AGENDA
MUNICIPAL SERVICES COMMITTEE
MEETING NOTICE
OCTOBER 8, 2019
PUBLIC MEETING 4:00 P.M.

MEMBERS
Margaret McAustin, Chair, District 2
Terry Tornek, Mayor
Tyron Hampton, Vice Mayor, District 1
Andy Wilson, District 7

STAFF
Gurcharan Bawa, General Manager
Valerie Flores, Recording Secretary

MISSION STATEMENT
The City of Pasadena is dedicated to delivering exemplary municipal services,
responsive to our entire community and consistent
with our history, culture and unique character.

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(626) 744-4124 por lo menos con 24 horas de anticipación.

Items on the agenda may not be called in order listed.

Agendas and supporting documents are available on the Internet at
http://ww5.cityofpasadena.net/commissions/city-council-municipal-services-committee/

Materials related to an item on this Agenda submitted to the Municipal Services Committee
Committee after distribution of the agenda packet are available for public inspection in the City
Clerk’s Office at 100 N. Garfield Avenue, Room S-228, Pasadena, during normal business hours.
REGULAR MEETING OF THE  
MUNICIPAL SERVICES COMMITTEE  
Tuesday, October 8, 2019 at 4:00 P.M.  
100 North Garfield Avenue, Pasadena, Council Chambers  
AGENDA

1. CALL TO ORDER/ROLL CALL

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

3. APPROVAL OF MINUTES – September 10, 2019 (Regular Meeting)

4. INFORMATION ITEMS
   A. Pavement Management Plan*
   B. Water Conservation Programs and Supply Update*
      1. Historic Preservation Commission*
      2. Pasadena Public Library Commission*

5. ADJOURNMENT

*Attachment

NEXT MEETING
October 22, 2019

Margaret McAustin, Chair  
Municipal Service Committee

POSTING STATEMENT:
I HEREBY CERTIFY that this Agenda, in its entirety, was posted on the Council Chamber Bulletin Board S249, the bulletin board in the rotunda area at City Hall, 100 North Garfield Avenue, the City Clerk’s Office, and a copy was distributed to the Central Library for posting on the 3rd day of October 2019 by 6:00 p.m.

Susana Castro

DISTRIBUTION:  
MSC Committee Members  Central Library  General Manager  Pasadena Weekly  
City Council  City Clerk  Director of Planning and Permitting  Pasadena Star-News  
City Manager  Director of Public Works  Los Angeles Times  Pasadena Now  
City Attorney  Public Information Officer  La Opinion  Pasadena Journal

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OPENING

The Chair called the regular meeting of the Municipal Services Committee to order at 4:04 p.m.

ROLL CALL:

Councilmember Margaret McAustin (Chair)
Mayor Terry Tornek
Vice Mayor Tyron Hampton
Councilmember Andy Wilson

Staff:

Steve Mermell, City Manager
Julie Gutierrez, Assistant City Manager
Lisa Hosey, Assistant City Attorney
David Reyes, Director of Planning & Community Development
Ana Espanola, Planner
Gurcharan Bawa, General Manager of Water and Power
Mitch Dion, Assistant General Manager of Water and Power
Laura Cornejo, Director of Transportation
Richard Dilluvio, Senior Planner
Valerie Flores, Recording Secretary

Ken Kules, Pasadena resident, provided comments and submitted written material on local groundwater Total Dissolved Solids (TDS) levels, and noted that TDS levels in Pasadena well production exceeds the Salt & Nutrient Management Plan (SNMP) projections.

Robert Kurkjian, Pasadena resident, and member of the Environmental Advisory Commission (EAC), shared that he and his colleagues, Morey Wolfson and Jonathan Levy, have formed a Solid Waste Ad Hoc Committee, and reaffirmed their commitment to assist the Department of Public Works in its efforts involving solid waste.

In response to the above speaker, the Chair mentioned that there has been discussion regarding the EAC’s role in monitoring the Zero Waste Plan, and that a memo will be brought forward to the Municipal Services Committee on the matter.

APPROVAL OF MINUTES

It was moved by Mayor Tornek, seconded by Councilmember Wilson, to approve the minutes of July 9, 2019 (regular meeting), July 23, 2019 (regular meeting), July 23, 2019 (special meeting), August 13, 2019 (cancelled meeting), and August 27, 2019 (cancelled meeting), as submitted. (Motion unanimously carried) (Absent: None)

NEW BUSINESS

PASADENA CLIMATE ACTION PLAN (CAP), 2018 ANNUAL REPORT

David Reyes, Director of Planning & Community Development, introduced the agenda item, and Ana Espanola, Planner, provided a
PowerPoint presentation summarizing the agenda item, and responded to questions.

Laura Cornejo, Director of Transportation, responded to questions regarding sustainable mobility and land use, and commented on the need to continue monitoring shared mobility options and developing the City's bicycle infrastructure.

Vice Mayor Hampton spoke on waste reduction, and recommended that staff include data on the Rose Bowl Community Recycling and Reuse Program as part of the data reported on waste reduction.

The Mayor commented on the “Sustainable Mobility and Land Use” reduction strategy, namely alternative fuel vehicles and charging stations, and stated that any available data related to these items should be included as part of the City's progress towards meeting the emission reduction goals.

The Mayor expressed gratitude to the Environmental Advisory Commission (EAC) for its active role in reviewing the Pasadena Climate Action Plan (CAP) 2018 Annual Report.

Following discussion, it was moved by Vice Mayor Hampton, seconded by Councilmember Wilson, to approve staff’s recommendation, and forward the item to the full City Council for consideration. (Motion unanimously carried) (Absent: None)

INFORMATION ITEMS

UPDATE FROM METROPOLITAN WATER DISTRICT BOARD MEMBER CYNTHIA KURTZ

Cynthia Kurtz, City's representative on the Metropolitan Water District (MWD) Board, shared information on MWD and its current activities, and responded to questions.

Following discussion, on the order of the Chair, and by consensus of the Committee, the information was received and filed.

WATER SYSTEM AND RESOURCES PLAN UPDATE

Mitch Dion, Assistant General Manager of Water and Power Department, provided a PowerPoint presentation reviewing the agenda item, and responded to questions.

Ken Kules, Pasadena resident, provided comments and stated his opposition to the Water System and Resources Plan, specifically with regard to water supply.

Councilmember Wilson commented on the Plan, and urged staff to provide a comprehensive analytical report when the matter returns to the Committee for consideration.

Following discussion, on the order of the Chair, and by consensus of the Committee, the information was received and filed.
626 GOLDEN STREETS/ARROYO FEST

Laura Cornejo, Director of Transportation, introduced the agenda item and Richard Dilluvio, Senior Planner, provided a PowerPoint presentation summarizing the agenda report.

On the order of the Chair, and by consensus of the Committee, the information was received and filed.

COMMENTS

Following brief comments on concerns raised over water rate increases and recycling challenges, the Chair restated that a memorandum is coming soon to the Committee clarifying the role/participation of the Environmental Advisory Commission in monitoring the Zero Waste Plan.

ADJOURNMENT

On the order of the Chair, the regular meeting of the Municipal Services Committee was adjourned at 5:50 p.m.

Councilmember Margaret McAustin, Chair
Municipal Services Committee

ATTEST:

Valerie Flores
Recording Secretary
4.A
Citywide Pavement Inventory and Pavement Management Program (PMP)

Municipal Services Committee
October 8, 2019

Overview

• Background.

• Pavement Management Plan (PMP).

• Condition of Pasadena’s Street Network.

• 5 Year CIP Plan.
Background

State Requirements

• As of July 1, 1990, in accordance with Section 2108.1 of the California Streets and Highways Code, every City receiving funding under the State Transportation Improvement Program is required to develop and adopt a Pavement Management Program (PMP) to be utilized for managing local streets or highways.

• All streets classified as arterial and collector streets must be re-inspected every two (2) years and the PMP updated.
City Roadway Network

• 335 centerline miles of pavements.
• Average Value: $1.2 million/mile.
• Total Network Value: $432 Million.

Variable pavement types with aged curbs & gutters.

Enough pavement to build a small 2-lane road to Salt Lake City or pave over 1,100 football fields.

What is Pavement Management?

• The Pavement Management Program (PMP) utilizes a system or methodology to develop cost effective maintenance and repair alternatives for roads and streets.

• It considers a combination of existing surveyed pavement defects, road classification, and traffic volumes to assign a Pavement Condition Index (PCI) to each street which is used to determine the most cost effective maintenance treatment needed.

• Pavement treatment types include: slurry seal, grind & resurface, and complete pavement reconstruction.
Pavement Condition Index (PCI) Criteria

Average PCI of Others

Department of Public Works
Past Methodology

Department of Public Works

- Past evaluation of road conditions reflected industry standards that relied on **subjective** observations of the human eye.
  - Inspections have taken place since the late 90’s, with the most recent windshield survey conducted in 2015.
- Inspectors evaluated road conditions based on established criteria, but…
  - Subject to human interpretation; and
  - Different inspectors could arrive at different conclusions.

New Technology

Department of Public Works

**Laser Road Surface Tester (RST)**

Drives entire length of each roadway collecting pavement distress data such as:

- Cracking pattern
- Faulting
- Joint Spalling/Sealant Damage
- Scaling
- Wheel Path Rutting
- Distortions & Weathering
- Patching & Potholes
- Raveling
- Roughness

Captures 30–40 miles of data per day

Non-invasive, safe and objective.
Subgrade Strength Data

- DEFLECTOMETER: Non-invasive.
- Stop & go – traffic Control by PD.
- 2 passes on arterials & collectors.
- 1 test every 500 feet.
- Structural analysis performed.
- Data used to trigger appropriate rehabs.

Pavement Management Plan
Management of an asset requires investment and growth, not simply maintenance.

- Our streets are assets that need to be sustained.
- A Pavement Management Plan (PMP) guides the management of our street assets with a set of tools and methods that assist the City in finding optimal strategies for maintaining our streets in a serviceable condition over a given time period.
- Timely investment in maintaining our assets today saves the City from more costly solutions tomorrow.

Maintenance Versus Repair

Department of Public Works

![Pavement Life Cycle Curve](chart.png)
**Pavement Performance Curve**

Department of Public Works

![Graph showing pavement quality over time with a drop at 15% and another at 40%]

- **Excellent**
- **Very Good**
- **Good**
- **Fair**
- **Poor**
- **Very Poor**

- Time
- Pavement Quality
- has a 15% drop in quality
- 15% of pavement life
- $1 spent now
- Costs $8 if delayed
- 40% of pavement life
- has a 40% drop in quality

**Comparison to Others**

Department of Public Works

<table>
<thead>
<tr>
<th>City Name</th>
<th>Average PCI</th>
<th>Resurfacing Budget Average from 2020 ($M/yr)</th>
<th>Street Network (Miles)</th>
<th>Budget per Mile ($/Mile)</th>
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<tr>
<td>San Gabriel</td>
<td>52</td>
<td>$2.5</td>
<td>75</td>
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<td>64</td>
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<td>$4.3</td>
<td>360</td>
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</table>
Annual CIP Budgeted Funding

- Historically, funding consisted of approx. $2 Million per year.

- As of FY 2018, funding has increased by $1.99 Million per year from Senate Bill 1 (SB1) totaling $4.3 Million per year.
Conclusions

Department of Public Works

• City’s average network PCI is 60 (59 for asphalt, 65 for concrete, 60 overall, as assessed in 2018).

• City’s annual CIP budget allocation for restoration of each mile of its roadway asset is the lowest amongst neighboring cities, including the County.

• Additional capital funding will be required annually to sustain current condition or risk further degradation.

• Investing in our street assets today will:
  • Yield a higher return for the future
  • Reduce costs of repairing roads later
  • Save the City money
**Pavement Types**

**City of Pasadena, CA**

Pavement Type Distribution By length (Pavetype, Miles, %)

- **Asphalt**, 312.8, 93%
- **Concrete**, 23.0, 7%

Total Mileage = 335.8 Miles
Total Area = 7019k Sq Yds

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**Functional Classifications**

**City of Pasadena, CA**

Functional Classification Distribution By Length (FunCL, Miles, %)

- **Local**, 189.1, 56%
- **Major Collector**, 43.0, 13%
- **Minor Arterial**, 33.9, 10%
- **Major Bus Route**, 56.9, 17%
- **Principal Arterial**, 4.5, 1%
- **Minor Bus Route**, 8.4, 3%

PCI: 62, 65, 67, 63, 64

Total Mileage = 335.8 Miles
Total Area = 7019k Sq Yds
Pavement Condition Index Versus Sum of Load and Non Load Associated Distress Deducts

City of Pasadena, CA

Pavement Condition Index (PCI)

Sum of Distress Deducts (LADD and NLAD)

Impact of Funding on PCI

Five Year Post Rehab PCI Versus Annual Budget

City of Pasadena, CA

Five Year Post Rehab Network Average Condition

Steady State PCI

Pasadena Budget
City of Pasadena, CA

Five Year Post Rehab Backlog (%) Versus Annual Budget

- Backlog Analysis Results
  - Backlog Control Budget: Final PCI = 60, Backlog = 10%, Annual Budget = $11M/Yr
  - Pasadena Budget: Final PCI = 52, Backlog = 21.1%, Annual Budget = $4M/Yr
  - Steady State PCI: Final PCI = 52, Backlog = 11.4%, Annual Budget = $9.65M/Yr
- Backlog Target: Final PCI = 65, Backlog = 5%, Annual Budget = $15.3M/Yr
- Current Backlog (2019) = 8.2%
- Recommended Budget: Final PCI = 63, Backlog = 6.6%, Annual Budget = $13.7M/Yr

Pavement Condition Index (PCI) Criteria

- Excellent - Routine and preventative maintenance, some crack and joint sealing, localized repairs
- Very Good - Surface treatments (pavement, micro surface, chip seal), PCI localized removal and replace, crack seal and joint sealing
- Good - Surface treatments with localized repair to thin overpave, PCI slight panel replacement
- Fair - Thin to moderate overlaid with some removal and replace, PCI moderate panel replacement
- Marginal - Progressively thicker overlaid layers with some removal and replace, PCI extensive panel replacement
- Poor - Thick overlaid to partial reconstruction (surface removal, compaction, overlay), PCI extensive panel replacement and grading
- Very Poor - Full reconstruction and base stabilization

Pavement Condition Definitions Using Common Terms
**PCI Distribution**

Department of Public Works

Survey Network Average Condition = 60, Backlog = 6.7%

Pavement Condition Index (PCI) Using Descriptive Terms

- Full Depth Reconstruction: 0.3%
- Surface Removal, Base Rehabilitation: 6.6%
- Thick Overlay: 11.7%
- Moderate Overlay: 28.1%
- Thin Overlay: 25.8%
- Surface Treatment/Slurry: 17.3%
-Routine Maintenance: 4.2%

**Cost of Deferred Maintenance**

Department of Public Works

City of Pasadena, CA

Current Condition Versus Post Rehab Condition

- Current Network Average Condition: PCI = 58, Backlog = 6.6%, Cost to Fix Backlog = $24.32 M
- Pasadena Budget - Final PCI = 52, Backlog = 21.1%, Annual Budget = $4M/Yr
- Recommended Budget - Final PCI = 63, Backlog = 6.6%, Annual Budget = $13.7M/Yr, Cost to Fix Backlog = $1.45 M
5-Year CIP Plan (Draft)
Questions?

PASADENA
4.B
Water Conservation Programs and Supply Update

Municipal Services Committee
October 8, 2019
Item 3B

Water Conservation

- Portfolio Approach
- Policy Drivers
- Pasadena Water Demand
- Programs
- Education and Outreach
- Water Supply
### Conservation in the Portfolio

**Pasadena Water and Power**

- **Managing Water Demand at the Customer Level**
  - Reducing or shifting water use
    - Technology
    - Onsite Reuse
    - Regulation
  - Modifying behavior
    - Data analytics / feedback
    - Fixing leaks / watering landscape less
    - Outreach and education

- **Managing Recharge at the Customer Level**
  - Nature based solutions
  - Parcel level recharge – 200 AF of local surface water

- **Demand management can be varied**
  - Permanent; hourly; seasonal; ad hoc
  - Reductions to make water deliveries more reliable and economical

### Policy Drivers

**Pasadena Water and Power**

- **City Water Conservation Plan**
  - Adopted by City Council 2009
    - 6 Key Water Conservation Approaches

- **Water Systems & Resources Plan**
  - Update in process

- **New Legislation**
  - Assembly Bill 1668 and Senate Bill 606
    - Long term water use efficiency standards
    - Caps for water demand
    - 5-year drought risk assessments and water shortage
    - Reporting requirements
    - Enforcement - fines
Peak Usage

Peak Months / AF

July
August
September
Average
10% Reduction

Water Efficiency Programs

Pasadena Water and Power
Residential and Commercial Water Efficiency

- Rebates and Incentives
- Onsite Reuse / Greywater Program
- Landscape Transformation / Irrigation Efficiency
  - Community Demonstration Gardens
  - Landscape Direct Install
- Commercial Efficiency
  - Water and Energy Direct Install Program (WeDIP)
- Behavioral
  - WaterSmart Program
- Outreach and Education
  - Garden Design Guide
  - Community Partnerships
  - Regenerative Landscape Design Workshops
  - Sheet Mulching Workshops

Cumulative Program Expenditures

FY17-FY19 Program Costs

- Administration, Marketing, Water Waste, Demonstration Gardens
- Residential Home Water Reports
- Residential Low Income Direct Install
- Residential Direct Install
- Commercial Low Income Direct Install
- Commercial Direct Install
- Rebates

*15% grant funded
**90% grant funded
**FY20 Water Conservation Programs Budget**

Pasadena Water and Power

- Rebates
- Commercial DI
- Low Income Commercial DI
- Residential DI
- Low Income Residential DI
- Residential Home Water Reports
- Water Waste, Surveys, Marketing, Outreach and Education

*FY20 Budget = $2.2 million*

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**Rebates and Incentives**

Pasadena Water and Power

- **MWD Rebates**
  - Residential and Commercial Devices
  - Turf $2/sq. ft.
- **PWP Hydration Station Rebate (New)**
- **PWP Spray-to-Drip Retrofit (New 2020)**
- **New Technology**
  - Leak detection for customers
    - Flume Device
Onsite Reuse

Pasadena Water and Power

• L2L Greywater Program
  > Grant funded $100,000
  > FY20 – Expansion of Direct Install
    ▪ Target = 125 installations
  > Program to date:
    ▪ 496 workshop attendees
    ▪ 361 applications
    ▪ 251 technical consults
    ▪ 109 installations
      » 74 low income
Community Demonstration Gardens Program
Pasadena Water and Power

> Transform city facility landscapes to drought tolerant water efficient gardens
> Partner with community to support community demonstration gardens
> Garden signage educates visitors
> Workshops and online design guides
> Partnership with MASH
  ▪ Green jobs training
Sheldon Reservoir Garden
Pasadena Water and Power

Landscape Direct Install Program
Pasadena Water and Power

- Provide low income customers with the opportunity to save water
- Partnership between PWP and Housing (MASH)
- 40+ installs to date
- 22 in queue for completion in FY20
Pasadena Water and Power

Water Waste Enforcement

Water Waste Reports

Pasadena Water and Power

Level 1 Water Shortage Plan

Pasadena Water and Power

- Level 1 in effect since April 1, 2017
- Permanent Prohibitions
- Restrictions on Watering
  > 1 day per week Nov-March
  > 3 days per week April–October
- Leak repair within 72 hours
- Other Cities
  > LADWP – 3 days a week year round
  > Burbank – 3 days a week year round
  > Glendale – no restrictions on days

Pasadena Water and Power
Education and Outreach

Pasadena Water and Power

- Regenerative Landscapes
- Water-smart Design Guide
- Hugelkultur Workshops

![Pasadena’s water-smart Landscaping Guide](image)

Restore, Renew, Revive... Help Your Landscape Thrive!

PWP is looking for committed individuals to partake in this four-part workshop series:

1. Overview native, climate-appropriate plants
2. Learn some regenerative techniques and applications
3. Design your landscapes to capture rain and be climate conscious
4. Save a tree from being cut and learn tree maintenance

Registration is limited to 15 participants per event. Participants must be 18 years old. To register: PWDesk.com/Events 626-744-7311

Water Supply

Pasadena Water and Power

Groundwater Sustainably

Recharge
- 2000 acft Wet Year Storage

Planning and Coordination
- Devil’s Gate Pump-back and Crosstown Connector
- Raymond Basin and Main San Gabriel Basin Coordination.

![Recharging Raymond Groundwater](image)
Water Supply

Pasadena Water and Power

U.S. Seasonal Drought Outlook
Drought Tendency During the Valid Period
Valid for September 19 - December 31, 2019
Released September 19

Conclusion

Pasadena Water and Power

Questions or Comments
TO: CITY COUNCIL

FROM: HISTORIC PRESERVATION COMMISSION

SUBJECT: ANNUAL REPORT – JULY 2018 THROUGH JUNE 2019
AND WORK PLAN FOR 2019 - 2020

RECOMMENDATION:

This report is submitted for informational purposes only.

Attached are the following:

- Report of Work Plan Performance for July 1, 2018 through June 30, 2019
- Proposed Work Plan for July 1, 2019 through June 30, 2020
- Report of Commission Attendance for July 1, 2018 through June 30, 2019

These documents were reviewed and approved by the Historic Preservation Commission at our meeting of September 17, 2019.

Respectfully submitted,

Carrie Chastéen-Elfarra
Chair, Historic Preservation Commission
MISSION (as stated in Pasadena Municipal Code §2.75.025):

The purpose of the Historic Preservation Commission is to:

(a) implement the historic preservation goals, policies and programs of the Comprehensive General Plan;

(b) protect, enhance and perpetuate historic resources that represent or reflect distinctive and important elements of the City's cultural, social, economic, political, archaeological and architectural history;

(c) stabilize and improve property values, and enhance the visual and aesthetic character and environmental amenities of the city’s historic areas;

(d) recognize the city’s historic resources as economic assets;

(e) provide educational programs to promote and encourage restoration, rehabilitation and maintenance of existing historic resources for the culture, education, enjoyment and economic welfare of the city’s residents and visitors, and to conserve reusable material and energy resources;

(f) foster civic pride in the beauty and noble accomplishments of the past by promoting private stewardship of historic resources that represent these accomplishments;

(g) promote the city as a destination for tourists and as a desirable location for business;

(h) ensure that the rights of the owners of historic resources and owners of properties adjacent to historic resources are safeguarded;

(i) fulfill the city’s responsibilities as a Certified Local Government under federal preservation laws; and

(j) fulfill the city’s responsibilities for federal Section 106 reviews and for the California Environmental Quality Act.
OBJECTIVES IN 2018-2019 WORK PLAN AND ACCOMPLISHMENTS BY COMMISSION:

I. Continue Historic Preservation Awards Program as part of National Historic Preservation Month. Review and update award criteria.

STATUS: COMPLETED. The Commission held its annual awards program on May 23, 2019 at the Sunset Room in the Hotel Constance, and issued 7 awards for restoration, adaptive use, preservation, and rehabilitation. The recipients were:

- 440 South Grand Avenue – Honorable Mention
- 627 South Marengo Avenue – Preservation
- 982 North Mentor Avenue – Restoration
- 1189 North Wilson Avenue – Restoration
- 1091 North Marengo Avenue – Rehabilitation
- (Confidential Address) Myers Residence – Rehabilitation
- 918-928 East Colorado Boulevard – Rehabilitation/Infill

II. Review applications for designation of landmark districts.

STATUS: ONGOING. The Commission reviewed an application for designation of one landmark district during the year.

- Arden Road Landmark District
  (reviewed by HPC on December 4, 2018)

III. Review applications for designation of individual landmarks and monuments.

STATUS: ONGOING. The Commission held hearings for the following ten Landmark and Historic Monument Designations and referred them to City Council with its recommendations:

- 817 Rio Grande Street
- 171 South Grand Avenue
- 885 South Madison Avenue
- 1000 Cordova Street
- 1319 South Oak Knoll Avenue
- 464 East Walnut Street
- 901 Laguna Road
- 870 Chula Vista Avenue
- 280 California Terrace
- 200 Fern Drive (Historic Monument)
IV. Review applications for Certificate of Appropriateness, Relief from the Replacement Building Permit Requirement, advisory reviews of Environmental Impact Reports affecting historic resources, City-sponsored projects, Master Development Plans, Adjustment Permits, and nominations of local resources to the California Register of Historical Resources and the National Register of Historic Places.

**STATUS:** COMPLETED by the Commission:

- Certificates of Appropriateness for demolition: 1
- Certificates of Appropriateness for alteration/addition: 14
- Certificates of Appropriateness for relocation: 0
- Miscellaneous decisions: 0
- Advisory reviews of Environmental Impact Reports affecting historic resources, of City sponsored projects, Master Development Plans, and Adjustment Permits and projects requiring both Certificate of Appropriateness and Design Review: 1
- Relief from Replacement Building Permit Requirement: 1
- Advisory reviews of nominations to National Register: 0

V. Historic Property Contract Program (Mills Act). Receive and comment on progress reports from staff.

**STATUS:** NOT COMPLETED. Staff is in the process of completing a more thorough review of the Mills Act Program. A progress report will be provided to the Commission in the next reporting period. Twenty two (22) Mills Act contracts were approved during the reporting period, for a total of 318 properties since the beginning of the program in 2003.

VI. Support: Encourage and support new landmark districts and individual landmark designations (or listings in the National Register) and review nominations for new National Register listings.

**STATUS:** COMPLETED. The Commission recommended approval of ten (10) individual landmarks/historic monuments and one landmark district.

VII. Training: Each Commissioner shall receive 2-5 hours of training applicable to their work. As part of training and education efforts, the Commission shall continue to meet with the neighborhood representatives of the City’s landmark districts and coordinate tours of the districts to remain current of any ongoing preservations issues.

**STATUS:** COMPLETED. All of the current continuing Commissioners completed training applicable to their work and took part in five walking tours of the following historic and landmark districts:
- Lower Arroyo Historic District
- South Madison Landmark District
- Markham Place Historic District
- Prospect Historic District
- Arden Road Landmark District (Proposed)
VIII. Volunteerism: Seek opportunities to enhance DHP staff by volunteering for work projects outside of regular meetings.

STATUS: COMPLETED. Commissioners provided additional assistance to staff by serving on subcommittees including the Historic Preservation Awards subcommittee and the 980 S. Los Robles Avenue subcommittee.
OBJECTIVES:

I. Continue Historic Preservation Awards Program as part of National Historic Preservation Month.

II. Certified Local Government (CLG) Grant. Review options and recommend to staff topics for a CLG grant application.

III. Review applications for designation of landmark districts.

IV. Review applications for designation of individual landmarks and monuments.

V. Review applications for Certificate of Appropriateness; Relief from the Replacement Building Permit Requirement; advisory reviews of Environmental Impact Reports affecting historic resources, city-sponsored projects, Master Development Plans, Adjustment Permits, and projects requiring both Certificate of Appropriateness and Design Review; and nominations of local resources to the California Register of Historical Resources and the National Register of Historic Places.

VI. Historic Property Contract Program (Mills Act). Receive and comment on progress reports from staff.

VII. Support: Encourage and support new landmark districts and individual landmark designations (or listings in the National Register) and review nominations for new National Register listings.

VIII. Training: Each Commissioner shall receive 2-5 hours of training applicable to their work. As part of training and education efforts, the Commission shall continue to meet with the neighborhood representatives of the City’s landmark districts and coordinate tours of the districts to remain current of any ongoing preservation issues.

IX. Volunteerism: Seek opportunities to enhance DHP staff by volunteering for work projects outside of regular meetings.
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**LEGEND**

P - PRESENT
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XX - CANCELED MEETING
NO - NO QUORUM
The role of the Pasadena Public Library Commission is to advise the City Council on matters relating to the public library system, in order that the library is well managed in a manner consistent with the law and policies, and to advise library administration on the development of library policies. The 2018-2019 Work Plan outlines how the Pasadena Public Library Commission aims to support and advise the Library in the upcoming year. Whereas this work plan will span an entire fiscal year, the Commission will evaluate the progress of each of these goals on a quarterly basis to ensure progress is being made and the goals are completed.

The following goals and objectives make up the Pasadena Public Library Commission Work Plan for 2018-2019. Included below is an update for each section that highlights FY 2019.

Goal One – Advocacy – advocate and be a champion for Pasadena Public Library services at the local, state, and national levels.
   a. Support and advocate for library budget needs, fund development, and infrastructure needs. Represent Library Commission at district meetings, State of the City, and other local and regional meetings.
   b. Actively support and promote library programs and services, such as Office of the Young Child, care navigator, One City One Story, special events, and day-to-day programs.
   c. Stay abreast of state and national library legislation and support as necessary.
   d. Work with library staff on marketing and promotion of Pasadena Public Library System and Friends of the Library.
   e. Represent Library Commission at local community events.

2019 Update:
In 2019, the Library Commission was very active in their role to support and advocate for the library, from attending events to writing letters to interacting with their respective Council members. Commissioners attended numerous events, including STEAM, One City One Story, Mental Health, monthly programs, etc. In addition, some Commissioners also volunteered to help at some outreach events. Commissioners were also very active with the City Council, including attending City Council meetings, attending City Council District Meetings, and attending the Mayor’s State of the City. Commissioners also attended every Friends meeting, several Associates Group meetings, served on library committees, and one even attended the American Library Association Conference. In addition, when asked by the California Library Association to support legislation, Commissioners wrote letters and made calls to their local elected officials.

Goal Two – Fiscal Responsibility and Stability
   a. Continue to work with Director of Libraries and Information Services on Library fiscal issues and challenges, including regular updates on library budget.
   b. Identify and support potential outside revenue sources and entrepreneurial opportunities, including grants.
c. Meet with respective City Council members, as necessary, to highlight Library budget.
d. Attend or watch City Council meetings during Library budget hearings.

2019 Update:
Fiscal responsibility and stability for the Library continues to be a high priority for the Library Commission. Library Commissioners have taken a far more active role in supporting the Library’s budget and have shown a lot of interest in learning more about the budget and process. Commissioners have attended budget hearing and watched the budget hearings via live stream. Library Commissioners who are also Library Associates at the branches have also been actively looking for outside revenue sources (grants, fundraisers, etc.) In addition, many of the Commissioners have also become members of the Friends of the Library organization, and some, upon completion of their Commission tenure, have become board members of the Friends.

Goal Three – Commission Business & Meetings
a. Form a short-term workgroup that will work with Human Services Commission, Council for the Young Child, and staff to assist with future make-up of the Early Childhood Committee.
b. Partner with one other Pasadena Commission to review current services and potential future partnerships.
c. Review existing statistics, such as collection statistics, trends in library usage, program attendance, etc.
d. Receive and review detailed analysis of Library programs.
e. Work with Library staff to draft a document/brochure that highlights the Library Parcel Tax, its revenue, and its use.
f. Support Director of Libraries & Information Services in continued Library organizational development and in upcoming California Library Association presidency.

2019 Update:
Library Commissioners continue to review and ask questions about library statistics and data as it is presented each month. They are interested in the numbers of people using the libraries and checking out materials, but they are also very interested in the types of programs we offer for the community. Most of the comments and questions are centered around the programs and the outcomes of those programs. This year, several Commissioners got very involved with the formation of a subcommittee around Early Child Development. A subcommittee of the Library Commission and members from the Human Services Commission met to determine the best process for forming an Early Child Development Committee. Even though there were several meetings and even a presentation to EdTech, the proposal was ultimately not agreed upon by the members of the EdTech Committee. Attempts to meet with City Council members to discuss further ideas did not come to fruition due to scheduling. A small subcommittee of the Library Commission also formed to create a brochure about the parcel tax. The draft is complete and is now with the marketing staff of the library to fine tune.
Goal Four – Partnership Development – assist library staff in creating and growing partnerships in the community and region.

a. Utilize personal and professional networks to advance the mission and goals of the Pasadena Public Library and enhance Library’s cultural presence in community.

b. Attend cultural and civic events to expand network.

c. Engage community to ensure library is meeting community needs.

d. Seek mutually beneficial partnerships.

e. Support library profession through meetings and attending conferences.

2019 Update:
Commissioners were very engaged with advancing the mission of the library by not just attending library events, but promoting them to their respective spheres of influence. Commissioners attended an array of civic and cultural Library programs but also programs conducted by other departments and organizations, like the Public Health Department, Human Services & Recreation Department, Young and Healthy, The Friends of the Pasadena Public Library, etc. Some library commissioners also attended various library trainings and conferences, including the California Library Association Conference, the American Library Association Conference, and Serving With a Purpose Conference. All of these gave Commissioners a deeper understanding of the challenges and issues libraries face.
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**LEGEND**

- **P** - PRESENT
- **A** - EXCUSED ABSENCE
- **U** - UNEXCUSED ABSENCE
- **XX** - CANCELED MEETING
- **NQ** - NO QUORUM