



Additional Documents Distributed for the Regular City Council Meeting September 7, 2016

Item No.	Agenda Item Description	Distributor	Document
7	Councilmember Communications	Robert S. Joe	PowerPoint, Moon Festival 2016
7	Councilmember Communications	Robert S. Joe	PowerPoint, South Pasadena Tournament of Roses Cruz'n for Roses Car Show
7	Councilmember Communications	Robert S. Joe	PowerPoint, Public Safety Open House
7	Councilmember Communications	Diana Mahmud	PowerPoint, Tacos in the Park
8	City Manager Communications	Sergio Gonzalez	PowerPoint, Clean Air Car Show and Green Living Expo
8	City Manager Communications	Sergio Gonzalez	PowerPoint, SPPD Pink Patch Project for Breast Cancer Awareness
8	City Manager Communications	Sergio Gonzalez	PowerPoint, American Green Zone Alliance Press Conference
17	Authorize Purchase of E-911 Hardware, Software, and Consoles Utilizing State Grant Funds	Mike Neff, Police Captain	PowerPoint, Staff Presentation
20	Biennial Review and Amendments to the City's Conflict of Interest Code	Anthony Mejia, Chief City Clerk	Memo to Council
23	California Senate Bill 415 "Voter Participation" and Direction Regarding Timing of Transitioning to a Statewide Election Date	Anthony Mejia, Chief City Clerk	PowerPoint, Staff Presentation

Regular City Council Meeting Additional Documents
September 7, 2016

24	Direction Regarding the Regulation of Short-Term Rentals	David Watkins, Planning and Building Director	PowerPoint, Staff Presentation
25	Consideration of a Letter of Support to the California Public Utilities Commission Regarding Recommendations on Natural Gas Leakage Abatement	Anthony Mejia, Chief City Clerk	Memo to Council
25	Consideration of a Letter of Support to the California Public Utilities Commission Regarding Recommendations on Natural Gas Leakage Abatement	Anthony Mejia, Chief City Clerk	PowerPoint, Staff Presentation



Sponsored by the South Pasadena Chinese-American Club,
the City of South Pasadena, and the Friends of the South Pasadena Public Library

Food • Contests Arts & Crafts • Entertainment

Chinese Lion Dance • Chinese Martial Arts
Traditional Chinese Treats • Boba • Arts & Crafts
Chalk-Drawing Contest • Food-Challenge Contest • Dance Performances
Calligraphy • Mystery Gift • Nail Art
Face Painting • Miss Chinatown Court Appearance

Voucher: \$10

Admission to event and entertainment is free. Nominal cost for food and some activities.
Vouchers can be purchased prior to or at the event. Redeem voucher at the Moon Festival for 10 tickets,
good for food and activities. To purchase voucher or for additional information:
email SPCC91030@gmail.com.

The South Pasadena Chinese-American Club (SPCC)
is a non-profit charitable organization under IRC Sec. 501 (c)(3).



RJOE

OUR
12TH YEAR

SOUTH

PASADENA



CRUZZIN' FOR ROSES



South Pasadena Tournament of Roses *Twelfth* Annual
**HOT ROD & CLASSIC
CAR SHOW 2016**

All proceeds benefit the South Pasadena Tournament of Roses (the oldest self-built float in the parade)

SUNDAY, SEPTEMBER 18

10 AM to 3 PM

on Mission Street (Route 66)

From Fair Oaks to the Gold Line Mission Station



SHAW, MOSES

MENDENHALL

INSURANCE



Waste Collection • Recycling • Transfer • Disposal • Street Sweeping



South Pasadena Review

QUARTERLY

SOUTHPASADENANOW.COM

Bristol Farms

AN EXTRAORDINARY FOOD STORE



Burke Triolo Studios • The Kutzer Company • So Pas Police Association

For information, contact: Shaw, Moses, Mendenhall & Associates (626) 799-7813

Entry flyer download from: www.SPTOR.org

Additional Material

AGENDA ITEM # 7

9/7/10

City Council Mtg.

RTOE

South Pasadena Police and Fire Department



Open House



Sunday, September 18, 2016

10 AM to 3 PM

1422 Mission Street, South Pasadena



Free Giveaway Items * Police Canines * Helicopters * Police and Fire Station Tours * Safety Information
 Hot Rod & Classic Car Show * Child Souvenir Photographs * Antique Fire Engines * Police and Fire Demonstrations
 Emergency Preparedness Information * Earthquake Safety * Support the SPPOA "Pink Patch" Program for Breast Cancer
 Child Fingerprinting and Photographs * Enter the SPPOA raffle to win a ride in a Police Helicopter
AND MUCH, MUCH MORE!

Event Generously Sponsored and Supported by:

COMMLine inc.
Public Safety Communications



TRADER JOE'S



Bristol Farms
Your Extraordinary Food Store

GET IT BACK WITH
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South Pasadena Police Officers' Association

MIJARES
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HENRY'S
Towing & Recovery Inc.
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COGENT
SYSTEMS



For more information visit www.southpasadenaca.gov, or call 626-403-7285

RJ08
Additional Material
AGENDA ITEM # 7
9/18/16 City Council Mtg.

2nd Annual

Tacos in the Park

TO BENEFIT THE PLACE OF SOUTH PASADENA

Taco Price: \$10 pre-sale / \$12 at the event

FRIDAY
SEPTEMBER

9TH

4:00-7:00 PM



Dine Dance Donate

Where? **Garfield Park
625 Stratford Ave
South Pasadena, CA**

PURCHASE YOUR TICKETS NOW!
www.theplaceofsouthpas.org



Clean Air Car Show & Green Living Expo



Highlights

- "What is the Electric Car?"
- Award winning film
- Energy Efficiency 101
Workshop
- Alternative Fuel Vehicles
- Green Living Vendors

Event Sponsors



Garfield Park—Grevelia St. and Stratford Ave.

Events will take place in the Youth House with vendors just outside on the grass.

SATURDAY, SEPTEMBER 10, 2016 11AM—4PM

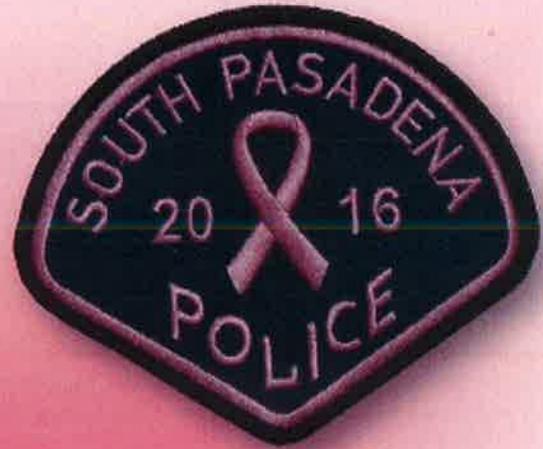
Additional Material
AGENDA ITEM # 8
9/7/16 City Council Mtg.

George

Help Us Find a Cure!



Pink Patch Project



The South Pasadena Police Department is proud to announce the official launch of the 2016 Pink Patch Project, a collaborative cancer awareness fundraiser in partnership with the Los Angeles County Police Chief's Association and many other L.A. County Police Agencies. The goal of this project is to raise funds to further the research, treatment, and care of those who are and have battled cancer. Equally important during this time is to educate the public as much as we can about the early detection and prevention. The collective effort of law enforcement throughout Los Angeles County during this endeavor is expected to yield a tremendous amount of support from many in the communities that we so proudly serve. Between now and through the month of October, participating police agencies will sell their commemorative collectors patches with all profits going to cancer treatment, research and education. In the month of October, uniformed personnel will be able to proudly wear the Pink South Pasadena Police Patch as a reminder of our dedication and commitment to this project.

The commemorative Pink South Pasadena Police Patch (\$10) will be available starting July 1st. Patches can be purchased at the South Pasadena Police Department, 1422 Mission Street, South Pasadena, CA 91030 and at various events throughout the community.

Contact Officer Andy Dubois at ADubois@southpasadenaca.gov for further details.



#PinkPatchProject



@pinkpatchproject



#pinkpatchprjct

A special thank you to the South Pasadena Police Officers' Association for providing the funds for this project!



First City in Nation to Maintain Parks 100% Gas and Emissions Free

The City of South Pasadena, in partnership with the American Green Zone Alliance (AGZA), will hold press a conference to announce its designation as the nation's first AGZA™ Green Zone City.

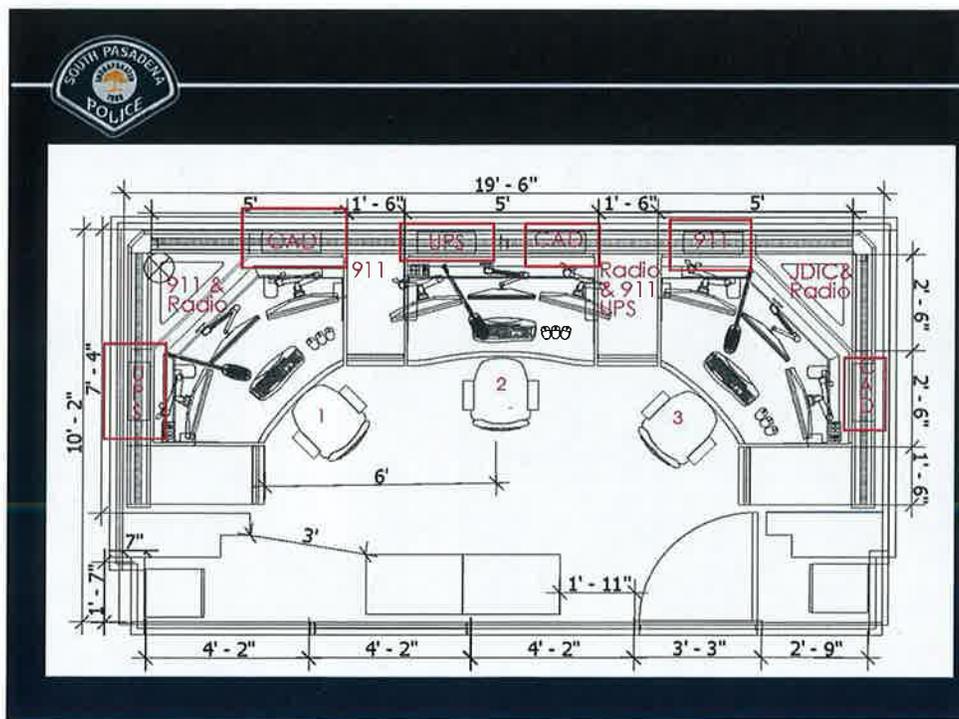
Friday, September 9th at 11:00 a.m.
Arroyo Park South, 649 Stoney Drive
South Pasadena, CA 91030

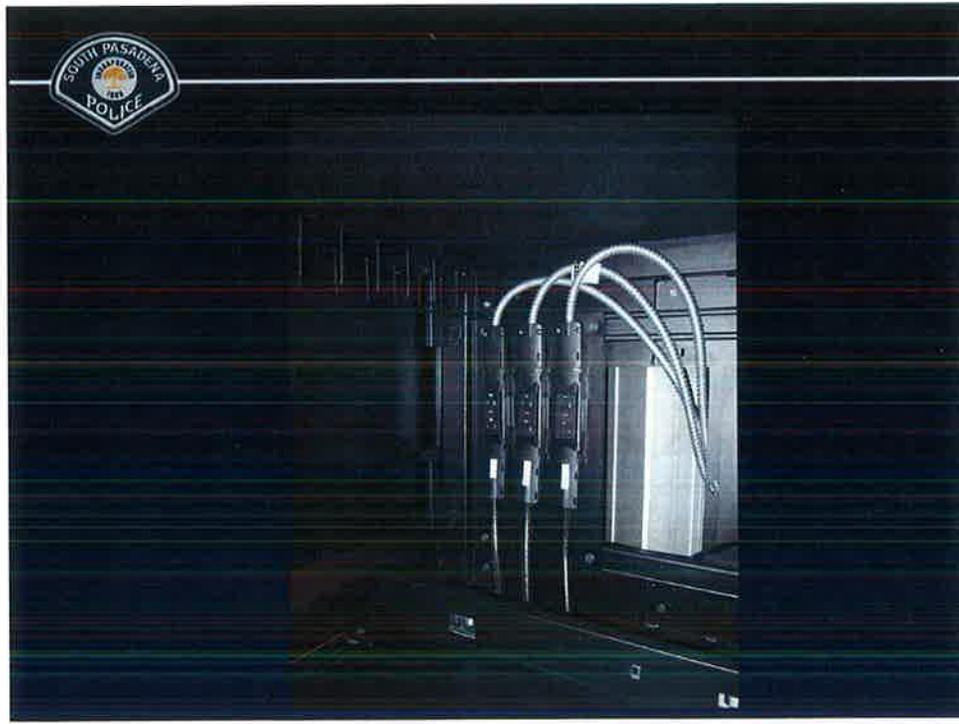
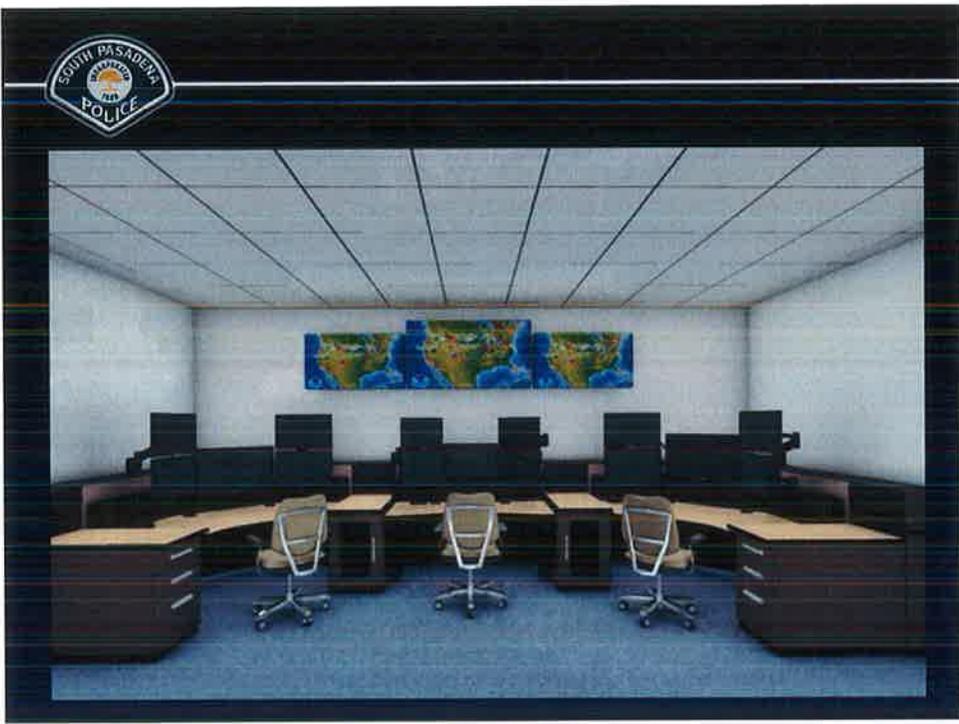
The event will celebrate the momentous accomplishment of having the first City in the country to maintain all municipal parks and medians one hundred percent gas and emissions free.

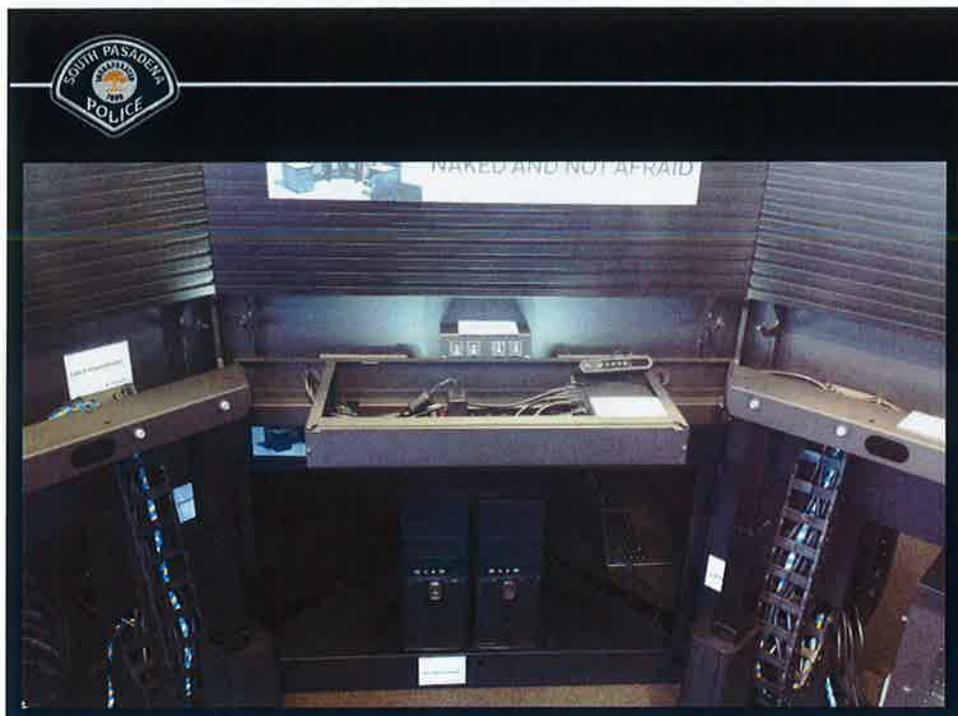
Residents and visitors will reap the benefits of not having to breathe all of the pollutants spewing from gas-powered lawn equipment. Only battery-electric lawn equipment and hand tools are used for maintenance of municipal parks and parkways.

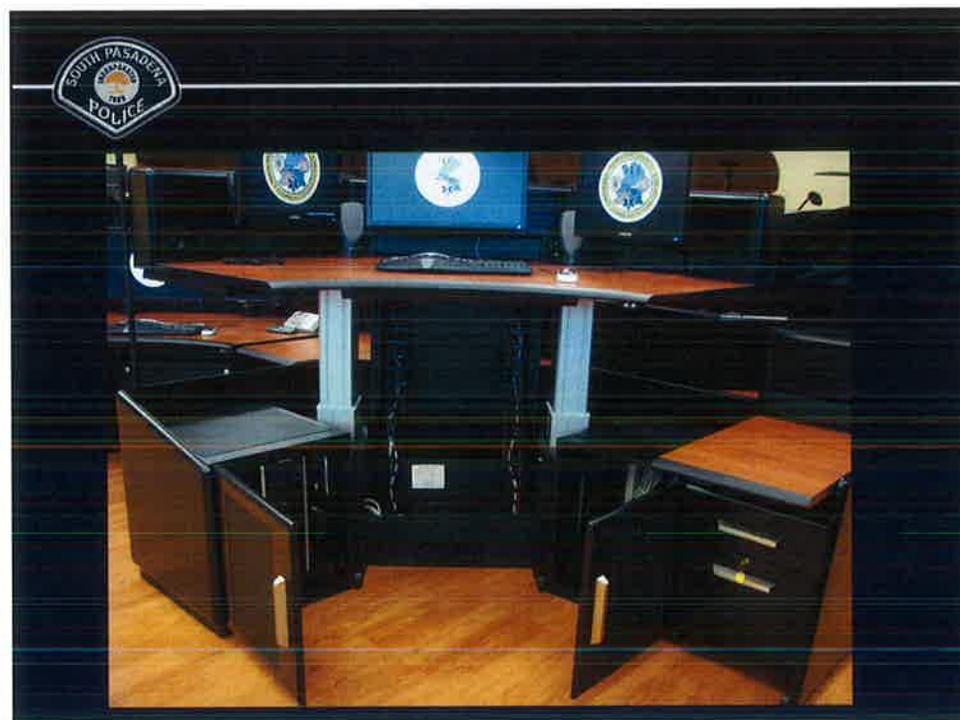
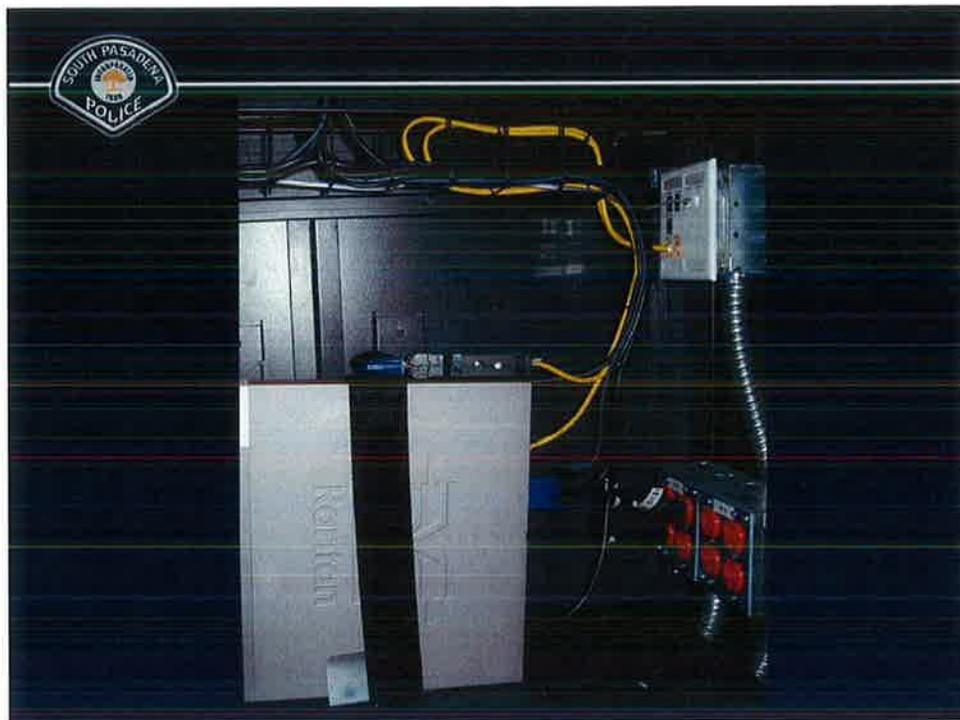
For further inquiries, please contact Community Services Director, Sheila Pautsch at (626) 403-7362 or spautsch@southpasadenaca.gov

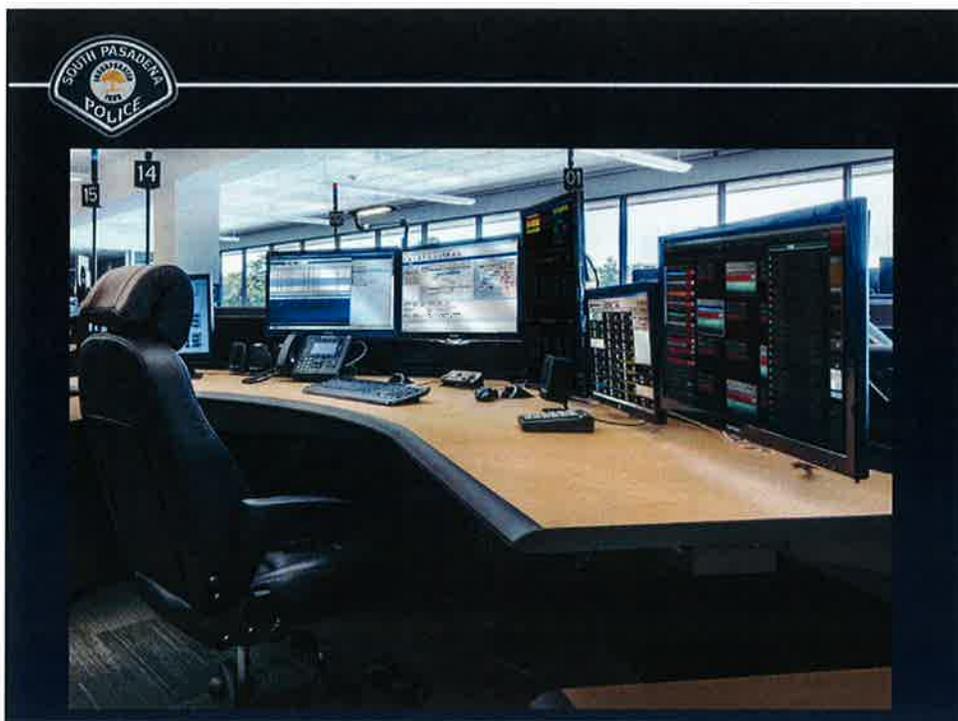
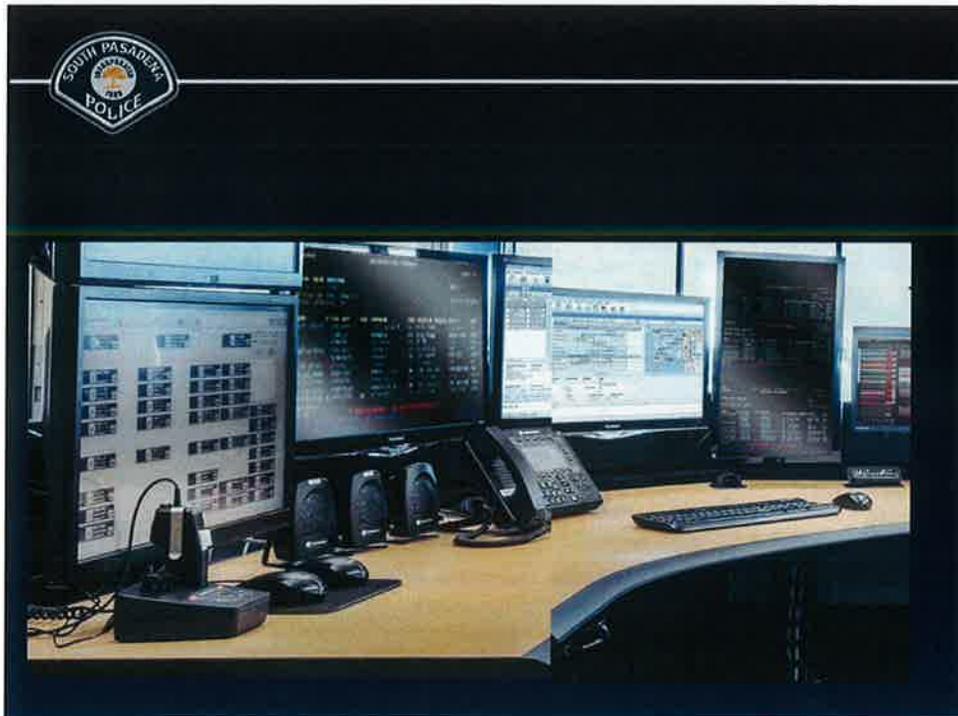


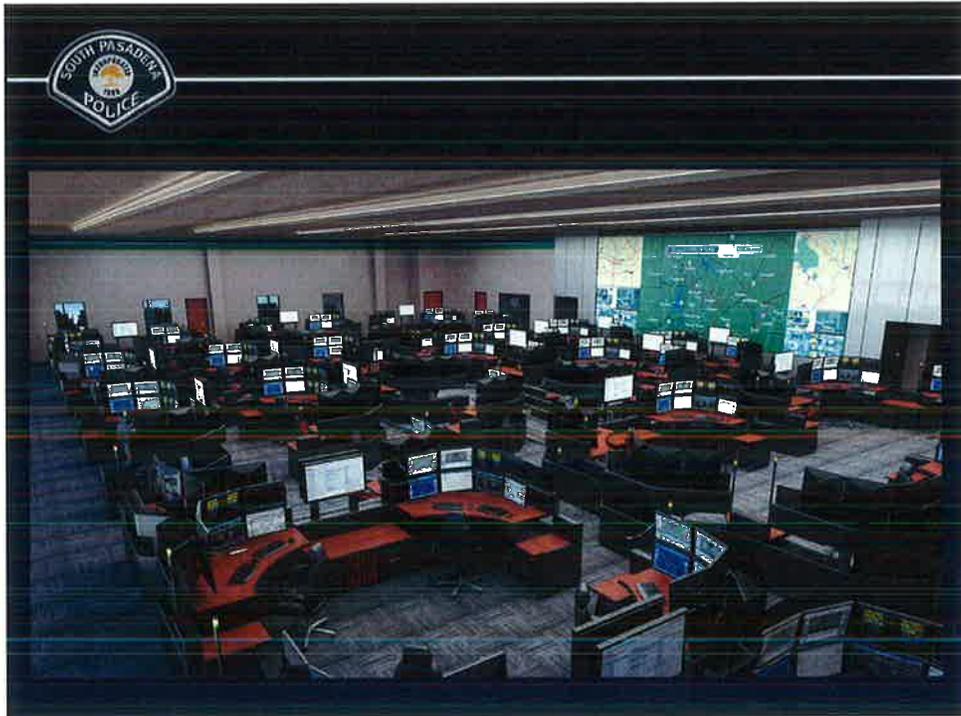


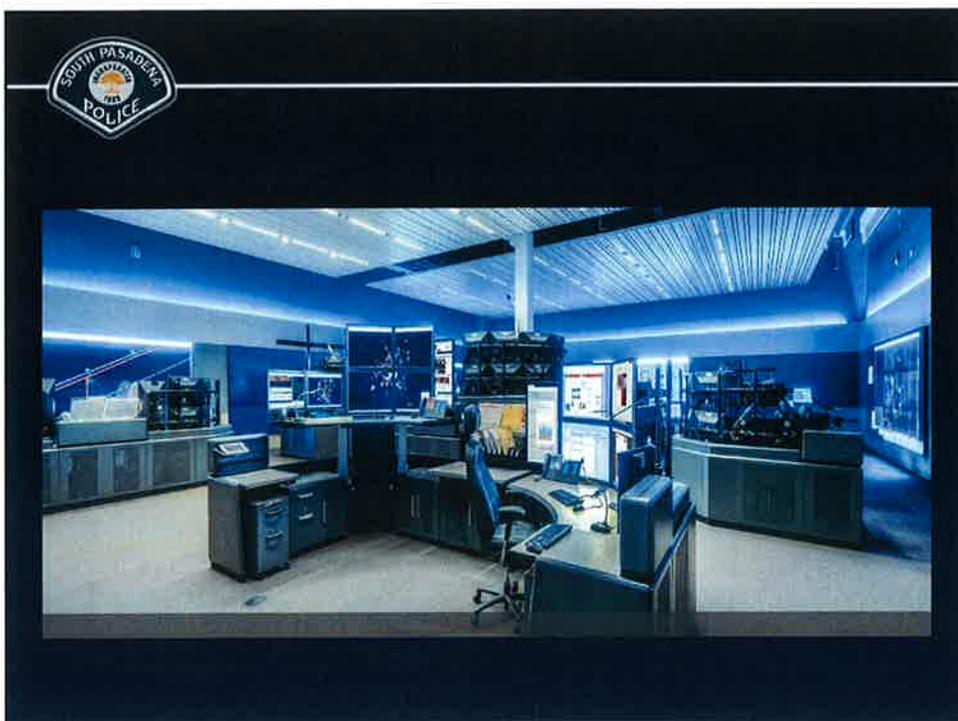














CITY OF SOUTH PASADENA

1414 MISSION STREET, SOUTH PASADENA, CA 91030

TEL: (626) 403-7230 • FAX: (626) 403-7211

WWW.SOUTHPASADENACA.GOV

Date: September 7, 2016

TO: Honorable Mayor and City Council

VIA: Sergio Gonzalez, City Manager *SG*

FROM: Anthony J. Mejia, Chief City Clerk *AJ*

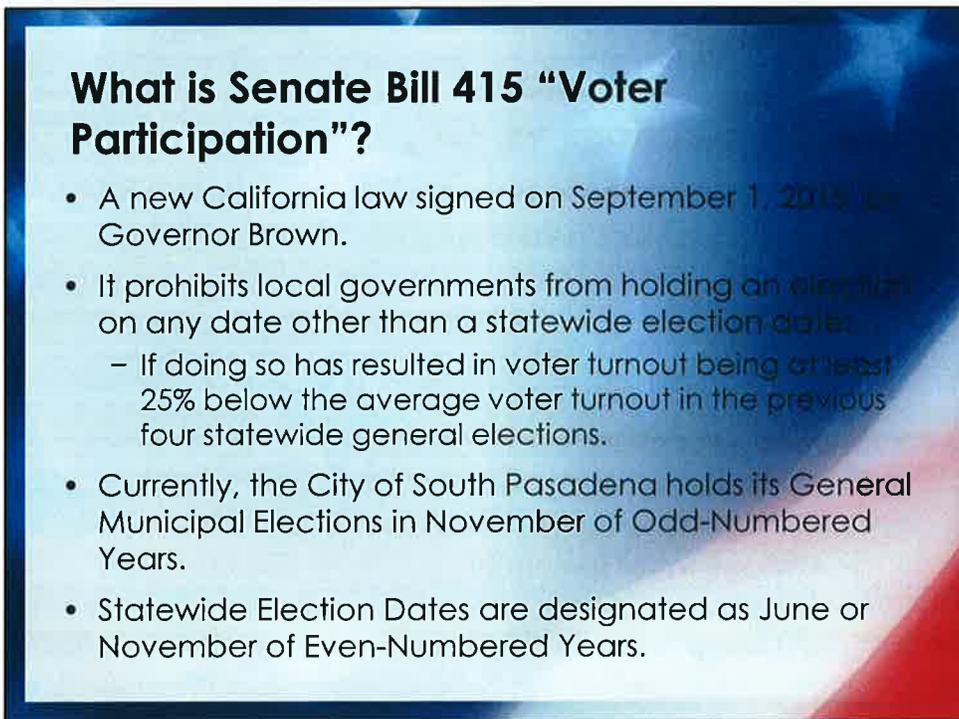
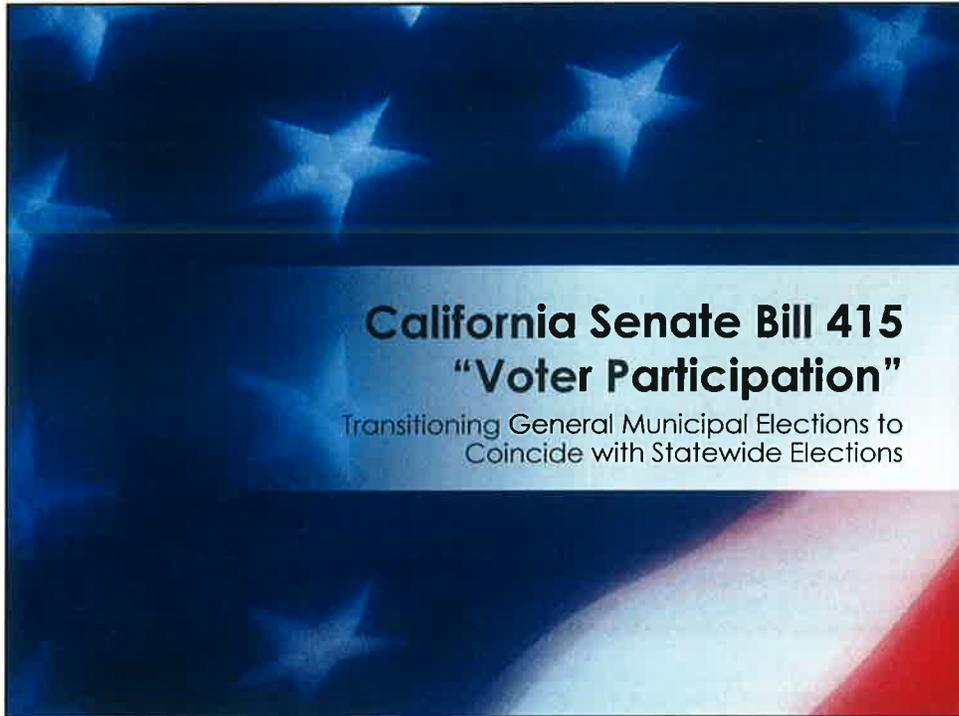
SUBJECT: Agenda Item No. 20 – Biennial Review and Amendments to the City’s Conflict of Interest Code

Please note an additional position is recommended for deletion in the List of Designated Positions (Page 20-10 of the Council Agenda Report) as follows:

Boards/Commissions/Committees

~~Members of the Ad Hoc Downtown Project Advisory Committee~~ ————— 2

The Members of the Ad Hoc Downtown Project Advisory Committee is recommended for deletion because the corresponding project is not moving forward at this time.



cc: Council; CM; CA; CCC; Reference Binder;
Original to 9/17/16 ADDL Docs

Is the City Required to Change its General Municipal Election Date?

- Average Voter Turnout, Municipal Elections: **24%**
- Average Voter Turnout, Statewide Elections: **70%**
- **Yes**, the City is required to develop a transition plan by January 1, 2018, to synchronize its General Municipal Election with a Statewide Election by no later than November 8, 2022.
- Affects the following elected City Officers:
 - Members of City Council (5)
 - City Treasurer (1)
 - City Clerk (1)

*Average voter turnout in the community of South Pasadena for Statewide Elections.

What are the Options? Statewide Primary Elections vs. General Elections

- The City may choose between:
 - Primary Elections held in June of Even-Numbered Years.
 - General Elections held in November of Even-Numbered Years.
 - Any election between now and November 8, 2022.
- **Recommendation:** Transition to Statewide General Elections (November of Even-Numbered Years)
 - Average Voter Turnout at June Elections: **29%**
 - Average Voter Turnout at November Elections: **70%**

Selecting a Transition Plan - 2018

- **Option 1.** Beginning November 2018, synchronize with Statewide Elections in November of each even-numbered year, **extending City Officeholder terms of office by one year.**

	Elected	End of Term	New End of Term
(1) Two Councilmembers, City Treasurer, and City Clerk	11/2013	11/2017	11/2018
(1) Three Councilmembers	11/2015	11/2019	11/2020

- **Option 2.** Beginning November 2018, synchronize with Statewide Elections in November of each even-numbered year, **reducing City Officeholder terms of office by one year.**

	Elected	End of Term	New End of Term
(1) Three Councilmembers	11/2015	11/2019	11/2018
Two Councilmembers, City Treasurer, and City Clerk	11/2017	11/2021	11/2020

Selecting a Transition Plan - 2020

- **Option 3.** Beginning November 2020, synchronize with Statewide Elections in November of each even-numbered year, **extending City Officeholder terms of office by one year.**

	Elected	End of Term	New End of Term
(1) Three Councilmembers	11/2015	11/2019	11/2020
Two Councilmembers, City Treasurer, and City Clerk	11/2017	11/2021	11/2022

- **Option 4.** Beginning November 2020, synchronize with Statewide Elections in November of each even-numbered year, **reducing City Officeholder terms of office by one year.**

	Elected	End of Term	New End of Term
Two Councilmembers, City Treasurer, and City Clerk	11/2017	11/2021	11/2020
Three Councilmembers	11/2019	11/2023	11/2022

Selecting a Transition Plan - 2022

- **Option 5.** Beginning November 2022, synchronize with Statewide Elections in November of each even-numbered year, **extending City Officeholder terms of office by one year.**

	Elected	End of Term	New End of Term
Two Councilmembers, City Treasurer, and City Clerk	11/2017	11/2021	11/2022
Three Councilmembers	11/2019	11/2023	11/2024

- **Option 6.** Beginning November 2022, synchronize with Statewide Elections in November of each even-numbered year, **reducing City Officeholder terms of office by one year.**

	Elected	End of Term	New End of Term
Three Councilmembers	11/2019	11/2023	11/2022
Two Councilmembers, City Treasurer, and City Clerk	11/2021	11/2025	11/2024

Now What?

- The City Council is requested to provide direction as to which Statewide Election cycle is the preferred option? (Options 1-6)
- Following direction, staff will return to the City Council for introduction and adoption of an ordinance to change the City General Municipal Election date, to align with the provisions of SB 415.
- However, the ordinance will not become effective until ratified by the LA County Board of Supervisors.
 - LA County Registrar of Voters' staff will conduct a Consolidation Feasibility Study prior to recommending approval of the City's ordinance.

What about the Utility Users Tax Repeal Initiative?

- Pursuant to Election Code Section 1405(b), the City shall submit the proposed initiative at the next General Municipal Election.
 - If Option 1 is selected, the UUT Repeal Initiative would be postponed for a period of one year, as the City would not be holding a General Municipal Election until November 2018.
 - Staff will return to the City Council to rescind Resolution No. 7448 and present a new resolution declaring the City's intent to submit the question to the voters at the November 6, 2018 General Municipal Election.

SHORT-TERM RENTALS

SEPTEMBER 7, 2016

City of South Pasadena

Background

- May 4, 2016 City Council meeting – complaints regarding a short-term rental on Mill Road
- City Council directed staff to provide a report regarding the regulation of short-term rentals.

Background

- What is a short-term rental?
 - Refers to a rental whereby a residence or a portion of a residence is rented out for a period of 30 days or less (a few cities use 28 days or less)
 - “Hosted” rentals – otherwise known as “home sharing,” owner of short-term rental is present.
 - “Unhosted” rentals – short-term rentals where the owner of the residence is absent. Also known as “vacation rentals.”

Background

- Short-term rentals are another example of the “shared economy” that has grown exponentially over the last several years
- Hosting services (Airbnb, VRBO, HomeAway, FlipKey, etc) have facilitated this rapid growth by creating a direct, convenient connection between hosts and visitors



Background

- In California, short-term rentals have grown and continue to be popular – and controversial - in large cities and tourist destinations:
 - Los Angeles
 - San Francisco
 - San Diego
 - Coastal communities
 - Palm Springs
 - Central Coast
 - Napa/Sonoma wine country

South Pasadena

- Limited data indicates that short-term rentals are growing in the City of South Pasadena. Long-term trend, or summer spike?
- Complaints have not increased in proportion to growth in short-term rental listings (Complaints on 2 properties).

Month	Total Listings	Unhosted	Hosted
April 2016	26	19 (73%)	7 (27%)
May 2016	31	23 (74%)	8 (26%)
June 2016	N/A	N/A	N/A
July 2016	59	44 (74%)	15 (26%)

South Pasadena – Existing Zoning

- Does not specifically permit or prohibit short-term rentals
- Zoning Code's land use categories don't seem to apply:
 - Bed & Breakfasts: requires CUP from Plg. Comm.; property must be an historic landmark; specific development standards apply.
 - Hotels & Motels: larger short-term rentals allowed only in commercial zones; includes amenities often part of facility (meeting rooms, health spa, pool).
 - Rooming and Boarding House: "No more than three persons living independently from each other. Meals may also be included." Implies longer-term tenancy. Virtually unenforceable.

South Pasadena – Existing Zoning

- Are businesses allowed in residential zones?
- Yes – with a "home occupation permit." (Zoning Code Section 36.410.030)
 - Limited to home occupations that are "deemed incidental to, and compatible with" residential uses
 - Examples – art/music lessons; art and craft working; office related uses using computer, phone, etc.; sewing; similar uses.
 - All other uses prohibited
 - Detailed operating standards (no signs or outdoor displays, limited delivery vehicles, no visible evidence of business, cannot use garage for business; no off-site effects, such as fumes, glare, noise).
 - Business license also required

Issues

- Opponents concerned about parking and noise impacts, loss of residential character, public safety/transient turnover
- Proponents cite ability to supplement incomes, such as offsetting a job loss or supplementing retirement income
- Zoning
 - Short-term rentals may subvert the intent of residential zones and complicate enforcement of zoning codes.
 - Physical character of neighborhood usually not altered
 - Code enforcement difficult – short-term rentals are anonymous and temporary, may complicate ability to investigate complaints.

Issues

- Neighborhood Impacts & Safety
 - Noise
 - Traffic
 - Parking
 - Occupancy turnover
 - Sense of security – not knowing who your neighbors are
 - Short-term rental occupants do not usually undergo background screening typical of longer term rentals
- City Revenues
 - For many cities that regulate short-term rentals, key issue is loss of Transient Occupancy Tax (ToT) revenues; South Pasadena does not have this tax
 - Foregone business license revenues

What Do Other Cities Do?

- Many cities prohibit short-term rentals
- Other cities have passed ordinances to permit them
 - Key motivator: Collecting Transient Occupancy taxes and Business License revenue; operating standards added to mitigate impacts on neighborhoods. These ordinances are usually adopted in the Business, Professions and Trades chapter of Municipal Code (not Zoning Code)
 - These cities tend to be in tourist "hot spots," or are a primary destination for business travelers
- Regardless of whether a city prohibits short-term rentals or permits them, code enforcement is difficult; short-term rentals are "under the radar."

Approaches to Regulating

- Regulatory approaches in cities that permit short-term rentals range from minimum (Malibu) to restrictive (Ventura, Sonoma)
- What are some of the regulations?
 - Require short-term rentals to be registered with city, collect and remit ToT, obtain business license. Fee charged for administering and enforcing ordinance
 - Registration or business license number must be used in ads
 - Only property owner can rent (no sublets)
 - Age minimums for renter (typically, 25 and older); written contract required and designated as the "responsible party"
 - Good neighbor brochures and notices to neighborhood that property is being listed

Approaches to Regulating

- What are some of the regulations (continued)
 - Hosted vs. Unhosted: some cities prohibit unhosted rentals but allow hosted rentals. Other cities also allow unhosted rentals, but may limit the number of days per year that an unhosted unit can be rented (typically 90 – 120 days/year).
 - Legal pushback on unhosted bans?
 - Unhosted rentals: requirement that owner or owner's agent be able to respond to complaints within 30-45 minutes (in person or by phone) and to enforce good neighbor policies
 - Minimum stay requirements (more than one day for nonpeak times, more for peak times)

Approaches to Regulating

- What are some of the regulations (continued)
 - Performance standards (trash, parking, noise); time limit for parties; no wedding receptions, etc.
 - (Zoning Code) – administrative approval from Planning Dept. or discretionary permit from Planning Commission
 - Annual Fire Dept. inspections
 - Units covered by an affordable housing covenant may not be used for short-term rentals
 - Short-term rentals must be retrofitted with low-flow shower fixtures and toilets (Sonoma)

City Council Discussion

- Should the City prohibit or permit short-term rentals?
 - If prohibit – staff recommends a Zoning Code amendment to define and explicitly prohibit short-term rentals in residential zones
- If the City wishes to permit, parameters of the ordinance should be addressed:
 - Hosted vs unhosted; number of rental days per year
 - Permitting and licensing requirements, fire inspections
 - Occupancy limit for rentals (i.e., number of renters vs number of bedrooms)
 - Responsible parties, contact number for complaints
 - Off-street parking; trash collection
 - Good neighbor contract

Staff Recommendation

- It is recommended that the City Council provide direction regarding the regulation of short-term rentals



CITY OF SOUTH PASADENA

1414 MISSION STREET, SOUTH PASADENA, CA 91030

TEL: (626) 403-7230 • FAX: (626) 403-7211

WWW.SOUTHPASADENACA.GOV

Date: September 7, 2016

TO: Honorable Mayor and City Council

VIA: Sergio Gonzalez, City Manager *SG*

FROM: Anthony J. Mejia, Chief City Clerk *(AJM)*

SUBJECT: Agenda Item No. 25 – Consideration of a Letter of Support to the California Public Utilities Commission Regarding Recommendations on Natural Gas Leakage Abatement

At the request of Mayor Mahmud, attached is a revised letter of support for the City Council's consideration.



Additional Material
AGENDA ITEM # 25
9/7/16 City Council Mtg.



CITY OF SOUTH PASADENA

OFFICE OF THE CITY COUNCIL

1414 MISSION STREET, SOUTH PASADENA, CA 91030

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

WWW.SOUTHPASADENACA.GOV

September 7, 2016

Michael Picker, President
California Public Utilities Commission
505 Van Ness Avenue
San Francisco, CA 94102

Re: ~~Support for Natural Gas Leakage Abatement Summary of Best Practices and Staff Recommendations~~
Support for Staff Recommendations Concerning Mandatory Minimum Requirements and Best Practices for Natural Gas Leakage Abatement

Dear Mr. Pickler,

The City of South Pasadena (City) support commends the California Public Utilities Commission (CPUC) and California Air Resources Board (CARB) staff for their efforts in making recommendations for mandatory minimum requirements and best practices ~~on to abate~~ natural gas leakage ~~abatement~~. If approved by the CPUC, ~~These~~these efforts will help ensure ~~minimize~~ emissions from natural gas ~~the~~and enhance its safe storage and ~~minimize emissions of~~ natural gas.

We are ~~aware~~note that the proposed recommendations would call for better training programs, more trained and experienced personnel in the field, better leak detection processes, and a defined timeline to fix known leaks. The City applauds these recommendations and notes ~~finds~~ that they are a significant and necessary step to finding, reducing, ~~finding~~, and fixing natural gas leaks.

Therefore, the City urges the CPUC to adopt the recommendations, as proposed, to further reduce the risk of damage to the environment and workplaces from explosions, air pollution, and other climate change impacts. If you have any questions or comments please contact Sergio Gonzalez, City Manager, at SGonzalez@SouthPasadenaCA.gov or (626) 403-7210.

Sincerely,

Diana Mahmud
Mayor

Michael A. Cacciotti
Mayor Pro Tem

Robert S. Joe
Councilmember

Marina Khubesrian, M.D.
Councilmember

Richard D. Schneider, M.D.
Councilmember

Letter of Support for CPUC and CARB Staff Recommendations on Natural Gas Leakage Abatement

City of South Pasadena
September 7, 2016

Introduction

- On August 17, 2017, Mayor Pro Tem Cacciotti and Councilmember Schneider, directed staff to bring forward a Letter of Support to the California Public Utilities Commission related to Natural Gas Leakage Abatement staff recommendations and best practices.
- In 2014, Governor Brown signed Senate Bill 1371 "Gas Pipeline Leak Repair and Emissions Reduction Act."
- In January 2015, pursuant to SB 1371, the CPUC initiated Rulemaking 15-01-008 procedures to investigate best practices for leak surveys, patrols, leak survey technology, leak prevention, and leak reduction.
- In March 2016, the CPUC and California Air Resources Board (CARB) Working Group submitted its summary of recommendations and best practices.

Best Practices and Recommendations

- The CPUC and CARB Staff Recommendations and Best Practices for Natural Gas Leakage Abatement addresses:
 - Policies and Procedures
 - Records Management
 - Personnel Training
 - Need for Experienced and Trained Personnel
 - Leak Detection
 - Leak Repair
 - Leak Prevention

The full CPUC/CARB Report
is attached to the Council Agenda Report.

Draft Letter of Support w/Revisions

Re: ~~Support for Natural Gas Leakage Abatement Summary of Best Practices and Staff Recommendations~~
Support for Staff Recommendations Concerning Mandatory Minimum Requirements and Best Practices for Natural Gas Leakage Abatement

Dear Mr. Pickler,

The City of South Pasadena (City) ~~support~~ commends the California Public Utilities Commission (CPUC) and California Air Resources Board (CARB) staff for their efforts in making recommendations for mandatory minimum requirements and best practices on-to abate natural gas leakage abatement. ~~If approved by the CPUC, These~~ these efforts will help ensure minimize emissions from natural gas the-and enhance its safe storage and minimize emissions of natural gas.

We ~~are aware~~ note that the proposed recommendations would call for better training programs, more trained and experienced personnel in the field, better leak detection processes, and a defined timeline to fix known leaks. The City applauds these recommendations and ~~notes~~ finds that they are a significant and necessary step to finding ~~reducing~~ finding, and fixing natural gas leaks.

Therefore, the City urges the CPUC to adopt the recommendations, as proposed, to further reduce the risk of damage to the environment and workplaces from explosions, air pollution, and other climate change impacts. If you have any questions or comments please contact Sergio Gonzalez, City Manager, at SGonzalez@SouthPasadenaCA.gov or (626) 403-7210.