CITY OF SOUTH PASADENA
CITY COUNCIL

AGENDA

REGULAR COUNCIL MEETING
WEDNESDAY, JUNE 5, 2024 AT 7:00 PM

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

NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY

The South Pasadena City Council Meeting will be conducted in-person from the Amedee O. "Dick" Richards, Jr. Council Chambers, located at 1424 Mission Street, South Pasadena, CA 91030.

Public participation may be made as follows:

- In-Person – Council Chambers, 1424 Mission Street, South Pasadena, CA 91030
- Live Broadcast via the City website – http://www.spectrumstream.com/streaming/south_pasadena/live.cfm
- Via Zoom – Meeting ID: **825 9999 2830**
- Written Public Comment – written comment must be submitted by 12:00 p.m. the day of the meeting by emailing to ccpubliccomment@southpasadenaca.gov
- Via Phone–+1-669-900-6833 and entering the Zoom Meeting ID listed above.

Meeting may be viewed at:

1. Go to the Zoom website, https://zoom.us/join and enter the Zoom Meeting information; or
2. Click on the following unique Zoom meeting link: https://us06web.zoom.us/j/82599992830 or
3. By calling: +1-669-900-6833 and entering the Zoom Meeting ID listed above; and viewing the meeting via http://www.spectrumstream.com/streaming/south_pasadena/live.cfm

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

PUBLIC COMMENT GUIDELINES

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

Public Comments received in writing will not be read aloud at the meeting, but will be part of the meeting record. Written public comments will be uploaded to the City website for public viewing under Additional Documents. When submitting a public comment, please make sure to include the following:
1) Name (optional), and
2) Agenda item you are submitting public comment on.
3) Submit by no later than 12:00 p.m., on the day of the City Council meeting. Correspondence received after this time will be distributed the following business day.

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

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

CLOSED SESSION AGENDA ITEMS

1. CLOSED SESSION ANNOUNCEMENTS

PUBLIC COMMENT

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

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

PRESENTATION

3. STAFF INTRODUCTION

Management Services
Sabrina Delgado, Management Analyst

4. PRESENTATION OF THE FOURTH OF JULY POSTER CONTEST WINNER

5. MERCHANT MINUTE - THE DINOSAUR FARM

6. PRESENTATION FOR OUTGOING COMMUNITY SERVICES DIRECTOR

CHANGES TO THE AGENDA

7. REORDERING OF, ADDITIONS, OR DELETIONS TO THE AGENDA

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

8. CONSIDERATION OF THE APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF $21,090.11; GENERAL CITY WARRANTS IN THE AMOUNT OF $775,945.45; TRANSFERS IN THE AMOUNT OF $55,201.33; ONLINE PAYMENTS IN THE AMOUNT OF $125,363.22; PAYROLL IN THE AMOUNT OF $1,745,494.84

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

9. CONSIDERATION OF THE APPROVAL OF THE CAPITAL RESERVE AGREEMENTS BETWEEN THE CITY OF SOUTH PASADENA AND THE LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY TO EXTEND THE TIMELINE OF USE FOR LAPSING PROPOSITION A, PROPOSITION C, AND MEASURE M LOCAL RETURN FUNDS

Recommendation
It is recommended that the City Council consider approving the following Capital Reserve Agreements (Agreements) with the Los Angeles County Metropolitan Transportation Authority (LACMTA):

1. Proposition A, in the amount of $325,000 for Electric Transit Buses/Vans and Charging Systems Project; and
2. Proposition A, in the amount of $324,573 for a South Pasadena Arterial Traffic Signal Improvements and Prioritization Project; and
3. Proposition C, in the amount of $273,535 for Street Repair Project(s) per the Pavement Management System; and
4. Measure M, in the amount of $187,474 for Street Repairs Project(s) per the Pavement Management System.

10. CONSIDERATION OF AN ORDINANCE TO AMEND CERTAIN PROVISIONS OF DIVISIONS 36.220, 36.240, AND 36.410 OF THE CITY OF SOUTH PASADENA CODE RELATING TO MINIMUM DENSITY REVIEW, DESIGN REVIEW, AND EMPLOYEE HOUSING

Recommendation
It is recommended that the City Council consider adoption of the Ordinance on Second Reading as follows:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING CERTAIN PROVISIONS OF DIVISIONS 36.220, 36.240, AND 36.410, OF THE CITY OF SOUTH PASADENA CODE RELATING TO MINIMUM

DENSITY, DESIGN REVIEW, AND EMPLOYEE HOUSING

11. **CONSIDERATION OF APPROVAL OF THE FOLLOWING GENERAL MUNICIPAL ELECTION RELATED RESOLUTIONS FOR THE GENERAL MUNICIPAL ELECTION TO BE HELD ON NOVEMBER 5, 2024; AND**

    A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, CALLING AND GIVING NOTICE OF THE HOLDING OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 5, 2024, FOR THE ELECTION OF CERTAIN OFFICERS AND THE SUBMISSION OF A BALLOT MEASURE OR MEASURES TO THE VOTERS, AS REQUIRED BY THE PROVISIONS OF THE LAWS OF THE STATE OF CALIFORNIA RELATING TO GENERAL LAW CITIES; AND

    A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO RENDER SPECIFIED SERVICES TO THE CITY RELATING TO THE CONDUCT OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 5, 2024; AND

    A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ADOPTING REGULATIONS FOR CANDIDATES FOR ELECTIVE OFFICE PERTAINING TO CANDIDATE'S STATEMENTS SUBMITTED TO THE VOTERS AT AN ELECTION TO BE HELD ON TUESDAY, NOVEMBER 5, 2024

    Recommendation

    It is recommended that the City Council adopt the following resolutions related to the November 5, 2024, General Municipal Election:

    1. Resolution Calling and Giving Notice of the holding of a General Municipal Election, Tuesday, November 5, 2024, for the election of certain officers; and
    2. Resolution Requesting Consolidation of Election with the Board of Supervisors of the County of Los Angeles; and
    3. Resolution Adopting Regulations for Candidates for Elective Office pertaining to Candidate's Statements submitted to the voters.

12. **CONSIDERATION OF AN APPROVAL OF A THREE-YEAR CONTRACT SERVICES AGREEMENT WITH ALL CITY MANAGEMENT SERVICES, INC. FOR CROSSING GUARD SERVICES IN THE AMOUNT NOT-TO-EXCEED $317,995.20 FOR FISCAL YEAR 2024-2025, $333,876.60 FOR FISCAL YEAR 2025-2026, AND $350,400.60 FOR FISCAL YEAR 2026-2027**

    Recommendation

    It is recommended that the City Council:

    1. Approve the proposed three-year Contract Services Agreement with All City Management Services, Inc. for crossing guard services in an amount not-to exceed $317,995.20 for Fiscal Year 2024-2025 with a 5% contract escalator for subsequent contract term (Fiscal Years: 2025-26, 2026-27); and
    2. Approve the transfer of $15,881 from General Fund reserves to Account No. 101-4010-4011-8180 (Contract Services) to fund crossing guard services for FY 2025-2026 for a total of $333,876.60; and

3. Approve the transfer of $16,624 from General Fund reserves to Account No. 101-4010-4011-8180 (Contract Services) to fund crossing guard services for FY 2026-2027 for a total of $350,400.60.

13. CONSIDERATION OF THE AWARD OF A SOLE SOURCE PURCHASE WITH MOTOROLA SOLUTIONS INC. FOR MOTOROLA APX 8000, APX 6000 AND APX 8500 ALL BAND MOBILE RADIOS IN AN AMOUNT NOT-TO-EXCEED $562,964.72

Recommendation

It is recommended that the City Council:

1. Authorize the purchase of forty (40) Motorola APX 8000 All Band Handheld Radios in the amount of $395,079.60; and
2. Authorize the purchase of ten (10) Motorola APX 6000 Single Band Portable Radios in the amount of $69,569.90; and
3. Authorize the purchase of five (5) Motorola APX 8500 All Band Mobile (Vehicle) Radios in the amount of $46,965.30; and
4. Waive bidding requirements and authorize a single source purchase pursuant to South Pasadena Municipal Code (SPMC) Section 2.99-29(19).

14. CONSIDERATION OF APPROVING A MEMORANDUM OF AGREEMENT WITH THE SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS RELATED TO MUNICIPAL SEPERATE STORM SEWER (MS4) PERMIT COMPLIANCE FOR THE UPPER LOS ANGELES RIVER (ULAR) WATERSHED MANAGEMENT GROUP (WMG) FOR THE PAYMENT OF ADDITIONAL COSTS IN THE AMOUNT OF $9,126.20

Recommendation

It is recommended that the City Council consider approving a Memorandum of Agreement with the San Gabriel Valley Council of Governments (SGVCOG) to pay the City's portion of $9,126.20 in cost exceedances over the original ULAR WMG cost-sharing contract amount of $37,585 for the Fiscal Years (FY) 2018-2019 through 2022-2023.

PUBLIC HEARING

15. CONSIDERATION OF AN APPEAL OF CITY STAFF'S FEBRUARY 15, 2024 INCOMPLETENESS DETERMINATION, PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 65943(C), FOR A PROJECT PROPOSING THE CONSTRUCTION OF A 6-UNIT TOWNHOME DEVELOPMENT FOR A VACANT PROPERTY ON CAMINO DEL CIELO (ASSESSOR'S PARCEL NUMBER: 5311-009-057) AND CONSIDERATION OF A RESOLUTION REGARDING THE SAME. THE SUBJECT PROPERTY HAS A GENERAL PLAN LAND USE DESIGNATION OF VERY LOW INTENSITY NEIGHBORHOOD AND IS ZONED ALTOS DE MONTEREY RESIDENTIAL (AM)

Recommendation

It is recommended that the City Council hold an appeal hearing, consider evidence, receive public testimony on the project, and then:

1. Adopt a Resolution (Attachment 1) finding that the application is incomplete, and denying the appeal.

ACTION/DISCUSSION

16. CONSIDERATION OF PROVIDING DIRECTION AND ACTION ON THE RESIDENTIAL SLOW STREETS BIKE LANE INSTALLATIONS ALONG GRAND AVENUE AND HERMOSA STREET

Recommendation

It is recommended that the City Council consider providing direction on the following for the Residential Slow Streets Program components:

1. On Grand Avenue, maintaining or removing the painted Class II Bike Lanes; and
2. On Hermosa Street, maintaining or removing the uphill bicycle climbing lane and newly established red curb on Hermosa Street.

17. CONSIDERATION, DISCUSSION, AND DIRECTION REGARDING THE SOUTH PASADENA CHAMBER OF COMMERCE BUSINESS IMPROVEMENT TAX PROPOSAL FOR FUNDING FOR FISCAL YEAR 2024-2025 IN THE AMOUNT OF $83,000

Recommendation

It is recommended that the City Council review the South Pasadena Chamber of Commerce Business Improvement Tax (BIT) Proposal for Fiscal Year 2024-25 in the amount of $83,000, and provide further direction to staff.

18. CONSIDERATION OF SAMPLE RESOLUTIONS RELATED TO THE ONGOING CONFLICT IN THE MIDDLE EAST FOR CITY COUNCIL DISCUSSION, DIRECTION AND/OR ACTION

Recommendation

It is recommended that the City Council discuss the proposed sample resolutions and provide direction to the City Attorney.

PUBLIC COMMENT - CONTINUED

19. CONTINUE PUBLIC COMMENT - GENERAL

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

COMMUNICATIONS

20. COUNCILMEMBER COMMUNICATIONS

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

21. CITY MANAGER COMMUNICATIONS

ADJOURNMENT

FOR YOUR INFORMATION

FUTURE CITY COUNCIL MEETINGS

June 18, 2024	Special City Council Meeting	7:00 P.M.
June 20, 2024	Commissioner Congress	6:00 P.M.
July 17, 2024	Regular City Council Meeting	7:00 P.M.
August 21, 2024	Regular City Council Meeting	7:00 P.M.

PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS

City Council meeting agenda packets, any agenda related documents, and additional documents are available online for public viewing on the City's website:
https://www.southpasadenaca.gov/Your-Government/Your-City-Council/City-Council-Agendas

Regular meetings are live streamed via the internet at:
http://www.spectrumstream.com/streaming/south_pasadena/live.cfm

AGENDA NOTIFICATION SUBSCRIPTION

If you wish to receive an agenda email notification please contact the City Clerk's Division via email at CityClerk@southpasadenaca.gov or call (626) 403-7230.

ACCOMMODATIONS

The City of South Pasadena wishes to make all of its public meetings accessible to the public. If special assistance is needed to participate in this meeting, please contact the City Clerk's Division at (626) 403-7230 or cityclerk@southpasadenaca.gov. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Notification at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

CERTIFICATION OF POSTING

I declare under penalty of perjury that I posted this notice of agenda for the meeting to be held on June 5, 2024, on the bulletin board in the courtyard of City Hall located at 1414 Mission Street, South Pasadena, CA 91030, and on the City, website as required by law, on the date listed below.

May 30, 2024	/S/
Date	Mark Perez, Deputy City Clerk

City Council Agenda Report

ITEM NO. 1

DATE: June 5, 2024

FROM: Arminé Chaparyan, City Manager

PREPARED BY: Mark Perez, Deputy City Clerk

SUBJECT: **CLOSED SESSION ANNOUNCEMENTS**

City Council Agenda Report

ITEM NO. 2

DATE: June 5, 2024

FROM: Arminé Chaparyan, City Manager

PREPARED BY: Mark Perez, Deputy City Clerk

SUBJECT: **PUBLIC COMMENT - GENERAL (NON-AGENDA ITEMS)**
General Public Comment will be limited to 30 minutes at the beginning of the agenda. If there are speakers remaining in the queue, they will be heard at the end of the meeting. Only Speakers who submit a Public Comment card within the first 30 minutes of Public Comment period will be queued up to speak.

City Council
Agenda Report

ITEM NO. 3

DATE: June 5, 2024

FROM: Arminé Chaparyan, City Manager

PREPARED BY: Mark Perez, Deputy City Clerk

SUBJECT: **STAFF INTRODUCTION**

Management Services
Sabrina Delgado, Management Analyst

City Council Agenda Report

ITEM NO. 8

DATE: June 5, 2024

FROM: Arminé Chaparyan, City Manager

PREPARED BY: Terry Kim, Finance Manager

Esteban Alvarez, Management Analyst

SUBJECT: **CONSIDERATION OF THE APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF $21,090.11; GENERAL CITY WARRANTS IN THE AMOUNT OF $775,945.45; TRANSFERS IN THE AMOUNT OF $55,201.33; ONLINE PAYMENTS IN THE AMOUNT OF $125,363.22; PAYROLL IN THE AMOUNT OF $1,745,494.84**

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

Executive Summary
Prepaid Warrants:
Warrant # 319050-319055: *$7,674.15*
ACH: *$13,415.96*
Voids: *$0*
General City Warrants
Warrant # 319056-319177: *$621,883.16*
ACH: *$154,062.29*
Voids: *$0*
Payroll Period Ending 5/10/2024: *$885,576.26*
Payroll Period Ending 5/17/2024: *$15,399.76*
Payroll Period Ending 5/18/2024: *$2,778.08*
Payroll Period Ending 5/24/2024: *$841,740.74*
Wire Transfers Out – To (LAIF): *$0*
Wire Transfers In – From (LAIF): *$0*
Wire Transfers (RSA): *$0*
Wire Transfers Out – To (Acct # 2413): *$55,201.33*
Wire Transfers Out – To (Acct # 1936): *$0*
Online Payments: *$125,363.22*
RSA:
Prepaid Warrants: *$0*
General City Warrants: *$0*

Total: $2,723,094.95

Key Performace Indicators and Strategic Plan

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

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

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

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

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

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

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

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

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

Attachment:
Attachment No. 1 - Warrant Summary.pdf
Attachment No. 2 - Prepaid Warrant List.pdf
Attachment No. 3 - General City Warrant List.pdf
Attachment No. 4 - Online Payments.pdf
Attachment No. 5 - Payroll.pdf

City of South Pasadena
Demand/Warrant Register **Date** 6/5/2024

Recap by fund	Fund No.	Amounts	
		Prepaid	Written
General Fund	101	450.00	504,329.86
Insurance Fund	103	4,108.14	22,218.05
Street Improvement Program	104	-	-
Technology Surcharge Fund	106	-	-
Facilities & Equip.Cap. Fund	105	-	-
Programs and Projects	107	-	-
Local Transit Return "A"	205	-	37,380.62
SLFRF Fund	206	-	6,101.28
Local Transit Return "C"	207	-	735.00
TEA/Metro	208	-	-
Sewer Fund	210	-	3,857.01
CTC Traffic Improvement	211	-	-
SB2 Planning Grant	213	-	-
Rogan HR5294 Grant	214	-	-
Street Lighting Fund	215	-	19,410.38
Public, Education & Govt Fund	217	-	-
Clean Air Act Fund	218	-	-
Business Improvement Tax	220	-	-
Gold Line Mitigation Fund	223	-	-
Mission Meridian Public Garage	226	-	-
Housing Authority Fund	228	-	-
State Gas Tax	230	-	11,695.74
County Park Bond Fund	232	-	3,500.00
Measure R	233	-	-
Measure M	236	-	2,030.75
Road Maint & Rehab (SB1)	237	-	-
MSRC Grant Fund	238	-	-
Measure W	239	-	217.50
Measure H	241	-	-
Prop C Exchange Fund	242	-	-
Bike & Pedestrian Paths	245	-	-
BTA Grants	248	-	-
Golden Street Grant	249	-	-
Capital Growth Fund	255	-	-
CDBG	260	-	-
Asset Forfeiture	270	-	4,787.61
Police Grants - State	272	-	-
Homeland Security Grant	274	-	-
Park Impact Fees	275	-	-
Historic Preservation Grant	276	-	-
HSIP Grant	277	-	-
Arroyo Seco Golf Course	295	-	-
Sewer Capital Projects Fund	310	-	-
400 Capital Improvement Program	400	-	57,280.88
Water Fund	500	-	98,536.72
Water Efficiency Fund	503	-	1,355.35
2016 Water Revenue Bonds Fund	505	-	-
SRF Loan - Water	506	-	-
Water & Sewer Impact Fee	510	-	-
Public Financing Authority	550	-	-
Payroll Clearing Fund	700	16,531.97	2,508.70
			-
	Column Totals:	21,090.11	775,945.45

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

City Report Totals:	797,035.56
Payroll Period Ending: 05/10/2024	885,576.26
Payroll Period Ending: 05/17/2024	15,399.76
Payroll Period Ending: 05/18/2024	2,778.08
Payroll Period Ending: 05/24/2024	841,740.74
Wire Transfer Out - To LAIF	-
Wire Transfer In - From LAIF	-
Wire Transfer - RSA	-
Wire Transfer Out - To Acct. # 2413	55,201.33
Wire Transfer Out - To Acct. # 1936	-
Online Payments	125,363.22
Voids - Prepaid	-
Voids - General Warrant	-
Grand Report Total:	**2,723,094.95**

Evelyn G. Zneimer, Mayor

Terry Kim, Finance Manager

Mark Perez, Deputy City Clerk

Accounts Payable

Check Detail

User: ealvarez
Printed: 05/29/2024 - 4:39PM

Check Number	Check Date	Amount
CSD3014 - Ca. State Disbursement Unit		
319050	05/23/2024	
Inv PR 04.26.2024		
Line Item Date: 04/24/2024	Line Item Description: PR Batch 42624.04.2024 - Garnishment Case # FAMSS-1406906.	903.69
Inv PR 04.26.2024 Total		903.69
Inv PR 05.24.2024		
Line Item Date: 05/22/2024	Line Item Description: PR Batch 52424.05.2024 Garnishment - FAMSS-1406906.	903.69
Inv PR 05.24.2024 Total		903.69
319050 Total:		1,807.38
CSD3014 - Ca. State Disbursement Unit Total:		1,807.38
SCFT0000 - Franchise Tax Board		
319051	05/23/2024	
Inv PR 04.26.2024		
Line Item Date: 04/24/2024	Line Item Description: PR Batch 42624.04.2024 Garnishment Case # 568717589.	134.98
Inv PR 04.26.2024 Total		134.98
Inv PR 05.24.2024		
Line Item Date: 05/22/2024	Line Item Description: PR Batch 52424.05.2024 Garnishment Case # 568717589.	134.98
Inv PR 05.24.2024 Total		134.98
319051 Total:		269.96
SCFT0000 - Franchise Tax Board Total:		269.96
GAL7788 - Gale, Donna M.		
319052	05/23/2024	
Inv BTAPAPRIL24		
Line Item Date	Line Item Description	

Check Number	Check Date		Amount
	05/20/2024	Contract Class Instructor Payment for Ballet & Tap April 24	450.00
	Inv BTAPAPRIL24 Total		450.00
319052 Total:			450.00
GAL7788 - Gale, Donna M. Total:			450.00
SSDV2018 - Sandoval, Sheila			
0	05/23/2024		
	Inv PR 04.26.2024		
	Line Item Date	Line Item Description	
	04/24/2024	PR Batch 42624.04.2024 - Garnishment	956.03
	04/24/2024	PR Batch 42624.04.2024 - Garnishment	381.70
	Inv PR 04.26.2024 Total		1,337.73
	Inv PR 05.24.2024		
	Line Item Date	Line Item Description	
	05/22/2024	PR Batch 52424.05.2024 - Garnishment	956.03
	05/22/2024	PR Batch 52424.05.2024 - Garnishment	115.70
	Inv PR 05.24.2024 Total		1,071.73
0 Total:			2,409.46
SSDV2018 - Sandoval, Sheila Total:			2,409.46
Total:			4,936.80

Accounts Payable

Check Detail

User: ealvarez
Printed: 05/29/2024 - 4:40PM

Check Number	Check Date	Amount
AIS0107 - Alliant Insurance Services, Inc.		
319053	05/29/2024	
Inv A23000		
Line Item Date	Line Item Description	
05/15/2024	Pollution Liability Premium - Coverage 5/3/24 - 5/3/25	4,108.14
Inv A23000 Total		4,108.14
319053 Total:		4,108.14
AIS0107 - Alliant Insurance Services, Inc. Total:		4,108.14
CSD3014 - Ca. State Disbursement Unit		
319054	05/29/2024	
Inv PR 05.10.2024		
Line Item Date	Line Item Description	
05/08/2024	PR Batch 51024.05.2024 - Garnishment Case # FAMSS-1406906.	903.69
Inv PR 05.10.2024 Total		903.69
319054 Total:		903.69
CSD3014 - Ca. State Disbursement Unit Total:		903.69
SCFT0000 - Franchise Tax Board		
319055	05/29/2024	
Inv PR 05.10.2024		
Line Item Date	Line Item Description	
05/08/2024	PR Batch 51024.05.2024 Garnishment Case # 568717589.	134.98
Inv PR 05.10.2024 Total		134.98
319055 Total:		134.98
SCFT0000 - Franchise Tax Board Total:		134.98
SOU5435 - S.P. Police Officers Association 700-0000-0000-2246-000		
0	05/29/2024	

Check Number	Check Date	Amount

Inv May 2024

Line Item Date	Line Item Description	
05/08/2024	PR Batch 51024.05.2024 SPPOA - Union Dues	3,560.40
05/08/2024	PR Batch 51024.05.2024 SPPOA Insurance	2,245.95
Inv May 2024 Total		5,806.35
0 Total:		5,806.35

SOU5435 - S.P. Police Officers Association Total: 5,806.35

SOU5451 - S.P. Public Service Employees Association 700-0000-0000-2248-000

0 05/29/2024

Inv May 2024

Line Item Date	Line Item Description	
05/08/2024	PR Batch 51024.05.2024 SPPSEA - Union Dues	1,290.00
Inv May 2024 Total		1,290.00
0 Total:		1,290.00

SOU5451 - S.P. Public Service Employees Association Total: 1,290.00

CEAP7000 - S.P. Public Service Employees Association-PT 700-0000-0000-2249-000

0 05/29/2024

Inv May 2024

Line Item Date	Line Item Description	
05/08/2024	PR Batch 51024.05.2024 PART TIME ASSN. DUES / FEE	168.00
Inv May 2024 Total		168.00
0 Total:		168.00

CEAP7000 - S.P. Public Service Employees Association-PT Total: 168.00

SOU5230 - S.P.Firefighters L-3657

0 05/29/2024

Inv May 2024

Line Item Date	Line Item Description	
05/08/2024	PR Batch 51024.05.2024 Firefighters 3657 - Union	2,175.00
05/08/2024	PR Batch 51024.05.2024 Fire Assn. Insurance	177.42
05/08/2024	PR Batch 51024.05.2024 FFA Fire Rec Fees	90.00
Inv May 2024 Total		2,442.42
0 Total:		2,442.42

Check Number	Check Date		Amount
SOU5230 - S.P.Firefighters L-3657 Total:			2,442.42
SSDV2018 - Sandoval, Sheila			
0	05/29/2024		
Inv	PR 05.10.2024		
Line Item Date		Line Item Description	
05/08/2024		PR Batch 51024.05.2024 - Garnishment	956.03
05/08/2024		PR Batch 51024.05.2024 - Garnishment	343.70
Inv PR 05.10.2024 Total			1,299.73
0 Total:			1,299.73
SSDV2018 - Sandoval, Sheila Total:			1,299.73
Total:			16,153.31

Accounts Payable

Check Detail

User: ealvarez
Printed: 05/29/2024 - 4:41PM

Check Number	Check Date	Amount
IMPR8032 - 4Imprint, Inc.		
319056	06/05/2024	
Inv 27217420		
Line Item Date: 05/03/2024	Line Item Description: Items for Commissioner Congress Event	581.15
Inv 27217420 Total		581.15
319056 Total:		581.15
IMPR8032 - 4Imprint, Inc. Total:		581.15
AFLA7010 - AFLAC		
0	06/05/2024	
Inv 927251		
Line Item Date: 04/28/2024	Line Item Description: Employee Optional Insurance - April 2024	1,475.95
Inv 927251 Total		1,475.95
0 Total:		1,475.95
AFLA7010 - AFLAC Total:		1,475.95
AKGSHFLP - Akin Gump Strauss Hauer & Feld LLP		
319057	06/05/2024	
Inv 2084272		
Line Item Date: 02/29/2024	Line Item Description: Legal Fees January 2024	1,872.00
Inv 2084272 Total		1,872.00
Inv 2093294		
Line Item Date: 04/30/2024	Line Item Description: March 2024 Legal Fees	624.00
Inv 2093294 Total		624.00
Inv 2095457		
Line Item Date	Line Item Description	

Check Number	Check Date		Amount
	05/14/2024	April 2024 Legal Fees	4,290.00
	Inv 2095457 Total		4,290.00
319057 Total:			6,786.00
AKGSHFLP - Akin Gump Strauss Hauer & Feld LLP Total:			6,786.00
ALAL5011 - Alert-All Corp.			
319058	06/05/2024		
	Inv 224050065		
	Line Item Date	Line Item Description	
	05/07/2024	Fire Safety Firefighter Stickers	187.44
	Inv 224050065 Total		187.44
319058 Total:			187.44
ALAL5011 - Alert-All Corp. Total:			187.44
ACMT2920 - All City Management Services, Inc.			
319059	06/05/2024		
	Inv 93209		
	Line Item Date	Line Item Description	
	05/01/2024	Crossing Guard Services - 04/14/24-04/27/24.	12,105.21
	Inv 93209 Total		12,105.21
319059 Total:			12,105.21
ACMT2920 - All City Management Services, Inc. Total:			12,105.21
ALL0197 - All Star Fire Equipment, Inc.			
319060	06/05/2024		
	Inv 255457		
	Line Item Date	Line Item Description	
	04/29/2024	Fire - PPE Regulator Holder Assembly	162.01
	Inv 255457 Total		162.01
	Inv 255472		
	Line Item Date	Line Item Description	
	04/30/2024	Fire - PPE Regulator Holder Assembly	36.40
	Inv 255472 Total		36.40
319060 Total:			198.41

Check Number	Check Date		Amount
ALL0197 - All Star Fire Equipment, Inc. Total:			198.41
AMAZONCP - Amazon Capital Services, Inc.			
0	06/05/2024		
Inv	11J4-VHWW-YMR6		
Line Item Date	Line Item Description		
05/13/2024	Books/DVDs/CDs for Library Collection		478.86
Inv 11J4-VHWW-YMR6 Total			478.86
Inv	13HT-W4GR-NYMK		
Line Item Date	Line Item Description		
05/06/2024	Office Supplies for Department		44.08
Inv 13HT-W4GR-NYMK Total			44.08
Inv	176K-TG3Q-3LYQ		
Line Item Date	Line Item Description		
05/13/2024	Computer Supplies		172.36
05/13/2024	Fire Equipment		328.59
05/13/2024	Office Supplies for Department		42.96
05/13/2024	Office Supplies		222.39
Inv 176K-TG3Q-3LYQ Total			766.30
Inv	1GCT-37FX-P47Q		
Line Item Date	Line Item Description		
04/29/2024	Computer Supplies		318.14
04/29/2024	Office Supplies for Department		405.89
Inv 1GCT-37FX-P47Q Total			724.03
Inv	1JRH-YRR1-NC3Q		
Line Item Date	Line Item Description		
05/09/2024	Senior Center supplies		104.19
05/09/2024	DAR supplies		45.48
05/09/2024	4th of July supplies		201.95
05/09/2024	Camp Med supplies		142.21
Inv 1JRH-YRR1-NC3Q Total			493.83
Inv	1JRH-YRR1-P9XW		
Line Item Date	Line Item Description		
05/06/2024	Uninterruptable Power Supply (UPS) to replace- failed at Wilson		2,707.09
Inv 1JRH-YRR1-P9XW Total			2,707.09
Inv	1P7C-T4N7-LJQL		
Line Item Date	Line Item Description		
05/20/2024	Office Supplies for Department		61.55

Check Number	Check Date		Amount
Inv 1P7C-T4N7-LJQL Total			61.55
Inv 1PRN-LFQ1-ML94			
Line Item Date	Line Item Description		
05/06/2024	Water to support Emergency Operations Center		499.99
Inv 1PRN-LFQ1-ML94 Total			499.99
Inv 1R47-LYVV-MRHK			
Line Item Date	Line Item Description		
05/14/2024	War Memorial Cocktail Tables		294.78
Inv 1R47-LYVV-MRHK Total			294.78
Inv 1R7L-41GN-P6HK			
Line Item Date	Line Item Description		
05/15/2024	Safety Equipment for Fire Department		158.41
Inv 1R7L-41GN-P6HK Total			158.41
Inv 1RFH-XWLL-1DGQ			
Line Item Date	Line Item Description		
05/13/2024	Commissioner Congress Supplies		281.83
Inv 1RFH-XWLL-1DGQ Total			281.83
Inv 1TP1-YGRT-Q4D3			
Line Item Date	Line Item Description		
05/06/2024	Books/DVDs/CDs for Library Collection		500.58
05/06/2024	Umbrella stands		137.31
Inv 1TP1-YGRT-Q4D3 Total			637.89
Inv 1TPL-3KHY-N34H			
Line Item Date	Line Item Description		
04/29/2024	CD for Library collection		13.41
Inv 1TPL-3KHY-N34H Total			13.41
Inv 1WL9-4KQF-1Q4J			
Line Item Date	Line Item Description		
05/14/2024	Camp Med,Senior Center,Dial a ride,and Special event supplies		30.95
05/14/2024	Camp Med,Senior Center,Dial a ride,and Special event supplies		106.92
05/14/2024	Camp Med,Senior Center,Dial a ride,and Special event supplies		62.98
05/14/2024	Camp Med,Senior Center,Dial a ride,and Special event supplies		45.89
Inv 1WL9-4KQF-1Q4J Total			246.74
0 Total:			7,408.79

Check Number	Check Date		Amount
AMAZONCP - Amazon Capital Services, Inc. Total:			7,408.79
ANTLAGRP - Annealta Group			
319061	06/05/2024		
Inv 3037			
Line Item Date	Line Item Description		
12/04/2023	Task Order 2: Street Improvement Project		4,266.25
Inv 3037 Total			4,266.25
Inv 3198			
Line Item Date	Line Item Description		
04/10/2024	Task Order 2: Street Improvement Program		925.00
Inv 3198 Total			925.00
Inv 3199			
Line Item Date	Line Item Description		
05/07/2024	Street Improvement Program Management		648.75
Inv 3199 Total			648.75
319061 Total:			5,840.00
ANTLAGRP - Annealta Group Total:			5,840.00
ARCD6011 - ARC Document Solutions, LLC			
319062	06/05/2024		
Inv 12450929			
Line Item Date	Line Item Description		
04/19/2024	Catch Basin Map		46.58
Inv 12450929 Total			46.58
319062 Total:			46.58
ARCD6011 - ARC Document Solutions, LLC Total:			46.58
AMST8020 - Armstrong Lock & Safe			
319063	06/05/2024		
Inv 7686			
Line Item Date	Line Item Description		
05/02/2024	Repairs to armory safe		495.00
Inv 7686 Total			495.00
319063 Total:			495.00

Check Number	Check Date		Amount
AMST8020 - Armstrong Lock & Safe Total:			495.00
ERCARRYO - Arroyo, Eric Jason			
319064	06/05/2024		
Inv 3390			
Line Item Date	Line Item Description		
05/14/2024	As-needed background investigations for employment.		255.00
Inv 3390 Total			255.00
319064 Total:			255.00
ERCARRYO - Arroyo, Eric Jason Total:			255.00
RatPactI - ASM Industrial Corp.			
319065	06/05/2024		
Inv 19250			
Line Item Date	Line Item Description		
04/25/2024	Monthly Pest Control - March 2024		65.00
Inv 19250 Total			65.00
Inv 19251			
Line Item Date	Line Item Description		
04/25/2024	Monthly Pest Control - April 2024		125.00
Inv 19251 Total			125.00
Inv 19253			
Line Item Date	Line Item Description		
04/25/2024	Monthly Pest Control - April 2024		150.00
Inv 19253 Total			150.00
Inv 19254			
Line Item Date	Line Item Description		
04/25/2024	Monthly Pest Control - April 2024		65.00
Inv 19254 Total			65.00
Inv 19255			
Line Item Date	Line Item Description		
04/25/2024	Monthly Rodent Control FY2023-24		535.00
Inv 19255 Total			535.00
Inv 19256			
Line Item Date	Line Item Description		

Check Number	Check Date		Amount
	04/25/2024	Monthly Pest Control - April 2024	125.00
	Inv 19256 Total		125.00
	Inv 19257		
	Line Item Date	Line Item Description	
	04/25/2024	Monthly Rodent Control FY2023-24	735.00
	Inv 19257 Total		735.00
319065 Total:			1,800.00
RatPactI - ASM Industrial Corp. Total:			1,800.00
AT&T5011 - AT&T			
319066	06/05/2024		
	Inv 24813461002105		
	Line Item Date	Line Item Description	
	05/01/2024	AN 248 134-6100 210 5 Serv 5/1/24 - 5/31/24	18.86
	Inv 24813461002105 Total		18.86
	Inv 33184107563432		
	Line Item Date	Line Item Description	
	05/07/2024	AN 331 841-0756 343 2 Serv 5/7 - 6/6/24	31.79
	Inv 33184107563432 Total		31.79
	Inv 33184108023436		
	Line Item Date	Line Item Description	
	05/07/2024	AN 331 841-0802 343 6 Serv 5/7 - 6/6/24	31.79
	Inv 33184108023436 Total		31.79
319066 Total:			82.44
319067	06/05/2024		
	Inv 000021592675		
	Line Item Date	Line Item Description	
	04/20/2024	BAN 9391062308 Serv 3/20 - 4/19/24	23,146.70
	Inv 000021592675 Total		23,146.70
	Inv 000021610298		
	Line Item Date	Line Item Description	
	04/27/2024	BAN CLAPDSOPAS Serv 3/27 - 4/26/24	299.55
	Inv 000021610298 Total		299.55

Check Number	Check Date		Amount
Inv 000021614929			
Line Item Date	Line Item Description		
04/27/2024	BAN 9391036943 Serv for 3/27 - 4/26/24		401.44
Inv 000021614929 Total			401.44
Inv 0021741940			
Line Item Date	Line Item Description		
05/20/2024	BAN 9391062308 Serv 4/20 - 5/19/24		23,666.66
Inv 0021741940 Total			23,666.66
319067 Total:			47,514.35
ATCN9011 - AT&T Total:			47,596.79
ATSS6010 - Athens Services			
319068	06/05/2024		
Inv 14998237			
Line Item Date	Line Item Description		
07/31/2023	2624-Sweeping for Mission Meridian Garage (July 2023-April 2024)		941.54
Inv 14998237 Total			941.54
Inv 14998238			
Line Item Date	Line Item Description		
07/31/2023	2654 – Bus Barrel Trash Collection (July 2023-April 2024)		2,510.79
Inv 14998238 Total			2,510.79
Inv 15214188			
Line Item Date	Line Item Description		
08/31/2023	2624- Sweeping for Mission Meridian Garage (July2023-April2024)		941.54
Inv 15214188 Total			941.54
Inv 15214189			
Line Item Date	Line Item Description		
08/31/2023	2654 – Bus Barrel Trash Collection (July 2023-April 2024)		2,510.79
Inv 15214189 Total			2,510.79
Inv 15425812			
Line Item Date	Line Item Description		
09/30/2023	2624-Sweeping for Mission Meridian Garage (July 2023-April 2024		941.54
Inv 15425812 Total			941.54
Inv 15425813			
Line Item Date	Line Item Description		

Check Number	Check Date		Amount
	09/30/2023	2654 – Bus Barrel Trash Collection (July 2023-April 2024)	2,510.79
Inv 15425813 Total			2,510.79
Inv 15656953			
Line Item Date	Line Item Description		
	11/01/2023	2624-Sweeping for Mission Meridian Garage (July 2023-April 2024	941.54
Inv 15656953 Total			941.54
Inv 15656956			
Line Item Date	Line Item Description		
	11/01/2023	2654 – Bus Barrel Trash Collection (July 2023-April 2024)	2,510.79
Inv 15656956 Total			2,510.79
Inv 15848882			
Line Item Date	Line Item Description		
	12/01/2023	2624-Sweeping for Mission Meridian Garage (July 2023-April 2024	941.54
Inv 15848882 Total			941.54
Inv 15848884			
Line Item Date	Line Item Description		
	12/01/2023	2654 – Bus Barrel Trash Collection (July 2023-April 2024)	2,510.79
Inv 15848884 Total			2,510.79
Inv 16035308			
Line Item Date	Line Item Description		
	01/01/2024	2624-Sweeping for Mission Meridian Garage (July 2023-April 2024	941.54
Inv 16035308 Total			941.54
Inv 16035310			
Line Item Date	Line Item Description		
	01/01/2024	2654- Bus Barrel Trash Collection (July 2023-April 2024)	2,510.79
Inv 16035310 Total			2,510.79
Inv 16250920			
Line Item Date	Line Item Description		
	02/01/2024	2624-Sweeping for Mission Meridian Garage (July 2023-April 2024	941.54
Inv 16250920 Total			941.54
Inv 16250922			
Line Item Date	Line Item Description		
	02/01/2024	2654 – Bus Barrel Trash Collection (July 2023-April 2024)	2,510.79
Inv 16250922 Total			2,510.79

Check Number	Check Date		Amount
Inv 16431525			
Line Item Date	Line Item Description		
03/01/2024	2624-Sweeping for Mission Meridian Garage (July 2023-April 2024		941.54
Inv 16431525 Total			941.54
Inv 16431527			
Line Item Date	Line Item Description		
03/01/2024	2654- Bus Barrel Trash Collection (July 2023- April 2024		2,510.79
Inv 16431527 Total			2,510.79
Inv 16627046			
Line Item Date	Line Item Description		
04/01/2024	2624-Sweeping for Mission Meridian Garage (July 2023-April 2024		941.54
Inv 16627046 Total			941.54
Inv 16627048			
Line Item Date	Line Item Description		
04/01/2024	2654- Bus Barrel Trash Collection (July 2023- April 2024)		2,510.79
Inv 16627048 Total			2,510.79
Inv 16847774			
Line Item Date	Line Item Description		
05/01/2024	2624-Sweeping for Mission Meridian Garage (July 2023-April 2024		941.54
Inv 16847774 Total			941.54
Inv 16847776			
Line Item Date	Line Item Description		
05/01/2024	2654- Bus Barrel Trash Collection (July 2023- April 2024)		2,510.79
Inv 16847776 Total			2,510.79
319068 Total:			34,523.30
ATSS6010 - Athens Services Total:			34,523.30
BAK0369 - Baker & Taylor Books			
0	06/05/2024		
Inv 2038166834			
Line Item Date	Line Item Description		
04/02/2024	Books FY2023-24		806.76
Inv 2038166834 Total			806.76
Inv 2038174158			
Line Item Date	Line Item Description		

Check Number	Check Date		Amount
	04/02/2024	Books FY2023-24	685.38
	Inv 2038174158 Total		685.38
	Inv 2038177524		
	Line Item Date	Line Item Description	
	04/04/2024	Books FY2023-24	389.56
	Inv 2038177524 Total		389.56
	Inv 2038185307		
	Line Item Date	Line Item Description	
	04/08/2024	Books FY2023-24	1,590.06
	Inv 2038185307 Total		1,590.06
	Inv 2038191769		
	Line Item Date	Line Item Description	
	04/08/2024	Books FY2023-24	716.89
	Inv 2038191769 Total		716.89
	Inv 2038192266		
	Line Item Date	Line Item Description	
	04/09/2024	Books FY2023-24	194.53
	Inv 2038192266 Total		194.53
	Inv 2038194860		
	Line Item Date	Line Item Description	
	04/19/2024	Books FY2023-24	315.98
	Inv 2038194860 Total		315.98
	Inv 2038197431		
	Line Item Date	Line Item Description	
	04/12/2024	Books FY2023-24	924.62
	Inv 2038197431 Total		924.62
	Inv 2038202869		
	Line Item Date	Line Item Description	
	04/08/2024	Books FY2023-24	136.44
	Inv 2038202869 Total		136.44
	Inv 2038206490		
	Line Item Date	Line Item Description	
	04/17/2024	Books FY2023-24	1,069.41
	Inv 2038206490 Total		1,069.41

Check Number	Check Date	Amount

Inv 2038209148

Line Item Date	Line Item Description	
04/18/2024	Books FY2023-24	598.03

Inv 2038209148 Total 598.03

Inv 2038214414

Line Item Date	Line Item Description	
04/16/2024	Books FY2023-24	164.91

Inv 2038214414 Total 164.91

Inv 2038214691

Line Item Date	Line Item Description	
04/17/2024	Books FY2023-24	184.32

Inv 2038214691 Total 184.32

Inv 2038223514

Line Item Date	Line Item Description	
04/23/2024	Books FY2023-24	396.42

Inv 2038223514 Total 396.42

Inv 2038225624

Line Item Date	Line Item Description	
04/22/2024	Books FY2023-24	348.39

Inv 2038225624 Total 348.39

Inv 2038227398

Line Item Date	Line Item Description	
04/30/2024	Books FY2023-24	987.08

Inv 2038227398 Total 987.08

Inv 2038234225

Line Item Date	Line Item Description	
04/19/2024	Books FY2023-24	199.70

Inv 2038234225 Total 199.70

Inv 2038235830

Line Item Date	Line Item Description	
04/29/2024	Books FY2023-24	809.87

Inv 2038235830 Total 809.87

Inv 2038245928

Line Item Date	Line Item Description	
05/06/2024	Books FY2023-24	142.80

Check Number	Check Date		Amount
Inv 2038245928 Total			142.80
0 Total:			10,661.15
BAK0369 - Baker & Taylor Books Total:			10,661.15
BAK0366 - Baker & Taylor Entertainment			
0	06/05/2024		
Inv H68683680			
Line Item Date	Line Item Description		
04/18/2024	DVDs/CDs - FY 2023-24		66.07
Inv H68683680 Total			66.07
Inv H68725750			
Line Item Date	Line Item Description		
04/18/2024	DVDs/CDs - FY 2023-24		76.04
Inv H68725750 Total			76.04
Inv H68737730			
Line Item Date	Line Item Description		
04/19/2024	DVDs/CDs - FY 2023-24		43.80
Inv H68737730 Total			43.80
Inv H68760390			
Line Item Date	Line Item Description		
04/25/2024	DVDs/CDs - FY 2023-24		33.04
Inv H68760390 Total			33.04
Inv H68820220			
Line Item Date	Line Item Description		
05/07/2024	DVDs/CDs - FY 2023-24		1,351.33
Inv H68820220 Total			1,351.33
Inv H68894580			
Line Item Date	Line Item Description		
05/06/2024	DVDs/CDs - FY 2023-24		160.22
Inv H68894580 Total			160.22
0 Total:			1,730.50
BAK0366 - Baker & Taylor Entertainment Total:			1,730.50

Check Number	Check Date	Amount

BSHL6710 - Base Hill, Inc., dba Jan Point

0 06/05/2024

Inv 24777

Line Item Date	Line Item Description	
04/25/2024	Monthly Janitorial Services April 2024 Services-Citywide	900.00
04/25/2024	Monthly Janitorial Services April 2024 Services-Citywide	14,985.00
04/25/2024	Monthly Janitorial Services April 2024 Services-Citywide	1,000.00
Inv 24777 Total		16,885.00
0 Total:		16,885.00
BSHL6710 - Base Hill, Inc., dba Jan Point Total:		16,885.00

BERM6410 - Bee Removers

319069 06/05/2024

Inv 602006

Line Item Date	Line Item Description	
11/16/2023	Humane Bee removal service-Water Meter	135.00
Inv 602006 Total		135.00
319069 Total:		135.00
BERM6410 - Bee Removers Total:		135.00

BLSP8010 - Blackstone Publishing

0 06/05/2024

Inv 2151503

Line Item Date	Line Item Description	
04/29/2024	Books/DVDs/CDs	580.73
Inv 2151503 Total		580.73

Inv 2152545

Line Item Date	Line Item Description	
05/06/2024	Books/DVDs/CDs	134.91
Inv 2152545 Total		134.91
0 Total:		715.64
BLSP8010 - Blackstone Publishing Total:		715.64

DBAR3011 - Brink's Incorporated

0 06/05/2024

Check Number	Check Date		Amount
Inv 12611049			
Line Item Date	Line Item Description		
05/01/2024	Monthly Service 2024.05		1,909.48
Inv 12611049 Total			1,909.48
0 Total:			1,909.48
DBAR3011 - Brink's Incorporated Total:			1,909.48
BRMR8267 - BRIT West Soccer			
319070	06/05/2024		
Inv BritWestApril24			
Line Item Date	Line Item Description		
05/15/2024	Contract Class Instructor Payment - Soccer classes April 24		4,938.28
Inv BritWestApril24 Total			4,938.28
319070 Total:			4,938.28
BRMR8267 - BRIT West Soccer Total:			4,938.28
TNYBRTTN - Brittin, Tanya			
319071	06/05/2024		
Inv 04/29-04/30/24			
Line Item Date	Line Item Description		
05/14/2024	Grant Writing Training Reimbursement for Clerk Brittin 04/29-30		110.24
Inv 04/29-04/30/24 Total			110.24
319071 Total:			110.24
TNYBRTTN - Brittin, Tanya Total:			110.24
BNIG9203 - Bucknam, Peter Joseph			
319072	06/05/2024		
Inv 334-03.12			
Line Item Date	Line Item Description		
04/08/2024	Pavement Management Project, Task 001		735.00
04/08/2024	Pavement Management Project, Task 001		735.00
Inv 334-03.12 Total			1,470.00
319072 Total:			1,470.00
BNIG9203 - Bucknam, Peter Joseph Total:			1,470.00

Check Number	Check Date	Amount

CBSC5200 - CA Building Standards Commission

319073 06/05/2024

Inv 01-01-3-31-2019

Line Item Date	Line Item Description	
05/29/2024	Qtr 01/01-03/31/2019 - Special Revolving Fund	162.90

Inv 01-01-3-31-2019 Total 162.90

Inv 01-1-03-31-2017

Line Item Date	Line Item Description	
05/29/2024	Qtr 01/01-03/31/2017 - Special Revolving Fund	174.60

Inv 01-1-03-31-2017 Total 174.60

Inv 04-01-6-30-2017

Line Item Date	Line Item Description	
05/29/2024	Qtr 04/01-06/30/2017 - Special Revolving Fund	236.70

Inv 04-01-6-30-2017 Total 236.70

Inv 04-01-6-30-2018

Line Item Date	Line Item Description	
05/29/2024	Qtr 04/01-06/30/2018 - Special Revolving Fund	125.10

Inv 04-01-6-30-2018 Total 125.10

Inv 04-1-06-30-2019

Line Item Date	Line Item Description	
05/29/2024	Qtr 04/01-06/30/2019 - Special Revolving Fund	199.80

Inv 04-1-06-30-2019 Total 199.80

Inv 07-1-09-30-2018

Line Item Date	Line Item Description	
05/29/2024	Qtr 07/01-09/30/2018 - Special Revolving Fund	145.80

Inv 07-1-09-30-2018 Total 145.80

Inv 07-1-09-30-2019

Line Item Date	Line Item Description	
05/29/2024	Qtr 07/01-09/30/2019 - Special Revolving Fund	263.70

Inv 07-1-09-30-2019 Total 263.70

Inv 10-1-12-31-2016

Line Item Date	Line Item Description	
05/29/2024	Qtr 10/01-12/31/2016 - Special Revolving Fund	145.80

Inv 10-1-12-31-2016 Total 145.80

Check Number	Check Date	Amount
Inv 10-1-12-31-2017		
Line Item Date	Line Item Description	
05/29/2024	Qtr 10/01-12/31/2017 - Special Revolving Fund	379.80
Inv 10-1-12-31-2017 Total		379.80
Inv 10-1-12-31-2018		
Line Item Date	Line Item Description	
05/29/2024	Qtr 10/01-12/31/2018 - Special Revolving Fund	193.50
Inv 10-1-12-31-2018 Total		193.50
Inv 10-1-12-31-2019		
Line Item Date	Line Item Description	
05/29/2024	Qtr 10/01-12/31/2019 - Special Revolving Fund	222.30
Inv 10-1-12-31-2019 Total		222.30
319073 Total:		2,250.00
CBSC5200 - CA Building Standards Commission Total:		2,250.00
CAL5236 - CA Linen Services		
319074	06/05/2024	
Inv 2268379		
Line Item Date	Line Item Description	
04/25/2024	Linen Cleaning Services - FY 2023-24	120.06
Inv 2268379 Total		120.06
Inv 2271035		
Line Item Date	Line Item Description	
05/02/2024	Linen Cleaning Services - FY 2023-24	137.73
Inv 2271035 Total		137.73
Inv 2274467		
Line Item Date	Line Item Description	
05/09/2024	Linen Cleaning Services - FY 2023-24	130.90
Inv 2274467 Total		130.90
319074 Total:		388.69
CAL5236 - CA Linen Services Total:		388.69
DACA4011 - Calderon, David		
319075	06/05/2024	

Check Number	Check Date		Amount
Inv	04/25/2024		
Line Item Date		Line Item Description	
05/14/2024		Sexual Assault Invest. Training Reimbursement for Calderon	61.01
Inv 04/25/2024 Total			61.01
319075 Total:			61.01
DACA4011 - Calderon, David Total:			61.01
CAMERPL - California Metro Patrol & EMS, Inc.			
319076	06/05/2024		
Inv	6787		
Line Item Date		Line Item Description	
05/03/2024		Security Guard Serv 4/22 - 5/3/24	3,288.80
Inv 6787 Total			3,288.80
319076 Total:			3,288.80
CAMERPL - California Metro Patrol & EMS, Inc. Total:			3,288.80
CALPELRA - California Public Employers Labor Relations Associ, CALPELRA			
319077	06/05/2024		
Inv	536		
Line Item Date		Line Item Description	
05/14/2024		CALPELRA Membership Renewal	790.00
Inv 536 Total			790.00
319077 Total:			790.00
CALPELRA - California Public Employers Labor Relations Associ, CALPELRA Total:			790.00
CAN0607 - Cantu Graphics Inc.			
319078	06/05/2024		
Inv	22333		
Line Item Date		Line Item Description	
05/03/2024		Sewer SSMP Printing	409.56
05/03/2024		Sewer SSMP Printing	500.00
Inv 22333 Total			909.56
Inv	22335		
Line Item Date		Line Item Description	
05/01/2024		Social Services Guide Booklet	306.16
Inv 22335 Total			306.16

Check Number	Check Date		Amount
319078 Total:			1,215.72
CAN0607 - Cantu Graphics Inc. Total:			1,215.72
CWNC2501 - Carl Warren & Company			
0	06/05/2024		
Inv	2042846-2042884		
Line Item Date	Line Item Description		
04/30/2024	Legal Matters - April 2024		3,060.55
Inv 2042846-2042884 Total			3,060.55
0 Total:			3,060.55
CWNC2501 - Carl Warren & Company Total:			3,060.55
CRDLLP - Carpenter Rothans & Dumont LLP			
319079	06/05/2024		
Inv	46278		
Line Item Date	Line Item Description		
04/15/2024	Legal Matters - March 2024		6,799.12
Inv 46278 Total			6,799.12
319079 Total:			6,799.12
CRDLLP - Carpenter Rothans & Dumont LLP Total:			6,799.12
GBCL4010 - Carrillo, Gilbert			
319080	06/05/2024		
Inv	04/27-05/02/24		
Line Item Date	Line Item Description		
05/15/2024	Motorola Summit Training Reimbursement for Cpl. Carrillo		530.21
Inv 04/27-05/02/24 Total			530.21
319080 Total:			530.21
GBCL4010 - Carrillo, Gilbert Total:			530.21
CDW5246 - CDW Government LLC			
0	06/05/2024		
Inv	QH57497		
Line Item Date	Line Item Description		
03/21/2024	APC Replacement Battery Cartridge		494.15

Check Number	Check Date		Amount
Inv QH57497 Total			494.15
0 Total:			494.15
CDW5246 - CDW Government LLC Total:			494.15
CTSPPLYM - Central Supply International			
319081	06/05/2024		
Inv 1878			
Line Item Date	Line Item Description		
02/02/2024	Fire - Headset with Mic, Gel Ear Seals		1,643.31
Inv 1878 Total			1,643.31
Inv 1879			
Line Item Date	Line Item Description		
02/02/2024	Fire - Headset Repair		215.55
Inv 1879 Total			215.55
319081 Total:			1,858.86
CTSPPLYM - Central Supply International Total:			1,858.86
MATTCHAG - Chang, Matt			
319082	06/05/2024		
Inv 2024109351			
Line Item Date	Line Item Description		
05/21/2024	Reimbursement for LA County Clerk CEQA Filing.		75.00
Inv 2024109351 Total			75.00
319082 Total:			75.00
MATTCHAG - Chang, Matt Total:			75.00
TIM4011 - Charter Communications			
0	06/05/2024		
Inv 0029763042724			
Line Item Date	Line Item Description		
04/27/2024	AN 8448 20 899 0029763 1422 Mission St. Serv 3/16/24 - 4/15/24		358.74
Inv 0029763042724 Total			358.74
Inv 0052005042624			
Line Item Date	Line Item Description		

Check Number	Check Date		Amount
04/26/2024	AN 8448 20 899 0052005042624 1414 Missions Serv 4/11 - 5/10/24		3,301.75
Inv 0052005042624 Total			3,301.75
Inv 0070193050124			
Line Item Date	Line Item Description		
05/01/2024	AN 8448 30 008 0070193 660 Stoney Dr. Services 5/1/24 - 5/31/24		83.95
Inv 0070193050124 Total			83.95
Inv 0251967042224			
Line Item Date	Line Item Description		
04/22/2024	AN 8448 30 008 0251967 1102 Oxley St. Serv 4/22 - 5/21/24		261.40
Inv 0251967042224 Total			261.40
Inv 0355990050224			
Line Item Date	Line Item Description		
05/02/2024	AN 8448 30 008 0355990 416 Garfield Ave. Serv 5/2 - 6/1/24		433.62
Inv 0355990050224 Total			433.62
Inv 0357905050524			
Line Item Date	Line Item Description		
04/22/2024	AN 8448 30 008 0357905 815 Mission Str. Serv 5/5 - 6/4/24		130.56
Inv 0357905050524 Total			130.56
0 Total:			4,570.02
TIM4011 - Charter Communications Total:			4,570.02
CHWCONST - Chawkins Communications Consulting, Inc.			
319083	06/05/2024		
Inv 1085			
Line Item Date	Line Item Description		
04/01/2024	City Hall EV Electrification Project		975.00
Inv 1085 Total			975.00
319083 Total:			975.00
CHWCONST - Chawkins Communications Consulting, Inc. Total:			975.00
CINTA3 - Cintas Corporation			
319084	06/05/2024		
Inv 4189539762			
Line Item Date	Line Item Description		
04/15/2024	Weekly Uniform Cleaning for Yard & Garfield		49.25

Check Number	Check Date		Amount
	04/15/2024	Weekly Uniform Cleaning for Yard & Garfield	135.02
	04/15/2024	Weekly Uniforms Cleaning for Yard & Garfield	195.66
	04/15/2024	Weekly Uniform Cleaning for Yard & Garfield	33.78
	04/15/2024	Weekly Uniform Cleaning for Yard & Garfield	39.54
	04/15/2024	Weekly Uniform Cleaning for Yard & Garfield	43.89
	Inv 4189539762 Total		497.14
	Inv 4190592835		
	Line Item Date	Line Item Description	
	04/24/2024	UltraClean Service: Public Restrooms	463.00
	Inv 4190592835 Total		463.00
	Inv 4190976782		
	Line Item Date	Line Item Description	
	04/29/2024	Weekly Uniform Cleaning for Yard & Garfield	39.55
	04/29/2024	Weekly Uniform Cleaning for Yard & Garfield	135.02
	04/29/2024	Weekly Uniform Cleaning for Yard & Garfield	43.89
	04/29/2024	Weekly Uniform Cleaning for Yard and Garfield	39.54
	04/29/2024	Weekly Uniform Cleaning for Yard & Garfield	53.69
	04/29/2024	Weekly Uniform for Cleaning for Yard & Garfield	76.03
	Inv 4190976782 Total		387.72
	Inv 4191270557		
	Line Item Date	Line Item Description	
	05/01/2024	UltraClean Service: Public Restrooms	463.00
	Inv 4191270557 Total		463.00
	Inv 4191689191		
	Line Item Date	Line Item Description	
	05/06/2024	Weekly Uniform Cleaning for Yard & Garfield	43.89
	05/06/2024	Weekly Uniform Cleaning fro Yard & Garfield	76.03
	05/06/2024	Weekly Uniform Cleaning for Yard & Garfield	33.78
	05/06/2024	Weekly Uniform Cleaning for yard & Garfield	135.02
	05/06/2024	Weekly Uniform Cleaning for Yard & Garfield	39.55
	05/06/2024	Weekly Uniform Cleaning for Yard & Garfield	39.54
	Inv 4191689191 Total		367.81
	Inv 4192001398		
	Line Item Date	Line Item Description	
	05/08/2024	UltraClean Service: Public Restrooms	463.00
	Inv 4192001398 Total		463.00
	Inv 4192415017		
	Line Item Date	Line Item Description	
	05/13/2024	Weekly Uniform Cleaning for Yard & Garfield	39.55
	05/15/2024	Weekly Uniform Cleaning for Yard & Garfield	76.03
	05/13/2024	Weekly Uniform Cleaning for Yard & Garfield	135.02

Check Number	Check Date		Amount
	05/13/2024	Weekly Uniform Cleaning for Yard & Garfield	43.89
	05/13/2024	Weekly Uniform Cleaning for Yard & Garfield	33.78
	05/13/2024	Weekly Uniform Cleaning for Yard & Garfield	39.54
	Inv 4192415017 Total		367.81
319084 Total:			3,009.48
319085	06/05/2024		
	Inv 5202147107		
	Line Item Date	Line Item Description	
	03/14/2024	First Aid Cabinets and AED Units	941.16
	Inv 5202147107 Total		941.16
	Inv 5202147112		
	Line Item Date	Line Item Description	
	03/14/2024	First Aid Cabinets and AED Units	470.58
	Inv 5202147112 Total		470.58
	Inv 5202147129		
	Line Item Date	Line Item Description	
	03/14/2024	First Aid Cabinets and AED Units	467.38
	Inv 5202147129 Total		467.38
	Inv 5202147147		
	Line Item Date	Line Item Description	
	03/14/2024	First Aid Cabinets and AED Units	1,411.74
	Inv 5202147147 Total		1,411.74
	Inv 5206901627		
	Line Item Date	Line Item Description	
	04/15/2024	First Aid Cabinets and AED Units	215.21
	Inv 5206901627 Total		215.21
	Inv 5206923808		
	Line Item Date	Line Item Description	
	04/15/2024	First Aid Cabinets and AED Units	358.67
	Inv 5206923808 Total		358.67
	Inv 5206923857		
	Line Item Date	Line Item Description	
	04/15/2024	First Aid Cabinets and AED Units	118.74
	Inv 5206923857 Total		118.74

Check Number	Check Date	Amount

Inv 5206923860

Line Item Date	Line Item Description	
04/15/2024	First Aid Cabinets and AED Units	119.56

Inv 5206923860 Total 119.56

Inv 5206923879

Line Item Date	Line Item Description	
04/15/2024	First Aid Cabinets and AED Units	119.56

Inv 5206923879 Total 119.56

Inv 5206923880

Line Item Date	Line Item Description	
04/15/2024	First Aid Cabinets and AED Units	239.11

Inv 5206923880 Total 239.11

Inv 9265667364

Line Item Date	Line Item Description	
03/29/2024	First Aid Cabinets and AED Units	287.75

Inv 9265667364 Total 287.75

Inv 9265667395

Line Item Date	Line Item Description	
03/29/2024	First Aid Cabinets and AED Units	143.88

Inv 9265667395 Total 143.88

Inv 9265667512

Line Item Date	Line Item Description	
03/29/2024	First Aid Cabinets and AED Units	143.88

Inv 9265667512 Total 143.88

Inv 9265667597

Line Item Date	Line Item Description	
03/29/2024	First Aid Cabinets and AED Units	143.88

Inv 9265667597 Total 143.88

Inv 9265667617

Line Item Date	Line Item Description	
03/29/2024	First Aid Cabinets and AED Units	143.88

Inv 9265667617 Total 143.88

Inv 9265667686

Line Item Date	Line Item Description	
03/29/2024	First Aid Cabinets and AED Units	143.88

Inv 9265667686 Total 143.88

Inv 9265669965

Line Item Date	Line Item Description	
03/29/2024	First Aid Cabinets and AED Units	142.90

Inv 9265669965 Total 142.90

Inv 9265670905

Line Item Date	Line Item Description	
03/29/2024	First Aid Cabinets and AED Units	143.88

Inv 9265670905 Total 143.88

Inv 9267244606

Line Item Date	Line Item Description	
04/10/2024	First Aid Cabinets and AED Units	1,371.00

Inv 9267244606 Total 1,371.00

Inv 9267811455

Line Item Date	Line Item Description	
04/15/2024	First Aid Cabinets and AED Units	470.58

Inv 9267811455 Total 470.58

Inv 9268783897

Line Item Date	Line Item Description	
04/22/2024	First Aid Cabinets and AED Units	143.88

Inv 9268783897 Total 143.88

Inv 9268783899

Line Item Date	Line Item Description	
04/22/2024	First Aid Cabinets and AED Units	143.88

Inv 9268783899 Total 143.88

Inv 9269969643

Line Item Date	Line Item Description	
05/01/2024	Public Works Eye Wash Station Maintenance	441.00

Inv 9269969643 Total 441.00

Inv 9270082843

Line Item Date	Line Item Description	
05/02/2024	AED Monthly Services for SC	158.76

Inv 9270082843 Total 158.76

Check Number	Check Date	Amount
319085 Total:		8,484.74
CINTAS - Cintas Corporation Total:		11,494.22
CINFIRE - Cintast Corporation No. 2		
319086	06/05/2024	
Inv 0F19684924		
Line Item Date	Line Item Description	
04/25/2024	Fire Extinguisher Maintenance and Repairs	1,560.67
Inv 0F19684924 Total		1,560.67
319086 Total:		1,560.67
CINFIRE - Cintast Corporation No. 2 Total:		1,560.67
CTYELCSP - City Electric Supply Company		
319087	06/05/2024	
Inv PDA/025009		
Line Item Date	Line Item Description	
04/17/2024	Materials for Arroyo Parks	293.68
Inv PDA/025009 Total		293.68
319087 Total:		293.68
CTYELCSP - City Electric Supply Company Total:		293.68
ALPD4010 - City of Alhambra Police Department		
319088	06/05/2024	
Inv SP 1/2024		
Line Item Date	Line Item Description	
02/07/2024	Inmate housing for the month of January 2024	3,268.00
Inv SP 1/2024 Total		3,268.00
Inv SP 11/2023		
Line Item Date	Line Item Description	
04/23/2024	Inmate housing for the month of November 2023	3,956.00
Inv SP 11/2023 Total		3,956.00
Inv SP 3/2024		
Line Item Date	Line Item Description	
04/23/2024	Inmate housing for the month of March 2024	3,268.00
Inv SP 3/2024 Total		3,268.00

Check Number	Check Date		Amount
319088 Total:			10,492.00
ALPD4010 - City of Alhambra Police Department Total:			10,492.00
CRDA1021 - Corodata Records Management			
0	06/05/2024		
Inv	RS5012319		
	Line Item Date	Line Item Description	
	04/30/2024	Records Management Serv 4/1/24 - 4/30/24	514.82
	Inv RS5012319 Total		514.82
0 Total:			514.82
CRDA1021 - Corodata Records Management Total:			514.82
CRSR2010 - Corodata Shredding Inc.			
0	06/05/2024		
Inv	DN1467577		
	Line Item Date	Line Item Description	
	04/30/2024	Corodata Shreeding Services - April 2024	160.06
	Inv DN1467577 Total		160.06
0 Total:			160.06
CRSR2010 - Corodata Shredding Inc. Total:			160.06
CPR0551 - CPRS District XIII			
319089	06/05/2024		
Inv	0020		
	Line Item Date	Line Item Description	
	05/15/2024	Rec Leader Camp Training	275.00
	Inv 0020 Total		275.00
319089 Total:			275.00
CPR0551 - CPRS District XIII Total:			275.00
MNBL8170 - Crestline Software, LLC			
0	06/05/2024		
Inv	INV7221		
	Line Item Date	Line Item Description	
	05/01/2024	Monthly 2024.05	27,656.76

Check Number	Check Date	Amount
Inv INV7221 Total		27,656.76
Inv INV7325		
Line Item Date	Line Item Description	
04/26/2024	2023 Merchant Annual Reporting Fee	159.00
Inv INV7325 Total		159.00
Inv INV7549		
Line Item Date	Line Item Description	
05/10/2024	Credit Card/Returns 2024.04	1,295.51
05/10/2024	Lockbox 2024.04	764.50
Inv INV7549 Total		2,060.01
Inv INV7617		
Line Item Date	Line Item Description	
05/10/2024	Printing and Postage 2024.04	2,741.44
Inv INV7617 Total		2,741.44
0 Total:		32,617.21
MNBL8170 - Crestline Software, LLC Total:		32,617.21
DROW8010 - D & R Office Works, Inc.		
319090	06/05/2024	
Inv 131999		
Line Item Date	Line Item Description	
05/15/2024	Office Workstation Install	28,018.41
Inv 131999 Total		28,018.41
319090 Total:		28,018.41
DROW8010 - D & R Office Works, Inc. Total:		28,018.41
DSP0755 - D & S Printing		
319091	06/05/2024	
Inv 5002		
Line Item Date	Line Item Description	
05/03/2024	Name Badge- Deputy City Clerk & Senior Analyst	77.06
Inv 5002 Total		77.06
319091 Total:		77.06

Check Number	Check Date		Amount
DSP0755 - D & S Printing Total:			77.06
DAYWIREL - Day Management Corporation			
319092	06/05/2024		
Inv	#SO46272256		
Line Item Date	Line Item Description		
05/14/2024	Wireless Radios for 4th July Event .		446.90
Inv #SO46272256 Total			446.90
319092 Total:			446.90
DAYWIREL - Day Management Corporation Total:			446.90
MSQTOJOE - Delgadillo, Kenneth John			
319093	06/05/2024		
Inv	04/26/2024		
Line Item Date	Line Item Description		
04/26/2024	Mosquito Abatement Services for Library		259.00
Inv 04/26/2024 Total			259.00
319093 Total:			259.00
MSQTOJOE - Delgadillo, Kenneth John Total:			259.00
DEL3011 - DELUXE			
319094	06/05/2024		
Inv	9004368463		
Line Item Date	Line Item Description		
04/03/2024	Bank Deposit Bags		450.61
Inv 9004368463 Total			450.61
319094 Total:			450.61
DEL3011 - DELUXE Total:			450.61
DTV5012 - DIRECTV			
319095	06/05/2024		
Inv	68653046X240429		
Line Item Date	Line Item Description		
04/29/2024	Cable Services for Emergency Operations Center		143.90
Inv 68653046X240429 Total			143.90

Check Number	Check Date		Amount
319095 Total:			143.90
DTV5012 - DIRECTV Total:			143.90
DDLP8010 - Dr. Detail Ph.D LLC			
0	06/05/2024		
Inv 3065			
Line Item Date	Line Item Description		
05/15/2024	March & April car cleaning- Dial-A-Ride		680.00
Inv 3065 Total			680.00
Inv 3066			
Line Item Date	Line Item Description		
05/15/2024	March & April car cleaning- Dial-A-Ride		680.00
Inv 3066 Total			680.00
0 Total:			1,360.00
DDLP8010 - Dr. Detail Ph.D LLC Total:			1,360.00
AUTOCSPC - Echeveria, Jose			
319096	06/05/2024		
Inv 10864			
Line Item Date	Line Item Description		
03/18/2024	Vehicle Maintenance Unit #635		788.89
03/18/2024	Vehicle Maintenance Unit #635		2,000.00
Inv 10864 Total			2,788.89
Inv 11012			
Line Item Date	Line Item Description		
04/24/2024	Vehicle Maintenance Unit #330		326.95
Inv 11012 Total			326.95
319096 Total:			3,115.84
AUTOCSPC - Echeveria, Jose Total:			3,115.84
EDGHITI - Engineering Consulting Services, Inc.			
319097	06/05/2024		
Inv 10			
Line Item Date	Line Item Description		
04/01/2024	Public Works Project Management Assistance-Edward H.		2,340.00
Inv 10 Total			2,340.00

Check Number	Check Date	Amount
319097 Total:		2,340.00
EDGHITI - Engineering Consulting Services, Inc. Total:		2,340.00
HERD8010 - Erdmann, Hollis		
0	06/05/2024	
Inv 1196		
Line Item Date	Line Item Description	
05/10/2024	Baldwin Piano tuning	250.00
Inv 1196 Total		250.00
0 Total:		250.00
HERD8010 - Erdmann, Hollis Total:		250.00
FED1109 - FedEx		
319098	06/05/2024	
Inv 8-482-42535		
Line Item Date	Line Item Description	
04/26/2024	Postage	26.89
Inv 8-482-42535 Total		26.89
Inv 8-495-95017		
Line Item Date	Line Item Description	
05/10/2024	Postage	14.50
Inv 8-495-95017 Total		14.50
319098 Total:		41.39
FED1109 - FedEx Total:		41.39
FRSTGRP - Fireside Security Group Inc.		
319099	06/05/2024	
Inv 10300		
Line Item Date	Line Item Description	
12/26/2023	CityWide Data Cabling Services	3,807.26
Inv 10300 Total		3,807.26
319099 Total:		3,807.26
FRSTGRP - Fireside Security Group Inc. Total:		3,807.26

Check Number	Check Date	Amount

FITSS410 - Fitness Superstore, Inc.

319100 06/05/2024

Inv 37239

Line Item Date	Line Item Description	
03/28/2024	Gym Equipment for PD Wellness - Leg Press & Calf Raise.	3,479.75
Inv 37239 Total		3,479.75
319100 Total:		3,479.75
FITSS410 - Fitness Superstore, Inc. Total:		3,479.75

FLMRCPW - Flores, Marcos

319101 06/05/2024

Inv 5/9/24

Line Item Date	Line Item Description	
05/09/2024	Mileage Reimbursement (5/9/24)	11.12
Inv 5/9/24 Total		11.12
319101 Total:		11.12
FLMRCPW - Flores, Marcos Total:		11.12

FHCM5011 - Foothill Communications

319102 06/05/2024

Inv INV6688

Line Item Date	Line Item Description	
03/01/2024	Annual Service and Repair of Communication Equipment	3,000.00
Inv INV6688 Total		3,000.00
319102 Total:		3,000.00
FHCM5011 - Foothill Communications Total:		3,000.00

FOO7777 - Foothill Lock & Key

319103 06/05/2024

Inv 14327

Line Item Date	Line Item Description	
05/01/2024	Locksmith Services	1,750.00
Inv 14327 Total		1,750.00
319103 Total:		1,750.00

Check Number	Check Date		Amount
FOO7777 - Foothill Lock & Key Total:			1,750.00
FRNCPOST - FRANCOTYP-POSTALIA, INC.			
319104	06/05/2024		
Inv	RI106208602		
Line Item Date		Line Item Description	
04/29/2024		Ink cartridges for Postbase Mailing machine	164.02
Inv RI106208602 Total			164.02
319104 Total:			164.02
FRNCPOST - FRANCOTYP-POSTALIA, INC. Total:			164.02
JUFU5011 - Furtado, Justin			
319105	06/05/2024		
Inv	6/1/2024		
Line Item Date		Line Item Description	
05/14/2024		Advanced Disability Pension Payment - Justin Furtado - June 2024	4,307.50
Inv 6/1/2024 Total			4,307.50
319105 Total:			4,307.50
JUFU5011 - Furtado, Justin Total:			4,307.50
GALTECP - Galileo Technologies Corporation			
319106	06/05/2024		
Inv	41566		
Line Item Date		Line Item Description	
03/19/2024		CNG Nanoboc replacement at Stoney Dr. Yard	4,169.94
Inv 41566 Total			4,169.94
319106 Total:			4,169.94
GALTECP - Galileo Technologies Corporation Total:			4,169.94
RYAN - Garcia, Ryan			
319107	06/05/2024		
Inv	4/26/2024		
Line Item Date		Line Item Description	
04/26/2024		Water Call out 4/26/2024-Meridian Ave.	13.67
Inv 4/26/2024 Total			13.67

Check Number	Check Date	Amount
319107 Total:		13.67
RYAN - Garcia, Ryan Total:		13.67

NCGY7000 - Godoy, Nicholas

319108 06/05/2024

Inv 04/23/2024

Line Item Date	Line Item Description	
05/14/2024	Sexual Assault Invest. Training Reimbursement Officer Godoy	10.39
Inv 04/23/2024 Total		10.39
319108 Total:		10.39
NCGY7000 - Godoy, Nicholas Total:		10.39

GRA6601 - Grainger

319109 06/05/2024

Inv 9092795955

Line Item Date	Line Item Description	
04/19/2024	Supplies for Street Lighting	3,612.09
Inv 9092795955 Total		3,612.09

Inv 9109758061

Line Item Date	Line Item Description	
05/06/2024	Supplies for Streets Division	1,811.39
Inv 9109758061 Total		1,811.39

Inv 9109758079

Line Item Date	Line Item Description	
05/06/2024	Supplies for Streets Division	828.66
Inv 9109758079 Total		828.66

Inv 9109858432

Line Item Date	Line Item Description	
05/06/2024	Supplies for Streets Division	243.21
Inv 9109858432 Total		243.21

Inv 9115902083

Line Item Date	Line Item Description	
05/10/2024	Supplies for Street Lighting	363.42
Inv 9115902083 Total		363.42

Check Number	Check Date	Amount
319109 Total:		6,858.77
GRA6601 - Grainger Total:		6,858.77

GRED4011 - Gramajo, Ederson

319110 06/05/2024

Inv 04/23/2024

Line Item Date	Line Item Description	
05/14/2024	Sexual Assault Invest. Training Reimbursement Officer Gramajo	14.00
Inv 04/23/2024 Total		14.00
319110 Total:		14.00
GRED4011 - Gramajo, Ederson Total:		14.00

CRSGRUND - Gruenewald, Christopher

319111 06/05/2024

Inv 04/23/2024

Line Item Date	Line Item Description	
05/14/2024	Sexual Assault Invest. Training Reimbursement Officer Gruenewald	18.00
Inv 04/23/2024 Total		18.00
319111 Total:		18.00
CRSGRUND - Gruenewald, Christopher Total:		18.00

HALLOID - Haloid, Inc.

319112 06/05/2024

Inv 26183

Line Item Date	Line Item Description	
04/27/2024	Motorola Handheld Remote Head APX Radios for Tesla Vehicles.	1,996.00
Inv 26183 Total		1,996.00
319112 Total:		1,996.00
HALLOID - Haloid, Inc. Total:		1,996.00

CRHY8067 - Hartney, Corey P.

0 06/05/2024

Inv INVMAY24

Line Item Date	Line Item Description	
05/15/2024	Contract Class Instructor payment - Basketball classes May 2024.	624.00

Check Number	Check Date		Amount
Inv INVMAY24 Total			624.00
0 Total:			624.00
CRHY8067 - Hartney, Corey P. Total:			624.00
HDLC3011 - HdL Coren & Cone			
319113	06/05/2024		
Inv SIN038257			
Line Item Date	Line Item Description		
04/25/2024	Contract Services Property Tax: April - June 2024		3,537.73
Inv SIN038257 Total			3,537.73
319113 Total:			3,537.73
HDLC3011 - HdL Coren & Cone Total:			3,537.73
HOM1515 - Home Depot Credit Services			
319114	06/05/2024		
Inv 3524489			
Line Item Date	Line Item Description		
04/23/2024	Toilet Seat for Library Restrooms, Purchase date: 04/23/2024		115.02
Inv 3524489 Total			115.02
319114 Total:			115.02
HOM1515 - Home Depot Credit Services Total:			115.02
TSUHNG - Huang, Tsu Jit			
0	06/05/2024		
Inv Aprcardio			
Line Item Date	Line Item Description		
05/10/2024	April Cardio fitnes - Contract Instructor		146.25
Inv Aprcardio Total			146.25
Inv Febcardio			
Line Item Date	Line Item Description		
05/10/2024	February Cardio fitnes - Contract Instructor		52.00
Inv Febcardio Total			52.00
Inv Jancardio			
Line Item Date	Line Item Description		
05/10/2024	January Cardio fitnes - Contract Instructor		68.90

Check Number	Check Date		Amount
Inv Jancardio Total			68.90
0 Total:			267.15
TSUHNG - Huang, Tsu Jit Total:			267.15
ITCR2501 - Intercare Holdings Insurance Services			
0	06/05/2024		
Inv 76-011322			
Line Item Date	Line Item Description		
04/30/2024	Indemnity Annual Per Claim Fees - April 2024		14,850.00
Inv 76-011322 Total			14,850.00
0 Total:			14,850.00
ITCR2501 - Intercare Holdings Insurance Services Total:			14,850.00
JHMS8020 - JHM Supply			
0	06/05/2024		
Inv 353695/1			
Line Item Date	Line Item Description		
05/06/2024	Trash Cans for Parks Division		459.03
Inv 353695/1 Total			459.03
Inv 353867/1			
Line Item Date	Line Item Description		
05/08/2024	Irrigation Supplies, Garfield Park		219.03
Inv 353867/1 Total			219.03
0 Total:			678.06
JHMS8020 - JHM Supply Total:			678.06
JCRS5011 - Jones Coffee Roasters			
319115	06/05/2024		
Inv 65102			
Line Item Date	Line Item Description		
04/30/2024	Fire Department Coffee Supplies		204.75
Inv 65102 Total			204.75
319115 Total:			204.75

Check Number	Check Date		Amount
JCRS5011 - Jones Coffee Roasters Total:			204.75
KMTM4011 - Kim, Timothy			
319116	06/05/2024		
Inv	04/25/2024		
Line Item Date		Line Item Description	
05/14/2024		Sexual Assault Invest. Training Reimbursement for Officer. Kim	71.01
Inv 04/25/2024 Total			71.01
319116 Total:			71.01
KMTM4011 - Kim, Timothy Total:			71.01
BKLE6 - Kleinman, Barry			
319117	06/05/2024		
Inv	DW0424-04		
Line Item Date		Line Item Description	
05/13/2024		Residential rebate for Water Efficient Dishwasher Replacement	500.00
Inv DW0424-04 Total			500.00
319117 Total:			500.00
BKLE6 - Kleinman, Barry Total:			500.00
KOAC6010 - KOA Corp., a Lochner Company			
319118	06/05/2024		
Inv	JC1i001-19		
Line Item Date		Line Item Description	
04/12/2024		North-South Corridor ITS Deployment Project-RABA01-507 (024)	1,228.00
Inv JC1i001-19 Total			1,228.00
Inv	JC1i001-20		
Line Item Date		Line Item Description	
05/07/2024		North-South Corridor ITS Deployment Project-RABA01-507 (024)	12,175.09
Inv JC1i001-20 Total			12,175.09
Inv	JC31118 - 2		
Line Item Date		Line Item Description	
08/09/2023		Street Improvement Program Management (Blance Owed)	261.00
Inv JC31118 - 2 Total			261.00
Inv	JC31118 - 5		
Line Item Date		Line Item Description	

Check Number	Check Date		Amount
01/08/2024	Street Improvement Program Management KOAC6010-001		1,625.30
Inv JC31118 - 5 Total			1,625.30
Inv JC31118 - 7			
Line Item Date	Line Item Description		
03/07/2024	Street Improvement Program Management KOAC6010-001		273.00
Inv JC31118 - 7 Total			273.00
319118 Total:			15,562.39
KOAC6010 - KOA Corp., a Lochner Company Total:			15,562.39
LANGFOOT - Lango Foothills LLC			
319119	06/05/2024		
Inv Span-April24			
Line Item Date	Line Item Description		
05/15/2024	Contract Class Instructor - Spanish - April 24		811.20
Inv Span-April24 Total			811.20
319119 Total:			811.20
LANGFOOT - Lango Foothills LLC Total:			811.20
INEXINC7 - Lanzafame, Philip S.			
319120	06/05/2024		
Inv 2024001			
Line Item Date	Line Item Description		
05/13/2024	Community Development Department Organizational Assessment.		20,613.00
Inv 2024001 Total			20,613.00
319120 Total:			20,613.00
INEXINC7 - Lanzafame, Philip S. Total:			20,613.00
LEE1111 - Lee, Richard			
319121	06/05/2024		
Inv 04/25/2024			
Line Item Date	Line Item Description		
05/14/2024	Crime Tracer Training Reimbursement for Det. Lee 04/25/24		37.67
Inv 04/25/2024 Total			37.67
319121 Total:			37.67

Check Number	Check Date		Amount
LEE1111 - Lee, Richard Total:			37.67
LEOWEB - Leo Web Protect Inc.			
319122	06/05/2024		
Inv 80431704779			
Line Item Date	Line Item Description		
05/07/2024	Web privacy services (2x) May 2024		166.66
Inv 80431704779 Total			166.66
319122 Total:			166.66
LEOWEB - Leo Web Protect Inc. Total:			166.66
LIFE822 - Life-Assist Inc.			
319123	06/05/2024		
Inv 1430390			
Line Item Date	Line Item Description		
04/30/2024	Annual Fire Medical Supplies - FY 2023-2024.		3,990.36
Inv 1430390 Total			3,990.36
Inv 1430951			
Line Item Date	Line Item Description		
04/30/2024	Annual Fire Medical Supplies - FY 2023-2024.		1,234.25
Inv 1430951 Total			1,234.25
319123 Total:			5,224.61
LIFE822 - Life-Assist Inc. Total:			5,224.61
LBBM4010 - Long Beach BMW Motorcycles			
319124	06/05/2024		
Inv 49595			
Line Item Date	Line Item Description		
05/15/2024	FY23/24 BMW Motocycle Maintenance - 6K Service		759.57
Inv 49595 Total			759.57
319124 Total:			759.57
LBBM4010 - Long Beach BMW Motorcycles Total:			759.57
LPC4011 - Lynn Peavey Company			
319125	06/05/2024		

Check Number	Check Date		Amount
Inv 409272			
Line Item Date	Line Item Description		
04/26/2024	Evidence room supplies		119.50
Inv 409272 Total			119.50
319125 Total:			119.50
LPC4011 - Lynn Peavey Company Total:			119.50
AMAR8 - Marchain, Annette			
319126	06/05/2024		
Inv 68698457			
Line Item Date	Line Item Description		
05/15/2024	Refund depsoit for the reservation of the War Memorial Building.		590.00
Inv 68698457 Total			590.00
319126 Total:			590.00
AMAR8 - Marchain, Annette Total:			590.00
MDCS4011 - MedCycle Systems			
319127	06/05/2024		
Inv 10379			
Line Item Date	Line Item Description		
05/14/2024	Biohazard Medical Waste for The PD		120.00
Inv 10379 Total			120.00
319127 Total:			120.00
MDCS4011 - MedCycle Systems Total:			120.00
MIME8010 - Meeker, Minsun			
319128	06/05/2024		
Inv 4/7/2024			
Line Item Date	Line Item Description		
04/07/2024	4/9/24 Volunteer Recognition Event decorations and flowers		158.48
Inv 4/7/2024 Total			158.48
319128 Total:			158.48
MIME8010 - Meeker, Minsun Total:			158.48

Check Number	Check Date		Amount
MREG1400 - Merrimac Petroleum, Inc.			
319129	06/05/2024		
Inv 2230926			
Line Item Date	Line Item Description		
04/16/2024	1493 Gallons of Unleaded Fuel-PW Yard		732.12
04/16/2024	1493 Gallons of Unleaded Fuel-PW Yard		1,797.03
04/16/2024	1493 Gallons of Unleaded Fuel-PW Yard		332.78
04/16/2024	1493 Gallons of Unleaded Fuel-PW Yard		1,464.24
04/16/2024	1493 Gallons of Unleaded Fuel-PW Yard		1,464.24
04/16/2024	1493 Gallons of Unleaded Fuel-PW Yard		865.23
Inv 2230926 Total			6,655.64
Inv 2230927			
Line Item Date	Line Item Description		
04/16/2024	500 Gallons of Diesel Fuel-PW Yard		313.50
04/16/2024	500 Gallons of Diesel Fuel-PW Yard		731.50
04/16/2024	500 Gallons of Diesel Fuel-PW Yard		1,045.09
Inv 2230927 Total			2,090.09
Inv 2231237			
Line Item Date	Line Item Description		
05/15/2024	1,933 Gallons of Unleaded Gasoline		7,009.53
05/15/2024	1,933 Gallons of Unleaded Gasoline		1,141.09
Inv 2231237 Total			8,150.62
319129 Total:			16,896.35
MREG1400 - Merrimac Petroleum, Inc. Total:			16,896.35
MDWSTPE - Midwest Tape LLC			
319130	06/05/2024		
Inv 505381469			
Line Item Date	Line Item Description		
04/24/2024	DVDs for Library Collection		24.12
Inv 505381469 Total			24.12
Inv 505414056			
Line Item Date	Line Item Description		
05/02/2024	DVDs for Library Collection		32.69
Inv 505414056 Total			32.69
319130 Total:			56.81
MDWSTPE - Midwest Tape LLC Total:			56.81

Check Number	Check Date		Amount
MMA2011 - MMASC			
319131	06/05/2024		
Inv 9712			
Line Item Date	Line Item Description		
05/01/2024	2024 Women's Leadership Summit-Mary		155.00
Inv 9712 Total			155.00
Inv 9719			
Line Item Date	Line Item Description		
05/02/2024	2024 Women's Leadership Summit-Tiara		125.00
Inv 9719 Total			125.00
Inv 9720			
Line Item Date	Line Item Description		
05/02/2024	2024 Women's Leadership Summit-Alma		125.00
Inv 9720 Total			125.00
Inv 9721			
Line Item Date	Line Item Description		
05/01/2024	2024 Women's Leadership Summit-Arminé		155.00
Inv 9721 Total			155.00
319131 Total:			560.00
MMA2011 - MMASC Total:			560.00
MPLC8021 - Motion Picture Licensing Corp.			
319132	06/05/2024		
Inv 504419902			
Line Item Date	Line Item Description		
05/02/2024	Payment for umbrella licensing for July 1'23-June 30, 2024		418.04
Inv 504419902 Total			418.04
Inv 504438718			
Line Item Date	Line Item Description		
05/02/2024	Payment for umbrella licensing for July1'24-June 30, 2025		446.05
Inv 504438718 Total			446.05
319132 Total:			864.09
MPLC8021 - Motion Picture Licensing Corp. Total:			864.09
MSWCLTN - MSW Consultants, Inc.			

Check Number	Check Date	Amount
319133	06/05/2024	
Inv 842		
Line Item Date	Line Item Description	
05/14/2024	Waste Consulting Services	11,347.50
Inv 842 Total		11,347.50
319133 Total:		11,347.50
MSWCLTN - MSW Consultants, Inc. Total:		11,347.50
MVCH3011 - MV Cheng & Associates Inc.		
319134	06/05/2024	
Inv 4/30/2024E		
Line Item Date	Line Item Description	
05/07/2024	Public Works Project Management Assistance-Amer J.	217.50
Inv 4/30/2024E Total		217.50
319134 Total:		217.50
MVCH3011 - MV Cheng & Associates Inc. Total:		217.50
HIRNADA - Nada Bus, Inc.		
319135	06/05/2024	
Inv 51941		
Line Item Date	Line Item Description	
05/01/2024	Charter Bus Services for Senior Excursion -Dodgers	1,120.00
Inv 51941 Total		1,120.00
319135 Total:		1,120.00
HIRNADA - Nada Bus, Inc. Total:		1,120.00
NBSFIN - NBS Government Finance Group		
319136	06/05/2024	
Inv 202404-1890		
Line Item Date	Line Item Description	
04/15/2024	Library Parcel Tax Services - FY23-24	1,713.00
Inv 202404-1890 Total		1,713.00
319136 Total:		1,713.00
NBSFIN - NBS Government Finance Group Total:		1,713.00

Check Number	Check Date		Amount
IICC8025 - Occupational Health Centers of California			
319137	06/05/2024		
Inv 17367093			
Line Item Date	Line Item Description		
05/15/2024	Transit Division - Random Test		48.00
Inv 17367093 Total			48.00
319137 Total:			48.00
IICC8025 - Occupational Health Centers of California Total:			48.00
OLNP8010 - Outlook Newspapers Group			
319138	06/05/2024		
Inv 4293			
Line Item Date	Line Item Description		
05/13/2024	Outlook Subscription - Two Years		99.00
Inv 4293 Total			99.00
319138 Total:			99.00
OLNP8010 - Outlook Newspapers Group Total:			99.00
OVDR8011 - OverDrive Inc.			
0	06/05/2024		
Inv 01148CO24125373			
Line Item Date	Line Item Description		
04/24/2024	eBooks / eAudiobooks for FY2023-24		342.49
Inv 01148CO24125373 Total			342.49
0 Total:			342.49
OVDR8011 - OverDrive Inc. Total:			342.49
PRCFCA - Parks Coffee California			
319139	06/05/2024		
Inv SOC185764			
Line Item Date	Line Item Description		
05/14/2024	Coffee Supplies & Monthly Servicing - FY23/24		136.91
Inv SOC185764 Total			136.91
319139 Total:			136.91

Check Number	Check Date		Amount
PRCFCA - Parks Coffee California Total:			136.91
PRKWOD - Parkwood Landscape Maintenance, Inc.			
319140	06/05/2024		
Inv 106566			
Line Item Date	Line Item Description		
12/31/2023	December 2023 Citywide Landscape Services		1,250.00
12/31/2023	December 2023 Citywide Landscape Services		1,700.00
12/31/2023	December 2023 Citywide Landscape Services		5,431.84
12/31/2023	December 2023 Citywide Landscape Services		43,512.38
Inv 106566 Total			51,894.22
Inv 107371			
Line Item Date	Line Item Description		
04/30/2024	#1449 - Landscape Maintenance April 2024		43,512.38
04/30/2024	#1449 - Landscape Maintenance April 2024		1,250.00
04/30/2024	#1449 - Landscape Maintenance April 2024		5,431.84
04/30/2024	#1449 - Landscape Maintenance April 2024		1,700.00
Inv 107371 Total			51,894.22
319140 Total:			103,788.44
PRKWOD - Parkwood Landscape Maintenance, Inc. Total:			103,788.44
PHS4011 - Pasadena Humane Society			
319141	06/05/2024		
Inv MAY2024SoPas			
Line Item Date	Line Item Description		
05/01/2024	Animal Care and Control Services - May 2024		14,890.61
Inv MAY2024SoPas Total			14,890.61
319141 Total:			14,890.61
PHS4011 - Pasadena Humane Society Total:			14,890.61
CRPC7000 - Pech, Carlos			
319142	06/05/2024		
Inv 04/25/2024			
Line Item Date	Line Item Description		
05/14/2024	Sexual Assault Invest. Training Reimbursement for Det. Pech		60.40
Inv 04/25/2024 Total			60.40
319142 Total:			60.40

Check Number	Check Date		Amount
CRPC7000 - Pech, Carlos Total:			60.40
POS5265 - Post Alarm Systems			
0	06/05/2024		
Inv 1691120			
Line Item Date	Line Item Description		
05/15/2024	Alarm Services for War Memorial Bldg.		59.76
05/15/2024	Alarm Services for War Memorial Bldg.		59.76
Inv 1691120 Total			119.52
0 Total:			119.52
POS5265 - Post Alarm Systems Total:			119.52
PUWA8020 - Pure Water			
0	06/05/2024		
Inv 207047			
Line Item Date	Line Item Description		
05/01/2024	Fire - Drinking Water May 2024		66.24
Inv 207047 Total			66.24
0 Total:			66.24
PUWA8020 - Pure Water Total:			66.24
QUI7779 - Quinn Company			
319143	06/05/2024		
Inv WO810259905			
Line Item Date	Line Item Description		
04/26/2024	Loader Windshield Repair		3,405.77
Inv WO810259905 Total			3,405.77
319143 Total:			3,405.77
QUI7779 - Quinn Company Total:			3,405.77
BIRI6010 - Richards, Bianca			
319144	06/05/2024		
Inv DT0524-01			
Line Item Date	Line Item Description		
05/13/2024	Residential Rebate for Drought Tolerant Plants		100.00
Inv DT0524-01 Total			100.00

Check Number	Check Date	Amount
319144 Total:		100.00
BIRI6010 - Richards, Bianca Total:		100.00
ROWI2011 - Right of Way Inc.		
319145	06/05/2024	
Inv 69384		
Line Item Date	Line Item Description	
04/01/2024	K Rail Rental on Mission St (Btwn Fair Oaks & Meridian) May 202	1,382.00
Inv 69384 Total		1,382.00
319145 Total:		1,382.00
ROWI2011 - Right of Way Inc. Total:		1,382.00
RKAC6010 - RKA Consulting Group		
319146	06/05/2024	
Inv 34674		
Line Item Date	Line Item Description	
04/23/2024	Street Improvement Project:323007	2,305.00
Inv 34674 Total		2,305.00
319146 Total:		2,305.00
RKAC6010 - RKA Consulting Group Total:		2,305.00
ACTM3010 - Robert Half International, Inc.		
0	06/05/2024	
Inv 0224109C		
Line Item Date	Line Item Description	
05/09/2024	Professional Services - Temporary Staffing - April 2024	6,101.28
Inv 0224109C Total		6,101.28
0 Total:		6,101.28
ACTM3010 - Robert Half International, Inc. Total:		6,101.28
KSAK8 - Sakir, Kelly		
319147	06/05/2024	
Inv 68922264		
Line Item Date	Line Item Description	
05/15/2024	Refund of deposit for the reservation of GYH.	294.00

Check Number	Check Date		Amount
Inv 68922264 Total			294.00
319147 Total:			294.00
KSAK8 - Sakir, Kelly Total:			294.00
SGVMC111 - San Gabriel Valley Medical Center			
319148	06/05/2024		
Inv 921435			
Line Item Date	Line Item Description		
04/07/2024	Blood alcohol withdrawals for Medical Record #921435		48.00
Inv 921435 Total			48.00
319148 Total:			48.00
SGVMC111 - San Gabriel Valley Medical Center Total:			48.00
MICH4011 - Sanchez, Michael			
319149	06/05/2024		
Inv 04/22-04/24/24			
Line Item Date	Line Item Description		
05/14/2024	Traff Program Mgmt. Training Reimbursement for Motor Sanchez		490.33
Inv 04/22-04/24/24 Total			490.33
319149 Total:			490.33
MICH4011 - Sanchez, Michael Total:			490.33
SDSI0107 - SDS Security Design Systems			
319150	06/05/2024		
Inv 241985			
Line Item Date	Line Item Description		
07/01/2023	Service August 2023 NM 582		101.71
Inv 241985 Total			101.71
Inv 242072			
Line Item Date	Line Item Description		
07/01/2023	Service August 2023 NM 583		67.12
Inv 242072 Total			67.12
Inv 242073			
Line Item Date	Line Item Description		
07/01/2023	Service August 2023 NM 618		29.15

Inv 242073 Total 29.15

Inv 242074

Line Item Date	Line Item Description	
07/01/2023	Service August 2023 NM 586	45.66

Inv 242074 Total 45.66

Inv 242075

Line Item Date	Line Item Description	
07/01/2023	Service August 2023 NM 585	36.66

Inv 242075 Total 36.66

Inv 242076

Line Item Date	Line Item Description	
07/01/2023	Service August 2023 NM 584	77.14

Inv 242076 Total 77.14

Inv 242093

Line Item Date	Line Item Description	
08/01/2023	Service September 2023 NM 583	67.12

Inv 242093 Total 67.12

Inv 242094

Line Item Date	Line Item Description	
08/01/2023	Service September 2023 NM 618	29.15

Inv 242094 Total 29.15

Inv 242095

Line Item Date	Line Item Description	
08/01/2023	Service September 2023 NM 586	45.66

Inv 242095 Total 45.66

Inv 242096

Line Item Date	Line Item Description	
08/01/2023	Service September 2023 NM 585	36.66

Inv 242096 Total 36.66

Inv 242097

Line Item Date	Line Item Description	
08/01/2023	Service September 2023 NM 584	77.14

Inv 242097 Total 77.14

Check Number	Check Date		Amount
Inv 242338			
Line Item Date	Line Item Description		
08/01/2023	Service September 2023 NM 582		101.71
Inv 242338 Total			101.71
Inv 242431			
Line Item Date	Line Item Description		
09/01/2023	Service October 2023 NM 583		67.12
Inv 242431 Total			67.12
Inv 242432			
Line Item Date	Line Item Description		
09/01/2023	Service October 2023 NM 618		29.15
Inv 242432 Total			29.15
Inv 242433			
Line Item Date	Line Item Description		
09/01/2023	Service October 2023 NM 586		45.66
Inv 242433 Total			45.66
Inv 242434			
Line Item Date	Line Item Description		
09/01/2023	Service October 2023 NM 585		36.66
Inv 242434 Total			36.66
Inv 242435			
Line Item Date	Line Item Description		
09/01/2023	Service October 2023 NM 584		77.14
Inv 242435 Total			77.14
Inv 242691			
Line Item Date	Line Item Description		
09/01/2023	Service October 2023 NM 582		101.71
Inv 242691 Total			101.71
Inv 243002			
Line Item Date	Line Item Description		
10/02/2023	Service November 2023 NM 582		101.71
Inv 243002 Total			101.71
Inv 243031			
Line Item Date	Line Item Description		
10/01/2023	Service November 2023 NM 583		67.12

Inv 243031 Total 67.12

Inv 243032

Line Item Date	Line Item Description	
10/01/2023	Service November 2023 NM 618	29.15

Inv 243032 Total 29.15

Inv 243033

Line Item Date	Line Item Description	
10/01/2023	Service November 2023 NM 586	45.66

Inv 243033 Total 45.66

Inv 243034

Line Item Date	Line Item Description	
10/01/2023	Service November 2023 NM 585	36.66

Inv 243034 Total 36.66

Inv 243035

Line Item Date	Line Item Description	
10/01/2023	Service Novermber 2023 NM 584	77.14

Inv 243035 Total 77.14

Inv 243122

Line Item Date	Line Item Description	
11/01/2023	Service December 2023 NM 583	67.12

Inv 243122 Total 67.12

Inv 243123

Line Item Date	Line Item Description	
11/01/2023	Service December 2023 NM 618	29.15

Inv 243123 Total 29.15

Inv 243124

Line Item Date	Line Item Description	
11/01/2023	Service December 2023 NM 586	45.66

Inv 243124 Total 45.66

Inv 243125

Line Item Date	Line Item Description	
11/01/2023	Service December 2023 NM 585	36.66

Inv 243125 Total 36.66

Check Number	Check Date		Amount
Inv 243126			
Line Item Date	Line Item Description		
11/01/2023	Service December 2023 NM 584		77.14
Inv 243126 Total			77.14
Inv 243362			
Line Item Date	Line Item Description		
11/01/2023	Service December 2023 NM 582		101.71
Inv 243362 Total			101.71
Inv 243457			
Line Item Date	Line Item Description		
12/01/2023	Service January 2024 NM 583		67.12
Inv 243457 Total			67.12
Inv 243458			
Line Item Date	Line Item Description		
12/01/2023	Service January 2024 NM 618		29.15
Inv 243458 Total			29.15
Inv 243459			
Line Item Date	Line Item Description		
12/01/2023	Service January 2024 NM 586		45.66
Inv 243459 Total			45.66
Inv 243460			
Line Item Date	Line Item Description		
12/01/2023	Service January 2024 NM 585		36.66
Inv 243460 Total			36.66
Inv 243461			
Line Item Date	Line Item Description		
12/01/2023	Service January 2024 NM 584		77.14
Inv 243461 Total			77.14
Inv 243719			
Line Item Date	Line Item Description		
12/01/2023	Service January 2024 NM 582		101.71
Inv 243719 Total			101.71
Inv 243816			
Line Item Date	Line Item Description		
01/01/2024	Service February 2024 NM 583		67.12

Inv 243816 Total 67.12

Inv 243817

Line Item Date	Line Item Description	
01/01/2024	Service February 2024 NM 618	29.15

Inv 243817 Total 29.15

Inv 243818

Line Item Date	Line Item Description	
01/01/2024	Service February 2024 NM 586	45.66

Inv 243818 Total 45.66

Inv 243819

Line Item Date	Line Item Description	
01/01/2024	Service February 2024 NM 585	36.66

Inv 243819 Total 36.66

Inv 243820

Line Item Date	Line Item Description	
01/01/2024	Service February 2024 NM 584	77.14

Inv 243820 Total 77.14

Inv 243848

Line Item Date	Line Item Description	
01/01/2024	Service February 2024 NM 582	101.71

Inv 243848 Total 101.71

Inv 244135

Line Item Date	Line Item Description	
02/01/2024	Service March 2024 NM 583	67.12

Inv 244135 Total 67.12

Inv 244136

Line Item Date	Line Item Description	
02/01/2024	Service March 2024 NM 618	29.15

Inv 244136 Total 29.15

Inv 244137

Line Item Date	Line Item Description	
02/01/2024	Service March 2024 NM 586	45.66

Inv 244137 Total 45.66

Check Number	Check Date	Amount

Inv 244138

Line Item Date	Line Item Description	
02/01/2024	Service March 2024 NM 585	36.66

Inv 244138 Total 36.66

Inv 244139

Line Item Date	Line Item Description	
02/01/2024	Service March 2024 NM 584	77.14

Inv 244139 Total 77.14

Inv 244167

Line Item Date	Line Item Description	
02/01/2024	Service March 2024 NM 582	101.71

Inv 244167 Total 101.71

Inv 244467

Line Item Date	Line Item Description	
03/01/2024	Service April 2024 NM 583	67.12

Inv 244467 Total 67.12

Inv 244468

Line Item Date	Line Item Description	
03/01/2024	Service April 2024 NM 618	29.15

Inv 244468 Total 29.15

Inv 244469

Line Item Date	Line Item Description	
03/01/2024	Service April 2024 NM 586	45.66

Inv 244469 Total 45.66

Inv 244470

Line Item Date	Line Item Description	
03/01/2024	Service April 2024 NM 585	36.66

Inv 244470 Total 36.66

Inv 244471

Line Item Date	Line Item Description	
03/01/2024	Service April 2024 NM 584	77.14

Inv 244471 Total 77.14

Inv 244726

Line Item Date	Line Item Description	
03/01/2024	Service April 2024 NM 582	101.71

Inv 244726 Total		101.71
Inv 244966		
Line Item Date	Line Item Description	
04/01/2024	Service May 2024 NM 583	67.12
Inv 244966 Total		67.12
Inv 244967		
Line Item Date	Line Item Description	
04/01/2024	Service May 2024 NM 618	29.15
Inv 244967 Total		29.15
Inv 244968		
Line Item Date	Line Item Description	
04/01/2024	Service May 2024 NM 586	45.66
Inv 244968 Total		45.66
Inv 244969		
Line Item Date	Line Item Description	
04/01/2024	Service May 2024 NM 585	36.66
Inv 244969 Total		36.66
Inv 244970		
Line Item Date	Line Item Description	
04/01/2024	Service May 2024 NM 584	77.14
Inv 244970 Total		77.14
Inv 245041		
Line Item Date	Line Item Description	
04/01/2024	Service May 2024 NM 582	101.71
Inv 245041 Total		101.71
Inv 245280		
Line Item Date	Line Item Description	
05/01/2024	Service June 2024 NM 583	67.12
Inv 245280 Total		67.12
Inv 245281		
Line Item Date	Line Item Description	
05/01/2024	Service June 2024 NM 618	29.15
Inv 245281 Total		29.15

Check Number	Check Date		Amount
Inv 245282			
Line Item Date	Line Item Description		
05/01/2024	Service June 2024 NM 586		45.66
Inv 245282 Total			45.66
Inv 245283			
Line Item Date	Line Item Description		
05/01/2024	Service June 2024 NM 585		36.66
Inv 245283 Total			36.66
Inv 245284			
Line Item Date	Line Item Description		
05/01/2024	Service June 2024 NM 584		77.14
Inv 245284 Total			77.14
Inv 245355			
Line Item Date	Line Item Description		
05/01/2024	Service June 2024 NM 582		101.71
Inv 245355 Total			101.71
319150 Total:			3,931.84
SDSI0107 - SDS Security Design Systems Total:			3,931.84
SEITECIN - SEITec, Inc.			
319151	06/05/2024		
Inv 1033-005-4			
Line Item Date	Line Item Description		
03/02/2024	Huntington Drive Regional Green Street SCWP Task Order #5		29,439.98
Inv 1033-005-4 Total			29,439.98
319151 Total:			29,439.98
SEITECIN - SEITec, Inc. Total:			29,439.98
SHRBSHP - Sherrill Inc.			
0	06/05/2024		
Inv INV-966666			
Line Item Date	Line Item Description		
04/26/2024	Supplies for Street Trees Division		44.08
Inv INV-966666 Total			44.08

Check Number	Check Date	Amount
Inv	INV-969070	
Line Item Date	Line Item Description	
05/06/2024	Street Tree Supplies	38.53
Inv INV-969070 Total		38.53
0 Total:		82.61
SHRBSHP - Sherrill Inc. Total:		82.61
SHO7777 - Showcases		
0	06/05/2024	
Inv	328602	
Line Item Date	Line Item Description	
05/03/2024	CD Albums & Blu Ray/DVD cases	674.62
Inv 328602 Total		674.62
0 Total:		674.62
SHO7777 - Showcases Total:		674.62
SOGA6501 - SoCalGAS		
319152	06/05/2024	
Inv	4/1/24-5/1-24	
Line Item Date	Line Item Description	
05/07/2024	CNG for City Vehicles (PW AND Transit)	2.88
05/07/2024	CNG for City Vehicles (PW AND Transit)	2.89
05/07/2024	CNG for City Vehicles (PW AND Transit)	2.89
05/07/2024	CNG for City Vehicles (PW AND Transit)	2.88
05/07/2024	CNG for City Vehicles (PW AND Transit)	2.89
Inv 4/1/24-5/1-24 Total		14.43
319152 Total:		14.43
SOGA6501 - SoCalGAS Total:		14.43
SOU5132 - South Coast A.Q.M.D		
319153	06/05/2024	
Inv	4346782	
Line Item Date	Line Item Description	
04/16/2024	AQMD Fees Hot Spots	161.81
Inv 4346782 Total		161.81
319153 Total:		161.81

Check Number	Check Date		Amount
SOU5132 - South Coast A.Q.M.D Total:			161.81
SPBL6710 - South Pasadena Beautiful			
319154	06/05/2024		
Inv 100			
Line Item Date	Line Item Description		
05/06/2024	Honorarium		250.00
Inv 100 Total			250.00
319154 Total:			250.00
SPBL6710 - South Pasadena Beautiful Total:			250.00
SPUSDD - South Pasadena Unified School District			
319155	06/05/2024		
Inv 16330639			
Line Item Date	Line Item Description		
05/13/2024	Facilty use permit - SP High School - 4th of July.		9,916.00
Inv 16330639 Total			9,916.00
319155 Total:			9,916.00
SPUSDD - South Pasadena Unified School District Total:			9,916.00
SPEC5011 - Spectrum Gas Products			
319156	06/05/2024		
Inv 00616238			
Line Item Date	Line Item Description		
04/25/2024	Annual PO for Medical Grade Oxygen Supplies		91.00
Inv 00616238 Total			91.00
Inv 00617303			
Line Item Date	Line Item Description		
05/10/2024	Annual PO for Medical Grade Oxygen Supplies		73.00
Inv 00617303 Total			73.00
Inv 00856227			
Line Item Date	Line Item Description		
04/30/2024	Annual PO for Medical Grade Oxygen Supplies		54.00
Inv 00856227 Total			54.00

Check Number	Check Date	Amount
319156 Total:		218.00
SPEC5011 - Spectrum Gas Products Total:		218.00
SPBK - Springbrook Holding Company, LLC		
0	06/05/2024	
Inv INV-016822		
Line Item Date	Line Item Description	
04/30/2024	CivicPay Apr 2024	152.00
Inv INV-016822 Total		152.00
0 Total:		152.00
SPBK - Springbrook Holding Company, LLC Total:		152.00
SGMC2013 - St. George's Medical Clinic		
0	06/05/2024	
Inv 146652		
Line Item Date	Line Item Description	
03/01/2024	Pre-Employment and Physical Exams - March 2024	175.00
Inv 146652 Total		175.00
Inv 146690		
Line Item Date	Line Item Description	
03/05/2024	Pre-Employment and Physical Exams - March 2024	175.00
Inv 146690 Total		175.00
Inv 146693		
Line Item Date	Line Item Description	
03/05/2024	Pre-Employment and Physical Exams - March 2024	335.00
Inv 146693 Total		335.00
Inv 146724		
Line Item Date	Line Item Description	
03/07/2024	Pre-Employment and Physical Exams - March 2024	75.00
Inv 146724 Total		75.00
Inv 146741		
Line Item Date	Line Item Description	
03/08/2024	Pre-Employment and Physical Exams - March 2024	650.00
Inv 146741 Total		650.00

Check Number	Check Date		Amount
Inv 146757			
Line Item Date	Line Item Description		
03/08/2024	Pre-Employment and Physical Exams - March 2024		650.00
Inv 146757 Total			650.00
Inv 146758			
Line Item Date	Line Item Description		
03/08/2024	Pre-Employment and Physical Exams - March 2024		220.00
Inv 146758 Total			220.00
Inv 146993			
Line Item Date	Line Item Description		
03/22/2024	Pre-Employment and Physical Exams - March 2024		175.00
Inv 146993 Total			175.00
Inv 147085			
Line Item Date	Line Item Description		
03/28/2024	Pre-Employment and Physical Exams - March 2024		175.00
Inv 147085 Total			175.00
Inv 147140			
Line Item Date	Line Item Description		
04/02/2024	Pre-Employment and Physical Exams - April 2024		800.00
Inv 147140 Total			800.00
Inv 147142			
Line Item Date	Line Item Description		
04/02/2024	Pre-Employment and Physical Exams - April 2024		250.00
Inv 147142 Total			250.00
Inv 147259			
Line Item Date	Line Item Description		
04/10/2024	Pre-Employment and Physical Exams - April 2024		650.00
Inv 147259 Total			650.00
Inv 147260			
Line Item Date	Line Item Description		
04/10/2024	Pre-Employment and Physical Exams - April 2024		800.00
Inv 147260 Total			800.00
Inv 147282			
Line Item Date	Line Item Description		
04/11/2024	Pre-Employment and Physical Exams - April 2024		800.00

Check Number	Check Date	Amount

Inv 147282 Total 800.00

Inv 147458

Line Item Date	Line Item Description	
04/23/2024	Pre-Employment and Physical Exams - April 2024	175.00

Inv 147458 Total 175.00

0 Total: 6,105.00

SGMC2013 - St. George's Medical Clinic Total: 6,105.00

STA5219 - Staples Business Advantage

0 06/05/2024

Inv 3555126114

Line Item Date	Line Item Description	
05/15/2024	Recreation office supplies & CampMed supplies	101.66

Inv 3555126114 Total 101.66

Inv 3556833272

Line Item Date	Line Item Description	
05/15/2024	Recreation office supplies & CampMed supplies	7.82

Inv 3556833272 Total 7.82

Inv 3557286064

Line Item Date	Line Item Description	
05/15/2024	Recreation office supplies & CampMed supplies	17.29

Inv 3557286064 Total 17.29

Inv 3557604178

Line Item Date	Line Item Description	
05/15/2024	Recreation office supplies & CampMed supplies	13.99

Inv 3557604178 Total 13.99

Inv 3557604179

Line Item Date	Line Item Description	
05/15/2024	Recreation office supplies & CampMed supplies	9.91

Inv 3557604179 Total 9.91

Inv 3557858154

Line Item Date	Line Item Description	
01/26/2024	Yard Breakroom Supplies	90.11
01/26/2024	Yard Breakroom Supplies	90.11
01/26/2024	Yard Breakroom Supplies	90.11

Check Number	Check Date		Amount
	01/26/2024	Yard Breakroom Supplies	90.11
	01/26/2024	Yard Breakroom Supplies	90.11
	Inv 3557858154 Total		450.55
	Inv 3558023361		
	Line Item Date	Line Item Description	
	01/27/2024	Yard Breakroom Supplies	19.95
	01/27/2024	Yard Breakroom Supplies	19.95
	01/27/2024	Yard Breakroom Supplies	19.95
	01/27/2024	Yard Breakroom Supplies	19.97
	01/27/2024	Yard Breakroom Supplies	19.95
	Inv 3558023361 Total		99.77
	Inv 3560142802		
	Line Item Date	Line Item Description	
	02/22/2024	PD Office Supplies	98.20
	Inv 3560142802 Total		98.20
	Inv 3560142803		
	Line Item Date	Line Item Description	
	02/22/2024	PD Office Supplies	41.08
	Inv 3560142803 Total		41.08
	Inv 3560369063		
	Line Item Date	Line Item Description	
	02/24/2024	Water Dist. Office Supplies	152.69
	Inv 3560369063 Total		152.69
	Inv 3560506925		
	Line Item Date	Line Item Description	
	02/27/2024	PD Office Supplies	977.67
	Inv 3560506925 Total		977.67
	Inv 3560506926		
	Line Item Date	Line Item Description	
	02/27/2024	PD Office Supplies	61.28
	Inv 3560506926 Total		61.28
	Inv 3560580308		
	Line Item Date	Line Item Description	
	02/28/2024	Office Supples	104.02
	Inv 3560580308 Total		104.02

Check Number	Check Date	Amount

Inv 3560580311

Line Item Date	Line Item Description	
02/28/2024	PD Office Supplies	174.81

Inv 3560580311 Total 174.81

Inv 3562239592

Line Item Date	Line Item Description	
03/16/2024	PD Office Supplies	62.82

Inv 3562239592 Total 62.82

Inv 3562239593

Line Item Date	Line Item Description	
05/15/2024	Recreation office supplies & CampMed supplies	461.48

Inv 3562239593 Total 461.48

Inv 6000586220

Line Item Date	Line Item Description	
03/19/2024	Sustainability Office Supplies	255.35

Inv 6000586220 Total 255.35

Inv 6000589791

Line Item Date	Line Item Description	
03/20/2024	Cardstock for Sustainability Fair Flyers	41.85

Inv 6000589791 Total 41.85

Inv 6000616443

Line Item Date	Line Item Description	
03/26/2024	Sunscreen for PW Staff	172.42

Inv 6000616443 Total 172.42

Inv 6000616446

Line Item Date	Line Item Description	
03/26/2024	PD Office Supplies	1,005.26

Inv 6000616446 Total 1,005.26

Inv 6001048183

Line Item Date	Line Item Description	
04/04/2024	PD Office Supplies	16.11

Inv 6001048183 Total 16.11

Inv 6001048184

Line Item Date	Line Item Description	
04/04/2024	PD Office Supplies	27.11

Inv 6001048184 Total 27.11

Inv 6001057050

Line Item Date	Line Item Description	
04/05/2024	PD Office Supplies	12.18

Inv 6001057050 Total 12.18

Inv 6001057051

Line Item Date	Line Item Description	
04/05/2024	PD Office Supplies	88.19

Inv 6001057051 Total 88.19

Inv 6001057052

Line Item Date	Line Item Description	
04/05/2024	New Supervisor Office Supplies-Facilities/Parks	81.60

Inv 6001057052 Total 81.60

Inv 6001057053

Line Item Date	Line Item Description	
04/05/2024	Printer for New Supervisor	135.73

Inv 6001057053 Total 135.73

Inv 6001065545

Line Item Date	Line Item Description	
04/06/2024	Desktop Scanner for New Supervisor-Parks/Facilities	369.98
04/06/2024	Desktop Scanner for New Supervisor-Parks/Facilities	200.00

Inv 6001065545 Total 569.98

Inv 6001154532

Line Item Date	Line Item Description	
04/13/2024	PD Office Supplies	423.43

Inv 6001154532 Total 423.43

Inv 6001207610

Line Item Date	Line Item Description	
04/14/2024	PD Office Supplies	40.42

Inv 6001207610 Total 40.42

Inv 6001287760

Line Item Date	Line Item Description	
04/20/2024	Toner, water, notebooks, paper	158.24

Inv 6001287760 Total 158.24

Check Number	Check Date	Amount

Inv 6001374039

Line Item Date	Line Item Description	
04/21/2024	Storage bins	51.00

Inv 6001374039 Total 51.00

Inv 6001390526

Line Item Date	Line Item Description	
04/23/2024	Portfolio for New Staff	53.71

Inv 6001390526 Total 53.71

Inv 6001667401

Line Item Date	Line Item Description	
04/26/2024	PD Office Supplies	528.21

Inv 6001667401 Total 528.21

Inv 6001696224

Line Item Date	Line Item Description	
04/27/2024	Post-its, toner, envelopes, correction tape, water	316.47

Inv 6001696224 Total 316.47

Inv 6001696225

Line Item Date	Line Item Description	
04/27/2024	felt sheet pack	20.68

Inv 6001696225 Total 20.68

Inv 6002005094

Line Item Date	Line Item Description	
05/01/2024	label maker tape	23.98

Inv 6002005094 Total 23.98

Inv 6002005096

Line Item Date	Line Item Description	
05/01/2024	Bubble wrap, label maker tape	327.67

Inv 6002005096 Total 327.67

Inv 6002082818

Line Item Date	Line Item Description	
05/03/2024	Coffee, tape dispensers	33.14

Inv 6002082818 Total 33.14

Inv 6002082819

Line Item Date	Line Item Description	
05/03/2024	Water Dist. Office Supplies	108.32

Inv 6002082819 Total 108.32

Inv 6002082820

Line Item Date	Line Item Description	
05/03/2024	Water Dist. Office Supplies	226.19

Inv 6002082820 Total 226.19

Inv 6002082821

Line Item Date	Line Item Description	
05/03/2024	Office Supplies for Department	43.93

Inv 6002082821 Total 43.93

Inv 6002188571

Line Item Date	Line Item Description	
05/07/2024	Fire - Office Supplies	389.65

Inv 6002188571 Total 389.65

Inv 6002188572

Line Item Date	Line Item Description	
05/07/2024	Report Covers for SSRMP Report (for 5/8/24 training)	41.23

Inv 6002188572 Total 41.23

Inv 6002202026

Line Item Date	Line Item Description	
05/08/2024	stamp pads	43.77

Inv 6002202026 Total 43.77

Inv 6002202029

Line Item Date	Line Item Description	
05/07/2024	Commissioner Congress Supplies	101.39

Inv 6002202029 Total 101.39

Inv 6002202035

Line Item Date	Line Item Description	
05/08/2024	Flashdrives	59.83

Inv 6002202035 Total 59.83

Inv 6002249864

Line Item Date	Line Item Description	
05/11/2024	Office Supples	99.03

Inv 6002249864 Total 99.03

Check Number	Check Date	Amount
Inv 6002333560		
Line Item Date	Line Item Description	
05/14/2024	Sewer Safety Clothing/Equipment	338.79
Inv 6002333560 Total		338.79
Inv 6002333561		
Line Item Date	Line Item Description	
05/14/2024	PD Office Supplies	72.82
Inv 6002333561 Total		72.82
Inv 6002365377		
Line Item Date	Line Item Description	
05/13/2024	Office Supplies for Department	108.22
Inv 6002365377 Total		108.22
0 Total:		8,850.94
STA5219 - Staples Business Advantage Total:		8,850.94
SCO3311 - State Controller		
319157	06/05/2024	
Inv FTB-00007040		
Line Item Date	Line Item Description	
05/15/2024	FTB Offsets: 1/1/23-12/31/23.	86.46
Inv FTB-00007040 Total		86.46
319157 Total:		86.46
SCO3311 - State Controller Total:		86.46
SUVA8022 - Sunset Vans Inc.		
319158	06/05/2024	
Inv 27659		
Line Item Date	Line Item Description	
05/01/2024	60-day Ramp Inspection and Wheelchair Repairs for Dial-A-Ride.	125.00
Inv 27659 Total		125.00
Inv 27660		
Line Item Date	Line Item Description	
05/01/2024	60-day Ramp Inspection and Wheelchair Repairs for Dial-A-Ride.	125.00
Inv 27660 Total		125.00

Check Number	Check Date	Amount
319158 Total:		250.00
SUVA8022 - Sunset Vans Inc. Total:		250.00
MTEN6 - Ten, Michael and Helen		
319159	06/05/2024	
Inv DW0524-01		
Line Item Date	Line Item Description	
05/13/2024	Residential rebate for Water Efficient Dishwasher Replacement	500.00
Inv DW0524-01 Total		500.00
319159 Total:		500.00
MTEN6 - Ten, Michael and Helen Total:		500.00
COBR7131 - The Advantage Group		
0	06/05/2024	
Inv 171458		
Line Item Date	Line Item Description	
05/05/2024	HRA Administration Fee - May 2024	282.00
Inv 171458 Total		282.00
Inv June 2024		
Line Item Date	Line Item Description	
05/17/2024	HRA Retiree Reimbursement - June 2024	16,371.04
Inv June 2024 Total		16,371.04
0 Total:		16,653.04
COBR7131 - The Advantage Group Total:		16,653.04
HAFR7000 - The Hartford		
319160	06/05/2024	
Inv 085034916076		
Line Item Date	Line Item Description	
05/01/2024	Employee Life Insurance Benefit - May 2024	1,032.75
Inv 085034916076 Total		1,032.75
319160 Total:		1,032.75
HAFR7000 - The Hartford Total:		1,032.75

Check Number	Check Date		Amount
PTSP2011 - The Print Spot			
319161	06/05/2024		
Inv 7806			
Line Item Date	Line Item Description		
03/27/2024	Experience South Pas-TriFold Brochure		132.30
Inv 7806 Total			132.30
Inv 7979			
Line Item Date	Line Item Description		
05/10/2024	New Website Launch Materials		407.93
Inv 7979 Total			407.93
319161 Total:			540.23
PTSP2011 - The Print Spot Total:			540.23
AMTIR4 - The Reinalt-Thomas Corporation DBA			
319162	06/05/2024		
Inv 2071023			
Line Item Date	Line Item Description		
05/14/2024	Replacement Tire for Police Vehicle		604.42
Inv 2071023 Total			604.42
319162 Total:			604.42
AMTIR4 - The Reinalt-Thomas Corporation DBA Total:			604.42
TMOB4010 - T-Mobile			
319163	06/05/2024		
Inv 988212311			
Line Item Date	Line Item Description		
04/21/2024	AN 988212311 Serv 3/21/24 - 4/20/24		181.78
Inv 988212311 Total			181.78
319163 Total:			181.78
TMOB4010 - T-Mobile Total:			181.78
JKTB8110 - Tobias, Jacob			
319164	06/05/2024		
Inv 11/16/23			
Line Item Date	Line Item Description		
11/16/2023	Reimbursement - Paramedic License Renewal		250.00

Check Number	Check Date		Amount
Inv 11/16/23 Total			250.00
319164 Total:			250.00
JKTB8110 - Tobias, Jacob Total:			250.00
TOM4455 - Tom's Men's Wear & Uniform's, Inc.			
319165	06/05/2024		
Inv 379			
Line Item Date	Line Item Description		
04/19/2024	Uniform for PCO Ashley Flores		93.71
Inv 379 Total			93.71
319165 Total:			93.71
TOM4455 - Tom's Men's Wear & Uniform's, Inc. Total:			93.71
TAEV9224 - Total Access Elevator Corp			
319166	06/05/2024		
Inv 122655			
Line Item Date	Line Item Description		
05/01/2024	Citywide Elevator Maintenance May 2024		1,205.00
05/01/2024	Citywide Elevator Maintenance May 2024		375.00
Inv 122655 Total			1,580.00
319166 Total:			1,580.00
TAEV9224 - Total Access Elevator Corp Total:			1,580.00
TRA5998 - Transtech Engineers, Inc.			
319167	06/05/2024		
Inv 20242841			
Line Item Date	Line Item Description		
03/31/2024	Building plan check services - March 2024		30,304.68
Inv 20242841 Total			30,304.68
Inv 20242985			
Line Item Date	Line Item Description		
04/30/2024	Building and safety staff services - April 2024		32,728.50
Inv 20242985 Total			32,728.50
319167 Total:			63,033.18

Check Number	Check Date		Amount
TRA5998 - Transtech Engineers, Inc. Total:			63,033.18
ULTRA601 - Ultrasystems Environmental, Inc.			
319168	06/05/2024		
Inv 13057			
Line Item Date	Line Item Description		
04/04/2024	Huntington Dr Reginal Green St Envir. Study		9,328.05
Inv 13057 Total			9,328.05
Inv 13084			
Line Item Date	Line Item Description		
05/01/2024	Huntington Dr Reginal Green St Envir. Study		12,056.68
Inv 13084 Total			12,056.68
319168 Total:			21,384.73
ULTRA601 - Ultrasystems Environmental, Inc. Total:			21,384.73
UQMS8010 - Unique Management Services, Inc.			
0	06/05/2024		
Inv 6125550			
Line Item Date	Line Item Description		
05/01/2024	Library Agency Recovery Services - FY2023-2024		186.40
Inv 6125550 Total			186.40
0 Total:			186.40
UQMS8010 - Unique Management Services, Inc. Total:			186.40
TRIOVLLY - Valley Services, Inc.			
319169	06/05/2024		
Inv A70420072I			
Line Item Date	Line Item Description		
05/09/2024	Home Delivery meals		2,647.93
Inv A70420072I Total			2,647.93
Inv INV2230043125			
Line Item Date	Line Item Description		
05/07/2024	Senior On-Site Meal Program for February		4,368.00
Inv INV2230043125 Total			4,368.00
319169 Total:			7,015.93

Check Number	Check Date		Amount
TRIOVLLY - Valley Services, Inc. Total:			7,015.93
VERW6711 - Verizon Wireless			
319170	06/05/2024		
Inv	9961910220		
Line Item Date		Line Item Description	
04/17/2024		AN 842311063-00002 Serv 3/18/24 - 4/17/24	774.21
Inv 9961910220 Total			774.21
Inv	9962636493		
Line Item Date		Line Item Description	
04/26/2024		AN 270619951-00004 Serv 3/27/24 - 4/26/24	497.52
Inv 9962636493 Total			497.52
Inv	9963026231		
Line Item Date		Line Item Description	
05/01/2024		AN 542443342-00001 Serv 4/2/24 - 5/1/24	52.33
Inv 9963026231 Total			52.33
Inv	9963044272		
Line Item Date		Line Item Description	
05/01/2024		AN 642443919-00001 Serv 4/2/24 - 5/1/24	637.33
Inv 9963044272 Total			637.33
319170 Total:			1,961.39
VERW6711 - Verizon Wireless Total:			1,961.39
CNGHMCH - Villalpando, Hermenejildo Jr.			
319171	06/05/2024		
Inv	INV-0002401		
Line Item Date		Line Item Description	
11/13/2023		Dispenser and dispenser repair and testing	2,710.37
Inv INV-0002401 Total			2,710.37
319171 Total:			2,710.37
CNGHMCH - Villalpando, Hermenejildo Jr. Total:			2,710.37
VEWI8020 - Vision Electric Wholesale, Inc.			
0	06/05/2024		

Check Number	Check Date		Amount
Inv 1007079			
Line Item Date	Line Item Description		
04/25/2024	LED Canopy		1,838.01
Inv 1007079 Total			1,838.01
0 Total:			1,838.01
VEWI8020 - Vision Electric Wholesale, Inc. Total:			1,838.01
VTMS4011 - Vital Medical Services, LLC			
319172	06/05/2024		
Inv 4367			
Line Item Date	Line Item Description		
01/31/2024	On-site blood alcohol withdrawals/med clearance		3,255.00
Inv 4367 Total			3,255.00
Inv 4383			
Line Item Date	Line Item Description		
02/29/2024	On-site blood alcohol withdrawals/med clearance		326.00
Inv 4383 Total			326.00
Inv 4401			
Line Item Date	Line Item Description		
03/31/2024	On-site blood alcohol withdrawals/med clearance		1,302.00
Inv 4401 Total			1,302.00
319172 Total:			4,883.00
VTMS4011 - Vital Medical Services, LLC Total:			4,883.00
VUL6601 - Vulcan Materials Company			
0	06/05/2024		
Inv 73989175			
Line Item Date	Line Item Description		
04/30/2024	15 buckets of Tack for potholes and asphalt patches purposes		1,146.60
Inv 73989175 Total			1,146.60
0 Total:			1,146.60
VUL6601 - Vulcan Materials Company Total:			1,146.60
WES4152 - West Coast Arborists, Inc.			

Check Number	Check Date		Amount
0	06/05/2024		
Inv 214200			
Line Item Date	Line Item Description		
04/30/2024	Urban Forestry Services Including: Arborist Services		680.00
Inv 214200 Total			680.00
Inv 214201			
Line Item Date	Line Item Description		
04/30/2024	Urban Forestry Services Including: Tree Pruning		810.00
Inv 214201 Total			810.00
Inv 214202			
Line Item Date	Line Item Description		
04/30/2024	Urban Forestry Services Including: Tree Planting		1,272.00
Inv 214202 Total			1,272.00
0 Total:			2,762.00
WES4152 - West Coast Arborists, Inc. Total:			2,762.00
WLHD8020 - Westlake Hardware			
0	06/05/2024		
Inv 14304458			
Line Item Date	Line Item Description		
02/05/2024	Fire - Repair Maintenance		321.86
Inv 14304458 Total			321.86
Inv 14304554			
Line Item Date	Line Item Description		
03/11/2024	Library Spray and Ant bait		337.00
Inv 14304554 Total			337.00
Inv 14304555			
Line Item Date	Line Item Description		
03/11/2024	Truck tools		340.67
Inv 14304555 Total			340.67
Inv 14304557			
Line Item Date	Line Item Description		
03/11/2024	Orange grove restroom and stock for truck		52.14
Inv 14304557 Total			52.14

Check Number	Check Date	Amount

Inv 14304559

Line Item Date	Line Item Description	
03/12/2024	Park roses	257.87

Inv 14304559 Total 257.87

Inv 14304562

Line Item Date	Line Item Description	
03/12/2024	Truck tool	91.67

Inv 14304562 Total 91.67

Inv 14304563

Line Item Date	Line Item Description	
03/12/2024	Lights for senior center and library	46.93

Inv 14304563 Total 46.93

Inv 14304564

Line Item Date	Line Item Description	
03/12/2024	Caution tape, tape supplies	387.85

Inv 14304564 Total 387.85

Inv 14304567

Line Item Date	Line Item Description	
03/13/2024	Fencing	89.25

Inv 14304567 Total 89.25

Inv 14304568

Line Item Date	Line Item Description	
03/13/2024	Arroyo Facility	18.73

Inv 14304568 Total 18.73

Inv 14304573

Line Item Date	Line Item Description	
03/15/2024	Material for city hall conference room	419.95

Inv 14304573 Total 419.95

Inv 14304574

Line Item Date	Line Item Description	
03/15/2024	Sewer Supplies	83.13
03/15/2024	Sewer Supplies	182.88
03/15/2024	Sewer Supplies	165.27

Inv 14304574 Total 431.28

Check Number	Check Date	Amount

Inv 14304578

Line Item Date	Line Item Description	
03/18/2024	Material for broken water line	147.59

Inv 14304578 Total 147.59

Inv 14304580

Line Item Date	Line Item Description	
03/18/2024	Parks landscape enhancement	20.03

Inv 14304580 Total 20.03

Inv 14304583

Line Item Date	Line Item Description	
03/19/2024	Misc. supplies/tools	592.87

Inv 14304583 Total 592.87

Inv 14304584

Line Item Date	Line Item Description	
03/19/2024	Battery Return	-329.65

Inv 14304584 Total -329.65

Inv 14304585

Line Item Date	Line Item Description	
03/19/2024	Keys for new hire	9.89

Inv 14304585 Total 9.89

Inv 14304586

Line Item Date	Line Item Description	
03/20/2024	Keys for senior center	83.64

Inv 14304586 Total 83.64

Inv 14304587

Line Item Date	Line Item Description	
03/20/2024	Garfield park blade and work glasses	54.20

Inv 14304587 Total 54.20

Inv 14304590

Line Item Date	Line Item Description	
03/20/2024	Snake for F.D.	83.77

Inv 14304590 Total 83.77

Inv 14304591

Line Item Date	Line Item Description	
03/20/2024	F.D. washer repair	34.16

Inv 14304591 Total 34.16

Inv 14304592

Line Item Date	Line Item Description	
03/21/2024	Truck shop supplies	263.39

Inv 14304592 Total 263.39

Inv 14304593

Line Item Date	Line Item Description	
03/21/2024	Cm copy room paint	80.07

Inv 14304593 Total 80.07

Inv 14304605

Line Item Date	Line Item Description	
03/21/2024	Clips for banner	211.42

Inv 14304605 Total 211.42

Inv 14304606

Line Item Date	Line Item Description	
03/21/2024	Return for safety poles	-5.51

Inv 14304606 Total -5.51

Inv 14304607

Line Item Date	Line Item Description	
03/21/2024	Battery for key fob	15.42

Inv 14304607 Total 15.42

Inv 14304615

Line Item Date	Line Item Description	
03/25/2024	Glass for wood gates on truck	90.44
03/25/2024	Glass for wood gates on truck	90.43

Inv 14304615 Total 180.87

Inv 14304616

Line Item Date	Line Item Description	
03/25/2024	Plants, dirts for Park, Garfield	125.66

Inv 14304616 Total 125.66

Inv 14304622

Line Item Date	Line Item Description	
03/25/2024	Shop/City hall wheel dolly	5.81

Inv 14304622 Total 5.81

Check Number	Check Date	Amount

Inv 14304625

Line Item Date	Line Item Description	
03/26/2024	Asphalt rakes, rollers for curb painting	371.11
Inv 14304625 Total		371.11

Inv 14304631

Line Item Date	Line Item Description	
03/28/2024	Trash cans replace	791.96
Inv 14304631 Total		791.96

Inv 14304632

Line Item Date	Line Item Description	
03/28/2024	Return lock and keys	-121.22
Inv 14304632 Total		-121.22

Inv 14304633

Line Item Date	Line Item Description	
03/28/2024	Locks and keys return	-59.50
Inv 14304633 Total		-59.50

Inv 14304634

Line Item Date	Line Item Description	
03/28/2024	Rugs for war memorial event	184.89
Inv 14304634 Total		184.89

Inv 14304635

Line Item Date	Line Item Description	
03/29/2024	Materials for city hall	83.44
Inv 14304635 Total		83.44

Inv 14304645

Line Item Date	Line Item Description	
04/02/2024	Paint supplies for senior center	241.44
Inv 14304645 Total		241.44

Inv 14304646

Line Item Date	Line Item Description	
04/02/2024	Supplies	264.31
Inv 14304646 Total		264.31

Inv 14304648

Line Item Date	Line Item Description	
04/02/2024	Supplies	592.57

Check Number	Check Date		Amount
Inv 14304648 Total			592.57
Inv 14304652			
Line Item Date	Line Item Description		
04/03/2024	Supplies		84.73
Inv 14304652 Total			84.73
Inv 14304653			
Line Item Date	Line Item Description		
04/04/2024	Trash cans for parks division		264.53
Inv 14304653 Total			264.53
Inv 14304655			
Line Item Date	Line Item Description		
04/04/2024	Street division supplies		574.37
Inv 14304655 Total			574.37
0 Total:			7,641.46
WLHD8020 - Westlake Hardware Total:			7,641.46
WHAINC - William Hezmalhalch Architects, Inc.			
319173	06/05/2024		
Inv 107974			
Line Item Date	Line Item Description		
05/14/2024	Architectural Review - 625 Fair Oaks Ave.		4,750.00
Inv 107974 Total			4,750.00
319173 Total:			4,750.00
WHAINC - William Hezmalhalch Architects, Inc. Total:			4,750.00
WIT6353 - Wittman Enterprises LLC			
319174	06/05/2024		
Inv 2403059			
Line Item Date	Line Item Description		
04/29/2024	Paramedic Billing Services - March 2024		4,707.42
Inv 2403059 Total			4,707.42
319174 Total:			4,707.42

Check Number	Check Date		Amount
WIT6353 - Wittman Enterprises LLC Total:			4,707.42
GRA1244 - Woods Maintenance Services, Inc.			
319175	06/05/2024		
Inv SPAS0424			
Line Item Date	Line Item Description		
05/02/2024	Citywide Graffiti Removal Services FY23-24 (April 2024)		1,425.00
Inv SPAS0424 Total			1,425.00
319175 Total:			1,425.00
GRA1244 - Woods Maintenance Services, Inc. Total:			1,425.00
XRXF5010 - Xerox Financial Services			
319176	06/05/2024		
Inv 5717314			
Line Item Date	Line Item Description		
05/02/2024	Contract #010-0061587-004 City Facilities Copiers 4/22 - 5/21/24		2,204.46
Inv 5717314 Total			2,204.46
319176 Total:			2,204.46
XRXF5010 - Xerox Financial Services Total:			2,204.46
ZENNRUSA - Zenner USA, INC.			
319177	06/05/2024		
Inv 0087061-IN			
Line Item Date	Line Item Description		
03/29/2024	Water Meter Purchase for Inventory		26,431.06
Inv 0087061-IN Total			26,431.06
319177 Total:			26,431.06
ZENNRUSA - Zenner USA, INC. Total:			26,431.06
ZOLL8021 - Zoll Medical Corporation			
0	06/05/2024		
Inv 3963465			
Line Item Date	Line Item Description		
04/29/2024	Fire - Medical Supplies - ECG Electrode		1,107.55
Inv 3963465 Total			1,107.55

Check Number	Check Date	Amount
0 Total:		1,107.55
ZOLL8021 - Zoll Medical Corporation Total:		1,107.55
Total:		775,945.45

City of
SOUTH PASADENA

Online Payment Log			
Date	**Vendor**	**Amount**	**Description**
5/9/2024	So Cal Edison	$12,429.94	Online Payment for various City Owned Electric Accounts.
5/14/2024	Tesla Inc.	$149.85	Tesla Premium Connectivity 4/1/24-5/1/24.
5/23/2024	So Cal Edison	$23,661.46	Online Payment for Master Electric Account Ending 33859.
5/23/2024	So Cal Edison	$76,001.05	Online Payment for Master Electric Account Ending 11581.
5/23/2024	UMPQUA Bank	$13,120.92	Online Payment for April 2024 Citywide Credit Card Expenses.
Total:		***$125,363.22***	

City of
SOUTH PASADENA

April 2024 Credit Card Expense Summary		
Date	**Description**	**Amount**
4/1/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$24.08
4/1/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$26.23
4/2/2024	The Great Courses - DVD sets for collection	$121.16
4/2/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$11.20
4/2/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$9.60
4/2/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$9.28
4/2/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$13.33
4/3/2024	Glotone Cleaners - Cleaning Tablecloth for Meeting Function	$50.00
4/3/2024	Etsy Inc - Volunteer recognition pins [ORDER CANCELLED]	$58.47
4/3/2024	Etsy Inc - Volunteer recognition pins	$53.73
4/3/2024	Glotone Cleaners - cleaning Tablecloth for the Community Outreach Events	$25.00
4/3/2024	Chevron - Fuel for Motor Officers	$21.96
4/3/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$5.50
4/3/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$14.40
4/3/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$1.54
4/3/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$16.34
4/3/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$11.18
4/3/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$13.33
4/3/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$10.32
4/3/2024	ACE Hardware - Cleaning Supplies	$35.27
4/3/2024	ACE Hardware - Storage bins for Egg Hunt Supplies	$21.98
4/4/2024	West Coast Trophy Center - Councilmember Name Plate	$30.00
4/4/2024	FedEx - Shipping -POST Fire Engineer Exam	$2.19
4/4/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$3.08
4/4/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$7.04
4/4/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$2.20
4/4/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$0.96
4/4/2024	Chevron - Fuel for Motor Officers	$22.97
4/4/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$7.31
4/4/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$6.02
4/4/2024	Smart n Final - Batting Cages Opening	$128.47
4/4/2024	Netflix - Senior Center Movies	$15.49
4/4/2024	ACE Hardware - Returns	-$72.74
4/4/2024	Canva - Flier Software	$119.99
4/5/2024	WWW.GOMSA.COM - MSA Los Angeles Membership Training	$103.00
4/5/2024	WWW.GOMSA.COM - MSA Los Angeles Membership Training	$165.18
4/5/2024	WWW.GOMSA.COM - MSA Los Angeles Membership Training	$110.12
4/5/2024	WWW.GOMSA.COM - MSA Los Angeles Membership Training	$220.27
4/5/2024	WWW.GOMSA.COM - MSA Los Angeles Membership Training	$220.28
4/5/2024	Clean Energy - CNG Fuel for Van 79	$52.41
4/5/2024	FedEx - Shipping -POST Fire Engineer Exam	$35.55
4/5/2024	Chevron - Fuel for Motor Officers	$26.46
4/5/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$17.60
4/5/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$12.80
4/5/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$13.12
4/5/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$14.19
4/5/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$25.37
4/5/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$13.33

4/5/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$10.32
4/5/2024	Stay Golden - Photo Booth for Senior Event	$405.00
4/7/2024	Home Depot-Impact Drill for Installing Signs	$609.97
4/7/2024	California Water Environ - CWEA Membership for Richard Arriola	$221.00
4/7/2024	Amazon.com - Office Chair	$176.39
4/7/2024	Constant Contact - Subscription	$232.00
4/7/2024	estlake Hardware - Cart and cooler for the April 6 Sustainability Fair and future environmental events and m	$92.59
4/7/2024	Clean Energy - CNG Fuel for Van 79	$76.32
4/7/2024	Amazon - New Hire Supplies	$21.82
4/7/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$7.04
4/7/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$13.12
4/7/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$7.04
4/7/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$11.61
4/7/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$5.94
4/7/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$9.60
4/7/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$11.52
4/7/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$7.04
4/7/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$20.64
4/7/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$5.59
4/7/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$5.59
4/7/2024	Chevron - Fuel for Motor Officers	$21.93
4/7/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$9.03
4/7/2024	Gigsalad - Entertainment for Memorial Day	$322.00
4/8/2024	Etsy Inc - Volunteer recognition pins [REFUND]	-$58.47
4/8/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$11.52
4/8/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$10.56
4/8/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$12.32
4/8/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$12.04
4/9/2024	Zoom - Zoom for Community Development	$447.19
4/9/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$8.14
4/9/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$7.70
4/9/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$12.04
4/9/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$6.02
4/9/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$20.64
4/10/2024	Ace Hardware-CH and Garfield Supplies	$39.65
4/10/2024	Clean Energy - CNG Fuel for Van 79	$59.04
4/10/2024	OTTER - Subscription	$240.00
4/10/2024	Gus's BBQ - New Staff Lunch	$150.75
4/10/2024	Chevron - Fuel for Motor Officers	$30.02
4/10/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$3.74
4/10/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$3.08
4/10/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$3.96
4/10/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$3.96
4/10/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$10.56
4/10/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$18.06
4/10/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$12.04
4/10/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$18.06
4/11/2024	Tesmanian - Fleet Vehicle Floor Mats	$279.20
4/11/2024	LCM-News Inc - Advertising in Outlook Newspaper	$510.00
4/11/2024	Clean Energy - CNG Fuel for Van 78	$48.79
4/11/2024	Trader Joe's - Training Expense	$40.30
4/11/2024	Amazon - Telephone Supplies	$106.48
4/11/2024	Amazon - Name Plate for Deputy City Clerk	$14.32
4/11/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$5.94
4/11/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$11.20

4/11/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$24.51
4/11/2024	Chevron - Fuel for Motor Officers	$21.96
4/11/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$16.77
4/11/2024	Chevron - Fuel for Motor Officers	$25.63
4/11/2024	Amazon - Senior Prom	$93.67
4/12/2024	Mike & Annes - Working lunch CS	$100.89
4/12/2024	Trader Joe's - Training Expense	$39.51
4/12/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$6.08
4/12/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$7.68
4/12/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$6.82
4/12/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$12.48
4/12/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$15.36
4/12/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$15.91
4/12/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$12.16
4/12/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$6.88
4/12/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$6.88
4/12/2024	Party City - Senior Prom Supplies / Decorations	$47.08
4/12/2024	Daniel Vera - Mother's Day Lunch Entertainment	$150.00
4/14/2024	Ralphs - Congresswoman Judy Chu Event	$39.37
4/14/2024	Hertz - Police Department Conference Expense - Refund	-$521.48
4/14/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$8.00
4/14/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$9.92
4/14/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$7.22
4/14/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$8.96
4/14/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$3.44
4/14/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$12.10
4/14/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$6.16
4/14/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$10.56
4/14/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$9.89
4/14/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$6.02
4/14/2024	Chevron - Fuel for Motor Officers	$25.77
4/14/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$8.60
4/14/2024	Sam's Club - Mother's Day Dessert	$31.96
4/15/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$11.84
4/15/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$5.72
4/15/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$7.31
4/15/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$12.25
4/16/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$6.60
4/16/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$6.38
4/16/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$11.52
4/16/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$28.81
4/16/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$6.02
4/16/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$6.88
4/16/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$4.73
4/16/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$16.80
4/16/2024	Chevron - Fuel for Motor Officers	$28.85
4/17/2024	IQAir - Air purifier filter replacements	$1,016.50
4/17/2024	California Library Association - Staff training - Bre Taylor	$10.00
4/17/2024	Canoe House - Special City Council Meeting 4/15/24	$290.23
4/17/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$6.38
4/17/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$7.48
4/17/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$12.16
4/17/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$6.02
4/17/2024	Chevron - Fuel for Motor Officers	$24.40
4/17/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$15.05

4/18/2024	Starbucks - Raters Assessment for Engineer Exam	$50.00
4/18/2024	Crandall Office Furniture - Office Supplies	$37.99
4/18/2024	Mammas Brick Oven - City Council Meeting 4/17/24	$169.18
4/18/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$9.60
4/18/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$9.28
4/18/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$8.96
4/18/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$11.61
4/18/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$15.48
4/18/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$12.47
4/18/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$7.31
4/18/2024	Chevron - Fuel for Motor Officers	$24.36
4/19/2024	Capio - Membership Renewal	$275.00
4/19/2024	USPS - Postage	$68.00
4/19/2024	Kolache Factory - Training for Engineer Exam	$94.28
4/19/2024	Clean Energy - CNG Fuel for Van 79	$88.11
4/19/2024	The Habit - City Council Meeting 4/17/24	$38.96
4/19/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$10.56
4/19/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$8.00
4/19/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$10.88
4/19/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$6.75
4/19/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$15.48
4/19/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$6.45
4/19/2024	Chevron - Fuel for Motor Officers	$23.32
4/19/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$12.90
4/21/2024	Ono - Lunch Panel for Engineer Exam	$129.75
4/21/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$7.70
4/21/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$8.96
4/21/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$21.44
4/21/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$15.05
4/21/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$6.45
4/21/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$12.90
4/21/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$1.72
4/21/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$0.86
4/21/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$15.04
4/21/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$10.88
4/21/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$18.24
4/21/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$21.12
4/21/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$17.20
4/21/2024	Chevron - Fuel for Motor Officers	$25.95
4/22/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$5.06
4/22/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$4.48
4/22/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$5.44
4/22/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$9.03
4/23/2024	Jones Coffee - Working - CS and Community member	$18.17
4/23/2024	Americas-Tire-Co - Tire for Fleet Vehicle	$376.08
4/23/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$8.64
4/23/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$9.80
4/23/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$9.31
4/23/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$14.04
4/23/2024	911 Emergency Supply - Class A Uniforms	$131.69
4/24/2024	Zoom Credit	-$161.14
4/24/2024	Walmart - City Council Supplies	$28.26
4/24/2024	Walmart - Department Supplies	$15.84
4/24/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$4.86
4/24/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$10.53

4/24/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$13.23
4/24/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$17.15
4/24/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$9.88
4/24/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$29.12
4/24/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$23.40
4/24/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$8.32
4/24/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$12.48
4/24/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$14.56
4/24/2024	Chevron - Fuel for Motor Officers	$23.84
4/24/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$18.72
4/24/2024	2 Hot Activewear - Class A Uniforms	$48.16
4/24/2024	4imprint - Volunteer Recognition Giveaway	$407.53
4/25/2024	Pasadena - So Cal Base - CNG Fuel Charge-Water Division Unit#13	$32.39
4/25/2024	Pasadena - So Cal Base - CNG Fuel Charge-Water Division Unit#6	$60.08
4/25/2024	Mike and Annes - Working Lunch- Community Engagement	$57.41
4/25/2024	Clean Energy - CNG Fuel for Van 79	$82.55
4/25/2024	Gamers Luxury - Camp Med Field Trip	$105.00
4/25/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$3.51
4/25/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$8.91
4/25/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$17.15
4/25/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$24.96
4/25/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$4.16
4/25/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$15.08
4/26/2024	Glotone Cleaners - Tablecloth	$35.00
4/26/2024	Americas-Tire-Co - Tire for Fleet Vehicle	$376.08
4/26/2024	The Habit - Special Joint City Council Meeting 4/24/24	$144.30
4/26/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$14.21
4/26/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$14.70
4/26/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$10.78
4/26/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$15.19
4/26/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$22.54
4/26/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$8.84
4/26/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$6.76
4/26/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$11.44
4/26/2024	Chevron - Fuel for Motor Officers	$26.00
4/28/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$47.04
4/28/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$22.88
4/28/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$6.24
4/28/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$8.32
4/28/2024	ACE-Westlake Hardware - Gear and supplies for staff during Sewer Emergency	$124.31
4/28/2024	ACE-Westlake Hardware - Gear for staff during Sewer Emergency	$14.38
4/28/2024	Vactor Truck Gas fuel during Sewer Emergency	$150.00
4/28/2024	Clean Energy - CNG Fuel for Van 79	$48.47
4/28/2024	Chevron - Fuel for Motor Officers	$29.67
4/28/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$11.88
4/28/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$21.56
4/28/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$27.93
4/28/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$15.68
4/28/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$3.64
4/28/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$27.04
4/28/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$6.76
4/28/2024	Pavilions - Monthly Birthday Cake and Supplies	$26.05
4/28/2024	Pavilions - Senior Tea Party	$140.12
4/28/2024	Yum Yum - Donuts	$79.96
4/29/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$8.10

4/29/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$7.02
4/29/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$26.46
4/29/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$13.72
4/29/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$15.60
4/29/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$3.12
4/29/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$16.12
4/29/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$22.88
4/30/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$17.64
4/30/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$12.74
4/30/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$7.84
4/30/2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	$7.28
4/30/2024	Charlie's Trio - Mission to Mission	$208.67
4/30/2024	South Pasadena Grocery outlet - Snacks for Camp Med	$267.95
4/30/2024	Chevron - Fuel for Motor Officers	$23.56
4/30/2024	Chevron - Fuel for Motor Officers	$31.38
Total:		***$13,120.92***

Payroll

Payroll Summary Report

Payroll Date:	5/10/2024	Regular		
Checks			$	2,201.88
Direct Deposits			$	560,415.20
IRS Payments			$	116,813.19
EDD - State of CA			$	35,815.66
PERS Pension			$	142,037.58
Deferred Comp			$	28,292.75
PERS Health			$	-
		Subtotal:	**$**	**885,576.26**

Payroll Date:	5/17/2024	Off-Cycle		
Checks			$	-
Direct Deposits			$	10,556.61
IRS Payments			$	3,670.96
EDD - State of CA			$	1,172.19
PERS Pension			$	-
Deferred Comp			$	-
PERS Health			$	-
		Subtotal:	**$**	**15,399.76**

Payroll Date:	5/18/2024	Off-Cycle		
Checks			$	-
Direct Deposits			$	2,353.75
IRS Payments			$	322.98
EDD - State of CA			$	101.35
PERS Pension			$	-
Deferred Comp			$	-
PERS Health			$	-
		Subtotal:	**$**	**2,778.08**

Payroll Date:	5/24/2024	Regular		
Checks			$	1,921.28
Direct Deposits			$	538,773.05
IRS Payments			$	100,912.42
EDD - State of CA			$	29,646.01
PERS Pension			$	142,356.48
Deferred Comp			$	28,131.50
PERS Health			$	-
		Subtotal:	**$**	**841,740.74**
		Grand Total:	**$**	**1,745,494.84**

City Council Agenda Report

ITEM NO. 9

DATE: June 5, 2024

FROM: Arminé Chaparyan, City Manager

PREPARED BY: Sheila Pautsch, Community Services Director
H. Ted Gerber, Public Works Director

SUBJECT: **CONSIDERATION OF THE APPROVAL OF THE CAPITAL RESERVE AGREEMENTS BETWEEN THE CITY OF SOUTH PASADENA AND THE LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY TO EXTEND THE TIMELINE OF USE FOR LAPSING PROPOSITION A, PROPOSITION C, AND MEASURE M LOCAL RETURN FUNDS**

Recommendation

It is recommended that the City Council consider approving the following Capital Reserve Agreements (Agreements) with the Los Angeles County Metropolitan Transportation Authority (LACMTA):

1. Proposition A, in the amount of $325,000 for Electric Transit Buses/Vans and Charging Systems Project; and
2. Proposition A, in the amount of $324,573 for a South Pasadena Arterial Traffic Signal Improvements and Prioritization Project; and
3. Proposition C, in the amount of $273,535 for Street Repair Project(s) per the Pavement Management System; and
4. Measure M, in the amount of $187,474 for Street Repairs Project(s) per the Pavement Management System.

Executive Summary

This item considers approving four agreements with LACMTA to reserve $1,110,582 in local match funding that the City is eligible to use on certain transportation and transit projects. The funding would otherwise expire or lapse, if the City does not enter into the capital reserve agreements.

Background

The LACMTA Proposition A, Proposition C, and Measure M Local Return programs are four one-half cent sales tax measures approved by Los Angeles County voters to finance a countywide transit development program. Local Return funds are allocated and distributed monthly to jurisdictions on a per capita basis by LACMTA. These funds are allocated for public transit, street improvements supporting public transit services, projects to ease traffic, repair local streets and sidewalks and other related efforts.

Analysis

The four (4) Capital Reserve Agreements for consideration of City Council's approval are attached to this staff report. LACMTA allows jurisdictions to accumulate local return funds past their lapsing date by establishing a special reserve account set aside for large capital projects. Under normal circumstances, Proposition A, Proposition C, and Measure M funds must be expended within four (4) years of their remittance to the local agency to satisfy the timely use of funds requirement, or risk being returned to LACMTA. This includes the first year of allocation plus three (3) years. The proposed Agreement would provide a mechanism for the City to retain its Proposition A, Proposition C, and Measure M funds until June 30, 2028, and dedicate them towards the following projects: an Electric Transit Buses/Bans & Charging Systems Project; Street Repair Project(s) per the Pavement Management System; and an Arterial Traffic Signal Improvements and Prioritization Project. The project and Agreement have already received approval by the LACMTA Board of Directors.

With the Fiscal Year 2023/2024 ending, these funds will lapse due to not being expended within the LACMTA timeframe, unless committed in these Capital Reserve Agreements. The City desires to commit and accumulate its Local Return Funds beyond the 4-year timely use of funds period in order to provide funding for the completion of each project. The City shall complete these projects by June 30, 2028, five (5) years from the 2023 LACMTA Board approval of the agreements. If these projects are not completed by this date, any unexpended funds shall lapse and be returned to LACMTA for further programming.

Fiscal Impact
The City will establish four (4) separate interest-bearing accounts or sub-accounts to be designated as the Capital Reserve Account for each Project:

- Proposition A, in the amount of $325,000 for Electric Transit Buses/Vans and Charging Systems Project.
- Proposition A, in the amount of $324,573 for a South Pasadena Arterial Traffic Signal Improvements and Prioritization Project
- Proposition C, in the amount of $273,535 for Street Repair Project(s) per the Pavement Management System
- Measure M, in the amount of $187,474 for a Street Repair Project(s) per the Pavement Management System

Proposition A funds for the purchase of the buses/vans will be accessed through a Community Services Department Proposition A Transit Planning Automotive Equipment Capital Outlay account, while the Arterial Traffic Signal Improvements and Street Repairs will be accessed through Capital Improvement Program accounts.

Key Performace Indicators and Strategic Plan
This item aligns with the City Strategic Plan Initiatives related to street repairs, as well as transportation and mobility projects/programs.

Attachment:
Attachment No. 1 - South Pasadena MM 1 CRA 2023 Street Repairs per Pavement Management.pdf
Attachment No. 2 - South Pasadena PA 3 CRA 2023 Arterial Traffic Signal Improvements.pdf
Attachment No. 3 - South Pasadena PA 4 CRA 2023 Electric Transit Buses.pdf
Attachment No. 4 - South Pasadena PC 2 CRA 2023 Street Repairs per Pavement Management.pdf

CAPITAL RESERVE AGREEMENT

This Capital Reserve Agreement (this "Agreement") is entered into as of June 30, 2023, by and between the Los Angeles County Metropolitan Transportation Authority ("LACMTA") and the City of South Pasadena (the "City").

RECITALS:

A. The City receives Measure M local return funds (the "Local Return Funds") from LACMTA.

B. Pursuant to the Measure M Local Return Guidelines (the "Guidelines"), which are incorporated herein by reference, the City has five years, beginning the last day of the Fiscal Year in which funds were originally allocated, to expend the Local Return Funds. By method of calculation, each jurisdiction has four years plus the Fiscal Year of allocation to expend the Local Return funds. This period is identified in the Guidelines as Timely Use of Funds.

C. As of Fiscal Year 2022-23, the City desires to commit and accumulate its Local Return Funds beyond the Timely Use of Funds period in order to provide the funds for a Street Repairs per Pavement Management System Project as more particularly described in City's project description attached hereto as Exhibit A (the "Project").

D. The LACMTA Board at its June 14, 2023, board meeting approved the City's establishment of a capital reserve fund for the Project.

NOW, THEREFORE, the parties hereby desire to agree to the following terms and conditions:

AGREEMENT

1. The City acknowledges that establishing a capital reserve fund for the Project constitutes a long term financial and planning commitment.

2. The City shall establish a separate interest bearing account or sub-account to be designated as the Capital Reserve Account for the Project. The City desires to set aside $187,474 Measure M of its Local Return Funds into the Capital Reserve Account. Commencing with Fiscal Year 2022-2023 and for each Fiscal Year thereafter, the City shall deposit into the Capital Reserve Account the amount specified in its Project Annual Update submitted to LACMTA for that fiscal year, provided, however, if the City fails to submit its Project Annual Update, the City shall deposit into the Capital Reserve Account its Local Return Funds in an amount equal to the amount deposited into the Capital Reserve Account for the immediately preceding fiscal year. In no event will the total aggregate amount deposited by City into the Capital Reserve Account exceed $187,474 Measure M.

3. All interest accruing on the Capital Reserve Account shall remain in such account.

4. The City shall complete the Project by June 30, 2028. If the Project is not completed by this date, any unexpended funds shall lapse and be returned to LACMTA for further programming.

5. The City shall comply with all terms and conditions for the Capital Reserve Account as provided in the Measure M Local Return Guidelines, including, without limitation, the following:

    A. Each fiscal year, submitting the following items:

        (i) an Annual Project Update (Form One), including the amount to be reserved and the current project status;

    B. Every three years commencing with the Commencement Date of this Agreement, LACMTA will evaluate the Capital Reserve Account, the status of the Project and the projected amount of available funds. Based on this evaluation, LACMTA may require the City to take certain actions including, without limitation, terminating the Capital Reserve Account.

    C. If the City uses the Local Return Funds in the Capital Reserve Account for a project different from the Project described above, the City shall return an amount equal to the improperly used funds to the Measure M Central Account held by LACMTA. If the City fails to return the amount within 30 days from the date LACMTA notifies City that it must return the funds, the City hereby authorizes LACMTA to offset future Local Return allocations to the City in an amount equal to the improperly used funds.

    D. If the City fails to complete the Project as specified by the date in paragraph 4 above, the Local Return Funds in the Capital Reserve Account may be subject to lapse unless otherwise agreed to in writing by the parties.

    E. If the Project is a rail project, LACMTA may decide that the rail corridor is no longer a high priority. LACMTA can then terminate this Agreement and the City shall:

        (i) close the Capital Reserve Account and return the outstanding balance of the Capital Reserve Account, including accrued interest (the "Returned Funds"), to the City's local return account; and
        (ii) reprogram the Returned Funds to be used within three years from the termination date of this Agreement. Any funds remaining after such three-year period shall lapse.

    F. If the City, independent of LACMTA action, desires to reprogram all or part of the funds in the Capital Reserve Account, the City must prior to such reprogramming, receive LACMTA's written approval. The City shall provide LACMTA with notice of its desire to reprogram the funds in the Capital Reserve Account and indicate the proposed use of the funds to be reprogrammed and the effect of such reprogramming on the Project. LACMTA approval may be based on, among other things, whether

after exhausting all Local Return funds, additional funds are necessary to meet the City's critical immediate or pending transit needs. If LACMTA approves reprogramming the funds, this Agreement shall be amended or terminated as appropriate. If LACMTA does not approve reprogramming the funds, the City must continue the Capital Reserve Account as provided herein or draw the funds down for LACMTA approved capital related project.

6. This Agreement shall commence on June 30, 2023. This Agreement shall continue until such time as terminated by either party with a 30 day written notice under the conditions set forth in the Measure M Local Return Guidelines.

IN WITNESS WHEREOF, the City and LACMTA have caused this MOU to be executed by their duly authorized representatives on the date noted below:

CITY:
City of South Pasadena

_____

Mayor/City Manager

Date: _____

APPROVED AS TO FORM:

By: _____
Legal Counsel

Date: _____

Los Angeles County Metropolitan Transportation Authority

By: _____
STEPHANIE N. WIGGINS
Chief Executive officer

Date: _____

APPROVED AS TO FORM:

DAWYN R. HARRISON
County Counsel

By: _____
Deputy

Date: 3/16/24

CAPITAL RESERVE AGREEMENT

This Capital Reserve Agreement (this "Agreement") is entered into as of June 30, 2023, by and between the Los Angeles County Metropolitan Transportation Authority ("LACMTA") and the City of South Pasadena (the "City").

RECITALS:

A. The City receives Proposition A local return funds (the "Local Return Funds") from LACMTA.

B. Pursuant to the Proposition A Local Return Guidelines (the "Guidelines"), which are incorporated herein by reference, the City has five years, beginning the last day of the Fiscal Year in which funds were originally allocated, to expend the Local Return Funds. By method of calculation, each jurisdiction has four years plus the Fiscal Year of allocation to expend the Local Return funds. This period is identified in the Guidelines as Timely Use of Funds.

C. As of Fiscal Year 2022-23, the City desires to commit and accumulate its Local Return Funds beyond the Timely Use of Funds period in order to provide the funds for a South Pasadena Arterial Traffic Signal Improvements and Prioritization Project as more particularly described in City's project description attached hereto as Exhibit A (the "Project").

D. The LACMTA Board at its June 14, 2023, board meeting approved the City's establishment of a capital reserve fund for the Project.

NOW, THEREFORE, the parties hereby desire to agree to the following terms and conditions:

AGREEMENT

1. The City acknowledges that establishing a capital reserve fund for the Project constitutes a long term financial and planning commitment.

2. The City shall establish a separate interest bearing account or sub-account to be designated as the Capital Reserve Account for the Project. The City desires to set aside $324,573 Proposition A of its Local Return Funds into the Capital Reserve Account. Commencing with Fiscal Year 2022-2023 and for each Fiscal Year thereafter, the City shall deposit into the Capital Reserve Account the amount specified in its Project Annual Update submitted to LACMTA for that fiscal year, provided, however, if the City fails to submit its Project Annual Update, the City shall deposit into the Capital Reserve Account its Local Return Funds in an amount equal to the amount deposited into the Capital Reserve Account for the immediately preceding fiscal year. In no event will the total aggregate amount deposited by City into the Capital Reserve Account exceed $324,573 Proposition A.

3. All interest accruing on the Capital Reserve Account shall remain in such account.

4. The City shall complete the Project by June 30, 2028. If the Project is not completed by this date, any unexpended funds shall lapse and be returned to LACMTA for further programming.

5. The City shall comply with all terms and conditions for the Capital Reserve Account as provided in the Proposition A Local Return Guidelines, including, without limitation, the following:

    A. Each fiscal year, submitting the following items:

        (i) an Annual Project Update (Form One), including the amount to be reserved and the current project status;

    B. Every three years commencing with the Commencement Date of this Agreement, LACMTA will evaluate the Capital Reserve Account, the status of the Project and the projected amount of available funds. Based on this evaluation, LACMTA may require the City to take certain actions including, without limitation, terminating the Capital Reserve Account.

    C. If the City uses the Local Return Funds in the Capital Reserve Account for a project different from the Project described above, the City shall return an amount equal to the improperly used funds to the Proposition A Central Account held by LACMTA. If the City fails to return the amount within 30 days from the date LACMTA notifies City that it must return the funds, the City hereby authorizes LACMTA to offset future Local Return allocations to the City in an amount equal to the improperly used funds.

    D. If the City fails to complete the Project as specified by the date in paragraph 4 above, the Local Return Funds in the Capital Reserve Account may be subject to lapse unless otherwise agreed to in writing by the parties.

    E. If the Project is a rail project, LACMTA may decide that the rail corridor is no longer a high priority. LACMTA can then terminate this Agreement and the City shall:

        (i) close the Capital Reserve Account and return the outstanding balance of the Capital Reserve Account, including accrued interest (the "Returned Funds"), to the City's local return account; and
        (ii) reprogram the Returned Funds to be used within three years from the termination date of this Agreement. Any funds remaining after such three-year period shall lapse.

    F. If the City, independent of LACMTA action, desires to reprogram all or part of the funds in the Capital Reserve Account, the City must prior to such reprogramming, receive LACMTA's written approval. The City shall provide LACMTA with notice of its desire to reprogram the funds in the Capital Reserve Account and indicate the proposed use of the funds to be reprogrammed and the effect of such reprogramming on the Project. LACMTA approval may be based on, among other things, whether

after exhausting all Local Return funds, additional funds are necessary to meet the City's critical immediate or pending transit needs. If LACMTA approves reprogramming the funds, this Agreement shall be amended or terminated as appropriate. If LACMTA does not approve reprogramming the funds, the City must continue the Capital Reserve Account as provided herein or draw the funds down for LACMTA approved capital related project.

6. This Agreement shall commence on June 30, 2023. This Agreement shall continue until such time as terminated by either party with a 30 day written notice under the conditions set forth in the Proposition A Local Return Guidelines.

IN WITNESS WHEREOF, the City and LACMTA have caused this MOU to be executed by their duly authorized representatives on the date noted below:

CITY:
City of South Pasadena

_____

Mayor/City Manager

Date: _____

APPROVED AS TO FORM:

By: _____
Legal Counsel

Date: _____

Los Angeles County Metropolitan
Transportation Authority

By: _____
STEPHANIE N. WIGGINS
Chief Executive officer

Date: _____

APPROVED AS TO FORM:

DAWYN R. HARRISON
County Counsel

By: _____
Deputy

Date: 3/16/24

CAPITAL RESERVE AGREEMENT

This Capital Reserve Agreement (this "Agreement") is entered into as of June 30, 2023, by and between the Los Angeles County Metropolitan Transportation Authority ("LACMTA") and the City of South Pasadena (the "City").

RECITALS:

A. The City receives Proposition A local return funds (the "Local Return Funds") from LACMTA.

B. Pursuant to the Proposition A Local Return Guidelines (the "Guidelines"), which are incorporated herein by reference, the City has five years, beginning the last day of the Fiscal Year in which funds were originally allocated, to expend the Local Return Funds. By method of calculation, each jurisdiction has four years plus the Fiscal Year of allocation to expend the Local Return funds. This period is identified in the Guidelines as Timely Use of Funds.

C. As of Fiscal Year 2022-23, the City desires to commit and accumulate its Local Return Funds beyond the Timely Use of Funds period in order to provide the funds for a Electric Transit Buses/Vans & Charging Systems Project as more particularly described in City's project description attached hereto as Exhibit A (the "Project").

D. The LACMTA Board at its June 14, 2023, board meeting approved the City's establishment of a capital reserve fund for the Project.

NOW, THEREFORE, the parties hereby desire to agree to the following terms and conditions:

AGREEMENT

1. The City acknowledges that establishing a capital reserve fund for the Project constitutes a long term financial and planning commitment.

2. The City shall establish a separate interest bearing account or sub-account to be designated as the Capital Reserve Account for the Project. The City desires to set aside $325,000 Proposition A of its Local Return Funds into the Capital Reserve Account. Commencing with Fiscal Year 2022-2023 and for each Fiscal Year thereafter, the City shall deposit into the Capital Reserve Account the amount specified in its Project Annual Update submitted to LACMTA for that fiscal year, provided, however, if the City fails to submit its Project Annual Update, the City shall deposit into the Capital Reserve Account its Local Return Funds in an amount equal to the amount deposited into the Capital Reserve Account for the immediately preceding fiscal year. In no event will the total aggregate amount deposited by City into the Capital Reserve Account exceed $325,000 Proposition A.

3. All interest accruing on the Capital Reserve Account shall remain in such account.

4. The City shall complete the Project by June 30, 2028. If the Project is not completed by this date, any unexpended funds shall lapse and be returned to LACMTA for further programming.

5. The City shall comply with all terms and conditions for the Capital Reserve Account as provided in the Proposition A Local Return Guidelines, including, without limitation, the following:

    A. Each fiscal year, submitting the following items:

        (i) an Annual Project Update (Form One), including the amount to be reserved and the current project status;

    B. Every three years commencing with the Commencement Date of this Agreement, LACMTA will evaluate the Capital Reserve Account, the status of the Project and the projected amount of available funds. Based on this evaluation, LACMTA may require the City to take certain actions including, without limitation, terminating the Capital Reserve Account.

    C. If the City uses the Local Return Funds in the Capital Reserve Account for a project different from the Project described above, the City shall return an amount equal to the improperly used funds to the Proposition A Central Account held by LACMTA. If the City fails to return the amount within 30 days from the date LACMTA notifies City that it must return the funds, the City hereby authorizes LACMTA to offset future Local Return allocations to the City in an amount equal to the improperly used funds.

    D. If the City fails to complete the Project as specified by the date in paragraph 4 above, the Local Return Funds in the Capital Reserve Account may be subject to lapse unless otherwise agreed to in writing by the parties.

    E. If the Project is a rail project, LACMTA may decide that the rail corridor is no longer a high priority. LACMTA can then terminate this Agreement and the City shall:

        (i) close the Capital Reserve Account and return the outstanding balance of the Capital Reserve Account, including accrued interest (the "Returned Funds"), to the City's local return account; and
        (ii) reprogram the Returned Funds to be used within three years from the termination date of this Agreement. Any funds remaining after such three-year period shall lapse.

    F. If the City, independent of LACMTA action, desires to reprogram all or part of the funds in the Capital Reserve Account, the City must prior to such reprogramming, receive LACMTA's written approval. The City shall provide LACMTA with notice of its desire to reprogram the funds in the Capital Reserve Account and indicate the proposed use of the funds to be reprogrammed and the effect of such reprogramming on the Project. LACMTA approval may be based on, among other things, whether

after exhausting all Local Return funds, additional funds are necessary to meet the City's critical immediate or pending transit needs. If LACMTA approves reprogramming the funds, this Agreement shall be amended or terminated as appropriate. If LACMTA does not approve reprogramming the funds, the City must continue the Capital Reserve Account as provided herein or draw the funds down for LACMTA approved capital related project.

6. This Agreement shall commence on June 30, 2023. This Agreement shall continue until such time as terminated by either party with a 30 day written notice under the conditions set forth in the Proposition A Local Return Guidelines.

IN WITNESS WHEREOF, the City and LACMTA have caused this MOU to be executed by their duly authorized representatives on the date noted below:

CITY:
City of South Pasadena

_____

Mayor/City Manager

Date: _____

APPROVED AS TO FORM:

By: _____
Legal Counsel

Date: _____

Los Angeles County Metropolitan Transportation Authority

By: _____
STEPHANIE N. WIGGINS
Chief Executive officer

Date: _____

APPROVED AS TO FORM:

DAWYN R. HARRISON
County Counsel

By: _____
Deputy

Date: 3/16/24

CAPITAL RESERVE AGREEMENT

This Capital Reserve Agreement (this "Agreement") is entered into as of June 30, 2023, by and between the Los Angeles County Metropolitan Transportation Authority ("LACMTA") and the City of South Pasadena (the "City").

RECITALS:

A. The City receives Proposition C local return funds (the "Local Return Funds") from LACMTA.

B. Pursuant to the Proposition C Local Return Guidelines (the "Guidelines"), which are incorporated herein by reference, the City has five years, beginning the last day of the Fiscal Year in which funds were originally allocated, to expend the Local Return Funds. By method of calculation, each jurisdiction has four years plus the Fiscal Year of allocation to expend the Local Return funds. This period is identified in the Guidelines as Timely Use of Funds.

C. As of Fiscal Year 2022-23, the City desires to commit and accumulate its Local Return Funds beyond the Timely Use of Funds period in order to provide the funds for a Street Repairs per Pavement Management System Project as more particularly described in City's project description attached hereto as Exhibit A (the "Project").

D. The LACMTA Board at its June 14, 2023, board meeting approved the City's establishment of a capital reserve fund for the Project.

NOW, THEREFORE, the parties hereby desire to agree to the following terms and conditions:

AGREEMENT

1. The City acknowledges that establishing a capital reserve fund for the Project constitutes a long term financial and planning commitment.

2. The City shall establish a separate interest bearing account or sub-account to be designated as the Capital Reserve Account for the Project. The City desires to set aside $273,535 Proposition C of its Local Return Funds into the Capital Reserve Account. Commencing with Fiscal Year 2022-2023 and for each Fiscal Year thereafter, the City shall deposit into the Capital Reserve Account the amount specified in its Project Annual Update submitted to LACMTA for that fiscal year, provided, however, if the City fails to submit its Project Annual Update, the City shall deposit into the Capital Reserve Account its Local Return Funds in an amount equal to the amount deposited into the Capital Reserve Account for the immediately preceding fiscal year. In no event will the total aggregate amount deposited by City into the Capital Reserve Account exceed $273,535 Proposition C.

3. All interest accruing on the Capital Reserve Account shall remain in such account.

4. The City shall complete the Project by June 30, 2028. If the Project is not completed by this date, any unexpended funds shall lapse and be returned to LACMTA for further programming.

5. The City shall comply with all terms and conditions for the Capital Reserve Account as provided in the Proposition C Local Return Guidelines, including, without limitation, the following:

    A. Each fiscal year, submitting the following items:

        (i) an Annual Project Update (Form One), including the amount to be reserved and the current project status;

    B. Every three years commencing with the Commencement Date of this Agreement, LACMTA will evaluate the Capital Reserve Account, the status of the Project and the projected amount of available funds. Based on this evaluation, LACMTA may require the City to take certain actions including, without limitation, terminating the Capital Reserve Account.

    C. If the City uses the Local Return Funds in the Capital Reserve Account for a project different from the Project described above, the City shall return an amount equal to the improperly used funds to the Proposition C Central Account held by LACMTA. If the City fails to return the amount within 30 days from the date LACMTA notifies City that it must return the funds, the City hereby authorizes LACMTA to offset future Local Return allocations to the City in an amount equal to the improperly used funds.

    D. If the City fails to complete the Project as specified by the date in paragraph 4 above, the Local Return Funds in the Capital Reserve Account may be subject to lapse unless otherwise agreed to in writing by the parties.

    E. If the Project is a rail project, LACMTA may decide that the rail corridor is no longer a high priority. LACMTA can then terminate this Agreement and the City shall:

        (i) close the Capital Reserve Account and return the outstanding balance of the Capital Reserve Account, including accrued interest (the "Returned Funds"), to the City's local return account; and
        (ii) reprogram the Returned Funds to be used within three years from the termination date of this Agreement. Any funds remaining after such three-year period shall lapse.

    F. If the City, independent of LACMTA action, desires to reprogram all or part of the funds in the Capital Reserve Account, the City must prior to such reprogramming, receive LACMTA's written approval. The City shall provide LACMTA with notice of its desire to reprogram the funds in the Capital Reserve Account and indicate the proposed use of the funds to be reprogrammed and the effect of such reprogramming on the Project. LACMTA approval may be based on, among other things, whether

after exhausting all Local Return funds, additional funds are necessary to meet the City's critical immediate or pending transit needs. If LACMTA approves reprogramming the funds, this Agreement shall be amended or terminated as appropriate. If LACMTA does not approve reprogramming the funds, the City must continue the Capital Reserve Account as provided herein or draw the funds down for LACMTA approved capital related project.

6. This Agreement shall commence on June 30, 2023. This Agreement shall continue until such time as terminated by either party with a 30 day written notice under the conditions set forth in the Proposition C Local Return Guidelines.

IN WITNESS WHEREOF, the City and LACMTA have caused this MOU to be executed by their duly authorized representatives on the date noted below:

CITY:
City of South Pasadena

_____

Mayor/City Manager

Date: _____

APPROVED AS TO FORM:

By: _____
Legal Counsel

Date: _____

Los Angeles County Metropolitan
Transportation Authority

By: _____
STEPHANIE N. WIGGINS
Chief Executive officer

Date: _____

APPROVED AS TO FORM:

DAWYN R. HARRISON
County Counsel

By: _____
Deputy

Date: 3/6/24

City Council Agenda Report

ITEM NO. 10

DATE: June 5, 2024

FROM: Arminé Chaparyan, City Manager

PREPARED BY: Angelica Frausto-Lupo, Community Development Director
Ben Jarvis, Interim Senior Planner

SUBJECT: **CONSIDERATION OF AN ORDINANCE TO AMEND CERTAIN PROVISIONS OF DIVISIONS 36.220, 36.240, AND 36.410 OF THE CITY OF SOUTH PASADENA CODE RELATING TO MINIMUM DENSITY REVIEW, DESIGN REVIEW, AND EMPLOYEE HOUSING**

Recommendation

It is recommended that the City Council consider adoption of the Ordinance on Second Reading as follows:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING CERTAIN PROVISIONS OF DIVISIONS 36.220, 36.240, AND 36.410, OF THE CITY OF SOUTH PASADENA CODE RELATING TO MINIMUM DENSITY, DESIGN REVIEW, AND EMPLOYEE HOUSING

Executive Summary

The City continues its effort to implement policies and actions listed in the 2021-2029 (6th Cycle) Housing Element. On February 13, 2024, the City received written comments from the State Department of Housing and Community Development (HCD) that outlined outstanding issues the City needs to address before the State can certify the adopted Housing Element. The City has reviewed the letter and formulated draft amendments to the South Pasadena Municipal Code (SPMC) that address all the State's concerns. The proposed amendments speak to the need to require at least 20 dwelling units per acre on housing inventory sites identified the Housing Element, provide additional incentives for projects that include at least twenty percent of the residential units reserved for lower-income households, and clarifying that employee housing is allowed within existing single-family residences located in the Residential Medium (RM) and Residential High (RH) zones.

Background

On May 30, 2023, the City Council adopted the 2021-2029 (6th Cycle) Housing Element. Since that time, the City has diligently worked to implement the housing programs contained in the Housing Element. In the past eleven months, the City adopted an updated General Plan, created the Downtown Specific Plan (DTSP), and adopted Zoning Code amendments in support of the Housing Element, including the Housing Opportunity Overlay that was adopted by the City Council on March 20, 2024.

On February 13, 2024, HCD sent a letter to the City listing outstanding items that needed to

be addressed before the State could certify the Housing Element. That letter is included in this report as Attachment 1. The City worked with HCD and identified specific amendments to the Downtown Specific Plan and Zoning Code to address the identified issues. On April 29, 2024, HCD informed the Community Development Director that the City's proposed text changes to the Downtown Specific Plan (DTSP) and South Pasadena Municipal Code (SPMC) would address all the comments in HCD's February 13, 2024, letter, and allow for HCD's certification of the City's adopted 2021-2029 Housing Element. Based on that information, staff brought forward applicable DTSP and SPMC amendments.

On May 14, 2024, the Planning Commission conducted a Public Hearing on this matter. After receiving the staff presentation, public testimony, and considering Commissioner discussion on the item, the Planning Commission, in a 5-0 vote, adopted Resolution No. P.C. 24-05 recommending the City Council approve the project and adopt the necessary amendments to the DTSP and SPMC to address HCD's outstanding concerns. Resolution No. P.C. 24-05 is attached to this report as Attachment 3.

On May 29, 2024, the City Council conducted a Public Hearing on this item. After receiving the staff presentation, public testimony, and Councilmember discussion, the City Council, in a 5-0 vote, adopted Resolution 7850 to amend the DTSP. The City Council also adopted Resolution 7851 to make the required findings in Government Code Section 65583.2(g), and conducted a First Reading of an Ordinance to amend certain sections of the SPMC. The Ordinance would take effect on July 5, 2024. The proposed Ordinance can be found in Attachment 2.

Analysis
As this item is a Second Reading of the Ordinance that was introduced at the May 29, 2024, City Council meeting, no further analysis is necessary.

Fiscal Impact
Upon adoption of the Zoning Text Amendments, staff time would be required to implement the updated Zoning Code. These costs are included in Community Development's operating budget for fiscal year 2023-24, and are also proposed in the operating budget for fiscal year 2024-25.

Key Performace Indicators and Strategic Plan
This project supports Priority 5 of the Strategic Plan: Plan for affordable housing to comply with state mandates and respond to community needs.

Commission Review and Recommendation
The Planning Commission considered this item in a duly noticed Public Hearing on May 14, 2024. At the conclusion of the Public Hearing, and after considering the staff report, public testimony, and Commissioner discussion, the Planning Commission, in a 5-0 vote, adopted Resolution P.C. 24-05 (Attachment 3) recommending the City Council approve the Project.

Public Notification
A public notice was published in the South Pasadena Review on May 17, 2024, for the First Reading of the proposed Ordinance. The public was also made aware of the scheduled Public Hearing on May 29, 2024, and then the Second Reading on June 5, 2024, through its inclusion in the legally publicly noticed agenda, posted physically at City Hall and also on the City's website.

Legal Review
The City Attorney has reviewed this item.

Attachment:
Attachment No. 1 - HCD Letter 2-13-24
Attachment No. 2 - DRAFT Ordinance SPMC Amendments for HCD compliance 5-12-24
Attachment No. 3 - Resolution PC 24-05 with Exhibits

STATE OF CALIFORNIA - BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY GAVIN NEWSOM, *Governor*

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF HOUSING POLICY DEVELOPMENT
2020 W. El Camino Avenue, Suite 500
Sacramento, CA 95833
(916) 263-2911 / FAX (916) 263-7453
www.hcd.ca.gov

February 13, 2024

Angelica Frausto-Lupo, Director
Community Development Department
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030

Dear Angelica Frausto-Lupo:

RE: City of South Pasadena's 6th Cycle (2021-2029) Adopted Housing Element

Thank you for submitting the City of South Pasadena's (City) housing element that was adopted on May 30, 2023 and received for review on December 15, 2023. The California Department of Housing and Community Development (HCD) also received various resolutions and ordinances pertaining to rezoning and implementation and informal revisions to the sites inventory for review. Pursuant to Government Code section 65585, subdivision (c), HCD considered comments from Josh Albrekston, South Pasadena Tenants and YIMBY Law. Pursuant to Government Code section 65585, HCD is reporting the results of its review.

On May 16, 2023, HCD found the revised draft to meet the statutory requirements of State Housing Element Law. (Gov. Code, § 65580 et seq.) However, the element could not be found in substantial compliance until the City has completed the necessary rezones to make prior identified sites available or address the shortfall of sites to accommodate the regional housing needs allocation (RHNA) pursuant to Assembly Bill 1398 (Chapter 358, Statutes of 2021) as described below. Further, to comply with State Housing Element Law, the City must adopt and submit the housing element and be approved by HCD in in accordance with Government Code section 65585.

The adopted element was found to be substantially the same as the revised draft element that HCD's May 16, 2023 review determined met statutory requirements. However, the adopted element cannot be found in substantial compliance for various reasons and the element and related documents must be revised, as follows:

Completion of Necessary Rezoning

Pursuant to Assembly Bill 1398 (Chapter 358, Statutes of 2021), a jurisdiction that did not adopt a compliant housing element within one year from the statutory deadline (January 31, 2023) cannot be found in compliance until rezones to make

prior identified sites available or accommodate a shortfall of sites to accommodate the RHNA are completed pursuant to Government Code sections 65583, subdivision (c)(1)(A) and 65583.2, subdivisions (c), (h) and (i). HCD has reviewed the various resolutions and ordinances related to rezoning, particularly the General Plan Update, Downtown Specific Plan, Mixed-Use Overlay Zone and Increasing Density in the Residential Medium and Residential High Zoning District. These resolutions and ordinances do not appear to meet statutory requirements, including, among other requirements, by-right and appropriate development standards pursuant to Government Code sections 65583, subdivision (c)(1) and 65583.2, subdivisions (h) and i), as follows:

- *General Plan Update and Downtown Specific Plan*: To the extent necessary to accommodate the lower-income RHNA, sites must be zoned to permit owner-occupied and rental multifamily residential use by-right for developments in which at least 20 percent of the units are affordable to lower-income households during the planning period. The General Plan Update and Downtown Specific Plan do not appear to meet this affordability requirement.

  In addition, to the extent necessary to accommodate the lower-income RHNA, rezoning must meet minimum densities and residential only performance standards. Specifically, the rezone must require a minimum density of 20 units per acre and residential only performance standards generally include 50 percent of the lower-income RHNA on residential only zoned sites or the zone allows 100 percent residential uses and requires residential to occupy 50 percent of the total floor area of a mixed-use project. The General Plan Update and Downtown Specific Plan do not appear to meet these requirements.

- *Mixed-Use Overlay*: The Mixed-Use Overlay does not appear to meet the affordability requirement, as described above. In addition, the Mixed-Use Overlay Zone may not meet statutory requirements pursuant to Government Code section 65583.2, subdivisions (c), (h) and (i). Please be aware, the recent California appellate decision in *Martinez v. City of Clovis* found that while overlays can be used in a rezone, when the base zone allows residential development, both the base zone and the overlay zone must comply with the minimum density requirements of Government Code section 65583.2, subdivision (h). The City should consult with its legal counsel regarding the impacts of this decision for the current rezone strategy and adjust its recent rezoning accordingly. *Martinez v. City of Clovis (2023) 90 Cal.App.5th 193, 307 Cal.Rptr.3d 64.*

- *Overlay Zones and Increasing Density in the Residential Medium and Residential High Zoning District*: To the extent necessary to accommodate

the lower-income RHNA, these zones or pending overlay zones (Program 2.j and 2.k) must meet the by-right requirements pursuant to Government Code section, subdivisions (h) and (i), including the recent court decision, as described above. For example, zoning associated with Site 7 (Methodist Church) should meet these by-right requirements. In addition, HCD understands rezoning with the overlays (Program 2.j and 2.k) have not been completed and the element cannot be found in compliance until these rezones are complete.

- *Heights*: Appropriate development standards to facilitate achieving the proposed maximum densities (e.g., 70 and 110 units per acre) are crucial to completing zoning. While Program 2.n (City-wide Height Limit) proposes to revise heights, zoning cannot be deemed complete without appropriate development standards to implement the densities. The City may utilize an interim procedure to meet this requirement. However, the procedure should be written and administrative and should not be subject to special requirements such as demonstrating cost reduction as required by State Density Bonus Law.

To address these requirements, the City should either submit zoning that meets all requirements pursuant to Government Code section 65583.2, subdivisions (c), (h) and (i) or provide additional documentation to demonstrate recent rezoning complies with these statutory requirements. HCD will review the documentation and issue correspondence identifying the updated status of the City's housing element compliance.

Nonvacant Sites and Required Findings

The housing element relies upon nonvacant sites to accommodate more than 50 percent of the RHNA for lower-income households. As a result, the City must find (as part of an adoption resolution), based on substantial evidence, existing uses are not an impediment to additional residential development in the planning period and will likely discontinue in the planning period (Gov. Code, § 65583.2, subd. (g)(2).). HCD has reviewed Resolution Number 7817, which does not appear to meet this statutory requirement. As a result, the City should re-adopt the housing element with the appropriate findings and submit the resolution, including any pertinent documentation, to HCD.

Effective Implementation

Effective implementation of programs is crucial to the development and conservation of housing for all segments of the community. Based on a cursory review, some programs do not appear consistent with the intent of housing programs or may pose a constraint to development. For example, regarding employee housing, the ordinance appears to exclude employee housing in some residential zones for

existing single-family residences. Also, some design and development standards be constraints on development. For example, setbacks, massing setbacks, distance requirements between buildings and open space requirements may act as a constraint. The City should closely evaluate implementation of programs and make adjustments as appropriate to address constraints and encourage and facilitate a variety of housing types as part of any future submittal of the housing element. Also, while HCD acknowledges the City's progress in implementation, HCD also recognizes many programs are pending or in progress and urges the City to continue diligently implementing programs.

Informal Revisions and Public Participation

The City has submitted informal revisions regarding the sites inventory, particularly revisions to Table IV-51 (Downtown Specific Plan Rezoning Capacity Analysis). The framework for revising the table is preliminarily sufficient to meet statute. However, given the amount of time since HCD's May 2023 review, recent implementation such as the General Plan Update, Downtown Specific Plan and Mixed-Use Overlay Zone and other changing circumstances, the City should re-evaluate the methodology. Particularly, the element should re-evaluate factors and probabilities and make changes, as appropriate. The re-evaluation should at least address enhanced probabilities for densities exceeding 50 units per acre and locations within half mile of a transit stop. As part of this re-evaluation, the element should consider any recent trends or interest in development, build out projections anticipated in the eight-year planning period for the planning horizon of the Downtown Specific Plan and particularly seek to engage the public and development community. Based on the outcomes of this re-evaluation, the element should make adjustments as appropriate.

Further, public participation in the development, adoption and implementation of the housing element is essential to effective housing planning. The City should actively engage the community, including organizations that represent lower-income and special needs households, by making information regularly available and considering and incorporating comments where appropriate. For example, future submittals of the housing element should engage the public and representative organizations as part of re-evaluating the sites inventory and review and adjustment to recently adopted zoning and development standards and other implementation. Please be aware, any revisions to the element must be posted on the local government's website and to email a link to all individuals and organizations that have previously requested notices relating to the local government's housing element at least seven days before submitting to HCD.

The element will meet the statutory requirements of State Housing Element Law once it and associated documents such as rezoning ordinances have been revised, adopted,

submitted, and reviewed and approved by HCD to comply with the above requirements pursuant to Government Code section 65585.

Several federal, state, and regional funding programs consider housing element compliance as an eligibility or ranking criteria. For example, the CalTrans Senate Bill (SB) 1 Sustainable Communities grant, the Strategic Growth Council and HCD's Affordable Housing and Sustainable Communities program, and HCD's Permanent Local Housing Allocation consider housing element compliance and/or annual reporting requirements pursuant to Government Code section 65400. With a compliant housing element, the City will meet housing element requirements for these and other funding sources.

For your information, some general plan element updates are triggered by housing element adoption. HCD reminds the City to consider timing provisions and welcomes the opportunity to provide assistance. For information, please see the Technical Advisories issued by the Governor's Office of Planning and Research at: https://www.opr.ca.gov/planning/general-plan/guidelines.html.

HCD appreciates the hard work and dedication the City's housing element team provided throughout the housing element review. HCD is committed to assisting the City in addressing all statutory requirements of State Housing Element Law. If you have any questions or need additional technical assistance, please contact me at paul.mcdougall@hcd.ca.gov.

Sincerely,



Paul McDougall
Senior Program Manager

[DRAFT] CITY OF SOUTH PASADENA

ORDINANCE NO._____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING CERTAIN PROVISIONS OF DIVISIONS 36.220, 36.240, AND 36.410, OF THE CITY OF SOUTH PASADENA CODE RELATING TO MINIMUM DENSITY, DESIGN REVIEW, AND EMPLOYEE HOUSING

WHEREAS, Sections 65300 *et. seq.* of the California Government Code requires each city and county to adopt a comprehensive, long-term, General Plan for the physical development of land within its jurisdiction and Sphere of Influence; and

WHEREAS, Sections 65580 *et. seq.* of the California Government Code requires each city and county to periodically prepare and update its Housing Element in its General Plan. City of South Pasadena received the Regional Housing Needs Allocation (RHNA) numbers from the Southern California Association of Government in 2019 and started to updating the 2021-2029 (6th Cycle) Housing Element; and

WHEREAS, the City of South Pasadena was sued by Californians for Homeownership for non-compliance with State Law for failing to have adopted a compliant Housing Element by October 15, 2021 (*Californians for Homeownership v. City of South Pasadena), LASC Case Nos. 22STCP01388 & 22STCP01161*); and

WHEREAS, the City entered into a Settlement Agreement with Californians for Homeownership to resolve the lawsuit which was adopted by the Court Order as a Stipulated Judgment; and

WHEREAS, on May 30, 2023, the City Council adopted the Environmental Assessment (EA) prepared for the Housing Element and then adopted the Housing Element; and

WHEREAS, on September 27, 2023, the City Council adopted the Downtown Specific Plan (DTSP).

WHEREAS, in conjunction with adoption, implementation, and certification of the City's 2021-2029 Housing Element, by the California Department of Housing and Community Development (HCD), certain Municipal Code Amendments are necessary; and

WHEREAS, on May 14, 2024, the Planning Commission conducted a duly noticed Public Hearing to consider the Municipal Code Amendments, and that after receiving the staff report, staff presentation, and public testimony, the Planning Commission, in a 5-0 vote, adopted Resolution P.C. 2024-05 recommending the City Council adopt a Resolution amending the Downtown Specific Plan (DTSP) and to introduce an Ordinance amending the Zoning Code; and

WHEREAS, on May 29, 2024, the City Council, at a regular meeting, considered the Ordinance at a duly noticed public hearing, as prescribed by law, at which time the City Staff and interested persons had an opportunity to and did testify either in support or opposition to this matter; and

WHEREAS, following the public hearing, the City Council considered the entire record of information received at the public hearings before the Planning Commission and City Council.

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

Section 1. Recitals. The City Council finds the foregoing recitals and their findings to be true and correct, and hereby incorporates such recitals and their findings into this Ordinance.

Section 2. Based upon substantial evidence presented, including public testimony and written and oral staff reports, and the environmental documentation, the City Council finds:

A. All necessary Public Hearings and opportunities for public testimony and comment have been conducted in compliance with applicable law;

B. That the proposed Zoning Amendment complies with the Housing Goals and Programs found in the 2021-2029 (6th Cycle) Housing Element and updated General Plan.

Section 3. California Environmental Quality Act (CEQA) Findings. The City Council finds that pursuant to Government Code Section 65759, "[t]he California Environmental Quality Act, Division 13 (commencing with Section 21000) of the Public Resources Code, does not apply to any action necessary to bring its general plan or relevant mandatory elements of the plan into compliance with any court order or judgment under this article." The proposed Zoning Code Amendments are actions necessary to bring the City's General Plan, Housing Element, and Zoning into conformance with the Housing Law, and thus are not subject to CEQA. Further, impacts associated with the adopted Housing Element and rezoning actions contemplated therein, were analyzed in the Housing Element Environmental Assessment as required by Government Code Section 65759(a)(2), which was adopted in conjunction with the Housing Element on March 30, 2023, through Resolution 7817.

Section 4. City Council Action. The City Council adopts an Ordinance to approve a Zoning Text Amendment to implement the 2021-2029 Housing Element including revisions to establish a minimum density of twenty dwelling units per acre for sites on the Housing Element inventory (Housing Element Table VI-50), including those in the RM (Residential Medium) zone, providing additional incentives for projects that include at least twenty percent of the residential units reserved for lower income households, and clarifying that employee housing is allowed within existing single family residences located in the Residential Medium (RM) and Residential High (RH) zones. Specific text amendments adopted by this Ordinance can be found in Sections 5-9.

Section 5. Zoning Amendment Findings. South Pasadena Municipal Code (SPMC) Section 36.620.070(B) stipulates that Zoning Amendments and Zoning Map Amendments may be approved if the following findings are made:

1. Findings required for all Zoning Code/Map amendments;

a. The proposed amendment is consistent with the actions, goals, objectives, policies, and programs of the General Plan;

The proposed Zoning Code Amendments are in conformance with the actions, goals, objectives, policies, and programs of the 2021-2029 (6th Cycle) Housing Element that was adopted on May 30, 2023. The Housing Element is one of the elements required by State law. Therefore, adopting the Zoning Code Amendments that implement the policies and programs of the 2021-2029 Housing Element would be consistent with the General Plan. Further, the proposed Zoning Code Amendments support the following General Plan and Housing Element goals, policies, actions, or programs:

Housing Element Goal 2.0: *Encourage and Assist in the Provision of Affordable Housing.*

Housing Element Goal 3.0: *Provide opportunities to increase housing production.*

Housing Element Program 3.a: *Rezone and Redesignate Sites to Meet RHNA.* ("*...Additional zoning capacity will be achieved through the adoption of the Downtown Specific Plan (DTSP) and the expansion of mixed-use areas along the City's arterial corridors either through inclusion within the DTSP or through a zoning overlay district. Allowable densities within these mixed-use areas will be 70 du/ac…comparable Zoning Code revisions outside of the DTSP area will implement this program…*").

Housing Element Program 3.n: *Zoning Changes*. ("*This program will be achieved through inclusion of new or revised development standards or updates to processes and procedures to address constraints identified in this Housing Element and facilitate increased densities in the updated General Plan and the Downtown Specific Plan (DTSP)…In addition, comparable Zoning Code revisions outside of the DTSP area will further implement this program…*")

As the proposed Zone Text Amendment is consistent with the General Plan/Housing Element policies, goals, and programs listed above, the City Council can make this finding in support of the Project.

b. The proposed amendments would not be detrimental to the public interest, health, safety, convenience, or general welfare of the City.

The Ordinance furthers the public interest and general welfare of the City, and will not impact health, safety or convenience, by making affordable housing available in the community, and by providing opportunities for individuals of all economic

strata to reside and engage in the South Pasadena community. The amendments also further the goals and policies of the City's adopted 2021-2029 Housing Element.

2. *Additional finding for Zoning Code Amendments. The proposed amendment is internally consistent with other applicable provisions of this Zoning Code.*

The Proposed Zoning Text Amendments are internally consistent with other applicable provisions of the Zoning Code, and implemens the adopted 2021-2029 Housing Element. Therefore, the City can make this finding.

Section 6. Paragraph C of Section 36.220.020 ("Purposes of Residential Zoning Districts") of Division 36.220 ("Residential Zoning Districts") of Article 2 ("Zoning Districts, Allowable Land Uses, and Zone-Specific Standards") of Chapter 36 ("Zoning") of the City Code of the City of South Pasadena is amended to read as follows, with all other provisions of Section 36.220.020 remaining without amendment:

"36.220.020 Purposes of Residential Zoning Districts.

C. RM (Residential Medium Density) district. The RM zoning district applies to areas appropriate for a variety of housing types. Typical residential land uses include single-family bungalow courts, courtyard housing, townhomes, duplexes, triplexes, multiplexes, and other attached dwellings on smaller lots. The allowable residential density ranges from 5.1 to 30 dwelling units per acre, except that any property in the RM district that is also included on the Housing Element Tables VI-50 or VI-51 shall require a minimum density of 20 dwelling units per acre. The RM zoning district is consistent with the Medium Density Neighborhood land use designation of the General Plan.

Section 7. The "Employee Housing" row of Table 2-2 ("Allowed Uses and Permit Requirements for Residential Zoning Districts") of Section 36.220.030 (" Residential Zoning District Land Uses and Permit Requirements") of Division 36.220 ("Residential Zoning Districts") of Article 2 ("Zoning Districts, Allowable Land Uses, and Zone-Specific Standards") of Chapter 36 ("Zoning") of the City Code of the City of South Pasadena is amended to read as follows, with all other rows of Table 2-2 remaining without amendment:

Land Use	RE	RS	RM	RH	Specific Use Regulations
"Employee Housing	P	P	P (but only if established in a legally existing single-family residential structure)	P (but only if established in a legally existing single-family residential structure)	36.650.265"

Section 8. Note 2 of Table 2-7 ("Allowed uses and Permit Requirements for Special Purpose Zoning Districts") in Section 36.240.030 (" Special Purpose District Land Uses and Permit Requirements.") of Division 36.240 ("Special Purpose Zoning Districts") of Article 2 (" Zoning Districts, Allowable Land Uses, and Zone-Specific Standards") of Chapter 36 ("Zoning") of the City Code of the City of South Pasadena is amended to read as follows, with all other provisions of Table 2-7 remaining without amendment:

> "(2) Residential development with a density ~~of up to~~ between 20 and 30 dwelling units per acre is allowed on Assessor Parcel No. 5314-003-083 pursuant to the 2021-2029 (6th Cycle) Housing Element. Any project on this parcel that includes at least 20% of the residential units reserved for lower income households, shall a) be processed through a ministerial approval process, b) qualify for priority processing as compared to other projects processed by the Community Development Department, and c) be exempt from and not subject to the Public Art Program and Public Art Development requirements of Divisions 36.390 and 36.395 of this Article 3 of Chapter 36 of the City Code."

Section 9. Paragraph 6 ("Ministerial review of qualifying residential projects") of Subsection D. ("(Design Review Authority") of Section 36.410.040 ("Design Review") of Division 36.410 ("Zoning Approvals or Disapprovals") of Article 4 ("Zoning Approval Procedures") of Chapter 36 ("Zoning") of the City Code of the City of South Pasadena is amended to read as follows, with all other provisions of Section 36.410.040 remaining without amendment:

> "6. Ministerial review of qualifying residential projects. The Community Development Director shall develop an application for ministerial approvals of qualifying residential projects pursuant to the requirements of State law, as well as procedures for processing applications for the ministerial approvals. The procedures may include a limited design review process and applicable standards. However, any limited design review process shall not constitute a "project" for purposes of the California Environmental Quality Act. "Qualifying residential projects" are either (a) residential or mixed use projects located on a site included in either Table VI-50 or Table VI-51 of the Adopted 2021-2029 Housing Element with at least 20% of the residential units reserved for lower income households, or (b) residential or mixed-use projects that are subject to the Inclusionary Housing requirements of Division 36.375 of this Code. Qualifying residential project pursuant to criterion (a) above shall also qualify for priority processing as compared to other projects processed by the Community Development Department, and shall be exempt from and not subject to the Public Art Program and Public Art Development requirements of Divisions 36.390 and 36.395 of this Article 3 of Chapter 36 of the City Code."

Section 10. Severability. If any section subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, or contravened by reason of any preemptive legislation, the remaining sections and/or provisions of this Ordinance shall remain valid. The City Council hereby declares that it would have adopted this Ordinance,

and each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof, regardless of the fact that any one or more section(s) or provision(s) may be declared invalid or unconstitutional or contravened via legislation.

Section 11. Effective Date. This ordinance shall take effect thirty (30) days after its final passage, and within fifteen (15) days after its passage, the City Clerk of the City of South Pasadena shall certify to the passage and adoption of this ordinance and to its approval by the Mayor and City Council and shall cause the same to be published in a newspaper in the manner required by law.

PASSED, APPROVED, AND ADOPTED on this 5th day of June, 2024.

AYES:

NOES:

ABSENT:

ABSTAIN:

Evelyn G. Zneimer, Mayor

ATTEST:

APPROVED AS TO FORM:

Mark Perez, Deputy City Clerk

Roxanne Diaz, City Attorney

P.C. RESOLUTION NO. 24-05

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SOUTH PASADENA, CALIFORNIA, RECOMMENDING THAT THE CITY COUNCIL ADOPT ZONING TEXT AMENDMENTS TO THE SOUTH PASADENA MUNICIPAL CODE CHAPTER 36 (ZONING) RELATED TO MINIMUM DENSITY, DESIGN REVIEW, AND EMPLOYEE HOUSING AND TO ADOPT AMENDMENTS TO THE DOWNTOWN SPECIFIC PLAN IN FURTHERANCE OF HOUSING ELEMENT CERTIFICATION AS SHOWN IN EXHIBITS A, B, AND C.

WHEREAS, Sections 65300 *et. seq.* of the California Government Code requires each city and county to adopt a comprehensive, long-term, General Plan for the physical development of land within its jurisdiction and Sphere of Influence; and

WHEREAS, Sections 65580 *et. seq.* of the California Government Code requires each city and county to periodically prepare and update its Housing Element in its General Plan. City of South Pasadena received the Regional Housing Needs Allocation (RHNA) numbers from the Southern California Association of Government in 2019 and started to updating the 2021-2029 (6th Cycle) Housing Element; and

WHEREAS, the City of South Pasadena was sued by Californians for Homeownership for non-compliance with State Law for failing to have adopted a compliant Housing Element by October 15, 2021 (*Californians for Homeownership v. City of South Pasadena), LASC Case Nos. 22STCP01388 & 22STCP01161*); and

WHEREAS, the City entered into a Settlement Agreement with Californians for Homeownership to resolve the lawsuit which was adopted by the Court Order as a Stipulated Judgment; and

WHEREAS, on May 30, 2023, the City Council adopted the Environmental Assessment (EA) prepared for the Housing Element and then adopted the Housing Element; and

WHEREAS, on September 27, 2023, the City Council adopted the Downtown Specific Plan (DTSP).

WHEREAS, in conjunction with adoption, implementation, and certification of the City's 2021-2029 Housing Element, by the California Department of Housing and Community Development (HCD), certain Municipal Code Amendments and Downtown Specific Plan (DTSP) Amendments are necessary; and

WHEREAS, on May 14, 2024, the Planning Commission held a duly noticed Public Hearing, wherein the Planning Commission received a staff presentation, staff report, public testimony, and Planning Commission discussion; and

WHEREAS, all legal prerequisites to the adoption of this Resolution have occurred.

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

SECTION 1: The above recitals are hereby declared to be true and correct and are incorporated herein as findings of the South Pasadena Planning Commission.

SECTION 2: Based upon substantial evidence presented to the Planning Commission during the Public Hearing, including public testimony and written and oral staff reports, and the environmental documentation, the Planning Commission finds:

A. All necessary Public Hearings and opportunities for public testimony and comment have been conducted in compliance with applicable law;

B. That the proposed Zoning and DTSP Amendments comply with the Housing Goals in the 2021-2029 (6th Cycle) Housing Element and updated General Plan.

SECTION 3: California Environmental Quality Act. Pursuant to Government Code Section 65759, "[t]he California Environmental Quality Act, Division 13 (commencing with Section 21000) of the Public Resources Code, does not apply to any action necessary to bring its general plan or relevant mandatory elements of the plan into compliance with any court order or judgment under this article."

In light of this CEQA exemption, impacts associated with the adopted Housing Element and rezoning actions contemplated therein were analyzed in the Housing Element Environmental Assessment (EA), as required by Govt. Code Section 65759(a)(2), that was adopted by the City Council on May 30, 2023. As the proposed amendments would implement programs which was part of the Housing Element adopted in reliance on the EA in 2023, no further analysis is required under the California Environmental Quality Act.

SECTION 4: Specific Plan Amendment Findings: A Specific Plan Amendment may be adopted using the same procedure specified in the SPMC for the adoption of a Specific Plan (SPMC Section 36.440.070(C)). In order to adopt a Specific Plan Amendment, the City Council must find that the proposed amendment is in conformance with the actions, goals, objectives, policies, and programs of the General Plan (SPMC Section 36.440.060(A)). The proposed DTSP Amendment is consistent with the policies and programs of the 2021-2029 (6th Cycle) Housing Element that was adopted on May 30, 2023. The following paragraph describes how and why the proposed Downtown Specific Plan Amendment is consistent with the General Plan:

1. *Findings required for all Specific Plan amendments; The proposed plan is in conformance with the actions, goals, objectives, policies, and programs of the General Plan and other adopted goals and policies of the City.*

   The proposed DTSP Amendments are consistent with the actions, goals, objectives, policies, and programs of both the proposed General plan and adopted

Housing Element. The DTSP envisions additional housing units and non-residential development potential within the City's urban core, and supports growth in commercial corridors and higher-density residential areas near the Metro A Line station and bus routes. Specifically, the DTSP Amendments would implement the following Housing Element programs: Program 2.a Provide Technical Assistance for Projects with Affordable Housing; Program 3.a Rezone and Re-designate Sites to Meet RHNA; Program 3.b Mixed-Use Developments and Adaptive Re-Use; Program 3.n Zoning Changes; and Program 4.e Universal Design. Given the DTSP is internally consistent with the General Plan and adopted 2021-2029 Housing Element, therefore, the Planning Commission can make this finding and recommend that the City Council also makes this finding.

SECTION 5: Zoning Amendment Findings. South Pasadena Municipal Code (SPMC) Section 36.620.070(B) stipulates that a Zoning Amendment may be approved if the following findings are met:

1. *Findings required for all Zoning Code amendments;*

    a. *The proposed amendment is consistent with the actions, goals, objectives, policies, and programs of the General Plan;*

The proposed Zoning Text Amendments are consistent with the actions, goals, objectives, policies, and programs of the 2021-2029 (6th Cycle) Housing Element that was adopted on May 30, 2023. Specifically, the amendments would support the following:

Housing Element Goal 2.0: *Encourage and Assist in the Provision of Affordable Housing.*

Housing Element Goal 3.0: *Provide opportunities to increase housing production.*

Housing Element Program 3.a: *Rezone and Redesignate Sites to Meet RHNA. ("...Additional zoning capacity will be achieved through the adoption of the Downtown Specific Plan (DTSP) and the expansion of mixed-use areas along the City's arterial corridors either through inclusion within the DTSP or through a zoning overlay district. Allowable densities within these mixed-use areas will be 70 du/ac...comparable Zoning Code revisions outside of the DTSP area will implement this program...").*

Housing Element Program 3.n: Zoning Changes. *("This program will be achieved through inclusion of new or revised development standards or updates to processes and procedures to address constraints identified in this Housing Element and facilitate increased densities in the updated General Plan and the Downtown Specific Plan (DTSP)...In addition, comparable Zoning Code revisions outside of the DTSP area will further implement this program...")*

As the proposed Zone Text Amendment is consistent with the General Plan/Housing Element policies, goals, and programs listed above, the Planning Commission can make this finding and recommend that the City Council in turn make this finding in support of the Project.

b. The proposed amendment would not be detrimental to the public interest, health, safety, convenience, or general welfare of the City

The Zoning Amendments would not be detrimental to the public interest, health, safety, convenience or general welfare of the City because they would achieve consistency, including with the adopted 2021-2029 Housing Element. The implementation of the General Plan goals, policies, and actions further support the convenience and general welfare of the City by making affordable housing available in the community, and by providing opportunities for individuals of all economic strata to reside and engage in the South Pasadena community. The General Plan supports mixed-use, walkable neighborhoods, and provides the development capacity to accommodate projected future growth along with the housing programs identified in the Housing Element. Therefore, the Planning Commission can make this finding.

2. *Additional finding for Zoning Code amendments. The proposed amendment is internally consistent with other applicable provisions of this Zoning Code.*

The proposed Zoning Text Amendments are internally consistent with other applicable provisions of the Zoning Code, and implements the adopted 2021-2029 Housing Element. Therefore, the Planning Commission can make this finding and recommend the City Council also make this finding.

3. *Additional finding for Zoning Map amendments. The site is physically suitable (including absence of physical constraints, access, compatibility with adjoining land uses, and provision of utilities) for the requested zoning designations and anticipated land uses/projects.*

No Zoning Map Amendment is proposed. Therefore, this finding does not apply.

As stated above, the Planning Commission can make all of the necessary findings listed in SPMC Chapter 36.620.070(B) to recommend the City Council adopt the Zoning Text Amendment.

SECTION 6: Based upon the foregoing, the Planning Commission recommends the City Council:

A. Adopt a Resolution to amend certain text portions of the Downtown Specific Plan to implement the 2021-2029 Housing Element including revisions to incorporate a twenty dwelling unit per acre minimum density for Housing Element inventory sites, clarify that 100% residential projects are permitted in the Downtown Specific Plan area, require certain mixed use projects to include a minimum of fifty percent residential square footage, and provide additional incentives for projects that include at least twenty percent of the residential units reserved for lower income

households, specifically, an exemption from public art requirements as shown in Exhibit A; and

B. Adopt a Resolution to make the required findings in Government Code Section 65583.2(g) as shown in Exhibit C; and

C Adopt an Ordinance to approve a Zoning Text Amendment to implement the 2021-2029 Housing Element including revisions to establish a minimum density of twenty dwelling units per acre for sites on the Housing Element inventory (Housing Element Table VI-50), including those in the RM (Residential Medium) zone, providing additional incentives for projects that include at least twenty percent of the residential units reserved for lower income households, and clarifying that employee housing is allowed within existing single family residences located in the Residential Medium (RM) and Residential High (RH) zones as shown in Exhibit B.

SECTION 7: This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED, AND ADOPTED on this 14th day of May, 2024.

Lisa Padilla, Planning Commission Chair

ATTEST:

Mark Perez, Deputy City Clerk

APPROVED AS TO FORM:

David Snow, Assistant City Attorney

I HEREBY CERTIFY the foregoing Resolution No. 24-05 was duly adopted by the Planning Commission of the City of South Pasadena, California, at a special meeting held on the 14th day of May, 2024, by the following vote:

AYES: Padilla, Barthakur, Gallatin, Claypool, Dahl

NOES:

ABSENT:

ABSTAINED:

Mark Perez, Deputy City Clerk

Exhibits:
Exhibit A: Draft Resolution -- Downtown Specific Plan Amendments
Exhibit B: Draft Ordinance -- Zone Text Amendments
Exhibit C: Draft Resolution – Government Code Section 65583.2(g) Findings

[DRAFT] RESOLUTION NO. ___
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING THE DOWNTOWN SPECIFIC PLAN

WHEREAS, Sections 65300 *et. seq.* of the California Government Code requires each city and county to adopt a comprehensive, long-term, General Plan for the physical development of land within its jurisdiction and Sphere of Influence; and

WHEREAS, Sections 65580 *et. seq.* of the California Government Code requires each city and county to periodically prepare and update its Housing Element in its General Plan. City of South Pasadena received the Regional Housing Needs Allocation (RHNA) numbers from the Southern California Association of Government in 2019 and started to updating the 2021-2029 (6^{th} Cycle) Housing Element; and

WHEREAS, the City of South Pasadena was sued by Californians for Homeownership for non-compliance with State Law for failing to have adopted a compliant Housing Element by October 15, 2021 (*Californians for Homeownership v. City of South Pasadena), LASC Case Nos. 22STCP01388 & 22STCP01161*); and

WHEREAS, the City entered into a Settlement Agreement with Californians for Homeownership to resolve the lawsuit which was adopted by the Court Order as a Stipulated Judgment; and

WHEREAS, on May 30, 2023, the City Council adopted the Environmental Assessment (EA) prepared for the Housing Element and then adopted the Housing Element; and

WHEREAS, on September 27, 2023, the City Council adopted the Downtown Specific Plan (DTSP).

WHEREAS, in conjunction with adoption, implementation, and certification of the City's 2021-2029 Housing Element, by the California Department of Housing and Community Development (HCD), certain DTSP Amendments are necessary; and

WHEREAS, on May 14, 2024, the Planning Commission conducted a duly noticed Public Hearing to consider the DTSP Amendments, and that after receiving the staff report, staff presentation, and public testimony, the Planning Commission, in a ___ vote, adopted Resolution P.C. 24-05 recommending the City Council approve the amendments to the DTSP; and

WHEREAS, on June 5, 2024, the City Council held a duly noticed Public Hearing as prescribed by law, to consider the DTSP Amendments; and

WHEREAS, all legal prerequisites to the adoption of this Resolution have occurred.

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

SECTION 1. The above recitals are hereby declared to be true and correct and are incorporated herein as findings of the South Pasadena City Council.

SECTION 2. Based upon substantial evidence presented to the City Council during the Public Hearing, including public testimony and written and oral staff reports, and the environmental documentation, the City Council finds:

A. All necessary Public Hearings and opportunities for public testimony and comment have been conducted in compliance with applicable law;

B. That the environmental impacts of the Project have been adequately analyzed and addressed, and that the City Council, through Resolution ____, adopts and approves the project.

SECTION 3. California Environmental Quality Act (CEQA) Findings. The City Council finds that pursuant to Government Code Section 65759, "[t]he California Environmental Quality Act, Division 13 (commencing with Section 21000) of the Public Resources Code, does not apply to any action necessary to bring its general plan or relevant mandatory elements of the plan into compliance with any court order or judgment under this article." The proposed DTSP Amendments are actions necessary to bring the City's General Plan, Housing Element, and Zoning into conformance with the Housing Law, and thus are not subject to CEQA. Further, impacts associated with the adopted Housing Element and rezoning actions contemplated therein, were analyzed in the Housing Element Environmental Assessment as required by Government Code Section 65759(a)(2), which was adopted in conjunction with the Housing Element on March 30, 2023, through Resolution 7817.

SECTION 4. Specific Plan Findings. Pursuant to SPMC Sections 36.440.060 and 36.440.070, the City Council may adopt an amendment to the specific plan only if it finds that:

1. *The proposed plan is in conformance with the actions, goals, objectives, policies, and programs of the General Plan and other adopted goals and policies of the City.*

   The proposed DTSP Amendments are consistent with the actions, goals, objectives, policies, and programs of both the General Plan and adopted Housing Element. The DTSP envisions additional housing units and non-residential development potential within the City's urban core, and supports growth in commercial corridors and higher-density residential areas near the Metro A Line station and bus routes. Specifically, the DTSP Amendments would implement the following Housing Element programs: Program 2.a Provide Technical Assistance for Projects with Affordable Housing; Program 3.a Rezone and Re-designate Sites

to Meet RHNA; Program 3.b Mixed-Use Developments and Adaptive Re-Use; Program 3.n Zoning Changes; and Program 4.e Universal Design. Given the DTSP is internally consistent with the proposed General Plan and adopted 2021-2029 Housing Element, therefore, the City Council can make this finding.

SECTION 5. Subsection 6 of Section 2.2.A. ("Purpose and Establishment of Regulating Plan") of Section C2.2 ("Regulating Plan") of Chapter 2 ("Zones and Regulating Plan") of Part C ("Code") of the DTSP is added to read as follows:

"6. Any project located on a site included in either Table VI-50 or Table VI-51 of the Adopted 2021-2029 Housing Element that reserves at least 20% of the residential units reserved for lower income households, shall a) be processed through a ministerial approval process, b) qualify for priority processing as compared to other projects processed by the Community Development Department, and c) be exempt from and not subject to the Public Art Program and Public Art Development requirements of Divisions 36.390 and 36.395 of Article 3 of Chapter 36 of the City Code."

SECTION 6. The cells in the row labeled "General Use" in both the "Mixed-use Core Zone" and "Fair Oaks Corridor Zone" columns in Figure 2.2 ("Summary of Zoning District") of Section 2.2 ("Regulating Plan") of Chapter 2 ("Zones and Regulating Plan") of Part C ("Code") of the DTSP are amended to read as follows, with all other contents of the table remaining without amendment:

"Mixed-use Core Zone

General Use: Buildings are occupied with ground floor retail, cultural, entertainment, and office activity. Upper floors and the floor area behind shopfronts is flexible for a wide variety of office, lodging, or housing uses. The intent of this district includes implementation of General Plan policy direction and applicable State laws to allow for 100 percent residential development. 100 percent residential projects are permitted in this zone in the Stacked Flat, Flex Building, Liner, and Hybrid Court building types."

Fair Oaks Corridor Zone

General Use: Buildings are occupied with ground floor commercial, retail, and office activity. Upper floors and the floor area behind shopfronts is flexible for a wide variety of office, lodging, or housing uses. The intent of this district includes implementation of General Plan policy direction and applicable State laws to allow for 100 percent residential development. 100 percent residential projects are permitted in this zone in the Stacked Flat, Flex Building, Liner, and Hybrid Court building types."

SECTION 7. Existing Subsection B. of Section C3.1 ("Land Use Standards") of Chapter 3 ("Land Use Standards") of Part C ("Code") of the DTSP is hereby relettered to

Subsection C, and a new Subsection B is added such that Subsections B and C read as follows, with all other provisions of Section C3.1 remaining without amendment:

> "B. In compliance with State law, any property that is included in the 2021-2029 Housing Element Tables VI-50 or VI-51 shall require a minimum density of 20 dwelling units per acre."
>
> ~~B~~C. Supplemental Standards for Day Care Uses
>
> Adult Day Care Centers and Child Day Care Centers shall comply with the following standards:
>
> 1. The facility shall comply with all State and County licensing and health requirements.
>
> 2. A safe pick-up and drop-off area shall be provided, as approved by the Director of Public Works. The preference for passenger loading shall be on-site, but may be allowed in a curbside space if approved by the Director of Public Works, subject to any applicable permits and fees.
>
> 3. Potential noise sources shall be identified, and noise attenuation and sound dampening shall be addressed as necessary for compliance with the most recent guidelines of the Noise and Safety Elements of the General Plan."

SECTION 8. Section C4.2 ("Applicability") of Chapter 4 ("Development Standards") of Part C ("Code") of the DTSP is amended to read as follows:

> "C4.2 Applicability. All proposed buildings and related improvements shall be designed in compliance with the development standards of this Section for the applicable zone, except for public and institutional buildings, which because of their unique disposition and application are not required to comply with these requirements. For properties designated in the General Plan Housing Element sites inventory as Mixed Use, in addition to all other requirements in this section, projects of 100 percent residential development shall be permitted, and at least 50 percent of the total floor area of mixed-used developments on any sites identified as Mixed Use in the Housing Element sites inventory must be developed as residential use. Mixed Use development is permitted in the following building types (see DTSP Chapter C5 Building Standards): Stacked Flats, Flex Building, Liner, and Hybrid Court."

SECTION 9. Subsection C4.3.A ("Purpose") of Section C4.3 ("Mixed-Use Core Zone") of Chapter 4 ("Development Standards") of Part C ("Code") of the DTSP is amended to read as follows:

"A. Purpose

The Mixed-Use Core Zone permits community serving retail, office, cultural, and transit-oriented residential mixed-uses ~~up to~~ with between 20 and 70 dwelling units per acre.

Uses include small-scale commercial activities that are typically located along the main street. The standards in this zone are intended to promote a walkable, diverse, and well-connected area."

SECTION 10. Subsection C4.4. A ("Purpose") of Section C4.4 ("Fair Oaks Avenue Zone") of Chapter 4 ("Development Standards") of Part C ("Code") of the DTSP is amended to read as follows:

"A. Purpose

The Fair Oak**s** Avenue Zone permits regional and community serving retail, office, cultural and residential mixed-uses ~~up to~~ with between 20 and 110 dwelling units per acre. Uses include larger-scale commercial uses that are typically located along this busy commercial street. The standards in this zone are intended to promote a walkable, diverse, and well-connected area. The buildings located along the edges that back-up to residential districts require very careful residential scale massing and articulation."

SECTION 11. Subsections C5.2.A, C5.2.B, C5.2.C, and C5.2.D of C5.2 ("Building Types") of Chapter 5 ("Building Standards") of Part C ("Code") of the DTSP are each amended to include a new paragraph 8 in each subsection to read as follows, with all other provisions in those subsections remaining without amendment:

A. Stacked Flats

"8. Mixed use development, including 100% residential as described in Chapter C4.2 (Applicability), is allowed in this building type."

B. Flex Building

"8. Mixed use development, including 100% residential as described in Chapter C4.2 (Applicability), is allowed in this building type."

C. Liner

"8. Mixed use development, including 100% residential as described in Chapter C4.2 (Applicability), is allowed in this building type."

D. Hybrid Court

"8. Mixed use development, including 100% residential as described in Chapter C4.2 (Applicability), is allowed in this building type."

Section 12: Based upon the foregoing, the City Council:

A. Adopts the Amendments to the Downtown Specific Plan which are consistent with the General Plan and adopted 2021-2029 Housing Element.

Section 13: This Resolution shall take effect immediately upon its adoption and after the close of the statute of limitations under the California Environmental Quality Act.

Section 14: The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

PASSED, APPROVED, AND ADOPTED on this 5th day of June, 2024.

AYES:

NOES:

ABSENT:

ABSTAIN:

Evelyn G. Zneimer, Mayor

ATTEST:

Mark Perez, Deputy City Clerk

APPROVED AS TO FORM:

Roxanne Diaz, City Attorney

[DRAFT] CITY OF SOUTH PASADENA

ORDINANCE NO._____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING CERTAIN PROVISIONS OF DIVISIONS 36.220, 36.240, 36.410, OF THE CITY CODE OF THE CITY OF SOUTH PASADENA CODE RELATING TO MINIMUM DENSITY, DESIGN REVIEW, AND EMPLOYEE HOUSING

WHEREAS, Sections 65300 *et. seq.* of the California Government Code requires each city and county to adopt a comprehensive, long-term, General Plan for the physical development of land within its jurisdiction and Sphere of Influence; and

WHEREAS, Sections 65580 *et. seq.* of the California Government Code requires each city and county to periodically prepare and update its Housing Element in its General Plan. City of South Pasadena received the Regional Housing Needs Allocation (RHNA) numbers from the Southern California Association of Government in 2019 and started to updating the 2021-2029 (6th Cycle) Housing Element; and

WHEREAS, the City of South Pasadena was sued by Californians for Homeownership for non-compliance with State Law for failing to have adopted a compliant Housing Element by October 15, 2021 (*Californians for Homeownership v. City of South Pasadena), LASC Case Nos. 22STCP01388 & 22STCP01161*); and

WHEREAS, the City entered into a Settlement Agreement with Californians for Homeownership to resolve the lawsuit which was adopted by the Court Order as a Stipulated Judgment; and

WHEREAS, on May 30, 2023, the City Council adopted the Environmental Assessment (EA) prepared for the Housing Element and then adopted the Housing Element; and

WHEREAS, on September 27, 2023, the City Council adopted the Downtown Specific Plan (DTSP).

WHEREAS, in conjunction with adoption, implementation, and certification of the City's 2021-2029 Housing Element, by the California Department of Housing and Community Development (HCD), certain Municipal Code Amendments are necessary; and

WHEREAS, on May 14, 2024, the Planning Commission conducted a duly noticed Public Hearing to consider the Municipal Code Amendments, and that after receiving the staff report, staff presentation, and public testimony, the Planning Commission, in a ___ vote, adopted Resolution P.C. 2024-05 recommending the City Council adopt a Resolution amending the Downtown Specific Plan (DTSP) and to introduce an Ordinance amending the Zoning Code; and

WHEREAS, on June 5, 2024, the City Council, at a regular meeting, considered the Ordinance at a duly noticed public hearing, as prescribed by law, at which time the City Staff and interested persons had an opportunity to and did testify either in support or opposition to this matter; and

WHEREAS, following the public hearing, the City Council considered the entire record of information received at the public hearings before the Planning Commission and City Council.

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

Section 1. Recitals. The City Council finds the foregoing recitals and their findings to be true and correct, and hereby incorporates such recitals and their findings into this Ordinance.

Section 2. Based upon substantial evidence presented, including public testimony and written and oral staff reports, and the environmental documentation, the City Council finds:

A. All necessary Public Hearings and opportunities for public testimony and comment have been conducted in compliance with applicable law;

B. That the proposed Zoning Amendment complies with the Housing Goals and Programs found in the 2021-2029 (6th Cycle) Housing Element and updated General Plan.

Section 3. California Environmental Quality Act (CEQA) Findings. The City Council finds that pursuant to Government Code Section 65759, "[t]he California Environmental Quality Act, Division 13 (commencing with Section 21000) of the Public Resources Code, does not apply to any action necessary to bring its general plan or relevant mandatory elements of the plan into compliance with any court order or judgment under this article." The proposed Zoning Code Amendments are actions necessary to bring the City's General Plan, Housing Element, and Zoning into conformance with the Housing Law, and thus are not subject to CEQA. Further, impacts associated with the adopted Housing Element and rezoning actions contemplated therein, were analyzed in the Housing Element Environmental Assessment as required by Government Code Section 65759(a)(2), which was adopted in conjunction with the Housing Element on March 30, 2023, through Resolution 7817.

Section 4. Zoning Amendment Findings. South Pasadena Municipal Code (SPMC) Section 36.620.070(B) stipulates that Zoning Amendments and Zoning Map Amendments may be approved if the following findings are made:

1. *Findings required for all Zoning Code/Map amendments;*

   a. *The proposed amendment is consistent with the actions, goals, objectives, policies, and programs of the General Plan;*

The proposed Zoning Code Amendments are in conformance with the actions, goals, objectives, policies, and programs of the 2021-2029 (6th Cycle) Housing Element that was adopted on May 30, 2023. The Housing Element is one of the elements required by State law. Therefore, adopting the Zoning Code Amendments that implement the policies and programs of the 2021-2029 Housing Element would be consistent with the General Plan. Further, the proposed Zoning Code Amendments support the following General Plan and Housing Element goals, policies, actions, or programs:

Housing Element Goal 2.0: *Encourage and Assist in the Provision of Affordable Housing.*

Housing Element Goal 3.0: *Provide opportunities to increase housing production.*

Housing Element Program 3.a: *Rezone and Redesignate Sites to Meet RHNA.* ("*...Additional zoning capacity will be achieved through the adoption of the Downtown Specific Plan (DTSP) and the expansion of mixed-use areas along the City's arterial corridors either through inclusion within the DTSP or through a zoning overlay district. Allowable densities within these mixed-use areas will be 70 du/ac…comparable Zoning Code revisions outside of the DTSP area will implement this program…*").

Housing Element Program 3.n: *Zoning Changes*. ("*This program will be achieved through inclusion of new or revised development standards or updates to processes and procedures to address constraints identified in this Housing Element and facilitate increased densities in the updated General Plan and the Downtown Specific Plan (DTSP)…In addition, comparable Zoning Code revisions outside of the DTSP area will further implement this program…*")

As the proposed Zone Text Amendment is consistent with the General Plan/Housing Element policies, goals, and programs listed above, the City Council can make this finding in support of the Project.

b. The proposed amendments would not be detrimental to the public interest, health, safety, convenience, or general welfare of the City.

The Ordinance furthers the public interest and general welfare of the City, and will not impact health, safety or convenience, by making affordable housing available in the community, and by providing opportunities for individuals of all economic strata to reside and engage in the South Pasadena community. The amendments also further the goals and policies of the City's adopted 2021-2029 Housing Element.

2. The proposed amendments are internally consistent with other applicable provisions of this Zoning Code.

The Ordinance has been designed to be internally consistent with all applicable provisions contained in the Zoning Code, and implements the adopted 2021-2029 Housing Element. Therefore, the City can make this finding.

Section 5. Paragraph C of Section 36.220.020 ("Purposes of Residential Zoning Districts") of Division 36.220 ("Residential Zoning Districts") of Article 2 ("Zoning Districts, Allowable Land Uses, and Zone-Specific Standards") of Chapter 36 ("Zoning") of the City Code of the City of South Pasadena is amended to read as follows, with all other provisions of Section 36.220.020 remaining without amendment:

"36.220.020 Purposes of Residential Zoning Districts.

C. RM (Residential Medium Density) district. The RM zoning district applies to areas appropriate for a variety of housing types. Typical residential land uses include single-family bungalow courts, courtyard housing, townhomes, duplexes, triplexes, multiplexes, and other attached dwellings on smaller lots. The allowable residential density ranges from 5.1 to 30 dwelling units per acre, except that any property in the RM district that is also included on the Housing Element Tables VI-50 or VI-51 shall require a minimum density of 20 dwelling units per acre. The RM zoning district is consistent with the Medium Density Neighborhood land use designation of the General Plan.

Section 6. The "Employee Housing" row of Table 2-2 ("Allowed Uses and Permit Requirements for Residential Zoning Districts") of Section 36.220.030 (" Residential Zoning District Land Uses and Permit Requirements") of Division 36.220 ("Residential Zoning Districts") of Article 2 ("Zoning Districts, Allowable Land Uses, and Zone-Specific Standards") of Chapter 36 ("Zoning") of the City Code of the City of South Pasadena is amended to read as follows, with all other rows of Table 2-2 remaining without amendment:

Land Use	RE	RS	RM	RH	Specific Use Regulations
"Employee Housing	P	P	P (but only if established in a legally existing single-family residential structure)	P (but only if established in a legally existing single-family residential structure)	36.650.265"

Section 7. Note 2 of Table 2-7 ("Allowed uses and Permit Requirements for Special Purpose Zoning Districts") in Section 36.240.030 (" Special Purpose District Land Uses and Permit Requirements.") of Division 36.240 ("Special Purpose Zoning Districts") of Article 2 (" Zoning Districts, Allowable Land Uses, and Zone-Specific Standards") of Chapter 36 ("Zoning") of the City Code of the City of South Pasadena is amended to read as follows, with all other provisions of Table 2-7 remaining without amendment:

"(2) Residential development with a density ~~of up to~~ between 20 and 30 dwelling units per acre is allowed on Assessor Parcel No. 5314-003-083 pursuant to the 2021-2029 (6th Cycle) Housing Element. Any project on this parcel that includes least 20% of the residential units reserved for lower income households, shall a) be processed through a ministerial approval process, b) qualify for priority processing as compared to other projects processed by the Community Development Department, and c) be exempt from and not subject to the Public Art Program and Public Art Development requirements of Divisions 36.390 and 36.395 of this Article 3 of Chapter 36 of the City Code."

Section 8. Paragraph 6 ("Ministerial review of qualifying residential projects") of Subsection D. ("(Design Review Authority") of Section 36.410.040 ("Design Review") of Division 36.410 ("Zoning Approvals or Disapprovals") of Article 4 ("Zoning Approval Procedures") of Chapter 36 ("Zoning") of the City Code of the City of South Pasadena is amended to read as follows, with all other provisions of Section 36.410.040 remaining without amendment:

"6. Ministerial review of qualifying residential projects. The Community Development Director shall develop an application for ministerial approvals of qualifying residential projects pursuant to the requirements of State law, as well as procedures for processing applications for the ministerial approvals. The procedures may include a limited design review process and applicable standards. However, any limited design review process shall not constitute a "project" for purposes of the California Environmental Quality Act. "Qualifying residential projects" are either (a) residential or mixed use projects located on a site included in either Table VI-50 or Table VI-51 of the Adopted 2021-2029 Housing Element with at least 20% of the residential units reserved for lower income households, or (b) residential or mixed-use projects that are subject to the Inclusionary Housing requirements of Division 36.375 of this Code. Qualifying residential project pursuant to criterion (a) above shall also qualify for priority processing as compared to other projects processed by the Community Development Department, and shall be exempt from and not subject to the Public Art Program and Public Art Development requirements of Divisions 36.390 and 36.395 of this Article 3 of Chapter 36 of the City Code."

Section 9. Severability. If any section subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, or contravened by reason of any preemptive legislation, the remaining sections and/or provisions of this Ordinance shall remain valid. The City Council hereby declares that it would have adopted this Ordinance, and each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof, regardless of the fact that any one or more section(s) or provision(s) may be declared invalid or unconstitutional or contravened via legislation.

Section 10. Effective Date. This ordinance shall take effect thirty (30) days after its final passage, and within fifteen (15) days after its passage, the City Clerk of the City of South Pasadena shall certify to the passage and adoption of this ordinance and to its

approval by the Mayor and City Council and shall cause the same to be published in a newspaper in the manner required by law.

PASSED, APPROVED, AND ADOPTED on this 19th day of June, 2024.

AYES:

NOES:

ABSENT:

ABSTAIN:

Evelyn G. Zneimer, Mayor

ATTEST:

APPROVED AS TO FORM:

Mark Perez, Deputy City Clerk

Roxanne Diaz, City Attorney

RESOLUTION NO. ___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ADOPTING FINDINGS PURSUANT TO GOVERNMENT CODE SECTION 65583.2 FOR THE 2021-2029 GENERAL PLAN HOUSING ELEMENT UPDATE

WHEREAS, Government Code § 65580 et seq. requires the City of South Pasadena to periodically prepare and update its Housing Element in its General Plan. A city's housing element establishes goals, policies, and programs to accommodate the maintenance and expansion of the city's housing supply; and

WHEREAS, the 2021-2029 General Plan Housing Element Update ("the 2021-2029 Housing Element") was adopted on May 30, 2023.

WHEREAS, pursuant to Government Code §65583.2(g) the City Council must find that the existing uses of nonvacant sites does not constitute an impediment to additional residential development during the period covered by the 2021-2029 Housing Element.

WHEREAS, all legal prerequisites to the adoption of this Resolution have occurred.

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

Section 1. The City Council hereby finds:

A. The existing uses on the non-vacant sites identified in Housing Element Table VI-50 (the site inventory) to accommodate the Regional Housing Needs Allocation (RHNA) are likely to be discontinued during the planning period and therefore do not constitute an impediment to planned residential development on the sites during the planning period.

B. The inventory sites relied upon to meet the City's RHNA allocation for lower income housing allow for development densities of at least 30 dwelling units per acre default density pursuant to Government Code Section 65583.2(c)(3)(b), with many such sites allowing up to 70 or 110 dwelling units per acre.

C. Detailed analyses of the sites included in Housing Element Table VI-50, as set forth in Appendix A, provides evidence that the existing uses are likely to be discontinued and are not impediments to the planned residential uses of the sites. In addition, a multi-factor analysis was completed for the approximate 1,288 parcels included in Table VI-51, to demonstrate that a sufficient number of sites would be redeveloped during the course of the planning period to accommodate well in excess of the RHNA allocation, resulting in a buffer of approximately 120% (or 2,475) beyond the RHNA requirements of 2,067 units.

D. The Table VI-51 analysis takes into account current zoning, existing units, the maximum allowed density under the Housing Element with zoning implementation actions, historic considerations, commercial utilization, date of construction of existing structures, and proximity to transit, to analyze the potential for redevelopment, and as noted above shows a significant buffer beyond the City's RHNA allocations.

Section 2. This resolution shall take effect from and after the date of its passage and adoption.

Section 3. The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

PASSED, APPROVED AND ADOPTED ON this 5th day of June, 2024.

AYES:

NOES:

ABSENT:

ABSTAIN:

Evelyn G. Zneimer, Mayor

ATTEST:

Mark Perez, Deputy City Clerk

APPROVED AS TO FORM:

Roxanne Diaz, City Attorney

City Council Agenda Report

ITEM NO. 11

DATE: June 5, 2024

FROM: Arminé Chaparyan, City Manager

PREPARED BY: Luis Frausto, Acting Deputy City Manager/Director of Management Services
Amber Tardif, Deputy City Clerk

SUBJECT: **CONSIDERATION OF APPROVAL OF THE FOLLOWING GENERAL MUNICIPAL ELECTION RELATED RESOLUTIONS FOR THE GENERAL MUNICIPAL ELECTION TO BE HELD ON NOVEMBER 5, 2024; AND**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, CALLING AND GIVING NOTICE OF THE HOLDING OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 5, 2024, FOR THE ELECTION OF CERTAIN OFFICERS AND THE SUBMISSION OF A BALLOT MEASURE OR MEASURES TO THE VOTERS, AS REQUIRED BY THE PROVISIONS OF THE LAWS OF THE STATE OF CALIFORNIA RELATING TO GENERAL LAW CITIES; AND

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO RENDER SPECIFIED SERVICES TO THE CITY RELATING TO THE CONDUCT OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 5, 2024; AND

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ADOPTING REGULATIONS FOR CANDIDATES FOR ELECTIVE OFFICE PERTAINING TO CANDIDATE'S STATEMENTS SUBMITTED TO THE VOTERS AT AN ELECTION TO BE HELD ON TUESDAY, NOVEMBER 5, 2024

Recommendation

It is recommended that the City Council adopt the following resolutions related to the November 5, 2024, General Municipal Election:

1. Resolution Calling and Giving Notice of the holding of a General Municipal Election, Tuesday, November 5, 2024, for the election of certain officers; and
2. Resolution Requesting Consolidation of Election with the Board of Supervisors of the County of Los Angeles; and
3. Resolution Adopting Regulations for Candidates for Elective Office pertaining to

Candidate's Statements submitted to the voters.

Background
The next General Municipal Election will be held on Tuesday, November 5, 2024, and the standard resolutions for calling and conducting an election consolidated with the County are attached.

The nomination period for elective offices will commence on Monday, July 15, 2024, until Friday August 9, 2024 (California Election Code § 13307). Should an incumbent not file or qualify by August 9, the deadline will be extended to Wednesday, August 14, 2024, for persons other than the incumbent (California Election Code § 10225). Prospective candidates are requested to make an appointment with the City Clerk's Division to pull or file nomination documents.

Currently there are three City Council seats slated for voter consideration on that ballot. The following seats that will be up for election in November 2024: District 1 (Mayor Zneimer), District 2 (Mayor Pro Tem Donovan) and District 3 (Councilmember Primuth).

With respect to City initiated ballot measures, the last date to take that action is August 9, 2024. It is anticipated that two ballot measures will be submitted to the voters; one related to the city-wide height limit and the second related to term limits for council member offices. The resolutions calling for those ballot measures will be brought to the City Council at a later meeting.

Analysis
Pursuant to state law, the City is required to hold a General Municipal Election in November of even-numbered years. As with previous elections, this election will be consolidated with the state-wide election conducted by the Los Angeles County Registrar-Recorder/County Clerk.

The deadline for jurisdictions to adopt a resolution calling and giving notice of a local election and a resolution requesting an election consolidation with the County of Los Angeles is June 17, 2024. The last day to adopt a regulation for candidate statements prior to the opening of the candidate filing period is July 8, 2024. Pursuant to California Elections Code sections 13307(c)(1)(2) and 13307.7, the Los Angeles County Registrar-Recorder's office launched an Online Candidate Statement Pilot in LA County in 2022 that allowed candidates running for County level offices to pay for a candidate statement that would be posted online but would not be printed in the hard copy sample ballot/voter guide. The pilot then became a program that was expanded to include cities, school districts, and other local elections that were on the ballot for the March 2024 election cycle. For a reduced fixed fee of $279.60, online statements were published on a dedicated page on the www.lavote.gov website and not in the hard copy. The program is intended to provide a less costly alternative for candidate's statements. **The City Council must determine whether to "opt-in" to this program for the General Municipal Election**, and optional language to do so is included in the resolution relating to candidates' statements.

Next Steps
1. Once the resolutions have been adopted, staff will forward fully executed copies to the Los Angeles County Registrar-Recorder/County Clerk and the Clerk of the Board of Supervisors.
2. Staff will publish appropriate Election Notices as required by law.

Fiscal Impact
The cost for the Los Angeles County Registrar-Recorder/County Clerk to conduct the election for the City of South Pasadena has yet to be determined. The County provided election cost estimates of $76,237.71 for November 5, 2024. The County estimate is not inclusive of election supplies, advertising, or additional ballot measures. The City's estimate for the cost of the election is $155,000 based on previous election years with similar seats available and ballot measures on the voter's ballot. The City's estimated costs are included in the proposed Fiscal Year 2024-2025 budget under account number 101-2020-1022-8170.

Public Notification
Election notices will be published in the South Pasadena Review or Pasadena Star News along with the required languages of Korean, Spanish, and Chinese in The Korea Times, La Opinion, and World Journal.

Attachment:
Attachment No. 1 - Resolution Calling and Giving Notice of Election and Requesting Consolidation with the LA County Election.pdf
Attachment No. 2 - Resolution Approving Consolidation of Election with the Board of Supervisors of the County of Los Angeles.pdf
Attachment No. 3 - Resolution Adopting Regulations for Candidates for Elective Office pertaining to Candidate's Statements submitted to the voters.pdf
Attachment No. 4 - Election Estimate Cost.pdf

RESOLUTION NO. ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, CALLING AND GIVING NOTICE OF THE HOLDING OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 5, 2024, FOR THE ELECTION OF CERTAIN OFFICERS AND THE SUBMISSION OF A BALLOT MEASURE OR MEASURES TO THE VOTERS, AS REQUIRED BY THE PROVISIONS OF THE LAWS OF THE STATE OF CALIFORNIA RELATING TO GENERAL LAW CITIES

WHEREAS, under the provisions of the laws relating to General Law Cities in the State of California, a General Municipal Election is required to be held in the City of South Pasadena (City) on Tuesday, November 5, 2024, for the election of three City Council seats and the possible submission of one or more ballot measures to the voters.

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

SECTION 1. That pursuant to the requirements of the laws of the State of California relating to General Law Cities, there is called and ordered to be held in the City of South Pasadena, California, on Tuesday, November 5, 2024, a General Municipal Election for the purpose of electing three members of the City Council for the full term of four years from 2024 to 2028 as follows;

Councilmember, 1st District, Full Term of Four Years
Councilmember, 2nd District, Full Term of Four Years
Councilmember, 3rd District, Full Term of Four Years

SECTION 2. That the City Council may, by separate resolution, order that one or more ballot measures be submitted to the voters at the General Municipal Election.

SECTION 3. That the ballots to be used at the election shall be in form and content as required by law.

SECTION 4. The City Clerk is authorized, instructed, and directed to coordinate with the County of Los Angeles Registrar-Recorder/County Clerk to procure and furnish any and all official ballots, notices, printed matter and all supplies, equipment and paraphernalia that may be necessary in order to properly and lawfully conduct the election.

SECTION 5. The vote centers for the election shall be open at seven o'clock a.m. of the day of the election and shall remain open continuously from that time until 8:00 o'clock p.m. of the same day when the polls shall be closed, pursuant to Election Code Section 10242, except as provided in Section 14401 of the Election Code of the State of California.

SECTION 6. That in all particulars not recited in this Resolution, the General Municipal Election shall be held and conducted as provided by law for holding municipal elections.

SECTION 7. That notice of the time and place of holding the election is given and the City Clerk is authorized, instructed, and directed to give further or additional notice of the election, in time, form and manner as required by law.

SECTION 8. That in the event of a tie vote (if any two or more persons receive an equal and the highest number of votes for an office) as certified by the County of Los Angeles Registrar-Recorder/County Clerk, the City Council, in accordance with Elections Code Section 15651(a), shall set a date and time and place and summon the candidates who have received the tie votes to appear and will determine the tie by lot.

SECTION 9. That the City Council authorizes the County of Los Angeles Registrar-Recorder/County Clerk to conduct the election and canvass the results, and all reasonable and actual election expenses incurred by the County shall be paid by the City upon presentation of a properly submitted bill.

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

PASSED, APPROVED AND ADOPTED ON this 5th day of June 2024.

_____
Evelyn Zneimer, Mayor

ATTEST:

_____
Amber Tardif, Deputy City Clerk

APPROVED AS TO FORM:

_____
Roxanne Diaz, City Attorney

I HEREBY CERTIFY the foregoing Resolution No. XXXX was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 5th day of June 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

_____
Amber Tardif, Deputy City Clerk

RESOLUTION NO. XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES CONSOLIDATE THE CITY'S GENERAL MUNICIPAL ELECTION WITH THE STATEWIDE ELECTION BEING HELD

WHEREAS, a General Municipal Election is to be held in the City of South Pasadena, California, on Tuesday, November 5, 2024; and

WHEREAS, the Los Angeles County Registrar-Recorder's Elections Department will conduct the Statewide General Election throughout the County on the same date; and

WHEREAS, the Elections Code permits the City Council to request that the Los Angeles County Board of Supervisors allow the consolidation of the General Municipal Election with the Statewide election through the adoption of a resolution at leat 88 days prior to the election.

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

SECTION 1. That pursuant to Elections Code Section 10403, the City Council requests that the Board of Supervisors of the County of Los Angeles permit the General Municipal Election on November 5, 2024, to be consolidated with the Statewide General Election the County Elections Department will conduct throughout the County on the same date.

SECTION 2. That the consolidated election shall be held and conducted in the manner prescribed in Elections Code Section 10418.

SECTION 3. That the City shall reimburse the County for services performed when the work is completed and upon presentation to the City of a properly approved bill.

SECTION 4. That the City Clerk is directed to forward certified copies of this Resolution without delay to the Board of Supervisors and to the County Election Department.

SECTION 4. That the City Clerk shall certify the passage and adoption of this Resolution and enter it into the book of original Resolutions.

PASSED, APPROVED AND ADOPTED ON this 5th day of June 2024.

Evelyn Zneimer, Mayor

ATTEST:

Amber Tardif, Deputy City Clerk

APPROVED AS TO FORM:

Roxanne Diaz, City Attorney

I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 5th day of June 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Amber Tardif, Deputy City Clerk

RESOLUTION NO. XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ADOPTING REGULATIONS FOR CANDIDATES FOR ELECTIVE OFFICE PERTAINING TO CANDIDATE'S STATEMENTS SUBMITTED TO THE VOTERS AT AN ELECTION TO BE HELD ON TUESDAY, NOVEMBER 5, 2024

WHEREAS, Section 13307 of the Elections Code of the State of California provides that the governing body of any local agency adopt regulations pertaining to materials prepared by any candidate for a municipal election, including costs of the candidate statement.

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

SECTION 1. GENERAL PROVISIONS. That pursuant to Section 13307 of the Elections Code of the State of California, each candidate for elective office to be voted for at the General Municipal Election to be held in the City of South Pasadena on November 5, 2024, may prepare a candidate's statement on an appropriate form provided by the City Clerk. The statement may include the name, age and occupation of the candidate and a brief description of no more than 200 words of the candidate's education and qualifications expressed by the candidate himself or herself. The statement shall not include party affiliation of the candidate, nor membership or activity in partisan political organizations. The statement shall be filed in typewritten form in the office of the City Clerk at the time the candidate's nomination papers are filed. The statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period.

SECTION 2. FOREIGN LANGUAGE POLICY

A. Pursuant to the Federal Voting Rights Act, candidates' statements will be translated into all languages required by the County of Los Angeles (County). The County is required to translate candidates' statements into the following languages: Armenian, Chinese, Cambodian/Khmer, Farsi, Korean, Spanish, Tagalog/Filipino, and Vietnamese. The County will also translate candidates' statements into four supported languages: Hindi, Japanese, Thai, and Russian.

B. The County will print and mail sample ballots in English to all registered voters. If the candidate submits a candidate's statement for the sample ballot, the County can include a Spanish translation of the statement—if the candidate requests this and agrees to pay for the printing. Otherwise, Spanish-language sample ballots, which include all candidates' statements, will be sent to those on the County voter file as

having requested a sample ballot in Spanish (required for the City of South Pasadena). The County will also make such sample ballots available through its website and its multilingual hotline.

C. The County will mail separate sample ballots, which include candidates' statements, in Chinese and Korean to those voters who are on the County voter file as having requested a sample ballot in Chinese or Korean (required for the City of South Pasadena). The County will also make such sample ballots available through its website and its multilingual hotline.

D. The County will make the sample ballot available in the remainder of the languages required by law, i.e., Japanese, Tagalog, Vietnamese, Thai, Hindi, and Khmer, which are not required in South Pasadena, through its website.

E. The County will make the sample ballots, which include all candidates' statements, available at all polling places in Spanish, Chinese, and Korean. Language assistance in nine required languages is available at the polling places in the County of Los Angeles through the multilingual hotline.

SECTION 3. PAYMENT

A. Translations:

1. The candidate shall not be required to pay for the cost of translating the candidate's statement into any required foreign language as specified in Section 2 above pursuant to Federal and\or State law.

B. Printing:

1. The candidate shall be required to pay for the cost of printing the candidate's statement in English in the main voter pamphlet.
2. The candidate shall be required to pay for the cost of printing the candidate's statement in Spanish in the main voter pamphlet.
3. The candidate shall not be required to pay for the cost of printing the candidate's statement in a required language in the translated sample ballot (not in the main voter pamphlet mailed to all voters).

The City Clerk's Office obtained an estimate from the County of the total cost of printing, handling, translating, and mailing the candidates' statements filed pursuant to this section, including costs incurred as a result of complying with the Voting Rights Act of 1965 (as amended), and require each candidate filing a statement to pay in advance to the local agency his or her estimated pro rata share as a condition of having his or her statement included in the voter's pamphlet. In the event the estimated payment is required, the estimate is just an approximation of the actual cost that varies from one election to another election and may be significantly more or less than the estimate, depending on the actual number of candidates filing statements. Accordingly, the City Clerk is not bound by the estimate and may, on a pro rata basis, bill the candidate for additional actual expenses or refund any excess paid depending on the final actual cost.

In the event of underpayment, the City Clerk may require the candidate to pay the balance of the cost incurred. In the event of overpayment, the City Clerk shall prorate the excess amount among the candidates and refund the excess amount paid within 30 days of the election.

SECTION 4. ELECTRONIC DISTRIBUTION [CITY COUNCIL OPTIONAL]

Pursuant to Section 13307(c) of the California Elections Code, the South Pasadena City Council also authorizes the preparation of candidate statements for nonpartisan elective office for the purpose of electronic distribution. Candidates will prepare statements for electronic distribution pursuant to Section 13307(a) of the Elections Code. A statement prepared pursuant to this subdivision shall be posted on the internet website of the County Elections Official. Pursuant to Elections Code Section 13307.7(a), candidates shall pay the requisite fee charged by the County to cover the duties and procedures set forth in Elections Code Sections 13307(b) and (d).

SECTION 5. MISCELLANEOUS.

A. Candidates' statements will be translated by translators qualified by the County.
B. The County will determine various formatting styles permitted in the candidates' statements, e.g., bold type, capitalization, bullets.
C. The City Clerk shall comply with all recommendations and standards set forth by the California Secretary of State regarding occupational designations and other matters relating to elections as determined by the County.

SECTION 6. ADDITIONAL MATERIALS. No candidate will be permitted to include additional materials in the voter information guide.

SECTION 7. The City Clerk shall provide each candidate or the candidate's representative a copy of this Resolution at the time nominating petitions are issued.

SECTION 8. All previous resolutions establishing council policy on payment for candidates' statements are repealed.

SECTION 9. This resolution shall apply only to the election to be held on November 5, 2024, and shall then be repealed.

SECTION 10. That the City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED, APPROVED AND ADOPTED ON this 5th day of June 2024.

_____
Evelyn Zneimer, Mayor

ATTEST:

Amber Tardif, Deputy City Clerk

APPROVED AS TO FORM:

Roxanne Diaz, City Attorney

I HEREBY CERTIFY the foregoing Resolution No. XXXX was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 5th day of June 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Amber Tardif, Deputy City Clerk

Attachment No. 4

Los Angeles County
Registrar-Recorder/County Clerk

Election Estimating Calculator

Go to Election Estimate Home

Select Estimate Type
Select Jurisdiction(s)
Estimated Result

The estimated cost is based on the cost factors below. **Any changes to the election cost factors will impact the final costs for your jurisdiction.**

If you need cost estimates for other elections or further assistance in using the cost estimate calculator, please contact our Election Billing team at electionbilling@rrcc.lacounty.gov.

CITY OF SOUTH PASADENA
2024 November General Election

CITY OF SOUTH PASADENA 1ST COUNCIL

Voter Count	*Rate Breakdown*	*Estimated Cost*
Registered Voters (RV)	3,599	
***Election Operations** (rate * RV)*	$2.5429 * 3599	$9,151.90
***Vote By Mail Processing** (rate * RV)*	$0.7892 * 3599	$2,840.33
Sample Ballot Processing and Printing		
Office(s)/Seat(s) ***(rate * No. of Offices * RV)***	$0.0215 * 1 * 3599	$77.38
Measures(s) ***(rate * No. of Measures * RV)***	$0.0215 * 3 * 3599	$232.14
Measure Text ***(rate * No. of Text Pages for all measures * RV)***	$0.0644 * 24 * 3599	$5,562.61
Voting Information ***(rate * RV)***	$0.3343 * 3599	$1,203.15
***Candidate Filing and Campaign Finance** (rate * No. of Candidates)*	$1638.3564 * 4	$6,553.43

CITY OF SOUTH PASADENA 2ND COUNCIL

Voter Count	*Rate Breakdown*	*Estimated Cost*
Registered Voters (RV)	3,520	
***Election Operations** (rate * RV)*	$2.5429 * 3520	$8,951.01
***Vote By Mail Processing** (rate * RV)*	$0.7892 * 3520	$2,777.98
Sample Ballot Processing and Printing		
Office(s)/Seat(s) ***(rate * No. of Offices * RV)***	$0.0215 * 1 * 3520	$75.68
Measures(s) ***(rate * No. of Measures * RV)***	$0.0215 * 3 * 3520	$227.04
Measure Text ***(rate * No. of Text Pages for all measures * RV)***	$0.0644 * 24 * 3520	$5,440.51
Voting Information ***(rate * RV)***	$0.3343 * 3520	$1,176.74
***Candidate Filing and Campaign Finance** (rate * No. of Candidates)*	$1638.3564 * 4	$6,553.43

ATTACHMENT 4

CITY OF SOUTH PASADENA 3RD COUNCIL

Voter Count	*Rate Breakdown*	*Estimated Cost*
Registered Voters (RV)	3,357	
***Election Operations** (rate * RV)*	$2.5429 * 3357	$8,536.52
***Vote By Mail Processing** (rate * RV)*	$0.7892 * 3357	$2,649.34
Sample Ballot Processing and Printing		
Office(s)/Seat(s) ***(rate * No. of Offices * RV)***	$0.0215 * 1 * 3357	$72.18
Measures(s) ***(rate * No. of Measures * RV)***	$0.0215 * 3 * 3357	$216.53
Measure Text ***(rate * No. of Text Pages for all measures * RV)***	$0.0644 * 24 * 3357	$5,188.58
Voting Information ***(rate * RV)***	$0.3343 * 3357	$1,122.25
***Candidate Filing and Campaign Finance** (rate * No. of Candidates)*	$1638.3564 * 4	$6,553.43
Election Preparation Cost ***(Flat rate per jurisdiction)***		**$1,075.56**
CITY OF SOUTH PASADENA TOTAL ESTIMATE		**$76,237.71**

DISCLAIMER: Please note that calculating an estimate using the Election Cost Estimate Calculator is not consent or agreement to hold, consolidate or provide support services for an election. Requests from jurisdictions for any election scenario must be received in the form of an adopted resolution or other official document and considered by the Board of Supervisors and Registrar-Recorder/County Clerk at the appropriate time. For more information, please contact the Election Information and Preparation Division at ecu@rrcc.lacounty.gov.

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City Council Agenda Report

ITEM NO. 12

DATE: June 5, 2024

FROM: Arminé Chaparyan, City Manager

PREPARED BY: Brian Solinsky, Chief of Police
Tanya Brittin, Interim Management Analyst

SUBJECT: **CONSIDERATION OF AN APPROVAL OF A THREE-YEAR CONTRACT SERVICES AGREEMENT WITH ALL CITY MANAGEMENT SERVICES, INC. FOR CROSSING GUARD SERVICES IN THE AMOUNT NOT-TO-EXCEED $317,995.20 FOR FISCAL YEAR 2024-2025, $333,876.60 FOR FISCAL YEAR 2025-2026, AND $350,400.60 FOR FISCAL YEAR 2026-2027**

Recommendation

It is recommended that the City Council:

1. Approve the proposed three-year Contract Services Agreement with All City Management Services, Inc. for crossing guard services in an amount not-to exceed $317,995.20 for Fiscal Year 2024-2025 with a 5% contract escalator for subsequent contract term (Fiscal Years: 2025-26, 2026-27); and
2. Approve the transfer of $15,881 from General Fund reserves to Account No. 101-4010-4011-8180 (Contract Services) to fund crossing guard services for FY 2025-2026 for a total of $333,876.60; and
3. Approve the transfer of $16,624 from General Fund reserves to Account No. 101-4010-4011-8180 (Contract Services) to fund crossing guard services for FY 2026-2027 for a total of $350,400.60.

Background

The Police Department has prioritized the safety and protection of our students and families amidst increased pedestrian, bicycle, and vehicular traffic. Crossing guards play a crucial role in the community by ensuring the safety of pedestrians and bicyclists, providing a visible presence to drivers, and teaching safe street-crossing practices.

The City of South Pasadena (City) has historically provided crossing guards for students and families traveling to and from school campuses within the South Pasadena Unified School District (SPUSD). It is important to note that SPUSD does not financially contribute to the provision of these services.

Currently, eleven (11) crossing guards are deployed at the following ten (10) locations:

Location	School
Marengo Avenue and Rollin Street	Marengo Elementary
Marengo Avenue and Monterey Road	Marengo Elementary
Marengo Avenue and Mission Street	Marengo Elementary
Marengo Avenue and Oak Street	Marengo Elementary
Marengo Avenue and Huntington Drive (two crossing guards, signalized intersection)	Marengo Elementary: shares hours with South Pasadena Middle School
Marengo Avenue and Bank Street	Marengo Elementary
Via Del Rey and Camino Cerrado	Monterey Hills Elementary
Fair Oaks Avenue and Oak Street (signalized intersection)	South Pasadena Middle School
Pasadena Avenue and El Centro Street	Arroyo Vista School
El Centro Street and Cawston Avenue	Arroyo Vista School

All City Management Services, Inc (ACMS) has provided crossing guard services to the City of South Pasadena since 2016. With over 38 years of experience, ACMS is a family- established business that supplies school crossing guard services before, during, and after school hours. Headquartered in California, ACMS works with over 200 cities and school districts in California, as well as nationally beginning in 2012. The current contract with ACMS is scheduled to expire on June 30, 2024.

Analysis

In anticipation of the ACMS contract expiration, our staff conducted a thorough search for crossing guard service providers. The research indicated that there were limited options available. The Department received and reviewed proposals from ACMS and Belcher Enterprise, LLC (BE) for a one-year crossing guard services contract. American Guard Services (AGS) no longer offers crossing guard services.

Vendor	Hourly Billing Rate	Projected Hours	Cost
All City Management Services	$34.64	9,180	$317,995.20
Belcher Enterprise, LLC	$30.00	9,180	$275,400.00
American Guard Services	N/A	N/A	N/A

BE provided a proposed one-year Contract Services Agreement along with a list of police departments with which they currently have contracts. However, upon contacting the listed agencies, staff found discrepancies. La Canada Flintridge and Diamond Bar did not have contracts with BE. Additionally, BE only provided part-time services to the City of Maywood for a limited duration, which Maywood chose not to continue. The City of Bell and Redlands were unresponsive.

ACMS is a full-service crossing guard contractor, handling screening, recruitment, staffing, equipment, payroll, and supervision of crossing guards. ACMS has reliably served South Pasadena for the past eight years. Other municipalities in the San Gabriel Valley also contracted with ACMS include Pasadena, City of San Gabriel, El Monte, Baldwin Park, San

Marino, Rosemead, and Alhambra.

Proposed Contract with ACMS
The proposed contract with ACMS includes school crossing guard services at 10 locations within SPUSD, with 2 crossing guards at Marengo Avenue and Huntington Drive, totaling 11 crossing guards. With an average of 4.64 hours per day, the total projected hours are 9,180. Due to hiring challenges and the recent implementation of Assembly Bill 1228, which increased the minimum wage for all fast-food employees in California to $20.00 per hour, ACMS raised its hourly rate from $32.70 to $34.64 for FY 2024-2025. This rate includes the current minimum wage of $16.00 per hour and additional payroll fees.

Cost Projections
- FY 2024-2025: $317,995.20
- FY 2025-2026: $333,876.60
- FY 2026-2027: $350,400.60

The rate of increase is 5% per fiscal year.

Fiscal Impact
The projected cost of the three-year Contract Services Agreement with All City Management Services, Inc. for crossing guard services is as follows:

Fiscal Year	Projected Cost
2024-2025	$317,995.20
2025-2026	$333,876.60
2026-2027	$350,400.60

The Fiscal Year 2023-2024 Adopted Budget includes an appropriation of $330,008.40 for crossing guard services in account 101-4010-4011-8180 (Contract Services). If the City Council approves this contract, the Department will be requesting (in future budget cycles) additional funds of $15,881 to Account No. 101-4010-4011-8180 (Contract Services) to fund crossing guard services for Fiscal Year 2025-2026 for a total of $333,876.60; and in future budget requests, additional funds of $16,524 to Account No. 101-4010-4011-8180 (Contract Services) to fund Fiscal year 2026-2027 for a total of $350,400.60. The combined three-year total contract amount is $1,002,272.40.

Key Performace Indicators and Strategic Plan
This item is in line with the Strategic Plan priority 4f under the mobility Master Plan for updated mobility, walkability, and neighborhood traffic management.

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

Attachment:
Attachment No. 1 - Belcher Enterprise, LLC - Security Services Agreement.pdf
Attachment No. 2 - All City Management Services - Client Worksheet.pdf
Attachment No. 3 - All City Management Services - Agreement for Crossing Guard Services.pdf

BELCHER ENTERPRISE, LLC
285 SOUTH ATLANTIC BLVD
LOS ANGELES, CA 90022
Phone: (949) 212-7234

SECURITY SERVICES AGREEMENT

This Crossing Guard Services Agreement ("Agreement) is made on **03-29-24** by and between Belcher Enterprise, LLC. ("BE") and **South Pasadena Police Dept**, its partners, affiliates, divisions, subsidiaries, agents, or consultants ("Client"). Together, BE and Client may be referred to as Party or Parties herein.

THE PARTIES AGREE AS FOLLOWS:

1. **LOCATION**: Client requests that BE furnish BE crossing guards and security personnel ("Crossing Guards")and related equipment to Client at Client's premises as set forth on **Exhibit A** ("Premises").

2. **POST ORDERS AND SCOPE OF SERVICES**:

   2.1 Services. As this Agreement defines, BE shall provide Crossing Guard services and/or security monitoring services ("Crossing Guard Services") to the Client in compliance and conformity with this Agreement, including any Exhibits attached hereto.

   2.2 Post Orders. The Crossing Guard Servicesto be rendered under this Agreement by BE shall be pursuant to the written operating procedures ("Post Orders") mutually agreed upon by Client and BE and attached hereto as **Exhibit B**.

   2.3 Modification to Post Orders. The Post Orders are subject to change as required by Client, and must be communicated to BE in writing and be consistent with the notices provision of this Agreement.

   2.4 Client's Failure to Inform BE/Out of Scope Requests by Client. If, at the request of Client, Crossing Guards are assigned duties by the Client other than those agreed to by BE in the Post Orders, Client shall assume any and all liability, arising therefrom. BE has the right to remove from service any officer who, in BE' sole discretion, is not qualified to perform the work assigned.

   2.5 Hours. See Schedule of Coverage attached hereto as **Exhibit C.**

3. PERSONNEL:

3.1 Authorization to Enter Premises. Client authorizes Crossing Guards to enter onto and into, Premises for the purpose of rendering Crossing Guard Services pursuant to this Agreement and for all other purposes and activities reasonably related to Crossing Guard Services. Client warrants and represents that (1) Client legally possesses Premises; or (2) that Client is authorized to enter into this Agreement and give BE authorization to enter Premises on behalf of the person or entity in legal possession of Premises.

3.2 Independent Contractor. It is understood and agreed that BE, in performing Crossing Guard Services described in this Agreement, shall be considered at all times and in every manner, an independent contractor of Client. Nothing in this Agreement, expressed or implied, is intended to or shall be construed to create, an employer/employee, co-employer, joint venture, partnership, or other business relationship between the Parties other than the contractual terms contained in this Agreement. All Crossing Guards and other personnel of BE are the employees or agents solely of BE, and not the Client. BE reserves the right to hire, suspend, discipline, or discharge any and all of its Crossing Guards and other personnel. If Client is dissatisfied with the services of a particular Crossing Guard, and if Client notifies BE, in writing, of its dissatisfaction, then so long as such dissatisfaction is reasonable, BE shall replace said Crossing Guard with another Crossing Guard upon receipt of such request. BE, its Crossing Guards, and its personnel are acting solely as an independent contractor for Client.

3.3 Non-Circumvention. Unless otherwise agreed to by the Parties, Client agrees not to employ, directly or indirectly, any person who has been employed by BE within one hundred eighty (180) days following BE' employment of such person. This mandate shall begin and apply based on the last known date of employment of said person based on said person's employment records with BE. In the event Client breaches this provision, then, in addition to any and all other remedies to which BE is entitled, Client agrees to pay BE the sum of Five Thousand Dollars ($5,000.00) per person to cover BE recruitment, screening and training costs.

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4. UNIFORMS:

4.1 Unless otherwise requested by Client, Client understands that Crossing Guards shall be equipped with conventional Crossing Guard uniforms or other appropriate attire to carry out Crossing Guard Services. The rates and charges as set forth in Section 5 of this Agreement are based upon Crossing Guards being equipped with conventional wearing apparel.

4.2 Uniforms and apparel are not designed as protective clothing, are not flame retardant or acid resistant, and do not provide barrier protection for chemicals or other hazardous materials.

5. BILLING, TERMS AND RATES:

5.1 Schedule of Charges and Billing Rates. The number of Crossing Guards, the times at which Crossing Guards shall render Crossing Guard Services to Client, the equipment to be furnished by BE, and the rates and amount to be paid by Clientfor such Crossing Guard Services and equipment are set forth in the Schedule of Charges for Security Services and Equipment which is attached hereto as **Exhibit D**. BE is providing such Crossing Guard Services and equipment subject to all of the terms and conditions thereof.

5.2 Billing. BE will provide invoices to Client on a weekly basis. Invoices will be dated by BE by the last day of each billing period and are due and payable in full, without any offset or deduction, upon receipt. Client shall not make any unilateral offsets or deductions. Client shall make all payments via ACH as set forth in **Exhibit E**. All amounts not paid within thirty (30) days of the date of invoice will be deemed overdue and will bear a late fee of one and one-half percent (1.5%) per month, but in no event greater than the maximum percentage allowed by law.

5.3 BE Notice Required for Potential Billing Increases. Client agrees that BE shall have the right to increase the hourly rates for Crossing Guard Services provided herein, including exhibits, at any time after the expiration of one (1) year from the date of this Agreement, upon giving Client written notice thirty (30) days in advance of the effective date of such increase. If Client desires not to pay such increased charge, Client must notify BE in writing ten (10) days prior to the effective date of any such increase. Failure by Client to give BE such notice shall be deemed an agreement by Client to the increased rates.

5.4 Legislative Changes. In the event that Crossing Guard Services are increased by virtue of any increase in local, state, or federal minimum wage rates, other government acts, including but not limited to, Federal or State mandated health care, regulation, or taxes, BE may increase its rates to reflect said increase. Any such increase would go into effect one full billing cycle after Client's receipt of written notification of said increase. In addition, upon mutual agreement by the Parties, the rates may be reasonably increased in the event of any strike or emergency condition which renders Crossing Guard Services more difficult to provide. In the event of any such increase, Client may, at Client's option, terminate this agreement by providing BE thirty (30) days written notice of Client's intent.

5.5 Additional Guards. Should BE and/or Client, at any time reasonably determine that additional Crossing Guards are required to properly and adequately perform said Crossing Guard Services, and Client, BE, or anyone authorized by Client agree with said determination for additional Crossing Guard Services, Client shall pay for said additional Crossing Guard Services according to the rates set forth in this Agreement or as otherwise determined by the Parties. If BE requests additional Crossing Guards and Client refuses such request, Client shall hold harmless and defend BE from any lawsuit, claims, or injuries that arise out of or allegedly resulted from the lack of additional Crossing Guards.

5.6 Strike Coverage. Due to the nature of labor disputes, this contract does not provide Crossing Guard coverage for strikes. Should the need arise to provide Client with strike coverage, a separate contract and pricing must be negotiated.

6. PROPERTY. Client acknowledges and agrees that all equipment furnished by BE pursuant to this Agreement shall be for the sole use of BE' Crossing Guards and/or personnel. Client further acknowledges and agrees that title and possession of said equipment shall remain with BE at all times, and that BE may enter onto and into Premises at any time for the purpose of removing any or all such equipment. Removal of any or all such equipment shall be without prejudice to the rights of BE in the collection of all amounts due by Client under this Agreement.

7. INDEMNIFICATION TO CLIENT. Client acknowledges that BE is not an insurer, and that Crossing Guard Services provided hereby does not constitute maximum security. The Crossing Guard Services are intended to serve only as a deterrent and act only as a degree of security to carry out the Post Orders. The amounts payable to BE under

this Agreement are not based upon the value of the Client's Premises/property or the property of others located in or about Premises. The Crossing Guard Services provided under this Agreement are solely for the benefit of Client and neither this Agreement nor any services rendered shall create or be deemed to create any rights in any other party as a third-party beneficiary, BE shall maintain Workers' Compensation Insurance covering its Crossing Guards and other personnel engaged in the furtherance of Crossing Guard Services under this Agreement. In addition, BE shall maintain its own Comprehensive General Liability and Automobile insurance coverage. **NOTWITHSTANDING THE ABOVE, HOWEVER, BE SHALL INDEMNIFY, DEFEND, AND HOLD CLIENT HARMLESS FROM AND AGAINST, ANY AND ALL LIABILITIES, LOSSES, DAMAGES, CLAIMS, OR CAUSES OF ACTION, AND ANY RELATED EXPENSES, INCLUDING REASONABLE ATTORNEYS' FEES, THAT ARE CAUSED DIRECTLY BY THE NEGLIGENT OR INTENTIONAL ACT OR OMISSIONS TO ACT BY BE, ITS CROSSING GUARDCROSSING GUARDS, OFFICERS, DIRECTORS, AGENTS, REPRESENTATIVES, CONTRACTORS, AND/OR EMPLOYEES.BE ACKNOWLEDGES AND AGREES THAT BE'S DUTY TO DEFEND IS DISTINCT AND SEPARATE FROM BE' INDEMNITY OBLIGATION AND ACKNOWLEDGES AND AGREES TO DEFEND AND INDEMNIFY CLIENT ACCORDINGLY.**

FURTHER, SHOULD CLIENT SEEK INDEMINITY AND DEFENSE UNDER THIS PROVISION, CLIENT IS UNDER A DUTY TO COOPERATE WITH BE IN THE INVESTIGATION, PRODUCTION OF INFORMATION AND CONCLUSION OF THE MATTER. THIS DUTY INCLUDES, BUT IS NOT LIMITED TO, IF AVAILABLE, TO PROVIDING VIDEO FOOTAGE, INCIDENT REPORTS, STATEMENTS FROM WITNESSES, PICTURES, AMONG OTHER EVIDENCE AND INFORMATION REGARDING THE INCIDENT IN QUESTION. IN ADDITION, CLIENT'S DUTY TO COOPERATE EXTENDS TO PARTICIPATION IN ANY STATE OR FEDERAL LEGAL OR ADMINISTRATIVE PROCESS TO RESOLVE OR CONCLUDE THE INCIDENT IN QUESTION. ADDITIONALLY, CLIENT IS UNDER A DUTY TO REPORT ALL INCIDENTS TO WHICH CLIENT SEEKS INDEMNITY AND DEFENSE TO BE WITHIN A 90 DAY PERIOD THAT RUNS FROM THE DATE OF THE INCIDENT. FAILURE TO COMPLY WITH REPORTING AND PRODUCTION OF INFORMATION, REGARDING THE INCIDENT TO BE, WARRANTS BE' COMPLETE DENIAL OF COSTS FOR INDEMNITY AND DEFENSE TO CLIENT UNDER THIS PROVISION.

8. **INDEMNIFICATION TO BE.CLIENT SHALL INDEMNIFY, DEFEND, AND HOLD BE HARMLESS FROM AND AGAINST ANY AND ALL LIABILITIES, LOSSES,**

DAMAGES, CLAIMS, OR CAUSES OF ACTION, AND ANY RELATED EXPENSES, INCLUDING REASONABLE ATTORNEYS' FEES, THAT ARE CAUSED, DIRECTLY OR INDIRECTLY, BY CLIENT'S OFFICERS, DIRECTORS, AGENTS, REPRESENTATIVES, CONTRACTORS, AND/OR EMPLOYEES. BE SHALL NOT BE LIABLE FOR ANY CLAIM, DEMAND,OR LIABILITY RESULTING IN WHOLE OR IN PART FROM ANY NEGLIGENT ACT, INTENTIONAL OR WILLFUL MISCONDUCT OF CLIENT, OR ANY OF CLIENT'S OFFICERS, DIRECTORS, AGENTS, REPRESENTATIVES, CONTRACTORS, AND/OR EMPLOYEES. CLIENT ACKNOWLEDGES AND AGREES THAT CLIENT'S DUTY TO DEFEND IS DISTINCT AND SEPARATE FROM CLIENT'S INDEMNITY OBLIGATION AND ACKNOWLEDGES AND AGREES TO DEFEND AND INDEMNIFY BE ACCORDINGLY. THIS SECTION SHALL SURVIVE THE TERMINATION OR EXPIRATION OF THIS AGREEMENT.

9. **TERMINATION AND RIGHTS**.BE may terminate this Agreement if Client fails to pay any amount called for by this Agreement thirty (30) days after the payment is due and payable to BE, if Client fails to substantially perform any other provision in this Agreement within ten (10) business days after BE has requested, in writing, the performance thereof, or if any proceeding in bankruptcy or receivership of insolvency shall be commenced by or against Client or Client's property or if Client makes any assignment for the benefit of creditors. Should BE have valid justification to terminate this Agreement, it may cease rendering all services to Client, and BE shall be entitled to recover any existing amount due from Client and all other sums to which BE may be entitled under law. Further, should BE have valid justification to terminate this Agreement, BE shall be entitled to remove from Premises, all equipment furnished by BE located or installed at Premises. Removal of any such equipment or the cessation of any such services supplied by BE shall not constitute a breach of this Agreement by BE or a waiver by BE of any damages, legal or equitable, or any rights. Client has been granted the right to terminate this Agreement, with or without cause, upon thirty (30) days written notice to BE. Further, should BE file for bankruptcy or become insolvent, Client may terminate this Agreement upon immediate written notice by Client provided to BE.

10. **ATTORNEYS' FEES**. In any legal action, arbitration, or other proceeding brought to enforce or interpret the terms of this Agreement, the prevailing Party shall be entitled to recover reasonable attorneys' fees and costs. Likewise, should a dispute arise regarding tender of liability, indemnification or defense to the Company by third parties or the Client, the prevailing Party shall be entitled to recover reasonable attorneys' fees and costs.

11. **DISPUTE RESOLUTION; GOVERNING LAW**. The laws of the State of California shall govern this Agreement, in all of its aspects, including execution, performance, interpretation, and enforcement. All disputes arising under or in connection with this Agreement shall be submitted to Judicial Arbitration and Mediation Services, Inc. ("JAMS") or a successor organization for binding arbitration in Los Angeles County, California by a single arbitrator who shall be a former California Superior Court judge. The arbitrator shall be selected by JAMS in an impartial manner determined by JAMS. Except as may be otherwise provided herein, the arbitration shall be conducted under the California Arbitration Act, Code of Civil Procedure section 1280 et seq. The arbitrator shall have complete authority to render any and all relief, legal and equitable, appropriate under California law. The arbitrator shall award costs of the proceeding, including reasonable attorneys' fees, to the Party determined to have substantially prevailed. This Section will survive the termination or expiration of this Agreement.

12. **FORCE MAJEURE**. Neither Party shall be liable for any damages or other losses resulting from failure to perform its obligations under this Agreement where such failure is the result of a cause beyond the Party's reasonable control.

13. **CLIENT ACKNOWLEDGMENT**. Client acknowledges that Client has read and understands this Agreement and has entered into it freely and voluntarily based on Client's own judgment and not on any representations or promises other than those contained in this Agreement.

14. **INTEGRATION**. This Agreement fully supersedes any and all prior agreements or understandings between the Parties hereto or any of their respective affiliates with respect to the subject matter hereof, and no change in, modification of, or addition, amendment or supplement to this Agreement shall be valid unless set forth in writing and signed and dated by both Parties hereto subsequent to the execution of this Agreement. This Agreement's terms and conditions shall prevail should any contradiction arise between this Agreement and any content attached by BE.

15. **ENFORCEABILITY**. In the event any of the terms or provisions of this Agreement shall be invalid or inoperative, all of the remaining terms and provisions shall remain in full force and effect.

16. **MODIFICATION**.This Agreement can only be modified by an agreement signed by the parties.

17. **WAIVER**.No waiver of a breach of any term(s)or condition(s) of this Agreement shall be construed to be a waiver of any succeeding breach of any other term(s) or condition(s) of this Agreement.

18. **INDEPENDENT COUNSEL**: The Parties agree that each Party, and such Party's counsel, have reviewed and revised this Agreement and any rule of construction to the effect that ambiguities areto be resolved against the drafting Party shall not apply in the interpretation of this Agreement or any amendment hereto or thereto or exhibits herein or therein.

19. **IMPLIED TERMS**.This Agreement contains no implied terms. Nothing herein shall be deemed to be for the benefit of any person, party, or entity not a party hereto.

20. **HEADINGS**.The section headings contained in this Agreement are for reference purposes only and shall not affect the meaning or interpretation of this Agreement.

21. **NOTICES**.Any notices, demands, or other communications required or desired to be given hereunder by any party hereto shall be in writing and shall be deemed to have been given if delivered personally, delivered by a reputable overnight courier, or sent by registered or certified mail with return receipt requested (deposited in postage prepaid) to the party at the address set forth at end of this Agreement (unless and until a party shall give notice of change of address and such new address shall be the place to which notices, demands, or other communications can be delivered or mailed).

22. Belcher Enterprise, LLC is an Equal Opportunity Employer and provides a drug-free workplace. All Clients are expected to comply with the regulations that pertain to both.

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BELCHER ENTERPRISE, LLC
285 SOUTH ATLANTIC BLVD
LOS ANGELES, CA 90022
Phone: (949) 212-7234

IN WITNESS WHEREOF, The Parties have caused this Agreement to be executed on its behalf by its duly authorized agent as of the day and year indicated below.

Address:
1422 Mission St
South Pasadena CA 91030

Authorized Signature on behalf of Client

Tanya Brittin
Name (Typed or Printed)

Police Clerk II/Acting Management Analyst
Title

Date

P: (626) 403-7291| F: (626) 403-7271
tbrittin@southpasadenaca.gov
Contact Info

Address:
Belcher Enterprise, LLC.
285 South Atlantic Blvd,
Los Angeles CA 90022

Authorized Signature on behalf of BE

Joe Rodriguez
Name (Typed or Printed)

Owner
Title

Date

BELCHER ENTERPRISE, LLC
285 SOUTH ATLANTIC BLVD
LOS ANGELES, CA 90022
Phone: (949) 212-7234

EXHIBITA – Premises

Address: TBD

Location: TBD

EXHIBIT B – Post Orders

TBD

EXHIBIT C – Schedule of Coverage

Schedule: TBD

BELCHER ENTERPRISE, LLC
285 SOUTH ATLANTIC BLVD
LOS ANGELES, CA 90022
Phone: (949) 212-7234

EXHIBIT D – Schedule of Charges for Security Services and Equipment

Crossing Guard Cost Per Hour	**$** 30	**Number of Crossing Guards**	11
Hours per Week	TBD	**Total Number of Weeks**	TBD
Notes			

Crossing Guard. The crossing guard rate is predicated on a single shift daily without the need for a split shift premium to be paid the crossing guard. If extra shifts are added this rate will change.

Overtime. The overtime rate is for each hour of service rendered by each Crossing Guard in excess of eight (8) hours on any single shift within a twenty-four (24) hour period or in excess of forty (40) hours in any single week For each Crossing Guard who is required to appear in court or at a deposition as a witnessas a result of an occurrence at Client's facility, BE shall bill Client at the overtime rate for the amount of hours the Crossing Guard is required to be present in court, plus parking charges and travel time to and from court.

Additional Service. BE, at its option, may accommodate requests for additional service. Any additional service must be requested at least seventy-two (72) hours prior to start time. Failure to give adequate notice [seventy-two (72) hours] will result in service being billed at overtime rates. All additional services rendered will be billed at a four (4) hour minimum regardless of notice.

Notice. If Client takes exception to any services performed hereunder, or claims that BE has failed to perform any services or with any invoice, such exception or claim must be submitted in writing to BE within five (5) business days of the invoice or date of services rendered as applicable, or the services in question shall be deemed accepted by Client.

Reasonable Expenses. Client shall reimburse BE for all reasonable expenses and the mileage cost traveled by guards for each mile beyond Premises and/or Post Order zone at the IRS mandated rate.

BELCHER ENTERPRISE, LLC
285 SOUTH ATLANTIC BLVD
LOS ANGELES, CA 90022
Phone: (949) 212-7234

EXHIBIT E – Client ACH Information

Client Name: _____
Banking Institution: _____
Bank Address: _____
Account Type: _____
Bank Routing Number: _____
Account Number: _____
Copy of Voided Check: ☐Yes

All City Management Services Inc.

Client Worksheet 2024 - 2025

Department: 1006108

Billing Rate for 2024 - 2025: $ 34.64

City of South Pasadena
1422 Mission St.
South Pasadena, CA 91030

KEY:
Traditional Calendar:
For sites with no regularly scheduled early release days, use 180 regular days

Sites with traditional calendar:

		45		144		$34.64	=	$224,467.20
10 Sites at	4.50 hrs per day	Total Hrs/day	X	days/yr	X	Hourly Billing Rate		
		60		36		$34.64	=	$74,822.40
	6.00 hrs per day	Total Hrs/day	X	days/yr	X	Hourly Billing Rate		
		3		180		$34.64	=	$18,705.60
1 Sites at	3.00 hrs per day	Total Hrs/day	X	days/yr	X	Hourly Billing Rate		

AVERAGE DAILY HOURS	**4.64**		
TOTAL NUMBER OF SITES	**11.00**		
TOTAL PROJECTED HOURS	**9,180.00**	**TOTAL ANNUAL PROJECTED COST**	**$317,995.20**

All City Management Services Inc.

Client Worksheet 2025 - 2026

Department: 1006108

Billing Rate for 2025 - 2026: $ 36.37

City of South Pasadena
1422 Mission St.
South Pasadena, CA 91030

KEY:
Traditional Calendar:
For sites with no regularly scheduled early release days, use 180 regular days

Sites with traditional calendar:

		45		144		$36.37	=	$235,677.60
10 Sites at	4.50 hrs per day	Total Hrs/day	X	days/yr	X	Hourly Billing Rate		
		60		36		$36.37	=	$78,559.20
	6.00 hrs per day	Total Hrs/day	X	days/yr	X	Hourly Billing Rate		
		3		180		$36.37	=	$19,639.80
1 Sites at	3.00 hrs per day	Total Hrs/day	X	days/yr	X	Hourly Billing Rate		

AVERAGE DAILY HOURS	**4.64**		
TOTAL NUMBER OF SITES	**11.00**		
TOTAL PROJECTED HOURS	**9,180.00**	**TOTAL ANNUAL PROJECTED COST**	**$333,876.60**

All City Management Services Inc.

Client Worksheet 2026 - 2027

Department: 1006108

Billing Rate for 2026 - 2027: $ 38.17

City of South Pasadena
1422 Mission St.
South Pasadena, CA 91030

KEY:
Traditional Calendar:
For sites with no regularly scheduled early release days, use 180 regular days

Sites with traditional calendar:

			45		144		$38.17	=	$247,341.60
10	Sites at	4.50 hrs per day	Total Hrs/day	X	days/yr	X	Hourly Billing Rate		
			60		36		$38.17	=	$82,447.20
		6.00 hrs per day	Total Hrs/day	X	days/yr	X	Hourly Billing Rate		
			3		180		$38.17	=	$20,611.80
1	Sites at	3.00 hrs per day	Total Hrs/day	X	days/yr	X	Hourly Billing Rate		

AVERAGE DAILY HOURS	**4.64**		
TOTAL NUMBER OF SITES	**11.00**		
TOTAL PROJECTED HOURS	**9,180.00**	**TOTAL ANNUAL PROJECTED COST**	**$350,400.60**

AGREEMENT FOR CROSSING GUARD SERVICES

This AGREEMENT FOR CROSSING GUARD SERVICES (the "Agreement") is dated May 8, 2024 and is between the CITY OF SOUTH PASADENA (hereinafter called the "City"), and ALL CITY MANAGEMENT SERVICES, INC., a California corporation (hereinafter called the "Contractor").

WITNESSETH

The parties hereto have mutually covenanted and agreed as follows:

1. This Agreement is for a term which commences on or about July 1, 2024 and ends on June 30, 2027 and for such term thereafter as the parties may agree upon.

2. The Contractor will provide personnel equipped and trained in appropriate procedures for crossing pedestrians in marked crosswalks. Such personnel shall be herein referred to as a "Crossing Guard". The Contractor is an independent contractor and the Crossing Guards to be furnished by it shall at all times be its employees and not those of the City. Under no circumstances shall Contractor or its employees look to the City as an employer. Contractor shall not be entitled to any benefits. City makes no representation as to the effect of this independent contractor relationship on Contractor's or any of its employees' previously earned California Public Employees Retirement System ("CalPERS") retirement benefits, if any, and Contractor specifically assumes the responsibility for making such a determination. Contractor shall be responsible for all reports and obligations including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers compensation, and other applicable federal and state taxes.

3. The City's representative in dealing with the Contractor shall be designated by the City of South Pasadena.

4. If, at any time during the contract period, the City questions the meaning of any item of this Agreement, the City may contact, the Contractor for interpretation of that item.

5. The City shall determine the locations where Crossing Guards shall be furnished by the Contractor. The Contractor shall provide at each designated location personnel properly trained as herein specified for the performance of duties as a Crossing Guard. The Contractor shall provide supervisory personnel to see that Crossing Guard activities are taking place at the required places and times, and in accordance with the terms of this Agreement.

6. The Contractor shall maintain adequate reserve personnel to be able to furnish alternate Crossing Guards in the event that any person fails to report for work at the assigned time and location and agrees to provide immediate replacement.

7. In the performance of its duties the Contractor and all employees of the Contractor shall conduct themselves in accordance with the conditions of this Agreement and all applicable laws of the state in which the Services are to be performed.

8. Persons provided by the Contractor as Crossing Guards shall be trained in all applicable laws of the state in which the Services are to be performed pertaining to general pedestrian safety in school crossing areas.

9. Crossing Guard Services (the "Services") shall be provided by the Contractor at the designated locations on all days in which school is in session in the area under City's jurisdiction. The Contractor also agrees to maintain communication with the designated schools to maintain proper scheduling.

10. The Contractor shall provide all Crossing Guards with apparel by which they are readily visible and easily recognized as Crossing Guards. Such apparel shall be uniform for all persons performing the duties of Crossing Guards and shall be worn at all times while performing said duties. This apparel must be appropriate for weather conditions. The Contractor shall also provide all Crossing Guards with hand-held Stop signs and any other safety equipment which may be necessary.

11. The Contractor shall at all times provide workers' compensation insurance covering its employees and shall provide City a Certificate of Insurance naming the City and its officials, officers and employees as additional insureds. Such insurance shall include commercial general liability with a combined single limit of not less than $2,000,000.00 per occurrence and in aggregate for property damage and bodily injury. Such insurance shall be primary with respect to any insurance maintained by the City and shall not call on the City's insurance contributions. Such insurance shall be endorsed for contractual liability and personal injury and shall include the City, its officers, agents and interest of the City. Such insurance shall not be canceled, reduced in coverage or limits or non-renewed except after thirty (30) days written notice has been given to the designee for the City of South Pasadena.

12. Contractor agrees to indemnify the City, its officers, employees, agents, and will hold and save each of them harmless from, any and all actions, claims for damages to persons or property, penalties, obligations or liabilities that may be asserted or claimed by any person, firm, entity, corporation, political subdivision or other organization arising out of the intentional or negligent acts, errors or omissions of Contractor, its agents, employees, subcontractors, representatives or invitees, provided herein.

    a) Contractor will defend any action or actions filed in connection with any of said claims, damages, penalties, obligations or liabilities and will pay all costs and expenses including attorney's fees incurred in connection herewith.

    b) Contractor will promptly pay any judgement rendered against the City, its officers, agents or employees for any such claims, damages, penalties, obligations or liabilities.

    c) In the event the City, its officers, agents or employees is made a party to any action or proceeding filed or prosecuted against Contractor for such damages or other claims arising out of or in connection with the alleged negligence of Contractor hereunder, Contractor agrees to pay City, its officers, agents, or employees, any and all costs and expenses incurred by the City, its officers agents or employees in such action or proceeding, including, but not limited to, reasonable attorney's fees.

13. Either party shall have the right to terminate this Agreement by giving sixty (60) days written notice to the other party.

14. The Contractor shall not have the right to assign this Agreement to any other person or entity except with the prior written consent of the City.

15. The City agrees to pay the Contractor for the Services rendered pursuant to this Agreement the sum of Thirty-four Dollars and Sixty-four Cents **($34.64)** per hour, per Crossing Guard during the 2024-2025 school year up to a maximum amount of $317,995.00. This pricing is based on a minimum of eleven (11) sites and upon a projected 9,180 billing hours, unless Contractor fails to perform service.

    The City agrees to pay the Contractor for the Services rendered pursuant to this Agreement the sum of Thirty-six Dollars and Thirty-seven Cents **($36.37)** per hour, per Crossing Guard during the 2025-2026 school year up to a maximum amount of $333,877.00 based on a minimum of eleven (11) sites and upon a projected 9,180 billing hours, unless Contractor fails to perform service.

    The City agrees to pay the Contractor for the Services rendered pursuant to this Agreement the sum of Thirty-eight Dollars and Seventeen Cents **($38.17)** per hour, per Crossing Guard during the 2026-2027 school year up to a maximum amount of $350,401.00. This pricing is based on a minimum of eleven (11) sites and upon a projected 9,180 billing hours, unless Contractor fails to perform service.

    Contractor may request a price increase during the term as a result of any legally-mandated increases in wages or benefits imposed in the state or municipality in which the Services are to be performed and to which Contractor's employees would be subject. Contractor shall provide City with 60 days-notice of its request to increase pricing. City agrees to review and respond to said notice within 30 days of receipt.

16. Contractor shall not assign any employee with previously earned California Public Employees Retirement System ("CalPERS') retirement benefits to provide services to the City, nor permit any of its employees to exceed 19 hours per week of service in the performance of this Agreement.

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

17. Payment is due within thirty (30) days of receipt of Contractor's properly prepared invoice.

18. The City shall have an option to renew this Agreement. In the event this Agreement is extended beyond the end of the term set forth above, the compensation and terms for the Services shall be established by mutual consent of both parties.

19. This Agreement constitutes the complete and exclusive statement of the agreement among the parties with respect to the subject matter hereof and supersedes all prior written or oral statements among the parties, including any prior statements, warranties, or representations. This Agreement is binding upon and will inure to the benefit of the parties hereto and their respective heirs, administrators, executors, successors, and assigns. Each party hereto agrees that this Agreement will be governed by the law of the state in which the Services are to be performed, without regard to its conflicts of law provisions. Any amendments, modifications, or alterations to this Agreement must be in writing and signed by all parties. There will be no presumption against any party on the ground that such party

was responsible for preparing this Agreement or any part of it. Each provision of this Agreement is severable from the other provisions. If any provision of this Agreement is declared invalid or contrary to existing law, the inoperability of that provision will have no effect on the remaining provisions of the Agreement which will continue in full force and effect.

[SIGNATURES FOLLOW ON NEXT PAGE]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year written below.

CITY	**CONTRACTOR**
City of South Pasadena	**All City Management Services, Inc.**
By_____ Signature	By_____ D. Farwell, Corporate Secretary
_____ Print Name and Title	
Date_____	Date_____

City Council Agenda Report

ITEM NO. 13

DATE: June 5, 2024

FROM: Arminé Chaparyan, City Manager

PREPARED BY: Brian Solinsky, Police Chief
Shannon Robledo, Police Lieutenant

SUBJECT: **CONSIDERATION OF THE AWARD OF A SOLE SOURCE PURCHASE WITH MOTOROLA SOLUTIONS INC. FOR MOTOROLA APX 8000, APX 6000 AND APX 8500 ALL BAND MOBILE RADIOS IN AN AMOUNT NOT-TO-EXCEED $562,964.72**

Recommendation

It is recommended that the City Council:

1. Authorize the purchase of forty (40) Motorola APX 8000 All Band Handheld Radios in the amount of $395,079.60; and
2. Authorize the purchase of ten (10) Motorola APX 6000 Single Band Portable Radios in the amount of $69,569.90; and
3. Authorize the purchase of five (5) Motorola APX 8500 All Band Mobile (Vehicle) Radios in the amount of $46,965.30; and
4. Waive bidding requirements and authorize a single source purchase pursuant to South Pasadena Municipal Code (SPMC) Section 2.99-29(19).

Background

The South Pasadena Police Department's radio system is vital for managing intra-agency and regional emergency radio communications for first responders. Effective and reliable emergency communications between local, state, and federal public safety agencies are essential for efficient emergency response and recovery.

The Police Department's radio system is crucial for connecting our first responders with dispatchers and other police and fire agencies to relay vital information. The Department currently uses Motorola XTS 5000 handheld radios and Motorola XTL 5000 mobile radios, which were discontinued in 2013 and are no longer supported with firmware upgrades. As a result, the Department has been using borrowed portable radios from the Los Angeles Regional Interoperable Communications System (LARICS). However, as of February 2019, these borrowed radios are also considered obsolete and are no longer supported with firmware upgrades.

Support for these radios is limited due to the availability of parts from secondary markets. This situation places our officers at risk of equipment failures, potentially hindering responses to both routine and critical incidents and calls for service.

Motorola Solutions offers warranties, maintenance, service, and support for their system

hardware and software. New radio systems typically come with a warranty and follow a manufacturer-recommended maintenance, repair, and replacement schedule. Adhering to this maintenance schedule is crucial to ensuring proper equipment operation in the field and minimizing the risk of failure. Once the warranty period ends, the ability to maintain these systems diminishes. The maintenance and replacement of public safety communication systems are critical to the safety and health of the staff and community.

Analysis

South Pasadena has historically relied on a distinctive capability to monitor and communicate via a robust countywide radio system. This capability necessitates a specialized configuration of radio equipment that deviates from typical off-the-shelf arrangements.

The current radio equipment, namely the Motorola XTS 5000 and XTL 5000, has reached its end-of-life and is no longer supported by Motorola since 2013. As a temporary solution, South Pasadena currently utilizes borrowed portable radios provided by LARICS, the Motorola APX 7000.

South Pasadena Police Department's current radio system cannot be upgraded to Project 25 (P25) standards. P25 represents a suite of standards for digital radio communications specifically designed for use by federal, state, and local public safety agencies across North America. The objective of P25 is to facilitate seamless communication among various agencies and mutual aid response teams during emergencies. By adhering to P25 standards, the goal is to enhance coordination and effectiveness in the use of communication equipment across all public safety.

Motorola Solutions is a well-established and highly regarded manufacturer within first responder agencies. Renowned as the industry standard for public safety communications, Motorola's Astro P25 trunked system radio subscribers incorporate proprietary hardware and software components exclusively available through Motorola that are not obtainable from any other radio manufacturer.

Given the distinctive nature of the Motorola radio design and the inclusion of proprietary hardware and software components, this procurement qualifies as a sole-source purchase pursuant to South Pasadena Municipal Code Section 2.99-29(9) 6. This designation is warranted due to the specialized nature of the product, which is solely accessible from one source. Furthermore, pursuing additional bids is improbable to yield a lower project cost, thus validating the sole-source procurement approach.

The purchase of forty Motorola APX 8000 portable radios, ten Motorola APX 6000 single band portable radios and five Motorola APX 8500 all band mobile radios will offer advanced technology equipped with a range of features that will enhance the Police Department’s communication efficiency and effectiveness with the following key features:

• The APX 8000 is an all-band radio that supports 7/800MHz, VHF and UHF Range 1 & 2 bands which offers diverse communication options for public safety infrastructure. The APX 6000 is a single band radio with UHF capability.

• The APX 8000 offers interoperability: This radio ensures seamless communication with users across the county, region, and state, even beyond local systems. Most Los Angeles County First Responders, both police and fire departments, operate on UHF frequency. The exception

is the Los Angeles City Fire Department, which operates on VHF. Most Ventura County First Responders, both police and fire departments, operate on VHF. Most Orange County First Responders, both police and fire departments, operate on 7/800MHz, as well as the California Highway Patrol.

• The APX 8000 and APX 6000 have WI-FI, GPS and Bluetooth capabilities for location tracking and wireless device connectivity.

• The APX 8000 and APX 6000 offers secure voice and data with its 256-bit AES, DES, and ADP encryption. This adherence also ensures the protection of sensitive and confidential information.

In Fiscal Year 2024-2025, the Department will address our aging radio infrastructure and the purchase of additional radios that are needed for our fleet vehicles.

Fiscal Impact
Funding for the purchase of the Motorola APX 8000, APX 6000, and APX 8500 handheld and mobile radios is available in the Police Department's State Grant – COPS AB3229 Account (272-0000-0000-5005-000). No additional funds are needed.

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

Attachment:
Attachment No. 1 - Motorola Sole Source Document.pdf
Attachment No. 2 - Motorola Quote.pdf

MOTOROLA SOLUTIONS

Motorola Solutions, Inc.
10680 Treena St., Suite 200
San Diego, CA 92131

May 2, 2024

Lt. Shannon Robledo
South Pasadena PD
1422 Mission St
South Pasadena, CA 91030

Subject: Motorola Solutions – ASTRO25 APX RADIO EQUIPMENT

Dear Lt. Robledo

Motorola Solutions, Inc. ("Motorola") is the market leader in radio communications systems and products for the U.S. Government and Public Safety Market and is pleased to have the City of South Pasadena, CA as a valued customer. The ASTRO25 radio subscribers we design and manufacture contain proprietary hardware and software components which are not commercially available except through Motorola and itschannel partners.

The Motorola Radio Equipment and Options that will be purchased by the City of South Pasadena Police Department can be used on their existing Motorola ASTRO P25 Trunked System that ICI Member agencies currently operate.These radios will operate on P25 Trunked equipment that has proprietary features operating on Motorola Solutions core equipment located at the Glendale Master Site.

Furthermore, authorized warranty, maintenance and support services for Motorola systems and hardware and software products are provided by Motorola and its network of authorizedand trained service providers. Motorola maintains a parts and accessories inventory sufficient to support its warranty, maintenance and support services obligations. These parts and accessories are manufactured either by Motorola or for Motorola subject to Motorola's specifications and other requirements.

If you have any questions regarding our radio equipment, please contact your Motorola Account Executive.

Sincerely,

Denis

Motorola Solutions, Inc.
Denis Redzepagic
Area Sales Manager

MOTOROLA SOLUTIONS

QUOTE-2629588
APX Subscribers

Billing Address:
South Pasadena PD - CA
1422 MISSION STREET
SOUTH PASADENA, CA 91030
US

Quote Date:05/07/2024
Expiration Date:08/05/2024
Quote Created By:
Denis Redzepagic
denis.redzepagic@
motorolasolutions.com

End Customer:
SOUTH PASADENA POLICE DEPT
Shannon Robledo
srobledo@southpasadenaca.gov
(626) 403-7269

Contract: 18105 - LA COUNTY , CA MA-IS-2240228
Freight Terms:FREIGHT PREPAID
Payment Terms:30 NET

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
	APX™ 8000 Series	APX8000				
1	H91TGD9PW7AN	APX 8000 ALL BAND PORTABLE MODEL 3.5	40	$7,774.00	$5,675.02	$227,000.80
1a	Q806CB	ADD: ASTRO DIGITAL CAI OPERATION	40	$567.00	$413.91	$16,556.40
1b	Q361AN	ADD: P25 9600 BAUD TRUNKING	40	$330.00	$240.90	$9,636.00
1c	QA00580AA	ADD: TDMA OPERATION	40	$495.00	$361.35	$14,454.00
1d	Q58AL	ADD: 3Y ESSENTIAL SERVICE	40	$184.00	$184.00	$7,360.00
1e	Q15AJ	ADD: AES/DES-XL/DES-OFB ENCRYPTION AND ADP	40	$879.00	$641.67	$25,666.80
1f	QA09007AA	ADD: OUT OF THE BOX WIFI PROVISIONING	40	$0.00	$0.00	$0.00
1g	QA09001AB	ADD: WIFI CAPABILITY	40	$330.00	$240.90	$9,636.00
1h	Q498AU	ENH: ASTRO 25 OTAR W/ MULTIKEY	40	$814.00	$594.22	$23,768.80
1i	H38BS	ADD: SMARTZONE OPERATION	40	$1,650.00	$1,204.50	$48,180.00

Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the ""Underlying Agreement"") that authorizes Customer to purchase equipment and/or services or license software (collectively ""Products""). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.
Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
1j	QA09113AB	ADD: BASELINE RELEASE SW	40	$0.00	$0.00	$0.00
1k	G996AP	ADD: PROGRAMMING OVER P25 (OTAP)	40	$110.00	$80.30	$3,212.00
2	NNTN8860B	CHARGER, SINGLE-UNIT, IMPRES 2, 3A, 115VAC, US/NA	40	$186.50	$136.15	$5,446.00
3	PMMN4099CL	AUDIO ACCESSORY-REMOTE SPEAKER MICROPHONE,IP68 REMOTE SPEAKER MICROPHONE,3.5MM,UL	40	$142.56	$104.07	$4,162.80
	APX™ 6000 Series	APX6000				
4	H98SDH9PW7BN	APX6000 UHF R2 MODEL 3.5 PORTABLE	10	$4,104.00	$2,995.92	$29,959.20
4a	G996AU	ADD: PROGRAMMING OVER P25 (OTAP)	10	$110.00	$80.30	$803.00
4b	Q361AR	ADD: P25 9600 BAUD TRUNKING	10	$330.00	$240.90	$2,409.00
4c	Q58AL	ADD: 3Y ESSENTIAL SERVICE	10	$184.00	$184.00	$1,840.00
4d	QA00580AC	ADD: TDMA OPERATION	10	$495.00	$361.35	$3,613.50
4e	Q15AK	ADD: AES/DES-XL/DES-OFB ENCRYPTION AND ADP	10	$879.00	$641.67	$6,416.70
4f	QA09007AA	ADD: OUT OF THE BOX WIFI PROVISIONING	10	$0.00	$0.00	$0.00
4g	QA09001AB	ADD: WIFI CAPABILITY	10	$330.00	$240.90	$2,409.00
4h	Q498AY	ENH: ASTRO 25 OTAR W/ MULTIKEY	10	$814.00	$594.22	$5,942.20
4i	H38BT	ADD: SMARTZONE OPERATION	10	$1,320.00	$963.60	$9,636.00
4j	QA09113AB	ADD: BASELINE RELEASE SW	10	$0.00	$0.00	$0.00
4k	Q806BM	ADD: ASTRO DIGITAL CAI OPERATION	10	$567.00	$413.91	$4,139.10
5	NNTN8860B	CHARGER, SINGLE-UNIT, IMPRES 2, 3A, 115VAC, US/NA	10	$186.50	$136.15	$1,361.50
6	PMMN4099CL	AUDIO ACCESSORY-REMOTE SPEAKER MICROPHONE,IP68	10	$142.56	$104.07	$1,040.70

Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the ""Underlying Agreement"") that authorizes Customer to purchase equipment and/or services or license software (collectively ""Products""). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 - #: 36-1115800

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
		REMOTE SPEAKER MICROPHONE,3.5MM,UL				
	APX™ 8500					
7	M37TSS9PW1AN	APX8500 ALL BAND MP MOBILE	5	$5,893.68	$4,302.39	$21,511.95
7a	GA09007AA	ADD: OUT OF THE BOX WIFI PROVISIONING	5	$0.00	$0.00	$0.00
7b	G851AG	ADD: AES/DES-XL/DES-OFB ENCRYP APX AND ADP	5	$879.00	$641.67	$3,208.35
7c	GA00250AA	ADD: GNSS/BT-WIFI THRU MNT ANT, 17FT LOW LOSS PFP-100A/240, QMA	5	$110.00	$80.30	$401.50
7d	G996AS	ENH: OVER THE AIR PROVISIONING	5	$110.00	$80.30	$401.50
7e	GA00580AA	ADD: TDMA OPERATION	5	$495.00	$361.35	$1,806.75
7f	GA01513AB	ADD: ALL BAND MOBILE ANTENNA (7/8/V/U)	5	$105.00	$76.65	$383.25
7g	G51AT	ENH:SMARTZONE	5	$1,650.00	$1,204.50	$6,022.50
7h	G78AT	ENH: 3 YEAR ESSENTIAL SVC	5	$288.00	$288.00	$1,440.00
7i	GA09001AA	ADD: WI-FI CAPABILITY	5	$330.00	$240.90	$1,204.50
7j	G298AS	ENH: ASTRO 25 OTAR W/ MULTIKEY	5	$814.00	$594.22	$2,971.10
7k	B18CR	ADD: AUXILIARY SPKR 7.5 WATT APX	5	$66.00	$48.18	$240.90
7l	G444AH	ADD: APX CONTROL HEAD SOFTWARE	5	$0.00	$0.00	$0.00
7m	G67EH	ADD: REMOTE MOUNT E5 MP	5	$327.00	$238.71	$1,193.55
7n	GA01517AA	DEL: NO J600 ADAPTER CABLE NEEDED	5	$0.00	$0.00	$0.00
7o	G806BL	ENH: ASTRO DIGITAL CAI OP APX	5	$567.00	$413.91	$2,069.55
7p	GA01670AA	ADD: APX E5 CONTROL HEAD	5	$717.00	$523.41	$2,617.05
7q	W22BA	ADD: STD PALM MICROPHONE APX	5	$79.00	$57.67	$288.35

Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the ""Underlying Agreement"") that authorizes Customer to purchase equipment and/or services or license software (collectively ""Products""). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 - #: 36-1115800

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
7r	QA09113AB	ADD: BASELINE RELEASE SW	5	$0.00	$0.00	$0.00
7s	G361AH	ENH: P25 TRUNKING SOFTWARE APX	5	$330.00	$240.90	$1,204.50

Subtotal $511,614.80

Estimated Tax $51,349.92

Grand Total $562,964.72(USD)

Notes:

Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the ""Underlying Agreement"") that authorizes Customer to purchase equipment and/or services or license software (collectively ""Products""). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

City Council Agenda Report

ITEM NO. 14

DATE: June 5, 2024

FROM: Arminé Chaparyan, City Manager

PREPARED BY: H. Ted Gerber, Public Works Director
Phillip Tran, Management Analyst

SUBJECT: **CONSIDERATION OF APPROVING A MEMORANDUM OF AGREEMENT WITH THE SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS RELATED TO MUNICIPAL SEPERATE STORM SEWER (MS4) PERMIT COMPLIANCE FOR THE UPPER LOS ANGELES RIVER (ULAR) WATERSHED MANAGEMENT GROUP (WMG) FOR THE PAYMENT OF ADDITIONAL COSTS IN THE AMOUNT OF $9,126.20**

Recommendation

It is recommended that the City Council consider approving a Memorandum of Agreement with the San Gabriel Valley Council of Governments (SGVCOG) to pay the City's portion of $9,126.20 in cost exceedances over the original ULAR WMG cost-sharing contract amount of $37,585 for the Fiscal Years (FY) 2018-2019 through 2022-2023.

Executive Summary

The Upper Los Angeles River (ULAR) Watershed Management Group (WMG) Memorandum of Agreement (MOA) for 2018-2023 has surpassed its budget, resulting in a proportional cost of $9,126.20 for the City of South Pasadena. This overage, due to delays in the SGVCOG's reconciliation process, is now being addressed in FY 2023-2024. South Pasadena's financial contribution limited to only 0.71% of the MOA's total cost, as one of nineteen participating agencies. The new MOA (Attachment 1) establishes a short-term agreement with SGVCOG to cover this outstanding amount.

Background

The Los Angeles Water Board regulates discharges from medium and large municipal separate storm sewer systems (MS4s) under the Regional Phase I MS4 Permit, which is issued through the Clean Water Act National Pollution Discharge Elimination System (NPDES) Program. MS4 refers to a system of pipes, ditches, or other conveyances owned or operated by a municipality to collect stormwater runoff and discharge it into nearby bodies of water.

The NPDES MS4 Permit No. R4-2012-0175 was adopted by the Regional Board on November 8, 2012, and the Permit became effective on December 28, 2012. The Permit requires that the LACFCD, the County, and eighty-four (84) cities within the County comply with the prescribed elements of the MS4 Permit. In order to meet compliance, South Pasadena joined the ULAR Watershed Management Group (ULAR WMG) to develop and implement a collaborative Enhanced WMP (EWMP) and Coordinated Integrated Monitoring

Program (CIMP). The ULAR WMG includes Alhambra, Burbank, Calabasas, Glendale, Hidden Hills, La Canada Flintridge, Los Angeles, Montebello, Monterey Park, Pasadena, Rosemead, San Fernando, San Gabriel, San Marino, South El Monte, South Pasadena, and Temple City, as well as Los Angeles County Flood Control District (LACFCD) and Los Angeles County. The Regional Board approved the EWMP on April 20, 2016, and CIMP on November 18, 2018.

With the City of Los Angeles serving as the ULAR WMG Lead Agency, the parties entered into a collaborative Memorandum of Agreement (MOA) to further develop the EWMP and complete the CIMP in accordance with the MS4 Permit for a portion of the ULAR WMG. This former MOA is included as Attachment 2. The total cost of the MOA was distributed to member agencies on percent of land area, of which South Pasadena represents 0.71%. The San Gabriel Valley Council of Governments (SGVCOG) invoiced and collect funds from agencies to execute the terms of the agreement, which was effective or the Fiscal Years 2018-2019 through 2022-2023.

South Pasadena's total five-year contribution of $37,585 to the MOA included $21,329 in monitoring costs, a $1,676 SGVCOG fee, and $14,579 in EWMP implementation costs (plus a $1 rounding factor). The combined five-year contribution for all agencies towards the MOA was $6,758,891.

Since the implementation of the 2018-2023 MOA, the MS4 Permit No. R4-2012-0175 was re-adopted in the 2021 Regional Phase I MS4 Permit Order No. R4-2021-0105, which became effective on September 11, 2021, superseding the 2012 MS4 Permit. MS4 Permit Order No. R4-2021-0105 requires Los Angeles County, LACFCD, the 85 cities within the coastal watersheds of Los Angeles County, the Ventura County Watershed Protection District, the County of Ventura, and 10 cities within Ventura County, to comply with its prescribed elements. Therefore, in 2023 South Pasadena entered into a new MOA with the same nineteen (19) agencies, including SGVCOG, which shall remain in effect for three (3) years until June 30, 2026. The City Council approved this MOA during the City Council Meeting on July 19, 2023. However, the overage item addressed in this staff report concerns the previous 2018-2023 MOA and not the current 2023-2026 MOA.

Analysis

The Regional MS4 Permit introduced an innovative strategy for achieving permit compliance through the development of Enhanced Watershed Management Programs (EWMPs). By opting for this pathway, the ULAR EWMP Group crafted a comprehensive and cost-effective stormwater management plan for the Los Angeles River watershed. The ULAR EWMP covers the largest planning area among the EWMPs in the LA region, encompassing 485 square miles of watershed and over 50 miles of the LA River mainstream. The purpose of the Memorandum of Agreement (MOA) was to facilitate compliance with the MS4 Permit by the ULAR Watershed Management Group (WMG). The MOA tasks included monitoring services, reporting, contract administration, and Watershed Management Program (WMP) tasks related to MS4 permit compliance for the ULAR.

During the 2018-2023 MOA period, while expenses related to WMP tasks remained under budget, the Coordinated Integrated Monitoring Program (CIMP) activities incurred higher costs than anticipated. This overage resulted from several factors:

- **Delayed Construction of Sampling Stations:** Twelve automated sampling stations

were constructed and installed to implement CIMP wet-weather monitoring activities at Upper LA River Stormwater Outfall sites. These stations were originally included in the Scope of Work under the previous 2015-2018 MOA, but construction was delayed due to permitting issues, and the stations were not built until the 2018-2023 MOA term. ULAR WMG agencies were reimbursed a total of $1,222,422 under the previous CIMP reconciliation, with the delayed construction representing

- **False Start Storm Events:** Numerous "false start" storm events required significant staff time, consultant time, and equipment preparations during wet weather periods.
- **Economic Inflation:** Unprecedented levels of economic inflation during the MOA term impacted costs for staffing, contractors, equipment, and consumables.
- **Vandalism:** Several monitoring stations experienced acts of vandalism to varying degrees. These stations were rebuilt and fortified as much as possible, except for one site at Compton Creek, which required the use of staff time, consultant time, and replacement equipment.

Staff recommends entering into this MOA solely to reconcile the overage payment of $9,126.20, which will be invoiced by the SGVCOG.

Fiscal Impact
The total cost of the three-year MOA for all parties was $6,758,891, of which South Pasadena's portion was $37,585, comprised of $9,686 in FY 2018-2019, $6,510 in FY 2019-2020, $7,522 in FY 2020-2021, $6,682 in FY 2021-2022, and $7,185 in FY 2022-2023. The parties contributed based on their respective percentage land area in the watershed, of which South Pasadena's component is 0.71%. The majority of the land area is covered by the City of Los Angeles (the lead agency) at 58.53%, followed by Los Angeles County at 13.25%, Pasadena at 4.78%, Glendale at 6.32%, Burbank at 3.58%, and so forth.

South Pasadena's necessary contribution to the overage is $9,126.20. Adequate funding for this agreement is available in the FY 2023-2024 proposed budget from the Measure W Safe Clean Water Fund 239 for implementation of stormwater projects and programs, utilizing Account Nos. 239-6010-6011-8020-000 and 239-6010-6011-8180 for this use.

Key Performace Indicators and Strategic Plan
This item is related to routine and State required monitoring and reporting and is not associated with a Key Performance Indicator or Strategic Plan Goal.

Public Notification
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.

Environmental Analysis
This item is related to compliance with the monitoring and reporting requirements established in the State required MS4 Permit and associated documents. Pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15308, Class 8, "Actions by Regulatory Agencies for Protection of the Environment," this action is exempt from further review under CEQA. The development and implementation of the plan is a requirement of the California State Water Resources Control Board and is exempt from the CEQA (Public Resources Code §21000 et seq.) because it is an action pursuant to a regulatory requirement to assure the protection of the environment. Furthermore, the Plan applies to the City's and County's

existing stormwater collection system, where there is no expansion of use in this reporting action and is therefore exempt from the CEQA analysis based on State CEQA Guidelines Section requirements under Section 21084 of the Public Resources Code, in accordance with Article 19, Section 15301, Class (1) "existing facilities."

Attachment:
Attachment No. 1 - 20240605 ULAR Overage MOA.pdf
Attachment No. 2 - 20240605 ULAR Original MOA.pdf

MEMORANDUM OF AGREEMENT BETWEEN THE SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS AND THE CITY OF SOUTH PASADENA

This Memorandum of Agreement ("MOA") is made and entered into as of the date of execution set forth below by and between the City of South Pasadena, a municipal corporation ("City"), and the San Gabriel Valley Council of Governments, a California joint powers authority ("SGVCOG"). City and SGVCOG may be referred to herein collectively as the "Parties" or individually as a "Party."

RECITALS:

WHEREAS, the U.S. Environmental Protection Agency (USEPA) and the California Regional Water Quality Control Board, Los Angeles Region (Regional Board) have classified the Greater Los Angeles County Municipal Separate Storm Sewer System (MS4) as a large MS4 pursuant to 40 Code of Federal Regulations (CFR) section 122.26(b)(4) and a major facility pursuant to 40 CFR section 122.2; and

WHEREAS, the 2012 MS4 Permit became effective on December 28, 2012, and required that the Los Angeles County Flood Control District (LACFCD), the County of Los Angeles (COUNTY), and 84 of the 88 cities within the County comply with its prescribed elements; and

WHEREAS, the 2021 MS4 Permit became effective on September 11, 2021, superseding the 2012 MS4 Permit, and requires the COUNTY, LACFCD, 85 cities within the coastal watersheds of Los Angeles County, the Ventura County Watershed Protection District, the County of Ventura, and 10 cities within Ventura County to comply with its prescribed elements; and

WHEREAS, the MS4 Permit identifies the City as an MS4 permittee responsible for compliance with the Permit's requirements pertaining to the City's jurisdictional area in the Upper Los Angeles River Watershed Management Area; and

WHEREAS, the cities of Alhambra, Burbank, Calabasas, Glendale, Hidden Hills, La Canada Flintridge, Los Angeles, Montebello, Monterey Park, Pasadena, Rosemead, San Fernando, San Gabriel, San Marino, South El Monte, South Pasadena, and Temple City and LACFCD and the COUNTY formed the Upper Los Angeles River Watershed Management Group (ULAR WMG) to collaborate on the Watershed Management Program (WMP) and the Coordinated Integrated Monitoring Program (CIMP) in accordance with the MS4 Permit, with the City of Los Angeles serving as the ULAR WMG lead agency; and

WHEREAS, the ULAR WMG agencies executed an agreement to collaborate on the development of a WMP and a CIMP in accordance with the MS4 Permit for a portion of the Upper Los Angeles River Watershed Management Area to comply with all applicable monitoring requirements of the MS4 Permit (the "ULAR WMG MOA"); and

WHEREAS, the ULAR WMG agencies agreed to cooperatively share and fully fund the costs of the implementation of the CIMP and WMP and agreed to have the SGVCOG invoice and collect funds from each of the ULAR WMG agencies to cover the costs of implementation; and

WHEREAS, per Section 8.c. of the ULAR WMG MOA, if the City of Los Angeles incurred costs greater than the contract estimates contained in Exhibit A of the ULAR WMG MOA, the ULAR WMG agencies

agreed to pay the City of Los Angeles (through SGVCOG) for their proportional share of the additional expenditures at an amount not to exceed ten percent (10%) of their proportional annual cost; and

WHEREAS, the City's proportional share of the additional expenditures exceeds ten percent, and any costs which exceed this ten percent (10%) contingency required an amendment to the ULAR WMG MOA. The ULAR WMG MOA expired on June 30, 2023, and the SGVCOG and the ULAR WMG agencies were unable to amend the ULAR WMG MOA before its expiration due to the reconciliation process; and

WHEREAS, the SGVCOG will be entering into new agreements with ULAR WMG agencies that incurred costs which exceed their ten percent (10%) contingency; and

NOW, THEREFORE, the SGVCOG and City desire to enter into a new agreement in which the SGVCOG will invoice the City for its proportional share of the additional expenditures and agree as follows:

I. RECITALS:

The above Recitals are made a substantive part of this MOA.

II. TERM:

The term of this MOA shall become effective upon execution by both Parties and shall continue until the City's payment of the invoice per Section III.

III. INVOICING AND PAYMENT:

The SGVCOG will invoice the City in an amount not exceeding $9,126.20. The City shall pay the invoice within sixty (60) days of receipt of the invoice from the SGVCOG.

IV. NOTICES/INVOCES:

Any notices, bills, invoices, or reports relating to this MOA, and any request, demand, statement, or other communication required or permitted hereunder shall be in writing and shall be delivered to the representatives of the City and/or SGVCOG at the respective addresses set forth in Exhibit A attached hereto and incorporated herein by reference. The City and SGVCOG shall promptly notify each other of any change of contact information, including personnel changes, provided in Exhibit A. Written notice shall include notice delivered via e-mail or fax. A notice shall be deemed to have been received on (a) the date of delivery, if delivered by hand during regular business hours, or by confirmed facsimile or by e-mail; or (b) on the third (3rd) business day following mailing by registered or certified mail (return receipt requested) to the addresses set forth in Exhibit A.

[Signature page to follow.]

IN WITNESS WHEREOF, the City and SGVCOG hereto have caused this MOA to be executed by their duly authorized representatives and affixed as of the date of signature of the Parties:

FOR THE CITY OF SOUTH PASADENA:

By:_____
Arminé Chaparyan, City Manager

Date:_____

ATTEST:

_____
Amber Tarif, Deputy City Clerk

Date:_____

APPROVED AS TO FORM:

_____
Roxanne Diaz, City Attorney

Date:_____

FOR THE SAN GABRIEL VALLEY
COUNCIL OF GOVERNMENTS:

By: _____
Marisa Creter
Executive Director

Date:_____

APPROVED AS TO FORM:

_____
David DeBerry
General Counsel

EXHIBIT "A"

ULAR WMG Agency Representatives

[Behind this page.]

Upper Los Angeles River Watershed Management Area Agency Representatives

Agency Address	Agency Contact
City of Los Angeles Department of Public Works Bureau of Sanitation, Watershed Protection Division 1149 S. Broadway Los Angeles, CA 90015	Alfredo Magallanes E-mail: alfredo.magallanes@lacity.org Phone: (213) 485-3958
County of Los Angeles Department of Public Works Stormwater Quality Division, Building A-9 East, 1st Floor 1000 South Fremont Avenue Alhambra, CA 91803	Mark Lombos E-mail: mlombos@dpw.lacounty.gov Phone: (626) 300-4665
Los Angeles County Flood Control District Department of Public Works Stormwater Quality Division, Building A-9 East, 1st Floor 1000 South Fremont Avenue Alhambra, CA 91803	Jalaine Verdiner E-mail: jquintr@dpw.lacounty.gov Phone: (626) 300-4666
City of Alhambra 111 South First Street Alhambra, CA 91801-3796	David Dolphin E-mail: DDOLPHIN@cityofalhambra.org Phone: (626) 300-1571
City of Burbank P.O. Box 6459 Burbank, CA 91510	Stephen Walker E-mail: SWalker@burbankca.gov Phone: (818) 238-3804
City of Calabasas 100 Civic Center Way Calabasas, CA 91302-3172	Tatiana Holden E-mail: tholden@cityofcalabasas.com Phone: (818) 224-1600
City of Glendale Engineering Section 633 East Broadway, Room 209 Glendale, CA 91206-4308	Maurice Oillataguerre E-mail: moillataguerre@glendaleca.gov Phone: (818) 550-4511
City of Hidden Hills 6165 Spring Valley Road Hidden Hills, CA 91302	Joe Bellomo E-mail: jbellomo@willdan.com Phone: (805) 279-6856
City of La Canada Flintridge 1327 Foothill Blvd. La Canada Flintridge, CA 91011-2137	Patrick DeChellis E-mail: pdechellisi@lcf.ca.gov Phone: (818) 790-8882

City of Montebello 1600 W Beverly Blvd Montebello, CA 90640	James A. Enriquez E-mail: jenriquez@cityofmontebello.com Phone: 323-887-1200 Rita Montalvo E-mail: rmontalvo@cityofmontebello.com Phone: 323-887-1200 Ext 469
City of Monterey Park 320 West Newmark Avenue Monterey Park, CA 91754-2896	Xochitl Tipan E-mail: xtipan@montereypark.ca.gov Phone: (626) 307-1383
City of Pasadena 100 N Garfield Ave Pasadena, CA 91101-1726	Dawn Petschauer E-mail: dpetschauer@cityofpasadena.net Phone: (626) 744-3929
City of Rosemead 8838 East Valley Blvd. Rosemead, CA 91770-1787	Michael Chung E-mail: mchung@cityofrosemead.org Phone: (626) 569-2158 Eddie Chan E-mail: echan@cityofrosemead.org Phone: (626) 569-2154
City of San Fernando 117 Macneil Street San Fernando, CA 91340	Kenneth Jones Email: kjones@sfcity.org Phone: (818) 898-1240
City of San Gabriel 425 South Mission Avenue San Gabriel, CA 91775	Greg De Vinck E-mail: gdevinck@sgch.org Phone: (626) 308 - 2825 Capucine Hernandez E-mail: chernandez@sgch.org Phone: (626) 308-2825
City of San Marino 2200 Huntington Drive San Marino, CA 91108-2691	Amber Shah E-mail: ashah@cityofsanmarino.org Phone: (626) 300 - 0787
City of South El Monte 1415 Santa Anita Ave. South El Monte, CA 91733	Rene Salas E-mail: rsalas@soelmonte.org Phone: (626) 579-6540 Fax: (626) 579-2409
City of South Pasadena 1414 Mission Street South Pasadena, CA 91020-3298	Ted Gerber E-mail: tgerber@southpasadenaca.gov Phone: (626) 403-7240
City of Temple City 9701 Las Tunas Drive Temple City, CA 9178	Andrew Coyne E-mail: acoyne@templecity.us Phone: (626) 285-2171 Ext. 4344
San Gabriel Valley Council of Governments 1333 Mayflower Avenue, Suite 360 Monrovia, CA 91016	Marisa Creter Email: mcreter@sgvcog.org Phone: (626) 457-1800

MEMORANDUM OF AGREEMENT

BETWEEN THE CITY OF LOS ANGELES, THE CITY OF ALHAMBRA, THE CITY OF BURBANK, THE CITY OF CALABASAS, THE CITY OF GLENDALE, THE CITY OF HIDDEN HILLS, THE CITY OF LA CANADA FLINTRIDGE, THE CITY OF MONTEBELLO, THE CITY OF MONTEREY PARK, THE CITY OF PASADENA, THE CITY OF ROSEMEAD, THE CITY OF SAN FERNANDO, THE CITY OF SAN GABRIEL, THE CITY OF SAN MARINO, THE CITY OF SOUTH EL MONTE, THE CITY OF SOUTH PASADENA, THE CITY OF TEMPLE CITY, LOS ANGELES COUNTY FLOOD CONTROL DISTRICT, THE COUNTY OF LOS ANGELES, AND THE SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS

REGARDING THE ADMINISTRATION AND COST SHARING FOR IMPLEMENTING THE COORDINATED INTEGRATED MONITORING PROGRAM (CIMP) AND ENHANCED WATERSHED MANAGEMENT PLAN (EWMP) FOR THE UPPER LOS ANGELES RIVER WATERSHED MANAGEMENT AREA

This Memorandum of Agreement (MOA), made and entered into as of the date of the last signature set forth below by and between The SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS (SGVCOG), a California Joint Powers Authority, THE CITY OF LOS ANGELES (CITY), a municipal corporation, THE CITY OF ALHAMBRA, a municipal corporation, THE CITY OF BURBANK, a municipal corporation, THE CITY OF CALABASAS, a municipal corporation, THE CITY OF GLENDALE, a municipal corporation, THE CITY OF HIDDEN HILLS, a municipal corporation, THE CITY OF LA CANADA FLINTRIDGE, a municipal corporation, THE CITY OF MONTEBELLO, a municipal corporation, THE CITY OF MONTEREY PARK, a municipal corporation, THE CITY OF PASADENA, a municipal corporation, THE CITY OF ROSEMEAD, a municipal corporation, THE CITY OF SAN FERNANDO, a municipal corporation, THE CITY OF SAN GABRIEL, a municipal corporation, THE CITY OF SAN MARINO, a municipal corporation, THE CITY OF SOUTH EL MONTE, a municipal corporation, THE CITY OF SOUTH PASADENA, a municipal corporation, THE CITY OF TEMPLE CITY, a municipal corporation, LOS ANGELES COUNTY FLOOD CONTROL DISTRICT (LACFCD), a body corporate and politic, and the COUNTY OF LOS ANGELES (COUNTY), a political subdivision of the State of California. Collectively, these entities shall be known herein as PARTIES or individually as PARTY.

WITNESSETH

WHEREAS, for the purpose of this MOA, the term PARTIES shall mean the Cities of Los Angeles, Alhambra, Burbank, Calabasas, Glendale, Hidden Hills, La Canada Flintridge, Montebello, Monterey Park, Pasadena, Rosemead, San Fernando, San Gabriel, San Marino, South El Monte, South Pasadena, Temple City, Los Angeles

County Flood Control Districts (LACFCD), and the County of Los Angeles (COUNTY); and the term CITY shall mean only the City of Los Angeles; and the term SGVCOG shall mean the San Gabriel Valley Council of Government; and

WHEREAS, the U.S. Environmental Protection Agency (USEPA) and the California Regional Water Quality Control Board, Los Angeles Region (Regional Board), have classified the Greater Los Angeles County Municipal Separate Storm Sewer System (MS4) as a large MS4 pursuant to 40 CFR section 122.26(b)(4) and a major facility pursuant to 40 CFR section 122.2; and

WHEREAS, the Regional Board has adopted National Pollutant Discharge Elimination System MS4 Permit Order No. R4-2012-0175 (MS4 Permit); and

WHEREAS, the MS4 Permit became effective on December 28, 2012, and requires that the LACFCD, the COUNTY, and 84 of the 88 cities (excluding Avalon, Long Beach, Palmdale, and Lancaster) within the County comply with the prescribed elements of the MS4 Permit; and

WHEREAS, the MS4 Permit identified the PARTIES as MS4 permittees responsible for compliance with the MS4 Permit requirements pertaining to the PARTIES' collective jurisdictional area in the Upper Los Angeles Watershed Management Area as identified in Exhibit E of this MOA; and

WHEREAS, the PARTIES elected voluntarily to collaborate on the development of an Enhanced Watershed Management Program (EWMP) and a Coordinated Integrated Monitoring Program (CIMP) in accordance with the MS4 Permit for a portion of the Upper Los Angeles Watershed Management Area as identified in Exhibit E of this MOA to comply with all applicable monitoring requirements of the MS4 Permit; and

WHEREAS, the EWMP was submitted to the Regional Board by the PARTIES on June 25, 2015, and was approved by the Regional Board on April 20, 2016; and

WHEREAS, the CIMP was submitted to the Regional Board by the PARTIES on June 26, 2014 and was approved by the Regional Board on November 18, 2015; and

WHEREAS, the PARTIES have agreed for the CITY to perform and coordinate the MONITORING SERVICES of the CIMP and the EWMP-RELATED TASKS on the PARTIES' behalf, and the PARTIES have agreed to pay the CITY for their services as indicated in Tables 1-4 of Exhibit A and Tables 1-10 of Exhibit B, respectively, of this MOA; and

WHEREAS, the CITY retains the right to outsource some or all of the elements of the MONITORING SERVICES and EWMP-RELATED TASKS, at a cost not to exceed those shown in Tables 1-4 of Exhibit A and Tables 1-10 of Exhibit B; and

WHEREAS, the PARTIES desire to have the SGVCOG: (a) invoice and collect funds from each of the PARTIES to cover the costs of MONITORING SERVICES and EWMP-RELATED TASKS and pay the CITY; (b) administer this MOA; and (c) negotiate, enter into agreements with, and collect funds from individual NPDES permit holders for cost-sharing of MONITORING SERVICES; and (d) negotiate, enter into agreements with consultant(s) to execute services to uphold the SERVICES and TASKS of this MOA; and

WHEREAS, the PARTIES have agreed that the total cost for this MOA shall not exceed $6,758,892 as shown in Table 1 of Exhibit C; and.

WHEREAS, the PARTIES have agreed to cooperatively share and fully fund the estimated costs of the implementation of the CIMP and EWMP based on the Distributed Cost contained in Tables 1-4 of Exhibit A and Tables 1-10 of Exhibit B, respectively, of this MOA; and

WHEREAS, the PARTIES agree that each shall assume full and independent responsibility for ensuring its own compliance with the MS4 Permit despite the collaborative approach of the MOA; and

WHEREAS, individual NPDES permit holders that are not PARTIES may wish to participate in the MONITORING SERVICES for individual permit compliance; and

WHEREAS, the PARTIES contemplate allowing such individual NPDES permit holders to participate in the MONITORING SERVICES without being a party to this MOA, in order to minimize the costs of preparing and implementing the CIMP to each of the PARTIES; and

WHEREAS, the SGVCOG agrees to enter into individual separate agreements with such individual NPDES permit holders (which shall not become parties to this MOA) for MONITORING SERVICES cost-sharing purposes only; and

WHEREAS, if other individual NPDES permit holders participate in the cost sharing relating to the MONITORING SERVICES, the PARTIES contemplate that the invoicing table in Exhibit C will be modified as appropriate and each PARTY's proportional payment obligation reduced accordingly to reflect other individual NPDES permit holders' payments.

NOW, THEREFORE, in consideration of the mutual benefits to be derived by the PARTIES, and of the promises contained in this MOA, the PARTIES, and SGVCOG agree as follows:

Section 1. Recitals. The recitals set forth above are true and correct and fully incorporated into this MOA.

Section 2. Purpose. The purpose of this MOA is to cooperatively fund the MONITORING SERVICES and TASKS of the Upper Los Angeles River Watershed Management Area Group CIMP and EWMP and to authorize the SGVCOG to administer the cost sharing.

Section 3. Cooperation. The PARTIES and the SGVCOG shall fully cooperate with one another to attain the purposes of this MOA.

Section 4. Voluntary. The PARTIES have voluntarily entered into this MOA for the implementation of the MONITORING SERVICES and EWMP-RELATED TASKS and authorize the SGVCOG to administer the cost-sharing.

Section 5. Term. This MOA shall become effective on the date the last PARTY executes this MOA and shall remain in effect for five (5) years from the effective date or until June 30th, 2023, or whichever is later. The MOA may be extended, through an executed amendment, for an additional three (3) years.

Section 6. Commitment. Once effective, all cooperating PARTIES and the SGVCOG agree to uphold the promises contained in this MOA for the duration of the agreed upon term.

Section 7. THE PARTIES AND SGVCOG AGREE:

a. Monitoring Services. The CITY will perform the MONITORING SERVICES to support the PARTIES' submittal of the MS4 Permit Annual Report. The CITY reserves the right to modify this MOA, through a written amendment to be approved by all PARTIES, when conditions, such as, but not limited to, expansion of CIMP requirements, additional EWMP-RELATED TASKS impact annual costs.

b. Reporting. The PARTIES authorize the CITY to prepare and submit semi-annual and annual analytical monitoring reports to the Regional Board as described in the CIMP as well as electronic files if requested by the Regional Board. The CITY shall distribute the semi-annual and annual reports to the PARTIES fifteen (15) businesses days prior to submittal to the Regional Board. The PARTIES may

review the monitoring report and submit comments to the CITY prior to its submittal to the Regional Board.

c. Invoicing. The SGVCOG will invoice all PARTIES, except the CITY, in annual amounts not exceeding the invoice amounts shown in Table 1 of Exhibit C. SGVCOG will pay the CITY, the difference between the funds collected and the sum of administrative costs, the CITY's portion of shared costs for MONITORING SERVICES and EWMP-RELATED TASKS. The annual invoices will be issued in May of each calendar year in anticipation of the expected monitoring cost for the next fiscal year. The CITY shall provide SGVCOG an accounting of the MONITORING SERVICES and EWMP-RELATED TASKS completed during each annual payment term by October 31st of the following year. Contingency and other funds shall be retained by SGVCOG to be used at the discretion of the PARTIES. The PARTIES will form a Technical Advisory Committee (TAC) subcommittee to verify the accounting, monitoring and other work completed and the amount of the invoices before the SGVCOG remits payment back to the CITY.

d. Additional Studies. The PARTIES agree that preparing grant applications, and/or conducting watershed-wide special studies, monitoring with other watershed groups, conducting other collaborative activities for the purpose of complying with the MS4 Permit may be funded by the Parties subject to the terms of this MOA, provided that there are available excess contract funds or contingency funds available to fund these activities. Prior to the performance of any such activities, all PARTIES must provide written approval of the activities and revise Tables 1-4 of Exhibit A and Tables 1-10 of Exhibit B showing which PARTIES will be funding the activities and in what amounts.

a. Contracting. The PARTIES contemplate allowing other individual NPDES permit holders to participate in the MONITORING SERVICES without being a party to this MOA, in order to minimize the costs of preparing and implementing the CIMP to each of the PARTIES. In the event that another NPDES permit holder wants to participate in the MONITORING SERVICES, the SGVCOG may enter into an individual separate agreement with such individual NPDES permit holder (which shall not become a party to this MOA) for MONITORING SERVICES cost sharing purposes. If other individual NPDES permit holders participate in the cost sharing relating to the MONITORING SERVICES, the invoicing tables in Exhibit C shall be modified as appropriate and each PARTIES' proportional payment obligation reduced accordingly to reflect other individual NPDES permit holders' payments.

Section 8. Payment.

a. Annual Payment. Each PARTY shall pay the SGVCOG for its proportional share of the estimated cost for MONITORING SERVICES and EWMP-RELATED

TASKS including SGVCOG's fees as shown in Table 4 of Exhibit A and Table 3 of Exhibit B, within sixty (60) days of receipt of the invoice from the SGVCOG. The SGVCOG will remit payment to the CITY within sixty (60) days of receipt of payments from the other PARTIES, noting any delinquent payments that remain due after deducting the SGVCOG's administrative fixed fee as set forth in Table 4 of Exhibit A and Table 3 of Exhibit B and twelve hundred and thirty dollars ($1,230) per individual permittee agreement. The invoicing amounts presented in Exhibit C have been agreed upon by the PARTIES and are subject to change, through a written amendment, to address unforeseen challenges.

b. Program Management Fee. The costs of MONITORING SERVICES in Exhibit A and EWMP-RELATED TASKS in Exhibit B include a Program Management Fee for facilitation of this MOA by the SGVCOG in the combined amount of $100,000 per year as shown in Table 4 of Exhibit A and Table 3 of Exhibit B.

c. Contingency. The CITY and the SGVCOG will notify the PARTIES if actual expenditures for MONITORING SERVICES and/or EWMP-RELATED TASKS are anticipated to exceed the cost estimates contained in Exhibit A and B. Inasmuch, the MONITORING SERVICES may be adaptable to sampling events during an event that may preclude the CITY from notifying the PARTIES, and the CITY may incur cost greater than the contract estimates contained in Exhibit A. The PARTIES agree to pay the CITY (through SGVCOG) for their proportional share of these additional expenditures at an amount not to exceed ten percent (10%) of their proportional annual cost as shown in Table 1 of Exhibit C. Any costs which exceed this ten percent (10%) contingency will require an amendment to this MOA. These funds will be held by SGVCOG until such time as they are needed.

d. Reconciliation of this MOA. Any unexpended funds held by SGVCOG at the termination of this MOA will be refunded or credited to the PARTIES by the SGVCOG, as requested in writing by each PARTY and in accordance with the distributed cost formula set forth in Tables 1 of Exhibit C or PARTIES may elect to roll-over unexpended funds to cover monitoring expenses in the subsequent MOA. At the end of the MOA, the SGVCOG will provide the PARTIES with an accounting of actual expenditures within ninety (90) days.

e. Late Payment Penalty. Any payment that is not received within sixty (60) days following receipt of the invoice from SGVCOG shall be subject to interest on the original amount from the date that the payment first became due. The interest rate shall be equal to the Prime Rate in effect when the payment first became due plus one percent (1%) for any payment that is made within one (1) to thirty (30) days after the due date. The Prime Rate in effect when the payment first became due plus five percent (5%) shall apply to any payment that is made within thirty one (31) to sixty (60) days after the due date. The Prime Rate in

effect when the payment first became due plus ten percent (10%) shall apply to any payment that is made more than sixty (60) days past the due date. The rates, shall nevertheless, not exceed the maximum allowed by law.

f. Delinquent Payments. A payment is considered to be delinquent one hundred and eighty (180) days after receipt of the invoice from the SGVCOG. The following procedure may be implemented to attain payments from the delinquent PARTY or PARTIES: 1) verbally contact/meet with the manager(s) from the delinquent PARTY or PARTIES; 2) submit a formal letter to the delinquent PARTY or PARTIES from SGVCOG counsel; and 3) notify the Regional Board that the delinquent PARTY or PARTIES are no longer a participating member of the CIMP or EWMP. If the PARTY or PARTIES remain delinquent after the above procedures, then that PARTY's participation in this MOA will be deemed terminated, and the remaining PARTIES' cost share allocation shall be adjusted in accordance with the cost allocation formula in Exhibit C.

Section 9. THE PARTIES FURTHER AGREE:

a. Documentation. The PARTIES agree to provide at no cost to the City all requested information and documentation in their possession that is deemed necessary by the PARTIES to perform the MONITORING SERVICES and EWMP-RELATED TASKS.

b. Access. Each PARTY shall allow the City or its contractor reasonable access and entry to—on an as- needed basis during the term of this MOA—certain facilities and structures owned, operated, or controlled by the PARTY, which access and entry are necessary for the CITY or its contractor to perform MONITORING SERVICES and EWMP-RELATED TASKS (FACILITIES). The FACILITIES shall include but not be limited to the PARTY's storm drains, channels, catch basins, and similar, provided, however, that prior to entering any of the PARTIES FACILITIES, the CITY shall provide seventy-two (72) hours advance written notice of entry to the applicable PARTY, or in the cases where seventy-two (72) hours' advance written notice is not possible, such as in cases of unforeseen wet weather, CITY or its contractor shall provide written notice to the applicable PARTY as early as reasonably possible. LACFCD, being a member of this MOA, agrees to provide the CITY or its contractor a "no-fee" Access Permit to its FACILITIES. This Access Permit does not cover any fees that may be required for Construction Permits for the installation of permanent monitoring equipment. The CITY shall secure any required necessary permits prior to entry.

c. Each PARTY agrees that due to certain monitoring activities, such as toxicity testing, the total cost of this MOA is not inclusive of those activities that may be required to successfully complete the analyses. Thus, the PARTIES agree to

fund the required additional work when the CITY notifies them that the activity has taken place. The PARTIES agree to pay the CITY (through the SGVCOG) for their proportional share of these additional expenditures at an amount not to exceed their proportional annual cost plus the ten percent (10%) contingency as shown in Exhibit A. No PARTY will be obligated to pay for additional expenditures which exceed this amount absent an amendment to this MOA.

d. Reporting. The CITY shall distribute the semi-annual and annual reports to the PARTIES fifteen (15) business days prior to its intended date of submittal to the Regional Board. The PARTIES may review the reports and submitted comments to the CITY prior to its submittal to the Regional Board. The CITY has control of the submittal but shall discuss the PARTIES' comments as they apply to the report.

Section 10. Indemnification

a. Each PARTY and the SGVCOG shall indemnify, defend, and hold harmless each other PARTY, including its special districts, elected and appointed officers, employees, agents, attorneys, and designated volunteers from and against any and all liability, including, but not limited to, demands, claims, actions, fees, costs, and expenses (including reasonable attorney's and expert witness fees), arising from or connected with the respective acts of each PARTY arising from or related to this MOA; provided, however, that no PARTY shall indemnify another PARTY for that PARTY'S own negligence or willful misconduct.

b. In light of the provisions of Section 895.2 of the Government Code of the State of California imposing certain tort liability jointly upon public entities solely by reason of such entities being parties to an agreement (as defined in Section 895 of said Code), each of the PARTIES hereto, pursuant to the authorization contained in Section 895.4 and 895.6 of said Code, shall assume the full liability imposed upon it or any of its officers, agents, or employees, by law for injury caused by any act or omission occurring in the performance of this MOA to the same extent such liability would be imposed in the absence of Section 895.2 of said Code. To achieve the above stated purpose, each PARTY indemnifies, defends, and holds harmless each other PARTY for any liability, cost, or expense that may be imposed upon such other PARTY solely by virtue of said Section 895.2. The provisions of Section 2778 of the California Civil Code are made a part hereof as if incorporated herein.

Section 11. Termination

a. Any PARTY including the SGVCOG may withdraw from this MOA for any reason, in whole or part, by giving the other PARTIES and the Regional Board thirty (30) days written notice thereof. Withdrawing PARTIES shall remain wholly

responsible for their share of the costs of MONITORING SERVICES and EWMP-RELATED TASKS for the extent of the effective term of this MOA. Each PARTY shall also be responsible for the payment of its own fines, penalties or costs incurred as a result of the non-performance of the CIMP and/or EWMP. Upon withdrawal by the SGVCOG, the PARTIES shall meet and confer to designate an alternate organization to accept the SGVCOG's responsibilities under this MOA.

b. The SGVCOG shall notify in writing all PARTIES within fourteen (14) days of receiving written notice from any PARTY that intends to terminate this MOA.

c. If a PARTY fails to comply with any of the terms or conditions of this MOA, that PARTY shall forfeit its rights to the work completed through this MOA, but no such forfeiture shall occur unless and until the defaulting PARTY has first been given notice of its default and a reasonable opportunity to cure the alleged default.

d. EQUIPMENT Ownership - Devices such as, automatic sampling stations inclusive of a cabinet, sampling equipment, ancillary devices, power supplies (EQUIPMENT) may be installed to implement the CIMP. Any PARTY voluntarily terminating membership will not be entitled to a refund for the portion of the share paid to acquire and to operate the EQUIPMENT nor for the remaining value of the EQUIPMENT, if any. The operational life of such EQUIPMENT is approximately seven years, and after which it may be obsolete or may require major remodel or replacement of electrical and mechanical components costing equivalent to a purchase of a new EQUIPMENT. The remaining PARTIES agree to own, operate and maintain and or replace the EQUIPMENT.

Section 12. General Provisions

a. Notices. Any notices, bills, invoices, or reports relating to this MOA, and any request, demand, statement, or other communication required or permitted hereunder shall be in writing and shall be delivered to the representatives of the PARTIES and/or SGVCOG at the addresses set forth in Exhibit D attached hereto and incorporated herein by reference. PARTIES and SBCCOG shall promptly notify each other of any change of contact information, including personnel changes, provided in Exhibit D. Written notice shall include notice delivered via e-mail or fax. A notice shall be deemed to have been received on (a) the date of delivery, if delivered by hand during regular business hours, or by confirmed facsimile or by e-mail; or (b) on the third (3rd) business day following mailing by registered or certified mail (return receipt requested) to the addresses set forth in Exhibit D.

b. Administration. For the purposes of this MOA, the PARTIES and SGVCOG hereby designate as their respective representatives the persons named in Exhibit D. The designated representatives, or their respective designees, shall administer the terms and conditions of this MOA on behalf of their respective entities. Each of the persons signing below on behalf of a PARTY or the SGVCOG represents and warrants that he or she is authorized to sign this MOA on behalf of such entity.

c. Relationship of the Parties. The parties to this MOA are, and shall at all times remain as to each other, wholly independent entities. No party to this MOA shall have power to incur any debt, obligation, or liability on behalf of any other party unless expressly provided to the contrary by this MOA. No employee, agent, or officer of a party shall be deemed for any purpose whatsoever to be an agent, employee, or officer of another party.

d. Binding Effect. This MOA shall be binding upon, and shall be to the benefit of the respective successors, heirs, and assigns of each party to this MOA; provided, however, no party may assign its respective rights or obligations under this MOA without the prior written consent of the other parties.

e. Amendment. The terms and provisions of this MOA may not be amended, modified, or waived, except by an instrument in writing signed by all non-delinquent PARTIES and the SGVCOG. Such amendments may be executed by those individuals listed in Exhibit D or by a responsible individual as determined by each PARTY.

f. Law to Govern. This MOA is governed by, interpreted under, and construed and enforced in accordance with the laws of the State of California. In the event of litigation related to this MOA, venue in the state trial courts shall lie exclusively in the County of Los Angeles.

g. No Presumption in Drafting. The parties to this MOA agree that the general rule that an MOA is to be interpreted against the party drafting it, or causing it to be prepared shall not apply.

h. Severability. If any provision of this MOA shall be determined by any court to be invalid, illegal, or unenforceable to any extent, then the remainder of this MOA shall not be affected, and this MOA shall be construed as if the invalid, illegal, or unenforceable provision had never been contained in this MOA.

i. Entire Agreement. This MOA constitutes the entire agreement of the parties to this MOA with respect to the subject matter hereof.

j. Waiver. Waiver by any party to this MOA of any term, condition, or covenant of this MOA shall not constitute a waiver of any other term, condition, or covenant. Waiver by any party to this MOA of any breach of the provisions of this MOA shall not constitute a waiver of any other provision, nor a waiver of any subsequent breach or violation of any provision of this MOA.

k. Counterparts. This MOA may be executed in any number of counterparts, each of which shall be an original, but all of which taken together shall constitute but one and the same instrument, provided, however, that such counterparts shall have been delivered to all parties to this MOA.

l. All parties to this MOA have been represented by counsel in the preparation and negotiation of this MOA. Accordingly, this MOA shall be construed according to its fair language. Any ambiguities shall be resolved in a collaborative manner by the PARTIES and SGVCOG and shall be rectified by amending this MOA as described in Section 12(e).

IN WITNESS WHEREOF, the PARTIES and SBCCOG hereto have caused this MOA to be executed by their duly authorized representatives and affixed as of the date of signature of the PARTIES:

COUNTY OF LOS ANGELES

By _____ 6/21/18
for Mark Pestrella, Director of Public Works Date

APPROVED AS TO FORM:

Mary C. Wickham
County Counsel

By _____ 5/8/18
Deputy Date

LOS ANGELES COUNTY FLOOD CONTROL DISTRICT

By _____ 6/21/18

Mark Pestrella, Chief Engineer — Date

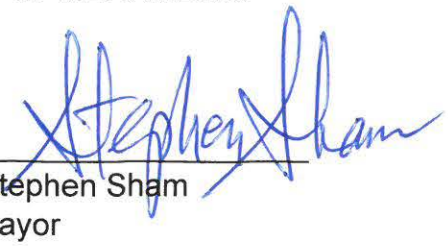
APPROVED AS TO FORM:

Mary C. Wickham
County Counsel

By _____ 5/8/18

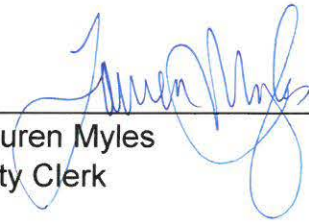
Deputy — Date

CITY OF ALHAMBRA

By 
Stephen Sham
Mayor

3/26/18
Date

APPROVED AS TO CONTENT:

By 
Lauren Myles
City Clerk

APPROVED AS TO FORM:

By 
Joseph M. Montes, Esq.
City Attorney

CITY OF LOS ANGELES

Date: 2/11/19

By: _____
Kevin James, President
Board of Public Works

ATTEST:

_____
Holly Wolcott
~~Interim~~ City Clerk

2-13-19

C-132782

APPROVED AS TO FORM:

_____
Michael N. Feuer
City Attorney

By: _____
Adena M. Hopenstand
Deputy City Attorney

THE CITY OF BURBANK

Dated: April 17, 2018

CITY OF BURBANK

By _____
Emily Gabel-Luddy, Mayor

ATTEST:

_____
Zizette Mullins, CMC, City Clerk

APPROVED AS TO FORM:

_____
Joseph H. McDougall, Senior Assistant City Attorney

CITY OF CALABASAS

Dated: 5/23/18

CITY OF CALABASAS

By _____

Fred Gaines, Mayor

ATTEST:

_____

Maricela Hernandez, MMC
City Clerk

APPROVED AS TO FORM:

_____

Scott Howard,
Colantuono, Highsmith & Whatley, PC
City Attorney

CITY OF GLENDALE

Dated: 5/29/18

CITY OF GLENDALE

By _____
Zareh Sinanyan, Mayor

ATTEST:

_____ 5/29/18
Yasmin K. Beers, City Manager

APPROVED AS TO FORM:

_____
Michael Garcia, City Attorney

CITY OF GLENDALE
DATE 6/15/18
APPROVED AS TO FINANCIAL
PROVISIONS ~~68,524.00~~ 476,859.00
R Elliot
Director of Finance

CITY OF HIDDEN HILLS

Dated: 6-12-18

CITY OF HIDDEN HILLS

By _____
Steve Freedland, Mayor

ATTEST:

_____
Deana L. Graybill, CMC, City Clerk

APPROVED AS TO FORM:

_____
Roxanne M. Diaz, City Attorney

CITY OF LA CANADA FLINTRIDGE

Dated: 6/5/18

CITY OF LA CANADA FLINTRIDGE

By _____
Terry Walker, Mayor

ATTEST:

_____
Mark R. Alexander, City Manager

APPROVED AS TO FORM:

_____
Mark Steres, City Attorney

THE CITY OF MONTEBELLO

Dated: 4/12/18

CITY OF MONTEBELLO

By _____
Andrew G. Pasmant, Acting City Manager

ATTEST:

_____
Irma Barajas, City Clerk

APPROVED AS TO FORM:

_____
Arnold Alvarez-Glasman, City Attorney

CITY OF MONTEREY PARK

Date: 5/7/18

By: _____
Ron Bow, City Manager

ATTEST:

By: _____
Vincent D. Chang, City Clerk

APPROVED AS TO FORM:

By: _____
Karl H. Berger, Assistant City Attorney

CITY OF PASADENA

Dated: 7-13-18

CITY OF PASADENA

By _____

Steve Mermell, City Manager
JULIE A.GUTIERREZ
Assistant City Manager

ATTEST:

_____ 7/17/18

Mark Jomsky, City Clerk

APPROVED AS TO FORM:

_____

Brad L. Fuller, Assistant City Attorney

CITY OF ROSEMEAD

Dated: May 9, 2018

CITY OF ROSEMEAD

By _____
Gloria Molleda, City Manager

ATTEST:

_____
Ericka Hernandez, City Clerk

APPROVED AS TO FORM:

_____
Rachel H. Richman, City Attorney
Burke, Williams & Sorensen, LLP

CITY OF SAN FERNANDO

Dated: _____

CITY OF SAN FERNANDO

By _____
Alexander P. Meyerhoff, City Manager

ATTEST:

_____
Elena G. Chávez, City Clerk

APPROVED AS TO FORM:

_____ for
Rick R. Olivarez, City Attorney
Richard Padilla, Asst. City Atty

CITY OF SAN GABRIEL

Dated: June 19, 2018

CITY OF SAN GABRIEL

By _____
Mark Lazzaretto, City Manager

ATTEST:

_____
Sharon F. Clark, Chief City Clerk

APPROVED AS TO FORM:

_____
~~Keith Lemieux,~~ City Attorney ~~ASST.~~
LLOYD PILCHEN

CITY OF SAN MARINO

Dated: 5/18/18

CITY OF SAN MARINO

By _____
Steve Talt, Mayor

ATTEST:

_____
Marcella Marlowe, City Manager

APPROVED AS TO FORM:

_____
Steven Flower, City Attorney

CITY OF SOUTH EL MONTE

Dated: June 26, 2018

CITY OF SOUTH EL MONTE

By _____

Jennifer Vasquez, City Manager

ATTEST:

_____

Rose Juarez, City Clerk

APPROVED AS TO FORM:

_____

Quinn Barrow, City Attorney

CITY OF SOUTH PASADENA

Dated: 5/17/18

CITY OF SOUTH PASADENA

By _____
Stephanie DeWolfe, City Manager

ATTEST:

_____
Evelyn G. Zneimer, City Clerk

APPROVED AS TO FORM:

_____
Teresa L. Highsmith, City Attorney

CITY OF THE TEMPLE CITY

Date: 1-16-2018

CITY OF TEMPLE CITY

By _____
Cynthia Sternquist, Mayor

ATTEST:

_____
Peggy Kuo, City Clerk

APPROVED AS TO FORM:

_____
Eric S. Vail, City Attorney

SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS

Date: _____

By: _____
Marisa Creter, Executive Director

APPROVED AS TO FORM:

By: _____
Kimberly Hall Barlow
Counsel for the SGVCOG

EXHIBIT A

Upper Los Angeles River Enhanced Watershed Management Area CIMP Implementation Costs

Table 1. Exhibit A Distribution of Total Estimated Cost for Implementing the ULAR CIMP.

Agency	Fiscal Year 18-19	Fiscal Year 19-20	Fiscal Year 20-21	Fiscal Year 21-22	Fiscal Year 22-23	Total
LACFCD	$41,269	$57,360	$34,536	$34,556	$51,127	$218,848
City of Los Angeles	$448,136	$637,212	$373,145	$373,145	$580,367	$2,412,005
County of Los Angeles	$110,198	$132,588	$94,952	$95,161	$116,540	$549,439
City of Alhambra	$11,184	$10,053	$10,053	$10,053	$10,053	$51,398
City of Burbank	$25,406	$42,837	$22,837	$22,837	$54,168	$168,086
City of Calabasas	$23,640	$70,648	$8,245	$8,245	$8,245	$119,023
City of Glendale	$44,852	$71,702	$40,317	$40,317	$88,532	$285,720
City of Hidden Hills	$5,496	$15,915	$1,978	$1,978	$1,978	$27,345
City of La Canada Flintridge	$12,673	$14,057	$11,392	$11,392	$15,314	$64,827
City of Montebello	$12,265	$11,025	$11,025	$11,025	$11,025	$56,365
City of Monterey Park	$11,338	$10,192	$10,192	$10,192	$10,192	$52,105
City of Pasadena	$33,902	$30,693	$30,474	$30,474	$30,857	$156,399
City of Rosemead	$7,581	$6,815	$6,815	$6,815	$6,815	$34,840
City of San Fernando	$3,475	$4,623	$3,124	$3,124	$5,359	$19,705
City of San Gabriel	$6,056	$5,444	$5,444	$5,444	$5,444	$27,832
City of San Marino	$5,518	$4,960	$4,960	$4,960	$4,960	$25,357
City of South El Monte	$11,484	$11,271	$11,431	$11,594	$11,760	$57,541
City of South Pasadena	$5,006	$4,500	$4,500	$4,500	$4,500	$23,005
City of Temple City	$5,900	$5,303	$5,303	$5,303	$5,303	$27,113

Total Estimated Cost of CIMP	**$825,379**	**$1,147,199**	**$690,722**	**$691,114**	**$1,022,538**	**$4,376,952**

Note:
1. The Total Estimated Cost for each agency is the sum of General Monitoring Costs (refer to Table 2, Exhibit A) plus the costs for Non-Stormwater Outfall Monitoring (refer to Table 3a-j, Exhibit A), Legg Lake Receiving Water Monitoring, and SGVCOG annual fee.

Table 2. Exhibit A Distribution of General Monitoring Costs.

CIMP Component	Fiscal Year 18-19	Fiscal Year 19-20	Fiscal Year 20-21	Fiscal Year 21-22	Fiscal Year 22-23	Total
Receiving Water Monitoring	$273,744	$273,744	$273,744	$273,744	$273,744	$1,368,720
Stormwater Outfall Monitoring	$80,009	$80,009	$80,009	$80,009	$80,009	$400,044
Non-Stormwater Outfall Monitoring	(NSWO costs are distributed according to sub-watershed)					
Data Management (15%)	$53,063	$53,063	$53,063	$53,063	$53,063	$265,315
Capital Expenses	$96,906	$21,000	$21,000	$21,000	$21,000	$180,906
Operation & Maintenance Expenses	$9,414	$9,414	$9,414	$9,414	$9,414	$47,072
Contracted Services: Annual Report, Data Tools, On-call support	$90,000	$90,000	$90,000	$90,000	$90,000	$450,000
Program Management (5%)	$30,157	$26,362	$26,362	$26,362	$26,362	$135,603
General Monitoring Costs (Sub-Total)	$633,293	$553,592	$553,592	$553,592	$553,592	$2,847,659
Contingency (10%)	$63,329	$55,359	$55,359	$55,359	$55,359	$284,766
Annual Escalation (0%, 2%, 2%, 2%, 2%)	$0	$12,179	$12,179	$12,179	$12,179	$48,716
General Monitoring Costs (Total)	**$696,622**	**$621,130**	**$621,130**	**$621,130**	**$621,130**	**$3,181,141**

Agency	Land Area (acres)	% of Area	Fiscal Year 18-19	Fiscal Year 19-20	Fiscal Year 20-21	Fiscal Year 21-22	Fiscal Year 22-23	Total
LACFCD (5%)	--	--	$34,831	$31,056	$31,056	$31,056	$31,056	$159,057
City of Los Angeles	181,288.00	58.53%	$387,319	$345,345	$345,345	$345,345	$345,345	$1,768,699
County of Los Angeles	41,048.07	13.25%	$87,698	$78,195	$78,195	$78,195	$78,195	$400,477
City of Alhambra	4,884.31	1.58%	$10,435	$9,304	$9,304	$9,304	$9,304	$47,653
City of Burbank	11,095.20	3.58%	$23,705	$21,136	$21,136	$21,136	$21,136	$108,248
City of Calabasas	4,005.68	1.29%	$8,558	$7,631	$7,631	$7,631	$7,631	$39,081
City of Glendale	19,587.50	6.32%	$41,848	$37,313	$37,313	$37,313	$37,313	$191,101
City of Hidden Hills	961.03	0.31%	$2,053	$1,831	$1,831	$1,831	$1,831	$9,376
City of La Canada Flintridge	5,534.46	1.79%	$11,824	$10,543	$10,543	$10,543	$10,543	$53,996

City of Montebello	5,356.38	1.73%	$11,444	$10,204	$10,204	$10,204	$10,204	$52,258
City of Monterey Park	4,951.51	1.60%	$10,579	$9,432	$9,432	$9,432	$9,432	$48,308
City of Pasadena	14,805.30	4.78%	$31,631	$28,203	$28,203	$28,203	$28,203	$144,445
City of Rosemead	3,310.87	1.07%	$7,074	$6,307	$6,307	$6,307	$6,307	$32,302
City of San Fernando	1,517.64	0.49%	$3,242	$2,891	$2,891	$2,891	$2,891	$14,807
City of San Gabriel	2,644.87	0.85%	$5,651	$5,038	$5,038	$5,038	$5,038	$25,804
City of San Marino	2,409.64	0.78%	$5,148	$4,590	$4,590	$4,590	$4,590	$23,509
City of South El Monte	1,594.16	0.51%	$3,406	$3,037	$3,037	$3,037	$3,037	$15,553
City of South Pasadena	2,186.20	0.71%	$4,671	$4,165	$4,165	$4,165	$4,165	$21,329
City of Temple City	2,576.50	0.83%	$5,505	$4,908	$4,908	$4,908	$4,908	$25,137
Total	**309,757.32**	**100%**	**$696,622**	**$621,130**	**$621,130**	**$621,130**	**$621,130**	**$3,181,141**

Note:
1. General Monitoring Costs include all required monitoring elements in the CIMP, except for Non-Stormwater Outfall Monitoring and Receiving water monitoring in Echo Park Lake, Lake Calabasas, and Legg Lake.
2. The areas owned by Caltrans, State Parks, and U.S. Government have been excluded from the total area of the Upper Los Angeles River watershed.
3. Los Angeles County Flood Control District (LACFCD) is responsible for 5% of the General Monitoring Costs, which is subtracted before the costs are distributed among the other Parties.
4. Area (acres) determined by GIS analysis as shown in Exhibit C.
5. Agency Percent Area = (Agency Area / Total Area) x 100%
6. Distributed Cost to each Party = [(Total of General Monitoring Costs – LACFD 5%) x Agency Percent Area] / 100%.

Table 3A Exhibit A Distribution of Costs for Non-Stormwater Outfall Monitoring in Aliso Canyon Wash

Non-Stormwater Outfall Monitoring (ACW)	Fiscal Year 18-19	Fiscal Year 19-20	Fiscal Year 20-21	Fiscal Year 21-22	Fiscal Year 22-23	Total
Inventory and 6 screening Events	$13,784	$0	$0	$0	$0	$13,784
Non-Stormwater Outfall Monitoring	$0	$58,132	$0	$0	$0	$58,132
Data Management (15%)	$2,068	$8,720	$0	$0	$0	$10,788
Program Management (5%)	$793	$3,343	$0	$0	$0	$4,135
Monitoring Cost Sub-Total	$16,645	$70,195	$0	$0	$0	$86,839
Contingency (10%)	$1,664	$7,019	$0	$0	$0	$8,684
Annual Escalation (0%, 2%, 2%)	$0	$1,544	$0	$0	$0	$1,544
Aliso Canyon Wash (Total)	**$18,309**	**$78,759**	**$0**	**$0**	**$0**	**$97,068**

Agency	Land Area (acres)	% of Area	Fiscal Year 18-19	Fiscal Year 19-20	Fiscal Year 20-21	Fiscal Year 21-22	Fiscal Year 22-23	Total
LACFCD (5%)	--	--	$915	$3,938	$0	$0	$0	$4,853
City of Los Angeles	11,604.43	86.31%	$15,013	$64,581	$0	$0	$0	$79,594
County of Los Angeles	1,839.94	13.69%	$2,380	$10,240	$0	$0	$0	$12,620
ACW (Total)	**13,444.37**	**100%**	**$18,309**	**$78,759**	**$0**	**$0**	**$0**	**$97,068**

Note:
1. Los Angeles County Flood Control District (LACFCD) is responsible for 5% of the Total Cost, which is subtracted before the cost is distributed among the other Parties.
2. Distributed Cost to each Party within a given Segment or Tributary = [(Total of Non-Stormwater Outfall Monitoring Costs – LACFD 5%) x Agency Percent Area] / 100%

Table 3B Exhibit A (McCoy Canyon)

Non-Stormwater Outfall Monitoring (McCoy Canyon)	Fiscal Year 18-19	Fiscal Year 19-20	Fiscal Year 20-21	Fiscal Year 21-22	Fiscal Year 22-23	Total
Inventory and 6 screening Events	$8,971	$0	$0	$0	$0	$8,971
Non-Stormwater Outfall Monitoring	$0	$37,937	$0	$0	$0	$37,937
Data Management (15%)	$1,346	$5,691	$0	$0	$0	$7,036
Program Management (5%)	$516	$2,181	$0	$0	$0	$2,697
Monitoring Cost Sub-Total	$10,833	$45,809	$0	$0	$0	$56,642
Contingency (10%)	$1,083	$4,581	$0	$0	$0	$5,664
Annual Escalation (0%, 2%, 2%)	$0	$1,008	$0	$0	$0	$1,008
McCoy Canyon (Total)	**$11,916**	**$51,397**	**$0**			**$63,314**

Agency	Land Area (acres)	% of Area	Fiscal Year 18-19	Fiscal Year 19-20	Fiscal Year 20-21	Fiscal Year 21-22	Fiscal Year 22-23	Total
LACFCD (5%)	--	--	$596	$2,570	$0	$0	$0	$3,166
City of Los Angeles	161.26	5.28%	$597	$2,576	$0	$0	$0	$3,174
County of Los Angeles	237.07	7.76%	$878	$3,788	$0	$0	$0	$4,666
City of Calabasas	1,820.64	59.57%	$6,744	$29,089	$0	$0	$0	$35,833
City of Hidden Hills	837.12	27.39%	$3,101	$13,375	$0	$0	$0	$16,476
McCoy Canyon (Total)	**3,056.09**	**100%**	**$11,916**	**$51,397**	**$0**	**$0**	**$0**	**$63,314**

Note:

1. Los Angeles County Flood Control District (LACFCD) is responsible for 5% of the Total Cost, which is subtracted before the cost is distributed among the other Parties.
2. Distributed Cost to each Party within a given Segment or Tributary = [(Total of Non-Stormwater Outfall Monitoring Costs – LACFD 5%) x Agency Percent Area] / 100%

Table 3C Exhibit A (Dry Canyon)

Non-Stormwater Outfall Monitoring (Dry Canyon)	Fiscal Year 18-19	Fiscal Year 19-20	Fiscal Year 20-21	Fiscal Year 21-22	Fiscal Year 22-23	Total
Inventory and 6 screening Events	$8,971	$0	$0	$0	$0	$8,971
Non-Stormwater Outfall Monitoring	$0	$37,937	$0	$0	$0	$37,937
Data Management (15%)	$1,346	$5,691	$0	$0	$0	$7,036
Program Management (5%)	$516	$2,181	$0	$0	$0	$2,697
Monitoring Cost Sub-Total	$10,833	$45,809	$0	$0	$0	$56,642
Contingency (10%)	$1,083	$4,581	$0	$0	$0	$5,664
Annual Escalation (0%, 2%, 2%)	$0	$1,008	$0	$0	$0	$1,008
Dry Canyon (Total)	**$11,916**	**$51,397**	**$0**	**$0**	**$0**	**$63,314**

Agency	Land Area (acres)	% of Area	Fiscal Year 18-19	Fiscal Year 19-20	Fiscal Year 20-21	Fiscal Year 21-22	Fiscal Year 22-23	Total
LACFCD (5%)	--	--	$596	$2,570	$0	$0	$0	$3,166
City of Los Angeles	746.31	25.07%	$2,838	$12,241	$0	$0	$0	$15,079
County of Los Angeles	199.50	6.70%	$759	$3,272	$0	$0	$0	$4,031
City of Calabasas	2,031.13	68.23%	$7,724	$33,314	$0	$0	$0	$41,038
Dry Canyon (Total)	**2,976.94**	**100%**	**$11,916**	**$51,397**	**$0**	**$0**	**$0**	**$63,314**

Note:
1. Los Angeles County Flood Control District (LACFCD) is responsible for 5% of the Total Cost, which is subtracted before the cost is distributed among the other Parties.
2. Distributed Cost to each Party within a given Segment or Tributary = [(Total of Non-Stormwater Outfall Monitoring Costs – LACFD 5%) x Agency Percent Area] / 100%

Table 3D Exhibit A (Bell Creek)

Non-Stormwater Outfall Monitoring (Bell Creek)	Fiscal Year 18-19	Fiscal Year 19-20	Fiscal Year 20-21	Fiscal Year 21-22	Fiscal Year 22-23	Total

Inventory and 6 screening Events	$13,389	$0	$0	$0	$0	$13,389
Non-Stormwater Outfall Monitoring	$0	$37,937	$0	$0	$0	$37,937
Data Management (15%)	$2,008	$5,691	$0	$0	$0	$7,699
Program Management (5%)	$770	$2,181	$0	$0	$0	$2,951
Monitoring Cost Sub-Total	$16,167	$45,809	$0	$0	$0	$61,976
Contingency (10%)	$1,617	$4,581	$0	$0	$0	$6,198
Annual Escalation (0%, 2%, 2%)	$0	$1,008	$0	$0	$0	$1,008
Bell Creek (Total)	**$17,784**	**$51,397**	**$0**	**$0**	**$0**	**$69,181**

Agency	Land Area (acres)	% of Area	Fiscal Year 18-19	Fiscal Year 19-20	Fiscal Year 20-21	Fiscal Year 21-22	Fiscal Year 22-23	Total
LACFCD (5%)	--	--	$889	$2,570	$0	$0	$0	$3,459
City of Los Angeles	9,281.64	86.24%	$14,569	$42,107	$0	$0	$0	$56,676
County of Los Angeles	1,357.60	12.61%	$2,131	$6,159	$0	$0	$0	$8,290
City of Hidden Hills	123.92	1.15%	$195	$562	$0	$0	$0	$757
Bell Creek (Total)	**10,763.16**	**100%**	**$17,784**	**$51,397**	**$0**	**$0**	**$0**	**$69,181**

Note:
1. Los Angeles County Flood Control District (LACFCD) is responsible for 5% of the Total Cost, which is subtracted before the cost is distributed among the other Parties.
2. Distributed Cost to each Party within a given Segment or Tributary = [(Total of Non-Stormwater Outfall Monitoring Costs – LACFD 5%) x Agency Percent Area] / 100%

Table 3E Exhibit A (Segment C)

Non-Stormwater Outfall Monitoring (Segment C)	Fiscal Year 18-19	Fiscal Year 19-20	Fiscal Year 20-21	Fiscal Year 21-22	Fiscal Year 22-23	Total
Inventory and 6 screening Events	$0	$28,360	$0	$0	$0	$28,360
Non-Stormwater Outfall Monitoring	$0	$0	$0	$0	$49,024	$0
Data Management (15%)	$0	$4,254	$0	$0	$7,354	$4,254
Program Management (5%)	$0	$1,631	$0	$0	$2,819	$1,631
Monitoring Cost Sub-Total	$0	$34,244	$0	$0	$59,197	$34,244
Contingency (10%)	$0	$3,424	$0	$0	$5,920	$3,424
Annual Escalation (0%, 2%, 2%)	$0	$0	$0	$0	$1,302	$0
Segment C (Total)	**$0**	**$37,669**	**$0**	**$0**	**$66,419**	**$104,087**

Agency	Land Area (acres)	% of Area	Fiscal Year 18-19	Fiscal Year 19-20	Fiscal Year 20-21	Fiscal Year 21-22	Fiscal Year 22-23	Total
LACFCD (5%)	--	--	$0	$1,883	$0	$0	$3,321	$5,204
City of Los Angeles	23,633.48	69.45%	$0	$24,853	$0	$0	$43,821	$68,674
County of Los Angeles	300.53	0.88%	$0	$316	$0	$0	$557	$873
City of Burbank	3,401.83	10.00%	$0	$3,577	$0	$0	$6,308	$9,885
City of Glendale	6,496.20	19.09%	$0	$6,831	$0	$0	$12,045	$18,877
City of Pasadena	197.70	0.58%	$0	$208	$0	$0	$367	$574
Segment C (Total)	**34,029.74**	**100%**	**$0**	**$37,669**	**$0**	**$0**	**$66,419**	**$104,087**

Note:
1. Los Angeles County Flood Control District (LACFCD) is responsible for 5% of the Total Cost, which is subtracted before the cost is distributed among the other Parties.
2. Distributed Cost to each Party within a given Segment or Tributary = [(Total of Non-Stormwater Outfall Monitoring Costs – LACFD 5%) x Agency Percent Area] / 100%

Table 3F Exhibit A (Verdugo Wash)

Non-Stormwater Outfall Monitoring (Verdugo Wash)	Fiscal Year 18-19	Fiscal Year 19-20	Fiscal Year 20-21	Fiscal Year 21-22	Fiscal Year 22-23	Total
Inventory and 6 screening Events	$0	$28,360	$0	$0	$0	$28,360
Non-Stormwater Outfall Monitoring	$0	$0	$0	$0	$40,916	$0
Data Management (15%)	$0	$4,254	$0	$0	$6,137	$4,254
Program Management (5%)	$0	$1,631	$0	$0	$2,353	$1,631
Monitoring Cost Sub-Total	$0	$34,244	$0	$0	$49,406	$34,244
Contingency (10%)	$0	$3,424	$0	$0	$4,941	$3,424
Annual Escalation (0%, 2%, 2%)	$0	$0	$0	$0	$1,087	$0
Verdugo Wash(Total)	**$0**	**$37,669**	**$0**	**$0**	**$55,434**	**$93,102**

Agency	Land Area (acres)	% of Area	Fiscal Year 18-19	Fiscal Year 19-20	Fiscal Year 20-21	Fiscal Year 21-22	Fiscal Year 22-23	Total
LACFCD (5%)	--	--	$0	$1,883	$0	$0	$2,772	$4,655
City of Los Angeles	1,276.17	6.68%	$0	$2,389	$0	$0	$3,515	$5,904

County of Los Angeles	3,671.20	19.20%	$0	$6,872	$0	$0	$10,113	$16,985
City of La Canada Flintridge	1,424.01	7.45%	$0	$2,665	$0	$0	$3,923	$6,588
City of Glendale	12,740.31	66.64%	$0	$23,848	$0	$0	$35,095	$58,942
City of Pasadena	6.08	0.03%	$0	$11	$0	$0	$17	$28
Verdugo Wash (Total)	**19,117.77**	**100%**	**$0**	**$37,669**	**$0**	**$0**	**$55,434**	**$93,102**

Note:
1. Los Angeles County Flood Control District (LACFCD) is responsible for 5% of the Total Cost, which is subtracted before the cost is distributed among the other Parties.
2. Distributed Cost to each Party within a given Segment or Tributary = [(Total of Non-Stormwater Outfall Monitoring Costs – LACFD 5%) x Agency Percent Area] / 100%

Table 3G Exhibit A (Burbank Western Channel)

Non-Stormwater Outfall Monitoring (BWC)	Fiscal Year 18-19	Fiscal Year 19-20	Fiscal Year 20-21	Fiscal Year 21-22	Fiscal Year 22-23	Total
Inventory and 6 screening Events	$0	$28,360	$0	$0	$0	$28,360
Non-Stormwater Outfall Monitoring	$0	$0	$0	$0	$42,363	$0
Data Management (15%)	$0	$4,254	$0	$0	$6,355	$4,254
Program Management (5%)	$0	$1,631	$0	$0	$2,436	$1,631
Monitoring Cost Sub-Total	$0	$34,244	$0	$0	$51,154	$34,244
Contingency (10%)	$0	$3,424	$0	$0	$5,115	$3,424
Annual Escalation (0%, 2%, 2%)	$0	$0	$0	$0	$1,125	$0
Burbank Western Channel (Total)	**$0**	**$37,669**	**$0**	**$0**	**$57,395**	**$95,063**

Agency	Land Area (acres)	% of Area	Fiscal Year 18-19	Fiscal Year 19-20	Fiscal Year 20-21	Fiscal Year 21-22	Fiscal Year 22-23	Total
LACFCD (5%)	--	--	$0	$1,883	$0	$0	$2,870	$4,753
City of Los Angeles	8,749.20	52.19%	$0	$18,676	$0	$0	$28,457	$47,133
City of Burbank	7,693.45	45.89%	$0	$16,423	$0	$0	$25,023	$41,445
City of Glendale	321.42	1.92%	$0	$686	$0	$0	$1,045	$1,732
Burbank Western Channel (Total)	**16,764.07**	**100%**	**$0**	**$37,669**	**$0**	**$0**	**$57,395**	**$95,063**

Note:
1. Los Angeles County Flood Control District (LACFCD) is responsible for 5% of the Total Cost, which is subtracted before the cost is distributed among the other Parties.
2. Distributed Cost to each Party within a given Segment or Tributary = [(Total of Non-Stormwater Outfall Monitoring Costs – LACFD 5%) x Agency Percent Area] / 100%

Table 3H Exhibit A (Tujunga Wash)

Non-Stormwater Outfall Monitoring (Tujunga Wash)	Fiscal Year 18-19	Fiscal Year 19-20	Fiscal Year 20-21	Fiscal Year 21-22	Fiscal Year 22-23	Total
Inventory and 6 screening Events	$0	$28,360	$0	$0	$0	$28,360
Non-Stormwater Outfall Monitoring	$0	$0	$0	$0	$41,435	$0
Data Management (15%)	$0	$4,254	$0	$0	$6,215	$4,254
Program Management (5%)	$0	$1,631	$0	$0	$2,382	$1,631
Monitoring Cost Sub-Total	$0	$34,244	$0	$0	$50,032	$34,244
Contingency (10%)	$0	$3,424	$0	$0	$5,003	$3,424
Annual Escalation (0%, 2%, 2%)	$0	$0	$0	$0	$1,101	$0
Total	**$0**	**$37,669**	**$0**	**$0**	**$56,136**	**$93,805**

Agency	Land Area (acres)	% of Area	Fiscal Year 18-19	Fiscal Year 19-20	Fiscal Year 20-21	Fiscal Year 21-22	Fiscal Year 22-23	Total
LACFCD (5%)	--	--	$0	$1,883	$0	$0	$2,807	$4,690
City of Los Angeles	32,491.56	89.72%	$0	$32,108	$0	$0	$47,849	$79,957
County of Los Angeles	2,183.42	6.03%	$0	$2,158	$0	$0	$3,215	$5,373
City of Glendale	20.25	0.06%	$0	$20	$0	$0	$30	$50
City of San Fernando	1,517.65	4.19%	$0	$1,500	$0	$0	$2,235	$3,735
Tujunga Wash (Total)	**36,212.88**	**100%**	**$0**	**$37,669**	**$0**	**$0**	**$56,136**	**$93,805**

Note:
1. Los Angeles County Flood Control District (LACFCD) is responsible for 5% of the Total Cost, which is subtracted before the cost is distributed among the other Parties.
2. Distributed Cost to each Party within a given Segment or Tributary = [(Total of Non-Stormwater Outfall Monitoring Costs – LACFD 5%) x Agency Percent Area] / 100%

Table 3I Exhibit A (Segment D)

Non-Stormwater Outfall Monitoring (Segment D)	Fiscal Year 18-19	Fiscal Year 19-20	Fiscal Year 20-21	Fiscal Year 21-22	Fiscal Year 22-23	Total
Inventory and 6 screening Events	$0	$28,360	$0	$0	$0	$28,360

Non-Stormwater Outfall Monitoring	$0	$0	$0	$0	$32,657	$0
Data Management (15%)	$0	$4,254	$0	$0	$4,899	$4,254
Program Management (5%)	$0	$1,631	$0	$0	$1,878	$1,631
Monitoring Cost Sub-Total	$0	$34,244	$0	$0	$39,433	$34,244
Contingency (10%)	$0	$3,424	$0	$0	$3,943	$3,424
Annual Escalation (0%, 2%, 2%)	$0	$0	$0	$0	$868	$0
Total	**$0**	**$37,669**	**$0**	**$0**	**$44,244**	**$81,913**

Agency	Land Area (acres)	% of Area	Fiscal Year 18-19	Fiscal Year 19-20	Fiscal Year 20-21	Fiscal Year 21-22	Fiscal Year 22-23	Total
LACFCD (5%)	--	--	$0	$1,883	$0	$0	$2,212	$4,096
City of Los Angeles	23,079.17	100.00%	$0	$35,785	$0	$0	$42,032	$77,817
Segment D (Total)	**23,079.17**	**100%**	**$0**	**$37,669**	**$0**	**$0**	**$44,244**	**$81,913**

Note:
1. Los Angeles County Flood Control District (LACFCD) is responsible for 5% of the Total Cost, which is subtracted before the cost is distributed among the other Parties.
2. Distributed Cost to each Party within a given Segment or Tributary = [(Total of Non-Stormwater Outfall Monitoring Costs – LACFD 5%) x Agency Percent Area] / 100%

Table 3J Exhibit A (Bull Creek)

Non-Stormwater Outfall Monitoring (Bull Creek)	Fiscal Year 18-19	Fiscal Year 19-20	Fiscal Year 20-21	Fiscal Year 21-22	Fiscal Year 22-23	Total
Inventory and 6 screening Events	$0	$26,778	$0	$0	$0	$26,778
Non-Stormwater Outfall Monitoring	$0	$0	$0	$0	$37,937	$0
Data Management (15%)	$0	$4,017	$0	$0	$5,691	$4,017
Program Management (5%)	$0	$1,540	$0	$0	$2,181	$1,540
Monitoring Cost Sub-Total	$0	$32,334	$0	$0	$45,809	$32,334
Contingency (10%)	$0	$3,233	$0	$0	$4,581	$3,233
Annual Escalation (0%, 2%, 2%)	$0	$0	$0	$0	$1,008	$0
Total	**$0**	**$35,568**	**$0**	**$0**	**$51,397**	**$86,965**

Agency	Land Area (acres)	% of Area	Fiscal Year 18-19	Fiscal Year 19-20	Fiscal Year 20-21	Fiscal Year 21-22	Fiscal Year 22-23	Total

LACFCD (5%)	--	--	$0	$1,778	$0	$0	$2,570	$4,348
City of Los Angeles	10,822.34	85.09%	$0	$28,752	$0	$0	$41,548	$70,299
County of Los Angeles	1,896.24	14.91%	$0	$5,038	$0	$0	$7,280	$12,318
Bull Creek (Total)	**12,718.58**	**100%**	**$0**	**$35,568**	**$0**	**$0**	**$51,397**	**$86,965**

Note:
1. Los Angeles County Flood Control District (LACFCD) is responsible for 5% of the Total Cost, which is subtracted before the cost is distributed among the other Parties.
2. Distributed Cost to each Party within a given Segment or Tributary = [(Total of Non-Stormwater Outfall Monitoring Costs – LACFD 5%) x Agency Percent Area] / 100%

Table 3K Exhibit A (Legg Lake)

Legg Lake Receiving Water Monitoring	Fiscal Year 18-19	Fiscal Year 19-20	Fiscal Year 20-21	Fiscal Year 21-22	Fiscal Year 22-23	Total
Receiving Water Monitoring	$14,178	$14,178	$14,178	$14,178	$14,178	$42,533
Data Management (15%)	$2,127	$2,127	$2,127	$2,127	$2,127	$6,380
Program Management (5%)	$815	$815	$815	$815	$815	$2,446
Monitoring Cost Sub-Total	$17,120	$17,120	$17,120	$17,120	$17,120	$51,359
Contingency (10%)	$1,712	$1,712	$1,712	$1,712	$1,712	$5,136
Annual Escalation (0%, 2%, 2%, 2%, 2%)	$0	$377	$384	$392	$400	$761
Legg Lake (Total)	**$18,831**	**$19,208**	**$19,592**	**$19,984**	**$20,384**	**$98,000**

Agency	Land Area (acres)	% of Area	Fiscal Year 18-19	Fiscal Year 19-20	Fiscal Year 20-21	Fiscal Year 21-22	Fiscal Year 22-23	Total
LACFCD (5%)	--	--	$942	$960	$980	$999	$1,019	$2,882
County of Los Angeles	2,044.68	56.21%	$10,056	$10,258	$10,463	$10,672	$10,885	$30,777
South El Monte	1,592.68	43.79%	$7,833	$7,990	$8,150	$8,313	$8,479	$23,973
Legg Lake (Total)	**3,637.35**	**100%**	**$18,831**	**$19,208**	**$19,592**	**$19,984**	**$20,384**	**$98,000**

Note:
1. Los Angeles County Flood Control District (LACFCD) is responsible for 5% of the Total Cost, which is subtracted before the cost is distributed among the other Parties.
2. Distributed Cost to each Party within Lake = [(Total of Lake Monitoring Costs – LACFD 5%) x Agency Percent Area] / 100%

Table 4. San Gabriel Valley Council of Governments Fee

Agency	Land Area (acres)	% of Area	Fiscal Year 18-19	Fiscal Year 19-20	Fiscal Year 20-21	Fiscal Year 21-22	Fiscal Year 22-23	Total
LACFCD (5%)	--	5.00%	$2,500	$2,500	$2,500	$2,500	$2,500	$12,500
City of Los Angeles	181,288.00	58.53%	$27,800	$27,800	$27,800	$27,800	$27,800	$138,999
County of Los Angeles	41,048.07	13.25%	$6,295	$6,295	$6,295	$6,295	$6,295	$31,473
City of Alhambra	4,884.31	1.58%	$749	$749	$749	$749	$749	$3,745
City of Burbank	11,095.20	3.58%	$1,701	$1,701	$1,701	$1,701	$1,701	$8,507
City of Calabasas	4,005.68	1.29%	$614	$614	$614	$614	$614	$3,071
City of Glendale	19,587.50	6.32%	$3,004	$3,004	$3,004	$3,004	$3,004	$15,018
City of Hidden Hills	961.03	0.31%	$147	$147	$147	$147	$147	$737
City of La Canada Flintridge	5,534.46	1.79%	$849	$849	$849	$849	$849	$4,243
City of Montebello	5,356.38	1.73%	$821	$821	$821	$821	$821	$4,107
City of Monterey Park	4,951.51	1.60%	$759	$759	$759	$759	$759	$3,796
City of Pasadena	14,805.30	4.78%	$2,270	$2,270	$2,270	$2,270	$2,270	$11,352
City of Rosemead	3,310.87	1.07%	$508	$508	$508	$508	$508	$2,539
City of San Fernando	1,517.64	0.49%	$233	$233	$233	$233	$233	$1,164
City of San Gabriel	2,644.87	0.85%	$406	$406	$406	$406	$406	$2,028
City of San Marino	2,409.64	0.78%	$370	$370	$370	$370	$370	$1,848
City of South El Monte	1,594.16	0.51%	$244	$244	$244	$244	$244	$1,222
City of South Pasadena	2,186.20	0.71%	$335	$335	$335	$335	$335	$1,676
City of Temple City	2,576.50	0.83%	$395	$395	$395	$395	$395	$1,975
Total	**309,757.32**	**1.00**	**$50,000**	**$50,000**	**$50,000**	**$50,000**	**$50,000**	**$250,000**

Note:
1. Total cost of SGVCOG Fees is $50,000 per year.
2. Los Angeles County Flood Control District (LACFCD) is responsible for 5% of the Total Cost, which is subtracted before the cost is distributed among the other Parties.

EXHIBIT B

Upper Los Angeles River Enhanced Watershed Management Area EWMP Implementation Costs

Table 1. Distribution of Total Cost for Implementing ULAR EWMP Associated Tasks

CITY	% Drainage Area	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	5YR Total
City of Los Angeles	58.53%	$219,177	$166,120	$312,775	$416,958	$221,723	$1,336,752
Alhambra	1.58%	$5,916	$4,484	$6,735	$4,867	$5,985	$27,987
Burbank	3.58%	$13,409	$10,163	$15,265	$33,182	$13,564	$85,583
Calabasas	1.29%	$5,254	$3,662	$45,435	$3,975	$4,887	$63,213
Glendale	6.32%	$23,627	$17,943	$26,949	$98,628	$23,947	$191,139
Hidden Hills	0.31%	$4,303	$882	$10,237	$957	$1,176	$17,555
La Canada Flintridge	1.79%	$6,704	$5,082	$7,632	$5,516	$6,782	$31,717
Montebello	1.73%	$6,478	$4,910	$7,375	$5,329	$6,553	$30,646
Monterey Park	1.60%	$5,994	$4,544	$6,824	$4,932	$6,064	$28,357
Pasadena	4.78%	$17,897	$13,564	$20,375	$14,758	$18,105	$84,698
Rosemead	1.07%	$5,034	$3,034	$4,559	$3,294	$4,051	$19,971
San Fernando	0.49%	$4,474	$1,390	$2,088	$5,510	$1,855	$15,317
San Gabriel	0.85%	$4,828	$2,414	$3,625	$3,917	$3,221	$18,005
San Marino	0.78%	$4,753	$2,212	$3,324	$2,401	$2,953	$15,642
South El Monte	0.51%	$1,602	$3,052	$2,177	$1,573	$1,934	$10,338
South Pasadena	0.71%	$4,680	$2,010	$3,022	$2,182	$2,685	$14,579
Temple City	0.83%	$4,804	$2,354	$3,537	$2,555	$3,143	$16,393
LACFCD	--	$10,250	$6,500	$34,050	$27,300	$11,500	$89,600
LA County	13.25%	$49,616	$37,605	$69,313	$77,719	$50,192	$284,445
Total	**100.00%**	**$398,845**	**$290,923**	**$585,296**	**$715,552**	**$390,321**	**$2,381,938**

Notes:

1. Total Cost = SGVCOG Admin Fee + Annual Report Costs + Adaptive Management Costs + ROWD Costs + LRS Costs + TMRP Costs + Special Studies Costs + 2017 Report of Waste Discharge (ROWD).

Table 2 : Upper Los Angeles CIMP Contingency (Deficiency) Funds FY15/16 To FY 17/18

CITY	% Drainage Area	FY 15-16	FY 16-17	FY 17-18	Contingency		
		Contingency			Total collected FY15-18	Used	Leftover
City of Los Angeles	58.53%	$81,543	$66,726	$ 60,867	$209,136	$50,699.77	$158,436.67
Alhambra	1.58%	$2,201	$1,801	$1,643	$5,646	$5,258.20	$387.38
Burbank	3.58%	$4,988	$4,081	$3,723	$12,792	$6,858.12	$5,933.76
Calabasas	1.29%	$1,797	$1,471	$1,342	$4,609	$5,031.86	($422.50)
Glendale	6.32%	$8,805	$7,205	$6,572	$22,582	$9,045.74	$13,536.56
Hidden Hills	0.31%	$432	$353	$322	$1,108	$4,247.56	($3,139.88)
La Canada Flintridge	1.79%	$2,494	$2,041	$1,861	$6,396	$5,425.68	$970.26
Montebello	1.73%	$2,410	$1,972	$1,799	$6,182	$5,379.80	$801.75
Monterey Park	1.60%	$2,229	$1,824	$1,664	$5,717	$5,275.51	$441.53
Pasadena	4.78%	$6,659	$5,449	$4,971	$17,080	$7,813.84	$9,265.81
Rosemead	1.07%	$1,491	$1,220	$1,113	$3,823	$4,852.88	($1,029.61)
San Fernando	0.49%	$683	$559	$510	$1,751	$4,390.94	($2,640.10)
San Gabriel	0.85%	$1,184	$969	$884	$3,037	$4,681.32	($1,644.14)
San Marino	0.78%	$1,087	$889	$811	$2,787	$4,620.72	($1,833.66)
South El Monte	0.51%	$711	$581	$530	$1,822	$4,410.66	($2,588.35)
South Pasadena	0.71%	$989	$809	$738	$2,537	$4,563.16	($2,026.22)
Temple City	0.83%	$1,156	$946	$863	$2,966	$4,663.71	($1,698.00)
LACFCD	--	$7,333	$6,000	$5,473	$18,806	$ -	$18,806.05
LA County	13.25%	$18,460	$15,106	$13,779	$47,344	$ 14,573.98	$32,770.25
Total	**100.00%**	**$146,650**	**$120,004**	**$109,467**	**$376,121**	**$151,793.45**	**$224,327.55**

Notes:

1. Table represents excess contingency funds from FY 15-16 per Agency. As agreed, costs for the implementation of the TMRP ($4,000/Agency) was subtracted from each Agency's contingency surplus. Agency's showing Deficiency have remaining implementation costs factored into Year 1 of the TMRP annual costs (refer to Table 8)

Table 3: Upper Los Angeles SGVCOG Management Funds FY18/19 To FY 22/23

CITY	%Drainage Area	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
City of Los Angeles	58.53%	$ 27,802	$ 27,802	$ 27,802	$ 27,802	$ 27,802
Alhambra	1.58%	$ 751	$ 751	$ 751	$ 751	$ 751
Burbank	3.58%	$ 1,701	$ 1,701	$ 1,701	$ 1,701	$ 1,701
Calabasas	1.29%	$ 613	$ 613	$ 613	$ 613	$ 613
Glendale	6.32%	$ 3,002	$ 3,002	$ 3,002	$ 3,002	$ 3,002
Hidden Hills	0.31%	$ 147	$ 147	$ 147	$ 147	$ 147
La Canada Flintridge	1.79%	$ 850	$ 850	$ 850	$ 850	$ 850
Montebello	1.73%	$ 822	$ 822	$ 822	$ 822	$ 822
Monterey Park	1.60%	$ 760	$ 760	$ 760	$ 760	$ 760
Pasadena	4.78%	$ 2,271	$ 2,271	$ 2,271	$ 2,271	$ 2,271
Rosemead	1.07%	$ 508	$ 508	$ 508	$ 508	$ 508
San Fernando	0.49%	$ 233	$ 233	$ 233	$ 233	$ 233
San Gabriel	0.85%	$ 404	$ 404	$ 404	$ 404	$ 404
San Marino	0.78%	$ 371	$ 371	$ 371	$ 371	$ 371
South El Monte	0.51%	$ 242	$ 242	$ 242	$ 242	$ 242
South Pasadena	0.71%	$ 337	$ 337	$ 337	$ 337	$ 337
Temple City	0.83%	$ 394	$ 394	$ 394	$ 394	$ 394
LACFCD	--	$ 2,500	$ 2,500	$ 2,500	$ 2,500	$ 2,500
LA County	13.25%	$ 6,294	$ 6,294	$ 6,294	$ 6,294	$ 6,294
Total	**100.00%**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 50,000**

Table 4: Upper Los Angeles Annual Report Funds FY18/19 To FY 22/23

CITY	% Drainage Area	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
City of Los Angeles	58.53%	$ 58,530	$ 58,530	$ 58,530	$ 58,530	$ 58,530
Alhambra	1.58%	$ 1,580	$ 1,580	$ 1,580	$ 1,580	$ 1,580
Burbank	3.58%	$ 3,580	$ 3,580	$ 3,580	$ 3,580	$ 3,580
Calabasas	1.29%	$ 1,290	$ 1,290	$ 1,290	$ 1,290	$ 1,290
Glendale	6.32%	$ 6,320	$ 6,320	$ 6,320	$ 6,320	$ 6,320
Hidden Hills	0.31%	$ 310	$ 310	$ 310	$ 310	$ 310
La Canada Flintridge	1.79%	$ 1,790	$ 1,790	$ 1,790	$ 1,790	$ 1,790
Montebello	1.73%	$ 1,730	$ 1,730	$ 1,730	$ 1,730	$ 1,730
Monterey Park	1.60%	$ 1,600	$ 1,600	$ 1,600	$ 1,600	$ 1,600
Pasadena	4.78%	$ 4,780	$ 4,780	$ 4,780	$ 4,780	$ 4,780
Rosemead	1.07%	$ 1,070	$ 1,070	$ 1,070	$ 1,070	$ 1,070
San Fernando	0.49%	$ 490	$ 490	$ 490	$ 490	$ 490
San Gabriel	0.85%	$ 850	$ 850	$ 850	$ 850	$ 850
San Marino	0.78%	$ 780	$ 780	$ 780	$ 780	$ 780
South El Monte	0.51%	$ 510	$ 510	$ 510	$ 510	$ 510
South Pasadena	0.71%	$ 710	$ 710	$ 710	$ 710	$ 710
Temple City	0.83%	$ 830	$ 830	$ 830	$ 830	$ 830
LACFCD	--	$ 0	$ 0	$ 0	$ 0	$ 0
LA County	13.25%	$ 13,250	$ 13,250	$ 13,250	$ 13,250	$ 13,250
Total	**100.00%**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**

Notes:

1. LACFCD is compiling their own Annual Report and not contributing to the Watershed effort.

Table 5: Upper Los Angeles Adaptive Management Funds FY18/19 To FY 22/23

CITY	% Drainage Area	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
City of Los Angeles	58.53%	$ 41,703	$ -	$ 83,405	$ -	$ 55,604
Alhambra	1.58%	$ 1,126	$ -	$ 2,252	$ -	$ 1,501
Burbank	3.58%	$ 2,551	$ -	$ 5,102	$ -	$ 3,401
Calabasas	1.29%	$ 919	$ -	$ 1,838	$ -	$ 1,226
Glendale	6.32%	$ 4,503	$ -	$ 9,006	$ -	$ 6,004
Hidden Hills	0.31%	$ 221	$ -	$ 442	$ -	$ 295
La Canada Flintridge	1.79%	$ 1,275	$ -	$ 2,551	$ -	$ 1,701
Montebello	1.73%	$ 1,233	$ -	$ 2,465	$ -	$ 1,644
Monterey Park	1.60%	$ 1,140	$ -	$ 2,280	$ -	$ 1,520
Pasadena	4.78%	$ 3,406	$ -	$ 6,812	$ -	$ 4,541
Rosemead	1.07%	$ 762	$ -	$ 1,525	$ -	$ 1,017
San Fernando	0.49%	$ 349	$ -	$ 698	$ -	$ 466
San Gabriel	0.85%	$ 606	$ -	$ 1,211	$ -	$ 808
San Marino	0.78%	$ 556	$ -	$ 1,112	$ -	$ 741
South El Monte	0.51%	$ 363	$ -	$ 727	$ -	$ 485
South Pasadena	0.71%	$ 506	$ -	$ 1,012	$ -	$ 675
Temple City	0.83%	$ 591	$ -	$ 1,183	$ -	$ 789
LACFCD	--	$ 3,750	$ -	$ 7,500	$ -	$ 5,000
LA County	13.25%	$ 9,441	$ -	$ 18,881	$ -	$ 12,588
Total	**100.00%**	**$ 75,000**		**$ 150,000**	**$ -**	**$ 100,000**

Notes:

1. Year 3 includes costs for a Reasonable Assurance Analysis (RAA)

Table 6: Upper Los Angeles Report Of Waste Discharge (ROWD) FY18/19 To FY 22/23

CITY	% Drainage Area	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
City of Los Angeles	58.53%	$ -	$ -	$ -	$ 14,194	$ -
Alhambra	1.58%	$ -	$ -	$ -	$ 383	$ -
Burbank	3.58%	$ -	$ -	$ -	$ 868	$ -
Calabasas	1.29%	$ -	$ -	$ -	$ 313	$ -
Glendale	6.32%	$ -	$ -	$ -	$ 1,533	$ -
Hidden Hills	0.31%	$ -	$ -	$ -	$ 75	$ -
La Canada Flintridge	1.79%	$ -	$ -	$ -	$ 434	$ -
Montebello	1.73%	$ -	$ -	$ -	$ 420	$ -
Monterey Park	1.60%	$ -	$ -	$ -	$ 388	$ -
Pasadena	4.78%	$ -	$ -	$ -	$ 1,159	$ -
Rosemead	1.07%	$ -	$ -	$ -	$ 259	$ -
San Fernando	0.49%	$ -	$ -	$ -	$ 119	$ -
San Gabriel	0.85%	$ -	$ -	$ -	$ 206	$ -
San Marino	0.78%	$ -	$ -	$ -	$ 189	$ -
South El Monte	0.51%	$ -	$ -	$ -	$ 124	$ -
South Pasadena	0.71%	$ -	$ -	$ -	$ 172	$ -
Temple City	0.83%	$ -	$ -	$ -	$ 201	$ -
LACFCD	--	$ -	$ -	$ -	$ 750	$ -
LA County	13.25%	$ -	$ -	$ -	$ 3,213	$ -
Total	100.00%	$ -	$ -	$ -	$ 25,000	$ -

Table 7: Upper Los Angeles Load Reduction Strategy (LRS)Funds FY18/19 To FY 22/23

CITY	% Drainage Area	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
City of Los Angeles	58.53%	$ -	$ -	$ 63,200	$ 236,644	$ -
Alhambra	1.58%	$ -	$ -	$ -	$ -	$ -
Burbank	3.58%	$ -	$ -	$ -	$ 22,150	$ -
Calabasas	1.29%	$ -	$ -	$ 39,935	$ -	$ -
Glendale	6.32%	$ -	$ -	$ -	$ 79,152	$ -

Hidden Hills	0.31%	$	-	$	-	$	8,913	$	-	$	-
La Canada Flintridge	1.79%	$	-	$	-	$	-	$	2,583	$	-
Montebello	1.73%	$	-	$	-	$	-	$	-	$	-
Monterey Park	1.60%	$	-	$	-	$	-	$	-	$	-
Pasadena	4.78%	$	-	$	-	$	-	$	35	$	-
Rosemead	1.07%	$	-	$	-	$	-	$	-	$	-
San Fernando	0.49%	$	-	$	-	$	-	$	3,483	$	-
San Gabriel	0.85%	$	-	$	-	$	-	$	-	$	-
San Marino	0.78%	$	-	$	-	$	-	$	-	$	-
South El Monte	0.51%	$	-	$	-	$	-	$	-	$	-
South Pasadena	0.71%	$	-	$	-	$	-	$	-	$	-
Temple City	0.83%	$	-	$	-	$	-	$	-	$	-
LACFCD	--	$	-	$	-	$	6,575	$	20,050	$	-
LA County	13.25%	$	-	$	-	$	12,827	$	36,902	$	-
Total	**100.00%**	**$**	**-**	**$**	**-**	**$**	**131,500**	**$**	**50,000**	**$**	**-**

Notes:

1. Includes costs to perform non-stormwater investigations ($10K/Trib or Reach), Facts Sheets for Priority Outfalls ($3K/ea assumed 4 POs/Trib or Reach), and LRS Reports for Segment E Tributaries (FY 20-21), Segment C and its Tributaries, and Segment D and its Tributaries (FY 21-22)

Table 8: Upper Los Angeles Trash Monitoring And Reporting Plan (TMRP) Implementation FY18/19 To FY 22/23

CITY	% Drainage Area	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
City of Los Angeles	46.7%	$ 35,305	$ 35,305	$ 35,305	$ 35,305	$ 35,305
Alhambra	1.26%	$ 953	$ 953	$ 953	$ 953	$ 953
Burbank	2.86%	$ 2,162	$ 2,162	$ 2,162	$ 2,162	$ 2,162
Calabasas	1.03%	$ 1,201	$ 779	$ 779	$ 779	$ 779
Glendale	5.05%	$ 3,818	$ 3,818	$ 3,818	$ 3,818	$ 3,818
Hidden Hills	0.25%	$ 3,329	$ 189	$ 189	$ 189	$ 189
La Canada Flintridge	1.43%	$ 1,081	$ 1,081	$ 1,081	$ 1,081	$ 1,081
Montebello	1.38%	$ 1,043	$ 1,043	$ 1,043	$ 1,043	$ 1,043

Monterey Park	1.28%	$ 968	$ 968	$ 968	$ 968	$ 968
Pasadena	3.81%	$ 2,880	$ 2,880	$ 2,880	$ 2,880	$ 2,880
Rosemead	0.85%	$ 1,672	$ 643	$ 643	$ 643	$ 643
San Fernando	0.39%	$ 2,935	$ 295	$ 295	$ 295	$ 295
San Gabriel	0.68%	$ 2,158	$ 514	$ 514	$ 514	$ 514
San Marino	0.62%	$ 2,302	$ 469	$ 469	$ 469	$ 469
South El Monte	0.41%	$ 2,898	$ 310	$ 310	$ 310	$ 310
South Pasadena	0.56%	$ 2,450	$ 423	$ 423	$ 423	$ 423
Temple City	0.66%	$ 2,197	$ 499	$ 499	$ 499	$ 499
LACFCD	--	$ 0	$ 0	$ 0	$ 0	$ 0
LA County	10.57%	$ 7,991	$ 7,991	$ 7,991	$ 7,991	$ 7,991
Total	**79.79%**	**$ 77,344**	**$ 60,321**	**$ 60,321**	**$ 60,321**	**$ 60,321**

Notes:

1. Total Drainage Area (100%) includes the Ballona Creek Participating Agencies (not shown here).
2. LACFCD is implementing their own TMRP independently, and is not contributing to this Watershed effort.

Table 9: Upper Los Angeles Special Studies Funds FY18/19 To FY 22/23

CITY	% Drainage Area	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
City of Los Angeles	58.53%	$ 44,483	$ 44,483	$ 44,483	$ 44,483	$ 44,483
Alhambra	1.58%	$ 1,201	$ 1,201	$ 1,201	$ 1,201	$ 1,201
Burbank	3.58%	$ 2,721	$ 2,721	$ 2,721	$ 2,721	$ 2,721
Calabasas	1.29%	$ 980	$ 980	$ 980	$ 980	$ 980
Glendale	6.32%	$ 4,803	$ 4,803	$ 4,803	$ 4,803	$ 4,803
Hidden Hills	0.31%	$ 236	$ 236	$ 236	$ 236	$ 236
La Canada Flintridge	1.79%	$ 1,360	$ 1,360	$ 1,360	$ 1,360	$ 1,360
Montebello	1.73%	$ 1,315	$ 1,315	$ 1,315	$ 1,315	$ 1,315
Monterey Park	1.60%	$ 1,216	$ 1,216	$ 1,216	$ 1,216	$ 1,216
Pasadena	4.78%	$ 3,633	$ 3,633	$ 3,633	$ 3,633	$ 3,633
Rosemead	1.07%	$ 813	$ 813	$ 813	$ 813	$ 813
San Fernando	0.49%	$ 372	$ 372	$ 372	$ 372	$ 372
San Gabriel	0.85%	$ 646	$ 646	$ 646	$ 646	$ 646

San Marino	0.78%	$ 593	$ 593	$ 593	$ 593	$ 593
South El Monte	0.51%	$ 388	$ 388	$ 388	$ 388	$ 388
South Pasadena	0.71%	$ 540	$ 540	$ 540	$ 540	$ 540
Temple City	0.83%	$ 631	$ 631	$ 631	$ 631	$ 631
LACFCD	--	$ 4,000	$ 4,000	$ 4,000	$ 4,000	$ 4,000
LA County	13.25%	$ 10,070	$ 10,070	$ 10,070	$ 10,070	$ 10,070
Total	**100.00%**	**$ 80,000**	**$ 80,000**	**$ 80,000**	**$ 80,000**	**$ 80,000**

Notes:

1. Special studies at a cost of $200,000 each spread out over 5 years.

Table 10: Upper Los Angeles 2017 Report Of Waste Discharge (ROWD) Cost

CITY	% Drainage Area	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
City of Los Angeles	58.53%	$ 11,355	$ -	$ -	$ -	$ -
Alhambra	1.58%	$ 307	$ -	$ -	$ -	$ -
Burbank	3.58%	$ 695	$ -	$ -	$ -	$ -
Calabasas	1.29%	$ 250	$ -	$ -	$ -	$ -
Glendale	6.32%	$ 1,226	$ -	$ -	$ -	$ -
Hidden Hills	0.31%	$ 60	$ -	$ -	$ -	$ -
La Canada Flintridge	1.79%	$ 347	$ -	$ -	$ -	$ -
Montebello	1.73%	$ 336	$ -	$ -	$ -	$ -
Monterey Park	1.60%	$ 310	$ -	$ -	$ -	$ -
Pasadena	4.78%	$ 927	$ -	$ -	$ -	$ -
Rosemead	1.07%	$ 208	$ -	$ -	$ -	$ -
San Fernando	0.49%	$ 95	$ -	$ -	$ -	$ -
San Gabriel	0.85%	$ 165	$ -	$ -	$ -	$ -
San Marino	0.78%	$ 151	$ -	$ -	$ -	$ -
South El Monte	0.51%	$ 99	$ -	$ -	$ -	$ -
South Pasadena	0.71%	$ 138	$ -	$ -	$ -	$ -
Temple City	0.83%	$ 161	$ -	$ -	$ -	$ -
LACFCD	--	--	$ -	$ -	$ -	$ -
LA County	13.25%	$ 2,571	$ -	$ -	$ -	$ -
Total	**100.00%**	**$ 19,400**	$ -	$ -	$ -	$ -

EXHIBIT C

Upper Los Angeles River Enhanced Watershed Management Area
CIMP and EWMP Invoicing Schedule

Table 1. CIMP/EWMP Implementation Annual Implementation Costs

CITY	% Drainage Area	July 2018	July 2019	July 2020	July 2021	July 2022
City of Los Angeles	58.53%	$ 667,313	$ 803,332	$ 685,920	$ 790,103	$ 802,090
Alhambra	1.58%	$ 17,100	$ 14,537	$ 16,788	$ 14,920	$ 16,038
Burbank	3.58%	$ 38,815	$ 53,000	$ 38,102	$ 56,019	$ 67,732
Calabasas	1.29%	$ 28,894	$ 74,310	$ 53,680	$ 12,220	$ 13,132
Glendale	6.32%	$ 68,524	$ 89,645	$ 67,266	$ 138,945	$ 112,479
Hidden Hills	0.31%	$ 9,799	$ 16,797	$ 12,215	$ 2,935	$ 3,154
La Canada Flintridge	1.79%	$ 19,377	$ 19,139	$ 19,024	$ 16,908	$ 22,096
Montebello	1.73%	$ 18,743	$ 15,935	$ 18,400	$ 16,345	$ 17,578
Monterey Park	1.60%	$ 17,332	$ 14,736	$ 17,016	$ 15,124	$ 16,256
Pasadena	4.78%	$ 51,799	$ 44,257	$ 50,849	$ 45,232	$ 48,962
Rosemead	1.07%	$ 12,615	$ 9,849	$ 11,374	$ 10,109	$ 10,866
San Fernando	0.49%	$ 7,949	$ 6,013	$ 5,212	$ 8,634	$ 7,214
San Gabriel	0.85%	$ 10,884	$ 7,858	$ 9,069	$ 9,361	$ 8,665
San Marino	0.78%	$ 10,271	$ 7,172	$ 8,284	$ 7,361	$ 7,913
South El Monte	0.51%	$ 13,086	$ 14,323	$ 13,608	$ 13,167	$ 13,694
South Pasadena	0.71%	$ 9,686	$ 6,510	$ 7,522	$ 6,682	$ 7,185
Temple City	0.83%	$ 10,704	$ 7,657	$ 8,840	$ 7,858	$ 8,446
LACFCD	--	$ 51,519	$ 63,860	$ 68,586	$ 61,856	$ 62,627
LA County	13.25%	$ 159,814	$ 170,193	$ 164,265	$ 172,880	$ 166,732
Total	**100.00%**	**$ 1,224,224**	**$ 1,439,121**	**$ 1,276,019**	**$ 1,406,667**	**$ 1,412,860**

EXHIBIT D

Upper Los Angeles River EWMP/CIMP Responsible Agencies Representatives

Agency Address	Agency Contact
City of Los Angeles Department of Public Works Bureau of Sanitation, Watershed Protection Division 1149 S. Broadway Los Angeles, CA 90015	Shahram Kharaghani E-mail: Shahram.Kharaghani@Lacity.org Phone: (213) 485-0587 Fax: (213) 485-3939
County of Los Angeles Department of Public Works Stormwater Quality Division, 11th Floor 900 South Fremont Avenue Alhambra, CA 91803-1331	Paul Alva E-mail: PALVA@dpw.lacounty.gov Phone: (626) 458-4325 Fax: (626) 457-1526
Los Angeles County Flood Control District Department of Public Works Stormwater Quality Division, 11th Floor 900 South Fremont Avenue Alhambra, CA 91803-1331	Paul Alva E-mail: PALVA@dpw.lacounty.gov Phone: (626) 458-4325 Fax: (626) 457-1526
City of Alhambra 11 South First Street Alhambra, XA 91801-3796	David Dolphin E-mail: DDOLPHIN@cityofalhambra.org Phone: (626) 300-1571 Fax:
City of Burbank P.O. Box 6459 Burbank, CA 91510	Alvin Cruz E-mail:ACruz@burbankca.gov Phone: (818) 238-3941 Fax:
City of Calabasas 100 Civic Center Way Calabasas, CA 91302-3172	Alex Farassati E-mail: afarassati@cityofcalabasas.com Phone: (818) 224-1600 Fax: (818) 225-7338
City of Glendale Engineering Section, 633 East Broadway, Room 205 Glendale, CA 91206-4308	Chris Chew E-mail: cchew@ glendaleca.gov Phone: (818) 548-3945 Fax:
City of Hidden Hills 6165 Spring Valley Road Hidden Hills, CA 91302	Joe Bellomo jbellomo@willdan.com Phone: (805) 279-6856
City of La Canada Flintridge 1327 Foothill Blvd. La Canada Flintridge, CA 91011-2137	Hoon Hahn E-mail: hhahn@lcf.ca.gov Phone: 818-790-8882 Fax:818-70-8897

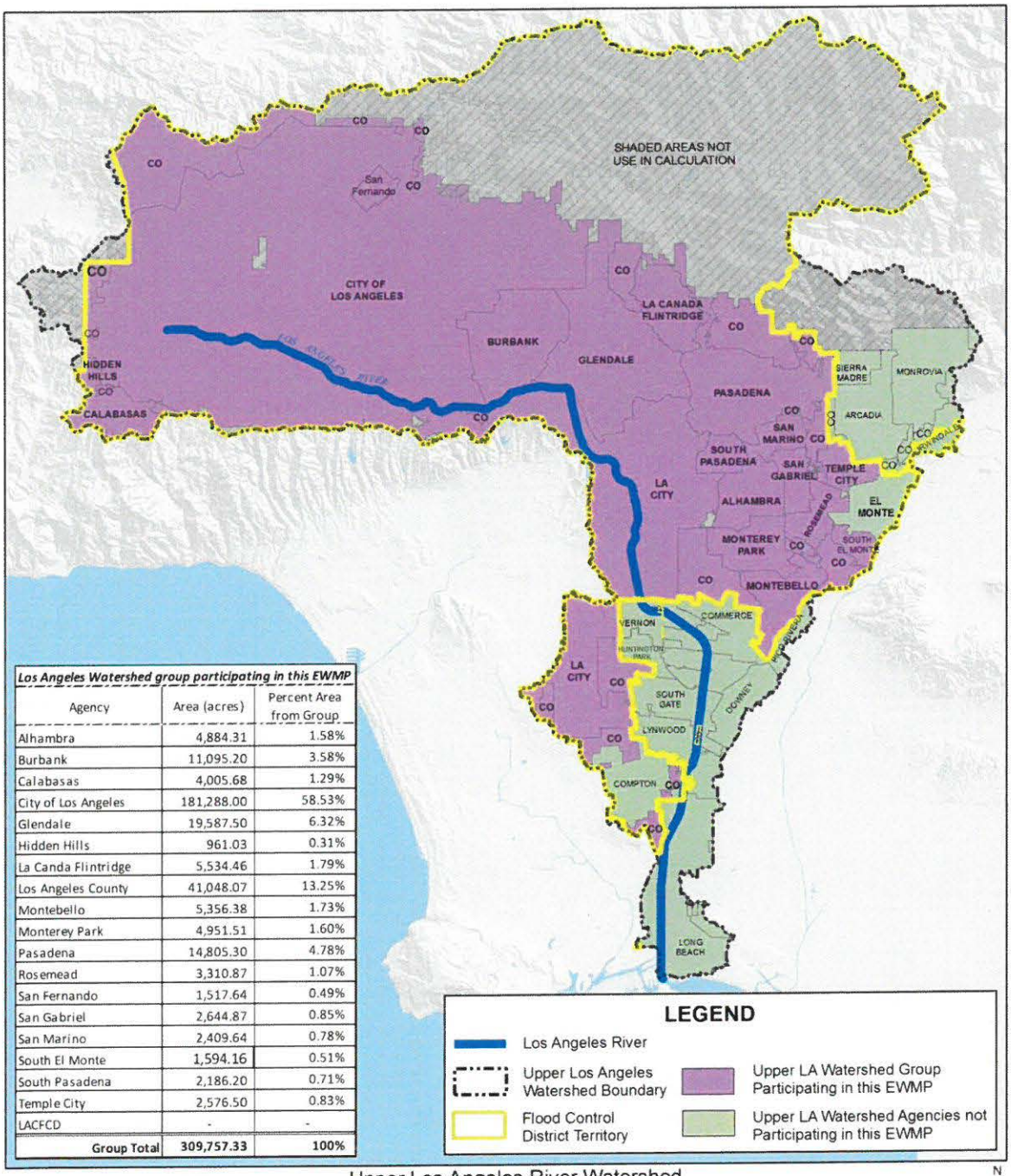
EXHIBIT D

Upper Los Angeles River EWMP/CIMP Responsible Agencies Representatives

City of Montebello 1600 W Beverly Blvd Montebello, CA 90640	Norma Salinas E-mail: Nsalinas@cityofmontebello.com Phone: 323-887-1365 Fax: 323- 887-1410 Eric Woosley E-mail: ewoosley@infrastructure-engineers.com Phone: 714-940-0100 Ext 5226
City of Monterey Park 320 West Newmark Avenue Monterey Park, CA 91754-2896	Bonnie Tam E-mail: btam@montereypark.ca.gov Phone: (626) 307-1383
City of Pasadena P.O. Box 7115 Pasadena, CA 91109-7215	Sean Singletary E-mail: ssingletary@cityofpasadena.net Phone: (626) 744-4273 Fax:
City of Rosemead, 8838 East Valley Blvd. Rosemead, CA 91770-1787	Rafael Fajardo E-mail: rfajardo@cityofrosemead.org Phone: (626) 569-2107 Curtis Cannon E-mail: ccannon@cityofrosemead.org Phone: (626) 569-2107
City of San Fernando 117 Macneil Street San Fernando, CA 91340	Joe Bellomo Email: jbellomo@willdan.com Phone: (805) 279-6856
City of San Gabriel 425 South Mission Avenue San Gabriel, CA 91775	Daren Grilley E-mail: dgrilley@sgch.org Phone: Fax: Patty Pena ppena@sgch.org Phone: (626) 308-2825
City of San Marino 2200 Huntington Drive San Marino, CA 91108-2691	Kevin Sales E-mail: kjserv@aol.com Phone: Fax:
City of South El Monte 1415 Santa Anita Ave. South El Monte, CA 91733	Manuel Mancha E-mail: mmancha@soelmonte.org Phone: (626) 579-6540 Fax: (626) 579-2409
City of South Pasadena 1414 Mission Street South Pasadena, CA 91020-3298	Rafael O. Casillas E-mail: rcasillas@southpasadenaca.gov Phone: (626) 403-7246

City of Temple City 9701 Las Tunas Drive Temple City, CA 9178	Andrew Coyne E-mail: acoyne@templecity.us Phone: (626) 285-2171 Ext. 4344
San Gabriel Valley Council of Governments 1000 S. Fremont Ave. Unit 42 Bldg A10-N, Suite 10210 Alhambra, CA 9180	Marisa Creter E-mail: mcreter@sgvcog.org Phone: (626) 457-1800 Fax: (626) 457-1285

EXHIBIT E
Upper Los Angeles River Enhanced Watershed Management Area



Los Angeles Watershed group participating in this EWMP

Agency	Area (acres)	Percent Area from Group
Alhambra	4,884.31	1.58%
Burbank	11,095.20	3.58%
Calabasas	4,005.68	1.29%
City of Los Angeles	181,288.00	58.53%
Glendale	19,587.50	6.32%
Hidden Hills	961.03	0.31%
La Canda Flintridge	5,534.46	1.79%
Los Angeles County	41,048.07	13.25%
Montebello	5,356.38	1.73%
Monterey Park	4,951.51	1.60%
Pasadena	14,805.30	4.78%
Rosemead	3,310.87	1.07%
San Fernando	1,517.64	0.49%
San Gabriel	2,644.87	0.85%
San Marino	2,409.64	0.78%
South El Monte	1,594.16	0.51%
South Pasadena	2,186.20	0.71%
Temple City	2,576.50	0.83%
LACFCD	-	-
Group Total	**309,757.33**	**100%**

Upper Los Angeles River Watershed
EWMP Agencies

BUREAU OF SANITATION

ENRIQUE C. ZALDIVAR
DIRECTOR

SHAHRAM KHARAGHANI
PROGRAM MANAGER

ULARW_EWMPAgencies	DRAWN BY: NH	CHECKED BY: VD	DATE CREATED 6-18-13 / DATE REVISED 3-3-15

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WATERSHED PROTECTION DIVISION

City Council Agenda Report

ITEM NO. 15

DATE: June 5, 2024

FROM: Arminé Chaparyan, City Manager

PREPARED BY: Angelica Frausto-Lupo, Community Development Director

Matt Chang, Planning Manager
Robert (Dean) Flores, Senior Planner

SUBJECT: **CONSIDERATION OF AN APPEAL OF CITY STAFF'S FEBRUARY 15, 2024 INCOMPLETENESS DETERMINATION, PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 65943(C), FOR A PROJECT PROPOSING THE CONSTRUCTION OF A 6-UNIT TOWNHOME DEVELOPMENT FOR A VACANT PROPERTY ON CAMINO DEL CIELO (ASSESSOR'S PARCEL NUMBER: 5311-009-057) AND CONSIDERATION OF A RESOLUTION REGARDING THE SAME. THE SUBJECT PROPERTY HAS A GENERAL PLAN LAND USE DESIGNATION OF VERY LOW INTENSITY NEIGHBORHOOD AND IS ZONED ALTOS DE MONTEREY RESIDENTIAL (AM)**

Recommendation

It is recommended that the City Council hold an appeal hearing, consider evidence, receive public testimony on the project, and then:

1. Adopt a Resolution (Attachment 1) finding that the application is incomplete, and denying the appeal.

Executive Summary

The applicant/appellant of the proposed project is appealing City staff's Incompleteness Determination on various grounds, including that legislative actions (General Plan Amendment, Zoning Amendment, Zone Change, and Variances) are not required in conjunction with processing of a "Builder's Remedy" project. It is City staff's determination, based on technical assistance provided by the California Department of Housing and Community Development (HCD) that the City may indeed require legislative actions to process such applications. In addition, the application remains incomplete on the additional ground that the applicant/appellant has failed to pay the necessary processing fees for the Hillside Development Permit application previously submitted.

Background

Builder's Remedy

On May 30, 2023, the City Council adopted the 2021-2029 (6th Cycle) Housing Element. Since that time, the City has diligently worked to implement the re-zoning programs contained in the Housing Element in order to receive a certification from HCD. In the past eleven months,

the City adopted an updated General Plan, created the Downtown Specific Plan (DTSP), and adopted several Zoning Code amendments in support of the Housing Element. The City is currently working with HCD to address the latest Housing Element comments provided by HCD before the State could certify the Housing Element.

The so-called "Builder's Remedy" generally refers to certain findings pursuant to the Housing Accountability Act ("HAA"; Govt. Code § 65589.5) that must be made in order for a local agency to deny a qualifying housing development project meeting certain affordability requirements, and which findings require a certified housing element. (Govt. Code § 65589.5(d)(1) and (5).) Under certain circumstances, this may limit a local agency's authority to deny a project proposing "housing for very low, low-, or moderate-income households,"*[1]* even if that project is inconsistent with the applicable general plan and zoning regulations.

> *[1 Pursuant to the Housing Accountability Act, "'housing for very low, low-, or moderate-income households' mean that either (A) at least 20 percent of the total units shall be sold or rented to lower income households, as defined in Section 50079.5 of the Health and Safety Code, or (B) 100 percent of the units shall be sold or rented to persons and families of moderate income as defined in Section 50093 of the Health and Safety Code, or persons and families of middle income, as defined in Section 65008 of this code." (Govt. Code § 65589.5(h)(3).) Importantly, we note that while some prior communications indicate that two of the six proposed units would be made affordable to low-income households, the "Project Appeal Narrative" provided by Appellant in connection with this appeal indicates that two of the six proposed units would be made affordable to moderate income households. If the most recent document provided by the Appellant is correct, then the proposed project would not qualify as "housing for very low, low-, or moderate-income households."]*

With respect to the California Environmental Quality Act (CEQA), Builder's Remedy projects are subject to CEQA review. The HAA states specifically that nothing relieves a local agency from making the required CEQA findings and otherwise complying with CEQA. (Govt. Code § 65589.5(e).)

Project Submittal

On March 23, 2023, the applicant/appellant (Appellant), Victor Tang, filed a preliminary application pursuant to Government Code Section 65941.1 with the Community Development Department (Department) for a 7-unit townhome project, including 2 units (28.5% of the units) affordable to low-income households, on a vacant parcel (APN# 5311-009-057) (the preliminary application is attached as Attachment 2). On July 26, 2023, a formal application consisting of a Hillside Development Permit application (Attachment 3), was submitted to the Department, and proposed to construct 6 townhouse units with 2 units affordable to low-income households. Because 33.3% of the proposed project would be made affordable to low-income households, the proposed project is considered "housing for very low, low, or moderate-income households" for purposes of the HAA. The Appellant did not submit the required processing fees for the Hillside Development Permit.

On August 24, 2023, City staff reviewed the project and provided the Appellant an incomplete letter (Attachment 4). On October 12, 2023, the Appellant resubmitted the application package including revised plans, but did not submit any additional applications beyond the previously submitted Hillside Development Permit application (Appellant's October 12, 2023, submittal is

attached as Attachment 5).

Further, the Appellant did not submit the required processing fees for the previously submitted Hillside Development Permit application. On November 10, 2023, City staff reviewed the revision and provided a second incomplete letter (Attachment 6).

On January 17, 2024, the Appellant resubmitted the project plans, but did not submit any additional applications beyond the previously submitted Hillside Development Permit application (Appellant's January 17, 2024, submittal is attached as Attachment 7). Further, the Appellant did not submit the required processing fees for the previously submitted Hillside Development Permit application. On February 15, 2024, City staff reviewed the revised submittal and determined that the revision did not address the items in the incomplete letter. Therefore, a third incomplete letter (Attachment 8) was sent to the Appellant.

Under the State Permit Streamlining Act (Government Code Section 65943), any public agency shall provide a process for the applicant (Appellant) to appeal an incompleteness determination in writing to the governing body of the agency.

On March 3, 2024, *[2]* the Appellant submitted an appeal application (Attachment 9) to appeal the Incompleteness Determination pursuant to Government Code section 65943(c).

> *[2 The appeal submittal date technically fell on March 1st, a Friday on which the City's offices were closed, thus the Appellant was allowed to submit the appeal by Monday, March 4th.]*

In accordance with the Permit Streamline Act, the agency has a 60-day period to make a final written determination of said appeal. The City and the Appellant, pursuant to Section 65943(d), mutually agreed to extend the 60-day period through June 6. 2024, to allow for presentation of this item at the June 5, 2024, City Council meeting.

Project Description

The project is a proposal to construct a 6-unit townhome development featuring a total living area of 9,961 square feet within Altos de Monterey (AM) overlay zoning district which is a single-family residential zone. The project also requires a Tree Removal Permit to remove a total of 27 trees. The project is inconsistent with, among other things, the City's General Plan land use designation and zoning regulations, however, the Appellant asserts that these inconsistencies cannot be a basis for project denial pursuant to provisions of the Housing Accountability Act, colloquially known as the "Builder's Remedy." (Govt. Code Section 65589.5 (d)), and thus Appellant argues that the City cannot require submittal of certain applications to address these inconsistencies.

Analysis

The subject property – APN# 5311-009-057 – is located in the AM zoning district which is a single-family residential zoning district. The General Plan land use designation is Very Low Density Neighborhood. The purpose of the zoning district and General Plan designation is to allow for single-family residences as the majority of the properties in this zoning district are located on hillsides. A townhouse development, such as the proposed project, is considered a multi-family residential project. This type of project is permitted in a medium or high-density

General Plan land use designation such as Medium Density Neighborhood or High Density Neighborhood. The appropriate zoning districts for multi-family townhome development are Residential Medium Density (RM) or Residential High Density (RH) in residential districts and in the Mixed-Use Overlay zoning district or Downtown Specific Plan area for commercially zoned properties that allow residential uses.

With respect to the proposed application, staff most recently *[3]* deemed the application incomplete for the following reasons (per Attachment 8):

> *[3 As noted previously, the Appellant has received three different Incompleteness Determinations in response to various submittals. The items discussed herein address only the items included in the most recent Incompleteness Determination.]*

1. *As proposed, the proposal requires the following Planning applications:*
    a. *General Plan Amendment, Zoning Amendment for a zone change to allow increased density in the AM zone,*
        i. *The City disagrees with the position in the letter from Mr. McDonald accompanying the submittal asserting that applications for a General Plan Amendment or Zone Change are not required. The City continues to maintain that it has the authority to require the applications to be filed and processed as part of an overall project, even if, for the sake of argument, it may be constrained by state law in its ability to deny a project on consistency bases.*
    b. *Hillside Development Permit and Design Review for the construction of the 6-unit townhomes,*
    c. *Unless significant changes are made to the proposal, Variances for the following due to noncompliance with the City's objective standards in the AM (Altos de Monterey) zoning district:*
        i. *Exceeding the maximum allowable lot coverage,*
        ii. *Exceeding the maximum allowable F.A.R.,*
        iii. *Exceeding the maximum height of the dwelling units,*
        iv. *Exceeding the maximum height of retaining walls,*
        v. *Noncompliant rear yard setback as the minimum requirement is 25',*
        vi. *Any other noncompliance with Table 2-7 in Section 36.250.030 of the SPMC.*
    d. *A Tree Removal Permit for the proposed removal of the trees,*
    e. *Zone Text Amendment to amend SPMC Section 36.250.030.D.1 (Subdivisions are not allowed in the AM zone),*
    f. *Are the proposed units for rent or condominiums? If condominiums, a Tentative Tract Map will be required to be submitted.*
2. *An invoice for the aforementioned applications is attached to this Incomplete Letter.*
3. *California Environmental Quality Act (CEQA)*
    a. *Based on the information provided on this project, the following studies are anticipated:*
        i. *CEQA Initial Study and any other subsequent CEQA documentation/analysis,*
        ii. *Noise Study,*
        iii. *Air Quality & Greenhouse Gas (GHG) Analysis,*
        iv. *Phase I Environmental Site Assessment (ESA),*
        v. *Geotechnical Investigation,*
        vi. *Low Impact Development (LID) Plan/Report*
        vii. *Water Demand Study/Hydraulic Analysis Report*

viii. *Traffic Study*

Responses to Appeal

The following are the points Appellant raised its "Project Appeal Narrative" attached to the City's "Appeal of Decision Application" appeal letter, which are attached as Attachment 9, with staff's analysis and response:

1(a). General Plan Amendment, Zoning Amendment for a zone change to allow increased density in the AM zone,

- *As a Builder's Remedy project under the HAA, a city is prohibited from denying a proposed housing development project for any inconsistency with its General Plan or Zoning Code.*

Analysis:

The City has taken no action on the project, much less any action that would constitute denial of the proposed project. The City has only deemed the project application to be incomplete for the various reasons noted above. Further, as noted in the February 15, 2024, Incompleteness Determination, staff expressly stated that "The City continues to maintain that it has the authority to require applications to be filed and processed as part of the overall project, even if, for the sake of argument, it may be constrained by state law in its ability to deny a project on consistency basis." Deeming the project application incomplete is not a denial of the project.

Further, the City's position that it can require the various applications to address General Plan and zoning inconsistencies is reinforced by an HCD technical assistance letter a letter dated March 28, 2024, to the City of Compton (Attachment 10). In the letter, HCD answers the following question, "Does the HAA prevent a city from requiring that a project application include a request to amend the general plan/zoning code in order to avoid a legal non-conformity if/when the project is approved?"

Their response concludes that, "No provision in the HAA prevents a local government from requesting a general plan/zoning code amendment in order to avoid a legal non-conformity. The HAA provides only that a local government must make one of five findings to deny a housing development project for very low-, low-, or moderate-income households." HCD goes on to say: "Further, the Builder's Remedy does not expressly prevent the City from requiring discretionary permits and/or legislative actions (e.g., GPAs, Zoning Changes, CUPs, specific plan amendments, etc.) that would be required for similar projects where the Builder's Remedy does not apply." In a footnote, they state that, in the Compton case, the legislative changes "are only intended to remedy inconsistencies between the Project and applicable regulatory documents that will result when the Project is approved." This is the same basis that staff is recommending that the applications for amendments and/or variances, be required, in addition to ensuring that due process rights of neighbors and interested parties are afforded through applicable procedures for processing General Plan and zoning amendments. Based on the technical guidance by HCD, staff's position remains that requiring the aforementioned legislative actions does not mean that the City is denying the project, but rather is ensuring that any inconsistencies with the existing General Plan and Zoning Ordinance could be resolved through the entitlement review process.

We also note that the Project Appeal Narrative describes the proposed project as a proposal "to construct 6 units with 2 units as affordable to moderate income households." The Project Appeal Narrative also describes the proposal as "an affordable condo project" that "provides more than 20% units and square footage for moderate income households." As noted above, a project proposed to be 33 percent affordable to moderate income households does not qualify as "a housing development project … for very low, low-, or moderate-income households" as defined in state law. If the Appellant intends to provide moderate income units rather than low-income units, the application does not qualify for consideration under HAA as a "Builders Remedy" (Govt. Code § 65589.5(d)), and the Appellant would still be required to submit the requests for legislative amendments to allow the City to properly process the applications.

Appeal point 1(a), second bullet:

- *In addition, the City did not notify the appellant of any zoning inconsistencies with the GP or otherwise within 30 days of filing the SB330 preliminary application as required under the HAA. As such, the project is deemed compliant with the City's General Plan and zoning codes under the HAA, thus precluding the requirements for any such amendments and the use of anything other than objective design standards.*

Analysis:

Appellant's assertion that a local agency must review a preliminary application for consistency with general plan and zoning criteria is incorrect. We assume that the 30-day period to which appellant refers is the requirement in Govt. Code § 65589.5 (j)(2)(A)(1) which requires local agencies to provide:

> "written documentation identifying the provision or provisions, and an explanation of the reason or reasons it considers the housing development to be inconsistent, not in compliance or not in conformity…(i) Within 30 days of the date the application for the housing application is determined to be complete, if the housing development contains 150 or fewer housing units."*[4]*
>
> *[4 The import of Govt. Code Section 65589.5(j) in this circumstance is unclear, given that the project clearly is not consistent with various objective criteria in the General Plan and Zoning regulations, for the reasons including, but not limited, to those identified in the incomplete letters.]*

The HAA defines the term "determined to be complete" as meaning "that the applicant has submitted a complete application pursuant to 65943." (Govt. Code § 65589.5(h)(10).) This provision does not apply to preliminary applications filed pursuant to Govt. Code Section 65941.1 and will only become applicable when the formal project applications are "determined to be complete." Nonetheless, the City already has, in its incomplete letters, informed the appellant of various inconsistencies with General Plan and zoning requirements.

1(b). Hillside Development Permit and Design Review

- *The appellant wants the City to use objective standards to review the project. The planning department requested window/door/garage door brochure, lighting fixture cutsheet and photometric plans. They are all not part of any objective standards.*

Analysis:

In response to the November 10, 2023, Incompleteness Determination, the Appellant submitted the requested information on January 17, 2024. As such, from the City's perspective, this is not an outstanding item relative to determining the project application complete.

Appeal point 1(b), second bullet:

- *This is an affordable condo project. The project provides more than 20% units and square footage for moderate income households, which is more than required by the City's Inclusive Housing Ordinance. Per IHO, the project design is to be ministerial approved at staff level with objective standards. The planning commission is only involved in the tentative map approval process.*

Analysis:

While certain multifamily residential projects may qualify for ministerial approval under the City's codes, that assumes the project is consistent with the applicable General Plan and Zoning policies, programs, and standards. While certain deviations can be sought pursuant to Density Bonus Law, the Appellant stated in its January 16, 2024, submittal that Appellant is "[n]ot seeking density bonus incentives. We are using Builder's Remedy, another affordable housing program." This is inconsistent with the statement on the preliminary application indicating that Appellant would seek Density Bonus incentives, waivers, concessions, or parking reductions pursuant to California Government Code Section 65915.

In this case, the project is not consistent with the General Plan or Zoning for the reasons including, but not limited to, those set forth in the various incomplete letters issued by the City (and noted above). Further, the project is not subject to the City's inclusionary housing ordinance because it includes less than ten units. (See, South Pasadena City Code Section 36.375.020). Further, the site is not included on the Housing Element site inventory. Thus, a ministerial process is not available to this project.

1(c) Unless significant changes are made to the proposal, Variances for the following due to noncompliance with the City's objective standards in the AM (Altos de Monterey) zoning district.

- *As a Builder's Remedy under the HAA, the City is prohibited from denying a proposed housing development project for any inconsistency with its General Plan or Zoning Code.*

Analysis:

Appellant asserts that the City is prohibited from denying the project based on inconsistency with the General Plan or Zoning Code. While the City has consistently acknowledged that it may be constrained by state law in its ability to deny a project on consistency bases, the project applications are not complete, and thus the City has not commenced formal entitlement processing that would ultimately lead to a decision regarding the proposed project. Once all necessary applications are on file and complete, the City would undertake the required entitlement review process, pursuant to applicable state and local rules. Further, as noted above, the HAA does not prohibit the City from requiring the various applications to address potential nonconformities in the event of project approval.

Appeal point 1(c), second bullet:

- *In addition, the City did not notify the appellant of any zoning inconsistencies with the GP or otherwise within 30 days of filing the SB330 preliminary application as required under the HAA. As such, the project is deemed compliant with the City's General Plan and zoning code under the HAA, thus precluding the requirements variances and the use of anything other than objective design standards.*

Analysis:

Appellant's assertion that a local agency must review a preliminary application for consistency with general plan and zoning criteria is incorrect for the same reasons set forth in the analysis of Appeal point 1(a), second bullet above.

Appeal point 1(c), third bullet:

- *This affordable housing project is qualified under IHO. The applicant can also seek waiver of development standards without variance applications.*

Analysis:

As noted above in the analysis of Appeal point 1(b), second bullet, this project consists of less than 10 residential units and thus is not subject to the City's inclusionary housing ordinance. While certain deviations can be sought pursuant to Density Bonus Law, the appellant has not sought a density bonus for this project.

3. California Environmental Quality Act (CEQA)

- *This infill development qualifies for CEQA class 32 categorical exemption.*
- *As part of Housing Elements update, the City has approved Program Environmental Impact Report (PEIR) in May 2023. The PEIR also precludes many studies needed for CEQA.*

Analysis:

First, the HAA is clear that the provisions of CEQA apply to housing development projects. (Govt. Code § 65589.5(e).) Further, the determination as to what CEQA review is appropriate for a project is made within 30 days after an application is deemed complete. With respect to the reference to prior environmental analyses related to the Housing Element, no prior environmental review contemplated more than one single family residence on the project site.

Additional Appeal Consideration:

In addition to the specific items raised in the Appellant's "Project Appeal Narrative," staff notes that the Appellant has not paid the application fees as required. Setting aside the City's position that additional applications are required, and for which fees would be required, the Appellant has not paid the required fees for the Hillside Development Permit that was submitted. The fee requirement is noted on the Hillside Development Permit Application form and was noted in each of the incomplete letters. This was not raised as an issue in the Appellant's appeal documents, however, the failure to submit the necessary processing fees (even if only for the application actually submitted by Appellant), provides a separate and independent basis to reject the appeal and find that the application remains incomplete.

Impact of Incompleteness on the Preliminary Application.

Pursuant to Government Code Section 65941.1(d)(2), if an "application for a development project" has been submitted in reliance on a previously filed preliminary application, and that application is deemed incomplete by the local agency, the applicant "shall submit the specific information needed to complete the application within 90 days of receiving the agency's written identification of the necessary information." The statute further provides:

> "If the development proponent does not submit this information within the 90-day period, then the preliminary application shall expire and have no further force or effect."

Because the application was initially deemed incomplete on August 24, 2023, the Appellant had 90 days, ending November 22, 2023, to submit the necessary information. For the reasons identified in the incompleteness letters, appellant still has not submitted all of the necessary information, including but not limited to the Hillside Development Permit processing fees. Further, even if, and only for the sake of argument, appellant was correct that the City could not require the additional applications to address General Plan and zoning inconsistencies, the Appellant failed to submit the required processing fees for the Hillside Development Permit application within the 90-day period. Further, the Appellant did not submit the Window and Door Schedule information required for the application until January 17, 2024, which was also after the 90-day period. Based on the foregoing, the preliminary application is of no further force or effect as a result of Government Code Section 65941.1(d)(2), because it expired on November 23, 2023.

Conclusion

Based on the evidence presented in this staff report and the technical assistance letter provided by HCD, staff recommends that the City Council adopt the attached resolution finding the project applications incomplete for the reasons set forth above, and denying the Appellant's appeal application.

Next Steps

Should the City Council deny the appeal as staff recommends, the Appellant would need to decide how to proceed. Should the Appellant submit the necessary application, fees, and other necessary information, staff would process the applications pursuant to applicable rules.

Alternatives (if applicable)

The City Council has the following options available:

1. The City Council can deny the appeal; or
2. The City Council could approve the appeal, but would need to articulate the reasons for concluding that the application is complete for processing.

Continuance of the matter is not an option unless the appellant and City agreed to further extend the deadline to act on the appeal pursuant to Government Code Section 65943(d).

Fiscal Impact

There is no fiscal impact on the City's Operational and Capital budgets. The Appellant has

paid the required appeal fee as part of the appeal application. However, it is important to note that the Appellant has yet to pay the fees for the entitlement applications, which will required to be paid prior to final decision on the application.

Key Performace Indicators and Strategic Plan
This project supports Priority 5 of the Strategic Plan: Plan for affordable housing to comply with state mandates and respond to community needs as the proposed project includes provisions for affordable housing units. Upon submittal of the required applications, other information, and fees, the City would process the project subject to the applicable rules.

Commission Review and Recommendation
This appeal application is scheduled directly with the City Council in light of the statutory deadlines in the Permit Streamlining Act.

Public Notification
A public notice for this Public Hearing was published in the South Pasadena Review on May 24, 2024. Additionally, a public notice was mailed to property owners in a 300' radius of the subject property. The public was also made aware of the Public Hearing through its inclusion in the legally publicly noticed agenda, posted physically at City Hall and also on the City's website.

As of the writing of the staff report, the City has received three comment letters on the project.

Environmental Analysis
Pursuant to the State CEQA Guidelines (California Code of Regulations, Title 14, Section 15378(b)(5)), administrative activities of governments that will not result in direct or indirect physical changes in the environment, including determinations of application completeness, are not considered projects under the California Environmental Quality Act (CEQA). The decision at issue in this appeal is whether the project application is complete, and thus has no potential for any changes in the environment. As noted above, at such time as the application is complete, an appropriate environmental review will be undertaken prior to any City decision on the project.

Attachment:
Attachment No. 1 - City Council Resolution No
Attachment No. 2 - Preliminary Application
Attachment No. 3 - Hillside Development Permit Application
Attachment No. 4 - Incomplete Letter - 08.24.23
Attachment No. 5 - 10-12-23 Resubmittal
Attachment No. 6 - Incomplete Letter - 11.10.23
Attachment No. 7 - 01-17-24 Resubmittal
Attachment No. 8 - Incomplete Letter - 02.15.24
Attachment No. 9 - Appellant Appeal Request
Attachment No. 10 - HCD Technical Assistance Letter to City of Compton
Attachment No. 11 - Public Comment Letters Received
Attachment No. 12 - PowerPoint Presentation

RESOLUTION NO. ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DENYING AN APPEAL OF CITY STAFF'S INCOMPLETENESS DETERMINATION FOR A PROJECT PROPOSING THE CONSTRUCTION OF A 6-UNIT TOWNHOME DEVELOPMENT LOCATED ON A VACANT PROPERTY ON CAMINO DEL CIELO (APN: 5311-009-057).

WHEREAS, on March 23, 2023, Victor Tang, the applicant/appellant ("Appellant") filed a preliminary application pursuant to Government Code Section 65941.1 with the Community Development Department ("Department") for a 7-unit townhome project on a vacant parcel (APN# 5311-009-057; the "Property") in the Altos de Monterey (AM) zoning district, which is a single-family zoning designation. The General Plan land use designation for the subject property is Very Low Intensity Neighborhood; and

WHEREAS, on July 26, 2023, a formal Hillside Development Permit application was submitted to the Department, proposing to construct six (6) townhome units with two (2) units as affordable to low income households on the Property; and

WHEREAS, City staff reviewed the project application, and on August 24, 2023, determined the application to be incomplete, and provided the Appellant an incomplete letter setting forth the bases for the incompleteness determination; and

WHEREAS on October 12, 2023, the Appellant resubmitted the application package including revised plans. City staff reviewed the revision and newly submitted information and, on November 10, 2023, determined the application to be incomplete, and provided Appellant a second incomplete letter setting forth the bases for the incompleteness determination; and

WHEREAS on January 17, 2024, the Appellant resubmitted the project plans and additional information. City staff reviewed the revised submittal and, on February 15, 2024, determined that the resubmittal did not address all of the items in the second incomplete letter. Therefore, on February 15, 2024, a third incomplete letter was sent to the Appellant; and

WHEREAS on March 3, 2024, the Appellant submitted an appeal application to appeal the Incompleteness Determination pursuant to California Government Code Section 65943(c); and,

WHEREAS, Appellant and City thereafter agreed, pursuant to Government Code Section 65943(d), to an extension of the sixty day deadline to make a written decision on the appeal until June 6, 2024; and,

WHEREAS, on June 5, 2024, the City Council held a duly noticed Public Hearing, wherein the City Council received a staff presentation, staff report, public testimony, and City Council discussion; and

WHEREAS, all legal prerequisites to the adoption of this Resolution have occurred.

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

SECTION 1: RECITALS. The above recitals are hereby declared to be true and correct and are incorporated herein as findings of the South Pasadena City Council.

SECTION 2: EVIDENCE AND PUBLIC TESTIMONY. Based upon substantial evidence presented to the City Council during the Public Hearing, including public testimony and written and oral staff reports, along with the environmental documentation, the City Council finds:

A. A public hearing was conducted, and opportunity provided for Appellant and public testimony and comment have been conducted in compliance with applicable law.

SECTION 3: CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA). The City Council finds that pursuant to the State CEQA Guidelines (California Code of Regulations, Title 14, Section 15378(b)(5)), administrative activities of governments that will not result in direct or indirect physical changes in the environment, including determinations of application completeness, are not considered projects under the California Environmental Quality Act (CEQA). The decision at issue in this appeal is whether the project application is complete, and thus has no potential for any changes in the environment. At such time as the application is complete, an appropriate environmental review will be undertaken prior to any City decision on the project.

SECTION 4: FINDINGS. Based upon the foregoing, the City Council:

A. Finds that the Housing Accountability Act, Govt. Code § 65589.5 (the “HAA”), does not preclude local governments from requiring general plan and zoning code amendments to address inconsistencies and potential nonconformities associated with so called ‘builders remedy” projects that are inconsistent with the agency’s General Plan and Zoning, and to ensure that due process rights of neighbors and interested parties are afforded through applicable procedures for processing General Plan and Zoning amendments. This finding is supported by the technical assistance letter issued by the California Department of Housing and Community Development (HCD) to the City of Compton dated March 28, 2024, in which HCD states:

> "No provision in the HAA prevents a local government from requesting a general plan/zoning code amendment in order to avoid a legal non-conformity. The HAA provides only that a local government must make one of five findings to deny a housing development project for very low-, low-, or moderate-income households."

HCD goes on to say:

> "Further, the Builder's Remedy does not expressly prevent the City from requiring discretionary permits and/or legislative actions (e.g., GPAs, Zoning Changes, CUPs, specific plan amendments, etc.) that would be required for similar projects where the Builder's Remedy does not apply."

Moreover, the Appellant recently represented in its "Project Appeal Narrative" that the project proposes to reserve 2 of the 6 units as affordable to moderate income households, which, if accurate, would mean that subdivision (d) of Govt. Code section 65589.5 would not apply in the first instance. While this fact does not affect the processing of the application in any instance, if the Project Appeal Narrative is correct, the City would not be limited in any way by subdivision (d) in any scenario.

B. Finds that the HAA does not require a local agency to notify an applicant for a preliminary application filed pursuant to Govt. Code Section 65941.1 of project inconsistencies with the agency's general plan or zoning within 30 days of submittal. The provisions of Govt. Code Section 65589.5(j)(2)(A)(1) apply to formal applications for projects with less than 150 residential units after such applications have been "determined to be complete" as that term is defined in Govt. Code Section 65589.5)(h)(10). Further, even though not required to do so, the incomplete letters provided to the Appellant clearly identified various General Plan and Zoning inconsistencies.

C. Finds that the proposed multifamily residential project is inconsistent with, among other things, the Altos de Monterey (AM) single family zoning district, Very Low Intensity Neighborhood General Plan land use designation, and therefore, the project is not eligible for ministerial processing.

D. Finds that a ministerial approval process is not available to this project, because it is inconsistent with the applicable General Plan and Zoning, and is not subject to the City's Inclusionary Housing Ordinance because it has fewer than ten units, per South Pasadena Municipal Code Section 36.375.020. Further, the site is not included on the Housing Element's site inventory. While certain deviations can be sought pursuant to Density Bonus Law, the appellant has not sought a density bonus for this project.

E. Finds that the HAA does not change the applicability of CEQA to the project, and that staff will make the determination as to the appropriate level of CEQA review once a complete application has been submitted.

F. Finds, as a separate and independent basis, that the application is incomplete for failure to pay the processing fees required for the Hillside Development Permit submitted by the Appellant.

G. Finds, as a separate and independent basis, the project application is incomplete for failure to submit applications to address inconsistencies with the City's General Plan and Zoning, including a general plan amendment, zoning amendment, or other applications as applicant may propose to resolve the inconsistencies.

SECTION 5: DETERMINATION. Now therefore, based on the foregoing findings, and based on substantial evidence in the record, the City Council finds that the Appellant's application is incomplete and hereby denies the appeal.

SECTION 6: PRELIMINARY APPLICATION EXPIRATION. Based on the foregoing, the preliminary application filed by Appellant on March 23, 2023, expired on November 23, 2023, due to Appellant's failure to submit a complete formal development application within 90 days of the initial incompleteness determination on August 24, 2023, as required by Govt. Code Section 65941.1(d)(2). The following are separate and independent bases for why the formal development application was not complete by the November 23, 2023 deadline: (a) Appellant failed to pay the filing and processing fee for the pending Hillside Development Permit, (b) Appellant failed to submit Window and Door Schedule information as required in the City's submittal requirements for Hillside Development Permits until January 17, 2024, and (c) Appellant did not submit additional applications required to address General Plan and Zoning inconsistencies.

PASSED, APPROVED, AND ADOPTED on this 5th day of June, 2024.

_____
Jack Donovan, Mayor Pro Tem

ATTEST: **APPROVED AS TO FORM:**

_____
Mark Perez, Deputy City Clerk

_____
Roxanne Diaz, City Attorney

I HEREBY CERTIFY the foregoing Resolution No. __ was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 5th day of June, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
Mark Perez, Deputy City Clerk

HOUSING CRISIS ACT of 2019 – SB 330

PRELIMINARY APPLICATION FORM

PURPOSE

This form serves as the preliminary application for housing development projects seeking vesting rights pursuant to SB 330, the Housing Crisis Act of 2019.

GENERAL INFORMATION

An applicant for a housing development project that includes (1) residential units (2) a mix of commercial and residential uses with two-thirds of the project's square footage used for residential purposes; or (3) transitional or supportive housing, shall be deemed to have submitted a preliminary application upon provision of all of the information listed in this Preliminary Application form and payment of the permit processing fee to the agency from which approval for the project is being sought.

After submitting this Preliminary Application to the local agency, an applicant has 180 days to submit a full application or the Preliminary Application will expire.

Submittal Date Stamp[*1,2]**:**

[*1]Submittal of all the information listed and payment of the permit processing fee freezes fees and development standards as of this date, unless exceptions per Government Code § 65889.5(o) are triggered.

[*2]Note: Record keeping pertaining to which standards and fees apply at date of submittal is imperative, as **penalties may apply for imposing incorrect standards**

Notes:

1. California Environmental Quality Act (CEQA) and Coastal Act standards apply.
2. After submittal of all of the information required, if the development proponent revises the project to change the number of residential units or square footage of construction changes by 20 percent or more, excluding any increase resulting from Density Bonus Law, the development proponent must resubmit the required information so that it reflects the revisions.

SITE INFORMATION

1. **PROJECT LOCATION** - The specific location, including parcel numbers, a legal description, and site address, if applicable.

   Street Address 0 Camino Del Cielo Unit/Space Number _____

   Legal Description (Lot, Block, Tract) Attached? YES ☑ NO ☐

   TRACT NO 25588, 0.25 MORE OR LESS AC COM S ON E LINE OF LOT 637, 108.54 FT FROM MOST N COR OF SD LOT TH S ON SD E LINE 138.55 FT TH N 65 26'30" W 79.83 FT TH N ON E LINE OF CAMINO DEL CIELO 146.69 FT LOT 637

   Assessor Parcel Number(s) 5311-009-057

2. **EXISTING USES -** The existing uses on the project site and identification of major physical alterations to the property on which the project is to be located.

   Vacant residential

3. **SITE PLAN -** A site plan showing the building(s) location on the property and approximate square footage of each building that is to be occupied.

   Attached? YES ☑ NO ☐

4. **ELEVATIONS -** Elevations showing design, color, material, and the massing and height of each building that is to be occupied.

   Attached? YES ☑ NO ☐

5. **PROPOSED USES** - The proposed land uses by number of units and square feet of residential and nonresidential development using the categories in the applicable zoning ordinance.

   Seven-unit condos with around 9500 square feet

a. **RESIDENTIAL DWELLING UNIT COUNT:**

Please indicate the number of dwelling units proposed, including a breakdown of levels by affordability, set by each income category.

	Number of Units
Market Rate	5
Managers Unit(s) – Market Rate	
Extremely Low Income	
Very Low Income	
Low Income	2
Moderate Income	
Total No. of Units	7
Total No. of Affordable Units	2
Total No. of Density Bonus Units	

Other notes on units:

2 low income units around 1100sf each with one garage space
2 market rate units around 1100sf each with one garage space
3 market rate units around 1800sf each with two garage spaces

6. **FLOOR AREA** - Provide the proposed floor area and square footage of residential and nonresidential development, by building (attach relevant information by building and totals here):

	Residential	Nonresidential	Total
Floor Area (Zoning)	9800		9800
Square Footage of Construction	12000		12000

7. **PARKING -** The proposed number of parking spaces:

10

8. **AFFORDABLE HOUSING INCENTIVES, WAIVERS, CONCESSIONS and PARKING REDUCTIONS** - Will the project proponent seek Density Bonus incentives, waivers, concessions, or parking reductions pursuant to California Government Code Section 65915?

YES ☑ NO ☐

If "YES," please describe:

The property is zoned single family. As City of South Pasadena is not in compliance with Housing Elements, the owner proposes to use Builder's Remedy to build a 7-unit multi-family building with 2 units for low income households.

9. **SUBDIVISION –** Will the project proponent seek any approvals under the Subdivision Map Act, including, but not limited to, a parcel map, a vesting or tentative map, or a condominium map?

YES ☑ NO ☐

If "YES," please describe:

Condominium map

10. **POLLUTANTS** – Are there any proposed point sources of air or water pollutants?

YES ☐ NO ☑

If "YES," please describe:

11. **EXISTING SITE CONDITIONS –** Provide the number of existing residential units on the project site that will be demolished and whether each existing unit is occupied or unoccupied. Provide attachment, if needed.

	Occupied Residential Units	Unoccupied Residential Units	Total Residential Units
Existing			0
To Be Demolished			0

12. **ADDITIONAL SITE CONDITIONS –**

a. Whether a portion of the property is located within any of the following:

i. A very high fire hazard severity zone, as determined by the Department of Forestry and Fire Protection, pursuant to Section 51178?

YES ☐ NO ☑

ii. Wetlands, as defined in the United States Fish and Wildlife Service Manual, Part 660 FW 2 (June 21, 1993)?

YES ☐ NO ☑

iii. A hazardous waste site that is listed pursuant to Section 65962.5, or a hazardous waste site designated by the Department of Toxic Substances Control pursuant to Section 25356 of the Health and Safety Code?

YES ☐ NO ☑

iv. A special flood hazard area subject to inundation by the 1 percent annual chance flood (100-year flood) as determined by any official maps published by the Federal Emergency Management Agency?

YES ☐ NO ☑

v. A delineated earthquake fault zone as determined by the State Geologist in any official maps published by the State Geologist, unless the development complies with applicable seismic protection building code standards adopted by the California Building Standards Commission under the California Building Standards Law (Part 2.5 (commencing with Section 18901) of Division 13 of the Health and Safety Code), and by any local building department under Chapter 12.2 (commencing with Section 8875) of Division 1 of Title 2?

YES ☐ NO ☑

vi. A stream or other resource that may be subject to a streambed alteration agreement pursuant to Chapter 6 (commencing with Section 1600) of Division 2 of the Fish and Game Code?

YES ☐ NO ☑

If "YES" to any, please describe:

b. Does the project site contain historic and/or cultural resources?

YES ☐ NO ☑

If "YES," please describe:

c. Does the project site contain any species of special concern?

YES ☐ NO ☑

If "YES," please describe:

d. Does the project site contain any recorded public easement, such as easements for storm drains, water lines, and other public rights of way?

YES ☐ NO ☑

If "YES," please describe:

e. Does the project site contain a stream or other resource that may be subject to a streambed alteration agreement pursuant to Chapter 6 (commencing with Section 1600) of Division 2 of the Fish and Game Code? Provide an aerial site photograph showing existing site conditions of environmental site features that would be subject to regulations by a public agency, including creeks and wetlands.

YES ☐ NO ☑

If "YES," please describe and depict in attached site map:

13. **COASTAL ZONE -** For housing development projects proposed to be located within the coastal zone, whether any portion of the property contains any of the following:

a. Wetlands, as defined in subdivision (b) of Section 13577 of Title 14 of the California Code of Regulations.

YES ☐ NO ☑

b. Environmentally sensitive habitat areas, as defined in Section 30240 of the Public Resources Code.

YES ☐ NO ☑

c. A tsunami run-up zone. YES ☐ NO ☑

d. Use of the site for public access to or along the coast. YES ☐ NO ☑

14. **PROJECT TEAM INFORMATION -** The applicant's contact information and, if the applicant does not own the property, consent from the property owner to submit the application.

Applicant's Name Victor Tang

Company/Firm _____

Address 330 Goddard Unit/Space Number _____

City Irvine State CA Zip Code 92618

Telephone 949-278-6682 Email victor@socal-realty.com

Are you in escrow to purchase the property? YES ☐ NO ☑

Property Owner of Record ☐ Same as applicant ☑ Different from applicant

Name (if different from applicant) AIT Management LLC

Address 330 Goddard Unit/Space Number _____

City Irvine State CA Zip Code 92618

Telephone 949-278-6682 Email victor@socal-realty.com

Optional: Agent/Representative Name _____

Company/Firm _____

Address _____ Unit/Space Number _____

City _____ State _____ Zip Code _____

Telephone _____ Email _____

Optional: Other (Specify Architect, Engineer, CEQA Consultant, etc.) _____

Name _____

Company/Firm _____

Address _____ Unit/Space Number _____

City _____ State _____ Zip Code _____

Telephone _____ Email _____

Primary Contact for Project: ☐ Owner ☑ Applicant ☐ Agent/Representative ☐ Other

PROPERTY OWNER AFFIDAVIT

Before the application can be accepted, the owner of each property involved must provide a signature to verify the Preliminary Application is being filed with their knowledge. Staff will confirm ownership based on the records of the City Engineer or County Assessor. In the case of partnerships, corporations, LLCs or trusts, the agent for service of process or an officer of the ownership entity so authorized may sign as stipulated below.

- **Ownership Disclosure.** If the property is owned by a partnership, corporation, LLC or trust, a disclosure identifying the agent for service or process or an officer of the ownership entity must be submitted. The disclosure must list the names and addresses of the principal owners (25 percent interest or greater). The signatory must appear in this list of names. A letter of authorization, as described below, may be submitted provided the signatory of the letter is included in the Ownership Disclosure. Include a copy of the current partnership agreement, corporate articles, or trust document as applicable.
- **Letter of Authorization (LOA).** A LOA from a property owner granting someone else permission to sign the Preliminary Application form may be provided if the property is owned by a partnership, corporation, LLC or trust, or in rare circumstances when an individual property owner is unable to sign the Preliminary Application form. To be considered for acceptance, the LOA must indicate the name of the person being authorized to file, their relationship to the owner or project, the site address, a general description of the type of application being filed and must also include the language in items 1-3 below. In the case of partnerships, corporations, LLCs or trusts, the LOA must be signed by the authorized signatory as shown on the Ownership Disclosure or in the case of private ownership by the property owner. Proof of Ownership for the signatory of the LOA must be submitted with said letter.
- **Grant Deed.** Provide Copy of the Grant Deed if the ownership of the property does not match local records. The Deed must correspond exactly with the ownership listed on the application.
- **Multiple Owners.** If the property is owned by more than one individual (e.g., John and Jane Doe, or Mary Smith and Mark Jones) signatures are required of all owners.

1. I hereby certify that I am the owner of record of the herein previously described property located in 0 Camino Del Cielo (LA county APN 5311-009-057) which is involved in this Preliminary Application, or have been empowered to sign as the owner on behalf of a partnership, corporation, LLC, or trust as evidenced by the documents attached hereto.
2. I hereby consent to the filing of this Preliminary Application on my property for processing by ~~the Department of~~ City of South Pasadena for the sole purpose of vesting the proposed housing project subject to the Planning and Zoning ordinances, policies, and standards adopted and in effect on the date that this Preliminary Application is deemed complete.
3. Further, I understand that this Preliminary Application will be terminated and vesting will be forfeited if the housing development project is revised such that the number of residential units or square footage of construction increases or decreases by 20 percent or more, exclusive of any increase resulting from the receipt of a density bonus, incentive, concession, waiver, or similar provision, and/or an application requesting approval of an entitlement is not filed with City of South Pasadena within 180 days of the date that the Preliminary Application is deemed complete.
4. By my signature below, I certify that the foregoing statements are true and correct.

Signature		Signature	
Printed Name	Victor Tang	Printed Name	Lily Chen
Date	03/22/2023	Date	3/22/23

LEGAL DESCRIPTION

The land referred to herein is situated in the State of California, County of Los Angeles, City of South Pasadena and described as follows:

That portion of Lot 637, Tract No. 25588, in the City of South Pasadena, County of Los Angeles, State of California, as per map recorded in Book 713 Pages 51 to 77 inclusive of Maps, in the Office of the County Recorder of said County, described as follows:

Beginning at a point in the Easterly line of said Lot 637, said point being distant South 0° 40' 30" East 108.54 feet from the most Northerly corner of said Lot 637; thence North 65° 26' 30" West 94.58 feet to a point in a curve of the Westerly line of said Lot 637; said curve shown as having a radius of 177 feet; length of 64.62 feet; and Central angle of 20° 55' 01" on a map of said Tract No. 25588, said last mentioned point being distant Northerly 39.06 feet along said curve from the Southerly terminus thereof; thence Southerly 39.06 feet along said curve to said Southerly terminus; thence South 4° 20' 00" East 107.63 feet along said Westerly line; thence South 65° 26' 30" East 79.83 feet to a point in said Easterly line of said Lot 637, said point being the most Northerly corner of Lot 239, Tract No. 8026, recorded in Book 90, Pages 57, 58 and 59 of Maps, in the Office of said Recorder; thence North 0° 40' 30" West 138.55 feet along said Easterly line of said Lot 637 to the point of beginning.

APN: 5311-009-057

This page is part of your document - DO NOT DISCARD

20201430943

Recorded/Filed in Official Records
Recorder's Office, Los Angeles County,
California

11/10/20 AT 08:00AM

Pages:
0005

FEES:	31.00
TAXES:	280.50
OTHER:	0.00
PAID:	311.50

LEADSHEET

202011100130032

00019280593

011421871

SEQ:
01

SECURE - 8:00AM

THIS FORM IS NOT TO BE DUPLICATED

E534013

E08_201110_8240592

RECORDING REQUESTED BY
STEWART TITLE OF CA

AND WHEN RECORDED MAIL DOCUMENT TO:

NAME AIT Management LLC

STREET ADDRESS
330 Goddard

CITY, STATE & ZIP CODE
Irvine, CA 92618

SPACE ABOVE FOR RECORDER'S USE ONLY

GRANT DEED

Title of Document

Pursuant to Senate Bill 2 – Building Homes and Jobs Act (GC Code Section 27388.1), effective January 1, 2018, a fee of seventy-five dollars ($75.00) shall be paid at the time of recording of every real estate instrument, paper, or notice required or permitted by law to be recorded, except those expressly exempted from payment of recording fees, per each single transaction per parcel of real property. The fee imposed by this section shall not exceed two hundred twenty-five dollars ($225.00).

☒ Exempt from fee per GC 27388.1 (a) (2); ~~recorded concurrently "in connection with" a~~ Recording is A transfer subject to the imposition of documentary transfer tax (DTT).

☐ Exempt from fee per GC 27388.1 (a) (2); recorded concurrently "in connection with" a transfer of real property that is a residential dwelling to an owner-occupier.

☐ Exempt from fee per GC 27388.1 (a) (1); fee cap of $225.00 reached.

☐ Exempt from the fee per GC 27388.1 (a) (1); not related to real property.

THIS COVER SHEET ADDED TO PROVIDE ADEQUATE SPACE FOR RECORDING INFORMATION
($3.00 Additional Recording Fee Applies)

RECORDING REQUESTED BY:
Stewart Title of California
Escrow No.: 9770
Title Order No.: 698404
WHEN RECORDED MAIL DOCUMENT
AND TAX STATEMENT TO:
AIT Management, LLC
330 Goddard
Irvine, CA 92618

APN: 5311-009-057

SPACE ABOVE THIS LINE FOR RECORDER'S USE

TRA 09032-73

GRANT DEED

The undersigned grantor(s) declare(s)
Documentary transfer tax is $280.50.

[X] Computed on full value of property conveyed, or
[] Computed on full value less value of liens or encumbrances remaining at time of sale,
[] Unincorporated Area City of South Pasadena

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, Naomi Lee Nandino, Trustee of The Nandino Family Trust Dated Nov. 21, 2019

hereby GRANT(S) to AIT Management, LLC

the following described real property in the City of South Pasadena, County of Los Angeles, State of California:

(As more particularly described in Exhibit "A" attached hereto and made a part hereof)

Dated: November 3, 2020

The Nandino Family Trust Dated Nov. 21, 2019

BY: Naomi Lee Nandino, Trustee
Naomi Lee Nandino, Trustee

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA)
) SS.
COUNTY OF Los Angeles)

On Nov. 5, 2020 before me, Richard A. Aguilar, Notary Public, personally appeared Naomi Lee Nandino,
who proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/~~are~~ subscribed to the within instrument and acknowledged to me that ~~he/she/they~~ executed the same in ~~his/her/their~~ authorized capacity(ies), and that by ~~his/her/their~~ signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature

RICHARD A. AGUILAR
Notary Public - California
Los Angeles County
Commission # 2269986
My Comm. Expires Dec 6, 2022

GOVERNMENT CODE 27361.7

I CERTIFY UNDER PENALTY OF PERJURY THAT THE NOTARY SEAL ON THE DOCUMENT TO WHICH THIS STATEMENT IS ATTACHED READS AS FOLLOWS:

NAME OF NOTARY: Richard A Aguilar

COMMISSION NO: 2269986

PLACE OF EXECUTION: Los Angeles

DATE COMMISSION EXPIRES: Dec 6, 2022

COUNTY OF COMMISSION: Los Angeles

MANUFACTURER/VENDER NO: NNA1

SIGNATURE: Susan Weathers

_____ DATE: 11-6-20

Stewart Title-Riverside

EXHIBIT "A"

LEGAL DESCRIPTION

Order No.: 698404

The land referred to herein is situated in the State of California, County of Los Angeles, City of South Pasadena and described as follows:

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Beginning at a point in the Easterly line of said Lot 637, said point being distant South 0° 40' 30" East 108.54 feet from the most Northerly corner of said Lot 637; thence North 65° 26' 30" West 94.58 feet to a point in a curve of the Westerly line of said Lot 637; said curve shown as having a radius of 177 feet; length of 64.62 feet; and Central angle of 20° 55' 01" on a map of said Tract No. 25588, said last mentioned point being distant Northerly 39.06 feet along said curve from the Southerly terminus thereof; thence Southerly 39.06 feet along said curve to said Southerly terminus; thence South 4° 20' 00" East 107.63 feet along said Westerly line; thence South 65° 26' 30" East 79.83 feet to a point in said Easterly line of said Lot 637, said point being the most Northerly corner of Lot 239, Tract No. 8026, recorded in Book 90, Pages 57, 58 and 59 of Maps, in the Office of said Recorder; thence North 0° 40' 30" West 138.55 feet along said Easterly line of said Lot 637 to the point of beginning.

APN: 5311-009-057

(End of Legal Description)

Ownership Disclosure

We, the undersigned, being all the managers of **AIT Management LLC,** make the following disclosure on the ownership of the LLC

Lily Chen	50%
Victor Tang	50%



Lily Chen 3/22/23

Manager Printed name Date



Victor Tang 3/22/23

Manager Printed name Date

LLC-1 File # 201021410059

State of California
Secretary of State

LIMITED LIABILITY COMPANY ARTICLES OF ORGANIZATION

ENDORSED - FILED
In the office of the Secretary of State
of the State of California

JUN 23 2010

A $70.00 filing fee must accompany this form.

IMPORTANT – Read instructions before completing this form.

This Space For Filing Use Only

ENTITY NAME (End the name with the words "Limited Liability Company," or the abbreviations "LLC" or "L.L.C." The words "Limited" and "Company" may be abbreviated to "Ltd." and "Co.," respectively.)

1. NAME OF LIMITED LIABILITY COMPANY

AIT MANAGEMENT LLC

PURPOSE (The following statement is required by statute and should not be altered.)

2. THE PURPOSE OF THE LIMITED LIABILITY COMPANY IS TO ENGAGE IN ANY LAWFUL ACT OR ACTIVITY FOR WHICH A LIMITED LIABILITY COMPANY MAY BE ORGANIZED UNDER THE BEVERLY-KILLEA LIMITED LIABILITY COMPANY ACT.

INITIAL AGENT FOR SERVICE OF PROCESS (If the agent is an incividual, the agent must reside in California and both Items 3 and 4 must be completed. If the agent is a corporation, the agent must have on file with the California Secretary of State a certificate pursuant to Corporations Code section 1505 and Item 3 must be completed (leave Item 4 blank).

3. NAME OF INITIAL AGENT FOR SERVICE OF PROCESS

WEIYU TANG

4. IF AN INDIVIDUAL, ADDRESS OF INITIAL AGENT FOR SERVICE OF PROCESS IN CALIFORNIA

ADDRESS	CITY	STATE	ZIP CODE
2 MALIBU	IRVINE	CA	92602

MANAGEMENT (Check only one)

5. THE LIMITED LIABILITY COMPANY WILL BE MANAGED BY:

- ☐ ONE MANAGER
- ☐ MORE THAN ONE MANAGER
- ☑ ALL LIMITED LIABILITY COMPANY MEMBER(S)

ADDITIONAL INFORMATION

6. ADDITIONAL INFORMATION SET FORTH ON THE ATTACHED PAGES, IF ANY, IS INCORPORATED HEREIN BY THIS REFERENCE AND MADE A PART OF THIS CERTIFICATE.

EXECUTION

7. I DECLARE I AM THE PERSON WHO EXECUTED THIS INSTRUMENT, WHICH EXECUTION IS MY ACT AND DEED.

6/15/10
DATE

SIGNATURE OF ORGANIZER

WEIYU TANG
TYPE OR PRINT NAME OF ORGANIZER

I hereby certify that the foregoing transcript of 1 page(s) is a full, true and correct copy of the original record in the custody of the California Secretary of State's office.

AUG 04 2010 NJS

Date: _____

Debra Bowen

DEBRA BOWEN, Secretary of State

Letter of Authorization

We, the undersigned, being all the managers of **AIT Management LLC,** consent and agree to the following corporate resolution made on March 22nd, 2023, at 11:00am at 330 Goddard, CA 92618.

The LLC will submit a planning application to City of South Pasadena for the real estate property with Los Angeles County parcel number 5311-009-057. Victor Tang, the Manager of the LLC, is authorized to sign all the application documents on behalf of this LLC.

	Lily Chen	3/22/23
Manager	Printed name	Date
	Victor Tang	3/22/23
Manager	Printed name	Date

CITY OF SOUTH PASADENA
PLANNING & BUILDING DEPARTMENT
1414 Mission Street · South Pasadena, CA · 91030 · (626) 403-7220

HILLSIDE DEVELOPMENT PERMIT

PLANNING COMMISSION

APPLICATION FORM

Case No: _____ **- HDP**
Business License Current ☐
Office Use Only

ATTENTION ALL ARCHITECTS, DESIGNERS, AND DESIGN PROFESSIONALS:

Per the South Pasadena Municipal Code Chapter 18, any person who transacts or carries on any business, trade, profession, calling or occupation in the City (regardless of the city in which your office is located), whether or not for profit or livelihood, must first obtain a license from the City. *Failure to apply for a business license prior to beginning work may result in late fees.* Business license applications are available at the Finance Department. Please note that Planning applications will not be processed until a business license is obtained.

SECTION A: Project/Applicant Information

Project Address: Camino del Cielo, South Pasadena

Property Type: ☐ Single-Family ☑ Multi-Famliy ☐ Addition ☐ Façade Change ☐ Other: _____

Assessor Parcel No.: 5311-009-057

Date Structure Built: _____ Zoning District: _____

Potential Historic District: _____

Owner's Name: AIT MANAGEMENT LLC / VICTOR TANG

Owner's Address: 330 Goddard, Irvine CA 92618

Telephone (Business): 949-278-6682 Telephone (Home): _____

E-mail: _____

Applicant's Name: DKY Architects

Applicant's Address: 15375 Barranca Pkwy. Ste. A-216, Irvine CA 92618

Telephone (Business): 949-788-9223 Telephone (Other): _____

E-mail: shantal@dkyarchitects.com

SECTION B: Area Calculation

EXISTING LOT COVERAGE

1. Area of existing 1st floor (footprint – including attached garage): _____ sq. ft.
2. Area of existing attached accessory structures (balconies, porches, decks, etc.): _____ sq. ft.
3. Area of existing detached structures (detached garage, carports, pool houses, etc.): _____ sq. ft.
4. TOTAL SQUARE FOOTAGE OF EXISTING BUILDING FOOTPRINT (Add 1 through 3): _____ sq. ft.
5. Lot Size: _____ sq. ft.

TOTAL LOT COVERAGE (divide item 4 by item 5): N/A **%**

PROPOSED LOT COVERAGE

6. Area of proposed 1st floor addition: Some items N/A the project is terraced, see area tabulation after page 3 4,944.09 sq. ft.
7. Area of proposed addition to attached accessory structures (garage, balcony, etc.): _____ sq. ft.
8. Area of proposed detached structures (garage, carport, pool houses, etc.): _____ sq. ft.
9. TOTAL SQUARE FOOTAGE OF PROPOSED BUILDING FOOTPRINT (Add 6 through 8): 4,099 sq. ft.
10. Lot Size: 10,729 sq. ft.

TOTAL LOT COVERAGE (add item 4 and item 9, then divide by item 10): 46.08. **%**

EXISTING FLOOR AREA RATIO (FAR)

A. Area of existing 1st floor (excluding attached garage less than 500 sq. ft.): _____ sq. ft.
B. Area of existing 2nd floor: _____ sq. ft.
C. Area of existing 3rd floor: _____ sq. ft.
D. Area of livable area in existing basement: _____ sq. ft.
E. TOTAL SQUARE FOOTAGE OF EXISTING FLOOR AREA (Add 1 through 4): _____ sq. ft.
F. Lot Size: _____ sq. ft.

TOTAL EXISTING FAR (divide item E by item F): N/A **%**

PROPOSED FLOOR AREA RATIO (FAR) Some items N/A the project is terraced, see area tabulation after page 3

G. Area of proposed 1st floor addition: _____ sq. ft.

H. Area of proposed 2nd floor addition: _____ sq. ft.

I. Area of proposed 3rd floor addition: _____ sq. ft.

J. Size of proposed Basement Addition: _____ sq. ft.

K. TOTAL SQUARE FOOTAGE OF PROPOSED ADDITIONS (Add G through J): 9,961 sq. ft.

L. Lot Size: 10,729 sq. ft.

TOTAL PROPOSED FAR (add item E and item K, then divide by item L): 92.84 **%**

SECTION C: Height Calculations

EXISTING HEIGHTS (measured from the slope of the existing natural grade)

1. Maximum height of the existing main structure: N/A ft.
2. Maximum height(s) of the existing detached accessory structure(s): N/A ft.

PROPOSED HEIGHTS (measured from the slope of the existing natural grade)

3. Maximum height of the proposed main structure: 31'-5" ft.
4. Maximum height(s) of the existing detached accessory structure(s): N/A ft.

SECTION D: Parking Calculations

EXISTING PARKING

5. Number of existing covered parking spaces in a garage or carport: _____
6. Inside parking area of existing garage or carport: _____ sq. ft.
7. Number of existing open parking spaces N/A

PROPOSED PARKING

8. Number of proposed covered parking spaces in a garage or carport: 10
9. Inside parking area of proposed garage or carport: 2,389 sq. ft.
10. Number of proposed open parking spaces: N/A

LOT AREA 10,729 sq. ft.

LOT COVERAGE

ALLOWABLE 35%		
PROPOSED 46.08%		
BUILDING		
UNIT 1A & 1B	1135.30	sq. ft.
UNIT 2	1008.40	sq. ft.
UNIT 3	925.87	sq. ft.
UNIT 4	944.85	sq. ft.
UNIT 5	929.67	sq. ft.
TOTAL	4944.09	sq. ft.

NATURAL SLOPE/VEGETATION

ALLOWABLE 50%		
PROPOSED 27%		
LANDSCAPE / PLANTING	1,618.60	sq. ft.
(E) LANDSCAPE / SLOPE	4,166.31	sq. ft.
TOTAL	2,931.84	sq. ft.

HARDSCAPE		
SITE STAIRS	433	sq. ft.
DRIVEWAYS		
UNIT 1A & 1B	376	sq. ft.
UNIT 2	314.72	sq. ft.
UNIT 3	305	sq. ft.
UNIT 4	298	sq. ft.
UNIT 5	285.53	sq. ft.
TOTAL	2012.25	sq. ft.

HEIGHT OF HOUSE BELOW RIDGELINE

AVERAGE SLOPE

ALLOWABLE AREA (A)	10721.19	sq. ft.
CONTOUR INTERVAL (I)	1	ft
SUMMATION OF ALL CONTOURS (L)	5318.71	FT
AVERAGE SLOPE: 100 (1 X L) / A		
100(1X5318.71)/10721.19		
	49.61	**%**

ALLOWABLE F.A.R. 35 %

TOTAL LIVING AREA OF ALL UNITS 9,961 sq. ft.

PROPOSED F.A.R. 92.84%

TOTAL PROPOSED PROJECT AREA 12,350 sq. ft.

NO. OF PROPOSED UNITS 6

UNIT 1A	
PROPOSED NON LIVING AREA	
GARAGE	234 sq. ft.
PROPOSED LIVING AREA	
GARAGE LEVEL	123 sq. ft.
LEVEL 1	597 sq. ft.
LEVEL 2	431 sq. ft.
TOTAL	1,151 sq. ft.
PROPOSED PROJECT AREA	1,385 sq. ft.

UNIT 1B	
PROPOSED NON LIVING AREA	
GARAGE	298 sq. ft.
PROPOSED LIVING AREA	
GARAGE LEVEL	0 sq. ft.
LEVEL 1	549 sq. ft.
LEVEL 2	486 sq. ft.
TOTAL	1,035 sq. ft.
PROPOSED PROJECT AREA	1,333 sq. ft.

UNIT 2	
PROPOSED NON LIVING AREA (sq. ft.)	
GARAGE	484 sq. ft.
PROPOSED LIVING AREA (sq. ft.)	
GARAGE LEVEL	141 sq. ft.
LEVEL 1	810 sq. ft.
LEVEL 2	682 sq. ft.
LEVEL 3	322 sq. ft.
TOTAL	1,955 sq. ft.
PROPOSED PROJECT AREA	2,439 sq. ft.

UNIT 3	
PROPOSED NON LIVING AREA	
GARAGE	450 sq. ft.
PROPOSED LIVING AREA	
GARAGE LEVEL	150 sq. ft.
LEVEL 1	670 sq. ft.
LEVEL 2	701 sq. ft.
LEVEL 3	445
TOTAL	1,966 sq. ft.
PROPOSED PROJECT AREA	2,416 sq. ft.

UNIT 4	
PROPOSED NON LIVING AREA (sq. ft.)	
GARAGE	473 sq. ft.
PROPOSED LIVING AREA (sq. ft.)	
GARAGE LEVEL	172 sq. ft.
LEVEL 1	754 sq. ft.
LEVEL 2	598 sq. ft.
LEVEL 3	376 sq. ft.
TOTAL	1,900 sq. ft.
PROPOSED PROJECT AREA	2,373 sq. ft.

UNIT 5	
PROPOSED NON LIVING AREA	
GARAGE	450 sq. ft.
PROPOSED LIVING AREA	
GARAGE LEVEL	130 sq. ft.
LEVEL 1	660 sq. ft.
LEVEL 2	697 sq. ft.
LEVEL 3	467 sq. ft.
TOTAL	1,954 sq. ft.
PROPOSED PROJECT AREA	2,404 sq. ft.

SECTION E: Grading Information

LOT TYPE:

Check the box or boxes that describes your lot type:

☑ Up-Slope ☐ Down-Slope ☐ Graded Pad

CUT CALCULATION (includes ALL excavation on the site)

1. Cubic yards of cut under building (including footings, retaining walls, etc.): 2,415 c. y.
2. Cubic yards of cut outside of building footprint (including retaining walls, driveways, etc.): 610 c. y.
3. **TOTAL CUBIC YARDS OF CUT (add items 1 & 2):** 3,025 **c. y.**

FILL CALCULATION

4. Cubic yards of fill under the building (including footings, retaining walls, etc.): 5 c. y.
5. Cubic yards of fill outside of building footprint (including retaining walls, driveways, etc.): 0 c. y.
6. **TOTAL CUBIC YARDS OF FILL (add items 4 & 5):** 5 **c. y.**
7. Total height of fill: 2 feet

EARTH MOVEMENT CALCULATION

8. Volume of earth to be moved under building (add items 1 & 4): 2,415 c. y.
9. Volume of earth to be moved outside of building footprint (add items 2 & 5): 610 c. y.
10. **TOTAL VOLUME OF EARTH TO BE MOVED (add items 8 & 9):** 3,030 **c. y.**

SLOPE CALCULATION

11. **TOTAL AVERAGE SLOPE OF SITE (Slope Analysis):** 49.61 %
12. Maximum percentage of existing slopes: 75 %
13. Maximum percentage of created slopes: 15 %
14. Maximum height of down-slope retaining wall(s): N/A feet
15. Maximum height of up-slope retaining wall(s): 10 feet
16. Maximum percentage grade of existing driveway: N/A %
17. Maximum percentage grade of proposed driveway: 15 %

SECTION F: Findings for Hillside Development Permit

Please respond to the conditions and findings listed below. Each one must be met before the application can be deemed complete. Please indicate on the numbered lines below how the proposed project meets each criterion (See SPMC Section 36.410.065).

a. The proposed use complies with the requirements of Division 36.340 (Hillside Protection) and all other applicable provisions of this Zoning Code.

The proposed multi-family residence is not complying with the setback per Altos Monterey overlay, it is not complying with hillside protection guidelines with terracing building wall 10 feet because of restrictions of the depth of the site (if front and back setbacks are applied we are only able to build very minimal area) as well as steepness of the slope. We are somewhat complying by providing outdoor decks and by playing with the massing volume to break down the scale of the building and terrace the building back to the slope

b. The proposed use is consistent with the General Plan and any applicable specific plan.

Proposed project is a low density multi-family residence and is consitent with the general plan and any applicable specific plan

c. The establishment, maintenance, or operation of the use would not, under the circumstances of the particular case, be detrimental to the health, safety, or general welfare of persons residing or working in the neighborhood of the proposed use.

The proposed single family establishment, maintenance, or operation of the use would not, under circumstances of the particular case, be detrimental to the health, safety, or general welfare of persons residing or working in the neighborhood of the proposed use.

d. The use, as described and conditionally approved, would not be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City.

The proposed single family use would not be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City.

e. The design, location, operating characteristics, and size of the proposed use would be compatible with the existing and future land uses in the vicinity, in terms of aesthetics, character, scale, and view protection.

The design, location, operating characteristics, and size of the proposed use would be compatible with the existing and future land uses in the vicinity, in terms of aesthetics, character, scale, and view protection.

The new multi-family residence is terraced to minimize grading and scale and follow the slope of the property and not to block views from neighboring properties.

f. The proposed use is consistent with the General Plan and any applicable specific plan.

The proposed single family residence use is consistent with the General Plan and any applicable specific plan

SECTION G: Design Guidelines

The City Council approved Resolutions 6979 and 6980 on April 23, 2008, which adopted the City of South Pasadena Residential & Commercial Design Guidelines. The Design Guidelines communicate the City's expectations of high quality design. The Planning Commission will use them as a basis for its decision on the proposed project. The Guidelines may be found online at: http://www.ci.south-pasadena.ca.us/index.aspx?page=122.

Please check the box that best describes your project:

✓	Scope of Work	Guidelines Reference
	Enhancing existing non-historic residences	Page 51 of the Residential Design Guidelines
✓	New hillside homes	Pages 74 of the Residential Design Guidelines
	Alterations to existing non-historic multi-family residential buildings	Page 91 of the Residential Design Guidelines
✓	New multi-family residential buildings	Page 95 of the Residential Design Guidelines

SECTION H: Analysis of Design Guidelines

Use the City's Design Guidelines to address the architectural style and design issues listed below, as it pertains to the proposed project. Each design issue must be addressed before this application can be deemed complete. If not applicable, write N/A for a response, or explain why the Design Guidelines are not appropriate for the proposed project. Attach additional sheets if necessary.

Contextual Appropriateness Within a Potential Historic District (if applicable)

Describe how the proposed project is compatible with the surrounding historic context of a potential historic district. This applies to properties that are non-historic and located in an identified *potential* historic district.

N/A

Enhancing Existing Non-Historic Hilside Residences, or Constructing New Hillside Residential Units [1]

a. Describe how the proposed project is compatible with the neighborhood and character (See Residential Design Guidelines, pages 76 to 77).

The design of the units is proposed to be modern with consideration of character and scale that is compatible with the eclectic neighborhood of South Pasadena. Newer hillside homes in the area embraces modern materials and architectural vocabularity while blending with surrounding hillside which will be reflected in this proposed property.

b. Describe how the site plan and development of the proposed project complies with the design guidelines (See Residential Design Guidelines, pages 78 to 80).

The proposed project is terraced to minimize grading and not significantly alter the topography of the site. Decks are incorporated to the design and massing volume are articulated to mitigate massing and height variation. Roofs are low pitched and roof forms are broken into smaller building components and follows the slope of the hill

c. Describe how the proposed project meets the design guidelines related to physical design components (See Residential Design Guidelines, pages 81 to 85).

The design of the units is proposed to be modern with smooth stucco, slatted wood siding, patterned cement plaster, concrete, standing seam metal roof, materials all grouped into simple architectural forms with differing roof heights and shapes that ascend the hillside in an effort to reduce the scale of the project.

Entryways, windows, and doors contributes to the overall character of new hillside homes. Entryway is enhanced by a porch and stairway. Glazing are subdivided to reduce visual impacts and are divided with sun shade.

d. Describe how the proposed project's streetscape and landscaping meet the design guidelines (See Residential Design Guidelines, pages 86).

27% of the lot area will remain to its natural state. Landscape features such as shrubs, retaining walls, and planters are designed and situated so as not to impede sight lines between driveway and approaching motorists. Plantings along the uphill will not block views from adjacent upslope residences.

[1] "Spanish," "Mission," and "Mediterranean" style new homes and substantial façade changes are subject to the "Mission and Spanish Colonial Revival" guidelines (as for historic homes), pages 12-13.

SECTION I: Trees and Proposed Tree Removal

In accordance with South Pasadena Municipal Code, Chapter 34 Trees and Shrubs per City Council Ordinance 1991 & 2126, trees on public and private properties are a protected resource and shall require a tree removal permit prior to any permits issued for building construction. The issuance or denial of the tree removal permit is subject to the Director of the Public Works Department and possible concurrence with the National Resources and Environmental Commission. Tree removals are subject to mitigated replacements or in-lieu fees to be determined by the Public Works Department.

Please describe any tree removals deemed necessary for the project proposal. An arborist report may be necessary to determine the validity of the proposed tree removal and any mitigation measures necessary.

Provide the information of the trees proposed for removal in the table below along with a Site Plan that identifies all trees with a corresponding number and their location relative to the site. In addition, provide any alternatives to the project that will allow for the protection of the tree(s).

PROPOSED TREE(S) FOR REMOVAL					
Tree #	**Botanic Name**	**Common Name**	**Caliper (measured 4.5' above grade)**	**Height (estimated)**	**Single Trunked or Multi Trunked**
1					
2					
3					
4					
5					

ALTERNATIVES TO TREE REMOVAL

Please list all possible alternatives to tree removal including the alternative of no development project.

See arborist report attached next page

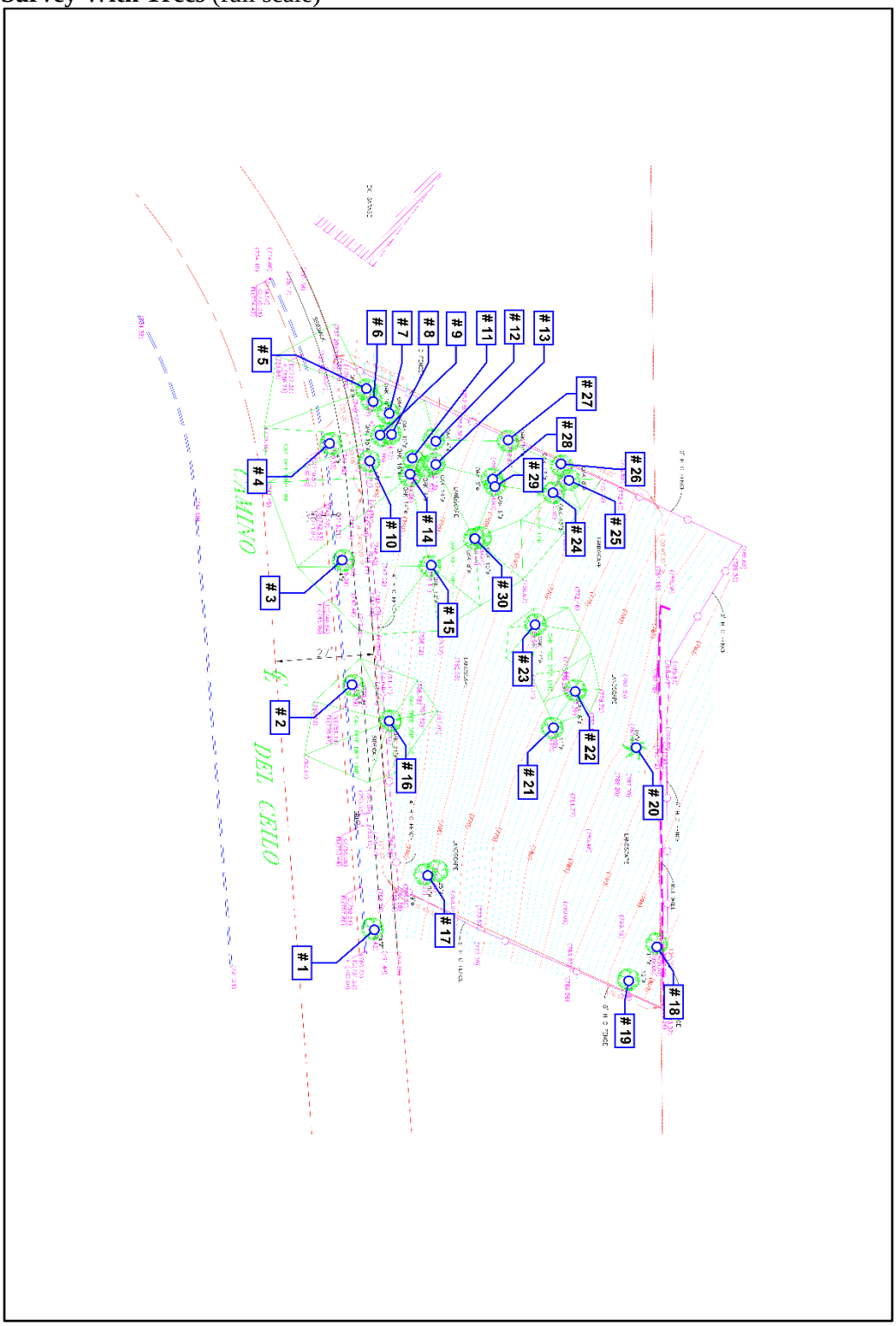
List Inventory pg. 1

Tree #	Common name	Botanical name	Diameter at 4.5 feet in inches	Height (in feet)	Spread (in feet)	Health condition rating	Protection status	REMOVE or Preserve	Comments
1	Crape myrtle	Lagerstroemia indica	4	16	8	Poor	Yes City Tree	**REMOVE**	Scalded trunk & sparse canopy
2	Crape myrtle	Lagerstroemia indica	7	22	14	Good	Yes City Tree	**REMOVE**	
3	Crape myrtle	Lagerstroemia indica	3	12	5	Poor	Yes City Tree	**REMOVE**	Scalded trunk & sparse canopy
4	Crape myrtle	Lagerstroemia indica	4	10	5	Poor	Yes City Tree	**REMOVE**	Scalded trunk, sparse canopy & topped
5	Coast live oak	Quercus agrifolia	8	30	15	Good	Yes As Oak	**REMOVE**	Srtong lean & unbalanced canopy
6	Coast live oak	Quercus agrifolia	9	18	18	Good	Yes As Oak	**REMOVE**	
7	Coast live oak	Quercus agrifolia	11	60	28	Good	Yes As Oak	**REMOVE**	
8	Coast live oak	Quercus agrifolia	14	60	22	Good	Yes As Oak	**REMOVE**	
9	Coast live oak	Quercus agrifolia	9	25	29	Good	Yes As Oak	**REMOVE**	Strong lean & unbalanced canopy
10	Coast live oak	Quercus agrifolia	6	6	0	Poor	Yes As Oak	**REMOVE**	Topped at 6 ft.
11	Coast live oak	Quercus agrifolia	14	48	35	Good	Yes As Oak	**REMOVE**	Strong lean & unbalanced canopy
12	Coast live oak	Quercus agrifolia	14	55	30	Good	Yes As Oak	**REMOVE**	
13	Coast live oak	Quercus agrifolia	8	55	16	Good	Yes As Oak	**REMOVE**	
14	Coast live oak	Quercus agrifolia	14	60	20	Good	Yes As Oak	**REMOVE**	

List Inventory pg. 2

Tree #	Common name	Botanical name	Diameter at 4.5 feet in inches	Height (in feet)	Spread (in feet)	Health condition rating	Protection status	REMOVE or Preserve	Comments
15	Coast live oak	Quercus agrifolia	11	28	18	Good	Yes As Oak	**REMOVE**	Sparse canopy & unbalanced canopy
16	Coast live oak	Quercus agrifolia	5+10+11	50	33	Good	Yes As Oak	**REMOVE**	Unbalanced canopy
17	Calabrian pine	Pinus brutia	12+16	75	35	Good	Yes As Significant	**REMOVE**	
18	Shamel ash	Fraxinus uhdei	12	45	21	Good	Yes As Significant	**PRESERVE**	
19	Shamel ash	Fraxinus uhdei	6	5	0	Poor	No	**REMOVE**	Topped at 5 ft.
20	Mexican fan palm	Washingtonia robusta	17	60 brown trunk	15	Good	Yes As Significant	**PRESERVE**	
21	Coast live oak	Quercus agrifolia	1+1+3	18	10	Good	Yes As Oak	**REMOVE**	
22	Coast live oak	Quercus agrifolia	7	30	15	Good	Yes As Oak	**REMOVE**	
23	Coast live oak	Quercus agrifolia	13	65	32	Good	Yes As Oak	**REMOVE**	
24	Coast live oak	Quercus agrifolia	10	30	18	Good	Yes As Oak	**REMOVE**	
25	Coast live oak	Quercus agrifolia	8	50	24	Good	Yes As Oak	**REMOVE**	
26	Coast live oak	Quercus agrifolia	17	28	16	Good	Yes As Oak	**REMOVE**	
27	Coast live oak	Quercus agrifolia	9	10	10	Poor	Yes As Oak	**REMOVE**	Topped at 5 ft.
28	Coast live oak	Quercus agrifolia	3+4	12	12	Good	Yes As Oak	**REMOVE**	Strong lean & unbalanced canopy
29	Coast live oak	Quercus agrifolia	9	35	16	Good	Yes As Oak	**REMOVE**	Strong lean & unbalanced canopy
30	Coast live oak	Quercus agrifolia	11	40	18	Good	Yes As Oak	**REMOVE**	Unbalanced canopy

Survey With Trees (full scale)



SECTION J: Notice of Intent to Demolish

In accordance with South Pasadena Municipal Code, Section 2.65(E)(3) Properties 45 Years and Older, A Certificate of Appropriateness may be required for demolition of a building or structure that is 45 years or older and not identified as a Cultural Resource.

Any proposed project submitted to the Planning and Building Department that includes the Demolition or removal of a building or structure that was constructed 45 years prior to the date of application for such project shall file a Notice of Intent to Demolish. The determination as to whether a property is a Cultural Resource shall require a deposit by the applicant to cover City costs associated with hiring a historic consultant and/or an Architectural Historian; and/or a deposit to cover the costs associated with the preparation of an Initial Study, Environmental Impact Report, Mitigated Negative Declaration or Negative Declaration.

The Director and his/her designee shall review the project involving demolition and confirm that the following materials have been provided including: an intensive level Historic Resources Evaluation (HRE) that follows the practices established by the California Office of Historic Preservation shall be prepared for the property; plans for the replacement development project consistent with the standards and requirements of the applicable zoning district; and photo verification that he property has been posted with a notice of intent to demolish. Upon receipt of the filing materials, the Director or his/her designee will schedule the demolition application for the next available CHC meeting.

ADDITIONAL INFORMATION:

Total Number of Residential Units to be Demolished: N/A

Structure(s) to be Demolished: N/A

Date Main Structure Built: _____

Date Appurtenant Structure(s) Built: _____

Planned Replacement Structure(s) & Residential Unit(s): _____

PROVIDE A REASON FOR THE PROPOSED DEMOLITION:

N/A

SECTION K: Applicant Signature

I HEREBY CERTIFY that I am the owner/applicant of the property which is the subject of this application for a Design Review; that this is full and complete; and I have read and understand the City's Design Guidelines.

Victor Tang		07/20/2023
Owner's Name (print)	Owner's Signature	Date
Owner's Name (print)	Owner's Signature	Date
David Streshinsky		07/20/2023
Applicant's Name (print)	Applicant's Signature	Date

SECTION L: CEQA - Initial Study

California law requires that all local governments review any project for its potential effects on the environment. The process for this review is contained in the California Environmental Quality Act (CEQA) and its implementing Guidelines. The first step in this review is the preparation by the City of an Initial Study. The Initial Study is the basis for reviewing your project and determining if additional studies are required. In order to prepare the Initial Study, the City needs information about the project, which you are asked to provide in the attached Initial Study Questionnaire.

Note: Some projects may be exempt from CEQA. The City will advise you regarding this.

This guide and the attached forms identify the information which you, as applicant, must provide before the City can determine the possible environmental impacts of your project. You are also encouraged to contact the Planning and Building Department if you have any questions about your project or the application process.

Typically, an environmental review is conducted as part of the entitlement process for development. However, you may request an environmental review in advance of applying for any permits or approvals. In either case, your project must be sufficiently well defined so that the City can prepare an adequate picture of future environmental conditions.

SECTION M: CEQA & Secretary of the Interior's Standards *(Proposed Demolition)*

CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA):

Historical resources are recognized as part of the environment and must be given consideration in the California Environmental Quality Act (CEQA) process. For the purposes of CEQA, a "historical resource" includes any structure that is listed in or determined to be eligible for listing in the California Register of Historical Resources or included in a local Register of historical resources. Though this structure and/or structures are not listed on the City's Inventory, the age of the structure as being 45 years or older, warrants a review by a historic consultant and/or Architectural Historian to fully evaluate the structure for any potential cultural significance.

If the Historian determines that the structure(s) have a level of cultural significance, the Cultural Heritage Commission (CHC) is required by law to consider the environmental impacts prior to making a decision for alterations that are not in keeping with the Secretary of the Interior Standards. Planning Staff will review the proposed project to determine if it could have a significant impact on the historic resource or the surrounding district (if applicable). Please note that the applicant will need to deposit funds to the City to recover the costs necessary for an accredited historian to prepare a study of the potential impacts and the required CEQA documentation.

SECRETARY OF THE INTERIOR STANDARDS:

The Cultural Heritage Commission (CHC) will use the Secretary of the Interior's Standards when evaluating the proposed project. The Standards promote responsible preservation practices that help protect cultural resources. For example, the methods of removing paint and the techniques of preparing paint need to be considered. Special attention is required for the preservation of original windows and glass. Visit the National Park Service website at www.nps.gov/tps/standards.htm for helpful information regarding the Preservation, Rehabilitation, Restoration, and Reconstruction guidelines.

SECTION N: Determination by the Cultural Heritage Commission *(Proposed Demolition)*

The Commission will make a determination as to whether the property could potentially meet national, state, or local criteria for designation if the property is not already listed as a Cultural Resource.

1. If the Commission determines, upon review of the filing materials and testimony, that the property is not eligible at the federal, state, or local level, the project involving demolition shall proceed through the City's application process without any further restrictions under this Chapter.
2. If the Commission determines that the property is potentially eligible at the federal, state, or local level, the property shall be added to the Inventory and the provisions of Section 2.65(E), the Procedures for a Certificate of Appropriateness, shall apply to the proposed demolition. If any such resources are potentially affected by a project, the City shall require preparation of the appropriate CEQA documentation.

The Commission may also condition any demolition on Conditions of Approval including:

- Building permits shall first be issued for the replacement project on the current location, prior to the demolition or relocation of a Cultural Resource or Improvement to another location;
- All CEQA documentation has bene reviewed and approved by the appropriate review authority;

SECTION O: Information for Non-Listed Structures 45 Years and Older *(Proposed Demolition)*

A Certificate of Appropriateness may be required for demolition of a building or structure that is 45 years or older, and not identified as a Cultural Resource.

APPLICABILITY: Any proposed project submitted to the Planning and Building Department that includes the Demolition or removal of a building or structure that was constructed at least 45 years prior to the date of application for such project shall file a Notice of Intent to demolish in a form approved by the Director. The determination as to whether a property is a Cultural Resource shall require a deposit by the applicant to cover City costs associated with hiring a historic consultant and/or an Architectural Historian; and/or a deposit to cover the costs associated with the preparation of an Initial Study, Environmental Impact Report, Mitigated Negative Declaration, or Negative Declaration.

PROCEDURE: The Director or his/her designee shall review the project involving demolition and confirm that the following materials have been provided including: an intensive level Historic Resources Evaluation (HRE) that follows the practices established by the California Office of Historic Preservation shall be prepared for the property; plans for the replacement development project consistent with the standards and requirements of the applicable zoning district; and photo verification that the property has been posted with a Notice of Intent to demolish. Upon receipt of the filing materials, the Director or his/her designee will schedule the demolition application for the next available Commission Meeting.

SECTION P: Processing of Application

- **Pre-Application Review.** A preliminary meeting with the Planning Staff is recommended, though not required. The meeting provides you and staff an opportunity to review the project and the applicable zoning standards, and obtain the appropriate applications form(s) for your request. It also helps Planning Staff determine other approvals that might be necessary by other City departments. There is no charge for this service.
- **Application Submittal.** After you have prepared your plans and filled out the application forms, bring them, the required fee, and any other materials advised by the City for processing. You will receive a receipt for your fee payment.
- **Staff Review of Application to Determine Completeness.** Upon submittal, Staff will review your application packet and notify you if additional materials or information are needed. Once your application is deemed "complete", Staff will notify you with the time and date of the Planning Commission hearing. Your application is completed when all relevant materials are adequate for the Planning Commission to make a decision on your request.
- **Staff Review for Environmental Determination.** Staff will review your project for any possible environmental impacts. Staff will notify you if additional information is required to satisfy the environmental review process. If an Environmental Impact Report (EIR) is required, the application will not be complete until a Draft EIR has been prepared. You will then be scheduled for a public hearing at the next available Planning Commission meeting. A deposit is required to obtain a consultant firm to prepare the Draft EIR.
- **Staff Review of the Hillside Development Permit Request**. Staff will examine the application materials, including your plans, justification statement, and other relevant information. Staff will also make one or more site visits to your property.
- **Decision on the Request**. A decision on your request for a Hillside Development Permit will be made by the Planning Commission at a public hearing. At the hearing, the Planning Commission opens the matter for public comment by interested parties or individuals. Once everyone wishing to speak on the matter has been heard, the Planning Commission will close the public hearing and discuss the application. Their decision could be approval, approval with conditions, continuation for redesign or additional information, or denial.
- **Appeal.** Before the Commission's decision is final, there is a fifteen calendar day appeal period during which the applicant, the City Council, or any person aggrieved by the decision of the Commission, can file a written appeal. An appeal application and current filing fee in the amount of $860.00 may be submitted to the City Clerk's office within the fifteen-day appeal period. If no appeal is filed, the Commission's decision is final. If an appeal is filed, the matter is set for a public hearing by the City Council. At the hearing, the Council will either uphold or reverse the Planning Commission's decision, at which time, the decision on the matter is final.

SECTION Q: Application Materials

Along with the supplemental submittal requirements (available from Planning) for Design Review, all of the following materials are required for a complete application:

- **Application Form.** Must be signed by the property owner and the applicant (if the applicant is not the property owner).
- **Written Narrative.** Describe the proposed project in detail. Include the extent of the work, architectural style and exterior materials that will be used.
- **Architectural Plans.**
  - Provide one (1) full set of architectural drawings.
  - As noted above, submitted plans shall include but not be limited to the following: Site Plan, Landscape Plan, Demolition Plan, Floor Plan, Roof Plan, Building Sections, Window & Door Schedule, and Architectural Details.
  - Colored elevations
  - All site plans must be drawn at a minimum scale of 1/8" and elevations at 1/4".
  - Submitted plans must be folded accordion style to a size of 8 ½" x 11" or less with the Title Block showing.
  - Upon determining the completeness of the application, Staff will notify the applicant, and he/she will be required to submit seven (7) full sets of plans to the Planning Division.
  - The plans shall include, but not be limited to the following: Site Plan, Demolition Plan, Elevations, Roof Plan, Window & Door Schedule, and Building Sections.
    - **Landscaping Plan.** A plan that accurately and clearly displays the following: existing trees on the project site that are subject to the City's adopted Tree Ordinance as set forth in SPMC Chapter 34; species of all trees and their appropriate trunk diameter, height, and condition; proposed final disposition of all existing trees; the extent and location of all proposed vegetation; species and planting sizes of all proposed landscaping along with the provisions for irrigation and ongoing Maintenance; an irrigation plan; and indication of all hardscape along with the exterior of all structures and amenities, including colors and materials keyed to a materials and colors board as appropriate.
    - **Site or Plot Plan.** A site or plot plan drawn at an appropriate scale that reflects the proposed project including: areas of Alteration and, or Demolition, property lines, and all recorded or proposed easements and public rights of way. The site plan shall also indicate the footprint of buildings on adjacent properties.
    - **Floor Plan.** Existing and proposed building floor plans and building sections at a scale of a least one eight inch equals one foot.
    - **Elevations.** Existing and proposed exterior elevations specifying all exterior materials with critical dimensions and existing architectural features clearly indicated.
- **Exterior Finishes.** Materials, colors, and finishes clearly indicated on elevation drawings and keyed to a materials and colors board including light reflectance values, a clear indication of the appearance, location and light effects of all exterior lighting fixtures, and two-point perspective rendering showing proposed structures with profile drawings of the adjoining structures from an eye level elevation.
- **Window and Door Schedule.** All doors and windows labeled with symbols that correspond to the labeling on the floor plans and elevations. The door and window schedule is a table containing the following information: existing and new window and door sizes, window and door manufacturer information, exterior finish, fabrication material, operational type, glazing information, divided lite details, and window muntins details with applicable.

- **Photographs.** Photographs of the site and its surroundings to document the existing conditions and provide a complete understanding of the property and its neighborhood context. This includes photographs of the site and adjacent properties for a distance of 300 feet from each end of the principal street frontage, as well as properties opposite and adjacent to the subject site. The photos shall be mounted color prints, supplied from continuous views along the principal streets, along with a key map provided indicating the relationship of all views to the parcels, streets, and related features.
- **Renderings.** Colored renderings from all angles of the project help illustrate depth and provide a better understanding of the project as a whole.
- **Other Documentation.** Documentation as may be required to understand the proposed design including a materials board, detailing of architectural features, sections, renderings, digital or physical model, and neighborhood contextual drawings
- **Professional Reports.** Professional Reports or analyses written or conducted by licensed or certified professionals may be required to fully understand potential impacts and mitigation measures for the proposed project. Below are typical examples of what may be required to review the project:
    - Geotechnical Report
    - Arborist Report
    - Certified Slope Analysis
    - Architectural Historian's Report
- **Fees.** See fee schedule ,
- **Mailing Labels and Spreadsheet.** All projects reviewed by the Design Review Board (DRB) require a 10-day public notification that will be conducted by the Planning Division. The applicant shall provide mailing labels upon submittal of application. The City strongly recommends that applicants utilize a mapping company to prepare the mailing labels; a list of mapping companies is available from the Planning Division for informational purposes only (The City does not recommend or endorse any of these companies). Please provide the following:
    - One (1) set of adhesive address labels on an 8-1/2" x 11" sheet
    - One (1) photocopy of the labels.
    - The mailing labels must list both the property owners and occupants (if not owner-occupied) of every parcel which falls within a 300' radius (100' for signs) of the project site (as measured from the corners of the subject parcel).
        i. *Note: Labels for occupants do not need to include the occupant's name because this information is usually not available; these can simply state "Occupant" and address. If possible, the labels should be cross-referenced to the radius map (by numbering each parcel or listing the Assessor's Parcel Number on each label.*
    - A radius map with identifies all parcels falling within a 300' radius (100' for signs) of the project site.
    - One compact disk (CD) that contains an electronic spreadsheet on Microsoft Excel listing the following information in separate columns: a) Property Owner, b) Occupant, c) Property Owner Address, d) Occupant Address – including Unit Number. Planning Staff will use the spreadsheet to perform a mail merge with Microsoft Word.
    - A notarized declaration (provided by the Planning Department) from the company/individual that prepared the mailing labels stating the source of the property information, and how recently this was updated.

Note:
A supplemental submittal requirement checklist is available from the Planning Division that further details the required submittal information.

CITY OF SOUTH PASADENA

COMMUNITY DEVELOPMENT DEPARTMENT
1414 MISSION STREET, SOUTH PASADENA, CA 91030
TEL: 626.403.7220 ▪ FAX: 626.403-7221
WWW.SOUTHPASADENACA.GOV

INCOMPLETE LETTER

August 24, 2023

PROJECT #: 2558-HDP/DRX/TRP

PROJECT LOCATION: APN: 5311-009-057, South Pasadena, CA 91030

APPLICANT: DKY Architects
15375 Barranca Pkwy,
Ste. A-216
Irvine, CA 92618

OWNER: Victor Tang
330 Goddard,
Irvine, CA 92618

PROJECT DESCRIPTION: A request for a Hillside Development Permit (HDP) and Design Review Permit (DRX) to construct a 6-unit townhome development featuring a total living area of 9,961 square feet. The project also includes a Tree Removal permit to remove a total of 27 protected trees.

Dear Owner and Applicant,

The Planning Division received your request on July 26, 2023, for an application to construct a townhome development as referenced above. The City has completed its review the submittal material and has deemed the application **INCOMPLETE**. Please provide the following information and corrections:

Planning Division

General

1. As proposed, the proposal requires the following Planning applications:

a. General Plan Amendment, Zoning Amendment for a zone change to allow increased density in the AM zone,

b. Hillside Development Permit and Design Review for the construction of the 6-unit townhomes,

c. Show how the project qualifies for the City's Inclusionary Housing requirements of Section 36.375 of the South Pasadena Municipal Code (SMPC).

d. The Preliminary Application shows that the project will seek density bonus incentives. Provide documentation of which incentives are being requested and fill out the application accordingly.

e. Unless significant changes are made to the proposal, Variances for the following due to noncompliance with the City's objective standards in the AM (Altos de Monterey) zoning district:

i. Exceeding the maximum allowable lot coverage,

ii. Exceeding the maximum allowable F.A.R.,

iii. Exceeding the maximum height of the dwelling units,

iv. Exceeding the maximum height of retaining walls,

v. Noncompliant rear yard setback as the minimum requirement is 25',

vi. Any other noncompliance with Table 2-7 in Section 36.250.030 of the SPMC.

f. A Tree Removal Permit for the proposed removal of the trees,

g. Zone Text Amendment to amend SPMC Section 36.250.030.D.1 (Subdivisions are not allowed in the AM zone).

2. California Environmental Quality Act (CEQA)

a. Based on the information provided on this project, the following studies are anticipated:

i. CEQA Initial Study and any other subsequent CEQA documentation/analysis,

ii. Noise Study,

iii. Air Quality & Greenhouse Gas (GHG) Analysis,

iv. Phase I Environmental Site Assessment (ESA),

v. Geotechnical Investigation,

vi. Low Impact Development (LID) Plan/Report

vii. Water Demand Study/Hydraulic Analysis Report

viii. Traffic Study

Applicant is not required to prepare the above-mentioned studies. The studies will be prepared by City's selected CEQA consultant and the cost will be paid by the applicant.

3. Per Section 36.395 of the South Pasadena Municipal Code (SPMC), Every new residential development of four or more units and every new commercial or industrial building project with a building valuation exceeding $500,000 will be required to provide public artwork or dedicate funds to support public art. There are two options to satisfy the Public Art requirement:

a. Installation of approved site-specific public artwork, cultural, or artistic facilities equal to or exceeding the value of the contribution amount; or

b. Payment in lieu of the one and one-half percent of the building valuation into the public art fund. Payment of the public art development fee will be collected in two installments: (i) 50 percent of the total public art development fee shall be collected prior to issuing the building permits; and (ii) 50 percent of the total public art development fee shall be collected prior to final inspection or issuing the certificate of occupancy.

Plan-Specific

4. Title Sheet (A0.0)

a. The zoning designation is AM (Altos de Monterey), not RS

b. Identify which unit(s) will be available for low-income housing.

c. Provide a complete breakdown on the F.A.R. calculation by simply adding up the total numbers provided in the individual dwelling unit tables.

5. Site Plan (A1.1)

a. As noted above, a minimum 25' rear yard setback is required.

b. A minimum of 3 off-street parking spaces are required for each unit.

c. Show all public right right-of-way improvements.

d. Call out the location of all equipment (HVAC, utilities, etc.). Please note that rooftop mechanical equipment is prohibited in the AM zone.

e. Call out the location and dimensions of the trash enclosure.

f. Call out the height of all fences, walls, and retaining walls in feet/inches.

6. Unit Floor Plans (A2.5-A2.10)

a. Provide interior garage dimensions. The minimum interior dimensions for each parking space is 10'x20'.

7. Elevations (A3.1)

a. Call out the total overall height for each unit. The maximum height in the AM zone is 25'.

b. Provide color elevations.

8. Sections (A4.0)

a. Provide additional cross-sections up to the top of the slope/neighboring property.

9. Existing Site Photos (A8.1)

a. Provide additional site photos (i.e. aerial, view from top of slope, etc.).

b. Provide neighborhood photos of homes within a 300' radius.

10. Conceptual Grading Plan (C-1)

a. A Geotechnical report and remediation plan will be required.

b. Provide the height of all retaining walls in feet/height.

11. Conceptual Landscape Plan (L-1)

a. Obtain preliminary approval from the Public Works Department regarding the Tree Removal Permit.

b. On the landscape plan, provide an existing site plan showing the trees being removed. Please also embed the arborist report on a plan sheet.

Missing Documents

12. Provide color elevations.

13. Provide additional perspective renderings/photo simulations from different vantage points.

14. Provide a color and materials board (in PDF form).

15. Provide a window/door/garage door brochure. Only include the relevant brochure sheets.

16. Provide lighting fixture cutsheet.

17. Provide an existing Topographic Survey.

18. Provide Photometric Plans.

19. Provide a project narrative that describes the full scope of the project , how many units are being proposed, how the proposal will comply with the inclusionary housing ordinance, how the proposal will utilize density bonus, if applicable, etc.

20. Submit a Title Report, no more than 60 days old.

Building Division

21. The second sheet of building plans is to list all conditions of approval and to include a copy of the Planning Decision letter. If the project is approved this information shall be incorporated into the plans prior to the first submittal for plan check.

22. Plans prepared in compliance with the code in effect shall be submitted to Building Division for review prior to permit issuance.

23. Prior to the application of a building or grading permit, a preliminary Geotechnical report that specifically identifies and proposes mitigation measures for any soils or geological problems that may affect site stability or structural integrity shall be approved by the Building Official or his/her designee. The applicant shall reimburse the City for all costs incurred to have the project soils report evaluated by an independent, third-party, peer-level soils and /or geological engineer. Approval letter of the geotechnical report review shall be copied and pasted on the first sheet of building and grading plans.

24. School Developmental Fees shall be paid to the School District prior to the issuance of the building permit.

25. Fees shall be paid to the County of Los Angeles Sanitation District prior to issuance of the building permit.

26. Park Impact Fee to be paid at the time of permit issuance.

27. Per Chapter 16A of the City of South Pasadena Municipal Code, Growth fee to be paid at the time of permit issuance.

28. A separate address required. An application to assign address and unit numbers shall be filed with Public Works Department prior to plan check submittal.

29. In accordance with paragraph 5538(b) of the California Business and Professions Code, plans are to be prepared and stamped by a licensed architect.

30. Structural calculations prepared under the direction of an architect, civil engineer or structural engineer shall be provided.

31. A geotechnical and soils investigation report is required, the duties of the soils engineer of record, as indicated on the first sheet of the approved plans, shall include the following:

a. Observation of cleared areas and benches prepared to receive fill;

b. Observation of the removal of all unsuitable soils and other materials;

c. The approval of soils to be used as fill material;

d. Inspection of compaction and placement of fill;

e. The testing of compacted fills; and

f. The inspection of review of drainage devices.

32. The geotechnical and soils engineer shall review and approve the project grading and foundation plans to show compliance that their recommendations have been properly implemented.

33. The owner shall retain the soils engineer preparing the Preliminary Soils and/or Geotechnical Investigation accepted by the City for observation of all grading, site preparation, and compaction testing. Observation and testing shall not be performed by another soils and/or geotechnical engineer unless the subsequent

soils and/or geotechnical engineer submits and has accepted by Building Division, a new Preliminary Soils and/or Geotechnical Investigation.

34. A grading and drainage plan shall be approved prior to issuance of the building permit. The grading and drainage plan shall indicate how all storm drainage including contributory drainage from adjacent lots is carried to the public way or drainage structure approved to receive storm water.

35. Planning Program LID Plan Checklist (MS4-1 Form) completed by Engineer of Record shall be copied on the first sheet of Grading Plans. The form can be found at the following link

https://www.dropbox.com/s/5p4yf08beipzyot/SP%20MS4-1%20LID%20Determination%20Form.pdf?dl=0

36. All State of California disability access regulations for accessibility and adaptability shall be complied with.

37. At least one unit, preferably unit 3, shall comply with multistory, covered multifamily dwelling provisions per Section 1102A.3 and1109A.2.1, having an accessible route at garage level connecting the private garage to the primary level at 2nd floor. Rooms and spaces on the primary level including the kitchen and powder room shall be adaptable and served by an accessible route.

38. Unless the dwelling units are constructed as townhouse units per Section R302.2 of the Residential Code and the exterior stairways service Unit 1A, 1B, and 5 are on grade along the slope (not elevated above grade), these exterior stairways shall have minimum separation distance from the property line to comply with Section 1027.5 of the California Building Code.

39. Parapets at the exterior walls or common walls separating townhouse units shall be constructed per Section R302.2.4 of the Residential Code.

40. Interior layout at the floor plans shall be designed in a manner to allow the fire-rated wall assembly separating the dwelling Unit 1A and dwelling Unit 1B to extend up the underside of the roof sheathing and down to the foundation per Section R302.3 of the California Residential Code. In addition, the walls supporting the horizontal floor assembly between Unit 1A and 1B shall be of fire-resistance with rating to match that of the floor per Section R302.3.1.

41. The property shall be surveyed, and the boundaries marked by a land surveyor licensed by the State of California.

42. Foundation inspection will not be made until the excavation has been surveyed and the setbacks determined to be in accordance with the approved plans by a land surveyor licensed by the State of California. THIS NOTE IS TO BE PLACED ON THE FOUNDATION PLAN IN A PROMINENT LOCATION.

43. Electrical plan check is required.

44. Mechanical plan check is required.

45. Plumbing plan check is required.

46. Project shall comply with the CalGreen Residential mandatory requirements.

47. No form work or other construction materials will be permitted to encroach into adjacent property without written approval of the affected property owner.

48. Separate plan review and permit is required for each detached retaining wall.

49. When required by Fire Department, all fire sprinkler hangers must be designed, and their location approved by an engineer or an architect. Calculations must be provided indicating that the hangers are designed to carry the tributary weight of the water filled pipe plus a 250-pound point load. A plan indicating this information must be stamped by the engineer or the architect and submitted for approval prior to issuance of the building permit. A separate permit is required for Fire Sprinklers.

Fire Department

50. Applicable current code editions should be noted on the title sheet

51. Applicant shall provide an updated Architect's stamp.

52. It is critical to correctly identify the occupancy classification because many requirements are occupancy based. (R-2)

53. The applicant shall show on the plans the type of fire protection systems to be utilized on this project.

54. The applicant shall show on the plans the location of available fire hydrant meeting the California Fire Code requirements.

55. Water supply for buildings equipped with automatic sprinkler system should be available at the time of submittal to verify that an adequate water supply is available for the project.

56. The applicant must include where the new point of connection will be relocated as this project requires a dedicated fire line.

57. Other than group R-3 and R-3.1 occupancies, class III standpipe systems shall be installed throughout each floor where any of the following occurs:

a. Buildings where the floor level of the highest story is located more than 30 feet above the lowest level of fire department of vehicle access.

58. The applicant must show information on where the fire department connection will be located, as it will determine the location of a hydrant.

59. Fire flow, the flow rate of a water supply, measured at 20 psi residual pressure, that is available for firefighting. Fire flow requirements for building or portions of buildings and facilities shall be determine by an approved method or appendix B.

60. An approved water supply capable of supplying the required fire flow for fire protection shall be provide to the premises upon which facilities, buildings or portions of buildings are hereafter constructed or moved into or within the jurisdiction.

61. Water Supply Test. The fire code official shall be notified prior to the water supply test. Water supply test shall be witnessed by the fire code official and approved documentation of the test shall be provided to the fire code official prior to the final approval of the water supply system prior to application been deemed complete.

62. Fire Alarm, fire sprinkler, underground fire lines systems are separate submittals.

63. Central Station Service Alarm Systems. Alarm systems used to provide central station service shall comply with the general requirements.

64. Fire Apparatus Access. Roads shall have an unobstructed width of no less than 20 feet and an unobstructed vertical clearance of not less than 13 feet 6 inches exclusive of shoulders, except for an approved security gate in accordance with section 503.6 of the California Fire Code.

65. Arial fire apparatus access roads is required and shall have a minimum unobstructed width of 26 feet, exclusive of shoulders in the immediate vicinity of the building. Clarify 22 feet clearance between future building B and existing medical building at 625 Fair Oaks Ave.

66. Automatic Garage door openers. If provided, shall be listed in accordance with UL 325. See health and Safety Code Sections 19890 and 19891 for additional provisions for residential garage door openers.

67. Address Identification. New and existing buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property.

68. Portables Fire Extinguishers. Structures under construction, alternation or demolition shall be provided with no less than one approved portable fire extinguisher in accordance with Section 905 and sized for not less than ordinary hazard per California Fire Code.

69. The City of South Pasadena Fire Department reserves the right to change or otherwise modify requirements based upon receiving additional project information or other unforeseen circumstances.

Public Works Department

70. The applicant shall provide a copy of a current Title Report (effective date shall be within the last 60 days). The applicant shall show all easements (if any) per the Title Report to the satisfaction of the Public Works Department. Any conflict with existing easements resulting in the site being redesigned potentially requires a minor change or amendment approval by Planning Commission.

71. The applicant shall pay all applicable City and LA County fees, including Public Works Department plan review fee and permit fees per the current adopted Master Fee Schedule which can be found on the City's website. Additional plan check fees shall apply beyond two reviews. This includes all costs incurred by the City and the Public Works Department for the use of professional services or consultants in the review, investigation, and/or plan check of the public improvement plans. The applicant shall provide receipts of all applicable fees paid prior to submitting plans for review.

72. The applicant shall pay all applicable City sewer and/or water capacity charges per SPMC Section 16B.3. A copy of the receipt for any fees to be paid must be submitted before permit issuance.

73. The applicant shall provide a copy of a will-serve letter and receipt for the sewer connection fee from the Los Angeles County Sanitation District (LACSD). A copy of the receipt for any fees to be paid must be submitted before permit issuance.

74. The applicant shall provide photographs and video recordings of Camino Del Cielo before the start of construction and after construction for assessing the damage caused to the street by construction related activity. The applicant will be responsible to restore the public right-of-way to its original condition and to the satisfaction of the City Engineer. These video recordings and photographs shall be submitted to the City before the start of the project and immediately upon completion of the project.

75. The applicant shall contact the City of South Pasadena Water Division to verify the existing water meter connection is adequate for the proposed structure/fire sprinkler system prior to application been deem complete. Coordinate the size, location, and associated fee for a new water meter connection. Please contact Water Operations Manager, Victor Magana at (213) 440-3543 or vmagana@southpasadenaca.gov for additional information. A copy of the receipt for any fees to be paid must be submitted before permit issuance.

a. New water service connection taps at the main must be spaced 18 inches apart minimum.

b. New sewer connections must be 10 ft away from water services. If the 10 ft separation is not possible, sewer must be sleeved and backfilled using 2 sac slurry to prevent cross connection potential per State Water Control Board standards.

76. Provide a copy of the detailed drainage and grading plan. Cross lot drainage is not permitted.

77. If applicable, the applicant shall comply with all requirements of the City of South Pasadena Low Impact Development (LID) Ordinance. The applicant shall include the necessary Best Management Practices (BMP) measures and a Standard Urban Storm Water Mitigation Plan (SUSMP) for construction and post-construction phases as part of the LID plan per SPMC Section 23.14. The applicant shall provide a copy of the approved plan from the Community Development Department.

78. All sheets shall be stamped, if necessary, and signed by the appropriate persons in responsible control of plans, specifications, and instruments of service per Business and Professions Code Section 5536.2.

79. The applicant shall bring the existing parkway on Camino Del Cielo up to current standards per SPMC Section 31.48. The applicant shall submit a parkway landscape plan for review and the landscape design shall conform to the Model Water Efficient Landscape Ordinance (MWELO) as stipulated in SPMC Chapter 35, Article III.

80. The applicant shall provide a Construction Management Plan to the Public Works Department for review and approval prior to issuance of permits. The Construction Management Plan shall include, but not be limited to, types of proposed

construction activities, an on-site staging plan, haul route, construction schedule for major activities, and shall indicate a contractor parking location.

81. Include the following notes in the plans:

a. Temporary bins (low boy), if used, shall be “roll off” style to be provided by Athens Services. Athens Services has an exclusive agreement with the City for the provision of trash removal services: only Athens dumpsters can be used. Any dumpsters placed on the roadway shall require a protective barrier underneath (such as plywood) to protect the pavement. The applicant shall obtain a dumpster permit from the Public Works Department.

b. No overnight storage of materials or equipment within the public right-of-way shall be permitted.

c. The applicant shall obtain oversize/overload permits from the Public Works Department for any oversized equipment used during the stages of construction, including, but not limited to: demolition; clearing and grubbing; grading; material disposal; drilling for piles and/or caissons; trenching for footings; excavation for retaining walls; core sampling of soils; etc.

d. The applicant shall bring the existing parkway adjacent to the property up to current standards per SPMC Section 31.48.

e. The applicant shall be responsible for posting a project sign at the entrance to the project site displaying the City’s construction hours per SPMC Section 19A.13. The project sign shall be 24” x 36” and made of weather-resistant durable material. The applicant shall provide a 24-hour emergency contact number for a designated person who will be responsible for maintaining the public right-of-way during all stages of construction until the project is complete.

f. Any construction activity that may require roadway closures will require a traffic control plan prepared by a CA licensed civil or traffic engineer or a C-31 licensed contractor to be submitted for review. Street closures are only allowed between 9:00 am and 3:00 pm. Whenever there will be a street closure exceeding thirty minutes in duration, the applicant shall provide written notification about the street closure to all impacted residents at least 48 hours in advance of the street closure. All street closures will require an encroachment permit from the Public Works Department.

g. The proposed building structure shall not be constructed within critical root zone area of any trees. For native and protected species, use of the tree trunk’s diameter measured at breast height (DBH) (X5) as the minimum critical root mass. For non-native and protected species, use the tree’s DBH (X3) as the minimum critical root mass.

h. The applicant shall replace all broken, damaged, or out-of-grade curb, gutter and sidewalk fronting the property on Camino Del Cielo to the satisfaction of the City Engineer. Existing sidewalk that is below current city standards shall be replaced regardless of when or how such condition originally occurred per SPMC Section 31.54. All improvements within the

public right-of-way shall conform to the current editions of the Standard Specifications for Public Works Construction (SSPWC) and Standard Plans for Public Works Construction (SPPWC).

i. The applicant shall obtain an encroachment permit from the Public Works Department for any work proposed within the public right-of-way.

82. Provide a 24-hour emergency contact number for the applicant and contact information of all utility agencies involved/impacted/potentially impacted by this project on the title sheet of the plans.

83. Show the location of all existing sewer mains and water utility lines on adjacent street(s). Show the location and size of all existing or proposed utility service lines serving the property. Show the utility point of connection (POC).

84. The applicant shall submit the proposed sewage flow calculations to the City during plan check. The proposed sewage flow from the property will be used to create a Hydraulic Analysis Report to determine if the sewer outlet has adequate capacity for the proposed sewage flow from the property. The developer shall be responsible for all sewer improvements to provide adequate capacity for the proposed sewage flow.

85. The applicant shall provide a new sewer connection to the property. The proposed sewer lateral shall be a four-inch (4") diameter vitrified clay pipe (VCP) that connects to the City sewer main within the public right-of-way.

86. Show the location and area of trench sections for any proposed sewer and water lines connection within the public right-of-way. Provide a trench restoration detail per City standards if any new utility connections are proposed.

87. Show all utility poles adjacent to the properties and note to protect-in-place. The applicant shall submit a street lighting plan per City standards for the street light to be relocated. Provide clearance letter from utility companies for proposed relocation of utility lines, boxes and poles prior to obtaining permits for the project. The applicant shall clearly identify the ownership of utilities on the Civil Plan, and the proposed areas of relocation. Improvement plans for underground utilities (i.e. water, sewer, electrical, telecommunications, etc.) to be placed in the public right-of-way or easement that will be owned and maintained by other entities shall be reviewed by the City prior to Utility Agency approval. The City shall have a place on the title sheet to accept the plans with a statement: "The City's acceptance is limited to the placement of utilities relative to public infrastructure clearances, uses, and future plans within the right-of-way.

88. The applicant shall grind and repave the existing asphalt street fronting the property to a minimum depth of 1.5". The applicant shall verify the actual limits of paving with the Public Works Department depending on the condition of the existing pavement adjacent to the property. Asphalt shall be C2 PG 64-10 and shall conform to the current Standard Specifications for Public Works Construction (SSPWC). Any pre-existing pavement markings and traffic striping shall be restored in accordance to the latest editions of the California Manual on Uniform Traffic Control Devices (CA MUTCD), Caltrans standards, and to the satisfaction

of the City Engineer. All manholes and/or utility covers shall be adjusted within the limits of paving and to grade after paving has been completed.

89. Provide an arborist report and clear site plan of what trees are being removed. Submit a design narrative with the arborist report explaining why certain trees are being removed and what alternative options were considered to preserve the existing trees.

90. A preconstruction survey for nesting birds shall be performed by a Designated Biologist no more than 30 days prior to the start of project activities. All native migratory non-game birds, including raptors, and their active nests are protected from "take" by Sections 3503, 3503.5, and 3513 of the California Fish and Game Code and the Migratory Bird Treaty Act (MBTA). If active nests are found, the applicant shall provide a Nesting Bird Management Plan (NBMP) prepared by the Designated Biologist.

91. Show all existing and proposed trees, including size and species, and indicate their disposition. If any trees (12" in diameter or greater and/or native trees) are to be removed, apply for a tree removal permit with the Public Works Department per City Ordinance No. 2328 amending Section 34.10 of SPMC. See SPMC Section 34.12 for the required information and process for the trees that are proposed to be removed and/or impacted during construction. Replacement trees shall be planted per SPMC Section 34.12-5. If existing trees are to remain on the site, the applicant shall note on the plans "no trees to be removed" and provide methods of protecting existing trees during construction.

92. The applicant shall show the existing grade, location, and dimensions of all existing and proposed conditions within the public-right-of-way including, but not limited to: curb and gutter, sidewalk, driveway, traffic striping, signage, utilities, storm drain facilities, trees, and other features. Show the location of all existing utilities on adjacent street(s), as well as location and size of all existing or proposed services serving the property. Show all utility points of connection (POC).

93. The applicant shall construct new driveway approaches conforming to the latest edition of the Standard Plans for Public Works Construction (SPPWC) Std Plan 110-2. Concrete shall be class 520-C-2500 and shall conform to the latest edition of the Standard Specifications for Public Works Construction (SSPWC). The applicant shall verify the width with the Community Development Department.

94. The applicant shall apply for a change of address permit for the new units prior to final occupancy approval.

In order for staff to continue processing the case, the foregoing list of corrections must be addressed on a resubmittal of plans and/or application materials, and additional entitlement applications. Before resubmitting your project, please ensure that all corrections have been addressed.

Once the items above have been addressed and submitted, the application will once again be assessed for completeness, and the applicable CEQA process will be considered. **In your response resubmittal, please provide a copy of this letter with**

your responses to each correction/comment to ensure each item has been addressed/reviewed.

If you have any questions, please contact me at (626) 403-7228 or via email at dflores@southpasadenaca.gov

Sincerely,

Robert (Dean) Flores
Senior Planner

architects

City of Pasadena
Planning Department
Correction Response List

10/12/2023

Project:
CAMINO DEL CIELO
Project No. 2558-HDP/DRX/TRP

No.	Dwg.	Comment	Response
1		As proposed, the proposal requires the following Planning applications: a. General Plan Amendment, Zoning Amendment for a zone change to allow increased density in the AM zone, b. Hillside Development Permit and Design Review for the construction of the 6-unit townhomes, c. Show how the project qualifies for the City's Inclusionary Housing requirements of Section 36.375 of the South Pasadena Municipal Code (SMPC). d. The Preliminary Application shows that the project will seek density bonus incentives. Provide documentation of which incentives are being requested and fill out the application accordingly. e. Unless significant changes are made to the proposal, Variances for the following due to noncompliance with the City's objective standards in the AM (Altos de Monterey) zoning district: i. Exceeding the maximum allowable lot coverage, ii. Exceeding the maximum allowable F.A.R., iii. Exceeding the maximum height of the dwelling units, iv. Exceeding the maximum height of retaining walls, v. Noncompliant rear yard setback as the minimum requirement is 25'	Note added to project description in sheet A0.0 stating this project is a builder's remedy project per SB-330, where 33% of the units are allocated for low income a. Builder's Remedy project is exempted from General Plan Amendment and Zoning Amendment b. Affordable Housing Development is for ministerial approval and not subject to Design View. Only Objective Standard will apply. Even Object Standard in zoning codes are not applicable to a Builder's Remedy project. c. Builder's Remedy project is not subject to city Inclusive Housing requirements. In addition, we provide more than 20% lower income units, more than 15% required by city Inclusive Housing requirements. d. We are not seeking Density Bonus incentives. Builder's Remedy has more incentives than Density Bonus. e. Variances are not needed for Builder's Remey project.

1 Cont.		vi. Any other noncompliance with Table 2-7 in Section 36.250.030 of the SPMC. f. A Tree Removal Permit for the proposed removal of the trees, g. Zone Text Amendment to amend SPMC Section 36.250.030.D.1 (Subdivisions are not allowed in the AM zone).	f. Plan department told us earlier to submit Tree Removal Permit to Public Works department directly. g. Builder's Remedy project is exempted from Zone Text Amendment.
2		California Environmental Quality Act (CEQA) a. Based on the information provided on this project, the following studies are anticipated: i. CEQA Initial Study and any other subsequent CEQA documentation/analysis, ii. Noise Study, iii. Air Quality & Greenhouse Gas (GHG) Analysis, iv. Phase I Environmental Site Assessment (ESA), v. Geotechnical Investigation, vi. Low Impact Development (LID) Plan/Report vii. Water Demand Study/Hydraulic Analysis Report viii. Traffic Study Applicant is not required to prepare the above-mentioned studies. The studies will be prepared by City's selected CEQA consultant and the cost will be paid by the applicant.	Acknowledge

3		Per Section 36.395 of the South Pasadena Municipal Code (SPMC), Every new residential development of four or more units and every new commercial or industrial building project with a building valuation exceeding $500,000 will be required to provide public artwork or dedicate funds to support public art. There are two options to satisfy the Public Art requirement: a. Installation of approved site-specific public artwork, cultural, or artistic facilities equal to or exceeding the value of the contribution amount; or b. Payment in lieu of the one and one-half percent of the building valuation into the public art fund. Payment of the public art development fee will be collected in two installments: (i) 50 percent of the total public art development fee shall be collected prior to issuing the building permits; and (ii) 50 percent of the total public art development fee shall be collected prior to final inspection or issuing the certificate of occupancy	Acknowledge
4	A0.0	a. The zoning designation is AM (Altos de Monterey), not RS b. Identify which unit(s) will be available for low-income housing. c. Provide a complete breakdown on the F.A.R. calculation by simply adding up the total numbers provided in the individual dwelling unit tables.	a. Zoning Revised in cover sheet b. Project data revised to show low income units (Unit 1A & Unit 1B) c. Proposed FAR Revised to show calculation
5	A1.1	a. As noted above, a minimum 25’ rear yard setback is required. b. A minimum of 3 off-street parking spaces are required for each unit. c. Show all public right right-of-way improvements. d. Call out the location of all equipment (HVAC, utilities, etc.). Please note that rooftop mechanical equipment is prohibited in the AM zone. e. Call out the location and dimensions of the trash enclosure. f. Call out the height of all fences, walls, and retaining walls in feet/inches.	a. Builder’s Remedy project is exempted from rear setback requirements. b. Builder’s Remedy project is exempted from three off-street parking requirements c. Improvements shown on site plan see KN7 d. Builder’s Remedy project is exempted from AM zoning codes. – Equipment added to unit plans e. Trash enclosure added to site plan A1.1 and A2.0 f. Heights call on site plan
6	A2.5-A2.10	Provide interior garage dimensions. The minimum interior dimensions for each parking space is 10’x20’.	See sheets A2.5/1, A2.6/1, A2.7/1, A2.8/1, A2.9/1, and A2.10/1

7	A3.1	a. Call out the total overall height for each unit. The maximum height in the AM zone is 25'. b. Provide color elevations.	a. Builder's Remedy project is exempted from AM zoning codes. b. Elevations revised see sheet A3.1 & A3.2
8	A4.0	Provide additional cross-sections up to the top of the slope/neighboring property.	Sections 4.1, 4.2, 4.3 and 4.4 extended to neighboring property
9	A8.1	a. Provide additional site photos (i.e. aerial, view from top of slope, etc.). b. Provide neighborhood photos of homes within a 300' radius.	See sheet A8.1
10	C-1	a. Geotechnical report and remediation plan will be required b. Provide the height of all retaining wall in feet	a. Soils report provided b. All dimensions on grading plan C-1
11	L-1	a. Obtain preliminary approval from public works department regarding the tree removal permit b. On the landscape plan, provide an existing site plan showing the trees being removed. Please also embed arborist report on plan sheet	a. Acknowledge b. Existing site plan provided in sheet A1.0. Arborist report embedded in sheet L-1
12		Provide color elevations	Elevations revised see sheet A3.1 and A3.2
13		Provide additional perspective renderings/photo simulations from different vantage points	See sheet A8.0
14		-Provide a color and materials board (in PDF form).	Please see attached material board.

15		-Provide a window/door/garage door brochure. Only include the relevant brochure sheets.	Will be provided
16		Provide lighting fixture cutsheet.	Will be provided
17		Provide an existing Topographic Survey.	Will be provided
18		Provide Photometric Plans.	Will be provided
19		Provide a project narrative that describes the full scope of the project , how many units are being proposed, how the proposal will comply with the inclusionary housing ordinance, how the proposal will utilize density bonus, if applicable, etc.	Project description in title sheet A0.0
20		Submit a Title Report, no more than 60 days old	Title report provided, see attached
Building Division			
21		The second sheet of building plans is to list all conditions of approval and to include a copy of the Planning Decision letter. If the project is approved this information shall be incorporated into the plans prior to the first submittal for plan check	Will be provided
22		Plans prepared in compliance with the code in effect shall be submitted to	Acknowledge

23		Prior to the application of a building or grading permit, a preliminary Geotechnical report that specifically identifies and proposes mitigation measures for any soils or geological problems that may affect site stability or structural integrity shall be approved by the Building Official or his/her designee. The applicant shall reimburse the City for all costs incurred to have the project soils report evaluated by an independent, third-party, peer-level soils and /or geological engineer. Approval letter of the geotechnical report review shall be copied and pasted on the first sheet of building and grading plans.	Acknowledge
24		School Developmental Fees shall be paid to the School District prior to the issuance of the building permit.	Acknowledge
25		Fees shall be paid to the County of Los Angeles Sanitation District prior to issuance of the building permit.	Acknowledge
26		Park Impact fee to be paid at the time of permit issuance	Acknowledge
27		Per Chapter 16A of the City of South Pasadena Municipal Code, Growth fee to be paid at the time of permit issuance.	Acknowledge
28		A separate address required. An application to assign address and unit numbers shall be filed with Public Works Department prior to plan check submittal.	Will be submitted
29		In accordance with paragraph 5538(b) of the California Business and Professions Code, plans are to be prepared and stamped by a licensed architect.	Acknowledge
30		Structural calculations prepared under the direction of an architect, civil engineer or structural engineer shall be provided.	Will be provided

31		A geotechnical and soils investigation report is required, the duties of the soils engineer of record, as indicated on the first sheet of the approved plans, shall include the following: a. Observation of cleared areas and benches prepared to receive fill; b. Observation of the removal of all unsuitable soils and other materials; c. The approval of soils to be used as fill material; d. Inspection of compaction and placement of fill; e. The testing of compacted fills; and	Geotechnical report provided
32		The geotechnical and soils engineer shall review and approve the project grading and foundation plans to show compliance that their recommendations have been properly implemented.	Acknowledge
33		The owner shall retain the soils engineer preparing the Preliminary Soils and/or Geotechnical Investigation accepted by the City for observation of all grading, site preparation, and compaction testing. Observation and testing shall not be performed by another soils and/or geotechnical engineer unless the subsequent soils and/or geotechnical engineer submits and has accepted by Building Division, a new Preliminary Soils and/or Geotechnical Investigation.	Acknowledge
34		A grading and drainage plan shall be approved prior to issuance of the building permit. The grading and drainage plan shall indicate how all storm drainage including contributory drainage from adjacent lots is carried to the public way or drainage structure approved to receive storm water.	Acknowledge
35		Planning Program LID Plan Checklist (MS4-1 Form) completed by Engineer of Record shall be copied on the first sheet of Grading Plans. The form can be found at the following link https://www.dropbox.com/s/5p4yf08beipzyot/SP%20MS4-1%20LID%20Determination%20Form.pdf?dl=0	Acknowledge

36		All State of California disability access regulations for accessibility and adaptability shall be complied with.	Acknowledge
37		At least one unit, preferably unit 3, shall comply with multistory, covered multifamily dwelling provisions per Section 1102A.3 and1109A.2.1, having an accessible route at garage level connecting the private garage to the primary level at 2nd floor. Rooms and spaces on the primary level including the kitchen and powder room shall be adaptable and served by an accessible route.	Unit 3 designated to be Accessible
38		Unless the dwelling units are constructed as townhouse units per Section R302.2 of the Residential Code and the exterior stairways service Unit 1A, 1B, and 5 are on grade along the slope (not elevated above grade), these exterior stairways shall have minimum separation distance from the property line to comply with Section 1027.5 of the California Building Code.	Units constructed as townhouses
39		Parapets at the exterior walls or common walls separating townhouse units shall be constructed per Section R302.2.4 of the Residential Code.	Acknowledge
40		Interior layout at the floor plans shall be designed in a manner to allow the fire-rated wall assembly separating the dwelling Unit 1A and dwelling Unit 1B to extend up the underside of the roof sheathing and down to the foundation per Section R302.3 of the California Residential Code. In addition, the walls supporting the horizontal floor assembly between Unit 1A and 1B shall be of fire-resistance with rating to match that of the floor per Section R302.3.1.	Acknowledge
41		The property shall be surveyed, and the boundaries marked by a land surveyor licensed by the State of California.	Acknowledge
42		Foundation inspection will not be made until the excavation has been surveyed and the setbacks determined to be in accordance with the approved plans by a land surveyor licensed by the State of California. THIS NOTE IS TO BE PLACED ON THE FOUNDATION PLAN IN A PROMINENT LOCATION.	Acknowledge

43		Electric plan check is required	Will be provided
44		Mechanical plan check is required	Will be provided
45		Plumbing plan check is required	Will be provided
46		Project shall comply with the CalGreen Residential mandatory requirements	Acknowledge
47		No form work or other construction materials will be permitted to encroach into adjacent property without written approval of the affected property owner.	Acknowledge
48		Separate plan review and permits is required for each detached retaining wall	Acknowledge
49		When required by Fire Department, all fire sprinkler hangers must be designed, and their location approved by an engineer or an architect. Calculations must be provided indicating that the hangers are designed to carry the tributary weight of the water filled pipe plus a 250-pound point load. A plan indicating this information must be stamped by the engineer or the architect and submitted for approval prior to issuance of the building permit. A separate permit is required for Fire Sprinklers.	Acknowledge
Fire Department			
50		Applicable current code editions should be noted on the title sheet	Applicable codes added to title sheet A0.0
51		Applicant shall provide an updated Architect's stamp.	Stamp updated
52		It is critical to correctly identify the occupancy classification because many requirements are occupancy based. (R-2)	Occupancy revised

53		The applicant shall show on the plans the type of fire protection systems to be utilized on this project.	Acknowledge
54		The applicant shall show on the plans the location of available fire hydrant meeting the California Fire Code requirements.	Fire hydrant added to site plan see KN27
55		Water supply for buildings equipped with automatic sprinkler system should be available at the time of submittal to verify that an adequate water supply is available for the project.	Acknowledge
56		The applicant must include where the new point of connection will be relocated as this project requires a dedicated fire line.	Acknowledge
57		Other than group R-3 and R-3.1 occupancies, class III standpipe systems shall be installed throughout each floor where any of the following occurs: a. Buildings where the floor level of the highest story is located more than 30 feet above the lowest level of fire department of vehicle access.	Acknowledge
58		The applicant must show information on where the fire department connection will be located, as it will determine the location of a hydrant.	Acknowledge
59		Fire flow, the flow rate of a water supply, measured at 20 psi residual pressure, that is available for firefighting. Fire flow requirements for building or portions of buildings and facilities shall be determine by an approved method or appendix B.	Acknowledge
60		An approved water supply capable of supplying the required fire flow for fire protection shall be provide to the premises upon which facilities, buildings or portions of buildings are hereafter constructed or moved into or within the jurisdiction.	Acknowledge

61		Water Supply Test. The fire code official shall be notified prior to the water supply test. Water supply test shall be witnessed by the fire code official and approved documentation of the test shall be provided to the fire code official prior to the final approval of the water supply system prior to application been deemed complete.	Acknowledge
62		Fire Alarm, fire sprinkler, underground fire lines systems are separate submittals.	Deferred submittals added to title sheet A0.0
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69		The City of South Pasadena Fire Department reserves the right to change or otherwise modify requirements based upon receiving additional project information or other unforeseen circumstances.	Acknowledge
Public Works Department			
70		The applicant shall provide a copy of a current Title Report (effective date shall be within the last 60 days). The applicant shall show all easements (if any) per the Title Report to the satisfaction of the Public Works Department. Any conflict with existing easements resulting in the site being redesigned potentially requires a minor change or amendment approval by Planning Commission.	Title report provided, see attached
71		The applicant shall pay all applicable City and LA County fees, including Public Works Department plan review fee and permit fees per the current adopted Master Fee Schedule which can be found on the City's website. Additional plan check fees shall apply beyond two reviews. This includes all costs incurred by the City and the Public Works Department for the use of professional services or consultants in the review, investigation, and/or plan check of the public improvement plans. The applicant shall provide receipts of all applicable fees paid prior to submitting plans for review.	Acknowledge
72		The applicant shall pay all applicable City sewer and/or water capacity charges per SPMC Section 16B.3. A copy of the receipt for any fees to be paid must be submitted before permit issuance.	Acknowledge
73		The applicant shall provide a copy of a will-serve letter and receipt for the sewer connection fee from the Los Angeles County Sanitation District (LACSD). A copy of the receipt for any fees to be paid must be submitted before permit issuance.	Acknowledge

74		The applicant shall provide photographs and video recordings of Camino Del Cielo before the start of construction and after construction for assessing the damage caused to the street by construction related activity. The applicant will be responsible to restore the public right-of-way to its original condition and to the satisfaction of the City Engineer. These video recordings and photographs shall be submitted to the City before the start of the project and immediately upon completion of the project.	Will be provided
75		The applicant shall contact the City of South Pasadena Water Division to verify the existing water meter connection is adequate for the proposed structure/fire sprinkler system prior to application been deem complete. Coordinate the size, location, and associated fee for a new water meter connection. Please contact Water Operations Manager, Victor Magana at (213) 440-3543 or vmagana@southpasadenaca.gov for additional information. A copy of the receipt for any fees to be paid must be submitted before permit issuance. a. New water service connection taps at the main must be spaced 18 inches apart minimum. b. New sewer connections must be 10 ft away from water services. If the 10 ft separation is not possible, sewer must be sleeved and backfilled using 2 sac slurry to prevent cross connection potential per State Water Control Board standards.	Acknowledge. Waiting on response from Victor Magana
76		Provide a copy of the detailed drainage and grading plan. Cross lot drainage is not permitted.	Will be provided
77		If applicable, the applicant shall comply with all requirements of the City of South Pasadena Low Impact Development (LID) Ordinance. The applicant shall include the necessary Best Management Practices (BMP) measures and a Standard Urban Storm Water Mitigation Plan (SUSMP) for construction and post-construction phases as part of the LID plan per SPMC Section 23.14. The applicant shall provide a copy of the approved plan from the Community Development Department.	Acknowledge

78		All sheets shall be stamped, if necessary, and signed by the appropriate persons in responsible control of plans, specifications, and instruments of service per Business and Professions Code Section 5536.2.	Acknowledge
79		The applicant shall bring the existing parkway on Camino Del Cielo up to current standards per SPMC Section 31.48. The applicant shall submit a parkway landscape plan for review and the landscape design shall conform to the Model Water Efficient Landscape Ordinance (MWELO) as stipulated in SPMC Chapter 35, Article III.	Acknowledge
80		The applicant shall provide a Construction Management Plan to the Public Works Department for review and approval prior to issuance of permits. The Construction Management Plan shall include, but not be limited to, types of proposed construction activities, an on-site staging plan, haul route, construction schedule for major activities, and shall indicate a contractor parking location.	Will be provided
81		Include the following notes in the plans	Notes added to sheet GN-1
82		Provide a 24-hour emergency contact number for the applicant and contact information of all utility agencies involved/impacted/potentially impacted by this project on the title sheet of the plans.	Provided in Title sheet A0.0
83		Show the location of all existing sewer mains and water utility lines on adjacent street(s). Show the location and size of all existing or proposed utility service lines serving the property. Show the utility point of connection (POC).	Will be provided
84		The applicant shall submit the proposed sewage flow calculations to the City during plan check. The proposed sewage flow from the property will be used to create a Hydraulic Analysis Report to determine if the sewer outlet has adequate capacity for the proposed sewage flow from the property. The developer shall be responsible for all sewer improvements to provide adequate capacity for the proposed sewage flow.	Will be submitted

85		The applicant shall provide a new sewer connection to the property. The proposed sewer lateral shall be a four-inch (4") diameter vitrified clay pipe (VCP) that connects to the City sewer main within the public right-of-way.	Acknowledge
86		Show the location and area of trench sections for any proposed sewer and water lines connection within the public right-of-way. Provide a trench restoration detail per City standards if any new utility connections are proposed.	Acknowledge
87		Show all utility poles adjacent to the properties and note to protect-in-place. The applicant shall submit a street lighting plan per City standards for the street light to be relocated. Provide clearance letter from utility companies for proposed relocation of utility lines, boxes and poles prior to obtaining permits for the project. The applicant shall clearly identify the ownership of utilities on the Civil Plan, and the proposed areas of relocation. Improvement plans for underground utilities (i.e. water, sewer, electrical, telecommunications, etc.) to be placed in the public right-of-way or easement that will be owned and maintained by other entities shall be reviewed by the City prior to Utility Agency approval. The City shall have a place on the title sheet to accept the plans with a statement: "The City's acceptance is limited to the placement of utilities relative to public infrastructure clearances, uses, and future plans within the right-of-way.	Existing pole shown on existing plan A1.0 KN8, pole to be relocated see sheet A1.1 KN 26
88		The applicant shall grind and repave the existing asphalt street fronting the property to a minimum depth of 1.5". The applicant shall verify the actual limits of paving with the Public Works Department depending on the condition of the existing pavement adjacent to the property. Asphalt shall be C2 PG 64-10 and shall conform to the current Standard Specifications for Public Works Construction (SSPWC). Any pre-existing pavement markings and traffic striping shall be restored in accordance to the latest editions of the California Manual on Uniform Traffic Control Devices (CA MUTCD), Caltrans standards, and to the satisfaction of the City Engineer. All manholes and/or utility covers shall be adjusted within the limits of paving and to grade after paving has been completed.	Acknowledge

89		Provide an arborist report and clear site plan of what trees are being removed. Submit a design narrative with the arborist report explaining why certain trees are being removed and what alternative options were considered to preserve the existing trees.	Arborist report attached, see existing site A1.0 for existing tree locations
90		A preconstruction survey for nesting birds shall be performed by a Designated Biologist no more than 30 days prior to the start of project activities. All native migratory non-game birds, including raptors, and their active nests are protected from "take" by Sections 3503, 3503.5, and 3513 of the California Fish and Game Code and the Migratory Bird Treaty Act (MBTA). If active nests are found, the applicant shall provide a Nesting Bird Management Plan (NBMP) prepared by the Designated Biologist.	Acknowledge
91		Show all existing and proposed trees, including size and species, and indicate their disposition. If any trees (12" in diameter or greater and/or native trees) are to be removed, apply for a tree removal permit with the Public Works Department per City Ordinance No. 2328 amending Section 34.10 of SPMC. See SPMC Section 34.12 for the required information and process for the trees that are proposed to be removed and/or impacted during construction. Replacement trees shall be planted per SPMC Section 34.12-5. If existing trees are to remain on the site, the applicant shall note on the plans "no trees to be removed" and provide methods of protecting existing trees during construction.	Shown in L-1
92		The applicant shall show the existing grade, location, and dimensions of all existing and proposed conditions within the public-right-of-way including, but not limited to: curb and gutter, sidewalk, driveway, traffic striping, signage, utilities, storm drain facilities, trees, and other features. Show the location of all existing utilities on adjacent street(s), as well as location and size of all existing or proposed services serving the property. Show all utility points of connection (POC).	Will be provided

93		The applicant shall construct new driveway approaches conforming to the latest edition of the Standard Plans for Public Works Construction (SPPWC) Std Plan 110-2. Concrete shall be class 520-C-2500 and shall conform to the latest edition of the Standard Specifications for Public Works Construction (SSPWC). The applicant shall verify the width with the Community Development Department.	Driveway approaches shown in site plans
94		The applicant shall apply for a change of address permit for the new units prior to final occupancy approval.	Acknowledge

CITY OF SOUTH PASADENA

COMMUNITY DEVELOPMENT DEPARTMENT
1414 MISSION STREET, SOUTH PASADENA, CA 91030
TEL: 626.403.7220 ▪ FAX: 626.403-7221
WWW.SOUTHPASADENACA.GOV

INCOMPLETE LETTER

November 10, 2023

PROJECT #: 2558-HDP/DRX/TRP

PROJECT LOCATION: APN: 5311-009-057, South Pasadena, CA 91030

APPLICANT: DKY Architects
15375 Barranca Pkwy,
Ste. A-216
Irvine, CA 92618

OWNER: Victor Tang
330 Goddard,
Irvine, CA 92618

PROJECT DESCRIPTION: A request for a Hillside Development Permit (HDP) and Design Review Permit (DRX) to construct a 6-unit townhome development featuring a total living area of 9,961 square feet. The project also includes a Tree Removal permit to remove a total of 27 protected trees.

Dear Owner and Applicant,

The Planning Division received your resubmittal package on October 12, 2023, for an application to construct a townhome development as referenced above. The City has completed its review the submittal material and has deemed the application **INCOMPLETE**. Please provide the following information and corrections:

Planning Division

General

1. As proposed, the proposal requires the following Planning applications:
    a. General Plan Amendment, Zoning Amendment for a zone change to allow increased density in the AM zone,
    b. Hillside Development Permit and Design Review for the construction of the 6-unit townhomes,
    c. Show how the project qualifies for the City's Inclusionary Housing requirements of Section 36.375 of the South Pasadena Municipal Code (SMPC).
    d. The Preliminary Application shows that the project will seek density bonus incentives. Provide documentation of which incentives are being requested and fill out the application accordingly.
    e. Unless significant changes are made to the proposal, Variances for the following due to noncompliance with the City's objective standards in the AM (Altos de Monterey) zoning district:
        i. Exceeding the maximum allowable lot coverage,
        ii. Exceeding the maximum allowable F.A.R.,
        iii. Exceeding the maximum height of the dwelling units,
        iv. Exceeding the maximum height of retaining walls,
        v. Noncompliant rear yard setback as the minimum requirement is 25',
        vi. Any other noncompliance with Table 2-7 in Section 36.250.030 of the SPMC.
    f. A Tree Removal Permit for the proposed removal of the trees,
    g. Zone Text Amendment to amend SPMC Section 36.250.030.D.1 (Subdivisions are not allowed in the AM zone).
    h. Are the proposed units for rent or condominiums? If condominiums, a Tentative Tract Map will be required to be submitted.
2. An invoice for the aforementioned applications is attached to this Incomplete Letter.
3. California Environmental Quality Act (CEQA)
    a. Based on the information provided on this project, the following studies are anticipated:
        i. CEQA Initial Study and any other subsequent CEQA documentation/analysis,
        ii. Noise Study,

iii. Air Quality & Greenhouse Gas (GHG) Analysis,
iv. Phase I Environmental Site Assessment (ESA),
v. Geotechnical Investigation,
vi. Low Impact Development (LID) Plan/Report
vii. Water Demand Study/Hydraulic Analysis Report
viii. Traffic Study

Applicant is not required to prepare the above-mentioned studies. The studies will be prepared by City's selected CEQA consultant and the cost will be paid by the applicant. Please note that this will be paid at a later date and the City will invoice separately from the required application fees.

Missing Documents

4. Provide a full project narrative as a separate letter.
5. Provide a window/door/garage door brochure. Only include the relevant brochure sheets.
6. Provide lighting fixture cutsheet.
7. Provide Photometric Plans.

In order for staff to continue processing the case, the foregoing list of corrections must be addressed on a resubmittal of plans and/or application materials, and additional entitlement applications. Before resubmitting your project, please ensure that all corrections have been addressed.

Once the items above have been addressed and submitted, the application will once again be assessed for completeness, and the applicable CEQA process will be considered. **In your response resubmittal, please provide a copy of this letter with your responses to each correction/comment to ensure each item has been addressed/reviewed.**

If you have any questions, please contact me at (626) 403-7228 or via email at dflores@southpasadenaca.gov

Sincerely,

Robert (Dean) Flores
Senior Planner

Attachments:

1. Planning Invoice# Planning1073

City of South Pasadena
Planning Department 1/16/2024
Incomplete Letter Response List

Project:
2558-HDP/DRX/TRP

No.	Dwg.	Comment	Response
1(a)		General Plan Amendment, Zoning Amendment for a zone change to allow increased density in the AM zone, .	Amendment is not required per Page 2 of attorney Richard McDonald's letter.
1(c)		Show how the project qualifies for the City's inclusionary Housing requirements of Section 36.375 of the South Pasadena Municipal Code(SMPC).	The project has more than 20% units/space allocated to low income households, more than 15% required by the City's Inclusive Housing Ordinance.
1 (d)		The Preliminary Application shows that the project will seek density bonus incentives. Provide documentation of which incentives are being requested and fill out the application accordingly.	Not seeking density bonus incentives. We are using Builder's Remedy, another affordable housing program.
1(e)		Unless significant changes are made to the proposal, Variances for the following due to noncompliance with the City's objective standards in the AM (Altos de Monterey) zoning district: i. Exceeding the maximum allowable lot coverage ii. Exceeding the maximum allowable F.A.R., iii. Exceeding the maximum height of the dwelling units, iv. Exceeding the maximum height of retaining walls, v. Noncompliant rear yard setback as the minimum requirement is 25', vi. Any other noncompliance with Table 2-7 in Section 36.250.030 of the SPMC.	Variances are not required per Page 2 of attorney Richard McDonald's letter.

1(g)		Zone Text Amendment to amend SPMC Section 36.250.030.D.1(Subdivisions are not allowed in the AM zone.	Amendment is not required per Page 2 of attorney Richard McDonald's letter.
2		An invoice for the aforementioned applications is attached to this IncompleteLetter.	Need revised invoices with removal of invoices for General Plan Amendment, Variances, Zone Text Amendment.
4		Provide a full project narrative as a separate letter	See file 'Camino Del Cielo_Narrative.pdf'
5		Provide a window/door/garage door brochure. Only include the relevant brochure sheets.	See folder 'Window & Door'
6		Provide lighting fixture cutsheet	See folder 'Lighting Fixture'
7		Provide Photometric Plans	See file 'Camino Del Cielo_Photometric Plan.pdf'

architects

City of South Pasadena

Planning Department 20/11/2023

Project Narrative

Project:

Multifamily 6 Unit – Camino Del Cielo

APN: 5311-009-057, South Pasadena, CA 91030

2558-HDP/DRX/TRP

THIS IS A BUILDER'S REMEDY PROJECT PER SB-330 PRELIMINARY APPLICATION SUBMITTED ON MARCH 23, 2023. AS CITY OF SOUTH PASADENA DIDN'T HAVE AN ADOPTED HOUSING ELEMENT, THE CITY IS SUBJECT TO GOV. CODE, §65589.5(D), WHICH REQUIRES APPROVAL OF ANY 20% LOW INCOME, OR 100% MODERATE-INCOME HOUSING DEVELOPMENT PROJECT, REGARDLESS OF ITS INCONSISTENCY WITH THE CITY'S GENERAL PLAN LAND USE ELEMENT OR ZONING CODE. THIS HOUSING DEVELOPMENT PROJECT HAS SIX UNITS WITH TOTAL 9961SF LIVING SPACE. TWO UNITS (33% OF TOTAL UNITS) WITH 2186SF (22% OF TOTAL LIVING SPACE) ARE ALLOCATED FOR LOW INCOME HOUSEHOLDS.

A NEW MULTI-FAMILY RESIDENCE ON AN EXISTING UNIMPROVED LOT. THE PROPOSED PROJECT CONSISTS OF CONSTRUCTING A TOTAL OF 6 UNITS TOWNHOME STYLE MULTIFAMILY RESIDENCES WHERE IN ALL THE UNITS SHARES A WALL EXCEPT FOR UNIT 1A AND UNIT 1B IN WHICH UNIT1A OCCUPIES THE 1ST LEVEL ABOVE THE GARAGE AND HALF REAR END OF THE 2ND LEVEL INCLUDING THE BACKYARD. UNIT 1A AND UNIT 1B WOULD BE A 2 BEDROOM 1 & ½ BATHROOM WITH A SINGLE CAR GARAGE, WITH 2 LEVELS OF LIVING AREA EACH AND A COMBINED GARAGE LEVEL UNIT TYPE, WHILE UNITS 2,3,4 & 5 WOULD BE A 3 BEDROOMS, 3.5 BATHROOMS, 2 CAR GARAGE, WITH A 3 LEVELS OF LIVING AREA AND A GARAGE LEVEL UNIT TYPE. EACH UNIT CONTAINS AN BACK YARD AS WELL AS EXTERIOR PAITO ON THE EXTERIOR FRONT FAÇADE.

THE DESIGN OF THE HOUSE IS PROPOSED TO BE MODERN WITH SMOOTH STUCCO, SLATTED WOOD SIDING, PATTERNED CEMENT PLASTER, CONCRETE, STANDING SEAM METAL ROOF, MATERIALS ALL GROUPED INTO SIMPLE ARCHITECTURAL FORMS WITH DIFFERING ROOF HEIGHTS AND SHAPES THAT ASCEND THE HILLSIDE IN AN EFFORT TO REDUCE THE SCALE OF THE PROJECT. THE HOUSE WILL BE SITED UPON A 10,729 SQUARE FOOT PARCEL LOCATED IN THE RS ZONING DISTRICT. WITH AN UPSLOPING HILLSIDE LOT WITH AN AVERAGE SLOPE OF 49.61%. THE UNIT LEVELS VARY IN ORDER TO MITIGATE DRIVEWAY APPROACH AND REDUCE RETAINING WALLS AS THE SITE SLOPES DIAGONALLY WHICH ADDS VARIATION IN ITS ELEVATION AND SCALE.

STONER CARLSON LLP
Attorneys at Law

www.carlsonnicholas.com

Scott W. Carlson, Partner
Richard A. McDonald, Of Counsel

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Suite No. 320
Pasadena, California 91101
(626) 356-4801

Scott@carlsonnicholas.com

RMcDonald@carlsonnicholas.com

January 15, 2024

Robert (Dean) Flores, Senior Planner
Community Development Department
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91101

Re: Project # 2558-HDP/DRX/TRP (APN 5311-009-057)

Dear Dean:

Our firm has been retained to represent the owners and developers of the above-referenced property. We understand that on July 26, 2023, our client filed an application for a Hillside Development Permit ("HDP") and Design Review ("DRX") to construct a 6-unit townhome housing development project featuring a total living area of 9,961 square feet, along with an application for a tree removal permit to remove 27 trees. We also understand that our client filed an SB330 application at that time, and that the proposed project qualifies as a housing development project under the Housing Accountability Act ("HAA"). Last, we understand that the City deemed the HDP and DRX applications incomplete on August 24, that our client resubmitted its package to address the City's requests therein on October 12, and the City deemed the resubmittal package incomplete on November 10.

However, we understand that the City of South Pasadena currently does not have a Housing Element that has been adopted and found by the California Department of Housing and Community Development to be in substantial compliance with Gov. Code, § 65588.5 (Housing Element Law). As such, the City is subject to Gov. Code, § 65589.5(d), which requires approval of any 20% low-income, or 100% moderate-income housing development project, regardless of its inconsistency with the City's General Plan Land Use Element or Zoning Code.

More specifically, the "Builder's Remedy" is available for certain affordable housing development projects (e.g., 20% low income on-site or 100% moderate), unless a city proves one of five defenses. As the statute makes clear, "A local agency shall not disapprove a[n affordable] housing development project … *including through the use of design review standards*, unless … :

(1) The jurisdiction has adopted a [compliant] housing element ... *and* the jurisdiction has met or exceeded its [RHNA] for the planning period ....
(2) The housing development project ... would have a specific, adverse impact ....
(3) ... [S]tate or federal law [requires disapproval] ....
(4) The ... land [is] zoned for agriculture or resource preservation ... or [needs] water or wastewater facilities ....
(5) The ... zoning ordinance and general plan [required disapproval] on the date the application was deemed complete, and the jurisdiction has adopted a [compliant] housing element ....

(Gov. Code § 65589.5(d) [italics added].)

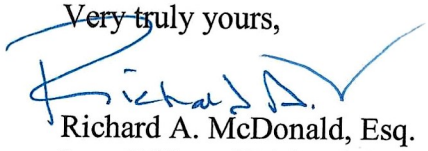
As you can see, if a city does not have an approved housing element, option nos. 1 and 5 are not available to it under the HAA. As such, there is no basis for requesting applications to amend the City's General Plan (item 1(a) on Page 2 of the incomplete letter), or to require any zoning text amendments (item 1(g) on Page 2 of the incomplete letter), or to require variances (item 1(e) on Page 2 of the incomplete letter). Please, therefore, explain why the City thus insists upon them.

Further, since option nos. 3 and 4 are not applicable, that leaves only option no. 2, i.e., the city has to identify a specific adverse impact, which is an objective, identifiable impact under one of its codes or plans or program, and that that specific, adverse impact cannot be feasibly mitigated to avoid it. As a practical matter, that is essentially impossible; particularly for a proposed housing development project like this one that is being proposed in an area with multi-family housing.

In sum, the Builder's Remedy, prohibits localities from denying housing development projects, or imposing conditions of approval on a project that render the project infeasible, when the project is consistent with the above-listed affordability requirements, unless the locality can make findings that the proposed housing development would cause a threat to public health and safety that cannot be mitigated.

Since that is not the case for the proposed project, we look forward to its expeditious processing and approval. Please contact us should you have any questions. Thank you.

Very truly yours,



Richard A. McDonald, Esq.
Law Office of Richard A. McDonald,
Of Counsel, Stoner Carlson LLP

CITY OF SOUTH PASADENA

COMMUNITY DEVELOPMENT DEPARTMENT
1414 MISSION STREET, SOUTH PASADENA, CA 91030
TEL: 626.403.7220 ▪ FAX: 626.403-7221
WWW.SOUTHPASADENACA.GOV

INCOMPLETE LETTER

February 15, 2024

PROJECT #: 2558-HDP/DRX/TRP

PROJECT LOCATION: APN: 5311-009-057, South Pasadena, CA 91030

APPLICANT: DKY Architects
15375 Barranca Pkwy,
Ste. A-216
Irvine, CA 92618

OWNER: Victor Tang
330 Goddard,
Irvine, CA 92618

PROJECT DESCRIPTION: A request for a Hillside Development Permit (HDP) and Design Review Permit (DRX) to construct a 6-unit townhome development featuring a total living area of 9,961 square feet. The project also includes a Tree Removal permit to remove a total of 27 protected trees.

Dear Owner and Applicant,

The Planning Division received your resubmittal package on January 17, 2024, for an application to construct a townhome development as referenced above. The City has completed its review the submittal material and has deemed the application **INCOMPLETE**. Please provide the following information and corrections:

Planning Division

General

1. As proposed, the proposal requires the following Planning applications:

a. General Plan Amendment, Zoning Amendment for a zone change to allow increased density in the AM zone,

i. The City disagrees with the position in the letter from Mr. McDonald accompanying the submittal asserting that applications for a General Plan Amendment or Zone Change are not required. The City continues to maintain that it has the authority to require the applications to be filed and processed as part of an overall project, even if, for the sake of argument, it may be constrained by state law in its ability to deny a project on consistency bases.

b. Hillside Development Permit and Design Review for the construction of the 6-unit townhomes,

c. Unless significant changes are made to the proposal, Variances for the following due to noncompliance with the City's objective standards in the AM (Altos de Monterey) zoning district:

i. Exceeding the maximum allowable lot coverage,

ii. Exceeding the maximum allowable F.A.R.,

iii. Exceeding the maximum height of the dwelling units,

iv. Exceeding the maximum height of retaining walls,

v. Noncompliant rear yard setback as the minimum requirement is 25',

vi. Any other noncompliance with Table 2-7 in Section 36.250.030 of the SPMC.

d. A Tree Removal Permit for the proposed removal of the trees,

e. Zone Text Amendment to amend SPMC Section 36.250.030.D.1 (Subdivisions are not allowed in the AM zone).

f. Are the proposed units for rent or condominiums? If condominiums, a Tentative Tract Map will be required to be submitted.

2. An invoice for the aforementioned applications is attached to this Incomplete Letter.

3. California Environmental Quality Act (CEQA)

a. Based on the information provided on this project, the following studies are anticipated:

i. CEQA Initial Study and any other subsequent CEQA documentation/analysis,

ii. Noise Study,
iii. Air Quality & Greenhouse Gas (GHG) Analysis,
iv. Phase I Environmental Site Assessment (ESA),
v. Geotechnical Investigation,
vi. Low Impact Development (LID) Plan/Report
vii. Water Demand Study/Hydraulic Analysis Report
viii. Traffic Study

Applicant is not required to prepare the above-mentioned studies. The studies will be prepared by City's selected CEQA consultant and the cost will be paid by the applicant. Please note that this will be paid at a later date and the City will invoice separately from the required application fees.

In order for staff to continue processing the case, the foregoing list of corrections must be addressed on a resubmittal of plans and/or application materials, and additional entitlement applications. Before resubmitting your project, please ensure that all corrections have been addressed.

Once the items above have been addressed and submitted, the application will once again be assessed for completeness, and the applicable CEQA process will be considered. **In your response resubmittal, please provide a copy of this letter with your responses to each correction/comment to ensure each item has been addressed/reviewed.**

If you have any questions, please contact me at (626) 403-7228 or via email at dflores@southpasadenaca.gov

Sincerely,

Robert (Dean) Flores
Senior Planner

Attachments:
1. Planning Invoice #Planning1073

Project Appeal Narrative

Here is the timeline for this affordable housing project:

1. On March 23rd, 2023, the appellant filed an SB330 preliminary application for a multifamily project on a vacant land with LA county APN# 5311-009-057. At that time, the City's Housing Element was not approved by the State Housing & Community Development Department. The proposed project, therefore, qualified for the Builder's Remedy under the HAA.
2. On July 26th, 2023, a formal housing application was submitted, and proposed to construct 6 units with 2 units as affordable to moderate income households.
3. On Aug. 24th, 2023, an incomplete letter was sent to the appellant by the planning department.
4. On Oct. 12th, 2023, the appellant resubmitted the application with corrections.
5. On Nov. 10th, 2023, an incomplete letter was sent to the appellant by the planning department.
6. On Jan. 17th, 2024, the appellant resubmitted the application with corrections.
7. On Feb 15h, 2024, an incomplete letter was sent to the appellant by the planning department.

The City has violated the State Housing Accountability Act ("HAA") by refusing to process the project application. Instead of processing the project application ministerially, the city has routinely deemed the application incomplete on the grounds that a General Plan amendment is required, among other reasons. The appellant appeals the following decisions in the latest incomplete letter.

1(a). General Plan Amendment, Zoning Amendment for a zone change to allow increased density in the AM zone,

- As a Builder's Remedy project under the HAA, a city is prohibited from denying a proposed housing development project for any inconsistency with its General Plan or Zoning Code.

- In addition, the City did not notify the appellant of any zoning inconsistencies with the GP or otherwise within 30 days of filing the SB330 preliminary application as required under the HAA. As such, the project is deemed compliant with the City's General Plan and zoning codes under the HAA, thus precluding the requirements for any such amendments and the use of anything other than objective design standards.

1(b). Hillside Development Permit and Design Review

- The appellant wants the City to use objective standards to review the project. The planning department requested window/door/garage door brochure, lighting fixture cutsheet and photometric plans. They are all not part of any objective standards.

- This is an affordable condo project. The project provides more than 20% units and square footage for moderate income households, which is more than required by the City's Inclusive Housing Ordinance. Per IHO, the project design is to be ministerial approved at staff level with objective standards. The planning commission is only involved in the tentative map approval process.

1(c) Unless significant changes are made to the proposal, Variances for the following due to noncompliance with the City's objective standards in the AM (Altos de Monterey) zoning district.

- As a Builder's Remedy under the HAA, the City is prohibited from denying a proposed housing development project for any inconsistency with its General Plan or Zoning Code.

- In addition, the City did not notify the appellant of any zoning inconsistencies with the GP or otherwise within 30 days of filing the SB330 preliminary application as required under the HAA. As such, the project is deemed compliant with the City's General Plan and zoning code under the HAA, thus precluding the requirements variances and the use of anything other than objective design standards.

- This affordable housing project is qualified under IHO. The applicant can also seek waiver of development standards without variance applications.

3. California Environmental Quality Act (CEQA)

- This infill development qualifies for CEQA class 32 categorical exemption.
- As part of Housing Elements update, the City has approved Program Environmental Impact Report (PEIR) in May 2023. The PEIR also precludes many studies needed for CEQA.

STATE OF CALIFORNIA - BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY GAVIN NEWSOM, *Governor*

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF HOUSING POLICY DEVELOPMENT
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Sacramento, CA 95833
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March 28, 2024

Robert Delgadillo, Planning Director
City of Compton
Via: rdelgadillo@comptoncity.org
205 S. Willowbrook Avenue
Compton, CA 90220

Dear Robert Delgadillo:

RE: 1601 W. El Segundo Blvd, Compton – Letter of Technical Assistance

The purpose of this letter is to provide technical assistance to the City of Compton (City) regarding the proposed development at 1601 W. El Segundo Blvd (Project). This assistance is based upon an inquiry submitted through the California Department of Housing and Community Development's (HCD) Housing Accountability Unit (HAU) online portal by the Project applicant on December 6, 2023. The request for technical assistance pertains to the ability of the City to require discretionary approvals for project applications submitted pursuant to Government Code section 65589.5, subdivision (d)(5), also known colloquially as the "Builder's Remedy" under the Housing Accountability Act (HAA). HCD met with the applicant on December 19, 2023, and with City staff on February 5, 2024, as part of its review.

From these meetings and the submitted materials, HCD understands that the Project proposes to construct 45 units on the site, which has a General Plan Land Use Designation of Industrial and is zoned Limited Manufacturing. Nine of the units (20 percent of the overall unit count) will be reserved for low-income households. HCD also understands that the City accepted the Preliminary Application[1] in its letter dated July 18, 2023. In the letter, the City states that a Conditional Use Permit (CUP), General Plan Amendment (GPA), and Zone Change (Zone Change), will be required as part of the application submittal.

Question: Does the HAA prevent a city from requiring that a project application include a request to amend the general plan/zoning code in order to avoid a legal non-conformity if/when the project is approved?

[1] Gov. Code, § 65941.1, subd. (a).

No provision in the HAA prevents a local government from requesting a general plan/zoning code amendment in order to avoid a legal non-conformity. The HAA provides only that a local government must make one of five findings to deny a housing development project for very low-, low-, or moderate-income households.[2] Here, because the City did not have an adopted housing element in substantial compliance with state law when the applicant submitted its Preliminary Application, the City cannot make the findings necessary to deny the Project under subdivision (d), paragraph (5).[3] However, this situation does not preclude the City from making one of the other four findings when it ultimately considers the Project at a future public hearing.

Further, the Builder's Remedy does not expressly prevent the City from requiring discretionary permits and/or legislative actions (e.g., GPAs, Zoning Changes, CUPs, specific plan amendments, etc.) that would be required for similar projects where the Builder's Remedy does not apply.[4] Note, however, that a violation of the HAA will result if the City's insistence on a GPA or Zoning Change renders the project infeasible.[5] For example, if insisting on the GPA or Zoning Change delays project approval or increases the cost of the approval process, a violation of the HAA would result.

In summation, HCD does not find, at this point, that the City is in violation of Government Code section 65589.5, subdivision (d), by requiring a GPA, Zone Change, and CUP as a part of the Project entitlement package. However, any action by the City that would render the project infeasible, as described above, will likely constitute a violation of the HAA.

If you have any questions regarding the content of this letter or would like additional technical assistance, please contact Bentley Regehr at bentley.regehr@hcd.ca.gov.

Sincerely,

Shannan West
Housing Accountability Unit Chief

[2] Gov. Code, § 65589.5, subd. (d).
[3] Government Code section 65589.5, subdivision (d), paragraph (5), also known as "Builder's Remedy," provides that if a jurisdiction has not adopted a current housing element certified by HCD, developers may propose eligible housing development projects that do not comply with either the zoning or the general plan.
[4] As explained by City staff, the GPA and Zoning Change are only intended to remedy the inconsistencies between the Project and applicable regulatory documents that will result when the Project is approved.
[5] Gov. Code, § 65589.5, subd. (d).

From: Daniel Lin
To: Dean Flores
Subject: Project Number 2607-APP
Date: Sunday, May 26, 2024 8:19:54 PM

CAUTION: This email originated from outside of the City of South Pasadena. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Mr. Flores,

I reside at 1525 Santa Teresa St., South Pasadena, CA 91030. I'm writing regarding a Notice of Public Hearing I received today regarding project 2607-APP at APN 5311-009-057. I'm writing to request information regarding the proposed project and the incompleteness determination on Feb 15, 2024. Is there any documentation provided regarding the appeal? If so and if appropriate, may I request a copy of whatever materials have been submitted as well? Thank you in advance.

Regards,
Dan Lin

From: Margie S
To: Dean Flores
Subject: Proposed Townhouses in Altos de Monterey
Date: Tuesday, May 28, 2024 8:41:22 PM

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Mr. Flores,

Thank you for your work as Senior Planner for our beautiful city.

As homeowners for 47 years in Altos de Monterey, we work hard and are proud of our neighborhood, and are grateful to have raised our children in our SPUSD schools. We have watched and been aware of the dozens of well-planned homes that have been built here during the past 47 years. These homes added to the value of our area, esthetically, financially, and bringing in great neighbors.

We were shocked and disheartened when we heard about the proposed 3-story townhomes on a single lot. This totally does not fit into our neighborhood of single family homes. If this is allowed to happen, what would prevent it from happening repeatedly, not only on the few empty lots in Altos, but also when some people may decide to replace single family homes with 3 story townhomes. This can be compared to mansionization, but even worse to build multiple townhomes on single lots.

I trust the negative impacts will be taken into consideration when a decision is made regarding this project.

With great concern,
David & Margie
Altos de Monterey
--
Margie

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From: Jenny Li
To: Dean Flores
Subject: Public Hearing - 6-Unit Townhome Development (APN: 5311-009-057)
Date: Wednesday, May 29, 2024 2:10:28 PM

CAUTION: This email originated from outside of the City of South Pasadena. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Dean Flores,

I noticed that there will be public hearing next Wednesday, June 5th, at 7pm regarding an appeal of City staff's February 15, 2024 Incompleteness determination, a project proposing the construction of a 6-unit townhome development for a vacant property on Camino del Cielo(APN: 5311-009-057).

As a neighboring resident, I'm strongly against this project.

To better understand the project and prepare for the hearing, I would be grateful if you could share any additional information on the development, including:

- A copy of the City staff's February 15, 2024, Incompleteness determination (if publicly available).
- Any details regarding the applicant's appeal arguments.

I would also like to inquire if there were any attempts to notify residents about this project before the public hearing.

Thank you for your time and assistance. I look forward to your response and participating in the public hearing process.

Best,
Zhenzhen(Jenny) Li

Item No.
Project No. 2607-APP
Appeal of Incompleteness Determination

June 5, 2024

Prepared By: Dean Flores, Senior Planner
Community Development Department

City of SOUTH PASADENA

Background

- **05/30/23: City adopted 2021-2029 Housing Element. City has implemented various programs, awaiting certification from HCD.**
- **The "Builder's Remedy" generally refers to certain findings pursuant to the Housing Accountability Act ("HAA"; Govt. Code § 65589.5)**

Project Timeline

- 03/23/23: Appellant submitted preliminary application.
- 07/26/23: Appellant submitted formal application for 6-unit townhomes.
- 08/24/23: After review of project, Staff provided Appellant with an incomplete letter.
- 10/12/23: Appellant resubmitted application package.
- 11/10/23: Staff reviewed and provided a second incomplete letter.

Project Timeline (cont.)

- **01/17/24: Appellant resubmitted application package, but no additional applications or application fees were submitted.**
- **02/15/24: Staff provided a third incomplete letter and determined that the revision did not address the items in the previous incomplete letter.**
- **03/03/24: Appellant submitted an appeal application appealing the City's Incomplete letter requiring a General Plan Amendment, Zoning Amendment, Zone Change, and Variances to process proposed application.**
- **Local agency – in this case the City Council – is required to take action on the appeal.**

Project Description

- **A request to construct a 6-unit townhome development featuring a total living area of 9,961 square feet within Altos de Monterey (AM) overlay zoning district which is a single-family residential zone. The project also requires a Tree Removal Permit to remove a total of 27 trees. The project is inconsistent with, among other things, the City's General Plan land use designation and zoning regulations, however, the appellant asserts that these inconsistencies cannot be a basis for project denial pursuant to provisions of the Housing Accountability Act, and thus appellant argues that the City cannot require submittal of certain applications to address these inconsistencies.**

Responses to Appeal

1(a). General Plan Amendment, Zoning Amendment for a zone change to allow increased density in the AM zone,

- *[Appellant response] "As a Builder's Remedy project under the HAA, a city is prohibited from denying a proposed housing development project for any inconsistency with its General Plan or Zoning Code."*

- **City's Response:**
  - *The City has taken no action on the project itself, and further, has not DENIED the project. But rather, has deemed the project INCOMPLETE.*
  - *Furthermore, nothing in the HAA precludes the City from requiring General Plan Amendments, Zoning Amendments, etc. in order to process such projects.*

Responses to Appeal

Appeal point 1(a), second bullet:

- *[Appellant response] "In addition, the City did not notify the appellant of any zoning inconsistencies with the GP or otherwise within 30 days of filing the SB330 preliminary application as required under the HAA. As such, the project is deemed compliant with the City's General Plan and zoning codes under the HAA, thus precluding the requirements for any such amendments and the use of anything other than objective design standards."*

- **City's Response:**
  - *"Completeness" of an application does not apply to preliminary applications.*
  - *Therefore, the City has informed the appellant of the requirements through its three incomplete letters of the formal application submittal.*

Responses to Appeal

Appeal point 1(b), second bullet:

• *[Appellant response] "This is an affordable condo project. The project provides more than 20% units and square footage for moderate income households, which is more than required by the City's Inclusive Housing Ordinance. Per IHO, the project design is to be ministerial approved at staff level with objective standards. The planning commission is only involved in the tentative map approval process."*

- **City's Response:**
  - *Due to General Plan and Zoning inconsistencies, the proposal does not qualify for the ministerial application process.*

Responses to Appeal

1(c) Unless significant changes are made to the proposal, Variances for the following due to noncompliance with the City's objective standards in the AM (Altos de Monterey) zoning district.

• *[Appellant response] "As a Builder's Remedy under the HAA, the City is prohibited from denying a proposed housing development project for any inconsistency with its General Plan or Zoning Code."*

- **City's Response:**
  - *Again, the City is not denying the proposal but rather, has deemed it incomplete due to lack of submission of GPA, Zoning Amendment, Variances, and other entitlement applications.*
  - *The HAA does not prohibit the City from requiring such applications.*

Responses to Appeal

Appeal point 1(c), third bullet:

• *[Appellant response] "This affordable housing project is qualified under IHO. The applicant can also seek waiver of development standards without variance applications."*

- **City's Response:**
  - *Similar to response to point 1(b), due to General Plan and Zoning inconsistencies, the proposal does not qualify for the ministerial application process.*
  - *Certain deviations can be sought through Density Bonus law, but the appellant has not sought a density bonus for this project.*

Responses to Appeal

3. California Environmental Quality Act (CEQA)

- *[Appellant responses]*
- *"This infill development qualifies for CEQA class 32 categorical exemption.*
- *As part of Housing Elements update, the City has approved Program Environmental Impact Report (PEIR) in May 2023. The PEIR also precludes many studies needed for CEQA."*

- **City's Response:**
  - *HAA is clear that CEQA provisions apply to housing development projects.*
  - *The City's Environmental Assessment (EA) related to the Housing Element, no prior environmental review contemplated more than 1 SFR on the project site.*

Environmental

- **Pursuant to State CEQA Guidelines (Title 14, Section 15378(b)(5)), the appeal is not considered a project and thus has no potential for changes in the environment.**
- **Once application is deemed complete, an appropriate environmental review will be undertaken prior to City decision on the project.**

Public Noticing

- Notice was published in the South Pasadena Review on May 24, 2024 and mailed to property owners within a 300’ radius.
- Staff has received three comments on the project.

Recommendation

It is recommended the City Council:

1. *Hold an appeal hearing, consider evidence, receive public testimony, and then adopt a Resolution finding that the application is incomplete, and denying the appeal.*

Discussion

Questions & Discussion

City Council Agenda Report

ITEM NO. 16

DATE: June 5, 2024

FROM: Arminé Chaparyan, City Manager

PREPARED BY: H. Ted Gerber, Public Works Director

SUBJECT: **CONSIDERATION OF PROVIDING DIRECTION AND ACTION ON THE RESIDENTIAL SLOW STREETS BIKE LANE INSTALLATIONS ALONG GRAND AVENUE AND HERMOSA STREET**

Recommendation

It is recommended that the City Council consider providing direction on the following for the Residential Slow Streets Program components:

1. On Grand Avenue, maintaining or removing the painted Class II Bike Lanes; and
2. On Hermosa Street, maintaining or removing the uphill bicycle climbing lane and newly established red curb on Hermosa Street.

Background

In August 2023, temporary traffic control equipment, material, markings, paint, tape and other elements on Hermosa Street and Grand Avenue were installed in accordance with approved directive plans as part of the City's partially Metro grant funded Slow Streets Program. Staff received significant feedback from residents and members of the public. On August 14, 2023, the Public Works team held two community listening sessions to gather direct feedback from Grand Avenue and Hermosa Street residents regarding the recently installed bike lanes and curb extensions along the street. Most residents who attended the listening session in-person and virtually and who live on Grand Avenue did not support the bike lane installation. However, there was support by some residents and other travelers and users of the bike lane on Grand Avenue.

On March 20, 2024, City staff provided a presentation on the Slow Streets Program, followed by a discussion by the City Council. Among a number of decisions to retain modified versions of installations at numerous residential-area locations, the City Council approved the removal of the bike lanes along Grand Avenue and requested more information to reconsider the bike lane on Hermosa Street, upon staff's recommendation. The March 20, 2024, staff report is included as an attachment to this staff report, which contains the directive plans and community feedback survey. On May 15, 2024, the Council requested staff bring an item to Council to reconsider the removal of the Grand Avenue bike lanes.

Analysis

The Slow Streets program temporary traffic measures located in residential areas, were originally scheduled to remain in place for six months. After receiving significant feedback and considering long-term maintenance of the equipment, staff initially recommended the removal of the temporary traffic control equipment at the six-month term, such as signs, lawn signs,

tape, A-frame signs, and delineators, for all streets, but sought advisement from the Mobility and Transportation Infrastructure Commission (MTIC) on the bike lane on Grand Avenue, as well as advisement to maintain certain temporary traffic control devices on Hermosa Street. MTIC supported staff's recommendation to remove much of the temporary equipment, and further recommended maintaining the painted Class II Bike Lane on Grand Avenue and maintaining the uphill bicycle climbing lane and newly established red curb on Hermosa Street.

It is important to note that removal of the Hermosa Street 'no parking' red curb must be considered in conjunction with removal of the Hermosa Street bike lane, per California Vehicle Code Section 21211, which prohibits parking, stopping, loitering, etc., in an established bike lane.

Fiscal Impact
If directed to proceed with modifications to striping along Grand Avenue, contracted work would be funded from the existing budget. For example, removing all Grand Avenue bike lane striping and bike symbol marking would cost approximately $12,500 from Street Maintenance Contract Services Account No. 230-6010-6116-8180-000. Similarly, removal of the striping along Hermosa Street and repainting the curb is expected to cost approximately $5,000, utilizing the same budgeted funding source.

Key Performace Indicators and Strategic Plan
This item aligns with the Transportation and Mobility Projects strategic plan priority considering bicycle lanes, mobility, and walkability in South Pasadena.

Commission Review and Recommendation
On December 19, 2023, MTIC made a several recommendations related to the Slow Streets Program to the Council, as described in this staff report.

Environmental Analysis
Creation of bicycle lanes on existing rights-of-way is California Environmental Quality Act (CEQA) exempt in accordance with Article 19, Section 15304 (h), Class 4 "minor alterations to land."

Attachment:
Attachment No. 1 - Staff report and abbreviated attachments from the March 20, 2024 City Council meeting Item No. 17 related to the Slow Streets Program.pdf

City Council Agenda Report

ITEM NO. 17

DATE: March 20, 2024

FROM: Arminé Chaparyan, City Manager

PREPARED BY: H. Ted Gerber, Director of Public Works
David Peña, Transportation Program Manager

SUBJECT: **Consider Providing Direction and Action on Slow Streets Program Plans and Installations along Oak Street, Grand Avenue, Hermosa Street, and Mission Street, as well as the Installation of Parklet Equipment along Mission Street Related to the Sidewalk Dining Permit Program, Removal of certain Slow Streets Program equipment, Installation of Slow Street program signage, and Amendment of a Contract with Right of Way, Inc. for K-Rail Rentals**

Recommendation

It is recommended that the City Council receive a presentation on the City's Slow Streets Program and consider providing direction on the following:

1. For the Residential Slow Streets Program component on Oak Street, maintaining painted crosswalks at nine intersections, maintaining pedestrian warning signs and street markings (yield and intersection crossing bicycle markings), updating center median striping with permanent material at Oak/Fletcher, and updating certain curb extensions at Oak/Fremont and Oak/Marengo with alternative equipment;
2. For the Residential Slow Streets Program component on Grand Avenue, maintaining the painted Class II Bike Lane;
3. For the Residential Slow Streets Program component on Hermosa Street, maintaining the intersection configuration at Hermosa St and Hillside Rd, updating the temporary equipment with more permanent material, and maintaining the uphill bicycle climbing lane and newly established red curb on Hermosa Street;
4. Removing the remaining Residential Slow Streets Program equipment;
5. Utilizing Slow Streets Program Signage at various locations in the City;
6. Providing direction on the implementation of the Mission Street improvements, including modeling a road diet and road reconfiguration for the future installation of temporary equipment and potential permanent installation; and
7. Providing direction on the purchase and placement of k-rails in concert with the temporary continuation of k-rail rental, to facilitate the installation of grant-funded parklet equipment in certain locations along Mission Street to facilitate outdoor use through the current sidewalk dining permit program; and
8. Approving the Fourth Amendment to the contract with Right of Way, Inc. to extend the term to June 30, 2024 and increase the maximum compensation by $7,500, for a new not-to-exceed amount of $122,500.

Background

The City's Slow Streets Program is intended to provide space for residents to safely walk and ride, provide traffic calming elements, and to support local businesses' use of outdoor space for dining or other purposes. This is accomplished by installing temporary program equipment along streets. In residential areas, this takes the form of temporary striping, i.e. curb extensions using reflective delineators and bicycle lanes using short-term paint/tape and signs. In commercial/business areas, the same elements are utilized, however temporary parklet structures are added to create usable street space, and other placemaking elements like furniture, plants, and art/facade pieces are also incorporated.

On September 2018, the LA Metro Board awarded $4 million dollars for Cycle 3 of the Open Street Grant Program to fund a series of regional car-free events for people to walk or bike. The City was able to secure $420,000 from the Metro Open Streets to host the 626 Golden Streets Arroyo Fest. However, in Fall 2020, due to the COVID-19 pandemic, the City cancelled the Arroyo Fest event and began working with Metro on a plan to reallocate the Cycle 3 Open Streets grant award to support pandemic recovery through the Al Fresco Dining Program and implementation of Slow Streets through 2021. On May 19, 2021, the City Council authorized the City Manager to work with Metro to repurpose the $420,000 grant award for the development of a Slow Streets Program.

In 2021, Public Works completed the pre-design outreach and prepared preliminary drawings illustrating the striping, curb extensions, parking and parklet layouts and dimensions to properly install program equipment and demonstration improvements along Mission Street, Hermosa Street, Grand Avenue, and Oak Street. Public Works began working with the consultant again in Spring 2023 to complete this work.

In August 2023, temporary traffic control equipment, material, markings, paint, tape and other elements on Oak Street, Hermosa Street, and Grand Avenue were installed in accordance with approved directive plans, provided in Attachment 1. Staff received significant feedback from residents and members of the public. On August 14, 2023, the Public Works team held two community listening sessions to gather direct feedback from Grand Avenue and Hermosa Street residents regarding the recently installed bike lanes and curb extensions along the street. Most residents who attended the listening session in-person and virtually and who live on Grand Avenue did not support the bike lane installation. However, there was support by some residents and other travelers and users of the bike lane on Grand Avenue.

The overall feedback for the entire Slow Street program staff received showed support for the program, but at the same time staff received comments from residents who did not support certain elements adjacent to their homes. On November 2, 2023, Public Works staff did a three-month check in with Grand Avenue residents to collect additional feedback about their experience with Slow Streets and the new bike lanes. Staff heard from approximately eight (8) people via Zoom. Most residents in attendance still did not support the bike lanes, while a few residents expressed support for maintaining the bike lane on Grand Avenue during the demonstration period.

As of December 7, 2023, ActiveSGV, a project subconsultant, received approximately 741 survey responses to 21 questions provided in English, Spanish, and Mandarin. The summary of these survey results is included as Attachment 2. As a note, Staff have previously been provided a booklet of material authored by several residents along Grand Avenue that included a petition and commentary strongly opposing the program. The material has not been provided as an attachment due to its private address content, however, the authors have been informed that material may be submitted as public comment to this item.

On Mission Street, staff have been working to implement multiple elements, including a proposed road diet design, that is, a reduction of vehicle lanes and an evaluation of the related impacts on cycling and pedestrian amenities, striping/markings, signage, traffic signal operation, sight distance/visibility, transportation modeling, other proximate capital improvement efforts, Metro bus and rail impacts, business impacts, sidewalk dining impacts, encroachment permitting, urban design and aesthetics, impacts to community standards, and equipment acquisition and installation including flooring, k-rails, planters and plants, furniture, lighting, as well as other factors. Attachment 3 includes a rendering of the proposed Parklet Design at the North side of Mission Street, east of Meridian Avenue, outside of Jones Coffee Roasters. This work has moved at a moderate pace, given the resources needed to facilitate other general Public Works operations, capital improvement projects, and to support the recent engagements residential program installations on Grand, Hermosa, and Oak.

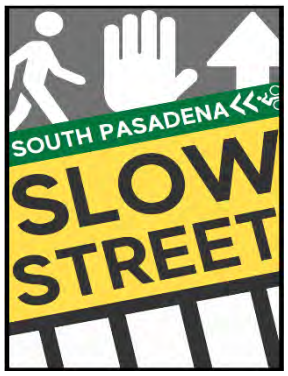
Analysis

In 2023, the City executed a professional services agreement with Alta Planning + Design, Inc., the design team that conducted the 2021 work, along with sub-consultants Arroyo Group, Active San Gabriel Valley (ActiveSGV), and Iteris, Inc. The scope included the residential section installation, as well as other project related work, such as initiation/administration, community outreach, design, monitoring, project evaluation, and the development of parklet designs/guidelines.

Residential

The Residential Slow Streets program temporary traffic measures were originally scheduled to remain in place for six months. After receiving significant feedback and considering long-term maintenance of the equipment, staff initially recommended the removal of the temporary traffic control equipment at the six-month term, such as signs, lawn signs, tape, A-frame signs, and delineators, for all streets, but sought advisement from the Mobility and Transportation Infrastructure Commission (MTIC) on the bike lane on Grand Avenue, as well as advisement to maintain certain temporary traffic control devices on Hermosa Street and Oak Street.

MTIC supported staff's recommendation to remove much of the temporary equipment (Recommendation #4), but amended staff's initial proposal to maintain only newly painted crosswalks and new signage on Oak Street, by recommending to update center median striping with permanent material at Oak/Fletcher, and update certain curb extensions at



Oak/Fremont and Oak/Marengo with alternative equipment (Recommendation #1). In addition, MTIC recommended maintaining the painted Class II Bike Lane on Grand Avenue (Recommendation #2), and MTIC supported staff's recommendation to maintain the intersection configuration at Hermosa St and Hillside Rd, and maintain the uphill bicycle climbing lane and newly established red curb on Hermosa Street, but added the advisement to update the existing temporary 3-foot plastic delineator equipment with more permanent material. Recommendation #5, utilizing Slow Streets Program Signage at various locations in the City is a staff proposed, and MTIC supported, recommendation to utilize the large-format signage (see image to the right) utilized in the program in deployment at other locations in the City that are in need of residential traffic calming. The signs would be placed as designated by staff in locations where traffic calming measures are requested, but permanent installations of other more expensive devices are not immediately feasible. Though many Slow Street Program proponents provided requests to feature temporary installations on their streets, staff is not recommending to proceed with a second round of temporary design improvements and installations at this time, due to the budget and staffing resources needed to implement.

Mission Street

Along Mission Street, the City's consultant proposed a design revised from the 2021 original work, that included space for existing sidewalk dining parklets, several new parklets for public use, an updated striping plan consistent with applicable codes, and diagonal parking along Mission Street to implement a near net-zero impact on available street parking on the Mission Street corridor. The strategy to retain parking along Mission Street influenced the design in such a way as to create large pockets of curbside space on the North and South sides of Mission Street, requiring the centerline to 'weave' in several locations. Due to the space needed for the parklets, diagonal parking, adequate turn-pocket depth, and visibility, there was not space for separate bicycle lanes in this proposed configuration. Furthermore, due to the necessary lead-in space for the transition from four lanes to two lanes, the proposed lane reduction would only exist between Meridian Avenue and Mound Avenue, three-to-four lanes would remain between Orange Grove and Meridian Avenue, and four lanes would remain between Mound Avenue and Fair Oaks Avenue.

During several meetings with MTIC where the Slow Streets Program was discussed, the Commission advised staff to update the Mission Street proposed design to simplify the cross section of Mission Street to include one vehicular travel lane in each direction (as was previously proposed), and add in separate bike lanes in each direction, removing the diagonal parking from the design and maintaining a consistent centerline profile. In short, MTIC's recommendation prioritized the addition of separate bicycle lanes over maintaining existing parking quantity. In addition, MTIC recommended extended the road diet lane reduction to the full project extent from Orange Grove through Fair Oaks – providing traffic calming in front of the businesses and residences in these locations, as

well as the potential to connect the bicycle lanes on Mission Street at Brent Avenue to the eastern City border, per the City's Bicycle Master Plan.

The Consultant developed cross section exhibits for Mission Street to illustrate the existing four-lane undivided roadway reconfiguration to a three-lane roadway, as requested by MTIC. Attachment 4 demonstrates the initial Mission Street conceptual striping plan not considering MTIC's reconfiguration recommendation, but overlayed with cross-section 'exhibits' that provide an analysis of the spacing for MTIC's recommended bicycle lane addition. Upon first evaluation, the consultant determined that only a substandard bike lane of 4 feet wide without a buffer could be designed at the Fremont and Mound intersections – where there are existing bulb-outs, and which would not meet California Manual on Uniform Traffic Control Devices (MUTCD) standards. The Consultant team suggested that this may be an impractical solution for cyclists due to the gutter pan placement and minimal protection from vehicles, specifically along the section between Fremont Avenue and Fair Oaks Avenue. However, by extending the road diet lane reduction through to the east side of Fair Oaks Avenue, relocating the Fremont Avenue bus stop to the west side, and removing dedicated turn lane(s) at Fremont Avenue, it may be possible to safely implement bicycle lanes in these locations. These impacts would need to be modeled prior to determining their feasibility. As a note, a previous model developed as a part of this project called for preserving a right turn and left lane in both directions at Mission and Fremont Avenue based on potential vehicle queuing.

Staff is seeking Council's direction on proceeding with the road diet approach, considering MTIC's advisement and recommendations. In addition, staff is seeking Council's direction to consider the future implications of a temporary road diet installation along Mission Street. That is, if the Mission Street installation is successful, future steps should be considered and analyzed by staff, such as the environmental impacts of a permanent installation, as well as funding sources, costs, and timeline (Recommendation #6).

<u>Parklets and Equipment</u>
Lastly, as a parallel effort to the road diet design, Staff is seeking Council direction on the purchase and replacement of k-rails at existing parklet locations along Mission Street to facilitate the installation of parklet flooring, planters, trim elements and furniture in the street right-of-way, adjacent to the sidewalk.

Attachment 3 includes renderings of the proposed parklet design and equipment. Flooring, railings, and circular planters have already been purchased by the City mostly funded through the LA Metro Open Street Grant Program. The purchase and placement of furniture within the parklet footprint would be the responsibility of the adjacent business(es) through the City's existing sidewalk dining permit program. Future City purchases may include custom wood and steel trim/covering facade along the k-rails and/or custom angular planter(s) to fill the unusable space within the k-rail perimeter as shown in Attachment 3 Page 11. Per Attachment 5, the potential future purchase of k-rail facade trim and coverings at the northern curb of Mission Street east of Meridian

Avenue costs approximately $29,000. The potential future purchase of a custom-built triangular planter at this location costs approximately $7,950. This could increase three-to-four fold, considering further installation costs at other locations on the South side of Mission street at Meridian Avenue and also at Mound Avenue.

With City Council's direction to proceed with the plan to begin placing new k-rails, staff will continue working with Jones Coffee Roasters as an early-adopter of the transition from temporary to permanent installation, to install k-rails and parklet flooring equipment at the northern curb of Mission Street east of Meridian Avenue, which would include seventy-feet (70) of k-rails, with an approximate cost of $6,500. The future overall purchase of new k-rail barriers to replace existing rental k-rails for the areas along Mission Street with existing sidewalk dining facilities in place, is expected to cost approximately $27,500. Attachment 6, includes a quote and drawings from ProCast Products, Inc. k-rail manufacturer. Direction to proceed on k-rail replacement, would require consideration of approving the fourth amendment to the contract with Right of Way, Inc. to extend the k-rail rental term for the remaining installations along Mission Street to June 30, 2024. As background, on August 19, 2020, the City Council authorized staff to facilitate the installation of concrete K-rail barriers along sections of Mission Street between Fair Oaks Avenue and Meridian Avenue. Accordingly, the City Council approved an on-call contract with Right of Way, Inc. (ROW) to provide the necessary K-rail barriers on an as-needed basis. Along with the extension of the k-rail rental term, the amendment (Attachment 7) would also increase the maximum compensation to ROW by $7,500, for a new not to exceed amount of $122,500. Attachment 8 includes the Master On-Call Services Agreement with Right of Way, Inc. and subsequent amendments.

Financial Considerations

The removal of the temporary traffic control devices (tape, plastic delineators, signs, and lawn signs) would be removed by ActiveSGV as part of the original scope with no additional costs. Other signage and painted crosswalks would remain and not have a fiscal impact aside from maintenance or repainting faded markings over time. Removing the bike lane striping and bike symbol marking with residue clean up on Grand Avenue would cost approximately $12,500. Other removal methods for the Bike Lane include grinding the bike lane and markings or slurry coating Grand Avenue, as part of the ongoing street maintenance program.

As a note, ActiveSGV's work associated with the temporary equipment as a component of the Slow Streets Program was grant funded. In August 2022, the City was awarded a grant of up to $45,000 from the San Gabriel Valley Council of Governments (SGVCOG) toward the implementation of the Slow Streets Program with ActiveSGV.

The future overall purchase of new k-rail barriers to replace existing rental k-rails for the areas along Mission Street with existing sidewalk dining facilities in place, is expected to cost approximately $27,500. The immediate purchase of new k-rail barriers at the northern curb of Mission Street east of Meridian Avenue (near Jones Coffee Roasters), costs approximately $6,500. Sufficient funding is available in CIP Special Transportation

Projects Account No. 400-9000-9010-9421-000 established in December 2023 by the City Council utilizing Measure M & Measure R Local Return Funds to purchase k-rails. The potential future purchase of k-rail trim and coverings at the northern curb of Mission Street east of Meridian Avenue costs approximately $29,000. The potential future purchase of a custom-built triangular planter at this location costs approximately $7,950. This could increase three-to-four fold, considering further installation costs at other locations on the South side of Mission street at Meridian Avenue and also at Mound Avenue.

Fiscal Impact
If directed to proceed with modifications to striping along Grand Avenue, contracted work would be funded from the existing budget. For example, removing all Grand Avenue bike lane striping and bike symbol marking would cost approximately $12,500 from Street Maintenance Contract Services Account No. 230-6010-6116-8180-000.

Purchase of new k-rail barriers at the northern curb of Mission Street east of Meridian Avenue (near Jones Coffee Roasters), at a cost of approximately $6,500 is currently budgeted under the CIP Special Transportation Projects Account No. 400-9000-9010-9421-000.

Extending the concrete barriers through June 30, 2024 will cost approximately $7,500. Of the $15,000 presently appropriated to the ROW K-rail rental purchase order approved by City Council in July 2023, $8,112.07 has been expended as of February 20, 2024. Sufficient funding is available in CIP Special Transportation Projects Account No. 400-9000-9010-9421-000 established in December 2023 by the City Council utilizing Measure M & Measure R Local Return Funds to extend the current purchase order from $15,000 to $22,500, by adding $7,500.

Key Performance Indicators and Strategic Plan
This item aligns with the Transportation and Mobility Projects strategic plan priority considering bicycle lanes, mobility, and walkability in South Pasadena.

Commission Review and Recommendation
On December 19, 2023, MTIC made a several recommendations related to the Slow Streets Program to the Council, as described in this staff report.

Environmental Analysis
Installation of temporary equipment for a demonstration program has no permanent effects on the environment, and is therefore exempt from the California Environmental Quality Act (CEQA) analysis based on State CEQA Guidelines Section requirements under Section 21084 of the Public Resources Code, in accordance with Article 19, Section 15304 (e), Class 4 "minor alterations to land." Creation of temporary bicycle lanes on existing rights-of-way is also CEQA exempt in accordance with Article 19, Section 15304 (h), Class 4 "minor alterations to land." Future changes to Mission Street,

including the potential ‘road diet’ reduction in lanes, may require further environmental impact evaluation.

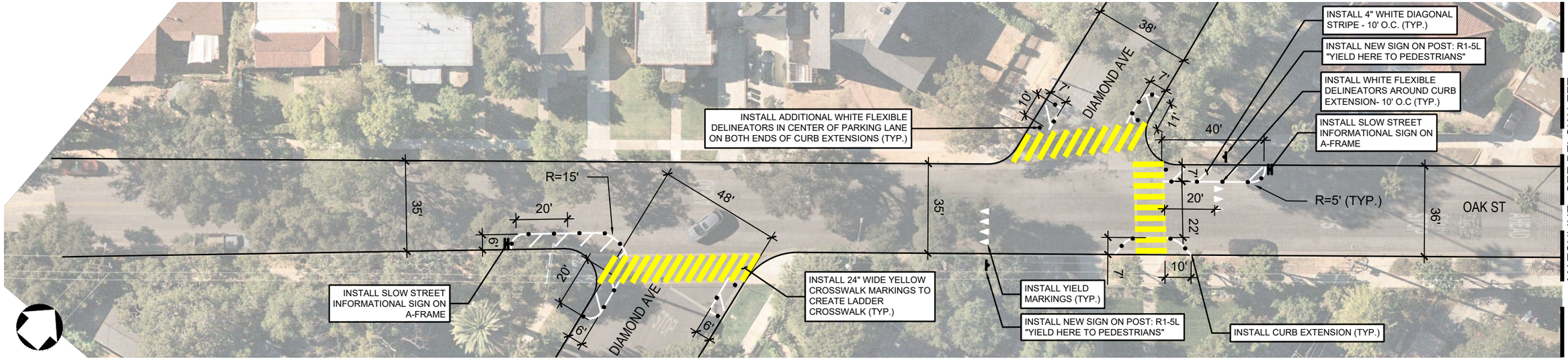
Attachments

1. Residential Slow Streets Directive Plans
2. Residential Slow Streets Survey Responses Summary
3. Mission Parklet Design Draft Renderings
4. Mission Street Road Diet Previous Draft Design and Cross Section Exhibits
5. Parklet K-Rail Trim & Coverings Facade Components Fabrication Estimates
6. ProCast Products, Inc. K-Rail Manufacturer Quote and Drawings
7. Proposed Fourth Amendment with Right of Way, Inc.
8. Master On-Call Services Agreement with Right of Way, Inc. with Amendments

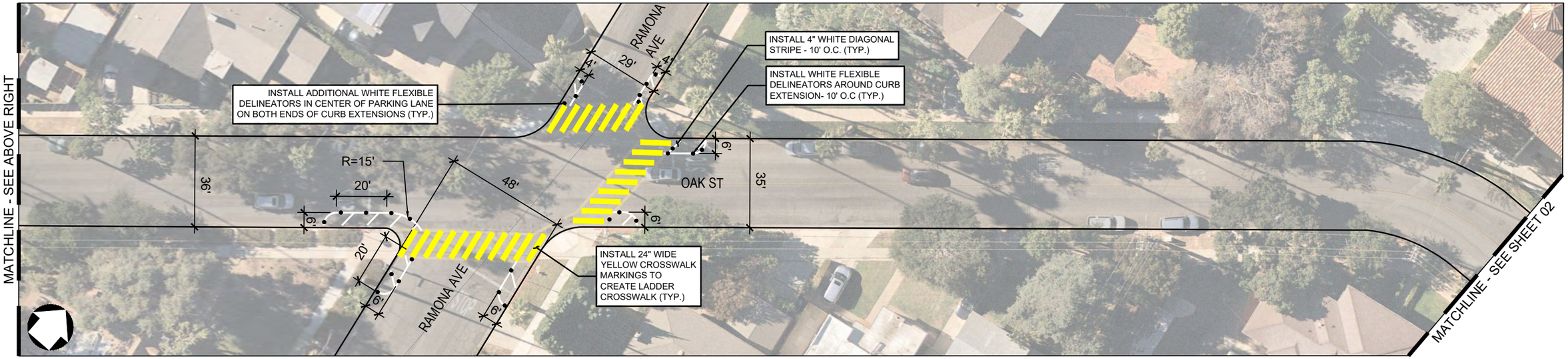
ATTACHMENT 1

Residential Slow Streets Directive Plans

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PLAN 1A
SCALE: 1" = 40'



PLAN 1B
SCALE: 1" = 40'

0 40' 80'
Scale: 1" = 40'

FOR TEMPORARY INSTALLATION ONLY
NOT FOR PERMANENT CONSTRUCTION

SOUTH PASADENA SLOW STREETS PROGRAM, DEMONSTRATION PROJECT
OAK STREET

alta

DESIGNED BY: ASHLEY HAIRE, CA PE #C81212
APPROVED BY: CITY OF SOUTH PASADENA

_____ (SIGNATURE)

_____ (PRINTED NAME)

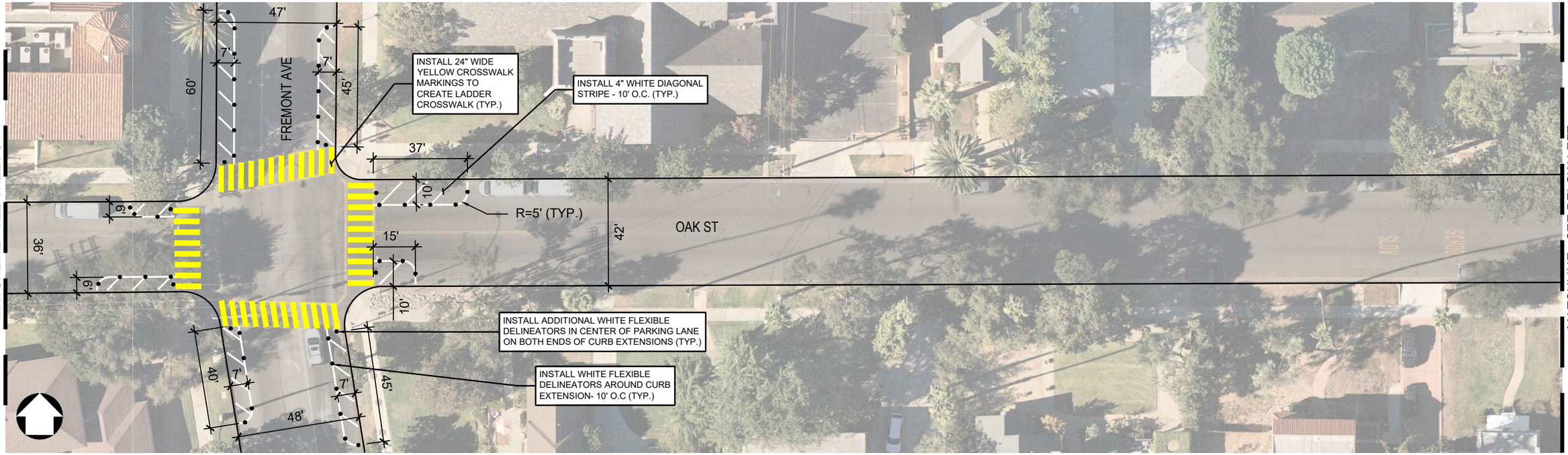
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1. REMOVE, ERADICATE, OR COVER ALL CONFLICTING PAVEMENT MARKINGS AND SIGNS PRIOR TO INSTALLATION
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3. ALL STRIPING IS 4" UNLESS OTHERWISE NOTED.

DIRECTIVE PLAN

17 - 11

1

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PLAN 2A

SCALE: 1" = 40'



0 40' 80'

Scale: 1" = 40'

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PLAN 2B

SCALE: 1" = 40'

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OAK STREET

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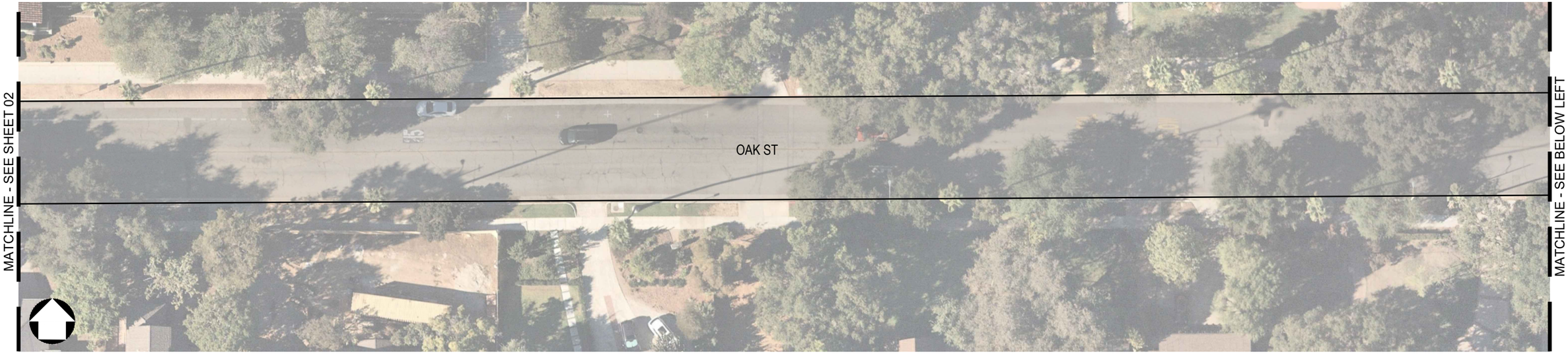
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DIRECTIVE PLAN

17 - 12

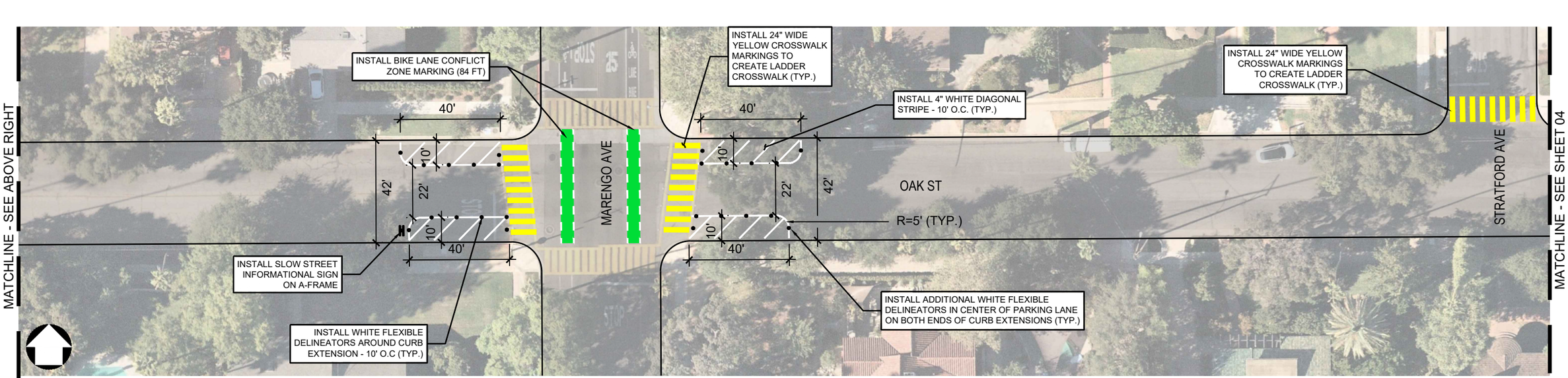
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PLAN 3A

SCALE: 1" = 40'



0 40' 80'

Scale: 1" = 40'

PLAN 3B

SCALE: 1" = 40'

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SOUTH PASADENA SLOW STREETS PROGRAM, DEMONSTRATION PROJECT
OAK STREET

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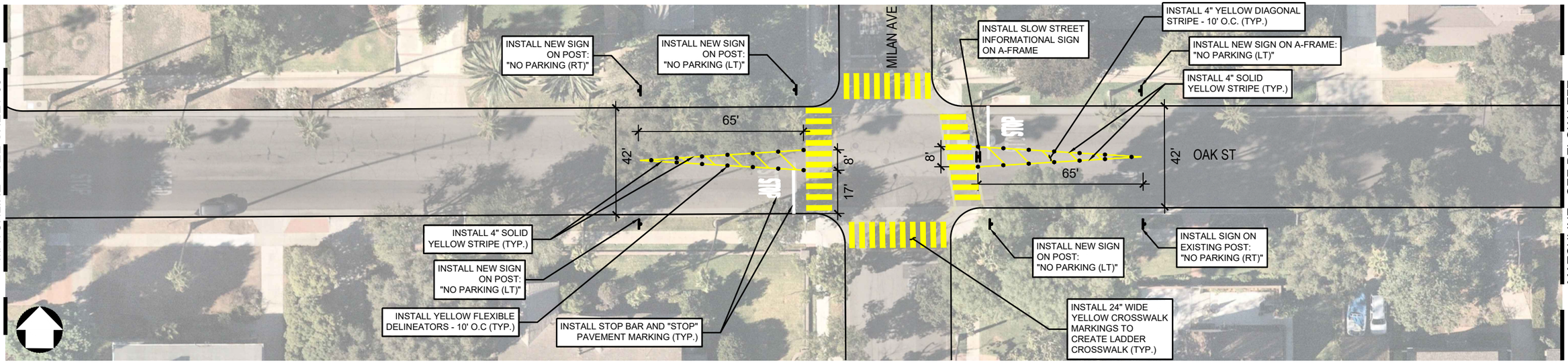
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DIRECTIVE PLAN

17 - 13

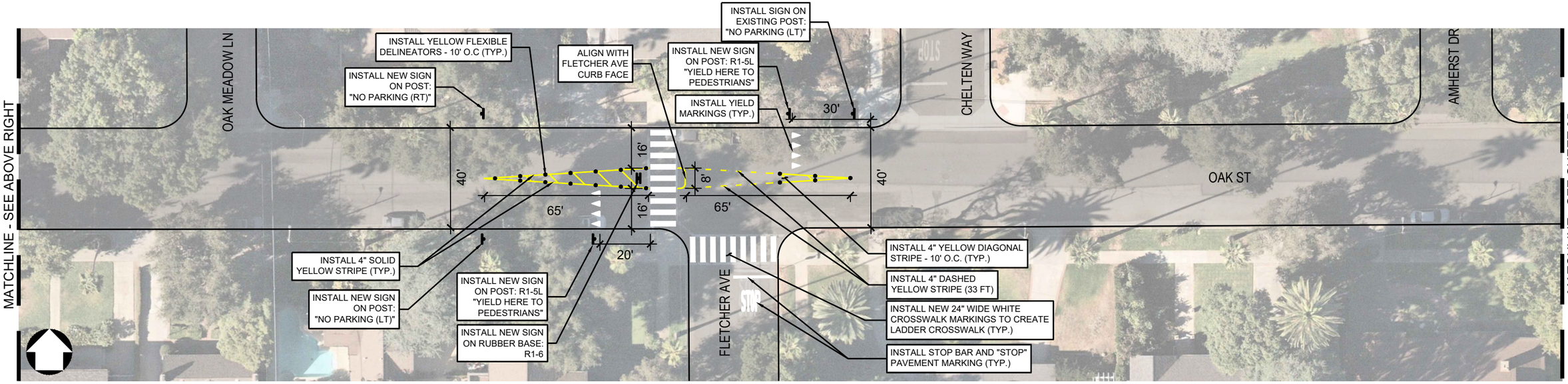
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PLAN 4A

SCALE: 1" = 40'



PLAN 4B

SCALE: 1" = 40'

0 40' 80'

Scale: 1" = 40'

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SOUTH PASADENA SLOW STREETS PROGRAM, DEMONSTRATION PROJECT
OAK STREET

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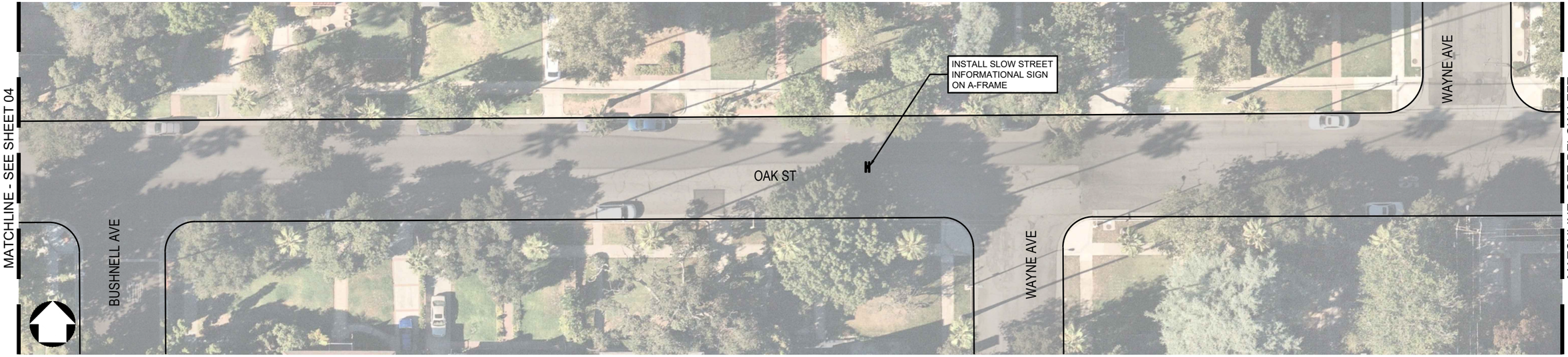
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DIRECTIVE PLAN

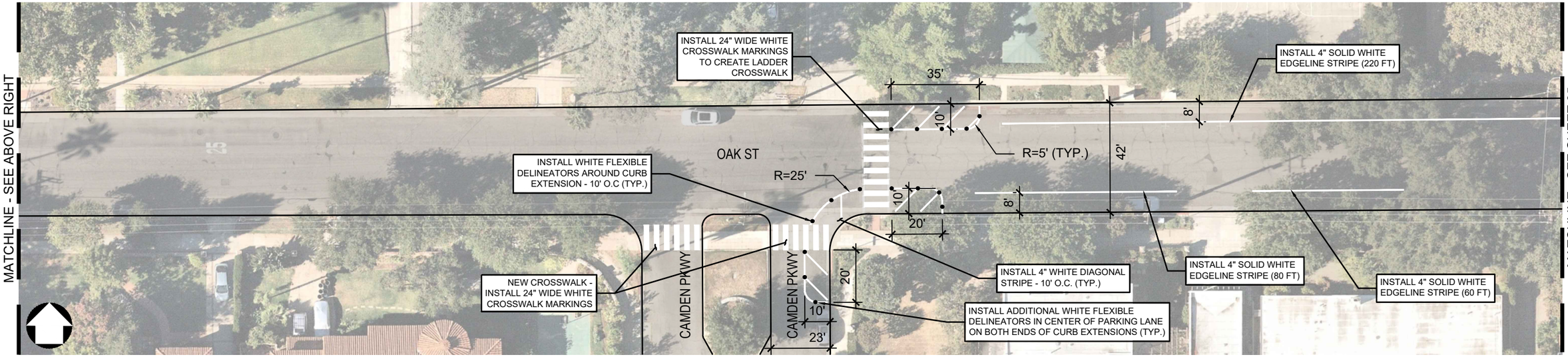
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PLAN 4A
SCALE: 1" = 20'



0 40' 80'
Scale: 1" = 40'

PLAN 4B
SCALE: 1" = 20'

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OAK STREET

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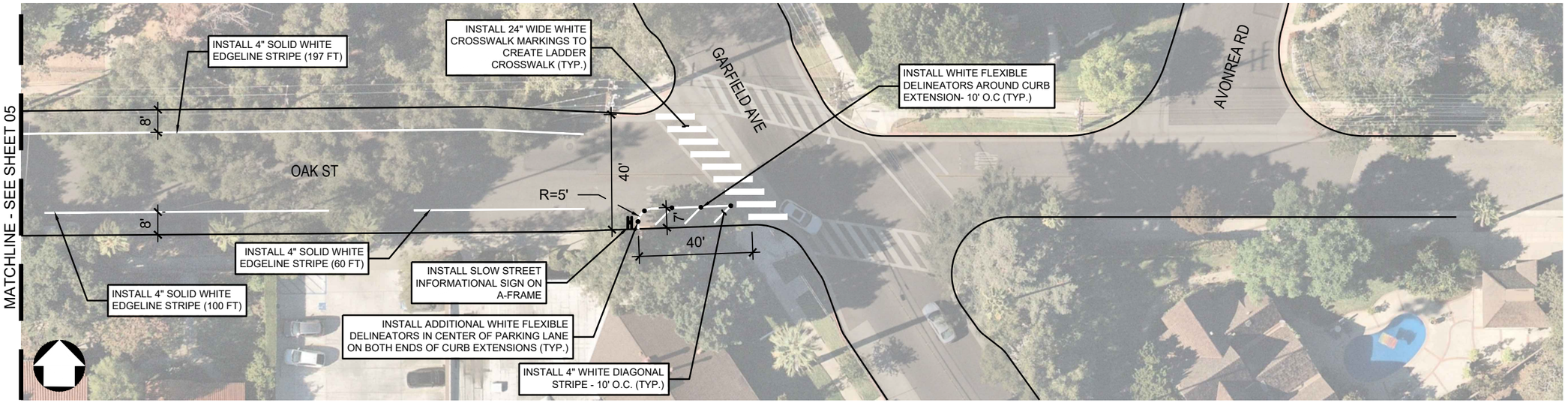
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DIRECTIVE PLAN

17 - 15

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PLAN A

SCALE: 1" = 40'

MATERIAL SPECIFICATIONS AND GENERAL NOTES:

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6. FOLLOW MANUFACTURER'S SPECIFICATIONS FOR INSTALLATION.
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8. FOR LONGER-TERM PILOT PROJECTS, INTENDED TO BE IN PLACE OVER ONE MONTH, MORE DURABLE ACRYLIC PAINT IS RECOMMENDED IN HIGH TRAFFIC AREAS. HOWEVER, REMOVAL MAY REQUIRE SPECIAL EQUIPMENT.
9. FLEXIBLE DELINEATOR POSTS SHOULD BE SURFACE-MOUNTED. ONE OPTION COULD BE ADHESIVE BUTYL PADS.
10. REPLACE ANY FLEXIBLE DELINEATOR POSTS THAT BREAK OR ARE REMOVED. REGULARLY CHECK THAT POSTS HAVE NOT BEEN DAMAGED, MOVED, OR REMOVED.
11. REFRESH OR REPLACE ANY PAINT, STENCIL, OR TRAFFIC TAPE THAT MAY HAVE BEEN REMOVED OR FADED.
12. ADA ACCESS MUST BE MAINTAINED WITH ANY CHANGES MADE WITHIN THE PROJECT RIGHT OF WAY.
13. ALL MATERIALS USED TO DELINEATE THE ROADWAY INCLUDING FLEXIBLE DELINEATORS AND PAVEMENT MARKINGS SHALL HAVE RETRO REFLECTIVE PROPERTIES TO ENHANCE NIGHTTIME VISIBILITY.

0 40' 80'

Scale: 1" = 40'

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SOUTH PASADENA SLOW STREETS PROGRAM, DEMONSTRATION PROJECT
OAK STREET

DIRECTIVE PLAN

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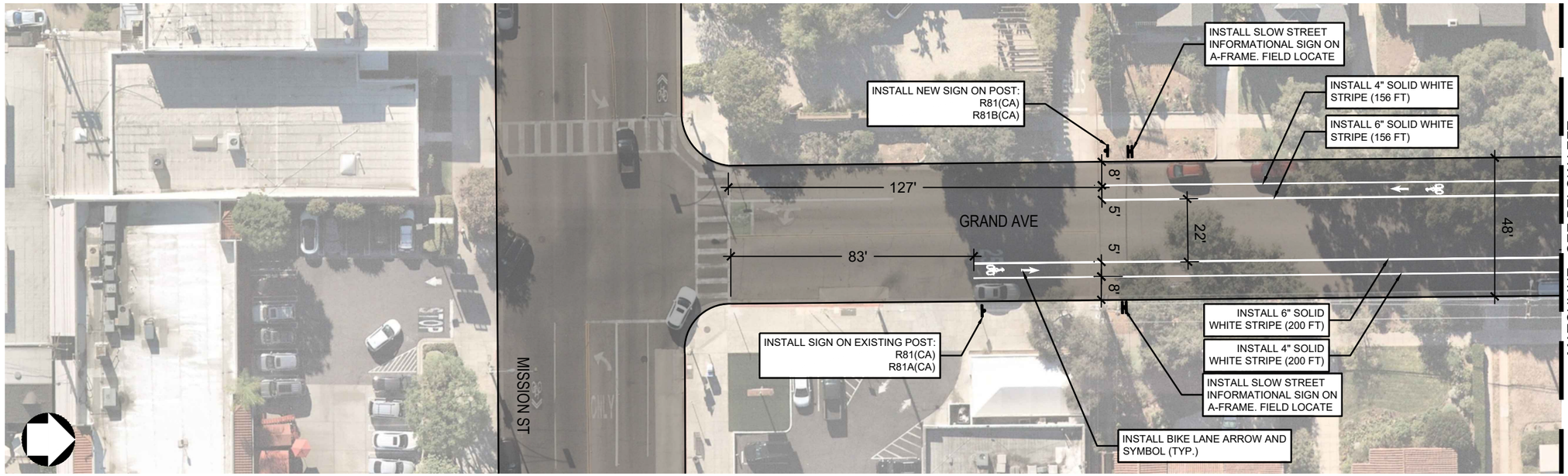
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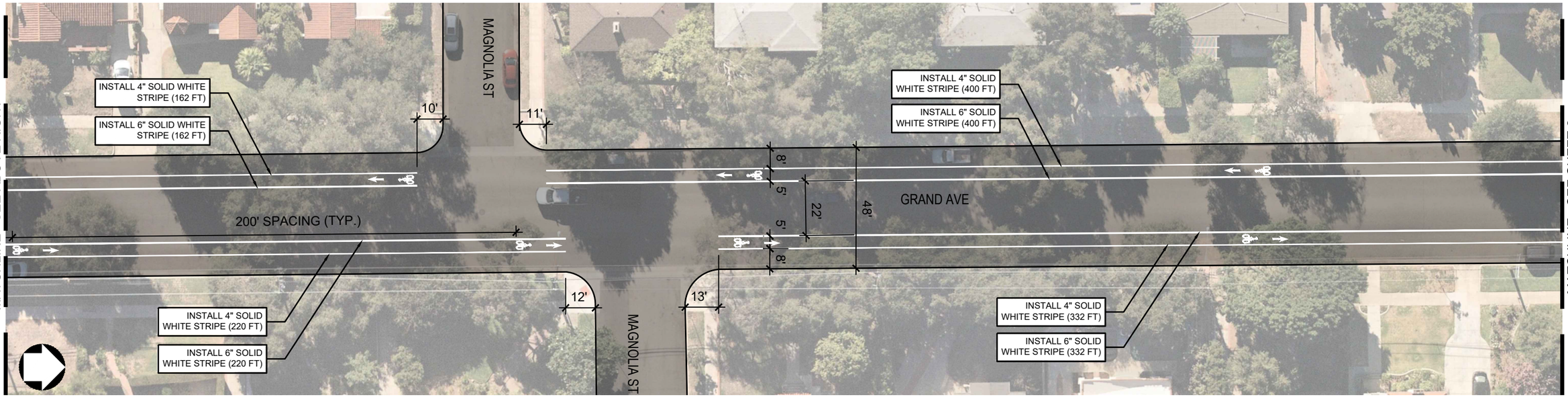
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PLAN 1A
SCALE: 1" = 40'



0 40' 80'
Scale: 1" = 40'

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PLAN 1B
SCALE: 1" = 40'

SOUTH PASADENA SLOW STREETS PROGRAM, DEMONSTRATION PROJECT
GRAND AVENUE

DIRECTIVE PLAN

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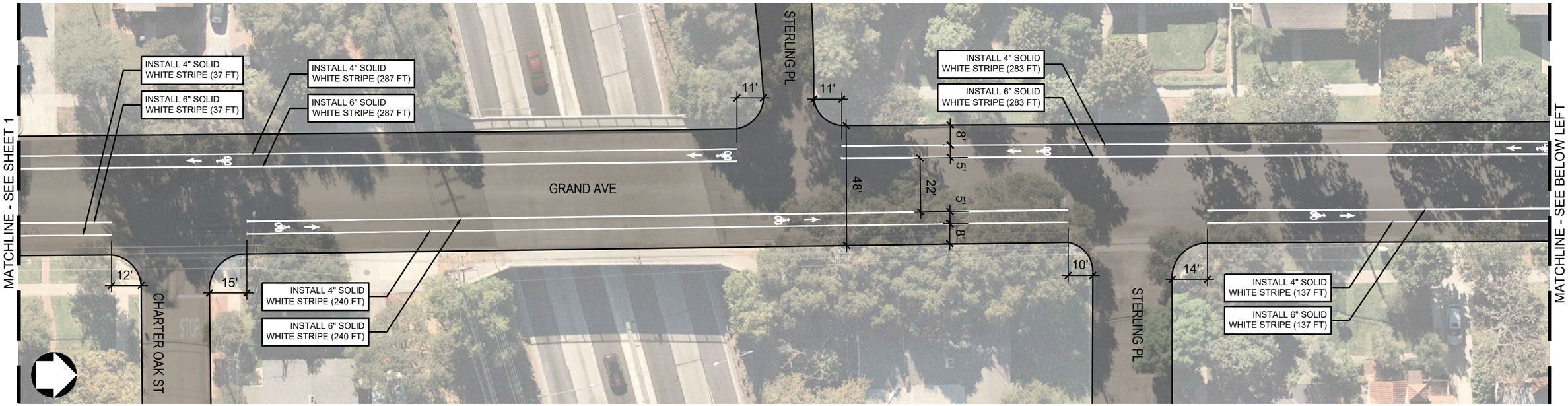
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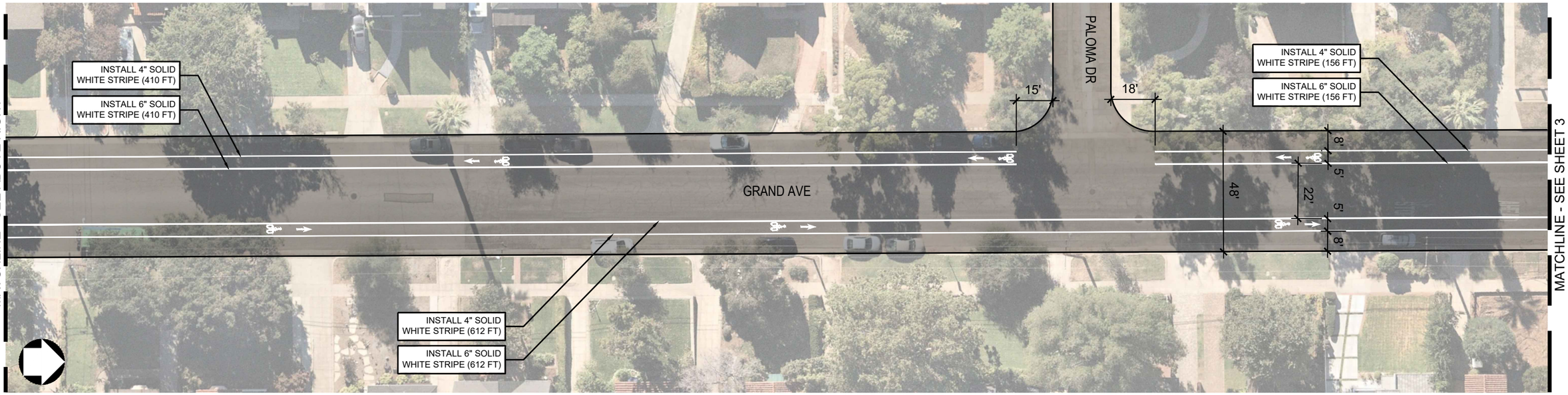
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PLAN 2A

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Scale: 1" = 40'

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PLAN 2B

SCALE: 1" = 40'

SOUTH PASADENA SLOW STREETS PROGRAM, DEMONSTRATION PROJECT
GRAND AVENUE

DIRECTIVE PLAN

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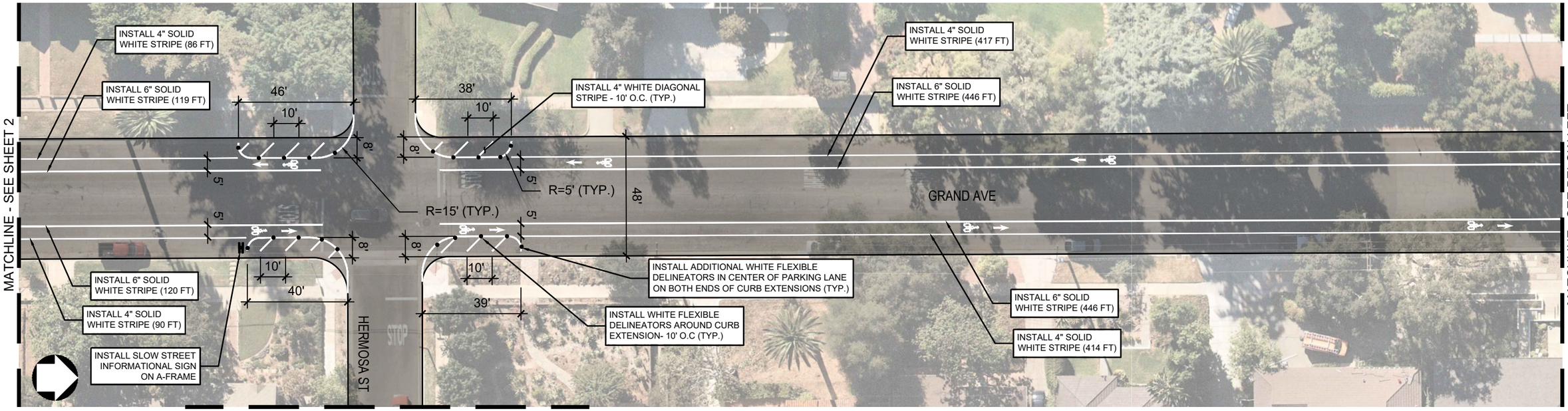
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17 - 18

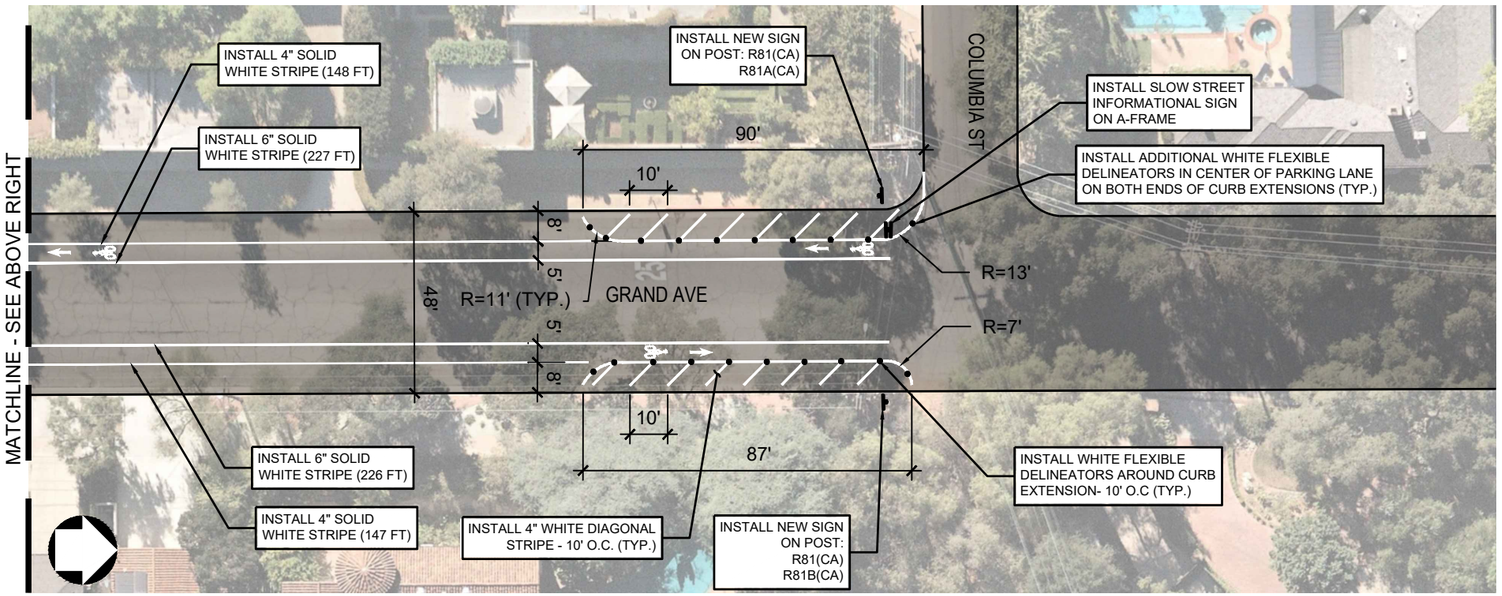
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PLAN 3A

SCALE: 1" = 40'



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Scale: 1" = 40'

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PLAN 3B

SCALE: 1" = 40'

SOUTH PASADENA SLOW STREETS PROGRAM, DEMONSTRATION PROJECT
GRAND AVENUE

DIRECTIVE PLAN

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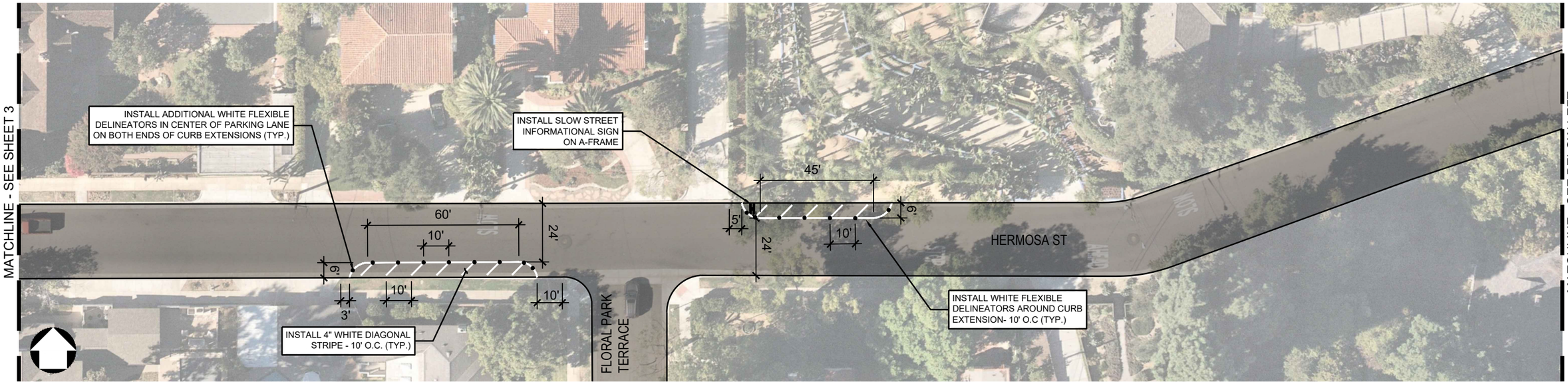
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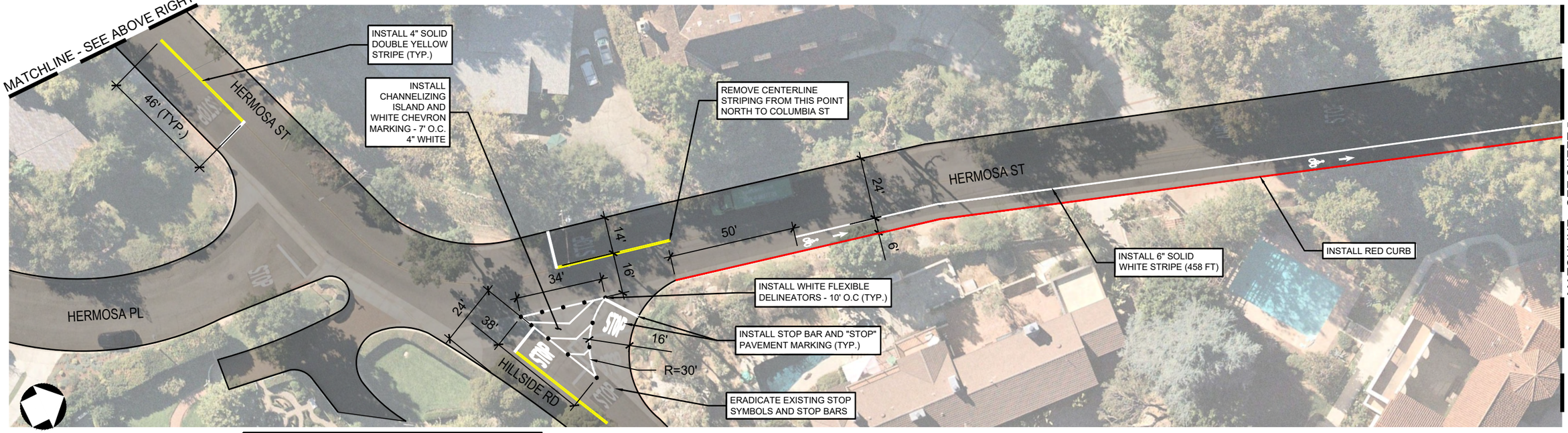
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PLAN 4A

SCALE: 1" = 40'



0 40' 80'

Scale: 1" = 40'

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PLAN 4B

SCALE: 1" = 40'

SOUTH PASADENA SLOW STREETS PROGRAM, DEMONSTRATION PROJECT
HERMOSA STREET

alta

DESIGNED BY: ASHLEY HAIRE, CA PE #C81212
APPROVED BY: CITY OF SOUTH PASADENA

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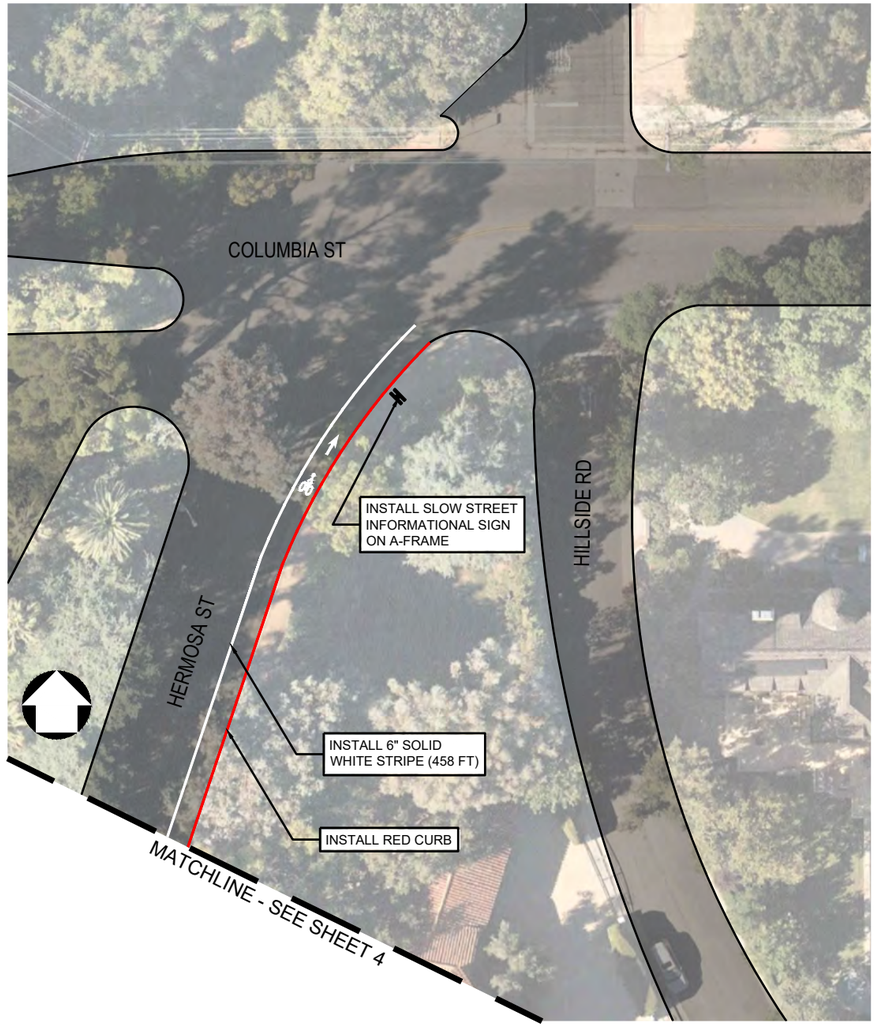
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DIRECTIVE PLAN

17 - 20

4

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PLAN 5
SCALE: 1" = 40'

MATERIAL SPECIFICATIONS AND GENERAL NOTES:

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11. REFRESH OR REPLACE ANY PAINT, STENCIL, OR TRAFFIC TAPE THAT MAY HAVE BEEN REMOVED OR FADED.
12. ADA ACCESS MUST BE MAINTAINED WITH ANY CHANGES MADE WITHIN THE PROJECT RIGHT OF WAY.
13. ALL MATERIALS USED TO DELINEATE THE ROADWAY INCLUDING FLEXIBLE DELINEATORS AND PAVEMENT MARKINGS SHALL HAVE RETRO REFLECTIVE PROPERTIES TO ENHANCE NIGHTTIME VISIBILITY.

0 40' 80'
Scale: 1" = 40'

FOR TEMPORARY INSTALLATION ONLY
NOT FOR PERMANENT CONSTRUCTION

SOUTH PASADENA SLOW STREETS PROGRAM, DEMONSTRATION PROJECT
HERMOSA STREET

DIRECTIVE PLAN

alta

DESIGNED BY: ASHLEY HAIRE, CA PE #C81212
APPROVED BY: CITY OF SOUTH PASADENA

_____ (SIGNATURE)

_____ (PRINTED NAME)

5

Dwg filename: N:\Shared\PROJECTS\2023\00-2023-071 South Pasadena, CA Slow Streets Program\CAD\01_Plans\2021-185_GRAND_SHT-Opt2 - Directive Plans.dwg Last saved by: samanthahernandez Plot date: 7/11/2023 4:09 PM Plotstyle table: ALTA NCS Standard.stb

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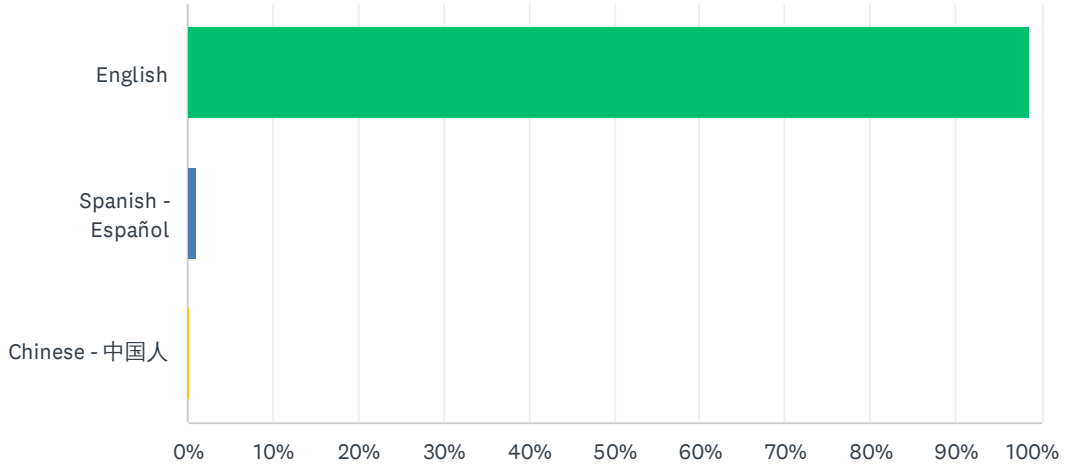
ATTACHMENT 2

Residential Slow Streets Survey Responses Summary

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Q1 What Language would you like to take the survey in?

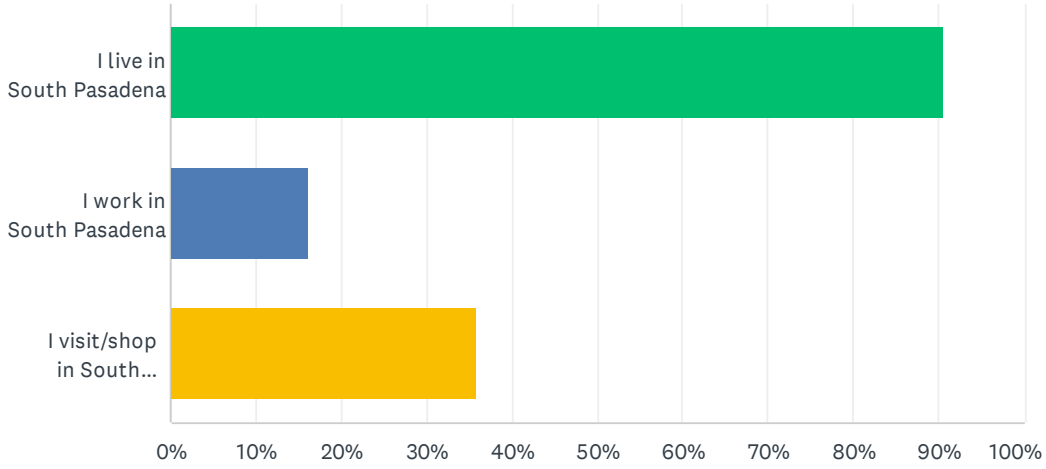
Answered: 741 Skipped: 3



ANSWER CHOICES	RESPONSES	
English	98.65%	731
Spanish - Español	1.08%	8
Chinese - 中国人	0.27%	2
TOTAL		741

Q2 Select all that apply.

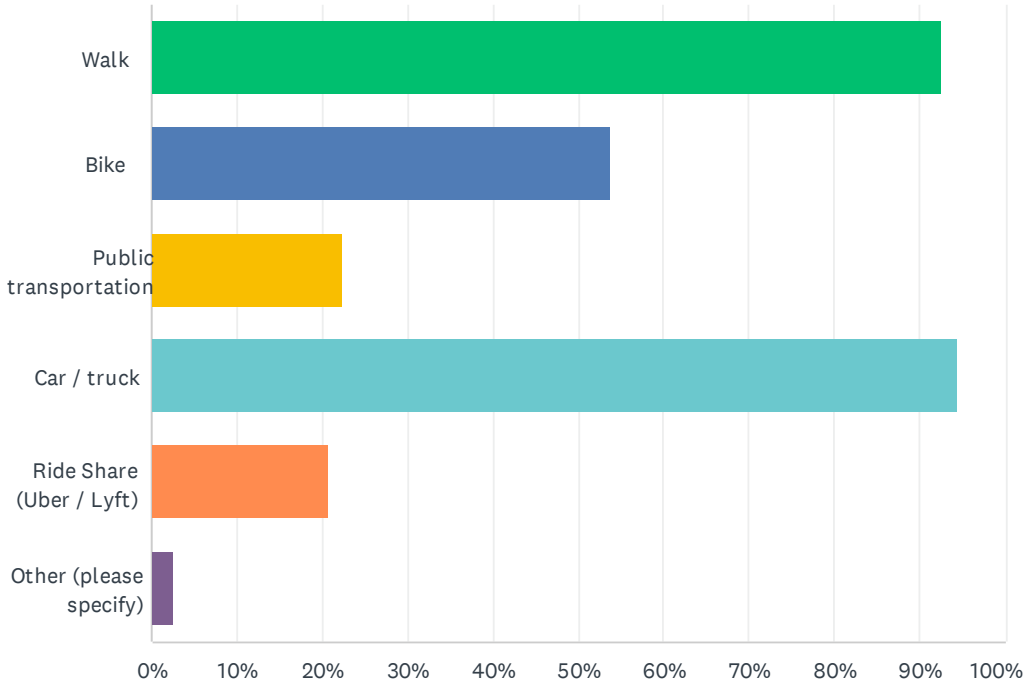
Answered: 529 Skipped: 215



ANSWER CHOICES	RESPONSES	
I live in South Pasadena	90.55%	479
I work in South Pasadena	16.26%	86
I visit/shop in South Pasadena	35.92%	190
Total Respondents: 529		

Q3 Which of the following modes of transportation do you use to get around South Pasadena? Select all that apply.

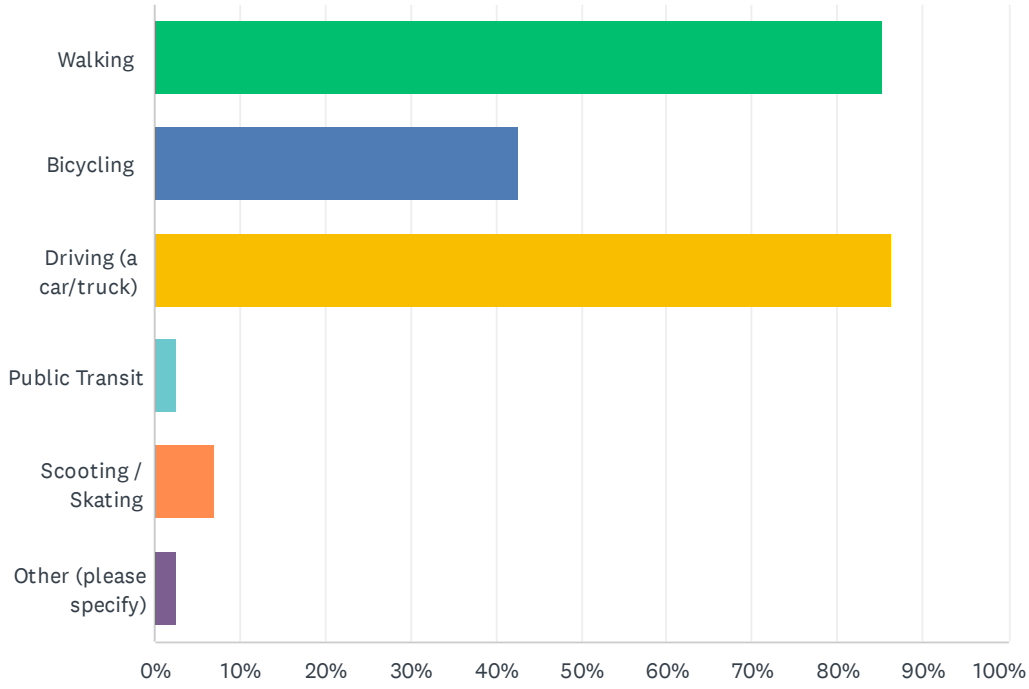
Answered: 529 Skipped: 215



ANSWER CHOICES	RESPONSES	
Walk	92.44%	489
Bike	53.69%	284
Public transportation	22.31%	118
Car / truck	94.52%	500
Ride Share (Uber / Lyft)	20.60%	109
Other (please specify)	2.65%	14
Total Respondents: 529		

Q4 Which of the following modes of transportation have you used on Oak / Hermosa / Grand after the project was installed? Select all that apply.

Answered: 527 Skipped: 217



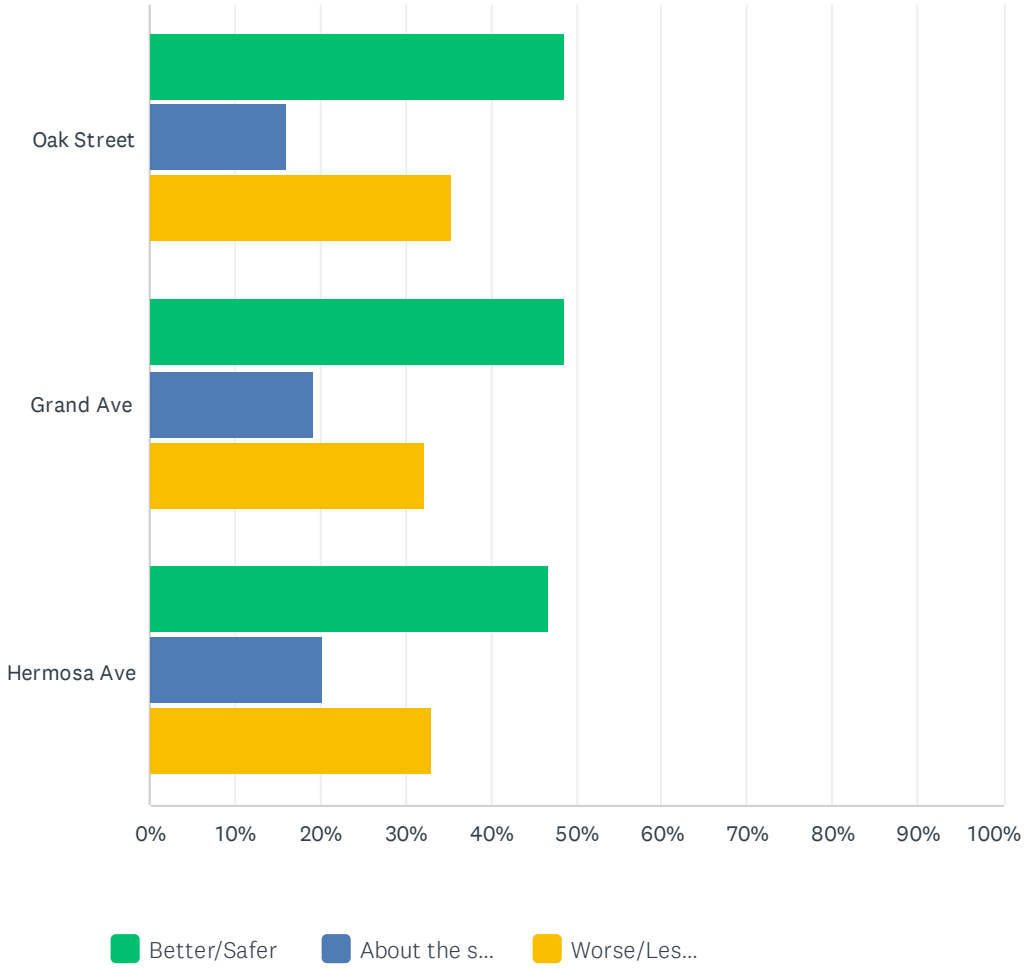
ANSWER CHOICES	RESPONSES	
Walking	85.20%	449
Bicycling	42.69%	225
Driving (a car/truck)	86.34%	455
Public Transit	2.47%	13
Scooting / Skating	7.02%	37
Other (please specify)	2.47%	13
Total Respondents: 527		

Q5 How has the demonstration project influenced the behavior of people using these streets? Please explain and specify which corridor you are focusing on.

Answered: 505 Skipped: 239

Q6 Overall, how do you think the demonstration strategies have impacted each corridor? Please only reply to corridors you have experienced firsthand.

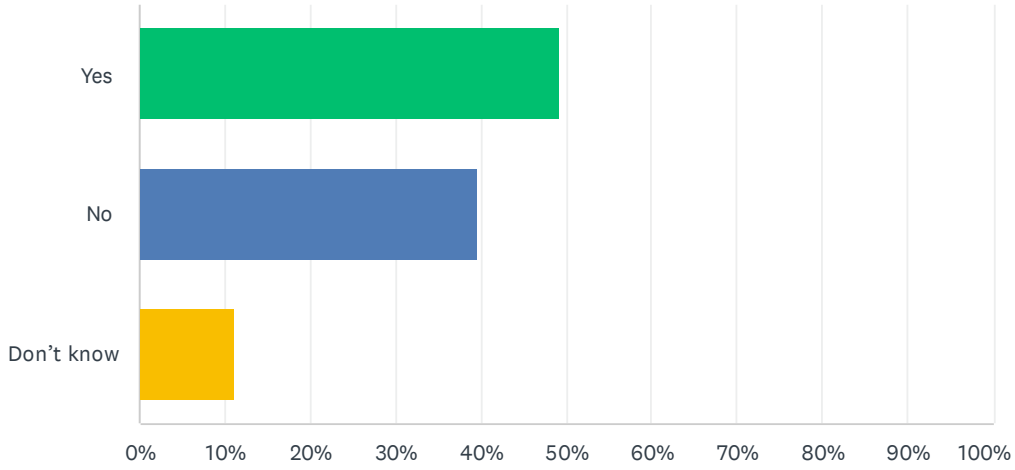
Answered: 525 Skipped: 219



	BETTER/SAFER	ABOUT THE SAME	WORSE/LESS SAFE	TOTAL
Oak Street	48.61% 227	16.06% 75	35.33% 165	467
Grand Ave	48.59% 172	19.21% 68	32.20% 114	354
Hermosa Ave	46.73% 150	20.25% 65	33.02% 106	321

Q7 Would you like the City of South Pasadena to temporarily demonstrate the use of traffic safety tools on any other streets?

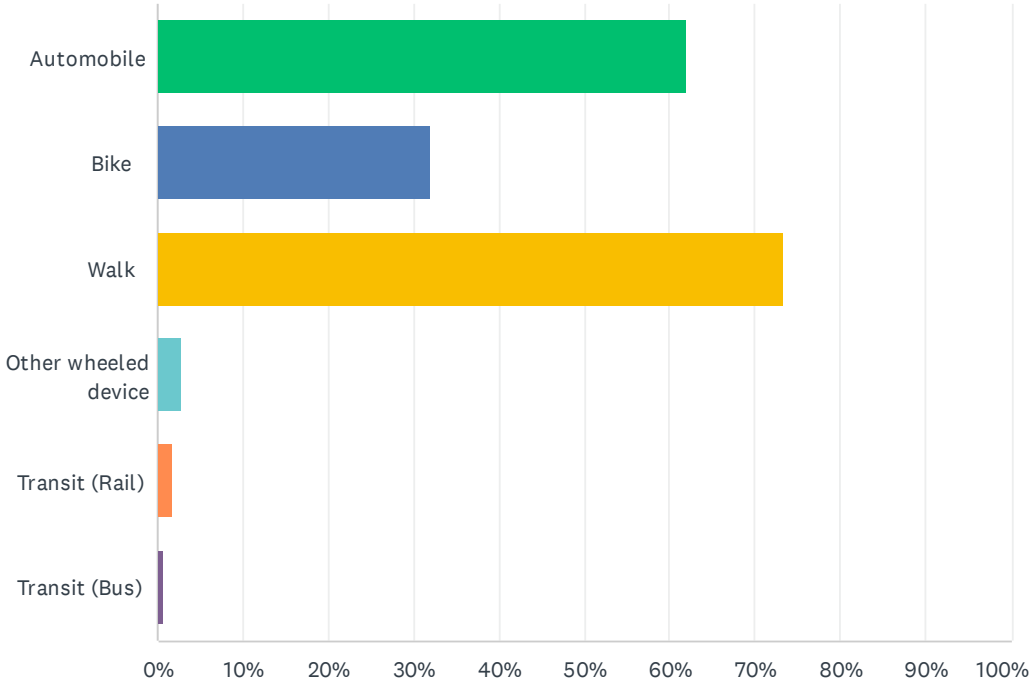
Answered: 527 Skipped: 217



ANSWER CHOICES	RESPONSES	
Yes	49.34%	260
No	39.66%	209
Don't know	11.01%	58
TOTAL		527

Q8 How did you arrive to the demonstration project?

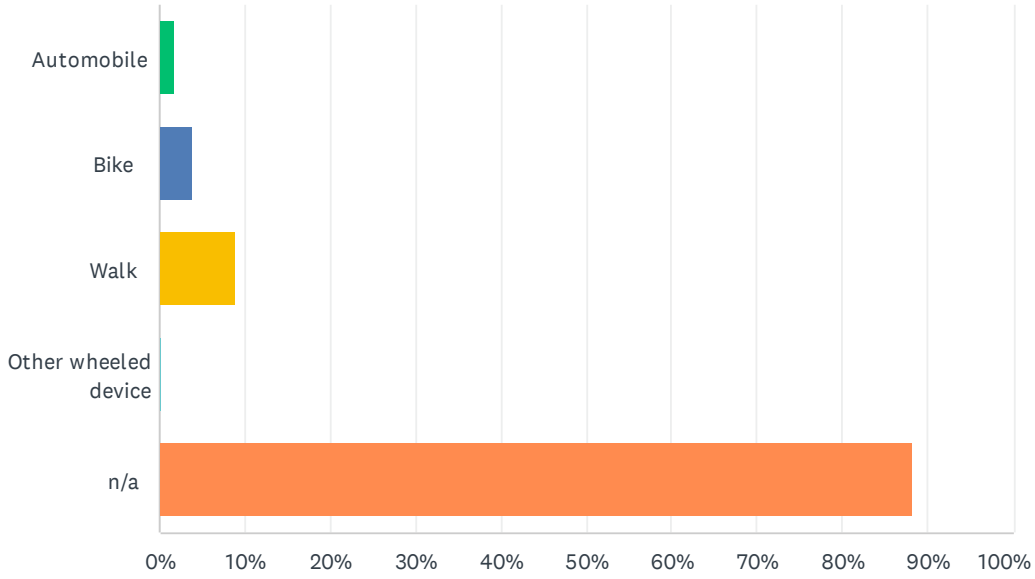
Answered: 523 Skipped: 221



ANSWER CHOICES	RESPONSES	
Automobile	62.14%	325
Bike	31.93%	167
Walk	73.42%	384
Other wheeled device	2.87%	15
Transit (Rail)	1.72%	9
Transit (Bus)	0.57%	3
Total Respondents: 523		

Q9 If you used Metro (bus, rail) for transportation to the demonstration project, how did you access Metro today?

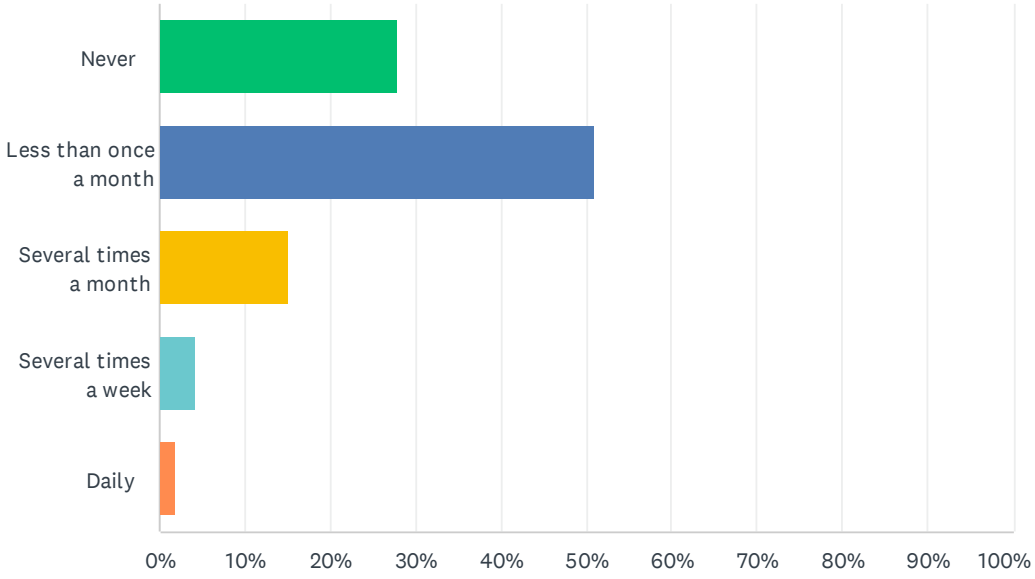
Answered: 508 Skipped: 236



ANSWER CHOICES	RESPONSES	
Automobile	1.77%	9
Bike	3.94%	20
Walk	8.86%	45
Other wheeled device	0.20%	1
n/a	88.19%	448
Total Respondents: 508		

Q10 Do you ever ride Metro? (i.e. rail, bus)

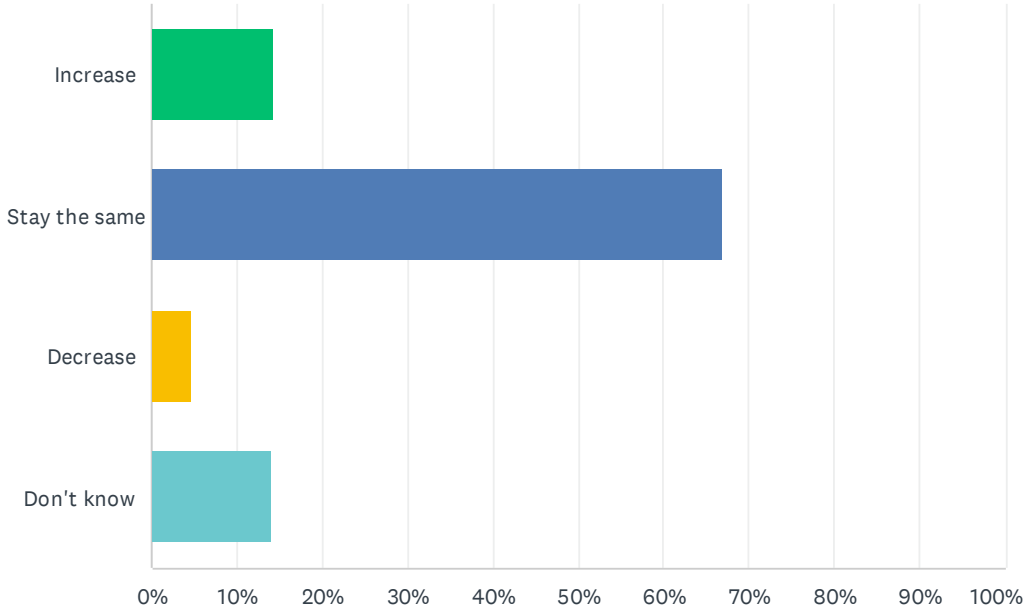
Answered: 525 Skipped: 219



ANSWER CHOICES	RESPONSES	
Never	28.00%	147
Less than once a month	50.86%	267
Several times a month	15.05%	79
Several times a week	4.19%	22
Daily	1.90%	10
TOTAL		525

Q11 After the demonstration project, your use of transit is likely to:

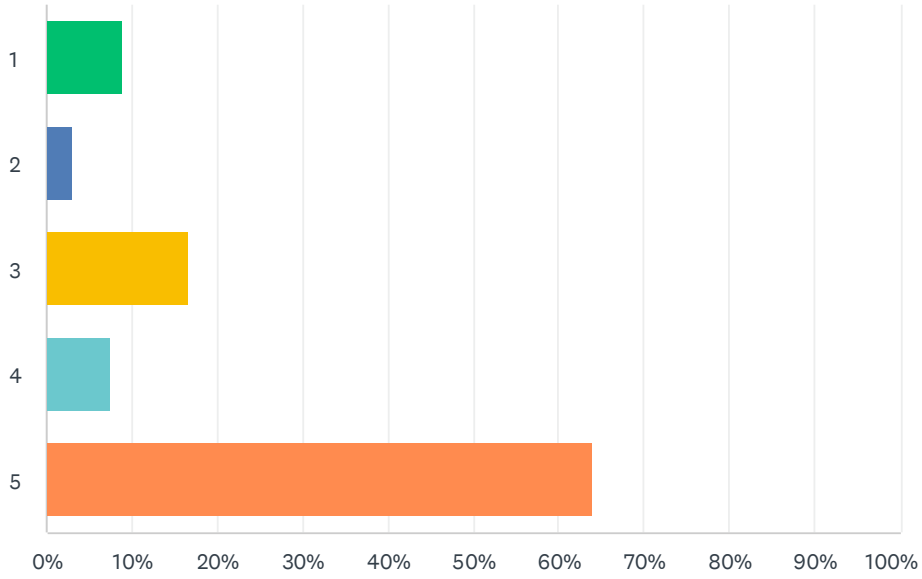
Answered: 526 Skipped: 218



ANSWER CHOICES	RESPONSES	
Increase	14.26%	75
Stay the same	66.92%	352
Decrease	4.75%	25
Don't know	14.07%	74
TOTAL		526

Q12 After the demonstration project, how likely are you to walk in your neighborhood? (Please rank on a scale of 1-5 with 1 being least likely and 5 being most likely.)

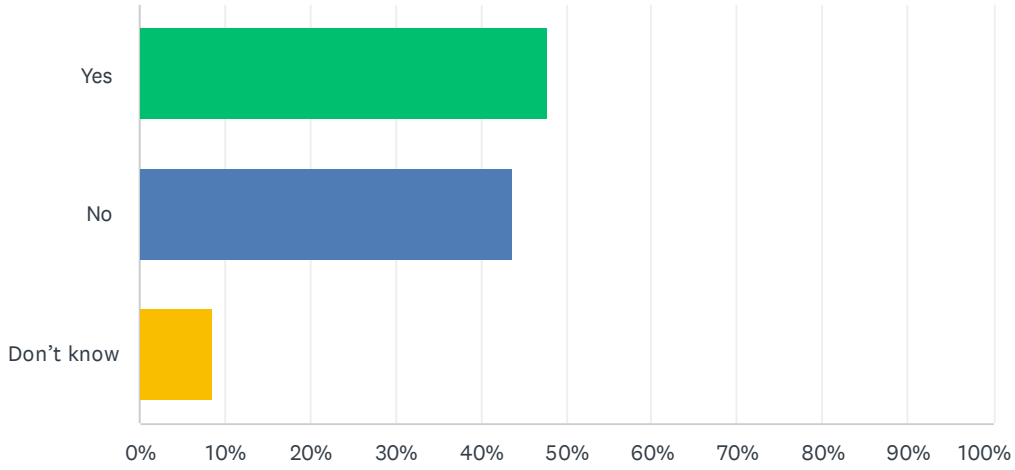
Answered: 519 Skipped: 225



ANSWER CHOICES	RESPONSES	
1	8.86%	46
2	3.08%	16
3	16.57%	86
4	7.51%	39
5	63.97%	332
TOTAL		519

Q13 Do you perceive this demonstration as improving this neighborhood/community?

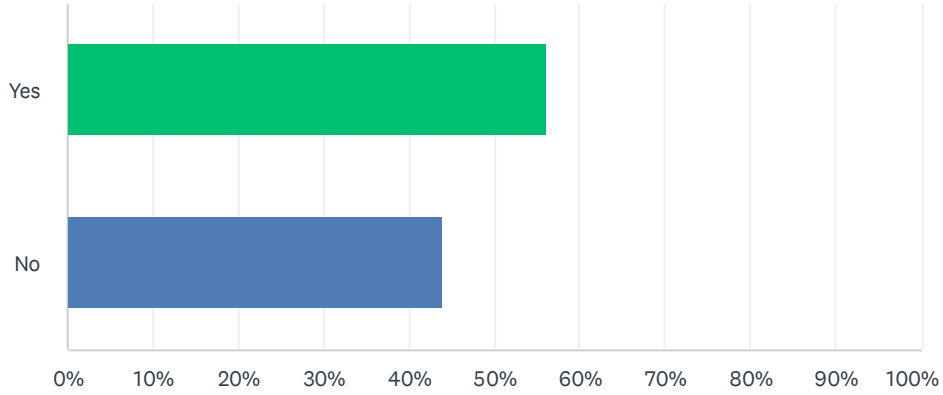
Answered: 529 Skipped: 215



ANSWER CHOICES	RESPONSES	
Yes	47.83%	253
No	43.67%	231
Don’t know	8.51%	45
TOTAL		529

Q14 Would you like to see future demonstrations in your neighborhood?

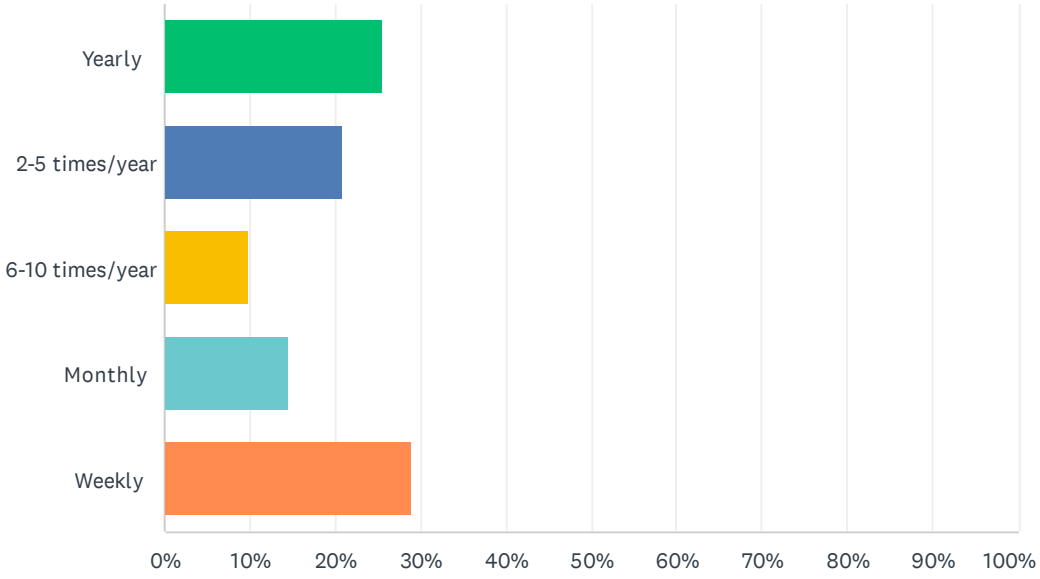
Answered: 527 Skipped: 217



ANSWER CHOICES	RESPONSES	
Yes	55.98%	295
No	44.02%	232
TOTAL		527

Q15 If yes, how often?

Answered: 344 Skipped: 400



ANSWER CHOICES	RESPONSES	
Yearly	25.58%	88
2-5 times/year	20.93%	72
6-10 times/year	9.88%	34
Monthly	14.53%	50
Weekly	29.07%	100
TOTAL		344

Q16 Did you (or do you plan to) buy any food or drinks near the demonstration project?

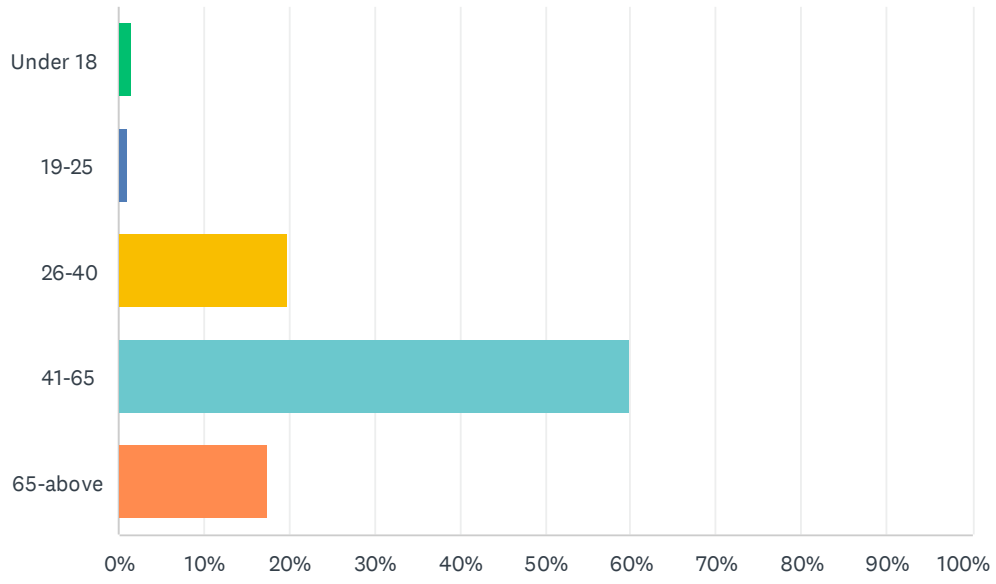
Answered: 441 Skipped: 303

Q17 Did you (or do you plan to) shop at any local businesses near the demonstration project?

Answered: 442 Skipped: 302

Q18 Age

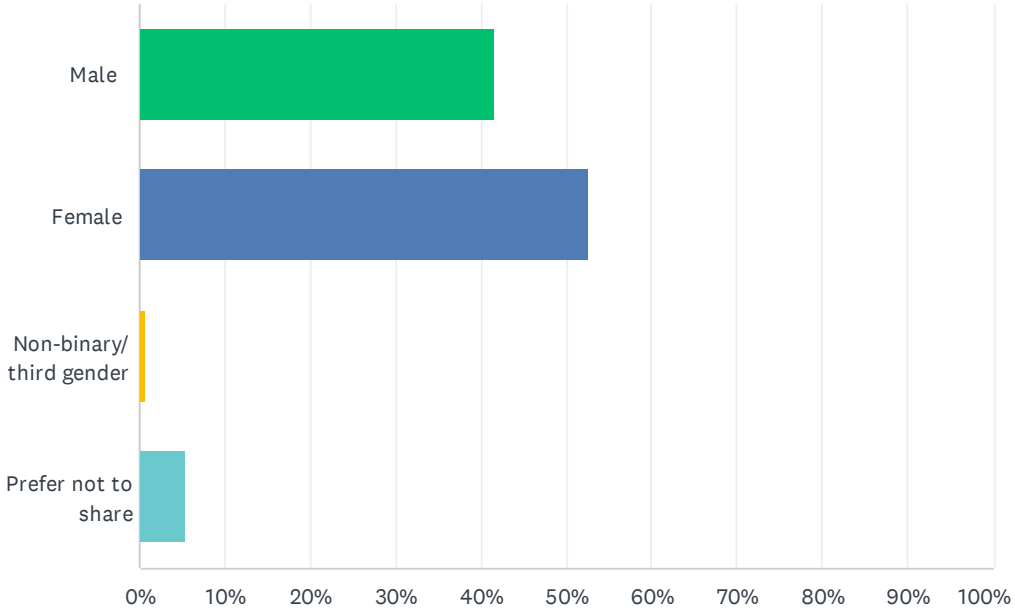
Answered: 519 Skipped: 225



ANSWER CHOICES	RESPONSES	
Under 18	1.54%	8
19-25	1.16%	6
26-40	19.85%	103
41-65	59.92%	311
65-above	17.53%	91
TOTAL		519

Q19 Gender

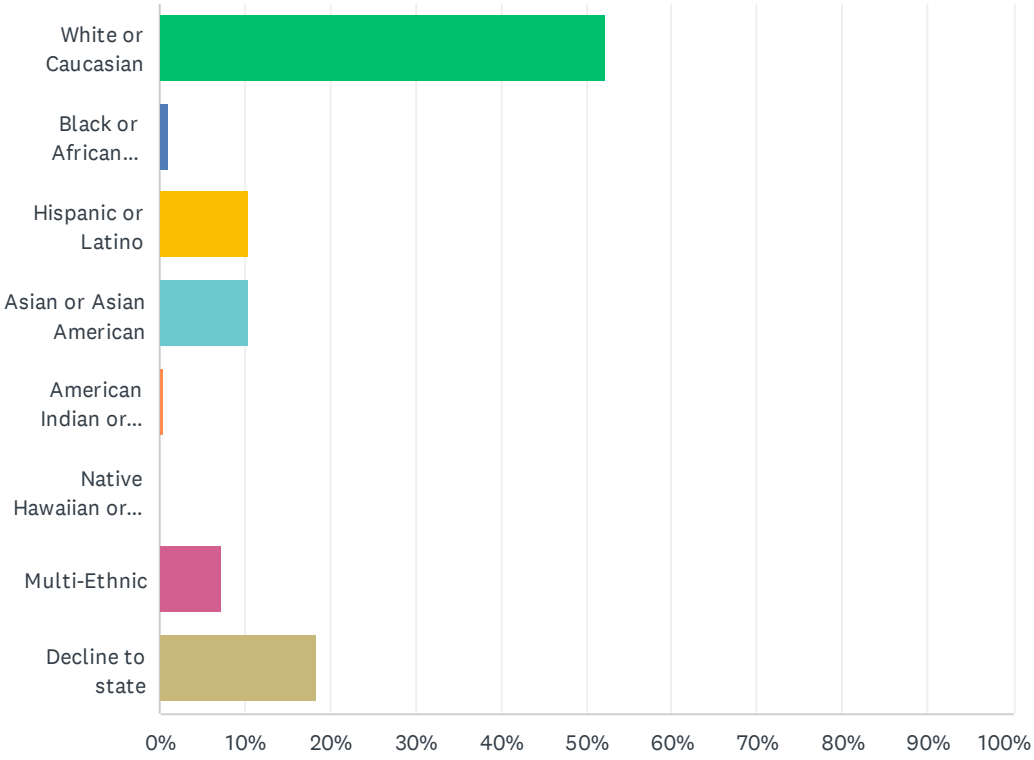
Answered: 523 Skipped: 221



ANSWER CHOICES	RESPONSES	
Male	41.49%	217
Female	52.58%	275
Non-binary/ third gender	0.57%	3
Prefer not to share	5.35%	28
TOTAL		523

Q20 Ethnicity/Race

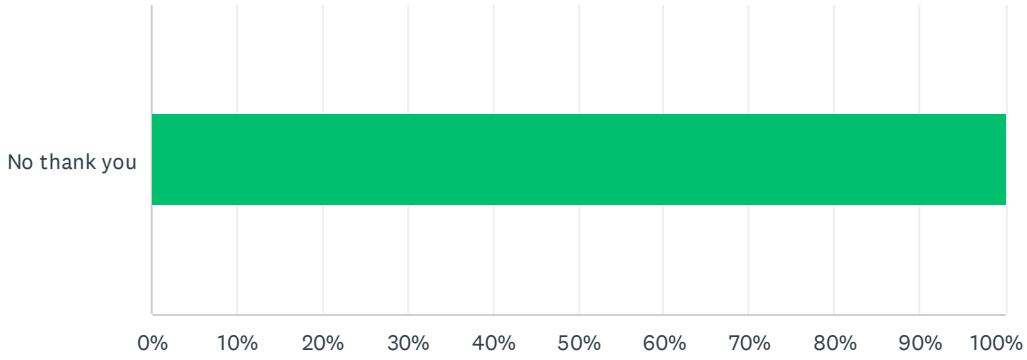
Answered: 521 Skipped: 223



ANSWER CHOICES	RESPONSES	
White or Caucasian	52.21%	272
Black or African American	0.96%	5
Hispanic or Latino	10.36%	54
Asian or Asian American	10.36%	54
American Indian or Alaska Native	0.38%	2
Native Hawaiian or other Pacific Islander	0.00%	0
Multi-Ethnic	7.29%	38
Decline to state	18.43%	96
TOTAL		521

Q21 If you would like updates on this demonstration project including a summary of the evaluation results, please provide an email address here:

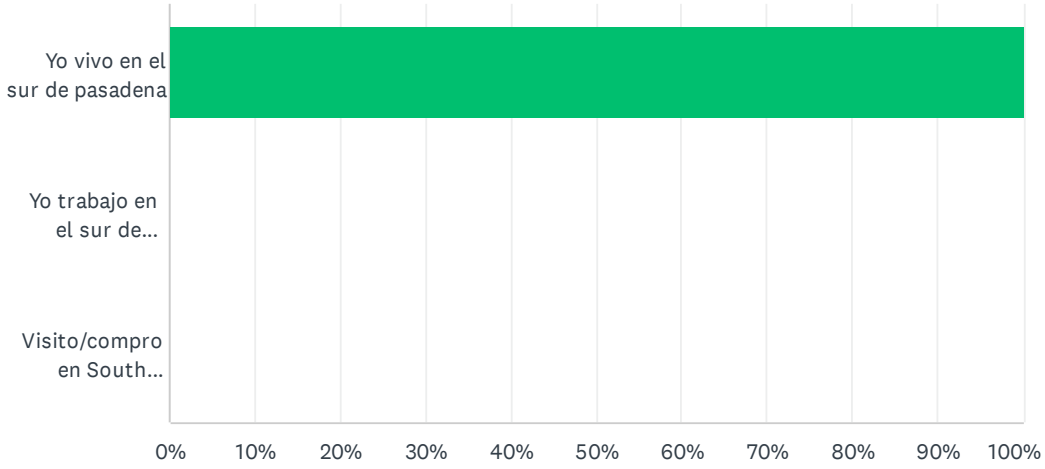
Answered: 256 Skipped: 488



ANSWER CHOICES	RESPONSES	
No thank you	100.00%	256
TOTAL		256

Q22 Seleccione todas las que correspondan.

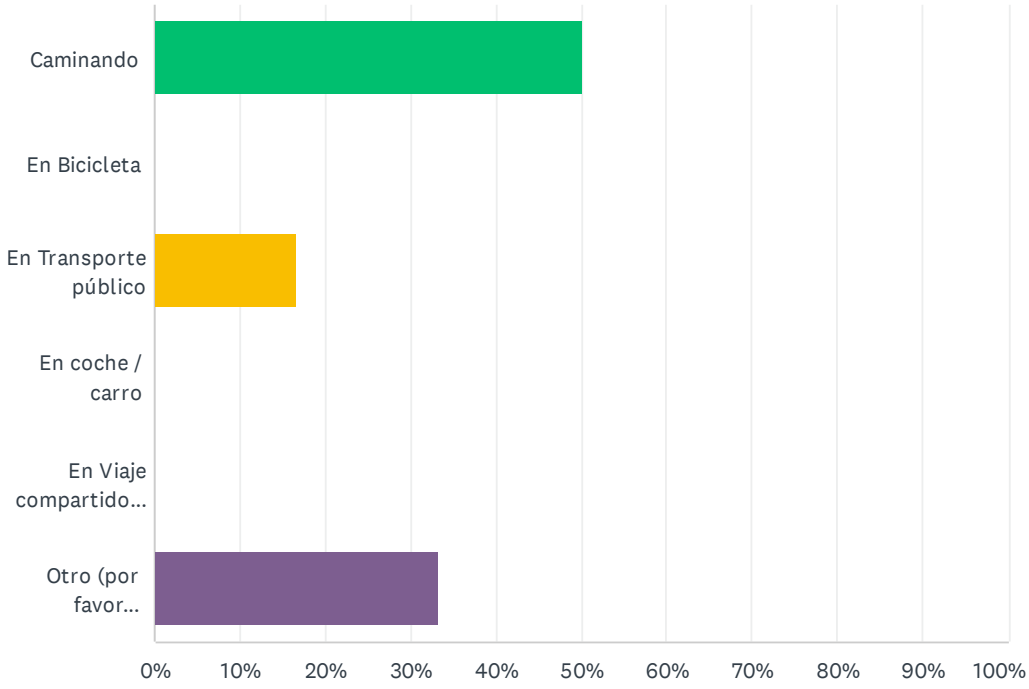
Answered: 5 Skipped: 739



ANSWER CHOICES	RESPONSES	
Yo vivo en el sur de pasadena	100.00%	5
Yo trabajo en el sur de pasadena	0.00%	0
Visito/compro en South Pasadena	0.00%	0
TOTAL		5

Q23 ¿Cuál de los siguientes medios de transporte utiliza para desplazarse por South Pasadena? Seleccione todas las que correspondan.

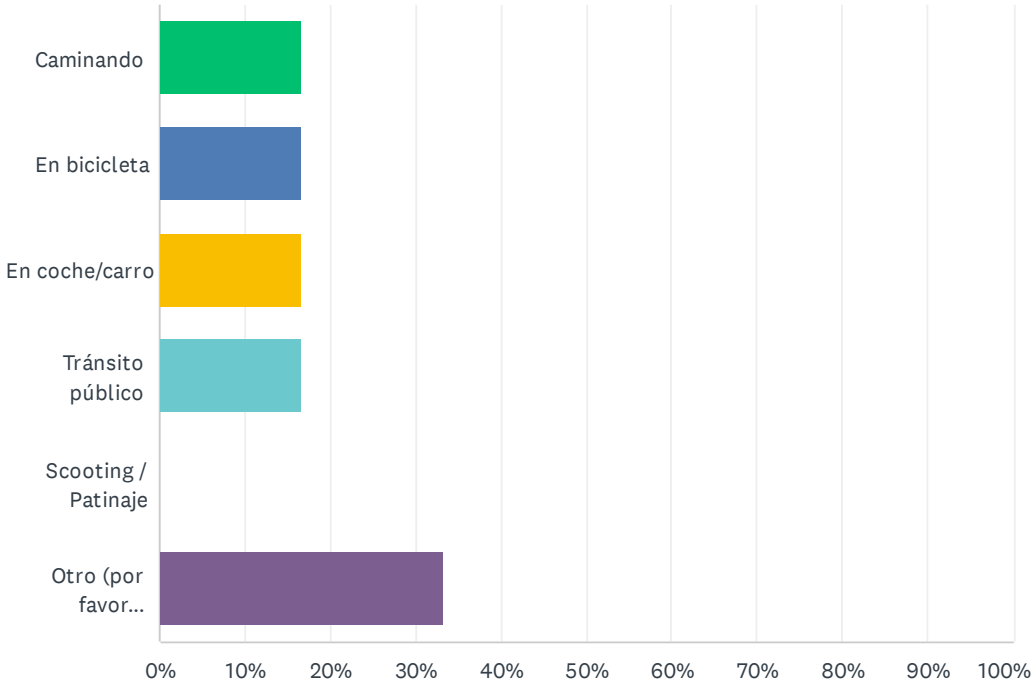
Answered: 6 Skipped: 738



ANSWER CHOICES	RESPONSES	
Caminando	50.00%	3
En Bicicleta	0.00%	0
En Transporte público	16.67%	1
En coche / carro	0.00%	0
En Viaje compartido (Uber / Lyft)	0.00%	0
Otro (por favor especifique)	33.33%	2
TOTAL		6

Q24 ¿Cuál de los siguientes modos de transporte ha utilizado en Oak/Hermosa/Grand después de que se instaló el proyecto? Seleccione todas las que correspondan.

Answered: 6 Skipped: 738



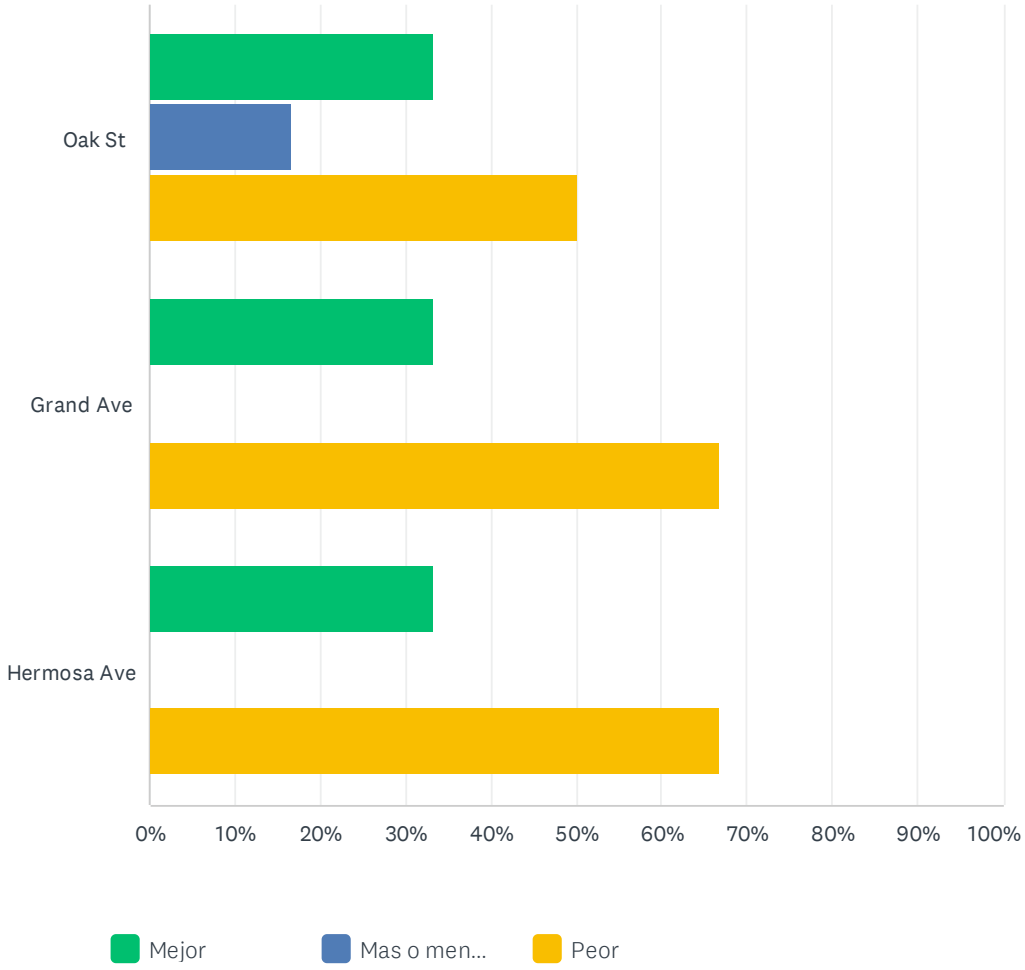
ANSWER CHOICES	RESPONSES	
Caminando	16.67%	1
En bicicleta	16.67%	1
En coche/carro	16.67%	1
Tránsito público	16.67%	1
Scooting / Patinaje	0.00%	0
Otro (por favor especifique)	33.33%	2
TOTAL		6

Q25 ¿Cómo ha influido el proyecto de demostración en el comportamiento de las personas que usan estas calles? Explique y especifique en qué corredor se está enfocando.

Answered: 4 Skipped: 740

Q26 En general, ¿cómo cree que las estrategias de demostración han impactado en cada corredor? Responda solo a los corredores que haya experimentado

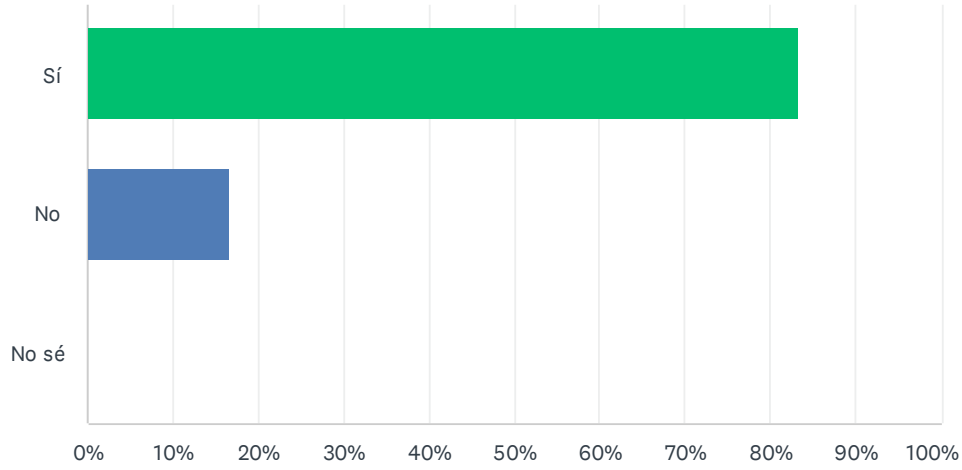
Answered: 6 Skipped: 738



	MEJOR	MAS O MENOS IGUAL	PEOR	TOTAL	WEIGHTED AVERAGE
Oak St	33.33% 2	16.67% 1	50.00% 3	6	2.17
Grand Ave	33.33% 1	0.00% 0	66.67% 2	3	2.33
Hermosa Ave	33.33% 1	0.00% 0	66.67% 2	3	2.33

Q27 ¿Le gustaría que la ciudad de South Pasadena demostrara temporalmente el uso de herramientas de seguridad vial en otras calles?

Answered: 6 Skipped: 738



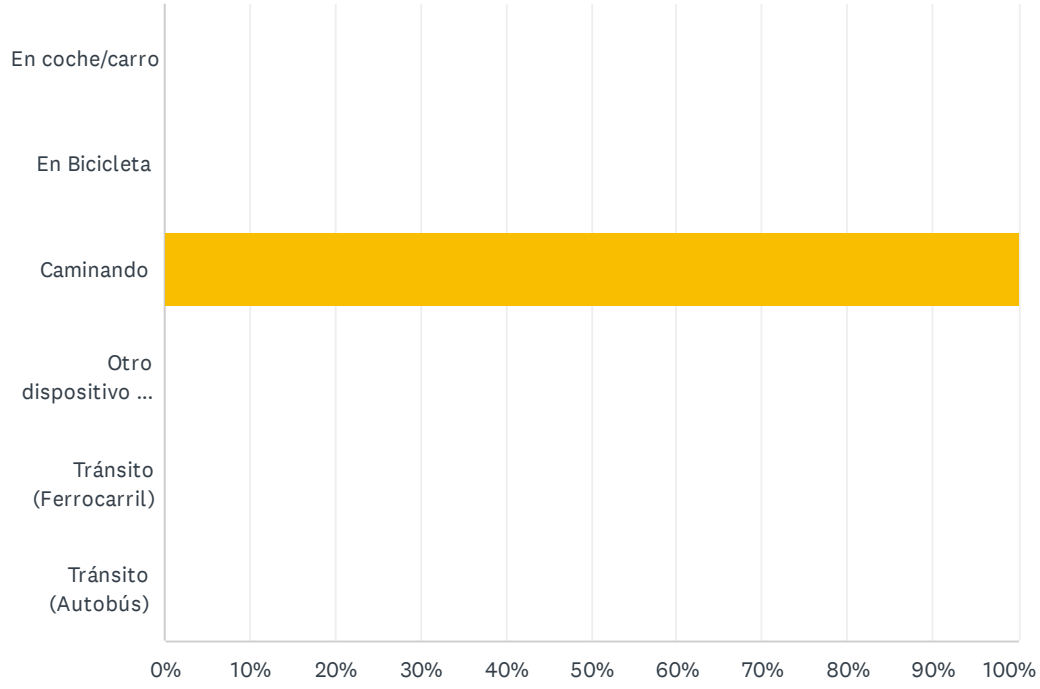
ANSWER CHOICES	RESPONSES	
Sí	83.33%	5
No	16.67%	1
No sé	0.00%	0
TOTAL		6

Q28 Si respondió si, ¿puede enumerar otras calles que crea que serían buenas candidatas para futuras manifestaciones?

Answered: 4 Skipped: 740

Q29 ¿Cómo llegaste al proyecto de demostración?

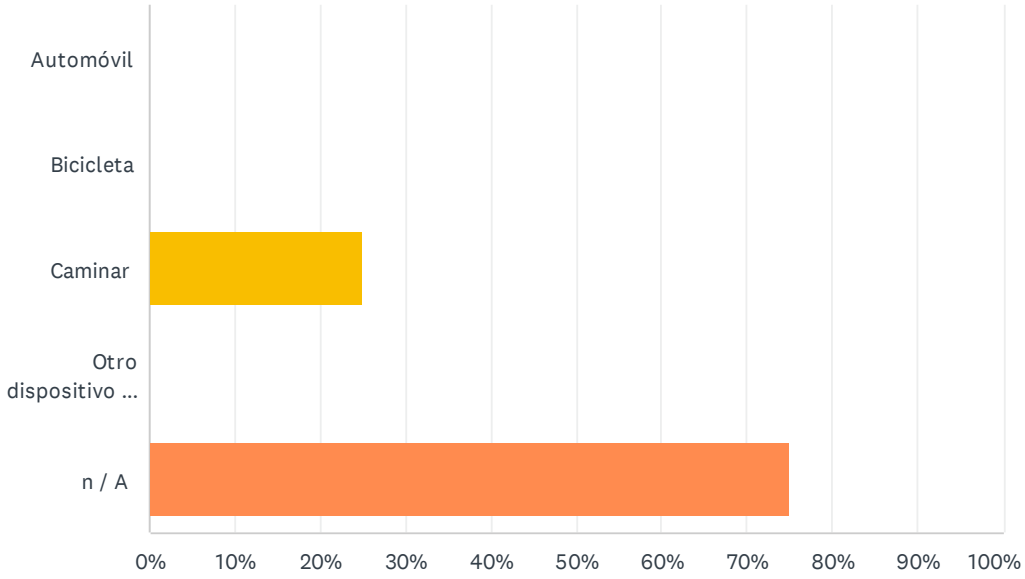
Answered: 4 Skipped: 740



ANSWER CHOICES	RESPONSES	
En coche/carro	0.00%	0
En Bicicleta	0.00%	0
Caminando	100.00%	4
Otro dispositivo con ruedas	0.00%	0
Tránsito (Ferrocarril)	0.00%	0
Tránsito (Autobús)	0.00%	0
TOTAL		4

Q30 Si usó Metro (autobús, tren) para el transporte al proyecto de demostración, ¿cómo accedió a Metro hoy?

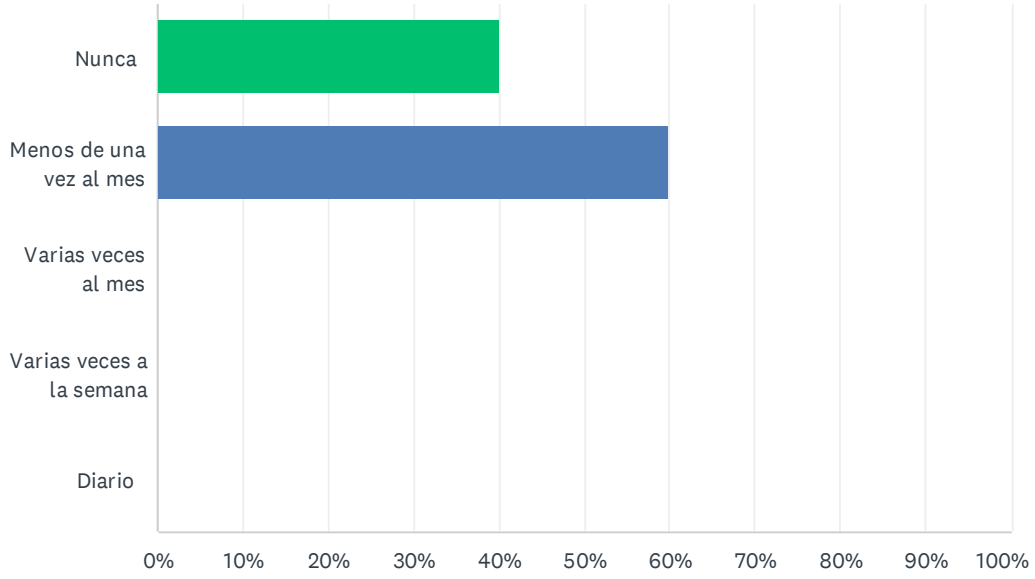
Answered: 4 Skipped: 740



ANSWER CHOICES	RESPONSES	
Automóvil	0.00%	0
Bicicleta	0.00%	0
Caminar	25.00%	1
Otro dispositivo con ruedas	0.00%	0
n / A	75.00%	3
TOTAL		4

Q31 ¿Que Sequido z viajas en metro? (es decir, tren, autobús)

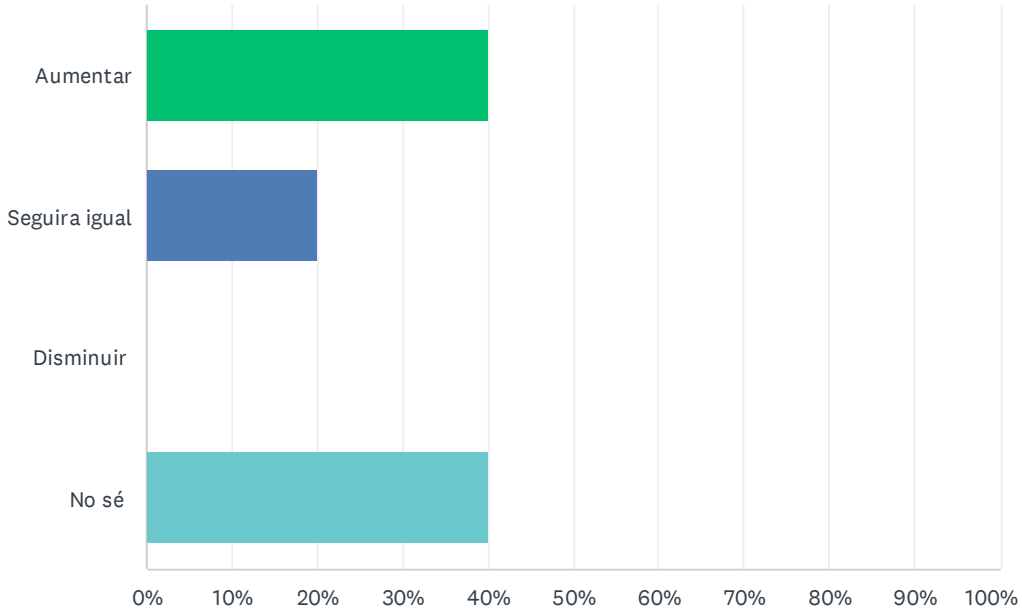
Answered: 5 Skipped: 739



ANSWER CHOICES	RESPONSES	
Nunca	40.00%	2
Menos de una vez al mes	60.00%	3
Varias veces al mes	0.00%	0
Varias veces a la semana	0.00%	0
Diario	0.00%	0
TOTAL		5

Q32 Después del proyecto de demostración, es probable que su uso del transporte público:

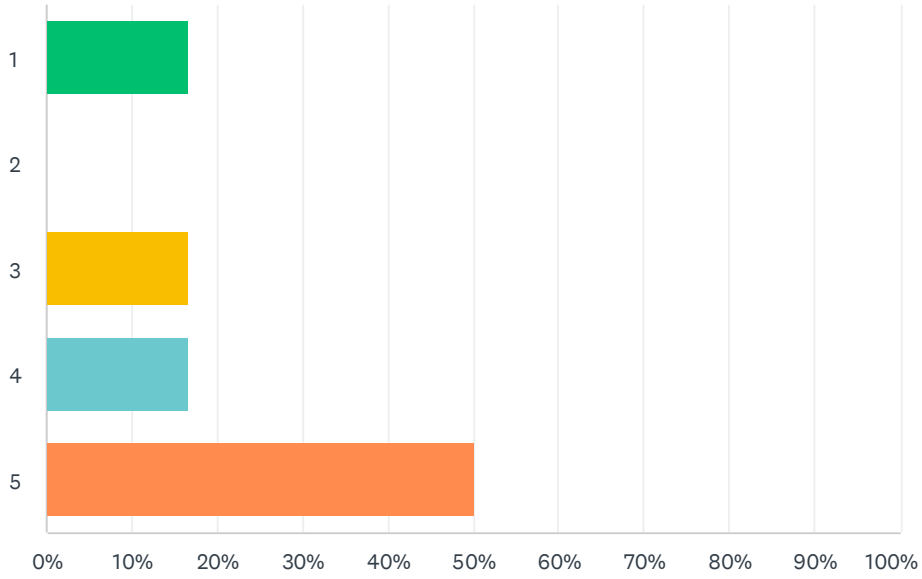
Answered: 5 Skipped: 739



ANSWER CHOICES	RESPONSES	
Aumentar	40.00%	2
Seguira igual	20.00%	1
Disminuir	0.00%	0
No sé	40.00%	2
TOTAL		5

Q33 Después del proyecto de demostración, ¿qué tan probable es que camine en su vecindario? (Por favor, califique en una escala de 1 a 5, siendo 1 la menos probable y 5 la más probable).

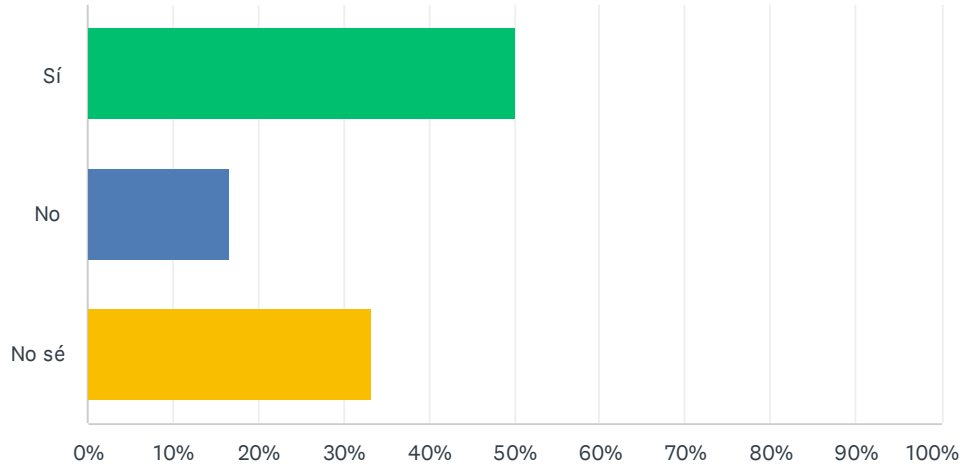
Answered: 6 Skipped: 738



ANSWER CHOICES	RESPONSES	
1	16.67%	1
2	0.00%	0
3	16.67%	1
4	16.67%	1
5	50.00%	3
TOTAL		6

Q34 ¿Percibe esta demostración como una mejora para este vecindario/comunidad?

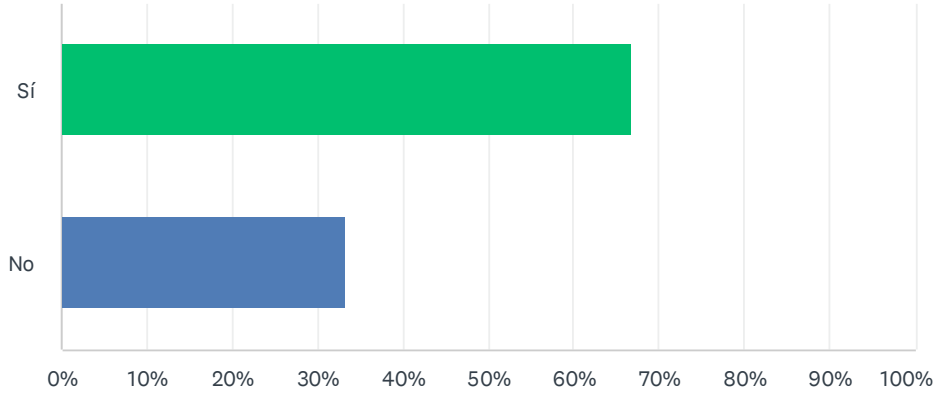
Answered: 6 Skipped: 738



ANSWER CHOICES	RESPONSES	
Sí	50.00%	3
No	16.67%	1
No sé	33.33%	2
TOTAL		6

Q35 ¿Le gustaría ver futuras manifestaciones en su vecindario?

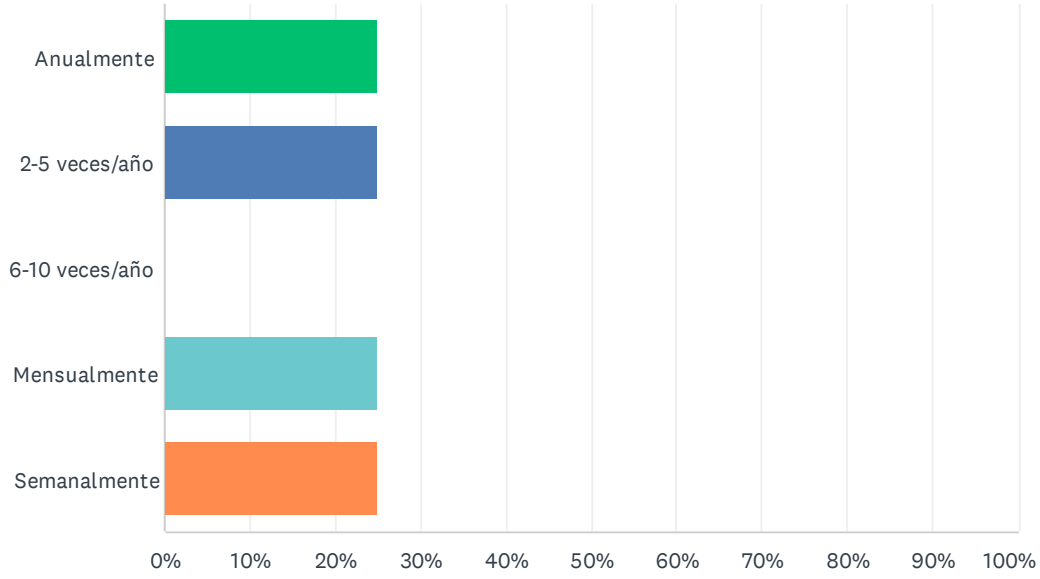
Answered: 6 Skipped: 738



ANSWER CHOICES	RESPONSES	
Sí	66.67%	4
No	33.33%	2
TOTAL		6

Q36 En caso afirmativo, ¿con qué frecuencia?

Answered: 4 Skipped: 740



ANSWER CHOICES	RESPONSES	
Anualmente	25.00%	1
2-5 veces/año	25.00%	1
6-10 veces/año	0.00%	0
Mensualmente	25.00%	1
Semanalmente	25.00%	1
TOTAL		4

Q37 ¿Compraste (o planeas comprar) alimentos o bebidas cerca del proyecto de demostración?

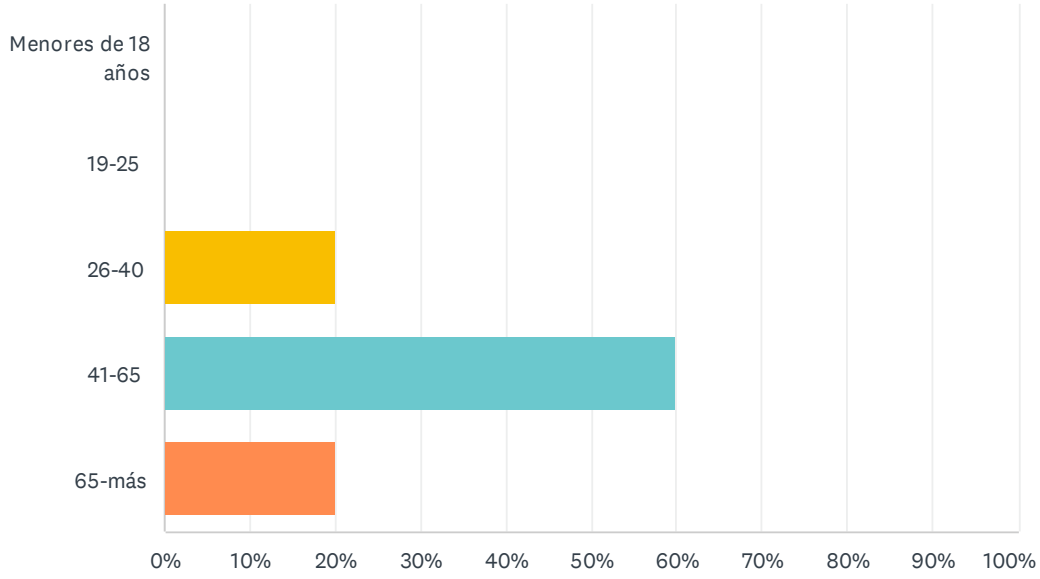
Answered: 3 Skipped: 741

Q38 ¿Compraste (o planeas comprar) en negocios locales cerca del proyecto de demostración?

Answered: 3 Skipped: 741

Q39 Edad

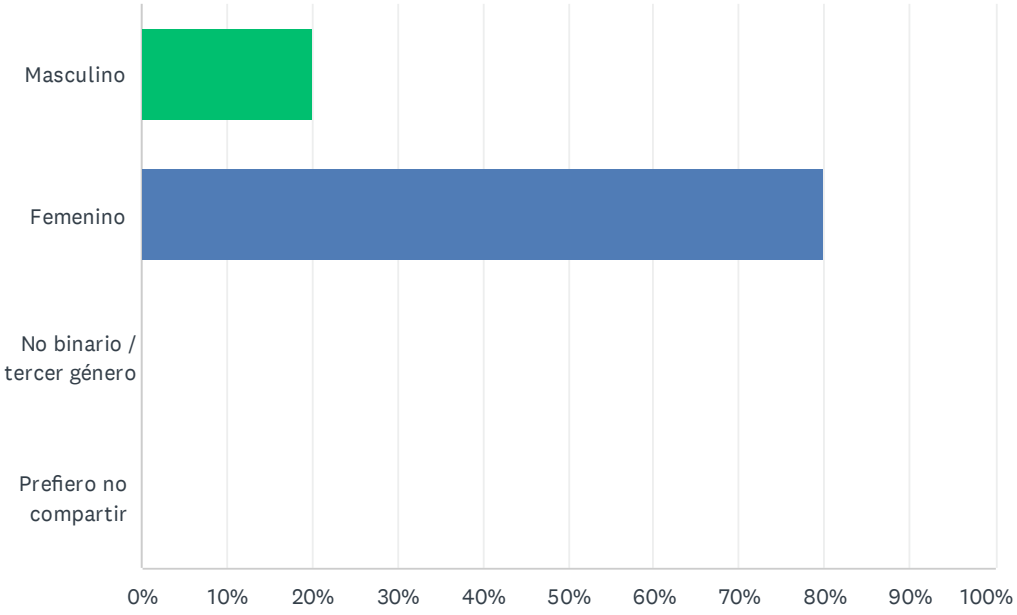
Answered: 5 Skipped: 739



ANSWER CHOICES	RESPONSES	
Menores de 18 años	0.00%	0
19-25	0.00%	0
26-40	20.00%	1
41-65	60.00%	3
65-más	20.00%	1
TOTAL		5

Q40 Género

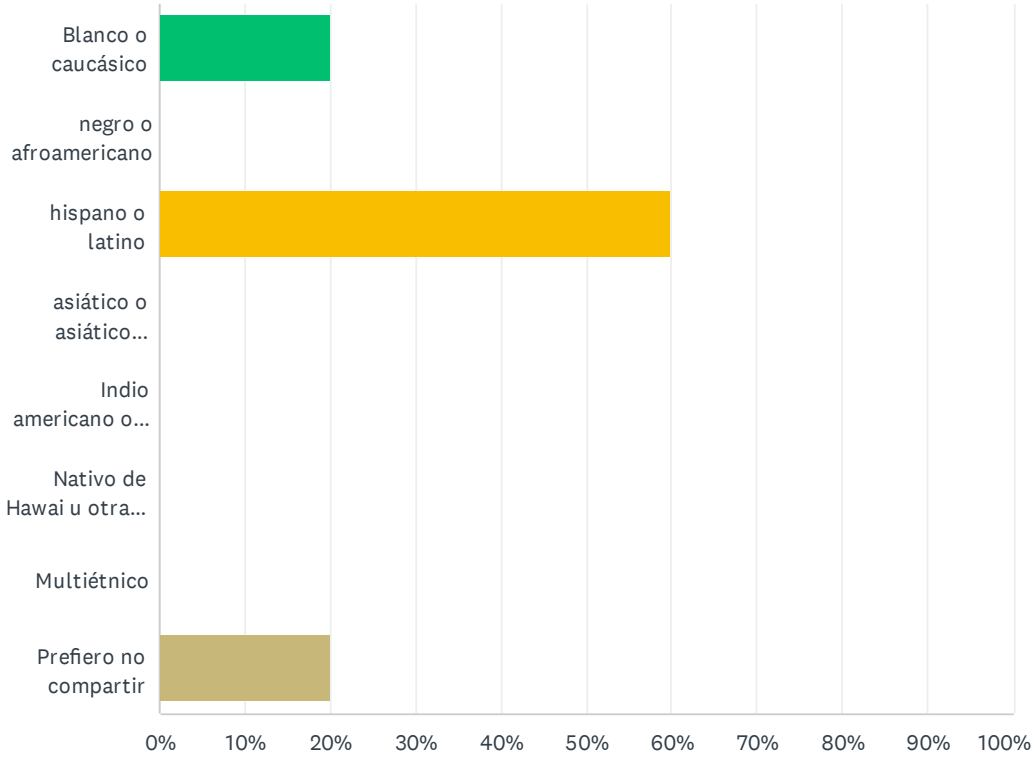
Answered: 5 Skipped: 739



ANSWER CHOICES	RESPONSES	
Masculino	20.00%	1
Femenino	80.00%	4
No binario / tercer género	0.00%	0
Prefiero no compartir	0.00%	0
TOTAL		5

Q41 Etnicidad / raza

Answered: 5 Skipped: 739



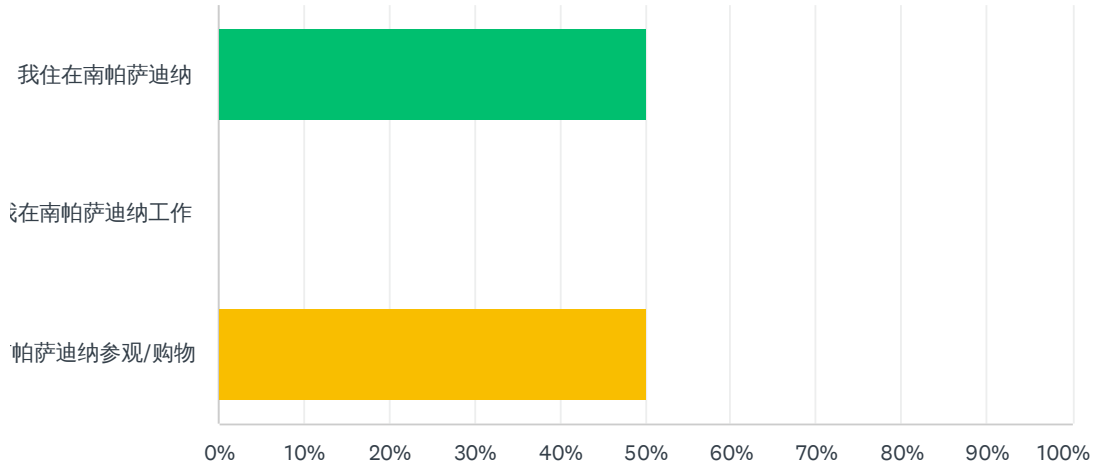
ANSWER CHOICES	RESPONSES	
Blanco o caucásico	20.00%	1
negro o afroamericano	0.00%	0
hispano o latino	60.00%	3
asiático o asiático americano	0.00%	0
Indio americano o nativo de Alaska	0.00%	0
Nativo de Hawai u otra isla del Pacífico	0.00%	0
Multiétnico	0.00%	0
Prefiero no compartir	20.00%	1
TOTAL		5

Q42 (opcional) Si desea actualizaciones sobre este proyecto de demostración, incluido un resumen de los resultados de la evaluación, proporcione una dirección de correo electrónico aquí

Answered: 2 Skipped: 742

Q43 选择所有符合条件的。

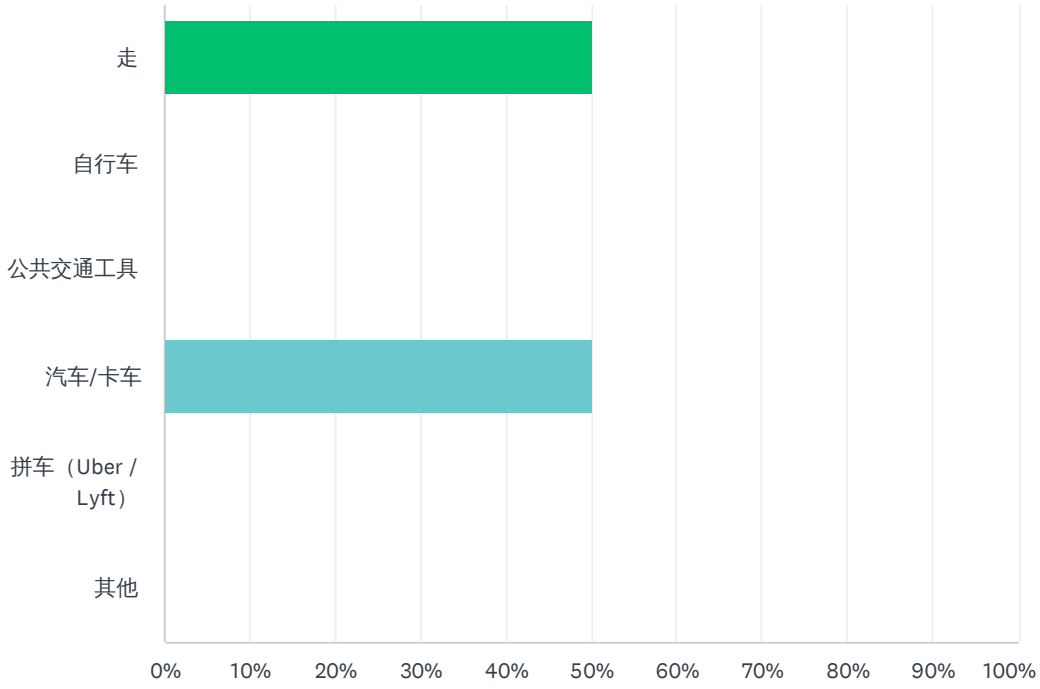
Answered: 2 Skipped: 742



ANSWER CHOICES	RESPONSES	
我住在南帕萨迪纳	50.00%	1
我在南帕萨迪纳工作	0.00%	0
我在南帕萨迪纳参观/购物	50.00%	1
TOTAL		2

Q44 您使用以下哪种交通方式游览南帕萨迪纳？选择所有符合条件的。

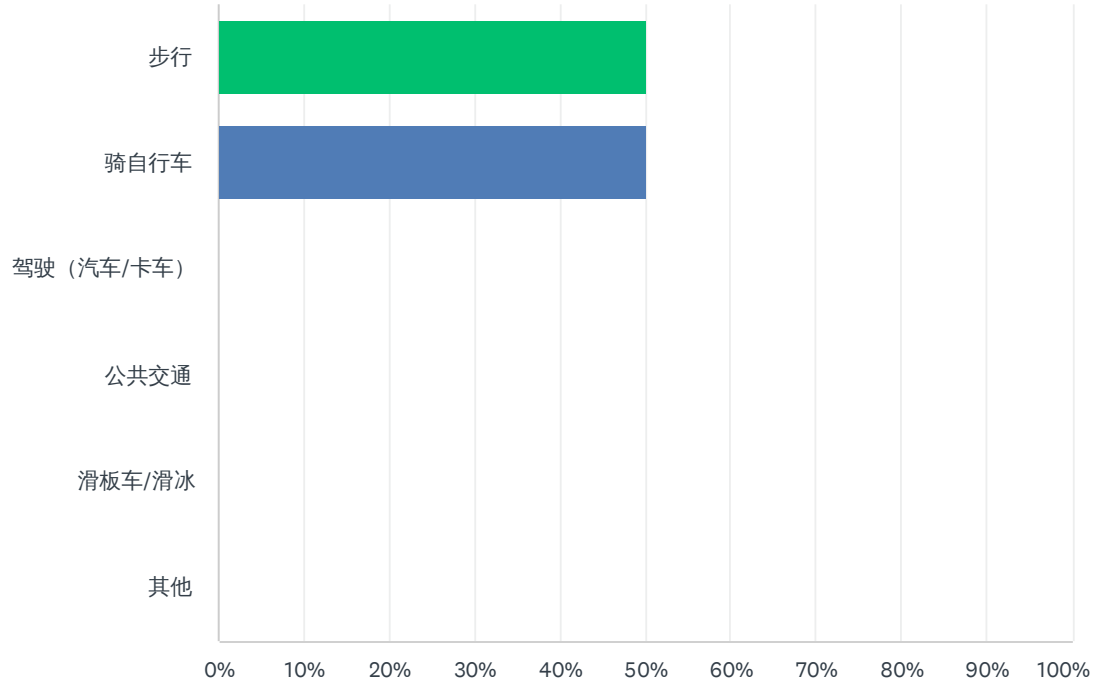
Answered: 2 Skipped: 742



ANSWER CHOICES	RESPONSES	
走	50.00%	1
自行车	0.00%	0
公共交通工具	0.00%	0
汽车/卡车	50.00%	1
拼车（Uber / Lyft）	0.00%	0
其他	0.00%	0
TOTAL		2

Q45 项目安装后，您在 Oak / Hermosa / Grand 上使用过以下哪种交通方式？选择所有符合条件的。

Answered: 2 Skipped: 742



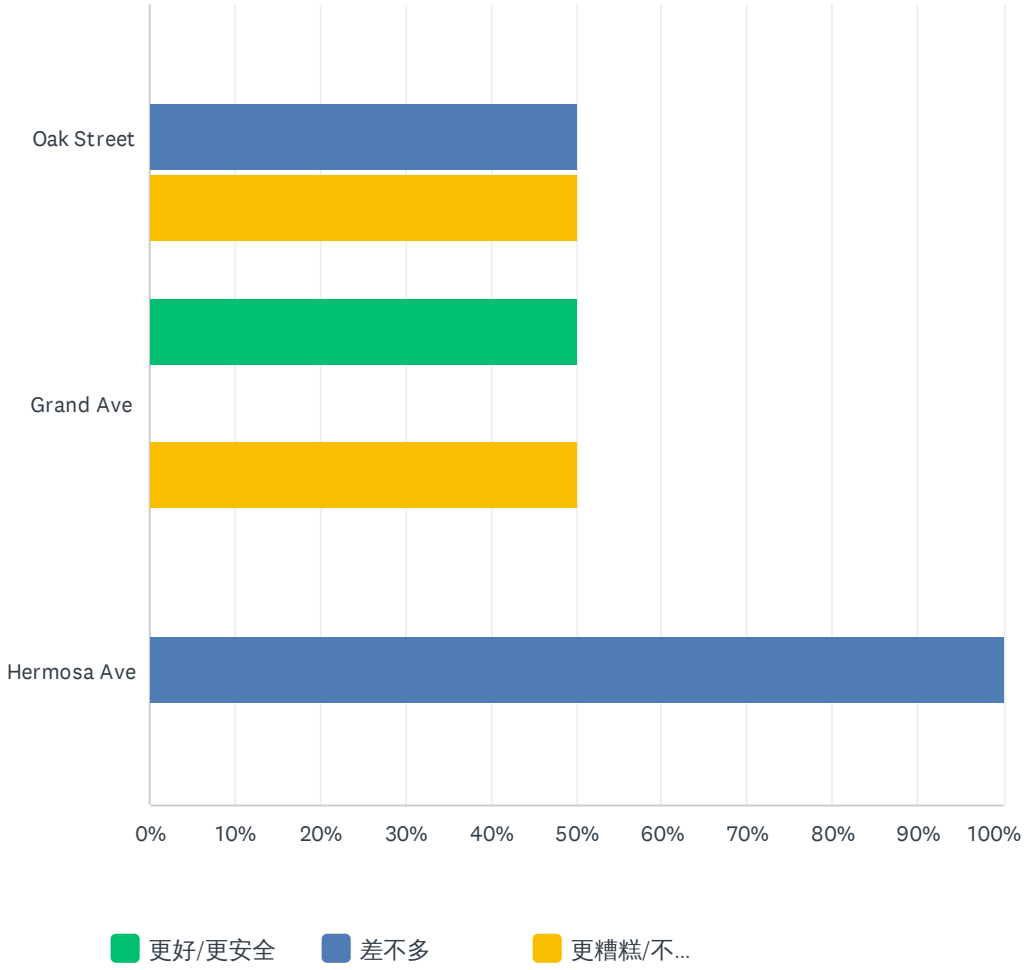
ANSWER CHOICES	RESPONSES	
步行	50.00%	1
骑自行车	50.00%	1
驾驶（汽车/卡车）	0.00%	0
公共交通	0.00%	0
滑板车/滑冰	0.00%	0
其他	0.00%	0
TOTAL		2

Q46 示范项目如何影响人们使用这些街道的行为？请解释并具体说明您关注的是哪条走廊。

Answered: 2 Skipped: 742

Q47 总体而言，您认为示范策略对每个走廊有何影响？请仅回复您亲身经历过的走廊。

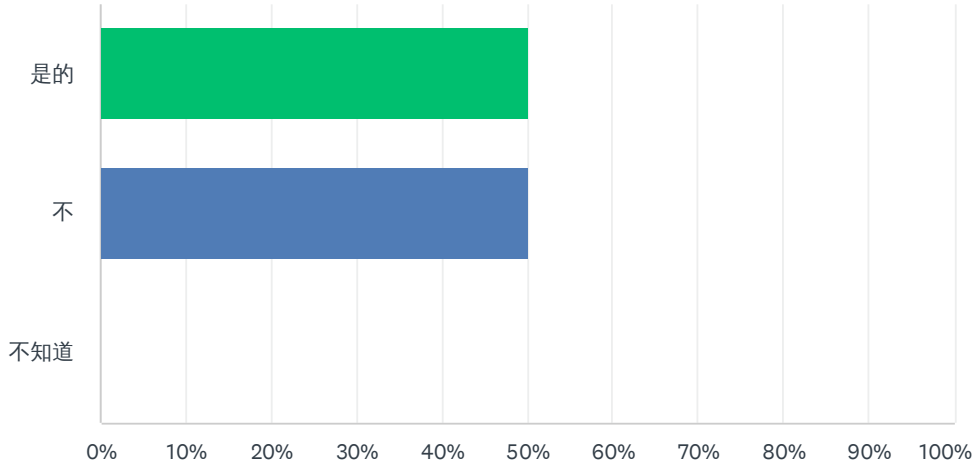
Answered: 2 Skipped: 742



	更好/更安全	差不多	更糟糕/不太安全	TOTAL
Oak Street	0.00% 0	50.00% 1	50.00% 1	2
Grand Ave	50.00% 1	0.00% 0	50.00% 1	2
Hermosa Ave	0.00% 0	100.00% 2	0.00% 0	2

Q48 您是否希望南帕萨迪纳市在其他街道上临时演示交通安全工具的使用？

Answered: 2 Skipped: 742



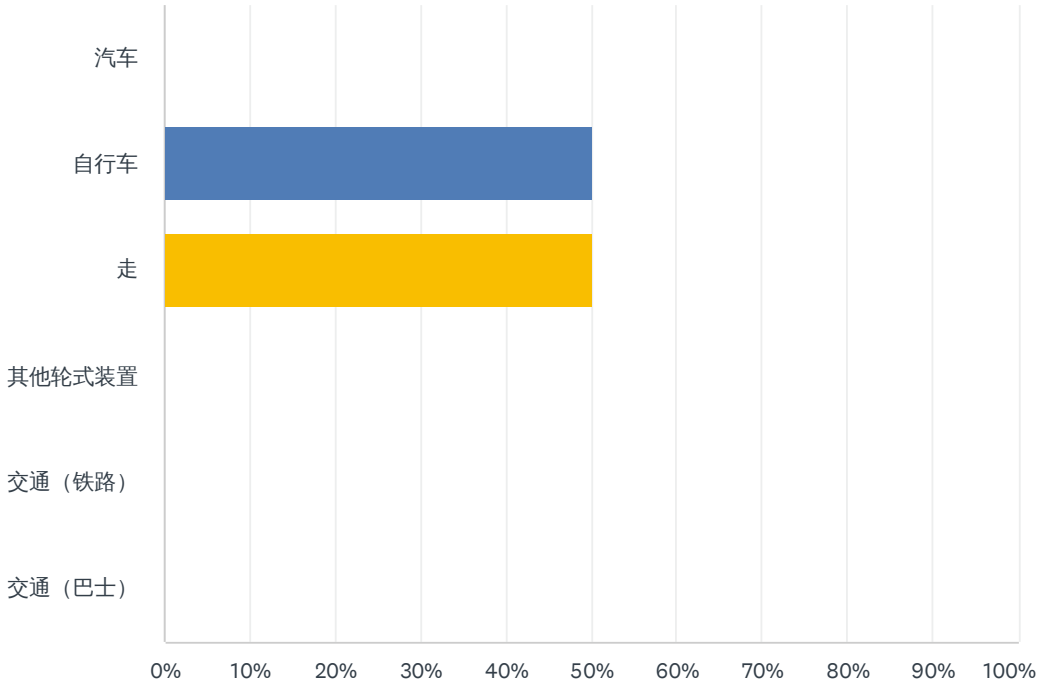
ANSWER CHOICES	RESPONSES	
是的	50.00%	1
不	50.00%	1
不知道	0.00%	0
TOTAL		2

Q49 如果是，您能否列出您认为适合未来示威的其他街道

Answered: 1 Skipped: 743

Q50 您是如何参与示范项目的？

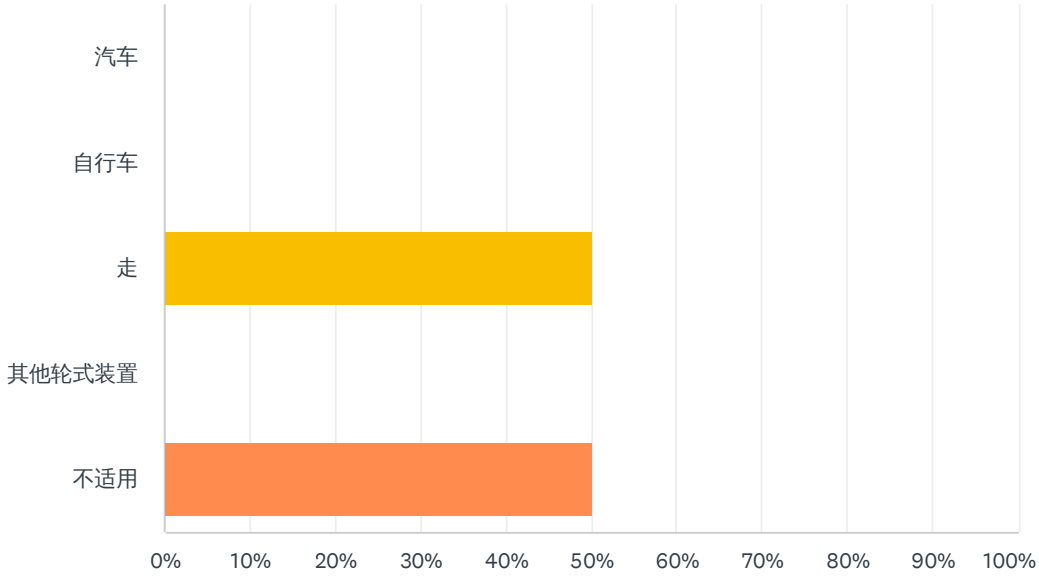
Answered: 2 Skipped: 742



ANSWER CHOICES	RESPONSES	
汽车	0.00%	0
自行车	50.00%	1
走	50.00%	1
其他轮式装置	0.00%	0
交通（铁路）	0.00%	0
交通（巴士）	0.00%	0
TOTAL		2

Q51 如果您乘坐地铁（公交车、铁路）前往示范项目，您今天是如何乘坐地铁的？

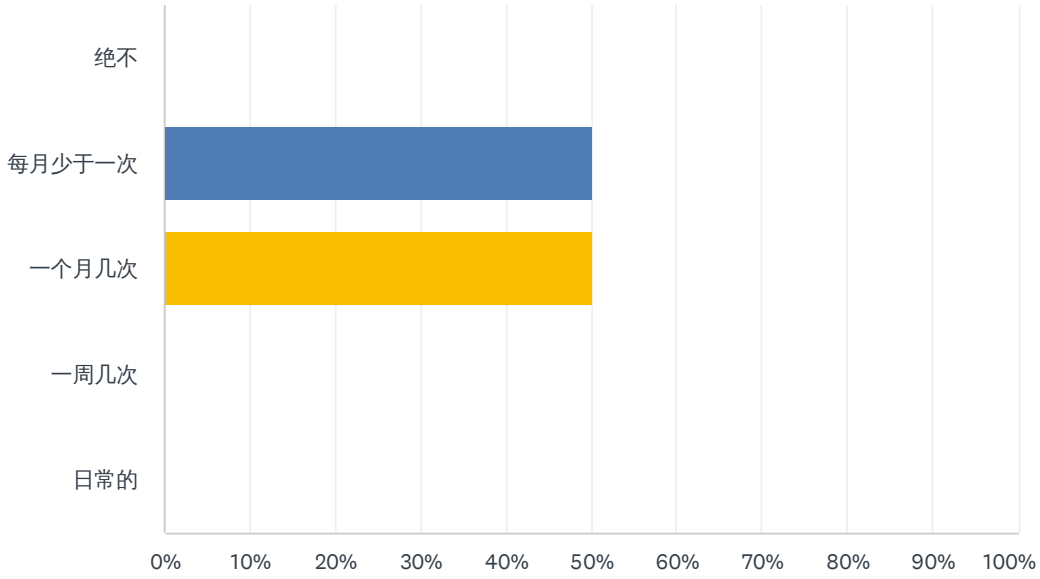
Answered: 2 Skipped: 742



ANSWER CHOICES	RESPONSES	
汽车	0.00%	0
自行车	0.00%	0
走	50.00%	1
其他轮式装置	0.00%	0
不适用	50.00%	1
TOTAL		2

Q52 你坐过地铁吗？ （即铁路、公共汽车）

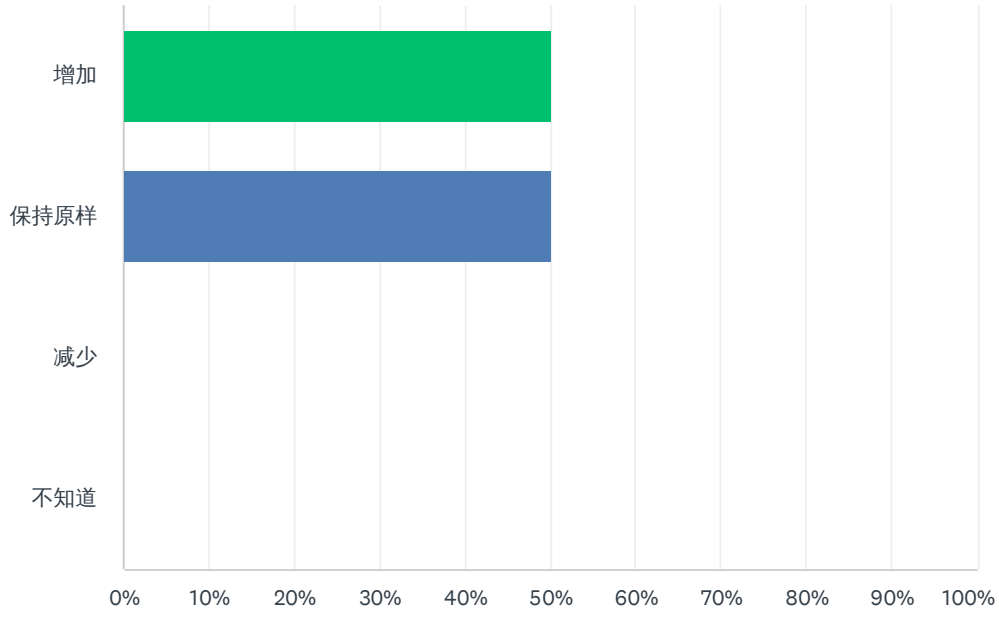
Answered: 2 Skipped: 742



ANSWER CHOICES	RESPONSES	
绝不	0.00%	0
每月少于一次	50.00%	1
一个月几次	50.00%	1
一周几次	0.00%	0
日常的	0.00%	0
TOTAL		2

Q53 示范项目结束后，您对交通的使用可能会：

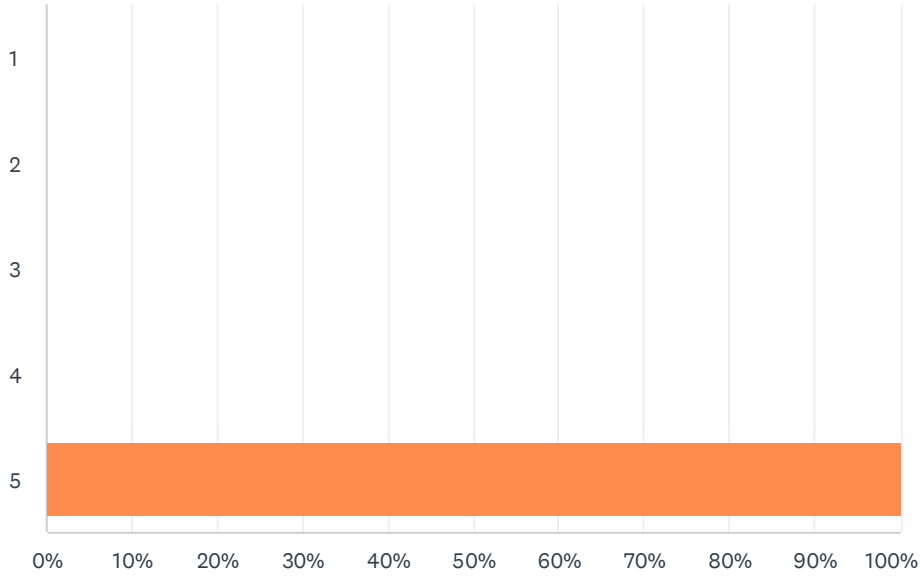
Answered: 2 Skipped: 742



ANSWER CHOICES	RESPONSES	
增加	50.00%	1
保持原样	50.00%	1
减少	0.00%	0
不知道	0.00%	0
TOTAL		2

Q54 示范项目结束后，您在附近步行的可能性有多大？ （请按照 1-5 的等级进行排名，其中 1 是最不可能的，5 是最有可能的。）

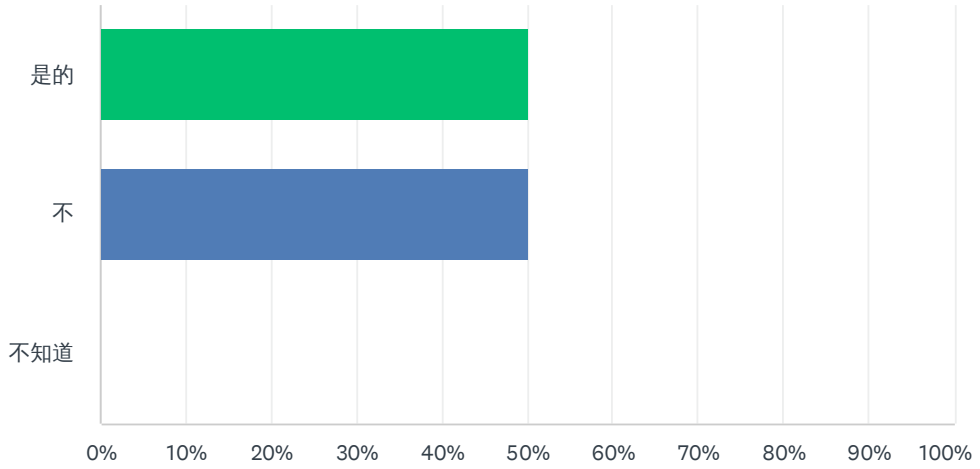
Answered: 2 Skipped: 742



ANSWER CHOICES	RESPONSES	
1	0.00%	0
2	0.00%	0
3	0.00%	0
4	0.00%	0
5	100.00%	2
TOTAL		2

Q55 您认为这次示威活动改善了这个街区/社区吗？

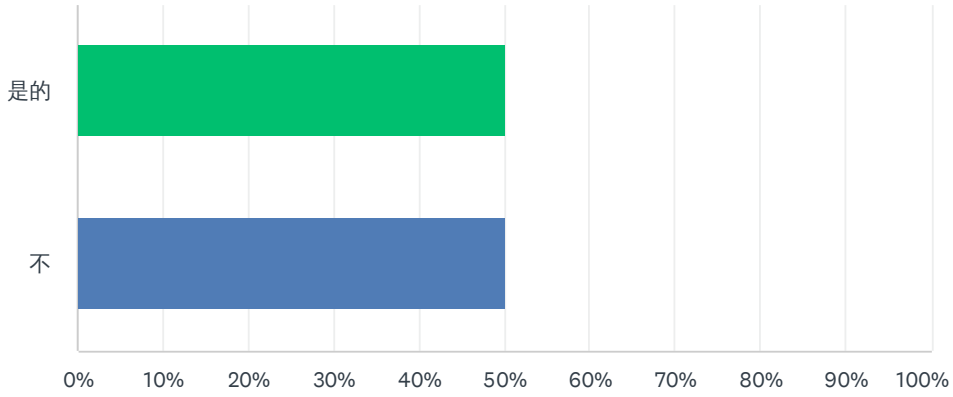
Answered: 2 Skipped: 742



ANSWER CHOICES	RESPONSES	
是的	50.00%	1
不	50.00%	1
不知道	0.00%	0
TOTAL		2

Q56 您想在您的社区看到未来的示威活动吗？

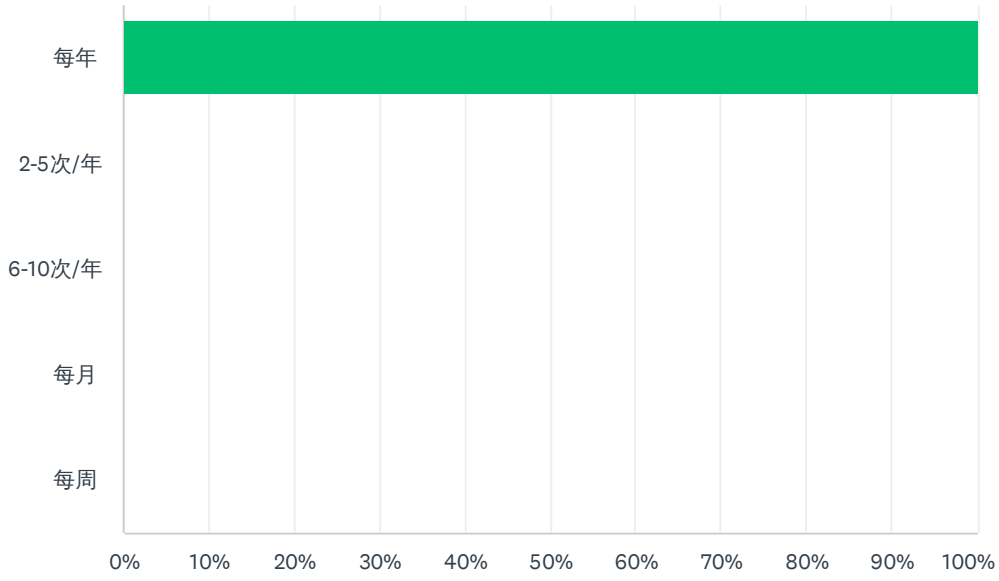
Answered: 2 Skipped: 742



ANSWER CHOICES	RESPONSES	
是的	50.00%	1
不	50.00%	1
TOTAL		2

Q57 如果是，多久一次？

Answered: 1 Skipped: 743



ANSWER CHOICES	RESPONSES	
每年	100.00%	1
2-5次/年	0.00%	0
6-10次/年	0.00%	0
每月	0.00%	0
每周	0.00%	0
TOTAL		1

Q58 您是否（或打算）在示范项目附近购买过任何食物或饮料吗？

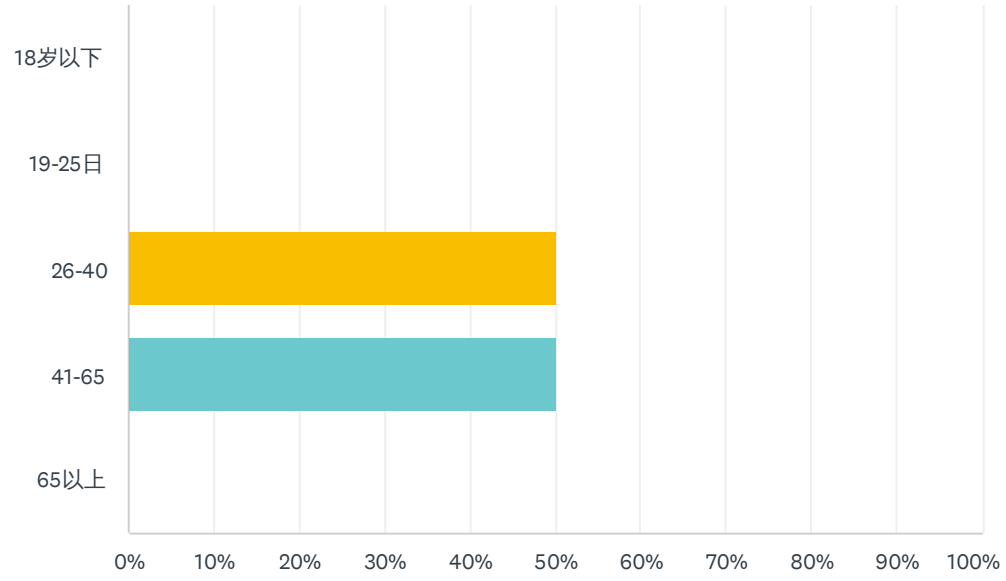
Answered: 1 Skipped: 743

Q59 您是否（或打算）在示范项目附近的任何当地企业购物？

Answered: 1 Skipped: 743

Q60 年龄

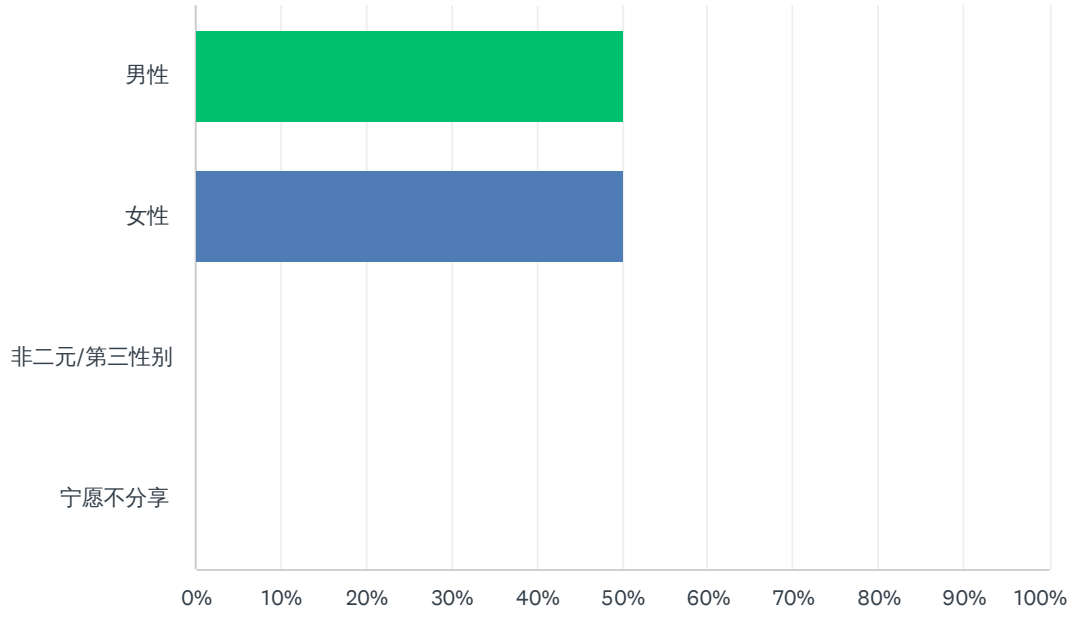
Answered: 2 Skipped: 742



ANSWER CHOICES	RESPONSES	
18岁以下	0.00%	0
19-25日	0.00%	0
26-40	50.00%	1
41-65	50.00%	1
65以上	0.00%	0
TOTAL		2

Q61 性别

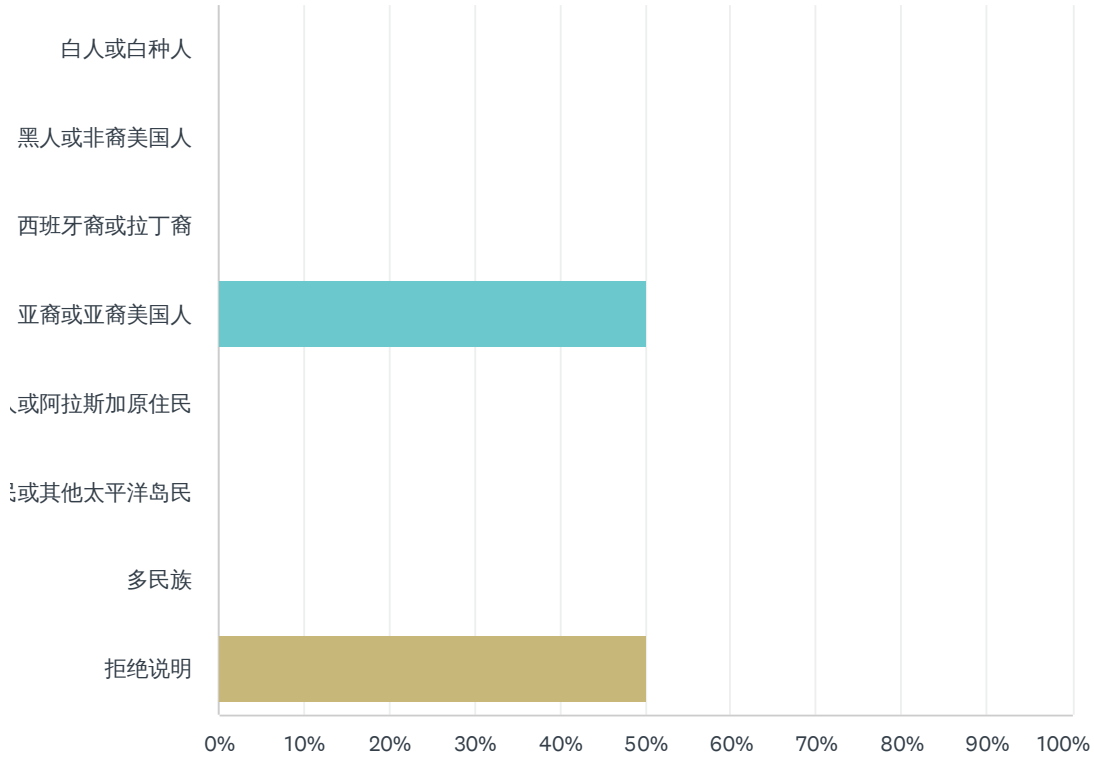
Answered: 2 Skipped: 742



ANSWER CHOICES	RESPONSES	
男性	50.00%	1
女性	50.00%	1
非二元/第三性别	0.00%	0
宁愿不分享	0.00%	0
TOTAL		2

Q62 民族/种族

Answered: 2 Skipped: 742



ANSWER CHOICES	RESPONSES	
白人或白种人	0.00%	0
黑人或非裔美国人	0.00%	0
西班牙裔或拉丁裔	0.00%	0
亚裔或亚裔美国人	50.00%	1
美洲印第安人或阿拉斯加原住民	0.00%	0
夏威夷原住民或其他太平洋岛民	0.00%	0
多民族	0.00%	0
拒绝说明	50.00%	1
TOTAL		2

Q63 （可选）如果您想了解此演示项目的最新信息，包括评估结果摘要，请在此处提供电子邮件地址：

Answered: 0 Skipped: 744

City Council Agenda Report

ITEM NO. 17

DATE: June 5, 2024

FROM: Arminé Chaparyan, City Manager

PREPARED BY: Luis Frausto, Acting Deputy City Manager/Director of Management Services
Mary Haddad, Management Analyst

SUBJECT: **CONSIDERATION, DISCUSSION, AND DIRECTION REGARDING THE SOUTH PASADENA CHAMBER OF COMMERCE BUSINESS IMPROVEMENT TAX PROPOSAL FOR FUNDING FOR FISCAL YEAR 2024-2025 IN THE AMOUNT OF $83,000**

Recommendation

It is recommended that the City Council review the South Pasadena Chamber of Commerce Business Improvement Tax (BIT) Proposal for Fiscal Year 2024-25 in the amount of $83,000, and provide further direction to staff.

Executive Summary

Since 1977, the City of South Pasadena has maintained a financial agreement with the South Pasadena Chamber of Commerce to utilize Business Improvement Tax (BIT) funding for programs that promote the business community, encourage economic stability, and foster development within the City. The Chamber has historically supported South Pasadena businesses by hosting events such as the quarterly Arts Crawl and the annual Eclectic Music Festival, which attract residents and visitors to the downtown area. Each year, the City enters into an agreement with the Chamber of Commerce to establish funding levels and define deliverables for these initiatives. For Fiscal Year 2024-2025, the Chamber is seeking $83,000 in BIT funding.

Background

Since 2007, the City has allocated between $105,000 and $135,000 of BIT funds to the Chamber, with a requirement that $12,000 be earmarked for pass-through funding to the South Pasadena Tournament of Roses. In 2018, it became apparent that annual revenues were not meeting projections, prompting the use of the City's General Fund to cover installment payments to the Chamber. Consequently, the FY 2019-20 and FY 2020-21 budgets adjusted the annual allocation to the lower range of $105,000 to account for decreased revenues. The pandemic in 2020 further exacerbated revenue losses due to deferred business license payments and reduced filming activity. However, as the business community continues to recover and business license compliance improves, revenue projections are expected to rise over time.

In the previous year, City staff collaborated with the Chamber of Commerce Board to review and enhance the FY 2023-24 funding proposal. This revised proposal was presented to the

City Council for discussion on June 7, 2023, and subsequently approved on August 16, 2023, as detailed in Attachment 2 of this staff report.

Projected revenues for FY 2024-25 amount to approximately $83,630, with $64,880 expected from the Business Improvement Tax and $18,750 from filming permit revenues. In addition to the BIT Agreement, the City has a separate agreement with the Chamber for operating the South Pasadena Farmers' Market, currently in its third year of a five-year term.

Analysis
After receiving the projected BIT revenues for Fiscal Year 2024-2025, the Chamber of Commerce submitted a proposal to the City, which is provided in Attachment 1. The proposal includes:

Arts Crawl (quarterly)	$33,000
Business Center	$9,300
Marketing/Banners	$10,000
Administration	$30,700
TOTAL:	**$83,000**

It should be noted that while historically, the Chamber's funding required that it earmark $12,000 for pass-through funding to the South Pasadena Tournament of Roses, the City Council gave direction that this not longer be required since the 2023-2024 agreement. The City will fund the South Pasadena Tournament of roses for Fiscal Year 2024-2025 directly through the General Fund.

BIT funds are collected through a percentage of business license taxes from businesses physically located in South Pasadena's parking and business districts, as well as citywide filming permits. Home occupation businesses, businesses located outside South Pasadena, and businesses outside the tax area do not contribute to the BIT. BIT revenues fluctuate based on business license and permit activities.

For FY 2024-25, HdL Companies estimate BIT revenue to be between $64,000 and $66,000, with additional filming permit revenues estimated at $18,750. This results in a total projected revenue range of $82,750 to $84,750. In previous years, funding levels exceeding these amounts relied on General Fund reserves. This year, the Chamber's request of $83,000 falls within the projected revenue levels and does not require additional support from General Fund reserves.

Fiscal Impact
The FY 2023-2024 Budget allocated $128,500 to the Chamber of Commerce. For the FY 2024-2025 funding proposal, no funds are reliant on the City's General Fund. Instead, the proposed $83,000 funding level is fully supported by projected BIT and filming permit revenues. This ensures that the Chamber's activities can continue without additional financial strain on the City's General Fund. However, if revenue projections do not meet projections, either reductions in expenses will need to take place or staff will need to return to the City Council with other funding alternatives.

Key Performace Indicators and Strategic Plan

The partnership with the Chamber of Commerce in providing business programming and assistance lends to the 2021-2026 Strategic Plan Areas 2b and 2c related to commitments to Economic Development.

Commission Review and Recommendation
This item has not been reviewed by a Commission.

Attachment:
Attachment No. 1 - 2024 Funding Proposal Request.pdf
Attachment No. 2 - August 16 2023 Staff Report with FY 2023-24 BIT Agreement.pdf

South Pasadena Chamber of Commerce

Memo to: Arminé Chaparyan, City Manager, Mary Haddad, Management Analyst
CC: Chamber Board of Directors
Date: May 29, 2024
From: Laurie Wheeler
Subject: 2024-2025 Proposed BIT Request

The Business Improvement Tax (BIT) ordinance (Ordinance # 1738) was created in 1978 by City Council after the voters approved adding a tax to the annual business license fee. Every business that receives a business license in the City of South Pasadena, with the exception of home based occupations, is assessed this tax as part of their annual license fee. It was designed specifically to provide funding for the Chamber of Commerce, as the "one voice" for business in South Pasadena. Since its inception in 2004, the South Pasadena Chamber of Commerce has leveraged the BIT funding allocation by providing an increasing and effective variety of programs, events, activities and support to the business community. The BIT has been, and continues to be, vital to the Chamber when it was implemented to bridge the traditional gap between funding and service expectations caused by the small business sector in a bedroom community.

2023-2024 Contractual BIT Funding and Allocation

Each year during the budget process for the upcoming fiscal year, the City Council designates an allocation from the BIT Fund to the Chamber, which is to be used to fulfill the requirements of the BIT Ordinance. The allocation amount is determined, in part, by the anticipated revenue that will be received from business licenses. The allocation for the 2023-2024 fiscal year is $113,500, plus an in-kind amount of $25,000 for city staff costs for the Eclectic Music Festival event. The historic allocation of funds to the South Pasadena Tournament of Roses Association was removed for this current fiscal year.

The contract for the 2023-2024 BIT allocation included the following specific deliverables:

a. Marketing activities including multimedia advertising campaign, branding, and website review, update, and maintenance;
b. Economic development activities promoting and representing the South Pasadena business community at meetings and functions and in brochures and business directories;
c. Creating and staffing a business resource center providing information and services to the South Pasadena business community;
d. Events and programs of interest and support to the South Pasadena business community;

e. Outreach to all members of the business community in the execution of these activities in order to create a single unified organization for the South Pasadena businesses;
f. Independently, and at the request of City, confer with business representatives to encourage and urge the establishment of their business, commercial or industrial activities in City;
g. Participate in, support and cooperate with City, to the best of its ability and to the extent authorized by Chamber's governing body, programs sponsored or encouraged by City for promotion of the business community;
h. Place on Chamber's board of directors' agenda for policy direction City requests for Chamber cooperation and public support of improvement programs sponsored, advanced or undertaken by City and the Community Redevelopment Agency of the City of South Pasadena;
i. Welcome new businesses to the community by both a written communication of welcome and a personal contact (phone or in-person) where possible, by a representative of Chamber;
j. Independently, and as requested by City, advertise City at Chamber functions throughout the region at other conferences and activities as may be deemed beneficial to extolling the advantages of business development within City;
k. Make written progress reports to the Deputy City Manager, to be transmitted to City Council no less than once per calendar quarter, including showing all information required by City, including, but not limited to the services provided by Chamber hereunder during the applicable quarter;
l. Meet periodically, but no less than quarterly, with Deputy City Manager to review Chamber's progress in meeting its program and budget goals for the year, and to report on the services provided under this contract.

Specific funding allocations and the deliverables included in each:
$25,000 – Eclectic: 2nd BIT purpose, 3rd BIT purpose, 4th BIT purpose, Sections 1.a, 1.d, 1.e,
$30,000 - Arts Crawls: 2nd BIT purpose, 3rd BIT purpose, 4th BIT purpose Sections 1.a, 1.d, 1.e
$10,000 – Holiday Décor: 1st BIT purpose, 4th BIT purpose
$8,000 – rent: 4th BIT purpose, Sections 1.c, 1.f, 1.g, 1.i, 1.j, (staffing of a business resource center
$40,000 – Administration: Sections 1.b, 1.e, 1.g, 1.h, 1.i, 1.j, 1.k, 1.l

Details and more information on the programs and services that the Chamber provides to the community is included in each quarterly report that is submitted to the City Manager's office. This report includes not only the specific BIT-related programs, but includes many of the services and activities that demonstrate how the Chamber leverages the BIT funding to expand the value of these programs beyond just the contractual obligations of the BIT.

The revenue in the BIT funds have been decreasing, the Council has augmented those funds with general funds to meet the agreed contractual allocation amounts. In this fiscal year, the amount of revenue is lower than budgeted. Our intent is that the request for 2024-2025 reflects only the projected BIT funds (no support from the general fund). The proposed events and activities will continue to comply with the requirements of the BIT ordinance:

1. The coordination of the holiday decorations

2. Investment in the promotion of public events that take place on or in public places
3. Furnishing music in public place
4. Engagement in the general promotion of retail trade activities in the 91030 zip code.

2024-2025 Funding and Allocation Proposal

The Board of Directors and staff of the Chamber look forward to continuing to fulfill its mission 'to partner with businesses to support, promote and advocate for their interest. The Chamber also connects and builds relationships and attracts people and businesses to South Pasadena'.

To that end, the Chamber is requesting an allocation of funding of **$83,000**:

Arts Crawls (quarterly):	**$33,000**
Business Center:	**$ 9,300**
Marketing/Banners	**$10,000**
Administration:	**$30,700**
TOTAL:	**$83,000**

This requested funding allocation is based on the most recent information from the City on the anticipated revenues for 2024-25 as well as current revenue for this fiscal year ($65,000 from business licenses and $18,000 film BIT revenue) It represents a 27% reduction in funding from the 2023-24 allocation. As a result, a reduction in the programming was necessary.

- The most impactful events that the Chamber offers are the Eclectic Music Festival (which brought an estimated 11,000 people to South Pasadena in 2024) and the Arts Crawls (which, combined, have an attendance of approximately 9,000 people). The Eclectic is very expensive to produce (budget summary available upon request), the City's co-sponsorship and funding made it possible to produce this year.
- The holiday décor has paid for the 2 snowflake street banners and 8 snowflake light pole décor; these items are owned by the Chamber. These items have an average life expectancy of 8 – 10 years; they were purchased in 2015 and are beginning to wear out. Since the City is working on a comprehensive holiday decorating theme and plan, replacing these items could be included in the new plan.
- The business center allows the Chamber to offer a business/visitor center to the community, which fulfills the BIT requirement of promoting retail trade in the 91030 zip code.
- The Chamber will launch a marketing campaign in collaboration with a sub-committee of local business owners, with cohesive designs for street and pole banners, advertising and other marketing materials.

The Eclectic: The 2024 Eclectic was quite successful – it is estimated that over 11,000 people attended the event, shopping, dining and enjoying South Pasadena. The Eclectic remains

one of the most popular events that brings visitors to town. The Co-Sponsorship with the City remains a very important part of the overall event, we appreciate the support. In order for the event to continue in 2025 and beyond, additional funding is required. The Chamber will launch an intense sponsorship campaign in the next month.

Thank you for your consideration of this request – we are happy to provide additional documents, information or answer any questions you might have. Again, the Chamber is looking forward to continuing to support the businesses in South Pasadena.

City Council Agenda Report

ITEM NO. 10

DATE: August 16, 2023

FROM: Arminé Chaparyan, City Manager

PREPARED BY: Domenica Megerdichian, Deputy City Manager
Mary Jerejian, Management Analyst

SUBJECT: **Consideration of Approval of an Agreement with the South Pasadena Chamber of Commerce for Economic Development Activities through Funding Allocation of Business Improvement Tax (BIT) Revenues and General Fund Reserves in the Amount of $128,500**

Recommendation

It is recommended that the City Council consider approval of an agreement with the South Pasadena Chamber of Commerce (Chamber) for economic development activities through funding allocation of Business Improvement Tax (BIT) revenues and general fund reserves in the amount of $128,500.

Executive Summary

Since 1977, the City of South Pasadena has held a financial agreement with the South Pasadena Chamber of Commerce for the use of Business Improvement Tax (BIT) funding to allow for programs that promote the business community and encourage economic development in the City. The City enters into an annual agreement with the Chamber to determine funding levels and deliverables. City staff has worked closely with the Chamber in reviewing this year's funding proposal, which was discussed at length at the May 30, 2023 Budget Workshop before City Council, and then brought before the City Council on the June 7, 2023 regular City Council meeting to review a revised funding proposal in the amount of $128,500. In the last month, staff has continued to work closely with the Chamber in producing additional requested information and financials, per City Council direction.

Background

In 1977, the City Council adopted Ordinance No. 1738 establishing a BIT to collect funds that may be used for business improvement activities in the City. This fund allows for programs to promote the business community, encourage economic stability and development in the City. Since the founding of the Chamber in 2004, they have represented and advocated for the business community in South Pasadena as well as planned various events throughout the year to encourage residents to visit and shop local

in South Pasadena. In addition, the Chamber has planned events throughout the year including monthly mixers for the business community, quarterly Arts Crawls, and the Eclectic Music Festival.

BIT funds are collected through a percentage of business license tax for businesses physically located in the parking and business district located in South Pasadena, as well as citywide filming permits. Home occupation, businesses located outside of South Pasadena that do business in South Pasadena, and businesses located outside of the tax area do not contribute to the BIT. BIT revenues fluctuate annually based on business license and permit revenues.

The annual agreement outlines the Chamber's work plan which includes services and activities promoting the South Pasadena business community. These services and activities include, but are not limited to the following:

- Public event programming for the continued Arts Crawl and Eclectic Music Festival;
- Coordination of holiday décor;
- Business center services;
- Administrative costs.

In addition to the Chamber's programming and services to the business community, they have worked closely with the City's Economic Development Division in the last year to further increase business support in the City. A few examples of this partnership include:

- Deputy City Manager Megerdichian sitting on all monthly Chamber board meetings;
- City staff presenting at the Chamber Shop Talk events on various topics and resources for businesses;
- Co-sponsorship on Chamber led events;
- Partnership in launching *Experience South Pasadena* campaign to promote local business visitation and community engagement;
- Partnership in holiday lights and décor efforts.

The continued partnership between the City and Chamber remains a priority in further advancing economic development programming and support of the business community.

<u>BIT Funding Agreement History</u>

Attachment 2 of this staff report includes the June 7, 2023 staff report that details BIT fund information since 2007. To summarize this information:

- Since 2007, the City has allocated between $105,500 to $135,000 of BIT funds to the Chamber.

- In 2018, the Chamber was notified that annual revenues were not meeting projections, and the City's General Fund balance was used to cover installment payments to the Chamber.
- The fiscal year 2019-20 and 2020-21 budgets modified the annual allocation to the Chamber to the lower range of $105,500 to account for the decreased revenues.
- In 2020 as the result of the pandemic, additional revenue losses were experienced due to deferred payments for business licenses, and decreased filming activity.
- In 2022, the City approved an agreement with the Chamber in the amount of $105,500.
- In 2023, City staff provided the City Council and Chamber a historical accounting of BIT expenditures and invited a new proposal to be submitted for review for the FY 2023-24 period.
    - An initial funding request from the Chamber of Commerce was shared with staff on March 17, 2023. Staff reviewed and asked for additional information on clarifications, deliverables, and use of the proposed funding request. The proposal has been twice reviewed and resubmitted on April 17 and then on May 20, 2023.
    - Further direction was requested at the May 30, 2023 City Council meeting on a revised proposal submitted by the Chamber to increase their funding request to $157,000.
    - The City Council requested expenditures and revenues of the South Pasadena Farmers' Market and Eclectic Music Festival, and heard from City staff on projected BIT revenues. It should be noted that while historically, the Chamber's funding required that it earmark $12,000 for pass-through funding to the South Pasadena Tournament of Roses, this will no longer be required in the new 2023-2024 agreement. The City will fund the South Pasadena Tournament of Roses directly.

Following this discussion, City staff worked closely with the Chamber to bring forward a revised proposal for the City Council's consideration on June 7, 2023 in the amount of $128,500, with alternative options for funding. At the June 7 meeting, the City Council approved the revised funding request.

Analysis
The proposed agreement for Fiscal Year 2023-2024 provides funding and in-kind services in the amount of $128,500 and includes the following:

Funding amount	**Item funded**
Eclectic Music Festival	$25,000 (no additional City staffing costs to be levied)
Eclectic Music Festival Public Safety Staffing	*In-kind*, valued at $15,000
Arts Crawl Events	$30,000
Holiday Décor	$10,000
Business Center	$8,000

Administration	$40,500
Total Funding/Benefit	**$128,500**

The term of the agreement is for one year, through June 30, 2024.

In addition to the BIT agreement, the City also holds an agreement with the Chamber of Commerce for the operation and management of the South Pasadena Farmers' Market. While this BIT agreement was slated to come before City Council in July 2023, staff has been working closely with the Chamber of Commerce over the last two months to provide additional requested documents and financials to the City Council. Following the publishing of the staff report, members of the City Council's Economic Development Sub-Committee meeting with the Chamber to discuss these financials.

Fiscal Impact
The FY 2023-2024 budget has allocated a total of $128,500 for this agreement. For FY 2023-2024, the projected BIT revenue is estimated at $60,000 - $62,000, and the filming permit revenues are estimated at $32,000, for a total of $92,000 - $94,000 of revenue. Any funding levels over the total amount of BIT revenue would be dependent on General Fund reserves.

Key Performance Indicators and Strategic Plan
The partnership with the Chamber of Commerce in providing business programming and assistance lends to the 2021-26 Strategic Plan areas 2b and 2c related to commitments to Economic Development.

Attachments:
1) Draft Agreement with Chamber of Commerce
2) Staff Report from June 7, 2023 with Additional Document from Chamber on Budget
3) BIT Revenue Data for 2023-24

ATTACHMENT 1

Draft Agreement with Chamber of Commerce

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AGREEMENT BETWEEN THE CITY OF SOUTH PASADENA AND
THE SOUTH PASADENA CHAMBER OF COMMERCE

THIS AGREEMENT is made and entered into this 16th day of August, 2023 by and between the CITY OF SOUTH PASADENA, a municipal corporation, hereinafter referred to as "City", and the SOUTH PASADENA CHAMBER OF COMMERCE, a California corporation, hereinafter referred to as "Chamber".

WHEREAS, in 1977, the City Council adopted Ordinance No. 1738 establishing a Business Improvement Tax (BIT) to collect funds that may be used for the following four purposes:

1. Decoration of any public place in the area;
2. Promotion of public events which are to take place on or in public places in the area;
3. Furnishing of music in any public place in the area;
4. The general promotion of retail trade activities in the area; and

WHEREAS, the Chamber of Commerce was established to represent and advocate for the business community in South Pasadena, has created goals and objectives and a work plan and budget, and has submitted a proposal for a scope of work to be funded by Business Improvement Tax (BIT) BIT funds, and

WHEREAS, the City wishes to have carried out a program to promote the business community in order to encourage economic stability and development, and

WHEREAS, the City wishes to support the efforts of the Chamber of Commerce for the purposes permitted under Ordinance No. 1738, and

WHEREAS, Chamber is willing to undertake the services hereinafter set forth on behalf of City in the manner and for the purpose hereinafter provided;

NOW THEREFORE, AND IN CONSIDERATION of the mutual covenants, promises and agreements contained herein, City and Chamber agree as follows:

1. For the entire term of this Agreement, Chamber agrees to do and perform the following services and activities as part of its work plan during the term of this Agreement:

   a. Marketing activities including multimedia advertising campaign, branding, and website review, update, and maintenance;

   b. Economic development activities promoting and representing the South Pasadena business community at meetings and functions and in brochures and business directories;

c. Maintenance and staffing of a business resource center providing information and services to the South Pasadena business community;

d. Events and programs of interest and support to the South Pasadena business community;

e. Outreach to all members of the business community in the execution of these activities in order to create a single unified organization for the South Pasadena businesses;

f. Independently, and at the request of City, confer with business representatives to encourage and urge the establishment of their business, commercial or industrial activities in City;

g. Participate in, support and cooperate with City, to the best of its ability and to the extent authorized by Chamber's governing body, programs sponsored or encouraged by City for promotion of the business community;

h. Place on Chamber's board of directors' agenda for policy direction City requests for Chamber cooperation and public support of improvement programs sponsored, advanced or undertaken by City and the Community Redevelopment Agency of the City of South Pasadena;

i. Welcome new businesses to the community by both a written communication of welcome and a personal contact (phone or in-person) where possible, by a representative of Chamber;

j. Independently, and as requested by City, advertise City at Chamber functions throughout the region at other conferences and activities as may be deemed beneficial to extolling the advantages of business development within City;

k. Make written progress reports to the Deputy City Manager, to be transmitted to City Council no less than once per calendar quarter, including showing all information required by City, including, but not limited to the services provided by Chamber hereunder during the applicable quarter;

l. Meet periodically, but no less than quarterly, with Deputy City Manager to review Chamber's progress in meeting its program and budget goals for the year, and to report on the services provided under this contract.

m. Prior to raising them publicly, make every good faith effort to notify City, through its Deputy City Manager of concerns raised by Chamber Board members, regarding actions or inactions of City pursuant to this Agreement;

n. Continue to provide public event programs such as the quarterly Arts Crawl and the annual Eclectic Music Festival to encourage shopping, dining and the promotion of the arts in South Pasadena.

o. Install holiday décor during the holiday season, including the installation of lights and subsequent décor removal and storage

p. Make one annual presentation at a City Council meeting on efforts pertaining to this agreement, accomplishments, highlights, joint efforts with the City, as an annual year-in-review.

2. City shall compensate Chamber in the amount of $128,500 for the 2023-24 fiscal year for the services described above in accordance with the following terms:

a. *Chamber Budget.* Chamber shall provide City with an adopted annual budget, including specific expenditures of BIT funding that is consistent with the funding allocations set forth in Exhibit A, before the first disbursement of City funds, as well as a copy of IRS 990 (first page) for the Chamber when completed during the fiscal year of the effective date of this Agreement and for each complete Chamber fiscal year thereafter for the term of this Agreement. City will not be obligated to make any payments to Chamber until and unless those documents are submitted to the Deputy City Manager. Entire tax documents can be made available to the City at City's request, to be viewed at the Chamber office.

b. *Schedule of Disbursement.* The annual compensation shall be disbursed in unequal quarterly installments upon receipt of a Chamber invoice and the written quarterly report; the schedule for payment is as follows: 40% of total amount payable in the first quarter; 20% in the second quarter, 20% in the third quarter and the remainder 20% in the fourth quarter.

c. *Disbursement for Various Services and Associations*. Removed and retained.

d. *Payment for Additional Services & Programs.* From time to time the City Council may authorize payment for Chamber services and programs beyond the immediate scope of this Agreement. In such cases, City will pay for such services only after receipt of an invoice from Chamber. Payment is due within 30 days after receipt of required documentation, satisfactory to the Deputy City Manager; and

3. Prior to raising them publicly, City shall make every good faith effort to notify Chamber, through its President/CEO or a majority of Chamber's Executive Board members, of concerns raised by City Council members, or staff regarding actions or inactions of Chamber pursuant to this Agreement.

4. Chamber shall not utilize any monies received under this Agreement for the endorsement, opposition, or participation in any public office campaign or other political or lobbyist activity.

5. Chamber shall keep such books and records as shall be necessary to perform the services required by this Agreement and to enable City to evaluate the cost and the performance of such services. Books and records shall be kept and prepared in accordance with generally accepted accounting principles and shall be maintained for five years after their preparation.

6. City shall have the right to audit Chamber's records pertaining to this Agreement and the services to be performed hereunder. Chamber agrees to make available all pertinent records for the purpose of conducting such an audit at Chamber offices, during normal business hours. Such records shall be maintained for five years after their preparation.

7. Chamber and any agent or employee of Chamber shall act in an independent capacity and not as officers or employees of City. City assumes no liability for Chamber's actions or performance, nor assumes responsibility for taxes, bonds, payments, or other commitments, implied or expressed, by or for Chamber. Chamber shall not have authority to act as an agent on behalf of City. Chamber acknowledges that it is aware that because it is an independent contractor, City is making no deduction from any amount paid to Chamber and is not contributing to any fund on its behalf. Chamber disclaims the right to any fee or benefits except as expressly provided for in this Agreement.

8. Chamber shall indemnify, hold harmless and defend City, its officers, employees and agents from any and all actions, claims, liabilities, losses, expenses, awards, damages and judgments, including attorney's fees and court costs, which are related to or result from any intentional, reckless, negligent or otherwise wrongful acts, errors or omissions of Chamber or its officers, employees or agents related to or arising under this Agreement or the use of the compensation paid hereunder, except that the Chamber shall not be responsible under the foregoing with respect to any loss or damage to the extent that a court of competent jurisdiction or arbitrator determines that such loss or damage resulted from the City's or indemnified person's willful misconduct, bad faith, or gross negligence. All duties of Chamber under this provisions shall survive termination or expiration of the Agreement.

9. At all times during the term of this Agreement, Chamber shall carry, maintain and keep in full force and effect general commercial liability insurance and automobile liability insurance in amounts and with endorsements required by the City, as well as worker's compensation insurance in an amount required by State law.

10. This Agreement may be terminated in whole or in part at any time by either party upon 90 days' written notice to the other. In the event of termination, payments from City to Chamber hereunder shall be adjusted on a pro rata basis to the date of termination as set forth in the notice and such payment shall be in full satisfaction of City's obligations hereunder. Chamber, however, shall return any monies advanced to Chamber by City for performing services that were not yet performed within thirty (30) days of this Agreement being terminated.

The term of this Agreement shall be for the period from August 16, 2023 to June 30, 2024 ("term");

12. Resolution of Disputes:

    A. Disputes regarding the interpretation or application of any provisions of this Agreement shall, to the extent reasonably feasible, be resolved through good faith negotiations between the parties.

    B. If any action, at law or in equity, is brought to enforce or to interpret any provisions of this Agreement, the prevailing party in such action shall be entitled to recover reasonable attorney's fees, costs and necessary disbursements, in addition to such other relief as may be sought and awarded.

13. The respective duties and obligations of the parties hereunder shall be suspended while and so long as performance hereto is prevented or impeded by strikes, disturbances, riots, fire, severe weather, government action, war acts, acts of God, or any other cause similar or dissimilar to the foregoing which are beyond the control of the party from whom the affected performance was due.

14. Chamber shall not discriminate against any employee, subcontractor, or applicant for employment on the basis of race, color, religious creed, sex, gender, gender identity, gender expression, marital status, national origin, ancestry, age, physical disability, mental disability, medical condition, genetic information, sexual orientation or other basis prohibited by law.. In the performance of this Agreement, Chamber assures that no person shall, on the basis of race, color, religious creed, sex, gender, gender identity, gender expression, marital status, national origin, ancestry, age, physical disability, mental disability, medical condition, genetic information, sexual orientation or other basis prohibited by law, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Agreement or under any project, program or activity supported by the Agreement.

15. If any provision of this agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions nevertheless will continue in full force and effect without being impaired or invalidated in any way.

16. This Agreement shall be governed by and construed in accordance with laws of the State of California. In the event of litigation between the parties, venue in state trial courts shall lie exclusively in the County of Los Angeles. In the event of litigation in a U.S. District Court, exclusive venue shall lie in the Central District of California.

17. This Agreement supersedes any and all other agreements, either oral or in writing, between the parties with respect to the subject matter herein. Each party to this Agreement acknowledges that no representation by any party, which is not embodied

herein, nor any other agreement, statement or promise not contained in this Agreement shall be valid and binding. Any modification of the Agreement shall be effective only if it is in writing and signed by both the City and Chamber.

18. Any notices, bills, invoices, etc. required by this Agreement shall be deemed received on (a) the day of delivery if delivered by hand or courier such as federal express, during the receiving party's regular business hours; or (b) on the second business day following deposit in the United States mail, postage prepaid to the addresses set forth herein, or to such other addresses as the parties may, from time to time, designate in writing pursuant to this section, as follows: If to City, City of South Pasadena, 1414 Mission Street, South Pasadena, CA 91030; If to Chamber, Chamber of Commerce, 1121 Mission Street, South Pasadena, CA 91030.

19. Chamber shall obtain and maintain during the Agreement term all necessary licenses, permits and certificates required by law for the provision of services under this Agreement.

20. The City shall not be obligated or liable under this Agreement to any party other than the Chamber.

IN WITNESS HEREOF, the parties have executed this Agreement on the dates written on the next page.

CITY OF SOUTH PASADENA:

DATED: _____ BY:_____
Arminé Chaparyan, City Manager

CHAMBER OF COMMERCE:

DATED: _____ BY:_____
Jason Mak, Board Chair

DATED: _____ BY: _____
Laurie Wheeler, President/CEO

ATTEST:

_____
Mark Perez, Deputy City Clerk
(seal)

APPROVED AS TO FORM:

_____
Roxanne M. Diaz, City Attorney

EXHIBIT A

BIT FUNDING ALLOCATION

Funding amount	**Item funded**
Eclectic Music Festival	$25,000 (no additional City staffing costs to be levied)
Eclectic Music Festival Public Safety Staffing	(In-kind, no additional City staffing costs to be levied) $15,000
Arts Crawl Events	$30,000
Holiday Décor	$10,000
Business Center	$8,000
Administration	$40,500
Total	**$128,500**

ATTACHMENT 2

Staff Report from June 7, 2023 with Additional Document from Chamber of Commerce on Budget

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City Council Agenda Report

ITEM NO. 19

DATE: June 7, 2023

FROM: Arminé Chaparyan, City Manager AC

PREPARED BY: Domenica K. Megerdichian, Deputy City Manager

SUBJECT: **Consideration of South Pasadena Chamber of Commerce Business Improvement Tax (BIT) Proposal for Funding for FY 2023-24 in the Amount of $128,500**

Recommendation

It is recommended that the City Council review additional information related to the FY 2023-24 South Pasadena Chamber of Commerce Business Improvement Tax (BIT) and consider revised funding proposal in the amount of $128,500, and provide further direction to staff.

Executive Summary

Since 1977, the City of South Pasadena has held a financial agreement with the South Pasadena Chamber of Commerce for the use of Business Improvement Tax (BIT) funding to allow for programs and to promote the business community, encourage economic stability and development in the City. The Chamber has historically been a resource to South Pasadena businesses, and hosts events such as the quarterly Arts Crawl and the annual Eclectic Music Event, to promote South Pasadena businesses, and to draw residents and visitors to the downtown area. The City enters into an annual agreement with the Chamber of Commerce to determine funding levels and deliverables on these efforts.

Background

Since 2007, the City has allocated between $105,500 to $135,500 of BIT funds to the Chamber, and the funding has required that the Chamber earmark $12,000 for pass-through funding to the South Pasadena Tournament of Roses. While historically the BIT has been a pass-through account, in 2018, the Chamber was notified that annual revenues were not meeting projections, and the City's General Fund balance was used to cover installment payments to the Chamber. The FY 2019-20 and FY 2020-21 budgets modified the annual allocation to the Chamber to the lower range of $105,500 to account for the decreased revenues. Additional revenue losses were experienced in 2020 as a result of the pandemic, deferred payments for business licenses, and decreased filming activity. As the business community recovers from the pandemic, revenues are expected to increase over time.

Staff has worked with the Chamber of Commerce Board on reviewing and improving upon this year's funding proposal, which was discussed at length at the May 30, 2023 Budget Workshop before City Council. The City Council expressed continued support of the Chamber of Commerce, and agreed that while additional funding requests are understandable, the City Council would not support the funding request of $157,000. Staff was directed to work with the Chamber of Commerce on a revised proposal for the City Council's consideration, and staff met with Laurie Wheeler, President Jason Mak, and Board member Kris Morrish, on June 1, 2023 to discuss and develop the revised proposal herein.

Additionally, Mayor Pro Tem Zneimer requested that the Chamber's budget, expenditures and revenues of the Farmers' Market, and that of the Eclectic Festival, be shared with the City Council for this discussion. The City of South Pasadena and the South Pasadena Chamber of Commerce hold a contractual agreement for the operation and management of the South Pasadena Farmers' Market, and the request for financials for both events are within the specified terms of the BIT and the Farmers' Market agreements. Those items will be made available on Monday, June 5, 2023, after the posting of this staff report and agenda.

Analysis

The Chamber of Commerce submitted three versions of the funding proposal to the City, and all were remitted to the City Council. The latest version of the proposal, and the one that was discussed at the City Council Budget Workshop, is provided as Attachment 1. City staff and the Chamber have met and discussed the Chamber's funding proposal, including:

- Increased costs associated with the deliverance of the annual Eclectic festival. The Chamber Board will also look into opportunities for new business modeling for a more financially viable event plan for the future.
- The City has historically financially supported the South Pasadena Tournament of Roses at an amount of $12,000 that can be removed from the BIT account, and paid directly.
- Line items such as staff costs for advertising and website improvements shall be addressed by the Chamber's budget, as they are business decisions and not reliant on City funding; the BIT funds shall be maximized for deliverables to the business community.

As such, a revised funding request is as follows:

Art Crawls Events	$30,000
Eclectic Music Festival	$25,000 (no additional City staffing costs to be levied)
~~SPTOR Pass Through~~	~~$12,000~~
~~Advertising~~	~~$8,000~~
Holiday Décor	$10,000
~~Website Improvements~~	~~$9,000~~

Business Center	$8,000
Administration	$40,500
Total	**$128,500**

The City Council recently approved of a new City Special Event and Co-Sponsorship program, which includes the policy decision to pass on staff overtime costs to event organizers. The Eclectic Music Event costs the City $15,000 in public safety costs. With this revised proposal, we reduce the funding ask for the Eclectic event by $15,000, but also suggest that the City Council approve not levying any staff costs specific to the 2024 Eclectic Music Event.

BIT funds are collected through a percentage of business license tax for businesses physically located in the parking and business district located in South Pasadena, as well as citywide filming permits. Home occupation, businesses located outside of South Pasadena that do business in South Pasadena, and businesses located outside of the tax area do not contribute to the BIT, and BIT revenues fluctuate based on business license and permit revenues. For FY 2023-24, the projected BIT revenue is estimated at $60,000-62,000, and the filming permit revenues are estimated at $32,000, for a total of $92,000-94,000 of revenue. Any funding levels over this amount would be dependent on General Fund reserves.

Alternatives (if applicable)
City Council may also consider the following alternatives to this recommendation, or any others they may discuss as a part of this report:

1. The Farmers' Market agreement provides for a 7% gross revenues payment to the City, with a breakdown of 5% for Right-of-Way and 2% for Capital Improvement Projects, which are paid to the City quarterly. These funds have been paid timely, and we are in year one of five of a current agreement for the Farmers' Market. Reducing or eliminating the gross receipts element of the Farmers' Market agreement can be an alternative way to increase funds to the Chamber of Commerce, while minimizing reliance of General Fund Reserves. Staff recommends a review of this option at the time of renewal.
2. Maintain status quo

Fiscal Impact
The FY 2022-23 Budget provided for a $105,500 funding level to the Chamber of Commerce (Attachment 2). The most recent funding proposal for FY 2023-24 was $157,000, and projected revenues for the BIT including filming permits is about $92,000. City Council has verbalized the policy decision to continue financially supporting the Chamber of Commerce, and staff seeks direction on the level of funding. Any funds committed over the $92,000 projected revenue levels will rely upon General Fund Reserve balances.

Key Performance Indicators and Strategic Plan
The partnership with the Chamber of Commerce in providing business programming and assistance lends to the 2021-26 Strategic Plan areas 2b and 2c related to commitments to Economic Development.

Commission Review and Recommendation
This item has not been reviewed by a Commission.

Attachment:

1) FY 2023-24 BIT Proposal
2) July 20, 2023 Staff Report and FY 2022-23 BIT Agreement
3) Requested Financials of the Chamber of Commerce (Eclectic Music Festival and Farmers' Market)- *Materials Available Monday, June 5, 2023*

ATTACHMENT 1
FY 2023-24 BIT Proposal

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South Pasadena Chamber of Commerce

Memo to: Arminé Chaparyan, City Manager, Domenica Megerdichian, Deputy City Manager
CC: Chamber Board of Directors
Date: Friday, March 17, 2023, updated May 20, 2023
From: Laurie Wheeler
Subject: 2023-2024 Proposed BIT Request

The Business Improvement Tax (BIT) ordinance (Ordinance # 1738) was created in 1978 by City Council after the voters approved adding a tax to the annual business license fee. It was designed specifically to provide funding for the Chamber of Commerce, as the "one voice" for business in South Pasadena. The BIT has been, and continues to be, vital to the Chamber when it was implemented to bridge the traditional gap between funding and service expectations caused by the small business sector in a bedroom community.

Each year during the budget process for the upcoming fiscal year, the City Council designates an allocation from the BIT Fund to the Chamber, which is to be used to fulfill the requirements of the BIT Ordinance. The allocation amount is determined, in part, by the anticipated revenue that will be received from business licenses. The allocation for the 2022-2023 fiscal year is $105,500. Of that allocation, $12,000 is mandated as a pass-through to the South Pasadena Tournament of Roses.

For the 2023-2024 fiscal year, the Chamber is requesting an allocation of funds in the amount of $157,500. Of that, $12,000 will continue to be used to fund the SPTOR. We are asking for this amount to continue to provide the programming and events that benefit the businesses in South Pasadena, in particular, the Eclectic Music Festival & Arts Crawl.

The Chamber fulfills all of the requirements of the BIT ordinance, and delivers on the requirements of the annual contract. Those requirements include:

1. The coordination of the holiday decorations
2. Investment in the promotion of public events that take place on or in public places
3. Furnishing music in public place
4. Engagement in the general promotion of retail trade activities in the 91030 zip code.

The Chamber budget is allocated into three categories, the Business Improvement Tax (BIT), Chamber revenue and the weekly Farmers' Market. The BIT fund budget, along with statements of projected revenues for the year is below. Once approved, the contract will take effect on July 1, 2023.

CHAMBER 2022-2023 BUDGET SNAPSHOT

	BIT	Chamber	Farmers' Market	Total
Income	$105,500	$102,216	$234,225	$441,941
Expense	$105,500	$113,229	$220,350	$439,079
Fund Balance	$ 0	($ 11,013)	$ 13,875	$ 2,862

To this end, the Chamber continues to operate an award-winning Farmers' Market, and remits 7% of the revenue generated by the Farmers' Market to the City (5% right-of-way and 2% CIP). In addition, the Chamber serves as a business resource center, visitor information center, community art gallery and is a well-respected resource for connecting individuals and organizations in creating a strong community.

The BIT funds have been and will continue to be used to benefit the business community:
Arts Crawls – held quarterly to encourage shopping and dining in the South Pasadena business district.

- Outreach and coordination with merchants to program special events
- Street closure (summer and fall)
- Interactive art activities for all ages
- Graphics and posters for promotion and marketing
- Advertising – print, digital, social media
- Communications – news releases, articles, maps

Business and Visitor Resource Center – The Chamber office serves as a resource for businesses and visitors.

- Fields and responds to calls, visits and e-mail inquiries from the public as well as businesses
- Serves as a community art gallery, curated by the South Pasadena Arts Council
- Offers literature, transit schedules, local newspaper (South Pasadena Review), and other guides, resources, news and information, as well as a display of member business cards, flyers and promotional materials.

Holiday Décor –

- The Chamber owns a very modest collection of holiday décor, which is stored, installed and removed by an outside vendor each year.
- Additionally, prior to the 2022 holiday season, the Chamber supplemented BIT funds to add lights to trees on Mission Street.
- In 2023, the City and Chamber worked to replace those lights; and at the request of the Deputy City Manager, we will hold $5,000 of the 2022-23 BIT fund to augment the décor plan for 2023 season.

Website – A resource for businesses, residents and visitors

- Event information, maps, flyers, etc. are posted on the website, where anyone can access information, registration and details for these local events.

- Funds will be used to increase the viewing capacity of the website. During the 2023 Eclectic, over 80,000 people attempted to access the event map, causing the site to 'crash'.
- Member businesses are listed by category and many are in a "Guide to South Pasadena", which is arranged by category, with links to the business websites, photos, etc.
- Learning Center – features resources, videos, information to assist businesses directly with their operational needs.
- Community Calendar is a resource for the entire community as it lists events sponsored by organizations and businesses; serving multiple purposes and users

SPTOR – Since the Chamber was first created, in 2004, the BIT contract always included a mandate to fund the SPTOR float efforts. The Chamber would be open to working with the city to facilitate continuing SPTOR support outside of BIT.

The Chamber anticipates that the funding from the BIT of the above categories will remain consistent, even though costs have increased and the Arts Crawls (in particular0 have grown in popularity, participation, and activity levels.

Eclectic Music Festival – As indicated on the document attached as well as in the estimated budget below, the BIT did not provide funding for the Eclectic in 2019, 2022 or 2023. The event was supported by fund raisers, local sponsor support, vendor and artisan contributions, revenue from beverage sales, as well as Chamber events and activities, including the Farmers' Market. Although it is an extremely popular and successful event, the Eclectic has been operating on a 'shoestring' budget. To date, the planning, organizing, designing and coordinating work has been done by the Chamber staff (of 2 people) supplemented by volunteers, with a few paid contractors. The funding allocation requested would allow the Chamber to augment and stabilize the infrastructure, improve signage, wayfinding and marketing, as well as covering any city staffing costs as per the City's newly adopted Co-Sponsorship Policy. The infrastructure component would include retaining the services of a professional event planning firm, who could also help secure additional corporate sponsorship support, as well as more equipment, such as barricades, security and logistics staff, and wayfinding.

Service/Item	**Estimated Cost**
Professional Event Planning firm	$20,000
Contracted staff (would include security, logistics)	$ 4,000
Equipment (barricades, fencing, etc.)	$ 4,000
City Staffing	$15,000

One of the primary goals of this request is that the Chamber will be able to use this year's allocation to develop a sustainable, ongoing source of funds to produce the Eclectic. This will be accomplished through corporate sponsorship. The event planning firm will assist with that endeavor by identifying, contacting, and working with potential sponsors. These sponsors will enable the Chamber to continue to produce this event for the businesses and community,

which will, in turn, allow the Chamber to use our funding to further the support, promotions and events throughout the year that help the small businesses in South Pasadena thrive.

Further, it is not expected that the requested funding increase will cover the costs of the Eclectic. Costs overall have increased significantly (sound/staging, labor, rental equipment, etc.). As the event grows, so does the need to program more and varied activities for the guests. New requirements for one-day vendors at the City Co-Sponsored and special events will require more coordination with each vendor to ensure compliance.

Advertising – The requested funds for advertising will be used to increase the promotion, outreach and support we can provide merchants.

- Develop, refine and launch the Discover South Pas program in partnership with the City
- Design and produce a branded "shop local" street banner and promotional campaign
- Develop a holiday shopping campaign in collaboration with the local businesses
- Enhance and expand the marketing and advertising reach for various events, such as the Arts Crawl (print and digital ads, additional wayfinding and informational signage for the events)

The following is a summary break-down of the funding of the programs and projects funded with the BIT allocation. Each of these meets the criteria for which the funds can be used:

Business Improvement Tax Allocations

	2022-2023		**2023-2024**	
Events – Arts Crawls	$30,000	28%	$30,000	19%
Events – Eclectic Music Festival			$40,000	25%
SPTOR	$12,175	11%	$12,000	8%
Advertising	$		$ 8,000	5%
Holiday Decorations	$10,000	10%	$10,000	6%
Website	$ 3,225	3%	$ 9,000	6%
Business Resource Center (rent)	$ 9,300	9%	$ 8,000	5%
Administration	$40,800	39%	$40,500	26%
TOTAL	**$105,500**		**$157,500**	

Also attached to this report are some preliminary historical statistics about the Eclectic Music Festival. Also included is a budget comparison between the 2019 and 2023 Eclectic Music Festivals. The 2020 and 2021 events were cancelled due to Covid. The Eclectic returned in 2022, but on a smaller scale and footprint. The 2019 event provides a valid comparison, since

both events included a full street closure of Mission Street between Fair Oaks and Meridian. The 2023 budget is still a draft, and is in the process of being finalized as the event wrap-up continues.

We respectfully request the renewal of our annual contract f 2023-2024 in the amount of $157,500. We will continue to provide services, resources and events that benefit the entire business community, and encourage visitors to Eat-Shop-Enjoy South Pasadena. Finally, the Chamber and this event have not been immune to rising labor and material costs across categories required to put on this event. We do anticipate that these costs will continue to increase as they are, and as we attract more visitors to South Pasadena, thus we are calling for the increased budget to make this event sustainable for years to come. Thank you for your consideration.

Respectfully submitted,
Laurie Wheeler
President/CEO

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ATTACHMENT 2

July 20, 2023 Staff Report and FY 2022-23 BIT Agreement

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City Council Agenda Report

ITEM NO. 19

DATE: July 20, 2022

FROM: Arminé Chaparyan, City Manager AC

PREPARED BY: Domenica K. Megerdichian, Deputy City Manager

SUBJECT: **Approval of an Agreement with the South Pasadena Chamber of Commerce (Chamber) for Continued Funding from Business Improvement Tax (BIT) Revenues for Economic Development Activities**

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

Background
In 1977, the City Council adopted Ordinance No. 1738 establishing a BIT to collect funds that may be used for business improvement activities in the City.

The Chamber of Commerce represents and advocates for the business community in South Pasadena. The City has supported the efforts of the Chamber with BIT funds to allow for programs to promote the business community in order to encourage economic stability and development in the City. The Chamber is a resource for connecting individuals and organizations in creating a strong community. The Chamber organizes several events including the quarterly Art Crawl, and the annual Eclectic Music Festival. These events create the basis of the "Arts Based Economic Development strategy" that help define the quality of life in South Pasadena. The Chamber works to support South Pasadena businesses with various marketing and promotional activities, and is often the first point of contact in welcoming and assisting businesses. The Chamber operates a business resource center, visitor information center, and a community art gallery, and hosts monthly "Shop Talks" and after-hours mixers for the business community.

BIT funds are collected through a percentage of business license tax for businesses physically located in the parking and business district located in South Pasadena, as well as citywide filming permits. Home occupation, businesses located outside of South Pasadena that do business in South Pasadena, and businesses located outside of the tax area do not contribute to the BIT, and BIT revenues fluctuate based on business license and permit revenues.

Analysis
Since 2007, the City has allocated between $105,500 to $135,500 of BIT funds to the Chamber, and the funding has required that the Chamber earmark $12,000 for pass-through funding to the South Pasadena Tournament of Roses. While historically the BIT has been a pass-through account, in 2018, the Chamber was notified that annual revenues were not meeting projections, and the City's General Fund balance was used to cover installment payments to the Chamber. The FY 2019-20 and FY 2020-21 budgets modified the annual allocation to the Chamber to the lower range of $105,500 to account for the decreased revenues. Additional revenue losses were experienced in 2020 as a result of the pandemic, deferred payments for business licenses, and decreased filming activity. As the business community recovers from the pandemic, revenues are expected to increase overt time.

The agreement outlines the Chamber's work plan which includes services and activities promoting the South Pasadena business community. The term of the agreement is for one year, and may be extended on an annual basis by the City Manager provided that the City approves any subsequent City budget which includes a line item for the expenditure of BIT revenues for uses similar to this Agreement.

BIT funds will be used to further Chamber programming, per the requirements of the ordinance, including:

1. The coordination of the holiday decorations;
2. Investment in the promotion of public events that take place on or in public places;
3. Furnishing music in public place;
4. Engagement in the general promotion of retail trade activities in the 91030 zip code.

The BIT revenues for this year as of May 31, 2022 amount to $82,220, and the Fiscal Year 2022-23 Adopted Budget carried over the $105,500 from last year's budget. Upon City Council's approval of this agreement, staff will utilize this agreement period to analyze the pandemic-recovery BIT, and will work in partnership with the Chamber on identifying their funding needs/requests moving forward.

Fiscal Impact
The FY 2022-23 budget has allocated a total of $105,500 for this agreement.

Attachments:

1. Draft Agreement with Chamber of Commerce
2. Business Improvement Tax (BIT) Revenue Data

ATTACHMENT 1

Draft Agreement with Chamber of Commerce

AGREEMENT
BETWEEN THE CITY OF SOUTH PASADENA AND
THE SOUTH PASADENA CHAMBER OF COMMERCE

THIS AGREEMENT is made and entered into this 20th day of July, 2022 by and between the CITY OF SOUTH PASADENA, a municipal corporation, hereinafter referred to as "City", and the SOUTH PASADENA CHAMBER OF COMMERCE, a California corporation, hereinafter referred to as "Chamber".

WHEREAS, in 1977, the City Council adopted Ordinance No. 1738 establishing a Business Improvement Tax (BIT) to collect funds that may be used for the following four purposes:

1. Decoration of any public place in the area;
2. Promotion of public events which are to take place on or in public places in the area;
3. Furnishing of music in any public place in the area;
4. The general promotion of retail trade activities in the area; and

WHEREAS, a new Chamber of Commerce was established to represent and advocate for the business community in South Pasadena, has created goals and objectives and a work plan and budget, and has submitted a proposal for a scope of work to be funded by Business Improvement Tax (BIT) BIT funds, and

WHEREAS, the City wishes to have carried out a program to promote the business community in order to encourage economic stability and development, and

WHEREAS, the City wishes to support the efforts of the Chamber of Commerce as permitted under Ordinance No. 1738, and

WHEREAS, Chamber is willing to undertake the services hereinafter set forth on behalf of City in the manner and for the purpose hereinafter provided;

NOW, FOR, AND IN CONSIDERATION of the mutual covenants, promises and agreements contained herein, City and Chamber agree as follows:

1. For the entire term of this Agreement, Chamber agrees to do and perform the following services and activities as part of its work plan during the term of this Agreement:

   a. Marketing activities including multimedia advertising campaign, branding, and website review, update, and maintenance;

b. Economic development activities promoting and representing the South Pasadena business community at meetings and functions and in brochures and business directories;

c. Creating and staffing a business resource center providing information and services to the South Pasadena business community;

d. Events and programs of interest and support to the South Pasadena business community;

e. Outreach to all members of the business community in the execution of these activities in order to create a single unified organization for the South Pasadena businesses;

f. Independently, and at the request of City, confer with business representatives to encourage and urge the establishment of their business, commercial or industrial activities in City;

g. Participate in, support and cooperate with City, to the best of its ability and to the extent authorized by Chamber's governing body, programs sponsored or encouraged by City for promotion of the business community;

h. Place on Chamber's board of directors' agenda for policy direction City requests for Chamber cooperation and public support of improvement programs sponsored, advanced or undertaken by City and the Community Redevelopment Agency of the City of South Pasadena;

i. Welcome new businesses to the community by both a written communication of welcome and a personal contact (phone or in-person) where possible, by a representative of Chamber;

j. Independently, and as requested by City, advertise City at Chamber functions throughout the region at other conferences and activities as may be deemed beneficial to extolling the advantages of business development within City;

k. Make written progress reports to the Deputy City Manager, to be transmitted to City Council no less than once per calendar quarter, including showing all information required by City, including, but not limited to the services provided by Chamber hereunder during the applicable quarter;

l. Meet periodically, but no less than quarterly, with Deputy City Manager to review Chamber's progress in meeting its program and budget goals for the year, and to report on the services provided under this contract.

m. Prior to raising them publicly, make every good faith effort to notify City, through its Deputy City Manager of concerns raised by Chamber Board members, regarding actions or inactions of City pursuant to this Agreement;

n. Indemnify, hold harmless and defend City, its officers, employees and agents from any and all actions, claims, liabilities, losses, expenses, awards, damages and judgments, including attorney's fees and court costs, which are related to or result from any action or inaction of Chamber or its officers, employees or agents relating to this Agreement or the use of the compensation paid hereunder, except that the Chamber shall not be responsible under the foregoing with respect to any Losses to the extent that a court of competent jurisdiction or arbitrator determines that such losses resulted from the City's or indemnified person's willful misconduct, bad faith, or gross negligence; and

o. Provide general commercial liability insurance and automobile liability insurance in amounts and with endorsements required by the City, as well as worker's compensation insurance in an amount required by State law.

p. Make one annual presentation at a City Council meeting on efforts pertaining to this agreement, accomplishments, highlights, joint efforts with the City, as an annual year-in-review.

2. City shall compensate Chamber by the sum of $105,500 for the 2022-23 fiscal year for the services described above in accordance with the following terms:

a. *Chamber Budget.* Chamber shall provide City with an adopted annual budget, including specific expenditures of BIT funding, before the first disbursement of City funds, as well as acopy of IRS 990 (first page) for the Chamber when completed during the fiscal year of the effective date of this Agreement and for each complete Chamber fiscal year thereafter for the term of this Agreement. City will not be obligated to make any payments to Chamber until and unless those documents are submitted to the Deputy City Manager. Entire tax documents can be made available to the City at City's request, to be viewed at the Chamber office.

b. *Schedule of Disbursement.* The annual compensation shall be disbursed in unequal_quarterly installments upon receipt of a Chamber invoice and the written quarterly report; the schedule for payment is as follows: 40% of total amount payable in the first quarter; 20% in the second quarter, 20% in the third quarter and the remainder 20% in the fourth quarter.

c. *Disbursement for Various Services and Associations.* The Chamber is required and solely responsible for the disbursement of a portion of its

annual allocation for various services and to other Associations in accordance with the City adopted annual budget. The City's adopted budget for FY 2022-23 requires the following disbursement:

1. A minimum of $12,000 shall be set aside for the South Pasadena Tournament of Roses

d. *Payment for Additional Services & Programs.* From time to time the City Council may authorize payment for Chamber services and programs beyond the immediate scope of this Agreement. In such cases, City will pay for such services only after receipt of an invoice from Chamber. Payment is due within 30 days after receipt of required documentation, satisfactory to the Deputy City Manager; and

e. *Discussion of Concerns.* Prior to raising them publicly, City shall make every good faith effort to notify Chamber, through its President/CEO or a majority of Chamber's Executive Board members, of concerns raised by City Council members, or staff regarding actions or inactions of Chamber pursuant to this Agreement.

3. Chamber shall not utilize any monies received under this Agreement for the endorsement, opposition, or participation in any public office campaign or other political or lobbyist activity unless such use is a legally authorized expenditure for City and prior approval of the City Council is obtained.

4. Chamber shall keep such books and records as shall be necessary to perform the services required by this Agreement and to enable City to evaluate the cost and the performance of such services. Books and records shall be kept and prepared in accordance with generally accepted accounting principles and shall be maintained for five years after their preparation.

5. City shall have the right to audit Chamber's records pertaining to this Agreement and the services to be performed hereunder. Chamber agrees to make available all pertinent records for the purpose of conducting such an audit at Chamber offices, during normal business hours. Such records shall be maintained for five years after their preparation.

6. Chamber and any agent or employee of Chamber shall act in an independent capacity and not as officers or employees of City. City assumes no liability for Chamber's actions or performance, nor assumes responsibility for taxes, bonds, payments, or other commitments, implied or expressed, by or for Chamber. Chamber shall not have authority to act as an agent on behalf of City unless specifically authorized to do so in writing. Chamber acknowledges that it is aware that because it is an independent contractor, City is making no deduction from any amount paid to Chamber and is not contributing to any fund on its behalf. Chamber disclaims the right to any fee or benefits except as expressly provided for in this Agreement.

7. This Agreement may be terminated in whole or in part at any time by either party hereto upon 90 days' written notice to the other whereupon all rights and obligations of both parties hereto shall terminate as to the executory provisions of this Agreement, and the payments from City to Chamber hereunder shall be adjusted on a pro rata basis to the date of termination.

8. The term of this Agreement shall be for the period from July 20, 2022 to June 30, 2023; provided, that if the City approves any subsequent City budget which includes a line item for the expenditure of BIT revenues for uses similar to this Agreement, the City Manager is authorized to extend this Agreement for an additional period of time for use of those revenues covered by the approved expenditure and subject to modifications the parties deem appropriate or the City requires. This Agreement may be extended on an annual basis by the City Manager.

9. Resolution of Disputes:

   A. Disputes regarding the interpretation or application of any provisions of this Agreement shall, to the extent reasonably feasible, be resolved through good faith negotiations between the parties.

   B. If any action, at law or in equity, is brought to enforce or to interpret any provisions of this Agreement, the prevailing party in such action shall be entitled to recover reasonable attorney's fees, costs and necessary disbursements, in addition to such other relief as may be sought and awarded.

10. The respective duties and obligations of the parties hereunder shall be suspended while and so long as performance hereto is prevented or impeded by strikes, disturbances, riots, fire, severe weather, government action, war acts, acts of God, or any other cause similar or dissimilar to the foregoing which are beyond the control of the party from whom the affected performance was due.

11. In the performance of this Agreement, Chamber shall not discriminate against any employee, subcontractor, or applicant for employment because of race, color, creed, religion, sex, marital status, national origin, ancestry, age physical or mental handicap, medical condition, or sexual orientation.

12. If any provision of this agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions nevertheless will continue in full force and effect without being impaired or invalidated in any way.

13. This Agreement shall be governed by and construed in accordance with laws of the State of California. In the event of litigation between the parties, venue in state trial courts shall lie exclusively in the County of Los Angeles. In the event of litigation in a U.S. District Court, exclusive venue shall lie in the Central District of California.

14. This Agreement supersedes any and all other agreements, either oral or in writing, between the parties with respect to the subject matter herein. Each party to this Agreement acknowledges that no representation by any party, which is not embodied herein, nor any other agreement; statement or promise not contained in this Agreement shall be valid and binding. Any modification of the Agreement shall be effective only if it is in writing and signed by all parties.

IN WITNESS HEREOF, the parties have executed this Agreement on the dates written on the next page.

CITY OF SOUTH PASADENA:

DATED: _____

BY:_____
Arminé Chaparyan, City Manager

CHAMBER OF COMMERCE:

DATED: _____

BY:_____
Andrew Berk, Board Chair

DATED: _____

BY: _____
Laurie Wheeler, President/CEO

ATTEST:

_____
Christina Munoz, Deputy City Clerk
(seal)

APPROVED AS TO FORM:

_____
Andrew Jared, City Attorney

ATTACHMENT 2

Business Improvement Tax (BIT) Revenues Data

Business Improvement Tax Revenue FY 2021-2022

From Business Licenses:	
Jul-21	$ 4,281
Aug-21	$ 6,470
Sep-21	$ 4,223
Oct-21	$ 4,182
Nov-21	$ 6,277
Dec-21	$ 2,861
Jan-22	$ 3,509
Feb-22	$ 3,294
Mar-22	$ 5,685
Apr-22	$ 5,927
May-22	$ 4,364
Jun-22	n/a
subtotal	*$ 51,072*

From Filming Permits:	
Jul-21	$ 2,652
Aug-21	$ 1,196
Sep-21	$ 3,744
Oct-21	$ 2,964
Nov-21	$ 3,068
Dec-21	$ 2,704
Jan-22	$ 3,380
Feb-22	$ 1,612
Mar-22	$ 4,992
Apr-22	$ 2,808
May-22	$ 2,028
Jun-22	n/a
subtotal	*$ 31,148*

Total BIT received as of May 31, 2022 for Fiscal Year 2021-2022 : $82,220

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ATTACHMENT 3

Requested Financials of the Chamber of Commerce
(Eclectic Music Festival and Farmers' Market)

Materials Available Monday, June 5, 2023

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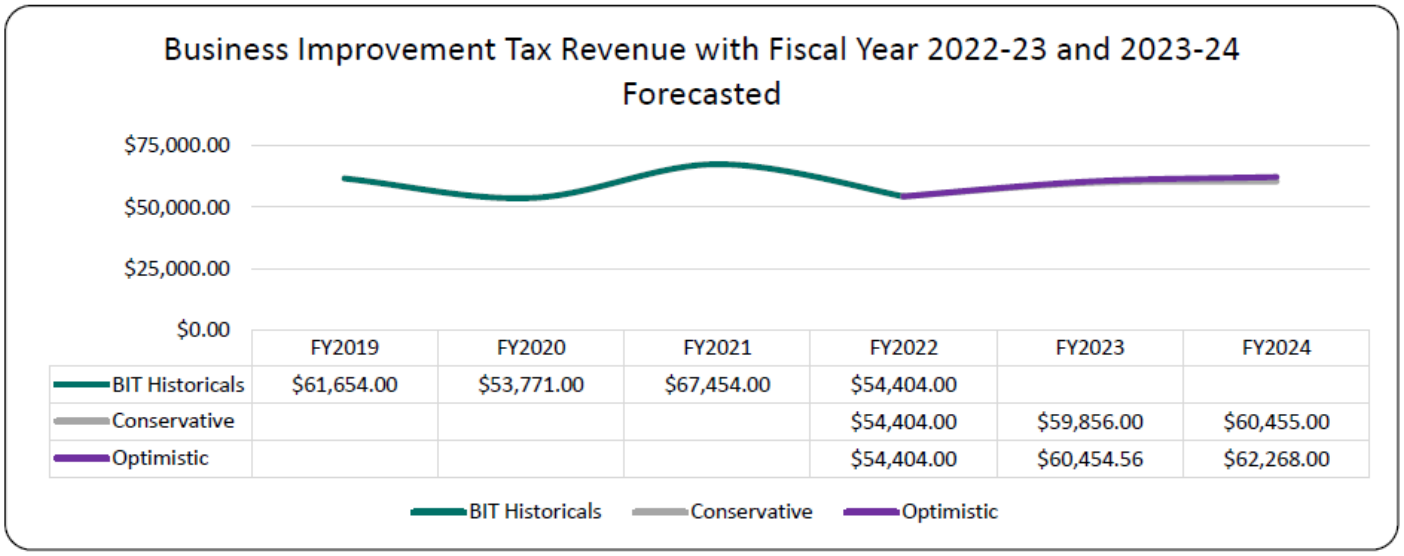
ATTACHMENT 3

BIT Revenue Data

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Business Improvement Tax Revenue Forecast:

- Summary:
  - The forecast for Fiscal Year 2023-24 HdL estimates that revenues will conservatively be $60,455. We also included a more optimistic estimate of $62,268. These two estimates can be considered an upper and lower bound of expected revenues for fiscal year 2023-24.



	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
BIT Historicals	$61,654.00	$53,771.00	$67,454.00	$54,404.00		
Conservative				$54,404.00	$59,856.00	$60,455.00
Optimistic				$54,404.00	$60,454.56	$62,268.00

Revenue Detail From FY 2023-24 Budget:

Account	Account Title	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Proposed 2023/24
5412-000	Business Improvement Tax	53,771	67,454	56,619	60,000	60,000	60,000
5412-001	BIT – Filming Permits	26,615	30,086	32,760	26,000	31,125	31,875
	Interest Income	85	20	1	500	-	-
	BIT TOTAL	**80,471**	**97,560**	**89,380**	**86,500**	**91,125**	**91,875**

City Council Agenda Report

ITEM NO. 18

DATE: June 5, 2024

FROM: Arminé Chaparyan, City Manager

PREPARED BY: Roxanne Diaz, City Attorney

SUBJECT: **CONSIDERATION OF SAMPLE RESOLUTIONS RELATED TO THE ONGOING CONFLICT IN THE MIDDLE EAST FOR CITY COUNCIL DISCUSSION, DIRECTION AND/OR ACTION**

Recommendation

It is recommended that the City Council discuss the proposed sample resolutions and provide direction to the City Attorney.

Executive Summary

At the May 15, 2024 City Council meeting, after numerous comments by members of the public regarding a ceasefire resolution pertaining to the Hamas and Israeli conflict, Councilmember Cacciotti requested that a resolution pertaining to the conflict be placed on the agenda for consideration. Councilmember Braun made the second to bring back a resolution for discussion asking that the focus be on areas where there was agreement such as condemning the acts against civilians, children and humanitarian workers and health care workers.

Background

The City Attorney's office is taking the lead on the item requested by Councilmember Cacciotti related to the conflict occurring in the Middle East. For the City Council's discussion and direction are three sample resolutions related to the conflict as is more discussed below.

Analysis

During the Councilmember Comments portion of the May 15, 2024 City Council meeting, Councilmember Cacciotti reflected that he had reviewed several resolutions, including that of the cities of Alhambra and Pasadena, related to the conflict of the Middle East. He asked that staff review these resolutions and others and bring back a proposed resolution that has a balanced approach for further review and discussion.

In reviewing the resolutions of Alhambra and Pasadena and other resolutions of numerous cities, many of the resolutions repeat the same themes and language and a few resolutions are more tailored such as the Pasadena resolution. Accordingly, our office draft three sample resolutions for the discussion with varied approaches.

Sample One focuses on the matters related to the sanctity of human life, no matter the religion or ethnicity and denounces the attacks on civilians, children and humanitarian workers and supports the efforts to pursue peace and a lasting ceasefire in the Middle East. Sample Two is

the resolution adopted by the City of Alhambra and that resolutions contains numerous recitals related to the conflict and supports negotiations that lead to a lasting ceasefire in Israel and Gaza, the release of the hostages and the safe provision of food, water and medical supplies and other humanitarian aid. Sample Three is the resolution adopted by the City of Pasadena. That resolution reflects a previous resolution adopted by Pasadena that affirmed that city's commitment to inclusion and advancement of diversity and equity for people of all ethnicities and condemns hate and xenophobic violence against those of varying ethnicities, religious beliefs, genders and backgrounds. Pasadena reiterated its commitment to that previous resolution and calls on leaders at the federal level to continue to work with the global community to release the hostages, seek bilateral de-escalation and pursue peace in the Middle East. In summary, all three resolutions share the same themes but the information is presented by varying approaches.

The goal of this approach was to provide the Council with varying options and approaches to this matter and allow for discussion and varying viewpoints.

Fiscal Impact
There is no fiscal impact in the discussion or adoption of a resolution should the City Council desire to do so.

Attachment:
Attachment No. 1 - Draft Resolution Number 1 - Staff Sample
Attachment No. 2 - Draft Resolution Number 2 - Pasadena Sample
Attachment No. 3 - Draft Resolution Number 3- Alhambra Sample

DRAFT RESOLUTION NUMBER 1
STAFF SAMPLE
FOR DISCUSSION

RESOLUTION NO.____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, RELATED TO THE ONGOING CONFLICT IN THE MIDDLE EAST

WHEREAS, the City of South Pasadena is comprised of diverse individuals whose collective cultures, religions, backgrounds, orientations, abilities and viewpoints form a community that is welcoming and accepting of people from all walks of life;

WHEREAS, the City of South Pasadena supports peace, safety, dignity and freedom and equality for all people;

WHEREAS, the City of South Pasadena stands firmly on the principles of peace, unity, mutual respect, understanding and the universal value of the sanctity of human life; and

WHEREAS, all human life is precious, and the loss of life, no matter what their faith or ethnicity, is contrary to the moral compass of our City;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA HEREBY FINDS, DETERMINES AND RESOLVES AS FOLLOWS:

Section 1. The recitals set forth above are incorporated herein by reference as if set forth in full.

Section 2. The City of South Pasadena acknowledges that the ongoing conflict in the Middle East has claimed the lives of many individuals in the region causing immeasurable suffering to countless of persons and denounces the taking of human life of civilians, including children, humanitarian aid workers, health care workers and many others, no matter their faith or ethnicity.

Section 3. The City of South Pasadena supports the efforts to pursue peace and a lasting ceasefire in the Middle East.

STAFF SAMPLE

DRAFT RESOLUTION NUMBER 1
STAFF SAMPLE
FOR DISCUSSION

PASSED, APPROVED, AND ADOPTED on this _____ day of _____, 2024.

_____
Evelyn G. Zneimer, Mayor

ATTEST:

_____
Deputy City Clerk

APPROVED AS TO FORM

_____
Roxanne Diaz, City Attorney

STAFF SAMPLE

DRAFT RESOLUTION NUMBER 2
PASADENA SAMPLE
FOR DISCUSSION

RESOLUTION NO.____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, MAKING A DECLARATION RELATING TO THE ONGOING CONFLICT IN THE MIDDLE EAST

WHEREAS, the City of South Pasadena advocates for peace, safety, dignity, freedom, and equality for all people, and is comprised of diverse individuals whose collective cultures, religions, backgrounds, orientations, abilities, and viewpoints join to form a community that prides itself on being welcoming and accepting of people from all walks of life; and

WHEREAS, the ongoing conflict in the Middle East has claimed the lives of many individuals in the region, causing immeasurable suffering to countless persons, and continued risk of death is imminent if the release of hostages and a ceasefire does not take place;

WHEREAS, the City Council affirms its commitment to inclusion and advancement of diversity and equity for people of all ethnicities, national origins, and backgrounds and condemns hate and xenophobic violence against all persons and affirms that the City of South Pasadena and all levels of government must stand united in combating intolerance, xenophobia, discrimination, and hate against those of varying ethnicities, religious beliefs, genders, and backgrounds;

NOW, THEREFORE BE IT DECLARED by the City Council of the City of South Pasadena that:

Section 1. The City of South Pasadena continues to stand firmly behind the principles of peace, unity, respect, understanding, and valuing the sanctity of human life.

Section 2. The City of South Pasadena calls on leaders at the federal level to continue to work cooperatively with the global community to release all hostages, seek bilateral de-escalation and ceasefire, ensure timely delivery of aid to Gaza, and pursue peace in the Middle East to guard and protect the lives, health, and security of all innocent civilians.

Section 3. The City Council requests a copy of this declaration be sent to the offices of Congressmembers Judy Chu and Adam Schiff, Senators Alex Padilla and Laphonza Butler, and President Joe Biden.

PASADENA SAMPLE

DRAFT RESOLUTION NUMBER 2
PASADENA SAMPLE
FOR DISCUSSION

PASSED, APPROVED, AND ADOPTED on this _____ day of _____, 2024.

_____
Evelyn G. Zneimer, Mayor

ATTEST:

_____
Deputy City Clerk

APPROVED AS TO FORM

_____
Roxanne Diaz, City Attorney

PASADENA SAMPLE

DRAFT RESOLUTION NUMBER 3
ALHAMBRA SAMPLE
FOR DISCUSSION

RESOLUTION NO.____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, SUPPORTING A PEACEFUL RESOLUTION TO THE ONGOING CONFLICT AND HUMANITARIAN CRISIS IMPACTING GAZA AND ISRAEL

WHEREAS, the City of South Pasadena is made up of diverse individuals whose collective cultures, religions, backgrounds, orientations, abilities, and viewpoints join to form a highly pluralistic community which prides itself on being a place which welcomes all persons and families of all walks of life; and

WHEREAS, the City of South Pasadena has a long-standing commitment to advocating for peace, social justice, equity, safety and fostering a mutual respect and understanding for all people, regardless of religion, race or nationality; and

WHEREAS, the City of South Pasadena condemns all forms of violence, intolerance, racism, and xenophobia, including the recent rise of Anti-Semitic, Islamophobic, Anti-Jewish, and Anti-Arab sentiments, rhetoric, and attacks; and

WHEREAS, the City of South Pasadena stands firmly on the foundations of peace, unity, respect, understanding, and the universal value and preciousness of all lives;

WHEREAS, all human life is precious, and the targeting of civilians, no matter their faith or ethnicity, is a violation of international humanitarian law;

WHEREAS, hundreds of thousands of lives are at continue risk without an immediate and permanent cease-fire and delivery of humanitarian and medical aid without delay; and

WHEREAS, over 200,000 people, mostly children, are experiencing catastrophic levels of hunger, a category that now includes more than a quarter of the Gazan population. All Gaza's 2.2 million people are unable to meet their food needs; and

WHEREAS, the City of South Pasadena condemns the atrocious attack, documented sexual violence and kidnapping committed by Hamas against innocent Israelis, Thais, Nepalis, Filipinos an Cambodians on October 7, that claimed over 1,200 lives and joins calls to demand the immediate return of all hostages; and

WHEREAS, the City of South Pasadena recognizes that we must separate innocent people from the actions of their governments, and speak out against policies that do not preserve life; and

ALHAMBRA SAMPLE

DRAFT RESOLUTION NUMBER 3
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WHEREAS, a growing number of cities throughout California and across the country have approved or are actively considering statements calling for peace, a lasting ceasefire and safe return of all hostages; and

WHEREAS, international organizations including the United Nations General Assembly, the World Health Organization, the U.S. Agency for International Development, and the International Rescue Committee have made calls for ceasefire and the return of all hostages to prevent further loss of civilian lives, and to be in accordance with humanitarian law.

NOW, THEREFORE BE IT RESOLVED BY THE SOUTH PASADENA CITY COUNCIL THAT:

Section 1. The City of South Pasadena stands firmly on the foundation of peace, unity, respect, and understanding. The City Council recognizes that all lives have the same value, and that human life is precious. The City Council acknowledges the current humanitarian crisis in Gaza and condemns attacks in the Middle East.

Section 2. The City of South Pasadena supports the United States Government's ongoing efforts to bring a bilateral de-escalation of hostilities and calls on our federal leaders to support negotiations that lead to a lasting ceasefire in Israel and Gaza, the release of all hostages, the safe passage of food, water, medical supplies, and other life-saving humanitarian aid, and a peaceful resolution.

PASSED, APPROVED, AND ADOPTED on this _____ day of _____, 2024.

_____
Evelyn G. Zneimer, Mayor

ATTEST:

_____
Deputy City Clerk

APPROVED AS TO FORM

_____
Roxanne Diaz, City Attorney

ALHAMBRA SAMPLE

City Council Agenda Report

ITEM NO. 19

DATE: June 5, 2024

FROM: Arminé Chaparyan, City Manager

PREPARED BY: Mark Perez, Deputy City Clerk

SUBJECT: **CONTINUE PUBLIC COMMENT - GENERAL**
This time is reserved for speakers in the Public Comment queue not heard during the first 30 minutes of Item No. 2. No new speakers will be accepted at this time.

City Council Agenda Report

ITEM NO. 20

DATE: June 5, 2024

FROM: Arminé Chaparyan, City Manager

PREPARED BY: Mark Perez, Deputy City Clerk

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

City Council Agenda Report

ITEM NO. 21

DATE: June 5, 2024

FROM: Arminé Chaparyan, City Manager

PREPARED BY: Mark Perez, Deputy City Clerk

SUBJECT: **CITY MANAGER COMMUNICATIONS**