interested persons had an opportunity to and did testify either in support or opposition to this matter; and,

WHEREAS, following the public hearing, the City Council considered the entire record of information received at the public hearings before the Planning Commission and City Council.

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

Section 1. Recitals. The City Council finds the foregoing recitals and their findings to be true and correct, and hereby incorporates such recitals and their findings into this Ordinance.

Section 2. Findings. The City Council of the City of South Pasadena in approving the proposed Code amendments hereby makes the following findings:

A. The proposed use is in conformance with the actions, goals, objectives, policies, and programs of the General Plan;

The Ordinance implements the goals and policies contained in the City's 2021-2029 Housing Element. The Ordinance amends the Code to implement the programs of the Housing Element to require affordable housing units in new residential and mixed- use development projects consisting of ten or more residential units and reflects a fifteen percent (15%) inclusionary housing requirement as specified in the adopted Housing Element.

B. The proposed amendment would not be detrimental to the public interest, health, safety, convenience, or general welfare of the City.

The Ordinance furthers the public interest and general welfare of the City, and will not impact health, safety or convenience, by making affordable housing available in the community, and by providing opportunities for individuals of all economic strata to reside and engage in the South Pasadena community.

C. The proposed amendment is internally consistent with other applicable provisions of this Zoning Code.

The Ordinance has been designed to be internally consistent with all applicable provisions contained in the Zoning Code, and implements the 2021-2029 Housing Element.

Section 3. Section 36.375.020 ("Applicability") of Division 36.375 ("Inclusionary Housing Requirements") of Article 3 ("Site Planning and General Development Standards") of Chapter 36 ("Zoning") of the City Code of the City of South Pasadena is amended to read as follows:

"36.375.020 Applicability.

This division applies to all residential development of ten (10) or more dwelling units, including residential portions of mixed-use development, and requires affordable housing units in the amount as required in SPMC 36.375.050 (Inclusionary Unit Requirement)."

Section 4. Section 36.375.050 (Inclusionary Unit Requirement) of Division 36.375 ("Inclusionary Housing Requirements") of Article 3 (Site Planning and General Development Standards) of Chapter 36 (Zoning) of the City Code of the City of South Pasadena is hereby amended in its entirety to read as follows:

"36.375.050 Inclusionary Unit Requirement.

A. Amount required. A minimum of 15 percent of the total number of dwelling units in a residential or mixed-use project, excluding any bonus units added pursuant to State law or SPMC 36.370, shall be developed, offered to, and sold or rented to households of very low, lower, and moderate income, at an affordable housing cost, as follows:

B. Inclusionary rental units.

Rental projects subject to the inclusionary housing requirement shall provide 50 percent of required affordable units as extremely low or very low units and 50 percent as lower income units. In case of an uneven number, one more unit shall be provided as very low.

C. Inclusionary ownership (for sale) units. Developers of ownership (for sale) projects subject to the inclusionary housing requirement may choose whether to provide the required inclusionary units as moderate income, low-income, very-low income, or a combination thereof.

D. Fractional units. In the case that unit calculations result in a fractional number, the applicant shall choose one of the following options:

1. Round up to next unit and provide the unit on site.

2. Pay the fractional amount above the whole number as an in-lieu fee equivalent to the fraction multiplied by the in-lieu fee as established by City Council resolution. All whole number units shall be provided on site or alternatively as allowed in SPMC 36.375.060 (Alternatives to On-Site Provision)."

Section 5. Section 36.375.060 (Alternatives to On-Site Provision) of Division 36.375 (Inclusionary Housing Requirements) of Article 3 (Site Planning and General Development Standards) of Chapter 36 (Zoning) of the City Code of the City of South Pasadena is hereby amended in its entirety to read as follows:

"36.375.060 Alternatives to On-Site Provision.

As an alternative to developing required inclusionary units within an affected residential project, the requirements of this division may be satisfied by the following as applicable to the size of the project:

A. For rental projects of fewer than ten units or for any ownership project: payment of an in-lieu fee as established by City Council resolution and updated from time to time as deemed appropriate, subject to the provisions of SPMC 36.375.110 (In-Lieu Fee Payment and Administration).

B. For rental projects of ten or more units, the applicant may choose one of the following, subject to Planning Commission approval:

1. Provision of an equivalent number of off-site units consistent with SPMC 36.375.050 (Inclusionary Unit Requirement) above, subject to the provisions of SPMC 36.375.100(A) (Deed restriction). The following shall apply to this alternative:

a. The off-site units shall be located on a property within 1,500 feet of the proposed project, or in a comparable neighborhood as determined by the Planning Commission.

b. The affordable units shall be of comparable size and quality to the market rate units in the proposed project and subject to the relevant standards in SPMC 36.375.070 (Standards Governing Inclusionary Units).

2. Rehabilitation/conversion of an equivalent number of existing units to affordable units consistent with SPMC 36.375.050 (Inclusionary Unit Requirement) above, subject to the provisions of SPMC 36.375.100(A) (Deed restriction). The following shall apply to this alternative:

a. The acquisition and rehabilitation shall be applied to market rate units within the City and the conversion of those units to affordable units;

b. Eligible improvements. The rehabilitation of the market rate units shall improve the units' structural integrity and livability to include improvements to the roofing, flooring, plumbing, heating, and air conditioning as applicable.

3. Dedication of land that is zoned and developable for housing, subject to City Council acceptance, greater or equal to the average cost of construction of the units within the project, with the valuation subject to Planning Commission approval."

Section 6. Environmental Findings. This Ordinance reflects an action to implement the City's adopted Housing Element, which was included within the scope of the Program Environmental Impact Report (PEIR) prepared pursuant to the requirements of the California Environmental Quality Act (CEQA) for the General Plan Update, Downtown Specific Plan and Housing Element Implementation Project. The City Council, exercising its independent judgment, previously adopted Resolution No. [insert number] certifying the Final PEIR, making required findings, adopting a Mitigation Monitoring and Reporting Program, and adopting a Statement of Overriding considerations for the Project of which this Ordinance is a part. In approving this Ordinance, the City Council hereby relies on the environmental determinations and findings set forth in Resolution No. [insert number], which is hereby incorporated herein by reference. The amendments made by this Ordinance were also contemplated by the Environmental Assessment prepared and adopted in conjunction with the City Council's adoption of the Housing Element. Each of these provide separate and independent bases demonstrating compliance with the CEQA.

Section 7. Severability. If any section subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, or contravened by reason of any preemptive legislation, the remaining sections and/or provisions of this Ordinance shall remain valid. The City Council hereby declares that it would have adopted this Ordinance, and each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof, regardless of the fact that any one or more section(s) or provision(s) may be declared invalid or unconstitutional or contravened via legislation.

Section 8. Effective Date. This ordinance shall take effect thirty (30) days after its final passage, and within fifteen (15) days after its passage, the City Clerk of the City of South Pasadena shall certify to the passage and adoption of this ordinance and to its approval by the Mayor and City Council and shall cause the same to be published in a newspaper in the manner required by law.

PASSED, APPROVED AND ADOPTED ON this 27th day of September, 2023.

AYES:

NOES:

ABSENT:

ABSTAIN:

_____

Jon Primuth, Mayor

ATTEST:

APPROVED AS TO FORM:

_____

Mark Perez, Deputy City Clerk

_____

Roxanne Diaz, City Attorney

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ATTACHMENT 8

Final PEIR/Responses to Comments (Link)

City Council Agenda Report

ITEM NO. 17

DATE: September 27, 2023

FROM: Arminé Chaparyan, City Manager AC

PREPARED BY: Domenica Megerdichian, Deputy City Manager
Sophia Conchas, Management Intern

SUBJECT: **Review and Discussion of an Informational Report on Senate Bill 329 and Survey Related to Councilmember Salaries**

Recommendation
It is recommended that the City Council discuss the informational report on councilmember salaries in light of Senate Bill 329 (SB 329) and receive and file the report and survey.

Executive Summary
On June 29, 2023, SB 329 was approved by Governor Gavin Newsom which amends Section 36516 of the Government Code, allowing for the first city council member salary cap increase in nearly four decades. On July 9, 2023, Councilmember Cacciotti and members of City Council requested a councilmember salary survey and analysis of SB 329 be brought before the City Council for discussion. SB 329 goes into effect on January 1, 2024.

Background
Government Code Section 36516 authorizes a city council in general law cities to adopt an ordinance providing each member of a city council a salary up to a certain maximum amount, as determined by the population of the city. This "maximum amount" is referred to as the "salary cap." The salary cap has stayed the same since 1984 and has not kept pace with inflation. SB 329 will increase the salary cap to account for inflation. Per the League of California Cities, California has seen an approximate 300% increase in the cost of living since 1984. The Legislature in adopting SB 329 declared that allowing cities to adjust their compensation for inflation "may help city councils become more diverse because increased compensation can help individuals from across different income levels receive sufficient income from their service to help ensure that they can continue to serve the public and support their families." The League of California Cities in supporting the legislation said that lengthy time commitments and limited pay may discourage many individuals from running for council.

In addition to raising the salary cap, SB 329 also permits cities to thereafter approve salary adjustments once each calendar year pursuant to a specific formula set forth in the statute.

Analysis
SB 329 will allow city councils to adjust their compensation to align with the new maximum salary cap. The chart below illustrates the current salary caps and the new maximum salary caps effective January 1, 2024:

City Population	Current Salary Cap	New Salary Cap (eff. 1/1/2024)
0 - 35,000	$300/month	$950/month
35,001 - 50,000	$400/month	$1,275/month
50,001 - 75,000	$500/month	$1,600/month
75,001 - 150,000	$600/month	$1,900/month
150,001 - 250,000	$800/month	$2,550/month
over 250,000	$1,000/month	$3,200/month

This means, for example, that a city with a population of 40,000 may adopt an ordinance to increase the monthly salary to up to $1,275 a month if it so desires. If amended, this is considered the “base” salary amount.

Once the base salary amount is established (in accordance with the salary cap schedule above), current law allows cities to adjust the base salary by an amount that is not more than five percent (5%) for each calendar year from the operative date of the last salary adjustment. SB 329 will now permit cities to approve salary adjustments each calendar year by the *greater* of: (i) up to five percent (5%); or (ii) an amount equal to inflation since January 1, 2024, based on the California Consumer Price Index, but not to exceed ten percent (10%).

Any increases to council member compensation, including inflation adjustments and raising overall salaries in accordance with the new maximum salary caps, must be enacted by ordinance. The ordinance must be considered during the open session of at least two regular city council meetings. In addition, the ordinance must include findings demonstrating the need for the increased compensation and may not provide for automatic future salary increases.

Fiscal Impact
There is no fiscal impact related to this informational report; any future Councilmember salary adjustment would require a fiscal impact review.

Attachments:
1. City Council Compensation Chart for San Gabriel Valley
2. Senate Bill 329

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ATTACHMENT 1

San Gabriel Valley Council Member Salary and Benefits

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San Gabriel Valley Council Member Salary and Benefits

City	Population	Council Members Salary	Number of Council Members	Other Benefits	
San Marino	12,039	none	5	no	
La Canada	19,752	$300/mo.	5	yes	Medical, dental, and vision.
South Pasadena	25, 850	$300/mo.	5	no	
San Gabriel	38,140	$893.70/mo.	5	no	
Azusa	48,824	$400/mo.	5	yes	Mayor: Retirement, vacation, sick leave, administrative leave, holidays, special leave, deferred compensation, flexible benefits program, short term/long term disability insurance, health retirement, 4/10 work week, and vehicle allowance ($400) Council: 4/10 work schedule, annual, cost of living increases thru June 30, 2024, CalPERS retirement, City-Paid Deferred Compensation, health reimbursement account contribution, education Incentive, bi-lingual

					Pay, longevity, $1,500 monthly, flexible benefit/medical contribution (with cash-in-lieu for opt-out option) • Life Insurance • Short-Term and Long-Term Disability Insurance • Tuition Reimbursement at 100% of Cal State rate • 10 City-paid Holidays and generous Sick, Vacation, Flexible Holiday, Administrative, and Bereavement Leaves
Covina	49,489	$400/mo.	5	yes	Vehicle stipend $400/mo.
Arcadia	60,000	$500/mo.	5	yes	Medical and Dental
Baldwin Park	69,455	$1,625/mo.	5	yes	Vision, life insurance, long and short-term disability.
Alhambra	80,259	$917.00/mo.	5	no	

		Mayor: $993.00/mo.			
Whittier	84,496	$393.00/mo.	5	yes	Medical, dental, and vision.
El Monte	105,312	$732/mo.	7	yes	Medical, dental, vision, long term disability, life and accidental death & dismemberment insurance, long term care insurance, flexible spending plan, deferred compensation, employee assistance program, and monthly vehicle allowance $400
Pomona	151,000	$819/mo. Mayor: $1,683/mo.	6	no	
Glendora	189,221	$700/mo.	5	yes	Life insurance, medical, dental, vision, and deferred compensation.

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ATTACHMENT 2

Senate Bill 329 Summary

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STATE OF CALIFORNIA
AUTHENTICATED
ELECTRONIC LEGAL MATERIAL

Senate Bill No. 329

CHAPTER 27

An act to amend Section 36516 of the Government Code, relating to local government.

[Approved by Governor June 29, 2023. Filed with Secretary of State June 29, 2023.]

LEGISLATIVE COUNSEL'S DIGEST

SB 329, Dodd. Cities: city council members: compensation.

Existing law authorizes a city council to enact an ordinance to provide each member of the city council a salary based upon the population of the city, as specified. Existing law authorizes that amount to be increased by the city council by an amount that does not exceed 5% for each calendar year from the operative date of the last adjustment of the salary that is in effect when the increase is enacted. Existing law provides for the procedures by which a city may enact ordinances.

This bill would increase the maximum amount of salary, based upon the population of the city, that may be approved by an ordinance passed by the city council, as specified. The bill would authorize the salary of council members to be increased beyond the specified maximums to an amount not exceeding the greater of either 5% for each calendar year from the operative date of the last adjustment of the salary in effect when the ordinance or amendment is enacted, or an amount equal to inflation since January 1, 2024, based upon the California Consumer Price Index, which shall not exceed 10% for each calendar year. The bill would require the city council to consider the adoption of an ordinance to increase council member compensation in open session during at least 2 regular meetings of the city council.

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

SECTION 1. The Legislature finds and declares all of the following:

(a) The compensation schedule for general law cities has not been adjusted since 1984, meaning that city council compensation has not kept pace with inflation.

(b) Allowing cities to adjust their compensation for inflation since 1984 may help city councils become more diverse because increased compensation can help individuals from across different income levels receive sufficient income from their service to help ensure that they can continue to serve the public and support their families.

SEC. 2. Section 36516 of the Government Code is amended to read:

36516. (a) (1) A city council may enact an ordinance providing that each member of the city council shall receive a salary based on the population of the city as set forth in paragraph (2).

(2) The salaries approved by ordinance under paragraph (1) shall be as follows:

(A) In cities up to and including 35,000 in population, up to and including nine hundred fifty dollars ($950) per month.

(B) In cities over 35,000 up to and including 50,000 in population, up to and including one thousand two hundred seventy-five dollars ($1,275) per month.

(C) In cities over 50,000 up to and including 75,000 in population, up to and including one thousand six hundred dollars ($1,600) per month.

(D) In cities over 75,000 up to and including 150,000 in population, up to and including one thousand nine hundred dollars ($1,900) per month.

(E) In cities over 150,000 up to and including 250,000 in population, up to and including two thousand five hundred fifty dollars ($2,550) per month.

(F) In cities over 250,000 population, up to and including three thousand two hundred dollars ($3,200) per month.

(3) For the purposes of this subdivision, the population of a city shall be determined by the last preceding federal census, or a subsequent census, or estimate validated by the Department of Finance.

(4) The salary of council members may be increased beyond the amount provided in this subdivision by an ordinance or by an amendment to an ordinance, but the amount of the increase shall not exceed the greater of either of the following:

(A) An amount equal to 5 percent for each calendar year from the operative date of the last adjustment of the salary in effect when the ordinance or amendment is enacted.

(B) An amount equal to inflation since January 1, 2024, based upon the California Consumer Price Index, which shall not exceed 10 percent for each calendar year.

(5) No ordinance shall be enacted or amended to provide automatic future increases in salary.

(b) Notwithstanding subdivision (a), at any municipal election, the question of whether city council members shall receive a salary for services, and the amount of that salary, may be submitted to the electors. If a majority of the electors voting at the election favor it, all of the council members shall receive the salary specified in the election call. The salary of council members may be increased beyond the amount provided in this section or decreased below the amount in the same manner.

(c) Unless specifically authorized by another statute, a city council may not enact an ordinance providing for compensation to city council members in excess of that authorized by the procedures described in subdivisions (a) and (b). For the purposes of this section, compensation includes payment for service by a city council member on a commission, committee, board, authority, or similar body on which the city council member serves. If the other statute that authorizes the compensation does not specify the amount

of compensation, the maximum amount shall be one hundred fifty dollars ($150) per month for each commission, committee, board, authority, or similar body.

(d) Any amounts paid by a city for retirement, health and welfare, and federal social security benefits shall not be included for purposes of determining salary under this section, provided that the same benefits are available and paid by the city for its employees.

(e) Any amounts paid by a city to reimburse a council member for actual and necessary expenses pursuant to Section 36514.5 shall not be included for purposes of determining salary pursuant to this section.

(f) A city council member may waive any or all of the compensation permitted by this section.

(g) (1) For the purposes of this section, a city council shall consider the adoption of an ordinance to increase compensation in open session during at least two regular meetings of the city council.

(2) At the first meeting, the city council shall present the proposed ordinance, which shall include findings demonstrating the need for the increased compensation. The ordinance shall not be adopted at the first meeting.

(3) At least seven days after the first meeting, the city council shall hold a second meeting to consider whether to adopt the ordinance.

O

City of
South Pasadena

Memo

Date: September 27, 2023

To: The Honorable City Council

Via: Arminé Chaparyan, City Manager AC

From: Brian Solinsky, Chief of Police
Paul Riddle, Fire Chief

Subject: **Public Safety Annual Reports**

Attached are the 2022 South Pasadena Police Department (SPPD) and South Pasadena Fire Department (SPFD) Annual Reports.

Attachments:
1. 2022 South Pasadena Fire Department Annual Report
2. 2022 South Pasadena Police Department Annual Report

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Attachment 1

2022 South Pasadena Fire Department Annual Report

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2022 Fire Department Annual Report

September 27, 2023

Prepared By: South Pasadena Fire Department

116 Years of Service

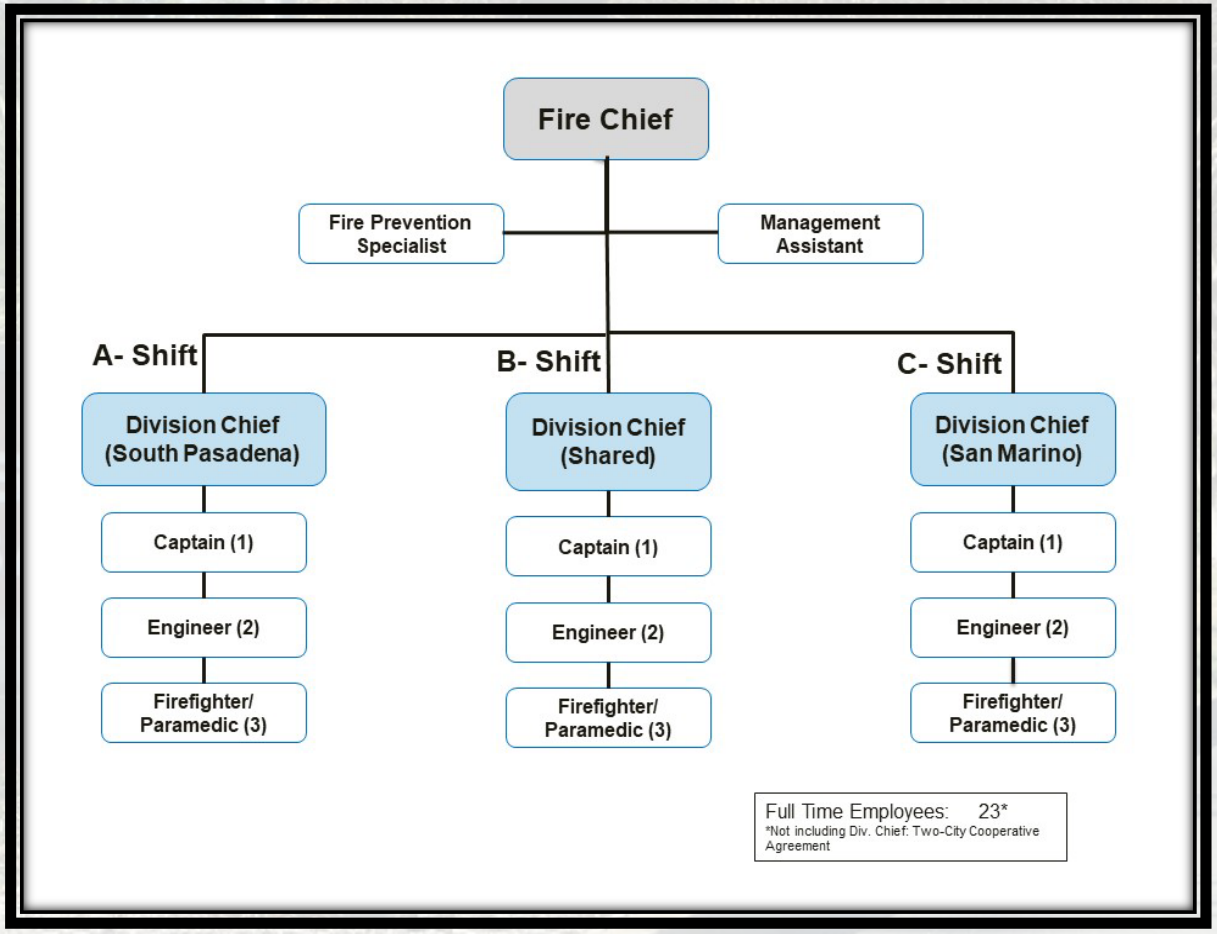
1907 - 2023





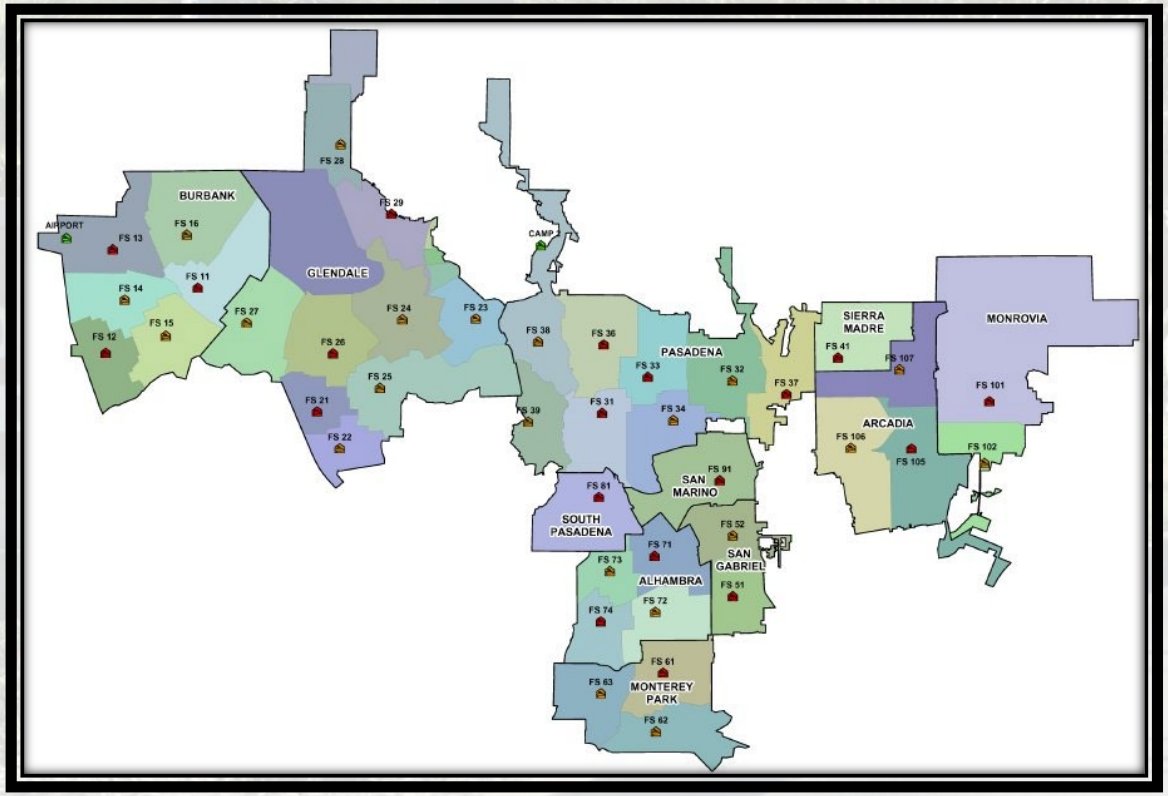
Department Overview

- "All Risk" Fire Agency
- 23 Full Time Employees
- Advanced Life Support (ALS) Engine
- ALS Rescue Ambulance
- Division Chief – Shared Agreement with San Marino
- Air Utility
- Participate in State and local automatic and mutual aid agreements



Verdugo Fire Communications Unified Response

- Verdugo Fire Communications began in 1979
- South Pasadena entered into an agreement for dispatch services in 2005
- “Unified Response” was later established and currently includes 13 agencies
- Total response capabilities: 46 engines, 13 trucks, 5 water tenders, 2 hazardous materials units, 3 urban search and rescue units, and 2 air utility units (South Pasadena Fire Department operates air utility 81)
- Additional automatic aid agreement with Los Angeles City Fire Department which provides additional resources including water dropping helicopters

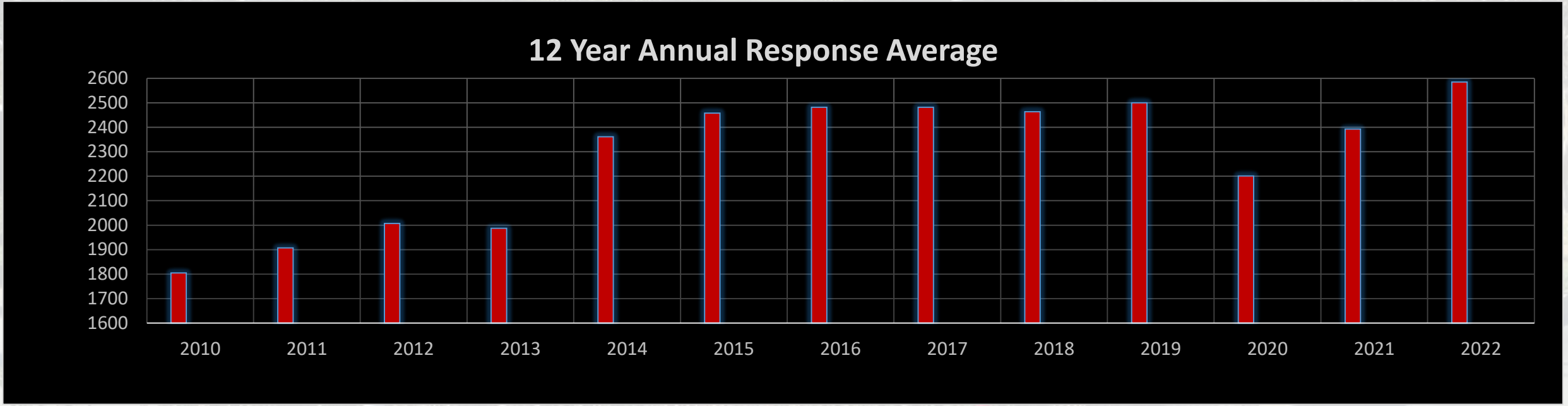


City of SOUTH PASADENA

Calls for Service

Total Responses for 2022

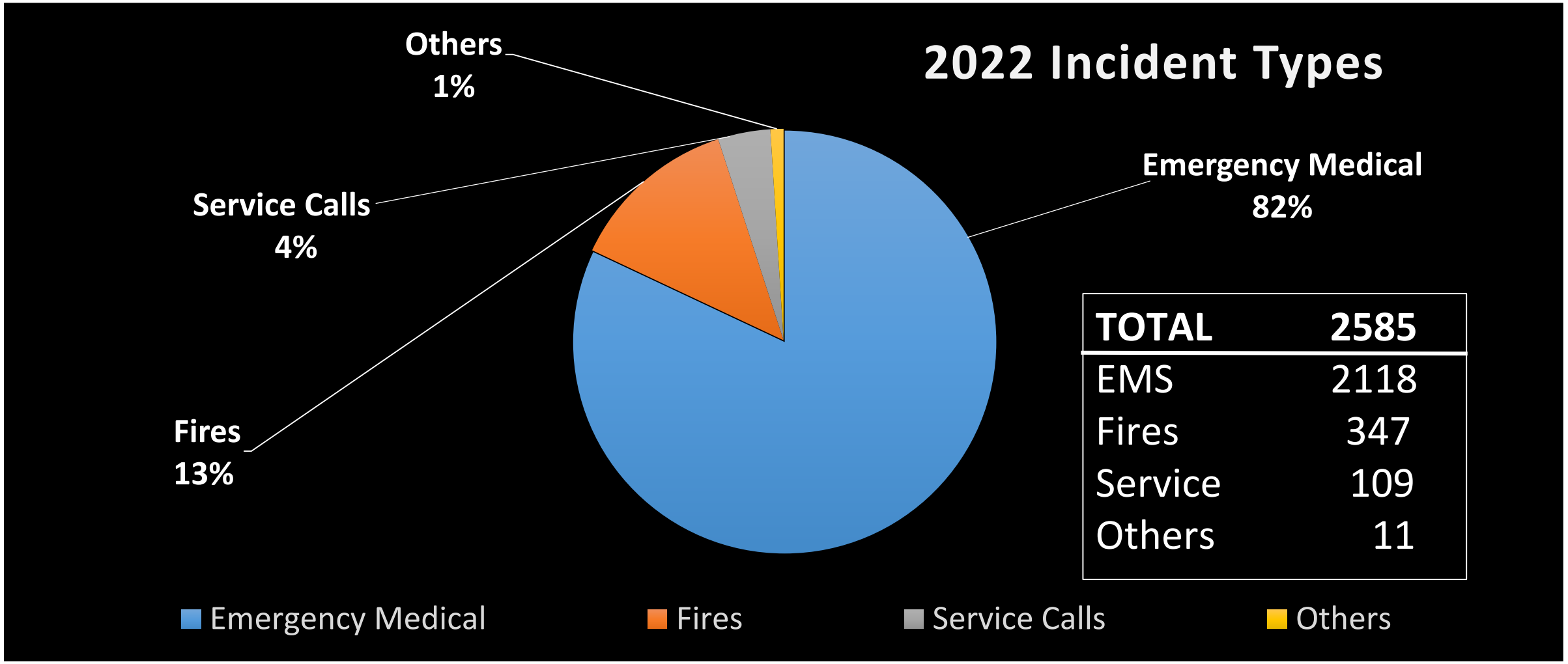
2,585



Calls for service have steadily increased over the past 12 years. There has been a 30% increase in the total number of emergency responses annually since 2010.

18 - 9

Incident Types



TOTAL	2585
EMS	2118
Fires	347
Service	109
Others	11

Response Standards

- Nation Fire Protection Agency 1710 (NFPA 1710)

  ~ Total Response Time = “Turn Out Time” and “Travel” Time.

  ~ NFPA 1710 identifies that 90% of the time, career fire departments should achieve an average total response time of 5:00 or less for medical responses and 5:20 for fire responses.

Average Response Times for 2022

EMS Response Times:	4 Minutes and 33 Seconds	Fire Response Times:	4 Minutes and 47 Seconds
EMS Turn Out Time:	52 Seconds	Fire Turn Out Time:	58 Seconds
EMS Travel Time:	3 Minutes and 41 Seconds	Fire Travel Time:	3 Minutes and 49 Seconds

Emergency Medical

Advanced Life Support (ALS)

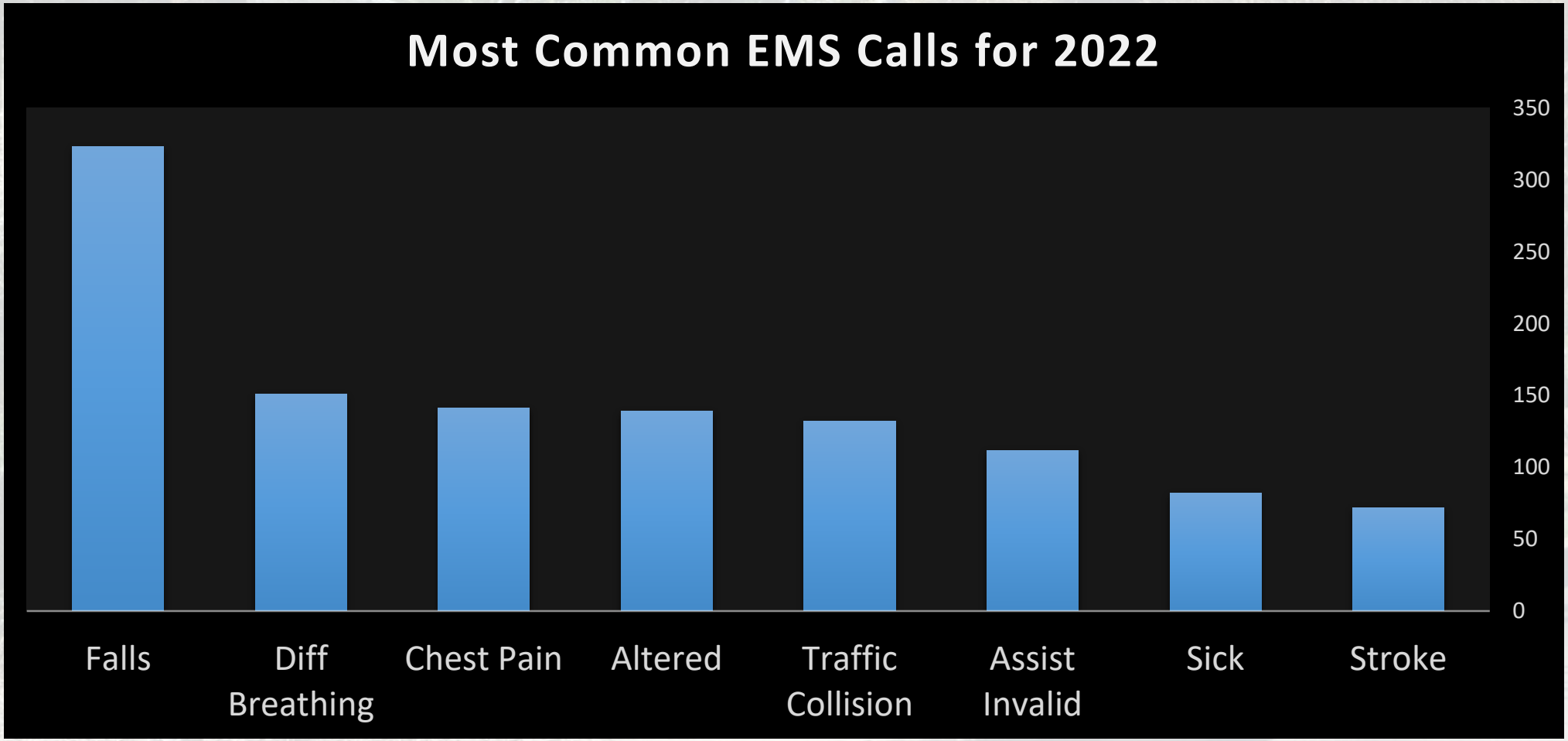
69%

Basic Life Support (BLS)

17%

No Transport

14%



Fire Suppression

347 Fire Responses in 2022

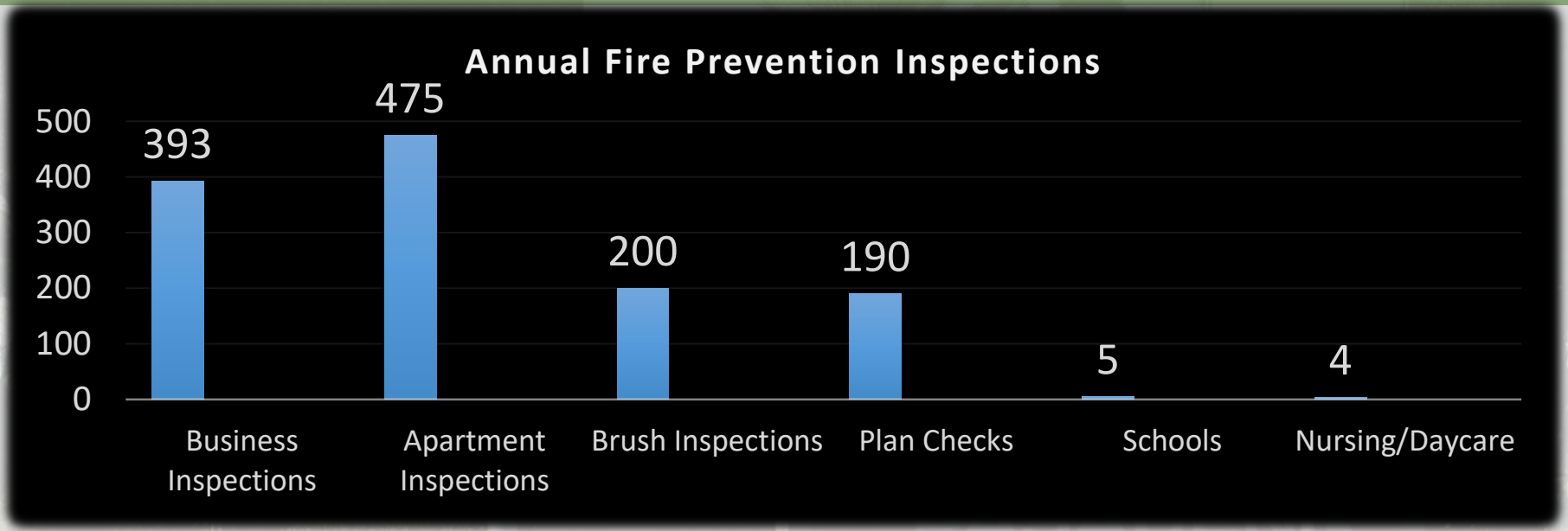
• Structure/Building	183
• Brush/Vegetation	45
• Electrical/Power Line	31
• Explosion/Gas Leak	22
• Vehicle	2
• Misc./False Alarm	64



Most Common Causes of Fires

- Appliances and Equipment - stoves, heaters, dryers
- Electrical Systems - extension cords, improper installation
- Holiday Decorations and Candles
- Smoking
- Chemicals and Flammable Gasses

Fire Prevention/Arson Investigation



Fire Prevention Inspections

- Over 1,000 Inspections conducted annually
- 541 mandated inspections
  - * Apartments
  - * Schools
  - * Nursing/Day Care

Arson Investigations

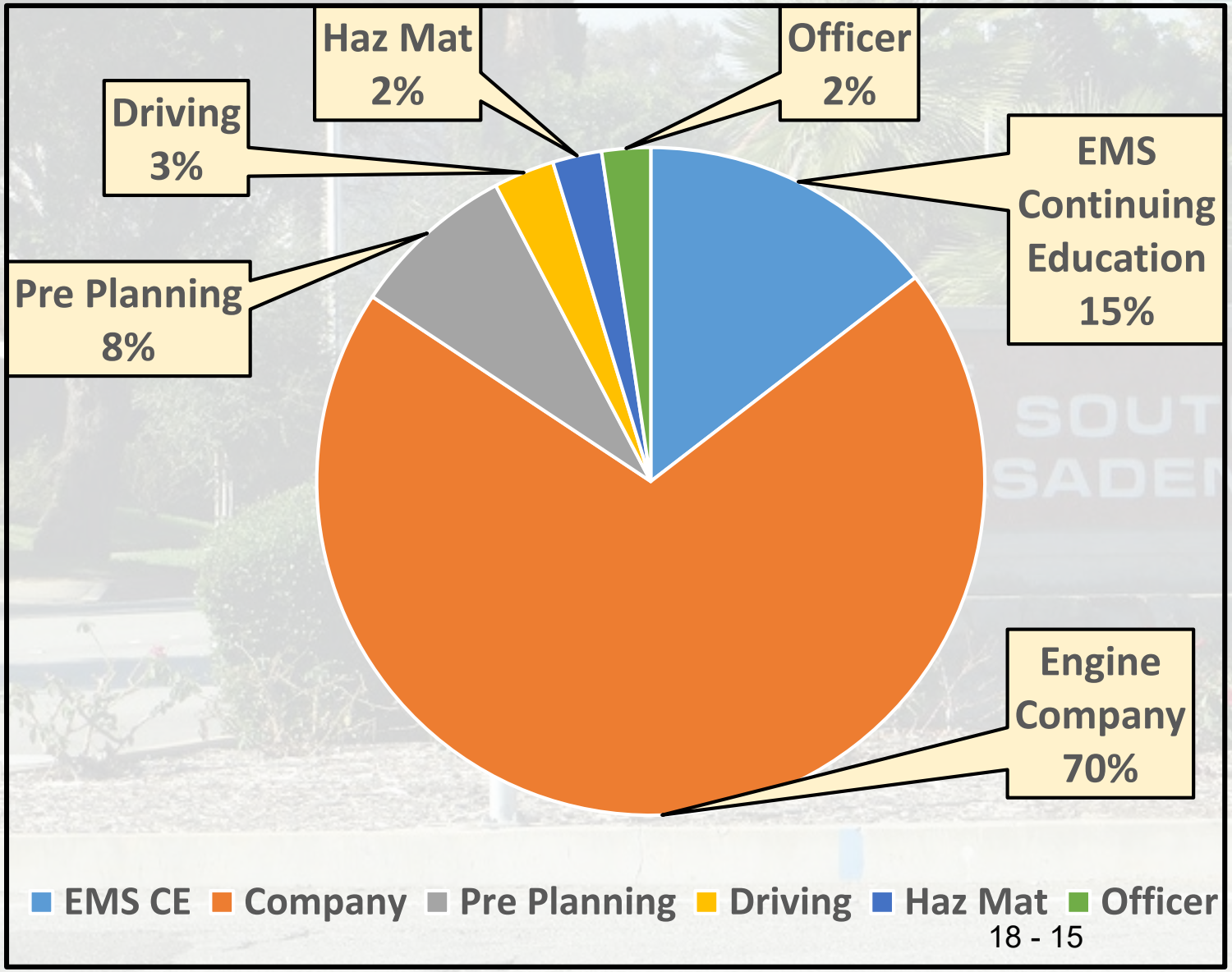
- Verdugo Fire Investigation Taskforce
- Over 100 Investigations
  - * Cause and Origin
  - * Arson

18 - 14



Delta, Arson K-9

Training





- **2022 Total Training Hours 4,453**
  - Company 3,107 Hours
  - EMS 648 Hours
  - Pre-planning 356 Hours
  - Driving 131 Hours
  - Haz Mat 106 Hours
  - Officer 105 Hours

Accomplishments

- Maintained Response Times Below National Standards
- Recognized by LA County Department of Health Services with the Gold Standard Award ~ *High Level of EMS Care for Patients with Life Threatening Cardiac Emergencies*
- Clean EMS Audit from LA County Department of Health Services
- Updates to the City's Emergency Operations Plan and Local Hazard Mitigation Plan
- Host 2 CERT Classes and Two Refresher Classes
- Award of Measure B Grant Funds for Cardiac Monitors an Automatic CPR Device
- Maintain Federal, State, and Local Automatic and Mutual Aid Agreements
- Attract and Retain Quality Employees ~ *Support Department Succession Plan*

Questions?


SOUTH PASADENA
FIRE DEPT.


SOUTH PASADENA
FIRE DEPT.
81
SPARK of LOVE
SUBARU
DONATE NEW TOYS
OR SPORTS EQUIPMENT

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Attachment 2

2022 South Pasadena Police Department Annual Report

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South Pasadena Police Department

2022 ANNUAL REPORT



Brian Solinsky, Chief of Police

SOUTH PASADENA CITY COUNCIL



Evelyn Zneimer
Mayor Pro Tem
District 1



Jack Donovan
Councilmember
District 2



Jon Primuth
Mayor
District 3



Michael Cacciotti
Councilmember
District 4



Janet Braun
Councilmember
District 5

About South Pasadena

In 1888, the City of South Pasadena became just the seventh city in Los Angeles County to incorporate. Located only about 12 miles from downtown Los Angeles, the city is approximately 3.44 square miles with a population of about 26,000.

With its many Oak lined streets, craftsman home and excellent schools, South Pasadena continues to be a desirable place to live. In 2014, Sunset Magazine readers voted South Pasadena as one of the best suburbs to live in the West.

South Pasadena's unique small-town appearance continues to be an attractive place to film movie. Recent movies and television shows that were filmed in the city include "80 for Brady", "Lady Bird", "La La Land", "Grey's Anatomy", and "The Rookie".

MESSAGE FROM THE CHIEF

I am honored and humbled to serve as the Chief of Police and to present the 2022 Annual Report. The Annual Report memorializes the South Pasadena Police Department's accomplishments and provides a comprehensive review of department activities, crime rate, and highlighted stories of community interest.

While there were many challenges this year, the Department continued to excel across all fronts, which is a reflection of the men and women of the organization and the professional services they provide to all the community members of South Pasadena.

As we have witnessed, the landscape of policing is continuously evolving. The Police Department is dedicated to analyzing and evaluating ways to utilize technology, training, outreach, and partnerships to serve more effectively and efficiently. The organizational culture and goals continue to be guided by our commitment to the principles of procedural justice and community policing.

Brian Solinsky
Chief of Police



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MISSION STATEMENT

The Mission of the South Pasadena Police Department is to provide our community with the safest possible environment using interactive crime prevention methods, public education programs, and the equitable and professional application of the law.

CORE VALUES

Integrity - Police Officers are entrusted with lives and property. They are exposed to situations where, if lacking a high level of integrity, they can take advantage of that trust. The community must have confidence that their officers have the highest level of ethics and morals. Personal integrity is fundamental in the prevention of corruption. Police Officers have a solemn obligation to be honest and trustworthy, accurately document probable cause and the circumstances of an arrest in reports and during courtroom testimony, report ethical violations when committed by others, and serve as role model for the public.

Quality of Service - The residents and business owners of South Pasadena have high expectations of the quality of service provided by the South Pasadena Police Department. Historically, the Department has provided an exemplary level of service. When handling any type of call for service, criminal or traffic investigation, officers should always provide a level of service they would want their family to receive. They should be guided by what is the right thing to do to solve the problem that resulted in their response.

Respect for People - Police officers must treat all people with as much respect and dignity as the situation allows. Even in a confrontational, adversarial encounter, officers must remain professional and respectful. Respect towards others breeds respect in return. And, respect towards others musts begin between co-workers. If employees are not respectful towards each other, they will not be respectful towards the public. All employees must treat each other with respect and recognize that the diversity each employee brings to the South Pasadena Police Department helps to make the Department able to police the diverse community we serve.

Work Ethic - The employees of the South Pasadena Police Department are government employees and public servants. The South Pasadena Police Department runs a tight ship, and is committed as a team supporting each other to accomplish the goals and objectives of the organization. This requires a firm commitment from each and every employee.



LEADERSHIP HISTORY

The following is a list of City Marshals and Police Chiefs that have led the South Pasadena Police Department since it was established in 1888.

When the City of South Pasadena incorporated, City Marshals provided law enforcement services to the community. In 1926, state legislation changed the title of City Marshal to Chief of Police.

Amman Cobb
March 1888 to June 1888

Martin B. Selman
June 1888 to February 1889

E. Peters
February 1889 to April 1894

Isaac Peel
April 1894 to October 1895

George Wilson
October 1895 to April 1896

M.B. Reid
April 1896 to July 1907

William H. Johnston
July 1907 to April 1916

Frank Higgins
April 1916 to April 1942

Everett Setzer
October 1942 to October 1950

Robert Blakely
October 1950 to October 1952

Clifton Brown
December 1952 to June 1960

Melvin Viney
October 1960 to August 1976

Gary Brown
August 1976 to May 1977

Samuel Buntyn
June 1977 to December 1985

William Reese
December 1985 to December 1990

Thomas Mahoney
February 1991 to April 1997

Michael Berkow
July 1997 to July 2001

Daniel Watson
January 2002 to July 2010

Joseph Payne
September 2010 to February 2013

Arthur Miller
February 2013 to August 2018

Joe Ortiz
April 2019 to November 2020

Brian Solinsky
May 2021 to Current

COMMAND STAFF



Brian Solinsky
Chief of Police



Shannon Robledo
Lieutenant
Operations



Tom Jacobs
Lieutenant
Support Services



Tony Abdalla
Detective Sergeant



Matt Ronnie
Patrol Sergeant



Spencer Louie
Patrol Sergeant



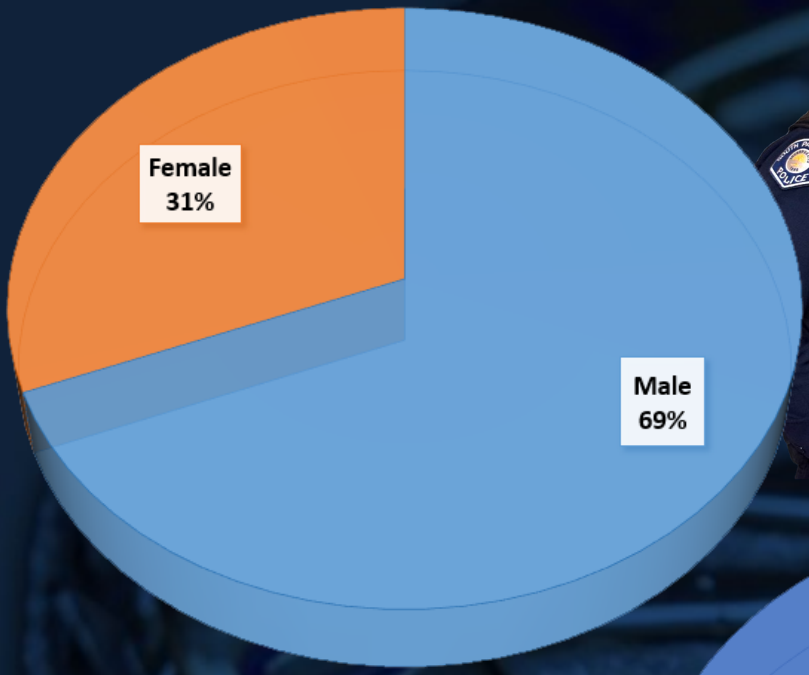
Craig Phillips
Patrol Sergeant

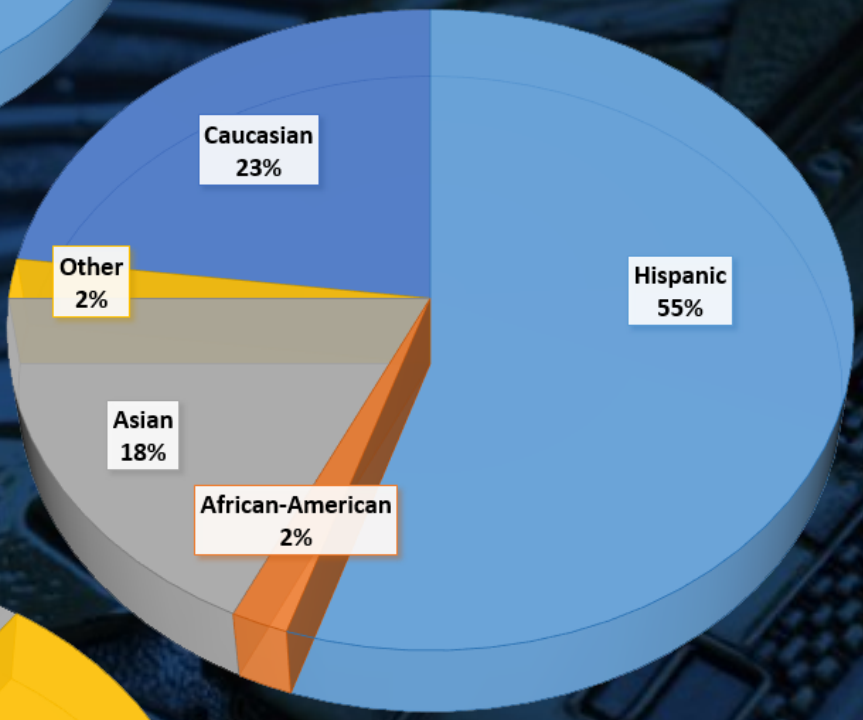


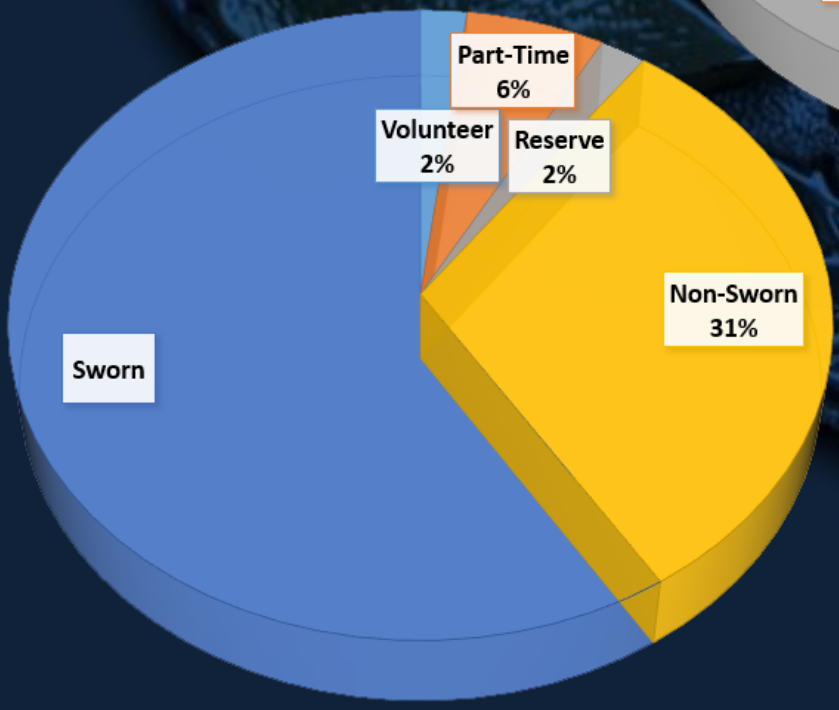
Andrew Dubois
Patrol Sergeant

DEPARTMENT DEMOGRAPHICS









CRIME STATISTICS

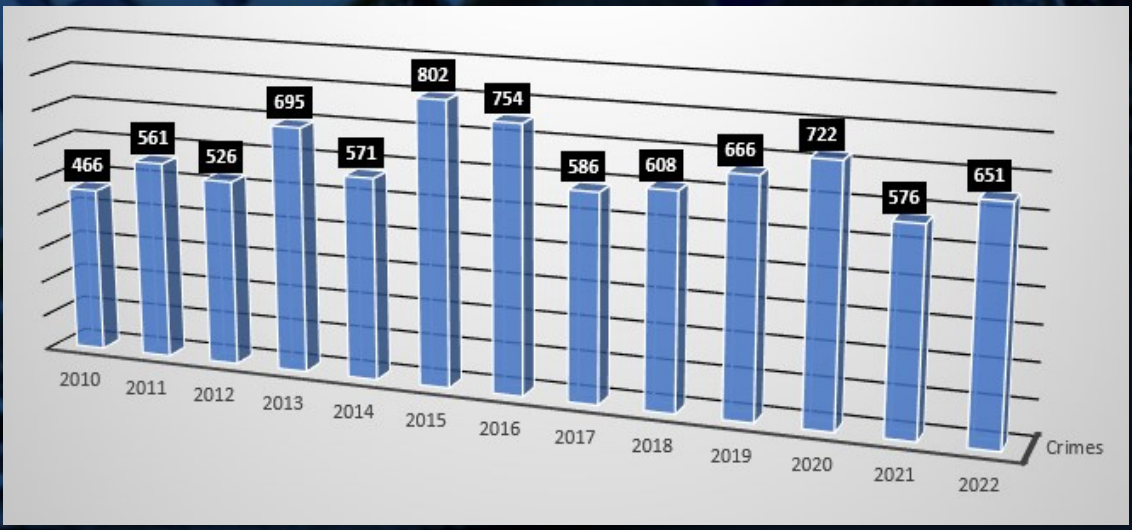
NIBRS Transition

In March of 2022, the South Pasadena Police Department transitioned from the traditional Uniform Crime Reporting (UCR) to the National Incident Based Reporting System (NIBRS). NIBRS provides more details of each crime than UCR. UCR Part One crimes contained eight offenses while NIBRS under Group A has 22.

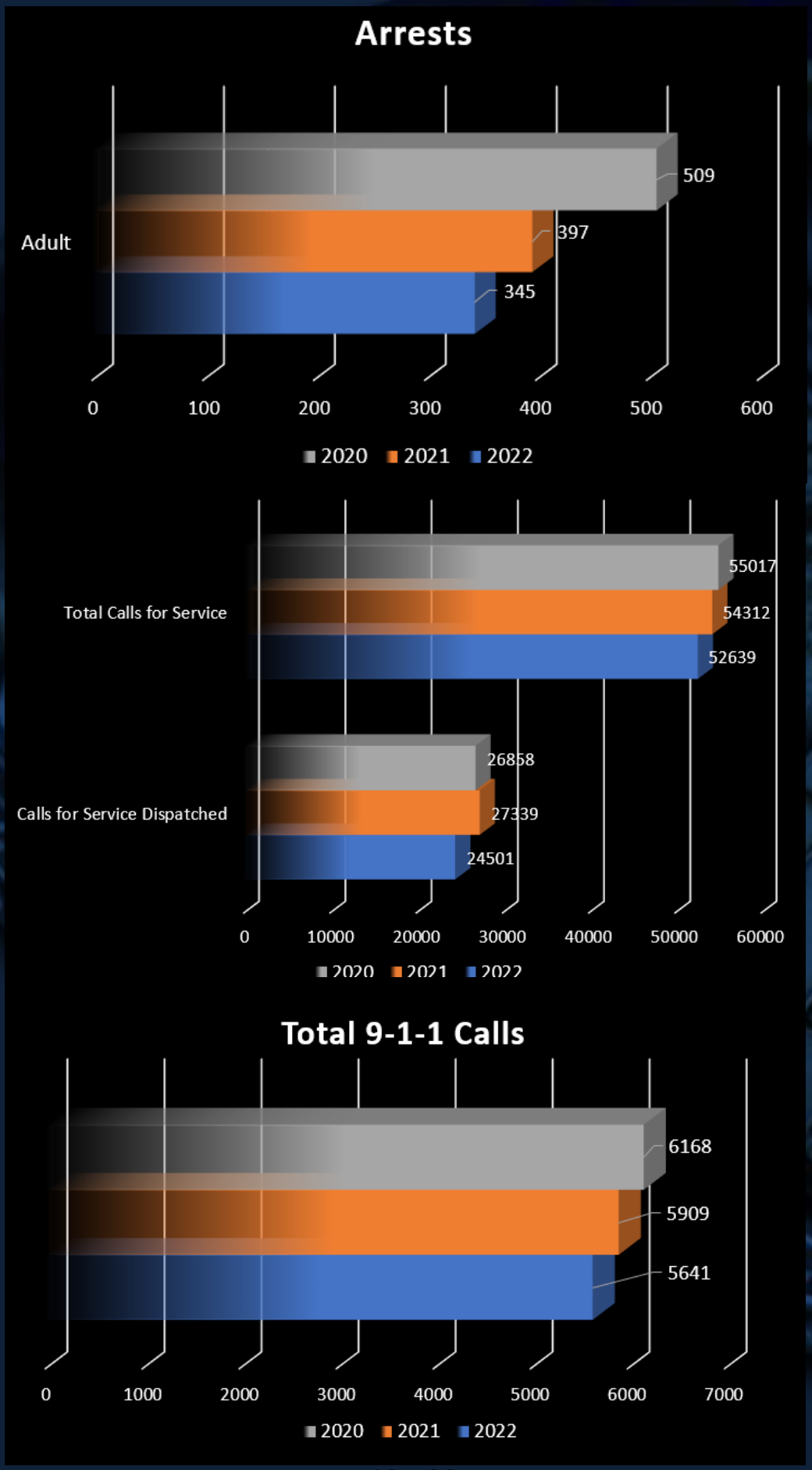
Previously with UCR if one incident had multiple crimes involved, only the highest crime would be reported. For example, if a thief entered a residence and stole a car and hit the homeowner only an assault would be recorded. NIBRS records all crimes involved in a single incident. So in the same example, NIBRS would record a burglary, the stolen vehicle and assault. With the additional crimes being recorded by NIBRS for each incident, statistically all crimes would show an increase over previously used UCR.

With the expanded and enhanced data collection by NIBRS, legislators, municipal planners, law enforcement officials and the public will have access to a more comprehensive information on crime.

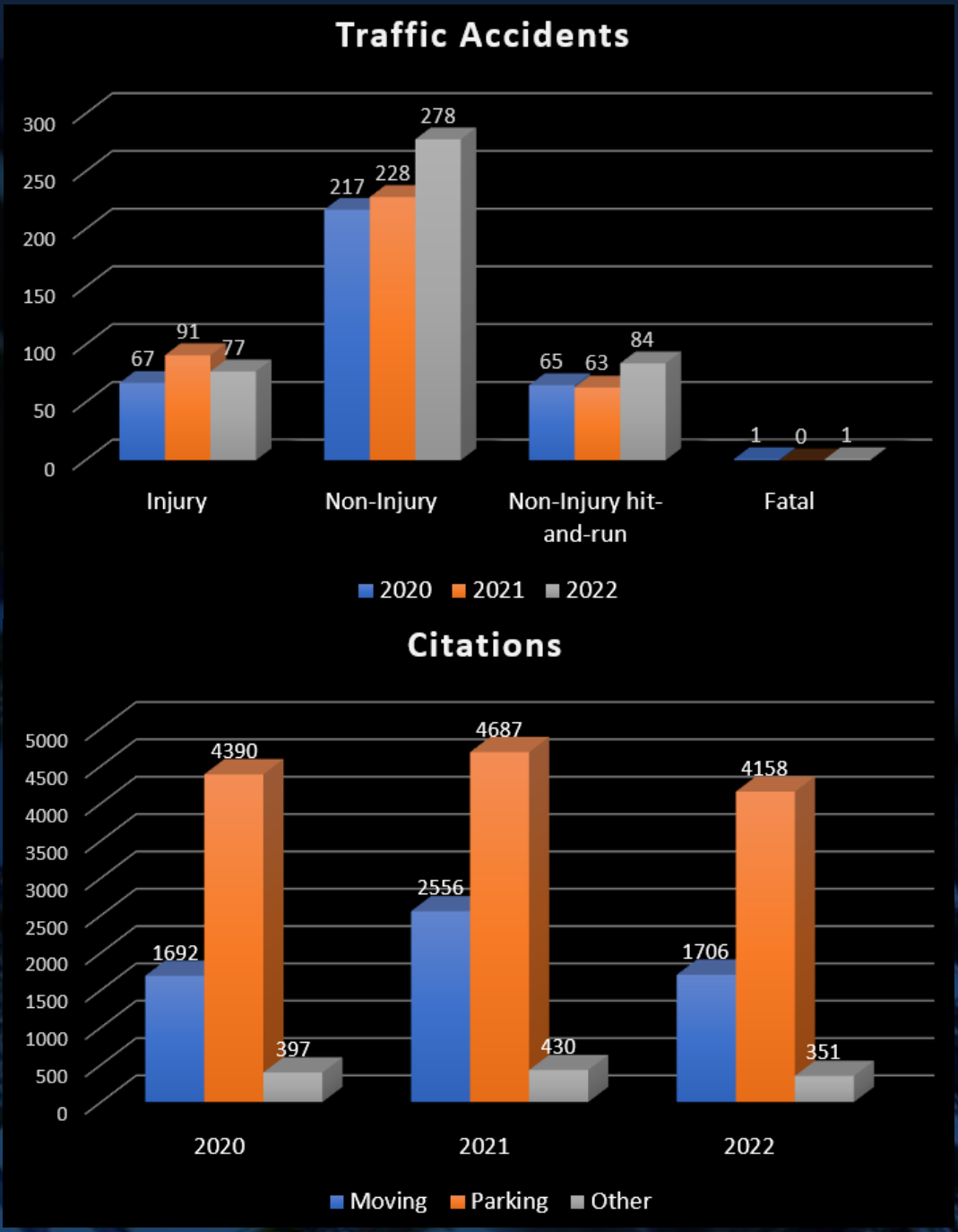
Crime	2020	2021	2022	2021-2022 % Change
Homicide	1	0	2	*Not Calculable*
Rape	4	2	2	*0%*
Robbery	17	10	9	*-10%*
Assault	66	63	126	*100%*
Burglary	-	-	-	-
Residential	44	42	41	*-2%*
Commercial	65	43	51	*19%*
Larceny-Theft	429	349	343	*-2%*
Stolen Vehicles	92	65	75	*15%*
Arson	4	2	2	*0%*
Total	***722***	***576***	***651***	***13%***



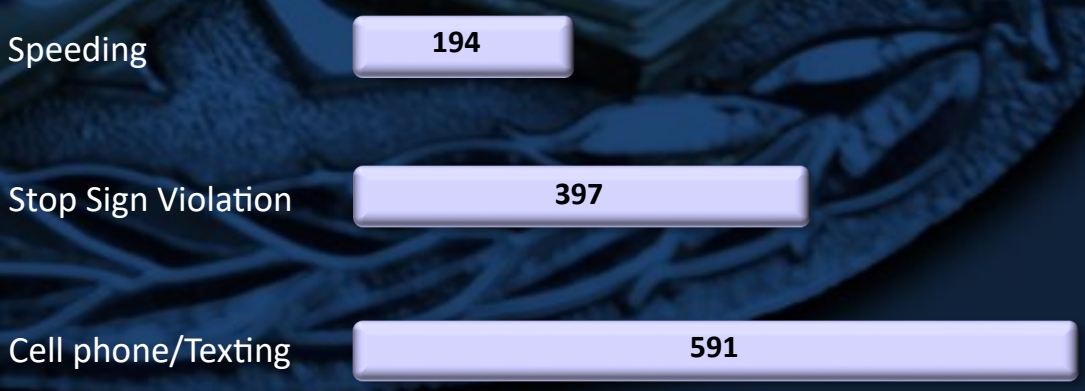
STATISTICS


Arrests
Adult
509
397
345
0
100
200
300
400
500
600
2020
2021
2022
Total Calls for Service
55017
54312
52639
Calls for Service Dispatched
26858
27339
24501
0
10000
20000
30000
40000
50000
60000
2020
2021
2022
Total 9-1-1 Calls
6168
5909
5641
0
1000
2000
3000
4000
5000
6000
7000
2020
2021
2022

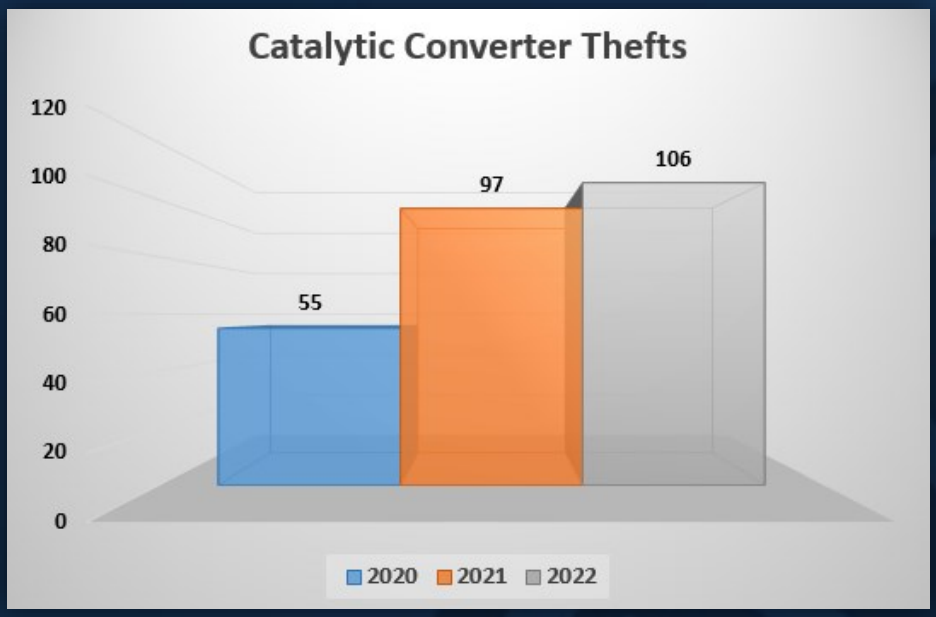
STATISTICS

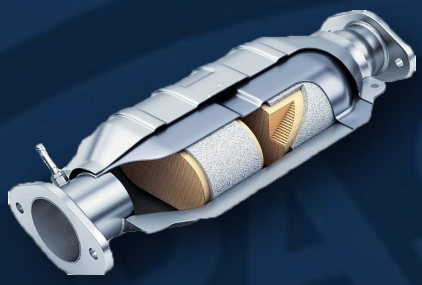


Top Moving Citations for 2022



CRIME STATISTICS



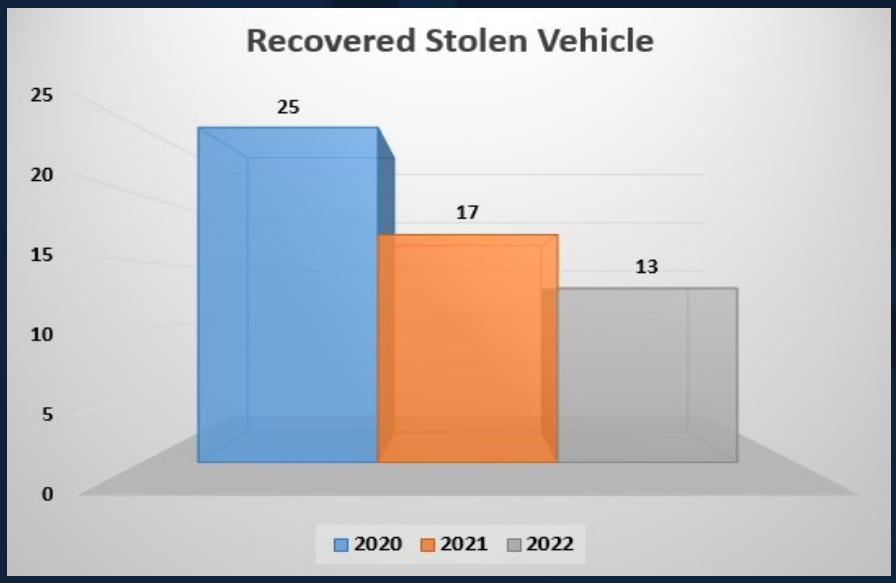


Catalytic converter thefts continued to rise in 2022. Thieves targeted sedans, pickup trucks, SUVs and work trucks.



For over 19 years, Hondas have remained the most targeted vehicle stolen in South Pasadena. In 2022, Fords were the second most targeted vehicle stolen followed by a tie between Hyundais and Kias.





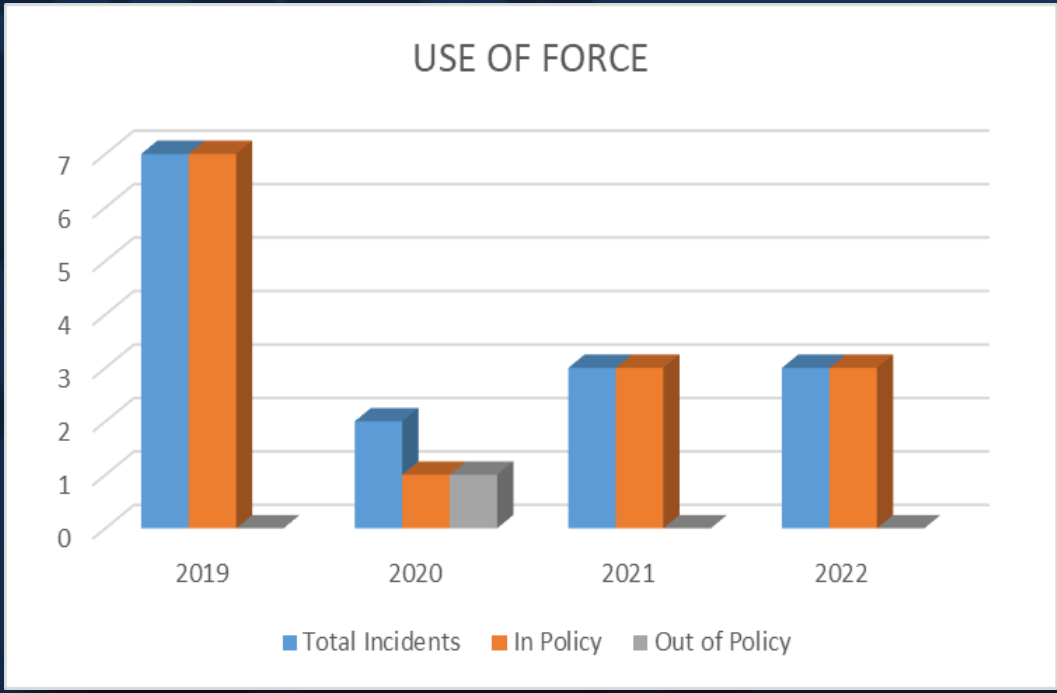
The number of vehicles stolen outside the City of South Pasadena and recovered within the City.

USE OF FORCE

Use of Force Reporting & Analysis

The following is a comparison of use of force (UOF) incidents for the past four calendar years.

Total UOF comparing past four years:



USE OF FORCE	2019	2020	2021	2022
Total Incidents	7	2	3	3
In Policy	7	1	3	3
Out of Policy	0	1	0	0

2022 Use of Force Incidents

Date	Type of Call	Type of Force	Race	Age	Gender
4/13/22	Trespass	Taser, Physical Force, Control Hold	Hispanic	48	Male
8/10/22	Theft	Taser, Physical Force, Control Hold	Hispanic	49	Male
9/3/22	Theft	Physical Force	Hispanic	40	Male

USE OF FORCE

Types of Force Used	*2019*	*2020*	*2021*	*2022*
Physical Force	3	0	1	3
Canine	0	0	0	0
Firearm	1	0	0	0
Baton	0	0	0	0
Taser	2	1	0	2
Pepper Spray	1	0	0	0
40 MM	0	0	0	0
PIT Maneuver	0	1	0	0
Control Hold	1	0	2	2

Use of Force Trends

In 2022, the South Pasadena Police Department had three incidents involving the use of force. The use of force data does reveal a pattern or a trend of subjects physically resisting a lawful arrest. In all three incidents, officers used de-escalation techniques before force was applied. All three incidents were determined to be justified and within policy. South Pasadena police officers continue to exercise restraint when dealing with combative subjects, and the department continually emphasizes the importance of de-escalation techniques.

The department recently implemented a Critical Incident Review Board. The Critical Incident Review Board consists of the Chief of Police, command staff, and defensive tactics training staff members. After the presentation of the use of force incidents, the Review Board will discuss each incident and provide an opinion on whether the use of force was within policy. The defensive tactics training staff will then update training accordingly if necessary.

BIAS-BASED POLICING

Biased-Based Policy

Bias-based policing is formally defined as an inappropriate reliance on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability, or affiliation with any non-criminal group (protected characteristics) as the basis for providing differing law enforcement service or enforcement (Penal Code § 13519.4).

The South Pasadena Police Department is committed to providing law enforcement services to the community with due regard for the racial, cultural, or other differences of those served. It is the policy of this Department to provide law enforcement services and to enforce the law equally, fairly, objectively and without discrimination toward any individual or group. This policy provides guidance to department members that affirms the South Pasadena Police Department's commitment to policing that is fair and objective.

Nothing in this policy prohibits the use of specified characteristics in law enforcement activities desgined to strengthen the department's relationshop with its diverse communities (e.g., cultural and ethnicity awareness training, youth programs community group outreach, partnership.

TRAINING

All members of this Department will receive POST-approved training on hate crime recognition and investigation as provided by Penal Code § 13519.6. Training should include (Penal Code § 422.87):

a). Recognition of bias motivators such as ranges of attitudes and perceptions toward a specific characteristic or group, including disability and gender biases.

b). Accurate reporting by officers, including information on the general underreporting of hate crimes.

c). Distribution of hate crime brochures: hate crime report checklist and victim of hate crime brochures were made available for officers.

The South Pasadena Police Department (SPPD) provides an annual review of its commitment to policing that is fair and objective. This report includes public concerns and complaints delivered to the Chief of Police and will assist in identifying any changes in training or operations to improve service.

BIAS-BASED POLICING

Bias-Based Policing Training for the Department includes the following:

- Penal Code 13519.6
  The commission, in consultation with subject-matter experts, including, but not limited to, law enforcement agencies, civil rights groups, and academic experts, and the Department of Justice, shall develop guidelines and a course of instruction and training for law enforcement officers who are employed as peace officers, or who are not yet employed as a peace officer but are enrolled in a training academy for law enforcement officers, addressing hate crimes.
  - All officers, Dispatchers, and Parking Control Officers attended and completed the Museum of Tolerance's hate crimes course for California first responders. Utilizing real -life scenarios, participants discuss the unique dynamics of hate crimes. Participants identify common findings of hate crime victims and strategies for conducting effective interviews after an incident. Attendees also learn about the origins of hate and are given an overview of various hate groups. The group discusses investigative techniques, evidence collection, report writing and documentation, and the impact of hate crimes on the community.

- Roll Call Training & Training Monitors
  - Each Police Department shift reviewed and discussed the Department's Bias-Based Policing policy number 401 during briefing.
  - Installed training monitors in common areas of the Department displayed various Department policies and procedures, including Bias-Based Policing policy number 401.
  - The Department implemented a Performance Evaluation Supplemental Form. This form is included with the annual performance review of each member of the department and requires the reviewing supervisor to discuss major policy topics with the employee during the review. The Biased-Based Policing policy is one of the 5 major policies discussed. The form is signed and dated by the employee once knowledge of the topic is confirmed.

Hate Crime Policy

It is the policy of this Department to safeguard the rights of all individuals irrespective of their disability, gender, nationality, race or ethnicity, religion, sexual orientation, and/or association with a person or group with one or more of these actual or perceived characteristics. Any acts or threats of violence, property damage, harassment, intimidation, or other crimes motivated by hate or bias should be viewed very seriously and given high priority.

BIAS-BASED POLICING

Racial Identity and Profiling Act (RIPA)

The California legislature passed Assembly Bill #953 in 2015 (AB-953). Known as the Racial and Identity Profiling Act (RIPA), the bill requires all law enforcement agencies in the California to “collect perceived demographic and other detailed data regarding pedestrian and traffic stops”. The data is not to be collected from identification like a passport or driver's license. Rather, the data is based upon the officer's perception of the person they stopped.

The RIPA law requires agencies to collect this information on all “stops” – defined as any detention or search (including consensual searches) – and report this information to the California Department of Justice (DOJ).

The California Code of Regulations, under Division 11 (Law Division) section 999.226 & 999.227 define what is required by law enforcement agencies when it comes to the collection and reporting of officer stops.

401.4.2 REPORTING OF STOPS

Unless an exception applies under the code, an officer conducting a stop of a person shall collect the data elements required by the code for every person stopped and prepare a stop data report. When multiple officers conduct a stop, the officer with the highest level of engagement with the person shall collect the data elements and prepare the report.

If multiple agencies are involved in a stop and the South Pasadena Police Department is the primary agency, the South Pasadena Police Department officer shall collect the data elements and prepare the stop data report.

The stop data report should be completed by the end of the officer’s shift or as soon as practicable.

BIAS-BASED POLICING

AB 953 RIPA Stop Data

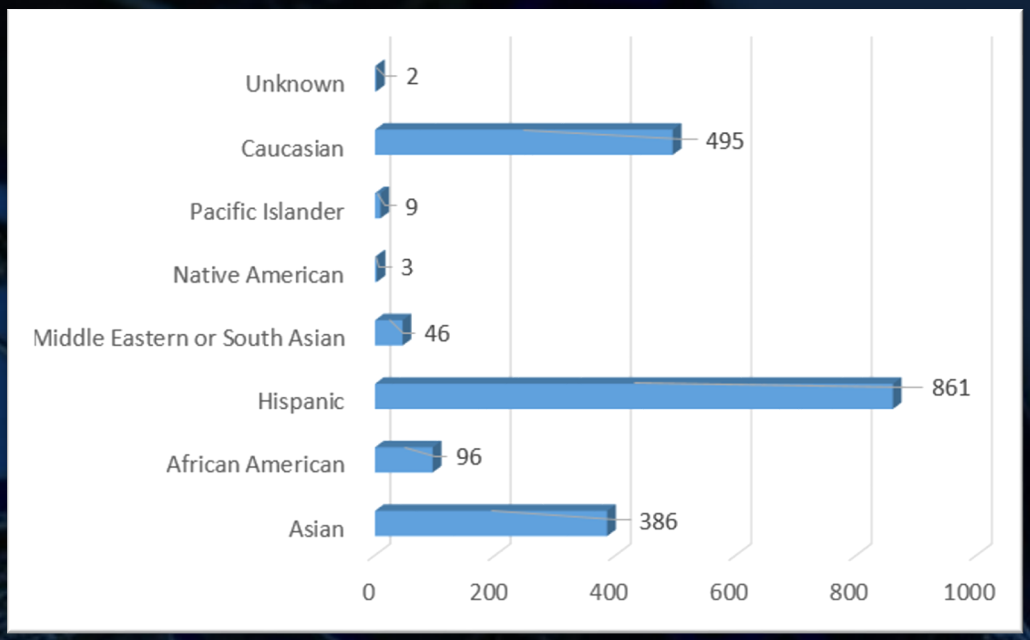
- In order to comply with the Racial and Identity Profiling Act (RIPA), also known as Assembly Bill 953, the department began collecting stop data on January 1st, 2022.
- The State mandated data collection program requires the collection of certain stop data related to detentions, searches, and complaints. The department is required to submit its first report on April 23rd, 2023, and annually thereafter.
  - Information recorded includes:
  - ORI number
  - Date, time, and duration of the stop
  - Location of stop
  - Perceived race or ethnicity of person stopped
  - Perceived gender of person stopped
  - Person stopped perceived to be LGBT
  - Perceived age of person stopped
  - Person stopped has limited or no English fluency
  - Perceived or known disability or person stopped
  - Reason for stop
  - Stop made in response to a call for service
  - Actions taken by officer during stop
  - Results of stop
  - Officer's Identification (ID) Number
  - Officer's years of experience
  - Type of assignment of officer
- The purpose of RIPA is to analyze data related to stops/complaints of racial/identity profiling. With the data collected the Department of Justice (DOJ) will work with Law Enforcement agencies to review racial/identity profiling practices and policies. Data collected will be posted and available to the public on the DOJ website annually with stats and recommendations. Officers' unique identifying numbers will not be published.
- Members shall enter all stop data into the Stop Data Collection System (SDCS) as soon as feasibly possible, but always prior to end of their shift. If exigent circumstances ever prevent entry in this timely manner, officers shall report this to their supervisor and arrangements will be made, but it will be completed.
- Patrol Officers will be required to enter their own stops via the SDCS web portal now that their vehicles are outfitted with Mobile Data Computers (MDCs). Motor (Traffic) Officers will utilize RIPA information cards for gathering necessary information on stops. They will then access the SDCS web portal via the icon located on station computers.
- If the SDCS system becomes inaccessible, personnel shall utilize the linked form to retain stop data for entry upon restoration of the SDCS system. The "Stop Data Collection Form" is authorized for destruction upon successful data upload into SDCS.

BIAS-BASED POLICING

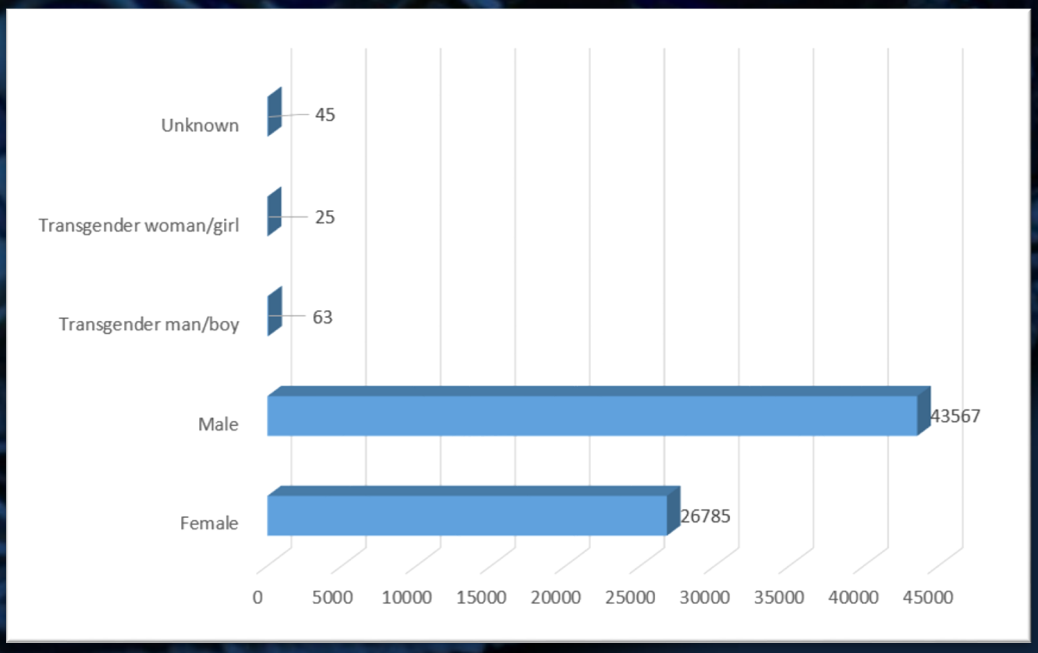
- Police Reform
  - In 2020, policies were reviewed and revised concerning carotid restraint and the use of force based on community input of “8 can’t wait.”
  - No additional changes since 2020.

- Biased Based Policing Complaints
  - The department received one written Bias Based Policing complaint in 2022 and is currently being investigated.

Perceived Race by Officer



Perceived Sex by Officer



MILITARY EQUIPMENT USE

On September 30, 2021, the Governor of the State of California approved AB-481 requiring law enforcement agencies to obtain approval of the applicable governing body (City Council) by adoption of a "military equipment" use policy as defined under AB-481. South Pasadena Police Department (SPPD) is required to seek City Council approval of this Military Equipment Use Procedure by ordinance at a regular open meeting prior to taking certain actions relating to the funding, acquisition, or use of "military equipment" as defined by the Ordinance. The Ordinance is subject to annual City Council review to determine whether, based on an annual "military equipment" report, the standards set forth in approving the Ordinance have been met.

The South Pasadena City Ordinance No. 2365, SPPD is required to present an annual report on the current status of SPPD's Military Equipment. The Ordinance meets the requirements of California Government Code section 7070, subdivision (d), "*Military equipment use policy means a publicly released, written document governing the use of military equipment by a law enforcement agency…".* The annual report will update any changes to the status of the existing policy, inventory of equipment, and public comments concerning the policy.

The following are the various types of military equipment currently employed by the SPPD:

- ◊ 40mm Launchers (Projectile Launch Platforms)
- ◊ eXact iMpact™ 40mm Standard Range Sponge Rounds
- ◊ Colt AR-10 Semi-Automatic Rifle
- ◊ Accuracy International model England U4393 .308 Bolt Action Rifles
- ◊ SPPD inventory contains five manufactures of .308 Caliber Rifle Ammunition

The following chemical and diversionary devices have been purchased by SPPD prior to January 1, 2022:

- ◊ Direct Impact 40mm OC Crushable Foam Round
- ◊ Direct Impact 40mm Expulsion Grenade, Inert Agent
- ◊ Direct Impact 40mm Ferret, Inert Liquid Powder
- ◊ Direct Impact 40mm Gas
- ◊ Diversionary Devices aka Flashbangs
- ◊ Diversionary Devices of OC Agents

SPPD provides members of the public the means to make inquiries or register complaints as per the Duty Manual Policy 1013. SPPD is responsible to respond in a timely manner.

SPPD received only one email on June 27, 2022, regarding the Public Records Act (PRA) for information on the SPPD's Military Equipment policy. The request was filed by John Lindsay-Poland through "MuckRock", a non-profit organization that helps journalists, researchers, and the public to file, track, and share records. The request was fulfilled by SPPD on July 6, 2022.

During 2022, SPPD did not use or purchase additional military equipment.

ORGANIZATIONAL CHART



Chief of Police

***Management Analyst** (1)*

Deputy Chief of Police

***Operations -** Lieutenant (1)*

***Support Services -** Lieutenant (1)*

Field Services

Detective Bureau

Administration

Support Services

Patrol Shifts

Day Shift A
- Sergeant (1)
- Corporal (1)
- Officers (5)

Night Shift A
- Sergeant (1)
- Corporal (1)
- Officers (3)

Day Shift B3
- Sergeant (1)
- Corporal (1)
- Officers (4)

Night Shift B
- Sergeant (1)
- Corporal (1)
- Officers (4)

Traffic Unit
- Corporal (1)
- Officer (2)

Detectives
- Detective Sergeant (1)
- Detective Corporal (1)
- Detectives (2)
- Crime Analysis/Crime Prevention (1)
- School Liaison Officer (1)
- Arson Investigator (So. Pas. Fire)

***Reserves** (1)*

Volunteers (2)

***Police Assistants** (9)*

Police Clerks (4)

Parking Control (3)

Cadets (6)

AUTHORIZED STAFFING

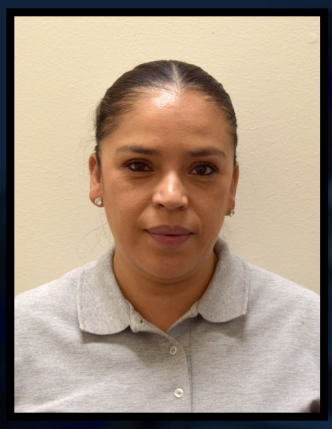
Full-Time Employees - 54

Part-Time Employees - 6

Reserve Officers - 1

Volunteers - 2

NEW EMPLOYEES



Esther Rodriguez
Cadet



Zaggy
K9

RETIREMENTS



Mike Palmieri
Police Officer
19 years



Robert Bartl
Sergeant
32 years



Joe Lunnon
Reserve Officer
12 years

PROMOTIONS



Craig Phillips
Sergeant



Andy Dubois
Sergeant



Tyler Borrello
Corporal

NEW ASSIGNMENTS



Carlos Pech
Detective



Catalina Valdez
Detective



Antony Fierro
Police Assistant

RESIGNED



Arthur Burgos
Police Officer



Desiree Rodriguez
Records Clerk

ANNIVERSARIES



Tyler Borrello
5 Years



Diana Russell
5 Years



Sharae Sandoval
15 Years



Avick Manukian
15 Years



Mike Sanchez
15 Years



Tom Jacobs
20 Years



Fernando Sandoval
35 Years

OUR SERVICE PROGRAMS

LOS ANGELES COUNTY
DEPARTMENT OF MENTAL HEALTH
hope. recovery. wellbeing.

SGV CARE
CRISIS ASSISTANCE RESPONSE & ENGAGEMENT

L.A. CADA
A Path to Recovery and Healthy Living

City of SOUTH PASADENA
Homeless Outreach Program

West San Gabriel Valley
Mental Health Evaluation Team

ARCADIA POLICE · IRWINDALE POLICE · MONROVIA POLICE · SOUTH PASADENA POLICE

INTERNATIONAL PROJECT LIFESAVER
"BRINGING LOVED ONES HOME"

DEA NATIONAL Rx TAKEBACK

SECURE THE CALL
FREE 911 CELL PHONES

7-ELEVEN operation chill
RECOGNIZING GREAT KIDS

YEAR IN REVIEW

The police department welcomed "Zaggy" to the department. Zaggy is a year and a half old, Malinois from the Netherlands and will be trained in narcotic detection. Zaggy becomes the ninth police canine in the history of the department. Officer Zamora is Zaggy's partner and handler, and together the are patrolling the streets. Welcome aboard Zaggy!



SOUTH PASADENA K-9 POLICE



UNITED STATES POLICE & FIRE CHAMPIONSHIPS

South Pasadena Police Officers continue to showcase their skills against other officers and firefighters from across the nation by participating in the annual US Police & Fire Championship games. Since its inception in 1967, South Pasadena Police officers have participated in a variety of sports and have won over 40 medals including 18 gold medals.

All police employees continue to train each year. Civilian employees are sent to a five-month long Civilian Leadership Institute program that provides the opportunity to develop skills and strategies to become effective leaders.



CIVILIAN LEADERSHIP INSTITUTE

YEAR IN REVIEW



With the rise of catalytic converter thefts, we continued our partnership with Larry's Union Service to provide catalytic converter etching events. These events are a big success, all 50 spots were filled in only a few hours.

The City Council approved the purchase of Flock Automated License Plate Readers that will be installed throughout the city. These readers can capture vehicle license plates which can alert police if the vehicle is used in a crime, is stolen, wanted or an alert has been issued on the vehicle, i.e., Amber Alerts.





Our biggest achievement for 2022 was the commitment to sustainability and to the environment by replacing the entire gas powered police vehicles to an all electric fleet. Patrol vehicles will be Tesla Model Ys and Detectives and Administrators will be driving the Tesla Model 3s. Charging stations will also be installed at the rear of the police station. The patrol Teslas are expected be in service in 2023.

YEAR IN REVIEW





The South Pasadena Police Officers's Association (SPPOA) continued its tradition of supporting the seniors during the holiday. SPPOA sponsored a Holiday Luncheon for seniors and also served them.

According to the National Highway Traffic Safety Administration 13,384 people die in drunk driving crashes each year. Mothers Against Drunk Driving recognizes officers for their efforts to arrest and remove drunk drivers from the streets.





The "See Something, Say Something" and the "Slow Down" campaign were a big success. Residents can request for yard signs to remind neighbors and motorists of the safety campaigns.

YEAR IN REVIEW





After nearly two years of virtual presentations, the police department welcomed back in-person safety safety presentations and Neighborhood Watch Meetings.



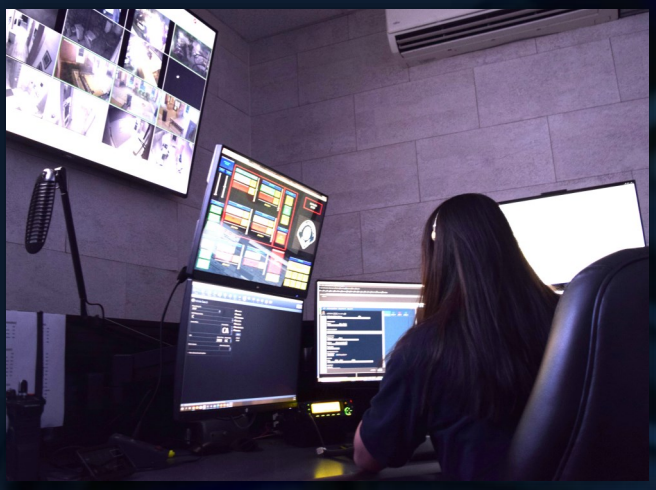






In-person community events also returned with the police department gladly participating in them. Members of the Neighborhood Watch Program, CERT and Ham radio club walked in the Fourth of July parade to help bring awareness to Neighborhood Preparedness.

TEAM SOUTH PASADENA



Police Assistants



Detectives

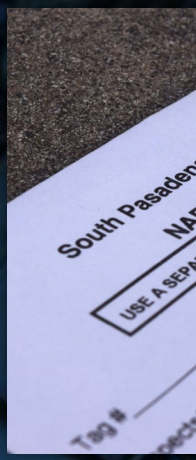




Patrol Officers



Reserves



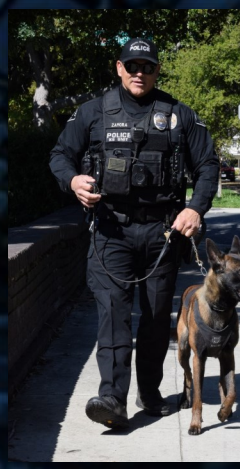
Sup



Motor Officers



Crime Analyst



K9 Team

TEAM SOUTH PASADENA



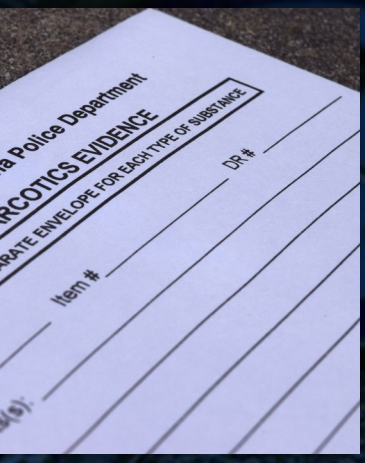
Chaplain



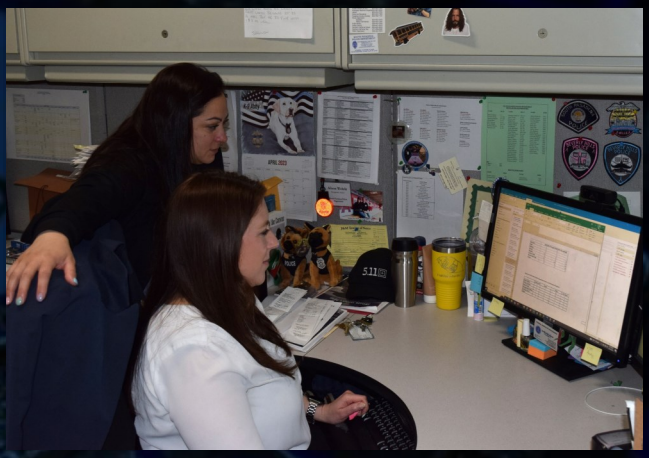
Parking Control



Cadets



pport Services



Management Analyst

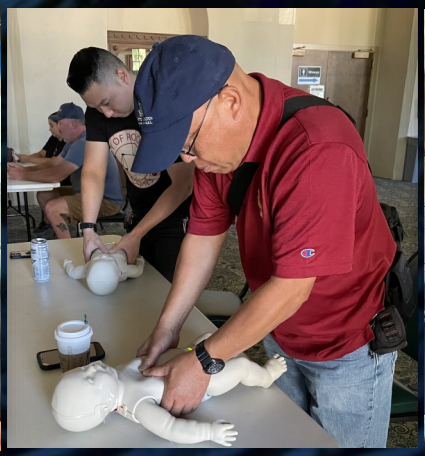


Records





EVOC Training



CPR/First Aid Training



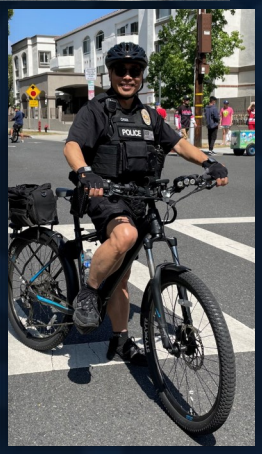
Arrest & Control Training

SPPD IN THE COMMUNITY

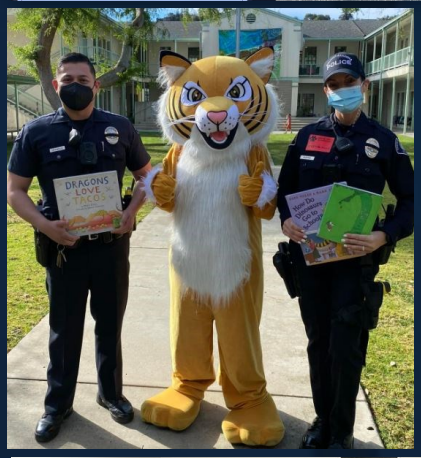




















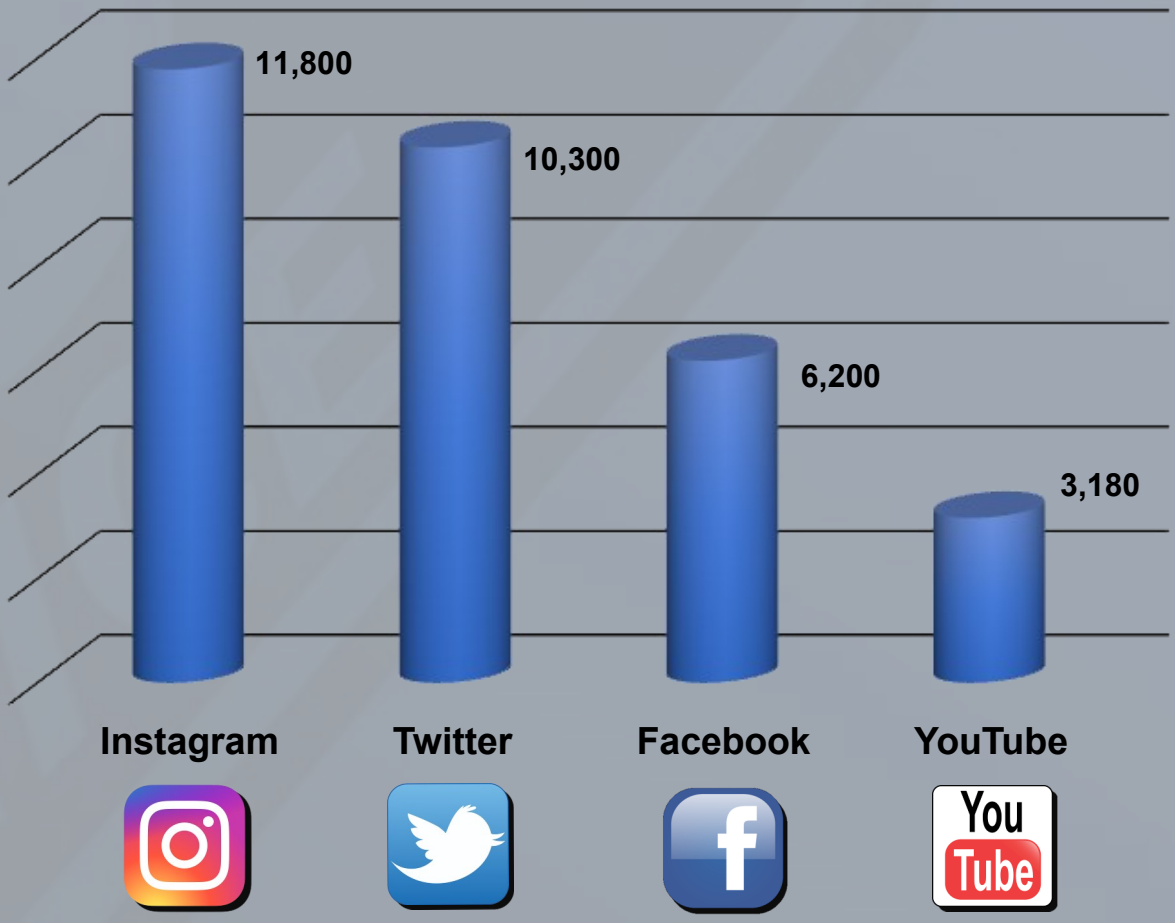


SOCIAL MEDIA/E-POLICING

Social media and E-Policing services have been a great way to connect to residents. Through social media residents can learn about department events and activities. E-Policing allows residents to obtain certain police services without leaving their home like filing police reports, obtaining overnight parking permits and requesting vacation checks. In addition, the City launched “SouthPas Mobile”. This app allows users another way to connect to the city and also request city services.

322 Online Police Reports Filed

Social Media Following



IN MEMORY



Ray Rogers

Police Officer

End of Watch - April 15, 1944

Kevin Sandoval

Police Officer

End of Watch - June 14, 2011





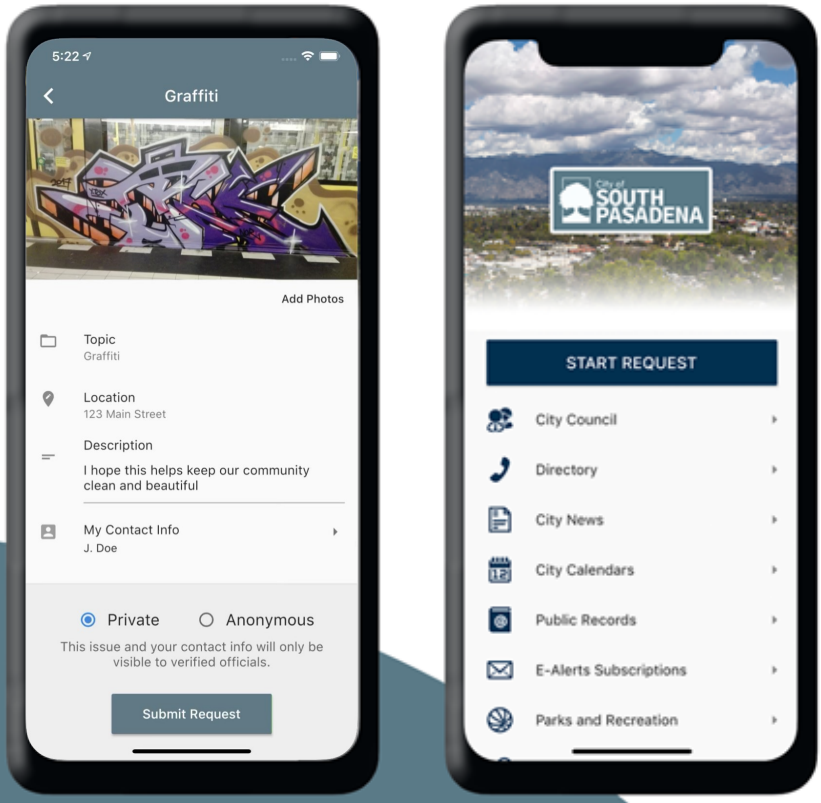
Bayron Salguero

Police Assistant

End of Watch - January 16, 2021

Download SouthPas Mobile Today!

City of SOUTH PASADENA



Available for Download:

- Access Information
- Submit Service Requests
- Receive Notifications
- And More...



South Pasadena Police Department
1422 Mission Street, South Pasadena, CA 91030
(626) 403-7270
www.southpasadenaca.gov/police

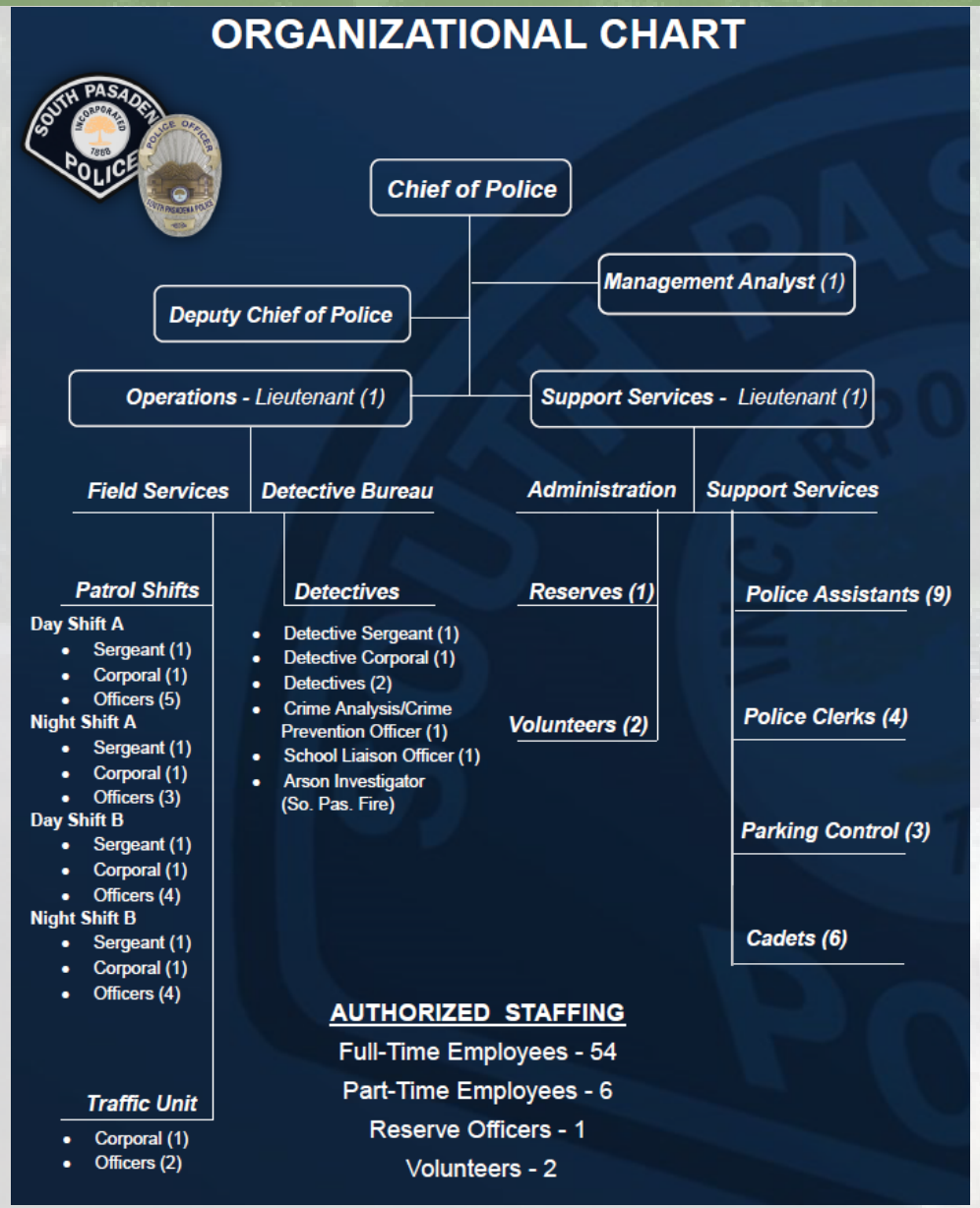
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Police Department Annual Report Highlights

September 27, 2023

Prepared By: Brian Solinsky, Chief of Police

Organizational Chart



Authorized Positions (2022):

- 37 Sworn full-time employees
- 17 Civilian full-time employees
- 6 Part-time employees
- 1 Reserve Officer
- 2 Volunteers

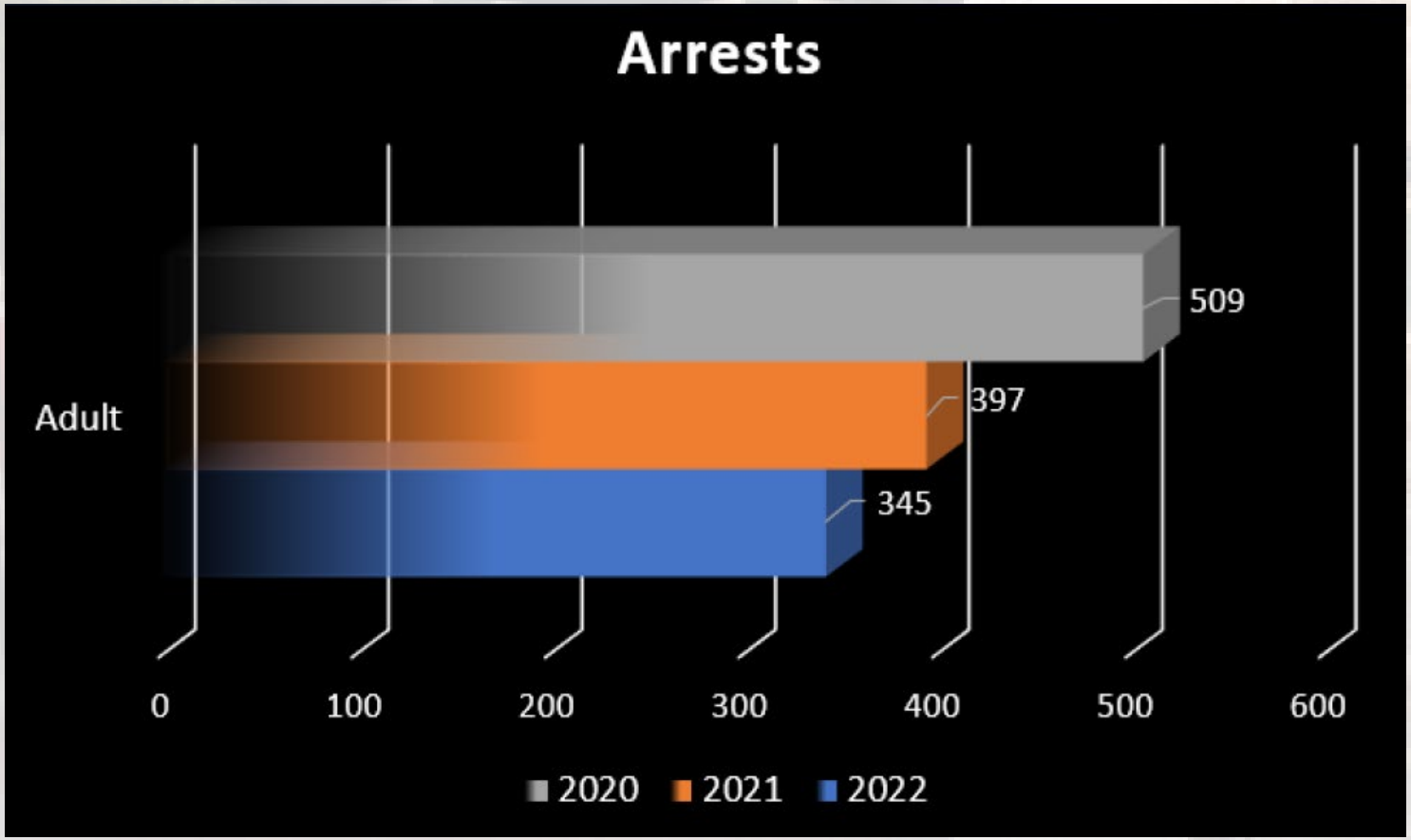
Department Vacancies (2023):

- 8 Sworn positions (plus one active Police Recruit)
- 4 Civilian positions
- 3 Part-time positions

Long-term injuries (2022-2023):

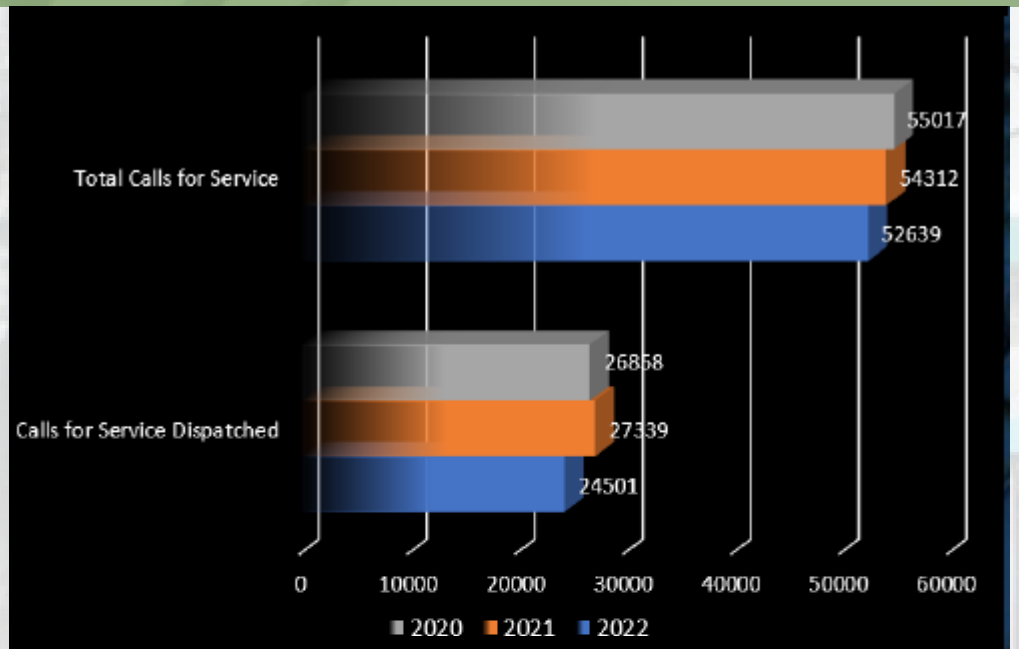
- 4 Sworn employees
- 1 Civilian employee

Arrests

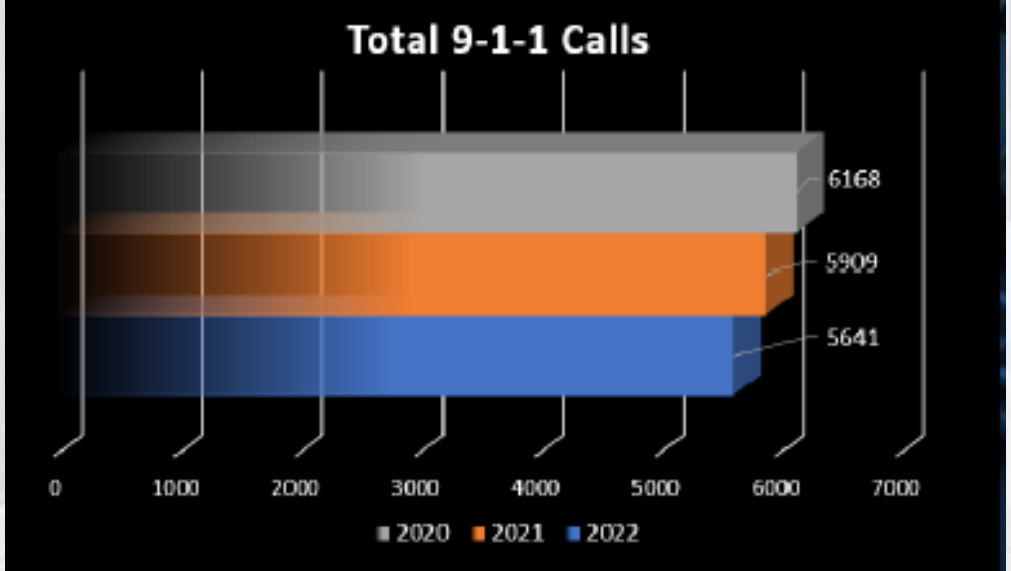


Year	Arrests
2020	509
2021	397
2022	345

Calls for Service & 911 Calls

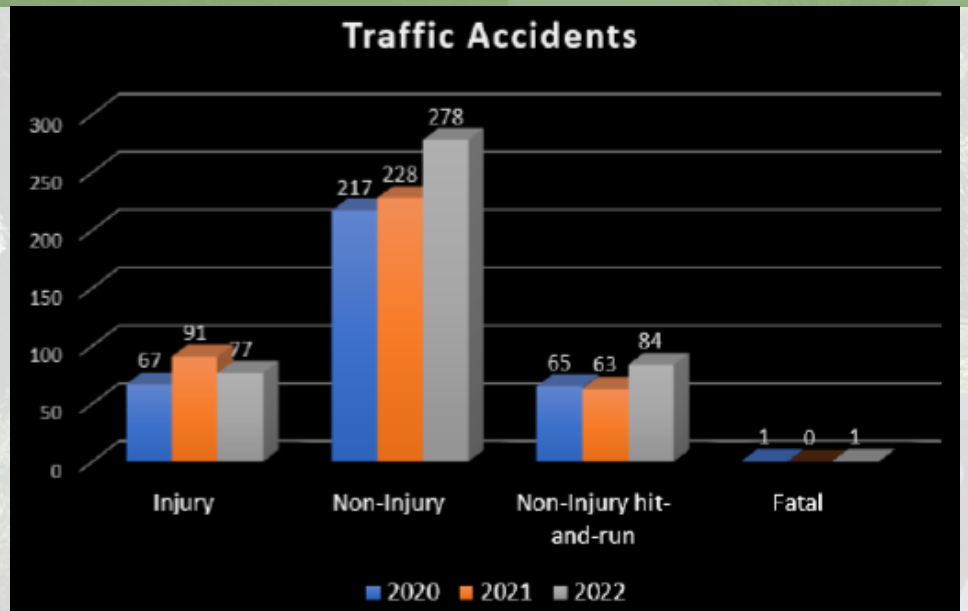


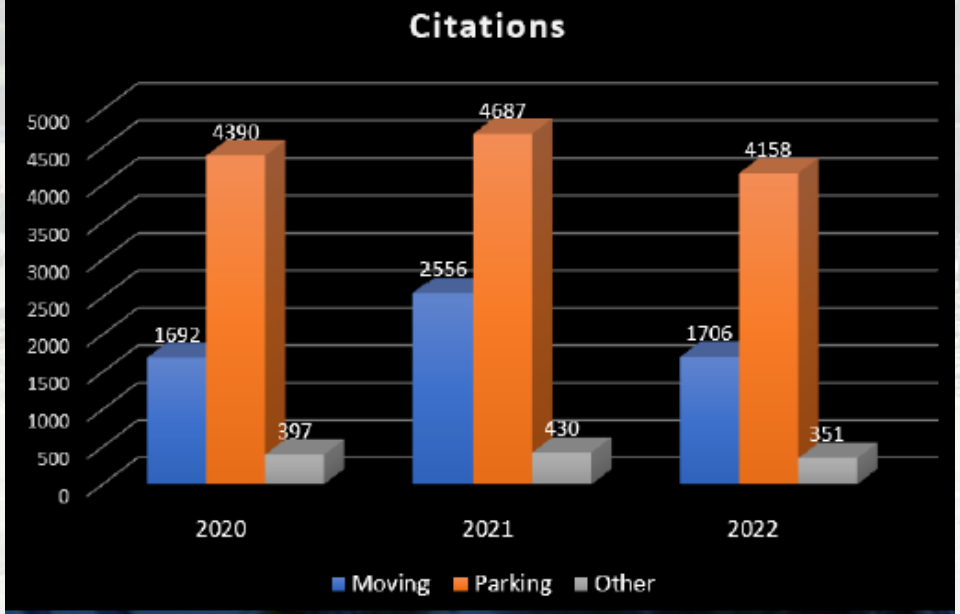
Year	2020	2021	2022
Total Calls for Service	55017	54312	52639
Calls for Service Dispatched	26858	27339	24501



Year	Total 9-1-1 Calls
2020	6168
2021	5909
2022	5641

Traffic Collisions & Citations





Year	Injury	Non-Injury	Non-Injury Hit and Run	Fatal
2020	67	217	65	1
2021	91	228	63	0
2022	77	278	**84**	1

Top Moving Citations for 2022	Number
Cell Phone Use/Texting	591
Stop Sign Violation	397
Speeding	194

Part 1 Crime Statistics

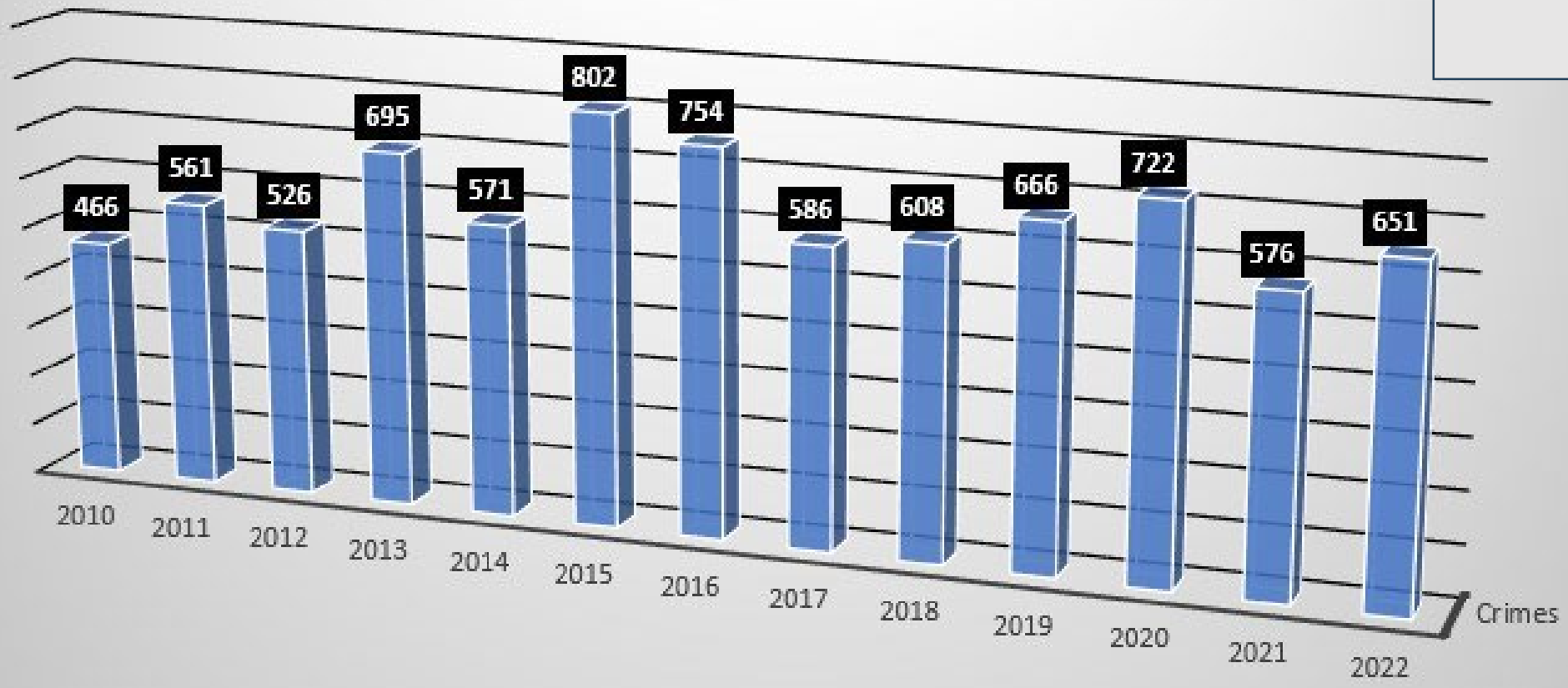
- In March of 2022, the SPPD transitioned from the traditional Uniform Crime Reporting (UCR) to the National Incident Based Reporting System (NIBRS).
  - NIBRS provides more details of each crime than UCR. UCR Part One crimes contained eight offenses while NIBRS under Group A has 22.
  - Previously with UCR if one incident had multiple crimes involved, only the highest crime would be reported.

Part 1 Crimes Continued

Crime	2020	2021	2022	2021-2022 % Change
Homicide	1	0	2	Not Calculatable
Rape	4	2	2	0%
Robbery	17	10	9	-10%
Assault	66	63	126	100%
Burglary	-	-	-	-
Residential	44	42	41	-2%
Commercial	65	43	51	19%
Larceny – Theft	429	349	343	-2%
Stolen Vehicles	92	65	75	15%
Arson	4	2	2	0%
Total	**722**	**576**	**651**	13%

City of SOUTH PASADENA

Part 1 Crimes Continued



Questions?

Any questions?