



OFFICE OF THE CITY MANAGER

July 11, 2013

To the Honorable City Council
of the City of Pasadena

Mayor and Councilmembers:

WEEKLY NEWSLETTER

1. **General Plan Development Caps:**

On April 29, the City Council directed staff to prepare an environmental impact report (EIR) for the proposed changes to the General Plan Land Use and Mobility Elements. Part of the City Council's decision included setting development caps to be studied in the EIR. While considering this piece, the City Council discussed the process for amending the development caps. Planning Staff recommended limiting changes to the General Plan's caps to no more than once a year and in conjunction with a cap monitoring report. Some Councilmembers expressed reservations with the existing policy that only allows caps to be increased in conjunction with the five-year review of the General Plan, desiring additional flexibility. Other Councilmembers desired certainty and did not want a future City Council to amend the caps on a project-by-project basis. The City Council concluded deliberations on this subject by asking staff to research the process by which other cities amend their caps. The attached memorandum from Vincent P. Bertoni, Director of Planning and Community Development provides detailed information on staff's research.

2. **Pilot Sidewalk Repair Partnership Program:**

The Department of Public Works announces the start of the City's Pilot Sidewalk Repair Partnership Program. While Chapter 12.04.030 of the Pasadena Municipal Code (PMC) requires property owners to repair damaged sidewalks abutting their properties, the Partnership Program encourages collaboration between the City and property owners to repair sidewalks damaged by City street tree roots.

Under the pilot program, the City will match 50 percent of the cost of the sidewalk repair up to a maximum of \$1,000 per parcel. Income-qualified residents may be eligible to receive a

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match of 70 percent of the cost of sidewalk repair, also up to a maximum of \$1,000 per parcel. Income qualifications are based on criteria from Pasadena Water and Power's Electric Assistance Program (UUAP.) I have attached a memorandum with attachments from Siobhan Foster, Director of Public Works that provides detailing additional information on the eligibility requirements and process for the Partnership Program.

3. City of Pasadena's 457 Deferred Compensation Plan Receives 2013 Leadership Recognition Award:

The City of Pasadena's 457 Deferred Compensation Plan received the 2013 Leadership Recognition Award through the National Association of Government Defined Contribution Administrators (NAGDCA). This award recognizes defined contribution plans for outstanding achievements in plan design. There are four award categories: Effective Communication; Plan Design; National Save for Retirement Week; and Technology and Social Media. Many cities were reviewed and only the top five projects in each category were selected to receive the award. The City of Pasadena submitted its application in the Plan Design category based on its new plan with Great-West Retirement Services. Attached is a memorandum from Andrew Green, Director of Finance which provides further details on this award.

4. New Librarian I's Join the Staff at Pasadena Public Library:

Jan Sanders, Director, Libraries and Information Services is pleased to announce the addition of three full-time Librarian I's to the Pasadena Public Library staff. All are current library employees who applied for the position, successfully completed the interview process and were then promoted. The attached memorandum from Jan Sanders, provides detailed information on the individuals who have been promoted.

5. Annual Swim Meet:

On Saturday, July 13, 2013, the Human Service and Recreation Department will be hosting its annual swim meet at Pasadena High School located at 2925 E. Sierra Madre Blvd. The swim meet will start promptly at 8:00 a.m. and will end at approximately 12:00 noon. The Department is anticipating 500 athletes and cheering spectators at the event. The participating cities at the swim meet will be Pasadena, Burbank, Glendale and Sierra Madre.

This swim meet is designed for youth ages 14 and under to compete in a novice swim meet without any advance level of competition. In addition, the event is co-sponsored by the LA 84 Foundation for the *Learn to Swim Program*. The Department has received a \$10,000 grant which will be utilized to teach youth how to swim and participate in swim meets and water polo competitions throughout the summer. Mercy Santoro, Director of Human Services and Recreation noted her staff has utilized the grant funding for many years to make certain as many young swimmers as possible are exposed to safe procedures and quality techniques. For more information please contact Darrell Walker at 626-744-7530 or dwalker@cityofpasadena.net.

6. Applications Now Available for Pasadena Neighborhood Leadership Institute:

Applications are now available and due by close of business Monday, August 5, 2013, for the Pasadena Neighborhood Leadership Institute, a 10-week program offered at no cost to participants sponsored by the Human Services and Recreation Department's Neighborhood Connections Division. Classes begin September 10, 2013. Pasadena Neighborhood Leadership Institute (PNLI) is a free ten week, interactive training program designed to empower emerging, locally based leaders. I have attached a memorandum from Lisa Fowler, Management Analyst IV, Human Services and Recreations which provides additional information on this interactive training program.

7. Rose Bowl Renovation Project Weekly Update:

Attached is the most current schedule for the Rose Bowl Renovation Project as provided by Darryl Dunn, General Manager of the Rose Bowl.

Respectfully submitted,



JULIE A. GUTIERREZ
Assistant City Manager

/attachment



MEMORANDUM

TO: Michael J. Beck, City Manager

FROM: Vincent P. Bertoni, AICP, Director of Planning & Community Development Department 

DATE: July 11, 2013

SUBJECT: General Plan Development Caps

On April 29, the City Council directed staff to prepare an environmental impact report (EIR) for the proposed changes to the General Plan Land Use and Mobility Elements. Part of the Council's decision included setting development caps to be studied in the EIR. While considering this piece, the Council discussed the process for amending the development caps. Planning Staff recommended limiting changes to the General Plan's caps to no more than once a year and in conjunction with a cap monitoring report. Some Councilmembers expressed reservations with the existing policy that only allows caps to be increased in conjunction with the five-year review of the General Plan, desiring additional flexibility. Other Councilmembers desired certainty and did not want a future City Council to amend the caps on a project-by-project basis. The Council concluded deliberations on this subject by asking staff to research the process by which other cities amend their caps.

Most cities do not have development caps. Instead, in developing a Land Use Element, these cities choose a horizon year for their General Plan and project the amount of non-residential (commercial, industrial, institutional, etc.) square feet and the number of residential units the city reasonably expects to be built. Then, an EIR is prepared to study the impact of this amount of construction. If a project exceeds the amount of growth studied in the General Plan EIR, then that project's EIR will need to analyze the impact of that added growth. Some cities, such as Sacramento, set a policy of updating the General Plan or the EIR on a regular basis to eliminate the possibility of the forecasts being reached.

Of the few cities in California that have caps, there are three alternative processes by which these are adjusted. These include:

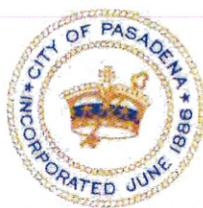
- Voter approved initiatives;
- Infrastructure based triggers to amend the caps (e.g., water, sewer, and traffic); and
- General Plan amendment process.

For cities that have development caps, most were set through a voter initiative. This is the case for cities such as Carlsbad, Newport Beach, Morgan Hill, Encinitas, and Yorba Linda. To modify these caps, an amendment to the General Plan would need to be prepared, the environmental impact studied, and then the city would bring the amendment before voters for final action.

In Santa Clara caps on development are adjusted when certain milestones or prerequisites are met. For instance, when additional water capacity is made available or when a specific ratio of jobs to housing is met then a certain additional amount of development allocation is made available. Pasadena used a similar system in the East Pasadena Specific Plan. An interim cap was set in this Specific Plan area until completion of the Walnut-Kinneloa Street extension was completed.

For other cities, such as Santa Barbara and Fortuna, the city can amend its caps through a General Plan amendment. This action would require environmental review. For these cities, there are no additional protections beyond that for a typical General Plan amendment. The State of California allows general law cities (non-charter cities) to amend a General Plan element up to four times a year. This option is the most similar to Pasadena, except that Pasadena's General Plan only allows the cap to be increased in conjunction with the five-year update of the General Plan.

Planning Staff will consider the concerns expressed by Council members regarding the process to amend the development caps and these alternative solutions. As part of the General Plan process, Staff will bring a set of recommended land use policies – including a section on this issue – to the Council for its review and action in 2014.



July 10, 2013

TO: Michael Beck
City Manager

FROM: Andrew Green 
Director of Finance

RE: City of Pasadena's 457 Deferred Compensation Plan Receives 2013 Leadership Recognition Award

The City of Pasadena's 457 Deferred Compensation Plan received the 2013 Leadership Recognition Award through the National Association of Government Defined Contribution Administrators (NAGDCA). This award recognizes defined contribution plans for outstanding achievements in plan design. There are four award categories: Effective Communication; Plan Design; National Save for Retirement Week; and Technology and Social Media. Many cities were reviewed and only the top five projects in each category were selected to receive the award. The City of Pasadena submitted its application in the Plan Design category based on its new plan with Great-West Retirement Services.

NAGDCA welcomed nominations from 401(a), 401(k), 403(b) and 457 plans. Submissions were judged on originality and measurable results that led to a sound improvement in the plan. Submissions were accepted from government members only and governmental staff must have played a significant role in developing the program, project, or activity.

Over a period of a year and a half, the City's 457 Defined Contribution Plan went through an extensive overhaul which culminated with the award of the request for proposal to Great-West Retirement Services and resulted in an approximate 60 percent reduction in fees for plan participants. The hard work and diligence of City staff and solid direction from the Deferred Compensation Committee is responsible for the receipt of this award from NAGDCA which recognizes superior plans throughout the industry.

CITY OF PASADENA
DEPARTMENT OF FINANCE
100 N. Garfield Avenue, Room S348
Pasadena, CA 91109
(626) 744-4355

MEMORANDUM - CITY OF PASADENA
DEPARTMENT OF PUBLIC WORKS

DATE: July 9, 2013
TO: Michael J. Beck, City Manager
FROM: Siobhan Foster, Director of Public Works
RE: Pilot Sidewalk Repair Partnership Program

The Department of Public Works announces the start of the City's Pilot Sidewalk Repair Partnership Program. While Chapter 12.04.030 of the Pasadena Municipal Code (PMC) requires property owners to repair damaged sidewalks abutting their properties, the Partnership Program encourages collaboration between the City and property owners to repair sidewalks damaged by City street tree roots.

Under the pilot program, the City will match 50 percent of the cost of the sidewalk repair up to a maximum of \$1,000 per parcel. Income-qualified residents may be eligible to receive a match of 70 percent of the cost of sidewalk repair, also up to a maximum of \$1,000 per parcel. Income qualifications are based on criteria from Pasadena Water and Power's Electric Assistance Program (UUAP.)

To be eligible for the Partnership Program, property owners cannot be engaged in the sale of property and/or involved in a building permit process of improvements valued at \$20,000 or more.

Property owners must submit an application for any property located within the City of Pasadena with existing sidewalks damaged by City street tree roots. The City will inspect the sidewalk locations to determine qualifications, condition, project limits, and if the sidewalk was damaged by City tree roots. The City will then send an agreement to the property owner with the cost. The work will be scheduled once the invoice has been paid.

Repair Incentives are available on a first come, first serve basis until funds are expended. For more information, visit <http://www.ci.pasadena.ca.us/PublicWorks/> or call (626) 744-4191.

The Department of Public Works also provides temporary sidewalk repairs. Residents are encouraged to report damaged sidewalks in need of temporary repair through the City of Pasadena Citizen Service Center <http://www.ci.pasadena.ca.us/CSC/> or by telephone at (626) 744-4191.

Attachments:

1. Pilot Sidewalk Repair Partnership Program Frequently Asked Questions (FAQs)
2. Pilot Sidewalk Repair Partnership Program Application

Attachment 1

Pilot Sidewalk Repair Partnership Program Frequently Asked Questions (FAQs)



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PILOT SIDEWALK REPAIR PARTNERSHIP PROGRAM FREQUENTLY ASKED QUESTIONS

1. Who is responsible for repairing damaged sidewalks in the City of Pasadena?

Per Section 12.04.030 of the Pasadena Municipal Code, sidewalk repair is the responsibility of the abutting property owner even if the damage was caused by a City owned tree.

2. What is the Pilot Sidewalk Repair Partnership Program?

This is an incentive program to assist property owners with repairing sidewalk damaged by City tree roots. The City will match 50% of the cost of the sidewalk repairs, subject to a cap of \$1,000 per parcel. For income-qualified residents, a match of 70% of the cost of sidewalk repair, subject to a cap of \$1,000 per parcel.

3. How do I become income-qualified?

Income qualifications are based on Pasadena Water and Power Electric Assistance Program (EUAP)
<http://cityofpasadena.net/waterandpower/CARE/>.

4. Who qualifies for the Pilot Sidewalk Partnership Program?

Property owners with property located within City of Pasadena with existing sidewalks that are damaged by City tree roots will qualify. Property owners cannot be currently engaged in sale of property and/or building permit process (improvement valuation of \$20,000 or more).

5. How long will the Pilot Sidewalk Partnership Program last?

The Partnership Program has limited funding and is on a first come, first serve basis until the funds have been expended.

6. How do I apply for the Pilot Sidewalk Partnership Program?

Contact Department of Public Works at (626) 744-4191 or visit the website at <http://cityofpasadena.net/publicworks>. Request or [download an application](#) and return to Public Works at:

100 N. Garfield Avenue, Room N306
Pasadena, CA 91101
Attn.: Pilot Sidewalk Repair Partnership Program

7. What is the process for the Pilot Sidewalk Partnership Program?

After receipt of an application from the property owner, the City will inspect the sidewalk locations to determine qualifications, condition, project limits, and if the sidewalk was damaged by City tree roots. The City will then send an agreement to the property owner with the cost. The work will be scheduled once payment has been received.

8. Who is responsible for repairing damaged walls, steps, walkways, and driveways on my property?

Property owners are responsible for all repair work on their property, even if the damage was caused by a City tree in the parkway.

9. Who is responsible for repair of the City's curb and gutter?

The City repairs curb and gutter (at no charge to the property owner) just prior to the resurfacing or the slurry sealing of the street. If the curb or gutter is damaged, hazardous or unsafe, please contact the Department of Public Works—Engineering Division at (626) 744-4191.

10. What about my damaged driveway approach between the curb and sidewalk?

The Pilot Sidewalk Partnership Program does not apply to damaged driveways even if the damage is caused by City trees. Any damage to drive approaches, including the curbs within the drive approach, is also the property owner's responsibility. The City is not currently repairing or replacing drive approaches for property owners; however partial replacement is occasionally necessary when the abutting sidewalk is replaced by the City.

11. Will the City remove the tree in front of my property?

In many circumstances tree roots can be pruned to accommodate sidewalk, curb and gutter reconstruction. Forestry staff will facilitate selective root pruning on the tree's root system. The City will make every attempt to preserve healthy trees. The City Arborist will perform a hazard evaluation at the time of inspection and will make a determination on the tree's condition. Sections 8.52.070 and 8.52.080 of the Pasadena Municipal Code and the Tree Protection Ordinance apply.

If you have further questions, please call the Department of Public Works Engineering Division at (626) 744-4191. Questions specific to trees should be directed to the Department of Public Works Parks and Natural Resources Division at (626) 744-4321.

Department Home

Americans with Disabilities Act
(ADA) Transition Plan

Arroyo Seco

Commissions

Capital Improvement Program
(CIP)

Graffiti Abatement

Parks and Natural Resources

Pasadena Tree Ordinance

Pilot Sidewalk Repair Program

Program FAQs

Projects and Plans

Reports and Public Notices

Robinson Park Community
Center

Street Maintenance

Recycling Resources

Trash and Recycling

Traffic Control

CITY LINKS

Most Requested

Departments & Agencies

Mayor, Council & Commissions

CITY SERVICES

City Services & Payments

Forms & Permits

Attachment 2

Pilot Sidewalk Repair Partnership Program Application



**CITY OF PASADENA
PILOT SIDEWALK REPAIR PARTNERSHIP PROGRAM
APPLICATION**

Please print or type.

Date: _____

Owner Applicant Name: _____
First M.I. Last

Signature: _____

Mailing Address: _____

Daytime Phone Number: _____

Email Address: _____

Sidewalk Repair Location:

_____, Pasadena _____
Address Zip Code

Note: Applications will be processed on a first come, first served basis. Submittal of an application does not guarantee City funding for sidewalk repairs.

Mail completed applications to: Pilot Sidewalk Repair Partnership Program, Department of Public Works, City of Pasadena, 100 N. Garfield Avenue, Room N306, Pasadena, CA 91101. Applications may be submitted via Email to: sidewalks@cityofpasadena.net

For additional information, please contact the Department of Public Works at (626) 744-4191 or go to www.cityofpasadena.net/PublicWorks

For Office Use Only:

_____ Date Application Received _____ By _____

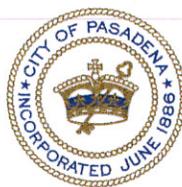
Sidewalk Damaged by City Tree Roots: YES (Eligible) NO (Not Eligible)

Area of Tree Root Damaged Sidewalk: _____ SF Total Cost \$ _____

Property owner share: \$ _____ City Share: \$ _____

Date of Agreement/Invoice: _____ Sent via Email / Mail on _____

\$ _____
Payment Received Date



MEMORANDUM
LIBRARIES & INFORMATION SERVICES DEPARTMENT

Date: July 8, 2013

TO: Michael Beck, City Manager

FROM: Jan Sanders, Director, Libraries and Information Services

RE: New Librarian I's join the staff at Pasadena Public Library

I am happy to announce the addition of three full-time Librarian I's to the Pasadena Public Library staff. All are current library staffers who applied for the position, successfully completed the interview process and were then promoted. Our three new Librarian I's are:

Rosa Cesaretti, who will join the excellent team at the La Pintoresca/Villa Parke Branch pairing serving under the tutelage of Branch Manager Pat Smith. Rosa has a Master's Degree in Library & Information Services. She has worked for the city in the Library & Information Services Department for almost two years serving as a part-time Technical Specialist on the Central Library's frontline Customer Service team at Central Library and Hastings Ranch Branch. Rosa previously worked at Loyola Marymount University W.H.H. Library and at the Jet Propulsion Laboratory Library.

Zyrel Rojo, who will serve at the Lamanda Park/San Rafael Branch pairing working with Branch Manager Leonard Lane and his fine team. Zyrel has a Master's Degree in Library & Information Services. He has worked for the city in the Library & Information Services Department at Central Library for 14 years serving most recently as a full-time Technical Assistant. Zyrel previously served as a part-time Staff Assistant in the Reference, Database and Circulation divisions.

Tara Smith, who moves to Hastings Ranch Branch Library where she'll complete the outstanding team there with Branch Manager Diane Walker. Tara has a Master's Degree in Library & Information Services. She has worked for the city in the Library & Information Services Department for almost two years serving as a part-time Technical Special on the frontline Customer Service team at Central Library. Tara previously was the Children's Services Librarian at Crowell Public Library in San Marino.

In addition to these new librarians two current Librarian I's are transferring from one site to another. The Librarian I lateral transfers are:

Veronica Fuentes, who is moving to the Allendale/Hill Avenue Branch pairing, where she will work closely with Branch Manager Jean Penn and her great troop. Veronica has worked for the city in the Libraries & Information Services Department for 13 years most recently serving as a Librarian I at Central Library.

AnnMarie Hurtado, who is coming to Central Library to complete the staffing in the children's area. AnnMarie has worked for the city in the Libraries & Information Department for a little over a year serving as Librarian I for the La Pintoresca/Villa Parke Branch pairing.

We are all very excited to have the opportunity to move our own staffers to positions of higher responsibility and trust.



**MEMORANDUM – CITY OF PASADENA
Human Services and Recreation Department**

DATE: July 10, 2013
TO: Michael Beck, City Manager
FROM: Lisa H. Fowler, Communication – Human Services & Recreation
SUBJECT: **Applications Now Available for Pasadena Neighborhood Leadership Institute**

Applications are now available and due by close of business Monday, August 5, 2013, for the Pasadena Neighborhood Leadership Institute, a 10-week program offered at no cost to participants sponsored by the Human Services and Recreation Department's Neighborhood Connections Division. Classes begin September 10, 2013. Pasadena Neighborhood Leadership Institute (PNLI) is a free ten week, interactive training program designed to empower emerging, locally based leaders by:

- Developing leadership and communication skills
- Teaching them to work effectively in a group to effect positive change
- Building relationships with City officials and assistance agencies
- Providing the tools to influence decision-makers and make a difference

Mercy Santoro, Department Director, encourages the local community interested in developing leadership skills to take advantage of this wonderful opportunity. "If you have ever considered yourself a budding leader, here is the chance to hone your leadership skills" she said.

Applications are available at the following: Jackie Robinson Community Center, 1020 N. Fair Oaks Avenue; Robinson Park Recreation Center, 1081 N. Fair Oaks Avenue; Villa-Parke Community Center, 363 E. Villa Street; Victory Park Center, 2575 Paloma Street; at City Hall in Room N255, 100 North Garfield Ave.; and at the Flintridge Center, 236 W. Mountain Street, Suite 106, Pasadena, CA 91103.

For more information, please contact William Syms at (626) 744-7295 or wsyms@cityofpasadena.net.

PROJECT PLANNING SCHEDULE

7/8/2013

July							August							September						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6	4	5	6	7	8	9	10	1	2	3	4	5	6	7
7	8	9	10	11	12	13	11	12	13	14	15	16	17	8	9	10	11	12	13	14
14	15	16	17	18	19	20	18	19	20	21	22	23	24	15	16	17	18	19	20	21
21	22	23	24	25	26	27	25	26	27	28	29	30	31	22	23	24	25	26	27	28
28	29	30	31											29	30					

- July 8-13, 2103: Escalators shut down for punch list work
- July 8, 2103: Weekly Update Meeting (11am/ Conference Room)
- July 11, 2013: Neighborhood Meeting (7:30am/ Brookside)
- July 11, 2103: Police Driver's Training (Lot F)
- July 13, 2103: Clark Event (Pavilion)
- July 14, 2013: Flea Market
- July 15, 2103: Weekly Update Meeting (11am/ Conference Room)
- July 15, 2103: NFL All Access Event (6-9pm/ Field)
- **July 16-17, 2103: East Concourse Paving**
- July 19-20, 2013: Ride and Drive (Lots F/ K)
- July 20, 2013: Quinn Emanuel Event (Field)
- July 21-27, 2013: Concert Load in
- July 22, 2013: Weekly Update Meeting (11am/ Conference Room)
- July 28, 2103: Concert
- July 29, 2013: Weekly Update Meeting (11am/ Conference Room)
- July 31, 2013: Finance Meeting (8am/ Conference Room)
- July 31, 2013: Safety Committee Meeting (Noon/ Conference Room)
- August 5, 2013: Weekly Update Meeting (11am/ Conference Room)
- August 5-9, 2013: Video Board Cleaning
- August 8, 2103: Neighborhood Meeting (7:30am/ Brookside)