OFFICE OF THE CITY MANAGER

March 27, 2014

To the Honorable City Council
of the City of Pasadena

Mayor and Councilmembers:

WEEKLY NEWSLETTER

1. Public Safety Committee Meeting, March 17, 2014 – Transfer of Criminal Investigations Involving Officer Involved Shootings to the Los Angeles County Sheriff's Department:

At the March 17, 2014 Public Safety Committee meeting, Chief of Police, Phillip Sanchez announced his decision to transfer responsibility for future criminal investigations of officer involved shootings (OIS) to the Los Angeles County Sheriff's Department (LASD). As outlined in the attached memorandum, this operational decision, within the purview of the Police Chief, was based primarily on two factors, the desire to increase transparency and independence, as well as, in recognition of resource limitations (i.e., staffing) within the Pasadena Police Department.

2. Internal Affairs Review and 2013 Discipline and Use of Force Overview – Follow-up:

On March 17, 2014, the Pasadena Police Department presented to the Public Safety Committee an informational report on the Department's Internal Affairs Review regarding the Department's 2013 Discipline and Use of Force incidents. During the presentation several questions were asked by the Committee members, the answers to which were not immediately available. The attached memorandum from Chief of Police, Phillip Sanchez is intended to respond fully to those questions.

3. Police Department's Frequently Asked Questions (FAQ) Webpage Link:

During the March 17, 2014 Public Safety Committee (PSC) meeting, Chief of Police, Phillip Sanchez informed the committee members that the Pasadena Police Department developed and posted a section titled, "Frequently Asked Questions" (FAQ's), on Police

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Department webpage. The living document is intended to increase information sharing and transparency by keeping community members, elected officials, and other stakeholders connected with police department. The attached memorandum provides detailed information on the main categories contained in the FAQ link.

4. Housing and Career Services Department Resources for the Developmentally Disabled Population:

At the March 17, 2014 council meeting, a question was raised concerning resources the Housing and Career Services Department provides for the developmentally disabled population. According to William Huang, Director of Housing and Career Services, the Department currently provides $25,000 per year of Pasadena Assistance Fund (formerly known as the Human Services Endowment Fund) dollars to FVO Solutions, a Northwest Pasadena nonprofit organization, which provides jobs and job training for developmentally disabled persons.

The Department also provides rental subsidies to 872 disabled households some of whom are developmentally disabled and has helped to develop 22 units of affordable housing serving up to 38 low income developmentally disabled persons. Please see the attached memorandum which provides additional detailed information on these housing services.

5. Impact of Housing and Career Services Department Activities on Homeless Count Reductions for 2011-2013:

In 2011 there were 1,216 homeless persons in Pasadena. By 2013, there were 772 about a 36% reduction. During the same period Los Angeles County reported a 16% increase in the county wide homeless population. At the March 19, 2014 special council meeting, a question was raised concerning how Housing and Career Services activities impacted the reduction in the annual homeless count. According to William Huang, Director of Housing and Career Services, there are several Housing and Career Services projects and programs that permanently reduce the homeless population which are outlined in the attached memorandum.

6. 167 East Walnut Street – Public Concerns Regarding Ingress and Egress and the Parking Associated with the Proposed Multi-family Residential Building:

During the City Council meeting of March 24, 2014, several members of the public raised concerns during the public comment portion of the meeting about the ingress and egress (using Townsend not Walnut Street) and parking associated with the proposed multi-family residential building located at 167 East Walnut Street. I have attached a memorandum from Vincent Bertoni, Director of Planning and Community Development which provides background and detailed information on this proposed project.

7. Power Integrated Resource Plan Stakeholders Advisory Group:

Pasadena Water and Power will undertake an update to the Power Integrated Resource Plan ("IRP") beginning next month. According to Phyllis Currie, General Manager Water and Power, the Power IRP update will include a review of current and emerging issues affecting the electric industry; the status of goals established in the IRP adopted in 2009 and updated in

2012; and an analysis of options for meeting the power needs of the City of Pasadena over the 20 year horizon from 2015 through 2034 while balancing service reliability, cost, and environmental stewardship.

To tackle the complex issues involved in the IRP, and ensure that Pasadena's broad community interests are represented, Pasadena Water and Power staff will be assisted by a nationally recognized energy consulting firm, and a Stakeholder Technical Advisory Group. Important issue to be addressed in this update and members of the Stakeholder Technical Advisory Group appointed by the Mayor are outlined in the attached memorandum.

8. Appointments Made for School/City/Community Work Plan Governance Structure:

Both the City and Pasadena Unified School District (PUSD) are excited to announce moving forward on the next steps in developing the governance structure to support the School/City/Community Work Plan. At the Annual Board of Education and City Council Meeting held on March 24, 2014, the governing bodies unanimously approved a conceptual framework for governance, which is detailed in the 2014-2015 Work Plan.

To support aligning the governance structure with the Work Plan, both the Board and Council appointed two members to head up the discussions. Board of Education President Renatta Cooper appointed Kim Kenne and Tom Selinske, and Mayor Bill Bogaard appointed Terry Tornek and John J. Kennedy. Discussions are expected to commence in April 2014 and conclude in August 2014 with recommendations to be made to the School Board and City Council. I have attached a memorandum from Mercy Santoro, Director of Human Services and Recreation which provides additional information on the Workplan Governance ad hoc committee and governance structure.

9. Holly Street – Emergency Slope & Roadway Repair:

The February 28, 2014 rainstorm eroded a portion of the slope located southeast of the Holly Street Bridge. As a result, approximately 25 lineal feet of concrete retaining wall and curb along the south side of Holly Street was damaged. The Department of Public Works immediately secured the area during the rainstorm and will begin making permanent repairs in early-April.

The scope of work includes the excavation and re-grading of a portion of the slope and the construction of a new concrete retaining wall, curb and gutter, driveway approach, and roadway pavement. According to Siobhan Foster, Director of Public Works, the construction is scheduled to begin the week of April 7, 2014, and is expected to take three weeks to complete. Toby B. Hayward, Inc., a Monrovia-based company is the contractor. The firm has previously completed similar work for the City. The contractor will close eastbound Holly Street from Linda Vista Avenue to approximately 100 feet east of the Holly Street Bridge. Access to residents living on Holly Street will be maintained throughout the project.

The preliminary estimate for the repairs is approximately $80,000. Funds for the subject work will be added to budgeted appropriations, in Storm Drain Structure Repairs and Improvements – FY2011 – 2015 (Budget Account No. 76904).

10. Moody's Investors Services Affirms Aa3 Rating to Pasadena:

On March 4, 2014, Moody's Investors Service affirmed its Aa3 rating on Pasadena's 1993 Refunding Certificates of Participation (Old Pasadena parking facilities project of 1985) and removed its negative outlook from the ratings. Andrew Green, Director of Finance has provided a copy of Moody's report which describes the agency's rating rationale and defines the City's strengths and challenges.

11. Rose Program – Youth Employment Program:

The City of Pasadena is pleased to announce 180 Summer Youth Employment job opportunities for 2014. The Summer Rose Program is designed to provide exciting first time job experience for youth that will help set the pathway for early career exploration. The Program prepares young people with 21st Century workforce skills by providing work-based learning experiences that help develop creativity, problem solving, communication and collaboration. Placement sites are offered in various City departments ranging from Human Services and Recreation to Pasadena Water and Power, as well as local businesses and Los Angeles County Parks and Recreation Department. The attached memorandum from Mercy Santoro, Director of Human Services and Recreations provides detailed information on this year's Summer Rose Program.

12. Email Subscription Service & RSS Feed for City Manager's Newsletter:

William Boyer, Public Information Officer is pleased to announce that as of March 24, 2014, the City of Pasadena website provides an automated email subscription service and RSS notification feed option for the City Manager's Weekly Newsletter. In addition to the subscription functions a new email address cmnewsletter@cityofpasadena.net has been activated send feedback, questions or other inquires by newsletter subscribers to the City Manager's Office. The attached memorandum provides a detailed screen capture photo of where to find the newsletter on the City of Pasadena website and how to become a newsletter subscriber.

13. List of Current Planning Projects - Update:

I have attached from Vincent Bertoni, Director of Planning and Community Development is a list of new current planning (zoning) projects submitted between February 19, 2014 and March 24, 2014. Also attached is a list of major active zoning projects and master plans as of March 24, 2014. A major project includes those with 25 or more residential units and/or 25,000 square feet of non-residential space. Planned Developments and Master Plans are also included. If you have any questions on cases, please contact Kelvin Parker, Zoning Administrator, at extension 7124.

14. Arbor Day – Saturday, March 29, 2014:

The Department of Public Works invites community volunteers to plant trees in commemoration of Arbor Day on Saturday, March 29, 2014. Volunteers will meet at the Fillmore Station – Metro Gold Line, located at 95 Fillmore Street. Tree planting will occur along Raymond Avenue and Pico and Fillmore Streets. Activities will begin with registration at 8:00 a.m., followed by a Tree City USA award presentation, tree planting demonstrations at

8:20 a.m., the dissemination of volunteer tree planting teams at 8:40 a.m. Participants are encouraged to bring gloves and a shovel and wear comfortable clothes and closed-toe shoes (flyer attached).

According to Siobhan Foster, Director of Public Works, interested volunteers should register with the Department of Public Works at (626) 744-7311. Darya Barar, Program Coordinator II, is coordinating the Arbor Day activities on behalf of the Department of Public Works. Ms. Barar is available to provide additional information. You can reach Ms. Barar by telephone at (626) 744-3846 or via e-mail at dbarar@cityofpasadena.net.

15. Tea in Recognition of Women's History Month:

On Sunday, March 30, 2014, The Jackie Robinson Community Center, along with the Black History Planning Committee and the Commission on the Status of Women, will host a tea in honoring and recognizing women for their contributions and achievements in public service. According to Mercy Santoro, Director Human Services and Recreation, this special appreciation tea, from 2:00 p.m. to 4:00 p.m. will be a celebration of all the women who have unselfishly and tirelessly contributed to the betterment of the community. The event is free and the public is welcome. Jackie Robinson Community Center is located at 1020 North Fair Oaks Avenue in Pasadena. For more information about the tea, please contact Jackie Robinson Community Center at 626.744.7300.

Respectfully submitted,

JULIE A. GUTIERREZ
City Manager

JAG/dc
/attachment

MEMORANDUM – City of Pasadena
Police Department
March 27, 2014

TO: Michael J. Beck
City Manager

FROM: Phillip L. Sanchez
Chief of Police

RE: Public Safety Committee Meeting, March 17, 2014 - Transfer of Criminal Investigations Involving Officer Involved Shootings to the Los Angeles County Sheriff's Department

At the March 17, 2014 Public Safety Committee meeting, I announced my decision to transfer responsibility for future criminal investigations of officer involved shootings (OIS) to the Los Angeles County Sheriff's Department (LASD). This operational decision, within the purview of the Police Chief, was based primarily on two factors, the desire to increase transparency and independence, as well as, in recognition of resource limitations (i.e., staffing) within the Pasadena Police Department which are likely to be present for the foreseeable future.

Specifically, several current Pasadena Police Homicide/Assault Detectives participated in a recent competitive promotional testing process exam for Sergeant. As a result, a number are likely to receive promotions and transfer out of the Criminal Investigations Division. While this is good for the Department's overall supervisor staffing level, it will negatively impact the number of highly-skilled detectives with OIS investigative experience available to conduct criminal investigations into officer involved shootings, should such occur. Please be assured that in no way will other criminal investigations be impacted.

More importantly, over the past several years, community members, neighborhood watch block captains and civil rights representatives (e.g. ACLU, NAACP) have engaged the Police Department, the Public Safety Committee, and City Council members in a discussion regarding greater transparency through independent investigations regarding officer involved shootings in Pasadena. The transition to LASD for this responsibility is in keeping with that spirit.

Currently, the Los Angeles County Sherriff's Department is the only law enforcement agency that offers its investigative services to independent police agencies within Los Angeles County. Staff verified this directly by contacting other police agencies including the City of Los Angeles Police Department. The Sheriff's Department currently provides OIS investigative services to approximately 35 independent police departments, including the cities of: Alhambra, Arcadia, Azusa, Baldwin Park, Bell, Bell Gardens, Claremont, Covina, Culver City, Downey, El Monte, El Segundo, Gardena, Glendora, Hawthorne, Huntington Park, Irwindale, La Verne, Manhattan Beach, Maywood, Monrovia, Montebello, Monterey Park, Palos Verdes Estates, Pomona, Redondo Beach, San Fernando, San Gabriel, San Marino, Signal Hill, South Gate, South Pasadena, Vernon, West Covina, and Whittier.

The Sheriff's Department offers vast experience and knowledge regarding officer involved shooting investigations, and LASD is supported by a robust forensic unit with a nationally recognized crime lab.

Any Sheriff's criminal investigation will be independent from those investigations conducted by the Los Angeles County District Attorney's Office, Justice and Integrity Unit, and the internal administrative review conducted by the Pasadena Police Department, which examines all aspects of a shooting, including the officer's actions (prior to, during and after the shooting), incident supervisor, equipment, training and tactics.

The Pasadena Police Department's policies & procedures manual (Lexipol), adopted in 2011, are currently being modified to reflect the change in the Department's protocols related to an officer involved shooting criminal investigation. The transfer of officer involved shooting criminal investigations to the Los Angeles County Sheriff's Department will serve our community well and further the public's trust.

MEMORANDUM – City of Pasadena
Police Department
March 27, 2014

TO: Michael J. Beck
City Manager

FROM: Phillip L. Sanchez
Chief of Police

RE: Public Safety Committee Meeting, March 17, 2014 – Follow-up Questions

On March 17, 2014, the Pasadena Police Department presented to the Public Safety Committee an informational report on the Department's Internal Affairs Review regarding the Department's 2013 Discipline and Use of Force incidents. During the presentation several questions were asked by the Committee members, the answers to which were not immediately available. This memorandum is intended to respond fully to those questions.

1. As part of the presentation on employee discipline, staff indicated that as a result of Internal Affairs investigations, there were a total of twelve sustained complaints against employees of the Pasadena Police Department. The following is a breakdown of the offenses:

    a. Preventable collisions (6)
    b. Negligent discharge of a firearm (1)
    c. Code of conduct (1)
    d. Misconduct during an interview (1)
    e. Substandard work performance (1)
    f. Failure to supervise (2)

2. As part of the presentation on the Use of Force incidents, the Committee requested information as to the number of suspects under the influence of drugs and/or alcohol at the time of their arrest when Pasadena Police Officers used force.

    As outlined in the presentation, the Pasadena Police Department had 35 categorical uses of force in 2013; a figure that reflects use of force in only 0.52% of arrests. Of the total 35 categorical uses of force, in 17 of the cases officers were able to ascertain that the suspects were under the influence of drugs and/or alcohol at the time of their arrest.

    In response to public comment, there was some discussion concerning the language which appears on the Police Department's Complaint Forms. (Currently, there is language on the form which cautions the complainant about potential civil damages if they knowingly and maliciously make a false complaint against an officer.) A concern

was raised that this verbiage might intimidate individuals from filing legitimate complaints.

The Police Department has researched this matter with the assistance of the City Attorney's Office. There is no legal mandate requiring the Pasadena Police Department to caution complainants about potential criminal or civil actions if a false complaint is knowingly and maliciously made. Consequently, the language will be modified to include only a declaration statement indicating that the declaration provided by the complainant is accurate under the penalty of perjury. The modified complaint forms will be distributed and posted on-line in the near future.

MEMORANDUM – City of Pasadena
Police Department
March 27, 2014

TO: Michael J. Beck
City Manager

FROM: Phillip L. Sanchez
Chief of Police

RE: Public Safety Committee Meeting, March 17, 2014
Police Department's Frequently Asked Questions (FAQ) Webpage Link

During the March 17, 2014 Public Safety Committee (PSC) meeting, I informed the committee members that the Pasadena Police Department developed and posted a section titled, "Frequently Asked Questions" (FAQ's), on our webpage. The living document is intended to increase information sharing and transparency by keeping community members, elected officials, and other stakeholders connected with police department.

The main categories contained in the FAQ link include: *Requesting Police Services; Complaints & Use of Force, Victims of Crimes, Nuisance Violations, Records, Reports, & Permits, Traffic & Parking Concerns, Jail & Property Information, Police Department Programs, Emergency Notification Systems, and Other information,* which are frequently points of interest. Each main category has subsections containing extensive narrative explaining the practices, procedures, and general information about the police department. The main categories and subsections will be updated as necessary to ensure the information remains relevant and contemporary.

The FAQ's, in their entirety are included in this memorandum. However, I would encourage you to visit the Pasadena Police Department's Website at: http://www.ci.pasadena.ca.us/Police and browse FAQ's (http://www.ci.pasadena.ca.us/Police/FAQ/ComplaintsAndUOF).

REQUESTING POLICE SERVICES

In order to provide better customer service and accessibility to police services, the following FAQs, answers, web links and other information is provided. If you cannot find the information you need below, please contact us at (626) 744-4501.

What are the business hours of the Police Department?

The Pasadena Police Department operates 24 hours a day. The Records Section, the Front Lobby and the Property Management are available to the public on a walk-in basis at our headquarters, 207 N. Garfield Avenue.

The Records Section is open from 7 a.m. to 9 p.m., Monday through Friday, and on weekends from 10 a.m. to 6 p.m.

The Property Management Section's public window hours for the return of property are 12 p.m. to 5 p.m., Tuesday through Thursday only.

The Front Lobby is staffed by our volunteers, and is generally open from 10 a.m. to 2:00 p.m., Monday through Friday. The public counters are closed for all major holidays.

All of our Contact Information is available online at www.cityofpasadena.net/Police/Contact_Us/

When should I use 911?

Call 911 for any life-threatening or emergency situations when immediate police or fire response is necessary to save lives, protect property or apprehend suspects. Calls for medical emergencies, fires, crimes in progress, imminent crimes and serious auto accidents should also be made to 911.

Non-emergency incidents, minor complaints or situations that require a police response, but are not life-threatening, should be made to the Department's Communications Center at (626) 744-4241.

Should I call police about suspicious activity?

Yes. If you see something suspicious, say something and call us. Our experienced phone operators will help determine if a police response is needed. Please be prepared to provide us with as much detailed information as possible about the suspicious activity.

You may also report activity through the following link: http://www.ci.pasadena.ca.us/Police/Report_A_Crime_Online/

When I call the Police, what information should I have ready to give them?

Our call takers are trained to know that when citizen call us, many of these calls are made during times of emergencies, traumatic situations or other highly emotion events. In order for us to help you as quickly as possible, it is important for you, the caller, to remain calm, speak slowly and clearly, and be prepared to provide us with as much detail as possible. Examples of what we will want to know are:

•Why you are calling and what do you want to report?

•Are you reporting something that already happened & when it occurred, or is it an incident happening right now?

•Your name and phone number (although anonymous calls are accepted).

•Your location and the specific location of the incident you are calling about.

•Injuries, number of injuries and type(s) of injuries

•Are any weapons involved?

•How many people are involved?

•Detailed descriptions of people involved, including gender, race, hair color, eye color, height, weight, scars/tattoos, especially clothing.

•Describe any vehicles involved, including license plate, color, make, model, year

•Direction of travel for anyone leaving the scene on foot or in a vehicle?

•Any animals involved?

If I call for a police response, how soon can I expect them to arrive?

Response times vary depending on the priority of the call, with life-threatening situations being the highest priority and property crimes with no immediate public safety issues being lower in priority. The average response time for high-priority crimes is approximately 5 minutes.

How are calls for police service prioritized?

Priority One: Caller indicates a situation is in-progress, where personal safety is at risk, including armed crimes, assaults, major injury auto crash, missing child or missing person with health or mental issues.

Priority Two: Calls indicating property at immediate risk, and/or the chance of apprehending a suspect is high, also missing person calls.

Priority Three: Calls involving all other active incidents.

Priority Four: Calls about a previous incident requiring an officer for a report.

Priority Five: Calls that a civilian employee may handle.

Where do I find Crime statistics for the City of Pasadena?

Statistical information is available at the following link: http://www.ci.pasadena.ca.us/Police/Crime_Statistics/

How many Police Officers does the City of Pasadena employ?

The Pasadena Police Department employs approximately 240 sworn peace officers and 168 civilian employees.

How can I commend a Pasadena Police Department employee?

There are several ways, including:

Send the Chief of Police a letter to 207 N. Garfield Ave., Pasadena, CA 91101.

Come to the Department's Records Section during the stated business hours to fill out a "Positive Contact" form or to speak with the employee's supervisor.

Send an email the Chief of Police, or one of the Command Staff, listed on the following website page www.cityofpasadena.net/Police/Command_Staff/

Call us at (626) 744-4241.

Can a Police Department speaker be requested for a local group meeting or event?

Yes. Call Community Services Section at (626) 744-4551.

Can a Civic or Youth group tour the Pasadena Police station?

Yes. Call Community Services Section at (626) 744-4551.

Can the Pasadena Police Department do a vacation check on our house?

Yes. Call us at (626) 744-4241. The extra service request will be conducted based on the availability of officers and calls for service.

What is the difference between a Police Officer, Highway Patrol Officer and a Sheriff's Deputy?

Police Officers, California Highway Patrol Officers (CHP) and Sheriff's Deputies are all California Peace Officers and have statewide police powers. Police Officers work for their respective City. Sheriff's Deputies usually work for the County and the CHP works for the State of California. Police Officers usually oversee law enforcement duties within their city limits; the CHP oversees state highways, freeways and county roads outside city boundaries and Sheriff's deputies provide law enforcement for the unincorporated areas of a county and for cities that contract for their services. During emergencies, activation of mutual aid requests, and for crimes in progress observed by an outside jurisdiction, any "peace officer" regardless of customary jurisdiction, has the ability to exercise law enforcement powers.

What is racial profiling?

Racial profiling is defined as the use of specific characteristics or behavior patterns to determine whether a person may be engaged in illegal activity. Peace officers are prohibited from detaining persons based solely on their race. All officers in the Pasadena Police Department receive on-going training that encompasses laws related to racial profiling and the detrimental effects of race-based profiling on individuals, the community and the potential for discriminatory behavior.

How do I retrieve items stored in the Department's property room?

The Pasadena Police Department's Property Management Section's public window hours for the return of property are 12 p.m. to 5 p.m., Tuesday through Thursday only. Money is released by appointment ONLY during the public window hours. Please call (626) 744-4618 to make an appointment for the return of money.

For more information about the Property Management Section, please visit
http://www.ci.pasadena.ca.us/police/property_management/

COMPLAINTS & USE OF FORCE

In order to provide better customer service and accessibility to police services, the following FAQs, answers, web links and other information is provided. If you cannot find the information you need below, please contact us at (626) 744-4501.

What is a personnel complaint?

The Department takes all personnel complaints very seriously. Our Code of Conduct Statement is online at www.cityofpasadena.net/Police/Code_of_Conduct/

A personnel complaint is any allegation of misconduct or improper job performance against any department employee, sworn or civilian, that may constitute a violation of department policy, or federal, state or local law.

There are two types of complaints, informal and formal:

1. Informal Complaint- Informal complaints may be verbalized without being documented on a personnel complaint form. Once made, the responsible supervisor has the discretion to resolve the informal complaint consistent with department policy and the person making the complaint is satisfied that appropriate action will be taken.

2. Formal Complaint- Formal complaints are documented in writing requesting an investigation and conclusion. A formal complaint can be made by either a citizen (external) or by a supervisor (internal) who has determined that administrative action is warranted. Complaints are investigated by a police supervisor of the accused employee or referred to the Department's Professional Standards Unit, depending upon the seriousness and complexity of the accusation. Formal complaints are assigned a file number; investigations are documented in writing, and presented for review and disposition by Command Staff, per Department policy.

Occasionally, a complaint involves a person who then refuses to cooperate with investigators or is unavailable for follow-up contact. In these situations, and at the discretion of the Professional Standards Unit, the investigation may proceed without the complainant's cooperation or be suspended with the approval of the Chief of Police.

How do I make a personnel complaint?

A complaint can be filed in person, in writing, through a community liaison, or by telephoning the Police Department. Although not required, the Department encourages the complainant to appear in person so that they can speak directly to a department representative.

The Personnel Complaint form is available online at http://www.ci.pasadena.ca.us/Police/Contact_Us/

Anonymous or third-party complaints will be accepted and investigated to the extent that sufficient information is provided.

Please fill out a Personnel Complaint form as completely and as clearly as possible, with as much detailed information as you have available. If this is not feasible, the complaint may be given verbally, in person, to the receiving supervisor to ensure all of your available information is included. We encourage anyone making a complaint to also allow us to obtain a recorded statement. However, this is not required. Declining to be recorded is not grounds for the Department to decline your complaint. Please also sign and date your complaint form before submitting. You will receive a copy of your original complaint form and acknowledgement from us that we have received it.

Complaints are referred to the on-duty supervisor or section administrator for processing. Complaints involving significant allegations are also given to the Watch Commander, applicable Division Commander and Chief of Police as soon as practicable.

What happens to my personnel complaint?

Each complaint is processed and investigated as appropriate and on an individual basis. Generally, the investigation and administrative review are concluded within one year, unless extenuating circumstances exist that prolong the investigation.

Once the investigation is completed, the results are presented to an Administrative Review Board. The Professional Standards Unit will notify the complainant of its findings in writing by letter. Each allegation shall be classified with one of the following dispositions:

Unfounded - When the investigation discloses that the alleged act(s) did not occur or did not involve department personnel. Complaints which are determined to be frivolous will fall within the classification of unfounded

Exonerated - When the investigation discloses that the alleged act occurred, but that the act was justified, lawful and/or proper.

Not Sustained - When the investigation discloses that there is insufficient evidence to sustain the complaint or fully exonerate the employee.

Sustained - When the investigation discloses sufficient evidence to establish that the act occurred and that it constituted misconduct.

When is it proper for a police officer to use force?

An officer's ability to use force against a person is strictly governed by the Federal and State Constitutions; existing court case law; the California Penal Code and Department Policy. Police officers are granted authority to use reasonable force to accomplish lawful objectives. California Penal Code Section 835 authorizes a peace officer to use *reasonable force* to affect an arrest, to prevent escape, or to overcome resistance.

Whenever an officer uses categorical force to affect an arrest or detention, a supervisor is notified and conducts an investigation to evaluate whether the officer(s) used reasonable force. The factors considered for reasonableness include:

(a) The immediacy and severity of the threat to officers or others;

(b) The conduct of the individual being confronted, as reasonably perceived by the officer at the time;

(c) Officer/subject factors (age, size, relative strength, skill level, injuries sustained, level of exhaustion or fatigue, the number of officers available vs. subjects);

(d) The effects of drugs or alcohol on the person detained;

(e) Subject's mental state or capacity;

(f) Proximity of weapons or dangerous improvised devices;

(g) The degree to which the subject has been effectively restrained and his/her ability to resist despite being restrained;

(h) The availability of other options and their possible effectiveness;

(i) Seriousness of the suspected offense or reason for contact with the individual;

(j) Training and experience of the officer;

(k) Potential for injury to officers, suspects and others;

(l) Whether the person appears to be resisting, attempting to evade arrest by flight, or is attacking the officer;

(m) The risk and reasonably foreseeable consequences of escape;

(n) The apparent need for immediate control of the subject or a prompt resolution of the situation;

(o) Whether the conduct of the individual being confronted no longer reasonably appears to pose an imminent threat to the officer or others;

(p) Prior contacts with the subject or awareness of any propensity for violence;

(q) Any other exigent circumstances.

The Department's policies also provide guidelines on *reasonable use of force* but each situation is different and fluid. There is no way to specify the exact amount, or type, of reasonable force to be applied in every situation and, as a result, an employee's use of force will be evaluated every time on a case-by-case basis.

The Department recognizes and respects the value of all human life and dignity without prejudice. Vesting officers with the authority to use reasonable force and to protect the public welfare requires monitoring, evaluation and a careful balancing of all interests.

Every member of the Department is expected to comply with all legal guidelines and be professional, impartial and reasonable in their decision making, especially when having to use force. To help personnel be the most effective and efficient while on duty, the Department conducts continual and on-going training and testing related to force application.

What happens following an Officer-Involved Shooting (OIS)?

An Officer-Involved Shooting (OIS) is one of the most serious events that an officer, his/her department and the community ever faces. In order to preserve the public's trust, all OIS events receive the highest level of scrutiny, investigation and review available to the Department.

The post-shooting investigation involves many internal and external procedures. The following is a summary of the process after an OIS. These items are listed by order of importance and some tasks may be completed simultaneously by different persons:

Immediately or soon after the incident

- Police Command Staff and Administrative personnel are notified of the incident, some of whom may go to the scene and/or assist at the Command Post with the incident.
- Investigators with the Los Angeles County Sheriff's Department (LASD) Homicide/OIS Bureau are requested to respond and conduct the criminal investigation. The Sheriff's Department will facilitate the arrival of Forensic Specialists.
- A Pasadena Police Detective Supervisors will be assigned as a LASD liaison.
- Investigators begin their crime scene investigation and witness interviews.
- Forensic Specialists process and collect items of physical evidence.

Usually within 24 hours

- The involved officer(s) will be interviewed by investigators.
- The scene will be cleared after evidence is photographed and collected.

Beyond 24 hours

- Investigators continue their investigation.
- In certain cases, additional government agencies may be requested to assist in the investigations such as the U.S. Department of Justice or the FBI.

The Pasadena Police Department will conduct a comprehensive Administrative Investigation, following the conclusion of independent criminal investigation by the Los Angeles County Sheriff's Department. The investigative findings will then be presented to the Department's Use of Force Review Board as part of the administrative review process. The officer(s)' actions (prior to, during and after the shooting) and the incident management will be examined, which will include an assessments of policies and procedures, supervision, tactics, training and equipment.

How does the Pasadena Police Department review and oversee uses of force by its employees?

The Department objectively evaluates each use of force incident by its employees to ensure that their authority was lawful, appropriate and consistent with training, policy and the law. A Use of Force Report is completed for each use of force incident. The report is forwarded to Professional Standards Unit for tracking and an Administrative Review.

The Professional Standards Unit shall ensure that a thorough investigation of the incident is conducted with particular emphasis on the following areas:

(a) Compliance to all Department policies and procedures.

(b) Identification and management of liability exposure created by the incident in a manner consistent with the best interests of the City, Department and involved personnel.

(b) Identification of any training concerns connected to the incident.

(c) Completion of a thorough presentation of the investigation to the Administrative Use of Force Review Board. The City Attorney's Office will have a representative present during the Administrative Use of Force Review.

The Administrative Use of Force Review Board will evaluate the circumstances surrounding every discharge of a firearm in the City, whether the employee was on- or off-duty, excluding training or recreational use. Administrative Use of Force Review panel includes the Chief of Police, Deputy Chief of Police, Police Commanders, Chief's Adjutant, the police lieutenant or administrator supervising the subject officer(s)/employee(s); the Administrative Section Police Lieutenant, the Training Sergeant, and subject matter experts (SME)

The review shall be based upon the facts reasonably believed, or known, by the officer at the time of the incident, applying any legal requirements, Department policies and procedures and approved training.

1. The Board shall make one of the following findings:

The employee's actions were within or outside Department policy or procedure. Make recommendations regarding training, equipment, supervision and tactics, as deemed appropriate.

2. If the Chief of Police concludes that discipline should be considered, the investigation is forwarded to the Internal Affairs Unit for further investigation.

3. If an employee's actions are found to be outside of department policy or the law, discipline may be imposed based upon the severity of the violation and the officer's performance history.

The Public Safety Committee of the City Council is kept informed of significant use of force incidents. Additionally, the Department presents bi-annual summaries of all PPD Use of Force investigations to the Public Safety Committee. The Public Safety Committee's meetings are open to the public to attend. Agendas and meeting schedules are posted online at http://ww2.cityofpasadena.net/commissions/council_pubsafety.asp and in the Rotunda at City Hall, 100 N. Garfield Avenue, Pasadena, CA.

VICTIMS OF CRIMES

In order to provide better customer service and accessibility to police services, the following FAQs, answers, web links and other information is provided. If you cannot find the information you need below, please contact us at (626) 744-4501.

What is Domestic Violence?

Domestic Violence crosses over several state statutes and can be perpetrated in several different ways other than a simple assault. To qualify as a Domestic Violence crime, the victim must be related to the abuser (regardless of sexual orientation) in one of the following ways: spouse or former spouse; co-habitant (living together as a couple) or former co-habitant; have or had a child together; and is, or has been, in a dating relationship.

What if I am a victim of Domestic Violence?

Immediately call 911 if you have been intentionally injured, or you are in imminent danger of being assaulted by someone you are in a relationship with, or had a past relationship. Officers will respond quickly and facilitate you

receiving medical attention as necessary. Our officers can help with confidential, transitional housing and an emergency protection order.

If there is no immediate, life-threatening danger, and you believe it is safe to do so, call us at (626) 744-4241 to report the domestic violence incident. An officer will be dispatched to investigate the situation.

The Pasadena Police Department has access to numerous resources to help victims, or potential victims, of domestic violence. Call (626) 744-4241 and ask for the Youth and Family Services Unit, normally staffed from 7 a.m. to 5 p.m., Monday through Friday, except holidays. Patrol officers can also provide referrals to local domestic violence advocates and resources.

What is Child Abuse?

Child abuse is defined as any offense, or attempted offense, involving violence or neglect with a child victim (any person under the age of 18) committed by a person responsible for the child's care or any other act that would mandate notification to law enforcement or social service agency.

What do I do if I see or suspect a child is being abused by an adult?

Call 911 immediately if the child has been injured, or is in imminent danger of injury. An officer will respond. A law enforcement entity should be the first agency notified on all child abuse matters. If you wish to remain anonymous regarding your reporting of suspected child abuse or neglect, contact the Department at (626) 744-4241. It is important to the child's health and well-being that suspected incidents of child abuse be reported as quickly as possible to provide protection, intervention and family services.

If you suspect a child may be living in a neglectful or abusive situation and don't want to report to a law enforcement agency, you can also call the Department of Children and Family Services (DCSF), Child Protection Hotline at 1-800-540-4000.

What is Elder Abuse?

Elder abuse is defined as any offense, or attempted offense, involving violence, neglect or financial crimes (theft) against a person over the age of 65 that is committed by a caregiver.

What do I do if I see or suspect elder abuse?

Call 911 immediately if the elderly person has been injured, or is in imminent danger of being injury. An officer will respond. If you suspect an elderly person living in the City of Pasadena may be living in a neglectful or abusive situation, including a long-term care facility, you may report the abuse to the Los Angeles County Adult Protective Services (APS) Hotline at 1-800-540-4000, or 1-213-639-4500.

What happens to a person once they are arrested?

Detained persons are legally subjected to handcuffing. If a person is arrested for a misdemeanor crime, they may be "cited and released" at the scene—issued a citation to appear in court at a later date. It is possible that they could be booked in the jail due to no valid identification; the likelihood that they will continue to engage in illegal activity; further investigation is needed at the scene or at the station, or the incident involves domestic violence.

If a person commits a serious crime and it is determined they will be booked at jail, they are handcuffed before being transported to the Pasadena City Jail. In the jail, the suspect is processed for booking, searched, photographed, fingerprinted, and a computer database check is performed to verify the suspect's identity and status of any outstanding warrants.

Bail is set, and unless it is paid, the person will remain in custody until his/her court appearance, usually within 72 business hours. The arraignment judge will determine any further bail amounts and if the suspect is to be released or kept in custody.

What is a citizen's arrest?

State law allows you the right to arrest another person for a criminal act committed in your presence. The Department recommends that unless it is absolutely necessary, you should avoid taking the direct action of a citizen's arrest and instead call police in order to avoid a physical confrontation with the suspect(s) and possible injuries. In some specific situations, you may have no alternative but to make a citizen's arrest. In that case, be sure to call the Department as soon as possible, fully informing us of the circumstances. You must also sign a private person's arrest form that the Department will provide. The responding officer will take custody of the arrested person and proceed as legally appropriate. You may be required to testify in court regarding your observations and actions.

Often Misunderstood Terminology: (1) Burglary vs. Robbery; (2) Trespassing vs. Loitering; (3) Terrorist Threats; and (4) Assault vs. Battery

1. Burglary vs. Robbery

These two theft crimes are often used interchangeable but they are very different. A person who breaks into an unoccupied home, business or locked car with the intention to commit theft has committed burglary. A person who takes property from another person by force (like a purse snatch) or fear (threats or use of a weapon) has committed a robbery.

2. Trespassing vs. Loitering

Trespassing occurs when a person enters, or remains on, private property which has properly posted signs prohibiting entry or after having been directed to vacate the property by a responsible party. Loitering involves remaining in a public place without legal business.

3. Terrorist Threats

Terrorist Threats are very specific felony crimes involving a threat of death or great injury from a person capable of committing said threat. This crime is often confused with people who provoke a fight or make threatening phone calls, which are lower level crimes of a different classification.

4. Assault vs. Battery

An assault is generally a felony crime involving serious injury or by use of an instrument that may cause serious injury. A battery is usually a misdemeanor and involves minor or no injury. Several factors play into the appropriate classification and ultimate criminal filing including: severity of the crime; whether the person actually struck the other person or solely attempted to; use of a weapon and severity of the injury or injuries inflicted.

To obtain additional details regarding Penal Code sections, click this link.

NUISANCE VIOLATIONS

In order to provide better customer service and accessibility to police services, the following FAQs, answers, web links and other information is provided. If you cannot find the information you need below, please contact us at (626) 744-4501.

Are there noise laws or restrictions in Pasadena?

Yes. Pasadena Municipal Code (PMC) 9.36 addresses property noise violations and prohibits unnecessary, excessive and annoying noises from all sources.

It is unlawful for any person to create, cause, or permit to be made, or continue any noise or sound which exceeds the ambient noise level at the property line by more than 5 decibels. If excessively loud noise of any kind is

disturbing your peace, contact the Department at (626) 744-4241 and an officer will be dispatched to investigate. If the noise from your neighbor persists and the officer is called back, you may be asked to file a formal complaint against the offending neighbor.

Permits and business licenses for amplified sound may be issued by the City with specific compliance criteria, including the days and hours of operation(s), location and type of amplification.

If a loud car alarm persists for more than 45 minutes and the owner cannot be located, the vehicle may be impounded under state motor vehicle law CVC 22651.5. In addition, CVC 27007 restricts allowable noise from a vehicle on public property to 50 feet. Operators may be cited and the amplified equipment can be seized as evidence. Contact the Department at (626) 744-4241 for assistance.

Construction-related noise is only permitted between the hours of 7 a.m. and 7 p.m., Monday through Friday, per PMC Section 9.36.070.

What can I do about my neighbor's barking dog?

If there is excessively loud or prolonged barking of a dog that is disturbing your peace, and your neighbor refuses to take corrective action, contact the Pasadena Humane Society at (626) 792-7151 and an Animal Control Officer will be dispatched to investigate and hopefully resolve the situation.

For more information about dog licensing, animal shelter and care issues, visit the Pasadena Humane Society website at www.pasadenahumane.org.

If the noise from your neighbor's dog persists, you can make a complaint with the City Code Enforcement Section by calling (626) 744-4633 about your neighbor maintaining a nuisance animal. PMC6.18.040 empowers the Code Enforcement Commission to conduct a hearing to determine whether or not the situation involves a public nuisance dog.

Does the City of Pasadena have curfew laws?

Yes. PMC 9.68 provides that minors (under age 18) cannot be present in or upon any public or private street, road, drive, alley, or trail; any public or community park or recreation area; any public ground, place, or building; or any vacant lot or abandoned or vacant building between the hours of 10 p.m. and the time of sunrise of the following day, except in the following situations:

1. Accompanied by a custodial person or by the minor's spouse who must be over 18

2. On an errand directed by, and in possession of a written excuse from, a custodial person or spouse over 18 years of age

3. Engaged in or going directly to or returning directly from a school-approved activity

4. Engaged in a lawful employment activity or in a place in connection with or as required by a business, trade, profession, or occupation in which the minor is lawfully engaged, or going directly to or returning directly from such activity

5. Engaged in or going directly to or returning directly from any other lawful activity with written permission from a custodial person or spouse over the age of 18

6. Involved in an emergency or seeking medical assistance

7. Exercising rights protected by the First Amendment of the United States Constitution or Article 1 of the California Constitution, including but not limited to: free exercise of religion, freedom of speech and freedom of assembly

8. In the right-of-way abutting the minor's residence

9. In a motor vehicle involved in interstate travel

10. Emancipated pursuant to State law and California Family Code Section 7000, et seq.

How can I report prostitution, narcotics or gang activity in my neighborhood?

If you observe a non-violent prostitution, narcotics or gang activity in progress, call the Department at (626) 744-4241 and advice the police dispatcher who answers your call. An officer will be dispatched to investigate and take appropriate action.

If the problems of prostitution, narcotics or gang activity are in your neighborhood, but not in progress, please contact:

Vice/Narcotics: 1-800-222-8477 or e-mail concern at wetip.com

Special Enforcement and Gang Unit: (626) 744-4585

Neighborhood Services Unit: (626) 744-4505, or online at http://cityofpasadena.net/police/community_services/

West& East Pasadena	Kitty Johnson, Police Specialist IV
	kathleenjohnson@cityofpasadena.net
	(626) 744-7650
Northwest Pasadena	Hilda Jurado, Police Specialist IV
	hjurado@cityofpasadena.net
	(626) 744-7659
Central& Midtown Pasadena	Karla Kauhola, Police Specialist IV
	kkauhola@cityofpasadena.net
	(626) 744-7657

How can I report wild animals running loose in my neighborhood?

Call 911 immediately if the animal is posing a threat to life or property. Otherwise, call the Department at (626) 744-4241 and advise the police dispatcher. An officer may be dispatched to monitor the situation and call in additional resources as necessary.

How do I apply for and obtain a permit to carry a firearm?

The Chief of Police is given the statutory discretion to issue a license to carry a firearm to residents within the community, Penal Code § 26150; Penal Code 26155. The Department will fairly and impartially consider all applications to carry firearms in accordance with applicable law and Department policy. Contact the Police Department's Administrative Services Section at (626)744-4574 to discuss the process for obtaining a permit.

RECORDS, REPORTS, & PERMITS

In order to provide better customer service and accessibility to police services, the following FAQs, answers, web links and other information is provided. If you cannot find the information you need below, please contact us at (626) 744-4501.

How do I obtain a copy of a police report?

Click the following link: http://www.ci.pasadena.ca.us/police/records_services/

How can I get a police clearance letter for foreign travel, adoption or immigration purposes?

Click the following link: http://www.ci.pasadena.ca.us/police/records_services/

How do I obtain a copy of a police report?

Click the following link: http://www.ci.pasadena.ca.us/police/records_services/

TRAFFIC & PARKING CONCERNS

In order to provide better customer service and accessibility to police services, the following FAQs, answers, web links and other information is provided. If you cannot find the information you need below, please contact us at (626) 744-4501.

What happens if I refuse to sign a traffic ticket I disagree with?

Signing a citation is your promise to appear in court for a suspected violation. Your signature is not an admission of guilt. Guilt is determined in the court and only a judge can levy punishments.

If you refuse to sign a citation, an officer must arrest you and bring you directly before the magistrate/judge having jurisdiction during court operating hours. This may involve being held in custody overnight or during the weekend until court is next in session.

How do I contest a parking citation?

There are three levels that may be involved in contesting a parking ticket issued in the City of Pasadena. The three levels are detailed within the California Vehicle Code for providing citizens with an opportunity to contest parking tickets that were issued to their vehicles.

In Pasadena, parking enforcement is commonly administered by the City of Pasadena Transportation Department, Parking Citation Section. Click on the following link for more information:
http://www.ci.pasadena.ca.us/Transportation/ParkingServices/Parking_Citations/

How do I get a citation signed off for proof of correction?

The Sheriff's Department has personnel assigned specifically for this task at the Pasadena Courthouse, 300 W. Walnut Street. Parking for this service is marked at the front curb.

If my car has been towed, how do I locate it?

Click on the following link: http://www.ci.pasadena.ca.us/police/impound_faq/ or come to the Department's Records Section during regular business hours.

Who do I call if I see an abandoned vehicle or one that hasn't moved for 72 hours?

No person shall park or leave standing within the City any vehicle for 72 or more consecutive hours upon any highway, street, alley or City property. If that time allotment has been exceeded, any law enforcement officer is authorized to remove or cause the removal of any vehicle. Call the Department at (626) 744-4241. An officer will respond to investigate and impound the vehicle if necessary.

How long can a vehicle park on the street without movement before being issued a citation?

Parking on Pasadena streets is regulated by street signage. In areas where there are no signs, vehicles may park between the hours of 6 a.m. to 2 a.m. Parking vehicles on the street from 2 a.m. to 6 a.m. requires an Overnight Parking Permit available from the City's Department of Transportation. Please visit www.cityofpasadena.net/Transportation for more information.

How can I get a permit for overnight parking in our city?

Overnight parking permits are sold via vending machines. There is a machine located in front of the Department, 207 N. Garfield Ave. For more information visit:
http://www.ci.pasadena.ca.us/Transportation/ParkingServices/Parking_Citations/

JAIL & PROPERTY INFORMATION

In order to provide better customer service and accessibility to police services, the following FAQs, answers, web links and other information is provided. If you cannot find the information you need below, please contact us at (626) 744-4501.

How do I contact or get bail information on someone who is in PPD custody?

Click on the following link: http://www.ci.pasadena.ca.us/police/pasadena_jail/ . Jail calls can be placed at (626) 744-4616 anytime.

How do I get information on someone in custody in the County Jail?

Click on the following link: http://app4.lasd.org/iic/ajis_search.cfm OR call 213-473-6080

How do I get information on property in PPD custody?

Contact the Property Management Section at (626) 744-7961 for information regarding policies and procedures for retrieving property held by the Department.

The Property Management Section's public window hours for the return of property are 12 p.m. to 5 p.m., Tuesday through Thursday only. They are closed for all major holidays.

It is important to call before arriving to expedite the process. Identification required.

What forms of identification are acceptable to pick up property?

Any government-issued photo ID (foreign or domestic) is acceptable.

If I'm unable to pick up my property, can I send someone to pick it up?

In certain situations, someone else other than the owner may pick up items if prior arrangements have been made. Call the Property Management Section at (626) 744-7961 for further information.

POLICE DEPARTMENT PROGRAMS

In order to provide better customer service and accessibility to police services, the following FAQs, answers, web links and other information is provided. If you cannot find the information you need below, please contact us at (626) 744-4501.

How do I become a volunteer for the PPD?

Click on the following link: http://www.ci.pasadena.ca.us/police/Volunteer_Mission_Statement/

How do I enroll in the PPD Citizen's Police Academy?

Click on the following link: http://www.ci.pasadena.ca.us/police/citizen_police_academy/

How do I enroll my child in the PPD Explorer Program?

Click on the following link: http://www.ci.pasadena.ca.us/police/explorer_program/

How do I enroll my child in the PPD Police Activities League?

Click on the following link: www.cityofpasadena.net/police/pasadena_pal_program/

How do I enroll my child in the PPD Youth Accountability Board (YAB)?

Contact YAB Coordinator at (626) 744-7164 for program information and requirements

EMERGENCY NOTIFICATION SYSTEMS

In order to provide better customer service and accessibility to police services, the following FAQs, answers, web links and other information is provided. If you cannot find the information you need below, please contact us at (626) 744-4501.

The Pasadena Police and Fire Departments utilize two primary public notification systems to advise the Pasadena community of public safety alert and community information. Nixle is the primary system for the Police Department. Residents, visitors and businesses are encouraged to register at "nixle.com" to receive trusted alerts at no cost by cellphone text message, e-mail and/or the web. Registration is fast and easy and users set their personal level of notification and geographic areas.

For public safety notification from the Fire Department, register for emergency alerts at: http://ww2.cityofpasadena.net/disaster/ and select the Emergency Notifications (PLEAS) link. There are a variety of emergency notification you may select. If you receive an email from PasadenaLocalAlert@cityofpasadena.net,

important information will be included. Citizens are encouraged to view the City's website for disaster preparedness information.

The Police and Fire Departments utilize Reverse-911 to notify residents and business of police activity in their immediate area impacting safety and/or traffic. These notifications are restricted to landlines, no cellphones.

Follow us on Twitter @PasadenaGov, @PPDChiefSanchez, @PasadenaFD

OTHER INFORMATION

In order to provide better customer service and accessibility to police services, the following FAQs, answers, web links and other information is provided. If you cannot find the information you need below, please contact us at (626) 744-4501.

The City in 2014 opened its new Citizen Service Center is handle many calls and questions from the public about City programs, services and events. If you have a question or issue that is not covered by the FAQ information listed here, please call the Citizen Service Center at (626) 744-7311. The Center is open from 8 a.m. to 5 p.m., Monday through Friday and is closed on major holidays. You can still call on holidays and afterhours and we will respond to your voice mail message on the next business day.

Please remember to always call 911 for any life-threatening situations or emergencies

HOUSING & CAREER SERVICES DEPARTMENT

DATE: March 20, 2014

TO: Michael J. Beck, City Manager

FROM: William K. Huang, Director of Housing and Career Services

SUBJECT: Housing and Career Services Department Resources for the Developmentally Disabled Population

At the March 17, 2014 council meeting, a question was raised concerning resources the Housing and Career Services Department provides for the developmentally disabled population.

The Department currently provides $25,000 per year of Pasadena Assistance Fund (formerly known as the Human Services Endowment Fund) dollars to FVO Solutions, a Northwest Pasadena nonprofit organization, which provides jobs and job training for developmentally disabled persons.

The Department also provides rental subsidies to 872 disabled households some of whom are developmentally disabled. HUD does not allow agencies to track the households by specific disabilities so we do not know how many are developmentally disabled, but we know some are.

Finally, the Department has helped to develop 22 units of affordable housing serving up to 38 low income developmentally disabled persons (see table below).

Project Name	Housing Type	Agency	# Units	# Clients	City Funding
Crown House	Group home	Ability First	1	5	$70,000
Wynn House	Group home	Villa Esperanza Services	1	5	$125,220
Chester House	Group home	Villa Esperanza Services	1	5	$45,780
Villa Apartments	Apartment bldg	Villa Esperanza Services	5	5	$250,000
Pasadena Accessible Apts	Apartment bldg	United Cerebral Palsy	13	13	$169,638
Sierra Rose	Group home	Ability First	1	5	$220,820
			22	**38**	**$881,458**

Pasadena has committed significant resources to assist low income developmentally disabled persons. More could always be done, however, we also assist a wide variety of other low income special needs groups including seniors, mentally ill, persons with HIV/AIDS, physically disabled, homeless, emancipated foster youth, and veterans.

649 N. Fair Oaks Ave., Suite 202 • Pasadena, CA 91109-7215
(626) 744-8300 • Fax (626) 744-8340
www.cityofpasadena.net

HOUSING & CAREER SERVICES DEPARTMENT

DATE: March 20, 2014

TO: Michael J. Beck, City Manager

FROM: William K. Huang, Director of Housing and Career Services

SUBJECT: Impact of Housing and Career Services Department Activities on Homeless Count Reductions for 2011-2013

In 2011 there were 1,216 homeless persons in Pasadena. By 2013, there were 772 about a 36% reduction. During the same period Los Angeles County reported a 16% increase in the countywide homeless population. At the March 19, 2014 special council meeting, a question was raised concerning how Housing and Career Services activities impacted the reduction in the annual homeless count.

There are several Housing and Career Services projects and programs that permanently reduce the homeless population.

Project HOUSED is a program that permanently houses the most vulnerable homeless persons in the city and provides them with extensive case management support and wrap around services. The program manager is the nonprofit organization Housing Works. From 2011-2013, 55 persons have been housed through this program. After 1 year of being housed more than 90% remain housed.

Centennial Place is the former YMCA which is 144 units of permanent supportive housing for homeless individuals. The project is owned by the nonprofit Abode Communities with services provided by Union Station Homeless Services. From 2011-2013, 130 persons have been housed at Centennial Place.

Rapid Re-Housing is a program designed to provide assistance to quickly move the recent homeless into housing recognizing the longer a person is homeless the harder it is for them to become housed. Union Station Homeless Services and Door of Hope housed 151 persons from 2011-2013 through this program.

The summary for the years 2011-2013 is as follows:

444	Reduction in the homeless count
55	Persons housed through Project HOUSED
130	Persons housed at Centennial Place
151	Persons housed through Rapid Re-Housing
108	Persons housed without City assistance (typically by nonprofits, faith-based organizations, or family support)

In addition, during that same period hundreds more were kept from becoming homeless through the city funded Homeless Prevention program operated by Friends in Deed.

649 N. Fair Oaks Ave., Suite 202 • Pasadena, CA 91109-7215
(626) 744-8300 • Fax (626) 744-8340
www.cityofpasadena.net

MEMORANDUM

TO: Michael J. Beck, City Manager

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

DATE: March 27, 2014

SUBJECT: 167 East Walnut Street—Public concerns regarding ingress and egress and the parking associated with the proposed multi-family residential building.

BACKGROUND:

During the City Council meeting of March 24, 2014, several members of the public raised concerns during the public comment portion of the meeting about the ingress and egress (using Townsend not Walnut Street) and parking associated with the proposed multi-family residential building located at 167 East Walnut Street.

The proposed project consists of the new construction of a six-story, urban housing development with 100 residential units with three levels of parking for 125 cars. The site is currently a vacant lot. The site and corresponding housing block run parallel to the right-of-way for the MTA Light Rail and is situated between existing buildings as the proposed structure angles toward North Marengo Avenue and East Walnut Street. Preliminary Consultation is the first step for the proposed building design for this development site. The unique site, adjacent to the Metrorail line and in-between existing structures on a steeply sloped, irregular lot, creates a challenging location for the housing project. The project site is located within the Central District Specific Plan (CD-1).

PUBLIC MEETINGS, HEARINGS, AND NOTICES:

A Preliminary Plan Review was submitted for review by the Planning and Community Development Department for this project on September 27, 2009 and the development proposal was presented to the City Council on January 24, 2011 as an informational item. On July 7, 2011 and again on September 26, 2011 the project was reviewed by the Design Commission for Preliminary Consultation and comments were delivered to the applicant from the Commissioners from this advisory review. These meetings with the Design Commission are advisory and, therefore, they are not publicly noticed.

On June 6, 2012 the Hearing Officer approved a Variance and two Minor Variances for the project (Variance #11738) and a Mitigated Negative Declaration was also adopted at this time. The Variance was for increased an increased height allowance to permit a ninety foot maximum height for the project from natural grade. A Minor Variance was also approved at this time to allow for an

increased setback from Walnut Street (136') and a Minor Variance to allow for an increased setback from Marengo Avenue (55'). This hearing was publicly noticed and signs were placed on the property and notices were sent out to the owners of the properties that surround the subject site within a 500 foot radius.

On November 26, 2012, at a publicly noticed hearing (public hearing notice posted on site and a mailing to owners within a 500 foot radius of the site), the Design Commission approved Concept Design for the project with 3 conditions. On April 29, 2013 the Design Commission conducted a 50% Advisory Reviews for the project and continued the project for further study. On February 11, 2014, the Design Commission conducted a second 50% Advisory review and again continued the project for additional study with concerns regarding architectural detailing, exterior lighting, preliminary landscaping, the resolution for the configuration of the ground-floor courtyard space and the design for the vehicular ingress and egress from Townsend Place for the project. Advisory reviews are not publicly noticed, as there is no action taken by the Commission and no entitlement is granted.

TRAFFIC AND ACCCESS:

A Traffic Study was prepared by Linscott Law & Greenspan on September 16, 2011 for the project. The City's Department of Transportation has reviewed and concurred with the methodology and conclusions in the report. The traffic study analyzed 15 intersections and it was determined that none of the studied intersections will result in a significant impact based on City's thresholds. Additionally, the study analyzed five street segments and determined that when access to and from the project is from Chestnut Street and Townsend Place, the project related trips would have a daily traffic growth exceeding street segment significant impact thresholds along Raymond Avenue between Chestnut Street and Walnut Street, and along Chestnut Street east of Raymond Avenue. To mitigate this significant impact, the traffic study analyzed access to the project off Townsend Place only. If all the project access is from Townsend Place only, the impacts to the two street segments were reduced to a level less-than-significant. As such, a mitigation measure was incorporated in the Mitigated Negative Declaration requiring the project to incorporate a driveway design that would allow access to and from the project from Townsend Place only. The project has been designed to incorporate this mitigation measure and further review and approval of the design is subject to further review by the Public Works Department.

NEXT STEPS:

The next step would be for this project to submit for a third 50% Advisory Review with the Design Commission. The project, once allowed to proceed to the next phase of Design review by the Design Commission, would move forward to Final Design Review in which materials, architectural details, lighting and landscaping will be reviewed.

ATTACHMENTS

Attachment A: Public Notice, Concept Design Review
Attachment B: Public Notice, Variance #11738

ATTACHMENT A

Notice of Public Hearing

Design Commission

Application for
Concept Design Review
167 East Walnut Street

Application: An application has been submitted to the City of Pasadena for Concept Design Review for the new construction of a 100-unit (89,795 square foot), six-story multi-family development with three levels of parking for 128 cars on a vacant lot.

Owner/Applicant: John Warfel (Walnut Marengo Investors LLC

Environmental: On June 6, 2012 the Hearing Officer adopted a Mitigated Negative Declaration for the project. The Initial Study prepared for the project concluded that with the incorporation of mitigation measures related to Traffic and Transportation and Noise, there will be less than significant impacts on the environment.

NOTICE IS HEREBY GIVEN that the Design Commission will hold a public hearing to review this project and the related environmental documentation on:

Date: Monday, November 26, 2012
Time: 6:00 p.m.
Place: Permit Center Hearing Room
175 North Garfield Avenue
(enter at the Ramona Street side entrance)

Public Information: Any interested party or their representative may appear at the meeting and comment on the application. Written comments may also be mailed or delivered to the Design Commission at the Permit Center address. If you challenge the matter in Court, you may be limited to raising those issues you or someone else raised at the public hearing described in this notice. Copies of the application are available from the Planning Division in the City's Permit Center, 175 N. Garfield Avenue

For project information and the related environmental documentation or to schedule an appointment:

Contact Person: Mark Odell, Senior Planner
Phone: (626) 744-7101 **Fax:** (626) 396-7457
E-mail: modell@cityofpasadena.net
Website: www.cityofpasadena.net/planning

Mailing Address:
Design & Historic Preservation Section
Planning & Community Development Dept.
175 N. Garfield Avenue Pasadena, CA 91101

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ATTACHMENT B

Notice of Public Hearing

Hearing Officer

Notice of Intent to Adopt a Mitigated Negative Declaration and Notice of Public Hearing for Variance #11738 167 East Walnut Street

ZONING: CD-1 (Central District Specific Plan, Old Pasadena)

GENERAL PLAN DESIGNATION: Central District Specific Plan

SUBJECT: The applicant, John Warfel on behalf of Walnut Marengo Investors, LLC, is proposing the construction of a new six-story building to contain 100 residential units over three-levels of subterranean parking with 128 spaces. The structure will measure approximately 89,795 square feet. The site is currently vacant and steeply slopes down from the intersection of Chestnut Street and Townsend Place to the Metropolitan Transportation Authority (MTA) light rail tracks. The elevation difference between the street level and the light rail tracks is approximately 30 feet.

The project requires the following entitlements: (1) A Variance to exceed the maximum permitted height of 60'-0" (proposed 90'-0", as measured from the existing grade at the MTA track); (2) a Minor Variance to exceed the maximum permitted setback of 5'-0" from the Walnut Street frontage (proposed approximately 136'-0" setback); and (3) a Minor Variance to exceed the maximum permitted setback of 10'-0" from the Marengo Avenue frontage (proposed 55'-0" setback).

ENVIRONMENTAL DETERMINATION: An initial environmental study was prepared for the project and concluded that there will be less than significant impacts on the environment because mitigation measures will be incorporated to the project. Therefore a Mitigated Negative Declaration has been prepared. The Hearing Officer will take comment on the proposed Mitigated Negative Declaration and will consider adoption of the Mitigated Negative Declaration.

NOTICE IS HEREBY GIVEN: that the Hearing Officer will hold a public hearing on the proposed application. The meeting is scheduled on:

Date: Wednesday, June 6, 2012
Time: 6:00 p.m.
Place: Permit Center Hearing Room
175 N. Garfield Avenue
(Enter at the Ramona Street side entrance)

PUBLIC REVIEW PERIOD: Comments on the Initial Study and Mitigated Negative Declaration may be received in writing between Thursday, May 17, 2012 and Wednesday, June 6, 2012 and orally at public hearings or meetings considering these documents. Written documents should be sent to Beilin Yu, Permit Center, 175 N. Garfield Ave., Pasadena, 91109-7215 (626) 744-6726, e-mail: byu@cityofpasadena.net. Any interested party or their representative may appear at the meeting and comment on the project. If you wish to challenge this matter in court you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or written correspondence delivered to the hearing body, at or prior to the public hearing. The file can be reviewed at the *Permit Center, 175 North Garfield Avenue* by appointment only or on the City's environmental notices webpage at www.cityofpasadena.net/planning/environmental/Environmental_Home.asp.

For more information about the project and the related environmental documentation:

Contact Person: Beilin Yu, Associate Planner
Phone: (626) 744-6726
Fax: (626) 396-7612
E-mail: byu@cityofpasadena.net
Website: www.ci.pasadena.ca.us/planning

Mailing Address:
Current Planning Section
Planning Department
175 N. Garfield Avenue
Pasadena, CA 91109

HAZARDOUS MATERIALS: The project site is not listed on any hazardous materials or waste databases pursuant to Section 65962.5 of the Government Code.

ADA: *In compliance with the Americans with Disabilities Act (ADA) of 1990, listening assistive devices are available with a 24-hour advance notice. Please call (626) 744-4009 or (626) 744-4371 (TDD) to request use of a listening device. Language translation services may be requested with 48-hour advance notice by calling (626) 744-4009.*

DR

PASADENA WATER AND POWER

MEMORANDUM

March 26, 2014

To: Michael Beck
City Manager

From: Phyllis Currie
General Manager Water and Power

Subject: Power Integrated Resource Plan Stakeholders Advisory Group

Pasadena Water and Power will undertake an update to the Power Integrated Resource Plan ("IRP") beginning next month. The Power IRP update will include a review of current and emerging issues affecting the electric industry; the status of goals established in the IRP adopted in 2009 and updated in 2012; and an analysis of options for meeting the power needs of the City of Pasadena over the 20 year horizon from 2015 through 2034 while balancing service reliability, cost, and environmental stewardship.

Among the important issues to be addressed in this update are:

- Future actions regarding the coal resources in the city's energy portfolio (when to cease using Pasadena's share of a coal-fired power plant in Utah and what resources will replace it).
- Potential changes, if any, in the proportion of renewable resources (the state standard for renewable resources is currently 33% by 2020; the City of Pasadena has a higher voluntary standard of 40% by 2020).
- Local Resources - How much of Pasadena Water and Power's power supply should come from local resources (including roof-top solar and reduction in demand from energy efficiency) vs. utility-scale resources at more remote locations?
- Energy Storage and Community Solar - What are the pros and cons of community solar programs and battery storage, and should Pasadena Water and Power include them in its procurement targets?

- Greenhouse Gas Reduction - How is Pasadena Water and Power progressing toward its Greenhouse Gas reduction targets, and should those targets (or methods of achieving them) be modified?

To tackle the complex issues involved in the IRP, and ensure that Pasadena's broad community interests are represented, Pasadena Water and Power staff will be assisted by a nationally recognized energy consulting firm, and a Stakeholder Technical Advisory Group. Members of the Stakeholder Technical Advisory Group appointed by the Mayor include:

Margaret McAustin, City of Pasadena
Michael Beck, City of Pasadena
Phyllis Currie, Pasadena Water & Power
George Falardeau, Art Center College of Design
Julie Gutierrez, City of Pasadena
Eric Klinkner (Alt), Pasadena Water & Power
Paul Little, Chamber of Commerce
Dennis Murphy, Pasadena resident
Pedro Pizarro, Caltech
Rueben Smith, Pasadena City College
Morey Wolfson, Environmental Advisory Commission
Laura Dahl, City of Pasadena
Tom Romeyn, Huntington Hospital

The IRP update process is expected to continue throughout 2014, with a series of public meetings beginning this summer and continuing through the end of the year. The community can get involved by: (i) reading more about the IRP and signing up for our email distribution list on PWP's website at www.pwpweb.com/irp, (ii) participating in the public meetings, (iii) providing feedback online, to PWP staff and/or to Stakeholder Technical Advisory Group representatives, and (iv) completing our online customer survey that will be published soon (watch for the link on the IRP page of our website). Pasadena Water and Power is a community-owned utility, public input is a very important part of the IRP update.

MEMORANDUM – CITY OF PASADENA
Human Services and Recreation Department

DATE: March 27, 2014

TO: Michael Beck, City Manager

FROM: Mercy Santoro, Director, Human Services & Recreation

SUBJECT: Appointments made for School/City/Community Work Plan Governance Structure

---

Both the Pasadena Unified School District (PUSD) and City are excited to announce moving forward on the next steps in developing the governance structure to support the School/City/Community Work Plan. At the Annual Board of Education and City Council Meeting held on March 24, 2014, the governing bodies unanimously approved a conceptual framework for governance, which is detailed in the 2014-2015 Work Plan. To support aligning the governance structure with the Work Plan, both the Board and Council appointed two members to head up the discussions. Board of Education President Renatta Cooper appointed Kim Kenne and Tom Selinske, and Mayor Bill Bogaard appointed Terry Tornek and John J. Kennedy. Discussions are expected to commence in April 2014 and conclude in August 2014 with recommendations to be made to the School Board and City Council.

Mercy Santoro, Director of Human Services and Recreation shares, "The preliminary concept for governance, developed and reviewed by the result work teams, consists of three tiers, a leadership council, made up of key decision makers, working in concert with a Coordinating Council and Work Groups. In order to move year two of the Work Plan forward, a governance structure that can communicate and engage the other tiers is needed to supporting the type of systematic change called out for in this civic engagement effort."

At the City's Annual Breakfast with District 5 Supervisor Antonovich, a brief overview of the Work Plan was provided within the context of the collaborative work already happening with the County of Los Angeles, PUSD and the City. Because the School District serves the Town of Altadena, the model for governance calls out the importance to engage the County and the City of Sierra Madre in the process going forward. Supervisor Antonovich expressed support for the Work Plan and agreed to be a part of the discussions on Governance. Similar outreach efforts will be made with the City of Sierra Madre.

As the discussions of governance unfold, School and City staff are working with USC Graduate Students on a Capstone Project that involves an extensive review of promising practices that will enhance the process. As part of this effort, various community leaders, including Board and Council members, are being interviewed.

To learn more about Pasadena's School/City/Community Work Plan, visit www.pasadenacsp.org or contact Lisa Fowler Communications, Human Services and Recreation at lfowler@cityofpasadena.net or, or Linda Machida School/City/Community Work Plan Coordinator at Machida.Linda@pusd.us.

MOODY'S
INVESTORS SERVICE

Rating Update: Moody's affirms Aa3 to Pasadena (CA) 1993 COPS; Negative outlook removed

Global Credit Research - 04 Mar 2014

$7.6 million in debt affected

PASADENA (CITY OF) CA
Cities (including Towns, Villages and Townships)
CA

Opinion

NEW YORK, March 04, 2014 --Moody's Investors Service has affirmed the Aa3 rating on the City of Pasadena's (CA) Pasadena Civic Improvement Corporation Certificates of Participation Refunding (Old Pasadena Parking Facility Project Of 1985) Series 1993. We have also removed the negative outlook from the rating. The COPS are secured by lease payments made by the City of Pasadena to the authority and by the city's covenant to annually budget and appropriate the lease payments for the use and occupancy of the leased asset. Additionally, the 1993 COPs are fully supported and paid from, although not legally pledged, parking revenues from the city's Old Pasadena Parking Facility.

RATING RATIONALE

The affirmation reflects the city's large, moderately growing tax base; relatively strong wealth levels. The removal of the negative outlook reflects the city's stabilized operating trend. The rating incorporates the City's narrow General Fund reserves levels that are manageable given its larger scale and history of operating at narrower levels. Somewhat offsetting these weaknesses are reserves and liquidity outside of the General Fund. These reserves lend greater operational flexibility to the city.

STRENGTHS

-Large, diverse and moderately growing tax base

-Relatively strong wealth levels

-1993 COPs paid from financially healthy Old Pasadena Parking Facility

CHALLENGES

-General Fund reserves expected to remain at relatively low levels

-Elevated pension burden

DETAILED CREDIT DISCUSSION

CITY ECONOMY REMAINS STRONG AND CONTINUES TO GROW

The City of Pasadena, located adjacent to the City of Los Angeles, is a diverse community with a balance of commercial, institutional and residential land uses. Unlike many communities throughout California, the city has experienced only minimal tax base decline and has continued to grow since. We expect these positive economic trends to continue as the city remains a vibrant economy and attractive destination for home owners and businesses. The city's assessed value (AV) reached $22.9 billion, above the median for similarly rated California cities in 2014. Assessed value per capita reached $164,082 in 2014, indicative of the city's wealth levels and above the $127,916 median for rated California cities. As of the 2010, median family income is estimated $76,096 (122.5% of U.S. medians). These wealth levels compare favorably to similarly rated cities both nationally and within California. The city's favorable economic profile is a credit positive, and largely offsets the city's narrow General Fund financial profile.

NARROW GENERAL FUND RESERVES STABLIZING; OTHER FUNDS AVAILABLE TOO

The affirmation reflects the city's narrow but stabilizing financial profile. During the depths of the recession the City realized several General Fund operating deficits. As a result, the General Fund balance declined from a fiscal year (FY) 2007 high of $66.5 million, 31.8% of revenues, to an unaudited FY 2012 balance of $42.9 million, or 20.4% of revenues. Currently, the trend has reversed with small surpluses in FY 2012 and 2013 that are due to reduced expenditures. In FY 2013 the General Fund reserve grew to $61.9 million, or 28.7% of revenues. This level is still relatively narrow compared to other cities, but is in line with its own historically narrow levels. Given improvements to the city's tax revenues, we expect stability in the near-term and before the COPs mature in FY 2018.

Beyond the General Fund, the City maintains several others smaller funds that capture its annual operations. If these funds are considered with the General Fund the City has a much stronger total Operating Fund balance of $181.3 million, or 67.9% of operating funds in FY 2013. While many of these funds are more restricted than the General Funds, they do represent available liquidity. From an Operating Net Cash perspective the City had $122.9 million or 46.0% of FY 2013 Operating Net Revenues. This level of liquidity offers much more flexibility than the General Fund alone.

PARKING REVENUES SUPPORT 1993 COPS

The 1993 COPs are fully supported and paid from parking revenues from the city's Old Pasadena Parking Facility, though these revenues are not legally pledged to the COPs. The parking facility has continued to realize operating surpluses and to gradually implement rate increases. In FY 2013 the facility's net revenues resulted in a debt service coverage of 1.578 times. If the FY 2013 net revenues were to remain constant until the COP's maturity in FY 2018, they would produce a still manageable 1.37 times coverage in the final year. Given the city's historic rate increases and the importance of parking in Pasadena, Moody's expects that coverage will remain at least adequate until maturity.

CITY'S NET DEBT LOW BUT LEASE BURDEN IS HIGH

In FY 2013 direct net debt was 0.6% of AV or $1,634 per capita, a low level. The city's net lease burden is high at 6.2% of general fund revenues, approximately twice the median for all California cities. However, approximately 33% of the lease debt, such as the 1993 COPs, is paid from other funds and revenues sources. While not legally self-supporting, this benefits the General Fund and somewhat mitigates an otherwise above-average lease burden.

PENSION BURDEN EXPECTED TO REMAIN ELEVATED

The district participates in the California State Public Employees Retirement System and is currently paying 100% of its actuarially required contribution (ARC). It also manages it's closed Pasadena Fire and Police Retirement System. Moody's combined adjusted net pension liability (ANPL) for the City, under our methodology for adjusting reported pension data, is $1.1 billion net of enterprise support, or 3.26 times operating revenues, and 2.98% of AV, which is elevated and somewhat higher than other cities in the state. Moody's ANPL reflects certain adjustments we make to improve comparability of reported pension liabilities. This includes recalculating the pension liability using a nationally standardized discount rate based on high-grade bond index of approximately 5.5%. The adjustments are not intended to replace the district's reported liability information, but to improve comparability with other rated entities. We determined the district's share of liability for the state-run systems in proportion with its contributions to the plan.

WHAT COULD MAKE THE RATING GO UP

-Significantly increased reserve levels with no annual operating deficits

-Sustained and significant improvements to financial profile

-Material improvement of tax base and wealth levels

WHAT COULD MAKE THE RATING GO DOWN

-Erosion of reserve levels and financial profile

-Decline of tax base and assessed value

KEY STATISTICS

Assessed Value, FY 2014: $22.9 billion

Assessed Value Per Capita, Fiscal 2014: $ 164,082

Median Family Income as % of US Median (2010 American Community Survey): 122.50%

General Fund Balance as % of Revenues FY 2013: 28.7%

General Net Cash Balance as % of Revenues FY 2013: 16.5%

Operating Fund Balance as % of Revenues FY 2013: 67.9%

5-Year Dollar Change in Fund Balance as % of Revenues: -6.03%

Operating Net Cash Balance as % of Revenue FY 2013s: 46.0%

5-Year Dollar Change in Cash Balance as % of Revenues: -19.9%

5-Year Average Operating Revenues / Operating Expenditures: 0.98x

Net Direct Debt / Assessed Value: 0.6%

3-Year Average ANPL / Assessed Value: 3.26%

3-Year Average ANPL / Operating Revenues: 2.98x

The principal methodologies used in this rating were US Local Government General Obligation Debt published in January 2014 and The Fundamentals of Credit Analysis for Lease-Backed Municipal Obligations published in December 2011. Please see the Credit Policy page on www.moodys.com for a copy of these methodologies.

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INVESTORS SERVICE

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MEMORANDUM – CITY OF PASADENA
Human Services and Recreation Department

DATE: March 27, 2014

TO: Michael Beck, City Manager

FROM: Mercy Santoro, Director – Human Services & Recreation

SUBJECT: ROSE PROGRAM – Youth Employment Program

ROSE PROGRAM – Youth Employment Program

The City of Pasadena is pleased to announce 180 Summer Youth Employment job opportunities for 2014. The Summer Rose Program is designed to provide exciting first time job experience for youth that will help set the pathway for early career exploration. The Program prepares young people with 21st Century workforce skills by providing work-based learning experiences that help develop creativity, problem solving, communication and collaboration. Placement sites are offered in various City departments ranging from Human Services and Recreation to Pasadena Water and Power, as well as local businesses and Los Angeles County Parks and Recreation Department.

REQUIREMENTS

Applicants between the ages of 14 and 24 years of age (limited number of positions for students 14 through 15 years and 22 through 24 year) who reside in the City of Pasadena and meet the income eligibility guidelines of low to moderate income.

Number of Person in Household	Low to Moderate Low Income Limits
1 persons	$45,650
2 persons	$52,200
3 persons	$58,700
4 persons	$65,200
5 persons	$70,450
6 persons	$75,650
7 persons	$80,850
8 persons	$86,100

A total of 500 applications for the Summer Rose Program were distributed at various Pasadena Unified School District locations and are available at the following City locations until they run out:

- Jackie Robinson Community Center, 1020 North Fair Oaks, Pasadena
- Robinson Park Recreation Center, 1081 North Fair Oaks, Pasadena
- Victory Park Center, 2575 Paloma Street, Pasadena
- Villa-Parke Community Center, 363 East Villa Street, Pasadena
- La Pintoresca Teen Education Center, 1415 North Raymond Ave., Pasadena

APPLICATION SUBMISSION AND INTERVIEWS

Completed applications will be accepted at the Villa-Parke Community Center located at 363 East Villa Street, on April 8, 9, and 10, 2014, with accompanying required documentation, between the hours of 2 p.m. to 6 p.m. Applications received after April 10, 2014, will not be considered for employment. Qualified applicants will be required to participate in an interview the week of April 14, 2014. Applicants will receive a letter at the time of their application submittal informing them of the date, time and location of interview. All candidates are subject to drug and alcohol screening as well as a tuberculosis test. Candidates 18 years and over are subject to a LIVESCAN screening.

PLACEMENT, WAGES AND PROGRAM COMPONENTS

Approximately 180 trainees will be placed in various job sites throughout the City including City Hall, community centers, non-profit organizations and Pasadena Unified School District. Candidates will work approximately 140 hours at an hourly wage of $9.00 per hour. Shifts average 20 hours per week and determined at the individual job site. The employment period runs from July 1, 2014, through August 15, 2014. In addition to the on-the-job work experience, program participants will participate in a six week paid training program (16 hours) of job training workshops conducted by Ideal Youth where they will learn valuable skills such as interviewing techniques, proper work conduct and protocol and good communication skills.

SUMMER ROSE SERVICE LEVELS FROM 2012-2013

The following table illustrates the age, ethnicity and gender of the previous participants:

	2012	2013
Age Distribution		
14 years of age	10	14
15 years of age	20	31
16 years of age	32	35
17 years of age	30	44
18 years of age	17	30
19 years of age	12	10
20 years of age	11	10
21 years of age	5	6
Total # of Participants	**137**	**180**
Ethnicity/Race		
African American/Black	75	91

Latino	51	70
Asian	3	
White/Caucasian	1	
Biracial		10
Other	7	6
Gender		
Male	58	105
Female	79	75

(3 youth declined to state their ethnicity)

NEW YOUTH EMPLOYMENT OPPORTUNITIES

This summer, the Human Services and Recreation Department is partnering with the Chamber of Commerce, Ideal Youth, Pasadena Unified School District and the Pasadena Education Foundation to provide job opportunities within the business community. The City is also pleased to partner once again with LA County Park and Recreation Department to offer the Careers to Conservation Summer Youth Employment Program.

Students are eligible to participate in the Careers to Conservation Program who have been participating in the Muir High School Environmental Science Pathway Program and who have successfully completed the appropriate course work as specified by Pasadena Unified School District. There is also a career preparedness training course that must be completed through Ideal Youth, Inc. prior to being placed at a job site.

For additional information related to the Rose Program, Careers to Conservation or job placement within the business community, please contact Rozanne Adanto, Community Services Supervisor II at (626) 744-6522.

ROSE PROGRAM BUDGET

	2012	**2013**	**2014**
Salaries/ Admin	$301,842	$200,721	$234,078
Supplies	$5,000	$1,000	$3,500
Contract Services	$5,000	$5,357	$19,500
TOTAL	**$311,842**	***$207,078**	**$257,078**
Youth Served	**137**	**180**	**Target 180**

*Funds were reduced for the Program in 2013. The Program was restructured to operate internally by Human Services and Recreation staff instead of being managed by a contractor so that the approximate number of youth could be served. Continued improvements to the Program include streamlining the way it is managed to reduce

operating costs, and increasing partnerships to allow for continued growth in employment opportunities.

MEMORANDUM – CITY OF PASADENA
Public Affairs, City Manager's Office

DATE: March 26, 2014

TO: Michael J. Beck, City Manager

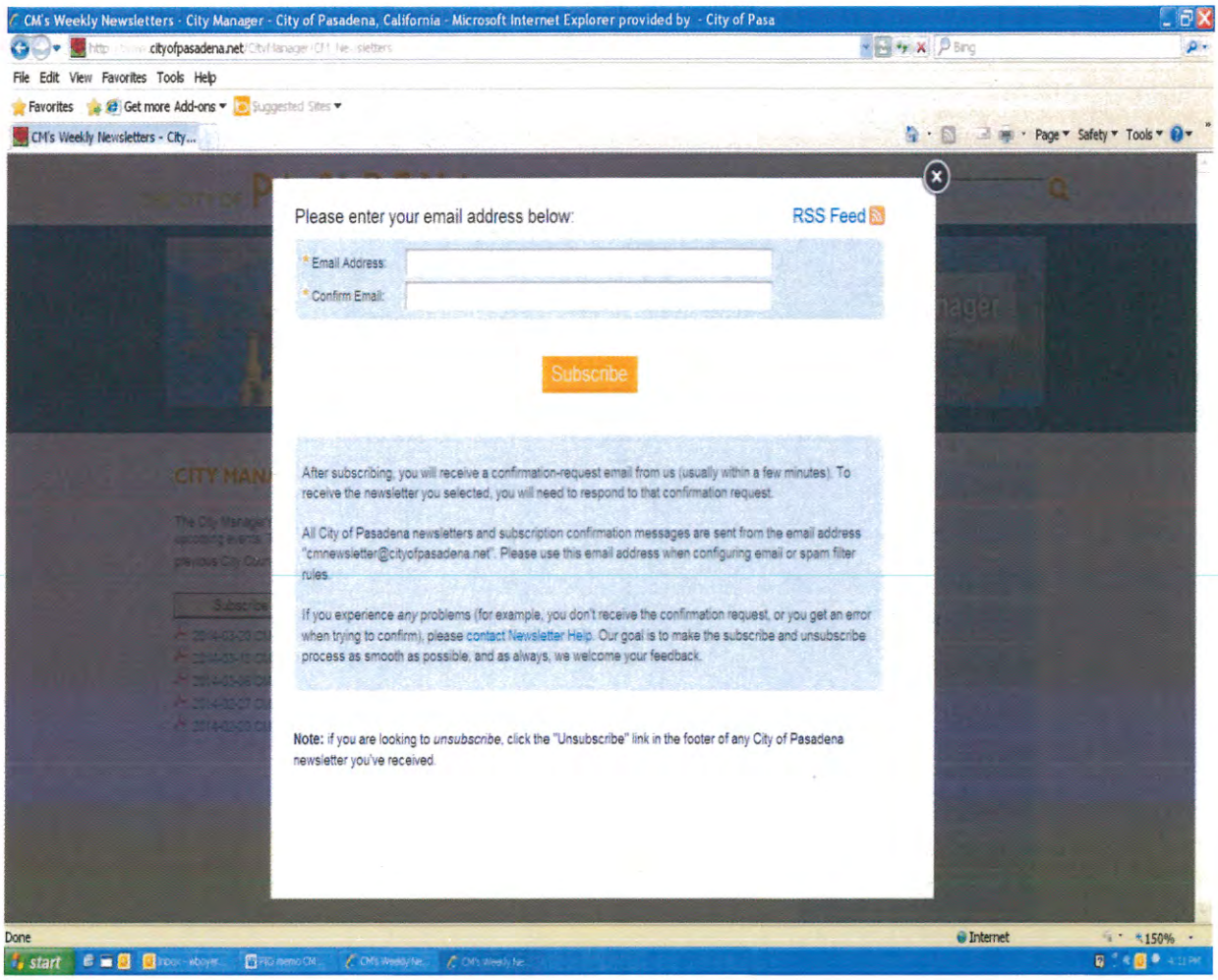
FROM: William H. Boyer, Public Information Officer

SUBJECT: Email subscription service & RSS feed for CM's Newsletter

Please be advised that as of March 24, 2014, the City of Pasadena website provides an automated email subscription service and RSS notification feed option for the City Manager's Weekly Newsletter.

The CM's Weekly Newsletter is located on the City's website at:
http://www.cityofpasadena.net/CityManager/CM_Newsletters/
This screen capture photo shows what the page looks like when first visiting.

If someone wants to subscribe, they simply mouse-over and click the tool bar, "Subscribe to this Newsletter" and follow the prompt to either enter their email address or click on the RSS link to use with their own RSS software app for their smart phone, tablet, laptop or desktop device as shown below:



Once the email is entered, the subscriber will receive a confirming email from the City at the address they entered. Please note that subscribers need to acknowledge that email with a return email in order for their subscription to be completed.

RSS feed options depend on the device used and the compatible software. In general, an RSS feed notifies users that new information has been posted to the webpage they wish to monitor.

Emails that are provided to the City will not be shared or re-distributed. Subscribers who wish to opt out (unsubscribe) will be able to do so at any time

by clicking on and following the instructions of the "Unsubscribe" feature at the bottom of the emails when received.

We have also activated a new email address that will be used to send the CM's Weekly Newsletter, cmnewsletter@cityofpasadena.net which will be monitored in the City Manager's Office for feedback, questions or other inquiries by newsletter subscribers.

Thanks go out to the City's Department of Information Technology, in particular, to Mr. Asim Mohammed, DoIT Technology Manager, and his team, for setting up the automated system to help the City better communicate with its residents and the general public.

Please refer any questions to:

William H. Boyer
Public Information Officer, City Manager's Office
wboyer@cityofpasadena.net
(626) 744-4755

PASADENA - NEW ZONING CASES

FEBRUARY 18, 2014 TO MARCH 24, 2014

CASE TYPE	CASE #	ADDRESS			CC DIST	BRIEF DESCRIPTION	CASE PLANNER & PHONE #	RECEIVED DATE	CURRENT STATUS (3/14/14)	MEETING DATE	REVIEW BODY
PPR	2014-00003	470-473		Sycamore Glen	6	Consolidate two vacant lots and construct a new house in the hillside overlay.	Jacqueline Ellis (626) 744-6709	03/24/14	New Case: assigned	–	Staff
PPR	2014-00002	170	N	Halstead St.	4	Demolition of existing onsite buildings and construct 24 new units over single level of parking.	Kent Lin (626) 744-6817	03/20/14	New Case: assigned	–	Staff
CUP	5687	1401-03	N	Lake Ave.	5	6-month review to establish a religious facility (PIHOP), which was first approved in 11/2012.	Jose Jimenez (626) 744-7137	03/19/14	Complete: scheduled	06/04/14	HO
SE	11793	797	S	Fair Oaks Ave.	6	To have three signs on a commercial building in the PS zone for an urgent care use.	Robert Avila (626) 744-6776	03/17/14	New Case: assigned		HO
CUP	6180	630	S	Los Robles Ave.	7	New child-care facility in a single-family zone zone.	Jason Killebrew (626) 744-7096	03/17/14	New Case: assigned	–	HO
CUP	6179	55	S	Lake Ave. Ste. #150	7	Full alcohol sales for a restaurant (Del Frisco's Grille) in an existing building.	Jason Killebrew (626) 744-7096	03/13/14	Incomplete	–	HO
CUP	6178	200	S	Lake Ave.	7	On-site consumption of beer and wine for a new restaurant (Veggie Grill)	Kent Lin (626) 744-6817	03/13/14	Incomplete	–	HO
V	11792	265		Anita Dr.	6	To reduce the front yard setback and project into the encroachment plane for a single-family addition in the HD-SR.	Jose Jimenez (626) 744-7137	03/10/14	New Case: assigned	–	HO
CUP	6173	93-95	E	Green St.	6	On-site alcohol sales for an existing restaurant (Dog Haus).	Robert Avila (626) 744-6776	03/07/14	New Case: assigned	–	HO
CUP	6172	922-936	E	Green St.	7	Demo existing buildings and construct a mixed-use project with 14,791 sf of commercial and 45 residential units.	Luis Rocha (626) 744-6747	03/05/14	New Case: assigned	–	HO
CUP	6170	93	W	Colorado Blvd.	3	Beer & wine sales for a new restaurant (Starbucks, which will have an expanded lunch & dinner menu).	Robert Avila (626) 744-6776	03/04/14	New Case: assigned	–	HO
VTTM	72687	285	N	Wilson Ave.	5	Air parcels for a 27-unit 2 and 3 story condominium complex.	Jason Killebrew (626) 744-7096	02/27/14	Incomplete	–	HO

CASE TYPE	CASE #	ADDRESS			CC DIST	BRIEF DESCRIPTION	CASE PLANNER & PHONE #	RECEIVED DATE	CURRENT STATUS (3/14/14)	MEETING DATE	REVIEW BODY
HDP	6168	1121		Linda Vista Ave.	6	Two-story addition to an existing single-family residence in the hillside overlay.	Jacqueline Ellis (626) 744-6709	02/26/14	New Case: assigned	–	HO
CUP	6169	69	N	Raymond Ave.	3	On-site full alcohol sales for a new restaurant (Meat District Co.).	Jason Killebrew (626) 744-7096	02/26/14	Complete: scheduled	05/21/14	HO
VTTM	72778	135	S	Wilson Ave.	7	Subdivision map for a new 30-unit condominium complex.	Jose Jimenez (626) 744-7137	02/24/14	Complete: scheduled	04/16/14	HO
TTM	72716	377-395	S	Marengo Ave.	6	Subdivision map for 24 multi-family units at the Evanston Inn site.	Beilin Yu (626) 744-6726	02/21/14	Incomplete	–	HO
CUP	6167	61	S	Fair Oaks Ave.	6	On-site full alcohol sales for a new restaurant (Bachi Burger).	Kent Lin (626) 744-6817	02/20/14	Complete: scheduled	04/16/14	HO
HDP	6165	1235		Linda Ridge Rd.	6	Additions to an existing single-family dwelling in the hillside overlay.	Luis Rocha (626) 744-6747	02/20/14	New Case: assigned	–	HO
CUP	6164	730	S	Arroyo Pkwy.	6	Full alcohol sales for on-site consumption with the remodel of an existing restaurant (Pitfire Artisan Pizza).	Natsue Sheppard (626) 744-7527	02/19/14	Incomplete	–	HO

For a list of acronyms, see the table on last page.

PASADENA - MAJOR ZONING CASES

UPDATED MARCH 24, 2014

CASE TYPE	CASE #	ADDRESS			CC DIST	BRIEF DESCRIPTION	CASE PLANNER & PHONE #	RECEIVED DATE	CURRENT STATUS (3/14/14)	MEETING DATE	REVIEW BODY
CUP	6172	922-936	E	Green St.	7	**Mixed-Use Project** - Demo existing buildings and construct a mixed-use project with 14,791 sf of commercial and 45 residential units.	Luis Rocha (626) 744-6747	03/05/14	New Case: assigned	–	HO
VTTM	72687	285	N	Wilson Ave.	5	**Condo Map** - Air parcels for a 27-unit 2 and 3 story condominium complex.	Jason Killebrew (626) 744-7096	02/27/14	Incomplete	–	HO
VTTM	72778	135	S	Wilson Ave.	7	**Condo Map** - Subdivision map for a new 30-unit condominium complex.	Jose Jimenez (626) 744-7137	02/24/14	Complete: scheduled	04/16/14	HO
PPR	2013-00025	415-600		Orange Grove Crl. & 985 Orange Grove Blvd.	6	**Orange Grove Circle Project** - Demolish 64 existing residential units and construct a new 90-unit complex as part of a planned development project. Will go to City Council as an informational item.	Jose Jimenez (626) 744-7137	12/24/13	Comments sent	–	CC
PPR	2013-00023	277	N	El Molino Ave.	3	**Urban Housing Project** - Demolish two buildings and construct a 105-unit urban housing complex. Will go to City Council as an informational item.	Beilin Yu (626) 744-6726	12/20/13	Scheduled: informational item	04/28/14	CC
PPR	2013-00022	260	N	Los Robles Ave.	3	**Urban Housing Project** - Demolish 172 existing units & construct 432 new units. Affordable units are proposed to be off-site. Will go to City Council as an informational item.	Laura Dahl (626) 744-6767	12/18/13	New Case: assigned	–	CC
PPR	2013-00010	78	N	Marengo Ave.	3	**Hotel Project (Julia Morgan Building)** - Rehab 48,000 sf YWCA building designed by Julian Morgan and add 89,000 sf. for a new 180-room Kimpton hotel. Will go to City Council as an informational item.	Beilin Yu (626) 744-6726	07/22/13	Presented: informational item	03/17/14	CC

CASE TYPE	CASE #	ADDRESS			CC DIST	BRIEF DESCRIPTION	CASE PLANNER & PHONE #	RECEIVED DATE	CURRENT STATUS (3/14/14)	MEETING DATE	REVIEW BODY
PD	2013-00440	655		Westminster Dr.	6	**Desiderio Project** -- Reuse of the 5.1- acre Desiderio US Army Reserve Center (USARC) site as a 3.87-acre City Park and 9 single-family detached residential units to be developed by Habitat for Humanity.	Laura Dahl (626) 744-6767	07/08/13	Completing environmental	-	CC
CUP	6072	260-400	E	Colorado Blvd.	6	**Paseo Colorado (former Macy's Site)** - Demolish the Macy's building and retail spaces to the north and construct a new 179 room hotel, ground floor commercial and 75 upper floor residential units.	Betty Donavanik (626) 744-6756	05/24/13	Completing environmental	-	PC
PD	2013-00072	1336 & 1347	E	Colorado Blvd.	7	**Hotel Project (former Ford Site)** - Construct an 8-story 375 room hotel, 35,000 sf of commercial on the northern parcel and a 150 room hotel on the southern parcel.	David Sinclair (626) 744-6766	02/26/13	Completing environmental	-	CC
PD	2013-00015	100	W	Walnut St.	3	**Lincoln Property / Parsons Project** - Replace surface parking surrounding Parsons Tower and construct 475 residential units including some work/live, 620,000 sf of office and a 10,000 sf restaurant space.	Jason Mikaelian (626) 744-6754	01/15/13	Completing environmental	-	PC

For a list of acronyms, see the table on last page.

PASADENA - MASTER PLANS

UDPATED MARCH 24, 2014

CASE TYPE	CASE #	ADDRESS			CC DIST	BRIEF DESCRIPTION	CASE PLANNER & PHONE #	RECEIVED DATE	CURRENT STATUS (3/14/14)	MEETING DATE	REVIEW BODY
MP	2013-00160	940		Avenue 64	6	**Hillside Homes** -- A four phase Master Plan. To demolish a 5,978 sf recreation facility and swimming pool, and construct a new multipurpose building with 52 new parking spaces in the lower level. Overall parking will increase from 103 to 136 spaces. The number of clients served and the number of staff needed to service the programs will not change.	Robert Avila (626) 744-6776	04/15/13	Completing environmental	--	CC
MP	2012-00451	50-72	S	San Gabriel Blvd.	4	**Walden School** -- A 10-Year Master Plan consisting of five phases. A 2-story classroom of 12,910 sq. ft. will be constructed along with a series of smaller buildings. No increase in enrollment will occur. Will go to City Council for final review.	Denver Miller (626) 744-6733	10/19/12	Complete: scheduled	03/26/14	PC
MP	2012-00435	2116	E	Villa St.	2	**Villa Esperanza** -- A 10-Year Master Plan consisting of three phases. The project proposes to demolish 12 of the existing 13 structures on the site and construct a new, 2-story administration building and two new, 1-story buildings for classrooms, along with an outdoor play area and landscaping. The existing structures to be demolished total 30,000 sf. The new buildings will total approximately 42,300 sf.	Ha Ly (626) 744-6743	10/02/12	Completing environmental	--	CC
MP	2012-00384	3880	E	Sierra Madre Blvd.	4	**LaSalle High School** -- A 4-phased Master Plan for the construction of athletic and performing arts facilities for an existing private high school.	Laura Dahl (626) 744-6767	09/05/12	Completing environmental	--	CC
MP	2010-00291	169	S	St. John Ave.	6	**Maranatha** -- To build out the physical facilities needed to serve the 800 students and 120 full-time faculty positions with a total of approximately 29,000 sf of new construction and 15,500 sf of remodeled or converted space. The project scope also calls for the installation of a perimeter fence around the campus and a master sign program.	Vicrim Chima (626) 744-6791	08/05/10	Completing environmental	--	CC

CASE TYPE	CASE #	ADDRESS			CC DIST	BRIEF DESCRIPTION	CASE PLANNER & PHONE #	RECEIVED DATE	CURRENT STATUS (3/14/14)	MEETING DATE	REVIEW BODY
MP	2009-00461	100	W	California Blvd.	6	**Huntington Hospital --** The Hospital is proposing to amend its master plan which includes the reconfiguration of the plan's boundary area, rehabilitation, demolition, and new construction that will occur in phases over the next 20 years.	Laura Dahl (626) 744-6767	12/03/09	Completing environmental	--	CC

Acronym	Case Description	Review Body
CUP	Conditional Use Permit	Hearing Officer; Planning Commission if project includes over 75,000 sf of non-residential.
HDP	Hillside Development Permit	Hearing Officer.
MCUP	Minor Conditional Use Permit	Hearing Officer.
MV	Minor Variance	Hearing Officer.
PD	Planned Development	Recommendation by Planning Commission. Final review by City Council.
TPM	Tentative Parcel Map	Hearing Officer.
TTM	Tentative Tract Map	Hearing Officer.
V	Variance	Hearing Officer.
VTPM	Vesting Tentative Parcel Map	Hearing Officer.
VTTM	Vesting Tentative Tract Map	Hearing Officer.
PPR	Preliminary Project Review	City staff. Projects of community-wide significance presented to City Council as an info item.
MP	Master Plan	Recommendation by Planning Commission. Final review by City Council.

Acronym	Review Body
CC	City Council
DC	Design Commission
HO	Hearing Officer
PC	Planning Commission
BZA	Board of Zoning Appeals

The City of Pasadena Department of Public Works
in partnership with Pasadena Beautiful Foundation

Invite you to join us in planting trees along
Raymond Avenue in commemoration of Arbor Day

Saturday, March 29, 2014
8:00 am
Meet at Raymond Ave. @ Fillmore St.

If you have any questions, please contact:
Parks & Natural Resources - (626) 744-7311

Wear comfortable clothes and closed-toe shoes
If possible, bring gloves and a shovel

SCHEDULE:

8:00 am Sign-in & Refreshments
8:20 am Tree City USA Award Presentation & Tree Planting Demonstration
8:40 am Planting Teams Sent Out

PASADENA ARBOR DAY 2014

PASADENA BEAUTIFUL FOUNDATION

PASADENA