



OFFICE OF THE CITY MANAGER

November 17, 2016

To the Honorable City Council  
of the City of Pasadena

Mayor and Councilmembers:

**WEEKLY NEWSLETTER**

**1. Update on Pasadena's Second Dwelling Unit Ordinance:**

The City's existing Second Dwelling Unit Ordinance (Section 17.50.275 of the Zoning Code) was adopted in 2004 in response to the State Law that required local governments to use a ministerial process in approving second dwelling units. The City's existing Ordinance allows a by-right approval of second dwelling units in certain single-family residential zoning districts in compliance with specific development standards. These standards were established through a comprehensive public process to address a variety of concerns voiced from the community, such as additional traffic and density, privacy issues, and potential loss of neighborhood character and identity. The City's Housing Element includes an implementation program that requires a comprehensive review of the City's existing Ordinance in order to facilitate development of such units, anticipated to begin early 2017.

On September 27, 2016, Governor Brown signed Assembly Bill 2299 ("AB 2299") and Senate Bill 1069 ("SB 1069") into law, which amended various sections of the existing State Law that governs the construction of second dwelling units in residential zoning districts. According to David Reyes, Director of Planning & Community Development, the notable provisions of AB 2299 and SB 1069 include: 1) changes in parking requirements, which include exempting second dwelling units from the minimum parking requirement under specific circumstances; 2) requiring ministerial approval of a second dwelling unit that is contained entirely within the footprint of an existing single-family residence or accessory structure; and 3) changes in utility connection requirements. Most importantly, the state law invalidates any existing local second dwelling unit ordinance if it fails to comply with the requirements of the State Law by January 1, 2017.

Because the City's existing Second Dwelling Unit Ordinance does not fully comply with the newly amended State Law, there is an immediate need to amend the City's existing Ordinance. As such, the Planning & Community Development Department is currently working on drafting an amendment to the City's Second Dwelling Unit Ordinance in order to bring it into compliance with the newly amended State Law. By doing so, it will allow the City to continue to enforce the majority of the

City's existing Second Dwelling Unit Ordinance; including existing limitations on where second dwelling units may be permitted. The Planning Commission will consider staff recommendations to amend the Second Dwelling Unit Ordinance (tentatively scheduled for December 14, 2016) and it is anticipated to be considered by the City Council by the end of January 2017. The work effort on a more comprehensive review of the City's Second Dwelling Unit Ordinance will begin in 2017.

More information on AB 2299, SB 1069, and the City's existing Second Dwelling Unit Ordinance can be found on following links:

[https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill\\_id=201520160AB2299](https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201520160AB2299)

[https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill\\_id=201520160SB1069](https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201520160SB1069)

<http://ww2.cityofpasadena.net/zoning/P-5.html#17.50.275>

## **2. Recent Enforcement Action – Disabled Placard Parking Abuse:**

Fred Dock, Director of Transportation reports that on November 10, 2016 from 6:45 a.m. until 9:20 a.m., the City of Pasadena's Parking Enforcement Division completed an enforcement action directed at disabled placard abuse in and around the area of North Arroyo Parkway and East Holly Street. The action was coordinated as a response to multiple complaints from businesses in the immediate vicinity of the enforcement area.

Disabled placards and license plates give their owners a variety of benefits, including the ability to park at parking meters without paying and an exemption from time limits in time limited zones. Individuals who abuse the system take spaces from people with legitimate disabilities and reduce both meter revenue and parking availability (turnover). The lack of turnover at spaces immediately adjacent to businesses can be extremely detrimental to those business owners.

The action utilized two Parking Enforcement Representatives and Parking Division's dispatcher. During the operation, staff observed and addressed the drivers of 19 vehicles who displayed disabled placards to park either at meters or in disabled spaces. As permitted by state statute, enforcement staff checked for a valid placard, a valid placard registration card, and the driver's license of the driver of the vehicle. The parking dispatcher, working via California Department of Motor Vehicles (DMV) electronic records access, verified that the disabled placard number was valid and assigned to the driver of the vehicle, or if a passenger was present, the passenger. Of the 19 drivers who were contacted, four citations were issued and four disabled placards were confiscated and reported to the DMV.

## **3. Pasadena Named as a Top Ranked City in the 2016 Digital Cities Survey:**


Phillip Leclair, Chief Information Officer for the Department of Information Technology, shares a press release (link referenced below) from the Center for Digital Government naming Pasadena as one of the "Top Ten" digital cities in the nation by The Center for Digital Government. This was the second time Pasadena has been recognized as a technologically progressive and innovative city when compared to other cities of similar population size. The strong partnership with Innovate Pasadena, the entrepreneurial community, and the City's efforts to effectively leverage technology to bring better service to its constituents were highlighted in the survey results.

The top cities will be honored at a special awards ceremony during the National League of Cities annual conference in Pittsburgh, Pennsylvania on November 17<sup>th</sup>, 2017. Pasadena ranked eighth in the 2016 survey for cities with a population between 125,000 – 249,999. Contact Phillip Leclair at 626-744-3784 for more information about the award and visit the Center for Digital Government website for complete survey results <http://www.govtech.com/dc/digital-cities/Digital-Cities-Survey-2016-Winners-Announced.html>

**4. Legal Advertisements and Public Notices:**

I have attached a memorandum from Mark Jomsky, City Clerk which provides this week's submission of upcoming legal advertisements and public notices set for publication. In addition, the webpage for posting public notices and advertisement has been updated with the attached information and can be accessed from the City's home webpage <http://www.cityofpasadena.net/>. If you require additional detailed information on these legal advertising and public notices, please contact Mr. Jomsky at (626) 744-4709.

Respectfully Submitted,




**JULIE A. GUTIERREZ**  
Assistant City Manager

/attachments



OFFICE OF THE CITY CLERK

MEMORANDUM

**TO:** Honorable Mayor and City Council  
**FROM:** Latasha Reese, Assistant City Clerk   
**DATE:** November 17, 2016  
**RE:** Legal Advertisements and Public Notices

Attached, please find this week's submission of upcoming legal advertisements and public notices set for publication.

In addition, the webpage for posting public notices and advertisement has been updated with the attached information, and can be accessed from the City's home webpage: [www.cityofpasadena.net](http://www.cityofpasadena.net) (see illustration below)



**CITY LINKS**

Most Requested ▼

Departments & Agencies ▼

Mayor, Council & Commissions ▼

City of Pasadena Public Notices

**CITY SERVICES**

City Services & Payments ▼

Forms & Permits ▼



Please let me know if you have any questions.

**City of Pasadena**

**NOTICE INVITING BIDS**

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**FURNISH AND DELIVER**

**2017 OR NEWER DIESEL DRIVEN PORTABLE AIR COMPRESSORS 185 CFM**

Three (3) copies of sealed bids will be received prior to **11:00AM November 29, 2016**, by the City Clerk, 100 N. Garfield Ave., Room S-228, Pasadena, CA 91109, and will be opened at that time and place. The bids shall be clearly titled”

**“2017 OR NEWER DIESEL DRIVEN PORTABLE AIR COMPRESSORS 185 CFM”**

Copies of the Specifications may be obtained by mail or in person from the Purchasing Division, 100 N. Garfield Ave., Room S-310, Pasadena, CA 91109, Telephone No. (626) 744-6755.

Refer to the Specifications for complete details and bidding requirements. The Specification and this Notice shall be considered a part of any contract made pursuant thereunder.

DATED: November 17, 2016

Steve Mermell  
City Manager

**NOTICE INVITING BIDS**  
**FURNISH LABOR AND MATERIALS FOR**  
**ELEVATOR MAINTENANCE AND REPAIR**

Three (3) copies of sealed bids will be received prior to **3:00PM December 6, 2016** by the City Clerk, 100 North Garfield Avenue, Rm S228, Pasadena, CA 91109, and will be opened at that time and place.

The bids shall be clearly titled: **ELEVATOR MAINTENANCE AND REPAIR**

The bids shall be clearly titled. Copies of the Specifications may be obtained by mail or in person from the Purchasing Division, 100 North Garfield Avenue, Rm 348, Pasadena, CA 91109, Telephone No. (626) 744-6755.

Refer to the specifications for complete details and bidding requirements. The Specification and this Notice shall be considered a part of any contract made pursuant thereunder.

A **mandatory pre-bid conference** will be held at which time each bidder will have the opportunity to clarify and ask questions regarding the Specifications. The pre-bid conference will be held at **9:00 AM November 22, 2016** in the 100 N. Garfield, Room S038 (Grand Conference Room, City Hall Basement).

**Bid security in the amount of five percent (5%) of the total bid price in the form of cash, a certified or cashier's check, money order, or surety bond must accompany the proposal.**

**The Contractor must have a Certified Competent Conveyance Mechanic (CCCM); California State Certified Qualified Conveyance Company (CQCC); a valid C-11 (Elevator Contractor) or General A (Engineering Contractor) license issued by the California State Contractor License Board license to bid on this specification.**

Refer to the Specifications for complete details and bid requirements. The Specifications and this Notice shall be considered a part of any contract made pursuant thereto.

DATED: November 17, 2017

STEVE MERMELL  
City Manager

**NOTICE INVITING BIDS**

**SPECIFICATIONS WD-16-12**

**FURNISH LABOR AND MATERIALS FOR**

**UTILITY AND MISCELLANEOUS STREET REPAIRS**

Three (3) copies of sealed bids will be received prior to **11:00 A.M. December 13, 2016**, by the City Clerk, 100 North Garfield Avenue, Room S228, Pasadena, CA 91109, and will be opened at that time and place.

The bids shall be clearly titled: **FURNISH LABOR AND MATERIALS FOR UTILITY AND MISCELLANEOUS STREET REPAIRS**

Copies of the Specifications may be obtained by mail or in person from the Purchasing Division, 100 North Garfield Avenue, Room 348, Pasadena, CA 91109, Telephone No. (626) 744-6755.

Refer to the Specifications for complete details and bidding requirements. The Specification and this Notice shall be considered a part of any contract made pursuant thereunder.

**Bid security in the amount of five percent (5%) of the total bid price in the form of cash, a certified or cashier's check, money order, or surety bond must accompany the proposal.**

**The Contractor must have a "A" license to bid on this Specification.**

Refer to the Specifications for complete details and bid requirements. The Specifications and this Notice shall be considered a part of any contract made pursuant thereto.

DATED: November 17, 2016

STEVE MERMELL  
City Manager

**NOTICE INVITING BIDS**  
**FURNISH LABOR AND MATERIALS FOR**  
**MODERNIZATION OF ELEVATORS**

Three (3) copies of sealed bids will be received prior to **3:00PM December 16, 2016**, by the City Clerk, 100 North Garfield Avenue, Rm S228, Pasadena, CA 91109, and will be opened at that time and place.

The bids shall be clearly titled: **MODERNIZATION OF ELEVATORS**

The bids shall be clearly titled. Copies of the Specifications may be obtained by mail or in person from the Purchasing Division, 100 North Garfield Avenue, Rm 348, Pasadena, CA 91109, Telephone No. (626) 744-6755.

Refer to the specifications for complete details and bidding requirements. The Specification and this Notice shall be considered a part of any contract made pursuant thereunder.

**A mandatory Pre-bid/Job Walk conference and job walk** will be held at which time each bidder will have the opportunity to clarify and ask questions regarding the Specifications. The pre-bid conference will be held at 9:00AM November 29, 2016 at 100 N. Garfield, Room S039 (Fair Oaks Conference Basement), Pasadena CA 91109.

**Bid security in the amount of five percent (5%) of the total bid price in the form of cash, a certified or cashier's check, money order, or surety bond must accompany the proposal.**

**The Contractor must have a California License Board C-11, Department of Industrial Relation (DIR) certification as a Certified Qualified Conveyance Company.**

Refer to the Specifications for complete details and bid requirements. The Specifications and this Notice shall be considered a part of any contract made pursuant thereto.

DATED: November 17, 2016

STEVE MERMELL  
City Manager