



Additional Documents Distributed for the Regular City Council Meeting February 6, 2019

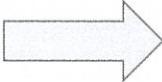
Item No.	Agenda Item Description	Distributor	Document
PC	Public Comments	John Srebalus	PowerPoint
7	Councilmember Communications	Councilmember Joe	PowerPoint; Various Photos
7	Councilmember Communications	Mayor Khubesrian	Photo- Natural Resources and Environmental Commission; Author Night Flyer
7	Councilmember Communications	Councilmember Cacciotti	Various Photos
8	City Manager Communications	Stephanie DeWolfe, City Manager	Closure Notice for President's Day Holiday
10	Minutes of the City Council Meeting of January 16, 2019	Juan Esquivel, Deputy City Clerk	Staff Memo
12	Ordinance Amending Chapter 34 (Trees & Shrubs)	Daniel Ojeda, Interim Director of Public Works	Staff Memo
13	Ordinance Revising IV (Board Commissions – General	Juan Esquivel, Deputy City Clerk	Staff Memo
14	Professional Services Agreement with Right of Way, Inc. (Mission to Mission Ciclovía)	Margaret Lin, Principal Management Analyst	Staff Memo: Revised Scope and Proposed Schedule
15	Notice of Completion Garfield Ave. Improvement Project	Alex Chou, Associate Civil Engineer	Staff Memo
23	Contract Amendment with PayTech for Implementation of Additional Payroll Administration Software and Hardware	Craig Koehler, Finance Director	Staff Memo and Addendum

25	Receive and File Summary of Future Housing Policy Issue Regarding Accessory Dwelling Units and Inclusionary Housing	David Bergman, Interim Planning and Building Director	PowerPoint Presentation
26	Ordinance Regulating a Police Department Tow Service	Brian Solinsky, Acting Chief of Police	Staff Memo Revised Section 19.97

Minimum Wage Ordinance for South Pasadena

- South Pas currently follows CA state law.
- Set higher minimum for businesses w/ > 25 employees.
- July 1, 2019: Match Los Angeles, Pasadena, Santa Monica, unincorporated LA County.

McDonald's, KFC, Rite Aid, Baja Fresh et al.

\$12/hour  \$14.25/hour

Minimum Wage Ordinance for South Pasadena

- We understand the challenges of small business.
- Small businesses exempt.
- No local raise for businesses w/ < 26 employees.
- Continue to follow CA state law.
- More generous to small business than LA, Pasadena, SM.

Kaldi, Videotheque, Fiore, Camille, Ai, et al.

UNAFFECTED

Raising Wages: Large Gains, Little Pain

-  Jobs-housing balance  Carbon emissions.
- Increase will largely benefit workers of color, who represent over 80% of affected workers.
- Health, cognitive benefits to workers and their children.
- Championed for reducing sexual harassment of restaurant servers.

Raising Wages: Large Gains, Little Pain

- Business relocations more determined by access to consumer markets than wages (Berkeley study, Reich).
- No net decrease in employment. (UMass study, Cenzig)
- More money to be spent in the community.
- Conscientious practices: a 21st Century business model.

Income Inequality: A Moral Issue

No hard-working American should live in poverty.

Human dignity requires economic empowerment
& self-determination.

Statement of our values as a community.





Additional Material
AGENDA ITEM # 7
2/16/19 City Council Mtg.

FREE

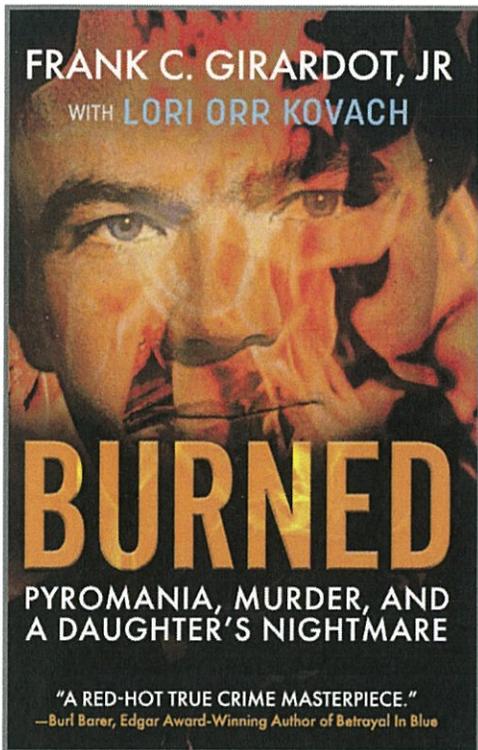
The South Pasadena Public Library
The Friends of the South Pasadena Library
Proudly Present

AUTHOR NIGHT

with

FRANK GIRARDOT & LORI ORR KOVACH

THURSDAY, FEBRUARY 7 AT 7 PM



South Pasadena Library
Community Room
1115 El Centro Street



True Crime Writing Collaborators:
Lori Orr Kovach with Frank Girardot



“Burned” is the inside story of the tragic relationship between Lori Orr and her father JOHN LEONARD ORR, a city arson investigator and convicted mass murderer, currently serving a life sentence for the 1984 fire he set in Ole’s Home Center Hardware Store in South Pasadena.

Book Offers Never Before Released Details About John Orr

**ALSO FEATURING
A
MINI-EXHIBIT
of
PAINTINGS
by
Iconic LA artist
Leo Politi**

Doors open at 6:30 p.m. No tickets or reservations are needed. Refreshments will be served. Free parking is available after Noon in the Mission Meridian Parking Garage adjacent to the Metro Gold Line Station at 805 Meridian Avenue, just one block from the Library.

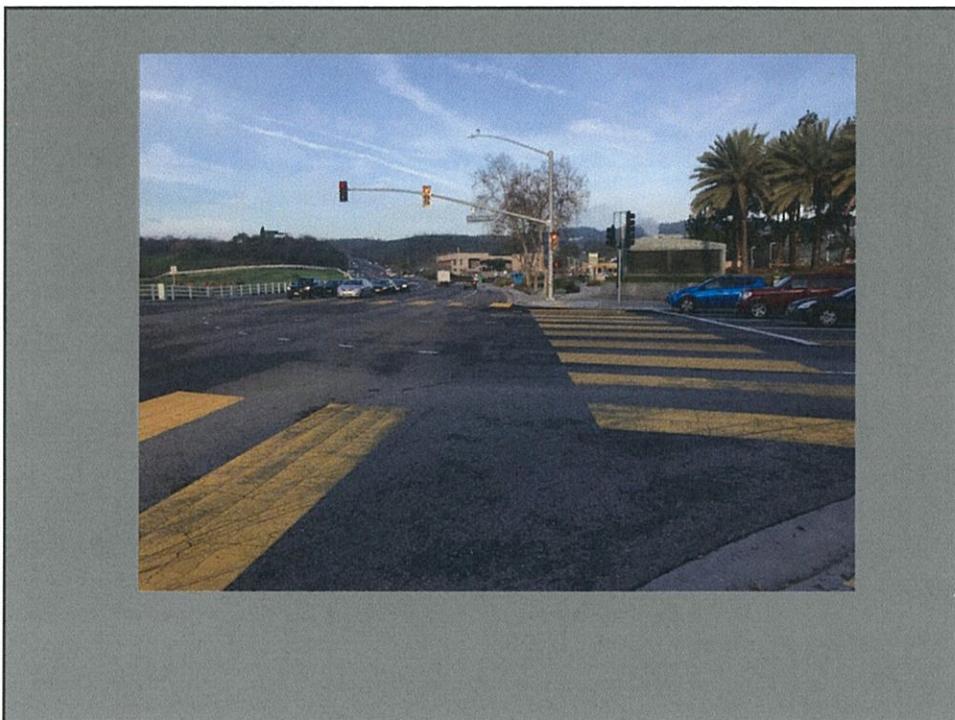
Upon request made no later than four (4) business days before the event, the City will provide a reasonable accommodation for a qualified person with a disability to have equal access to the event. Please contact ADA Coordinator and Human Resources Manager, Mariam Lee Ko, at (626) 403-7312 or fill out the City’s request form available at www.southpasadenaca.gov and email the form to Human Resources at HR@southpasadenaca.gov.

Special thanks to
210eastsound, Jimmy O’Balles, and Steve Hodel

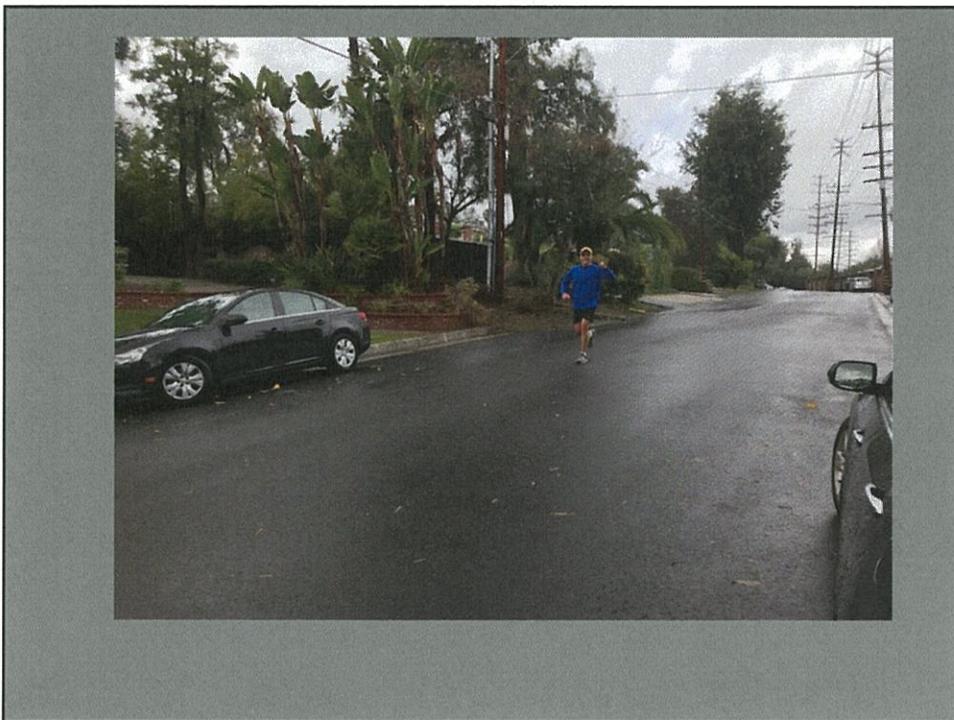


www.facebook.com/southpasadenalibrary
www.southpasadenaca.gov/library

Additional Material
AGENDA ITEM # 7
2/16/19 City Council Mtg.



Additional Material
AGENDA ITEM # 7
2/16/19 City Council Mtg.





CLOSURE NOTICE

All City Facilities will be closed on
Monday, February 18th
In Observance of President's Day.



Additional Material 8
AGENDA ITEM # 8
2/6/19 City Council Mtg.



City of South Pasadena
City Clerk's Office

Memo

Date: February 6, 2019

To: The Honorable City Council

Via: Stephanie DeWolfe, City Manager *SD*

From: Juan Esquivel, Deputy City Clerk on behalf of Marc Donohue, Chief City Clerk *JE*

Re: Item No. 10- City Council Meeting Minutes from 01/16/19

Staff would like to revise the minutes from the 01/16/19 City Council meeting to appropriately reflect changes made to Item No. 16 and Item No. 17.

Attached is the minutes page which includes Item No. 16 and Item No. 17.

Additional Material
AGENDA ITEM # 10
02/16/19 City Council Mtg.

3. A Professional Services Agreement (PSA) with Bike San Gabriel Valley (BikeSGV) for services associated with the planning and hosting of Mission to Mission.

ACTION/DISCUSSION

16. First Reading and Introduction of an Ordinance to Amend Chapter 34 (Trees and Shrubs) of the South Pasadena Municipal Code

Interim Public Works Director Ojeda summarized the staff report and responded to City Council inquiries. He noted that an additional document was submitted by staff with a revised recommended action.

Mayor Khubesrian opened the public comment period.

There being no one desiring to speak on this item, Mayor Khubesrian closed the public comment period.

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY COUNCILMEMBER MAHMUD, CARRIED 5-0, with the amendments that were provided in the additional document submitted by staff prior to the meeting, to read by title only for the first reading and introduce an ordinance entitled “An Ordinance of the City Council of the City of South Pasadena, California, amending Chapter 34 (Trees and Shrubs) of the South Pasadena Municipal Code” with the amendments that were provided in the additional document submitted by staff prior to the meeting. The amendments included moving section 34.4(g) regarding trimming of oak trees to appropriate section; renaming sections 34.6 and 34.10 to “Procedure for Consideration of Tree Trimming/Removal Applications”, respectively; changing “comments received by interested parties” to “comments received from interested parties” in sections 34.6(a)(2) and (b)(2) and 34.10(a)(3) and (b)(2); and the second sentence in section 34.10(b)(3) to read as follows: “The applicant shall be issued a tree removal permit following its payment of all fees associated with the tree removal as established by resolution of the city council and payment of a deposit sufficient to cover the costs of all required replacement trees as determined by the city’s arborist, unless the director’s decision is appealed to the commission”

17. First Reading and Introduction of an Ordinance Revising Article IV (Boards and Commissions – General Provisions) of the South Pasadena Municipal Code to Provide Clarification on Partial Commission Terms and to Require Brown Act Training for Commissioners

Chief City Clerk Donohue summarized the staff report and responded to City Council inquiries. He noted that an additional document was submitted by staff with a revised recommended action that states no individual may serve multiple terms but no more than six consecutive years on one commission.

Mayor Khubesrian opened the public comment period.

There being no one desiring to speak on this item, Mayor Khubesrian closed the public comment period.

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY MAYOR PRO TEM JOE, CARRIED 5-0, with the amendments that were provided in the additional document submitted by staff prior to the meeting, to read by title only for first reading, waiving further reading, and introduce an Ordinance revising Article IV (Boards and Commissions – General Provisions) with the amendments that were provided in the additional document submitted by staff prior to the meeting.

REPORTS

18. Receive and File the Capital Improvement Plan Quarter Two Projects

Principal Management Analyst Aceves summarized the staff report and responded to City Council inquiries.

Mayor Khubesrian opened the public comment period.

There being no one desiring to speak on this item, Mayor Khubesrian closed the public comment period.

The City Council received and filed the 2018 Second Quarter Capital Improvement Plan update.

19. Receive and File 2018-19 Strategic Plan Quarter 2 Update

Principal Management Analyst Aceves summarized the staff report and responded to City Council inquiries.

Mayor Khubesrian opened the public comment period.

There being no one desiring to speak on this item, Mayor Khubesrian closed the public comment period.

The City Council received and filed the second quarter update of the Fiscal Year (FY) 2018-19 Objectives.

ADJOURNMENT

Mayor Khubesrian adjourned the City Council Meeting at 9:18 p.m.

Evelyn G. Zneimer
City Clerk

Marina Khubesrian, M.D.
Mayor

Minutes approved by the South Pasadena City Council on February 6, 2019.



**City of South Pasadena
Public Works Department**

Memo

Date: February 6, 2019

To: The Honorable City Council

Via: Stephanie DeWolfe, City Manager *SD*

From: Daniel Ojeda P.E., Interim Director of Public Works
Item No. 12, Additional Document – Second Reading and Adoption of an Ordinance, Amending Chapter 34 (Trees and Shrubs) of the South Pasadena Municipal Code

Re: Municipal Code

Staff is proposing to edit the ordinance to revise sections: 34.1y, 34.4d, 34.4g and 34.11(b) (7) to change the listed reference from "ISA standards" to ANSI standards." Also, in section 34.1 add section (bb) "ANSI means American National Standards Institute."

In section 34.16, revise to read as follows:

(a) It is unlawful for any person to harm by any means, damage or cause to be damaged, any tree located within the city, or fail to comply with the standards of care described in subsection 34.1(y) for any tree located on their property or in an adjacent parkway.

Additional Material
AGENDA ITEM # 12
2/6/19 City Council Mtg.



City of South Pasadena
City Clerk's Office

Memo

Date: February 5, 2019,

To: The Honorable City Council

Via: Stephanie DeWolfe, City Manager *SD*

From: Juan Esquivel, Deputy City Clerk on behalf of Marc Donohue, Chief City Clerk *JE*

Re: Item No. 13 Additional Document - Second Reading and Adoption of an Ordinance Revising Article IV (Boards and Commissions – General Provisions) of the South Pasadena Municipal Code to Provide Clarification on Commission Terms and to Require Brown At Training For Commissioners

Staff would like to correct the language regarding effective date in the staff report.

Staff Report, Next Steps

It currently reads “If the City Council approves this ordinance, it would apply prospectively to the next round of commission terms that are made after December 31, 2019.”

It should read “If the City Council approves this ordinance, it would apply immediately after its adoption.”

Additional Material
AGENDA ITEM # 13
2/6/19 City Council Mtg.



City of South Pasadena Management Services

Memo

Date: February 6, 2019

To: The Honorable City Council

Via: Stephanie DeWolfe, City Manager *J.*

From: Margaret Lin, Principal Management Analyst *M.L.*

Re: Item No. 14 – Authorize the City Manager to Execute a Professional Services Agreement with Right of Way, Inc. Not to Exceed \$72,805 on Behalf of the 626 Golden Streets Mission to Mission Ciclovía Working Group for the 626 Golden Streets Mission to Mission Ciclovía

Attached are two additional documents:

- 1) The first attachment provides a revised scope and budget that eliminates references to estimate and subjectability to changes in order to finalize the proposed scope and budget for the contract.
- 2) The second attachment provides the proposed schedule associated with the line items included in the Right of Way, Inc. scope and budget.

Additional Material
AGENDA ITEM # 14
2/16/19 City Council Mtg.

Right of Way, Inc.

150 E. Arrow Hwy.
San Dimas, CA 91773

Phone : 626-930-9292 Fax : 626-930-9220

Contract Amount

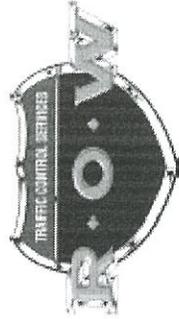
Date	Estimate #
12/14/2018	17730

Billing Address:
South Pasadena Management Department Attn: Margaret Lin 1414 Mission Street South Pasadena, CA 91030

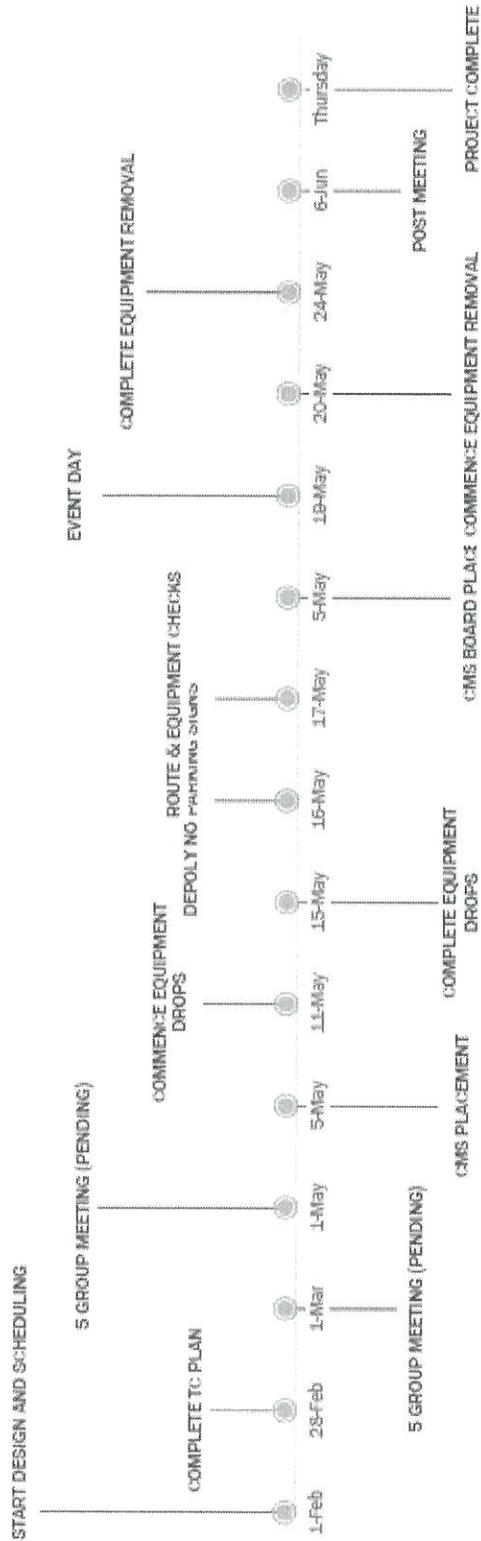
Customer Contact:
South Pasadena Management Department Attn: Margaret Lin 1414 Mission Street South Pasadena, CA 91030 Email: mlin@southpasadenaca.gov

Map Page	Sales Rep	P.O. No.
	Matt Coumans	

Description	Qty	Rate	Total
"Proposal for Traffic Control Services for the 626 Golden Street Mission-to-Mission" Project Location: City of South Pasadena to City of San Gabriel - Provided Items; TC Plans, Equipment Rental and Labor for Various Closures Project Description: 626 Golden Streets Mission to Mission - Open Streets Festival			0.00
City Encroachment/Street Use Permit - (Provided By Client)	0	0.00	0.00
Site Review - Preliminary Planning Meetings	1	1,500.00	1,500.00
Traffic Control Drawing - (Plans Based on Proposed Route) *	8	1,375.00	11,000.00
- Traffic Plans Based M.U.T.C.D. Includes PE or TE Stamp			
Install and Removal "No Parking" Signs - (Route Requirements) *	1	1,755.00	1,755.00
- Labor Provided By: Azlan Athletics			
6ft Water K-Rail Units - (Alternate Cost) - Optional *	0	15.00	0.00
- Optional Unit Cost Excludes Water and Deliveries			
Driveway Closures Barricades - (Alternate Cost) - Optional *	0	1,911.75	0.00
Traffic Control Equipment Rental - (Daily Rate) *	1	9,500.00	9,500.00
- Standard Cones, Barricades and Closure Signs - Pending Drawings			
Arrow Board - (Daily Rate) *	8	65.00	520.00
CMS Message Board - (Weekly Rate) *	9	800.00	7,200.00
Traffic Control Equipment Pre-Stage - (Commence; May 11, 2019) **	1	10,000.00	10,000.00
Traffic Control Labor - Event Staff - (May 19, 2019 - 14 Traffic Technicians) **	1	18,480.00	18,480.00
- Cost May Vary Pending Labor Requirements			
Traffic Control Equipment Post Removal - (Completion; May 25, 2019) **	1	10,000.00	10,000.00
Vehicle Rental and Environmental Fees	1	2,850.00	2,850.00
We acknowledge and accept the terms and conditions that are contained in the RFP along with all exhibits and attachments, dated November 26, 2018			
* Note: The Various City's May Require Additional Services, Maintenance and or Site Security, price excluded. All project/site changes may effect rates. Any damaged or lost equipment will be billed to lessee/contractor at replacement value. Additional move in fees may vary pending labor requirements. Azlan Athletics may require the usage of standard traffic control signs and barricades in addition to the contracted amount.			0.00
	Subtotal		\$72,805.00
	Sales Tax (9.0%)		\$0.00
	Total		\$72,805.00



MISSION to MISSION Open Streets - TC Timeline



Schedule Milestone-Detail

1-Feb	Start Design and Scheduling
28-Feb	Complete TC Plan
1-Mar	5 Group Meeting (Pending)
1-May	5 Group Meeting (Pending)
5-May	CMS Placement
11-May	Commence Equipment Drops
15-May	Complete Equipment Drops
16-May	Deploy No Parking Signs
17-May	Route & Equipment Checks
5-May	CMS Board Placement
19-May	Event Day
20-May	Commence Equipment Removal
24-May	Complete Equipment Removal
6-Jun	Post Meeting
Thursday	Project Complete



City of South Pasadena Public Works

Memo

Date: February 6, 2019

To: The Honorable City Council

Via: Stephanie DeWolfe, City Manager 

From: Daniel Ojeda P.E., Interim Public Works Director
Alex Chou, Associate Civil Engineer

Re: Item No. 15 Additional Document – Acceptance of Project Completion and Authorization to File a Notice of Completion for the Garfield Avenue Improvement Project and Authorization to Release Retention Payment to Sully-Miller Contracting Co. in the amount of \$57,203.

Staff is removing staff report recommendation No. 4 which states: Authorize the appropriation of the remaining balance amount of \$75,157 to the phase three of the Monterey Road Street Improvement Project in the Account Number 104-9000-9203.

The project savings will be returned to the general fund.

Additional Material
AGENDA ITEM # 15
2/16/19 City Council Mtg.



City of South Pasadena Finance Department

Memo

Date: February 6, 2019

To: The Honorable City Council

Via: Stephanie DeWolfe, City Manager 

From: Craig Koehler, Finance Director 

Re: City Council Meeting Item No. 23 Additional Document – Authorization to Execute a Contract Amendment with PayTech for Implementation of Additional Payroll Administration Software and Hardware for a Total Not To Exceed Amount of \$60,000

Attached is revised Addendum Statement of Work, per a Councilmember's request, deleting the following applicable billing rate: "\$85 an hour for in-transit time, which when added to time spent performing work, causes work hours to exceed 40 hour work week".

Additional Material
AGENDA ITEM # 23
2/6/19 City Council Mtg.



COMPANY NAME
MONTH/YEAR

CONTRACT APPROVAL COVERSHEET

Project Name: Contract Amendment with Pay Tech		Approval Authority	
Department: Finance		Department Head (< \$10,000) <input type="checkbox"/> City Manager (< \$25,000) <input type="checkbox"/> City Council (> \$25,000) <input checked="" type="checkbox"/>	
Date: 2/6/19		City Council Approval Date: 2/6/19	
Submitted By: Craig Koehler	Ext: 252	Agenda Item #: 23	
Contract Approval Routing			
	Name	Approval (Initials)	Date
Contracts Coordinator	Craig Koehler		2/5/19
Department Director	Craig Koehler		2/5/19
Finance Director	Craig Koehler		2/5/19
City Attorney	Terri Highsmith	email	1/31/19
Purpose of Contract/Scope of Services			
<p>City Council to authorize the City Manager to execute an amended agreement with Pay Tech to assist with the implementation of additional payroll administration software and hardware for an additional \$40,500.</p>			
Document Checklist			
Insurance Requirements Met?		Additional/Special Insurance or Bond Required:	
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Financials			

Contract Amount:

Total Not-To-Exceed \$60,000

Contract Term:

November 27, 2019

Accounts to Encumber:

101-3010-3011-8170-000

ADDENDUM TO STATEMENT OF WORK

This Addendum dated January 30, 2019 is an addendum to the Statement of Work dated November 27, 2018, an extension to the Master Services Agreement between City of South Pasadena Hospital ("Client") and PayTech, Inc ("PayTech") November 27, 2018.

SERVICES

PayTech engaged with the City of South Pasadena on November 27, 2019 and has provided services in support of the engagement through January 18, 2019. A total of 145 hours has been worked during this timeframe. In addition to this work performed, Client has separately purchased additional hardware and software from ADP to enhance Client's timekeeping system to enable the tracking of time worked on 12 or 24 hour shifts for police and fire personnel, as well as additional hardware to monitor time for hourly workers. As a result for the additional hardware and software functions, and to maintain the 12 week implementation schedule, an additional 255 hours are required to perform the following tasks during the 12 week implementation period:

- Certified Payroll
- Grant Tracking
- Enhanced Timekeeping
- Hardware for Timekeeping

CONTRACT RESPONSIBILITIES

(refer to Master Services Agreement)

TRAVEL SPECIFICATIONS

(refer to Master Services Agreement)

PAYMENT TERMS

(refer to Master Services Agreement)

The total project budget amount for this combined Agreement and Addendum will not exceed \$60,000.00 (inclusive of associated travel costs) without receiving written approval from the City of South Pasadena.

Should work be halted by Client during the Project, PayTech will only bill the fee amount based on time incurred, as well as any project related expenses.

The following are the rates applicable to his Agreement:

- \$150 an hour for a PayTech Project Manager
- \$150 an hour for PayTech HRIS Consultant - Only as requested and pre-approved by Client
- Reasonable parking fees will be added to the invoice
- Per Diem is \$66 for this Statement of Work, per assigned resource (refer to Master Services Agreement)

Level of consultant and rate is based on availability. Rate may also change for any level of consultant if Statement of Work is not signed within thirty (30) days of the Statement of Work date listed above.

IN WITNESS WHEREOF, and intending to be legally bound, the parties hereto have caused this contract to be executed by their duly authorized representatives.

Client: City of South Pasadena
Name: Stephanie DeWolfe
Title: City Manager

PayTech, Inc.
Name: LINDA MORENO
Title: SR VP OPERATIONS

Signature: _____

Signature: Linda Moreno

Date: _____

Date: 2/15/2019

2/6/2019 | 1

Housing Policy Initiatives

February 6, 2019

City of South Pasadena | City Council

Housing Policy Initiatives | Discussion 2/6/2019 | 2

Background

- Increase Need for Affordable Housing
- Limited Properties
- State Mandates
- Loss of Local Control

Additional Material
AGENDA ITEM # 25
2/6/19 City Council Mtg.

Housing Policy Initiatives | Discussion 2/6/2019 | 3 

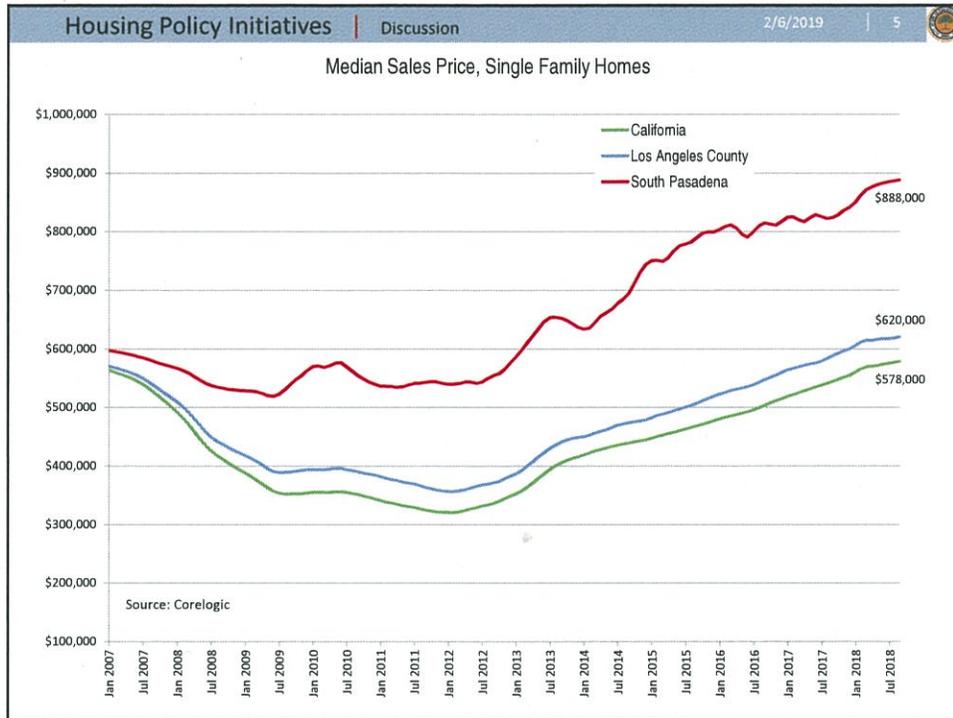
State Mandates

- Regional Housing Needs Allocation (RHNA) goals
- *Upcoming Bills*
 - *SB 50 (Wiener) More Homes Act*
 - *Revision of SB 827*
 - *Would prevent South Pasadena from regulating housing near transit*
 - *SB 4 (McGuire and Beal)*
 - *Restricts local land use control for housing developments*
 - *Proposes different standards for smaller communities than for major cities*
 - *Still in development*

Housing Policy Initiatives | Discussion 2/6/2019 | 4 

Potential Solutions

- Amended Accessory Dwelling Unit Ordinance
- Inclusionary Housing Ordinance



KA1 Housing Policy Initiatives | Discussion 2/6/2019 | 6

RHNA Goals for Affordable Housing

Income Category	Number of Units	% of Total	Achieved	% Achieved
Very-Low Income	17	45%	1	6%
Low Income	10	26%	0	0%
Moderate Income	11	29%	0	0%
Total	38	100%	1	3%

Source: KMA 3/21/18 presentation

Slide 6

KA1 Match this to the staff report
Karen Aceves, 2/5/2019

Housing Policy Initiatives | Discussion 2/6/2019 | 7

2018 Income Limits

2018 Income Limits for Los Angeles County								
	Household Size							
	1	2	3	4	5	6	7	8
Extremely Low	\$20,350	\$23,250	\$26,150	\$29,050	\$31,400	\$33,740	\$38,060	\$42,380
Very Low Income	\$33,950	\$38,800	\$43,650	\$48,450	\$52,350	\$56,250	\$60,100	\$64,000
Low Income	\$54,250	\$62,000	\$69,750	\$77,500	\$83,700	\$89,900	\$96,100	\$102,300
Median Income	\$48,500	\$55,450	\$62,350	\$69,300	\$74,850	\$80,400	\$85,950	\$91,500
Moderate Income	\$58,200	\$66,500	\$74,850	\$83,150	\$89,800	\$96,450	\$103,100	\$109,750

Source: Los Angeles County

Housing Policy Initiatives | Discussion 2/6/2019 | 8

ADU

- City's current ordinance is in compliance with State statutes
- Potential Changes
 - Minimum lot size
 - Density standards
 - Parking requirements

Housing Policy Initiatives | Discussion 2/6/2019 | 9 

Inclusionary Housing – What It Is

- Promote Affordable Housing
- Deed Restrictions
- AB 1505 (2017)

Housing Policy Initiatives | Discussion 2/6/2019 | 10 

Inclusionary Housing – What Comparable Cities Do

- Major components of inclusionary housing
- Pasadena
- Other Cities in LA County with inclusionary housing programs include:
 - Santa Monica
 - West Hollywood
- Post AB 1505 many others are studying adoption

Housing Policy Initiatives | Discussion 2/6/2019 | 11 

Inclusionary Housing – Options

- Inclusionary housing programs tend to have three common attributes:
 1. Mandates
 - Require new development to set aside units for affordable housing
 - Allow for payment of fees in lieu or allow for off-site production of affordable units
 2. Bonuses
 - Allow for increases in density, parking reduction or reduced fees.
 3. Process
 - Streamlined development review
- Thresholds and quantities can vary by community

Housing Policy Initiatives | Discussion 2/6/2019 | 12 

Conclusions – Need For Outreach & Guidance

- This is the start of a comprehensive outreach and consultation process.
 - Council and commissions
 - Tenants and residents
 - Community stakeholders
 - Owners and developers
- Discussions and potential actions take place in the context of State mandates



City of South Pasadena Public Works Department

Memo

Date: February 6, 2019

To: The Honorable City Council

Via: Stephanie DeWolfe, City Manager

From: Acting Chief of Police, Brian Solinsky 

Re: February 6, 2019 City Council Meeting, Item No. 26, Additional Document –
First Reading and Introduction of an Ordinance Regulating a Police Department
Tow Service Through a Non-exclusive Franchise Agreement Municipal Code

Attached is an additional document which provides a revised Section 19.97 (shown in redline below) regarding the procedure for temporary suspension of a franchise agreement by the police chief and an appeal for such suspension:

19.97 Suspension by police chief.

A. The police chief may suspend the franchise agreement for the reasons, and pursuant to the procedures, set forth in the terms of the franchise agreement entered into with a tow truck operator, or for a violation of the terms of this article, including, but not limited to, a violation of the franchise agreement, a failure to maintain the minimum levels and standards of liability insurance for any period of time, or the failure to comply with any federal, state, or local law.

B. The police chief shall issue a notice of temporary suspension to the franchisee which shall include the date and period of suspension and the basis for the suspension. The notice of temporary suspension may be personally delivered or mailed by certified mail to the franchisee.

C. A suspension longer than 30 days may be appealed in writing to the city manager within 15 calendar days of the day of the police chief's notice of temporary suspension. In the event a timely appeal is filed, the suspension shall not

become effective until a final decision has been rendered by the city manager. If no appeal is filed, the suspension shall become effective upon the expiration of the period for filing an appeal.

D. The city manager shall set a date, time and place for a hearing on appeal and shall notify the appellant of such date, time and place of the hearing, which shall be scheduled a minimum of 10 calendar days from the date of the written notice, which date may be continued at the sole discretion of the city manager. The city manager shall preside over the hearing on appeal. The city manager shall render a written decision within 30 calendar days from the date of the appeal hearing. The decision of the city manager or designee shall be final.