



**CITY OF SOUTH PASADENA  
FREEWAY AND TRANSPORTATION COMMISSION  
MEETING AGENDA**

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

**December 17, 2019 at 6:30 PM**

*In order to address the Freeway and Transportation Commission, please complete a Public Comment Card.  
Time allotted per speaker is three minutes.*

**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.

**CALL TO ORDER:** Joanne Nuckols, Chair

**ROLL CALL:** Scott Kuhn, Vice-Chair  
Arcelia Arce  
Richard Helgeson  
William Sherman, M.D.

**COUNCIL LIAISONS:** Richard D. Schneider, M.D.

**STAFF PRESENT:** Margaret Lin, Manager of Long Range Planning and Economic Development

**PUBLIC COMMENTS AND SUGGESTIONS**

(Time limit is three minutes per person)

The Freeway and Transportation Commission (FTC) welcomes public input. Members of the public may address the FTC by completing a public comment card and giving it to the Margaret Lin, Manager of Long Range Planning and Economic Development prior to the meeting. At this time, the public may address the FTC on items that are not on the agenda. Pursuant to state law, FTC may not discuss or take action on issues not on the meeting agenda, except that members of the FTC 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.

Note: Public input will also be taken during all agenda items. Time allotted per speaker is three (3) minutes.

<b>COMMUNICATIONS</b>
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1. **City Council Liaison Communications**
2. **Commissioner Communications**
3. **Staff Liaison Communications**

<b>ACTION/DISCUSSION</b>
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4. **September 23, 2019 Meeting Minutes**

Recommendation

It is recommended that the Commission review and approve the September 23, 2019 Meeting Minutes.

5. **October 15, 2019 FTC and PWC Joint Meeting Minutes**

Recommendation

It is recommended that the Commission review and approve the October 15, 2019 Joint FTC and PWC Meeting Minutes.

6. **November 26, 2019 Special Meeting Minutes**

Recommendation

It is recommended that the Commission review and approve the November 26, 2019 Special Meeting Minutes.

7. **2019 Annual Report**

Recommendation

It is recommended that the Commission review and approve the 2019 Annual Report.

8. **Draft 2020 Work Plan**

Recommendation

It is recommended that the Commission review and provide comments on the Draft 2020 Work Plan.

**9. Draft Code of Ethics**

Recommendation

It is recommended that the Commission review and provide comments on the Draft Code of Ethics.

**ADJOURNMENT**

**FUTURE FREEWAY AND TRANSPORTATION COMMISSION MEETINGS**

December 17, 2019

City Manager's Conference  
Room

6:30 PM

**PUBLIC ACCESS TO AGENDA DOCUMENTS**

Prior to meetings, agenda related documents are available for public inspection at, City Hall, 1414 Mission Street, South Pasadena, CA 91030. The complete agenda packet may also be viewed on the City's website at: <https://www.southpasadenaca.gov/government/boards-commissions>

**ACCOMMODATIONS**



The City of South Pasadena wishes to make all of its public meetings accessible to the public. Meeting facilities are accessible to persons with disabilities. If special assistance is needed to participate in this meeting, please contact the City Clerk's Division at (626) 403-7230. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Hearing assistive devices are available in the Council Chamber. 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).

*I declare under penalty of perjury that I posted this notice of agenda on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City's website as required by law.*

12/12/19

Date

Margaret Lin

Manager of Long Range Planning and Economic Development

**MINUTES OF THE REGULAR MEETING OF THE  
 FREEWAY AND TRANSPORTATION COMMISSION  
 OF THE CITY OF SOUTH PASADENA  
 CONVENED THIS 23<sup>rd</sup> DAY OF SEPTEMBER 2019 6:44 P.M.  
 CITY MANAGERS CONFERENCE ROOM  
 1414 MISSION STREET**

<b>ROLL CALL</b>	The regular meeting of the Freeway and Transportation Commission (FTC) was convened at 6:44 P.M. Commissioners present: Arce, Helgeson, Kuhn, and Nuckols; Commissioner absent: Sherman; Council Liaison: Councilmember Schneider; and Staff present: Manager of Long Range Planning and Economic Development (Manager) Lin.
<b>PUBLIC COMMENTS (ITEMS NOT ON THE AGENDA)</b>	<p>Wes Reutimann, ActiveSGV, shared a draft letter to Metro regarding the SR-710 Mobility Improvement Projects to encourage Metro to consider active transportation projects. The City and County of Los Angeles both received a mix of projects but San Gabriel Valley cities were restricted to only vehicular capacity enhancement projects. The letter also requested an additional 30-days from Metro to allow cities to further refine their projects.</p> <p>Ray Quan, San Marino resident, shared that the City of San Marino had a meeting last Monday to formally reject the SR-710 Mobility Improvement Project funding from Metro. The Huntington Drive/Garfield Avenue/Los Robles Avenue intersection improvement project would be considered by the San Marino City Council on Friday. Mr. Quan suggested that South Pasadena should setup a meeting with San Marino to discuss the project.</p> <p>PWC Commissioner Hughes, shared that the State Route 110 Safety Enhancement Project released a Notice of Preparation with comments due by October 24, 2019.</p>
<b>1. COUNCIL LIAISON COMMENTS</b>	Councilmember Schneider reported that he asked the City Manager to have Doug Carstens review the SR-710 Record of Decision. Councilmember Schneider reported that he attended the first FTC and Public Works Commission (PWC) ad hoc committee meeting with the Mayor, Chair Nuckols and PWC Commissioner Larry Abelson, stated that he would like the FTC and Public Works Commissions to remain separate, or if a merger were to take place that the commission be increased to 7 members.
<b>2. COMMISSIONER COMMENTS</b>	None.
<b>3. STAFF COMMENTS</b>	None.
<b>4. SR-710 LEGISLATION AND RECORD OF DECISION</b>	Chair Nuckols announced that she invited Kristi Lopez from Senator Portantino's office to attend the meeting and provide an update on Senate Bill 7 (SB 7). Ms. Lopez shared that both SB 7 and Assembly Bill 29 are on the Governor Newsome's desk awaiting signature by October 13 <sup>th</sup> and that whichever bill the Governor signs last will go into law. SB 7 provides language regarding the relinquishment of the SR-710 stubs by 2024. PWC Commissioner Fisher stated that the relinquishment of the stubs does not automatically remove the stubs from the highway code. Chair Nuckols raised concerns with the 2024 date. Ms. Lopez shared that the Senator could make additional changes to the language in the next few years with new legislation.

<p><b>5. MEASURE R MOBILITY IMPROVEMENT INVESTMENT PROJECTS</b></p>	<p>Chair Nuckols asked Steve Wright, Public Works consultant, to provide an update on the SR-110 Interchange project. Mr. Wright shared that he has been providing project management services for a number of public works projects, including the SR-110 interchange project. Mr. Wright has attended a variety of meetings with Metro and Caltrans to discuss traffic modeling to see if people would use the project and asked Caltrans to provide an updated estimate. Metro informed staff that if there were any cost overruns the City would be responsible for those costs. Of the \$25 million that was submitted for Phase II of the Measure R Mobility Improvement Investment Projects, the City received \$32 million (for the SR-110 interchange project) for a total of \$80 million in Measure R funding.</p> <p>The Commission discussed the reasons why the price for the SR-110 Interchange project increased. PWC Commissioner Hughes suggested that a scaled drawing of PWC Commissioner Fisher’s loop ramp should be created. Mr. Wright shared that the loop design has been shared with Caltrans and once the funding agreement has been finalized with Metro the City could begin work on any re-designs. PWC Commissioner Fisher stated that the drawing would cost approximately \$3,000. Chair Nuckols suggested using funds from the Slater Settlement. The Commission made a motion to recommend that the City Council consider moving \$5,000 from the Slater Settlement Reserve Fund (SR-710 Litigation Fund) to pay for a scaled drawing of PWC Commissioner Fisher’s proposal for the SR-110 loop ramp project at Fair Oaks Avenue; and to seek reimbursement from Caltrans at a later date (4 ayes, 0 noes, 1 absent). Chair Nuckols shared that the previous land appraisal was based on office use, there were concerns regarding potential contamination that should be minor, and the City of Pasadena stated that they did not need the land. PWC Commissioner Fisher stated that the Metro staff report description of the SR-110 interchange project reflects the revised design.</p> <p>The Commission made a motion to recommend that the City Council authorize a City staff person to speak on behalf of the City during the Metro meeting on Thursday regarding the Mobility Investment Projects and to ask that Metro reconsider awarding active transportation, safety, and complete streets projects instead of only focusing on vehicular capacity enhancing projects</p>
<p><b>ADJOURNMENT</b></p>	<p>By consensus, the Commission adjourned the meeting at 8:39 P.M.</p>

Approved By:

\_\_\_\_\_  
 Joanne Nuckols  
 Chair

**MINUTES OF THE SPECIAL JOINT MEETING OF THE  
 FREEWAY AND TRANSPORTATION COMMISSION AND PUBLIC WORKS COMMISSION  
 OF THE CITY OF SOUTH PASADENA  
 CONVENED THIS 15<sup>th</sup> DAY OF OCTOBER 2019 6:42 P.M.  
 CITY COUNCIL CHAMBERS  
 1414 MISSION STREET**

<b>ROLL CALL</b>	The special joint meeting of the Freeway and Transportation Commission (FTC) was convened at 6:42 P.M. FTC Commissioners present: Arce, Helgeson, Kuhn, and Nuckols; PWC Commissioners present: Hughes, Abelson, Granath, and Fisher; Commissioner absent: Glauz; Council Liaison: Mayor Khubesian, Councilmember Joe, Councilmember Schneider; and Staff present: Public Works Director (Director) Abbas; Public Works Consultant Steve Wright, Manager of Long Range Planning and Economic Development (Manager) Lin.
<b>PUBLIC COMMENTS (ITEMS NOT ON THE AGENDA)</b>	<p>Dean Serwin, Yes on Measure A, provided comments on the need for the sales tax increase.</p> <p>Claire Bogaard and Mic Hansen, Pasadena residents, provided comments regarding the Connected Pasadena Project, shared that Pasadena Councilmember Madison would be holding a public forum on November 13, 2019 at 6:30 PM to discuss the proposed project. PWC Commissioner Fisher shared concerns regarding potential traffic impacts on Orange Grove Avenue. FTC Commissioner Sherman asked that South Pasadena participate in any future negotiations with Caltrans regarding the stub relinquishments.</p> <p>Brandon Fox, Fremont resident, requested that a plan be put in place to deal with SR-710 related traffic now; instead of waiting to see what Pasadena or Alhambra does with the freeway stubs. Mr. Fox stated that the Neighborhood Traffic Management Program (NTMP) had not been completed yet. PWC Chair Hughes stated that the City should do small projects in the interim to help move traffic off of residential streets. Director Abbas shared that it would take approximately five to six months to finalize the funding agreements with Metro for the SR-710 Mobility Improvement Projects. The projects would include stakeholder meetings, an analysis of the loop ramp design, and a study to determine the most appropriate project to implement. Councilmember Schneider asked for an update on the NTMP. Director Abbas stated that the Public Works Department is still working on the NTMP. Another Fremont resident stated that Fremont Avenue experiences significant traffic congestion during rush-hour, speeding during off-peak hours, lack of police enforcement, and lack of speed enforcement.</p> <p>PWC Chair Hughes expressed concern with the SR-110 Safety Enhancement Project and suggested that the City provide comments on the proposed project. PWC Commissioner Granath stated that the Caltrans proposals are not comprehensive and will not sufficiently mitigate safety concerns.</p>
<b>1. COUNCIL LIAISON COMMENTS</b>	Councilmember Schneider stated that it was cause for celebration because both Assembly Bill 29 and Senate Bill 7 had been signed by Governor Newsome.
<b>2. COMMISSIONER COMMENTS</b>	FTC Chair Nuckols reported that the draft environmental impact report for The Villages at the Alhambra had been released and public comments are due by Thursday at 5:00 PM.

	<p>PWC Chair Hughes asked for an update regarding the signal at Orange Grove Avenue and Monterey Road. Public Works Consultant Wright stated that the Public Works Department awarded a contract and will begin work shortly.</p> <p>PWC Commissioner Fisher stated that he had submitted comments and alternative designs in response to the SR-110 Safety Enhancement Project workshop.</p>
<b>3. STAFF COMMENTS</b>	None.
<b>4. MEASURE R MOBILITY IMPROVEMENT INVESTMENT PROJECTS</b>	<p>FTC Chair Nuckols stated that there were no multi-modal or active transportation projects awarded to the City, while the City and County of Los Angeles were awarded a number of active transportation projects. FTC Commissioner Helgeson stated that Metro staff's assertions that projects needed to be capacity enhancing did not adhere to the spirit of the Transportation System Management/Transportation Demand Management alternative. PWC Commissioner Abelson stated that the City should move forward with the SR-110 Loop Ramp (Interchange) Project. Director Abbas shared that there may be new technology elements that would be integrated into the project to modernize the intersection; but all options will be evaluated to ensure flexibility and to consider active transportation components. PWC Chair Hughes stated that the City needs to address traffic on Fremont Avenue and Meridian Avenue and asked for a timeline for the completion of the NTMP and Metro funding agreements. Director Abbas shared that the NTMP should be completed in approximately six months. Commissioner Abelson made a motion to request a public meeting to be held to update the community regarding the Measure R Mobility Improvement (9 ayes, 0 noes, 1 absent).</p>
<b>5. FREEWAY AND TRANSPORTATION AND PUBLIC WORKS COMMISSION MERGER</b>	<p>Manager Lin shared that the Ad Hoc Committee comprised of Mayor Khubesian, Councilmember Schneider, FTC Chair Nuckols, and PWC Commissioner Abelson met prior to the joint meeting to discuss the potential merger of the two commissions. During the Ad Hoc Committee meeting there was consensus regarding the need for citizen oversight of major capital projects; however, there was no consensus regarding the merger of the commissions.</p> <p>Commissioner Helgeson stated that the purview of both commissions was too much for just one commission. Commissioner Sherman stated that the transportation projects are complex so two commissions are necessary. Commissioner Abelson stated that the overlap between the two commissions has increased over the years and merging the two commission is the only way to maintain institutional knowledge and work efficiently. Commissioner Sherman made a motion to keep the commissions separate and make the PWC permanent (4 ayes, 3 noes, 1 abstain, 1 absent). Commissioner Sherman made a motion to merge the two commissions and revise the purview to include a 7 member commission (4 ayes, 4 noes, 1 absent).</p>
<b>ADJOURNMENT</b>	By consensus, the Commission adjourned the meeting at 10:12 P.M.

Approved By:

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Joanne Nuckols, FTC Chair

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Kim Hughes, PWC Chair

**MINUTES OF THE SPECIAL MEETING OF THE  
 FREEWAY AND TRANSPORTATION COMMISSION  
 OF THE CITY OF SOUTH PASADENA  
 CONVENED THIS 26<sup>th</sup> DAY OF NOVEMBER 2019 6:44 P.M.  
 CITY MANAGERS CONFERENCE ROOM  
 1414 MISSION STREET**

<b>ROLL CALL</b>	The special meeting of the Freeway and Transportation Commission (FTC) was convened at 6:45 P.M. Commissioners present: Arce, Helgeson, Kuhn, Sherman, and Nuckols; Commissioner absent: none; Council Liaison: Councilmember Schneider; and Staff present: Manager of Long Range Planning and Economic Development (Manager) Lin.
<b>PUBLIC COMMENTS (ITEMS NOT ON THE AGENDA)</b>	None.
<b>1. COUNCIL LIAISON COMMENTS</b>	Councilmember Schneider commented on the lack of response from Caltrans regarding the Affordable Sales Program. The FTC made a motion recommend to the City Council to authorize a letter to Senator Portantino and Assembly Member Holden expressing concern regarding the protracted timeline regarding the disposition of the Phase I Caltrans Properties that the City submitted Reasonable Price Statements for in September (5 ayes, 0 noes, 0 absent).
<b>2. COMMISSIONER COMMENTS</b>	None.
<b>3. STAFF COMMENTS</b>	None.
<b>4. AUGUST 20, 2019 MEETING MINUTES</b>	The August 20, 2019 meeting minutes were approved (5 ayes, 0 noes, 0 absent).
<b>5. SEPTEMBER 23, 2019 MEETING MINUTES</b>	The FTC asked for clarification regarding the total amount of Measure R funding referenced in the minutes and for the minutes to be brought back at the next meeting.
<b>6. OCTOBER 15, 2019 FTC AND PWC JOINT MEETING MINUTES</b>	The FTC asked for the PWC to approve the joint meeting minutes first.
<b>7. 2019 ANNUAL REPORT</b>	The FTC asked for clarification regarding the total amount of Measure R funding referenced in the annual report and for the annual report to be brought back at the next meeting.
<b>8. DRAFT 2020 WORK PLAN</b>	Manager Lin presented the draft 2020 Work Plan for the FTC's consideration. The FTC discussed the draft work plan items and asked that long range transportation plans and bicycle/pedestrian safety also be added. Chair Nuckols shared that she and Commissioner Sherman attended a meeting with Assembly Member Holden and Caltrans representatives to discuss the legislation that was approved by Governor Newsom; and expressed concern with the effective date of 2024. Councilmember Schneider commented on the need to review the commission ordinance due to some of the outdated language. Chair Nuckols questioned the division of labor between the FTC and PWC. Commissioner Sherman commented that the FTC and PWC had reviewed their purviews two years ago. Commissioner Helgeson made a motion to recommend to the City Council to direct the City Manager to engage the Pasadena City Manager to reactivate Paul Moore to update the SR-710 Mobility Improvement Projects and develop interim solutions (5 ayes, 0 noes,

	<p>0 absent). The FTC discussed the status of the SR-110 interchange project and the need to support PWC Commissioner Fisher's discussions with Caltrans. Commissioner Sherman made a motion to recommend to the City Manager to issue a Request for Proposals to hire a consultant to consider Commissioner Fisher's and other alternative designs for the SR-110 (2 ayes, 3 noes, 0 absent). Chair Nuckols made a motion to recommend to the City Council to hire a consultant to develop preliminary drawings for the SR-110 loop ramp project to support Public Works Commissioner Fisher's proposal and explore alternative designs (4 ayes, 1 noes, 0 absent).</p>
<b>ADJOURNMENT</b>	By consensus, the Commission adjourned the meeting at 8:39 P.M.

Approved By:

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Joanne Nuckols  
Chair

DRAFT



# Freeway and Transportation Commission Agenda Report

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**DATE:** December 17, 2019

**FROM:** Joanna Hankamer, Director of Planning and Building  
Margaret Lin, Manager of Long Range Planning and Economic  
Development

**SUBJECT:** Draft 2020 Work Plan

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## Recommendation

It is recommended that the Commission review and provide comments on the Draft 2020 Work Plan.

## Discussion/Analysis

Per the City Council's direction each Commission will review their purview and develop a subsequent work plan for the year. The work plan will help manage limited staff resources and the tasks or processes necessary to achieve those goals for the commission. The Draft 2020 Work Plan will be presented to the Commission for adoption at the beginning of the 2020.

## Background

### *Design Advisory Group*

In April 1998, the Federal Highway Administration Record of Decision (ROD) FHWA-CA-EIS-74-15-F provided conditions and commitments that included the creation of DAGs within each of the impacted cities, including the City of South Pasadena (City). The ROD provided the following specifications:

- a. "Caltrans will establish community design advisory groups (DAG) with each of the impacted communities, including El Sereno, to consider the specific community mitigation needs of their community. These mitigation measures will include, but are not limited to, additions and deletions to the interim improvement measures, traffic operations and pedestrian safety issues; school impact and mitigation measures; historic impact mitigation including measures to protect and secure relocated or replaced structures; neighborhood preservation; visual impact and urban landscape considerations including pocket parks and joint use; and community integrity and cohesion issues including structural considerations, relocation assistance and replacement housing, property management, construction impacts and community targeted job opportunities and training programs."
- b. "Caltrans will work with the Southern California Association of Governments (SCAG) and the DAGs to establish a list of interim improvements and traffic management measures in their communities...
  - Make traffic engineering improvements to Fair Oaks Avenue, Raymond Avenue, and Arroyo Parkway to improve traffic flow.
  - Calm residential streets where appropriate.
  - Make parking/access improvements, including rear access, vest pocket parking, directional signs, planted medians, and system management.

- Improve Fremont Avenue south of Huntington Drive in the City of South Pasadena to match the existing street geometrics in the City of Alhambra by restriping to four lanes, providing parking management, and voluntary acquisition.
  - Reconstruct intersection of Fair Oaks Avenue with Huntington Drive to provide for higher roadway capacity.
  - Construct Hellman Avenue ramps to Cal State University Los Angeles.
  - Construct new bridges at Westminster Avenue and Palm Avenue to enhance north-south traffic flow.
  - Construct major intersection improvements at Valley Boulevard with Fremont Avenue.
  - Provide additional traffic operational improvements to reduce congestion on impacted arterials in the corridor such as improved signalization, provision of turn lanes, etc.
  - Deploy motorist assistance patrols on the improved arterials during peak hours of operation.
  - Provide additional traffic mitigation measures to reduce traffic/pedestrian conflicts in school areas including such measures as upgraded signs and markings, additional transit, lighting, crossing patrols, etc.”
- c. “All projects proposed under the provisions of item #8 (above) will be thoroughly reviewed and discussed with the DAGs.”

#### *Transportation Commission*

On June 3, 2009, the City Council adopted Ordinance No. 2187 which outlined the following responsibilities for the Transportation Commission:

- a. To study and investigate proposals and actions of the California Transportation Commission, Metropolitan Transportation Authority (Metro), SCAG, San Gabriel Valley Council of Governments (SGVCOG), Caltrans and other regional transportation agencies relating to the City’s fight against the SR-710 North Extension and support of the multimode/low build alternative;
- b. To support the City’s official position by studying and advancing the further development of the multi-mode/low build alternative and capital improvements called for in its implementation;
- c. To analyze legal, financial and community factors pertaining to planning and implementation of the multi-mode low build alternative in the City;
- d. To conduct studies regarding any “freeway agreement” that may be submitted to the City with respect to freeway design;
- e. To provide review and recommendations to the City Council regarding transportation planning issues within the City, including amendments to the circulation element of the City’s General Plan, traffic calming policy, new traffic signal proposals, traffic synchronization, truck routes, and proposals for permanent street closures; and
- f. To advise the City Council on transportation funding, including the Metropolitan Transportation Authority call for projects.

#### *Freeway and Transportation Commission*

On December 15, 2010, the City Council adopted Ordinance No. 2211 to consolidate the Transportation Commission and the DAG under the purview of one Advisory Body “and their respective responsibilities transferred to the FTC”:

- a. To study and investigate proposals and actions of the California Transportation Commission, Metro, SCAG, SGVCOG, Caltrans, and other regional transportation agencies relating to the City’s fight against a SR-710 North Extension and support of a multi-mode/low build alternative;

- b. To support the City's official position by studying and advancing the further development of a multi-mode/low build alternative and capital improvements called for in its implementation;
- c. To analyze legal, financial and community factors pertaining to planning and implementation of a multi-mode/low build alternative in the City;
- d. To conduct studies regarding any "freeway agreement" that may be submitted to the City with respect to a freeway design;
- e. To analyze and make recommendations to the City Council with regard to Metro Gold Line mitigation measures and studies concerning the tunnel proposal for a SR-710 north extension;
- f. To serve as a design advisory group, as originally created and defined by the 1998 Federal Highway Administration's Record of Decision for a SR-710 Freeway Extension (FHWACA-EIS-74-15-F) and continued by the City; and
- g. To analyze and advise the City Council on any other transportation related matter assigned to it by the City Council.

**Public Notification of Agenda Item**

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

Attachment: Draft 2020 Work Plan

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# **ANNUAL REPORT 2019**

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## **FREEWAY AND TRANSPORTATION COMMISSION**

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**City of South Pasadena**



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# A Message from the Commission Chair

The FTC has had an extremely busy and productive year; working on the final environmental documents for the SR-710 (including the Record of Decision and Notice of Decision); funding the SR-710 Mobility Improvement Projects; establishing new relationships with the cities of Alhambra and Pasadena; and serving as a public forum for residents to discuss traffic concerns.

Sincerely,

Joanne Nuckols  
Freeway and Transportation Commission, Chair

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## **PURPOSE STATEMENT**

The Freeway and Transportation Commission provides support to the City Council regarding the City's fight against the State Route 710 (SR-710) north extension. This includes the development /implementation of alternative transportation solutions along the SR-710 corridor, mitigation measures, and other transportation related matters.

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# Freeway and Transportation Commission

Joanne Nuckols	Commission Chair
Scott Kuhn	Commission Vice-Chair
Arcelia Arce	Commissioner
Richard Helgeson	Commissioner
William Sherman, M.D.	Commissioner
Richard D. Schneider, M.D., Councilmember	City Council Liaison
Margaret Lin, Manager of Long Range Planning and Economic Development	Staff Liaison

Freeway and Transportation Commission meetings are held every third Tuesday of the month at 6:30 PM. Meetings are held at: City Manager's Conference Room (1414 Mission Street, South Pasadena, CA 91030)

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**Successfully worked with legislators to pass Assembly Bill 29 (Holden) and Senate Bill 7 (Portantino) to remove the SR-710 from the state highway code and deem the SR-710 North Project Freeway Alternative infeasible.**

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**Secured \$80 million in Measure R funding from the Los Angeles County Metropolitan Transportation Authority for SR-710 Mobility Improvement Projects (Phase 1 and 2).**

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**Collaborated with the Public Works Commission and Arroyo Verdugo Communities Joint Powers Authority (AVCJPA) to develop the first AVCJPA Multi-year Subregional Plan for Measure M programming.**



# Freeway and Transportation Commission Agenda Report

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**DATE:** December 17, 2019

**FROM:** Joanna Hankamer, Director of Planning and Building  
Margaret Lin, Manager of Long Range Planning and Economic  
Development

**SUBJECT:** Draft 2020 Work Plan

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## Recommendation

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- b. "Caltrans will work with the Southern California Association of Governments (SCAG) and the DAGs to establish a list of interim improvements and traffic management measures in their communities...
  - Make traffic engineering improvements to Fair Oaks Avenue, Raymond Avenue, and Arroyo Parkway to improve traffic flow.
  - Calm residential streets where appropriate.
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  - Provide additional traffic operational improvements to reduce congestion on impacted arterials in the corridor such as improved signalization, provision of turn lanes, etc.
  - Deploy motorist assistance patrols on the improved arterials during peak hours of operation.
  - Provide additional traffic mitigation measures to reduce traffic/pedestrian conflicts in school areas including such measures as upgraded signs and markings, additional transit, lighting, crossing patrols, etc.”
- c. “All projects proposed under the provisions of item #8 (above) will be thoroughly reviewed and discussed with the DAGs.”

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- b. To support the City’s official position by studying and advancing the further development of the multi-mode/low build alternative and capital improvements called for in its implementation;
- c. To analyze legal, financial and community factors pertaining to planning and implementation of the multi-mode low build alternative in the City;
- d. To conduct studies regarding any “freeway agreement” that may be submitted to the City with respect to freeway design;
- e. To provide review and recommendations to the City Council regarding transportation planning issues within the City, including amendments to the circulation element of the City’s General Plan, traffic calming policy, new traffic signal proposals, traffic synchronization, truck routes, and proposals for permanent street closures; and
- f. To advise the City Council on transportation funding, including the Metropolitan Transportation Authority call for projects.

#### *Freeway and Transportation Commission*

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- d. To conduct studies regarding any "freeway agreement" that may be submitted to the City with respect to a freeway design;
- e. To analyze and make recommendations to the City Council with regard to Metro Gold Line mitigation measures and studies concerning the tunnel proposal for a SR-710 north extension;
- f. To serve as a design advisory group, as originally created and defined by the 1998 Federal Highway Administration's Record of Decision for a SR-710 Freeway Extension (FHWACA-EIS-74-15-F) and continued by the City; and
- g. To analyze and advise the City Council on any other transportation related matter assigned to it by the City Council.

**Public Notification of Agenda Item**

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

Attachment: Draft 2020 Work Plan

# **FREEWAY AND TRANSPORTATION COMMISSION**

## **2020 Work Plan**



<b>Objective</b>	<b>Tasks and Activities</b>	<b>Lead Person(s)</b>	<b>Timeline</b>	<b>Desired Outcome</b>
Brown Act Training	- Brown Act Training	Margaret Lin	Quarter 1	Ensure all commissioners have a thorough understanding of the Brown Act
Election of Chair and Vice-Chair	- Nominations - Elections	Margaret Lin	Quarter 1	Select a Chair and Vice-Chair
Review of Commission Ordinance	- Review of the Commission's purview	Margaret Lin	Quarter 1	Review the Commission's purview
Work Plan	- Adoption of the 2020 Work Plan	Margaret Lin	Quarter 1	Adoption of the 2020 Work Plan
Legislation	- Evaluate potential legislation	Margaret Lin	Ongoing	Provide recommendations on proposed legislation

Objective	Tasks and Activities	Lead Person(s)	Timeline	Desired Outcome
Mobility Policies	<ul style="list-style-type: none"> <li>- Consider policies regarding mobility (bike/scooter share, ridesharing, parking, etc.), bicycle/pedestrian safety</li> <li>- Review of regional long range transportation plans and amendments</li> </ul>	Margaret Lin	Ongoing	Provide recommendations on proposed policies



# Freeway and Transportation Commission Agenda Report

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**DATE:** December 17, 2019

**FROM:** Joanna Hankamer, Director of Planning and Building  
Margaret Lin, Manager of Long Range Planning and Economic  
Development

**SUBJECT:** Code of Ethics and Conduct

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## **Recommendation**

It is recommended that the Commission review the Code of Ethics and Conduct policy (policy) and provide input as necessary. In October 2019, the City Council considered the policy and directed staff to remand the policy to the Commissions for prior review before presented to Council for final approval.

## **Discussion/Analysis**

Elected and appointed officials are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve and protect the present and the future of the community. The Code of Ethics and Conduct promotes an atmosphere of respect and civility where individual members, City staff and the public are free to express their ideas and work to their full potential.

The purpose of a Code of Ethics and Conduct policy is to ensure that all elected and appointed officials, while exercising their office, conduct themselves in a manner that will instill public confidence and trust in the fair operation and integrity of the City.

The overall principles and guidelines contained in this Code also describe the manner in which the City Council, City Treasurer, City Clerk, Commissioners, Committee members and Board members are expected to treat one another, City staff, and all others they come into contact with while representing the City. The Code Conduct defines more clearly the behavior, manners, and courtesies that are suitable for various occasions. The constant and consistent theme through all of the conduct guidelines is "respect."

The Code of Ethics and Conduct is intended to be self-enforcing and is an expression of the standards of conduct for members expected by the City. It therefore becomes most effective when members are thoroughly familiar with it and embrace its provisions.

## **Background**

Assembly Bill 1234 (Salinas) - Compensation and Ethics, requires all elected or appointed officials, City employees, and members of boards, commissions, committees, and task forces to participate in ethics training in general ethics principles and ethics laws relevant to public service every two years.

In addition to state required training, many cities have adopted a Code of Ethics and Conduct for members of the City Council and the City's boards and commissions to ensure public confidence in the integrity of local government and its effective and fair operation.

### **Next Steps**

1. The ordinance will be brought back to Council for adoption.
2. Upon Council approval, the Code of Ethics and Conduct will be included in the regular orientations for candidates for elected offices including City Council, City Treasurer, City Clerk, and applicants to Board, Committee and Commissions.
3. Members entering office shall sign a statement acknowledging they have read and understood the Code of Ethics and Conduct.
4. The Code of Ethics and Conduct will be periodically reviewed by the City Council and updated as necessary by Council Resolution.

### **Public Notification of Agenda Item**

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

Attachment: Code of Ethics and Conduct



# City of South Pasadena

## Code of Ethics and Conduct for Elected and Appointed City Officials

*"Always do right. This will gratify some people  
and astonish the rest."*

*-Mark Twain*

### **PURPOSE**

The City Council adopts this Code of Ethics and Conduct to ensure that all elected and appointed officials, while exercising their office, conduct themselves in a manner that will instill public confidence and trust in the fair operation and integrity of the City government.

### **CODE of ETHICS**

The citizens and businesses of South Pasadena are entitled to have fair, ethical and accountable local government. To this end, the public should have full confidence that their elected and appointed officials:

- Comply with both the letter and spirit of the laws and policies affecting the operations of government;
- Are independent, impartial and fair in their judgment and actions;
- Use their public office for the public good, not for personal gain; and
- Conduct public deliberations and processes openly, unless required by law to be confidential, in an atmosphere of respect and civility.

Therefore, members of the City Council, City Treasurer, and City Clerk and of all Boards, Committees and Commissions shall conduct themselves in accordance with the following ethical standards to assure public confidence in the integrity of local government and its effective and fair operation.

#### **1. Acts in the Public Interest**

Members will work for the common good of the people of South Pasadena and not for any private or personal interest, and they will ensure fair and equal treatment of all persons, claims and transactions coming before the South Pasadena City Council, boards and commissions.

## **2. Comply with the Law**

Members shall comply with the laws of the nation, the State of California and the City of South Pasadena in the performance of their public duties. These laws include but are not limited to: The United States and California constitutions, Fair Political Practices laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities and open processes of government and adopted City ordinances and policies.

## **3. Conduct of Members**

The professional and personal conduct of members must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of the council, boards and commissions, the public and staff.

## **4. Respect for Process**

Members shall perform their duties in accordance with the processes and rules of order established by the City council and boards and commissions governing the deliberation of public policy issues, meaningful involvement of the public and implementation of policy decisions of the City Council by staff.

Members shall respect the determinations of the City Council or board and commission majority, understanding that a tenet of parliamentary procedure is finality—after vigorous discussion, debate, and vote the matter is deemed closed, and members shall refrain from requesting to revisit the matter, other than through a motion for reconsideration consistent with parliamentary procedure set forth in Roberts Rules of Order or Rosenberg’s Rules of Order.

## **5. Conduct of Public Meetings**

Members shall prepare themselves for public issues, listen courteously and attentively to all public discussions before the body and focus on the business at hand. They shall refrain from interrupting other speakers, making personal comments not germane to the business of the body or otherwise interfering with the orderly conduct of meetings.

## **6. Decisions Based on Merit**

Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.

## **7. Communication**

Members shall publicly share substantive information that is relevant to a matter under consideration by the Council or boards and commissions, which they may have received from sources outside of the public decision making process.

## **8. Conflict of Interest**

In order to assure their independence and impartiality on behalf of the common good, members shall not use their official positions to influence government decisions in which they have a material financial interest or where they have an organizational responsibility or personal relationship, which may give the appearance of a conflict of interest.

In accordance with the law, members shall disclose investments, interests in real property, source of income, and gifts, and they shall abstain from participating in deliberations and decision-making

where conflicts may exist.

### **9. Gifts and Favors**

Members shall refrain from accepting any gifts, favors or promises of future benefits which might compromise their independence of judgment or action or give the appearance of being compromised.

### **10. Confidential Information**

Members shall respect the confidentiality of information concerning property, personnel or affairs of the City. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial or private interests.

### **11. Use of Public Resources**

Members shall not use public resources unavailable to the public in general, such as City staff time, equipment, supplies or facilities, for private gain or personal purposes.

### **12. Representation of Public Interests**

In keeping with their role as stewards of the public interest, members shall not appear on behalf of the private interests of third parties before the Council or any board, commission or proceeding of the City, nor shall members of boards and commissions appear before their own bodies or before the Council on behalf of the private interests of third parties on matters related to the areas of service of their bodies.

### **13. Advocacy**

Members shall represent the official policies or positions of the City Council, board or commission to the best of their ability when designated as delegates for this purpose. The official City position will be determined by a majority vote of the City Council. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or the City of South Pasadena, nor will they allow inference that they do.

### **14. Policy Role of Members**

Members shall respect and adhere to the council-manager structure of South Pasadena City government as outlined by the South Pasadena Municipal Code. In this structure, the City Council determines the policies of the City, with the advice, information and analysis provided by the public, boards and commissions and City staff.

Except as provided by the City Municipal Code, members shall not interfere with the administrative functions of the City or the professional duties of City staff, nor shall they impair the ability of staff to implement Council policy decisions.

### **15. Independence of Boards and Commissions**

Because of the value of the independent advice of boards and commissions to the public decision-making process, members of Council shall refrain from using their position to unduly influence the deliberations or outcomes of board and commission proceedings.

### **16. Positive Work Place Environment**

Members shall support the maintenance of a positive and constructive work place for the City employees and for the citizens and businesses dealing with the City. Members shall recognize their

special role in dealings with City employees to in no way create the perception of inappropriate direction to staff.

## CONDUCT

The Conduct section of the City's Code of Ethics and Conduct is designed to describe the manner in which Councilmembers and board and commission members should treat one another, City staff, constituents, and others they come into contact with in representing the City of South Pasadena.

The constant and consistent theme through all of the conduct guidelines is "respect." Councilmembers experience huge workloads and tremendous stress in making decisions that could impact thousands of lives. Despite these pressures, elected and appointed officials are called upon to exhibit appropriate behavior at all times. Demonstrating respect for each individual through words and actions is the touchstone that can help guide Councilmembers and board and commission members to do the right thing in even the most difficult situations.

### **1. Elected and Appointed Officials' Conduct with One Another in Public Meetings**

Elected and appointed officials are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve and protect the present and the future of the community. In all cases, this common goal should be acknowledged even though individuals may "agree to disagree" on contentious issues.

#### ***(a) Use formal titles***

Elected and appointed officials should refer to one another formally during public meetings, such as Mayor, Mayor Pro Tem, Chair, Commissioner or Councilmember followed by the individual's last name.

#### ***(b) Practice civility and decorum in discussions and debate***

Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not allow, however, public officials to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated.

#### ***(c) Honor the role of the chair in maintaining order***

It is the responsibility of the chair to keep the comments of members on track during public meetings. Members should honor efforts by the chair to focus discussion on current agenda items. If there is disagreement about the agenda or the chair's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.

#### ***(d) Avoid personal comments that could offend other members***

If a member is personally offended by the remarks of another member, the offended member should make notes of the actual words used and call for a "point of personal privilege" that challenges the other member to justify or apologize for the language used. The chair will maintain control of this

discussion.

*(e) Demonstrate effective problem-solving approaches*

Members have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.

**2. Elected and Appointed Officials' Conduct with the Public in Public Meetings**

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of individual members toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

*(a) Be welcoming to speakers and treat them with care and gentleness.*

While questions of clarification may be asked, the official's primary role during public testimony is to listen.

*(b) Be fair and equitable in allocating public hearing time to individual speakers.*

The chair will determine and announce limits on speakers at the start of the public hearing process.

*(c) Practice active listening*

It is disconcerting to speakers to have members not look at them when they are speaking. It is fine to look down at documents or to make notes, but reading for a long period of time or gazing around the room gives the appearance of disinterest. Members shall try to be conscious of facial expressions, and avoid those that could be interpreted as "smirking," disbelief, anger or boredom.

*(d) Maintain an open mind*

Members of the public deserve an opportunity to influence the thinking of elected and appointed officials.

*(e) Ask for clarification, but avoid debate and argument with the public*

Only the chair – not individual members – can interrupt a speaker during a presentation. However, a member can ask the chair for a point of order if the speaker is off the topic or exhibiting behavior or language the member finds disturbing.

**3. Elected and Appointed Officials' Conduct with City Staff**

Governance of a City relies on the cooperative efforts of elected officials, who set policy, appointed officials who advise the elected, and City staff who implement and administer the Council's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

*(a) Treat all staff as professionals*

Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards staff is not acceptable.

*(b) Do not disrupt City staff from their jobs*

Elected and appointed officials should not disrupt City staff while they are in meetings, on the phone, or engrossed in performing their job functions in order to have their individual needs met. Do not attend City staff meetings unless requested by staff – even if the elected or appointed

official does not say anything, his or her presence implies support, shows partiality, may intimidate staff, and hampers staff's ability to do their job objectively.

***(c) Never publicly criticize an individual employee***

Elected and appointed officials should never express concerns about the performance of a City employee in public, to the employee directly, or to the employee's manager. Comments about staff performance should only be made to the City Manager through private correspondence or conversation. Appointed officials should make their comments regarding staff to the City Manager or the Mayor.

***(d) Do not get involved in administrative functions***

Elected and appointed officials acting in their individual capacity must not attempt to influence City staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of City licenses and permits. The City Manager has the sole authority to direct staff, and is responsible for appropriate allocation of staff resources. The City Manager may request input from an elected official who possesses relevant professional experience, special knowledge or training which would be useful in development of requests for proposals or the selection process.

***(e) Do not solicit political support from staff***

Elected and appointed officials should not solicit any type of political support, or support for non-profits or affiliate organizations (financial contributions, display of posters or lawn signs, name on support list, etc.) from City staff. City staff may, as private citizens with constitutional rights, support political candidates but all such activities must be done away from the workplace.

***(f) No Individual Attorney-Client Relationship***

Members shall not seek to establish an individual attorney-client relationship with the City Attorney, including his or her staff and attorneys contracted to work on behalf of the City. The City Attorney represents the City and not individual members seeking advice on matters which are inconsistent with City policy. While the City Attorney may provide conflict of interest advise and other legal advice to members regarding matters within their subject matter jurisdiction and consistent with City policy, members who consult with the City Attorney in any other capacity cannot enjoy or establish an attorney-client relationship with the attorney to the exclusion of other members of the legislative body.

**4. Council Conduct with Boards, Committees and Commissions**

The City has established several Boards, Committees and Commissions as a means of gathering more community input. Citizens who serve on Boards, Committees and Commissions become more involved in government and serve as advisors to the City Council. They are a valuable resource to the City's leadership and should be treated with appreciation and respect.

***(a) If attending a Board, Committee or Commission meeting, be careful to only express personal opinions***

Councilmembers may attend any Board, Committee or Commission meeting, which are always open to any member of the public. However, they should be sensitive to the way their participation – especially if it is on behalf of an individual, business or developer – could be viewed as unfairly affecting the process. Any public comments by a Councilmember at a Board, Committee or Commission meeting should be clearly made as individual opinion and not a representation of the feelings of the entire City Council.

***(b) Limit contact with Board, Committee and Commission members to questions of clarification***

It is inappropriate for a Councilmember to contact a Board, Committee or Commission member to lobby on behalf of an individual, business, or developer, and vice versa. It is acceptable for Councilmembers to contact Board, Committee or Commission members in order to clarify a position taken by the Board, Committee or Commission.

***(c) Respect that Boards, Committees and Commissions serve the community, not individual Councilmembers***

The City Council appoints individuals to serve on Boards, Committees and Commissions, and it is the responsibility of Boards, Committees and Commissions to follow policy established by the Council. But Board, Committee and Commission members do not report to individual Councilmembers, nor should Councilmembers feel they have the power or right to threaten Board, Committee and Commission members with removal if they disagree about an issue. Appointment and re-appointment to a Board, Committee or Commission should be based on such criteria as expertise, ability to work with staff and the public, and commitment to fulfilling official duties. A Board, Committee or Commission appointment should not be used as a political "reward."

***(d) Be respectful of diverse opinions***

A primary role of Boards, Committees and Commissions is to represent many points of view in the community and to provide the Council with advice based on a full spectrum of concerns and perspectives. Councilmembers may have a closer working relationship with some individuals serving on Boards, Committees and Commissions, but must be fair and respectful of all citizens serving on Boards, Committees and Commissions.

***(e) Keep political support away from public forums***

Board, Committee and Commission members may offer political support to a Councilmember, but not in a public forum while conducting official duties. Conversely, Councilmembers may support Board, Committee and Commission members who are running for office, but not in an official forum in their capacity as a Councilmember.

## **SANCTIONS**

***(a) Acknowledgement of Code of Ethics and Conduct***

Councilmembers who do not sign an acknowledgement that they have read and understand the Code of Ethics and Conduct shall be ineligible for intergovernmental assignments or Council subcommittees. Board, Committee and Commission members who do not sign an acknowledgement that they have read and understand the Code of Ethics and Conduct are not eligible to hold office.

***(b) Ethics Training for Local Officials***

Councilmembers, City Treasurer, City Clerk, Board, Committee and Commission Members who are out of compliance with State or City mandated requirements for ethics training shall not represent the City on intergovernmental assignments or Council subcommittees, and may be subject to sanctions.

***(c) Behavior and Conduct***

The South Pasadena Code of Ethics and Conduct expresses standards of ethical conduct expected for

members of the South Pasadena City Council, Boards, Committees and Commissions. Members themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government. The chairs of Boards, Committees and Commissions and the Mayor and Council have the additional responsibility to intervene when actions of members that appear to be in violation of the Code of Ethics and Conduct are brought to their attention.

**Councilmembers:**

Councilmembers who intentionally and repeatedly do not follow proper conduct may be reprimanded or formally censured by the Council, lose seniority or committee assignments (both within the City of South Pasadena and with intergovernmental agencies) or other privileges afforded by the Council. Serious infractions of the Code of Ethics or Code of Conduct could lead to other sanctions as deemed appropriate by the Council.

Individual Councilmembers should point out to the offending Councilmember perceived infractions of the Code of Ethics and Conduct. If the offenses continue, then the matter should be referred to the Mayor in private. If the Mayor is the individual whose actions are being questioned, then the matter should be referred to the Mayor Pro Tem. It is the responsibility of the Mayor (or Mayor Pro Tem) to initiate action if a Councilmember's behavior may warrant sanction. If no action is taken by the Mayor (or Mayor Pro Tem), then the alleged violation(s) can be brought up with the full Council.

**Board, Committee and Commission Members:**

Counseling, verbal reprimands and written warnings may be administered by the Mayor to Board, Committee and Commission members failing to comply with City policy. These lower levels of sanctions shall be kept private to the degree allowed by law. Copies of all written reprimands administered by the Mayor shall be distributed in memo format to the chair of the respective Board, Committee or Commission, the City Clerk, the City Attorney, the City Manager, and the City Council.

The City Council may impose sanctions on Board, Committee and Commission members whose conduct does not comply with the City's policies, up to and including removal from office. Any form of discipline imposed by Council shall be determined by a majority vote of at least a quorum of the Council at a noticed public meeting and such action shall be preceded by a Report to Council with supporting documentation.

When deemed warranted, the Mayor or majority of Council may call for an investigation of Board, Committee or Commission member conduct. Also, should the City Manager or City Attorney believe an investigation is warranted, they shall confer with the Mayor or Council. The Mayor or Council shall ask the City Manager to investigate the allegation and report the findings.

These sanctions are alternatives to any other remedy that might otherwise be available to remedy conduct that violates this code or state or federal law. In order to protect and preserve good government, any individual including the City Manager and the City Attorney after complying with Rule 3-600(B) of the State Bar Rules of Professional Conduct, who knows or reasonably believes a member acts or intends or refuses to act in a manner that is or may be a violation of law reasonably imputable to the organization, or in a manner which is likely to result in substantial injury to the organization, may report the violation to the appropriate governmental authorities.

## IMPLEMENTATION

The Code of Ethics and Conduct is intended to be self-enforcing, and is an expression of standards of conduct for members expected by the City. It therefore becomes most effective when members are thoroughly familiar with it and embrace its provisions.

For this reason, ethical standards shall be included in the regular orientations for candidates for City Council, applicants to boards and commissions, and newly elected and appointed officials. Members entering office shall sign a statement acknowledging they have read and understand the Code of Ethics and Conduct. In addition, the Code of Ethics shall be reviewed annually by the City Council, boards and commissions, and the City Council shall consider recommendations from boards and commissions and update as necessary.

## COMPLIANCE AND ENFORCEMENT

The chairs of boards and commissions and the Mayor have the additional responsibility to intervene when actions of members that appear to be in violation of the Code of Ethics and Conduct are brought to their attention. The City Council may impose sanctions on members whose conduct does not comply with the City's ethical standards, such as reprimand, formal censure, loss of seniority or committee assignment, or budget restriction. Under the City's Municipal Code, the City Council may also remove members of boards and commissions from office. A violation of this Code of Ethics and Conduct shall not be considered as a basis for challenging the validity of a council, board or commission decision.

*I affirm that I have read and understand the City of South Pasadena Code of Ethics and Conduct for Elected and Appointed Officials.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Adopted on XXXX, 2020  
City Council Resolution No. XXXX*